

## New WasteDataFlow functionality – April 2006

### Table of Contents

1. Summary of the new functionality:.....	2
2. Default answer based on previous return .....	3
3. Summary of quarterly return .....	6
4. Prompt to save .....	9
5. Audit trail .....	10
6. Modified CSV download.....	11
7. External access to WasteDataFlow data .....	13
8. Enhanced selection list search facility .....	15
9. Authorisation notes box .....	16

### Table of Figures

Figure 1 Selecting a previous answers to answer this period .....	3
Figure 2 Values preloaded from selected previous answers .....	4
Figure 3 Data authorisation screen showing 'summary' option to launch the spreadsheet.....	6
Figure 4 First tab of the spreadsheet, showing the headline figures.....	7
Figure 5 Second tab of the spreadsheet, showing the breakdown by material .....	7
Figure 6 The three options that appear if you move away from a question without saving. ....	9
Figure 7 The audit trail menu screens. ....	10
Figure 8 The audit trail information on the authorisation screen shows altered questions. ....	10
Figure 9 The new CSV download main screen. ....	11
Figure 10 External access registration screen .....	13
Figure 11 External access security screen.....	13
Figure 12 External access CSV download screen .....	14
Figure 13 The search screen showing no authorities found, and the full banner .....	15
Figure 14 Comments entered now automatically show the date, time and question number. ....	16

## 1. Summary of the new functionality:

**1. Default answer based on previous return:** There is a new feature on each question that allows you to answer all or part of a question by loading data from previous answers to the same question. The amount of data you can pull forward depends on the question. To avoid errors, tonnages are not copied forward but comments and destinations are.

**2. Summary of quarterly return:** You can now view a summary report (in Excel format) for a quarterly return once it has been rolled up to Level 10. This is accessed from the Data Authorisation page and will give a useful overview of the data you've entered and help identify any errors in a return at the time of data entry.

**3. Prompt to save:** Now the system will prompt you to save or discard changes if you try to move away from a question without having first pressed save.

**4. Audit trail:** The system now has a much more comprehensive audit trail. This will track all changes with a who, when, what from and what to. This will help you make sure that inadvertent changes haven't been made whilst data is rolled down for review. It will also aid in the security and ownership of your data as the audit trail would show if other users (assuming they had rights) had altered data.

**5. Modified CSV download:** The new CSV download allows you to select one or more authorities, for one or more quarters for one or more questions. Each box only contains data relevant to the previous selection. This is important in that you only see quarters with data in them for the selected authorities or authority. You can filter the authorities by type and region or national region. If the file is large (lots of data for lots of authorities) you can choose to download a zip file.

**6. External data access:** Visitors to the main web-site will have the option to register and receive access to download quarterly data. Only data approved by the Environment Agency and Defra (i.e. at Level 50) will be publicly available in the form of a CSV download.

**7. Enhanced selection list search facility:** Modifications have been made to the searching for destinations. Now the full WasteDataFlow header is retained, and if your search finds no matches then you get a message saying as much.

**8. Authorisation notes box:** Now the notes in the comments box are kept when a quarter is rolled down, as is the audit trail. As you enter notes, the note is also now prefixed by the date and the question number. This is similar to the way comments work in Excel or Track Changes in word.

## 2. Default answer based on previous return

For some questions, it is now possible to carry forward the data and comments from a previous return.

In the questions to which the functionality applies, the question appears with blank answers as normal; if you want to you can answer the question as you normally would.

At the top of the question screen, the text 'Load data for:' appears, followed by a dropdown list. The list is all past months for which information has been entered, see Figure 1.

You simply select a month from the dropdown list and then press the GO button. The data for the month you have chosen will then be entered automatically (comments only, or both data and comments, depending on the question, see Table 1) as in Figure 2.

You can edit this data, or, if this process has completed your answer, simply tick the 'Question complete' tickbox and the 'Save' button (in the usual way). Where tonnage figures are still required the question continues to operate in the way it always has.

For the disposal questions (Questions 51 to 65), the user is able to carry forward the facilities (destinations) used in a previous month.

