



# **USER MANUAL**

**'system level Dec2017'**

**version 4.5**

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of the





## History & options to search

Base for this user manual is the manual for '**WF-RepTool - system level**' provided in September 2007. This manual was translated to some languages. Therefore and to make it easier for you to follow new developments '**news**' from the following updates are marked as NEWS\_year\_information and are marked with **NEWS\_Dec17\_shorter** different colours

⇒ In December 2017 the new **version 4.5** was installed. This **user manual Dec2017** provides information on new program features implemented with this new program version. They are marked as **NEWS\_Dec17\_xxx**.

Where **new headlines** had been added, the remark NEWS\_xx\_xxx was put into the headline and it is valid for the **whole point**.

Where **new details** had been added **into the text**, the remark NEWS\_xx\_xxx was put into the text. The end of the 'new text' is marked with a colour marking.

**Screen shots** were done from demo datasets with the **version 3.4** in Nov. 2011. From following versions **new screen shots** were done only where **necessary** for explaining **new features**.

In case that **only details** have been changed, no new screen shot were been done, but information about changes are given in the Chart explanation.

## Changes without remarks

**NEWS\_11\_NEW** The term '**EWC code**' was replaced by '**WF-RepTool code**' - there are no remarks on this in the text.

**NEWS\_13\_NEW** As the WF-RepTool expert group takes care of all development issues of the WF-RepTool since 2011, the term WEEE Forum / WF-RepTool administration was replaced by **WF-RepTool expert group** – see [www.wf-reptool.org](http://www.wf-reptool.org) / 'About us'.

## **NEWS\_12\_NEW** WF-RepTool versions 'Lite' and 'Pro'

In 2012 a distinction of **two different versions** of the WF-RepTool was done:

⇒ With the '**Lite**' version you will have all necessary features to create a report.

⇒ The '**Pro**' version will provide all features of the WF-RepTool.

Within this user manual features only available in the 'Pro' version are marked with an entry ('Pro' only).

## **NEWS\_13\_NEW** WF-RepTool opened to 3<sup>rd</sup> party users

In summer 2013 the WF-RepTool was opened for '**third-party-users**' like treatment operators or others (e.g. association, universities) being interested to have the WF-RepTool under their own administration. For this we replaced WEEE system by **WEEE system / company** in this user manual addressing these 'third-party-users' – there are no further remarks on this 'news' given in the text. The other option is that the term 'WF-RepTool access administrator' is used.

## **NEWS\_13\_NEW** Disclaimer

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## 1. Your Installation

### 1.1. NEWS\_Jan15\_new headline General installation

Getting the WF-RepTool installed, you will get **two parts**:

- the **WF-RepTool** itself and
- the so called '**Admin tool**'

These are two **separate parts** with two **different addresses** (URL's – see WF-RepTool ending with *.../reptool*, 'Admin tool' ending with *.../users*).

These addresses as well as 'your' **password & login** as the WF-RepTool administrator within 'your' WEEE system / company will be provided with the install information provided by WF-RepTool IT administration (see point 2).

**Password & login** are the **same** for both applications – see remark to change them soon in point 3.3, page 18.

### 1.2. NEWS\_Jan15\_new headline Other sources of information

#### 1.2.1. NEWS\_13\_NEW WF-RepTool website

In summer 2013 the WF-RepTool website was launched – see [www.wf-reptool.org](http://www.wf-reptool.org). There you will find a lot of information about the WF-RepTool like the most actual version of this manual, presentations on the WF-RepTool and comprehensive **FAQ's**.

#### 1.2.2. NEWS\_Jan15\_NEW WF-RepTool Guidance document

In 2014 a 'Guidance document – issues of harmonization' was elaborated - see [www.wf-reptool.org](http://www.wf-reptool.org) / 'Information'. It may be seen as **content oriented information** and should help

- ✓ you as central point for information for your treatment partners / reporters as well as
- ✓ you or your 'controllers' who have to check reports assisting you/them with 'lessons learned' on possible mistakes done in other reports.

The Guidance document sums up:

- general principles on the use of the WF-RepTool,
- principles on creating a WF-RepTool report (e.g. the 'Target of use approach', the changing recycling definition and the 'purpose of the plant' issue of municipal waste incinerators) and
- lists quite some issues of harmonization which should be considered to create a correct report.

The Guidance document will be kept as a working document and will be updated with new findings and if new questions are coming up in the future.

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### 1.3. NEWS\_13\_NEW Main differences for WEEE operator version

If you have purchased the WF-RepTool as **WEEE operator version**, there will be other data under 'My data' and a slightly different main menu as the menu button 'Companies' will be called 'Treatment partners' (see point 3.1, page 3).

**Reports** may only be generated for **plants** of the WEEE operator (see point 3.4, page 19 and 'other' treatment partners (see point 3.5, page 20) may only be acceptors of OUTPUT fractions.

## 2. Link to manual ‘reporter level’ & your ‘jobs’ and contacts

All relevant information to **create a report** is given in the **WF-RepTool user manual – ‘reporter level’**.

This WF-RepTool user manual ‘system level’ shall only explain **additional points** to be done at the **‘administration level’** (see point 3) and **additional features** for the WEEE system / WF-RepTool access administrator (see point 4 ff).

You as the **WF-RepTool administrator** within ‘your’ WEEE system / company have ‘to do the job’:






- to **configure** the WF-RepTool based on ‘your needs’ in your WEEE system / country / company (e.g. language selection) (**NEWS\_12\_detail** see point 3.2, page 4 ff),
- to give ‘your’ **users access** to the WF-RepTool (**NEWS\_12\_detail** see points 0 and 3.5, page 18 and page 20),
- to be the **‘first’ ‘centre’** for **questions** of ‘your’ **treatment partners** (e.g. use of correct names for fractions, technologies, questions on national classification etc.),

**NEWS\_Dec17\_shorter** You may raise questions on the program or the waste management contents (e.g. needs to adapt ‘WF-RepLists’) by contacting the WF-RepTool expert group via the WF-RepTool website - see [www.wf-reptool.org](http://www.wf-reptool.org) / ‘Contact us’

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### 2.1. Additional icons used in ‘system/administrator’ version

Please see icons used in the WF-RepTool in the user manual – reporter level (point 1.5). You may see additionally:

	Hide – hide a controller remark
	Hide all
	Delete – delete a controller remark
	Delete all
	Reactivate - reactivate hidden controller remark(s)

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### 3. Administration of the WF-RepTool for the WEEE system / company

For using the **administration features** you have to use the **'Admin tool'** access (see point 1).

#### 3.1. Main menu

When you enter the 'Admin tool' you will see the **main menu** for the **administration** of the **WF-RepTool** within 'your' WEEE system / company (see Chart 1).

Chart 1: **NEWS\_13\_NEW** Main menu 'Administration tool' (**NEWS\_Jan17\_NEW** 'Reports to archive' and 'Packages model copy' as main menu buttons)

**NEWS\_09\_detail** Below the buttons for the main menu you will see an 'info line' (see light orange background) containing the WEEE system / company and the user who logged in.

**NEWS\_13\_NEW** Under the new main menu button **'My data'** you may identify your WEEE system (see Chart 1).

**NEWS\_13\_NEW** If you have purchased the WF-RepTool as **WEEE operator version**, there will be a slightly different main menu and other data under 'My data' (see box below):

id	Name	Agent 2	In_acceptor_listbox 2	WF-RepTool_access 2	Language	Country	zipcode	City	Phone 1	Phone 2	Mail	Remarks
114	Plant A		yes	yes	English	nat. market						
115	Plant B		yes	yes	English	nat. market						

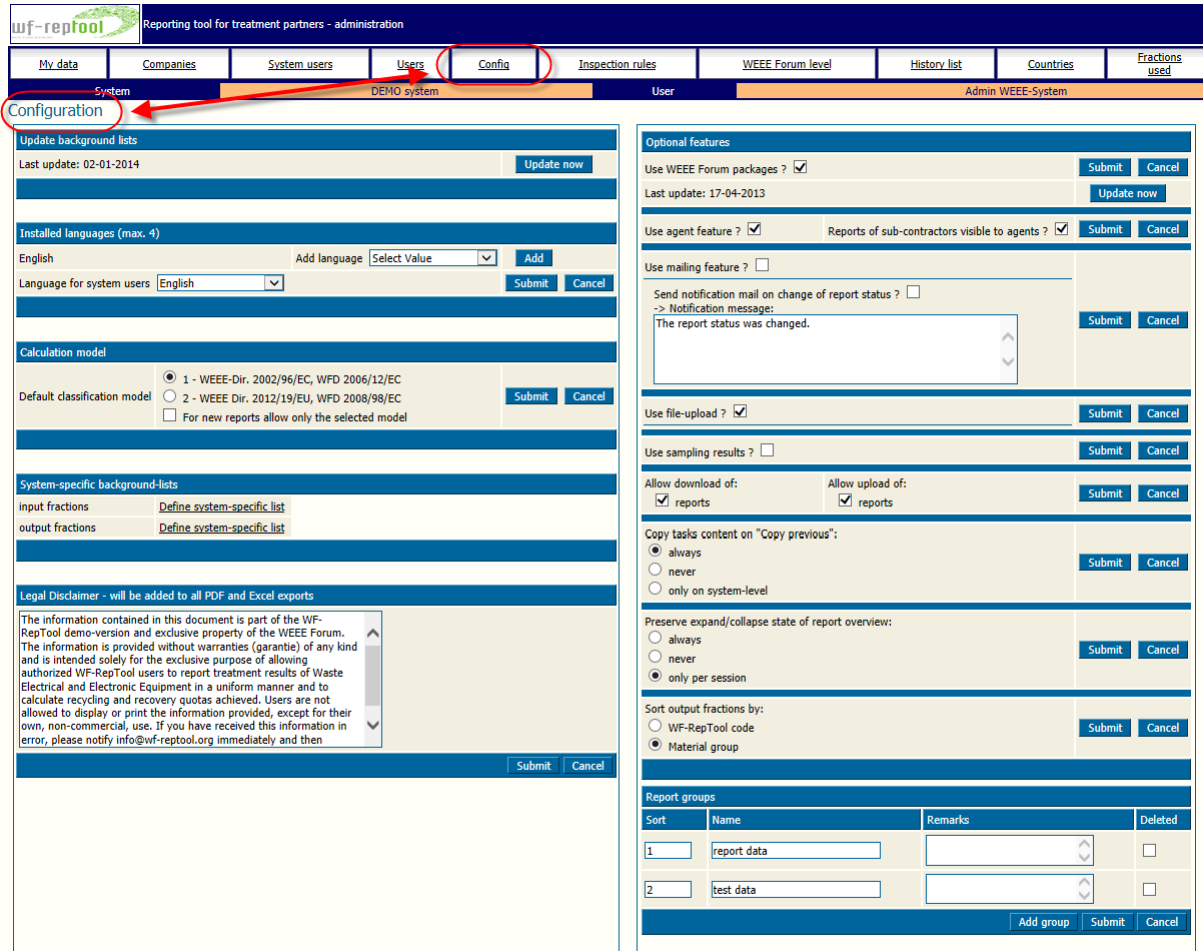
Chart 2: **NEWS\_13\_NEW** Main menu 'Administration tool' **WEEE operator version**

- under **'My data'** you will have the option to identify the **headquarter** of your company and you may do a list of your **plants** (see point 3.4, page 19),
- the menu button **'Companies'** will be called **'Treatment partners'**, the content will be the same (see point 3.5, page 20).

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### 3.2. Configuration of the WF-RepTool

Under the main menu option 'Config' you will have the chance to **adapt the WF-RepTool** based on 'your' needs (see Chart 3) – see details in following sub-points, **NEWS Jan15 explain** we follow the order of the page, starting left side



WF-RepTool administration V 4.2 - © WEEE Forum

Chart 3: **NEWS Jan15 NEW** Page 'Configuration' (**NEWS Jan17 NEW** 'Reports to archive' and 'Packages model copy' as main menu buttons)

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#### 3.2.1. **NEWS\_09\_NEW** Individual update of background list and translations

##### 3.2.1.1. Option for the individual update of background list and translations

(old version deleted) As first point at the 'Config' - page (see Chart 3) you will find the entry 'Update background lists'. Here you will see the information at which date the 'background lists' (WF-RepLists) have been updated last time. Beside you will find an 'Update now' – button (see box below).



From version 2.9 (published Oct. 2008) using this button will **start a process** to contact the WEEE Forum server / WF-RepTool server and **looking** for 'any news'. If there are 'news', they will be **downloaded** and **installed** to your system automatically.

Remark from IT: If you are afraid on contacting the WEEE Forum server / WF-RepTool server, be sure the **ONLY** information sent is the **date of your last update**.

You don't have to check permanently if there is something 'new'. It is planned that you will receive an e-mail (e.g. from the WEEE Forum office) if anything 'new' is available to be downloaded.

Furthermore there is not much to explain ... beside please be a **bit patient** after pressing the 'Update now' - button until you see a **short report message** of what has been updated.

Also the 'Add' - button beside 'Add language' (see next point 3.2.2) downloads the latest release of the background lists for the language you have chosen.

The individual 'background lists update' also **updates** the **selection of available languages** under 'Add language' (see next point 3.2.2). With this feature a new language gets available automatically to all WF-RepTool installations.

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### 3.2.1.2. **NEWS\_11\_explain** Update of background lists & translations after new program versions & relevant changes of WF-RepLists

Some **new features** of the program version (v 3.4) from 2011 like 'shortlists' or 'material grouping' of OUTPUT fractions, the country and market region for acceptors etc. for the 'reporter level' (see 'user manual - reporter level') depend on the **update** of the '**background lists**' by you as WEEE system / WF-RepTool access administrator.

The update of the background lists is possible:

- (1) **immediately** - if you use the English version; if you use any other language and translation is not finished, you will get 'new' entries given in English, disadvantage is that entries 'changed' will not be visible;
- (2) **after finishing of translations** - please check with the translator for 'your' language if or when data are ready.

Entries, which are **deleted** from background lists, will be shown with a grey background shade.

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### 3.2.2. Choose languages

Under '**Installed languages**' (left side, 2<sup>nd</sup> position in Chart 3, page 4, see box below) you will see the 'list' (left side) all languages which have been installed for your WEEE system / company based on announced wishes & needs.

Beside this 'list' you **might** find a *scroll down* for 'Add language', where you **might** choose from additional languages 'pre-installed' for your WEEE system / company. **NEWS\_09\_explain** You will **not find** this *scroll down* for 'Add language' when all available = 'pre-installed' languages have already been chosen.

**NEWS\_09\_detail** If you want to **choose** an **additional language possible to be used** under your WF-RepTool access, choose from the *scroll down* for 'Add language' and press the '**Add**' - button.

**Take care:** you do not have to confirm by using the **'Submit'** – button, the additional language will be installed after pressing the **'Add'** – button

**NEWS\_09\_NEW** (old version deleted) By doing the **update of available background lists** (see point 3.2.1 before) you will get **all available languages** 'pre-installed'. So you may do the update of available background lists (see point 3.2.1 before) to check if additional languages are available at the WEEE Forum server / WF-RepTool server.

**Languages** shown in the **'list'** (left side) will be available to be **chosen for your treatment partners/reporters** (see Chart 12, page 23).

Below this 'list' you have the option to choose (see *scroll down*) the **'Language for system users'**. By doing this choice you decide in which language you want to provide the **WF-RepTool** at the **system level**.

If you use here any language not installed up to now, the English language will automatically be chosen (but you have e.g. done a pre-selection for the future when 'your' language will be available).

Remark: if you **choose** any **'new'** language to be used at **system level**, you have to **logout & login** to get this **language activated** as menu language in the **WF-RepTool**.

The WF-RepTool administration tool (**'Admin tool'**) itself is and will be provided in **English** only.

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### 3.2.3. **NEWS\_13\_text changed** Calculation model

The optional calculation models for the calculation of recycling and recovery results are defined in the central 'WF-RepLists administration module' at the WEEE Forum server. You get them provided with the update.

With version 4.0 you will find **two calculation models** to be chosen by you as WEEE system / WF-RepTool access administrator as **default values** (see box below):

⇒ with classification **model 1 - WEEE-Dir. 2002/96/EC, WFD 2006/12/EC** you may report WEEE treatment results under the **'old' WEEE Directive** from 2002.

⇒ with classification **model '2 - WEEE-Dir. 2012/19/EU, WFD 2008/98/EC** you may report WEEE treatment results under the **'new' WEEE Directive** from 2012, which refers for all relevant definitions for treatment results to the Waste Framework Directive 2008.

For all related information please see the user manual – reporter level – e.g. points 2.2.1.1 or 2.8.1.1 (user manual – reporter level version end2013).

For more information on changes done in the new calculation model please see the separate document *'What's new with model 2'* and a detailed comparison of the old and new WF-RepTool model classification in *'WF-classification 2013-final - model 1&2.xls'*. Both documents are provided by using the link 'WF-RepTool manuals and latest news' under Documentation in the Download menu (see user manual - reporter level).

The **timing** when you as WEEE system / WF-RepTool access administrator change to model 2 as default value is depending on your national requirements – meaning the time or period for which you have to report WEEE treatment results under the new WEEE Directive and/or under the definitions of the Waste Framework Directive 2008.

The **default value** for the classification model will be used as **pre-selection** for new reports and packages generated (i.e. new reports/packages and new copy/paste reports/packages).

As WEEE system / WF-RepTool access administrator you may also **fix this selection** by using the checkbox *'For new reports allow only the selected model'*. With this, the model may not be chosen for new reports and packages, but is automatically set to the selected default model.

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### 3.2.4. System-specific background lists ('Pro' only)

Under system-specific background lists (4<sup>th</sup> position, left side in Chart 3, page 4) you may:

- create an **'individual'<sup>1</sup> list** for INPUT and/or OUTPUT fractions and/or
- define (additional) **system = country specific 'names'** for fractions.

You may **choose** the background lists you want to create/adapt by using the underlined wording *'Define system-specific list'*.


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#### 3.2.4.1. System specific names for fractions

By using the underlined *'Define system-specific list'* you will come to an option to **choose fractions** you want to give system specific *'names'* for.

If you **start** doing this the **first time**, this list will be empty (see Chart 4) and you will find an *'Add fractions'* – button in the bottom line. You have to search fractions like explained in the *'user manual – reporter level'* (see point 2.3.2 *'Choose OUTPUT fractions'*) (see Chart 5).

Chart 4: System specific names - empty list – start

You may **select** all fractions you want to give a *'new'* = *'system'* = *'country'* specific name for by the **'Select'** – button (  ) and they will be transferred to the **'Selected – box'** (see Chart 5).

<sup>1</sup> **NEWS\_11\_detail** Do not to mix it up with the new *'short list'* function – *'user manual - reporter level'*

Find / filter input fractions

Name fraction contains   
 Remarks contains   
 Input cat. starts with

Selected

small appliances (all)

	Input cat.	Name fraction	Remarks fraction
<input type="button" value="Select"/>	cc4 (cc4)	small appliances (all)	mixture of all small appliances (excl. large appliances, screens and monitors) like e.g. small household appliances, IT and telecommunications equipment, consumer equipment, tools, toys etc., in cases including flat panel display appliances
<input type="button" value="Select"/>	cc4a (cc4a)	small appliances excl. IT&T	mixture of small appliances excluding IT and telecommunications equipment (excl. large appliances, screens and monitors) like e.g. small household appliances, consumer equipment, tools, toys etc., in cases including flat panel display appliances
<input type="button" value="Select"/>	cc4a_1 (2)	small household appliances	small household appliances
<input type="button" value="Select"/>	cc4a_2	consumer equipment small (excl. TV-sets)	mixture of small appliances from consumer equipment excluding CRT- or all TV-sets, give information if flat panel display TV-sets are included or not [for TV-sets see options under 'screens and monitors']

Chart 5: Choose fractions

If you have **chosen all WEEE fractions** you want to give a 'new' = 'system' = 'country' specific name, use the **'Submit'** – button to transfer them to the database and you will come to the 'List of system specific ... fractions' – page (see Chart 6).

Of course you may choose **additional fractions** after having done the first choice. For this use the **'Add fractions'** – button to go for choosing next fractions (see Chart 6 – red arrow).

