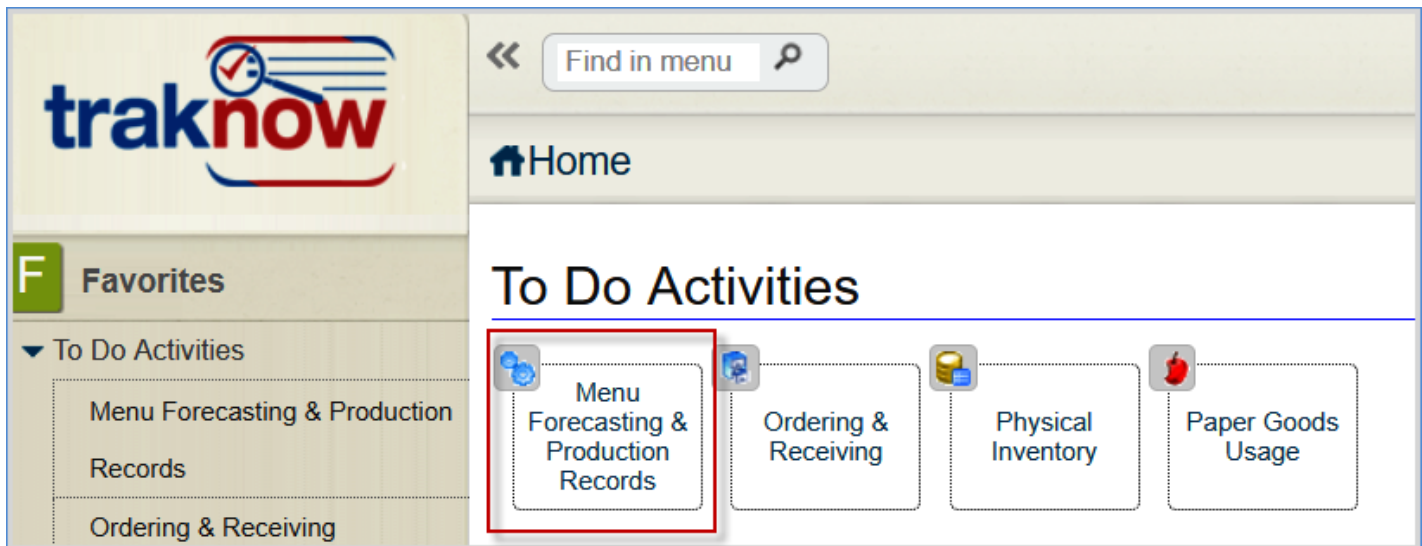


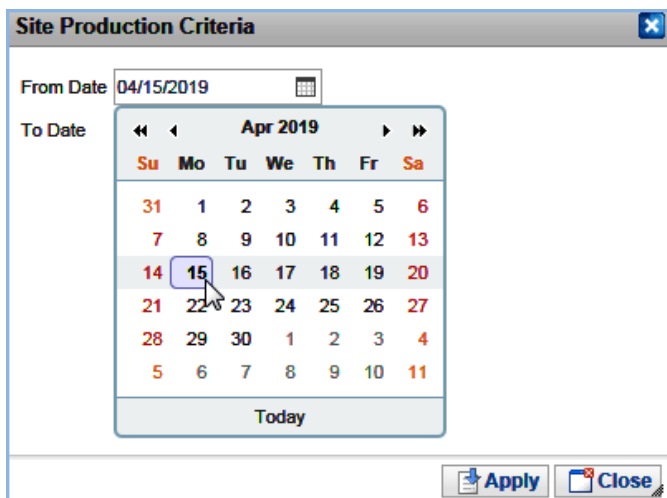
## Day of Service - Creating Finished Goods for Transfer to Satellite Site(s)

### How to Get to the Menus/Production Records

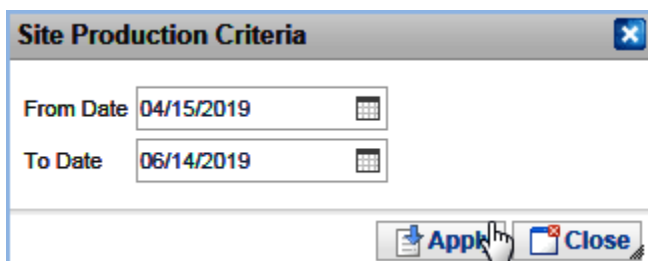
1. Click on "Menu Forecasting & Production Records" on the Home Page.