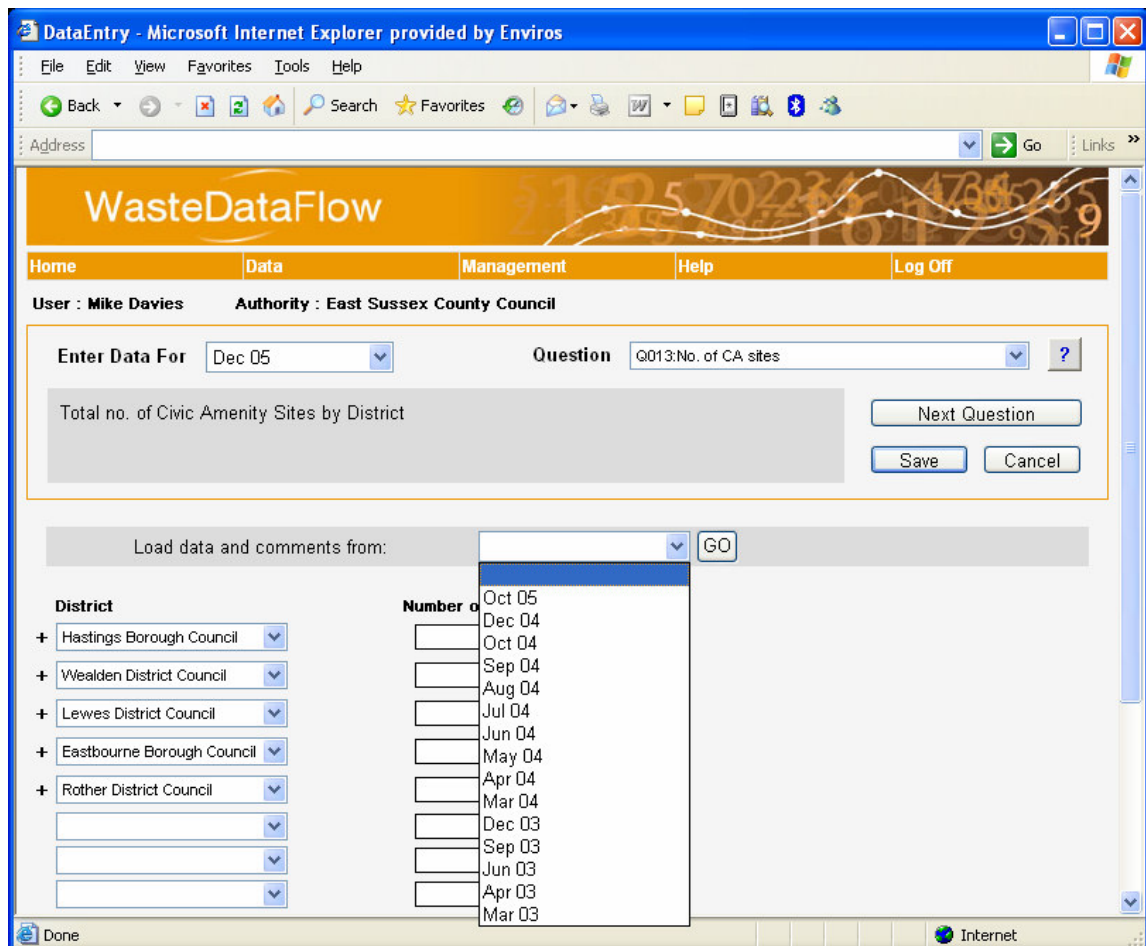


Figure 1 Selecting a previous answers to answer this period

WasteDataFlow

Home Data Management Help Log Off

User : Mike Davies Authority : East Sussex County Council

Enter Data For: Dec 05 Question: Q013:No. of CA sites

Total no. of Civic Amenity Sites by District

Next Question Save Cancel

Load data and comments from: Dec 04 GO

District	Number of Sites
Hastings Borough Council	1
Wealden District Council	6
Lewes District Council	3
Eastbourne Borough Council	1
Rother District Council	1

Figure 2 Values preloaded from selected previous answers

**Table 1: What can be carried forward for different questions**

Q003:Premises with regular collection	Data and comments
Q004:Type of waste containment provided	Data and comments
Q005:hh with dry recyclable collection	Data and comments
Q006:hh with ks organics collection	Data and comments
Q007:No.hh with ks recycling	Data and comments
Q010:Tonnes from hh ks recycling	Comments only
Q011:Tonnes from non-hh ks recycling	Comments only
Q012:Tonnes from voluntary ks recycling	Comments only
Q013:No. of CA sites	Data and comments
Q014:Recycling tonnes CA	Comments only
Q015:No. of CA sites	Data and comments
Q016:Recycling tonnes CA	Comments only
Q017:Bring site recycling tonnes	Comments only
Q018:Other recycling tonnes	Comments only
Q019:Recycling destination	Comments only
Q020:Quantity to broker/reprocessor	Comments only
Q021:No. of home composters	Comments only
Q022:Home Composter promotions	Comments only

Q023: Waste disposal	Comments only
Q024:No.of reported Fly tips	Comments only
Q025:Abandoned vehicles	Comments only
Q026:No.of fridges/freezers	Comments only
Q028:Type of organisation hhw collection	Data and comments
Q029:Type of organisation non hhw coll	Data and comments
Q030:Type of organisation for recy/comp.	Data and comments
Q031:Net Cost of Waste Collection	Comments only
Q032:Net cost of disposal	Comments only
Q033:Volntry bring site rcyclng tnns	Comments only
Q034:Street recycling bins	Comments only
Q035:Reuse destination	Comments only
Q036:Waste awareness initiatives	Comments only
Q051:Disposal - Inert landfill	Comments and destinations
Q052:Disposal - Non haz landfill	Comments and destinations
Q053:Disposal - Haz landfill	Comments and destinations
Q054:Disposal - Incin. with energy	Comments and destinations
Q055:Disposal - incin. w'out energy	Comments and destinations
Q056:Disposal - convert to RDF	Comments and destinations
Q057:Disposal - Adv. thermal t'ment	Comments and destinations
Q058:Recyclables to MRF	Comments and destinations
Q059:Disposal - MSW to MBT	Comments and destinations
Q060:Disposal - MSW to AD	Comments and destinations
Q061:Disposal - Organics to AD	Comments and destinations
Q062:Disposal - Organics in-vessel	Comments and destinations
Q063:Disposal - Windrow/other	Comments and destinations
Q064:Disposal - Residual waste MRF	Comments and destinations
Q065:Disposal - Waste Mgt. other	Comments and destinations

### 3. Summary of quarterly return

Once a quarterly return has been rolled up (i.e. has reached Level 10 and is displayed on the Data Authorisation screen), it is now possible to view a summary of the information entered for the quarter. The summary is very similar to the spreadsheet used by the team validating your return, and should give you a good idea of areas that may need reviewing.

As shown in Figure 3, there are now two links, 'Questions' and 'Summary'.

The 'Questions' link is as it was before and will show all questions in the return in a non-editable format.

The 'Summary' link will open a spreadsheet which summarises data supplied in the return and can be used to identify possible omissions and anomalies; Figure 4 and Figure 5 give examples of the two main tabs of the spreadsheet. The third tab contains notes explaining how the values are calculated.

