

# Weight Volunteer Cheat Sheet

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## 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
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## 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**)
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## **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 Weight 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
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## Troubleshooting

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

## If Nothing Works

If you've tried the troubleshooting steps above and the Weight 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