







## Create a Custom Recipe

Background: The BluePrint system includes over 10,000 recipes. However, if you would like to create a custom recipe, this can be done in the BluePrint system. There are two ways to create a custom recipe in the BluePrint system.

### Copy and Adjust a Recipe (Recommended)

1. Navigate to **Ingredient and Recipe Maintenance** from the home screen and click on  **Ingredient and Recipe Search** to find a recipe similar to the custom recipe to be created.
2. Once in the recipe, click **Copy**. Name the recipe. Leave Key Name blank. Check the box next to **Copy Replacements**. Click **Save**.
3. Review **General Info** tab for correct *Item Name*, *Common & Formal Name* (to appear on At a Glance reports), *Short Name*, *Prep Area*, *Portion Unit* (1 serving of recipe) and *Yield Unit* (total amount recipe produces).
4. Review **Recipe** tab. Adjust the ingredients using the **Add Item**, **Delete Checked** and arrow buttons ( & ). Adjust instructions by clicking directly on the instructions. Review recipe yield amount and portion sizes.
5. Review **Production** tab. Code *Advance Production* if applicable.
6. Review **Replacements** tab for correct therapeutic diet spreads. Click on **Edit Checked** to make changes.
7. Click **Done**. Do not forget to add your custom recipe to the menu!

### Create a Recipe from Scratch

1. Navigate to **Ingredient and Recipe Maintenance** from the home screen and click on  **Add a New Recipe**.
2. Create *Recipe Name & Short Name*. Use the dropdowns to identify *Course* and *Menu Planning Group*. Enter quantities for *Recipe Yield* and *Portions*. Click **Next**.  
**Hint:** The “Recipe Yield” refers to how this recipe is batch produced. For example, Brownies: 2 – 20x12x2 Pan, Soup: 1 – 5 Gallon, Sandwich: 50 – Sandwich, Potatoes: 50 – ½ cup. “Portions for Full Recipe” refers to how the food is served (ex: brownies: 50–2x3 square, soup: 50–6 oz ladle, sandwich: 50–sandwich, potatoes: 50–½ cup)
3. Review **General Info** tab for correct *Item Name*, *Common & Formal Name* (to appear on At a Glance reports), *Short Name*, *Prep Area*, *Portion Unit* (1 serving of recipe) and *Yield Unit* (total amount recipe produces).
4. Go to **Recipe** tab. Add ingredients using the **Add Item**, **Delete Checked** and arrow buttons ( & ). Add instructions by clicking **Add Instruction**. Review recipe yield and portion sizes.
5. Assign *Advance Production* from the **Production** tab if applicable.
8. Go to the **Replacements** tab. Assign replacements for each therapeutic diet your facility uses using the **Edit Checked** button.
6. Click **Done**. Do not forget to add your custom recipe to the menu!

**Note:** Customer is responsible for revision of menus to meet federal and state regulatory agency guidelines. Menu Solutions dietitians are not able to provide RD signature or license number for menus and materials under any circumstances.