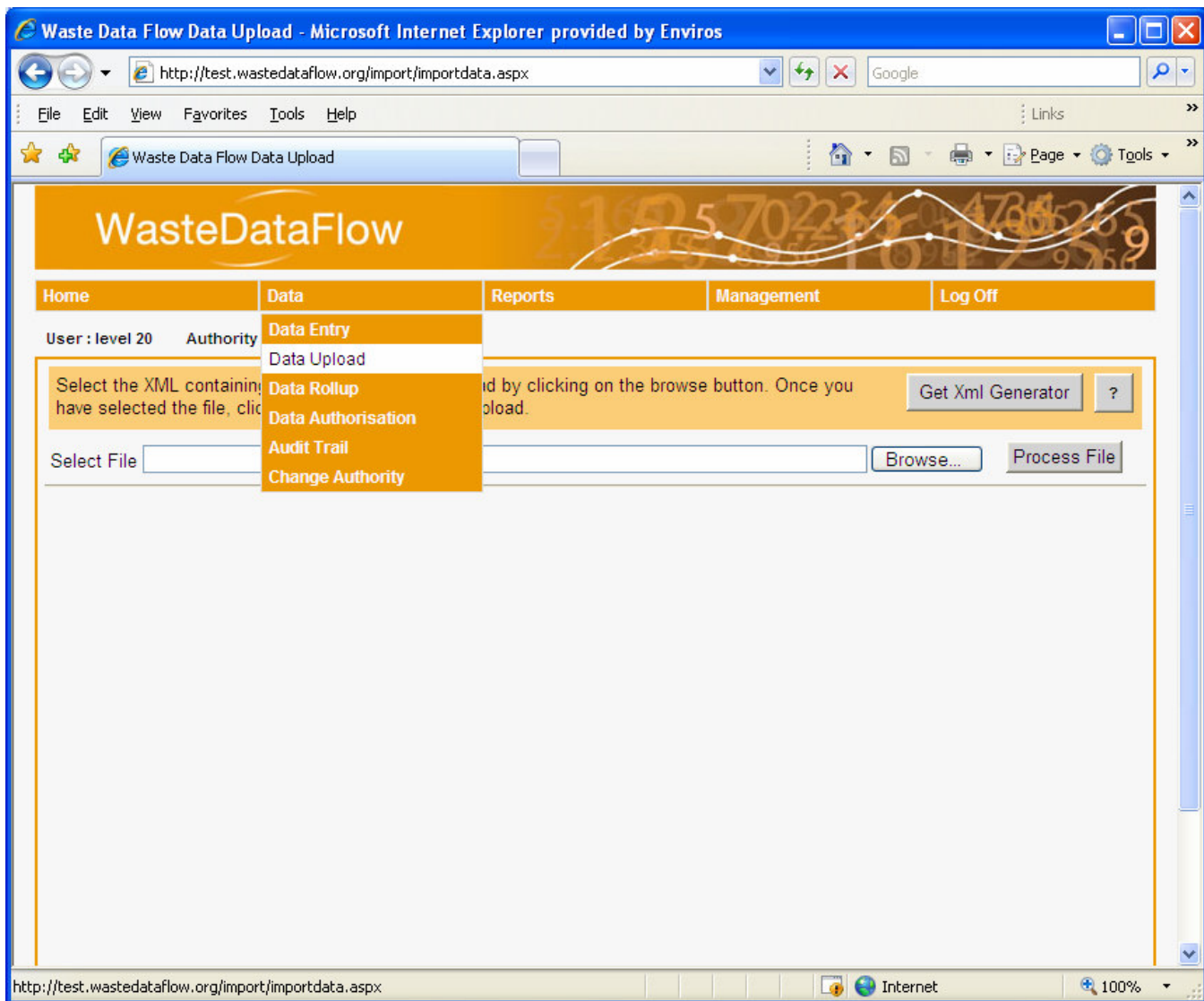
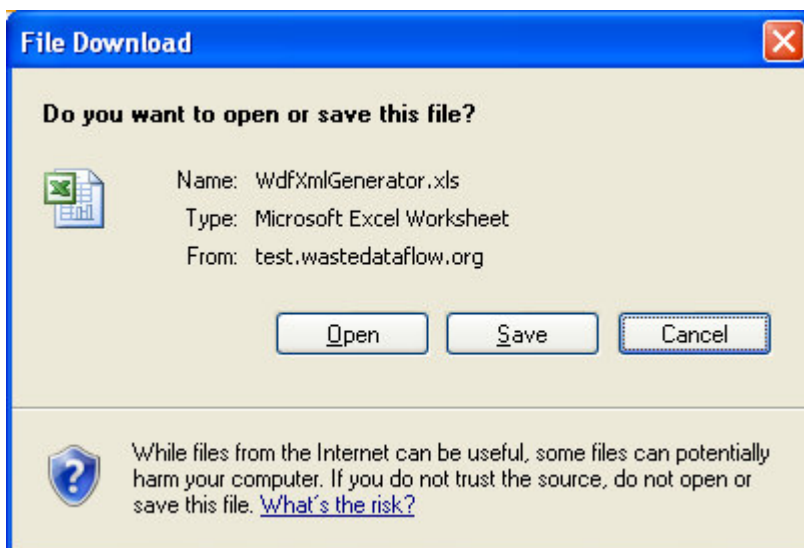


