

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.

ID	NAME	ABBREV	DIVISION	TYPE	ACTIVE	ADDRESS LINE 1	CITY	STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME UOM	OWNERSHIP	SIGNATURE BY	SIGN
1000	Navusoft	TRI		Processing	Active	8582 Katy Fwy	Houston	TX	77024	pound	ton	cubic yard	Internal		
1001	Secure Waste Dispo										ton	cubic yard			
1002	Pro Med - Ocoee										ton	cubic yard			
1003	Navusoft Medwas										ton	cubic yard			
1004	Navusoft Medwas										pound	cubic foot	Internal	Vinny Ramono	View
1005	Navusoft MedWas										ton	cubic yard			
1006	Navusoft MedWas										ton	cubic yard	Internal	Lyle Lester	View
1007	Navusoft Medwas										pound	cubic foot	Internal	Andrew Collins	
1008	Navusoft MedWas										ton	cubic yard	Internal	Jonathan McCri...	
1009	Curtis Bay- Maryla										ton	cubic yard			
1010	Navusoft MedWas										ton	cubic yard	Internal	Matt Pursley	
1011	Clean Fuels										ton	cubic yard			
1012	Pinellas County So					Enter a location					ton	cubic yard			
1013	McKay Bay										ton	cubic yard			
1014	Heart of Florida E										ton	cubic yard			
1015	WestRock										ton	cubic yard			
1016	Polk County Waste										ton	cubic yard			
1017	ProDisposal										ton	cubic yard			
1018	Navusoft Medwas										ton	cubic yard			
1019	Clean Earth										ton	cubic yard	Internal	Pang Hang	View
1020	Biologic Environm										ton	cubic yard	Third Party		
1021	Convanta Huntsvil										ton	cubic yard			

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.
 - o 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 auto-generate a transfer work order to the location identified in the **Automatic Transfer Work Order** section.

IMPORTANT - The Automatic Transfer Work Order search tool can only search existing sites. If the site does

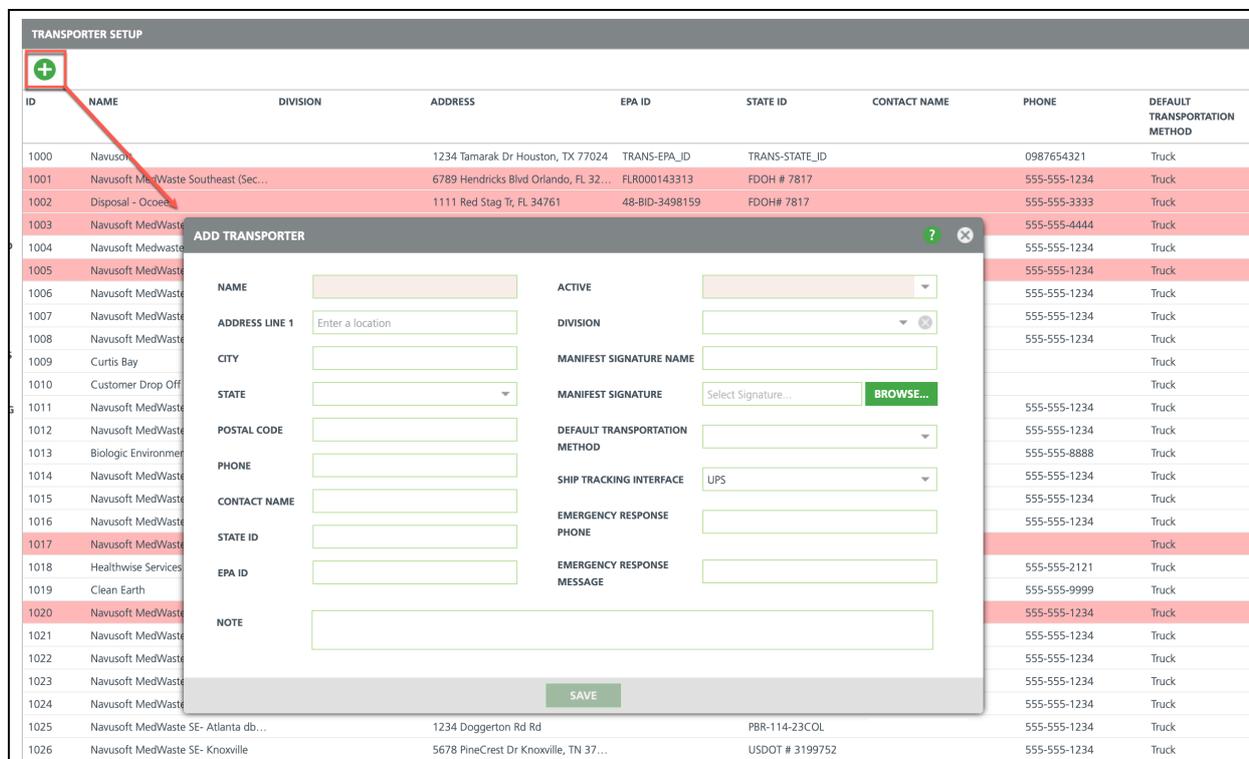
 If the site does not exist in the system, it must be created in *Accounts > Add Account* first.

