Ministry for the Environment
Manatū Mō Te Taiao

• • • REDUCE • REUSE • RECYCLE • RECOVER • • •

Online TV Information System

USER GUIDE FOR SITE OPERATORS

VERSION TWO

New Zealand Government

Disclaimer

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Contents

About this document

Purpose of this document

This guide describes how to use the Online TV Information System (OTIS) to register and send returns. It explains the purpose of the screens, how to use the screens, and other important information about using the site.

Intended audience

The intended audience for this document is TV collection and dismantler operators who use OTIS.

Where to go for help

If you need additional advice, or help using OTIS, please call our helpdesk on 0800 TV BACK (0800 882225).

Further information

Further information about the TV TakeBack scheme is available from:

The Ministry for the Environment
Phone: 0800 TV BACK (0800 882225)
Email: info@wastelevy.govt.nz
TV TakeBack website: www.tvtakeback.govt.nz

When you contact us via 0800 TV BACK (0800 882225), depending on your query, we may need to verify your identity. We will do this using information you provided when you registered.

Chapter 1: Introduction to OTIS

Overview

Introduction

OTIS is the Ministry for the Environment's internet application that enables TV collection and dismantling sites to submit TV TakeBack data online.

OTIS is designed to collect data on the number of TVs collected and recycled through the TV TakeBack programme. OTIS will operate from March 2013 to July 2014.

OTIS allows sites to register and send TV return data to the Ministry for the Environment.

OTIS is accessed using the Ministry's Online Waste Levy System (OWLS). Sites that have both TV and waste reporting obligations can access and complete all returns through OWLS/OTIS.

User access types

TV collection and dismantling sites have two types of user access – data entry and verifier. The table below shows the functions for each user type.

	Functions that users can perform	**Site users**	
		Data entry	**Verifier**
Contacts and users	View or change operator address details	View	Change
	View or change site address details	View	Change
	View contact people details	View	
	View or deactivate signing authorities	View	Deactivate
TV collection returns	View TV collection returns summary	View	View
	Submit or verify new return	Submit	Submit / Verify
	View or change a verified return	View	Change

Add a new user to OTIS

When to use

Use these steps when you require a login for OTIS, or want to create a login for someone else.

Step	Action
1	Contact the Ministry for the Environment by calling 0800 882225 and ask about adding a new user to OTIS. Result: the Ministry will email/post you the Signing Authorities form.
2	Complete the form, ensuring you acquire the relevant authorisation (this will be the same as the operator contact).
3	Post or email the completed form to the Ministry for the Environment PO Box number listed on the form.

What happens next?

The Ministry will set up the new user and email you the login details. Once you receive this email, you can complete the new user registration process and set your password.

Note: If the Signing Authorities form is incomplete, we will contact you to obtain the additional information.

Set or change your password

When to use

Use these steps to set, change or reset your password if you:

- need to log in for the first time
- have locked your account by entering your password incorrectly three times
- have forgotten your password.

Roles

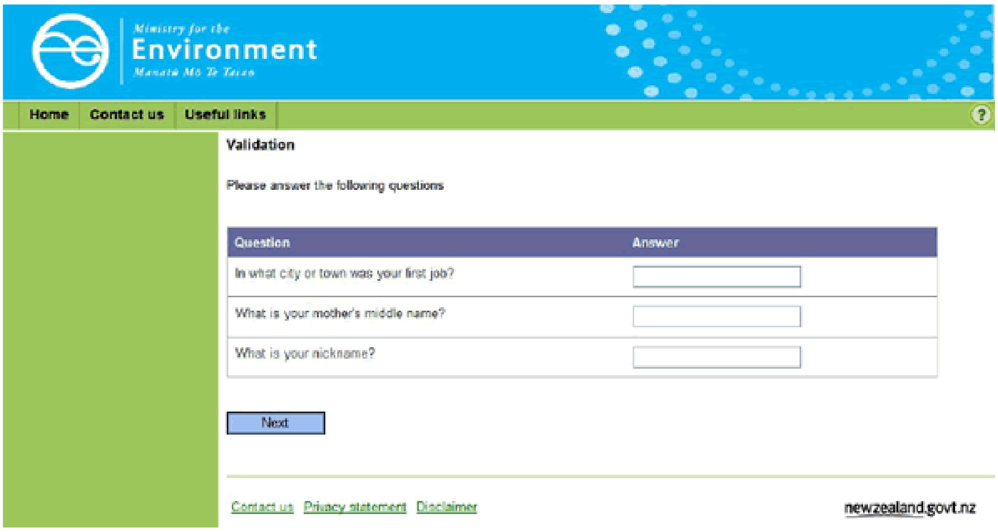
- Data entry user
- Verifier

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Determine whether you need to request a change.
<table>
<tr><td>If you are logging in for the first time</td><td>refer to the Username and Password details in the email you received from OTIS when you are registered. Go to step 2.

Note: The email is valid for 72 hours. If you have not activated your log in within that time, you will need to contact the help desk on 0800 882225.</td></tr>
<tr><td>need to reset or change your password</td><td>open OWLS (as above) and click the Forgotten password link. Type your Username and then click Submit.

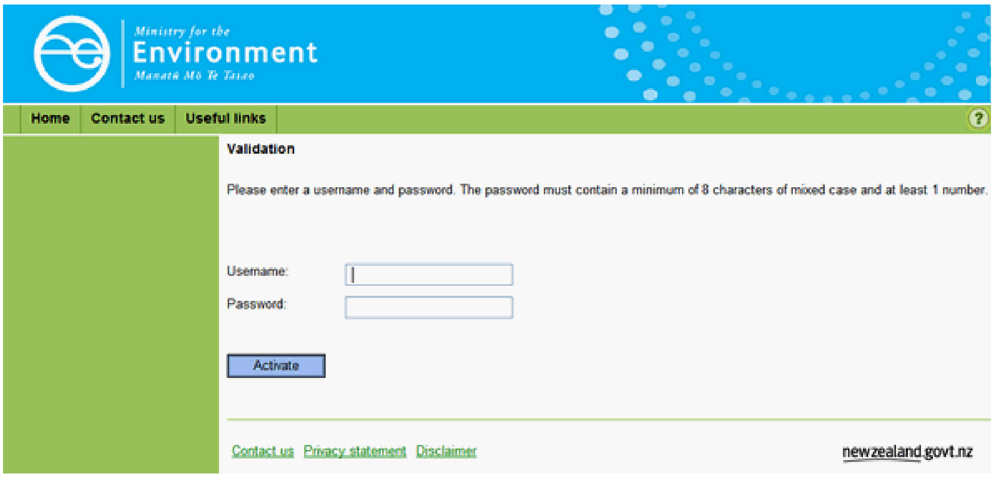
Result: A message advising that an email has been sent displays. You will need to use the link within 72 hours, or click the Forgotten password link again.</td></tr>
</table></td></tr>
<tr><td>2</td><td>Open the email and click on the link to the OTIS site.

Result: The Validation screen displays the security questions you set on the registration form.


</td></tr>
<tr><td>3</td><td>Answer the security questions. Ensure you use the same words and spelling as you did on the registration form.

Note: The answers are not case sensitive.</td></tr>
<tr><td>4</td><td>Click the Next button.

