LEARNING FOODWORKS 10 NUTRITION LABELLING

Basic Tutorial





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About this tutorial

This **Basic Tutorial** will step you through using **FoodWorks 10** to create recipes and to generate their nutrition labels.

Who this tutorial is for

This tutorial is for you if you are new to **FoodWorks** and want to get started creating nutrition labelling information for your food products.

To create nutrition labels you need FoodWorks 10 Nutrition Labelling or FoodWorks 10 Premium.

What you need to know

To produce nutrition labels you need a good working knowledge of the Australia New Zealand Food Standards Code and other relevant legislation for food labelling in Australia and New Zealand. You also need sound food technology knowledge.

This tutorial does not attempt to teach or reproduce the regulations surrounding food labelling in Australian and New Zealand. You can access the Food Standards Code, and assistance with implementing it, at <u>www.foodstandards.gov.au</u>. Note that using **FoodWorks** in no way ensures that you are complying with the relevant legislation and regulations. You need to seek independent expert legal advice to ensure this.

This tutorial also assumes that you have a broad knowledge of the advantages and limitations of computerised nutrition analysis as well as the necessary food technology knowledge. You should use your own technical expertise to verify any results generated by **FoodWorks** before relying on them for any significant purpose.

What you'll learn

- 1. FoodWorks basics take a tour of the FoodWorks window
- 2. How to create a **FoodWorks** database for all your work
- 3. How to enter common types of ingredients
- 4. How to create a recipe
- 5. How to view and refine a label
- 6. How to print your labels
- 7. How to export your label data for others to use

This tutorial does **not** cover advanced features such as Country of Origin Labelling or Health Star Ratings.

You'll have the opportunity to:

- Create a **FoodWorks** database to play in
- Enter 4 different types of raw material. The examples used are walnuts, pumpkin, scone premix and water.
- Construct a simple scone recipe using the raw materials.
- View, refine, print or export the recipe's label.

Before you start

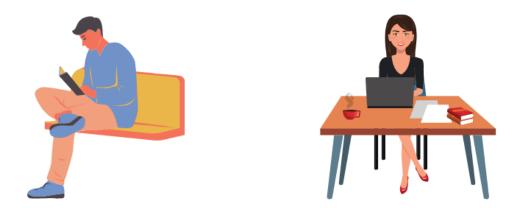
This tutorial assumes that you have already installed **FoodWorks 10 Nutrition Labelling** (or **FoodWorks 10 Premium**).

Time needed

Set aside about an hour to complete this tutorial.

How to use this tutorial

This is a self-paced tutorial. You can simply read it through – but our recommendation is that you use the tutorial at your computer, working through all the examples.

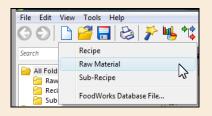


A mouse icon and background shading indicate an instruction for you to follow on your computer. For example:



To create a new raw material:

• On the FoodWorks toolbar, click New, then click Raw Material.



After this tutorial

FoodWorks Nutrition Labelling is a powerful tool and has many more features and capabilities than are shown in this tutorial.

For how to use some of the more advanced features, you can see other guides, videos and articles on the <u>FoodWorks support site</u> (support.xyris.com.au), under the topic <u>Using</u> <u>FoodWorks Nutrition Labelling</u>.

1 - A tour of FoodWorks

FoodWorks® Nutrition Labelling (and **FoodWorks® Premium**) is designed to assist you to produce nutrition labelling information that complies with the Australia New Zealand Food Standards Code and other legislation.

From your recipes, **FoodWorks** automatically generates nutrition information panels (NIPs), ingredient statements, allergen declarations, Country of Origin standard marks and statements, and Health Star Ratings. And **FoodWorks** offers advanced options to give you flexibility in designing and publishing your nutrition labels.

You can also use **FoodWorks Nutrition Labelling** to assist with **new product development** (however, this is not the focus of this tutorial). With **FoodWorks**, you can perform "what if" style calculations to evaluate the nutritional composition of possible new products and easily compare variations of a product.

Not all **FoodWorks** functionality is showcased here. This tutorial is designed to get you going with the basics of creating ingredients, along with recipes and their labels – and to give you a good foundation for learning more.



The FoodWorks window is your view onto your FoodWorks database.

To show you around **FoodWorks**, we'll use the **Sample NL database** supplied with **FoodWorks**. This sample database is already populated with a variety of documents - raw materials, sub-recipes and recipes – for you to explore.

Open the sample database

To open the sample database:

- 1. Start FoodWorks 10.
- 2. Follow the instructions to open an existing database, or if necessary, create one.
- Then on the FoodWorks toolbar, click Help, then Open Sample Database, then select Sample NL Database.

👌 FoodWorks [Sandbox]		
FILE EDIT VIEW TOOLS	HELP	
O O D	Help Topics F1	· 🎋 😡 📰 🤌
Back Next New	Xyris Website	Tree Query Label Tools
All Folders Raw Materials	Technical Support	
Recipes	Change Product Key	Overrides Measures Notes
Deleted Items	Open Sample Database	> Sample NL Database
	About FoodWorks	Sample Pro Database

Explore the FoodWorks window

The FoodWorks window has four major sections:

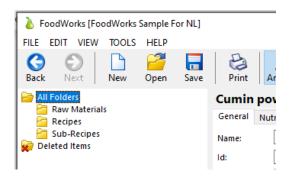
- A. The Navigation Pane (on the left) showing the folders and documents in your database
- B. The open document (in the middle)
- C. The Analysis Pane (on the right) the nutritional analysis of the open document
- D. The FoodWorks toolbar (below the main menu)

FoodWorks [FoodWorks Sample For NL]		NOOT
Image: Second system Image: Se	Print Analysis Tree Query Label Tools Help	The toolbar
All Folders	Cumin powder - Raw Materials	100g 1MJ Total
Paw Materials	General Nutrients & Components Measures Notes	✓ All Components
Sub-Recipes	Name: Cumin powder	General
Deleted Items		Weight 100 g
	ld: 005 Alt.1d:	Country of Origin
	Folder: Raw Materials 🗸	%Australia
	Based on: Raw Material	
The Navigation Pane		Health Star Health Star Rat FVNL - Fruit, Ver Concentrated FV Macro-Nutrient Pane
tion	Label Declaration: Simple Ingredient 🗸	FVNL - Fruit, Vec
1 avigante	Declaration Name: spices	Concentrated FV Denal
Natione		Macro-Nutrient
Po.	Ingredient Group:	Energy POIL
		Protein
	Description:	Total fat
sh	The open document	Saturated fat 1.730 g
un -	the open	Carbohydrate 33.700 g
Chilli powder	The ont	Sugars 2.200 g
Chopped tomatoes in juice, canned	Locumer	Starch 31.500 g
Cooked chick peas	doct	Dietary fibre 10.500 g
Crushed garlic		Minerals
Cumin powder		Sodium 168 mg
uried oregano		Warning Statements
egg Extra virgin olive oil		Royal jelly No
Honeydew		Advisory Statements
Lemon juice		
Lentils dry	Created: Wednesday, 18 August 2010, 09:47 PM	Bee pollen No Propolis No
Mint leaves	Modified: Wednesday, 8 May 2019, 08:58 AM by Tony.Ng	110poils
· · · · · · · · · · · · · · · · · · ·		Allergens
Cumin powder is used in:		Wheat No
Kummus Base [60g]		Rye No
薲 Avocado & Sweet Chilli Hummus [30 kg		Barley No
Mexican style seasoning blend [2 kg]		Oats No
薲 Spicy Tomato & Lentil Soup [450g]		Spelt No
		Crustacea No
>		Show Sources

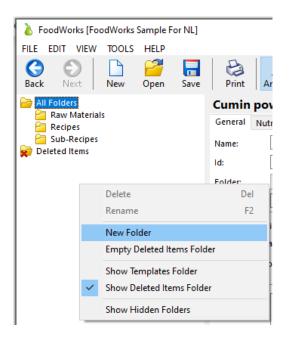
If the Analysis Pane is not displayed, on the toolbar click this button:

A. Navigation Pane

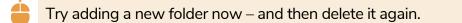
The Navigation Pane on the left, shows the folders in your database in the top section. The default folders provided are **Raw Materials**, **Recipes**, and **Sub-Recipes**.



You can **add new folders** by right-clicking in the folder area, as shown below:



For example, if you have a large number of raw materials, you might want to create more folders, such as 'Wet Ingredients', 'Dry Ingredients', 'Fresh Veg'.



To open a folder and display the documents it contains, in the Navigation Pane, click on the folder. Its contents are then displayed below, as shown here.





Then **to open a document** (a raw material, sub-recipe or recipe), in the Navigation Pane, click the document.

FILE EDIT VIEW TOOLS HELP Seack Next New Open Save All Folders Recipes Sub-Recipes Sub-Recipes Sub-Recipes Sub-Recipes Sub-Recipes Deleted Items Items Items Search Antifoaming agent Avocado puree Bay leaves Forwn onion Brown Sugar Canola oil Chopped tomatoes in juice To open of Journent, click on it. Chopped tomatoes in juice To open of Journent, click on it. Journent, click on it. Sub-Recipes To open of Journent, click on it. Journent, click on it.	👌 FoodWorks [Fo	odWorks	Sample F	or NL]	
All Folders Raw Materials Recipes Sub-Recipes Deleted Items Search Antifoaming agent Avocado puree Bay leaves Brown Sugar Canola oil Chilli powder Cooped tomatoes in juice Cooped tomatoes in juice	FILE EDIT VIEW	TOOLS	HELP		
Raw Materials Recipes Sub-Recipes Sub-Recipes Deleted Items Search Antifoaming agent Avocado puree Bay leaves Brown onion Brown Sugar Canola oil Chilli powder Cooked chick peas Cooked	Back Next	New	Copen 201		
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A Honeydew					
		011		-	
C Lemon Juice					
> Lambila das					
C Lentils dry					



Click the **Raw Materials** folder, then click **Cumin powder** to open this raw material in the middle of the window.

B. Open document

The document selected in the Navigation Pane opens in the middle of the **FoodWorks** window.

