



WASTELINQ

WASTELINQ Generator

Administrator User Guide

2018

Copyright © 2018, WASTELINQ, LLC and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error free. If you find any errors, please report them to us in writing.

If this document is in public or private pre-General Availability status:

This documentation is in pre-General Availability status and is intended for demonstration and preliminary use only. It may not be specific to the hardware on which you are using the software.

WASTELINQ, LLC and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to this documentation and will not be responsible for any loss, costs, or damages incurred due to the use of this documentation.

If this document is in private pre-General Availability status:

The information contained in this document is for informational sharing purposes only and should be considered in your capacity as a customer advisory board member or pursuant to your pre-General Availability trial agreement only. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described in this document remains at the sole discretion of WASTELINQ, LLC.

This document in any form, software or printed matter, contains proprietary information that is the exclusive property of WASTELINQ, LLC. Your access to and use of this confidential material is subject to the terms and conditions of your WASTELINQ Master Services Agreement, WASTELINQ Software License Agreement, WASTELINQ Software as a Service Agreement, WASTELINQ Referral Partner Agreement, or other license agreement which has been executed by you and WASTELINQ, LLC and with which you agree to comply. This document and information contained herein may not be disclosed, copied, reproduced, or distributed to anyone outside WASTELINQ, LLC without prior written consent of WASTELINQ, LLC. This document is not part of your license agreement nor can it be incorporated into any contractual agreement with WASTELINQ, LLC or its subsidiaries or affiliates.

Beta Features

WASTELINQ, LLC may make available to Customer certain features that are labeled “beta” that are not yet generally available. To use such features, Customer acknowledges and agrees that such beta features are subject to the terms and conditions accepted by Customer upon activation of the feature, or in the absence of such terms, subject to the limitations for the feature described in the User Guide and as follows: The beta feature is a prototype or beta version only and is not error or bug free and Customer agrees that it will use the beta feature carefully and will not use it in any way which might result in any loss, corruption or unauthorized access of or to its or any third party’s property or information.

Customer must promptly report to WASTELINQ, LLC any defects, errors or other problems in beta features to support@wastelinq.com or other designated contact for the specific beta feature. WASTELINQ, LLC cannot guarantee the continued availability of such beta features and may substantially modify or cease providing such beta features without entitling Customer to any refund, credit, or other compensation. WASTELINQ, LLC makes no representations or warranties regarding functionality or use of beta features and WASTELINQ, LLC shall have no liability for any lost data, incomplete data, re-run time, inaccurate input, work delay, lost profits or adverse effect on the performance of the Service resulting from the use of beta features. WASTELINQ, LLC’s standard service levels, warranties and related commitments regarding the Service shall not apply to beta features and they may not be fully supported by WASTELINQ, LLC’s customer support.

These limitations and exclusions shall apply until the date that WASTELINQ, LLC at its sole option makes a beta feature generally available to its customers and partners as part of the Service without a “beta” label.

TABLE OF CONTENTS

OVERVIEW	4
Getting Help	4
Supported Browsers.....	4
ADMIN LOG IN	5
ADMINISTRATORS	5
COMPANY MANAGEMENT	6
Add a Company	6
Edit a Company	6
Delete	7
DIVISION MANAGEMENT	7
Add a Division.....	7
Edit a Division	8
Delete	9
REGION MANAGEMENT	9
Add a Region	9
Edit a Region.....	10
Delete	11
FACILITY MANAGEMENT	11
Add a Facility	11
Edit a Facility	12
Delete	12
USER MANAGEMENT.....	13
Add a User	13
Edit a User	14
Delete	15
Assign User to Facilities.....	15
Granting Module Access	16

OVERVIEW

Welcome to WASTELINQ Generator!

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

GETTING HELP

In addition to this user guide, WASTELINQ has provided a number of resources to support users of its product. These resources may be found at <https://www.wastelinq.com/help-support> or by clicking on Support from www.wastelinq.com.

Resources include:

- Updated user guides for specific 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://wastelinq.com/professional-services/>.

