



WasteTrack

QUICK REFERENCE

Completing the Run

Product of
3Logix

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Completing the Run

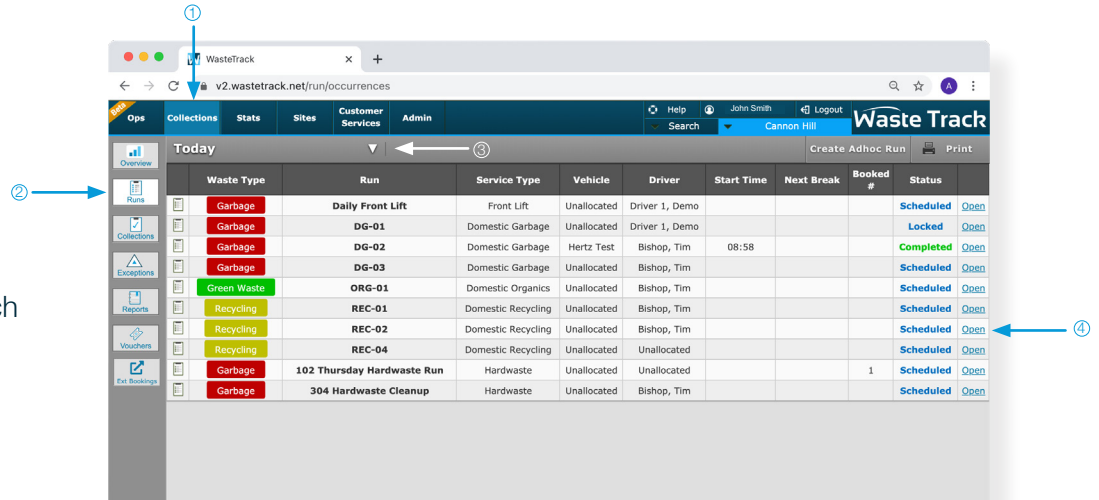
STEP 1.

Open the run

From the top menu choose 'Collections' then 'Runs from the menu on the left.

From the date selector, choose the date on which the run occurs (usually tomorrow's date.)

From the run list choose the run and click the 'Open' button.



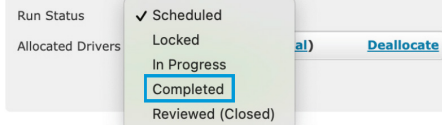
STEP 2.

Set the status to completed

Use the 'Status' drop-down menu to change the status of the run to 'Completed'.

Daily Multi

Thursday 07/01/2021



STEP 3.

Mark jobs as completed

For each of the jobs, use the drop-down selector to mark the job as 'Completed' and enter the time off on the run sheet.

If an exception was noted choose 'Completed w/exception' (with) and choose the exception.

Saving can be done line by line or by clicking 'Save all' from the top of the column when done.

