



InsightChef Pro

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

CUSTOMER ENABLEMENT GUIDE

Daily Operations

Production, counts, waste, sales, labor, and the close-of-day rhythm.

RELEASE InsightChef Pro V2.0 DIY Chef Release

PUBLISHED August 28, 2026

DOCUMENT ICP-V2-05

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Recommended order of work

1. Receive deliveries and confirm posted receipt history.
2. Use Production Planning to choose station and recipe, enter usable Qty On Hand and Qty Needed, and review Qty To Produce.
3. After production is verified, post Actual Recipes Produced from the selected Production Planning row. Use correction or reversal controls rather than editing history.
4. Enter physical counts for the correct storage area and unit when a count is scheduled or needed for ordering.
5. Record waste as it happens. Choose the waste type and item, then enter quantity, reason, department, and notes when useful.
6. Post daily sales by business date, channel, and location. Review price, cost, revenue, food cost, contribution, and validation before posting.
7. Record regular and overtime labor by department, station, shift, employee/team, role, hours, and hourly rate.

Production Planning

- Exact Scale produces only the shortage. Full Batches rounds up to the recipe's batch size.
- Production date fills with today; change it only for an intentional future event, catering order, or advance prep.
- Open Card leads to the printable scaled recipe when recipe data is complete.
- Actual Production is read-only history; post, correct, or reverse from the selected planning row.

Physical Counts and inventory

- Purchased items appear automatically. Enter Qty Counted in the unit shown and filter by Location for each storage area.
- A zero count follows the workbook's inactive rule until the next purchase reactivates the item.
- Count in the governed inventory unit. Do not mix vendor-case quantity with recipe ounces or pounds in the count cell.
- Inventory Usage is calculated from posted sales multiplied by recipe ingredient quantities, converted to stock units.

Waste, sales, and labor

Workflow	Minimum reliable entry	Review after posting
Waste Log	Date, waste type, item, quantity, unit, reason, department	Waste cost, inventory impact, and history
Daily Sales Entry	Business date, channel, location, governed menu item, units sold	Revenue, food cost, contribution, validation, and Sales History
Labor & Waste	Business date, FOH/BOH department, station, shift, employee/team, regular/OT hours, wage	Labor totals, labor %, waste cost, and combined cost

Close-of-day checklist

- ☐ All receiving for the day is posted or clearly held.
- ☐ Actual production reflects verified batches, not planned demand.
- ☐ Waste events are posted with useful reasons.
- ☐ Sales are posted to the correct date, channel, and location.
- ☐ Labor hours and wages are reviewed.
- ☐ Critical notifications are understood.
- ☐ The workbook is saved and one current verified backup exists.

KEEP THE LANES SEPARATE Production Planning is what the kitchen intends to make. Actual Production is what it actually made. Sales are what it sold. Keeping each fact in its own workflow protects the intelligence.