Manifest Consolidation Setup

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The following article outlines system setup requirements for successful use of the Manifest Consolidation tool in the Operations module.

Setup: Disposal/Ship Location

Pathway: Setup > Operations > Disposal/Ship Location

The Disposal/Ship Location identifies facilities where waste is either transferred from or disposed at. Setup here is important for Transfer Work Order automation in the Manifest Consolidation Batch tool.

DISPOS	DISPOSAL / SHIP LOCATION SETUP																		
0			~	DIVISION	All		Ŧ										Se Se	arch	
ID	NEME			ABBREV		DIVISION	TYPE	ACTIVE	ADDRESS LINE 1	CITY		STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME	OWNERSHIP	SIGNATURE BY	SIGN
1000	1000 Navusoft		TRI			Processin	g Active	8582 Katy Fwy	Housto	'n	тх	77024	pound	ton	cubic yard	Internal			
1001	1 Secure Waste Disp					2		2 0	ton	cubic yard									
1002	02 Pro Med - Ocoee		ADD DIS	FUSAL / S	SHIP LOCA	IION								• •	ton	cubic yard			
1003	1003 Navusoft Medwast		Basic Settings Label Scale Settings											ton	cubic yard				
1004	Navusoft N	Medwast						_							pound	cubic foot	Internal	Vinny Ramono	View
1005	Navusoft N	MedWas	NAME						ACTIVE		Active			~	ton	cubic yard			
1006	Navusoft N	MedWas	ABBREV	IATION					ENABLE INBOUND	ORDER	No			-	ton	cubic yard	Internal	Lyle Lester	View
1007	Navusoft N	Medwast				1								pound	cubic foot	Internal	Andrew Collins		
1008	Navusoft N	Navusoft MedWas TYPE			Landtill		ENABLE OUTBOUND ORDER		NO			Ť	ton	cubic yard	Internal	Jonathan McCri			
1009	Curtis Bay-	- Maryla	OWNER	SHIP		Internal		-	DEFAULT SCALE UC	M				-	ton	cubic yard			
1010	Navusoft N	MedWas	DIVISIO	N				-	WEIGHT UOM					Ŧ	ton	cubic yard	Internal	Matt Pursley	
1011	Clean Fuels												ton	cubic yard					
1012	Pinellas Co	nellas County So ADDRESS LINE 1			Enter a locat	ion		VOLUME UOM					~	ton	cubic yard				
1013	McKay Bay	/	ADDRESS LINE 2 Er CITY Ste STATE					DEFAULT TRANSPORTATION METHOD DEFAULT SCALE TICKET FORMAT					~	ton	cubic yard				
1014	Heart of Fl	lorida Er											ton	cubic yard					
1015	WestRock	_					_						0	ton	cubic yard				
1016	Polk Count	ty Waste												ton	cubic yard				
1017	ProDisposa	al	POSTAL CODE					ONLINE ICON		Select Icon		BROWSE		ton	cubic yard				
1018	Navusoft N	Medwast				(00	0) 000 0000		SIGNATURE		Select Sign	atur	BROWSE		ton	cubic yard	Internal	Pang Hang	View
1019	Clean Earth	h	PHONE			• (99	a) aaa-aaaa		JUNATORE		o crece origin		bitettist		ton	cubic yard			
1020	Biologic En	nvironm	CONTAC	T NAME					MANIFEST SIGNATU	JRE NAME					ton	cubic yard	Third Party		
1021	Convanta I	Huntsvil	EPA ID						Automatic Transfe	r Work Ord	er 🔍 —				ton	cubic yard			
Divisi	ion M	laterial																	
DIVISION	NAME		STATE ID)					SITE ID										
			GEOFENCE RADIUS (METERS)			SITE NAME			-										
			AVERAG	ie duratioi	N (MINS)			4. V	SERVICE CODE										
									EVENT TYPE										
									_										
	SAVE																		

Add a Disposal/Ship Location

- 1. Select the green '+' icon to add a new location.
- 2. Complete all required fields in the Basic Settings tab of the Add Disposal/Ship Location popup editor. Required fields are highlighted in red.
 - Consider completing additional fields based on industry/company requirements.
- 3. Link a site in the **Automatic Transfer Work Order** section for the system to auto-generate a transfer work order to. Refer to the section below for more information.
- 4. Click Save when finished.

