



PRODUCTION MENU SOFTWARE

MENU ENHANCEMENT NUTRITION MODULE

USER'S GUIDE



**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

OTHER RESOURCES

In addition to the *User's Guide: Production*, users may use the following resources to learn more about “Production” in MENU Module.



PRIMERO EDGE VIDEO TRAINING LIBRARY

- 1 - Assign Menu Cycles to the Production Calendar
- 2 - Complete Production Plans
- 3 - Add Menu Items to Production Plans
- 4 - Auto Fill Production Plans



Note: Users may find links to these videos on the MENU Module webpage found on SquareMeals.org webpage. Users who encounter issues accessing these videos should contact their internal IT department for possible access issues.

CONFIGURING SYSTEM SETTINGS FOR PRODUCTION

For the “Production” Module, users need to set “System Settings” that meet their individual needs. This allows users to customize the “Production” section of MENU Module to meet their needs. Users who do not customize production settings will likely encounter problems with the “Production” Module.



1. Click on the “System” tab.



2. Click on the “Management” folder.



3. Click on the “System Settings” subfolder.



4. Click on the “Production” tab in the “System Settings” section.



5. Change the “System Settings,” as applicable.



6. Click on the “Save Settings” button.

The screenshot shows a software interface with a dark header bar. The header contains tabs: Team Work, Menu Planning, Production, System (which is highlighted with a red box), and a Save Settings button. Below the header is a sidebar with a 'Management' folder expanded, showing sub-options like Year Begin, Import Pictures, and System Settings. The main content area is titled 'System Settings' and has a 'Production' tab selected. The configuration screen lists various settings with checkboxes and dropdown menus. For example, 'Display and Use PQOH When Creating Production Orders' has a 'Yes' radio button selected. Other settings include 'Round Up Food Used (and Quantity Prepared) Calculations to nearest', 'Limit Add Menu Item Selection to Active Menus', and 'Plan - Allow Changes X Days in the Future (Plan Only)'. The 'Save Settings' button is located in the top right corner of the configuration screen.



Note: Pages **5-12** address each of the individual “System Settings” for “Production.”

“System Settings” for “Production”:

Setting	
Category: Order	
Display and Use PQOH When Creating Production Orders (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category: Plan and Record	
Round Up Food Used (and Quantity Prepared) Calculations to nearest (History)	Fraction Minor Unit <input type="button" value="▼"/>
Limit Add Menu Item Selection to Active Menus (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Plan - Allow Changes X Days in the Future (Plan Only) (History)	365
Plan/Record - Allow Changes X Days in the Past (History)	100
Plan/Record Page - Enable Meal Counts for Auxiliary Serving Groups (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Plan/Record Page - Enable Non-reimbursable Servings Column (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Plan/Record Page - Non-reimbursable Servings Column Header (History)	N/A
Plan/Record Page - Menu Items per Page (History)	10
Record Page - Enable “Temperature” Column (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Production Orders - Selection Date Type (History)	Dates <input type="button" value="▼"/>
Production Orders - Default First Week (in Weeks) (History)	2
Production Quantity fields: Display Stock Item Pack Sizes (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default Auto Fill Method (History)	Menu Planning Counts <input type="button" value="▼"/>
Forecast - Ideal Menu Item Category Leftover % [OVS only] (expected range of 0 - 20) (History)	10
Category: Reports	
Production Record Template (History)	Virginia <input type="button" value="▼"/>
Recipe Signage - Display Pictures (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No



Note: In order for users to activate changes made in the “Production” “System Settings,” users may need to re-save “Production Record(s)” and/or “Production Plan(s).”



Note: The following pages explain the “System Settings” for “Production” in more detail.

Category: Order

Category: Order	
Display and Use PQOH When Creating Production Orders (History)	<input checked="" type="radio"/> Yes <input type="radio"/> No

Explanation: This setting does not apply to MENU Module. Users do not need to update this setting.

Category: Plan and Record

Round Up Food Used (and Quantity Prepared) Calculations to nearest [\(History\)](#)

Whole Minor Unit

Explanation: This setting allows users to select the way the system rounds the numbers in the “Quantity Prepared” section of the production plan and record.

Whole Minor Unit
Fraction Minor Unit
Decimal Minor Unit

TDA Recommended Setting: While a matter of personal preference, users may find that selecting “Fraction Minor Unit” makes the production plan and record easier to read.

Whole Minor Unit:

Spaghetti Bowl (TXR1119) (Contributes: 1 WGR, 2 Meat/MA, 1/4 Veg-RO)

Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover
1 Each	175	200	0	0	0	3

Qty Prepared: 1 Bag 1 Bag Beef, Fully Cooked Beef Meatballs - (2/20# Bags) - Bulk Pack (5 - 0.5 oz. = 1 serving) Integrated - DST1605 (Bag = 2 Bag/1.0000 Bag),
0 Case 1 Bag OR 2 lb. 1.68 oz. (Cheese, mozzarella, low moisture feather shred, 4/5lb. bags/case; bongards' 75507-1) - DST1767 (Case = 4 Bag/1.0000 Bag),
0 Case 1 Case OR 12 lb. 10.10 oz. (Pasta, Spaghetti, Whole Grain; Thin) - DST1786 (Case = 1 Case/1.0000 Case),
1 Case 3 No. 10 Can OR 60 lb. 5.38 oz. (Sauce, spaghetti, red pack, 106 oz, red gold, rpkma9c) - DST2260 (Case = 6 No. 10 Can/1.0000 no. 10 can),
3 Quart 6 Ounces OR 202 lb. 1.68 oz. (Water) - DST1502 (Quart = 32 Ounces/1.0000 Quart).

Fraction Minor Unit:

Spaghetti Bowl (TXR1119) (Contributes: 1 WGR, 2 Meat/MA, 1/4 Veg-RO)

Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover
1 Each	175	200	0	0	0	3

Qty Prepared: 1 Bag 1 Bag Beef, Fully Cooked Beef Meatballs - (2/20# Bags) - Bulk Pack (5 - 0.5 oz. = 1 serving) Integrated - DST1605 (Bag = 2 Bag/1.0000 Bag),
0 Case 1/2 Bag OR 2 lb. 1.68 oz. (Cheese, mozzarella, low moisture feather shred, 4/5lb. bags/case; bongards' 75507-1) - DST1767 (Case = 4 Bag/1.0000 Bag),
0 Case 5/8 Case OR 12 lb. 10.10 oz. (Pasta, Spaghetti, Whole Grain; Thin) - DST1786 (Case = 1 Case/1.0000 Case),
1 Case 2 1/2 No. 10 Can OR 60 lb. 5.38 oz. (Sauce, spaghetti, red pack, 106 oz, red gold, rpkma9c) - DST2260 (Case = 6 No. 10 Can/1.0000 no. 10 can),
3 Quart 5 1/8 Ounces OR 202 lb. 1.68 oz. (Water) - DST1502 (Quart = 32 Ounces/1.0000 Quart).

Decimal Minor Unit

Spaghetti Bowl (TXR1119) (Contributes: 1 WGR, 2 Meat/MA, 1/4 Veg-RO)

Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover
1 Each	175	200	0	0	0	3

Qty Prepared: 1 Bag 0.95 Bag Beef, Fully Cooked Beef Meatballs - (2/20# Bags) - Bulk Pack (5 - 0.5 oz. = 1 serving) Integrated - DST1605 (Bag = 2 Bag/1.0000 Bag),
0 Case 0.42 Bag OR 2 lb. 1.68 oz. (Cheese, mozzarella, low moisture feather shred, 4/5lb. bags/case; bongards' 75507-1) - DST1767 (Case = 4 Bag/1.0000 Bag),
0 Case 0.63 Case OR 12 lb. 10.10 oz. (Pasta, Spaghetti, Whole Grain; Thin) - DST1786 (Case = 1 Case/1.0000 Case),
1 Case 2.42 No. 10 Can OR 60 lb. 5.38 oz. (Sauce, spaghetti, red pack, 106 oz, red gold, rpkma9c) - DST2260 (Case = 6 No. 10 Can/1.0000 no. 10 can),
3 Quart 5.05 Ounces OR 202 lb. 1.68 oz. (Water) - DST1502 (Quart = 32 Ounces/1.0000 Quart).

 Limit Add Menu Item Selection to Active Menus [\(History\)](#) Yes No

Explanation: When users select “Yes,” this setting allows kitchen managers to add menu items to menus assigned to the menu calendar.

 Plan - Allow Changes X Days in the Future (Plan Only) [\(History\)](#) 365

Explanation: This setting allows users to select the number of days in the future a user may make changes to the production plan.

- For example, a user may update and make changes to production plans one year into the future if the user enters “365” for this setting.

 Plan/Record - Allow Changes X Days in the Past [\(History\)](#) 100

Explanation: This setting allows users to limit the number of days a user may update or make changes to a production plan or record after the production of the menu.

- For example, a user may update and make changes to production plans and records 100 days after producing the actual menu if the user enters “100” for this setting.

 Plan/Record Page - Enable Meal Counts for Auxiliary Serving Groups [\(History\)](#) Yes No

Explanation: This setting allows users to enter planned counts for additional serving groups referred to as “auxiliary serving groups” (i.e. “Program Adults,” “Second Meals,” “Drop Trays,” and “Sample Trays”) on the production plan/record. When a user enables auxiliary serving groups, users may enter “planned counts” for these additional serving groups. However, the system does not enable a column for recording planned counts of menu items for auxiliary serving groups.



Note: The system will not change whether auxiliary servings display on the production plan/records that have already been assigned to the calendar. After changing this setting, users must assign new menus to the calendar to view (or not view) auxiliary servings display on the production plan/records.

TDA Recommended Setting: Since users cannot record planned counts for “Serving Group(s)” and “Menu Items” (which impacts the “Food Required”), TDA does not recommend selecting “Yes” for this setting except for specific situations for individual users.

Example: “Enable Meal Counts for Auxiliary Serving Groups”: “Yes” selected

Users may enter planned counts for “Auxiliary Serving Groups.”

Serving Group	Planned Count
9-12	<input type="text"/>
Adult	<input type="text"/>
Ala Carte	<input type="text"/>
Program Adults	<input type="text"/>
Second Meals	<input type="text"/>
Drop Trays	<input type="text"/>
Sample Trays	<input type="text"/>
Total:	0

[Production Form](#) [Production Ticket...](#) [Forecast Report](#)

Menu Items		Auto Fill...	Add Menu Item...	Save Plan as Complete	Save Plan		
Menu Item	Meal Contribution	Carryovers	9-12	Adult	Ala Carte	Total Planned	Food Required
Chicken Quesadilla (TXR1162)	2 WGR 2 Meat/MA		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Each	1 Each	1 Each		

The system does not populate columns for users to record planned counts for “menu items” for auxiliary groups.

Example: “Enable Meal Counts for Auxiliary Serving Groups”: “No” selected

Reflects serving groups selected for the menu.

Serving Group	Planned Count
9-12	<input type="text"/>
Adult	<input type="text"/>
Ala Carte	<input type="text"/>
Total:	0

[Production Form](#) [Production Ticket...](#) [Forecast Report](#)

Menu Items		Auto Fill...	Add Menu Item...	Save Plan as Complete	Save Plan		
Menu Item	Meal Contribution	Carryovers	9-12	Adult	Ala Carte	Total Planned	Food Required
Chicken Quesadilla (TXR1162)	2 WGR 2 Meat/MA		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Each	1 Each	1 Each		

Reflects serving groups selected for the menu.



Explanation: This setting allows users to enable an extra column on the production record/plan to record non-reimbursable servings for each menu item.

TDA Recommended Setting: TDA does not recommend enabling a “Non-reimbursable Servings Column.” Enabling this column will create a space for users to track the exact number of non-reimbursable servings for each produced menu item. For example, users would need to track exactly how many hamburgers they sold as adult meals, program adult meals, and a la carte sales.



Explanation: This setting allows users to assign a title to the “Non-reimbursable Servings Column” on the production record for users that selected “Yes” on the “Plan/Record: Enable Non-reimbursable Servings Column Header” setting. Users who choose not to enable a “Non-reimbursable Servings Column” may enter “N/A” in the field.

- For example, a user may title the “Non-reimbursable Servings Column” “A la carte” to record all adult meals, a la carte purchases, etc.

TDA Recommended Setting: TDA does not recommend enabling a “Non-reimbursable Servings Column.” Users who enable a “Non-reimbursable Servings Column” should keep in mind that they must lump all non-reimbursable menu items that do not fall into the “Carryover,” “Return to Stock,” and “Waste” columns together. The production record and plans contain a separate column for documenting “Carryover,” “Return to Stock,” and “Waste.”

Example of a production plan, as displayed in the system, where the user has enabled the “Non-reimbursable Servings Column” and assigned the “Column Header” as “A la carte.”

Menu Items										Default Carryover Date:	Add Menu Item...	Save Record
Category: Entrée/Combo-TDA; Choose: 1 French Bread Pizza (TXR1154) (Contributes: 2 WGR, 2 Meat/MA, 1/8 Veg-RO)										Comments:		
Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover	Total Served	A la carte	Reimbursable			
1 Each	275	270	0	0	4	4	266	5	261			
Temperature (°F):	Hot Hold	Cook										
	165	165										
Qty Prepared: 4 Case 30.00 Each OR 83 lb. 5.33 oz. (Pizza, tony's french bread pepperoni pizza, 6", whole grain with a blend of mozzarella cheese and ch) - DST1161.												

Example of a production record, as displayed on this report, where the user has enabled the “Non-reimbursable Servings Column” and assigned the “Column Header” as “A la carte.”

