



Transferring Ingredient Information from Supplier to Customer

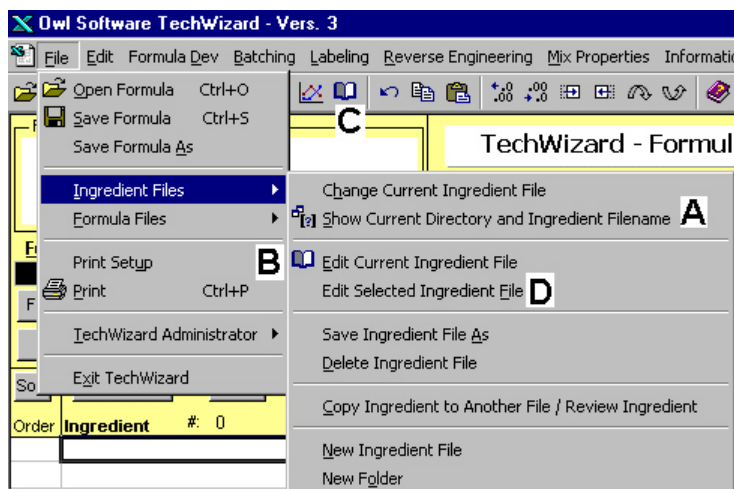
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To provide ingredient information to a customer in TechWizard™ format, the supplier should do the following:

- I. Add ingredient information to a TechWizard™ ingredient file.
- II. Create a new TechWizard™ ingredient file.
- III. Transfer the ingredients of interest to the new ingredient file.
- IV. Send a copy of the new ingredient file to the customer (typically as an e-mail attachment).

I. Add Ingredient Information to a TechWizard™ Ingredient File

The information covered in this section can be found in Chapter 5 of the TechWizard™ Version 3 Manual. Whenever you are using TechWizard™, a particular ingredient file is selected as the main source ingredient file. This file is typically MainIngr.xls in the \TchWzV3\IngrdFile\ subdirectory. On many computers this subdirectory is found under "C:\Program Files". However, you can have an unlimited number of ingredient files in any location.



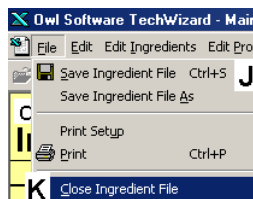
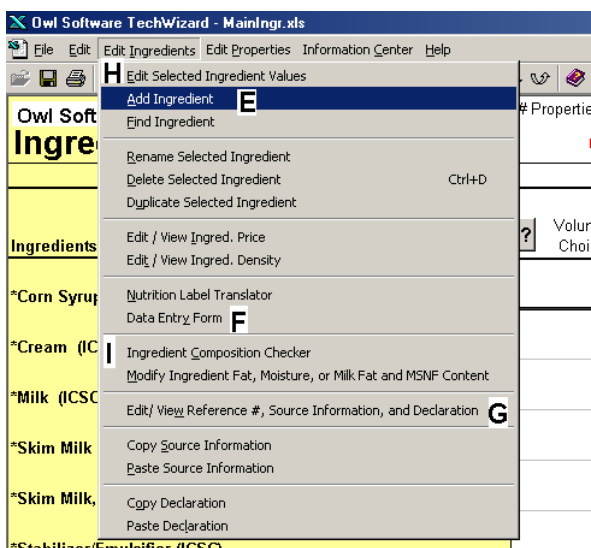
1. To determine what the current source ingredient file is click on the **File** menu. Select **Show Current Directory and Ingredient Filename (A)** from the **Ingredient Files** menu.

2. To open the current source ingredient file, click on the **File** menu. Select **Edit Current Ingredient File (B)** from the **Ingredient Files** menu or press the **Open Book** icon (C).

3. To open an ingredient file other than the source file, click on the **File** menu. Select **Edit Selected Ingredient File (D)** from the **Ingredient Files** menu. Select the ingredient file you wish to edit from the list.

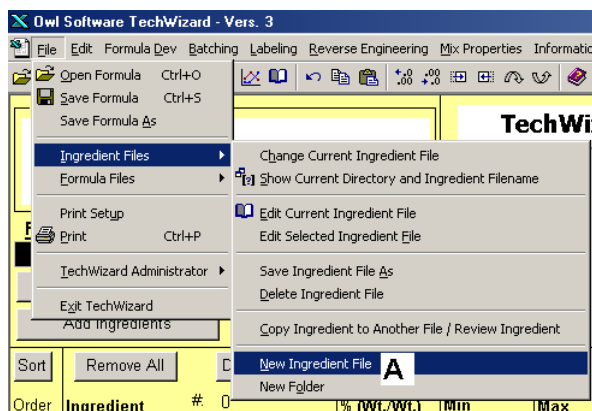
Once the ingredient file is open. The user can add the ingredient information using the **Add Ingredient (E)**

procedure or using the **Data Entry Form (F)**. Use **Edit/View Reference #, Source Information, and Declaration (G)** to enter or modify this text. After the ingredient information has been added to the ingredient file, you can use **Edit Selected Ingredient Values (H)** to make changes or use the **Composition Checker** to review it (I). From the **File** menu select **Save Ingredient File (J)** to save your changes and select **Close Ingredient File (K)** to close the file and return to the TechWizard™.



