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## Recipe Management: Recipe Overview

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### Recipe Overview

Each recipe is made up of several different components. While the structure is relatively static, the headings are highly customizable. For the purposes of this documentation, we will use the default heading names.

**Baked Macaroni and Cheese**

**Header 1** Header 1 Text **Date Created: 9/19/2008**

**Header 2** Header 2 Text **Date Modified: 9/19/2008**

**Ingredients** **Quantity** **My Procedures**

	Single Serving	Double Serving	
(Stage1) Ingredient 1			1. Procedure 1
Ingredient 2			2. Procedure 2
			3. Procedure 3
(Stage 2) Ingredient 1			1. Procedure 1
Ingredient 2			2. Procedure 2
Ingredient 3			3. Procedure 3

**Notes:** Note 1  
Note 2  
Note 3

**Utensils** Utensil 1  
Utensil 2  
Utensil 3

**Callouts:**

- You can adjust the amount of headers and quantity columns for each recipe.
- Ingredients and procedures are broken up into stages. Each stage is clearly marked by a dark border.

Each recipe is made up of:

#### Name and Description

The name of the recipe appears throughout the application as well as on the portal screen and button. This name is also on the printed recipe.

#### Headers

Header appear at the top right portion of the recipe. Headers can be used as needed and added or removed at any time. The header title can also be easily changed in the recipe editor window.

#### Created and Modified Dates

These dates can be modified.

The created date is the starting point for the recipe portal to mark an item as "new". Recipe Viewer will look at this created date, and if it falls within the number of days that have been configured to mark a recipe as "new", it will display an icon next to the recipe.

The modified date is the starting point for the recipe portal to mark an item as "modified". Recipe Viewer will look to this modified date, and if it falls within the number of days that have been configured to mark a recipe as

"modified", it will display an icon next the recipe.

To configure how many days the system will mark recipes as new and modified, go to **Tools> Options**. For more information, [click here](#).

## Stages

Stages are literally the stages of a recipe. Within a stage, you may have a set of ingredients and the procedures that are required using those ingredients. Stages are clearly marked with a dark black border. In order to enter ingredients and procedures, you must add a stage.

## Ingredients

Ingredients are entered into the recipe stage. Next to the ingredient, you can enter the quantity of the server. Ingredients can contain multiple procedures.

## Procedures

Procedures are the recipe steps that need to be followed during each stage of the recipe. There can be multiple procedures per recipe stage or ingredient. Procedures can be auto-numbered based on how they are configured in the recipe options. Additionally, you can set the procedures to restart the auto-numbering after each stage. To configure auto-numbering, go to **Tools> Options**. For more information, [click here](#).

## Quantity

Quantity columns are used to enter the serving size of the ingredient. You can have several quantity columns depending on the size of the recipe they are making. For instance, quantity column headers could be: 1X, 2X, 3X, etc. To set the default number of quantity headers for your recipes, go to **Tools> Options**. Columns can be added or removed from the individual recipe.

## Notes

Recipe Notes can be added to the Recipe. Additionally, notes can be added to images and videos.

## Utensils (optional)

Utensils can be added to the bottom left of the recipe. This is a good section to display the necessary kitchen utensils required for the recipe. Utensils can be disabled or enabled from the recipe system wizard as well as the recipe options; go to **Tools> Options**.

## Media (pictures and video)

Pictures and video can be added to your recipes. Icons show up as buttons to portal users when an image or video file is associated to a recipe. All media must be added to the Recipe Media Library before they are available to add to a recipe. For more information on the media library, [click here](#).

For a listing of acceptable media formats, [click here](#).