Find / filter system specific input fractions

Name fraction contains  Input cat. starts with  Remark contains

List of system specific input fractions

Input cat.	Name fraction	Remarks fraction	Remove
cc1 (cc1)	large appliances (all)	mixture of large appliances like e.g. mainly large household appliances, but also other large appliances like e.g. IT and telecommunications appliances, large tools, large sports appliances, automatic dispensers, etc.; excl. 'cooling appliances' [if only large household appliances, choose this] [if only large white good appliances, choose this]	<input type="checkbox"/>
en	<input type="text" value="LA"/>	<input type="text" value="remark, remark, remark"/>	
cc4 (cc4)	small appliances (all)	mixture of all small appliances (excl. large appliances, screens and monitors) like e.g. small household appliances, IT and telecommunications equipment, consumer equipment, tools, toys etc., in cases including flat panel display appliances	<input type="checkbox"/>
en	<input type="text" value="OVEB"/>	<input type="text" value="remark, remark, remark"/>	
<input type="button" value="Add fractions"/>			<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

WF\_RepTool administration V 3.4 - © WEEE Forum

Chart 6: Give system specific names – INPUT fractions (NEWS\_12\_detail – additional field for national code under Input cat. number)

If you have done your choice, you will come to an overview of all fractions selected (Chart 6). Here you have the option to give them 'system' = 'country' specific **names** and **remarks** with lines for all languages you use within your WEEE system / company (see Chart 6 – only one line as in this case only English was chosen as language to be used).

**NEWS\_11\_detail** You will find a language shortcut left side of each row (see Chart 6).

You may do your **data input** under **'Name fraction'** (see Chart 6 – red wide circles) and also under **'Remark fraction'** (see Chart 6 – blue wide circles).

**NEWS\_12\_detail** In the definition of system specific names for INPUT fractions you will find the additional field 'National code'. This was especially added for WEEE systems / companies using the Excel export for creating their reports to the authorities (you will find it in the columns 'input\_nat\_code' resp. 'rep\_input\_nat\_code' - see also WF-RepTool\_export.doc).

Having **finished** this, you have to use the **'Submit'** – button to transfer information to the database.

You may **remove** any system specific 'names' for fractions at any time by using the 'Remove' – checkbox (see Chart 6 – green circles) and confirm this with using the 'Submit' – button.

To have a **look at** the system-specific lists or to **continue** working on these lists you may use the 'Config' – button in the main menu and choose the underlined 'Define system-specific list'.

You have the same options for a system-specific list of **OUTPUT fractions** – e.g. to provide country-specific names for fractions (*Remark: please do this only with special care and not being 'contra productive' to the main target of the WF-RepTool to create and work with 'common names'*).

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3.2.4.2. More detailed fractions > more names for fractions

If you want to use (ask for) **more detailed** fractions = **names** for **fractions** for reports to 'your' WEEE system / company, you may **choose = select** a fraction (like explained under point 3.2.4.1) a **second time** (or several times) and give an **additional name** (or several names).

See the example for *large-and-small*<sup>2</sup> **NEWS\_11\_detail** garden tools and other tools in Chart 7.

List of system specific input fractions		
Input cat.	Name fraction	Remarks fraction
cc1 (cc1)	large appliances (all)	mixture of large appliances like e.g. mainly large household appliances, but also other large appliances like e.g. IT and telecomm appliances, automatic dispensers, etc.; excl. 'cooling appliances' [if only large household appliances, choose this] [if only large white good appliances, choose this]
en	LA	remark, remark, remark
cc4 (cc4)	small appliances (all)	mixture of all small appliances (excl. large appliances, screens and monitors) like e.g. small household appliances, IT and telecomm tools, toys etc., in cases including flat panel display appliances
en	OVEB	remark, remark, remark
cc4a_5	tools small	small electrical and electronic tools
en	garden tools small	remark, remark, remark
cc4a_5	tools small	small electrical and electronic tools
en	other tools small	small electrical and electronic tools
<a href="#">Add fractions</a>		

Chart 7: More detailed input fractions (large & small tools) (**NEWS\_12\_detail** – additional field for national code under Input cat. number)

You may do the same for a list of system-specific **OUTPUT** fractions (e.g. for different quality classes of cables, more detailed kinds of components, different kinds or quality classes of plastics or glasses etc.) you **want to get data reported**.

This gives the chance that the WEEE Forum may keep the background lists ('WF-RepLists') on the level of 'common needs' but you may adapt to 'your needs'.

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<sup>2</sup> **NEWS\_11\_detail** Already done in list of INPUT fractions

### 3.2.4.3. Use only 'slim' NEWS\_11\_detail pre-selection

Up to now (see points before) you have only given new 'names' or more detailed fractions (and names).

If you have done this for **all your fractions** you **want to provide** to your treatment partners / reporters, you may now decide that **only** this 'slim' list(s) shall be used as a **first option**.

For this you have to activate the checkbox 'Use slim pre-selection' (see Chart 3, page 4) and confirm this with using the 'Submit' – button.

In this case you treatment partners / reporters will see this 'slim' list **first** when they go for choosing (find / filter) a fraction by using 'Search'. They still will have the chance to use 'Search all' for searching in the 'full' list of fractions (see 'user manual – reporter level').

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### 3.2.4.4. NEWS\_11\_detail System-specific background lists after update of background lists

It might happen that an entry in your system-specific lists is shown with grey background-colour. The reason for this is, that the fraction was marked as 'deleted' by the background lists update. Those 'deleted' fractions can't be used in the WF-RepTool any more (see 'user manual - reporter level').

If you still need this fraction, you should choose another fraction for your system-specific list, which comes closest to the deleted one (see delete arguments & delete advises in 'user manual - reporter level').

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### 3.2.5. NEWS\_12\_NEW Option for disclaimer

At the left side, lowest position of the 'Config' - page (see Chart 3, page 4) you as WEEE system / WF-RepTool access administrator may enter any disclaimer (e.g. "All information included in this document is confidential ...").

This text is added to all PDF- and Excel exports.

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### 3.2.6. NEWS\_12\_NEW NEWS\_Dec17\_NEW Decide about if WEEE Forum packages may be used and may be changed (modifications allowed)

The WF-RepTool expert group creates 'WEEE Forum packages' and provides them for download from the WF-RepTool server (see information regarding the use of WEEE Forum packages in the 'user manual – reporter level' 'Who may create a package', point 11.1.2 and points referred to).

It's up to you as the WEEE system / WF-RepTool access administrator **to allow the use** of those packages or not. If you like to allow the use of those packages, go to the 'Config' - page (see Chart 3, page 4) to the right side 'Optional features', 1<sup>st</sup> position (see box below) and click the 'Use WEEE Forum packages?' checkbox and press the 'Submit' – button.



After this press the 'Update now' - button below this checkbox. With this you will import the WEEE Forum packages from the WF-RepTool server and they will be shown in the 'List of available packages' for the relevant OUTPUT fraction (WF-RepTool code).



Additional WEEE Forum packages might be provided in the future and also kept up-to-date, so you should use this 'Update now' - button from time to time.

In the 'List of available packages' and within the WF-RepTool reports WEEE Forum packages are always clearly marked with WEEE Forum package and a light yellow bar in the 'Overview' of a report. They may not be changed/edited by the reporter (see 'user manual – reporter level, different entries) except the 'Acceptor' – see next clause.

Acceptors mentioned within a WEEE Forum package are imported extra to avoid mixing up with local companies/acceptors. Those imported acceptors are only valid within WEEE Forum packages, they may not be inserted into other reports. They are also excluded from the 'Assign in summaries to' mechanism in the administration tool.

**NEWS\_Dec17\_explain** If no acceptor is given in the WEEE Forum package (e.g. unknown under entry 'other'), the user of the WEEE Forum package may insert the name of 'his' acceptor. This is the only exclusion how a WEEE Forum package may be edited

**NEWS\_Dec17\_NEW** Since version 4.5 system users of WF-RepTool administrators / WEEE systems may delete WEEE Forum packages from the 'List of available packages'. For this see the user manual – reporter level 'Delete a package'. With this option the WF-RepTool administrators / WEEE systems may keep now only selected WEEE Forum packages (till now they could only be turned on/off in general via the administration tool)

**NEWS\_Dec17\_NEW** Since version 4.5 it is also possible to decide about if **modifications of package data** are **allowed** by the users / reporters (see user manual - reporter level). This option is not given for WEEE Forum packages even if this choice appears (see editing of WEEE Forum package not allowed, Submit – button missing)

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3.2.7. **NEWS\_09\_NEW** To open the 'Agent' feature ('Pro' only)

Based on given cases that some of the WEEE Forum member systems work with '**regional**' (or general) **contract partners**, the '**Agent**' feature was planned and integrated to the WF-RepTool (main request by and IT feature directly paid by Eco Systèmes).

The **WEEE system** / WF-RepTool access administrator **decides**:

- ⇒ if the '**Agent**' feature will be **applied** under 'his' access or not and
- ⇒ if data of sub-contractors get **visible** to 'Agents' in general.

To **open** the 'Agent' option you have to enter the main menu point 'Configuration' ('Config') and **click** the **checkboxes** for (see Chart 3, page 4 - 'Operational features', 2<sup>nd</sup> position & see box beside):

- ⇒ 'Use agent feature?' and
- ⇒ 'Reports of sub-contractors visible to agents?'



You have to confirm by using the '**Submit**' – button.

Beside this the WEEE system / WF-RepTool access administrator decides on **who may act** as 'Agent' and about the '**rights**' of each of the 'Agents' – please see point 3.5.3, page 28 for details & options.

For options to e.g. select and **filter** reports, do 'Summaries' for the 'Agent' etc. see different points in the 'user manual - reporter level'.

**NEWS\_13\_NEW** In the WF-RepTool WEEE operator 'small version' the 'Agent' feature is disabled in general as it makes no sense at all. In the WEEE operator 'big version' the operator may define any of his plants as 'Agent' (makes usually also not much sense, but there might be big organizations who need this feature).

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3.2.8. **NEWS\_Jan14\_NEW** To open the 'Mailing' feature ('Pro' only)

The new feature to send report related e-mails to your treatment partners may be activated under the main menu point 'Configuration' ('Config') (see Chart 3, page 4 - 'Operational features', 3<sup>rd</sup> position & see boxes below). This feature is not activated automatically!

If you **want to use it**, click the checkbox 'Use mailing feature?' (see box below).

If you activate the 'Use mailing feature' – checkbox, this will fade in a field for generating a test email (see box below). Enter your e-mail address in the field and press the 'Send' - button.

If you get an **error message** like shown in the box below, your WF-RepTool server is not able to send emails! Please contact your server provider to do the necessary steps (Tell him "The PHP mail() function does not work").

If you get the **confirmation** 'A test email was sent to ...' like shown in the box below, everything should be ok.

You should send a test mail to yourself to check if your WF-RepTool server is configured properly for using the mailing feature.  
 Send a test mail to:  
   
 A test email was sent to w.haghofer@chello.at. If you do not receive the mail, your WF-RepTool server might not be configured properly for using the mailing feature.

Nevertheless it does not yet fully guarantee that sending e-mails from your server is really working. Only if you receive 'physically' an e-mail saying 'If you receive this mail, your WF-RepTool server is configured properly for using the mailing feature.' under the e-mail you have mentioned, your server settings are ok and the mailing feature is fully working.

If you check the **second option** 'Send notification mail on change of report status ?', an **automatic notification mail** is sent to the users of the report company whenever you change the status of a WF-RepTool report.

Of course this feature needs the e-mail addresses of the WF-RepTool system users. You must enter at least the e-mail address of **one system user** (see box below, see also point 3.3, page 18), otherwise you can't activate this option.

The screenshot shows the 'System users for WF-RepTool-access' interface. The 'System users' tab is selected and circled in red. Below it is a table with columns: Login, Surname, forename, Phone, mail, Readonly, External controller, Password, and Delete. Two rows are visible: 'sys' with 'Admin WEEE-System' and 'sys@mssystem.com' (circled in red), and 'xcontroller' with 'External controller'. Buttons for 'Add User', 'Submit', and 'Cancel' are at the bottom.

It's also quite beneficial, if you enter also the e-mail addresses for the users of your treatment partners, but that's not necessarily needed. The mailing feature contains a kind of self learning mechanism, which collects the e-mail addresses on demand (see next point 4.11, page 55).

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3.2.9. **NEWS\_Jan15\_NEW** Option to upload attachments ('Pro' only)

An option to upload attachments has been integrated ('Pro' only). Please see the user manual – reporter level for the limitation of file types.

If you are using a **hosted** WF-RepTool version, this feature is configured and activated automatically (see Chart 3, page 4 - 'Operational features', 4<sup>th</sup> position & see box below).

The screenshot shows a checkbox labeled 'Use file-upload ?' which is checked. To the right are 'Submit' and 'Cancel' buttons.

If you do not want to allow to upload files, please unclick the checkbox 'Use file-upload ?' and press the 'Submit' – button to confirm.

If you have the WF-RepTool on your **own server**, you have to prepare things for this feature:

⇒ For the storage of uploaded attachment files the WF-RepTool needs a **directory** with **FULL ACCESS RIGHTS** (create/modify/delete files and directories) for the web-server.

*In case please contact your server provider for this (provide the following information). If you have any questions on this, please contact the WF-RepTool IT developer (see point 2, page 2 for this) for help.*

- Although the names of uploaded files are obfuscated, for security reasons it is strongly recommended to place the directory outside the web-directory or to deny the direct access via the web by .htaccess directives.
- create this directory with full access rights for the web-server. If you place it outside the web-directory, please ensure also, that the access is not restricted by the "open\_basedir" setting in PHP.INI
- Other PHP.INI settings to consider are (usually the PHP default settings are ok):
  - "file\_uploads" -> must be "On"
  - "upload\_max\_filesize" -> if you increase it, ensure also that "post\_max\_size" is at least 1 MB higher than this
  - "upload\_tmp\_dir" and "max\_file\_uploads" -> see PHP manual

⇒ As step 2 enter the WF-RepTool admin tool and go to the 'Config' – page (see beginning of this point) and **activate** this feature by clicking the checkbox 'Use file-upload ?'

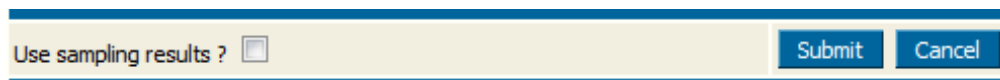
- When you do this, an input-field for the upload directory will be opened, enter the path to the directory you've created and press the 'Submit' - button.
- On saving the WF-RepTool tries to create a sub-directory, create a file within this and delete the file again. If this works fine, the input-field for the directory will be hidden again to avoid modification of the path by mistake and the 'Use file-upload ?' - checkbox stays checked.
- If you want to modify the directory later, just uncheck the 'Use file-upload ?' - checkbox and check it again to bring the directory input into view. Be aware when modifying the directory, you have to move already uploaded attachment files manually to the new directory, otherwise they will be lost.

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### 3.2.10. **NEWS\_13\_NEW** Use sampling results **deleted/hidden**

The menu option for '**Sampling results**' has been **delete (hidden)** from the main menu of the reporter level (see user manual – reporter level, point 7, manual version end2013). This was done on base of a decision of the WF-RepTool expert group as this feature was **not used**.

You may re-activate this option by clicking the checkbox for 'Use sampling results?' (see Chart 3, page 4 - 'Operational features', middle position & see box beside).



Be aware that one of the planned main features to calculate target recycling & recovery rates for mixed input fractions is not applied at present (no update for model 2 as no need seen) so from the point of view of the developers it makes no sense to use this option.

If we decide to use '**Sampling results**' for the calculation of target recycling & recovery rates for mixed input fraction again, some developments steps to insert new target rates for different periods of the 'new' WEEE Directive have to be set before – raise your requests to the WF-RepTool expert group if you feel the need to use this option.

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### 3.2.11. NEWS\_11\_NEW Multiple use of reports

Before version 3.4 WF-RepTool reports could only be generated under one / a given WF-RepTool access. If a treatment operator works for two or more WEEE systems / companies / WF-RepTool access administrators, he had to generate WF-RepTool reports two / several times.

Doing **reports separately** might be necessary if the **input material** of different WEEE systems / companies is **different**, but in **most cases** it will be the same or **very similar** input / collection category.

The new feature of '**Multiple use of reports**' allows to download a full report from one WF-RepTool server and upload it on another WF-RepTool server.

For options on how to use this feature please see the 'user manual - reporter level' (point 5.3, version 2013).

You as the WEEE system / WF-RepTool access administrator **decide** about **if this option may be used** under 'your' WF-RepTool access or not by **clicking the checkboxes** (see 'Config', Chart 3, page 4 - 'Operational features', middle position & see box below).

You have to confirm by using the '**Submit**' – button.

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### 3.2.12. NEWS\_12\_NEW Decide about if task contents are taken over

When a report was created via 'Copy previous' (see 'user manual – reporter level', points 2.2 and 2.2.2, page 9 and 17 there), till version 3.4 also the tasks and their content was copied from the previous report.

From version 3.5 you as the WEEE system / WF-RepTool access administrator may **decide** by settings in the WF-RepTool configuration **if the task content is copied** or not. For this go to the 'Config' - page (see Chart 3, page 4 - 'Optional features', middle position & see box below) and **chose** from the **options**:

- with '**always**' the task content is fully copied;
- with '**never**' the task content is not copied, but a new task is created which has to be filled out again by the task receiver;
- with '**only on system level**' the task content is fully copied, if a system user creates the report copy; if a treatment partner creates the report copy, it's the same as with 'never'.

You have to confirm by using the '**Submit**' – button.

This option only applies to report copies created via 'Copy previous', for translation copies and summary reports ('Pro' only) the task content is still fully copied.

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### 3.2.13. **NEWS\_12\_NEW** Decide about the collapse/expand state

A new option to collapse (minimise) and expand (enlarge) the treatment tree in the report 'Overview' has been integrated (see information regarding the use of collapse/expand in the 'user manual – reporter level' 'Option to collapse & expand the Overview", point 3.2.4, manual version end2013).

The collapse/expand status is preserved during the browser session (until the reporter logs out from the WF-RepTool use).

You as the WEEE system / WF-RepTool access administrator may do relevant **setting** to **keep** the **chosen status**. For this go to the 'Config' - page (see Chart 3, page 4 - 'Optional features', lower position & see box below) and **chose** from the **options**:

- with '**always**' the collapse/expand status 'survives' the browser session (if the reporter logs in the next time, he will find the same status as it was before the last logout),
- with '**never**' the collapse/expand status is not preserved at all (each time you go to the 'Overview' it presents itself fully expanded),
- '**only per session**' is the default setting like described above.

You have to confirm by using the '**Submit**' – button.

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### 3.2.14. **NEWS\_13\_NEW** Sorting order of OUTPUT fractions

You may decide about the **defaults value** for the **sorting of OUTPUT fractions** in all choices for OUTPUT fractions (see user manual – reporter level e.g. point 2.3.2 resp. 2.3.2.2 manual version end2013) (see Chart 3, page 4 - 'Optional features', low position & see box below). You may do this by clicking the checkboxes.

The first = installation setting is a sorting to the 'material group' but you may adjust based on your preferences and/or the preferences of 'your' reporters.

If a reporter changes the setting of sorting by doing a search in his report work, this choice will be kept during the 'session' (see above) for collapse/expand state).

### 3.2.15. NEWS\_11\_NEW Report groups ('Pro' only)

For those who have to deal with a lot of reports or if you want to structure your reports in any specific way, the WF-RepTool provides now the option to group reports into **self-defined 'groups'**.

Report groups			
Sort	Name	Remarks	Deleted
1	report data		<input type="checkbox"/>
2	test data		<input type="checkbox"/>

You as the WEEE system / WF-RepTool access administrator may **define 'report groups'** (e.g. report data , test data, data from north region, data from south region etc.). For this go to the 'Config' - page (see Chart 3, page 4 - 'Optional features', lowest position & see box beside).

If you do this, 'your' reporters will see a *scroll-down* selection for the groups of reports ('**Group**') at quite some pages to report (most time beside 'Kind of data remarks'). You might give them an **advise which** group/s to choose.

To define your 'Report groups' following fields are available:

- the '**Sort**' - field can hold any number and fixes the **order** in which 'your groups' are appearing for the choice by the reporter;
- the '**Name**' - field is the name of the group,
- the '**Remarks**' - field you may use for information.

Please press the '**Submit**' – button to transfer your grouping to the database.

As mentioned, your reporters will get an additional choice to group reports and you as WEEE system / WF-RepTool access administrator will have the additional selection box at many pages like e.g. 'Summaries', 'Compare' etc. to select and group reports for results.

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### 3.3. System users

To define the **WF-RepTool users** at **system level** (e.g. staff working within or on behalf of your WEEE system / company) you have to choose the main menu option **'System users'** (see Chart 8).

'System users' will **see all data** from all treatment partners / reporters and they may **change** nearly **all information** about or in reports (see chapter 4, page 38).

You may **add** users by using the 'Add User' – button in the bottom line (see Chart 8) and you may insert all data like shown. **At least** you have to give the 'System user' a **login & password** and to confirm by using the 'Submit' – button. We recommend you to keep any **'red book'** where you note passwords given.