FoodWorks [FoodWorks Sample For NL] LE EDIT VIEW TOOLS HELP Sack Next Next Open	Print Analysis Tree Query Label Tools Help	The toolbar 2 x
All Folders	Cumin powder - Raw Materials	100g 1MJ Total
Recipes	General Nutrients & Components Measures Notes	✓ All Components
Sub-Recipes	Name: Cumin powder	General
Deleted Items	d: 005 Alt.ld:	Weight 100 g
		Country of Origin
	Folder: Raw Materials 🗸 👘	%Australia
	Based on: Raw Material	Health Star
The Navigation Pane	Label Declaration: Simple Ingredient	Health Star Health Star Rat FVNL. Fruit, Vec Concentrated FV Macro-Nutrient Pane
ination		FVNL - Fruit, Ves
Navissine	Declaration Name: spices	Concentrated FV Phon
Point	ingredient Group:	Macro-Nutrient Pane
		Energy
	Description:	Total fat
urch	en	Saturated fat 1.730 g
in and a second s	000	Carbohydrate 33.700 g
Chilli powder 🔷	1.0. UF	Sugars 2.200 g
Chopped tomatoes in juice, canned	The int	Starch 31.500 g
Cooked chick peas	1. Derli	Dietary fibre 10.500 g
Crushed garlic	The open document	Minerals
Cumin powder	Jocu.	Sodium 168 mg
uneo oregano ego	ac	Warning Statements
Extra virgin olive oil		Royal jelly No
Honeydew		Advisory Statements
Lemon juice		Bee pollen No
Lentils dry	Created: Wednesday, 1.	Propolis No
Mint leaves	Modified: Wednesday, 8 h	the second s
		Allergens
Cumin powder is used in:		Wheat No Rye No
Hummus Base [60g]		Rye No Barley No
Avocado & Sweet Chilli Hummus [30 kg		Oats No
Mexican style seasoning blend [2 kg] Spicy Tomato & Lentil Soup [450g]		Spelt No
apicy i omaco ex centil soup [450g]		Crustacea No

This middle pane is where you do your data entry as you create each of your ingredients and recipes.

The following types of document are available in FoodWorks Nutrition Labelling:

- Sub-Recipe
 a recipe used as an ingredient in final recipes

Each document has a series of tabs to organise its content. When you create a document, you enter its data onto each of these tabs.

Cumin po	owder - Raw Materials	
General Nu	Owder - Raw Materials utrients & Components Measures Notes Cumin powder The document 005 Alt.ld: Content is Raw Materials or gonised Raw Material into tobs	
Name:	Cumin powder The antent is	
ld:	005 Alt.Id:	
Folder:	Raw Materials	,
Based on:	Raw Material	
Label Declara	ation: Simple Ingredient	
Declaration N	Name: spices	
Ingredient Gr	roup: V	
Description:		^
		~
Created:	Wednesday, 18 August 2010, 09:47 PM	



Click each tab in **Cumin powder**.

C. Analysis Pane

The Analysis Pane shows the nutritional analyses for the open document down the right of the **FoodWorks** window.

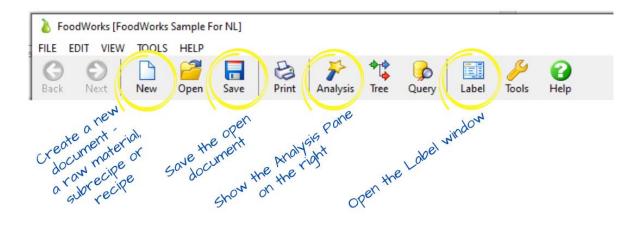
FoodWorks [FoodWorks Sample For NL]) ×
Image: Second	Print Analysis Tree Query Label Tools Help The	e toolbar
All Folders	Cumin powder - Raw Materials	100g 1MJ Total
Raw Materials Recipes	General Nutrients & Components Measures Notes	✓ All Components
Contra de	Name: Cumin powder	General ^
Deleted items	ld: 005 Alt.ld:	Weight 100 g
		Country of Origin
	Folder: Raw Materials ~	%Australia 0 %
1.0	Based on: Raw Material	Health Star Rating (HSR)
The Navigation Pane	Label Declaration: Simple Ingredient V Declaration Name: spices	Health Star Rating (HSR) ? FVNL - Fruit, Vegetable, Nuts, Legumes100 % Concentrated FV - Fruit & Vegetables
Nabane	Ingredient Group:	Macro-Nutrients
	ingredient Group:	Energy
arch Chollil powder Chopped tomatoes in juice, canned Cooked chick peas Crushed garlic Cunin powder Oried oregano egg Extra virgin olive oil Honeydew Lemon juice Commony Mint Leaves	Created: Wednesday, 18 August 2010, 09:47 PM Modified: Wednesday, 8 May 2019, 08:58 AM by Tony.Ng	t M Analysis Soo Analysis Wan Royal) Pane Adviso. Bee poller Propolls
Mint leaves		Allergens Wheat No Rye No
Cumin powder is used in: Hummus Base (60g) Avocado & Sweet Chilli Hummus (30 kç Mexican style seasoning blend (2 kg) Spicy Tomato & Lentil Soup (450g)		Asley No Oats No Spelt No Crustacea No

If the Analysis Pane is not displayed on the right, on the toolbar click this button:



D. Toolbar

To get started, here are the most important buttons for you to know on the **FoodWorks** toolbar:



2 - Create a FoodWorks database

Your **FoodWorks** database is a repository for the work you do in **FoodWorks**. You store all the ingredients and recipes that you create here.

A **FoodWorks** database is a Windows file (with the extension **.fwb**). So you can copy and move it like any other Microsoft Windows file.

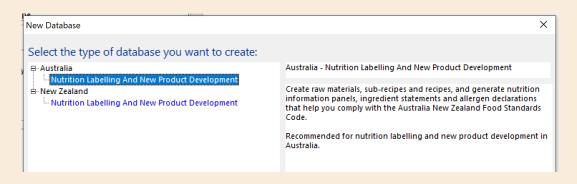
For nutrition labelling tasks, you need a nutrition labelling database appropriate to your region (Australia or New Zealand). You choose the region when you create your database.

Note: Don't forget – Back up your database

As for any important work you do, you should ensure that your **FoodWorks** database is backed up. So when you create your database, save it in a location that is regularly backed up.

Create a new database to play in

- To create a new database that you can use for the purposes of the exercises in this tutorial:
- 1. On the FoodWorks File menu, click New, then FoodWorks Database File.
- 2. Select your region:



- 3. Enter a name for your database e.g. Sandbox.
- 4. Browse to an appropriate location in your file system to save the database. (In general, make sure that your databases are saved to a location that is regularly backed up.)
- 5. Click Save.

Filename and location of your database

The name of your **FoodWorks** database is shown in brackets at the top of the **FoodWorks** window, as shown here:

		e
FoodWorks [Sandbox]	me of Th	×
FILE EDIT VIEW TOOLS + THE N	lande in	
Back Next New Ope	ame of th atabase in brackets	re Query Label Tools Help
Raw Materials		gredients Overrides Measures Notes
Generation Sub-Recipes	Name:	Recipe 1
Checken tenis	ld:	Alt.ld:
	Folder:	Recipes 🗸 📈
	Based on:	Recipe
1		

At any time, if you want to check where your database is located in your file system:

On the **FoodWorks File** menu, click **Database Properties**. The location of the database is displayed on the **General** tab.

	TOOLS HELP	🖬 😂 🆻 🧚 🤹 👂 💷 🤌 🚱
	New Open	Save Print Analysis Tree Query Label Tools
All Folders	Sandbox Properties	
Recipes Sub-Recipes	General Food Se	elections Nutrients & Components Local Co
Deleted Items	File Name:	elections Nutrients & Components Local Co, Sandbox C:\Users\\Desktop\FOODWORKS DATA The location of the database the database
	Location:	C:\Users_\Desktop\FOODWORKS DATA The databas
	Last Modified:	Thursday, 9 April 2020 2:33:41 PM
	Size:	1,303 Kb
	Database ID:	Not published

3 - Create your ingredients

In FoodWorks Nutrition Labelling, there isn't a ready-made list of ingredients for you to choose from (though there is lots of food data behind the scenes). Instead, we recommend that for each of your ingredients you create a **raw material** in FoodWorks.

In the last chapter you created your own database. Now it's time to add some ingredients.

Best practice - Set up your raw materials first

To get going with **FoodWorks Nutrition Labelling** requires that you spend some time to create your raw materials. Then when you create your recipes (or sub-recipes) you use these raw materials as the ingredients.

This approach may seem labour-intensive but it gives you the essential control you need over your ingredient data to generate accurate labelling information for your recipes.

For example, for each raw material that you create in **FoodWorks** you get to set not only its nutrition information, but also its allergen data, declaration type and name, and more – and all this flows through to your recipe labels.

About raw materials

A **raw material** is an ingredient. In **FoodWorks** you can create raw materials that are simple ingredients, compound ingredients, additives, processing aids and reconstituted ingredients.

Raw materials are different to **recipes** and **sub-recipes** in that you need to supply the nutrition information – either from the supplier product specification or by basing it on a reference food provided in **FoodWorks**.

In contrast, for recipes and sub-recipes the nutrition information is calculated by **FoodWorks** using their ingredients.

To enter a raw material you need the following information:

• The nutrition information for the raw material.

You can source the nutrition information from the supplier's product specification sheet, from commissioned analyses, or from a similar reference food supplied in **FoodWorks**.

You can also use a mixed approach—basing the nutrition information on a reference food, and then overriding those nutrient values for which you have more specific data available.

- The type of raw material. In **FoodWorks**, you can choose from these types:
 - Compound ingredient
 - Additive
 - Processing aid
 - Simple ingredient
 - Reconstituted ingredient
- The specific data required for the selected type.

For example, if this raw material is a compound ingredient you will need its statement of ingredients or ingredient listing. Its ingredient statement should be available on the product specification sheet.

- The label declaration name for the raw material that is, the name you want to display for this ingredient in ingredient statements on recipe labels.
- The presence of any allergens.

This information should be available on the product specification sheet.

- Data for calculating Health Star Ratings (not covered in this tutorial).
- Data for calculating Country of Origin (not covered in this tutorial).

Common types of raw materials

In this tutorial we'll focus on the most common types of raw materials. We'll create:

- A simple ingredient (Walnuts) using nutrient data from a supplier product specification
- A simple ingredient (Pumpkin, boiled) using nutrient data from a FoodWorks reference food
- A compound ingredient (Scone Premix) using nutrient data from a supplier product specification
- A simple liquid ingredient (Water) a special case where we set all nutrient values to zero

A **simple ingredient** is a basic ingredient which itself has only one ingredient, for example, potato. Ingredients like fresh fruits, vegetables, meats, fish and oils fall into this category.

A **compound ingredient** is defined in the Food Standards Code as an ingredient or a food which is itself made from two or more ingredients.

Workflow for entering raw materials

Raw materials, like all documents in **FoodWorks**, are organised as a series of tabs.

To enter the data for a raw material, work through the tabs methodically:

- Click the first tab, General, and work from the top to the bottom.
- Then click the next tab, and do the same. (Note that some tabs, i.e. **Measures** and **Notes**, may be optional.)
- Click the **Save** button on the toolbar regularly.

Create a simple ingredient from a product spec

This procedure is for creating an ingredient that has no ingredients of its own, and where its nutrition information is supplied.

