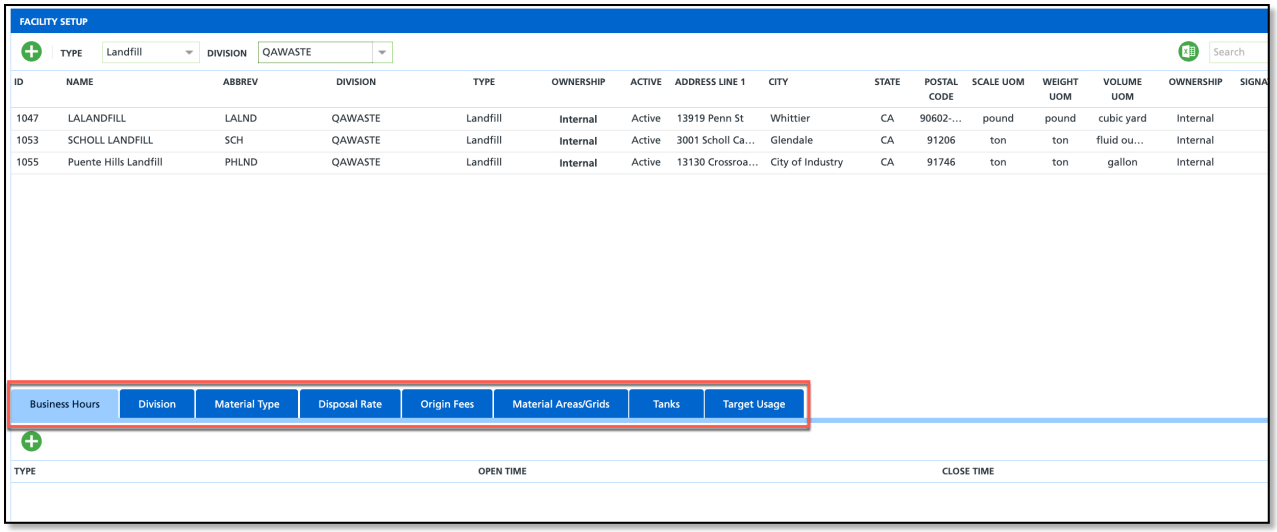
Facility Setup

Last Modified on 10/22/2026 12:47 pm PDT

Pathway: *Setup > Operations > Facility*

The Facility Setup screen is used to create and manage facilities that are either owned by the hauler, or a third-party establishment. Setup here affects inbound/outbound work orders and manifest processing.



Permissions

The following permission is required to view and edit in the Facility Setup screen:

Permission ID	Permission Name
24	Setup / Operations

Add/Update Facility

Click on the green + icon to add a new Facility. Double click on an existing Facility row to update or view. The following fields are explained below and used to define and setup a facility.

Field Descriptions

Field	Description
Facility Settings	
ID	The unique system generated identifier for the facility.
Name *Required*	The name of the facility that shows up in reports, disposal records and NavuNav
Abbreviation *Required*	The abbreviated name for the facility.
Type	Identifies the type of facility and is important for Inbound/Outbound processes.
Ownership	Determines whether disposal occurs at a company-owned facility (Internal) or an external landfill, which may impact costs, routing, and billing.

