Welcome to Prep

Use the Prep application to

- print labels
- print batches
- print quick labels
- set timers
- view videos and documents

Prep software is available in multiple languages. When you log in, select a language; the application is displayed in the selected language.

For example, a restaurant employee speaks Spanish as his primary language. He logs in and selects Spanish as his language. The Prep application displays in Spanish.

Your system administrator may have purchased the Donate and Waste application, which allows you to log donated or wasted food. For more information see, Welcome to Donate and Waste.

Legal Notices

Trademarks

TCFMXPREPHLP_AF (11/20)

Table of Contents

Logging On/Off

When you open the Prep application you see the Log On screen. The Log On screen is divided into four tabs; Operators, Managers, Administrators, All Users. These tabs organize users by role. Your system administrator may have created individual accounts for each user. If they did, you should see accounts for you and your co-workers.

Click your account to change your password, select your language, and to log on. Your system administrator may have chosen to use the default user accounts; there is one account for each user role.
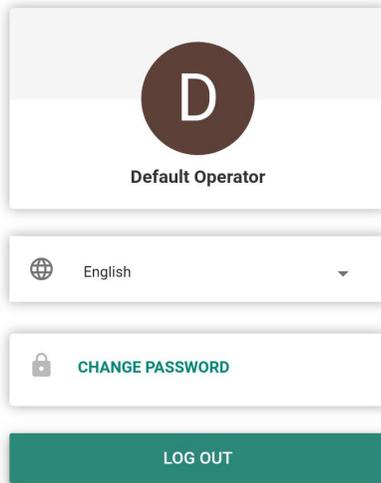
Logging Off

To log off, click your name/user account in the top left corner of the screen then select Log Off. You return to the log on screen

See Also
User Roles

User Roles

The System Administrator creates users and defines their role.

The System Administrator may set the following login/out options:

- Set if users need to enter their password.
- Set the auto logout option (1, 2, 5, 10, 15, or 30 minutes) of printer inactivity, the employee is automatically logged out. The employee must login to continue.
- Display all users on one login screen or display users sorted by role on login screen.

There are three user roles for the Prep application;

System Administrator - has access to all options, settings, etc.

Store Manager - has access to some settings, access is defined by the System Administrator

Operator - doesn't have access to settings, prints labels and operates the system

See Also

Logging on/off

Print Settings

Select Printer Settings then go to the Print Settings tab.

The print settings screen lets you adjust the printing on your label. Make adjustments to contrast if the print is too light or too dark. Increase contrast to make printing darker; decrease contrast to make printing lighter.

To test your adjustments click Test Print.

Once you finish making adjustments, click Save.

If you made adjustments that don't improve printing you can press Clear All to change all settings back to zero.

Display Settings

Select Printer Settings then go to the Display tab to adjust display settings.

Touch the brightness level slide adjuster to increase or decrease brightness. You see the screen brightness change. Sample buttons are shown in various colors so you can see what they look like at different brightness levels.

You do not need to save your settings, they are automatically saved when you navigate away from this screen.

Sound & Volume Settings

Select Printer Settings then go to the Sound & Volume tab to adjust media volume settings.

Touch the media volume slide adjuster to increase or decrease volume.

You do not need to save your settings, they are automatically saved when you navigate away from this screen.

Diagnostic Labels

Select Printer settings then go to the Diagnostic Labels tab.

You can print diagnostic labels to test your printer or retrieve useful information.

Use the Left/Right radio buttons to select the printer you want to use. Note for single printers this selection is not applicable; printing is always on the Left.

You can print:

Version Information (about your printer's hardware and software)

Network Information (about your printer's wired network)

Wireless Information (about your printer's wireless network)

Gray Scale

Checkerboard

Calibrate Sensors

Select Printer Settings then go to the Calibrate Sensor tab to learn how to calibrate your sensors for the supply you use. Calibrating the sensors helps the sensors "learn" where the gaps are between labels.

Calibrate Supply

Select Printer Settings then go to the Calibrate Supply tab to learn how to calibrate your printer for the supply you use. Calibrating the supply helps the printer "learn" when a label is properly placed.

