



**LUNCH BOX DIET ONLINE
GETTING STARTED GUIDE**

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1 WELCOME

Welcome to the Lunch Box Diet Online.

Follow the step by step instructions and in just a few minutes you will be ready to get started on the most effective weight loss plan ever.

With the Lunch Box Diet Online you will receive a daily diet plan which is tailored precisely for your requirements to guarantee that you will lose weight without ever feeling hungry.

Every day your plan includes a breakfast, Lunch Box and an evening meal. On Sundays, you can even enjoy a helping of roast.

If you want to you can swop your Lunch Box for another one quickly and easily and you can even add in your own favourite Lunch Box recipes.

Shopping is a breeze with our shopping list generator. Click a button and you have a list of all the ingredients you need in seconds.

Tracking your progress is a very important part of this program and with the Lunch Box Diet Online you can quickly record your statistics online and see your results instantly.

You will be amazed at how much energy you have and how easy it is to lose weight without feeling hungry with the Lunch Box Diet Online.

2 SIGNING IN TO YOUR ACCOUNT

Click on the following link or type it into your browser to open up your Lunch Box Diet Online account.

<http://app.startplanone.com/?cbaffi=lunchbox>

System Requirements:

If you have any popup blockers enabled, please add us to your list of safe sites.

In order to run this application, you will need to install the [Silverlight Plug-in](#) if you don't already have it. This is a free download from Microsoft. The plug-in supports many platforms and will run on Mac OSX and Windows.

Type in the username and password you have been given and click the Sign In button.

Please note that on test accounts the username or password cannot be changed.

3 PROFILE INFORMATION

3.1 Please Update Your Profile Wizard

When you sign in for the first time, the Please Update Your Profile wizard will appear.

This wizard appears the first time you use The Lunch Box Diet Online and it will also appear when it's time to update your profile information.

Click the My Profile button to get started.

The next screen asks "Would you like to enter a Share Code?" Click Enter Code and then type or paste in the following Share Code in the box which appears.

Share Code:

36DC6B92-B4A2-4020-BFB2-038738F637DA

Click OK and the plan will be imported into your account.

Please note it may take 3 or 4 minutes for The Lunch Box Diet plan to load into the system.

A dialog box containing a calendar will appear. This allows you to select the date on which Day 1 of the plan will commence. As the Lunch Box Diet is designed so that Day 7 falls on a Sunday you must select Monday as the start date.

Therefore if today's date is Thursday, 4 February 2010, you will click on Monday, 1 February as the date on which Day 1 of the plan will commence.

Please note: if today's date is Thursday, 4 February 2010, and you click on Monday, 8 February, the plan will not commence until Monday, 8 February.

Now click Activate at the bottom of the screen to complete the process.

Now the Manage Your Profile screen will be displayed and you must add in some profile information.

3.2 Setup and Preferences

Firstly, click on Setup and preferences.

On this screen enter details as follows:

First and last name, in the fields indicated.

In the email field, the email address for your test account will already be displayed and must not be changed.

The currency symbol for your location (£, \$, € etc.)

Your gender.

The Prefer Vegetarian Menus option does not apply in the case of the Lunch Box Diet, so please do not tick the box.

For Measurements you must select Metric.

The Training Objective will be set for the Lunch Box Diet automatically.

For Nutrition formula you should select Auto.

The final setting is for Activity Level. The options are:

- Sedentary – which means little or no exercise
- Lightly active – which means doing light exercise or sports 1 to 3 days a week
- Moderately active – which means doing moderate exercise or sport 3 to 5 days a week
- Very active – which means doing hard exercise or sport 6 to 7 days a week
- Extremely active – which means hard daily exercise or sport or training twice a day.

You should select the most relevant setting or you can leave it as “Do not account for activity level”.

When this screen is complete, click Save to return to the Manage your profile screen.

3.3 **Manage Body Statistics**

This time click on Manage body statistics.

For the system to calculate your nutritional requirements precisely, it is essential to add in your height, weight and age. However, it is advisable to complete all of the information.


