



NABERS Waste Manager User Guide

Waste Contractor - Data Upload & Relationships

Version Number

2.0

Last Updated

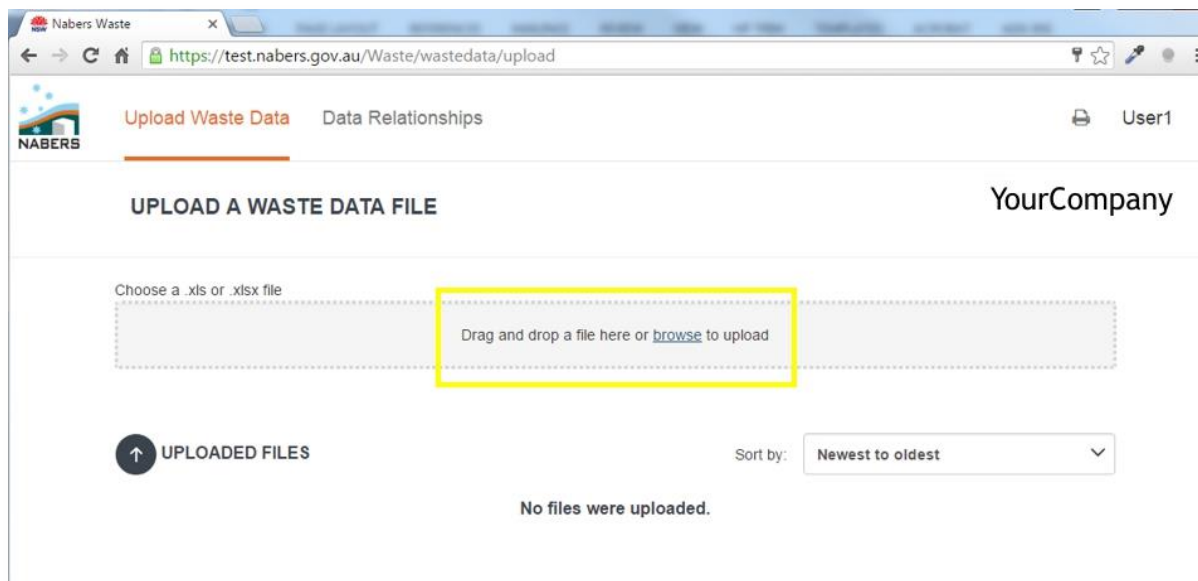
19 July 2018

1. Upload your waste data

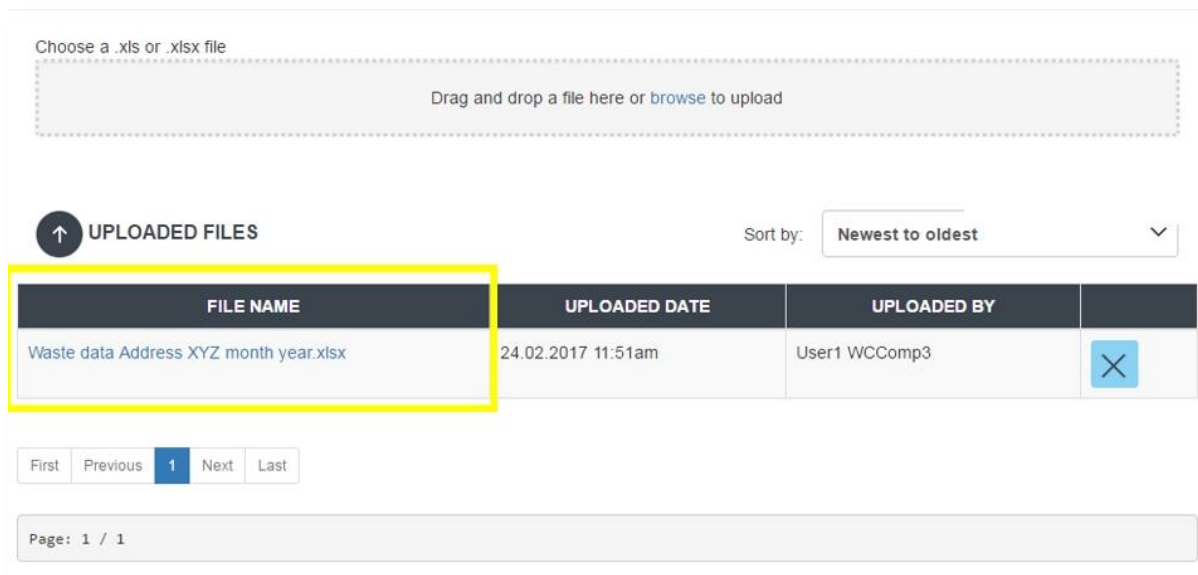
Log in here: <https://test.nabers.gov.au/Waste>

Upload your waste data excel spreadsheet on the **Upload Waste Data** page.

