

# Natasha's Law

## Guide To Source Emergency Recipe Builder

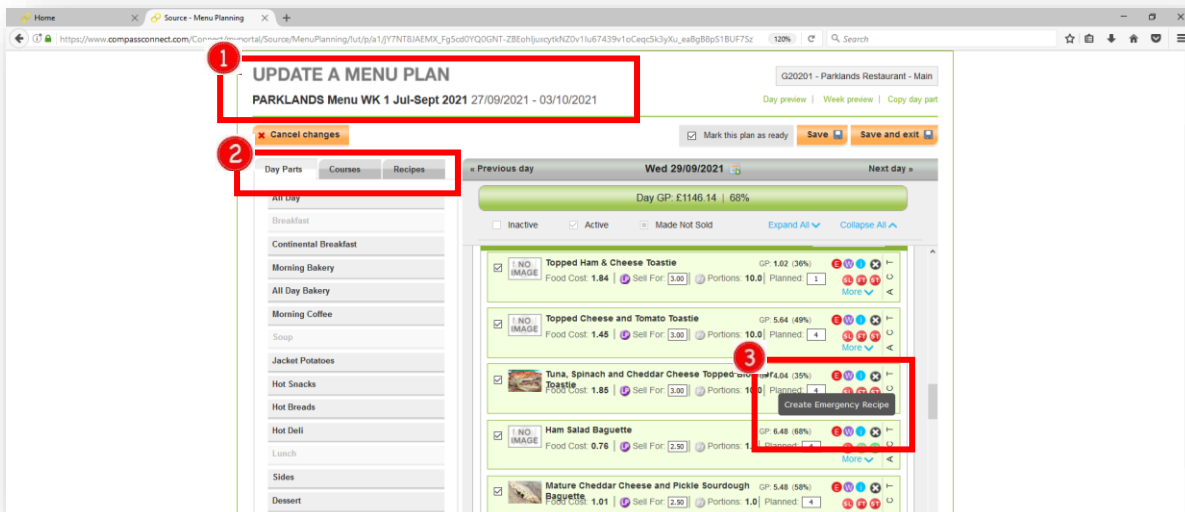
UPDATED – 21/10/21

### 1.1 Emergency Recipe Builder

Should a recipe need to be modified due to composite product ingredient substitution then the Emergency Recipe Builder can be used to amend a current recipe within your menu plan by swapping out the ingredient you do not have and adding in the ingredient you have replaced it with. The following steps should be taken:

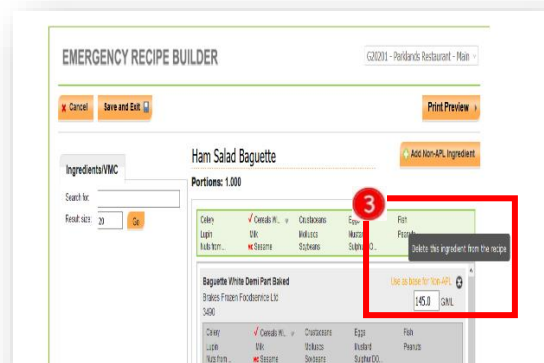
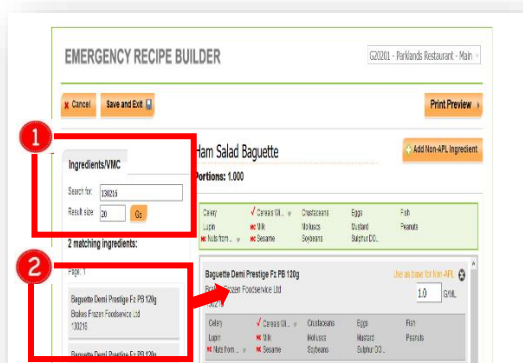
#### 1.3.1 Select the recipe

- Ensure you have selected your unit number and the current menu plan. **Note:** you can not amend a recipe in a previous weeks menu plan – It has to be a recipe within your current daily or weekly menu plan
- Search for the recipe you want to amend using the tabs on the left to filter your menu by day part, course or recipe name
- Click on the E button (Create Emergency Recipe) within the recipe you want to change.



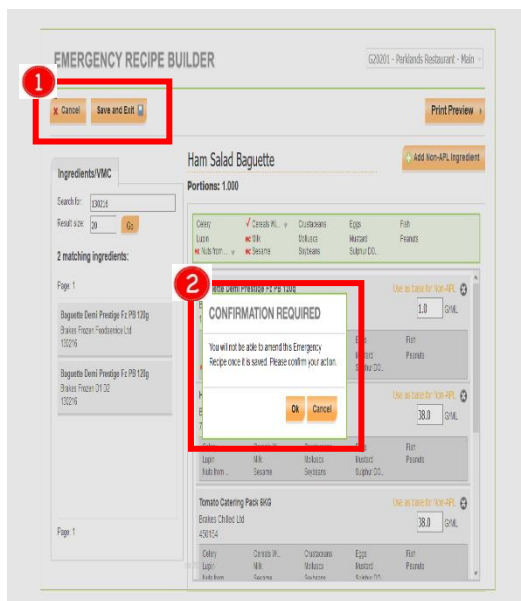
#### 1.3.2 Swap out the ingredient

- Search for the replacement product using the Foodbuy product code or name
- Drag & drop the replacement product into your menu plan
- By clicking on the small X circle delete the ingredient you want to replace
- If the replacement product cannot be found then the user has the option to amend the original ingredient as a base for a Non APL ingredient by updating the products allergens and ingredients as required



### 1.3.3 Save modified recipe

- Once you have made all the necessary changes to your recipe click the Save and Exit button at the top right hand side of the screen to save your recipe
- Note: You will NOT be able to make any further changes to this recipe once you confirm the changes.
- Your new modified recipe will now appear in your current day / week menu plan  
**Note:** the old recipe will still show but be turned off to allow you to go back in at a later point and turn back on once your food ingredient supply returns to normal
- Select Confirm and Exit to save the changes to your menu plan  
**Note:** you will not be able to print a label from the old recipe as this is now 'switched off' and will only show the new modified recipe within the label printing function



For further help and assistance please use one of the following resources available:

- Source user access issue - send employee name, number, unit number & unit name to BE Team
- System I.T. issues (Source / Symphony / Nexus etc.) contact IT support via Connect (<https://www.compassconnect.com/communities/community/ITHelp>)
- Printer replacement – IT Orders via Connect (<https://www.compassconnect.com/communities/community/IT.Orders>)
- Labels – Order via unit Foodbuy online accounts. Escalation to Foodbuy helpdesk ([foodbuyhelp@foodbuy.co.uk](mailto:foodbuyhelp@foodbuy.co.uk))
- Allergen data discrepancy – Escalate to Foodbuy helpdesk ([foodbuyhelp@foodbuy.co.uk](mailto:foodbuyhelp@foodbuy.co.uk))