In this example, you'll create the raw material Walnuts using the supplier product specification to provide the nutrition information.

Note:

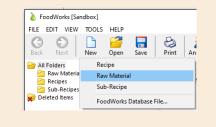
As a general rule of thumb, if you have a supplier product specification available for a raw material you should use it to provide the nutrition information.



A. Create a raw material (Walnuts)

To create a new raw material:

On the FoodWorks toolbar, click New, then click Raw Material.



Then continue working on the General tab.

B. General tab



On the **General** tab:

1. In the Name box, type the name for the raw material.

This is your internal name for the ingredient.

For this example, enter Walnuts.

General N	utrients & Components Measures Notes
Name:	Walnuts
ld:	Alt.Id:
Folder:	Raw Materials 🗸 🛄
Based on:	Raw Material
Label Declar	ation: Simple Ingredient 🗸
Declaration	Name:
Ingredient G	roup:
Description:	^
Created:	Thursday, 2 April 2020, 10:51 AM

2. Optionally, enter your **ID** for the raw material. If you enter an ID, you can then search your documents by ID as well as by name.

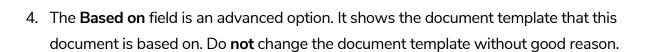
The **Alt. ID** field is optional and not a searchable field.

5

3. Now select a folder to save your raw material.

Walnu	ts - Raw Materials						
General	Nutrients & Components Measures Notes						
Name: Walnuts							
ld:	Alt.ld:						
Folder:	Raw Materials 🗸 🗸 🛶						
Based on:	Raw Materials Recipes Sub-Recipes						

If you want to create a new folder, click the ellipsis (...) button.



5

...

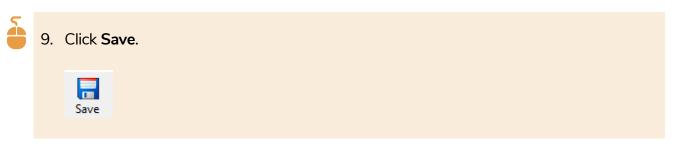
5. To declare this raw material as a simple ingredient on recipe labels (that is, as an ingredient without an ingredient list of its own), ensure that beside Label Declaration, the Simple Ingredient option is selected. (As this is the default, you can just leave it.):

Walnuts - Raw Materials									
General	Nutrients & Components Measures Notes	nts & Components Measures Notes							
Name:	ame: Walnuts								
ld:	Alt.ld:	Alt.ld:							
Folder:	Raw Materials 🗸 📈	Raw Materials 🗸 📈							
Based on: Raw Material									
Label Declaration: Simple Ingredient ~									

6. In **Declaration Name**, enter the name of the ingredient that you want to appear on recipe labels in ingredient statements. For this example, enter Californian Walnuts:

Walnuts - Raw Materials								
General Nutrients & Components Measures Notes								
Name:	Name: Walnuts							
ld:	ld: Alt.ld:							
Folder:	Folder: Raw Materials 🗸 🛄							
Based on:	Raw Material							
Label Declaration: Simple Ingredient 🗸								
Declaration Name: Californian Walnuts								

- 7. You can ignore the **Ingredient Group** field.
- 8. The **Description** is also optional. Here you can enter any useful information for this raw material. This information is text only and does not affect the label.



C. Nutrients & Components tab

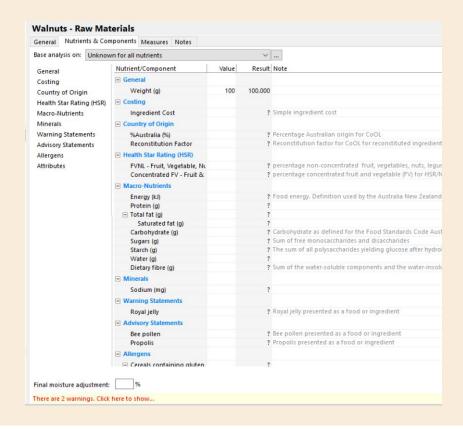
For these steps you need the supplier product specification handy.

Here is the NIP from the product specification for the walnuts:

NUTRITIONAL INFORMATION									
Avg Qty per 100g									
Energy	2910kJ								
Protein	14.7g								
Fat – total	68.2g								
- saturated	5.9g								
- trans	0.1g								
- polyunsaturated	49.8g								
- omega-3 ALA	8.5g								
- monounsaturated	10.4g								
Carbohydrate – total	5.0g								
- sugars	2.5g								
Dietary Fibre	6.4g								
Sodium	3mg								
Potassium	441mg								
RDI is the Recommended Dietary Intake (Aus/	NZ) of a nutrient. A 30g serving of Natural								
Californian Walnuts provides:									
Protein 9% RDI									
Dietary Fibre 6% RDI	Dietary Fibre 6% RDI								
Percentage daily intakes are based on an avera									
be higher or lower depending on your energy needs.									

5

1. Click the **Nutrients & Components** tab – this is where you enter the nutrition information for the raw material in the **Value** column.



Note:

For these examples, we'll skip **Country of Origin** data (%Australian) and **Health Star Rating (HSR)** data (FVNL and Concentrated FV).

Best practice tip: Do a basic check of the supplied nutrient values

When you enter the nutrient values from the supplier product specification, it is good practice to do a quick check to see that the numbers are reasonable.

To do this, enter all the macronutrients but NOT the energy (for now).

This way you can first see the **energy value that FoodWorks calculates** from the macronutrients and then compare it to the **energy value from the supplier**.

This provides a quick basic check of whether the values on the product specification are likely to be accurate.

Note: Which nutrients should you enter?

Sometimes the supplier provides more than the mandatory nutrients. In this case, the supplier has also provided Dietary Fibre and Potassium for the. Should you enter non-mandatory nutrients?

You should enter the additional nutrients provided if:

- You want to display that additional nutrient on your recipe labels. You would need to make sure that this nutrient has values entered for other ingredients as well.
- The nutrient contributes to the energy value. Nutrients that contribute to energy but that are not mandatory include: dietary fibre, sugar alcohol, alcohol, and organic acids.

For the walnuts, the supplier has provided a value for **dietary fibre**. As dietary fibre contributes to energy, we will enter this value, even though we don't intend to show it on recipe labels. We'll leave out the **potassium** as it's not mandatory.

2. Under **Macronutrients**, in the **Value** column, enter the following values (shown in **bold**) from the walnut's product specification (omitting energy):

- Protein 14.7
- Total fat 68.2
- Saturated fat 5.9
- Carbohydrate **5.0**
- Sugars **2.5**
- Dietary fibre **6.4**
- 3. Under **Minerals**, in the **Value** column, enter the following value from the product specification:
 - Sodium 3

Note:

Note that the default weight value for the **Value** column is **100g**. So when you enter the nutrients, make sure you use the values **per 100g** from the product specification – sometimes there will also be values per serve or per 100 mL.

As you can see in the screen below, **FoodWorks** calculates an energy value from the numbers you've entered for the macronutrients.

The calculated energy is shown in the **Result** column:

Walnuts - Raw Mat	erials						
General Nutrients & Com	ponents Measures Notes						
Base analysis on: Unknown for all nutrients							
General	Nutrient/Component	Value	Result No	t			
Costing	Ingredient Cost		? Sim	nţ			
Country of Origin	Country of Origin						
Health Star Rating (HSR)	%Australia (%)		? Per	rc.			
Macro-Nutrients	Reconstitution Factor		? Rec	C			
Macro-Nutrients	Health Star Rating (HSR)						
	FVNL - Fruit, Vegetable, Nu		? per	rc			
Warning Statements	Concentrated FV - Fruit &		? per	rc			
Advisory Statements Allergens	Macro-Nutrients						
-	Energy (kJ)		2909.500 Foo	0			
Attributes	Protein (g)	14.7	14.700				
	Total fat (g)	68.2	68.200				
	Saturated fat (g)	5.9	5.900				
	Carbohydrate (g)	5	5.000 Car				
	Sugars (g)	2.5	2.500 Sur				
	Starch (g)		2.500 The	e			
	Water (g)		?				
	Dietary fibre (g)	6.4	6.400 Sur	m			
	Minerals						
	Sodium (mg)	3	3.000				

2

4. Compare the **Energy** value calculated in **FoodWorks** with the value from the specification.

FoodWorks has calculated 2909.5 kJ. The value from the specification is 2910 kJ.

In this case, the supplier's number is almost the same as the calculated number, so it is likely that the supplied numbers are accurate. We can go ahead and enter the supplied energy value into **FoodWorks**.

5. Enter the supplied value for Energy - 2910

Here are the nutrient values for Walnuts filled in:

Walnuts - Raw Materials										
General Nutrients & Components Measures Notes										
Base analysis on: Unknown for all nutrients 🗸 🗸										
General	Nutrient/Component	Value	Result	Note						
Costing	Costing									
Country of Origin	Ingredient Cost		?	Simple ing						
Health Star Rating (HSR)	Country of Origin									
Macro-Nutrients	%Australia (%)		?	Percentage						
Minerals	Reconstitution Factor		?	Reconstitu						
Warning Statements	Health Star Rating (HSR)									
Advisory Statements	FVNL - Fruit, Vegetable, Nu		?	percentage						
Allergens	Concentrated FV - Fruit &		?	percentage						
Attributes	Macro-Nutrients									
	Energy (kJ)	2910	2910.000	Food energ						
	Protein (g)	14.7	14.700							
	Total fat (g)	68.2	68.200							
	Saturated fat (g)	5.9	5.900							
	Carbohydrate (g)	5.0		Carbohydra						
	Sugars (g)	2.5	2.500	Sum of free						
	Starch (g)		2.500	The sum of						
	Water (g)		?							
	Dietary fibre (g)	6.4	6.400	Sum of the						
	Minerals									
	Sodium (mg)	3	3.000							

Note: Discrepant energy values

So what should we do if the calculated and supplied energy values are significantly different? For now, just be aware that **FoodWorks** would alert you with a warning or error message at the bottom of the **Nutrients & Components** tab:

Ovo lacto vegetarian suita	?
Halal Ingredients	?
Kosher Ingredients	?
Organic Ingredients	?
CM Free	7
t:%	
here to show	
	Halal Ingredients Kosher Ingredients Organic Ingredients

We'll look more at what to do if the values vary significantly when we create the recipe, later in this tutorial.

Let's move onto the allergen information for the walnuts, which is included on this tab.

Important note: Cross contamination

In your facility you may need to account for the possibility or cross contamination of foods containing allergens. This tutorial does not cover this situation.

2

6. As per the Walnuts product specification, set all **Warning Statements**, **Advisory Statements** and **Allergens**, to **No**, except for **Tree nuts**, which you set to **Yes**.