II. Create a New TechWizard™ Ingredient File

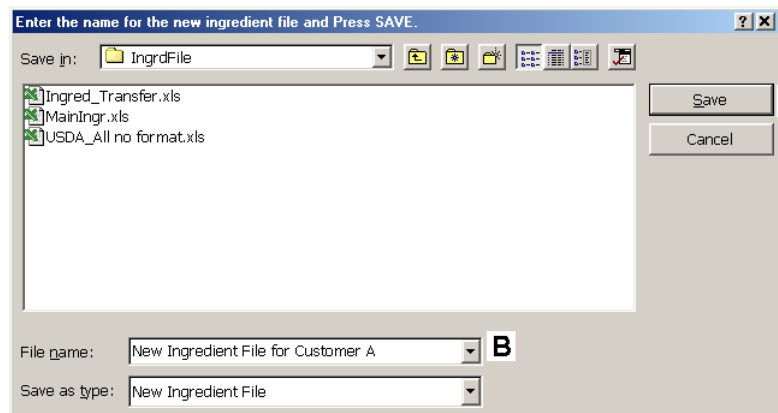
The information covered in this section can be found in Chapter 5 of the TechWizard™ Version 3 Manual. Once the ingredient information is in a TechWizard ingredient file, that file could be provided to the customer. If only the ingredient information that the customer requested is to be provided, then it is easier to create a new ingredient file and transfer selected ingredient information to it.



1. To create a new TechWizard™ ingredient file, select the **File** menu. Select **New Ingredient File (A)** from the **Ingredient Files** menu.

The **Create New Ingredient File** window appears.

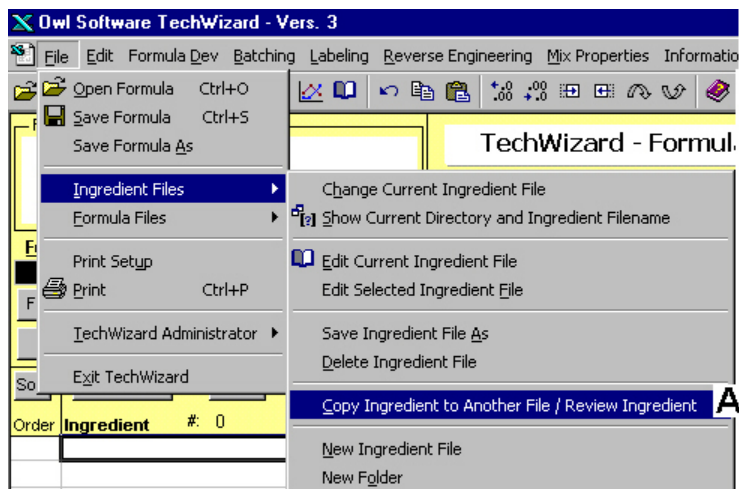
2. Enter a name **(B)** and press the **Save** button **(C)**. A new ingredient file has now been added to the “TchWzV3\IngrdFile” subdirectory. On many computers this subdirectory is found under “C:\Program Files”.



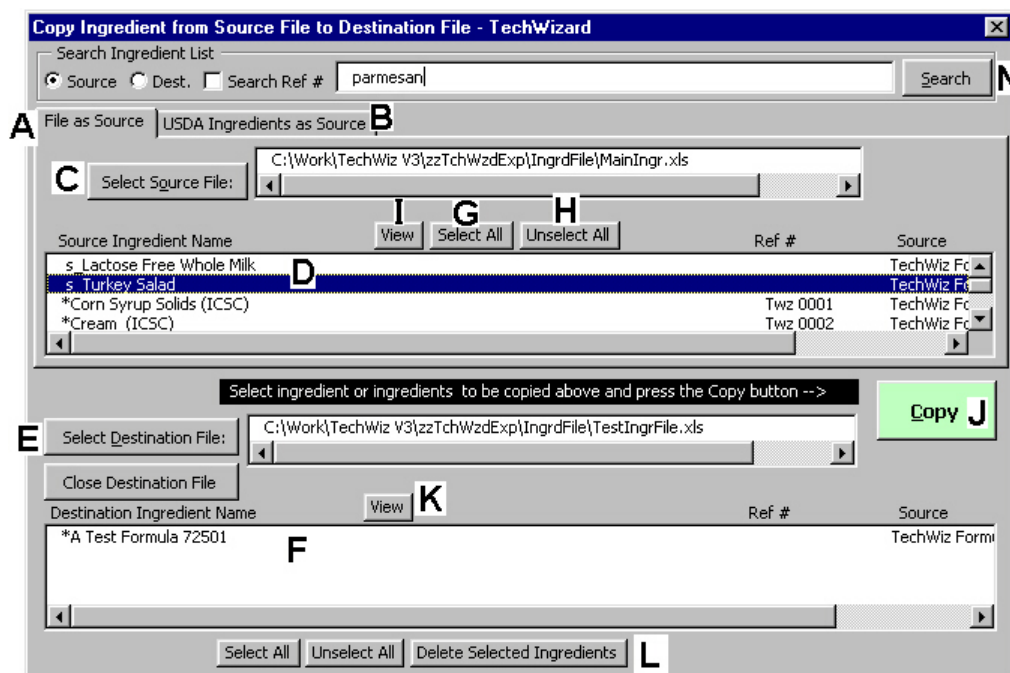
Note: the new ingredient file will contain the default properties only. If you need to add additional properties, please refer to Adding Properties to the Ingredient File in Chapter 5 of the TechWizard™ Version 3 Manual.

