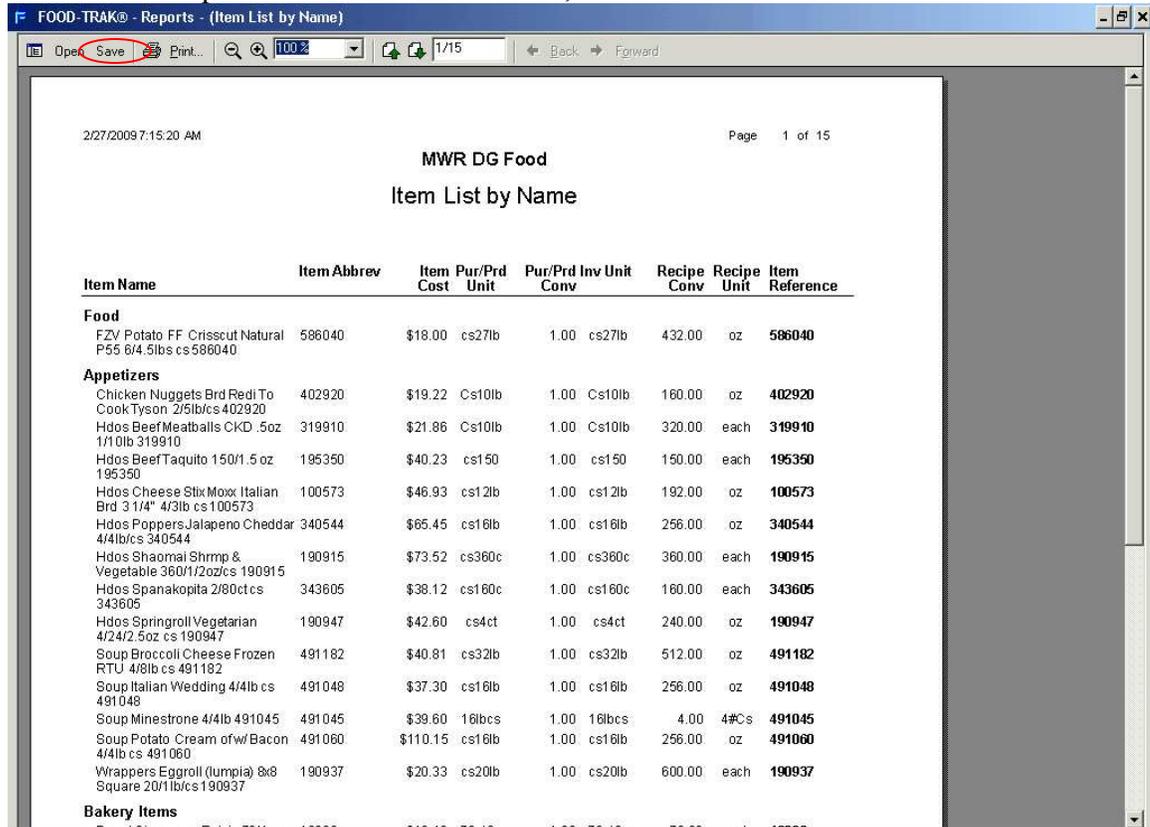


1. Once the report has ran and is on screen, select save.



FOOD-TRAK® - Reports - (Item List by Name)

