Module "Recipes"

The [Recipes] module does not aim to compete with the many platforms available on the internet or even cookbooks, but offers the possibility of easily gathering all one's recipes whether, for example, in handwritten form, or as newspaper clippings.

Recipes can be inserted manually or scanned.

Basic information such as number of guests, cost, preparation time, photo, recipe description and the list of ingredients and personal notes can be added.

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Summary of module tabs

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[Ingredients]   List of recipe ingredients
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[Passport]
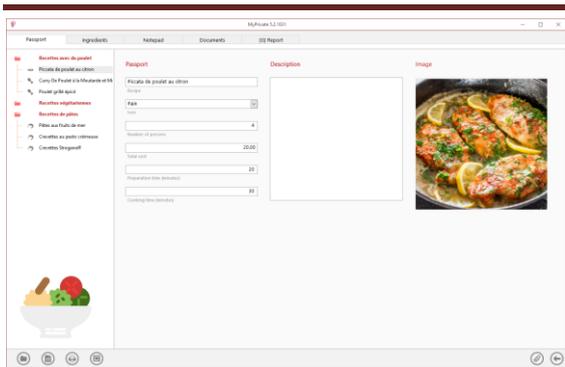
The passport is the detailed sheet of a recipe. The following information may be included:

- Recipe name
- Category
  The choice of the category will modify the icon in the tree on the left
- Number of people for whom the recipe is planned
- Total Cost of Recipe
- Preparation Time
- Cooking Time
- A quick description
 (e.g. where the recipe comes from)
- A photo

[Ingredients] - Summary
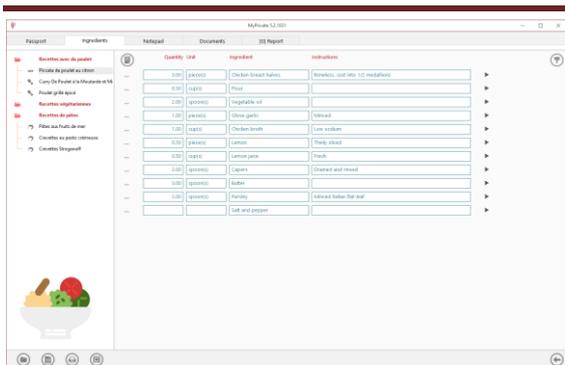
This screen displays a list of all the ingredients needed to prepare the recipe.

Ideally the different ingredients are listed in the order in which the recipe is to be executed.

To change the display order, click on the icon

▶ to the right of the ingredient, then select [Move Up] or [Move Down].

[Ingredients] - Detail
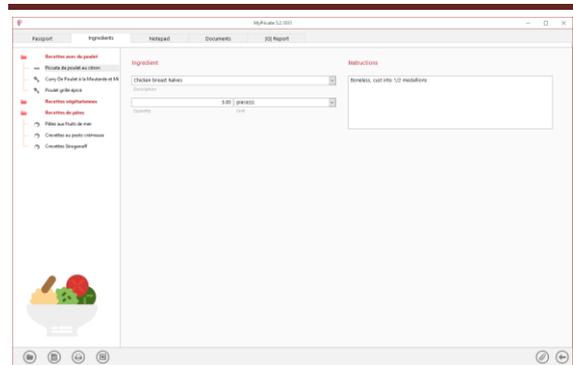
Different ingredients and their quantities are added in this screen as well as notes / instructions for their use.

[Notepad]
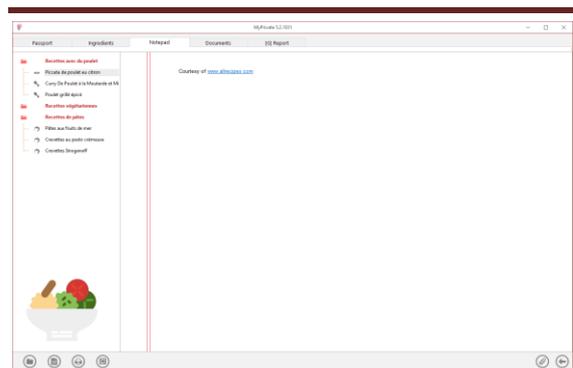
This tab allows you to enter various notes related to the selected recipe.

[Documents] - Summary
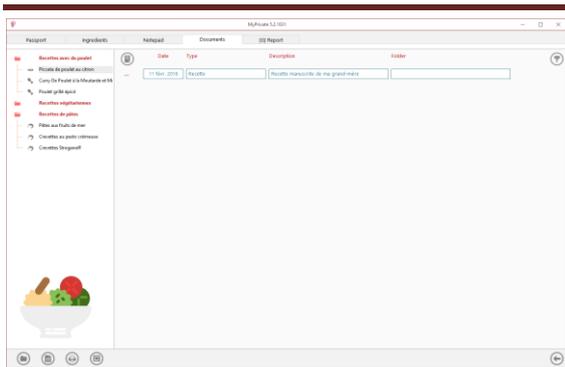
This tab allows you to scan and preserve all types of documents by assigning them a date, a type and a title. A summary of documents related to the object is displayed and allows a quick view of the documents available.

