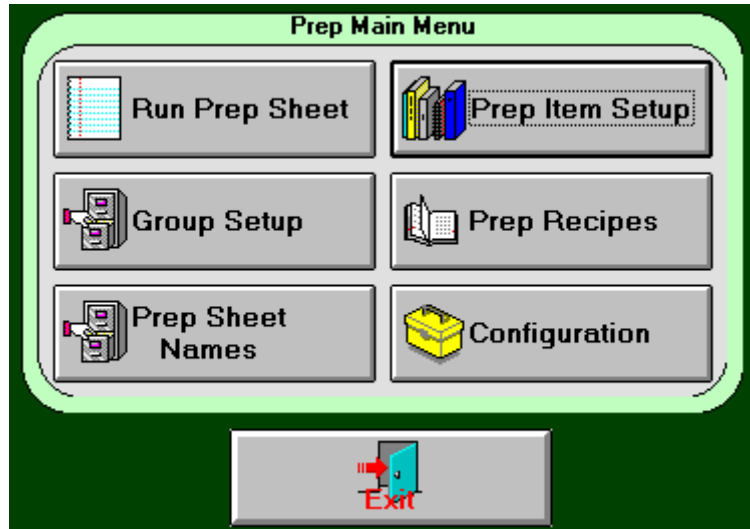


## 9.0 Prep Sheet

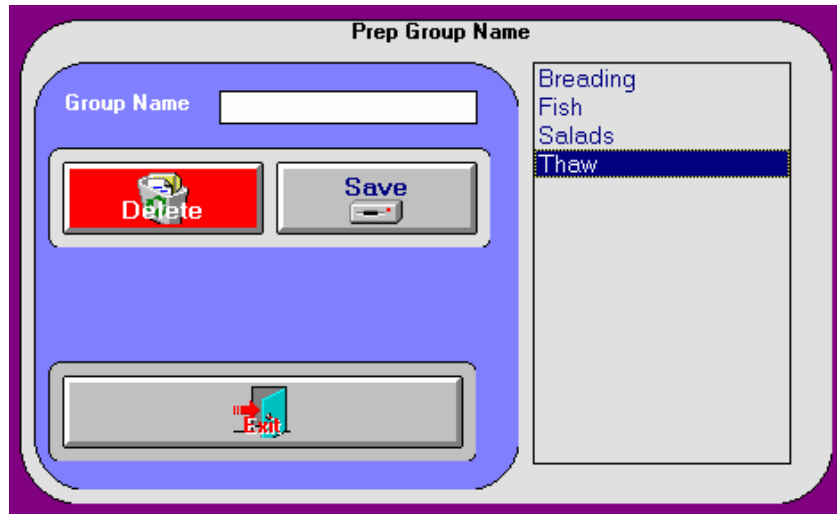
### Setup and Configuration for Prep Sheet:



### *Order of setup – (required for first time setup)*

1. Create Group Names – *Group Setup Button*  
(Names for like prep items to be group into) – *see Group Names*
2. Create Prep Sheet Names – *Prep Sheet Names Button*  
(Names of different prep sheet needed) – *see Prep Sheet Names*
3. Setup Prep Items – *Prep Item Setup Button*  
(Items that need to be prepped) – *see Prep Item Setup*
4. Setup Prep Recipes – *Prep Recipes Button*  
(Assigning prep items to menu items) – *see Prep Recipe Setup*
5. Set Configuration – *Configuration Button*  
(How sales history will be searched) – *see configuration*

## 9.1 Group Names:



Group Names will be the first thing required for setting up the software for the first time.

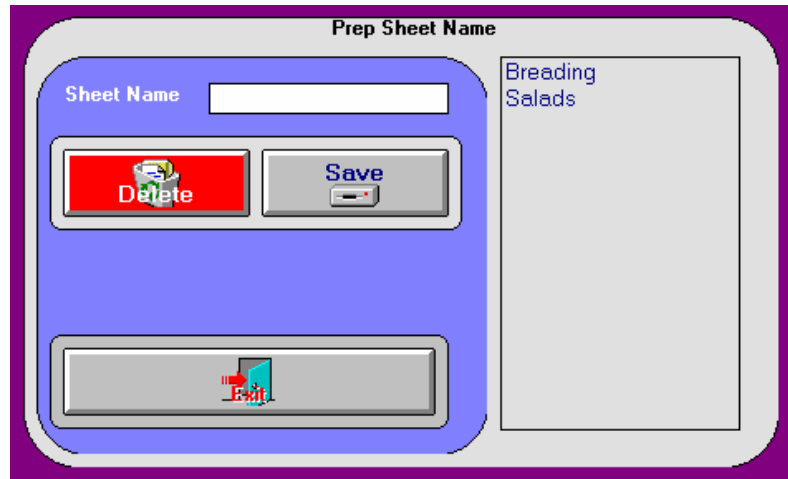
Group names are used to keep like items together on the prep sheet. For example, **Breaded Shrimp**, **Breaded Fish** could belong to a group named **Breeding**.

