Scheduling a Recipe P a g e 1 | 4
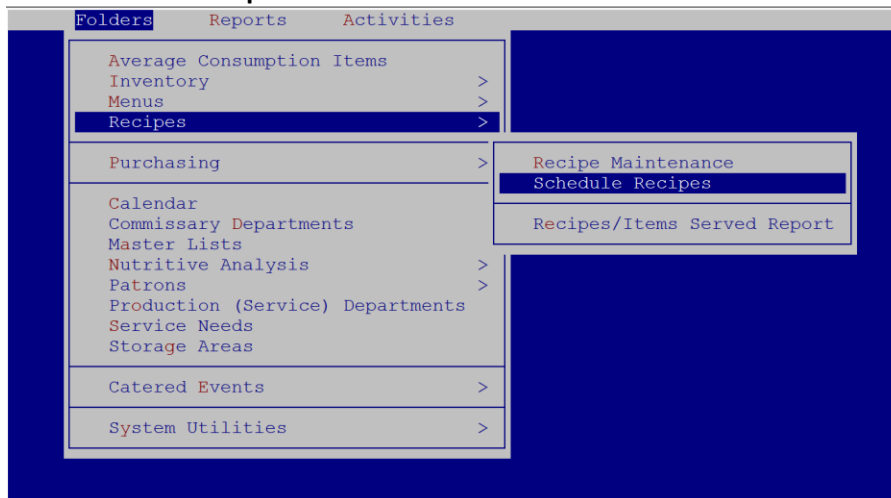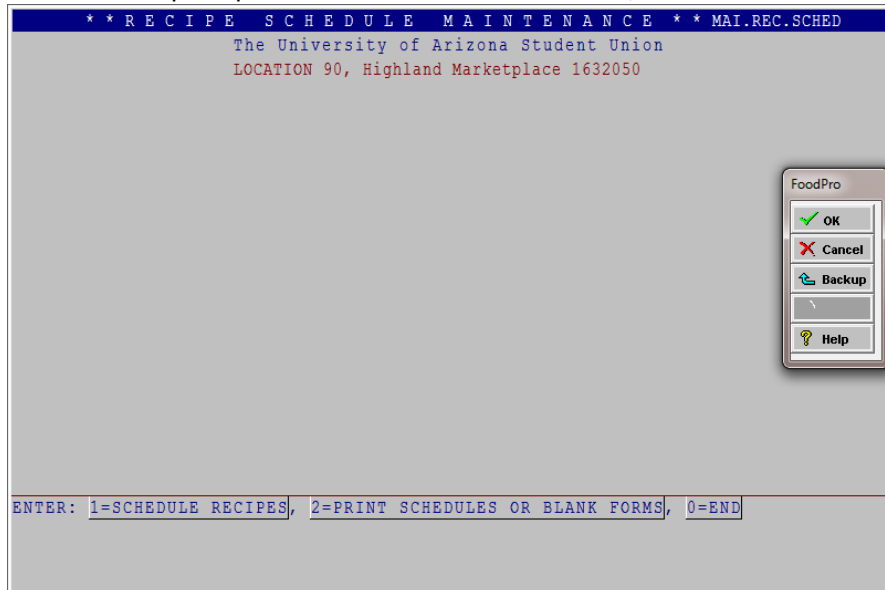
How to Schedule a Recipe

1. Go to **Folders**
2. Go to **Recipes**
3. Go to **Schedule Recipes**

4. Enter 1 at the prompt "ENTER: 1=SCHEDULE RECIPES, 2=PRINT SCHEDULES OR BLANK FORMS, 1=END"

5. The screen will display a prompt to enter a recipe number. Enter a recipe number or "?" to search of a recipe linked to the location.

