Waste a Supply



Learn how to document supply waste.

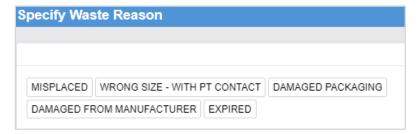
WASTE DOCUMENTATION

Waste an Item

- 1. To document supply Waste, use the Waste section of the supplies window.
- 2. To increment the Waste quantity, select the **plus sign** (+) button in the Waste section. The Waste quantity will be incremented, and the Used quantity will be decremented accordingly.



3. The Specify Waste Reason pop-up window will appear. Select the appropriate Waste Reason.



Undo Waste Documentation

- You can undo Waste documentation using the minus sign (-) button.
- The Waste Removal pop-up window will appear. Select the (X) Delete button next to the Waste documentation you wish to undo.
- 3. Select **Done**. The Waste quantity will be decremented, and the Used quantity will be incremented accordingly.