2. The program automatically defaults to the current date for posting production. This task should be done on the current menu day so there should be no need to select a date unless needing to go back to a prior production date. If so enter the specified date to post production for a prior day.



3. Click "Apply" to enter the production menu.



4. Select the appropriate date/day to begin entering actual production numbers by clicking on the date. The date will highlight in orange and menus will appear on the right hand side of the screen.

Home > To Do Activities > Menu Forecasting & Production Records

**April/2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May/2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June/2019**

**Production Day**

Production Info For Day : 04/15/2019

Type	Item Name	Code \ CNCCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
<b>Other / ASCM S14 16S Spring 2019 / Dinner/Supper /Serving location: Internal / 100 (# Of Servings) /ASCM S14 Spring 2019 /Open / Forecasting Completed</b>							
	<b>Production Record</b>						
<b>Lunch / High Lunch S14 16S Spring 2019 / Lunch Grades 9-12 /Serving location: Internal / 950 (# Of Servings) /High Lunch S14 Spring 2019 /Open / Forecasting Completed</b>							
	<b>Production Record</b>						
<b>Breakfast / Sec Breakfast S14 16S Spring 2019 / Breakfast Grades K-12 /Serving location: Internal / 497 (# Of Servings) /Sec Breakfast S14 Spring 2019 /Open / Forecasting Completed</b>							
	<b>Production Record</b>						
<b>Snack / Snack 75 S14 16S Spring 2019 / Snack /Serving location: Internal / 40 (# Of Servings) /Snack 75 S14 Spring 2019 /Open / Forecasting Completed</b>							
	<b>Production Record</b>						
<b>A la carte / A La Carte 9-12 / A la carte /Serving location: Internal / 1 (# Of Servings) /ALC 9-12 /Open / Forecasting Completed</b>							
	<b>Production Record</b>						
<b>Other / *Production Menu Breakfast / Special Programs /Serving location: Internal / 1 (# Of Servings) /Open / Forecasting Completed</b>							
	<b>Production Record</b>						
<b>Other / *Production Menu Lunch / Special Programs /Serving location: Internal / 1 (# Of Servings) /Open / Forecasting Completed</b>							
	<b>Production Record</b>						

## Updating Satellite Serving Quantities

1. There will be two Production Menus. One for Breakfast and another for Lunch. Click on “Edit”, to enter the Menu Forecasting section for the Breakfast Production Menu.

**Other / \*Production Menu Breakfast / Special Programs /Serving location: Internal / 1 (# Of Servings) /Open / Forecasting Completed**

<b>Production Record</b>								
	Recipe	Eggs Scrambled	2215.	1.00	Scoop#20(1.00-67.95g)	1	0	1
	Recipe	Eggs Scrambled w/Canadian Turkey Ham	2275	1.00	Serving (#30 sc eggs/1 sl ham) (1.00-73.19g)	0	0	0
	Recipe	Eggs Scrambled w/Chicken Sausage	2289	1.00	Serving (#30 sc eggs/1 saus patty) (1.00-91.91g)	0	0	0
	Recipe	Eggs Scrambled w/Pork Link Sausage	2288	1.00	Serving (#30 sc eggs/2 pork links) (1.00-70.80g)	0	0	0
	Recipe	Eggs Scrambled w/Turkey Bacon	2287	1.00	Serving (#30 sc eggs/2 slice bacon))(1.00-79.34g)	0	0	0
	Recipe	Eggs Scrambled w/Turkey Sausage	2286	1.00	Serving (#30 sc eggs/1 saus patty) (1.00-80.83g)	0	0	0
	Recipe	Scrambled Eggs & Chicken Patty	2290	1.00	Serving(1.00-96.91g)	0	0	0
	Recipe	Oatmeal w/Fruit Topping	5009	1.00	Serving (2 Scoop#10 - 3/4 Cup) (1.00-148.56g)	0	0	0

2. You will need to enter student planned servings for the recipes being prepared for transfer. In the example below, only the Eggs Scrambled would come into the production record because all other menu items are 0. If you are not producing Eggs Scrambled that day, then zero it out.

