



# WasteTrack

## QUICK REFERENCE

Printing Daily  
Work Report

Product of  
**3Logix**

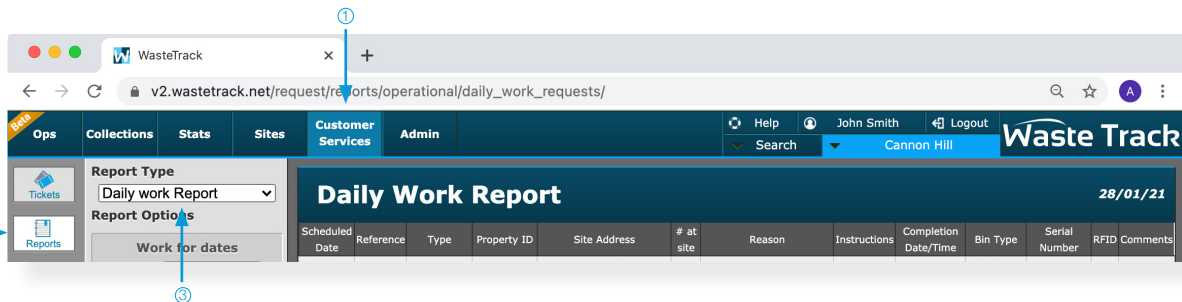
## QUICK REFERENCE

# Printing Daily Work Report

### STEP 1.

#### Open customer services report

From the top menu select 'Customer Services' then click the 'Reports' button from the left menu. Select 'Daily Work Report' from the 'Report Type'.



### STEP 2.

#### Select the criteria

Choose the 'Work for dates' range. This is based on the 'Scheduled Date' selected when creating the ticket.

*You can retrospectively select dates (go back a week) so that any tickets that has not been closed will be included.*

Additionally you can filter by suburb/street to split the work report into multiple regions.

Upon changing report criteria, click 'Update' to display results.

Report Type  
Daily work Report

Report Options

Work for dates  
From: 28/01/2021  
To: 28/01/2021

Filter  
Suburb

Types  
 Remove Bin  
 Replace Caddy  
 Replace Bin  
 Repair  
 Liner Replacement  
 Complaint - General Streets

FLEETWAY STREET

Update

Download PDF

Download CSV

### STEP 3.

#### Download as PDF

Finally click 'Download PDF' to open the printable version.

Waste Track

Cannon Hill

Work for 28/01/2021 - 28/01/2021

Date	Reference	Prop. ID	Site Address	# at site	Reason	Instructions	Completed Date/Time	Bin Type	Bin Details	Comments
28/01/21	N/A	10008044	5 FLEETWAY STREET MORNINGSIDE	2	STOLEN			Garbage 140L Serial 07854345 RFID	Serial RFID tag	