



Edit a Parent-Owned Recipe: General Info

Background: The General Info tab contains the basic information for the recipe.

To Do and Notice:

General Info

1. Click on the **General Info** tab.
2. The following areas are open for editing:
 - **Common Name** – not applicable to a Recipe, only used for Ingredients.
 - **Formal Name** – name used on some reports.
 - **Short Name** – abbreviated name.
 - **In Use Status** – set by the system once the recipe is used in a menu.
 - **Course** – service course.
 - **Prep Area**
 - **Portion Unit** – typical serving size.
Notice: If you add a new Portion Unit, be sure to go to Service>Utensils and identify the utensil you will use.
3. Click **Save**

So What? Utilize the General Info tab to manage the recipe name, course, prep area, and portion unit.