Menu Items (\*\* = A CN Database Serving Type)

		Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑	↓	Eggs Scrambled	Recipe	2215.	Breakfast Entr...	1.00	Scoop#20( 1.00- 67.95g)	1	0	1	0.00
↑	↓	Eggs Scrambled w/Canadian Turkey Ham	Recipe	2275	Breakfast Entr...	1.00	Serving (#30 sc eggs/1 sl ham)( 1.00-	0	0	0	0.00
↑	↓	Eggs Scrambled w/Chicken Sausage	Recipe	2289	Breakfast Entr...	1.00	Serving (#30 sc eggs/1 saus patty)( 1	0	0	0	0.00
↑	↓	Eggs Scrambled w/Pork Link Sausage	Recipe	2288	Breakfast Entr...	1.00	Serving (#30 sc eggs/2 pork links)( 1.	0	0	0	0.00
↑	↓	Eggs Scrambled w/Turkey Bacon	Recipe	2287	Breakfast Entr...	1.00	Serving (#30 sc eggs/2 slice bacon)(	0	0	0	0.00
↑	↓	Eggs Scrambled w/Turkey Sausage	Recipe	2286	Breakfast Entr...	1.00	Serving (#30 sc eggs/1 saus patty)( 1	0	0	0	0.00
↑	↓	Scrambled Eggs & Chicken Patty	Recipe	2290	Breakfast Entr...	1.00	Serving( 1.00- 96.91g)	0	0	0	0.00
↑	↓	Oatmeal w/Fruit Topping	Recipe	5009	Breakfast Entr...	1.00	Serving (2 Scoop#10 - 3/4 Cup)( 1.00	0	0	0	0.00

3. Enter planned student servings for each recipe being produced for Breakfast for the satellite site(s). Do not enter servings in the Adult/Alacarte area. **Best Practice: When possible, plan to produce the recipes in batch sizes or even serving partial batches for transfer to satellite site(s). Click the recipe hyperlink to view number of servings per batch.**

Menu Items (\*\* = A CN Database Serving Type)

		Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑	↓	Eggs Scrambled	Recipe	2215.	Breakfast Entr...	1.00	Scoop#20( 1.00- 67.95g)	0	0	0	0.00
↑	↓	Eggs Scrambled w/Canadian Turkey Ham	Recipe	2275	Breakfast Entr...	1.00	Serving (#30 sc eggs/1 sl ham)( 1.00-	0	0	0	0.00
↑	↓	Eggs Scrambled w/Chicken Sausage	Recipe	2289	Breakfast Entr...	1.00	Serving (#30 sc eggs/1 saus patty)( 1	0	0	0	0.00
↑	↓	Eggs Scrambled w/Pork Link Sausage	Recipe	2288	Breakfast Entr...	1.00	Serving (#30 sc eggs/2 pork links)( 1.	0	0	0	0.00
↑	↓	Eggs Scrambled w/Turkey Bacon	Recipe	2287	Breakfast Entr...	1.00	Serving (#30 sc eggs/2 slice bacon)(	0	0	0	0.00
↑	↓	Eggs Scrambled w/Turkey Sausage	Recipe	2286	Breakfast Entr...	1.00	Serving (#30 sc eggs/1 saus patty)( 1	0	0	0	0.00
↑	↓	Scrambled Eggs & Chicken Patty	Recipe	2290	Breakfast Entr...	1.00	Serving( 1.00- 96.91g)	50	0	50	0.00
↑	↓	Oatmeal w/Fruit Topping	Recipe	5009	Breakfast Entr...	1.00	Serving (2 Scoop#10 - 3/4 Cup)( 1.00	0	0	0	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

4. Click "Save" to exit the edit screen and return to the main menu. Click "Yes" to the Forecasting Completed question. Click "OK" to Saved Successfully!

### IS FORECASTING COMPLETED?

Have you completed all forecasting for this menu? Click Yes and menu will be saved as forecasting completed. Click No and menu will be saved as forecasting not completed. Click Cancel to return to menu.

2215. Scoop#20( 1.00- 67.95g)

5009

Yes No Cancel

Message from webpage

Saved Successfully!

