User manual

WF-RepTool.2

WEEE Forum

Version 2

11/6/25

Contents

List of icons

Icon	Meaning
	This icon indicates access to the **harmonised list of operators**. It can also indicate that the name of an operator is taken from the harmonised list.
	This icon gives access to a **menu** associated to a report in the reports area, to a graph block on the graph report, to an operator on the list of connections etc... click on it to access different actions.
	This icon appears on the list of reports. It shows that the **report is made from a copy** of another report. Hover your mouse over the icon to discover the report it was copied from.
	This icon appears on the list of reports. It indicates that the **report is shared** with another organisation. Hover the mouse to discover the organisations that the report is shared with.
	This icon appears on the list of reports. It indicates that the report **contains confidential information** only visible by the recipient or the auditor of the report.
	This icon gives access to a **side tool bar**. Click on the arrow to open the area, and click again on it to close the area.
	This icon appears on the Graph report. It allows to **add subsequent blocs** when creating a report.
	This icon appears on the upper tool bar (top right corner) of the Graph, Overview, Calculation, Compare and Summaries areas. Users should click on this icon for **download**ing the report appearing on the screen.
	Use this icon when adding **a comment** to the report or a block of the report.
	Click on this icon when adding a package to a report.
	This icon shows that a filter is applied.
	The icon indicates that an alert exists for this block in the graph. Alerts can indicate missing information in the report, requirements not met etc.

	Recalculate button
	Indicates the fraction is hazardous
	Indicates the fraction is hazardous: it is not possible to skip a step
	Indicates the fraction contains critical raw materials
	Indicates this fraction was deducted from the calculation
	Click on this icon to see recipient's requirements affecting the report

Additional information

You can find videos, a glossary of terms, frequently asked questions and support documents on the area 'HELP' of the WF-RepTool website: https://wf-reptool2.org/

Reporting lists and their conversion from the lists of the classic version to the new version of the tool can be downloaded from https://wf-reptool2.org/documents/

Licenses

Video here.

Types of licenses

There are three types of licenses:

- **Downstream:** Free license. Recommended for: downstream operators treating fractions resulting from the treatment of e-waste (e.g. cables, printed circuit boards etc...). Treatment operators can use this license when invited by Basic or Premium users to provide specific information about their processes (i.e. complete part of a report). This type of license does not allow to create reports or sharing reports.
- **Basic.** This license has a cost. Recommended for**:** low activity users always reporting to a third party (e.g. small operators producing one report a year for a producer responsibility organisation (PRO). It is not possible to create internal reports with this license. It is not possible to report about more than one treatment plant with this license.
- **Premium**: This license has a cost. Recommended for**:** PROs and treatment operators that have to report about more than one treatment site, active users that need to coordinate/share multiple reports, internal monitoring of processing operations, and multiple reporting to third parties.

There are different features available in each license (see figure).

Premium users reporting about multiple plants can purchase additional reporting slots anytime from their management/my organisation area (one slot allows reporting about one more plant).

	Free Downstream	Basic Reporter	Premium Recipient
Create Reports for Recipients		✓	✓
Create Internal Reports			✓
Download Reports		✓	✓
Create Summary Reports			✓
Compare reports			✓
Customize Reports Requirements			✓
View, Comment and Edit Reports created		✓	✓
Invite Acceptors to complete missing parts of the Reports		✓	✓
Establish a connection with other organisations		✓	✓
Create and customize standard data packages			✓
Share reports with other parties than recipient			✓
Fill out parts of other companies' reports	✓	✓	✓
Invite and manage users from your organisation	✓	✓	✓
Create reports from a copy		✓	✓
Reporting on > 1 plant (extra fee)			✓

Calculation of the license fees

The license fee is calculated upon the type of organisation registering, the type of license and the number of plants to be reported.

The types of organisations are:

- Producers and producer responsibility organisations (PRO) members of WEEE Forum (PRO WF member)
- Producers and producer responsibility organisations (PRO) NOT members of WEEE Forum (PRO non WF member)
- e-waste treatment operators
- Auditors
- Other (e.g. academia, policy makers etc.)

Premium users reporting about multiple plants can purchase additional reporting slots anytime (one slot allows reporting about one more plant). Some licenses may include several slots already in the license (e.g licenses for auditor or WEEE Forum members).

The cost of the total fee is limited to a maximum value in every case. Updated fees and number of slots included in every license can be consulted at https://wf-reptool2.org/wf-licenses/.

Reporting about multiple treatment plants

A treatment company may run activities in more than one treatment site. If more than one treatment site would like to report on the tool, there are two different ways of managing licenses:

- **The person reporting is different for every treatment** site and would like to have their own reporting account. In this case, each treatment site should purchase a separate license. An operator's basic or premium license allows to report about one plant.
- **The person reporting is the same for all treatment plants.** In this case, only one premium license is needed. Purchase as many slots as treatment sites will be reported. E.g. if company A has three treatment sites, the solution is to purchase a premium license and two additional slots (total slots 3).

