

How To Guide - Generating the Daily Reports

Once ordering has completed you will need to **generate the supplier orders** (hot lunches and fund raising) and the **delivery reports**.

1. Go to "**ORDERS**" => "**Current Schedules**" => select the schedule to go to the schedule summary page.
2. Scroll down the page to the "**Order Details for Selected Menu**" of the page. Select the menu in the drop-down list and then use the buttons to generate the main reports.
3. The "**Supplier Orders**" button will generate a PDF document of all the supplier orders. If you select a single supplier in the drop-down list only that supplier's order will be generated. A supplier order will consist of at least one-page listing all the items ordered and the quantities. A supplier order may contain additional pages which can be enabled by editing the supplier record.
 - a. "**Delivery Sheet**" item quantities broken down by class for suppliers who will box items by class for you.
 - b. "**Options Report**" to list the options selected for menu items. This is for sub orders where each sub may have lettuce or tomato, etc.
 - c. "**Options Delivery Report**" will provide a breakdown of the options ordered by class.
4. The "**Delivery Report**" is a tabular report by class listing each student and each menu item in a table so that the menu items can be delivered to the students. The last page of this report is a summary of each class and a total for the school.
5. The "**Order Details**" report will provide the same information as the "**Delivery Report**" but in a report format. Some people find this report easier to read. It does not have a summary page for the school as does the previous report.
6. "**Item Labels**" will allow you to select menu items and generate a PDF to print labels. The labels can be given to a supplier to assist them in making the menu items and then are used to label the item to facilitate the delivery of the menu items.
7. "**Order Labels**" will list the complete set of items ordered for the child for the menu. This is good for caterers who are providing the whole meal.