

How do I change or remove ingredients from a recipe and save time by copying ingredients from other recipes?

Objective:

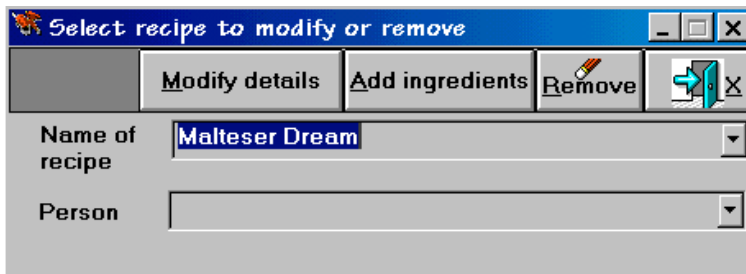
This training sheet shows you how to refine your recipes by changing the ingredient or the amount of ingredient entered. You can also save time by copying ingredients from other recipes.

To select the recipe to be modified:

From the main menu bar such as shown in the example below,

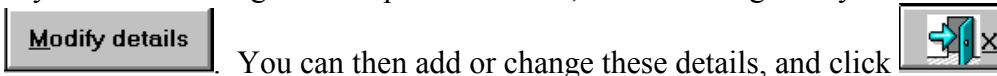


select **Recipe**, then select the **Modify or Remove a-recipe** option to display the following

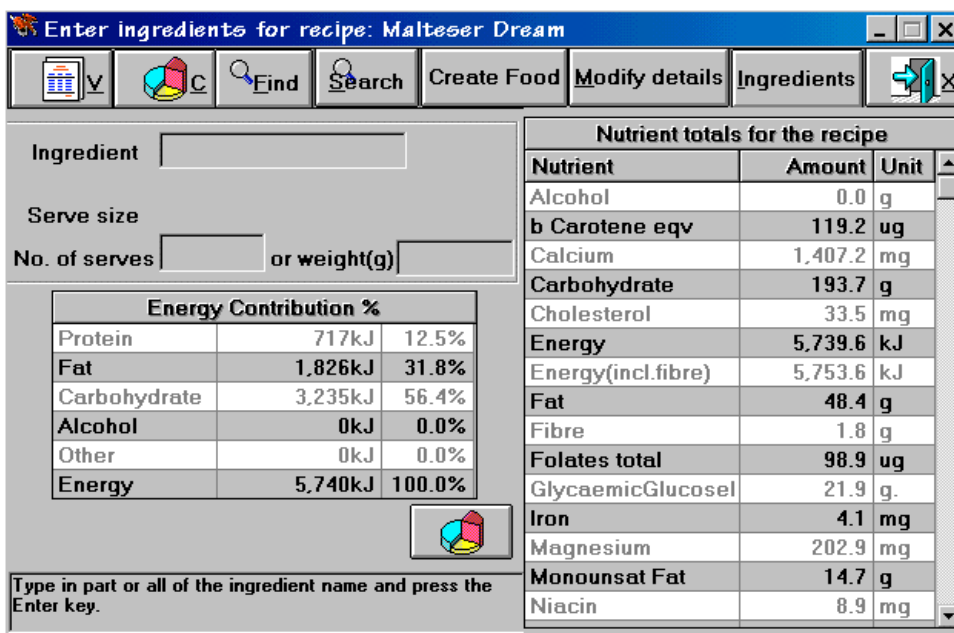


Select the recipe from the drop down list of recipe names.

