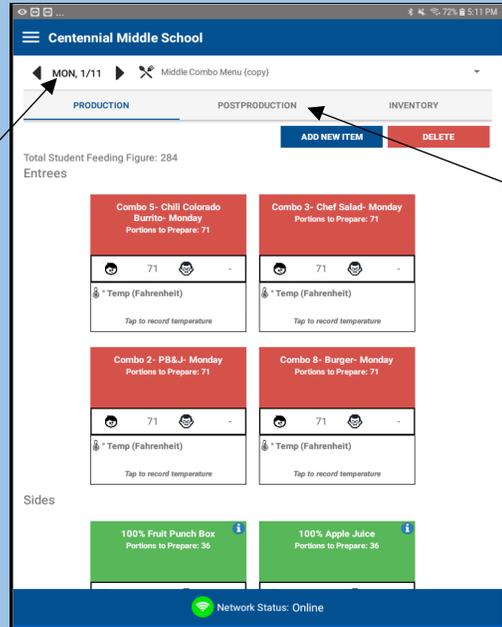
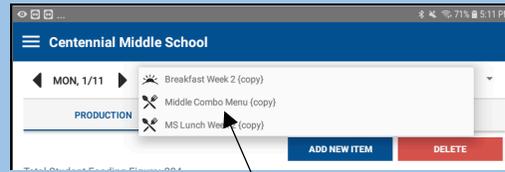


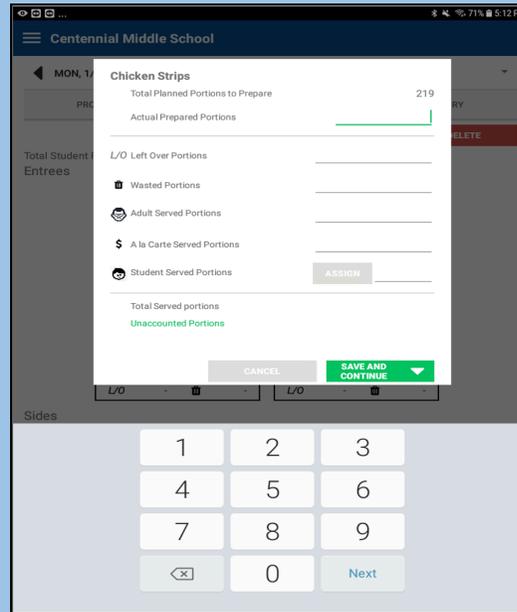
**Step 1** – Sign in using your login and password. If you don't have one, ask your manager or inTEAM representative.



**Step 2** – Choose the date (A), the menu (B) you want to take production records for, and press the “Post-Production” tab (C).



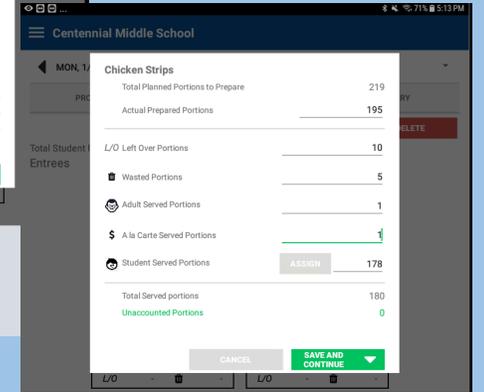
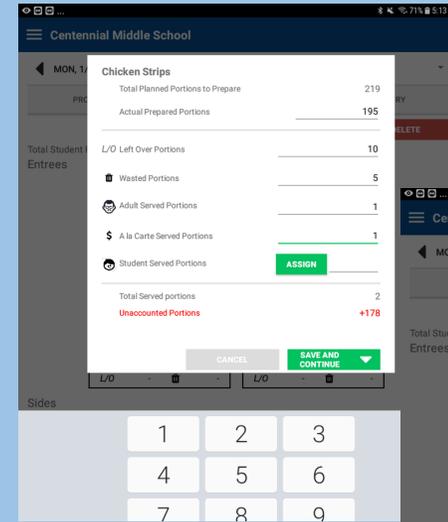
(B)



**Step 3** – Select the first menu item to enter production values.

Press “Save and Continue” to move to the next item on the menu.

Press “Cancel” to exit out of entering production numbers.



**Key:**

- **Actual Prepared Portions** = Number of servings actually prepared that day
- **L/O Left Over Portions** = Number of edible leftovers
- **Wasted Portions** = Number of inedible portions (dropped, burnt, etc...)
- **Adult Served Portions** = Staff (non-reimbursable) meals
- **A La Carte Served Portions** = Number of portions sold (tickets, parents, kids getting seconds, etc...)
- **Student Served Portions** = Number of reimbursable meals served
- **ASSIGN** = System will automatically fill the number of reimbursable meals for children based off of the other values entered when this is selected.



**CENTRAL**

DAILY WRAP-UP