Printer Update

This option is not applicable to the Tablet solution.

Select Printer Settings then go to the Printer Update tab to update your printer's Data File, Configuration File, and/or Application software. These files need to be on the root directory of a USB flash drive.

To update the printer,

1. Click the button you need.
2. Select the appropriate file.
3. The printer updates.

If you do not see your file listed or you wish the cancel the update selection, click the X button.

Factory Reset

Select Printer Settings then go to the Factory Reset tab to set your printer to factory defaults.

ONLY AVAILABLE FOR CERTAIN USER ROLES, ESTABLISHED BY YOUR SYSTEM ADMIN.

If not available to you, contact your System Admin OR authorized service representative.

Performing a Factory Reset **removes all** printer settings, **applications**, and product data.

A Factory Reset cannot be undone.

Click Reset Printer to perform a Factory Reset.

Product Buttons

A button can have multiple functions. Button functions are assigned by the System Administrator.

Label Each product button can print up to four labels.

Timer A product button can include a timer. When you press the button, you can start the timer.

Video A product button can include a video. When you press the button, you can watch the video.

Document A product button can include a document. When you press the button, you can view the document.

Prompt A product button can include a prompt message. Read the message and follow any instructions. Click **Cancel** to go back to the product buttons screen; click **Done** to return the remaining button functions.

Buttons with multiple functions (label + timer, label + video, label + document, etc.) are shown with the three vertical dot icon in the bottom right corner. This icon lets you know the button has more than one function.

For example, a button, *Cheesecake* may start a timer for how long the cheesecake needs to thaw, show a video about making the cheesecake, display the cheesecake recipe, and print a nutrition label, ingredient label, prep label, and receiving label.

When a button only has one function (timer, video, or document), an icon appears in the bottom right corner on the button indicating its function.

Product buttons with multiple functions display the more icon (vertical dots).
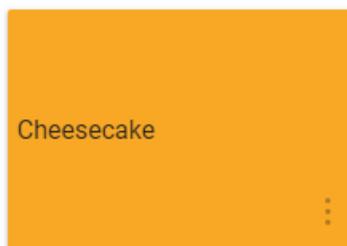
See Also

Printing Labels

Setting Timers

Watching Videos

Viewing Documents

Favorites

Some product buttons are used more than others, we recommend adding these to your Favorites. The Favorites category is located on the left side of the screen, at the top of the Categories list. Add a product button your favorites by clicking the product button then clicking Add To Favorites (located in the upper right corner of the screen). The product button is added to your favorites and star icon is solid.

To remove a product button from favorites, click that product button then click Remove From Favorites (located in the upper right corner of the screen). The product button is removed from your favorites and the star icon is outlined.

See Also

Product Buttons

Categories

Categories

Product buttons are organized into tabs and categories.

Categories are created by the System Administrator or Store Manager (depending upon user role definition).

Categories are located along the left side of the screen.

A data file can contain up to 20 categories.

By default, the first category listed is Favorites. You can add frequently used product buttons to your favorites.

See Also

Printing Labels

Product Buttons

Tabs

Tabs

Product buttons are organized into tabs and categories. The tabs are located across the top of the screen.

Each category can contain up to 25 tabs.

Each tab can contain up to 60 product buttons.

A data file can contain up to 8,000 product buttons.

Each tab is numbered (by default) or named (by your System Administrator). Next to the name is the number of product buttons on that tab.

Click on a tab to view its product buttons.

See Also

Printing Labels

Product Buttons

Categories

Printing Labels

1. Press the product button you want to print.
2. Enter the number of labels you need.
3. Press Print.

To cancel printing, click the cancel print button located to the right of the search bar.

Editable Labels

Your system administrator can design a label to have **Overridable fields**. When a field is set to be overridable (this is set in the Edit program) you can edit the field's data before the label is printed. When you press a product button you see the word EDIT on the Print Quantity screen. Press Edit to modify the data within the overridable field.

