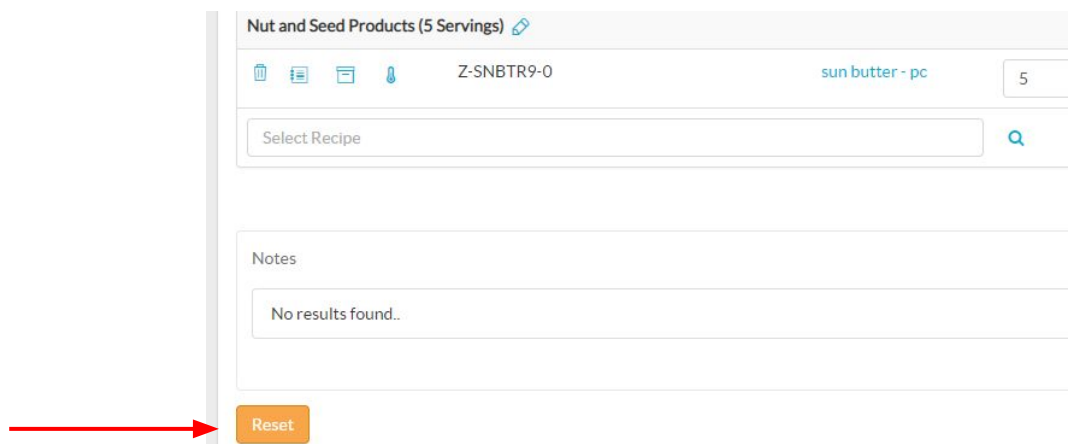


**Planning your  
production records  
before a meal**

# Planning your production records before a meal

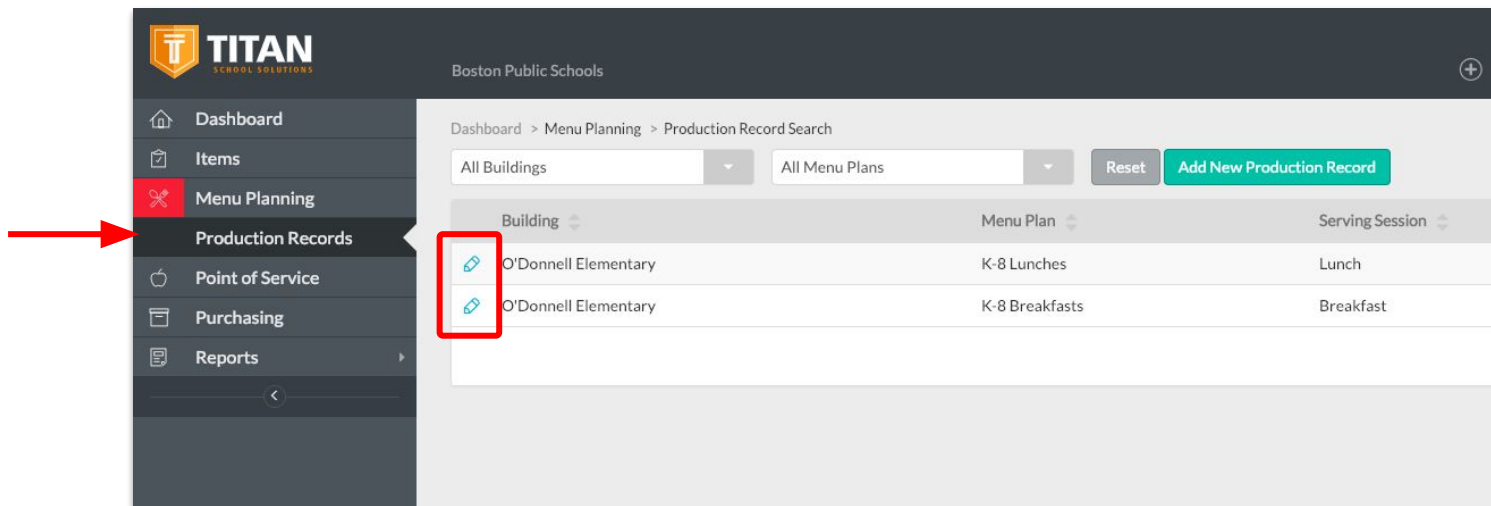
- Before you create an Order Guide, you need to plan your production record.
- To plan your production records, you record the total portions you expect to serve of each item on each day.
- If you need to re-enter the planned numbers, click the orange Reset button to clear the planned numbers.
- Notes:
  - Some planned numbers may already be filled in -- these are guesses based on your past production records.
  - You can use these numbers, or write in new numbers.