1. Guidance on using the Autoupload Excel tool.

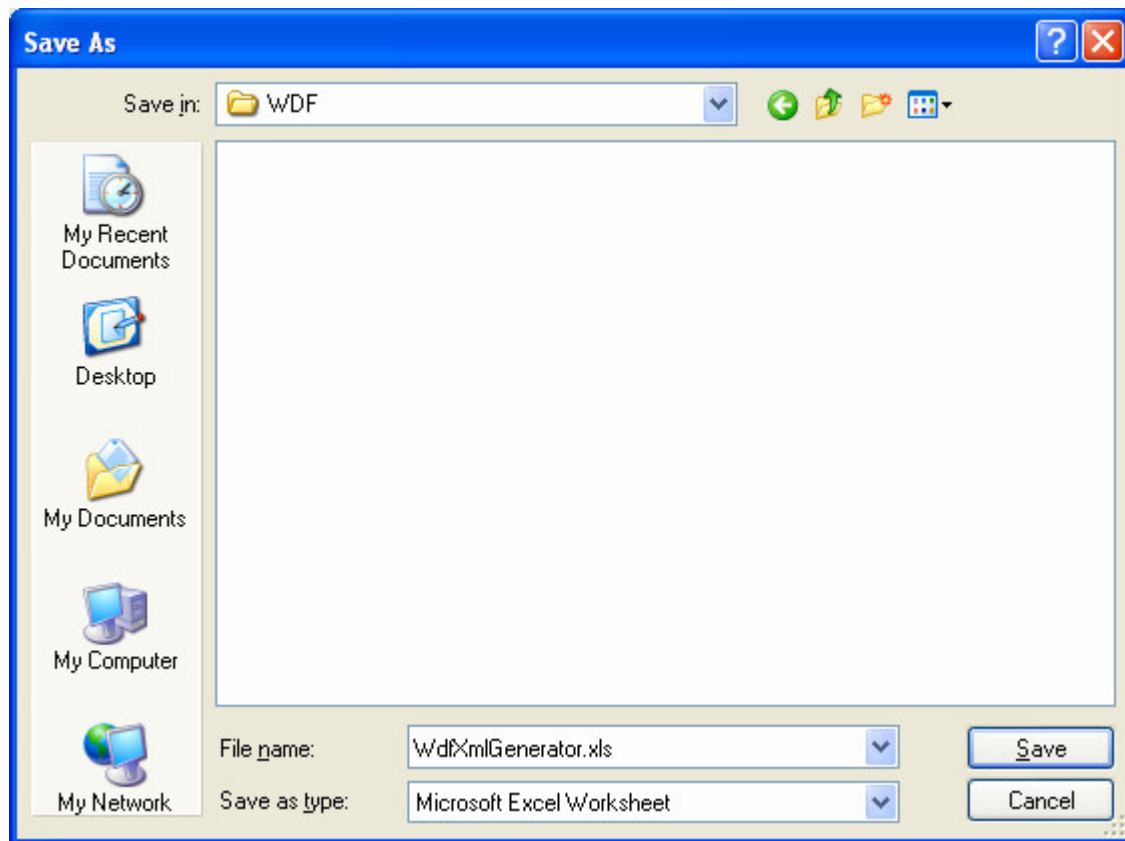


2. As shown on row2 go to the Data upload menu
3. If using for the first time then download the XML Generator using the button to the right.

