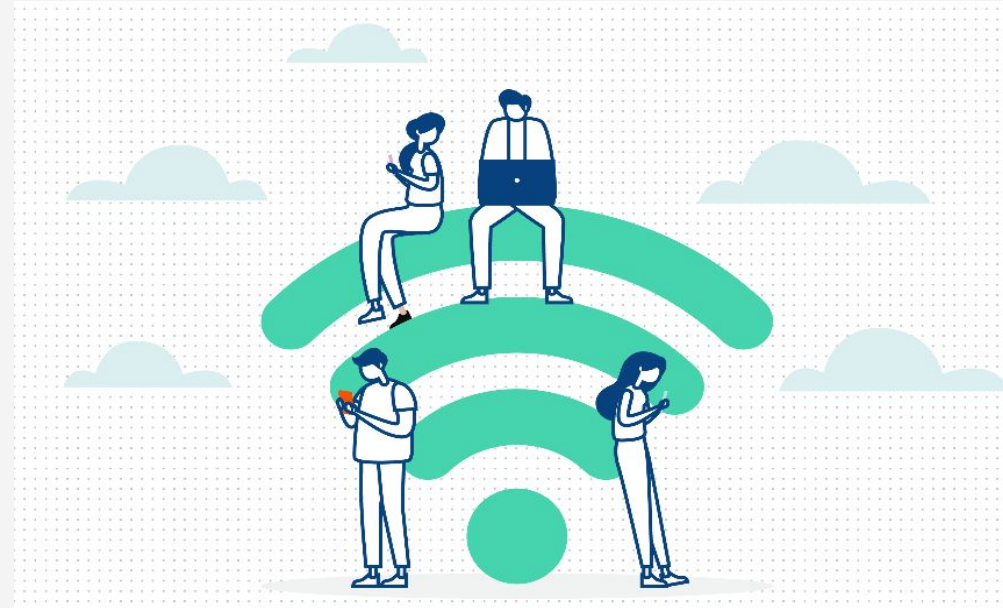


How to Complete a Delivery Task

INTERNET CONNECTION REQUIRED



Step:

1

Make sure you connect to Wi-Fi or the internet.

Login account



Enter email

example@mail.com

Enter password

Enter password

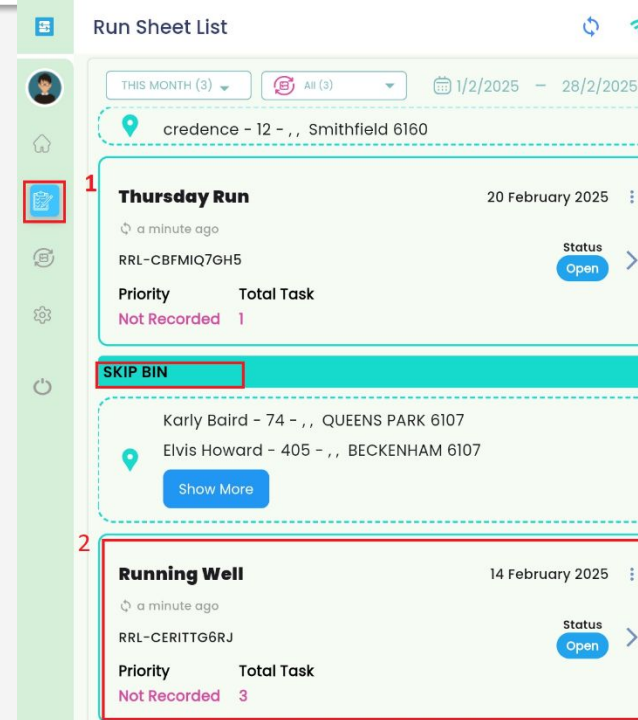
Login

Step:

2

Enter your login details: Email and Password. Tap Login to access the app.

