

1. Pull a Menu Item Analysis report
  - a. Choose the restaurant you want
  - b. Choose from last menu change date (approximately) to yesterday
  - c. Menu Category 1 should be None and Food
2. Sort the report by Cost
3. On the first \$0.00 cost, click on the name. This will open a new tab.
4. In the Recipe, type the name of the recipe. If it auto fills with the correct restaurant's name, use that. If not, tab out of the field.
  - a. Click yes on Create a New Recipe, which will open the Recipe Building window
  - b. Follow the appropriate "Create a X Recipe" PDF (located in All Good Eggs – Restaurant 365 – Shared – Recipes) to create the recipe.
  - c. Once that is done, it will bring you back to the screen you were on before.
5. Fill in the appropriate Menu Item Categories.
  - a. 1 is the highest level (Food, Liquor, Beer, Wine, Etc)
  - b. 2 is generally the next level (Entrée, Side, Packaged, Etc)
  - c. 3 is the most specific, and used the least (Wine Bottle, Wine Glass, Happy Hour, Etc)
6. Click Save and Close.