Drag and drop the file or click on [browse](#) to upload. Click on [Upload File](#) once you have selected the correct file.



After uploading your file successfully, it will be shown in the *Uploaded Files* history.



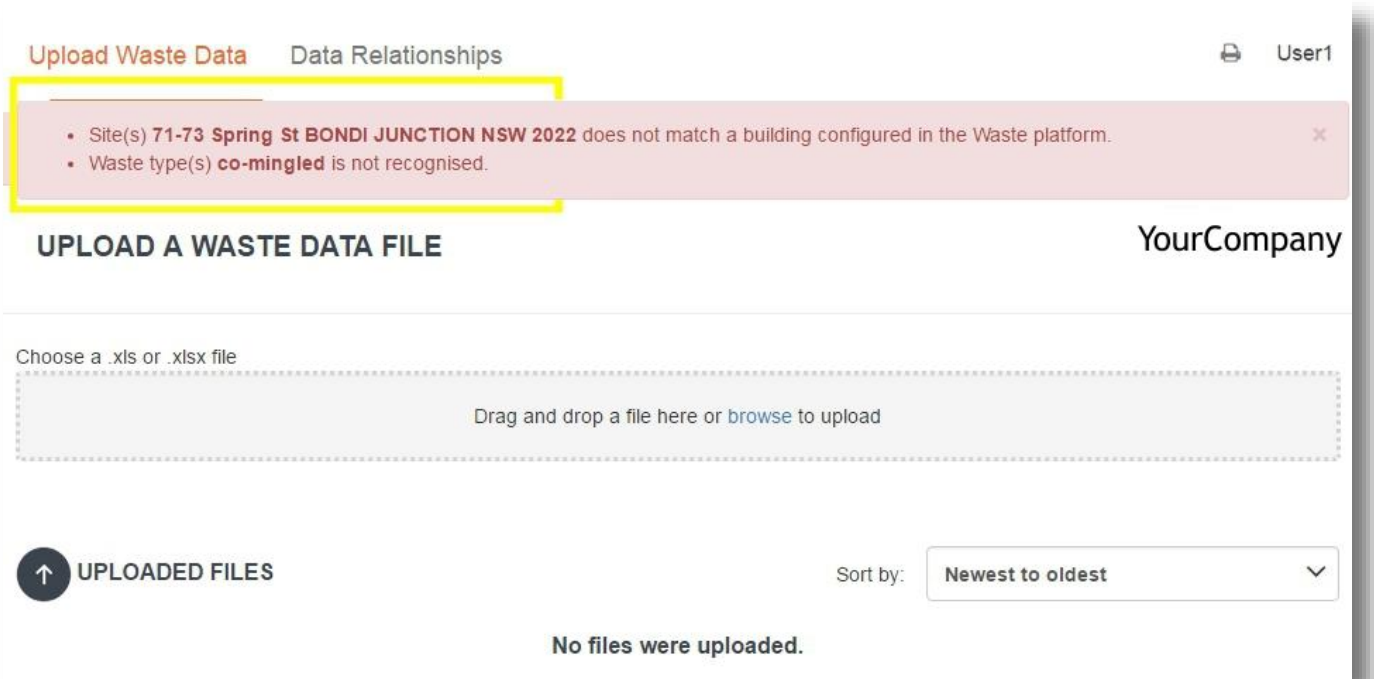
Clicking on  will delete the file.

Please note that all data must be uploaded with dates in Australian date format (dd/mm/yyyy). If you notice that graphs are displaying data unusually, please check that dates are not in American (mm/dd/yyyy) format and amend if necessary.

2. Manage data relationships

2.1. Mismatched data

If you upload your file, and the content (e.g. street name or waste type) is different from the original building set up, you will get a system notification.

