

1. Introduction

1.1 Aim of the IUWA Waste Manager


The IUWA Waste Manager makes it possible for all industrial firms to comply with legal obligations, relating to the creation of waste management concepts and waste management balances, with ease. Using the statistical analysis option provided by the IUWA Waste Manager, you can (virtually) create any amount of balance sheets, showing the waste flow of your firm.


The program brings together all of your firm's relevant master data and deals with the current accounting transactions of accumulated waste. At the end of the year (or at any other desired time) the software generates statutory documents, as well as additional statistical analyses.


1.2 Layout of the Handbook

The present handbook aims to give you an idea of the various functions of the IUWA Waste Manager and to familiarize you with how the software is operated. In this regard, it can be used as a point of reference for all questions and problems that may arise in the day to day usage of the program.

There are two basic ways of looking up information: firstly, there is a "step by step" explanation of the main menus, as well as a glossary (*Chpt. 12*), which explains the essential terms and content and offers cross-referencing to further explanations. In the online version, both components are linked to each other using hyperlinks. Important passages in the handbook are highlighted by the following symbols:

The bell stands for tips and tricks, which are designed to save you time in the day to day usage of the IUWA Waste Manager. 

The pointing finger represents especially important sections of the handbook. 

The bomb is used as a warning against potential mistakes during installation or the creating of files, which, if the worst comes to the worst, could lead to the irrecoverable loss of information. 

1.3 Structure and Layout of the IUWA Waste Manager

The entity-relationship model shown in figure 1 illustrates the basic components and relationships of the waste manager.

Using the software, the following master data (in yellow) is created:

- Addresses

- Disposal routes
- Disposal Certificates
- Waste substances

Then there are additional data files (in grey) such as:

- Employees and contact persons
- Recycling and disposal techniques
- Waste Catalogue (EWC and LAGA)

All master data is brought together in the Accounting menu (in red), in which individual waste disposal transactions can be entered and edited. Using all of the data in the Accounting menu, statistical analyses and statutory documents (in green) can then be generated.

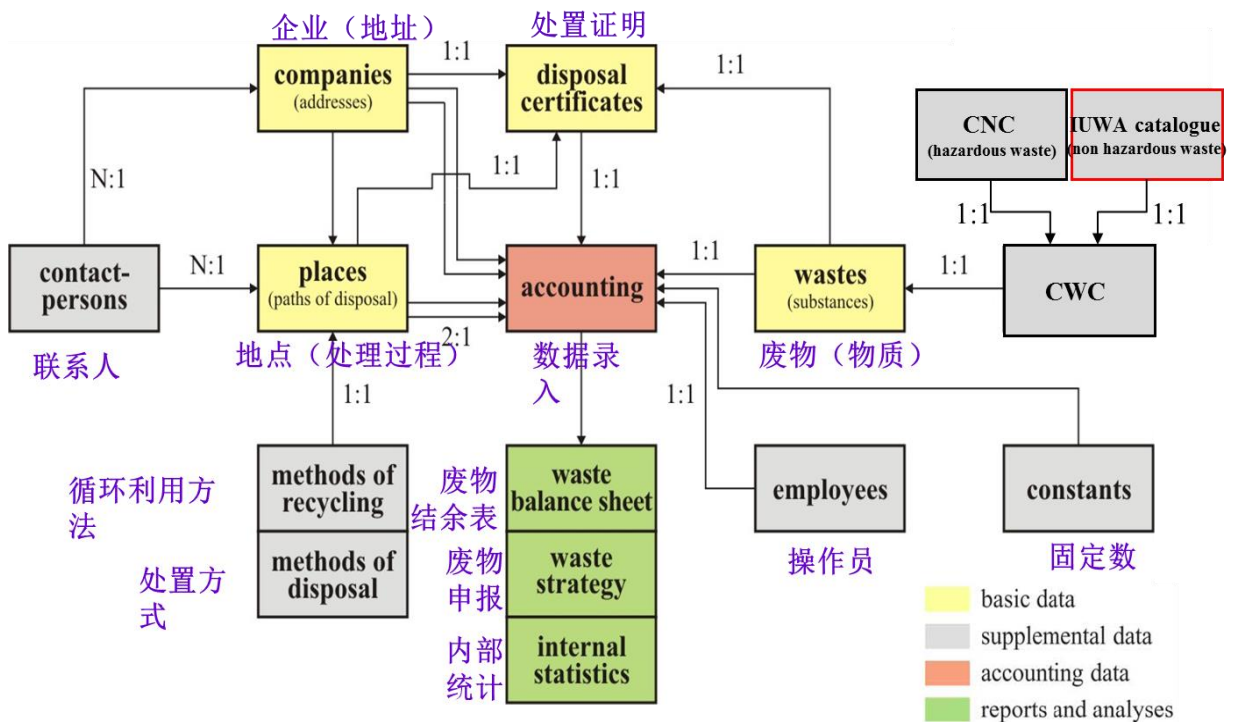


Fig. 1: Entity-relationship model of the IUWA Waste Manager

In chapters 4 to 9 of this handbook you will find a detailed description of the input and dialogue menus, which will help you to enter your data into the IUWA Waste Manager and then analyse it.

2. Installation of the IUWA Waste Manager

2.1 System Requirements

For the operation of the IUWA Waste Manager, a PC with a Windows system (95, 98, NT 4.0, ME, 2000, XP) is required. In addition, a version of Microsoft Office – either 2000, XP or 2003 – should also be installed on your computer. Please make sure that the installation includes the database application MS Access, which is standard in the Professional Package, however is not included in the Small Business Edition. Should your company does not have access to MS Access 2000, XP or 2003, you will find a Runtime version of Access XP on the CD-ROM (Chpt. 2.2.1). This runtime version is a modified version of Access. It functions much the same as the complete version of Access, however not all of the features are included: for example, it is not possible to make changes to the data objects. The Runtime-version only allows you to run the database application. It lends itself in particular as a basis for the single-user version of the IUWA Waste Manager. Users of the network and/or the full version should be able to install the full version of Access.

If requested, a version of the IUWA Waste Manager, which has been converted into the Access 97 format, is available. Please be aware that not all functions are available in this version. In addition, fault reporting can occur, due to non-existent or non-available system libraries. Please note the appropriate references in Chapter 11.4 of this handbook.

Before installing the IUWA Waste Manager, please make sure that your system is fully up to date in terms of security updates and service packs. For Windows NT 4.0 Systems, service pack 6a must be installed. As this handbook is published, we recommend installing service pack 4 for Windows 2000 and service pack 3 for Windows XP. Current updates and service packs can be found at the following website: <http://windowsupdate.microsoft.com> for the Windows system and <http://officeupdate.microsoft.com> for the office program and Microsoft Access. It is advisable to regularly update all software components provided by Microsoft (e.g. Internet Explorer). Please ensure that the Windows versions NT 4.0 and Office/Access 97 are no longer maintained by Microsoft.

As a minimum size for main storage (RAM), we recommend 32 MB for Windows 9x, 64 MB for Windows NT 4.0, 2000 and 128 MB for Windows XP. By increasing the available memory storage space, a noticeable increase in the computer's operating speed is usually achieved, especially in the case of old PCs.

The IUWA Waste Manager requires about 10 MB of memory capacity on the hard drive. This memory space requirement will then increase, depending on how much data you save.

The software has been developed for a screen resolution of 1024x768 pixels and at least 256 colours. Lower resolutions are available, however they make operating the Waste Manager more difficult, as the input masks are not displayed properly and have to be viewed by using a scroll bar.



To print lists and analyses, a Windows-compatible printer is required. If a printer is not linked to your computer, analyses and lists cannot be generated. If there is not a printer available at your place of work or on your network, you can install any printer driver from the list provided by Windows.

When using the IUWA Waste Manager, you should make sure that, in association with Microsoft Windows, the Microsoft Office package and the MS Access database application are available to be used, as the IUWA Waste Manager accesses the standard functions of Access. Please consult the Access handbook or make use of the Access online help option if necessary.

If in doubt, or in the case of problems with installation, please contact your system administrator.

2.2 Installation Options

The time it takes to install the IUWA Waste Manager is dependent upon the version you choose to install and the nature of the software you employ in your enterprise. In most cases, installation is completed within a few minutes. The following table gives an overview of the installation options and, where applicable, the data file on the server:

Version	Client File	Server File	Comments
Test Version	IUWA_Wastemanager_4_Demo.mdb		No network support
Single User Version	IUWA_Wastemanager_4E.mdb ...		No network support
Network Version	IUWA_Wastemanager_4.mdb ...	IUWA_Wastefiles_4.mdb	See diagram in Chpt. 2.4
Full Version	IUWA_Watemanager_4.mdb...	IUWA_Wastefiles_4.mdb	See diagram in Chpt 2.4

If you have downloaded the installation files from the internet, you must then unpack them. To do this, open the "IUWA_Wastemanager.exe" file by double clicking it, or through the Windows Explorer menu.

If you install the Waste Manager using a CD-ROM, the files and indices at the end of the copy process are write-protected, as they come from a write-protected data medium. To remove the write-protection, select the folder called "C:\IUWA_Wastemanager\" and click the right-click with the mouse. The Windows Explorer context menu will open. Select the "Properties" button (right at the bottom). In the "Properties of..." window, deactivate the file attribute "Write-protected" by removing the tick in the corresponding checkbox.

2.3 Single-User Version and Test Version

On the data carrier, you will find the folder "IUWA_Wastemanager", in which you will then find the file marked "IUWA_Wastemanager_36.mdb". Please copy this file completely onto any file on your hard drive (e.g. "C:\Programme\").

In the "IUWA_Wastemanager" folder, you will find, where appropriate, another .mdb folder with the addition of "A97". This is a version of Access, in the Access 97 format. Please be aware that in this version, not all functions are available. In addition, fault reporting can occur, due to non-existent or non-available system libraries. Please note the appropriate references in Chapter 11.4 of this handbook.

In order to make it easier to launch the IUWA Waste Manager, you can add a shortcut to the Windows desktop, the start menu or the quick start menu. For an explanation on how to do this, please refer to Chpt 2.6 of this handbook.

2.4 Network Version and Full Version

The IUWA Waste Manager was developed together with the database management system MS-Access. As MS-Access is designed for places in which there are numerous users, the IUWA Waste Manager can be operated very easily within a network. In order to do this, knowledge about the internal setup and structure of the network concerned is necessary, as well as being authorised to create folders (i.e. having a password), so that everyone who may wish to use the IUWA Waste Manager is not hindered by write- and read only protection.

The IUWA Waste Manager is composed of a backend located in the server ("IUWA_Wastedata_4.mdb"), which contains the in-house data, and a program module ("IUWA_Wastemanager_4.mdb"), which must be installed on the computers of all relevant employees (*Fig. 2*).

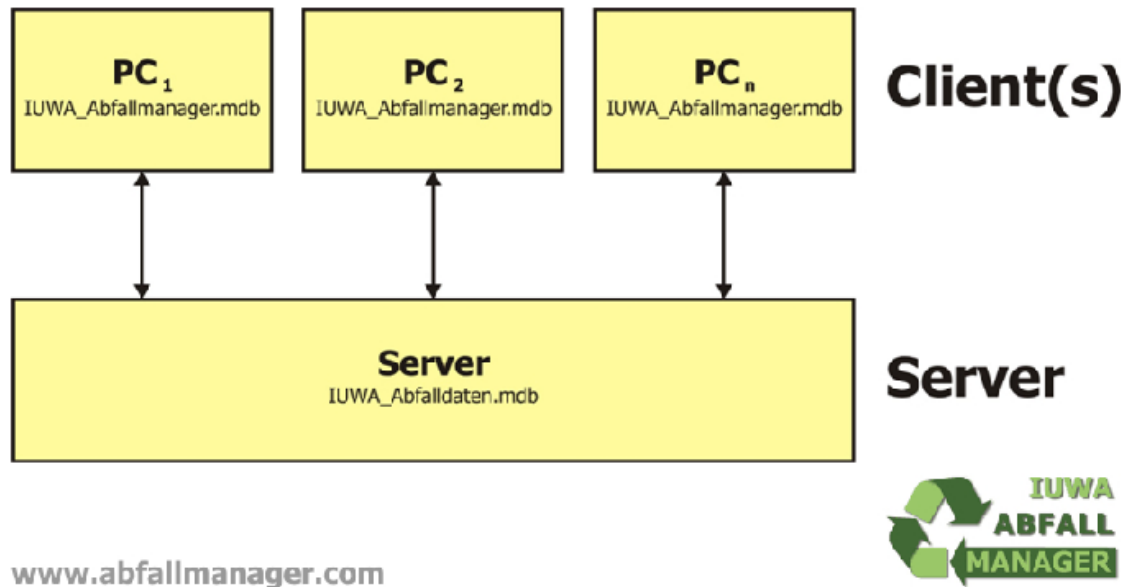


Fig. 2: Client-Server Structure of the IUWA Waste Manager

In the data carrier, you will find a folder called "IUWA_Wastemanager", in which you will find, amongst other files, both "IUWA_Wastemanager_4.mdb" and "IUWA_Wastedata_4.mdb". Please copy this whole folder to the C:\ drive of your computer. Then make a copy of the folder in the highest level of the drive ("C:\IUWA_Wastemanager\"), as the Waste Manager's files in this folder are preset. Should you install the Waste Manager using a CD-ROM, the files and folders will still be write-protected after you have finished copying them, as they have come from a write-protected data carrier. In order to remove the write-protection, open the folder entitled "C:\IUWA_Wastemanager\" by double clicking it. Highlight the 2 files "IUWA_Wastemanager.mdb" and "IUWA_Wastedata.mdb" and right-click with the mouse. A Windows Explorer menu will then appear. Select the "Properties" option (at the very bottom of the window). In the "Properties of..." window, deactivate the file attribute "Write-protected", by removing the tick in the relevant box.

When you have downloaded your version of the IUWA Waste Manager from the internet, the self-extracting file "IUWA_Wastemanager_4.exe" will appear. Start the "unpacking" process by double-clicking the file in Windows Explorer and then save the extracted data and folders in the highest level of your hard drive (default).

The next step is to link the program file of the IUWA Waste Manager with the server's data division. This requires advanced knowledge of the MS Access database package, as well as the structure of your company's network, and can vary slightly depending on the different versions of your Office package.

2.4.1 Access 2000 / XP

Copy the folder from the data carrier to the desired place and take note of the instructions about how to remove the write-protection, as described in the standard installation section (*Chpt. 2.2*). Start the Waste Manager by holding down the shift key and double-clicking the file, "IUWA_Wastemanager_4.mdb". From the "extras"

menu, select the "system utility database" option and then the "shortcut manager table" option.

Should the "shortcut manager table" option be unavailable, you will need to install it using the Office CD or, where appropriate, from your server (install Access with all additional options). Ask your IT administrator for support.

In the "shortcut manager table", activate the control box marked "always confirm new location". Then click on the "select all" button and then "ok". In the next window, scroll down to the location of the "IUWA_Wastedata_4.mdb" file and double-click it. Verify the confirmation message. Your IUWA Waste Manager is now ready to be used from its new location.

