

# CHEAT SHEET: PRODUCTION

## TYPES OF PRODUCTION REPORTS

1. “Technician’s Worksheet”: Users may use the “Technician’s Worksheet” to record important production data throughout the day.
2. “Technician’s Worksheet in Spanish”: The “Technician’s Worksheet in Spanish” provides users with the “Technician’s Worksheet” translated to Spanish for Spanish speaking staff.
3. “Production Form”: The “Production Form” collects planned and end-of-day data.
4. “Production Ticket”: The “Production Ticket” allows users to generate recipes for selected menu item(s) that reflect the planned counts for the day. Kitchen staff may use the “Production Ticket” recipes to prepare daily menu items.
5. “Forecast Report”: The “Forecast Report” provides users with data about the number of menu item servings offered the last three dates the site offered each menu item. The report also recommends the number of servings for each menu item based on the previous three serving dates.
6. “Pre-Production Analysis”: The “Pre-Production Analysis” allows users to analyze menus for food component and nutrient requirements after the user has entered planned counts for the production plan, but before actual production of the menu.
7. “Production Record”: The “Production Record” report collects actual counts for “Serving Groups and “Menu Items” and compiles end-of-day-data. Kitchen managers may use the “Technician’s Worksheet” to complete data entry for the final “Production Record.”
8. “Post Production Analysis”: The “Post Production Analysis” allows users to analyze menus for food component and nutrient requirements after the user has entered planned and actual counts for the production plan and record, after production of the menu.

## COMPLETING THE PRODUCTION PLAN

1. Click on “Production” tab.
2. Click on “Plan and Record” folder.
3. Click on “Plan” subfolder.
4. Select a “Site” from “Site” drop down box.
5. (Optional) Select a different month and year to view.
6. Click on menu line link for desired date.
7. Enter “Planned Count(s)” for each “Serving Group.”
8. (Optional) Enter any “Plan Comments” in “Plan Comments” field.
9. Enter planned counts for each menu item for each “Serving Group.”
10. (Optional) Click on “Add Menu Item...” button and follow the prompts to add any desired menu items.
11. Click on “Save Plan as Complete” button.

## COMPLETING THE PRODUCTION RECORD

1. Click on “Production” tab.
2. Click on “Plan and Record” folder.
3. Click on “Record” subfolder.
4. Select correct site (site CN Director has authorized user to access) from “Site” drop down list.
5. Click on desired menu line link from production calendar.
6. Enter “Actual Count(s)” for each “Serving Group.”
7. (Optional) Enter any “Record Comments” in “Record Comments” field.
8. (Optional) Enter the pounds of wasted food in “Total Waste” field.
9. Enter number of total “Menu Items” “Produced” for each menu item for each “Serving Group.”
10. If applicable, enter number of “Carryover,” “Return to Stock,” or “Waste” menu items or enter “0.”
11. If applicable, enter “Temperature” information for each menu item in “temperature” fields.
12. (Optional) Enter any “Comments” for each menu item in menu item’s “Comments” field.
13. For menu items that “Carryover,” select a desired carryover date, meal type and menu line for menu item.
14. Click on “Save Record” button.



## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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