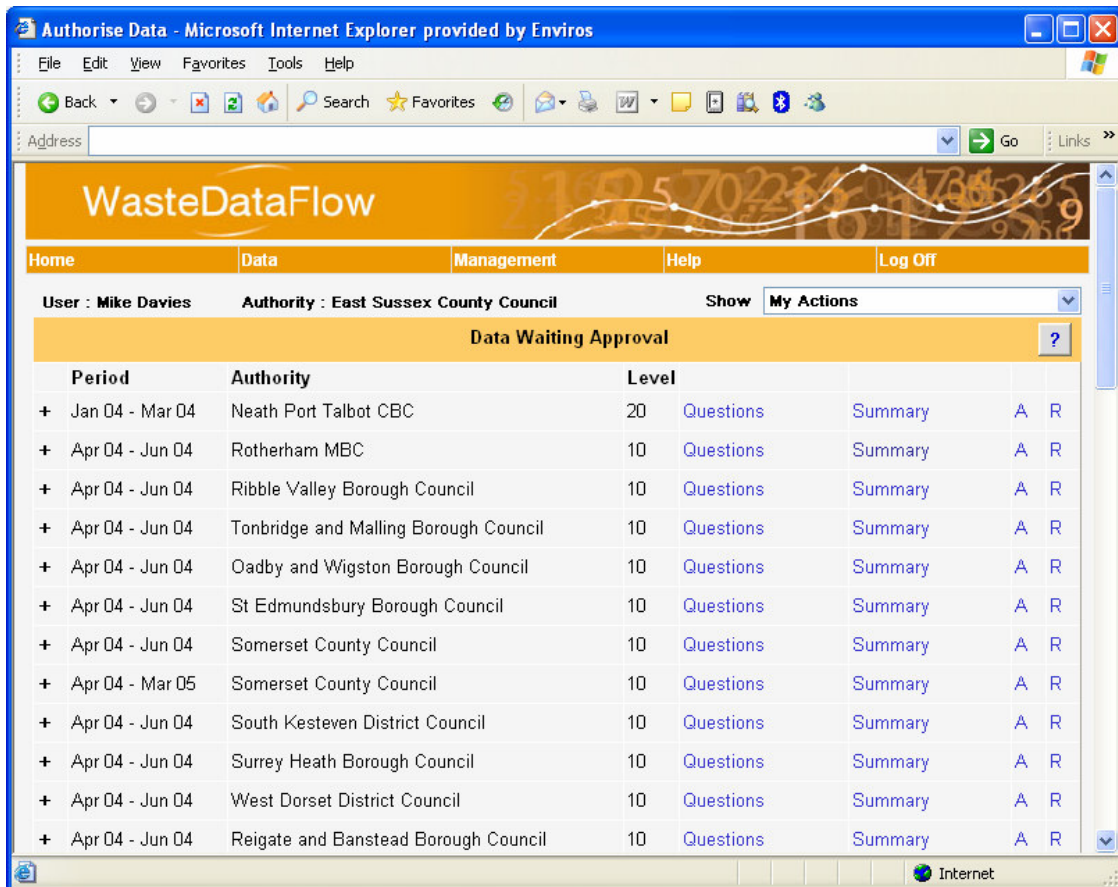


Figure 3 Data authorisation screen showing 'summary' option to launch the spreadsheet



**Validation Report For xxxx County Council for period mmm YY - mmm YY**

This is a summary of the information entered for this quarter. Please look carefully at the figures and checks (see the Notes page for an explanation of these) and consider whether they are what you would expect. Figures marked with a red 'Check' or 'T' indicate a discrepancy which may reflect an error in your data. If you need further guidance on what these indicators may denote please contact the WasteDataFlow helpline on 0161 874 3602 or e-mail helpdesk@wastedataflow.org.

If changes are to be made to the quarter's data, the quarter must first be returned to Data Entry level; this is done through the Data Authorisation screen.

**THIS INFORMATION IS PROVIDED FOR GUIDANCE ONLY – VALIDATION OF THE QUARTER MAY LEAD TO INFORMATION HAVING TO BE CHANGED.**

Headline Figures				
Tonnes Residual Waste (Municipal) collected	number		Total Tonnage to Landfill	number
Total Household Recycling	number		Total Tonnage to Incineration	-
Total Rubble	number		Total Tonnage to MBT	-
Waste recycled from other schemes	number		Other Treatment Routes	number
Total MSW Arising (total residue plus recycling and re-use)	number		Total Tonnage to Organic Treatment (source-segregated)	-
Total Household Arising (MSW excluding Non-Household and Rubble)	number		Total Tonnage to MRF	-
Household Recycling and Composting Rate	number		Total sent for Recycling not via MRF and not via Organic Treatment	number
Total MSW Arising cross-check	red		Total sent for Reuse	number
			Total MSW recycled, reused or sent for treatment	number

Figure 4 First tab of the spreadsheet, showing the headline figures

Material	Recycling collected (all routes)			Recycling sent to Destinations			Reuse collected (all routes)	
	Collected	Rejected	Total	Sent for	Rejected	Total	Collected	Rejected
Green glass	-	-	-	-	-	-	-	-
Brown glass	-	-	-	-	-	-	-	-
Clear glass	13.5	-	13.5	-	-	-	-	-
Mixed glass	540.6	-	540.6	753.0	-	753.0	-	-
Paper	964.6	-	964.6	1,004.0	-	1,004.0	-	-
Card	599.6	-	599.6	577.7	-	577.7	-	-
Books	1.0	-	1.0	1.0	-	1.0	-	-
Mixed paper & card	-	-	-	-	-	-	-	-
Steel cans	-	-	-	-	-	-	-	-
Aluminium cans	-	-	-	-	-	-	-	-
Mixed cans	55.8	-	55.8	45.8	-	45.8	-	-
Plastics	113.5	-	113.5	103.6	-	103.6	-	-
Textiles & footwear	71.8	-	71.8	70.0	-	70.0	-	-
Co-mingled materials	-	-	-	-	-	-	-	-
Green waste only	853.8	-	853.8	823.5	-	823.5	-	-
Other compostable waste	152.2	-	152.2	152.2	-	152.2	-	-
Wood	379.0	-	379.0	379.0	-	379.0	-	-
Furniture	23.7	-	23.7	30.8	-	30.8	7.0	-
Rubble	636.7	-	636.7	636.7	-	636.7	-	-
Fridges & Freezers	13.5	-	13.5	13.5	-	13.5	-	-
Other electrical goods	-	-	-	-	-	-	-	-
Other white goods	-	-	-	-	-	-	-	-
Other scrap metal	412.9	-	412.9	405.4	-	405.4	-	-
Fluorescent tubes	0.3	-	0.3	-	-	0.3	-	-