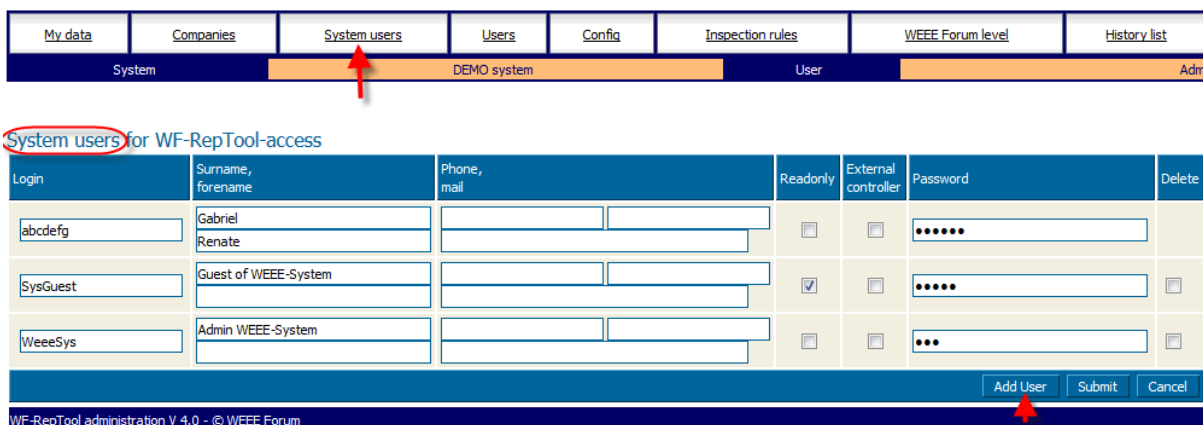


Chart 8: Users at System level

**NEWS\_Jan14\_detail** If you want to use the mailing feature (see points 3.2.8, page 12 and 4.11, page 55), you have to insert the **e-mail address** of those system users to whom e-mails should be sent (e.g. by WF-RepTool expert of the WEEE system+/- controller (see below) – see 2<sup>nd</sup> line for 'mail'

Users are sorted to alphabetic order of the login provided. **NEWS\_12\_detail** the forename and surname will be shown when having logged in.

You may **change / edit** logins & passwords at any time by **overwriting** them with new contents. You have to confirm by using the **'Submit'** – button.

You may **delete** users at any time by activating the **'Delete'** – checkbox at the very right side and confirming by using the **'Submit'** – button. You will see that **at least one** (1<sup>st</sup> in list) will **not** have any 'Delete' – checkbox. This has been foreseen to make sure that at least one user at system level will stay<sup>3</sup>. You have to **keep at least one system user!**

**NEWS\_09\_detail** The 'system user' foreseen by installation (see Admin WEEE-System) you should overwrite (the name) and **change** the **login & password** from 'initial data' provided.

If you want to give additional persons the chance to **look** at data but **not to change data**, you may define them as explained, but you also activate the **'Read-only'** – checkbox (see 'Guest').

**NEWS\_12\_NEW** A new user role as 'controller' has been introduced for external auditors doing the control of reports (see controller tools - point 4.10, page 48). This role gives the right to add, modify and delete **controller remarks** and to read reports, but no right to modify

<sup>3</sup> If you want to delete this 'first line user', change the login first to start with e.g. x,y,z ..., submit and you will see him at a 'deleteable position'



reports. For applying this role to a user you will find the additional checkbox 'External controller' on the 'System users' - page (see Chart 8).



**NEWS\_13\_detail** All features are the same if you purchased the WF-RepTool as **WEEE operator version**. 'System users' may manage reports for all plants. Additionally 'reporters' shall be defined for each plant (see point 3.4 following).

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### 3.4. NEWS\_13\_NEW Plants

If you have purchased the WF-RepTool as **WEEE operator version** and you use the main menu button 'My data' (see point 3.1, page 3) you come to a 'list of plants' you cover with your company (or those ones you want to report with the WF-RepTool) (see Chart 2, page 3 – lower area, see Chart 9 below). The number of plants you may list here is limited by the WF-RepTool version you bought, in case that you bought the 'small operator version', you may only list one plant (see [www.wf-reptool.org/Purchase/Pricing](http://www.wf-reptool.org/Purchase/Pricing));


My plants

ID	Name	Agent ?	In acceptor listbox ?	WF-RepTool access ?	Language	Country	Zipcode	City	Phone 1	Phone 2	Mail	Remarks
 114	Plant A		yes	yes	English	nat. market						
 115	Plant B		yes	yes	English	nat. market						

[Add new plant](#)

WF-RepTool administration V 4.0 - © WEEE Forum

Chart 9: NEWS\_13\_NEW List of plants

If you choose one plant with the  - button in the 'list of plants', you will come to the 'Edit plant' – page (see Chart 10) where you give information about your plant (same like for treatment partners – see Chart 12, page 23). You may add new plants by using the 'Add new plant' – button in the bottom line of the 'list of plants' (see Chart 10). You will come to the same page like the 'Edit plant' – page but with the headline 'New plant'.

Edit plant

Name	Plant A	
Visible in acceptor-listbox ?	<input checked="" type="checkbox"/> yes	
Agent ?	<input type="checkbox"/> ...	Working for agent(s)
Country	national market	Language English
Street		Zipcode, city
Phone 1		PO-box
Mail		Phone 2
Remarks		Web

Submit Cancel Delete / Hide

Contact persons

Surname, forename	Title, salutation	Phone, mail	Company role, remarks	Delete
Add Person Submit Cancel				

Users for WF-RepTool-access

Login	Surname, forename	Phone, mail	Readonly	Password	Delete
planta			<input type="checkbox"/>	.....	<input type="checkbox"/>

Add User Submit Cancel

WF-RepTool administration V 4.0 - © WEEE Forum

Chart 10: NEWS\_13\_NEW Edit plant

In the bottom area of the 'New/Edit plant' – page you may assign contact persons and 'users for WF-RepTool access'. The 'users for WF-RepTool access' are the '**reporter/s**' for the **plant**. You may give this/these 'reporter/s' access to the WF-RepTool like explained for treatment partners under point 3.5.2.5, page 26).

This principle also applies to the WF-RepTool WEEE operator 'small version' because of two main reasons:

- it allows the operator to define different roles within his organization, e.g. the 'boss' as system user with all rights and/or playing the 'controller'-role and any employee(s) playing the 'reporter'-role;
- it keeps the option of later upgrading to an operators 'big version'.

**Important: Reports** may only be generated for **plants** of the WEEE operator!

'Regular'/'other' treatment partners (see next point 3.5) are in this case only acceptors of 'your' OUTPUT fractions and may in case fulfil tasks (with new data or their packages) (see user manual – reporter level).

For operators with the WF-RepTool WEEE operator 'small version' their one and only plant is automatically assigned to all new reports.

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### 3.5. Companies = Treatment partners

**NEWS\_11\_NEW** Until version 3.4 on 'system level' all selection boxes for acceptors (e.g. on page 'Add/Edit acceptor/technology') were showing acceptors registered by the WEEE System / WF-RepTool access administrator or asked for registration by treatment operators only.

From now on also **all personal acceptors** of the '**owner**' of the acceptor/technology step are shown. The '**owner**' may be the treatment partner doing the active report but also treatment operators providing information for a package or a task.

To avoid misunderstanding: those changes are **only for system users**, in reporters and agents view nothing changes; a reporter or agent will never see personal acceptors of others!

**NEWS\_13\_detail** All features are the same if you purchased the WF-RepTool as **WEEE operator version**. As 'system user' of the WEEE operator may define treatment partners which are acting for (i.e. take over OUTPUT fractions from) all of your plants as well as specific 'personal acceptors' acting for one specific plant.

#### 3.5.1. Recommendation – register all relevant treatment partners!

We recommend you to **register all relevant treatment partners** of your **country** respectively all next steps treatment partners **well known** in your country **first** by the WEEE system / WF-RepTool access administrator.

**NEWS\_09\_detail to explain** These treatment partners (added by you as WEEE system / WF-RepTool access administrator) will be **visible to all** your treatment partners who shall report via the WF-RepTool in the choice (*scroll down*) for acceptors. They = treatment partners

- may **choose** the correct name from the beginning,
- **don't** have to **write** them (e.g. under 'other') or
- **don't** have to **create** them by themselves as 'own' 'personal acceptors'.

**NEWS\_09\_detail & shorter** The **big advantage** is that these treatment partners will **not** be **listed several times** in your list of companies / users. This would be the case if several of

your treatment partners create them as 'own' 'personal acceptors' (see also 'user manual – reporter level e.g. point 2.5.2.2.). You might have to register them several times (on request of your treatment partners) and you might even give them several times access to the WF-RepTool (e.g. different names used for same company).

**NEWS\_09\_NEW** See also point 3.5.4, page 32 for options to work with 'double names' given for companies.

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### 3.5.2. How to register a treatment partner

To register treatment partners you have to use the main menu button '**Companies**'.

**NEWS\_13\_detail** If you have purchased the WF-RepTool **as treatment operator**, the menu button is called 'Treatment partners'.

#### 3.5.2.1. List of treatment partners & add new treatment partner

By choosing 'Companies' **NEWS\_13\_detail** or 'Treatment partners' (for the WEEE operator version) you will first come to the 'List of *registered* treatment partners' (see Chart 11).

**NEWS\_11\_detail** When entering, treatment partners are sorted to **alphabetic order**. You may **sort** the 'list of treatment partners' by using the **underlined** headline entries. Your selected sorting stays active until you choose another sorting or you press the 'Clear' – link.

My data	Companies	System users	Users	Config	Inspection rules	WEEE Forum level	History list	Countries	Fractions used	Logout						
System		DEMO system			User		Admin WEEE-System									
Find/filter																
<input type="checkbox"/> Treatment partners only	<input type="checkbox"/> Personal acceptors only	<input checked="" type="checkbox"/> All														
Name contains		Country		Region												
Contract ?	Agent ?	In acceptor listbox ?	WF-RepTool access ?													
Clear																
List of treatment partners → Export																
ID	Name	Contract ?	Agent ?	In acceptor listbox ?	WF-RepTool access asked ?	WF-RepTool access given ?	Language	Country	Zipcode	City	Phone 1	Phone 2	Mail	Remarks	Partner of	Assign in summaries to (double-click to change)
115	Agent 1	yes	yes (normal)	yes			English	nat. market								---
109	Al smelter 1			for partner			German	DE							Treatment partner A	---
116	Batches system			no			English	nat. market								---
112	Battery system			for partner	yes	yes	Dutch	nat. market							Treatment partner A	---
107	business incinerator A			for partner				nat. market							Treatment partner A	---
101	CRT acceptor A			for partner	yes		Dutch	NL							Treatment partner A	---
110	Cu smelter 1			for partner			German	DE							Treatment partner A	Cu smelter 2
111	Cu smelter 2			for partner	yes		English	nat. market							Treatment partner A	---
114	Dismantler A			yes		yes	English	nat. market								---
103	Gas discharge lamps treatment partner A			for partner	yes		Dutch	nat. market							Treatment partner A	---
Add new treatment partner   << 1 of 2 >>																

Chart 11: **NEWS\_Jan14\_NEW** List of treatment partners

Having e.g. already a long list of treatment partners you will have the main option to **search** for (see find / filter in Chart 11) **names'** (also parts of names) of treatment partners) **NEWS\_11\_NEW** and the **country** or the **market region** ('Region').

The market region you fix with setting of the country. Countries are assigned to regions in the background lists (see also market regions in 'user manual - reporter level').

**NEWS\_11\_NEW** Additionally you will have **checkboxes** to **search** for

- **Treatment partners** only (treatment operators you have registered),
- **Personal acceptors** only (personal acceptors of your treatment partners) or
- **'All'** = both of them.

**NEWS\_11\_NEW** You may also **filter** for **entries** from **additional columns** like 'Contract?', 'Agent? ('Pro' only)', 'In acceptor listbox?', 'WF-RepTool access?' – see 3<sup>rd</sup> line of find / filter - block (see information on the use under point 3.5.2.2, starting with page 23).

**NEWS\_11\_NEW** The 'Find / filter' - block **remembers** your last selection when switching between pages. Also the selected order and page number of the 'List of treatment partners' is preserved. To change from this preserved selection criteria, press the 'Clear' - link in the bottom line of the 'Find / filter' – block.

To **create = add** a new treatment partner you may use the button 'Add new treatment partner' in the bottom line of the 'list of *registered* treatment partners ...' (see Chart 11) → continue like explained in point 3.5.2.2.

**NEWS\_09\_NEW** / **NEWS\_11\_NEW** The 'List of *registered* treatment partners ...' shows now also ~~the non-registered~~ 'personal acceptors' of the treatment partners (**NEWS\_13\_detail** for whom no WF-RepTool access has been asked for). This was done on request of some WEEE systems / companies e.g. to do 'Summaries' with uniform names for acceptors (see 'summary companies', point 3.5.4, page 32 ).

~~old text deleted~~ **NEWS\_13\_NEW** As system user you may **edit** information on all treatment partners, also those from personal acceptors. To avoid misunderstandings, those changes are only applicable for 'system users'. For reporters and agents nothing was changed - a reporter or agent will never see personal acceptors of others!

**NEWS\_09\_NEW** **Additional columns** have been inserted to the 'List of *registered* treatment partners ...' for (see information on the use under point 3.5.2.2, starting with page 23):

- internal company – ID - quite useful if you use WF-RepTool data in external programs,
- **NEWS\_11\_NEW** Contract ? (see point 3.5.2.2),
- Agent? (see point 3.5.2.2) ('Pro' only),
- **NEWS\_11\_NEW** In acceptor listbox ? (see point 3.5.2.2),
- **NEWS\_Jan14\_NEW** WF-RepTool access asked ? – a 'yes' entry shows that the treatment partner has asked for WF-RepTool access e.g. for sending a task (see user manual – reporter level),
- **NEWS\_11\_NEW** WF-RepTool access **given** ? - a 'yes' entry shows you at a glance, if you have created a user for WF-RepTool access for the treatment partner (see point 3.5.2.6),
- Language (see point 3.5.2.2),
- Country (see point 3.5.2.2),
- 'Partner of' - this shows who (which treatment partner) has created this company; ~~old text deleted~~,
- 'Assign in summaries to' - see 'summary companies' point 3.5.4, page 32.

You may **export** this list via the Export feature (see Export in the headline of the list, Chart 11) and you will get them transferred to an Excel file.

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<sup>4</sup> personal acceptors, not asked for registration

<sup>5</sup> but not visible to competitors, see 'user manual – reporter level'

3.5.2.2. (First) Information on treatment partners

Having chosen the 'Add new treatment partner' – button you will come to a page for giving information on the treatment partner (see Chart 12). **NEWS\_09\_NEW** If you create a new treatment partner, the **system country** and **system language** will be proposed by default values of your WEEE system / WF-RepTool access administration.

You may fill in all data. At least you have to

- ⇒ give the treatment partner a **name** (remark: check to choose the correct name of the company *as all your treatment partners registered will see them under this wording*) and
- ⇒ to **choose** in which **language** he will report (see you choose from the *scroll down* 'Language') (see Chart 12, red **circle**).
- ⇒ **NEWS\_09\_NEW** Beside the name of the treatment partner the **country** is a required field now.

**NEWS\_11\_detail** Obligatory information is shown in Chart 12 with red circles.

If you **choose** any **language** here, the **menu** for the WF-RepTool as well as the background data (content of 'WF-RepLists') will be provided to the treatment partner / reporter in this language. **Take care:** reports will be shown in this language to you at system level. So you might be strict to ask treatment partners to report in 'your' language (WEEE system / company language) only.

**NEWS\_09\_NEW** If you allow your treatment partner to report in 'his' language' there are **two translation features** given (see 'user manual – reporter level'):

- a **copy/paste feature** for a report – see **translated reports** point 2.9, this option you might use to do / get able to do a control of the report,
- '**Summaries**' are automatically done in the system language used.

In both cases there is the 'disadvantage' given, that only names, terms etc. given by the WF-RepTool 'background lists' ('WF-RepLists') translated based on the internal 'ID's of the program. Any internal names for fractions, technologies etc. or remarks done will not be translated.

If you use here any **language not installed** up to now, the English language will be automatically chosen (but you have e.g. done a pre-selection for the future when 'this' language will be available).

WF\_RepTool administration V 3.4 - © WEEE Forum

Chart 12: Add treatment partner - information on 'New treatment partner' (**NEWS\_Dec17\_NEW** incl. technology)

**NEWS\_11\_NEW & explain** Following fields have to be filled and/or chosen:

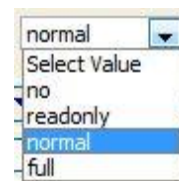
- **Partner of** – in case you will see information (under the ‘Edit’ – function) on **who** has **created** the treatment partner (empty when you as the WEEE system / WF-RepTool access administrator did).
- **Contracted partner?** - ‘yes’ (checkbox), ‘since’, ‘till’ are additional information about the NEWS\_13\_detail the case if treatment partners are direct contract partners of the WEEE system<sup>6</sup>, information have no effect on any listbox in the WF-RepTool, but allow you to filter or sort on ‘yes’<>’no’ in the ‘List of treatment partners’ (Chart 11, page 21);

***Be aware:** standard value for all partners you have already created in the ‘Admin tool’ before WF-RepTool version 3.4 is ‘yes’ → you might check if information is correct +/- edit information (the checkbox setting – see point 3.5.2.3), for all ‘personal acceptors’ it is ‘no’ as pre-setting.*

- **Visible in acceptor-listbox?** with this choice you may decide about, that ‘special’ treatment partners<sup>7</sup> are visible to you as ‘system user’ only and are not shown in the WF-RepTool acceptors selection (in this case do not click the checkbox!), if you click the checkbox (means ‘yes’), treatment partners will be shown in WF-RepTool acceptors selection to all treatment partners having WF-RepTool access;

***Be aware:** standard value for this is ‘yes’ → you might check if information is correct +/- edit information (the checkbox setting – see point 3.5.2.3), for all ‘personal acceptors’ it is ‘no’ as pre-setting (‘for partner’ in ‘list of treatment partners’) but may be edited if agreed with treatment partners having created this treatment partner.*

- **Agent?** – here you first choose in the checkbox, if any treatment partner acts as ‘Agent’. If you click the checkbox, an additional scroll down for deciding about the ‘rights’ of the ‘Agent will appear – see box beside, for all further information see point 3.5.3, page 28. (‘Pro’ only)
- **Working for agent(s)** – in case you will see information (under the ‘Edit’ – function) for which ‘Agent(s) the treatment partner is working for (see point 3.5.3.3, page 29). (‘Pro’ only)



- **Country** – here you may choose where the treatment operator is **working**. For international acting companies please choose the location of the plant, not on the administrative centre.

Pre-setting is the ‘**national market**’ – this means the country where the **WEEE system** / WF-RepTool access administrator is **located** (demo version: Belgium).

Countries are assigned to regions in the background lists (see also market regions in ‘user manual - reporter level’). You may add more countries to the choice of ‘outside EU / EFTA – see point 3.8, page 36.

- **Language** – here you choose which language the treatment partner may use - see information above.
- **Address and contact information** should be clear.
- **NEWS\_Dec17\_NEW** From version 4.5 you may assign a **technology** to the acceptor with creating a new acceptor or editing him. For choosing the correct technology, see the user manual –reporter level point 2.5.2.7, page 50. The chosen technology will be inserted to the acceptor as default value when choosing the acceptor in the report.

The technology may be changed in the report. If under your treatment partners / acceptors there are companies with same names but different main technologies und treatment operators deliver differently to both companies, we recommend that you might create two companies with two different, correct names and two main technologies (example company ‘ABC xx’ – technology: large shredder, company ‘ABC yy’ – technology: smelter)

<sup>6</sup> **NEWS\_13\_detail** not relevant/foreseen for WEEE operator version


<sup>7</sup> **NEWS\_11\_detail** or any ‘artificial’ treatment partners you created for your own purposes – e.g. batch results

- **Remarks** – here you may give any remark on the treatment partner
- **Summary company** – in case you will see information (under the ‘Edit’ – function) to **whom** the treatment partner is assigned to - see ‘summary companies’ point 3.5.4, page 32.

If you have **finished** the data input on the information about a treatment partner, you have to use the ‘**Add**’ – button to take information over to the ‘list of treatment partners’.

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### 3.5.2.3. Edit information on treatment partners

By using the  - button left hand side beside the treatment partner in the ‘List of treatment partners’ (see Chart 11, page 21) you will come to the ‘Edit treatment partner’ - page (see Chart 13) and you may adapt = **edit** information.

You will have to confirm changes by using the ‘**Submit**’ – button (see green arrow).

