

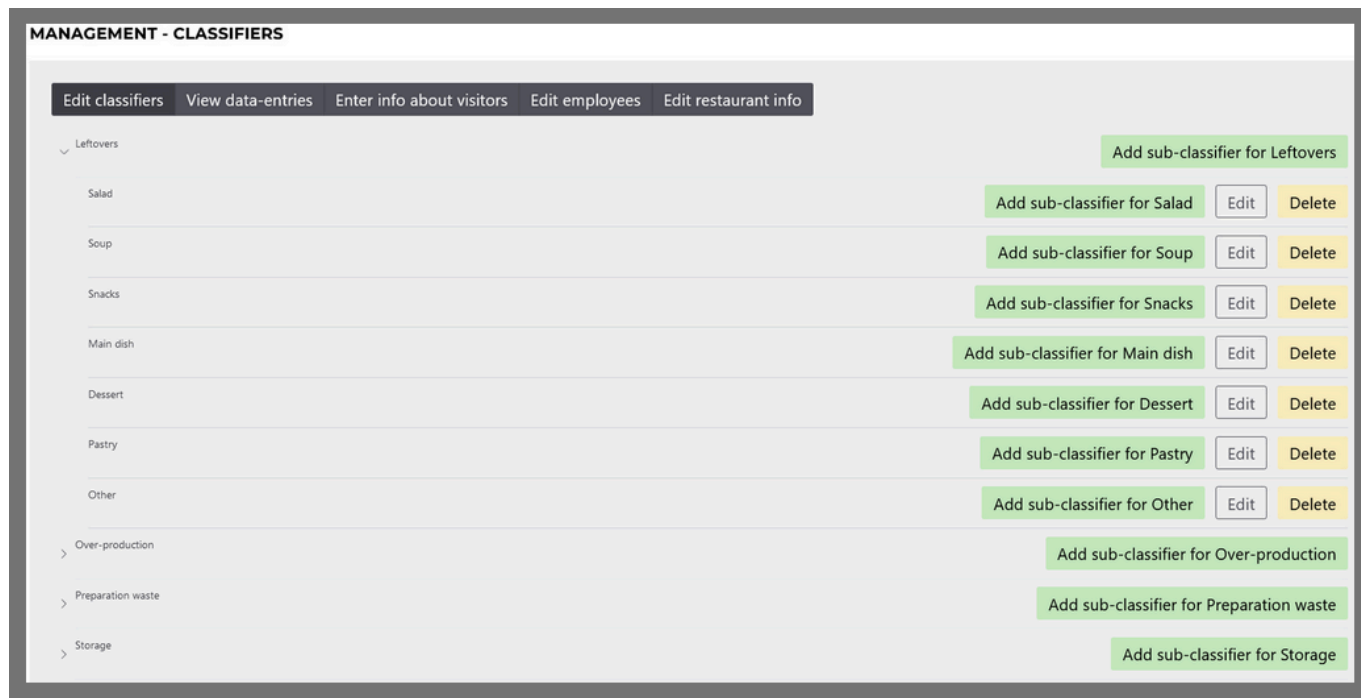
## Managing Classifiers

### What Are Classifiers?

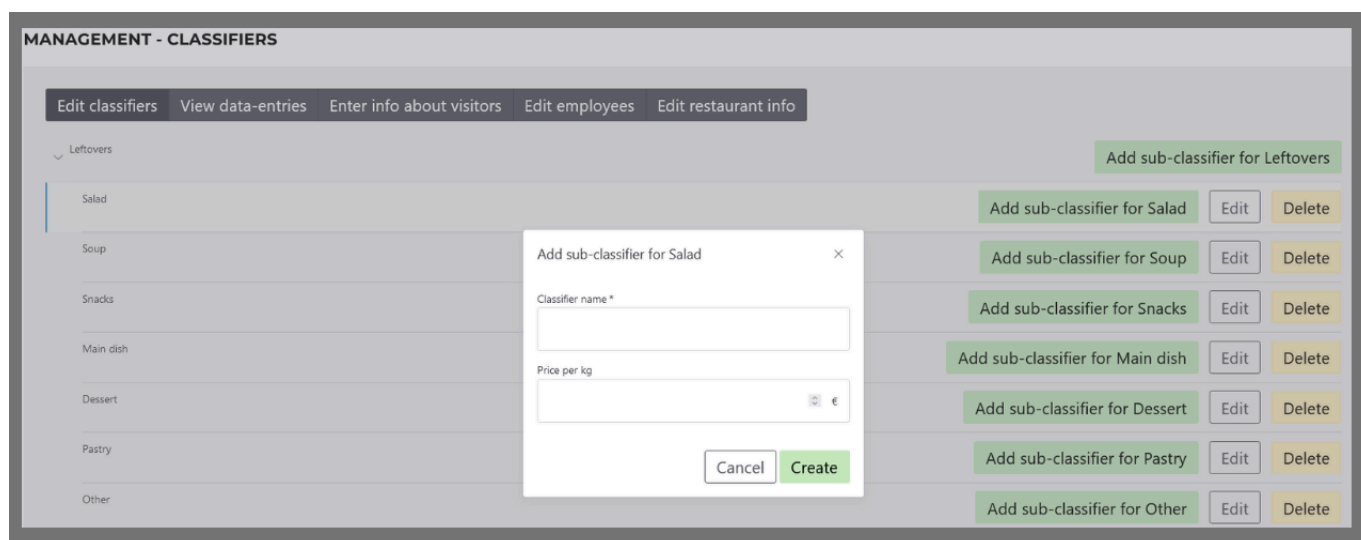
**Root - level classifiers** are main categories representing food waste sources (e.g., Leftovers, Over-production). These **cannot be edited or deleted**.

**Sub - classifiers** are subcategories like food types, dish types, or ingredients (e.g., Salad, Soup under Leftovers). These **can be added, edited, or deleted**.

**Viewing classifiers** - click the arrow (>) to expand and view sub classifiers under a root-level category.



**Add sub-classifiers** - click **Add sub-classifier** next to a parent classifier, enter a name, and save.



