OTHER RESOURCES

In addition to the User's Guide: Recipes, you may use the following resources to learn more about “Recipes” in MENU Module.

PRIMERO EDGE'S MENU PLANNING USER MANUAL
- Page 29-47
- Page 136-144

PRIMERO EDGE VIDEO TRAINING LIBRARY
- 1- Recipe Search
- 2- Single Ingredient Recipe
- 3- Dual Item Recipe
SEARCING FOR RECIPES

FAQS

Why should I search for recipes before creating recipes from scratch?
Use existing recipes “as is” or edit existing recipes to save time. The “TDA Shared” database contains more than 300 recipes and the “Cybersoft” “Data Source” contains more than 300 USDA recipes.

1. Click on the “Menu Planning” tab.

2. Click on the “Ingredients” folder.

3. Click on the “Recipes” subfolder.

4. Enter or select “Recipe Search Criteria.”
   View the “Quick Guide: Recipe Search Criteria” on the next page for more information on search criteria.

5. Click on the “Apply” button.

6. Select the “Recipe Code” hyperlink for the recipe that you want to use or edit.

Note: If a recipe from a non-local databases has not been turned into a “Menu Item” or if you need to make changes to the recipe you must make a recipe copy. Find the steps for making a recipe copy on pg. 30-31.

Tip: In MENU Module, the “TDA Shared” database contains more than 300 Texas recipes and the “Cybersoft” database contains over 300 USDA recipes. Search the existing databases to find new recipes or recipes that you already use.

Best Practice: When you are ready to start building recipes, search the “TDA Shared” or “Cybersoft” database for recipes that you can use “as is” or edit to save time and reduce data entry.
QUICK GUIDE: RECIPE SEARCH CRITERIA

**Recipe Code:** Enter the “Recipe Code” to find a recipe with a specific code. “Recipe Code”(s) are automatically assigned by the system when a user creates a recipe.

**Recipe Name:** Enter the “Recipe Name” that best describes the recipe you desire. You may enter a more general “Recipe Name” such as “burrito” or a specific “Recipe Name” such as “Southwest Burrito, 2G, 2M.”

**Include Discontinued Recipes:** Select the “Include Discontinued Recipes” box if you need to view discontinued recipes.

**Show Only Texas Grown:** Select the “Show Only Texas Grown” box to search for recipes containing local Texas ingredients.

**Tags:** Enter “Tags” (keywords users add to recipes [or ingredients, menus, etc.]) to quickly find recipes that you’ve tagged for a specific purpose.

**Data Source:** Select a “Data Source” from the drop down box to search for the recipe in a specific database.

**Ingredient:** Type the name of the “Ingredient” or ingredient code you want to find a recipe for. This generates a popup window with a list of ingredients to select from.

**Smart Search (next to “Ingredient” field):** Select “Smart Search” to find ingredients (entered in the “Ingredient” field) that contain any part of the letter, sequence, or word(s) in the ingredient name.

**Matching Criteria:** Select “Smart Search” to find recipes that contain any part of the letter, sequence, numbers, or word(s) entered for the recipe. Select “Exact Match” for exact matches only (including punctuation marks, capitalization, word sequence, numbers, etc.).

**Apply:** Select “Apply” to search for a recipe filtered by the information you have entered and/or selected in the recipe search criteria.

**Reset:** Select “Reset” to clear all selections and information entered in the search criteria.
CREATING A SINGLE INGREDIENT RECIPE

FAQS

What is a single ingredient recipe?

In order to turn ingredients into menu items (the building blocks of menus), you must, first, turn an ingredient into a recipe.

Ingredients served “as purchased,” with no additional ingredients, can be converted into single ingredient recipes. For example, convert bagels, milk, apples, string cheese, and pre-packaged sandwiches, to single ingredient recipes.

Best Practice: When building recipes, build single-ingredient recipes first. You can make a lot of progress early on this way.

1. Click on the “Menu Planning” tab.

2. Click on the “Ingredients” folder.

3. Click on the “Ingredients” subfolder.

4. Click on the ingredient hyperlink of the ingredient that you would like to convert into a single item recipe.

Tip: Only create single ingredient recipes for ingredients that you plan to serve as menu items. For example, you may turn single-serve yogurt, pre-made bean burritos, or ready-to-eat cereal into single ingredient recipes.

Note: The “TDA Shared” database contains many ingredients that have already been converted into single item recipes. Search the “TDA Shared” database for ingredients that have been converted into single item recipes that you can use “as is” before creating new single item recipes.
Notice that clicking on the ingredient hyperlink takes you to the “General” tab of the ingredient.

5. For “TDA Shared” ingredients click on the “Copy” button and create a copy of the ingredient if the ingredient does not have a “Recipe” tab. Notice that after you copy an ingredient without a “Recipe” tab the system generates a “Create Recipe” button.

