



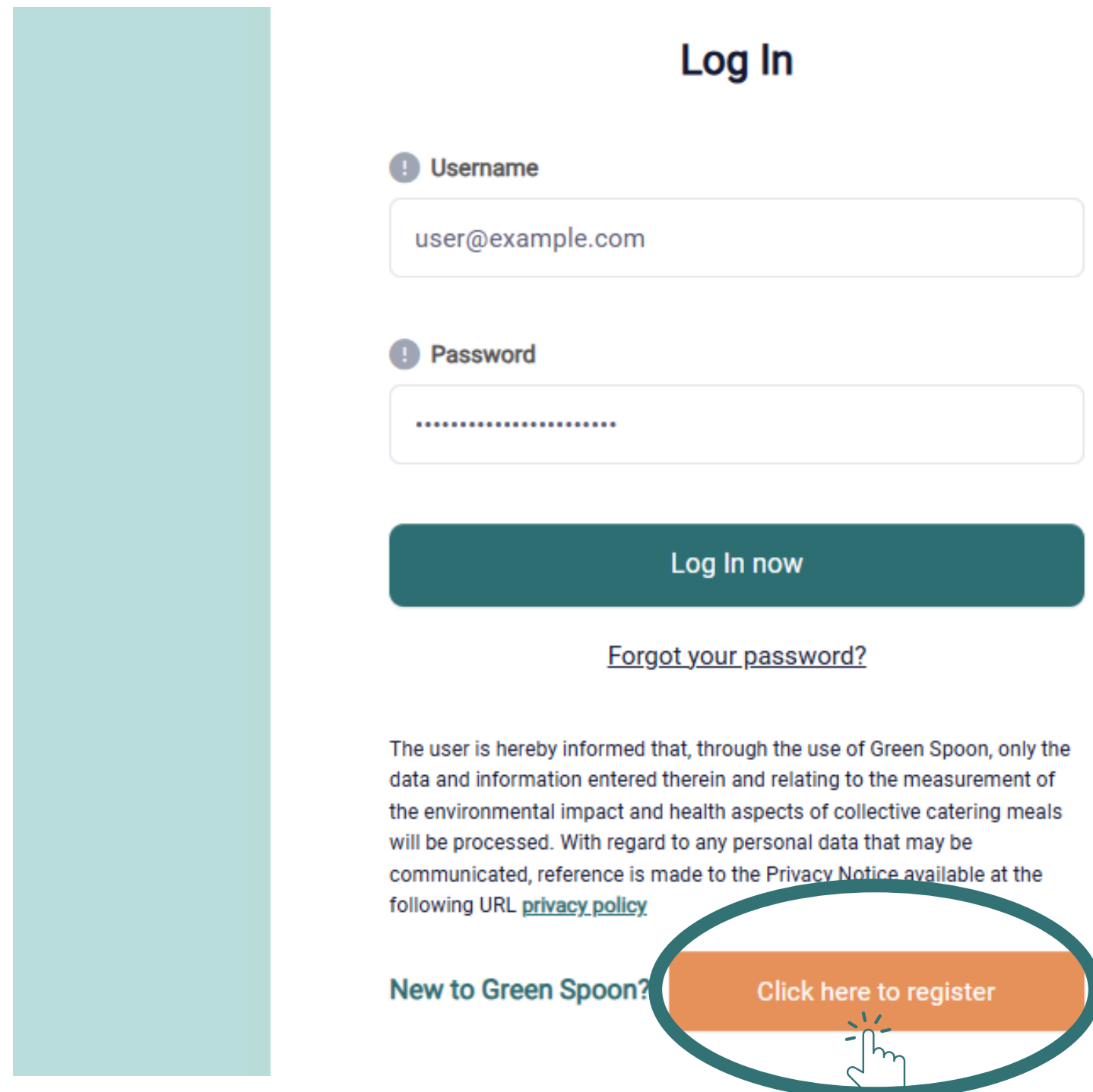
**greenspoon**

Good Food for Planet and Community

**Get Started with Green Spoon** 

# HOW TO START

The home page is the login interface.



