

How do I change or remove foods from a food intake and save time by copying foods from other food intakes?

Objective:

This training sheet shows you how to refine your food intakes by changing the day, meal, food or the amount of food entered. You can also save time by copying foods from other food intakes.

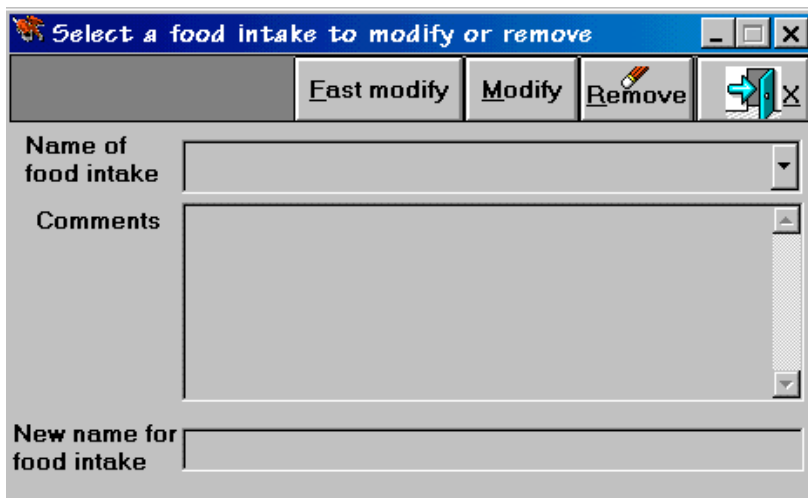
To select the food intake to be modified:

From the main menu bar such as is shown in the example below,

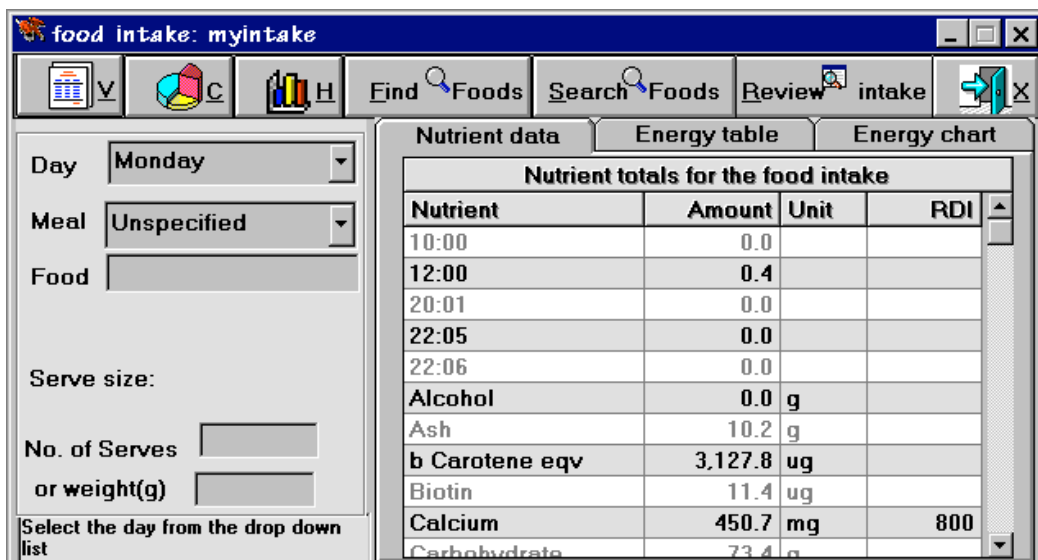



select **Food Intake**, then select the **Modify or remove a-food intake** option.