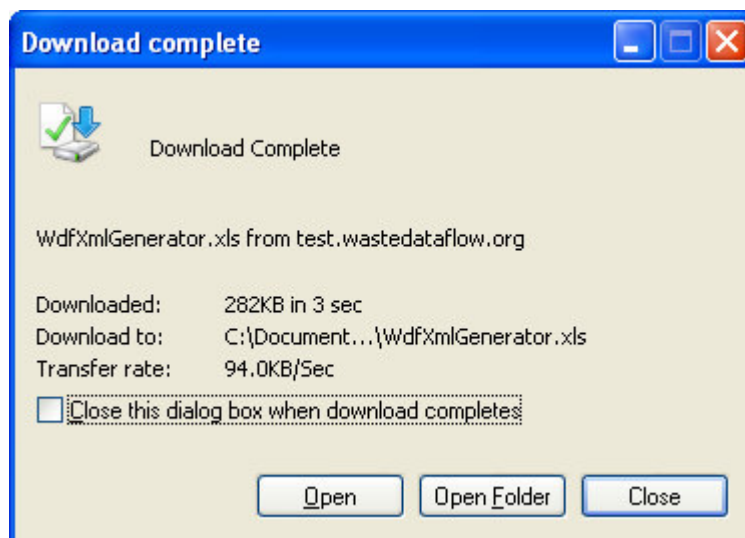


- 5.

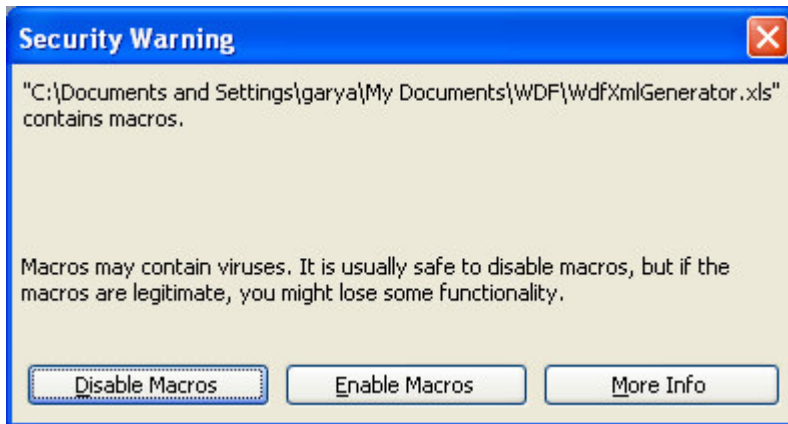
6. You will be prompted to open, save, cancel. It is recommended that you “save” the spreadsheet to your local drive.



