Tipping by Reconomy: Social Housing
usermanual

What's New?

Hazardous Waste

New Fields: Waste Collection Form
These are only required when hazardous waste is selected so will be greyed out on your app.
- **Permit Number** – confirms the carrier's compliance with the council.
- **Quantity** – logs how much waste is collected (default is 1).

Internet Connection Check

The app now monitors your internet connection to ensure smooth operation. If the connection is lost, a pop-up will notify you and display a loading message while attempting to reconnect. Reconomy's contact details are provided for support.

If reconnection is successful, you'll return to your previous screen. If not, you can choose to wait or exit the app. When reopening offline, you'll be prompted to try again, and if still disconnected, an error message will appear.

Tipping by Reconomy
user manual

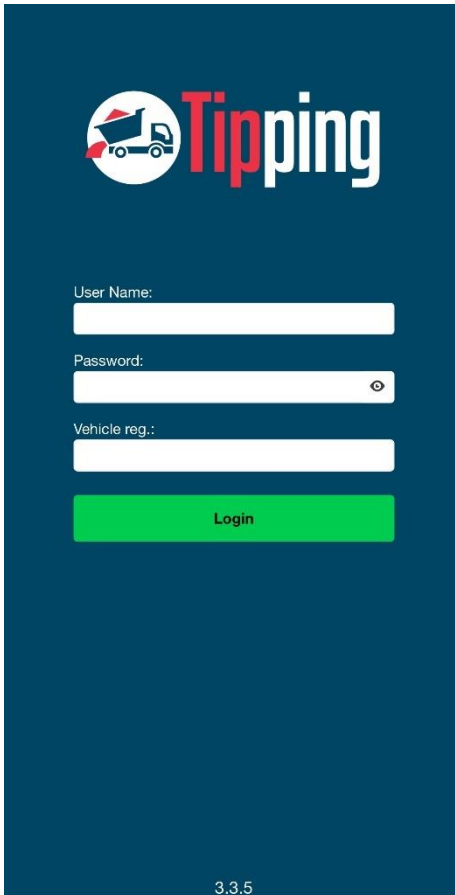# Contents

Note: Not all the information will be visible/relevant to the user. This will depend on the customer type and their preferences.

Reconomy

Login

1

Visit Google Play or the Apple Store to download the App. Once the Tipping App has been installed on your Smartphone, you will be prompted to enter your user details. You will need your username, vehicle registration and password to access the App. On the first time you login you will need to accept the T&Cs to proceed.

User Name:

← Username

Password:

← Password

Vehicle reg.:

← Vehicle Reg

Login

← When ready, press '**Login**'.

3.3.5

Multifactor Authentication (MFA)
If MFA is enabled, users sign in with their username, password, and vehicle registration number as usual. After this, they must complete a second step to verify their identity: a unique numeric code is sent to their registered email address, which they then enter to complete the sign-in process.

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Record Waste Collection Points

2

Once logged in, this is the first screen you will see. Use this screen to create a new job on the App.

Tipping

Record Waste Collection Points

+ ADD

Add Waste Collection
Waste Type:

Permit Number

Quantity
1

Address

City / Town

Postcode

Take photo   **Upload photo**

GPS Location Recorded

Add   **Cancel**

Address & Waste Type	Qty	
Calea Plevnei 159, Bucharest, AA1 General Mixed Waste (20 03 01)	1	❌

Use this button to add your waste collection. This allows you to document where the waste types have been collected from and add multiple collections points if needed.

Fill in the information required to confirm your waste collection details, including waste type and address.

Permit number and **quantity** is not relevant to Social Housing so you do not need to complete these fields.

Click on "**Take photo**" to use your camera or "**Upload photo**" to add a picture of the waste you have collected from the registered address.

When ready, press '**Add**' to add this collection and return to the previous screen.

Your Waste Collection has now been added. The '**X**' will delete this selection.

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Movement Type

3

Depending on whether you have selected Tip Only, Tip & Collect, or Collect Only, different drop-down menus will appear. Select what type of product you are carrying for tipping, need to collect, or both. Options may change depending on set-up.

Select whether your new job is to **Tip Only**, **Tip & Collect** or **Collect Only**.

Select what waste type you are carrying for tipping.

Enter the postcode of your next destination to optimise the route.

When ready, press **Continue**.

Choose the appropriate product from the drop-down menu

When ready, press 'Continue'.

Site Selection

4 Use this screen to identify the various sites or facilities where you can tip or collect the required material.

Available sites that accept the product being tipped or collected are shown on the map.

