

Attention Cafeteria Managers:

All managers must be using the CA Production Worksheet Report and CA Production Record. Do not use the default setting for the Production Worksheet.

Production Worksheet Report

The screenshot shows the 'Report Criteria for Production Worksheet Report' dialog box. The 'Report Format' dropdown is highlighted with a red box and an arrow pointing to it from the text 'Production Worksheet Report' above. The 'Report Format' is set to 'CA'. The 'Criteria' section includes options for 'Date' (From: 2/28/2011, To: 3/4/2011), 'Report Period' (range), and various checkboxes for report content. The 'Serving Periods Selection' and 'Serving Lines Selection' are both set to 'All'.

Production Record

The screenshot shows the 'Report Criteria for Production Records' dialog box. The 'Report Format' dropdown is highlighted with a red box and an arrow pointing to it from the text 'Production Record' above. The 'Report Format' is set to 'CA'. The 'Criteria' section includes options for 'Production Dates' (From: 2/28/2011, To: 3/4/2011), 'Report Period' (range), and various checkboxes for report content. The 'Serving Periods Selection' and 'Serving Lines Selection' are both set to 'All'. A status bar at the bottom indicates 'Changes pending'.