

Natasha's Law

Guide To Source Emergency Recipe Builder

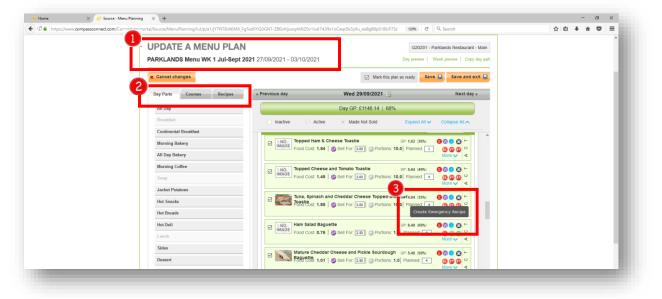
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1.1 Emergency Recipe Builder

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 you menu by day part, cousre or recipe name
- o Click on the E button (Create Emergency Recipe) within the recipe you want to change.



1.3.2 Swap out the ingredient

- o Search for the replacement product using the Foodbuy product code or name
- o Drag & drop the replacement product into your menu plan
- \circ $\;$ By clicking on the small X circle delet 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 rhe products allergens and ingredients as required

EMERGENCY RECIPE	MERGENCY RECIPE BUILDER			L - Perklands Restaurant - 1	lan -		
x Cancel Save and Exit				Print Prev	iew)		
Ingredients/VMC	Ham Salad Baguette			🔆 Add Non-AFL ingo	edient		
	Portions: 1.000						
Search for: 138216			15.002		_		
Result size 20 Ga	Calery √Careastil. ⇒ Lipn worldk	Crestaceane Valuece	5006 Musland	Pish Picanuta			
2 matching ingredients:	w hats fort 🐰 we Sesame	Sojobatti	SulpturDO.	1.000000			
Fage, 1	Baguette Demi Prestige F1 PB 12	lg .		Use as base for Kan-APL	э ^		
Baguete Demi Presige Fz PB 120g Bales Enzar Ecologica 11d	Brail Scien Foodservice Uid			1.0 GML			
10246 P10241 P0058INCE L01	Celey 🖌 Cenes St.		Eggs	Rat			
Description Description For DD 100a	- Lipit K Uk K Mitston v K Seame	Wolusca Socteans	Hastard Subhur 00 .	Pearuls			





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 lable printing function

EMERGENCY RECIPI	BUILDER			G2020	1 - Parklands Restaurant -
x Cancel Save and Exit					Print Prev
Ingredients/VMC	Ham Salad Bagu	Add Non-APL Ingre			
	Portions: 1.010				
Search for: 130226 Result size: 20 60 2 matching ingredients:	Luon 💌 🛙	eeab XII y K same	Crustaceans Volusce Stryteans	Eqgs Wustant Submur DD.	Fish Feanus
Page 1	2 AND LIGHT Press	QB PZ PB 12	Q		Use as take for Kon-PL
Baguette Deni Prestige Fz PB 120g	CONFIRMA	ION REG	UIRED		1.0 GM.
Bakes Frozen Foodsenice Ltd 1562%	You will not be able Recipe once it is sa	Rat Peanda			
Baguetto Deni Prostige Fz PB 120g Bakes Frozen 01 02 130295	H 8	1	Ok Cancel	S hrot.	The astanetor Non-PPL (38.0 Grv.
		ik esama	Nolaco Septens	Fustard Suphyr DD.	Flat Pasoda
	Tomato Catering Pac	6KG			(teastateb:3004PL (
laga 1	Brakes Chilled Ltd 450154				38.0 GM.
	Lupic N	1918W. K	Crustaceans Molusca Guistecne	Eggi Rustard Science DA	Fist Pecrats



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 (<u>https://www.compassconnect.com/communities/community/ITHelp</u>)
- Printer replacement IT Orders via Connect (<u>https://www.compassconnect.com/communities/community/IT.Orders</u>)
- Labels Order via unit Foodbuy online accounts. Escalation to Foodbuy helpdesk (foodbuyhelp@foodbuy.co.uk)
- Allergen data discrepancy Escalate to Foodbuy helpdesk (foodbuyhelp@foodbuy.co.uk)