Figure 5 Second tab of the spreadsheet, showing the breakdown by material

! There is a known issue that can occur with this functionality.

When you choose 'Summary' your browser (Internet Explorer) may show you a message indicating that the download has been blocked and suggesting you click on the message to release it.

When you do click on the message the download does not appear on screen. However when you choose 'Summary' again, it will all operate smoothly. The 'Summary' download will continue to operate smoothly until you next log-on at which time you will see the same initial problem.

This can be resolved if the Internet Explorer security option "Prompt for file download" is enabled. Please check with your local IT department before attempting any changes in this area. Further support can be obtained from the WasteDataFlow help-line.



## 4. Prompt to save

If answers to a question are entered or amended and then you navigate away from the page without saving, a prompt will now appear to remind you that there are unsaved changes.

As shown in Figure 6 you will have the option Yes – to save and continue, No – to continue without saving or Cancel – to stay on the data entry screen.

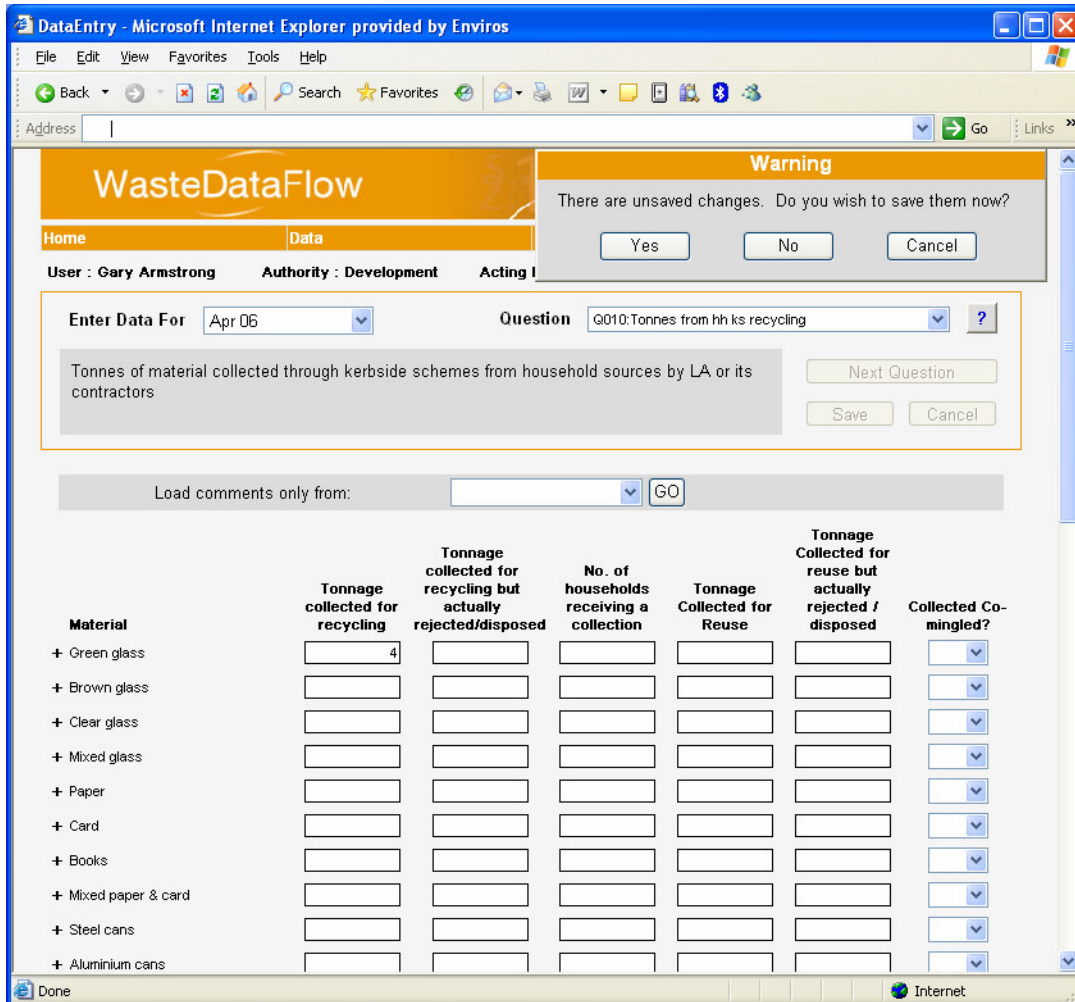


Figure 6 The three options that appear if you move away from a question without saving.

## 5. Audit trail

The system now contains an audit trail that tracks all changes made to questions. This is required by the auditing process to ensure that the history of each return is known. There is an Audit trail menu item, which allows you to request specific audit trail data, see Figure 7.

