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



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



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



1. Select “New Pickup”



1. Select the correct Facility



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)



1. Select SAVE in bottom right corner.

