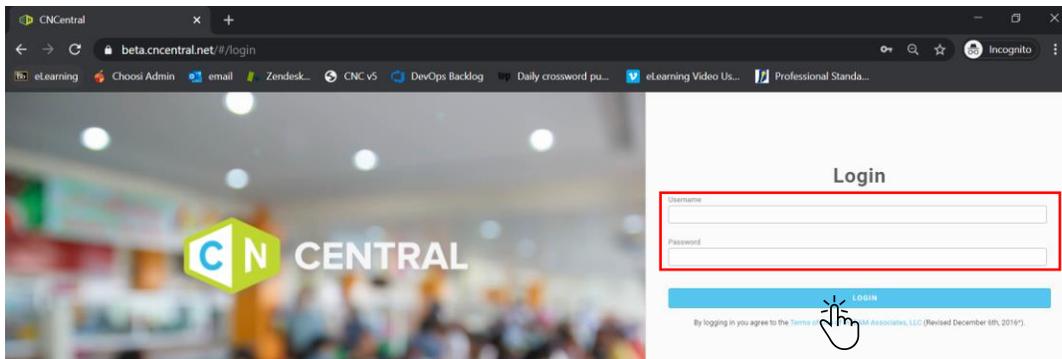


Choosi Quick Start Guide – Pulling Day of Production Reports

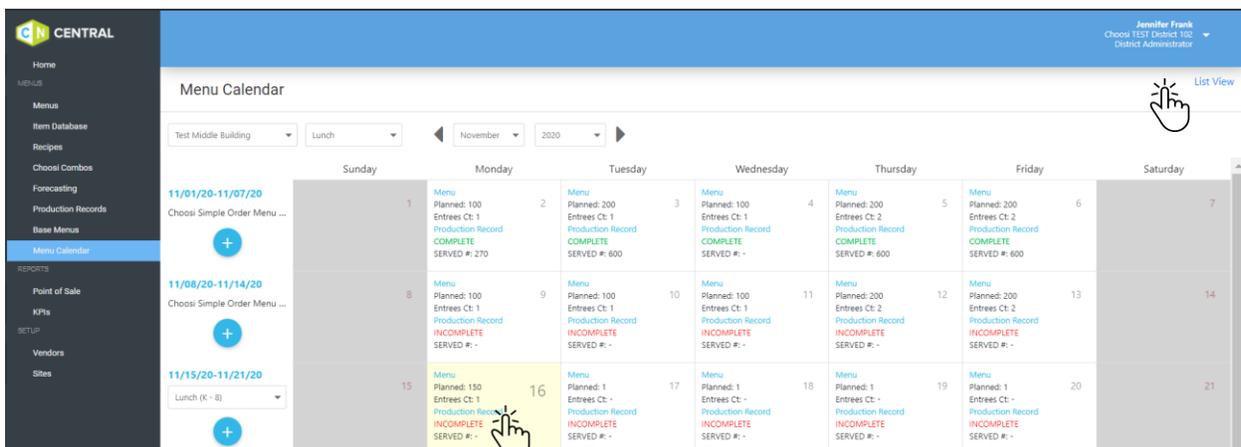
Choosi is the student and parent facing app which allows students to customize and pre-order their meals. All menus are first entered into CNCentral, inTEAM's proprietary Menu Planning, Production Record and Forecasting tool. CNCentral is the food service department's interface for Choosi menus and is where schools will go to plan Choosi menus and pull Choosi reports. .

Instructions

1. Login to CNCentral - <http://beta.cncentral.net/>
 - A username and password will be provided to each staff member who will need to access CNCentral for running daily production reports.



2. Click on the Production Record hyperlink from the Menu Calendar on the day of the month you're wanting to pull the report for.
Hint: Use filters to filter for the correct building (if applicable), meal session, month, and menu



3. You can view orders placed under the Choosi Orders Tab or click on the Reports icon then click on Choosi Reports to pull Reports.

4. Select which Choosi report you'd like to run and click the View Report button.
Note: If the order cut off time has not passed for the orders, you will not be able to generate a Labels report. All other Choosi reports will generate but they will contain a warning that the reports are Pending. Only after that cut off time has passed will your final reports become available.

5. Scroll through report pages by using the arrows or click the disc icon and select a document type to download this report into for printing.

6. Repeat steps 4 & 5 for each report you'd like to pull for the day. Repeat steps 2-5 to pull Choosi reports for other meal sessions if appropriate.

Report Descriptions

Report Name	Purpose	Usage
Choosi Grab N Go Pull Sheet	Displays total number of entrées and sides ordered and total amount of each item needed to prepare the orders for the day.	Pull this report each serving day for information on how much and which foods are needed for daily production
Choosi Grab N Go Pull Labels (8-up)	Displays student name, student bar code (code generated from student ID), and entire order. Pickup location, date, and student grade is also displayed on this report.	Pull this report each serving day for labels which can be printed and placed on packaged up student meals. Intended to be printed on a standard 8-up label (Avery # 5395 or 8395).
Grab N Go Order Pickup Sheet	Displays student name, student ID number, student grade, and entire order. Check off students in the P/U column as they pick up their meals for claiming purposes.	Pull report each serving day for a list of student orders organized by pickup location and student name.