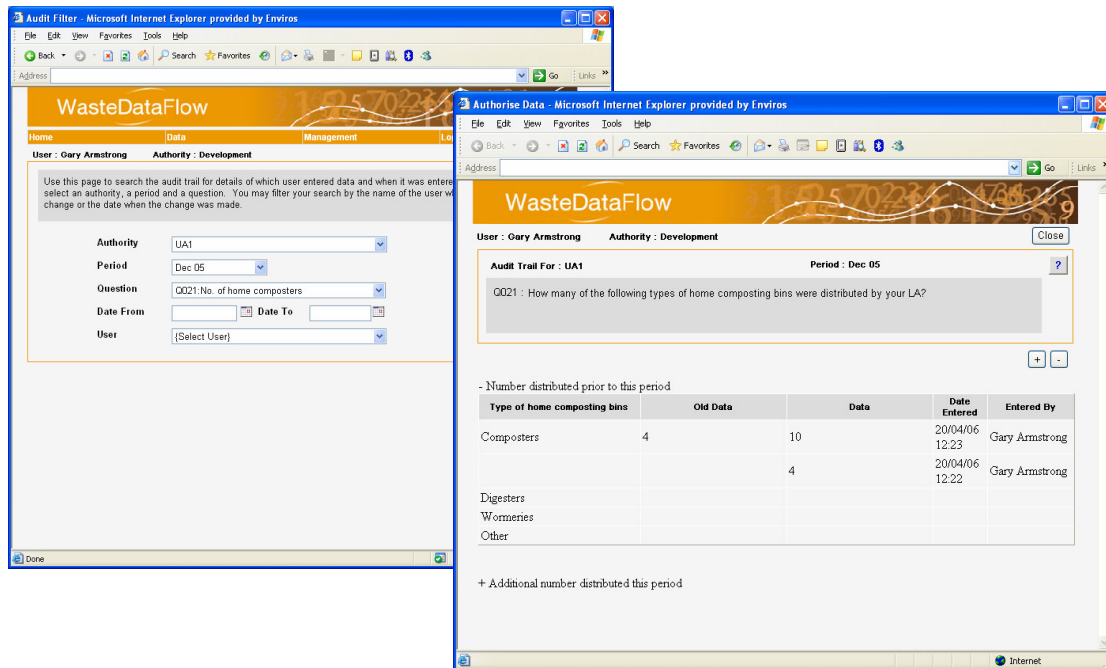


Figure 7 The audit trail menu screens.

The audit trail is also dynamically linked into the validation/authorisation process. Clicking on the '+' sign next to a return will show the audit trail information for that return. The validation audit trail log shows the authorisation activities carried out on the return and when a previously rolled-up return has been sent back to data-entry level, the question numbers where data has changed are listed, see Figure 8.

The question numbers are links, and if you click on them it takes you to the details of those changes.

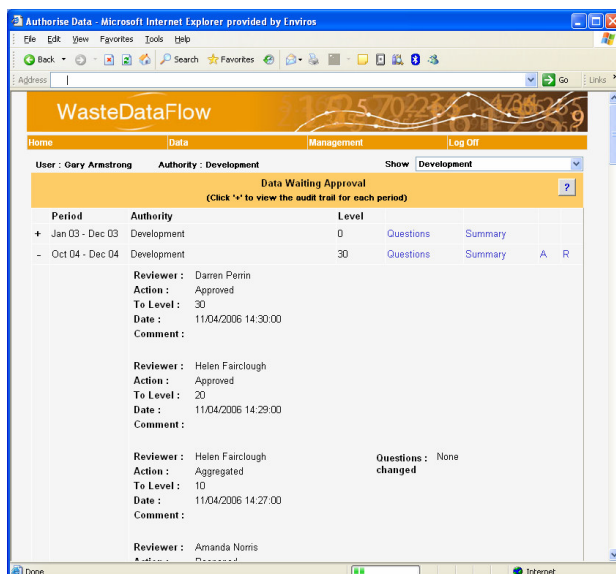


Figure 8 The audit trail information on the authorisation screen shows altered questions.

## 6. Modified CSV download

The facility to download CSV (comma-separated value) data has been enhanced, and now allows the download of data for individual questions rather than only an entire return.

It is possible to choose one or more authorities, one or more periods and one or more questions for which to download data – see Figure 9. The lists are dynamic, so only quarters for which information has been entered are shown.

To access the CSV download functionality, go to the Data Manager part of the site and click on the 'CSV Download' option under the Data menu.

