


1. Introduction

This guidance note presents answers to several of the most frequently asked questions relating to data entry, checking and reporting waste data in WasteDataFlow (WDF). It also includes some less frequent reporting scenarios which are not covered elsewhere in the WDF guidance. This guidance does not cover the Fly-Tipping Module.

WDF provides help in several ways:

-  This button can be found on every question except Qu100 in Data Entry mode and gives further information about that question.
- The Help/Guidance pages. These can be reached via the top ribbon on the website and include guidance documents covering various aspects of the WDF system and guidance specific to each UK region.
- Training sessions for English local authority users. A variety of live, online sessions are delivered via Microsoft Teams, dates and details of which can be found via a link on the WDF log-in page. Training slides used in these sessions provided to English local authority (LA) users are available from the England Guidance page [here](#).
- The WDF helpdesk. Telephone support is provided Monday to Friday, 9.00am to 5.00pm, on 0845 6000 890 and emails can be sent to helpdesk@wastedataflow.org.

The FAQs in this guidance are split into sections covering different aspects of

- The WDF website;
- Completing your return;
 - Selecting Facilities in Question 100;
 - Rejected materials;
 - Other Data Entry FAQs;
- Checking/validating data; and

- Reports.

Click on the **bold** question text in the table below to go to that part of the document.

Section	Question
2 The WDF website	I would like access to the data in WasteDataFlow – how do I register? (This also covers links to National Statistics.)
3.1 Selecting Facilities in Question 100	Transfer stations – Our recyclates are collected by a company which then sends the material to a different site to be reprocessed. How should I report this?
	Missing or Inactive site listings – I cannot find the facility I need. What do I do? A facility is showing in red text in my tree. What does this mean? A facility has a padlock beside it, what does this mean?
	How do I report an unknown process or treatment ?
	How do I report data when my end destination isn't known ?
	Unknown MRF output destinations – Our contractor has provided a list of potential destination for our recyclates but we don't know what quantities have gone to which. How do we report this?
3.2 Rejected materials	How to I report rejected tonnages ?
	Materials collected for recycling but sent for incineration – We collected wood for recycling but due to market conditions we've had to send it for incineration. How should we report this?

Section	Question
3.3 Other Data Entry FAQs	Do I have to enter all the materials and tonnages again to create a “ Final destination ” node?
	I’m trying to find a specific node/branch ? How can I search my tree?
	Exported material – Some of our material is sent overseas for recycling or reuse. How should we report this?
	Exported material – What details do I need to provide regarding the facility/destination?
	How do I report refuse-derived fuel ?
	Where should I report tonnages collected for recycling from schools ?
	How do I report moisture loss in Qu100?
	Is waste, which is collected, disposed of or recovered by local authority departments other than WDAs/WCAs (for example highways, housing, education) Collected Municipal Waste ?
	What number of households should I report in Qu10?
	What number of households should I report in Q6?

Section	Question
	How should I report waste upholstered domestic seating (WUDS) ?
	Should I report abandoned vehicles as being collected and sent for processing?
	What is the definition of a Reprocessor – recycling facility ?
	We collect vegetable oil which is made into a fuel . Can I report this as recycling?
4 Checking/validating data	How can I check that I've accounted for all my collected waste/materials ?
	How can I see what we've reported previously ?
5 Reports	How can I see my National Indicators (NIs) or Best Value Performance Indicators (BVPIs) for a quarter or year-to-date?

