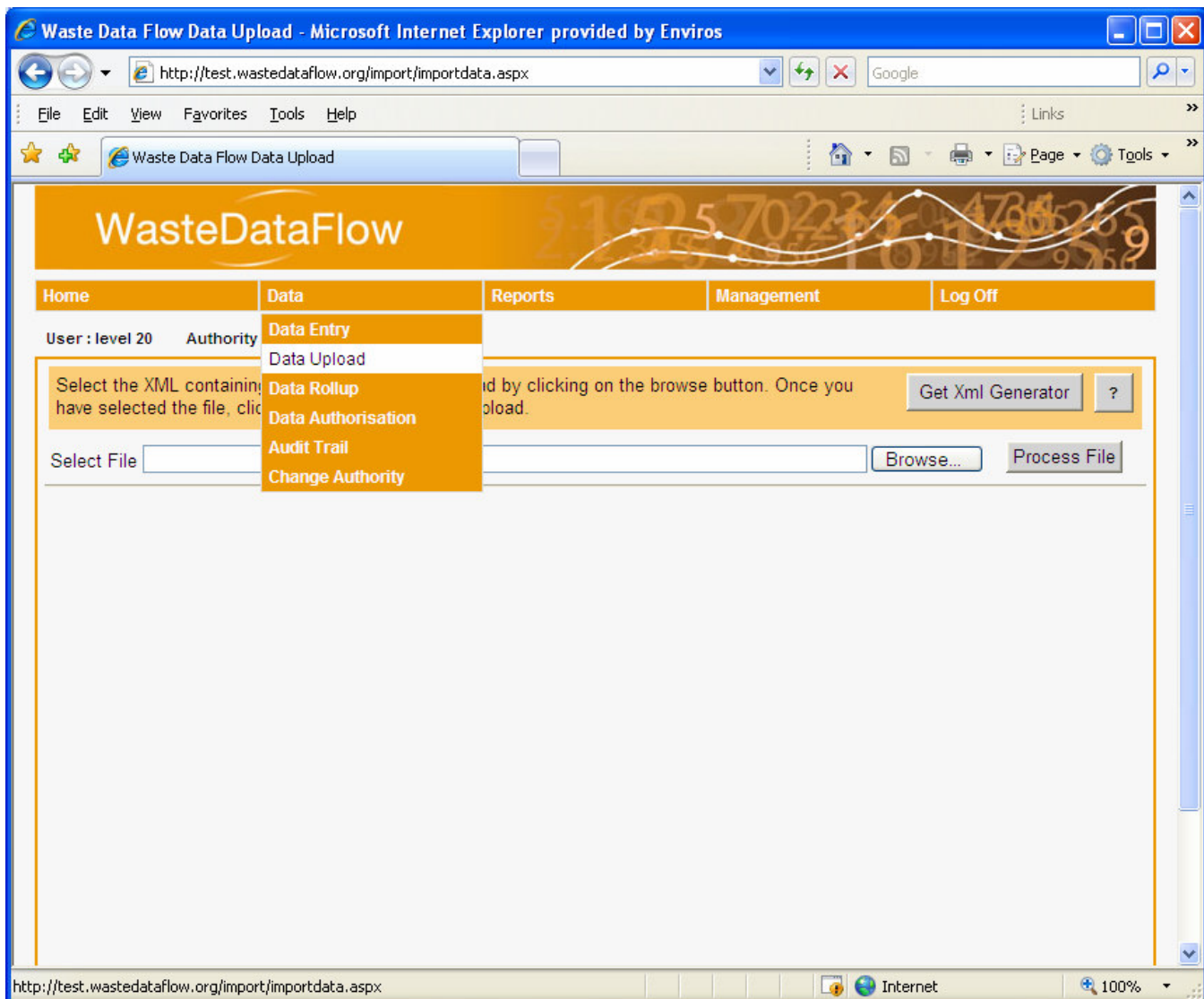
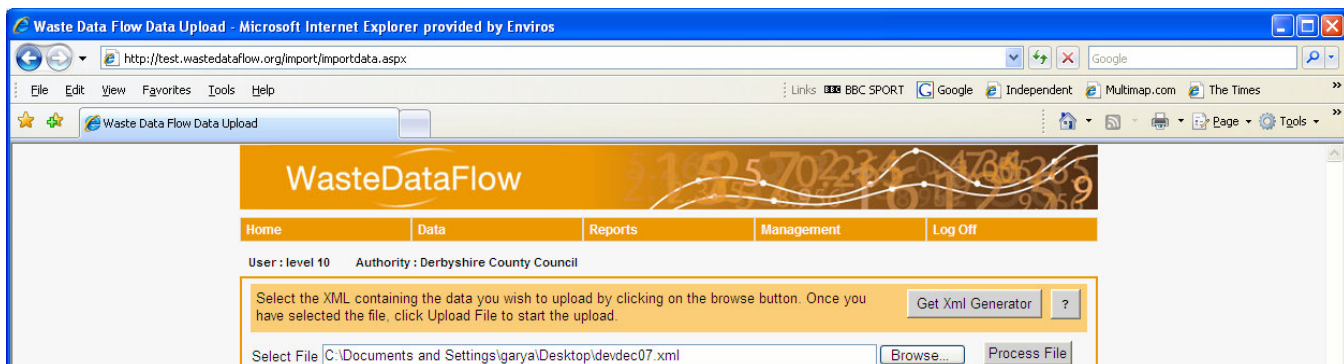