Edit treatment partner

Name	Treatment partner A	Partner of	
Contracted partner ?	<input checked="" type="checkbox"/> yes since <input type="text"/> till <input type="text"/>	Visible in acceptor-listbox ?	<input checked="" type="checkbox"/> yes
Agent ?	<input type="text"/> ..	Working for agent(s)	
Country	national market	Language	English
Street	Teststreet 17	Zipcode, city	B-1111   Bruxelles
Phone 1	<input type="text"/>	PO-box	<input type="text"/>
Phone 2	<input type="text"/>	Web	www.test.be
Mail	<input type="text"/>	Summary company	
Remarks	This is the treatment partner for the DEMO VERSION		

Chart 13: Edit information on treatment partner incl. ‘Delete’ option (NEWS Dec17 NEW) incl. technology

For **deleting**/hiding the treatment partner see point 3.5.5, page 33.

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### 3.5.2.4. Information on contact persons at treatment partners

If you choose a treatment partner like explained in point 3.5.2.3 before, you will see in the **lower area** of this page the option to give **information** on **contact persons**.

It’s your decision if you include information on contact persons or not.

If you want to do so, you have to use the ‘Add Person’ – button under ‘Contact persons’ (see Chart 14). You will come to a list of contact information provided (see Chart 15).

Contact persons

Surname, forename	Title, salutation	Phone, mail	Company role, remarks	Delete
<input type="button" value="Add Person"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

Chart 14: Treatment partner – contact persons – empty

Contact persons

Surname, forename	Title, salutation	Phone, mail	Company role, remarks	Delete
Test	Dr.	12 34 56   56 34 12	boss	<input type="checkbox"/>
Joe	Dear Friend	joe.test@whatever.com	This is a contact-person for testing	<input type="checkbox"/>

Chart 15: Treatment partner – contact persons – information

If you have **finished** information on a contact person, you have to use the **‘Submit’** – button to confirm and transfer information to the database.

You may also include **several** contact persons. For this you just have to use the **‘Add Person’** – button and go ahead like explained.

You may **delete** contact persons by using the **‘Delete’** – checkbox at the very right side and confirming with the **‘Submit’** - button.

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3.5.2.5. **NEWS\_09\_detail** Give & stop treatment partners WF-RepTool access

If you choose a treatment partner from the ‘List of treatment partners’ (see point 3.5.2.3 before), you will see in the **lower area** of this page the option for providing the treatment partner **access** to the **WF-RepTool** (see Chart 16). You just have to use the ‘Add Users’ – button (see Chart 16) and you will come to user’s information (see Chart 17).

For providing a treatment partner access to the WF-RepTool you have to provide to him **at least a login & password** (see Chart 17’, red wide circles). You may add other information.

Consider the recommendation on *‘keeping a red book’* for logins & passwords.



Chart 16: Treatment partner – users for WF-RepTool access

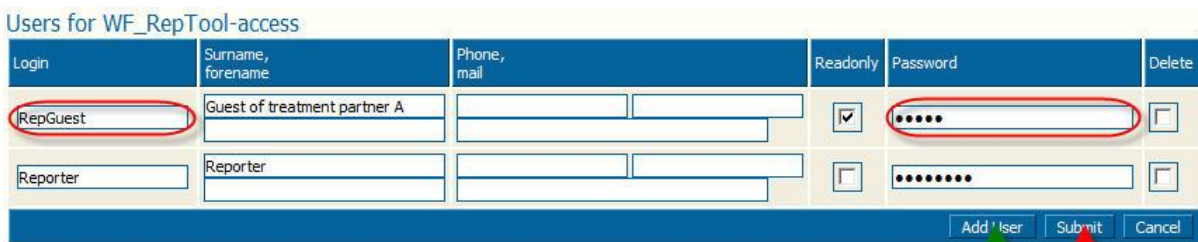


Chart 17: Treatment partner – users for WF-RepTool access, login & password

**NEWS\_Jan14\_NEW** If you want to use the **mailing feature** (see point 3.2.8, page 12 and point 4.11, page 55), you should also add his e-mail address (see 2<sup>nd</sup> line for ‘mail’).

If you have **finished** information on a user, you have to use the **‘Submit’** – button to confirm and transfer information to the database.

On request of your treatment partner you may also register **several users** per treatment partner. For this you just have to use the **‘Add Users’** – button and go ahead like explained.

There is also the option to insert additional persons giving them the **chance to look** at data but **not to change data**. For this you have to activate the **‘Read-only’** – checkbox.

**NEWS\_09\_detail** You may **stop access** to the WF-RepTool for **a user** or **all users** of a **treatment partner** (e.g. the person left the company, you stopped to cooperate with a company) by using the **‘Delete’** – checkbox at the very right side and confirming with the **‘Submit’**- button.


**NEWS\_13\_detail** See option to **delete** the **treatment partner** under point 3.5.5, page 33.

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### 3.5.2.6. Register / give WF-RepTool access on demand of any treatment partner

**NEWS\_09\_detail** If your treatment partner has 'created' his 'own' 'personal acceptors' and he activates the ~~old text deleted~~ **NEWS\_13\_detail** 'Shall get WF-RepTool access' - checkbox when he creates/edits any acceptor (see 'user manual - reporter level', point 2.5.2.5, version 2013), he **announces** the '**wish**' that you shall **give** this treatment partner = acceptor **WF-RepTool access**.

You will see this treatment partner at 'your' 'list of ~~registered~~ treatment partners ...' (see Chart 11, page 21 with an  button and an entry under 'Partner of' (see rights side of list) (e.g. you may sort for this) ~~old detail deleted~~.

There is **no warning system** that you have to give WF-RepTool access to any dedicated treatment partner **NEWS\_13\_NEW** but you will see it in the column 'WF-RepTool access asked ?' and you may sort this column for access requests ('yes').

**NEWS\_Jan14\_NEW** in the column beside 'WF-RepTool access given ?' you will see if you have already given access (Hint: sort for 'WF-RepTool access asked ?' to see quickly where WF-RepTool access registration is missing).

*Remark: See 'user manual – reporter level': we have given the **advice** that the treatment partner has to **inform** the WF-RepTool administrator of the WEEE system / WF-RepTool access administrator directly (parallel) about his 'wishes' regarding registration = getting WF-RepTool access for acceptors / treatment partners.*

*Discuss & plan: any warning/hint that there is the need to provide access on request of any treatment partner.*

If you identify / get information about the **need of giving** a treatment partner WF-RepTool **access**, follow instructions like given in point 3.5.2.5 before.

**NEWS\_Jan14\_Hint** Consider that from version 4.1 (Jan. 2014) **setting a task** by a treatment partner (see user manual – reporter level) will **only** be possible **if** the treatment partner who shall get the task handed over has got **WF-RepTool access** (target to avoid that tasks are sent to treatment partners having no access = to the 'WF-RepTool Nirvana'). So please check needs from time to time or act on requests of your treatment partners.

In the 'List of treatment partners ...' (see Chart 11, page 21) in both columns 'WF-RepTool access asked ?' and 'WF-RepTool access given ?' a 'yes' must be given that a task may be set.

If the treatment partner has forgotten to ask for WF-RepTool access for his partner (the acceptor of the fraction to whom he wants to hand over a task), he has to edit this (see '**Shall get WF-RepTool access**' - checkbox (see 'user manual - reporter level', point 2.5.2.6, version Jan2014)).

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3.5.3. **NEWS\_09\_NEW** To work with the 'Agent' feature ('Pro' only)

The **WEEE system** / WF-RepTool access administrator **decides if** the 'Agent' feature will be **opened** or not and if reports get visible to 'Agents' in general or not (see point 3.2.7, page 11).

Additionally the WEEE system / WF-RepTool access administrator decides on **who may act** as 'Agent' and about the '**rights**' of each of the 'Agents' – see following sub-points.

3.5.3.1. **NEWS\_09\_NEW** Create or choose an 'Agent'

For creating an 'Agent' you may **choose** an **existing** treatment partner as 'Agent' or you may **create a new** treatment partner as 'Agent' (see point 3.5.2, page 21 for a new one).

To select a new 'Agent' click the  - button at the left side of the company at the 'list of *registered* treatment partners *and personal acceptors*' (see Chart 11, page 21). You will come to the 'Edit treatment partner' - page where you will find the checkbox 'Agent?' below the 'Name' (see Chart 13, page 25).

If you click the 1<sup>st</sup> **checkbox** for 'Agent?' you will get additional choices visible (see Chart 18) and you have assign the **rights** for the 'Agent' (see next point 3.5.3.2).



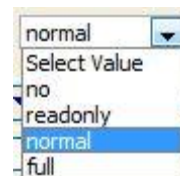
Chart 18: Choose treatment partner as 'Agent' ('Pro' only)

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3.5.3.2. **NEWS\_09\_NEW** Options for 'Agent' rights


Options for the rights of the 'Agent/s' are:

- 'no' = no rights for the 'Agent', reports will only be **assigned** to the 'Agent', the WEEE system / WF-RepTool access administrator may do e.g. 'Summaries' on 'Agents',
- '**read only**' = the 'Agent' may only see reports from its sub-contractors,
- '**normal**' = the 'Agent' may **see reports** from its sub-contractors and may **do changes** in the reports but may not see details like e.g. 'packages', *sampling results* (see point 3.5.3.4, page 30). The 'Agent' is not allowed to create new reports for the sub-contractor,
- '**full**' = the 'Agent' may **see** and **change** all reports of the sub-contractor assigned to him and may even **do reports** instead of the sub-contractor. The 'Agent' may see all **packages** and **sampling results** of the sub-contractor (see point 3.5.3.5, page 31).



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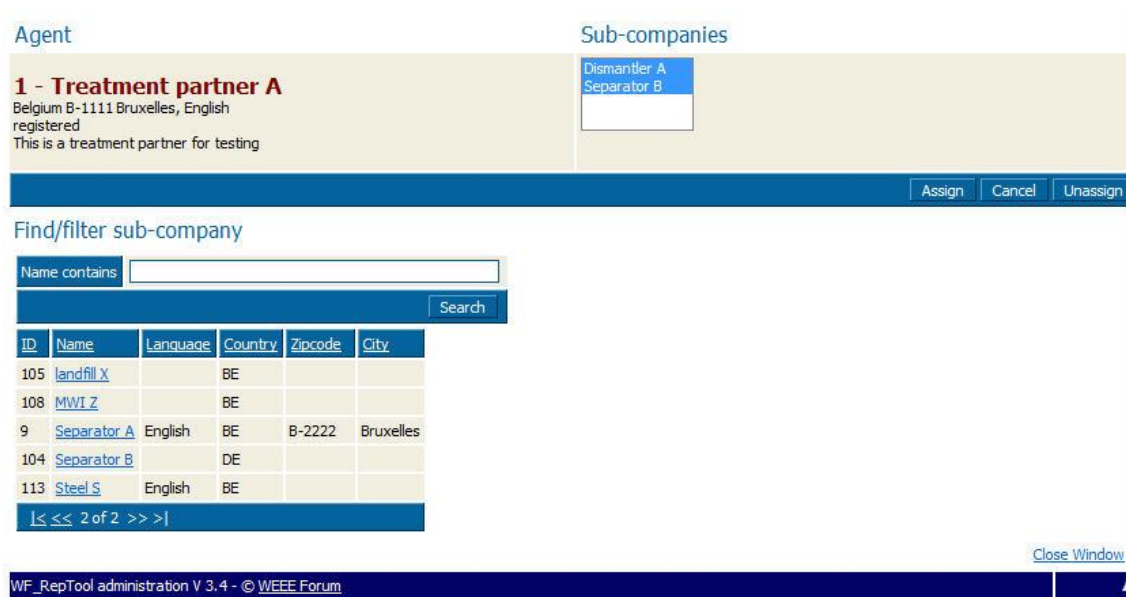
### 3.5.3.3. **NEWS 09 NEW** Assign sub-contractors

After having created/chosen an 'Agent' and having given rights to him (you may also edit later) you will have to **assign sub-contractors** (treatment partners) to the 'Agent'. This you will do by using the  - button beside the 'Agent?' - checkbox (see Chart 18).

*Remark: if you create a new agent company and want to assign sub companies immediately, you just have to enter at least the name of the agent and press 'Submit' once, before this '...' - button gets available.*

At the following 'Agent' - page (assignment window) you will find the 'Agent' company chosen already selected on the left side in the upper area (see Chart 19).

On the right side you will see the **sub-companies** that have already been assigned (empty at the start).



ID	Name	Language	Country	Zipcode	City
105	<u>landfill X</u>		BE		
108	<u>MWI Z</u>		BE		
9	<u>Separator A</u>	English	BE	B-2222	Bruxelles
104	<u>Separator B</u>		DE		
113	<u>Steel S</u>	English	BE		

Chart 19: Assign sub-contractors to 'Agent' ('Pro' only)

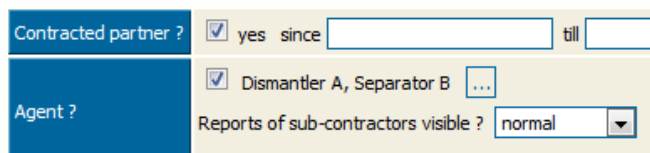
You may **choose sub-contractor companies** by e.g. using the 'Find / filter sub-company' option and - when you found him - finally clicking the **underlined name**. The company will be selected and shown in the right upper side selection box 'Sub-companies'.

Press the '**Assign**' - button (necessary!) and the selected company becomes a sub-company = sub-contractor of the 'Agent' company.


Press the '**Cancel**' - button to reset the selection or the '**Close Window**' - link to leave the assignment window.

The assignment window is designed to allow you doing **more** assignments quickly (assign more sub-companies to an 'Agent'). Instead of leaving the window with 'Cancel' / 'Close Window' after having done a 'wrong' search, search the (next) sub-company you are looking for with putting (parts of) the name into the 'Find / filter sub-company' – option. If you found 'him', click the name and click the '**Assign**' – button again.

**NEWS 12 explain** The assigned sub-companies will be shown in the Agent field beside the Agent checkbox – see box beside.



For the case that you have to **remove sub-contractors** from 'Agents', choose the 'Agent' from the 'List of *registered* treatment partners' (see Chart 11, page 21) with the 'Edit' – button

and use the  - button beside the 'Agent?' - checkbox (see Chart 18). Choose the sub-contractor to be removed from right upper area for sub-companies and use the '**Unassign**' – button. Use this option also to solve an assignment done **by mistake**.

Be a little bit **careful** with this 'Unassign' – button, as usually all sub-companies are selected (hopefully) by any good reason. If you press the 'Unassign' - button **without** having clicked any dedicated **sub-company**, you will get the warning '*You have selected multiple sub-companies. Do you really want to remove them all?*'. If you ignore this warning and just use 'Ok', all sub-companies will be removed from this 'Agent'.

Agent <> sub-companies **relations** are **unlimited**. A sub-contractor might be at the same time an agent for others, even vice-versa-relations are possible (e.g. being 'Agent c' for cooling & freezing appliances for e.g. a big area and having sub-contractor x for any dedicated area, this sub-contractor x may be the 'Agent x' for large household appliances and the 'Agent c' for cooling & freezing appliances works under his 'Agent x' – umbrella).

**NEWS\_13\_explain** When the sub-contractor is creating a report, he may assign the report to an 'Agent'. He might e.g. 'parallel' do his own 'direct' reports to the WEEE system / WF-RepTool access administrator.

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#### 3.5.3.4. **NEWS\_09\_NEW** Extension of 'Agents' rights to get access to reports

The right '**normal**' (see general options of rights for 'Agents' under point 3.5.3.2, page 28, consider that only you as the WEEE system / WF-RepTool access administrator decide about rights for 'Agents') gives the 'Agent' the **same rights** on reports of their sub-contractors as you have them on '**system level**'. There are following **important limitations**:

*Remark from IT: The reason for those restrictions/limitations is not because they are 'too difficult for programming' but to avoid chances of publishing confidential data by mistake and to keep easy-to-overlook rules concerning 'who may see what?'.*

- 'Agents' get **access on reports** where they are entered/**chosen as 'Agent'** - in following comments called '**visible reports**', **not on all reports** of the sub-contractors;
- under the right '**normal**' the 'Agent' may **do changes** in these reports;
- you can **limit** the **access** for 'Agents' to '**read only**', which means the agent may only view/see/look at the visible reports, but **not to modify** them (see options in point 3.5.3.2, page 28, do choice in point 3.5.3.1, page 28);
- 'Agents' **may not see tasks received** by sub-contractors;
- for **tasks sent** by the sub-contractors within 'visible reports' there are the **same** rules as for the **sub-contractor himself**, which means 'Agents' are only allowed to see detail data, if the 'task receiver' finished the task as 'open task';
- concerning '**personal acceptors**' of the sub-contractors 'Agents' may only see them in the **frame of treatment steps** where they are **entered** as 'acceptor' in 'visible reports'; in general 'Agents' are not allowed to see, create or modify 'personal acceptors' of their sub-contractors;  
with editing/changing reports an 'Agent' may insert his own 'private acceptors' in reports of sub-contractors;
- 'Agents' may **not modify** the **company** of reports of their sub-contractors **nor** may they **create** reports for their sub-contractors;

it's the idea that 'Agents' may not see if their sub-contractors are working for other 'Agents' too and of course they may not change the 'Agent' of reports of their sub-contractors.

Last but not least this extension of the 'Agent' - feature has consequences on ~~sampling results~~ and **packages**. To avoid too much mind breaking 'who may see what under which circumstances?' - issues, some quite restrictive but easy-to-overlook rules were chosen:

- **NEWS\_13\_deleted** **sampling results** deleted/hidden – see point 3.2.8, page 12 ~~text deleted~~
- 'Agents' may **not** see **packages** created by/for their sub-contractors **nor** are they allowed to **extract** packages for themselves from reports of sub-contractors;
- contrary 'Agents' may **insert** ('own') **packages** into reports of sub-contractors.

To repeat: Everything related to **control** this extension is located in the 'Admin tool':

- 1) for **enabling** the extension of 'Agents' rights to get access to reports of sub-contractors you'll find the additional checkbox '*Reports of sub-contractors visible to agents?*' on the 'Config' - page of the 'Admin tool' (see Chart 3, page 4, point 3.2.7, page 11); as long as this checkbox is **not clicked**, an 'Agent' will **never see** any data of its sub-contractors;
- 2) **additionally** to this 'overall-setting' you can set the **rights** for **each agent** on the 'Add / Edit treatment partner' - page (see e.g. Chart 13, page 25); here you will find the '*Reports of sub-contractors visible?*' - selection box with the 4 options of rights for 'Agents' (see point 3.5.3.2, page 28);

*Remark from IT: if an 'Agent' is currently working in the WF-RepTool and phones you to make some quick changes in these settings for him, he has to logout and login again in the WF-RepTool after you made the changes.*

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### 3.5.3.5. **NEWS\_09\_NEW** 'Agent' rights extended to 'full'

The right '**full**' gives 'Agents' the additional rights to

- ⇒ **create** and **delete** reports for their sub-contractors and
- ⇒ **change** the **company** in reports of sub-contractors (!) → this gives especially the chance to copy a report from one sub-contractor and use it for another sub-contractor (*remark: done on request but seen with concerns, see it positive to copy the structure as 'draft' but individual data are necessary!*),
- ⇒ **extract packages** from reports of his sub-contractors (!),
- ⇒ **view** and **use all** (!) ~~sampling results~~ and **packages** created from or for their sub-contractors, but he may **not modify** or **delete** them and is also not able to **create** ~~sampling results or~~ packages for his sub-contractors (if he really needs a new ~~sampling result or~~ package, he can create it under his name and use it in reports of sub-contractors).

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3.5.4. **NEWS\_09\_NEW** Double names for companies – do ‘summary companies’

In the ‘list of treatment partners’ (see Chart 11, page 21) you will see the column ‘**Assign in summaries to**’.

This feature has been introduced for giving the option to assign treatment partners to so called ‘**summary companies**’. This means that in the WF-RepTool ‘Summaries’ all data related to this company may be shown under one entry of this ‘summary company’.

Background: your treatment partners have the chance to create their own ‘personal acceptors’. These ‘personal acceptors’ may not be seen by other treatment partners. So if two (or more) treatment partners create the **same treatment operator** as ‘personal acceptor’, the same treatment operator may get two or more entries in the database (and as a consequence two different acceptors in ‘Summaries’).

Example: one of your treatment partners has created his personal acceptor ‘Copper smelters Ltd.’ and another one has created the same company as his personal acceptor ‘Cu smelters Ltd.’. The result is that you get two different acceptors in your summaries, although it's only one company in reality and it's real name is ‘Copper smelters Ltd.’;

To solve this do following:

- **decide** on the **correct name** to be used (e.g. ‘Copper smelters Ltd.’),
- **find** (the wrong writing, name to be assigned) ‘Cu smelters Ltd.’ in your ‘list of treatment partners ...’ (see Cu smelter 1 in Chart 11, page 21) and **double-click** into the ‘Assign in summaries to’ – field (last column),
- in the following window you will find ‘Cu smelters Ltd.’ (= Cu smelter 1) already selected on the left side, very upper corner (see Chart 20),
- find (the correct name) ‘Copper smelters Ltd.’ (Cu smelter 2) on the right side, **click** on the **name** and it will be selected on the right side (see Chart 20),
- press the ‘**Assign**’ - button and ‘Copper smelters Ltd.’ (Cu smelter 2) becomes the so called ‘summary company for ‘Cu smelters Ltd.’ (Cu smelter 1),
- from this moment all the data related to those (two) acceptor(s) will be shown under ‘Copper smelters Ltd.’ (Cu smelter 2) in your ‘Summaries’,
- press the ‘Cancel’ - button to reset the selection or the ‘Close Window’ - link to leave the assignment window.