Select the most appropriate facility from the list.

When ready, press 'Continue'.

Place Order

5

This screen summarises the creation of your new job, including the relevant movement information. Please note that once you press continue at the bottom of this screen, an order will be placed. This means that your company will receive an automated invoice   for this job from Reconomy.

If any details are incorrect, press 'Back' in the top left-hand corner of the screen.

Summary of inputted information for your newly created (current) job.

Add PO if applicable here.

A notes section is available for and   additional   comments you need to send through.

The requirement for waste to be pre-treated before disposal only applies if it is being taken directly to landfill.

Driver signature confirms that they have accepted the job. Then select the green tab "**Place Order**".

Map navigation

This screen should be left as a placeholder for the driver whilst enroute to the receiving / collection facility. Should the driver wish, the App can be opened with Google Maps to assist with navigation.
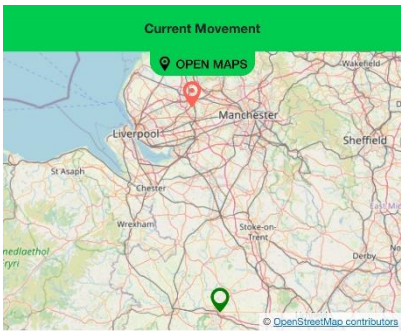
Click to open with Google Maps to assist with navigation (optional).

Movement Details

Customer Name	Reconomy UK Ltd
Contract No	346101
Order No	13999924
Movement Type	Tip Only
Supplier Name	Reconomy (UK) Ltd
Disposal Site	Virtual Transfer Station Site 1
ETA	14:30
On behalf of Producer	Tipping Test Driver
Waste Collection PostCode	TF3 003

This is the **order number** the weighbridge will require for booking in purposes.

Signature

Click 'Continue' only when arriving at the receiving / collection facility.

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Receiving facility confirmation

7 At the top of this screen, you will again see a summary of all the movement information for your current job. Below this are numerical fields to capture weight information when the vehicle arrives at the weighbridge.

◊ BACK   **Confirmation**

Movement Details

Customer Name	Reconomy UK Ltd;
Contract No	346101
Tipping Order No	13999924
Movement Type	Tip Only
Supplier Name	Reconomy (UK) Ltd
Disposal Site	Virtual Transfer Station Site 1
ETA	14:30
On behalf of Producer / Carrier	Tipping Test Driver

Photos 0/3   **Take photo**   **Upload photo**

This is the order number the weighbridge will require for booking in purposes.

Summary of current job.

Take photo of weighbridge ticket at this point.

Ex Works Collection Ticket

TIPPING

Gross Weight (Tonnes)

3	.	5	0	0

Tare Weight (Tonnes)

2	.	6	0	0

Nett Weight (Tonnes)

0	.	9	0	0

Weight breakdown to be completed by driver or weighbridge operative. Separate fields are included for tipping and collecting.

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Receiving facility confirmation

Name on behalf of the Waste Receiver

John Smith

Vehicle Registration

Aa01aaa

Copy Ticket Email to

johsmith@reconomy.com   **+**

Signature

I certify that waste management licence/permit/authorised exemption no(s): 123456 authorises the management of waste described.

Submit

To receive confirmation by email, fill in the box provided and click the green icon. If the green icon isn't clicked, you will not receive an email. The confirmation will also be available on the **Portal**.

To be signed by the weighbridge operative.

When ready, press '**Submit**'.

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Completed ticket

8

This final screen summarises the entire job, including weight data and signatures.

Completed Ticket

Completed ticket for 13999924

Movement Details

Customer Name	Reconomy UK Ltd;
Contract No	346101
Tipping Order No	13999924
Movement Type	Tip Only
Supplier Name	Reconomy (UK) Ltd
Disposal Site	Virtual Transfer Station Site 1
ETA	14:30
On behalf of Producer / Carrier	Tipping Test Driver

Job summary.

Weight details

Tipping

Gross Weight (Tonnes)	2.354
Tare Weight (Tonnes)	1.244
Nett Weight (Tonnes)	1.110

Signatures

Tipping Test Driver

On Behalf of the Producer/Carrier

Test Driver

On Behalf of the Waste Receiver

Signatures from waste carrier (driver) and receiver (weighbridge operative).

Complete

Click '**Complete**' to finish the process and return to the homepage.

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Useful information

For dedicated support please call us on

📞 **01553 779905**

✉️ **appsupport@reconomy.com**

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