Introduction

This program is developed to assist you in the monitoring of the food waste in your catering enterprise, so you can choose the right approaches in reducing the waste flow. By regular registration of waste by its sources, you can track the food waste by four main categories - preparation waste, serving waste, storage and plate waste. The program is designed so that you can easily adjust waste classifiers in order to suit your enterprise's needs. By adding the prices to the products and dishes, you can also track the amount of "wasted" money.

To follow the progress in your enterprise, the system allows you to perform daily, weekly, monthly and yearly reports of your waste in kilos, food waste value in currency and Co2 emissions coming from the food waste. For more precise data you can add visitor numbers daily and track the amount of waste per visitor-client. You can also download food waste data of your enterprise in excel and make more detailed analysis.

Furthermore, you have access to the knowledgebase, where you can find guidance to implement circular economy principles within the restaurant and catering sectors. The knowledge base contains approaches to deal with the leftover food and reduce food waste. These strategies include:

 - Proper planning of menus and smart product ordering;

 - Circular cooking (use of food residues in cooking);

 - Community based solutions for sale of overproduced food.

 Development of this program is financed by the European Union and it is available free of charge for use in four languages - English, Latvian, Swedish and Finnish.

Link to login and registration page:

https://zerofoodwaste.vidzeme.lv/identity/login?ReturnUrl=%2Fmanagement%2Fclassifiers

Table of contents

1. Restaurant configuration

1.1. Creating a user account

Choose the "Register new account" button.

REGISTER NEW ACCOUNT

Username

Password

Confirm password

☐ Accept data processing *

Register   Go to login page

- Create a username for your account, enter it in the first field.
- Enter a Password in the second field and third field.
- Check the "Accept data processing" checkbox.
- Click the green "Register" button to create the account.
- To return to the login page, click Go to login page.

REGISTER NEW ACCOUNT

Username

Testrestaurant

Password

•••••••

Confirm password

•••••••

☑ Accept data processing *

Register   Go to login page

You will be prompted to the restaurant setup page.

- Fill in Restaurant Information
- Enter the Restaurant name (required).
- Select the UI Language from the dropdown menu (required)

Important! The chosen language will set the base language for classifiers and categories. While the UI language can be changed later, classifier names will remain in the initially selected language.

- Choose the Currency from the dropdown menu (required).
- (Optional) Input the CO2 Base Multiplier for CO2 calculations.
  - If left empty, CO2 calculations will not be performed.
  - A multiplier of 0.37 is used if food waste is further composted. If you use other methods of dealing with food waste, this figure might not be accurate.
- Provide the Admin Email (required) for receiving alerts and notifications.
- Set the Password for Data Entry User (required).

Important! Make sure you have written down the password for the everyday user as this password cannot be recovered!

1.2. Types of users

There are two types of users in the account:

① TYPE OF USERS WITHIN ACCOUNT

ADMIN (ONLY ONE PER ACCOUNT) FULL ACCESS	USERS (SEVERAL PER ACCOUNT LIMITED ACCESS
⬇	⬇
CAN MEASURE WASTE	CAN MEASURE WASTE
MAINTAINS WASTE CLASSIFIER	
APPROVES INITIATED CLASSIFIERS	CAN INITIATE CLASSIFIERS
ENTERS DAILY NUMBER OF CUSTOMERS	
EDITS INVALID WASTE MEASUREMENTS	EDITS INVALID WASTE MEASUREMENTS
FULL ACCESS TO STATISTICS AND KNOWLEDGE BASE	FULL ACCESS TO STATISTICS AND KNOWLEDGE BASE

Admin:

- Only one Admin per account
- Has full access

Admin permissions:

- Can measure waste
- Maintains the waste classifier
- Approves classifiers initiated by other users
- Enters the daily number of customers
- Edits invalid waste measurements
- Has full access to all statistics and the knowledge base

General user:

- Several Users can be added per account

-   Have limited access

User permissions:

-   Can measure waste
-   Can initiate classifiers
-   Can edit invalid waste measurements
-   Have full access to statistics and the knowledge base

1.3. Add Employees

It is mandatory to add at least one Employee.

In the Create Employee field on the right:

-   Type the name of an employee responsible for measuring food waste (this could also be a name of a specific shift or a team).
-   Click the green Add button.
-   Repeat this process to add additional employees.
-   Confirm that added employees appear in the list below.