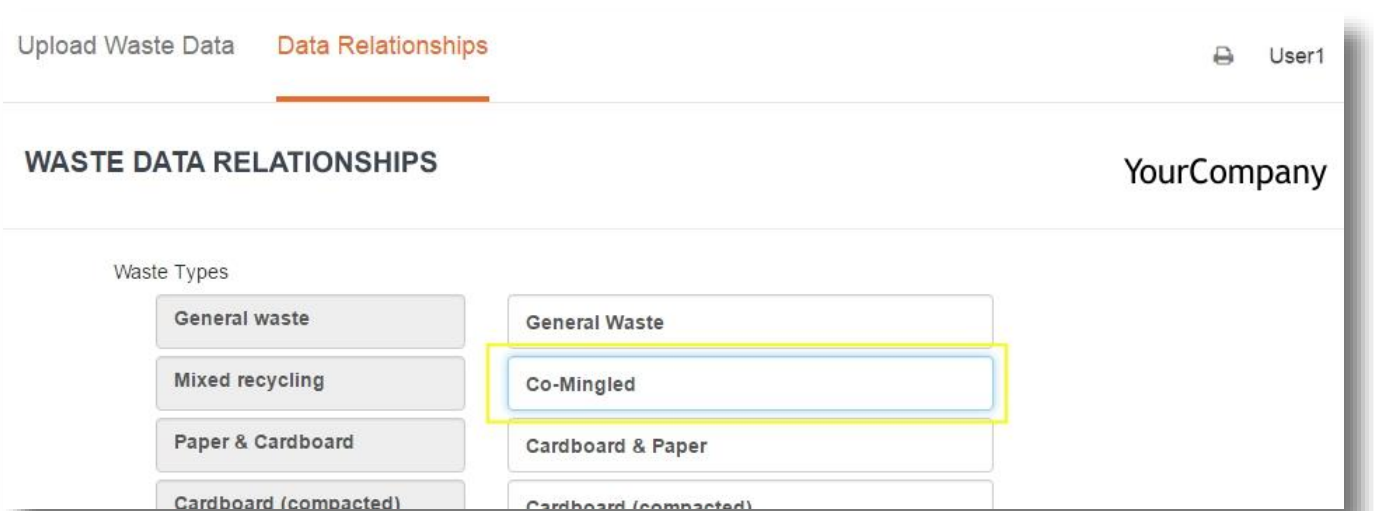


The screenshot shows the 'Upload Waste Data' page with the 'Data Relationships' tab selected. A notification banner at the top contains the following text:

- Site(s) **71-73 Spring St BONDI JUNCTION NSW 2022** does not match a building configured in the Waste platform.
- Waste type(s) **co-mingled** is not recognised.

Below the notification, the page title is 'UPLOAD A WASTE DATA FILE' and the user is 'YourCompany'. A file upload area prompts the user to 'Choose a .xls or .xlsx file' and provides a 'Drag and drop a file here or browse to upload' option. Below this, there is a section for 'UPLOADED FILES' with a 'Sort by: Newest to oldest' dropdown menu. The status indicates 'No files were uploaded.'

You can adjust any mismatching data on the **Data Relationships** page. Enter your data (eg. what you call a certain waste type) in the corresponding field.



The screenshot shows the 'Data Relationships' page with the 'Data Relationships' tab selected. The page title is 'WASTE DATA RELATIONSHIPS' and the user is 'YourCompany'. Under the 'Waste Types' section, there are two columns of input fields. The left column lists waste types from the uploaded file, and the right column lists the corresponding waste types in the system. The 'Co-Mingled' field in the right column is highlighted with a yellow box.

Waste Types	Waste Types
General waste	General Waste
Mixed recycling	Co-Mingled
Paper & Cardboard	Cardboard & Paper
Cardboard (compacted)	Cardboard (compacted)

To match details for a specific building, start by typing the address in the *Select a Building* field. The first 3 letters will trigger a search of the database.

BUILDING DETAILS

Type three letters of your building address to search the database

Select a Building

71-73 Spring Street BONDI JUNCTION NSW 2022

Match the existing building setup prepared by the building manager with your spreadsheet data. After you have finished relating your data to the building setup, click *Save*.

Upload Waste Data **Data Relationships** User1

WASTE DATA RELATIONSHIPS

YourCompany

Original building setup *Your file data*

Waste Types

General waste	General Waste
Mixed recycling	Co-Mingled
Paper & Cardboard	Cardboard & Paper
Cardboard (compacted)	Cardboard (compacted)
Soft plastics	Soft Plastics
Organics	Organics

BUILDING DETAILS

Select a Building

Address:

71-73 Spring Street, BONDI JUNCTION, NSW, 2022	71-73 Spring St BONDI JUNCTION NSW 2022
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Docks:

Dock 1	Dock 1
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No Processing Facility allocated