**Edit sub-classifiers** - click **Edit**, make changes, and save.

Dialog box titled "Edit classifier Vegetables".

Classifier name \*  
Vegetables

Price per kg  
€

Buttons: Cancel, Save

**Delete sub-classifiers** - click **Delete** and confirm.

Dialog box titled "Are you sure you want to delete classifier Vegetables?".

Buttons: Cancel, Yes

## Accepting the classifiers (or ingredients / products) added by users

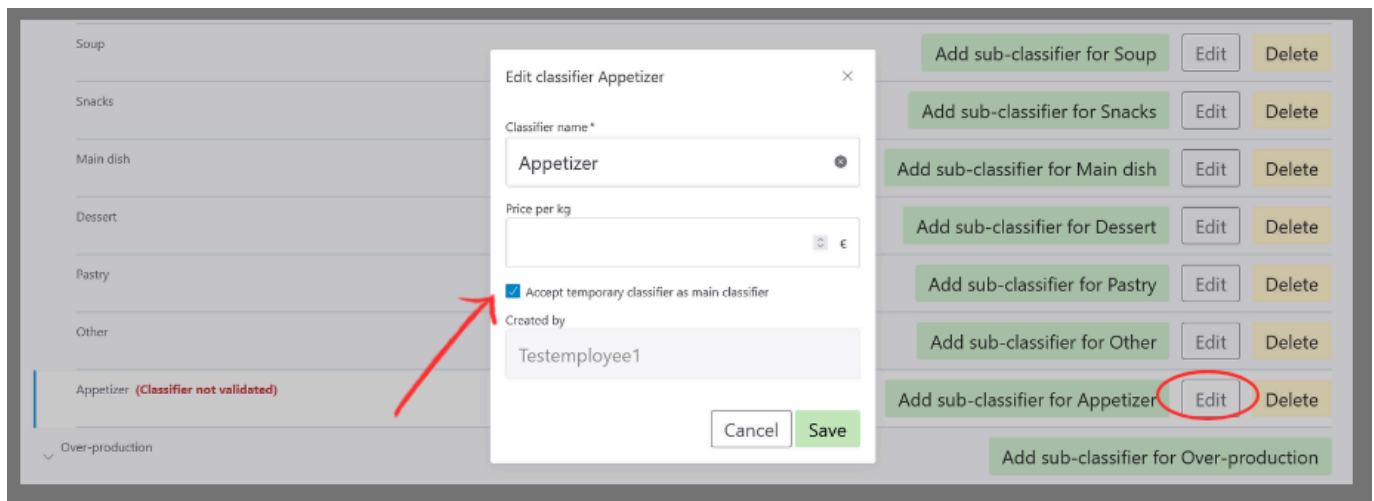
Users are able to add classifiers, if the appropriate classifier seems to be missing. When they do so, the administrator will receive an e-mail notification.

