

# Daily Wrap-Up App Site Manager’s User Guide

## Table of Contents

- Initial Tablet Setup ..... 2
- Downloading and Setting up the Daily Wrap-Up App ..... 2
  - Daily Wrap-Up App Updates ..... 2
- Getting Started & Logging In..... 5
- General Navigation ..... 6
- Daily Process to be Completed for Each Meal Session ..... 8
- The Production Tab..... 9
  - To Edit the Planned Numbers for an Entrée, Side Item, Milk or Miscellaneous Item: ..... 9
- Recipes and Item Information ..... 10
  - To View Item and Recipe Additional Information: ..... 10
- The Post-Production Tab..... 13
  - To Enter Post-Production Record Information: ..... 13
- Inventory Tab ..... 15
  - To View the Inventory Tab: ..... 15
- Completing the Daily Production Record..... 16
  - To Complete the Daily Production Record: ..... 16
- Troubleshooting..... 18
  - How do I change the Total Feeding Figure for a day if it’s different than what’s been planned? ..... 18
  - What does red font color indicate? ..... 18
  - Why am I seeing a warning that my total portions don’t equal the sum of the left-over, wasted, and served portions? ..... 19
  - How do I enter Labor Hours from the Dashboard view? ..... 19
  - What if I need to reopen a completed production record? ..... 20

Updated as of 1/6/2021

## Initial Tablet Setup

The Daily Wrap-Up App should be used on an Android device with at least an 8" screen. A [Samsung Galaxy Tab A, 8 inch 16 GB Wifi Tablet](#) is the recommended tablet but if a different tablet should be used, please speak with an inTEAM representative to ensure it's compatibility with the app. A valid Google Play account will be required to download the App from the Google Play Store. You will also need to make sure your tablet is up to date with the latest version.

1. Update your table
  - a. On your tablet, go to the Settings app
  - b. Click on Software Update
  - c. Schedule software updates to occur at a time that is convenient for you (eg., 3:00 am)  
OR Download updates manually
2. Download the TeamViewer Host app on the tablet using your Google Play account (Create a new Google Play account if you do not have one, or sign in if you do).
  - a. Click on Play Store app
  - b. Search for TeamViewer Host
  - c. Click "Install"
  - d. Install the Samsung plug-in if the popup comes up.
  - e. Open the app to assign it to your TeamViewer account credentials.
    - i. Username is the email address of the inTEAM consultant, password is inteam1234
    - ii. The email address used to login will receive an authorization email, follow the link to authorize the tablet to the account
  - f. Verify in the TeamViewer web app that the tablet has been added to your list of devices

## Downloading and Setting up the Daily Wrap-Up App

1. Locate your Google Play App and click on the Google Play icon to open the store
2. Enter "CNCentral Daily Wrap Up" into the search bar. Click to install once the App has been located.
3. Once the App has fully installed, click Open to open the App or locate the app from within your Apps

## Daily Wrap-Up App Updates

Updates to the Daily Wrap-Up App will occur on occasion and users have the option to set their tablets to automatically make updates to the Daily Wrap-Up App when app updates are available. Users can also choose to manually update the app as the updates become available.

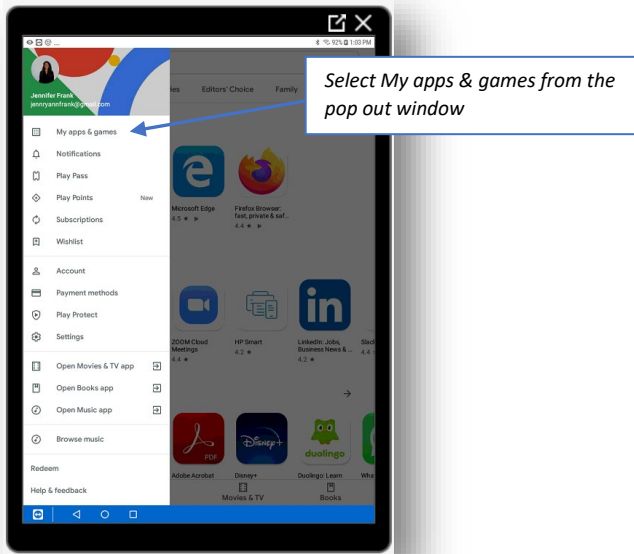
1. Click on your Google Play icon from with your Apps folder



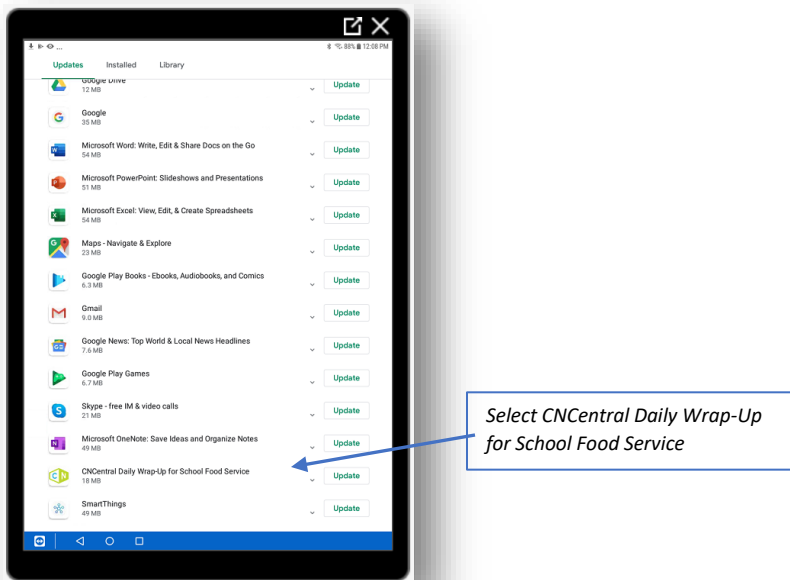
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2. Tap the three bar Menu Icon located in the search bar and select My Apps and Games