OK

5. Click on "Edit", to enter the Menu Forecasting section for the Lunch Production Menu.

Other / *Production Menu Lunch / Special Programs / Serving location: Internal / 1 (# Of Servings) /Open / Forecasting Completed											
		Recipe	Alfredo Vegetarian	8548	1.00	Serving (2-Scoop#8)(1.00-300.30g)	1	0	1		
		Recipe	Arroz Con Pollo Chicken EHS	2524EHS	1.00	Scoop#12(1.00-78.73g)	0	0	0		
		Recipe	Arroz Con Pollo Chicken Elem	2524	1.00	Scoop#6(1.00-157.28g)	0	0	0		
		Recipe	Arroz Con Pollo Chicken Sec	2557	1.00	Cup (2-#8 scoops)(1.00-408.28g)	0	0	0		
		Recipe	Beefaroni - USDA - Elem	2701E	1.00	Scoop#6(1.00-154.92g)	0	0	0		
		Recipe	Beefaroni - USDA - Sec	2701S	1.00	Cup (2-#8 Scoops)(1.00-232.38g)	0	0	0		
		Recipe	Chicken Alfredo	8547	1.00	Serving (2-Scoop#8)(1.00-328.65g)	0	0	0		

6. You will need to enter student planned servings for the recipes being prepared for transfer. In the example below, only the Alfredo Vegetarian would come into the production record because all other menu items are 0. If you are not producing Alfredo Vegetarian that day, then zero it out.

Menu Items (\*\* = A CN Database Serving Type)

	Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑ ↓	Alfredo Vegetarian	Recipe	8548	Entree	1.00	Serving (2-Scoop#8)( 1.00-300.30g)	1	0	1	0.00
↑ ↓	Arroz Con Pollo Chicken EHS	Recipe	2524EHS	Entree	1.00	Scoop#12( 1.00- 78.73g)	0	0	0	0.00
↑ ↓	Arroz Con Pollo Chicken Elem	Recipe	2524	Entree	1.00	Scoop#6( 1.00-157.28g)	0	0	0	0.00
↑ ↓	Arroz Con Pollo Chicken Sec	Recipe	2557	Entree	1.00	Cup (2-#8 scoops)( 1.00-408.28g)	0	0	0	0.00
↑ ↓	Beefaroni - USDA - Elem	Recipe	2701E	Entree	1.00	Scoop#6( 1.00-154.92g)	0	0	0	0.00
↑ ↓	Beefaroni - USDA - Sec	Recipe	2701S	Entree	1.00	Cup (2-#8 Scoops)( 1.00-232.38g)	0	0	0	0.00
↑ ↓	Chicken Alfredo	Recipe	8547	Entree	1.00	Serving (2-Scoop#8)( 1.00-328.65g)	0	0	0	0.00
↑ ↓	Chicken New Orleans w/Rice Elem	Recipe	2149	Entree	1.00	Serving( 1.00-211.98g)	0	0	0	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

7. Enter planned student servings for each recipe being produced for lunch for the satellite site(s). Do not enter servings in the Adult/Alacarte area. **Best Practice: When possible, plan to produce the recipes in batch sizes or even serving partial batches for transfer to satellite site(s). Click the recipe hyperlink to view number of servings per batch.**

Menu Items (\*\* = A CN Database Serving Type)

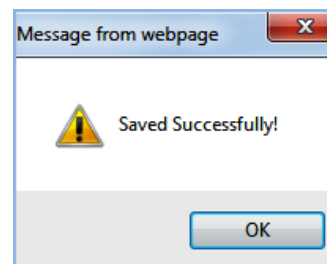
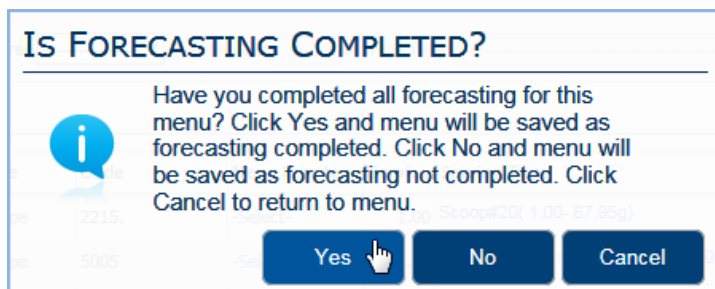
	Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑ ↓	Beefaroni - USDA - Elem	Recipe	2701E	Entree	1.00	Scoop#6( 1.00-154.92g)	0	0	0	0.00
↑ ↓	Beefaroni - USDA - Sec	Recipe	2701S	Entree	1.00	Cup (2-#8 Scoops)( 1.00-232.38g)	0	0	0	0.00
↑ ↓	Chicken Alfredo	Recipe	8547	Entree	1.00	Serving (2-Scoop#8)( 1.00-328.65g)	48	0	48	0.00
↑ ↓	Chicken New Orleans w/Rice Elem	Recipe	2149	Entree	1.00	Serving( 1.00-211.98g)	0	0	0	0.00
↑ ↓	Chicken New Orleans w/Rice Sec	Recipe	1149	Entree	1.00	Serving( 1.00-237.24g)	0	0	0	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

8. Click "Save" to exit the edit screen and return to the main menu. Click "Yes" to the Forecasting Completed question. Click "OK" to Saved Successfully!