Click Save to return to the Manage your profile page.

3.4 **Manage Alerts**

The final step within Manage Your Profile is to select Manage Alerts.

You should tick the box at Body Statistics and type 7 in the “days” box to trigger an update reminder every 7 days.

You can then set your target weight loss in the “Custom” field. For example if you wish to lose 1 kilogram each week, you would type “-1” in the first box and “7” in the second box.

When this screen is completed click Save and then click on the  (Home Page) button in the navigation bar.

4 ACCESSING YOUR LUNCH BOX DIET 28 DAY PLAN

4.1 View Today's Menu

On the Home Page click Have a look at today's menu. This will open up the plan for today.

On the left hand side of the screen, a list of meals is shown. To view details of a meal, click on the meal name and then click Summary at the bottom right of the screen. A summary of the meal will open.

To exit the summary, click Close.

To view the plan for the whole day, click Printer Friendly at the bottom of the screen. The plan for the day will open in a new window of your browser in a printable format. This provides all of the ingredients and recipes for each meal of the day.

4.2 View Any Day of Your Plan

As outlined at Section 4.1 above, you can access your plan for today from the Home Page.

To the right and left of Today's date you will see arrows. Click the right hand arrow to scroll to the next day of your plan or the left arrow to scroll back.

You can view any day of your plan in this way.

5 REPLACING YOUR LUNCH BOX RECIPE

You can replace the Lunch Box of the day if you wish to.

To do this, click on Lunch Box in the left hand screen then click Edit at the bottom right of the screen.

Beside the Lunch Box recipe, three buttons will appear. The middle one is the Replace Item button.

Click on this and a screen will open displaying a list of alternative Lunch Box recipes.

Click on your preferred recipe name and then click Next.

The next screen will let you choose “Allow automatic adjustment” (the default setting) or “Fix all ingredient quantities”. Leave it on “Allow automatic adjustment” and click Finish.

Your new Lunch Box will now be inserted.


You can do the same for all of the meals within the plan.

6 CREATING YOUR OWN LUNCH BOX RECIPE

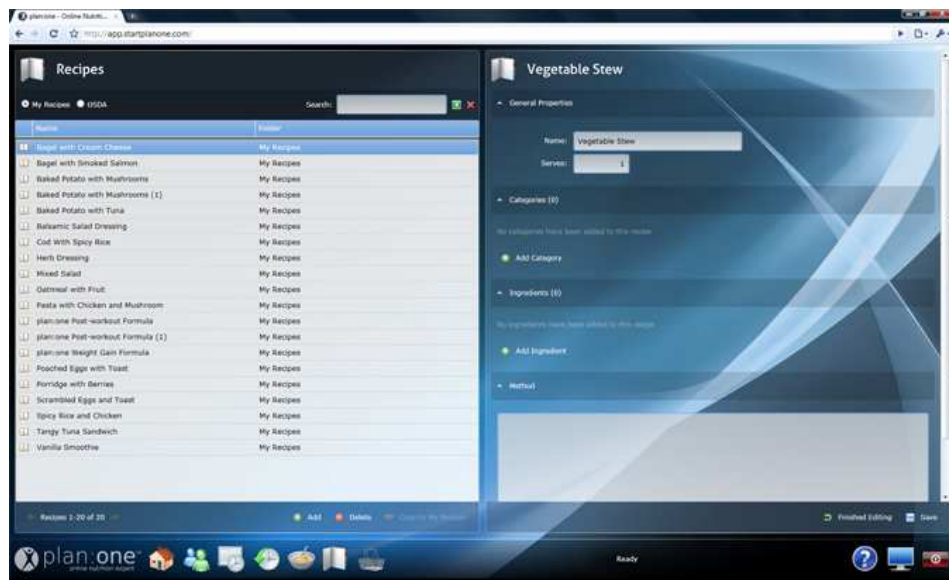
Instead of using one of the Lunch Box recipes provided, you can easily create your own Lunch Box recipe and use it in your plan.

