

# Ordering Field Trip Meals in Titan



## Field Trip Lunch Request Form

Today's Date: \_\_\_\_\_

School: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Person completing the form (Please Print): \_\_\_\_\_

Day and Date of the field trip: \_\_\_\_\_

Quantity of lunches you are requesting: \_\_\_\_\_

Signature of person requesting lunches: \_\_\_\_\_

\*Signature of Cafeteria Manager: \_\_\_\_\_

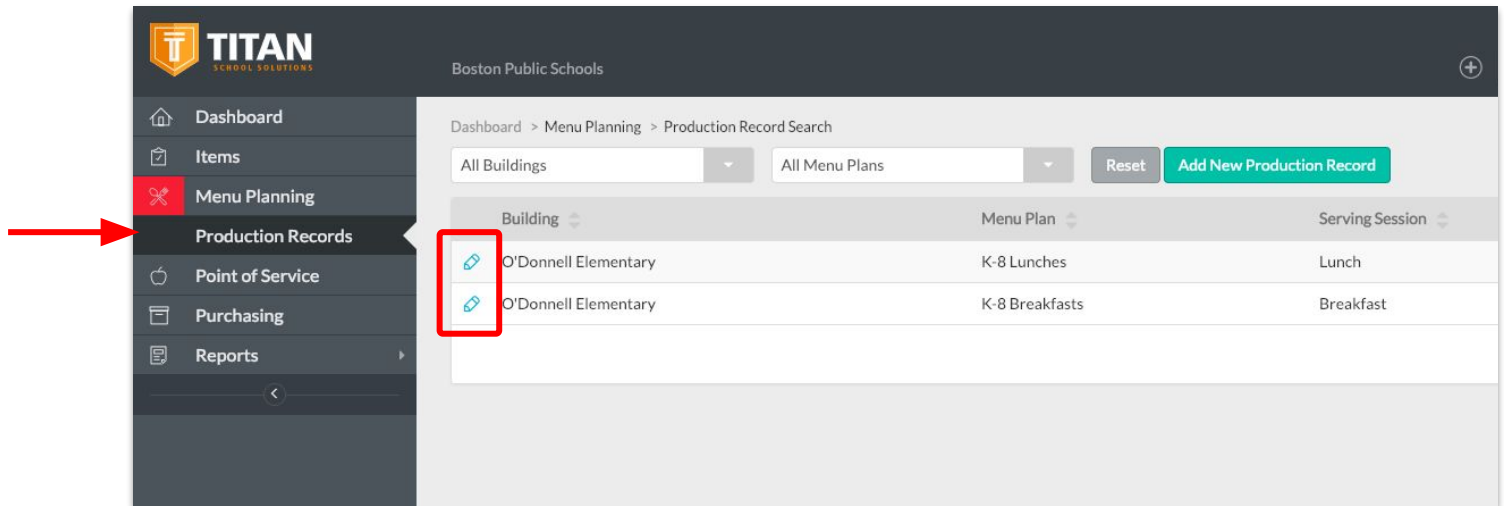
\*(Form MUST be signed by Cafeteria Manager)

### Note:

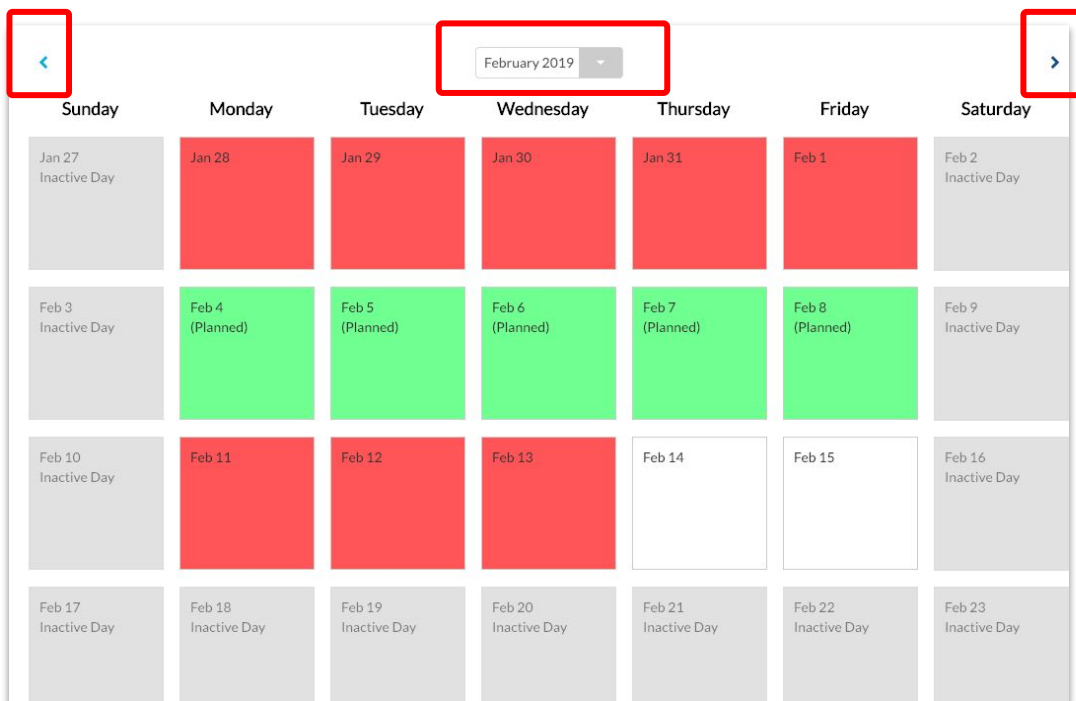
- Bag lunch requests must be made seven (7) school days before lunches are needed.
- This form must be scanned and emailed to: [info@mywaycafe.org](mailto:info@mywaycafe.org)
- Each field trip lunch meal must be offered with milk
- All field trip orders must be placed in Titan

# Planning your production records before a meal

1. Log in to Titan: <https://portal.titank12.com/>
2. Navigate to Menu Planning > Production Records
3. Click the pencil to edit the lunch meal





4. Select the date that you need to plan your field trip meals for.
  - a. Dates in green are already planned, dates in red have not yet been planned.
  - b. Click the arrows or use the drop down menu to change months.