2.4.2 Access 97

Copy the folder from the data carrier to the desired place and take note of the instructions about how to remove the write-protection, as described in the standard installation section (*Chpt. 2.2*). Start the Waste Manager by holding down the shift key and double-clicking the file, "IUWA_Wastemanager_4.mdb". From the "extras" menu, select the "system utility database" option, then "add-ons" and then the "shortcut manager table" option.

Should the "shortcut manager table" option be unavailable, you will need to install it using the Office 97 CD or, where appropriate, from your server (install Access with all additional options). Ask your IT administrator for support.

In the "shortcut manager table", activate the control box marked "always confirm new location". Then click on the "select all" button and then "ok". In the next window, scroll down to the location of the "IUWA_Wastedata_4.mdb" file and double-click it. Verify the confirmation message. Your IUWA Waste Manager is now ready to be used from its new location.

2.4.3 All Access Versions

If the "shortcut manager table" is not installed, there is another way to link the two databases. This method, however, requires a certain accuracy, which, in the case of carelessness, can cause the irretrievable loss of files.

Start the Waste Manager by holding down the shift key and double-clicking the file, "IUWA_Wastemanager_4.mdb". Activate the "tables" button in the database window. The tables in the IUWA Waste Manager will then appear, divided into those contained in the Waste Manager module and those contained in the waste data module. The latter are marked with a small black arrow. Firstly, delete all of the linked tables contained in the waste data module: mark the particular table link by clicking on it and then remove it by clicking the [del] button.



Warning: Never delete a table that has not been linked! Once it has been deleted, it cannot be undone and the IUWA Waste Manager will no longer be able to function.

If all of the linked tables have been deleted, the tables must then be re-linked from their new location with the "IUWA_Wastedata_36.mdb". From the "file" menu, select the "external file" option and then "Link table".



Warning: never select the "import" option!

In the window that has now appeared, go to the new location of the "IUWA_Wastedata_4.mdb" file and select it either by double-clicking it or by marking it and then clicking on the "link" button. A list of all tables in the "IUWA_Wastedata_4.mdb" file will now appear. Click the "select all" button and then confirm by clicking "ok". The linked tables should now appear with a little black arrow next to them in the database window of the Waste Manager module. Your IUWA Waste Manager is now ready to be used from its new location.

2.5 Access XP Runtime

If MS Access XP or MS Access 2000 is not available on your computer, you must install the Access XP runtime version before you can install the IUWA Waste Manager. This can, where appropriate, take place at the same time as installing MS Access 97.

If your system cannot open the "ACCESS.MSI" file, then it means that you have not yet installed Microsoft-Installer. This is usually the case with Windows 98 and Windows NT systems (this installer is already integrated in newer systems such as Windows ME, 2000 or XP). If the Microsoft-Installer is missing from your system, you will find the necessary files ("InstMsiA.exe" for Windows 95 / 98 / ME or "InstMsiW.exe" for Windows NT 4 / 2000) to download it in the file "WINSTALL" on the CD-ROM or in the downloads section of the IUWA website (www.iuwa.de/gmbh/).

If in doubt or should any problems with the installation arise, please contact your system administrator.

2.6 Organisation of Shortcuts

After completing the installation process, you can either organize shortcuts to the "IUWA_Wastemanager.mdb" in the Windows desktop, the start menu or in the quick-start menu.

Now switch to the folder in which you have installed the IUWA Waste Manager/the client component of the Waste Manager and right-click the "IUWA_Wastemanager.mdb" file with the mouse. From the context menu, select the "create shortcut" option. Please then move the newly created file to the desktop. Now right-click the newly located shortcut in the desktop. You can rename the shortcut (e.g. IUWA Waste Manager) and assign a new icon. We recommend using the provided "IUWA_Wastemanager.bmp" as an icon.

To copy a shortcut into the quick-start menu, drag the symbol of the IUWA Waste Manager from the desktop into the quick-start menu. A highlighted bar will help you to insert the symbol into the desired place.

To insert a shortcut into the start menu, select the relevant menu (by right-clicking the mouse) and select "properties". Select the "start menu" tab and then click on the "customize" button. By clicking on "attach", you will start an assistant that will guide you through the process. Alternatively, you can use the original IUWA Waste Manager file or the shortcut in the desktop.

More information can be found in the Windows help section.

3. Configuration and Basic Settings

3.1. Starting the Program

To launch the program, double-click on the "IUWA_Wastemanager.mdb" file or likewise on the shortcut for the Waste Manager found in the desktop or the appropriate option in the quick-start menu (*Chpt. 2.6*).

After a few seconds, the following login box will appear:

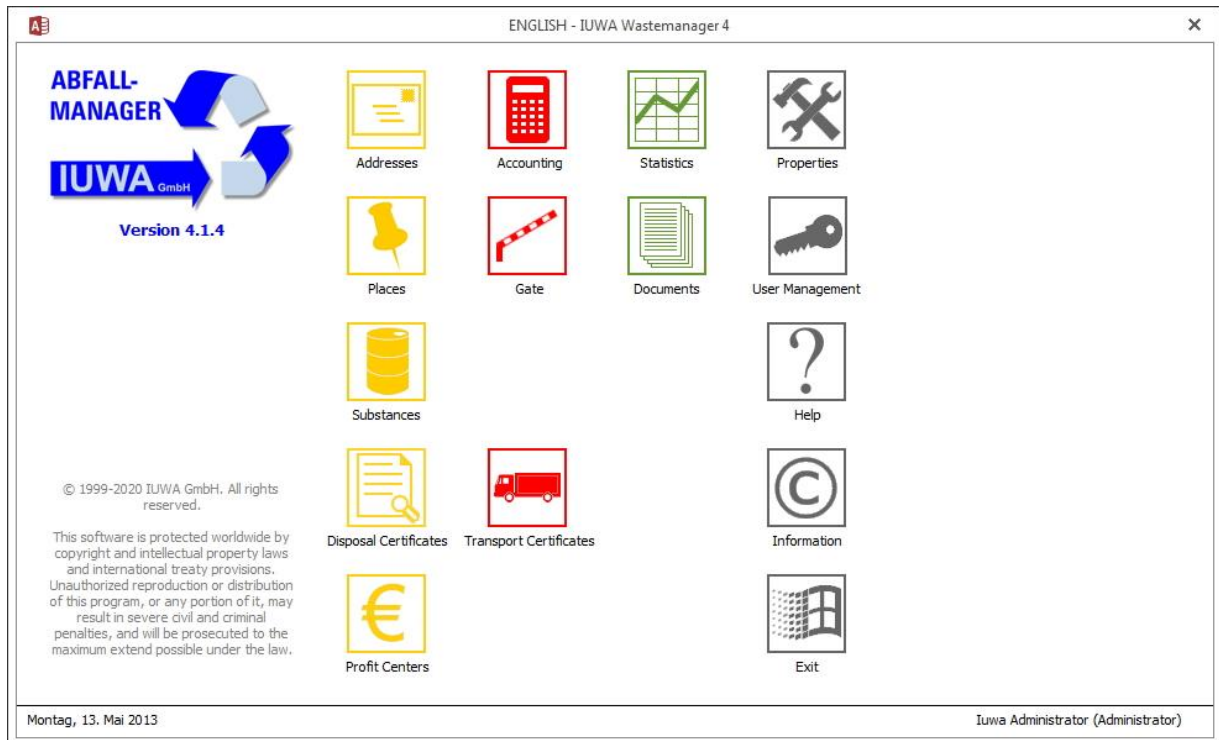


The image shows a standard Windows-style dialog box titled "Login - IUWA Wastemanager 4". The dialog has a light gray background and a thin border. In the top-left corner, there is a red icon with a white letter 'A'. The title bar contains the text "Login - IUWA Wastemanager 4" and a close button (an 'X' in a square) on the right. The main area of the dialog contains two input fields. The first is labeled "employee" and is a text box with a small downward-pointing arrow on its right side, indicating it is a dropdown menu. The second is labeled "password" and is a standard text box. Below these fields, there is a horizontal line. At the bottom of the dialog, there is a help icon (a question mark inside a speech bubble) on the left, and two buttons labeled "Login" and "Cancel" on the right.

In the field marked Name, insert your surname or select your name from the drop-down list. After you have inserted your password, click the "Login" button.

When using the IUWA Waste Manager for the first time, please use the first-time user account with the password "start" or, where appropriate, another provided username and password combination.

If the correct password is entered, the main menu will appear:



Using this menu, you have access to all of the functions of the Waste Manager. The menu items/the functions of the Waste Manager can be activated by clicking with the mouse on the coloured symbols (the colours correspond to the entity-relationship model in section 1). From the main menu you can access the more specific submenus, whose structure is demonstrated in the following table.

3.2 Menu Overview

Main Menu

Addresses

Input Addresses	Insert new addresses of companies (disposal company, transporter) and authorities into the database.
Update Addresses	Update, amend or delete addresses that have already been saved to the system.
Display Addresses	Users with limited access can browse the address book, but without being able to carry out changes.
List of Addresses	Prints a list of the addresses that have been saved in the Waste Manager.
Export Addresses	Exports the address book into Excel, in the form of a table.
Check Certificate	Creates a list of certificates of disposal companies that have either recently expired or are still valid.

Places

Input Places	Insert a new place (e.g. a source of waste generation, collection point, transfer station) into the database.
Update Places	Update, amend or delete places.
Display Places	Users with limited access can browse the list of places, but without being able to carry out changes.
List of Places	Prints a list of places that have been

Export Places

saved in the Waste Manager.
Exports the places into Excel, in the form of a table.

Substances

Input Substances

Update substances

Display Substances

List of Substances

Export Substances

Define Substances Classes

Insert a new substance into the database.
Update, amend or delete substances that have already been saved to the system.
Users with limited access can browse the substances database, but without being able to carry out changes.
Prints a list of substances that have been saved in the Waste Manager.
Exports the list of substances into Excel, in the form of a table.
Opens the table of the individual substance groups so that they can be edited.

Disposal Certificates

Input Certificates

Update Certificates

Display Certificates

Insert new disposal certificates into the database.
Update, amend or delete certificates that have already been saved to the system.
Users with limited access can browse the certificate database, but without being

List of Certificates	able to carry out any changes.
Export Certificates	Prints a list of certificates that have been saved in the waste manager.
Check Certificates	Exports the list of certificates into Excel, in the form of a table. Creates a list of certificates that have either just expired, or are still valid.

Gate

Initiate Disposal Incidents	Insert a new disposal incident into the database.
List of Disposal Incidents	Prints a list of all disposal incidents that have been saved in the Waste Manager.

Accounting

Input Disposal Records	Insert a new disposal record into the database.
Update Disposal Records	Update, amend or delete disposal records that have already been saved to the system.
Display Disposal Records	Users with limited access can browse the disposal records, but without being able to carry out any changes.
List of Disposal Records	Opens a window, which displays a multitude of lists of records that have already been saved in the Waste Manager.
Filter Open Disposal Records	Filters all disposal records that are incomplete and opens them in edit mode.
List Open Disposal Records	Prints a list of all incomplete disposal records.

Statistics

- Key Indicators
- Detailed Reports
- Hazardous Freight Transports
- System Info
- Export data to Waste Analyser

Documents

Waste Balance Sheet	Creates a waste balance sheet for any desired year.
Waste Strategy	Creates a four-stage waste strategy plan for any desired year.
Waste Report	

Properties

Update, amend or delete default values that have been saved to the system.

User Management

Input Users	Update, amend or delete employee data that has been saved to the system.
Update Users	
Lists of Users	Prints a list of users that has been saved to the Waste Manager.
Change Identity	
Change Password	

Hilfe

Help

Online Hilfe

Handbook

Opens the present document.

Homepage**Information**

Copyright information about the IUWA Waste Manager

Exit

Exits the Waste Manager and returns to Windows desktop.

3.3 *Layout and Navigation of the Menus*

Before you begin to input data, you should familiarise yourself with the basic characteristics and purposes of each of the main menus. Should you have any questions relating to the following instructions, please consult the Access handbook or the Access Online help function.












The menus are made up of different input fields, and should be easy to operate, as they work on the same basis as other Windows programs. You can navigate comfortably between the input fields by using the [shift] key. The cursor will then spring from field to field in the order in which the fields are laid out. Alternatively, you can use the mouse to click on a specific input field and then enter information.

In addition to the input fields, all menus include control elements that make navigation of the program easier:



- Toolbar

Important and frequently used commands are combined in a toolbar. These symbols can also be automatically adjusted to different working situations. To obtain an explanation of the function of a symbol, pause with the cursor over the desired button. Here are the most important tools and their functions:

-  Create a new record
-  Delete a record
-  Optional filter: Filters records depending on chosen (marked) data. In order to use this filter, mark a field in a window or form completely or partially and then click on the filter button.
-  Form-based filter: You can enter criteria into an empty version of the menu, which will then dictate the filtering process.
-  Use/remove filter
-  Search: Click on the search symbol in the toolbar to search through all records for a specific piece of data. In the update menu, click on replace to enter a piece of data that you have located.
-  Arrange in ascending/descending order: Click on the field that you would like to rearrange and then either the ascending or descending button. The sorting function is suitable for all types of input field (text, numbers, dates etc.).
-  Continue editing in Microsoft Word: Transfers the chosen report into a rich text format file and then opens it in Microsoft Word. Usually the file name is made up of the name of the report, followed by .RTF. The document will then be saved in the "Own documents" folder.
-  Analyse with Microsoft Excel: Transfers the chosen report into a Microsoft Excel file and then opens it in Microsoft Excel. Usually the file name is made up of the name of the report, followed by .XLS. The document will then be saved in the "Own documents" folder.
-  Print: Prints the active menu (hardcopy) or the active report directly, without displaying the print window.
-  Access online help: Offers several ways to find an answer to your problem. You can organise the contents of the help program into categories, use an alphabetically organised index or simply search for a specific topic.

- Menu bar

Access is made up of several menu bars, whose components will either be accessible or hidden, depending on the situation. In order to open a menu from the menu bar, click on the appropriate name, for example "File". After that it is enough to move the cursor and select a command from the menu, or open a sub-

menu. Click on one of the commands in an opened menu and it will be carried out. However, all of the commands in a particular menu may not be available all of the time. A triangle to the right of an option in a menu allows you to open a sub-menu, after holding the cursor over it for a second. Alternatively, you can open a menu using the keyboard by holding down the Alt key and at the same time the underlined letter from the menu.

- Navigation bar

You can easily navigate around a database using the navigation bar, which is located in the bottom left-hand area of the input field. To achieve this, the following commands are available

| ◀ go to the first record

◀ page backward

▶ page forward

▶ | go to the last record

▶ * create a new record

- Hide a record

From time to time, it might occur that a record is no longer required in the day to day functioning of a company (for example, a contract with a waste disposal firm has come to an end, a plant has been shut down or a waste substance is no longer being accumulated). For clarity purposes and to ensure that no mistakes are made, you decide you would like to remove this record from the system. However, in order for the analysis of previous transactions to be carried out, the data still needs to remain in the system (referential integrity). For this reason, the "hide record function" has been created. There will be a tick here next to the record if it has been hidden. It is however still able to be used, as already mentioned, in the analysis of older transactions.

- Help

By clicking on this symbol, the relevant chapter of the IUWA Waste Manager online help window will open. The same can be achieved by pressing the [F1] key.

- Close Window

This button provides you with an additional way to close a window and return to the main menu.

