



















# USER MANUAL SCHEDULE GROUP

The **Schedule Group Trash Bag** page allows you to manage and organise trash bag collection schedules by week, driver, and contract.

## Schedule Group

Schedule TRASH BAG

e.g order code, address   Assigned   -- All Periods --   Customer Name   Trash Bag   **Filter**   **Calendar**   **+ Schedule**   **Export**

Week 1 Monday (Dodges Ferry) - Every First Week (Monday) - Driver - Beau (TP) - Total Contracts : 34	Import Contract   Active   Split Schedule   
Week 1 Thursday (Tranmere) - Every First Week (Thursday) - Driver - Jaidyn (TP) - Total Contracts : 21	Import Contract   Active   Split Schedule   
Week 1 Thursday (Howrah) - Every First Week (Thursday) - Driver - Beau (TP) - Total Contracts : 50	Import Contract   Active   Split Schedule   
Week 1 Monday (Seven Mile Beach) - Every First Week (Monday) - Driver - Beau (TP) - Total Contracts : 23	Import Contract   Active   Split Schedule   
Week 1 Friday (Bellerive) - Every First Week (Friday) - Driver - Beau (TP) - Total Contracts : 34	Import Contract   Active   Split Schedule   
Week 1 Tuesday (Glenorchy) - Every First Week (Tuesday) - Driver - Beau (TP) - Total Contracts : 85	Import Contract   Active   Split Schedule   

- **Filter Bar:** Use the filters to search schedules by order code, driver, period, customer name, or contract type.
- **Calendar:** Switch the view to calendar format for easier schedule tracking.
- **+ Schedule:** Create a new schedule.
- **Export:** Export the schedule data for reporting or backup.

## Add New Schedule Group

Create Runsheet Group [Back to list](#)

☐ **Is Session Group**

**Group Name** (required)

**Empty Bin Period** (required)

-- Select Period --

**Empty Date** (required)

-- Select date --

**Category** (required)

trash bag

**Assigned To** (optional)

Select driver

Submit

This page allows you to create and manage runsheet groups for scheduling bin collections.

- **Is Session Group:** Tick this if the group is part of a session.
- **Group Name:** Enter a name for the group (required).
- **Empty Bin Period:** Select the bin emptying period (required).
- **Empty Date:** Choose the date when bins will be emptied (required).
- **Category:** Shows the type of job (e.g., Trash Bag).
- **Assigned To:** Optionally assign a driver to the group.
- **Submit:** Click to save and create the runsheet group.

# Export Schedule Group

Schedule TRASH BAG

Assigned
-- All Periods --

Trash Bag
Filter
Calendar
+ Schedule
Export

Week 1 Monday (Dodges Ferry) - Every First Week (Monday) - Driver - Beau (TP) - Total Contracts : 34

Import Contract
Active
Split Schedule

Week 1 Thursday (Tranmere) - Every First Week (Thursday) - Driver - Jaidyn (TP) - Total Contracts : 21

Import Contract
Active
Split Schedule

Week 1 Thursday (Howrah) - Every First Week (Thursday) - Driver - Beau (TP) - Total Contracts : 50

Import Contract
Active
Split Schedule

Week 1 Monday (Seven Mile Beach) - Every First Week (Monday) - Driver - Beau (TP) - Total Contracts : 23

Import Contract
Active
Split Schedule

Week 1 Friday (Bellerive) - Every First Week (Friday) - Driver - Beau (TP) - Total Contracts : 34

Import Contract
Active
Split Schedule

Week 1 Tuesday (Glenorchy) - Every First Week (Tuesday) - Driver - Beau (TP) - Total Contracts : 85

Import Contract
Active
Split Schedule

No	Customer Name	Address	Email	Phone	Schedule Group
1	Angela Wright	9 Lancelot Drive, Dodges Ferry 7173, Tasmania	angela@1362@gmail.com	6450537078	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
2	Shane Wright	324a Carlton Beach Road, Carlton 7173, Tasmania	shaneywright@gmail.com	542739037	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
3	Tasman Auto Electric	3 Clinika Court, Carlton 7173, Tasmania		62 85 8932	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
4	Alex Gilhe	20 Matthews Road, Dodges Ferry 7173, Tasmania		0422 796 352	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
5	Mandy Woodroffe	13 Hardner Court, Carlton 7173, Tasmania		0422 796 352	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
6	R M Lignelohy	75 Carlton Beach, Dodges Ferry 7173, Tasmania		0422 796 352	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
7	Dennis Hunt	2 Seventh Avenue, Dodges Ferry 7173, Tasmania		0422 796 352	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
8	Max Milling	22 Carlton Beach Road, Dodges Ferry 7173, Tasmania		62 85 8932	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
9	Terry Wessing	36 Franklin Street, Levenham 7173, Tasmania		62 85 8932	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
10	Karen Hughes	195 Carlton Beach Road, Dodges Ferry 7173, Tasmania		62 85 8932	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
11	Joan Alexander	4 Sonna Court, Levenham 7173, Tasmania		62 85 8932	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
12	Adam Nolan Shipstern	5 Gwynnes Point Lane, LEVENHAM 7173, Tasmania		42808800	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
13	Emily King	5 Creek Street, Levenham 7173, Tasmania	emilyking@icloud.com	546820049	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
14	Kathy Williams	1 Junction Street, Dodges Ferry 7173, Tasmania		0418 322 828	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
15	Angela Buckle	30 Signal Hill Road, Dodges Ferry 7173, Tasmania	angela.buckle@btopen.net	0422 796 352	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)
16	Dale and Jenny Gregson	22 Franklin Street, Levenham 7173, Tasmania	jennygregson2@gmail.com	542739037	Week 1 Monday (Dodges Ferry) - Every First Week (Monday)

This is the export result from the schedule group in the form of data in Excel.