Menu Item (Recipe #)	K-5	Adult	Ala Carte	Total Planned	Portioning Tool	Servings Produced	Total Served	A la carte	Reimbursable	Leftover	Comments
Entrée/Combo-TDA; Choose: 1											
French Bread Pizza (TXR1154)	250 (1 ea.)	15 (1 ea.)	10 (1 ea.)	275 (1 ea.)		270 (1 ea.)	266 (1 ea.)	5 (1 ea.)	261 (1 ea.)	Waste 4 (1 ea.)	
				Meal Contribution:	2	WGR, 2 Meat/MA, 1/8 Veg-RO					
				Qty Prepared:	4	Case 30.00 Each OR 83 lb. 5.33 oz. (Pizza, tony's french bread pepperoni pizza, 6", whole grain with a blend of mozzarella cheese and ch) - DST1161.					
Spaghetti Bowl (TXR1119)	150 (1 ea.)	25 (1 ea.)	0 (1 ea.)	175 (1 ea.)		200 (1 ea.)	197 (1 ea.)	15 (1 ea.)	182 (1 ea.)	Waste 3 (1 ea.)	
				Meal Contribution:	1	WGR, 2 Meat/MA, 1/4 Veg-RO					
				Qty Prepared:	1	Bag 0.95 Bag (Beef, Fully Cooked Beef Heartballs - (2/20# Bags) - Bulk Pack (5 - 0.5 oz. = 1 serving) Integrated - DST1605, 0 Case 4.42 Bag OR 2 lb. 1.68 oz. (Cheese, mozzarella, low moisture feather shred, 4/5lb. bags/case; bologna's 75507-1) - DST1767,					
					0 Case 0.63 Case OR 12 lb. 10.10 oz. (Pizza, Spaghetti Whole Grain: Thin) - DST1786,						
					1 Case 2.42 No. 10 Can OR 60 lb. 5.38 oz. (Sauce, spaghetti, red pack, 106 oz., red gold, rpkma9c) - DST2260,						
					3 Quart 5.05 Ounces OR 202 lb. 1.68 oz. (Water) - DST502.						
Grain-TDA; Choose: 2											
Breadstick (TXR1025)	400 (1 ea.)	40 (1 ea.)	10 (1 ea.)	450 (1 ea.)		450 (1 ea.)	430 (1 ea.)	10 (1 ea.)	420 (1 ea.)	Waste 20 (1 ea.)	
				Meal Contribution:	1	WGR					
				Qty Prepared:	1	Case 210.00 Each OR 27 lb. 12.44 oz. (Breadsticks, Pan Baked, 5", Bake Crafters, 5011, WGR) - DST1014.					

Plan/Record Page - Menu Items per Page ([History](#)) 10

Explanation: This setting allows users to control the number of menu items that display on the “Plan/Record Page.”

Record Page - Enable “Temperature” Column ([History](#)) Yes No

Explanation: This setting allows users to enable a “Temperature” column for recording temperatures for menu items on the food production record. The system will only enable a “Temperature” column for menu items built with recipes where the user designated “Specify CCPs for the entire recipe,” selected a “HACCP Process,” and selected one or more individual “CCP(s)”

Example of a production plan where the user has enabled the “Temperature” column.

Category: Entrée-TDA; Choose: 1										Comments:	Comments:
Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover	Total Served	A la carte	Reimbursable	Comments:	Comments:
1 Each	230	240	0	0	1	1	239	15	224		
Temperature (°F):	Hot Hold										
	145										

Qty Prepared: 2 Case 48 each OR 68 lb. 12.53 oz. (Pizza, tony's smart pizza, 4x6 cheese pizza 50/50, whole grain crust, 50/50 blended mozzarella cheese) - DST1020 (Case = 96 each/1.0000 Each).

Category: Entrée-TDA; Choose: 1										Comments:	Comments:
Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover	Total Served	A la carte	Reimbursable	Comments:	Comments:
1 Each	225	225	0	0	5	5	220	15	205		
Temperature (°F):	Hot Hold	Reheat	Cook								
	140	165	165								

Qty Prepared: 0 Case 1 no. 10 can (Beans, Pinto, Canned in brine, low sodium, 6/#10 can, Bush) - DST1029 (Case = 6 no. 10 can/1.0000 no. 10 can),
 0 Case 8 Each OR 38 lb. 4.00 oz. (Beef, raw Ground, 80/20, Bulk, Frzn) - DST1741 (Case = 8 Each/1.0000 Each),
 0 Case 1 Bag OR 3 lb. 6.00 oz. (Cheese, reduced fat cheddar feather shred, 4/5lb. bags/case, bongards 75571-1) - DST1580 (Case = 4 Bag/1.0000 Bag),
 2 Case 2 Each OR 14 lb. 1.00 oz. (Chips, tortilla nacho 6/2lb, Rudy's 4002) - DST1747 (Case = 3 Each/1.0000 Each),
 1 Case 6 Bag OR 25 lb. 5.00 oz. (Rice Mix, Spanish brown rice, wg, Flavorwise R219-D5190) - DST1008 (Case = 6 Bag/1.0000 Bag),
 0 Case 5 no. 10 can OR 28 lb. 14.22 oz. (Salsa, mild enhanced, 6/#10cn, 103 oz, red gold, redsc99) - DST1011 (Case = 6 no. 10 can/1.0000 no. 10 can),
 0 Case 4 Each OR 1 lb. 8.75 oz. (Seasoning, Taco Seasoning, Reduced Sodium 6/6.6oz) - DST1521 (Case = 6 Each/1.0000 Each),
 0 Quart 6 Ounces OR 2 lb. 5.50 oz. (Water) - DST1502 (Quart = 32 Ounces/1.0000 Quart).

Production Orders - Selection Date Type ([History](#))

Production Orders - Default First Week (in Weeks) ([History](#))

Explanation: These settings do not apply to MENU Module. Users do not need to update this setting.

Production Quantity fields: Display Stock Item Pack Sizes ([History](#)) Yes No

Explanation: This setting allows users to enable the pack size of stock items in the “Food Required”/”Qty. Prepared” section.

Menu Item	Meal Contribution	Carryovers	9-12	Adult	Ala Carte	Total Planned	Food Required
Category: Entrée-TDA; Choose: 1							
Chicken Sandwich, Spicy (TXR1164)	2 3/4 WGR 2 Meat/MA		300 1 Each	5 1 Each	10 1 Each	315	2 Case 19 Each OR 63 lb. 3.11 oz. (Patty, Chicken, Breaded, Hot & Spicy, WGR) - DST1545 (Case = 148 Each/1.0000 Each).

Stock item pack size

Default Auto Fill Method ([History](#))

Explanation: This setting allows users to select the default method that MENU Module uses to “Auto Fill” the production plan when users select the “Auto Fill Method.” However, users may manually select a different “Auto Fill Method” from the “Default Auto Fill Method.”

- Selecting “Previous Plan” allows users to “Auto Fill” the production plan using a previous plan containing the “Same Menu,” “Copy of Menu,” or “Other Menu.”
- Selecting “Menu Planning Counts” allows users to “Auto Fill” the production plan using the “Menu Planning Counts” entered for that menu.
- Selecting “Forecast Counts” allows users to “Auto Fill” the production plan using the “Forecast Report” generated by the system.

Forecast - Ideal Menu Item Category Leftover % [OVS only] (expected range of 0 - 20) ([History](#))

Explanation: This setting allows users to set the percentage leftover for each menu item category in the forecast report.

Category: Reports



This setting allows users to select between the “Standard” or the “Virginia” production record template. The “Virginia” “Production Record Template” includes a “Portioning Tool” column for each menu item but functions the same as the “Standard” template in every other way.

Daily Food Production Record

Site: 1000 - TEXAS TRAINING ELEMENTARY
Serving Date: 7/24/2017
Meal Service: Lunch
Menu Line: Main Line

Serving Group	Planned Count	Actual Count
K-5	400	395
Adult	40	35
Ala Carte	20	25
Program Adults	0	0
Second Meals	0	0
Drop Trays	0	0
Sample Trays	0	0
Total:	460	455

Generated 8/16/2017 10:16:16 AM by Claudia Nieman
Preparation Site: 1000 - TEXAS TRAINING ELEMENTARY
Offer Vs. Serve: True
Meal Pattern: [USDA]Meal Pattern SY 2017-2022

Plan Comments:
Record Comments:

Menu Item (Recipe #)	K-5	Adult	Ala Carte	Total Planned	Portioning Tool	Servings Produced	Total Served	Leftover	Comments	
Entrée/Combo-TDA; Choose: 1										
French Bread Pizza (TXR1154)	250 (1 ea.)	15 (1 ea.)	10 (1 ea.)	275 (1 ea.)		270 (1 ea.)	266 (1 ea.)	Waste 4 (1 ea.)		
					Meal Contribution:	2 WGR, 2 Mat/MA, 1/8 Veg-RO				
					Qty Prepared:	4 Case 30.00 Each OR 83 lb. 5.33 oz. (Pizza, tony's french bread pepperoni pizza, 6", whole grain with a blend of mozzarella cheese and ch) - DST1161.				
Spaghetti Bowl (TXR1119)	150 (1 ea.)	25 (1 ea.)	0 (1 ea.)	175 (1 ea.)		200 (1 ea.)	197 (1 ea.)	Waste 3 (1 ea.)		
					Meal Contribution:	1 WGR, 2 Mat/MA, 1/4 Veg-RO				
					Qty Prepared:	1 Bag 0.95 Bag (Beef, Fully Cooked Beef Meatballs - (2/20# Bags) - Bulk Pack (5 - 0.5 oz. =1 serving) Integrated) - DST1605, 0 Case 0.42 Bag OR 2 lb. 1.68 oz. (Cheese, mozzarella, low moisture feather shred 4/lb. bags/case; bongards' 75507-1) - DST1767, 0 Case 0.63 Case OR 12 lb. 10.10 oz. (Pasta, Spaghetti, Whole Grain; Thin) - DST1786, 1 Case 2.42 lb. 10 Can OR 60 lb. 5.38 oz. (Sauce, spaghetti, red pack, 106 oz., red gold rpkma9c) - DST2260, 3 Quart 5.05 Junces OR 202 lb. 1.68 oz. (Water) - DST1502.				
Grain-TDA; Choose: 2										
Breadstick (TXR1025)	400 (1 ea.)	40 (1 ea.)	10 (1 ea.)	450 (1 ea.)		450 (1 ea.)	430 (1 ea.)	Waste 20 (1 ea.)		
					Meal Contribution:	1 WGR				
					Qty Prepared:	1 Case 210.0 Each OR 27 lb. 12.44 oz. (Bread, Bread Sticks, Pan Baked, 5", Bake Crafters, 5011, WGR) - DST1014.				
Sauce, Marinara, Meatless (TXR1275)	400 (1/2c.)	40 (1/2c.)	10 (1/2c.)	450 (1/2 c.)		450 (1/2 c.)	435 (1/2 c.)	Waste 15 (1/2 c.)		
					Meal Contribution:	1/2 Veg-RO				
					Qty Prepared:	3 Case 1.45 Each OR 124 lb. 0.13 oz. (Sauce, Marinara, Meatless) - DST2787.				

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Page: 1 of 4

Recipe Signage - Display Pictures [\(History\)](#)

Yes No

Explanation: This setting allows users to include images of the menu items in the “Recipe Signage Report.” The system pulls images from user uploaded images in the “Menu Items” tab of each recipe.

Chicken Sandwich, WGR

PER SERVING (1 ea.)

304 CALORIES	2.0g SAT FAT	608mg SODIUM	38.0g CARBS
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Allergens: Contains Soy, Wheat.

Made With:



Powered by PrimeroEdge for: TEXAS TRAINING DISTRICT

Chocolate Milk, FF

PER SERVING (1 Carton)

112 CALORIES	0.0g SAT FAT	177mg SODIUM	18.6g CARBS
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Allergens: Contains Milk.

Made With: Milk, Fat Free Chocolate, TruMoo, Dean, MILK



User selects “Yes.”

1% Unflavored Milk

PER SERVING (1 Carton)

100 CALORIES	1.5g SAT FAT	125mg SODIUM	12.0g CARBS
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Allergens: Contains Milk.

Made With: Milk, 1% unflavored; 1 gal. (1% Milk)

Apple Juice

PER SERVING (1 ea.)

53 CALORIES	0.0g SAT FAT	8mg SODIUM	13.5g CARBS
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Allergens:

Made With: Juice, 100% Apple Juice 4 fl oz, Schneider's, F

User selects “No.”

COMPLETING THE PRODUCTION PLAN

Once users assign menus or menu cycles to the calendar, site staff can see and use the menus or menu cycles for breakfast or lunch production.



1. Click on the “Production” tab.



2. Click on the “Plan and Record” folder.



3. Click on the “Plan” subfolder.



4. Select a “Site” from the “Site” drop down box.

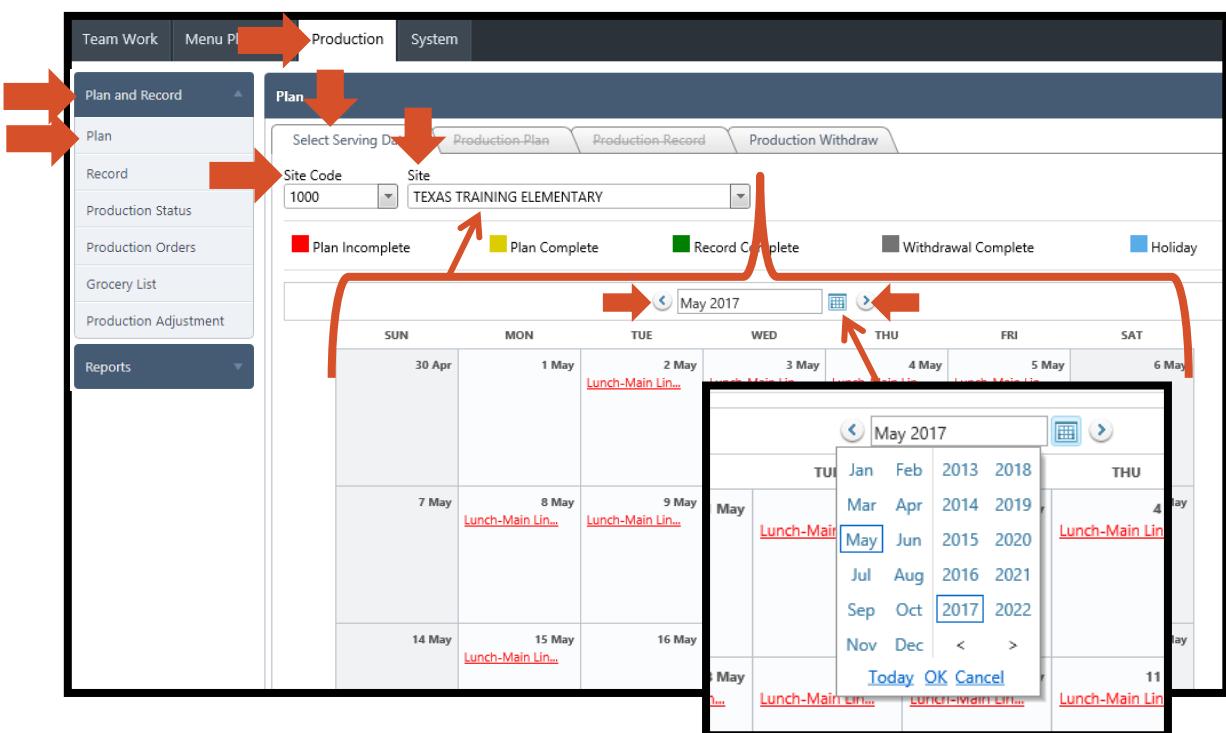
Notice that the “Site Code” automatically updates to match the site selected from the “Site” drop down box.

Notice that the system has automatically taken you to the “Select Serving Date” tab.