Result: The Validation Username and Password screen displays.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
</td></tr>
<tr><td>5</td><td>Complete the following fields in the Validation section.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Username</td><td>Type the username you want to use.
Note: Choose a username that is easy for you to remember. You will need to remember this to log in to OTIS, or use the Forgotten Password function.</td></tr>
<tr><td>Password</td><td>Type your new password.
Note: Your password must be at least eight characters long and include:
· a mix of lower and upper case characters
· at least one number.</td></tr>
</table></td></tr>
<tr><td>6</td><td>Click Activate.</td></tr>
</table>

Using OTIS

Log in to OTIS

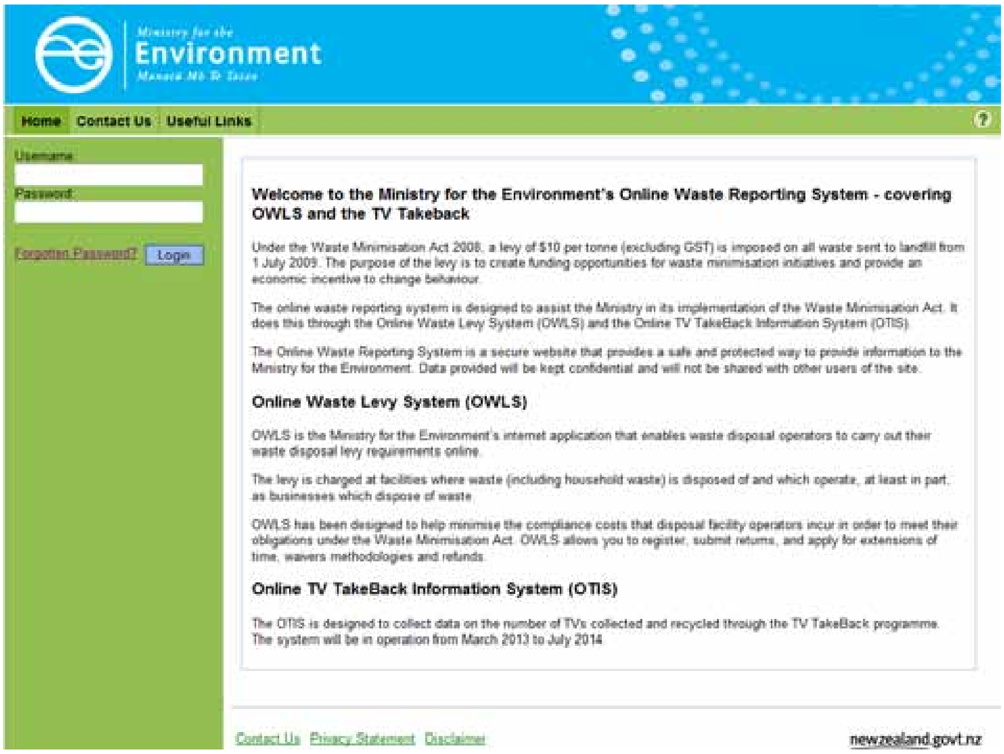
Follow these steps to log in to OTIS.

Note: If you are logging in for the first time, or have forgotten your password, see the Set or change your password steps.

Roles

- Data entry user
- Verifier

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Open your browser, and go to the website www.wastelevy.govt.nz
Result: The Home page displays. You can click:
· Contact us – to view contact details for the levy
· Useful links – to view links to information about the levy.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>Type your Username and Password in the relevant fields.
Notes:
· The password is case sensitive.
· If you have forgotten your username, contact the help desk on 0800 882225.</td></tr>
<tr><td>3</td><td>Click Login.
Result: Your site home page displays.</td></tr>
</table>

What happens next?

You can use OTIS to submit your TV collection and/or dismantling returns as required.

Navigating OTIS

Home page

When you first log on to OTIS you are presented with your site home page. From there you can access all of the functions available to you.

Your home page tells you:

- if you have any overdue returns
- which returns have not been received. (These are returns that have not yet been verified and sent to the Ministry. During this stage you can add to or amend an existing return.)

Field types and validation

There are four field types used in OTIS. To move from one field to the next, you can either use your mouse, or press the **Tab** key on your keyboard.

0.00	Free text field – users can edit and update these fields	September 2009	Drop-down list – users can select options from the list
2,200.00	System-populated field – users cannot edit these fields.	☐	Check box – users can either select or de-select the box

Some fields have built in validation. If your entry is incorrect or is not valid for the field (eg, no @ in an email address, or a required field has been left blank), a message prompting you to update the field displays next to the field name.

Chapter 2: Contact details

This chapter provides information on contact details available for operators, sites, contact people and users.

Overview

Introduction

OTIS enables the authorised users for a site to view and update their contact details.

Data entry users have view access only to this functionality.

Each screen contains:

Screen	Definition	Description
Contact details (Operator)	The operator is the deed holder for the collection site.	Contains the following details for the site 'operator': Physical address Postal address Email Phone
Contact details (Site)		Contains the following details for the site: Physical address Postal address Email Phone
Contact persons	The contact persons are those contacts listed against the site which will be used if the Ministry needs to contact the site.	Contains the name, email, and phone number for the contact person for a site. The verifier can create a new contact.
Signing authorities	Signing authorities are the users authorised and registered against the site. Signing authorities may be a data entry or verifier user and can access OTIS to perform an array of TV TakeBack functions.	Contains a list of the users for OTIS, their position, OTIS access, email and status. The verifier can view the user details, and de-activate the user if required.

Update operator details

Follow these steps to update the details for the operator of your site.

Role

Verifier

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Contact details link in the content menu under the operator’s name.

Result: The Contact Details screen for the operator displays.


</td></tr>
<tr><td>2</td><td>Click the Edit link beside the contact type you want to update.

<table>
<tr><th>Type</th><th>Action</th></tr>
<tr><td>Physical address</td><td>A new screen displays both the postal and physical address.

If the physical address is the same as the postal address (and the postal address has already been populated) click the Same as postal address check box.

If the physical address is not the same as the postal address, complete the fields as necessary.

Note: The first address line, City/Town and Country fields are mandatory.

Click Save.</td></tr>
<tr><td>Postal address</td><td>A new screen displays both the postal and physical address. Complete the fields as necessary.

Note: The first address line, City/Town, Postcode and Country fields are mandatory.

Click Save.</td></tr>
<tr><td>Email</td><td>The email details field becomes editable. Type the email address, then click Save.</td></tr>
<tr><td>Phone</td><td>The phone details field comes editable. Type the phone number, then click Save.</td></tr>
</table>

Result: The details update and the screen refreshes.</td></tr>
</table>

Update site details

When your site details have changed

Follow these steps to update the details for your site.

Role

Verifier

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Contact Details link in the content menu under your site name.

Result: The Contact Details screen for the collection and dismantling site displays.


</td></tr>
<tr><td>2</td><td>Click the Edit link beside the contact type you want to update.
<table>
<tr><th>Type</th><th>Action</th></tr>
<tr><td>Physical address</td><td>A new screen displays both the postal and physical address.

If the physical address is the same as the postal address, which has already been populated, click the Same as postal address check box.

If the physical address is not the same as the postal address, complete the fields as necessary.

Note: The first address line, City/Town and Country fields are mandatory.

Click Save.</td></tr>
<tr><td>Postal address</td><td>A new screen displays both the postal and physical address. Complete the fields as necessary.

Note: The first address line, City/Town, Postcode and Country fields are mandatory

Click Save.</td></tr>
<tr><td>Email</td><td>The email details field becomes editable. Type the email address, then click Save.</td></tr>
<tr><td>Phone</td><td>The phone details field becomes editable. Type the phone number, then click Save.</td></tr>
</table>
Result: The details update and the screen refreshes.</td></tr>
</table>

Updating contact details

Add a contact person

Follow these steps to add a contact person for your site.

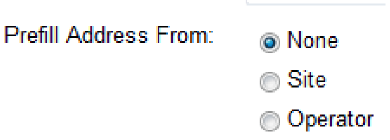
Note: A contact person may not necessarily be a user of the site.

Role

Verifier

Step	Action
1	Click the **Contact Persons** link in the content menu.

