



# Production

## *User Guide for SFAs*

Cybersoft PrimoEdge is a leading provider of software solutions to Child Nutrition Departments in K-12 school districts and State Agencies across the nation. This user guide provides a reference and reinforcement of Production tasks at the SFA level. The user should have basic computer knowledge.



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## **About This Guide**

The **About This Guide** section introduces you to the PrimeroEdge suite of products developed to help school nutrition professionals with their tasks to provide quality meal service for students while supporting prudent fiscal responsibility in cafeteria operations.

This section offers information on:

- PrimeroEdge software solutions
- Production module
- Purpose of this guide
- Document conventions and special icons used in this guide

## Introduction to PrimeroEdge Food Services Software Solutions

Cybersoft PrimeroEdge is a leading provider of software solutions to Child Nutrition Departments in K-12 school districts and State Agencies across the nation. At the School Food Authority (SFA) level, these solutions (called “modules”) include

- Point of Service (POS)
- Menu Planning
- Financials
- Student Eligibility
- Production
- Bid Analysis
- Team Work
- Inventory

The Production module provides functions to manage production plans and records for meal services offered by the SFA.

The *PrimeroEdge Production User Guide for SFAs* is designed as a quick reference guide to highlight the additional functions and features available to School Food Authority users for carrying out procedures related to the Production module in PrimeroEdge.

## Purpose of User Guide


The *PrimeroEdge Production User Guide for SFAs* is a quick-reference guide for functions learned in our training classes led by Customer Coaches and reviewed with your Customer Success Mentor. Refer to this user guide when you have questions regarding specific module features and functionalities.

This user guide includes step-by-step instructions and screenshots for PrimeroEdge Production tasks. For in-depth descriptions and information regarding each module within PrimeroEdge, see the training manual, *Navigating PrimeroEdge*.



## Document Conventions

This document uses the following conventions:

- **Bold:** Represents keyboard key names, such as **Tab** or **Enter**, or clickable buttons on the screen, such as **Apply** or **Reset**.
- *Italics:* Represents messages shown by PrimeroEdge, such as *User has been added successfully*.
- Buttons: Represented by bold print, such as **Apply**, and/or an icon, such as **Calendar** ()
- Selection Sequences: To access a PrimeroEdge function, selection sequences are represented with this notation:  
Module name > Menu name > Menu selection  
to indicate which PrimeroEdge element to click and the order in which to click the element.

Example:      Production > Stations > Manage Stations

Indicates to access the Production function by clicking the Production module tab, then clicking the Stations menu name, and then clicking the Manage Stations menu selection.

## Special Icons

Icons in this document alert the reader to special information.

- ✓ Indicates a helpful tip.
- ▲ Indicates critical task information.
- Indicates a status note.

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## **Chapter 1: Getting Started**

This chapter introduces you to the Production module and common features used throughout the module.

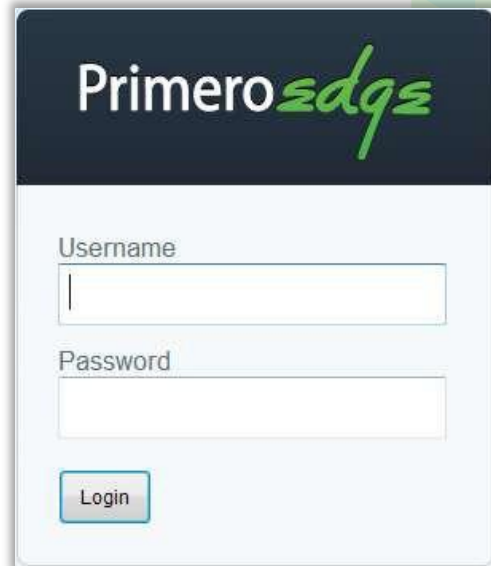
In this chapter you will learn how to

- Login to PrimeroEdge
- Navigate to and open the Production module
- Use list display controls
- Work with column data
- Work with search conditions
- Logout of PrimeroEdge

## Log In to PrimeroEdge

On the PrimeroEdge Login page:

1. Enter your Username.
2. Enter the Password associated with your username.
3. Click **Login**.



PrimeroEdge

Username

Password

Login

---

### Usernames

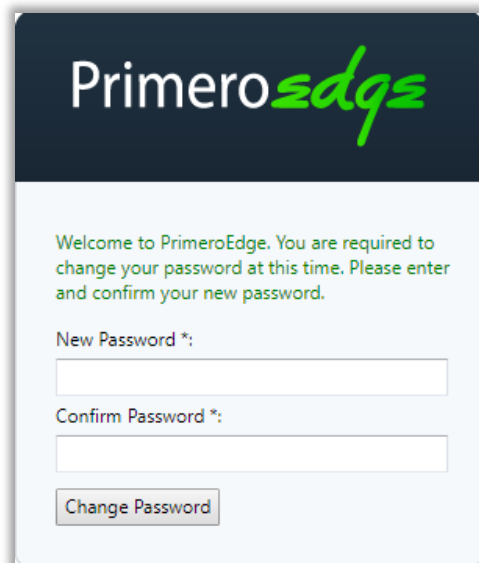
Usernames are set up to access a set of functions that correspond to your work role with PrimeroEdge. Therefore, when you log in to PrimeroEdge, you may see a subset of the menus shown in this manual, or you may not see all of the features reviewed for a function.

---

### Passwords

The first time you log in, you are directed to change your password. You will

1. In New Password, enter a new password string.
2. In Confirm Password, re-enter the same password string.
3. Click Change Password.



PrimeroEdge

Welcome to PrimeroEdge. You are required to change your password at this time. Please enter and confirm your new password.

New Password \*:

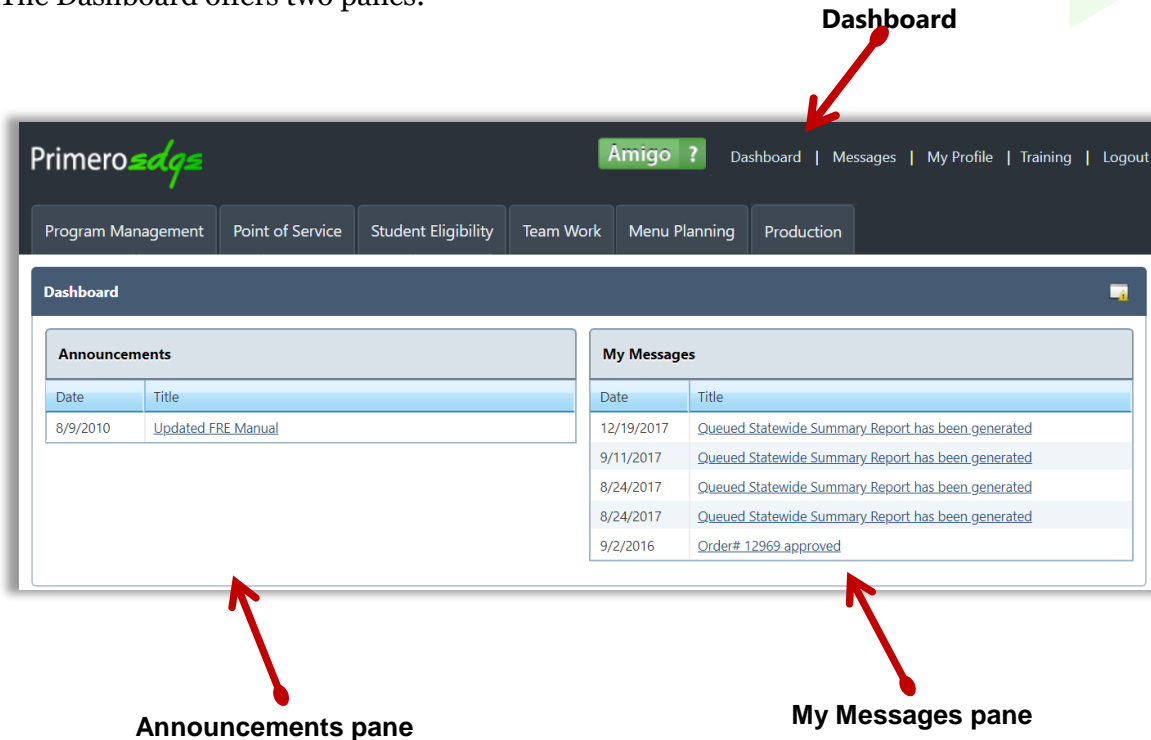
Confirm Password \*:

Change Password

## Navigating the Dashboard

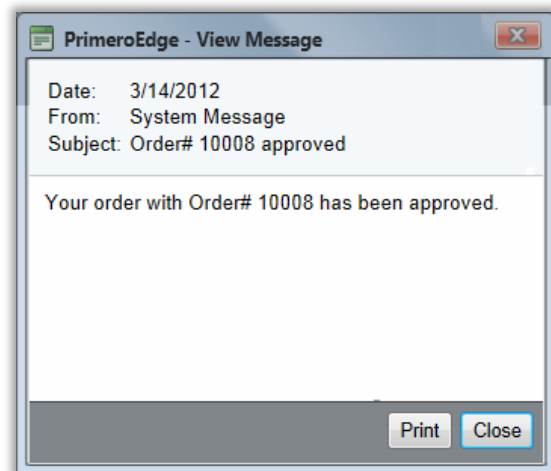
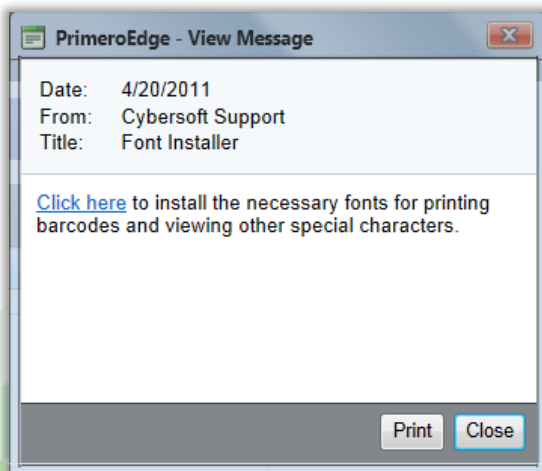
The Dashboard screen appears after a successful login. This screen is accessed at any time by clicking **Dashboard** on the top navigation menu.

The Dashboard offers two panes:



1. Announcements – general messages for all PrimeroEdge users
2. My Messages – specific messages to you about items in PrimeroEdge

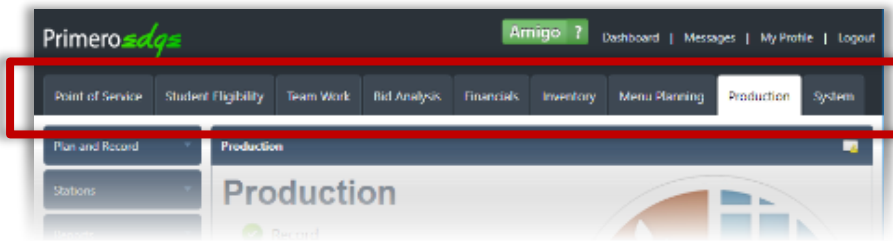
Clicking a link in the Title column in either pane displays the View Message dialog. Once the announcements box is opened, you can print the message or exit the box.



## Modules, Menus, & Menu Selections

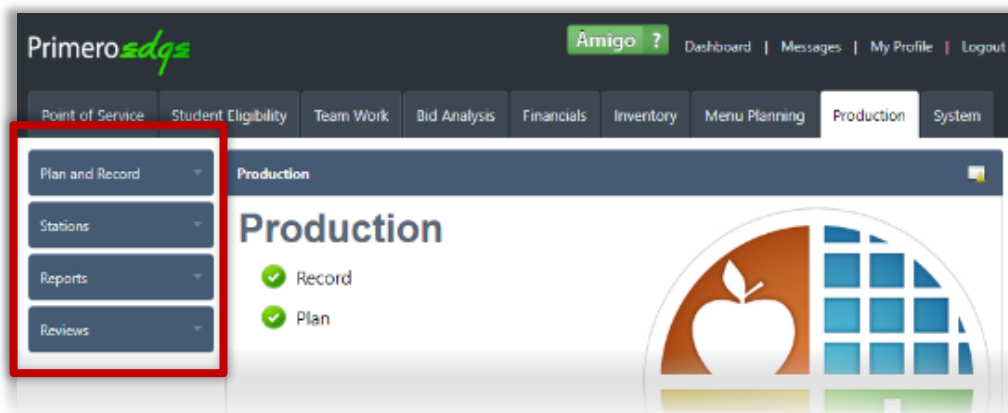
The PrimeroEdge screen offers:

1. Modules—distinct areas of functionality, such as Production, that offer functions to work with related tasks; modules are represented with “tabs” that appear across the top of the PrimeroEdge screen. Clicking a tab accesses or opens the module. The active module tab appears in white with black lettering.



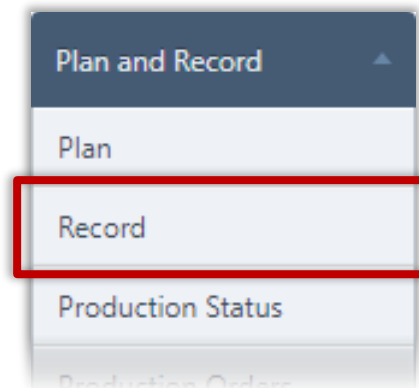
- Menus—clicking a module tab displays a vertical list of menu names on the left side of the screen; menus offer a collection of related functions.

This image shows the menus available in the Production module.



- Menu Selections—clicking a menu name displays a set of related menu selections or functions.

Click a menu selection to work with tasks provided by the individual function.



PrimeroEdge has been optimized for use with the Internet Explorer browser. Some module features may be limited when using other browsers.



## Navigate to Production Module

When you log in to PrimeroEdge, you see one or more food service solutions that your SFA has chosen to use. You will see one tab for each module.

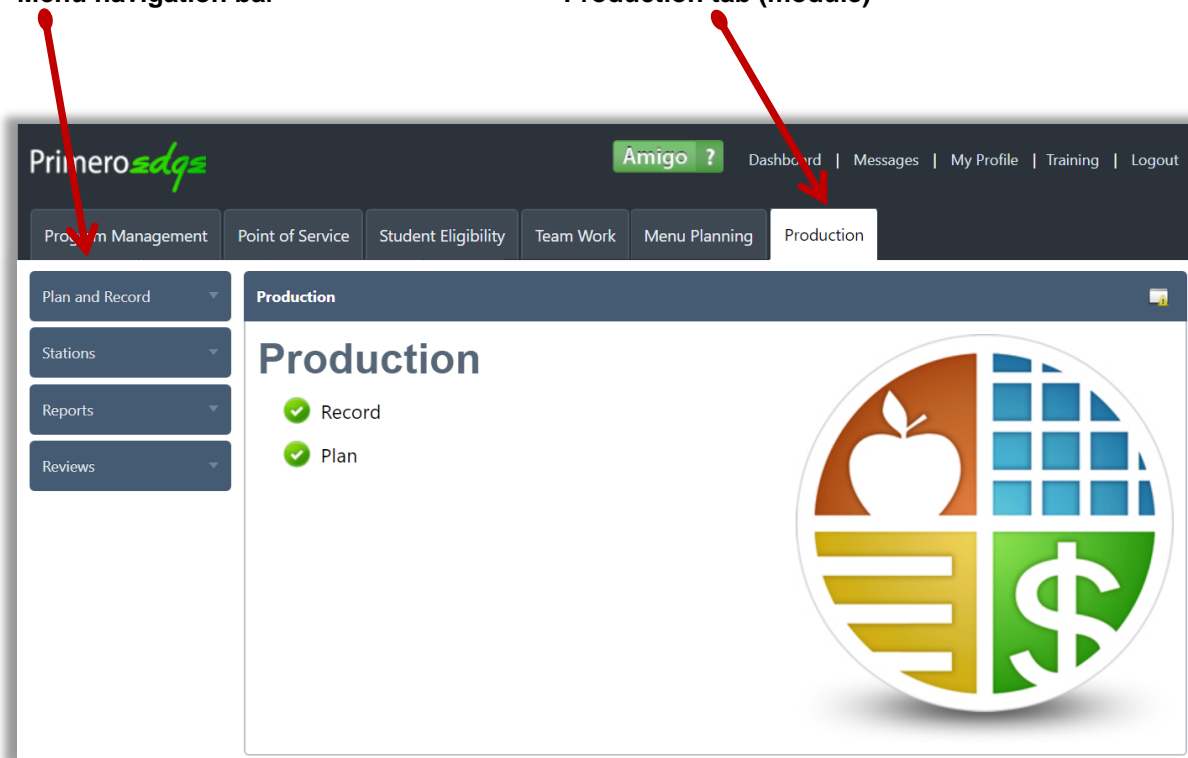
### To access the Production module:

- Click the Production tab.

The Production Home screen lists menus in the vertical menu navigation bar on the left of the screen.

### Menu navigation bar

### Production tab (module)



- Menus and menu functions to which you have access are those that are appropriate for your role with PrimeroEdge. Therefore, when you log on to PrimeroEdge, you may see a subset of the menus shown in this manual, or you may have access to a subset of the functions that are reviewed in this manual.

## Using List Display Controls

Some pages display listings on multiple pages. Display controls are provided below the listings to move between the pages

The screenshot shows the 'Production Status' application interface. At the top, there are filters for 'Organization Level' (set to 'SCHOOLS (District)'), 'Meal Type' (set to '-- ALL --'), 'From' (4/26/2018), 'To' (4/26/2018), and 'Status' (set to 'Withdrawal not Complete'). Below the filters is a table with the following columns: Date, Meal Type, Site, Status, Menu Line, Contact Person, and Contact Phone. The table contains 10 rows of data. At the bottom of the table, there are navigation controls: a set of buttons for first, previous, next, and last page, a 'Page size' dropdown menu set to '10', and a status indicator '21 items in 3 pages'. An 'Export to Excel' button is located in the top right corner of the table area.

Date	Meal Type	Site	Status	Menu Line	Contact Person	Contact Phone
4/26/2018	Breakfast	MIDDLE	Plan Complete	Middle Breakfast	Tara	4480
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Angela	2134
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Angela	2134
4/26/2018	Breakfast	COUNTY HIGH	Plan Complete	High School Breakfast	Christy	7018
4/26/2018	Breakfast	ELEMENTARY	Record Complete	Elementary Breakfast	Bill	3118
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Bill	3118
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Andrea	6743
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Andrea	6743
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Tammie	3289
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Angela	3289

- Click to display the first page of listings
- Click to display the previous page of listings
- Click to display a specific page of listings
- Click to display the next page of listings
- Click to display the last page of listings
- Select a number in **Page size:** to change the number of listings displayed on a page
- The total number of items (listings) and the total number of pages of listings is shown

## Working with Column Data

Column data can be sorted when the pointing finger icon appears when the mouse cursor hovers over a column header.

- Click once on the header to sort the column data in ascending order.
- Click the header again to sort the column data in descending order.

**Production Status**

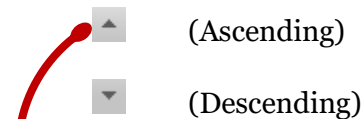
Organization Level: SCHOOLS (District) | Meal Type: -- ALL --

From: 4/26/2018 | To: 4/26/2018 | Status: Withdrawal not Complete | Apply

Date	Meal Type	Site	Status	Menu Line	Contact Person	Contact Phone
4/26/2018	Breakfast	MIDDLE	Plan Complete	Middle Breakfast	Tara	(931) 363-4480
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Angela	(931) 468-2134
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Angela	(931) 468-2134
4/26/2018	Breakfast	HIGH	Plan Complete	High School Breakfast	Christy	(931) 424-7018
4/26/2018	Breakfast	ELEMENTARY	Record Complete	Elementary Breakfast	Bill	(931) 565-3118
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Bill	(931) 565-3118
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Andrea	(931) 363-6743
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Andrea	(931) 363-6743
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Tara	(931) 527-3289
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Angela	(931) 527-3289

Page size: 10 | 21 items in 3 pages

A small triangle next to the header indicates the sort order:



**Production Status**

Organization Level: SCHOOLS (District) | Meal Type: -- ALL --

From: 4/26/2018 | To: 4/26/2018 | Status: Withdrawal not Complete | Apply

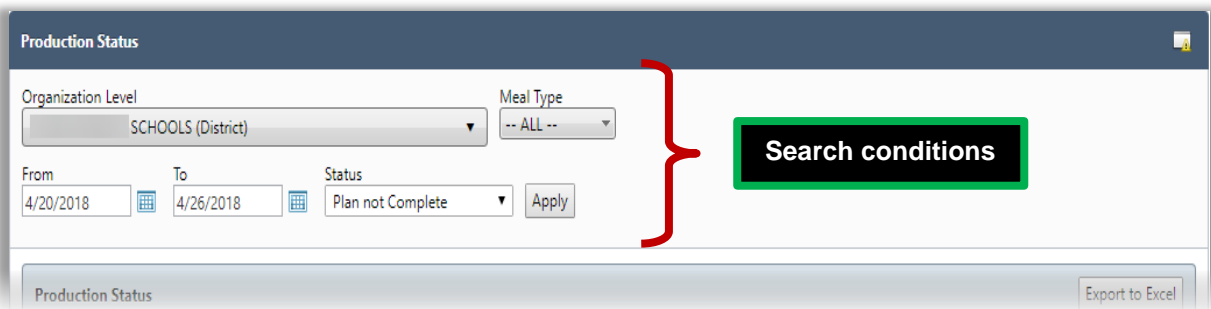
Date	Meal Type	Site	Status	Menu Line	Contact Person	Contact Phone
4/20/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Becky	7016
4/23/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Becky	7016
4/24/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Becky	7016
4/25/2018	Breakfast	MIDDLE	Plan Complete	Middle Breakfast	Tara	4480
4/25/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Tammie	3289
4/25/2018	Breakfast	ELEMENTARY	Plan Complete	PreK Breakfast	Angela	3289
4/25/2018	Breakfast	HIGH	Plan Complete	High School Breakfast	Tammie	3614
4/25/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Becky	7016
4/26/2018	Breakfast	MIDDLE	Plan Complete	Middle Breakfast	Tara	4480
4/26/2018	Breakfast	ELEMENTARY	Plan Complete	Elementary Breakfast	Angela	2134

Page size: 10 | 37 items in 4 pages

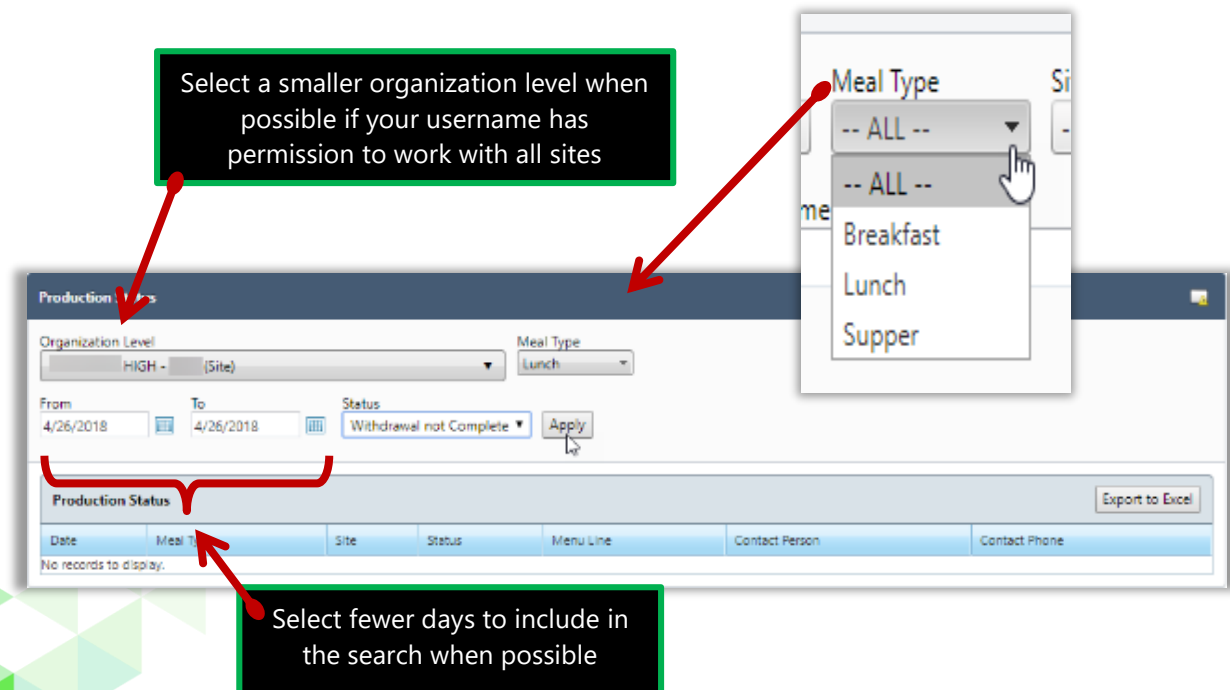
## Using Search Conditions

Several functions offer the ability to list items for review, such as the Production Status function. By default, all meal types for a one-week range are listed. The list of items may be quite lengthy and require some time to scroll through the list of items to find the item of interest. Search conditions allow you to narrow the list of displayed items by entering or selecting “conditions”, sometimes called “parameters” or “criteria”, from text entry boxes or drop-down selector lists before clicking **Apply**.

Many conditions are typically set to “—ALL—” which could produce a lengthy list of items. For example, the Production Status function on the Plan and Record menu displays the production status for all meal types in a one-week period. You’ll notice that most search conditions default to “—ALL—” which could produce a quite lengthy list of menus.



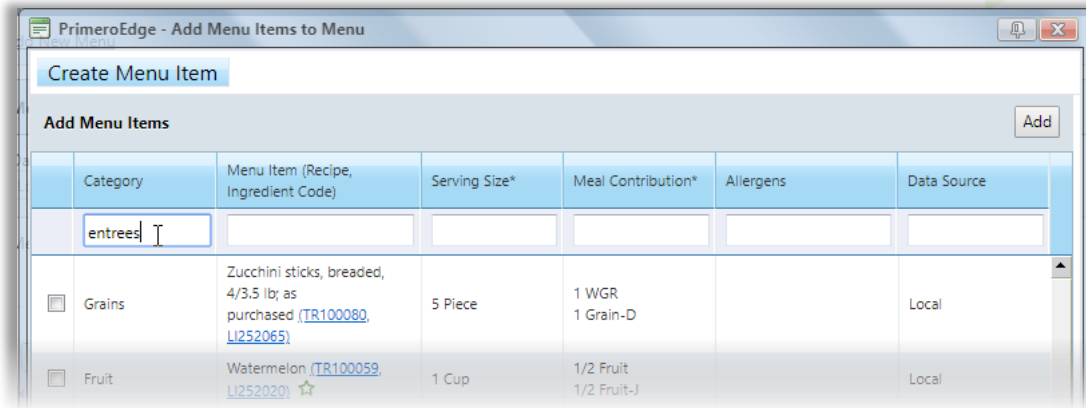
Selecting search conditions and then clicking **Apply** narrows the results item list.



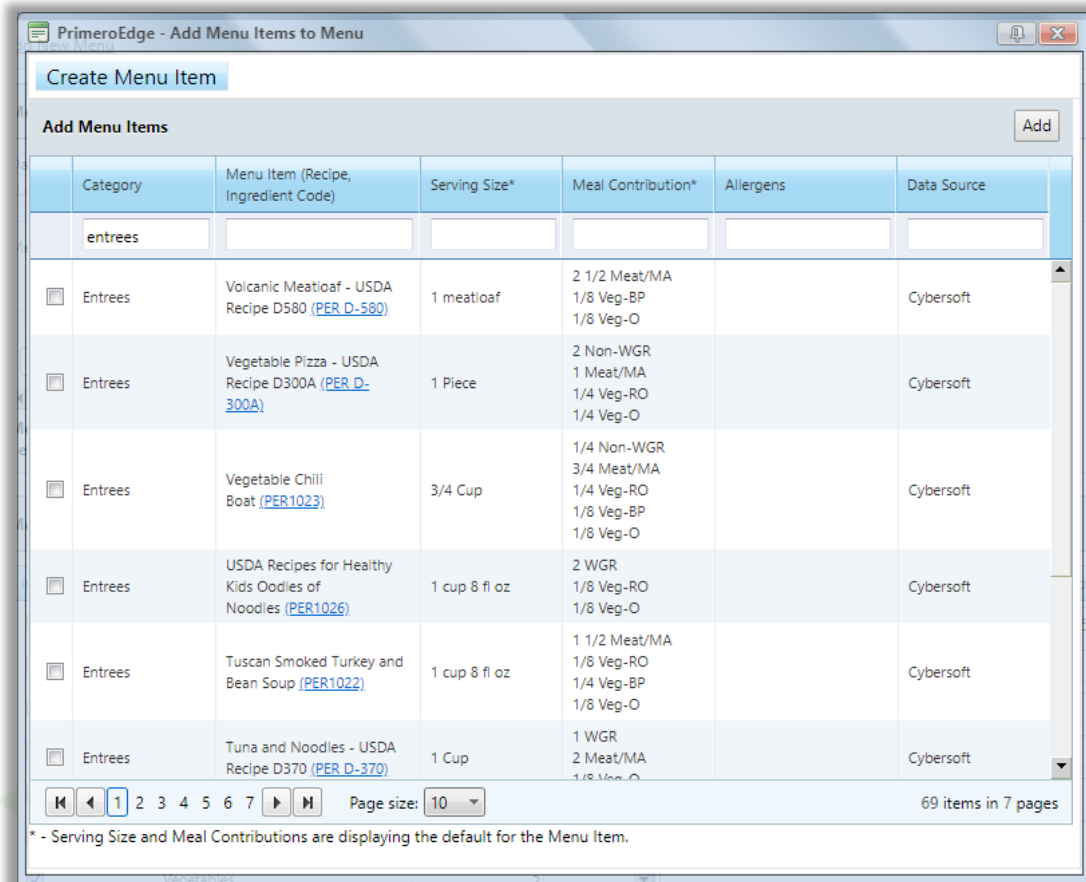
Columns also provide “filters” to narrow the items displayed. Filters come in two varieties.

**Simple filter**


- Enter a text string in the filter box below the column header

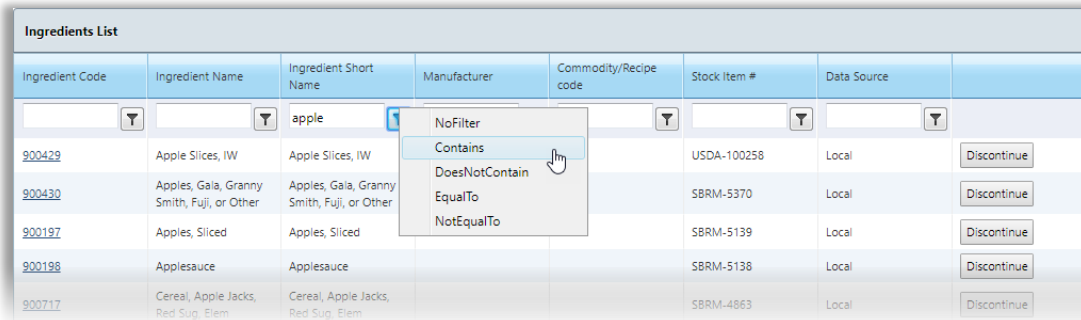


- Press **Enter** on the keyboard.



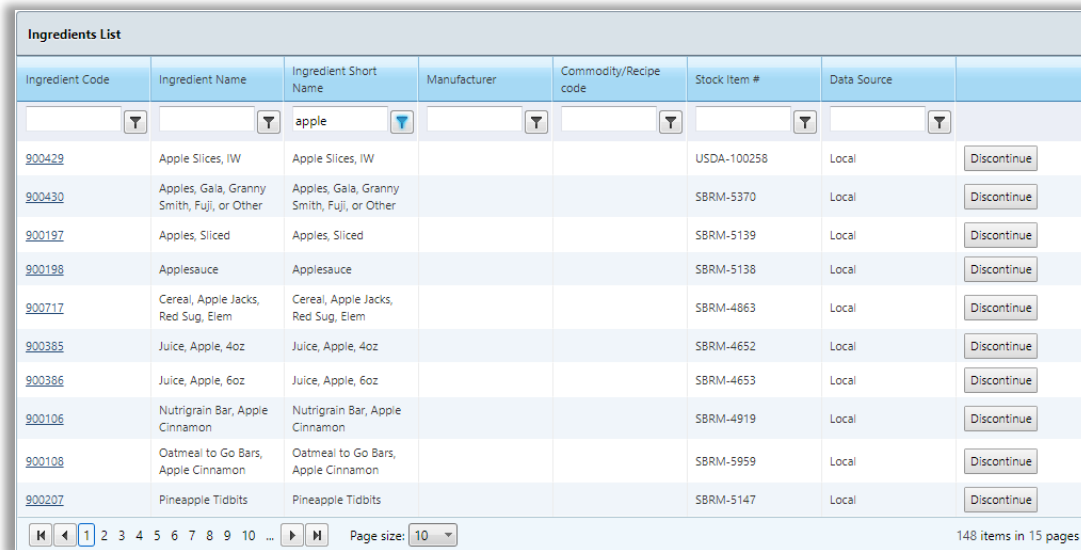
**Advanced filter**

- Enter a text string in a filter box below the column header.
5. Click **Filter** (  ) to display filter selections.
  6. Select one filter.



Ingredient Code	Ingredient Name	Ingredient Short Name	Manufacturer	Commodity/Recipe code	Stock Item #	Data Source	
		apple					
900429	Apple Slices, IW	Apple Slices, IW			USDA-100258	Local	Discontinue
900430	Apples, Gala, Granny Smith, Fuji, or Other	Apples, Gala, Granny Smith, Fuji, or Other			SBRM-5370	Local	Discontinue
900197	Apples, Sliced	Apples, Sliced			SBRM-5139	Local	Discontinue
900198	Applesauce	Applesauce			SBRM-5138	Local	Discontinue
900717	Cereal, Apple Jacks, Red Sug, Elem	Cereal, Apple Jacks, Red Sug, Elem			SBRM-4863	Local	Discontinue

All items that match the filter condition appear.



Ingredient Code	Ingredient Name	Ingredient Short Name	Manufacturer	Commodity/Recipe code	Stock Item #	Data Source	
		apple					
900429	Apple Slices, IW	Apple Slices, IW			USDA-100258	Local	Discontinue
900430	Apples, Gala, Granny Smith, Fuji, or Other	Apples, Gala, Granny Smith, Fuji, or Other			SBRM-5370	Local	Discontinue
900197	Apples, Sliced	Apples, Sliced			SBRM-5139	Local	Discontinue
900198	Applesauce	Applesauce			SBRM-5138	Local	Discontinue
900717	Cereal, Apple Jacks, Red Sug, Elem	Cereal, Apple Jacks, Red Sug, Elem			SBRM-4863	Local	Discontinue
900385	Juice, Apple, 4oz	Juice, Apple, 4oz			SBRM-4652	Local	Discontinue
900386	Juice, Apple, 6oz	Juice, Apple, 6oz			SBRM-4653	Local	Discontinue
900106	Nutrigrain Bar, Apple Cinnamon	Nutrigrain Bar, Apple Cinnamon			SBRM-4919	Local	Discontinue
900108	Oatmeal to Go Bars, Apple Cinnamon	Oatmeal to Go Bars, Apple Cinnamon			SBRM-5959	Local	Discontinue
900207	Pineapple Tidbits	Pineapple Tidbits			SBRM-5147	Local	Discontinue

Page size: 10 | 148 items in 15 pages

Filter	Description
NoFilter	Show all
Contains	Includes the string anywhere in the data
DoesNotContain	String does not appear anywhere in the data
EqualTo	ONLY contains the string; no other characters appear
NoEqualTo	ONLY contains other characters; string does not appear

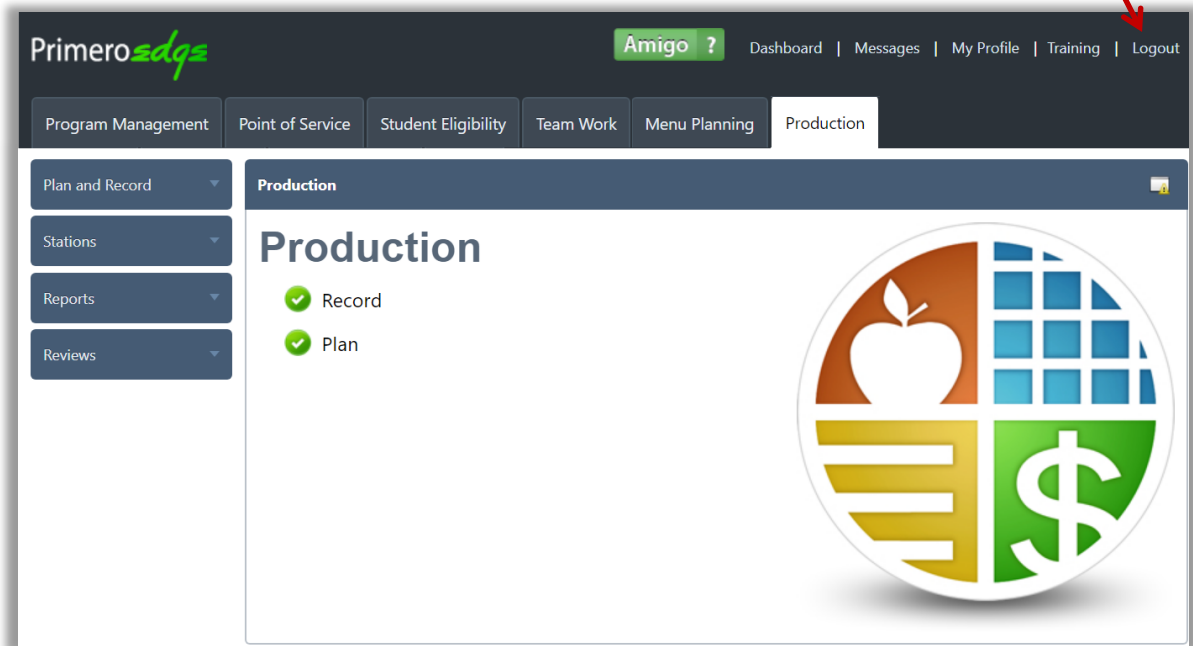
## Log Out of PrimeroEdge

Logging out of PrimeroEdge can be performed from any page.

### To log out of PrimeroEdge

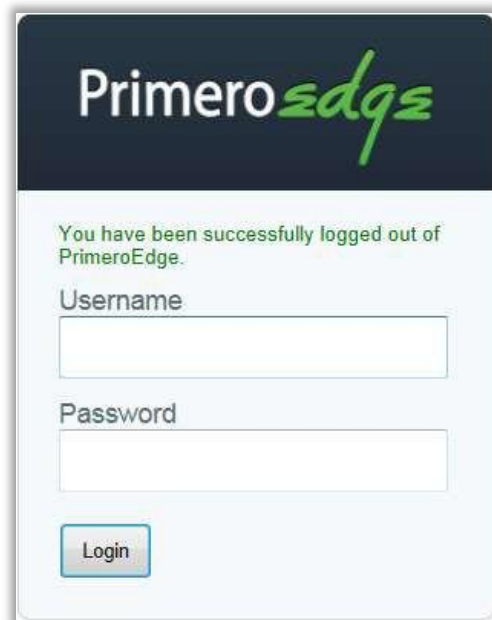
- Click **Logout**.

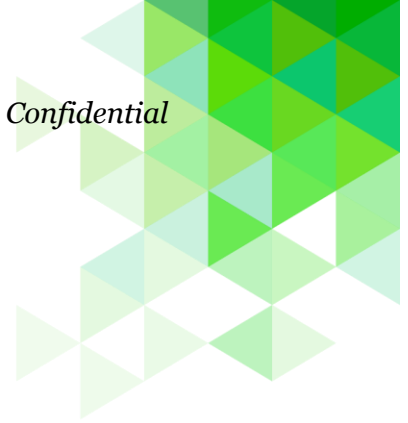
Click to close  
PrimeroEdge



The PrimeroEdge Login page is displayed.

A log out success message appears.





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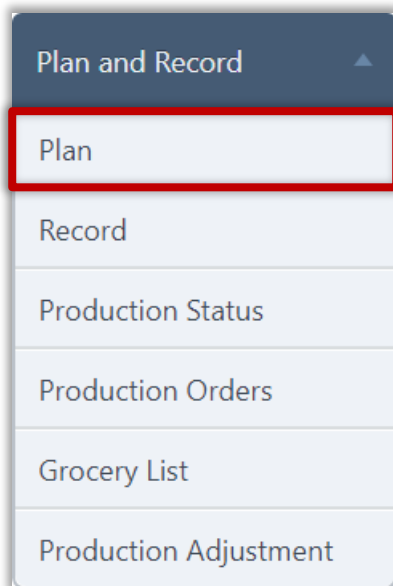
## **Chapter 2: Plan and Record**

The Plan and Record chapter includes functions to update and manage Production Plans and Records, including generating and managing production orders.

In this chapter you will learn how to:

- Add planned meal counts and planned menu item production counts to complete a production plan.
- Add a menu item to multiple production plans with one action.
- Add a menu item to a completed production plan.
- Record servings produced, carried over, returned to inventory or withdrawn from inventory as waste.
- Generate and print production plan recipes.
- Generate and print a production record.
- Generate and print a list of stock items from a Production Record.
- Generate a list of all items to be served for a selected site and date (range).
- Display a list of production records for a selected date range, site, meal type and status.
- Create a withdrawal from a completed production record.
- View, print, and adjust a withdrawal.
- List production plans with a selected status.
- Generate a vendor order from a Production Record.
- Change, place, cancel a vendor order.

## Plan



Completing a Production Plan is the first step in the Production management process. A production plan is a set of menu items to be offered for a meal service with the:

- Number of planned meals to be served, and
- Number of menu items to be produced for each serving group.

A production plan is automatically created for each menu assigned to a calendar date through the Menu Planning module. When the plan is created, it includes all serving groups and menu items included on the assigned menu—no counts are included.

Plan allows you to:

- Enter planned meal counts for each serving group—these are the number of meals that are planned for production; a meal typically multiple menu items.
- Enter the number of menu items planned for production.
- Add menu items to a production Plan for situations that require substitutions or the late addition of a menu item.
- Print recipes included in the Production Plan.




All Plan pages include three tabs:

- Select Serving Date—displays monthly calendars with links on each day to a Production Plan for each assigned menu. Site Code / Site is set to your site or the first site in the list of available sites if you have access to multiple sites. A one-month calendar with the current month is displayed.
- Production Plan—displays the Production Plan for an assigned menu; plan includes planned meal counts and planned production menu item counts for each serving group.
- Production Record—displays actual serving counts for each serving group and the number of menu items produced during a meal service; indicates how many and when leftover menu items will be served, how many menu items are returned to stock or sent to waste, and sold as A La Carte.

Additional tabs may appear which are shown and described on the following pages.

### Calendar Legend

Each menu assigned to a calendar date is shown on the Production page on the Select Serving Date tab. Each menu entry is color coded to indicate the status of the plan/record in the production cycle.

-  **Withdrawal Complete**— menu items/ingredients have been withdrawn from inventory.
-  **Plan Incomplete**—menu has been assigned but planned meal counts or planned menu item production counts are not entered or complete.
-  **Plan Complete**—planned meal counts and planned menu item production counts have been entered for all serving groups.

**Record**

Select Serving Date | Production Plan | Production Record | Production Withdraw


Site Code | Site


Plan Incomplete | Plan Complete | Record Complete | Withdrawal Complete | Holiday


April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1 Apr	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr	7 Apr
	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	
8 Apr	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr	14 Apr
	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	
15 Apr	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr	21 Apr
	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP		
22 Apr	23 Apr	24 Apr	25 Apr	26 Apr	27 Apr	28 Apr
	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	
29 Apr	30 Apr	1 May	2 May	3 May	4 May	5 May
	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	Breakfast-BL... Lunch-K-8 Lu... Snack-ASP	

Select Serving Date > Production Plan > Production Record > Production Withdraw

-  **Record Complete**— actual meal counts and menu item production counts served during a meal service are entered

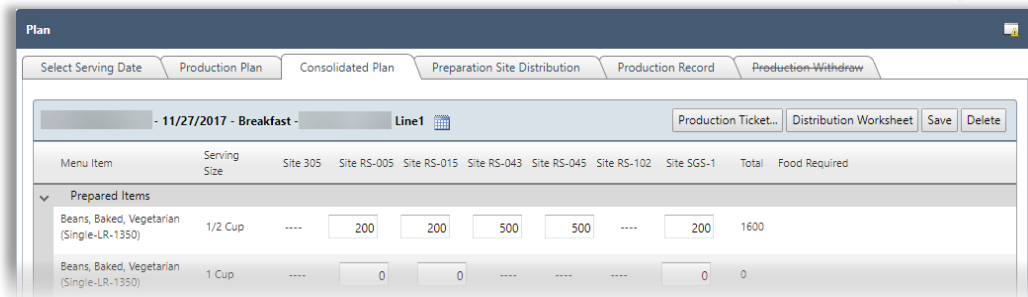
-  **Holiday**—holidays are shown in bright blue; no menus are typically assigned on these days but can be if needed.

-  **Weekend Day**— weekend days are shown in light gray; no menus are typically assigned on these days but can be if needed.

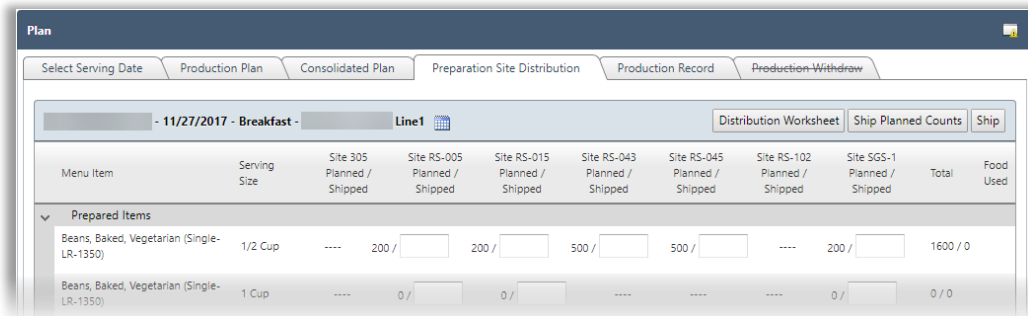
Three additional tabs may appear

2. Available when SFA includes sites that produce and distribute meals

- 4. Consolidated Plan – used by food preparation sites to consolidate planned production counts for distribution receiving sites.

