

2.1. Introduction

This guidance note is intended to provide an overview of the functions of the “**Management**” section within the “Data Manager” part of the WDF website. The **Management** drop-down contains the following options:

- User Administration;
- Change password;
- Authority Administration;
- Selection List;
- Material List; and
- My Authorities.

The options available to you will vary depending on your access rights, as shown below.

Figure 1: Management section options

	LA Admin User	LA Data Entry User	LA Report Only User	Public User
User Administration	✓	✓	✗	✗
Change password	✓	✓	✓	✗
Authority Administration	✓	✓	✗	✗
Selection List	✓	✓	✗	✗
Material List	✓	✓	✗	✗
My Authorities	✓	✓	✓	✗

2.2. User Administration

When you arrive at the User Administration page you will be presented with a list of users that you are responsible for managing. If you have the required permissions as a Local Authority Administration User (LA Admin User), you will be able to edit an existing user for your local authorities, add a new user up to Data Entry level, and issue new passwords.

Figure 2: The User Administration page

WasteDataFlow

Home Data Fly Tipping Reports Management Log Off Help

User : Tim Knowles Authority : Development

Last Name: Authority: Search Add

User Administration:

	Forename:	Surname:	User Login:	User Level:	Authority:
Edit	Users' details appear here.				
Edit					
Edit					
Edit					
Edit					
Edit					

2.2.1. Edit an existing user

A LA Admin User can edit an existing WasteDataFlow user (up to Data Entry level) for the Authority(s) they are responsible for by clicking on “Edit” next to a user’s details.

Depending on the Admin User’s editing rights, they will then have access to a range of options from changing their colleague’s user level to allowing access to edit facility selection lists. For further details please contact the helpdesk.

Once the required amendments have been made to the user’s profile, click on “Update” to apply and save changes. If you need to remove a user who no longer uses the system click “Delete”.

2.2.2. Add a new user

A LA Admin User can add a new user (up to Data Entry level) by clicking on “Add”. They must then complete the following:

- Name;
- User Log-in – this should always be the user's email address;
- Select the required User Levels;
- If applicable, select “Create/Edit local lists” if you want the user to manage the material list and facility lists;
- Click on the relevant Levels for the user to receive notifications of return level changes (see section 2.5 for more information); and
- Select the data for the user to access (usually Annual Data and Quarterly Data).

Once you have completed this, click on “Update”. The User will be sent an automatically generated email containing their username and password. For details on the email notification system see section 2.5.

Alternatively you can contact the WasteDataFlow Helpdesk to request a new user be added.

If you need a new **Admin User** for your local authority, you will need to arrange for an email to be sent by a current Admin User to the WDF helpdesk providing details of the person’s name, email address and the level of access they require. If they also need to be able to access the separate WasteDataFlow Fly-tipping Module, the helpdesk will need authorisation from the Admin User for that module, who may be different from the Admin User for the main part of WasteDataFlow.

2.2.3. Issuing a new password to a user

An Authority Administrator User can also issue Data Entry users with a new password by clicking the “Edit” link next to a user’s details. Once in the user’s profile, click on “Password”, and an automatically generated email containing the new password will be sent to the user.

2.3. Change Password

You will be given an automatically generated password when you register to use the “Data Management” section of WDF. This will be made up of a random selection of letters and numbers and after you have used this to log onto the system, you will need to change this to a password that is known only to you. To change your password, go to the “Change Password” option under the “Management” section. Enter your old password and then enter your new password twice. Then click on “Update”.

This process can also be followed if you think your password may have been compromised. You are responsible for keeping your password secret.

2.4. Authority Administration

The “Authority Administration” page gives you access to various centrally managed (by WasteDataFlow) details for the authorities you are responsible for. This will usually mean there is only one authority in this section; your own.

By clicking the “Edit” button next to the authority, you will be taken to a page where you can view this data including a number of code identifiers as well as information on your local authority, including Population and Dwelling Stock figures, which are both updated annually. Note that other metrics are listed but are no longer updated in WDF.