Auditors reporting to multiple plants can purchase additional slots from management/my organisation area anytime.

When purchasing a slot, the validity of the slot is aligned with the validity of the original license purchased. Slots that were not included in the original license, and were purchased separately, that were not used during the license period will be transferred to the subsequent license period in case of renovation.

License upgrade

Organisations that hold a downstream or basic license can upgrade their licenses from the Management/my organisation area.

Check the terms and conditions for more information (https://wf-reptool2.org/documents/).

Cancellation of a license

You can cancel your license anytime from the Management/My organisation area.

When a license is cancelled, all the users of the organization lose access to the tool and to the reports in their account. If the same organization registers again, it will be treated by the system as a brand new organization and will not have any past users or past reports data recovered.

Other organisations that were connected to the cancelled organisation will be able to see this organization's name on their lists as a virtual connection (not connected). If the cancelled organisation created reports for a recipient, the recipient will still have access to such reports.

Expiration of a license

The duration of a license is 12 months from the payment date. You can find the expiration date of your license at the area Management/My organisation.

Slots purchased during the license period will expire at the same moment that the license expires. If these were not included by default in the license fee (but purchased as separate slots), and were not used, they will be available for the subsequent license period in case of a license renovation.

When a license expires, the organisation is demoted to a Free downstream acceptor license. Prior to the expiration date, all users in the organization will receive at least 3 reminders to renovate the license in three different moments. After the expiration, the organisation can regain access to reports by purchasing the same type of licence again (no data is lost).

Check the terms and conditions for more information (https://wf-reptool2.org/documents/).

License invoice

Upon payment of the license fee, you will receive an e-mail of the payment confirmation with a link. You can download the invoice of your registration from that link.

Stripe is the payment gateway used for the payment of the license fees, organisations that are based in countries not covered by Stripe my contact WEEE Forum directly through the contact area of the WF-RepTool site and request an invoice.

This is the list of countries not covered by Stripe services:
https://docs.stripe.com/tax/supported-countries

Access the tool

You can access the tool throught the log in link appearing at the top right corner of the https://wf-reptool2.org/

Change password

Use the 'reset password' option appearing on the log in page.

Migration of reports

Request videos to lucia.herreras@weee-forum.org

Users of the classic version of the tool can import reports to the new version of the tool.

Only closed (done) reports using a new classification model can be imported.

All reports are imported by the organisation that held a license of the classic version.

Follow the steps in the videos and contact WEEE Forum for any questions.

Additional info:

It is important to remember that once we are importing the database - from an old RT we are importing selected reports from this database to a specific organization in the new RT.

In all imported reports, the name of the report recipient and author is the name of the organization from the new RT to which the reports were imported.

Each First Treatment Partner or Acceptor name is added to the list of connections of the organization to which the reports were imported.

Connections are virtual, unless during import the organization name exactly matches an existing connection (virtual or real). In case of a match, a new virtual connection is not created, but the existing one is used.
Therefore, it is possible that while we import a report, and we already have a connection with organization X. This organization X will be assigned as First treatment partner in the imported report.

To make some cleaning on the list of virtual connections, an organization can marge one or more visual organizations to the one from Harmonized list. But it is important to know that even when a user changes an old connection name with the new name from Harmonized list, the reports with a status "closed" will still display the old name.

If the organization from the new RT to which the reports were imported would like to make some of the reports available to the Treatment Partner that is a user of the new RT they have to:

1. Make a connection with this organization - find a name of the virtual connection on the connections list and send the invitation. Once the invitation is accepted, they can do one of two things:

1.1 use "Replace Author with TP" function on the list of the reports. This way, an organization that will become an Author will be able to see this report.

1.2 create a copy of a given report where this newly connected organization is a treatment partner, and then share with it this copy of the report.

Users

Video here.

Users are all the individuals that have access to an organisation's WF-RepTool account. To see the list of users that have access to the company's WF-RepToo account, and grant/remove access to other persons within your organisation go to the Management/Users area.

You can give access to your WF-RepTool account to other persons within your organisation, for this go to 'Management/Users' on the top tool bar, click on the button 'invite a new user', complete the fields and send the invite. Your colleagues will receive a notification from the tool, and be invited to register as part of your organisation.

Please note that persons working for other legal or natural persons working for your company or hiring your company (e.g. treatment operators, auditors, PROs etc) should have their own license, and be invited to connect with you for collaboration through the 'management/connections' area.

Starting tips

Video here

For PROs (premium license)

Extended Producer Responsibility Organisations (PROs) often require other parties (auditors, treatment operators) to prepare reports for them. In this case, usually PROs wish to have access to the reports, be able to edit, comment and validate the report and create a final version of it that is not editable.

Some steps need to be carried out to set all in place to be able to proceed in the way described above:

As a premium user you can request connected companies to prepare reports for you. You will be able to review and comment the content of the report, and change the status of it.

IMPORTANT: if reports are being imported (migration) from the classic version of the tool, please first migrate the reports, and before copying them to start using them follow some of the missing steps below (some will be already done).

