

Logging into the system

Log into the system using the credentials provided by your organization administrator click Login.

! In the tablet demonstration or test version, swipe upwards from the bottom of the screen to bring up the keyboard. Then, tap the field where you want to type.

You will be prompted to the waste weighing screen. If no scale is connected, **"Scale value is unknown"** will be displayed. If your organization is not using the scale included in the toolkit, press the **"Enter measurement manually"** button. If the scale is present but fails to connect, **contact the person in the Administrator role**.

Starting the Weighing Process

If you are using the scales included in the toolkit, the weight of food waste will appear on screen automatically. For manual entering, press **"Enter measurement manually"**.

Enter the weight, choose the employee or team (e.g., "Jane Doe"). You will be prompted to the group selection screen. Choose the appropriate group for the food waste and sub-groups or sub-classificators (depending on your restaurant preconfigured settings).

TESTS - WASTE SCALING
KNOWLEDGE BASE
REPORTING
Logout
17/01/2025 12:30:34

Use scale value

1.5 kg

CHOOSE ITEM

User: Jane Doe

Employee → Select Group

LEFTOVERS

OVER-
PRODUCTION

PREPARATION
WASTE

STORAGE

A summary of the weighing process will be displayed. Press **Done** to finalize the record, or if preferred, edit the parameters as needed. You can modify the **weight**, **date** (if the waste originated earlier that day or the previous day), and **add free-form text** to specify the reason for the waste.

SUMMARY

Classifier:

Dessert

Classification:

Leftovers

Amount:

1.50 kg

Edit amount

Entered by:

Jane Doe

Time of waste generation:

17.01.2025 13:01

Edit time

Reason for throwing out:

-

Edit reason

Cost:

-

BACK

DONE

When the classifier does not exist?

When selecting a category, the classifier you are searching for might not exist. In that case, you can add the category, ingredient, or product yourself. Note that the item you create will be temporary (appearing on a gray background) until approved by the administrator.

To add a missing category, tap the button below the categories, **The classifier I am searching for does not exist**.

Use scale value 1.2 kg

User: Testemployee1

Employee → Select Group → Over-production

DESSERT MAIN DISH PASTRY SALAD

SNACKS SOUP

The classifier I am searching does not exist

In the pop-up, define the **Name** for the item and tap **Create**. You will be redirected to the usual waste recording summary page.

Weight entry with temporary classifier

This form should be used only when there is no desired classifier listed.

Proposed classifier name*

Appetizers

Cancel Create

On the waste classification screen, the submitted classifier will appear gray until approved by the administrator. Food waste recorded with a temporary classification will still be logged the same way as with an original classification, and no data will be lost.

Use scale value 1 kg

User: Testemployee1

Employee → Select Group → Leftovers

APPETIZERS (CLASSIFIER NOT VALIDATED) DESSERT MAIN DISH OTHER

PASTRY SALAD SNACKS SOUP