



Recipe Entry & Labeling Guide

How to Create a Label in 7 Easy Steps

2



Select the nutrients that you would like an analysis for.

**The platform automatically selects all FDA-required nutrients.*

1



Begin by entering your recipe name and selecting whether this is a final recipe or a sub-recipe.

**A sub-recipe is a smaller recipe that supports a final recipe. i.e. homemade pizza sauce*

3



Begin entering the first ingredient of your recipe. Match your ingredients to the selections on your screen.

**Select from a general ingredient database, a branded database and/or your "my ingredients" database*

4



Input your single serving size and your servings per container.

**Single serving size refers to the single portion the consumer will eat in one sitting. Servings per container refers the number of servings in the container that the consumer will purchase.*

6



Verify the allergens that have been flagged are correct.

**Our allergen flagging tool will automatically cite the presence of allergens. Be sure to account for cross contamination.*

5



If you are creating a nutrition panel for your retail products, you may download your label in multiple formats and files.

**We recommend the 2020 formats for FDA-Compliance*

7



Review and Download your comprehensive nutrition analysis.



Would you like to have a nutrition professional review your completed label?

**Have our Registered Dietitian verify your reporting for an additional fee*



LabelCalc Terminology Reference Guide & Entry Tips

Recipe Library

This is where your recipes are stored once you have begun entering them and saving your changes. They will remain under this tab once completed as well for quick reference in the future.

External Ingredients

These ingredients are a little like sub-recipes. They are supportive ingredients that could be home-made or simply do not exist in the general or branded databases that LabelCalc provides. To enter an external ingredient, you will simply need the nutrient report or the nutrition facts panel for this ingredient. Then you will enter the nutrition information for your external ingredient and save it. The external ingredients you enter will then be available to pull up under the "my ingredients" tab, just like the sub-recipes.

Working Recipe

A recipe that you are currently working on or recently worked on.

Sub-Recipe

Smaller recipes that support your final recipe. Many times, final recipes are comprised of several smaller ones. A great example of this is a pizza. If you are creating a recipe for pizza but you make your own pizza dough and you use a special, seasoned sauce that is homemade, these recipes are supportive to your final pizza recipe. In this case you would mark these recipes as "subrecipes" when you are under the "Create a Recipe" tab. Later, when you go to make your final pizza recipe, you can pull these "subrecipes" up under the "my ingredients" database and place them in your final recipe.

Our Top 5 Tips for Recipe Entry

1

Begin your recipe entry by entering in external ingredients & subrecipes FIRST. This will make your final menu/product recipe easier to enter without having to toggle back and forth between tabs. (As mentioned above, when external ingredients and subrecipes are entered, they live under the "my ingredients" option displayed next to the general & brand databases. Having your unique ingredients entered helps you pull up the necessary ingredients for your final recipe much quicker.)

2

Categorize your recipes and include their descriptions. This small step will allow you to differentiate between changes and identify the correct recipe quickly when searching within your recipe database.

3

Use the Serving Size tool. The FDA requires that the Nutrition Facts be displayed by single serving size and they have created parameters for food professionals to determine what a single serving size should look like.

4

Use AVA -- that chirpy little female avatar that pops up here and there is NOT spam. She was actually written by our Nutritionist to help you along the way as you enter your recipes. If you are ever in question, click her icon in the bottom right corner of your dashboard. A menu will appear that cover a host of our frequently asked questions. What may seem like a new question to you is probably a question we receive on a regular basis. Let the FAQ's and resources like AVA be your guide during this learning process.

5

RSVP for a Live Labeling or Recipe Entry Event. It's all of 20 minutes and they're held every Wednesday and Friday at 10:30PST. During this time our Nutrition and FDA Compliance team will review recipe entry, compliance, nutrition analysis and take your questions LIVE. Not only is this virtual event free, but it's an opportunity to connect with us and understand the platform as quickly as possible.