

This fact sheet shows you how to use the question management screens that now form a major part of the data-entry process.

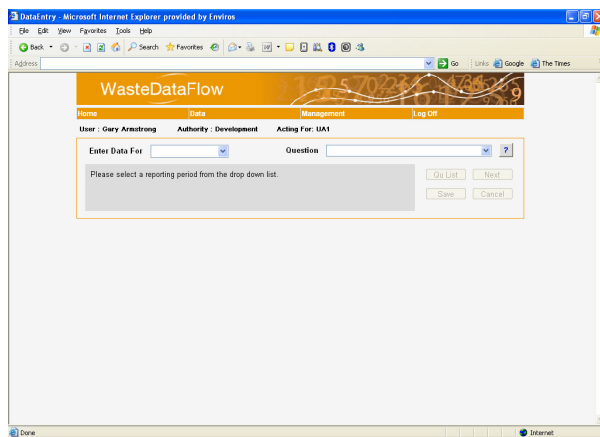
What does LA Question Management do?

The new screen allows you to:

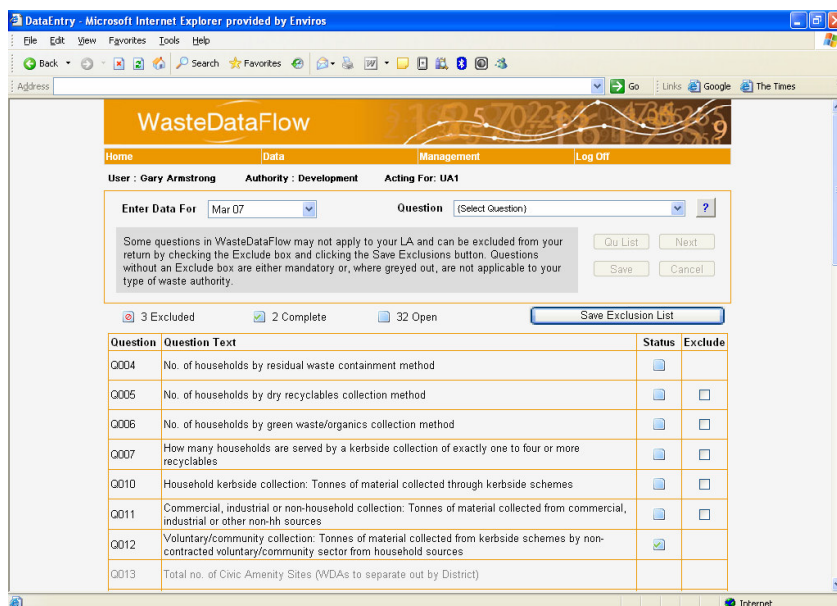
- Exclude those questions which you do not answer, eg Q054 Incineration with energy recovery.
- Navigate to questions that you want to complete.
- See more clearly how many, and which, questions you have completed
- See those questions not relevant to you, in grey. eg WCA specific questions.

How do I see the new screen?

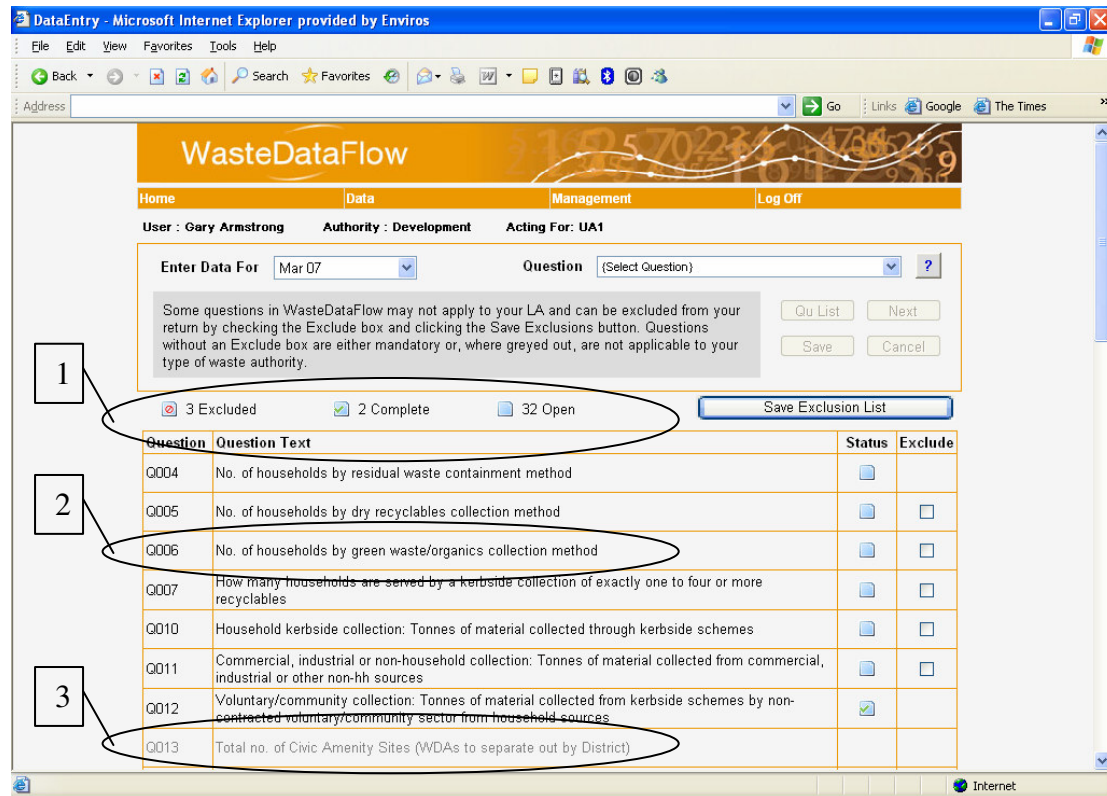
You log-on to WasteDataFlow and go to the Data: Data Entry screen. From there you will see a couple of new action buttons that are greyed out.



