



Construction Waste Bin System User Guide



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1. Introduction

1.1 Purpose of the Document

The Purpose of this document is to provide a user guide of the construction waste bin system.

1.2 System Overview

There is a need to track Waste bins that are allocated to sub-contractors. Barcodes are attached to the bins to allow identification using Hand Held barcode readers. The users scan the barcode and allocate a waste type and sub-contractor to the bin, the bin is then despatched. The bins are then scanned back into store when they are returned. The tracking data records can be monitored using the web front end at <https://mcginleywastemanagement.co.uk>



2. Hand Held Terminal

2.1 General Overview

2.2 Menu Options

This menu screen shows the current version number and the various options down the side.

There are three options, book in (option 2), book out (option 1) and Login (option 0).





2.2.2 Login

Pressing 0 from the menu will take you to the login screen.

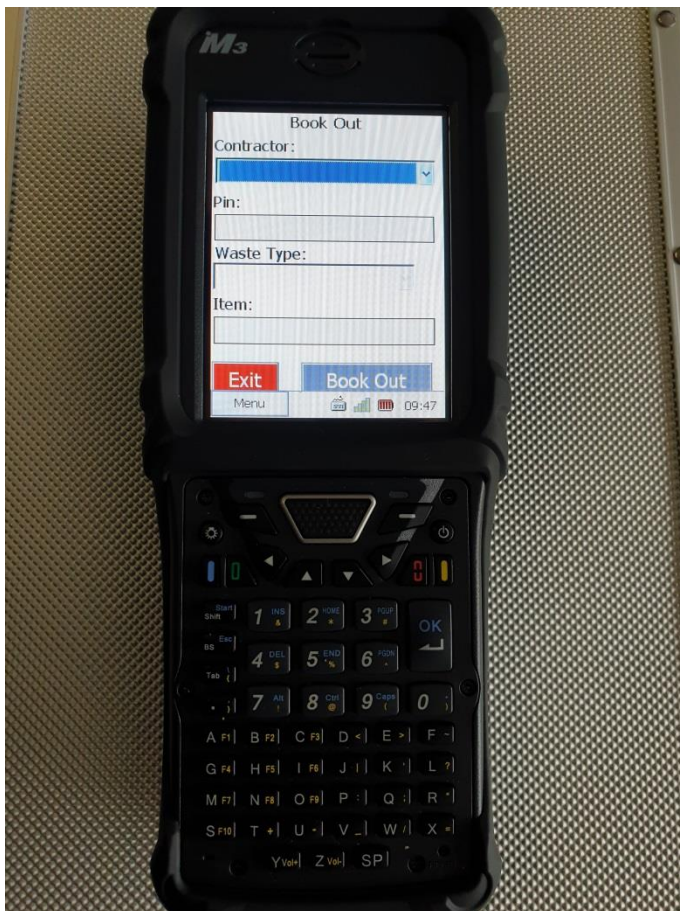
Simply enter your username and password to allow access to the book in and book out functions.



2.2.4 Book Out

To book a bin out to a sub-contractor you need to do the following:

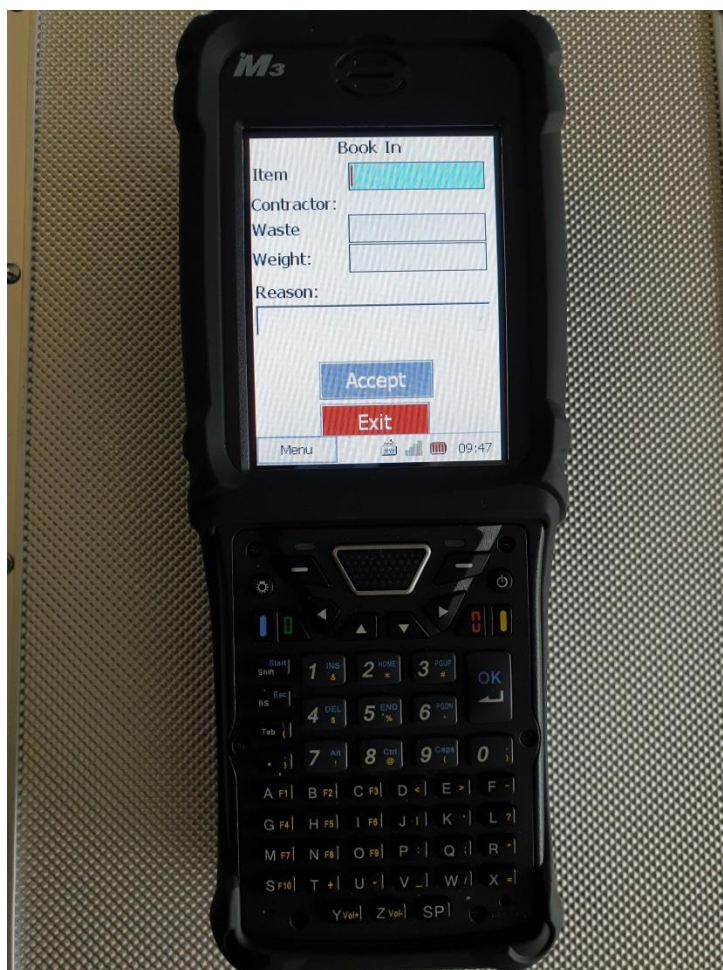
- *Select the contractor from the drop down list*
- *Ask them to enter their secure pin number*
- *Select the waste type for the bin from the drop down list*
- *Scan the bin barcode*
- *Click the Book out button*
- *You can repeat the barcode scan to allocate more than one bin to the subcontractor*



