**Note:** The **Waste** transaction does **not** change the **on-hand inventory**; it is for **documentation purposes only**. Medications must **first be removed** from inventory through the **Take** process.

#### **1. Accessing the Cabinet**

* Scan **ID badge** or enter **primary PIN code** to log into MedServe.
* Select the **Compartment** assigned the medication to be wasted.
* Enter **secondary PIN code** and press the **Unlock** button.

#### **2. Selecting & Wasting Medication**

* Choose the **medication** to be wasted and select the **‘Waste’** option.
* The cabinet will prompt for a **witness** to authorize the waste.
* The witness must **scan their ID badge** or enter their **primary PIN code**.
* Enter the **quantity** to be wasted and select **‘Save’**.

#### **3. Adding Patient Information**

##### **For Non-Preloaded Patients:**

* Enter the **relevant patient information**, which may include:
  + **MRN (Patient ID)**
  + **Patient Name**
  + **Date of Birth (DOB)**
  + **Patient Address**

##### **For Preloaded Patients:**

* Tap the **‘Select Patient’** button to access the patient list.
  + *Note: This button is only available if there are active patients. If unavailable, no patients are active or the cabinet is not properly connected to the network.*
* Use the **search field** to find the patient or **scroll through the list**.
  + *Search options: Patient Name, MRN, DOB, etc.*

#### **4. Completing the Waste Process**

* Select the **reason for waste** from the dropdown menu.
* Ensure all **required fields** are completed.
* Press the **‘Waste’** button in the **bottom right corner**.
* Press the **‘Lock’** button once the transaction is complete.