

# CHEAT SHEET: INGREDIENTS

## SEARCHING FOR INGREDIENTS

1. Click on “Menu Planning” tab. Click on “Ingredients” folder. Click on “Ingredients” subfolder. Enter or select search criteria. Click on “Apply” button.

## CREATING A NEW INGREDIENT

1. Click on “Menu Planning” tab. Click on “Ingredients” folder. Click on “Ingredients” subfolder.
2. Click on “Add New Ingredient” link.

### “General” tab of ingredient

1. Enter ingredient name in “Ingredient Name” box.
2. Enter or select “Ingredient Short Name,” “Ingredient Form” (required), “Sub Ingredients,” the “Display Weight in Recipe Steps” box, “Standard Recipe Directions,” “Manufacturer,” “Product Code,” and “Commodity/Recipe Code” as needed.
3. Select “Texas Grown” box if ingredient produced locally in Texas. If selecting “Texas Grown” box, select “Producer” from “Producer” drop down box. If selecting “Texas Grown” box, select “Distributor” from “Distributor” drop down box.
4. Click on “Save” button.
5. Optional: Enter “Tags” that help identify the specific ingredient or a group of ingredients.
6. Enter the “Serving Size” and serving “Weight” of the ingredient.
7. Click on “Add” button.

### “Nutrients” tab of ingredient

1. Enter “Serving Size” listed on Nutrition Facts label of ingredient.
2. Enter nutrient values (“Calories” through “Ash”) for ingredient or select “Is Missing” box.
3. Click on “Save” button.

### “Allergens” tab of ingredient

1. Select each ingredient “Allergen” and “Allergen Indicator” or select the “None Indicated” box for ingredients that do not contain any allergens. Click on “Save” button.

### “Buying Guide” tab of ingredient

1. Click on “Create Stock Item” button. Type or select stock item information for the “Item Name/Description,” “Item Valuation Group,” “Item Type,” “Purchase/Whole Unit Category,” “Broken Units per Whole Unit,” “Broken Unit Description,” “Broken Unit Size,” “Broken Unit Weight,” and “Fair Market Value/Standard Price” or “Commodity Value” (for “USDA Commodity” items). Click on “Add Item” box.
2. Select “Prep Method.” Click on “Display Item Weight in Production.” Click on “Save” button.

### “Documents” tab of ingredient

1. Upload ingredient documents in “Documents” tab.

### “History” tab of ingredient

1. View ingredient history in “History” tab.

## USING NON-LOCAL DATABASE INGREDIENTS

Electing to use non-local database (“TDA Shared,” “Child Nutrition Database” and “Cybersoft”) ingredients, when possible, will save a lot of time.

When using non-local database ingredients the following applies:

- “General” tab: Cannot be altered.
- “Nutrients” tab: Cannot be altered.
- “Allergens” tab: Cannot be altered.
- “Buying Guide” tab: Can create stock item or enter local price information (saves to “Local” database) without changing the location of the non-local database ingredient.
- “Documents” tab: Can use “Documents” tab to save documentation (saves to “Local” database) without changing the location of the non-local database ingredient.
- “History” tab: The system captures all changes made to ingredient.

## COPYING INGREDIENTS

Copy and modify non-local database ingredients to save time. Making a copy of the non-local database ingredient allows districts to make changes to all ingredient tabs.

Districts are responsible for updating ingredient information for ingredients districts copy to the “Local” database.

## GENERATING INGREDIENT REPORTS

**Ingredient Report:** Report includes an access date and user name, ingredient name and code, any listed “Sub Ingredients,” the serving size and “Weight In Grams” of the serving size, and nutrient values per serving and per 100 grams for **one** ingredient.

*Navigate to “General” tab of ingredient you want to generate a report for. Click on “Ingredient Report” button.*

**Ingredient List Report:** Report includes an access date and user name, ingredient name and code, any listed “Sub Ingredients,” the serving size and “Weight In Grams” of the serving size, and nutrient values per serving and per 100 grams for **multiple** ingredients.

*Click on “Menu Planning” tab. Click on “Reports” folder. Click on “Ingredient List” subfolder. Optional: Refine search by “Tag(s),” “Form,” and “Data Source.” Click on “Generate Report” button.*



## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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