For example, the Net Weight is set as overridable. The default weight is incorrect for the current label you are printing. After pressing the product button, press **EDIT** from the Print Quantity screen. You see Net Weight and its default value. Enter the new net weight then click Done. Select your label quantity and print the labels. Note that if you remove the default data from the Net Weight field, a net weight will not be printed on the label.

Your system administrator can design a label to have **Operator Entered fields**. When a field is set to be operator entered you are prompted to enter data before the label can be printed. When you press a product button you see the edit label screen. Enter the prompted information then click Done. Select your label quantity and print the labels.

For example, the Net Weight field is set to be operator entered. After pressing the product button, you see Net Weight and its default value (on the Edit Label screen). Enter the net weight value (or accept the default value if present) and print the label.

Removing the default data from the Net Weight field means that net weight is not printed on the label.

Your system administrator can design a label to have **Required fields**. When a field is set as required it must contain a default value and/or the operator must enter a value before printing. When you press a product button you see the edit label screen. Enter the prompted information then click Done. **The field may not be blank (empty).** Select your label quantity and print the labels.

For example, the Net Weight field is set to be operator entered and required. After pressing a product button, you see Net Weight (and its default value, if one was entered by your system administrator). Enter the required information then click Done. Select your label quantity and print the labels.

Your system administrator can design a Use By field to be overridable/overridable & operator entered with a **Max Use By duration**. When you are editing/entering the use by date you can only enter a date within the max use by duration.

For example, a large jar of marinara sauce is opened on December 30 and has a shelf life of 10 days (marinara must be discarded by January 8). A label printed on December 30 cannot be edited to have a use by date beyond the max use by of 10 days.

Editing Date Fields

When a date field is set to be overridable/overridable & operator entered you may see a **calendar** or **date slider** to enter the information. The calendar option presents a clickable calendar; click the date you need then click Done. The date slider presents left and right arrows to adjust the date one day at a time. Adjust to the date you need then click Done.

Recreated Labels

Your system administrator can design a label to be recreated. This feature is useful when a large container of food is opened and divided into smaller containers.

For example, a large jar of marinara sauce is opened on December 30 with a shelf life of 10 days (marinara must be discarded by January 8). A label printed on December 30 shows January 8 as the expiration date. Four days later (on January 2) more sauce is removed from the original jar and placed in a container. A label printed on January 2 will show January 12 as the expiration date because the shelf life is 10 days; however, this is not correct. The container must be labeled with the original January 8 expiration date.

Printing a **recreated label** prints additional labels with the original prep and expiration date (when the jar was opened) until the product is gone.

In Prep, when the button is pressed the you see **Reprint Displayed Label** or **Start New Label**. Reprint Displayed Label prints the label as shown in the preview (with the original expiration date). Start New Label allows you to edit (change) the prep date and prep time. Once data is entered for Start New Label, it becomes the new default data. You cannot enter an expiration date in the past.

See Also

Product Buttons

Watching Videos

Product buttons can include videos. Your System Administrator can attach demonstrations, instructions, or training materials.

When a product button has only the watch video function, you see a video icon in the bottom right corner of the button. When you press the video product button, the video is played.   Press the left facing arrow in the top left of the screen to return to the product buttons.

If a product button has a video and and at least one other function (label, timer, document, etc.), when you press the button click Watch Video, the video opens.

See Also

[Media Files](#)

Viewing Documents

Product buttons can include documents. Your System Administrator can attach recipes, instructions, or training materials.

When a product button has only the view document function, you see a document icon in the bottom right corner of the button. When you press the document product button, the document is opened.

If a product button has a document and and at least one other function (label, timer, video, etc.), when you press the button click View Document the document opens.

Setting Timers

Product buttons can include timers. Your System Administrator can add timers when tasks require a specific amount of time, for example a dough thaw or cook time.

When a product button has only the timer function, you see a timer icon in the bottom right corner of the button. When you press the timer product button, a new window opens with a Start Timer button (it also shows the amount of time for the timer).   Press the left facing arrow in the top left of the screen to return to the product buttons.

If a product button has a timer and and at least one other function (label, video, document, etc.), when you press the button click Start Timer to begin the count down.

