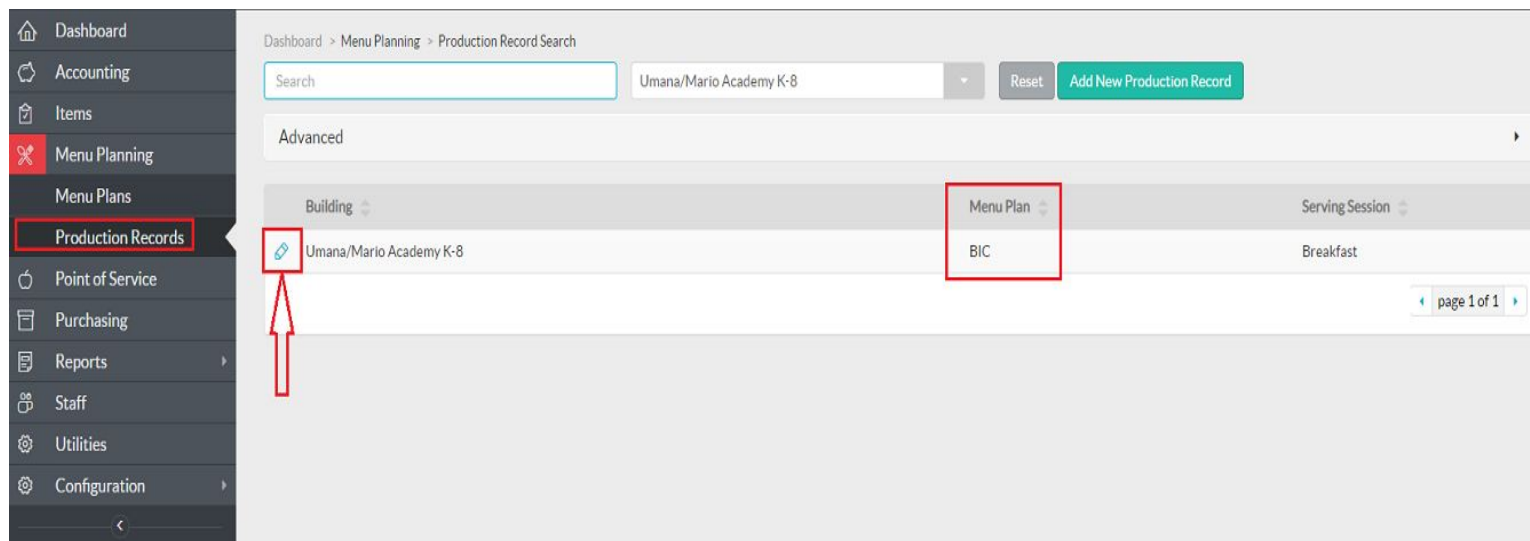


Ordering BIC Items

Planning your production records for BIC meals

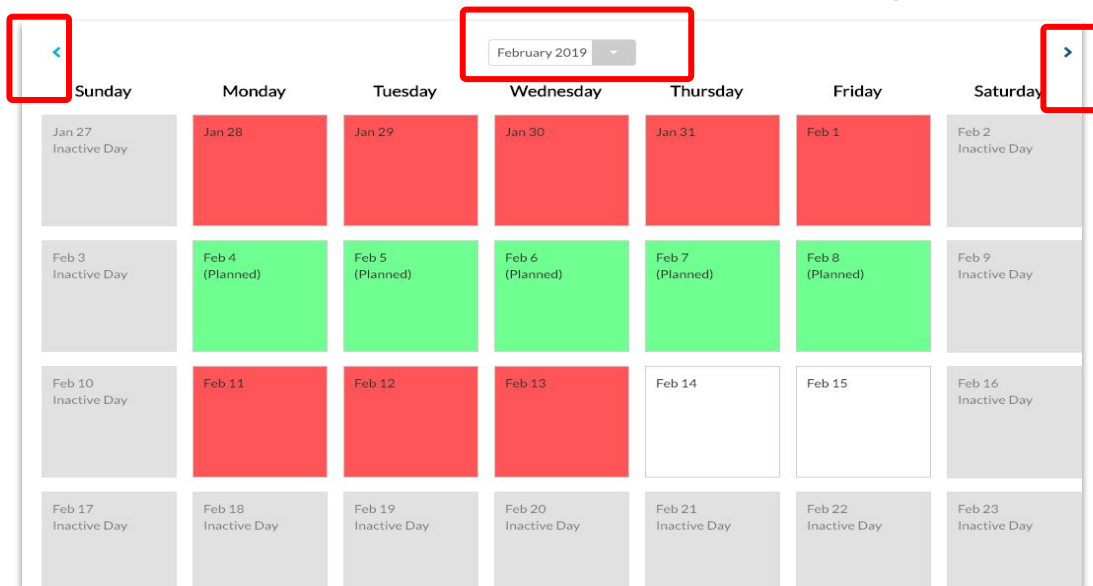
1. Log in to Titan: <https://portal.titank12.com/>
2. Navigate to Menu Planning > Production Records
3. Click the pencil to edit the BIC menu plan