WDF Tip – As a local authority user you will only be able to view data here, even though it is accessed via a link titled “Edit”. This data is managed centrally by WDF and is based on published data as per the source reference.

Figure 3: The Authority Administration page

The screenshot displays the 'Authority Administration' page in the WasteDataFlow system. At the top, there is a navigation bar with links: Home, Data, Fly Tipping, Reports, Management, Log Off, and Help. Below the navigation bar, the user is identified as 'Tim Knowles' and the authority as 'Development'. A search bar is present with fields for 'Name', 'Region', and 'Authority Type', along with a 'Search' button. The main section is titled 'Authority Details' and shows the following information:

Authority Name:	AC Number:	LA Code:	Country:	Authority Type:
Huntingdonshire District Council	123	H0520	England	Collection

Additional details include:

- ID: 123
- AC Number: 153
- LA Code: H0520
- JPP Order: 188
- Authority Type: Collection
- Country: England
- Region: Eastern
- Disposal Authority: Cambridgeshire County Council
- Agreed To Share Data: ☒
- Data Collection Authority: ☒
- Send Email When Data Approved To: ☒ Level 10, ☐ Level 20, ☒ Level 30, ☒ Level 35, ☐ Level 40, ☐ Level 50
- Population: 174,968 (Office for National Statistics (ONS) - 2015 figures)
- House Holds: 66,000 (Source: Mid-year estimates of the DCLG - 2004 figures)
- Hectares: 91,238 (Landuse database of the DCLG - 2005 figures)
- Index Of Deprivation: 10.555 (Department for Communities and Local Government (DCLG) - 2010 figures)
- BMW's: 68,000
- Dwelling Stock: 74,590 (Source: Valuation Office Agency (VOA) - 31st March 2015 Figures)

At the bottom, there is an 'Add Authority' button.

2.5. Data Level Emails

The “User Administration” and “Authority Administration” pages both contain sections relating to sending emails when data reaches specific levels within the system.

Figure 4: Automatic notification selection

Send Email When Data Approved To : Level 10 ☐ Level 20 ☐ Level 30 ☐ Level 35 ☐ Level 40 ☐ Level 50 ☐

WasteDataFlow can be set up to email users once data has reached a specified level as a way of notifying them that the data is now at a point where their input may be required.

For local authority users the system can be set up to automatically email in the following situations:

- **Level 10** – When data moves from Level 0 to Level 10, Data Entry users will receive an email to let them know that they have successfully approved the data to Level 10.
- **Level 20** – When data moves from Level 10 to Level 20, all Admin Users associated with the authority will be notified that the data is ready to be reviewed and approved to Level 30. Approval requires you to go through any validation checks raised online and correct any incorrect data or confirm data are correct and add any further information required.
- **Level 30** – When data moves to Level 30, the Admin User who authorised the data and, if the authority is a WCA, then any WDA Admin User associated with that WCA, will be emailed. This confirms that the data has been submitted to Level 30.
- **Level 35** – When data moves from Level 30 to Level 35, the Admin User who authorised the data to Level 30 will be sent confirmation that the data has reached level 35. This occurs once the validation process managed by the WDF team has been completed. (N.B. Level 35 isn't used by the Scottish validation process: instead data is kept at a lower level until it is published to Level 40).

WDF Tip – You may notice that you have the ability to tick boxes at any level; however as a local authority user you will still only receive emails in line with the situations listed above.

You can apply these changes to your own profile, or to the profiles of those users you manage, via the User Administration page, or to all users in the authority (if you are an Admin User), via the Authority Administration page. Alternatively, contact the helpdesk for further support.

2.6. Selection Lists

The selection list function on WDF is provided so that you can create lists of the facilities where you send your waste for treatment.

