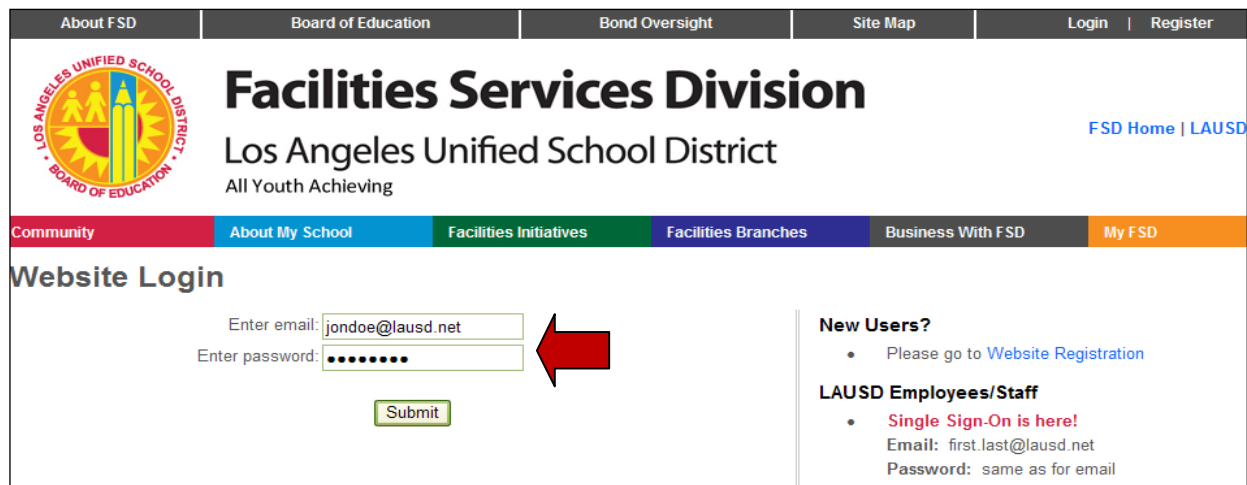# Food Services Division
## Cafeteria Equipment Inventory Reporting Guide

*"Nourishing Children to Achieve Excellence"*

# Instructions

**Step 1**: **Access the Food Services Division (FS DIV) Cafeteria Equipment Inventory Site** by logging into the **Food Services Division (FS DIV)** website and clicking on the Cafeteria Equipment Inventory link located on the **FS DIV Staff** homepage.

**Step 2**: **To Login -** enter your full district email address **(including @lausd.net)** and single sign on password.



**FS DIV Inventory Homepage** - After login, you will be taken to the FS DIV Cafeteria Equipment Inventory homepage. Your name will appear in the **Logged in as** (top right corner). Enter your site location code and press "Get Inventory" tab.

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**Step 3**: **Confirm that the correct site was entered** – After entering the site **Location Code** you will see the name of the site and school year 2014-15. Please ensure that the correct site is displayed. If an invalid location code is entered you will get a message reading "Location not found".



**Step 4**: **Viewing equipment information and the status of each piece of displayed equipment –** The site's cafeteria equipment is listed as you scroll down the page. The information that is to be captured is "Description", "Manufacturer", "Model", "Board #", "Serial #", "Date Acquired" and "Status". All equipment will have a default status of "Unknown". The status of each piece of equipment must be changed to "At School" or "Not at School". **If the "STATUS" of any piece of equipment is left as "Unknown", you will not be able to electronically submit the inventory**.

| Description ▲ | Manufacturer ⬍ | Model ⬍ | Board # | Serial # | Date Acquired | Notes | Status ⬍ |
|---|---|---|---|---|---|---|---|
| DRAWER, CASH | | | 51045 | C10081050 | | | Unknown |
| DRAWER, CASH | | | 51044 | C10081040 | | | Unknown |
| DRAWER, CASH | | | 51043 | C10081037 | | | Unknown |
| FREEZER, WALK-IN | BALLY | 3478 | 12025 | F4627-1 | 09/01/1976 | | Unknown |
| HOT FOOD CABINET, FULL-SIZE | METRO | C200 | C25917 | 1013 | 01/01/1997 | | Unknown |
| HOT FOOD CABINET, FULL-SIZE | BEV LES | HTSD74P34-711415 | C-45506 | 676121105025 | 08/18/2011 | | Unknown |
| HOT FOOD CABINET, FULL-SIZE | BEV LES | CA70-CV32 | C21543 | 0166HW | 12/01/1989 | | Unknown |
| MIXER, 20 QT, TABLE TOP | HOBART | A200 | C34833 | 11100860 | 01/01/1976 | | Unknown |
| MONITOR, DESK TOP COMPUTER | | | 51046 | | | | Unknown |
| MONITOR, TOUCH SCREEN | | | 51042 | 301A35F00118 | | | Unknown |
| MONITOR, TOUCH SCREEN | | | 51041 | 301A39F00064 | | | Unknown |

**Step 5: Making Changes and confirming the Status of the site's equipment inventory –** To make any changes and to change the "Status" of cafeteria equipment, click on the individual equipment description. Make any necessary changes to the appropriate fields. When the necessary information is entered and complete click "OK" and move to the next piece of equipment.

