

# **USER MANUAL ALL TASK**

Task

# Task

The screenshot displays the 'All Tasks' interface. At the top, a search bar (1) allows filtering by task ID, order code, or task type. To the right, a 'New Waste Disposal' button (2) is visible. Below the search bar, a table lists tasks with columns for Order Code, Waste Type, Task ID, Suburb, Customer, Bin Size, Task Due Date, Is Change Over, Status, and Assigned To. On the left side of the table, a sidebar (3) contains checkboxes and a dropdown menu. For each task row, there are 'Edit Tasks' (4) and 'Add Comments' (5) buttons. The first task is 'EBNZ-XHZQ0TCIKF' with a 'wheelie bin' and 'Green Waste' status. The second task is 'EBNZ-FDJKPSAL1ZOV' with a 'skip bin' and 'Green Waste' status. The third task is 'EBNZ-FDJKPSAL1ZOV' with a 'skip bin' and 'Green Waste' status. The fourth task is 'EBNZ-FDJKPSAL1ZOV' with a 'skip bin' and 'Green Waste' status.

Order Code	Waste Type	Task ID	Suburb	Customer	Bin Size	Task Due Date	Is Change Over	Status	Assigned To
EBNZ-XHZQ0TCIKF	wheelie bin Green Waste	E-ON315CNZALRV Empty	INVERCARGILL	KIRA LOCKIE	240	15 April 2024	No	Open	Unassigned
EBNZ-FDJKPSAL1ZOV	skip bin Green Waste	R-4QIH06QJ4MO Return	INVERCARGILL	aa aa	3 m3	15 April 2024	No	Open	Unassigned
EBNZ-FDJKPSAL1ZOV	skip bin Green Waste	T-3F3H9DUE6PCF Transfer	-	aa aa	3 m3	15 April 2024	No	Open	Unassigned
EBNZ-FDJKPSAL1ZOV	skip bin Green Waste	C-BWNLVVO2NFRF Pickup	INVERCARGILL	aa aa	3 m3	15 April 2024	No	Open	Unassigned

**This is the “All Task” menu. In the menu there are several actions including :**

1. Filter by task id, order code, Due date, Open, Assigned To, Category
2. New waste disposal
3. Assign to and change status
4. Edit Task
5. Add Comments

1

# Filter

All Tasks

e.g task id, order code, po cod

Due Date

Open



Assigned To



Category



Filter

## Filter Options:

1. Filter by task ID
2. Filter by Order Code
3. Filter by Due Date
4. Filter by status
5. Filter by Assigned to
6. Filter by Category

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## New Waste Disposal

The screenshot shows a web interface for creating a waste disposal task. On the left, a green button labeled 'New Waste Disposal' is circled with a '1' and has an arrow pointing to the form. The form is titled 'Create Waste Disposal' and has a 'Back to list' button in the top right. The form fields are: 'Due Date' (required) with a date picker showing '2024-01-31', 'Status' (required) with a dropdown, 'Assigned To' (optional) with a dropdown, 'Bin Size' (required) with a dropdown, 'Waste Type' (required) with a dropdown, and 'Transfer Station' (required) with a dropdown. A red box highlights these six fields, with a '2' callout pointing to it. Below the form is a table with columns: '#', 'Task Id', 'Suburb', and 'Customer'. At the bottom right of the form, there are two buttons: 'Add Task' and 'Save'. Both buttons are circled with a '3' and a '4' callout respectively.

1

New Waste Disposal

Create Waste Disposal

Back to list

Waste Disposal Task

Due Date (required) 2024-01-31

Status (required)

Assigned To (optional)

Bin Size (required)

Waste Type (required)

Transfer Station (required)

Add Task

Save

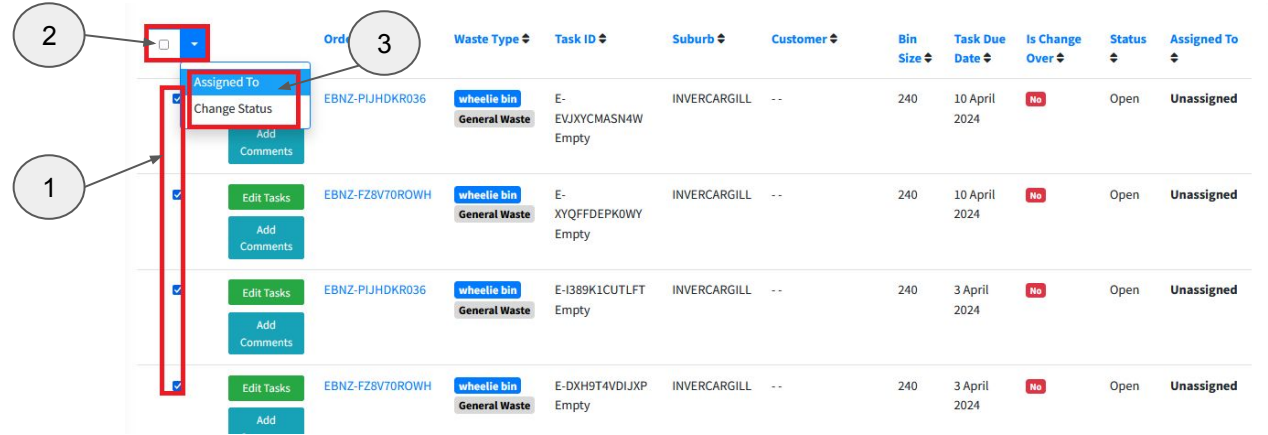
#	Task Id	Suburb	Customer
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### New Waste Disposal Steps:

1. Click this action to create a new task specifically for waste disposal
2. Fill in the form for the Waste Disposal Task
3. Add task
4. Save

## 3

# Assign to and Change Status



	Order	Waste Type	Task ID	Suburb	Customer	Bin Size	Task Due Date	Is Change Over	Status	Assigned To
<input type="checkbox"/>	EBNZ-FZ8V70ROWH	wheelie bin General Waste	E-XYJYCMASN4W Empty	INVERCARGILL	--	240	10 April 2024	No	Open	Unassigned
<input checked="" type="checkbox"/>	EBNZ-FZ8V70ROWH	wheelie bin General Waste	E-XYQFFDEPK0WY Empty	INVERCARGILL	--	240	10 April 2024	No	Open	Unassigned
<input checked="" type="checkbox"/>	EBNZ-FZ8V70ROWH	wheelie bin General Waste	E-1389K1CUTLFT Empty	INVERCARGILL	--	240	3 April 2024	No	Open	Unassigned
<input checked="" type="checkbox"/>	EBNZ-FZ8V70ROWH	wheelie bin General Waste	E-DXH9T4VDIJP Empty	INVERCARGILL	--	240	3 April 2024	No	Open	Unassigned

## Assign to and Change Status Steps:

1. Thicken the task that you want to assign to the driver or change the task status
2. Click the drop down button
3. Choose between "Assign to" or "Change Status"

## 4

# Edit Task

Edit tasks [Back to list](#)

<b>Task ID</b>	<b>Type</b>	<b>Due Date</b>
E-EVJXYCMASN4W	Empty	10 April 2024
<b>Suburb</b>	<b>Is Change Over</b>	<b>Status</b> <small>(required)</small>
INVERCARGILL	No	Open
<b>Assigned To</b> <small>(optional)</small>		
Select driver		
<b>Submit</b>		

1

2

## Edit task:

1. You can assign the task to the selected driver by click “assigned to”
2. After you finish edit the task you can submit it by click on “Submit” button