

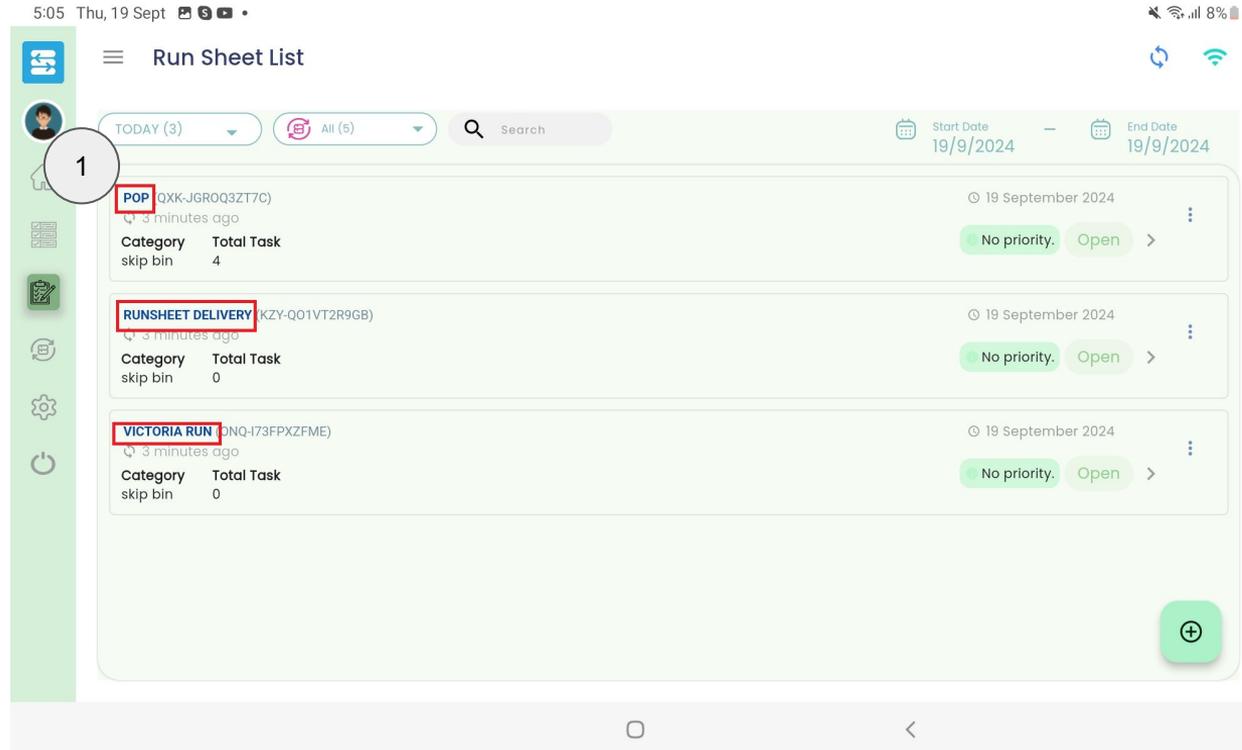
User Guide: Runsheet List

Explanation: This page displays the list of runsheets, with details about tasks and their statuses.