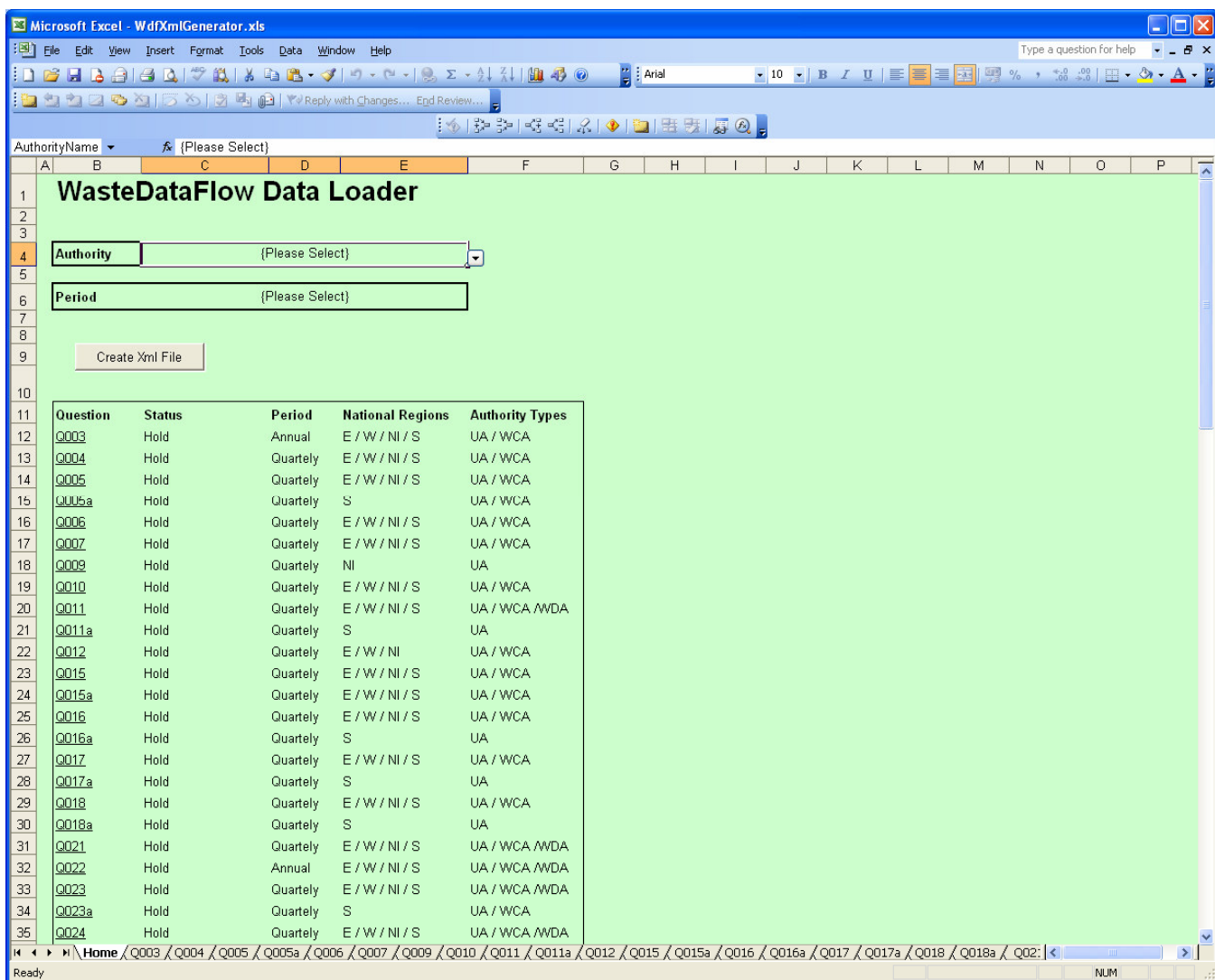
- 7.
8. Navigate to the required folder and choose Save.



- 9.
10. When the download is completed you are ready to open the spreadsheet



- 11.
12. The way the spreadsheet download part of WDF works, means we need to use a macro to create the button on the generator that will actually create XML. So please “enable macros”



- 13.
14. Now you can see the spreadsheet with a front tab showing you which authority you are entering data for.
15. Showing you which period your data is for
16. Showing you a list of all the questions in WDF and which period type, authority and country they are valid for.
17. The list also shows the questions status as you have set it within this spreadsheet, with the default of Hold.

18. So first, select the authority the data is for. There may only be one authority in the drop down as it is made up of those authorities you have rights to enter data for. This is checked when you created the spreadsheet but will also be checked when you upload the XML file.

| Question | Status | Period    | National Regions | Authority Types |
|----------|--------|-----------|------------------|-----------------|
| Q003     | Hold   | Annual    | E / W / NI / S   | UA / WCA        |
| Q004     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q005     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q005a    | Hold   | Quarterly | S                | UA / WCA        |
| Q006     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q007     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q009     | Hold   | Quarterly | NI               | UA              |
| Q010     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q011     | Hold   | Quarterly | E / W / NI / S   | UA / WCA / WDA  |
| Q011a    | Hold   | Quarterly | S                | UA              |
| Q012     | Hold   | Quarterly | E / W / NI       | UA / WCA        |
| Q015     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q015a    | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q016     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q016a    | Hold   | Quarterly | S                | UA              |
| Q017     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q017a    | Hold   | Quarterly | S                | UA              |
| Q018     | Hold   | Quarterly | E / W / NI / S   | UA / WCA        |
| Q018a    | Hold   | Quarterly | S                | UA              |
| Q021     | Hold   | Quarterly | E / W / NI / S   | UA / WCA / WDA  |
| Q022     | Hold   | Annual    | E / W / NI / S   | UA / WCA / WDA  |
| Q023     | Hold   | Quarterly | E / W / NI / S   | UA / WCA / WDA  |
| Q023a    | Hold   | Quarterly | S                | UA / WCA        |
| Q024     | Hold   | Quarterly | E / W / NI / S   | UA / WCA / WDA  |

