


HOW to SEARCH for a RECIPE

To start your recipe search, go to the Recipe List. On the Main menu, click *Recipe > Recipe List*. Or, click the **Recipe List** button .

What do you want to do?

- ↓ Recipe Search using the Main tab
- ↓ Recipe Search using the Ingredients tab
- ↓ Recipe Search using the Search tab
- ↓ Quickly Search for a Recipe

Recipe Search using the Main tab

You can search recipes by using the **Main** tab.

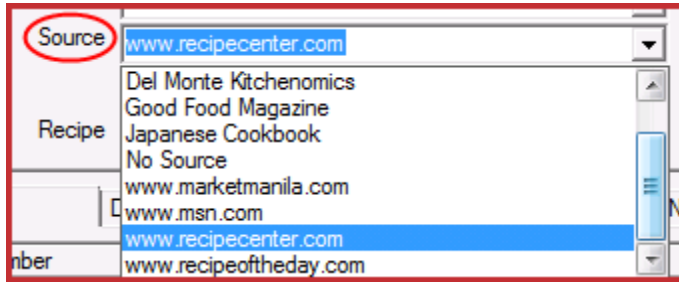
In the Recipe List, do the following:

1. In the search box, type the recipe name, or select **Number** in the drop-down list and type the recipe number.

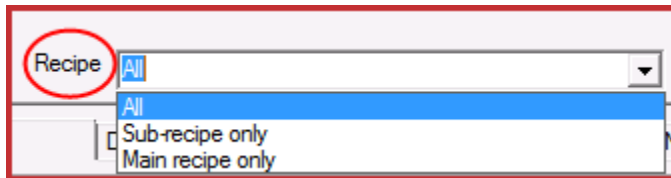
Note: If you want to get results that start with your given words, select the **Search from beginning** check box. If you want to get all the recipes containing the given words, without necessarily being the first word on the recipe, select the **Search any word** check box.

2. Click the **Category** arrow and select a category to narrow the search results.

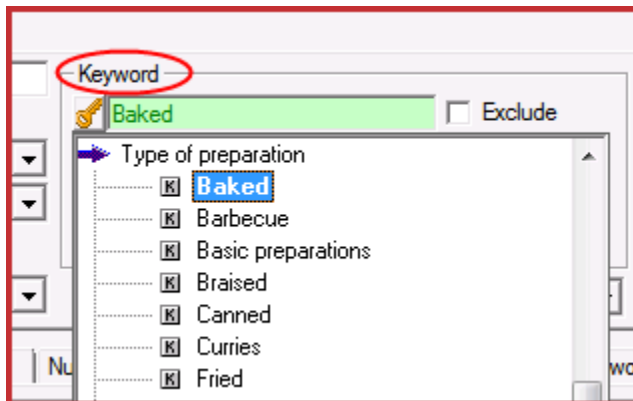
3. Click the **Source** arrow and select a source to narrow the search results.



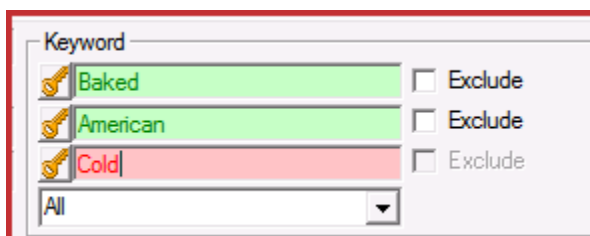
4. Click the **Recipe** arrow and select if you wish to search for All, Sub-recipe, or Main recipe only.



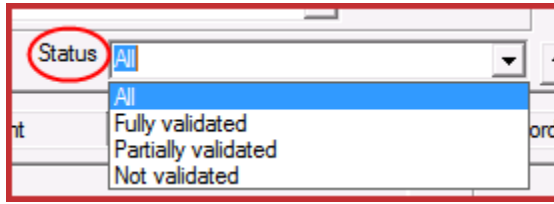
5. Click the **Keyword** button. The Keyword drop-down list appears. Select a keyword from the list, or directly type the keyword on the text box.