The screenshot shows the 'Assign treatment operators to summary companies' window. It is divided into two main sections: 'Company' and 'Summary company'.  
**Company section:**  
 - Title: 110 - Cu smelter 1  
 - Location: Germany, German  
 - Status: not registered, partner of Treatment partner A  
 - Below this is a search bar 'Find/filter company' and a table of treatment partners. The table has columns: ID, Name, Language, Country, Zipcode, City, and Assign in summaries to. The row for 'Cu smelter 1' (ID 110) is highlighted.  
**Summary company section:**  
 - Title: 111 - Cu smelter 2  
 - Location: Belgium, English  
 - Status: registered, partner of Treatment partner A  
 - Below this is a search bar 'Find/filter summary company' and a table of treatment partners with the same columns as the company table. The row for 'Cu smelter 2' (ID 111) is highlighted.  
 At the bottom of the window, there are buttons for 'Assign', 'Cancel', and 'Unassign', and a 'Close Window' link.

Chart 20: Assign treatment operators to ‘summary companies’

The assignment window is designed to allow you doing more assignments quickly - imagine for the example above, that a third treatment-partner has created 'Cu ltd.' as his personal acceptor and in reality it's also 'Copper smelters Ltd.'

Instead of leaving the assignment window find 'Cu ltd.' on the **left side** and click on its name. Click again on 'Copper smelters Ltd.' (Cu smelter 2) on the right side and press the 'Assign' – button again. In this way you can stay in the window and do further assignments.

You will also find an 'Unassign' - button in the assignment window. Use this to solve an assignment done **by mistake**.


**To avoid misunderstandings:** choosing & doing 'summary companies' is only available on 'system level'. On 'reporter level' nothing will change and your treatment partners see their 'personal acceptors' as they have been created by them. None of your treatment partners will see any 'summary company'.

*Remark: You may give your treatment partners an advice to use common names for companies to avoid the need to do the work for 'summary companies'. See recommendation under point 3.5.1, page 20 that you as WEEE system / WF-RepTool access administrator may add commonly used treatment partners to the 'list of treatment partners' from the beginning.*

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### 3.5.5. **NEWS\_09\_NEW** Delete treatment partners

**NEWS\_09\_explain** To **stop** any treatment partner (**NEWS\_09\_detail** or any person from a treatment partner) from having **access** to the WF-RepTool see point 3.5.2.5, page 26.

To **delete** any treatment partner at all = from the 'list of treatment partners' and therefore also from the 'list of acceptors' provided to the treatment partners **NEWS\_09\_NEW** you have to choose this treatment partner from the 'list of treatment partners' (see 'Companies', see Chart 11, page 21) by using the  - button.

At the 'Edit treatment partner' - page (see Chart 13, page 25) you will find the new '**Delete/Hide**' – button. You may use this button if a company should not be used anymore because of any reason.

If you press this '**Delete/Hide**' - button, two things might happen:

- ⇒ if the company was **not used** anywhere, it will be **deleted** physically from the database;
- ⇒ if the company is **already used** somewhere (reports, sampling results, etc.), it will be '**hidden**'. This means that the company stays in the database and is still shown everywhere where it had been used (before), but it is not available any more (e.g. in the scroll down of treatment partners) for new reports, sampling results, etc..

In the 'list of treatment partners' (see Chart 11, page 21) those 'hidden' companies are shown with **grey background**.

At the 'Edit treatment partner' – page there will be a big **marking 'HIDDEN'** and the 'Delete/Hide' - button turns into a 'Revoke' – button. By using the '**Revoke**' – button this company can be made available again (see Chart 21).

~~old text deleted~~ **NEWS\_13\_NEW** If you delete/hide a company, **all related users** are **deleted** to ensure, that users related to hidden companies do not have WF-RepTool access any more.

## Edit treatment partner

The company is hidden now.

Name	CRT acceptor A	<b>HIDDEN</b>	Partner of	Treatment partner A
Contracted partner ?	<input type="checkbox"/> yes since <input type="text"/> till <input type="text"/>		Visible in acceptor-listbox ?	<input checked="" type="checkbox"/> yes
Agent ?	<input type="checkbox"/> <input type="text"/>		Working for agent(s)	
Country	Netherlands	Language	Dutch	Zipcode, city
Street	Acceptor street A			PO-box
Phone 1	<input type="text"/>			Phone 2
Mail	<input type="text"/>			Web
Remarks	<input type="text"/>		Summary company	

Cancel Revoke

Chart 21: Treatment partner hidden

**NEWS\_12\_NEW** You as WEEE system / WF-RepTool access administrator may also delete/hide personal acceptors.

**Take care** to use this option only if you are really sure, that an acceptor is not needed any more (e.g. company closed). Otherwise the treatment partner who created this personal acceptor might lose his confidence, that personal acceptors are really personal ~~text deleted~~.

**NEWS\_12\_NEW** Till version 3.4 hidden companies were shown in all find / filter - blocks for treatment partners / acceptors for allowing you to find entries (reports, packages, ~~sampling results, etc.~~) where they have been used (e.g. in the 'List of available reports' you could filter on hidden treatment partners to find reports from those partners).

On common request those hidden companies are not shown any more in the find / filter options. If you want to filter on entries from deleted/hidden treatment partner (e.g. where they have been used), you have to reactivate them temporary in the 'Admin tool'.

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### 3.6. Users

By choosing the main menu option 'Users', you come to a **list of all users** having **access** to the WF-RepTool under 'your' WEEE system / WF-RepTool access administration sorted to 'User' (= the login).

This is 'list of users' foreseen for having an **overview** only.

You may **search** for the 'User' **NEWS\_16\_better** (e.g. Company contains) (also parts of the name) you have provided access and you may **sort** to different headline entries of the 'list of users' (see underlined).

*Remark from IT: forget about the Group-information*

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### 3.7. NEWS\_12\_NEW Inspection rules

A new feature has been developed to check the completeness of a WF-RepTool report during work. For information on how to use this feature see the 'user manual – reporter level', 'Inspect' (see point 3.7 manual version Jan2015).

This is an automatically inspection of the report regarding the **most common mistakes** (especially missing data). You as the WEEE system / WF-RepTool access administrator may decide about (choose) warnings to be given.

For this you have to use the main menu option 'Inspection rules' and you may decide about warnings to be given by clicking or un-clicking the checkboxes (see Chart 22).

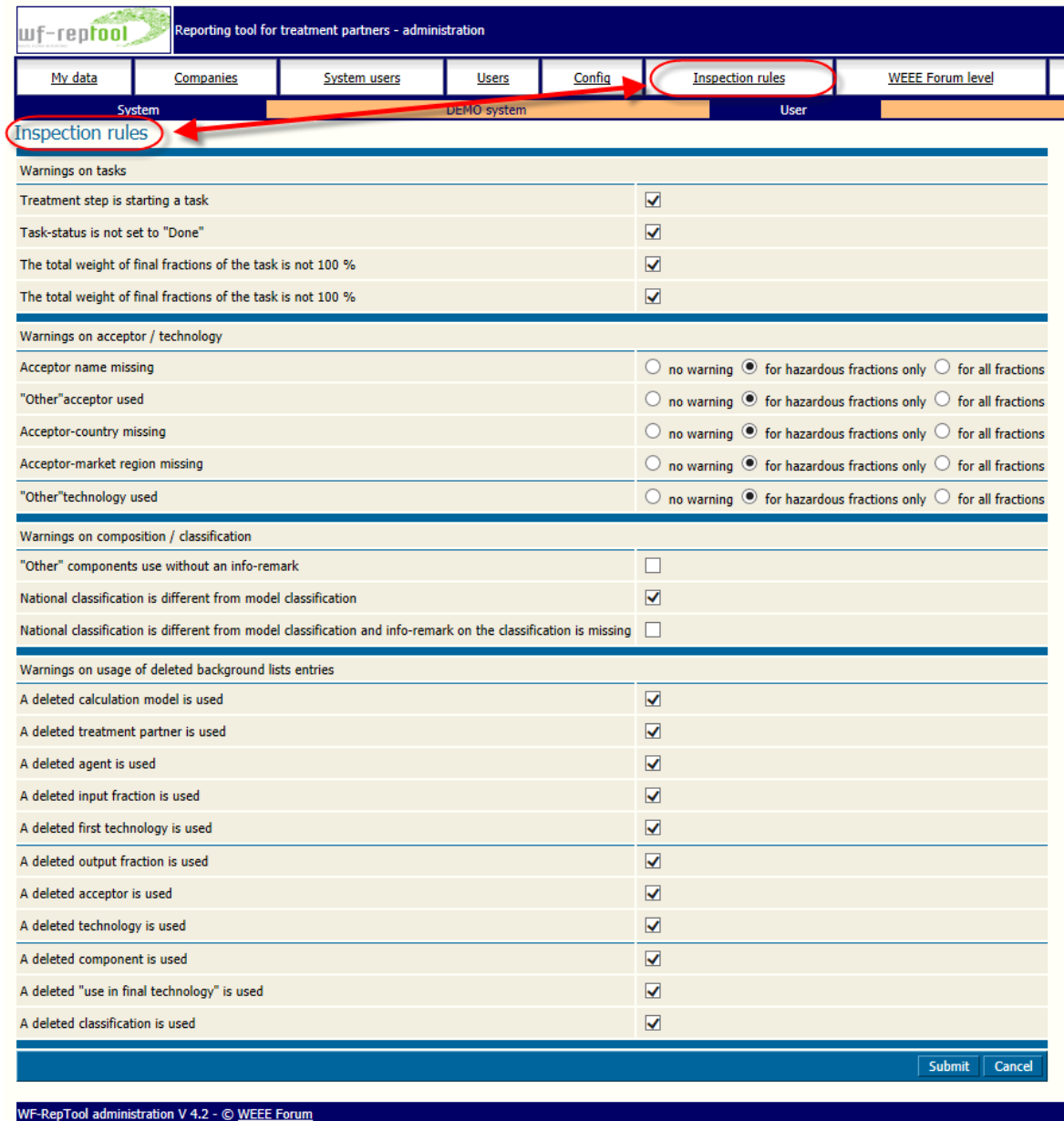


Chart 22: NEWS\_Jan15\_NEW Choice for inspection rules

NEWS\_Jan15\_NEW Some **additional warning options** have been included for the case that background lists entries are used (e.g. output fraction, acceptor, technology) that were deleted from the background lists before the date of creating the report. All those warnings are activated automatically, but you may deactivate the undesired ones by un-clicking.

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### 3.8. NEWS\_Jan17\_NEW Archive

Via the new main menu option 'Reports to archive' (see Chart 23) you may put e.g. old treatment results to an archive.



Chart 23: NEWS\_Jan17\_NEW Menu with 'Archive'-option for reports

Archived reports will not be shown in

- the 'List of available reports'
- the 'Copy previous'-selection
- choices for 'Summaries' and 'Compare' reports and
- the selection - page for creating summary reports.

When you choose the 'Reports to archive' menu bottom, you will come to a page to select reports for putting them to the archive – see Chart 24, upper area.

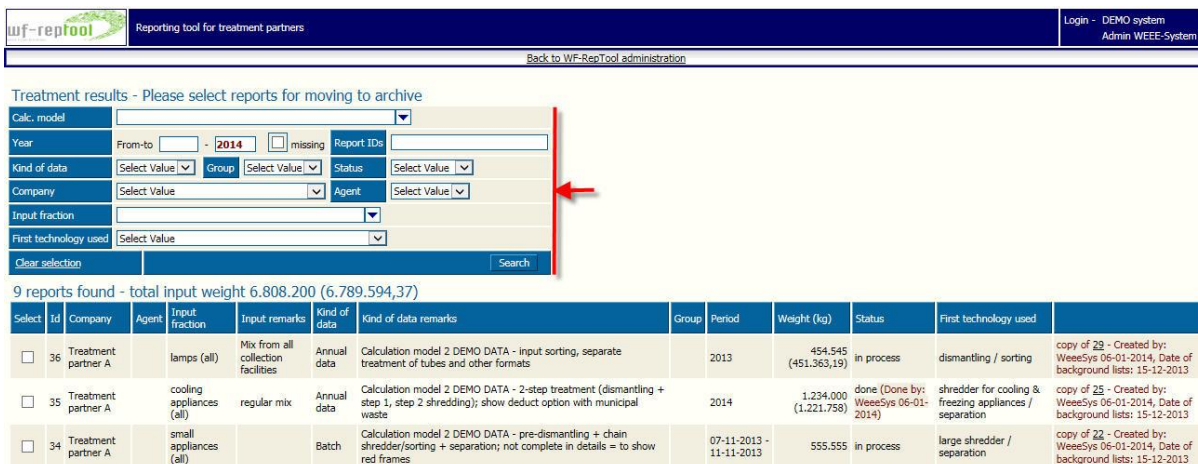


Chart 24: NEWS\_Jan17\_NEW Selection option for reports to the 'Archive'

After having done your selection, you may select individual report(s) for putting them to the archive by clicking the checkbox at the individual report(s), see Chart 25, left side.

You may also select all reports you have filtered by the selection criteria above – see next, Chart 25, bottom line.

Finally you have to use the 'Move selected reports to archive' button in the bottom line to put selected reports to the archive.

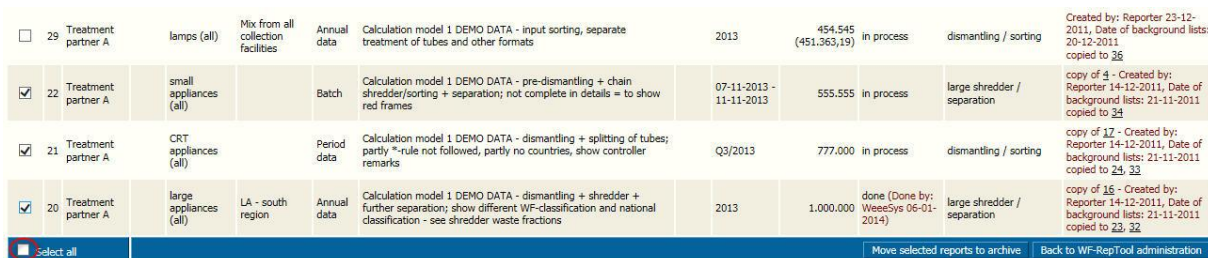


Chart 25: NEWS\_Jan17\_NEW Select and move reports to the 'Archive'

You may restore/re-show individual reports – see user manual - reporter level for this.

### 3.9. NEWS\_11\_NEW 'Countries'

**NEWS\_11\_explain** Under the main menu option 'Countries' you may choose countries, which you want to provide under listboxes for countries under your WEEE system / WF-RepTool access administration.

You will see that **all EU / EFTA** countries are **already chosen**. **NEWS\_11\_NEW** They will be assigned to the market region 'EU / EFTA'.

**NEWS\_11\_NEW** In the demo version Turkey and China have been already chosen and they are assigned to the market region 'outside EU / EFTA'.

If you want to provide additional countries, you may **search** them with the 'Find / filter' – options for the (part of) the **name** and/or the **ISO shortcut**.

Having found the country you look for, you just have to click the underlined '**Add**' – entry and the country will be taken over to your listboxes.

**Take care:** This is a *one-way* function - you will not be able to reset.

The screenshot shows the 'Countries' management interface. At the top, there is a navigation menu with tabs for 'Companies', 'System users', 'Users', 'Config', 'WEEE Forum level', 'History list', and 'Countries'. Below the menu, the system context is shown as 'System: DEMO system' and 'User: Admin WEEE-Syst'. A search section titled 'Find / filter Countries' contains two input fields: 'Name contains' and 'ISO code contains', with a 'Search' button. Below the search section is a table titled 'List of Countries' with the following data:

Name	ISO code	Comment	country-selection
Cambodia	KH		<a href="#">Add</a>
Cameroon	CM		<a href="#">Add</a>
Canada	CA		<a href="#">Add</a>
Cape Verde	CV		<a href="#">Add</a>
Cayman Islands	KY		<a href="#">Add</a>
Central African Republic	CF		<a href="#">Add</a>
Chad	TD		<a href="#">Add</a>
Chile	CL		<a href="#">Add</a>
China	CN	see also Taiwan	
Christmas Island	CX		<a href="#">Add</a>

At the bottom of the table, there is a pagination control: '< << 5 of 28 >> >|'. The footer of the page reads 'WF\_RepTool administration V 3.4 - © WEEE Forum'.

Chart 26: Choose countries for country choices

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## 4. Additional features in the WF-RepTool

For using the following additional WF-RepTool features and to check all reports you have to use the **WF-RepTool access** (see URL ending with */reptool*, see point 1, page 1). Login & password are the same as for the 'Admin tool'.

Please consider that you should have a look at the '**user manual - reporter level**' before to be able to understand this 'additional features'.

### 4.1. All reports / all treatment partners

First of all, you as a **user** at the **system level** will **see all reports** of **all treatment partners**. At all/most pages, find / filter options etc. you will find an **additional column** or **box** for searching for '**Company**'.


You may **change all data**. **NEWS\_13\_deleted** *Text deleted*

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### 4.2. Reset 'Status' of report on demand

If a **treatment partner** / reporter has set the 'Status' for a report to '**done**' once, he **may not** reset the 'Status' anymore (you might have used this report already for overviews, reports to the authorities etc.).

If the 'Status' has been set 'done' just by 'mistake', the treatment partner / reporter may contact you and **you may 'reset'** the '**Status**'.

For this you have to go to the main menu option 'Treatment results' and choose the report to be changed (e.g. search for the 'Company', 'Kind of data' etc. and 'Status' 'done'), open the report with the  - button and choose another option in the *scroll down* for 'Status' (see Chart 27).

You have to use the '**Reset status**' – button to **approve** this change.

You will get a **warning** that you shall not forget to reset the status again (see Chart 28). You have to approve by using the '**Submit**' – button and the 'Status' will be reset.

Treatment results	De-pollution results	Sampling results	Packages	Tasks	Summaries
Active report	Id 20	Treatment partner A	large appliances (all)	Annual data 2011	
First fractions		Overview		Final	Ca

**Edit report - Id 20**  
 copy of 16 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011  
 copied to 23

Company	Treatment partner A	Weight (kg)	1000000
Input fraction	large appliances (all) <input type="checkbox"/> professional appliances only	Period	<input checked="" type="checkbox"/> Year (month, quarter, half) 2011 M <input type="checkbox"/> Q <input type="checkbox"/> H <input type="checkbox"/>
or sampling result	Select Value	Status	done <input type="checkbox"/> exclude from summaries
Input remarks	LA - south region	Done by:	Reporter 17-12-2011
Kind of data	Annual data	Group	Select Value
Kind of data remarks	DEMO DATA dismantling + shredder + further separation	First technology used	large shredder / separation R
show decimal places in weights below	10 kg	Reset status Cancel	

WF\_RepTool V 3.4 - © WEEE Forum

Chart 27: Reset 'Status' of a report

Active report	Id 20	Treatment partner A	large appliances (all)	Annual data 2011
First fractions		Overview		Final

**Edit report - Id 20**  
**The report is reopened now for editing -> please don't forget to set the report's status to 'Done' after making your changes.**  
 copy of 16 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011  
 copied to 23

Company	Treatment partner A	Weight (kg)	1000000
Input fraction	large appliances (all) <input type="checkbox"/> professional appliances only	Period	<input checked="" type="checkbox"/> Year (month, quarter, half) 2011 M <input type="checkbox"/> Q <input type="checkbox"/> H <input type="checkbox"/>
or sampling result	Select Value	Status	in process <input type="checkbox"/> exclude from summaries
Input remarks	LA - south region	Done by:	
Kind of data	Annual data	Group	Select Value
Kind of data remarks	DEMO DATA dismantling + shredder + further separation	First technology used	large shredder / separation R
show decimal places in weights below	10 kg	Submit Cancel Delete	

WF\_RepTool V 3.4 - © WEEE Forum

Chart 28: Warning for reset 'Status'

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### 4.3. Reports on treatment results

#### 4.3.1. Copy / paste reports → draft reports

You as WEEE system / WF-RepTool access administrator have **more options to copy / paste reports** (for copy / paste reports see ‘user manual - reporter level’ point 2.2.2., version end2013).

