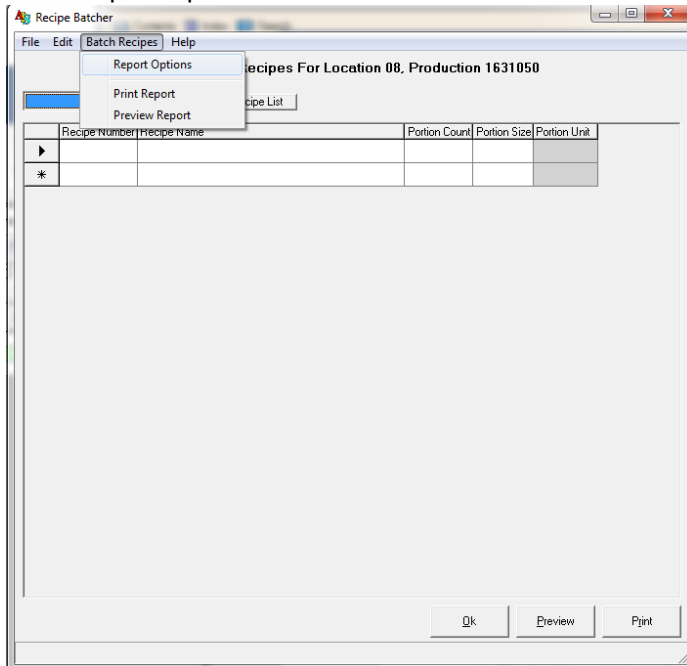


Batching Recipes

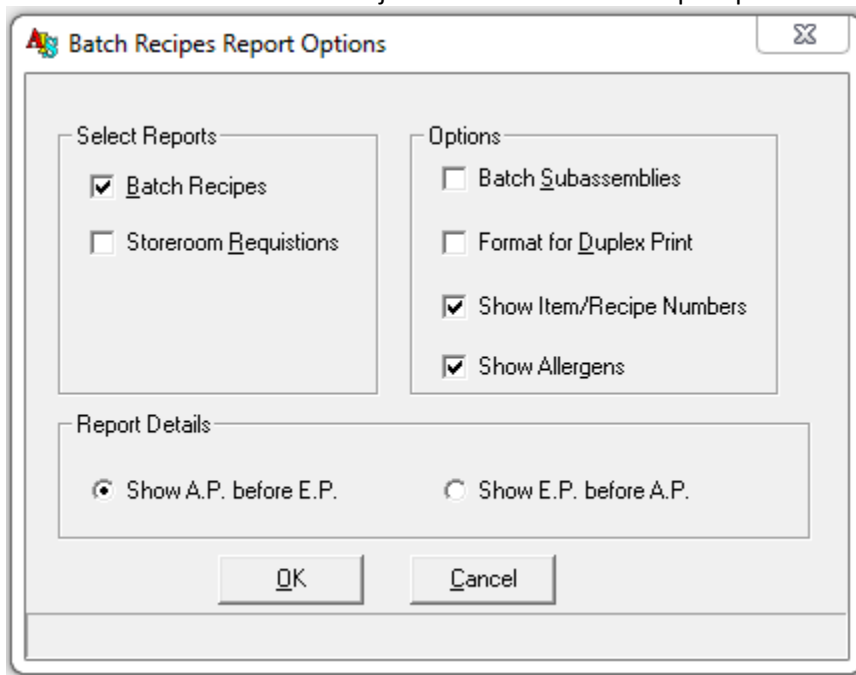
Batching recipes is a tool that allows a producing location to print out recipes in the batches that they will be using for production. There are setting that can be adjusted to provide more or less information as needed

Setting Options

1. Go to Batch Recipes in the top left
2. Go to Report Options



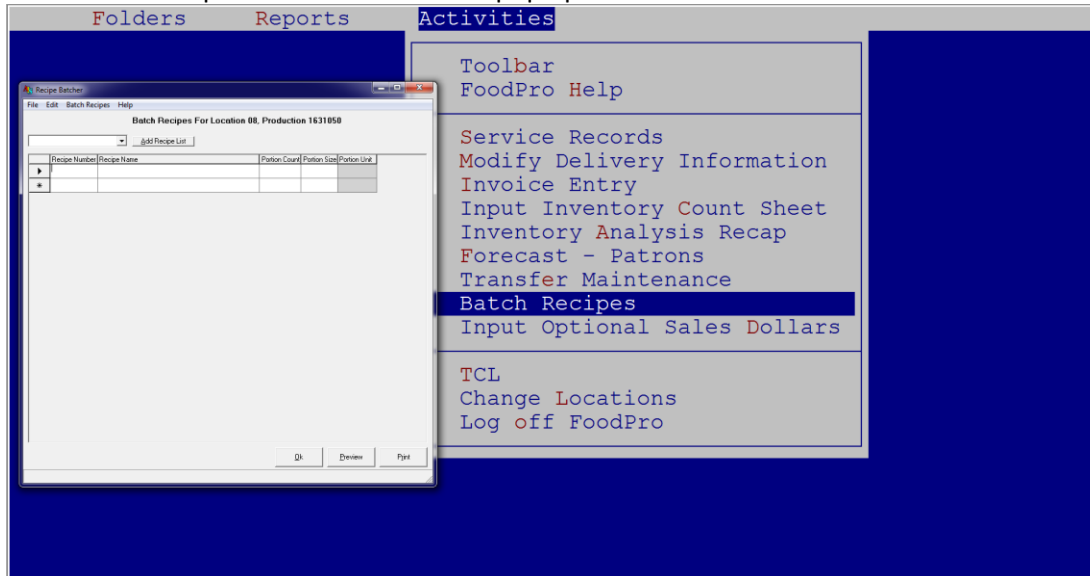
3. Check and uncheck boxes to adjust what and how the report prints