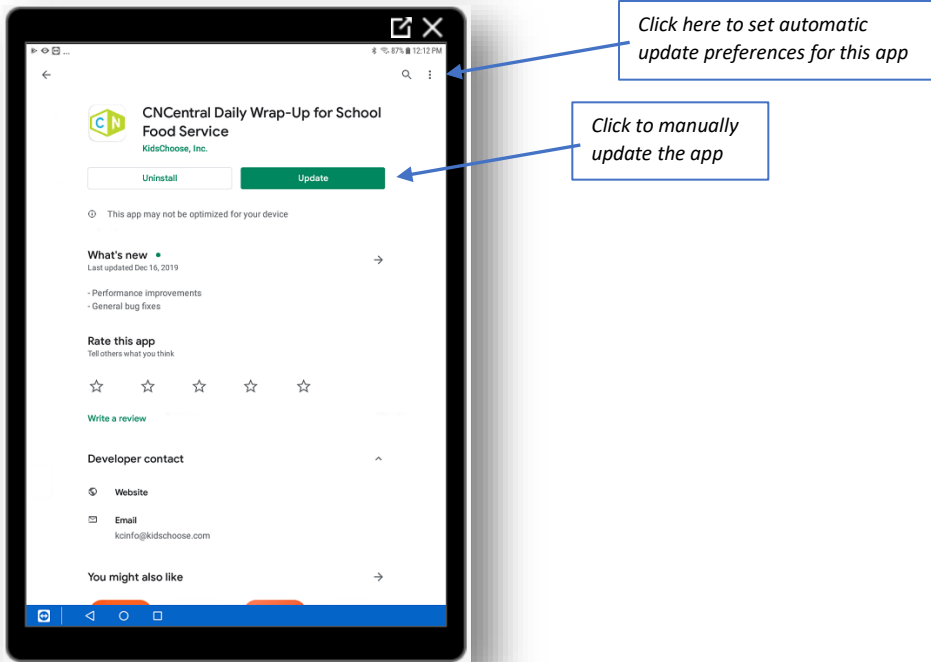
3. Locate the Daily Wrap-Up App from your list of apps and click on it



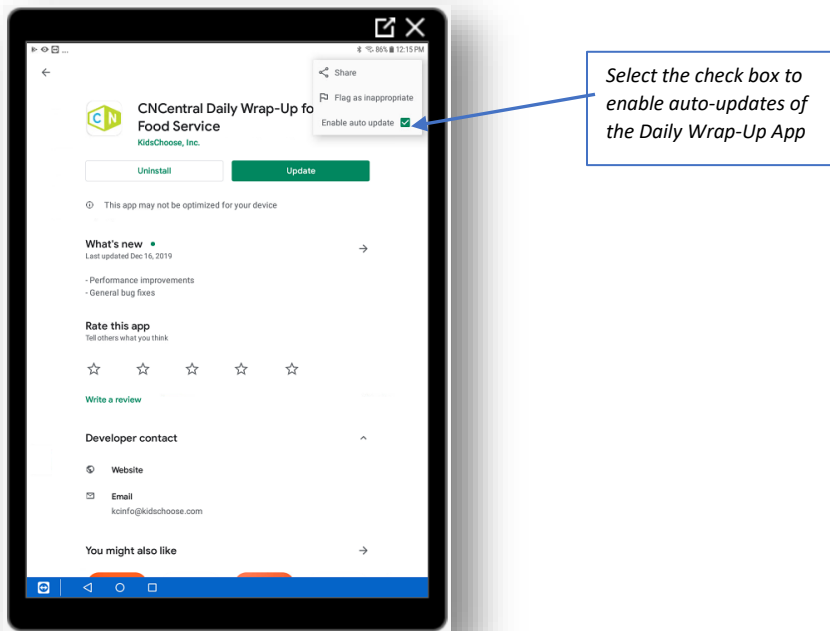
4. Click the Update button to manually update the app or click on the three dots on the top right-hand side of the screen to set automatic updates

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5. If you'd prefer to have the app automatically update, click to enable auto-update



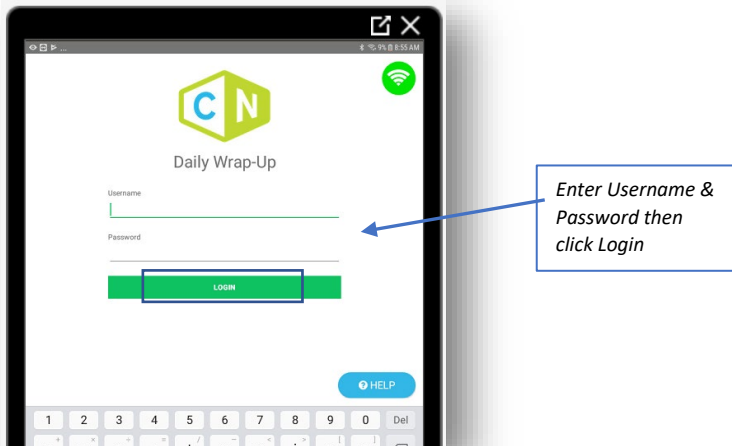
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## Getting Started & Logging In

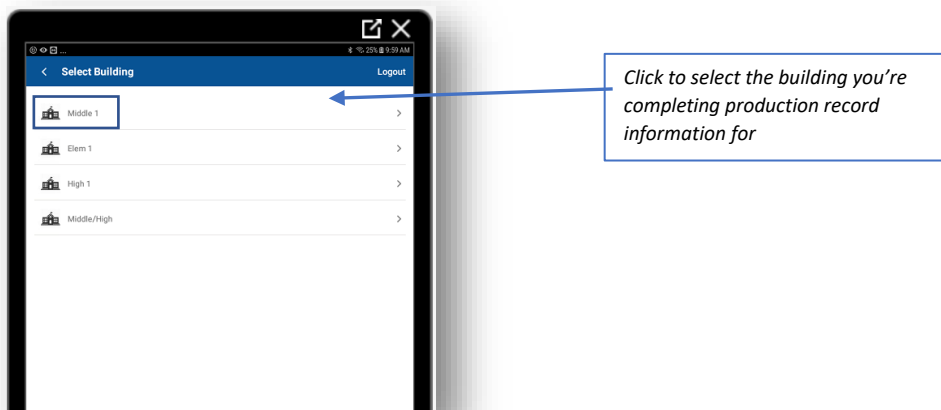
The login credentials will be setup and provided to you by an inTEAM consultant. If you use CNCentral, these credentials will be the same credentials you use to log into CNCentral.

1. Enter your username and password then click Login to log into the App



*Note: The first time you login after downloading the app, you must be connected to wifi and online. A green wifi icon will be visible from the top right-hand side of your tablet screen indicating your network status is online. If this icon appears grayed out, you are not connected to wifi and will not be able to login initially.*

2. District Administrators (DA) or users with multiple Building Assignments will be asked to select a building. Building Administrator (BA) users and Building Staff (BS) users with only one Building Assignment can skip this step.