Field	Description
First name	Type their first name (mandatory).
Last name	Type their last name (mandatory).
Email address	Type their email address (mandatory).
Position	Type their job/position, if required.
Contact type	Select the contact type (mandatory): · general – general contact person · returns – the contact person for returns entry · general TV TakeBack – the contact person for TV TakeBack collection and/or dismantling activities. **Note**: You must have at least one general contact person for your facility.
Land line number	Type their phone number (mandatory).
Mobile phone	Type their mobile number, if required.
Fax number	Type the fax number, if required.
Effective from date	Type the date the change is to take effect from in the dd/mm/yyyy format (mandatory).
Effective to date	Leave blank, unless the person is no longer a contact.

2	To: · add a new contact person, click the **New** button · view the details for a contact person whose status is expired, click the **View** link.
3	Complete the **Contact Address**. If the address is the same as that of the site or operator, select the appropriate button to copy the existing address to the contact record.  **Note**: The first address line, City/Town, and Country fields are mandatory.
4	Click the **Save** button. **Result**: The details are updated and you are returned to the Contact Persons screen.

Deactivate signing authorities (users)

When deactivating users

Follow these steps to deactivate signing authorities for your site. **Note**: If you require a new user (signing authority) to be set up, see the *Add a new user to OTIS* steps.

Role

Verifier

Step	Action
1	Click on the **Signing Authorities** link in the content menu. **Result**: The **Signing Authorities** screen displays.
2	Click **Edit** beside the relevant user to view their details. Update the Date To field and click Save. If the date is in the future the signing authority will remain active until this date.

Chapter 3: Reports

This chapter provides information on the reports available for a site.

Introduction

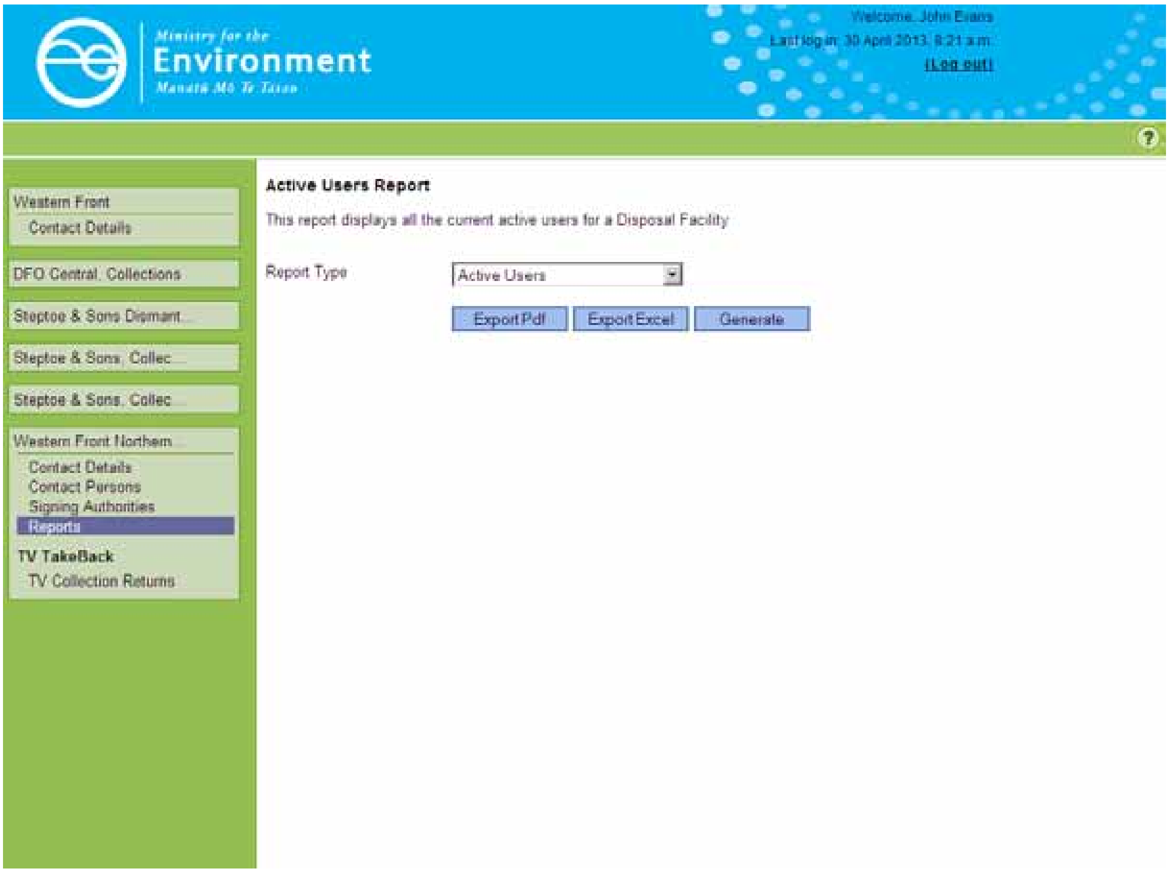
OTIS users have the ability to generate reports that provide information about their site. The table below summarises these reports.

Report	Information included	Site activity
Active Users	Displays all the current active users for a site	All
TV Collection Outstanding Report	This report displays TV collection points which have not completed a collection return for a reporting week.	Collection only
TV Dismantler Report	This report displays the number of TVs collected by TV collection return reporting period and if available confirmed as received by a dismantler or by MfE.	Dismantling only

Accessing reports

Reports can be accessed from your site's home page by:

- clicking a report link on the left of the screen
- selecting the relevant report in the report type drop down menu.