Note: Some “TDA Shared” ingredients have already been converted into single item recipes as evidenced by the “Recipes” tab. “Local” and “Child Nutrition Database” ingredients will contain a “Create Recipe” button and do not require users to make a copy unless the user desires to make other changes to the ingredient.
6. Click on the “Create Recipe” button.

Notice that for “Child Nutrition Database” ingredients, users create a “Local” recipe for the ingredient, but remain linked to the “Child Nutrition Database” ingredient. Users should only make a copy of a “CN Database” ingredient if they wish to change information in the “General,” “Nutrients,” or “Allergens” tab of the ingredient.

Once you click on the “Create Recipe” button, the system generates and takes you to the “Recipe” tab for the ingredient. Notice that the system also generates a “Menu Item” tab.
Notice that the system does not allow you to edit the “Recipe Generation Type,” which is set to “Single Ingredient” by default.

7. Enter the “Recipe Name.”
Notice that system uses the ingredient name as the default “Recipe Name.”

8. Enter the “Recipe Short Name.”
Notice that the system uses the ingredient short name as the default “Recipe Short Name.”

Notice that you do not need to enter a “Recipe Code.” The system automatically generates a “Recipe Code” when you “Save” the recipe.

Notice that the system automatically identifies “Texas Grown” recipes based on whether the recipe contains “Texas Grown” ingredients.

9. Select “Strict Batching” if you cannot easily scale the recipe up and you need to exactly double (or triple, etc.) the recipe for good results.
For example, a lasagna recipe would require “Strict Batching” (if you do not want to end up making a non-practical amount, such as 1/3 of a lasagna) but a recipe for pancakes may not require strict batching.

10. Optional: Enter any “Tags” that you want associated with the recipe. For example, “Entrée” or “Grain.”

11. Enter the recipe “Quantity” number and select a “Quantity” unit from the the drop down box.
Notice that the system uses the ingredient serving size (in the “General” tab) as the default “Quantity” for the recipe.

12. Enter the recipe “Serving Size” (should exactly match the recipe “Quantity”).
Enter the number and select a unit from the drop down box.
Notice that the system uses the ingredient serving size (in the “General” tab) as the default “Serving Size” for the recipe.

Notice you can type the name of the unit in the drop down box, and select from a list of units that match the spelling of the typed unit.

Notice the “Add new unit” link. You can add your “Serving Size” unit if you cannot find the unit in the “Serving Size” drop down box.

Note: The recipe “Serving Size” should match the serving you plan to offer on the menu.
Notice that you cannot change the “Number of Servings” (one) for a single ingredient recipe.

Notice that you cannot change the “Recipe Total Weight.” The system automatically generates this information based on the recipe “Quantity” and “Serving Size.”

Notice that the system automatically generates the “Calculated Weight Per Serving” based on information entered about the ingredient and recipe.

13. (Optional) Enter the “Prep Time” for the recipe.

14. Select a recipe “HACCP Process” from the drop down box.
   Remember to configure “HACCP Process” options in the “HACCP Configuration” subfolder of the “Configuration” folder.
15. Select one or more recipe “HACCP CCP” from the list.


17. Optional: Enter recipe “Pre-Preparation Instructions” (any steps staff need to take before preparing the recipe).
   
   Example: “Do not thaw burrito. Cook from frozen state.”

18. Optional: Enter recipe “Serving Instructions” (any instructions for staff about serving the recipe).
   
   Example: “Serve warm and seam side down.”

19. Click on the “Save” button.

Users may change the “Critical Limit” for the temperature and “Corrective Action” by manually typing into this box.

Note: For the purposes of creating a single ingredient recipe, ignore the “Recipe Report” button and the “Menu Item” tab at this time.
CREATING DUAL ENTRY RECIPES: GENERAL TAB

FAQS

What is a dual entry recipe?
“Dual Entry” recipes correspond to menu items made with multiple ingredients. For example, a hamburger recipe is a dual entry recipe that includes a hamburger patty, bun, etc.

1. Click on the “Menu Planning” tab.

2. Click on the “Ingredients” folder.

3. Click on the “Recipes” subfolder.

4. Click on the “Add New Recipe” link.

5. Select “Dual Entry” from the “Recipe Generation Type” drop down box.
Notice that MENU Module also allows you to select “Nutrition Analysis Recipe” or “Production Recipe” as the Recipe Generation Type.” For the purposes of MENU Module, select “Dual Entry” recipe.” The “Production Recipe” only applies for inventory items (not part of MENU Module) and the “Nutrition Analysis” recipe does not allow you to upload stock items.