- 19.
20. Now select the period the data is for. This is a lookup from a list on the last "Lists" tab. But remember WDF only release the next three months to data-entry, even though the list in the spreadsheet goes further.

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File Edit View Insert Format Tools Data Window Help

Type a question for help

Period (Please Select)

**WasteDataFlow Data Loader**

Authority Development

Period (Please Select)

May 08  
Apr 08  
Mar 08  
Feb 08  
Jan 08  
Dec 07  
Nov 07  
Oct 07

Create

| Question | Status | Period   | National Regions | Authority Types |
|----------|--------|----------|------------------|-----------------|
| Q003     | Hold   | Annual   | E / W / NI / S   | UA / WCA        |
| Q004     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q005     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q005a    | Hold   | Quartely | S                | UA / WCA        |
| Q006     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q007     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q009     | Hold   | Quartely | NI               | UA              |
| Q010     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q011     | Hold   | Quartely | E / W / NI / S   | UA / WCA / WDA  |
| Q011a    | Hold   | Quartely | S                | UA              |
| Q012     | Hold   | Quartely | E / W / NI       | UA / WCA        |
| Q015     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q015a    | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q016     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q016a    | Hold   | Quartely | S                | UA              |
| Q017     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q017a    | Hold   | Quartely | S                | UA              |
| Q018     | Hold   | Quartely | E / W / NI / S   | UA / WCA        |
| Q018a    | Hold   | Quartely | S                | UA              |
| Q021     | Hold   | Quartely | E / W / NI / S   | UA / WCA / WDA  |
| Q022     | Hold   | Annual   | E / W / NI / S   | UA / WCA / WDA  |
| Q023     | Hold   | Quartely | E / W / NI / S   | UA / WCA / WDA  |
| Q023a    | Hold   | Quartely | S                | UA / WCA        |
| Q024     | Hold   | Quartely | E / W / NI / S   | UA / WCA / WDA  |

Home / Q003 / Q004 / Q005 / Q005a / Q006 / Q007 / Q009 / Q010 / Q011 / Q011a / Q012 / Q015 / Q015a / Q016 / Q016a / Q017 / Q017a / Q018 / Q018a / Q021 / Q022 / Q023 / Q023a / Q024

Ready NUM

- 21.
22. Now you either enter numbers or set up formulae in the cells to retrieve numbers for the questions. Once you are happy with the data in each question set the status to "Ready for upload". When you press the "Create Xml File" button all questions with a status of "Ready for upload" will be included in the XML file. Status of "Hold" and "Uploaded" will be ignored.
23. As an example let's look at answering question 10.

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File Edit View Insert Format Tools Data Window Help

Q10Status Hold

**Q010 : Tonnes of material collected through kerbside schemes from household sources by LA or its contractors**

Data for Development for Sep-07

| Material                | Tonnage collected for recycling | Tonnage collected for recycling but actually rejected/disposed | No. of households receiving a collection | Tonnage Collected for Reuse | Tonnage Collected for reuse but actually rejected / disposed | Collected Co-mingled? |
|-------------------------|---------------------------------|--|--|-----------------------------|--|-----------------------|
| Green glass             |                                 |  |  |                             |  |                       |
| Brown glass             |                                 |  |  |                             |  |                       |
| Clear glass             |                                 |  |  |                             |  |                       |
| Mixed glass             |                                 |  |  |                             |  |                       |
| Paper                   |                                 |  |  |                             |  |                       |
| Card                    |                                 |  |  |                             |  |                       |
| Books                   |                                 |  |  |                             |  |                       |
| Mixed paper and card    |                                 |  |  |                             |  |                       |
| Steel cans              |                                 |  |  |                             |  |                       |
| Aluminium cans          |                                 |  |  |                             |  |                       |
| Mixed cans              |                                 |  |  |                             |  |                       |
| Plastics                |                                 |  |  |                             |  |                       |
| Textiles and footwear   |                                 |  |  |                             |  |                       |
| Co mingled materials    |                                 |  |  |                             |  |                       |
| Green waste only        |                                 |  |  |                             |  |                       |
| Other compostable waste |                                 |  |  |                             |  |                       |
| Wood                    |                                 |  |  |                             |  |                       |
| Furniture               |                                 |  |  |                             |  |                       |
| Rubble                  |                                 |  |  |                             |  |                       |

