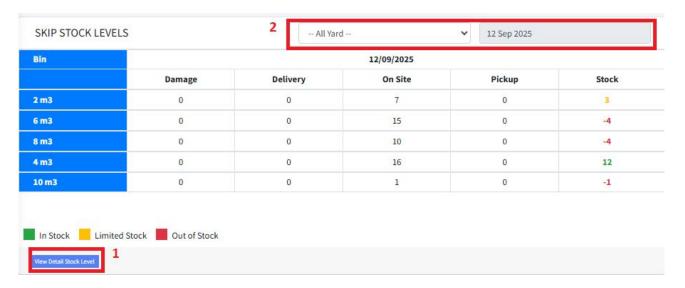


# **USER MANUAL DASHBOARD**

The **Dashboard** gives you an overview of your operations, including stock levels, tasks, and driver performance.



## **Skip Stock Levels**



View the stock details of your skips by size.

- View Detail Stock Level: See detailed stock information.
- **Filter**: Select a date and yard to refine results.

**Note:** You need to set up the details in the **Stock Level Menu** first.



## **Change Overs**

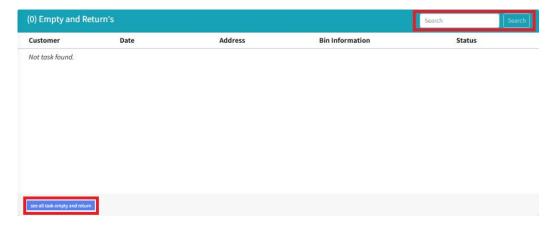


View the list of change over tasks.

- Filter: Search by customer name.
- Three Dots Icon: Quick edit or full edit of the task.
- See All Change Overs: View the complete list in detail.



## **Empty and Return**



View the list of empty-and-return tasks.

- Filter: Search by customer name.
- Three Dots Icon: Quick edit or full edit of the task.
- See All Empty and Returns: View the complete list in detail.



#### **Deliveries**

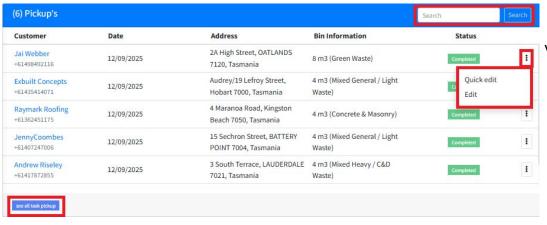


View the list of delivery tasks.

- Filter: Search by customer name.
- Three Dots Icon: Quick edit or full edit of the task.
- See All Deliveries: View the complete list in detail.



## **Pickups**



View the list of pickup tasks.

- Filter: Search by customer name.
- Three Dots Icon: Quick edit or full edit of the task.
- See All Pickups: View the complete list in detail.



### On Site

View the list of bins currently on site.

- Filter: Search by customer name.
- Show Only Older Than 30 Days: Tick the box to display bins on site for over 30 days.
- Three Dots Icon: Reschedule, create a change over, or create a pickup task.

**Tip:** This is another way to manage on-site bins and create tasks.

See All On-Site: View the complete list in detail.



#### **Overdue**

View the list of overdue bins on site.

- **Filter**: Search by customer name.
- **Three Dots Icon**: Reschedule, create change over, edit, or go to the order.



## **Driver Success Pickups**

See a summary of each driver's successful pickups.

 Download Report: Export the report for a selected driver.