SYNCHRONIZE DATA

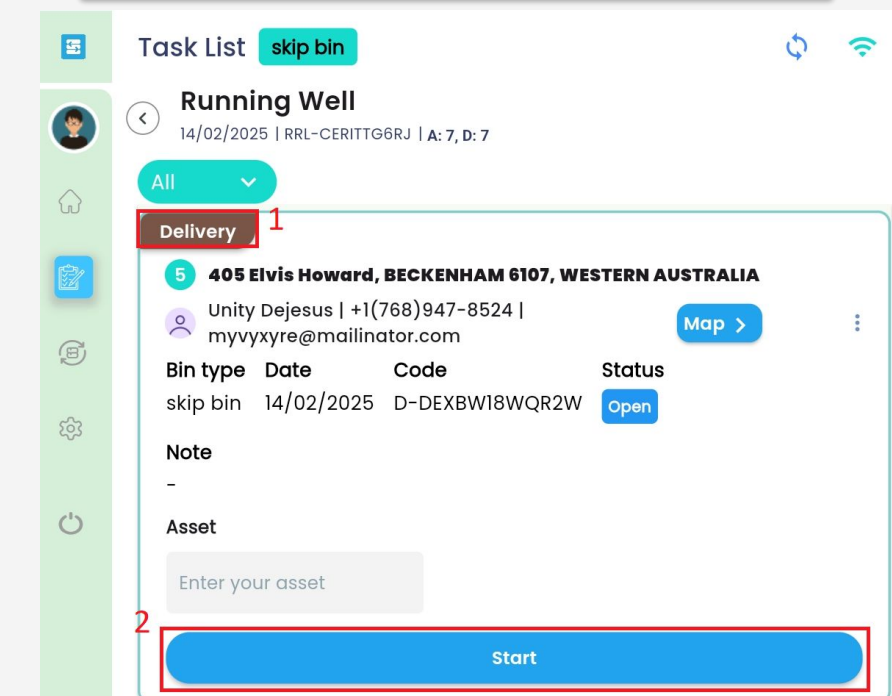


Step:

3

Click on the **Runsheets** menu and select the assigned runsheet.

REVIEW YOUR RUNSHEET



Step:

4

Choose the **Delivery** task from the list.

How to Complete a Delivery Task

SELECT RUNSHEET

Task List skip bin

Running Well
14/02/2025 | RRL-CERITTG6RJ | A: 7, D: 7

All

Delivery

5 405 Elvis Howard, BECKENHAM 6107, WESTERN AUSTRALIA
Unity Dejesus | +1(768)947-8524 | myvyxyre@mailinator.com
Bin type Date Code Status
skip bin 14/02/2025 D-DEXBW18WQR2W Open
Note
Asset
Enter your asset

Start

Step:

5

Tap on the **Start** button to begin your delivery task.
The task status will change to **In Progress**.

TAP ADJUSTMENT WEIGHT

Task List skip bin Running Well RRL-CERITTG6RJ

Running Well
14/02/2025 | RRL-CERITTG6RJ | A: 8, D: 8

All

Delivery

5 405 Elvis Howard, BECKENHAM 6107, WESTERN AUSTRALIA
Unity Dejesus | +1(768)947-8524 | myvyxyre@mailinator.com
Bin type Date Code Status
skip bin 14/02/2025 D-DEXBW18WQR2W In Progress
Note
Asset
Enter your asset

Map >

In Progress

Step:

6

Tap on the **Map** button for the selected delivery task to view the location map.

ENTER THE WEIGHT

Delivery

5 405 Elvis Howard, BECKENHAM 6107, WESTERN AUSTRALIA
Unity Dejesus | +1(768)947-8524 | myvyxyre@mailinator.com
Bin type Date Code Status
skip bin 14/02/2025 D-DEXBW18WQR2W On Site
Note
Asset
Enter your asset

On Site

Step:

7

The app will notify you and automatically change the status to **On Site** when you arrive at the location.

REVIEW AND SUBMIT

Delivery

5 405 Elvis Howard, BECKENHAM 6107, WESTERN AUSTRALIA
Unity Dejesus | +1(768)947-8524 | myvyxyre@mailinator.com
Bin type Date Code Status
skip bin 14/02/2025 D-DEXBW18WQR2W On Route
On Route
Completed
Open
In Progress
On Site

Step:

8

Change the status to **Complete** to finish the task at the site.

How to Complete a Pick-Up Task

SELECT RUNSHEET

Run Sheet List

THIS MONTH (3)

All (3)

1/2/2025 - 28/2/2025

credence - 12 -, Smithfield 6160

Thursday Run

20 February 2025

a minute ago

RRL-CBFMIQ7GH5

Priority

Total Task

Not Recorded 1

Status

Open

SKIP BIN

Karly Baird - 74 -, QUEENS PARK 6107

Elvis Howard - 405 -, BECKENHAM 6107

Show More

Running Well

14 February 2025

a minute ago

RRL-CERITTG6RJ

Priority

Total Task

Not Recorded 3

Status

Open

Step:

1

Click on the **Runsheet** menu and select the assigned runsheet.