Key Terminology

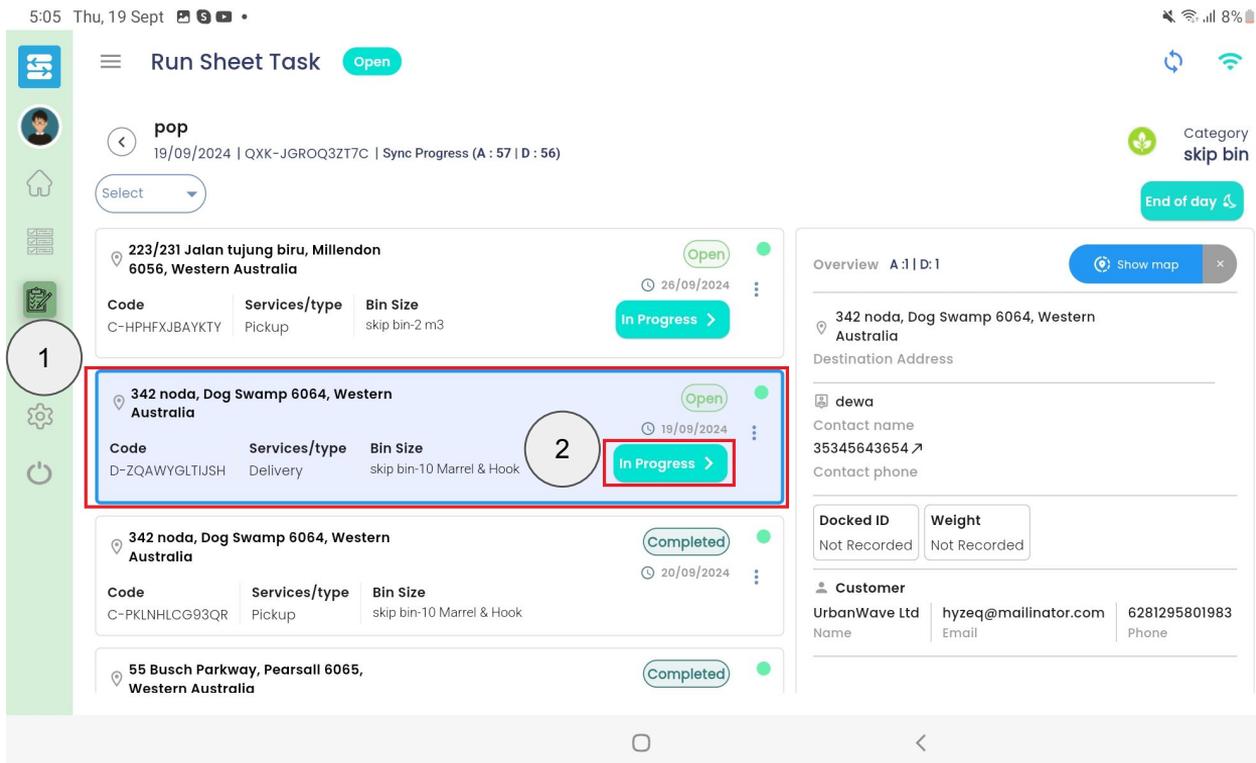
- Order: A job or task assigned to a driver.
- Runsheet: A list of tasks or jobs to be completed by the driver for a specific day or period.
- Task: An individual activity related to an order, such as delivering or picking up a bin.
- Task Priority: The importance or urgency level assigned to a task. Higher priority tasks should be completed first.

How to View Runsheet Details:



1. Click on the runsheet name to view its tasks.
2. You'll see a detailed list of tasks, including customer name, order location, bin type, and task status.

How to Complete a Task:



The screenshot shows the WasteVantage mobile application interface. At the top, the status bar displays the time (5:05), date (Thu, 19 Sept), and battery level (8%). The app header shows the title "Run Sheet Task" with an "Open" button. Below the header, there is a navigation menu on the left with icons for home, list, and settings. The main content area displays a list of tasks. The second task, "342 noda, Dog Swamp 6064, Western Australia", is highlighted with a red box and a circled "1" next to it. This task has a status of "Open" and a date of "19/09/2024". Below the task name, there is a table with columns for "Code", "Services/type", and "Bin Size". The "In Progress" button is circled with a "2". To the right of the task list, there is a "Show map" button. Below the task list, there is a "Completed" button. At the bottom of the screen, there is a navigation bar with a home icon and a back arrow.

5:05 Thu, 19 Sept

Run Sheet Task **Open**

pop
19/09/2024 | QXK-JGROQ3Z17C | Sync Progress (A : 57 | D : 56)

