





## User Guide: Dashboard / Home

Explanation: The Home page provides an overview of your Runsheet list and Task Priorities.

### **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.

5:00 Thu, 19 Sept 

 Home  

**TODAY** 2

THIS WEEK

THIS MONTH

THIS YEAR

Task Priority ▾ 3

Start Date 19/9/2024 — End Date 19/9/2024

Task ID	Task Name	Task Type	Task ID
1	runsheet delivery (KZY-QOIVT2R9GB)	Delivery	1
2	McCartney skip bin	Pickup	2
3	UrbanWave Ltd skip bin	Pickup	3
4	Victoria run (ONQ-I73FPXZFME)	Delivery	4

No high priority task.

1. To view tasks on a specific runsheet, click on the runsheet name.
2. You can filter tasks by Today, This Week, or This Month using the dropdown menu.
3. Additionally, you can filter tasks by a specific date.