Manager's Daily Guide
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This Manager's Daily Guide has been developed to help perform day-to-day **Inventory** and **Production** functions using **TrakNOW** from PCS. The Daily Routine will include:

**Production Planning** - This is where forecasting for accurate production begins.

**Ordering** - Creating Orders to fill the Menu requirements. **TrakNOW** offers several methods of creating orders. The district will decide as to what is the best method.

**Receiving** - As items are delivered they must be received in order to maintain an accurate inventory.

**Posting Daily Production** - The Planned Production must be posted in order to provide a record of item usage. Posting provides important Planned vs Actual information that is used in future planning.

**Pick, Break and Spoil** - Recording of items Picked for Production, Breakage, and Spoilage, will maintain an accurate inventory that contributes to a profitable operation.

**Physical Inventory** - A periodic Physical count of Inventory will ensure the perpetual inventory is accurate. **TrakNOW** provides tools to easily prepare for and report on a Physical Inventory.
A red asterisk * next to a field name indicates a required field.

Clicking the Paper Icon “Apply”, will open a window containing all records that begin with the letter searched for.

Clicking the Magnified Glass Icon “Find”, will open a window containing all records.

Clicking the Eraser Icon “Clear”, will delete a search value from a field.

The following main icons repeat throughout the system:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logout</td>
<td>Exit the System</td>
</tr>
<tr>
<td></td>
<td>Home Navigation</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refresh Screen</td>
</tr>
<tr>
<td></td>
<td>Navigate via Search</td>
</tr>
<tr>
<td></td>
<td>Navigate via shortcut list to other windows in the system. The list appears on the left side of the screen.</td>
</tr>
<tr>
<td>Help</td>
<td>About: Lists version of system in use Help: TrakNOW Manual</td>
</tr>
</tbody>
</table>
The following icon bar repeats throughout the system:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td>Close Window and Back one Screen</td>
</tr>
<tr>
<td>New</td>
<td>Start New Entity (i.e. new site, new recipes, etc.)</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit Highlighted Document</td>
</tr>
<tr>
<td>View</td>
<td>View Highlighted Document, data will not be editable</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete Highlighted Document</td>
</tr>
<tr>
<td>Copy</td>
<td>Copy Highlighted Document</td>
</tr>
<tr>
<td>📢</td>
<td>Print Screen</td>
</tr>
<tr>
<td>⏰</td>
<td>Refresh Screen</td>
</tr>
<tr>
<td>🍃</td>
<td>Filter the List</td>
</tr>
<tr>
<td>🕵️‍♂️</td>
<td>Clear Filter</td>
</tr>
<tr>
<td>📘</td>
<td>Organize (Hide, Add or Move) List Columns</td>
</tr>
</tbody>
</table>
This screen is accessed by clicking on the TRAKNOW icon located on the desktop.

1. Click the “TrakNOW” icon to enter the software.

2. Enter the User Name and Password provided by the district system support personnel.
This section will demonstrate how to add a menu, edit a menu and forecast meals for daily production.

1. Click on “Site Production” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).
2. Enter the specified date range to plan for the upcoming production for the next cycle/ordering period.
3. Click “Apply” to enter the production menu.

4. Click on the planned production date. The box with the check mark will highlight in yellow and the menu(s) for that day will appear on the right hand side of the screen.
1. Click on “Edit”,  to enter the Menu Planning section of the production record.

2. The menu items will appear on the screen. Information such as recipe number, portion size, and projected servings will be displayed.

3. Enter the number of projected servings for the meal in the “Planned # of Servings” box. The total should include the Student Planned Servings of the entrées. Click “tab” on the keyboard.

4. Click “OK” to recalculate the district planned numbers to change them to the number entered in the projected # of servings box.
5. Enter the number of planned student entrees, sides and condiments, etc in the Student Planned Servings box.
6. Enter the number of planned adult and a la carte meals in the Adult/a la Carte box.
7. The total of the student planned serving entrées should match the projected # of servings.
NOTE: Districts that designate entrees as a menu item type will automatically add up the Planned # of Servings. Step 3 & 4 may be skipped.