6. Enter the “Recipe Name.”

7. Enter the “Recipe Short Name.”
Notice that you do not need to enter the “Recipe Code.” The system automatically generates a “Recipe Code” when you “Save” the recipe.
Also, the system will automatically determine whether the recipe is “Texas Grown” based on whether any ingredients in the recipe are “Texas Grown.”

8. Enter the recipe “Serving Size” by entering the number and selecting (or typing) a unit from the drop down box.
9. Enter the “Number of Servings” the recipe makes. 
Notice that you cannot enter the “Recipe Total Weight.” The system automatically generates the recipe weight from the recipe ingredients.

10. Enter the “Prep Time” for the recipe.

11. Enter the “Cook Time” for the recipe.

12. Select a “HACCP Process” from the drop down box. 
Remember that the “HACCP Process” options from the drop down box are configured in the “HACCP Configuration” subfolder of the “Configuration” folder.

13. Select one option for the recipe, “Specify CCPs for the entire recipe” or “Specify CCPs for each step,” under “HACCP CCP.”
   - “Specify CCPs for the entire recipe”: Apply Critical Control Points (CCPs) to the recipe as a whole.
   - “Specify CCPs for each step”: Apply CCPs to specific recipe steps in cases where ingredients within the recipe need to be handled differently.

Note: Users must opt to “Specify CCPs for the entire recipe if they intend to enable temperature columns to record temperatures for each menu item on the food production record. If users select “Specify CCPs for each step,” the system cannot generate a temperature column for the menu item on the food production record.

14. If you select “Specify CCPs for the entire recipe,” select one or more “HACCP CCP” from the table (auto generates when you select “Specify CCPs for the entire recipe”) that applies to the recipe.

15. Optional: Enter recipe “Tips/Comments.”

16. Optional: Enter recipe “Pre-Preparation Instructions” (any steps for staff to take before beginning the recipe preparation process).
   Example: “Do not thaw burrito. Cook from frozen state.”
17. Optional: Enter recipe “Serving Instructions” (any instructions for staff regarding serving the recipe).

Example: “Serve warm and seam side down.”

18. Click on the “Save” button.

Note: You are not required to enter any information in the “Moisture and Fat Change (%))” section. Unless you can provide very specific and accurate information, leave the “Moisture and Fat Change (%))” section blank.
After hitting the save button, the system generates a “Recipe Report” button, a checked “Is Active” box, a non-editable “Recipe Code,” a “Yes” or “No” in the “Texas Grown” field, a “Strict Batching” check box, a “Tags” section, a non-editable “Recipe Total Weight,” and a non-editable “Calculated Weight Per Serving” (auto-populated by the system) field. Notice that the system also generates a “Menu Item” and “Scale” tab.

Note: The “Recipe Total Weight” and the “Calculated Weight Per Serving” (autopopulated by the system) will show as “0” until ingredients are added to the recipe.

19. Select “Strict Batching” if you cannot easily scale the recipe up and you need to exactly double (or triple, etc.) the recipe for good results.

20. Optional: Enter any “Tags” that you want associated with the recipe.

21. Click on the “Save” button to save any new changes made.

Note: For the purposes of creating a dual recipe, the “Recipe Report” button and the “Menu Item” and “Scale” tabs do not apply and users can reference these items later in this User’s Guide or in other User’s Guides.
CREATING DUAL ENTRY RECIPES: INGREDIENTS TAB

From the previous step, using the same recipe:

1. Click on the “Ingredients” tab.

2. Click on the “Add Step” link.

   In MENU Module, users can add an ingredient to a recipe by adding a step. Users can add one ingredient per step and can add an ingredient with or without directions.

   ![Recipe](image)

   **Tip:** Enter your ingredients in the chronological order that they occur in the recipe. For example, if the first recipe step involves heating tortillas, select tortillas as the ingredient for your first step.

3. In the ingredient section, fill in the ingredient information:

   a. Enter the ingredient name (or part of the name) or stock item number for your ingredient and select the correct item from the list.
   
   b. Enter the amount used in the recipe and select a unit from the drop down box.

   Notice that, once you enter the ingredient amount used in the recipe and select a unit from the drop down box, the system populates the stock item section with information about the stock item linked to that ingredient.

   Notice that the dropdown box to enter the ingredient amount only contains the units entered in the serving size for that ingredient (in the “General” tab). If users do not find the needed unit in this dropdown box, then they should visit the “General” tab for the ingredient and enter serving size information.
If the system does not populate stock item information in the stock item section, the ingredient is not linked to a stock item and you need to enter stock item information for that ingredient.

Tip: Do not select the “Stock Item Only” box or “Ingredient Only” boxes. This seems to “confuse” the system and serve no necessary purpose.