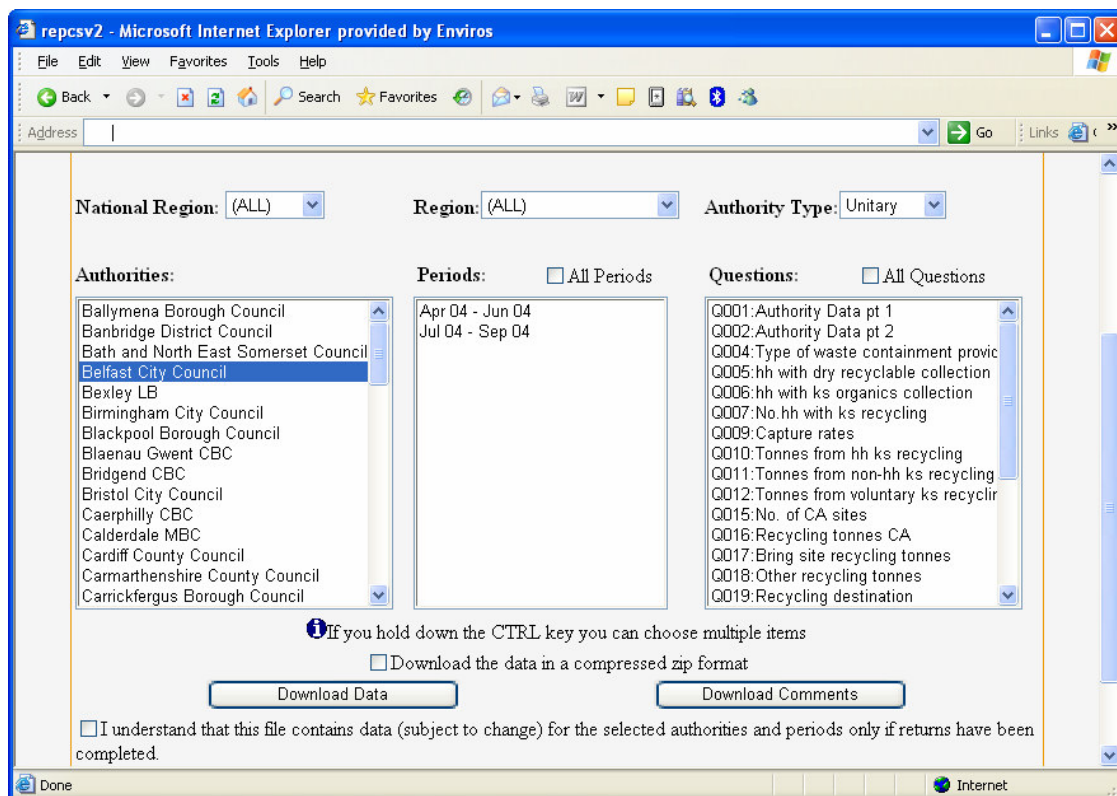


Figure 9 The new CSV download main screen.

A download of data can only be for a single authority type. This is to keep the data structure of each download the same.

The first three drop down lists give you the chance to filter the list of authorities that you wish to select from. As you choose them you will see the list of Authorities change.

You can choose one or many items from each drop down, but should you re-filter or reselect the authorities then you will have to also re-select the periods and questions. This is because the list of periods and questions is dynamic – and the system checks and only lets you choose periods with data in them for the selected authorities.

Before you can download you must tick the box to show that you are aware that, although there is rolled up data for a period, we cannot guarantee that the specific question or questions you have selected has been completed by all authorities – and also, as the data may not be authorised at national level, that it is subject to change.

There is also an option to download the file in a compressed zip format. This is especially useful for two reasons. One, if you are downloading large amounts of data it will be

compressed (zipped) on the server and so will download more quickly. Two, it will send you the raw CSV file. Normally the download will launch Excel on your computer, but Excel has a row limit of 65,000, and so may truncate very large downloads.

There are then two buttons to choose exactly what to download. Within the system the data entered in questions are stored in a different way to the comments. Therefore the download format is different for each. Choosing 'Download Data' will give you the data entered for the questions, choosing 'Download Comments' will give you the comments made by the data-entry person as they entered data.

You will be presented with options to 'Open' or 'Save'. The results of 'Open' will depend on the settings you have for your Internet Explorer and the software of your computer. In most cases the data will be presented to you in Excel. If you choose 'Save' you will be asked for a location on your computer for the file to be saved.

## 7. External access to WasteDataFlow data

There has been a demand for information from WasteDataFlow by people who are not standard WasteDataFlow users.

It has been decided that access to fully approved waste figures (that means data approved at national level) should be provided in the form of a modified CSV download functionality.

People or organisations requesting data must first register with a valid email address, see Figure 10. A password will be sent to them. User accounts left in-active for 2 months will be parked, but can be restarted by re-registering.

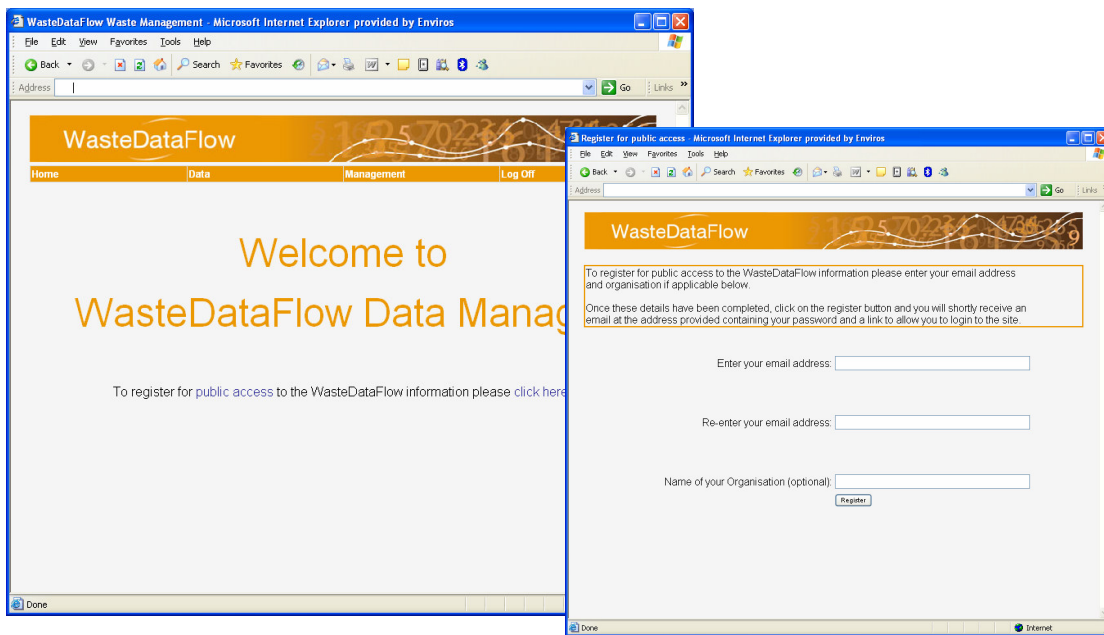


Figure 10 External access registration screen

Once registered the only area of the WasteDataFlow system that is accessible is the CSV download screen. If you try and access another area you will see a security message, see Figure 11. Simply use the back button on the screen (not the browser) to navigate out of this.