Here's how.

6.1 Create A Recipe

Click the  (Manage Recipes) button on the navigation bar to go to recipe section. Click Add at the bottom of the left hand screen. A dialog box will open to allow you to type the name of your new recipe. Click Add to continue.

Your recipe builder will open in the right hand screen:



Add General Properties

Insert the name of your recipe, the number of servings the recipe is designed for and click Save.

Add Category

One or more categories can be applied to each recipe. Click Add Category and a dropdown list of categories will appear. Choose Lunch Box Meals and click Add.



Add Ingredients

Click Add Ingredient and a dialog box appears.

First select the source database you wish to search. If an ingredient is in use it will be in the My Ingredients database, but if you wish to add a new ingredient, you should select it from the FSA database.

There are two ways to choose an ingredient:

- If you know the name of the ingredient you wish to use, type it into the top field. As you type a dropdown list appears containing ingredients that match your search. Select the correct ingredient from the list and click Next.
- If you are unsure of the ingredient name, you can choose from the category list. Click on the downward pointing arrow and a list of categories opens. Select the relevant category and a list of all ingredients within the category appears. If the list contains more than 25 items, navigation arrows will appear below it to let you scroll through the list. Select the correct ingredient from the list and click Next.



On the next screen you can assign properties to the ingredient you have selected.

You can specify how the ingredient is to be prepared (e.g. chilled) or you can leave this blank.

Enter the quantity you require.

You now have two options:

- **Adjust proportionally with all other ingredients (default)** – when the recipe is scaled to meet your requirements this ingredient will scale in proportion with all of the other ingredients. This is the default setting and this is one you should choose when building your Lunch Box.
- **Allow deviation from recipe to meet specific macronutrient requirements** – this will allow you to alter the proportion of this ingredient within the recipe. This is an advanced function and you should not select it.

When you have filled in the quantity, click Finish.

To add the next ingredient, click Edit and repeat until all of your ingredients have been added.

Please note, if you are unable to find the ingredient you want you can add your own ingredients. See Section 6.3.

Add Method

Click Edit at the bottom right hand of screen and the area below the header Method opens to allow you to insert text. When you have completed your method, click Save.

Nutrition

A nutritional analysis of the recipe is provided in the final section of the recipe builder. The analysis is for one portion of the recipe and is determined by the number of servings entered in the General Properties section.

When your recipe is complete, you can then use it to replace the Lunch Box which is currently in your plan. See Section 5.

6.2 Editing A Recipe

You can edit any of the recipes within My Recipes.

This means that you can replace one or more of the ingredients in an existing Lunch Box recipe to suit your personal taste.

Choose a recipe then click Edit at the bottom right hand of screen and the recipe builder will open to allow you to edit any part of your recipe.


In edit mode, each ingredient now has three buttons to the right hand side:

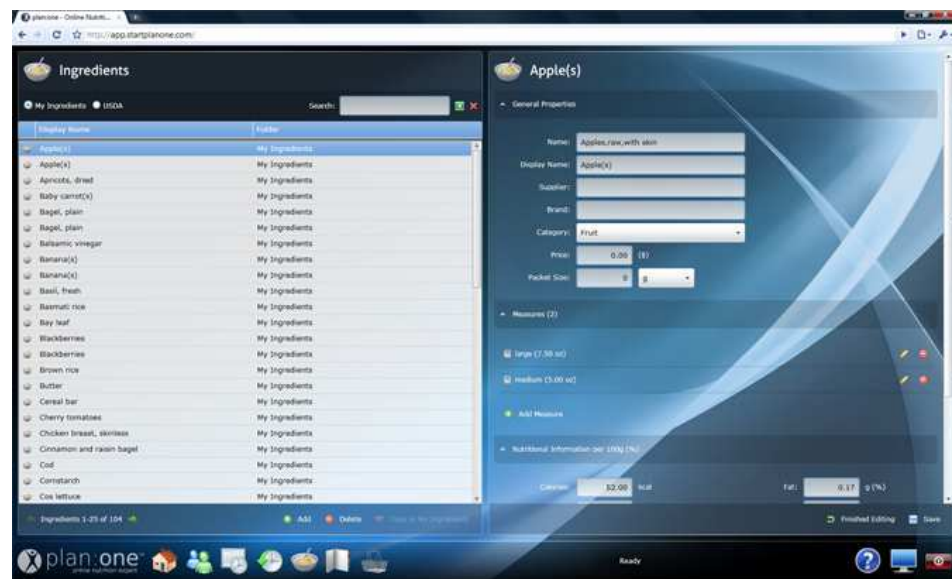
- **Ingredient Details** – click this to go to the Ingredient Details page. Here you can view the information about the ingredient. Click Close to return to the recipe builder.
- **Edit Item** – click this to go to the Ingredient Properties screen where you can edit the preparation method, quantity, adjustment preferences and links.
- **Delete Item** – click this to delete the ingredient permanently from the recipe.