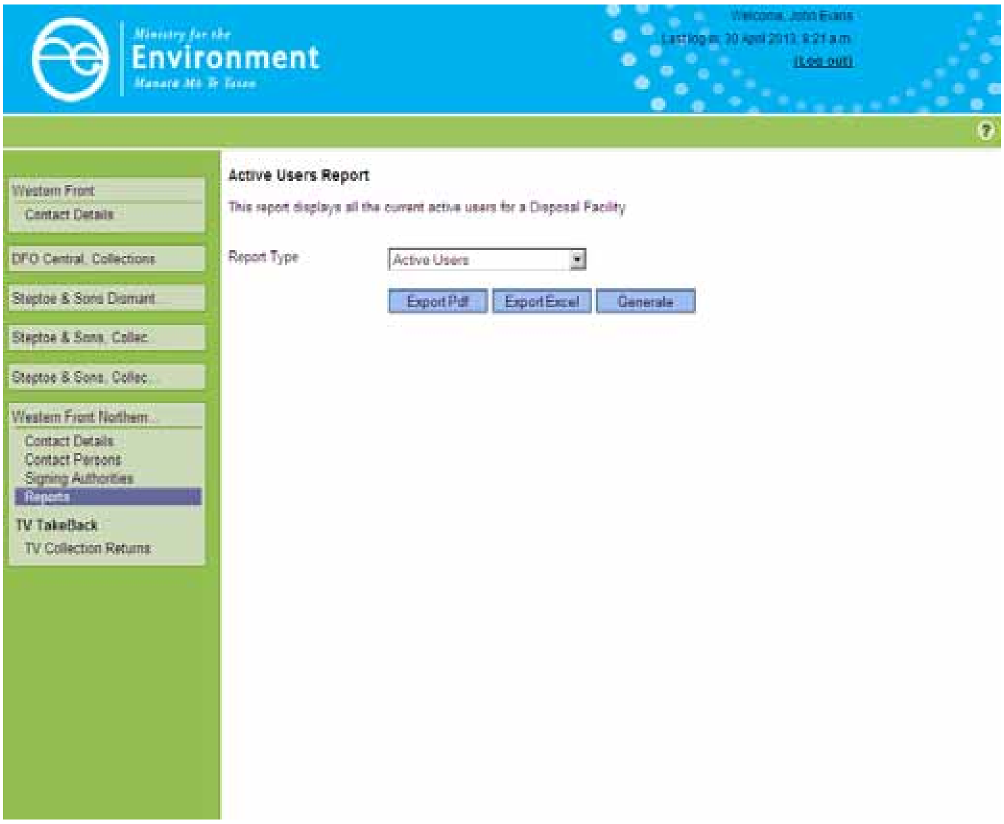

Ministry for the
Environment
Manatū Mō Te Taiao
Welcome, John Evans
Last log in: 30 April 2013, 8:21 a.m.
(Log out)
Western Front
Contact Details
DFO Central, Collections
Steptoe & Sons Dismant...
Steptoe & Sons, Collec...
Steptoe & Sons, Collec...
Western Front Northern...
Contact Details
Contact Persons
Signing Authorities
Reports
TV TakeBack
TV Collection Returns
Active Users Report
This report displays all the current active users for a Disposal Facility
Report Type
Active Users
Export Pdf
Export Excel
Generate

Generate or export a report

Follow these steps to generate a report online, or export the report as a PDF or Excel document.

Role

Verifier

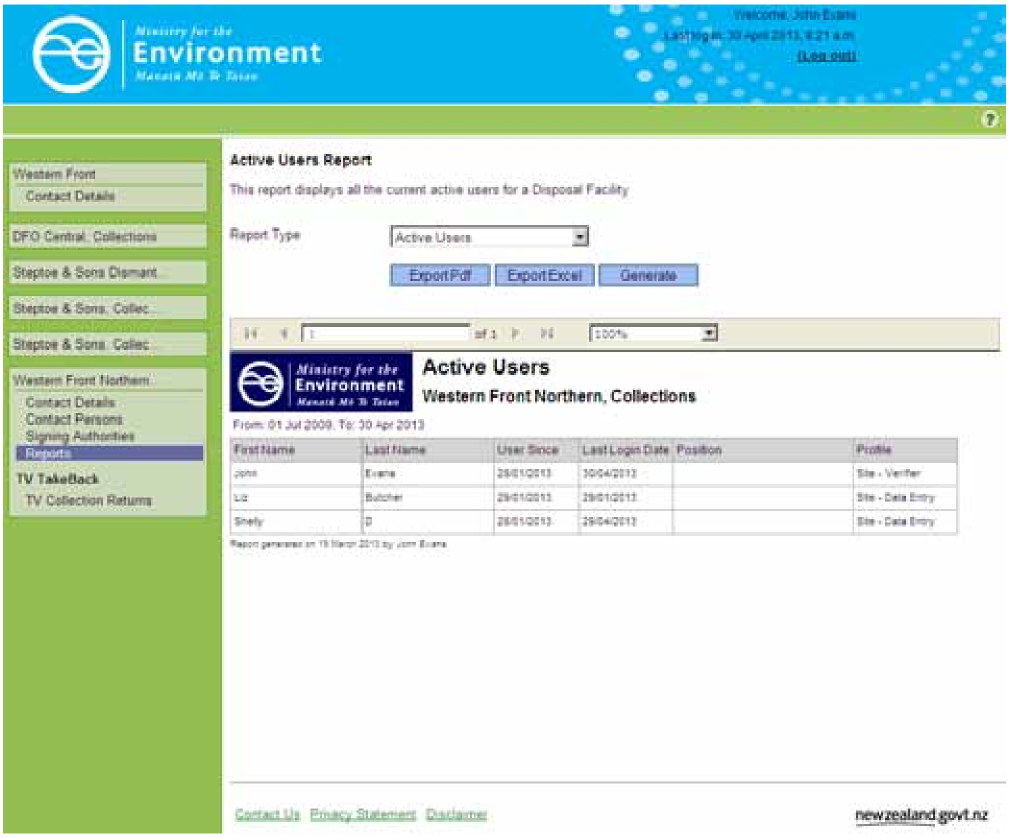
Step	Action
1	Either: Select the **Reports** link in the content menu and select the relevant report from the Report Type drop-down menu, or Select the relevant report name on the right of the screen on your home page. **Note:** This will only generate a report for the site you are in. **Result**: The page displays for the selected report. 
2	If you want to: · generate the report to display online, go to step 3 · export the report as a PDF or Excel document, go to step 4.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

Click **Generate**.

Result: The report displays on screen as below.

Note: this will only generate a report for the site you are currently viewing.



</td></tr>
<tr><td>4</td><td>

Click **Export PDF** or **Export Excel** as appropriate.

Result: The File Download popup displays.

</td></tr>
<tr><td>5</td><td>Click Open to open the report or click Save to save a copy of the report to your computer.</td></tr>
</table>

Chapter 4: TV collection returns

This chapter provides information on submitting, updating and amending the weekly TV collection returns.

Overview

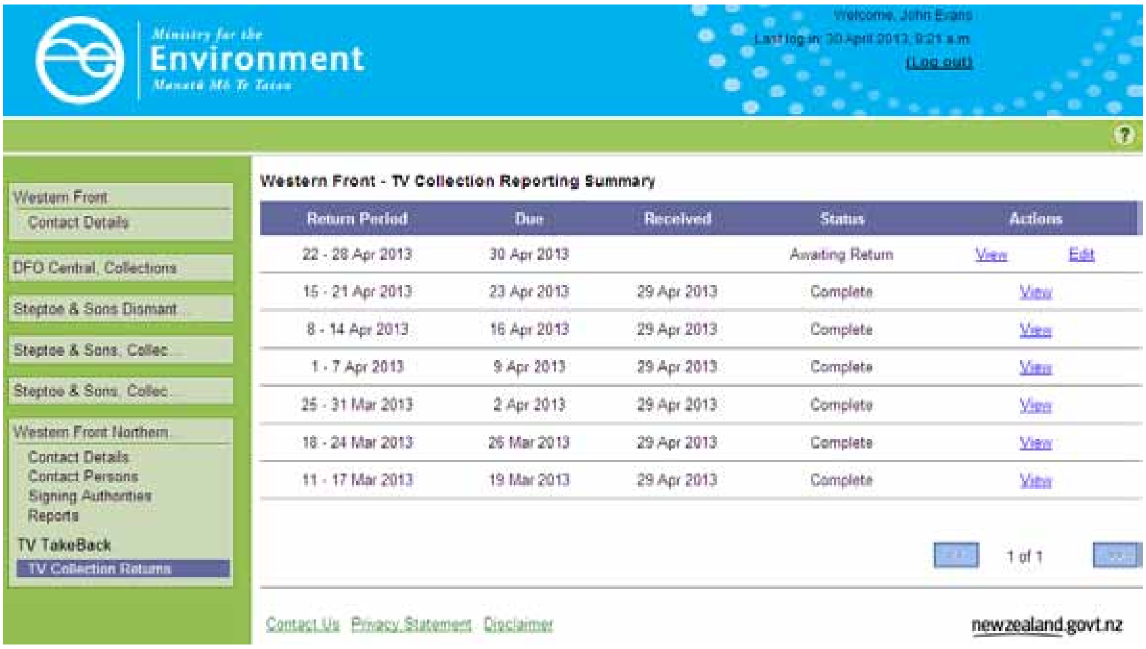
All TV collection sites participating in the TV TakeBack programme must submit weekly returns to the Ministry for the Environment.

Weekly returns are due 2 days after the week's end. Collection weeks run from Monday to Sunday.

TV return summary screen (weekly returns)

Using the **TV Collection Returns** screen you can view the status of:

· pending and previously submitted returns.