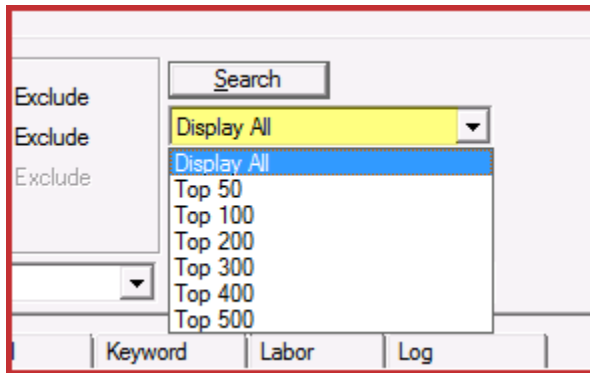
Note: If the encoded keyword is listed, the background of the text box is green. If the keyword is not listed, the background of the text box is red.



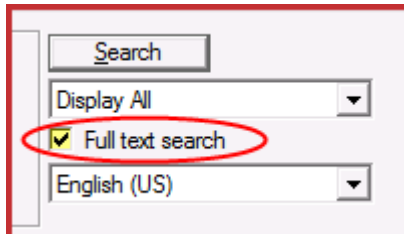
6. Click the **Status** arrow and select a status of the recipe you wish to search.



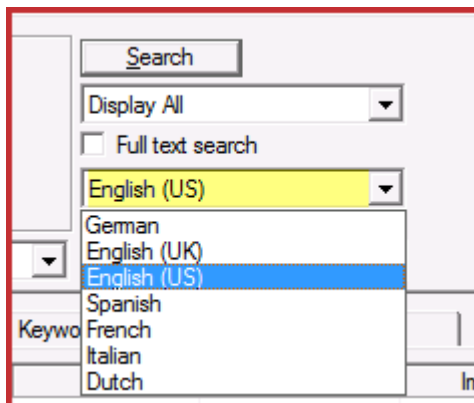
7. In the **Display All** drop-down list, select how many matching search results to display.



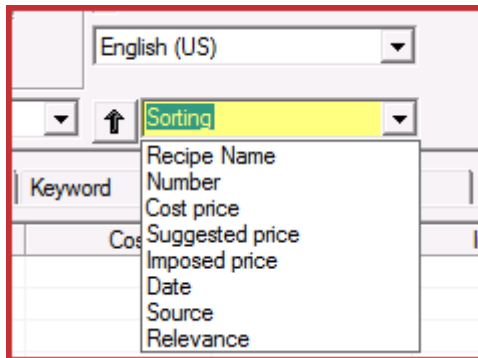
8. Select the **Full text search** check box if you want to use the said feature. This feature can only be used in SQL 2005 databases.




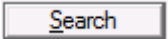
9. Click the language arrow and select the language to use in searching.



- Click the **Sorting** arrow. A drop-down list appears where you can select how to sort search results.



Note: Click the arrow  beside the Sorting list to arrange the search result in ascending or descending manner.

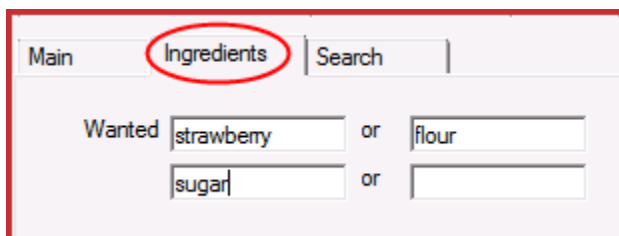
- Click the **Search** button .

Recipe Search using the Ingredients tab

You can search recipes by using the **Ingredients** tab.

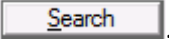
In the Recipe List, do the following:

- Click the **Ingredients** tab.
- In the **Wanted** text boxes, type ingredients that you want to be included in the ingredient list of the recipe you are searching. For example, if you are searching for Strawberry cake, you can put in *Strawberry*, *Flour*, and *Sugar* in the wanted ingredients.



3. In the **Unwanted** text boxes, type ingredients that you want the program to disregard when searching. For example, for unwanted ingredients, you can put in *Butter*.

