

# WASTe User Guide-Responsible Person/Proxy

## V. 1

- Adding a Contact
  - Select **Administration** tab from top toolbar
  - Select **Waste Generators** tab
  - Select the **Edit** icon for the desired Lab/Facility
  - Select the **Manage Personnel and Preferred Locations** button
  - Select the **Add** button in the **People** section and search by last name
  - Use the **Can't find person?** link to invite users
  - Select the **Return to previous location** link once your changes are complete
- Setting Lab/Facility Preferences
  - Select **Administration** tab from top toolbar
  - Select **Waste Generators** tab
  - Select the **Edit** link for the desired Lab/Facility
  - Select the **Manage Personnel and Preferred Locations** button
  - Select the **Add** button in the **Location** section and search by building name or street address
  - Search for the room number for the location selected
  - Use the **Can't find room?** link to enter ad hoc location
  - Select the **Return to previous location** link once your changes are complete
  - Add Billing Information (if applicable)
  - Select **Save Changes** button at bottom of page
- Creating a Tag
  - Select **Tags** tab from top toolbar
  - Select **+ New Tag** button
  - Select type of waste from dropdown menu (Chemical, Mixed, Radioactive or Universal)
  - Complete **Create New Tag** form
  - Select **Save** button at bottom of page

OR

  - Select **Tags** tab from top toolbar
  - Select **Profiles** tab
  - Select **Tag** icon beside any Profile
  - Complete **Create New Tag** form
  - Select **Save** button at bottom of page

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- Printing a Tag
  - Select **Tags** tab from top toolbar
  - Select the **Print** icon for the desired tag
  - OR
  - Select **Tags** tab from top toolbar
  - Select the **Edit** icon for the desired tag
  - Select the **Save & Print** button at the bottom of the page
  - OR
  - Select **Tags** tab from top toolbar
  - Select the tracking number for the desired tag
  - Select the **Print** button at the bottom of the screen
- Creating a Profile
  - Select **Tags** tab from top toolbar
  - Select the **Edit** link for the desired tag
  - Select **Save as Profile** button at bottom of page
  - OR
  - Select **Tags** tab from top toolbar
  - Select **Profiles** tab
  - Select **+ New Profile** button
  - Complete **Create New Profile** form
  - Select **Create Profile** button at bottom of page
- Marking Containers as Ready for Pickup
  - Select **Tags** tab from top toolbar
  - Select the **arrow** icon to the left of the desired tag to move item to **Ready for Pickup**
- Contacting EH&S Staff About a Specific Tag
  - Select **Tags** tab from top toolbar
  - Select the **Mail** icon beside the tag in question
  - Complete the **New Notification** form and select **Send**
- Viewing Notifications from Campus Administrators
  - Select the **Home** tab from the top toolbar
  - Select any item in the **My Notifications** section