



## Link a Nutrition Item

Background: You may link a Nutrition Item to an edible item that you serve in order to accurately reflect the nutrition information for that item and perform recipe and menu nutrition analysis.

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### To Do and Notice:

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#### **From Nutrition Item**

1. Navigate to **Data Setup** and select **Nutrition Item Maintenance**.
2. Select **Edit Nutrition Items**.
3. Search for the desired item.
4. Click the checkbox in front of the item you wish to select.
5. Click **Done**.
6. Click on the **Item Links** tab.
7. Click on the **Link General Item** button.
8. Search for the item you wish to attach to the nutrition item.  
**Notice:** Review nutrition information for any item prior to updating a nutrition link.
9. Click on the checkbox in front of the item.
10. Click on the **Link Selected Item** button.
11. Click **Save**.

#### **From Items and Recipes**

1. Navigate to **Item Maintenance** and select **Edit Items and Recipe**.
2. Search for the desired ingredient item by entering the name of the Item in the **Name** box.
3. Click **Go**.
4. Click the checkbox in front of the item you wish to select.

5. Click **Done**.
6. Click on the **Nutrition** tab.  
**Notice:** An apple icon indicates that a nutrition link already exists for a selected general item.
7. Select the appropriate option:
  - **Change** – link to an existing nutrition item
    - a) Search for the item to which you wish to link.
    - b) Click the radio button in front of the item.
    - c) Click **Link Selected Item**.
    - d) Click **Done**.
  - **Edit Item** – edit or view the linked nutrition information  
**Notice:** If this is a USDA item or a nutrition item that came with the nutrient database, it will not be editable.
    - a) Make the desired changes.
    - b) Click **Save**.
    - c) Click **Done**.
  - **Add Item** – add a new nutrition item
    - a) Enter the new name in the **Name** box.
    - b) Click **Next**.
    - c) Make the appropriate selections.  
**Notice:** See **Add a Nutrition Item** Quick Guide for addition details.
    - d) Click **Save**.
    - e) Click **Done**.
  - **Remove link** – select **None** from the **Nutrition Item** drop-down list
8. Click **Save**.
9. Click **Done**.

**So What?** The USDA nutrition database is used for the majority of general items in the database and is a trusted reference for nutrition information. This source should be used whenever possible when creating nutrition item links.