Find more information on how to proceed with every step in the sections of the manual further down.

Set requirements for reporters. Requirements may be set for all reports, or limited to certain input and output fractions - you can do this from the management/requirements area (find more at Manage reporting Requirements).

Check attributes. If the default attributes on hazardousness, traceability or content of critical raw materials do not reflect the situation in your country, adapt the attributes of the output fractions to your national legislative situation. You can do this from the management/Output fractions area (find more at Attributes of fractions).

Check final classification. The classification of final treatment operations into recycling, recovery etc... may differ from one country to another, adapt the calculation criteria to your national situation from the section management/use in final technologies (find more at Final technologies and final use).

Set connections with reporters. Create a connection with the company that will create your reports e.g. an auditor, a treatment plant etc.. You can send an invite to connect from 'Management/connections' and click on the button 'Connect with companies'. The reporter will need a license (basic or premium) to be able to create the report and share it with you (find more at Connections). Important: during the migration process you may need to set connections, too, please follow the steps of the migration instructions first.

Request a report to a reporter, you will find this option under the area Reports button 'request a report'. The company will receive an e-mail and be invited to prepare a report. The company will need a license of the WF-RepTool to prepare the report (find more at Request a report).

Monitor progress. you will receive an email when the invited company accepts or declines your request. You can follow the status of each request from the area reports/requests for reports

For reporters (auditors, treatment operators, PROs etc)

In this situation, the user of the license will prepare reports for its own organization (internal reports, no need to share the reports with a validating party) or for another organization (e.g. auditor reporting to a PRO or treatment operator reporting to a PRO).

Internal reporting (not reporting to another organization)

For this a premium license is needed. To make sure that your report is aligned with existing applicable legislation, please follow the following steps:

Set requirements for reporters. Requirements may be set for all reports, or limited to certain input and output fractions - you can do this from the management/requirements area (find more at Manage reporting Requirements).

Check attributes. If the default attributes on hazardousness, traceability or content of critical raw materials do not reflect the situation in your country, adapt the attributes of the output fractions to your national legislative situation. You can do this from the management/Output fractions area (find more at Attributes of fractions).

Check final classification. The classification of final treatment operations into recycling, recovery etc… may differ from one country to another, adapt the calculation criteria to your national situation from the section management/use in final technologies (find more at Final technologies and final use).

Create list of operators. For faster reporting, you may want to create a list of acceptors, i.e. a list of operators that process the output fractions downstream. For this check List of operators.

Select Replists language. If you are planning to use reporting lists in another language, select the language (find more at Translation of reporting lists).

Reporting to another organization

In this case, you must be connected with the organization that will receive your report (recipient). Usually, the recipient will be the one setting reporting requirements, connections etc…it is very important that both parts keep fluid communication. Reporting rules, attributes (e.g. fractions hazardousness), final classifications (e.g. what's considered recycling) stablished by the recipient will apply to the reports you prepare for the recipient. You will be able to check the reporting rules when accessing the report (a pop up window will appear, also an icon on the top tool bar is available for this).

Create list of operators. For faster reporting, you may want to create a list of acceptors, i.e. a list of operators that process the output fractions downstream. For this check List of operators.

Select Replists language. If you are planning to use reporting lists in another language, select the language (find more at Translation of reporting lists).

Connections

Video here.

It is possible to set connections with other organisations registered to the tool. When organisations are connected, they can:

- share access to reports for revision and validation
- request data, such as requesting the preparation of reports (request report) or specific data (data request) completing parts of a report.

How to set a connection

You can invite other organizations to connect with your organisation from the area Management/Connections, using the button 'Connect with companies'.

Companies will receive an invite at the email address indicated and they will be able to accept it or decline. Both parties must hold a WF-RepTool license (downstream, basic or premium) to establish a connection.

On the area Management/connections you can see the list of organisations that are connected, not connected and invited (column 'status').

How to end a connection

You can end a connection from the area Management/connections. Check for this option on the menu (three dots on right column) of every connection set.

If there are not connected organizations on your list that have never been used in any reports, you can remove them from all lists by using the option 'Remove' that appears on the menu of each not connected operator.

It is possible to terminate any connection with any organization that is not a recipient of the report, the connection with the recipient can be terminated only if a report is closed.

Remove operator from the list

You can remove an entry from your list from the area Management/connections. Select the option 'remove' from the menu of the corresponding entry.

List of harmonised names

In some countries, PROs have listed the main available treatment operators and added them to the **list of harmonised names**, which is a repository of names visible to all WF-RepTool users.

You can request the addition of the name of your organisation to this list by using the option 'add my organisation to the list'. This option appears on the registration form (upper green button).

Names taken from the harmonised list are marked with an icon:

List of operators

Video here.

It is possible to create a list of operators that are frequently used during reporting. The list will allow reporters to pick a name from a shortlist instead of typing the name of the operator every time this is needed in a report. By picking the name from a list of entries, the risk of misspellings is reduced, too, and we make sure that the name of operators is always written in the same way.