# Schedule Calendar

Schedule TRASH BAG

e.g order code, address

Assigned

-- All Periods --

Customer Name

Trash Bag

Filter

Calendar

+ Schedule

Export

Week 1 Monday (Dodges Ferry) - Every First Week (Monday) - Driver - Beau (TP) - Total Contracts : 34

Import Contract

Active

Split Schedule

Week 1 Thursday (Tranmere) - Every First Week (Thursday) - Driver - Jaidyn (TP) - Total Contracts : 21

Import Contract

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Import Contract

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Week 1 Friday (Bellerive) - Every First Week (Friday) - Driver - Beau (TP) - Total Contracts : 34

Import Contract

Active

Split Schedule

Week 1 Tuesday (Glenorchy) - Every First Week (Tuesday) - Driver - Beau (TP) - Total Contracts : 85

Import Contract

Active

Split Schedule

Calendar

2025

today < >

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

This is a calendar function, where we can see the tasks for each date through this calendar.

## Schedule Group



Duplicate Schedule

Group Name (required)

Week 1 Monday (Dodges Ferry)

Empty Bin Period (required)

Every First Week

Empty Day (required)

Monday

Category (required)

trash bag

Assigned To (optional)

Driver - Beau (TP)

Close

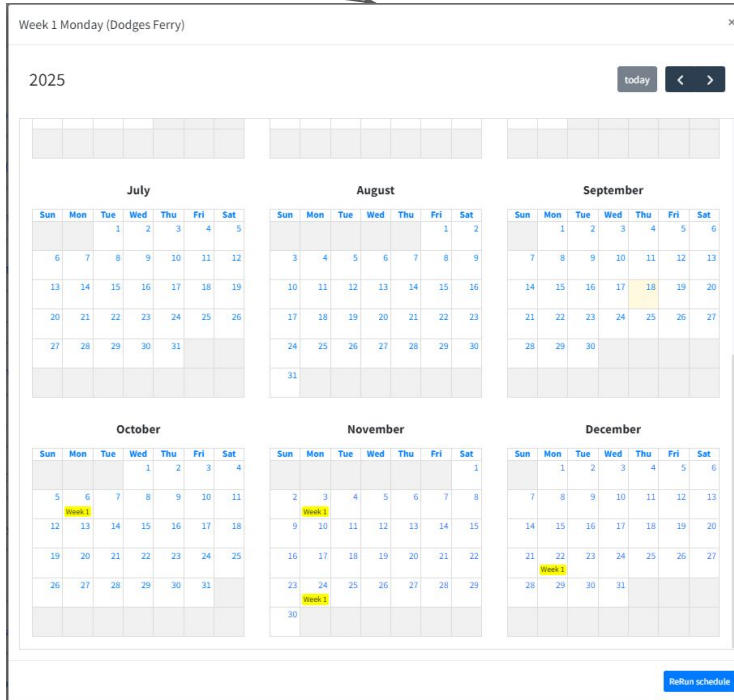
Save

The Duplicate Schedule window lets you quickly copy an existing schedule with the same details.

- **Group Name:** Shows the name of the schedule being duplicated.
- **Empty Bin Period:** Select how often the bin is emptied.
- **Empty Day:** Choose the day of the week the bin is emptied.
- **Category:** Displays the type of schedule.
- **Assigned To:** Optionally assign the schedule to a driver.
- **Save:** Click to confirm and create the duplicate schedule.
- **Close:** Exit without making changes.

**Note:** This feature saves time by allowing you to reuse existing schedules instead of creating new ones from scratch.

## Schedule Group



- **Import Contract:** Load a saved contract into the schedule.
- **Active:** Shows that the schedule is currently active and in use.
- **Split Schedule:** Divide an existing schedule into multiple smaller schedules for better management.

**Note:** These options help you manage, track, and adjust trash bag schedules more efficiently.

## Schedule Group



Edit Week 1 Monday (Dodges Ferry) [Back to list](#)

☒ **Is Session Group**

**Group Name** required  
Week 1 Monday (Dodges Ferry)

**Empty Bin Period** required  
Every First Week

**Empty Day** required  
Monday

**Category** required  
trash bag

**Assigned To** optional  
Driver - Beau (TP)

**Zones** optional  
Trashpack Zone 1

[Submit](#)

The **Edit Schedule** page lets you update an existing schedule's details to ensure it remains accurate and up to date.

- **Is Session Group:** Tick this box if the schedule is part of a session group.
- **Group Name:** Displays or updates the schedule's name.
- **Empty Bin Period:** Select how often the bin should be emptied (e.g., Every First Week).
- **Empty Day:** Choose the day(s) when the bin should be emptied.
- **Category:** Shows the category type (e.g., trash bag).
- **Assigned To:** Assign a driver to the schedule (optional).
- **Zones:** Allocate the schedule to a specific zone (optional).
- **Submit Button:** Save the changes made to the schedule.

**Note:** Use this page to quickly modify or correct schedule details without creating a new one.