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

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

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

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

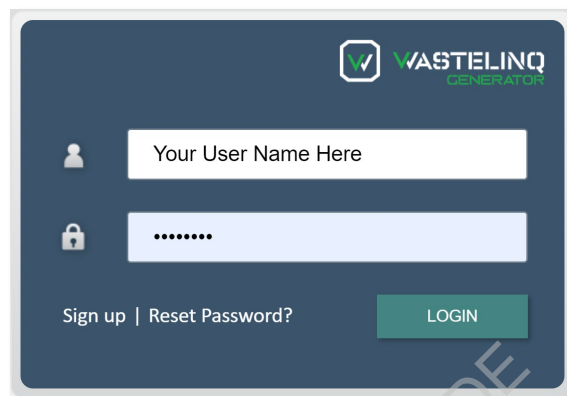
- Internet Explorer 11
- Google Chrome 68
- Mozilla Firefox 61
- Edge on Windows 10
- Safari on MacOS 11

Additionally, WASTELINQ currently supports the following mobile devices:

- iPhone 7 or later

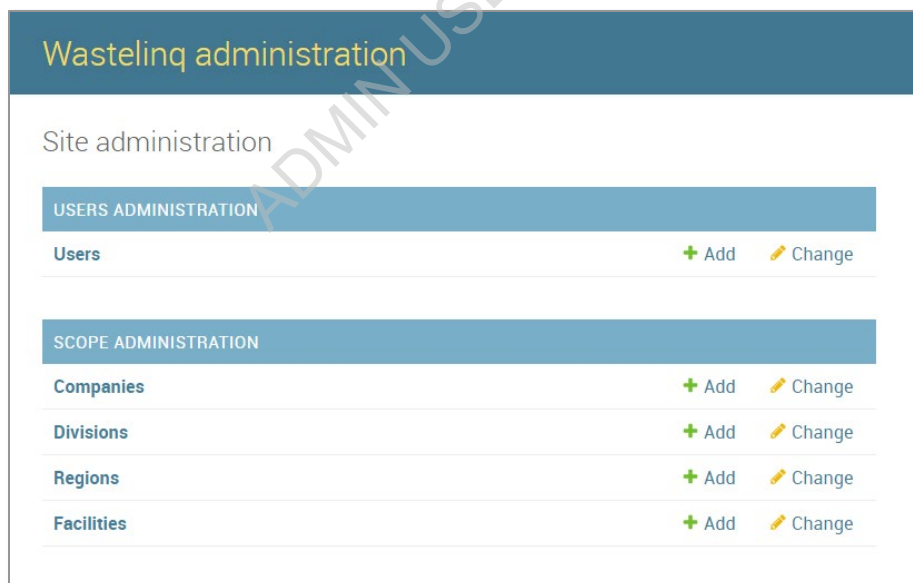
ADMIN LOG IN

The URL for administrators to login is different than the public. The WASTELINQ Generator Administrator URL is <https://generator.WASTELINQ.com/admin>. Enter you Username and password, then click “LOGIN”.



The login form is a dark blue card with the WASTELINQ GENERATOR logo at the top right. It contains two input fields: one for the username labeled 'Your User Name Here' and one for the password represented by dots. Below the password field are links for 'Sign up' and 'Reset Password?'. A green 'LOGIN' button is positioned to the right of these links.

Once logged in the administrator will see a page that look like the screen below. All administrators are super users and will have access to same set of data and functionality.



The dashboard has a blue header with the text 'Wastelinq administration'. Below the header, the text 'Site administration' is displayed. The main content area is divided into two sections: 'USERS ADMINISTRATION' and 'SCOPE ADMINISTRATION'. The 'USERS ADMINISTRATION' section includes a 'Users' row with '+ Add' and 'Change' (pencil icon) buttons. The 'SCOPE ADMINISTRATION' section includes rows for 'Companies', 'Divisions', 'Regions', and 'Facilities', each with '+ Add' and 'Change' (pencil icon) buttons.

ADMINISTRATORS

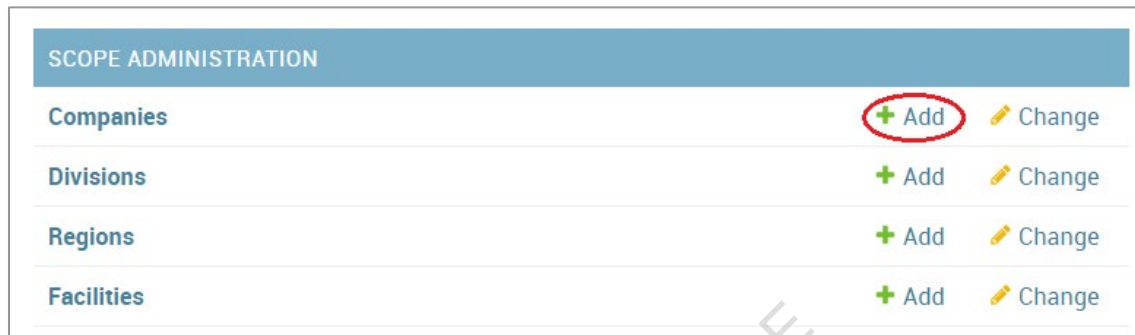
Administrators set up and link companies, divisions, regions and facilities together. Administrators will also create new users and assign them to facilities they will have access to.