As normal, you then choose a period that you want to enter data for. At this stage the new table appears.



What does the new table give me?



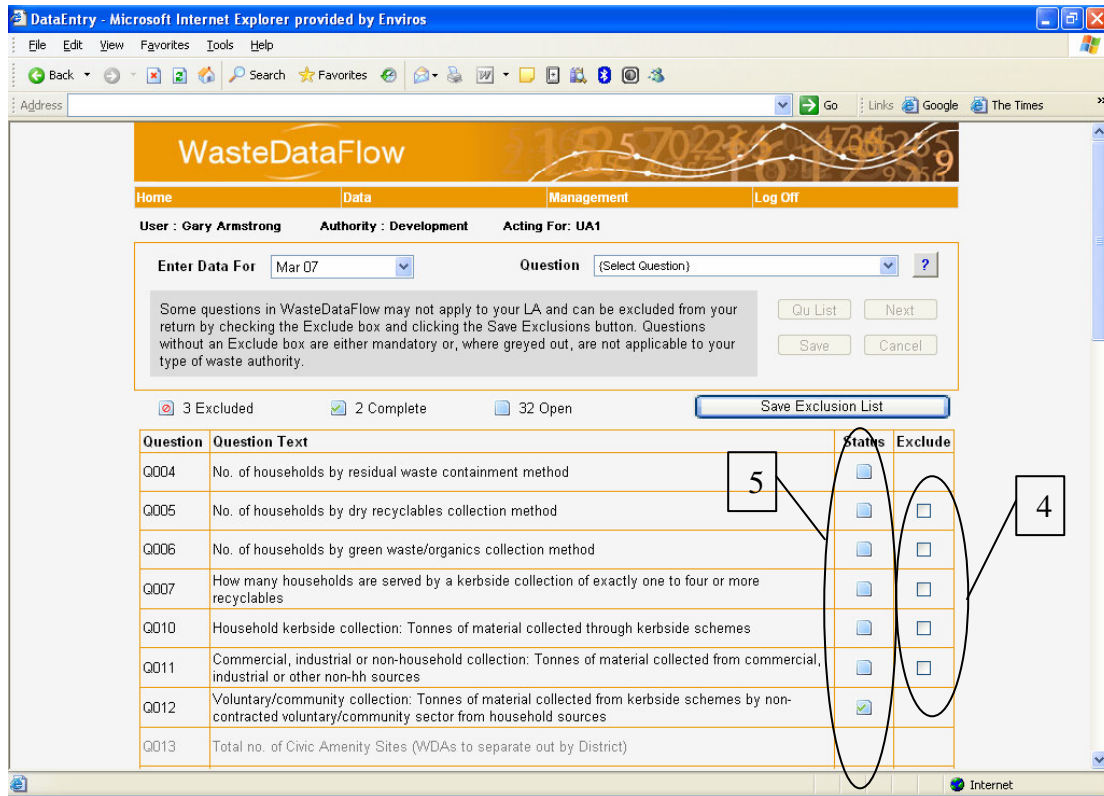
Once you have selected a period, then you are presented with the following information for that period:

1. Simple counters to tell you how many questions you have chosen to exclude, how many are complete and how many open, ie you still need to complete them.
2. The list of questions showing the question number and full question text.

HINT: The question text is a hyperlink: click on it and you will go straight to the question screen.

3. You only see questions relevant to your country and authority type. Questions not relevant to you are shown in grey. *Why do we show them at all? So the question list doesn't just seem to miss a few numbers.*

What does the new table give me?



4. Questions may be relevant to your authority type, but not to the way you operate in your area. Eg you may not send waste to incinerators. Rather than having to navigate to the question and tick the complete box, you can now exclude that question from here. All exclusions would be applied when the “Save Exclusions” button is clicked.

