**SOP for Updating MP**

1. Select maintain - MPD
2. Select F Type: CW or F1 or Fresh
3. Stamp Mass Price Stamper on MPD paper.
4. Filter out codes by given stamp (eg 19000 - 19999) - refer to PAPER
5. Refer to the indicated paper about what needs to be changed.
6. CREATE TABLE

MP -  What needs to be changed to

Delete - Press side of code and press delete

Change - Go to code and change MP according to given instructions on paper

Add - Done the last as easiest. Go to the very bottom of the list and key in the given code and MP then press F1. If the type if F1, key ‘F1’ under the column ‘Type’.

1. Once done, select ‘Save’ once. Once you see a print icon above that has turned bold, save is completed.
2. On stamped paper, write down, ‘Done by: NAME’ ‘DATE of MP’ and time completed.
3. Staple all MPD papers and proceed to print by selecting ‘scan and sent’. Followed by ‘Address book’ then under ‘ABC’, select ‘C’.
4. Select ‘Cannon Scan’ and press the start button. Give the printed and MP documents to Jess

**Theory on Updating MP**

MP is used for categorising the type of fish by codes. This is to update any future references for PO (Purchase Order) from the account number of a buyer.