EMPLOYEES

Employees, who will measure biowaste

Create employee

| | Add |

Enter the name of the employee and press "enter"

testemployee1   ⬅

Click the Create restaurant button.

Notice, that username for users with no administrative role will be in format "username-scale".

You will be prompted to Classifiers Management page

2. Managing Waste Classifiers

2.1. What Are Classifiers?

Waste classifiers are types of food waste to be assigned to each registered food waste record. The purpose of classifiers is to make food waste monitoring structured and transparent as well as relevant to the particular enterprise food waste specifics. Toolkit provides a set of pre-defined classifiers to be accepted or modified before food waste monitoring begins in your enterprise.

Root-level classifiers are main categories representing food waste sources. They can be added, edited, deleted, and archived.

Note that if a classifier has been previously assigned to a food waste record, it can no longer be deleted. Instead, it can be archived.

The system uses four main (base-level) waste categories:

- **Preparation Waste** - All waste generated during the cooking process, including waste from cooking errors.
  - *Default sub-classifiers:* Vegetables, Fruits & Berries, Dairy and eggs, Meat, Fish and seafood, Groceries and dry ingredients, Mise en place, Plant based vegan production, Cooking errors.
- **Serving Waste** - All food that has been prepared but not sold (e.g. from the buffet or food display) – food for which customers have not paid.
  - *Default sub-classifiers:* Salad, Soup, Snacks, Main dish, Dessert, Pastry.
- **Storage Waste** - Spoiled or expired food ingredients coming from storage.
  - *Default sub-classifiers:* Vegetables, Fruits & Berries, Dairy and eggs, Meat, Fish and seafood, Groceries and dry ingredients, Mise en place, Plant based vegan production.
- **Plate Waste** - Leftover food remaining on customers' plates.
  - *Default sub-classifiers:* Salad, Soup, Snacks, Main dish, Dessert, Pastry, Other.

Below each base category, additional sub-level classifiers can be created.

Sub-classifiers are subcategories like food types, dish types, or ingredients (e.g., Salad, Soup under Leftovers).

These sub-categories can be added, modified, or deleted as needed.

Viewing classifiers - click the arrow (>) to expand and view sub classifiers under a root-level category.

Add sub-classifiers - click Add sub-classifier next to a parent classifier, enter a name, and save.

Edit sub-classifiers - click Edit, make changes, and save.

Edit classifier Vegetables   ✕

Classifier name *

Vegetables   ⊗

Price per kg

                                                               €

                                          Cancel   **Save**

Delete root or sub-classifiers - click Delete and confirm.

Are you sure you want to delete classifier
Vegetables?   ✕

                                          Cancel   **Yes**

Accepting the classifiers (or ingredients / products) added by users

Users are able to add classifiers, if the appropriate classifier seems to be missing. When they do so, the administrator will receive an e-mail notification.

A user **testemployee1** has created a temporary classifier with the name **Appetizer** and path **Appetizer > Leftovers**. There are in total 1 unvalidated classifiers. Please review.

To accept the added classifier, log into the Waste Tool as an administrator, navigate to the Management panel, select the Classifier Management tab, and follow the path indicated in the email. The added item will be highlighted in red font.

Appetizer **(Classifier not validated)** (11,00 €)   Add sub-classifier for Appetizer   Edit   **Delete**

