



Ingredient Search and Replace

Background: Ingredient search and replace can be used to replace an ingredient globally within a selection of recipes owned by your facility. Search available ingredients for a replacement option, or add an item before you begin this process.

Notice: See [Add an Ingredient Item](#) Quick Guide

In the example used in this Quick Guide, we will replace fresh onion with diced onion.

To Do and Notice:

1. Navigate to [Item Maintenance](#) and select [Ingredient Search and Replace](#).
2. Click the **Search** button next to [Ingredient to replace](#).
3. Search for the item that you wish to replace. (e.g., Onion Yellow Fresh)
4. Click the radio button next to the desired item.
5. Click **Done**.
6. Click the **Search** button next to [Replacement ingredient](#).
7. Search for the replacement item (e.g., Onion Yellow Pre-Diced Fresh).
8. Click the radio button next to the desired item.
9. Click **Done**.
10. Click the checkbox in front of the Recipe(s) you wish to edit with this replacement.
11. Click **Next**.
12. Enter an equivalent Quantity and Unit of Measure for the Replacement Item.
Notice: See the [Unit of Measure](#) Quick Guide for additional details.
13. Click **Next**.
14. Check the Ingredient Substitution Results for accuracy.
Notice: If you selected more than one recipe, each recipe will be listed showing the replacement equivalent.
15. If you find an error, click Back and return to step 12; if everything appears correct, click **Confirm**.
16. If you are finished replacing items, click the [I'm finished replacing ingredients](#) link; if you wish to perform additional replacements click the [Do more ingredient replacements](#) link.

So What? You may replace items, which are no longer being used, rather than creating a new recipe.