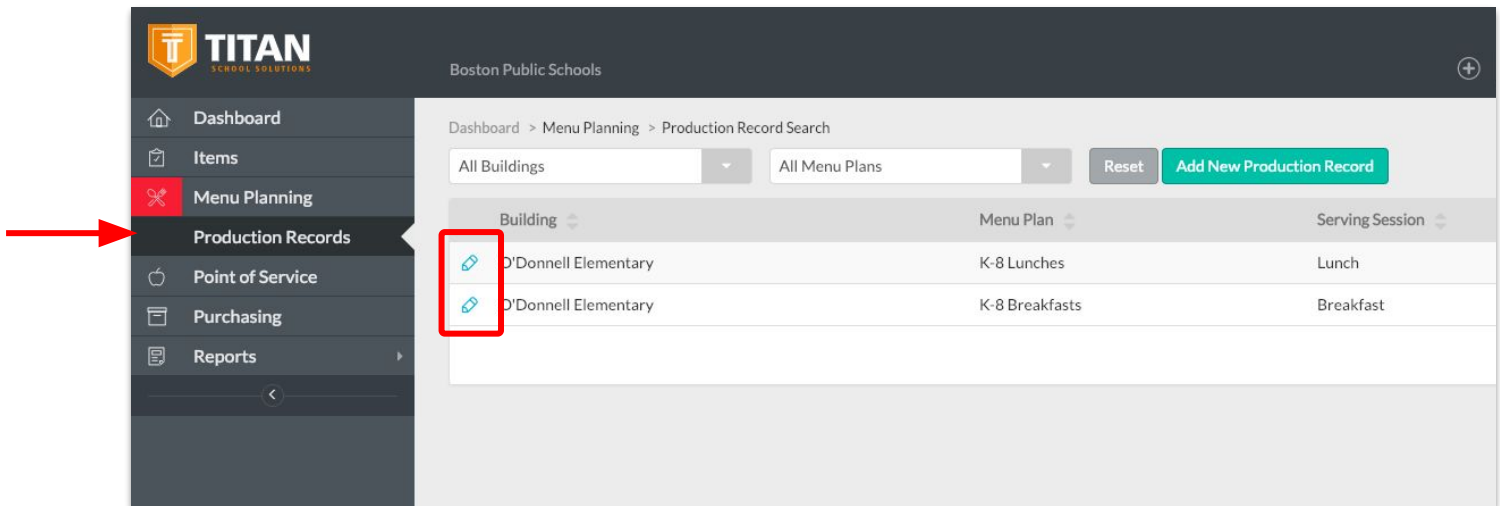


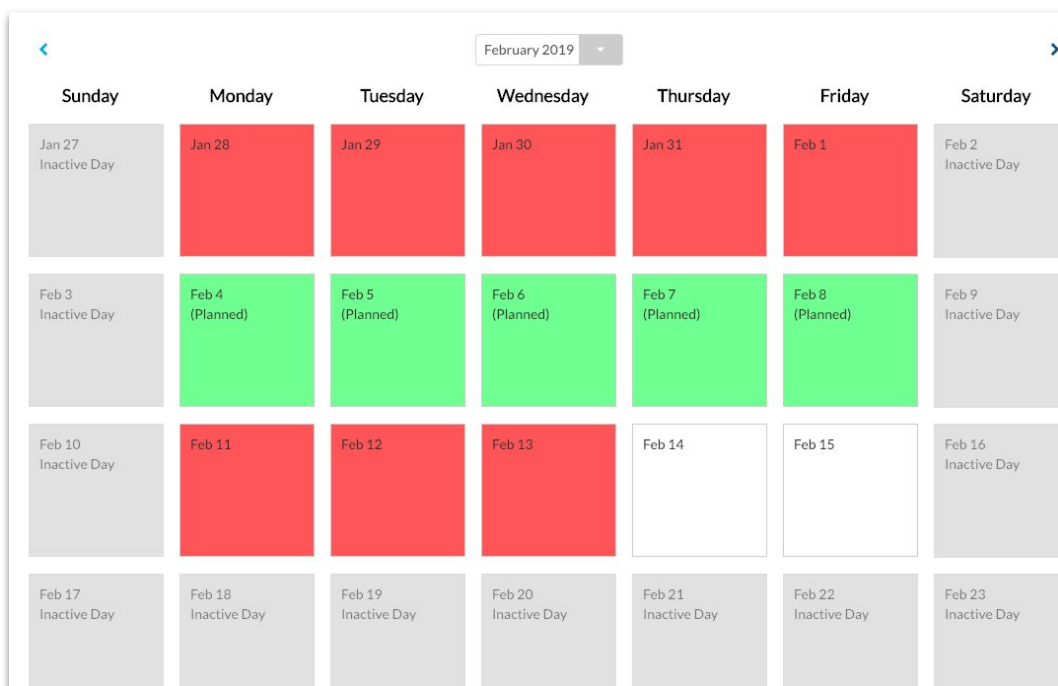
Submitting Production Records

Submitting your production records after 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 meal are planning for (breakfast or lunch)



4. Select the date of the meal you are reporting.



5. Click on the pencil next to the meal to record meals served.

Identifier	CN-DB Co...	Name	Offered / Prepared	Reimbursa... Served	Non-Reimbursa... Served	Discarded	Left Over	Serving Size
Main Entree (0 Servings)								
	C-BBSOF9-0	black beans and sofrito	39	0				each
Fruit (0 Servings)								
	C-FRUIT9-0	fruit	233	0				each
Vegetable (0 Servings)								

6. Fill out the fields in this box:

Meals planned = meals served

Reimbursable Meals =
Adult earned +
student reimbursable

Click *Save* when you're done.

Meal

Name *
Oatmeal + yogurt + cereal

Reimbursable Meals Planned *
0

Non-Reimbursable Meals Planned *
0

Reimbursable Meals Offered *
0

Non-Reimbursable Meals Offered *
0

Offer Vs Serve

Delete **Cancel** **Save**