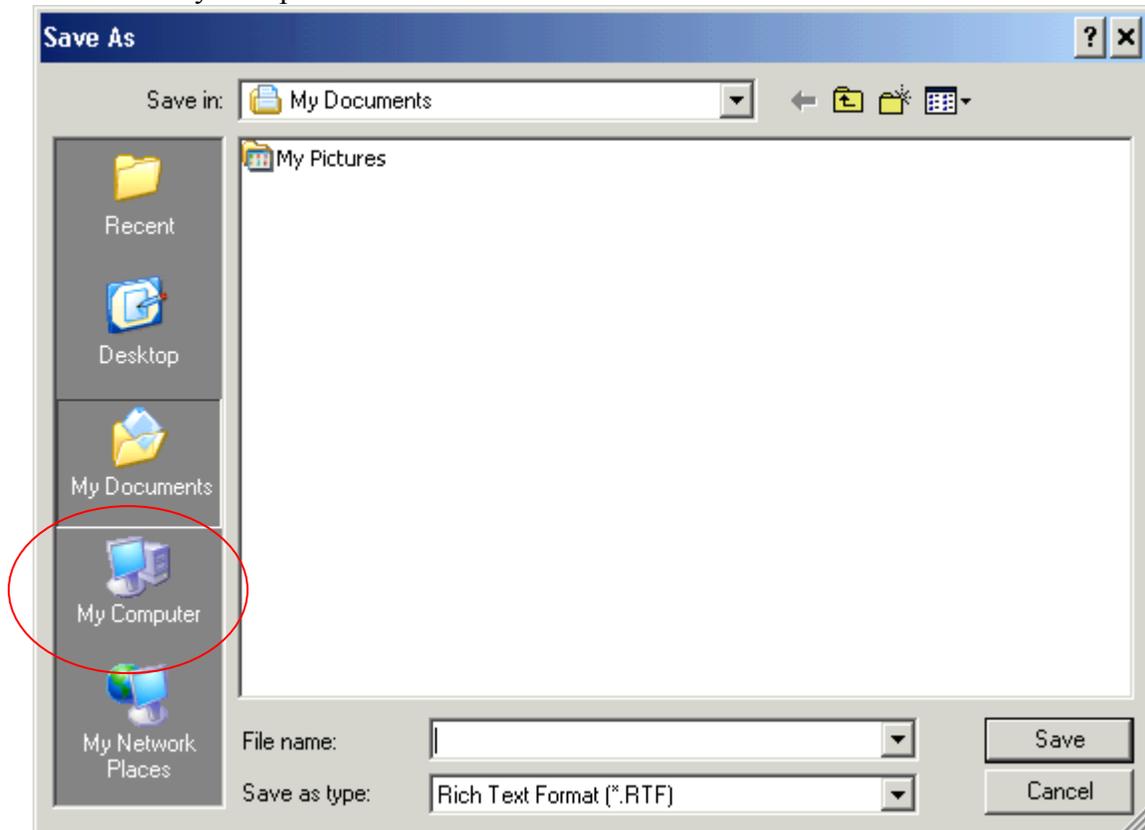
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MWR DG Food  
Item List by Name

Item Name	Item Abbrev	Item Cost	Pur/Prd Unit	Pur/Prd Inv Unit	Conv	Recipe Conv	Recipe Unit	Item Reference
<b>Food</b>								
FZY Potato FF Crisscut Natural P55 6/4.5lbs cs	586040	\$18.00	cs27lb	1.00	cs27lb	432.00	oz	586040
<b>Appetizers</b>								
Chicken Nuggets Brd Redi To Cook Tyson 2/5lb/cs	402920	\$19.22	cs10lb	1.00	cs10lb	160.00	oz	402920
Hdos Beef Meatballs CKD .5oz 1/10lb	319910	\$21.86	cs10lb	1.00	cs10lb	320.00	each	319910
Hdos Beef Taquito 150/1.5 oz 195350	195350	\$40.23	cs150	1.00	cs150	150.00	each	195350
Hdos Cheese Stix Moxx Italian Brd 3 1/4" 4/3lb cs	100573	\$46.93	cs12lb	1.00	cs12lb	192.00	oz	100573
Hdos Poppers Jalapeno Cheddar 4/4lb/cs	340544	\$65.45	cs16lb	1.00	cs16lb	256.00	oz	340544
Hdos Shaomal Shmp & Vegetable 360/1/2oz/cs	190915	\$73.52	cs360c	1.00	cs360c	360.00	each	190915
Hdos Spanakopita 2/80ctcs	343605	\$38.12	cs160c	1.00	cs160c	160.00	each	343605
Hdos Springroll Vegetarian 4/24/2.5oz cs	190947	\$42.60	cs4ct	1.00	cs4ct	240.00	oz	190947
Soup Broccoli Cheese Frozen RTU 4/8lb cs	491182	\$40.81	cs32lb	1.00	cs32lb	512.00	oz	491182
Soup Italian Wedding 4/4lb cs	491048	\$37.30	cs16lb	1.00	cs16lb	256.00	oz	491048
Soup Minestrone 4/4lb	491045	\$39.60	16lbs	1.00	16lbs	4.00	4#Cs	491045
Soup Potato Cream of w/Bacon 4/4lb cs	491060	\$110.15	cs16lb	1.00	cs16lb	256.00	oz	491060
Wrappers Eggroll (lumpia) 8x8 Square 20/1lb/cs	190937	\$20.33	cs20lb	1.00	cs20lb	600.00	each	190937
<b>Bakery Items</b>								