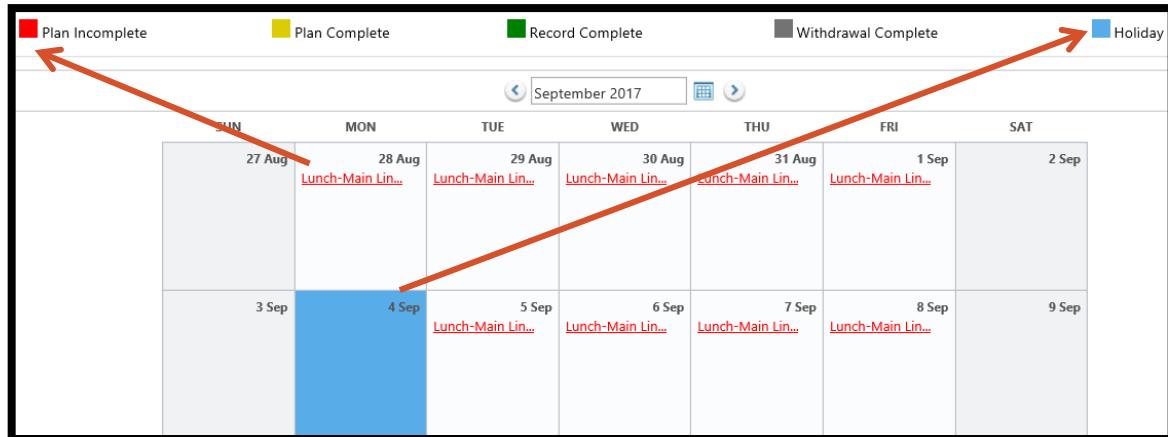
Notice that the system displays a calendar associated with the selected site.



5. (Optional) Use the arrows to the left and right of the month and year to view other months OR click on the calendar icon to the right of the month and year to select other months and years.



Notice the colored squares at the top of the page. The system color-codes the menu line listed on the calendar to help users easily identify the menu plan/record status for that menu line. As users make changes to menu plans/records on the calendar, the system updates the color of the menu line link to reflect the status.



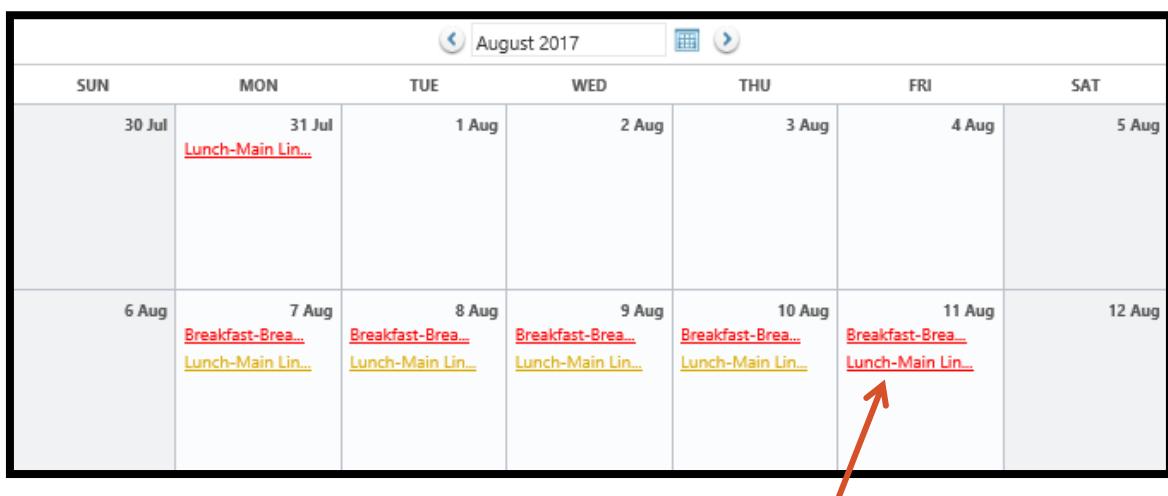
- A **red** menu line link indicates “Plan Incomplete.”
- A **yellow** menu line link indicates “Plan Complete.”
- A **green** menu line link indicates “Record Incomplete.”
- A **blue**-filled date indicates a “Holiday.”



Note: MENU Module users will not encounter a grey menu line link, for “Withdrawal Complete,” which only corresponds to users with Primero Edge’s “Inventory Module.”



6. Click on the menu line link for the desired date to access the plan. Notice that the system takes users to the production plan for the menu assigned to the selected meal type, menu line, and date.



Notice that the system takes users to the “Production Plan” tab.



7. Enter “Planned Count(s)” for each “Serving Group.”



Note: Do not leave any of the fields in the “Planned Count” column blank. Enter zero or another number for each “Serving Group.”



8. (Optional) Enter any “Plan Comments” in the “Plan Comments” field.

Plan

Select Serving Date

1000 - TEXAS TRAINING ELEMENTARY - 8/11/2017 - Lunch - Main Line

Serving Group	Planned Count
K-5	100
Adult	10
Ala Carte	5
Program Adults	0
Second Meals	0
Drop Trays	0
Sample Trays	0
Total:	115

Status: Plan Incomplete [History](#)

Offer vs. Serve:

Food Preparation Site: Site Code Site

Plan Comments:

Notice in the screen shot (above), that the system has automatically checked the “Offer vs. Serve” checkbox. Users can designate or undesignate a site as “Offer vs. Serve” in the “Menu Planning” tab, “Configuration” folder, and “Site Configuration” subfolder.



9. Enter planned counts for each menu item for each “Serving Group.”
Notice that the system generates a column for each serving group that corresponds to the assigned menu.

Menu Items

Menu Item	Meal Contribution	Carryovers	K-5	Adult	Ala Carte	Total Planned	Food Required
Category: Entrée-TDA; Choose: 1							
Salisbury Steak (TXR1069)	2 Meat/MA		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Each	1 Each	1 Each		
Category Totals:							
			0	0	0	0	
Category: Grain-TDA; Choose: 1							
Biscuit (TXR1029)	2 WGR		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Each	1 Each	1 Each		
Category Totals:							
			0	0	0	0	
Category: Fruit-TDA; Choose: 1							
Bananas, raw (TXR1139)	1/2 Fruit		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Each	1 Each	1 Each		
Fruity Gelatin (TXR1181)	1/2 Fruit		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1/2 Cup	1/2 Cup	1/2 Cup		
Category Totals:							
			0	0	0	0	
Category: Vegetable-TDA; Choose: 1							
Green Beans w/Cheese Sauce (LR1059)	1/2 Meat/MA 1/4 Veg-O		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1/4 Cup	1/4 Cup	1/4 Cup		
Raw Veggie Dippers (LR1075)	1/4 Veg-DG 1/2 Veg-O		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			3/4 Cup	3/4 Cup	3/4 Cup		
Tomato, Cucumber and Parsley Salad (LR1100)	3/8 Veg-RO 3/8 Veg-O		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			3/4 Cup	3/4 Cup	3/4 Cup		
Category Totals:							
			0	0	0	0	
Category: Milk-TDA; Choose: 1							
1% Unflavored Milk (TXR1054)	1 MILK-F		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Carton	1 Carton	1 Carton		
Strawberry Milk, FF (TXR1053)	1 MILK-F		<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1 Carton	1 Carton	1 Carton		
Category Totals:							
			0	0	0	0	
Category: Condiment-TDA; Choose: 1							
Gravy, Brown (TXR1173)			<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
			1/8 Package	1/8 Package	1/8 Package		
Category Totals:							
			0	0	0	0	
Record Totals:							
			0	0	0	0	



10. If the user does not wish to make any other changes to the menu, and desires to make the plan available for production purposes, click on the “Save Plan as Complete” button.



FAQ

What is the difference between the “Save Plan” button and the “Save Plan as Complete” buttons?

In MENU Module, “Save Plan,” allows users to enter and save data. Users can “Save (the) Plan” multiple times, even after the plan is complete. The “Save Plan as Complete” button allows users to enter and save data, but also generates a zero in the “Planned Count” for each “Serving Group” and planned counts for each “Menu Item” columns that the user leaves blank so that the system recognizes the plan as complete. The system only allows users to “Save (a) Plan as Complete” once.

1000 - TEXAS TRAINING ELEMENTARY - 8/11/2017 - Lunch - Main Line Save

Serving Group	Planned Count	Status:	Plan Incomplete History	
K-5	100	Offer vs. Serve:	<input checked="" type="checkbox"/>	
Adult	10	Food Preparation Site:	Site Code	Site
Ala Carte	5		1000	TEXAS TRAINING ELEMENTARY
Program Adults	0	Plan Comments:		
Second Meals	0			
Drop Trays	0			
Sample Trays	0			
Total:	115			

[Technician's Worksheet](#) [Technician's Worksheet in Spanish](#) [Production Form](#) [Production Ticket...](#) [Forecast Report](#)

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

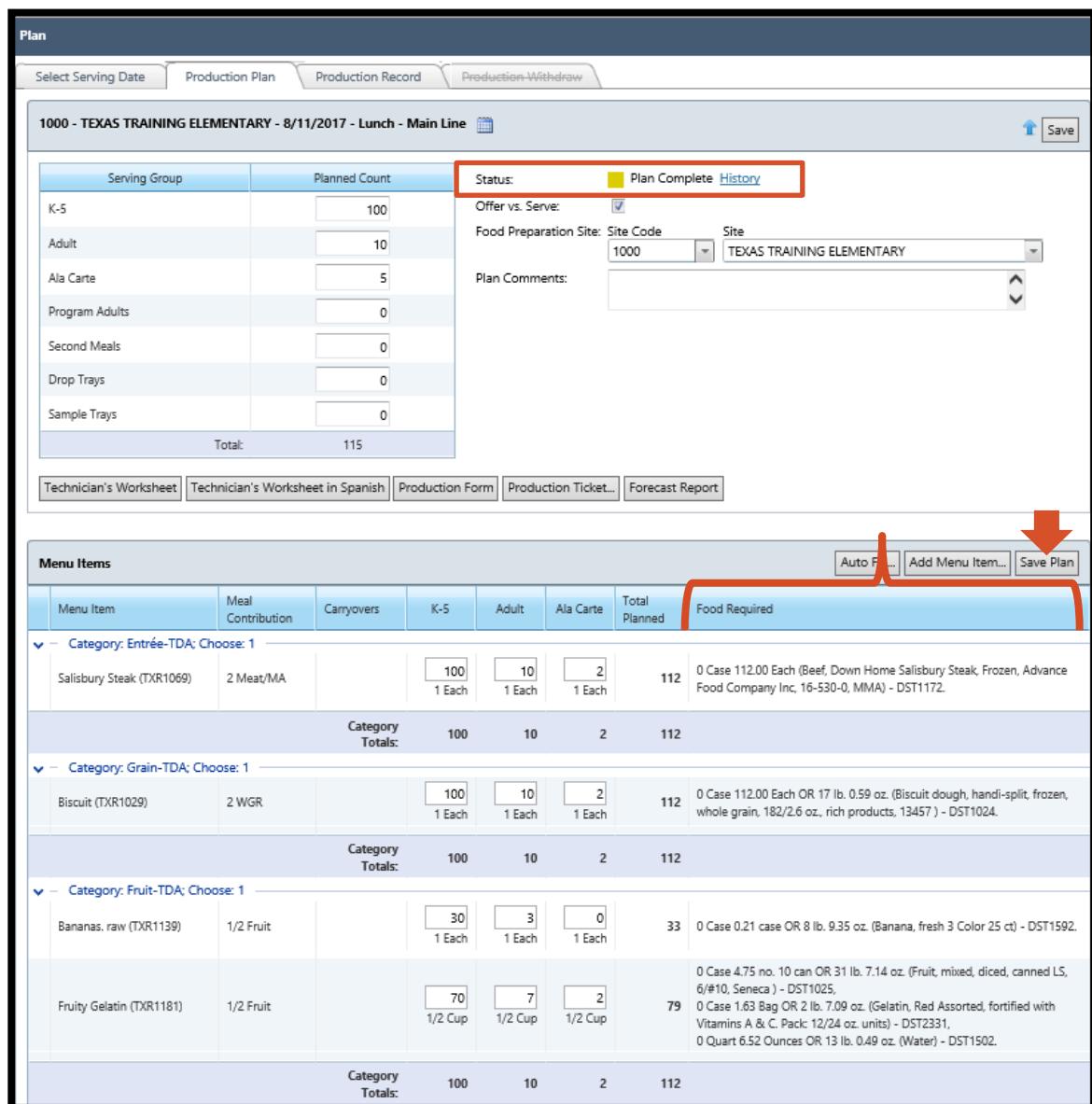
Menu Item	Meal Contribution	Carryovers	K-5	Adult	Ala Carte	Total Planned	Food Required
Salisbury Steak (TXR1069)	2 Meat/MA		100 1 Each	10 1 Each	2 1 Each	112	
Category Totals: 100 10 2 112							
Biscuit (TXR1029)	2 WGR		100 1 Each	10 1 Each	2 1 Each	112	
Category Totals: 100 10 2 112							
Bananas. raw (TXR1139)	1/2 Fruit		30 1 Each	3 1 Each	0 1 Each	33	
Fruity Gelatin (TXR1181)	1/2 Fruit		70 1/2 Cup	7 1/2 Cup	2 1/2 Cup	79	



Notice that the system hides the “Save Plan as Complete” button once users click on the “Save Plan as Complete” button. Users may continue to use the “Save Plan” button to save any changes to the plan.

Notice that the system changes the status of the plan to “Plan Complete” (yellow).

Notice that the system generates the quantity of “Food Required” to prepare the servings of each menu item in the “Food Required” column.



