

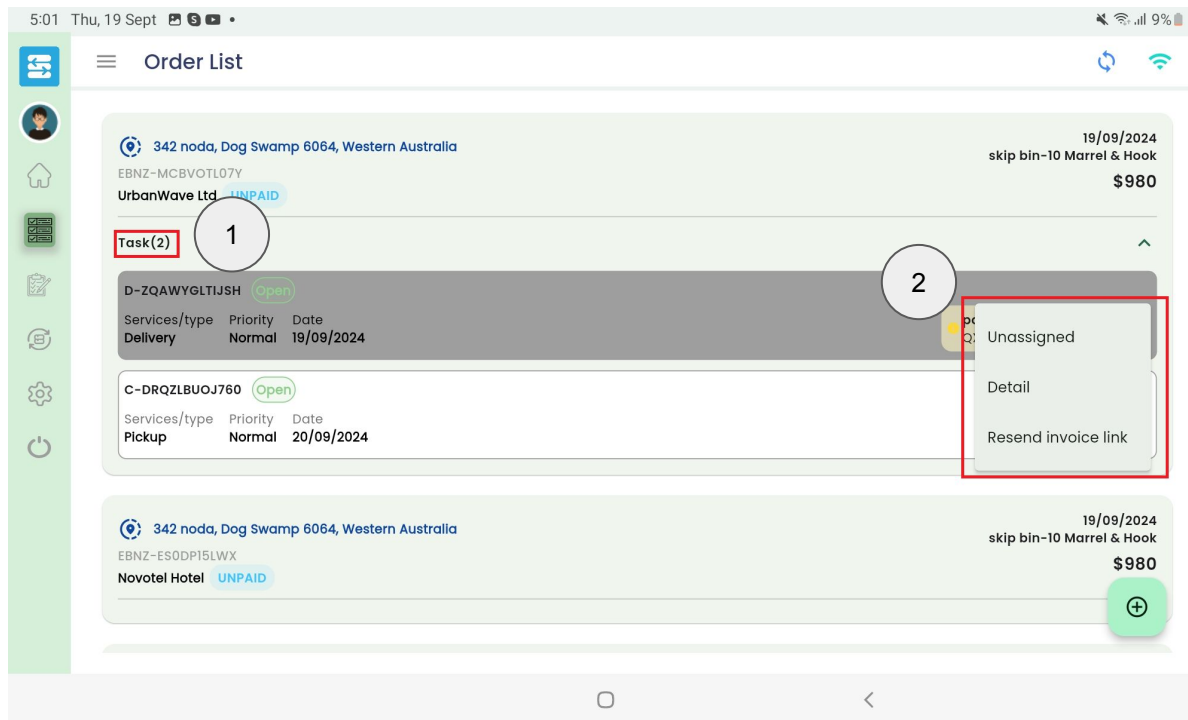
## User Guide: Order List

Explanation: The Order List page displays all orders, along with details such as: Customer Name, Order Location, Bin Type and Size, Price, Order Task and Status, Runsheet for the Task, Payment Status

### **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 Manage the Order List:



1. Click on the Task to view the list of tasks for that order.
2. Click on the three dots icon next to an order for additional actions:
  - Unassign: This removes the task from the runsheet. Note: Only tasks with an Open status can be unassigned.
  - Details: Click to view detailed task information.
  - Resend Invoice Link: Send the invoice link via email and SMS to the customer.

[illegible]

Confirmation.

Do you want to start Skip bin for runsheet today ?

Runsheet name

Enter runsheet name.

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Note

Enter runsheet note.

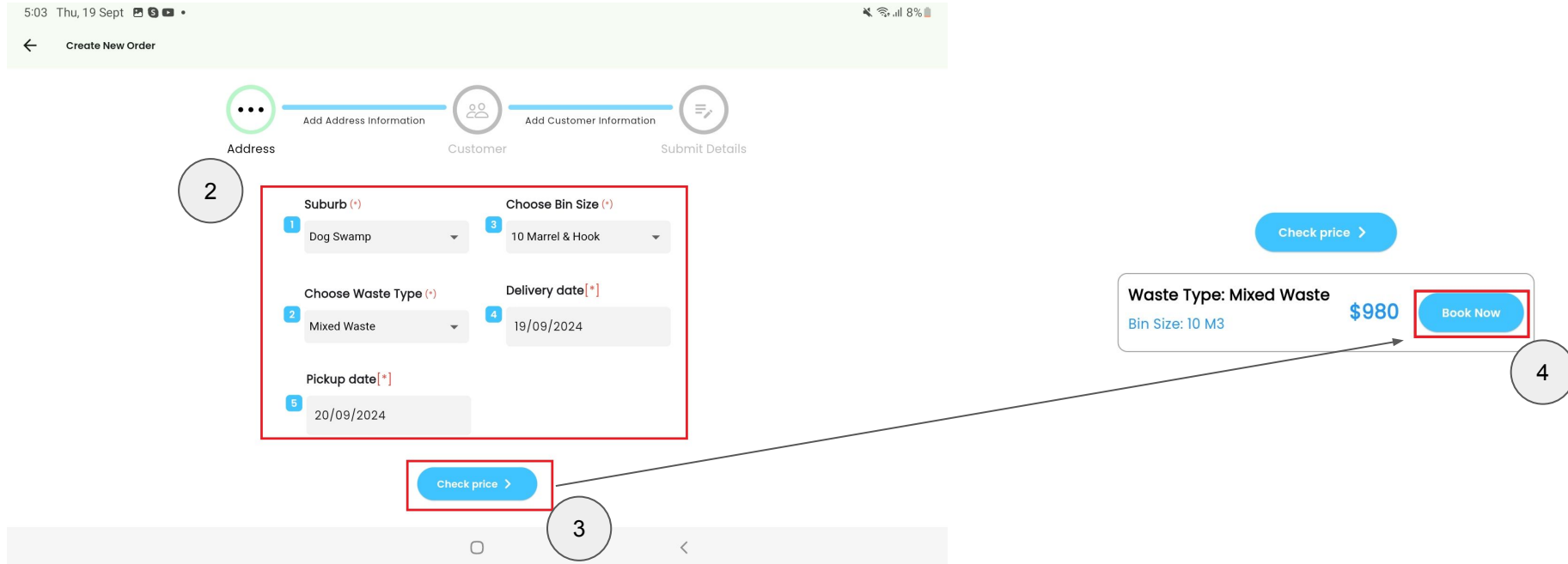
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Cancel> Submit

