

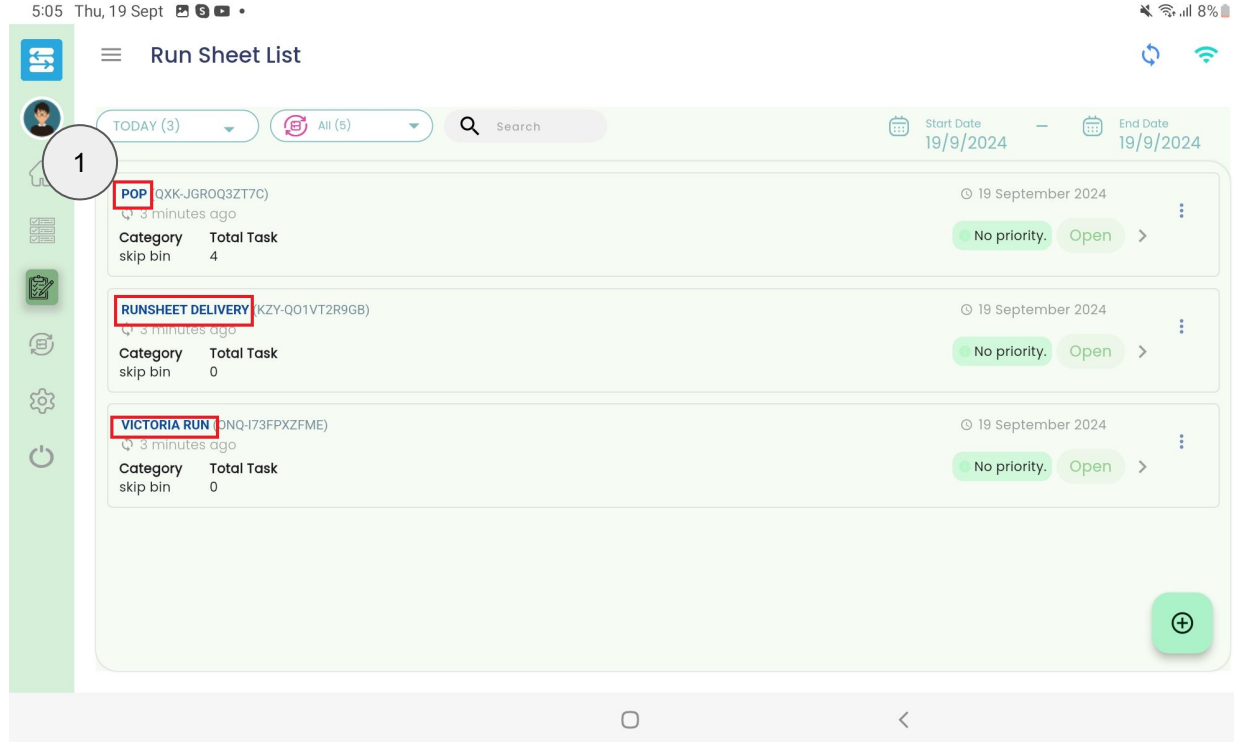
User Guide: Runsheet List

Explanation: This page displays the list of runsheets, with details about tasks and their statuses.

Key Terminology

- Order: A job or task assigned to a driver.
- Runsheet: A list of tasks or jobs to be completed by the driver for a specific day or period.
- Task: An individual activity related to an order, such as delivering or picking up a bin.
- Task Priority: The importance or urgency level assigned to a task. Higher priority tasks should be completed first.

How to View Runsheet Details:



1. Click on the runsheet name to view its tasks.
2. You'll see a detailed list of tasks, including customer name, order location, bin type, and task status.

How to Complete a Task:

5:05 Thu, 19 Sept

Run Sheet Task Open

pop
19/09/2024 | QXK-JGROQ3ZT7C | Sync Progress (A : 57 | D : 56)