Access to list of operators

The list of operators can be seen by the author of the report. The author of the report is the one adding names to the list for building the list.

Recipients who have access to a report authored by another organisation, can see in the corresponding report the list of operators appearing in that report. Acceptors added by authors to this list that were not added by the recipient appear as 'external connection' when accessing the list from a report. In this case (external connection) the recipient can see an operator added by the author but can't use it in the other sections of the report.

We mark it as an "external connection" to avoid confusion.

Operators added by the author to the report do not appear on the management/connections area of the recipient neither of the organisations that have access to the report via sharing.

Create list of operators

You can create a list of operators from the area Management/connections, using the button 'create list of operators'.

IMPORTANT: Only your company has access to this list.

The list will appear when adding an operator to a report (when adding an operator from a report, the name is added to management/connections, too). If commercially sensitive when reporting to a second party (recipient), you can hide the name and country of an acceptor from the technology step of the report (see section Hide confidential data).

In some countries, PROs have listed the main available treatment operators and added them to the **list of harmonised names**, which is a repository of names visible to all WF-RepTool users. Whenever possible, when building your own operator's list, pick the names from the harmonised list to make sure that all names from all reports in the same country are harmonised.

You can also add names to the list from a technology block of a report (Graph area). When adding the name of the acceptor of a fraction, you will find the button 'add an acceptor'.

Listed operators will appear as 'not connected' on the area 'Management/Connections'.

Delete an operator

It is possible to remove not connected operators listed when:

1. They do not appear on any reports
2. They do not appear on any open reports

you can remove them from the list by using the option 'Remove' that appears on the menu of each not connected operator, the name will remain in the report where it was used, but be removed from the list of management/connections.

If the operator is connected you can still end the connection, by using the option 'end connection' that appears on the menu of connected operators in Management/connections. It is not possible to terminate a connection when there are reports where one of the two organisations is the recipient (you are the recipient of the report for this organization, or this organization is the recipient of your reports). To terminate the connection, you must delete these reports before ending the connection.

Create a report

Video here.

Premium and basic users can create reports. Basic users can prepare reports for third parties only. Premium users can prepare reports for third parties, or internal reports for their own use.

You can create a report:

- From scratch, or
- Copying an existing report

Reports are built from the graph area. It is possible to edit created reports from the overview area.

Create a report from scratch:

You can create a report from scratch by using the button 'create report' from the Reports area.

Follow the steps. Find more information about reporting features on the section 'Reporting tips'.

It is important that in step one you select the **recipient** of the report. The recipient is the organisation that will receive and validate the report. You must be connected with this organistaion. The recipient will be able to access the report at all times from the recipient's own WF-RepTool account. The recipient can edit the report, and is the only one that can close the report. If you are preparing an internal report, the recipient should be your own organisation.

Please note that basic license users cannot be recipients.

Create a report copying an existing report

You can copy an existing report and edit it with updated information. For this:

1. go to the reports area, and
2. open the menu of the report that you would like to copy
3. Select option 'New report as a copy'
4. Follow the steps.

The new report will be added to the list of reports and marked with the icon:

You can edit all fields of the copy, including the recipient (company that is receiving and validating the report).

Request a report

Video here

The WF-RepTool allows to request another organisation to prepare a report for your company (e.g. a PRO request a report to an auditor or a treatment operator).

In this case the organisation requested will be the author of the report and your organisation will be the recipient. The recipient will have access to the report during the whole reporting process and will be validating the information and closing the report when satisfied with it.

To request a report, both organisations must be connected and hold a license (premium for requesting a report, premium or basic for elaborating the report).

When the connection is set (check section Connections), the recipient (premium user) should go to 'Reports/Requests for reports' area and click on 'Create report'. A window will pop up asking information about who the reporter will be, the deadline for providing the report and it is possible to add free text explaining the type of report needed (e.g. annual data, batch report, input fraction etc...). After saving, the organisation requested will receive an email and a pending notification will show under Reports/Requests for reports area of their WF-RepTool account.

Similarly, the recipient will be able to track the requests sent from the Reports/Requests for reports area of their WF-RepTool account. A red number showing the number of pending requests (not accepted) will show on the heading of the area.

If the author accepts the invite will create a new report and it will appear on the list of reports of both organisations.

When the report is ready, the author should change status to 'complete'. This will trigger an email alerting the recipient. The recipient will be able to check the report and change status of it to:

- 'Closed' if the report is correct and does not need more editions.
- Back to 'in progress' if there are some corrections that need to be made.

The recipient can post comments on the report (see section Commenting reports) to raise corrections or questions with the author.

Reporting tips

Video here

Side tool bar

Most report areas include a side tool bar on the left of the screen that includes filtering options and in some instances options for customizing the structure of the page (for the latter, analyse area, summaries and comparison areas).

You can open the side tool bar by clicking on the green arrow sign.