**NEWS\_09\_detail** You may for example ‘**create**’ a ‘Directory’ of ‘Good data’ / ‘Experience data’ / ‘Drafts’ or similar for your **own use** (see point 3.5.2, page 21 to create this ‘Directory’ like a treatment partner – call it e.g. ‘Good data’).

*Remark: do **not provide any login & password** as with this the ‘Company’ = ‘Treatment partner’ = ‘Directory’ would be visible as ‘acceptor’ to all treatment partners, you might work in it with you ‘System users’ login & password anyhow. **NEW\_11\_detail** – not necessary anymore as distinction – see next entry*

**NEW\_11\_NEW** You will let the checkbox ‘Visible in acceptor-listbox’ un-clicked (see point 3.5.2.2, entry at page 24) so that this ‘directory’ = treatment partner will not be visible to others in the listbox for acceptors.

You may do **data input** for a report under this directory or you may even **copy** a ‘**good**’ **report** from/under the ‘name of the treatment partner’ and change = edit the ‘Company’ afterwards to your ‘directory name’ (see Chart 29).

The screenshot shows the 'Edit report - Id 22' interface. At the top, it says 'copy of 4 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011'. The 'Company' field is set to 'Batches system' and has a red arrow pointing to a dropdown arrow. Below it, 'Input fraction' is 'small appliances (all)'. 'Weight (kg)' is '55555'. 'From-to' dates are '07-11-2011' to '11-11-2011'. 'Status' is 'in process'. There are 'Submit', 'Cancel', and 'Delete' buttons at the bottom right.

Chart 29: Change name of company at/for report

You may e.g. go on to ‘round’ data, give acceptors ‘dummy names’ etc. to make the report anonymous. Result is that you have **some ‘good results’** under ‘your’ directory name.

You may afterwards copy this report as ‘draft report’ to a Directory for ‘**Drafts**’. From here you can provide draft reports to your treatment partners. For this you copy your ‘draft report’ and change the name of the ‘Company’ to the **name of the treatment partner** whom you want to provide this report as a ‘**draft for his report**’ (structure).

But **be aware** (experiences done ....), treatment partners might be ‘lazy ....’, they take this report, do no or very limited changes and might ‘sell’ this report to you as ‘their reports’. So it’s your decision to use this option or not.

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4.3.2. **NEWS\_09\_NEW** Use of 'Agent' feature ('Pro' only)

If you are using the **'Agent' - feature** (see point 3.2.7, page 11), you might find the additional field 'Agent' at the 'Edit report' – page (see e.g. Chart 29). If this field is shown or not depends on following:

- of course you must have **activated / opened** the **'Agent' - feature** (see point 3.2.7, page 11),
- the **reporting company** must be **assigned** as 'sub-company' to at least one 'Agent' (in the 'Admin tool').

Also the selection (choice) offered in the 'Agent' - field (*scroll down*) depends on:

- if you **edit** an existing report only the 'Agent' is shown, where the reporting company is / had been **assigned** to as 'sub-company',
- if you **create** a report on **reporter-level** only the 'Agent/s' is/are shown where the **logged in company** has be **assigned** to as 'sub-company',
- if you create a report on **system-level** all 'Agent/s' are shown, the reporting company <> agent combination is under your responsibility.

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4.3.3. **NEWS\_13\_NEW** Add treatment partners

You as system user may add treatment partners, which might be used by all your treatment partners, via the 'Admin tool' (see point 3.5.2, page 21).

If you do in case a report for one of your treatment partners, you may add treatment partners like the reporter does (see user manual – reporter level, point 2.5.2.6 manual version end2013).

Additionally you may decide about **who** may see this treatment partner by choosing one of the checkboxes (see box beside):

- only visible for partner: xxx<sup>8</sup>
- visible for all companies

**New treatment partner**

<b>Name</b>	<input type="text"/>		
<b>Visibility</b>	<input checked="" type="radio"/> only visible for partner: Treatment partner A <input type="radio"/> visible for all companies		
<b>Country</b>	Belgium	<b>Language</b>	English

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4.3.4. **NEWS\_12\_NEW** Additional export option

The PDF- and Excel export choice (see user 'manual – reporter level' 'Export features', point 3.6, version 2013) contains a special option for WEEE systems / WF-RepTool access administrators to exclude confidential data form download (see box below):

⇒ **'exclude confidential data'** (see box below, bottom line) is only available for system users and only for reports containing tasks. It allows system users to get the same export result as the treatment partner not showing confidential data.

PDF	Excel
<input checked="" type="checkbox"/> Overview	<input checked="" type="checkbox"/> Overview (all)
<input type="checkbox"/> Remarks from controller	<input type="checkbox"/> Remarks from controller
<input type="checkbox"/> Final	<input type="checkbox"/> Final
<input type="checkbox"/> Calculation - national	<input type="checkbox"/> Calculation - national
<input type="checkbox"/> Calculation - model	<input type="checkbox"/> Calculation - model
<input type="checkbox"/> exclude confidential data <input type="button" value="Download"/>	<input type="checkbox"/> exclude confidential data <input type="button" value="Download"/>

<sup>8</sup> here 'Treatment partner A' is the treatment partner you are just doing the report for

**NEWS\_13\_detail** In the **WEEE operator version** the option for confidential tasks will be disabled (see user manual – report level, point 8.5.1.2, manual version end2013), so this option will not be given.

**NEWS\_Jan15\_detail** Additional option to download a ‘Full info (remarks, etc.)’ report’ (see user manual – reporter level).

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#### 4.4. **NEWS\_11\_NEW** De-pollution results (‘Pro’ only)

Beside the ‘regular’ option to create ‘full’ treatment results an option to create **de-pollution results** has been created. These de-pollution results are ‘shorter’ treatment results mainly focussing on the yield of components or substances removed for de-pollution – for all details on use, please see the ‘user manual - reporter level’ (Chapter 6, version 2013).

You as a WEEE system / WF-RepTool access administrator have the additional option to **change de-pollution results to treatment results** and back. You may do this from the button line of the ‘Overview’ of de-pollution results – see Chart 30.

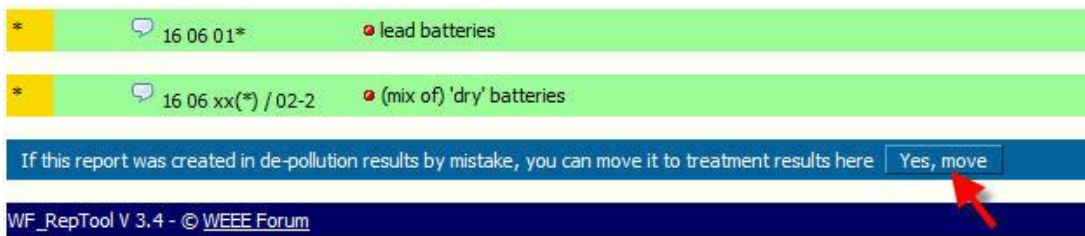


Chart 30: Change de-pollution results to treatment results (‘Pro’ only)

Changing treatment results to de-pollution results is only possible, if you have determined ‘first fractions’ only – see Chart 31

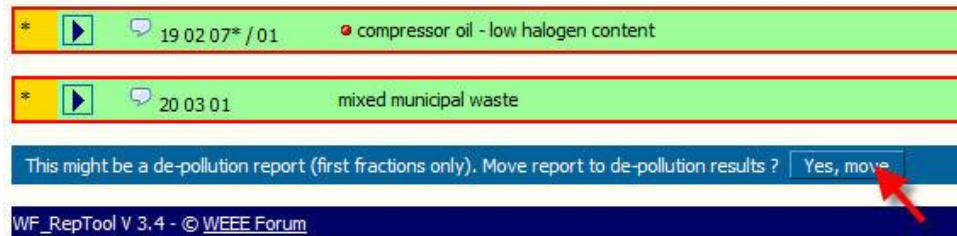


Chart 31: Change treatment results to de-pollution results (‘Pro’ only)

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#### 4.5. Sampling results **NEWS\_13\_deleted/hidden**

**NEWS\_13\_deleted/hidden** The menu option for ‘**Sampling results**’ has been **delete (hidden)** from the main menu of the reporter level. This was done on base of a decision of the WF-RepTool expert group as this feature was **not used**. – see also point 3.2.8, page 12 of this manual.

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## 4.6. Tasks

### 4.6.1. NEWS\_12\_headline To see and manage tasks

Under the main menu option 'Tasks' you will see **all tasks** set by your treatment partners and if they have been done (plus when) and how (open task or 'black box' feature) (see Chart 32). For options to set and fulfil tasks see 'user manual - reporter level' (Chapter 8, version 2013).

Id	From company	To company	Output fraction	Weight (kg)	Remarks fraction	Created on	Done on	Status
7	Dismantler A	Treatment partner A	power supply cables	99.870		18-12-2011	18-12-2011	done
6	Dismantler A	Treatment partner A	large (household) appliances shredder input (excl. components to be removed)	3.234.530		18-12-2011	18-12-2011	done

Chart 32: List of available tasks (NEWS\_12\_detail add column 'Report' right beside Id)

Remember: **choosing** the 'visibility' of any task ('open' <> 'black box' feature – see Chart 32, green circle) can **only** be set by the **treatment partner** 'receiving' and 'fulfilling' the task, not by you as WEEE system / WF-RepTool access administrator.

If you see **any 'mistake'** or **non plausible** data (see you as WEEE system will see all information from a task, also from tasks finished with the 'black box' feature) in a task, you may get in contact with the relevant 'next step' treatment partner and inform him.

**NEWS\_13\_detail** In the **WEEE operator version** the option for confidential tasks / the 'black box' feature will be disabled (see user manual – report level, point 8.5.1.2, manual version end2013). All tasks will be shown as 'open' tasks.

You may re-set the '**Status**' of the task from 'done' and you may ask the treatment partner to check.

You may also take the '**role**' to **remind** the 'next step' treatment partner that he has to fulfil any task. In general this is seen as the obligation of the 'sender' of any task, but you may 'help' (this is the decision of the WEEE system / WF-RepTool access administrator).

**NEWS\_12\_NEW** For system users the 'List of available tasks' shows an additional column 'Report' with the Id of the related report. This Id is designed as hyperlink - if you click on it, the 'Overview' for this report is shown and automatically scrolls to the treatment step related to the task.

The same hyperlink to the report is also shown in the caption of the task 'Overview' / 'Final' (fractions) / 'Calculation' - pages.

The report Id is also shown in the PDF- and Excel-export for tasks.

Vice versa the info on tasks contained in a report contains now a hyperlink for jumping to the 'Overview' on the related task (also for system users only).

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### 4.6.2. NEWS\_12\_NEW Tasks in copied reports

When a report was created via 'Copy previous' (see 'user manual – reporter level', points 2.2 and 2.2.2, page 9 and 17 there), till version 3.4 also the tasks and their content was copied from the previous report.

From version 3.5 the WEEE system / WF-RepTool access administrator may decide by settings in the WF-RepTool configuration if the task content is copied or not (see point 3.2.12 page 15).

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## 4.7. Packages

### 4.7.1. NEWS\_Jan17\_headline Create and provide packages

You as a WEEE system / WF-RepTool access administrator may **provide packages**. You may do this e.g. for OUTPUT fractions forwarded from a **big number** of treatment partners (e.g. in small volumes) to **one treatment company** in your country (e.g. fluorescent tubes from dismantling companies xxx to treatment company yyy or batteries dismantled from dismantling companies xxx and forwarded to the 'Battery system yyy').

You may do the definition of a package and fill in package results like explained in the 'user manual - reporter level' (see chapter 11, version 2013).

The additional feature is that, when you **add** a new or **edit** an existing package, you may define **by whom** this **package** may **be used** (see Chart 33). You may distinguish if this package may be used by

- **all** treatment partners or
- **any specific** treatment partner (e.g. you create the package for him).

#### New package

Chart 33: Choose possible user of package

If you create a package **to be used by all** treatment partners (see Chart 34, green circle) of course it has to be **agreed** with the 'accepting' treatment company (see package information to insert a package includes the accepting treatment company) as all treatment partners having access to the WF-RepTool will see and might choose this package.

#### Find / filter packages

#### List of available packages

Id	May be used by	Package name	Output-code	Output-fraction	Acceptor / technology
10	Gas discharge lamps treatment partner A	Gas discharge lamps (tubes) from dismantlers	16 02 15* / 07-1	straight fluorescent tubes	Gas discharge lamps treatment partner A / spec.treatm. of gas discharge lamps
9	all	mix of dry batteries - dismantlers	16 06 xx(*) / 02-2	(mix of) 'dry' batteries	
7	Treatment partner A	mix of cables - dismantlers	16 02 16 / 10	cables (mix)	Treatment partner A / fine shredder / separation

Chart 34: List of available packages – also provide to all

If you create a package to be used **by one specific treatment partner** (see Chart 34, red circle) you will agree with him that you are just doing a 'help function' for him and **'he'** / the treatment partner **may use** it for **tasks** handed over to him and he may decide if the task shall be finished as 'open task' or 'black box' information (see Chart 34 - package for straight fluorescent tubes created by the WEEE system / WF-RepTool access administrator but only to be used by treatment partner 'Gas discharge lamps treatment partner A').

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4.7.2. **NEWS\_Jan17\_NEW** Convert a selection of packages

The WEEE system / WF-RepTool access administrator may convert **several packages** from model 1 to model 2 in **one run**. This feature was developed for WEEE systems / WF-RepTool access administrators working with a lot of packages.

For this, you may use the new main menu option **'Packages model copy'** in the Configuration menu – see point 3.1, page 3 (see Chart 35).



Chart 35: **NEWS\_Jan17\_NEW** Menu with 'Packages model copy'

When you click this 'Packages model copy' button, you will come to a page (see Chart 36) at which you may filter packages like explained for other find / filter options (see upper area; for explanations on how to find / filter see user manual – reporter level).

To avoid creating more than one copy of a package by mistake, you may select packages, which have not been copied to model 2 before. For this, choose the 'Copy status' 'Model copy not done yet' in the find / filter selection (see Chart 36 chosen).

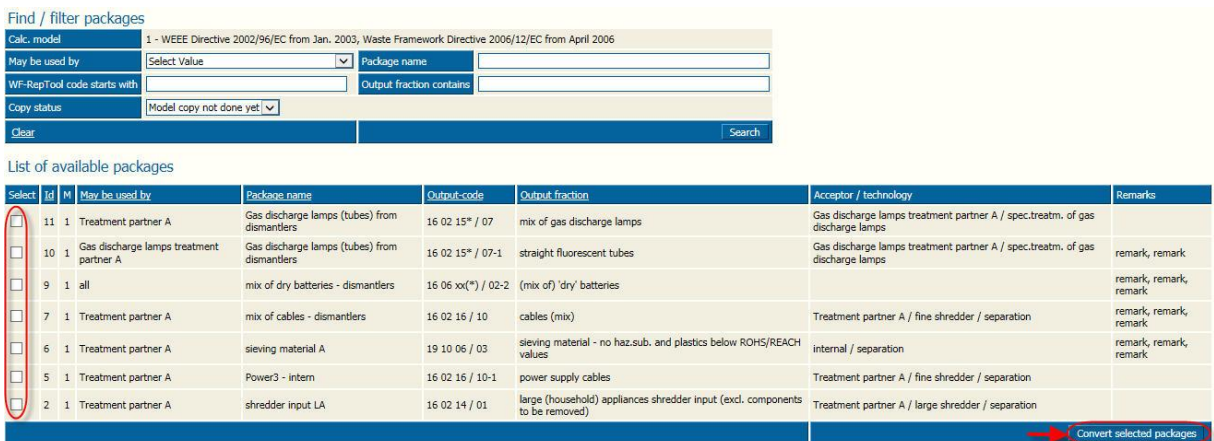


Chart 36: **NEWS\_Jan17\_NEW** Select and convert several packages

From the 'list of available packages' (in case filtered), you may **select** packages for converting them by clicking the checkboxes beside the packages (see Chart 36, left side).

Finally you have to click the **'Convert selected packages'** button in the bottom line of this page to convert the selected packages.

Please consider that you have to **check converted packages** like explained for converted reports in the user manual – reporter level (see 'Convert a report from 'model 1' to 'model 2'', point 5.3 in actual version).

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## 4.8. Summaries

For options and examples on doing '**Summaries**' please see 'user manual - reporter level' (Chapter 9, version 2013). You as a WEEE system / WF-RepTool access administrator may do **additional 'Summaries'**.

You may e.g. (see Chart 37 with pre-settings):

- **select** the treatment partner = '**Company**' you want to have a 'Summary' for,
- **NEWS\_09\_NEW** filter to and/or **group** by the '**Agent**', 'Agents' are shown in the 'Summary' result *[of course only if you are using the '**Agent**' – feature, see point 3.2.7, page 11], ('Pro' only)*
- **filter** for **all** acceptors,
- **NEWS\_11\_detail** filter to and/or **group** by the acceptor **countries**.

If you:

- ⇒ have assigned companies to '**summary companies**' (see point 3.5.4, page 32), you will find the additional checkbox 'use summary companies' beside the 'acceptor' – choice (see Chart 37, green circle):
  - if you mark this checkbox, all the data related to 'acceptors', will be grouped to 'summary company/ies' defined;
  - if you filter for 'acceptors' = in the scroll down for 'acceptors' treatment operators who have been assigned to 'summary companies' will be shown with summary company in brackets;
- ⇒ do '**Summaries**' for any '**collection & treatment category**', you will get a 'Summary' for all treatment partners charged, this 'Summary' may be used as / as a basis for 'your' report on the collection & treatment category to authorities (e.g. also with the choice for 'national classification');
- ⇒ do '**Summaries**' for **all WEEE** treated on **your behalf** for a defined period (e.g. year), you will get the basis for 'your' report on 'total amounts treated on your behalf' to authorities (e.g. also with the choice for 'national classification').

For doing such 'Summaries' in an **easy way** **NEWS\_09\_detail** you should **agree** with your treatment partners about a common way of the use of 'Kind of data' and the 'Period' of data **NEWS\_11\_detail** and/or the 'grouping' of reports.

They may use the WF-RepTool to create different reports, but they should use the 'Kind of data' '**Annual data**' and the '**year**' for the 'Period' only for reports to 'you' as the WEEE system / WF-RepTool access administrator providing the WF-RepTool and for WEEE treated in one year on 'your behalf' (see examples under point 2.2.1.1. in 'user manual – reporter level').

This will give you the option to **filter = search** for '**Annual data**' for the **individual year**.

**NEWS\_11\_explain** **Be aware:** The menu option 'Summaries' does only generate overviews which you might export from the WF-RepTool via Excel files to further work with (e.g. make annual reports to authority). To generate new WF-RepTool reports for e.g. a year, please see the option to do 'Summary reports' ('Pro' only) in the 'user manual - reporter level' (Chapter 10, version 2013).

Treatment results - Select content

Year: From-to 2010 -  missing

Kind of data: Select Value  Select Value

Company: Select Value

Input fraction:

Sampling result: Select Value

First technology used: Select Value

Output-code:   haz. only

Output fraction:  ..

Acceptor: Select Value  use summary companies

Acceptor - Country:

Technology used: Select Value

Component: Select Value

Classification:  model  national   % of total input  Weight (kg)  show decimal places in weights below  kg

Group by:  Company  Agent  Input fraction  Output fraction  Market region  Country  Acceptor  Technology used  Component

Clear selection

Chart 37: 'Summaries' options

**NEWS\_13\_detail** Consider that for 'Summaries' you may only choose reports done under the **same calculation model** (see user manual – reporter level, point 9.1, manual version end2013).

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#### 4.9. NEWS\_11\_NEW Compare results ('Pro' only)

When you choose the main menu option 'Compare', you will get the choice of 'Treatment results' and 'De-pollution results' ('Pro' only).



After having done your choice for 'Treatment results', you will come to an selection option which is very similar to the 'Summaries'- page (see 4.8) but has two big differences:

- ⇒ you may **compare 'Reports'** or **'Companies'** (see Chart 38, red circles) – you may e.g. pick to specific reports from different companies and may compare them in e.g. yield % of 'components' → make your choice!
- ⇒ results given by the selection will be shown as 'xx reports found' and you may open this list by clicking this underlined 'xx reports found', please choose the reports you want to compare by clicking the select- checkboxes – same as for 'Summaries'; when you have done this choice selected reports will be shown **side by side** (see Chart 38, red arrows)

Treatment results - Select content

Year: From-to 2010 -  missing

Kind of data: Select Value  Select Value

Company: Select Value

Input fraction:

Sampling result: Select Value

First technology used: Select Value

Output-code:   haz. only

Output fraction:  ..

