

Transcript for “Webinar, Part 3: Manually Entering Data”. This section covers how to manually enter data and addresses common errors, and troubleshooting. The video is 11 min., 38 sec. long.

*[Opens with “Manual Data Entry” Slide]*

So, as Okla was saying earlier, we use manual data entry either to help with our uploads or just by itself. So first I’m going to show you how you would use manual uploads in the context of already having information uploaded into the system.

*[0:15 Presenter returns to Sacramento Overview LoGIC page]*

So say, as one of our users asked, if you have a record you need to delete out of the system, because it’s a bad record, or it was a double, or whatever happened in your upload spreadsheet, to do that, you can simply go in to either in-state, import, or export, depending on what the record type was. We’re going to go into in-state *[Presenter clicks in-state link, goes to the in-state overview page]*, and you’re going to be taken to this page, which is the data entry page and it’s going to show you all the records you uploaded. To delete any of these records you can just click this little delete button *[Presenter clicks “x” on the right- a pop up appears on the screen]*. It’s going to say “Are you sure you want to delete this record” and you’re going to say “OK” *[Presenter clicks “OK”, page refreshes with record deleted]* and then it’s going to go away. Let’s say if you need to revise any of these entries, so say you realize that you didn’t accept 35 tons, you accepted 45 tons, if you click on this link right here, which is the landfill name *[Presenter clicks on L and D Landfill link]*.

*[1:15 Presenter is at data entry form]*

This is going to bring you to the data entry form. To edit a record, you select “Edit” up here *[Presenter hits “Edit”- page now has fields that can be changed]* and then you can choose to change this to 45 [tons accepted field]. I’m going to go over this page in much more detail in a second, and then you hit save, and it says up here that your record has been modified successfully.

*[1:45 Presenter navigates back to Data Entry overview page]*

Now that’s how you would use the manual data entry as a helping tool when you’re doing uploads. That way you don’t have to keep re-uploading when you know there’s only one record wrong in your spreadsheet you can just go into LoGIC and manually change and edit in here so you don’t have to keep re-uploading your form or your template. A lot of counties don’t upload to begin with. So if you’re one of those counties that is choosing not to use the upload form and not to upload your disposal data, you’re going to start off from a fresh page, we’re going to delete the quarter *[Presenter clicks “Delete Quarter” on upper right and “OK” on the pop-up]*. So you’re going to start off from this fresh page.

*[2:21 Presenter is now on a blank overview page]*

We’re going to start off with a couple of examples on how to just manually enter data into the system. So to get to the data entry form, you can either click on any of these links down here like I said before,

and these are going to take you to the different data types, or you can go to data entry and you can hit any of these links up here.

[2:47 Presenter clicks "In-state" link under "data entry" tab, this takes presentation to the in-state data entry overview page]

So let's go in-state, and because there are no records in here you're not going to see any information. We were just at this page previously and it had all the information we had uploaded. Because I deleted the quarter this is no longer here. So to add information you can hit "Add Instate" [Presenter hits "Add Instate" button at the upper right- this takes the presentation to a blank data entry form]. This is going to take you to this form. If you ever are curious about what these fields need to have in them, these little question marks will tell you [Presenter mouses over question mark boxes to the left of each field] what is required and then define what these fields mean.

So for our destination facility you click on here [Presenter clicks the "Destination Facility" field], it's going to show you all the landfills in your particular county, and in Sacramento County we have a choice between L and D Landfill and Sacramento County Landfill, it is also important to note that some landfills go by more than one name, we try to also keep those names in here so you know which we're talking about, but usually the best way to identify what landfill you need is by the SWIS number because those are unique to every specifically landfill.

For our first example, were going to choose L and D Landfill [Presenter clicks "L and D Landfill" from drop down list] and for place of origin, as you're typing these out, like Okla was saying, you will be prompted with all the choices that you have for your jurisdiction name. So our first example is Santa Rosa in Sonoma County. As we're typing "Santa Rosa" [Presenter begins typing] you'll notice that if you start spelling it wrong, it doesn't give you any options so that's how you know you spelled it wrong. So, you can either choose Santa Rosa in Sonoma or Ventura County. On cities like this where there are two different cities located in two different counties, you need to know which county they belong to, and in this case, we know that it's Sonoma County, so we choose that [Presenter selects "Santa Rosa, Sonoma County"].

This is your origin unknown code, you're largely not going to use this so you can just leave it as "Select a Reason" because you're almost always going to know where your waste comes from.

So now we're going to fill out total tons accepted. So for total tons accepted and total tons disposed, your [total tons] accepted always has to be greater than your disposed, plus ADC, plus AIC. It can also be greater than this. So let's say we put in like 30 tons and in our example, we know that we disposed 40 tons. If we try to save this now [Presenter selects "Save" at the upper left corner- an error message displays at the top of the page] we're going to be told that we have to make sure this is true and it's not right now, accepted is less than disposed.

So in our example we actually had 80 tons disposed ["accepted"- presenter misspoke] [Presenter enters "80" in "Total Tons Accepted" field], so if we save this now it's going to tell us that we've "Saved Successfully".

