

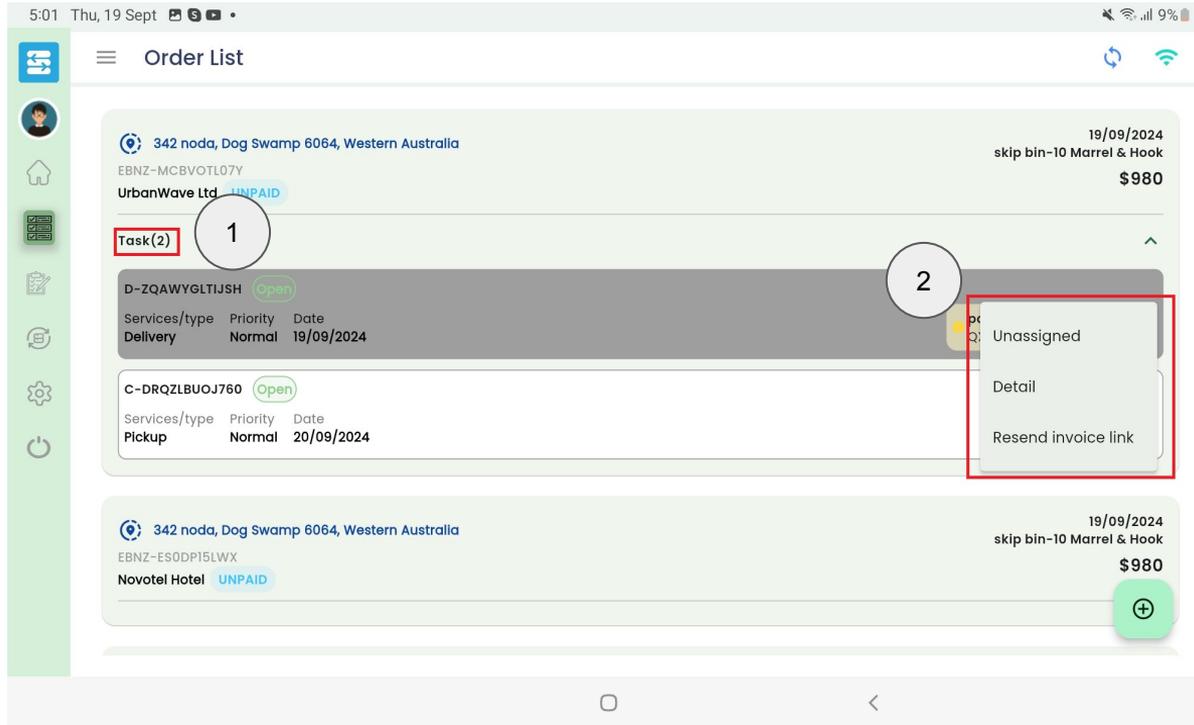
## User Guide: Order List

Explanation: The Order List page displays all orders, along with details such as: Customer Name, Order Location, Bin Type and Size, Price, Order Task and Status, Runsheet for the Task, Payment Status