Acceptor: Select Value  use summary companies

Acceptor - Country:

Technology used: Select Value

Component: Select Value

Classification:  model  national   % of total input  Weight (kg)  show decimal places in weights below  kg

Group by:  Company  Agent  Input fraction  Output fraction  Market region  Country  Acceptor  Technology used  Component  Classification

Compare:  reports  companies

Clear selection

2 reports found - total input weight 3.434.567

	Id 23	Id 20	check total
total input weight (kg):	2.434.567	1.000.000	3.434.567

Chart 38: 'Compare' options ('Pro' only) (NEWS\_Jan17\_NEW additional group by option)

There are **following** limitations:

- the whole feature is only available on '**system level**', your treatment partners don't have this additional 'Compare' - button,
- like in 'Summaries' only reports '**done**' and not being '**excluded from summaries**' are shown,
- **NEWS\_13\_detail** you may only choose reports done under the **same calculation model** (see user manual – reporter level, point 9.1, manual version end2013),
- **NEWS\_Dec17\_detail** you will see only reports for which a **time period** has been given in the report identification (which is of course within the time period you choose by 'From-to' for comparison).

**NEWS\_Jan17\_NEW** For the 'Group by' option and the new option to get an individual order of information shown, please see the point 'Analyze' in the user manual – reporter level (point 3.6 in the actual version)

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#### 4.10. **NEWS\_11\_NEW** Controller tools ('Pro' only)

This new feature results from the experience, that requests/remarks on a report are given by 'controllers' of the WF-RepTool reports (e.g. the WEEE system staff, controllers charged by the WEEE system) by phone or in separate documents.

These separate documents are sent to the 'reporter' = the creator of the WF-RepTool report and he/she had to search the WF-RepTool report mentioned for remarks given in these separate documents. Afterwards and alternatively they are 'forgotten' very easily.

**NEWS\_13\_details new** Afterwards, one year later and/or especially when the report was copied you/the reporter as well as the controller had to check if improvements and/or changes had been done by finding entries for remark in the report again (on base of these separate documents), find documents from the last year and do the same work again ...

Now the controller may give his remarks on a report **within** the WF-RepTool report. Remarks are connected with the report and they are also copied together with the report. In other words - it gets very easy now to check, if a report has been improved from former times.

Controller remarks may only be **set** from the **WEEE system** / WF-RepTool access administrator and/or controllers having got same rights to work from the 'system level' or controller rights (see point 3.3, page 18). The 'reporter' is not allowed to start setting any remarks

**NEWS\_12\_changed** Controller remarks may be set to reports of any status ('in process', 'to be verified' or 'done').

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##### 4.10.1. **NEWS\_12\_headline** How to set & see controller remarks

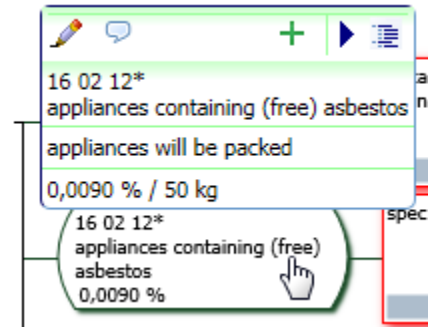
**NEWS\_12\_explain** In general (based on experiences) you will start to set controller remarks in the report 'Overview'. Anywhere you see an empty 'bubble' (💬) you may set controller remarks (see Chart 40). The 'bubble' is available in the line for the fraction (green line) and in the line for the acceptor / technology (blue line) (see Chart 40).

It's up to you how you use the controller remarks (or you agree with your controller on how to use) but we recommend using the controller remarks in the:

↳ **line** for the **fraction** (green line) to give remarks on the **name** of the **fraction**, the **yield data** from this fractions or the **composition** of this fraction,

↳ **line** for the **acceptor / technology** (blue line) to give remarks on the **name** of the **acceptor**, the (plausibility of the) kind of **technology**, any remarks/question on the **use of any component** in the kind of technology mentioned.

**NEWS\_16\_NEW** You may also set controller remarks via the 'Graph'. Move the over the graph symbol you want to given a remark on (fraction or technology) and you will see the 'bubble' (🗨️) in the headline of the pup-up information (see box beside) allowing you to enter a controller remark.



**NEWS\_12\_details** Controller remarks may be seen differentiated by following icons:

- 🗨️ there are no controller remarks till now,
- 🚧 there are open controller remarks and/or the report's control status is 'in process',
- 👤 there are open controller remarks and/or the report's control status is 'in process', but the reporter has set the 'Answer status' to 'done' resp. 'closed',
- ✅ there are controller remarks, but they are already 'closed' and/or the report's control status is already set to 'done' by the controller.

When you **move** the **mouse** over any of these icons, the remark is shown in a 'bubble', **'click'** the symbol and you will come into the remark.

Controller remarks will be shown in:

- ⇒ the **'list of available reports'** – means: there are any controller remarks set for this report (see Chart 39– red circles);
- ⇒ the **'Overview'** (see Chart 40), which is estimated as to be the main 'source' of controlling treatment results & giving remarks,
- ⇒ **NEWS\_12\_detail** the **'list of OUTPUT fraction'** or at the **'Treatment of ...'** - page e.g. in the field for the acceptor or technology use,
- ⇒ **NEWS\_16\_NEW** the 'Graph'.

Treatment results - Find / filter

Company	Select Value	Agent	Select Value
Input fraction		Status	Select Value
Kind of data	Select Value	Group	Select Value
Year			

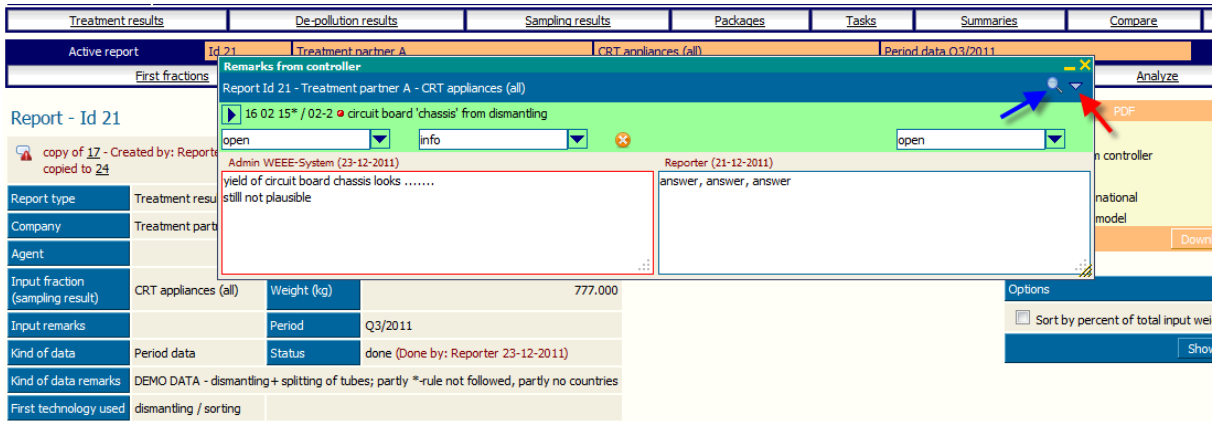
Clear Search

List of available reports --Export

	Id	Company	Agent	Input fraction (sampling result)	Input remarks	Kind of data	Kind of data remarks	Group	Period	Weight (kg)	Status	
🗨️	29	Treatment partner A		lamps (all)	Mix from all collection facilities	Annual data	DEMO DATA		2011	454.545 (451.363, 19)	done	🗨️
🗨️	28	Dismantler A		large appliances (all)					2011	3.334.567	in process	🗨️
🗨️	25	Treatment partner A		cooling appliances (all)	regular mix	Annual data	DEMO DATA - finished, show deduct option with municipal waste		2011	1.234.000 (1.221.758)	done	🗨️
🗨️	22	Treatment partner A		small appliances (all)		Batch	DEMO DATA - pre-dismantling + chain shredder/sorting + separation - NOT complete in details = show red frames		07-11-2011 - 11-11-2011	555.555	in process	🗨️
🗨️	21	Treatment partner A		CRT appliances (all)		Period data	DEMO DATA - dismantling + splitting of tubes; partly *-rule not followed, partly no countries		Q3/2011	777.000	done	🗨️
🗨️	20	Treatment partner A		large appliances (all)	LA - south region	Annual data	DEMO DATA - dismantling + shredder + further separation		2011	1.000.000	done	🗨️

Add new report Add summary report

Chart 39: **NEWS\_12\_NEW details** 'List of available reports' with controller remarks ('Pro' only)




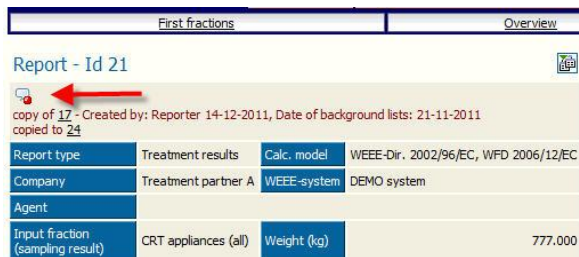
All fractions, acceptors/technologies and composition-data (total of first fractions: 100,0000 % / 777.000 kg)

WF_RepTool code	Output fraction	internal name of output fraction	Percent
16 02 15* / 02-2	circuit board 'chassis' from dismantling		12,1000 %
Cu smelter 2 (nat. market)		Cu smelter 'traditional'	F 100,0000 %
Fe / stainless steel		Fe > used as reductant / smelting detergent	MR MR 30,0000 %
Cu		Cu > Cu recovery	MR MR 25,0000 %


Chart 40: NEWS\_12\_NEW details Controller remarks in 'Overview' ('Pro' only)


If you click the symbol of controller remarks in 'list of available reports' (see Chart 39), you will come to the whole 'list of controller remarks' given for the report like shown in Chart 41.

You may also come to the 'list of controller remarks' (see Chart 41) from the 'Overview' – page of the report. For this you have to click the  icon in the header area of the report – see box beside.



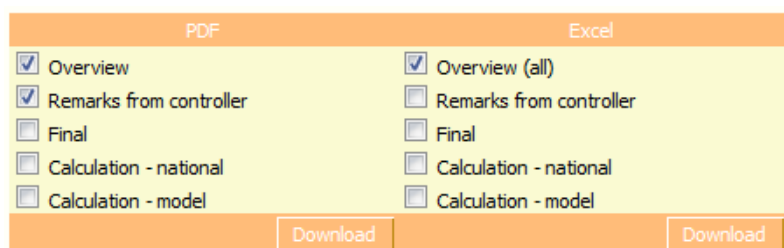
If you click the symbol of controller remarks at any fraction of the 'Overview', you will come to the 'specific remark' for this fraction (see Chart 40) and you may edit this specific remark.

In the upper right corner of this window you will find an  icon (see Chart 40, red arrow). Use this icon if you want to see the 'list of controller remarks'.

If there are **more than 3 remarks** for a report, you will find an  icon in the upper right corner of the controller remarks window (see Chart 40, blue arrow). Click this icon for the option to find / filter the remarks. You will mainly use this option to check answers given by the reporter – see point 4.10.3, page 53.

**NEWS\_12\_detail** Controller remarks are only included in the PDF 'Overview', if you click the additional 'Remarks from controller' in the PDF download – see box below.

The controller remarks may be also exported in to **Excel** sheet by using the additional option 'Remarks from controller' in the Excel download.



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4.10.2. **NEWS\_12\_headline** Structure of controller remarks

In the **header** of this 'list of controller remarks' or any specific remark the **report** is **identified** (Id, treatment partner, input fraction).

**NEWS\_12\_detail** The controller box (for 'list of controller remarks' or any specific remark) is split to a **controller area** on the **left side** of the window and all fields for the reporter on the right side (see Chart 41).

**NEWS\_12\_details** In the **upper area** of the '**list of controller remarks**' (see Chart 41) you will find '**General remarks on report**' which include at the **left side** (for the controller):

- ⇒ a '**Control status**' *scroll down* distinguishing between 'in process' and 'done'; the control status of a report is automatically set to 'in process' when you add the first remark to a report;
- ⇒ a '**Quality classification of the report**' *scroll down* with options of classifications like shown in the box beside; controllers may also give an additional remark on the report quality by clicking the additional 'R' - button besides of 'Quality classification of the report'.

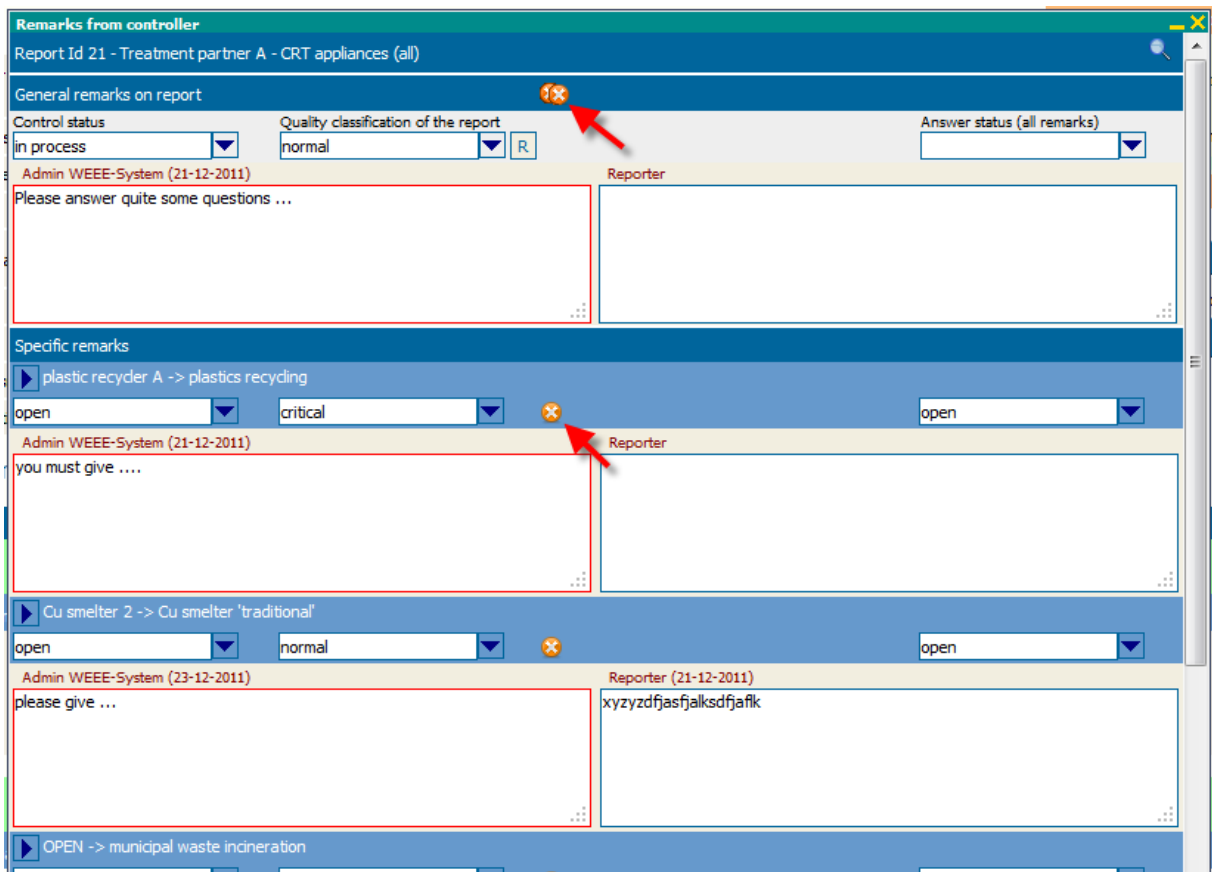
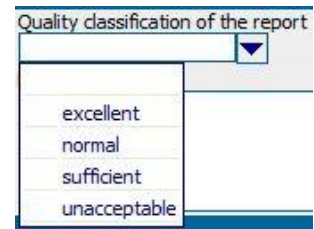


Chart 41: **NEWS\_12\_NEW details** List of controller remarks ('Pro' only)

At present there are no general rules of the WEEE Forum / the WF-RepTool expert group how to do this quality classification, you should find your own classification rules – see box with recommendations.

Examples recommended as to be used are:

- 'excellent': everything perfect with this report, maybe some 'info' information (see level of relevance')
- 'normal': de-pollution results are traceable, information for the general calculation of the recycling & recovery rate is plausible, some 'normal' information are missing
- 'sufficient': de-pollution results are more or less traceable, information for the general calculation of the recycling & recovery rate is more or less plausible, some 'normal' and/or 1-2 'critical' information are missing, press min. one eye and reports results are ok
- 'unacceptable' – worse than 'sufficient, quite some 'critical' information are missing, not intention from treatment partner seen to improve report.

⇒ a text field for **general controller remarks**.

Only you as the WEEE system / WF-RepTool access administrator / the controller may choose the 'Quality classification of the report' and set the 'Control status' to 'done'.

**NEWS\_12\_detail** At the **right** side (for the reporter) you will find:

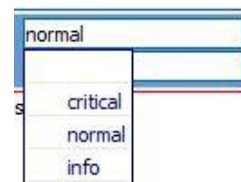
⇒ an '**Answer status** (all remarks)' *scroll down* distinguishing between 'in process' and 'done' which shall indicate to you as WEEE system / WF-RepTool access administrator / controller if answers are finished from the point of view of the reporter for the **whole report** – see options to control, re-set in point 4.10.3.;

⇒ a text field for **general remarks** from the **reporter**.

In the **lower area** of the 'list of controller remarks' (see Chart 41) or at **each** individual controller remark for any OUTPUT fraction or acceptor/technology (see Chart 40, page 50) you will find '**Specific remarks**' for one OUTPUT fraction and/or acceptor/technology which include at the **left** side (for the controller):

⇒ a '**status**' of this remark *scroll down* (left side) distinguishing between 'open' and 'closed', 'open' is chosen as default value;

⇒ the '**level of relevance**' of this remark *scroll down* (2<sup>nd</sup> position from left side) distinguishing between 'critical', 'normal' and 'info' like shown in the box beside.



At present there are no general rules of the WEEE Forum / the WF-RepTool expert group how to do this 'level of relevance' classification, you should find your own classification rules.

Examples recommended as to be used are:

- 'critical': questions which are very relevant for the treatment of hazardous wastes from WEEE or very relevant missing (or expected as to be wrong) information (e.g. technologies) for the calculation of the recycling & recovery rate, e.g. should be answered/adapted within this report
- 'normal': relevant information for the calculation of the recycling & recovery rate, plausibility of treatment operators and/or technologies, should be answered a.s.a.p. – time to be agreed
- 'info': e.g. information on better name for OUTPUT fraction, better choice of technology within same classification or similar

Only you as the WEEE system / WF-RepTool access administrator / the controller may set the 'level of relevance' and the 'status'.

⇒ a text field for giving a **controller remark**.

**NEWS\_12\_details** At the **right** side (for the reporter) you will find:

⇒ a text field for **remarks** from the **reporter** where he may give any explanation on data to you,

⇒ an '**Answer status**' *scroll down* for the reporter distinguishing between 'open' and 'closed', 'open' is chosen as default value and the reporter may set to 'closed'. This shall indicate to you as WEEE system / WF-RepTool access administrator / controller if the

specific remark is finished from the point of view of the reporter – see options to control, re-set in point 4.10.3.

The **date** and **name** of the controller / reporter who has set remarks / answers **most recently** is also shown for each remark. While the reporter didn't give any reply on the controller remarks, the term 'Reporter' will be shown. The controller's / reporter's phone number (if available – see users administration) is shown if you move the mouse over the name.

If the last modification of any remark was done in a previous report, additionally the Id of this report is shown in the info on the last modification.


The remark with a **red frame** indicates the user (controller or reporter) who has **most recently** modified the remark (see e.g. Chart 41).


In the 'list of controller remarks' the 'specific remarks' given for a report will be **sorted** to:

- (1) 'open' remarks first
- (2) within 'open' (and also in 'closed') sorting according to the '**level of relevance**' ('critical' > 'normal' > 'info')

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4.10.3. **NEWS\_12\_headline** Checking answers of reporter remarks and hiding/deleting of controller remarks when finished

**NEWS\_12\_NEW** From time to time you will have to check answers given by the reporter to your controller remarks. You may go to the 'list of controller remarks' (see Chart 41) by using the  icon in the header area the Overview'.