Division *Required*	The division assigned to the facility.
External ID	User entered ID to identify the facility in external systems.
Address Line 1 **City** **State** **Postal Code**	The physical address for the facility. Select the "Set Facility Location" icon to place a geolocation pin for the facility or the truck entry point. This helps drivers identify where to go upon arrival.
Contact Name	Name of the facility manager or primary facility contact.
EPA ID	EPA identification number for the facility, used for regulatory tracking and compliance purposes.
State ID	State-issued identification number for the facility, used for state regulatory tracking and compliance purposes.
Active	Controls whether the facility is active for recording disposals and available for display in NavuNav.
Default Scale UOM *Required*	The unit of measure (UOM) the facility uses for its scale.
Weight UOM *Required*	The weight unit of measure used for mass-based disposals.
Volume UOM *Required*	The volume unit of measure used for volume-based disposals.
Default Transportation Method	Default transportation method that automatically populates the Transportation field on scale tickets.
Signature and Signature Name	Uploaded signature that displays on tickets.
Geofence Radius (Meters) *Required*	Defines the geofence radius around the facility in meters, used to support route optimization and location-based tracking.
Average Duration (MINS)	Average time, in minutes, a vehicle is expected to spend at the facility, used in route optimization calculations.
Online Icon	The icon for the facility.
Manifest Processing	
Enable Scale	Enable or select the scale used for this facility; if set to "No," scale integration is disabled.
Serial Port Baud Rate	Communication speed used between the scale and the Navusoft system.
Serial Port Parity	Parity setting used for communication between the scale and the system to help detect data transmission errors between the scale and Navusoft.
Serial Port Date	Number of data bits used for communication between the scale and Navusoft.
Serial Port Stop	Number of stop bits used to signal the end of each data packet in serial communication.
Serial Port Flow Control	Flow control setting that manages how data is transmitted between the scale and the system to prevent data loss or overflow.
Scale Payload Start Offset	Starting position in the incoming scale data where the system begins reading the payload.

Scale Payload Length	Number of characters in the incoming scale data that make up the payload being read.
Automatic Transfer Work Order	Select the green search icon to open Site Search. From there, enter the name of the site transfer work orders will be automatically assigned to for shipping. **Note:** Once a transfer batch has been marked 'Ready to Ship' *(Operations > Manifest Processing > Manifest Consolidation*), the system will auto-generate a transfer work order to the location identified in the **Automatic Transfer Work Order** section.
Inbound / Outbound	
Enable Inbound Order	If enabled, the facility will display in the Facility drop down on the Inbound / Outbound screen, where inbound tickets can be created.
Enable Outbound Order	If enabled, the facility will display in the Facility drop-down on the Inbound/Outbound screen, where outbound tickets can be created.
Require Manual Weight Reason	If enabled, when a scale operator overrides or manually enters the Gross (In) or Tare (Out) weight, they will be prompted to select a reason for the manual entry
Default Scale Ticket Format	The default scale ticket format used when generating scale tickets.
Search Default For Create New	Sets the default Search Type on the **Create New Transaction***(Operations > Inbound / Outbound > Create Inbound Order (F5))* screen when creating a new scale ticket.
Weighmaster Certification	Configurable text to use for the Weighmaster Certificate disclaimer on scale tickets that is required by some states. Limited to 1000 characters; HTML allowed.