The status of the return determines the type of action a user may take.

Returns	
Status	**Description/action**
Awaiting return	A blank return has been created by the system and requires completion. Either the data entry user or verifier can **Edit and Save the return. The verifier can edit the return and send to the Ministry for the Environment.**
Draft	A return has been opened and edited but needs to be verified before it can be sent to the Ministry for the Environment. · Data entry users can **Edit** the return until it has been sent to the Ministry. · Verifiers can **Edit** and **Send to MfE.**
Complete	A return has been sent to the Ministry for the Environment and is complete. · Data entry and verifier users can **View** the return.

Note: The **Status** will remain **'Awaiting Return'** until the return has been verified

Save and send a return

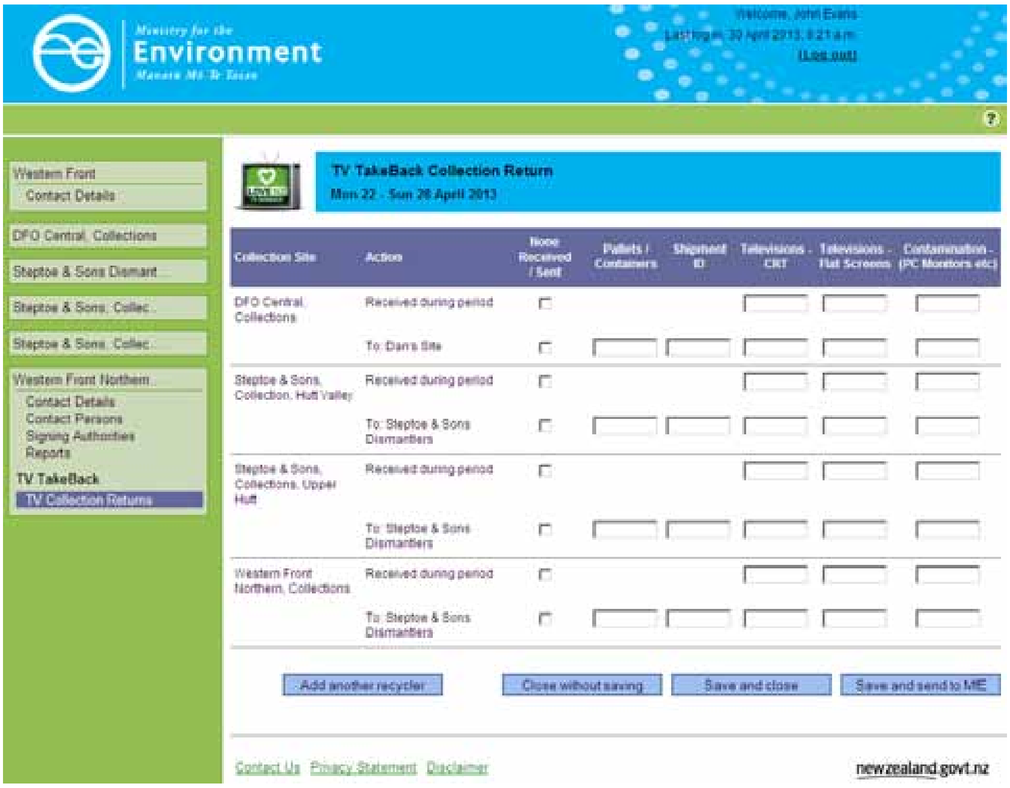
Follow these steps to submit a return.

Roles

- Data entry
- Verifier

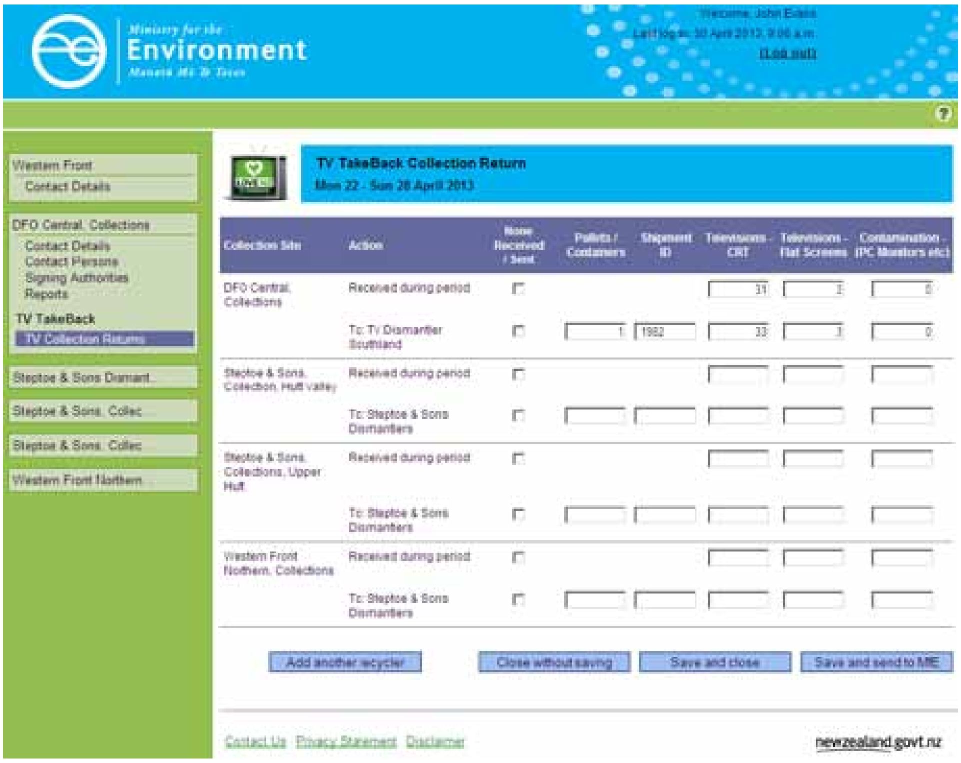
Only sites the user has access to will be displayed. If the user is a verifier, but does not have access to all sites under that operator, they will be able to enter and edit data for their site but they will not be able to save and send the return to the Ministry.

The following instructions assume the verifier has access to all sites under the operator.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the TV Collections Return link in the content menu.</td></tr>
<tr><td>2</td><td>Click the Edit link in the Action column for the relevant week.
Result: The Return submission screen displays.

</td></tr>
<tr><td>3</td><td>If there was no activity at a site (no TVs received or sent) during the month, click the check box in the None received/sent box for that site.
For sites that have received TVs during the reporting period enter the numbers of CRT and/or flat screen TVs and any contamination.
For sites that have sent TVs during the reporting period enter the number of pallets sent (if known), the shipping ID for the shipment and the number of CRT and/or flat screen TVs sent and any contamination.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>

