

# Food Services Division

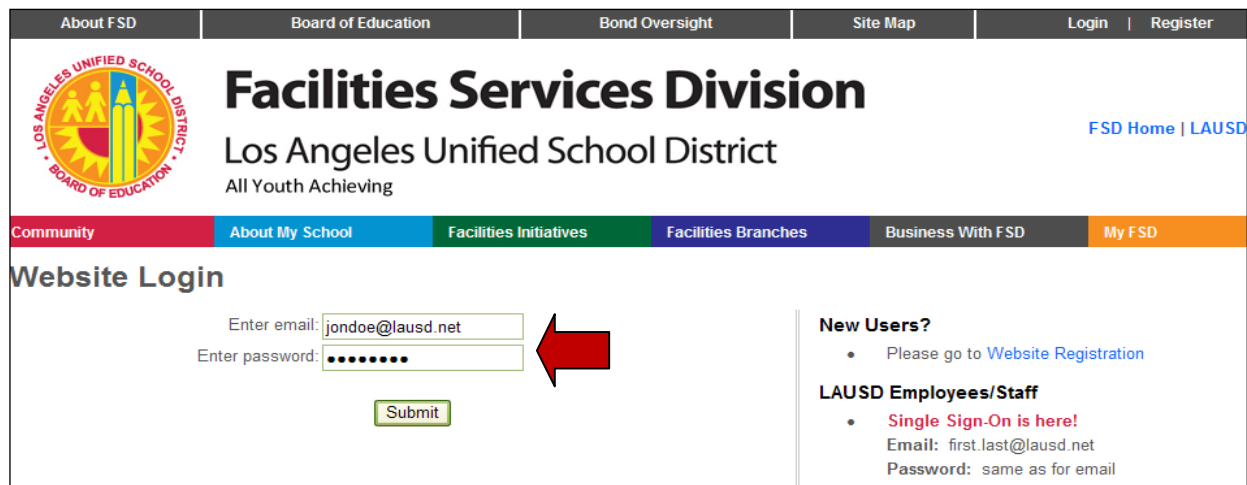
## Cafeteria Equipment Inventory Reporting Guide

*"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.



The screenshot shows the 'Facilities Services Division' website for the Los Angeles Unified School District. The header includes navigation links: About FSD, Board of Education, Bond Oversight, Site Map, Login, and Register. The main banner features the district logo and the text 'Facilities Services Division', 'Los Angeles Unified School District', and 'All Youth Achieving'. Below the banner is a horizontal menu with links: Community, About My School, Facilities Initiatives, Facilities Branches, Business With FSD, and My FSD. The 'Website Login' section contains a login form with fields for 'Enter email:' (pre-filled with 'jondoe@lausd.net') and 'Enter password:' (masked with dots), a 'Submit' button, and a red arrow pointing to the email field. To the right of the login form, there is a 'New Users?' section with a link to 'Website Registration' and a 'LAUSD Employees/Staff' section with a link to 'Single Sign-On is here!' and instructions for email and 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.

The screenshot shows the top navigation bar with links: About FSD, Board of Education, Bond Oversight, Site Map, and a user login for RICARDO MIRAMONTES. The main header features the Los Angeles Unified School District logo and the text "Facilities Services Division", "Los Angeles Unified School District", and "All Youth Achieving". A red arrow points to the "FSD Home | LAUSD" link. Below the header is a secondary navigation bar with links: Community, About My School, Facilities Initiatives, Facilities Branches, Business With FSD, and My FSD. The breadcrumb trail reads "Home » Main » Asset List". The main content area is titled "Food Services Division - Equipment Inventory". On the left is a "CAFE" logo with the tagline "A Great Part of Your Day". The main text reads "Food Services Equipment Inventory 2012-13" and "Enter location code". A text input field contains "0123" and a "Get Inventory" button is below it. A red arrow points to the input field. Below the button, the text "Location not found" is displayed. A "Home" link is at the bottom left.

**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”.

The screenshot shows the same website as the previous one, but with the correct location code. The breadcrumb trail is "me » Main » Asset List". The main content area is titled "Food Services Division - Equipment Inventory". On the left is the "CAFE" logo. The main text reads "Food Services Equipment Inventory 2012-13" and "Enter location code". A text input field contains "4904" and a "Get Inventory" button is below it. A red arrow points to the input field. Below the button, the text "Equipment inventory for LOGAN EL for school year 2012-13" is displayed. Below this text is a table with two columns: "Category" and "Status". The "Category" column has a dropdown menu with "ALL" selected. The "Status" column has a dropdown menu with "ALL" selected and an "OK" button next to it. Below the table is an "Add new equipment" button. At the bottom is a table header with the following columns: "Description", "Manufacturer", "Model", "Board #", "Serial #", "Date Acquired", "Notes", and "Status".

**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.

Home » Main » Asset List » Add/Edit Asset

## Food Services Division - Equipment Inventory



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



Description	HOT FOOD CABINET, FULL-SIZE
Manufacturer	BEV LES
Model	HTSD74P34-711415
Board Number	C-45506
Serial Number	676121105025
Date Acquired	08/18/2011
Notes	
Status	At School
OK	Unknown
	At School
	Not At School

**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

ALL

▼

Status

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



- 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		
<b>The inventory has been submitted on May 13th, 2013 by RICARDO MIRAMONTES.</b>						
<a href="#">Edit Equipment Information</a> <span>Note: This action will cancel previous submission.</span>						
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](mailto:michael.l.lewis@lausd.net)- 213-241-1556
- ESC South- [shawn.huber@lausd.net](mailto:shawn.huber@lausd.net)- 213-241-1064
- ESC East- [abyz.dayrit@lausd.net](mailto:abyz.dayrit@lausd.net)- 213-241- 1724
- ESC West- [ahmad.banks@lausd.net](mailto:ahmad.banks@lausd.net)- 213-241- 1671