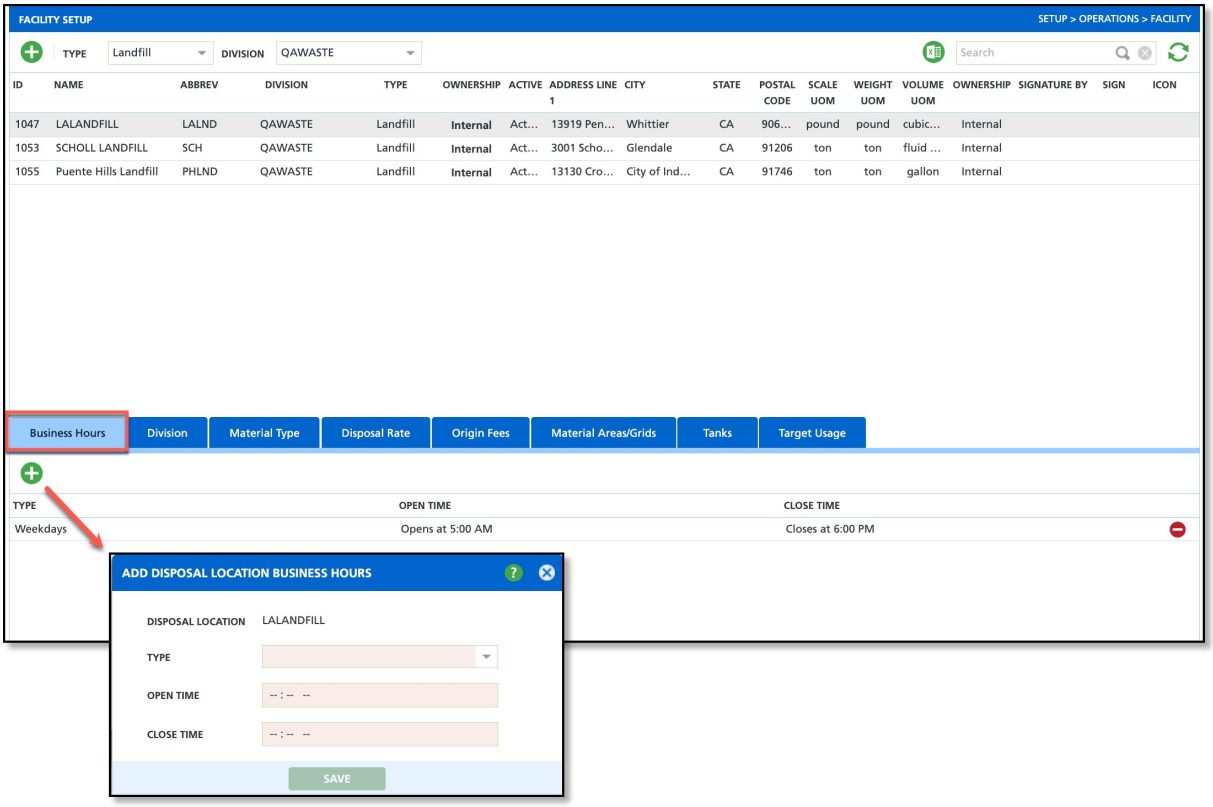
Facility Tab-set

The following section details the tab-set in the **Facility Setup** tool that is used to fully configure an existing facility. Setup here is used for the creation of Disposal/Ship records and is also utilized by the Disposal Activity tool in Operations.

Business Hours

Enter a facility's hours of operation in the **Business Hours** tab. Once set, these hours are displayed to drivers with color indicators showing whether the facility is open, closed, or closing soon.

Note: If a facility is closed or a driver is unlikely to arrive before closing, the work order will automatically be moved to the next day.



Add Business Hours

Complete the following setup for each Business Hours record for the location.

1. Select a facility from the upper grid.
2. Click on the **Business Hours** tab.
3. Select the green '+' icon to display the 'Add Disposal Location Business Hours' editor.
4. Select a **Type** from the drop down. Example: Select Weekdays to capture business hours for Monday - Friday, or a specific week day to observe special hours for that day.
5. Select the **Open Time** from the list of options.
6. Select the **Close Time** from the list of options.
7. Select **Save** when finished.

Division

Use the **Division** tab to link applicable divisions to a facility. When creating an inbound ticket, only items with a division that matches one enabled here will be available for selection. In the **NavuNav Driver Application**, the Location drop-down for the *Add Disposal Entry* feature displays only active facilities whose division matches the division assigned to the route.

