

Monday	Tuesday	Wednesday	Thursday	Friday
		<div>1 <u>Meal Planning (Edison Site only)</u></div> <div>October 20-24 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Order</u> - <input type="checkbox"/> M/F GSS <input type="checkbox"/> CK <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical</div> <div>October 13-17</div> <div><u>Print Production Worksheet for following week:</u></div> <div>October 6-10 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u> <input type="checkbox"/> Commit Physical Inventory August 31, 2025 Due 9.1.25</div> <div>Next Monday <input type="checkbox"/> and Next Tuesday <input type="checkbox"/> by 2:00pm</div>	<div>2 <b>Unassigned</b></div> <div>AFSS Review Weekly Audit October 13-17</div> <div>EEC open only Open Site only</div>	<div>3 Central Office Approved/ Sent Order M/F, G/SS, CK, Goldstar and Chemical October 13-17</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Wednesday by 2:00pm <input type="checkbox"/></div>
<div>6 Print and Review Approved Receiving Tickets the week of: October 13-17 <input type="checkbox"/></div> <div>Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by <b>3:00PM</b>. NNC Adjustments <b>12:00 PM</b></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Thursday by 2:00pm <input type="checkbox"/></div>	<div>7 <u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Friday by 2:00pm <input type="checkbox"/></div>	<div>8 <u>Meal Planning (Edison Site only)</u></div> <div>October 27-31 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Order</u> - <input type="checkbox"/> M/F <input type="checkbox"/> GSS <input type="checkbox"/> CK <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical</div> <div>October 20-24</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Monday by 2:00pm <input type="checkbox"/></div>	<div>9 AFSS Review Weekly Audit October 20-24</div> <div><u>Print Production Worksheet for following week:</u></div> <div>October 13-17 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Tuesday by 2:00pm <input type="checkbox"/></div>	<div>10 Central Office Approved/ Sent Order M/F, G/SS, CK, Goldstar and Chemical October 20-24</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Wednesday by 2:00pm <input type="checkbox"/></div>
<div>13 Print and Review Approved Receiving Tickets the week of: October 20-24 <input type="checkbox"/></div> <div>Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by <b>3:00PM</b>. NNC Adjustments <b>12:00 PM</b></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Thursday by 2:00pm <input type="checkbox"/></div>	<div>14 <u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Friday by 2:00pm <input type="checkbox"/></div>	<div>15 <u>Meal Planning (Edison Site only)</u></div> <div>November 3-7 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Order</u> - <input type="checkbox"/> M/F <input type="checkbox"/> GSS <input type="checkbox"/> CK <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical</div> <div>October 27-31</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u> Next Monday by 2:00pm <input type="checkbox"/></div>	<div>16 AFSS Review Weekly Audit October 27-31</div> <div><u>Print Production Worksheet for following week:</u></div> <div>October 20-24 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Tuesday by 2:00pm <input type="checkbox"/></div>	<div>17 Central Office Approved/ Sent Order M/F, G/SS, CK, Goldstar and Chemical October 27-31</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Wednesday by 2:00pm <input type="checkbox"/></div>
<div>20 Print and Review Approved Receiving Tickets the week of: October 27-31 <input type="checkbox"/></div> <div>Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by <b>3:00PM</b>. NNC Adjustments <b>12:00 PM</b></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Thursday by 2:00pm <input type="checkbox"/></div>	<div>21 <u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Friday by 2:00pm <input type="checkbox"/></div>	<div>22 <u>Meal Planning (Edison Site only)</u></div> <div>November 10-14*<input type="checkbox"/> and November 17-21*<input type="checkbox"/></div> <div>*M/F and G/SS Order <b>11/11</b> is a <b>holiday</b> this must be moved to previous delivery date for vendor week of <b>Nov 3-7</b> by today</div> <div><u>Create/Edit/Save &amp; Complete Order</u> - <input type="checkbox"/> M/F <input type="checkbox"/> GSS <input type="checkbox"/> CK <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical</div> <div>November 3-7</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Monday by 2:00pm <input type="checkbox"/></div>	<div>23 AFSS Review Weekly Audit November 3-7</div> <div><u>Print Production Worksheet for following week:</u></div> <div>October 27-31 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Tuesday by 2:00pm <input type="checkbox"/></div>	<div>24 Central Office Approved/ Sent Order M/F, G/SS, CK, Goldstar and Chemical November 3-7</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Wednesday by 2:00pm <input type="checkbox"/></div>
<div>27 Print and Review Approved Receiving Tickets the week of: November 3-7 <input type="checkbox"/></div> <div>Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by <b>3:00PM</b>. NNC Adjustments <b>12:00 PM</b></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Thursday by 2:00pm <input type="checkbox"/></div>	<div>28 <u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Friday by 2:00pm <input type="checkbox"/></div>	<div>29 <u>Meal Planning (Edison Site only)</u> <b>No Action</b></div> <div><u>Create/Edit/Save &amp; Complete Order</u> - <input type="checkbox"/> M/F <input type="checkbox"/> GSS <input type="checkbox"/> CK <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical</div> <div>November 10-14*</div> <div>*M/F and G/SS Order <b>11/11</b> is a <b>holiday</b> this should have been moved to previous delivery date for vendor by Oct 22</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Monday by 2:00pm <input type="checkbox"/></div>	<div>30 AFSS Review Weekly Audit November 10-14* *November 11 CK and Goldstar only</div> <div><u>Print Production Worksheet for following week:</u></div> <div>November 3-7 <input type="checkbox"/></div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Tuesday by 2:00pm <input type="checkbox"/></div>	<div>31 Central Office Approved/ Sent Order M/F, G/SS, CK, Goldstar and Chemical November 10-14* *November 11 CK/Goldstar only</div> <div><u>Create/Edit/Save &amp; Complete Dairy Order for:</u></div> <div>Next Wednesday by 2:00pm <input type="checkbox"/></div>

Remember: During Create Order, Step Automatic Ordering **do not change** the planned meals date range, only Click Next >