Printing Batches

Batches are created by the System Administrator using Edit. If your System Administrator hasn't created batches you see "No Data Available. No batches."

A batch is a grouping of frequently printed labels (for example, creating a batch is helpful for specific task, like salad bar prep).

To print a batch,

1. Select the batch you need.
2. Make any necessary quantity adjustments. Items are added to a batch with a default quantity.
3. Click Print.

Quick Labels

Quick labels are designed to contain brief lines of text or small images.

Use First is the default quick label included with all data files. The Use First label includes the text "Use First" followed by the current date and time.

1. Touch the quick label button to print the label.
2. Enter the quantity you want to print.
3. Press Print.

Media Files

Select Media Files to view a list of media (videos, documents, images, and sounds). Click the Video tab to see videos, click the Document tab to view documents, etc..

To watch a video or view a document just click on its thumbnail image.

Search

The search bar is located at the top center of the screen.

To search for a product button, batch, quick label, or media file,

1. Click the search bar to open the keypad, then type your search criteria.
2. Use the drop down to the left of the search bar to customize your search. As you type your search criteria, results are listed below.
3. Click the search result you need then click the search button (magnifying glass icon).

Exiting Prep

Some Prep users are able to exit the application and/or open other applications. Your System Administrator decides which roles can do this. To exit Prep and/or open a different application, click the Apps icon (nine dot square) in the upper right corner of the screen. You see a drop down menu that allows you to open other applications.

Creating Reminders

System Administrators and some Store Managers (depending on user role definition) create Reminders.

Reminders are a scheduled alert that is shown on the printer to let the operator know it is time to complete a task. Reminders can be scheduled for a specific day and time of the week. Reminders are best for repeated tasks, such as thawing cookie dough every morning at 7 a.m.

The Prep application also includes Timers. Timers may apply to a specific product button with a set duration (hours, minutes, and seconds). For example, to thaw a cheesecake, set a 30-minute timer on the cheesecake button.

To create a reminder:

1. Click the Reminders menu.
2. Click Add Reminder in the upper right corner of the Reminders screen.
3. Enter a Reminder name, then click Done
4. Select the time for your reminder, then click OK.
5. You see the reminder listed. If don't want the reminder to go off during the current day, click the Today toggle button (the toggle moves left and turns gray).

See Also

User Roles

Setting Timers

Using Reminders

Using Reminders

Your System Administrator or Store Manager creates Reminders.

Reminders are scheduled alerts shown on the printer to let the operator know it is time to complete a task. Reminders can be scheduled for a specific day and time of the week. Reminders are best for repeated tasks, such as thawing cookie dough every morning at 7 a.m.

When a reminder goes off you see an alert on the screen along with the date and time. Press Delete to remove the reminder.

See Also

Creating Reminders

Welcome to Donate & Waste

Your system administrator may have purchased the Donate and Waste application, which allows you to log donated or wasted food.

Use the Donate & Waste application to:

- Log and track donated items
- Print labels for donated items, if needed

The Donate and Waste application may use a weigh scale. The scale connects to the printer's USB port (use a USB 2.0 to RS232 DB9 Serial Cable, Male A Converter Adapter with FTDI Chipset).

The Donate and Waste applications are located on the Home screen.
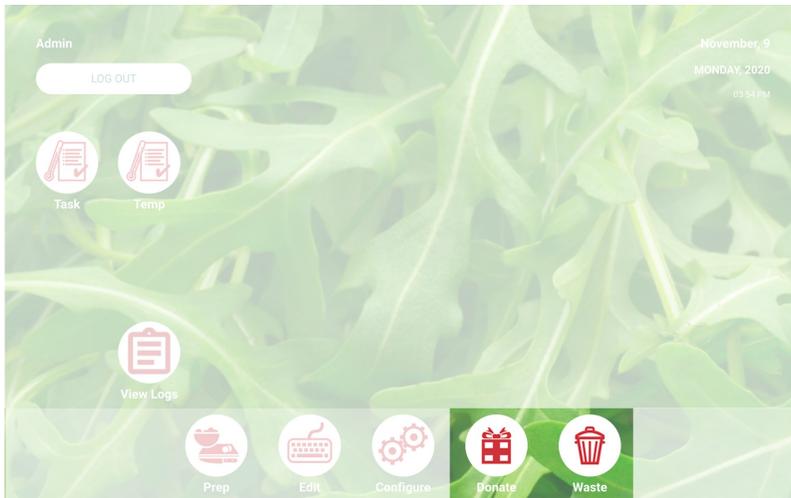
For more information see Donate Buttons and Waste Buttons.