Plan

Select Serving Date Production Plan Production Record Production Withdraw

1000 - TEXAS TRAINING ELEMENTARY - 8/11/2017 - Lunch - Main Line

Status: Plan Complete History

Offer vs. Serve:

Food Preparation Site: Site Code Site
1000 TEXAS TRAINING ELEMENTARY

Plan Comments:

Serving Group	Planned Count
K-5	100
Adult	10
Ala Carte	5
Program Adults	0
Second Meals	0
Drop Trays	0
Sample Trays	0
Total:	115

Technician's Worksheet Technician's Worksheet in Spanish Production Form Production Ticket... Forecast Report

Menu Items

Menu Item	Meal Contribution	Carryovers	K-5	Adult	Ala Carte	Total Planned	Food Required
Salisbury Steak (TXR1069)	2 Meat/MA		100 1 Each	10 1 Each	2 1 Each	112	0 Case 112.00 Each (Beef, Down Home Salisbury Steak, Frozen, Advance Food Company Inc, 16-530-0, MMA) - DST1172.
Category Totals: 100 10 2 112							
Biscuit (TXR1029)	2 WGR		100 1 Each	10 1 Each	2 1 Each	112	0 Case 112.00 Each OR 17 lb. 0.59 oz. (Biscuit dough, handi-split, frozen, whole grain, 182/2.6 oz., rich products, 13457) - DST1024.
Category Totals: 100 10 2 112							
Bananas. raw (TXR1139)	1/2 Fruit		30 1 Each	3 1 Each	0 1 Each	33	0 Case 0.21 case OR 8 lb. 9.35 oz. (Banana, fresh 3 Color 25 ct) - DST1592.
Fruity Gelatin (TXR1181)	1/2 Fruit		70 1/2 Cup	7 1/2 Cup	2 1/2 Cup	79	0 Case 4.75 no. 10 can OR 31 lb. 7.14 oz. (Fruit, mixed, diced, canned LS, 6/#10, Seneca) - DST1025, 0 Case 1.63 Bag OR 2 lb. 7.09 oz. (Gelatin, Red Assorted, fortified with Vitamins A & C, Pack: 12/24 oz. units) - DST2331, 0 Quart 6.52 Ounces OR 13 lb. 0.49 oz. (Water) - DST1502.
Category Totals: 100 10 2 112							

Auto F... Add Menu Item... Save Plan

COMPLETING THE PRODUCTION PLAN: ADDING A MENU ITEM



FAQ

Why would a kitchen manager need to add a menu item to the production plan?

The production plan will reflect the menu plan entered by the menu planner. However, on occasion, a kitchen manager may need to add a menu item to the production plan. The following scenarios may require a kitchen manager to add a menu item:

- The kitchen manager wants to add leftover fruit menu items from breakfast to the lunch menu.
- The kitchen manager needs to substitute a menu item due to delivery mistakes.
- The kitchen manager needs to offer leftover menu items, from previous days.
- The district uses a generic term, such as "Manager's Choice," to allow kitchen managers to choose a menu item to add to the menu, most often a fruit or vegetable item.



1. From the "Production Plan," click on the "Add Menu Item..." button.

Notice that the system generates an "Add Menu Item" window, which allows users to search for and select the desired menu item by "Menu Item" name, "Recipe Code," and/or "Category."



Menu Items						
	Menu Item	Meal Contribution	Carryovers	K-5	Total Planned	Food Required
▼	Category: Grain-TDA; Choose: 1					
						0 Case 1 each OR 1.98 oz. (Margarine, regular, 80% fat, composite, stick, with salt) - DST1176
						(Case = 24 oz. / 1.9800 oz. = 12)

PrimeroEdge - Add Menu Item		
Menu Item	Recipe Code	Category
"Your School" Meatloaf	TXR1204	Entrée/Combo-TDA
#10 Ketchup Pouch Pack	LR1110	Condiment-TDA
1% Unflavored Milk	TXR1054	Milk-TDA
APPLE Green GRANNY SMITH 80-88ct, 1.40 LB	LR1113	Fruit-TDA
Apple Juice	LR1010	Fruit-TDA
APPLE RED FANCY 125CT, 1.40 LB	TXR1061	Fruit-TDA



2. Enter search terms to find the desired menu item.



3. Select the link for the desired menu item.

Notice that the system generates a new section for the menu item with a "Menu Item Name," "Category," and "Serving Size" drop down box after a user selects a menu item.



4. (Optional) Select a different menu item "Category" from the drop down list.

The menu item "Categor(ies) displayed reflect the configured "Menu Item Categories"(covered in Module 2: Configuration).



5. (Optional) Select a different menu item "Serving Size" from the drop down list.

The listed "Serving Size(s)" reflect the "Serving Size(s)" the user added when creating the menu item.



6. Click on the "Add Menu Item" button.

PrimerEdge - Add Menu Item

Menu Item	Recipe Code	Category
pears		
Canned Pears Slices	LR1085	Fruit-TDA
Diced Pears	TXR1027	Fruit-TDA
Pears, Bartlett, canned, halves, extra light syrup	TXR1056	Fruit-TDA
Sliced Pears	LR1044	Fruit-TDA
Sliced Pears	TXR1055	Fruit-TDA

Menu Item Name: Pears, Bartlett, canned, halves, extra light syrup

Category:

Serving Size:

Notice that the system adds the selected menu item to the production plan.

Notice the trashcan icon in the “Delete” column. Users may click on the trashcan icon to delete any added menu item from the planned menu.

Category: Fruit-TDA; Choose: 1					
Fresh Apple Slice (LR1045)	1/2 Fruit		45 1/2 Cup	45	0 Case 18 Each OR 6 lb. 1.92 oz. (Apple Red Fancy, 138 Ct, 1/40 lb.) - DST1227 (Case = 138 Each/1.0000 Each), 0 Case 1 quart (Orange juice, chilled, includes from concentrate, with added calcium and vitamin D) - DST1178 (Case = 12 quart/1.0000 Quart).
Fresh Grapes (LR1024)	1/2 Fruit		65 1/2 Cup	65	48 Case 1 Each OR 16 lb. 4.00 oz. (Grape, GRN Seedless, 18-22 #) - DST1232 (Case = 1 Each/1.0000 Cup).
Pears, Bartlett, canned, halves, extra light syrup (TXR1056)	1/2 Fruit		0 1/2 Cup	0	
Category Totals:					
			110	110	

7. Enter planned counts for the new menu item.

Pears, Bartlett, canned, halves, extra light syrup (TXR1056)	1/2 Fruit	20 1/2 Cup	20	
--	-----------	---------------	----	--

8. Click on the “Save Plan” button.

Menu Items						Auto Fill...	Add Menu Item...	Save Plan
Menu Item	Meal Contribution	Carryovers	K-5	Total Planned	Food Required		Delete	
Category: Grain-TDA; Choose: 1								

COMPLETING THE PRODUCTION PLAN: USING AUTO FILL



FAQ

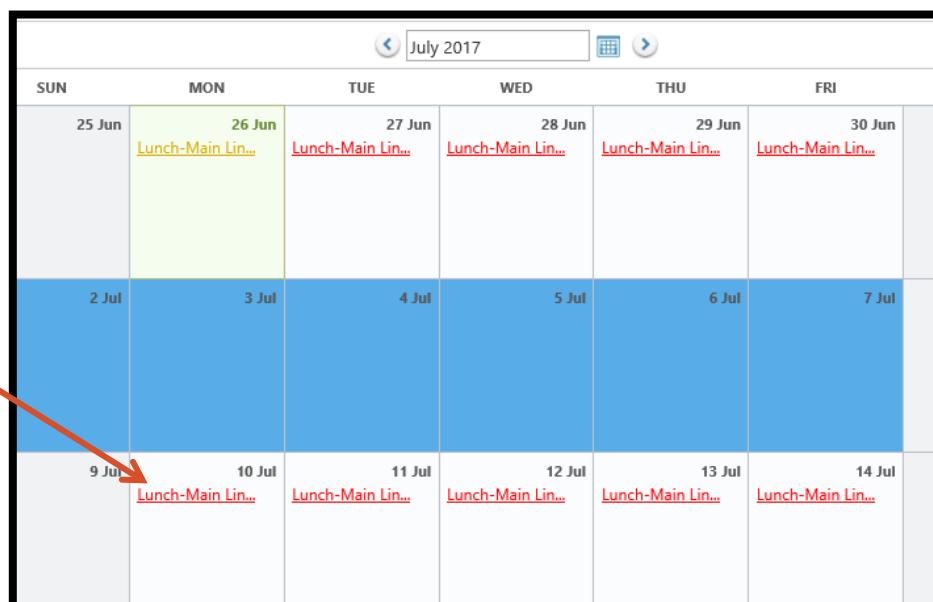
What purpose does “Auto Fill” serve in filling out production records?

Users may use the “Auto Fill” feature to quickly fill out “Planned Counts” for “Serving Group(s)” and planned counts for “Menu Items.” “Auto Fill” allows users to copy selected data, stored in the system to complete a production plan quickly.



Follow steps 1-6 on **pg. 14-15** to navigate to the desired meal type and menu line link.

1. After clicking on the desired meal type and menu line link from the production calendar, scroll down to the “Menu Items” table and click on the “Auto Fill...” button.



Menu Items		Auto Fill...	Add Menu Item...	Save Plan as Complete	Save Plan
Menu Item	Meal Contribution	Carryovers	K-5	Total Planned	Food Required
Stir-Fry Fajita Chicken, Squash & Corn (LR1027)	1 WGR 1 1/2 Meat/MA 3/8 Veg-RO 1/8 Veg-S 1/4 Veg-O			3/4 Cup	0
Category Totals:		0	0		

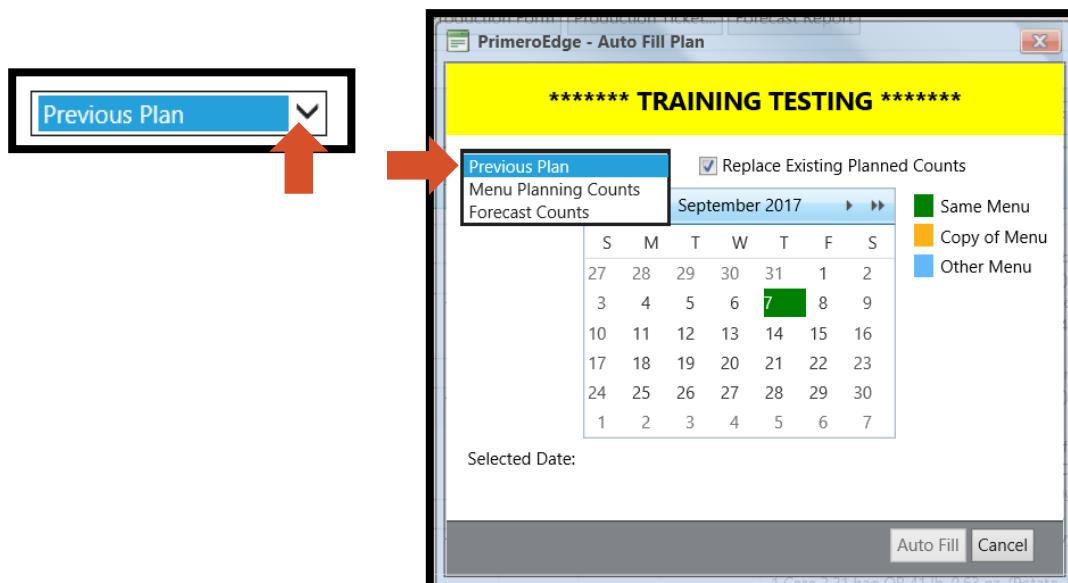
Notice that the system generates an “Auto Fill Plan” pop-up window.



2. Click on the arrow to the right of the field in the top, left corner of the window. Notice that the system allows users to override the default auto fill method selected by the user in the “Production” tab of “System Settings” (instructions on pg. 11).



Note: Read the information on pg. 11 for a detailed description of each auto-fill method.



3. Select an auto-fill method from the drop down box.



4. Select the specific parameters for the auto-fill method selected.

For users who select “Previous Plan” as the “Auto-Fill Method”:

Notice the color-coding used by the system to denote the same or similar menus to the selected menu.

- “Same Menu” (green): Used for dates with the same menu.
- “Copy of Menu” (yellow): Used for dates with a copy of the menu.
- “Other Menu” (blue): Used for dates with other menus with completed production plans.

- (Optional) Use the arrows to the left and right of the month name to toggle between months.

- Click on the date that contains the menu to copy.

Notice that the system updates the “Selected Date” to contain the date the user clicked.



Tip: Users may select a “Plan Incomplete” (red) or a “Plan Complete” (yellow) to use the “Auto Fill” feature. Using “Auto Fill” or a “Plan Complete” (yellow) cause the system to override the completed plan with the selected plan.

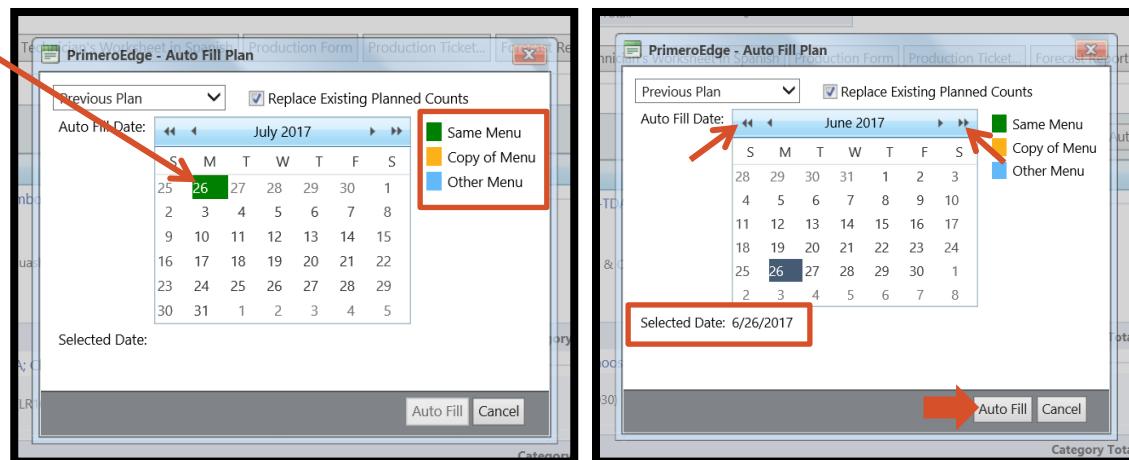
c. Click on the “Auto Fill” button.

Notice that the system takes the user back to the menu.

Notice that the system has updated the “Planned Counts” for “Serving Group(s)” and planned counts for “Menu Items” to match that of the menu selected to copy. (Shown on [page 27](#).)



Note: Users may still update any desired planned counts after using the “Auto Fill” feature.



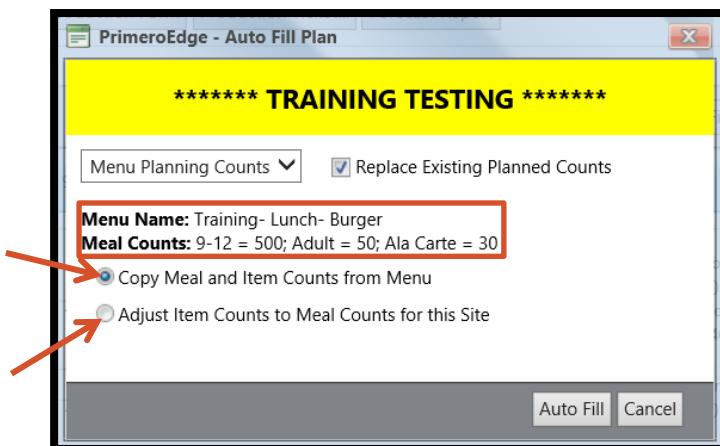
For users who select “Menu Planning Counts” as the “Auto-Fill Method”:

a. Select one option “Copy Meal and Item Counts from Menu” or “Adjust Item Counts to Meal Counts for this Site.”