### **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 Manage the Order List:



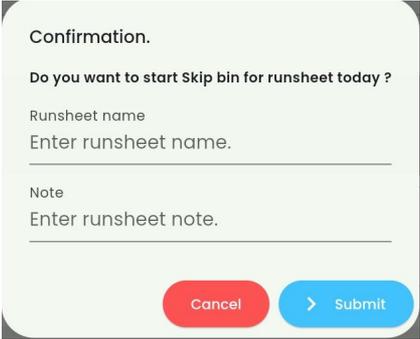
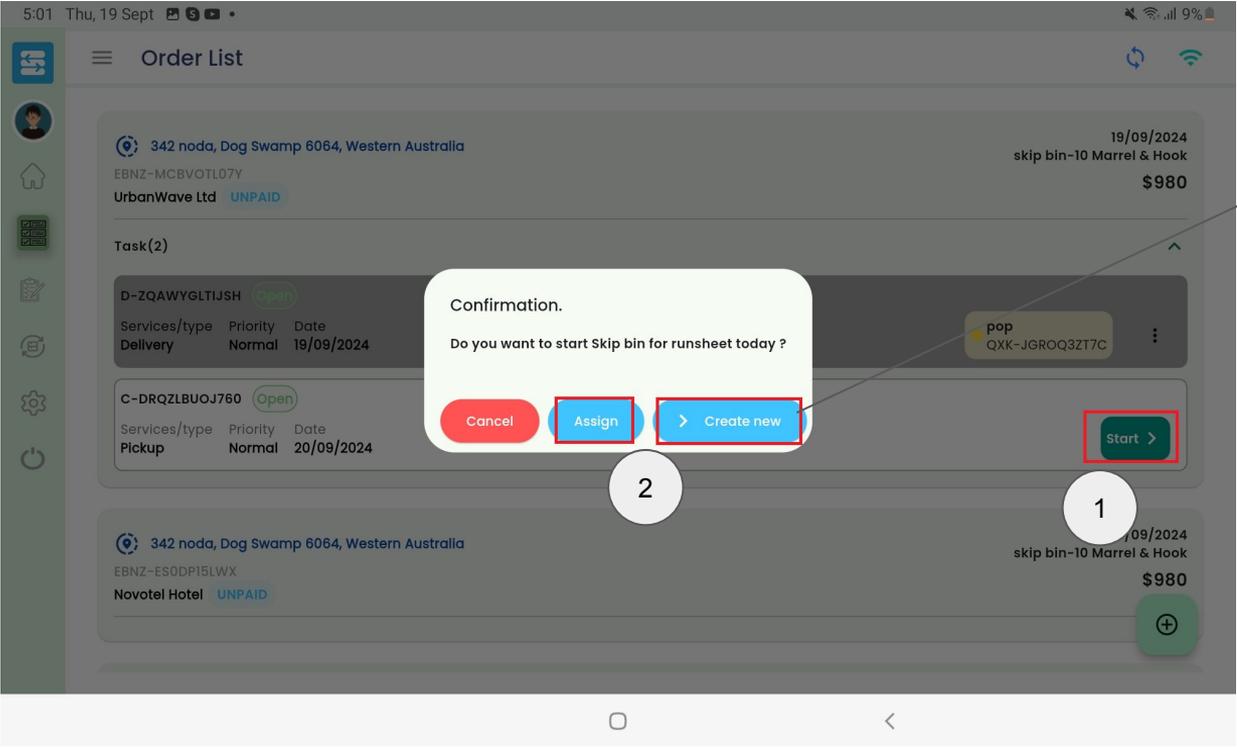
The screenshot displays the 'Order List' interface. At the top, the status is 'Order List'. The first order is for '342 noda, Dog Swamp 6064, Western Australia' with a due date of '19/09/2024' and a value of '\$980'. The order is marked as 'UNPAID'. A task 'Task(2)' is listed for this order, with a circled '1' indicating it should be clicked. Below this, a table of tasks is shown:

Services/type	Priority	Date
Delivery	Normal	19/09/2024

A second order is for 'Novotel Hotel' with a due date of '19/09/2024' and a value of '\$980', also marked as 'UNPAID'. A dropdown menu is open for the first order, with a circled '2' indicating it should be clicked. The menu options are 'Unassigned', 'Detail', and 'Resend invoice link'.

1. Click on the Task to view the list of tasks for that order.
2. Click on the three dots icon next to an order for additional actions:
  - Unassign: This removes the task from the runsheet. Note: Only tasks with an Open status can be unassigned.
  - Details: Click to view detailed task information.
  - Resend Invoice Link: Send the invoice link via email and SMS to the customer.