3. The current operating day's Menu will be displayed.

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*Note: The user will see either the Production Tab or Post-Production Tab for the daily menu for a particular meal session depending on the configurations set in the App Settings (users configure at what time each meal sessions switches to Post-Production and when to switch the view from Breakfast menus to Lunch). If there is more than one menu for a single meal period, the default menu shown will be the menu with a menu name that is alphabetically first.*

## General Navigation

### 1. Main Production and Post Production Record Screen

The screenshot displays the 'Pannell High School' app interface. At the top, there is a blue header with the school name and a hamburger menu icon. Below the header, there is a navigation bar with three tabs: 'PRODUCTION', 'POSTPRODUCTION', and 'INVENTORY'. The 'PRODUCTION' tab is currently selected. The main content area shows a list of items under the heading 'Total Student Feeding Figure: 590 Entrées'. The items are color-coded: red for Entrées and green for Sides. Each item card includes the item name, portions to prepare, a counter, and a temperature recording field. Callouts provide instructions on how to interact with these elements, such as adding notes, toggling between menus, deleting records, and recording temperatures.

**Menu bar to navigate to your Dashboard, Production Records, Settings, or Log Out**

**Scroll to different operating days using the forward or backward buttons**

**Toggle between Production, Post Production Record & Inventory tabs**

**Individual items offered on a daily menu. Categories of items include: Entrées, Side, Milks, and Miscellaneous (each color coded)**

**Add a note to a daily Production Record to be viewable for future reference**

**Toggle between different menus if multiple menus exist.**

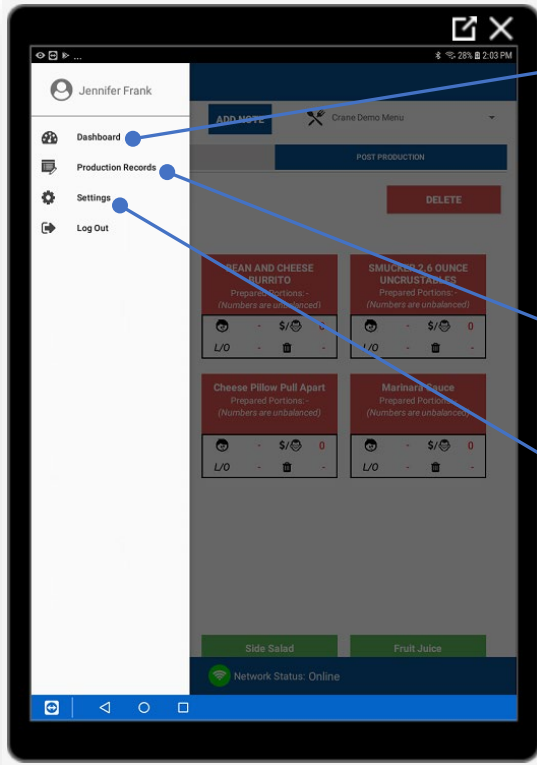
**Delete a Production Record**

**Add a new item to the daily menu**

**Click the blue "i" to get additional information about this item or recipe**

**Record the temperature and time stamp that recording**

## 2. Top left menu bar



**Dashboard:** Overview of your daily meals served (as entered into your production record), enter in your labor hours, see your MPLH, see any incomplete Production Records, and view the planned menu

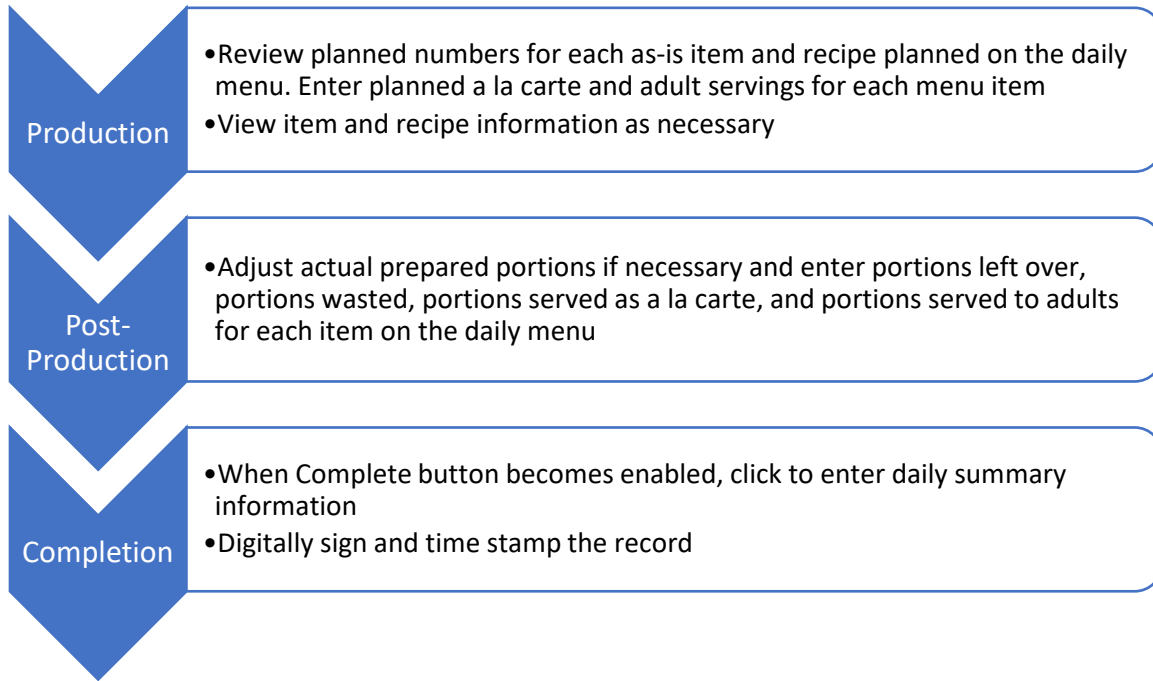
	Mon	Tue	Wed	Thu	Fri
Meals Served	637	605	-	-	-
Labor Hours	15	14	15	15	15
MPLH	42.47	36.07	-	-	-
Crane Task P/R					
Meals Served	637	605	-	-	-
Labor Hours	15	14	15	15	15

**Production Record:** Enter the current operating days Production Record (main pre-and post-production record screen)

**Settings:** Configure your individual settings

Meals 1 - Production Record Time Configuration	
Inventory Check	
Start/End Time for Production	12:00 PM
Start/End Time for Break	12:00 PM
Start/End Time for Post-Production	12:00 PM
Inventory Check	
Inventory Check Frequency (seconds)	30
Data Sync Interval (seconds)	60

