



## Edit a Parent-Owned Recipe

Background: Take advantage of 'Parent-Owned' recipes by customizing them to fit the operations in your facility.

### To Do and Notice:

1. Navigate to **Item Maintenance** and select [Edit Items and Recipes](#).
2. Search for the desired recipe.

#### Search

**Notice:** If there is already information in the [Search for Items and Recipes](#) window - leftover from a previous search - click **Clear** or **Clear All** to start a new search.

1. Enter the name of the recipe you wish to edit in the **Name** box.  
**Notice:** To perform a more detailed search you may click on **More Search Criteria**.
2. At Item Type, select Recipe.
3. If you wish to search only recipes currently being used, click the [Search in Use Items Only?](#) checkbox.
4. Click **Go**.
5. Click the checkbox next to the Item(s) you wish to select.  
**Notice:** The cookpot symbol indicates the item is a recipe; the carrot symbol indicates that the item is Non-Recipe; the green check mark symbol indicates item is "in use."
6. Click **Done**.

3. Change Recipe details on each tab as desired.

**Notice:** Please see Quick Guides for details on each tab:

- [Edit a Parent-Owned Recipe – General Info](#)
- [Edit a Parent-Owned Recipe – Recipes](#)
- [Edit a Parent-Owned Recipe – Measures and Service](#)
- [Edit a Parent-Owned Recipe – Production and Inventory](#)
- [Edit a Parent-Owned Recipe – Nutrition and Traits](#)
- [Edit a Parent-Owned Recipe – Replacements](#)

**So What?** Many changes can be made to 'Parent-Owned' recipes to customize the recipe and fit your needs.