

Skip Management Software - User Flow Guide

1. Basic Configuration (Initial Setup)

1.1 Add Skip

- Navigate to: **Manage Skips > Create Skip Asset**
- Click **Add New**
- Enter:
 - **Type:** Open
 - **Description:** Basic open skip bin
 - **Size:** 6 Yards
 - **Skip Number:** SKP-001
- Click **Save**

The screenshot shows the 'Create New Skip Asset' form in the Skip Office software. The form is highlighted with a red border. The left sidebar shows the navigation menu with 'Create Skip Asset' selected. The form fields include:

- Skip ID ***: SP011
- DateTime ***: 09/08/2025 10:49 AM
- Skip Type ***: -- Select Skip Type --
- Skip Size ***: -- Select Skip Size --
- Quantity ***: 1
- Skip Number**: Enter Skip Number
- Description ***: (empty text area)

There are 'Cancel' and 'Save' buttons at the bottom right. A link '+ Create New Skip Type' is also visible.

1.2 Add Driver

- Navigate to: **Manage Transport → Add Driver**
- Enter:
 - **Name:** John Doe
 - **Email / Phone / Password**
 - **Assign Vehicle (optional)**
- Click **Create**

Dashboard

Manage Skips >

Manage Jobs >

Manage Customer >

Manage Transport >

Drivers

Vehicles

Routes

Manage Weighbridge >

Manage Invoices >

Messages >

SKIP OFFICE

Create New >

0

0

Demo Company >

New Driver

Full Name *

Phone *

Email *

Sarah Mitchell

44791123888

driver22@driver.com

Password *

License Number

License Expiry Date

.....

DRV-9923471

09/08/2025

CPC Number

CPC Expiry

CPC-845621343

09/08/2025

Upload Driving License

Driving Qualification

Choose File

No file chosen

Manual Handling Certification

Postal Code *

Town/City *

County/State *

TW18 4QX

Staines-upon-Thames

England

Address Line 1 *

Address Line 2

Kingston Road

25 High Street, Birmingham B12 8QQ

Cancel

Save

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1.3 Add Vehicle

- Navigate to: **Manage Transport > Vehicle → Add Vehicle**
- Enter:
 - **Vehicle Number:** VHL-2390
 - **Type:** Truck
 - And other Fields
- Click **Save**

Dashboard

Manage Skips >

Manage Jobs >

Manage Customer >

Manage Transport >

Drivers

Vehicles

Routes

Manage Weighbridge >

Manage Invoices >

Messages >

SKIP OFFICE

Create New >

0

0

 Demo Company >

Vehicle ID

VC003

Vehicle Type *

Skip Loader

Vehicle Name *

Skip Loader

Manufacturer *

Volvo

Model *

FL 250

Registration Number *

CD45 BGH

MOT Expiry

24/08/2025

Weight Capacity (Tonne) *

10.00

Description

Mid-range skip loader, ideal for urban areas and tight construction sites.

Cancel

Save

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2. Job Management Flow

2.1 Create New Job

- Navigate to: **Jobs** → **Add Job**
- Select **Customer** or add a new one
- Choose **Job Type**: Collection / Delivery / Exchange
- Enter Job Details:
 - Skip Type, Size
 - Pickup / Delivery Location
 - Preferred Date / Time
 - Add Permit Details
 - Review all details and save
 - Assign Driver and Vehicle
- Click **Save Button**

SKIP OFFICE Create New 0 0 Demo Company

New Job

Customer Details Items Permits Reviews

Job ID * JB004 Job Type * Delivery Job Title * Site Cleanup Waste Drop-off

☒ Existing Customer

Customer Type * Individual Customer Name * 002 - John Carter Company Name Prime Guard Protection

Email Address * company3gmail.com Contact Number * 44001333232 Contact Number 2 eg: +44 1482247 899

Please enter a valid email address.

Job Notes Enter Notes

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SKIP OFFICE Create New 0 0 Demo Company

Enter Notes

Contact Address

Address Type * Residential Postal Code * B12 8RT Address Line 1 * Clifton Road

Address Line 2 Clifton Town/City * LHR County/State * England

☒ Same as Contact Address

Delivery Address:

Address Type * Residential Postal Code * B12 8RT Address Line 1 * Clifton Road

Address Line 2 Clifton Town/City * Birmingham County/State * England

Previous Next

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2.2 Assign Job to Driver

- Go to: **Jobs** → **Assign Jobs**
- Select the job and driver
- Choose available driver & vehicle
- Click **Save Button**

SKIP OFFICE Create New 0 0 Demo Company

Edit Job Assignment

Job Type * Job * Vehicle *

Delivery 001 - Skip Delivery - Construction Site 001 - Mercedes-Benz

Driver * Job Start Date * Job End Date *

001 - John Carter 04/08/2025 10/08/2025

Delivery Address

Address Line 1 * Address Line 2

Clifton Road Delivery Address 2

Town/City * County/State * Postal Code *

Birmingham Birmingham B12 8RT

Cancel Save

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Driver Portal

2.3 Job Notification to Driver

- Driver logs in via portal
- Menu: **My Delivery Job, Collection Job, Exchange Job**
- Driver can view:
 - Job Type
 - Location
 - Skip Details
 - Route
- Job status changes from **Pending** → **In Progress** → **Completed**

☰

Dashboard

My Delivery Jobs

My Collection Jobs

My Exchange Jobs

Manage Weighbridge >

Messages >

Audit Logs >

SKIP OFFICE

3

0

John Carter ▾

Job ID

JB001

Job Title

Skip Delivery – Construction Site

Customer Name

John Carter

Postal Code

B12 8RT

Route ID

RT001

Route Name

London to Birmingham

From Address

London Luton Airport (LTN), Airport Way, Luton, UK

To Address

Birmingham Airport (BHX), Birmingham, UK

Delivery Instructions

✓

Accept Job

Assigned to you

✓

Deliver Skip

SP001 → B12 8RT

✓

Completed

Marked as Delivered

Status

Delivered

No action needed

Map

Satellite

Map

Directions

Suggested routes:

M1 and M6 132 km. About 1 hour 27 mins

M1 125 km. About 1 hour 31 mins

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3. Create Weighbridge Ticket

3.1 The driver can create a weighbridge ticket

- Create a ticket with ID, Operator name, address, and other basic information fields
- After that, the ticket will be printed



- Dashboard
- My Delivery Jobs
- My Collection Jobs
- My Exchange Jobs
- Manage Weighbridge ▾
- Create Weighbridge Tick...
- Weighbridge Tickets
- Messages >
- Audit Logs >

Generate Weighbridge Tickets

| | | |
|--|--|-----------------------------------|
| Weighbridge ID | Weighbridge Location * | Operator Name |
| <input type="text" value="WB003"/> | <input type="text" value="45 Brick Lane, London, E1 6PU"/> | <input type="text" value="John"/> |
| Select Vehicle * | Select Ticket Format * | |
| <input type="text" value="Skip Loader"/> | <input type="text" value="NCR Triplicate"/> | |
| Gross Weight (Tonne) * | Tare Weight (Tonne) * | Net Weight (Tonne) * |
| <input type="text" value="100"/> | <input type="text" value="50"/> | <input type="text" value="50"/> |
| Ticket Date * | Upload Image | |
| <input type="text" value="09/08/2025"/> | <input type="button" value="Choose File"/> No file chosen | |

Cancel

Save