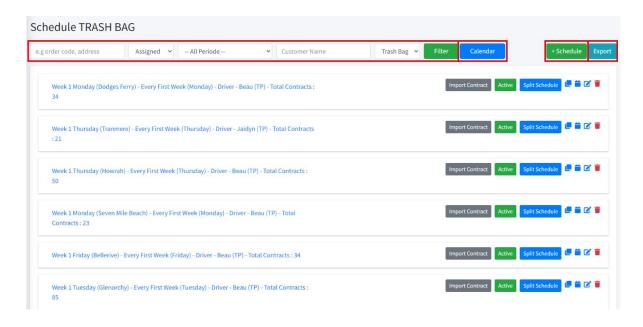# USER MANUAL SCHEDULE GROUP

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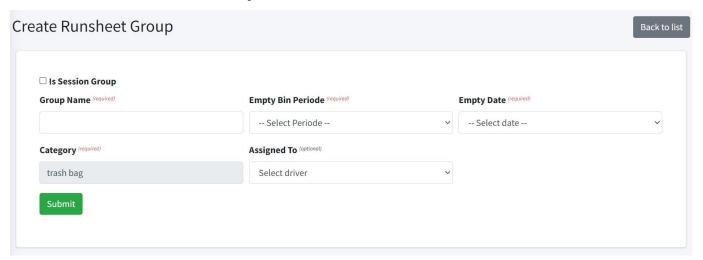
Schedule Group

- **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 Periode *(required)*
-- Select Periode --

Empty Date *(required)*
-- Select date --

Category *(required)*
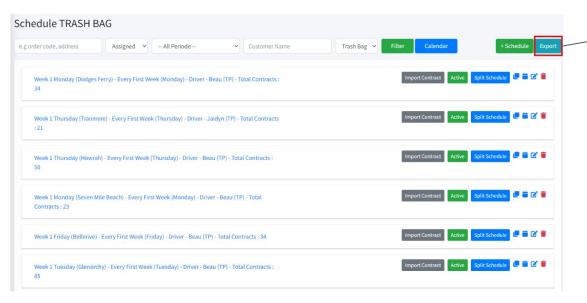trash bag

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.
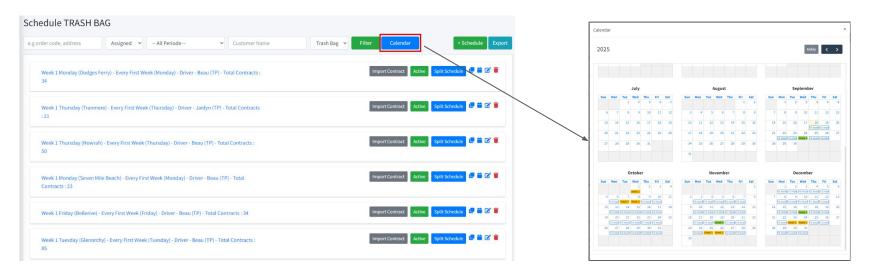
Export Schedule Group

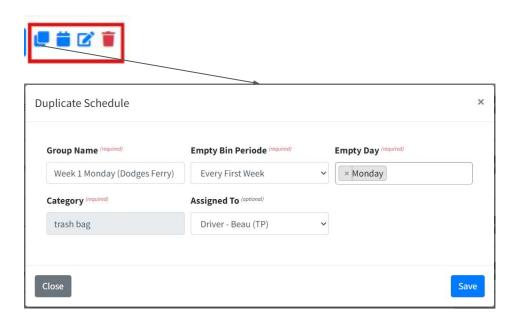This is the export result from the schedule group in the form of data in Excel.

Schedule Calendar

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 Periode *(required)*

Every First Week

Empty Day *(required)*

× Monday

Category *(required)*

trash bag

Assigned To *(optional)*

Driver - Beau (TP)

Close   Save
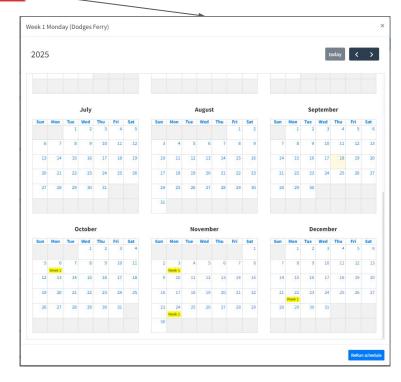

The Duplicate Schedule window lets you quickly copy an existing schedule with the same details.

- **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.
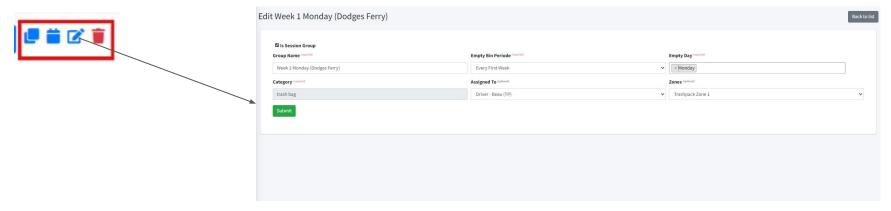
Schedule Group

- **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

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 Periode**: 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.