- To quickly enter No for multiple allergens, you can press and hold n on the keyboard.
- For Tree nuts, select Yes.

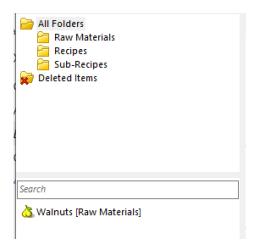
The example below shows values entered for the walnuts for the macronutrients and sodium, as well as for the warnings, advisory statements and allergens.

General N	lutrients & Co	mponents Measures Notes				
Base analysi	s on: Unknow	n for all nutrients ~				
General		Nutrient/Component	Value	Result	Not	
Costing		Costing				
Country of Origin Health Star Rating (HSR) Macro-Nutrients		Ingredient Cost		2	Sim	
		Country of Origin				
					Perc	
		%Australia (%) Reconstitution Factor			Reco	
Minerals				1	Nec	
Warning Statements		Health Star Rating (HSR)				
Advisory St	atements	FVNL - Fruit, Vegetable, Nu			pero	
Allergens		Concentrated FV - Fruit &		3	pero	
Attributes		Macro-Nutrients				
		Energy (kJ)	2910	2910.000	Foo	
		Protein (g)	14.7	14.700		
		 Total fat (g) 	68.2	68.200		
		Saturated fat (g)	5.9	5.900	Card	
		Carbohydrate (g)	5.0	5.000 2.500		
		Sugars (g) Starch (g)	2.5	2.500		
		Water (g)		2.500		
		Dietary fibre (g)	6.4	6.400	Sum	
		Minerals				
		Sodium (mg)	3	3.000		
		Warning Statements				
		Royal jelly	No	No	Roy	
		Advisory Statements				
		Beepollen	No	No	Bee	
		Propolis	No		Prop	
		Allergens				
		Cereals containing gluten	No	No		
		Wheat	No	No		
		Rye	No	No		
		Barley	No	No		
		Oats	No	No		
		Spelt	No	No		
		Crustacea	No	No		
		Egg	No	No		
		Fish	No	No		
		Milk	No	No		
		Peanuts Soybeans	No	No		
		Tree nuts	Yes	Yes		
		Sesame seeds	No	No		
		Lupin	No	No		
		Added sulphites>10mg/kg	No	No		

7. Ignore **Final moisture adjustment**. This field is only used in special cases.



When you click **Save**, the raw material appears in the Navigation Pane.



D. Measures tab

Here you can set common measures and/or volume measures for the raw material. Skip this tab entirely if you simply want to use **%**, **g** or **kg** as the measures for this raw material.

5	1.	Click the Measur	es tab.		
		Walnuts - Raw Materia	als		
		General Nutrients & Compone	ents Measures Notes		
		Common Measure W	eight (g) Description		
	2	To set a commo	n measure ente	er the name for the	e measure and its edible weight. For
	۷.		in measure, ente		e medsure and its earbie weight. To
		our example:			
		•			
		- · · · ·			
		 Enter 'cup (co 	parsely chopped	l)' as the name int	o the Common Measure column.
		Then enter '2	.00' into the We	e ight (g) column	
		Walnuts - Raw Mat	erials		
			ponents Measures Notes		
		Common Measure cup (coarsely chopped)	Weight (g) Description 200		
		-			
		_			
		-			
		Volume: mL =	q		

For walnuts, you can skip the rest of the information on the Measures tab.

5	3. Click S	ave.				
	Save					

E. Notes tab

Default measure:

This is an optional text field. Any text you enter here has no effect on recipe labels.

Create a simple ingredient using a reference food

This procedure is for a basic ingredient, such as a fruit or vegetable, with no ingredients of its own. If this raw material does **not** have a product specification then you can get its nutrition information from a reference food provided in **FoodWorks**.

Generally your suppliers should provide a product specification for all ingredients, even for fruits and vegetables. However, in practice, this is not always the case.

If the supplier cannot provide a product specification for a basic ingredient, you can instead base its nutrition information (excluding allergens information) on a similar reference food provided in one of the **FoodWorks** data sources.

Note:

It is worth noting that the **FoodWorks** reference data sources only contain nutrient data – they do **not** contain data for allergens, Country of Origin **(% Australia**), or Health Star Ratings (**FVNL/Concentrated FV**). You need to source this data separately then enter it manually in the **Nutrients & Components** tab.

We encourage you to now work through the following example to create the raw material Pumpkin, boiled.

The steps are the same as those given above in the Walnuts example, **Create a simple ingredient from a product spec** on page 20 – except for when it comes to entering the nutrient values.

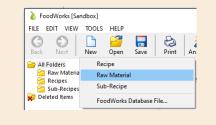


A. Create a raw material (Pumpkin, Boiled)

5

To create a new raw material:

• On the FoodWorks toolbar, click New, then click Raw Material.



Then continue working on the **General** tab.

B. General tab

The first steps are the same as for creating Walnuts above, so we've just given you quick reminders in the procedure below:



- 1. Name your new raw material, Pumpkin, boiled.
- 2. Declare it as a **simple ingredient**.
- 3. Give it the **Declaration Name**, Pumpkin.

Pumpkin	ı, boiled - Raw Materials								
General Nu	utrients & Components Measures Notes								
Name:	Name: Pumpkin, boiled								
ld:	Id: Alt.Id:								
Folder:	Raw Materials 🗸 🗸								
Based on:	Raw Material								
Label Declara	ation: Simple Ingredient \checkmark								
Declaration N	Folder: Raw Materials								
Ingredient G	iroup:								

4. Click Save.

C. Nutrients & Components tab

1. Now click the Nutrients & Components tab.

Instead of entering values here from the product specification, we'll choose a reference food from **FoodWorks** to base this raw material on.

Note:

For these examples, we'll skip **Country of Origin** data (%Australian) and **Health Star Rating (HSR)** data (FVNL and Concentrated FV).

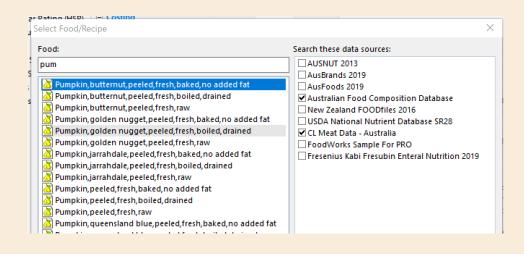


2. To select a reference food to base the pumpkin on:

Beside **Base analysis on**, click the drop-down list and select **Other item.** Or click the ellipsis button:



3. Search for the most appropriate food in the reference data source, by typing a few letters of its name, for example, type pum.

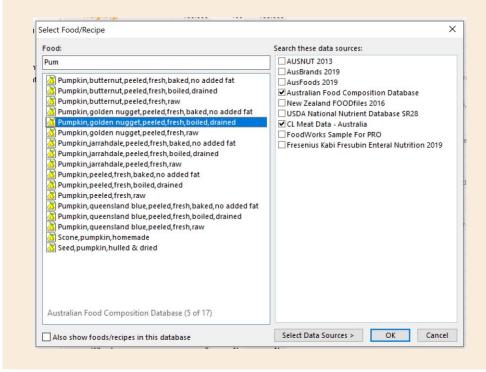


NOTE: The reference data source

For Australia, the default data source for selecting foods in **FoodWorks Nutrition Labelling** is the <u>Australian Food Composition Database</u>, released in 2019 by FSANZ.

Changing the default data source is not generally recommended.

4. Then select Pumpkin, golden nugget, peeled, fresh, boiled, drained – and click OK.



In the **Default** column, the **Macronutrients** and **Sodium** will be populated with information from the reference food, as shown below:

General Nutrients	s & Components	Measures	Notes				
Base analysis on: P	umpkin,golden	nugget, peel	led, fresh, boil	ed, drained	Australian	Food Co	mposition Dat
General	Nutrien	t/Compone	nt	Default	Override	Result	Note
	96/	Australia (%)		?		?	Percentage A
Costing	Re	constitution	n Factor	?		?	Reconstitutio
Country of Origin	E Heal	th Star Ratin	g (HSR)				
Health Star Rating	(HSR) FV	NL - Fruit, V	egetable, Ni	?		?	percentage r
Macro-Nutrients	Co	ncentrated	FV - Fruit &	?		?	percentage of
Minerals		o-Nutrients					
Warning Statemen	En	ergy (kJ)		131.875		131.875	Food energy
Advisory Statement	ts Pr	otein (g)		2.292		2.292	
Allergens	- To	tal fat (g)		0.313		0.313	
Attributes		Saturated fa	at (g)	0.000		0.000	
	Ca	rbohydrate	(g)	4.167		4.167	Carbohydrat
	Su	gars (g)		2.708		2.708	Sum of free
	Sta	arch (g)		1.458		1.458	The sum of a
	W	ater (g)		90.938		90.938	
	Di	etary fibre (g	3)	1.146		1.146	Sum of the v
	🖃 Mine	rals					
	So	dium (mg)		0.990		0.990	
		ing Statem	ente				

5. Though there is no product specification for this ingredient, we know that boiled pumpkin naturally does not include **allergens**.

(You'll remember that we are not considering cross contamination in this tutorial.)

So, in the **Override** column, set all **Warning Statements**, **Advisory Statements** and **Allergens**, to **No**. To quickly enter **No**, you can press and hold **n** on the keyboard.

You need to make sure you fill out all these allergen values, otherwise you'll get the error "Allergens Unknown" on the recipe label.

The example below shows the completed tab:

General Nutrients & Con	nponents Measures Notes				
Base analysis on: Pumpkir	n,golden nugget,peeled,fresh,boile	ed, drained	Australia	n Food Co	mpo
General	Nutrient/Component	Default	Override	Result	No
Costing	Ingredient Cost	?		?	Sim
	Country of Origin				
Country of Origin	%Australia (%)	?		?	Per
Health Star Rating (HSR)	Reconstitution Factor	?		?	Re
Macro-Nutrients	Health Star Rating (HSR)				
Minerals	FVNL - Fruit, Vegetable, Nu	?		2	pe
Warning Statements	Concentrated FV - Fruit &	?			pe
Advisory Statements	Macro-Nutrients				
Allergens		434 675			
Attributes	Energy (kJ)	131.875 2.292		131.875 2.292	
	Protein (g) Total fat (g)	0.313		0.313	
	Saturated fat (g)	0.000		0.000	
	Carbohydrate (g)	4.167		4.167	
	Sugars (g)	2,708		2,708	
	Starch (g)	1.458		1.458	Th
	Water (g)	90.938		90.938	
	Dietary fibre (g)	1.146		1.146	Su
	Minerals				
	Sodium (mg)	0.990		0.990	
	Warning Statements				
	Royal jelly	?	No	No	Ro
	Advisory Statements				
	Beepollen	?	No	No	Be
	Propolis	?	No	No	
	 Cereals containing gluten 	?	No	No	
	Wheat	?	No	No	
	Rye	?	No	No	
	Barley	?	No	No	
	Oats	?	No	No	
	Spelt	?	No	No	
	Crustacea	?	No	No	
	Egg	?	No	No	
	Fish	?	No	No	
	Milk	?	No	No	
	Peanuts	?	No	No	
	Soybeans Tree nuts	?	No	No No	
	Sesame seeds	?	No	No	
	Lupin	?	No	No	
	Added sulphites>10mg/kg	?	No	No	



D. Measures tab

We will stick with grams as the measure for this ingredient, so there is no need to add anything to the **Measures** tab.

