InsightChef Pro

It answers the questions a Chef doesn't even ask.

CUSTOMER ENABLEMENT GUIDE

Operator Guide

How kitchen facts move from setup through decisions, posting, and review.

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OPERATING PRINCIPLE Enter each fact once at its source. Use the workbook's buttons to publish or post. Review the result after the source data is current.

The connected operating loop

1. Configure company settings, vendors, storage locations, taxes, targets, and labor assumptions.
2. Receive real purchases. Complete first-use pack information once per vendor item and post the invoice.
3. Build and save recipes, then assemble sellable plates or cocktails when appropriate.
4. Plan production, record actual production, publish physical counts, and capture waste, sales, and labor.
5. Review purchasing recommendations, open commitments, pack conversions, and exceptions before ordering.
6. Use Receiving History, Inventory, Menu Engineering, Dashboard, Analytics, and Report Center to review outcomes.

Command Center map

Workstream	Primary screens	Use
Culinary	Recipe Builder, Recipes, Plate Builder, Cocktail Builder, Ingredients, Master Menu	Create governed cost and menu structures.

Workstream	Primary screens	Use
Daily operations	Receive Invoice, Receiving History, Production Planning, Actual Production, Physical Counts, Waste Log, Daily Sales Entry	Record the business facts that happened.
Cost & performance	Inventory, Inventory Usage, Purchasing, Labor & Waste, Menu Engineering, Analytics Dashboard	Turn current facts into cost and operating decisions.
Reports & admin	Report Center, Dashboard, Notifications, Global Search, Settings	Review, print, find, and administer.

Input rules

- Yellow or clearly labeled entry cells are for customer input; green, gray, ID, status, and calculated cells are usually governed outputs.
- Use dropdowns and search fields whenever offered. Choose the existing ingredient or vendor rather than creating a near-duplicate.
- Enter dates and quantities in the units shown. Pack-level receiving and recipe-level usage are connected by the saved conversion profile.
- Use Active/Inactive status and effective dates rather than deleting referenced records.
- Correct source data before using an override. If an override is appropriate, record a clear business reason.

A practical rhythm

When	Operator focus
During receiving	Invoice total, vendor, invoice number, received quantities, unit costs, pack profile, storage, and reconciliation.
Daily	Production plan, actual production, counts as needed, waste, sales, labor, notifications, and backup.
Before ordering	Current demand, counts/on-hand, ending par, open commitments, vendor readiness, pack conversions, and exceptions.
Weekly	Purchasing review, recipe/menu costs, pricing signals, inventory usage, and operational reports.
Month end	Inventory value, menu engineering, cost trends, backup validation, and archived reports.

Posted history is not a scratchpad

Receiving History, sales history, actual production, physical-count history, and purchasing ledgers are operational records. Use the workbook's correction, reversal, or governed update path when one is available. Do not erase history or edit a hidden ledger. If something feels wrong, stop repeated clicks, preserve the exact message and screen, and follow the Support & Troubleshooting guide.