Hit the Edit button of the added item, in the pop-up tick "Accept temporary classifier as main classifier" box. Adjust the name and add item price, if needed and click Save.
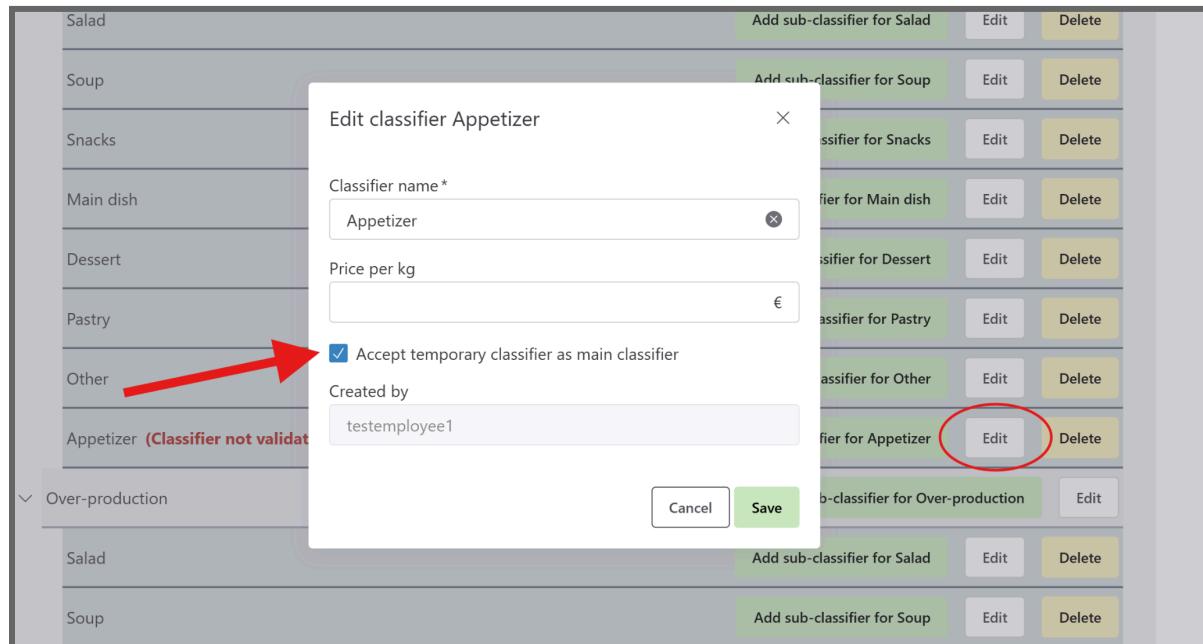
Accepted classifiers will appear among original classifiers.

Also, on the Waste Weighing panel, the classifier, when approved, appears as an original classifier in a green-backgrounded button. If the approval was unsuccessful, the button appears grey.

3. Logging into the system

Log into the system using the credentials provided by your organization administrator, click Login.
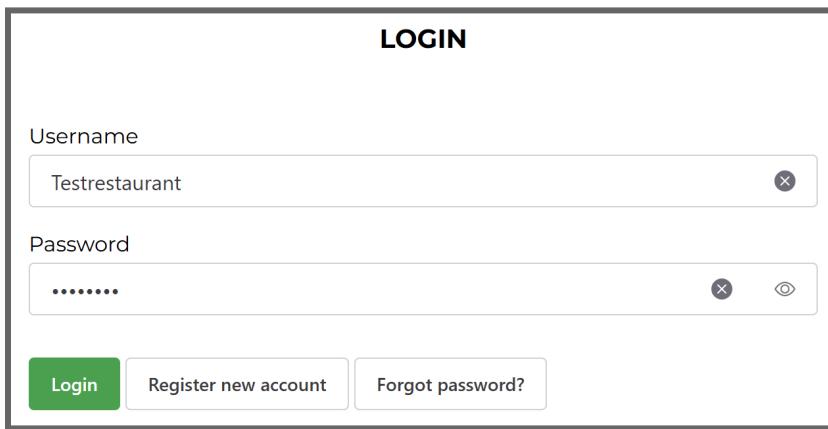
LOGIN

Username

Testrestaurant

Password

••••••••

Login | Register new account | Forgot password?

You will be prompted to the waste weighing screen.
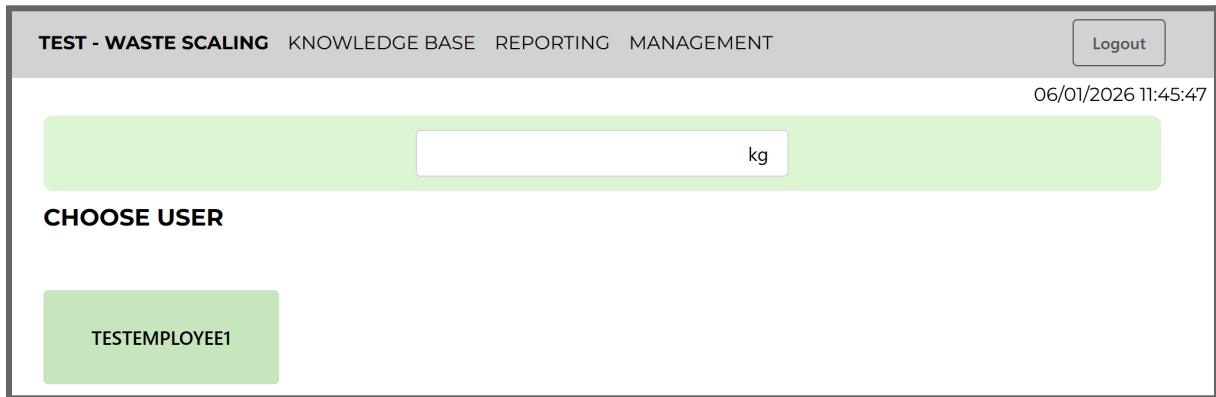
TEST - WASTE SCALING   KNOWLEDGE BASE   REPORTING   MANAGEMENT   Logout