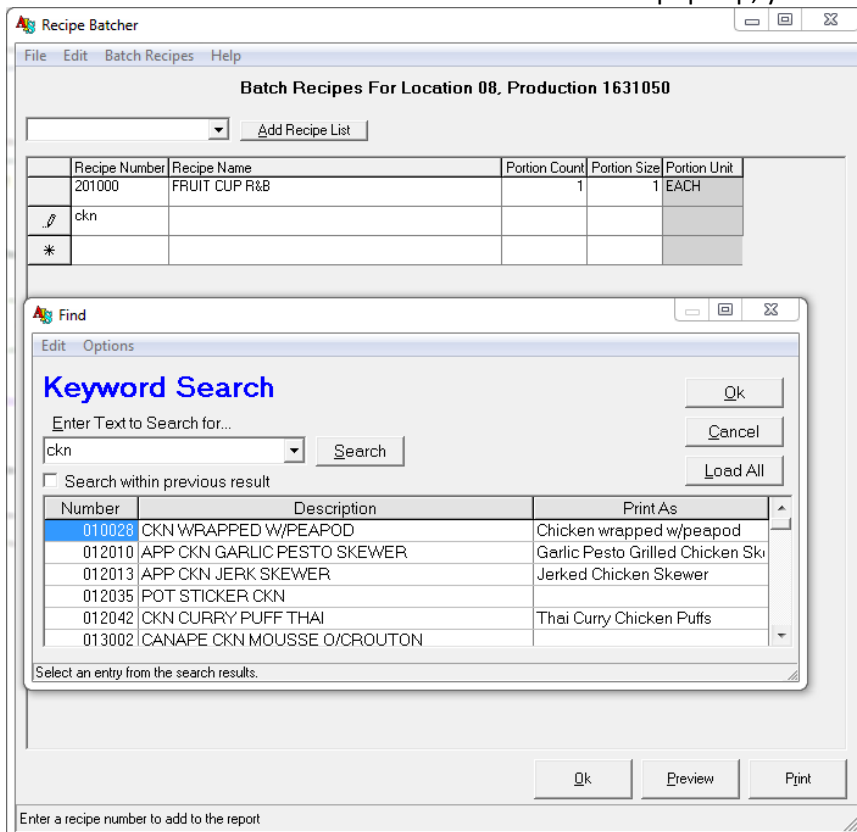
Batching Recipes

How to Batch the Recipes

1. Go to the location that is producing the recipes that are to be batched
2. Go to Activities
3. Go to Batch Recipes. A new window will pop up



4. In the recipe number field, enter the FoodPro number.
 - a. If you do not know what the FoodPro number is, then you can type in names or key words in the Recipe Number field to search. When the search box pops up, you can select the recipe that needed



5. Once the recipes have been selected, select the Portion Count and Portion Size
6. Click on Preview on the lower right of the window and the batched recipes will pop up in a separate window

Batching Recipes

Recipe Batcher

File Edit Batch Recipes Help

Batch Recipes For Location 08, Production 1631050

	Recipe Number	Recipe Name	Portion Count	Portion Size	Portion Unit
	201000	FRUIT CUP R&B	1	1	EACH
▶	010028	CKN WRAPPED W/PEAPOD	1	1	EACH
*					

Recipe Batch Report

Thursday, July 6, 2017 12:11 pm Page 1

Recipe
08, Production 1631050

Recipe: 201000, FRUIT CUP R&B

PORTION SIZE USED 1 EACH
 PORTION COUNT USED 1
 YIELD AMOUNT 1 EACH
 REVISED 05/19/17, 1cdsnej
 ALLEGATIONS None

Ingredient Name	A.P. Amount Required	E.P. Amount Required
201002 GRAPE RED	1 - 1 1/2 OZ PORTIONS 3 1/2 OZ	
201040 STRAWBERRY WHOLE	1 - 1/2 OZ PORTIONS 1 1/2 OZ	
201035 PINEAPPLE CHUNK	1 - 1 1/2 OZ PORTIONS 3 1/2 OZ	
201015 CANTALOUPE CHUNK	1 - 1 1/2 OZ PORTIONS 2 1/2 OZ	
201015 HONEYDEW CHUNK	1 - 1 1/2 OZ PORTIONS 2 1/2 OZ	
8181 CNTR PLST 12Z DELI STL BOX PAPER		1 EACH
8218 LID PLST 05-12Z CNTR STL BOX PAPER		1 EACH
8387 LABEL RED AND BLUE TXNC		1 EACH

