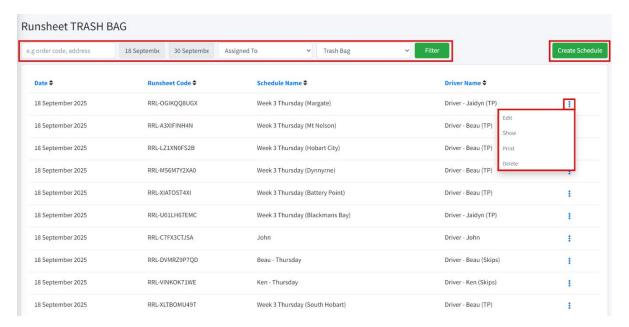# USER MANUAL RUNSHEET RENTAL

The **Runsheet Rental** page allows you to manage and organise trash bag delivery and collection runsheets.

Runsheet Rental
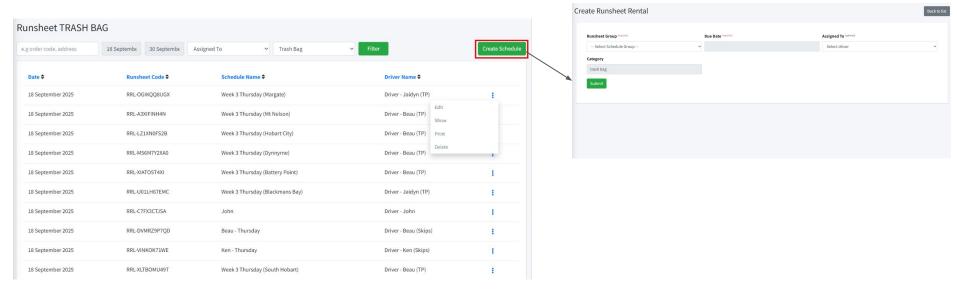

- **Search & Filter Bar**: Use the filters to search by order code, address, assigned driver, date range, or category (Trash Bag). Click **Filter** to update the list.
- **Create Schedule**: Use this button to create a new runsheet schedule for trash bag collections.
- **Action Menu (⋮)**: Each runsheet has an options menu with the following actions:
    a. **Edit**: Modify the runsheet details.
    b. **Show**: View the full runsheet information.
    c. **Print**: Generate a printable version of the runsheet.
    d. **Delete**: Remove the runsheet from the system.

Note: This page is useful for tracking and managing trash bag schedules, ensuring drivers and runsheets are properly assigned and updated.
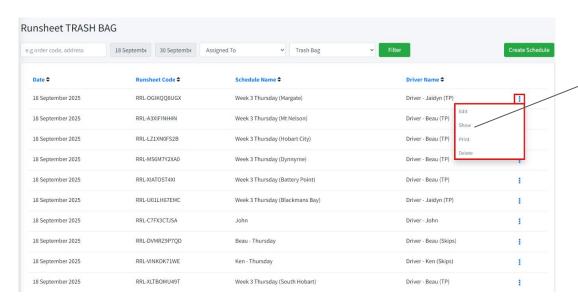
Add New Runsheet Rental

This page allows you to create a new rental runsheet by assigning it to a schedule group, setting the due date, and optionally assigning a driver.

- **Runsheet Group (required):** Select an existing schedule group to link the rental runsheet.
- **Due Date (required):** Choose the date when the rental runsheet is due.
- **Assigned To (optional):** Select a driver to assign responsibility for the rental.
- **Category:** Automatically displays the related category (e.g., Trash Bag).

Note: Once all required fields are filled, click **Submit** to create the rental runsheet.

Show Runsheet Rental

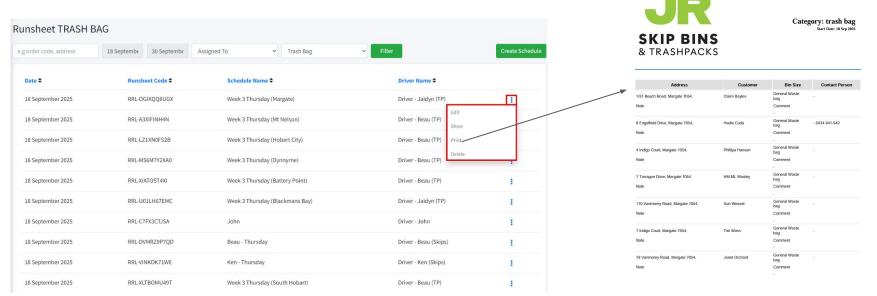The **Show** feature displays the task details within a rental runsheet, such as:

- **Order Code**: unique code for the contract.
- **Task ID**: specific identifier for each task.
- **Bin Size**: type or size of bin used.
- **Status**: current state of the task.

Note: Useful for checking the contents of a runsheet without making any changes.

Print Runsheet Rental

The **Print** feature lets you generate a printable version of the runsheet. This view neatly organises key details like customer addresses, bin sizes, and contact information into a formatted document. It's especially useful for drivers or staff who need a hard copy reference when carrying out collections.