Select

1

2

223/231 Jalan tujung biru, Millendon
6056, Western Australia

Open

26/09/2024

In Progress

Code C-HPHFXJBAYKTY Services/type Pickup Bin Size skip bin-2 m3

342 noda, Dog Swamp 6064, Western
Australia

Open

19/09/2024

In Progress

Code D-ZQAWYGLTIJSH Services/type Delivery Bin Size skip bin-10 Marrel & Hook

342 noda, Dog Swamp 6064, Western
Australia

Completed

20/09/2024

Code C-PKLNHLCG93QR Services/type Pickup Bin Size skip bin-10 Marrel & Hook

55 Busch Parkway, Pearsall 6065,
Western Australia

Completed

Overview A : 1 | D : 1

Show map

342 noda, Dog Swamp 6064, Western
Australia

Destination Address

dewa

Contact name
35345643654

Contact phone

Docked ID Not Recorded Weight Not Recorded

Customer

UrbanWave Ltd hyzeq@mallinator.com 6281295801983

Name Email Phone

1. Click on a task to view its details, including the map.
2. Click the In Progress button to begin.

5:06 Thu, 19 Sept
📶 7%

☰
Run Sheet Task
In Progress
🔄
📶

pop

19/09/2024 | QXK-JGROQ3ZT7C | Sync Progress (A : 87 | D : 86)

Category

skip bin

Select

End of day

📍 342 noda, Dog Swamp 6064, Western Australia

On Site

19/09/2024

Code	Services/type	Bin Size
D-ZQAWYGLTIJSH	Delivery	skip bin-10 Marrel & Hook

📍 223/231 Jalan tujung biru, Millendon 6056, Western Australia

Open

26/09/2024

Code	Services/type	Bin Size
C-HPHFXJBAYKTY	Pickup	skip bin-2 m3

In Progress

📍 342 noda, Dog Swamp 6064, Western Australia

Completed

20/09/2024

Code	Services/type	Bin Size
C-PKLNHLCG93QR	Pickup	skip bin-10 Marrel & Hook

📍 55 Busch Parkway, Pearsall 6065, Western Australia

Completed

20/09/2024

Code	Services/type	Bin Size
C-PKLNHLCG93QR	Pickup	skip bin-10 Marrel & Hook

view A:4 | D:4

Show map

Completed

No Service

On Site

Docked ID

Weight (Kg)