The screenshot shows a login form titled "Log In". It contains two input fields: "Username" with the text "user@example.com" and "Password" with masked characters. Below the fields is a dark teal "Log In now" button. Underneath the button is a link for "Forgot your password?". At the bottom, there is a section for "New to Green Spoon?" with an orange button labeled "Click here to register" that is circled in teal and has a hand cursor icon over it. A privacy notice is located between the password field and the "Log In now" button.

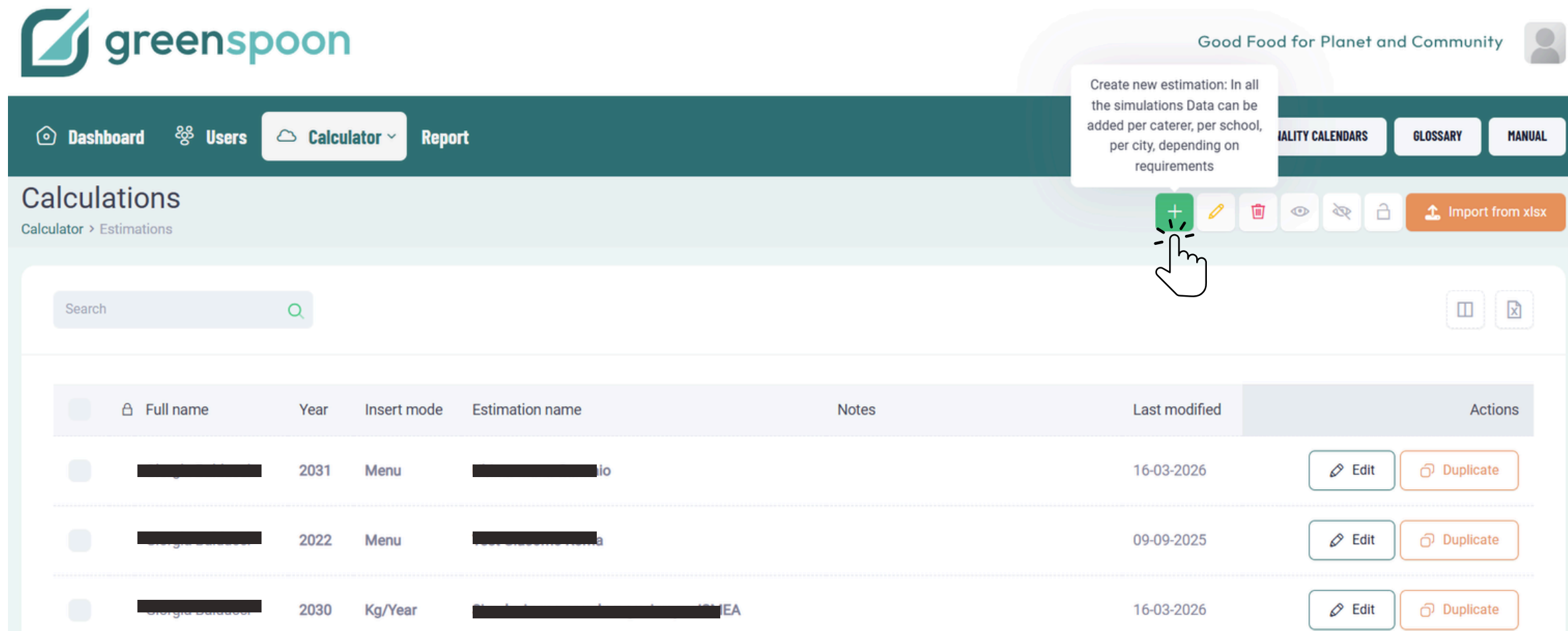


If you already have your login credentials, enter them in the relevant fields and log in to **GREEN SPOON**.

If, alternatively, you do not have your login credentials, click on the 'Click here to register' button and you will be redirected to a short **Microsoft Form** to complete; you will receive your login details by the next working day.