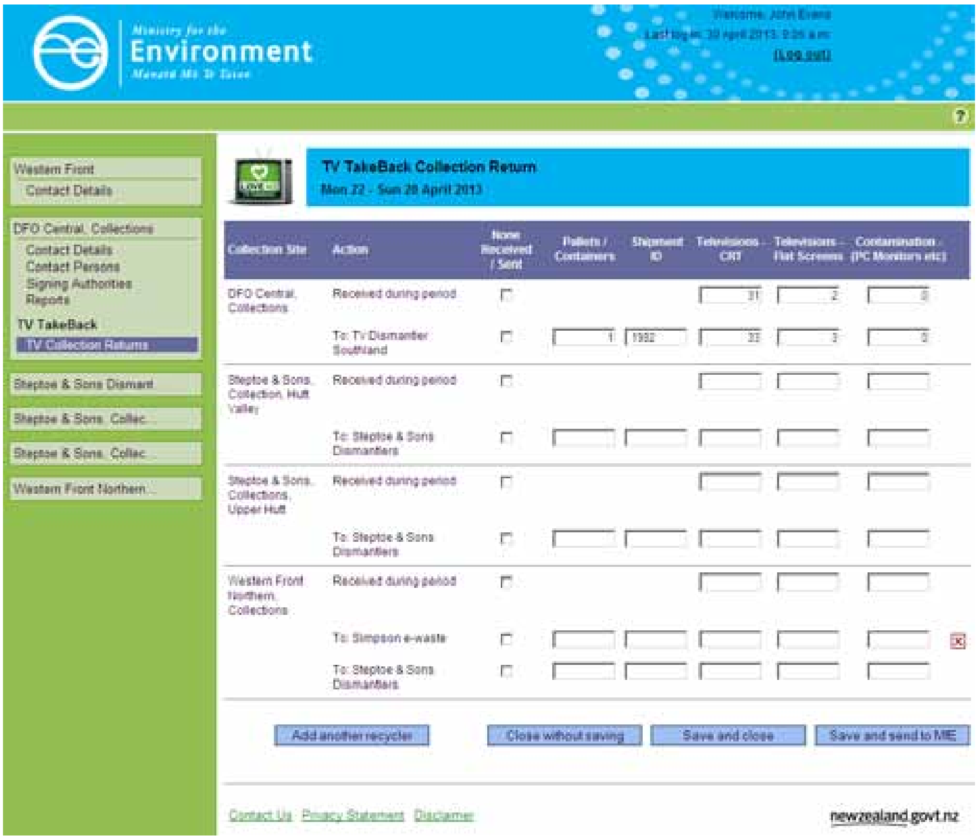
If you have sent TVs to a site that is not listed in the return, click on the **Add another recycler** button.



Select the collection site the TVs have been sent from in the drop down menu and add the recycler the TVs are being shipped to from the second drop down menu, click on **Add to grid** to add the recycler to the collection return.

The new recycler line will be added to the grid and can now be populated. **Note:** This will only be available if the recycler has been set up in OTIS.

</td></tr>
</table>

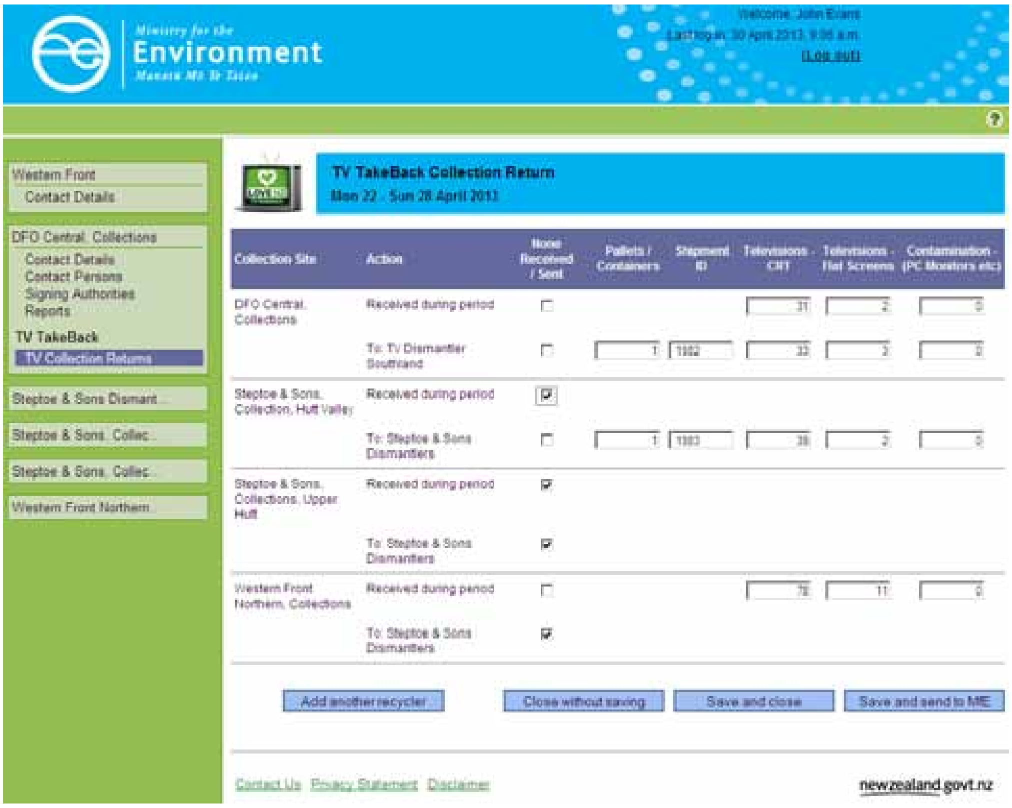
Step	Action
	 Use the red cross to the right of the new recycler record to delete this line if it is no longer needed.
5	When you have finished entering data click on **Save and close**. If you do not want to save your changes click on **Close without saving**. **Result**: The screen closes and the **TV Collection Returns** screen displays. The return status will now display as draft.

Verifying and sending to the Ministry for the Environment

Save and send a return to Ministry for the Environment

Role

Verifier

Step	Action
1	Select on the **Returns** link in the Content panel.
2	Select the **Update** link in the **Action** column for the relevant month (where the status is Verification Required). **Result**: The **Return submission** screen displays showing the original data entered. 
3	Check that the entries are correct, and update if required. Click on **Save and send to the Ministry for the Environment**. **Result**: The **TV Collection Returns** screen displays.
4	Click the **Verified** check box, and then click the **Submit** button. **Result**: The TV Collection **Return Summary** screen displays and the return now has a status of Complete.

Chapter 5: TV shipment confirmation

This chapter describes the functionality used by the dismantler to confirm the number of TVs received from a collection site during a TV collection return period.

Overview

All TV dismantling sites participating in the TV TakeBack scheme must confirm the numbers of TVs received from TV collection sites on a regular basis.

When a TV collection site completes their weekly TV collection return, they enter data on number of TVs collected and any shipments made to a dismantling site. The shipment data includes the number of TVs shipped and the ID number for that shipment (the dispatch number as created by their recycler).

The TV dismantling site confirms the number of TVs received in each shipment against the relevant Shipment ID number using the Shipment Confirmation Screen.

At each Milestone in the TVTB (every two months) the Ministry will calculate payments for the recycler based on the data entered via the Shipment Confirmation Screen.

TV Shipment Confirmation screen

Using the **TV Shipment Confirmation** screen you can view:

- Complete and incomplete shipment data.

The screen defaults to displaying all incomplete shipment lines when the screen is opened.

The status of the shipment line determines the type of action a user may take.

Shipment line	
Status	**Description/action**
Awaiting confirmation	The shipment data has not been entered and confirmed.
Draft	The shipment data has been confirmed by the dismantler but has not been verified and submitted to MfE.
Completed	The shipment data has been confirmed by the dismantler and submitted to MfE but falls outside the tolerance range.
Incomplete	The shipment data has not been confirmed by the dismantler.
Accepted	The dismantler has confirmed the Shipment Line and the number of TVs received was within the tolerance range of the number of TVs shipped or MfE have reviewed the data and confirmed or updated the number of TVs received.

Note: The **Status** will remain as **Completed** until MfE has confirmed the number of TVs received.

Confirming shipment data

Follow these steps to confirm shipment data.

Roles

- Data entry
- Verifier

Please note you must have permission to access the site’s dismantling activity to see and complete the Shipment Confirmation screen.

Use the Shipment Confirmation search at the top of the screen to locate specific shipment lines by Site, Shipment ID, line status (complete or incomplete) and date.