If you wish to edit more than one section of the recipe, click Save after editing each section.

6.3 Adding Your Own New Ingredients

plan:one is a powerful program and it contains comprehensive nutritional analyses of thousands of ingredients from the major world standard food databases. However, if an ingredient which you wish to use is not in the database, you can easily add it in.

Click the  (Manage Ingredients) button on the navigation bar to go to the Ingredients section. At the bottom of the left hand screen click Add. A dialog box will open to allow you to type the name of your new ingredient. Click Add to continue. In the right hand screen, the ingredient details form will be displayed to allow you to add your information.



Add General Properties

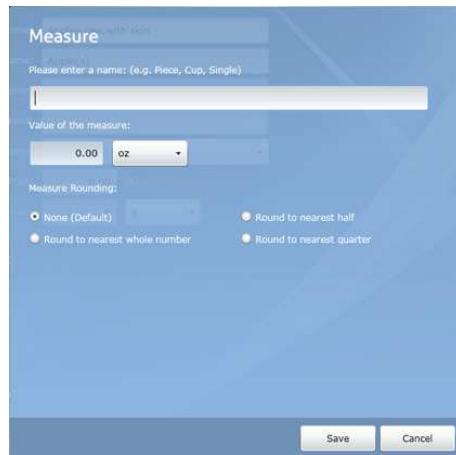
The name you have selected for your ingredient will appear in both the Name and Display Name fields. Now add details of your Supplier, Brand, Category (select from dropdown list), Price and Packet Size. Click Save before continuing.

To add further details, click Edit at bottom right of the screen.

Add Measures

To add a measure, click Add Measure. A dialog box will open to allow you to enter the name of your measure (e.g. piece, cup, single, small, medium, large). Then enter the weight of the measure by typing in the figure and selecting the unit of measurement from the dropdown menu. Measure Rounding Preferences can be added to your measure. This means that when you use the measure within a recipe, if the ingredient is scaled up or down (to meet your personal requirements), the amount will always be rounded up or down to conform to your settings.

For example, you could add a “tablespoon” as a unit of measure for the ingredient “pine nuts”. It is advisable to set it to “Round to the nearest quarter”. This means that when the recipe is adjusted to suit your exact requirements, instead of the amount of pine nuts being expressed as say 3.62 tablespoons, it will be expressed as 3.50 tablespoons.



Measures can be removed or edited using the buttons to the right of each measure.

- **Edit Measure** – click this to go to the Measure Properties.
- **Delete Item** – click this to delete the measure permanently from the ingredient.

Add Nutritional Information per 100g (%)


To add the Nutritional Information for your ingredient, click Edit at bottom right of the screen. All of the relevant information is likely to be indicated on the package and it is essential that you enter it into the system. Enter the relevant information in each field using the percentage figures or those shown for 100 grams of product.

If your new ingredient is liquid, you should record the amount of the liquid (in ml) that equates to 100g. If you do not know the precise weight, this will be automatically set at the default value.