2. The default pop up / saving locations is actually on the server, not the user work station.

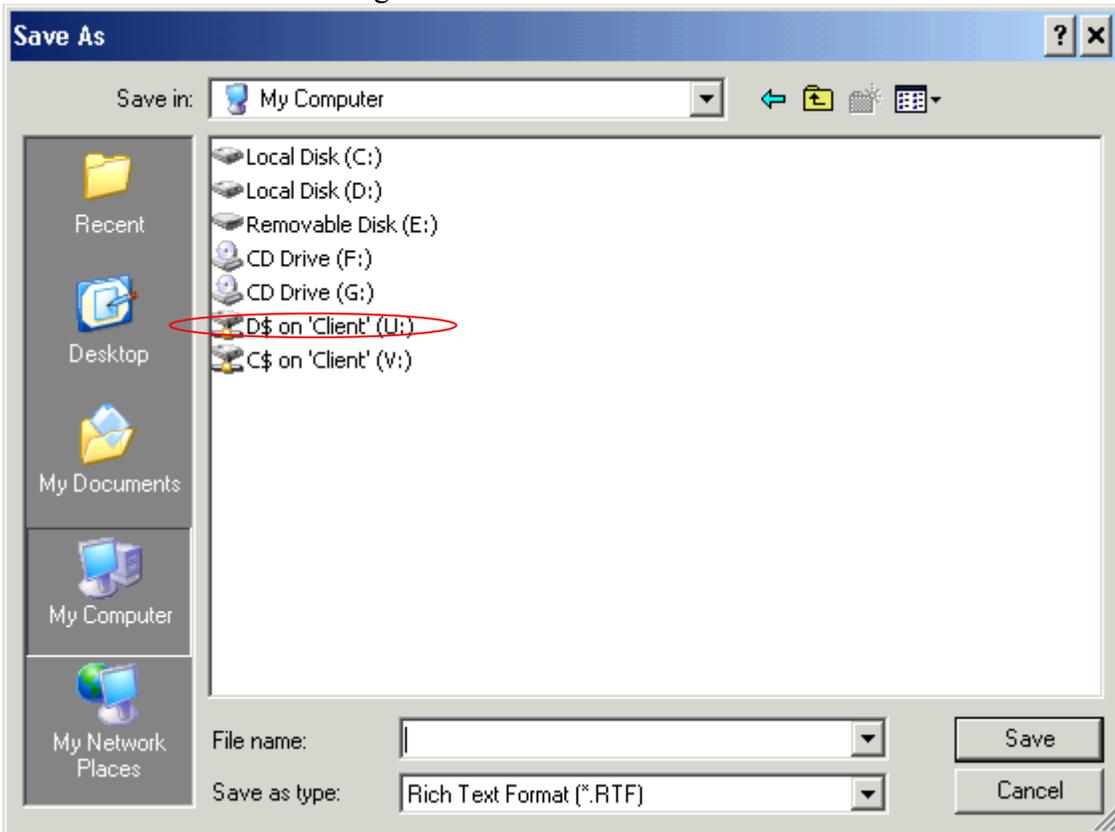
3. Select My Computer.



4. Select My Computer. (You may get the following which is asking if Citrix can access your work station. If so, please click on Full Access and Never ask me again)

