

Marking a Fridge as Broken/Fixed from the Locations Manager

Marking a Fridge as Broken

- 1. From the Locations Manager, highlight a Fridge.
- 2. Press [F5 Add New Fridge Log].
- 3. A blank Add New Fridge Log displays as a pop-up window.
- 4. Select the Broken tick box. An orange snippet indicating the fridge is **BROKEN** displays.
- 5. Press [F10 Save].
- 6. The Locations Manager displays, with the newly added fridge log marked as **BROKEN** in the Temperature Reading History grid.

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Marking a Fridge as Fixed

You can mark a broken fridge as fixed at any time from the Locations Manager.



- 1. From the Locations Manager, highlight a fridge Fridge marked as BROKEN.
- In the Temperature Reading History section, highlight the fridge log marked as BROKEN and press [F6 Edit Selected Fridge Log].
- 3. The Edit Fridge Log Details window displays. Since the fridge was previously marked as broken, an orange snippet displays at the top, asking whether the fridge is now fixed.
- 4. Press [F1 Yes].
- 5. You can now record the daily fridge temperatures as per usual and press [F10 Save].

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Revision History

Version Number	Date	Revision Details	Author(s)
1.0	10 October 2019		Joanne Hibbert-Gorst

Contact us

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