1. Guidance on processing an XML file using the XMLupload functionality.

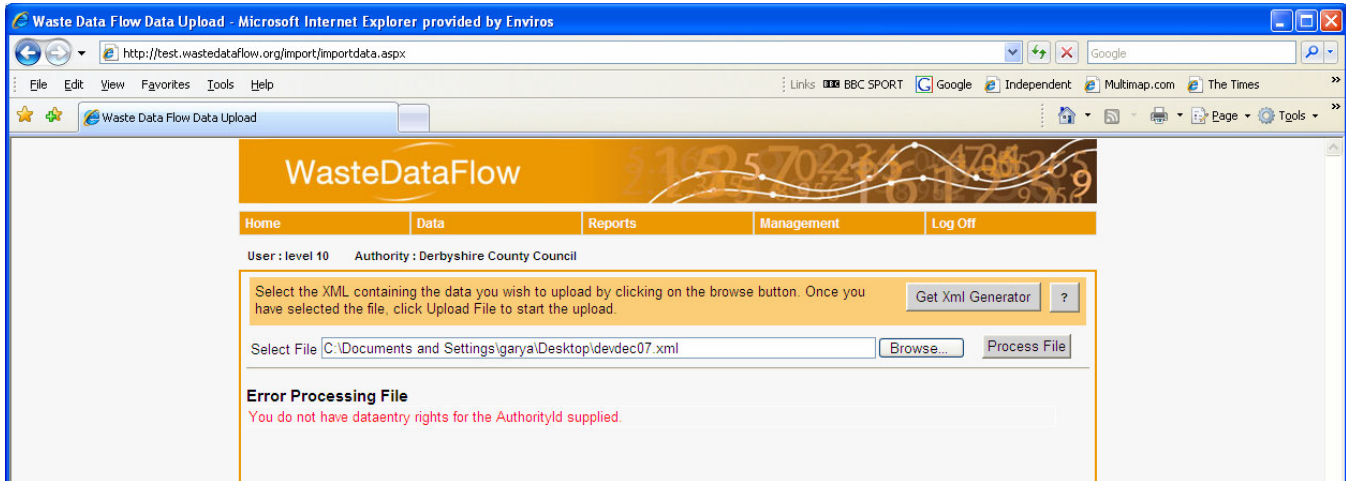


2. <http://test.wastedataflow.org/import/importdata.aspx>
3. As shown on row2 go to the Data upload menu
4. From here use the Browse button to find the XML file that your systems have created. Use the browse window to choose the file and the file and path will appear in the "Select File" window.



5. <http://test.wastedataflow.org/import/importdata.aspx>
6. Then click the Process File button
7. The system will then upload the XML file to the server and do certain tests. These tests will include making sure you have the rights for data-entry to the authorities data in the XML file., Make sure the questions answered in the XML file are relevant to that Authority.