Q053	Tonnes of waste disposed of in hazardous landfill	<input type="checkbox"/>	<input type="checkbox"/>
Q054	Tonnes of waste disposed of by incineration with energy recovery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q055	Tonnes of waste disposed of by incineration without energy recovery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q056	Tonnes of waste converted to refuse derived fuel (RDF)	<input type="checkbox"/>	<input type="checkbox"/>

REMINDER: The “Save Exclusions” button at the top of the column needs to be clicked to activate the exclusion. WDF will continue to mark questions as excluded as you change period, but you must press the “Save Exclusions” for it to be applied to that period.

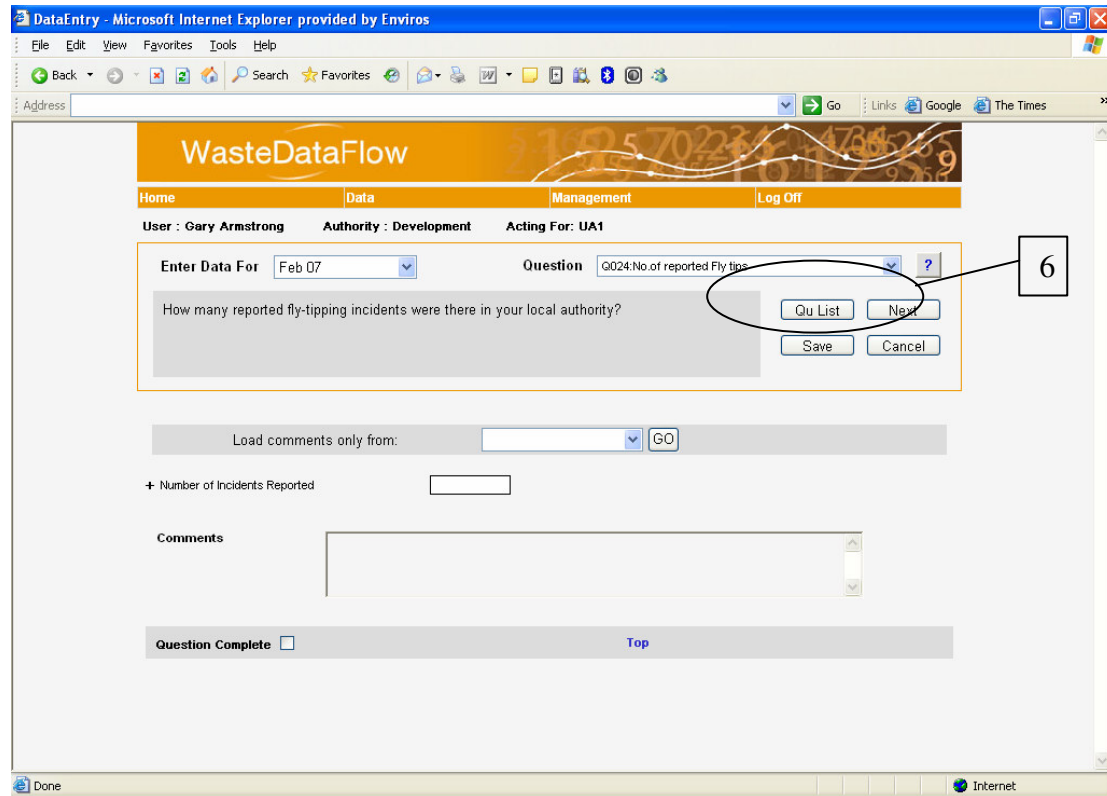
NOTE: Questions with no checkbox cannot be excluded.

5. The status column shows you graphically whether a question is still open/incomplete (blank page), excluded (no-entry sign) or completed (green tick).

HINT: Hover the mouse over the icon and it will show you the status in words.

What do I do once I have started answering a particular question?

Once you have excluded the non-relevant questions you should continue data-entry as usual. You have the option of selecting questions from the drop-down list or clicking on the question in the list (which are hyperlinks).



6. When you have answered a question you can return to the question management screen by clicking on the “QU List” button.

Trouble shooting and FAQs

Once you have answered or started to answer a question you cannot exclude it. If you want to, simply delete the data you have entered and then exclude it.

When a question is excluded you cannot navigate to it from the new screen, and it doesn't appear in the drop down list. If you want to go to it, simply uncheck the exclusion.

If you exclude a question and don't press “Save Exclusions” it will not be excluded: you can tell this as the icon will not have changed to a ‘no-entry’ sign. Once you have saved, it will continue to be checked for exclusion for future data-entry sessions, but “Save Exclusions” must be clicked each period.

Remember that the BACK button on the browser does not refresh the page you are looking at. Don't use the BACK button to return to the Question List, use the “QU List” button