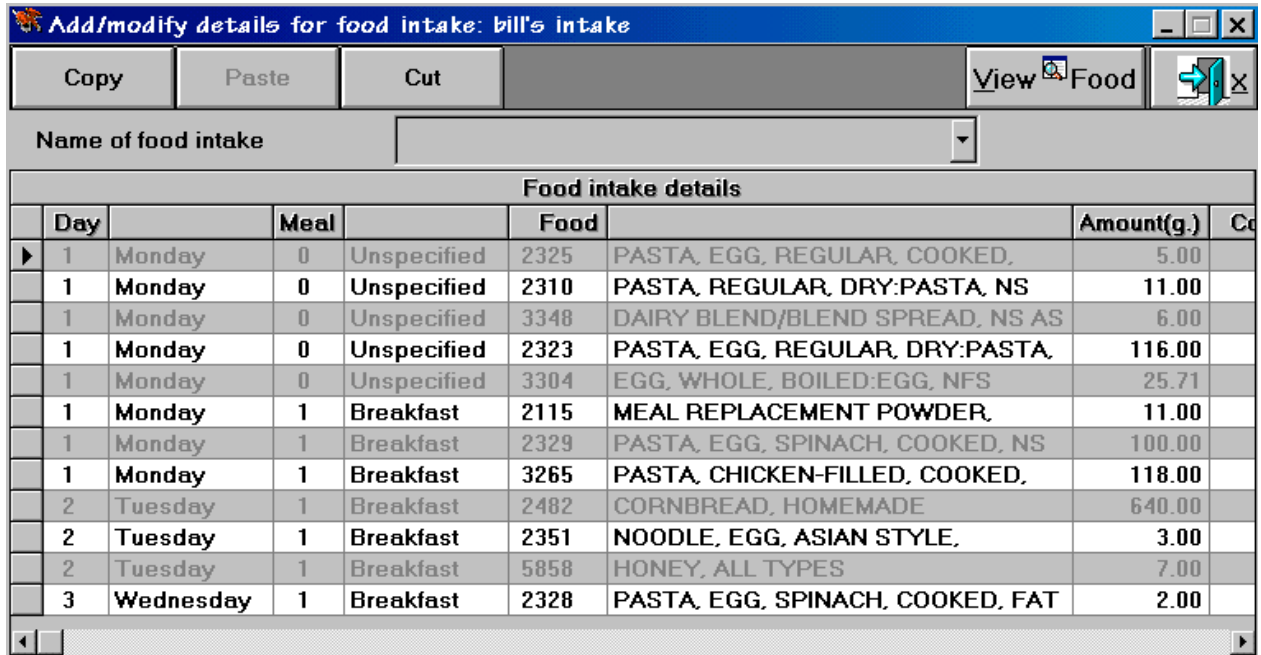
The following window is displayed:



Select the food intake from the drop down list, then click




From the food intake window above, select the  button and the following window will be displayed.



Food intake details							
	Day	Meal	Food	Amount(g.)	Cost(\$)	Per (g.)	d
▶	1	Monday	0 Unspecified	2325	PASTA, EGG, REGULAR, COOKED,	5.00	
	1	Monday	0 Unspecified	2310	PASTA, REGULAR, DRY:PASTA, NS	11.00	
	1	Monday	0 Unspecified	3348	DAIRY BLEND/BLEND SPREAD, NS AS	6.00	
	1	Monday	0 Unspecified	2323	PASTA, EGG, REGULAR, DRY:PASTA,	116.00	
	1	Monday	0 Unspecified	3304	EGG, WHOLE, BOILED:EGG, NFS	25.71	
	1	Monday	1 Breakfast	2115	MEAL REPLACEMENT POWDER,	11.00	
	1	Monday	1 Breakfast	2329	PASTA, EGG, SPINACH, COOKED, NS	100.00	
	1	Monday	1 Breakfast	3265	PASTA, CHICKEN-FILLED, COOKED,	118.00	
	2	Tuesday	1 Breakfast	2482	CORNBREAD, HOMEMADE	640.00	
	2	Tuesday	1 Breakfast	2351	NOODLE, EGG, ASIAN STYLE,	3.00	
	2	Tuesday	1 Breakfast	5858	HONEY, ALL TYPES	7.00	
	3	Wednesday	1 Breakfast	2328	PASTA, EGG, SPINACH, COOKED, FAT	2.00	