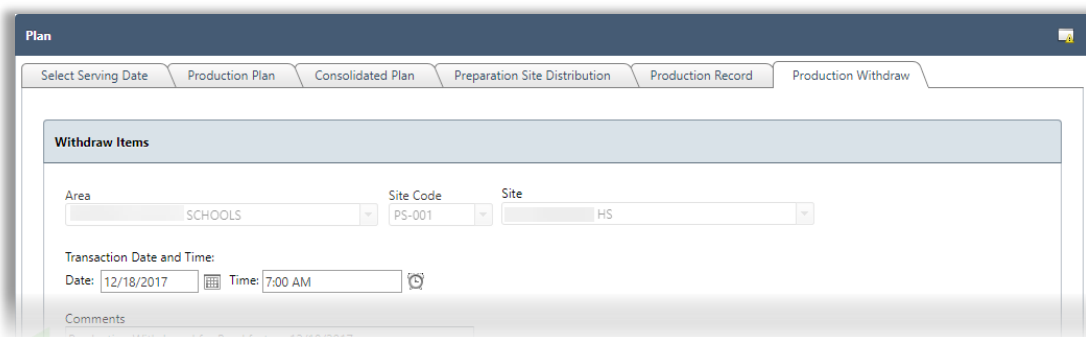


- 5. Preparation Site Distribution – used by food preparation sites to specify of items sent to a distribution site.



Available when [Inventory] module manages items/ingredients for food production

- Production Withdraw – used to remove items from inventory that were used in production of menu items




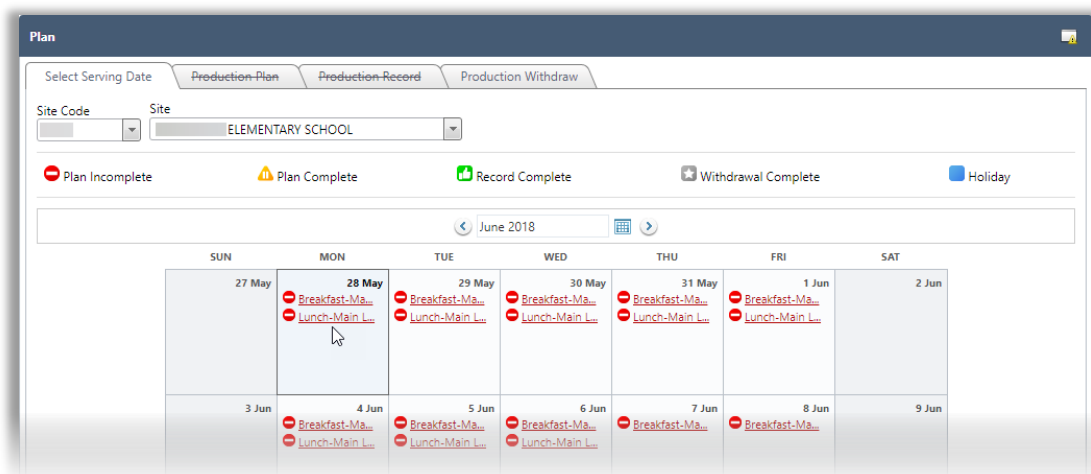
A tab that has a line drawn through the tab name indicates that tab details cannot be accessed by clicking on the tab, or required information has not been completed for the tab to be accessible, such as when the Production Withdraw tab is not accessible until the Production Plan is complete.

### Complete Production Plan

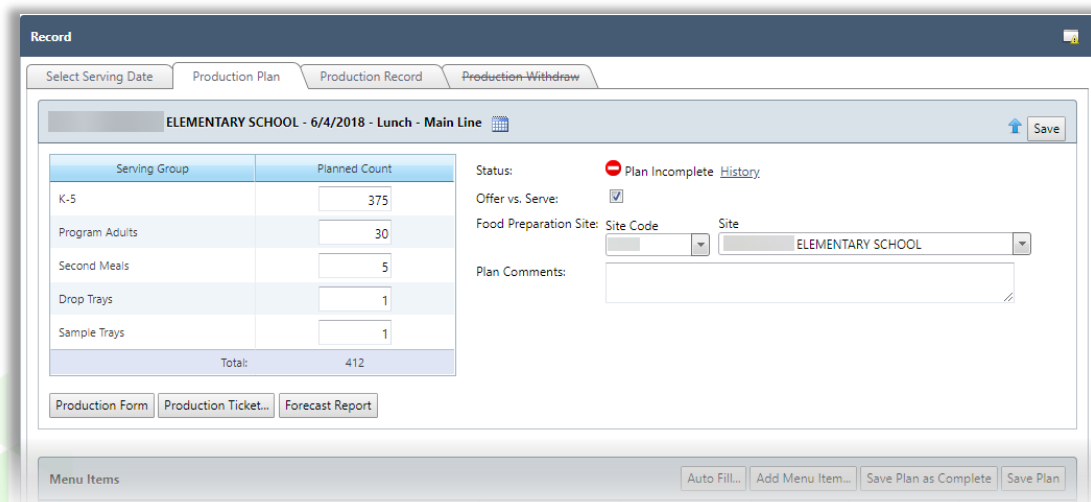
A production plan appears on the Select Serving Date tab after the menu planner assigns a menu to the menu calendar.

#### To complete a Production Plan

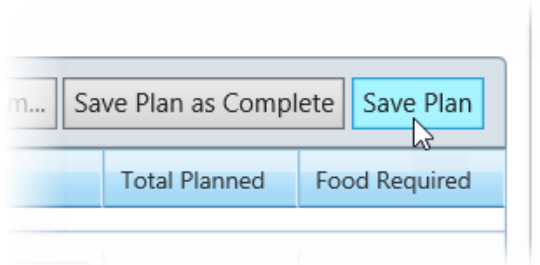
1. Click a production plan link with a status of Plan Incomplete (  ).



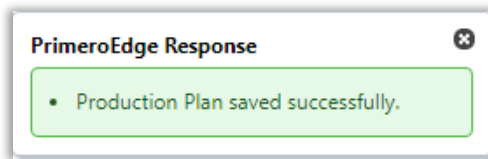
2. Enter the number of Planned Counts (meal) for each Serving Group.
  - Enter “0” (zero) for a group’s **Meal Count** if you do not plan to produce food for the group.
3. Select “Is Offer vs Serve” if the student is allowed to decline items.
4. Enter Plan Comments, as needed.




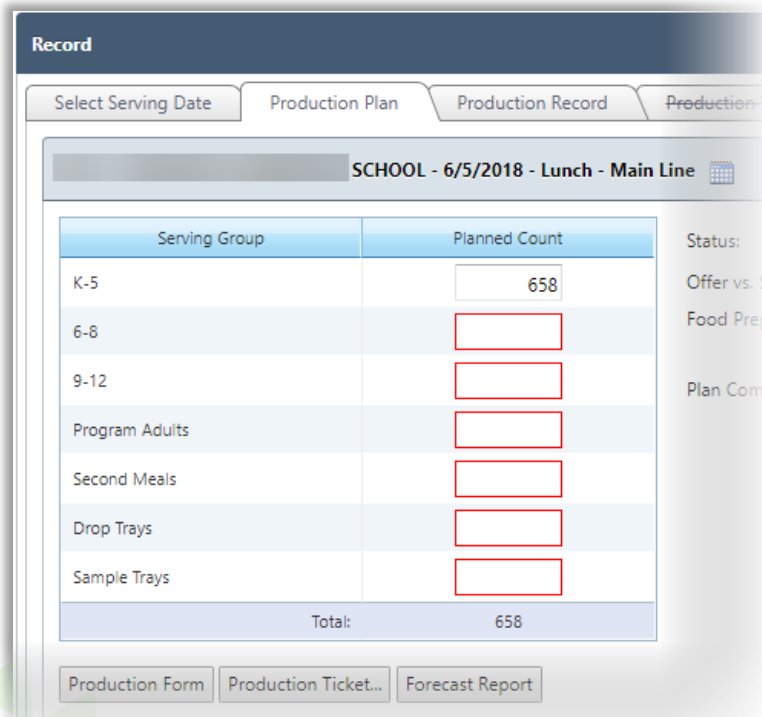
5. Click **Save Plan** or **Save Plan as Complete** to save the entered data.



A success message appears.



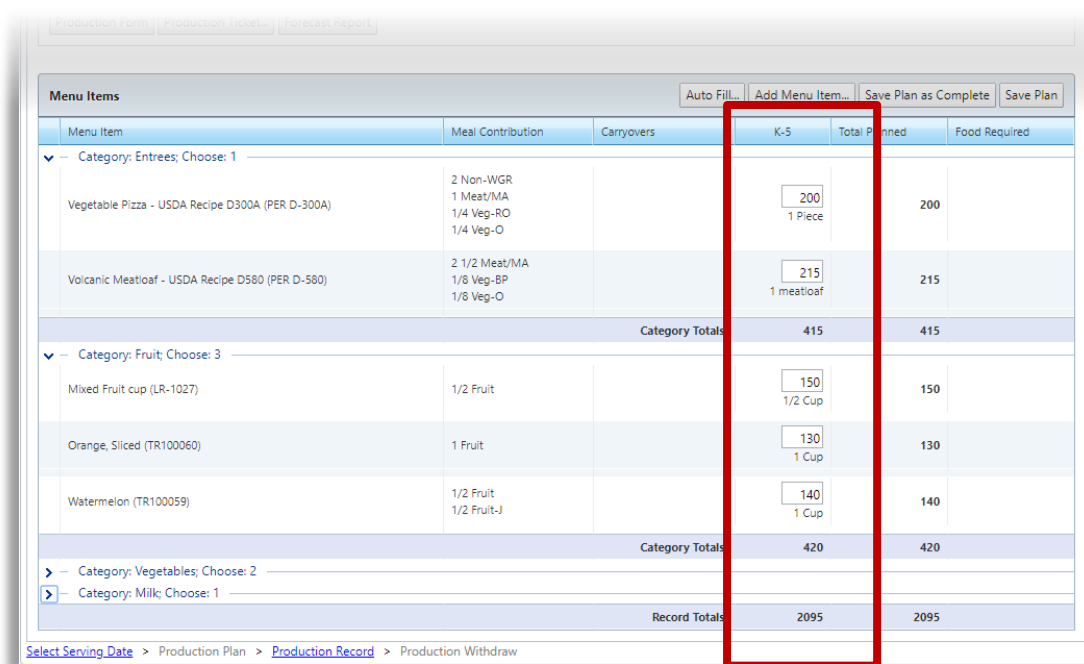
Each time one of the Save buttons is clicked, the Plan status remains “ Plan Incomplete” until all required items are entered. Required items that are not complete are highlighted in red.



6. In the Menu Items group, enter the planned production counts for each menu item. Use one of the following methods:
  - Use Auto Fill Date.
 

Enter a date that includes a plan with completed counts. When a menu item and serving group match is found between the two plans, the count from the completed plan is automatically entered on the new plan. Any non-matches are highlighted in red and left blank for you to complete.
  - Enter individual serving group counts.
 

Enter counts for each menu item for each serving group using the TAB key to move between the serving group fields.
  - Enter “o” (zero) for a serving group’s planned production counts for items that you do not plan to serve.



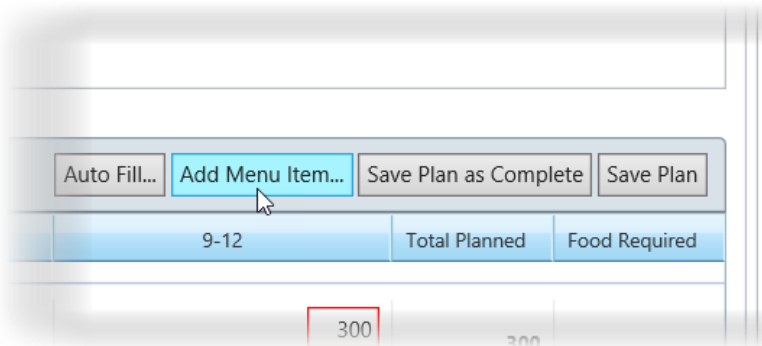
7. When all required items on the plan have been entered, click one of the Save buttons.
  2. The Plan status changes to “🚨 Plan Complete”.
  3. The **Save Plan as Complete** button no longer appears. However, you can continue to update and save plan details by clicking **Save Plan**.

## Add Menu Item

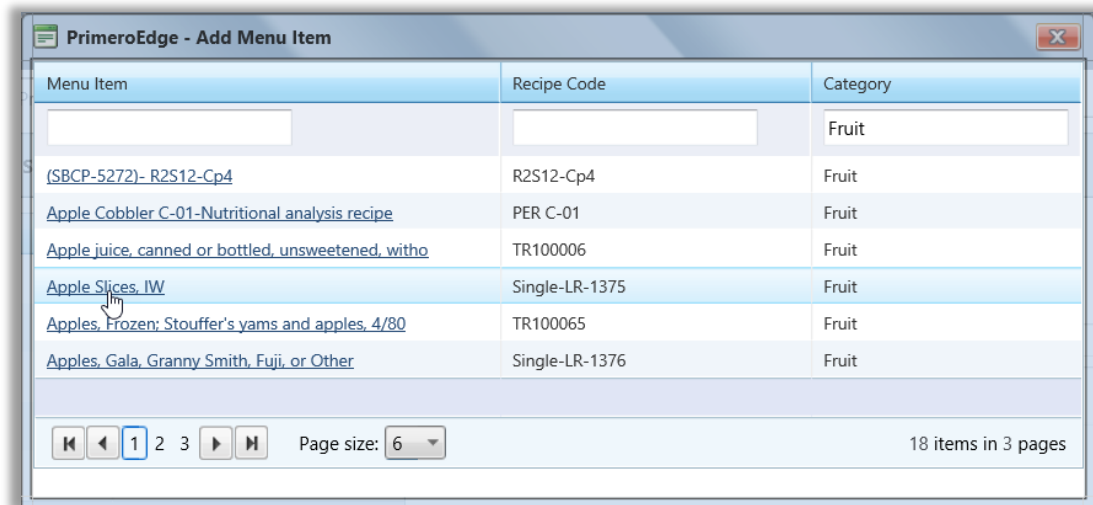
Menu items can be added to a Production Plan to include substitutions when needed.

### To add a menu item

1. Click **Add Menu Item**.



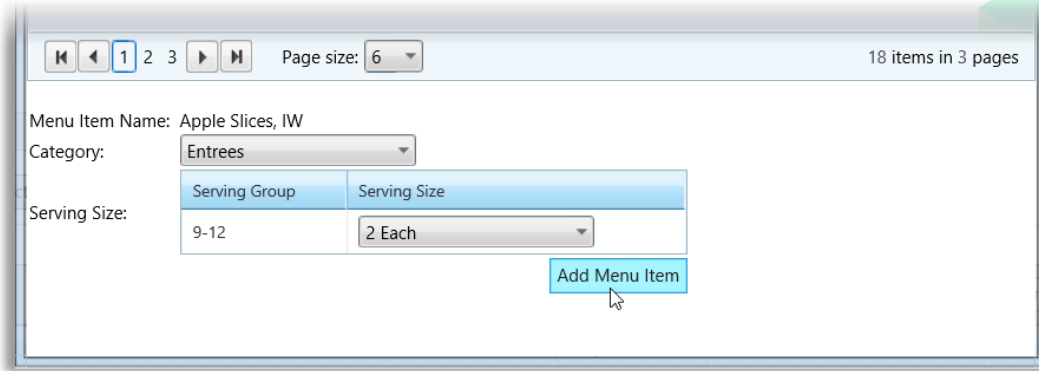
2. Use filters and/or list controls to display a set of menu items. See page 14 for information on using list controls and pages 17–18 for information on using filters.
3. Click a [Menu Item](#) link.



1. Serving Size is automatically populated based on your system configuration. However, you can change the serving size by selecting a different serving size from the drop-down list.



2. Click **Add Menu Item**.



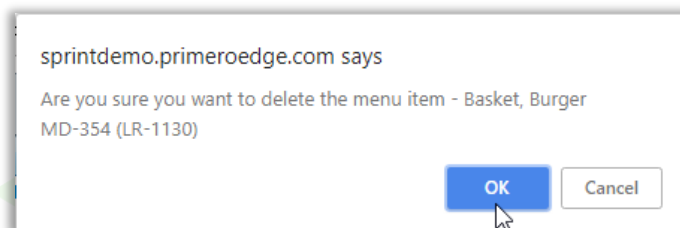
**Remove Menu Item**

1. Click **Delete** (🗑️) in a menu item listing.

- “Original” menu items (menu items included through menu set up in the Menu Planning module) cannot be removed —no **Delete** (🗑️) function is provided. Only menu items added through the Production module can be removed with this functions.

Menu Item	Meal Contribution	Carryovers	9-12	Total Planned	Food Required	Delete
Category: Entrees; Choose: 1						
Baked Potato with Cheese (LR-1089)	2 Meat/MA 1 Veg-RO		325 1 Each	325		
Barbecued Chicken - USDA Recipe D110 (PER D-110)	2 Meat/MA		325 1 portion	325		
Basket, Burger MD-354 (LR-1130)	1 Non-WGR 1 1/2 Meat/MA 1/2 Veg-RO 1/4 Veg-O		325 1 Each	325		🗑️
<b>Category Totals:</b>			<b>975</b>	<b>975</b>		
Category: Italian Meals; Choose: 1						
Fiesta Lasagna (TR100094)					0	

- Click **OK** in the confirmation popup.



1. Click **Save Plan**.

## Print Technician's Worksheet

A printed Technician's Worksheet is used after a meal service to write down the amount prepared and the number of Leftovers for each menu item.

Serving Group	Planned Count
6-8	330
Adult	0
Ala Carte	0
Program Adults	4
Second Meals	0
Drop Trays	0
Sample Trays	0
<b>Total:</b>	<b>334</b>

### To print the Technician's Worksheet

1. Display a Production Plan on the Production Plan tab.
2. Click **Technician's Worksheet**.
  - Each menu item appears along with:
    - \* Planned number of servings
    - \* Serving size
    - \* Meal contributions (if included on the recipe's Menu Item tab in the Menu Planning module)
    - \* Food required to produce the menu item.

2. Click Print on the Windows toolbar.

**Technician's Worksheet** Generated on: 4/26/2018 4:34:26 PM by Jill Kressin - PrimoEdge  
Meal Service: Lunch  
Menu Line: Middle School Lunch

Site: MIDDLE  
Date: 05/04/2018

Serving Group	Planned Count	Actual Count
6-8	330	
Adult	0	
Ala Carte	0	
Program Adults	4	
Second Meals	0	
Drop Trays	0	
Sample Trays	0	
<b>Total:</b>	<b>334</b>	

Serving Size (Portioning Tool)	Planned	Produced	Carryovers	Return to Stock	Waste	Ala carte
<b>Category: entree/Meat/Meat Alternate; Choose: 1</b>						
CHICKEN SANDWICH (TR1213) 2 WGR, 2 Meat/MA						
1 Each	275		N/A			
Temperatures (F):	Hot Hold	Cook				
Food Required: 1 Bag 9 Each (Bread, Hamburger Bun, Whole Grain) - DST1087 (Bag = 12 Each/1.0000 Each).						
CORNDG (TR1131) 2 WGR, 2 Meat/MA						
1 Each	72		N/A			
Temperatures (F):	Hot Hold	Reheat	Cook			
Food Required: 0 Case 72 Each (CORNDOGS -Whole Grain made with Turkey, fully cooked; CN label. 1 corndog= 2 M/MA and 2 Grain Servin) - 1738822 (Case = 72 Each/4.0000 ounce).						
HOUSE SALAD (TR1081) 2 WGR, 2 Meat/MA, 1 Veg-DG, 1/2 Veg-RO						
1 Each	5		N/A			
Temperatures (F):	Cold Hold	CRTE				
Food Required: 0 Carton 1 Each (Buttermilk) - DST1026 (Carton = 1 Each/64.0000 ounce), 0 Case 1 EACH (CHEESE SLICED YELLOW 8119) - DST1161 (Case = 6 EACH/5.0000 pound), 0 Case 7 EACH (CRACKER CHEEZ-IT WG KEEBLER) - DST1257 (Case = 175 EACH/0.7500 ounce), 0 Case 1 BAG (CROUTON COUNTRY WG CHEESE GARLIC-BULK 74581 FG) - DST1243 (Case = 4 BAG/2.5000 pound), 0 Case 1 GALLON (MAYONNAISE- FANCY GRADE A US FIRST QUALITY LOW FAT OR REDUCED FAT, TFF) - 122 (Case = 4 GALLON/1.0000 gallon), 0 Case 1 pound (PRODUCE BROCCOLI US 14 CT 20LB.) - DST1049 (Case = 20 pound/20.0000 pound), 0 Case 1 pound (Produce Carrot 1-25LB BAG) - DST1052 (Case = 25 pound/1.0000 pound), 0 Case 1 pound (PRODUCE LETTUCE ROMAINE 1/24 CT 35LB.) - DST1066 (Case = 35 pound/1.0000 pound), 0 Bag 1 Pound (PRODUCE SPINACH 1/2, 3 LB BAG) - DST1078 (Bag = 3 Pound/1.0000 Bag), 0 Case 1 Pound (PRODUCE TOMATO 1/25 LB CASE) - DST1082 (Case = 25 Pound/1.0000 pound), 0 Case 1 Each (RANCH STYLE DRESSING, DRY MIX 1 PACK YIELDS 1 GALLON, TFF, HIDDEN VALLEY OR PREAPPROVED EQUAL) - 6822561 (Case = 18 Each/3.2000 ounce).						
<b>Category: Fruit; Choose: 2</b>						
CHERRY MIXED FRUIT (TR1571) 1 Fruit						
1/2 cup	150					
Food Required: 1 Case 1 CAN (MIXED FRUIT EXTRA LIGHT 6/#10 CAN 110233) - DST1168 (Case = 6 CAN/1.0000 Can).						
Side Kick Blue Raspberry-Lemon (TR1283) 1 Fruit						
1 Each	168		N/A			
Food Required: 2 Case (SIDEKICKS SLUSHIE CUP BLUERASPBERRY LEMON 4.4OZ) - DST1291 (Case = 84 EACH/4.4000 ounce).						
Side Kicks Kiwi Strawberry (TR1284) 1 Fruit						
1 Each	84		N/A			
Food Required: 1 Case (SIDEKICKS SLUSHIE CUP KIWI-STRAWBERRY 4.4OZ) - DST1290 (Case = 84 EACH/4.4000 ounce).						
<b>Category: Milk; Choose: 1</b>						
MILK CHOCOLATE (TR1562) 1 MILK-F						
1 Carton	200					
Temperatures (F):	Cold Hold					
Food Required: 216 Carton 1 Each (Milk, Chocolate) - DST1024 (Carton = 1 Each/8.0000 ounce).						
MILK STRAWBERRY (TR1563) 1 MILK-F						
1 Container	50					
Temperatures (F):	Cold Hold	CRTE				
Food Required: 54 Carton 1 Each (Milk, Strawberry) - DST1025 (Carton = 1 Each/8.0000 ounce).						
SWEET ACIDOPHILUS MILK (TR1262) 1 MILK-F						
1 Each	200		N/A			
Temperatures (F):	Cold Hold					
Food Required: 199 Each 1 Each (Milk Sweet Acidophilus) - DST1384 (Each = 1 Each/8.0000 ounce).						

Powered by PrimoEdge for:  SCHOOLS Page: 1 of 2

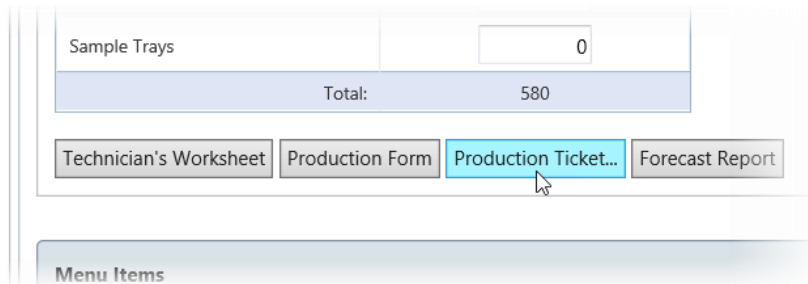
- ▲ Manually record the Actual Count (servings) number that was distributed for each serving group.
- ▲ For each menu item, record number of servings prepared, and quantities designated for type of leftover.

## Print Production Tickets

Production tickets provide detailed information for producing an individual menu item, such as the Baked Potato with Cheese shown on page 33 that provides HACCP processes, yield in weight and number of servings, tips or comments, individual steps or directions.

### To print a production ticket

1. Click **Production Ticket**.



2. Select Menu Items to include in the ticket/report, or accept the “Select All” option in the column header to include all menu items.



3. Click **Generate Report**.

LR-1089 - Baked Potato with Cheese

Generated on: 2/13/2018 12:16:50 PM by Cybersoft Support

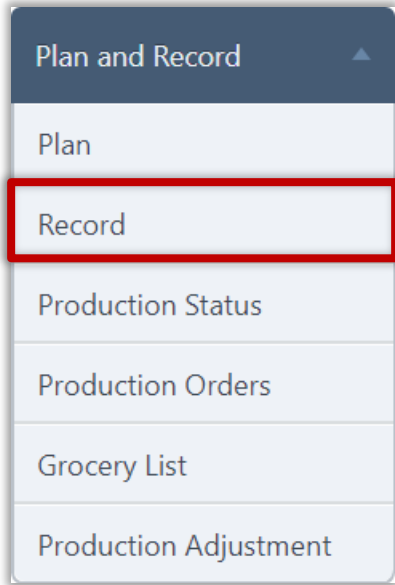
Scaled for 300 (1 ea.) servings  
 HACCP Process: Process 2: Same day service  
 Yield: 45 Pound, 8 1/4 Ounce

**Tips/Comments**  
 • Tips: Each serving yeilds 2 oz MMA, 1/2 c F/V

Step #	Stock Item# / Recipe Code	Stock Item / Recipe Name	Stock Quantity	Directions
1	USDA-100003	Cheese, Cheddar, Yellow, Shredded, Chilled , As Purchased	37 Pound, 8 Ounce	5. first step for 900483 Cook : Heat to = 165.00 °F for 15 seconds
2	SBRM-4672	Sour Cream , As Purchased	1 7/8 Carton	second recipe step Cook : Heat to = 165.00 °F for 15 seconds
3	SBRM-5046	Bacon Bits , As Purchased	9 Pound, 6 Ounce	third step
4	USDA-100340	Potatoes, Russet, Fresh , As Purchased	300 Each	1. Soak and scrub potatoes to remove dirt. Do not break skin.
5				2. Wrap in foil.
6				3. Place in single layer on pan lined 18x26" baking sheets
7				4. Bake: Convection Oven: 375 degrees for 60 minutes.
8				**HACCP** ALWAYS HOLD CHEESE AT 40 DEGREES OR BELOW BEFORE SERVING.
9				Portion: Cheese (2oz) Sour Cream, Light (1/2 oz) Bacon Bits (1/2 oz)

**One page is printed for each menu item.**

Record



Record allows you to save serving details after a meal service, such as the number of servings produced, carry overs to another date, returns to inventory, or discards (waste).

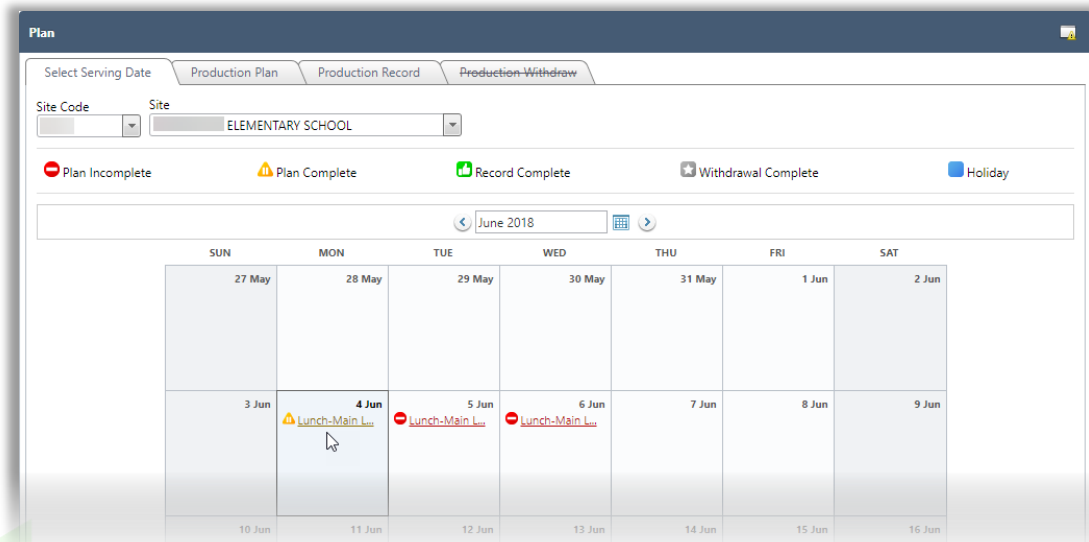
The Technician’s Worksheet can be printed before the meal service to manually record serving counts during the meal service.

The Production Record is printed after serving counts have been entered and saved.

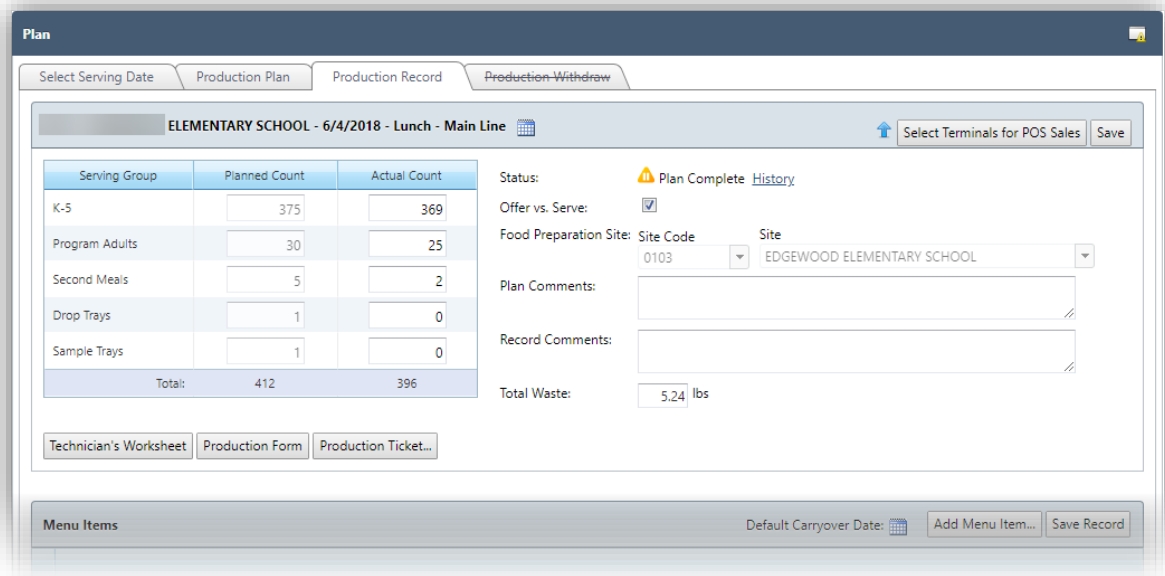
Complete Production Record

To complete a production record

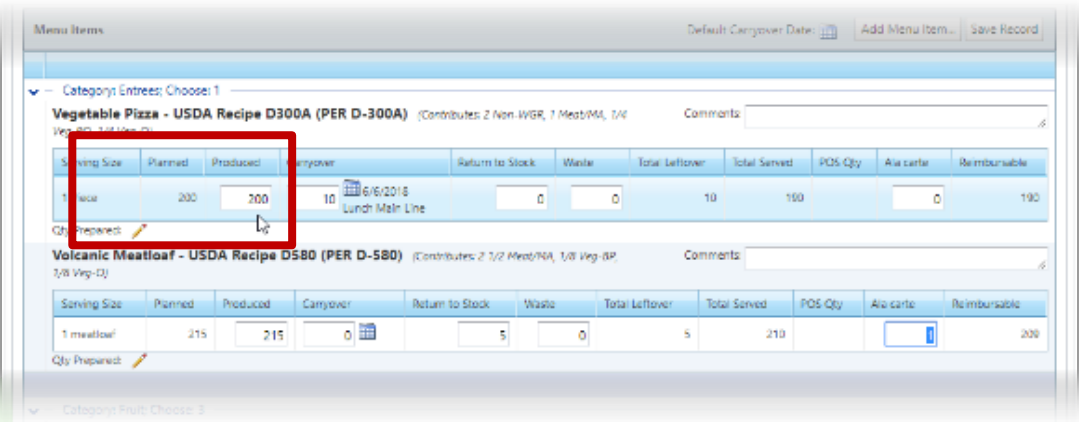
1. Click a date with a status of “⚠️ Plan Complete”.



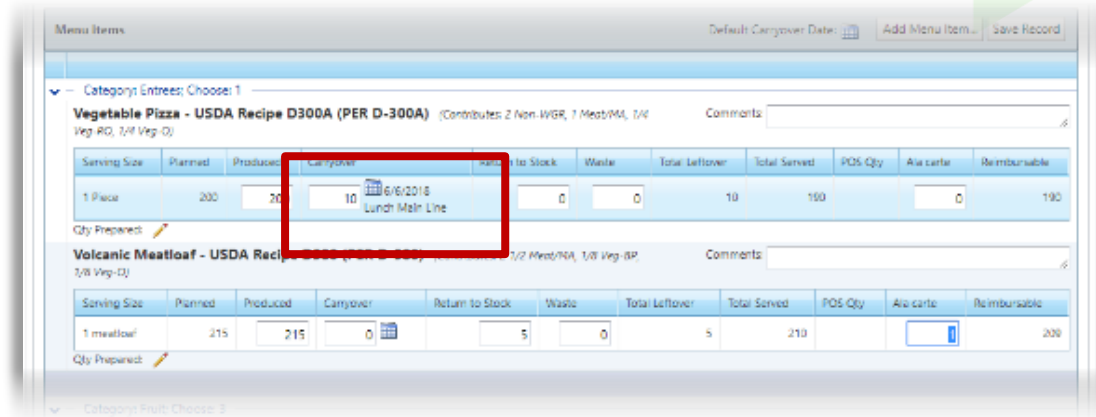
2. Review production plan details and click the Production Record tab.
3. Enter the Actual Count number of meals served for each group.
4. Select “Is Offer vs. Serve” if the meal service used the OVS (offer vs serve) system.
5. Enter comment text in Record Comments, if needed.



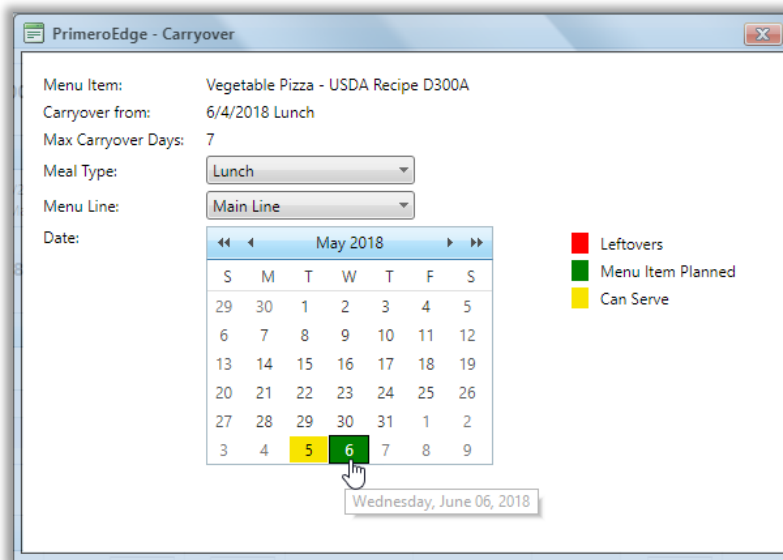
6. For each menu item:
  - Enter the total number of produced menu item servings.



- To carry over items
  6. Enter the number of servings of the menu item to serve at another meal service in Carry Over.



7. Click the Carry Over calendar icon to display the Carryover popup.



8. Select a Meal Type, if needed,
9. Click a date to serve the carry-over menu items.
  - The selected date and meal service appears next to the Carry Over count.

1. Carry Over date will only appear if menus have been assigned to dates in the future.



- To return items to inventory, enter a Return to Stock count.

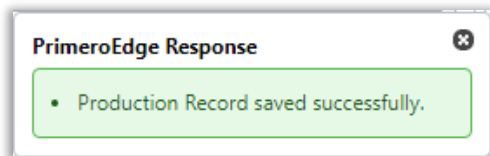
The screenshot shows a 'Menu Items' window with two items listed. The first item is 'Vegetable Pizza - USDA Recipe D300A (PER D-300A)'. Below the item name is a table with columns: Serving Size, Planned, Produced, Carryover, Return to Stock, Waste, Total Leftover, Total Served, POS Qty, Ala carte, and Reimbursable. The 'Return to Stock' field is highlighted with a red box and contains the value '0'. The 'Waste' field also contains '0'. The 'Total Leftover' is 10 and 'Total Served' is 190. The second item is 'Volcanic Meatloaf - USDA Recipe D580 (PER D-580)'. Its 'Return to Stock' field contains '5' and 'Waste' contains '0'. The 'Total Leftover' is 5 and 'Total Served' is 210.

- To withdraw and discard items, enter a Waste count.

This screenshot is identical to the previous one, but the 'Waste' field for the 'Vegetable Pizza' item is highlighted with a red box and contains the value '0'. The 'Return to Stock' field for this item is empty.

- When all counts for all menu items is complete, click **Save Record**.

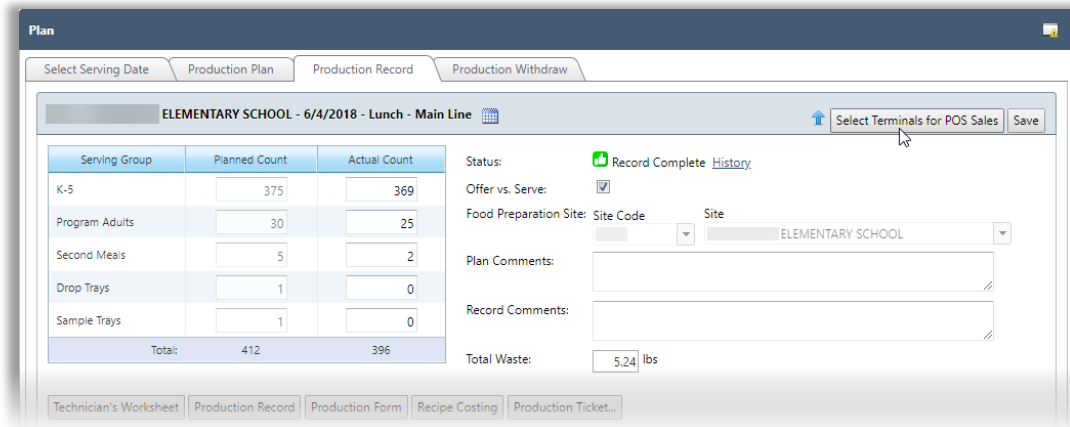
A save success message appears. The record status changes to “ Record Complete”.



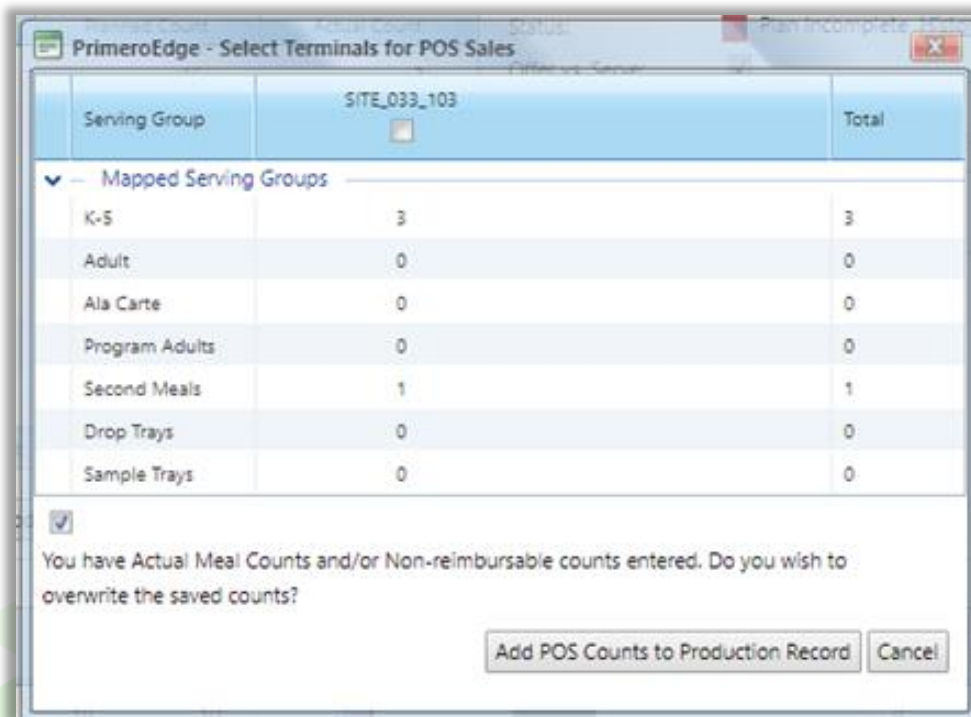
**Overwrite POS Sales**

Counts from the POS terminals can be entered into the Production Record, overwriting manually entered meal and non-reimbursable counts.

1. Click **Select Terminals for POS Sales**.



The Select Terminals for POS Sales popup displays one column for each terminal assigned to the Site. Serving Groups mapped to the POS are listed.



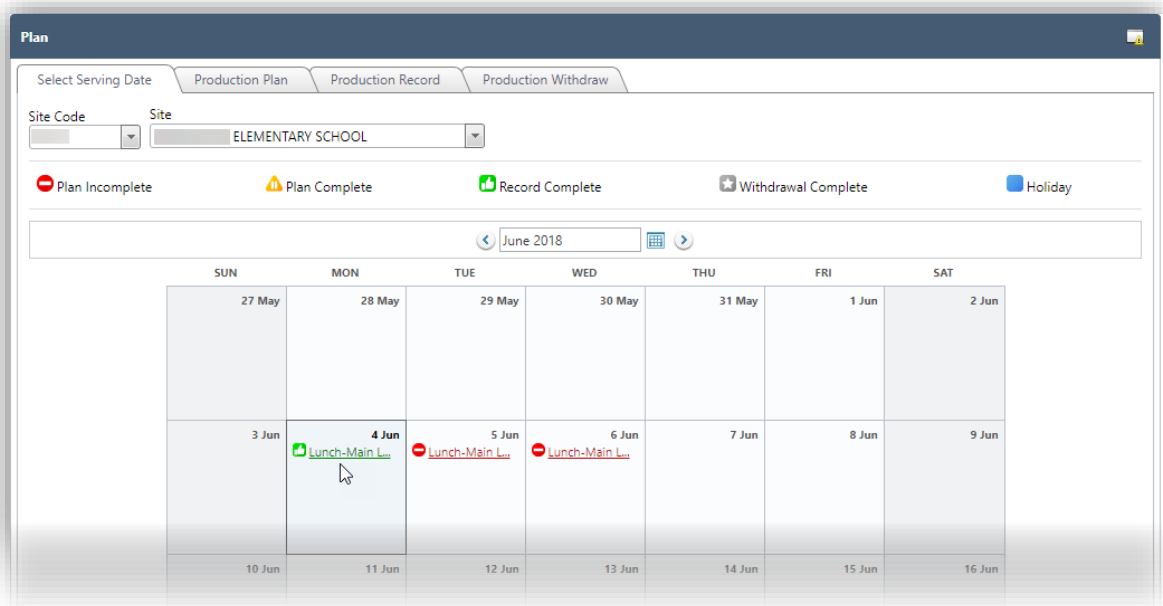
2. Click **Add POS Counts to Production Record** to have the system fill in the Meal Counts for each of the Serving Groups, along with the 'POS Qty' column on the Menu Items grid for each Menu Item.

Total Served	POS Qty	Ala carte
5	0	<input type="text" value="0"/>

- a. The 'POS Qty' on the grid will show in red text if it's different than what is on the Production Record. If it is the same, 'POS Qty' displays in black text.
- b. Clicking **Add POS Counts to Production Record** also enters the non-reimbursable servings in the 'Ala carte' column.

**Print Production Record**

1. Click a date with a status of **Record Complete**.



a. Click **Production Record**.