Automatic Transfer Work Order Setup

Once a transfer batch has been marked 'Ready to Ship' (*Operations > Manifest Consolidation*), the system will autogenerate a transfer work order to the location identified in the **Automatic Transfer Work Order** section.



- 1. Select the Search icon from the Automatic Transfer Work Order section. This will display a Site Search popup.
 - Enter the name of the site in the search field (of the Site Search popup).
 - Select the site from the returned results and the fields in the Automatic Transfer Work Order section will populate with the site's information.
- 2. Click Save when finished.

Setup: Transporters

Pathway: Setup > Operations > Transporters

The Transporter Setup screen identifies who will be transporting the waste collected in the Manifest Consolidation process. Transporters added here populate the Transporter field in Manifest Consolidation Batch.

т	TRANSPORTER SETUP										
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ID		NAME	DIVISI	ON	ADDRESS		EPA ID	STATE ID	CONTACT NAME	PHONE	DEFAULT TRANSPORTATION METHOD
10	00	Navuson			1234 Tamarak Dr	Houston, TX 77024	TRANS-EPA_ID	TRANS-STATE_ID		0987654321	Truck
10	01	Navusoft MedWaste Sc	outheast (Sec		6789 Hendricks Bl	vd Orlando, FL 32	FLR000143313	FDOH # 7817		555-555-1234	Truck
10	02	Disposal - Ocoee			1111 Red Stag Tr,	FL 34761	48-BID-3498159	FDOH# 7817		555-555-3333	Truck
10	03	Navusoft MedWaste							2 0	555-555-4444	Truck
0 10	04	Navusoft Medwaste	ADD TRANSPORTER						• •	555-555-1234	Truck
10	05	Navusoft MedWaste								555-555-1234	Truck
10	06	Navusoft MedWaste	NAME			ACTIVE			*	555-555-1234	Truck
10	07	Navusoft MedWaste	ADDRESS LINE 1	Enter a location		DIVISION			- O	555-555-1234	Truck
10	08	Navusoft MedWaste								555-555-1234	Truck
10	09	Curtis Bay	CITY			MANIFEST S	SIGNATURE NAME				Truck
10	10	Customer Drop Off	STATE		~	MANIFEST	SIGNATURE	Select Signature	BROWSE		Truck
G 10	11	Navusoft MedWaste	50012					Select Signature	Bildfirstin	555-555-1234	Truck
10	12	Navusoft MedWaste	POSTAL CODE			DEFAULT TR	ANSPORTATION		~	555-555-1234	Truck
10	13	Biologic Environmer	BLIONE			METHOD				555-555-8888	Truck
10	14	Navusoft MedWaste	PHONE			SHIP TRACK	ING INTERFACE	UPS	~	555-555-1234	Truck
10	15	Navusoft MedWaste	CONTACT NAME							555-555-1234	Truck
10	16	Navusoft MedWaste				EMERGENC	Y RESPONSE			555-555-1234	Truck
10	17	Navusoft MedWaste	STATE ID								Truck
10	18	Healthwise Services	EPA ID			EMERGENC	Y RESPONSE			555-555-2121	Truck
10	19	Clean Earth				MESSAGE				555-555-9999	Truck
10	20	Navusoft MedWaste	NOTE							555-555-1234	Truck
10	21	Navusoft MedWaste								555-555-1234	Truck
10	22	Navusoft MedWaste								555-555-1234	Truck
10	23	Navusoft MedWaste				SAVE				555-555-1234	Truck
10	24	Navusoft MedWaste				SAVE				555-555-1234	Truck
10	25	Navusoft MedWaste SE	- Atlanta db		1234 Doggerton F	Rd Rd		PBR-114-23COL		555-555-1234	Truck
10	26	Navusoft MedWaste SE	5678 PineCrest Dr Knoxville, TN 37			USDOT # 3199752		555-555-1234	Truck		

- 1. Select the green '+' icon to add a new location.
- 2. Complete all required fields in the Add Transporter popup editor. Required fields are highlighted in red.
 - Consider completing additional fields based on industry/company requirements.
- 3. Select Save when finished.

