

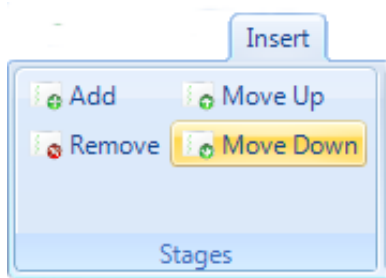
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## Recipe Management: Managing a Recipe

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### Managing a Recipe

This topic includes adding, removing and moving components of a recipe. Components include stages, procedures, ingredients, notes and utensils. **Note:** Utensils are optional. Depending on the Recipe System configuration, the option to add utensils may not be displayed. For more information on utensils, [click here](#).



#### Menu Ribbons

The ribbon is a strip across the top of that window that provides navigation for the user. Each of the recipe components have a separate editing ribbon. Each ribbon contains all of the editing functions that can be performed in the editor. Use the appropriate function to manage your recipe. **Note:** You must be in the **Insert** tab from the recipe editor window to access the edit functions.

**Note:** When a function is not available it will appear in gray. For instance, if you have not added a stage to the recipe, you cannot add ingredients or procedures.

To manage any component of a recipe, you must first access the recipe. For information on accessing a recipe, [click here](#).

### Managing Stages

- Open the recipe. With the **Details** option highlighted, click the **Insert** tab.
  - To add a stage, choose the **add** function from the stages ribbon.
  - To remove a stage, click the mouse anywhere inside the actual stage on the screen. Choose the **remove** function from the stages ribbon.
  - To move a stage, click the mouse anywhere inside the actual stage on the screen. Choose the **move up** or **move down** function on the stages ribbon.

### Managing Ingredients

You must first have at least one stage before you can add or manage ingredients.

- Open the recipe. With the **Details** option highlighted, click the **Insert** tab.
  - Click the ingredient that you want to modify. use the **move up** and **move down** functions on the ingredients ribbon.
  - To add an ingredient, click on the stage that it is part of. Click the **add** function on the ingredients ribbon.
  - To remove an ingredient, click directly on the ingredient and use the **remove** function.
  - To edit an ingredient, simply click on the ingredient and type directly in the editor.

### Managing Procedures

You must first have at least one stage before you can add or manage a procedure.

- Open the recipe. With the **Details** option highlighted, click the **Insert** tab.
  - To add a procedure, click on a procedure in the editor. Choose the **add** function from the procedures ribbon.
  - To remove a procedure, click directly on the procedure and choose the **remove** function from the procedures ribbon.

- To edit a procedure, simply click on the procedure and type directly in the editor.
- To move a procedure, click directly on it and use the **move up** or **move down** functions from the procedures ribbon.

### Managing Notes

- Use the **add**, **remove** and **move** functions from the notes ribbon to manage your notes.
- To edit notes, simply click on the note and type directly in the editor.

### Managing Utensils

- Use the **add**, **remove** and **move** functions from the utensils ribbon to manage your utensils.
- To edit utensils, simply click on the utensil and type directly into the editor.