



## Edit a Parent-Owned Recipe: Recipe

Background: The Recipe tab contains the ingredients and instructions for the recipe.

### To Do and Notice:

#### Recipe

1. Click on the **Recipe** tab.
2. The following function is available:
  - **Do not print Recipe box** – click the checkbox if you do not wish to print the production recipe.

**Notice:** You may click on the Name of the ingredient to “drill-down” to the ingredient level.
3. Click on the arrow to the left of an ingredient to Edit Ingredient Properties for that particular ingredient such as:
  - Cost Yield
  - Common Name
  - Advance Preparation
  - Advance Production
  - Advance Withdrawal
  - Ingredient Round
  - Scaling Rule
  - Preparation Technique
  - Prep Area
  - Exclude from Inventory Requirement
  - Exclude from Order Requirement
  - Nutrition Item
  - Nutrition Yield
4. Click **Done**.

**So What?** Make changes on the Recipe tab to reflect procedures within your facility.