Select

223/231 Jalan tujung biru, Millendon
6056, Western Australia

Code C-HPHFXJBAYKTY Services/type Pickup Bin Size skip bin-2 m3

26/09/2024

In Progress

342 noda, Dog Swamp 6064, Western Australia

Code D-ZQAWYGLTIJSH Services/type Delivery Bin Size skip bin-10 Marrel & Hook

19/09/2024

In Progress

342 noda, Dog Swamp 6064, Western Australia

Code C-PKLNHLGC93QR Services/type Pickup Bin Size skip bin-10 Marrel & Hook

20/09/2024

55 Busch Parkway, Pearsall 6065, Western Australia

Completed

Overview A : I : D : 1

Show map

342 noda, Dog Swamp 6064, Western Australia

Destination Address

dewa

Contact name 35345643654

Contact phone

Docked ID Not Recorded Weight Not Recorded

Customer

UrbanWave Ltd Name hyzeq@mallinator.com Email 6281295801983 Phone

1. Click on a task to view its details, including the map.
2. Click the In Progress button to begin.

5:06 Thu, 19 Sept 📶 7%

Run Sheet Task In Progress

pop
19/09/2024 | QXK-JGROQ3ZT7C | Sync Progress (A : 87 | D : 86)

Category **skip bin**

Select End of day

Code	Services/type	Bin Size	Status
D-ZQAWYGLTIJSH	Delivery	skip bin-10 Marrel & Hook	On Site
C-HPHFJJBAYKY	Pickup	skip bin-2 m3	Open
C-PKLNHLCG93QR	Pickup	skip bin-10 Marrel & Hook	Completed
			Completed

