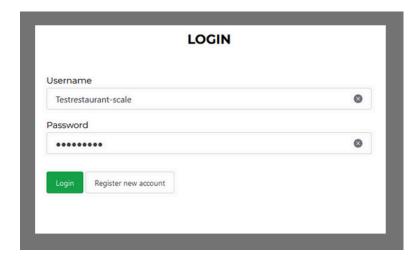
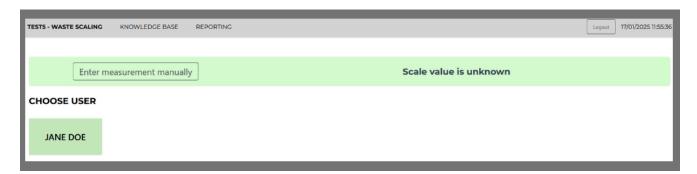
Logging into the system

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.

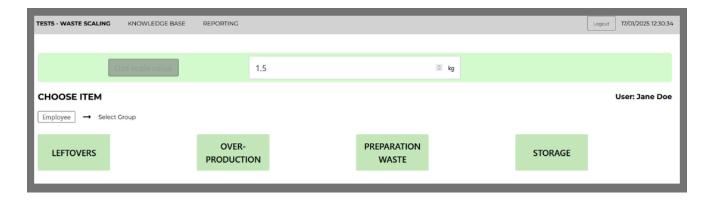


You will be prompted to the waste weighing screen. If no scale is connected, "Scale value is unknown" will be displayed. If your organization is not using the scale included in the toolkit, press the "Enter measurement manually" button. If the scale is present but fails to connect, contact the person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



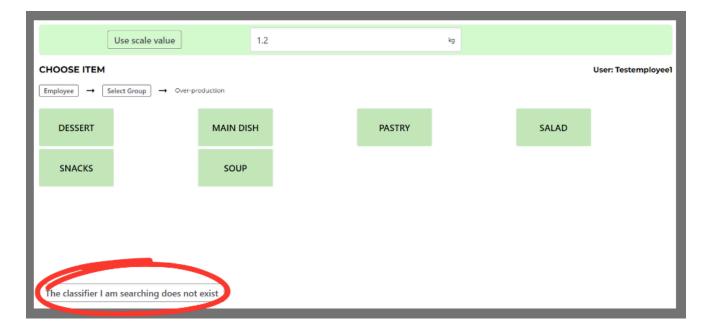
A summary of the weighing process will be displayed. Press **Done** to finalize the record, or if preferred, edit the parameters as needed. You can modify the **weight**, **date** (if the waste originated earlier that day or the previous day), and **add free-form text** to specify the reason for the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



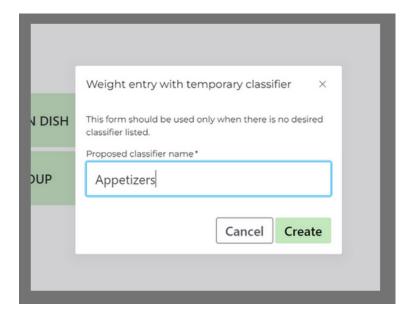
When the classifier does not exist?

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.



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



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.