## Creating Finished Goods from Production Menus

1. Click "Production Record" for the Breakfast Production Menu.

Other / *Production Menu Breakfast / Special Programs /Serving location: Internal / 50 (# Of Servings) /Open / Forecasting Completed									
Production Record									
	Recipe	Eggs Scrambled	2215.	1.00	Scoop#20(1.00-67.95g)	0	0	0	
	Recipe	Eggs Scrambled w/Canadian Turkey Ham	2275	1.00	Serving (#30 sc eggs/1 sl ham) (1.00-73.19g)	0	0	0	
	Recipe	Eggs Scrambled w/Chicken Sausage	2289	1.00	Serving (#30 sc eggs/1 saus patty) (1.00-91.91g)	0	0	0	
	Recipe	Eggs Scrambled w/Pork Link Sausage	2288	1.00	Serving (#30 sc eggs/2 pork links) (1.00-70.80g)	0	0	0	
	Recipe	Eggs Scrambled w/Turkey Bacon	2287	1.00	Serving (#30 sc eggs/2 slice bacon)(1.00-79.34g)	0	0	0	
	Recipe	Eggs Scrambled w/Turkey Sausage	2286	1.00	Serving (#30 sc eggs/1 saus patty) (1.00-80.83g)	0	0	0	
	Recipe	Scrambled Eggs & Chicken Patty	2290	1.00	Serving(1.00-96.91g)	50	0	50	
	Recipe	Oatmeal w/Fruit Topping	5009	1.00	Serving (2 Scoop#10 - 3/4 Cup) (1.00-148.56g)	0	0	0	

### Criteria to Add Finished Goods to Stock:

2. The Production Record screen will appear. At the top of the page in the header portion of the record, enter the following information.
  - a. Tot. Student Srv Offered: Enter the sum of the total servings for each recipe being prepared for transfer. The field is mandatory, if left blank the user will receive a message when attempting to finish the production record.
    - Leave the Adult and Staff Offered fields blank.
  - b. Tot. Students Served: Enter the sum of the total servings for each recipe being prepared for transfer. The field is mandatory, if left blank, the user will receive a message when attempting to finish the production record.
    - Leave the Adult and Staff Served fields blank.
  - c. Signature: Enter the name of the person completing the production record.
  - d. The fields for "Remarks", "Catering" and "Special Diet" are for adding notes regarding the meal service that the production record documents. Enter data, if needed.

**ProductionUsage**

**Food Based Production Record Menu**

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**General**

Menu Name	*Production Menu Breakfast	Tot. Student Srv Offered	50	Tot. Adult Srv Offered	--	Tot. Staff Offered	--	
Planned # of Servings	50	Meal Type	Other	Tot. Students Served	50	Tot. Adults Served	--	
Tot. Staff Served	--	Signature	Jane Doe	Offer vs. Serve	<input checked="" type="checkbox"/>	Remarks	2d	
Status	Open	Meal Preparation Site	N	<input checked="" type="checkbox"/> Booker T Washingtc	Catering	2d	Special Diet	2d
Date	04/15/2019							

3. Produce/Prepared: Enter the number of servings that were actually prepared to transfer to the satellite site(s) for each recipe. What appears in this field, when the production record is "Finished" is what will be pulled from inventory stock levels in Pick, Break, Spoil.
4. Student Offered Serving: For production menus, enter the same number that was entered into the 'Produce/Prepared' field. The field is mandatory, if left blank the user will receive a message when attempting to finish the production record. **(Best Practice for Production Menus: Produce/Prepare = Student Offered Servings.)**
5. Adults/a la carte Offered Servings: Leave this field blank
6. Total Offered Servings: is calculated and should be the same value as the Produce/Prepared Servings. **(Best Practice for Production Menus: Produce/Prepare = Total Offered Servings.)**
7. Servings Left Over: Enter into this field the same number as what is "Produce/Prepared".
8. Leftover Use: Select "Return to Stock". **Note: The only time you should "return to stock" a recipe is when you are creating a finished good that will be transferred as a mixed dish to a satellite site.**
9. Discard: Enter servings that are thrown away into the "Discard" field. These servings cannot be transferred or consumed.
10. Student Usage: Enter 0 for student usage. These servings are not sold through the base kitchen point of sale.