Create a compound ingredient from a spec

Sometimes your raw material has its own ingredients. In the Food Standards Code, this is a **compound ingredient**. For these ingredients you use the product specification from the supplier to provide its nutrient values and its ingredient statement.

To create compound ingredients, you follow similar steps to those given in the Walnut example, **Create a simple ingredient from a product spec** on page 20, as here we are also using information from the supplier's product specification.

The main difference is the **Label Declaration** on the **General** tab.

In this example, we create the compound raw material, Scone premix.

As you've now created two ingredients, we've provided simplified instructions below - so refer back to the Walnuts example, **Create a simple ingredient from a product spec** on page 20, if you need more detail.



A. Create a raw material (Scone Premix)



à

To create a new raw material:

• On the FoodWorks toolbar, click New, then click Raw Material.



Then continue working on the **General** tab.

B. General tab

- 1. Name your new raw material Scone Premix.
- 2. For the Label Declaration, select Compound Ingredient.

General N	utrients	& Components Measures Notes	
Name:	Scone	e Premix	
ld:		Alt.ld:	
Folder:	Raw	Materials \checkmark	
Based on:	Raw I	Material	
Label Declara	ation:	Simple Ingredient 🗸	
Declaration I	Name:	Compound Ingredient	
Ingredient G	roup:	Processing Aid Inedible Component Simple Ingredient	
Description:		Reconstituted Ingredient	^
			~
Created:			
Modified:			

When you choose **Compound Ingredient**, two fields appear for the ingredient statement.

	Scone Pre	mix - Raw Materials
	General Nut	rients & Components Measures Notes
	Name:	Scone Premix
	ld:	Alt.Id:
	Folder:	Raw Materials \checkmark
	Based on:	Raw Material
	Label Declarati	
1	Declaration Na	ame: Scone Mix
1	Ingredient Gro	sup:
	Statement (> 5	96):
	Statement (< 5	%): Same As Above 🗸

In the product specification, you'd find the ingredient statement for the premix.

Here it is for the Scone Premix:

Wheat flour, canola oil, raising agents (500(i), 541(i)), sugar, skim milk powder, salt, glucose syrup, emulsifier (471), sodium caseinate.

5

4. From the product specification, copy and paste the exact ingredient statement into **Statement (>5%)**:

Name:	Scone	cone Premix				
ld:		Alt.Id:				
Folder:	Raw M	vaterials 🗸 🗸				
Based on:	Raw N	Aaterial				
Label Declarat	tion:	Compound Ingredient \sim				
Declaration Name:		Scone Mix				
Ingredient Gr	oup:	~				
Statement (> 5	5%):	Wheat flour, canola oil, raising agents (500(i),541(i)), sugar, skim milk powder, salt, glucose syrup, emulsifier (471), sodium caseinate.				
Statement (< 5	5%):	Same As Above 🗸				

You can have a different ingredient statement for when this ingredient is less than 5% of the final recipe.

For this example, however, you can leave the **Statement (<5%)** as **Same as Above**.

C. Nutrients & Components tab

For these steps you need the product specification for the Scone Premix handy.

Here is the **NIP** and **ingredient information** provided by the supplier:

Nutrition Facts Serving size: 1 serving = 1g			
	Qty per serving	Qty per 100g / 100ml	% daily intake*
Energy	832 kj	1280 kj	10 %
Energy Cal	199 Cal	306 Cal	10%
Protein	4.9 g	7.6 g	10 %
Total Fat	3.8 g	5.9 g	5 %
Saturated Fat	2.0 g	3.1 g	8 %
Carbohydrate	34.1 g	52.5 g	11 %
Sugars	5.1 g	7.8 g	6 %
Dietary Fibre Total	2.3 g	3.5 g	8 %
Sodium	487 mg	750 mg	21 %

Wheat flour, canola oil, raising agents (500(i),541(i)), sugar, skim milk powder, salt, glucose syrup, emulsifier(471), sodium caseinate.

Contains Wheat (gluten) and milk. May contain soy.

As we did for the Walnuts ingredient, we'll perform the basic check of the supplied nutrient values by at first omitting the supplied energy value.

For the scone premix, the supplier has provided a value for **dietary fibre**. As dietary fibre contributes to energy, we will enter this value, even though we don't intend to show it on recipe labels.

- 1. Click the Nutrients & Components tab.
- 2. Under **Macronutrients** and **Minerals**, in the **Value** column, enter values from the product specification as shown in **bold** below. Skip the **Energy** value for now:
 - Protein 7.6

à

- Total fat 5.9
- Saturated fat 3.1
- Carbohydrate **52.5**
- Sugars 7.8
- Dietary Fibre 3.5g
- Sodium 750

You can see the calculated energy value in the **Result** column:

General Nutrients & Com	ponents Measures Notes			
Base analysis on: Unknow	n for all nutrients		~	
General	Nutrient/Component	Value	Result	Not
Costing	General			
Country of Origin	Weight (g)	100	100.000	
Health Star Rating (HSR)	Costing			
Macro-Nutrients	Ingredient Cost		?	Sim
Minerals	Country of Origin			
Warning Statements	%Australia (%)		?	Per
Advisory Statements	Reconstitution Factor		?	Rec
Allergens	Health Star Rating (HSR)			
Attributes	FVNL - Fruit, Vegetable, Nu		?	per
	Concentrated FV - Fruit &		?	per
	Macro-Nutrients			
	Energy (kJ)		1268.000	Foo
	Protein (g)	7.6	7.600	
	Total fat (g)	5.9	5.900	
	Saturated fat (g)	3.1	3.100	
	Carbohydrate (g)	52.5	52.500	
	Sugars (g)	7.8	7.800	
	Starch (g)		44.700	The
	Water (g)		?	~
	Dietary fibre (g)	3.5	3.500	Sun
	Minerals			

3. Compare the **Energy** value calculated by **FoodWorks** with the value from the specification.

We can see that **FoodWorks** has calculated **1268 kJ** and the value from the specification is **1280kJ**. So the supplier's number is a little higher.

Is there a problem with the supplier's numbers?

When you enter an energy value that is discrepant with the **FoodWorks** energy value calculated from the nutrients, there are two basic scenarios:

The supplier's energy value is higher than FoodWorks

A higher supplied value does not necessarily mean the supplied energy value is wrong. There are other nutrients that potentially contribute to energy that have not been reported – such as dietary fibre, alcohol, sugar alcohol and organic acids.

Here you use your professional judgement – if the energy values are significantly different, and there appear to be no other nutrients to account for the discrepancy, you may need to go back to the supplier for clarification.

The supplier's energy value is lower than FoodWorks

A lower supplied value usually means that there is an error in the supplier information.

With any given amounts of macronutrients, there MUST be a certain minimum amount of energy. (For example, 100g of fat contains 3700kJ because 1g of fat has 37kJ as per the FSANZ Food Standards Code.)

Once again, you use your professional judgement. You may decide that the discrepancy is in an acceptable or expected range of error. If not, there may be an error either in the values for one or more of the macronutrients or for the energy. You may need to seek clarification from your supplier.

If you decide to accept the supplier's energy value, type it in the **Value** column (and the value will override **FoodWorks** calculated number).

Note: Warning message for Scone Premix

When you enter the supplier's energy number, a warning message will appear at the bottom of the **Nutrient & Components** tab. The warning alerts you that the supplied energy value is higher than is accounted for by the supplied nutrients.

In such cases, you need to make a professional judgement whether it is warranted to contact the ingredient supplier for clarification or whether to accept their values.

Warning: Energy value (1280kJ) implies significant amounts of one or more of the following: Alcohol, Sugar alcohols, Organic acids, Polydextrose.

There is 1 warning. Click here to hide...

In this case the discrepancy is deemed insignificant and it seems reasonable to accept the supplier's numbers.

5

4. So now enter the supplier value for Energy - 1280

Here are the values for all the nutrients for the Scone Premix filled in:

Scone	Premi	x - Rav	v Materials					
General	Nutrien	nts & Com	ponents Measures Notes					
Base ana	lysis on:	Unknow	n for all nutrients	n for all nutrients 🗸 🗸				
General	I		Nutrient/Component	Value	Result	Not		
Costino			General					
	, y of Origir	n	Weight (g)	100	100.000			
-	Star Ratin		Costing					
	Nutrients	9(Ingredient Cost		?	Sim		
Mineral	ls		Country of Origin					
Warning Statements Advisory Statements		ents	%Australia (%)		?	Per		
			Reconstitution Factor		?	Rec		
Allerge	·		Health Star Rating (HSR)					
Attribut			FVNL - Fruit, Vegetable, Nu		?	per		
			Concentrated FV - Fruit &		?	per		
			Macro-Nutrients					
			Energy (kJ)	1280	▶1280.000	Foo		
			Protein (g)	7.6	7.600			
			Total fat (g)	5.9	5.900			
			Saturated fat (g)	3.1	3.100			
			Carbohydrate (g)	52.5	52.500	Carl		
			Sugars (g)	7.8	7.800	Sun		
			Starch (g)		44.700	The		
			Water (g)		?			
			Dietary fibre (g)	3.5	3.500	Sun		
			Minerals					
			Sodium (mg)	750	750.000			

Note:

Note that the default weight value for the **Value** column is **100g**. So when you enter the nutrients, make sure you use the values **per 100g** from the product specification not the values **per serve** (or **per 100 mL**, if applicable).

Then we move on to the allergen information.

We know from the supplier information that the Scone Premix contains **wheat**, **milk**, and possibly **soy**:

Contains Wheat (gluten) and milk. May contain soy.

5. So, set all **Warning Statements**, **Advisory Statements** and **Allergens**, to **No**, except for **wheat** and **milk**, which you set to **Yes**, and **soy**, which you set to **Maybe**.

To quickly enter **No**, you can press and hold **n** on the keyboard.

