



Print Recipe Nutrition Reports

Background: Nutrition reports allow you to perform nutrient analysis on a specified Recipe.

To Do and Notice:

1. Navigate to **Reports** and select **Item and Recipe Reports.**
2. Select **Recipe Reports.**
3. Click on the checkbox in front of the desired report(s):
 - **Detailed Recipe Nutrient Analysis** – provides comprehensive information. Useful in evaluating weights between yield and portions.
Notice: For troubleshooting, you may want to run this report following Recipe Nutrition List and Selected Portion Nutrient Analysis reports as it gives a more in-depth view of the nutrients.
 - **Item Nutrition** – recipe nutrition in a label layout, one recipe per page, html format
 - **Item Nutrition Label** – recipe nutrition in a label layout, one recipe per page, PDF format
 - **Recipe Nutrition List** – most commonly used report; provides information for up to 20 nutrients (defined via Nutrition Goals) for one portion, one recipe per line. Useful when evaluating and verifying recipe nutrition.
 - **Selected Portion Nutrient Analysis** – lists nutrient information for each ingredient in the recipe, for one portion.
Notice: It is useful to run this report for troubleshooting recipe nutrition following the Recipe Nutrition List report.
 - **Summary Nutrition** – provides summarized nutrition in a label layout, one page, html format.
4. Click **Next.**
5. Enter the name of the desired item in the **Name** box or click on the **More Search Criteria** button.
6. Click **Go.**
7. Click the checkbox in front of the item(s) you wish to include in the report.
Notice: if you wish to include all items, click **Print All** in the upper right-hand corner.

8. Click **Print Selected**.
9. To print, click on the Printer icon.
Notice: To print an html report, you will need to select print from the menu in the web browser window.
10. Ensure that your Print selections are correct.
11. Click **Print**.

So What? Nutrition Analysis Reports can also be run for Menus – see the **Print Menu Nutrition Reports** Quick Guide.