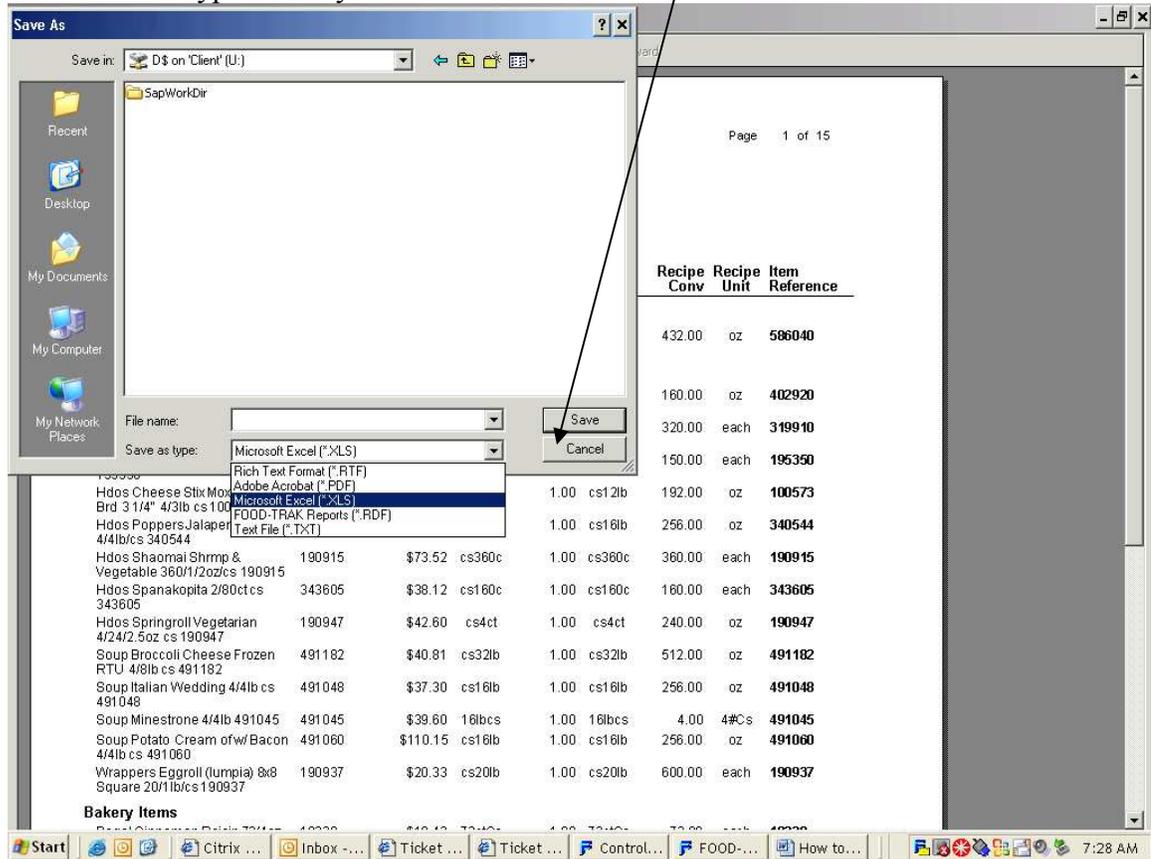


5. You will see the following choices of locations to save.



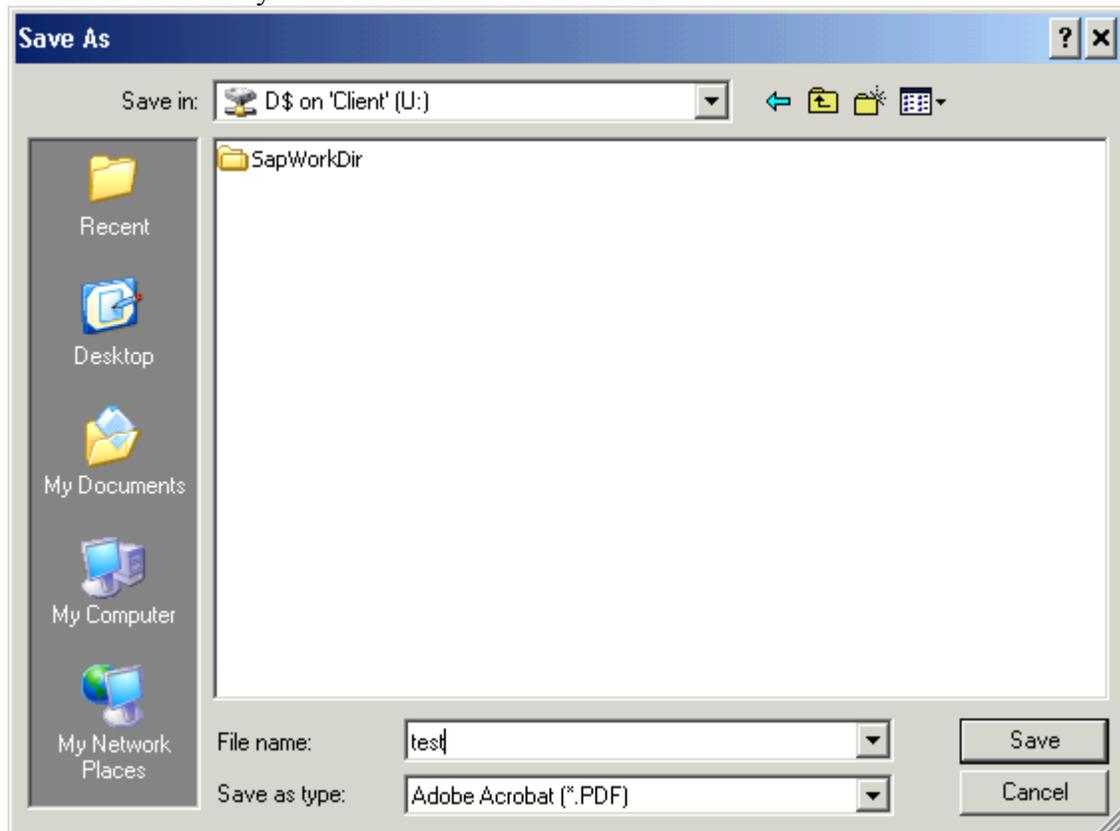
6. Select D\$ on 'Client' (U:) (This will save the report on your D drive on your work station)

7. Select the type of file you would like to use here



8. The choices are Rich text (Word), Adobe PDF, Excel, Text, and Food Trak. (Do not use Food Trak as it can only be opened by Food Trak.)

9. Enter the name you would like to use and click save.



10. The report is now save on your workstation D drive.

