

The logo for WasteTrack, featuring the word "WasteTrack" in a blue sans-serif font with a thin orange arc above the "e".

WasteTrack

A decorative graphic on the left side of the page consisting of a cluster of overlapping triangles in various shades of blue and orange, arranged in a roughly triangular shape pointing upwards.

QUICK REFERENCE

Reallocating Jobs

Product of
3Logix

Reallocating Jobs

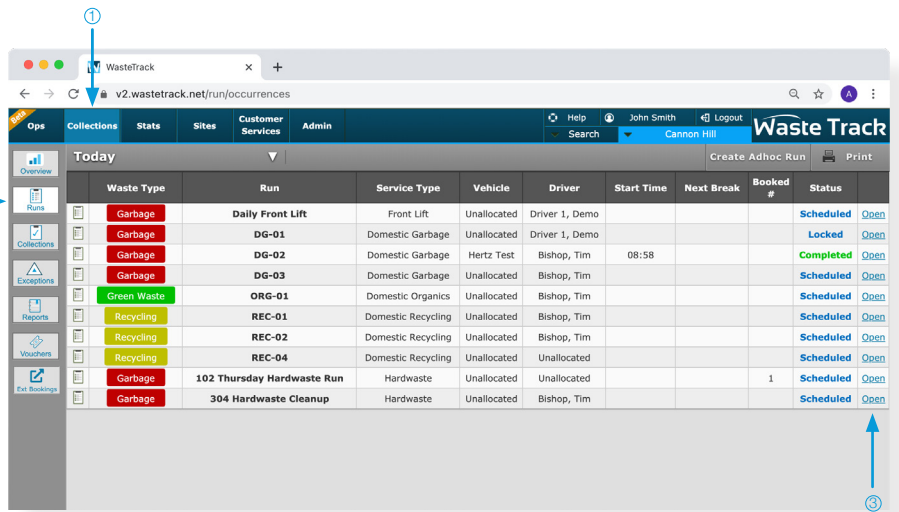
STEP 1.

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.)

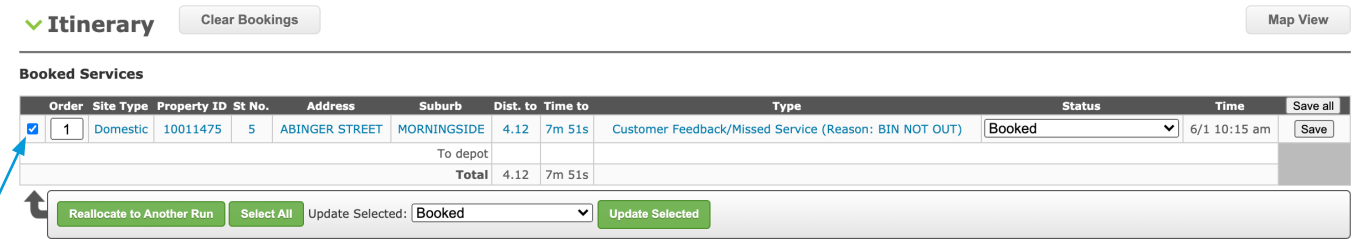
From the run list choose the run and click the 'Open' button.



STEP 2.

Select the jobs

Use the check-boxes on the itinerary to select the job to move.



STEP 3.

Select the new run

Scroll to the bottom of the itinerary and click 'Reallocate to Another Run'.

Use the 'Run' selector to choose the run to reassign to.

Finally click 'Reallocate to Run'.