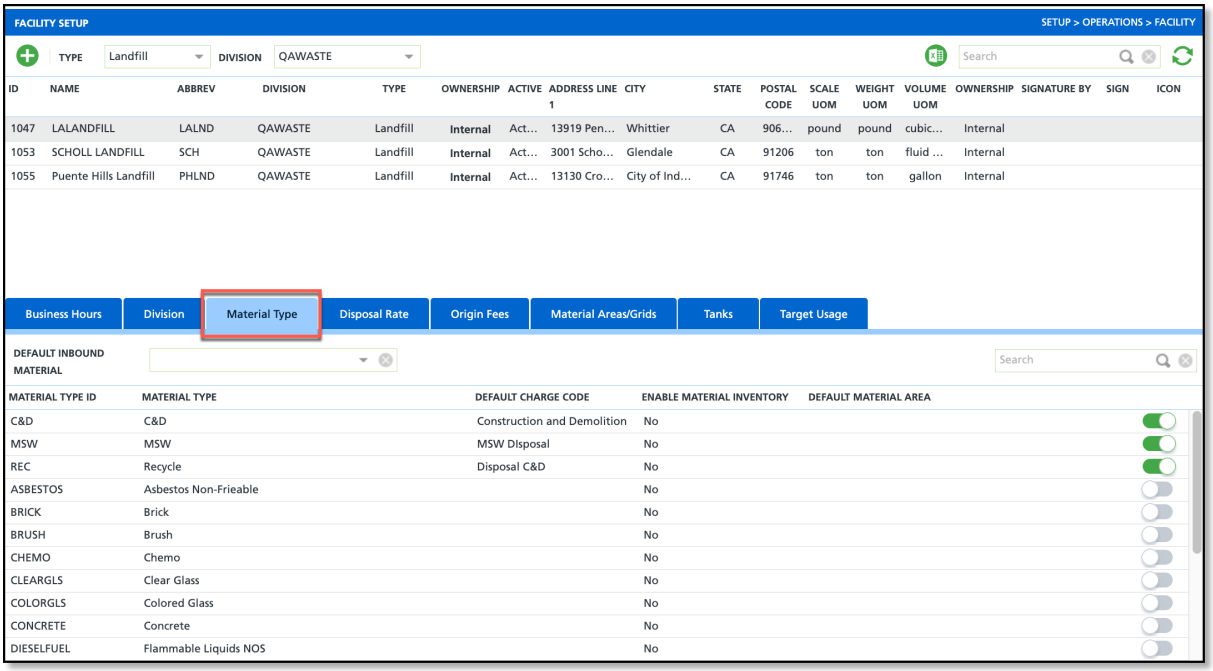
Add Division

1. Select a facility from the upper grid.
2. Click on the **Division** tab.
3. Switch the toggle to green to add the division.

Material Type

The **Material Type** tab is used to identify and link each material type that is processed or disposed of at the facility. In Navusoft, the Materials tab on inbound and outbound tickets is limited to the material types enabled for that facility. In the NavuNav Driver Application, the Material drop-down for the *Add Disposal Entry* feature displays only

materials linked to the location selected by the driver.