The system populates the stock item section once you enter the ingredient amount used in the recipe.

Click on the grey tab next to the ingredient field to generate a search window that allows you to search for and select the correct ingredient.

When searching for an ingredient, click on the “Recipes” tab to add a recipe as an ingredient. For example, a pulled pork sandwich recipe uses a barbecue sauce recipe as an ingredient. The system adds the recipe as an ingredient, but does not add the recipe steps, ingredients and directions.

4. Optional: Enter any recipe “Directions” for the ingredient.

Tip: The MENU Module system gives users flexibility on how to approach writing recipes. If one set of recipe directions involves multiple ingredients, users may list each ingredient without adding directions. When users add the last ingredient involved in the recipe directions, use the step, to write directions that include all of the ingredients involved. SEE THE NEXT PAGE FOR AN EXAMPLE.
In this example, the user added three ingredients (one for each step) without any directions and added directions for four ingredients (corn, black beans, onions, and tomatoes) when adding the last ingredient (recipe step) involved in the recipe directions.

<table>
<thead>
<tr>
<th>#</th>
<th>Picture</th>
<th>Stock Item</th>
<th>Stock Item</th>
<th>Cost</th>
<th>Ingredient</th>
<th>Directions</th>
<th>CCP</th>
<th>DEAR</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DIST1281</td>
<td>10 clove Garlic, raw (DIST1281), As Purchased</td>
<td>$4.8960</td>
<td>10 clove Garlic, raw (M111000123)</td>
<td>Mince the garlic finely.</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DIST1144</td>
<td>10 Cup Corn, canned, whole kernel 6/10 (DIST1144), Cooked</td>
<td>$4.2286</td>
<td>10 Cup Corn, whole kernel, frozen, 2019 case (M110010)</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DIST1128</td>
<td>10 Cup Beans, black, cooked, canned (DIST1128), As Purchased</td>
<td>$2.3213</td>
<td>10 Cup Beans, Black Canned, low sodium, 6/#10en Builts 1045 (M111010132)</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DIST1438</td>
<td>3 cup, chopped Onion, raw (DIST1438), As Purchased</td>
<td>$0.5239</td>
<td>3 cup, chopped Onions, raw (M111032)</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. If you selected “Specify CCPs for each step” (in the “General” tab), enter any HACCP CCP(s) for the ingredient.

6. Optional: Upload an “Image” to associate with the ingredient (or recipe step) by clicking the “Upload Picture” button and selecting a file to upload.

Example: Add a picture of red bell peppers sliced the way you want them for the recipe.
7. Click on “Display on Record” if you want the ingredient shown on the food production record.

Example: User may want red bell peppers shown on the food production record because red bell peppers credit towards the vegetable meal component contribution. On the other hand, users may not want cumin powder shown on the food production record (because it does not credit towards any meal component.)

8. Click on the “Apply” button.

Notice that the system generates a line item associated with each step.
Notice that the system generates a “Recipe Costing Information” section (at the bottom of the recipe) that demonstrates the total cost of the recipe and the recipe cost per serving.

9. Click on the “Add Step” link and repeat the previous instructions to add the remaining recipe ingredients and directions.

Note: Reorganize recipe steps by clicking on the step that you want to move, holding down the left mouse button, and dragging that step to a different location within the list of steps.
CREATING DUAL ENTRY RECIPES: NUTRIENTS TAB

1. Click on the “Nutrients” tab.

Notice that the system has populated the recipe nutrient information based on the ingredient and serving size information entered on the “General” and “Ingredients” tab of the recipe.

If you want to manually enter nutrition information click on the “Manual entry” button and enter all nutrient values manually.

Note: For the purposes of creating a recipe, the “Menu Item” tab does not apply.
CREATING DUAL ENTRY RECIPES: ALLERGENS TAB

1. Click on the “Allergens” tab.
   Notice that the system automatically pre-populates any allergens for the recipe based on each ingredient used.

Tip: If users do not indicate allergens for ingredients used in a recipe (in the “Allergens” tab for each ingredient), the system will not list any recipe “Allergens.”
To add allergens to a recipe, users can manually add allergens to a recipe or update ingredient allergens.

2. Optional: Manually add allergens to a recipe by clicking on the “Indicate Allergen” plus sign.

After clicking on “Indicate Allergen” select the allergen “Indicator” and “Allergen.” Click on the “Insert” link for the allergen to display on the table.
CREATING DUAL ENTRY RECIPES: SCALE TAB

FAQS

How do I use the recipe “Scale” tab?

Users can use the scale tab to generate a recipe report with different servings and/or serving sizes than the original recipe without actually changing the original recipe. Users can print the scaled recipe for production purposes. The system only generates a “Scale” tab for dual entry recipes.