Here are the allergen values filled in for the Scone Premix:

Warning Statements			
Royal jelly	No	No	Royal jelly pre
Advisory Statements			
Bee pollen	No	No	Bee pollen pre
Propolis	No	No	Propolis prese
Allergens			
Cereals containing gluten		Yes	
Wheat	Yes	Yes	
Rye	No	No	
Barley	No	No	
Oats	No	No	
Spelt	No	No	
Crustacea	No	No	
Egg	No	No	
Fish	No	No	
Milk	Yes	Yes	
Peanuts	No	No	
Soybeans	Maybe	Maybe	
Tree nuts	No	No	
Sesame seeds	No	No	
Lupin	No	No	
Added sulphites>10mg/kg	No	No	



D. Measures tab

We will stick with grams for this ingredient, so there is no need to add anything to the **Measures** tab.

Create a liquid ingredient

We need one more ingredient for this recipe - Water.

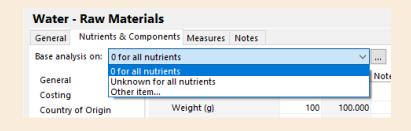
Entering this raw material is very similar to the previous procedures for creating simple ingredients. Here are the differences:

- On the **Nutrients & Components** tab you set the nutrient values to zero.
- As water is a liquid, on the **Measures** tab you enter some extra information.

Now you have experience in creating a few raw materials, so the instructions below are not as detailed and you can test your skills...

A. Create a raw material (Water)

- Here are the first steps:
 - 1. Click New, then click Raw Material.
 - 2. On the **General** tab, name the ingredient Water.
 - 3. Set the Declaration Name to Water.
 - On the Nutrients & Components tab, beside Base analysis on choose 0 for all nutrients:



In the **Result** column for Water, this sets all nutrient values to **0** as well as all warning and allergen statements to **No**:

Water - Raw Mater	rials			
General Nutrients & Cor	mponents Measures Notes			
Base analysis on: 0 for all	nutrients		~	
General	Nutrient/Component	Value	Result	Not
Costing	General			
Country of Origin	Weight (g)	100	100.000	
Health Star Rating (HSR)	Costing			
Macro-Nutrients	Ingredient Cost		0.000	Sim
			0.000	2000
Minerals	Country of Origin			
Warning Statements	%Australia (%)		0.000	
Advisory Statements	Reconstitution Factor		0.000	Rec
Allergens	Health Star Rating (HSR)			
Attributes	FVNL - Fruit, Vegetable, Nu		0.000	
	Concentrated FV - Fruit &		0.000	per
	Macro-Nutrients			
	Energy (kJ)		0.000	Foo
	Protein (g)		0.000	
	 Total fat (g) 		0.000	
	Saturated fat (g)		0.000	
	Carbohydrate (g)		0.000	
	Sugars (g)		0.000	
	Starch (g) Water (g)		0.000	
	Dietary fibre (g)		0.000	
			0.000	Jun
	Sodium (mg)		0.000	
			0.000	
	Warning Statements			
	Royal jelly		No	Roy
	Advisory Statements			
	Bee pollen		No	Bee
	Propolis		No	Pro
	Allergens			
	Cereals containing gluten		No	
	Wheat		No	
	Rye		No	
	Barley		No	
	Oats		No	
	Spelt		No	
	Crustacea		No	
	Egg Fish		No No	
	Milk		No	
	Peanuts		No	
	Sovbeans		No	
	Tree nuts		No	
	Sesame seeds		No	
	Lupin		No	
	Added sulphites>10mg/kg		No	

B. Measures tab - Volume Conversion Factor

For some ingredients you may want to use volume measures, such as millilitres (mL) or cups, when you enter them into a recipe.

To enable volume measures for a raw material, you must provide **specific gravity** data **(density)**, sometimes known as the **Volume Conversion Factor (VCF)** – that is, you need to provide **its weight(g) per mL**.

If the product specification includes the specific gravity, use that value.

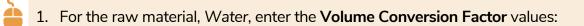
For example, if the specific gravity provided is 1.12, then in **FoodWorks** you would enter **1mL = 1.12g**.

Volume: 1 mL = 1.12 g
Default measure:
Edible portion (%):
Copy Measures From

If you do not have the specific gravity, you can weigh the raw material yourself.

Use scales to weigh 100mL of the liquid. Say the weight is 120g.

Then in FoodWorks, you'd enter 100mL = 120g



General	Nutrients & Co	mponents	Me	asures	Notes
Comm	on Measure	Weigh	t (g)	Descrip	otion
-					
_					
/olume:	100 mL =	100 g			

2. Select the **Liquid** check box.

Volume:	100	mL =	100 g
	🗹 Liquid	1	

Selecting the **Liquid** checkbox means that a new tab, per **100mL**, is shown in the Analysis Pane:



4 - Create your recipes

Once you've created your raw materials, you then use them as ingredients for your subrecipes and recipes.

About sub-recipes and recipes in FoodWorks

In **FoodWorks Nutrition Labelling**, recipes and sub-recipes are the same except for how you use them.

- Recipe ¹/₋ Use for your final products for which you are producing labels
- Sub-Recipe 4 Use for your in-house sub-recipes that you use as ingredients in your final recipes



Тір

As a general rule-of-thumb, the way you construct a recipe in **FoodWorks** should reflect how the recipe is prepared in the kitchen.

For example, for a final recipe Spaghetti in Tomato Sauce, if the pasta and the tomato sauce are cooked separately and then combined to make the final recipe, in **FoodWorks** you would likewise create the pasta and the tomato sauce as separate **sub-recipes**, then combine those sub-recipes, using them as ingredients in the **final recipe**.

Create a recipe

In this tutorial we are creating a simple recipe for Pumpkin and Walnut Scones. You've already created these ingredients:

- Californian walnut (raw material simple ingredient from spec) 100g
- Pumpkin (raw material simple ingredient based on a reference food) 200g
- Scone premix (raw material compound ingredient from spec) 1kg
- Water (raw material simple ingredient (liquid) based on a reference food) 510 mL

Each serve is **74g** and the yield is **92%**.

The serves per pack is 4.

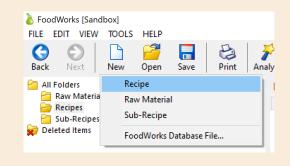


A. Create a recipe (Scones, Pumpkin and Walnut)

5

To create the new recipe:

• On the FoodWorks toolbar, click New, then click Recipe.



Then continue working on the General tab.

B. General tab

Ò	1. On the General tab, in the Name box, type the name for the recipe.
	For this example, enter Scones, pumpkin and walnut
	This is your internal name, and also the name for your recipe label (unless you give it an alternative name in the Label window, which we'll do later).
	Scones, pumpkin and walnut - Recipes General Ingredients Overrides Measures Notes
	Name: Scones, pumpkin and walnut Id: Alt.Id:
	Folder: Recipes Based on: Recipe
	Label Declaration: Sub Recipe or Recipe

2. Optionally, enter your **ID** for the recipe. If you enter an ID, you can then search your documents by ID as well as by name.

The Alt. ID field is optional and not a searchable field.

	, pumpkin and walnut - Recipes	
General	Ingredients Overrides Measures Notes	
Name:	Scones, pumpkin and walnut	
ld:	Alt.Id:	
Folder:	Recipes 🗸 📈	
Based on:	Raw Materials	
	Sub-Recipes	
Label Dec	laration: Sub Recipe or Recipe	
lf you v	want to create a new folder, click	the ellipsis () button.

- 4. Leave the Label Declaration as it is: Sub Recipe or Recipe.
- 5. The **Based on** field is an advanced option. It shows the document template that this document is based on. Do **not** change the document template without good reason.
- 6. The **Description** is optional. Here you can enter any useful information for this raw material. This information is text only and does not affect the label.

C. Ingredients tab

- 1. Enter each ingredient with its edible-portion quantity, as per the recipe:
 - walnuts (100g)
 - pumpkin, boiled (200g)
 - scone premix (1kg)
 - water (510mL):

For each ingredient:

 In the **Ingredient** column, type a few letters of its name, then select it from the drop-down list.

TIP: Press the up and down arrow keys to move in the list, and press Enter to select.

In the Quantity column, first type the number and then select the unit.

TIP: To select the unit, press the up and down arrow keys to move in the list, and press **Enter** to select.

Scones, pumpkin and walnut - Recipes					
General Ingredients	Overrides	Measures	Notes		
00					
Ingredient				Quantity	
Walnuts				100g	
Pumpkin, boile	d			200g	
Scone Premix				1 kg	
Water				510 mL	

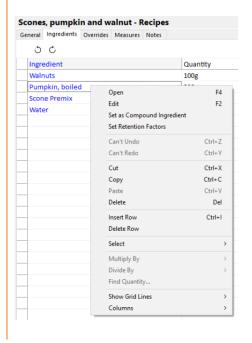
Note: Why are the ingredients shown in blue?

The ingredients in the recipe are shown in **blue** to indicate that they are **FoodWorks** documents that you have created (and not reference foods from the data sources supplied with **FoodWorks**).

You can open a document from here:

Right-click the ingredient, and choose **Open**.

Below, we've right-clicked Pumpkin, boiled:



As you enter the ingredients, you can see **nutrient analyses** begin to appear in the Analysis Pane on the right. The analyses update dynamically as you make changes to the recipe.

2. If the Analysis Pane is not showing, on the toolbar, click the **Analysis** button.



Here is the Analysis Pane for the scones:

All Components	General		ļ
Profile	Weight	100 g	
Label	Costing		
	Ingredient Cost	?	
General			
Costing	Country of Origin		
Country of Origi	%Australia	?	
Health Star Ratir	Reconstitution Factor	?	
Macro-Nutrients	Health Star Rating (HSR)		
Minerals	Health Star Rating (HSR)	?	
Warning Statem	FVNL - Fruit, Vegetable, Nuts, Legumes	?	
Advisory Stateme	Concentrated FV - Fruit & Vegetables	?	
-	Macro-Nutrients		
Allergens	Energy	959.269 kJ	
Attributes	Protein	5.722 g	
	Total fat	7.676 g	
	Saturated fat	2.216 g	
	Carbohydrate	32.328 g	
	Sugars	5.160 g	
	Starch	27.169 g	
	Water	>2.226 g	
	Dietary fibre	2.624 g	
	Minerals		
	Sodium	450.695 mg	
	Warning Statements		
	Royal jelly	No	
	Advisory Statements		
	Bee pollen	No	
	Propolis	No	
	Allergens		
	Cereals containing gluten	Yes	
	Wheat	Yes	
	Rye	No	
	Barley	No	
	Oats	No	
	Spelt	No	
	Crustacea	No	
	Egg	No	
	Fish Milk	Yes	
	Peanuts	No	
	Soybeans	Maybe	
	Tree nuts	Yes	
	Sesame seeds	No	
	Lupin	No	
	Added sulphites>10mg/kg	No	
	Attributes		

Note: About the question marks and red values

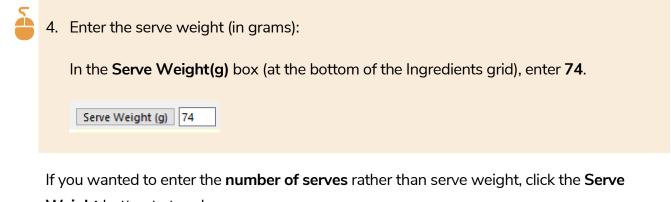
You can ignore the red question marks and values in the Analysis Pane if they are not nutrients that you are using on your label and you are not otherwise interested in them..