Adding and skipping treatment steps

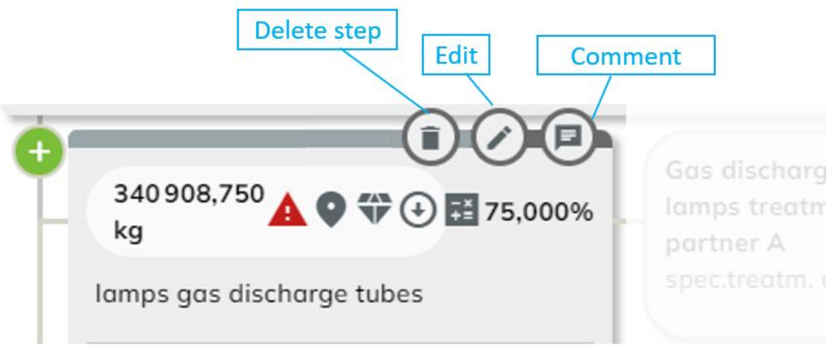
For adding new blocks to the graph of the report, simply click on the plus sign that appears on the right hand side of the block and select one of the options displayed:

It is possible to skip reporting steps in the graph when fractions are not hazardous or traceable (check attributes section). It may happen that the recipient of the report set a requirement to ban skipping as well, if this is the case, the reporter will get a remark when skipping a step in a report. The option to skip a reporting step appears when clicking on the plus sign of the block (figure above).

Edit and delete a treatment step

To **edit** a block of the graph report, hover the mouse over the corresponding block and click on the icon of the pencil.

To **remove** a block of the graph report, hover the mouse over the corresponding block and click on the icon of the trash.



Commenting reports

[Video here]

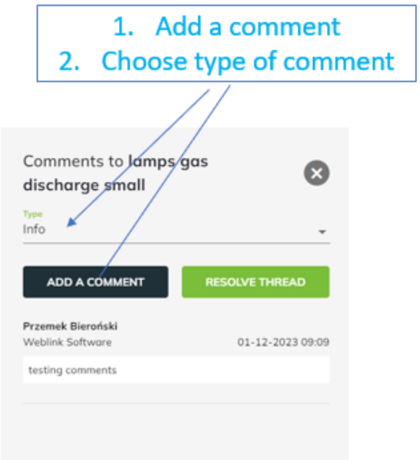
Authors and recipients (and other parties that have access to the report and have been granted the commenting permission) can add comments to:

- A block of the graph
- A general comment to a report

To add a general comment to the report, use the text message icon that appears on the upper tool bar of the report:

To **add a comment** to a block of the graph report, hover the mouse over the corresponding block and click on the icon of the text message.

There are two types of comments:



- Informative
- Critical

Define the type of comment **after** writing the comment (see figure). Comments can be resolved using the button 'resolve thread'.

Reporting steps with comments will display an icon on the graph boxes without the need to hover the mouse over them:

- Green circles show info comments,
- red circles indicate critical comments,
- grey circles show resolved comments.

When a general comment is posted, the icon will appear on the input fraction block (first block of the graph report).

Recalculate

Changing an existing figure in a report or adding an additional step downstream or upstream, may trigger a misalignment of the other figures in the reported steps. The recalculate button on the upper tool bar of the graph and overview areas runs a recalculation of all figures in the report, so they match with the total input and % entered so far. When a change is only affecting a reporting thread, it is possible to recalculate only the thread by using the recalculate button hidden in the reporting block. To find the recalculate thread button, hover the mouse over the weight field of the reporting block where the thread starts. A calculator icon will appear.

Download files

Video here

It is possible to download the following files:

- Graph (pdf) from the Graph area

- Full report (pdf and Excel) from the overview area
- Calculation (pdf and Excel) from the calculation area
- Compare (Excel) from the Compare area
- Summaries (Excel) from the Summaries area

The download icon appears on the upper tool bar, on the right top corner of the screen:

You can download a selection of reports in a single file using the button that appears on top of the Reports/Treatment reports list area. The reports that appear on the 'Treatment reports' list will be exported. If there are filters applied to the list, only the listed reports will be exported. Feel free to use the filters on the left side panel to reduce and customize the reports to be exported.

Report status and change status

Video here

Statuses Description

- **In Progress**

Report is being worked on by the Reporter.

- **Complete**

Use this status when the report is complete and ready for review. The author usually sets this status when all information is in the report and the recipient can take a look for validation.

- **Closed**

In this status the report is closed and can no longer be edited. You can close reports that are in 'complete' status. Only recipients can close reports. It is possible to copy closed reports. You cannot change the status of a closed report either, however, to keep a clean list of reports, a closed report can be cancelled (hidden in the list of reports) by using the option in the repot menu 'cancel report' from the list of reports.

- **Deleted**

Deleted reports will disappear from the list of report, therefore it is not possible to access them. Recipients can delete any report.

Usually, when there is a change in the status of a report, the recipient of the report will receive a notification, e.g. when the author sets the status of a report to 'complete', the recipient will receive a notification.

