

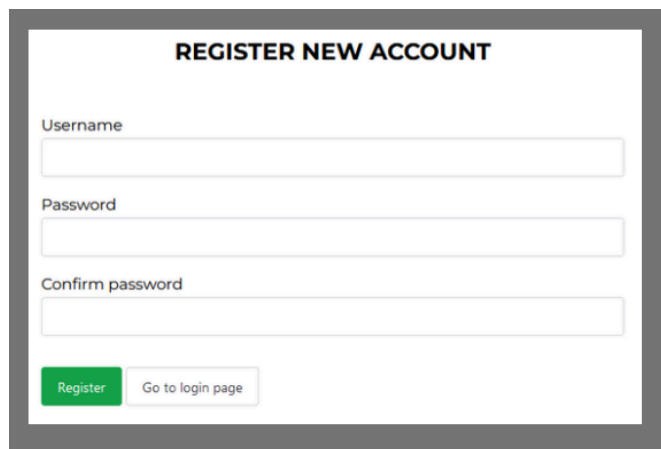
Restaurant configuration

! 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.

Step 1

Creating a user account

Choose **Register new account** button.



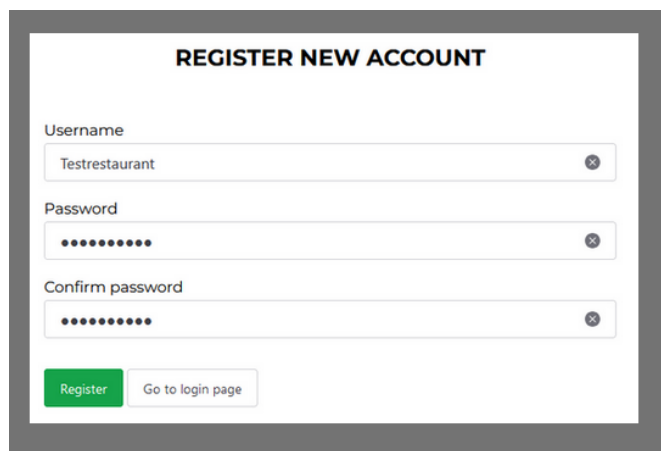
The screenshot shows a registration form titled "REGISTER NEW ACCOUNT". It contains three input fields: "Username", "Password", and "Confirm password". Below the fields are two buttons: a green "Register" button and a white "Go to login page" button with a grey border.

Create a username for your account, enter it in the first field.

Enter a **Password** in the second field and third field.

Click the green **Register** button to create the account.

To return to the login page, click **Go to login page**.



The screenshot shows the same registration form, but now the "Username" field contains the text "Testrestaurant". The "Password" and "Confirm password" fields are filled with masked characters (dots). The "Register" and "Go to login page" buttons remain at the bottom.

You will be prompted to the restaurant setup page.

RESTAURANT SETUP

Logout

BASIC RESTAURANT INFO

Restaurant name*

Select UI language*

Select currency*

Co2 base multiplier

This multiplier will be used for calculating Co2 (kg) generation from waste info. If left empty, Co2 calculation will not be done. Formula: Generated biowaste kilograms TIMES multiplier = generated Co2 kg

Weight id

This ID will be used within the system to connect you to the weighing station. Leave this empty when you will use this without a weighing station.

Admin email*

Here will be sent alerts about various events that require the attention from the restaurant admin.

Data entry username : **Testrestaurant2-scale**
This user should be used for the weighing station, as this user cannot access management tools.

Password for data entry user*

Create restaurant

EMPLOYEES

Employees, who will measure biowaste

Create employee
Add

Enter the name of the employee and press 'enter'

Fill in Restaurant Information

Enter the **Restaurant** name (required).

Select the **UI Language** from the dropdown menu (required)

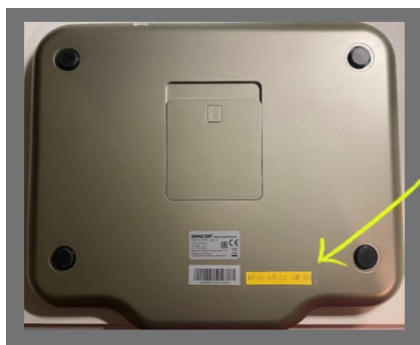
Important! *The chosen language will set the base language for classifiers and categories. While the UI language can be changed later, classifier names will remain in the initially selected language.*

Choose the **Currency** from the dropdown menu (required).

(Optional) Input the **CO2 Base Multiplier** for CO2 calculations. If left empty, CO2 calculations will not be performed.

Enter the **Weight ID** to connect the system to the weighing station. Leave empty if not using a weighing station.

- Weight ID can be found on the back side of the scale



Provide the **Admin Email** (required) for receiving alerts and notifications.

Set the **Password for Data Entry User** (required).

Important! Make sure you have written down the password for the everyday user as this password cannot be recovered!

Add Employees

It is mandatory to add at least one Employee.

