KILO SAHIHI

Standard Weighing & Master Data

Operator and supervisor user guide, with troubleshooting

AUDIENCE

Weighbridge operators · Supervisors

SCOPE

Standard weighing · Master data · Troubleshooting

PLATFORMS

Windows desktop · Android

Part A — Weighing

1 · How Kilo Sahihi works
2 · Before you start
3 · Signing in
4 · The live weight display
5 · First weight (vehicle arriving)
6 · Second weight (vehicle leaving)
7 · Single-pass (public) weighing
8 · Multiple weighing (several commodities)
9 · Manual weight entry
10 · Interlock
11 · Printing & reprinting
12 · Records: find, reprint, void

Part B — Master data

13 · What master data is
14 · Accounts (customers/suppliers)
15 · Vehicles
16 · Drivers
17 · Commodities
18 · Adding masters while weighing
19 · Bulk import from a spreadsheet
20 · Keeping master data clean

Part C — Support

21 · Troubleshooting
22 · Quick reference card

> Kilo Sahihi is configured per site. Your screen shows only the fields and features enabled for your station, so some items in this guide may not appear on yours. Everything described in **Part A** applies to the **standard weighing mode** — one vehicle, one platform, a gross weight on arrival and a gross weight on departure.

1 · How Kilo Sahihi works

A standard weighing is a **two-pass transaction**. The vehicle crosses the weighbridge twice — once on arrival and once on departure — and both passes belong to **one ticket** with **one ticket number**.

Term	What it means
First weight	The gross reading taken on the first pass. The ticket is created and moves to **Pending**.
Second weight	The gross reading taken on the second pass. The ticket completes.
Net weight	The difference between the two readings. Kilo Sahihi always records it as a positive number, so it is correct whether the vehicle arrived loaded or arrived empty.
Pending	A ticket with a first weight but no second weight yet — the vehicle is still on site.

Term	What it means
Complete	Both weights taken. The ticket can be printed and is included in reports and exports.
Voided	A cancelled ticket. It is never deleted — it stays on record with a reason, for audit.

> **You never create two tickets for one vehicle visit.** If the system detects that a vehicle already has an open first weight, it will offer to take you straight to the second weigh. Accept that offer — starting a new weighing instead leaves an orphaned pending ticket behind.

Weighing types

Every ticket carries a **weighing type**, which tells the office (and any connected ERP) what the movement was. Your station will show only the types your administrator has enabled.

Type	Use it when
Inbound	Goods are being received onto the site — a supplier delivery. The vehicle normally arrives loaded and leaves empty.
Outbound	Goods are leaving the site — a customer collection or dispatch. The vehicle normally arrives empty and leaves loaded.
Weigh in / out	A general two-pass weighing where direction is not fixed, or where the site does not distinguish. This is the usual default.
Public	A walk-in weighing for a third party. Completes in a single pass and prints immediately — see §7.

2 · Before you start

1. Power on the weighbridge PC (or tablet) and the scale **indicator**. Give the indicator a minute to warm up and settle.
2. Look at the deck — it must be **empty and clear**. No vehicles, no stones, no water pooling on the load cells, nothing leaning on the rails.
3. Confirm the indicator's own display reads **zero** (or within your site's accepted tolerance of zero). If it does not, do not start weighing — report it.
4. Confirm the printer is on, has paper and is connected.
5. Open **Kilo Sahihi**.

> **Zero check matters.** Every net weight on your shift is built on the assumption that an empty deck reads zero. A drifted zero silently biases every ticket you take. Check it at the start of each shift and after any power interruption.

3 · Signing in

1. Enter your **username** and **password**.
2. Press **SIGN IN**.

The **Dashboard** opens, showing the day's activity, the **Pending** list of vehicles still on site, and recent completed tickets.

> **Always sign in as yourself.** Kilo Sahihi records which operator took each individual weight and who printed each ticket. Sharing a login makes every one of those records wrong, and makes it impossible to defend a disputed ticket later.

4 · The live weight display

The large weight panel is your reference for every capture. Read it before every single capture — not just the number, but the badges around it.