Please input docked ID

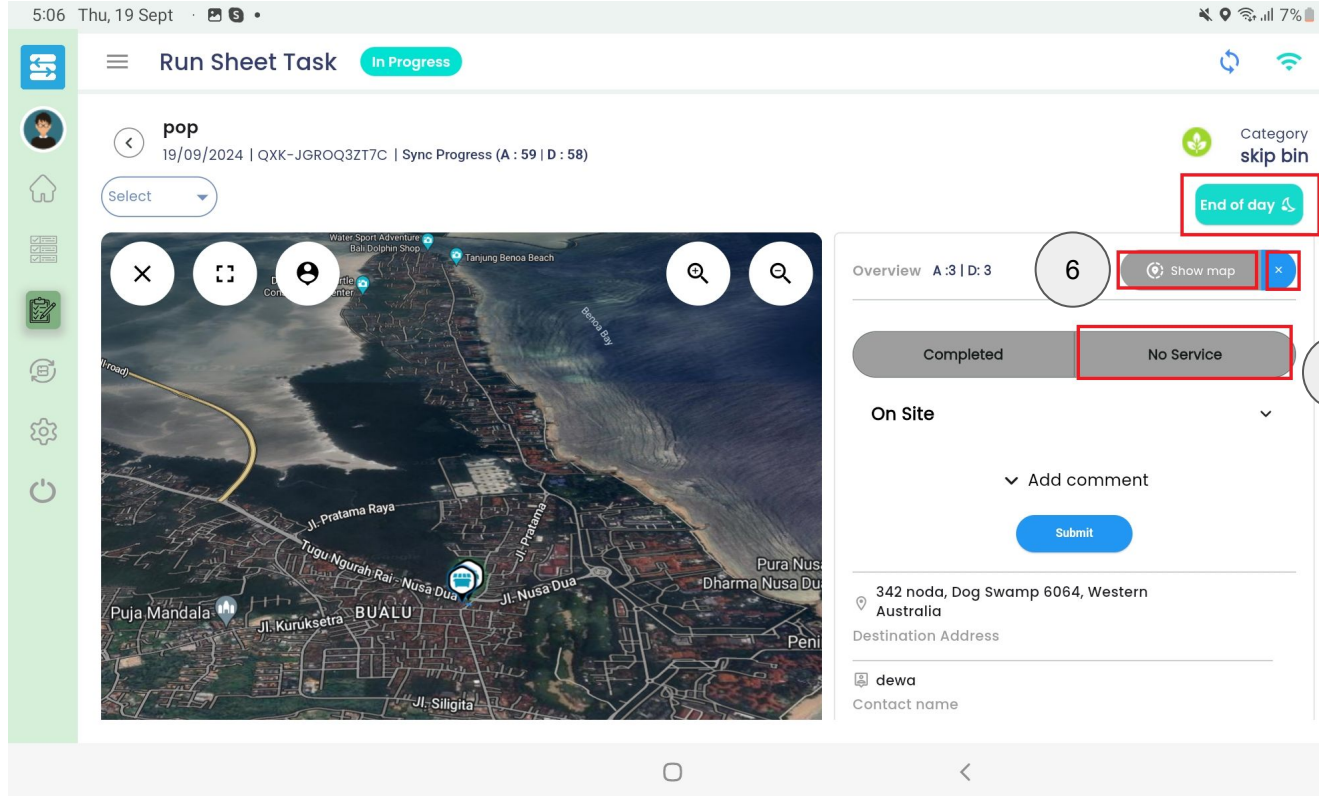
0

Add comment

Submit

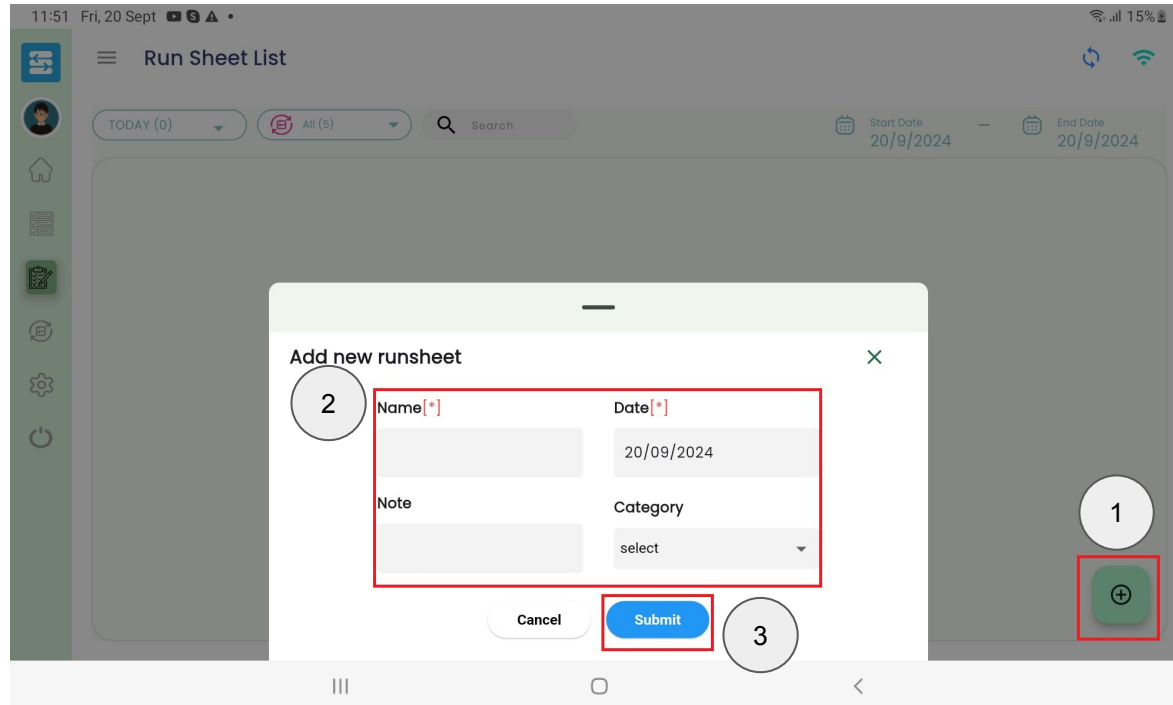
342 noda, Dog Swamp 6064, Western Australia

- Once the task is completed, click Complete.
- Enter the Docket ID and Weight. Optionally, add comments and upload photos.
- Click Submit to finalise the task.



6. To view the map, click Show Map. To close it, click the X button.
7. If a service cannot be completed, click No Service.
8. When all tasks on the runsheet are completed, click End of Day to finish.

How to Add a New Runsheet:



11:51 Fri, 20 Sept

Run Sheet List

TODAY (0) All (5) Search

Start Date 20/9/2024 End Date 20/9/2024

Add new runsheet

2

Name[*] Date[*]

20/09/2024

Note Category

select

Cancel Submit

3

1

1. Click the (+) button at the bottom right corner.
2. Fill in the form with:
 - Runsheet Name
 - Date
 - Bin Category
 - Notes
3. Click Submit to finalize.