06/01/2026 11:45:47

kg

CHOOSE USER

TESTEMPLOYEE1

3.1. Starting the Weighing Process

Enter the weight, choose the employee or team (e.g., "Jane Doe"). You will be prompted to the group selection screen. Choose the appropriate group for the food waste and sub-groups or sub-classificators (depending on your restaurant preconfigured settings described in user manual section "2.1. What Are Classifiers").

| TEST - WASTE SCALING | KNOWLEDGE BASE | REPORTING | MANAGEMENT | Logout |

06/01/2026 11:47:53

| 1.5 | kg |

CHOOSE ITEM   **User: testemployee1**

Employee → Select Group

| LEFTOVERS | OVER-PRODUCTION | PREPARATION WASTE | STORAGE |

A summary of the weighing process will be displayed. Press Done to finalize the record, or if preferred, edit the parameters as needed. You can modify the weight, date (if the waste originated earlier that day or the previous day), and add free-form text to specify the reason for the waste.

SUMMARY

Classifier:	Fish and seafood	
Classification:	Preparation waste	
Amount:	**1.50 kg**	Edit amount
CO2:	0.555 kg	
Entered by:	testemployee1	
Time of waste generation:	06.01.2026 11:48	Edit time
Reason for throwing out:	-	Edit reason
Cost:	-	

BACK   DONE

3.2. When the classifier does not exist?

When selecting a category, the classifier you are searching for might not exist. In that case, you can add the category, ingredient, or product yourself. Note that the item you create will be temporary (appearing on a gray background) until approved by the administrator.