1. Select the **Search** icon from the *Automatic Transfer Work Order* section. This will display a Site Search popup.
 - o Enter the name of the site in the search field (of the Site Search popup).
 - o 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*.



ID	NAME	DIVISION	ADDRESS	EPA ID	STATE ID	CONTACT NAME	PHONE	DEFAULT TRANSPORTATION METHOD
1000	Navusoft MedWaste		1234 Tamarak Dr Houston, TX 77024	TRANS-EPA_ID	TRANS-STATE_ID		0987654321	Truck
1001	Navusoft MedWaste Southeast (Sec...		6789 Hendricks Blvd Orlando, FL 32...	FLR000143313	FDOH # 7817		555-555-1234	Truck
1002	Disposal - Ocoee		1111 Red Stag Tr, FL 34761	48-BID-3498159	FDOH# 7817		555-555-3333	Truck
1003	Navusoft MedWaste						555-555-4444	Truck
1004	Navusoft MedWaste						555-555-1234	Truck
1005	Navusoft MedWaste						555-555-1234	Truck
1006	Navusoft MedWaste						555-555-1234	Truck
1007	Navusoft MedWaste						555-555-1234	Truck
1008	Navusoft MedWaste						555-555-1234	Truck
1009	Curtis Bay							Truck
1010	Customer Drop Off							Truck
1011	Navusoft MedWaste						555-555-1234	Truck
1012	Navusoft MedWaste						555-555-1234	Truck
1013	Biologic Environmen						555-555-8888	Truck
1014	Navusoft MedWaste						555-555-1234	Truck
1015	Navusoft MedWaste						555-555-1234	Truck
1016	Navusoft MedWaste						555-555-1234	Truck
1017	Navusoft MedWaste						555-555-1234	Truck
1018	Healthwise Services						555-555-2121	Truck
1019	Clean Earth						555-555-9999	Truck
1020	Navusoft MedWaste						555-555-1234	Truck
1021	Navusoft MedWaste						555-555-1234	Truck
1022	Navusoft MedWaste						555-555-1234	Truck
1023	Navusoft MedWaste						555-555-1234	Truck
1024	Navusoft MedWaste						555-555-1234	Truck
1025	Navusoft MedWaste SE- Atlanta db...		1234 Doggerton Rd Rd		PBR-114-23COL		555-555-1234	Truck
1026	Navusoft MedWaste SE- Knoxville		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.
 - o 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 SETUP > OPERATIONS > MANIFEST CONSOLIDATION ELIGIBLE

DIVISION DISPOSAL LOCATION LOB

CHARGE CODE	MATERIAL TYPE	EQUIPMENT TYPE	DEFAULT TRANSFER DISPOSAL DESTINATION
15 Gal Flammable Solvents (Methanol)	Hazardous Chemicals	15 Gallon Closed Top Drum	<input type="checkbox"/>
5 Gal Flammable Liquid (Xylene,Alcohol)	Hazardous Chemicals	15 Gallon Closed Top Drum	<input type="checkbox"/>

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 SETUP > OPERATIONS > MANIFEST CONSOLIDATION ELIGIBLE

DIVISION DISPOSAL LOCATION LOB

CHARGE CODE	MATERIAL TYPE	EQUIPMENT TYPE	DEFAULT TRANSFER DISPOSAL DESTINATION
15 Gal Flammable Solvents (Methanol)	Hazardous Chemicals	15 Gallon Closed Top Drum	Enabled <input checked="" type="checkbox"/>
5 Gal Flammable Liquid (Xylene,Alcohol)	Hazardous Chemicals	15 Gallon Closed Top Drum	<input type="checkbox"/>

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 DISPOSAL LOCATION LOB

CHARGE CODE	MATERIAL TYPE	EQUIPMENT TYPE	DEFAULT TRANSFER DISPOSAL DESTINATION ↑	
5 Gal Flammable Liquid (Xylene,Alcohol)	Hazardous Chemicals	15 Gallon Closed Top Drum		<input type="checkbox"/>
15 Gal Flammable Solvents (Methanol)	Hazardous Chemicals	15 Gallon Closed Top Drum	NAVU_HOU_MRF	<input checked="" type="checkbox"/>

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](#)