



Print Production Reports

Background: Production reports are used by the kitchen to evaluate, plan, and verify where, when, and how recipes will be produced.

To Do and Notice:

1. Navigate to **Reports** and select **Production Reports**.
2. Select one or more of the following reports by clicking the box next to the report, then click **Next**:
 - Advance Preparation List
 - Issue Requirements
 - Order Requirements
 - Production and Service Worksheet with Temperatures
 - Production Distribution and Leftovers Worksheet
 - Production Distribution Worksheet By Plating Area
 - Production Distribution Worksheet By Prep Area
 - Production Pull Sheet by Meal
 - Production Recipe
 - Production Summary Worksheet with Temperatures
3. **Select Menus for Production**
 - 1) Select the **Unit**(s) you wish to include.
Notice: In order to select multiple Units, push and hold the **Ctrl** key while making your selections.
 - 2) Enter the **Date Range** to include in the report(s).
 - 3) Enter the appropriate number in the **# of Days to Look Ahead** box.
Notice: This option should be used if a menu item needs to be produced during the range of this report, but will be served in the future.
 - 4) Choose the **Prep Area**(s).
Notice: If no selections are made, the system will include all Prep Areas. In order to select multiple Prep Areas, push and hold the **Ctrl** key while making your selections.
 - 5) If you wish to include Advance Withdrawal details click the checkbox.
Notice: If this option is selected, a separate section will list the items that must be withdrawn from storage during the report's date range.
 - 6) If you wish to include Advance Production details click the checkbox.
Notice: If this option is selected, a separate section will list the items that must be produced during the report's date range, but served on a later date.
 - 7) Click **Go**.

4. Your report(s) will appear. To print, click on the printer icon. Click on the printer and verify it is the correct printer. Click **Print**.

Notice: Click on the Help button for detailed descriptions of all report options.

So What? Advanced withdrawal and Advanced Production must be assigned at the recipe level if you wish to utilize this function.
