

## Instructions for weighing

If you have a project number or the name of the project choose the left column, if you don't have a project or order number choose the right column please. If you have any questions or hesitations you can always call us at **031-77 15101 (press 9 for English)** and we will help you further!

### Weighing when you have picked up material and have a project number or name.

**Step 1:**  
Hold your card against the symbol under the screen.



**Step 2:**  
Choose correct tare combination. Either truck, trailer, truck + trailer or no tare (temporary tare).

**Step 3:**  
Select method '**Order / Agreement**' and enter the project number. e.g. 0300-AXXXXXX

**Step 4:**  
Make sure it is the right project number before you continue to the next step.

**Step 5:**  
If 'Search Agreement row' pops up just choose "**Use agreement**" on the right.

**Step 6:**  
Select the direction of delivery, always 'outbound' whenever you get material.

**Step 7:**  
Search article; either by typing in the name or the fraction, e.g. 16 to pick 0/16 and make sure you're choosing the right article.

**Step 8:**  
Enter reference 2 (littera), this part is optional but you can also leave it empty. Press '**Done**' to continue.

**Step 9:**  
Double check all the information before you press '**OK**' to confirm.

**Step 10:**  
Take your receipt. Now you're done with the weighing. Have a nice day!

### Weighing when you have picked up material and don't have a project or order number.

**Step 1:**  
Hold your card against the symbol under the screen.



**Step 2:**  
Choose correct tare combination. Either truck, trailer, truck + trailer or no tare (temporary tare).

**Step 3:**  
Select method '**Search customer**' and search for the customer name.

**Step 4:**  
Make sure it is the right customer before you continue to the next step.

**Step 5:**  
If there is a sales agreement that matches your order choose it and if not, choose 'Temp. Order' on the right.

**Step 6:**  
Select the direction of delivery, always 'outbound' whenever you get material.

**Step 7:**  
Search article, either by typing in the name or the fraction, ex. 16 to pick 0/16 and make sure you're choosing the right article.

**Step 8:**  
Enter reference 2 (littera), this part is optional but you can also leave it empty. Press '**Done**' to continue.

**Step 9:**  
Double check all the information before you press '**OK**' to confirm.

**Step 10:**  
Take your receipt. Now you're done with the weighing. Have a nice day!