

Customizing your Prep-Pal™ 3.0

Admin Password: P-P

Editing Usernames

- To add a new user, first select the 'Users' tab under Admin.
- Place your cursor in the text box at the top of the screen.
- Type in the new username and select 'Add' on the right.
- To delete a user, double-click on the username to be deleted.
- Click on the trash can on the right-hand side.

Editing Categories

- To edit your categories, select the 'Categories' tab under Admin.
- Simply place your cursor in the box of the category to be edited.
- Backspace the old category and type in the new category name.
- Repeat this process for each category you wish to edit.
- When finished, click the button 'rename categories' on the right.

Editing Products

- To edit your products, select the 'Products' tab under Admin.
- Decide which category you would like to add a new product to.
- Scroll down to a blank line in that category and double-click. (A green light should appear in the top right-hand corner.)
- 'Product Category' at the top of the screen should now show the appropriate category.
- Type in the new product information and select 'Replace'.
- Any line can be double-clicked, edited and replaced at any time.



Quick-Start Guide

for version 3.0 software



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Product Name	Product Description	Product Category	Prod. SKU	Months	Expiration Days	Hours	Double Click?
		BREAKFAST		0	0	0	<input checked="" type="checkbox"/>
REPLACE							
Product Name	Description	Category	SKU	Months	Days	Hours	
GRAVY		BREAKFAST		0	3	0	
HASH BROWN		BREAKFAST		0	1	0	
SAUSAGE		BREAKFAST		0	3	0	
		BREAKFAST		0	0	0	
		BREAKFAST		0	0	0	
		BREAKFAST		0	0	0	

Enter new info

Double-click where you want to add a new product

Click Replace to save your changes

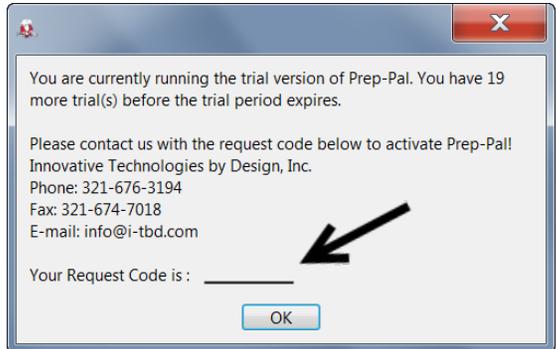
For Additional FAQ's and Video Tutorials please visit:
www.ITDFoodSafety.com/user/help.html

Getting Started with Prep-Pal™ 3.0



Activate Prep-Pal™ 3.0

- After Installing your Prep-Pal™ software:
- Double-click on the Prep-Pal™ icon. (Windows Vista, 7 or 8: right-click on the icon and select 'run as administrator')
- When the Prep-Pal™ software opens, a trial-mode message will appear, please note your 'request code'.
- Have your request code, printer serial number, and store information ready for stream-lined service.



-Call 321-676-3194 to activate the Prep-Pal™ software.

Printing a Label on Prep-Pal™ 3.0

- After activating your Prep-Pal™ software:
- Select 'Print Labels' from the main menu.
- Choose one of the generic usernames from the drop-down menu on the right-hand side.
- Browse through the listed categories (colored tabs) and decide which product you would like to print a label for.
- Click on the button for that product to print a label.
- You may print multiple labels at a time by simply selecting a quantity under 'PrintQty' shown on the right.



- *Quick Tip*** - Is one label printing out on two?
- Navigate to your 'Start' menu.
- Select 'Printers and Faxes'.
- Right-click on the Dymo Label Writer 450 and select 'Printing Preferences'.
- Select 'advanced' in the bottom right-hand corner.
- Choose '30324 Diskette' from the paper size list and apply this new setting.