To add a missing category, tap the button below the categories, The classifier I am searching for does not exist.
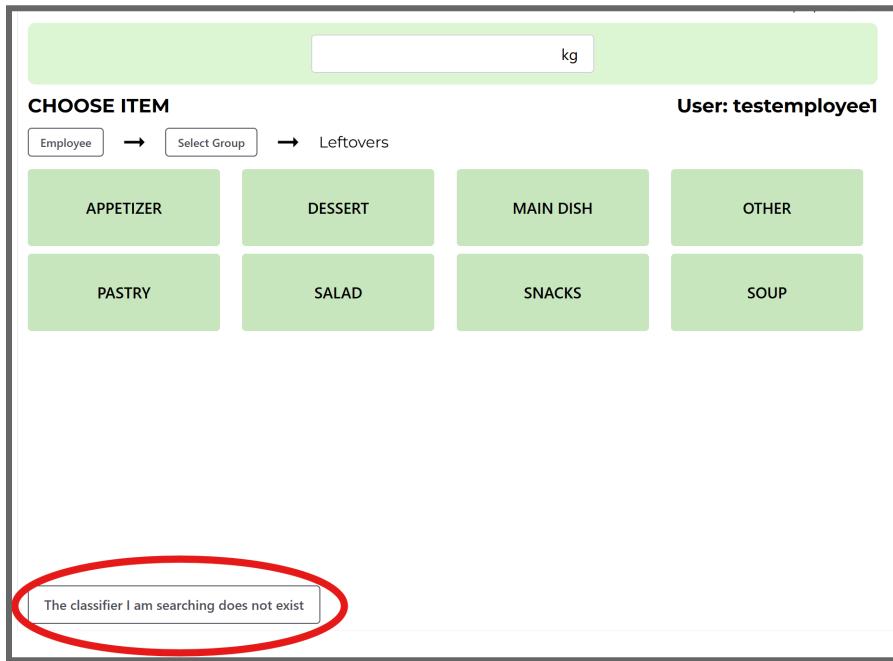
In the pop-up, define the Name and Price per kg for the item and tap Create. You will be redirected to the usual waste recording summary page.
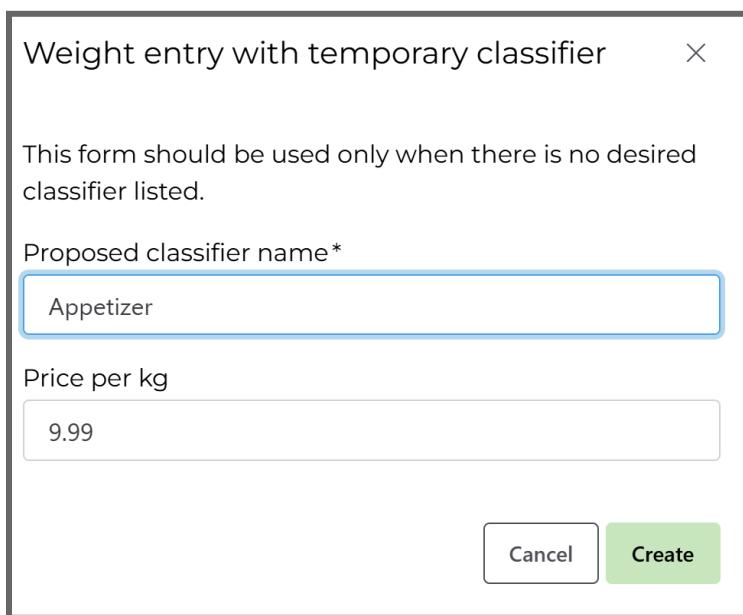
On the waste classification screen, the submitted classifier will appear gray until approved by the administrator (Described in section 2.1. What Are Classifiers). Food waste recorded with a temporary classification will still be logged the same way as with an original classification, and no data will be lost.
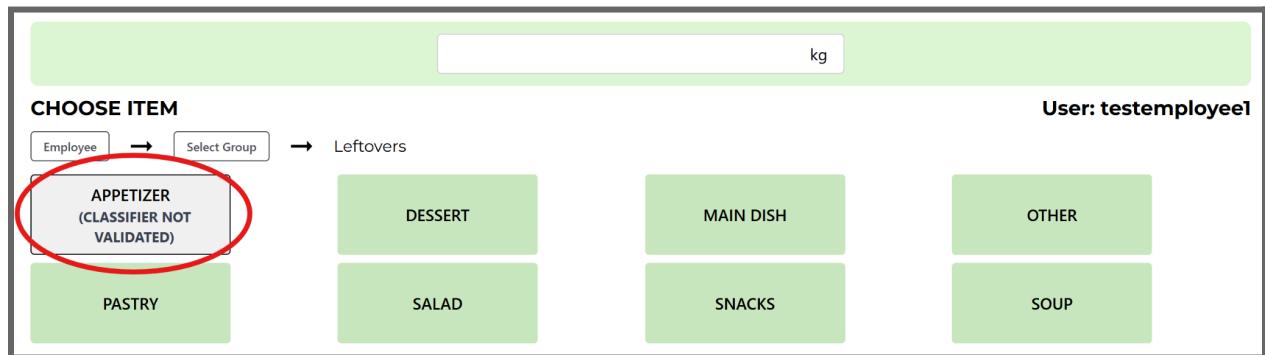
4. Reports

