



# WasteTrack

## QUICK REFERENCE

Adding a New Site  
by duplicating an  
existing site

Product of  
**3Logix**

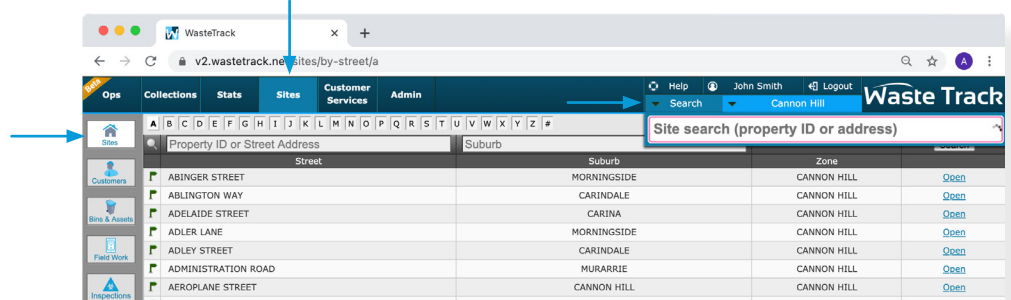
## QUICK REFERENCE

# Adding a New Site *by duplicating an existing site*

### STEP 1.

#### Open site to duplicate

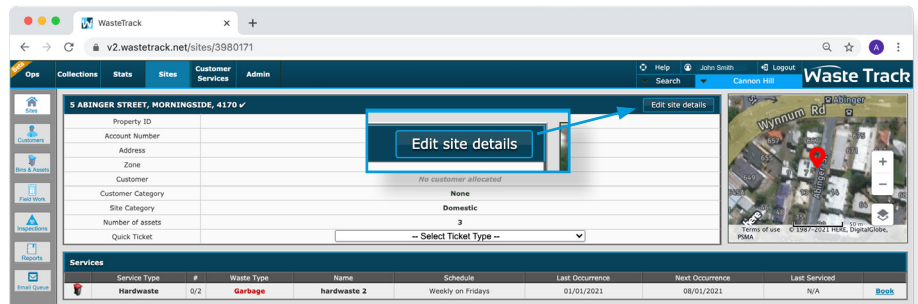
Use the 'Search' tool or browse the 'Sites' list to find a site on the same street (preferably next door.)



### STEP 2.

#### Edit the site

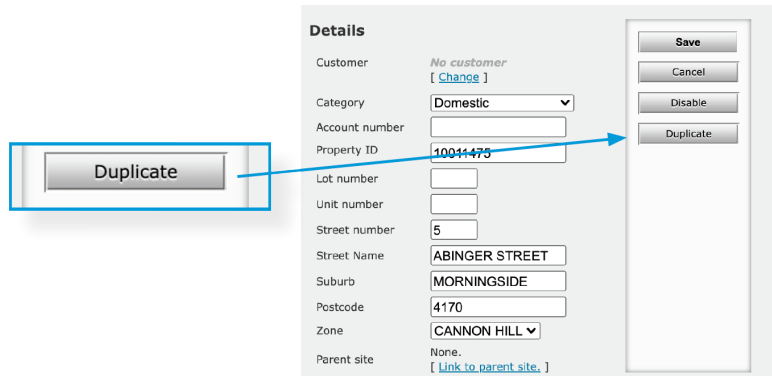
Click 'Edit site details'.



### STEP 3.

#### Duplicate

Click the 'Duplicate' button.



### STEP 4.

#### Enter site details

Enter the site details, such as 'Property ID' and 'Street Number'.

Confirm the run allocations are correct and click 'Save'.