Save

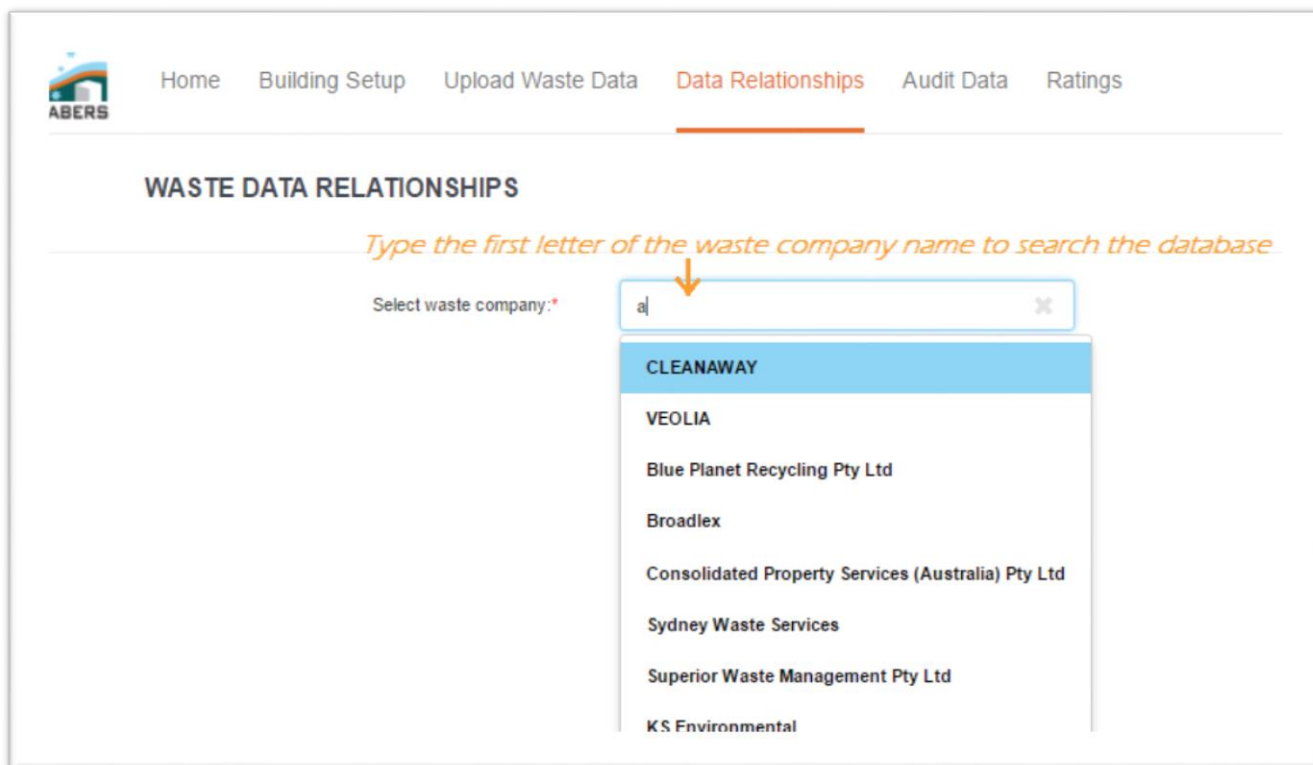
Your waste file can now be uploaded via the [Upload Waste Data](#) page.

2.2. Waste company and processing facility data

You can still independently add processing facilities through the **Data Relationships** page, even if the building configuration section on the NABERS Waste platform has been completed.

To match details for a specific waste company, start by typing the company name in the *Select waste company* field. The first 3 letters will trigger a search of the database.

Once the required company is selected, waste types associated with that company in the building's uploaded data will appear.



A notification will highlight that no processing facilities have been linked to the waste contractor/s set up in the platform. To match details for a specific waste processing facility, start by typing the facility name in the *Look for a facility* field. The first 3 letters will trigger a search of the database.

When the correct processing facility has been selected, press save to update building data relationships. Continue to add and save processing facilities until all correct facilities have been added.

[Home](#)
[Building Setup](#)
[Upload Waste Data](#)
[Data Relationships](#)
[Audit Data](#)
[Ratings](#)

WASTE DATA RELATIONSHIPS **BINGO**
INDUSTRIES

Select waste company:

Waste Types:

General waste	General waste
Green waste	Greenwaste
Mixed recycling	Comingle Recycle
Paper & Cardboard	Paper / Cardboard

Equipment Types:

Mobile bin	bin
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BUILDING DETAILS

Site Address:

Docks:

No Processing Facilities defined for this site

Type the first three letters of the processing facility name to search the database

WASTE PROCESSING FACILITIES

Look for a Facility

- Springsure Landfill
- Springbrook Transfer Station

The data relationships between waste types, contractors and processing facilities have now been updated for the building.