CHEAT SHEET: RECIPES

CREATING SINGLE INGREDIENT RECIPES

1. Click on "Menu Planning" tab. Click on "Ingredients" folder. Click on "Ingredients" subfolder. Search for ingredient.
2. Click on ingredient hyperlink. Create "Copy" if ingredient from "TDA Shared" database and does not contain a "Recipe" tab. Click "Create Recipe" button. Enter "Recipe Name." Enter "Recipe Short Name." Select "Strict Batching" for recipes that cannot easily scale up. Optional: Enter recipe "Tags." Enter recipe "Quantity." Enter recipe "Serving Size." Optional: Enter recipe "Prep Time." Select "HACCP Process." Select one or more "HACCP CCP." Enter optional recipe information: "Tips/Comments," "Pre-Preparation Instructions," and "Serving Instructions." Click "Save." Click "Save" button.

THE BASICS TO CREATING DUAL ENTRY RECIPES

Navigation

1. Click on "Menu Planning" tab. Click on "Ingredients" folder. Click on "Recipes" subfolder. Click on "Add New Recipe" link.

"General" tab

2. Select "Dual Entry" as "Recipe Generation Type."
3. Enter "Recipe Name" and "Recipe Short Name."
4. Enter recipe "Serving Size" and "Number of Servings."
5. Enter recipe "Prep Time" and "Cook Time."
6. Select recipe "HACCP Process."
7. Select "Specify CCPs for the entire recipe" or "Specify CCPs for each step."
8. If selected "Specify CCPs for the entire recipe," select recipe "HACCP CCP(s)."
9. Optional: Enter "Tips/Comments," "Pre-Preparation Instructions," and "Serving Instructions."
10. Click on "Save" button.
11. Select "Strict Batching" if the recipe cannot easily scale up and you need to exactly double (or triple, etc.) recipe for good results.
12. Optional: Enter recipe "Tags."
13. Click on "Save" button.

"Ingredients" tab

14. Click on "Add Step" link.
15. Select ingredient and enter ingredient amount used in recipe (stock item information populates automatically.)
16. Optional: Enter recipe "Directions" for ingredient.
17. Optional: Enter any HACCP CCP(s) (if you selected to "Specify CCPs for each step") for step.
18. Optional: Upload "Image" for recipe step.
19. Click on "Display on Record" to show ingredient on food production record.
20. Click on "Apply" button.
21. Click on "Add Step" link and repeat the previous instructions to add the remaining recipe ingredients and directions.

ADDITIONAL ACTIONS FOR DUAL ENTRY RECIPES

"Nutrients" tab
MENU Module populates nutrient information for recipes based on ingredients and serving size information entered on the "General" and "Ingredients" tab of recipes.
- ☐ To manually enter nutrition information, click on the "Manual entry" button.

"Allergens" tab
MENU Module automatically pre-populates any allergen information documented for each ingredient that you use.
- ☐ To manually add allergens to recipes, click on "Indicate Allergen" plus sign.

"Scale" tab
The "Scale" tab allows users to generate a recipe report with different servings and/or serving sizes than the original recipe without actually changing the original recipe. Users can then print the altered recipe for production purposes.
- ☐ Fill in information for "Scale Recipe By Batch" or "Custom Scale Recipe."

"Documents" tab
- ☐ Upload any desired recipe files in the "Documents" tab.

"History" tab
- ☐ Review changes made to the recipe in the "History" tab.

COPYING RECIPES

1. Click on "Menu Planning" tab. Click on "Ingredients" folder. Click on "Recipes" subfolder. Click on a recipe link.
2. Click on "Copy" button.
3. Enter "Name for the copy" and "Short Name for the copy."
4. Click on "Copy" button.
5. Edit and change recipe just as you would edit and change a user created recipe.

USING FIND AND REPLACE FOR RECIPES

1. Click on "Menu Planning" tab. Click on "Ingredients" folder. Click on "Find and Replace" subfolder.
2. Select "Find and Replace" or "Find Only."
3. Select "Find" options and "Replace With" options (if you selected 'Find and Replace') and choose specific recipes and/or ingredients from the drop down boxes.
4. Click on "Find" button.
5. Select options for replacing ingredient or recipe.
6. Click on "Next" button.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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