Add Material Type

1. Select a facility from the upper grid.
2. Click on the **MaterialType** tab.
3. Switch the toggle to green to add the Material Type to the facility.

Setup of Material Types

Material Types are added in *Setup > Operations > Material Type*. For additional information, refer to the Material Type Setup documentation.

Consideration (Inbound Scale)

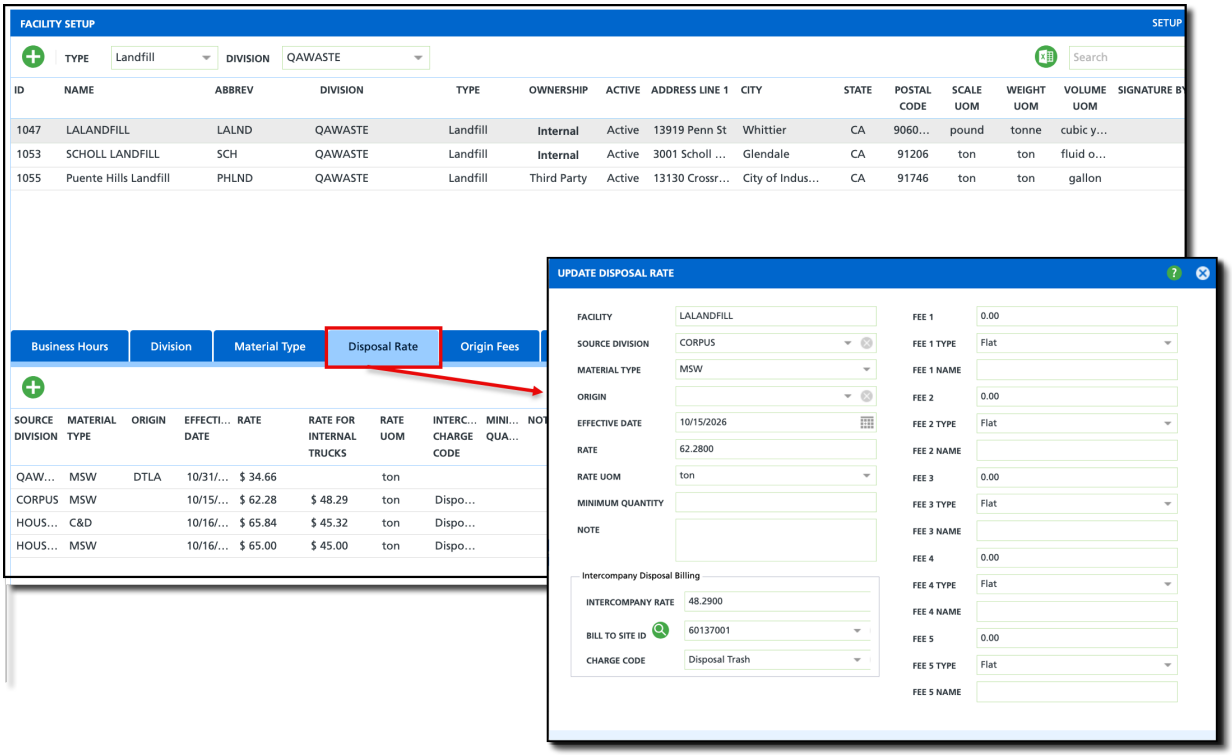
Select a default material type for inbound order tickets using the **Default Inbound Material** drop-down. When a material is chosen, it will automatically populate the **Material** field on new inbound orders.

