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Recipe Options

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Recipe System Options

To access recipe options:

1. Open **Tools> Options**.

Utensils

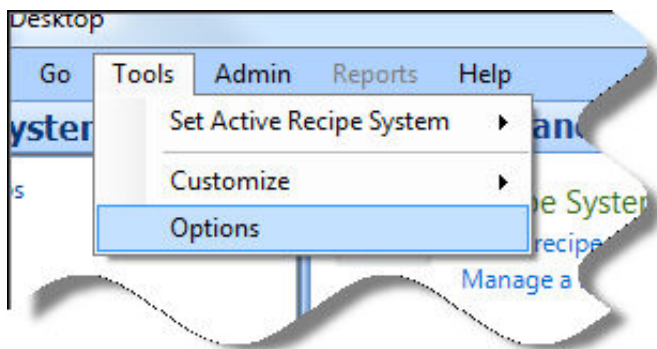
The recipe portal can display a list of the utensils used to make a particular recipe. When you configure a Recipe System, the option to use the utensils section can be enabled or disabled.

Pan Roasted Chicken			Entrees
Prep Time :			Created: 9/23/2008
Yield :			Revised: 9/23/2008
Ingredients	Quantity		Procedures
	1x	2x	
Olive Oil	5 tbl	10 tbl	1. Mix together olive oil, rosemary, salt, pepper flakes, and pepper.
Rosemary Leaves	6 tbl	10 tbl	
Kosher Salt	1 tbl	2 tbl	
Red Pepper Flakes	2 tsp	4 tsp	
Ground Black Pepper	3/4 tsp	1 tsp	
Chicken Thighs	4 lb	8 lb	1. Add chicken to mixing bowl. Coat well. 2. Heat butter in large frying pan. 3. Add chicken to frying pan. 4. Brown Both Sides. 5. Place in Medium Baking Dish. 6. Roast at 450 degrees.
Unsalted Butter	1 tbl	2 tbl	
Notes : Chicken should register 160 to 165 degrees.			Utensils : Mixing Bowl Large Frying Pan Medium Baking Dish

Enable or Disable Utensils

Note: You must be a Recipe System admin.

1. From the **Recipe Options** section, select or de-select the option to enable utensils.
2. Click OK to exit. **Note:** Any utensils that ave been added to your recipes will be saved even if the option to display them is disabled. If re-enabled, utensils previously added will display with the recipe on the portal.



Headers

Set the default option for the number of Headers in each recipe. **Note:** Headers can be increase or decreased from the individual recipe.

1. Enter the number of headers that will display in each recipe by default.

Quantity

Set the default option for the number of quantity columns that display in each recipe. **Note:** Quantity columns can be increased or decreased from the individual recipe.

1. Enter the number of quantity columns that will display in each recipe by default.

Enable Auto-Numbering of Procedures

This option will automatically start from the number one for each procedure entered into a stage. Disable the option if you want to add your own numbers, or turn them off entirely.

Restart Line Numbering for each Stage

This option will restart the numbering for every procedure in any stage you add.

Days to Mark as New

This is the date that the Recipe System will use when displaying the "new" icon next the recipe button. For instance, if you want new recipes to display to portal users for up to 15 days each time a recipe is added, then you would set it to 15 days. On the 16th day, the recipe will no longer show the "new" icon. This is a global setting and cannot be set for recipes on an individual basis. **Note:** Editing the created date from the recipe editor to a date within the range that is configured as the "days to marked as new" will display the "new" icon for the portal users.

Days to Mark as Modified

This is the date that the Recipe System will use when displaying the "modified" icon next to the recipe button. For instance, if you want recipes to display to portal users for up to 10 days when a recipe has been changed, then you would set it to 10 days. On the 11th day, the recipe will no longer show the "modified" icon. This is a global setting and cannot be set for recipes on an individual basis. If you make a simple change to the recipe that does not require the attention to your staff, do not edit the modified date. In this way, the recipe will not display a "modified" icon to the end users.

Enable New and Modified Images for Recipe History

This option will show the "new" and "modified" icons next to the recipe when those recipes display in the history window. Portal users can toggle back to recipes that they have recently viewed quickly with a history button on the browser.