**For adding a group name:** click on box labeled group name, type the name of the group and press *save*. The item will appear in the list on the right. This will display the complete list of the group *names* that have been saved.

**For deleting a group name:** Double click on the name in the list, the name will appear in the box labeled *group name*, and press *delete*. The item will be removed.

**Note:** *if a group name has been assigned to a prep item, and then deleted, it will not be on the prep sheet.*

## 9.2 Prep Sheet Names:



### ***Name Setup:***

Type a name for each type of *prep sheet*. Different applications may require the use of different prep sheets. For example, you may want a prep sheet for breading and a different sheet for a salads. There is no limit to the number of prep sheet names that can be used. When running a prep sheet, you will be prompted of which sheet to run. If only one sheet is used, the software will default to that name.

***Prep Sheet Names*** is used in the prep item setup and is required in setting up the software for the first time.

***Adding a Prep Sheet Name:*** click on then sheet name, type the name and press *Save*. The name will appear on right. This is a list of all prep sheet names.

***Deleting a Prep Sheet Name:*** double click on a item from the list on the right. the name will appear in the *sheet name* box press *Delete*. The name will be removed from the database. Removing a name that is in use will remove your ability to access this sheet.

### 9.3 Prep Item Setup

The screenshot shows a software interface for setting up prep items. It has a title bar 'Prep Item Setup'. On the left, under 'Prep Items', there are text boxes for 'Item Name' (Salad Mix), 'Description' (Mix Greens), 'Units Per Item' (40), and 'Waste Percent' (0). There are also dropdown menus for 'Group' and 'Sheet Name' (Salads). Below these are three buttons: 'Delete Item' (trash can icon), 'Save Item' (floppy disk icon), and 'Help' (question mark icon). On the right, under 'Item List', there is a list box containing 'Salad Mix', 'Cut Fish', and 'Slaw Mix', with 'Salad Mix' selected.

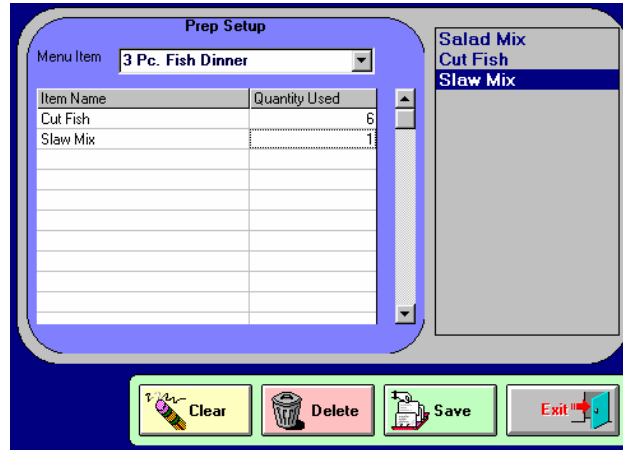
**Adding a prep item:** Click on the item name box and enter the name of the prep item. Enter a description for that item, which is how that item will be prepped. *Units per item*, is the yield for that product. From the example above, the salad mix yields 40 salads. It is important to know an accurate yield for each item. Waste allows a buffer for loss on an item. For example, fish has a very large waste due to trimming, water loss, etc. The Waste Percent should be added for accuracy.

Select the *group* and *sheet name* from the down arrow key respectively. Press the *Save Item* button. It is now written to the database and will be listed on the right under *Item List*.

**Deleting:** Double click the item from the item list. This will list that item and associated data in text boxes press *Delete Item*, the item will be removed from the database.

**Please Note:** *units per item* are the yield of that prep item. All forecasts use this yield number to determine the quantity needed to prep. It is very important this is accurate or the forecast will not be correct.

## 9.4 Prep Recipe Setup



Item Name	Quantity Used
Cut Fish	6
Slaw Mix	1

### Setting up a prep sheet

#### Setting up a New Recipe:

Click the down arrow in the box labeled menu item. Select a menu item from the list. On the right side, click on all the items that will be assigned to that menu item. The names will appear in the box labeled *item name* on the left. A quantity needs to be established for each item name for that menu item.