Other than those required by Scottish LAs, sites that operate under an exemption will not appear on the selection list as by their nature these sites are exempt from a waste management licence. Information on how to report waste tonnages which are sent to exempt facilities is provided below (see section 2.6.3) and (for English LAs) in the [“Question 100 Data Entry guidance; GN63”](#).

The Environment Agency manages changes to the WDF selection list, including adding new facilities and activating and deactivating existing listings. Please see the guidance note [“EA Selection list update procedure”](#) (which includes an email template) to ask the EA to make a change, if needed.

There are two key aspects to consider when populating your selection lists – *Duty of Care and Final Destinations*.

Duty of Care

Local authorities have a Duty of Care for waste, which is laid down in section 34 of the Environmental Protection Act 1990. Under the duty of care a local authority (LA) must ensure that they have made the necessary checks to determine who is handling their waste and how it is being kept, treated or disposed of. If, for example, a LA is using a reprocessor or a transfer station, then the LA must check that the site is licensed to take all the types and quantities of wastes being delivered. The LA is also expected to check what happens to the waste leaving the facility, including checking that anyone transporting, handling, keeping and treating their waste is licensed to do so. This extends as far as the final destinations for ALL the waste streams leaving the original facility. Further information on the duty of care is available at www.gov.uk.

Final destinations

WDF is used to:

- to monitor progress towards national and local targets;
- to produce National Statistics on municipal waste;
- to provide an evidence base to guide government policy.

It is important that the facilities handling, treating, sorting, or disposing of municipal waste are correctly recorded in WDF.

Local authority waste authorities need to ensure that their waste is being diverted from landfill, where possible, and that it is being recycled and recovered legitimately. In order to monitor these functions, accurate information on the final destination of waste i.e. the name and address of the final destination facility where the waste is handled in the UK is important. If waste is sent outside the UK (either directly or via an Exporter) it is very helpful to record the overseas final destination, where possible, of the material.

Final destinations should be kept updated in the WDF system through management of the selection lists and this information should be reported in quarterly returns.

2.6.1. Creating/Editing Selection Lists

Local authorities manage their own lists of facilities for use in Q100 based on the entries in the WDF Facilities list. Once set up, these facilities become available to use in Q100.

You can edit your own facility lists for the following sub-sections:

- Recycling Destinations (for Q019 & Q100):
- Reuse Destinations (for Q035 & Q100):
- Waste Treatment and Disposal facilities (Q051 to Q065 & Q100): and
- Transfer stations (Q051 to Q065 & Q100).

WDF Tip – To be able to edit selection lists, your account must have the “Create/Edit Local Lists” option within your user account settings ticked. See section 2.2.2.

To edit your facility lists, chose the “Selection Lists” option from the “Management” menu. Initially the screen does not show the contents of a list.

Figure 5: The Selection List page

National Facility Id	Facility Name	License	Post Code	Address	Created For Nat Region	Region	Active in Nat Lists	Locked
<input type="checkbox"/> 35312	Dumfries and Galloway Council	WML/L/1118007	DG97UD	Stranraer Zero Waste Park, Fountain Way, Black Parks Industrial Estate, Stranraer		Scotland	Y	N
<input type="checkbox"/> 21566	Grundon Waste Management Ltd	CP3435PR	RG10 9YB	Star Works Landfill Site, Knowl Hill, Maidenhead, Berkshire	England	South East	Y	N

The drop-down at the top of the page: “Please select a list to edit” shows you the lists you can manage. Only one list can be amended at a time. Once chosen, the “Selected Facilities” box will populate with your existing list.