Ready

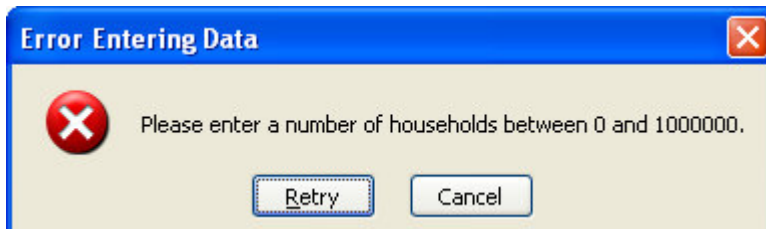
- 24.
25. Notice the layout is as it is on-line. Also note the Authority and Period have been pulled through at the top. Cell G1 is the drop down for the status of this question, to determine whether it goes in the XML file.

Data for Development for Sep-07

| Material    | Tonnage collected for recycling | Tonnage collected for recycling but actually rejected/disposed | No. of households receiving a collection | Tonnage Collected for Reuse | Tonnage Collected for reuse but actually rejected / disposed | Collected Co-mingled? |
|-------------|---------------------------------|--|--|-----------------------------|--|-----------------------|
| Green glass |                                 |  |  |                             |  |                       |
| Brown glass |                                 |  |  |                             |  |                       |

Yes  
No

- 26.
27. Notice Co-mingled is a list, as it is in the on-line WDF data-entry



- 28.
29. No. of households receiving a collection needs to be an integer and the spreadsheet checks for this. I entered a decimal and received the above message.

Microsoft Excel - WdfXmlGenerator.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Q10Status Ready For Upload