8. Click “Save” to exit the menu planning section.

9. Click “OK”.

![Windows Internet Explorer dialog box](image)
Editing Patterns

The type of pattern is not displayed on the menu planning screen. The user must enter the edit section of the pattern to see what type of pattern is being used. The Grouping Mode states the pattern type.

Combo Pattern

The combo pattern allows for an entrée to include a side to create a single entrée. The nutritional analysis will be done on the two items as though it is a single entrée. The projected amounts will be the same for both items/recipes.

1. Edit the pattern to project the correct number of servings by clicking on “Edit” next to the pattern.

2. The total # of servings for the combo will be updated from the menu planning screen automatically. The items included in the combo will be updated with the new quantity.
3. Click “Save” to update projected quantities on the production record.
**Batch Pattern**

The batch pattern allows for multiple ingredients to be included in an entrée. The nutritional analysis will be done on the weighted average of the included ingredients. The projected amounts can vary between ingredients.

1. Edit the pattern to project the correct number of servings by clicking on “Edit” next to the pattern.

2. The total # of servings for the batch will be updated from the menu planning screen automatically. The items included in the batch will not be updated with the new quantity.
3. Enter the projected number of servings next to each item included in the batch.
4. Click “Save” to update projected quantities on the production record.
1. Click on “Production Record” from the Production Day Screen.

2. Click on the “Print” button to print a Production Usage Report. This report may be used in the production kitchen to assist in preparing the daily menu.

3. Click on “Open”
4. The Site Production Usage Report serves as a useful tool in the production kitchen. Employees may fill in the appropriate amounts after preparation and serving. The manager will use this form to enter the information after serving is complete.
This section will demonstrate how to place orders based on production (forecasted meal numbers), add items to orders and utilize item lists and shopping lists.

1. Click on “Document Manager” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).

2. A preorder must be completed to order items for the school to be delivered from a vendor, warehouse, etc.
3. Click on “Preorder” to enter the preorder screen.

4. Click on calendar box next to the “Delivery Date” box. This will pull up a calendar. Click on the specific date the delivery is to be scheduled for.

5. The items needed for production are now ready to be entered. There are several ways of adding items to the order.
1. Click on “Add Items” to add individual items.

2. The preorder item screen will appear.

3. Items may be selected using the filter or by searching for them alphabetically.
4. To add items to the list, click on the blue down arrow to the left of the item. Once all items needed are shown in the bottom drop box, click “Apply” to add the items to the preorder.

Add Par Items

1. Click on “Add PAR Items”
2. This button adds items that are preset to a minimum par level at the site.
Add Item List

Item lists can be used to group items such as dairy, produce, ice cream, etc. without a specified quantity. This is located within the "Add Items" link.

1. Click on "Add Items" then "List" to add items from a specific list that has previously been created.
2. Highlight the list by clicking on it. Once highlighted, click “Apply” to add the list to the "Add Items" screen. Click "Apply" again to add the list to the preorder.
3. The items from the highlighted list have now been added to the preorder.
4. Edit the amount needed by clicking in the quantity column (Ord Qty) for each item. If a particular item is not needed, click on the delete icon next to the item to delete it or leave as zero (0) quantity and the item will not be ordered.
Add Items

Add Shopping List

1. Click on “Add Shopping List” to add items for a specific shopping list that has previously been created. Shopping lists can be used to group items such as dairy, produce, ice cream, etc. with a specified quantity.

2. Highlight the Daily Milk Order by clicking on it. Once highlighted, click “Apply” to add the list to the preorder.

3. The dairy items have now been added to the preorder. Edit the amount needed by clicking in the quantity column for each item. If a particular item is not needed, click on the delete icon next to the item to delete it or leave as zero (0) quantity and the item will not be ordered.
Add Production Items

Ordering from production allows an order to be placed based on the forecasted/projected servings in production planning. Orders can be created by vendor and/or supplier for a specified date range.