Plan

Select Serving Date    Production Plan    **Production Record**    Production Withdraw

**ELEMENTARY SCHOOL - 6/4/2018 - Lunch - Main Line** Save

Serving Group	Planned Count
K-5	375
Program Adults	30
Second Meals	5
Drop Trays	1
Sample Trays	1
<b>Total:</b>	<b>412</b>

Status:  Record Complete [History](#)

Offer vs. Serve:

Food Preparation Site: Site Code:  Site:

Plan Comments:

Menu Items Auto Fill... Add Menu Item... Save Plan

**Daily Food Production Record** Generated on: 4/26/2018 5:04:31 PM by Cybersoft Support

Site:  Preparation Site:

Serving Date: 6/4/2018 Offer Vs. Serve: True

Meal Service: Lunch Meal Pattern: [USDA]Meal Pattern SY 2014+

Menu Line: Main Line

Plan Comments:

Record Comments:

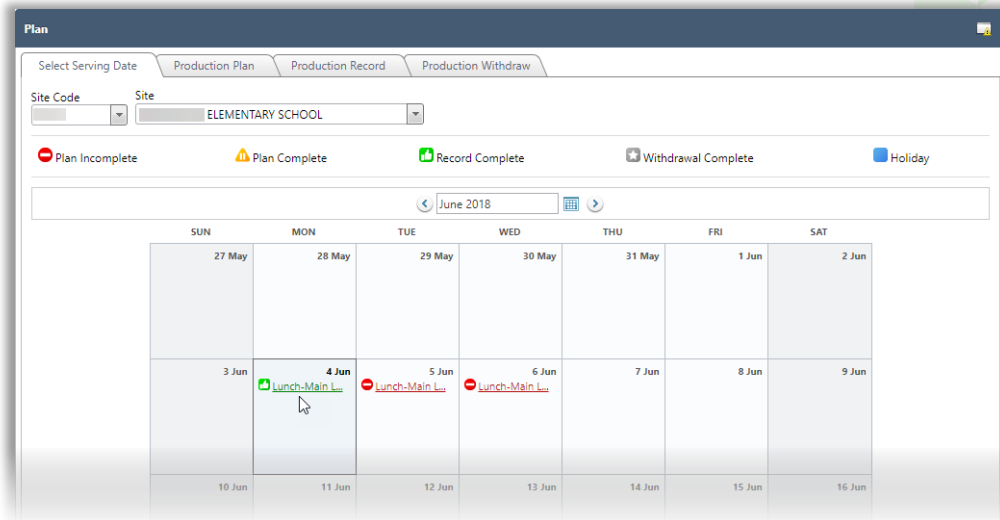
Serving Group	Planned Count	Actual Count
K-5	375	369
Program Adults	30	25
Second Meals	5	2
Drop Trays	1	0
Sample Trays	1	0
<b>Total:</b>	<b>412</b>	<b>396</b>

Menu Item (Recipe #)	K-5	Total Planned	Servings Produced	Total Served	Ala carte	Reimbursable	Leftover	Comments
<b>Entrees; Choose: 1</b>								
Vegetable Pizza - USDA Recipe D300A (PER D-300A)	200 (1 Piece)	200 (1 Piece)	200 (1 Piece)	190 (1 Piece)		190 (1 Piece)	Carryover 10 (1 Piece) to 06/06/2018	
Meal Contribution: 2 Non-WGR, 1 Meat/MA, 1/4 Veg-RO, 1/4 Veg-O								
Qty Prepared: N/A								
Temperature(°F): N/A								
Volcanic Meatloaf - USDA Recipe D580 (PER D-580)	215 (1 meatloaf)	215 (1 meatloaf)	215 (1 meatloaf)	210 (1 meatloaf)	1 (1 meatloaf)	209 (1 meatloaf)	Return to Stock 5 (1 meatloaf)	
Meal Contribution: 2 1/2 Meat/MA, 1/8 Veg-BR, 1/8 Veg-O								
Qty Prepared: N/A								
Temperature(°F): N/A								
<b>Fruit; Choose: 3</b>								
Mixed Fruit cup (LR-1027)	150 (1/2 c.)	150 (1/2 c.)	150 (1/2 c.)	150 (1/2 c.)		150 (1/2 c.)		
Meal Contribution: 1/2 Fruit								
Qty Prepared: N/A								
Temperature(°F): N/A								
Orange, Sliced (TR100060)	130 (1 c.)	130 (1 c.)	130 (1 c.)	130 (1 c.)		130 (1 c.)		
Meal Contribution: 1 Fruit								
Qty Prepared: N/A								
Temperature(°F): N/A								
Watermelon (TR100059)	140 (1 c.)	140 (1 c.)	140 (1 c.)	140 (1 c.)		140 (1 c.)		
Meal Contribution: 1/2 Fruit, 1/2 Fruit-J								
Qty Prepared: N/A								
Temperature(°F): hot hold-state: 90°								
<b>Vegetables; Choose: 2</b>								
Aztec Grain Salad (PER1029)	300 (1 c.)	300 (1 c.)	300 (1 c.)	300 (1 c.)		300 (1 c.)		
Meal Contribution: 3/8 Fruit, 1 WGR, 1/8 Veg-RO								
Qty Prepared: N/A								
Temperature(°F): N/A								
Beans, Baked (Single-LR-1350)	260 (1/2 c.)	260 (1/2 c.)	260 (1/2 c.)	260 (1/2 c.)		260 (1/2 c.)		
Meal Contribution: 1 Veg-DG								
Qty Prepared: 130 Cup (Beans, Pinto, Low-sodium, Canned) - USDA-100365 (Case = 1 Each/6.0000 no. 10 can).								
Temperature(°F): N/A								

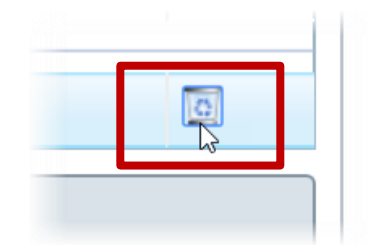
Powered by PrimeroEdge for:  Page: 1 of 2

**Withdraw Items from Inventory**

1. Click a calendar date with a status of “Record Complete”.



2. Click the Production Withdraw tab.
3. Do one or more of the following as needed.
  - Change Whole Unit and/or Broken Unit quantities, as needed.
  - Add comments to an item
    - a) Click **Add Comment** (🗨️) in an item listing.
    - b) Enter Comment text.
    - c) Click **OK**.
  - Delete an item.
    - a) Click **Delete** (🗑️) in an item listing.
    - b) Click **OK** in the popup.
  - Add an item and quantity to withdraw.
    - a) Choose an Item Category.
    - b) Choose an item (Item Description).
    - c) Enter a Whole Unit Qty and a Broken Unit Qty to withdraw, as needed.
    - d) Enter Comments to document the addition.
    - e) Click **Add**



4. Click **Next**.

Plan
✖

Select Serving Date | Production Plan | Production Record | Production Withdraw

**Withdraw Items**

Site Code:  Site:

Transaction Date and Time:  
 Date:  Time:

Comments:

Reason:

**Item List**

Item #	Item Description	QOH	Whole Unit Qty	Broken Unit Qty	Comments	Delete
▼ Storage Category: Cooler						
SBRM-4672	Sour Cream	0 Container, 0.00 5lbs/container	<input type="text" value="0"/> Container	<input type="text" value="1.50"/> 5lbs/container		<input type="button" value="✖"/>
▼ Storage Category: Dry						
SBRM-5046	Bacon Bits	1 Case, 5.00 (10lbs)	<input type="text" value="0"/> Case	<input type="text" value="9.38"/> (10lbs)		<input type="button" value="✖"/>

**Add Item**

Item Category:

Item Description:

QOH: 1 Case, 110.00 138/each bid pricing

Whole Unit Qty:  Case

Broken Unit Qty:  138/each bid pricing

Comments:

[Select Serving Date](#) > [Production Plan](#) > [Production Record](#) > Production Withdraw

5. To make additional changes, click **Edit Withdraw Quantity** and following steps listed in #3 for making changes.

The screenshot shows a web application interface for 'Production Withdraw'. At the top, there are tabs for 'Select Serving Date', 'Production Plan', 'Production Record', and 'Production Withdraw'. Below the tabs, there is a 'Withdraw Items' section with the following details:

- Site: [Redacted]
- Transaction Date: 1/29/2018 10:01:00 AM
- Reason: Usage
- Comments: Production Withdrawal for Lunch on 01/29/2018

Below this is a table titled 'Withdrawal Items' with the following columns: Item #, Item Description, QOH, Whole Unit Qty, Broken Unit Qty, and Comments.

Item #	Item Description	QOH	Whole Unit Qty	Broken Unit Qty	Comments
▼ Storage Category:Cooler					
SBRM-5370	Apples, Gala, Granny Smith, Fuji or Other	1 Case , 110.00 138/each bid pricing	1 Case	0 138/each bid pricing	
▼ Storage Category:Dry					
SBRM-5046	Bacon Bits	1 Case , 5.00 (10lbs)	0 Case	9.38 (10lbs)	

At the bottom right of the table area, there are two buttons: '<< Edit Withdraw Quantity' and 'Confirm Withdraw'.

At the bottom of the page, there is a breadcrumb trail: [Select Serving Date](#) > [Production Plan](#) > [Production Record](#) > Production Withdraw

6. Click **Confirm Withdraw**.

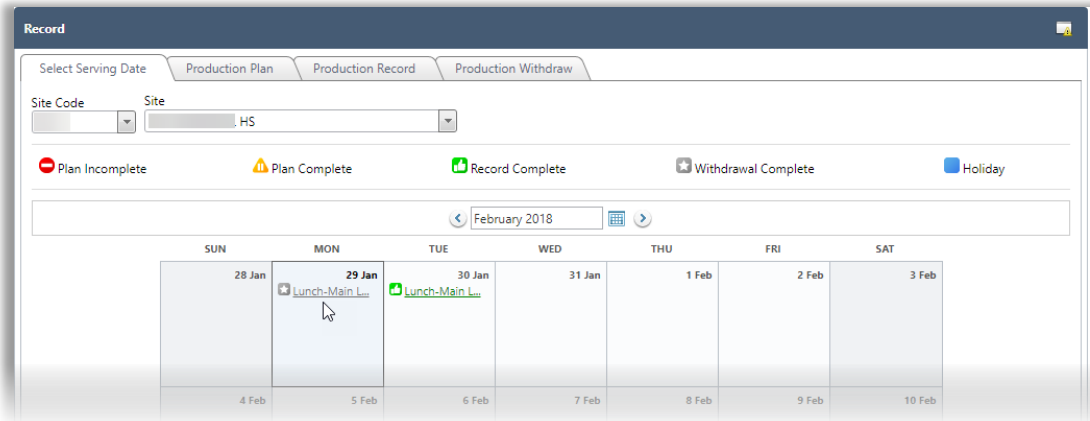
Withdrawal #5485 has been successfully saved.

Status changed to Withdrawal Complete.

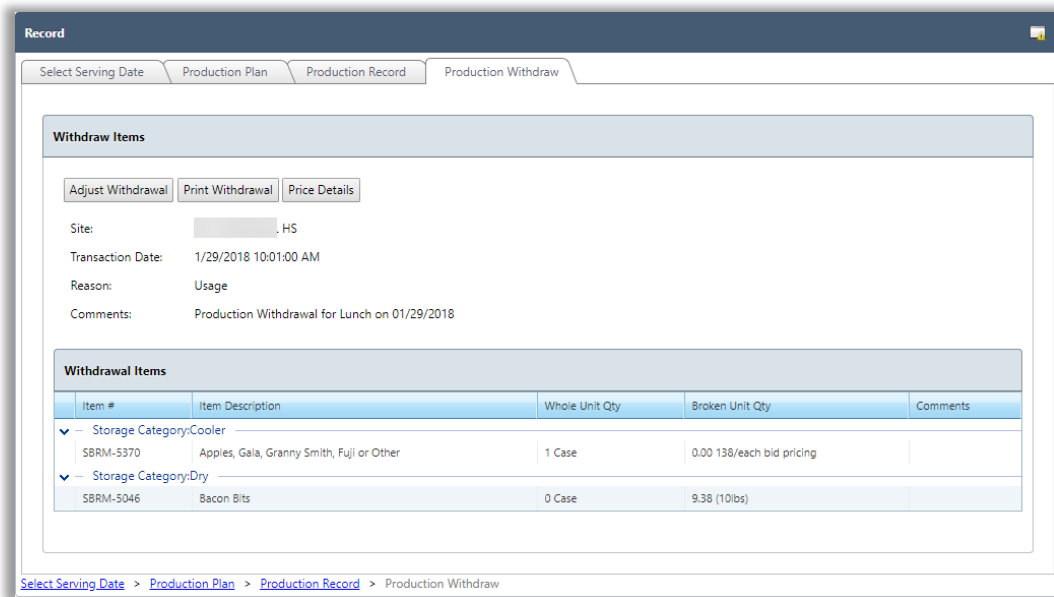
View Withdrawal

To view a withdrawal

1. Click an assigned menu with a status of “Withdrawal Complete”.




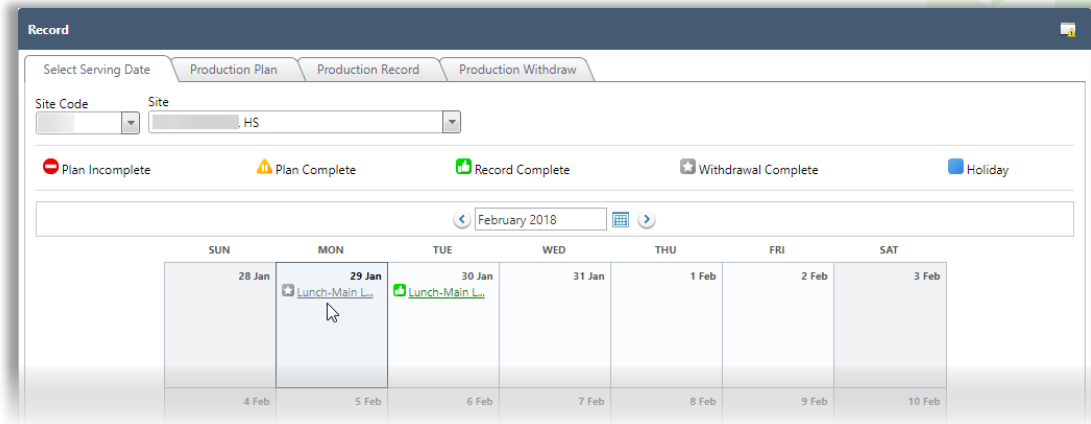
2. Click the Production Withdraw tab.



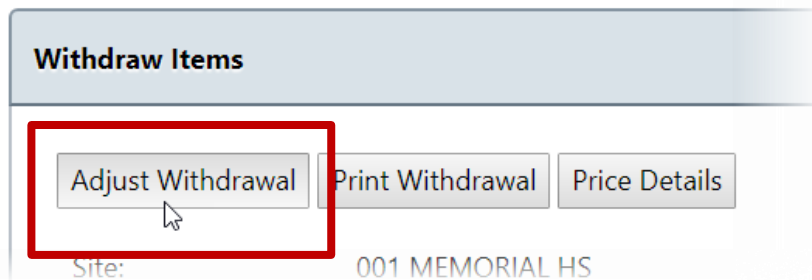


### Adjust Withdrawal

1. Click an assigned menu with a status of “ Withdrawal Complete”.




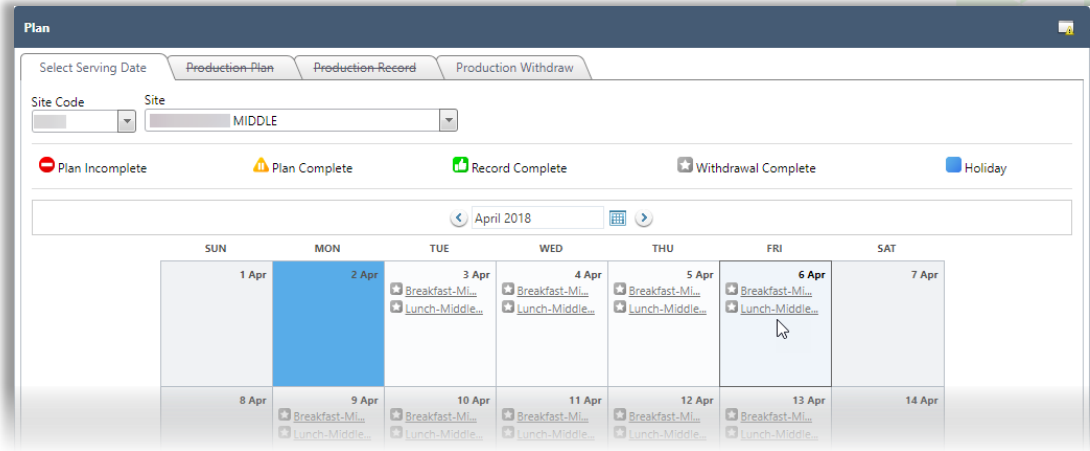
2. Click the Production Withdraw tab.
3. Click **Adjust Withdrawal**.



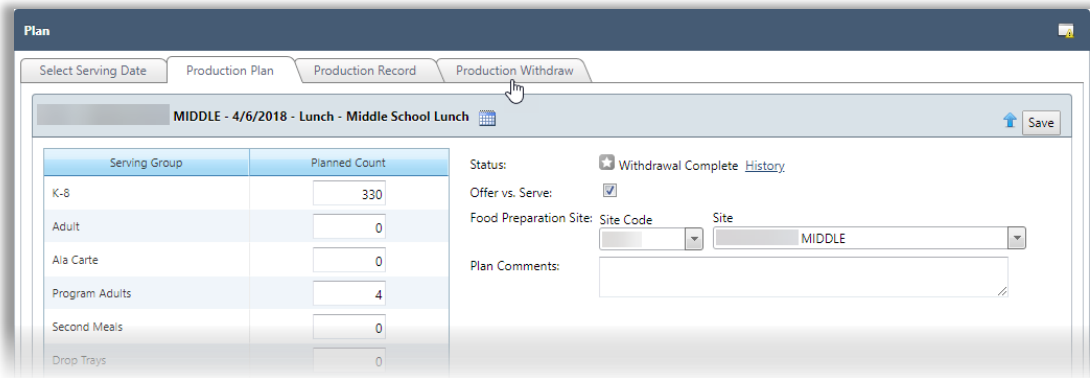
4. Do one or more of the following, as needed:
  - a. Add comments. See page 41 for steps.
  - b. Change quantities.
5. Click **Update Withdrawal**.

**Print Withdrawal**

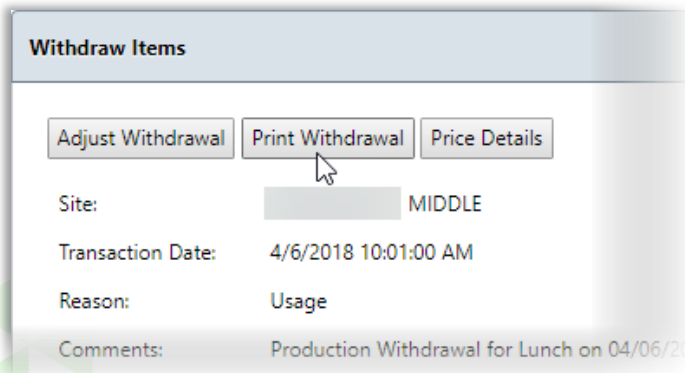
1. Click an assigned menu with a status of “ Withdrawal Complete”.



2. Click the Production Withdraw tab.




3. Click **Print Withdrawal**.

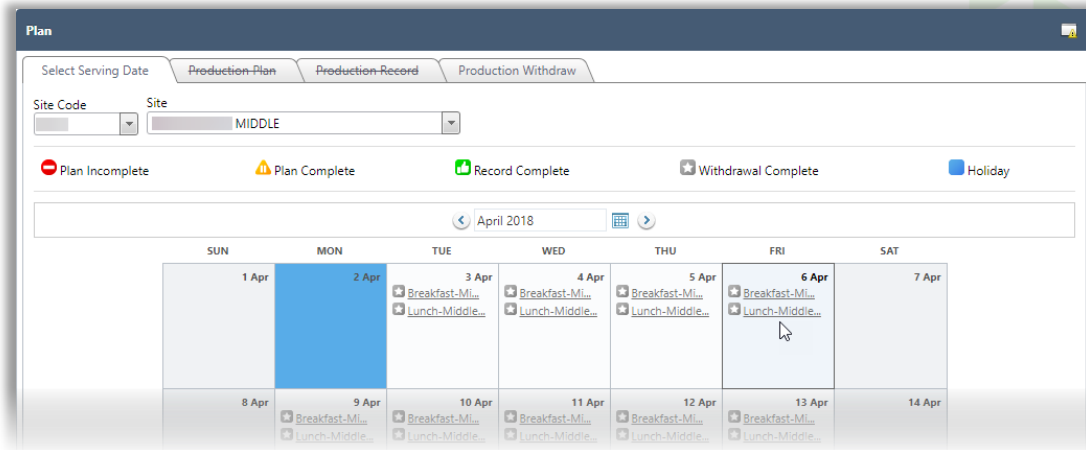


4. Click Print in the Windows print viewer.

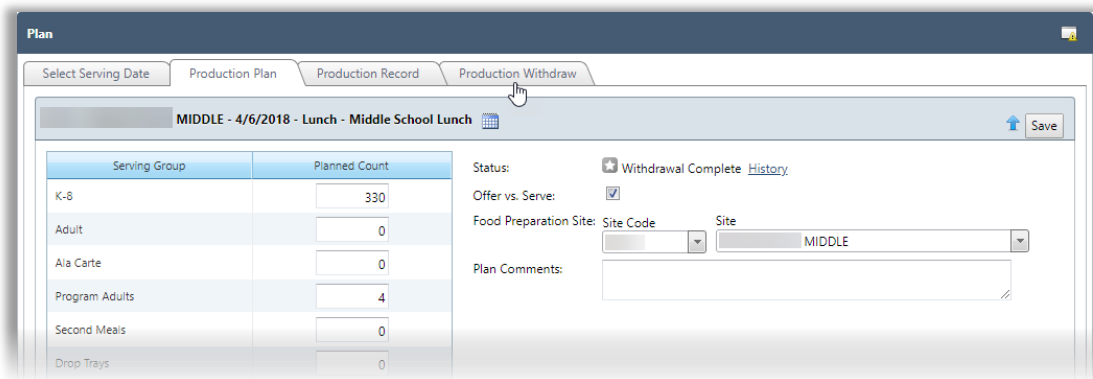
Withdrawal Report		Generated on: 4/26/2018 4:28:45 PM by Jill Kressin - PrimoEdge				
Site: <input type="text"/> MIDDLE						
Withdrawal Date:	4/6/2018 10:01:00 AM	Withdrawal #:	1100475			
Reason:	Usage	Amount:	\$304.43			
Comments:	Production Withdrawal for Lunch on 04/06/2018					
Item #	Item Description	Whole Units	Broken Units	Price	Amount	Comments
<b>Storage Category: Dry</b>						
115	FOOD RELEASE SPRAY-GARLIC AND BUTTER SPRAY; CONTAINS NO WATER OR ALCOHOL; ANTI STICK, GARLIC BUTTER	0 Case	0.21 Can	22.70	0.79	
122	MAYONNAISE- FANCY GRADE A US FIRST QUALITY LOW FAT OR REDUCED FAT, TFF	0 Case	0.10 GALLON	34.25	0.86	
911537	BUTTER BUDS ALL VEGETABLE BUTTERY SAUCE, DRY MIX READY TO RECONSTITUTE WITH WATER; LOW IN FAT; TFF	0 Case	1.86 EACH	32.30	2.50	
1060771	CHEESE PARMESAN 55845 ORFSO	0 Case	0.02 Each	58.70	0.10	
6822561	RANCH STYLE DRESSING, DRY MIX 1 PACK YIELDS 1 GALLON, TFF, HIDDEN VALLEY OR PREAPPROVED EQUAL	0 Case	0.10 Each	29.20	0.16	
DST1182	BLACK PEPPER BULK	0 Container	0.01 EACH	31.20	0.31	
DST1224	KOSHER SALT IODIZED 24 TO 32 OZ.	0 Case	0.04 EACH	19.80	0.07	
DST1257	CRACKER CHEEZ-IT WG KEEBLER	0 Case	6.67 EACH	36.45	1.39	
A470	MIX FRUIT A470	1 Case	0.00 EACH	27.90	27.90	
<b>Storage Category: Cooler</b>						
4384214	CHEESE MOZZARELLA STRING 100% CHEESE- Low or no fat. 1 stick to equal 1 M/MA for the Child Nutrition	0 Case	72.00 Each	35.55	15.24	
DST1024	Milk, Chocolate	173 Carton	0.92 Each	0.22	38.26	
DST1025	Milk, Strawberry	16 Carton	0.20 Each	0.22	3.56	
DST1026	Buttermilk	1 Carton	0.00 Each	2.15	2.15	
DST1161	CHEESE SLICED YELLOW B119	0 Case	0.13 EACH	43.26	0.94	
DST1384	Milk Sweet Acidophilus	69 Each	0.75 Each	0.22	15.35	
<b>Storage Category: Freezer</b>						
1738822	CORNDOGS -Whole Grain made with Turkey, fully cooked; CN label, 1 corndog= 2 M/MA and 2 Grain Servin	1 Case	0.00 Each	28.90	28.90	
DST1290	SIDEKICKS SLUSHIE CUP KIWI-STRAWBERRY 4.4OZ	1 Case	0.00 EACH	28.85	28.85	
DST1291	SIDEKICKS SLUSHIE CUP BLUERASPBERRY LEMON 4.4OZ	2 Case	0.00 EACH	28.85	57.70	
DST1327	PB & GRAPE UNCRUSTABLES 92123	1 Case	0.00 EACH	26.58	26.58	
3753	RIB SHAPED BEEF PATTY W/HONEY BBQ 3753	2 Case	0.00 POUND	26.41	52.82	
Powered by PrimoEdge for: <input type="text"/> SCHOOLS		Page: 1 of 1				

**Print Withdrawal Price Details**

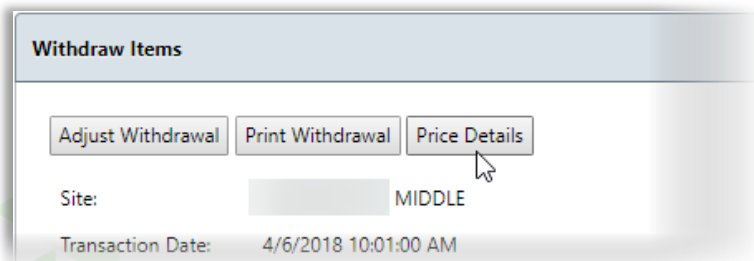
1. Click an assigned menu link with a status of “ Withdrawal Complete”.



2. Click the Production Withdraw tab.



3. Click **Price Details**.



4. Click Print in the Windows print viewer.

Price Details Generated on: 4/26/2018 4:19:52 PM by Jill Kressin - PrimeroEdge

Site Name:                      MIDDLE

Transaction Type: Withdraw

Transaction #: Withdrawal# 1100475

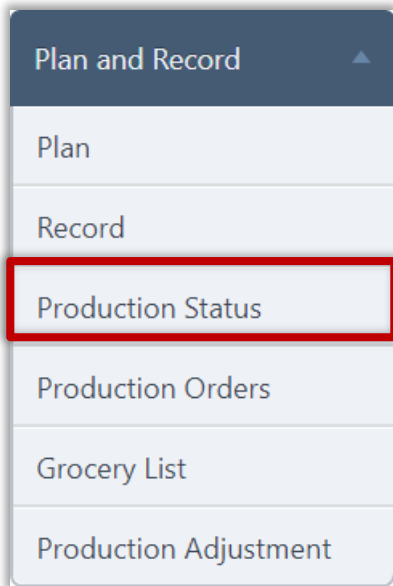
Actual Transaction Date: 4/6/2018 10:01:00 AM

Batch #	Received Date	WU	BU	WU Price	BU Price	Line Total
<b>Item # 115, Item: FOOD RELEASE SPRAY-GARLIC AND BUTTER SPRAY; CONTAINS NO WATER OR ALCOHOL; ANTI STICK, GARLIC BUTTER [Case=6 Can]</b>						
21379	10/18/2017 6:00:00 AM	0	0.21	22.70	3.78	0.79
<b>Item Total:</b>		<b>0</b>	<b>0.21</b>	<b>22.70</b>	<b>3.78</b>	<b>0.79</b>
<b>Item # 122, Item: MAYONNAISE- FANCY GRADE A US FIRST QUALITY LOW FAT OR REDUCED FAT, TFF [Case=4 GALLON]</b>						
22055	1/24/2018 6:06:00 AM	0	0.10	34.25	8.56	0.86
<b>Item Total:</b>		<b>0</b>	<b>0.10</b>	<b>34.25</b>	<b>8.56</b>	<b>0.86</b>
<b>Item # 4384214, Item: CHEESE MOZZARELLA STRING 100% CHEESE- Low or no fat, 1 stick to equal 1 M/MA for the Child Nutrition [Case=168 Each]</b>						
22549	3/14/2018 6:00:00 AM	0	72.00	35.55	0.21	15.24
<b>Item Total:</b>		<b>0</b>	<b>72.00</b>	<b>35.55</b>	<b>0.21</b>	<b>15.24</b>
<b>Item # 911537, Item: BUTTER BUDS ALL VEGETABLE BUTTERY SAUCE, DRY MIX READY TO RECONSTITUTE WITH WATER; LOW IN FAT; TFF, [Case=24 EACH]</b>						
22173	2/7/2018 6:00:00 AM	0	1.86	32.30	1.35	2.50
<b>Item Total:</b>		<b>0</b>	<b>1.86</b>	<b>32.30</b>	<b>1.35</b>	<b>2.50</b>
<b>Item # 1060771, Item: CHEESE PARMESAN 55845 ORFSO [Case=12 Each]</b>						
21229	9/27/2017 6:18:34 AM	0	0.02	58.70	4.89	0.10
<b>Item Total:</b>		<b>0</b>	<b>0.02</b>	<b>58.70</b>	<b>4.89</b>	<b>0.10</b>
<b>Item # 1738822, Item: CORNDOGS -Whole Grain made with Turkey, fully cooked; CN label, 1 corndog= 2 M/MA and 2 Grain Servin [Case=72 Each]</b>						
22562	3/14/2018 11:46:48 AM	0	36.00	28.90	0.40	14.45
22643	4/4/2018 6:00:00 AM	0	36.00	28.90	0.40	14.45
<b>Item Total:</b>		<b>1</b>	<b>0.00</b>	<b>28.90</b>	<b>0.40</b>	<b>28.90</b>
<b>Item # 6822561, Item: RANCH STYLE DRESSING, DRY MIX 1 PACK YIELDS 1 GALLON, TFF, HIDDEN VALLEY OR PREAPPROVED EQUAL [Case=18 Each]</b>						
21976	1/10/2018 6:00:00 AM	0	0.10	29.20	1.62	0.16
<b>Item Total:</b>		<b>0</b>	<b>0.10</b>	<b>29.20</b>	<b>1.62</b>	<b>0.16</b>
<b>Item # DST1024, Item: Milk, Chocolate [Carton=1 Each]</b>						
22680	4/5/2018 6:00:00 AM	173	0.92	0.22	0.22	38.26
<b>Item Total:</b>		<b>173</b>	<b>0.92</b>	<b>0.22</b>	<b>0.22</b>	<b>38.26</b>
<b>Item # DST1025, Item: Milk, Strawberry [Carton=1 Each]</b>						
22680	4/5/2018 6:00:00 AM	16	0.20	0.22	0.22	3.56
<b>Item Total:</b>		<b>16</b>	<b>0.20</b>	<b>0.22</b>	<b>0.22</b>	<b>3.56</b>
<b>Item # DST1026, Item: Buttermilk [Carton=1 Each]</b>						
22522	3/8/2018 7:00:00 AM	1	0.00	2.15	2.15	2.15
<b>Item Total:</b>		<b>1</b>	<b>0.00</b>	<b>2.15</b>	<b>2.15</b>	<b>2.15</b>
<b>Item # DST1161, Item: CHEESE SLICED YELLOW B119 [Case=6 EACH]</b>						
20615	5/24/2017 10:00:00 AM	0	0.13	43.26	7.21	0.94
<b>Item Total:</b>		<b>0</b>	<b>0.13</b>	<b>43.26</b>	<b>7.21</b>	<b>0.94</b>
<b>Item # DST1182, Item: BLACK PEPPER BULK [Container=1 EACH]</b>						
21790	11/29/2017 6:00:00 AM	0	0.01	31.20	31.20	0.31
<b>Item Total:</b>		<b>0</b>	<b>0.01</b>	<b>31.20</b>	<b>31.20</b>	<b>0.31</b>

Powered by PrimeroEdge for:                      SCHOOLS Page: 1 of 2

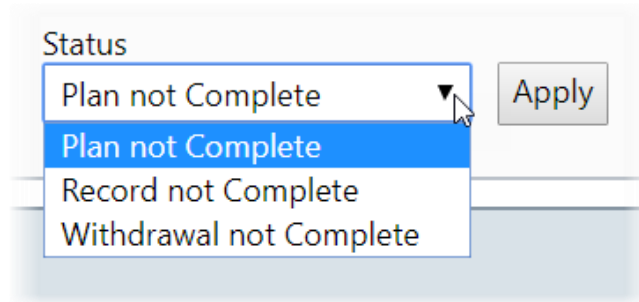
WU : Whole Units, BU : Broken Units

Production Status



Use **Production Status** to display production plans or records with a selected status. The list is narrowed by selecting a site, meal type, and date range.

**Status selections**



**Search Status**

**To search for records**

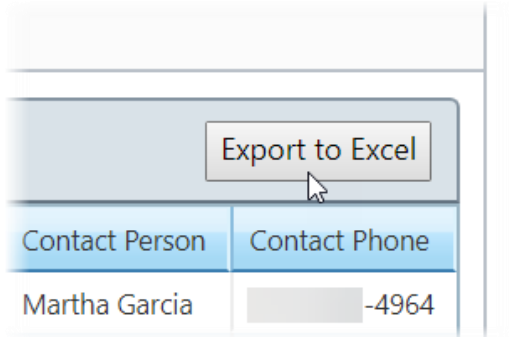
1. Select search conditions.
2. Click **Apply**.

Date	Meal Type	Site	Status	Menu Line	Contact Person	Contact Phone
2/8/2018	Breakfast	ELEMENTARY SCHOOL	Plan Incomplete	Harrison county Line1	Martha Garcia	-4964
2/9/2018	Breakfast	ELEMENTARY SCHOOL	Plan Incomplete	Harrison county Line1	Martha Garcia	-4964
2/12/2018	Breakfast	ELEMENTARY SCHOOL	Plan Incomplete	Harrison county Line1	Martha Garcia	-4964
2/13/2018	Breakfast	ELEMENTARY SCHOOL	Plan Incomplete	Harrison county Line1	Martha Garcia	-4964

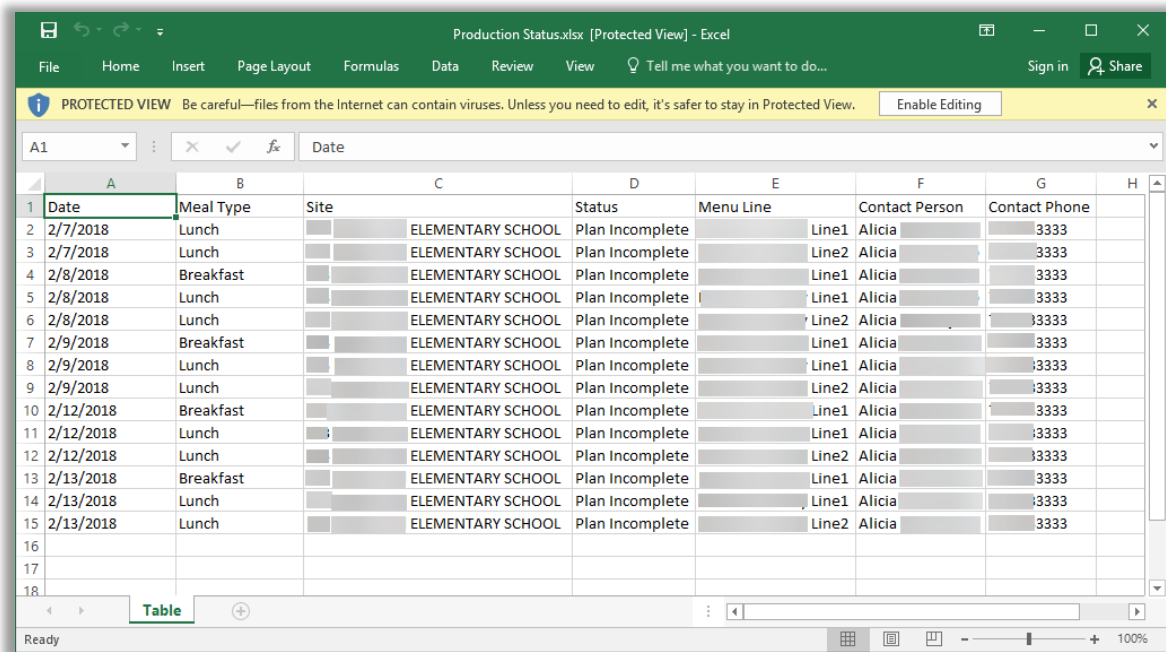
### Export List

#### To export list of status records

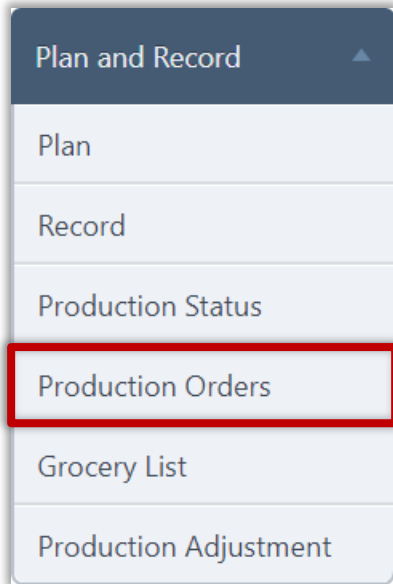
1. Select search conditions and click **Apply**.
2. Click **Export to Excel**.



3. Save the spreadsheet.



## Production Orders



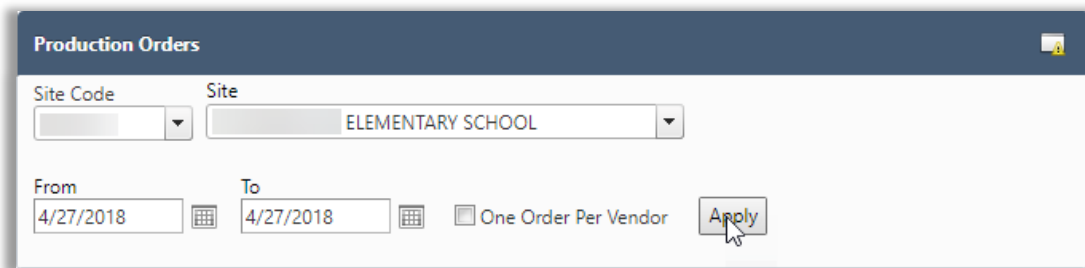
Use **Production Orders** display a list of generated orders for needed inventory items to complete production of menu items. Orders are generated for a selected location and date or date range.

---

### Display Generated Orders

#### To display a list of orders

1. Select a Site.
2. Select From and To dates.
3. Click **Apply**.

A screenshot of the 'Production Orders' form. It features a dark blue header with the title 'Production Orders'. Below the header are two dropdown menus: 'Site Code' and 'Site', with 'ELEMENTARY SCHOOL' selected in the 'Site' dropdown. Below these are two date input fields: 'From' (4/27/2018) and 'To' (4/27/2018), each with a calendar icon. To the right of the date fields is a checkbox labeled 'One Order Per Vendor' and an 'Apply' button. A mouse cursor is pointing at the 'Apply' button.



**Save Order As Complete**

**To save a new order as complete**

- \* Display list of orders.
- \* Select a vendor to display orders in Placed Orders list.
- \* Click **Order #** with status of “Incomplete”.

Vendors	
Vendor	Order Status
Third Coast Produce (10107)	Orders Generated
Borden's (10105, 10106)	Orders Generated

Placed Orders							
Order #	Delivery Date	Order Date	Amount	Status	Initiated By	Production Start Date	Production End Date
<a href="#">10105</a>	03/12/2018	02/14/2018	\$136.20	Incomplete	Cybersoft Support	03/12/2018	03/13/2018
<a href="#">10106</a>	03/13/2018	02/14/2018	\$20.46	Open	Cybersoft Support	03/12/2018	03/13/2018

- \* Change Whole Units quantities and / or add items.
- \* Click **Next**.

**PrimoEdge - View/Modify Orders**

Ship To: ELEMENTARY SCHOOL

Order Date: 2/14/2018 | Delivery Date: 3/12/2018

Lead Time: 1 Day

Order #: 10105

Vendor: Borden's

Delivery Schedule:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Vendor Comments:

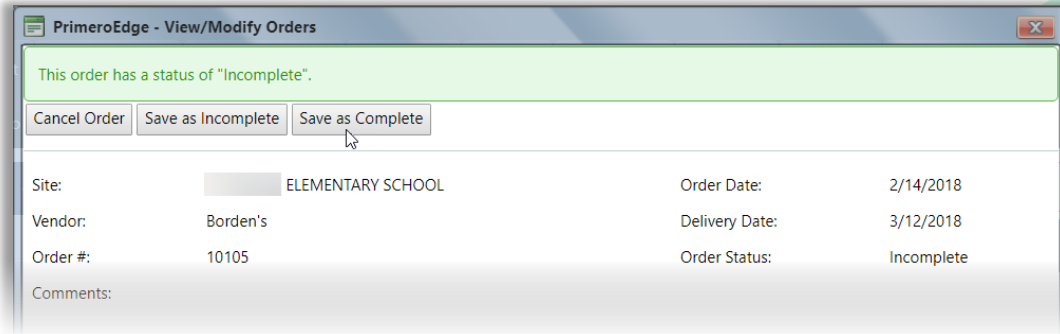
Ordering Contact:

Buttons: Switch to List View, Print Order Guide

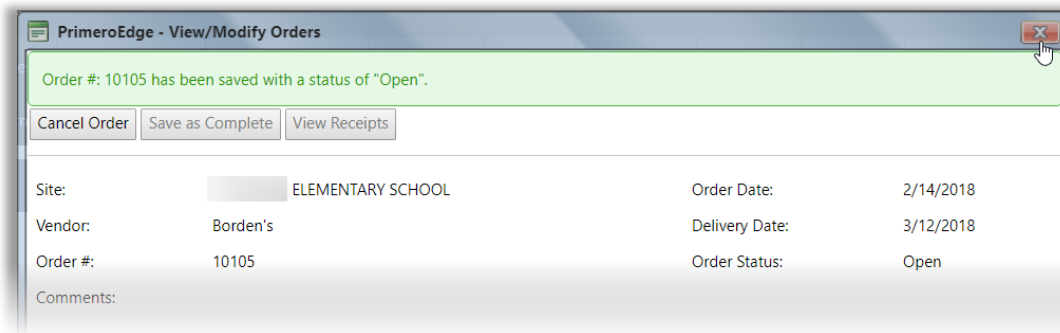
Item #	Item Description	Price	Whole Units	Line Amount
SBRM-4665	Milk, Chocolate, 1%, Paper (ELC's)	\$13.5500	3 Case (50 Each)	\$40.65
SBRM-5768	Milk, Chocolate, Non Fat, Paper (elementaries)	\$13.5500	1 Case (50 each)	\$13.55
SBRM-4667	Milk, White, 1%, Paper (ELC's & elementaries)	\$13.4500	1 Case (50 Each)	\$13.45
SBRM-5369	Milk, White, 2%, Paper (ELC's)	\$13.5000	3 Case (50 50/8 oz each=case/broken column by the each)	\$40.50
SBRM-4672	Sour Cream	\$8.2500	1 Container (5 5lbs/container)	\$8.25
SBRM-4676	Yogurt, Vanilla, Bulk	\$1.9800	10 Container (1 each)	\$19.80
				<b>Total Amount: \$136.20</b>

Next »

- \* Click **Save as Complete**.



- \* Close the View/Modify Orders popup.



The order status changes to “Open”.

Placed Orders							
Order #	Delivery Date	Order Date	Amount	Status	Initiated By	Production Start Date	Production End Date
10105	03/12/2018	02/14/2018	\$136.20	Open	Cybersoft Support	03/12/2018	03/13/2018
10106	03/13/2018	02/14/2018	\$20.46	Open	Cybersoft Support	03/12/2018	03/13/2018

Save Order as Incomplete

To save a new order as incomplete

4. Display list of orders.
5. Select a vendor in the Vendors list; all items in the order are shown in the Items Supplied by vendor list.

Vendors						
Vendor				Order Status		
Third Coast Produce						
Borden's						
Items Supplied by Borden's						
Item#	Item Description	Usage (Whole,Broken)	Whole Units		Price	Total
Delivery Date: 03/12/2018						
SBRM-4665	Milk, Chocolate, 1%, Paper (ELC's)	3, 0.00	4	Case (50 Each)	\$13.5500	\$54.20
SBRM-5768	Milk, Chocolate, Non Fat, Paper (elementaries)	0, 34.00	1	Case (50 each)	\$13.5500	\$13.55
SBRM-4667	Milk, White, 1%, Paper (ELC's & elementaries)	0, 34.00	1	Case (50 Each)	\$13.4500	\$13.45
SBRM-5369	Milk, White, 2%, Paper (ELC's)	3, 0.00	3	Case (50 50/8 oz each=case/broken column by the each)	\$13.5000	\$40.50
SBRM-4672	Sour Cream	0, 0.70	1	Container (5 5lbs/container)	\$8.2500	\$8.25
Delivery Date: 03/13/2018						
SBRM-4672	Sour Cream	0, 0.53	1	Container (5 5lbs/container)	\$8.2500	\$8.25
*PQOH = Projected Quantity on Hand - All inventory transactions and production plans must be completed for accurate PQOH calculations						


6. Make changes, as needed.
  1. Enter new Whole Unit quantity for individual items.
  2. Add an item (s).
    - a. Select an Item and enter the number of units.
    - b. Click Add Item.

SBRM-4672	Sour Cream	0, 0.53	1	Container (5 5lbs/container)	\$8.2500	\$8.25
*PQOH = Projected Quantity on Hand - All inventory transactions and production plans must be completed for accurate PQOH calculations						
<b>Add Item</b>						
<b>Item#</b>	<b>Item</b>	<b>Units</b>				
SBRM-4676	Yogurt, Vanilla, Bulk	Container (1 each)				
<b>Delivery Date</b>	<b>Price</b>	<b>Whole Units</b>				
3/12/2018	\$1.9800	10				
3/13/2018	\$1.9800					
<input type="button" value="Add Item"/>						
<input type="button" value="Next &gt;"/>						

1. Click **Next** when all changes are complete.
2. Click **Save Orders as Incomplete** to allow additional changes.  
Each order displays a status message and a comments icon.

**Orders that will be placed**

Order#: 10105 has been successfully saved as incomplete

Delivery Date: 3/12/2018                      Amount: \$136.20                      Comments: 

Order# 10105

Item#	Item Description	Whole Units	Price	Total
SBRM-4665	Milk, Chocolate, 1%, Paper (ELC's)	3 Case	\$13.55	\$40.65

### Update Order

Orders can be changed any time until a receipt is received.

1. Display orders for a site and date range.
2. Click a vendor name in the Vendors list with an order status of “Orders Generated”.
3. Click an **Order #** link in the Placed Orders list.

**Production Orders**

Site Code:  Site:

From:  To:   One Order Per Vendor

--All vendors and exceptions--

Vendors	
Vendor	Order Status
Third Coast Produce	
Borden's (10105, 10106)	Orders Generated

Placed Orders							
Order #	Delivery Date	Order Date	Amount	Status	Initiated By	Production Start Date	Production End Date
<a href="#">10105</a>	03/12/2018	02/14/2018	\$136.20	Incomplete	Cybersoft Support	03/12/2018	03/13/2018
<a href="#">10106</a>	03/13/2018	02/14/2018	\$8.25	Incomplete	Cybersoft Support	03/12/2018	03/13/2018

4. Make changes to the order by
3. Change Whole Units quantities.
4. Add new item.
  - a. Click **More** (ellipses button).

Item #	Item Description	Price	Whole Units	Line Amount
SBRM-4672	Sour Cream	\$8.2500	2 Container (5 lbs/container)	\$16.50
				<b>Total Amount: \$16.50</b>

- b. Select or enter search conditions and click **Get Items**.

Item #	Item Description	Storage Category
SBRM-4676	Yogurt, Vanilla, Bulk	Cooler

- c. Click an **Item #** link.
    - d. Enter a quantity for the added item.

Item #	Item Description	Price	Whole Units	Line Amount
SBRM-4672	Sour Cream	\$8.2500	2 Container (5 lbs/container)	\$16.50
SBRM-4676	Yogurt, Vanilla, Bulk	\$1.9800	2 Container (1 each)	\$3.96
				<b>Total Amount: \$20.46</b>

5. When changes are complete, click **Next**.
6. In the View/Modify Orders popup
5. Click **Cancel Order** to discard the order.
6. Click **Save as Incomplete** to allow additional changes to be made.
7. Click **Save as Complete** to save the order as “Open”.
8. Click **Edit Order** to return to the previous page to make additional changes.