ProductionUsage 50.00

**Food Based Production Record Menu**

**General**

Menu Name: \*Production Menu Breakfast Tot. Student Srv Offered: 50 Tot. Adult Srv Offered: -- Tot. Staff Offered: --  
 Planned # of Servings: 50 Meal Type: Other Tot. Students Served: 50 Tot. Adults Served: --  
 Tot. Staff Served: -- Signature: Jane Doe Offer vs. Serve:  Remarks:   
 Status: Open Meal Preparation Site: N  Booker T Washingtc Catering:   
 Special Diet: Date: 04/15/2019

**Food Based Product Record**

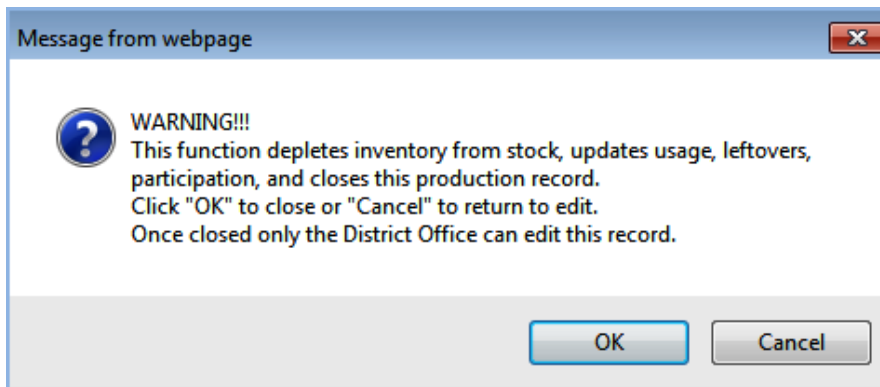
Student Serving Size	Adult Serving Size	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings	Added Leftovers	Produce / Prepared	Student Offered Servings	Adults / a la Carte Offered Servings	Total Offered Servings	Servings Left Over	Leftover Use	Discard	Total Usage	Variance	Student Usage	Adult Usage
Scrambled Eggs & Chicken Patty				50	0.00	50.00	50.00	0.00	50.00	50.00	Return to Sto...		-0.00	0.00	0	--

11. When the method outlined in steps 3-10 are completed for each recipe on the record, Click "Finished"



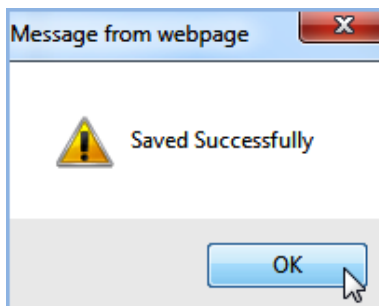
**Note:** When the production data entry has taken some time to enter, it is recommended to Click "Save" to save the final entries before executing "Finished". Click "Production Record" link to open the screen and click "Finished" after the final Save.

12. A message box will pop up to alert users that clicking the "Finished" button will deplete the virtual stock levels for items set up for depletion within the menu and that the production record will be closed.
13. Click "OK".

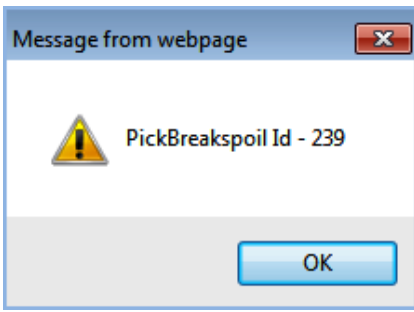


**Note:** once a production record is closed, a district level user may make changes to the editable fields within 30 calendar days but changes made will not affect stock levels and will not change the number of "Finished Good" servings are available to be transferred. A site manager can also edit closed production records if the district allows that option.