Indicator	Meaning
`LIVE` (green)	The scale is connected and streaming readings. This is the only state in which a captured weight comes from the scale.
`STANDBY` / `OFFLINE`	No readings are arriving. The number on screen is stale — do not capture. See Troubleshooting §21.
`Stable`	The reading has settled and is safe to capture.
`Reading…`	The weight is still moving. Wait.
`MANUAL`	Manual entry is enabled at this station. You may tap the display to type a weight when the scale is unavailable — see §9.
Mode badge	Shows `STANDARD` for standard weighing. Other badges mean your station is configured for a different weighing mode and this guide's Part A does not fully apply.

The stability hold

Some indicators briefly flash "stable" while the load is still rocking. To stop that producing a wrong weight, stations using those indicators require the reading to **stay** stable for a short dwell before capture is allowed. While that dwell is running the capture button shows a countdown:

`WAITING FOR STABLE WEIGHT…` then `HOLD STABLE… 1.4S`

This is normal. Keep the vehicle still — engine idling is fine, movement is not — and the button will arm itself.

5 · First weight (vehicle arriving)

1. Direct the vehicle fully onto the deck. **All axles on, nothing overhanging the ends, wheels off the approach ramps.** Ask the driver to switch off, apply the handbrake and stay in the cab.
2. Tap **New Weight** (the **+** button) on the Dashboard.
3. Choose the **weighing type** if your station shows the selector (see §1).
4. Enter the **Registration** (number plate). Start typing and pick the vehicle from the suggestion list. If the plate is new to the system, you can add it from the same field — see §18.
    - If the vehicle already has an open first weight, a prompt appears: "*This vehicle has a pending first weight. Open the second weigh now?*" Tap `OPEN 2ND WEIGH` unless you are certain it is a different vehicle, in which case tap `NOT THIS ONE`.

5. Fill in the remaining fields shown at your station — typically **Account** (the customer or supplier), **Commodity**, and **Driver**. Optional reference fields such as **Document No**, **Source / Origin**, **Destination** or **Ticket Notes** may also appear.
6. Check the live display: `LIVE` and `Stable`, and the weight looks plausible for the vehicle.
7. Press **CAPTURE FIRST WEIGHT**.
8. A confirmation appears — "*First weight captured: 15,200 kg — KBZ 123A*" — and the ticket moves to **Pending**. Wave the vehicle off the deck.

If the capture button is greyed out

Tap it anyway — Kilo Sahihi will tell you exactly why it is blocked. The reasons are:

Message	What to do
"Interlock engaged — the weight is below the release threshold."	The previous vehicle has not fully cleared the deck, or this one is not properly on it. See §10.
"Waiting for a stable reading — keep the truck still on the scale."	The stability dwell has not completed. Stop all movement and wait for the countdown.
"Scale reads zero — position the truck on the scale first."	The scale is connected but reading nothing. The vehicle is not on the deck, or is not fully on it.
"No scale connected — connect the indicator, or use manual entry if enabled."	The scale link is down. See Troubleshooting §21.
"Saving — one moment…"	A capture is already in progress. Wait; do not tap again.

If instead you see "*Fix the highlighted field(s) on the form first*", a required field is empty or invalid. Scroll up — the offending field is marked in red.

6 · Second weight (vehicle leaving)

1. Direct the vehicle fully onto the deck again, exactly as for the first pass — same rules: all axles on, engine off, handbrake on.
2. From the **Dashboard** or **Records** → **Pending**, find the vehicle's row and tap **2ND WEIGHT**.
   - Check the plate on the row against the vehicle in front of you before you open it. This is the single most common source of a wrong ticket.
3. Review the first-weight details shown at the top of the screen. If something is wrong (wrong commodity, wrong account) correct it here, before capturing.
4. Complete any second-weight fields your site uses — **Destination**, **Delivery Note**, and similar.
5. Wait for `Stable`, then press **CAPTURE SECOND WEIGHT**.
6. The **net weight** is calculated, the ticket completes, and the completion screen opens with print options.

> **Sanity-check the net before printing.** You know roughly what a load of your commodity should weigh. If the net is wildly outside that range, something is wrong — most often the vehicle was not fully on the deck on one of the two passes, or the wrong pending row was opened. Investigate before you hand the driver a ticket.

7 · Single-pass (public) weighing

A `Public` weighing is a one-off service weigh for a third party — no second pass, no net weight.

1. Tap **New Weight** and select `Public` as the weighing type.
2. Enter the plate and any details your site requires.
3. Wait for `Stable` and press the capture button.
4. A **Weighing Complete** confirmation shows the plate and the weight. Tap **DONE** and print the ticket.