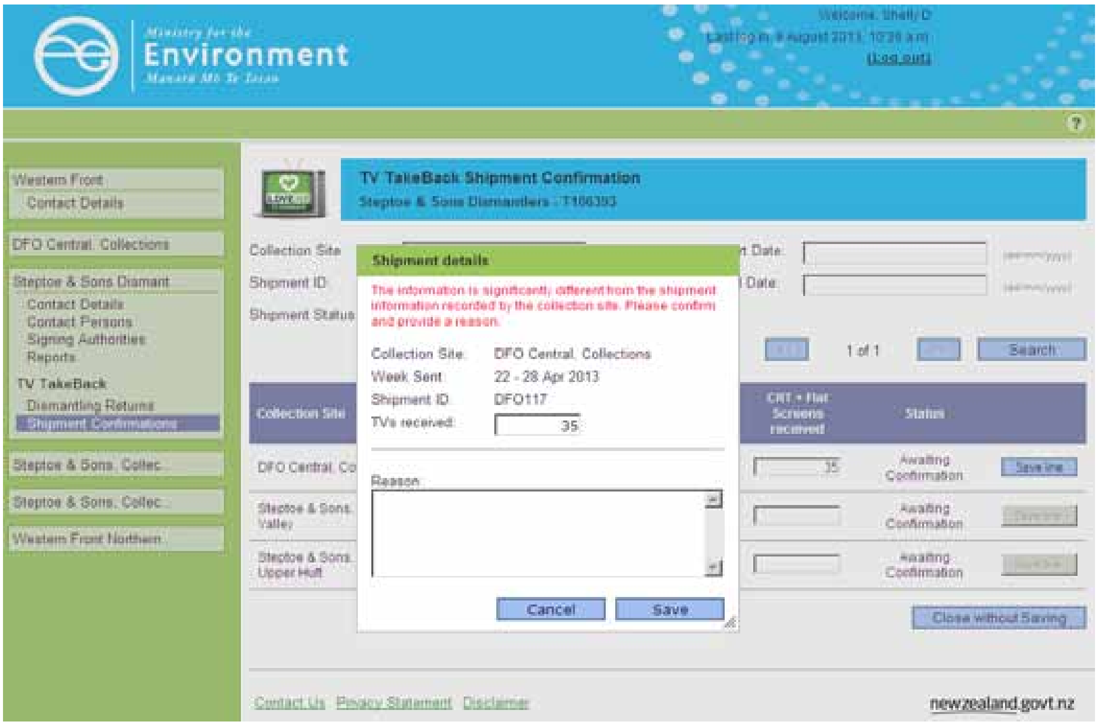
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the TV Shipments link in the content menu.</td></tr>
<tr><td>2</td><td>If you wish to reduce the number of lines displayed, use the search criteria at the top of the screen.

Enter the number of TVs received into the Televisions Received field. When you enter data the ‘Save Line’ button will be enabled. When you have finished entering data click on ‘Save Line’. You must do this for every line entered.

Result: If the number of TVs is equal to the number sent by the collection site or falls within the tolerance range the Shipment Line is saved with a status of Accepted and disappears from view.

If the number of TVs is not equal to the numbers supplied by the collection site and is outside of the tolerance range then proceed to step 3 below.

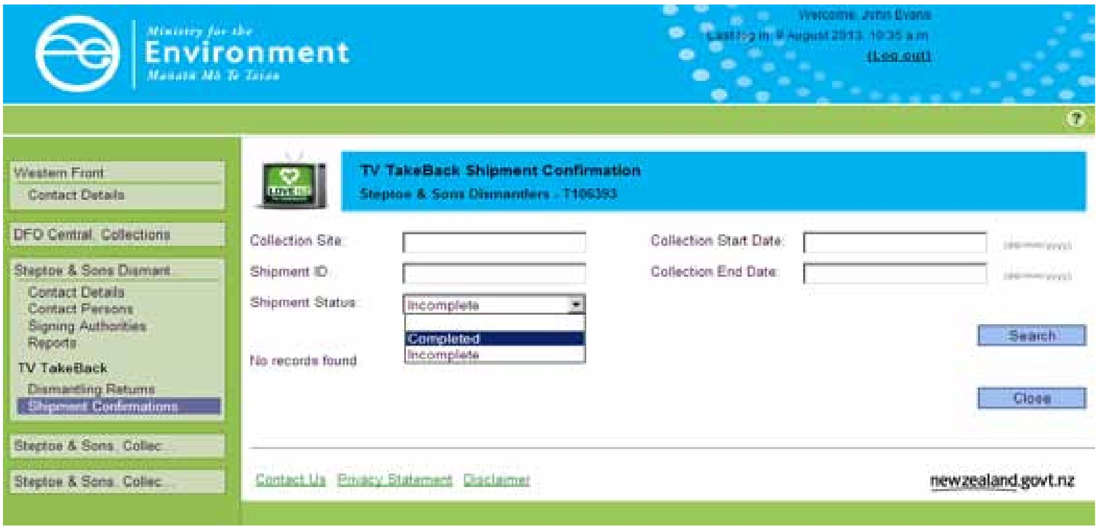
Please note: Accepted Shipment lines can be viewed by using the Line Status search filter.</td></tr>
<tr><td>3</td><td>If the number of TVs entered is outside of the tolerance range the Shipment Details pop up will be displayed.



You can either click on Cancel to return to the main screen and update the number of TVs received or provide a reason for the difference in TV numbers between the Shipment Confirmation and the Collection Return and click on Save.

The Shipment line will be saved with a status of Completed and sent to MfE for assessment. When MfE have reviewed the shipping numbers and made a decision the status will be updated to Accepted.

Please note: The Shipment Confirmation screen by default displays Shipment Lines with a status of Incomplete only. Once you have completed a Shipment Line you will need to select ‘Completed’ from the Line Status drop down box to view the line.</td></tr>
</table>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Environment
Manatū Mō Te Taiao
Welcome: John Evans
Last log in: 9 August 2013, 10:35 a.m.
(Log out)
Western Front
Contact Details
DFO Central Collections
Steptoe & Sons Dismant...
Contact Details
Contact Persons
Signing Authorities
Reports
TV TakeBack
Dismantling Returns
Shipment Confirmations
Steptoe & Sons Collec...
Steptoe & Sons Collec...
TV TakeBack Shipment Confirmation
Steptoe & Sons Dismantlers - T106393
Collection Site:
Shipment ID:
Shipment Status:
Incomplete
Completed
Incomplete
No records found
Collection Start Date:
Collection End Date:
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Chapter 6: TV dismantling returns

This chapter provides information on editing and submitting the monthly dismantling return.

Overview

All TV dismantler sites participating in the TV TakeBack programme must submit monthly returns to MfE.

Dismantling returns need to be submitted within the Milestone period for the Dismantler to receive TV TakeBack payments.

TV Dismantling Returns screen

Using the **TV Dismantling Returns** screen you can view the status of pending and previously submitted returns.

The status of the return determines the type of action a user may take.

Status	Description/action
Awaiting return	A blank return has been created by the system and requires completion. · Data entry users can **Edit** and **Save** the return. · Verifiers can **Edit** and **Save** the return, as well as **Send to MfE** once completed.
Draft	A return has been opened and edited but needs to be verified before it can be sent to MfE. · Data entry users can **Edit** the return until it has been sent to MfE. · Verifiers can **Edit** and **Send to MfE.**
Completed	A return has been sent to MfE and is complete. · Data entry and verifier users can **View** the return.

Note: The **Status** will remain **'Awaiting Return' or 'Draft'** until the return has been sent to MfE.