### Daily Process to be Completed for Each Meal Session



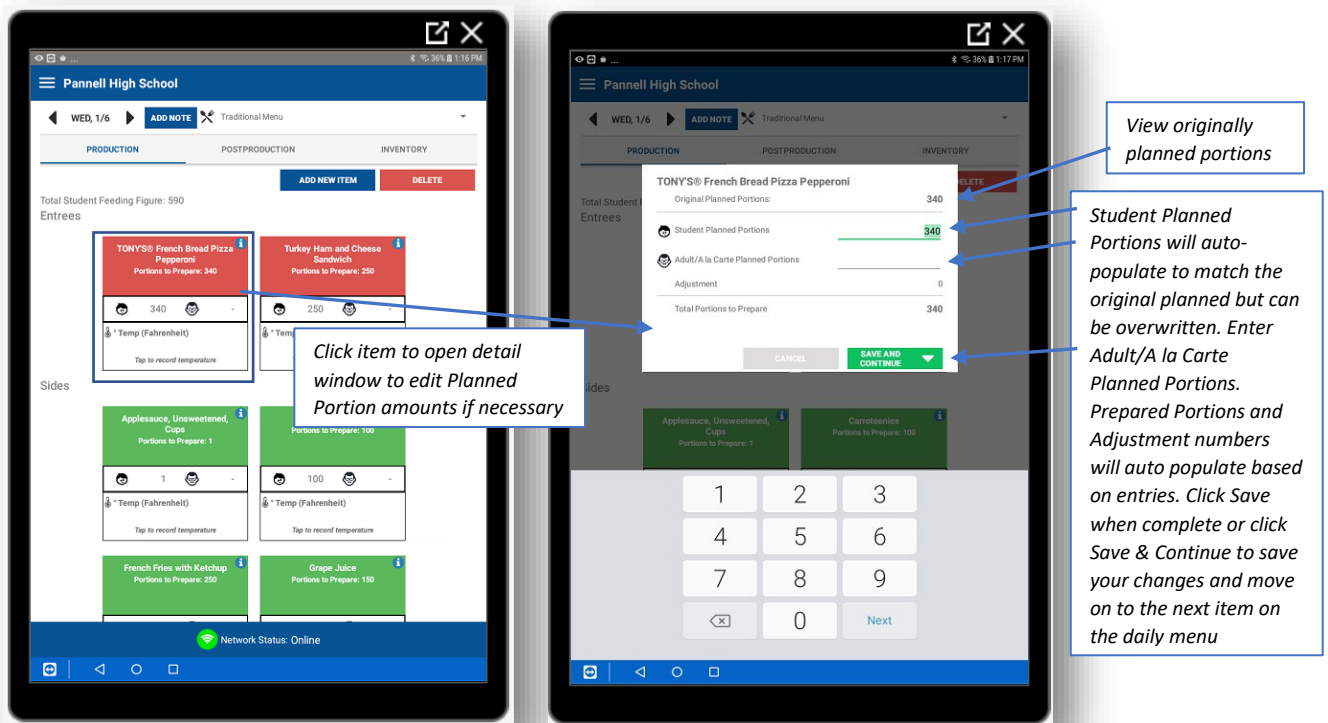


## The Production Tab

The Production Tab displays the planned numbers for each Student Entrée, Side Item, Milk and Miscellaneous items planned and needed for the day. This planned number does not account for any Adult or A La Carte portions needed for the day. If no data needs to be entered or overwritten on the Production Tab, this Tab can simply be used only to find recipe and item information for the menu as planned. However, if changes need to be made to the student daily planned numbers or menu of if Adult planned portions need to be entered, Site Managers have the ability to edit the data from the Production Tab and these edits will appear in the Post-Production Tab, the Inventory Tab, and will be written back to CNCentral.

To Edit the Planned Numbers for an Entrée, Side Item, Milk or Miscellaneous Item:

1. Click on the appropriate box of the Entrée, Side Item, Milk, or Miscellaneous item. When the pop-up window opens, edit the Student Planned Portions or add Adult/A La Carte Planned Portions as necessary.

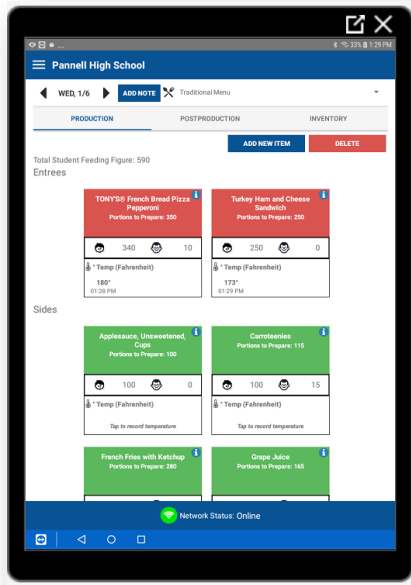


- a. Student Planned Portions – Total servings of a particular item or portions of a recipe that will be prepared to serve to students during meal service (this number will be auto-populated based on the menu planners projections but can be overwritten)
- b. Adult / A la Carte Planned Portions – Total servings of a particular item or portions of a recipe that will be prepared to serve to adults or served to students a la carte
- c. Adjustment – The difference between the original planned portions by the menu planner and the actual planned/prepared portions for the day (auto-calculated)

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- d. Prepared Portions – The total servings of a particular item or portions of a recipe to be prepared for the day (auto-calculated: Student Planned Portions + Adult/A la Carte Planned Portions = Prepared Portions)
2. Repeat step 1 for each item on the daily menu to complete Production Record data entry.

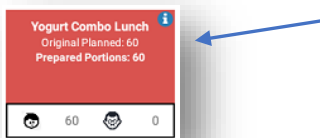


## Recipes and Item Information

Additional information is available and is viewable from the Daily Wrap Up app for all items on a daily menu including recipes and individual items. This eliminates the need for recipe binders and other paper documentation when all item and recipe information can be accessed directly from the Production Tab of the Daily Wrap Up app.

