

**Recipe Info**  
Each recipe will be listed in its assigned category

**Production Details**  
Click this to open up the Production Plan to quickly edit Meal Counts and finalize your Production Report

**Meal Totals**  
Totals are the sum of the Reimbursable Meals, A La Carte and Adult meals

**Served Totals**  
The Reimbursable Served field can be calculated by taking the Total Served field and subtracting A La Carte, Adult, Left Over and Discard fields

**Available to Re-serve**  
Use this to tag Left Over Recipes for use on future Menus

**HACCP Temperatures**  
Use this to add a HACCP Temperature log to each recipe with the dropdown

**Serving Size**  
Use this to edit the portion served for each Recipe

**Delete Recipe**  
Use this to delete a Recipe from the Production Record

**Kitchen Item**  
Check this box if the recipe originated from a Production Kitchen

**Print**  
Use this to print the production record

**Add Leftovers**  
Use this to add Recipes that have been tagged as Available To Re-Serve

**Add Recipes**  
Use this to add recipes to the production record

**Verify and Close**  
Use this to print the production record

**Save**  
Use this to save your entered data