2.2.6 Book In

To book a bin into store you need to do the following:

- Scan the bin barcode – the system will retrieve and display the contractor that it has been allocated to
- The system will display the type of waste expected.
You can enter the weight of the bin if required (optional)
- If you are happy with the contents you can press the accept button and the bin will be booked back in
- If you are unhappy with the contents you can use the drop down list to select a reason code, and then press reject. The bin is then rejected.





4. Web Application

4.1 General Overview

The website www.mcginleywastemanagement.co.uk is used to view and administer the system.

4.2 Login



Login

Username

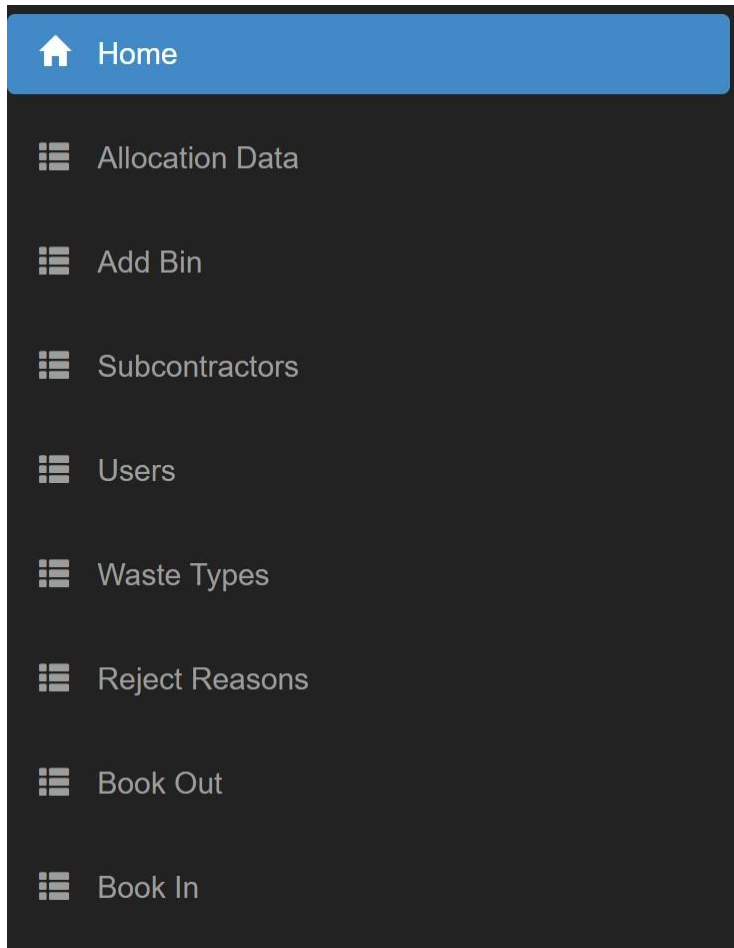
Password

Login

To login to the system:

- Enter username
- Enter password.
- Click Login.

4.3 Menu Options



Use the menu on the left hand side of the screen to select the options you require. If you are viewing on a small screen or phone the menu button will dropdown from the top of the screen.

4.3.1 Home

The home screen welcomes the user to the system.