We also on our sheet, notice that we have some ADC, so when you're filling out this box you want to fill out your ADC by material type and your AIC by material type. We have 20 tons of glass we'll notice that glass is not a material type, so we're going to put it in other [Presenter enters "20" in "Other" ADC field].

But if we save without putting in this description, even though it tells us that it is required, [*Presenter clicks "Save Button"- error message is displayed*] it's going to remind us with this nice red note telling us that we forgot to put in a description. So we're going to put in glass [*Presenter enters "Glass" in "Description of Other" field*] and that's how you deal with particular error. Now we're going to save.

[6:07 *Presenter clicks "Save" Button- green message displays at the top of the page*]

When you start to save your entries, they're going to start showing up in the "Facility Log", so you're going to be able to see all of the other entries that you have made for this facility, you can see about five or six of them as you go along.

So we're going to add another in-state [*Presenter clicks "Add Instate" button at the upper right*] and it's also going to be at L and D Landfill we're going to choose the City of Merced, so as we spell out "Merced", we're just going to pick out Merced here. It's not going to say city, it's just going to say Merced. You can also pick the unincorporated county, but for right now we're doing the City of Merced. And we have 65 tons accepted and 45 tons disposed and then we have 20 tons green waste, so we green material up here, so we put 20 tons in here, and now we're going to hit save.

[7:05 *Presenter completes data entry listed above, clicks "Save" button, green message appears at top of page*]

As you can see were starting to get more records in this facility log box.

Ok. And we're also going to add one more in-state [*presenter clicks "Add Instate" at upper right*] and this is for a different landfill. So when you're doing this you want to make sure you're adding the correct landfill. As we add this landfill, we'll see the "Facility Log" box is blank because we haven't added anything in yet.

[7:30 *Presenter begins adding data for new example*]

So it will be Sacramento. Sometimes it tries to guess for you too hard. You always want to make sure that it's choosing what you really want. So we're going to put in 100 tons accepted, 75 tons disposed and there is no ADC in this example. So we hit save, as it's going to tell us we did it successfully. Now I'm going to show you how to enter imports.

[7:59 *Presenter mouses over "Data Entry" and selects "Import" link- this takes the presenter to the import overview page*]

So we're going to go to "Data Entry" and click on import and then, since we just haven't add any imports yet, we're going to have to hit add import over here. [*Presenter clicks "Add Import" at upper right*]

So for our facility we are going to use L and D Landfill again. Because we haven't added any imports yet, you're not going to see any data in this "Facility Log". So, the location type we're going to use in this example is "Indian Country". You can also choose "Out of State" or "Out of Country". When you select "Indian Country" it's going to prompt you for your state and reservation. So we're going to choose California. And we're going to go over this again, if you know an Indian Reservation name, like Red Hawk, but we don't know it, it's going to tell you that it is an "Unknown Indian Country". So this is what you're going to choose if you don't get prompted with an Indian Nation. But, for instance, if you're doing a Mission Indian Reservation there are a lot of them, so you want to know the specific Indian

Reservation that you're reporting for. Otherwise, you're usually, or not usually, but if you don't know you're going to use this "Unknown Indian Country" code. In our example, we have 50 tons accepted and 50 tons disposed and again, you would fill out this box as you need to for any ADC or AIC received from the Indian Nation. Now we hit save, we added it successfully

*[9:27 Presenter successfully saves previous example, green text appears at top of page]*

Now my last example for manual data entry is going to be exports. So we going to go up to data entry. *[Presenter now mouses over a variety of different links]* This is a little differ method to get there, so you can either hit export here in the table, or export over here, or export up here, usually you can get to it multiple ways from any of the pages are on, so we're going to hit export and again we haven't added any exports yet, so there is no information here and that is what we would expect.

*[9: 56 Presenter clicks "Add Export" Link in the upper right of the page, this takes the presenter to a blank export data entry form, which will be filled out with the information below]*

So I'm going to add an export and export ask for less information, so all we need to enter is "Place of Origin", so I'm going to type "Citrus Heights". The facility type is going to be "Out of State" and the "Destination State" is going to be Nevada. And the facility name is going to be Lockwood, which is one of the common ones, so here's Lockwood Regional Landfill in Nevada. It's going to ask you for disposal export tons, so this is how many tons went across the border. For the example, we're doing 50 tons. We're going to hit save, it's going to tell you that you did it successfully, and now we're going to go back to the overall data entry page.

*[10:46 Presenter selects "Data Entry" tab, taken to Data Entry Overview Page]*

This page is going to tell you all your totals, so you what to make sure these totals add up to whatever you reported on your own manual entry or on your own disposal report. So you want to make sure all these totals match up to what you reported on your disposal report. It's also going to tell you all the facilities that you disposed at, including any of the export facilities. So this is good information to know. It's also going to give you definitions *[Presenter clicks "Definitions" in the upper table on the page, a drop down appears]*, so if you forget any of these terms it will define them for you. You can hide them if you don't want them though.

*[11:29 Presenter returns to the "Overview" Tab]*

When you go back to the overview page, again it's going to tell you all of this, but it's not going to have facility summaries entered, because we haven't done that yet. And you have to enter any Facility Summaries for your county in order to submit data.