

# Waste Data Online

## Quick guide: Landing pages

This Quick guide is intended to inform you about the information and links displayed on Waste Data Online's landing pages – the login page and the home page.

If you are an existing user with an account, log in using your email and password.

First-time users should follow the instructions contained in *Quick guide – Registration* and *Quick guide – First-time users following registration*.

### Login page

The functions on the log-in page are described below:

The image shows a screenshot of the Waste Data Online login page with several callout boxes providing instructions:

- Top right:** A callout box points to the "Sign in" link, stating "Both bring you to the same page." Another callout box points to the "Sign in" link, stating "Only relevant for first-time users."
- Sign in form:** A callout box points to the "Email" and "Password" input fields, stating "Enter your email and password here to sign into Waste Data Online." Another callout box points to the "Forgot your password?" link, stating "Click here to reset your password if you have forgotten it."
- Registration link:** A callout box points to the "Register an account" link, stating "Click on either of these to notify the department of a liable person that you are responsible for under r.18B of the WARR Regulations."
- Footer:** A callout box points to the "Contact us" link, stating "Click here to send a query via email to [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au)". Another callout box points to the "Help" link, stating "Brings you to the frequently asked questions page." A third callout box points to the "Waste data reporting guidance" link, stating "Link to information on the department's website about the waste data reporting framework under the WARR Regulations."

## Home page

Once you sign in you will be brought to the home page.

The functions on the home page are described below:

The screenshot shows the home page of the Waste Data Online system. At the top, there is a dark blue header with the Government of Western Australia logo and the text 'Government of Western Australia Department of Water and Environmental Regulation'. A callout box points to a home icon in the header, stating: 'Brings you back to the home page from any other page when you are signed in.' To the right of the header are two links: 'My submissions' and 'Reporter 1'. A callout box points to 'My submissions' with the text: 'Click here to view details about your past and draft returns.' Another callout box points to 'Reporter 1' with the text: 'If you click on your name, you will be presented with options to: sign out, view the Profile page – you can change your password on this page. To change any other details, please contact [waste.data@dwer.wa.gov.au](mailto:waste.data@dwer.wa.gov.au).' Below the header is a light blue section titled 'Welcome to Waste Data Online'. It contains five white buttons with icons and text: 'Start a local government annual return' (with a building icon), 'Start a liable recycler annual return' (with a recycling icon), 'Start a liable non-metropolitan landfill annual return' (with a truck icon), 'View your profile details' (with a person icon), and 'Get help with the system' (with a question mark icon). Callout boxes explain these buttons: 'This button leads to the Profile page.' points to 'View your profile details', and 'This button leads to the frequently asked questions page.' points to 'Get help with the system'.

- The *Start a...* buttons displayed on this page are determined by your liable person type.
- If you have registered as multiple liable person types, multiple buttons will be displayed.
- Below these buttons will be displayed any returns that you have started. It will show the status of each submission – *Draft*, *Lodged to DWER*, *Under assessment*, *Feedback required*, or *Finalised*. See *Quick guide – User role and report status* for descriptions of each return status.
- You can view further detail about your returns by clicking *My submissions* on the header.