3. Check any warning or error messages shown at the bottom of the **Ingredients** tab.

For the scone recipe as entered so far, there is a 1 warning.

Click to show it:
1 of 4 rows.
Serve Weight (g) 74 Yield (%) 92 Serves per pack: 4
Warning: Energy value (962kl) implies significant fiber (~1.5g) and/or one or more of the following: Alcohol, Sugar alcohols, Organic acids, Polydextrose.
There is 1 warning. Click here to hide

This warning message has come through from the Scone Premix ingredient – see the discussion **Is there a problem with the supplier's numbers?** on page 42 – so, we can ignore it.



Weight button to toggle.

5

5. Once you've entered serve information, a **Serve** tab appears in the Analysis Pane.

Click on the **Serve** tab to show the analyses per serve:

Serve	100g	1MJ	Total		
All Com	ponents	Gene	eral		^
Profile		Weig	ht	74 g	

If the processing step for this recipe or sub-recipe will result in a change in weight due to the loss or gain of water, then you need to set its **yield**.

The scones lose moisture in the cooking process.

5	6. Enter the yield for the recipe.
	For the scones, we already know the yield percentage, so type in 92%.
	Serve Weight (g) 74 Yield (%) 92

NOTE: If you have the final weight, but not the yield percentage...

If you do not have the yield percentage, but you know the **final weight** of the recipe, **FoodWorks** can calculate the yield for you.

To enter the final weight, click the ellipsis (...) button beside **Yield**, type in the final weight, then click **OK**.

	Weight Change	\times
	Raw Weight: 1810.000 Final Weight: 1665.200 Weight Change: 92.000	g g %
of 4 rows. Serve Weight (g) 74 Yield (%) 92	OK Cancel	

5

7. Enter the serves per pack for the recipe: In the **Serves per pack** box, enter the number – here **4**:

Serve Weight (g) 74 Vield (%) 92 Serves per pack: 4				
Serve Weight (g)	Serve Weight (g) 74	Yield (%)	92	Serves per pack: 4

D. Overrides tab

Usually you don't need to override the nutrient values that **FoodWorks** calculates for recipes, so you can ignore this tab for now.

E. Measures tab

Here you would set common measures and/or volume measures for the recipe, if required.

Usually you can skip the **Measures** tab for a final recipe as the recipe will not be used as an ingredient.

However, you need to enter information here in these cases:

 This recipe is a sub-recipe and will be used as an ingredient in other recipes, and where its quantity will not be stated as g or kg, but as common measures or volume measures.

In this case, on the **Measures** tab, you need to set the appropriate common measures (see Walnut example on page 30), or for volume measures, you need to set the Volume Conversion Factor (see Water example on page 48).

• This recipe is a liquid, and you want its NIP to show a 100mL column.

In this case, on the **Measures** tab, you need to provide the Volume Conversion Factor (see Water example on page 48).

F. Notes tab

This is an optional text field. Any text you enter here has no effect on recipe labels.

5 - View and refine your labels

You can open the Label window to show a preview of the label for the open recipe.

You can keep the Label window open while you make changes to your recipe. The draft label will update dynamically.

View the label

To view the label:

2

- 1. Open the recipe Scones, pumpkin and walnut.
- 2. On the **FoodWorks** toolbar, click the **Label** button.



The Label window is displayed for your recipe:

Advanced General NIP Ingredients CoOL HSR	5 🕹 🔺			
Alternative Label Name:				
Label Description:	Scones, Pumpkin And Walnut			
Serving Size Description:	NUTRITION INFOR Servings per package Serving size: 74g			
Show % Daily Intake column		Average Quantity per Serving	Average Quantity per 100g	
	ENERGY	710kJ (170Cal)	959kJ (229Cal)	
Preparation Instructions:	PROTEIN	4.2g	5.7g	
	FAT, TOTAL - SATURATED	5.7g 1.6g	7.7g 2.2g	
Storage Instructions:	CARBOHYDRATE	23.9g 3.8g	32.3g 5.2g	
¥	SODIUM	334mg	451mg	
Message:	Agents (500 (I), 541 Glucose Syrup, Emu Pumpkin, Californian		Powder, Salt, Caseinate.), Water,	
	Contains Cereals Containing Gluten, Milk, Tree Nuts. May Contain Soybeans. CoOL: Unknown Australian content percentage (0)			
	CoOL: Unknown Aus	stralian content perce	ntage (V)	

In the Label window you see:

- Tabs on the left that organise the settings for the label. (We'll set some on the General, NIP and Ingredients tabs.)
- The **draft label** for the open recipe. In the draft label you can already see:
 - Recipe name
 - Nutrition information panel
 - Ingredients statement
 - Allergen statement
 - And other information
- **Buttons** above the draft label for publishing and printing.

Note: Buttons in the Label window

To see what a button does, hover the cursor over it to display the tooltip:



Note: Country of Origin error message

If you are not interested in **Country of Origin Labelling** then you can simply ignore this error message:

	Pumpkin (12%), Walnuts (6%). Contains Cereals Containing Gluten, Milk, Tree Nuts. May Contain Soybeans. CoOL: Unknown Australian content percentage (0)
Label Options	There is 1 warning. Click here to show

However, if you don't want to see the error message, on the Label window, click **Label Options**, and on the left click **Country of Origin**.

Then de-select Show Country of Origin and click OK.

Options:	Country Of Origin
Name Label Description Nutrient Information Panel Ingredient Statement Allergen Declaration Characterising Components Preparation Instructions Storage Instructions Message Country Of Origin Health Star Ratings Net Weight Date Marking User Name & Date Other Options	Show Country Of Origin Omit '100%' when 100% Australian ingredients Example: from Australan ingredients Use 'imported' when 0% Australian ingredients Example: from imported ingredients Use 'less than' when Australian ingredients < 10% Example: from less than 10% Australian ingredients Additional Information:
	Additional information to include when the 'ingredient sources vary' phrase is used.

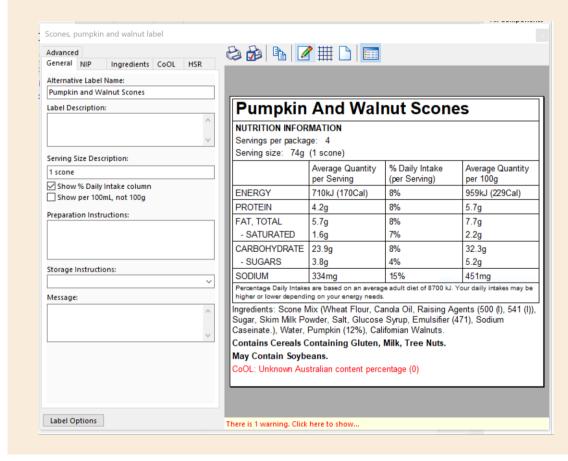
This will turn off **Country of Origin** for all labels in this database.

Refine the label

Now we'll go ahead and refine the label for Scones, pumpkin and walnut by adjusting some settings.

A. General tab

- In the Label window on the General tab:
- 1. In the Alternative Label Name box, enter Pumpkin and Walnut Scones.
- 2. In the Serving Size Description, enter 1 scone.
- 3. Select Show %Daily intake column.
- 4. Notice the changes to your label:



On the **General** tab of the Label window you can also set some text fields to display: the **Label description**, which shows a description of the product below the label name, **Preparation** and **Storage** instructions and a **Message**.

B. NIP tab

On this tab you can control which nutrients apart from the mandatory nutrients, if any, are shown in the NIP.

The tab below shows the default nutrients available for your label:

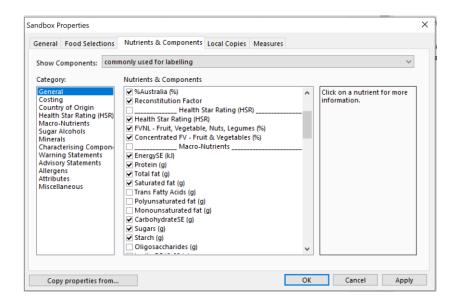
General NIP Ingredients CoOL HSR Nutrients to include in NIP:		😂 🍻 🖪 🖉				anced
✓ Energy ✓ Protein ✓ Fat, Total ✓ - Saturated fat ✓ - Sugars – Starch Dietary fibre ✓ sodium ✓ Sodium Pumpkin And Walnut Scones NUTRITION INFORMATION Servings per package: 4 Serving size: 74g (1 scone) Mercage Quantity per Serving ENERGY Sodium ✓ Sodium Average Quantity (per Serving) % Daily Intake (per Serving) Average Quantity per Serving) ✓ PROTEIN 4.2g 8% 5.7g FAT, TOTAL 5.7g 8% 7.7g - SATURATED 1.6g 7% 2.2g CARBOHYDRATE 23.9g 8% 32.3g - SUGARS 3.8g 4% 5.2g SODIUM Precentage Daily Intakes are based on an average adult diet of 8700 kJ. Your deily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 ()),			HSR	CoOL	Ingredients	neral NIP
Protein Protein Fat, Total Carbohydrate ✓ - Sugars - Starch Dietary fibre ✓ sodium Sodium NUTRITION INFORMATION Servings per package: 4 Servings pize: 74g (1 scone) Merce Serving Merce Serving (per Serving) PROTEIN 4.2g 8% 5.7g FAT, TOTAL S.7g SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l), Ingredients: Scone Mix					ude in NIP:	trients to inclu
✓ Carbohydrate ✓ - Sugars - Starch Dietary fibre ✓ Sodium Average Quantity Promotion Average Quantity per Serving PROTEIN 4.2g 8% 5.7g FAT, TOTAL 5.7g FAT, TOTAL 5.7g CARBOHYDRATE 23.9g SODIUM SODIUM	And Walnut Scones	Pumpkin				Protein
✓ - Sugars - Starch Dietary fibre ✓ Sodium ✓ Sodium <td>MATION</td> <td>NUTRITION INFOR</td> <td></td> <td></td> <td></td> <td></td>	MATION	NUTRITION INFOR				
Dietary fibre Average Quantity per Serving % Daily Intake (per Serving) Average Quantity per Serving) % Daily Intake per 100g Sodium ENERGY 710kJ (170Cal) 8% 959kJ (229) PROTEIN 4.2g 8% 5.7g FAT, TOTAL 5.7g 8% 7.7g - SATURATED 1.6g 7% 2.2g CARBOHYDRATE 23.9g 8% 5.2g SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	e: 4	Servings per package			:	-
Sodium Average Quantity per Serving % Daily Intake (per Serving) Average Qu per 100g ENERGY 710kJ (170Cal) 8% 959kJ (229) PROTEIN 4.2g 8% 5.7g FAT, TOTAL 5.7g 8% 7.7g - SATURATED 1.6g 7% 2.2g CARBOHYDRATE 23.9g 8% 5.2g SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	(1 scone)	Serving size: 74g				
PROTEIN4.2g8%5.7gFAT, TOTAL5.7g8%7.7g- SATURATED1.6g7%2.2gCARBOHYDRATE23.9g8%32.3g- SUGARS3.8g4%5.2gSODIUM334mg15%451mgPercentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs.10Ingredients:Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),						
FAT, TOTAL5.7g8%7.7g- SATURATED1.6g7%2.2gCARBOHYDRATE23.9g8%32.3g- SUGARS3.8g4%5.2gSODIUM334mg15%451mgPercentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs.10gredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	710kJ (170Cal) 8% 959kJ (229Cal)	ENERGY				
- SATURATED 1.6g 7% 2.2g CARBOHYDRATE 23.9g 8% 32.3g - SUGARS 3.8g 4% 5.2g SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	4.2g 8% 5.7g	PROTEIN				
CARBOHYDRATE 23.9g 8% 32.3g - SUGARS 3.8g 4% 5.2g SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	5.7g 8% 7.7g	FAT, TOTAL				
- SUGARS 3.8g 4% 5.2g SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	1.6g 7% 2.2g	- SATURATED				
SODIUM 334mg 15% 451mg Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (l),	23.9g 8% 32.3g	CARBOHYDRATE				
Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (I),	3.8g 4% 5.2g	- SUGARS				
higher or lower depending on your energy needs. Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (I),						
Caseinate.), Water, Pumpkin, Californian Walnuts.	wder, Salt, Glucose Syrup, Emulsifier (471), Sodium	Sugar, Skim Milk Po				
Contains Cereals Containing Gluten, Milk, Tree Nuts.	•					
May Contain Soybeans.						
CoOL: Unknown Australian content percentage (0)	tralian content percentage (0)	CoOL: Unknown Aus				
Reset						Reset

