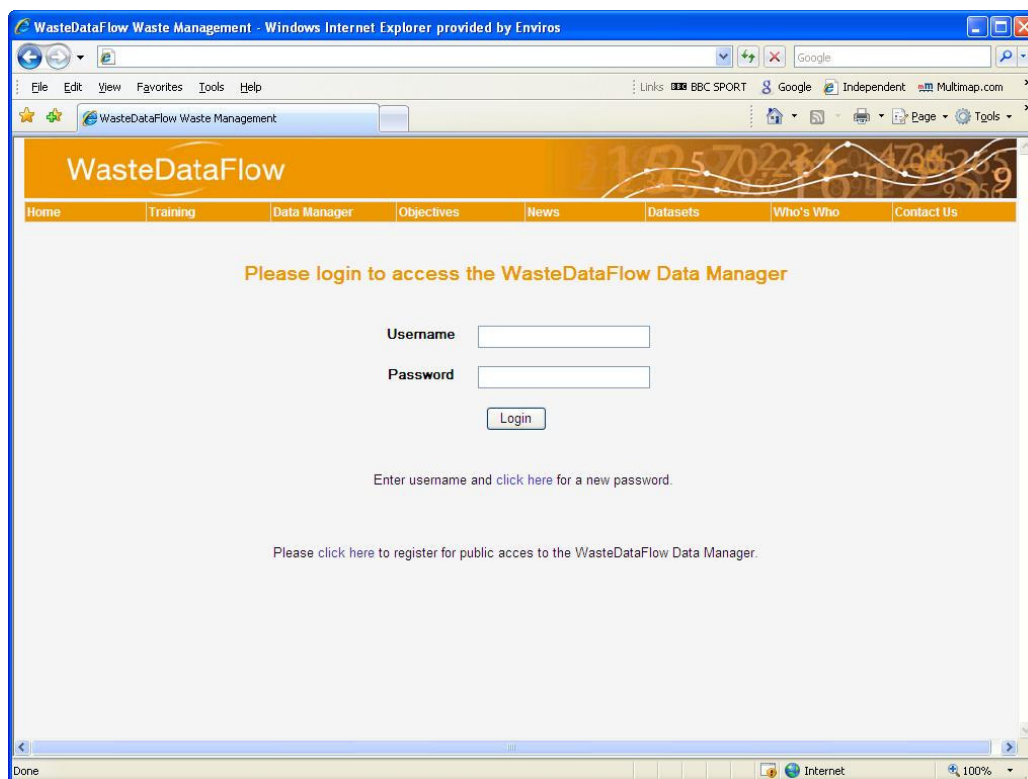


## WasteDataFlow Log on

As part of the on-going development of WasteDataFlow we have improved the log-on process.

Previously you were presented a selection of menus, and then prompted for log-on. This did mean that users without the rights to a menu choice could see it, choose it and then be directed to a security page.

With the new system users will be presented with the log-on screen first, and then only see the menus to which you have access. We have also introduced a password re-set function. Should you forget your password, simply enter your WDF user name (email address) in the Username field and click the hyperlink below. Your new password will be emailed to that user name.



As an example, external users will now only see two menu items.



**Time Out** – we have introduced an auto-logout process to manage the number of connections to the server and to support better security of the system for use outside of local authority networks. After 60 minutes of no use of the system you will be logged off. Unsaved data entry would be lost. So, as with all software, it is good practice to save your work frequently. As long as the save button has been pressed auto-log off will not lose data.