1. Click on the “Scale” tab.

2. Check the “Generate Report in Spanish” box if you want to generate scaled, printable recipes in Spanish.

Notice that the “Scale Recipe” and “Scale Production Recipe” buttons now read “Scale Recipe in Spanish” and “Scale Production Recipe in Spanish.”

3. Decide whether you need to “Scale Recipe By Batch” or “Custom Scale Recipe.”

If you choose to “Scale Recipe By Batch,” you will increase the recipe servings by exactly doubling, tripling, etc., the recipe. For example, one batch for 100 servings, two batches for 200 servings, three batches for 300 servings, and so on.

If you decide to “Scale Recipe By Batch”:

4. Select the number of recipe batches that you need to make from the drop down box.

5. Select the “Scale Recipe” button to view and print a printable copy of the recipe.

6. To view and print a printable copy of the production recipe, select the “Scale Production Recipe” button.

Tip: Sometimes the system takes time to display the production recipe. Wait a few seconds for the production recipe to display.

CONTINUE TO THE NEXT PAGE FOR STEPS WHEN CHOOSING TO “CUSTOM SCALE RECIPE.”
If you choose to “Custom Scale Recipe,” you can change the recipe serving size and the actual recipe serving for the recipe. For example, change the recipe serving size to one cup rather than ½ cup and change the recipe to make 75 servings rather than 100 servings.

If you decide to “Custom Scale Recipe”:

4. Enter the number of servings you want the recipe to make after the words “Standardize to.”

5. Enter the serving size number after the words “servings of” and select the serving size unit from the dropdown box.

6. Select the “Scale Recipe” button to view and print a printable copy of the recipe.

7. To view and print a printable copy of the production recipe, select the “Scale Production Recipe” button.

CONTINUE TO THE NEXT THREE PAGES FOR MORE INFORMATION ON THE “SCALE RECIPE” AND “SCALE PRODUCTION RECIPE” FORMAT.
The “Scale Recipe” button generates a recipe in the following format:

**PAGE 1-2 of 3 SHOWN**

**Southwest Burrito, 2G. 2M, 1/2V (LR1000)**

- **MACP Process**: Process 3: Complex Food
- **Allergens**: Contains Gluten, Milk, Wheat
- **Number of Servings**: 200.00
- **Serving Size**: 1 burrito
- **Moisture gain/loss%**: 0.0000
- **Yield**: 97 Pound, 13 3/8 Ounce
- **Fat gain/loss%**: 0.0000
- **Cost Per Serving**: $2.0942

<table>
<thead>
<tr>
<th>Stock Item#</th>
<th>Stock Item</th>
<th>Stock Quantity</th>
<th>Cost ($)</th>
<th>Ingredient Name</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>DST1002</td>
<td>Tortilla 6-4.25 Ultra Grain Flour, Processed, (2012-4) , As Purchased</td>
<td>300 Each</td>
<td>13.8611</td>
<td>TORTILLA 6-4.25 ULTRA GRAIN FLOUR MEXICAN (30/12 U)</td>
<td>300 Each</td>
</tr>
<tr>
<td>DST1105</td>
<td>Peppers, red, bell, raw, As Purchased</td>
<td>30 Pound, 10 2/3 Ounce</td>
<td>7.8535</td>
<td>Peppers, red, raw</td>
<td>20 Pound, 10 2/3 Ounce</td>
</tr>
<tr>
<td>DST1102</td>
<td>Onions, whole, raw, As Purchased</td>
<td>11 Pound</td>
<td>4.8356</td>
<td>Onions, whole, raw</td>
<td>11 Pound</td>
</tr>
<tr>
<td>DST5987</td>
<td>Garlic Powder, Granulated, Granulated, garlic, 1/2 tsp, Traders Choice, 579755, As Purchased</td>
<td>10 tablespoon, 2 teaspoon</td>
<td>0.0000</td>
<td>Garlic, Powder, Granulated, garlic, 1/2 tsp, Traders Choice, 579755</td>
<td>10 tablespoon, 2 teaspoon</td>
</tr>
<tr>
<td>DST5955</td>
<td>Cumin, Ground, 6 7/8 oz, Traders East, AC, 5279, As Purchased</td>
<td>1/2 Cup</td>
<td>0.0000</td>
<td>Cumin, Ground, 6 7/8 oz, Traders East, AC, 5279</td>
<td>1/2 Cup</td>
</tr>
<tr>
<td>DST1134</td>
<td>Beans, Pinto, canned, low sodium, As Purchased</td>
<td>3 no. 10 can, 2 teaspoon</td>
<td>1.9900</td>
<td>Beans, pinto, canned dry beans, low-sodium, mature peas, white, kidney and lima [10660]</td>
<td>3 no. 10 can, 2 teaspoon</td>
</tr>
<tr>
<td>DST1153</td>
<td>Chili Powder, As Purchased</td>
<td>6 tablespoon, 1 1/4 teaspoon</td>
<td>0.3544</td>
<td>Chili Powder</td>
<td>1/2 Cup</td>
</tr>
<tr>
<td>DST7723</td>
<td>Rice, Brown Whole Grain Parboiled, 25 lb, Raw Product, 40414053, cooked</td>
<td>48 cup dry</td>
<td>0.0000</td>
<td>Rice, Brown Whole Grain Parboiled, 25 lb, Raw, 40414053</td>
<td>48 cup dry</td>
</tr>
<tr>
<td>DST1237</td>
<td>Cheese, Shredded Mozzarella, 6/5 pound, US, 41968, As Purchased</td>
<td>6 Pound, 4 Ounce</td>
<td>318.2744</td>
<td>Cheese, shredded mozzarella</td>
<td>6 Pound, 4 Ounce</td>
</tr>
<tr>
<td>DST1309</td>
<td>Salsa, Tomato, canned, mirepoix, As Purchased</td>
<td>3 Quart, 1/2 Cup</td>
<td>0.0650</td>
<td>Salsa, Tomato, canned, mirepoix</td>
<td>3 Quart, 1/2 Cup</td>
</tr>
</tbody>
</table>

