

Weight 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 WeightIt

- When the desktop appears, **click the WeightIt 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
- 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

11. Power Down

- **Close the WeightIt App:**
 - **Open the admin bar** by clicking >> in the upper left
 - 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 WeightIt 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
- **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