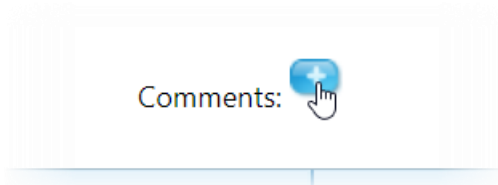
---

### Add Comments

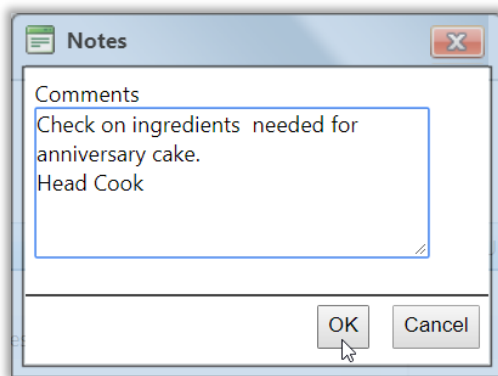
Comments can be added to an order any time before the order is saved as complete.

#### To add a comment to an incomplete order

1. Click **Comments**.



2. Enter comment text.
3. Click **OK**.



## Cancel Order

### To cancel an open order

1. Display a list of orders for a vendor.
2. Click an [Order #](#) link in an order listing.

The screenshot shows the 'Production Orders' interface. At the top, there are filters for 'Site Code' and 'Site' (set to 'ELEMENTARY SCHOOL'). Below that are date filters for 'From' (3/12/2018) and 'To' (3/13/2018), along with a 'One Order Per Vendor' checkbox and an 'Apply' button. A dropdown menu is set to '--All vendors and exceptions--' and a 'Print Stock Items' button is visible.

The 'Vendors' section contains a table with the following data:

Vendor	Order Status
Third Coast Produce	
Borden's (10105, 10106)	Orders Generated

The 'Placed Orders' section contains a table with the following data:

Order #	Delivery Date	Order Date	Amount	Status	Initiated By	Production Start Date	Production End Date
10105	03/12/2018	02/14/2018	\$136.20	Incomplete	Cybersoft Support	03/12/2018	03/13/2018
10106	03/13/2018	02/14/2018	\$8.25	Incomplete	Cybersoft Support	03/12/2018	03/13/2018

3. Click **Cancel Order** in the View/Modify Orders popup.

The screenshot shows the 'PrimeroEdge - View/Modify Orders' popup window. At the top, a green banner states 'This order has a status of "Open".' Below this are three buttons: 'Cancel Order', 'Save as Complete', and 'View Receipts'. The 'Cancel Order' button is highlighted with a mouse cursor.

The order details are as follows:

- Site: ELEMENTARY SCHOOL
- Vendor: Borden's
- Order #: 10106
- Order Date: 2/14/2018
- Delivery Date: 3/13/2018
- Order Status: Open

The 'Order Details' section contains a table with the following data:

Vendor Item Number	Item #	Item Description	Whole Units	Total Amount
Item Category: Dairy				
	SBRM-4672	Sour Cream	2 Container	\$16.50
	SBRM-4676	Yogurt, Vanilla, Bulk	2 Container	\$3.96
				<b>\$20.46</b>

An 'Edit Order' button is located at the bottom right of the popup.

**Print Stock Items**

The Required Raw Materials report is printed from the Production Orders page. Either all vendors for all orders can be included or an individual vendor can be selected for the report.

1. Display a list of orders.
2. Either accept "--All vendors and exceptions--" in the Stock Items drop-down list or select a vendor.

The screenshot shows the 'Production Orders' application window. At the top, there are fields for 'Site Code' and 'Site' (set to 'ELEMENTARY SCHOOL'). Below these are date pickers for 'From' (3/12/2018) and 'To' (3/13/2018), along with a 'One Order Per Vendor' checkbox and an 'Apply' button. A dropdown menu is open, showing options: '--All vendors and exceptions--', 'Third Coast Produce', 'Borden's', and 'Tasty Foods'. A 'Print Stock Items' button is visible next to the dropdown. Below the dropdown is a table with columns 'Vendor' and 'Order Status'. The table contains two rows: 'Third Coast Produce (10107)' with 'Orders Generated' status, and 'Borden's (10105, 10106)' with 'Orders Generated' status. At the bottom of the window is a 'Placed Orders' table with columns: Order #, Delivery Date, Order Date, Amount, Status, Initiated By, Production Start Date, and Production End Date. It contains two rows of order data.

Vendor	Order Status
Third Coast Produce (10107)	Orders Generated
Borden's (10105, 10106)	Orders Generated

Order #	Delivery Date	Order Date	Amount	Status	Initiated By	Production Start Date	Production End Date
10105	03/12/2018	02/14/2018	\$136.20	Open	Cybersoft Support	03/12/2018	03/13/2018
10106	03/13/2018	02/14/2018	\$20.46	Open	Cybersoft Support	03/12/2018	03/13/2018

3. Click **Print Stock Items**.



Generated on: 2/14/2018 11:31:05 AM

### Production Required Raw Materials

SCHOOLS

Site: ELEMENTARY SCHOOL

From: 3/12/2018

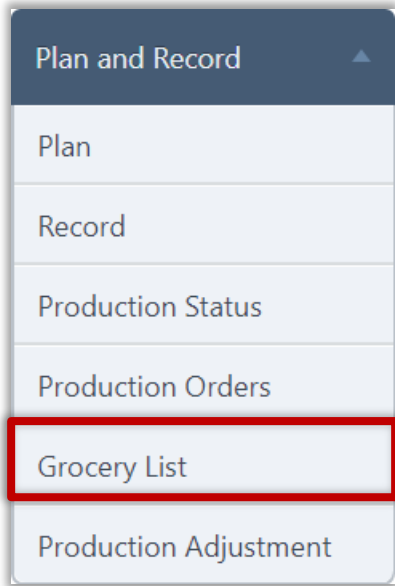
To: 3/13/2018

Item #	Item Description	Quantity	Comments
<b>Vendor: Third Coast Produce, Delivery Date: 3/9/2018</b>			
SBRM-5370	Apples, Gala, Granny Smith, Fuji or Other [Case = 138 138/each bid pricing]	1 Case, 0 138/each bid pricing	3/12/2018-Lunch-0 Case, 68.00 138/each bid pricing
SBRM-5378	Carrot Snack Pack [Case = 200 200/1.3oz bags -bid pricing]	1 Case, 0 200/1.3oz bags -bid pricing	3/12/2018-Lunch-0 Case, 34.00 200/1.3oz bags -bid pricing
<b>Vendor: Third Coast Produce, Delivery Date: 3/12/2018</b>			
SBRM-5046	Bacon Bits [Case = 10 (10lbs) ]	1 Case, 0 (10lbs)	3/12/2018-Lunch-0 Case, 4.38 (10lbs) 3/13/2018-Lunch-0 Case, 3.28 (10lbs)
SBCP-4787	Bun, Hamburger, Wheat, 4" Emergency [Case = 120 120/case]	3 Case, 0 120/case	3/12/2018-Lunch-1 Case, 50.00 120/case 3/13/2018-Lunch-0 Case, 100.00 120/case
SBRM-5911	Bun, Hamburger, Whole Wheat, 4", 304 [Bag = 30 each]	2 Bag, 0 each	3/12/2018-Lunch-1 Bag, 4.00 each
SBRM-5844	Mixed Fruit, canned, Warehouse [Case = 6 Can]	2 Case, 0 Can	3/12/2018-Lunch-1 Case, 2.04 Can
SBRM-5109	Mixed Vegetables, 4 way Frozen [Case = 20 (20lbs)]	1 Case, 0 (20lbs)	3/12/2018-Lunch-0 Case, 13.12 (20lbs)
SBRM-4919	Nutrigrain Bar, Apple Cinnamon [Case = 48 (1.3oz) each]	5 Case, 0 (1.3oz) each	3/13/2018-Lunch-4 Case, 13.00 (1.3oz) each
<b>Vendor: Borden's, Delivery Date: 3/12/2018</b>			
SBRM-4665	Milk, Chocolate, 1%, Paper (ELC's) [Case = 50 Each]	3 Case, 0 Each	3/12/2018-Lunch-3 Case, 0.00 Each
SBRM-5768	Milk, Chocolate, Non Fat, Paper (elementaries) [Case = 50 each]	1 Case, 0 each	3/12/2018-Lunch-0 Case, 34.00 each
SBRM-4667	Milk, White, 1%, Paper (ELC's & elementaries) [Case = 50 Each]	1 Case, 0 Each	3/12/2018-Lunch-0 Case, 34.00 Each
SBRM-5369	Milk, White, 2%, Paper (ELC's) [Case = 50 50/8 oz each=case/broken column by the each]	3 Case, 0 50/8 oz each=case/broken column by the each	3/12/2018-Lunch-3 Case, 0.00 50/8 oz each=case/broken column by the each
SBRM-4672	Sour Cream [Container = 5 5lbs/container]	1 Container, 0 5lbs/container	3/12/2018-Lunch-0 Container, 0.70 5lbs/container
<b>Vendor: Third Coast Produce, Delivery Date: 3/13/2018</b>			
BID_SL1_ASF243	SILK Light Chocolate, soymilk [Case = 72 Each]	1 Case, 0 Each	3/13/2018-Lunch-0 Case, 60.00 Each
<b>Vendor: Borden's, Delivery Date: 3/13/2018</b>			
SBRM-4672	Sour Cream [Container = 5 5lbs/container]	1 Container, 0 5lbs/container	3/13/2018-Lunch-0 Container, 0.53 5lbs/container

Note: Items in "Red" are Inactive items

Page: 1 of 2

## Grocery List

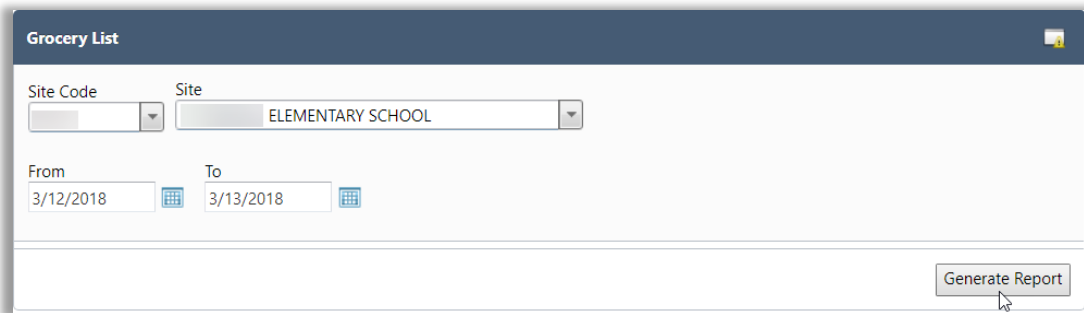


Use **Grocery List** to generate a grocery list of all items to be served for a selected site and date (range). The report includes the inventory item number, item description, total quantity needed, and date, meal type, and quantity when the item will be needed.

### Generate Report

#### To generate the Grocery List report

1. Select a site.
2. Select a date range in From and To
3. Click **Generate Report**.



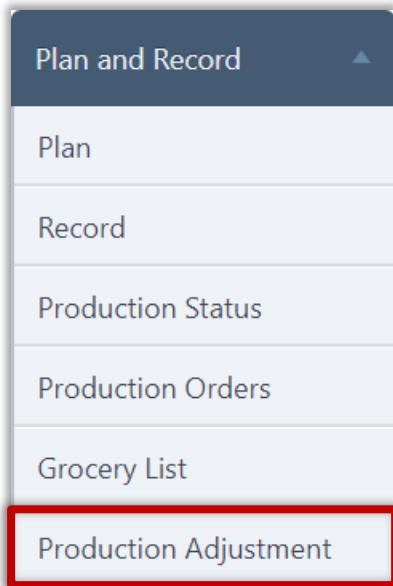
Generated Grocery List Report

Grocery List		Generated on: 2/14/2018 12:05:19 PM	
Area: [REDACTED] SCHOOLS			
Site: [REDACTED] ELEMENTARY SCHOOL			
Date: 03/12/2018 - 03/13/2018			
Item #/ Ingredient Code	Item Description	Total Quantity	Amount Needed
1110	Milk shakes, thick chocolate	70 container (10.6 oz)	03/13/2018 - Lunch - 70 container (10.6 oz)
14635	Beverages, vegetable and fruit juice blend, 100% juice, with added vitamins A, C, E	70 serving 8 oz	03/13/2018 - Lunch - 70 serving 8 oz
BID_SL1_ASF243	SILK Light Chocolate, soymilk [Case = 72 Each]	0 Case, 60.00 Each	03/13/2018 - Lunch - 0 Case, 60.00 Each
DST1004	changing link of ingredient to stock item from DST1002 to this for ingredient 900024 [Bag = 1 bag]	0 Bag, 0.02 bag	03/12/2018 - Lunch - 0 Bag, 0.02 bag
LI252063	Removed in CN20 Beverage, Milk Shakes; Chocolate, 6/1 lb 2.6 oz, Novartis; as purchased	18 Quart, 1 1/2 Pint	03/13/2018 - Lunch - 18 Quart, 1 1/2 Pint
LI252067	Removed in CN20 Cake; Specialty; Gold medal(r) - specialty desserts german chocolate cake; as purchased	205 Piece	03/13/2018 - Lunch - 205 Piece
SBCP-4787	Bun, Hamburger, Wheat, 4" Emergency [Case = 120 120/case]	2 Case, 30.00 120/case	03/12/2018 - Lunch - 1 Case, 50.00 120/case 03/13/2018 - Lunch - 0 Case, 100.00 120/case
SBCP-5271	Andy Capp Cheddar, Baked [Case = 72 each]	0 Case, 34.00 each	03/12/2018 - Lunch - 0 Case, 34.00 each
SBCP-5766	LR-1113 - Salad, Southwest Chicken MD-403 [Case = 90 1.3oz]	0 Case, 52.31 1.3oz	03/12/2018 - Lunch - 0 Case, 52.31 1.3oz
SBRM-4665	Milk, Chocolate, 1%, Paper (ELC's) [Case = 50 Each]	3 Case, 0.00 Each	03/12/2018 - Lunch - 3 Case, 0.00 Each
SBRM-4667	Milk, White, 1%, Paper (ELC's & elementaries) [Case = 50 Each]	0 Case, 34.00 Each	03/12/2018 - Lunch - 0 Case, 34.00 Each
SBRM-4672	Sour Cream [Container = 5 5lbs/container]	0 Container, 1.23 5lbs/container	03/12/2018 - Lunch - 0 Container, 0.70 5lbs/container 03/13/2018 - Lunch - 0 Container, 0.53 5lbs/container
SBRM-4919	Nutrigrain Bar, Apple Cinnamon [Case = 48 (1.3oz) each]	4 Case, 13.00 (1.3oz) each	03/13/2018 - Lunch - 4 Case, 13.00 (1.3oz) each
SBRM-5046	Bacon Bits [Case = 10 (10lbs) ]	0 Case, 7.66 (10lbs)	03/12/2018 - Lunch - 0 Case, 4.38 (10lbs) 03/13/2018 - Lunch - 0 Case, 3.28 (10lbs)
SBRM-5109	Mixed Vegetables, 4 way Frozen [Case = 20 (20lbs)]	0 Case, 13.12 (20lbs)	03/12/2018 - Lunch - 0 Case, 13.12 (20lbs)
SBRM-5369	Milk, White, 2%, Paper (ELC's) [Case = 50 50/8 oz each=case/broken column by the each]	3 Case, 0.00 50/8 oz each=case/broken column by the each	03/12/2018 - Lunch - 3 Case, 0.00 50/8 oz each=case/broken column by the each
SBRM-5370	Apples, Gala, Granny Smith, Fuji or Other [Case = 138 138/each bid pricing]	0 Case, 68.00 138/each bid pricing	03/12/2018 - Lunch - 0 Case, 68.00 138/each bid pricing
SBRM-5378	Carrot Snack Pack [Case = 200 200/1.3oz bags - bid pricing]	0 Case, 34.00 200/1.3oz bags -bid pricing	03/12/2018 - Lunch - 0 Case, 34.00 200/1.3oz bags -bid pricing
SBRM-5467	Nutri-Grain Bar Strawberry [Case = 96 1.3 oz]	0 Case, 60.00 1.3 oz	03/13/2018 - Lunch - 0 Case, 60.00 1.3 oz
SBRM-5768	Milk, Chocolate, Non Fat, Paper (elementaries) [Case = 50 each]	0 Case, 34.00 each	03/12/2018 - Lunch - 0 Case, 34.00 each
SBRM-5844	Mixed Fruit, canned, Warehouse [Case = 6 Can]	1 Case, 2.04 Can	03/12/2018 - Lunch - 1 Case, 2.04 Can
SBRM-5911	Bun, Hamburger, Whole Wheat, 4", 304 [Bag = 30 each]	1 Bag, 4.00 each	03/12/2018 - Lunch - 1 Bag, 4.00 each
USDA-100003	Cheese, Cheddar, Yellow, Shredded, Chilled [Case = 6 Each]	1 Case, 0.98 Each	03/12/2018 - Lunch - 0 Case, 4.35 Each 03/13/2018 - Lunch - 0 Case, 2.63 Each

Powered by PrimoEdge for: [REDACTED] SCHOOLS

Page: 1 of 1

## Production Adjustment



Use **Production Adjustment** to add a menu item to multiple production plans with one action. Use this function when a menu item must be added (such as a last minute substitution) to production plans. This function eliminates adding the menu item plan by plan.

A menu must be assigned to the menu calendar on the selected date before assigning the menu item.

All sites to which the menu item is to be assigned must be members of a site group. The menu item can be assigned to all sites, selected sites, or placed in a new menu item category.

### Make Adjustment

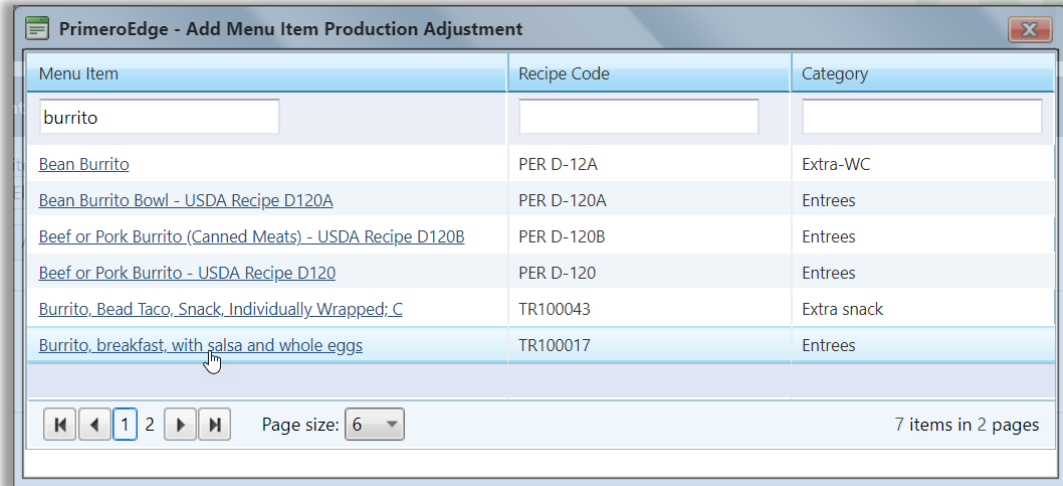
#### To make a menu item adjustment

1. Select a Meal Type, Site Group, and Menu Line.
2. Select a date with an assigned menu.

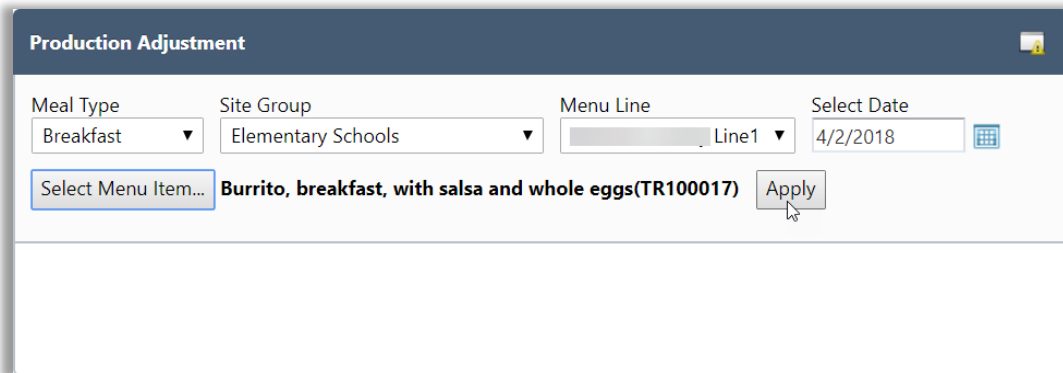
 A screenshot of the 'Production Adjustment' dialog box. It features four input fields: 'Meal Type' (dropdown menu with 'Breakfast' selected), 'Site Group' (dropdown menu with 'Elementary Schools' selected), 'Menu Line' (dropdown menu with 'Line1' selected), and 'Select Date' (text field with '4/2/2018' and a calendar icon). Below these fields are two buttons: 'Select Menu Item...' and 'Apply'. A mouse cursor is pointing at the 'Select Menu Item...' button.

3. Click **Select Menu Item...**

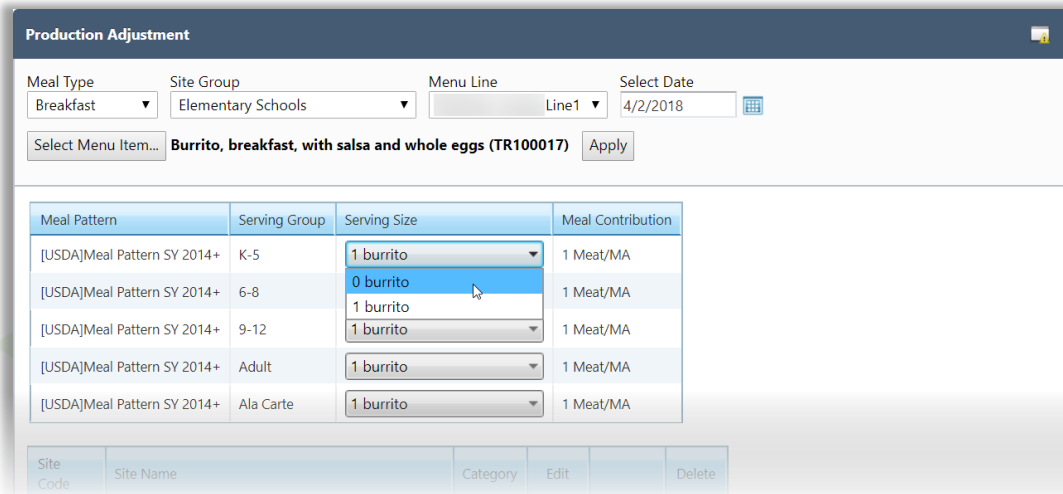
4. Enter a name in Menu Item, or a code in Recipe Code, or a name in Category and press Enter.
5. Click on the desired [Menu Item](#) link.



6. Click **Apply**.



7. Select a new Serving Size for Serving Groups, as needed.



8. In each site listing, do one of
9. Change the Menu Item Category to add the new menu item.
  - a. Click **Edit** (✎).
  - b. Choose a Menu Item Category and click **Update** (✔).

0214	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0116	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0114	ELEMENTARY SCHOOL	Entrees	✔ ✖	<a href="#">View Plan</a>	🔄
0105	ELEMENTARY SCHOOL	MILK	✎	<a href="#">View Plan</a>	🔄
0208	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0614	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄

10. Open the corresponding Production Plan—the adjustment is discontinued.
  - \* Click **View Plan**.
11. Remove Menu Item (do not add to plan).

0214	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0116	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0114	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0105	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0208	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0614	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄

9. When all changes are complete, click **Add Menu Item**.

0113	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0103	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0211	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0507	ELEMENTARY SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄
0233	INTERMEDIATE SCHOOL	Entrees	✎	<a href="#">View Plan</a>	🔄

[Add Menu Item](#)

A success message appears when the adjustment is complete.

Your Production Plans have been updated successfully.

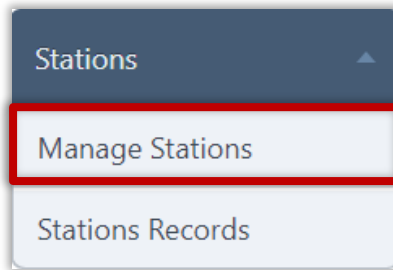
## **Chapter 3: Stations**

**Stations** functions provide an alternate method for recording Production Plans and Production Records by menu item category. This chapter reviews the set up and management of stations and the completion of station records.

In this chapter you will learn how to

12. Add and remove stations.
13. Change menu item categories assigned to a station.
14. Copy stations from one site to a second site.
15. Identify the status of a record on the production calendar.
16. Review and approve menu items listed in station categories.
17. Enter production counts for a station.
18. Generate a Stations Worksheet.

## Manage Stations



Use **Manage Stations** to add, change, or remove menu item production areas called “Stations” in your meal production facility.

Large food production facilities commonly organize food preparation by food item where, for example, bakery goods are mixed, baked, and packaged in a specific location or “station” in the production facility. Preparation of main entrees is then handled in a different, separate location

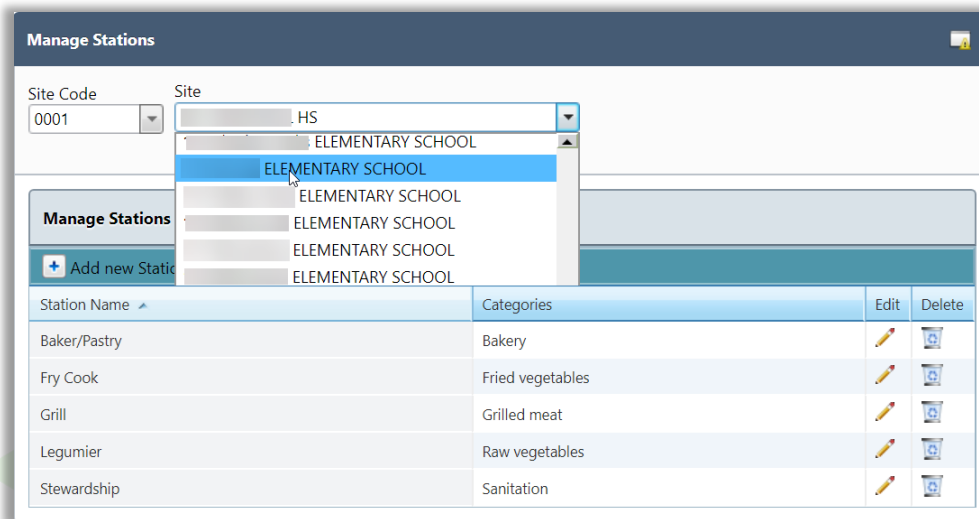
while prep of fruits in another, etc. The main goal of using stations is to prepare food items with the greatest efficiency and least cost possible.

2. Creating a station requires selection of a menu item category. These categories are set up in Menu Planning > Configuration > Menu Item Categories. See the PrimeroEdge Menu Planning User Guide for SFAs, Chapter 6 Configuration, Menu Item Categories for procedures to set up and manage menu item categories.
4. To successfully use the Stations function, all menu item categories must be assigned to a station **before** the Stations function is used. This ensures that all menu items will be assigned to a station.

## Display Stations

### To display existing stations for a site

1. Select a Site Code or Site.



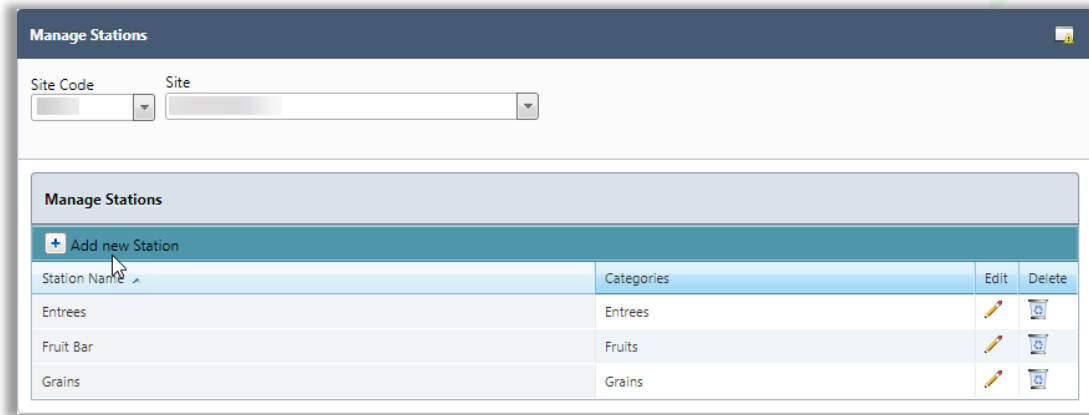
The list of stations is automatically refreshed after site selection.



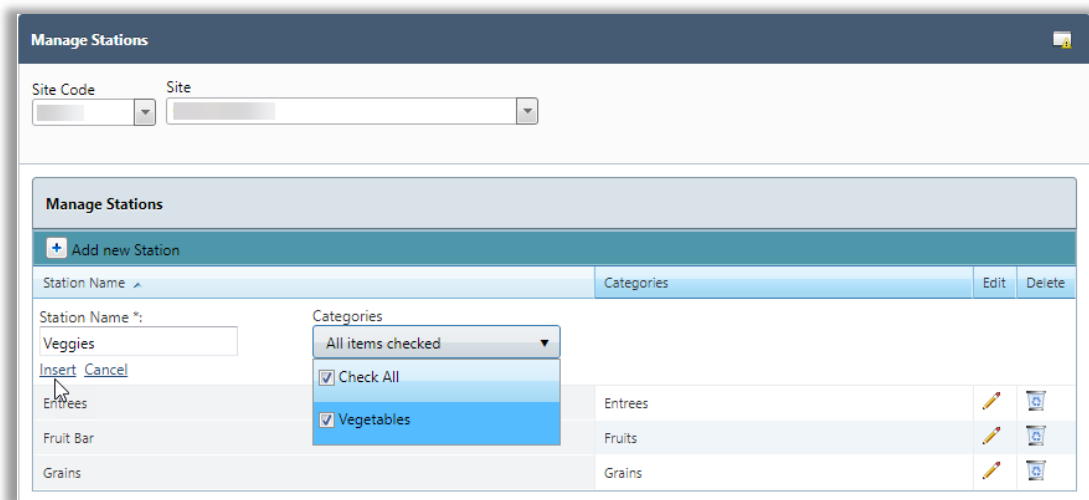
## Add Station

To add a new station

1. Click **Add new Station**.

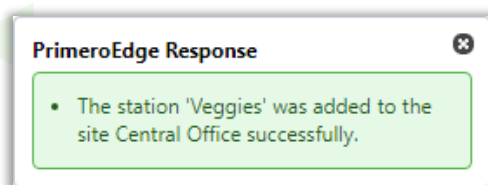


2. Enter a Station Name.
3. Select one or more menu item categories that the station will produce.
4. Click **Insert**.



The new station appears in the Manage Stations list.

A success message appears.



**Copy Stations**

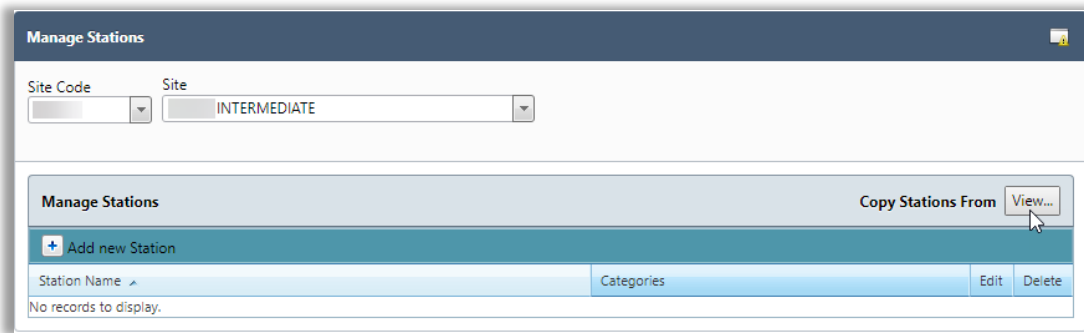
Although adding a station is not difficult, it can be tedious and time consuming to add each station one-at-a-time at multiple locations in an SFA. Copy Stations allows for copying stations from a site to a new site. At least one other site must have stations set up before using this function.

For example, Jane supervises school meal production for the Lone Starr SFA which includes four food production sites. For the first site, Starr One, Jane manually sets up five food production stations. For the three remaining sites, Jane uses Copy Station to create the same five stations with one procedures. Jane updates station names and category(ies) as needed.

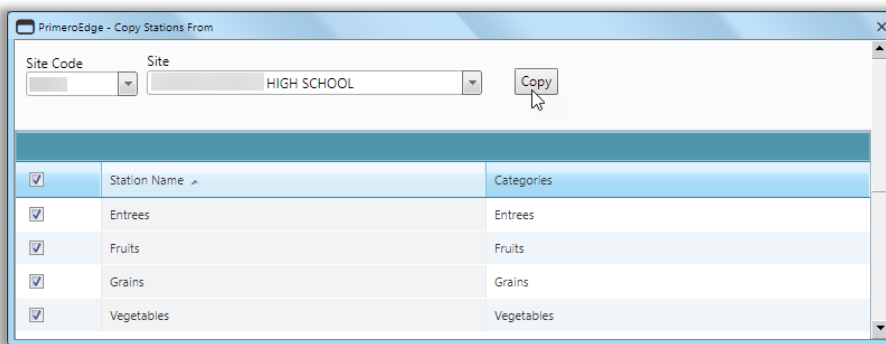
- i. This is a “one-time-only” function for a site—function is available for a site **only** before the first station is created at the site.

**To copy stations from another site**

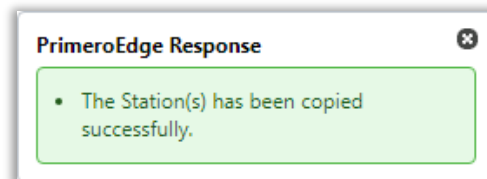
1. Select a Site and click **View...**



2. Select a Site that has stations set up and select all or individual stations to copy.
3. Click **Copy**.



A success message appears.



**Edit Station**

**To edit station details**

1. Display stations for a site and click **Edit** (✎) in a station listing.

Station Name	Categories	Edit	Delete
Entrees	Entrees		
Fruits	Fruits		
Grains	Grains		
Veggies	Vegetables		

2. Enter a new Station Name and /or select different categories, as needed.
3. Click **Update**.

Station Name \*:  Categories: All items checked

[Update](#) [Cancel](#)

Changes appear in the Manage Stations list.

Station Name	Categories	Edit	Delete
Entrees	Entrees		
Fruits	Fruits		
Grains	Grains		
Vegetables	Vegetables		

A success message appears.

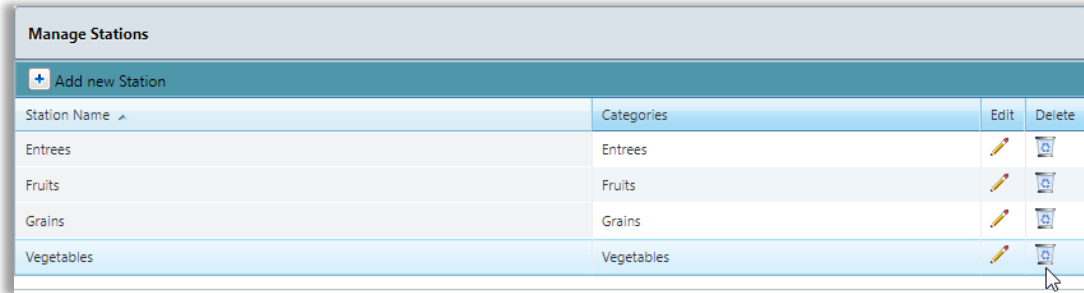
**PrimeroEdge Response** ✕

- The station 'Vegetables' was updated successfully.

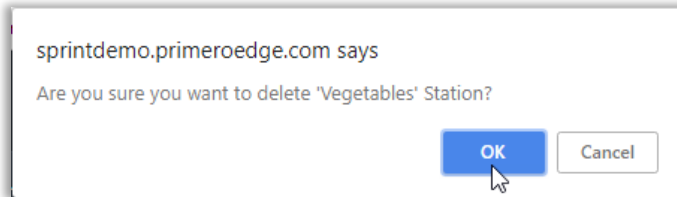
## Delete Station

### To remove a station

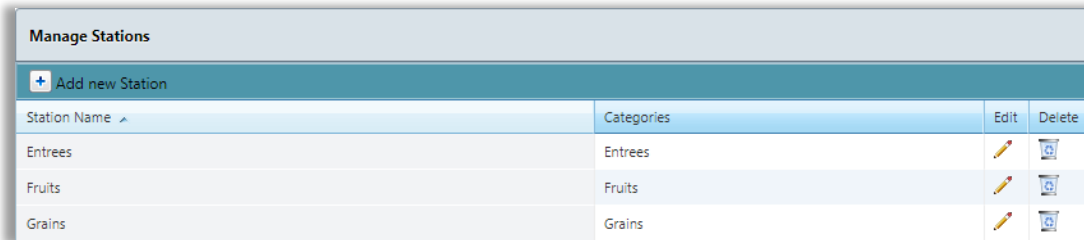
1. Display stations for a site.
2. Click **Delete** (🗑️) in a station listing.



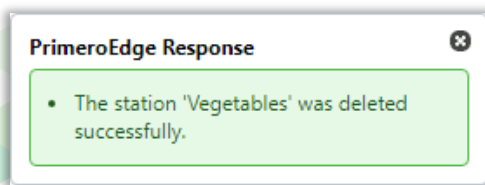
3. Click **OK** in the confirmation popup.



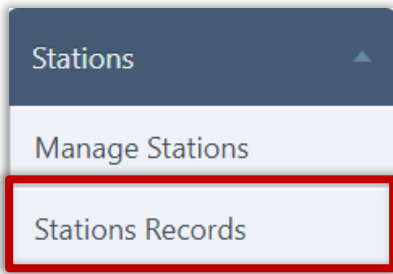
The station is removed from the Manage Stations list.




A success message appears.



Stations Records




Use **Stations Records** to allow each production station to record counts for their menu item categories. The Stations Worksheet takes the place of the Technician’s Worksheet but lets the station worker(s) focus on just her items. Item production can be recorded manually on the Stations Worksheet then entered into the system, just as is typically done with the Technician’s Worksheet.

 Plans Incomplete


Menus first assigned to the stations calendar appear in **Red**; clicking the link displays a blank tab until plans are completed through Plan and Record > Plan.

 Needs Review

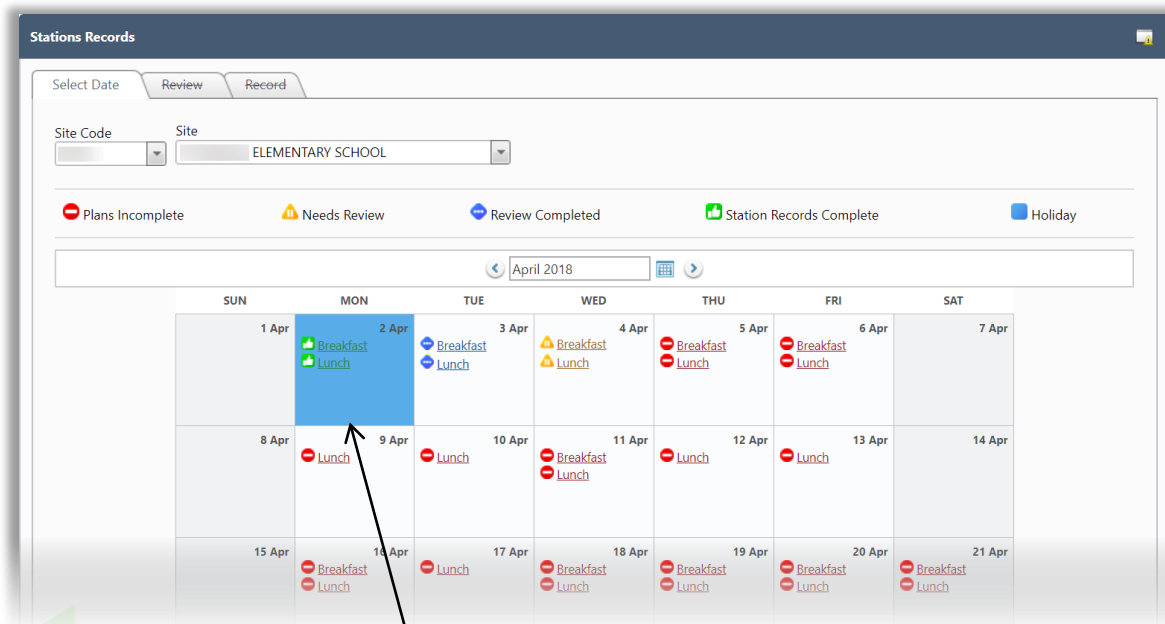
Completed plans not yet approved appear in **Yellow**.

 Review Completed

Approved records appear in **Blue**.


 Station Records Complete

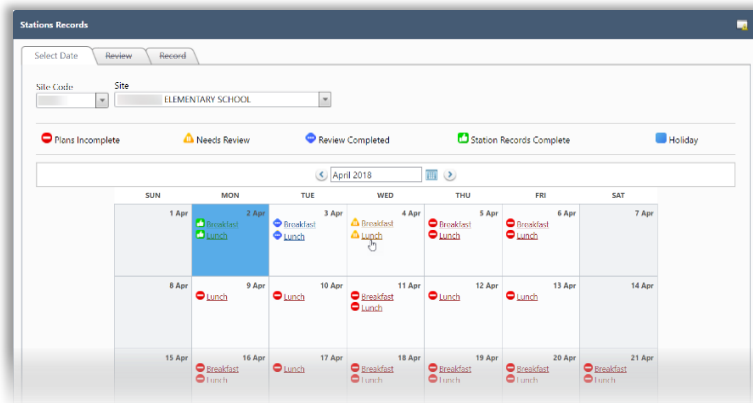
Completed records appear in **Green**.



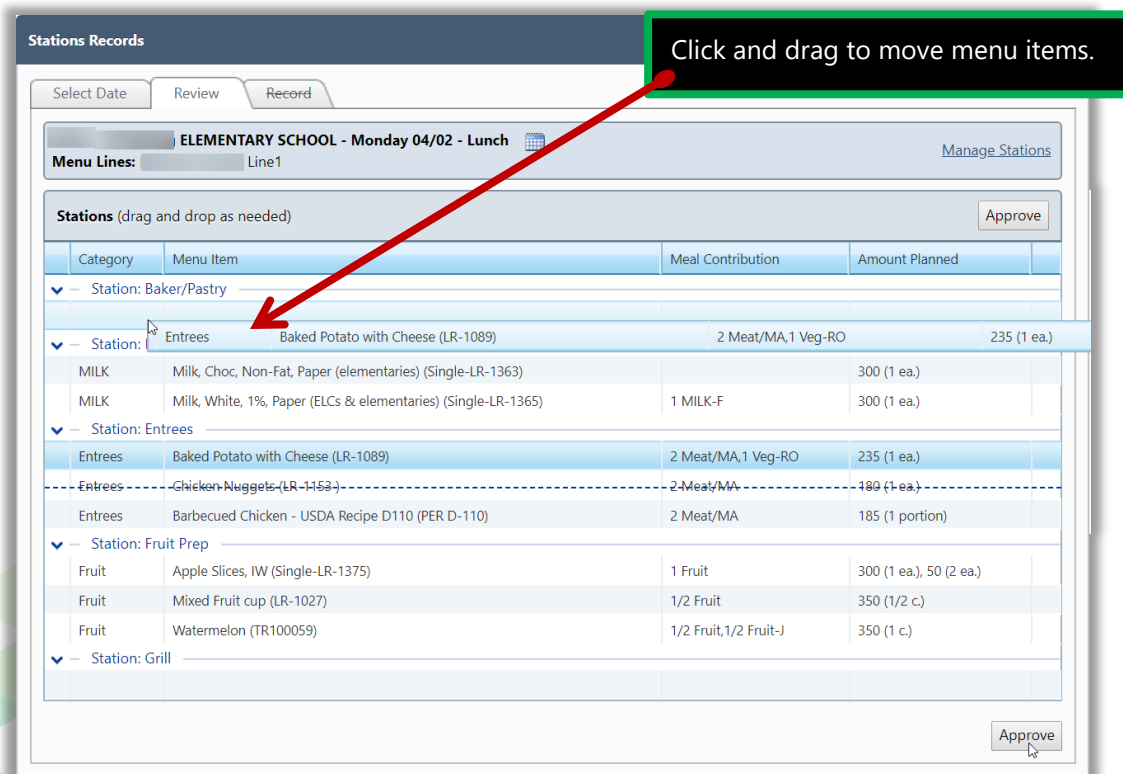
Review Station Record

To review a Station Record

1. Display stations calendar for a Site.
2. Click  Needs Review link.



3. Review menu items in each category to determine appropriate grouping.
4. Drag-and-drop menu items to a different category when needed.
3. Click **Approve**.




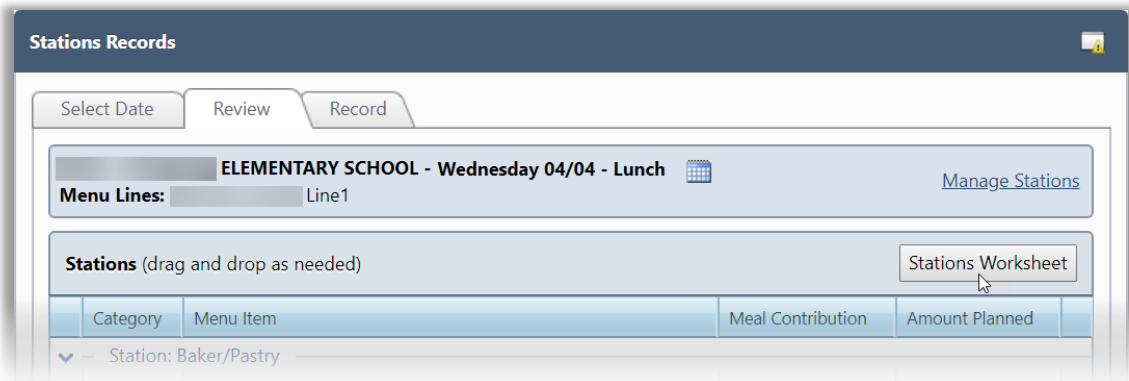
## Generate Stations Worksheet

The Stations Worksheet shows the planned number of servings for each menu item and the food required to produce the menu item. This is similar to the Technician’s Worksheet.