- Highlighted fields

Fields that require you to enter or select information, and whose contents act as links between master data and accounting data, are **highlighted in grey**. Please note that if these highlighted fields are not filled in, it can lead to errors in the Waste Manager's analytical and statistical procedures.

Please note the following conventions when entering information:

- Date

Where useful and if possible, the date will be automatically entered. The date is entered in the following format: *dd.mm.yy*.

- Time

Where useful and if possible, the time will automatically be entered. The time is entered in the following format: *hh:mm*.

- Numbers/File-IDs/Value

The IUWA Waste Manager is made up of a multitude of tables and modules, all of which are linked to each other. In order for this to work, each file is identifiable by a number (file ID). This number is usually automatically allocated by the system; if there is an official group of numbers (e.g. to identify a disposal company or a waste substance), enter this number in place of the automatically generated number.

If files that have an automatically generated number are deleted, this number cannot then be re-allocated to a new file. At the same time it is important to be aware that deleting linked files can lead to "ownerless" files in other areas (*referential integrity*).



A few more tips on frequently arising tasks:

- Deleting files

Click the "delete" button in the toolbar or select the "delete file" option from the "update" menu. Please remember that once a file has been deleted, it is then irretrievable.

- Creation of new files

Click the symbol "Create a new file" in the toolbar (▶*).

- Organisation of files

Using the cursor or the tab key, select the field containing the method by which files are organized. Click on one of the two "organise" buttons in the toolbar or select the submenu "organize" from the "file" menu and then one of the organisation options.

- Filtering of files

Click on the "optional filter" button in the toolbar and insert the filter option in the desired field. Then click the button "apply filter". In the toolbar, the number of filtered files will appear and will be marked as "filtered". The active filter can also be found in the toolbar under "apply filter". By clicking this symbol, the filter will be deactivated.

Tip: Your filter settings will be saved and can then be reactivated by clicking again on the filter button. If you want to delete the filter, click on the option "delete all".

Tip: To search for files containing a field which is empty, or that may not be empty, insert either empty or not empty into the field. In your Access handbook and also by using the online help tool, by entering the keyword "technical terms", you will find extensive information on the syntax of filter criteria.

- Printing of files

Single files can be printed by clicking on the "print" button in the toolbar or by selecting the "print" option from the "file" menu. To print larger sets of files, you should use the lists and analysis functions provided by the IUWA Waste Manager (Accounting menu).

3.4 Exit program

You can exit the IUWA Waste Manager by selecting the "Exit waste manager" option in the main menu. By exiting the MS Access database, the waste manager will also close automatically.

4. Working with the IUWA Waste Manager

In this chapter, you will find the next steps to be taken after successfully completing installation of the IUWA Waste Manager.

4.1. First Steps



Before beginning to use the **IUWA Waste Manager**, the basic settings ***must*** be completed by adding some further information. Paying careful attention to each instruction, please enter the following information into the appropriate menu, in the order specified above:

- Choice of either the German or the Austrian version ("*Properties*" menu). See **4.3** on the following page.
- Name and personal data of all people who have full access to the Waste Manager ("*User Management*") menu.
- The settings of the program like, for example, the user language, the start of the fiscal year and other basic information ("*Properties*" menu).
- The addresses and data of all companies who are responsible for transportation and disposal of your waste substances ("*Address*" menu).
- All data referring to locations within your company, at which waste is collected or temporarily stored and also all locations out with your company, at which waste is stored, disposed of or recycled ("*Places*" menu).
- The characteristics of all waste substances that are accumulated in your company ("*substances*" menu).

As soon as circumstances relating to information in the above areas change (if, for example, a new disposal company is contracted), you must change or update the relevant information in the **IUWA Waste Manager** so that your employees cannot enter out of date accounting records.

4.2 Manage User ("*User Management*" Menu)

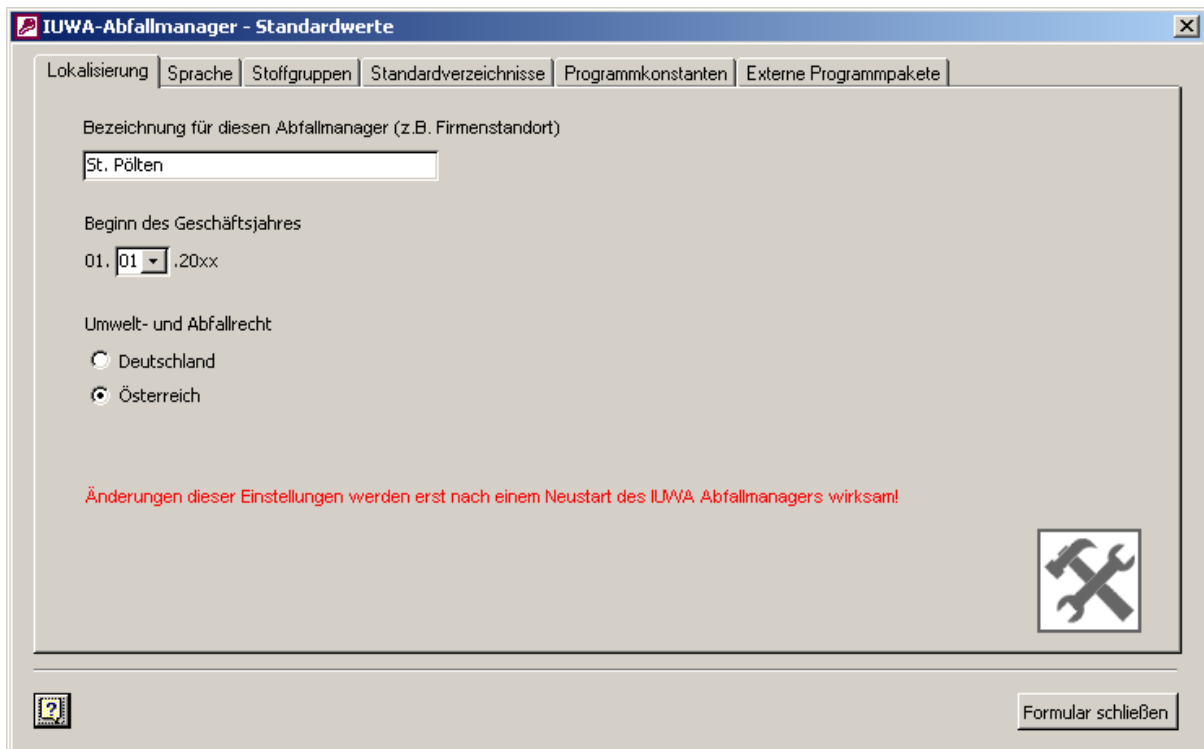
Under the "employee" tab, you will find a list of all people within your company who have access to the IUWA Waste Manager. The fields entitled: first name, last name, user group and password are compulsory.

4.3 Define basic properties ("*Properties*" menu)

The "properties" menu is divided into several sub-menus. Under the "localization" tab, enter a unique name for your company or its location. You can then add, where appropriate, a fiscal year. Under the "language" tab, you can change the current language version at any time during the running of the waste manager. The "substance classes" tab allows for the definition of collective names of different categories of waste, which are then organised in a list of substances and can be used for analysis. In the "default folders" tab, single components, such as the handbook or an individual firm's logo, can be linked with the waste manager. In order to do this, important paths such as files for data export and data protection are located and saved here. In the "constants" field, you can enter details of the current sales tax.

4.3.1 Conversion of German and Austrian environmental and waste legislation

Next, please select the relevant language in which you would like to work, which can be found under the "language" tab – either German (Austria), German (Germany) or English. On restarting the program, the selected version will have been adopted. In the "designation for this waste manager" field, after the name of the site etc., a capital A for Austria will be inserted for identification purposes.



The screenshot shows the "IUWA-Abfallmanager - Standardwerte" dialog box with the "Lokalisierung" tab selected. The "Bezeichnung für diesen Abfallmanager (z.B. Firmenstandort)" field contains "St. Pölten". The "Beginn des Geschäftsjahres" is set to "01. 01 .20xx". Under "Umwelt- und Abfallrecht", "Österreich" is selected. A red warning message at the bottom states: "Änderungen dieser Einstellungen werden erst nach einem Neustart des IUWA Abfallmanagers wirksam!". A "Formular schließen" button is at the bottom right.

Due to the different waste legislation in Germany and Austria, you will either be using the EWC or the Ö-Norm and this means that a change in the software is necessary. For this reason, please choose the relevant country for you.

IUWA-Abfallmanager - Standardwerte

Lokalisierung Sprache Stoffgruppen Standardverzeichnisse Programmkonstanten Externe Programmpakete

Deutsch (Deutschland) Français Dansk Český


Deutsch (Österreich) Italiano Svenska Polski


English Castellano Suomi Magyarul

Português Norsk

Nederlands

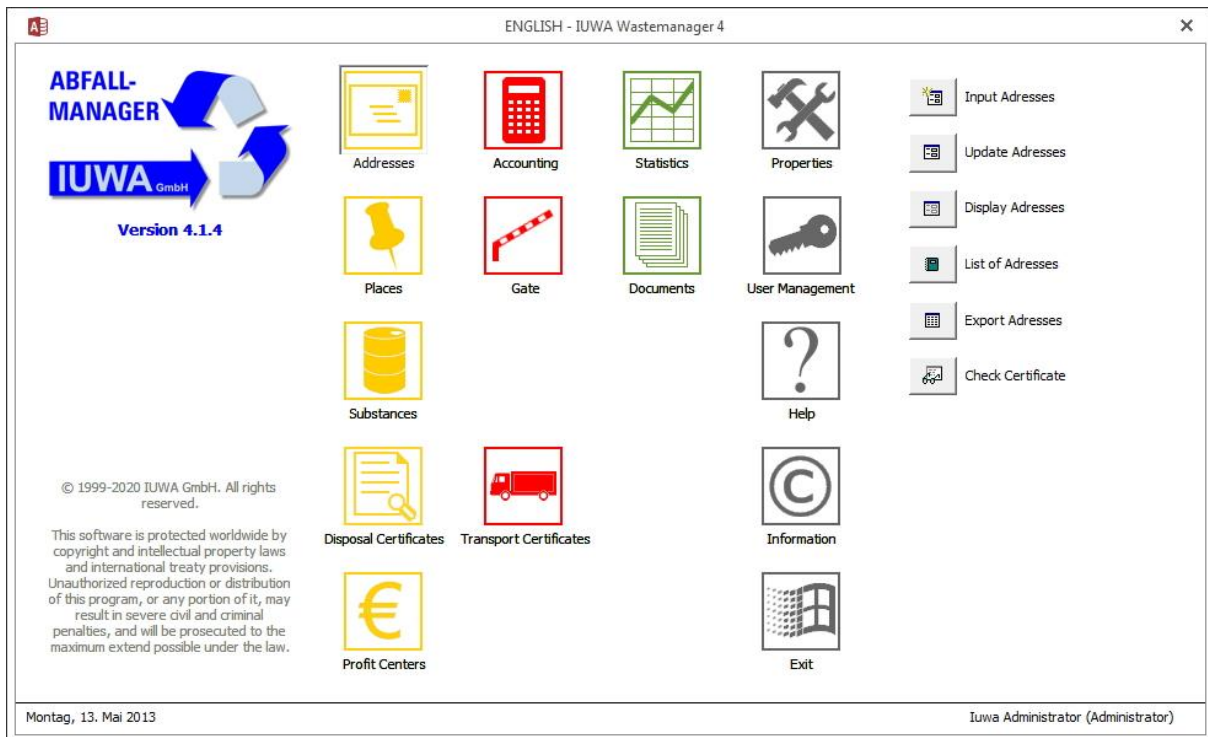
Ellinika



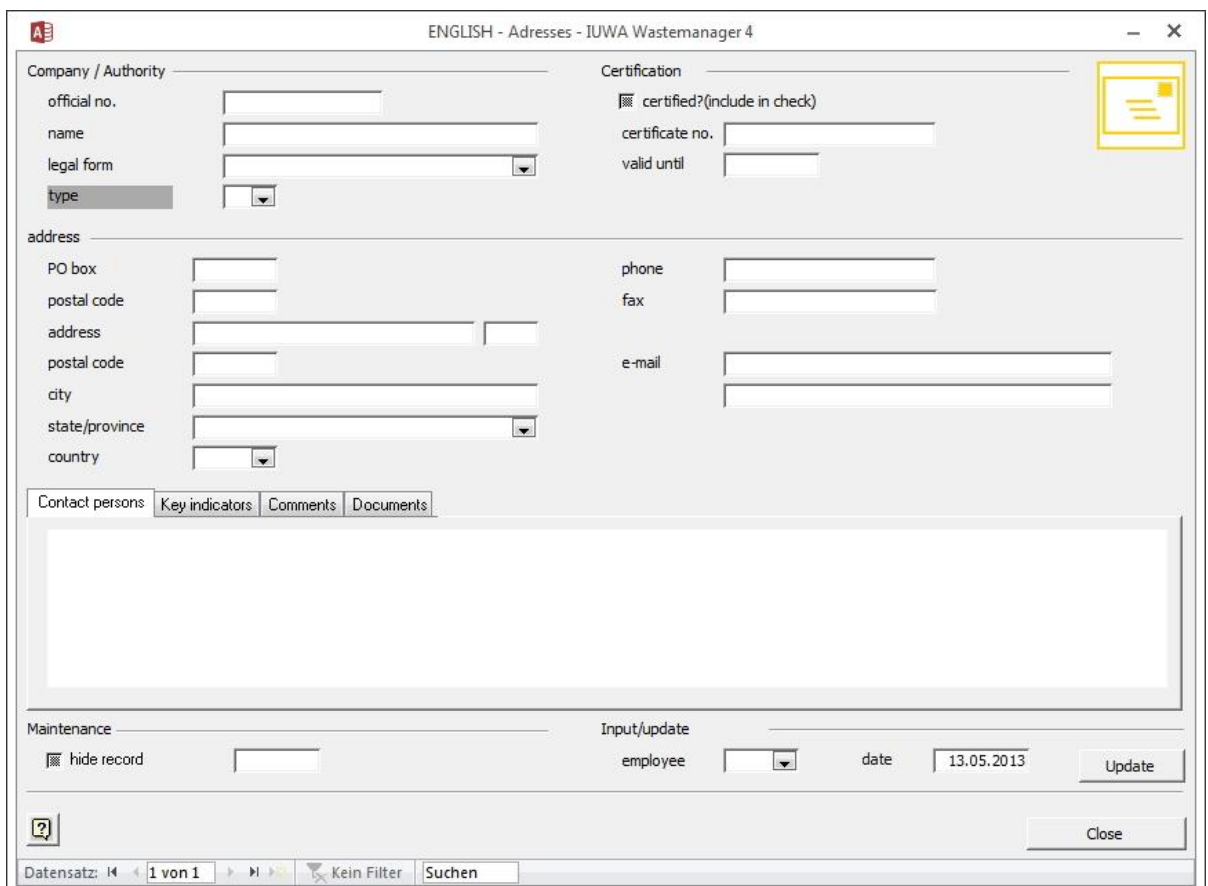
 Formular schließen

5 Insert and manage master data

5.1 Addresses



5.1.1 "Input New Addresses" Menu



In the address box, insert all addresses that you deem to be relevant to waste (disposal company/collection company, transporter/carrier, disposal installation, authorities etc, but also the particular companies). The inserted data can be used, amongst other things, in the creation of tables and documents. After selecting the Address menu, new addresses can be inserted by clicking on the "insert new addresses" button and existing addresses can be changed by clicking the "update addresses" button.