To View Item and Recipe Additional Information:

1. Click the blue "i" icon on the top right-hand side of the appropriate menu item box.



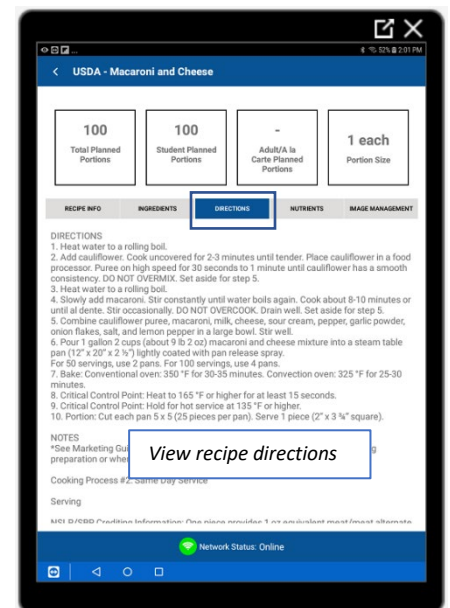
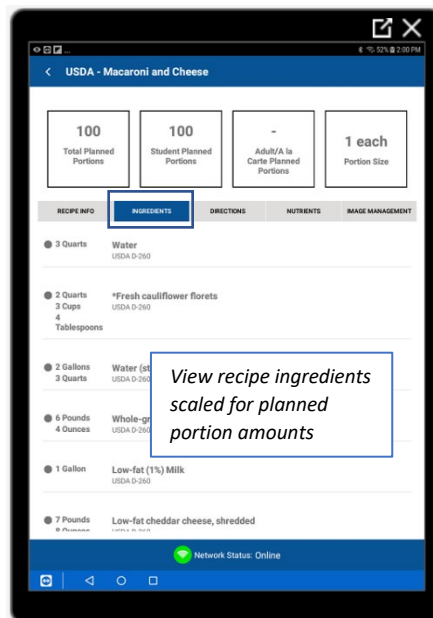
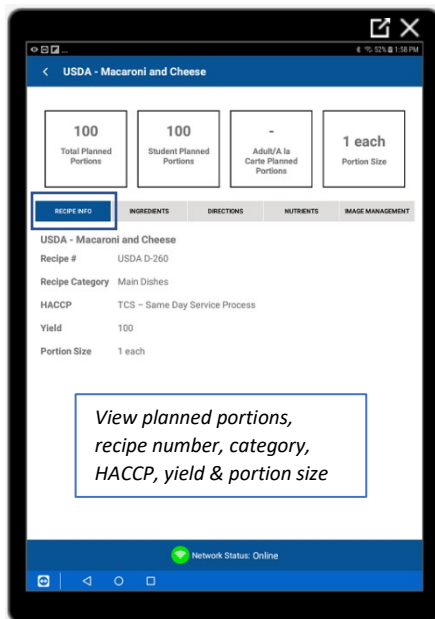
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2. A detail page will open with tabs containing information regarding the item or recipe.

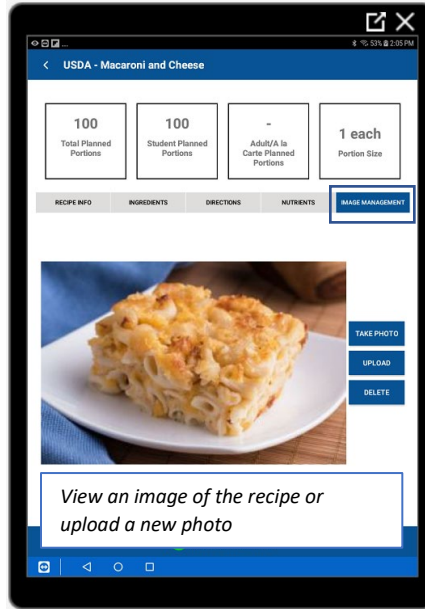
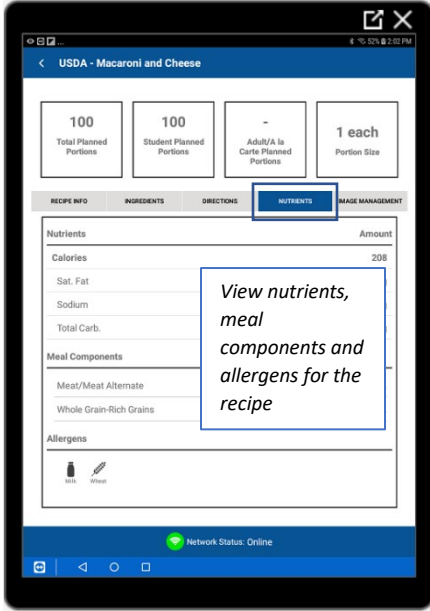
*Note: Items are those that are served “as-is” and recipes are menued items that have 2 or more ingredients and have to be entered as a recipe in CNCentral*

- Items have the following tabs with the following information provided:
  - Item Info – item serving size, brand, manufacturer, WBSCM code (if applicable), CN label code (if applicable), and district code (if applicable)
  - Directions – information provided by the manufacturer such as storage information, ingredients, etc.
  - Nutrients – nutrition information, meal components, and allergens for the item
  - Image Management – image of the item as provided by the manufacturer
- Recipes have the following tabs with the following information provided:
  - Recipe Info – recipe #, recipe category, HACCP category, recipe yield (recipe scaled to make total planned portions for the day), serving size
  - Ingredients – recipe ingredients listed with the quantities needed to prepare the number of planned servings for the day
  - Directions – recipe directions as entered during recipe creation in CNCentral
  - Nutrients – nutrition information, meal components, and allergens for the recipe
  - Image Management – image of the recipe as entered during recipe creation in CNCentral