**Pre-Preparation Instructions**
- Wash and dry all of the vegetables. Peel the skin off of the onion.

**Tips/Comments**
- Due to the moisture and cooking time, meat serving size weight will vary.
The “Scale Recipe” button generates a recipe in the following format:

PAGE 2-3 of 3 SHOWN

Preparation Instructions

Serving Instructions

CCP Information

Nutritional Information

Preparation Instructions:
- Warm tortillas in steam table for 2 hours. Cover well.
- Cut peppers into strips.
- Dice onions into small pieces.
- Mix unseasoned pork broth, garlic powder, diced peppers, diced onions, and 1/3 cup of sliced jalapenos in a bowl. Let stand for 30 minutes, stirring often. Drain.
- Add 1 cup of water to the bowl and cook rice according to manufacturer’s instructions. For tender rice, do not add salt to rice during cooking, even when the package directions call for it.
- Place tortillas over foil sheets. Top with 3 oz. meat in sauce, 2 tbsp. beans, 1 3/4 tbsp. rice, and 1/2 oz. of cheese. Serve salsa on the side.

Serving Instructions:
- Assemble the burritos just before serving. Serve salsa on the side.

CCP Information:

<table>
<thead>
<tr>
<th>CCP Name</th>
<th>CCP Description</th>
<th>Critical Temperature (°F)</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Held</td>
<td>Hot Holding</td>
<td>135.0°</td>
<td>Discard the food if it cannot be determined how long the food temperature was below 135°F.</td>
</tr>
<tr>
<td>Reheat</td>
<td>Reheating</td>
<td>165.0°</td>
<td>Continue reheating/heating food if the internal temperature does not reach the required temperature.</td>
</tr>
<tr>
<td>Cook</td>
<td>Cooking</td>
<td>165.0°</td>
<td>Continue cooking food until the internal temperature reaches the required temperature.</td>
</tr>
</tbody>
</table>

Nutritional Information:

<table>
<thead>
<tr>
<th>% of Calories</th>
<th>Fat (g)</th>
<th>Saturated Fat (g)</th>
<th>Cholesterol (mg)</th>
<th>Sodium (mg)</th>
<th>Carbohydrate (g)</th>
<th>Dietary Fiber (g)</th>
<th>Total Sugars (g)</th>
<th>Protein (g)</th>
<th>Calories (Kcal)</th>
<th>Calories per serving (231.85 g)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15.50</td>
<td>6.15</td>
<td>37.66</td>
<td>87.66</td>
<td>21.15</td>
<td>1.81</td>
<td>4.79</td>
<td>1.29</td>
<td>41.06</td>
<td>219.54</td>
</tr>
<tr>
<td></td>
<td>3.75</td>
<td>2.07</td>
<td>15.414</td>
<td>41.06</td>
<td>10.48</td>
<td>4.02</td>
<td>10.48</td>
<td>2.87</td>
<td>91.87</td>
<td>384.5 (M)</td>
</tr>
</tbody>
</table>

(M) Indicates missing values.
1 Trans Fat is provided for informational purposes, not for monitoring purposes.
The “Scale Production Recipe” button generates a recipe in the following format:

### LR1000 - Southwest Burrito, 2G. 2M, 1/2V

Scalable for 260 (1 burrito) servings

**MACP Process:** Process 3: Complex Food

**Allergens:** Contains Gluten, Milk, Wheat

**Yield:**
- 97 Pound, 13 1/8 Ounce

#### Pre-Preparation Instructions

- Wash and dry all of the vegetables. Peel the skin off of the onion.