Setup: Manifest Consolidation Eligible

Pathway: Setup > Operations > Manifest Consolidation Eligible

The Manifest Consolidation Eligible tool is used to identify Charge Code eligibility for transfer consolidation batching. When an eligible charge code is scanned, the system will auto-assign it to a transfer consolidation batch based on the setup it includes.

MANIFEST CONSOLIDATION ELIGIBLE SETUP	MANIFEST CONSOLIDATION ELIGIBLE SETUP > OPERATIONS > MANIFEST CONSOLIDATION ELIGIBLE									
DIVISION HOUSTON	COAST PLAINS LF	▼ LOB Hazardous Material ▼ LOAD	Search Q 💿 🎜							
CHARGE CODE	MATERIAL TYPE	EQUIPMENT TYPE	DEFAULT TRANSFER DISPOSAL DESTINATION							
15 Gal Flammable Solvents (Methanol)	Hazardous Chemicals	15 Gallon Closed Top Drum								
5 Gal Flammable Liquid (Xylene,Alcohol)	Hazardous Chemicals	15 Gallon Closed Top Drum								

Enable Charge Codes For Auto-Batch Assignment

Identify which charge codes are eligible for transfer batch assignment. Upon scanning an eligible item it will be assigned to an open transfer consolidation batch.

MANIFEST CONSOLIDATION ELIGIBLE SETUP > OPERATIONS > MANIFEST CONSOLIDATION ELIGIBLE									
DIVISION HOUSTON TISPOSAL LOCATIO	N COAST PLAINS LF -	LOB Hazardous Material 👻 LOAD	Search 🔾 🕲 🎜						
CHARGE CODE	MATERIAL TYPE	EQUIPMENT TYPE	DEFAULT TRANSFER DISPOSAL DESTINATION						
15 Gal Flammable Solvents (Methanol)	Hazardous Chemicals	15 Gallon Closed Top Drum	Enabled						
5 Gal Flammable Liquid (Xylene,Alcohol)	Hazardous Chemicals	15 Gallon Closed Top Drum							

- 1. Select an option from each of the drop down filters: Division, Disposal Location and LOB.
- 2. Click Load. Charge Codes will load based on the filters selected.
- 3. Select the **toggle** button to 'on' for each charge code you wish to enable.

Assign a Default Transfer Disposal Destination to a Charge Code

After a charge code has been enabled, a Default Transfer Disposal Destination can be assigned. Click within the column to display a drop down list of options. If the charge code is not enabled, the drop down selection is unavailable.

A selection here auto-populates the Destination field for the item in Manifest Consolidation Batch.

MANIFEST CONSOLIDATION ELIGIBLE SETUP			SETUP > OPERATIONS > MANIFEST CONSOLIDATION ELIGIBLE
DIVISION HOUSTON TISPOSAL LOCATION	N COAST PLAINS LF VIOLABLE	Hazardous Material 🔻 LOAD	Search 🛛 🔾 🛞 Ĉ
CHARGE CODE	MATERIAL TYPE	EQUIPMENT TYPE	DEFAULT TRANSFER DISPOSAL DESTINATION 🕇
5 Gal Flammable Liquid (Xylene, Alcohol)	Hazardous Chemicals	15 Gallon Closed Top Drum	
15 Gal Flammable Solvents (Methanol)	Hazardous Chemicals	15 Gallon Closed Top Drum	NAVU_HOU_MRF

Manifest Consolidation Workflow/Steps

- 1. Routing and Collection
- 2. Scan and Weigh
- 3. Prepare Open Batch for Shipping
- 4. Shipment Receipt and Processing
- 5. Print Manifest