START THE TASK

Task List skip bin

Running Well

14/02/2025 | RRL-CERITTG6RJ | A: 0, D: 0

All

Pickup

6 12 credence, BECKENHAM 6107, WESTERN AUSTRALIA

Hendrik Test | 0412337 | hendrik.soms@gmail.com Map >

Docket Id

Gross Weight

Tare Weight

Net Weight

0000

6000.0

5000.0

1000.0

Asset-ID

Bin type

Date

Code

Status

-

skip bin

14/02/2025

EBNZ-WDAJM6IIMHAU

Open

+ Add Weight

Note

-

Start

Step:

2

Choose the **Pick-Up** task from the list.

INPUT THE DETAILS AND WEIGHT

Task List skip bin

Running Well

14/02/2025 | RRL-CERITTG6RJ | A: 0, D: 0

All

Pickup

6 12 credence, BECKENHAM 6107, WESTERN AUSTRALIA

Hendrik Test | 0412337 | hendrik.soms@gmail.com Map >

Docket Id

Gross Weight

Tare Weight

Net Weight

0000

6000.0

5000.0

1000.0

Asset-ID

Bin type

Date

Code

Status

-

skip bin

14/02/2025

EBNZ-WDAJM6IIMHAU

Open

+ Add Weight

Note

-

Start

Step:

3

Tap on the **Start** button to begin your pick-up task. The task status will change to **In Progress**.

ADJUST WEIGHT IF NEEDED

Task List skip bin

Running Well

14/02/2025 | RRL-CERITTG6RJ | A: 1, D: 1

All

Pickup

6 12 credence, BECKENHAM 6107, WESTERN AUSTRALIA

Hendrik Test | 0412337 | hendrik.soms@gmail.com Map >

Docket Id

Gross Weight

Tare Weight

Net Weight

0000

6000.0

5000.0

1000.0

Asset-ID

Bin type

Date

Code

Status

-

skip bin

14/02/2025

EBNZ-WDAJM6IIMHAU

In Progress

+ Add Weight

Note

-

In Progress

Step:

4

Tap on the **Map** button for the selected pick-up task to view the location map.

How to Complete a Pick-Up Task

INTERNET CONNECTION REQUIRED

Google

Pickup

6 12 credence, BECKENHAM 6107, WESTERN AUSTRALIA

Hendrik TEst | 0412337 | hendrik.soms@gmail.com

Docket Id	Gross Weight	Tare Weight	Net Weight
0000	6000.0	5000.0	1000.0

Asset-ID	Bin type	Date	Code	Status
-	skip bin	14/02/2025	EBNZ-WDAJM6IIMHAU	On Site

+ Add Weight

Note

-

route loaded...

On Site

Step:

5

The app will notify you and automatically change the status to **On Site** when you arrive at the location.

TAP "END OF DAY" BUTTON

Google

Pickup

6 12 credence, BECKENHAM 6107, WESTERN AUSTRALIA

Hendrik TEst | 0412337 | hendrik.soms@gmail.com

Docket Id	Gross Weight	Tare Weight	Net Weight
0000	6000.0	5000.0	1000.0

Asset-ID	Bin type	Date	Code	Status
-	skip bin	14/02/2025	EBNZ-WDAJM6IIMHAU	Completed

In Progress

Completed

Open

On Route

On Site

Step:

6

Change the status to **Complete**.

HANDLING INCOMPLETE TASK

Weight

Docket ID

Gross Weight

Tare Weight

Net Weight

Cancel Submit

Google

Pickup

6 12 credence, BECKENHAM 6107, WESTERN AUSTRALIA

Hendrik TEst | 0412337 | hendrik.soms@gmail.com

Docket Id	Gross Weight	Tare Weight	Net Weight
0000	6000.0	5000.0	1000.0

Asset-ID	Bin type	Date	Code	Status
-	skip bin	14/02/2025	EBNZ-WDAJM6IIMHAU	Completed

+ Add Weight

Note

-

route loaded...

Complete

Step:

7

Fill in the **Weight Form**, including: **Docket ID**, **Gross Weight**, **Tare Weight**
Tap **Submit** to save the information.