Notice that the system lists the “Menu Name” from which to pull the “Menu Planning Counts. Notice that the system lists the “Meal Counts” selected for this menu in the menu plan.

- “Copy Meal and Item Counts from Menu”** allows users to use the same meal counts selected when the menu planner created the menu. Users may select this option when the meal counts selected by the menu planner do no need to be adjusted for production.
- “Adjust Item Counts to Meal Counts for this Site”** allows users to change the meal counts selected by the menu planner when creating the menu to meal counts that better reflect production.

b. Select the “Replace Existing Planned Counts” check box, if the user has already entered planned counts for the production plan and wishes to replace the planned counts with the “Menu Planning Counts.”



c. Click on the “Auto Fill” button.

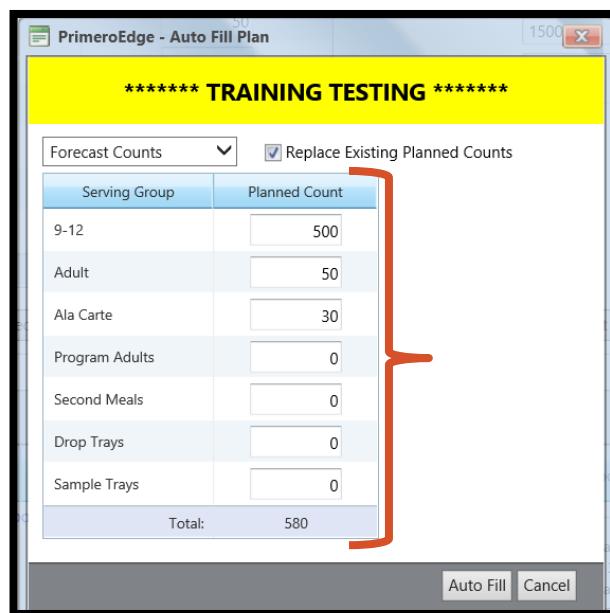
Notice that the system takes the user back to the menu.

Notice that the system has updated the “Planned Counts” for “Serving Group(s)” and planned counts for “Menu Items” to match that of the “Menu Planning Counts.”

For users who select “Forecast Counts” as the “Auto-Fill Method”:

a. Enter planned counts in the “Planned Count” column.

b. Click on the “Auto Fill” button.



Serving Group	Planned Count
K-5	100
Program Adults	10
Second Meals	5
Drop Trays	5
Sample Trays	0
Total:	120

The system updates the “Planned Counts” for “Serving Group(s)” and planned counts for “Menu Items” based on the auto-fill method selected.

Category: Grain-TDA; Choose: 1					
Cilantro Brown Rice (LR1028)	1 WGR	40 1/2 Cup	40	0 Case 1 pound OR 3.53 oz. (Celery, raw) - DST1130 (Case = 25 pound/1.0000 Cup), 0 Case 1 pounds (Cilantro, leaves, raw) - DST1141 (Case = 3 pounds/1.0000 Pound), 0 Bottle 1 Each (Garlic, Granulated, 24 oz) - DST1321 (Bottle = 1 Each/1.0000 Each), 0 Case 1 gallon (Oil, olive, salad or cooking) - DST1177 (Case = 6 gallon/1.0000 Gallon), 0 Bag 1 pound OR 4.70 oz. (Onions, whole, raw) - DST1102 (Bag = 25 pound/1.0000 Pound), 0 Case 1 bunches (Parsley, fresh curly) - DST1104 (Case = 12 bunches/1.0000 Bunch), 0 Bag 1 bag (Rice, Brown, medium grain, raw) - DST1116 (Bag = 1 bag/1.0000 Bag).	
Whole Grain Flour Tortilla (LR1029)	1 WGR	60 1 Each	60	0 Case 60 Each OR 3 lb. 15.49 oz. (Tortilla 6-6.25 Ultra Grain Flour Pressed Heat, (30/12 ct)) - DST1202 (Case = 360 Each/1.0000 Each).	
Category Totals: 100 100					
Category: Fruit-TDA; Choose: 1					
Fresh Grapefruit Sections (LR1031)	1/2 Fruit	100 1/2 Cup	100	8 Case 2 Cartons OR 49 lb. 15.99 oz. (Grapefruit, raw sections, red) - DST1099 (Case = 4 Cartons/1.0000 Carton).	
Category Totals: 100 100					
Category: Milk-TDA; Choose: 1					
1% White Milk (LR1011)	1 MILK-F	30 1 Each	30	0 Case 30 Carton OR 15 lb. (Milk, 1% Fat White, 50/8 oz, Borden 15409 - DST1198 (Case = 50 Carton/1.0000 Carton).	
FF Chocolate Milk (LR1055)	1 MILK-F	60 1 Each	60	1 Case 10 Each OR 30 lb. (Milk, Chocolate Fat Free, 50/8 oz, Borden 16405) - DST1330 (Case = 50 Each/1.0000 Each).	
FF Strawberry Milk (LR1054)	1 MILK-F	10 1 Each	10	0 Case 10 Each OR 5 lb. (Fat-Free,Flavored Milk, Strawberry) - DST1331 (Case = 50 Each/1.0000 Each).	
Category Totals: 100 100					

PRODUCTION PLAN REPORTS



Follow steps 1-6 on [pg. 14-15](#) to navigate to the desired menu line link.

1. After clicking on the desired menu line link from the production calendar, click on the desired report button to generate a report (reports pictured on [pg. 29-33](#)).

1000 - TEXAS TRAINING ELEMENTARY - 7/10/2017 - Lunch - Main Line 

Serving Group	Planned Count
K-5	100
Program Adults	10
Second Meals	5
Drop Trays	5
Sample Trays	0
Total:	120

Status: Plan Complete [History](#)

Offer vs. Serve:

Food Preparation Site: Site Code Site

Plan Comments:

[Technician's Worksheet](#) [Technician's Worksheet in Spanish](#) [Production Form](#) [Production Ticket...](#) [Forecast Report](#)



- “Technician’s Worksheet”:** Users may print the “Technician’s Worksheet” to record important production data throughout the day. The “Technician’s Worksheet” provides space to records “Actual Count(s),” servings “Produced,” “Temperatures,” “A la carte” items, and leftovers information. The worksheet also provides users with important information such as the menu items offered, the serving sizes, and the “Food Required” to prepare each menu item.
- “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.
- “Production Form”:** The “Production Form” collects planned counts, end of day data (once entered), and similar information to the “Technician’s Worksheet.”
- “Production Ticket”:** When users click on the “Production Ticket” button, the system generates a window that allows users to select menu items. The system generates recipes for the selected menu item(s) that reflect the day’s planned counts. Kitchen staff, that prepare the menu items, may use the “Production Ticket” recipes to prepare daily menu items.
- “Forecast Report”:** The “Forecast Report” provides users a report of the last three dates the site offered each menu item and the number of servings offered for each menu item for each date. The report also generates a recommended number of servings for each menu item based on the previous three serving dates.

TECHNICIAN'S WORKSHEET (SAMPLE)

Technician's Worksheet		Generated on: 6/27/2017 4:43:39 PM by						
Site: TEXAS TRAINING ELEMENTARY		Meal Service: Lunch						
Date: 07/10/2017		Menu Line: Main Line						
Serving Group		Planned Count	Actual Count	 				
K-5		100	100					
Program Adults		10	10					
Second Meals		5	5					
Drop Trays		5	5					
Sample Trays		0	0					
Total:		120	120					
Serving Size		Planned	Produced	Carryovers	Return to Stock	Waste	A la carte	
Category: Entrée/Combo-TDA; Choose: 1								
Stir-Fry Fajita Chicken, Squash & Corn (LR1027)		1	WGR, 1/2 Meat/MA, 3/8 Veg-RO, 1/8 Veg-S, 1/4 Veg-O					
3/4 Cup		60	60	N/A	N/A	N/A	N/A	
Temperatures (F):		Hot Hold	Reheat	Cook				
Food Required: 0 Case 1 no.10 can (Tomatoes, canned, low-sodium, diced) - DST1146 (Case = 6 no.10 can/1.0000 no. 10 can), 0 Case 1 each OR 0.39 oz. (Black Pepper, ground) - DST1158 (Case = 6 each/1.0000 Each), 0 Case 2 bags OR 9 lb. 9.60 oz. (Chicken Fajita strips, fully cooked) - DST1121 (Case = 8 bags/1.0000 Bag), 0 Case 1 pounds (Cilantro, leaves, raw) - DST1141 (Case = 3 pounds/1.0000 Pound), 0 Case 1 case OR 4 lb. 12.80 oz. (Corn, whole kernel, frozen) - DST1174 (Case = 1 case/1.0000 Case), 0 Case 1 each (Cumin, ground) - DST1156 (Case = 6 each/1.0000 Each), 0 Case 1 each OR 0.51 oz. (Garlic powder, dry) - DST1154 (Case = 6 each/1.0000 Each), 0 Bottle 1 Each (Garlic, Granulated, 24 oz) - DST1321 (Bottle = 1 Each/1.0000 Each), 0 Case 1 gallon (Oil, canola) - DST1168 (Case = 3 gallon/1.0000 Gallon), 0 Bag 3 pound OR 2 lb. 6.40 oz. (Onions, whole, raw) - DST1102 (Bag = 25 pound/1.0000 Pound), 0 Bag 1 Each OR 2 lb. 6.40 oz. (Pepper Bell RED Choice 20 lb) - DST1273 (Bag = 1 Each/1.0000 Each), 0 Case 1 Each OR 2 lb. 6.40 oz. (PEPPERS CHILE GRN DCD 6/#10cans, Rosarita 10764) - DST1322 (Case = 6 Each/1.0000 Each), 0 Bag 1 bag (Rice, Brown, medium grain, raw) - DST1116 (Bag = 1 bag/1.0000 Bag), 43 Case 1 Each OR 9 lb. 9.60 oz. (Squash Butternut Diced, 20 LB) - DST1229 (Case = 1 Each/1.0000 Each).								
Category: Entrée-TDA; Choose: 1								
Lentils of the Southwest (LR1030)		1	Meat/MA					
1/4 Cup		40	40	N/A	N/A	N/A	N/A	
Temperatures (F):		Hot Hold	Reheat	Cook				
Food Required: 0 Case 1 no.10 can (Tomatoes, canned, low-sodium, diced) - DST1146 (Case = 6 no.10 can/1.0000 no. 10 can), 0 Case 1 pounds (Cilantro, leaves, raw) - DST1141 (Case = 3 pounds/1.0000 Pound), 0 Case 1 each (Cumin, ground) - DST1156 (Case = 6 each/1.0000 Each), 0 Bundle 1 Each (Garlic, Raw) - DST1261 (Bundle = 1 Each/1.0000 Cup), 0 Bag 1 bag OR 1 lb. 8.00 oz. (Lentils, dry 1/20 # bag) - DST1126 (Bag = 1 bag/1.0000 Bag), 0 Case 1 gallon (Oil, olive, salad or cooking) - DST1177 (Case = 6 gallon/1.0000 Gallon), 0 Bag 1 pound OR 7.90 oz. (Onions, whole, raw) - DST1102 (Bag = 25 pound/1.0000 Pound), 0 Case 1 no.10 can OR 0.49 oz. (Peppers, chili, green, canned) - DST1145 (Case = 6 no.10 can/1.0000 no. 10 can), 0 Bag 1 Each (Salt, Non-Iodized, 1/25#, US 8399) - DST1219 (Bag = 1 Each/1.0000 Each).								
Category: Grain-TDA; Choose: 1								
Cilantro Brown Rice (LR1028)		1	WGR					
1/2 Cup		40	40	N/A	N/A	N/A	N/A	
Temperatures (F):		Hot Hold	Reheat	Cook				
Food Required: 0 Case 1 pound OR 3.53 oz. (Celery, raw) - DST1130 (Case = 25 pound/1.0000 Cup), 0 Case 1 pounds (Cilantro, leaves, raw) - DST1141								
Technician's Worksheet		Generated on: 6/28/2017 3:04:23 PM by						
Site: TEXAS TRAINING ELEMENTARY		Meal Service: Lunch						
Date: 07/10/2017		Menu Line: Main Line						
Serving Size		Planned	Produced	Carryovers	Return to Stock	Waste	A la carte	
1% White Milk (LR1011)		1	MILK-F					
1 Each		30	30	N/A	N/A	N/A	N/A	
Temperatures (F):		Cold Hold						
Food Required: 0 Case 30 Carton OR 15 lb. (Milk, 1% Fat White, 50/8 oz, Borden 15409) - DST1198 (Case = 50 Carton/1.0000 Carton).								
FF Chocolate Milk (LR1055)		1	MILK-F					
1 Each		60	60	N/A	N/A	N/A	N/A	
Temperatures (F):		Cold Hold						
Food Required: 1 Case 10 Each OR 30 lb. (Milk, Chocolate Fat Free, 50/8 oz, Borden 16405) - DST1330 (Case = 50 Each/1.0000 Each).								
FF Strawberry Milk (LR1054)		1	MILK-F					
1 Each		10	10	N/A	N/A	N/A	N/A	
Temperatures (F):		Cold Hold						
Food Required: 0 Case 10 Each OR 5 lb. (Fat-Free,Flavored Milk, Strawberry) - DST1331 (Case = 50 Each/1.0000 Each).								

PRODUCTION FORM (SAMPLE)

This example demonstrates the “Production Form” report prior to meal service. After a user enters actual counts, the system populates end-of-day data to the “Production Form” report.

