

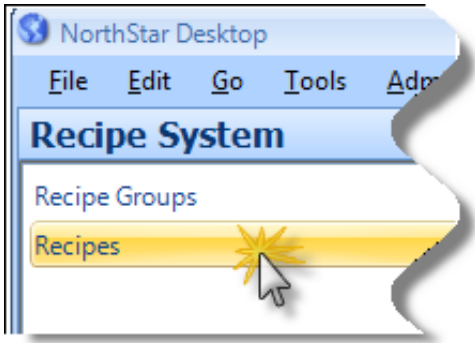
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Recipe Management: Accessing a Recipe

Accessing a Recipe

Access recipes from the Viewing Grid. Navigate to the recipe one of two ways:

- 1. From the Recipe System window, click on Recipes. A listing of all recipes will appear to the right in the Viewing Grid. From there you can double click a recipe or right click and select **Manage**.



- 1. From the Recipe System window, click on a Recipe Category. Click on a Recipe Group. The recipes that are associated to the group will display to the right in the Viewing Grid. From there you can double click a recipe or right click and select **Manage**.

Finding Recipes in the Viewing Grid

By default, the Viewing Grid displays the recipes in alphabetical order. You can change the order of the recipes by clicking on any of the headers. You can sort by Name, Description, Groups, Views, Date Created and Date Modified. Clicking on a heading again will toggle between ascending and descending order. For search options, [click here](#).

Viewing Recipes					
Click to open					
Name	Description	Groups	Views	Date Created	Date Modified
Baked...	Baked and...	Entrees	0	9/19/2008	9/19/2008
BBQ ...	BBQ Burger	Entrees	0	9/23/2008	9/23/2008