Section 1: Company/Authority

1. Company/Authority Number

The insertion of company data requires, firstly, an identification number. In the waste disposal sector, operating enterprises are generally identified by authorities using a multi-digit ID number. We strongly recommend that this number also be used in the IUWA Wastemanager.

2. Name

Insert the name of the desired company or authority.

3. Legal form

Then insert the legal form of the enterprise or the authority. Please ensure here that the country code is correct.



4. Type

The next step is to select the type of company. Here, the options available are "transporter" (equivalent to carrier), "authority", "own company", "waste disposal company" (equivalent to collection company) and "other company". This specification is important as in this data mask inserted addresses from other data masks should only appear if selected (for example, in the search box under transporters, only "transporters" should appear and not authorities as well etc).

The term "type" is highlighted in grey in the box, meaning that it is a compulsory field that must be filled in so that the IUWA waste manager can work accurately.

TIPP: If there is a company that both transports waste and disposes of it, then choose "waste disposal" as the type of company. In this way, the address in question will appear in the list of "transporters" (carriers), as well as in the list of "waste disposal" companies (collection companies).

Section 2: [Certification](#)

The "certification check" option allows you to monitor the current status of your waste disposal company. If the certification is about to run out or has already run out, you can contact your waste disposal contractor using the already completed form and ask them to renew the certificate.

5. [Certified? \(Include in check\)](#)

If you have the address of the waste disposal/collection company, you can put a tick in the "Certified? Include in check" box, by left-clicking the mouse, and thereby check the current validity of your waste disposal/collection company.

6. [Certificate Number](#)

Insert the number on the certificate provided by your waste disposal/collection company.

7. [Valid until](#)

Insert here the expiry date of the waste disposal/collection company.

Section 3: [Addresses](#)

8. In this box, enter the address data. You can enter both PO Box addresses and postal addresses. You do need, however, to choose one of these options.

The reason for this is that the details of the addresses you enter will be put into an address databank, which you will then have access to.

The information on the right-hand side of this box (telephone number, email address etc) is optional. They are not linked to anywhere else.

Please be aware of the generally different postcodes for PO Box addresses and postal addresses.



Section 4: [Contact persons](#)

9. [Contact persons](#)

You can insert as many contacts as you like, with personal contact

information, independent of the already inserted address data of the companies, for example authorities.

Please also insert your own company as a contact person, in order to act as the person authorized to use the waste manager. This person will then be listed in all waste manager documents as the contact person and as the person responsible for the waste manager.



Section 5: [Key indicators](#)

10. Key indicators

The IUWA waste manager can be linked to the IUWA waste analyser, which, taking recourse to the IUWA waste manager, can supply a wide range of possibilities for the evaluation of data. So that key indicators relating to this data can also be generated, the components of which have nothing to do with the operation of the waste manager, there is the opportunity here to insert the following information about your own company:

- Fiscal year (fy) – By clicking the fy button, the fiscal year provided by you in the standard settings of the software will be inserted
- Number of employees
- Turnover (in 1000 €)
- Total output (t)
- Hours of technical operation

Those persons under you, who also use the IUWA waste analyser, are thereby also able to generate information such as the volume of waste in relation to the level of production or the volume of waste per worker etc.

Section 6: Comments

In this box you can insert all existing relevant information and comments concerning the addresses you have entered.

Section 7: [Documents](#)

In all of the boxes in which you can insert data, you will find the tab "Documents". In this box you can link all kinds of documents with different formats with the waste manager. After you have entered, or chosen, the name of the document and the type of file, you can navigate directly to the required document, with the help of the file path. Under addresses, for example, you can attach the waste disposal company's certification papers.

Section 8: [Maintenance](#)

13. [Hide record](#)

Problem: You are no longer in business with a certain contact (for example that of a disposal company) and thus want to avoid any further correspondence with this company (in other words, for example, you want to prevent the accounts department from being able to arrange for the said disposal company to come and pick up some waste).

Solution: In this case, by left-clicking with the mouse, you can tick the white box, thereby deactivating the file. Although the file will remain within the system, the fact that it is deactivated means that it cannot be accessed from anywhere else. In the box to the right, the date on which the file is deactivated automatically appears.

Should you find yourself no longer in a business relationship with a certain contact, for example with a waste disposal company, you should by no means delete the contact from the system, but rather simply deactivate the contact in the above described way. If the contact is deleted completely from the system, you run the risk that all of the previous waste disposal dealings with this company are also deleted. Subsequent statistical analysis, which could be affected by these files, would then be incorrect or even completely redundant.

Should you enter back into a relationship in the future with a contact that has previously been archived, you do not need to reenter the details into the system. Instead, simply untick the box with a normal click of the mouse thereby reactivating the contact.

Section 9: [Input/update](#)

14. In this section, the date on which the file was created is shown. Above the field marked "employee", you can also select your name and thereby

record yourself as the creator of the file.



15. Update

If you subsequently change a file, please click the "update" box. This has the effect of both entering the new date and the name of the employee who at that moment is logged on to the waste manager system.

5.1.2 Input mask "Update Addresses"

This input mask is, in terms of content, identical to that described in section 5.1.1, but unlike the first field it serves as a way of updating and modifying information that you have already entered. In other words, in this field you will find all of the addresses that you have already entered into the program, which you can then flick through with the help of the [ACCESS-Tools](#), which can be found in the bottom left-hand corner of the screen.

Subsequent changes to files and also the [deactivation](#) and [reactivation](#) of files should be carried out in this section.

5.1.3 Display Addresses

Should you have only limited authorized access to the IUWA waste manager (for example, as a [temporary user](#)), you will not have access to the "Input address" and "Update address" buttons (see guidelines on [permission](#)). The aim here is to prevent unauthorized persons from deliberately or accidentally changing files. As a user with a wider degree of access, please check that you are able to update/change files in this section.

5.1.4 List of Addresses

By clicking the "List of addresses" button, a list of all addresses is generated; these can either be printed straight out or opened in a new WORD document. To print a hard copy using word, please click on the WORD symbol in the tool bar.

5.1.5 Export Addresses

Through the export function, the addresses can be directly uploaded into EXCEL. In the settings menu, by clicking on the button "standard directory", the path for the export of data can be individually entered (see chpt. 4.3).

If you click on this button, you will receive information as to which directory your address data file has been exported to.

5.1.6 Check Certificate

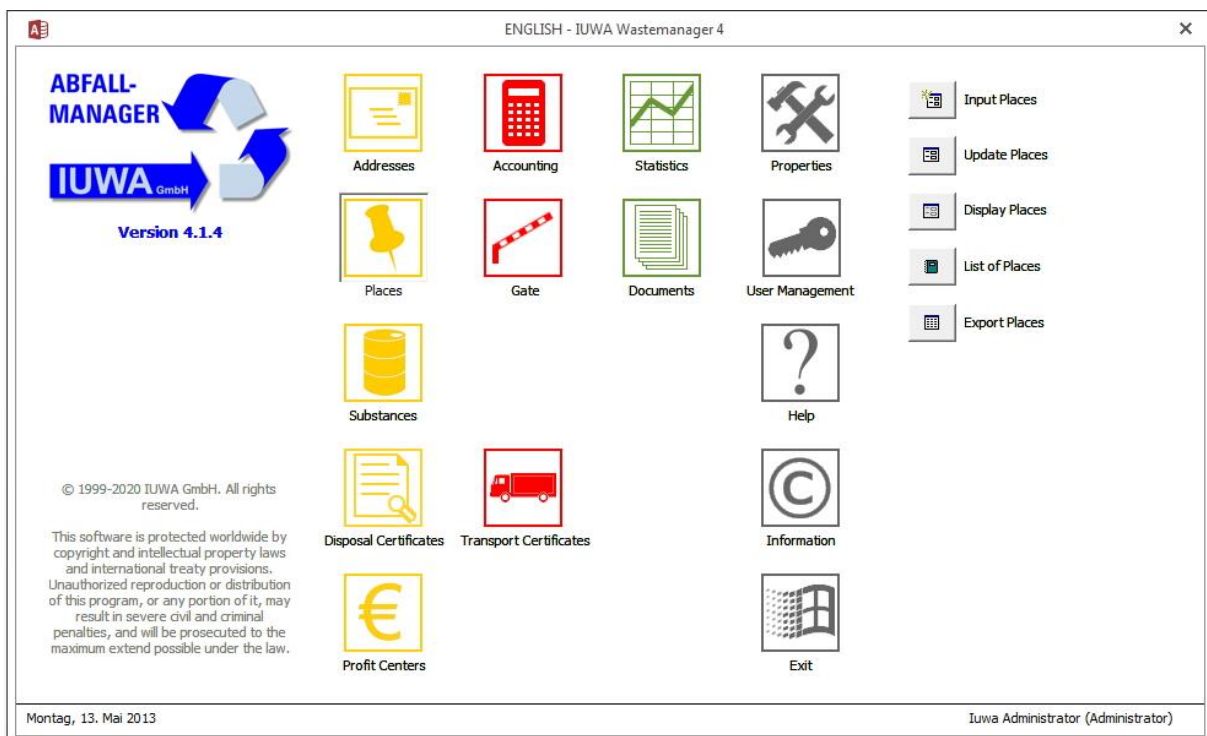
The "Check certificate" option allows you to monitor how up to date the certificate of your waste management company is. If you click this button, two lists will appear, in

one of which valid certificates are displayed, along with their expiry dates, and in the other expired certificates are displayed, along with the date on which they expired. By clicking the "create report" button, you can create a form that has already been filled in with the relevant material and address data, which is opened with Microsoft Word. This form can then be sent to the waste disposal management firm, to request the renewal of their certificate.

5.2 Places

5.2.1 "Places" Menu

In the "Places" menu, you can select either the "input places" or the "update places" button. The latter allows you to update places that have already been entered into the system, while the former is used to enter new data.



The data input box allows you to create and manage all places, both within and out with your business, from which relevant materials are produced, where they are stored or where they are processed. It therefore caters for every step of the waste process. The box is divided up into the following sections: Place, Address, Place description, Recycling/disposal, Contact persons, Comments, Documents, Maintenance and Input/Update. In this section, please use the Tab button as opposed to the mouse, as this allows you to move sequentially through the box.

Section 1: Place

1. Place number

When inserting a new piece of data, the place number is automatically generated for you by the system, meaning you cannot enter any data here. In this way, positive identification of the number is guaranteed.



2. Type

This grey highlighted field is compulsory and can be filled in by selecting an option from the scroll down menu. Please choose the appropriate place type from the following options: "external sorting/reloading facility", "external temporary storage", "source", "landfill", "disposal facility", "internal storage for internal recycling", "internal collecting point for external processing", "internal temporary storage", "customer" and "production plant".



3. Name

Please enter the name of the appropriate facility here. Facilities in your own company, with the place type landfill, production plant or internal collecting point for external processing can be named, for example, Hall A, or something similar. With the external places, for example external temporary storage, please enter the kind of facility and also the name of

the firm (for example Place A, Provider X). As a result, it is a lot easier to clearly identify the right waste disposal company in the accounting section.

4. [Company](#)

This is another compulsory field, in which you must, using the scroll down menu, select the appropriate company that you have just entered into the address book.

Section 2: Address

In order to make it easier to enter data, the fields contain all of the address data that you have just entered into the Address menu. The system will deliberately refrain from automatically providing address data, as the facilities of companies are usually not all near each other on one site, but rather have completely different locations with different addresses.

5. [Address](#)

Please choose the appropriate address from the scroll down menu.

6 [Postcode](#)

Please choose the postcode of the location.

7. [City](#)

Please choose the city where the facility is located.

8. [X-coordinate](#)

The input field for the coordinates of the location provides a link with a geographical information system und is filled in automatically.

9. [Y-coordinate](#)

The input field for the coordinates of the location provides a link with a geographical information system und is filled in automatically.

Section 3: Place description

10. [Place Description](#)

Provides extra information about the documentation of disposal routes. You can give journey details or opening times here, as well as advice for drivers.

11. [Method of Production/Disposal](#)

Here you can provide information about waste disposal practices and

procedures in order to, for example, develop a kind of self-appraisal.

Section 4: Recycling/Disposal

If the facility is a waste disposal plant, you need to provide extra information concerning recycling and disposal.

12. [Installation approved by](#)

Here you can provide details of authorization of the waste disposal plant.



13. [Method of Recycling \(R\)](#)

Here you will find a list of the 13 legally approved methods of recycling. You must choose one of these from the scroll down menu. This information is required, amongst other reasons, so that in the Statistics menu, the recycling quotas can be calculated. For this reason, for waste that is not dangerous and does not correspond to one of the suggested disposal methods, please choose the standard method of disposal R99.



14. [Method of Disposal \(D\)](#)

Here you will find a list of the 15 legally approved methods of waste disposal. You must select one of these options. This information is needed so that in the Statistics menu, the disposal quotas can be calculated.

Section 5: Contact persons, Comments, Documents

TIP: For the information concerning the contact person, you can use the official proof of waste disposal (information about the waste disposal company).



18. [Last name](#)

Enter the last name of the contact person here.

19. [First name](#)

Enter the first name of the contact person here.

20. [Title](#)

Here you can select the appropriate title for the contact person from the scroll down menu.

21. [Sex](#)

Please choose the sex of the contact person.

22. [Position](#)
Please choose the position of the contact person.
23. [Telephone number](#)
Please enter the telephone number of the contact person
24. [Mobile number](#)
Please enter the mobile telephone number of the contact person.
25. [Fax](#)
Please enter the fax number of the contact person.
26. [Email](#)
Please enter the email address of the contact person.

27.	<p>Comments In this field you can insert any relevant information or comments about the place.</p>
28.	<p>Documents The Documents box can be found in all boxes where data can be inserted. In this field you can link all relevant documents of different file types with the waste manager. After inserting or selecting the name of the file and the file type, you can go directly to the data with the help of the file path. Under places, for example, you will now be able to attach a PDF file of the waste disposal company.</p>

Section 6: Maintenance



29. [Hide record](#)

If you end your business relationship with a disposal/collection company, start using a different company or there is a change in the disposal/collection company's certificate, please tick the "hide record" box. The information will then no longer be displayed. Please do not delete any information, otherwise data needed for statistics will be incomplete. In the field to the right, the date on which the record was saved will be automatically displayed.

Section 7: Input/update

30. [Employee](#)

Please choose the employee currently using the system from the scroll down menu.

31. [Date](#)

The date on which information is added will be automatically displayed. By clicking the "update" button, the system will automatically update the date and also the user who has logged into the system, after the changes have been made.

The "close" button allows you to leave the application.

5.2.2 List of Places

By choosing "list of places", a list of all places is generated, which can either be directly printed, or can be opened in a WORD document. To print the list with Microsoft WORD, click on the WORD symbol in the tool bar.