Hide confidential data

[Video here]

Hiding the name, technology and country of an operator in a report is possible when the fraction handled by this operator is neither hazardous, nor traceable.

For this, in the graph technology block of the corresponding operator will appear a check box next to each field with the option to 'display this information only to your organisation'. When check boxes are selected, the information is not displayed in the report accessible by the recipient of the report (usually the PRO, or the organisation that the reporter determined when creating the report).

For hiding downstream confidential data to the reporter, check section (Black Box (hide downstream information).

Packages

[Video here]

Packages allow premium reporters to re-use parts of a report for building another report. A package is a part of report (a line of blocks). There are two different ways of building a package:

- From Reports/Packages area, and
- from the graph report

Create package from Reports/Packages area

Access this area and click on 'create package'. Follow the instructions on the info text under the heading.

When naming and describing a package please bear in mind who will use it (e.g. your organisation, organisations reporting to you, all users of WF-RepTool).

All packages are listed in this area, and they have editing options under the menu of each one.

Create package from the graph area

Access the graph report area. When the thread of blocks that you wish to reuse is ready, hover the mouse over the first block of the mail thread. A package icon will appear (create package).

Click on the icon and complete the fields and save. This package will also appear listed on the Reports/Packages area.

Use a package

When packages are available for a determined fraction, an option will appear on the graph report, under the '+' icon for adding a new block and on the form that pops up when opening a block. Simply select the package you wish to use and click on 'use package'. Make sure all figures in the package are adjusted to the report figures, otherwise use the 'recalculate' option.

Once the package is used, it becomes part of the report and it is possible to edit it without affecting the original package.

How to spot a package was used?

When a package is used in a report, a note will appear on the first block of the package, in the package graph. It is also possible to look for packages applied in a report from the 'History' area. A filter is available in this section, and under the 'Type' field you can select 'package'.

It should be noted that once a package is used in a report, it becomes part of the report and can be edited like any other part of the report (see next section 'changes in packages').

Changes in packages

When a package is used in a report, it becomes part of it and it is editable by the reporter. Changes in this case affect only the report and do not alter the original package.

When a package is edited from the package menu on Reports/Packages, changes do not affect the reports in which the package was previously used.

Sharing packages

By default, when a package is created it is available only to the organisation that created it.

It is possible to share packages with:

- the organisations that are reporting to your company (when your company is the recipient), and
- all WF-RepTool organisations registered (the WEEE Forum can make it available)

For this, simply access the menu of the corresponding package at Reports/Packages, and select the option 'share with reporters' or 'share with WEEE Forum'.

Packages shared by you will be suggested to the organisations creating the report for you if a fraction used in the report is matching a first fraction from a package.

When sharing, it is important to indicate if the package shared should include the names and countries of the treatment operators referred (for confidentiality or practical reasons when using the package in other reports). A pop up window appears automatically when selecting the sharing option asking this question.

When the option 'share without operators' is selected:

- At the Reports/package area:
    - The author of the package will see all information in the package
    - The organisations having access to it (reporters), will not be able to see the names nor the country of the operators referred in the original package.
- At the report graph where the package was used:
    - If the package was added by the reporter, it will not show the name nor the country of the operators
    - If the package was added by the recipient (package creator), it will show the name and country of the operator.

Warnings in reports

Different alerts are shown in the reports to avoid mistakes or missing information in reports.

These warning are displayed in the graph report blocks when hovering the mouse over a block. When an alert exists, an icon appears on the block:

Alerts also appear on the Inspect section of the report and in the column 'warnings' when you download an Excel report from the 'overview' area.

Special codes: losses, additional volumes

Losses

During the processing of WEEE there may be losses of material e.g. dust, water etc. also a mismatch between the input and total output weights may appear due to scale accuracy, subsequently these may create a difference of weight between the input and total output, and trigger an error warning in the report (total weigh check will appear in red in the analyse and calculation areas, warning will appear on input block in the graph and Inspect area). The 'losses' code will avoid this error. The weight associated to the losses is deducted from the input so it does not affect the calculation of the recycling and recovery rates.

Very high volumes associated to losses may indicate wrong processing of the waste and should be investigated. Losses over 5% of total input material that have not been properly justified will trigger an invalid report.

Additional amounts

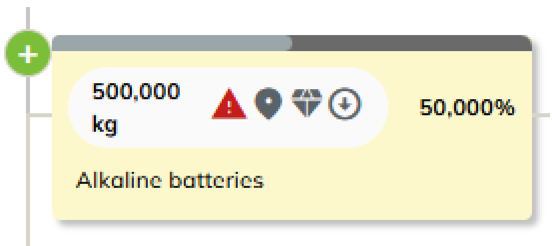
Additional amounts refer to materials added during the processing of waste i.e.material added during treatment of WEEE / WEEE fractions, e.g. concrete added for immobilisation of asbestos fibres, or water added for water table separation, added amounts will not contribute to the calculation nor to the input and output weights.

Attributes of fractions

Video here

First fractions, output fractions and final components have different characteristics: the attributes.