# START CALCULATING THE IMPACT OF YOUR FOOD


Once in **GREEN SPOON**, a very intuitive interface will open, allowing you to start using this tool.






The screenshot shows the Greenspoon web application interface. At the top, there is a navigation bar with 'Dashboard', 'Users', 'Calculator', and 'Report'. Below this is a 'Calculations' section with a search bar and a table of estimations. A tooltip is visible over the green plus icon, stating: 'Create new estimation: In all the simulations Data can be added per caterer, per school, per city, depending on requirements'. The table has columns for 'Full name', 'Year', 'Insert mode', 'Estimation name', 'Notes', 'Last modified', and 'Actions'.

Full name	Year	Insert mode	Estimation name	Notes	Last modified	Actions
[Redacted]	2031	Menu	[Redacted]		16-03-2026	[Edit] [Duplicate]
[Redacted]	2022	Menu	[Redacted]		09-09-2025	[Edit] [Duplicate]
[Redacted]	2030	Kg/Year	[Redacted]		16-03-2026	[Edit] [Duplicate]

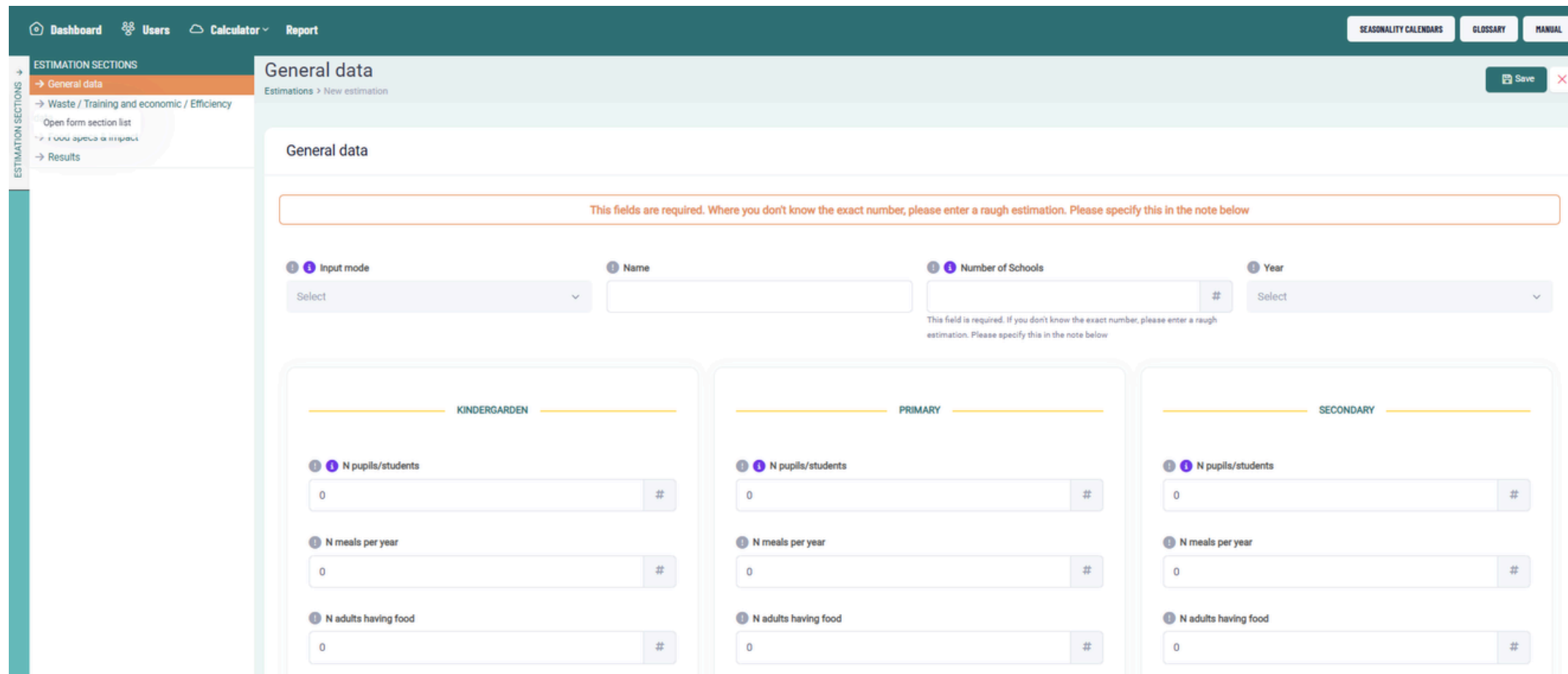
 To start an estimation, you will need to click on the 'new' icon in the top right-hand corner, indicated by the green arrow.



