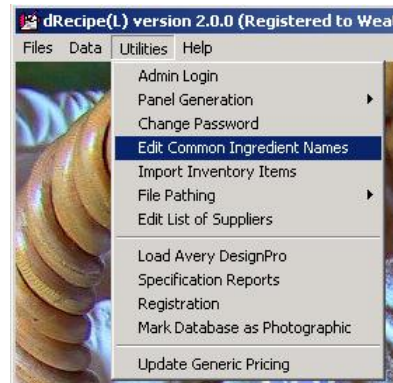


## Common Ingredient Name Editor

### Entry and Editing

To enable generic names to be used in the Ingredients List Panel, a list of Common Names that can be applied to rather specific ingredients is provided. Names such as “MS50 Whey Powder 25Kg” can be displayed as simply “Whey powder”.

Using such a facility it is also possible, while conforming to regulations, to hide specific details on ingredients that might alert competitors to a particular ingredient being used, or to enable a Baker or Smallgoods producer to hide its source for a particular product from various suppliers. This Common Name may include the food ingredient code number where required by regulations.



The Common Name is also an ideal vehicle for generating labels in languages other than English. Version 2.0.0 introduces the ability to nominate up to 3 languages other than English, and populate the Common Names table with translations of each English equivalent entry. It also adds the ability to specify the words used for alternate language label headings.

### Entry of new Common Names

New Common Names may be added to this list by clicking on the Add button, and then entering the new name in the Common Name data field. Click on Save or hit **ENTER** to save the entry.



**Names are limited to a maximum of 250 characters.**

If the Add New button is clicked in error, click the Undo button to cancel the **New** action.

If a new common name is added that is identical to one already present in the database, dRecipe® will not save the new entry, but will jump to the current entry and display it.

To edit an existing entry, click on the entry to be modified, type the changed entry in the Common Name entry field, then hit **ENTER** to save the change.



When a name that has already been used by the Inventory is edited, after saving the changes in the Common Name screen, all Inventory entries that used the old name will be updated to reflect the changes just made. **(You *WILL* need to update any labels that are affected – try comparing existing labels with the Specification Report as a check for those requiring re-work)**

To delete a current entry, select the row to be deleted, then click the Delete button.

### Setting up for Multiple Languages

Click on the Tab marked “Edit Language Selections”.

Initially, the default language is set to English. The English language entry cannot be edited or deleted since basic information required by dRecipe® is stored in the field allocated to this language.

To set up dRecipe® to write labels in another language, Type the name of the required language in one of the 3 fields provided. In the example illustrated, we've entered German in the first field, and Dutch in the second.

If we now select the Tab marked "Edit Selected Common Name", we'll find that the second and third Common Name entry fields have new headings on them (German and Dutch). The drop-down language selector in the top left of the screen will also have the language(s) that you entered included in the selection list.

Now note on the right of the screen, we have a frame headed "Fixed label texts". You will need to enter the correct translation of the English text in the first group for your chosen language. Enter it opposite the proposed entry of the Common Name for your language.

The screenshot shows the dRecipe software interface. At the top, there are three text input fields for common names in different languages:

- English: 12 of 250 Characters used. Text: Blackberries
- German: 0 of 250 Characters used. (Empty)
- Dutch: 13 of 250 Characters used. Text: Zwarte Bessen

On the right side, there is a section titled "Fixed label texts" with three warning translations:

- Warnings: This food contains. PerServe: 1 serving of 100g. Per100g: 100g.
- Warnung: Dieses Lebensmittel enthält. PerSlopPr: 1 portion pro 100g. Pro100g: 100g.
- Waarschuwing: Dit voedsel bevat. PerPortie: 1 Portie van 100g. Per100g: 100g.

At the bottom, there is a "Set default language" section with radio buttons and text input fields:

- English
- German
- Dutch
- (Empty)

Below this, there is a "Edit Language Selections" section with a text box containing instructions:

If multiple languages are to be used, first enter the names of the languages (Max of 4) that are to be used.  
 The first entry (English) is not editable.  
 Language selection will be re-set to the default each time the program is started. One of the other 3 available languages may be selected temporarily and will remain selected until the program is re-started or a different one is temporarily selected.  
 Enter translations of the English entry for each Common Name for each of the required Languages.

All that is required now is to revert back to the Tab marked "Select Common Name", click on a Common Name for which you need to generate a translation, and dRecipe® will switch back to the edit tab ready for you to enter the translation into your nominated language field. Hit Enter to save your entry. Note the maximum character count of 250 that is permitted for Common Names.

Continue with either adding new entries, or editing (providing translations) existing entries until all entries have been processed. We are now ready to begin using the translated Common Names with the Inventory entries.


Select your chosen alternate language from the language selector drop-down control (top left of the Common Names screen), then Esc out of the screen, and proceed to the Inventory screen via the Data / Recipes and Stock screen. We selected the Dutch language. Note that the Inventory Tab now reads “Inventory Stock (Dutch)”. Your screen will report whatever language you’ve selected.

Apart from this change, the screen will look quite normal – except that the list of selectable Common Names will now be in the language of your choice. Each of the inventory ingredients now have to be selected, and the appropriate Common Name selected (using the language that you have chosen). Once all of the items have been updated, you’re ready to begin printing labels in the alternate language.


### Selecting the current Language

There are two ways to select a label language. Both methods require that you open the Common Name screen.


- To temporarily select a language, use the drop-down language selector in the top left of the screen. The selected language will remain current until dRecipe® is re-started.
- To change the default language, go to the Edit Language Selections” Tab, and click on the appropriate “Set Default Language” option button. This will not change the selected language immediately – if this is required, also select the appropriate language from the drop down control. The next time dRecipe® is loaded, the new “Default” language setting will be applied.

 Please note that none of the above language selections will affect the Specification screen, which will remain in English.

### Handling compound ingredients

 Where a compound ingredient is used as an ingredient in a recipe (for instance – a bread pre-mix), then the list of ingredients as specified by the manufacturer should be entered as a Common Name. When entering this item into the Inventory, use the manufacturer’s product name as the ingredient name, select the previously entered manufacturer’s ingredient list as the common name, then enter the nutritional information as published by the manufacturer.

### Identifying possible allergens

 To enable ingredients containing gluten to be identified in the Specification Report and Ingredient Label, we suggest that these ingredient entries are followed by an asterix. ie. “**Bakers Flour\***”. Conversely, Gluten may also be added as a declared ingredient in the Inventory screen in the Bakers Flour entry (or any other ingredient containing gluten) so that it is included in the Mandatory warnings statement on any label or in the specification report.