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Recipe Management: Recipe Sort Order

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Recipe Sort Order

The sort order of the recipes within the group is how the recipes will be displayed on the portal. You can manually set the sort order, or you can have recipe viewer sort the recipes alphabetically.

Configuring the Sort Order

Administrators set the sort order in the recipe group editor. To do this, follow the steps below:

- 1. From the Recipe System window, click on **Recipe Groups**.
- 2. Double click a group to open it, or right click on the group and select manage group.
- 3. In the recipe group editor, you will have a listing of each of the recipes in the group.
- 4. Right click on a recipe. You will have the option to sort alphabetically or move them manually up or down.