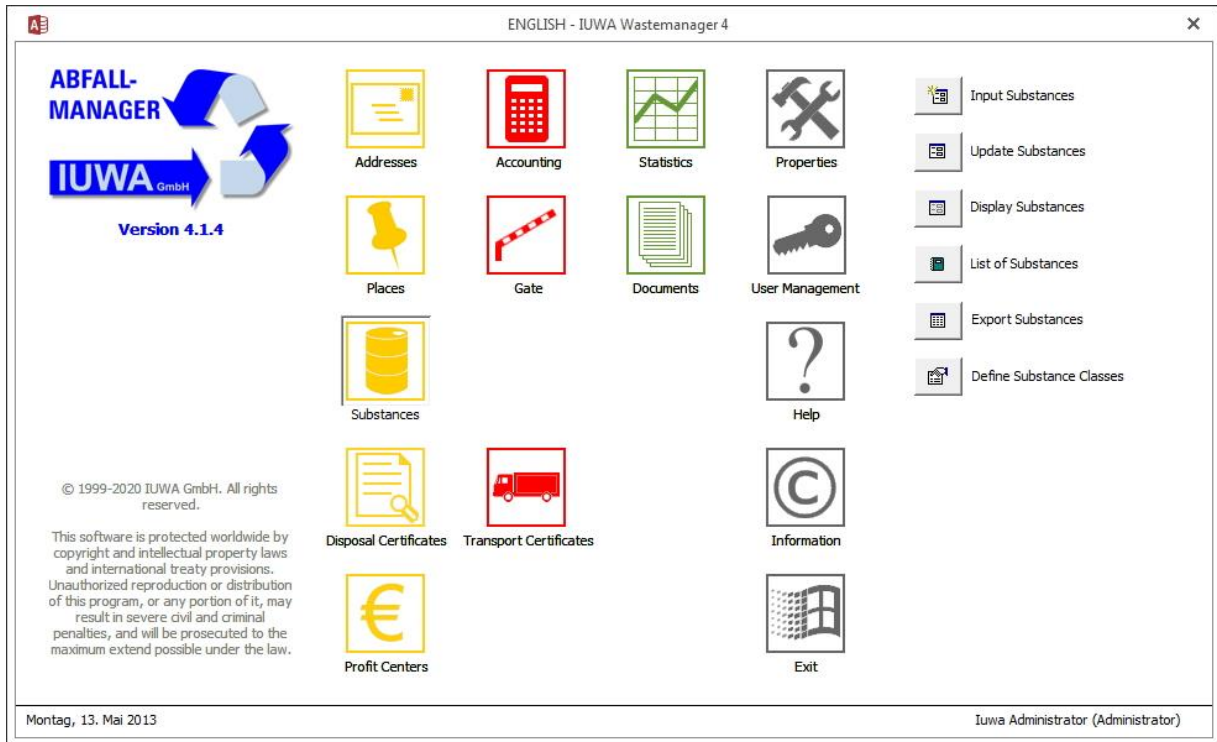
5.2.3 Export Places

Through the export function, the data can be directly uploaded into EXCEL. In the settings menu, by clicking on the button "standard directory", the path for the export of the data can be individually entered (see chpt. 4.3). If you click on this button, you will receive information as to which directory your address data file has been exported to.

Substances

5.3.1 Input Substances

You can enter information in the Substances menu either by clicking on the "input substances" button or on the "update substances" button. The former button is used to update or change previously entered data, while the first one is used to enter new data.



In this menu, select all waste materials that have accumulated in your firm from the official AW catalogue and then give details of them.

	1.	<p><u>Waste group (old EWC/new EWC)</u></p> <p>Please choose the appropriate waste category from the scroll down menu. After you have made your choice, the four-digit code will appear. Then you can begin to fill in the type of waste. Please only choose one option from the menu, do not enter information manually.</p>
	2.	<p><u>Old EWC/New EWC Number</u></p> <p>Please choose an option here from the scroll down menu that is relevant to your company. Again, please do not enter information manually here.</p>

By choosing a EWC number, the "dangerous" or equally "not dangerous" field will be automatically filled in.



3. Int. Substance no.

This number will be automatically inserted after you have selected the appropriate EWC number. Three digits will then be added to this number. These digits allow you manage and balance up to 1000 variants of one waste type. By pointing the cursor to this field, you can then replace the last three digits with any number from 1 to 999.

4. EWC Number (old)

In this field you can insert old EWC numbers that were valid until the end of 2001 (i.e. before the changeover).

5. LAGA Number(s)

Here, numbers from the old catalogue will be, where possible, automatically inserted.

6. Potential old EWC Number(s)

Here, the old EWC-numbers from the previous catalogue will be automatically inserted.

7. Identification according to EWC/AVV

Here the official AVV identification number of your waste substance will be automatically inserted.



8. Int. substance name

If the internal substance name is the same as that of its official identification number, you can transfer it to this field by clicking on the arrow. As the case arises, however, you can replace the official ID number with an internal substance name. For example, the number 130205 corresponds, according to the EWC, to unchlorinated machine-, gear mechanism- and lubricating oil that is petroleum based. Within a company, however, this substance could be understood simply as "waste oil". In this case, "waste oil" should be entered in this field and will therefore also appear in the firm's accounting records as such.




9. Internal substance group

Here up to 99 material groups can be created, for statistical purposes. For this reason it makes more sense to put all kinds of scrap under the "metal" category. Clearly arranged diagrams can also be created, something that is particularly useful for environmental reports. In the [settings](#) menu under [substance types](#), you can define the different substances groups yourself.


The next step is to provide further, more detailed information about the substances. In order to help with this, there are 5 tabs, namely, "Properties", "Logistics", "Waste strategy", "Default values" and "Dangerous goods".


	<p>"Properties"</p> <p>The properties section allows you to describe the substance in detail. In addition to being useful for documentation purposes, this section is plays an important role in intra- and intercompany pooling and exchange of waste substances. To insert information, click on the appropriate box or input field; if additional information is added to a certain field, but is however not consistent with what has already been entered, the old entry will be deleted. The fields, "smell", "colour" and "consistency" can be filled in as you wish. By clicking on the "Reset properties" button, all inputted information will be deleted.</p>
	<p>The pretreatment box can be ticked. In the "kind of pretreatment" field, the applied practices should be listed. The "comments" field can also be filled out if you so wish, but should however be used to provide information about the origin of the waste and also its manufacturing process (this is important for those companies who have to come up</p>


		with a waste management concept).
		Important: For all waste substances that are measured and recorded in cubic metres or apiece, the recording of relevant environmental factors is mandatory, otherwise no concrete waste statistics can be created.
		TIP: Should a substance that has been measured in cubic metres or apiece be of varying levels of concentration, you should bear the recording of variables in mind, in order to reduce inaccuracies when you calculate the weight in tonnes. Alternatively, based on your experiences, you can provide an average.

		Under the tab "Logistics", you can enter information about the source of waste generation, where it is stored and how it is collected. The requirements of the intercompany pooling should also be detailed here.
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		To insert information about the waste management strategy, click on the tab marked "waste strategy". Please enter information here about the decided on and planned measures, as well as the reasons for the removal of waste, according to the official requirements. In the box named "amount forecast", please insert the predicted changes in the quantity of waste for the next five years. The basic year, that is the current year, acts as a starting point with 100%. The saved figures and information will then be taken and transferred directly into the waste manager's waste management concept.
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		Under the "Default values" tab, you have the opportunity to insert standard information about your substance (e.g. transporter, disposer, disposal installation and source). The subsequent fields can be used to insert data about all costs and returns involved. These will then be automatically transferred to the accounting menu. Providing this information makes your job easier; it should only, however, be used in the case of frequently recurring bookings. If used excessively, your control over the disposal company bills will be reduced.
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	<p>In the "Dangerous Goods" section, information regarding waste requiring supervision and waste requiring special supervision, such as class, classification code, packaging class and UN-number can be entered.</p> <p>TIPP: In the statistics section, you can create a list of all hazardous freight transports by year and you can also choose whether you wish to display only freight over 5 t or under 5 t.</p>
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	<p><u>Hide record</u></p> <p>Should a substance no longer be used in your business, you should by no means delete it, but rather should merely hide the record, so that statistical analysis is not compromised. By hiding the record, the substance will no longer appear in the list of internal substances in the accounting department and therefore can no longer be entered.</p>
	<p><u>Create datasheet</u></p> <p>By clicking this button, you can create a datasheet with all relevant information concerning your substances, to which your company logo will be added. This can then be printed.</p>

5.3.2 "Update Substances" Menu

This menu is, in terms of content, identical to the input substances box described in section 5.3.1, but is used, however, for the updating or modification of records that were entered on a previous date. In other words, here you find all existing substance data, which you can browse through using the ACCESS-Tools, which are located in the bottom left-hand corner of the screen.

Any further changes, such as hiding and then reactivating the file, should be carried out here.

5.3.3 Display Substances anzeigen

If you only have limited access to the IUWA waste manager (for example as a guest user), you will not be able to use the "input substances" and "update substances" options. The aim here is to prevent unauthorized persons from deliberately or accidentally changing files.

5.3.4 List of Substances

By clicking on the "list of substances" option, a list of all substances will be generated, which can either be printed or transferred into a word document. To

transfer the list into a Word document, please click on the WORD-symbol in the tool bar.

5.3.5 Export Substances


Through the export function, the data will be transferred directly into an Excel document. In the settings menu, by clicking on the button "standard directory", the path for the export of the data can be individually entered (see chpt. 4.3). If you click on this button, you will receive information as to which directory your address data file has been exported to.

5.3.6 Define Substance Classes

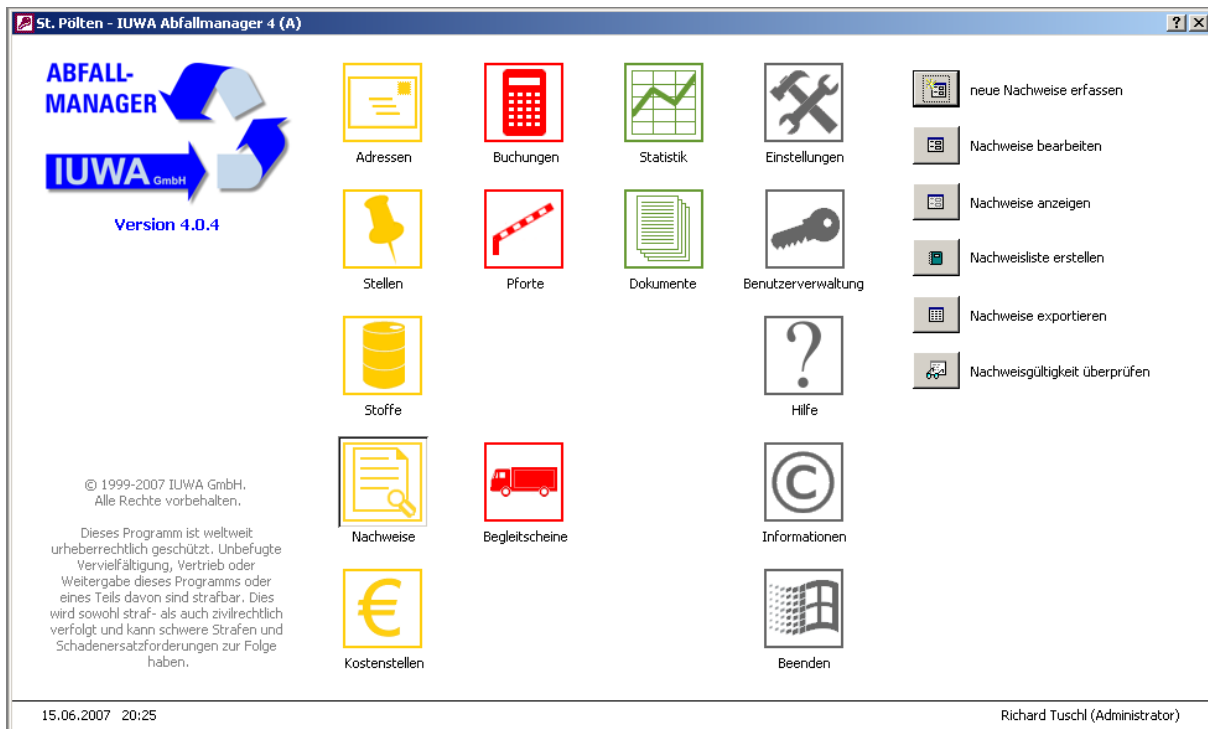
Here you have the opportunity to define internal substance groups according to your requirements. Clear diagrams of your substance groups can then be created, something that is very useful for environmental reports.

5.4 Proof of Waste Disposal (Does not apply to Austria)

5.4.1 "Disposal Certificates" Menu

Disposal certificates assure a certain disposal route over a certain period of time (an exact, determined supplier-consumer relationship). They are necessary for all waste requiring supervision. The waste disposer obtains a control number block from the relevant authority, which has approved the waste disposal plant (for a fee). The disposal company can use a certain number over a period of five years. It is important, however, to keep an eye on the temporal validity of the waste disposal certificate. 

Please ensure that your waste disposer and waste transporter have the required disposal certificate and that this is still valid. In this way, you are protecting yourself from breaking the law.



The disposal certificate menu is subdivided into the following sections: Identification, relations, validity and maintenance.

Part 1: Identification



1. Certificate of disposal no.

Please enter the number of the official certificate of disposal here. This number is a combination of letters and numbers and can be found in the top right-hand corner of the disposal certificate. Using this number, you can determine the type of certificate it is. For example, if the combination of letters is SNH, then the certificate (SN) was produced in Baden-Württemberg (H).

2. Declaration of responsibility no.

Please enter the declaration of responsibility number of the disposal certificate here.

3. Certificate of Dispatchment Number

Waste requiring special supervision to be dispatched must be tendered in Baden-Württemberg. You can then enter the appropriate number here. Similar procedures exist in other German *länder*.

4. Disposal Plant Certificate

If the waste disposal plant stated in the disposal certificate is facultative, please insert the official number here.

Part 2: Relations5. Internal substance number

Please select the appropriate number for your disposal certificate from the scroll down menu. The internal substance number, which can be found in the substance menu, is made up of the official EWC number and then 3 additional digits.

6. Installation

Please select a type of disposal installation, as stated on the waste disposal certificate, from the scroll down menu.

7. Disposer

Please select the name of the disposer, as stated on the waste disposal certificate, from the scroll down menu.

Part 3: Validity


	8.	<u>From</u> Please enter here the validity of the certificate. Enter the start date of the certificate.
	9.	<u>Until</u> Please enter here the expiry date of the certificate. In general, the validity of a certificate runs for 5 years. By checking the box marked "include in validity check?" you have the opportunity, if you click the check validity button in the certificate menu, to create a list of all certificates with the amount of time left until their expiry date.
	10.	<u>Quantity</u> If you produce more than 20t of waste per year and per waste code, then you are not obliged to possess a multi-permit, but rather a single-usage permit. In order to satisfy this legal condition, please insert here the calculated quantity of waste. In the Accounting menu, by clicking on the picture of the little bell, you can display the quantities of waste that have been collected up until now.

Abschnitt 4: Bemerkungen

Part 4: Comments

11.	<p>Comments</p> <p>In the comments field, please insert all relevant information, for example, discrepancies in the certificate or similar.</p>
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Abschnitt 5: Datenpflege

	<p>Hide record</p> <p>Should the certificate no longer be valid, you should not delete the file, but rather should merely hide the record so that statistical analysis is not compromised. By hiding the record, the disposal certificate will no longer appear in the list of certificates in the accounting department and therefore can no longer be used. The date on which the record was hidden will then automatically appear.</p>
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5.4.2 List of Certificates


By selecting "List of certificates", a list of all certificates will be generated, which can either be printed or transferred into a word document. To transfer the list into a Word document, please click on the WORD-symbol in the tool bar.