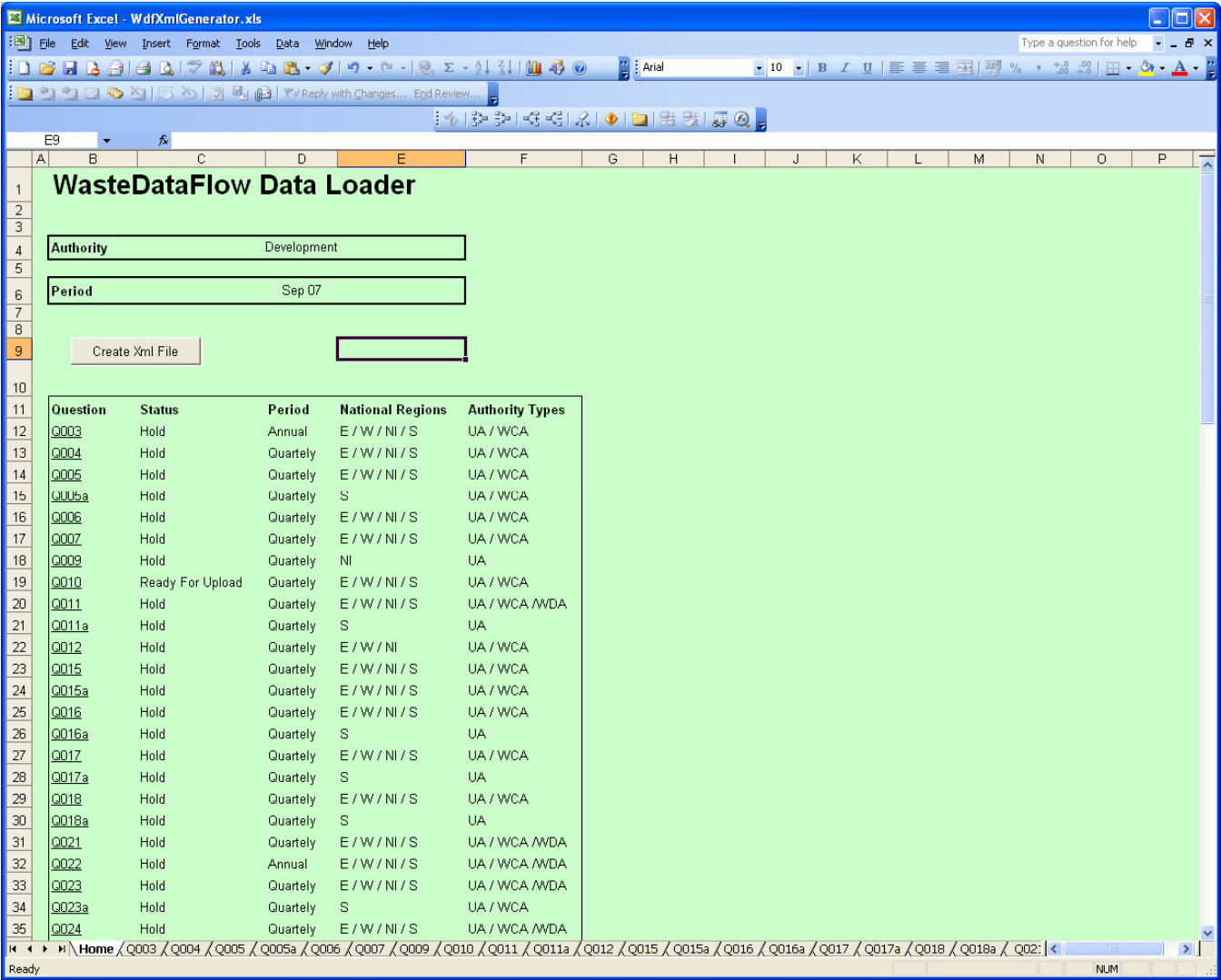
|    | A   | B                       | C                                      | D   | E   | F                                  | G   | H                            |
|----|---|-------------------------|--|---|---|------------------------------------|---|------------------------------|
| 1  | <b>Q010 : Tonnes of material collected through kerbside schemes from household sources by LA or its contractors</b> |                         |  |   |   |                                    | Ready For Upload  |                              |
| 2  |   |                         |  |   |   |                                    |   |                              |
| 3  | <b>Data for Development for Sep-07</b>  |                         |  |   |   |                                    |   |                              |
| 4  |   | <b>Material</b>         | <b>Tonnage collected for recycling</b> | <b>Tonnage collected for recycling but actually rejected/disposed</b> | <b>No. of households receiving a collection</b> | <b>Tonnage Collected for Reuse</b> | <b>Tonnage Collected for reuse but actually rejected / disposed</b> | <b>Collected Co-mingled?</b> |
| 5  |   | Green glass             | 100                                    | 1   | 20000   | 200                                | 10  | No                           |
| 6  |   | Brown glass             |  |   |   |                                    |   |                              |
| 7  |   | Clear glass             |  |   |   |                                    |   |                              |
| 8  |   | Mixed glass             |  |   |   |                                    |   |                              |
| 9  |   | Paper                   |  |   |   |                                    |   |                              |
| 10 |   | Card                    | 10                                     | 2   | 3000  |                                    |   |                              |
| 11 |   | Books                   |  |   |   |                                    |   |                              |
| 12 |   | Mixed paper and card    |  |   |   |                                    |   |                              |
| 13 |   | Steel cans              |  |   |   |                                    |   |                              |
| 14 |   | Aluminium cans          |  |   |   |                                    |   |                              |
| 15 |   | Mixed cans              |  |   |   |                                    |   |                              |
| 16 |   | Plastics                |  |   |   |                                    |   |                              |
| 17 |   | Textiles and footwear   | 15                                     | 5   | 400   | 25                                 | 3   |                              |
| 18 |   | Co mingled materials    |  |   |   |                                    |   |                              |
| 19 |   | Green waste only        |  |   |   |                                    |   |                              |
| 20 |   | Other compostable waste |  |   |   |                                    |   |                              |
| 21 |   | Wood                    |  |   |   |                                    |   |                              |
| 22 |   | Furniture               |  |   |   |                                    |   |                              |
| 23 |   | Rubble                  |  |   |   |                                    |   |                              |