Questions? Email your field coordinator and CC: [info@mywaycafe.org](mailto:info@mywaycafe.org)

5. In the search bar type in > Field Trip Meal and select. A field trip meal will be added to your production record.


Vegetable, dark leafy greens (0 Servings) 


 C-RBROC9-0


roasted broccoli - fresh

0

0

1/2 cup serving 






Field Trip Meal

Notes

Field Trip Meal

No results found..

 Add New Note


Reset

Close

Plan


6. Write the number of servings planned for the field trips in the Reimbursable Planned column. Non-Reimbursable Planned is only for adults who purchase meals.

7. When you’re all done, scroll down and click Plan on the bottom-right corner. When the Production Record is planned:

 Add New Note


Close Plan

8. To plan the Production Record for the next meal, click Production Records again. All Planned Production Records will show up green on the calendar.



Dashboard

Items

 Menu Planning

Production Records

Point of Service

Purchasing

Reports

Boston Public Schools



Dashboard > Menu Planning > Production Record Search

All Buildings

All Menu Plans

Reset

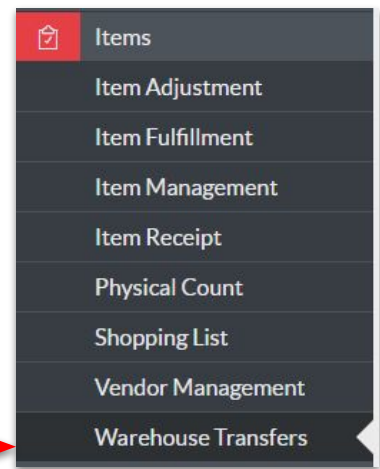
Add New Production Record

Building	Menu Plan	Serving Session
 O'Donnell Elementary	K-8 Lunches	Lunch
 O'Donnell Elementary	K-8 Breakfasts	Breakfast

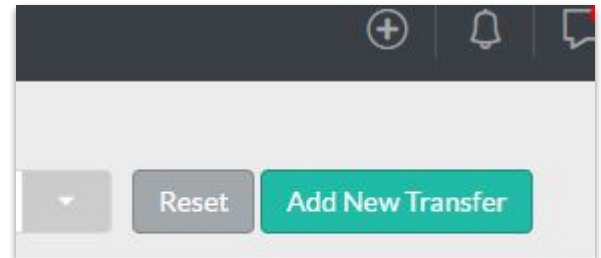
Once you are done planning your production record please create an order guide for a field trip meal delivery. Please following the **“Ordering Guides and Warehouse Transfers”** instruction.

# Submitted your Ordering Guide but forgot to add an item?

1. Go to Items > **Warehouse Transfers**.



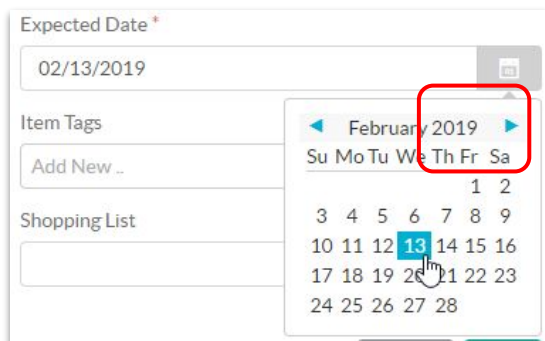
2. Click the blue “Add New Transfer” button in the top right.



3. Receiving Warehouse, Delivery Address, and Fulfillment Warehouse should all already be filled out. If not, select the correct entries and the Fulfillment Warehouse is “Central Warehouse.”

A screenshot of the 'Add New Warehouse Transfer' form. It contains several fields with dropdown menus: 'Receiving Warehouse' (Dante Alighieri), 'Delivery Address' (Main), 'Fulfillment Warehouse' (Central Warehouse), 'Expected Date' (02/13/2019), 'Item Tags' (Add New...), and 'Shopping List'. At the bottom right, there are 'Cancel' and 'Save' buttons.

4. Change the expected date to the delivery date of the order that you wish to add the item to by clicking on the Calendar icon and clicking the desired date.



5. Type the item that you need into the search and click the correct entry result. You can repeat this step to add any number of items as well.

6. Enter the desired amount(s) into the textbox that appears. Also, make sure the Unit Of Measure is correct.

7. Click the blue “Request Transfer” button on the bottom right of the page (you may have to scroll down)

8. Field Trip Meal Components (subject to change):

#### Ingredients

	Identifier	CN Code	Item Name	Amount	
	V-SBJSW9-1		sun butter & strawberry jelly sandwich - pc	1	Each
	Y-CHSTK9-0		cheddar cheese stick	1	each
	V-JUICE9-0		Vegetable Juice 40/cs	1	Each
	V-GRAHM9-1		graham crackers, cinnamon - IW	1	Each
	Select Ingredient				