4.1. Generate periodic reports

You can generate periodic reports to analyze waste data over a selected time frame.
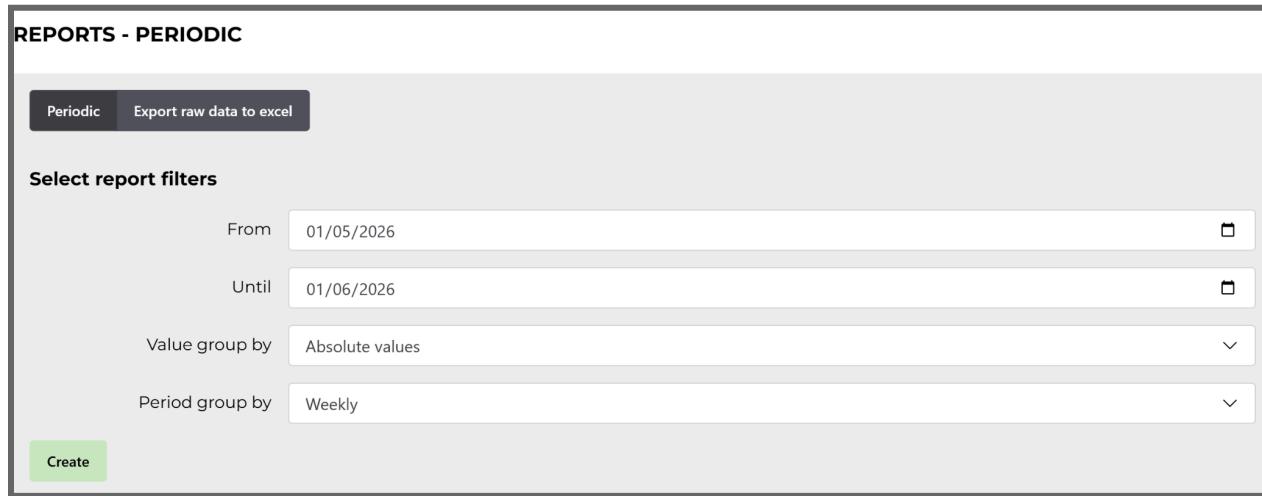
REPORTS - PERIODIC

| Periodic | Export raw data to excel |

Select report filters

From	01/05/2026
Until	01/06/2026
Value group by	Absolute values
Period group by	Weekly

Create

- Select date range - set the From and Until dates to define the reporting period.
- Choose value grouping - select how values are grouped (e.g., Absolute values, Per visitor).
- Set Period Grouping - define how data is grouped by time (e.g., Weekly, Daily).
- Create Report - click the green Create button to generate the report based on the selected filters.

4.2. Exporting Raw Data to Excel

- Select the "Export raw data to excel" tab.
- Click "Export to Excel" - Press the green Export to excel button to generate an Excel file.
- Report delivery - The exported report will be sent to the admin email provided in the restaurant information.
- Confirm or Cancel - Confirm the export by clicking the green Export to excel button, or click Cancel to exit without exporting.

REPORTS - PERIOD SUMMARY

| Periodic | Export raw data to excel |

Export to excel

✕

Cancel   Export to excel
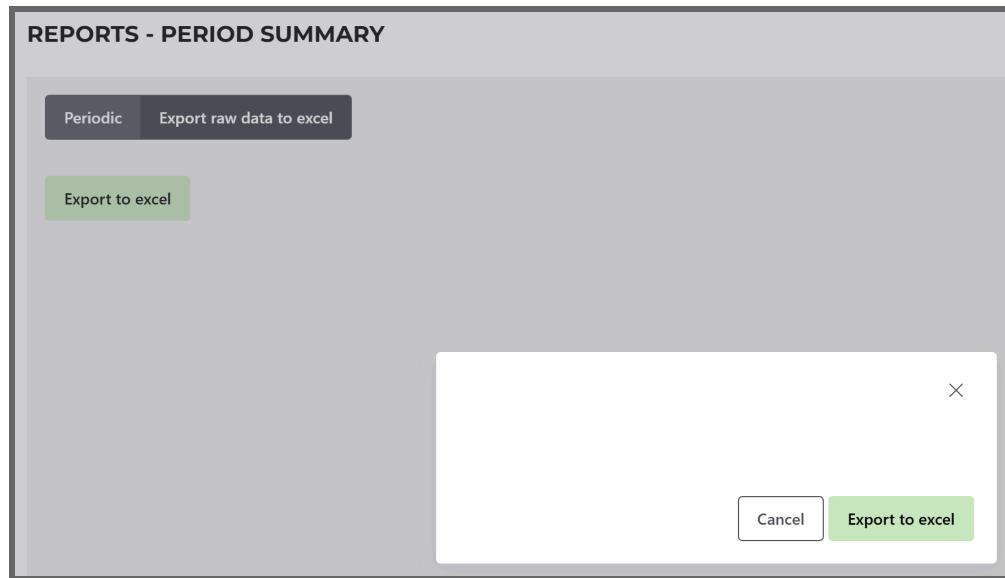
5. Data management

5.1. What else can be managed in the management section?

| Edit classifiers | View data-entries | Enter count of guests | Edit employees | Edit restaurant info |
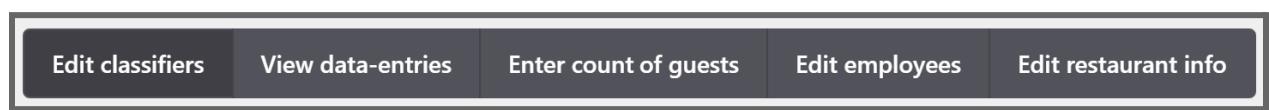
View and manage recorded waste data entries, including their associated classifier, amount, price, user, and time of entry.

