

## **User Guide: Task Runsheet**

This guide provides instructions for navigating and managing tasks within the Task Run Sheet feature.



kadek prabba



Dashboard



Create Order



Create Invoice



Sales



Rental Bin Contract



Frontlift Contract



Wheelie Contract



Billing



1 Marketing



All Tasks



2 Tasks

Task Runsheets

Cancel Tasks

## Step 1

### Navigating to the Task Run Sheet:

1. Click on "All Tasks".
2. Select "Task Run Sheets".

**Task Runsheets**

1

name, code runsheet      code, name task      23/04/2024      23/04/2024      All      Assigned To      Category      **Filter**      **Add Runsheet** 2

**Town Bins (Tuesday)**

RRL-JA0SWXCBNM

23/04/2024      2 Tasks

Frontlift Bin      Charlotte Phillips

**E-UDIUGX26WUNS** **Completed**

AMIGOS MEXICAN GRILL

Dee Street - 10 INVERCARGILL 9810 SOUTHLAND

Empty | 1.80 m3 | General Waste      **Frontlift Bin**

**E-VGYRIYHGY2JQ** **Completed**

ELLES ROAD NEW WORLD

Martin Street - INVERCARGILL 9812 SOUTHLAND

Empty | 4.50 m3 | General Waste      **Frontlift Bin**

**Fortnightly (Every Tuesday)**

RRL-NWD7ZNRRII

23/04/2024      44 Tasks

Wheelie Bin      Charlotte Phillips

**E-8XRRKV8DDXHJ** **Open**

CAMERON SMITH

Awarua School Road - 245 INVERCARGILL 9877 SOUTHLAND

Empty | 240 | General Waste      **Wheelie Bin**

**E-WEDKZJAAV05L** **Open**

ZACK WILKS

Awarua School Road - 317 INVERCARGILL 9877 SOUTHLAND

Empty | 240 | General Waste      **Wheelie Bin**

**Job Cards**

Active (1)      Overdue (319)

**E-T54EWB5NREPG**

OPEN COUNTRY DAIRY

Kekeno PI - 52 AWARUA 9877 SOUTHLAND

Empty | 1.80 m3 | General Waste | 23/04/2024 | **Frontlift Bin**

## Step 2

### Filtering Options:

1. You can filter the run sheet by task name, date, waste type, driver, and bin type.
2. To add a new run sheet, click the "Add Runsheet" button. Note that this run sheet is ad hoc and not recurring.

The screenshot displays the 'Task Runsheets' interface. At the top, there are search filters for 'name, code runsheet' and 'code, n'. Below this, a list of runsheets is shown. The first runsheet, 'Town Bins (Tuesday)', is highlighted in green and has a red box around its 'Show / Edit' and 'Delete' buttons, with a red arrow pointing to the 'Runsheet Edit' modal. The modal is titled 'Runsheet Edit' and contains a 'Date' field with the value '23/04/2024', a 'Driver (Optional)' dropdown menu with 'Charlotte Phillips' selected, and 'Close' and 'Update' buttons at the bottom.

Task Runsheets

name, code runsheet code, n

**Town Bins (Tuesday)**

RRL-JA0SWXCBNM

23/04/2024

Frontlift Bin

Show / Edit

Delete

**E-UDIUGX26WUNS** Completed

AMIGOS MEXICAN GRILL

Dee Street - 10 INVERCARGILL 9810

SOUTHLAND

Empty | 1.80 m3 | General Waste | Frontlift Bin

**E-VGYRIYHGV2JQ** Completed

ELLES ROAD NEW WORLD

Martin Street - INVERCARGILL 9812

SOUTHLAND

Empty | 4.50 m3 | General Waste | Frontlift Bin

Runsheet Edit

Date \*

23/04/2024

Driver (Optional)

Charlotte Phillips

Close Update

## Step 3

Editing and Deleting Run Sheets:

1. To edit a run sheet, click on the three dots icon and choose "Show/Edit". Here, you can modify the driver and task date.
2. To delete a run sheet, click on "Delete".

**Task Runsheets**

name, code runsheet | code, name task | 23/04/2024 | 23/04/2024 | All | Assigned To | Category | Filter | Add Runsheet

**Town Bins (Tuesday)**

RRL-JA0SWXCBNM

23/04/2024 | 2 Tasks

Frontlift Bin | Charlotte Phillips

+ (arrow pointing to plus icon)

**E-UDIUGX26WUNS** Completed (X icon) 5

AMIGOS MEXICAN GRILL

Dee Street - 10 INVERCARGILL 9810 SOUTHLAND

Empty | 1.80 m3 | General Waste | Frontlift Bin

**E-VGYRIYHGY2JQ** Completed (X icon)

ELLES ROAD NEW WORLD

Martin Street - INVERCARGILL 9812 SOUTHLAND

Empty | 4.50 m3 | General Waste | Frontlift Bin

**Fortnightly (Every Tuesday)**

RRL-NWD7ZNRRII

23/04/2024 | 44 Tasks

Wheelie Bin | Charlotte Phillips

+ (arrow pointing to plus icon)

**E-8XRRKV8DDXHJ** Open (X icon)

CAMERON SMITH

Awarua School Road - 245 INVERCARGILL 9877 SOUTHLAND

Empty | 240 | General Waste | Wheelie Bin

**E-WEDKZJAAVO5L** Open (X icon)

ZACK WILKS

Awarua School Road - 317 INVERCARGILL 9877 SOUTHLAND

Empty | 240 | General Waste | Wheelie Bin

**Job Cards**

Active (1) | Overdue (319)

**E-T54EWB5NREPG** Open

OPEN COUNTRY DAIRY

Kekeno PI - 52 AWARUA 9877 SOUTHLAND

Empty | 1.80 m3 | General Waste | 23/04/2024 | Frontlift Bin

## Step 4

### Managing Tasks:

1. "Active" in the job card indicates tasks that do not have a run sheet group assigned.
2. "Overdue" in the job card signifies tasks that were not completed during the previous run.
3. You can move active or overdue jobs to the run sheet list by dragging them to the plus icon on the run sheet list.
4. You can filter and search customer tasks by clicking on the "Filter" icon.
5. To remove a task from your run sheet list, click on the "X" icon.