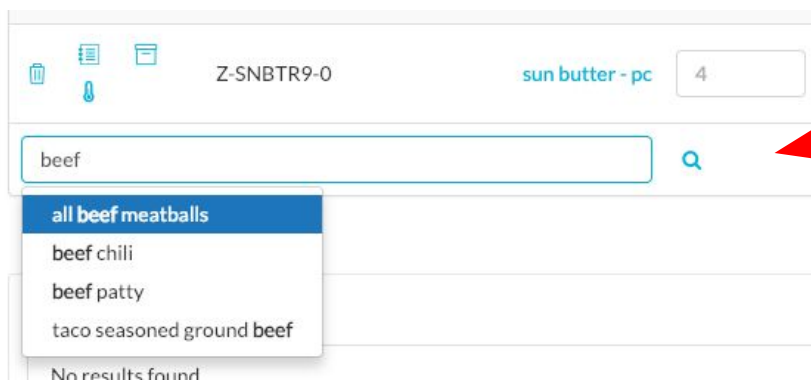
7. Complete your production record with this information:

- a. **Offered / prepared:** This will suggest the number you planned. Write the number you actually served in this place.
- b. **Reimbursable served:** This will automatically match *offered / prepared*, discarded, and leftover.
- c. **Non-reimbursable served:** Leave blank.
- d. **Discarded:** How many portions did you throw in the trash?
- e. **Left over:** How many portions did you save as leftovers for another day?

Tacos (0 Meals Planned / 0 Reimbursable Meals Offered)

Identifier	CN-DB Co...	Name	Offered / Prepared	Reimbursa... Served	Non-Reimbursa... Served	Discarded	Left Over	Serving Size
Main Entree (0 Servings)								
	C-BBSOF9-0	black beans and sofrito	39	0				each
Fruit (0 Servings)								
	C-FRUIT9-0	fruit	233	0				each
Vegetable (0 Servings)								
	Z-CNTCO9-0	corn taco shells	210	0				Each
	Y-YUCFR9-0	yuca fries	158	0				Servin
Grain (0 Servings)								
	Z-BRWNR9-0	brown rice	187	0				1/2 cu