2. The WDF website

Question	Answer	Guidance notes for further details
I would like access to the data in WasteDataFlow – how do I register?	Each of the UK countries publishes national statistics based on data entered in WasteDataFlow. You can visit their websites to access these (see links on the WDF welcome page).	For links to published national statistics follow the links on the WDF Home page: WasteDataFlow Home .
	Anyone can register as a public user to run reports in the form of summarised reports or the basic raw data in WasteDataFlow using the link on the Data Manager page. Note you will not be able to see data from returns which have not yet been published by Defra. This will usually be up to March of the previous financial year. If you need access to WDF in order to enter, edit, approve or run reports on the data in your capacity as a local authority user, do not register as a public user using your .gov.uk email address. This will clash with your LA user profile and stop you being able to access the full range of actions available to a LA user.	Registering as a public user: http://wastedataflow.org/login Guidance on getting started with WDF: System Manual Section 1 – Getting started . Public user guidance: System Manual Section 9 - Public Users Guide A list of the reports available through WDF is available to download as an Excel file from the WDF System Manual section of the guidance page: System Manual Section 6 – Full list of reports .
	Local authority users who need to enter or authorise data on the system need to contact the WDF Administration user for their local authority. They can either set up a user profile for you or email the WDF helpdesk authorising us to create a profile. There are different levels of access depending on how you need to use the data (e.g. Data entry, Data administrator, Report only).	Guidance on different local authority user levels: System Manual Section 2 WDF Manual System Management All these guidance notes and others can be found on the WDF Guidance page .

Question	Answer	Guidance notes for further details
	There is guidance on the range of reports available for different users and how to create these and download the outputs.	<p>A list of the reports is available to different user levels, can be downloaded as an Excel file from the WDF System Manual section of the guidance page: System Manual section 6 – Full list of reports.</p> <p>Reporting for local authority users: System Manual section 5 – Reporting.</p>


3. Completing your return

3.1. Selecting Facilities in Question 100

Question	WDF question	Answer	Guidance notes for further details
Transfer stations – Our recycles are collected by a company which then sends the material to a different site to be reprocessed. How should I report this?	Qu100	A facility or company which collects and bulks up waste to be sent onward is not a reprocessor so should not be recorded as such in WDF. The Reprocessor (or treatment facility) node should have the details of the company to which the material is sent. You can record details of the interim waste handler in the “Transfer station” or “Comments” box but you should not generally create a separate node to show this transfer station.	See Guidance note GN63: Question 100 Data entry .
Missing or Inactive site listings – I cannot find the facility I need. What do I do? A facility is showing in red text in my tree. What does this mean? A facility has a padlock beside it, what does this mean?	Qu100	<p>Records in the WDF selection list which have red text have been made Inactive by the Environment Agency (EA), which manages the list. This may be because there has been a change in the licence or licensee or because the site is no longer eligible for inclusion in the list. You should check the selection list via the Management section of the WDF website for an alternative listing. The “Selection lists” page allows you to add to and edit the facility list that appears in Qu100.</p> <p>If you believe the site should be active or you need to add a new site, or have any other query relating to sites on the selection list, you will need to contact the EA. There is a template email in the “EA Selection list update procedure” document on the England guidance page for this purpose. It also includes more information about why sites may not be eligible for inclusion and how to complete the template email.</p>	<p>For information on managing your facility list: System Manual Section 2 – System management.</p> <p>For information about what facilities are or aren't included in WDF and guidance on how to use the EA template email: EA Selection list update procedure.</p>

Question	WDF question	Answer	Guidance notes for further details
		<p>There are legitimate reasons why a site is not included; if it operates under an exemption, for example, in which case “Other/exempt” is the correct listing to use. If, however the facility is not a waste management site but has a different role such as a waste transfer station, broker or exporter then you need to find out where they send the waste for treatment or processing.</p> <p>Searching for a site may be more successful if you use only part of the name or address or if you use just the postcode of the site. You can also select to search for “Active”, “Inactive” or “Both” sites.</p>	

Question	WDF question	Answer	Guidance notes for further details
How do I report an unknown process or treatment ?	Qu100	<p>This situation can occur when material goes through multiple treatment processes with rejections from one stage passing to another, or for example where you have a tonnage from a facility that you know is rejected but you are not sure if this has gone to landfill, incineration etc. In this case you can use the Facility/Process type “Treatment unknown” once attempts have been made to obtain information on this treatment without success.</p> <p>Similarly, if you do not yet have a breakdown of the outputs from an incinerator (IBA, metals from IBA etc.) then you should report that unknown tonnage as Output waste type “Treatment unknown”. (see further details in the FAQ below: How do I report refuse-derived fuel?).</p> <p>If you know the facility type where the output is sent but not the actual facility, create a node with the correct “Facility type” and use “Site details not known” as the facility.</p> <p>Attempts should continue to be made going forward to obtain the relevant information if possible.</p>	See section 2.4.1 of GN63 Question 100 Data Entry .