Production Form

Site: 1000 - TEXAS TRAINING ELEMENTARY
Serving Date: 7/10/2017
Meal Service: Lunch
Menu Line: Main Line

Serving Group	Planned Count	Actual Count
K-5	100	
Program Adults	10	
Second Meals	5	
Drop Trays	5	
Sample Trays	0	
Total:	120	

Generated on: 6/29/2017 8:43:15 AM by
Preparation Site: 1000 - TEXAS TRAINING ELEMENTARY
Offer Vs. Serve: True
Meal Pattern: [USDA]Meal Pattern SY 2014-2017

Plan Comments:

Record Comments:

Menu Item (Recipe #)	K-5	Total Planned	Servings Produced	Total Served	A la carte	Reimbursable	Leftover	Comments
Entrée/Combo-TDA; Choose: 1								
Stir-Fry Fajita Chicken, Squash & Corn (LR1027)	60 (3/4 c.)	60 (3/4 c.)						
			Meal Contribution: 1 WGR, 1 1/2 Meat/MA, 3/8 Veg-RO, 1/8 Veg-S, 1/4 Veg-O					
			Qty Prepared: N/A					
Entrée-TDA; Choose: 1								
Lentils of the Southwest (LR1030)	40 (1/4 c.)	40 (1/4 c.)						
			Meal Contribution: 1 Meat/MA					
			Qty Prepared: N/A					
Grain-TDA; Choose: 1								
Cilantro Brown Rice (LR1028)	40 (1/2 c.)	40 (1/2 c.)						
			Meal Contribution: 1 WGR					
			Qty Prepared: N/A					
Whole Grain Flour Tortilla (LR1029)	60 (1 ea.)	60 (1 ea.)						
			Meal Contribution: 1 WGR					
			Qty Prepared: N/A					
Fruit-TDA; Choose: 1								
Fresh Grapefruit Sections (LR1031)	100 (1/2 c.)	100 (1/2 c.)						
			Meal Contribution: 1/2 Fruit					
			Qty Prepared: N/A					
Milk-TDA; Choose: 1								
1% White Milk (LR1011)	30 (1 ea.)	30 (1 ea.)						
			Meal Contribution: 1 MILK-F					
			Qty Prepared: N/A					

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Page: 1 of 2

Production Form

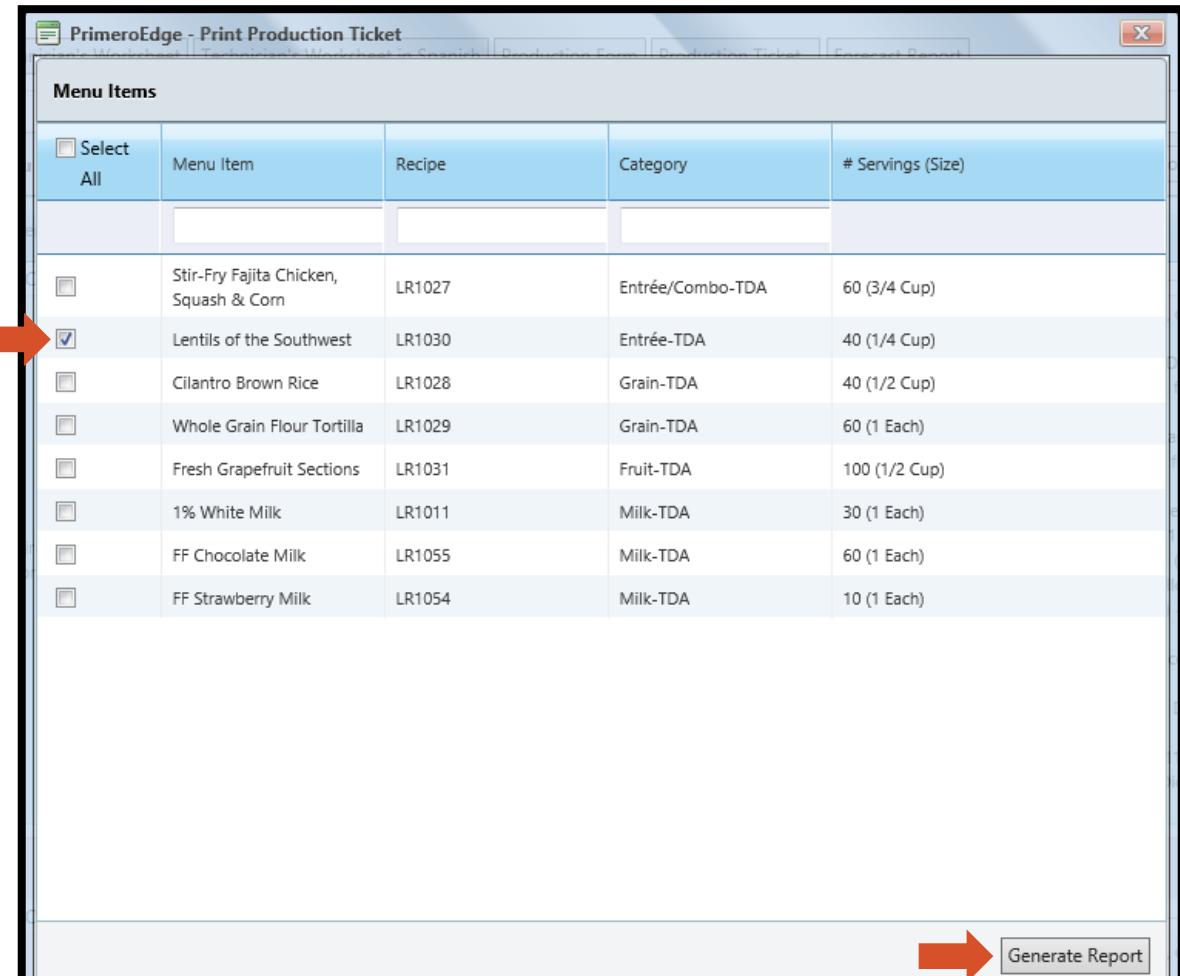
Site: 1000 - TEXAS TRAINING ELEMENTARY
Serving Date: 7/10/2017
Meal Service: Lunch
Menu Line: Main Line

Menu Item (Recipe #)	K-5	Total Planned	Servings Produced	Total Served	A la carte	Reimbursable	Leftover	Comments
Milk-TDA; Choose: 1								
FF Chocolate Milk (LR1055)	60 (1 ea.)	60 (1 ea.)						
			Meal Contribution: 1 MILK-F					
			Qty Prepared: N/A					
FF Strawberry Milk (LR1054)	10 (1 ea.)	10 (1 ea.)						
			Meal Contribution: 1 MILK-F					
			Qty Prepared: N/A					

Generated on: 6/29/2017 9:03:41 AM by
Preparation Site: 1000 - TEXAS TRAINING ELEMENTARY
Offer Vs. Serve: True
Meal Pattern: [USDA]Meal Pattern SY 2014-2017

PRODUCTION TICKET (SAMPLE)

When users click on the “Production Ticket” button, the system generates a window that allows users to select menu items to generate recipes for.



Users must click on the “Generate Report” button to generate recipes for the selected menu items.

PRODUCTION TICKET (SAMPLE)

The system generates recipes for the selected menu items.

LR1030 - Lentils of the Southwest

Generated on: 6/29/2017 8:48:33 AM by

Scaled for 40 (1/4 c.) servings

HACCP Process: Process 2: Same day service

Yield: 4 Pound, 6 1/8 Ounce

Step #	Stock Item# / Recipe Code	Stock Item / Recipe Name	Stock Quantity	Directions
1	DST1126	Lentils, dry 1/20 # bag , As Purchased	1 Pound, 8 Ounce	Rinse lentils and sort out any unwanted materials. Drain well.
2	PER1002	Water	1 Quart, 1 1/4 Pint	Combine lentils and water in a stock pot. Bring to a boil. Reduce heat and simmer, uncovered until lentils are tender about 30-40 minutes.
3	DST1177	Oil, olive, salad or cooking , As Purchased	1 tablespoon, 1 7/8 teaspoon	
4	DST1102	Onions, whole, raw , As Purchased	1 1/2 cup, chopped	
5	DST1261	Garlic, Raw , As Purchased	1 tablespoon, 1 7/8 teaspoon	Saute onion and garlic in oil for 5 minutes or until tender.
6	DST1156	Cumin, ground , As Purchased	2 tablespoon, 1/2 teaspoon	
7	DST1145	Peppers, chili, green, canned , As Purchased	1 tablespoon, 1 7/8 teaspoon	
8	DST1153	Chili Powder , As Purchased	2 1/2 teaspoon	Stir in cumin, red chili pepper, and chili powder. Cook for 2-3 minutes over low heat.
9				Combine onions and garlic with cooked lentils. Add water. For 50 servings, add 3 cups of water. For 100 servings, add 1 qt 2 cups of water.
10	DST1146	Tomatoes, canned, low-sodium, diced , As Purchased	1 Pound, 3 1/4 Ounce	Stir in tomatoes and salt. Bring to a boil. Reduce heat and simmer uncovered for 20 minutes. CCP: Heat to 135 degrees F or higher for at least 15 seconds.
11	DST1219	Salt, Non-Iodized, 1/25#, US 8399 , As Purchased	2 1/2 teaspoon	
12	DST1141	Cilantro, leaves, raw , As Purchased	1 5/8 Ounce	Stir in cilantro before serving. CCP: Hold hot for service at 135 degrees F or higher. Portion with 2 fl oz. ladle (1/4 cup)

CCP Name	CCP Description	Critical Temperature (F)	Corrective Action
Hot Hold	Hot Holding	135.00	Discard the food if it cannot be determined how long the food temperature was below 135°F.
Reheat	Reheating	165.00	Continue reheating/heating food if the internal temperature does not reach the required temperature.
Cook	Cooking	165.00	Continue cooking food until the internal temperature reaches the required temperature.

FORECAST REPORT (SAMPLE)

Forecasting Report									Generated on: 6/29/2017 1:47:46 PM by		
Site: Serving Date: 5/30/2017									Meal Service: Breakfast		
Menu Line: Primary Breakfast											
Serving Group									Planned Count		
PK									70		
K-5									186		
Program Adults									7		
Second Meals									1		
Drop Trays									1		
Sample Trays									1		
Total:									266		
Previous Servings									Suggested Counts		
Menu Item									PK		
Grains (Choose 1)									K-5		
Croissantwich (1 Each)									36		
04/18/2017									19		
05/02/2017									66		
05/16/2017									40		
Sausage Patty (1 Each)									191		
05/18/2017									62		
05/23/2017									195		
05/25/2017									247		
Toaster Pastry (1 Each)									224		
04/18/2017									68		
05/02/2017									156		
05/16/2017									224		
Fruit-TDA (Choose 2)											
Juice, Apple, 100%, 70/4oz, SunCup030301 (4 fluid ounce)									86		
05/24/2017									28		
05/25/2017									58		
05/26/2017									62		
Juice, Grape, 100%, 70/4 oz, SunCup030501 (4 fluid ounce)									74		
05/24/2017									24		
05/25/2017									50		
05/26/2017									51		
Juice, Orange, 70/4 oz, SunCup030100 (1/2 Cup)									191		
05/24/2017									58		
05/25/2017									133		
Raisins Box (1 Each)									67		
05/09/2017									22		
05/16/2017									45		
05/23/2017									39		
Milk-TDA (Choose 1)											
Chocolate Milk (1 Each)									195		
05/24/2017									60		
05/25/2017									135		
05/26/2017									195		
Milk, Lactaid (8 FL OZ)									6		
04/25/2017									5		
05/23/2017									1		
05/25/2017									6		
Rice Milk (1 Cup)									5		
05/24/2017									1		
05/25/2017									6		
Powered by PrimeroEdge for: HONDO ISD-00803									Page: 1 of 2		

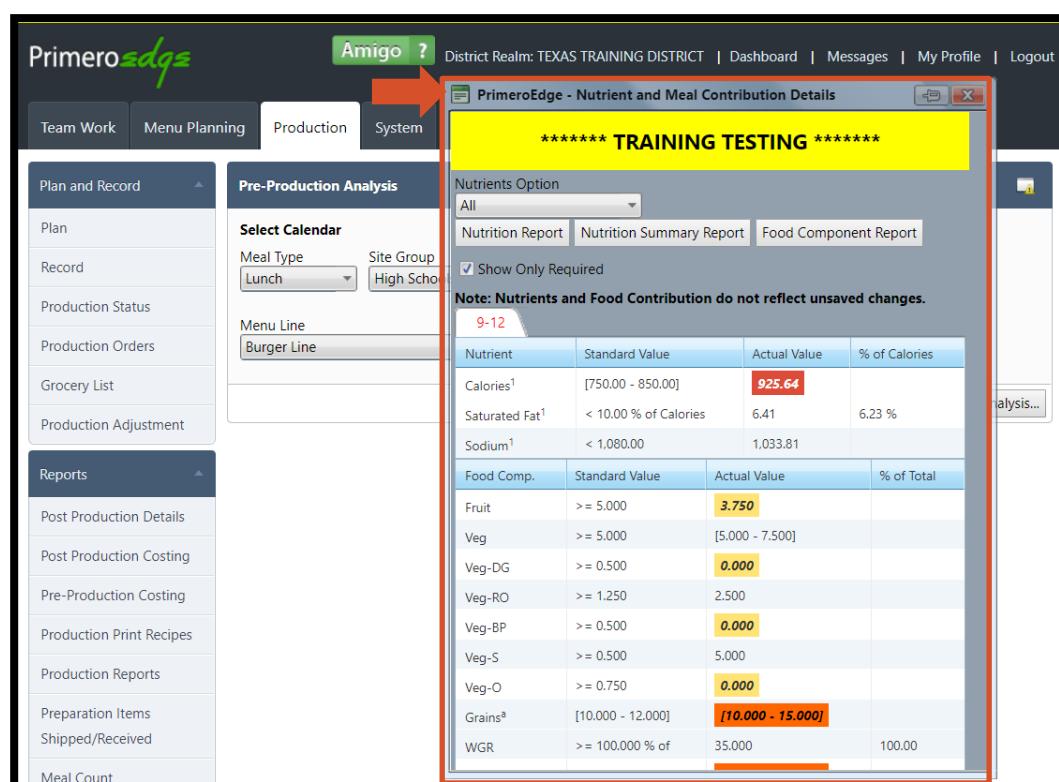
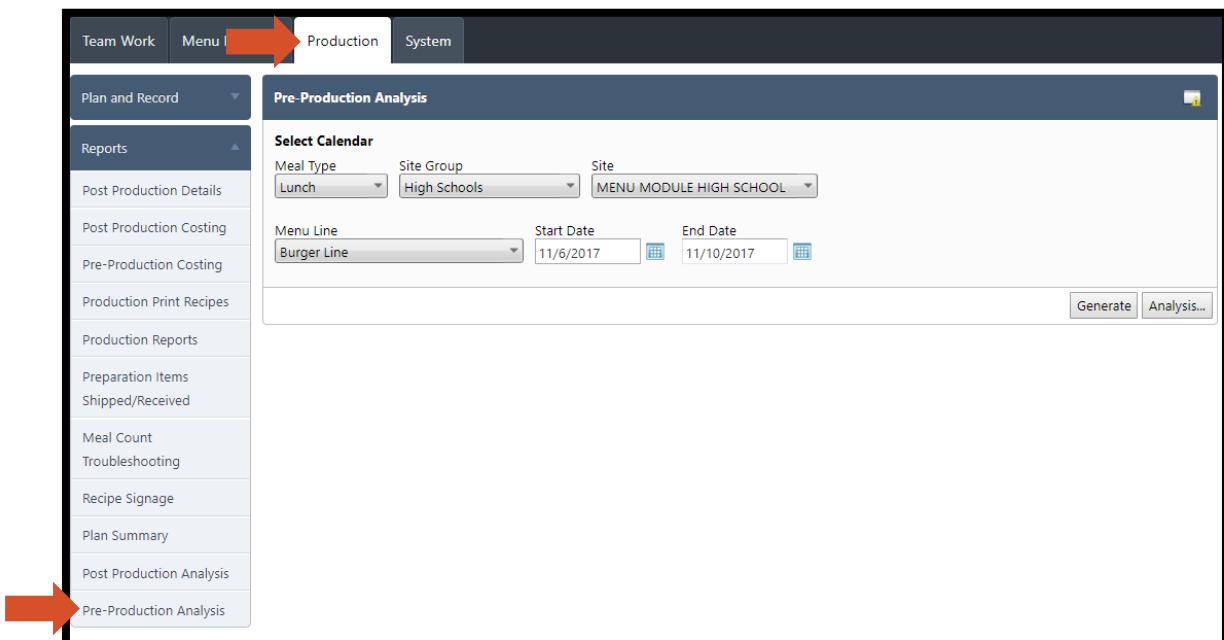


Note: Users must enter "Planned Counts" in the "Production Plan" tab for that menu for each serving group for the menu for the system to generate "Suggested Counts" in the "Forecast Report."