4.3.3 Allocation Data

Allocation History

Search Options

Subcontractors

Start Date
End Date

☒ Include Completed Allocations

Search

Drag a column header here to group by that column

Name	Barcode	Waste Type	Date Allocated	Date Returned	Reject Reason	Weight
Q	Q	Q	Q	Q		Q
Curtis. F	000001	Plaster	21/09/2018 11:23	21/09/2018 16:35		
Jones. k	000001	Plaster	21/09/2018 11:58	21/09/2018 16:35		
Stephenson. L	000001	Plaster	21/09/2018 12:07	21/09/2018 16:35		
Stephenson. L	000001	Plaster	21/09/2018 12:20	21/09/2018 16:35		
Curtis. F	000001	Plaster	21/09/2018 12:31	21/09/2018 16:35		55

The allocation data screen allows the user to display the transaction history of the bins as they are scanned in and out of store, including and weight or rejection code associated with them. The user can filter the result by using the search options and choose to display only the records for a particular subcontractor, or limit the results shown between the start and end allocation date. The button in the top right of the table allows the results to be exported to Excel.



4.3.4 Add Bin



Add Bin

Start Barcode

Quantity

The add Bin screen allows the entry of additional bins on the system. Simply enter the starting barcode and the quantity of bins to add, and the system will sequentially add that number of bins.



4.3.5 Subcontractors



Subcontractors

Name

SubContractor Code

Pin

☐ Inactive

Name	Sub Contractor Code	Inactive
Smith. J	0001	<input type="checkbox"/>
Jones. k	0002	<input type="checkbox"/>
Curtis. F	00032	<input type="checkbox"/>
Stephenson. L	0004	<input type="checkbox"/>
Collins. T	0005	<input type="checkbox"/>
Stephen Spencer	00123	<input type="checkbox"/>
		<input checked="" type="checkbox"/>

This screen allows the addition and modification of subcontractors.

To add a new subcontractor :

Enter the name, code (optional), and pin and click Add, and the new subcontractor will be added to the system.

To modify a subcontractor:

Click on the subcontractor in the table, and the details will be populated above. Change the details as required and re-enter a Pin and click update to save the changes. If the subcontractor is no longer active there is the option to set



it as Inactive by ticking the Inactive box. This will then stop the subcontractor from being shown on the Hand Held. Please note the subcontractors records will still show in the Allocate Data Screen.

4.3.6 Users

Add User

First Name

Last Name

Username

Security Level

Password

Add

Clear

Username	Security Level	First Name	Last Name
admin	1	admin	admin
John	1	John	Smith
steven	1	Steve	Spencer
clive	1	Clive	Chapman
csmith	2	chris	smith
Fred	2	Fred	Smith
Sam	2	Sam	Johnson

The Users screen allows you to add and modify users for the system.

To add simply:-

Enter the First name, Last name, Username, Security Level and Password and click Add.

To modify the user select the user from the table and the details will be populated above. Change the required details and click update to save the changes.



Note# Security Level: Currently there are two levels. 1 = access to all screens, 2 = only access to Allocation Data Screen.

4.3.7 Waste Types



Add Waste Type

Waste Type

Item Type ID	Waste Type
1	Plaster
2	General/Mixed Waste
3	Timber
4	COSHH
5	Metal

To add a new Waste Type:

Enter the waste type and click Add, and the new waste type will be added to the system.

To Modify a waste type:

Click on the waste type in the table, and the details will be populated above. Change the details as required and click update to save the changes.



4.3.8 Reject Reasons



Reject Reason

Reject Reason

Reason ID	Reject Reason
0	Mixed Load
1	Incorrect Waste
2	Broken Bin

To add a new Reject Reason:

Enter the reject reason text and click Add, and the reason will be added to the system.

To see the new reason on the Hand Held you will need to exit and re-enter the book in screen to refresh the options.

To Modify a Reject Reason:

Click on the reject reason in the table, and the details will be populated above. Change the details as required and click update to save the changes.



4.3.9 Book In



Book In

Item

SubContractor

Waste Type

Weight

Reason

To manually 'Book In' a bin select the Book In from the menu. You will then be presented with the above screen. Enter an Item Barcode, and the weight if required. If the bin is okay press the Book In button. If the bin is to be rejected, choose a reason and then press 'Reject' button.



4.3.10 Book Out



Book Out

Sub Contractor

Pin

Waste Type

Item

To Manually 'Book Out' a bin select Book Out from the menu. You will then be presented with the above screen. Enter the subcontractor and their pin, choose a waste type and type in the item code. Finally press 'Book Out' button and the item will be booked out to that subcontractor.