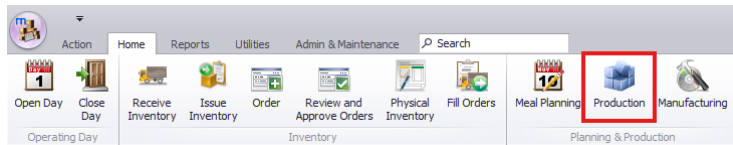
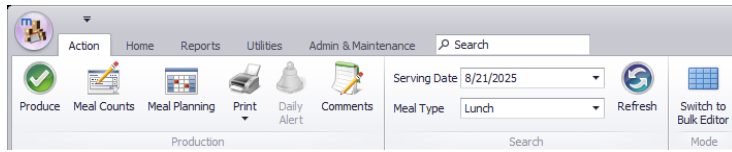


Print Production Worksheets and Recipes Quick Guide



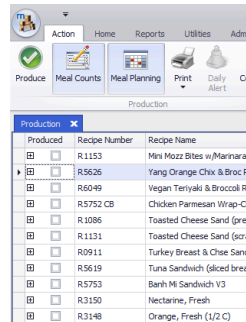
From within the Home tab, navigate to **Production**.



The **Production** ribbon will give more

opportunity to dive deeper into reports and to correct any mistakes that may have been overlooked.

There will be the list of all the recipes that have been put into the meal planning for the specific **Serving Date** and **Meal Type** currently being looked at.

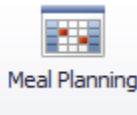


Meal Counts - will give the option to edit the amount served by meal for the menu provided on that specific day that is being selected.

For example, **161 Meals** were planned for **K-5**. The menu used on this day **8/21/2025** was **Lunch 6-8 Prep W1 D4**. Here is where we would fill out any other number for **Prepared** and **Served** for the Sites and/or Menus we have used.

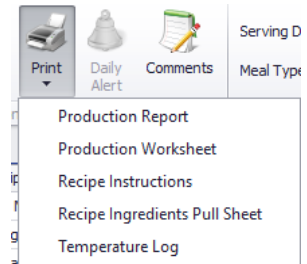
| Meal Counts | | | |
|----------------------|--|-------------------------|----------|
| Site | | Menu | |
| ▢ (1817401) HENRY MS | | Lunch - 6-8 Prep- W1 D1 | |
| Menu Counts | | | |
| Menu Count Type | | Planned | Prepared |
| ▸ 6-8 | | 340 | 310 |
| Adults/Employees | | 0 | 0 |
| | | | |
| Extra Sales | | | |
| Site | | Extra Sales | |
| ▸ (1817401) HENRY MS | | | |

Also, there will be an option to add any extra sales cost to this screen as well. Once all information is correctly inputted, click **Ok**.

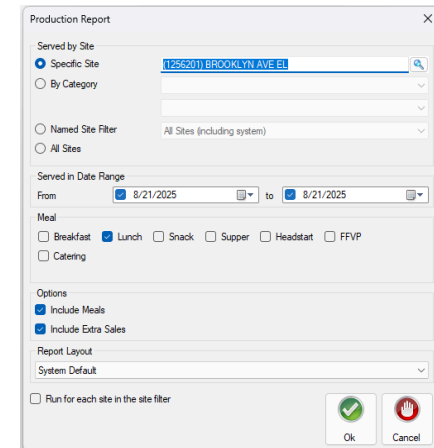


Meal Planning - This will provide us to go back into the *Meal Planning* screen from *Production*, again this is all linked to the *Serving Date* and *Meal Type* that is currently being selected. This allows for further edits or corrections to be made to the *Meal Planning* for that day.

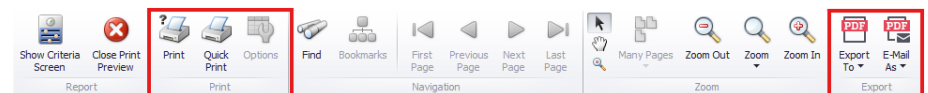
Print - This printing feature within Production will give us the option to print out our **Production Reports and Worksheets, Recipe Instructions** for all the recipes for our serving date, along with the **Recipe Ingredients Pull Sheet** and **Temperature Log**.



Production Report - From this report select the date range and the meal types in which this report will need to include. Once the filters have been set to the report that needs to be printed, click **Ok**.



From here, there will be the option to Export this sheet onto the computer saving it locally, or by E-Mail. There is also an option to use the printer in your workstation.



Production Worksheet - Like the report, there are meal types to pick from but only a specific date that this Worksheet will print for, it will not print multiple days but can print multiple meals. There is an option to include recipes that have been and haven't been produced. Recipes that have not yet been produced are checked off by default. Also, print or E-Mail are the same as before.

Recipe Instructions - All recipes will be checked on by default, either unselect the ones you want to remove from this list or click **Select None** and individually check off the recipes that need to be printed out.

Before clicking **Ok**, in the *Options* field there will be some preferences to include on these instructions. By default, photos and steps together will be on. In addition to those being selected, check the box that **Includes Catalog Numbers on Ingredients**.

After clicking **Ok**, all the recipes that were checked off will be available for print or E-Mail.

☒ Include Catalog Numbers on Ingredients

Recipe Instructions

Options

- ☒ Mini Mozz Bites w/ Marinara Soe
- ☒ Vegan Teriyaki Broccoli Rice
- ☒ Toasted Cheese Sand (pre-made)
- ☒ Turkey Breast Chse Sandwich
- ☒ Banh Mi Sandwich V3
- ☒ Orange, Fresh (1/2 C)
- ☒ Peach, White, Fresh
- ☒ Plumcot, Fresh
- ☒ Milk Chocolate Fat Free Carton - Clearbrook
- ☒ Milk White Fat Free Carton - Clearbrook
- ☒ Milk White Low Fat Carton - Clearbrook
- ☒ Yang Orange Chix Broc Rice
- ☒ Chicken Pamesan Wrap-Clearbrook
- ☒ Toasted Cheese Sand (scratch)
- ☒ Tuna Sandwich (sliced bread)
- ☒ Nectarine, Fresh
- ☒ Peach, Fresh
- ☒ Plum, Fresh
- ☒ Pluot, Fresh
- ☒ Milk Strawberry Fat Free Carton - Clearbrook
- ☒ Milk White Fat Free Lactose Free -

Select All Select None

Group Records By

Group By Production Area ☒ Page Break

Then By (none) ☐ Page Break

Options

- ☒ Include Photos
- ☐ Include Allergens
- ☐ Include Nutrition Data
- ☐ Include Catalog Numbers on Ingredients
- ☐ Include Food Contributions
- ☒ Keep Steps Together

Report Layout

Configured Recipe Layout Portrait

Ok Cancel

Both **Recipe Ingredients Pull Sheet** and **Temperature Log** will give similar prompts in which it will want to have specification to what is wanting to be printed. Include the correct meal types along with the specific dates before clicking **Ok**.

If any of the Serving Date or Meal Types need to be changed, it will be done here. Once the correct information is in, click the *Refresh* button and the Production will now change to that date and meal.

Serving Date 8/21/2025

Meal Type Lunch

Refresh

Temperature Log

Report Layout

System Default

Prepared by Site

(1256201) BROOKLYN AVE EL

Serve Date

Date 8/21/2025

Meal

☐ Breakfast ☒ Lunch ☐ Snack ☐ Supper ☐ Headstart ☐ FFVP

☐ Catering

Options

☒ Include recipes that have not yet been produced

☒ Include recipes that have already been produced

☐ Run for each site in the site filter

Ok Cancel