

**CLICK BELOW TO ACCESS THE MASTER PRODUCTION LIST. THIS IS THE LIST THAT YOU WILL PRINT ONCE A WEEK ON LEGAL PAPER AND THEN YOU WILL TYPE THE AMOUNT THAT NEEDS TO BE PREPPED AND THIS WILL POPULATE YOUR PREP SHEETS.**

**BELOW IS WHERE YOU CAN CLICK TO PRINT THE DAILY PREP SHEETS. WHEN YOU CLICK ON A DAY IT WILL AUTOMATICALLY PRINT YOUR PREP SHEET AND THE LINECHECK**

**BELOW IS WHERE YOU CAN CLICK TO ACCESS ANY OF THE LISTED BOH TOOLS**

**To modify any data on any sheet that is not listed above simply go to "View" and then "Full Screen". This will allow you to be able to select any of the tabs manually on the bottom of the screen.**