## 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.



 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

MENUS Menus	Menu Calendar							ج التي التي
Item Database Recipes	Test Middle Building	Lunch	November 👻 202	20 🗸 🕨				$\bigcirc$
Choosi Combos		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Forecasting Production Records Base Menus Menu Calendar	11/01/20-11/07/20 Choosi Simple Order Menu	1	Menu Planned: 100 2 Entrees Ct: 1 Production Record COMPLETE SERVED #: 270	Menu Planned: 200 3 Entrees Ct: 1 Production Record COMPLETE SERVED #: 600	Menu Planned: 100 4 Entrees Ct: 1 Production Record COMPLETE SERVED #: -	Menu Planned: 200 5 Entrees Ct: 2 Production Record COMPLETE SERVED #: 600	Menu Planned: 200 6 Entrees Ct: 2 Production Record COMPLETE SERVED #: 600	7
Point of Sale KPIs SETUP Vendors	11/08/20-11/14/20 Choosi Simple Order Menu	8	Menu Planned: 100 9 Entrees Ct: 1 Production Record INCOMPLETE SERVED #: -	Menu Planned: 100 10 Entrees Ct: 1 Production Record INCOMPLETE SERVED #: -	Menu Planned: 100 11 Entrees Ct: 1 Production Record INCOMPLETE SERVED #: -	Menu Planned: 200 12 Entrees Ct: 2 Production Record INCOMPLETE SERVED #: -	Menu Planned: 200 13 Entrees Ct: 2 Production Record INCOMPLETE SERVED #: -	14
Sites	11/15/20-11/21/20 Lunch (K - 8)	15	Menu Planned: 150 16 Entrees Ct: 1 Production Record INCOMPLETE SERVED #: -	Menu Planned: 1 17 Entrees Ct: - Production Record INCOMPLETE SERVED #: -	Menu Planned: 1 18 Entrees Ct - Production Record INCOMPLETE SERVED #: -	Menu Planned: 1 19 Entrees Ct - Production Record INCOMPLETE SERVED #: -	Menu Planned: 1 20 Entrees Ct - Production Record INCOMPLETE SERVED #: -	21

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.

## Updated 11/16/2020

	Production Records > (	Combo Test 7/27 Lunc	h						Jen Choosi TEST District A	nifer Frank District 102 - dministrator
Menus	← Combo Test	7/27 Lunch								. <del>2</del> .≐
Item Database Recipes	SUN 8/2		MON 8/3	TUE 8/4	WED 8/5	THU 8/6		FRI 8/7	Daily Production Record	álím
Choosi Combos	Total Feeding Figure 2	200 CH	OOSI ORDERS	PRODUCTION	POST-PROI	DUCTION	INVENTORY		Satellite Feeding Tracking Meal Kit Reports	Form
Production Records REPORTS Brief of Sale	Order Status	♥ Pickup Lo	cation 💌		Search for	a specific orde	er		Choosi Reports	
Filter results	Order #	Ordered Date & Time	Student ID	First Name   Las	t Name Grade	Choosi Combo t	Combo Items St	Status	Sub-Site	View or
Sites	11420	07/27/2020 4:21 AM	9853	Student B	6th Grade	Protein Box To Go	Protein Box To Go 4.30Z PEACHES IN S <sup>1</sup>	Pending	Unknown	
	11420	07/27/2020 4:21 AM	9853	Student B	6th Grade	Protein Box To Go	Protein Box To Go 4.30Z PEACHES IN S1	Pending	Unknown	
	11420	07/27/2020 4:21 AM	9853	Student B	6th Grade	Protein Box To Go	Protein Box To Go 4.30Z PEACHES IN S1	Pending	Unknown	-
	11420	07/27/2020 4:21 AM	9853	Student B	6th Grade	Protein Box To Go	Protein Box To Go 4.30Z PEACHES IN S1	Pending	Unknown	

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.

	Production Records > High Choosi Lunch	Menu- TEST MENU	Jennifer Frank Lexington 👻 District Administrator
MENUS	High Choosi Lupph Monu	0.*	
Menus		0 U	
Item Database			
Recipes	Choosi Report Options		
Choosi Combos	<ul> <li>Choosi Grab N Go Pull Sheet</li> </ul>		
Production Records	<ul> <li>Choosi Grab N Go Labels (8-up)</li> </ul>		
REPORTS	O Choosi Order Pickup Sheet		
Point of Sale	· · · · · · · · · · · · · · · · · · ·		
KPIs	View Report		
SETUP			
Vendors			
Sites			

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.

CNCentral	x +			- 0			
$\leftarrow$ $\rightarrow$ C $rac{1}{2}$ qa	C a qabeta.cncentral.net/#/dashboard/production-records/88760						
🕫 eLearning 🍦 Choo	si Admin   💶 email 🧍 Zendesk 🔇 CNC v5 📹 DevOps Backlog 🖤 Daily crossword pu 💟 eLearning Video Us 🚺 Professional Standa						
	Production Records > Test- Recipe Pairing 3		ı	Jennifer Frani Demo District K District Administrato	÷		
Menus Rem Database Recipes Forecasting Production Records REPORTS	← Test- Recipe Pairing 3 Meal Kit Report Options     Production Reports     Recipient Notes     Satellite Site Feeding Form						
Point of Sale KPIs	View Report           14         1         of 3         P II         Production         Production				×		
	Meal Kit: 18/1L Planned Meal Kits: 15				- 1		

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	Pull this report each serving day for information on how much and
	item needed to prepare the orders for the day.	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.