When you have completed this section click Save and then click Finished Editing. The ingredient has now been added to My Ingredients and will be available for you to use to build recipes and plans.

7 MONITORING YOUR PERFORMANCE

You can view all aspects of your performance in easy to read graphs and charts.

Click the  (Your Performance) button on the navigation bar.




On the left hand screen, a list of dates will be shown. Select a date and the right hand screen will display a complete snapshot of your training objectives, body statistics, daily nutritional requirements and menu on that day. When you alter your training objectives, body statistics or plan, a snapshot is taken for that day and added to this archive.

To add a snapshot on days were you have not made any changes, click Update Today.

You can permanently delete a snapshot using the Delete Entry function.

7.1 Weekly Update

You should update your body statistics each week. Click on the  (Manage Profile) button in the navigation bar to go to Manage Your Profile and then click Manage Body Statistics.

We recommend that you do this on the same day and at the same time.

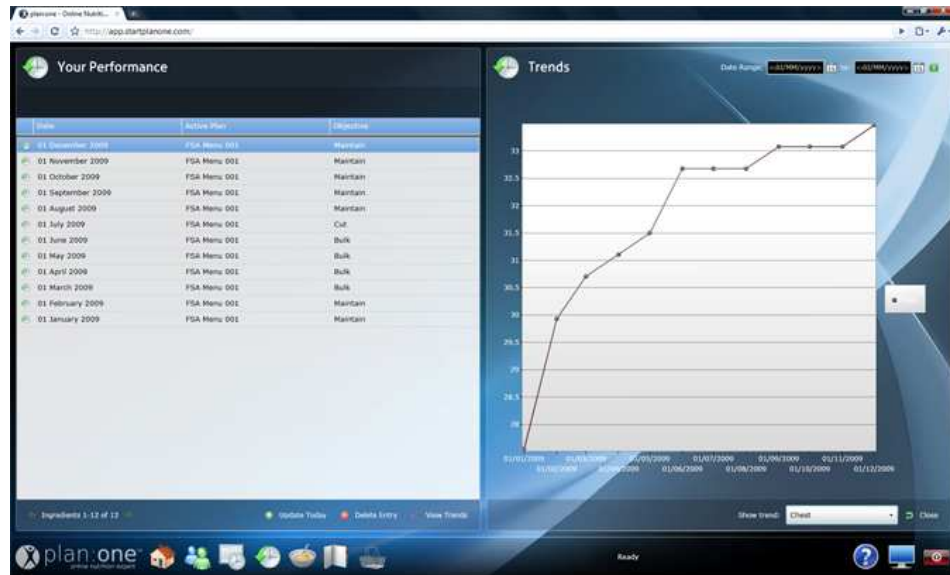
Enter your statistics and then click Save.

Return to Your Performance and click Update Today to create a snapshot.

When you have been using the program for a few weeks you can then easily view your progress using the easy to read graphs as explained in Section 7.2.

7.2 Trends

To view details of your progress, click View Trends. The chart builder opens in the right hand screen.



Specify your selected date range using the Date Range fields at the top of the screen. Pop-up calendars are provided to assist with this. When you have selected the date range, click the green arrow to the right to proceed.

At the bottom of the screen select the trend you wish to monitor and the chart will be displayed.

8 **SHOPPING LIST**

You can create a shopping list for your plan so that you will always have all the ingredients you need.

Start by clicking the Shopping Basket button in the Navigation bar.

You can set the shopping list for any date range you wish. At the top of the left hand screen, the start date for the list is shown as today's date. If you want to start on a different date, click on the words [Click here to change](#). On the calendar select the date on which you want the list to begin.

Once you have selected the start date, select the period of time you want the shopping list to cover from the dropdown list on the right (Today, Today and Tomorrow, 1 week, 2 weeks, 3 weeks or 4 weeks).

Then click on [Create Shopping List](#) and in a few seconds the complete list will appear.

The shopping list can be sorted using the header fields.

The [Printer Friendly](#) button opens the list in a print ready format in a new window of your browser.