Just as with the Technician’s Worksheet, the Stations Worksheet can be printed and manually marked as items are completed. Then information from the worksheet would be transferred to the system to complete production records.

### To generate the Stations Worksheet

1. Click a  **Review Completed** link on the Select Date tab.
2. Click **Stations Worksheet**.



**Stations Worksheet** Generated on: 2/15/2018 11:06:22 AM by Cybersoft Support


Station: Entrees  
 Site: ELEMENTARY SCHOOL  
 Date: 4/4/2018  
 Meal Service: Lunch

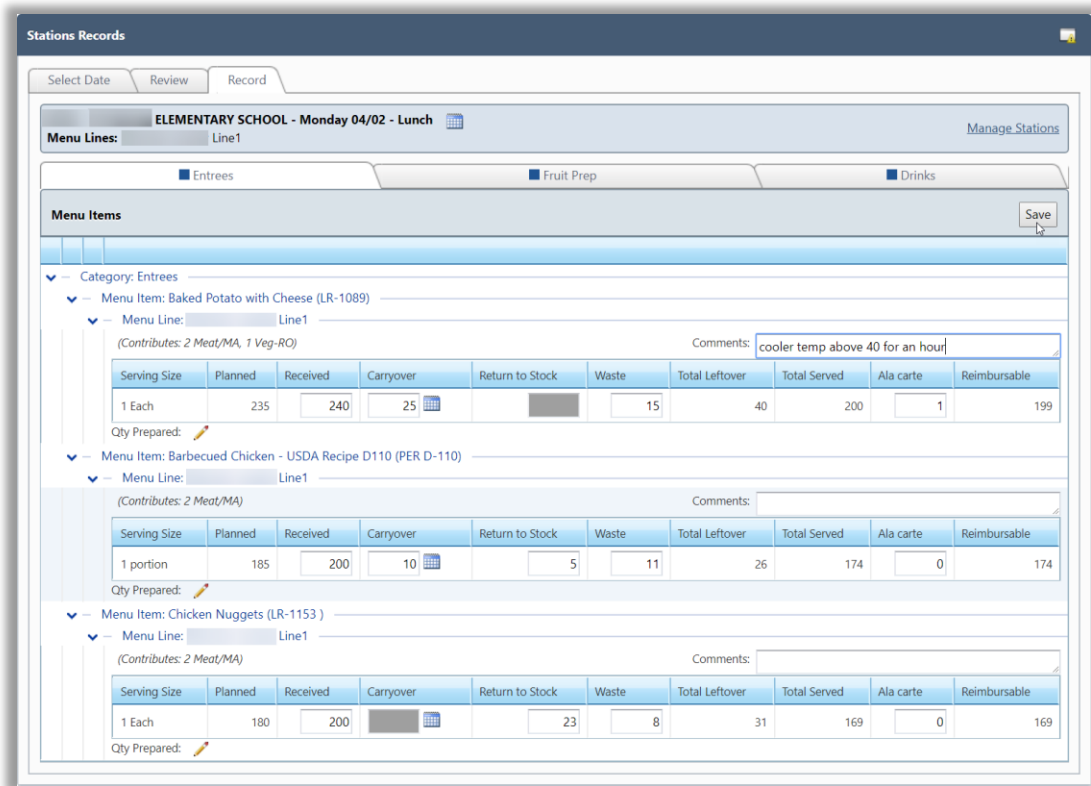
Serving Size	Planned	Produced	Carryover	Return To Stock	Waste	Ala Carte
<b>Menu Item: Barbecued Chicken - USDA Recipe D110 (PER D-110)</b>						
Total:	555 (1 portion)					
<b>Menu Line: Line1</b>						
1 portion	555					
Temperatures (F):						
Food Required:						
<b>Menu Item: Chicken Nuggets (LR-1153 )</b>						
Total:	360 (1 ea.)					
<b>Menu Line: Line1</b>						
1 ea.	360		N/A			
Temperatures (F):						
Food Required: 1 1/4 Each (Base, Chicken ) - SBRM-4786 (Container = 1 each/1.0000 Each), 1800 Each (Chicken Nuggets, FC (commodity) ) - SBRM-4984 (Case = 720 (.68oz) each/1.0000 Each), 2 Pound, 8 Ounce (Flour ) - SBRM-4797 (Bag = 25 pounds/1.0000 Pound), 36 Pound, 4 Ounce (Flour ) - SBRM-4797 (Bag = 25 pounds/1.0000 Pound), 2 1/8 Pound (Milk, NFDOM ) - SBRM-4806 (Bag = 50 pounds/1.0000 Pound), 1/2 Gallon (Oil, Soybean ) - SBRM-4809 (Case = 3 each /1.0000 Gallon), 13 7/8 Bag (Potatoes, Oven Roasted, Crinkles (commodity)) - SBRM-5124 (Case = 6 (5lbs) each/1.0000 Bag), 7/8 Each (Seasoning, French Fry ) - SBRM-5443 (Case = 6 each (16oz)/1.0000 Each), 3 Pound, 10 Ounce (Sugar, Granulated) - SBRM-4838 (Case = 50 pounds/1.0000 Pound), 3 3/4 Gallon (Water, Tap) - SBRM-6013 (Gallon = 1 Gal/1.0000 Gallon), 1 1/4 Gallon (Water, Tap) - SBRM-6013 (Gallon = 1 Gal/1.0000 Gallon).						

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**Record Menu Item Production**

**To record production**

1. Display calendar for a Site.
2. Click  **Review Completed** link on the Select Date tab.
3. Click a category tab.
4. Enter production counts for each listed menu item and include comments when needed.
5. Click **Save**.



The screenshot shows the 'Stations Records' application window. It has tabs for 'Select Date', 'Review', and 'Record'. The current view is for 'ELEMENTARY SCHOOL - Monday 04/02 - Lunch'. Under the 'Entrees' category, three menu items are listed:

- Baked Potato with Cheese (LR-1089)**: Comments: cooler temp above 40 for an hour. Table:
 

Serving Size	Planned	Received	Carryover	Return to Stock	Waste	Total Leftover	Total Served	Ala carte	Reimbursable
1 Each	235	240	25		15	40	200	1	199
- Barbecued Chicken - USDA Recipe D110 (PER D-110)**: Comments: (empty). Table:
 

Serving Size	Planned	Received	Carryover	Return to Stock	Waste	Total Leftover	Total Served	Ala carte	Reimbursable
1 portion	185	200	10	5	11	26	174	0	174
- Chicken Nuggets (LR-1153)**: Comments: (empty). Table:
 

Serving Size	Planned	Received	Carryover	Return to Stock	Waste	Total Leftover	Total Served	Ala carte	Reimbursable
1 Each	180	200		23	8	31	169	0	169



As each tab is completed by the various stations, the status indicator on each tab turns green.

Station Records saved successfully.

**Stations Records**

Select Date | Review | Record

**ELEMENTARY SCHOOL - Monday 04/02 - Lunch** Manage Stations

Menu Lines: Line1

Entrees | Fruit Prep | Drinks

**Menu Items** Save

Category: Entrees

Menu Item: Baked Potato with Cheese (LR-1089)

Menu Line: Line1

(Contributes: 2 Meat/MA, 1 Veg-RO) Comments: cooler temp above 40 for an hour

Serving Size	Planned	Received	Carryover	Return to Stock	Waste	Total Leftover	Total Served	Ala carte	Reimbursable	
1 Each	235	240	25	4/4/2018 Lunch Harrison county Line1		15	40	200	1	199

Qty Prepared: 7 Pound, 8 Ounce (Bacon Bits) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound),  
30 Pound (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound),  
1 1/2 Carton (Sour Cream) - SBRM-4672 (Container = 5 5lbs/container/1.0000 Carton).

Menu Item: Barbecued Chicken - USDA Recipe D110 (PER D-110)

Menu Item: Chicken Nuggets (LR-1153)

When all tabs are completed, a Station Record Status message appears. The plan link on the Select Date tab turns green to indicate the production record is complete.

Station Records saved successfully.

Station Record Status changed to Station Records Complete.

**Stations Records**

Select Date | Review | Record

**ELEMENTARY SCHOOL - Monday 04/02 - Lunch** Manage Stations

Menu Lines: Line1

Entrees | Fruit Prep | Drinks

**Menu Items** Save

Category: MILK

Menu Item: Milk, Choc, Non-Fat, Paper (elementaries) (Single-LR-1363)

Menu Line: Line1

Comments:

Serving Size	Planned	Received	Carryover	Return to Stock	Waste	Total Leftover	Total Served	Ala carte	Reimbursable	
1 Each	300	350	7	4/5/2018 Lunch Harrison county Line1	3	25	35	315	0	315

Qty Prepared: 350 Each (Milk, Chocolate, Non Fat, Paper (elementaries)) - SBRM-5768 (Case = 50 each/1.0000 Each).

Menu Item: Milk, White, 1%, Paper (ELCs & elementaries) (Single-LR-1365)

Menu Line: Line1

(Contributes: 1 MILK-F) Comments:

Serving Size	Planned	Received	Carryover	Return to Stock	Waste	Total Leftover	Total Served	Ala carte	Reimbursable
1 Each	300	350		50	11	61	289	0	289

Qty Prepared: 350 Each (Milk, White, 1%, Paper (ELCs & elementaries)) - SBRM-4667 (Case = 50 Each/1.0000 Each).



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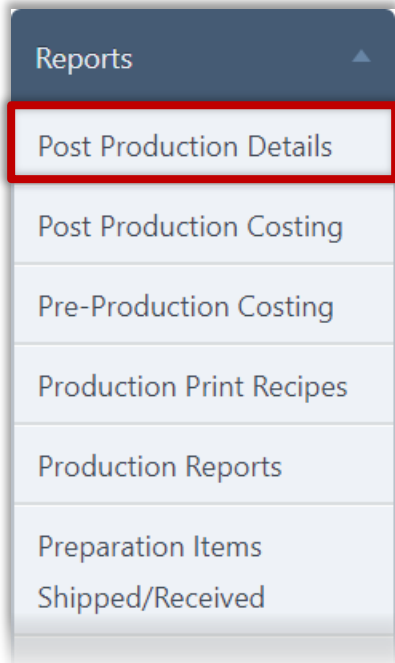
## Chapter 4: Reports

The **Reports** chapter reviews reports and file exports used to evaluate compliance of Production Plans and Production Records.

In this chapter you will learn how to generate

19. Export file to view details on meals, menu items, and leftovers.  
(Post Production Details)
20. Report or export file to include Actual Meal Counts, Total Food Cost, and Food Cost Per Meal.  
(Post Production Costing)
21. Export file or report to view projected cost to produce plan menu item.  
(Pre-Production Costing)
22. Report of recipe nutrition and ingredient quantities for a scaled number of batches or servings.  
(Production Print Recipes)
23. Reports with details for carryovers, items added to Production Records, non-reimbursable items, total waste, and planned items not produced along with the Technician's Worksheet, Production Form, and Production Records for a selected date, meal type, and location.  
(Production Reports)
24. Report of preparation items shipped or received, or discrepancies between shipping and receipt quantities.  
(Preparation Items Shipped/Received)
25. Report of items sold at the POS and produced menu items.  
(Meal Count Troubleshooting)
26. Recipe signage for display in the menu line.  
(Recipe Signage)
27. Report of planned menu item details.  
(Plan Summary)
28. Analysis of menu items actually produced for a meal service.  
(Post Production Analysis)
29. Analysis of menu items planned for a meal service production.  
(Pre-Production Analysis)

## Post Production Details

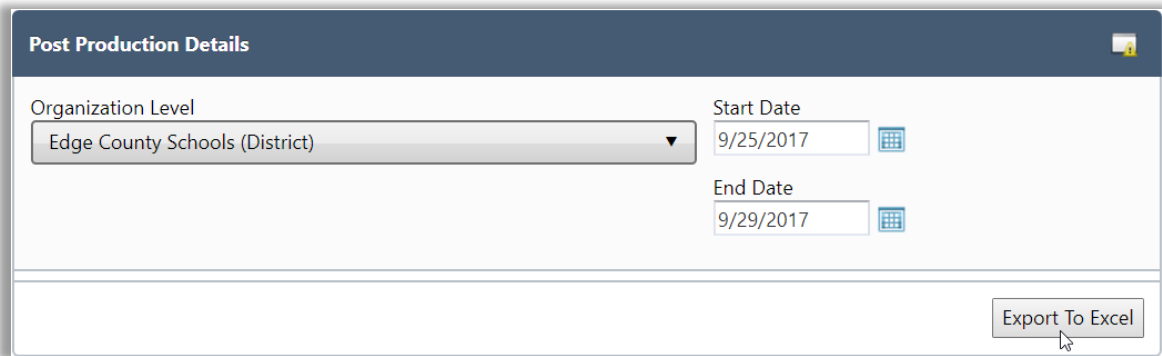


Use **Post Production Details** to export production details to an MS Excel file for a date range.

File details include Site, Menu Group, Meal Service, Serving Line, Menu Item, Serving size, Total Meals Served, Total Planned Servings, Total Produced Servings, Total Leftovers, Total Items Served, Items Served/Meals Offered, total Return To Service, and Total Waste.

### To generate export file

1. Select the Organization Level.
2. Select the Start Date and End Date range.
3. Click **Export to Excel**.

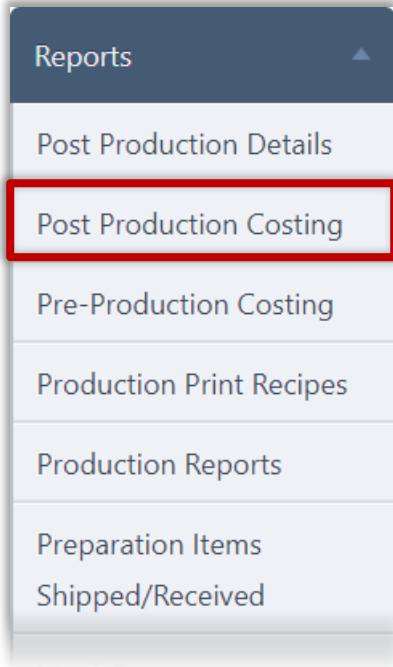


Use MS Excel functions to determine those menu items which

- 3. Are “favorites” for each meal service—serving items patrons prefer may contribute to higher participation rates
- 4. Are least favorite for each meal service—items with high waste counts might need to be dropped or have the recipe tweaked
- 5. Have the lowest food cost to produce—

The screenshot shows an Excel spreadsheet with the following columns: A: Site, B: Site Name, C: Menu Group, D: Meal Serv, E: Serving D, F: Serving Line, G: Menu Item Category, H: Menu Item, I: Recipe Code, J: Servings, K: Food Cost, L: Total Mea, M: Plan Total, N: Total Prod, O: Total Left, P: Total Item, Q: Total Sen, R: Total Carr, S: Total RTS, T: Total Waste. The rows list various menu items such as 'APPLE JUICE', 'BACON EGG CHEESE BISCUIT', 'BEEF BREAKFAST FRITTER', etc., with their respective serving sizes and associated costs and production metrics.

Post Production Costing



Use **Post Production Costing** to generate a report that can be printed or to export production costing details to an MS Excel file.

File and generated report data includes: Site, Site Group, Meal Service, Serving Date, Menu Line, Menu Item Category, Actual Meal Count, Total Food Cost, and Food Cost Per Meal.

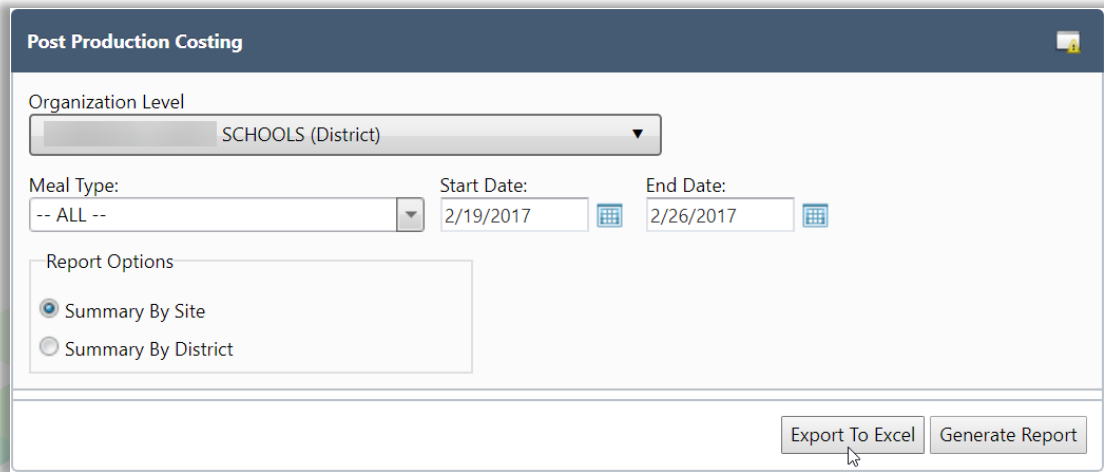
Use MS Excel functions to determine which meal service

- Was the least/most expensive
- Should have production records reviewed to determine where costs can be reduced if possible.

**Export File**

**To export data to a file**

1. Select an Organization Level, Meal Type, and date range in Start Date and End Date, or accept default values.
2. Select one report option.
3. Click **Export to Excel**.



## Export File Results

Region	Site Group Name	Meal Service	District Code	District Name	Site Code	Site Name	Serving Date	Menu Line	Actual Meal Count	Total Food Cost (\$)	Food Cost Per Meal (\$)
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/8/2018	Elementary Lunch	271	225.1407784	0.8308
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/9/2018	Elementary Lunch	275	214.260222	0.7791
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/10/2018	Elementary Lunch	276	306.9612688	1.1122
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/11/2018	Elementary Lunch	314	613.267927	1.9531
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/22/2018	Elementary Lunch	268	425.4538914	1.5875
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/23/2018	Elementary Lunch	267	381.9228769	1.4304
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/24/2018	Elementary Lunch	273	427.5098564	1.566
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/25/2018	Elementary Lunch	269	1014.555822	3.7716
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/26/2018	Elementary Lunch	271	301.1754571	1.1113
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/29/2018	Elementary Lunch	258	348.5814651	1.3511
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/30/2018	Elementary Lunch	259	320.9216216	1.2391
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/31/2018	Elementary Lunch	269	315.7558369	1.1738
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/8/2018	Elementary Lunch	336	287.717808	0.8563
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/9/2018	Elementary Lunch	338	274.4942886	0.8121
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/10/2018	Elementary Lunch	345	353.0767398	1.0234
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/11/2018	Elementary Lunch	334	421.8210248	1.2629
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/22/2018	Elementary Lunch	343	563.0312141	1.6415
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/23/2018	Elementary Lunch	336	299.666603	0.8919
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/24/2018	Elementary Lunch	340	525.454513	1.5455
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/25/2018	Elementary Lunch	346	639.5438361	1.8484
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/26/2018	Elementary Lunch	344	399.1554154	1.1603
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/29/2018	Elementary Lunch	332	482.7198328	1.454
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/30/2018	Elementary Lunch	337	446.0977177	1.3237
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/31/2018	Elementary Lunch	330	382.2673998	1.1584
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/8/2018	Elementary Lunch	373	468.1042986	1.255
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/9/2018	Elementary Lunch	369	477.4160339	1.2938
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/10/2018	Elementary Lunch	375	388.6180688	1.0363
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/11/2018	Elementary Lunch	338	679.828951	2.0113
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/22/2018	Elementary Lunch	374	561.5716029	1.5015
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/23/2018	Elementary Lunch	351	408.6579241	1.1643
OTHER	Elementary Schools	Lunch		SCHOOLS		ELEMENTARY	1/24/2018	Elementary Lunch	365	553.0352445	1.5151

## Generate Report

### To generate the Post Production Costing report

1. Select an Organization Level, Meal Type, and date range in Start Date and End Date, or accept default values.
2. Select one report option.
3. Click **Generate Report**.

Report Results: Summary by District/One Month

**Post Production Costing Report** Generated on: 4/30/2018 5:02:25 PM by Jill Kressin - PrimoEdge  
 Date: 01/01/2018 - 01/31/2018

Serving Date	Menu Line	Actual Meal Count	Total Food Cost (\$)	Food Cost Per Meal (\$)
<b>Site Group: Elementary Schools; Meal Type:Lunch</b>				
1/8/2018	Elementary Lunch	1,767	1,774.12	1.0040
1/9/2018	Elementary Lunch	1,725	1,954.03	1.1328
1/10/2018	Elementary Lunch	1,773	1,923.35	1.0848
1/11/2018	Elementary Lunch	1,752	3,470.99	1.9812
1/22/2018	Elementary Lunch	1,771	2,944.27	1.6625
1/23/2018	Elementary Lunch	1,726	2,074.97	1.2022
1/24/2018	Elementary Lunch	1,760	2,887.32	1.6405
1/25/2018	Elementary Lunch	1,762	4,283.78	2.4312
1/26/2018	Elementary Lunch	1,757	2,018.51	1.1488
1/29/2018	Elementary Lunch	1,730	2,037.63	1.1778
1/30/2018	Elementary Lunch	1,713	2,360.17	1.3778
1/31/2018	Elementary Lunch	1,783	2,185.80	1.2259
<b>SubTotal/Average: Elementary Schools; Meal Type:Lunch</b>		<b>21,019</b>	<b>29,914.93</b>	<b>1.4232</b>
<b>Site Group: High School; Meal Type:Lunch</b>				
1/8/2018	High School Lunch	830	1,239.12	1.4929
1/8/2018	Middle School Lunch	300	245.62	0.8187
1/9/2018	High School Lunch	756	954.41	1.2624
1/9/2018	Middle School Lunch	300	185.11	0.6170
1/10/2018	High School Lunch	831	949.48	1.1426
1/10/2018	Middle School Lunch	300	248.97	0.8299
1/11/2018	High School Lunch	877	1,217.88	1.3887
1/11/2018	Middle School Lunch	300	452.64	1.5088
1/16/2018	High School Lunch	125	143.62	1.1490
1/16/2018	Middle School Lunch	300	263.72	0.8791
1/17/2018	High School Lunch	153	112.24	0.7336
1/17/2018	Middle School Lunch	300	194.88	0.6496
1/18/2018	High School Lunch	148	309.14	2.0888
1/18/2018	Middle School Lunch	300	391.30	1.3043
1/19/2018	High School Lunch	154	136.16	0.8941
1/19/2018	Middle School Lunch	300	229.10	0.7637
1/22/2018	High School Lunch	828	923.35	1.1152
1/22/2018	Middle School Lunch	300	283.91	0.9464
1/23/2018	High School Lunch	684	997.57	1.4584
1/24/2018	High School Lunch	688	830.96	1.2078
1/25/2018	High School Lunch	705	743.95	1.0552
1/26/2018	High School Lunch	692	794.43	1.1480
1/29/2018	High School Lunch	823	822.16	0.9990
1/29/2018	Middle School Lunch	300	172.66	0.5755
1/30/2018	High School Lunch	700	754.15	1.0774
1/31/2018	High School Lunch	698	500.04	0.7164
<b>SubTotal/Average: High School; Meal Type:Lunch</b>		<b>12,692</b>	<b>14,096.56</b>	<b>1.1107</b>

Powered by PrimoEdge for: [REDACTED] SCHOOLS Page: 1 of 2

**Post Production Costing Report** Generated on: 4/30/2018 5:02:25 PM by Jill Kressin - PrimoEdge  
 Date: 01/01/2018 - 01/31/2018

Serving Date	Menu Line	Actual Meal Count	Total Food Cost (\$)	Food Cost Per Meal (\$)
<b>Site Group: Middle Schools; Meal Type:Lunch</b>				
1/8/2018	Middle School Lunch	326	427.89	1.3125
1/9/2018	Middle School Lunch	317	291.39	0.9192
1/10/2018	Middle School Lunch	323	411.22	1.2731
1/11/2018	Middle School Lunch	320	632.55	1.9767
1/12/2018	Middle School Lunch	321	244.02	0.7602
1/16/2018	Middle School Lunch	321	263.24	0.8201
1/24/2018	Middle School Lunch	317	518.92	1.6370
1/25/2018	Middle School Lunch	321	532.24	1.6581
1/26/2018	Middle School Lunch	317	217.26	0.6854
1/29/2018	Middle School Lunch	317	264.57	0.8346
1/30/2018	Middle School Lunch	319	592.02	1.8559
<b>SubTotal/Average: Middle Schools; Meal Type:Lunch</b>		<b>3,519</b>	<b>4,395.33</b>	<b>1.2490</b>
<b>Grand Total/Average:</b>		<b>37,230</b>	<b>48,406.82</b>	<b>1.3002</b>

**Report Selections**  
 Meal Type: Lunch  
 Report Option: Summary By District

Powered by PrimoEdge for: [REDACTED] SCHOOLS Page: 2 of 2



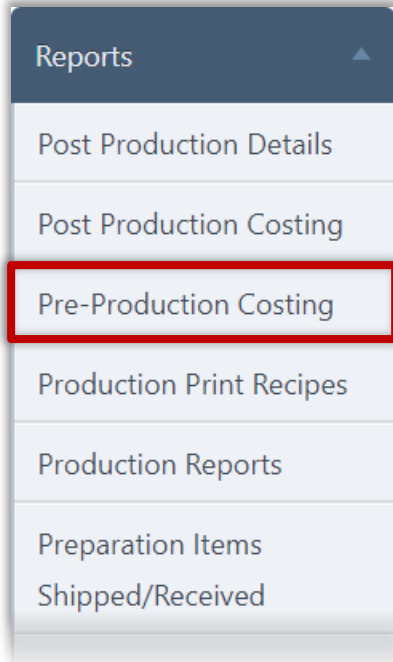
Report Results: Summary by Site/One Month

Post Production Costing Report				Generated on: 4/30/2018 4:57:05 PM by Jill Kressin - PrimoEdge		
Date: 01/01/2018 - 01/31/2018						
Site Code	Site Name	Serving Date	Menu Line	Actual Meal Count	Total Food Cost (\$)	Food Cost Per Meal (\$)
<b>Site Group: High School; Meal Type: Lunch</b>						
	HIGH	1/10/2018	High School Lunch	681	790.64	1.1610
	HIGH	1/11/2018	High School Lunch	689	879.54	1.2765
	HIGH	1/22/2018	High School Lunch	687	769.65	1.1203
	HIGH	1/23/2018	High School Lunch	684	997.57	1.4584
	HIGH	1/24/2018	High School Lunch	688	830.96	1.2078
	HIGH	1/25/2018	High School Lunch	705	743.95	1.0552
	HIGH	1/26/2018	High School Lunch	692	794.43	1.1480
	HIGH	1/29/2018	High School Lunch	694	719.23	1.0364
	HIGH	1/30/2018	High School Lunch	700	754.15	1.0774
	HIGH	1/31/2018	High School Lunch	698	500.04	0.7164
	HIGH	1/8/2018	High School Lunch	682	1,082.82	1.5877
	HIGH	1/9/2018	High School Lunch	636	838.90	1.3190
<b>SubTotal/Average: HIGH</b>				<b>8,236</b>	<b>9,701.87</b>	<b>1.1780</b>
<b>SubTotal/Average: High School; Meal Type: Lunch</b>				<b>8,236</b>	<b>9,701.87</b>	<b>1.1780</b>
<b>Grand Total/Average:</b>				<b>8,236</b>	<b>9,701.87</b>	<b>1.1780</b>

**Report Selections**  
 Meal Type: Lunch  
 Report Option: Summary By Site

Powered by PrimoEdge for: [REDACTED] SCHOOLS Page: 1 of 1

## Pre-Production Costing



Use **Pre-Production Costing** to export data to an MS Excel file or generate a report.

File and report data includes: Site, Site Group, Meal Service, Serving Date, Menu Line, Menu Item Category, Recipe, Menu Item, Serving Size, Planned Meal Count, Unit Cost, Amount Planned, and Purchase Cost.

Use MS Excel functions to determine which meal service

- Was the least/most expensive
- Should have production records reviewed to determine where costs can be reduced if possible.

## Export File

## To export data to a file

1. Select a Meal Type and date range in Start Date and End Date.
2. Select one report option.
3. Click **Get Excel**.

 A screenshot of the 'Pre-Production Costing' dialog box. It features a 'Meal Type' dropdown menu set to '-- ALL --', 'Start Date' and 'End Date' fields with calendar icons, and a 'Report Options' section with three radio buttons: 'Group By Site' (selected), 'Group By Site Group', and 'Summary Only By Site Group'. At the bottom right, there are two buttons: 'Get Excel' and 'Generate Report'.

### File Export Results: One Month/Group by Site

1	Site Group	Site Code	Site Name	Meal Service	Serving Date	Menu Line	Menu Item Category	Recipe Code	Menu Item	Serving Size	Planned Meal Count	Unit Cost	Amount Planned	Purchase Cost
2	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/14/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	250	0	150	0
3	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/14/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	360	0	200	0
4	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/26/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	340	0	100	0
5	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/14/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	370	0	208	0
6	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/14/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	475	0	288	0
7	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/14/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	385	0	228	0
8	High School	HIGH	HIGH	Lunch	2/14/2018	High School Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	713	0	427	0
9	High School	HIGH	HIGH	Lunch	2/26/2018	High School Lunch	entree/Meat/Meat Alternate	TR1407	PIZZA SAUSAGE PEPPERONI LITTLE ITALY	1 slice	713	0	120	0
10	High School	HIGH	HIGH	Lunch	2/14/2018	High School Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	265	0	220	0
11	High School	HIGH	HIGH	Lunch	2/14/2018	Middle School Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	250	0	200	0
12	Middle Schools	MIDDLE	MIDDLE	Lunch	2/14/2018	Middle School Lunch	entree/Meat/Meat Alternate	TR1412	CHICKEN PATTY, BREADED	1 ea.	334	0	325	0
13	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/8/2018	Elementary Lunch	Bread/Grain	TR1058	OATMEAL COOKIE	1 ea.	250	0.0003	320	0.0929
14	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/14/2018	Elementary Lunch	Bread/Grain	TR1058	OATMEAL COOKIE	1 ea.	250	0.0003	320	0.0929
15	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/8/2018	Elementary Lunch	Bread/Grain	TR1058	OATMEAL COOKIE	1 ea.	360	0.0003	312	0.0906
16	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/26/2018	Elementary Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	260	0.001	200	0.193
17	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/26/2018	Elementary Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	330	0.001	175	0.1689
18	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/26/2018	Elementary Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	380	0.001	153	0.1476
19	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/26/2018	Elementary Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	473	0.001	260	0.2509
20	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/26/2018	Elementary Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	388	0.001	230	0.222
21	High School	HIGH	HIGH	Lunch	2/26/2018	High School Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	713	0.001	150	0.1448
22	High School	HIGH	HIGH	Lunch	2/26/2018	High School Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	262	0.001	110	0.1062
23	High School	HIGH	HIGH	Lunch	2/26/2018	Middle School Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	250	0.001	100	0.0965
24	Middle Schools	MIDDLE	MIDDLE	Lunch	2/26/2018	Middle School Lunch	Vegetable	TR1202	BAKED POTATO	1/2 c.	334	0.001	250	0.2413
25	Elementary Schools	ELEMENTARY	ELEMENTARY	Breakfast	2/5/2018	Elementary Breakfast	Other/Miscellaneous	TR1030	BREAKFAST GRAVY	1/4 c.	205	0.0011	15	0.0158
26	Elementary Schools	ELEMENTARY	ELEMENTARY	Breakfast	2/15/2018	Elementary Breakfast	Other/Miscellaneous	TR1030	BREAKFAST GRAVY	1/4 c.	205	0.0011	15	0.0158
27	Elementary Schools	ELEMENTARY	ELEMENTARY	Breakfast	2/26/2018	Elementary Breakfast	Other/Miscellaneous	TR1030	BREAKFAST GRAVY	1/4 c.	180	0.0011	20	0.0211
28	Elementary Schools	ELEMENTARY	ELEMENTARY	Breakfast	2/26/2018	Elementary Breakfast	Other/Miscellaneous	TR1030	BREAKFAST GRAVY	1/4 c.	195	0.0011	20	0.0211
29	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/1/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1105	MAYONNAISE PORTION PACK	1 pkg.	250	0.0011	50	0.0556
30	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/2/2018	Elementary Lunch	Condiment	TR1105	MAYONNAISE PORTION PACK	1 pkg.	250	0.0011	200	0.2222
31	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/9/2018	Elementary Lunch	entree/Meat/Meat Alternate	TR1105	MAYONNAISE PORTION PACK	1 pkg.	250	0.0011	125	0.1389
32	Elementary Schools	ELEMENTARY	ELEMENTARY	Lunch	2/11/2018	Elementary Lunch	Other/Miscellaneous	TR1030	BREAKFAST GRAVY	1/4 c.	250	0.0011	100	0.1000

Use MS Excel functions to determine least/most expensive meals served for a date range. Compare this report with the Post-Production Costing report to determine which additions during production increased or decreased meal cost.

### Generate Report

#### To generate the Pre Production Costing report

1. Select a Meal Type, and date range in Start Date and End Date.
2. Select one report option.
3. Click **Generate Report**.

Report Results: One Month/Summary by Site

Pre-Production Costing		Generated on: 4/30/2018 5:44:58 PM by Jill Kressin - PrimoEdge			
Date: 02/01/2018 - 02/28/2018					
Recipe Code	Menu Item	Serving Size	Unit Cost	Amount Planned	Purchase Cost
<b>Elementary Schools</b>					
<b>Site Name: ELEMENTARY, Meal Type: Breakfast, Serving Date: 2/1/2018, Menu Line: Elementary Breakfast, Meal Count: 225</b>					
<b>Menu Item Category: Bread/Grain</b>					
TR1031	BISCUIT	2 oz.	\$0.1074	100	\$10.74
TR1040	FRENCH TOAST STICKS	2 oz.	\$0.1875	70	\$13.13
TR1183	BREAKFAST PASTRY-CINNAMON FLAVORED	2 1/3 oz.	\$0.0059	10	\$0.06
TR1305	BAGEL CREAM CHEESE AND STRAWBERRY JELLY	1 ea.	\$0.5208	10	\$5.21
TR1307	PASTRY FRUDEL APPLE BAKED	1 ea.	\$0.4390	10	\$4.39
TR1332	DONUT WHOLE GRAIN	1 ea.	\$0.3469	25	\$8.67
<b>Food Cost / Meal</b>			\$0.1876		
<b>Menu Item Category: Condiment</b>					
TR1066	GRAPE JELLY	1/2 oz.	\$0.0523	50	\$2.61
TR1289	SYRUP MAPLE 1.5 OZ. PROTION CUPS	1 ea.	\$0.1254	60	\$7.52
<b>Food Cost / Meal</b>			\$0.0450		
<b>Menu Item Category: entree/Meat/Meat Alternate</b>					
TR1028	SAUSAGE	1 oz.	\$0.1067	50	\$5.34
TR1132	CHICKEN BREAKFAST PATTY	1 ea.	\$0.1857	50	\$9.28
<b>Food Cost / Meal</b>			\$0.0650		
<b>Menu Item Category: Fruit</b>					
TR1063	ORANGE JUICE	4 fl. oz.	\$0.1600	100	\$16.00
TR1200	APPLE JUICE	4 oz.	\$0.1600	100	\$16.00
<b>Food Cost / Meal</b>			\$0.1422		
<b>Menu Item Category: Milk</b>					
TR1060	CHOCOLATE MILK	8 fl. oz.	\$0.2200	100	\$22.00
TR1061	STRAWBERRY MILK	8 oz.	\$0.2200	30	\$6.60
TR1262	SWEET ACIDOPHILUS MILK	1 ea.	\$0.2192	120	\$26.31
<b>Food Cost / Meal</b>			\$0.2440		
<b>Total</b>			\$0.68		\$153.86
<b>Site Name: ELEMENTARY, Meal Type: Breakfast, Serving Date: 2/2/2018, Menu Line: Elementary Breakfast, Meal Count: 225</b>					
<b>Menu Item Category: Bread/Grain</b>					
TR1031	BISCUIT	2 oz.	\$0.1074	50	\$5.37
TR1041	BREAKFAST PIZZA	1 ea.	\$0.2453	32	\$7.85
TR1270	BACON EGG CHEESE BISCUIT	1 ea.	\$0.5642	50	\$28.21
TR1288	Cereal Pouch Cinnamon Toast Crunch	1 ea.	\$0.3010	10	\$3.01
TR1306	CINNAMON BUN WG INDIVIDUALLY WRAPPED	1 ea.	\$0.4097	25	\$10.24
TR1334	BREAKFAST WRAP EGG/CHEESE/POTATO/SAUSAGE	1 ea.	\$0.4640	10	\$4.64
TR1452	PANCAKES MINI	1 ea.	\$0.3799	40	\$15.19
TR1487	COCOA PUFFS BOWLPAK CEREAL	1 ea.	\$0.2094	10	\$2.09
<b>Food Cost / Meal</b>			\$0.3405		
<b>Menu Item Category: Condiment</b>					
TR1066	GRAPE JELLY	1/2 oz.	\$0.0523	50	\$2.61
TR1289	SYRUP MAPLE 1.5 OZ. PROTION CUPS	1 ea.	\$0.1254	30	\$3.76
<b>Food Cost / Meal</b>			\$0.0283		
<b>Menu Item Category: entree/Meat/Meat Alternate</b>					

Report Results: One Month/Summary Only By Site Group

**Pre-Production Costing** Generated on: 4/30/2018 5:35:22 PM by Jill Kressin - PrimeroEdge  
 Date: 02/01/2018 - 02/28/2018

Site Group	Meal Type	Serving Date	Menu Line	Total Meal Count	Purchase Cost	Average Cost
Elementary Schools	Breakfast	02/01/2018	Elementary Breakfast	225	\$1,331.06	\$4.50
Elementary Schools	Breakfast	02/02/2018	Elementary Breakfast	225	\$1,293.19	\$4.49
Elementary Schools	Breakfast	02/05/2018	Elementary Breakfast	205	\$1,279.36	\$4.96
Elementary Schools	Breakfast	02/05/2018	PreK Breakfast	20	\$86.42	\$3.42
Elementary Schools	Breakfast	02/06/2018	Elementary Breakfast	205	\$1,234.25	\$4.75
Elementary Schools	Breakfast	02/06/2018	PreK Breakfast	20	\$74.76	\$2.99
Elementary Schools	Breakfast	02/07/2018	Elementary Breakfast	205	\$1,266.89	\$4.73
Elementary Schools	Breakfast	02/07/2018	PreK Breakfast	20	\$78.73	\$3.18
Elementary Schools	Breakfast	02/08/2018	Elementary Breakfast	205	\$1,138.55	\$4.32
Elementary Schools	Breakfast	02/08/2018	PreK Breakfast	20	\$68.42	\$2.74
Elementary Schools	Breakfast	02/09/2018	Elementary Breakfast	205	\$1,129.64	\$4.32
Elementary Schools	Breakfast	02/09/2018	PreK Breakfast	20	\$63.38	\$2.56
Elementary Schools	Breakfast	02/12/2018	Elementary Breakfast	205	\$1,361.38	\$5.44
Elementary Schools	Breakfast	02/12/2018	PreK Breakfast	20	\$72.21	\$2.92
Elementary Schools	Breakfast	02/13/2018	Elementary Breakfast	205	\$1,374.97	\$5.48
Elementary Schools	Breakfast	02/13/2018	PreK Breakfast	20	\$68.87	\$2.78
Elementary Schools	Breakfast	02/14/2018	Elementary Breakfast	205	\$1,486.95	\$5.79
Elementary Schools	Breakfast	02/14/2018	PreK Breakfast	20	\$49.21	\$1.94
Elementary Schools	Breakfast	02/15/2018	Elementary Breakfast	205	\$1,323.69	\$4.99
Elementary Schools	Breakfast	02/15/2018	PreK Breakfast	20	\$75.71	\$3.03
Elementary Schools	Breakfast	02/20/2018	Elementary Breakfast	180	\$1,249.82	\$5.03
Elementary Schools	Breakfast	02/20/2018	PreK Breakfast	20	\$74.65	\$3.05
Elementary Schools	Breakfast	02/21/2018	Elementary Breakfast	180	\$1,425.03	\$5.61
Elementary Schools	Breakfast	02/21/2018	PreK Breakfast	20	\$104.73	\$4.19
Elementary Schools	Breakfast	02/22/2018	Elementary Breakfast	180	\$1,175.89	\$4.61

Middle Schools	Breakfast	02/26/2018	Middle Breakfast	223	\$234.36	\$1.05
Middle Schools	Breakfast	02/27/2018	Middle Breakfast	224	\$256.28	\$1.14
Middle Schools	Breakfast	02/28/2018	Middle Breakfast	233	\$322.61	\$1.38
Middle Schools	Lunch	02/01/2018	Middle School Lunch	334	\$564.41	\$1.69
Middle Schools	Lunch	02/02/2018	Middle School Lunch	334	\$500.69	\$1.50
Middle Schools	Lunch	02/05/2018	Middle School Lunch	334	\$778.94	\$2.33
Middle Schools	Lunch	02/06/2018	Middle School Lunch	334	\$687.10	\$2.06
Middle Schools	Lunch	02/07/2018	Middle School Lunch	334	\$547.25	\$1.64
Middle Schools	Lunch	02/08/2018	Middle School Lunch	334	\$823.61	\$2.47
Middle Schools	Lunch	02/09/2018	Middle School Lunch	334	\$525.36	\$1.57
Middle Schools	Lunch	02/12/2018	Middle School Lunch	334	\$458.34	\$1.37
Middle Schools	Lunch	02/13/2018	Middle School Lunch	337	\$393.78	\$1.17
Middle Schools	Lunch	02/14/2018	Middle School Lunch	334	\$393.47	\$1.18
Middle Schools	Lunch	02/15/2018	Middle School Lunch	334	\$474.66	\$1.42
Middle Schools	Lunch	02/20/2018	Middle School Lunch	334	\$424.09	\$1.27
Middle Schools	Lunch	02/21/2018	Middle School Lunch	334	\$675.13	\$2.02
Middle Schools	Lunch	02/22/2018	Middle School Lunch	334	\$855.34	\$2.56
Middle Schools	Lunch	02/23/2018	Middle School Lunch	334	\$402.38	\$1.20
Middle Schools	Lunch	02/26/2018	Middle School Lunch	334	\$388.24	\$1.16
Middle Schools	Lunch	02/27/2018	Middle School Lunch	334	\$525.66	\$1.57
Middle Schools	Lunch	02/28/2018	Middle School Lunch	334	\$743.58	\$2.23

**Report Selections**  
 Meal Type: -- ALL --  
 Report Option: Summary Only By Site Group

Powered by PrimeroEdge for: [REDACTED] SCHOOLS Page: 3 of 3

Production Print Recipes



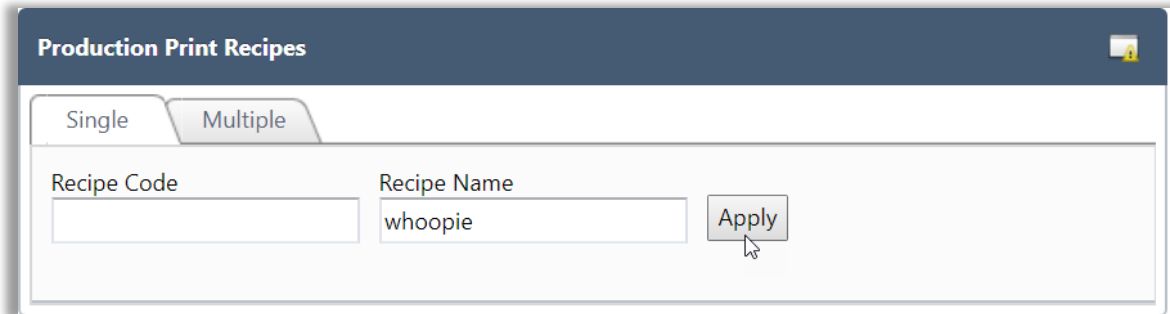
Use Production Print Recipes to:

- 30. View or print a recipe; includes ingredients, preparation instructions and nutrient information per 100g and per serving.
- 31. View or print a scaled recipe; recipe can be scaled by the number of batches or by serving size.
- 32. View or print multiple reports based on menu item, recipe, or category.

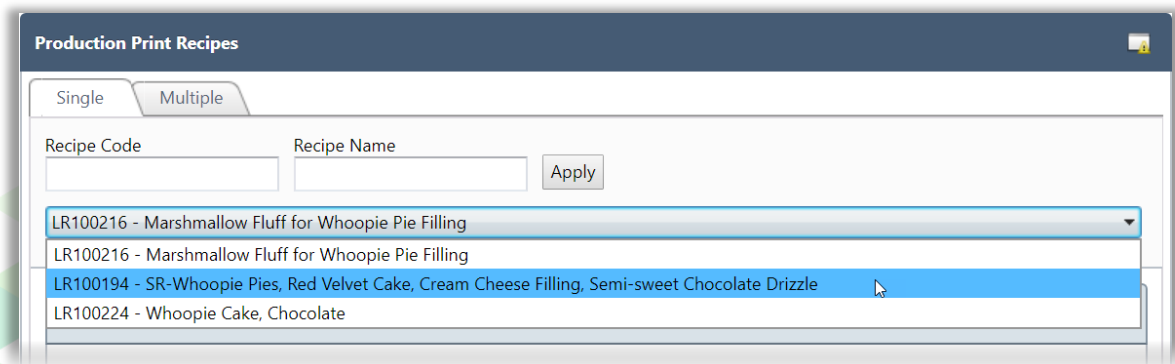
**Generate Recipe Report**

**To generate an individual recipe report**

- 1. Enter a Recipe Code or Recipe Name.
- 2. Click **Apply**.



- 33. The first recipe that meets the entered conditions appears on the page. Use the drop-down list to select another recipe, if needed.



3. Scale the recipe by batch or servings, if needed.
  - a. Change the number of batches and click **Scale Recipe**.

**Recipe Name: LR100216 - Marshmallow Fluff for Whoopie Pie Filling**

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**Scale Recipe By Batch**

32.00 (4 tablespoon) servings = 1 Batch

32.00 servings (1 Batch) ▼ Scale Recipe

---

Custom Scale Recipe

Recipe scaled to 1 batch

**Marshmallow Fluff for Whoopie Pie Filling (LR100216)** Generated on: 2/14/2018 5:02:31 PM by Cybersoft Support

HACCP Process: No cook  
 Number of Servings: 32.00      Serving Size: 4 tablespoon  
 Moisture gain/loss%: 0.0000      Yield: 1 Pound, 3 1/2 Ounce  
 Waste gain/loss%: 0.0000      Fat gain/loss% : 0.0000  
 Total Recipe Cost: \$0.0000      Cost Per Serving: \$0.0000

Step #	Stock Item#	Stock Item	Stock Quantity	Cost (\$)	Ingredient	Quantity
1					Toppings, marshmallow cream 19365	8 Ounce
2					Removed in CN20 Butter; print unsalted, 36/1 lb., land o'lakes; as purchased L1100454	3 tablespoon
3					Confectioner's Sugar L1100157	10 Ounce

**Preparation Instructions**

- Place 2 cups (8 ounces) of marshmallow cream in large mixing bowl.
- Place 3 TBSP of unsalted butter in large bowl with marshmallow cream.
- Place 2.5 cups of confectioners sugar in large bowl with first two ingredients.
- Beat all ingredients together for 5 minutes until light and smooth in consistency.