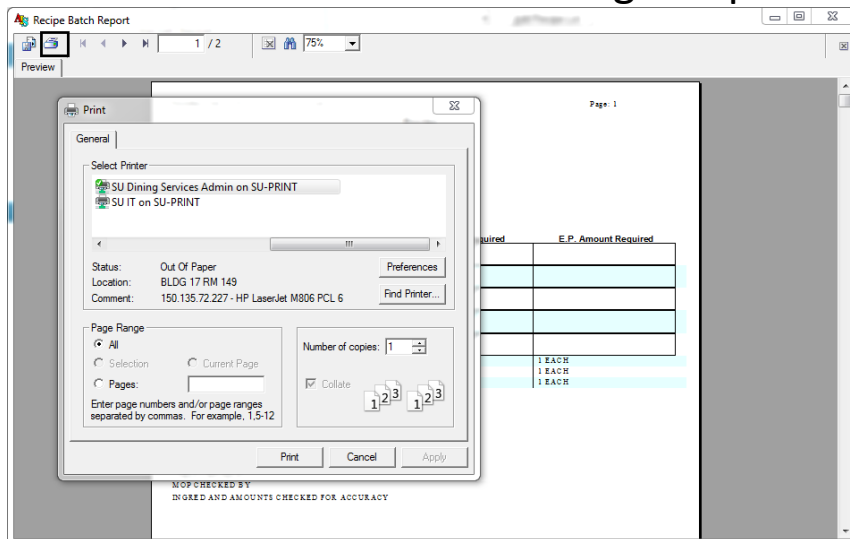
Method of Preparation
 1. PLACE ALL INGREDIENTS TOGETHER AND TOSS INTO A BOWL.
 2. PUT IN CUP AND LID AND LABEL.

NEW RECIPE PLEASE YIELD TEST - 7/22/15 KHV

YIELD TESTED BY
 MOP CHECKED BY
 INGRED AND AMOUNTS CHECKED FOR ACCURACY

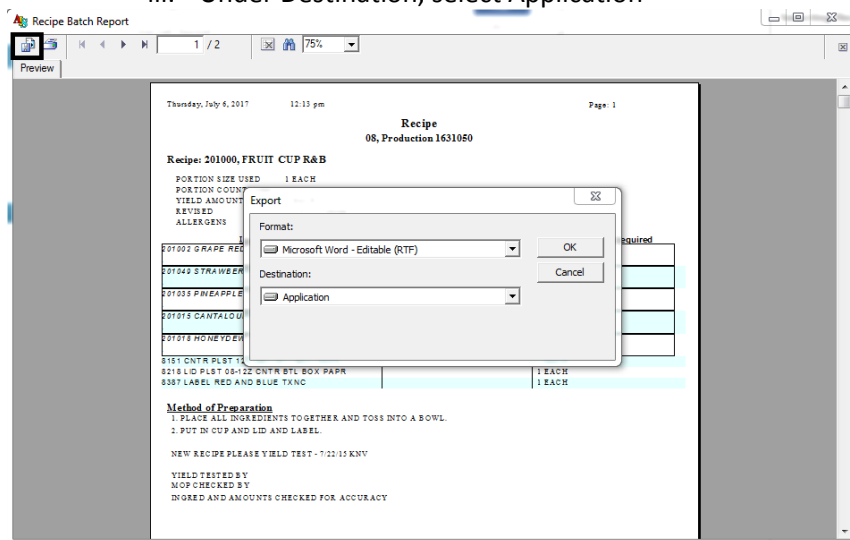
7. If it looks accurate, then print or save as a PDF or Word doc so that it can be edited
 - a. To Print:
 - i. Click on the print icon on the top left of the screen
 - ii. Select the printer
 - iii. Click on Print

Batching Recipes

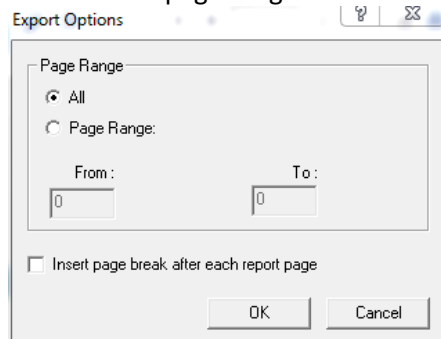


b. To Save and Edit

- i. Click on Export on the top left corner
- ii. Under Format, select Microsoft Word – Editable (RTF)
- iii. Under Destination, select Application



iv. Select All for page range and then OK



- v. Batched recipes will then open up in a Word document that can be manipulated and saved