Ordering Master or Customer Ingredients

1) Go to Tools ➔ Customize ➔ and click on the Ingredient Maintenance tab.

Click on the drop down tab to change the sort levels.

First Sort Level

Ingredient Type

Second Sort Level

User Defined Order

The choice for order is within this list of options.

When using the Ingredient Code for sorting, it is sorted as an alpha-numeric string value. Therefore, if you were to sort numbers 1-20, it would be like this:

1, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 2, 20, 3 etc.

To avoid this, you can use the User Defined Code. User Defined will use the number set within the ORDER column of the Ingredient Description tab of the Master Ingredients.