In some cases, you might wish to work with additional nutrients to the default nutrients shown here.

Note:

When working with additional nutrients, you will need to ensure that each of the raw materials used in the recipe has data for that nutrient. Otherwise your label will show question marks for that nutrient as its value is unknown. Here is how to show additional nutrients:

1. On the File menu, click Database Properties, then the Nutrients & Components tab.



2. Select the nutrient(s) that you want to show – for example, Polyunsaturated fat and Monounsaturated fat.

show Components: com	monly used for labelling \sim	
Category:	Nutrients & Components	
General Costing Country of Origin Health Star Rating (HSR) Macro-Nutrients Sugar Alcohols Minerals Characterising Compon Warning Statements Advisory Statements Advisory Statements Altergens Attributes Miscellaneous	W %Australia %) Name: Monounsaturated fat W Health Star Rating (HSR) Name: Monounsaturated fat W Health Star Rating (HSR) Name: Monounsaturated fat W Health Star Rating (HSR) Name: Monounsaturated fat W FVNL - Fruit, Vegetable, Nuts, Legumes (%) TagName: FAMS W EnergySE (kl) Macro-Nutrients TagName: FAMS W Tortal fat (g) Trans Fatty Acids (g) Trans Fatty Acids (g) W Monounsaturated fat (g) W CarbohydrateSE (g) V W Starch (g) Oligosaccharides (g) V	

Note:

If you don't see the nutrient you are after, beside Show Components, select found in one or

mare selected data sources.

VOCADO L DIUL SWIFL	10.80	10000 2/2/2
oodWorks Sample For	NL Properties	>
General Food Select	ions Nutrients & Components Local Copies Measures	
Show Components:	commonly used for labelling	~
Category:	commonly used for labelling all nutrients available in FoodWorks	
General	that are currently selected	
Costing	found in one or more selected data sources	Información.
Country of Origin	Density (g/mL)	
Health Star Rating (Macro-Nutrients	HSR) Volume (mL)	

- 3. Then click OK.
- 4. Now open the Label window you will see the additional nutrient(s) listed on the left.
- 5. You can select them to show them in your label:

1					-
	Scones, pumpkin	and walnut la	bel		
	Advanced				
	General NIP	Ingredients	CoOl	HSR	(
		-	COOL	TISK	I
	Nutrients to inclu	de in NIP:			I
	 Energy 				I
	Protein				I
	 Fat, Total Saturated fat 				I
	 Polyunsatur 	ated fat			I
	 Monounsat 	urated fat			I
	Carbohydrate				I
	 Sugars 				I
÷	 Starch Dietary fibre 				I
	Sodium				I
-	Iron				l
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	Label Options				6

6. To return to just using the mandatory nutrients in your NIP, click **Reset** at the bottom left of the window. The additional nutrients will be de-selected.

C. Ingredients tab

You can show the percentage for your recipe's characterising ingredients in the ingredients statement on the label by selecting them on this tab.

1. In the Label window, click the **Ingredients** tab.

- 2. Select these ingredients:
 - Pumpkin
 - Californian Walnuts

Characterising Ingredients: Characterising Ingredients: Scone Mix Very Pumpkin Californian Walnuts					
Crafactersmg ingreatenes. Score Mix ♥ Pumpkin ♥ Californian Walnuts Average Quantity % Daily Intake Average Quantity % Da					
Scone Mix Vater Pumpkin Californian Walnuts Average Quantity % Daily Intake Av					
Pumpkin Californian Walnuts Average Quantity % Daily Intake Average Quantity % Da					
Californian Walnuts Average Quantity % Daily Intake Av					
per Serving (per Serving) pe	erage Quantit r 100g				
ENERGY 710kJ (170Cal) 8% 95	9kJ (229Cal)				
PROTEIN 4.2g 8% 5.1	/g				
FAT, TOTAL 5.7g 8% 7.1	/g				
- SATURATED 1.6g 7% 2.2	2g				
CARBOHYDRATE 23.9g 8% 32	.3g				
- SUGARS 3.8g 4% 5.2	2g				
SODIUM 334mg 15% 45	1mg				
Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily int higher or lower depending on your energy needs.					
	Ingredients: Scone Mix (Wheat Flour, Canola Oil, Raising Agents (500 (I), 541 Sugar, Skim Milk Powder, Salt, Glucose Syrup, Emulsifier (471), Sodium Caseinate.), Water, Pumpkin (12%), Californian Walnuts (6%).				
Contains Cereals Containing Gluten, Milk, Tree Nuts.	Contains Cereals Containing Gluten, Milk, Tree Nuts.				
haracterising Components: May Contain Soybeans.					
	CoOL: Unknown Australian content percentage (0)				

3. Notice that the ingredient statement on the label now shows the percentages of these ingredients.

D. Advanced, CoOL, and HSR tabs

On the **Advanced** tab you can set shelf life and date marking for the label. This tutorial does not cover Country of Origin Labelling or Health Star Ratings.

6 - Print your labels

You can print your labels in a few different ways. This chapter explain how.

Print a single label directly from FoodWorks

This option works well when:

- You are happy to print one label at a time.
- You are happy with the information, format and design provided in the Label window and you do not need to make any changes.
- The label as printed is the right size.

To print a single label:

- 1. Open the recipe, and open the **Label** window.
- 2. Click the **Print** button and select the appropriate printer.



Print a single label via Word or Excel

This option works well when:

- You are happy to print one label at a time.
- You need to make small changes to the information, format and design, for example, changes to the font, font size, colours. (The overall layout of the label stays the same.)
- The label as printed is the right size.

To print a single label:

- 1. Open the recipe, and open the **Label** window.
- 2. From the **Label** window, export the label to Microsoft Word or Excel:
 - Publish to Word
 - Publish to Excel
- 3. In Word and Excel you can edit the label format and information as required, and then print from there.

Print multiple labels using label design software

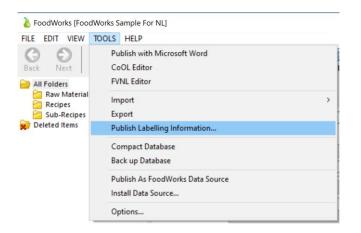
You can use label design software such as BarTender® or LABELVIEW if you need to print multiple labels frequently.

This approach gives you the most efficiency and control. This option works well when:

- You want to print many labels at once.
- You need to completely redesign the label.

Here's how:

 First, export your label data from your FoodWorks database – On the Tools menu, click Publish Labelling Information and follow the instructions.



Choose the folders you wish to publish:

Publish Labelling Information		×
Publish labelling information		
Which folders contain the documents you want to	o publish?	
Raw Materials		
Recipes Sub-Recipes		
Show Changes Since Last Published		
	Back Nex	t Cancel

The label data will be exported to a Microsoft Access database.

- 2. Configure BarTender/LABELVIEW to read the label data from the Access database. You will need to:
 - Design your label in BarTender/LABELVIEW.
 - Configure BarTender/LABELVIEW to read the label data from the Microsoft Access database generated from FoodWorks.
 - Select which label(s) to print.

For more information, see our support article <u>FoodWorks and BarTender</u> and talk to your label designers or your IT support.

7 - Export your label data

If you need to export your labelling data, for example, to pass the information onto your marketing team or to send to your clients, you can use the following methods.

Export a single label

This option works when you are happy to export one label at a time.

You can export a label to the format for PDF or Word or Excel directly from the **Label** window.

To export a single label, on the **Label** window, click the appropriate button:

- Publish to Word
- Publish to Excel
- Publish to PDF

The information, format and layout of the NIP will be exported to that application.

Export multiple labels

You can export all the labelling data from your **FoodWorks** database to a Microsoft Access database.

This option is suitable for bulk export of all or some of your label information but does not include the format and layout of the labels.

To export your labelling information in bulk, on the **Label** window, click the appropriate button:

1. On the **Tools**, click **Publish Labelling Information** and follow the instructions. You can choose which folders to export:

Publish Labelling Information		×
Publish labelling information		
Which folders contain the documents you want to	publish?	
Raw Materials		
Sub-Recipes		
Show Changes Since Last Published		
	Back Next	Cancel

All the labelling information in the selected folders will be exported to a Microsoft Access database.

Congratulations!

Well done. You've now completed the Basic Tutorial for Learning FoodWorks 10 Nutrition Labelling.

You have learned the skills to create common types of raw materials and then how to use them to create a final recipe and its nutrition label.



To learn more, see the <u>FoodWorks support site</u>.