Figure 6: Selected facilities

WasteDataFlow

Home Data Reports Management Log Off Help

User : Kate Foley Authority : Development

Please select a list to edit Waste Treatment and Waste Disposal facilities (Q051 to Q065)

Selected Facilities

Facility Name	License	Post Code	Address	Type	Sub-Type	Region	Active in Nat Lists
<input type="checkbox"/> Other/Exempt	N/A	N/A	National	Other/Exempt	N/A	National	Y
<input type="checkbox"/> Viridor Waste Management Ltd	BK6858ID	SN11 8TR	SANDS FARM SAND PIT ROAD CALNE SN11 8TR	Landfill	N/A	South West	Y
<input type="checkbox"/> Dalkeith Demolition Ltd	WML/E/0000093	EH22 4AH	Unit 27, Mayfield Industrial East, Dalkeith, Midlothian	Recycling	N/A	Scotland	Y
<input type="checkbox"/> Kent Enviropower Ltd	100300	ME16 0LE	Laverstock Road 20/20 Business Park Maidstone Kent ME16 0LE	Transfer Station	N/A	South East	Y
<input type="checkbox"/> Outside UK EU	N/A	N/A	Facility outside the UK but within	Other/Exempt	N/A	Outside the	Y

Remove Facilities

Facility Search

Facility Name Address Active on National Lists Yes

License Number Facility Type All

A facilities search will return a maximum of 500

The table displays details about each facility including its address, licence number, type designation and whether it is currently active on the national list. If the facility is not currently active on the national list it will be displayed in red text (see section 2.6.2). If it has been locked the listing will be shaded in red. You will not be able to roll up your return if a locked facility has been used. See section 2.6.2 below for further details.

WDF Tip – It is possible for a facility to carry out a number of functions, for example to be a MRF and a Transfer Station. However the system will only show one designation per facility.

Removing facilities from a list

You can edit the facilities list by adding or removing facilities. To remove a facility already on your list, select the tick box in the “Selected Facilities” and then click “Remove Facilities”. You can remove multiple facilities by selecting multiple boxes.

Figure 7: Removing facilities from the selected list

WasteDataFlow

Home Data Reports Management Log Off Help

User : Kate Foley Authority : Development

Please select a list to edit Waste Treatment and Waste Disposal facilities (Q051 to Q065)

Selected Facilities

Facility Name	License	Post Code	Address	Type	Sub-Type	Region	Active in Nat Lists
<input checked="" type="checkbox"/> Other/Exempt	N/A	N/A	National	Other/Exempt	N/A	National	Y
<input checked="" type="checkbox"/> Viridor Waste Management Ltd	BK6858ID	SN11 8TR	SANDS FARM SAND PIT ROAD CALNE SN11 8TR	Landfill	N/A	South West	Y
<input checked="" type="checkbox"/> Outside UK-EU	N/A	N/A	Facility outside the UK but within Europe	Other/Exempt	N/A	Outside the UK	Y
<input type="checkbox"/> Guangxi, Jindaxing Paper Ind Co	no licence	N/A	Tianlin County, Guangxi Province, China	Not Known	N/A	Outside the UK	Y
<input type="checkbox"/> Outside UK and EU	N/A	N/A	Facility outside the UK and not within	Other/Exempt	N/A	Outside the UK	Y

Remove Facilities

Facility Search

Facility Name Address Active on National Lists Yes

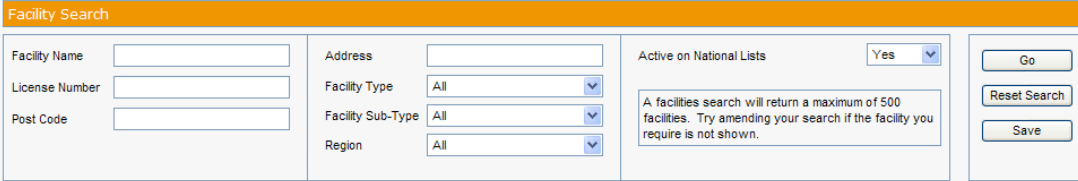
License Number Facility Type All

A facilities search will return a maximum of 500

Adding facilities from a list

To add new facilities to your list, you need to use the “Facility Search” function, at the bottom of the selection list page.