**Nutritional Information**

	Fat	SFat	Carb	Protein	Sugar
% of Calories	29.41	21.08	69.56	0.71	41.209

**Nutrients per 100 g**

Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A.IU	VitC (mg)	Mois (g)	Ash (g)
186.548 (M)	6.095(M)	4.369(M)	(M)	16.293 (M)	32.852 (M)	32.44(M)	0.041(M)	19.219 (M)	0.33(M)	0.093(M)	1.234(M)	217.685 (M)	0(M)	9.595(M)	0.197(M)

**Nutrients per serving (17.259 g)**

Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A.IU	VitC (mg)	Mois (g)	Ash (g)
32.197 (M)	1.052(M)	0.754(M)	(M)	2.812(M)	5.67(M)	5.599(M)	0.007(M)	3.317(M)	0.057(M)	0.016(M)	0.213(M)	37.571 (M)	0(M)	1.656(M)	0.034(M)

(M) Indicates missing nutrient values.

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- b. Change the number of servings and click **Scale Recipe**.
- 34. When the serving size is changed, the nutrient information **per serving** is updated to reflect the change.

**Recipe Name: LR100216 - Marshmallow Fluff for Whoopie Pie Filling**

**Scale Recipe By Batch**  
 32.00 (4 tablespoon) servings = 1 Batch  
 32.00 servings (1 Batch)

**Custom Scale Recipe**  
 Standardize to:  servings of

Recipe scaled to 200 servings

**Marshmallow Fluff for Whoopie Pie Filling (LR100216)** Generated on: 2/14/2018 5:04:04 PM by Cybersoft Support

HACCP Process: No cook  
 Number of Servings: 200.00      Serving Size: 4 tablespoon  
 Moisture gain/loss%: 0.0000      Yield: 7 Pound, 9 7/8 Ounce  
 Waste gain/loss%: 0.0000      Fat gain/loss% : 0.0000  
 Total Recipe Cost: \$0.0000      Cost Per Serving: \$0.0000

Step #	Stock Item#	Stock Item	Stock Quantity	Cost (\$)	Ingredient	Quantity
1					Toppings, marshmallow cream 19365	3 Pound, 2 Ounce
2					Removed in CN20 Butter; print unsalted, 36/1 lb., land o'lakes; as purchased LI100454	18 3/4 tablespoon
3					Confectioner's Sugar LI100157	3 Pound, 14 1/2 Ounce

**Preparation Instructions**

- Place 2 cups (8 ounces) of marshmallow cream in large mixing bowl.
- Place 3 TBSP of unsalted butter in large bowl iwth marshmallow cream.
- Place 2.5 cups of confectioners sugar in large bowl with first two ingredients.
- Beat all ingredients together for 5 minutes until light and smooth in consistency.

**Nutritional Information**

	Fat	SFat	Carb	Protein	Sugar
% of Calories	29.41	21.08	69.56	0.71	41.209

**Nutrients per 100 g**

Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A,IU	VitC (mg)	Mois (g)	Ash (g)
186.548 (M)	6.095(M)	4.369(M)	(M)	16.293 (M)	32.852 (M)	32.44(M)	0.041(M)	19.219 (M)	0.33(M)	0.093(M)	1.234(M)	217.685 (M)	0(M)	9.595(M)	0.197(M)

**Nutrients per serving (17.259 g)**

Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A,IU	VitC (mg)	Mois (g)	Ash (g)
32.197 (M)	1.052(M)	0.754(M)	(M)	2.812(M)	5.67(M)	5.599(M)	0.007(M)	3.317(M)	0.057(M)	0.016(M)	0.213(M)	37.571 (M)	0(M)	1.656(M)	0.034(M)

(M) Indicates missing nutrient values.

Powered by PrimoEdge for:  SCHOOLS Page: 1 of 1



### Print Multiple Recipes

Recipes to print can be selected by menu item, recipe code, or menu item category.

#### To generate multiple recipes

- Select a Site and Meal Type.
- Select a date range in From Date and To Date.
- Click **Apply**.

- Choose menu item to include in the report by:
  - Clear selection boxes.

Menu Items				
Select All	Menu Item	Recipe	CategoryDescription	# Servings (Size)
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Burrito, breakfast, with salsa and whole eggs	TR100017	Entrees	1 (1 burrito)
<input checked="" type="checkbox"/>	Mixed Fruit cup	LR-1027	Fruit	23 (1/2 Cup)
<input type="checkbox"/>	Apples, Frozen; Stouffer's yams and apples, 4/80	TR100065	Fruit	1 (2 Ounce)
<input checked="" type="checkbox"/>	Apples, Sliced	TR100079	Fruit	1 (1 Can)
<input type="checkbox"/>	Milk, Chocolate, 1%, Paper (ELC's)	Single-LR-1362	MILK	1 (1 Each)
<input checked="" type="checkbox"/>	Milk, White, 1%, Paper (ELCs & elementaries)	Single-LR-1365	MILK	1 (1 Each)

- Enter a menu item name string and click **Filter**.

Menu Items				
<input checked="" type="checkbox"/>	Menu Item	Recipe	CategoryDescription	# Servings (Size)
Select All	Apples			
<input checked="" type="checkbox"/>	Apples, Frozen; Stouffer's yams and apples, 4/80	TR100065	Fruit	1 (2 Ounce)
<input checked="" type="checkbox"/>	Apples, Sliced	TR100079	Fruit	1 (1 Can)

- Enter a Recipe code and click **Filter**.

Menu Items				
<input checked="" type="checkbox"/>	Menu Item	Recipe	CategoryDescription	# Servings (Size)
Select All		TR100017		
<input checked="" type="checkbox"/>	Burrito, breakfast, with salsa and whole eggs	TR100017	Entrees	1 (1 burrito)

35. Enter a menu item category name and click **Filter**.

Menu Items				
<input checked="" type="checkbox"/>	Menu Item	Recipe	CategoryDescription	# Servings (Size)
Select All			Fruit	
<input checked="" type="checkbox"/>	Mixed Fruit cup	LR-1027	Fruit	23 (1/2 Cup)
<input checked="" type="checkbox"/>	Apples, Frozen; Stouffer's yams and apples, 4/80	TR100065	Fruit	1 (2 Ounce)
<input checked="" type="checkbox"/>	Apples, Sliced	TR100079	Fruit	1 (1 Can)

- Click **Print Selected**.

Fruit	1 (1 Can)
-------	-----------

Print Selected

### Recipe Report

One page is generated for each recipe and includes number of servings and serving size, meal contributions, fat, moisture and waste gain / loss, serving and total recipe cost, recipe steps and prep instructions, and nutritional information by percentage of calories for required nutrients, and nutrient information by serving and by 100 gms.

**Mixed Fruit (LR-1027)** Generated on: 2/16/2018 3:15:51 PM by Cybersoft Support

HACCP Process: Process 1: No Cook  
 Meal Contribution: 1/2 Fruit  
 Number of Servings: 23.00      Serving Size: 1/2 Cup  
 Moisture gain/loss%: 0.0000      Yield: 6 Pound, 10 2/3 Ounce  
 Waste gain/loss%: 0.0000      Fat gain/loss% : 0.0000  
 Total Recipe Cost: \$0.0000      Cost Per Serving: \$0.0000

Step #	Stock Item#	Stock Item	Stock Quantity	Cost (\$)	Cost Source	Ingredient	Quantity
1	USDA-100212	Mixed Fruit, Extra Light Syrup, Canned* , As Purchased	1 Can	0.0000	Child Nutrition Database	Mixed Fruit 900203	1 Can

**Tips/Comments**

- Tips: #8 scoop or 4 oz ladle mixed fruit equals 1/2c F/V

**Preparation Instructions**

- Follow portion instructions from FBG

**Nutritional Information**

	Fat	SFat	Carb	Protein	Sugar
<b>% of Calories</b>	0.00	0.00	90.00	5.00	74.999

**Nutrients per 100 g**

Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A,IU	VitC (mg)	Mois (g)	Ash (g)
63.492	0	0	0	0	3.968	14.286	0.793	11.905	0.793	0	0	158.73	0.952	(M)	(M)

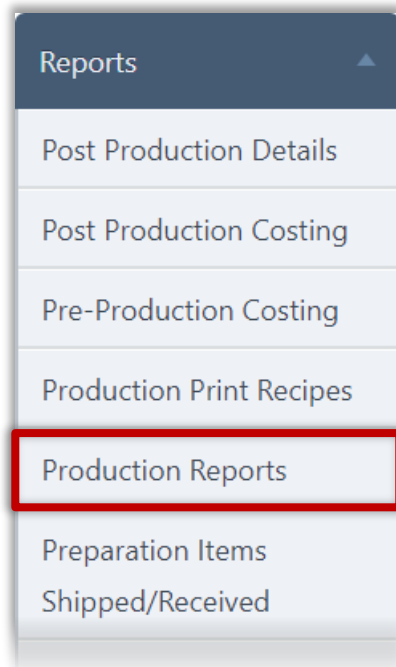
**Nutrients per serving (131.478 g)**

Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A,IU	VitC (mg)	Mois (g)	Ash (g)
83.478	0	0	0	0	5.217	18.783	1.043	15.652	1.043	0	0	208.696	1.252	(M)	(M)

(M) Indicates missing nutrient values.

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## Production Reports



Use **Production Reports** to view or print the following reports:

36. Carryovers
37. Items Added To Production Records
38. Non-Reimbursable Items
39. Technician's worksheet
40. Total Waste (in pounds)
41. Planned Items Not Produced
42. Production Forms
43. Production Records

### To generate Production reports

1. Select Site, Site Group and Meal Type.
2. Select a date range in From and To.
3. Select a Report option.
4. Click **Generate Report**.

 A screenshot of the 'Production Reports' application window. The window has a dark blue header with the title 'Production Reports'. Below the header, there are several input fields:
 

- 'Area' dropdown menu set to 'SCHOOLS'.
- 'Site Code' dropdown menu set to '0206'.
- 'Site' dropdown menu set to 'ELEMENTARY SCHOOL'.
- 'Site Group' dropdown menu set to 'Elementary School'.
- 'Meal Type' dropdown menu set to 'Breakfast'.
- 'From' date field set to '9/27/2017'.
- 'To' date field set to '9/27/2017'.

 Below these fields is a section titled 'Select a Report' containing a list of radio button options:
 

- Carryovers
- Items Added To Production Records
- Non-Reimbursable Items
- Technician's worksheet
- Total Waste (in pounds)
- Planned Items Not Produced
- Production Forms
- Production Records (selected)

 At the bottom right of the window is a 'Generate Report' button.

**Report Option: Carryovers**

The Carryovers report lists all menu items carried over to a new production date. The Site, Site Group, meal service, menu item category, menu item name, serving size and count, and number of days item was carried over are listed for each menu item.

Use this report to determine:

- 44. If a high number of menu items are being carried over to new dates
- 45. If the number of carryover days is within the acceptable range
- 46. If menu items were included on the assigned menu; if the same menu item is repeatedly carried over, the item could be added to the menu as a standard menu item.

Carryovers						Generated on: 4/30/2018 7:06:34 PM by Jill Kressin - PrimeroEdge
Site: -- ALL --						
Date: 01/01/2018 - 04/29/2018						
Category	Menu Item	Amount (Serv. Size)	Days	On Menu	Comment	
<b>ELEMENTARY - From Date: 2/28/2018 - To Date: 3/2/2018 - Lunch - Elementary School</b>						
Entree	Beef Burrito	5 ( 1 burrito)	2	No		
<b>MS - From Date: 3/27/2018 - To Date: 3/28/2018 - Lunch - Middle School</b>						
ENTREES	Turkey & Cheese Sub	10 ( 1 ea.)	1	No		
<b>HIGH SCHOOL - From Date: 4/10/2018 - To Date: 4/11/2018 - Lunch - High School</b>						
Extra	carrot dip with ranch	5 ( 2 oz.)	1	No		

**Report Selections:**  
 Site Group: -- ALL --  
 Meal Type: -- ALL --

Powered by PrimeroEdge for:  SCHOOLS Page: 1 of 1

**Report Option: Items Added To Production Records**

The Items Added to Production Reports lists menu items that were not originally planned for the meal service but were added during production. Data is listed by school and includes date, meal service, menu line, menu item category, menu item name, serving size, and comments.

Use this report to determine which menu items should become standard menu items on site group menus.

**Items Added To Production Records** Generated on: 4/30/2018 7:17:54 PM by Jill Kressin - PrimoEdge

Site : -- ALL --  
Date: 03/01/2016 - 09/29/2017

Serving Date	Meal Type	Menu Line	Category	Menu Item	Serv. Size	Comment
<b>- SCHOOL</b>						
4/19/2017	Lunch	Lunch	Extra	A Applesauce cake with raisins	1 piece	
4/19/2017	Lunch	Lunch	Extra	A Applesauce cake with raisins	2 piece	
<b>ELEMENTARY - Elementary School</b>						
1/2/2017	Lunch	Lunch	Extra	A Applesauce cake with raisins	1 piece	
1/4/2017	Lunch	Lunch	Extra	A Applesauce cake with raisins	1 piece	
1/11/2017	Lunch	Lunch	Entree	Apple Honey Crisp	1 piece	
1/11/2017	Lunch	Lunch	Entree	100% Whole Wheat Bagel, 2.5 oz, IWw	1 oz.	
2/22/2017	Lunch	Lunch	Entree	Apple Slices, Unsweetened,Canned	1/2 c.	
4/12/2017	Breakfast	Breakfast	Entree	Spaghetti w/ Ground Beef	1/2 c.	
<b>ELEMENTARY - Elementary School</b>						
8/15/2016	Lunch	Lunch	Entree	Blueberries	1 c.	
<b>ELEMENTARY - Elementary School</b>						
7/26/2016	Lunch	Lunch	Fruit	Bananas, raw	1 cup, mashed	
7/28/2016	Lunch	Lunch	Fruit	Bananas, raw	1 cup, mashed	
5/3/2017	Lunch	Salad Bar	Meals	Aztec Grain Salad	1 c.	
6/9/2017	Lunch	Breakfast	Entree	Bananas, raw	1 cup, mashed	
8/15/2017	Lunch	Lunch	Entree	Aztec Grain Salad	1 c.	
<b>MS - Sandra's Summer Group</b>						
5/1/2017	Lunch	Lunch	Entree	Chicken Pot Pie	1 serv.	

**Report Selections:**  
Site Group: -- ALL --  
Meal Type: -- ALL --

Powered by PrimoEdge for:  SCHOOLS Page: 1 of 1

**Report Option: Non-Reimbursable Items**

The Non-Reimbursable Items report lists all non-reimbursable menu items sold in a selected date range. Report data includes the recipe number, menu item name, serving size, quantity sold, individual unit cost, and purchase price. Dollar total for the date range is provided at the end of the report.

Use this report to determine profit from A La Carte items, which item is most often purchased, and which item was sold least.

3. Non-reimbursable items are those entered in the A La Carte column on production records. The A La Carte column header can have any text label of your SFA's choice so it may be named something other than "A La Carte".

**Report Results: One Month/High School/Lunch**

Non-Reimbursable Items						Generated on: 5/1/2018 8:29:13 AM by Jill Kressin - PrimerEdge
Site: -- ALL --						
Date: 01/01/2018 - 01/31/2018						
Recipe #	Menu Item	Serving Size	Quantity Sold	Unit Cost	Purchase Cost	
TR1007	TROPICAL FRUIT SALAD	1/2 c.	5	0.29	1.47	
TR1009	BROCCOLI, STEAMED	1/2 c.	11	0.35	3.81	
TR1013	GRAB & GO, PBJ HIGH SCHOOL	2 5/8 oz.	8	0.82	6.53	
TR1030	BREAKFAST GRAVY	1/4 c.	9	0.00	0.01	
TR1085	RANCH BAKED POTATOE WEDGES	1/2 c.	11	0.08	0.89	
TR1112	BAKED BEANS	1/2 c.	8	0.34	2.69	
TR1123	TURNIP GREENS	1/2 c.	4	0.23	0.94	
TR1129	BBQ PORK WHOLE MUSCLE FULLY COOKED PULLED	2 ounces, dr	8	0.66	5.27	
TR1138	Beef Patty Fla/Broiled CN=2MT	2 1/2 oz.	8	0.18	1.41	
TR1155	ROLLS WG	1 ea.	9	0.18	1.64	
TR1164	SLAW	1/2 c.	4	0.21	0.85	
TR1185	CHEESE PROCESSED AMERICAN SLICED USDA APPROVED	2 slice	16	0.15	2.40	
TR1212	PEAS & CARROTS	1/2 c.	9	0.07	0.64	
TR1250	HAMBURGER BUN WHOLE GRAIN	1 oz.	8	0.06	0.46	
TR1403	BREADED BEEF PATTY	1 ea.	9	0.23	2.07	
TR1488	BBQ CHICK NACHOS	1 1/2 c.	10	0.79	7.88	
TR1510	HAMBURGER BUN WG B4S	1 ea.	8	0.17	1.35	
TR1524	CHICKEN RINGS	5 ea.	11	0.30	3.34	
<b>Total:</b>						<b>43.65</b>

**Report Selections:**  
 Site Group: High School  
 Meal Type: Lunch

Powered by PrimerEdge for: [REDACTED] SCHOOLS

Page: 1 of 1

**Report Option: Technician's Worksheet**

Print the Technician's Worksheet before meal item production for a meal service. The Technician's Worksheet allows kitchen staff responsible for menu item production to manually record production, carryover, return to stock, and waste counts for each planned menu item along with actual counts for each serving group. After recording counts, the worksheet is typically passed to a manager for entry into PrimeroEdge.

Use the Technician's Worksheet to manually record actual meal counts and menu item counts for number of produced, carryovers, return to stock, waste, and A La Carte for a meal service. Recorded data is then entered into PrimeroEdge.

Technician's Worksheet
Generated on: 2/14/2018 10:33:21 PM by Cybersoft Support

Site:  ELEMENTARY SCHOOL  
 Date: 4/2/2018

Meal Service: Breakfast  
 Menu Line:  Line1

Serving Group	Planned Count	Actual Count
K-5	100	
6-8	100	
9-12	100	
Adult	5	
Ala Carte	0	
Program Adults	0	
Second Meals	0	
Drop Trays	0	
Sample Trays	0	
<b>Total:</b>	<b>305</b>	

Serving Size	Planned	Produced	Carryovers	Return to Stock	Waste	Ala carte
<b>Category: Entrees; Choose: 1</b>						
Burrito, breakfast, with salsa and whole eggs (TR100017) 1 Meat/MA						
1 burrito	305					
<b>Category: Fruit; Choose: 1</b>						
Apples, Frozen; Stouffer's yams and apples, 4/80 (TR100065) 1 Fruit						
2 Ounce	108					
Temperatures (F):	Cold Hold	CRTE				
Apples, Sliced (TR100079) 1 Fruit						
1 Can	106			N/A		
Food Required: 106 Can (Apples, Sliced) - SBRM-5139 (Case = 6 (#10 cans) each/1.0000 Can).						
Mixed Fruit cup (LR-1027) 1/2 Fruit						
1/2 Cup	91		N/A			
<b>Category: MILK; Choose: 1</b>						
Milk, Chocolate, 1%, Paper (ELC's) (Single-LR-1362) 1 MILK-F						
1 Each	153		N/A			
Food Required: 153 Each (Milk, Chocolate, 1%, Paper (ELC's)) - SBRM-4665 (Case = 50 Each/1.0000 Each).						
Milk, White, 1%, Paper (ELCs & elementaries) (Single-LR-1365) 1 MILK-F						
1 Each	152		N/A			
Food Required: 152 Each (Milk, White, 1%, Paper (ELC's & elementaries)) - SBRM-4667 (Case = 50 Each/1.0000 Each).						

Powered by PrimeroEdge for:  SCHOOLS
Page: 1 of 2



**Report Option: Total Waste (in pounds)**

The Total Waste report lists the amount of waste recorded on the Production Record for a selected site, date range, and meal type.

Use this report to track success of efforts to reduce waste during meal production. Days with high waste levels can be investigated to determine where and why the waste occurred.

**Report Results: Nine Months/Single Site/All Meal Types**

Serving Date	Meal Type	Menu Line	Waste (in pounds)
<b>ELEMENTARY</b>			
08/21/2017	Breakfast	Basic Breakfast Cycle	2.00
09/05/2017	Breakfast	Basic Breakfast Cycle	64.00
09/15/2017	Lunch	Elem Lunch	1.00
09/27/2017	Lunch	Elem Lunch	0.00
10/27/2017	Lunch	Elem Lunch	0.00
11/13/2017	Breakfast	Basic Breakfast Cycle	3.00
12/05/2017	Breakfast	Basic Breakfast Cycle	1.00
01/03/2018	Breakfast	Basic Breakfast Cycle	1.00
02/13/2018	Snack	ASP	3.00
03/12/2018	Lunch	Elem Lunch	26.00
04/25/2018	Snack	ASP	1.00
<b>Site Total:</b>			<b>102.00</b>

Site Group: -- ALL --  
 Meal Type: -- ALL --  
 Powered by PrimeroEdge for: PUBLIC SCHOOLS

**Report Option: Planned Items Not Produced**

The Planned Items Not Produced report lists all menu items planned (included on a menu plan) but were not produced. Data includes menu item name and category, planned servings, and comments for each location for a selected date range.

- Use this report to determine if certain items are consistently not produced. Survey cafeteria staff to determine why menu items are not being served and if the menu item should be changed.

**Report Results: One Month/Middle School/Breakfast**

Planned Items Not Produced		Generated on: 5/1/2018 8:41:01 AM by Jill Kressin - PrimeroEdge	
Site: MIDDLE			
Date: 04/01/2018 - 04/30/2018			
Category	Menu Item	Planned Count	Comment
<b>MIDDLE - 4/3/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	Cereal Pouch Cinnamon Toast Crunch	24	
Milk	MILK STRAWBERRY	50	
Other/Miscellaneous	YOGURT	24	
<b>MIDDLE - 4/4/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Milk	MILK STRAWBERRY	50	
<b>MIDDLE - 4/5/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Bread/Grain	CHICKEN BREAKFAST PATTY	50	
<b>MIDDLE - 4/6/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Fruit	PRODUCE GALA APPLE	100	
<b>MIDDLE - 4/19/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
<b>MIDDLE - 4/20/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
Fruit	PRODUCE GALA APPLE	100	
<b>MIDDLE - 4/23/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
<b>MIDDLE - 4/24/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
Grains	HOMEMADE WAFFLE	36	
Condiment	SYRUP MAPLE 1.5 OZ. PROTION CUPS	36	
<b>MIDDLE - 4/25/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
<b>MIDDLE - 4/26/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
<b>MIDDLE - 4/27/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	
<b>MIDDLE - 4/30/2018 - Breakfast - Middle Schools - Middle Breakfast</b>			
Grains	COCOA PUFFS BOWLPAK CEREAL	24	

**Report Selections:**  
 Site Group: -- ALL --  
 Meal Type: Breakfast

Powered by PrimeroEdge for: SCHOOLS Page: 1 of 1

Report Option: Production Forms

The Production Form provides a tool for manual recording of production activities for a meal service. Each planned menu item is listed with projected servings and meal contributions. Space is available to record counts for each menu item produced.

**Production Form**

Site: 0114 - [REDACTED] ELEMENTARY SCHOOL  
 Serving Date: 4/2/2018  
 Meal Service: Breakfast  
 Menu Line: [REDACTED] Line1

Generated on: 2/14/2018 9:51:22 PM by Cybersoft Support

Preparation Site: 0114 - [REDACTED] ELEMENTARY SCHOOL  
 Offer Vs. Serve: True  
 Meal Pattern: [USDA]Meal Pattern SY 2014+

Serving Group	Planned Count	Actual Count
K-5		
6-8		
9-12		
Adult		
Ala Carte		
Program Adults		
Second Meals		
Drop Trays		
Sample Trays		
<b>Total:</b>		

Plan Comments:

Record Comments:

Menu Item (Recipe #)	K-5	6-8	9-12	Adult	Ala Carte	Total Planned	Servings Produced	Total Served	Ala carte	Reimbursable	Leftover	Comments
<b>Entrees; Choose: 1</b>												
Burrito, breakfast, with salsa and whole eggs (TR100017)	(1 burrito)	(1 burrito)	(1 burrito)	(1 burrito)	(1 burrito)							
							Meal Contribution:	1 Meat/MA				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				
<b>Fruit; Choose: 1</b>												
Apples, Frozen; Stouffer's yams and apples, 4/80 (TR100065)	(2 oz.)	(2 oz.)	(2 oz.)	(2 oz.)	(2 oz.)							
							Meal Contribution:	1 Fruit				
							Qty Prepared:	N/A				
							Temperature(°F):	Cold Hold: ____, CRTE: ____				
Apples, Sliced (TR100079)	(1 Can)	(1 Can)	(1 Can)	(1 Can)	(1 Can)							
							Meal Contribution:	1 Fruit				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				
Mixed Fruit cup (LR-1027)	(1/2 c.)	(1/2 c.)	(1/2 c.)	(1/2 c.)	(1/2 c.)							
							Meal Contribution:	1/2 Fruit				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				
<b>MILK; Choose: 1</b>												
Milk, Chocolate, 1%, Paper (ELC's) (Single-LR-1362)	(1 ea.)	(1 ea.)	(1 ea.)	(1 ea.)	(1 ea.)							
							Meal Contribution:	1 MILK-F				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				
Milk, White, 1%, Paper (ELCs & elementaries) (Single-LR-1365)	(1 ea.)	(1 ea.)	(1 ea.)	(1 ea.)	(1 ea.)							
							Meal Contribution:	1 MILK-F				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				

Powered by PrimoEdge for: [REDACTED] SCHOOLS

Page: 1 of 1

Report Option: Production Records

Production Record reports are generated for production records with a status of **Record Complete** or **Withdrawal Complete** and appears similar to the Production Form but includes production data recorded after the meal service.

Use this report to track frequent leftover items and quantities and how each was handled (carryover vs. return to stock vs waste), HACCP processes used, and planned carryover dates.

Generated 5/1/2018 8:59:59 AM by Jill Kressin - PrimoEdge

Site: ELEMENTARY Preparation Site: ELEMENTARY  
 Serving Date: 4/2/2018 Offer Vs. Serve: False  
 Meal Service: Breakfast Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Menu Line: Basic Breakfast Cycle

Serving Group	Planned Count	Actual Count
PK	0	0
K-5	130	68
Program Adults	0	0
Second Meals	0	0
Drop Trays	1	1
Sample Trays	1	1
<b>Total:</b>	<b>132</b>	<b>70</b>

Plan Comments:

Record Comments:

Menu Item (Recipe #)	PK	K-5	Total Planned	Portioning Tool	Servings Produced	Total Served	Ala carte	Reimbursable	Leftover	Comments
<b>ENTREES; Take: 1</b>										
Bread, 51%WW Banana (LR100743)	0 (1 ea.)	70 (1 ea.)	70 (1 ea.)		70 (1 ea.)	18 (1 ea.)		18 (1 ea.)	Carryover 52 (1 ea.) to 04/03/2018	
Meal Contribution: 2 WGR										
Qty Prepared: 0 Case 70 Slice OR 14 lb. 13.04 oz. (Bread, WG Banana IW 70/3.4oz Supper Bakery) - 77982 (Case = 72 Slice/3.4000 ounce).										
Temperature(°F): HW: 100°										
Cereal w/ Muffin (LR100615)	0 (1 ea.)	48 (1 ea.)	48 (1 ea.)		15 (1 ea.)	15 (1 ea.)		15 (1 ea.)		
Meal Contribution: 2 WGR										
Qty Prepared: 0 Case 15 container (Cereal Golden Graham 96/1oz) - 65807 (Case = 96 container/1.0000 Container), 0 Case 1 case (Cereal, Cheerios GF 96/cs 1oz) - 65813 (Case = 1 case/1.0000 Case), 0 Case 15 each (Cereal, Cinnamon Chex GF 96/case 1oz) - 65815 (Case = 96 each/1.0000 Each), 0 Case 1 Each (Cereal, Cocoa Puffs RD sugar 96/cs 1oz) - 65804 (Case = 1 Each/1.0000 Each), 0 Case 15 box OR 1 lb. 0.40 oz. (Cereal, Fruity Cheerios 96/cs 1oz) - 65814 (Case = 96 box/1.0000 Box), 0 Case 15 Each (Cereal, Honey Nut Chex GF 96/cs 1oz) - 65798 (Case = 96 Each/1.0000 Each), 0 Case 15 Muffins (Muffin, Bluenanaberry 2 oz) - 77254 (Case = 120 Muffins/1.0000 Each), 0 Case 15 Muffin (Muffin, Cinnamon Crumble 120/case - Summer) - 77255 (Case = 120 Muffin/1.0000 Each).										
Temperature(°F): HW: 100°										
Eggs, Scrambled RTE (LR100362)	0 (2 ounces)	70 (2 ounces)	70 (2 ounces)	#16 Scoop	70 (2 ounces)	53 (2 ounces)		53 (2 ounces)	Carryover 17 (2 ounces) to 04/04/2018	
Meal Contribution: 2 Meat/MA										
Qty Prepared: 0 Case 2 bag OR 8 lb. 12.00 oz. (Eggs Scrambled) - UP100531 (Case = 4 bag/5.0000 pound).										
Temperature(°F): HW: 100°, Cook (ACPS): 168°, Reheat (ACPS): 0°, Hot Hold (ACPS): 164°										
WG Glazed French Toast w/ sausage (LR100589)	0 (1 portion)	89 (1 portion)	89 (1 portion)		89 (1 portion)	37 (1 portion)		37 (1 portion)	Carryover 52 (1 portion) to 04/03/2018	
Meal Contribution: 3 WGR 3 Meat/MA										
Qty Prepared: 1 Case 1 case OR 32 lb. 4.15 oz. (French Toast Sticks Cinn Glazed, IW 110/cs) - UP100533 (Case = 1 case/1.0000 Case), 0 Case 89 Patties (Sausage, Chicken Breakfast Patty) - UP100537 (Case = 350 Patties/1.0000 Each).										
Temperature(°F): HW: 100°, Hot Hold (ACPS): 178°										
<b>Fruits; Take: 1</b>										
Chilled Sliced Pears (LR100049)	0 (1/2 c.)	70 (1/2 c.)	70 (1/2 c.)		70 (1/2 c.)	70 (1/2 c.)		70 (1/2 c.)		
Meal Contribution: 1/2 Fruit										
Qty Prepared: N/A										
Temperature(°F): HW: 100°, Cold Hold (ACPS): 36°										
<b>Milk; Take: 1</b>										
Chocolate Milk (LR100075)	0 (1 ea.)	400 (1 ea.)	400 (1 ea.)		400 (1 ea.)	42 (1 ea.)		42 (1 ea.)	Return to Stock 358 (1 ea.)	
Meal Contribution: 1 MILK-F										
Qty Prepared: 400 Carton OR 200 lb. (Milk, Chocolate FF (order 50/case)) - DA001 (Carton = 1 Carton/8.0000 ounce).										
Temperature(°F): HW: 100°, Cold Hold (ACPS): 36°										
Strawberry Milk (LR100074)	0 (1 ea.)	149 (1 ea.)	149 (1 ea.)		149 (1 ea.)	11 (1 ea.)		11 (1 ea.)	Return to Stock 138 (1 ea.)	
Meal Contribution: 1 MILK-F										
Qty Prepared: 149 Carton OR 74 lb. 8.00 oz. (Milk, Strawberry FF (order 50/case)) - DA003 (Carton = 1 Carton/8.0000 ounce).										
Temperature(°F): HW: 100°, Cold Hold (ACPS): 36°										

I verify the above information is correct. (Manager's Signature) \_\_\_\_\_

Powered by PrimoEdge for: PUBLIC SCHOOLS Page: 2 of 3

## Preparation Items Shipped/Received



Use the **Preparation Items Shipped/Received** report to list all menu items and number of servings of each sent by food preparation sites, such as a central kitchen, or received by receiving sites.

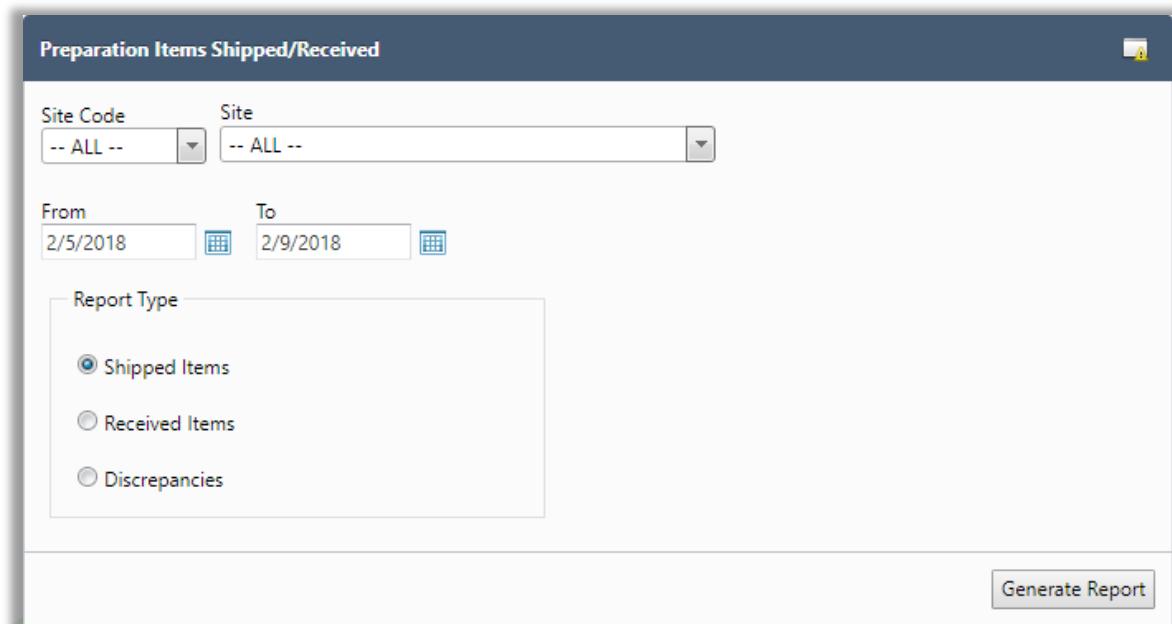
Report data includes the preparation and receiving sites, serving date, meal service, menu line, menu item name, serving size, and number of servings.

---

### Generate Report

To generate the Prepared Items Shipped report

1. Select a Site.
2. Select a date range in From and To
3. Select a Report Type
4. Click **Generate Report**.



Report Results:

Report Results: 09.01.2017—4.26.2018/All Sites/Shipped Items

Use this report to verify menu items and quantities shipped or received by your site.

Prepared Items Shipped							Generated on: 4/27/2018 5:07:52 PM by Cybersoft Support
Site: All							
Date: 09/01/2013 - 04/26/2018							
Serving Date	Receiving Site	Meal	Menu Line	Menu Item	Serving Size	Servings Shipped	
<b>Preparation Site: MIDDLE SCHOOL</b>							
11/21/2013	HIGH SCHOOL	Lunch	Regular	1 oz Precooked Breaded Fish Sticks (TGR100012)	4 Ounce	0	
11/21/2013	HIGH SCHOOL	Lunch	Regular	16692 Recipe (LR300075)	2 Pound	324	
11/21/2013	HIGH SCHOOL	Lunch	Regular	: (LR300015)	1 Ounce	324	
11/21/2013	HIGH SCHOOL	Lunch	Regular	Apple Honey Crisp C-02A-Copy created in wetzel county (LR300017)	1 Piece	324	
12/16/2014	HIGH SCHOOL	Breakfast	Regular	Lunch Meal Reim (LR100014)	1 Serving	72	
<b>Preparation Site: 001 CENTRAL OFFICE</b>							
03/10/2014	HIGH SCHOOL	Breakfast	Regular	Veggie Rice Produce Item (LR100023)	1/2 Cup	330	
05/21/2014	MIDDLE SCHOOL	Breakfast	Regular	Cachew nut Upma (LR100032)	1 Cup	435	
05/21/2014	MIDDLE SCHOOL	Breakfast	Regular	Idly (LR300041)	4 Each	435	
05/22/2014	HIGH SCHOOL	Breakfast	Regular	12057 Test (LR300039)	1 fluid ounce	264	
05/22/2014	HIGH SCHOOL	Breakfast	Regular	12061 Recipe (SRF100088)	3 Pound	264	
05/22/2014	HIGH SCHOOL	Breakfast	Regular	Rocket Chili (LR300107)	1 Cup	264	
05/26/2014	HIGH SCHOOL	Lunch	Regular	Rocket Chili (LR300107)	1 Cup	254	
05/27/2014	HIGH SCHOOL	Lunch	Regular	Rocket Chili (LR300107)	1 Cup	580	
06/02/2014	HIGH SCHOOL	Breakfast	Regular	Rocket Chili new (LR300109)	1 Cup	396	
06/03/2014	HIGH SCHOOL	Breakfast	Regular	Rocket Chili new (LR300109)	1 Cup	900	
06/04/2014	HIGH SCHOOL	Breakfast	Regular	Rocket Chili new (LR300109)	1 Cup	1056	
06/05/2014	HIGH SCHOOL	Lunch	Regular	Rocket Chili (LR300107)	1 Cup	120	
07/06/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	1/2 Cup	666	
07/07/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	1/2 Cup	330	
07/07/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	3/4 Cup	132	
07/22/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	1/2 Cup	660	
07/23/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	1/2 Cup	660	
07/29/2014	HIGH SCHOOL	Lunch	Regular	Rocket Chili (LR300107)	1 Cup	200	
07/30/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	1/2 Cup	495	
07/30/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	3/4 Cup	198	
08/19/2014	HIGH SCHOOL	Lunch	Regular	Fruit cocktail, (peach and pineapple and pear and grape and cherry), canned, extra light syrup, solids and liquids (LR300057)	1/2 Cup	616	
09/29/2014	HIGH SCHOOL	Breakfast	Regular	Rocket Chili (LR300107)	1 Cup	48	
10/08/2014	HIGH SCHOOL	Lunch	Regular	12061 Recipe (SRF100088)	3 Pound	63	
10/08/2014	HIGH SCHOOL	Lunch	Regular	13596 MenuItem (LR300040)	1 Cup	63	

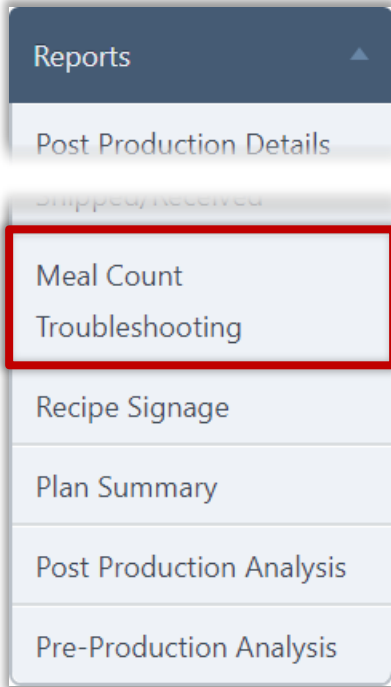
**Report Results: 09.01.2017—4.20.2018/All Sites/Discrepancies**

Use the “Discrepancies” option to help determine possible errors in recording sent and received items.

Prepared Item Discrepancies									Generated on: 5/1/2018 8:21:47 AM by Cybersoft Support
Site: All									
Date: 09/01/2017 - 04/30/2018									
Serving Date	Preparation Site	Meal	Menu Line	Menu Item	Serving Size	Servings Shipped	Servings Received	Difference	
<b>Receiving Site: Elem</b>									
12/20/2017	Elementary	Lunch	Lunch - Pizza	Burger Basket (LR1008)	1 Cup	95	100	5	
12/20/2017	Elementary	Lunch	Lunch - Pizza	Burger Basket (LR1008)	3 Cup	100	120	20	
12/20/2017	Elementary	Lunch	Lunch - Pizza	Turkey Fiesta Casserole (LR1041)	2 Quart	400	100	-300	
<b>Receiving Site: Elementary</b>									
04/02/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	1 Quart	100	98	-2	
04/02/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	2 Quart	400	300	-100	
04/04/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	1 Quart	100	150	50	
04/04/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	2 Quart	400	420	20	
<b>Receiving Site: Elementary</b>									
04/05/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	1 Quart	60	40	-20	
04/05/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	2 Quart	300	150	-150	
04/06/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	1 Quart	70	60	-10	
04/06/2018	Elementary	Lunch	Lunch - Salad Bar	Italian Meatballs & Spaghetti (LR1058)	2 Quart	300	225	-75	

Powered by PrimoEdge for: Schools Page: 1 of 1

## Meal Count Troubleshooting

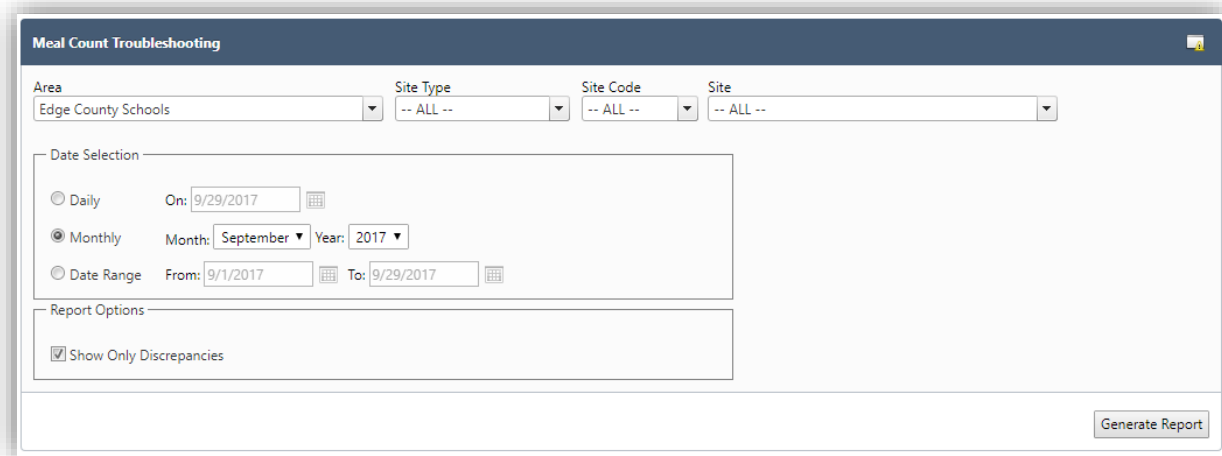


The Meal Count Troubleshooting report lists the number of meals sold at the POS terminal and the number of meals produced. The “Show Only discrepancies” option lists only those counts that do not match between the POS and Production.

### Generate Report

#### To generate the Prepared Items Shipped report

1. Select a Site.
2. Select a date range in From and To
3. Select a Report Type
4. Click **Generate Report**





**Report Results: 4.16.2018—4.20.2018/All Schools/Include Only Discrepancies**

Use this report to aid in clearing up discrepancies between the POS terminal meal count and recorded production meal counts.

Meal Count Troubleshooting		Generated on:5/1/2018 10:52:59 AM by Jill Kressin - PrimoEdge								
Site: All										
Date: 04/16/2018 - 04/20/2018										
Site Code - Site Name	Serving Date	Breakfast			Lunch			Snack		
		Max Production Status	Production Meal Count	Terminal Meal Count	Max Production Status	Production Meal Count	Terminal Meal Count	Max Production Status	Production Meal Count	Terminal Meal Count
<b>Area: SCHOOLS</b>										
MIDDLE	04/16/2018				WC	346	338			
ELEMENTARY	04/16/2018	WC	194	192						49
HIGH	04/16/2018				WC	521	488			70
ELEMENTARY	04/16/2018									55
ELEMENTARY	04/16/2018	WC	455	453	WC	396	411			49
HIGH	04/16/2018									22
ELEMENTARY	04/16/2018									65
ELEMENTARY	04/17/2018									49
HIGH	04/17/2018				WC	521	502			70
ELEMENTARY	04/17/2018	WC	268	270	WC	336	337			42
ELEMENTARY	04/17/2018	WC	393	419						
ELEMENTARY	04/17/2018				WC	380	398			40
HIGH	04/17/2018	WC	244	241	WC	460	458			15
ELEMENTARY	04/17/2018									65
ELEMENTARY	04/18/2018									35
HIGH	04/18/2018				WC	520	500			70
ELEMENTARY	04/18/2018									47
ELEMENTARY	04/18/2018	WC	466	468	WC	402	422			39
HIGH	04/18/2018	WC	331	326	WC	431	428			13
ELEMENTARY	04/18/2018									70
ELEMENTARY	04/19/2018									37
HIGH	04/19/2018				WC	524	510			103
ELEMENTARY	04/19/2018	WC	288	290						41
ELEMENTARY	04/19/2018				WC	385	405			45
HIGH	04/19/2018				WC	443	440			
ELEMENTARY	04/19/2018									65
ELEMENTARY	04/20/2018									7
HIGH	04/20/2018	WC	290	292	WC	451	443			
ELEMENTARY	04/20/2018	WC	269	268						20
ELEMENTARY	04/20/2018				WC	388	408			30
HIGH	04/20/2018	WC	303	297	WC	444	440			15
ELEMENTARY	04/20/2018				WC	375	378			

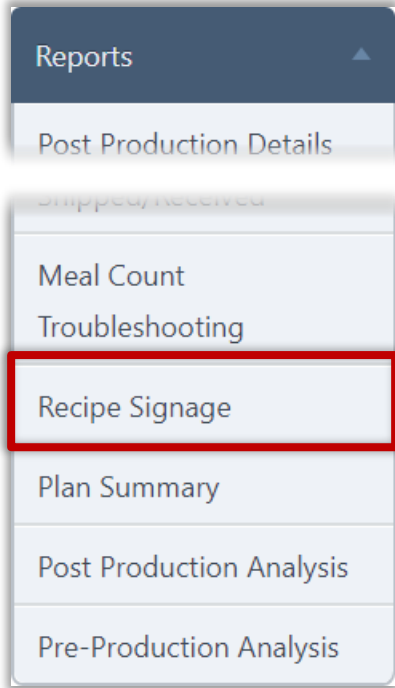
**Report Selections:** Include Only Discrepancies: Yes

**Legend:** WC Withdrawal Complete

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## Recipe Signage



Use the **Recipe Signage** report to print nutrition information for each menu item that is served. The signage can be posted in the menu line to help patrons determine which choices are best for them.