Attributes associated to each fraction appear as icons next to the weight field in the fractions' blocks.



Attributes indicate:

- If the fraction is hazardous
- If the fraction is traceable
- If the fraction contains critical raw materials
- If the fraction is deducted from input

Traceable fractions require that all steps downstream are reported (skipping not allowed).

Align attributes to applicable legislation

All fractions have default values associated. In some cases, the national legislation of a user may differ from the default values. In this case, premium users are able to align default values to applicable legislation through the management / Output fractions area. Note that some changes are not allowed and appear as blocked (e.g it is not possible to consider mercury as not hazardous). Changes will be applied to reports created by the organization making the changes, reports requested by it to other organisations and information provided to the reports by downstream acceptors.

It is possible to adapt the attributes and block them so reporters cannot modify them from a particular report.

Changes will not affect reports retroactively, this means that the changes will show when a new fraction is added to a report after making the change, then, the newest default value for this fraction will be applied. Fractions added to reports before the change will not be affected. This is why **it is important to align attributes before preparing any report.**

Changes will not affect reports in closed status.

Change attributes in a particular block

In some cases, due to the specificity of a fraction, the attributes pre-defined from the management/output fractions area are not applicable to a particular fraction block, in this case it is possible to modify the attributes of a specific fraction block from the block of the graph and at the moment of entering the fraction into the report.

Requirements to not change certain attributes may apply to reports and specific fractions, in this case, when a requirement is not met, an alert will appear on the block and the Inspect area (further information in section Manage reporting Requirements) .

It is highly recommended that the internal name of the fraction is aligned with the changed attributes (e.g. 'depolluted'), it is also possible to add a remark when editing the block.

Final technologies and final use

Video here

Each final component has a use associated to a final technology at the end of every report branch e.g. plastics may be used to produce plastic recyclates, this operation is considered a recycling operation (classification is 'recycling').

Final classifications are used to calculate the recycling and recovery rate of the input material processed. Final classifications are:

- RU: Prepared for re-use
- R: material recycling
- OMR: other material recycling
- ER: Energy recovery
- TD: thermal disposal
- LD: landfill

Align final use classification to applicable legislation

The final uses of the final components, their final technologies and their final classifications are listed and can be edited from Management/Use in final technologies.

It is recommended to align classifications (e.g. what is considered recycling, what is considered recovery etc...) to national legislation before starting any reports because changes in this section will not affect reports retroactively.

Changes will not affect reports in closed status.

Change final use classification of a particular block

In some cases, due to the specificity of a final technology, the final classification pre-defined from the management/ Use in final technologies area are not applicable to a particular fraction block, in this case it is possible to modify the classification from the block of the graph and at the moment of entering the final component into the report.

When modifying the final use of a fraction a request to enter a remark to explain this change will be triggered.

Reporting views: graph, overview, calculation, analyse

Video here

There are different areas to visualise a report:

- Graph
- Overview
- Calculation
- Analyse

Graph area

The graph area provides a view of the report of a flow diagram.

Use this area for building a report.

Overview

The overview area shows the work done in the Graph area in a row structure.

The overview allows reporters to edit the report (if they feel more comfortable with this type of view).

Download the full report from this area using the download icon a the top right corner.

Calculation

The calculation area offers a static view of the report in a table format.

The table is downloadable.

Analyse

Video here

This area allows users to **customize a table view** with information from the report.

This area cannot be downloaded.

You can customize the table format by adding columns. Select the columns that you wish to have in the table from the side tool bar.

Once the columns are in the table, you can reorder them by selecting, dragging and dropping them with the mouse.

Please note that values can be shown in Kg or %, you can select your preferences from the side tool bar.

Summarise and compare reports

Video here

It is possible to compare reports or make summaries of 'closed' and 'in progress' reports. Imported closed reports that are using an old classification model (e.g. imported reports not edited) can't be compared or summarized.

First select the reports that you would like to compare or compile from the list of treatment reports. To do this, a check box appears on the first column of the list, the check box is only available for reports that are in 'closed' or 'in progress' status.

When more than one report is selected, click on the button 'Comparison' or 'Summaries' that appear in green color at the top of the list.

Once you have accessed the area 'Comparison' or 'Summaries' feel free to customize the content of the table by adding more columns, defining the values to show (e.g. Kg vs %, hazardous fractions etc.). to do this, display the side tool bar on the left.

It is possible to download the reports from both areas using the icon on the upper tool bar.

Monitor reporting: History and Inspect areas

History

This area provides a log of all actions that were carried in the report, it records the moment when they happened, the type of the action, the location of the action (block) and the author of the action.

A filter allows users to identify quickly actions affecting fractions, the copy of the report and the use of packages for example (for the latter, filter by 'Type: Packages').

Inspect

The Inspect area monitors compliance with reporting rules for instance alignment of weights, data missing, requirements that are not met are listed in this area.

Sharing reports

Video here

Reports are automatically shared with the recipient designated at the moment of creating the report (step 1). This action cannot be undone.