In the **Create Employee** field on the right:

- Type the name of an employee responsible for measuring food waste.
 - Up to your organization, this could also be a name of specific shift or a team
- Click the green **Add** button.
- Repeat this process to add additional employees.
- Confirm that added employees appear in the list below.

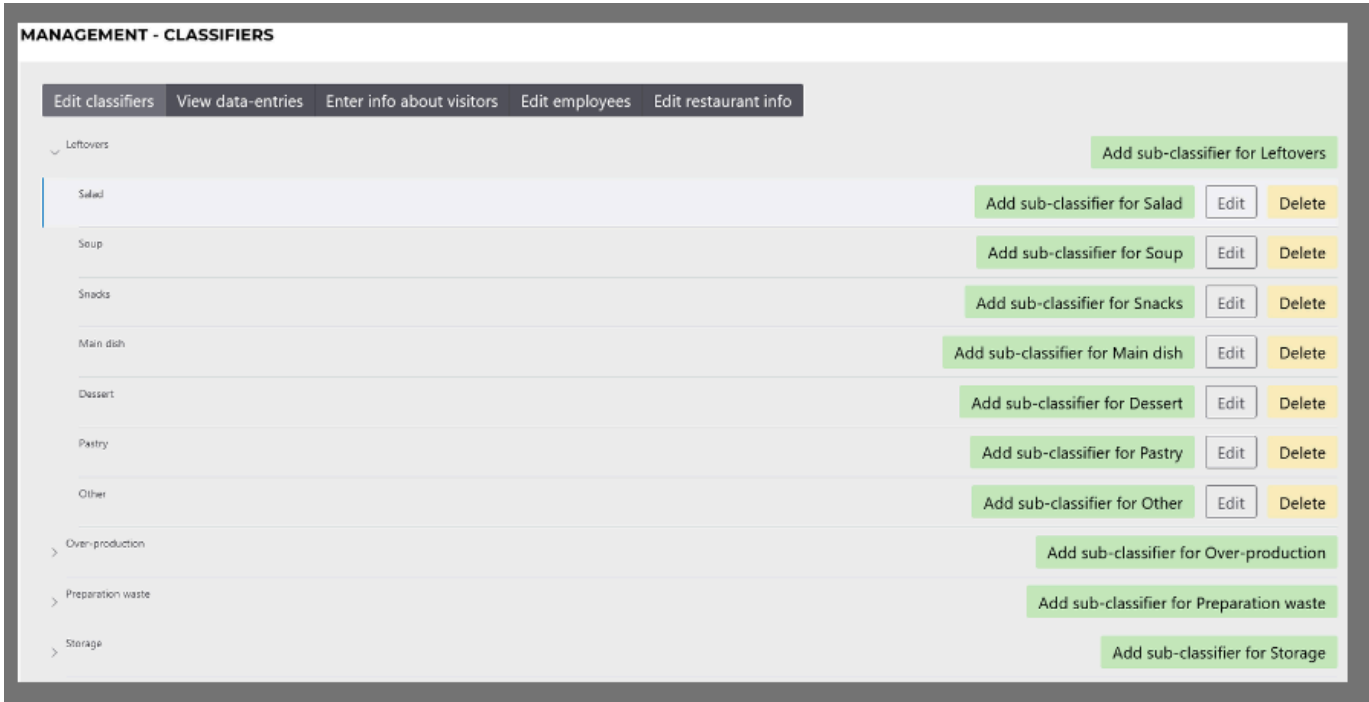
The screenshot shows the 'EMPLOYEES' section of the application. It includes a sub-header 'Employees, who will measure biowaste'. Below this is a 'Create employee' form with a text input field and a green 'Add' button. A note below the input field says 'Enter the name of the employee and press "enter"'. Below the form, a list of employees is shown, with 'Testemployee1' as the first entry. A yellow arrow points to the 'Testemployee1' entry in the list.

Click the **Create restaurant** button.

The screenshot shows the 'RESTAURANT SETUP' page. It is divided into two main sections: 'BASIC RESTAURANT INFO' and 'EMPLOYEES'. The 'BASIC RESTAURANT INFO' section contains several form fields: 'Restaurant name*' (filled with 'Myrestaurant'), 'Select UI language*' (filled with 'English (United States)'), 'Select currency*' (filled with '€'), 'Co2 base multiplier' (empty), 'Weight id' (filled with 'xxxxxxxxxx'), 'Admin email*' (filled with 'yourmail@yourdomain.com'), and 'Data entry username: Testrestaurant2-scale'. Below the 'Data entry username' field is a note: 'This user should be used for the weighing station, as this user cannot access management tools.' Below this is a 'Password for data entry user*' field, which is currently empty and has a yellow arrow pointing to it. At the bottom left of the 'BASIC RESTAURANT INFO' section is a green 'Create restaurant' button. The 'EMPLOYEES' section on the right is identical to the one shown in the previous screenshot, showing the 'Create employee' form and the list of employees with 'Testemployee1'.

Notice, that username for common user with no administrative role will be in format username-scale.

You will be prompted to **Classifiers Management** page



Proceed to document **Administrative guide - classifier management**.