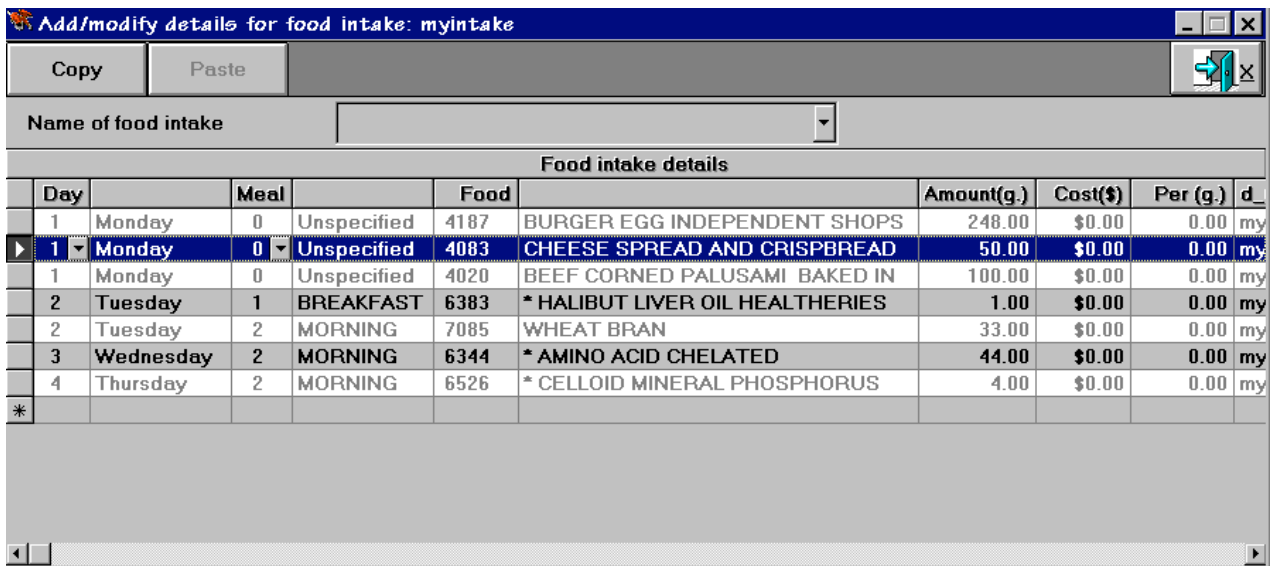
To adjust the food intake details you entered:

While reviewing the food intake you can change the day, meal, food or amount. To change the day, meal or food point the mouse at the day, meal or food number on the line you want to change. A  button will be displayed in the day, meal or food column selected as shown above, click this button to obtain a drop-down list of the options to choose from.

To change the amount of the food that was entered, highlight the existing amount and type in the new amount required.

To delete unwanted foods from the food intake:

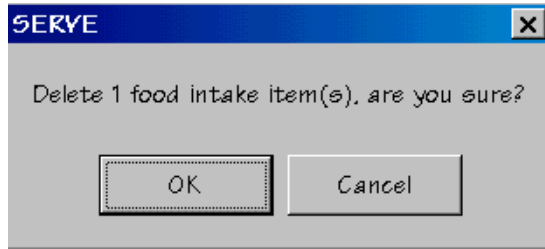
If you have entered a food that you no longer want in the food intake you can remove the food from the food intake by clicking the button on the left hand side of the line. This will highlight the line to be removed as shown below:


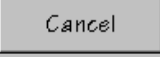


Food intake details							
	Day	Meal	Food	Amount(g.)	Cost(\$)	Per (g.)	d
	1	Monday	0 Unspecified	4187	BURGER EGG INDEPENDENT SHOPS	248.00	\$0.00 0.00 my
▶	1	Monday	0 Unspecified	4083	CHEESE SPREAD AND CRISP BREAD	50.00	\$0.00 0.00 my
	1	Monday	0 Unspecified	4020	BEEF CORNED PALUSAMI BAKED IN	100.00	\$0.00 0.00 my
	2	Tuesday	1 BREAKFAST	6383	* HALIBUT LIVER OIL HEALTHERIES	1.00	\$0.00 0.00 my
	2	Tuesday	2 MORNING	7085	WHEAT BRAN	33.00	\$0.00 0.00 my
	3	Wednesday	2 MORNING	6344	* AMINO ACID CHELATED	44.00	\$0.00 0.00 my
	4	Thursday	2 MORNING	6526	* CELLOID MINERAL PHOSPHORUS	4.00	\$0.00 0.00 my
*							

To delete more than one food at a time you can hold down the Ctrl key while clicking on other foods. To click a range of adjacent foods select the first in the list, then hold down the Shift key while selecting the last food in the list. All foods in the range will be selected.

Then press the delete key. A window will appear as shown below, advising you that these foods will be removed from the food intake, and you are asked if you are sure you want to proceed.




Click the  button to delete the row(s) highlighted, or  if you want to change your mind.

To copy other foods in the food intake, or from another food intake.

1. If the food intake you want to copy from is not the one displayed, select the name of the food intake from the drop down list.





2. Highlight the food or foods then click .

3. If the food intake you want to copy to is not the one displayed, select the name of the food intake from the drop down list.



4. Click .

When you have finished reviewing the food intake, select the  button.

When you have finished entering details for the food intake, select the  button to exit the food intake window.

Assigning costs to foods in a food intake

1. If costs are not being displayed, then click the show cost option as shown below:



2. Enter the 'cost' of the food (do not enter the \$ sign), and the cost per (the weight in grams that the cost is based on) For example, the following cost has been recorded for an item costing \$2.50 per kilo.

Cost(\$)	Per (g.)
2.50	1,000.00