

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.

## QUICK REFERENCE

Replace Bin

Product of  
**3Logix**

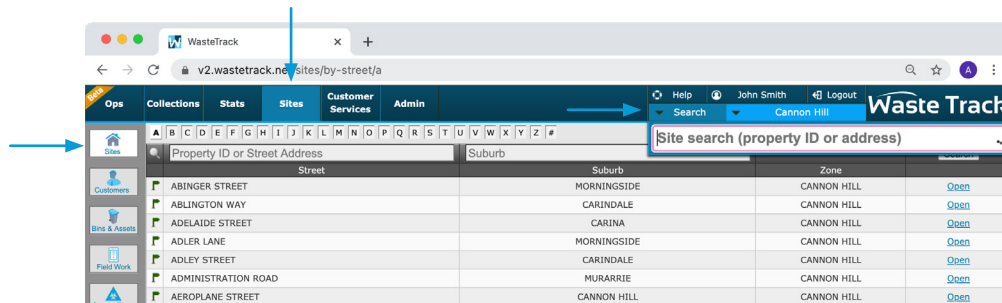
## QUICK REFERENCE

# Replace Bin

### STEP 1.

#### Identify site

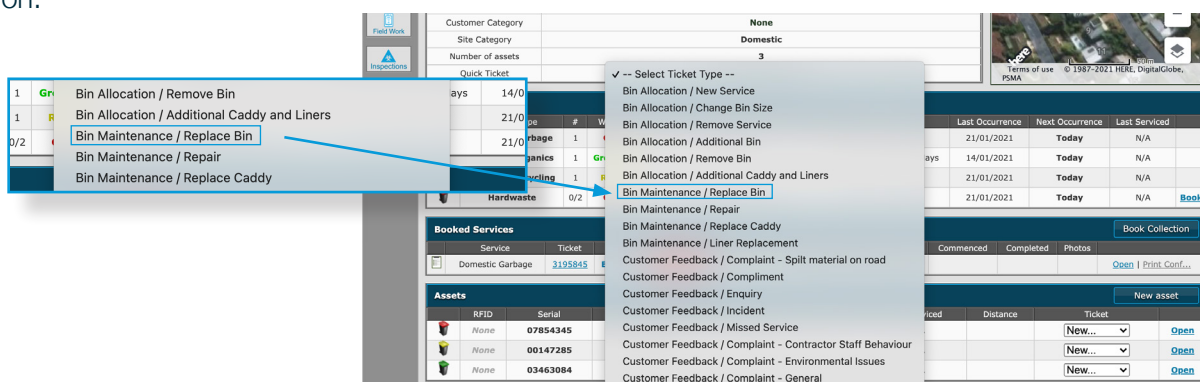
Use the 'Search' tool to Identify the customer's site. Alternatively use the 'Sites' list to browse to the site.



### 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 'Replace Bin' 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 maintenance to occur on.

Select a reason.

Enter 'Memo Number' if applicable.

Click 'Create Ticket'.

The screenshot shows the 'New Request Ticket' form. It has several sections: 'Identify caller's details' (Caller name, Caller number, Call time), 'Identify customer and/or site' (Account Number, Site Name, Site Address, Site Suburb), 'Identify request' (Category, Type), 'Identify Asset' (Click to select the asset: Garbage 140L, Recycling 240L, Organics 240L), 'Enter details' (Schedule Date, Priority, Instructions), 'Reason' (STOLEN, VANDALISED, DAMAGED, SWALLOWED BY TRUCK), 'KPI' (Resolution Deadline), and 'Enter any notes' (with a 'Driver Note' checkbox). A 'Create Ticket' button is at the bottom.

### 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.

