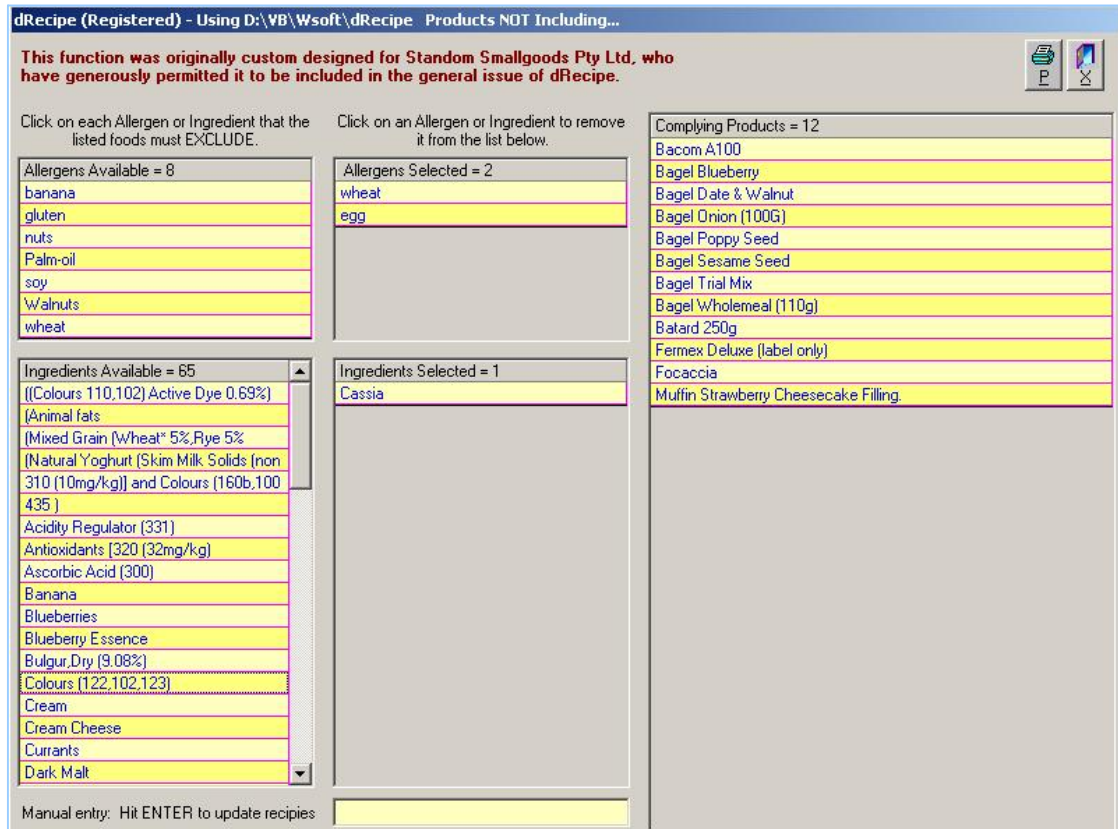


## Exceptions

### Background

The exceptions screen and report are intended to assist staff in advising customers (consumers of the products being made) of possible allergens.

If a customer is allergic to particular substances, staff are able to issue a search on the product database to find all products that DO NOT contain the named substances.



### Before you begin

This screen uses data that is selected from the export database (where label printers obtain their information). To ensure that all of the information required is available to the Exceptions screen, the export database must be updated.

Open the Specifications Report screen from the Reports menu, and click in the “Include Generics” check box, then click the “Mark All Recipes” button ( **M** ). This marks all products for export. Now depending on whether you use Bartender, or DesignPro to print your labels, click either of these two buttons ( **U** or **A** ) to run the export. Once this procedure has finished running, close the screen and open the Exceptions Report screen. The Ingredient and Allergen lists will now be correctly populated.



### Using the screen

Three areas can be used to enter or select ingredients.

- The top left grid is populated with a list of all the allergens that have been entered into the inventory.

- The lower left grid is populated with a list of all ingredients that have been used in the recipe database. Some of them may look a little strange, as the program needs to separate individual items in the compound common name entries.
- At the bottom of the screen is a manual input area where any substance not selectable above may be entered.

When a row is clicked in either of the grids, that item is immediately transferred to the corresponding (selected) grid, and the database is searched. The right grid will then display a list of all products (recipes) that do not contain the selected ingredient(s). When an ingredient is entered in the manual search field, it is necessary to press **ENTER** to force a search.

## Printed Exception Report

Click on the Print button to generate a printed report that shows which ingredients have been selected, and a list of all products that do not contain those ingredients.

### Exporting reports

As with all other reports in dRecipe®, this report is saved as a PDF file for emailing to clients or printers. This report is located in the \dRecipe\PDF folder, and called **Exceptions.pdf**. If the current database is located in a different place, then the report folder is in the \PDF folder under that database folder.



**Skala Bakery Pty Ltd**

5 Skalkbiri Road

Strathgirth SA 5251

(08) 8864 1024 61 8 8864 1234

**Produced in Australia**

These listed products do NOT contain the following ingredients:- Egg, Wheat, Cassia

Bacom A100  
Bagel Blueberry  
Bagel Date & Walnut  
Bagel Onion (100 G)  
Bagel Poppy Seed  
Bagel Sesame Seed  
Bagel Trial Mix  
Bagel Wholemeal (110g)  
Batard 250g  
Fermex Deluxe (label only)  
Focaccia  
Muffin Strawberry Cheesecake Filling.