14. Click "OK" for the saved successfully message box.



15. A message box will pop up to display the Pick Break Spoil ID number tied to the closed production record. Click "OK".  
**The Finished Goods are now available to be added to a Transfer Document for transport to the satellite site(s).**



16. Click "Production Record" for the Lunch Production Menu.

Other / *Production Menu Lunch / Special Programs /Serving location: Internal / 48 (# Of Servings) /Open / Forecasting Completed									
Production Record									
		Recipe	Alfredo Vegetarian	8548	1.00	Serving (2-Scoop#8)(1.00-300.30g)	0	0	0
		Recipe	Arroz Con Pollo Chicken EHS	2524EHS	1.00	Scoop#12(1.00-78.73g)	0	0	0
		Recipe	Arroz Con Pollo Chicken Elem	2524	1.00	Scoop#6(1.00-157.28g)	0	0	0
		Recipe	Arroz Con Pollo Chicken Sec	2557	1.00	Cup (2-#8 scoops)(1.00-408.28g)	0	0	0
		Recipe	Beefaroni - USDA - Elem	2701E	1.00	Scoop#6(1.00-154.92g)	0	0	0
		Recipe	Beefaroni - USDA - Sec	2701S	1.00	Cup (2-#8 Scoops)(1.00-232.38g)	0	0	0
		Recipe	Chicken Alfredo	8547	1.00	Serving (2-Scoop#8)(1.00-328.65g)	48	0	48
		Recipe	Chicken New Orleans w/Rice Elem	2149	1.00	Serving(1.00-211.98g)	0	0	0
		Recipe	Chicken New Orleans w/Rice Sec	1149	1.00	Serving(1.00-237.24g)	0	0	0

17. Repeat Steps 3 - 10 for the Lunch Production Menu.

**ProductionUsage**

**Food Based Production Record Menu**

**General**

Menu Name: \*Production Menu Lunch    Tot. Student Srv Offered: 48    Tot. Adult Srv Offered: --    Tot. Staff Offered: --  
 Planned # of Servings: 48    Meal Type: Other    Tot. Students Served: 48    Tot. Adults Served: --  
 Tot. Staff Served: --    Signature: Jane Doe    Offer vs. Serve:     Remarks:   
 Status: Open    Meal Preparation Site: N     Booker T Washingtc    Catering:   
 Special Diet:    Date: 04/15/2019

**Food Based Product Record**

Student Serving Size	Adult Serving Size	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings	Added Leftovers	3 Produce / Prepared	4 Student Offered Servings	5 Adults / a la Carte Offered Servings	6 Total Offered Servings	7 Servings Left Over	8 Leftover Use	9 Discard	Total Usage	Variance	Student Usage	Adult Usage	a la Carte Usage
				48	0.00	48.00	48.00	0.00	48.00	48.00	Return to Sto...	-0.00	0.00		0	--	

Finished   
  Pick List   
  Transfer   
  Guide   
  Save   
  Close   
  Print

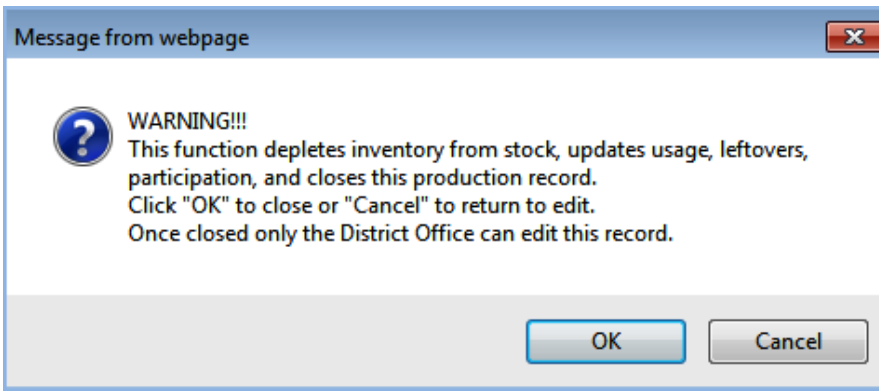
18. When the method outlined in steps 3-10 are completed for each recipe on the record, Click "Finished"



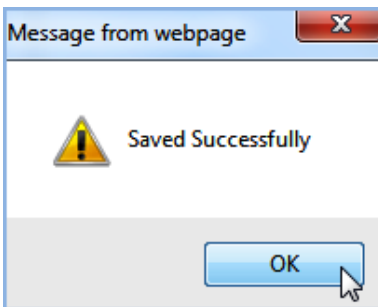
**Note: When the production data entry has taken some time to enter, it is recommended to Click "Save" to save the final entries before executing "Finished". Click "Production Record" link to open the screen and click "Finished" after the final Save.**

19. A message box will pop up to alert users that clicking the "Finished" button will deplete the virtual stock levels for items set up for depletion within the menu and that the production record will be closed.

