WeighIt Volunteer Quick Reference

Setup

1. Power On PineTab2
- Hold power button for 3 seconds
- Wait—keyboard lights up a few seconds later

2. Connect Scale
- Plug Dymo scale into USB port (use USB-C converter)

3. Power On Scale
- Hold **kg/lb** button + tap **power**
- (Prevents sleep mode)

4. Launch WeighIt
- Click WeighIt icon (upper left)
- Wait 30 seconds to start

5. Troubleshoot if Needed
- If weight shows **------**, press **F5**

6. Select Donor Source
- Open admin bar (**>>** upper left)
- Select donor from dropdown
- Close admin bar (**>>**)

Tallying Donations

7. Weigh Item/Bag
- Place item on scale
- Watch **scale display** until number stops changing
- Note the weight

8. Log Entry
- Click donation type button:

  Produce • Dry • Dairy • Meat • Prepared • Bread • Non-food

- **Temperature Recording** (Dairy/Meat/Prepared only):
  - Enter pickup temperature
  - Enter dropoff temperature
  - Click "Save Entry" or Cancel

- **Confirm weight**: Large number at center top should match scale

  - If wrong: **Admin >> Undo** or **Ctrl+Z**

9. Continue
- Remove item—scale resets to zero
- Repeat steps 7-9

Undo/Redo

- **Undo**: Admin >> Undo or **Ctrl+Z**
- **Redo**: Admin >> Redo or **Ctrl+Y**

End of Shift

10. Send Report
- Open admin bar (**>>**)
- Scroll to "Send Report"
- Select date range (defaults to today)
- Enter recipient email
- Click **"Email CSV"**
- Wait for "Email Sent!" confirmation
- Close admin bar (**>>**)

11. Power Down
- **Close WeighIt**:
  - Open admin bar (**>>**)
  - Scroll to bottom
  - Click "Close Application"

- Turn off scale (hold power button)
- Shut down PineTab2
- Unplug and store scale

⚠ **Troubleshooting**
Scale shows ------: Press F5
Weight won't stabilize: Check flat surface
App frozen: Press F5 or restart app
Scale not detected: Unplug/replug USB, press F5

⌨ **Keyboard Shortcuts**
- **F5**: Reload app
- **Ctrl+Z**: Undo
- **Ctrl+Y**: Redo