To add a new document, click on the icon The following screen opens:

[Documents] - Details
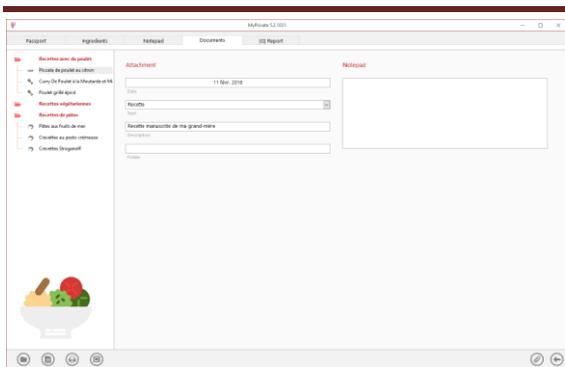
Enter the date of the document, a type (select an existing type from the drop-down menu or enter a new one) and a description. These three items will appear in the [Documents] - Summary. The [Notepad] field is for adding additional information.

Once these fields are filled, click on the icon to start scanning documents.

For scanning and document integration, refer to the "Document Management" user manual.

[Reports]

This tab allows you to choose which passports and tabs to print
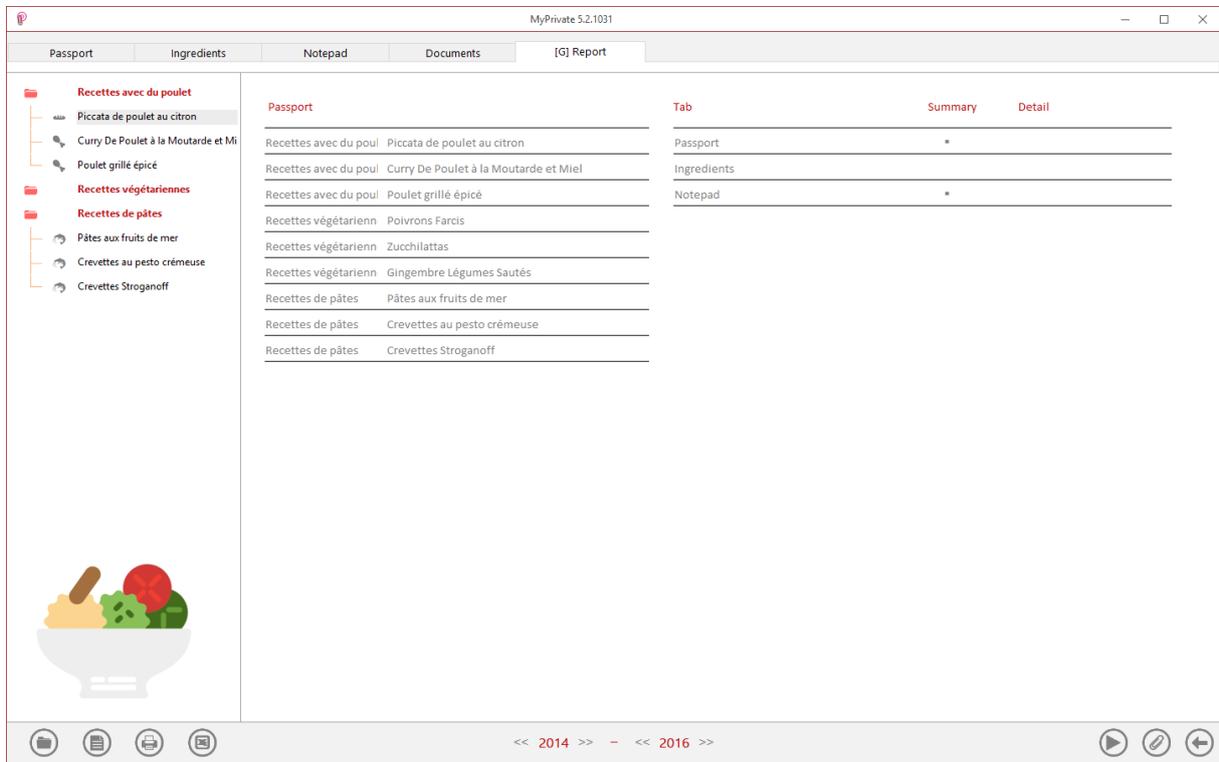
Select/deselect the data to be printed by clicking on the corresponding line(s) and column(s).

The choices are

- Passports
- Tabs - Summary and details

The selected passports and tabs are marked with the character[✓].

For some tabs it is possible to print the summary and/or the details.

When a print option is not available, it is indicated by the character [▪].

Once the information to be printed has been chosen, click on the button ⊙ then choose the [Generate Report] option.

MyPrivate prepares a PDF file that will be ready for printing.