3 view A:4 | D: 4 Show map

4 ✓ Completed No Service

On Site

Docked ID	Weight (Kg)
Please input docked ID	0

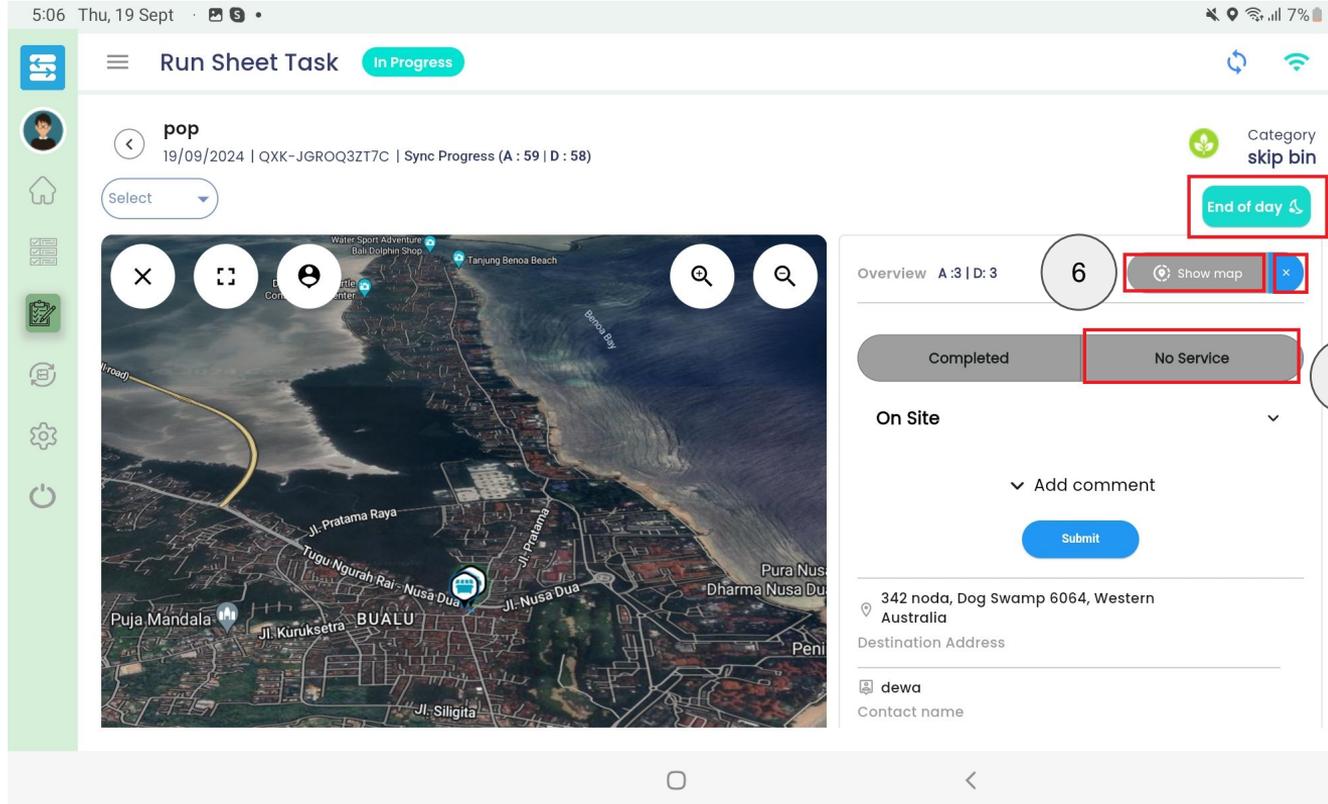
5 Submit

342 noda, Dog Swamp 6064, Western Australia

3. Once the task is completed, click Complete.

4. Enter the Docket ID and Weight. Optionally, add comments and upload photos.

5. Click Submit to finalise the task.



5:06 Thu, 19 Sept

Run Sheet Task In Progress

pop
19/09/2024 | QXK-JGROQ3ZT7C | Sync Progress (A : 59 | D : 58)

Select

End of day

Category skip bin

Overview A:3 | D:3

Show map

Completed No Service

On Site

Add comment

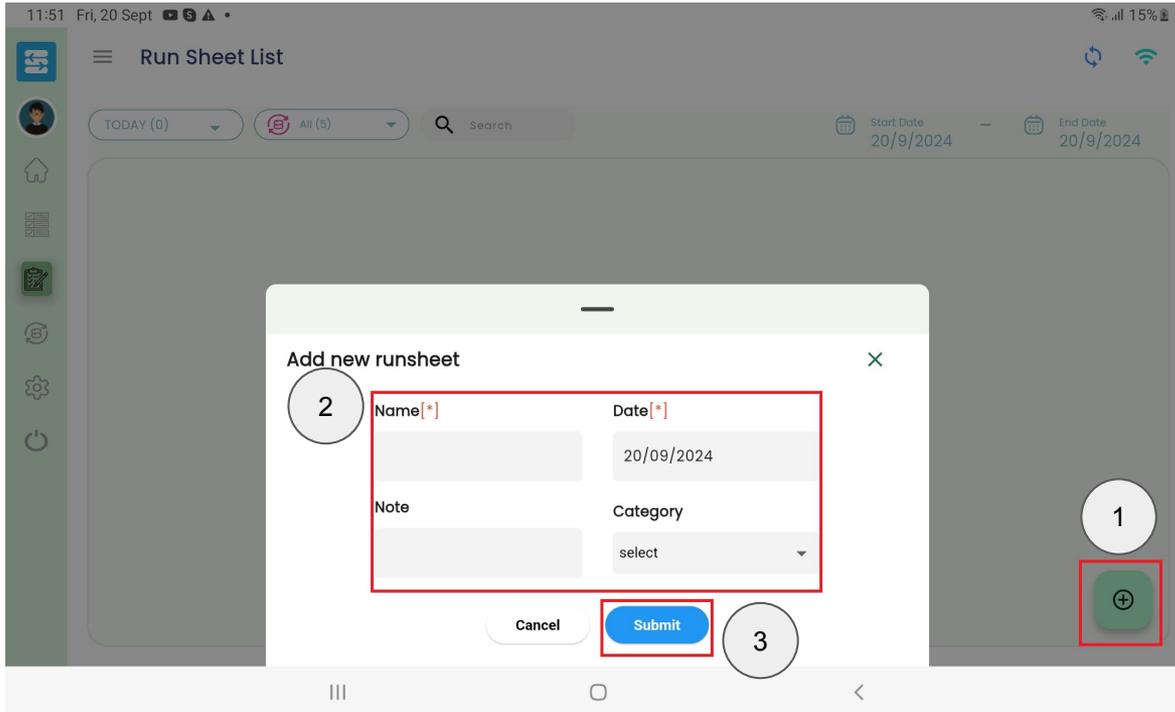
Submit

342 noda, Dog Swamp 6064, Western Australia
Destination Address

dewa
Contact name

6. To view the map, click Show Map. To close it, click the X button.
7. If a service cannot be completed, click No Service.
8. When all tasks on the runsheet are completed, click End of Day to finish.

How to Add a New Runsheet:



1. Click the (+) button at the bottom right corner.
2. Fill in the form with:
 - Runsheet Name
 - Date
 - Bin Category
 - Notes
3. Click Submit to finalize.