#### Recipe Directions

<table>
<thead>
<tr>
<th>Step #</th>
<th>Stock Item / Recipe Code</th>
<th>Stock Item / Recipe Name</th>
<th>Stock Quantity</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DSI1200</td>
<td>Tortilla 6-1/2 Ultra Shelf Pressed Heat, 390F/122C</td>
<td>200 Each</td>
<td>Warm tortillas on steamer table for 2 hours. Cover well.</td>
</tr>
<tr>
<td>2</td>
<td>DSI1105</td>
<td>Peppers, red, bell, raw, As Purchased</td>
<td>20 Pound, 10 1/2 Ounce</td>
<td>Cut peppers into strips.</td>
</tr>
<tr>
<td>3</td>
<td>DSI1102</td>
<td>Oranges, whole, raw, As Purchased</td>
<td>11 Round</td>
<td>Dice oranges into small pieces.</td>
</tr>
<tr>
<td>4</td>
<td>DSI5697</td>
<td>Garlic Powder, Granulated dehydrated garlic, 1/10 oz., Hadley Foods, 3907S, As Purchased</td>
<td>1/2 tablespoon, 2 teaspoon</td>
<td>Mix with pinto beans.</td>
</tr>
<tr>
<td>5</td>
<td>DSI5915</td>
<td>Serrano, Ground, 6/15 oz., T&amp;D Foods, 1784, As Purchased</td>
<td>1/2 Cup</td>
<td>Mix with pinto beans.</td>
</tr>
<tr>
<td>6</td>
<td>DSI1134</td>
<td>Beans, Pinto, canned, low sodium, As Purchased</td>
<td>3 x 10 oz can, 6 teaspoon</td>
<td>Mix with pinto beans.</td>
</tr>
<tr>
<td>7</td>
<td>DSI1153</td>
<td>CHI Powder, As Purchased</td>
<td>6 tablespoon, 1 1/4 teaspoon</td>
<td>Mix with pinto beans.</td>
</tr>
<tr>
<td>8</td>
<td>DSI2723</td>
<td>Rice, Brown Whole Grain Parboiled, 25 lb., Roland Foods, 4028613, Cooked</td>
<td>1/2 cup</td>
<td>Mix with pinto beans.</td>
</tr>
<tr>
<td>9</td>
<td>DST2237</td>
<td>Cheese, Shredded Mozzarella, 5/45 pouches LOL 461668, As Purchased</td>
<td>3 Pounds, 4 Ounce</td>
<td>Mix with pinto beans.</td>
</tr>
<tr>
<td>10</td>
<td>DST2239</td>
<td>Salsa, tomato, canned, low sodium, As Purchased</td>
<td>3 Quart, 1/2 Cup</td>
<td>Mix with pinto beans.</td>
</tr>
</tbody>
</table>

#### Serving Instructions

- Assemble the burritos just before serving. Serve salsa on the side.

#### CCPs

<table>
<thead>
<tr>
<th>CCP Name</th>
<th>CCP Description</th>
<th>Critical Temperature (F)</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Hold</td>
<td>Hot Holding</td>
<td>135.00</td>
<td>Discard the food if it cannot be determined how long the food temperature was below 109F.</td>
</tr>
<tr>
<td>Chill</td>
<td>Refrigerating</td>
<td>45.00</td>
<td>Continue reheating/heating food if the internal temperature does not reach the required temperature.</td>
</tr>
<tr>
<td>Cook</td>
<td>Cooking</td>
<td>165.00</td>
<td>Continue cooking food until the internal temperature reaches the required temperature.</td>
</tr>
</tbody>
</table>

**Recipe Summary**
- Serves: 260 (1 burrito) servings
- Process: Process 3: Complex Food
- Allergens: Contains Gluten, Milk, Wheat
- Yield: 97 Pound, 13 1/8 Ounce
CREATING DUAL ENTRY RECIPES: DOCUMENTS TAB

1. Click on the “Documents” tab.

2. Upload any files that you wish to associate with the recipe in the “Documents” tab. Examples of files to upload include, hard copies of a recipe, any nutritional information related to the ingredients in the recipe, CN Labels, Product Formulation Statements, a photo of the finished recipe etc.

CREATING DUAL ENTRY RECIPES: HISTORY TAB

1. Click on the “History” tab.
   Remember that the “History” tab lists district changes in MENU Module. Each change made to the recipe includes a time stamp and the name of the user who made the change.

2. Review any changes made to the recipe.

COPYING RECIPES

FAQ

Why should I copy a recipe?