> Public weighings are complete on capture. They are recorded and printable like any other ticket, but they carry no net weight and are not sent to an ERP.

8 · Multiple weighing (several commodities, one truck)

Sometimes one truck carries **more than one commodity** — an inbound lorry offloading maize, then beans, then fertiliser at different stores; or an outbound tanker loading several products in sequence. **Multiple weighing** records each commodity's exact weight on a single ticket, using the scale itself to measure every step. It appears as a `Multiple commodities` switch on the weighing form when your administrator has enabled it and the weighing type is `Inbound` or `Outbound`.

1. Take the **first weight** as normal with the `Multiple commodities` switch ON. For inbound this is the fully loaded truck; for outbound, the empty truck.
2. The truck goes to offload (or load) its **first commodity**, then returns to the bridge.
3. **Pick the commodity** from the list, wait for `Stable`, and capture. The line's weight is the **difference** between this reading and the previous one — the scale measures each commodity, nothing is estimated.
4. Repeat for every commodity on the truck. The running list shows each captured line; the most recent line can be removed and re-captured if the truck returned before fully offloading.
5. When the last commodity is done, tap **CLOSE TICKET**. The final reading becomes the ticket's second weight and one ticket prints with the full per-commodity breakdown.

> **Each line needs its commodity picked before capture** — the reading button stays off until one is selected, so a weight can never land on the ticket unlabelled. A ticket must have at least one line before it can be closed.

> **Closed a ticket too early?** A multiple-weighing ticket can be **reopened for continuation** from the records screen within a short window after closing (ask your administrator). Reopening restores the running weight so the remaining commodities are captured on the same ticket — do not start a second ticket for the same truck.

9 · Manual weight entry

Manual entry is a controlled fallback for when the scale link is down but the indicator itself is still working and readable. It is **off by default** and only appears if your administrator has enabled it — you will see a `MANUAL` badge on the weight display.

1. Read the weight from the **indicator's own display** — never from a driver, a note, or memory.
2. Tap the weight panel and type the value exactly as shown on the indicator.
3. Capture as normal.

> **Manually keyed weights are flagged.** The ticket, the reports and any ERP extract all mark whether each weight was read from the scale or typed by hand. Use manual entry only when you genuinely cannot get a live reading, and tell your supervisor when you do.

10 · Interlock

Where the interlock is enabled, Kilo Sahihi blocks the next weighing until the deck has actually cleared — the reading must drop below a threshold your administrator sets. A banner is displayed while the interlock is engaged.

This exists to stop two vehicles being weighed as one, and to stop a second ticket being taken while the first vehicle is still sitting on the bridge. If the banner will not clear:

- Confirm the deck is genuinely empty — including the approach ends.
- Check the live reading has dropped near zero. If it has not, something is still on the bridge or the scale has drifted.
- If the deck is empty and the reading is still high, stop and report it — do not work around it.

11 · Printing & reprinting

- On completion, tap **PRINT**. The ticket prints in your station's configured format (A4/A5, thermal, or dot-matrix).
- The first print is stamped **ORIGINAL**. Every later print of the same ticket is stamped **DUPLICATE** (or **COPY** on thermal tickets). This is automatic and cannot be turned off.
- To reprint, open the ticket from **Records** and print again.
- The ticket shows the operator who took **each** weight, plus a **Printed by** line for whoever printed that copy.

> A driver disputing a weight will sometimes ask for a "clean" reprint. There is no such thing — the DUPLICATE stamp is part of the audit trail. Refer the dispute to your supervisor rather than reissuing.

12 · Records: find, reprint, void

- **Records** lists tickets under **Pending**, **Complete** and **Voided** tabs.
- **Search** by plate, account or commodity to find a ticket quickly.
- Open any ticket to view its full detail and reprint it.
- **Reports** exports period summaries in your site's configured spreadsheet template.

Voiding a ticket

Voiding cancels a ticket without deleting it. Whether you can void, and whether a reason is required, depends on your site's configuration and your role — voiding may be restricted to supervisors.

> A voided ticket stays visible under the **Voided** tab forever, with the operator and reason attached. Void rates per operator can be monitored. Void because a ticket is genuinely wrong, never to tidy up.

13 · What master data is

Master data is the set of reference lists the weighing form draws on: who you trade with, which vehicles arrive, which drivers bring them, and what you weigh. Getting it right is what makes reports, invoices and ERP postings usable — a ticket is only as good as the names on it.