 To modify a saved estimation, select it from your list and click the yellow pencil icon. This allows you to update or modify the estimation.

 To delete an estimation, select it from your dashboard and click the trash icon.

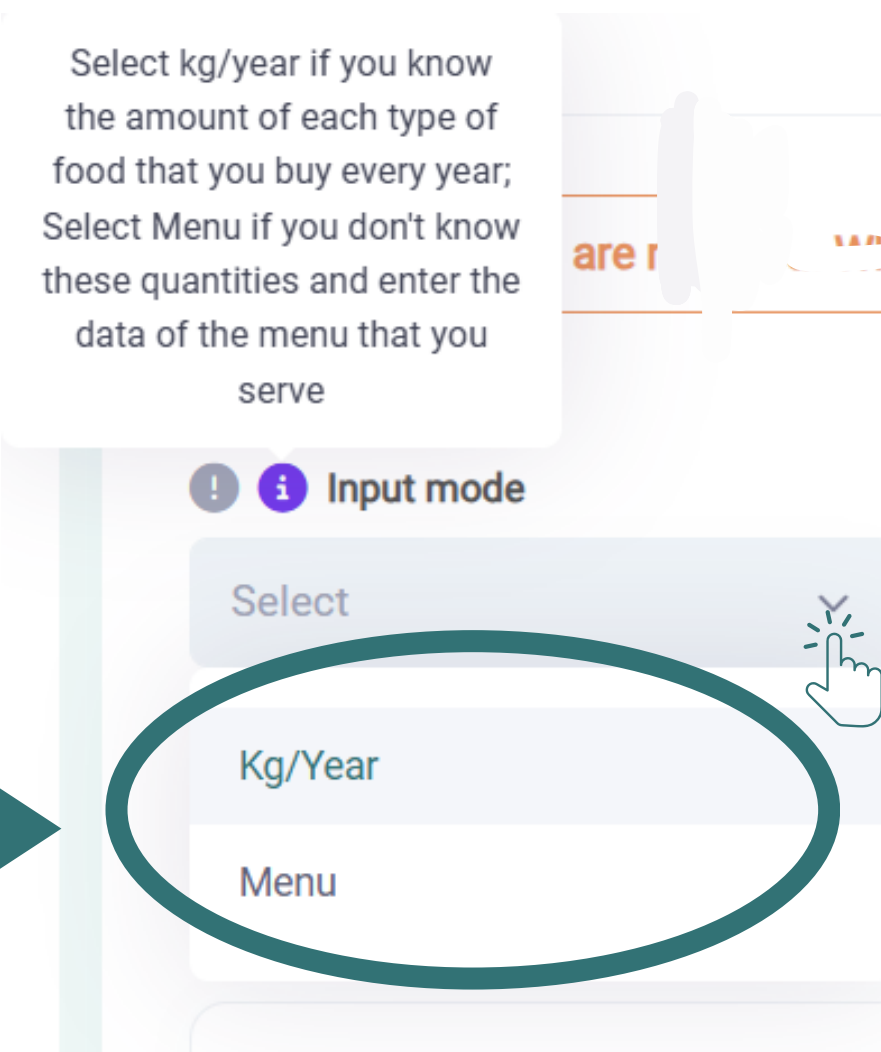
  You can also edit or duplicate an estimation by clicking the corresponding buttons located in the same row.

