WeighIt Volunteer Cheat Sheet

Setup (Do this at the start of your shift)

1. Power On the PineTab2

- **Hold the power button for 3 seconds**
- Nothing happens immediately—wait patiently
- You'll know it's working when the **keyboard lights up a few seconds later**

2. Connect the Scale

- **Plug the Dymo scale into the USB port**
- Use the USB-C converter if necessary

3. Power On the Scale

- **Press and hold the kg/lb button**
- While holding it, **tap the power button**
- This prevents the scale from going to sleep during operation

4. Launch WeighIt

- When the desktop appears, **click the WeighIt icon** in the upper left corner
- **Wait 30 seconds** for the app to start up
- Be patient—it takes time to initialize

5. Troubleshoot if Needed

- If the weight display shows **------** (horizontal bars):
- **Press F5** on the keyboard to reload the app
- This happens occasionally and is normal

6. Select Donor Source

- The **donor dropdown** is located at the top center of the screen, **above the weight display**
- **Click the dropdown** and select the current donor source (e.g., "Trader Joe's", "Whole Foods")
- This will apply to all items you log during this session

Tallying Donations (Repeat for each item/bag)

7. Weigh Each Item/Bag

- **Place the item or bag on the scale**
- Wait for the weight to stabilize (watch the **scale display itself**, not the app—the number stops changing)
- Note the weight shown on the scale

8. Log the Entry

- **Click the button** for the donation type:
- **Produce** (fruits, vegetables)
- **Dry** (canned goods, grains, pasta)
- **Dairy** (milk, cheese, yogurt)
- **Meat** (chicken, beef, pork, fish)
- **Prepared** (ready-to-eat meals)
- **Bread** (baked goods)
- **Non-food** (toiletries, household items)
- **Handle Temperature Recording (if applicable)**:
- If the donation type is **Dairy**, **Meat**, or **Prepared**, you will be prompted for temperatures
- The **pickup temperature** field will be auto-selected—just start typing to replace it
- Tab to the **dropoff temperature** field and enter the temperature
- Press **Enter** or click **"Save Entry"** to confirm the temperatures
- Or click **Cancel** to go back
- **Confirm what you saw**: The large weight displayed at the center top should match what you saw on the scale
- If it doesn't match, use **Admin >> Undo** or press **Ctrl+Z** to remove the last reading

9. Continue to Next Item

- Remove the item from the scale
- The scale should reset to zero automatically
- Repeat steps 7-9 for the next item

Undo a Mistake

13. Undo Last Entry

- If you logged something incorrectly:
- Click the **"Undo"** button (or press **Ctrl+Z**)
- The last entry will be removed
- You can undo multiple times if needed

14. Redo if Needed

- If you undid too much:
- Click the **"Redo"** button (or press **Ctrl+Y**)

End of Shift

10. Send the Report

- **Open the admin bar** by clicking **>>** in the upper left (or press **F2**)
- Scroll down to the **"Send Report"** section
- **Select the date range**:
- **Start Date**: Defaults to today (change if needed)
- **End Date**: Defaults to today (change if needed)
- **Enter the Recipient Email**: Type the coordinator's email address
- Click the **"Email CSV"** button
- Wait for the confirmation message: **"Email Sent!"**
- **Close the admin bar** by clicking **>>** again (or press **F2**)

11. Power Down

- **Close the WeighIt App**:
- **Open the admin bar** by clicking **>>** in the upper left (or press **F2**)
- Scroll down to the bottom
- Click the **"Close Application"** button (or press **Alt+F4**)
- **Turn off the scale** (press and hold the power button)
- **Shut down the PineTab2** (use the system menu)
- Unplug the scale and store it safely

Troubleshooting

Problem	Solution
Scale shows **------**	Press **F5** to reload the app
Scale shows **Err**	Check that scale is plugged in via USB (not on batteries), then press **F5**
Weight won't stabilize	Make sure the scale is on a flat, stable surface
App is frozen	Press **F5** to reload, or restart the app
Wrong donation type logged	Use the **Undo** button (Ctrl+Z)
Scale not detected	Unplug and replug the USB cable, then press **F5**

If Nothing Works

If you've tried the troubleshooting steps above and the WeighIt app still isn't working:

1. **Don't panic!** This is technology, and sometimes it happens.

2. **Apologize to the donor** and let them know:

3. "I'm sorry, our digital scale system is having technical difficulties right now."

4. "We're still happy to accept your donation! We'll just record it the old-fashioned way."

5. **Fall back to manual recording:**

6. **Grab a pen and paper** (or notebook)

7. **Weigh each item** on the scale (the scale itself still works—it's just the computer connection that's having issues)

8. **Write down**:

    - Donor name/source (e.g., "Trader Joe's")
    - Food type (Produce, Dairy, Meat, etc.)
    - Weight in pounds
    - Current date and time

9. **After your shift:**

10. Contact the coordinator and let them know the system had issues
11. Provide your handwritten notes so the data can be entered later

Remember: The most important thing is accepting and tracking the donations. The app makes it easier, but pen and paper works too!

Quick Reference: Keyboard Shortcuts

- **F1**: View this cheat sheet
- **F2**: Toggle admin panel (open/close)
- **F5**: Reload the app
- **Ctrl+Z**: Undo last entry
- **Ctrl+Y**: Redo last undo
- **Alt+F4**: Close the application
- **Enter** (in temp dialog): Save temperature entry