

# Waste Vantage Training Guide: How to Add and Edit Waste Types

In Waste Vantage, waste types are used to categorize and manage different types of waste handled in your operations. This guide will walk you through the steps to add new waste



## Step 1: Access Waste Type Management

On the left-side menu, choose Bin Management.
Click on Waste Type.





Back to list

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Name	Category	Unit	Extra Quantity	Description	Status				
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#### Step 2: Add a New Waste Type

- 1. To add a new waste type, click on the Add Waste Type button.
- 2. Fill in the form with the necessary details for the new waste type.
- 3. Once complete, click the Submit button to save the new waste type.

Waste Type						Add Waste Type	📙 WasteVantage
Name	Category	Unit	Extra Quantity	Description	Status		
Green Waste	skip bin	Metre3	Yes		Active		
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			Active				
			Default 2				A series a series of a series
			Submit				

## Step 3: Edit an Existing Waste Type

- 1. To edit a waste type, click the pencil icon next to the waste type you want to modify.
- 2. You can change the details or uncheck the Active Status to mark it as inactive.
- 3. After making changes, click Submit to save them.



Waste Type						Add Waste Type
Name	Category	Unit	Extra Quantity	Description	Status	
Green Waste	skip bin	Metre3	Yes		Active	/
Masonary	skip bin	Metre3	Yes		Active	/ 1

## Step 4: Delete a Waste Type

1. To delete a waste type, click the trash icon next to the waste type you wish to remove.