1. Click on "Add Production Items" to add specific supplier items based on menu dates.

2. Click on the magnifying glass to select a specific supplier.
3. Highlight supplier name.
4. Click "Apply".

5. Enter the specific date range for the production items to be pulled into the preorder.
6. Click "Apply".
7. The production items have now been added to the preorder. The amounts needed may be edited by clicking in the quantity column for each item. If a particular item is not needed, click on the delete icon next to the item to delete it. If "---" is displayed in the ordered quantity column, a single purchase unit will be ordered. This is not to be mistaken as a zero.

8. Additional items may be added to the order by using any of the ordering features.

9. Click “Process PreOrder” to generate requisitions for items.

10. The Process Result screen will appear and list all orders created. The orders are automatically grouped according to vendor.
11. Upon returning to the Document Manager screen, all the orders submitted can be viewed.

12. Any order that has a document status “draft” may be edited. Additional items may be added or deleted. Once order is ready, click “Approve” to process order.

13. Once the order has been processed, the Document Status column will read “Wait2BReceived”. 
This section will demonstrate how to receive orders that have been placed.

1. Click on “Document Manager” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).

2. Highlight the order to be received and click on “Receiving”.
3. An Order that is ready to be received will read “Wait2BReceived” in the Document Status column.
Receiving Procedures

4. Enter the invoice number from the delivery ticket/shipping document.
5. Edit any item that either did not get shipped or the amount varies from the original order in the “Rcv Qty” column. When the received quantity is changed, the Received Total Qty and Received Total Cost $ fields will reflect this change.

6. Additional details regarding the delivery such as; remarks, FMV $, delivery fee, etc. may be entered.
7. Once all items ordered have been verified that they are received, click “Approve” to approve the delivery and close the document.
8. The order received will now be removed from view in the Document Manager screen.
Blank Receiving

Blank receiving is receiving products that do not have a prior order for them. For example, milk and pizza, generally these vendors/suppliers drop off the product without an order being placed. Receiving these products in will add them to the perpetual inventory; which will enable them to be used in production.

1. From the document manager screen, click on “Receiving”. Do not have any orders, requisitions, etc highlighted.

2. Enter supplier name and date of delivery.
3. Click “Apply”

4. Click “OK”. No orders will be found since there has not been a pre-order done for the specific supplier.
5. Enter the invoice number from the delivery ticket/shipping document.
6. Add items that are received. Items may be added using the “Add Items” feature.

7. Enter the quantity in the “Rcv Qty” column.

8. Additional details regarding the delivery such as; remarks, FMV $, delivery fee, etc. may be entered.
9. Once all items ordered have been verified that they are received, click “Approve” to approve the delivery and close the document.
10. The order received will now be removed from view in the Document Manager screen.
This section will demonstrate how transfers are completed.

1. Click on “Document Manager” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).
Transfers from Warehouse

1. A transfer will display the warehouse as a supplier and the document status will display “Wait2BReceived”.
2. Click on the transfer to highlight it.
3. Click on “Receiving” to open the receiving document.

5. Enter the invoice number or the date if the warehouse does not have invoice numbers.
6. Verify the received quantity. Make any changes needed.
7. Click “Approve”.

8. Click “OK”.

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**Example Image:**

- A table showing various transfers with columns for Document Type, Supplier, Destination Site, and Document Status.
- A screenshot of the Document Manager interface with columns for View, Edit, Document Type, Supplier, Destination Site, and Document Status.
- A screenshot of an order with General Details and Received Items sections.
- A message indicating “Approved Successfully!” with an “OK” button.