8. If you need to add an item, type in the search box and select the item you need:

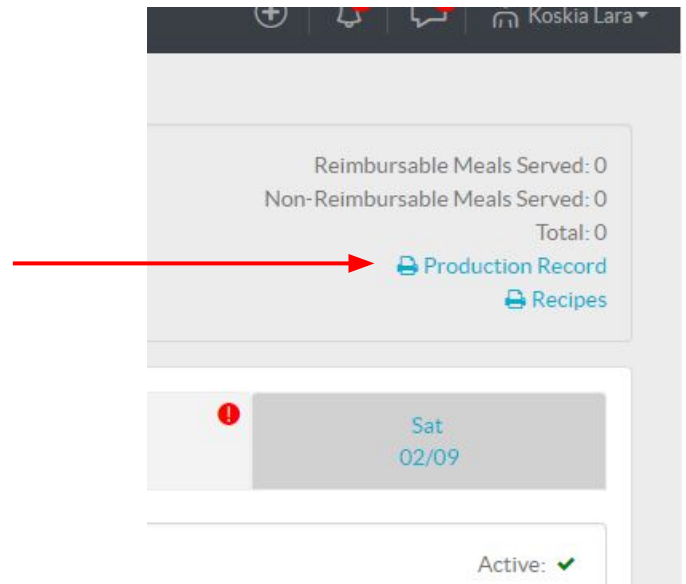


9. When you're all done, scroll to the bottom and click **Post** on the bottom-right:

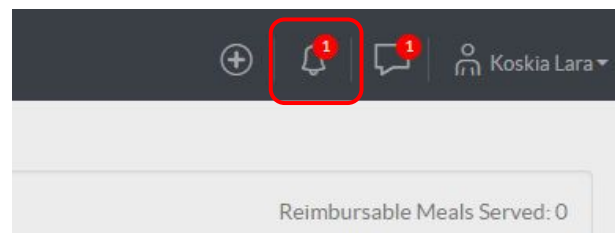
Submitting your production records after a meal

How to print a submitted production record:

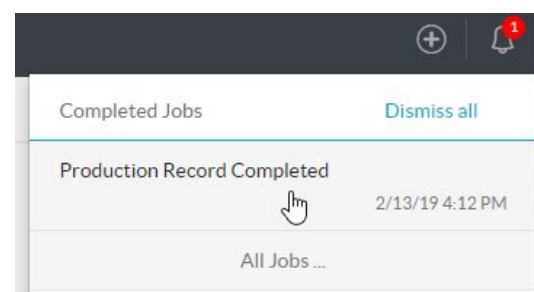
1. Go to a Production Record day that you have already posted.
2. In the top right, click the blue “Production Record” link with a printer icon next to it.



3. A blue “Report Requested” notification should appear at the top of your page briefly. Wait a few seconds. Eventually, a red bubble should appear over the bell icon at the top right of the page. If there was a red bubble there already, the number inside it should have increased by 1.



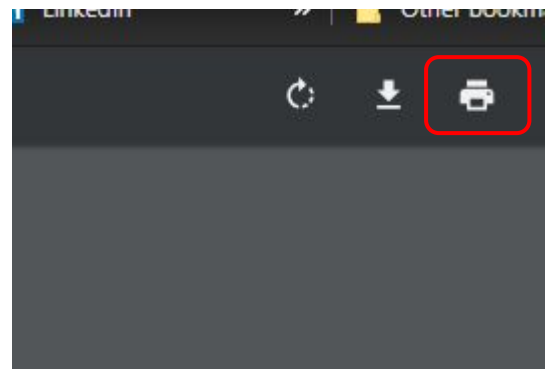
4. Click it, then click the “Production Record Completed” entry. It will start downloading a file.



5. The download should appear at the bottom left of the page. Click it.



6. It will load in a new page. To print it, click the printer icon on the top right of the page. It may be hidden, so move your mouse around to make it appear.



7. Make sure the printer destination is correct, and finally click the big blue “Print” button. (The printer destination shown here will not match yours)