Disposal Rate

The **Disposal Rate** tab is specific to a material type at a facility. The rates configured here are used when a Disposal or Ship record is recorded within a service record.

Important

Do not update an existing disposal rate when increasing rates. Doing so can cause billing issues due to the effective date. Instead, create a new rate with the appropriate effective date.



Add a Disposal Rate

1. Select a facility from the upper grid.
2. Click on the **Disposal Rate** tab.
3. Select the **green '+'** icon from the left corner to display the 'Add Disposal Rate' editor.
4. Verify the Disposal Location is correct in the **Disposal Location** field.
5. Select the **Material Type** the rate applies.
6. Enter a **Rate** for the selected origin and specify its **Rate UOM** (unit of measure).
7. Complete any additional fields based on your company's policies and procedures.
8. Select **Save** when finished.

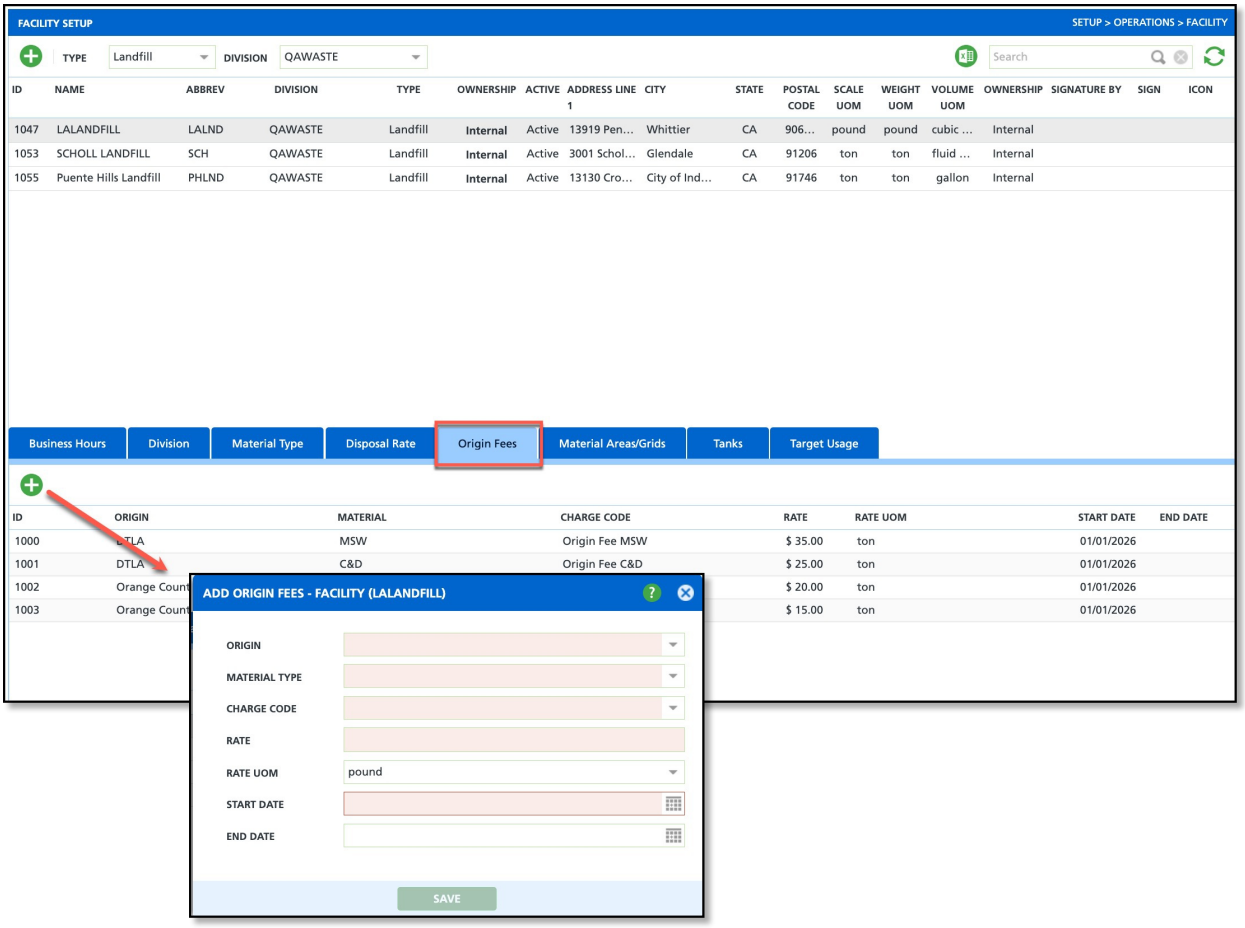
Intercompany Disposal Billing

If your business uses intercompany billing, complete the **Intercompany Disposal Billing** fields. These settings allow you to configure a separate intercompany rate, bill-to site, and charge code for each material type.

Intercompany billing is enabled at the division level from the **Intercompany** tab by setting **Enable Disposal Billing** to either *Yes (Bill to site for each transaction)* or *Yes (Automated GL Batch)*.

Origin Fees

The **Origin Fees** tab is part of the inbound/receiving scale ticket setup and supports the origin-based fee calculation on inbound tickets. If a facility does not include origin-based fees this setup is unnecessary. Origins are created in Material Origin Setup (Setup > Operations). To appear on the Origin Fees tab, an origin must have the same division assigned as the facility.

