

# 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.

Item Description	Used	Waste	UDI
DRESSING TRANSPARENT ADHESIVE 12X8 IN FRAME STYLE WATERPROOF THIN FILM BARRIER HYPOALLERGENIC CLEAR STERILE TEGADERM LATEXFREE Manufacturer Item:1629 Type:	2	0 +	<a href="#">Optional</a>

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

**Specify Waste Reason**

MISPLACED    WRONG SIZE - WITH PT CONTACT    DAMAGED PACKAGING

DAMAGED FROM MANUFACTURER    EXPIRED

### Undo Waste Documentation

1. You can undo Waste documentation using the **minus sign (-)** button.
2. 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.

Item Description	Used	Waste	UDI
DRESSING TRANSPARENT ADHESIVE 12X8 IN FRAME STYLE WATERPROOF THIN FILM BARRIER HYPOALLERGENIC CLEAR STERILE TEGADERM LATEXFREE Manufacturer Item:1629 Type:	1	- 1 +	<a href="#">Optional</a>