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

TRAK® - Reports - (Item List by	(Name)								
Save 🏂 <u>P</u> rint 🛛 🔍 🔍 🎹			15	🔶 <u>B</u> ack	➡ Forw	ard			
2/27/20097:15:20 AM							Page	1 of 15	
		MW	R DG F	ood			100-0		
		ltem L	ist by	Name					
Item Name	ltem Abbrev	ltem Cost	Pur/Prd Unit	Pur/Prd Conv	Inv Unit	Recipe Conv	Recipe Unit	ltem Reference	
Food							7.025		
FZV Potato FF Crisscut Natural P55 6/4.5lbs cs 586040	586040	\$18.00	cs27lb	1.00	cs27lb	432.00	οz	586040	
Appetizers									
Chicken Nuggets Brd Redi To Cook Tyson 2/5lb/cs 402920	402920	\$19.22	Cs10lb	1.00	Cs10lb	160.00	οz	402920	
Hdos BeefMeatballs CKD .5oz 1/10lb 319910	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 31/4" 4/3lb cs100573	100573	\$46.93	cs12lb	1.00	cs12lb	192.00	oz	100573	
Hdos Poppers Jalapeno Cheddar 4/4lb/cs 340544	340544	\$65.45	cs16lb	1.00	cs16lb	256.00	οz	340544	
Hdos Shaomai Shrmp & Vegetable 360/1/2oz/cs 190915	190915	\$73.52	cs360c	1.00	cs360c	360.00	each	190915	
Hdos Spanakopita 2/80ct cs 343605	343605	\$38.12	cs160c	1.00	cs160c	160.00	each	343605	
Hdos Springroll Vegetarian 4/24/2 5oz cs 190947	190947	\$42.60	cs4ct	1.00	cs4ct	240.00	οz	190947	
Soup Broccoli Cheese Frozen RTU 4/8lb cs 491182	491182	\$40.81	cs32lb	1.00	cs32lb	512.00	οz	491182	
Soup Italian Wedding 4/4lb cs 491048	491048	\$37.30	cs16lb	1.00	cs16lb	256.00	oz	491048	
Soup Minestrone 4/4lb 491045	491045	\$39.60	16lbcs	1.00	16lbcs	4.00	4#Cs	491045	
Soup Potato Cream of w/ Bacon 4/4lb cs 491060	491060	\$110.15	cs16lb	1.00	cs16lb	256.00	οz	491060	
Wrappers Eggroll (lumpia) 8x8 Square 20/11b/cs190937	190937	\$20.33	cs20lb	1.00	cs20lb	600.00	each	190937	
Bakery Items									
Denal Olympica Delais 70/1-5	10000	#40 40	TO.40.	4.00	TO.40-	TO 00	and the second sec	40000	

- 2. The default pop up / saving locations is actually on the server, not the user work station.
- 3. Select My Computer.

Save As					? ×
Save in:	🕒 My Documer	its	-	+ 🗈 💣 🎟-	
2	My Pictures				
Recent					
6					
Desktop					
My Documents					
I					
My Computer					
	<u> </u>				
My Network Places	File name:				Save
	Save as type:	[Rich Lext Format (".RTF)		_	

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)

👱 Client File Security 🛛 🗙					
CITRIX					
A server application is requesting access to your local client files.					
What access do you want to grant? C <u>N</u> o Access C <u>R</u> ead Access					
Eull Access					
Doyou want to be asked again? <u>A</u> lways ask me <u>Never ask me again for this site</u>					
 Never ask me again Never ask me again 					
<u>QK</u> <u>C</u> ancel					

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

Save As					? ×
Save in:	💡 My Computer		•	🗢 🗈 💣 🎟	
7 Recent	 Local Disk (C:) Local Disk (D:) Removable Disk 	.(E;)			
6	CD Drive (F:) CD Drive (G:)				
Desktop	C\$ on 'Client' (V	:)			
My Documents					
My Computer					
My Network	File name:	l		•	Save
Places	Save as type:	Rich Text Format (*.RTF)		•	Cancel

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

As						? ×				
Save in:	S D\$ on 'Client' (U:)		• 🗢	🗈 💣 💷-		var	4			
ecent	C SapWorkDir						/	Page	1 of 15	
iesktop Socuments							Recipe Conv	Recipe Unit	ltem Reference	
Computer							432.00	ΟZ	586040	
i							160.00	ΟZ	402920	
Network	File name:			-	S	ave	320.00	each	319910	
laces	Save as type: Microsoft	t Excel (*.XLS)			Ca	ancel	150.00	each	195350	
	Rich Tex Chooco Stir Mon Adobe Ar	t Format (*.RTF crobat (*.PDF))		1.00	oct 2lb	102.00	70	100573	
Brd	3 1/4" 4/3lb cs 1 00 FOOD-TE	Excel (* XLS) BAK Benorts (*	BDFI		1.00	051210	132.00	02	100373	
Hdo 4/41	.s Poppers Jalaper <u>Text File</u> b/cs 340544	(*.TXT)			1.00	cs16lb	256.00	ΟZ	340544	
Hdo	is Shaomai Shrmp &	190915	\$73.52	cs360c	1.00	cs360c	360.00	each	190915	
Hdo	is Spanakopita 2/80ct cs	, 343605	\$38.12	cs160c	1.00	cs160c	160.00	each	343605	
3436 Hdo	805 Springroll Vegetarian	1000/7	\$42.60	redict	1.00	cedet	240.00	07	1000/17	
4/24	1/2.5oz cs 190947	130341	φ 4 2.00	00401	1.00	03401	240.00	OL.	150541	
Sou RTU	p Broccoli Cheese Frozen J 4/8lb cs 491182	491182	\$40.81	cs32lb	1.00	cs32lb	512.00	ΟZ	491182	
Sou	p Italian Wedding 4/4lb cs	491048	\$37.30	cs16lb	1.00	cs16lb	256.00	οz	491048	
Sou	p Minestrone 4/4lb 491045	491045	\$39.60	16lbcs	1.00	16lbcs	4.00	4#Cs	491045	
	p Potato Cream of w/ Bacor	n 491060	\$110.15	cs16lb	1.00	cs16lb	256.00	oz	491060	
Sou 4(4)				a = 2.01b	1.00	cs20lb	600.00	each	190937	
Sou 4/41t Wra Sou	ppers Eggroll (lumpia) 8x8 are 20/11b/cs190937	190937	\$20.33	CSZUD	1.00				4.595.000	
Sou 4/4lt Wra Squ Bake r	ppers Eggroll (lumpia) 8x8 are 20/11b/cs190937	190937	\$20.33	USZUID	1.00	1. 200-2020			100000	

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.

Save As					? ×
Save in:	😪 D\$ on 'Client'	(U:)	•	🗢 🗈 💣 🎟 •	
2	🛅 SapWorkDir				
Recent					
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My Documents					
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My Network	File name:	test		•	Save
	Save as type:	Adobe Acrobat (*.PDF)		•	Cancel

10. The report is now save on your	workstation D	drive.
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Name 🔺	Size Type	Date Modified	
SapWorkDir	File Folder	6/21/2008 1:38 PM	
test.PDF	55 KB Adobe Acrobat Doc	2/27/2009 7:31 AM	
1			