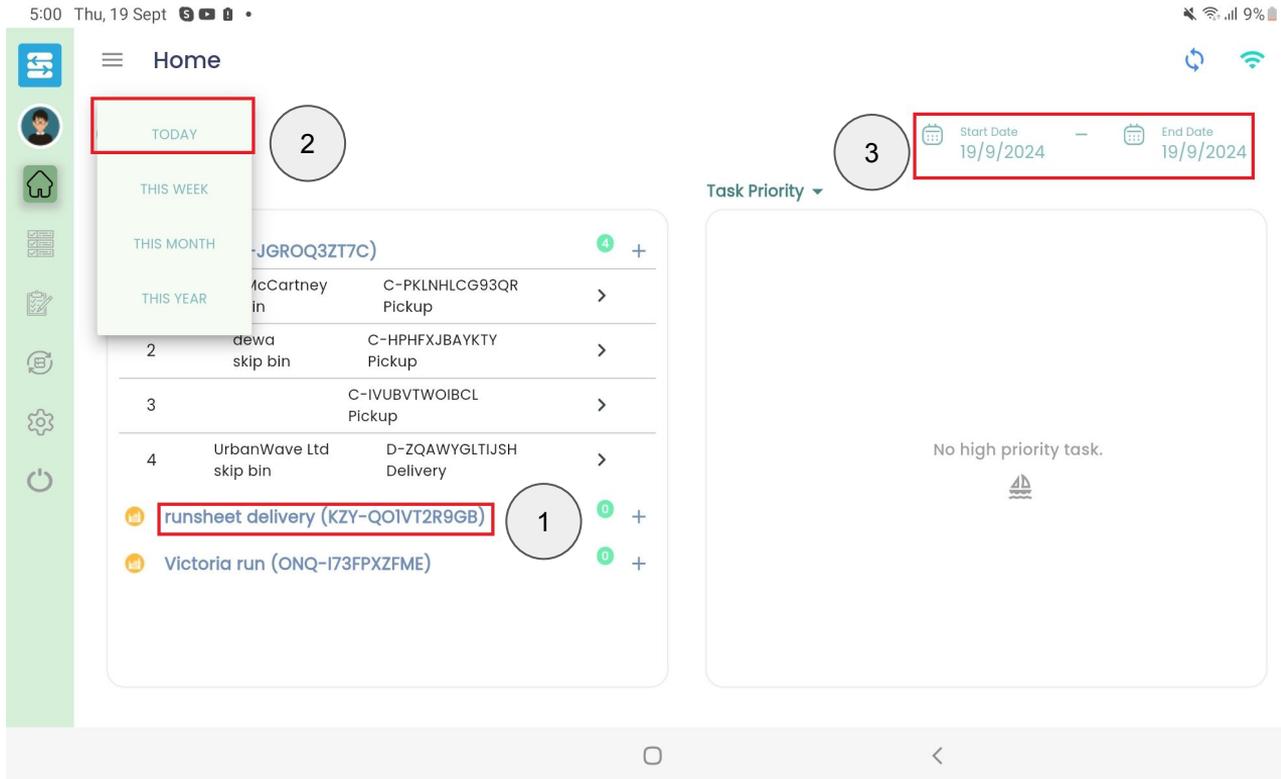


## User Guide: Dashboard / Home

Explanation: The Home page provides an overview of your Runsheet list and Task Priorities.

### **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.



1. To view tasks on a specific runsheet, click on the runsheet name.
2. You can filter tasks by Today, This Week, or This Month using the dropdown menu.
3. Additionally, you can filter tasks by a specific date.