5.4.3 Export Certificates

Through the export function, the data will be transferred directly into an Excel document. In the settings menu, by clicking on the "standard directory" button, the path for the export of the data can be individually entered (*see chpt. 4.3*).

If you click on this button, you will receive information as to which directory your address data file has been exported to.

5.4.4 Check Certificates

	<p>If you have ticked the box marked "check certificate" in the certificate menu, a list of all certificates will appear, with the length of time until each of them expires. By clicking the button, "Contact disposal company", you can generate a standardized letter at any time, with which you can communicate the expiry date of the certificate to the company.</p>
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6 Recording of Waste Disposal Incidents


6.1 "Gate Menu"



The day to day operation of the IUWA Waste Manager, compared to the one-off input of master data i.e. addresses, places, substances or waste disposal certificates, is primarily made up of recording all incoming waste disposal incidents. Through the allocation of selective user rights, for example the Gate menu, even employees who have only just been trained in the operation of the system are able to enter information. If your company comes with a so-called "gate", the waste disposal incidents can be recorded in this menu, thereby creating a new incident that will then, on receipt of an invoice, be completed in the "accounting" menu. If your enterprise does not function using a "gate", you should work directly with the booking sheet. Along with directly entering and updating invoices, you can also deal with waste disposal incidents that have a covering letter or dock receipt and then settle the account.

In this respect, the Gate menu has been created so as to allow for only the most important data to be entered. In terms of learning how this system works, it is sufficient to print the following pages on creating new disposal incidents and use them as a basis for training. The other alternative is to make use of the help program, which can be accessed by pressing the F1 key.

Moving among the individual information fields can either be achieved by using the mouse and left-clicking the relevant field, or by using the Tab key to move into the next field. If presented with a scroll-down menu, please just select an option, rather than trying to input information. If substances or waste disposal companies of a current waste disposal incident are not available in the menu, please contact the person responsible for the waste manager in your company. To insert a new record, please click the button "Initiate Disposal Incidents".

	1.	<p><u>Record number</u></p> <p>This number will be allocated automatically, meaning that you will not be able to enter information in this field. By automatically generating a sequential record number, the identification of each and every record will be warranted.</p>
	2.	<p><u>Pick up date</u></p> <p>Given that the date of waste collection is usually fairly close to the date on which the booking is made, by clicking on the Now? button, the actual pick up date can be entered, along with the relevant time. Should this not be the case, the pickup date should be entered as follows: D.M.Y. (e.g. 3.4.3 would correspond to 03.04.2003). By clicking on the next field, the date will then be automatically entered in full.</p>

	3.	<u>Employee</u> The current employee can be selected here from the scroll-down menu and entered into the information field.
	4.	<u>Receipt No.</u> Please enter the number of the covering letter or dock receipt. For waste that is not dangerous i.e. scrap metal, paper, wood... use the number of the weight note or the number of any other relevant receipt.
	5.	<u>Int. substance no.</u> Please select the internal substance number of the waste substance that is to be disposed of. Every waste substance is defined by a unique substance name and number. The internal substance number is made up of the official EWC number and then three further figures (usually 000). This gives you the opportunity to enter up to 999 different variations of the same waste substance using an official EWC number. In the scroll-down menu you are able to choose from all substances that you have already entered and that have not been archived. This ensures that only waste substances produced within the company can be booked. TIP: The disposal of dangerous waste must always has a dock receipt or a covering letter. Here you will find the official substance number, along with the waste identification number, under the name "waste key".
	6.	<u>Int. substance name</u> In this field, the internal substance name will be automatically entered, depending on the number that you selected for the internal substance number in section 5. This name, which was entered in the substance menu, is how the substance is referred to within the company (e.g. waste oil instead of unchlorinated machine-, gear mechanism- and lubricating oil that is petroleum based) and as such gives the waste substance a unique character.
	7.	<u>Source</u> By selecting an option from the scroll-down menu, you can enter the source of your waste substances here. For this to be possible, however, the person responsible for the waste manager must have already entered this data. This gives you the opportunity to bring waste production down to an internal processes level and to allocate responsible cost centres.
	8.	<u>Disposer</u>

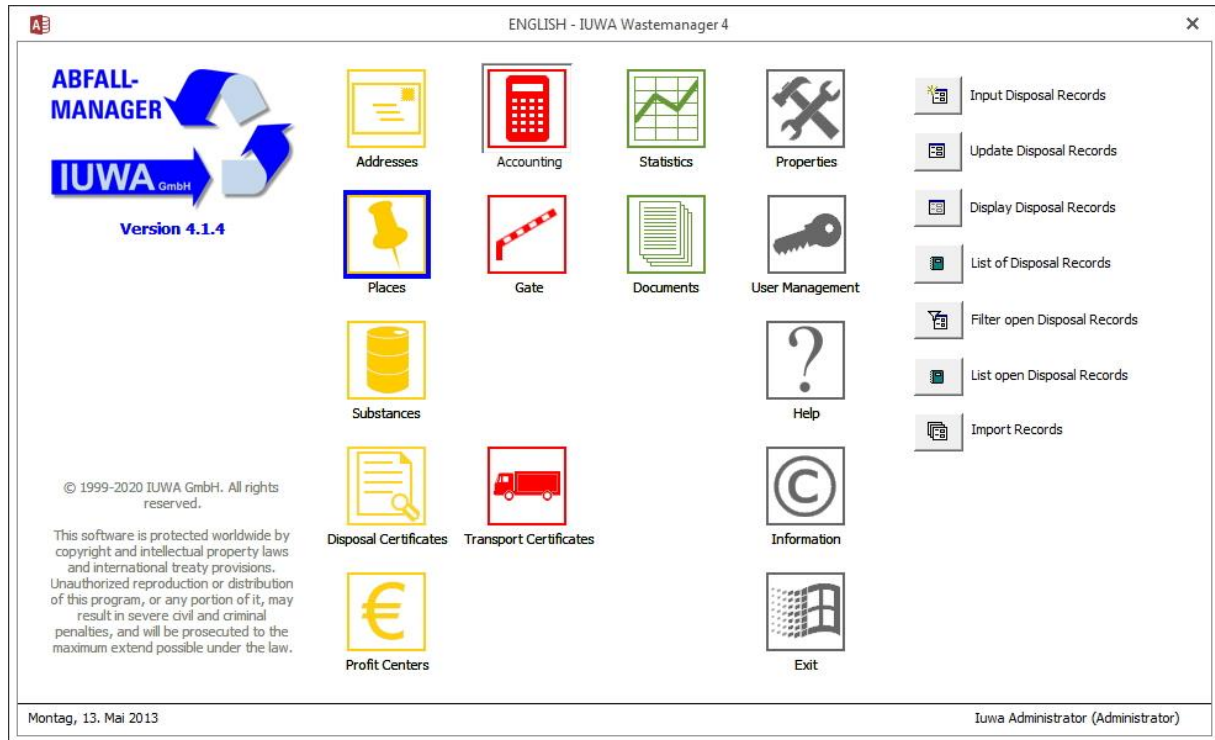
		Please select the current disposer/collector from the list.
	9.	<u>Transporter</u> Please select the name of the current transporter. In most cases, the transporter will be the same as the waste disposer. With waste requiring supervision, you can find this information on the dock receipt or the covering letter.
	10./ 11.	<u>Licence plate and licence plate trailer</u> For monitoring purposes, please enter the licence number of the transporter; if a trailer is used, please enter its licence number as well.
	12.	<u>Quantity (t)</u> If your company has a set of scales, please enter the weight of the waste in tonnes. You can either clear the whole field and then enter the weight as a number, without the t, or you can use the cursor to point to the desired place and then insert the number. Once you have entered the number, please check that the weight entered is correct.
	13.	<u>Quantity (m³)</u> If you do not know the weight of the waste, please insert the quantity in m ³ . If you know the weight of the waste, please do not fill out this field.
	14.	<u>Quantity (pieces)</u> If you do not know the weight of the waste, insert the quantity in pieces. If you do know how much the waste weighs, please do not fill out this field.

6.2 "Accounting" Menu

When using the waste manager handbook, please do not use the mouse to move the cursor, but rather the Tab key – this allows you to jump automatically from field to field. In conjunction with this, the explanations of the individual fields in the accounting menu have been ordered in sequence with the fields themselves.

According to the setup of your company, the "accounting" menu could have different functions. If the waste disposal incidents are initiated by a gate ("Gate" menu), then the accounting menu completes the booking record after the waste has been disposed of or when the invoice has been received from the disposer. The menu basically allows for new records to be entered and/or the initialization of disposal incidents, either to balance previous disposal incidents or for companies who do not have a gate.

The waste records present the central element of the IUWA Waste Manager. The more detailed and precise the information is that you enter, the more differentiated and accurate the statistical analyses are that the waste manager generates about your company.





With the accounting menu, it is best to refer to existing receipts that are related to the disposal of waste (e.g. invoices from the disposer and the transporter). Be careful that you do not enter records twice. Fill in as many fields as possible – every field that you leave empty has a negative effect on the waste manager's statistical analysis and official documents.



If you find several disposal incidents on one invoice, of all which are related to the same waste substance, then you can consider on a case by case basis whether or not to enter these incidents under one record. But be careful! This is only possible in cases where not only is the material is identical, but also all of the other factors (for example, the price per quantity unit etc); the disadvantage of this approach is that you lose cost transparency and in detailed waste analyses, the results will show incorrect information about the transportation numbers! If there is a 1:1 relationship between the substance and the disposer, the records can be filled in automatically, in order to make your job easier. This setting can be activated in the "substance" menu, under standard values.


When entering costs and returns, please make sure that you only enter net amounts; the tax will be calculated separately. To make your job easier, you can insert expenses that occur regularly and that have already been saved in the substances menu under standard values by the click of a button. Please be aware, however, that by using this automatic method, the monitoring of invoices is lowered.

The menu is divided into four areas: Identification, disposal, quantities and then costs and returns.

Section 1: Identification


 	<p>1.</p>	<p>Pickup date</p> <p>It is mandatory that this field be filled out, otherwise no statistical information can be produced. You also have the option here of clicking the now? button or of entering the date manually at a later time. Entering D.M.Y is ok (e.g. 3.4.3 translates to 03.04.2003). By selecting the next field, the date will then be automatically filled in.</p>
	<p>2.</p>	<p>Employee</p> <p>Please select an employee from the scroll-down menu or, if logged on to the system using your own name, click the button "me?". The name of the employee will then be inserted.</p>
	<p>3.</p>	<p>Int. substance number</p> <p>When recording a new booking, please select the internal substance number from the scroll-down menu. Here you will only find the substance names that you have saved in the substance menu and that have not been archived, along with their substance numbers. If the number on the dock receipt or invoice or the EWC number (a 6 digit number) does not appear in the scroll-down list, either it is not in the</p>


		system, it has been archived or the number is wrong.
	4.	<p><u>Record number</u></p> <p>The record number will be automatically entered by the system and thus you will not be able to enter any information in this field. Tip: You should write the generated record number on all relevant documents (e.g. invoices, covering letters etc.) to make finding the receipts again easier. Using the "search" command in the Access toolbar, you can quickly and easily find the appropriate record numbers within the IUWA Waste Manager. In addition, you can arrange the record numbers in ascending or descending order, also by using the appropriate commands on the toolbar.</p>
	5.	<p><u>Receipt number</u></p> <p>Please insert the receipt number of your transaction in this field. With waste requiring supervision and waste requiring special supervision, for reasons of legal security, you should enter the official number on the disposal certificate or the transport certificate at all costs. This number can be found in the top right hand corner of the relevant document.</p>
	6.	<p><u>Documents complete? (Not applicable to Austria)</u></p> <p>In the disposal of waste requiring special supervision, you will receive, along with the certificate of disposal, the transport certificate back from the disposer. When you have received this, put a tick in the box marked "documents complete?".</p>
	7.	<p><u>Accounting date (today?)</u></p> <p>Entering the accounting date in this field is optional; either click the "today?" button or enter the date of your choice.</p>
	8.	<p><u>Invoice date</u></p> <p>Please enter the date on the invoice here and not the date on which the waste was disposed of (pickup date).</p>
	9.	<p><u>Invoice number</u></p> <p>Please enter the number of the invoice given to you by the disposer.</p> <p>TIP: This number is usually in the top right hand corner of the invoice, underneath the date.</p>
	10.	<p><u>Payment date (today?)</u></p> <p>Should the invoice be settled by you and not by the accounting department, you have the option here of inserting the date on which this occurred, or simply clicking the "today?" button. Entering the date as D.M.Y. is sufficient (e.g. 3.4.3 translates as 03.04.2003). By clicking</p>



		on the next field, the date will be automatically formulated.
	11.	<p><u>Source</u></p> <p>By selecting an option from the scroll-down menu, you can enter the source of your waste substances here. For this to be possible, however, the person responsible for the waste manager must have already entered this data. This gives you the opportunity to bring waste production down to an internal processes level and to allocate responsible cost centres.</p>
	12.	<p><u>Certificate of disposal (Not applicable to Austria)</u></p> <p>If the waste substance requires supervision, please choose the relevant certificate of disposal from the scroll-down menu. If you have several certificates for the same substance, you can select the correct one by checking the disposal number and the place number of the disposal plant. The validity period of the certificate will then appear.</p> <p>TIP: The number of the certificate of disposal can be found on the disposal certificate or the transport certificate. If you choose to insert information using the default values in the substance menu, you will eventually need to re-select the disposal certificate, so that it is re-validated.</p>
	13.	<p><u>Comments</u></p> <p>You can enter any kind of extra information or comments here, for example, the container rental for August and September or invoices that are incomplete/incorrect and as such require you to contact the disposer.</p>

Using the commands in the toolbar such as search and arrange in ascending/descending order, you will be able to find each and every record number and with the section and formula-based filter, you can insert different categories of records into different fields.

Section 2: Disposal

	1.	<p><u>Transporter</u></p> <p>Please select one of the transporters, which have already been entered in the address menu, from the scroll-down list. If your transporter is also your waste disposer, insert this information in the disposer field.</p> <p>TIP: This information can be found on the disposal or the transport certificate.</p> <p>If you have selected information about the substance from the default</p>
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		values section in the substance menu, the name of the transporter will automatically be entered.
	2.	<p><u>Disposer</u></p> <p>Please fill out this field at all costs by selecting the name of a disposer, which has already been entered in the address menu, along with its official disposal number, from the scroll-down list.</p> <p>TIP: This information can be found on the disposal or the transport certificate.</p> <p>If you have selected information about the substance from the default values section in the substance menu, the name of the disposer will automatically be entered.</p>

 	3.	<p><u>Disposal plant</u></p> <p>You must choose a disposal plant from the scroll-down menu, which you previously inserted into the "places" menu with the letter R or D. If you have already defined the disposal plant as a default value, the field will automatically be filled. Please make sure that every record has either an R or a D next to it, otherwise this could cause problems in the "Statistics" menu in the Key Indicators section. Important: even if you have little or no information about the recycling or disposal of a waste substance, you should never forget to assign a "default recycling-" and "default disposal plant" (in the Places menu).</p> <p>TIP: If you are not sure to which disposal plant your waste is delivered, you can find out by checking the disposal certificate number located at the top of the window and then find out to which plant it corresponds.</p>
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Section 3: Quantities




In this mask, waste quantities are entered. If you have already entered the conversion numbers for individual substances in the "substances" menu (m³ to t or pieces to t), the consolidated quantity of waste will be automatically converted into tonnes when you insert the quantity either in m³ or in pieces. In order to check if your disposal costs are accurate, the disposal costs per tonne of waste will be automatically entered under the disposal heading. Another piece of information can be found under the heading gross balance, i.e. all waste disposal costs per tonne. Under dc/gb, the percentage of waste disposal costs out of the entire costs will be automatically inserted. Amongst other things, this helps you to discover any costs that your disposer may have hidden (for example, in terms of quantity: differences between disposed of waste and waste to be paid for).