Remember to press *Save* after each *menu item*.

#### Editing:

To remove an item double click on the line that needs to be removed and that line will be deleted press the *save* button to save the changes.

#### Example:

For a 3 PC Dinner,

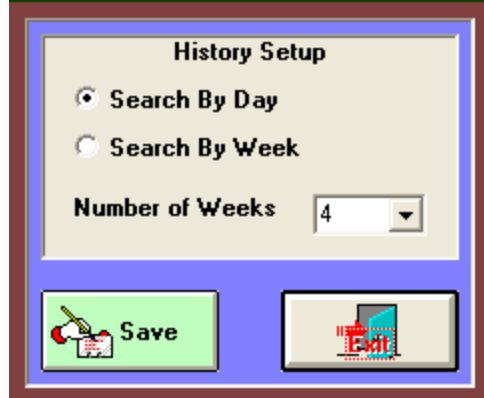
*Cut Fish* – the prep item, *cut fish* was setup as a 5 lb tray. The units per item is 80 ounces (5 x 16), The prep sheet usage can then be used by the ounce. In our example of the 3 pc fish dinner, 3 pieces of fish weighs 6 ounces.

*Slaw Mix* – the prep item slaw mix setup is a batch. The units per item are 100. This is the yield of a batch of slaw. The 3 pc fish dinner uses 1 order of slaw.

*Hushpuppy Mix* – the prep item is setup as a batch. Unit per item is 100. This is the yield of a batch of hush puppy mix. The 3 pc fish dinner uses 2 hush puppies.

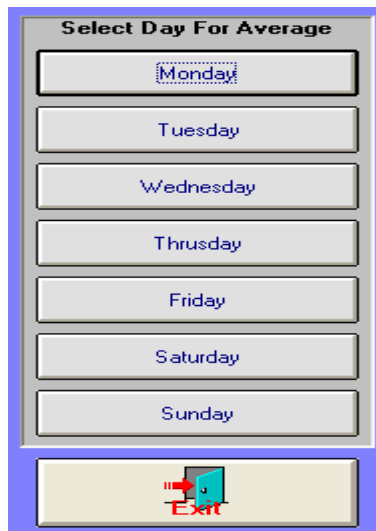
When a prep sheet is run, the ingredients of each menu item sold are then tabulated. Usage is then established for each prep item. That usage is used to calculate prep amounts needed, based on projected sales. In this example, Cut Fish would be listed, as trays needed, Slaw Mix as batches and Hushpuppy Mix as batches.

## **9.5 Configuration:**



### **Search by day:**

Only the items sold for the selected day, over the number of weeks are used to establish averages, example run a prep sheet, select a day



Only that day will be used for the calculation.

### **Search By Week:**

Uses items sold in all the days in each week over the number of weeks to establish averages.

### **Number of Weeks:**

Searches sales history for the number of weeks selected, 4 will search the last 4 weeks of sales history.

## 9.6 Run a Prep Sheet:

**Run Prep Sheet**

Enter Estimated Sales

Prep Sheet Name



**Show Number Pad**



**Suggested Sales**



**Run Sheet**



Enter the estimated sales, or press suggested sales. Suggested Sales will show a day list. Select the day for the prep sheet. The sales for that day will be averaged based from the configuration and then the sales trend will be applied.

Sales can be entered with a keyboard or by pressing the *Show Number Pad*, enter the estimated sales and press done.

*Estimated sales are the sales expected for that day.*

Select a prep sheet from the pull down list, the prep sheet will only list items associated with that sheet.

*Press Run Sheet:*

If search is by day, set in the configuration, you will be prompted to select a day the prep sheet will be used on. A prep sheet will be calculated and displayed on the screen; this can be printed on an 80-column printer or on a receipt printer.

```

PREP SHEET NAME Daily Prep Sheet
Date : 01/20/2002
Based On : 6446.67
--> BREADING <<
Item Name      Description      Par    On Hand    Needed    Completed
Breaded Shrimp Tray36 Count 1
--> SALADS <<
Item Name      Description      Par    On Hand    Needed    Completed
Slaw Mix      Batch           0
--> THAW <<
Item Name      Description      Par    On Hand    Needed    Completed
--> FISH <<
Item Name      Description      Par    On Hand    Needed    Completed
Cut Fish      5 lb tray       0
--> BREAD <<
Item Name      Description      Par    On Hand    Needed    Completed
Hushpuppy Mix Batch           0
  
```