If there are **more than 3 remarks** for a report, you will find an  icon at the very right top of the controller remarks window. Click this icon for the option to find / filter the remarks. You may search for

- ⇒ **remark status** (from controller) – choose from all / open / closed,
- ⇒ the **priority** setting = level of relevance (from controller) – choose from all / empty / critical / normal / info
- ⇒ **answer status** (of reporter ) – choose from all / open / closed
- ⇒ controllers remark **contains** or reporters remark contains - any text

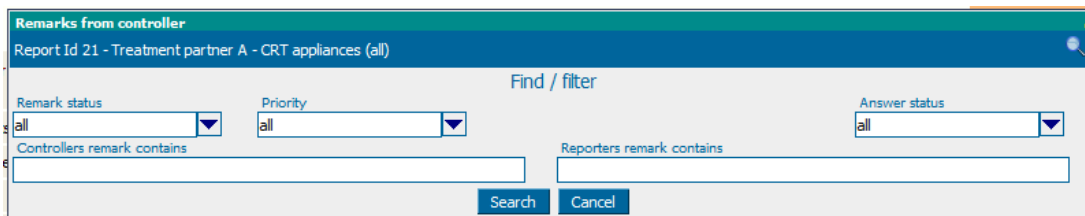


Chart 42: **NEWS\_12\_NEW** Filter options for controller remarks ('Pro' only)



Normally you will search/filter for the 'Answer status' (from the reporter) set to 'closed'. You may check adaptations done and information given and you may – if you are **satisfied** – **close** the remarks from your side ('Remarks status'). If you are **not satisfied** with the answer, you may give any additional remark and you may **re-set** the 'Answer status' for the 'Specific remark' and – in case - the 'Answer status (all remarks)' (if set to 'done' by the reporter, you may re-set to 'in process').

**NEWS\_Jan17\_NEW** With the new version 4.4 system users / administrators may also **edit reporter remarks**

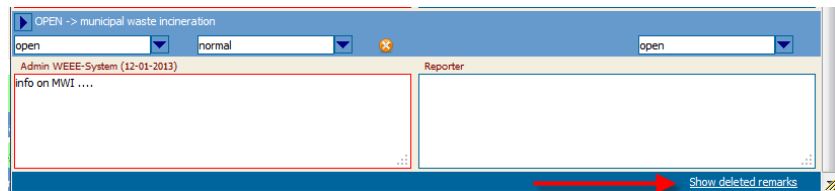
To keep the 'list of controller remarks' workable you may **delete** remarks after they are solved. You may choose between the options

- 'Delete **all remarks** on report' – see  - icon and
- 'Delete' **one** specific remark – see  - icon (for both see Chart 41, page 51).

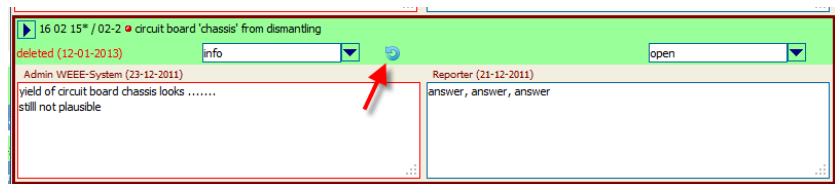
**NEWS\_12\_NEW** You have 2 options to delete a remark:

- ⇒ click the (orange)  icon to delete a remark by 'hiding' the remark, with this the remark is just marked as deleted and may be reactivated later.
- ⇒ click the (red)  icon to delete the remark irrevocably, with this the remarks is fully deleted and gone forever.

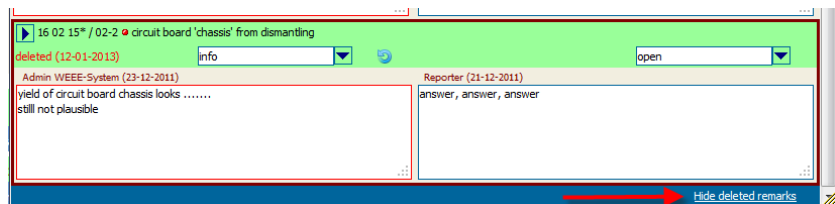
**NEWS\_12\_detail** The 'Show deleted remarks' – link at the bottom of the controller window (end of the 'list of controller remarks') (see box beside **NEWS\_12\_details**) makes **all hidden remarks visible** again.



You may **reactivate** specific remarks with the  - icon (see box beside **NEWS\_12\_details**).



Finally, you may also decide to **hide deleted remarks** again by using the 'Hide deleted remarks' – link at the bottom of the controller window (end of the 'list of controller remarks') (see box beside **NEWS\_12\_details**).



Only you as 'system users' may delete/reactivate remarks. The reporter will not see those icons.

If you ask yourself what happens with remarks on treatment steps being within a **confidential task** :


- for 'system users' there is no difference to other remarks (see information on tasks above),
- the task 'receiver' only sees and may answer remarks on treatment steps within his task, he will never see other remarks on the report;
- the task 'sender' may not see nor answer remarks on treatment steps within the task.

Last but not least: What about **'Agents'** and remarks on reports of their **sub-contractors?** ('Pro' only)

The answer is short: They have the same rights on the remarks as they have in general on the reports of their sub-contractors (see point 3.5.3.2, page 28).


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#### 4.11. NEWS\_Jan14\_NEW Mailing feature ('Pro' only)

At various pages you will find an  - icon, which allows you to send report related e-mails to your treatment partners directly from the WF-RepTool.

This feature is available only, if your WF-RepTool installation is configured accordingly (see point 3.2.8, page 12).

##### 4.11.1. Use mailing feature in general

If you want to send an email to the treatment partner(s) responsible for a report, go e.g. to the report 'Overview' and click the  - icon below the Report Id – headline (see Chart 43) (you will find this icon also at other places, e.g. on the 'Edit report' - page or on top of the controller remarks window) and a 'Send mail' – page will appear (see Chart 43).

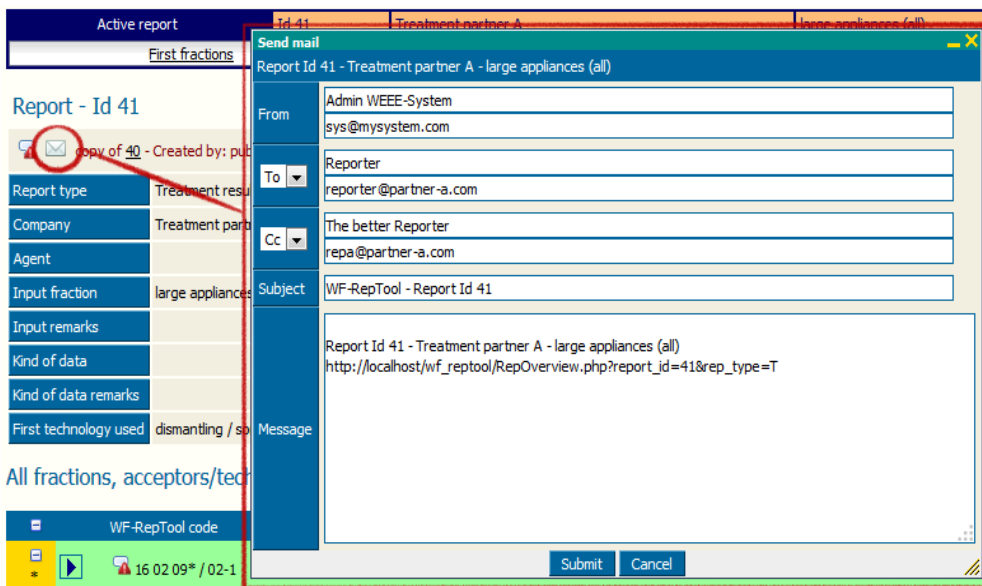
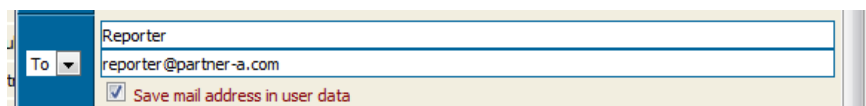


Chart 43: NEWS\_Jan14\_NEW Send mail - page

In the example shown in Chart 43 the treatment company = report company has 2 users and their email addresses are already pre-entered in the WF-RepTool administration tool. Just add the text you want to write into the 'Message' – field, press the 'Submit' - button and the e-mail will be sent.

If the e-mail addresses are not yet entered in the WF-RepTool administration tool, the address field/s will be empty. In this case you have to enter the e-mail address/es of the treatment partner.

With this the checkbox 'Save mail address in user data' will be provided and will be clicked automatically as pre-setting (see box below). With this the address is saved for the future.



If the reporter uses this option (see user manual – reporter level), addresses will also be saved. You can use this as a kind of self learning mechanism to collect e-mail addresses.

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#### 4.11.2. Use as notification mail on the change of report status

If you have activated this option in the configuration (see point 3.2.8, page 12), an automatic notification e-mail is sent to the users of the report company whenever you **change** the **status** of a **WF-RepTool report**.

If all required email addresses are entered correctly in the administration tool, the mail is sent **automatically**, you don't have choose & send it manually.

If one or more of the required e-mail addresses are **not available**, an **error message** 'The notification mail on the report's status change could not be sent. Please use the mail-icon to send the mail manually' is shown (see box below).

Active report	id 41	Treatment partner A	large appliances (all)
First fractions	Overview	Final	Calculation
Edit report - Id 41			
The notification mail on the report's status change could not be sent. Please use the mail-icon to send the mail manually			
copy of 40 - Created by: pubsys 18-12-2013, Date of background lists: 04-12-2013			
Calc. model	2 - WEEE Dir. 2012/19/EU, WFD 2008/98/EC		
Company	Treatment partner A		
Input fraction	large appliances (all)	<input type="checkbox"/>	professional appliances only

Please follow this advise, click the mail - icon and in the following window you may enter and save the addresses like explained in the point before.

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#### 4.12. NEWS\_11\_NEW Fractions used

This is a function to sum up fractions used within WF-RepTool reports [of any WEEE system / WF-RepTool access administrator]. In a project in 2011 it was the target to count OUTPUT fractions used in any system.

If you click this menu point of the main menu of the 'Admin tool' (see Chart 1, page 3), there will be an Excel file generated which you may open or save under your directories.

The content of this Excel file will be:

- System – the identification code of your WEEE system / company
- output\_id – the internal identification number of any OUTPUT fraction
- output\_code – the WF-RepTool code of any OUTPUT fraction
- output\_fraction – the name of any OUTPUT fraction
- delete\_date – the delete date of any OUTPUT fraction
- input\_id - the internal identification number of any INPUT fraction
- input\_fraction - the code of any INPUT fraction
- technology\_type – the technology type used for this fraction ('F' or 'I')
- count\_used – counting of the use of this OUTPUT fraction (also 0-counts done)

This overview does **not** have any **specific function** for the WF-RepTool at present. We just kept it in for the case that you want to do an overview like this for your own use.

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## 5. NEWS\_09\_NEW WEEE Forum level ('Pro' only)

### 5.1. NEWS\_09\_NEW Target of the 'WEEE Forum level'

Background: The so called '**WEEE Forum level**' was all the time the planned **3<sup>rd</sup> level** of using the **WF-RepTool** (see e.g. Chart 1 in the 'user manual – reporter level').

The 'WEEE Forum level' has the purpose to **collect** treatment results of different WEEE systems / companies / WF-RepTool installations and shall give the option to **compare**, **analyze** and **sum up** data from various WEEE systems / companies inside the WEEE Forum (and - in case from - 'outside users'). Target is to compare data / results with each other, exchange of experiences, do e.g. totals for the WEEE Forum, etc..

For this purpose the WEEE system / WF-RepTool access administrator can send **selected reports** from its installation to a **new application** on the WEEE Forum server / WF-RepTool server. You will receive your access (login and password) to this new application from the WEEE Forum office.

*In summer 2008 a test of this application has been done with volunteers of the WEEE Forum members. For this test period access administration has been done by the WF-RepTool development team and first data were compared – since this time the approach to collect and compare treatment results at WEEE Forum level has been stopped / postponed / ...  
Please check for new approaches with the WEEE Forum office.*

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### 5.2. NEWS\_09\_NEW Data sent to the WEEE Forum server / WF-RepTool server

First of all and for sure **nothing is 'stolen'** automatically from your installation! As long as you don't explicitly send data like described below, nothing leaves your server and/or your WEEE Forum sector.

When you decide to send reports, only **technical information** is transferred, which means:

- input data
- output fractions
- technologies used
- final components and their use in final technologies

**No information** about the **names** of your treatment partners and acceptors mentioned in the report will be sent.

Also the **name** of your WEEE system / company will **not appear** in the WEEE Forum server / WF-RepTool server application but a **code** will be given / used.

The **name** of the WEEE system providing information will be saved in the **database**. This is for giving the WEEE Forum office the chance to act as a '**black box**'. So if you will detect 'interesting data' in the 'WF-RepTool - WEEE Forum level application' for 'WEEE system / WF-RepTool access administrator code xy' you may call the WEEE Forum office and it will try to arrange 'bilateral' contact to the system where data is coming from.

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### 5.3. NEWS\_09\_NEW How to send data to the WEEE Forum level

In the 'Admin tool' you will find a new 'WEEE Forum level' – button in the main menu (see Chart 1, page 3)

*Remark from IT: under certain server configurations it might happen that you have to login again after pressing the 'WEEE Forum level' – button. Please don't be afraid, just type in your administration login and - password again and everything will work normally.*

If you choose this button, you find a 'Please select reports for transfer to WEEE Forum level' - block on the following page (see Chart 44) with the selection criteria for reports generally used (Input fraction, Kind of data, etc.).

Treatment results - Please select reports for transfer to WEEE Forum level

Year	From-to 2010 - <input type="text"/> <input type="checkbox"/> missing	Report IDs	<input type="text"/>
Kind of data	Select Value <input type="button" value="Group"/> Select Value	Status	done
Company	Select Value	Agent	Select Value
Input fraction	<input type="text"/>		
Sampling result	Select Value <input type="text"/>		
First technology used	Select Value <input type="text"/>		
Transfer status	transfer open or not up-to-date		
<input type="button" value="Clear selection"/>		<input type="button" value="Search"/>	

Chart 44: WEEE Forum level – choice of reports ('Pro' only)

Two remarks on this:

- the selection is automatically **restricted** to reports set to **'done'**,
- **also** reports marked as **'excluded from summaries'** may come into the selection, the reason for this is, that you maybe have generated an 'extra' 'summary report' ('Pro' only) (see 'user manual - reporter level' Chapter 10, version 2013) for transfer purpose only and you marked this as 'exclude from summaries' for not destroying your general WF-RepTool 'Summaries').

After clicking the **'Search'** - button (see Chart 44) in this selection block, you will get a list of reports fulfilling the selected criteria (see Chart 45).

Back to WF\_RepTool administration

Treatment results - Please select reports for transfer to WEEE Forum level

Year	From-to 2010 - <input type="text"/> <input type="checkbox"/> missing	Report IDs	<input type="text"/>
Kind of data	Select Value <input type="button" value="Group"/> Select Value	Status	done
Company	Select Value	Agent	Select Value
Input fraction	<input type="text"/>		
Sampling result	Select Value <input type="text"/>		
First technology used	Select Value <input type="text"/>		
Transfer status	transfer open or not up-to-date		
<input type="button" value="Clear selection"/>		<input type="button" value="Search"/>	

2 reports found - total input weight 3.434.567

Select	Id	Company	Agent	Input fraction (sampling / result)	Input remarks	Kind of data	Kind of data remarks	Group	Period	Weight (kg)	First technology used	Transfer done / up-to-date
<input type="checkbox"/>	23	Treatment partner A	LA (LA 2011)	LA - south region	Annual data	DEMO DATA - show mistakes weight		2011	2.434.567	large shredder / separation	copy of 20 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011	
<input checked="" type="checkbox"/>	20	Treatment partner A	LA	LA - south region	Annual data	DEMO DATA dismantling + shredder + further separation		2011	1.000.000	large shredder / separation	copy of 16 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011 copied to 22	

WF\_RepTool V 3.4 - © WEEE Forum

Chart 45: WEEE Forum level – select reports for transfer ('Pro' only)

Click the **checkboxes** at the **left side** of the list for all reports you want to send (see Chart 45, left side red circles) and press the 'Transfer selected reports' - button (see Chart 45, bottom line).



For a **last check** a box ‘Are you sure that you want to transfer ...’ will pop up at your screen. Please **confirm** with ‘Ok’ and the reports **will be sent**.

**NEWS\_11\_explain** At any time you may come back to the ‘WEEE Forum level’ and you may **see all reports** including those already transferred to the WEEE Forum level by choosing the ‘Transfer status’ ‘all’ (see Chart 46, last line of selection block) and you will see an information about when your transfer was done in the very right column (see Chart 46).

Treatment results - Please select reports for transfer to WEEE Forum level

Year From-to **2010** -   missing Report IDs

Kind of data  Group  Status **done**

Company  Agent

Input fraction

Sampling result

First technology used

Transfer status **all** 

Clear selection

2 reports found - total input weight 3.434.567

Select	Id	Company	Agent	Input fraction (Sampling result)	Input remarks	Kind of data	Kind of data remarks	Group	Period	Weight (kg)	First technology used	Transfer done / up to date
<input type="checkbox"/>	23	Treatment partner A	LA (LA 2011)	LA - south region	Annual data	DEMO DATA - show mistakes weight		2011	2.434.567	large shredder / separation	copy of 20 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011	
<input type="checkbox"/>	20	Treatment partner A	LA	LA - south region	Annual data	DEMO DATA dismantling + shredder + further separation		2011	1.000.000	large shredder / separation	copy of 16 - Created by: Reporter 14-12-2011, Date of background lists: 21-11-2011 copied to 23	22-12-2011 / yes

Transfer selected reports

WF\_RepTool V 3.4 - © WEEE Forum

Chart 46: All reports – including info sent to WEEE Forum level (‘Pro’ only)

When you have finished transferring reports to the WEEE Forum level you may use the ‘Back to WF-RepTool administration’ - button on top of the page (see Chart 45) or in the bottom line (see Chart 46) to continue with other administration issues.

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## 6. **NEWS\_09\_NEW** 'History list' = Automatic protocol of changes ('Pro' only)

The option to get an '**automatic protocol**' of all modifications/changes of reports done has been developed and added on request of (and based on direct payment by!) NVMP.

*Old text deleted*

All explanations are very much 'IT specific' and will therefore not be changed by the editor of this 'user manual – system level'. They are kept as given from IT development (see shown in Italian style).

For any **questions** on this automatic protocol please refer the WF-RepTool **IT developer** – see point 2, page 2.

*With this version 3.1.01 all page-requests and database-operations are protocolled in the database. You can access this protocol via the new '**History list**' button in the administration tool – as this page needs some internal knowledge of the WF-RepTool, please find some explanations in following:*

*Usage of fields in Filter history list:*

- *Company -> this filters all protocol-entries done by users registered with the selected company. Be aware -> this does not mean, that you get only entries on reports of this company, especially you'll find also your system in the selection-list to filter all changes done by system-users;*
- *User -> this filters all protocol-entries done by the selected user;*
- *Request kind -> the most interesting option here is 'modification only' to filter all protocol-entries resulting from modification of data;*
- *Done since -> use the fields from left to right, e.g. 'yyyy = 2009' with following fields left blank finds all changes done since beginning of 2009 (of course only since installation of this version)*
- *Page / action -> here you find a selection of core WF-RepTool-features to filter all protocol-entries resulting from those features;*
- *Sql query type -> use this to filter on INSERT-, UPDATE- or DELETE-operations resp. All other operations;*

*The columns shown in the history list are partly related to the communication between Internet-browsers and –servers (watch the URL-field of your browser while performing WF-RepTool-operations and especially the 'Request'-columns as well as the GET-/POST-parameters in the details for the protocol-entries will tell you a lot) and partly SQL-related (those need SQL-knowledge):*

- *Request ID -> in some lines you will find the internal protocol-ID for a page-request, in some lines this column is empty; the meaning is, that all lines with empty column represent database-operations done during the same page-request as shown in the line with an ID above;*  
*e.g. creating a summary-report is one page-request causing a lot of database-operations -> in the first line you will find the ID of this page-request and in the following lines all operations caused by this request;*

- *With the icon in the next column you can show/hide the details for the protocol-entries:*
  - *GET parameters -> those are the parameters handed over via the URL-field of the users Internet browser*
  - *POST parameters -> here you find the values entered by the user in the fields of the requested page*
  - *Sql query -> shows the SQL-statement done*
  - *Database error -> shows a message, if any database-error occurred during this operation*
- *Company, User and Date explain themselves*
- *Request page -> the name of the requested page as handed over via the URL-field of the users Internet browser*
- *Request method -> 'POST' for all page-requests where the user submitted any data within input fields, 'GET' for page-requests where just anything is shown*
- *Sequence tag -> this corresponds to the 'Page / action"-field in the Filter-dialog (e.g. 'delete\_report' marked all DB-operations done for deleting a report)*
- *Sql query kind -> 'exec' for stands for Sql-statements modifying data, lines where this column is empty represent a page-request without modifying database operations; a third theoretic value 'query' stands for Sql-statements only retrieving data from the database is never shown, cause those statement are not protocolled for the while because of performance reasons;*
- *Sql query type -> shows the first word of the Sql-statement done*
- *Affected rows -> shows the number of database-records modified by the Sql-statement done*
- *The 'Cancel'" button on bottom of the list is reserved for future extension and does just nothing for the first*

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## 7. Indexes & attachments

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