6. Select "1=ADD" to create a schedule.


```
* * R E C I P E   S C H E D U L E   M A I N T E N A N C E   * * MAI.REC.SCHED
              The University of Arizona Student Union
              LOCATION 90, Highland Marketplace 1632050




              RECIPE : 201000, FRUIT CUP R&B
```

ENTER SELECTION: 1=ADD, 2=COPY, 0=END

7. For every meal displayed, enter the appropriate usage period number. Highland has one meal so only one meal period is displayed.
   a. A **Usage Period** is the time period during which a recipe is going to be used. The maximum number of usage periods is determined by the maximum number of open meals during a week. Usage periods define when a recipe is "used" (or sold). If a recipe is used once, then all the meals would have the same usage period.
   b. Highland has one meal and that meal is available all week. The maximum usage period is 7. Only one row in the Usage Period box appears.


```
                    201000, FRUIT CUP R&B

         TUE      WED      THU      FRI      SAT      SUN      MON
       1)
BRK      1
```

ENTER USAGE PERIOD FOR TUE BRK, <Ent>=1

   c. The Fruit Cup is used (sold) Monday, Tuesday, Wednesday, Thursday and Friday but not Saturday or Sunday. Since the recipes will not be used Saturday and Sunday, they will copy the number of the usage period for Friday.

```
                    201000, FRUIT CUP R&B

           TUE        WED        THU        FRI        SAT        SUN        MON
           1)         2)         3)         4)         5)         6)         7)
    BRK        1          2          3          4          4          4          5
```

```
                              FoodPro

                              ✓ OK
                              ✗ Cancel
                              ⬑ Backup

                              ❓ Help
```

```
                        DAYS AHEAD, MAKE MEAL
           1)  |      2)         3)         4)         5)

ENTER DAYS AHEAD AND MAKE-MEAL FOR USAGE PERIOD 1 (EX: 1,LUN)
```

8. For each usage period displayed, there needs to be an associate Days Ahead, Make a Meal. To do this, type in the number of days ahead and the meal period (i.e. 1,BRK). In the example below, the Days Ahead, Make Meal are set to each be for one day ahead. This means that any fruit cups that are forecasted on Tuesday, for example, will be made on Monday. The same goes for the rest of the days. This is identifiable by both the Days Ahead, Make Meal box and the "M" with a number of the usage period that it producing for in the usage box.

```
                    201000, FRUIT CUP R&B
1)         TUE        WED        THU        FRI        SAT        SUN        MON

    BRK     1 M2       2 M3       3 M4       4          4        4 M5        5
```

```
                              FoodPro

                              ✓ OK
                              ✗ Cancel
                              ⬑ Backup

                              ❓ Help
```

```
2)                      DAYS AHEAD, MAKE MEAL
           1)  1,BRK   2)  1,BRK   3)  1,BRK   4)  1,BRK   5)  1,BRK

ENTER LINE NUMBERS 1 OR 2 TO MODIFY, 3=DELETE, 0=END _


                        LAST REV: 04/03/14 12:55pm schneej
```

Scheduling a Recipe

    a. In the second example below, the Fruit Cup is made the day that it is used. This is identifiable by the same M1 in the usage box 1.

```
                            201000, FRUIT CUP R&B

1)        TUE         WED         THU         FRI         SAT         SUN         MON

  BRK    1  M1      2  M2       3  M3       4  M4        4           4          5  M5


                                                         ┌─────────────────┐
                                                         │ FoodPro         │
                                                         │  ┌────────────┐ │
                                                         │  │ ✓ OK       │ │
                                                         │  ├────────────┤ │
                                                         │  │ ✗ Cancel   │ │
                                                         │  ├────────────┤ │
                                                         │  │ ⬑ Backup   │ │
                                                         │  ├────────────┤ │
                                                         │  │ ╲          │ │
                                                         │  ├────────────┤ │
                                                         │  │ ? Help     │ │
                                                         │  └────────────┘ │
                                                         └─────────────────┘

2)                             DAYS  AHEAD,  MAKE  MEAL

        1)  0,BRK    2)  0,BRK    3)  0,BRK    4)  0,BRK    5)  0,BRK

ENTER LINE NUMBERS 1 OR 2 TO MODIFY, 3=DELETE, 0=END _


                            LAST REV: 04/03/14 01:01pm schneej
```

9. Once all of the Days Ahead, Make Meal periods are assigned then the schedule is complete. Please note that regardless of what is forecasted on each day, the schedule will group up recipes according to its schedule. This will be reflective on PPTs and other production reports.