Serving Group	Planned Count
9-12	100
Program Adults	0
Second Meals	0
Drop Trays	0
Sample Trays	0
Total:	100

PRE-PRODUCTION ANALYSIS REPORT

“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.



COMPLETING THE PRODUCTION RECORD

After meal service, users will add information to the production record to reflect actual counts for serving groups and menu items. Users may refer to the “Technician’s Worksheet” to complete the final “Production Record” in MENU Module.



1. Click on the “Production” tab.



2. Click on the “Plan and Record” folder.



3. Click on the “Record” subfolder.

Notice that the system navigates to the production calendar.

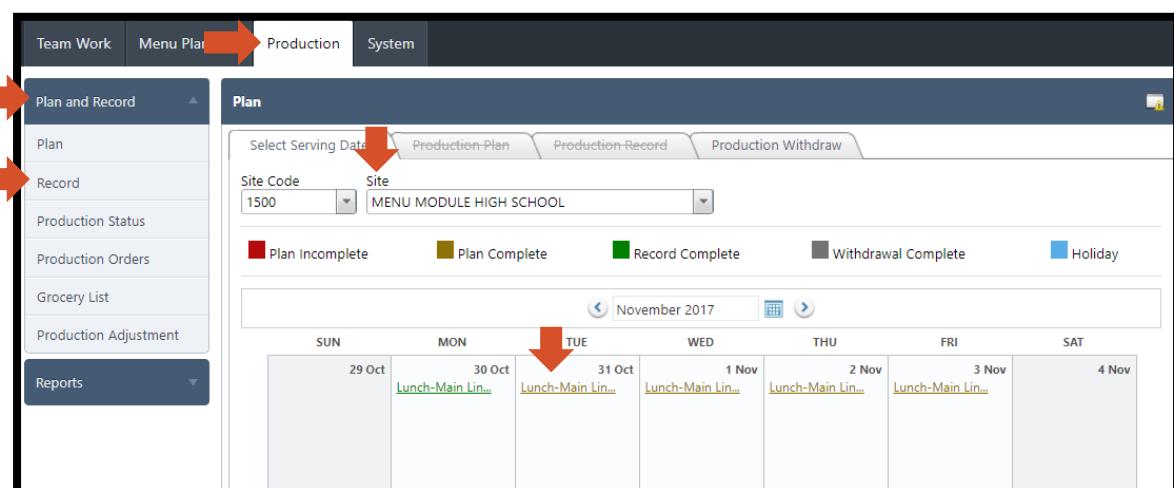


4. Select the correct site (the site the CN Director has authorized the user to access) from the “Site” drop down list.



5. Click on the desired meal type and menu line link from the production calendar.

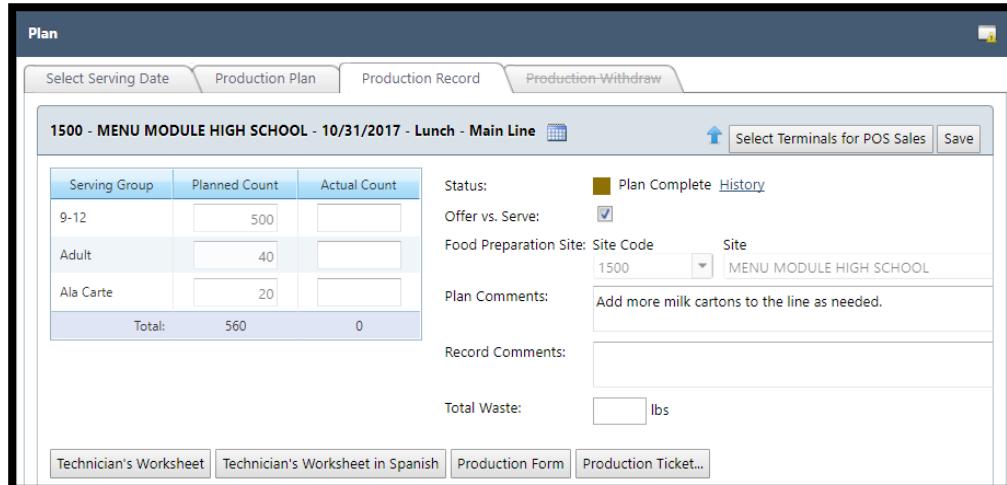
Notice that the system navigates to the “Production Record” tab of the menu (shown on the next page).



Tip: Users may also navigate to the “Production Record” from the “Production Plan” of the desired menu by clicking on the “Production Record” tab.

Notice that the system navigates users to the “Production Record” tab.

Notice that the system populates “Plan Comments” from the “Production Plan” tab to the “Plan Comments” field in the “Production Record tab.



Serving Group	Planned Count	Actual Count
9-12	500	
Adult	40	
Ala Carte	20	
Total:	560	0

Status: Plan Complete [History](#)
Offer vs. Serve:
Food Preparation Site: Site Code 1500 Site MENU MODULE HIGH SCHOOL
Plan Comments: Add more milk cartons to the line as needed.



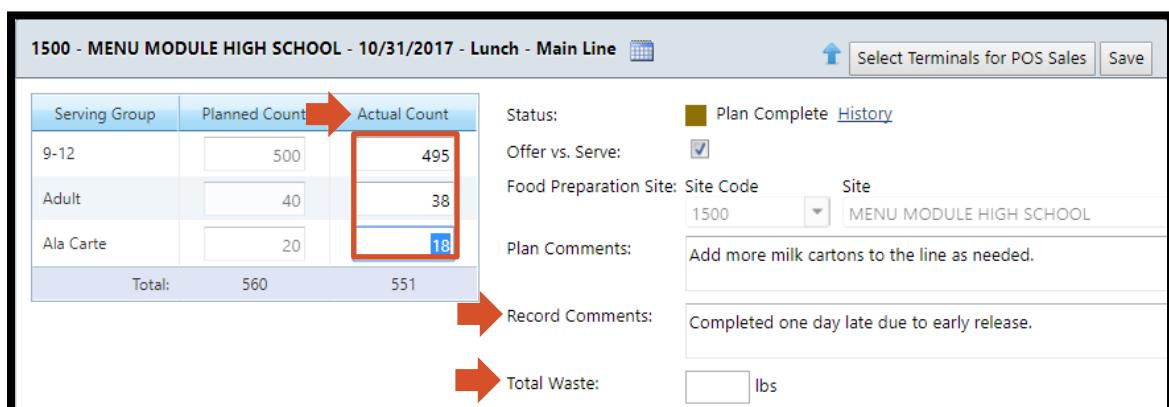
6. Enter “Actual Count(s)” for each “Serving Group.”



7. (Optional) Enter any “Record Comments” in the “Record Comments” field.



8. (Optional) Enter the pounds of wasted food in the “Total Waste” field.



Serving Group	Planned Count	Actual Count
9-12	500	495
Adult	40	38
Ala Carte	20	18
Total:	560	551

Status: Plan Complete [History](#)
Offer vs. Serve:
Food Preparation Site: Site Code 1500 Site MENU MODULE HIGH SCHOOL
Plan Comments: Add more milk cartons to the line as needed.

Record Comments: Completed one day late due to early release.

Total Waste: lbs



9. Enter the number of “Menu Items” “Produced” for each menu item for each “Serving Group.”



10. If applicable, enter the number of “Carryover,” “Return to Stock,” or “Waste” menu items or enter “0.”



Note: Refer to [pg. 38](#) for specific instructions on “Carryover” menu items.

Notice that the system enables (white, non-editable field) or disables (grey, editable field) the “Carryover,” “Return to Stock,” or “Waste” fields based on options users selected when creating the menu item. Users may update these options by navigating to the specific menu item and changing the selections in the “Menu Item” tab.

Notice that the system automatically updates “Total Leftover(s)” and “Total Served” for each menu item based on the information entered in step 9 and 10.

Notice the “Add Menu Item” button, which allows users to add menu items to the menu in the “Production Record” tab.



11. If applicable, enter “Temperature” information for the menu item in the “Temperature” fields.

Notice that the system provides “Temperature” fields based on the “Critical Control Points (CCPs) selected for each recipe corresponding to each menu item.



12. (Optional) Enter any “Comments” for the menu item in the menu item’s “Comments” field.



Note: Repeat steps 9-13 for every menu item.

Menu Items								Default Carryover Date: <input type="button" value="Calendar"/>		<input type="button" value="Add Menu Item..."/>		<input type="button" value="Save Record"/>			
Sloppy Farmer Joes (LR1038) (Contributes: 2 WGR, 2 Meat/MA, 1/4 Veg-O)								Comments: <input type="text" value="Made five more Sloppy Joes for a la carte items."/>							
Serving Size		Planned		Produced		Carryover		Return to Stock		Waste		Total Leftover		Total Served	
1 sandwich		100		105		<input type="button" value=""/>		<input type="button" value=""/>		<input type="button" value=""/>		1		1 104	
Temperature (°F):		Hot Hold		Reheat		Cook									
		145		165		165									

Auto-populates



Notice that, for “Carryover” menu items, the system prompts users to select a carryover date.

13. For menu items that “Carryover,” select a desired carryover date, meal type and menu line for the menu item.

a. Select the calendar icon next to the “Carryover Field.”

Notice that the system generates a “Carryover” window.

Notice that the window lists the name of the “Menu Item,” specifies the date that the carryover menu item came from (in the “Carryover from” field), and lists the “Max Carryover Days” for the menu item.

b. Select the desired carryover “Meal Type” for the menu item from the drop down box.

c. Select the desired carryover “Menu Line” for the menu item from the drop down box.

d. Select a desired carryover date by clicking on a colored-block from the calendar.

Notice the color-coding used to distinguish the options for carrying over the menu item.



Note: All blocks of color on the calendar indicate that the site may offer the menu item on that date based on the “Max Carryover Days.”

- A **red** block of color on the calendar indicates that the site plans to offer some “Leftovers” on that date.
- A **green** block of color on the calendar indicates that the site plans to offer the menu item selected for carryover, as indicated by “Menu Item Planned” on that date.
- A **yellow** block of color on the calendar indicates that the site does not plan to offer “Leftovers” or the carryover menu item on that date.

The screenshot shows the PrimeroEdge software interface. On the left, the main menu screen for 'Sunshine Garden Salad (LR1040)' is displayed. The 'Carryover' field is highlighted with a red arrow. On the right, a 'Carryover' window is open, showing the following details:

- Menu Item: Sunshine Garden Salad
- Carryover from: 6/28/2017 Lunch
- Max Carryover Days: 1
- Meal Type: Lunch
- Menu Line: Main Line
- Date: July 2017 (with the 29th highlighted in yellow)

A legend on the right side of the window identifies the color-coding:

- Red: Leftovers
- Green: Menu Item Planned
- Yellow: Can Serve



Note: The Default Carryover Date" calendar icon at the top of the "Menu Items" section allows users to select a desired default carryover "Meal Type," "Menu Line," and "Date" for all carryover menu items for that menu. When users enter "Carryover" amounts for each menu item the system will show "Set to default" for each menu item.

Sunshine Garden Salad (LR1040) (Contributes: 1/2 Fruit, 1/4 Veg-DG)				
Carryovers: 10 * (1 Cup) from Lunch-Main Line: 6/28/2017				
Serving Size	Planned	Produced	Carryover	Return to Stock
1 Cup	0	100	100	<input data-bbox="1166 855 1281 897" type="button" value="Set to default."/>
Temperature (°F):	Cold Hold			
Qty Prepared:	<input data-bbox="954 1003 987 1045" type="button" value="Pencil"/>			



14. After entering the end-of-day information for all menu items, click on the "Save Record" button.

Notice that the system updates the "Qty Prepared" field to include the amount of food needed to prepare the actual number of each menu item prepared.

Sloppy Farmer Joes (LR1038) (Contributes: 2 WGR, 2 Meat/MA, 1/4 Veg-O)		Comments: Made five more Sloppy Joes for a la carte items.								
Serving Size	Planned	Produced	Carryover	Return to Stock	Waste	Total Leftover	Total Served	A la carte	Reimbursable	
1 sandwich	100	105	<input data-bbox="954 1446 987 1488" type="button" value="Pencil"/>	<input data-bbox="1003 1446 1036 1488" type="button" value="Pencil"/>	<input data-bbox="1052 1446 1085 1488" type="button" value="Pencil"/>	1	1	104	4	100
Temperature (°F):	Hot Hold	Reheat	Cook							
	145	165	165							
Qty Prepared:	0 Case 1 gallon (Sauce, worcestershire) - DST1185 (Case = 4 gallon/1.0000 Gallon) 0 Case 1 each OR 17 lb. 13.60 oz. (Beef, ground, raw 80/20) - DST1125 (Case = 4 each/1.0000 Each), 0 Case 1 each OR 1.02 oz. (Black Pepper, ground) - DST1158 (Case = 6 each/1.0000 Each), 105 Bag OR 13 lb. 2.00 oz. (Bread, Bun, Hamburger, Whole Grain White, 4") - DST1275 (Bag = 1 Each/1.0000 Each), 0 Case 10 pound OR 2 lb. 1.60 oz. (Celery, raw) - DST1130 (Case = 25 pound/1.0000 Cup), 0 Case 4 pounds OR 3 lb. 2.40 oz. (Mushrooms, white, raw, whole) - DST1101 (Case = 5 pounds/1.0000 Pound), 0 Case 1 each (Mustard seed, ground, powder 6/22 oz) - DST1157 (Case = 6 each/1.0000 Each), 1 Case 2 Each OR 3.68 oz. (Oil, Vegetable, Pure 6/1 Gal) - DST1222 (Case = 6 Each/1.0000 Each), 0 Bottle 1 Each (Onion Powder, 1/20 oz.) - DST1262 (Bottle = 1 Each/1.0000 Cup), 0 Bag 5 pound OR 4 lb. 3.20 oz. (Onions, whole, raw) - DST1102 (Bag = 25 pound/1.0000 Pound), 0 Bag 1 Each OR 2 lb. 1.60 oz. (Pepper Bell RED Choice 20 lb) - DST1273 (Bag = 1 Each/1.0000 Each), 2 Bag 1 Each (Salt, Non-Iodized, 1/25#, US 8399) - DST1219 (Bag = 1 Each/1.0000 Each), 0 Case 2 Each OR 6 lb. 13.20 oz. (Tomato Sauce, 6/#10cans) - DST1276 (Case = 6 Each/1.0000 no. 10 can), 0 Case 1 gallon (Vinegar, Apple Cider, pure,) - DST1170 (Case = 6 gallon/1.0000 Gallon).									

