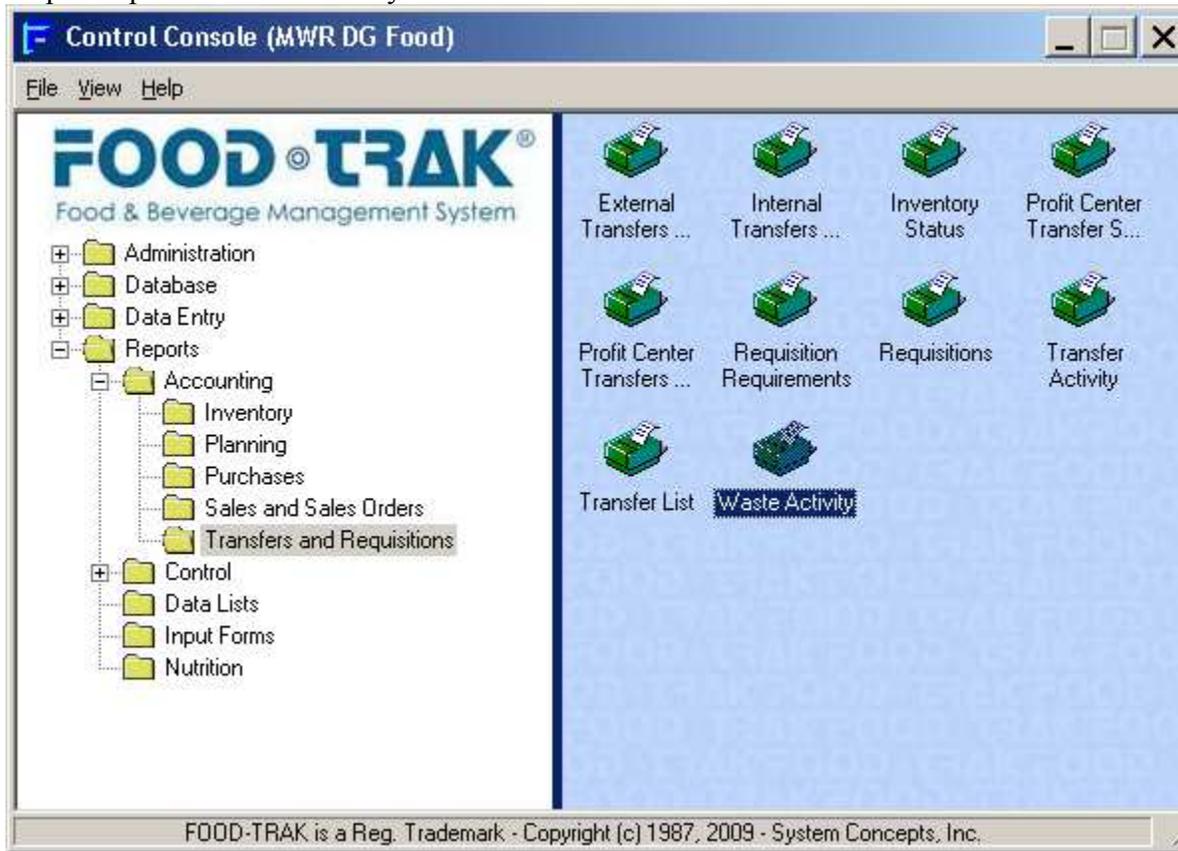


To run the waste report for each location:
Step 1 Reports>Waste Activity>



Step 2 Select the dates for the report. Then click next

Waste Activity Report - FOOD-TRAK® Reports



Select date range of transfers to include.

Date range of transfers

From 08/01/2009 12:00 AM

to 08/31/2009 11:59 PM

Relative Date Today

Help Cancel < Back Next > Submit

Step 3 Select the Item Report group you want to include or select All and then select the specific inventory location or select All. Click Next

Waste Activity Report - FOOD-TRAK® Reports



Select which groups to print from

Include items from all report groups
 Include items from selected report group

Report Group: DG MWR FOOD

Include transfers from all inventory locations
 Include transfers from selected inventory locations

Inv Location: MWR

Help Cancel < Back Next > Submit

Step 4 Select the report output you want. (Select “Print by Inventory Location” for Cost center reports)

Waste Activity Report - FOOD-TRAK® Reports



Select format of report

- Print by Report Group
- Print by Inventory Location
- Print Alphabetically by Item
- Print by Waste Ranking

Help Cancel < Back Next > Submit

Step 5 once you have chosen your report format click submit and follow through the output options

Waste Activity Report - FOOD-TRAK Task Sch...

Task Frequency:

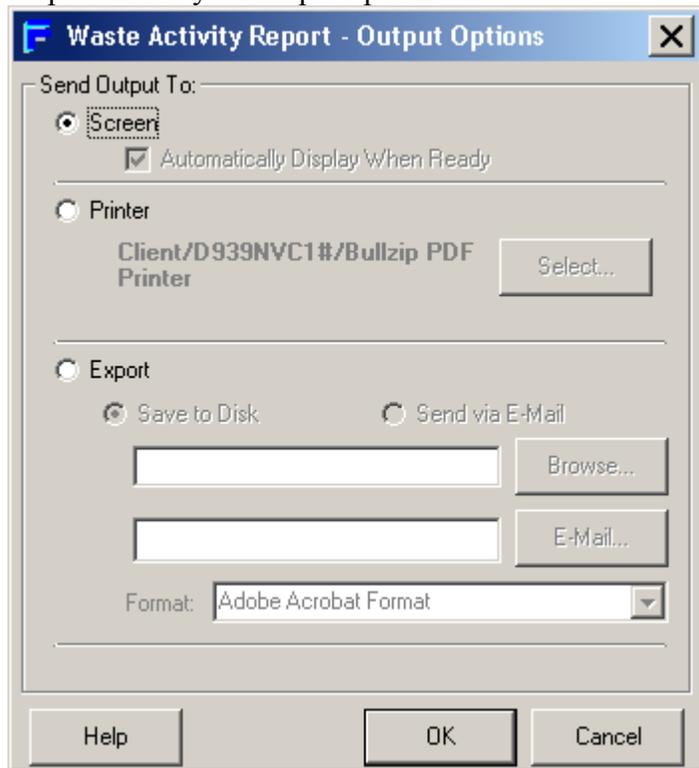
- Execute Only Once
- Repeat Every
 - 1 Hours
 - 1 Days
 - 1 Week(s) on Monday
 - 1 Month(s) on Last Day

Task Execution:

Start on 08/31/2009 at 09:15 AM

Help OK Cancel

Step 6 choose your output options



The image shows a dialog box titled "Waste Activity Report - Output Options". It has a standard Windows-style title bar with a blue gradient and a close button (X) on the right. The main content area is divided into three sections by horizontal lines. The first section is labeled "Send Output To:" and contains three radio button options: "Screen", "Printer", and "Export". The "Screen" option is selected. Below "Screen" is a checked checkbox labeled "Automatically Display When Ready". The "Printer" option is unselected, and below it is the text "Client/D939NVC1#/Bullzip PDF Printer" followed by a "Select..." button. The "Export" option is unselected, and below it are two sub-options: "Save to Disk" (selected) and "Send via E-Mail" (unselected). Under "Save to Disk" is a text input field followed by a "Browse..." button. Under "Send via E-Mail" is another text input field followed by an "E-Mail..." button. At the bottom of the main area is a "Format:" label followed by a dropdown menu currently set to "Adobe Acrobat Format". At the very bottom of the dialog are three buttons: "Help", "OK", and "Cancel".