



## Editing Items and Item parameters

This document explains how to enter a new, edit an existing, or delete an existing item and item parameters.

PREPPY comes pre-set with your initial requirements but you may need to change item and/or item parameters, this section explains how to make these changes.

### Entering a new item or to edit an existing item

STEP ①

```
Label Type? _
Thawing      UseBy
```

From the top menu number "99".

STEP ②

```
Edit Item _
<<          >>
```

Navigate the advanced menu to find the 'Edit Item' selection. Press enter.

STEP ③

```
Item to edit?
Item: _
```

To enter a new Item type in an unallocated item number  
**OR**  
 to edit an existing Item type in the item number. Press enter.

STEP ④

```
Edit Item 14:
MOZZARELLA
```

Type in the new item name using a similar SMS method as used traditionally on a mobile phone.

Note: An item name can have a maximum of 16 characters, To accept the changes to the item name, press enter.

Note: To save any changes you must complete STEPS 5 through 9 and continue to work through the setting of the user defined item parameters.

STEP ⑤

```
MOZZARELLA
Shelf Life:72_
```

Enter the *Shelf Life* parameter for the item according to your governing regulations, guidelines and requirements. This a required parameter for any item, and a valid entry is numeric 1-999 hours.

STEP ⑥

```
MOZZARELLA
Prep Within:264_
```

Enter the *Prep Within* (DEFROST) time. This a required parameter for any item, and a valid entry is numeric 0-999.

STEP ⑦

```
MOZZARELLA
Ambient:0_
```

Enter the *Ambient Life* (If the product can be stored Ambient and the shelf life has a diferent parameter to fridge life). A valid entry is numeric 0-999.

STEP ⑧

```
MOZZARELLA
Direct ShLife:0_
```

Enter the *Direct ShLife* (Required defrost life if being prepared frozen) parameter. A valid entry is numeric 0-999.

**Then**

```
MOZZARELLA
Deli Item: No_
```

Enter *Deli Item* (resealable product) to this question. A valid entry is either 'No' or 'Yes'. Use the left or right selection keys to select 'No' or 'Yes' respectively.

STEP ⑨

```
Item Set
```

Confirmation is provided of the changes that you have made.  
To continue press enter, this will return you the advanced menu. To return to the main menu press ESC