Figure 8: Facility search



The Facility Search form contains the following fields and controls:

- Facility Name:** Text input field.
- License Number:** Text input field.
- Post Code:** Text input field.
- Address:** Text input field.
- Facility Type:** Dropdown menu with 'All' selected.
- Facility Sub-Type:** Dropdown menu with 'All' selected.
- Region:** Dropdown menu with 'All' selected.
- Active on National Lists:** Radio button set with 'Yes' selected.
- Buttons:** 'Go', 'Reset Search', and 'Save' buttons.
- Message:** A facilities search will return a maximum of 500 facilities. Try amending your search if the facility you require is not shown.

There are several search criteria that you can use. Any combination of one, more or all of these can be used at once, with most facilities identifiable with a combination of Name and Postcode.

WDF Tip – Using more detail in your searches can avoid having to scroll through pages of returns. For example, searching only against the name of some of the big waste management companies can return over 150 results. You may also have success from breaking a name down, for example, if searching against an address of “Crosshill Road” doesn’t return your facility, try “Crosshill” (without the Road) or simply “Cross”.

Once you have entered the search criteria you wish to use, simply press the “Go” button, (pressing “Enter” won’t work). Your search results are shown just below the “Facility Search” section.

Figure 9: Search results

Facility Name	License	Post Code	Address	Type	Sub-Type	Region	Active in Nat Lists
<input type="checkbox"/> Viridor Waste Management Ltd	WEE/QD0006ZT/ATF	WA9 1QW	Cornwall street, Parr Industrial Estate, St Helens, Merseyside.	Treatment Facility	WEEE	North West	Y
<input type="checkbox"/> Viridor Electrical Recycling	WML/E/0220252	PH2 8DT	Friarton Place, Perth, Perthshire	Recycling	Various	Scotland	Y
<input type="checkbox"/> Viridor EnviroScot Ltd	WML/W/0020118	G69 9RW	Langmuir Way, Bargeddie, Glasgow	Recycling	N/A	Scotland	Y
<input type="checkbox"/> Viridor Enviroscot Ltd.	WML/W/0022041	N/A	Hamilton Civic Amenity Site, East Avenue, Blantyre	Recycling	N/A	Scotland	Y
<input type="checkbox"/> Viridor Enviroscot Ltd.	WML/E/0020187	EH17 8RY	600 Gilmerton Road, Edinburgh	Reprocessor	N/A	Scotland	Y
<input type="checkbox"/> Viridor Glass Recycling	WML/XS/1081459	EH19 3HY	5 Dalhousie Business Park, Carrington Rd, Bonnyrigg, Midlothian	Recycling	Glass	Scotland	Y
<input type="checkbox"/> Viridor Glass Recycling Ltd	ER101998202	WA9 3EX	Lancots Lane, Sutton, St Helens, Merseyside	Reprocessor	Glass	North West	Y
<input type="checkbox"/> Viridor Glass Recycling Ltd	EX102009144	WA9 3EX	Lancots Lane, Sutton, St Helens, Merseyside	Exporter	Glass	North West	Y
<input type="checkbox"/> Viridor Limited	BT7272W	BS13 8AF	YANLEY LANDFILL BRIDGWATER ROAD BRISTOL BS13 8AF	Landfill	N/A	South West	Y
<input type="checkbox"/> Viridor Limited	BW0991DX	S44 5HS	MARKHAM LANE DUCKMANTON CHESTERFIELD S44 5HS	Landfill	N/A	E Midlands	Y
<input type="checkbox"/> Viridor Polymer Recycling Ltd	ER102008107	WN8 9SU	Gerrard Place, East Gillibrands, Skelmersdale, Lancashire	Reprocessor	Plastic	North West	Y

The search results can be sorted by clicking on the column heading, (Facility name, Licence, Post Code etc). Either from lowest to highest entry, (shown by an upward pointing arrow next to the heading) or from highest to lowest (shown by a downward pointing arrow).