After clicking on the  icon, the first data input screen of **GREEN SPOON** will open, and the General Data section will appear.



-  The exclamation mark icon indicates that the field is required.
-  Hover over this icon for additional info about the field

Select kg/year if you know the amount of each type of food that you buy every year; Select Menu if you don't know these quantities and enter the data of the menu that you serve




**GREEN SPOON** provides, first, a dual mode of data entry. By choosing kg/Year it is possible to enter the kg for each category of food purchased during the year. However, if food quantities data in kg/Year are not available it's possible to enter the data in terms of Menu served.



Food specs & impact

Estimations > Ultima menu Gennaio

Food Type	Kg/Year	Standard	Saved	Emitted
Beef Meat	9672	2312.	1542.	770.2
Lamb Meat	0.00	0.00	0.00	0.00
Butter	2004	106.6	89.65	17.03
Animal Fats	0.00	0.00	0.00	0.00

In the Food specs & impacts section, click this icon  to open the Food Specs window. These settings allow you to apply sustainability best practices to each food category (you can see some examples of best practice here on the right).



**% REGIONAL PRODUCE**

81

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**% ORGANIC**

93

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**% NATURAL PASTURE**

68








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**% FULL ANIMAL NP**

60

Click  **DOWNLOAD IMPORT TEMPLATE** to download an Excel template. This allows you to easily input all required data and sustainability best practices for your simulation.

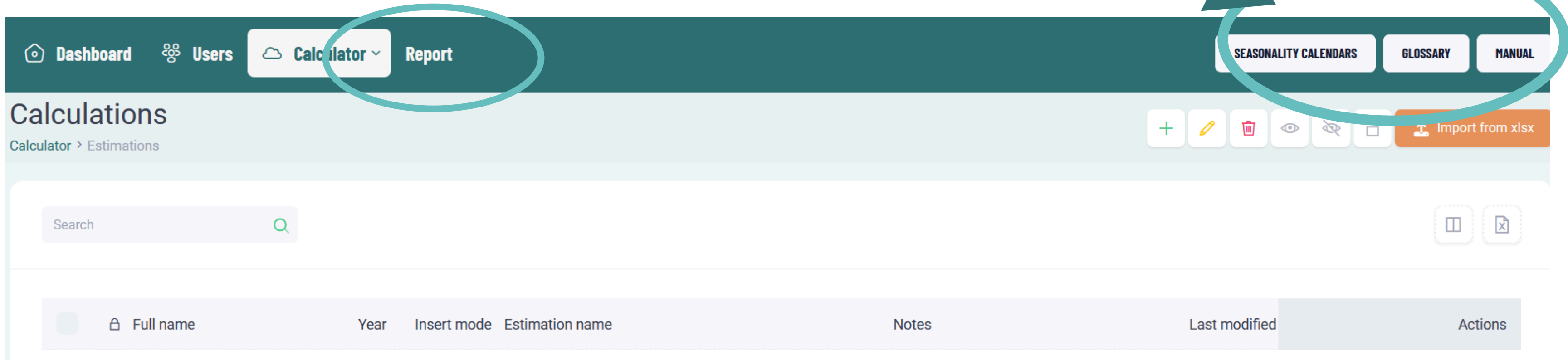
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       **Import from xlsx**

Beyond the calculator, **GREEN SPOON** features a dedicated Report function. This tool allows you to compare two or more simulations, providing a side-by-side analysis of your sustainability impact. **Note:** You must complete at least two estimations to unlock this feature.

### NEED MORE HELP?

For detailed instructions on using **GREEN SPOON**, feel free to download the Manual. You can also access our support materials, including the Glossary and the Seasonality Calendar, to enhance your sustainability assessments.



Dashboard Users Calculator Report

SEASONALITY CALENDARS GLOSSARY MANUAL

## Calculations

Calculator > Estimations

Search

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Full name	Year	Insert mode	Estimation name	Notes	Last modified	Actions
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