Therefore, you must always enter the quantity of waste in the unit used on the invoice, i.e. m³ or by piece. Please do not try to calculate the quantity in tonnes! The IUWA Waste Manager does this automatically (► conversion). The exception: always convert kilograms or litres into tonnes or cubic metres.

	1.	<p><u>Quantity (t)</u></p> <p>If your company has a set of scales, please enter the weight of the waste in tonnes. You can clear the whole field and then enter the weight as a number, without the t, or you can use the cursor to point to the desired place and then insert the number. Once you have entered the number, please check that the weight entered is correct.</p>
	2.	<p><u>Quantity (m³)</u></p> <p>If you do not know the weight of the waste, please insert the quantity in m³. If the conversion facility is available and you have entered this into the substances menu, the consolidated weight in tonnes will automatically be entered. If you know the weight of the waste, please do not fill out this field, otherwise it could lead the wrong quantities of waste being used in the statistical analysis.</p>
	3.	<p><u>Quantity (piece)</u></p> <p>If you do not know the weight of the waste, insert the quantity in pieces. If you do know how much the waste weighs, please do not fill out this field, otherwise it could lead the wrong quantities of waste being used in the statistical analysis.</p>

Section 4: Costs and Returns

	1.	<p><u>Container</u></p> <p>In the scroll-down menu, you can choose from the different types of waste containers. If you have already entered a default container for your waste substance in the substances menu under the logistics heading, this will be automatically inserted here.</p>
	2.	<p><u>Capacity</u></p> <p>Here you can add the capacity of the container, in litres, as a piece of extra information. If you have already entered a default capacity for the container in the substances menu under the logistics heading, this will be automatically inserted here.</p>
	3.	<p><u>Disposal costs</u></p> <p>In this field the pure disposal costs, shown on the invoice are entered, but without VAT. Please make sure that the amount entered is correct. In order to avoid mistakes, either point the cursor to the right place in relation to the comma or delete all of the zeros and insert only the amount, without the unit of currency. In addition, you can use the wand button to the right of the field to delete the whole field or, if you have</p>

		already entered costs into the default costs in the substances menu, you can use the wand button to directly transfer these into the field.
 	4.	<u>Container rental</u> Please enter the cost of the rental of your container, without VAT. If the invoice only shows the container rental and no other costs, please record each substance individually and give each substance a fictitious pickup date (e.g. the first of every month or quarter). Do not insert any quantities here. This is necessary so that the costs and quantities are correctly inserted and organised in the statistics menu.
	5.	<u>Transport costs</u> Please insert the transport costs here, without VAT.
	6.	<u>Other costs</u> In this field all other costs that were not included in the ones above can be entered.
	7.	<u>Which?</u> Here you can enter any relevant remarks about the "other costs" section. When entering information, please follow the same steps as listed in point 4.
	8.	<u>Fees</u> Here you can insert details of any additional fees.

All recorded costs will be automatically added together and then inserted under the heading "net total", without VAT. The field underneath entitled sales tax cannot be filled in. By clicking on either the 20% or 10% button, the tax will be automatically calculated. You can (if it is common practice in your company) dispose of the need for a tax invoice and, in order to avoid errors, set the tax figures in the settings menu under constants to zero, or any other value. Please make sure that the notification of charges of waste disposers who do not declare taxes are exposed.

	9.	<u>Disposal returns</u> Please only insert your declared returns from the disposal of your waste in this field, without VAT. Returns generally arise from the disposal of scrap metal or paper. Please check that the correct amount has been entered. In order to avoid mistakes, either point the cursor to the right place in relation to the comma or delete all of the zeros and insert only the amount, without the unit of currency. In addition, you can use the wand button to the right of the field to delete the whole field or, if you have already entered costs into the default costs in the substances
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		menu, you can use the wand button to directly transfer these into the field.
	10.	<u>Other returns/refunds</u> Here you can enter other returns (e.g. refunds from the disposer or similar).
	11.	<u>Specification</u> In this field, specify any other relevant refunds or returns.

All recorded returns will be automatically added together and then inserted under the heading net total, without VAT. The field underneath entitled sales tax cannot be filled in. By clicking on either the 20% or 10% button, the tax will be automatically calculated. You can (if it is common practice in your company) dispose of the need for a tax invoice and, in order to avoid errors, set the tax figures in the settings menu under constants to zero, or any other value.

The gross balance gives you the total costs and returns, inclusive of VAT.

The button "filter incomplete records" filters records, which still require important information and as such are incomplete. This applies to all disposal incidents that are stored in the system using the gate, as it is not possible there to insert disposal costs.


Tip: Accounting can systematically filter the records stored using the gate that are still open by clicking on this button.

After details of invoices have been fully entered and payment has been received, by ticking the box marked "accounting of disposal incident", the invoice will be closed and the totality of the record will be confirmed.

By clicking the button "create dock receipt", a dock receipt will be created for the relevant file.

In order to increase clarity, some extra tabs and funtions have been added here. You will see the costs and returns tab mentioned above, as well as the opportunity to provide comments and attach documents.

Profit centres tab

	1.	 <p>Kostenstellen</p> <p><u>Profit centre no.</u> Here you have the opportunity to select individual profit centres. You</p>
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		<p>can store up to 100 different profit centres in the waste manager's system by using the profit centres menu on the main page.</p> <p><u>Anteil</u> Falls die Kostenstelle mit einem prozentualen Gemeinteil belastet ist können Sie diesen hier eintragen.</p> <p><u>Share</u> If the profit centre is subject to a percental share of costs, then this information can be entered here.</p>
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6.3 Filter and List Open Disposal Records

In the main menu, by clicking on the "accounting" button and then choosing "list of disposal records", lists with different criteria can be selected, put together or ordered. Open records, that are incomplete due important information that has not yet been entered, are subject to filtering here.

7. Access Statistical Analyses

The Waste Manager's various analysis functions are displayed in the main menu in green. They consist then of the two buttons "Statistics" (chapter 7) and "Documents" (chapter 8).

Activating the Statistic button (by clicking on it) opens up a new menu, giving you access to a whole range of options to do with statistical analysis: "Key indicators", "Detailed reports", "Hazardous freight transports", "System info" and "Export data to waste analyser". These options will be introduced and explored in this chapter, following the order established above.

7.1 Key Indicators (up until 2006) / (from 2007)

By clicking on the "Key indicators" button, you can access some of the most important indicators in operational waste management, based on data that you have entered into the waste manager over a determined period of time. As a default, the previous year is selected. If you would like a statistical report on the last business year, click on the button marked FY (Financial year), which you will see in the window in which you choose the period for the calculation of indicators. Then you can enter the start and end of the financial year, according to the information that you entered in the settings menu. By clicking the button "create report", a list of indicators will be generated, which shows quantities of waste and also costs:

Kennziffern

Berichtsjahr: 03.12.2003 - 02.12.2004



	Mengen	Mengenanteile	Gesamtkosten (Saldo)	Entsorgungskosten	Erlöse	Kostenanteil	Kosten/Menge
Abfälle zur Entsorgung	58,613 t	100,0 %	-10.258,65 €	9.857,76 €	1.014,10 €	100,0 %	168,18 €/t
Abfälle zur Verwertung	58,613 t	100,0 %		9.857,76 €		100,0 %	168,18 €/t
nicht überwachungsbedürftig	45,445 t	77,5 %					
überwachungsbedürftig	0,000 t	0,0 %					
besonders überwachungsbedürftig	13,168 t	22,5 %					
Abfälle zur Beseitigung	0,000 t	100,0 %	0,0 %	0,00 €		0,0 %	0,00 €/t
überwachungsbedürftig	0,000 t	0,0 %					
besonders überwachungsbedürftig	0,000 t	0,0 %					
Sonderabfälle (bes. überw.)	13,168 t	22,5 %		0,00 €		0,0 %	0,00 €/t
Entsorgungsnebenkosten				3.356,03 €		34,0 %	57,26 €/t
Transportkosten				2.060,44 €		20,9 %	
Containermieten				604,10 €		6,1 %	
Abgaben				0,00 €		0,0 %	
andere Nebenkosten				691,49 €		7,0 %	

Donnerstag, 2. Dezember 2004

IUWA Abfallmanager

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- Disposed waste

Gives you an overview of the total quantities, costs and returns of disposed waste within the time period specified.

- Recycled waste

Gives you a complete breakdown of the quantities, costs and returns relating to waste substances, which have been disposed of according to the Closed Substance Cycle Waste Management Act after the recycling process.

Recycled waste is divided in the next three lines, according to how dangerous the waste is deemed to be, i.e.:

Not dangerous waste / as of 2007, not dangerous

Partially dangerous waste / as of 2007, partially dangerous

Dangerous waste / from 2007, dangerous waste

The percentages to the right of the quantities column represent the percentage share of recycled waste as a whole, made up by each of the three different waste categories.

- Waste to be disposed of

Describes the quantities, costs and returns relating to this type of waste that has been disposed of according to the Closed Substance Cycle Waste Management Act.

Waste to be disposed of is then sub-divided in the next two lines depending on the degree of supervision needed. In this case, the waste is divided into:

Partially dangerous waste / as of 2007, partially dangerous

Dangerous waste / as of 2007, dangerous waste

A class of waste that is not dangerous is not allowed for here.

- Special wastes

Brings the all of the waste substances that have been deemed dangerous and require special supervision according to the Closed Substance Cycle Waste Management Act and then divides them into two categories: "waste requiring special supervision to be recycled" and "waste requiring special supervision to be disposed of".

- Extra costs

The total figure relating to extra disposal costs is first displayed, before being further specified into the following categories: "transport costs", "container rental", "fees" and "other costs". The totals of these costs are then individually calculated and displayed on the right-hand side, underneath the total of the extra costs put together.

By breaking down the extra disposal costs, you are able to clearly compare different offers relating to waste disposal and this provides a good starting point for future negotiations.

Please be aware that the quality of the indicators that are generated is a direct reflection on the data that you have entered into the waste manager. The quality of the indicators is also heavily dependent on you filling in all of the fields, especially in the record sheet, that are marked as compulsory fields.



Certain types of mistakes in the insertion of data can be recognised if certain percentages do not add up to 100. The following sets of data must add up to 100:



- the percentages of waste to be disposed of and waste to be recycled
- the percentages of non-dangerous, partially dangerous and especially dangerous waste to be recycled
- the percentages of partially dangerous and especially dangerous waste to be disposed of

If these numbers do not add up to 100, then not all of the compulsory fields in each of the menus have been properly filled out.


If you have ascertained, after checking the numbers, that mistakes have been made (i.e. some of the numbers don't add up to 100) or you suspect that mistakes have been made somewhere, you can carry out a data search using the "list of disposal records" option in the accounting menu. This is the best way to identify information that has been incorrectly entered and to find the exact location of this information. By clicking on the "list details" button on the left-hand side of the window, you will


find the record number of the data, which will enable you to then access the data directly.

The records for "waste to be recycled" and "waste to be disposed of" will be marked appropriately either by an R or a D. If a substance is not marked by an R or a D (which is a compulsory field), then this substance cannot be selected. Be very careful in this respect that all records, even if they are only transport costs or container rentals, are always linked to a specific substance so that they can be accounted for in the calculation of key indicators.

7.2 Detailed Reports

In the "detailed reports" menu, you have access to a large choice of options and criteria that can be used in the analysis of your database. You can specify the waste data that you choose to analyse in the following way:

	1.	<p><u>Column 1: "Selection Criteria"</u></p> <p>Define the criteria for the selection you would like to make or simply a sensible combination of criteria (i.e. criteria that is not mutually exclusive of each other).</p> <p>Tip: If you are only interested in, for example, disposal incidents for which you have received returns, or for those incidents that cost more than 1000 €, you can use the "costs/returns" option. Insert the smallest number in the left field and the largest number in the right field, thereby providing a spectrum in which to search for the relevant data.</p>
	2.	<p><u>Column 2: "Summary"</u></p> <p>Here you have the opportunity to select a criterion by which you would like the results of the statistical analyses to be grouped together. You can choose for the results to be grouped by EWC number, internal EWC number, substance group, disposer, transporter, processor, waste source, disposal plant, degree of supervision needed, disposal certificate or by differentiating between waste that is recycled and waste that is disposed of. Alternatively, you can also group the results together by the date on which they were disposed of and as such have the choice of week, month, quarter or year. If you do not want to make use of this kind of summary, please leave the "none" option unticked (default).</p>
	3.	<p><u>Third column: "Order by"</u></p> <p>If you decided that you did not want to make use of the summary option in the second column, you have the opportunity to order your results using specific criteria in the third column. Ordering your results by internal substance number (internal EWC) is set as a default. If you wish to order the results by a different method from that of the default, please activate one of the options below.</p>
	4.	<p><u>Fourth column, above: "Type"</u></p> <p>Lastly, you need to decide if you want the statistics to be in the form of an overview or a detailed report.</p> <p>Overview: For every criterion that you have selected, the report will create a data line (Advantage: saves space and is clear)</p>

		Detailed report: According to your selection criteria, a new data line will be created for every piece of data (Advantage: every incident is explained explicitly and every piece of data can be exactly located)
	5.	<p><u>Fourth column, below: "Output"</u></p> <p>Here you have three options as to what should happen with the data that you selected:</p> <p>Screen (preview)</p> <p>In this option, which has been set as the default, you can see the requested report on your screen. You can then print this document in the format shown on screen and also export it into your word processing or excel program (► export document).</p> <p>(Default-) Printer</p> <p>The selected statistics will be sent directly to the default printer, without providing printing options. If you would like to change the settings before or select a printer from a list, you should choose the “screen” option and then choose the printing option from the menu (File/print).</p> <p>Export (Excel)</p> <p>This option exports a raw version of the data using the file "Waste manager export list.xls" into the folder marked "My documents". Practical experience in using this option has shown that it is ever more complex and thus the produced result is unsatisfactory. Therefore it is recommended that, if in doubt, you choose the screen view and then export the statistics from there into Excel.</p>
		<p>Tip! : Detailed reports are brilliantly suited to searching for errors or in searches that are carried out in order to locate a specific piece of data. In such a search, please follow the steps as listed below:</p> <ol style="list-style-type: none"> 1. Choose the "detail" option in the fourth column. This will cause the results of the statistical analyses to be generated along with their relevant ACCESS numbers. 2. Write out the number of the piece of data in which you are interested and go to the “booking number” box in the record sheet using the cursor. 3. Then, using the cursor, go to the “search and replace” button in the toolbar (the telescope symbol) and enter the record number that you have just noted down. 4. Then click the “search further” button. You will then be able to directly access the file corresponding to the record number you entered that appears on the screen. 5. Here you can make the relevant amendments or changes.