Depending on the number of results returned and your screen resolution, only the first 10 or so search results will be displayed. To move to the next group of results, scroll to the bottom of this list and select the results page you wish to view.

To add a facility to your list, tick the box next to the details and then press the “Save” button. You can then press “Reset Search” to search for the next facility you wish to add.

WDF Tip – If you move away from the page before pressing “Save” any searching and selecting of facilities will be lost. There will be no prompt for this. However, if you try to load another list you will be prompted to “Save” and that if you do not you will lose any unsaved changes.

2.6.2. Active, Inactive and locked Facilities

The National Facility List never has a facility deleted. Old facilities are simply flagged as inactive and after a period (12 months for England and Wales, 18 months for Northern Ireland and 20 months for Scotland), are “Locked”. This ensures that data entered in historic periods is never orphaned as a result of the site no longer existing on the system, whilst also identifying where sites are no longer active and should not/cannot be used.

The status of a site can be identified on the selection list page and in Q100. On the selection list page, inactive sites are marked with “N” in the “Active in Nat Lists” column. Locked sites are shown with a “Y” in the “Locked” column.

The default facility search on the selection list page is set to only look for active sites. Therefore unless you change this setting it may be that you can’t find a facility because it is inactive. Waste should not be going to a facility that is inactive. However, to enable a full searching capability there is an option to search under “both” active and inactive facilities. This is via the “Active on National Lists” drop-down.

Figure 10: An inactive facility

<input type="checkbox"/>	Viridor Glass Recycling Ltd	ER101998202	WA9 3EX	Lancots Lane, Sutton, St Helens, Merseyside	Reprocessor	Glass	North West	Y
<input type="checkbox"/>	P & R Disposal Services Ltd t/a P & R Disposal Services Ltd	EAWML54030	PR5 3QS	Moss Side Industrial Estate, U. 117-120 Clydesdale Place, Leyland, Preston, Lancashire [EAWML54030]	Transfer Station	N/A	North West	N
<input type="checkbox"/>	Nationwide Recycling Ltd	ER102004792	SA10 6EN	Unit 10, Tank Farm Road, Llandarcy, Skewen, Nr Neath, West Glamorgan	Reprocessor	Glass	Wales	Y

Locked facilities will not be returned by the facility search, no matter the setting on the “Active on National Lists” drop-down, however it may be that there are some locked sites within your selection list if they were added prior to them being locked. As returns cannot be rolled up if they contain locked sites it is best practice to remove them from your selection list.

Figure 11: A locked facility

<input type="checkbox"/>	Nottinghamshire Recycling Ltd	43763 / QP3690CD	S80 3HA	Worksop Recycling Centre, Shireoaks Road, Worksop, Nottinghamshire		E Midlands	Y	N
<input type="checkbox"/>	Oakwood Fuels Ltd	43209	NG22 8UA	Bilthorpe Ind Est, Brailwood Road, Bilthorpe, Newark, Nottinghamshire		E Midlands	N	Y
<input type="checkbox"/>	Darrington Quarries Ltd	60204 / ZP3290ZD	WF11 0AY	Darrington Leys, Cridling Stubbs, Knottingley, West Yorkshire		Yorkshire and Humber	Y	N

In Q100, when you click on the “Select” link in a facility node’s “Waste Details” box, the “Select Facility” box appears. By default, it does not return locked facilities, but you can include them in the search if you wish. If you do, they are identified by red text and highlighted in light red.

WDF Tip – you will not be able to roll up your return if a locked site is being used in Q100.

2.6.3. Facilities not on the list

If you cannot find the facility you are looking for after trying a number of different search criteria it may be that the site holds an exemption licence for its activities. In this case you will need to record the tonnage against the “Other/Exempt” facility, (NB for Scottish LAs, please contact SEPA before using this facility type). It is likely that “Other/Exempt” is already on your established list, however if it is not you can find it by searching on “Other/Exempt” in the facility name box. If reporting tonnages against other/exempt facilities you should always ensure that the Address details box is completed with the name of the facility, the address, and postcode.