The screenshot shows a software interface with three tabs: 'Main', 'Ingredients', and 'Search'. The 'Ingredients' tab is selected and circled in red. Below the tabs, there are two sections: 'Wanted' and 'Unwanted'. The 'Wanted' section has two text boxes containing 'strawberry' and 'sugar', with 'or' between them. The 'Unwanted' section has two text boxes, the first containing 'butter' (highlighted in yellow), with 'And' between them. A 'Search' button is located to the right of the 'Unwanted' section.

4. Click the **Search** button .

Recipe Search using the Search tab

You can search recipes by using the **Search** tab.

In the Recipe List, do the following:

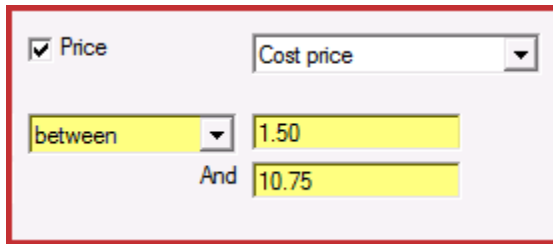
1. Click the **Search** tab.
2. Select the **Date** check box. Two drop-down lists appear.
3. Click the **on or before** arrow. Select an option. Select the date or date range.

The screenshot shows the 'Search' tab selected and circled in red. Below the tabs, there are two checkboxes: 'Date' (checked) and 'Price' (unchecked). Below the 'Date' checkbox, there are two dropdown menus. The first dropdown menu is open, showing options: 'on or before' (highlighted in blue), 'on or after', and 'between'. The second dropdown menu contains the date '2 /28/2008'.

4. Select the **Price** check box. Three text boxes appear.
5. Click the **Cost price** arrow. Select a type of price to use in searching.

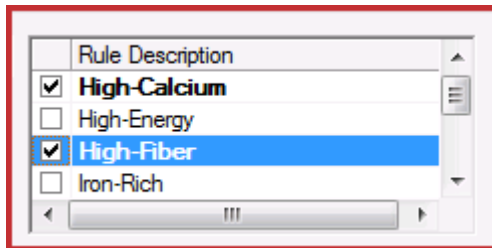
The screenshot shows the 'Price' checkbox checked and circled in red. Below it, there is a dropdown menu with 'less than' selected. To the right, another dropdown menu is open, showing options: 'Cost price' (highlighted in blue), 'Suggested price', 'Imposed price', 'Constant difference', 'Imposed factor change', and 'Production Cost'.

6. Click the **less than** arrow. Select an option. Type the price or price range.

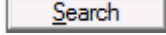


Price Cost price
between 1.50
And 10.75

7. In the **Rule Description** field, select the check boxes of nutrient rules that you want to use in the search.



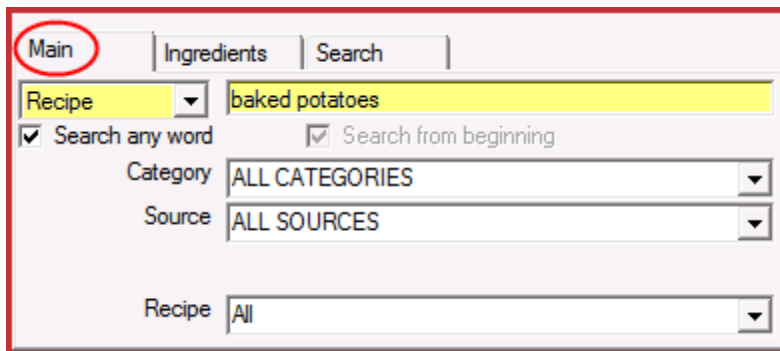
Rule Description
 High-Calcium
 High-Energy
 High-Fiber
 Iron-Rich

8. Click the **Search** button .

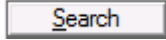
Quickly Search for a Recipe

In the Recipe List, do the following:

1. In the search box, type the recipe name, or select **Number** in the drop-down list and type the recipe number.



Main Ingredients Search
Recipe baked potatoes
 Search any word Search from beginning
Category ALL CATEGORIES
Source ALL SOURCES
Recipe All

2. Click the **Search** button .