List	Holds	Who maintains it
Accounts	Customers, suppliers, and other trading parties	Admin; operators may add during weighing if enabled
Vehicles	Number plates and vehicle type, optional trailer number	Admin; operators may add during weighing
Drivers	Driver name, ID number, phone	Admin; operators may add during weighing
Commodities	What is being weighed, its unit, and its ERP product code	Admin (operators only if explicitly enabled)

> **One real-world thing = one record.** Every duplicate you create splits that party's or vehicle's history in two, and every report after it is wrong by exactly that amount. Search before you add.

14 · Accounts (customers & suppliers)

Open **Accounts** from the navigation menu.

FIELDS

Field	Notes
Name	Required. Use the party's full legal or trading name, consistently. This is the name that appears on tickets and reports, and the name an ERP will match on.
Type	Customer, Supplier, or another type your site uses (e.g. Grower, Transporter). Determines how the account is offered on the weighing form.
Code	Optional short reference code. Used in some exports and by ERP integrations for matching.
Address	Town or full address.
ID / PIN	Tax or national identification number, where your site records it.
Phone	Contact number.

ADDING, EDITING, DELETING

- **Add** — tap **ADD ACCOUNT**, fill the form, save.
- **Edit** — tap the account in the list.
- **Delete** — an account that has weighing records **cannot** be deleted; the system will tell you so. This protects historical tickets. Edit or rename it instead.

> **Near-duplicate warning.** If you try to create an account whose name closely resembles an existing one — "Susan" against "Susan Main" — Kilo Sahihi shows you the similar names and asks you to confirm. Read that list properly. Nine times out of ten the record you want already exists.

15 · Vehicles

Open **Vehicles**. Each record holds the **registration** (plate), a **type** (defaults to TRUCK) and an optional **trailer number**.

- Enter plates in a single consistent style. Pick one convention for spacing — `KBZ123A` or `KBZ 123A` — and stick to it site-wide, or the same truck will accumulate several records.
- Administrators can run a **remove duplicate vehicles** cleanup from the Vehicles screen.

16 · Drivers

Open **Drivers**. Each record holds **name**, **ID number** and **phone number**.

- Record the ID number where your site requires driver identification on the ticket — it is the only field that reliably distinguishes two drivers with the same name.
- A driver is not tied to a vehicle. The same driver can bring any truck, and any truck can arrive with a different driver.

17 · Commodities

Open **Commodities**. This list defines what you weigh.

Field	Notes
Name	Required. What the operator picks on the weighing form.
Code	Short code. Defaults to the name if left blank.
Unit	Unit of measure for reporting (e.g. tonne).
Rate per unit	Optional price, where your site prices at the weighbridge.
ERP Product SKU	Only shown when ERP integration is licensed. This is the product code *as it exists in the ERP catalogue*. See the warning below.

> **The ERP Product SKU must match the ERP exactly.** It is what the ERP uses to resolve the ticket to a product and post stock. A missing or mistyped SKU does not stop the weighbridge — the ticket still prints — but the transaction will be rejected by the ERP and will sit in the dispatch log until an administrator fixes it. Only administrators can edit this field.

Editing and deleting commodities is **admin-only**. Whether operators can *add* a commodity while weighing is a per-site setting.

18 · Adding master records while weighing

Kilo Sahihi is designed so an unknown truck never stops the queue. Where your site allows it, typing a name that does not exist into a typeahead field offers to create it on the spot, and the new record is saved to the master list

automatically.

1. Type the full, correct value into the field — plate, driver name, account name.
2. Read the suggestions that appear. **If the record already exists, pick it.**
3. Only if nothing matches, accept the option to add it.
4. The next ticket's dropdowns will include it immediately.

> **This is where master data goes wrong.** Records created in a hurry at the barrier — "ABC ltd", "abc limited", "ABC Ltd." — are what produce three months of unreconcilable reports. Take the extra two seconds to read the suggestion list. If you are unsure of the correct spelling of an account, use the closest existing match and tell your supervisor, rather than inventing a new one.

19 · Bulk import from a spreadsheet

Administrators can load **Accounts** and **Commodities** in bulk from an Excel file — typically at commissioning, or when the office issues an updated customer list. The importer works with any spreadsheet, including exports from another ERP; it is not tied to a particular system.

