1. Log into BludHub
2. At Home screen : Select the three lined ICON

A screenshot of a computer

Description automatically generated

1. In the Navigation window that opens: Select“Inventory”

A screenshot of a phone

Description automatically generated

1. In the Inventory Drop Down: Select “Pickups”

A screenshot of a computer screen

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1. Select “New Pickup”

A screenshot of a computer

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1. Select the correct Facility

A screenshot of a phone

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1. Complete the Fields on the Form using the drop down options.
2. Complete COMMENTS section: Free text details of pick up (example: Empty Boxes)

A screenshot of a computer

Description automatically generated

1. Select SAVE in bottom right corner.

A blue circle with a white logo

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