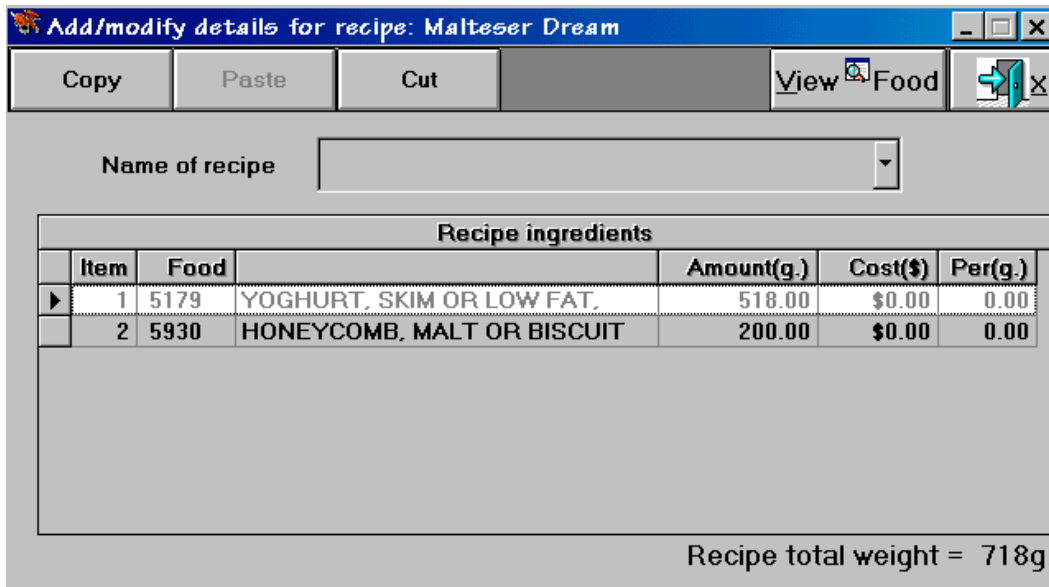
If you want to change the recipe instructions, notes cooking or any other details click




Otherwise, click **Add ingredients**. The following window is displayed.



You can either add new ingredients to the recipe in this window, or click **Ingredients** to add, modify or remove ingredients from a recipe. The following window is displayed:



To adjust the recipe details you entered:

While reviewing the recipe you can change the ingredient food or amount. To change the food, point the mouse at the food on the line you want to change. A  button will be displayed in the food column selected as shown above, click this button to obtain a drop-down list of the foods to choose from.

To change the amount of the food that was entered, highlight the existing amount and type in the new amount required.

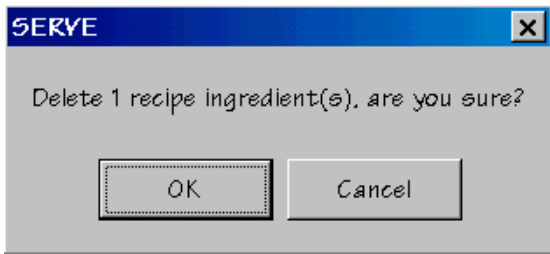
To delete unwanted foods from the recipe:


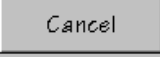
If you have entered a food into a recipe that you no longer want, you can delete the food by clicking the button on the left hand side of the line. This will highlight the line to be removed as shown below:

Recipe ingredients					
	Item	Food	Amount(g.)	Cost(\$)	Per(g.)
	1	5179	YOGHURT, SKIM OR LOW FAT,	518.00	\$0.00 0.00
▶	2	5930	HONEYCOMB, MALT OR BISCUIT	200.00	\$0.00 0.00

To delete more than one food at a time you can hold down the Ctrl key while clicking on other foods. To click a range of adjacent foods select the first in the list, then hold down the Shift key while selecting the last food in the list. All foods in the range will be selected.

Then press the delete key. A window will appear as shown below, advising you that these ingredients will be removed from the recipe, and you are asked if you are sure you want to proceed.




Click the  button to delete the row(s) highlighted, or  if you want to change your mind.

To copy other foods in the recipe, or from another recipe.


1. If the recipe you want to copy from is not the one displayed, select the name of the recipe from the drop down list.




2. Highlight the food or foods then click .
3. If the recipe you want to copy to is not the one displayed, select the name of the recipe from the drop down list.



4. Click .

When you have finished reviewing the recipe, select the  button.

When you have finished entering details for the recipe, select the  button to exit the recipe window.

Assigning costs to ingredients of a recipe

Enter the 'cost' of the ingredient (do not enter the \$ sign), and the cost per (the weight in grams that the cost is based on) For example, the following cost has been recorded for an item costing \$2.50 per kilo.

Cost(\$)	Per (g.)
2.50	1,000.00