SOFTWARE

Edison Workbook

Trainer's Edition

SAMPLE

Fruit

getables

Grain

Grain

September 2014						
Su	Mo	Tu	We	Th	Fr	
31	✕	✕	✕	✕	✕	✕
✕	✕	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Software

Raising Workbook

Belongs To:

INTRODUCTION

At Software our mission is to significantly increase efficiencies for schools nationwide by providing the most innovative, easy-to-use and reliable software solutions, all supported with superior service. We've been creating school food and nutrition software since 1998 and can proudly say four of the nation's six largest school districts use our time-saving, reliable, and innovative software.

Our newest Meals and Inventory Management software, a.k.a Edison, is an all inclusive easy-to-use program, packed with some amazing features our competition can't hold a candle to. Some basic features of the software that will make your job easier include:

1. Information flows seamlessly from pricing analysis to menu planning to production and inventory control
2. Checklist to work through your entire day from opening to closing a day
3. Create recipe once and everything is automatically scaled based on number of planned servings
4. Central Office creates meal planning templates but production records and menu adjustments are available at the cafeteria
5. Past planning records are available to help predict future meal plans
6. Automated ordering process based on planned meals and current inventory
7. Orders received through Edison automatically update the virtual inventory
8. Print Production worksheets and show items needed based on planned serving counts
9. Cafeteria Operators can transfer leftovers to another menu, record notes to help with future meals, and enter reason as to why participation varied from planned counts in Production
10. Range of reports available with various filters to suit a Cafeteria Operators' needs

We're thrilled you've joined our team and can't wait to show off!

Sincerely,

Software Team

ABOUT THE EDISON WORKBOOK

The focus of this training is to educate, empower, and encourage users to learn how to use Edison in the most efficient and beneficial manner. Trainings are conducted in positive and safe learning environments where trainees are set up for success.

This workbook follows along with the trainers' guide and signifies when to practice what you've learned as well as provides an area to take notes in each section. Save this workbook after training is complete, especially if you take good notes, because it may help instruct you in the future.

Before You Begin

You can't practice anything in Edison without logging in. Trainers will give out log in information so that all new material may be practiced in Edison's *Test Mode*. Ensure you take lots of notes in this workbook to better your chances of success in the future.

Log In Credentials

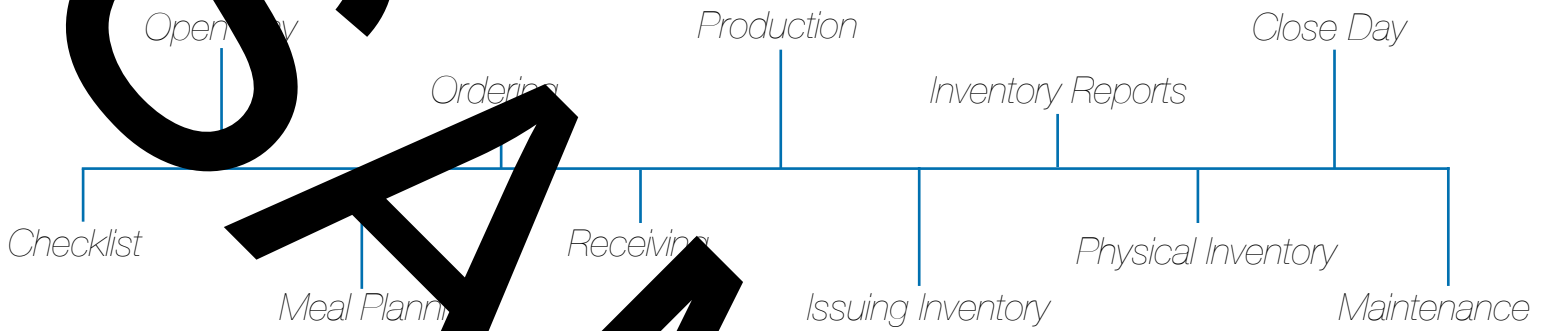Username: _____   Test Database: _____

Password: _____

Log In to a Test Database

1. Click on *Utilities* tab.
2. Select *Miscellaneous*.
3. Choose *Test Mode* from drop down menu.
4. Select trainers' test database.
5. Log back in to Edison. The background will change to yellow confirming you're in a test database.
6. Select a site (cafeteria).

DAILY FUNCTIONS

Throughout the training you'll learn the daily functions in a progression that mimics an actual workday. The status bar is a good example of what's to come.

Open Day   Production   Close Day

Ordering   Inventory Reports

Checklist   Receiving   Physical Inventory

Meal Planning   Issuing Inventory   Maintenance

CHECKLIST

Practice
Identify whether the following questions are True or False.

1. Use the cursor to mark an item *complete* on the *checklist* by right clicking and choosing *Mark Complete*. __**(T)**___

2. A *user defined* function means that after performing the function you must right click the task on the checklist and select complete. __**(T)**___

3. A *useful system defined* function mean that after performing the function, you must click the task on the checklist and select complete. __**(F)**___

4. A *system defined function* means that after performing the function the task on the checklist is automatically checked off. __**(T)**___