RECOGNISED COLUMN HEADINGS

Import	Column is found by any of these headings
Accounts	**Name** — `Display Name`, `Name`, `Vendor` (required)
	Phone — `Phone`, `Mobile`, `Telephone`
	Address — `Address`, `Town`, `City`
	ID — `ID`, `PIN`, `ID Number`, `Tax ID`, `VAT`
Commodities	**Name** — `Display Name`, `Name`, `Product` (required)
	Code — `Code`, `Product Code`
	Unit — `Unit`, `UoM`, `Unit of Measure`
	SKU — `SKU`, `default_code`, `ERP SKU`

HOW ROWS ARE MATCHED

The importer never blindly appends. For each row it decides:

- **Exact match** on the name (ignoring case, spacing and punctuation) → the existing record is **updated**.
- **Close match** — a near-identical name, e.g. a typo like "Avacado" against "Avocado" → the closest existing record is **updated**.
- **No match** → a **new** record is created.

A **preview** is shown before anything is written, listing what will be created and what will be updated. Read it. Nothing is saved to the database until you confirm.

> Genuinely distinct names that look similar — for example two related companies differing by one word — can be merged by the close-match step. Check the preview for any row marked as an update that you expected to be a create.

20 · Keeping master data clean

WEEKLY

- Scan new accounts added in the last week for duplicates.
- Scan new vehicles for plate-format inconsistencies.
- Check the Pending list for tickets that have been open too long.

MONTHLY / ON CHANGE

- Reconcile the account list against the office's customer list.
- Confirm every active commodity has the correct ERP SKU.
- Run the duplicate-vehicle cleanup.
- Re-import the office master list where one is issued.

Stale pending tickets

A pending ticket that is days old usually means one of three things: the vehicle left without a second weigh, a duplicate ticket was created for a vehicle that was correctly weighed on another ticket, or the second weight was taken against the wrong row. Review them regularly — they distort the "vehicles on site" picture and never resolve themselves.

21 · Troubleshooting

21.1 Starting the application

Symptom	Cause & action
Nothing happens when you double-click the icon	The application is very likely already running. Check the taskbar before launching it again — Kilo Sahihi deliberately refuses to start a second copy on the same PC, because two copies sharing one scale port will fight over the readings.
The app opens but hangs on the splash screen	It is waiting for the database. On a desktop station this normally means the database server or the network link to it is down. Wait for the connection message, then call your administrator.
"Could not connect to the database"	Report to your administrator with the exact message. Do not change the database settings yourself.
Sign-in rejected	Check caps lock. If the password is genuinely correct and still rejected, your account may have been disabled — contact your administrator. Do not borrow a colleague's login.

21.2 The scale and the weight reading

Symptom	Cause & action
Display shows `OFFLINE` / `STANDBY`	Check the indicator is powered on. Check the cable between the indicator and the PC is seated at both ends. On Android, reconnect the scale from the Bluetooth control. If it stays offline, call your administrator — do not start keying weights by hand unless manual entry is authorised at your site.
Reading is frozen on one number	The link has dropped but the last value is still on screen. Confirm the status badge — if it is not `LIVE`, the number is stale. Reconnect before capturing anything.
Reading never settles (`Reading…`)	Something is moving. Engine vibration alone is usually tolerated; a driver shifting in the cab, a rocking load or wind on a light trailer is not. Ask the driver to switch off and sit still. Persistent instability on an empty deck is a hardware fault — report it.
Empty deck does not read zero	Check for debris, stones, water or ice on and under the deck, and that nothing is resting against the rails. If the deck is genuinely clear and the reading is still off zero, stop weighing and report it — every ticket taken in that state is wrong.
Weight looks obviously too low	Almost always a vehicle not fully on the deck — a trailing axle still on the ramp, or a long rig overhanging the end. Reposition and re-read.
Two different indicators, one PC won't read	Report to your administrator. Some indicators accept only one connected computer at a time, and the settings for indicator model must match the hardware.

21.3 Capturing a weight

Symptom	Cause & action
Capture button is greyed out	Tap it — the app states the reason. See the table in §5 for each reason and its remedy.
Button shows **HOLD STABLE… 1.4S**	Working as intended. Keep the vehicle still until the countdown finishes.
"Fix the highlighted field(s) on the form first"	A required field is empty or invalid. Scroll up the form — the field is outlined in red.
"Interlock engaged"	The deck has not cleared since the last weighing. See §10.
Nothing happens after you tap capture	Wait — the save is in progress and the button reports "Saving — one moment…". Do not tap repeatedly; you risk confusion about whether the weight was taken. Check the Pending list before retrying.