Note: Only schools serving BIC will be able to see BIC production records.

Schools having different breakfast service models will have to plan regular cafeteria breakfast and BIC Production records separately.













4. Select the date that you need to plan your BIC 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.



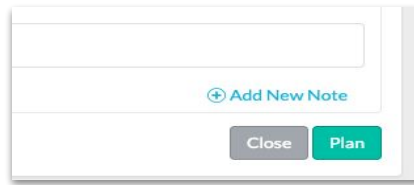
Questions? Email your field coordinator and CC: info@mywaycafe.org

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

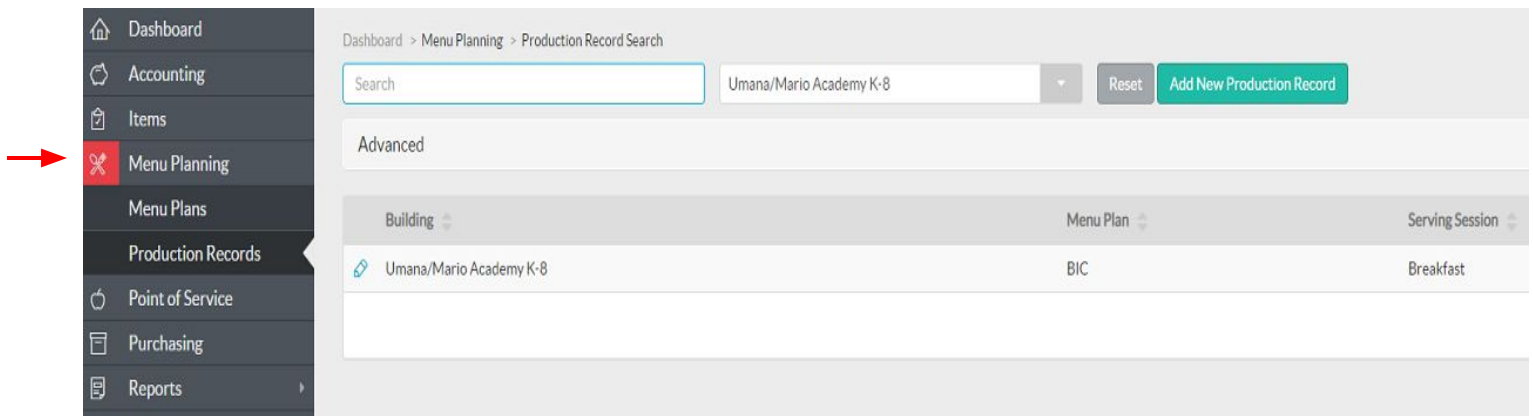
 BIC (0 Meals Planned / 0 Reimbursable Meals Offered)

Identifier	CN-DB Code	Name	Reimbursable Planned	Non-Reimbursable Planned	Serving Size
Grab & Go (0 Servings) 					
 V-ECBUN9-0		egg & cheese sandwich - IW	<input type="text" value="0"/>	<input type="text" value="0"/>	each 
Fruit (0 Servings) 					
 Z-FRUIT9-0		fruit	<input type="text" value="0"/>	<input type="text" value="0"/>	each 
Milk (0 Servings) 					
 C-OPMLK9-1	1082	1% milk	<input type="text" value="0"/>	<input type="text" value="0"/>	each 
 Z-SKMLK9-0	1085	skim milk	<input type="text" value="0"/>	<input type="text" value="0"/>	each 
<input type="text" value="Select Recipe"/> 					

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



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



Once you are done planning your production record please create an order guide following the **“Ordering Guides and Warehouse Transfers”** instruction. You don't need to create a special order guide separate from your daily delivery -- your BIC food will appear alongside the breakfast in the cafeteria and lunch products on your order guide