## **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
- 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.

Select	ed Recipe Number	Description	Category	Vield	Serving Size	Measure
	R3028	Fresh Cut Honeydew	Fruits and fruit juices	50	4	ounce
	R3029	Fresh Cut Cantaloupe	Fruits and fruit juices	50	4	ounce
	R3900	Chilled Orange Juice 4 oz	Beverages	50	1	Each
	R3801	Chilled Apple Juice	Beverages	50	1	Each
	R3802	Choice of Frozen Juice Bar	Dessert recipes	50	1	Each
	R3802-A	Frozen Juice Bar-Strawberry	Dessert recipes	50	1	Each
	R3802-B	Frozen Juice Bar-Fruit Punch	Dessert recipes	50	1	Each
	R3902-C	Frozen Juice Bar-Lemon	Dessert recipes	50	1	Each
	R3802D	Frozen Juice Bar-Raspberry	Dessert recipes	50	1	Each
	R3902-E	Frozen Juice Bar-Strwb/Pineapp	Dessert recipes	50	1	Each
	R3802-F	Frozen Juice Bar-Mango	Dessert recipes	50	1	Each
	R3802-G	Frozen Juice Bar-YankDoodle	Dessert recipes	50	1	Each
	R3903	Frozen Juice Cup-La FruitBlend	Fruits and fruit juices	50	1	Each
	R3804	Widberry Juce (Spec Ed)	Beverages	50	1	Each
	R3805	Grape Juice (Sp Ed)	Beverages	50	1	Each
	R3806	Berry Juice	Beverages	50	1	Each
	R3007	Grape Juice	Beverages	50	1	Each
	R4000	Hash Brown Potatoes	Vegetable recipes	50	2	Each
	R4001	Crisp Broccoli Bites/UF Ranch	Vegetable recipes	50	1	serving
	R4002	Green Leaf Lett/Tomato/Pickles	Salad and dressing recipe	50	1	serving
	R4082-A	Leaf Lettuce/Tomato/Pickles	Salad and dressing recipe	50	1	serving
	R4002-B	Green Leaf Lett/Tomato/Pickles	Salad and dressing recipe	50	1	serving
	R4003	Choice of Steamed Veg Medley	Vegetable recipes	80	1	(4.02)
	R4004	Celery Sticks & LF Ranch Dip	Vegetable recipes	50	1	serving

Report Criteria for Recipe Production	
🗄 🔎 Preview 🛛 🌦 Print 🐁 Select Printer 🕸	Default 🚽 🗋 New 🗙 Delete 🔒 Save 👔 Copy 🜇 Cancel   🔐 Export 👻 🤣 Help 👫 Close
Sections  Report Header  Include Printed By  Include Time  Report Type  Detailed  Sort By  Recipe Number	Criteria         Image: Print Recipe Ingredients Information         Print Recipe Ingredient Instructions         Print Recipe Instructions         Print HACCP Instructions         Print Nutritional Analysis         Print Production Pull Tickets
Report Footer Include Criteria Include Notes	Print Descriptions Stock Descriptions Nutrition Link Description Recipe Selection All Recipes Sindividual 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**

Image: Section by the section by th	x x → ₩ 43 ∞ AA AA2 -	LAUSD Ti Recipe P	raining Site Production										
LAUSD Training Site         Recipe Production         Recipe Number: R2113       Recipe Name: Cafe LA Signature Coffee Cake         Hot: Yes       Recipe Source: LAUSD-Secondary         Hot: Yes       Recipe Source: LAUSD-Secondary         Frojected Yield       Actual Yield         Quantity       Serving Size         Quantity       Serving Size         Labor       Employee Name         Start Time       Stop Time         Total Time       Rate	cipe Number: R2113	LAUSD Ti Recipe P	raining Site Production										
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1104 OLD FASHIONED CC WIX 6/4LB12O 4 Pound 12 Ounce		1 1	Pound	12	Ounce								
1500 FEGS EROZEN 6/5 LB PURCH 9 Ounce		IRCH 9	Ounce		Ounce								
1 Pint 11/4 Cun		1	Pint	1 1/4	Cup								
1405 VINEGAR WHITE 1 GAL 1 3/4 Ounce	0 EGGS FROZEN 6/5 LB F	1 2/4	Ounce	1 1/4	Cup								
	0 EGGS FROZEN 6/5 LB F 9 Tap Water 5 VINEGAR WHITE 1 GAL	1.0/4	C GIIOC										
	0 EGGS FROZEN 6/5 LB F 9 Tap Water 5 VINEGAR WHITE 1 GAL 5 OLD FASHIONED CC TC		Dound										