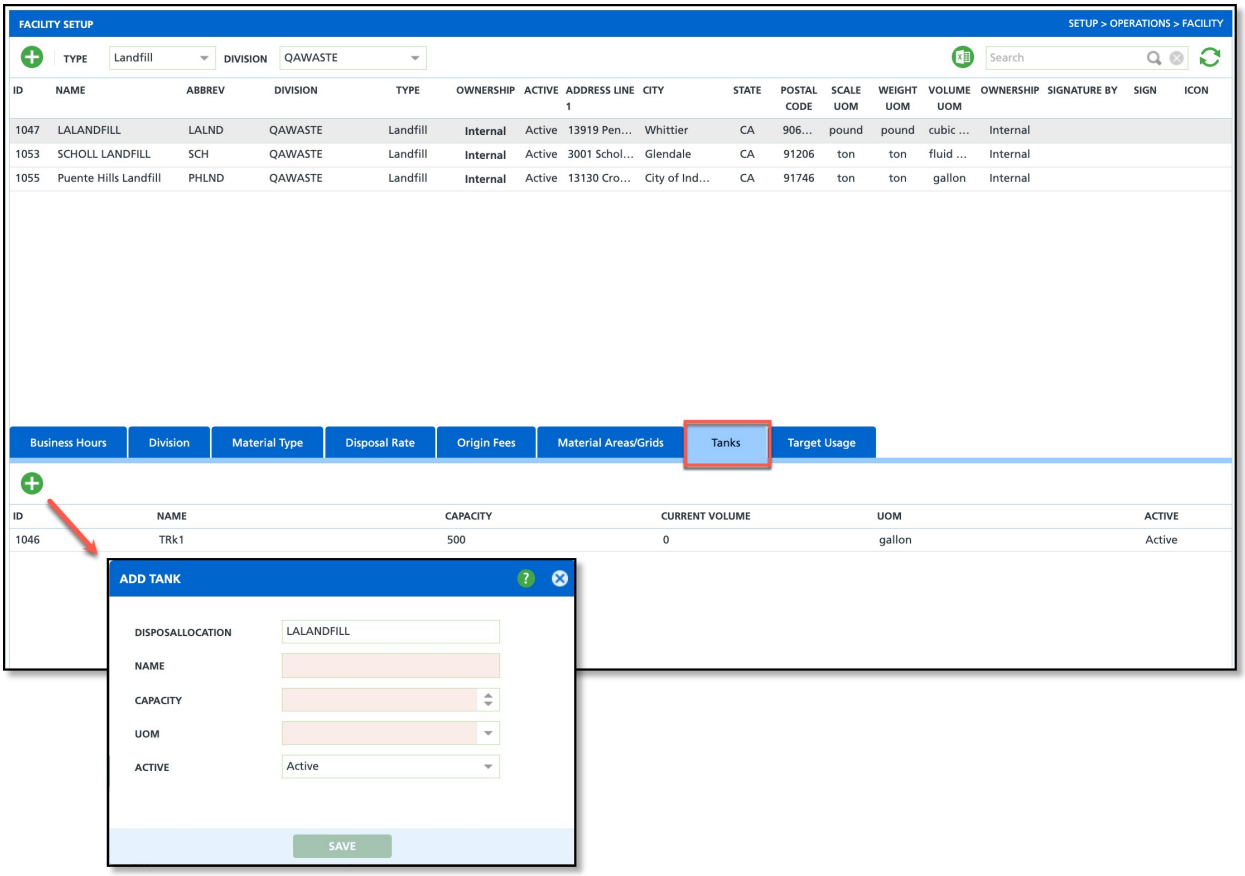


Add Origin

1. Select the facility from the upper grid and then click the **Origin Fees** tab.
2. Select the green **Add icon** from the left corner of the lower grid to display the 'Add Origin Fees' editor.
3. Select the **Origin.**
    - Only origins with a division that matches the facility's division are available for selection.
4. Select the **Material Type**. Create a separate origin fee for each Material Type associated to the origin.
    - Only material types enabled on the **Material Type** tab (within the Facility Setup tab set) are available for selection.
5. Select the **Charge Code** that will be used by the Service Record when the inbound ticket is created.
6. Enter a **Rate** for the selected origin and specify its **Rate UOM** (unit of measure).
7. Enter the **Start Date** for when the rate applies. If the rate is temporary, add an **End Date**.
8. Click **Save** when finished.

Tanks

For facilities that use tanks, the **Tanks** tab is used to capture the capacity and volume of each tank at the location.

