

WASTe: User Tutorial

Creating a Tag or Template

- From home page, select **Create a New Tag**
- Select waste category
- Complete form
- Select **Save** or **Save & Print** or **Save as Template**
- OR
- Select the hamburger icon on the top left corner
- Select **Tags**
- Select **New Tag**
- Select waste category
- Complete form
- Select **Save** or **Save & Print** or **Save as Template**

NOTE: You can also use the **Tags** feature to view existing tags or templates

Viewing or Searching for a Tag or Template

- From home page, select **View My Tags**
- Select waste category
- Search for tags or templates in **Accumulation Areas** or **Ready for Pickup**
- OR
- Select the hamburger icon on the top left corner
- Select **Tags**
- Search for tags or templates in **Accumulation Areas** or **Ready for Pickup**

Printing a Tag

- Search for the tag
- Select **the Print** icon to the right of the WASTe record (tag will open as a pdf document)

Creating a New Waste Generator (Group)

- Select the hamburger icon on the top left corner
- Select **Management**
- Select **New Waste Generator**

NOTE: You can also view existing Waste Generators (groups) via this link.