Question	WDF question	Answer	Guidance notes for further details
How do I report data when my end destination isn't known ?	Qu100	<p>This can arise if you know the process facility type your material is sent to but not the details of the specific site. There is an option in Qu100 to report tonnage against "Site details not known". This can be selected as a destination much the same as "other/exempt" and should only be used if the information cannot be obtained.</p> <p>On using this for the first time, you will need to add this destination to your selection list.</p>  <p>Attempts should continue to be made going forward to obtain the relevant information.</p>	<p>For more information on available facilities see GN63: Question 100 Data entry.</p> <p>For guidance on facility list management see System Manual Section 2 – System management.</p>
Unknown MRF output destinations – Our contractor has provided a list of potential destination for our recyclates but we don't know what quantities have gone to which. How do we report this?	Qu100	<p>There is a listing in the WDF selection list: "Multiple destinations". This is for cases where you have been provided with a list of sites where your waste may have been sent (e.g. MRF outputs) but no specific breakdown of the tonnages sent to any specific sites on the list. If >80% is sent to one site you can report against that site with a note in the "Comments" box stating how you've reported.</p> <p>Attempts should continue to be made going forward to obtain the relevant information.</p>	<p>See section 2.4.5 of GN63: Question 100 Data entry.</p>


3.2. Rejected materials


Question	WDF question	Answer	Guidance notes for further details
How to I report rejected tonnages ?	Collection questions (Qus 10, 11, 12, 16, 17, 33 and 34) and Qu100	<p>This depends on where in the process the rejection takes place.</p> <p>Rejections at the point of collection should be recorded in the collection question (Qus 10, 11, 12, 16, 17, 33 and 34). These are treated as having been sent to landfill (by the calculations underlying metrics such as the National Indicator 192 (household recycling rate) comparator calculation and the Waste from Households metric) so should not be reported anywhere else in your return.</p> <p>For Wood, Carpets or Plasterboard collected at CA sites a different method applies. For details, see the next FAQ: Materials collected at CA sites for recycling but sent for incineration.</p> <p>Rejections from Residual waste treatment facilities should be shown as an output from that facility in your Qu100 tree either as “Contamination (gate rejects)” if they are turned away before entering the process or as “Contamination (process rejects)”.</p> <p>Rejections from Reprocessors and composting facilities– LAs are not generally required to report process rejections from a reprocessor. They only need to report as far as the gate rejections. The main exception is for WEEE reprocessing. There are also specific reporting methods for materials collected separately for recycling (e.g. Wood, Carpets or Plasterboard at CA sites or mattresses collected for processing) but ultimately sent for incineration or disposal (e.g. because of quality issues or market conditions).</p>	<p>For information about individual questions see Question by question guidance.</p> <p>For details of how to report material collected for recycling which is then rejected see section 2.5.6 of GN63 Question 100 Data Entry.</p>

