

USER MANUAL CREATE ORDERS

Create Orders

Orders

Orders Reset Filter Clear Back

Add Orders

CUSTOMER LOOKUP

Search (name, email, phone, code)
Type 3 character for result

Sites
Select site

Orders / Quotes
Select available order

ORDER DETAILS

Unique ID: EBNZL4N1CZ2PHYT Date: 20 January 2024

Bin Size: Select bin size Waste Type: General Waste

Street Number: Unit / Lot (optional) Street Name

Postcode: Town / City Suburb (optional) State

Collection Date: 1 Day 2 Day 7 Day

Delivery Date: 20 Jan 2024 2 Feb 2024

Delivery Instructions: Choose template delivery instruction --
Input delivery instructions

Find Bin Price Setup Mail Bin

**This is the “Orders” menu.
In the menu there are
several actions including :**

1. Customer Lookup
2. Order Details Form
3. Find Bin Price
4. Convert to Order
5. Choose payment, Save As Quote and Save as Draft

Convert to Order

Choose Payment

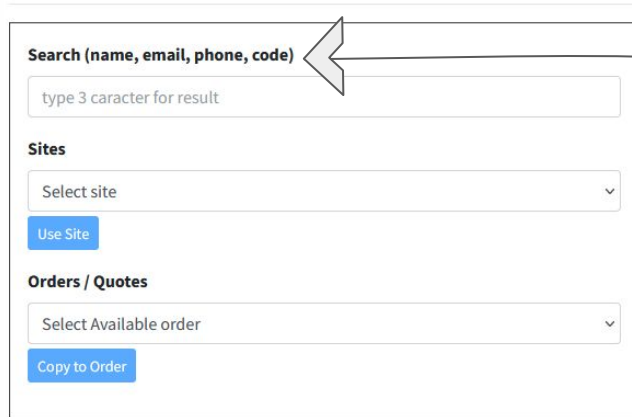
Save As Quote

Save As Draft

1

Customer Lookup

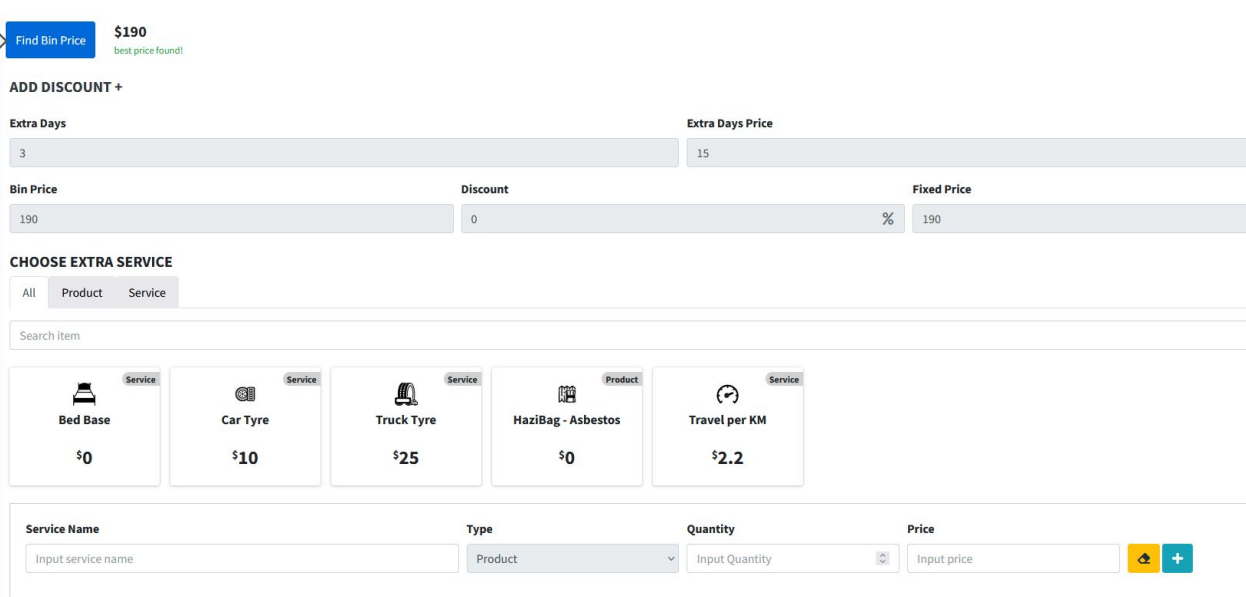
CUSTOMER LOOKUP

A screenshot of a web form titled 'CUSTOMER LOOKUP'. The form is enclosed in a light gray border. It contains three main sections: a search section at the top with a text input field and a label 'Search (name, email, phone, code)'; a 'Sites' section with a dropdown menu labeled 'Select site' and a blue 'Use Site' button; and an 'Orders / Quotes' section with a dropdown menu labeled 'Select Available order' and a blue 'Copy to Order' button. A large white arrow with a black outline points from the right side of the form towards the search input field.

Use the "Customer Lookup" function to search for existing customers. This action allows you to quickly access information related to a particular customer, enhancing the customer service experience.

2

Find Bin Price



Find Bin Price \$190
best price found!

ADD DISCOUNT +

Extra Days: 3 Extra Days Price: 15

Bin Price: 190 Discount: 0 % Fixed Price: 190

CHOOSE EXTRA SERVICE

All Product Service

Search Item

Service: Bed Base \$0 Service: Car Tyre \$10 Service: Truck Tyre \$25 Product: HaziBag - Asbestos \$0 Service: Travel per KM \$2.2

Service Name	Type	Quantity	Price
<input type="text" value="Input service name"/>	Product	<input type="text" value="Input Quantity"/>	<input type="text" value="Input price"/>

After you fill in the order details then you need to click on "Find Bin Price". This action will assist in locating the pricing information for a specific bin and waste type. It streamlines the process of providing accurate pricing details.

3

Convert to order

CUSTOMER DETAILS

Customer Name	Billing Address
<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Use delivery address as billing address
Email Address	Work Phone
<input type="text"/>	<input type="text"/>
<small>Site Contact (<input type="checkbox"/> Use the billing Name and Phone number)</small>	
Name	Phone
<input type="text"/>	<input type="text"/>

1

2

after you fill in all the customers details form then you can click the “Convert to Order” button to going to the payment process.

3

Choose Payment

Total Bin Size	\$215.00
Total Extra Days Fee	\$15.00
Total Extra Services	\$0.00
GST	\$20.91
Grand Total	\$230.00

Choose Payment**Save As Quote****Save As Draft**

1

Select Payment Method

x

2

**Stripe Payment**

For secure payment with Stripe

**Bank Transfer**

Pay with direct transfer to bank account

**Cash**

Pay with cash

[Pay later](#)

On this process you will see the summary of the order that you made for the customers. To do the continue to the payment process click on “Choose Payment” button then you can select the payment method.