



WasteTrack

QUICK REFERENCE

Lock & Printing a Run

Product of
3Logix

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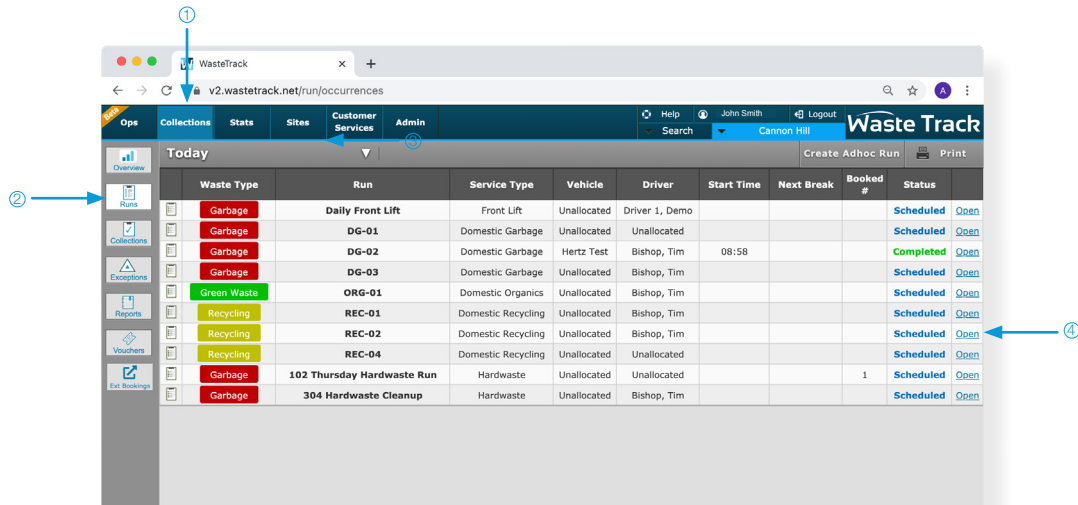
STEP 1.

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 'Runs' list choose the run and click the 'Open' button on the right.



STEP 2.

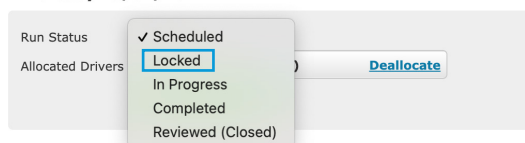
Lock the run

Use the 'Run Status' drop-down menu to change the run to 'Locked'.

This ensures that no more jobs are booked onto this run, it also allows it to be optimized.

Daily Front Lift

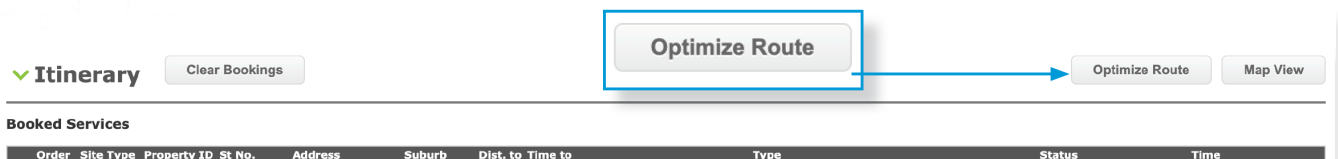
Thursday 28/01/2021



STEP 3.

Optimize the order of collections

Click the 'Optimize Route' button from the top of the itinerary to order the jobs in the most efficient collection order.



STEP 4.

Print run sheet

Click the 'Print' button to produce a printable PDF. Then print using the 'Print' button (browser dependent) or use the 'File' the 'Print' menu.

