## User Manual

This manual provides instructions on how to use the Bagel Business Operations Report. This report allows you to track the cost of ingredients and labor, the status of each batch, the number of boards baked each day, the number of sellable bagels, all transactions related to each item, and the end-of-day count of leftover product and waste, all in a structured and organized manner.

This table provides an inventory list of all bagel items. It includes the item ID, name, description, quantity, reorder level, supplier information, and location. To update the quantity or reorder level, locate the item ID and edit the corresponding fields.

This table lists all the ingredients used for each bagel item, along with their quantities and costs. To update the quantity or cost of an ingredient, locate the item ID and edit the corresponding fields.

This table provides information about each batch of bagels, including the batch ID, item ID, start time, stage, labor hours, boards produced, and expiry date. To update the stage or labor hours, locate the batch ID and edit the corresponding fields.

This table shows the number of boards baked each day. To add a new entry, input the date, day of the week, and number of boards baked.

This table lists the number of bagels baked, wasted, and sellable for each day. To update the number of bagels baked or wasted, locate the date and item ID and edit the corresponding fields.

This table shows the number of bagels sold each day. To add a new entry, input the date, item ID, and number of bagels sold.

This table provides the count of leftover product, number of bagels sold, and waste at the end of each day. To update the EOD count or waste, locate the date and item ID and edit the corresponding fields.

This table lists all transactions related to each item, including the transaction ID, item ID, transaction type, quantity, and date. To add a new transaction, input the transaction ID, item ID, transaction type, quantity, and date.

You can set up SharePoint alerts or workflows to notify you when it's time to bake more boards, when the number of boards in the walk-in is running low, or when it's time to reorder an item.

This report provides a comprehensive view of your bagel business operations. By keeping track of all these details, you can ensure efficient management of your inventory, production, and sales.