Mobile Waste Sheet
V 3.16

Mobile Waste Sheet

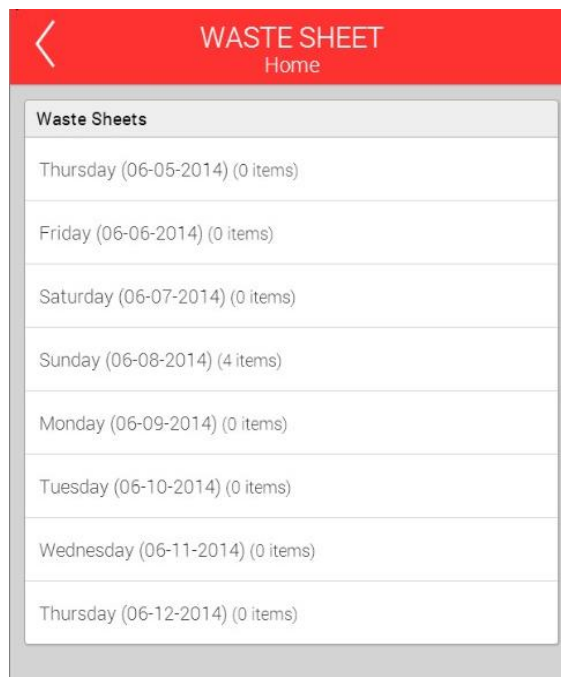Waste sheet app has been put in place for managers to record waste by ingredient or menu item.

1. Log into the DL Mobile Toolkit and select Waste Sheet.
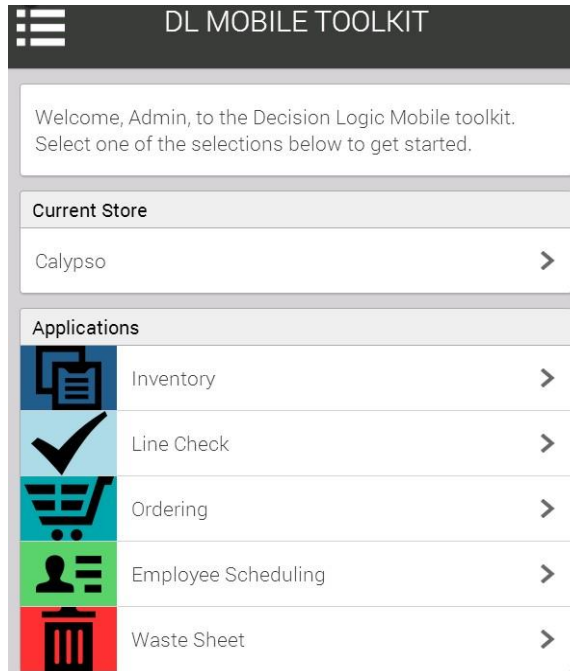
2. Select the proper date to enter wasted item.

3. Determine if the item wasted is a menu item or an ingredient.
4. Select Add new ingredient or menu item.
5. Search for the item wasted by entering name in the search box and selecting enter or search

6. Select Item wasted
7. Enter the reason for the item being wasted, the quantity wasted and any comments that are related.
   a. QTY can be entered by the recipe value or the inventory value.
      i. Recipe value can be used when quantity wasted is smaller than a case.
      ii. Inventory value can be used when quantity wasted is a case or more.

8. Select Save Entry
9. After saving the items entered are available for viewing.

10. After an ingredient or menu item is added the option to "add another" is available. Select this to add an additional ingredient. In example above Chicken fried Chicken.
11. If needing to add another item that has not yet been started select add new ingredient or menu item.
12. Select the X if entry needs to be deleted.