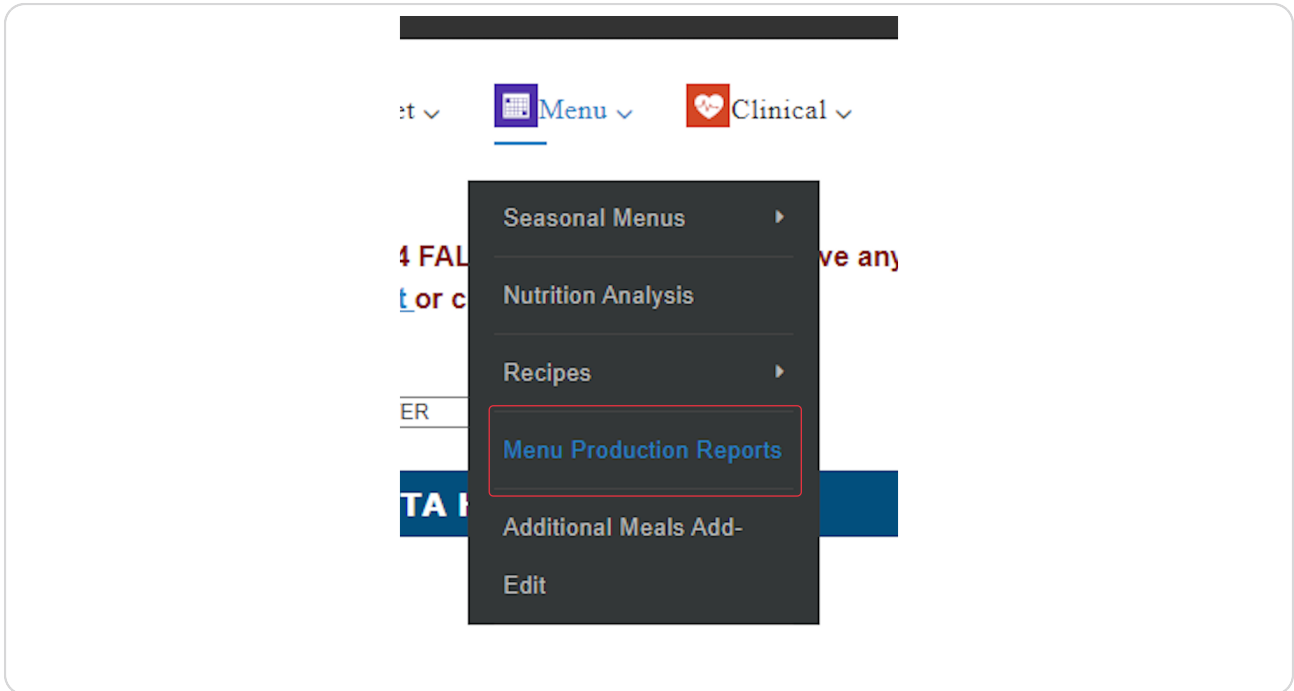


STEP 1


Click on Menu Production Reports





STEP 2


Select Production Report


identifies foods/quantities to prepare based on residents diets/diet combinations, staff meals, guest meals, etc.

**OptimaSolutions²**
Dietary Management System

 Home ▾ T

Report: Production Report ▾Menu:









Export to the selected format ▾ [Export](#) 

The source of the report

STEP 3

Select Menu


**tions²**
agement System



 Home ▾ Tray Ticket ▾ Menu ▾ Clinical ▾

Menu: 2020-21 F/W Select Menus ▾

☐ Include Staff Census
☐ Sort by Dining Loc

Day: All ▾



Export to the selected format ▾ [Export](#)  

The source of the report definition has not been specified.

STEP 4

Click on Week: ...

The screenshot shows the OptimaSolutions² Dietary Management System interface. The top navigation bar includes links for Home, Tray Ticket, and Menu. The main content area features a report selection interface. The 'Report' dropdown is set to 'Production Report', and the 'Menu' dropdown is set to '2020-21 F/W Select Menus'. The 'Week' dropdown is highlighted with a red box and shows 'Week 1'. The 'Day' dropdown is set to 'All'. Below these dropdowns is a toolbar with navigation icons and an 'Export' button. A message at the bottom states: 'The source of the report definition has not been specified.'

STEP 5

Click on Day: ...

The screenshot shows the OptimaSolutions² Dietary Management System interface. The top navigation bar includes links for Home, Tray Ticket, Menu, Clinical, and M. The main content area features a report selection interface. The 'Menu' dropdown is set to '2020-21 F/W Select Menus'. The 'Day' dropdown is highlighted with a red box and shows 'All'. To the right of the dropdowns are checkboxes for 'Include Staff Census' and 'Sort by Dining Loc'. Below the dropdowns is a toolbar with navigation icons and an 'Export' button. A message at the bottom states: 'The source of the report definition has not been specified.'

STEP 6

Click on Optional options to Include Staff Census and/or Sort by Dining Location

Menu Clinical Management Supply

Include Staff Census
Sort by Dining Loc

View Report

been specified.