III. Transfer the Ingredients of Interest to the New Ingredient File

1. Select the **File** menu. Select **Copy Ingredient to Another File / Review Ingredient (A)** from the **Ingredient Files** menu.



2. The **Copy Ingredient** window appears.



3. Notice the tabs near the top of the window. The user can select ingredients from a source file (A) or select ingredients from the USDA ingredients list (B). The process of copying an ingredient or ingredients is similar in either case.

4. If the ingredients you wish to copy are not in the USDA list, click the **File As Source** tab (A) if not already selected. Click the **Select Source file** button (C) and select a source ingredient file. The name, reference number, and source information for each ingredient is shown (D).

5. Click the **Select Destination File** button (E) and select a destination ingredient file. The name, reference number, and source information for each ingredient is shown (F). Please note only ingredient information for properties already listed in the destination ingredient file will be copied. If you need to copy information for any non-default properties then first add those properties to the destination ingredient file, refer to Adding Properties to the Ingredient File in the manual. To view the list of default properties refer to the manual as well.

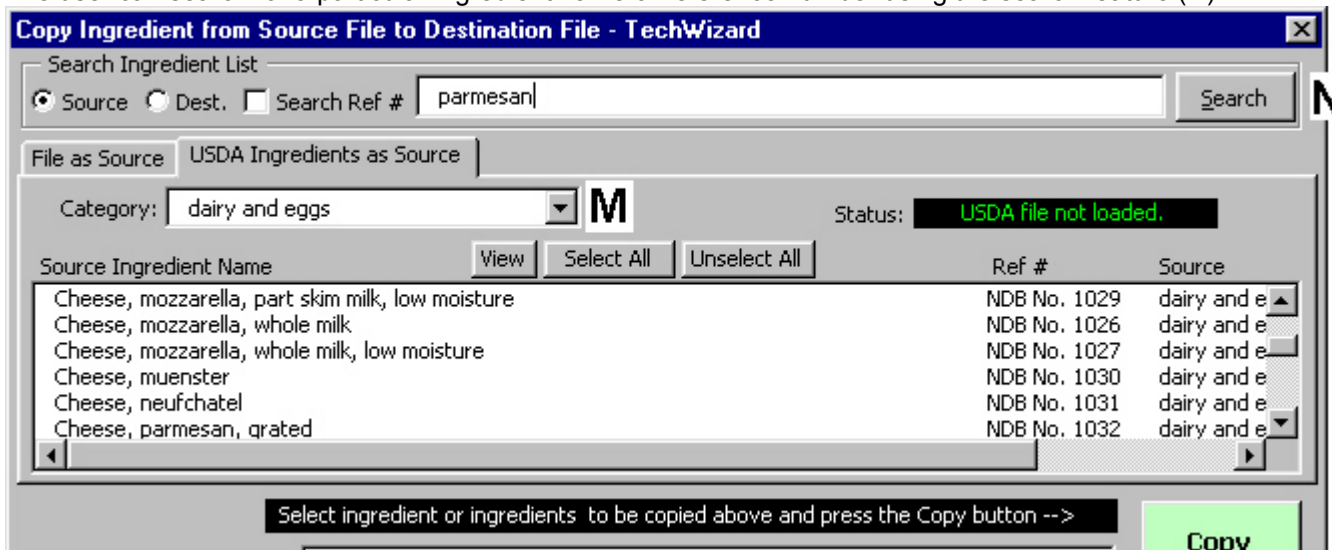
6. Select the ingredients to copy from the source file list (D). The user can hold the Shift key and select numerous ingredients that are next to each other or hold down the Ctrl key to select numerous ingredients that are not next to

each other. The user can press the **Select All** button (**G**) to select all source ingredients or press **Unselect All** (**H**) to undo the selection. Press the **View** button (**I**) to review ingredient composition information.

7. Press the **Copy** button (**J**) to copy the ingredient information to the destination file. When finished, close the form and answer yes to save changes.

8. To select ingredients from the USDA ingredient list, click the **USDA Ingredients as Source** tab (**B**). Select the category of ingredient (**M**). Follow the same procedures described in steps 6 and 7 to copy the selected ingredients to the destination file.

The user can search for a particular ingredient name or reference number using the search feature (**N**).



IV. Send a Copy of the New Ingredient File to the Customer

Ingredient files are typically found in the “\TchWzV3\IngrdFile\” subdirectory. On many computers this subdirectory is found under “C:\Program Files\”. A copy of the ingredient file can be sent to a customer by attaching it to an e-mail message or by copying it to a diskette, CD, or zip disk.