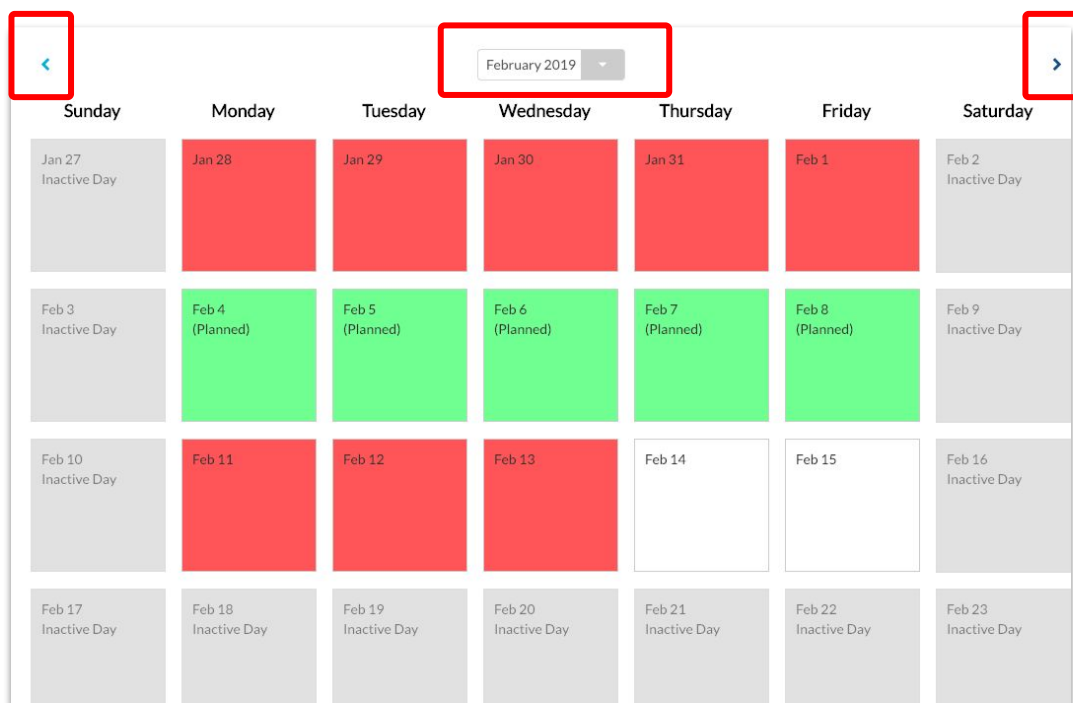
The screenshot displays a software interface for planning production records. At the top, it shows 'Nut and Seed Products (5 Servings)' with a link icon. Below this, there are icons for trash, list, calendar, and a lock, followed by the text 'Z-SNBTR9-0' and 'sun butter - pc' with a value of '5'. A search bar contains 'Select Recipe' and a magnifying glass icon. Below the search bar is a 'Notes' section with the text 'No results found..'. At the bottom, there is an orange 'Reset' button, which is highlighted by a red arrow pointing to it from the left.

# 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 meal are planning for (breakfast or lunch)



4. Select the date that you need to plan 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.



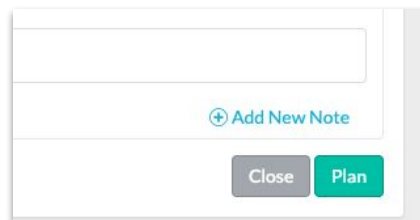
Questions? Email your field coordinator and CC: [info@mywaycafe.org](mailto:info@mywaycafe.org)

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

B'fast sandwich + bagel (0 Meals Planned / 0 Reimbursable Meals Offered)

Identifier	CN-DB Code	Name	Reimbursable Planned	Non-Reimbursable Planned	Serving Size
Main Entree (26 Servings)					
C-CHZFR9-0		cheese frittata	26	0	each
Fruit (5 Servings)					
C-FRUIT9-0		fruit	5	0	each
Grain (53 Servings)					
Z-BAGEL9-0		plain bagel	28	0	Each
C-ENGMF9-0		english muffin	25	0	each
Dairy and Egg Products (52 Servings)					
Z-CRMCH9-0		cream cheese - pc	19	0	Each
X-SLMZC9-0		sliced american cheese	33	0	Slice
Nut and Seed Products (8 Servings)					
Z-SNBTR9-0		sun butter - pc	8	0	Each

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



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

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