



WASTELINQ

WASTELINQ Enterprise

Quick Start Guide

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Getting Started

Welcome to WASTELINQ Enterprise!

This user guide provides information about the tasks that are common to most WASTELINQ Enterprise users, regardless of role.

Documentation and Support

In addition to this user guide, WASTELINQ has provided several resources to support users of its product. These resources may be found in our [Knowledge Base](#) or by clicking on Support from our website - www.wasteling.com. Resources include:

- User guides for other WASTELINQ products
- The WASTELINQ Knowledge Base: A forum for asking questions, receiving answers, and reviewing the accumulated experiences of the WASTELINQ user community
- Access to the WASTELINQ Help Desk support system
- Training videos and information about future releases

To view a list of Professional Services offered by WASTELINQ, please visit <https://wasteling.com/professional-services/>.

To review the WASTELINQ Privacy Policy, please visit <https://wasteling.com/privacy-policy/>.

To review WASTELINQ's standard Service Level Agreement, please visit <https://wasteling.com/legal/>.

To contact WASTELINQ directly, please use one of the following routes:

- E-mail us at info@wasteling.com
- Call us at 1-888-962-7799
- Use the contact form at <https://wasteling.com/contact/>

Supported Browsers

WASTELINQ strives to maintain compatibility with the latest version of most commercially available browsers. Browser versions and updates are frequent, so be sure to consult the latest user guide to ensure compatibility with your version. As of this publication, WASTELINQ is compatible with the following browsers:

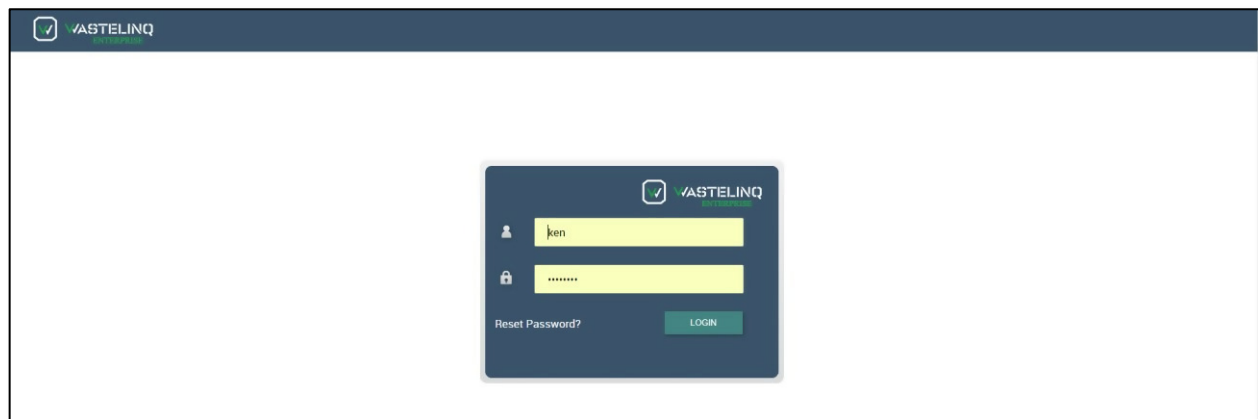
- Google Chrome 68 **To optimize user experience, WASTELINQ advises using Google Chrome.*
- Internet Explorer 11
- Mozilla Firefox 61
- Edge on Windows 10
- Safari on MacOS 11

Logging In

Prior to logging in for the first time, an Administrator must provide WASTELINQ with a list of all users requiring access. The list should include the first and last name of each user and each their e-mail address. WASTELINQ will generate the user accounts and send each user an e-mail with his or her username and unique temporary password.

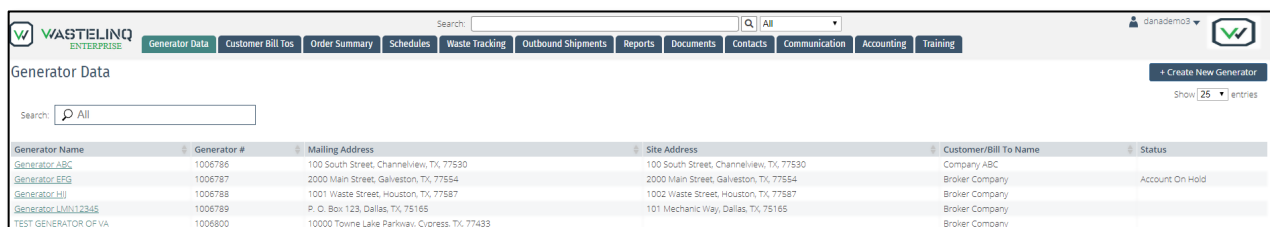
To log in to the WASTELINQ application:

1. navigate to enterprise.wastelinq.com or the URL provided by WASTELINQ.