		Lastly, click the “create list” button (in the left-hand corner of the window) and you will get the results of your choice.
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7.3 Hazardous Freight Transports

By clicking on this button, a list of your hazardous freight transports will be created, which is of course only possible if, when entering key information, you also entered information about dangerous substances (Substances menu → hazardous goods). If this is not the case, then the error message 2501 will appear = no valid data available.

In terms of hazardous freight transport statistics, the first step is to specify the year to which you would like the report to refer to and then secondly choose an option referring to the type of freight transportation from the following list:

Show all freight transport

Only freight with a minimum weight of 5 tonnes

Only freight with a maximum weight of 5 tonnes

7.4 System Info

With the system info option, you have another opportunity to create a rough overview of your data and its qualities – and all of this in the simplest way possible. The system information shows de facto how many addresses, places, substances, disposal certificates and records

- you have entered
- how many of those have been archived
- are no longer valid
(the certificate has, for example, expired or is not yet valid)
- are open
(for example, have been entered using the gate or incomplete bookings)

If you want to quickly check the quality of the data you have entered e.g. in relation to an upcoming certification, the system information can provide a quick way to achieve this.

Examples:

- You can see at a glance if the disposal incidents in the Accounting menu have actually been completed (i.e. are marked as such).
- You can see the number of, according to the Waste Manager, valid disposal certificates and can then quickly count the number of relevant documents in the disposal certificate folder.

7.5 Export Data to the Waste Analyser

By clicking on this button, you are able to export the data in your Waste Manager to the waste analyser.

8 Documents

After the waste balance sheet was declared to be no longer legal, it was replaced by the waste register, which had been legally requested by the EU. Despite this, the waste register's predecessor has remained in the program, as its functions are manifold and can also be used in Austria as internal instruments.

By clicking on the "Documents" button, located in the main menu of the IUWA Waste Manager, you can access three specialized ways of generating statistical analyses relating to your IUWA database.

- Waste register (from 2007)
- Waste balance sheet
- Waste strategy
- Waste report (from 2007)
- Waste report (until 2006)
- Transport certificate (will be activated in the next version)
- Disposal request (will be activated in the next version)

8.1 The Waste Register (from 2007)

The waste register lists your entire database of dangerous waste substances, according to EWC number, for the year that you have selected, and puts it into the format required by the authorities. The waste register, in contrast to the authorities, always operates using the calendar year – even if your company's financial year differs from this.

8.2 The Waste Balance Sheet

The waste balance sheet creates a list of your entire database of dangerous and non-dangerous waste substances, according to EWC number, for the year that you have selected.

The waste balance sheet created by the IUWA Waste Manager, which has been generated on a calendar year basis, consists of the following columns:

- The official EWC number, which acts as a sorting criterion
- The corresponding official substance name, according to the EWC
- The number of disposal cases
- The quantity of waste in the unit given by the disposal invoice (t, m³ or piece)
- The consolidated quantities (= converted quantity), which are needed to satisfy the requirements of the authorities.

Warning!

The conversion of original quantities of waste only works if you have entered the appropriate conversion factors into the "substances" menu for all waste substances that are measured in cubic metres or by piece (**conversion**).

Tip: The waste balance sheet has not only been created in order to be able to answer possible questions from the authorities at the click of a button, but also to satisfy spontaneous enquires on the part of the management, as the waste balance sheet allows you to have a quite a good transparent overview of the individual waste substances and their quantities.


Alternatively, a waste balance sheet can be created using the "list of disposal records" in the "accounting" menu, according to your individual requirements.


8.3 Waste Strategy

The requirement to have a waste strategy in Germany has been null and void since 2006, while in Austria it exists in a changed form. Specially EMAS certified companies, however, still use the waste strategy in the generation of better internal information.

Waste strategies are created independently of a company's financial year, on the basis of the calendar year.

After you have selected a year for the report, the IUWA Waste Manager will create a strategy report consisting of 4 main sections:

	<p>1. <u>Cover Sheet</u></p> <p>By clicking on the relevant field, the IUWA Waste Manager creates a cover sheet, according to legal guidelines, which provides details of your company, such as address, location, contact person, telephone number, fax number and email address.</p> <p>Warning!</p> <p>The corresponding details can, as a matter of course, only be generated if you have entered relevant information into the Address menu (including the specification of an authorized person who is responsible for the Waste Manager). The name and address of your company will be taken from the main database ("own company" in the Address menu).</p>
	<p>2. <u>Disposal Sites</u></p> <p>By clicking the corresponding field, a list of disposal sites used in your waste strategy, which are arranged by EWC number, is created. The disposer of the relevant substance, along with their official disposal number and their address, is also included. The other columns provide the address of the current disposal site and the type of disposal practiced there, shown either by the symbol D or R. This section serves in documenting the path that the waste substance takes as it leaves the company where it is produced and is transported by the disposer (transporter or recycler), right up until it is actually recycled or disposed</p>

		of.
	3.	<p><u>Sources, Substances, Forecasts of Quantities</u></p> <p>This next section of the waste strategy lists the waste substances according to their EWC number. In the second column you will find data about the particular quantity of waste in the base year. The columns that follow show the forecasts of waste quantities for the respective waste substances that are required by law. The corresponding data is taken from the Substances menu under the waste strategy tab by the IUWA Waste Manager, where you must have already entered percentages of predicted waste quantities by year (100% = no change from the base year, 110% = 10% increase compared to the base year ...) in order to complete the section.</p> <p>Tip: If you have not entered any predictions under the "waste strategy" tab, then naturally no data will appear in the prediction column of this analysis. You can, however, still make use of the generated table, either by printing it out and filling in the predicted quantities by hand, or by importing the table into EXCEL or WORD and filling it in on the computer.</p>
	4.	<p><u>Reasons of disposal; measures taken</u></p> <p>The information that makes up the final section of the waste strategy is taken from the main substance database. Potentially necessary changes or amendments can be made under the waste strategy tab in the substances menu.</p>

8.4/5 Waste Report (2007)

With the waste report, the IUWA Waste Manager creates, finally, a verbalised summary of fundamental waste data, using the calendar year, the financial year, or any other time period you propose, in accordance either with the balance sheet, until 2006, or the register, from 2007 onwards. This document can then be imported into Word and from there used directly as part of an environmental report or for management purposes.

By importing this report into Word, you will naturally be able to make any changes or amendments you deem to be necessary.

9 Other Program Functions

9.1 Online Help

By clicking on the grey help button (represented by a question mark) you can access the online help function and thereby reach an internet based communication platform in which you can ask questions about the IUWA Waste Manager.

9.2 Handbook

Likewise, by clicking on the grey help button (represented by a question mark) you can access a technical version of the Waste Manager handbook for your computer. This version will allow you, in the near future, to navigate through the handbook from term to term, using hyperlinks, in order to access and read the information in the shortest time possible.

9.3 Homepage

By clicking on the grey IUWA Waste Manager button, you will be connected directly to the IUWA homepage www.wastemanager.com, where you can access comprehensive information about the IUWA Waste Manager and its current state of development.

9.4 Information Menu

The "Information" menu contains information about the current program version and details of the IUWA Waste Manager copyright.

10. Data Saving and Management

10.1 General

The modular structure of the IUWA Waste Manager has the advantage that all changeable and firm-specific data is saved in one single file. In order to back up your data, it is enough to regularly save a copy to a backup storage device. What you choose to interpret "regularly" as depends on your individual protection requirements and the number per day/week/month of disposal incidents. In order to minimize the risk of data loss or having to enter information again, a daily, automatic backing up of data is strongly recommended.

10.2 Single-user Version

Save the folder "IUWA_Wastemanager 4E.mdb regularly to an external storage device.

10.3 Network and Full Version

As the data module is saved to the server during network installation, in most cases all precautionary measures for the automatic saving of data and for data management should already have been taken. Please contact your network administrator and arrange for the waste data file ("IUWA_Wastedata.mdb"), where appropriate, to be included in automatic backups of the server hard drive.

10.4 Recovery of Damaged Files

To restore a damaged file ("IUWA_Wastedata.mdb"), copy the file from the saving device into the Waste Manager folder. Please be aware that a new linking of the data and the program module may be necessary (Chpt. 2.4). Furthermore, please be aware that by overwriting the data with the saved copy, all changes that have taken place in between will be irretrievably lost.

Depending on outside influences (e.g. power cuts, problems with the company network), the IUWA Waste Manager's database can be damaged. If the Office package or the database program MS Access was installed with all of the extra options (section on system requirements), then you will be able to make use of the "repair database" option in the "Extras" menu under the "Database service program" tab. In many cases this is successful in bringing the database back into an operational state. If in doubt, consult the Access handbook or the Access online help program.

10.5 Data Management

After using the IUWA Waste Manager for a long time, the frequent deleting and changing of data can lead to a fragmentation of the basic database and to the inefficient use of memory capacity. By condensing the database, it will be copied and the data base files will be newly arranged on the hard drive.

The following procedures described below should only be carried out by experienced users of Access. If in doubt, please consult the Access handbook or the Access online help program. Proceed in the following way:

- Close the IUWA Waste Manager
- Make a copy of the file, "IUWA_Wastedata.mdb".
- Start MS Access (without the Waste Manager) and go to the "Database service program" in the "Extras" menu. Then select "condense database".
- In the "condense database" field, select the file "IUWA_Wastedata.mdb" and then click on "condense database".
- In the field entitled "condense database to" enter a name, a drive and a folder for the compressed database (e.g. "Wastedata_comp.mdb").
- Click save.
- Delete the old version of the file "IUWA_Wastedata.mdb".
- Rename the compressed file (in the example "Wastedata_comp.mdb") "IUWA_Wastedata.mdb".

10.6 Updates

From time to time, updates for the IUWA Waste Manager will be made available to registered users. If nothing else is conveyed apart from the updates, it is sufficient to replace the file "IUWA_Wastedata.mdb" on your hard drive with the newly updated file using the same name.

Please take note of the details concerning installation in single user and network environments in chapter 2 of this handbook. If the Waste Manager is not installed in the standard file ("C:\Program\IUWA_Wastemanager\"), the data and the program module need to be re-linked ([section on installation options](#)).

In the case of basic software updates that require changes to the data structure of the data module to be made, then detailed instructions will be sent to you. For a small service fee, the experienced employees at IUWA GmbH can carry out this task for you. The full particulars will be disclosed should any updates be made available.

11. Further Information

11.1 Technical Support

It is of great interest to IUWA GmbH that the software can be incorporated into your company lucratively and without problems. Should any error messages appear, please try to resolve the problem using the information in the handbook and in particular the following sections, before contacting us. More information on technical support can be found on the internet under www.abfallmanager.com. In the support section, there is a form with which users can contact us. Registered users who have the full version have access to a free support hotline.

11.2 Training

Especially in companies where several employees are users of the IUWA Waste Manager, it is worthwhile to conduct a training session on the introduction of the software. We conduct these trainings sessions regularly in Heidelberg. We also offer to conduct training in your company on request.

Registered users of the full version can participate in the training sessions in Heidelberg for free.

11.3 Information about the compatibility of different office versions

The IUWA Waste Manager is programmed and improved using the MS Office package XP version. Unless otherwise indicated, all information provided in this handbook is related to this program.

From a technical programming point of view, there is no problem using the Waste Manager software in conjunction with MS Access 2003 or the MS Office system. Please make use of the built-in database conversion function in your particular version of Access.

When converting the database – in particular when converting to an older version (e.g. from Access XP to Access 97) – it is quite possible that integrated **Objektbibliotheken** will be lost. If you receive a message informing you that at least one of the Access 97 **Objektbibliotheken** is missing, follow the steps below:

1. Open the converted Access database in Microsoft Access 97 by holding down the [shift] key.
2. Open a module from the database in the database window.
3. Click on "links" in the "extras" menu.
4. Under the heading "available links", deactivate the ticked box for missing links and create a new link to "Microsoft DAO 3.51 Objektbibliothek" or to "Microsoft DAO 2.5/3.5 Compatibility Library".

Tip: Microsoft has made a document available under www.microsoft.com/intlkb/Germany/Support/kb/D41/D41113.HTM, in which you will find explanations about using Access 97 and Access 2000 on your computer.

The IUWA Waste Manager also has the possibility of operating a version of the Office package that does not use the German language. Some menus and tool bars as well as error and other messages generated by the system will appear in the language of the system environment.

11.4 Troubleshooting

As already mentioned, the IUWA Waste Manager is based on the database system MS Access. The programming of the software is, as far as possible, designed to intercept and stop faulty insertions and program crashes. Should an error or a problem occur, the system will produce an error message. Especially if the message that appears is an error message generated by the system, the user is immediately made aware of the real cause of the problem, as there does not, superficially, seem to be a direct relation between the error indication and the basic cause of the problem.

Should an error occur, you should carry out the steps below in the following order:

1. Repeat the entry or the action that led to the error.
2. Delete the file that contains the error and insert the data into a new file (you could make a copy of the corrupt file on the desktop).
3. Check that all of the necessary information that needs to be filled in is present in the corrupt file. Example: Make sure that when you are making a booking, all of the relevant data such as disposer, waste substances, disposal certificate or disposal plant has been entered into the relevant menu.
4. Use of the error message number where appropriate to look up the cause of the problem either in the Access handbook or using the online help function.
5. Close the IUWA Waste Manager and then restart the program. Repeat the steps that led to the problem.
6. Close the IUWA Waste Manager and shutdown the computer. Turn the PC off and after a few seconds turn it on again. Restart the IUWA Waste Manager and repeat the steps that led to the error.
7. Follow the procedure described in chapter 4 of this handbook concerning repairing and compressing corrupt database files.

If the problem occurs again, carry out screen and menu dumping. Get in contact with IUWA GmbH using the support section of the Waste Manager website (www.abfallmanager.com). Save a backup copy of the file "IUWA_Wastedata.mdb" to the hard drive.

Tip: Use a compressor tool where appropriate to pack the file and then save it onto a disk.

11.5 Suggestions for Improvement

The development of the IUWA Waste Manager was by in large influenced by the requests and proposals of our customers and development partners and we are still very much open to suggestions for improvement for future versions of the Waste Manager. We will collect the proposals, discuss them and then incorporate them into regular updates of the program.

11.6 Self enhancement of the program

Users who are extremely experienced in the operation of MS Access or in computer programming can adapt or further develop the IUWA Waste Manager. On request you can have an open version of the IUWA Waste Manager in which the source code and the SQL (structured query language) are accessible. In return, you are bound, in the spirit of the open source mentality, to make the source code of the changes you have made accessible to the public.

11.7 The IUWA Waste Manager Online

On the internet you will find more information and offers about the IUWA Waste Manager under the following address: <http://www.abfallmanager.com/>. Registered users can download updates and tips from this website. In addition, you are able to sign up for the IUWA Waste Manager electronic newsletter here.

11.8 Disclaimer

The conception and programming of the IUWA Waste Manager were executed with the greatest of care. Errors, however, cannot be ruled out entirely. IUWA GmbH does not accept any legal responsibility or liability for faulty information and program modules, or for their consequences.