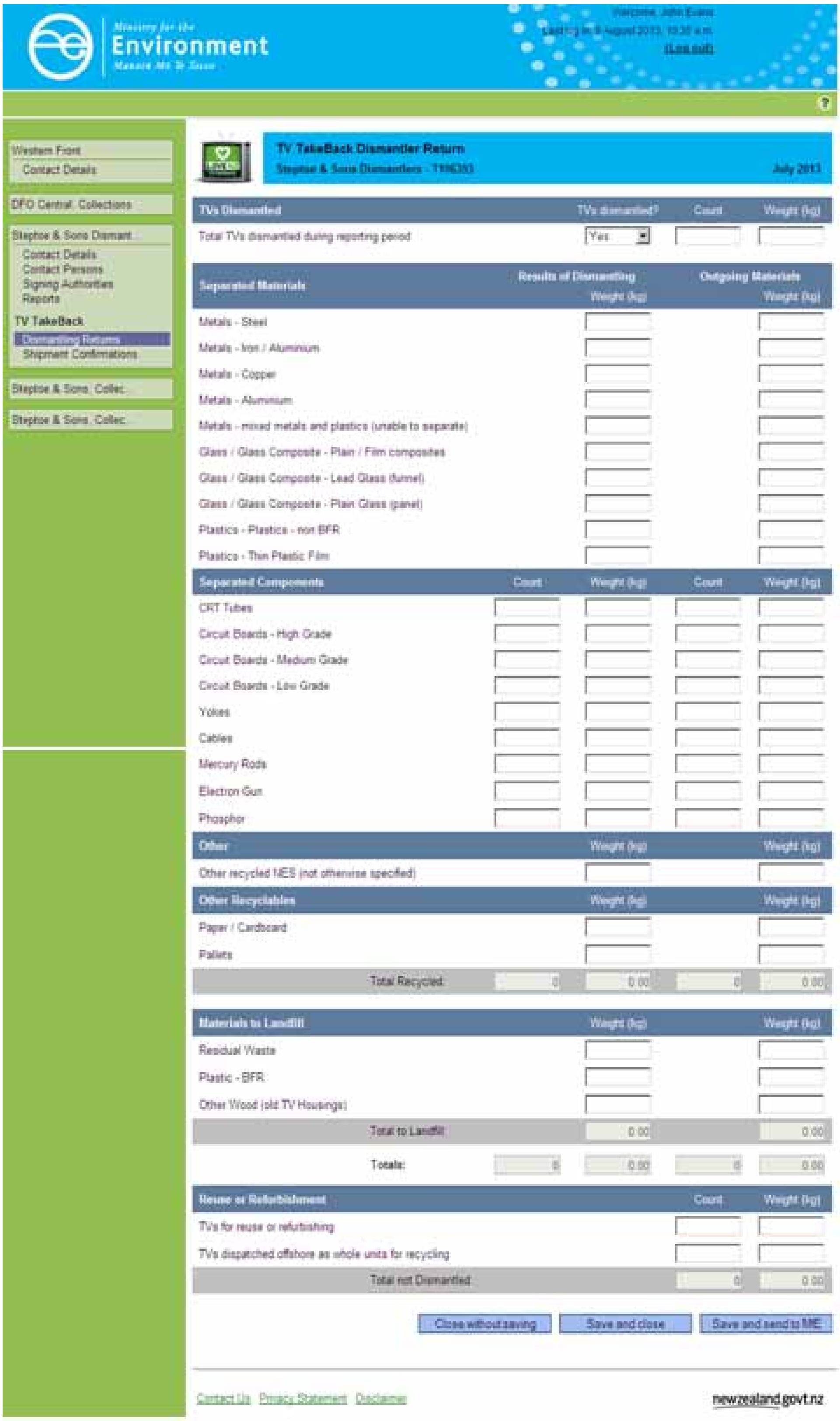
Edit and save a return – data entry

Follow these steps to submit a return.

Roles

- Data entry
- Verifier

Return	
Step	**Action**
1	Click the **TV Dismantling Returns** link in the content menu.
2	Click the **Edit** link in the **Action** column for the relevant month. **Result**: The **Return submission** screen displays.



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Manatū Mō Te Taiao

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DFO Central: Collections
Steptoe & Sons Dismant...
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Contact Persons
Signing Authorities
Reports
TV TakeBack
Dismantling Returns
Shipment Confirmations
Steptoe & Sons: Collec...
Steptoe & Sons: Collec...

TV TakeBack Dismantler Return
Steptoe & Sons Dismantlers - T106393 July 2013

TVs Dismantled	TVs dismantled?	Count	Weight (kg)
Total TVs dismantled during reporting period	Yes		

Separated Materials	Results of Dismantling Weight (kg)	Outgoing Materials Weight (kg)
Metals - Steel		
Metals - Iron / Aluminium		
Metals - Copper		
Metals - Aluminium		
Metals - mixed metals and plastics (unable to separate)		
Glass / Glass Composite - Plain / Film composites		
Glass / Glass Composite - Lead Glass (funnel)		
Glass / Glass Composite - Plain Glass (panel)		
Plastics - Plastics - non BFR		
Plastics - Thin Plastic Film		

Separated Components	Count	Weight (kg)	Count	Weight (kg)
CRT Tubes				
Circuit Boards - High Grade				
Circuit Boards - Medium Grade				
Circuit Boards - Low Grade				
Yokes				
Cables				
Mercury Rods				
Electron Gun				
Phosphor				
Other		Weight (kg)		Weight (kg)
Other recycled NES (not otherwise specified)				
Other Recyclables		Weight (kg)		Weight (kg)
Paper / Cardboard				
Pallets				
Total Recycled:	0	0.00	0	0.00

Materials to Landfill	Count	Weight (kg)	Count	Weight (kg)
Residual Waste				
Plastic - BFR				
Other Wood (old TV Housings)				
Total to Landfill:		0.00		0.00
Totals:	0	0.00	0	0.00

Reuse or Refurbishment	Count	Weight (kg)
TVs for reuse or refurbishing		
TVs dispatched offshore as whole units for recycling		
Total not Dismantled:	0	0.00

Close without saving | Save and close | Save and send to MfE

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Please note, if you are logged in as a verifier for your site the **Save and Send to MfE** button will be displayed.

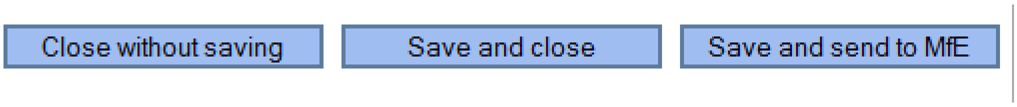
3	**TVs dismantled** If there have not been any TVs dismantled at your site during the return period, select No from the drop down list. If TVs have been dismantled during the return period select Yes from the drop down list and complete the Count and Weight fields. 
4	Complete the Separated Materials, Separated Components, Other, Other Recycleables and Materials to Landfill and Reuse or Refurbishment sections entering the Count and Weight for the Results of Dismantling and Outgoing Materials columns if applicable. Please note: When the return is saved it will be rounded to no more than 2 decimal places eg. 17.891 will become 17.89
5	When you have finished entering data click on Save and close. Note: If you do not want to save your changes click on Close without saving. Result: The screen closes and the Dismantling Returns screen displays. The return status will now display as Draft.

Verifying and sending to MfE

Save and send a dismantling return to MfE

Role

Verifier

Step	Action
1	Select the **Dismantling Returns** link in the left hand menu to open the Dismantling Returns screen.
2	Select the **Edit** link in the **Action** column for the relevant return period (where the status is Awaiting Confirmation). **Result**: The **Return submission** screen displays showing the original data entered.
3	Check that the entries are correct, and update if required. Click on **Save and send to MfE**.  **Result**: The **Dismantling Returns screen displays.** The return will now have a status of Completed.