3. Click on each tab to view the information contained within.



Updated as of 1/6/2021



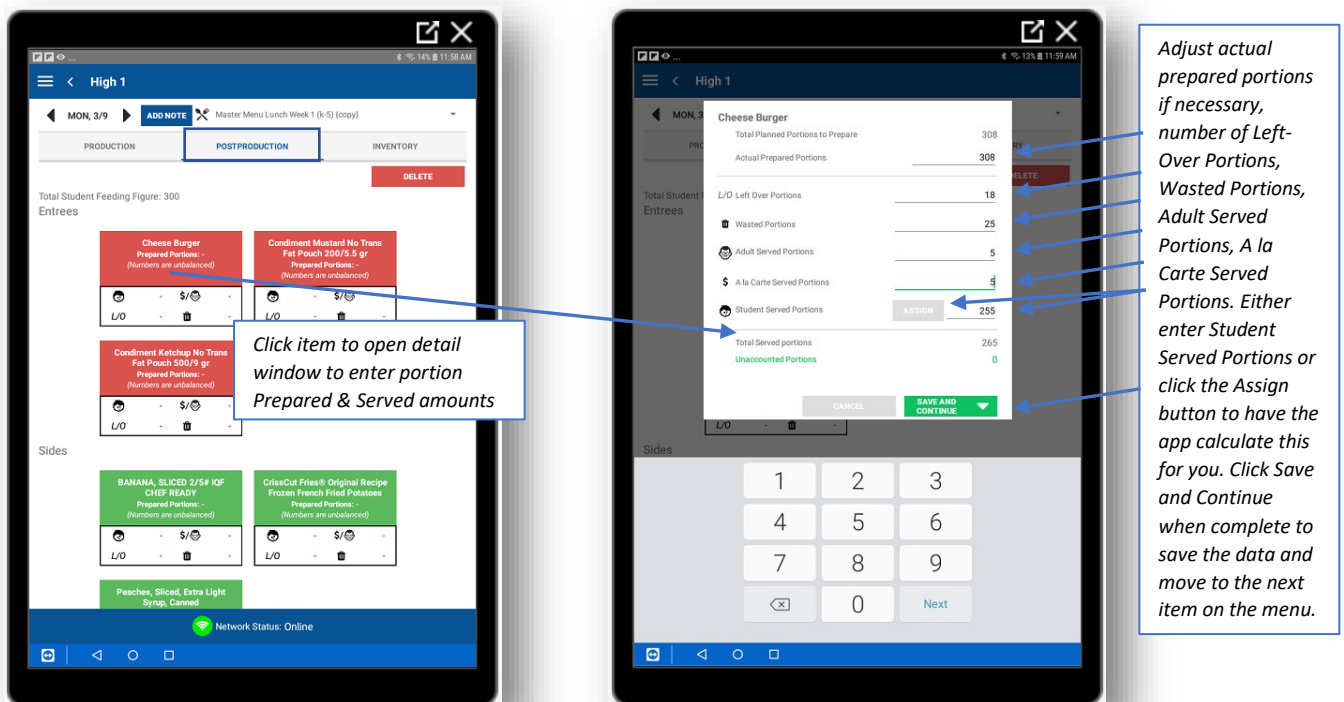
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## The Post-Production Tab

The Post-Production Tab allows users to record the total number of menu items (recipes and as-is items) served, leftover, wasted, served as adult portions, served as a la carte, and total served portions for claims and compliance purposes. All data entered into the Daily Wrap Up app will get stored electronically and be available for audit at any time.

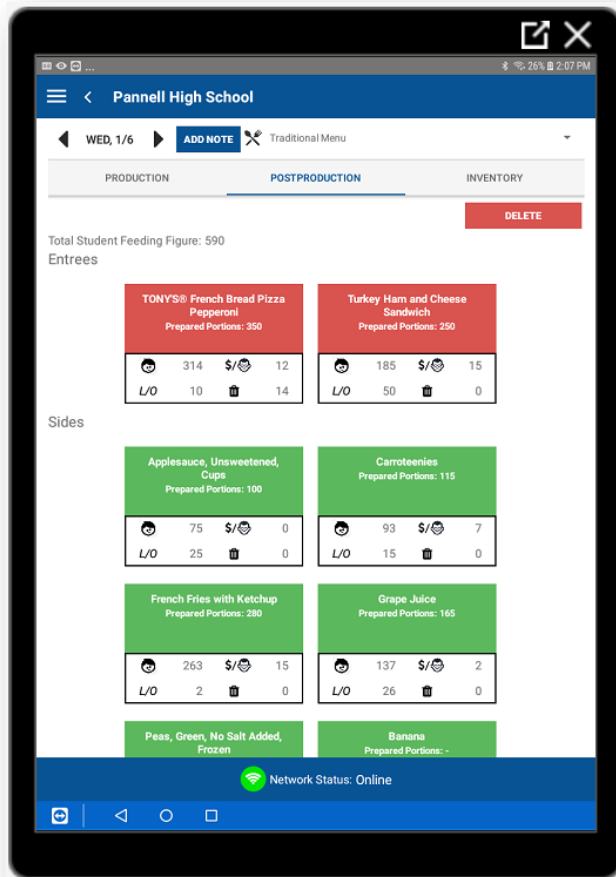
To Enter Post-Production Record Information:

1. Click on an Entrée, Side Item, Milk, or Miscellaneous item to enter Planned Portions (see details below for an explanation of each category and the data to be entered into each)



- a. Actual Prepared Portions – Total number of portions of a menu item that were actually prepared (this will auto-populate as the planned number)
- b. Left Over Portions – Total servings of a particular item or portions of a recipe that were not served to a student or adult and are left over after meal service
- c. Wasted Portions – Total servings of a particular item or portions of a recipe that could not be served to a student/adult and cannot be used as left overs such as burnt or dropped portions
- d. Adult Served Portions – Total servings of a particular item or portions of a recipe that were served to adults during meal service
- e. A la Carte Served Portions – Total servings of a particular item or portions of a recipe that were served to students a la carte

- f. Student Served Portions – Total servings of a particular item or portions of a recipe that were served to students during meal service (clicking the Assign button will auto-calculate this number)
  - g. Total Served Portions - Total servings of a particular item or portions of a recipe that were served for the day (auto-calculated: Student Served Portions + Adult Served Portions + A la Carte Served Portions = Total Served Portions)
2. Repeat step 1 for each item on the daily menu to complete Post-Production Record data entry
- a. Click the Save and Continue button will automatically move you from one item to the next on the daily menu for quick data entry



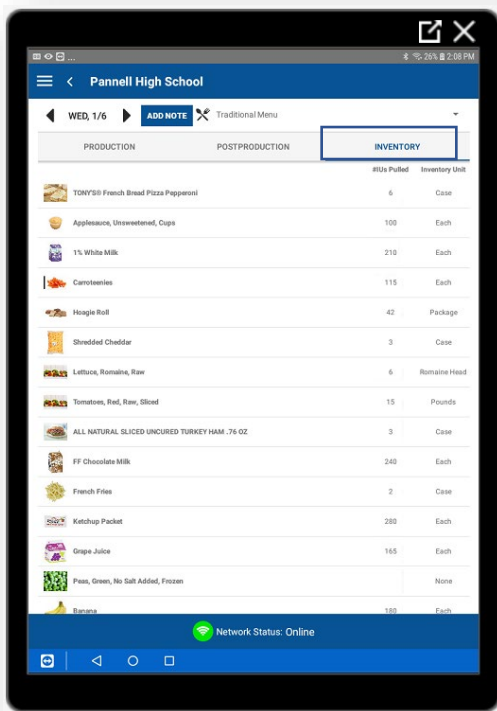
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## Inventory Tab

If Inventory information (inventory units and purchase units) has been entered into CNCentral for the items and recipes on a menu, the inventory tab will display the Inventory Unit and Inventory Unit's to pull to produce the items and recipes on the daily menu according to the planned numbers.