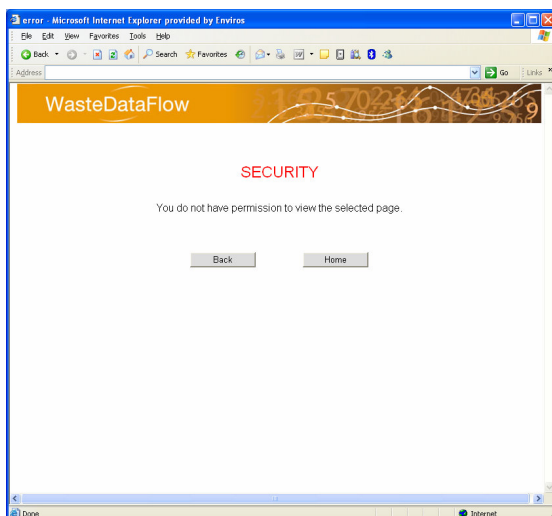


Figure 11 External access security screen

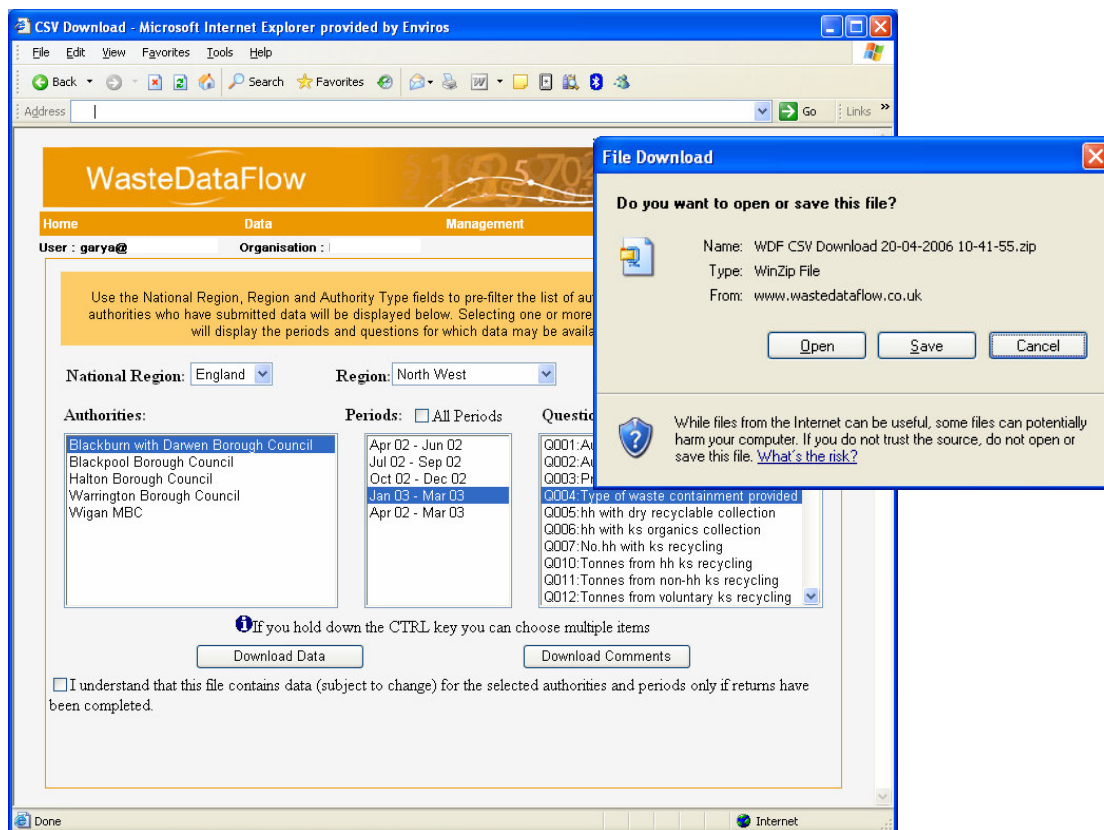


Figure 12 External access CSV download screen

Here the CSV download is limited to data that has been authorised to the National level. It will be downloaded in zip file format. The zip file is to minimise the size of downloads and so limit the load on the server. Figure 12 shows the CSV download screen and the save zip file window.

A download of data can only be for a single authority type. This is to keep the data structure of each download the same. The first three drop down lists give you the chance to filter the list of authorities that you wish to select from. As you choose them you will see the list of Authorities change.

You can choose one or many items from each drop down, but should you refilter or reselect the authorities then you will have to also reselect the periods and questions. This is because the list of periods and questions is dynamic – and the system checks and only lets you choose periods with data in them for the selected authorities.

Download Data will bring you a CSV file of the requested data in a zip format, Download Comments will provide a download of the comments entered by the user during data entry.

Before you can download you must tick the box to show that you are aware that we cannot guarantee that the specific question or questions you have selected have been completed by all authorities.



## 8. Enhanced selection list search facility

There have been a couple of enhancements to the system where you add an authority to your selection list. Firstly, when your search criteria find no matching authorities a message appears telling you so (see Figure 13).

Secondly, the header bar with menus is now retained as you use the search facility (previously it did not appear here), allowing you to navigate away.