Information for three menu items are printed on a single sheet and can be separated to post with individual menu items.

Each sign lists the serving size, calories, fat, sodium, carbohydrates, allergens, and ingredients.

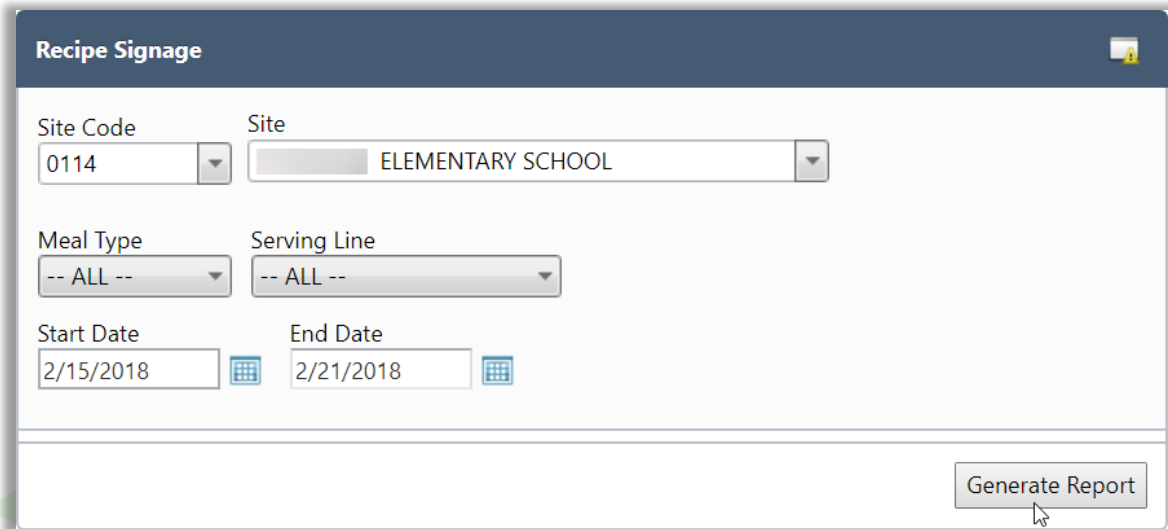
Images are included with each menu item when an image has been uploaded to the Menu Item tab.

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### Print Signage

#### To print recipe signage for menu items

1. Select a Site, Meal Type, and Serving Line.
2. Select a date range in Start Date and End Date.
3. Click **Generate Report**.



### Chocolate Whoopie Pies

**PER SERVING (1 Piece)**

<b>248</b> CALORIES	<b>0.9g</b> SAT FAT	<b>274mg</b> SODIUM	<b>46.6g</b> CARBS
------------------------	------------------------	------------------------	-----------------------



**Allergens:** Contains Egg, Wheat.

**Made With:** SUGARS, GRANULATED; Chocolate Glaze C-32 (SUGARS, POWDERED; BEVERAGES, H2O, TAP, MUNICIPAL; SYRUPS, CORN, LT; MARGARINE, REG, HARD, SOYBN (HYDR); COCOA, DRY PDR, UNSWTND; MILK, DRY, NONFAT, INST, W/ ADDED VIT A & VITAMIN D; VANILLA EXTRACT; SALT, TABLE; WHEAT FLR, WHITE, ALL-PURPOSE, ENR, BLEACHED; APPLESAUCE, CND, SWTND, WO/ SALT (INCLUDES USDA COMMODITY); EGG, WHITE, RAW, FRESH; BEVERAGES, H2O, TAP, MUNICIPAL; USDA CMDTY FD, OIL, VEG, LO SATURATED FAT; COCOA, DRY PDR, UNSWTND; YOGURT, PLN, LOFAT, 12 GRAMS PROT PER 8 OZ; MILK, DRY, NONFAT, INST, W/ ADDED VIT A & VITAMIN D; LEAVENING AGENTS, BAKING PDR, DOUBLE-ACTING, NA AL SULFATE; LEAVENING AGENTS, BAKING SODA; SALT, TABLE; VANILLA EXTRACT

### Lemon Delight

**PER SERVING (1 Piece)**

<b>214</b> CALORIES	<b>3.8g</b> SAT FAT	<b>106mg</b> SODIUM	<b>31.4g</b> CARBS
------------------------	------------------------	------------------------	-----------------------



**Allergens:** Processed in a facility that also processes Peanuts. May contain Gluten.

**Made With:** SUGARS, GRANULATED; WHEAT FLR, WHITE, ALL-PURPOSE, ENR, BLEACHED; BEVERAGES, H2O, TAP, MUNICIPAL; EGG, WHL, RAW, FRSH; SHORTENING FRYING (HVY DUTY), PALM (HYDR); MILK, DRY, NONFAT, INST, W/ ADDED VIT A & VITAMIN D; VANILLA EXTRACT; SALT, TABLE; LEAVENING AGENTS, BAKING PDR, DOUBLE-ACTING, NA AL SULFATE

### Peanut Butter Cookies

**PER SERVING (1 cookie)**

<b>147</b> CALORIES	<b>1.6g</b> SAT FAT	<b>129mg</b> SODIUM	<b>16.5g</b> CARBS
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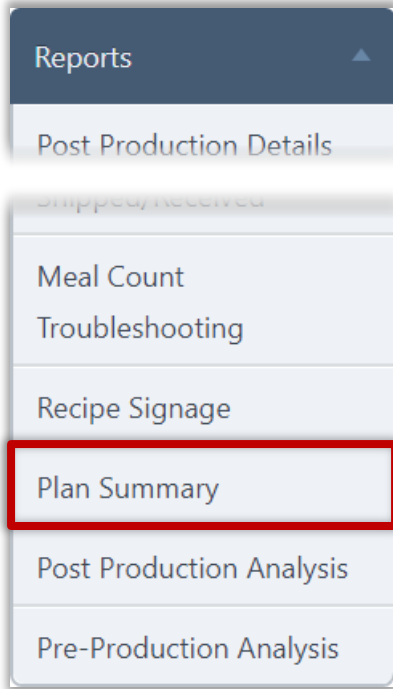


**Allergens:** Contains Peanuts.

**Made With:** WHEAT FLR, WHITE, ALL-PURPOSE, ENR, BLEACHED; PEANUT BUTTER, SMOOTH STYLE, W/SALT; SUGARS, GRANULATED; MARGARINE, REG, HARD, SOYBN (HYDR); EGG, WHL, RAW, FRSH; SUGARS, BROWN; MILK, DRY, NONFAT, INST, W/ ADDED VIT A & VITAMIN D; VANILLA EXTRACT; LEAVENING AGENTS, BAKING SODA; SALT, TABLE

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## Plan Summary



Use the Plan Summary report to review planned menu items, number of servings, serving sizes, meal contributions, and materials needed to produce the items.

The report includes three major sections:

47. **Planned Menu** Items—includes Recipe Code, Menu Item (name), Serving Size, Meal contribution, Servings and Materials Needed

48. **Required Materials**—stock items needed to produce the menu items; include Item #, item description, Whole Unit Cost and Whole Units Needed, and Total Cost.

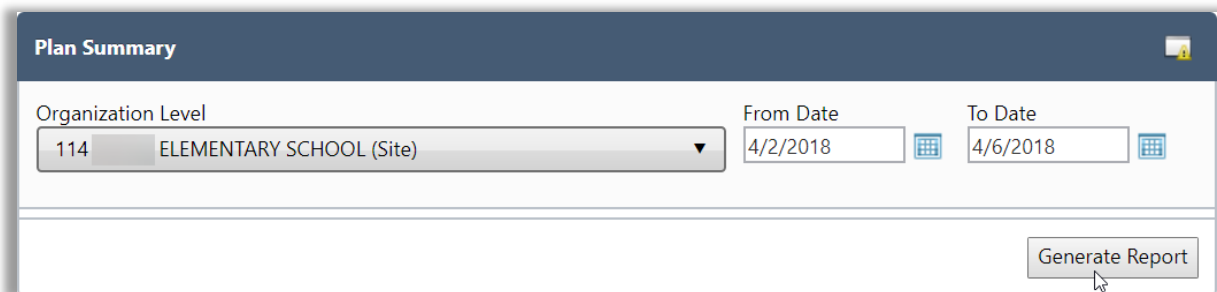
49. **Exceptions**—list of ingredients that are missing information, such as weight units, or have no link to a stock item.

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### Create Signage

#### To generate the Plan Summary report

1. Select an Organization Level.
2. Select a date range in From Date and To Date.
3. Click **Generate Report**.



Report Results: 5.2.2018—5.9.2018/One Site

Use this report to determine materials on hand and materials to be ordered, as well as items that need to be updated (exceptions).

**Section 1: Planned Menu Items**

**Plan Summary**

Site: ELEMENTARY  
Date: 05/02/2018 - 05/09/2018

018 11:07:03 AM by Jill Kressin - PrimoEdge

Planned Menu Items

Recipe Code	Menu Item	Serving Size	Meal Contribution	Servings	Materials Needed
TR1006	FRESH VEGGIE STICKS/BITES	1/2 c.	1/2 Veg-RO, 1/2 Veg-O	70	0 Case 7 lb. Produce Carrot 1-25LB BAG (DST1052); 0 Case 5 lb. Produce Celery fresh 24-36 count 50 lb (DST1056);
TR1014	GRAB & GO ELEMENTARY	1 ea.	2 WGR, 2 Meat/MA	510	7 Case 6 ea. PEANUT BUTTER AND JELLY SANDWICH UNCRUSTED: LIST SIZES AND FLAVORS AVAILABLE; SMUCKERS OR ADVANCE (2223453); 7 Case 6 oz. Chip Doritos Tortilla Nacho Reduced Fat (DST1111); 3 Case 6 oz. CHEESE MOZZARELLA STRING 100% CHEESE- Low or no fat, 1 stick to equal 1 M/MA for the Child Nutrition (4384214);
TR1025	BAKED APPLES	1/2 c.	1 Fruit	160	1 Case 2 Can APPLES, SLICED NOT SUGAR ADDED; GRADE A OR US FANCY; 6/#10; FIRST QUALITY PRIVATE LABEL, (10374); 0 ea. 1 oz. CINNAMON GROUND- PURE PRODUCT PACKAGED IN AIR TIGHT CONTAINER (110); 0 ea. 1 lb. SUGAR, LIGHT BROWN,CANE, TOP GRADE NO LARGER THAN 30# (1854926); 0 ea. 1 lb. SUGAR GRANULATED, EXTRA FINE WHITE (4782694); 0 Case 2 ea. BUTTER BUDS ALL VEGETABLE BUTTERY SAUCE, DRY MIX READY TO RECONSTITUTE WITH WATER; LOW IN FAT; TFF, (911537);
TR1037	EGG PATTY	1 oz.	1 Meat/MA	506	1 Case 105 oz. EGG PATTY - Scrambled egg patty, frozen, whole egg, fully cooked; 1 patty to = 1M/MA; Michaels = 850 (66);
TR1079	PIZZA CHEESE LITTLE ITALY	1 slice	2 WGR, 2 Meat/MA, 1/8 Veg-RO	175	2 Case 55 ea. Pizza Kit Cheese Little Italy (DST1007);
TR1081	HOUSE SALAD	1 ea.	2 WGR, 2 Meat/MA, 1 Veg-DG, 1/2 Veg-RO	2	0 Case 1 gal. MAYONNAISE- FANCY GRADE A US FIRST QUALITY LOW FAT OR REDUCED FAT, TFF (122); 0 Case 1 oz. RANCH STYLE DRESSING, DRY MIX 1 PACK YIELDS 1 GALLON, TFF, HIDDEN VALLEY OR PREAPPROVED EQUAL (6822561); 0 Carton 1 oz. Buttermilk (DST1026); 0 Case 1 lb. PRODUCE BROCCOLI US 14 CT 20LB. (DST1049); 0 Case 1 lb. Produce Carrot 1-25LB BAG (DST1052); 0 Case 1 lb. PRODUCE LETTUCE ROMAINE 1/24 CT 35LB. (DST1066); 0 Bag 1 Bag PRODUCE SPINACH 1/2, 5 LB BAG (DST1078); 0 Case 1 lb. PRODUCE TOMATO 1/25 LB CASE (DST1082); 0 Case 1 lb. CHEESE SLICED YELLOW B119 (DST1161); 0 Case 1 lb. CROUTON COUNTRY WG CHEESE GARLIC-BULK 74581 FG (DST1243); 0 Case 3 oz. CRACKER CHEEZ-IT WG KEEBLER (DST1257);
TR1082	CHICKEN POPCORN	14 piece	1 WGR, 2 Meat/MA	145	1 Case 42 oz. CHICKEN POPCORN (69160);
TR1096	PRODUCE GALA APPLE	1 ea.	2 Fruit	125	1 Case Produce Apple Gala 113-125 per case (DST1046);
TR1099	PRODUCE APPLE GOLDEN, FRESH	1 ea.	2 Fruit	380	3 Case 5 ea. Produce Apple Golden Delicious 125-138 per case (DST1047);
TR1112	BAKED BEANS	1/2 c.	1/2 Veg-BP	160	1 Case 3 Can BEANS, VEGETARIAN CANNED, NAVY BEAN IN TOMATO SAUCE; 6/#10; GRADE A OR US FANCY, FIRST QUALITY PRIVA (5501952); 0 Case 1 oz. TOMATO CATSUP; GRADE A OR U.S. FANCY, 6/#10; FIRST QUALITY PRIVATE LABEL, TRANS FAT FREE (5686266); 0 Case 1 lb. PRODUCE ONION YELLOW 1/25 LB (DST1068); 0 ea. 1 lb. SUGAR, LIGHT BROWN,CANE, TOP GRADE NO LARGER THAN 30# (1854926);
TR1123	TURNIP GREENS	1/2 c.	1/2 Veg-DG	77	0 Case 7 lb. TURNIP GREENS, CHOPPED: FROZEN, GRADE A OR U.S. FANCY; 12/3#, FIRST QUALITY PRIVATE LABEL (6084); 0 Container 1 lb. FRYING OIL: BLEND OF CORN & CANOLA OILS; 35 LBS. TRANS FAT FREE (7626013); 0 Container 1 lb. BLACK PEPPER BULK (DST1182);
TR1131	CORNDOG	1 ea.	2 WGR, 2 Meat/MA	105	1 Case 32 oz. CORNDOGS -Whole Grain made with Turkey, fully cooked; CN label, 1 corndog= 2 M/MA and 2 Grain Servin (1738822);
TR1132	CHICKEN BREAKFAST PATTY	1 ea.	1/2 WGR, 1 Meat/MA	466	2 Case 82 ea. CHICKEN PATTY, BREADED FOR BREAKFAST-fully cooked, all white meat, lightly seasoned breading; CN la (9712191);
TR1138	Beef Patty Fla/Broiled CN=2MT	2 1/2 oz.	2 Meat/MA	53	0 Case 56 oz. BEEF ISLAND BURGER 12582420 (12582420);
TR1155	ROLLS WG	1 ea.	2 WGR	130	1 Case 58 oz. ROLLS, PARBAKED WHOLE GRAIN-TFF, ma's kitchen 31848, sister Schubert or equal. Must equal 2 Grain fo (86);
TR1164	SLAW	1/2 c.	1/2 Veg-O	15	0 Case 1 gal. DRESSING, COLESLAW- FANCY GRADE A US FIRST QUALITY- 4/1 GALLON (124); 0 Case 4 lb. PRODUCE



**Section 2: Required Materials**

1/2/2018 11:07:03 AM by Jill Kressin - PrimeroEdge

**Plan Summary**

Site: ELEMENTARY  
Date: 05/02/2018 - 05/09/2018

**Required Materials**

Item #	Description	WU Cost(\$)	WU Needed	Total Cost (\$)
<b>Item Category: Baking Supply</b>				
110	CINNAMON GROUND- PURE PRODUCT PACKAGED IN AIR TIGHT CONTAINER (Each = 1 Each/16.0000 ounce)	4.1300	1	4.13
115	FOOD RELEASE SPRAY-GARLIC AND BUTTER SPRAY; CONTAINS NO WATER OR ALCOHOL; ANTI STICK, GARLIC BUTTER (Case = 6 Can/1.0000 Can)	22.7000	1	22.70
1854926	SUGAR, LIGHT BROWN,CANE, TOP GRADE NO LARGER THAN 30# (Each = 1 Bag/25.0000 pound)	21.1000	1	21.10
4005526	BAR-B-QUE SAUCE; PLAIN FLAVOR;USGRADE A;MILD TOMATO BASE;CLASSIC CATTLEMAN OR EQUAL 4/1 GALLON (Case = 4 gallon/1.0000 gallon)	44.0000	1	44.00
475402	LEMON JUICE; 100% GRADE A; 4/1 GALLON; REAL LEMON BRAND OR APPROVED EQUAL (Case = 4 Each/1.0000 gallon)	35.2000	1	35.20
4782694	SUGAR GRANULATED, EXTRA FINE WHITE (Each = 1 Bag/50.0000 pound)	29.6000	1	29.60
5529965	GARLIC POWDER- PURE PRODUCT PACKED IN AIR TIGHT CONTAINER; MCCORMICK, TONE OR EQUAL (Each = 1 Each/16.0000 ounce)	4.0500	1	4.05
5732641	CHILI SEASONING MIX LAWRY'S OR EQUAL (Case = 6 EACH/9.0000 ounce)	27.2500	1	27.25
7474893	SALT FREE SEASONING TO USE FOR COOKING; ORIGINAL BLEND MS DASH OR EQUAL (Each = 1 Each/20.0000 ounce)	14.3500	1	14.35
7626013	FRYING OIL- BLEND OF CORN & CANOLA OILS; 35 LBS. TRANS FAT FREE (Container = 1 EACH/35.0000 pound)	25.2000	1	25.20
911537	BUTTER BUDS ALL VEGETABLE BUTTERY SAUCE, DRY MIX READY TO RECONSTITUTE WITH WATER; LOW IN FAT; TFF, (Case = 24 EACH/1.0000 Each)	32.3000	1	32.30
DST1182	BLACK PEPPER BULK (Container = 1 EACH/4.0000 pound)	31.2000	1	31.20
DST1224	KOSHER SALT IODIZED 24 TO 32 OZ. (Case = 12 EACH/3.0000 pound)	19.8000	1	19.80
<b>Subtotal: Baking Supply</b>				<b>310.88</b>
<b>Item Category: Bread</b>				
DST1087	Bread, Hamburger Bun, Whole Grain (Bag = 12 Each/1.0000 Each)	1.8100	2	3.62
<b>Subtotal: Bread</b>				<b>3.62</b>
<b>Item Category: Breakfast</b>				
5995438	BISCUIT "SUBSTITUTE" 5995438 (Case = 216 EACH/1.0000 Each)	25.5300	7	178.71
66	EGG PATTY - Scrambled egg patty, frozen, whole egg, fully cooked; 1 patty to = 1M/MA; Michaels = 850 (Case = 300 Each/1.2500 ounce)	51.9000	3	155.70
8653964	YOGURT; TRIX 4 OZ. INDIVIDUAL ASSORTED FLAVORS, EQUALS 1 M/MA FOR THE CHILD NUTRITION PROGRAM, YOPL (Case = 48 Each/4.0000 ounce)	12.1000	10	121.00
9712191	CHICKEN PATTY, BREADED FOR BREAKFAST- fully cooked, all white meat, lightly seasoned breading; CN 1a (Case = 192 Each/1.0000 Each)	35.6500	3	106.95
DST1428	SAUSAGE TURKEY APPLE CINNAMON PANCAKES ON A STICK (Case = 40 EACH/1.0000 Each)	15.3000	12	183.60
<b>Subtotal: Breakfast</b>				<b>745.96</b>
<b>Item Category: Cheese</b>				
1060771	CHEESE PARMESAN 55845 ORFSO (Case = 12 Each/16.0000 ounce)	58.7000	1	58.70
4384214	CHEESE MOZZARELLA STRING 100% CHEESE- Low or no fat, 1 stick to equal 1 M/MA for the Child Nutrition (Case = 168 Each/1.0000 ounce)	35.5500	4	142.20
DST1161	CHEESE SLICED YELLOW B119 (Case = 6 EACH/5.0000 pound)	51.7400	1	51.74
<b>Subtotal: Cheese</b>				<b>252.64</b>
<b>Item Category: Condiment</b>				
122	MAYONNAISE- FANCY GRADE A US FIRST QUALITY LOW FAT OR REDUCED FAT, TFF (Case = 4 GALLON/1.0000 gallon)	34.2500	1	34.25
124	DRESSING, COLESLAW- FANCY GRADE A US FIRST QUALITY; 4/1 GALLON (Case = 1 Each/1.0000 gallon)	10.1300	1	10.13
2965424	MUSTARD, PREPARED YELLOW PORTION PACK SALAD TYPE; MILD YELLOW SQUEEZE PACK (Case = 500 Each/5.5000 gram)	5.9300	1	5.93
4153409	MAYONNAISE PORTION PACK FANCY US GRADE Q FIRST QUALITY LOW FAT TFF (Case = 200 Each/16.0000 ounce)	8.4000	1	8.40
5802561	RANCH STYLE DRESSING, DRY MIX 1 PACK YIELDS 1 GALLON, TFF, HIDDEN VALLEY OR REAPPROVED EQUAL (Case = 18 Each/3.0000 ounce)	29.2000	1	29.20

**Section 3: Exceptions**

**Plan Summary**

Site: [REDACTED] ELEMENTARY  
Date: 05/02/2018 - 05/09/2018

1:07:03 AM by Jill Kressin - PrimoEdge

**Exceptions**

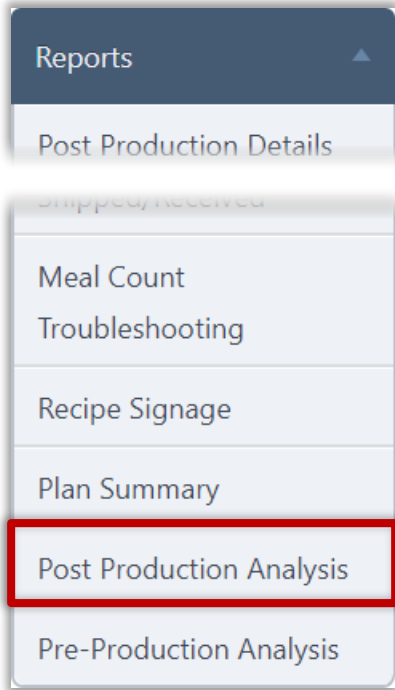
Ingredient Code	Ingredient Name	Quantity	Reason
LI100017	CHICKEN PATTY, BREADED	44 lb. 6.65 oz.	No broken unit weight
LI100319	Beef Patty Fla/Broiled CN=2MT 1-155-525-20	14 lb. 12.50 oz.	No broken unit weight
LI100193	CHERRIES MARASCHINO	20 lb. 12.80 oz.	No stock item link

**WU : Whole Units**

Powered by PrimoEdge for: [REDACTED] SCHOOLS

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## Post Production Analysis



**Post Production Analysis** provides tools to analyze menu items actually produced for a meal service.

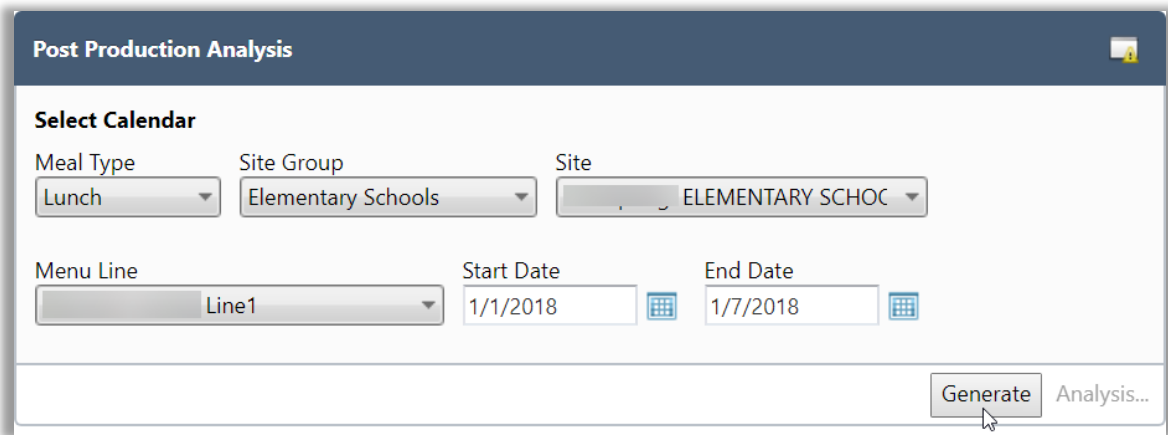
The selected date range should be between 3 and 7 serving days and must include Production Records which are “Record Complete”. Any Production Records not “Record complete” are not included in the analysis and will produce unreliable results and should not be used.

---

### Generate Data

#### To generate data for post-production analysis

1. Select a Meal Type, Site Group, Site, and Menu Line.
2. Select a date range in Start Date and End Date.
3. Click **Generate**.





**View Analysis**

**To view Analysis tools**

1. Generate reports.
2. Click **Analysis...**

**Serving Group tabs**

50. Click on Serving Group tabs to see Nutrient and Food Components analysis for the group. Analysis is color coded in the Actual Value and % of Calories columns to highlight items that fall outside of the acceptable range of values.
51. Clear the “Show Only Required” option to see all nutrients.

**PrimoEdge - Nutrient and Meal Contribution Details**

Nutrients Option: All

Show Only Required

**Note: Nutrients and Food Contribution do not reflect unsaved changes.**

K-5    6-8    9-12

Nutrient	Standard Value	Actual Value	% of Calories
Calories <sup>1</sup>	[550.00 - 650.00]	1,252.31	
Saturated Fat <sup>1</sup>	< 10.00 % of Calories	20.22	14.53 %
Sodium Target 1 (mg) <sup>13</sup>	< 1,230.00	2,524.72	
Sodium Target 2 (mg) <sup>13</sup>	< 935.00	2,524.72	

Food Comp.	Standard Value	Actual Value	% of Total
Fruit	>= 1.500	[3.250 - 6.750]	
Veg	>= 2.250	[3.000 - 9.875]	
Veg-DG	>= 0.500	0.500	
Veg-RO	>= 0.500	4.750	
Veg-BP	>= 0.500	4.750	
Veg-S	>= 0.500	0.375	
Veg-O	>= 0.250	1.000	
Grains <sup>a</sup>	[5.000 - 5.500]	[8.500 - 14.500]	
WGR	>= 100.000 % of	8.500	58.62
Meat/MA	[5.000 - 6.000]	[4.000 - 9.500]	
MILK-F	>= 3.000	3.000	
Fruit-J	<= 50.000 % of	3.000	44.44
Grain-D	<= 2.000	4.000	
Vegetable-J	<= 50.000 % of	1.000	10.13

**Exceeded High Low**

*PrimoEdge will flag based on USDA requirements, but your State Agency may issue waivers to allow a Menu Cycle with at least 50% WGR Grains to pass, or for 1% flavored milk to be an acceptable variety. In such instances, as long as you have met the conditions of the waiver, your State Agency will consider you to be in compliance.*

*(M) - Indicates missing nutrient values.*

*1 - Standard Value is the daily average requirement for a school week.*

*3 - Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.*

*a -*

Nutrition Report

The Nutrition Report provides a summary of required nutrient targets and food component values for all menu items included in the analysis. Required nutrients are then shown for each individual menu item.

Select “Expanded” or “All” in Nutrients Option drop-down list before requesting the report to see additional nutrient information.

Generated on: 2/15/2018 4:11:20 PM by Cybersoft Support

**Post Production Weekly Nutrient Analysis**

Site: ██████████ ELEMENTARY SCHOOL  
 Menu Line: ██████████ Line1  
 Serving Dates: 1/15/2018 - 1/21/2018  
 Result: **Fail**

Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Meal Type: Lunch  
 Serving Group: K-5  
 Site Group: Elementary Schools

Nutrient Summary				Food Component Summary			
Nutrient	Weekly Standard Value	Actual Value	% of Calories	Food Component	Standard Value	Actual Value	% of Total
Calories (Kcal)(1)	[550.00 - 650.00]	1,252.31		Fruit	>= 1,500	[3,250 - 6,750]	
Sfat (g)(1)	< 10.00 % of Calories	20.22	14.53	Veg	>= 2,250	[3,000 - 9,875]	
TFat (g)(2)		0.91(M)		Veg-DG	>= 0.500	0.500	
Sodium Target 1 (mg) (13)	< 1,230.00	2,524.72		Veg-RO	>= 0.500	4.750	
Sodium Target 2 (mg) (13)	< 935.00	2,524.72		Veg-BP	>= 0.500	4.750	
				Veg-S	>= 0.500	0.375	
				Veg-O	>= 0.250	1.000	
				Grains	[5,000 - 5,500]	[8,500 - 14,500](a)	
				Non-WGR		[2,000 - 6,000]	
				WGR	>= 100.000 % of	8.500	58.62
				Meat/MA	[5,000 - 6,000]	[4,000 - 9,500]	
				MILK-F	>= 3.000	3.000	
				Fruit-J	<= 50.000 % of	3.000	44.44
				Grain-D	<= 2,000	4,000	
				Vegetable-J	<= 50.000 % of	1.000	10.13
				MILK-V		Fail	

**Legend**  
 PrimoEdge will flag based on USDA requirements, but your State Agency may issue waivers to allow a Menu Cycle with at least 50% WGR Grains to pass, or for 1% flavored milk to be an acceptable variety. In such instances, as long as you have met the conditions of the waiver, your State Agency will consider you to be in compliance.  
 (M) Indicates missing nutrient values.  
 1 Standard Value is the daily average requirement for a school week.  
 2 Trans Fat is provided for informational purposes, not for monitoring purposes.  
 3 Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.  
 a

Menu Item (Serving Size)	Served Qty	Calories (Kcal)	Sfat (g)	TFat (g)	Na (mg)
USDA Lunch menu-2 :201 - ██████████ Line1 - 01/15/2018	250				
Category: Meals; Choose: 2					
Baked Potato with Cheese - LR-1089 (1 ea.)	105	516.67	12.52	0.51	1513.33
Burrito, breakfast, with salsa and whole eggs - TR100017 (1 burrito)	98	258.00	2.90	(M)	563.99
lr-1130 - recipemenu-1 (1 ea.)	66	302.00	4.80	0.80	524.99
Category: Fruit; Choose: 1					

Powered by PrimoEdge for: ██████████ SCHOOLS

Page: 1 of 3

### Nutrition Summary Report

By default, a limited set of nutrients (Simplified) are included in this report—those nutrients which are the current target for USDA compliance purposes. Additional (Expanded) or All nutrients can be included by selecting the corresponding Nutrients Option before requesting the report.

Use this report to determine which nutrients fail the USDA guidelines and make appropriate changes to ingredients/menu items.

### Nutrients Option: All

Post Production Weekly Nutrient Summary				Generated on: 2/15/2018 4:26:32 PM by Cybersoft Support		
Serving Site: [REDACTED] ELEMENTARY SCHOOL		Meal Pattern: [USDA]Meal Pattern SY 2014+				
Site Group: Elementary Schools		Calculation Method: Weighted Analysis				
Serving Group: K-5		Meal Type: Lunch				
Serving Dates: 1/15/2018 - 1/21/2018						
Menu Line: [REDACTED] Line1						
Nutrient	Day 1	Day 2	Day 3	Week Standard Value	Actual Value	% of Calories
Calories (Kcal)(1)	1051.28	1443.72	1261.93	[550.00 - 650.00]	1,252.31	
Fat (g)	34.18 (29.26%)	60.59 (37.77%)	42.17 (30.08%)		45.65	32.81%
Sfat (g)(1)	14.44 (12.36%)	28.31 (17.65%)	17.92 (12.78%)	< 10.00 % of Calories	20.22	14.53%
TFat (g)(2)	0.43	1.55	0.76		0.91(M)	
Chol (mg)	145.35	177.36	96.56		139.76	
Sodium Target 1 (mg)(13)	1576.58	4093.50	1904.07	< 1,230.00	2,524.72	
Sodium Target 2 (mg)(13)	1576.58	4093.50	1904.07	< 935.00	2,524.72	
Carb (g)	155.51 (59.17%)	153.43 (42.51%)	183.44 (58.15%)		164.13	52.42%
TDF (g)	7.58	18.39	10.38		12.12	
Sugars (g)	59.46 (22.62%)	40.69 (11.27%)	70.11 (22.22%)		56.75(M)	18.13%
Pro (g)	30.94 (11.77%)	74.81 (20.73%)	37.62 (11.92%)		47.79	15.26%
Fe (mg)	7.40	6.41	8.58		7.46	
Ca (mg)	707.43	925.21	811.49		814.71	
A,IU	2083.79	5235.63	2904.54		3,407.99	
VitC (mg)	13.87	105.05	79.42		66.11	
Mois (g)	223.83	2.76	265.81		164.13(M)	
Ash (g)	1.58	0.00	1.64		1.07(M)	

**Legend**  
 (M) Indicates missing nutrient values.  
 1 Standard Value is the daily average requirement for a school week.  
 2 Trans Fat is provided for informational purposes, not for monitoring purposes.  
 3 Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.

Nutrients Option: Simplified

**Post Production Weekly Nutrient Summary** Generated on: 2/15/2018 4:17:02 PM by Cybersoft Support

Serving Site: [REDACTED] ELEMENTARY SCHOOL  
 Site Group: Elementary Schools  
 Serving Group: K-5  
 Serving Dates: 1/15/2018 - 1/21/2018  
 Menu Line: [REDACTED] Line1

Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Calculation Method: Weighted Analysis  
 Meal Type: Lunch

Nutrient	Day 1	Day 2	Day 3	Week Standard Value	Actual Value	% of Calories
Calories (Kcal)(1)	1051.28	1443.72	1261.93	[550.00 - 650.00]	1,252.31	
Sfat (g)(1)	14.44 (12.36%)	28.31 (17.65%)	17.92 (12.78%)	< 10.00 % of Calories	20.22	14.53%
TFat (g)(2)	0.43	1.55	0.76		0.91(M)	
Sodium Target 1 (mg)(13)	1576.58	4093.50	1904.07	< 1,230.00	2,524.72	
Sodium Target 2 (mg)(13)	1576.58	4093.50	1904.07	< 935.00	2,524.72	

**Legend**  
 (M) Indicates missing nutrient values.

- Standard Value is the daily average requirement for a school week.
- Trans Fat is provided for informational purposes, not for monitoring purposes.
- Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.

Nutrients Option: Expanded

**Post Production Weekly Nutrient Summary** Generated on: 2/15/2018 4:21:50 PM by Cybersoft Support

Serving Site: [REDACTED] ELEMENTARY SCHOOL  
 Site Group: Elementary Schools  
 Serving Group: K-5  
 Serving Dates: 1/15/2018 - 1/21/2018  
 Menu Line: [REDACTED] Line1

Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Calculation Method: Weighted Analysis  
 Meal Type: Lunch

Nutrient	Day 1	Day 2	Day 3	Week Standard Value	Actual Value	% of Calories
Calories (Kcal)(1)	1051.28	1443.72	1261.93	[550.00 - 650.00]	1,252.31	
Fat (g)	34.18 (29.26%)	60.59 (37.77%)	42.17 (30.08%)		45.65	32.81%
Sfat (g)(1)	14.44 (12.36%)	28.31 (17.65%)	17.92 (12.78%)	< 10.00 % of Calories	20.22	14.53%
TFat (g)(2)	0.43	1.55	0.76		0.91(M)	
Sodium Target 1 (mg)(13)	1576.58	4093.50	1904.07	< 1,230.00	2,524.72	
Sodium Target 2 (mg)(13)	1576.58	4093.50	1904.07	< 935.00	2,524.72	
Carb (g)	155.51 (59.17%)	153.43 (42.51%)	183.44 (58.15%)		164.13	52.42%
Pro (g)	30.94 (11.77%)	74.81 (20.73%)	37.62 (11.92%)		47.79	15.26%

**Legend**  
 (M) Indicates missing nutrient values.

- Standard Value is the daily average requirement for a school week.
- Trans Fat is provided for informational purposes, not for monitoring purposes.
- Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.

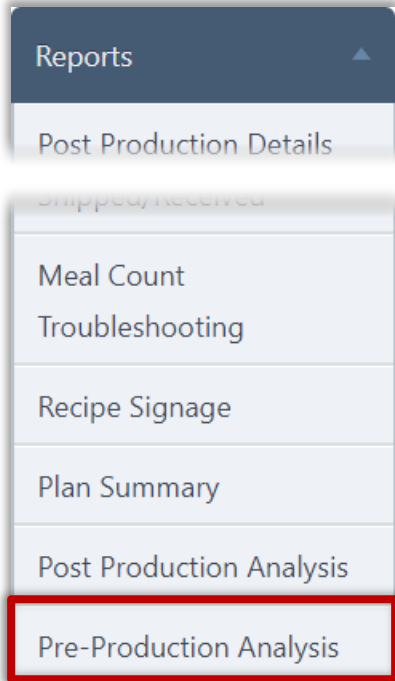
**Food Component Report**

The Weekly Food Component report provides food component contributions for each day in the selected range along with a Weekly Total, Weekly Requirement, and a Pass/Fail rating (color coded) for each component.

Use this report to address components that indicate a “Fail” rating. Substitute menu items to change failing or exceeded values.

Post Production Weekly Food Component							Generated on: 2/15/2018 4:50:50 PM by Cybersoft Support		
Serving Site: [REDACTED] ELEMENTARY SCHOOL			Meal Pattern: [USDA]Meal Pattern SY 2014+						
Site Group: Elementary Schools			Meal Type: Lunch						
Serving Group: K-5			Menu Line: Harrison county Line1						
Serving Dates: 1/15/2018 - 1/21/2018									
Fruit (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check			
Fruits (cups)	[1.375 - 1.625] (Pass)	[0.500 - 3.000] (Pass)	[1.375 - 2.125] (Pass)	[3.250 - 6.750]	≥ 1.500	Pass			
Weekly Fruit Juice Limit Requirement		Total Weekly Fruit		Total Weekly Fruit Juice		% of Total Weekly Fruit that is Juice	Weekly Check		
≤ 50.000 % of		6.750		3.000		44.444%	Pass		
Vegetables (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check			
Vegetables (cups)	[0.750 - 3.750] (Pass)	[1.500 - 2.125] (Pass)	[0.750 - 4.000] (Pass)	[3.000 - 9.875]	≥ 2.250	Pass			
Dark Green	0.000	0.250	0.250	0.500	≥ 0.500	Pass			
Red/Orange	1.500	2.000	1.250	4.750	≥ 0.500	Pass			
Beans/Peas (Legumes)	2.000	0.500	2.250	4.750	≥ 0.500	Pass			
Starchy	0.000	0.125	0.250	0.375	≥ 0.500	Fail			
Other	0.250	0.500	0.250	1.000	≥ 0.250	Pass			
Additional Vegetables	Weekly Vegetable Juice Limit Requirement		Total Weekly Vegetables		Total Weekly Vegetable Juice		% of Total Weekly Vegetables that is Juice	Weekly Check	
0.750	≤ 50.000 % of		9.875		1.000		10.127%	Pass	
M/MA (oz eq.)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check			
Meat/Meat Alternates (oz eq.)	[2.500 - 3.500] (Pass)	[0.000 - 4.000] (Fail)	[1.500 - 2.000] (Pass)	[4.000 - 9.500]	[5.000 - 6.000]	Fail			
Grains (oz eq.)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check			
Grains (oz eq.)	[4.250 - 6.250] (Pass)	[0.000 - 2.000] (Fail)	[4.250 - 6.250] (Pass)	[8.500 - 14.500] (a)	[5.000 - 5.500]	Exceeded (a)			
Weekly Whole Grain Rich	Weekly Grains Total		Weekly Whole Grain Rich Total		% of Whole Grain Rich	Whole Grain Rich Check	Grain Based Dessert Total for All Weekly Meals	No More Than 2oz eq. of Grain Based Desserts	
≥ 100.000 % of	14.500		8.500		58.621%	Fail	4.000	Fail	
Milk (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check			
Fluid Milk (cups)	1.000 (Pass)	1.000 (Pass)	1.000 (Pass)	3.000	≥ 3.000	Pass			
Skim/fat-free, unflavored; Skim/fat-free, flavored; Low-fat (1% or less), unflavored	Pass	Pass	Pass						
Low-fat (1% or less), flavored	Served		Served						
Reduced fat (2% fat) or whole, unflavored and flavored									
PrimoEdge will flag based on USDA requirements, but your State Agency may issue waivers to allow a Menu Cycle with at least 50% WGR Grains to pass, or for 1% flavored milk to be an acceptable variety. In such instances, as long as you have met the conditions of the waiver, your State Agency will consider you to be in compliance.									
(a)									
Powered by PrimoEdge for: [REDACTED] SCHOOLS									
Page: 1 of 1									

Pre-Production Analysis



**Pre-Production Analysis** provides tools to analyze nutrients and food components for menu items to be produced for a meal service within a selected date range.

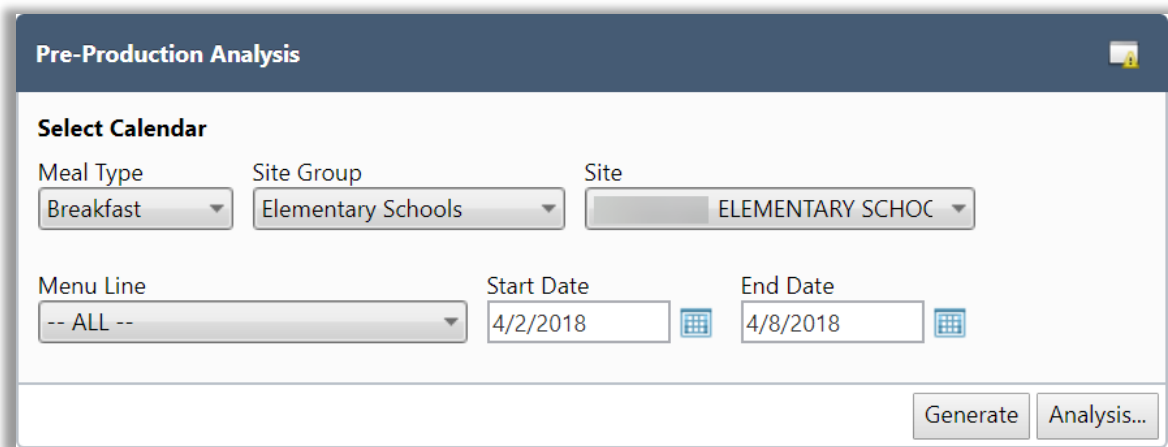
A popup shows limited information for each serving group. An option provides detailed information when needed.

The selected date range should be between 3 and 7 serving days and must include Production Records which are “Record Complete”. Any Production Records not “Record complete” are not included in the analysis and will produce unreliable results and should not be used.

**Generate Data**

**To generate data for pre-production analysis**

1. Select a Meal Type, Site Group, Site, and Menu Line.
2. Select a date range in Start Date and End Date.
3. Click **Generate**.



## View Analysis

### To view Analysis tools

1. Generate reports.
2. Click **Analysis...**

### Serving Group Tabs

52. Click on Serving Group tabs to see Nutrient and Food Component analysis for the group. Analysis is color coded in the Actual Value and % of Calories columns to highlight items that fall outside the acceptable range of values.
53. Clear the “Show Only Required” option to see all nutrients on the Serving Group tabs.

**PrimeroEdge - Nutrient and Meal Contribution Details**

Nutrients Option: All

Show Only Required

**Note: Nutrients and Food Contribution do not reflect unsaved changes.**

Nutrient	Standard Value	Actual Value	% of Calories
Calories <sup>1</sup>	[550.00 - 650.00]	1,179.20	
Saturated Fat <sup>1</sup>	< 10.00 % of Calories	19.87	15.16 %
Sodium Target 1 (mg) <sup>13</sup>	< 1,230.00	2,315.18	
Sodium Target 2 (mg) <sup>13</sup>	< 935.00	2,315.18	

Food Comp.	Standard Value	Actual Value	% of Total
Fruit	>= 1.500	[3.250 - 6.750]	
Veg	>= 2.250	[3.000 - 9.875]	
Veg-DG	>= 0.500	0.500	
Veg-RO	>= 0.500	4.750	
Veg-BP	>= 0.500	4.750	
Veg-S	>= 0.500	0.375	
Veg-O	>= 0.250	1.000	
Grains <sup>a</sup>	[5.000 - 5.500]	[8.500 - 14.500]	
WGR	>= 100.000 % of	8.500	58.62
Meat/MA	[5.000 - 6.000]	[4.000 - 9.500]	
MILK-F	>= 3.000	3.000	
Fruit-J	<= 50.000 % of	3.000	44.44
Grain-D	<= 2.000	4.000	
Vegetable-J	<= 50.000 % of	1.000	10.13

Exceeded
High
Low

*PrimeroEdge will flag based on USDA requirements, but your State Agency may issue waivers to allow a Menu Cycle with at least 50% WGR Grains to pass, or for 1% flavored milk to be an acceptable variety. In such instances, as long as you have met the conditions of the waiver, your State Agency will consider you to be in compliance.*

*(M) - Indicates missing nutrient values.*

*1 - Standard Value is the daily average requirement for a school week.*

*3 - Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.*

*a -*

Nutrition Report

Clicking Nutrition Report generates the Weekly Nutrient Analysis report to provide required-nutrient targets and actual values along with food component actual values. Values shown in red indicate nutrients or food components that fall outside of compliant ranges.

Select “Expanded” or “All” in Nutrients Option drop-down list before requesting the report to see additional nutrient information.

Pre-Production Weekly Nutrient Analysis Generated on: 2/14/2018 10:17:10 PM by Cybersoft Support

Site: ██████ ELEMENTARY SCHOOL  
 Menu Line: -- ALL --  
 Serving Dates: 4/2/2018 - 4/8/2018  
 Result: **Fail**

Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Meal Type: Breakfast  
 Serving Group: K-5  
 Site Group: Elementary Schools

Nutrient Summary				Food Component Summary			
Nutrient	Weekly Standard Value	Actual Value	% of Calories	Food Component	Standard Value	Actual Value	% of Total
Calories (Kcal)[1]	[350.00 - 500.00]	859.84		Fruit	>= 3.000	[1.500 - 3.000]	
Fat (g)		11.64	12.18	Veg		0.000	
Sfat (g)(1)	< 10.00 % of Calories	4.67	4.89	Veg-DG		0.000	
TFat (g)(2)		0.00(M)		Veg-RO		0.000	
Chol (mg)		206.00		Veg-BP		0.000	
Sodium Target 1 (mg) (13)	< 540.00	935.59		Veg-S		0.000	
Sodium Target 2 (mg) (13)	< 485.00	935.59		Veg-O		0.000	
Carb (g)		162.81	75.74	Grains	[4.000 - 6.000]	0.000	
TDF (g)		19.89		Non-WGR		0.000	
Sugars (g)		100.73(M)	46.86	WGR	>= 100.000 % of	0.000	
Pro (g)		20.68	9.62	Meat/MA		3.000	
Fe (mg)		2.97		MILK-F	>= 3.000	3.000	
Ca (mg)		443.93		Fruit-J	<= 50.000 % of	0.000	0.00
A, IU		1,225.04		Grain-D		0.000	
VitC (mg)		9.90		Vegetable-J		0.000	
Mois (g)		4.59(M)		MILK-V		Pass	
Ash (g)		0.03(M)					

**Legend**  
 PrimoEdge will flag based on USDA requirements, but your State Agency may issue waivers to allow a Menu Cycle with at least 50% WGR Grains to pass, or for 1% flavored milk to be an acceptable variety. In such instances, as long as you have met the conditions of the waiver, your State Agency will consider you to be in compliance.  
 (M) Indicates missing nutrient values.  
 1 Standard Value is the daily average requirement for a school week.  
 2 Trans Fat is provided for informational purposes, not for monitoring purposes.  
 3 Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.