To View the Inventory Tab:

1. Click on the Inventory Tab.



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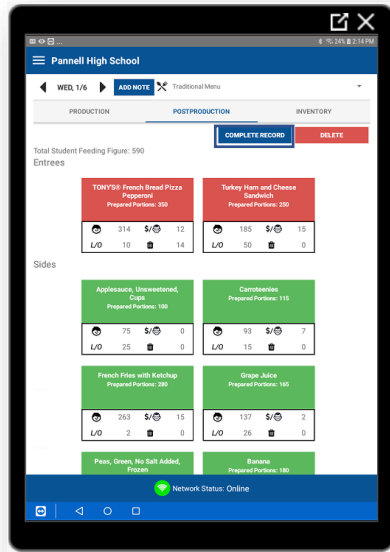
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## Completing the Daily Production Record

Once all Post-Production Tab information has been entered, a Complete Record button will appear. This button will not be active if any information for any item (as-is item or recipe) is incomplete.

To Complete the Daily Production Record:

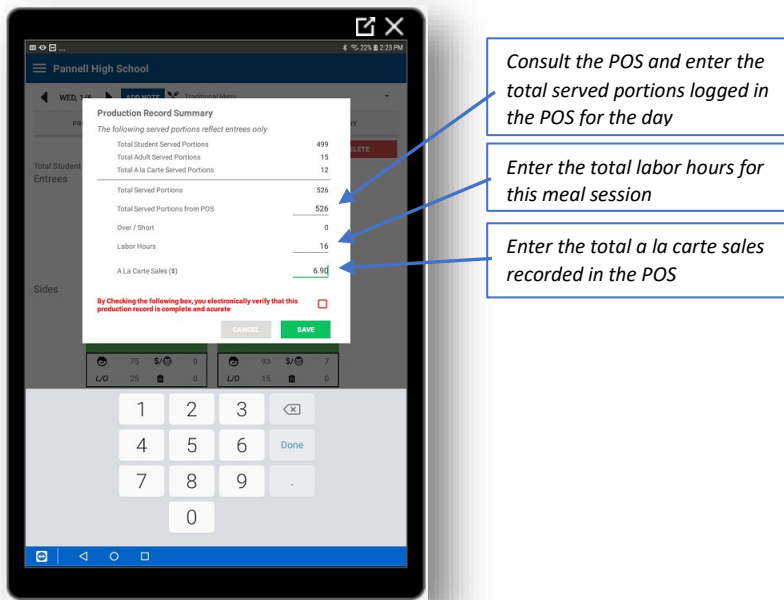
1. Click the Complete Record button



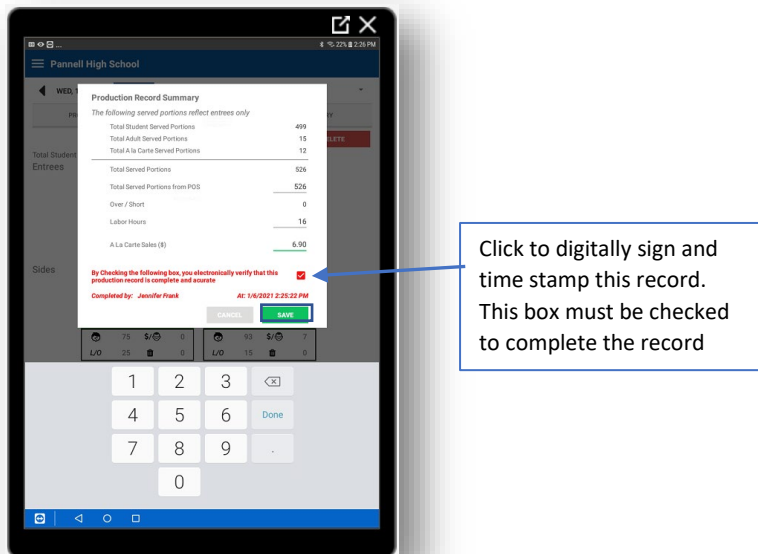
2. Enter the data not auto-populated into the open fields. These fields include: Total Served Portions from POS, Labor Hours, and A La Carte Sales.
  - a. Total Served Portions From POS – Total number of portions served as accounted for in the schools Point of Sale system. The Over/Short flag will be triggered if the total served portions from the POS is different than the total served portions as entered in the Daily Wrap-Up App
  - b. Labor Hours – Total number of employees multiplied by the hours each person worked. For example, if there are 5 staff members working in the kitchen and each works for 6.5 hours, the total daily labor hours is 32.5 hours
  - c. A La Carte Sales (\$) – The dollar amount received from any a la carte sales during the meal session

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3. When all data has been entered, click to check the red box to digitally sign and time stamp this daily production record. Click the Save button to make this data read-only and close out the Production Record.



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## Troubleshooting

How do I change the Total Feeding Figure for a day if it's different than what's been planned?

The screenshot shows the 'Pannell High School' menu interface. The 'Total Student Feeding Figure' is displayed as 750. A callout box points to this number with the text: "Click on the Total Student Feeding Figure". Another callout box points to a pop-up window titled 'Student Feeding Figure' which shows the number 750 and a checked box for 'Apply edited Feeding Figure to Student Planned Portions'. A 'DONE' button is highlighted in the pop-up window. A third callout box points to the 'DONE' button with the text: "From the pop-up window, enter the desired Student Feeding Figure and check to apply this number to the student portions. Click Done when ready".

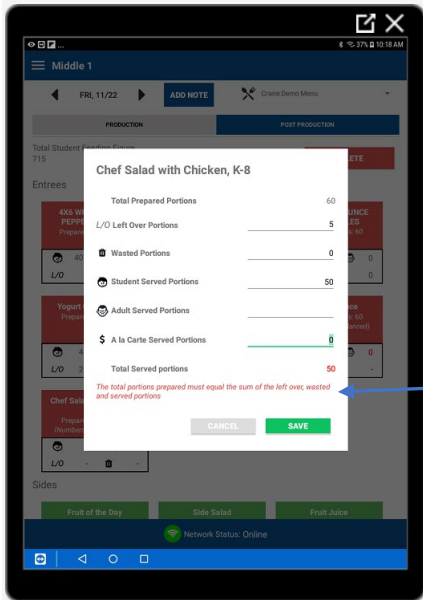
What does red font color indicate?