STEP 7

Click on View Report

Clinical Management Supply

Include Staff Census
Sort by Dining Loc

View Report

STEP 8

Your added staff census will be added to the top of your Production Report and seperated by breakfast, lunch and dinner

OptimaSolutions² Dietary Management System

Production Report
ATLANTA HEALTH CENTER
Print Date: 02/06/2024

Census Total: 35 Regular: 15 MS: 2 BS: 2 LR: 2 LC: 2 NC: 2 CCHO: 1 HCC: 1 NAS: 2 PR: 16 HCC: 1 Staff: B 2/ L 2/ S 4

Week: 1	Day: sunday	Meal: Breakfast			
Item	Recipe	Portion	Servings	Prod. Amt.	
Pur Egg of Choice	0	2 oz	16	32 oz	
Egg of Choice	3999	2 oz	32	64 oz	
Yogurt	3999	4 oz	3	12 oz	
Pur Sausage Patty	4109	2 oz	16	32 oz	
Gr Bacon/Sausage Patty	0	1 pc	2	2 pc	
Egg	3999	2 oz	2	4 oz	
Bacon	4149	2 sl	25	50 sl	
Pur Hot or Cold Cereal of Choice	3999	6 oz	16	96 oz	
Cereal of Choice	3999	6 oz	32	192 oz	

STEP 9

The sort by dining location will show on each meal

Production Report
ATLANTA HEALTH CENTER
Print Date: 02/06/2024

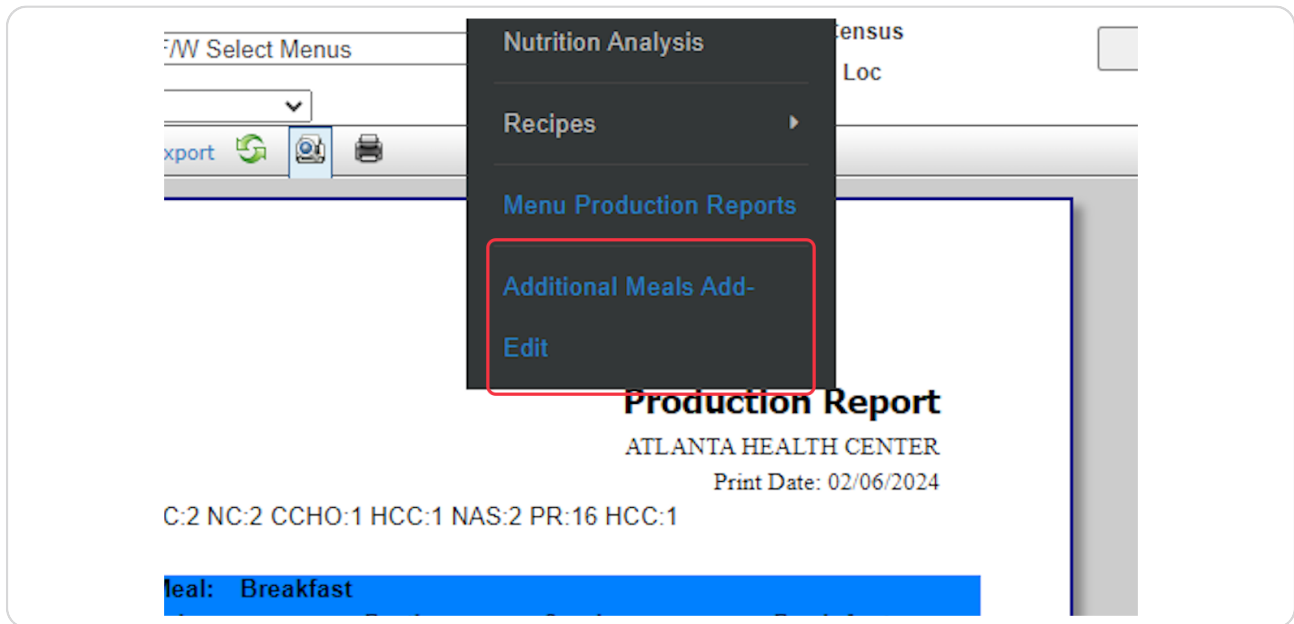
C: 2 CCHO: 1 HCC: 1 NAS: 2 PR: 16 HCC: 1

Breakfast	Portion	Servings	Prod. Amt.
	2 oz	8	16 oz
	2 oz	5	10 oz
	2 oz	8	16 oz
	1 pc	1	1 pc
	2 oz	1	2 oz

STEP 10

TO ADD YOUR STAFF CENSUS

Click on Additional Meals Add-Edit



STEP 11

Click on Breakfast, Lunch and Supper boxes to add your additional Census Meals

The screenshot shows a form titled 'Staff Meals Served Each Day'. It has three input fields: Breakfast (value 2), Lunch (value 5), and Supper (value 4). The 'Breakfast' field is highlighted with a red box. Below the form are 'Submit' and 'Finished' buttons. The top navigation bar includes 'Home', 'Tray Ticket', 'Menu', and 'Clinical' links.

Staff Meals Served Each Day	
Breakfast	<input type="text" value="2"/>
Lunch	<input type="text" value="5"/>
Supper	<input type="text" value="4"/>

[Submit](#) [Finished](#)

STEP 12

Click on **Submit** to save your updates and stay on the page.

Breakfast	<input type="text" value="2"/>
Lunch	<input type="text" value="5"/>
Supper	<input type="text" value="4"/>

[Submit](#) [Finished](#)

STEP 13

Click on **Finished** to save and redirect you to the home page.

Start Meals Served Each Day

Breakfast	<input type="text" value="2"/>
Lunch	<input type="text" value="5"/>
Supper	<input type="text" value="4"/>

[Submit](#) [Finished](#)

OptimaSolutions³

Dietary Management System