8. The screen will show you any error messages



- 9.
10. If there are no errors with the file from a permissions or technical view point then you will be shown a screen showing which questions the file has data for, and whether those questions are already answered.

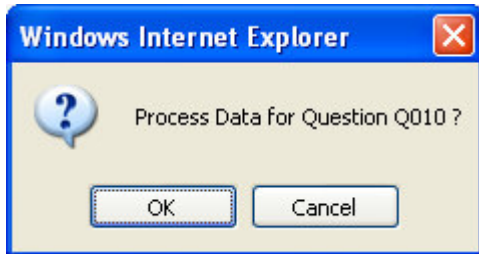


- 11.
12. The file in the example above contains data for 4 questions. The screen shows me which Authority and which period.
13. It also shows me when the file was uploaded and the status of each set of uploaded data. Once uploaded the data will be held in a temporary table. You can log off, close IE and come back to the same screen tomorrow and the data and status will still be there without you having to re-Process the XML file.

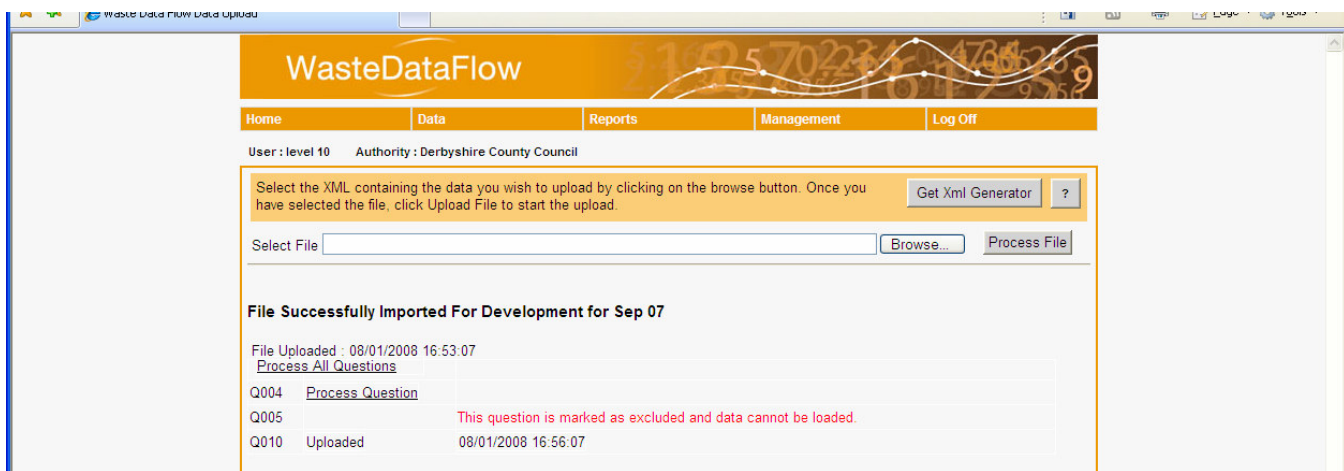


- 14.
15. The screen shot on Row14 shows that although the XML file contains data for Q005 it is not possible to autoupload it as the question is marked as excluded.
16. You would get a similar message if the question was marked as complete

17. You would get a warning that data exists if the question had been begun, but not marked as complete. In this case if you did Process Question, you would over-write the existing data.
18. If you do Process another XML file then the contents of any previous XML upload will be overwritten. If the data from the upload had not been Processed into the questions then it will be lost.
19. So the next step is to process the loaded data from the XML file into the WasteDataFlow questions.
20. You can do this in one click for all questions with "Process All Questions" or you can process individual questions.



- 21.
22. When you click on the Process Question link you get the confirmation request as shown on row21



- 23.
24. As the screen shot above shows you are told of the status of each question once it is uploaded.
25. Once you have processed the data from the XML file you must continue with the normal process of data-entry of checking the data is correct, inserting any comments and clicking question complete.
26. Once this is complete for all the questions the user can roll-up, validate and approve the quarter as normal.