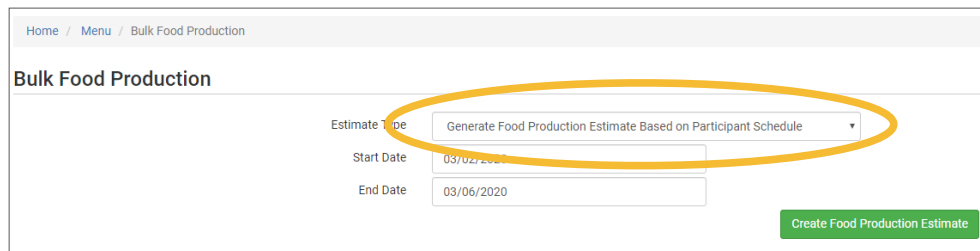


Before creating a new food production record:

1. Make sure that a menu is planned. If no menu is planned, the button “Food Production Estimates” will not appear.
2. Remember that once a food production record is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the food production record.
3. Remember that only one food production record can be associated with a particular date and meal.
4. Food production records can be deleted at any time, but a menu cannot be changed if a claim has been processed.
5. In order to see the output of a Food Production Record, look under Reports.

### To create a new food production record in bulk:

- Click on “Menu” on the main dashboard.
- Click the “Food Production Estimates” button.
- Select the Estimate Type:
  - Generate Food Production Estimate Based on Participant Schedule: if you use this option, the system will use participant schedules to generate estimates in the future. This can help with food procurement! (Note: if meal counts are already taken, then the system will use those instead of schedules).
  - Generate Food Production Estimate Based on Manual Inputs: use this option if you don’t have participant schedules entered. This allows you to input an estimated attendance by age range for each meal type.
- Remember that you MUST enter menus before generating food production records!



Home / Menu / Bulk Food Production

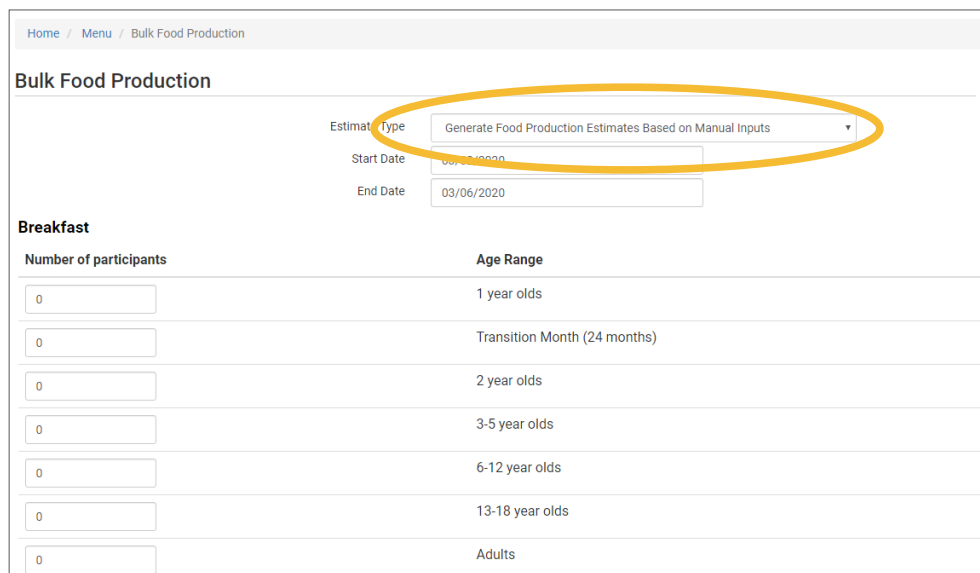
### Bulk Food Production

Estimate Type: **Generate Food Production Estimate Based on Participant Schedule**

Start Date: 03/02/2020

End Date: 03/06/2020

**Create Food Production Estimate**



Home / Menu / Bulk Food Production

### Bulk Food Production

Estimate Type: **Generate Food Production Estimates Based on Manual Inputs**

Start Date: 03/02/2020

End Date: 03/06/2020

**Breakfast**

Number of participants	Age Range
<input type="text" value="0"/>	1 year olds
<input type="text" value="0"/>	Transition Month (24 months)
<input type="text" value="0"/>	2 year olds
<input type="text" value="0"/>	3-5 year olds
<input type="text" value="0"/>	6-12 year olds
<input type="text" value="0"/>	13-18 year olds
<input type="text" value="0"/>	Adults