<p>Materials collected for recycling but sent for incineration – We collected wood for recycling but due to market conditions we've had to send it for incineration. How should we report this?</p>	<p>Qu14 (WDA) or Qu16 (UA, WCA) and Qu100</p>	<p>In this situation a local authority collects material for recycling at its Household waste recycling sites but the material is not able to be recycled (e.g. for commercial reasons) and is instead sent for incineration with or without energy recovery. For Wood, Carpets or Plasterboard, the reporting method depends on whether the whole tonnage collected is sent for incineration or is sorted (either at the HWRC or at a reprocessor) with some being recycled.</p> <p>The two potential reporting scenarios are detailed in the extract from the "GN63 Question 100 Data entry" guidance below (see that guidance note for information on how to report other rejected recyclates).</p> <p>Scenario 1: Material is sorted at the CA site or a Reprocessor and some is rejected and the rest is recycled.</p> <p>The tonnage collected is reported in Qu14 (WDA) or Qu16 (UA or WCA). In Qu100 create a Reprocessor node for the recycled tonnage with the reprocessor as the facility. Create a separate Reprocessor node for the rejected material using the CA site as the facility. The whole tonnage is then reported as an output using the waste output type Contamination (gate rejection) going to the facility where it is disposed or incinerated. Remember to complete any incineration branches with outputs from the facility.</p> <p>Scenario 2: Material is separately collected for recycling at the CA site but the whole tonnage is rejected to disposal or incineration.</p> <p>The whole tonnage must be recorded in Qu23 (Civic amenity site: household or Civic amenity site: non-household) with a comment stating that X tonnes was source segregated material.</p>	<p>See section 2.5.6 of GN63: Question 100 Data Entry</p>
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Question	WDF question	Answer	Guidance notes for further details
		<p>UAs or WDAs must then report this tonnage going to an “Other method” (Qu65) facility (the CA site) with a comment stating this is the relevant material (e.g. Wood or Carpet) collected separately at CA sites. The whole tonnage is then reported as an output using the waste output type Contamination (gate reject) going to the facility where it is disposed or incinerated.</p> <p>WCAs must make sure their WDA records this material being sent for disposal/incineration in Qu100 in their return as WCAs must not use primary residual waste treatment facilities in their returns.</p>	

3.3. Other Data Entry FAQs

Question	WDF question	Answer	Guidance notes for further details
Do I have to enter all the materials and tonnages again to create a “ Final destination ” node?	Qu100	<p>No. The “Final destination” node is needed to complete a branch where the last facility is a Reprocessor, Reuse, Exporter or Composting-type facility. It confirms the material as being recycled, reused or composted and the branch is complete. The “Final destination” node is created by selecting the “Auto FD” button in the “Waste details” box.</p>  <p>then selecting the Output/Process type (matching the previous node) and Facility type (“Final destination”) from the drop-down lists and clicking “Save”.</p>	See section 2.6.5.3 of GN63: Question 100 Data Entry
I’m trying to find a specific	Qu100	Expand your tree and use CTRL+F to open a search box at the top of the window and type in the search text (e.g. facility or tonnage). The number of	

Question	WDF question	Answer	Guidance notes for further details
node/branch? How can I search my tree?		<p>instances is shown in the search box and the text will be highlighted where it appears in your tree.</p> <p>Note – remember to use commas for thousands e.g. 1,200 not 1200.</p>	
Exported material – Some of our material is sent overseas for recycling or reuse. How should we report this?	Qu100	<p>This will depend on your specific scenario, but wherever possible this activity should be reported as fully as possible with details on the destination country facility, where available, added to the overseas facility's "Comments" box.</p> <p>If the material is collected source-segregated and goes to a Reprocessor or Reuse destination outside the UK via a UK Exporter then you need to create a branch as below (with the relevant facility selected; either Outside UK-EU or Outside UK-nonEU).</p>  <p>If the material is a MRF output it will be sent overseas either:</p> <ol style="list-style-type: none"> Via a broker/exporter in the UK which then sends to an overseas Reprocessor in which case you need to create a branch as above as an output from the MRF node. <p>or</p> <ol style="list-style-type: none"> Directly by the MRF to an overseas Reprocessor in which case you need to create a "Reprocessor – recycling" node as an output from the MRF with "Outside UK-EU" or "Outside UK-nonEU" as the facility. 	See section 2.5.5 of GN63: Question 100 Data Entry