To edit a food waste data entry, click "Edit" next to the entry, make the necessary changes in the form, and click "Save".

To delete a food waste data entry, click "Delete" next to the entry and confirm the action.

5.2. Steps to add visitor information

To add a restaurant guest number, click "Add new" and insert the number. The current date is offered by default.
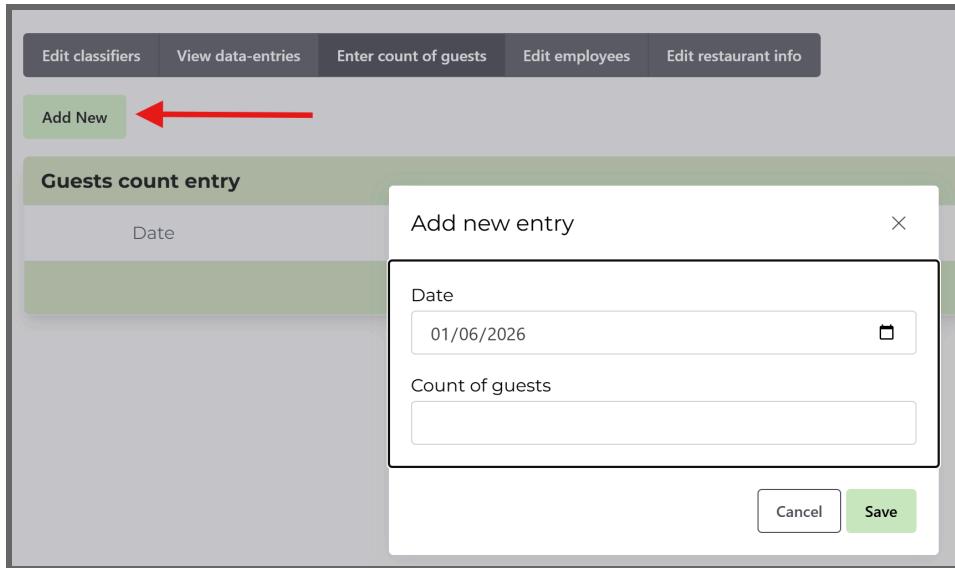
To edit the restaurant guest number, click "Edit", enter the date and the number of guests, and click "Save".

5.3. Manage employee records

Choose the "Create new employee" button for adding a new employee or "Edit" button for editing the existing employee. Employee records can be removed ("Delete") or archived if an employee no longer works for the company.

Note: Employees who have created data entries cannot be deleted, but they can be archived. Their data is retained to ensure the accuracy of historical reports.

5.4. Manage restaurant information initially entered during setup

MANAGEMENT - RESTAURANT INFO

| Edit classifiers | View data-entries | Enter count of guests | Edit employees | Edit restaurant info |

Restaurant name*

test

Select UI language*

English (United States)

Note: Changing the language will NOT change the classifiers - they will stay in their original language.

Select currency*

€

Co2 base multiplier

0.37

This multiplier will be used for calculating Co2 (kg) generation from waste info. If left empty, Co2 calculation will not be done. Formula: Generated biowaste kilograms TIMES multiplier = generated Co2 kg

Admin email*

test@gmail.com

Here will be sent alerts about various events that require the attention from the restaurant admin.

Save

- Update Restaurant Name to reflect changes.
- Set or Modify UI Language for the application interface.

  Important! Changing the UI language after the restaurant has been set up does not affect the language of the initial classifiers. These will remain in the language that was selected during the initial setup.

- Change Currency for financial calculations.
- Adjust CO2 Base Multiplier for emissions tracking (optional).
- Edit Admin Email Address for notifications and alerts.
- Save updates by clicking the Save button.