A user **Testemployee1** has created a temporary classifier with the name **Appetizer** and path **Appetizer > Leftovers**. There are in total 1 unvalidated classifiers. Please review.

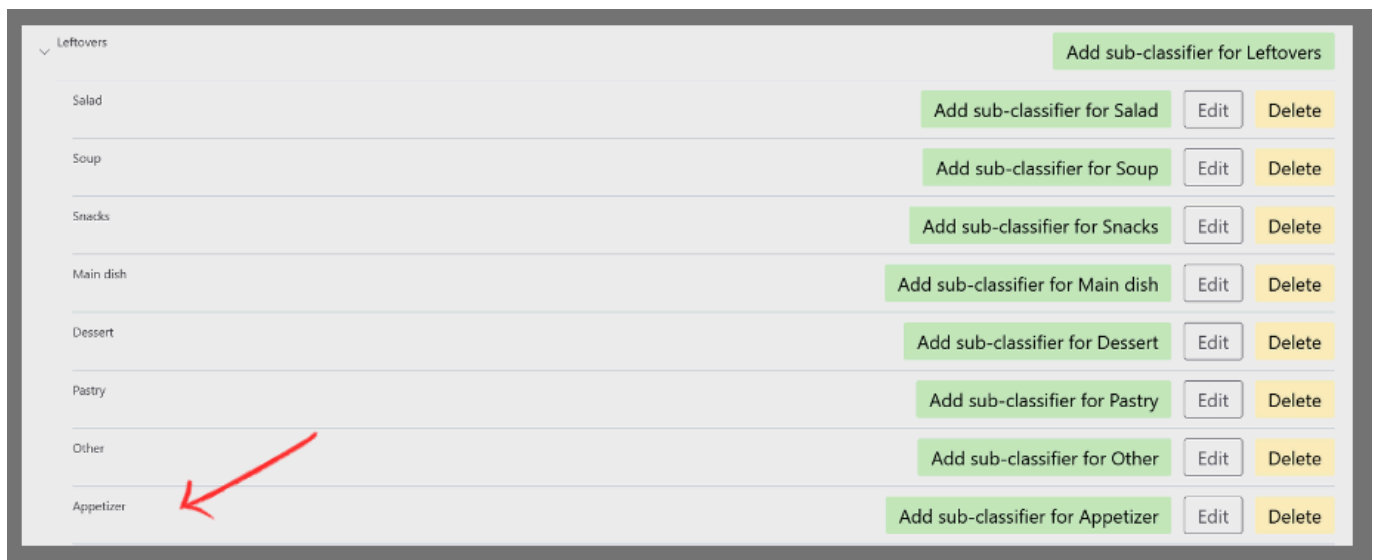
To accept the added classifier, log into the Waste Tool as an administrator, navigate to the Management panel, select the Classifier Management tab, and follow the path indicated in the email. The added item will be highlighted in red font.

Appetizer (Classifier not validated)	Add sub-classifier for Appetizer	Edit	Delete
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Hit the **Edit** button of the added item, in the pop-up tick **“Accept temporary classifier as main classifier”** box. Adjust the name and add item price, if needed and click **Save**.



Accepted classifier will appear among original classifiers.



Also, on the Waste Weighing panel, the classifier, when approved, appears as an original classifier in a green-background button. If the approval was unsuccessful, the button appears grey.