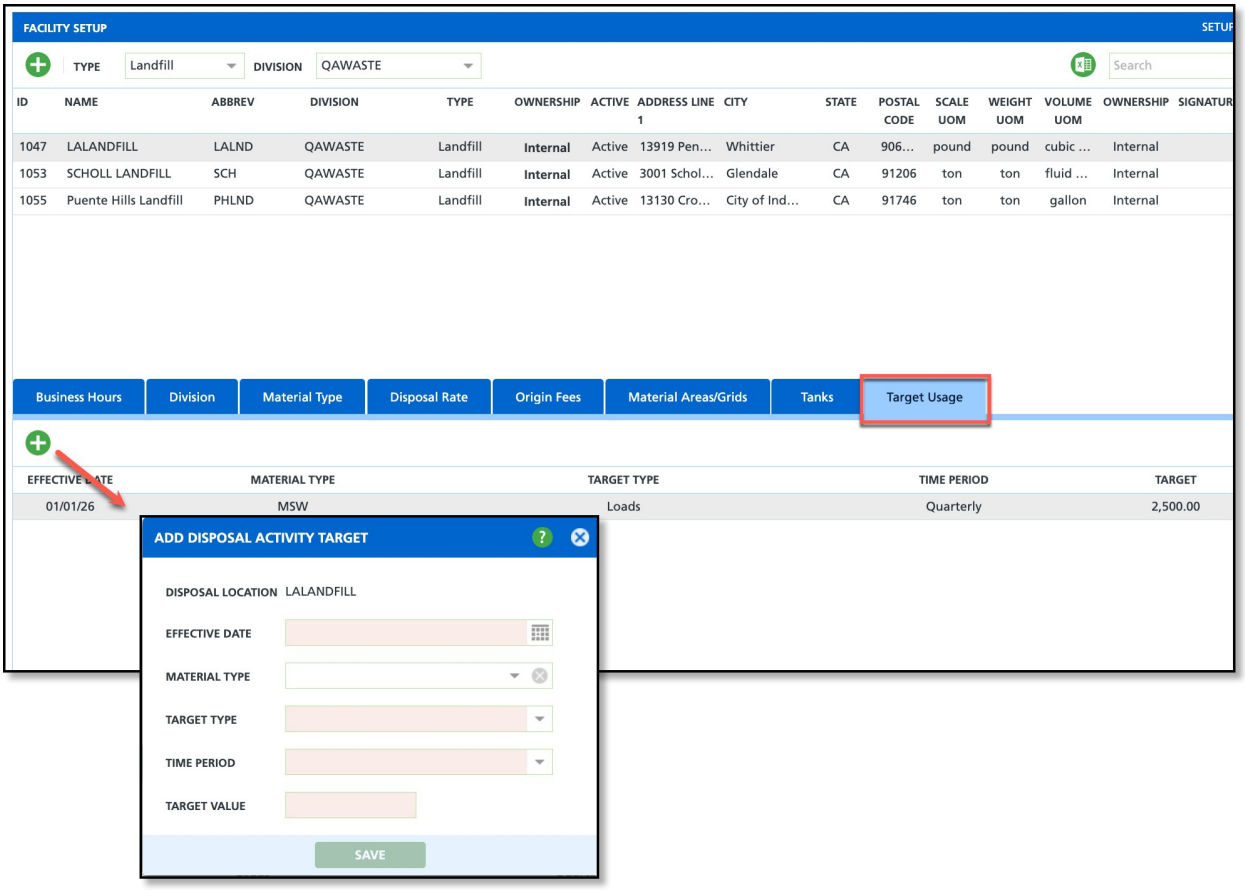


Add Tank

1. Select a facility from the upper grid.
2. Click the **Tanks** tab.
3. Select the green '+' icon from the left corner of the lower grid to display the 'Add Tank' editor.
4. Enter the **Name** of the tank.
5. Enter the **Capacity** of the tank.
6. Select the **UOM** (Unit of Measure) that capacity is measured by.
7. Set the **Active** status of the tank.

Target Usage

Create one to multiple unique target usage goals for a disposal location in the**Target Usage** tab. Setup here is required to calculate and track target usage progress in the Disposal Activity screen (Operations).



Add Target Usage

1. Select a **facility** from the upper grid.
2. Click on the **Target Usage** tab.
3. Select the green '+' icon from the left corner of the lower grid to display the 'Add Disposal Activity Target' tool.
4. Enter an **Effective Date** to indicate when target usage tracking will start.
5. *Optional*. Select a **Material Type** from the drop down. Only Disposal/Ship records matching the selected Material Type will be included in target usage calculations. Leave blank if the Target Usage is not restricted to a specific material type.
6. Select a **Target Type** from the drop down. Options include:
    - Loads
    - Weight or Volume
    - Cost
7. Select a **Time Period** to establish a measurable time frame. This will also calculate the 'Days Remaining' amount that displays under the Target column for a disposal location.
8. Enter a **Target Value** to establish the measurable goal for the selected Target Type.

Related Articles

Material Origin Setup
Disposal Activity - Targets