If you want to save time manually entering recipes from scratch, consider finding a similar recipe in a non-“Local” database, copying the recipe to the district’s “Local” database, and modifying the recipe as needed.

1. Follow steps 1-5 found on pg. 4 to navigate to the “Recipes” subfolder and generate a search for the recipe that you want to copy.

2. Select the “Recipe Code” hyperlink for the recipe that you want to copy.

3. Click on the “Copy” button.”
Notice that when you click the copy button the system generates a popup screen.

4. Enter the “Name for the copy.”
Notice that the system automatically titles the “Name for the copy” as “Copy of” followed by the original recipe name. You can change the “Name for the copy” if you desire. Notice that the system stores copied recipes in the “Local” “Data Source.”

5. Enter the “Short Name for the copy.”

6. Click on the “Copy” button.

Now you can edit and change the recipe just as you would edit and change a locally created recipe. Revisit pages 12-29, Creating Dual Entry Recipes, for more on how to edit the recipe.

Note: If you copy a “Dual Entry” recipe that has been converted to a menu item, the system will reset the menu item information and users will need to re-enter menu item information for the recipe. In the same way, when users copy single item recipes, any stock item, recipe, and menu item information resets and users will need to re-enter information. Users should only make copies of single or dual entry recipes when they need to make changes that are not possible without making a copy of the ingredient.
USING THE FIND AND REPLACE FUNCTION FOR RECIPES

1. Click on the “Menu Planning” tab.

2. Click on the “Ingredients” folder.

3. Click on the “Find and Replace” subfolder.

4. Select “Find and Replace” or “Find Only.”
   
   “Find and Replace” allows users to search for ingredients, or recipes in recipes, and replace them with an ingredient or recipe.

   “Find Only” allows users to search for ingredients, or recipes in recipes, but does not allow users to make substitutions.

   Note: Users may also substitute “Menu Items in Menus” for different “Menu Item(s).”

5. If you selected ‘Find and Replace,” select “Find” options and “Replace With” options and choose specific recipes, ingredients, and/or menu items from the drop down boxes.
6. Click on the “Find” button.  
*Notice that the system generates a table that pulls up all of the recipes that match the search terms.*

7. Select an “Action” from the drop down box (“Copy & Discontinue,” “Copy,” “Replace Only,” or “No Action”). These options are available if you select “Find and Replace.”

   “Copy & Discontinue” directs the system to generate a new copy of the original recipe and discontinue the original recipe.

   “Copy” directs the system to generate a copy of the original recipe meaning that the original recipe and the new recipe copy both remain active.

   “Replace Only” directs the system to change the original recipe.

   “No Action” directs the system to not make any changes.

8. If you choose to “Copy & Discontinue” or “Copy,” enter a “New Recipe Name” for the copy.

9. If replacing with an ingredient, enter a “New Quantity” for the ingredient (if needed) and select a unit from the drop down box.
10. Click on the “Next” button.

The system walks users through the tabs “Select Menu Items to Replace in Menus,” “Replace Menu Items in Menus,” and “Results” to make the changes to all affected items in the system that use that ingredient or recipe.

Best Practice: If you need to discontinue an ingredient, use the find and replace function to replace the ingredient in all recipes that use that ingredient with the new ingredient. Users may only use find and replace for “Local” recipes.

Notice that the system lists the original quantity of the replaced ingredient.
**RECIPE REPORTS**

1. Follow steps 1-5 found on pg. 4 to navigate to the “Recipes” subfolder and generate a search for the recipe that you want to generate a report for.

2. Click on the recipe hyperlink that you want to generate a report for.

3. From any tab in the recipe, click on the “Recipe Report” button.

Notice that the system generates a report in the same format as the report generated when you click on the “Scale Recipe” button on the “Scale” tab of the recipe. See page 25-27 for a detailed example of the report format.

For other recipe reports review pages 136-144 of Primero Edge’s Menu Planning User Manual. Read below for a quick summary of what each report does.

**Recipe Book**: The “Recipe Book” allows you to generate a recipe book of all of the recipes in the selected database.

**Recipe Costing Report**: The “Recipe Costing Report” allows you to generate a report that lists the “Recipe Material Cost” and “Cost Per Serving” for each district recipe. Note: This report cannot work if you do not enter cost of ingredients (stock items) used in recipes.

**Recipe Materials Report**: The “Recipe Materials Report” allows you to generate a report that provides the cost and amount of each ingredient required to produce a recipe. Note: This report cannot work if you do not enter cost of ingredients (stock items) used in recipes.

**Recipe Nutrition**: The “Recipe Nutrition Report” allows you to generate a report that lists all of the nutrient information (per serving and per 100 grams) for recipes that share a specific tag.
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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.