

**WHEN AN ITEM NEEDS TO BE ADDED TO THE PRODUCTION RECORD PLEASE FOLLOW THE DIRECTIONS BELOW.**

## **8.4 ADD PRODUCTION ITEMS**

An item needs to be added to the **Production Record** when it is not on the **Scheduled Menu** or in the event substitutions must be made. These added items include leftovers, special menus, or any other items added during a serving period. This is also where condiments need to be added as **Recipe Description** or **Number**, (not **Stock Items**).

- 1) Go to **Back of the House > Production > Daily Production (140002)**.
- 1) Search for and double click to select the correct day's **Production Record**.
- 2) Click the **Add Item** button.

Site: 1853601 LAUSD Training Site

Date: 10/19/2009 Serving Period: Lunch

Update From Scheduled Menu Update From POS

Sort By: DefaultOrder Show Inner Recipes

Item Counts	Pull Ticket	Meals / Revenue	Temperature	Daily Comment / Menu									
Stock Number	Stock Description	From Leftover	Recipe	Portion Size	Projected	Exception	Prepared	Added	Left-over	Served	Non Reimb	Adult	Leftove Code
R0414	LF Mini Turkey Corn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-6 Each	1000	31	0	0	0	0	0	0	Return
R1002	Bean & Cheese BUrr	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1, Each (	7200	7166	0	0	0	0	0	0	Return
R0209	Cafe LA Chix &Chee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each (	5400	4950	0	0	0	0	0	0	Return
R4066	Peas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 (#8 dis	1200	1200	0	0	0	0	0	0	Return
R4004	Celery Sticks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 serving	240	24	0	0	0	0	0	0	Return
R3018	Seedless Red Grape	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each	9600	9008	0	0	0	0	0	0	Return
R3800	Chilled Orange Juice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each (	216	0	0	0	0	0	0	0	Return
R8000	Milk 1% LF White C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each (	486	0	0	0	0	0	0	0	Return
R8011	Milk 1% LF Strawbe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each	1000	0	0	0	0	0	0	0	Return

Disposition Comment:

Add Item Remove Item Substitute Item Item Details Adjust Exception View Exceptions

Print Tickets Print Records Print Exceptions Update Exceptions Update Inventory Complete Production

Process ID: 140006

- 3) The **Add Item to Production** screen appears.
  - a. In the Search section, choose **Recipe**; please remember that you must add a **recipe to production records. For a prep site you should add R number (R0001) and for NNC sites you should add RxxxN numbers (R0001N)**
  - b. Enter the **Item ID** or **Description** and
  - c. Click **Search**.
  - d. Select the correct item from the **Search Results** box.
  - e. Enter the **Serving Size Quantity**. The **Serving Size Quantity** is always “1”.

Select the **Measure** from the list.

Enter the number of **Servings to Add**.

Using the drop-down menu, enter whether the item is **Food/Non-Food/Ala Carte**.

To add an additional item, click on **Save Add Another Item**. If this is the last item, click on **Add Item and Return**, which will save the item or recipe and return the **Daily Production** Screen.

The screenshot shows the 'Add Item to Production' interface. It is divided into several sections:

- Search Section (a):** Contains radio buttons for 'Stock Item', 'Recipe' (selected), and 'Leftover'.
- Input Fields (b):** Fields for 'Item ID' and 'Description'.
- Search Action (c):** A 'Search' button and a 'Reset' button. The text 'Items Found: 145' is displayed.
- Search Results (d):** A table with columns 'Recipe Number' and 'Recipe Name'. The table contains the following data:
 

Recipe Number	Recipe Name
R0001	Parmesan Lasagna/WWBread Stick
R0006	Red Chile Beef & Bean Burrito
R0009	Beef Sausage & Biscuit
R0010	Charbroiled Beef Patty on WBun
R0011	Shaved Pastrami & Swiss on Rye
R0012	Pretzel Wrpd Hot Dog (SEC)
- Add Item Section (e, f, g, h):**
  - (g)** Item: R0010 Charbroiled Beef Patty on WBun
  - (e)** Serving Size: [input field]
  - (f)** Measure: [dropdown menu]
  - (h)** Servings to Add: [input field] Food / Non Food / Ala Carte: Food [dropdown menu]
- Action Buttons (i):** 'Save and Add Another Item', 'Add Item and Return to Production', and 'Close'.
- Last Item Added:** [input field]