

Manage Recipes

Add a New Recipe

1. From the Dashboard, navigate to the 'Recipes' tab and click 'New Recipe'.
2. Enter appropriate data into the input box (Method), error messages will appear for invalid data.
3.
 - a. Click 'Add Recipe' to add the recipe and related information to the system.
 - b. Click 'List Recipes' to leave current page and view list of existing recipes (current data entered will not be saved).

View a Recipe

1. From the Dashboard, navigate to 'Recipes' tab and input the keywords on the top right corner to search for the recipe you want to view.
2. Click 'View' under the 'Actions' tab, view any recipe that you needed.

Recipe 1

Calming Massage & Body Oil

Step 1
Preheat oven to 180C or 160C fan-forced. Line 2 baking trays with baking paper. Using an electric mixer or whisking by hand, beat [butter](#) and [sugars](#), and 1-2 minutes or until smooth and well combined. Beat in [egg](#) and [vanilla](#) until combined.

Step 2
Stir in [flour](#). Stir in [dark](#) and [milk choc bits](#). Roll 2 level tablespoonfuls of mixture into balls and place on prepared trays, 3cm apart. Press down slightly. Decorate with extra choc bits.

Step 3
Bake for 15-18 minutes or until light golden and cooked. Transfer to a wire rack to cool. Store in an airtight container for up to 1 week.

3.
 - a. Click 'Edit Recipe' to edit the current recipe's information.
 - b. Click 'Delete Recipe' to delete the current recipe.
 - c. Click 'List Recipes' to leave current page and view list of existing recipes.
 - d. Click 'New Recipe' to add a new recipe.

Edit a Recipe

1. From the Dashboard, navigate to 'Recipes' tab and input the keywords on the top right corner to search for the recipe you want to edit.
2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.

3.
 - a. Click 'List Recipes' to leave current page and view list of existing recipes (current changes will not be saved).
 - b. Click 'Delete Recipe' to delete current recipe from system.
 - c. Click 'Save Changes' to save new changes to current recipe.

Delete Recipe(s)

1. From the Dashboard, navigate to 'Recipes' tab and input the keywords on the top right corner to search for the recipe you want to edit.
2. Click 'Delete' under the 'Actions' tab, delete any recipe that you needed.