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PCS Revenue Control Systems, Inc. 2010
1. Click on “Document Manager” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).
Transfers

Transfers between Sites

Send a Transfer

1. Click on “Transfer”.

2. Select the destination site by clicking on the magnifying glass to pull up the list of sites.

3. Highlight the destination site and click “Apply”.

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4. Select the appropriate date for the transfer.
5. Click “Apply”.

6. Click “OK”. No orders will be found since this is an open transfer.

7. Click “Add Items” to select the items to be transferred.
8. Select item(s) by clicking on the blue down arrow to add to the list on the bottom. Once all items have been added, click "Apply".

9. Enter the quantity sent in the “Sup Qty” column.
10. Click “Approve”.
11. Click "OK".

12. The created transfer will display the supplier as the sending site. The receiving site will be displayed in the destination site column.

13. The transfer will display “Wait2BRecieved” until the destination site receives in the transfer order. It will then be removed from the document manager screen.

Receive a Transfer

1. A transfer will display the sending site as the supplier and the document status will display “Wait2BRecieved”.
2. Click on the transfer to highlight it.
3. Click on “Receiving” to open the receiving document.
4. Enter the invoice number or the date if invoice numbers are not used.
5. Verify the received quantity. Make any changes needed.
6. Click "Approve".

7. Click “OK”.
1. Click on “Site Production” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).

2. Enter the specified date range to post production for the current 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 yellow and the menu will appear on the right hand side of the screen.

5. Click on “Edit”, to enter the Menu Planning section of the production record.
1. Add additional menu items/recipes/patterns by clicking on the drop down arrow next to “Add Menu Item”. Select the appropriate menu item.

2. Enter the first few letters of the name in the Item, Recipe or Pattern box. Click the “Apply” function.

3. Highlight the desired item and click “Apply”.

4. Enter the serving size quantity.

5. Select the appropriate serving from the drop down menu next to Serving Type.

6. Enter the number of projected servings in the “Projected Servings” box and click “Add”.

7. Continue until all menu items have been added.

8. Click “Save” to exit the edit screen and return to the main site production screen.

9. Click “OK”.

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Adding Leftovers

1. Click on “Edit”, to enter the Menu Planning section of the production record.

2. Click on “Find”, to open the list of available leftovers.

3. Click on the leftover item/recipe needed to highlight it.

4. Click “Apply” to add it to the menu.
5. Select the “Course” from the drop down menu.
6. Enter the portion size in the “Portion Size” box.
7. Select the serving type from the “Serving Type” drop down menu.
8. Enter the quantity of leftovers in the “Leftover Amount” box.
9. Continue until all menu items have been added and click “Add”.
10. Click “Save” to exit the edit screen and return to the main site production screen.

11. Click “OK”.

**Additional Information Concerning Leftovers:**
- Selecting “Freeze” leftovers will hold in leftover selection area for a month.
- Selecting “Refrigerate” will hold for 3 days.
- Selecting “Serve next day” will automatically add to the next day’s production with the amount of leftovers included if the item/recipe previously exists on the menu already.
- Selecting “Return to Stock” will place the items back in inventory to be used at a later date.
1. Click on “Production Record” to enter the data entry area.

Criteria to Complete Production Record:

1. Enter the total students served, total adults served and name at the top of the page.
2. Enter any special remarks.
3. Enter catering and special diet meal counts.
4. Edit the “Prepared” amount for each item.
5. Enter the quantity for any leftovers that are not discarded in Servings Leftover column.
6. Enter the leftover use by clicking in the “Leftover Use” box for the appropriate item. A drop down menu will appear, select the correct one.
7. Enter the “Student Usage” for each item.
8. Enter the “Adult Usage” for each item.
9. Enter the “a la Carte Usage” for each item.
10. Any variance in the total amount served and total prepared will be displayed in the variance column.
11. Enter any comments in the “Comment” column.
12. Enter the “Time First Batch Removed”.
13. Enter the “Temp First Batch Removed”.

Entering Prepared Amounts, Meals Served and Leftovers in Production
14. Enter the “Holding Temp”.
15. Upon finishing the production record click “Finished” to complete and close the record. Once closed it will not be editable except by district personnel.

