



# WasteTrack

## QUICK REFERENCE

Changeover

Product of  
**3Logix**

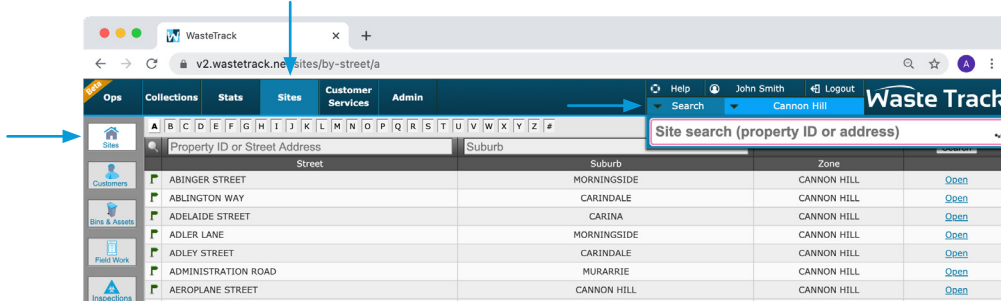
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# Changeover

### STEP 1.

#### Identify site

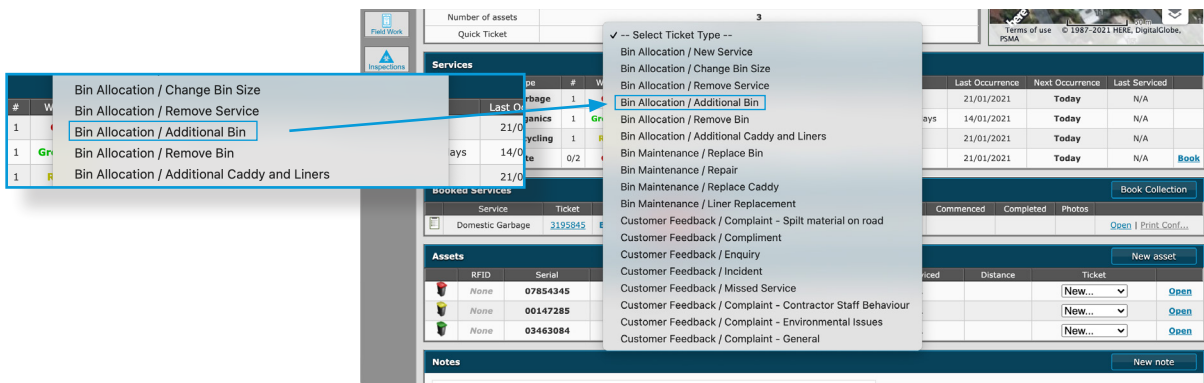
Use the 'Search' tool to Identify the customer's site. Alternatively use the 'Sites' list to browse to the site.



### STEP 2.

#### Identify bin (asset) and create ticket

From the property details use the drop-down selector in the 'Quick Ticket' row to choose the 'Change Bin Size' option.



### STEP 3.

#### Log details

Log the details of the ticket such as the 'caller's details'.

Check that the correct bin is identified.

Select 'Schedule Date' for the changeover to occur on.

Select the new bin type to deploy.

Enter 'Memo Number' if applicable.

Click 'Create Ticket'.

New Request Ticket

Identify caller's details

Caller name:

Caller number:

Call time: 28/01/2021 12:55

Identify customer and/or site

Account Number: None

Account Name: None

Site Property ID: 1000804

Site Acct Number:

Site Address: 5 FLEETWAY STREET

Site Suburb: MORNINGSIDE

Identify request

Category: Bin Allocation

Type: Change Bin Size

Identify Asset

Click to select the asset:

- Garbage 140L, Serial: 07854345
- Recycling 240L, Serial: 00147285
- Organics 240L, Serial: 03463084

Enter details

Schedule Date: 28/1/2021

Priority: Low

New bin type to deploy:

Instructions:

Council Reference:

Reason: Approved Upgrade TBC

Approved Upgrade TBC

Approved Upgrade TBC

Approved Upgrade TBC

KPI

Resolution Deadline: None

Enter any notes

Create Ticket

### STEP 4.

#### Review

Review the ticket details.

Print the work for the maintenance vehicle with 'Printing Daily Work Report'.

Click 'Resolving Tickets' for more information.

Ticket Created

Ticket #3195950

Change Bin Size

Customer Details

Call Account Name: None

Call Account Name: None

Site Property ID: 1000804

Site Acct Number:

Site Address: 5 FLEETWAY STREET

Site Suburb: MORNINGSIDE

Site Zone: CANNON HILL

Repairer Details

Reported by: John Smith

Contact number: 001178911

Asset Details

Asset: 07854345

Type: Garbage 140L

Reason: Approved Upgrade TBC

Approved Upgrade TBC

Approved Upgrade TBC

Approved Upgrade TBC

Resolution Deadline: None

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