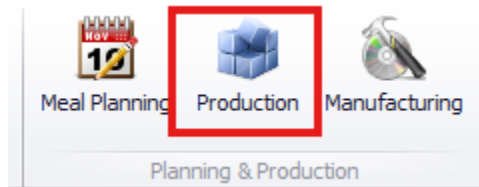


Production Quick Guide

From the **Home** tab, click on the **Production** button or click Breakfast Production or Lunch Production from the Checklist



Serving Date: 6/23/2025
Meal Type: Lunch
Refresh
Search

Choose a **Serving Date** and **Meal Type** from the **Search** section of the **Action** ribbon

Produce Recipes using the **Bulk Editor Mode**

Serving Records Produced - Enter/verify the quantities **Planned, Planned Extras, Prepared, Served, Served Extras,** and **Remaining,** for each **Menu Count Type**

Production	Menu Number	Menu	Recipe Number	Recipe Name	Qty	Menu Count Type	Planned	Planned Extras	Prepared	Served	Served Extras	Remaining
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R3258	Stuffed Taco Nachos in Pico V2	(81794) (1) HEBBY MSG 4-6		50	0	50	50	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R1385	Bean & Cheese Chila Burrito	(81794) (1) HEBBY MSG 4-6		75	0	75	75	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R4632	Fresh Salsa (2-4 Salsa)	(81794) (1) HEBBY MSG 4-6		75	0	75	75	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R8642	Hearty Chili's Sausage	(81794) (1) HEBBY MSG 4-6		100	0	100	100	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R2383	Artisan Roll	(81794) (1) HEBBY MSG 4-6		75	0	75	75	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R2383	Artisan Roll	(81794) (1) HEBBY MSG 4-6		5	0	5	5	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R4630	Pasta Salad Carrots, Shd. Veg	(81794) (1) HEBBY MSG 4-6		50	0	50	50	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R4636	Berry Berry Blue Slush	(81794) (1) HEBBY MSG 4-6		75	0	75	75	0	0
<input type="checkbox"/>	UN-6 Prep-WD21	Lunch - 6-8 Prep-WD21	R4636	Berry Berry Blue Slush	(81794) (1) HEBBY MSG 4-6		50	0	50	50	0	0

If there are errors, they will be highlighted in **Red** and will need to be addressed before moving on.

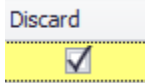
Some of the errors that may be occurring are **Incomplete Receiving** and **Inaccurate Inventory.**

Planned	Planned Extras	Prepared	Served	Served Extras	Remaining
50	0	50	50	0	0
75	0	75	75	0	0
75	0	75	75	0	0
100	0	100	100	0	0
75	0	75	75	0	0
5	0	5	5	0	0
50	0	50	50	0	0
75	0	75	75	0	0
75	0	75	75	0	0

Quantity Pulled	Quantity Returned	Case / Unit Description	Quantity Remaining	Brand Description	Product Code
0 cs / 1 + 44 oz	0 cs / 0 + 0 oz	6/106 oz (pouch)	-[0 cs / 1 + 44 oz]	LAND O'LAKES I...	3854712758
0 + 58 oz	0 + 0 oz	#10 Can	-[0 + 58 oz]	SYSCO	3930001679
0 + 3 lb / 2 oz	0 + 0 lb	5 lb (tray)	-[0 + 3 lb / 2 oz]	Miscellaneous	823067
0 cs / 0 + 4 oz	0 cs / 0 + 0 oz	6/9 oz (bag)	0 cs / 1 + 5 oz	SYSCO	3934801680
0 cs / 3 + 4 oz	0 cs / 0 + 0 oz	6/2 lb (bag)	-[0 cs / 3 + 4 oz]	Miscellaneous	3934301731
0 cs / 0 + 4 lb...	0 cs / 0 + 0 lb	8/5 lb (bag)	-[0 cs / 0 + 4 lb / ...]	Jennie-O	3854702318

Leftovers Received from Production

- If there are remaining servings, the leftover amount must be entered at the bottom of the screen.
- If the leftovers are being discarded, check the Discarded Box.



Planned Use

...

- If there are leftovers being kept, select the date it will be served in the Planned Use field
- If the recipe is already on the menu for the **planned use date**, Edison will count the leftovers towards the **Planned Count**, and will consider it when reporting how much product needs to be prepared on the day of service
- If the recipe is not already on the menu for the **planned use date**, the leftover recipe will be added to the menu, and it will require **Planned Servings** to be entered. It will not assume that all of the leftovers will be reserved.
- If all or some of the remaining servings are not being kept, place a check mark in the **Discard** box
- If all remaining servings are being discarded, no further action is needed
- If some remaining servings are being discarded, and some are being kept as leftovers, update the **Discard Quantity** appropriately, and enter a **planned use date**.
- Return items to inventory – if an item is in its original container and can be returned to the shelf/cooler it will need

to be entered in the **Quantity Returned** column. Enter the number returned correctly and watch the Quantity Remaining column as it will change as soon as a number is entered in the quantity returned field.

What should be “returned to inventory” and what should be “leftover”?

- **Items that can be returned to inventory** - Milk, juice, IW items that are not heated
- **Leftovers** - Produced recipes, such as salads, pasta and sauce, hamburgers

Verify the data on the production record for accuracy

- Click **OK** to save the production record
- Once production for a recipe is completed, Highlight the recipe/item and check **Produce**.
- Repeat the steps for each recipe
- You have the option to **Produce All** once you have verified the full production record for accuracy



Enter Meal Counts

- Prior to being able to close the day, **Meal Counts** must be entered
- Click the **Meal Counts** button
- Click the + to expand the menu and enter **Served** counts for each **menu count type**
- Click **OK** to save
- **This has to be done for all meal types.**



Save the completed Production Record Report

- Once all production has been completed, Save the **Production Report**

Serving Plan for Lunch on 8/19/2025

Meal Counts for Lunch produced by (1877901) NARBONNE HS on 8/19/2025

Meal Counts				
Site	Menu			
(1877901) NARBONNE HS	Lunch - 9-12 Prep- W1 D2			
Menu Counts				
Menu Count Type	Planned	Prepared	Served	
9-12	844	0	0	
Adults/Employees	0	0	0	

Extra Sales	
Site	Extra Sales
(1877901) NARBONNE HS	\$0.00

Apply Ok Cancel