Question	WDF question	Answer	Guidance notes for further details
		For overseas residual waste treatment facilities select the relevant Facility/Process type then use “Outside UK-EU” or “Outside UK-nonEU” as the facility. If the material is sent via a broker/exporter this should not be shown as a separate node in the tree. You should enter the broker information along with the processor and destination country details in the “Comments” box for the facility node.	
Exported material – What details do I need to provide regarding the facility/destination?	Qu100	<p>If the material is exported via a broker/exporter in the UK and you are using “Other/exempt” as the facility in the Exporter node, please record the name and address of the UK-based exporter in the “Address details” box.</p> <p>If you know the material is sent to destination(s) in the EU or outside the EU, select the correct listing (“Outside UK-EU” or “Outside UK-nonEU”) for the overseas reprocessor/treatment facility node. Enter any details of the overseas facility you have (country/ies and/or facilities) in the “Comments” box.</p> <p>If you use either the “Other/exempt” or “Outside UK” listings you will see an online validation query asking you to enter the facility details. Please enter as much information as possible about where your materials are going.</p>	

Question	WDF question	Answer	Guidance notes for further details
How do I report refuse-derived fuel ?	Qu100	<p>An RDF facility is a facility which processes waste to produce fuel which is then used somewhere else in the waste management process, generally through incineration.</p> <p>The outputs from the incineration process (Incinerator Bottom Ash, Metals from Incinerator Bottom Ash, Fly ash, rejections to landfill, process loss) also then need to be shown to complete the branch. If you have not been provided with any breakdown of the incinerator outputs, record the total tonnage as an output using "Treatment unknown" as the "Output waste type".</p> <p>If you know the tonnage of material left after the incineration but do not know it is treated, you should create an output node using "Treatment unknown" as the "Output waste type". The balance after accounting for solid outputs (IBA, metals from IBA etc.) should be the mass loss due to the incineration process and this should be recorded using "Process loss" as the "Output waste type".</p> <p>If the RDF is exported, then you should record the final UK site using the appropriate facility type (e.g. RDF, MBT, rMRF) with the assumption that this UK site represents the exporter. The next facility, generally an incineration facility, must then be reported as being outside the UK (see FAQs above for more details on reporting exported materials).</p> <p>As discussed above, if any of the treatment outputs are known (IBA, metals from IBA etc.) then these should be reported following the incinerator.</p>	See section 3.2 for an example tree and flowchart: GN63: Question 100 Data Entry

Question	WDF question	Answer	Guidance notes for further details
Where should I report tonnages collected for recycling from schools?	Qu18	<p>Waste collected from schools is classed as Household waste. We would expect to see material collected for recycling reported in Qu18 (Composting/recycling tonnage collected through any other schemes) under the “Other method: hhld” category.</p> <p>Note – in Qu18 you need to report the tonnage in both the “Tonnage” and “Tonnage from household sources” columns.</p>	GN32 National Indicators FAQs.
How do I report moisture loss in Qu100?	Qu100	<p>If moisture loss occurs during the period between collection and delivery to a treatment facility then there will be a discrepancy in the tonnage reported as collected in the collection question, and the tonnage sent to a processor facility in Qu100.</p> <p>In Qu100 “Moisture loss” is an available waste stream output type from all of the Facility/Process types except Landfills and “Material from WDA” BUT there are restrictions on when it is to be used.</p> <p>Moisture loss is designed only to be used in situations where residual waste or RDF is being treated. For source-segregated recycling, reuse or composting, please do not use the waste stream output types “process loss” or “moisture loss”, i.e. record only your input minus your gate rejections for source-segregated organic waste. Do not record any process or moisture losses from source-segregated organic collections.</p> <p>The use of the “moisture loss” (or “process loss”) category allows the movement of waste to balance, as shown in the “Waste movement” summary box for the Qu100 branch.</p>	See section 2.5.4.4 of GN63 Question 100 Data entry.

