

PRINT AN INDIVIDUAL RECIPE

- 1) Go to **Reports > Menu Planner > Recipe Production >**
- 2) Click **Go! (800026)**.
- 3) The **Report Criteria for Recipe Production** screen displays.
- 4) Uncheck ALL options EXCEPT:
 - a. Check **Print Recipe Ingredient Information** and check **Print Recipe Instructions**.
 - b. Under the **Recipes Selection** area, choose **Individual Selection** and click on the browse button next to it. (*The browse button is indicated with an arrow below.*)
- 5) A **Recipe Selection** window will pop up
- 6) Alphabetize by clicking on the word **Description** at the top of the window.
- 7) Select the **Recipe** to print out by checking the box next to it. (NNC sites should choose the R0000N).
- 8) Click **OK**.
- 9) Click the **Preview** button.

Selected Recipe Number	Description	Category	Yield	Serving Size	Measure
<input type="checkbox"/> R3020	Fresh Cut Honeydew	Fruits and fruit juices	50	4	ounce
<input type="checkbox"/> R3809	Fresh Cut Cantaloupe	Fruits and fruit juices	50	4	ounce
<input type="checkbox"/> R3800	Chilled Orange Juice 4 oz	Beverages	50	1	Each
<input type="checkbox"/> R3801	Chilled Apple Juice	Beverages	50	1	Each
<input type="checkbox"/> R3802	Choice of Frozen Juice Bar	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-A	Frozen Juice Bar-Strawberry	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-B	Frozen Juice Bar-Fruit Punch	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-C	Frozen Juice Bar-Lemon	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-D	Frozen Juice Bar-Raspberry	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-E	Frozen Juice Bar-Strwb/Prineapp	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-F	Frozen Juice Bar-Mango	Dessert recipes	50	1	Each
<input type="checkbox"/> R3802-G	Frozen Juice Bar-Yang/Bloods	Dessert recipes	50	1	Each
<input type="checkbox"/> R3803	Frozen Juice Cup-La Fruitblend	Fruits and fruit juices	50	1	Each
<input type="checkbox"/> R3804	Wildberry Juice (Spec Ed)	Beverages	50	1	Each
<input type="checkbox"/> R3805	Grape Juice (Sp Ed)	Beverages	50	1	Each
<input type="checkbox"/> R3806	Berry Juice	Beverages	50	1	Each
<input type="checkbox"/> R3807	Grape Juice	Beverages	50	1	Each
<input type="checkbox"/> R4000	Hash Brown Potatoes	Vegetable recipes	50	2	Each
<input type="checkbox"/> R4001	Crisp Broccoli Bites/LF Ranch	Vegetable recipes	50	1	serving
<input type="checkbox"/> R4002	Green Leaf Lett/Tomato/Pickles	Salad and dressing recipe	50	1	serving
<input type="checkbox"/> R4002-A	Leaf Lettuce/Tomato/Pickles	Salad and dressing recipe	50	1	serving
<input type="checkbox"/> R4002-B	Green Leaf Lett/Tomato/Pickles	Salad and dressing recipe	50	1	serving
<input type="checkbox"/> R4003	Choice of Steamed Veg Medley	Vegetable recipes	80	1	(4 oz)
<input type="checkbox"/> R4004	Celery Sticks & LF Ranch Dip	Vegetable recipes	50	1	serving

Report Criteria for Recipe Production

Sections

Report Header

Include Printed By

Include Time

Report Type

Detailed

Sort By

Recipe Number

Criteria

Print Recipe Ingredients Information

Print Recipe Ingredient Instructions

Print Recipe Instructions

Print HACCP Instructions

Print Nutritional Analysis

Print Production Pull Tickets

Print Descriptions

Stock Descriptions Nutrition Link Description

Recipe Selection

All Recipes Individual Selection

Changes pending

Process ID: 800026

- 10) The Recipe Production Report appears, click the **Print** button.
- 11) Close the report window using the red X.
- 12) Close the **Report Criteria** for **Recipe Production** window by clicking the **Close** button.
- 13) Click **Home**, to return to the Homepage.

Example of a Recipe Production

Report Viewer
Main Report

LAUSD Training Site
Recipe Production

Recipe Number: R2113 **Recipe Name:** Cafe LA Signature Coffee Cake
Hot: Yes **Recipe Source:** LAUSD-Secondary **HACCP Process Category:** Complex
Serving Description: 1, #8 disher Cafe LA Sig CC

Projected Yield		Actual Yield		Leftovers	Disposition
Quantity	Serving Size	Quantity	Serving Size		
32	1 #8 disher				

Labor

Employee Name	Start Time	Stop Time	Total Time	Rate

Stock Number	Description	Amount 1	Measure 1	Amount 2	Measure 2	Location
1164	OLD FASHIONED CC MIX 6/4LB12O	4	Pound	12	Ounce	
1905	OIL SALAD 6/1 GAL SRP	1	Pound	1	Ounce	
2530	EGGS FROZEN 6/5 LB PURCH	9	Ounce			
9999	Tap Water	1	Pint	1 1/4	Cup	
1405	VINEGAR WHITE 1 GAL	1 3/4	Ounce			
1135	OLD FASHIONED CC TOPPING 6/5 L	1	Pound			

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