If an English site you believe to be licensed is not present on the selection list, please contact the EA using the email template in the [EA Selection list update procedure](#) guidance note on the England Guidance page of the WDF website. In the meantime you should report this tonnage using the facility: “Other/exempt” and ensure that the Address details and comments boxes are completed with the relevant facility details.

WDF Tip – When using “Other/Exempt”, you will need to enter a description in the “Waste Details” box, including the facility name, address and postcode. Further information such as the licence number of the site can be included in the comments. Note: Address details are carried over when a previous Q100 tree is uploaded to a new quarter’s return but the comments are not.

2.7. Material Lists

Several of the questions completed quarterly in WasteDataFlow relate to specific materials such as different grades of plastics, types of cans, colours of glass, food waste, or garden waste.

There are currently almost 70 different material categories against which data can be recorded in WasteDataFlow but it is unlikely that you will need to have all of them displayed all the time. To reduce the amount of scrolling you have to do, you can create a personalised list containing only the categories you use regularly.

WDF Tip – if you are entering data for an English LA, please do not record any tonnages against the material category of “Aggregates”. It’s a good idea to exclude this from your Material List.

To access the list, select “Materials List” from the Management menu.

Figure 12: The Materials List page

WasteDataFlow

Home Data Reports Management Log Off Help

User : Tim Knowles Authority : Development

Select the materials where you regularly report tonnages collected. These materials will be displayed by default on material based WasteDataFlow questions such as Q10 or Q11. You will still be able to report against materials that you do not select on this page by clicking the Show All button on the data entry screen.

The list of selected materials is for the authority for which you currently enter data. If you enter data for several authorities you will be able to construct a different list for each authority. Any other users who enter data for the authority will also see the same list of default materials.

You must save any changes you make before they become effective.

Select Materials

- ☒ Green glass
- ☒ Brown glass
- ☒ Clear glass
- ☐ Mixed glass
- ☒ Paper
- ☒ Card
- ☒ Books
- ☒ Mixed paper & card
- ☒ Steel cans
- ☒ Aluminium cans
- ☐ Mixed cans
- ☐ Mixed Plastics
- ☒ Mixed Plastic Bottles
- ☐ PET [1]
- ☐ HDPE [2]
- ☐ PVC [3]
- ☐ LDPE [4]
- ☐ PP [5]

The materials list page contains a full list of the materials which can be selected to appear on your personalised lists. To remove any materials you no longer use, untick the box next to it, whilst ticking any new ones not currently shown. Once complete, make sure you click the “Save” button at the bottom of the list, (confirmation of Save is given by a red message under the button once pressed). If you navigate away from the page without saving your changes will be lost.

By default the material specific questions (e.g. Qu10) will now display your defined list.

WDF Tip – The list of selected materials is for the authority for which you currently enter data. If you enter data for several authorities you will be able to construct a different list for each authority. Any other users who enter data for the authority will also see the same list of default materials.

It is possible to make the question show the full list of materials at any time by clicking the “show all materials” button in the upper right hand corner of the question, (circled in the screenshot below).

Figure 13: An example of a personalised material list and show all materials option

Load comments only from:

Dwelling Stock: 0 Show All Materials

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?
+ Mixed glass	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Mixed paper & card	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Plastics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Green garden waste only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Mixed garden and food waste	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Furniture	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Rubble	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
+ Co mingled materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Totals	0	0		0	0	

2.8. My Authorities

This section allows you to create and manage groups of authorities which you may wish to regularly report against within the Summary Reports section of the website.

This functionality is covered in detail in the WDF System Manual Section 5 – Reporting.

So now you know how to manage and set up your WDF users, selection lists and materials lists. Now it is time to start entering data. Guidance on this is covered in the [WDF System Manual Section 3 – How to Enter, Authorise and Validate Data](#).