# How to service a vending machine

**In Gimme Field:**

1. On the **Schedule** page, select the **POS** for the vending machine you would like to service
2. Click the **red three-dot menu** and select **Service**
3. Get **DEX**

You can begin servicing by completing the actions down the list: a green checkmark will appear once the action is complete

- Spot check: take current inventory of the suggested products
- Add Products: Scan products to add to the machine
- Waste Products: record how many spoiled products were removed from the machine
- Collect Money: Enter a moneybag number for a collect visit; this will not come up for a service visit.
- Change/Refund: record the amount of change and money refunded
- Take Photo: take pictures of the vending machine after filling it and the products that you will be bringing back
- *Meter: Enter the meter value for the machine (found in the DEX file)
- *The meter entry will display on machines that are not DEX capable or if DEX fails

Click the **<** in the top left corner of the screen

The visit will appear underneath the **Completed** section of the page.

[Video: How to service a vending machine]