6. About knowledge base

The Knowledge Base is a comprehensive digital resource designed to familiarize users with the Ce4Re Waste Tool. It serves as a central hub for practical information, offering the necessary guidance to implement circular economy principles within the restaurant and catering sectors. Through a curated collection of instructional videos, webinars, and specialized tools, the Knowledge Base provides actionable insights into waste reduction, sustainable procurement, and efficient resource management.

Knowledge base link: https://ce4re-vidzeme-toolkit.wastelocker.com/en/home_en/

6.1 Language

To change the language of the knowledge base, locate the country flags in the top-right corner and click on your preferred language. This will apply the setting across the entire website.

6.2 How to use

To find information related to the Waste Tool, select it from the menu options on the website's homepage.

Choose the tool

Waste Tool

Menu Tool

This will take you to a new page where you can choose between two sections: "User Instructions" and "Best Practices."

User instructions

Best practices

6.3 Waste Tool

a. **User Instructions**

The User Instructions section provides guidance on how to use the tool, similar to the information found in this handbook. You can download the instructions as a document in your preferred language or view them directly on the website by clicking the provided links.

b. **Best Practices**

As part of the Ce4Re Waste Reduction Tool, the Best Practices section features eight instructional videos: five in English, one in Latvian, and two in Finnish.

To improve your experience, you can enable captions in your desired language. Detailed instructions on how to activate captions are provided below.

How to turn on automatic captions on YouTube

- Open the video on YouTube.
- Click the Settings icon (⚙) in the bottom-right corner of the video.
- Select Subtitles/CC.
- Choose the language marked as Auto-generated (for example: English (auto-generated)).
- The automatic captions will appear on the video.
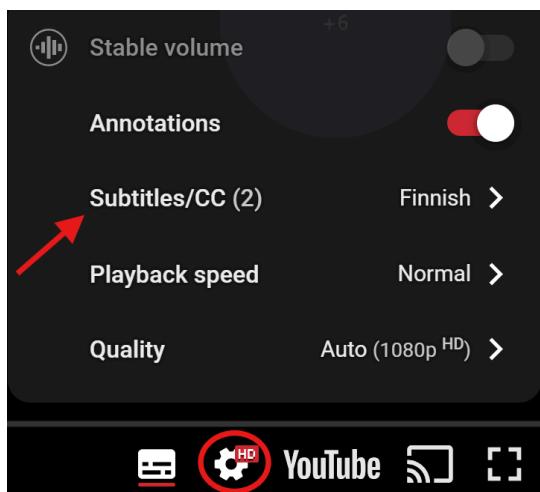
How to use automatic translation for captions

- While the video is playing, click the Settings icon (⚙).
- Select Subtitles/CC.
- Click Auto-translate.
- Choose the language you want.
- The captions will now be shown in the selected language.
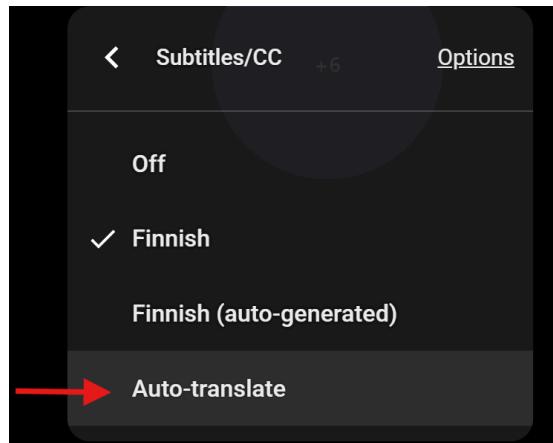
Important! Automatic captions and translations are generated by YouTube and may contain inaccuracies. Auto-translate is available only if automatic captions are enabled. Not all videos support automatic captions.

6.4 Menu Tool

On the main page, you can also access the Menu Tool section of the Knowledge Base.

The Ce4Re Project's Menu Tool is designed to help restaurants create more sustainable menus by reducing waste and maximizing the use of every ingredient. The tool provides access to innovative, low-waste recipes, a lightweight inventory management solution, and features for organizing your own recipe library.

To learn more, click on "Menu Tool." You will be redirected to a new page where you have two options:

Menu Tool Website: Click this link to visit the tool's external platform.

Webinars: Click here to access educational videos and expert sessions.

Webinars

Menu Tool Website

Note: The Webinars page contains the same educational resources found in the Waste Tool section, as these sessions cover foundational circular economy principles applicable to both tools.