Donate Buttons

Donate buttons can be designed to just log information or to log and print information. From the Home screen, select the Donate application.
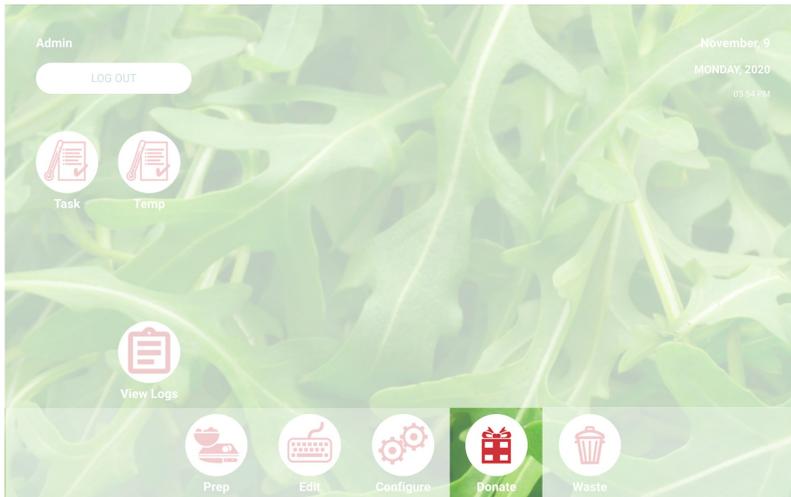
Processing a Donation

1. Click the Donate button you need.
2. Answer the on-screen prompts.
3. If the button has a label, select a quantity to print.
4. Click **Process.** The donation information is logged and, if applicable, the label prints.

Note: To edit your selections click **Edit** below the donation summary.

See Also

Waste Buttons

Welcome to Donate & Waste

Waste Buttons

Waste buttons log information.

From the Home screen, select the Waste application.
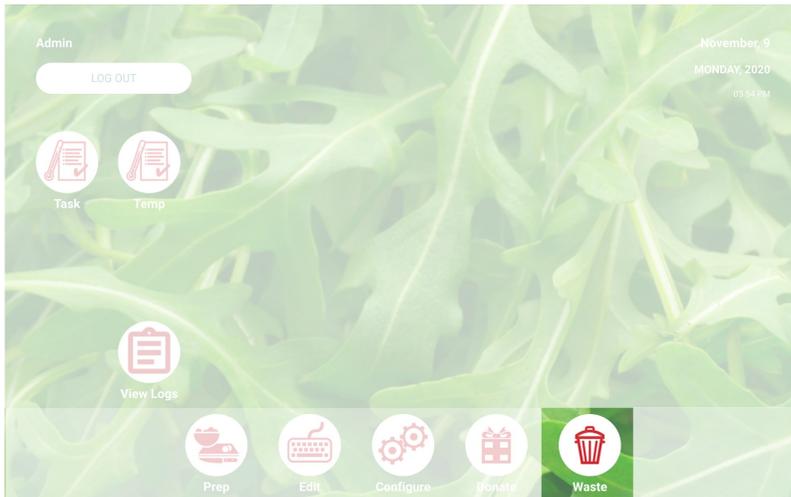
Processing a Waste

1. Click the Waste button you need.
2. Answer the on-screen prompts.
3. Click **Process.** The waste information is logged.

Note: To edit your selections click **Edit** below the waste summary.

See Also

Donate Buttons

Welcome to Donate & Waste

Glossary

media volume

The volume when a video is played