1. Click Start on the selected task to begin.
2. Confirm the task by either:
  - Clicking Assign to start the skip bin task for today's runsheet.
  - Clicking Create New to generate a new runsheet.

# How to Create a New Order:

**Note:** This feature is only for existing customers from the database



The screenshot shows the 'Create New Order' screen in a mobile app. At the top, there's a status bar with the time 5:03, date Thu, 19 Sept, and battery level 8%. Below the status bar is a navigation bar with a back arrow and the text 'Create New Order'. The main content area has a progress indicator with three steps: 'Address' (highlighted with a green circle and a '2' in a circle), 'Customer' (with a person icon), and 'Submit Details' (with a list icon). Below the progress indicator is a form with five numbered steps: 1. 'Suburb (\*)' dropdown menu with 'Dog Swamp' selected. 2. 'Choose Waste Type (\*)' dropdown menu with 'Mixed Waste' selected. 3. 'Choose Bin Size (\*)' dropdown menu with '10 Marrel & Hook' selected. 4. 'Delivery date[\*]' date picker with '19/09/2024' selected. 5. 'Pickup date[\*]' date picker with '20/09/2024' selected. A red box highlights the form fields. Below the form is a blue button labeled 'Check price >'. To the right of the form is a summary box showing 'Waste Type: Mixed Waste', 'Bin Size: 10 M3', and a price of '\$980'. A blue button labeled 'Book Now' is next to the price. A red box highlights the 'Book Now' button. An arrow points from the 'Check price >' button to the 'Book Now' button. At the bottom of the screen is a navigation bar with a home icon, a circle with a '3' (highlighted), and a back arrow.

5:03 Thu, 19 Sept 8%

← Create New Order

Address Customer Submit Details

2

Suburb (\*) Choose Bin Size (\*)

1 Dog Swamp 3 10 Marrel & Hook

Choose Waste Type (\*) Delivery date[\*]

2 Mixed Waste 4 19/09/2024

Pickup date[\*]

5 20/09/2024

Check price >


Waste Type: Mixed Waste \$980

Bin Size: 10 M3 Book Now


4


3


1. Click the Create New Order button (+) at the bottom right corner.
2. Fill in the required details in the order form.
3. Click Check Price to view the price for the order.
4. Click Book Now to proceed.

5:03 Thu, 19 Sept  8%

← Create New Order

  
Add Address Information

  
Customer

  
Submit Details

**Waste Type: Mixed Waste**  
Bin Size: 10 M3 **\$980**

**1** Name  
BlueSky Solutions

**2** Phone  
+1 (808) 295-8011

**3** Email  
Blue@mailinator.com

**4** Billing Address  
2 test st, victoria

Same with delivery address. ☒

Order >

**6**

## Order Details

Customer	BlueSky Solutions
Address	Dog Swamp
Name	BlueSky Solutions
Email	Blue@mailinator.com
Phone	+1 (808) 295-8011
Items	Subtotal
Mixed Waste - 10 Marrel & Hook	\$980
Total	\$980
Delivery Date	Tuesday 2024-09-19
Pickup Date	Tuesday 2024-09-20
Postcode	6064
	<div>Continue to payment</div>

5. In the next step, fill in the Customer Details form. Check the box if the billing and delivery addresses are the same.
6. Click Order to finalize.
7. Review the order details on the next page and click Continue to Payment.

### Invoice

Invoice Number	EBNZ-EGAM3IP9RM
Order Name	Booking Bin
Category	skip bin
Total Cost	\$980.0

Send payment link via:

8



Send via SMS



Send via Email

9



Continue

8. Send the payment link via SMS or Email.
9. Click Continue to complete the order.