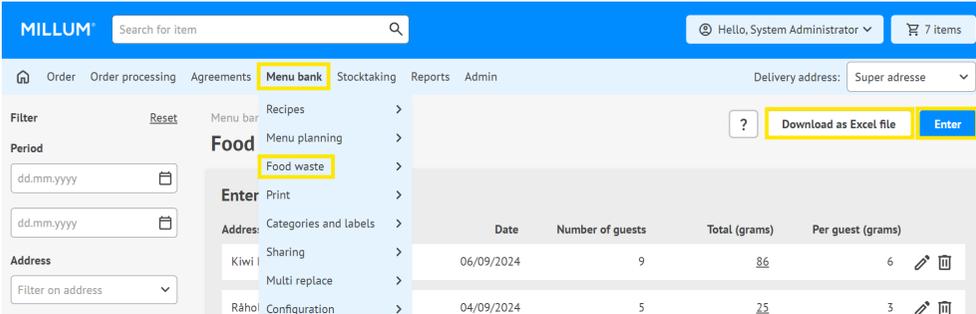


Quickguide - food waste functionality

To register food waste, we recommend using the Food Waste App, which makes it easy to record data in a busy daily routine. See the dedicated quick guide. This guide explains how to register food waste in the client version (desktop PC/Mac).

1. Registering food waste

To register food waste via a computer, you must be logged in to your procurement system. Click the **Menubank** tab, followed by **Food waste** and the blue button to register food waste. Reports can later be downloaded via the option *Download as Excel file*.



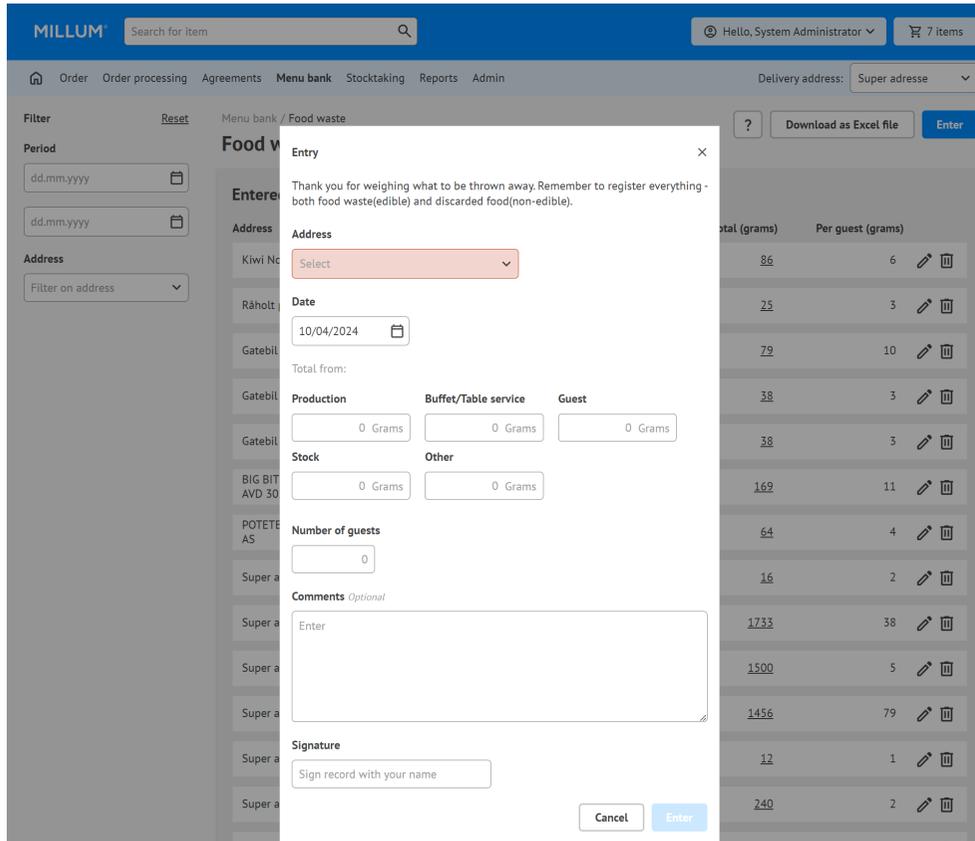
The screenshot shows the MILLUM web interface. The top navigation bar includes 'Menu bank', 'Stocktaking', 'Reports', and 'Admin'. The 'Menu bank' sub-menu is open, showing 'Food waste' highlighted. Below the navigation, there are filter options for 'Period' and 'Address'. A table displays food waste records with columns for Date, Number of guests, Total (grams), and Per guest (grams). Two records are visible: one for 06/09/2024 with 9 guests and 86 grams total, and another for 04/09/2024 with 5 guests and 25 grams total. A 'Download as Excel file' button and an 'Enter' button are also visible.

Date	Number of guests	Total (grams)	Per guest (grams)
06/09/2024	9	86	6
04/09/2024	5	25	3

2. Step-by-Step Guide for Registering Food Waste in the Client:

- Click on *Register*, which you will find in the upper-right corner on the landing page for **Food Waste** under **Menu Bank** in the main menu.
- Select the address (if you have multiple options) for which you want to register food waste.
- Select the department (if required).
- Choose the date you want to register food waste for.
- Record food waste in at least one of the food waste categories, though more is possible.
- Enter the number of guests you served on the specified date.
- Optionally, add a comment to explain the food waste (e.g., "A lot of trimmings and bones" or "Many leftovers from the buffet").
- Sign with your name. If a shared account is used, it may be helpful to specify which individual has registered the waste.
- Click on *Register*.

You can also record data retroactively or correct any errors in previously recorded food waste.



Food waste Entry

Thank you for weighing what to be thrown away. Remember to register everything - both food waste(edible) and discarded food(non-edible).

Address
 Address:

Date
 Date:

Total from:

Production **Buffet/Table service** **Guest**

Stock **Other**

Number of guests

Comments *Optional*

Signature

Item	Total (grams)	Per guest (grams)
Kiwi No	86	6
Råholt	25	3
Gatebil	79	10
Gatebil	38	3
Gatebil	38	3
BIG BIT AVD 30	169	11
POTETE AS	64	4
Super a	16	2
Super a	1733	38
Super a	1500	5
Super a	1456	79
Super a	12	1
Super a	240	2

3. What Can I Do with the Food Waste Data?

As you record food waste, you will generate the basis for an Excel report where you can view the following:

- Food waste per guest.
- Usable and non-usable food waste per address.
- Usable and non-usable food waste per guest.

You will also have a solid foundation for calculating total food waste over a specific period. This can be broken down by category, for a single address, or across multiple locations.