**Step 6: Adding a piece of equipment –** If a piece of cafeteria equipment is not in the current inventory, it must be added. There is an "Add new equipment" button located right above the "description" column on your site's inventory list.
Click this button

| Category | | Status | |
|---|---|---|---|
| ALL | | ALL | OK |

Add new equipment

| Description ▲ | Manufacturer ⬍ | Model ⬍ | Board # | Serial # | Date Acquired | Notes | Status ⬍ |
|---|---|---|---|---|---|---|---|
| DRAWER, CASH | | | 51045 | C10081050 | | | Unknown |
| DRAWER, CASH | | | 51044 | C10081040 | | | Unknown |
| DRAWER, CASH | | | 51043 | C10081037 | | | Unknown |
| FREEZER, WALK-IN | BALLY | 3478 | 12025 | F4627-1 | 09/01/1976 | | Unknown |
| HOT FOOD CABINET, FULL-SIZE | METRO | C200 | C25917 | 1013 | 01/01/1997 | | Unknown |
| HOT FOOD CABINET, FULL-SIZE | BEV LES | HTSD74P34-711415 | C-45506 | 676121105025 | 08/18/2011 | | Unknown |

6A – Enter all necessary information for all added pieces of cafeteria equipment. When all necessary information is entered, click "OK" and confirm that the piece of cafeteria equipment was added to the inventory list.

Home » Main » Asset List » Add/Edit Asset

**Food Services Division - Equipment Inventory**

CAFE LA
A Great Part of Your Day

- Home
- Admin - Asset List
- Admin - Inventory By School

| Description | ALL |
| Manufacturer | |
| Model | |
| Board Number | |
| Serial Number | |
| Date Acquired | |
| Notes | |
| Status | Unknown |

OK    Cancel

**Step 7: Submitting a completed inventory** – When all cafeteria equipment information has been entered and all equipment statuses changed, you will have to enter your SSO password in the provided textbox and click on "Submit Completed Inventory" to officially submit the site's inventory.

| MONITOR, TOUCH SCREEN | | | 51040 | 301A39F00078 | | | Not At School |
| MONITOR, TOUCH SCREEN | | | 51042 | 301A35F00118 | | | At School |
| MONITOR, TOUCH SCREEN | | | 51041 | 301A39F00064 | | | At School |
| OVEN, 2-COMPARTMENT, CONVECTION | MONTAGUE | 2-115A | C34266 | | 03/01/2002 | | At School |
| PRINTER | | | 51048 | | | | At School |
| REFRIGERATOR, 1 SECTION, REACH-IN | TRAULSEN | | 27641 | | 02/01/2002 | | Not At School |
| REFRIGERATOR, 2 SECTION, REACH-IN | VICTORY | | 12192 | | 03/01/1957 | | At School |
| REFRIGERATOR, WALK-IN | BALLY | 3478 | C34834 | F4627 | 09/01/1976 | | At School |
| TOWER, CPU | | | 51047 | DCC04165 | | | Not At School |

**The inventory has NOT been submitted.**

Enter your SSO password to submit the inventory

    [                    ]

    [ Submit Completed Inventory ]

**Step 8:  Confirming Submitted Inventory –** When the completed cafeteria equipment inventory is submitted, there will be a confirmation message displayed at the bottom of the page that will show when and who submitted the inventory.  There is also an "Edit Equipment Information" tab that you can select if there is a need to modify the inventory after it has already been submitted.  Note that this will cancel the previous submission and the site manager will have to re-submit the site inventory.

| MONITOR, TOUCH SCREEN | | | 51042 | 301A35F00118 | |
| MONITOR, TOUCH SCREEN | | | 51041 | 301A39F00064 | |
| OVEN, 2-COMPARTMENT, CONVECTION | MONTAGUE | 2-115A | C34266 | | 03/01/2002 |
| PRINTER | | | 51048 | | |
| REFRIGERATOR, 1 SECTION, REACH-IN | TRAULSEN | | 27641 | | 02/01/2002 |
| REFRIGERATOR, 2 SECTION, REACH-IN | VICTORY | | 12192 | | 03/01/1957 |
| REFRIGERATOR, WALK-IN | BALLY | 3478 | C34834 | F4627 | 09/01/1976 |
| TOWER, CPU | | | 51047 | DCC04165 | |

**The inventory has been submitted on May 13th, 2013 by RICARDO MIRAMONTES.**

    [ Edit Equipment Information ]    Note: This action will cancel previous submission.

Facilities Services Division | 333 South Beaudry Ave., Los Angeles, California 90017

**Step 9: After submitting a completed inventory,** a confirmation email will be sent to the person who submitted the site inventory.  You will also receive a confirmation email if you cancelled your previous inventory and again when you re-submit the site's inventory.

**Q & A Section**

1. What do I do if I am not directed to the cafeteria inventory once signed in?

   Please close the facilities page you are directed to, and click on the link again. You should now be in the 2014-2015 cafeteria equipment inventory.

2. What do I do if I do not have the option to submit the cafeteria inventory?

   Check to see that the "status" of all equipment is marked as "At School" or "Not at School". If the status of any piece of equipment is left as "Unknown", the option of submitting the inventory will not be available.

3. What should I do if I have equipment that is not listed on the drop down box?

   If you have equipment that is not listed in the dropdown box refer to step 6 in the instructions to add the item. Small wares and supply items are not to be included in the sites inventory as these items are not required by the USDA to be on the inventory.

4. What should I input in the "Notes" textbox?

   This textbox can be left blank or can be used to enter information such as:
   - equipment has been classified as BER (Beyond Economic Repair)
   - equipment is non-functioning (and or requires removal from site)
   - equipment has a pending service call
   - equipment has been transferred to another site or salvaged
   - equipment has been stolen

5. What should I do if I enter my location code and I get a message that reads "location not found"?

   If you get a message that your location is not found, please make sure that you entered the correct location code. If you are still experiencing an issue please contact one of the administrators (listed below).

6. Who are my administrators?

   - ESC North-  michael.l.lewis@lausd.net- 213-241-1556
   - ESC South- shawn.huber@lausd.net-   213-241-1064
   - ESC East-   abyz.dayrit@lausd.net-     213-241- 1724
   - ESC West- ahmad.banks@lausd.net-    213-241- 1671