Notice that the system updates the “Production Record” as “Complete” (green).

1500 - MENU MODULE HIGH SCHOOL - 10/31/2017 - Lunch - Main Line 

Serving Group	Planned Count	Actual Count
9-12	500	495
Adult	40	38
Ala Carte	20	18
Total:	560	551

Status:  Record Complete [History](#)

Offer vs. Serve:

Food Preparation Site: Site Code 1500 Site MENU MODULE HIGH SCHOOL

Plan Comments: Add more milk cartons to the line as needed.

Record Comments: Completed one day late due to early release.

Total Waste: lbs

[Technician's Worksheet](#) [Technician's Worksheet in Spanish](#) [Production Record](#) [Production Form](#) [Recipe Costing](#) [Production Ticket...](#)



Best Practice: Districts who use simpler breakfast menus than lunch menus may begin using MENU Module to train on breakfast production. Once staff feel comfortable using MENU Module for breakfast, sites can use MENU Module for lunch.

GENERATING PRODUCTION RECORD REPORTS

Once a user has entered and saved end-of-day data for a produced menu, users may click on one of the additional report buttons made available after saving the "Production Record."

Follow steps 1-5 on [pg. 35](#) to navigate to the "Production Record" for the desired date and menu line.

1. Click on the "Production Record" or "Recipe Costing" button to generate the desired report.

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."

Daily Food Production Record																																																																						
Site: 1000 - TEXAS TRAINING ELEMENTARY																																																																						
Serving Date: 6/26/2017																																																																						
Meal Service: Lunch																																																																						
Menu Line: Main Line																																																																						
<table border="1"> <thead> <tr> <th>Serving Group</th> <th>Planned Count</th> <th>Actual Count</th> <th colspan="4">Comments</th> </tr> </thead> <tbody> <tr> <td>K-5</td> <td>100</td> <td>92</td> <td colspan="4"></td> </tr> <tr> <td>Program Adults</td> <td>10</td> <td>8</td> <td colspan="4"></td> </tr> <tr> <td>Second Meals</td> <td>5</td> <td>6</td> <td colspan="4"></td> </tr> <tr> <td>Drop Trays</td> <td>5</td> <td>3</td> <td colspan="4"></td> </tr> <tr> <td>Sample Trays</td> <td>0</td> <td>0</td> <td colspan="4"></td> </tr> <tr> <td>Total:</td> <td>120</td> <td>109</td> <td colspan="4"></td> </tr> </tbody> </table>							Serving Group	Planned Count	Actual Count	Comments				K-5	100	92					Program Adults	10	8					Second Meals	5	6					Drop Trays	5	3					Sample Trays	0	0					Total:	120	109																			
Serving Group	Planned Count	Actual Count	Comments																																																																			
K-5	100	92																																																																				
Program Adults	10	8																																																																				
Second Meals	5	6																																																																				
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Sample Trays	0	0																																																																				
Total:	120	109																																																																				
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<small>Generated 9/15/2017 11:16:56 AM by Claudia Nieman Preparation Site: 1000 - TEXAS TRAINING ELEMENTARY Offer Vs. Serve: True Meal Pattern: [USDA]Meal Pattern SY 2014-2017</small>																																																																						

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Page: 1 of 4

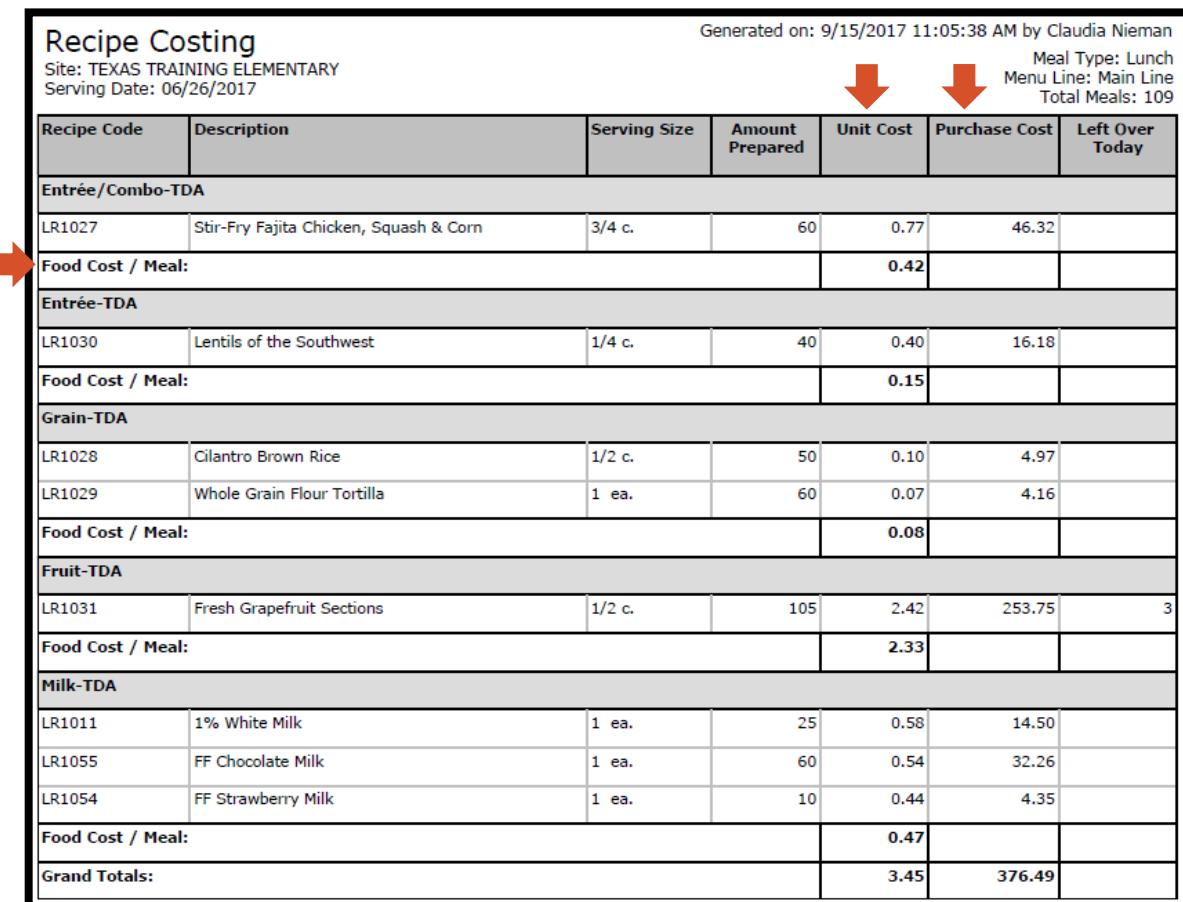
The “**Recipe Costing**” report summarizes cost information for the selected menu after production. The report provides a “Unit Cost” (cost to produce each serving of a menu item), a “Purchase Cost” (price to produce all servings of a menu item), and a “Food Cost/Meal” (price for each serving of a menu item adjusted for OVS) for each menu item.

Recipe Costing

Site: TEXAS TRAINING ELEMENTARY
Serving Date: 06/26/2017

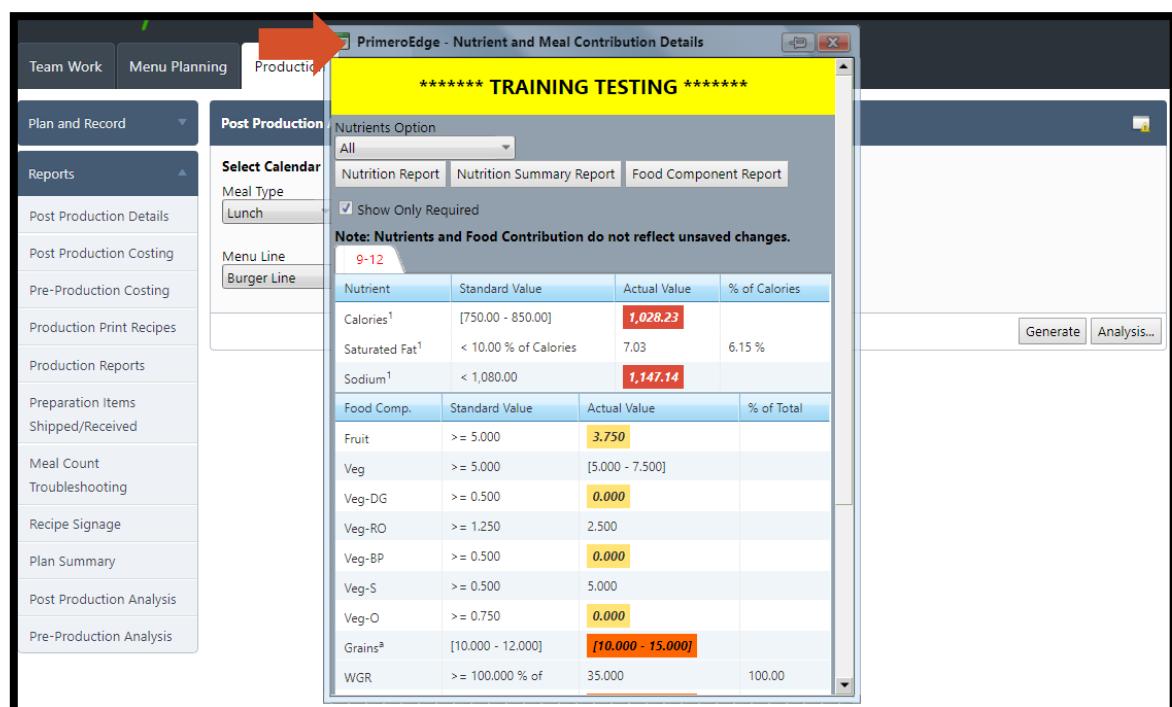
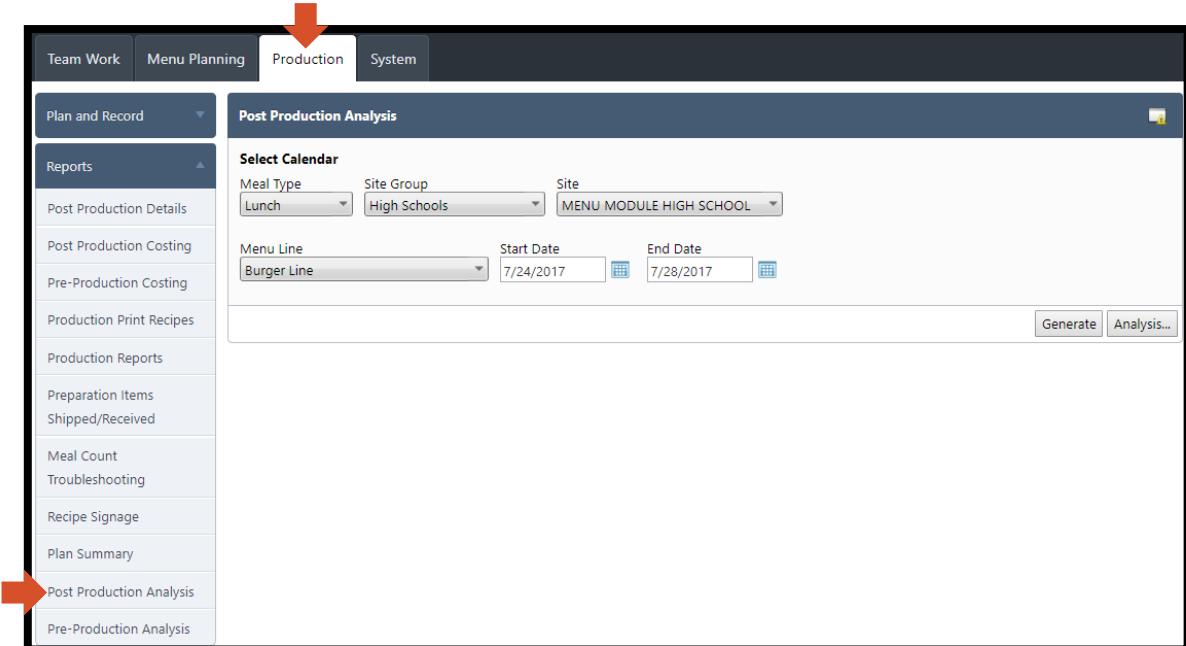
Generated on: 9/15/2017 11:05:38 AM by Claudia Nieman

Meal Type: Lunch
Menu Line: Main Line
Total Meals: 109



Recipe Code	Description	Serving Size	Amount Prepared	Unit Cost	Purchase Cost	Left Over Today
Entrée/Combo-TDA						
LR1027	Stir-Fry Fajita Chicken, Squash & Corn	3/4 c.	60	0.77	46.32	
Food Cost / Meal:						
Entrée-TDA						
LR1030	Lentils of the Southwest	1/4 c.	40	0.40	16.18	
Food Cost / Meal:						
Grain-TDA						
LR1028	Cilantro Brown Rice	1/2 c.	50	0.10	4.97	
LR1029	Whole Grain Flour Tortilla	1 ea.	60	0.07	4.16	
Food Cost / Meal:						
Fruit-TDA						
LR1031	Fresh Grapefruit Sections	1/2 c.	105	2.42	253.75	3
Food Cost / Meal:						
Milk-TDA						
LR1011	1% White Milk	1 ea.	25	0.58	14.50	
LR1055	FF Chocolate Milk	1 ea.	60	0.54	32.26	
LR1054	FF Strawberry Milk	1 ea.	10	0.44	4.35	
Food Cost / Meal:						
Grand Totals:						
				3.45	376.49	

“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.





TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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(3) email: program.intake@usda.gov.