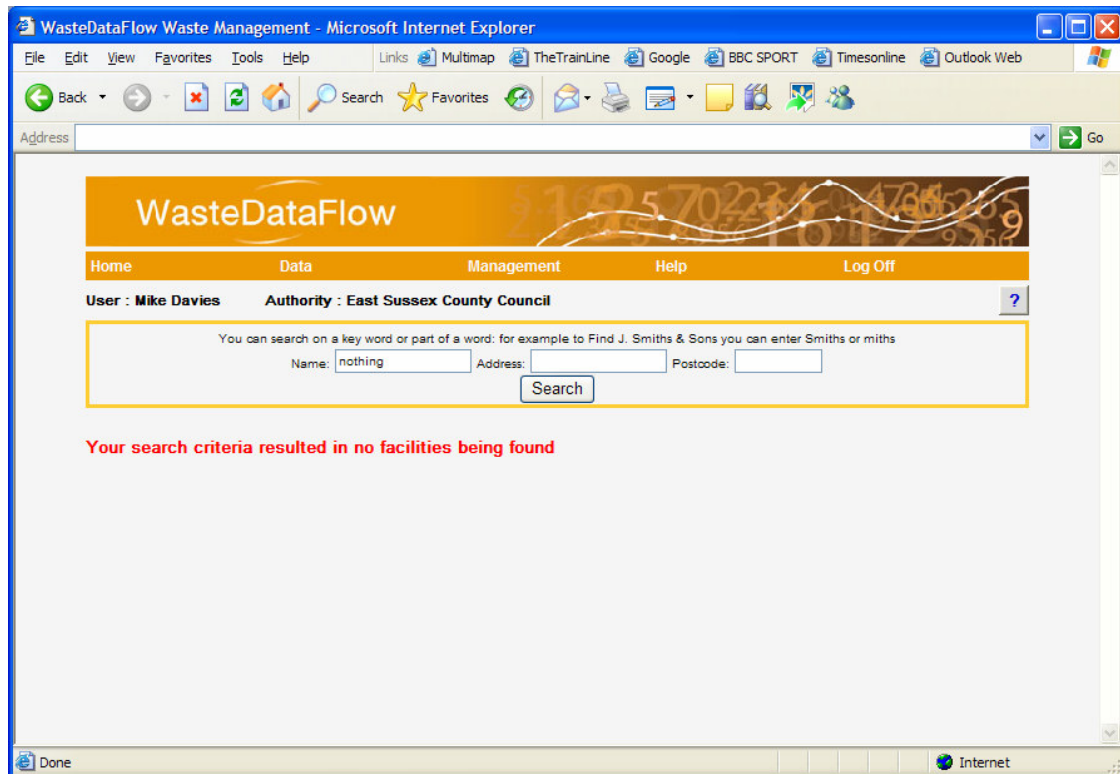


Figure 13 The search screen showing no authorities found, and the full banner

## 9. Authorisation notes box

When viewing a return through the Data Authorisation screen, any entries that a user makes in the Comments box are automatically prefixed with the number of the question being viewed, and the current date and time. The user is able to edit or delete this information from the Comments box, and may wish to do this if for example the comment is intended to apply to the return as a whole and not an individual question.

Comments that are entered as described above are seen on the Data Authorisation screen, as shown in Figure 14 for example.

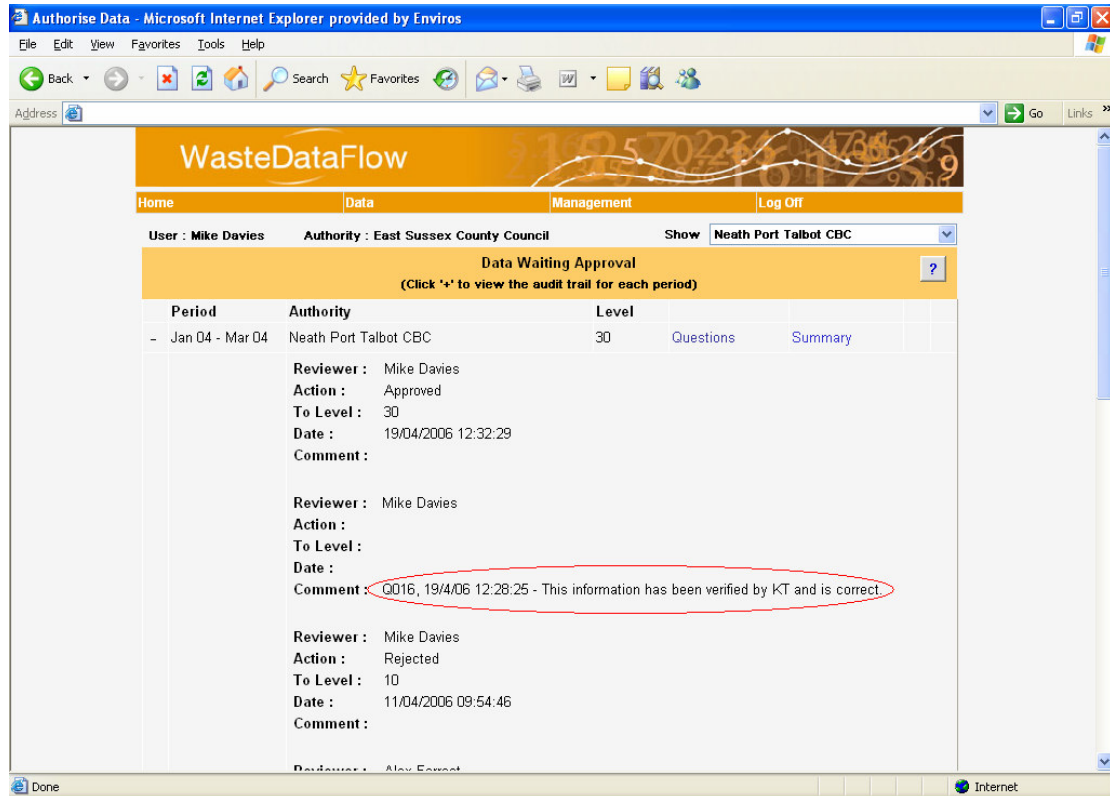


Figure 14 Comments entered now automatically show the date, time and question number