Additionally, premium organisations can share reports with other organisations, for this, both parties must have a WF-RepTool license.

It is possible to share reports that are 'in progress' or 'complete' status (closed reports cannot be shared).

It is possible to make a copy of a shared report.

The author and recipient of the report can share reports with premium and basic users. Slots will not be consumed by the organisations the report was shared with.

For sharing a report, select the option 'share it' from the menu of the corresponding report. A window will pop up and request to designate the organisation to share the report with (only organisations that are connected or do not have already access to the report will show). It is possible to define the sharing access granting permission to edit, view and comment. Select the option that best suits and save. The organisation designated will be able to see the report on the treatment reports area of their own account from that moment.

An icon will appear on the list of reports to indicate that the report is shared. Hovering the mouse over it will appear the name of the organisations the report was shared with:

Request data to complete a report

Video here

In some instances, downstream acceptors are asked to enter data to a particular section of a report.

All types of users holding a license (any type of license) can accept and enter data in a data request process.

Users having access to a report can create a data request (i.e. author, recipient and whoever the report was shared with, with editing rights).

Data requests can be monitored and tracked from the area Report/data requests. The author and the recipient of the report can monitor the data requests on Reports/data requests.

Users invited to provide data will not have access to the full report, only to the few blocks of the graph branch that they have to complete.

When users provide data, they will be asked to indicate if data provided is confidential or not. If selected 'confidential' data will only be shown to an auditor or a PRO type of user having access to the report (this feature is part of the blackbox feature, see Black Box (hide downstream information).

If the acceptor declines providing data, the request will be canceled.

Manage reporting Requirements

Video here

Premium users can set requirements for reporters (e.g. do not change default hazardous classification etc.).

Requirements will apply to the reports created by the organization and for the organization (if it is the recipient of reports).

There are different types of requirements:

- General: apply to all reports
- Input fraction requirements: apply to reports of a specific input fraction
- Output fraction requirements: apply to a specific first/output fraction.

You can set requirements from Management/requirements. Select the type of requirement that you would like to set bearing in mind that general requirements do not apply to fractions (input and output) that have their own requirements set (input and output requirements overwrite general requirements). Output fraction requirements are separate and will work independently to general /input fraction requirements.

A list of predetermined requirements will appear, simply check the box of the requirement that you would like to set. There is also a possibility of including a comment to the reporters, from the text field appearing on top of the check boxed list.

Requirements will be notified to the reporter when opening the report.

Noncompliance of the requirements will appear on the remarks areas of the report (blocks) and the 'Inspect' area.

Translation of reporting lists

Video here

The tool doesn't support any web browser language translation features (e.g. Google Chrome translate can lead to issues in reporting figures). But the lists used for creating reports may be translated into some languages.

Premium users can create reports in a local language if translated replists are available. Premium users can see the lists available at the translation area that appears at the top right corner marked as:

Translation

You can indicate in which language you would like to see the reporting list at the moment of registration or anytime from the user profile area (top right corner of screen). Changing the language will only take effect if a given report block was created when a specific translation existed. If the translation was added after adding a block to a report, the block will not be translated, unless the block is edited and saved (it is not necessary to change anything in the block, just saving it is enough). For this reason **it is advisable to create reports when the translated lists are available and assign the language of replists before starting a report.** If this is not the case and the translated lists are available only after preparing a report, then it is advisable to create a copy of the report and select the newly available language in the user profile/language list from the top menu.

Lists in English will always be available to all users.

It is possible to switch the language of the replists in a report from the upper tool bar of the graph and overview anytime.

The WF administrator uploads the translated lists into the tool. **Contact the WF admin if you would like to contribute with translation of lists.**

At any time, it is possible to change the language in the user profile and then the report will be built in this language. This means that the lists will be consistent with the user profile. However, this does not mean that the report will be built in this language. The report, even if the user built it with the "Polish" preference, will still be viewable in Italian or English if such translations exist.

Black Box (hide downstream information)

Video here

IF you are planning to import black box data from the classic version of the tool, please contact WEEE Forum.

The Black Box feature allows hiding information provided by a downstream acceptor to the author of the report (operator). This feature is helpful when an audited recycler needs to provide downstream data to the auditor or the PRO but the downstream operators providing the information do not want to disclose the information to their client (the first acceptor), and only to the PRO or the auditor.

The author must be an operator type of organization. The author will create the report and assign a PRO or auditor as recipient. Either the author, the PRO or the auditor having access to the report can invite the downstream acceptor to provide information to the report (see section Request data to complete a report).

When the downstream acceptors provide data, they will be asked to indicate if data provided is confidential or not. If selected 'confidential', data will only be shown to an auditor or a PRO type of user having access to the report.

When the downstream acceptor is done with providing data, should change the status to 'complete', after that the PRO/auditor will receive a mail and be asked to validate the data provided by the acceptor. The operator-author will not be able to see any of the data provided during the process, neither will have access to any comments shared between the acceptor and the PRO/auditor.