Home / Q003 / Q004 / Q005 / Q005a / Q006 / Q007 / Q009 / Q010 / Q011 / Q011a / Q012 / Q015 / Q015a / Q016 / Q016a / Q017 / Q017a / Q018 / Q018a / Q02:

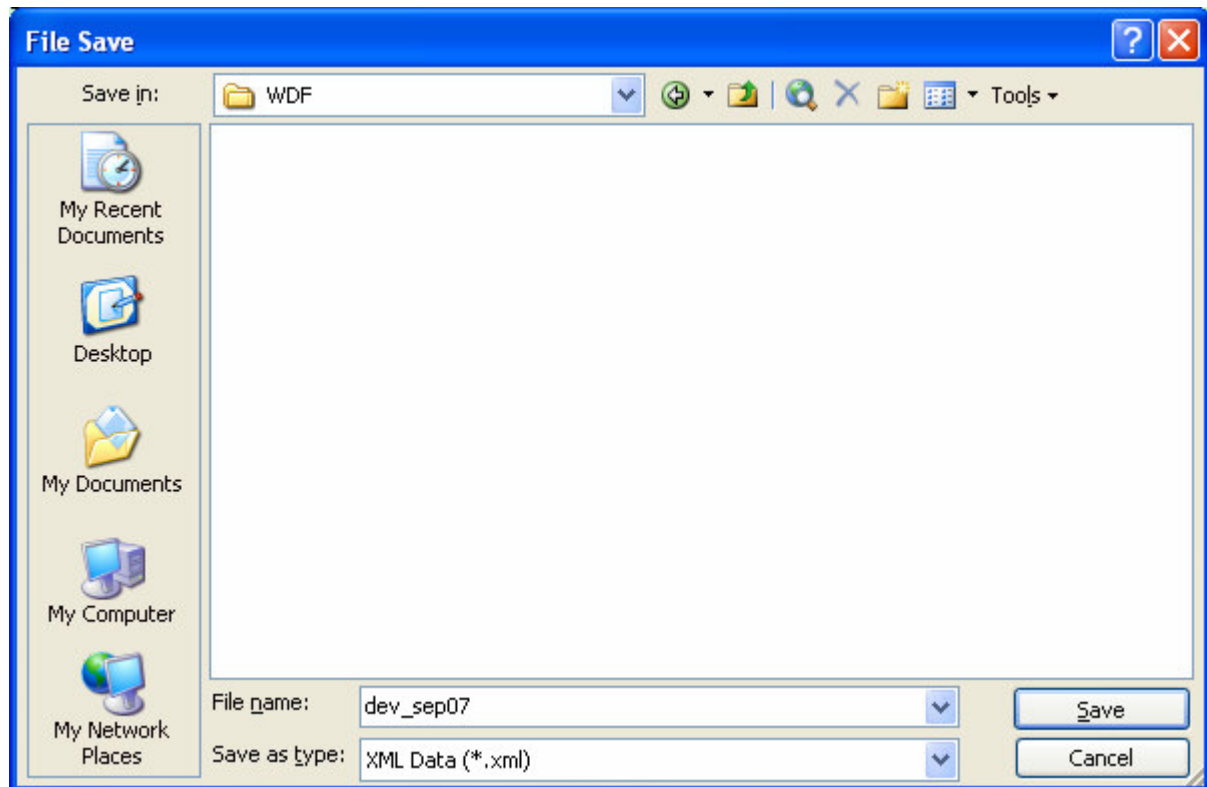
Ready NUM

30.

31. So here I have entered some data and set the flag to "Ready For Upload"



- 32.
33. This is also then shown on the Home sheet.



- 34.
35. Clicking the "Create Xml File" button then opens a dialogue box asking me where I want to save it. In this system the prompt is for a file of type xml. At the OG we saw the prompt saying XLS. If so please change it to XML and if that is not available then please call the helpline.
36. Browse to the location, enter a file name, and press save.