Menu Item (Serving Size)	Plan Qty	Calories (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A, IU	VitC (mg)	Mois (g)	Ash (g)
Popular Breakfast Menu - Line1 - 04/02/2018	100																
<b>Category: Entrees; Choose: 1</b>																	
Burrito, breakfast, with salsa and whole eggs - TR100017 (1 burrito)	100	258.00	9.05	2.90	(M)	196.00	563.99	31.32	2.29	(M)	12.21	2.94	143.00	552.00	5.39	(M)	(M)
<b>Category: Fruit; Choose: 1</b>																	
Apples, Frozen; Stouffer's yams and apples, 4/80 - TR100065 (2 oz.)	35	70.00	0.80	0.20	(M)	0.00	50.00	15.00	0.40	0.00	0.20	0.20	8.00	708.00	13.40	39.35	0.30
Apples, Sliced - TR100079 (1 Can)	35	950.00	0.00	0.00	0.00	0.00	380.00	228.00	38.00	171.00	0.00	0.00	0.00	0.00	0.00	(M)	(M)

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**Nutrition Summary Report**

Clicking Nutrition Summary Report generates the Weekly Nutrition Summary Report to provide a summary of required nutrient targets and food component values for all planned menu items for each day in the selected date range. Weekly standard values are listed along with the actual value that would be realized when these menu items were produced.

Select “Expanded” or “All” in Nutrients Option drop-down list before requesting the report to see additional nutrient information.

Pre-Production Weekly Nutrient Summary Generated on: 2/14/2018 10:22:40 PM by Cybersoft Support

Serving Site: ELEMENTARY SCHOOL  
 Site Group: Elementary Schools  
 Serving Group: K-5  
 Serving Dates: 4/2/2018 - 4/8/2018  
 Menu Line: -- ALL --

Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Calculation Method: Weighted Analysis  
 Meal Type: Breakfast

Nutrient	Day 1	Day 2	Day 3	Week Standard Value	Actual Value	% of Calories
Calories (Kcal)(1)	770.04	904.74	904.74	[350.00 - 500.00]	859.84	
Fat (g)	11.83 (13.82%)	11.55 (11.49%)	11.55 (11.49%)		11.64	12.18%
Sfat (g)(1)	4.72 (5.52%)	4.65 (4.63%)	4.65 (4.63%)	< 10.00 % of Calories	4.67	4.89%
TFat (g)(2)	0.00	0.00	0.00		0.00(M)	
Chol (mg)	206.00	206.00	206.00		206.00	
Sodium Target 1 (mg)(13)	908.56	949.10	949.10	< 540.00	935.59	
Sodium Target 2 (mg)(13)	908.56	949.10	949.10	< 485.00	935.59	
Carb (g)	141.00 (73.24%)	173.71 (76.80%)	173.71 (76.80%)		162.81	75.74%
TDF (g)	16.04	21.81	21.81		19.89	
Sugars (g)	81.55 (42.36%)	110.33 (48.78%)	110.33 (48.78%)		100.73(M)	46.86%
Pro (g)	20.59 (10.70%)	20.73 (9.17%)	20.73 (9.17%)		20.68	9.62%
Fe (mg)	3.01	2.94	2.94		2.97	
Ca (mg)	445.80	443.00	443.00		443.93	
A,IU	1362.41	1156.35	1156.35		1,225.04	
VitC (mg)	12.86	8.42	8.42		9.90	
Mois (g)	13.77	0.00	0.00		4.59(M)	
Ash (g)	0.10	0.00	0.00		0.03(M)	
Ca (mg)	445.80	443.00	443.00		443.93	
A,IU	1362.41	1156.35	1156.35		1,225.04	
VitC (mg)	12.86	8.42	8.42		9.90	
Mois (g)	13.77	0.00	0.00		4.59(M)	
Ash (g)	0.10	0.00	0.00		0.03(M)	

**Legend**  
 (M) Indicates missing nutrient values.  
 1 Standard Value is the daily average requirement for a school week.  
 2 Trans Fat is provided for informational purposes, not for monitoring purposes.  
 3 Sodium Target 2 will be marked in orange if exceeded prior to the effective date of July 1, 2020 and does not impact pass/fail compliance prior to that date.

Food Component Report

The Weekly Food Component report provides food component contributions for each day in the selected range along with a Weekly Total, Weekly Requirement, and a Pass/Fail rating for each component.

Pre-Production Weekly Food Component Generated on: 2/14/2018 10:26:49 PM by Cybersoft Support

Serving Site: ELEMENTARY SCHOOL  
 Site Group: Elementary Schools  
 Serving Group: K-5  
 Serving Dates: 4/2/2018 - 4/8/2018

Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Meal Type: Breakfast  
 Menu Line: -- ALL --

Fruit (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check		
Fruits (cups)	[0.500 - 1.000] (Fail)	[0.500 - 1.000] (Fail)	[0.500 - 1.000] (Fail)	[1.500 - 3.000]	≥ 3.000	Fail		
<b>Weekly Fruit Juice Limit Requirement</b>	<b>Total Weekly Fruit</b>		<b>Total Weekly Fruit Juice</b>		<b>% of Total Weekly Fruit that is Juice</b>	<b>Weekly Check</b>		
≤ 50.000 % of	3.000		0.000		0.000%	Pass		
Vegetables (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check		
Vegetables (cups)	0.000	0.000	0.000	0.000	≥ 0.00	Pass		
Dark Green	0.000	0.000	0.000	0.000	≥ 0.00	Pass		
Red/Orange	0.000	0.000	0.000	0.000	≥ 0.00	Pass		
Beans/Peas (Legumes)	0.000	0.000	0.000	0.000	≥ 0.00	Pass		
Starchy	0.000	0.000	0.000	0.000	≥ 0.00	Pass		
Other	0.000	0.000	0.000	0.000	≥ 0.00	Pass		
<b>Additional Vegetables</b>	<b>Weekly Vegetable Juice Limit Requirement</b>		<b>Total Weekly Vegetables</b>		<b>Total Weekly Vegetable Juice</b>	<b>% of Total Weekly Vegetables that is Juice</b>	<b>Weekly Check</b>	
0.00	≥ 0.00 %		0.000		0.000	0.00%	Pass	
M/MA (oz eq.)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check		
Meat/Meat Alternates (oz eq.)	1.000	1.000	1.000	3.000	≥ 0.00	Pass		
Grains (oz eq.)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check		
Grains (oz eq.)	0.000 (Fail)	0.000 (Fail)	0.000 (Fail)	0.000	[4.000 - 6.000]	Fail		
<b>Weekly Whole Grain Rich</b>	<b>Weekly Grains Total</b>		<b>Weekly Whole Grain Rich Total</b>		<b>% of Whole Grain Rich</b>	<b>Whole Grain Rich Check</b>	<b>Grain Based Dessert Total for All Weekly Meals</b>	<b>No More Than 2oz eq. of Grain Based Desserts</b>
≥ 100.000 % of	0.000		0.000		0.00%	Fail	0.000	N/A
Milk (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Check		
Fluid Milk (cups)	1.000 (Pass)	1.000 (Pass)	1.000 (Pass)	3.000	≥ 3.000	Pass		
Skim/fat-free, unflavored; Skim/fat-free, flavored; Low-fat (1% or less), unflavored	Pass	Pass	Pass					
Low-fat (1% or less), flavored								
Reduced fat (2% fat) or whole, unflavored and flavored								

PrimerEdge will flag based on USDA requirements, but your State Agency may issue waivers to allow a Menu Cycle with at least 50% WGR Grains to pass, or for 1% flavored milk to be an acceptable variety. In such instances, as long as you have met the conditions of the waiver, your State Agency will consider you to be in compliance.

Powered by PrimeroEdge for: SCHOOLS Page: 1 of 1

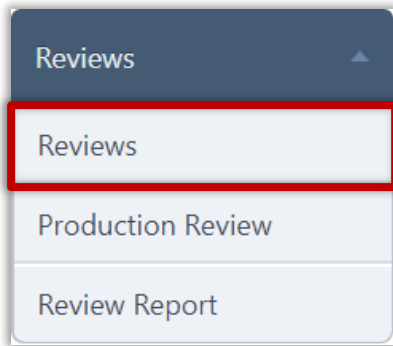
## **Chapter 5: Reviews**

The Reviews chapter provides functions which support setting up access to production plans and records for Administrative Review purposes or compliance activities.

In this chapter you will learn how to:

54. Add, remove, and edit Production Review access details.
55. Access Production Plan and Record data for records included in the Review.
56. Generate Daily Food Production Record report for each completed Production Record.

## Reviews

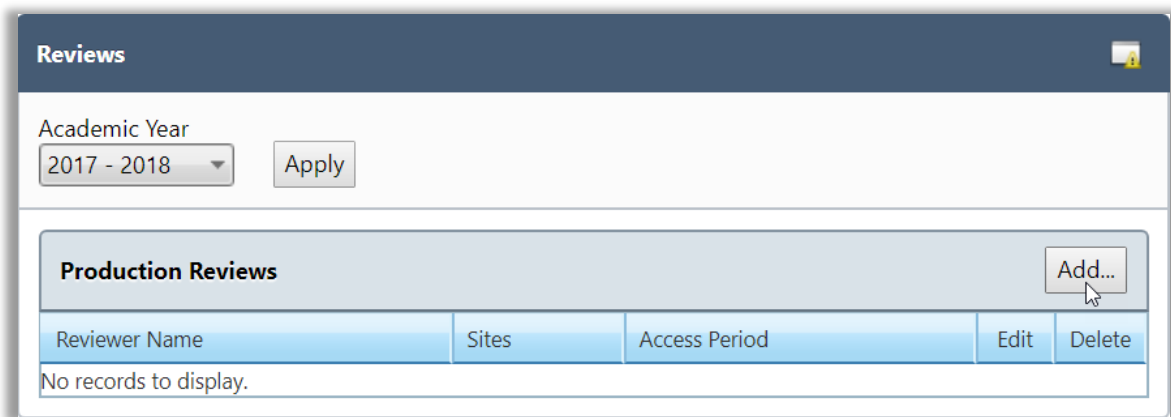


Use **Reviews** to set up access for a user to review Production Plans and Records. This is commonly done during an Administrative Review.

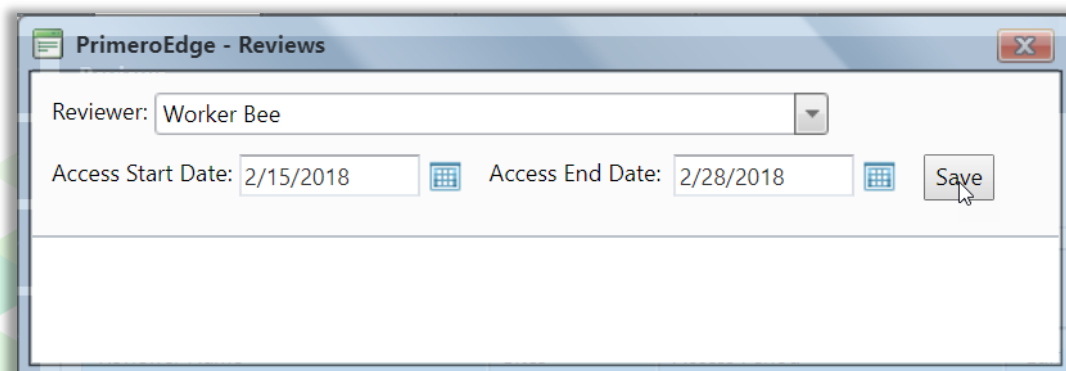
### Add Review

To add a new Review

- a. Click **Add**.



- b. Select a Reviewer, and select a date range in Access Start Date and Access End Date.
- c. Click **Save**.



- d. Select a date range in Serving Start Date and Serving End Date, and select a Site.
- e. Click **Add Site**.
- f. Add additional sites as needed.

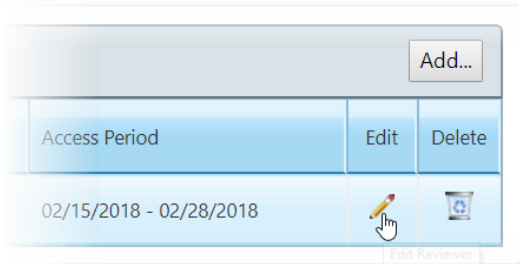
The screenshot shows a web application window titled "PrimeroEdge - Reviews". At the top, a green message box says "Hurrah, you did it! The Site info for this Review has been saved successfully." Below this, the "Reviewer" is set to "Worker Bee". The "Access Start Date" is 2/15/2018 and the "Access End Date" is 2/28/2018, with a "Save" button to the right. A section titled "Assigned Sites" contains "Serving Start Date" (1/24/2018) and "Serving End Date" (1/26/2018). Below these are "Site Code" (0114) and "Site" (ELEMENTARY SCHOOL), with an "Add Site" button. At the bottom is a table with columns for Site, Serving Start Date, Serving End Date, Edit, and Delete.

Site	Serving Start Date	Serving End Date	Edit	Delete
ELEMENTARY SCHOOL	01/24/2018	01/26/2018		

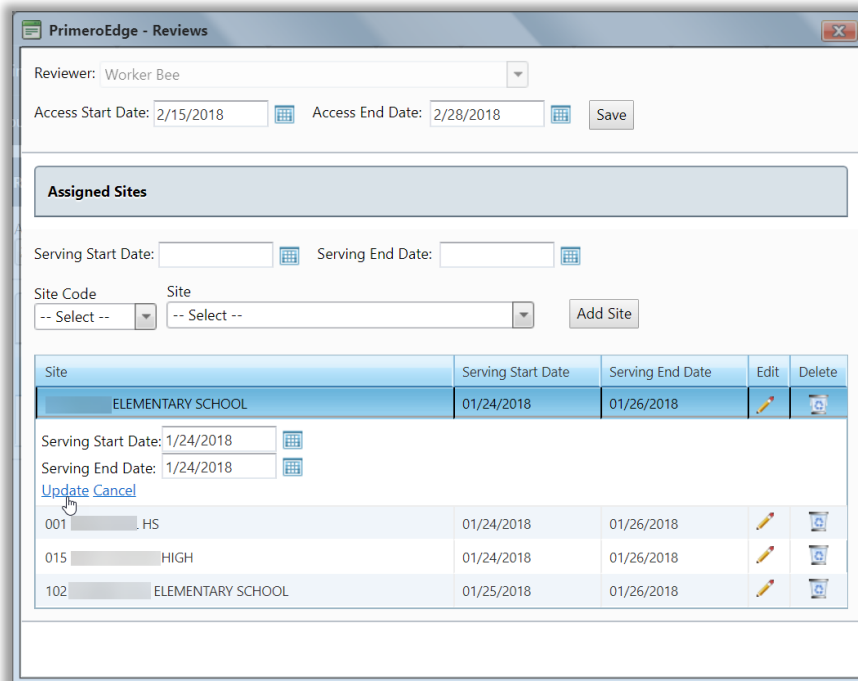
- g. When all sites and dates have been added for the selected reviewer, click **Close** in the Reviews popup.

**To change Review details**

1. Display list of Production Reviews.
2. Click **Edit** (✎) in a Review listing.



3. Do one of the following:
  57. To change site access dates, click **Edit** (✎).
    1. Select new date(s).
    2. Click **Update** link.



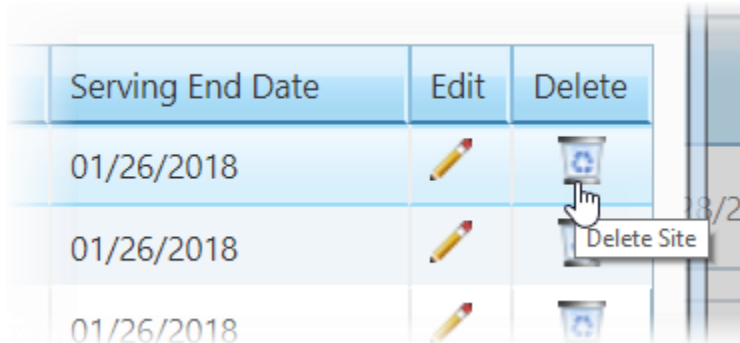
58. To add Site(s)

▲ Select a date range in Serving Start Date and Serving End Date, and select a site.

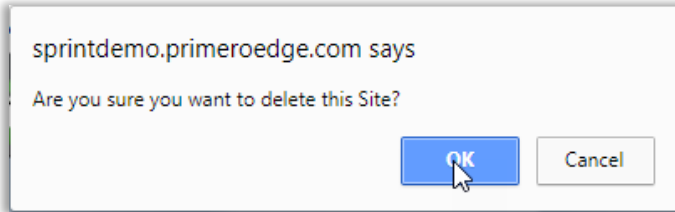
▲ Click **Add Site**.

59. To remove a site,

1. Click **Delete** (🗑️) in a site listing.



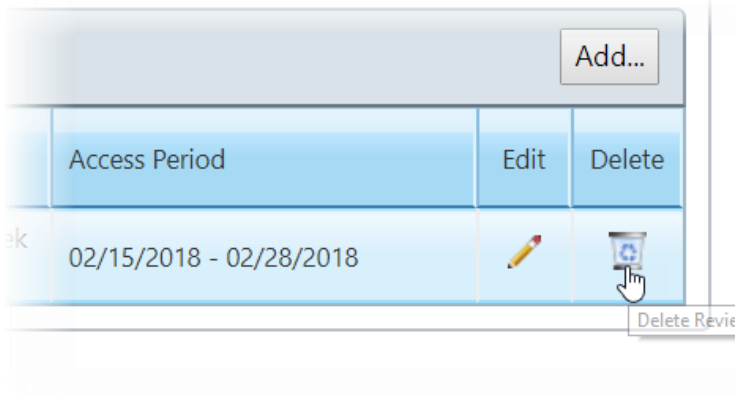
2. Click **OK** in the confirmation popup.



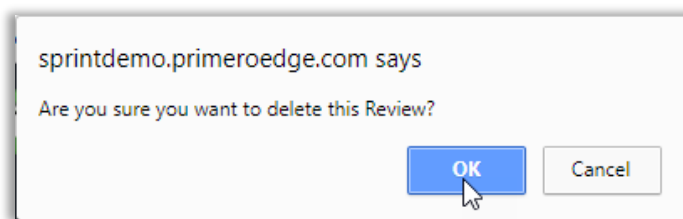
4. Click **Close** (✕) in the Reviews popup.

**To remove a Review**

1. Click **Delete** (🗑️) in a Review listing.



2. Click **OK** in the confirmation popup.







Production Review




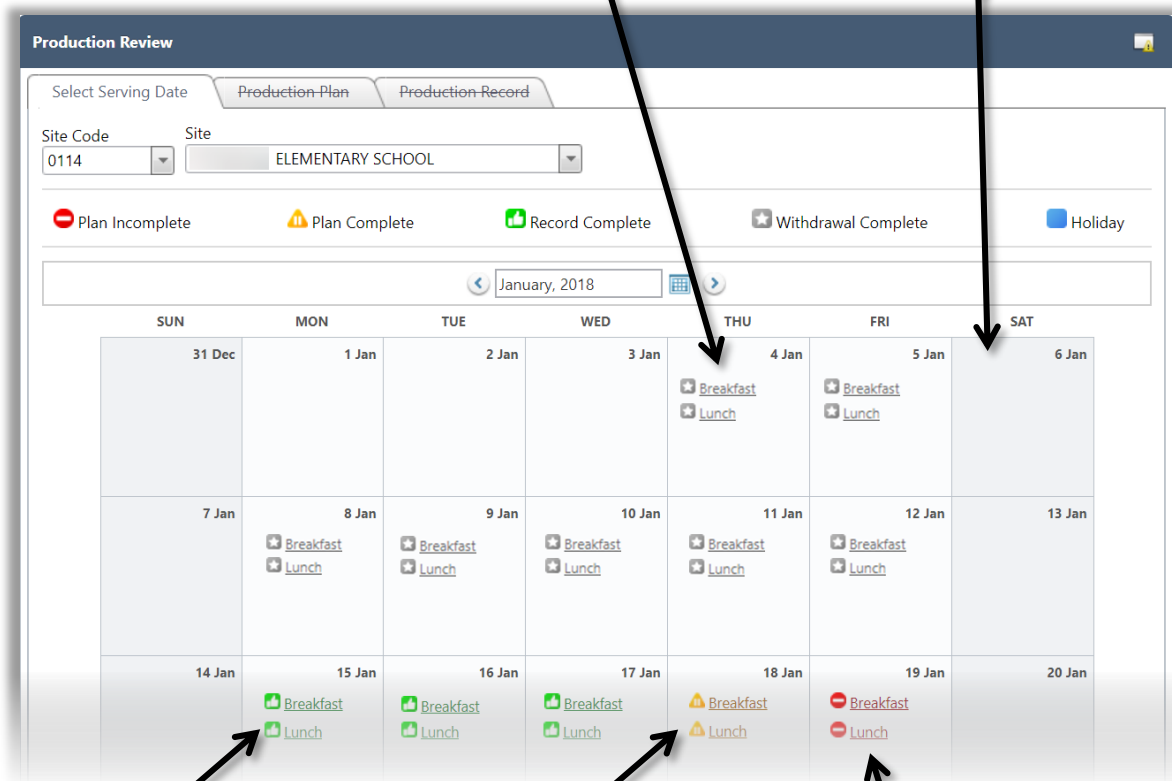
State Agency Reviewers use **Production Review** to review data recorded by the SFA for production plans and records. All data is read-only.


Use the legend below to determine which records to review.


 **Holiday**—holidays are shown in bright blue; no menus are typically assigned on these days but can be if needed.


 **Withdrawal Complete**—menu items/ingredients have been withdrawn from inventory.

 **Weekend Day**—weekend days are shown in light gray; no menus are typically assigned on these days but can be if needed.



 **Record Complete**—actual meal counts and menu item counts for the meal service have been entered and saved.

 **Plan Complete**—planned meal counts and planned menu item production counts have been entered for all serving groups.

 **Plan Incomplete**—menu has been assigned but planned meal counts or menu item production counts are either not entered or complete.

**Review Production Plan**

When reviewing Production Plans, no changes can be made but various reports can be generated.

**To review a Production Plan**

1. Click a link on the Production Review calendar.
2. Review planned counts for each serving group, OVS selection, and plan comments, if any.
3. Review planned menu items for food component contributions, if carryovers were served, planned number, and food required to produce each menu item.

**Production Review**

Select Serving Date | Production Plan | Production Record

HS - 1/29/2018 - Lunch - Main Line

Serving Group	Planned Count
9-12	580
Program Adults	0
Second Meals	0
Drop Trays	0
Sample Trays	0
<b>Total:</b>	<b>580</b>

Status:  Withdrawal Complete [History](#)

Offer vs. Serve:

Food Preparation Site: Site Code: [ ] Site: [ ]

Plan Comments: [ ]

Technician's Worksheet | Production Form | Production Ticket... | Forecast Report

---

**Menu Items**

Menu Item	Meal Contribution	Carryovers	9-12	Total Planned	Food Required
Category: Entrees; Choose: 1					
Baked Potato with Cheese (LR-1089)	2 Meat/MA 1 Veg-RO		300 1 Each	300	9 Pound, 6 Ounce (Bacon Bits) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound), 37 Pound, 8 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound), 1 7/8 Carton (Sour Cream) - SBRM-4672 (Container = 5 5lbs/container/1.0000 Carton).
Barbecued Chicken - USDA Recipe D110 (PER D-110)	2 Meat/MA		280 1 portion	280	
<b>Category Totals:</b>			<b>580</b>	<b>580</b>	
Category: Italian Meals; Choose: 1					
Category: Tokyo Drift; Choose: 1					
Category: Pizza Bar; Choose: 1					
<b>Record Totals:</b>			<b>2380</b>	<b>2380</b>	

Select Serving Date > Production Plan > Production Record

4. Print reports, as needed, to review details of planned menu items.
5. Technician's Worksheet— details planned and produced menu item counts, as well as counts for Carryovers, Return to Stock, Waste, and A La Carte.
6. Production Record—details planned and actual meal counts by serving group; for each menu item by serving group, the report displays the number of servings produced and served, and counts for A La Carte, reimbursable, and leftovers. Menu item food contributions, food quantities prepared, HACCP procedures used, and recipes used to prepare menu items are also shown.

**Technician's Worksheet** Generated on: 4/30/2018 12:16:33 PM by Cybersoft Support  
 Site: \_\_\_\_\_ HS Meal Service: Lunch  
 Date: 01/29/2018 Menu Line: Main Line

Serving Group	Planned Count	Actual Count
9-12	580	
Program Adults	0	
Second Meals	0	
Drop Trays	0	
Sample Trays	0	
<b>Total:</b>	<b>580</b>	

Serving Size	Planned	Produced	Carryovers	Return to Stock	Waste	Ala carte
<b>Category: Entrees; Choose: 1</b>						
Baked Potato with Cheese (LR-1089) 2 Meat/MA, 1 Veg-RO						
1 Each	300			N/A		
Food Required: 9 Pound, 6 Ounce (Bacon Bits ) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound), 37 Pound, 8 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound), 1 7/8 Carton (Sour Cream) - SBRM-4672 (Container = 5 5lbs/container/1.0000 Carton).						
Barbecued Chicken - USDA Recipe D110 (PER D-110) 2 Meat/MA						
1 portion	280					
<b>Category: Italian Meals; Choose: 1</b>						
Fiesta Lasagna (TR100094)						
1 square, large (2-3/4" sq x 7/8")	400					
Spaghetti and Meatballs (TR100093) 1 Non-WGR, 2 Meat/MA, 1/2 Veg-RO						
1 Cup	200					

**Daily Food Production Record** Generated on: 4/30/2018 12:17:34 PM by Cybersoft Support  
 Site: \_\_\_\_\_ HS Preparation Site: \_\_\_\_\_ HS  
 Serving Date: 1/29/2018 Offer Vs. Serve: True  
 Meal Service: Lunch Meal Pattern: [USDA]Meal Pattern SY 2014+  
 Menu Line: Main Line

Serving Group	Planned Count	Actual Count
9-12	580	580
Program Adults	0	0
Second Meals	0	0
Drop Trays	0	0
Sample Trays	0	0
<b>Total:</b>	<b>580</b>	<b>580</b>

Plan Comments: \_\_\_\_\_  
 Record Comments: \_\_\_\_\_

Menu Item (Recipe #)	9-12	Total Planned	Servings Produced	Total Served	Ala carte	Reimbursable	Leftover	Comments
<b>Entrees; Choose: 1</b>								
Baked Potato with Cheese (LR-1089)	300 (1 ea.)	300 (1 ea.)	300 (1 ea.)	300 (1 ea.)			300 (1 ea.)	
Meal Contribution: 2 Meat/MA, 1 Veg-RO								
Qty Prepared: 9 Pound, 6 Ounce (Bacon Bits ) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound), 37 Pound, 8 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound), 1 7/8 Carton (Sour Cream) - SBRM-4672 (Container = 5 5lbs/container/1.0000 Carton).								
Temperature(°F): N/A								
Barbecued Chicken - USDA Recipe D110 (PER D-110)	280 (1 portion)	280 (1 portion)	280 (1 portion)	280 (1 portion)			280 (1 portion)	
Meal Contribution: 2 Meat/MA								
Qty Prepared: N/A								
Temperature(°F): N/A								
<b>Italian Meals; Choose: 1</b>								

- 7. Production Ticket— details recipe particulars, such as number of scaled servings, HACCP process(es) used, allergens, yield, recipe comments, directions, stock items and quantities used.
- 8. Forecast Report—provides suggested counts for planned menu item counts based on past planned, produced and served counts for the same menu.

**LR-1089 - Baked Potato with Cheese** Generated on: 4/30/2018 12:20:59 PM by Cybersoft Support

Scaled for 300 (1 ea.) servings  
 HACCP Process: Process 2: Same day service  
 Yield: 45 Pound, 8 1/4 Ounce

**Tips/Comments**

- Tips: Each serving yields 2 oz MMA, 1/2 c F/V

Step #	Stock Item# / Recipe Code	Stock Item / Recipe Name	Stock Quantity	Directions
1	USDA-100003	Cheese, Cheddar, Yellow, Shredded, Chilled, As Purchased	37 Pound, 8 Ounce	5. first step for 900483 Cook : Heat to = 165.00 °F for 15 seconds
2	SBRM-4672	Sour Cream, As Purchased	1 7/8 Carton	second recipe step Cook : Heat to = 165.00 °F for 15 seconds
3	SBRM-5046	Bacon Bits, As Purchased	9 Pound, 6 Ounce	third step
4	USDA-100340	Potatoes, Russet, Fresh, As Purchased	300 Each	1. Soak and scrub potatoes to remove dirt. Do not break skin. 2. Wrap in foil.
5				
6				3. Place in single layer on pan lined 18x26" baking sheets
7				4. Bake: Convection Oven: 375 degrees for 60 minutes.
8				**HACCP** ALWAYS HOLD CHEESE AT 40 DEGREES OR

**Forecasting Report** Generated on:

Site: HS  
 Serving Date: 1/30/2018

Serving Group	Planned Count
9-12	100
Program Adults	10
Second Meals	2
Drop Trays	5
Sample Trays	2
<b>Total:</b>	<b>119</b>

Menu Item	Serving Date	Meals Served	Total Planned	Servings Produced	Leftover	Total Served	Comments	Suggested Counts	
								9-12	Item Total
<b>Entrees (Choose 1)</b>									
Baked Potato with Cheese (1 Each)	01/24/2018	112	100	100	7	93		124	124
	01/25/2018	205	100	100	2	98			
	01/26/2018	105	100	100	0	100			
Barbecued Chicken - USDA Recipe D110 (1 portion)	01/24/2018	112	100	200	13	187		192	192
	01/25/2018	205	100	100	0	100			
	01/26/2018	105	100	100	20	80			
<b>Italian Meals (Choose 1)</b>									
Fiesta Lasagna (1 square, large (2-3/4" sq x 7/8"))	01/24/2018	112	100	100	8	92		119	119
	01/25/2018	205	100	100	0	100			
	01/26/2018	105	100	100	0	100			
Spaghetti and Meatballs (1 Cup)	01/24/2018	112	100	150	9	141		144	144
	01/25/2018	205	100	100	12	88			
	01/26/2018	105	100	100	0	100			
<b>Tokyo Drift (Choose 1)</b>									
Cooked Noodles (1 Cup)	01/24/2018	112	150	150	15	135		300	300
	01/25/2018	205	150	150	0	150			
	01/26/2018	105	150	150	0	150			

## Review Production Record

When reviewing Production Records, no changes can be made.

### To review a Production Record

- Click a link on the Production Review calendar.
- Click the Production Record tab or click the [Production Record](#) link at the bottom of the page.
- Review Actual Counts, Comments, and recorded Waste amounts.
- Review individual menu item counts for:
  9. Total Leftover = Carryover +- Return to Stock + Waste
  10. Total Served = Total Produced – Total Leftover

**Production Review**

Select Serving Date | Production Plan | Production Record

HS - 1/29/2018 - Lunch - Main Line

Serving Group	Planned Count	Actual Count
9-12	580	578
Program Adults	0	2
Second Meals	0	0
Drop Trays	0	0
Sample Trays	0	0
<b>Total</b>	<b>580</b>	<b>580</b>

Status:  Withdrawal Complete [History](#)

Offer vs. Serve:

Food Preparation Site: Site Code:  Site:

Plan Comments:

Record Comments:

Total Waste:  lbs

Buttons: Technician's Worksheet | Production Form | Production Ticket...

---

**Menu Items** | Default Carryover Date:  | Add Menu Item... | Save Record

Category: Entrees; Choose: 1

**Baked Potato with Cheese (LR-1089)** (Contributes: 2 Meat/MA, 1 Veg-RO) | Comments:

Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover	Total Served	POS Qty	Ala carte	Reimbursable
1 Each	300	300	5	5/9/2018 Lunch Main Line	2	7	293	2	2	291

Qty Prepared: 9 Pound, 6 Ounce (Bacon Bits) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound),  
37 Pound, 8 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound),  
1 7/8 Carton (Sour Cream) - SBRM-4672 (Container = 5 Sibs/container/1.0000 Carton).

**Barbecued Chicken - USDA Recipe D110 (PER D-110)** (Contributes: 2 Meat/MA) | Comments:

Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover	Total Served	POS Qty	Ala carte	Reimbursable
1 portion	300	298	8	5/7/2018 Lunch Main Line	4	13	265	0	0	265

Qty Prepared:

Category: Italian Meals; Choose: 1

Category: Tokyo Drift; Choose: 1

Category: Pizza Bar; Choose: 1

11. Print reports, as needed, to review details of planned menu items.
12. Technician’s Worksheet—details planned and produced menu item counts, as well as counts for Carryovers, Return to Stock, Waste, and A La Carte.
13. Production Form—details planned and actual meal counts by serving group; for each menu item by serving group, the report displays the number of servings produced and served, and counts for A La Carte, reimbursable, and leftovers. Menu item food contributions, food quantities prepared, HACCP procedures used, and recipes used to prepare menu items are also shown.

### Technician's Worksheet

Site:  HS  
Date: 01/29/2018

Serving Group	Planned Count	Actual Count
9-12	580	
Program Adults	0	
Second Meals	0	
Drop Trays	0	
Sample Trays	0	
<b>Total:</b>	<b>580</b>	

Generated on: 4/30/2018 3:19:37 PM by Cybersoft Support  
Meal Service: Lunch  
Menu Line: Main Line

Serving Size	Planned	Produced	Carryovers	Return to Stock	Waste	Ala carte
<b>Category: Entrees; Choose: 1</b>						
Baked Potato with Cheese (LR-1089) 2 Meat/MA, 1 Veg-RO						
1 Each	300			N/A		
Food Required: 9 Pound, 6 Ounce (Bacon Bits) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound), 37 Pound, 8 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound), 1 7/8 Carton (Sour Cream) - SBRM-4672 (Container = 5 Sibs/container/1.0000 Carton).						
Barbecued Chicken - USDA Recipe D110 (PER D-110) 2 Meat/MA						
1 portion	280					
<b>Category: Italian Meals; Choose: 1</b>						
Fiesta Lasagna (TR100094)						
1 square, large (2-3/4" sq x 7/8")	400					

### Production Form

Site:  HS  
Serving Date: 1/29/2018  
Meal Service: Lunch  
Menu Line: Main Line

Serving Group	Planned Count	Actual Count
9-12	580	580
Program Adults	0	0
Second Meals	0	0
Drop Trays	0	0
Sample Trays	0	0
<b>Total:</b>	<b>580</b>	<b>580</b>

Generated on: 4/30/2018 3:23:39 PM by Cybersoft Support  
Preparation Site:  HS  
Offer Vs. Serve: True  
Meal Pattern: [USDA]Meal Pattern SY 2014+

Planned Comments:

Record Comments:

Menu Item (Recipe #)	9-12	Total Planned	Servings Produced	Total Served	Ala carte	Reimbursable	Leftover	Comments
<b>Entrees; Choose: 1</b>								
Baked Potato with Cheese (LR-1089)	300 (1 ea.)	300 (1 ea.)	300 (1 ea.)	290 (1 ea.)	5 (1 ea.)	285 (1 ea.)		
Meal Contribution: 2 Meat/MA, 1 Veg-RO								
Qty Prepared: 9 Pound, 6 Ounce (Bacon Bits) - SBRM-5046 (Case = 10 (10lbs) /1.0000 Pound), 37 Pound, 8 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound), 1 7/8 Carton (Sour Cream) - SBRM-4672 (Container = 5 Sibs/container/1.0000 Carton).								
Temperature(°F): N/A								
Barbecued Chicken - USDA Recipe D110 (PER D-110)	280 (1 portion)	280 (1 portion)	280 (1 portion)	276 (1 portion)	4 (1 portion)	272 (1 portion)	Return to Stock 3 (1 portion) Waste 1 (1 portion)	
Meal Contribution: 2 Meat/MA								
Qty Prepared: N/A								
Temperature(°F): N/A								
<b>Italian Meals; Choose: 1</b>								
Fiesta Lasagna (TR100094)	400 (1 square, large (2-3/4" sq x 7/8"))	400 (1 square, large (2-3/4" sq x 7/8"))	400 (1 square, large (2-3/4" sq x 7/8"))	400 (1 square, large (2-3/4" sq x 7/8"))		400 (1 square, large (2-3/4" sq x 7/8"))		
Meal Contribution: N/A								
Qty Prepared: N/A								
Temperature(°F): N/A								
Spaghetti and Meatballs (TR100093)	200 (1 c.)	200 (1 c.)	200 (1 c.)	200 (1 c.)		200 (1 c.)		
Meal Contribution: 1 Non-WGR, 2 Meat/MA, 1/2 Veg-RO								
Qty Prepared: N/A								
Temperature(°F): N/A								

- 14. Production Ticket—details recipe particulars, such as number of scaled servings, HACCP process(es) used, allergens, yield, recipe comments, directions, stock items and quantities used.

**TR100095 - Cooked Noodles** Generated on: 4/30/2018 3:25:06 PM by Cybersoft Support

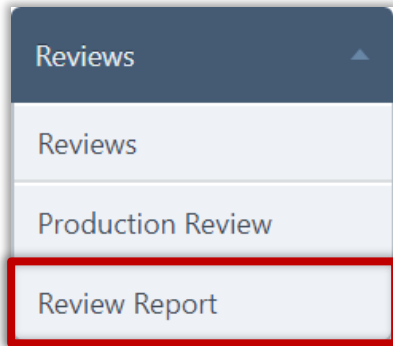
Scaled for 600 (1 c.) servings  
HACCP Process: Process 2: Same day service  
Allergens: Contains Milk; Processed in a facility that also processes Soy;  
Yield: 16 Ounce

**Tips/Comments**

- Boil until Al Dente

Step #	Stock Item# / Recipe Code	Stock Item / Recipe Name	Stock Quantity	Directions
1	LI252072	Cooked Noodles	2 Pound, 8 Ounce	Cook the noodles until Al Dente Cook : Heat to = 165.00 °F for 15 seconds
2	SI100031	Butter-unsalted	4 Ounce	
3	900025	Seasoning, Cajun	1 Pound, 4 Ounce	

## Review Report



Use **Review Report** to generate a Daily Food Production Record for each *completed* Production Record in a selected date range. Date range can be outside of the date range set for the review access.

The Daily Food Production Record includes:

15. Planned and Actual Counts recorded for each serving group.
16. All planned menu items—data includes planned counts for each serving group, servings produced and served, and A La Carte, reimbursable and leftover counts, meal contributions, and all ingredients used to produce the menu item.

### Generate Report

#### To generate the Review Report

- \* Select a Site.
- \* Select a Meal Type or accept “All”.
- \* Select a date range in From and To.
- \* Click **Generate Report**.

 A screenshot of the 'Review Report' form. The form has a dark blue header with the title 'Review Report'. Below the header, there are four input fields: 'Site Code' (dropdown menu with '0114' selected), 'Site' (dropdown menu with 'ELEMENTARY SCHOOL' selected), 'Meal Type' (dropdown menu with '-- ALL --' selected), and 'From' (text input with '1/1/2018' and a calendar icon). To the right of the 'From' field is a 'To' field (text input with '4/30/2018' and a calendar icon). At the bottom right of the form is a 'Generate Report' button with a mouse cursor pointing to it.



Daily Food Production Record

**Daily Food Production Record**

Site: 0114 - ELEMENTARY SCHOOL  
 Serving Date: 1/5/2018  
 Meal Service: Breakfast  
 Menu Line: Line1

Generated 2/16/2018 10:50:06 AM by Cybersoft Support

Preparation Site: ELEMENTARY SCHOOL  
 Offer Vs. Serve: True  
 Meal Pattern: [USDA]Meal Pattern SY 2014+

Plan Comments:

Record Comments:

Serving Group	Planned Count	Actual Count
K-5	200	200
K-8	200	200
K-12	200	200
Adult	50	50
Ala Carte	0	0
Program Adults	0	0
Second Meals	0	0
Drop Trays	0	0
Sample Trays	0	0
<b>Total:</b>	<b>650</b>	<b>650</b>

Menu Item (Recipe #)	K-5	K-8	K-12	Adult	Ala Carte	Total Planned	Servings Produced	Total Served	Ala carte	Reimbursable	Leftover	Comments
<b>Entrees; Choose: 1</b>												
Baked Potato with Cheese (LR-1089)	75 (1 ea.)	75 (1 ea.)	75 (1 ea.)	10 (1 ea.)	0 (1 ea.)	235 (1 ea.)	230 (1 ea.)	225 (1 ea.)		225 (1 ea.)	Carryover 5 (1 ea.) to 01/12/2018	
							Meal Contribution:	2 Meat/MA, 1 Veg-RO				
							Qty Prepared:	7 Pound, 3 Ounce (Bacon Bits) - SBRM-5046 (Case = 10 (10lbs)/1.0000 Pound), 28 Pound, 12 Ounce (Cheese, Cheddar, Yellow, Shredded, Chilled) - USDA-100003 (Case = 6 Each/5.0000 Pound), 1 1/2 Carton (Sour Cream) - SBRM-4672 (Container = 5 5lbs/container/1.0000 Carton).				
							Temperature(°F):	N/A				
Burrito, breakfast, with salsa and whole eggs (TR100017)	75 (1 burrito)	75 (1 burrito)	75 (1 burrito)	10 (1 burrito)	0 (1 burrito)	235 (1 burrito)	200 (1 burrito)	195 (1 burrito)		195 (1 burrito)	Return to Stock 5 (1 burrito)	
							Meal Contribution:	1 Meat/MA				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				
Chicken Nuggets (LR-1153 )	50 (1 ea.)	50 (1 ea.)	50 (1 ea.)	10 (1 ea.)	0 (1 ea.)	160 (1 ea.)	160 (1 ea.)	158 (1 ea.)	1 (1 ea.)	157 (1 ea.)	Return to Stock 1 (1 ea.) Waste 1 (1 ea.)	
							Meal Contribution:	2 Meat/MA				
							Qty Prepared:	5/8 Each (Base, Chicken) - SBRM-4786 (Container = 1 each/1.0000 Each), 800 Each (Chicken Nuggets, FC (commodity)) - SBRM-4984 (Case = 720 (.68oz) each/1.0000 Each), 1 Pound, 2 Ounce (Flour) - SBRM-4797 (Bag = 25 pounds/1.0000 Pound), 16 Pound, 2 Ounce (Flour) - SBRM-4797 (Bag = 25 pounds/1.0000 Pound), 14 1/2 Ounce (Milk, NFD) - SBRM-4806 (Bag = 50 pounds/1.0000 Pound), 1/4 Gallon (Oil, Soybean) - SBRM-4809 (Case = 3 each /1.0000 Gallon), 6 1/4 Bag (Potatoes, Oven Roasted, Crinkles (commodity)) - SBRM-5124 (Case = 6 (5lbs) each/1.0000 Bag), 1/2 Each (Seasoning, French Fry) - SBRM-5443 (Case = 6 each (16oz)/1.0000 Each), 1 Pound, 10 Ounce (Sugar, Granulated) - SBRM-4838 (Case = 50 pounds/1.0000 Pound), 1 2/3 Gallon (Water, Tap) - SBRM-6013 (Gallon = 1 Gal/1.0000 Gallon), 5/8 Gallon (Water, Tap) - SBRM-6013 (Gallon = 1 Gal/1.0000 Gallon).				
							Temperature(°F):	N/A				
<b>Fruit; Choose: 1</b>												
Apples, Sliced (TR100079)	50 (1 Can)	50 (1 Can)	50 (1 Can)	10 (1 Can)	0 (1 Can)	160 (1 Can)	200 (1 Can)	219 (1 Can)	5 (1 Can)	214 (1 Can)	Waste 1 (1 Can)	
							Meal Contribution:	1 Fruit				
							Qty Prepared:	[20 * (1 Can) from Breakfast- Line1: 01/04/2018] 200 Can (Apples, Sliced) - SBRM-5139 (Case = 6 (#10 cans) each/1.0000 Can).				
							Temperature(°F):	N/A				
Mixed Fruit cup (LR-1027)	50 (1/2 c.)	50 (1/2 c.)	50 (1/2 c.)	50 (1/2 c.)	0 (1/2 c.)	200 (1/2 c.)	200 (1/2 c.)	200 (1/2 c.)		200 (1/2 c.)		
							Meal Contribution:	1/2 Fruit				
							Qty Prepared:	N/A				
							Temperature(°F):	N/A				
<b>MILK; Choose: 1</b>												
Milk, Chocolate, 1%, Paper (ELC's) (Single-LR-1362)	100 (1 ea.)	100 (1 ea.)	100 (1 ea.)	10 (1 ea.)	0 (1 ea.)	310 (1 ea.)	300 (1 ea.)	290 (1 ea.)	5 (1 ea.)	285 (1 ea.)	Return to Stock 5 (1 ea.) Waste 5 (1 ea.)	
							Meal Contribution:	1 MILK-F				
							Qty Prepared:	300 Each (Milk, Chocolate, 1%, Paper (ELC's)) - SBRM-4665 (Case = 50 Each/1.0000 Each).				
							Temperature(°F):	N/A				
Milk, White, 1%, Paper (ELC's & elementaries) (Single-LR-1365)	100 (1 ea.)	100 (1 ea.)	100 (1 ea.)	10 (1 ea.)	0 (1 ea.)	310 (1 ea.)	300 (1 ea.)	292 (1 ea.)	4 (1 ea.)	288 (1 ea.)	Return to Stock 4 (1 ea.) Waste 4 (1 ea.)	
							Meal Contribution:	1 MILK-F				
							Qty Prepared:	300 Each (Milk, White, 1%, Paper (ELC's & elementaries)) - SBRM-4667 (Case = 50 Each/1.0000 Each).				
							Temperature(°F):	N/A				

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*« End of User Guide »*