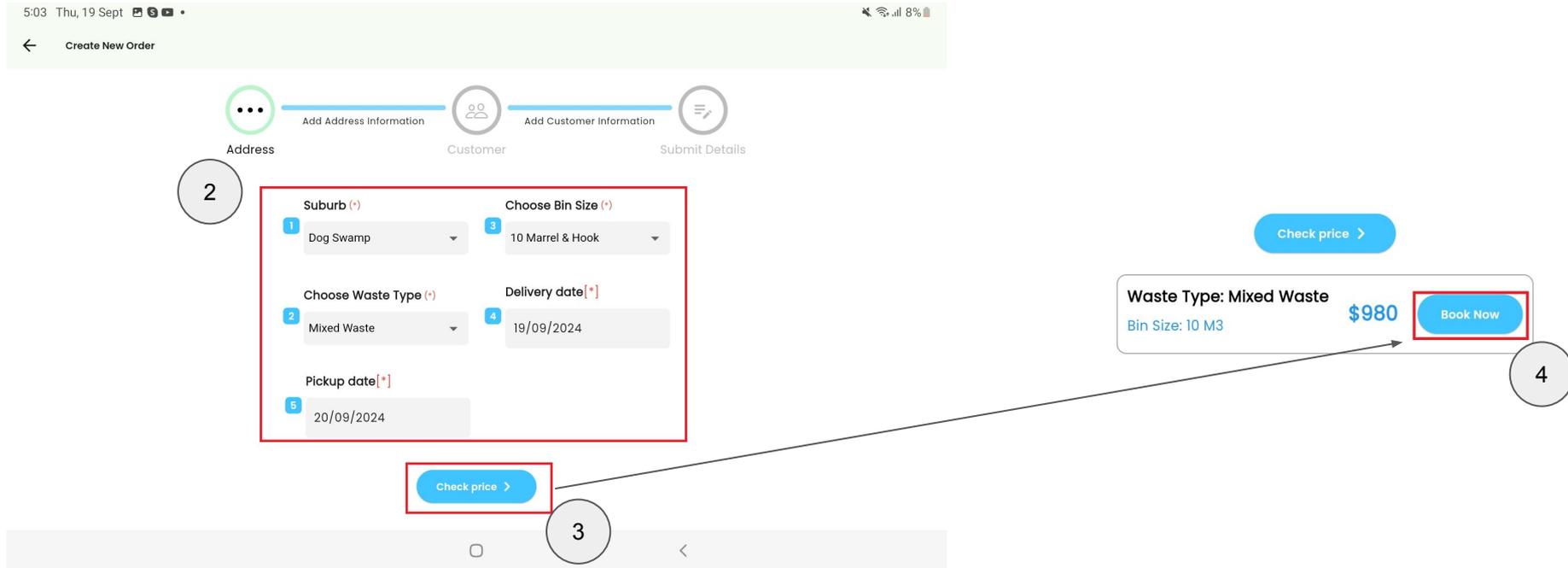
# How to Start a Task:



1. Click Start on the selected task to begin.
2. Confirm the task by either:
  - Clicking Assign to start the skip bin task for today's runsheet.
  - Clicking Create New to generate a new runsheet.

# How to Create a New Order:

**Note:** This feature is only for existing customers from the database



1. Click the Create New Order button (+) at the bottom right corner.
2. Fill in the required details in the order form.
3. Click Check Price to view the price for the order.
4. Click Book Now to proceed.

5:03 Thu, 19 Sept   8%

← Create New Order

 Add Address Information  Add Customer Information 

Customer Submit Details

Waste Type: Mixed Waste \$980  
Bin Size: 10 M3

5

Name	Phone
1 BlueSky Solutions	2 +1 (808) 295-8011
Email	Billing Address
3 Blue@mailinator.com	4 2 test st, victoria

Same with delivery address.

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Order >

### Order Details

Customer	BlueSky Solutions
Address	Dog Swamp
Name	BlueSky Solutions
Email	Blue@mailinator.com
Phone	+1 (808) 295-8011
Items	Subtotal
Mixed Waste - 10 Marrel & Hook	\$980
Total	\$980
Delivery Date	Tuesday 2024-09-19
Pickup Date	Tuesday 2024-09-20
Postcode	6064

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Continue to payment

5. In the next step, fill in the Customer Details form. Check the box if the billing and delivery addresses are the same.
6. Click Order to finalize.
7. Review the order details on the next page and click Continue to Payment.

### Invoice

Invoice Number	EBNZ-EGAM3IP9RM
Order Name	Booking Bin
Category	skip bin
Total Cost	\$980.0

Send payment link via:

8

Send via SMS    Send via Email

9

> Continue

- 8. Send the payment link via SMS or Email.
- 9. Click Continue to complete the order.