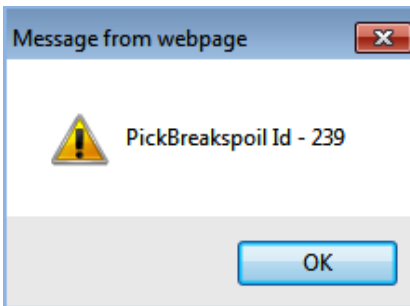
20. Click "OK".



21. Click "OK" for the saved successfully message box.

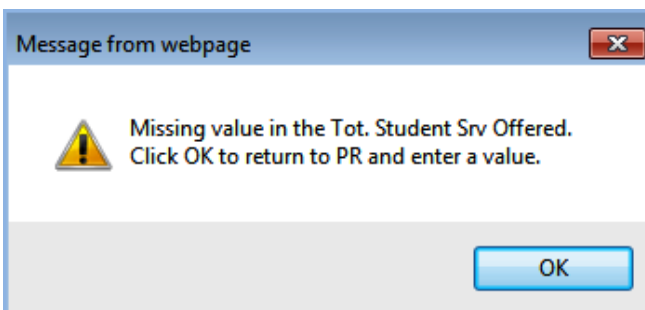


22. A message box will pop up to display the Pick Break Spoil ID number tied to the closed production record. Click "OK".  
***The Finished Goods are now available to be added to a Transfer Document for transport to the satellite site(s).***



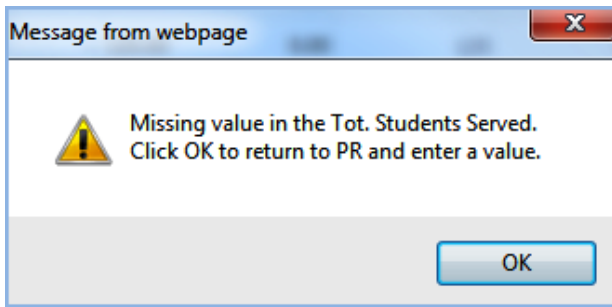
***Note: If you did not fill in all the mandatory fields, you may see one of the messages below.***

23. If the "Tot. Student Srv Offered" field is left blank. A Message will appear reminding the user that the value must be entered. Click "OK". Enter the Sum of the servings prepared to transfer to the satellite site(s).

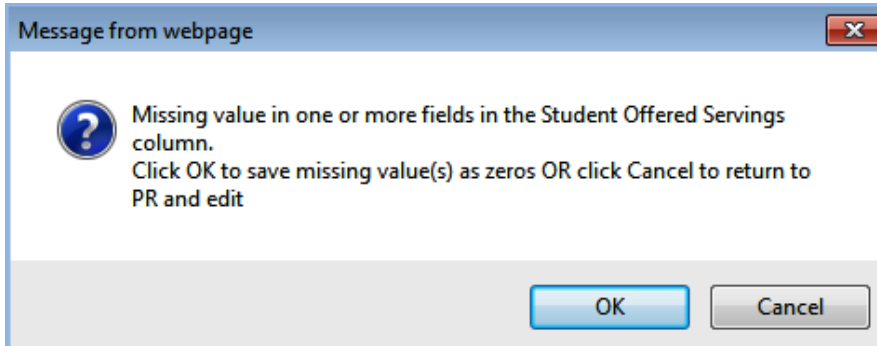


24. If "Tot. Students Served" field is left blank. A Message will appear reminding the user that the value must be entered. Click "OK". Enter the Sum of the servings prepared to transfer to the satellite site(s).





25. If there are any blank cells under the "Student Offered Servings" column, a message box will pop up to alert users that blank cells will be populated with **zeros** if "OK" is clicked. Click "Cancel" to return to the production record to enter quantities. The quantity for the item should match what was Produced/Prepared for the item.



26. If there are any blank cells under the "Student Usage" column, a message box will pop up to alert users that blank cells will be populated with zeros if "OK" is clicked. Click "Cancel" to return to the production record to enter quantities. Student Usage should be 0.