Question	WDF question	Answer	Guidance notes for further details
Is waste, which is collected, disposed of or recovered by local authority departments other than WDAs/WCAs (for example highways, housing, education) Collected Municipal Waste?	Qu23, Qu18	No. Any waste produced by a local authority (LA) during the discharge of their functions (highways, housing, education etc) is not automatically CMW unless the waste is collected, disposed of or recovered by or on behalf of the authority in its capacity as a WCA/WDA.	N/A
What number of households should I report in Qu10?	Qu10	<p>The “No. of households receiving a collection” column in Qu10 should be completed for each material for which you have reported a tonnage collected for recycling or for reuse.</p> <p>For separately collected dry recyclates and co-mingled materials, this will be the number of households with a regular kerbside collection (including flats or other properties with communal bins).</p> <p>For ad hoc arranged collections e.g. bulky waste, you should enter the number of households which could use that service (this may be all households in your area).</p> <p>For garden waste collections available on a subscription basis, please enter the number of households that subscribe.</p>	System Manual Section 8 - Question by question guidance

Question	WDF question	Answer	Guidance notes for further details
What number of households should I report in Q6?	Qu6	<p>Qu6 is only available to answer in your Qtr4 quarterly return and completing it is mandatory. The question asks: “How many households were offered the following containment methods for green waste/ organics collection?” and offers various sizes of container.</p> <p>You need to enter the number of households containers which are offered to for each of the “Green garden waste”, “Waste food only” and “Mixed garden and food waste” collections. If you provide more than one bin to the same household, please enter the number of bins provided against the relevant size.</p> <p>For garden waste collections, please enter the number of households which <i>could subscribe</i> to the service. This differs from Qu10, where we ask for the number of subscribers for the garden waste collection service.</p> <p>For waste food collections, please enter the number of kerbside caddies offered in the “Other” row and add a note that this is the food waste caddies. Do not include kitchen caddies if you provide both sizes.</p>	System Manual Section 8 - Question by question guidance
How should I report waste upholstered domestic seating (WUDS)?	Qu23, Qu100	<p>The EA published new guidance on the management of waste upholstered domestic seating (WUDS) containing persistent organic pollutants (POPs)</p> <p>All soft furnishings (unless it can be demonstrated otherwise by testing) should be treated as containing POPs and are to be destroyed by incineration.</p> <p>These materials should be reported in Qu23 under the relevant category (e.g. “Civic amenities sites waste”, “Collected household waste: Bulky waste” or “Waste from the clearance of fly-tipped materials”. The material should then be reported in Qu100 going to an incinerator or incinerators.</p>	

Question	WDF question	Answer	Guidance notes for further details
Should I report abandoned vehicles as being collected and sent for processing?	Qu25, Qu18, Qu100	<p>No. You need to complete Qu25: Number of abandoned vehicles disposed of by your authority. This requires the Number, Tonnage and % recycled by dismantler. Note: you should report the number actually abandoned and dealt with by you or your contractor, not those that were reported abandoned but later removed by the owner.</p> <p>Abandoned vehicles which are motorised i.e. petrol/diesel engine vehicles and electric vehicles are disposed of under “Hazardous waste” regulations and vehicle recycling rules. These vehicles are not considered to be municipal waste. Some caravans deemed to contain hazardous waste will also be sent to these dismantlers. The associated tonnages of waste sent and recycled from these vehicles must not be reported in WasteDataFlow, as this waste is reported to the Environment Agency under the waste statistics return.</p> <p>You should not report those tonnages anywhere in the collection questions or in Qu100.</p> <p>The weight of recyclates recovered from vehicles which are non-hazardous waste such as bicycles, trailers, caravans can be reported under Qu18 and Qu100. It should be noted that this material must not count to the authority’s NI192 comparator or “Waste from households” recycling rates and where reported in Qu100 in this way should be designated as 100% non-household/ “Waste not from Households” in the “Sources” box.</p>	N/A