The screenshot shows the 'Middle 1' menu interface. The 'Total Student Feeding Figure' is 715. Below this, there are sections for 'Milk' and 'Miscellaneous'. In the 'Milk' section, the '1% White Milk' item has a red '\$/0' and 'L/O' value. In the 'Miscellaneous' section, the 'Tajin Packet' item has a red '\$/0' and 'L/O' value. A callout box points to these red values with the text: "Red font color indicates that data is missing for a particular menu item or that it doesn't reconcile".

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Why am I seeing a warning that my total portions don't equal the sum of the left-over, wasted, and served portions?

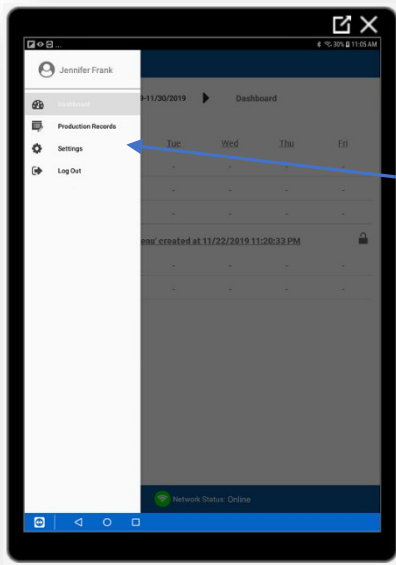


*The Daily Wrap-Up App automatically calculates the total served portions based on the following formula:*

$$\text{Total Prepared Portions} = \text{Total Served Portions (Student, Adult \& A la Carte)} - \text{L/O Portions} - \text{Wasted Portions}$$

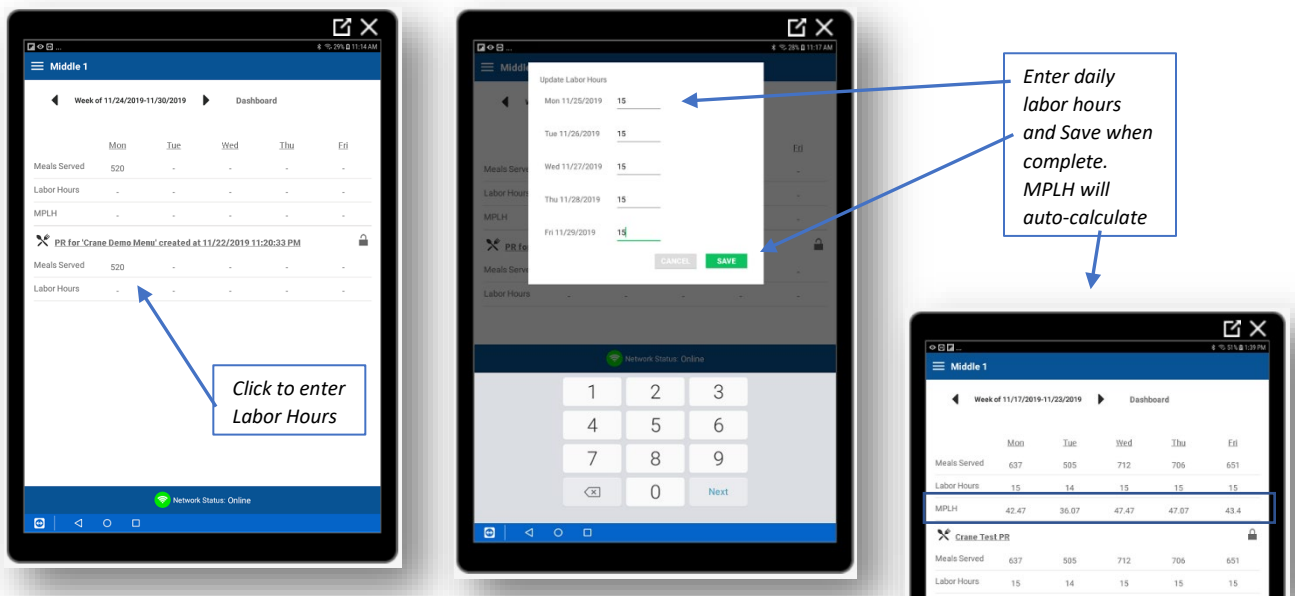
*If the total prepared minus wasted and left-over portions doesn't equal what you claimed you served to students, adults and as a la carte, you will see a red warning prior to saving your data*

How do I enter Labor Hours from the Dashboard view?



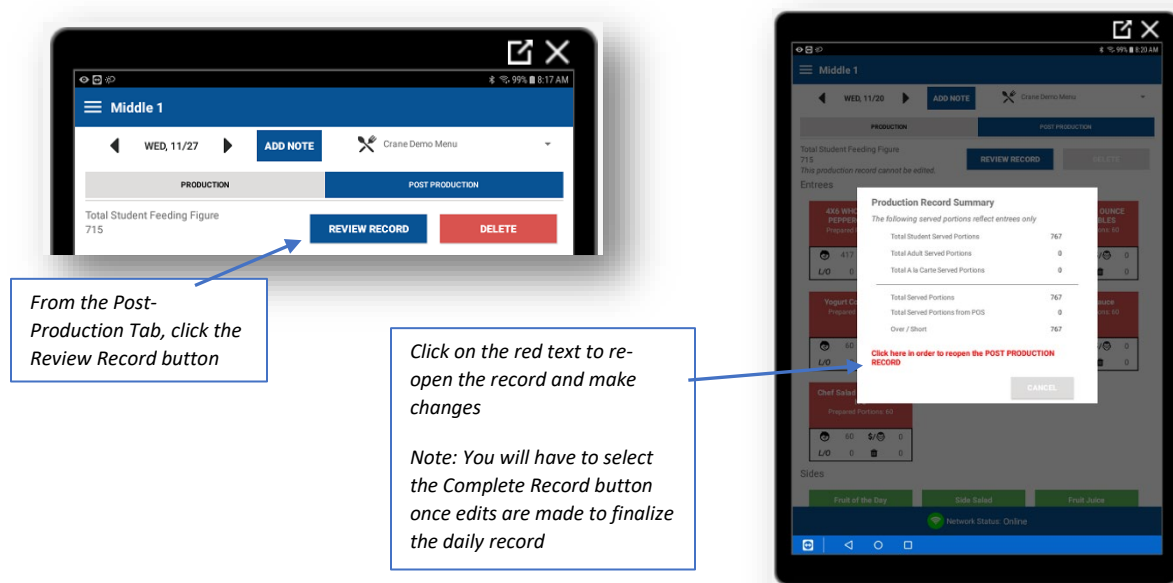
*Select Dashboard from the pop out window*

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What if I need to reopen a completed production record?

A Production Record can be re-opened after it has been completed and finalized should you need to



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