21.4 Tickets and the pending list

Symptom	Cause & action
"This vehicle has a pending first weight"	The truck already has an open ticket. Choose **OPEN 2ND WEIGH**. Only choose **NOT THIS ONE** if you are certain it is a genuinely different vehicle whose plate happens to match.
Vehicle left without a second weight	The ticket stays in Pending. Do not void it yourself unless your site's procedure says to — report it to your supervisor, who decides whether to void it or complete it from the gate records.
Second weight taken against the wrong pending row	Stop. Do not attempt to fix it by taking another weighing. Tell your supervisor immediately — the ticket needs to be voided and re-taken, and the driver may still be on site.
Net weight is implausible	Check both passes were taken with the vehicle fully on the deck, and that you opened the correct pending row. Escalate before issuing the ticket.
Wrong account or commodity on a completed ticket	It cannot be edited after completion. Report it — a supervisor voids and re-issues.
Ticket numbers appear to skip	Normal. Numbers are allocated when a ticket is created; a cancelled or voided ticket keeps its number.

21.5 Printing

Symptom	Cause & action
Nothing prints	Check power, paper and cable, then check the printer is not showing an error or paused in Windows. Retry from **Records** — the ticket is saved, so nothing is lost.
Prints on the wrong stationery or badly formatted	The station's print format does not match the printer. Report to your administrator; do not change it yourself.
Reprint says DUPLICATE	Correct and intentional. Only the first print of a ticket is stamped ORIGINAL.
Driver wants a ticket for a lost original	Reprint it. The DUPLICATE stamp stays. Refer any dispute about it to your supervisor.

21.6 Master data

Symptom	Cause & action
"Cannot delete — has weighing records"	Working as intended. Records referenced by tickets are protected. Rename or edit instead of deleting.
A near-duplicate warning appears when adding	Read the suggested names. Cancel and use the existing record unless you are certain it is a genuinely different party.
The same truck appears twice in the list	Plate typed in two formats. Ask an administrator to run the duplicate-vehicle cleanup.
A record you just created is not in the dropdown	It should appear on the next ticket. If it still does not, close and reopen the weighing screen.
Import preview shows updates where you expected new records	The close-match step has linked the rows to existing records. Cancel, correct the names in the spreadsheet so they are clearly distinct, and re-run.

21.7 ERP and cloud delivery

Symptom	Cause & action
A completed ticket has not appeared in the ERP	Delivery is automatic and retries on its own for hours before giving up. Weighing is never blocked by it. If it persists, report it — an administrator can inspect the dispatch log and re-queue the transaction.
Tickets stopped reaching the office dashboard	Usually an internet outage. Weighing continues offline and the backlog syncs when the link returns. Report an outage lasting more than a shift.
The office says a commodity is posting to the wrong product	The commodity's ERP product code is wrong. An administrator must correct it in the Commodities master.

> **When to stop weighing and escalate.** Stop and call your supervisor if: an empty deck will not read zero; the reading is unstable with nothing on the bridge; a second weight was taken against the wrong ticket; or two vehicles were on the deck during a capture. Everything else can wait until the queue clears. These cannot.

22 · Quick reference card

Standard weighing — every vehicle, every time

1. **Start of shift:** deck clear → indicator reads zero → sign in as yourself.
2. **Arrival:** vehicle fully on deck, engine off → **New Weight** → type → plate → account, commodity, driver → wait for `LIVE` + `Stable` → **CAPTURE FIRST WEIGHT**.
3. **Departure:** vehicle fully on deck → **Pending** → **check the plate on the row** → **2ND WEIGHT** → wait for `Stable` → **CAPTURE SECOND WEIGHT**.
4. **Check the net looks right**, then print. First print = ORIGINAL, all others = DUPLICATE.
5. **Master data:** always search before you add. One truck, one record. One customer, one record.
6. **Blocked capture?** Tap the button — it tells you why.
7. **End of shift:** review the Pending list, hand over anything unresolved, sign out.

Kilo Sahihi — Standard Weighing & Master Data user guide. See also the Admin & Integration Guide, the ERP Integration Technical Guide and the Maintenance Guide. For assistance, contact your Kilo Sahihi support representative.