Question	WDF question	Answer	Guidance notes for further details
What is the definition of a Reprocessor – recycling facility ?	Qu100	<p>From a WasteDataFlow reporting angle, and subsequent calculation of household, “waste from households” or municipal waste recycling rates we would view a reprocessor as a facility where a material undergoes a recycling operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes and not just a sorting operation.</p> <p>The eligibility criteria for materials to be counted as recycling are laid out in this EU commission document: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019D1004&from=EN</p> <p>Annex 1 of this document describes the recycling calculation point for reporting municipal recycling. For example, for plastics the recycling rate calculation point is:</p> <p><i>“Plastic separated by polymers that does not undergo further processing before entering pelletisation, extrusion, or moulding operations. Plastic flakes that do not undergo further processing before their use in a final product.”</i></p> <p>So for WasteDataFlow reporting purposes, for a facility to be reported as a Reprocessor of plastic recydate, it needs to be undertaking at least one of the activities described above (pelletisation, flaking, extrusion, moulding) though the facility may well conduct initial sorting or cleaning before undertaking these activities.</p>	
We collect vegetable oil which is made into a fuel . Can I report this as recycling?	Collection question, Qu100	<p>Where a biodiesel is being produced from used vegetable oil under the appropriate permit or exemption, the biodiesel is considered a product. In this case, the vegetable oil can be recorded as being recycled in WDF</p> <p>The tonnage collected should be reported in the appropriate collection question and in Qu100 reported as going to a Reprocessor – recycling facility.</p>	

4. Checking/validating data

Question	Answer	Guidance notes for further details
How can I check that I've accounted for all my collected waste/materials ?	The "Validation summary" report is an Excel spreadsheet which collates the data entered for the period and presents it, along with comparison data from the same period for the previous year, to assist you in identifying any anomalies or imbalances in your data. This report generates the online checks you see when rolling your data up for submission to WDF. The guidance note provides a breakdown of the tables and tabs and how they can be used to interrogate your data.	GN62a How to use the Validation Spreadsheet
How can I see what we've reported previously ?	<p>During the data entry process, at the left-hand side of each section of the questions (apart from Qu100) you will see a "+" sign. Clicking on that will show you what has been entered in the other two months of the period. If your data has been rolled up to L10 or above, you can go to the "Data authorisation" page and select a question via the "Ques" button. Clicking on the "+" sign in this view shows what was recorded in the same period of the previous year.</p> <p>The Validation summary report for any period can be downloaded from the WDF Data Authorisation page. Select your authority's name from the drop-down list at the top right-hand corner to see all the periods available. The click on the "Sum" (short for "Summary") button in the relevant period's row and follow the prompts to download the report.</p> <p>The report is based on the data in the system when the return was last rolled up to Level 10 so will not show any changes made if the return is reopened and amended until it has been rolled up.</p>	GN62a How to use the Validation Spreadsheet.

5. Reports

Question	Answer	Guidance notes for further details
How can I see my National Indicators (NIs) or Best Value Performance Indicators (BVPIs) for a quarter or year-to-date?	<p>You can run a Performance Indicator (PI) report from the Data Authorisation page for any period available. Select your authority's name from the drop-down list at the top right-hand corner to see all the periods available. The click on the "PI" button in the relevant period's row and follow the prompts to download the report.</p> <p>The report will provide NI191, NI192 and NI193 and several BVPIs along with details of the calculations used. The data for the period selected and the earlier periods in the financial year are given, with the total for the year to date. Note that calculated figures may change if the data is still provisional.</p> <p>Data generated for periods when Qu100 has been used are called "comparators" as the underlying calculations are subtly different because of the way the data are entered. Further information about the NIs, BVPIs and comparators can be found on the England Guidance webpage here.</p>	<p>WDF Guidance - Comparator calculations for NI 191-192 and BVPI 82a/b from Qu100</p>