2. In the dialog box, enter the WASTELINQ-provided **User Name** and **Password**.
3. Click **Login** to access the Enterprise application. The initial password WASTELINQ provides is a temporary password. Upon logging in for the first time, the user will be prompted to change the password. Upon successfully logging in, the user will be routed to the Generator Data tab.

An overview of the information and functionality of this tab can be found in the [Error! Reference source not found.](#) section of this training guide.



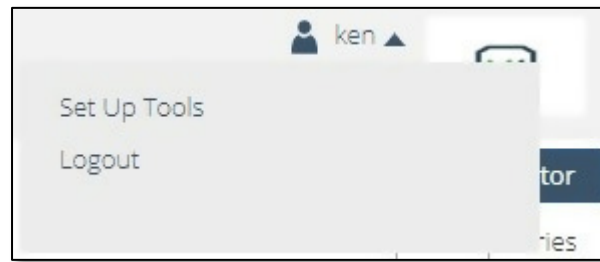
Generator Name	Generator #	Mailing Address	Site Address	Customer/Bill To Name	Status
Generator ABC	1006786	100 South Street, Channelview, TX, 77530	100 South Street, Channelview, TX, 77530	Company ABC	
Generator EFG	1006787	2000 Main Street, Galveston, TX, 77554	2000 Main Street, Galveston, TX, 77554	Broker Company	Account On Hold
Generator HIJ	1006788	1001 Waste Street, Houston, TX, 77587	1002 Waste Street, Houston, TX, 77587	Broker Company	
Generator LMN12345	1006789	P.O. Box 123, Dallas, TX, 75165	101 Mechanic Way, Dallas, TX, 75165	Broker Company	
TEST GENERATOR OF VA	1006800	10000 Towne Lake Parkway, Cypress, TX, 77433		Broker Company	

Logging Out of the Application

Important! Users must log out of the WASTELINQ application before closing the browser window.

Closing the browser window without logging out will cause the user session to remain active and presents a data security risk.

To log out of the WASTELINQ application, click the arrow beside your user name at the top of the screen and select **Logout**.



WASTELINQ Main Page Overview

The WASTELINQ Main Page consists of several tabs offering various functionality. User access to each tab is defined by the Administrator User for the Environmental Service Company. The following is a brief description of each module.

Tab	Description
Generator Data	The Generator Data module maintains all information and transactions pertaining to each generator the Environmental Services Company conducts business with. This includes Profiles, Orders, Service Profiles, and Projects.
Customer Bill To	Maintains the information for all Customer Bill To Accounts.
Order Summary	A global order summary page for quick access to orders.
Schedules	Order scheduling functions by viewing orders pending and orders scheduled per facility.
Waste Tracking	Tracks all waste in a facility's 10-day inventory.
Outbound Shipments	Builds outbound shipments from waste in inventory.
Reports	A list of reports that can be run to provide various pieces of data.
Documents	A global document repository.
Contacts	A global list of all contacts in WASTELINQ Enterprise.
Communication	The communication tab houses all communication coming into WASTELINQ Enterprise including CRM, e-Manifest, and WASTELINQ Portal.
Accounting	Accounting functionality at the Customer Bill To level including invoice creation and accounts payable.

Training	Track the training requirements for personnel.
LIMS	Laboratory Information Management System – Enter LIMS data.

Thank you for choosing WASTELINQ Enterprise! For a complete User Guide on WASTELINQ Enterprise or more information please visit our Support Site at <https://wasteling.com/support> or by clicking on Support from www.wasteling.com for additional help in using the application .

Resources include:

- Full user guides for all WASTELINQ products
- The WASTELINQ Knowledge Base: A forum for asking questions, receiving answers, and reviewing the accumulated experiences of the WASTELINQ user community
- Access to the WASTELINQ Help Desk support system
- Training videos and information about future releases

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