16. Click “OK” to finalize the production record. No changes may be made to the production after this point.

17. Click “OK” to save any missing values as zeros if any boxes are left intentionally blank.

18. Click “OK” on the “Saved Successfully!” pop up screen and on the “PickBreakspoil” or “Meal Created” pop up screen.
19. The day’s production is now complete.
Notes:
This section will demonstrate how to pull items from inventory that are not on the production record. Pick, break and spoil may be used to pull items that need to be removed from stock due to spoilage, breakage, etc.

1. Click on “Pick Break Spoil” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).
Search for Closed Documents

1. To view the created pick, break and spoil documents, click the “Clear Filter” icon. This will show the closed documents on the screen.
2. The pick, break and spoil pulls items that have been served on a menu or used in a recipe from the perpetual inventory.
3. Pick, break and spoil will be created for recipes and meals.
4. Select the document needed by highlighting the document and then clicking View.

5. The Recipe Creation shows all the items and the quantities that have been used in a recipe that have been prepared and served.
6. The Meal Creation shows all the items and the quantities that have been used in a menu that have been prepared and served.
Creating Additional Pick, Break and Spoil

1. To create a new pick, break and spoil, click “New”.

2. Click “Add Items” box.
3. The list of inventory items will appear on the screen.
4. Items may be added by using the Filter By, Class, List or Location searches.
5. Click “Apply” once all items have been added.

6. Enter the quantity of the items used in the Used Qty column. Select either the usage unit or purchase unit from the UU/PU Column.
7. Select the reason for pulling the product from inventory by clicking on the drop down box in the Reason column.
8. Type a name for the PBS in the name field, (ex. Daily, Adjustment, etc.).
9. Click “Approve” to pull item(s) from inventory and close the document.

10. Click “OK”.

This section will demonstrate how to perform a weekly or monthly inventory.

1. Click on “Physical Inventory” on the Home Page (the Home Page may look slightly different, as each district can customize the Home Page favorites).
Creating Inventory List

1. Click “New” to begin a new inventory.

2. Enter the inventory Name and the Physical Inventory Date. A calendar may be utilized by clicking on the box next to up/down arrows in the Physical Inventory Date section.

3. Select “Quick List”.

Physical Inventory

Creating Inventory List

Creating Inventory List

1. Click “New” to begin a new inventory.

2. Enter the inventory Name and the Physical Inventory Date. A calendar may be utilized by clicking on the box next to up/down arrows in the Physical Inventory Date section.

3. Select “Quick List”.

Physical Inventory

Creating Inventory List

Physical Inventory

Creating Inventory List

Physical Inventory

Creating Inventory List

Physical Inventory

Creating Inventory List

Physical Inventory

Creating Inventory List

Physical Inventory

Creating Inventory List
4. Click on the box next to any of the inventory criteria listed. Refer to your district office to determine the correct criteria.
5. Click "Apply".

6. To add items to the inventory list, click “Add Items”.
7. Items may be added to the list by clicking on the blue arrow next to each specific item or items can be added by Class, List, or Location. Click “Apply” once all items have been selected.

8. All items added using the Quick List and the Add Items button will appear. Click "Print".
9. Click "OK" to Save.

10. Click "Open".
11. A printable PDF will open in a different browser. Items will be grouped and printed by location.

12. Click "Save".

13. Click "OK".

14. The Inventory document created will show as a "Draft" under the Status column.
1. To enter the physical count of the inventory, highlight the inventory and click “Edit”.
2. The inventory list that was previously created will show as “Draft” until a physical count is entered.

3. Enter the count of each item in the “PU Count” or “UU Count” columns.
4. Once all inventory counts have been entered, click “Complete”.

5. Click “OK”. The inventory will now be removed from the Physical Inventory screen and will be in a closed status.
Entering Inventory Count

Notes:

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