COMPANY MANAGEMENT

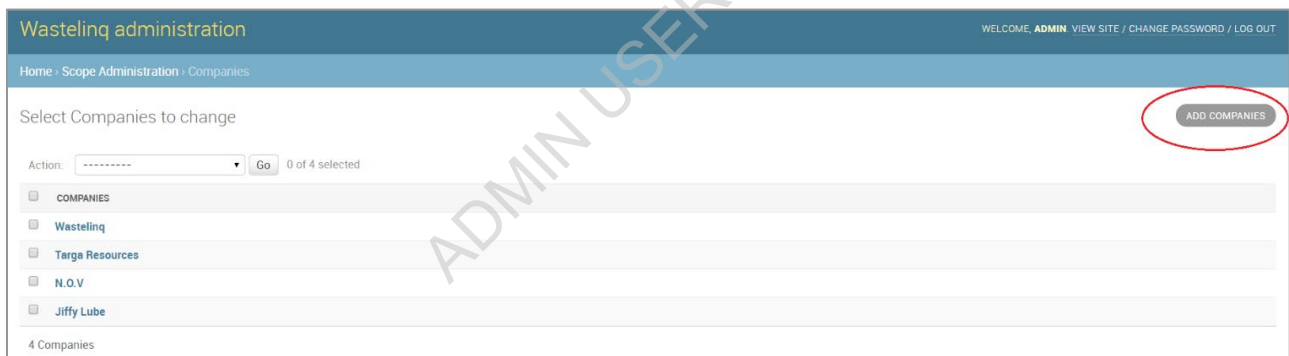
ADD A COMPANY

A company can be added in two ways.

1. Click on the Add icon in the Scope Administration Page as shown below.



2. Navigate to the Companies Listing page by clicking on the Companies link or the Change icon then click on the Add Company button shown below.



EDIT A COMPANY

In the Companies Listing page click on the company name then make the desired edits and save.



DELETE

In the Companies Listing Page select the companies you want to delete then select “Delete selected Companies” from the Action menu as shown.

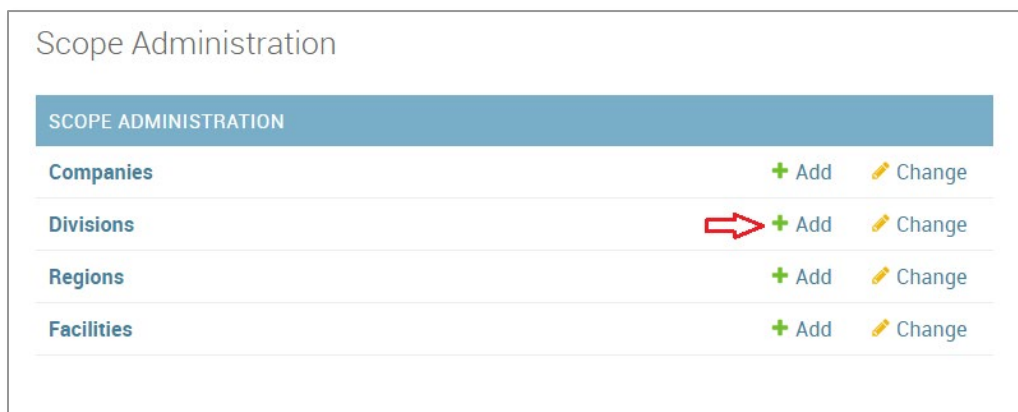


DIVISION MANAGEMENT

ADD A DIVISION

A division can be added in two ways.

1. Click on the Add icon in the Scope Administration Page as shown below.



2. Navigate to the Divisions Listing page by clicking on the Divisions link or the Change icon then click on the Add Division button shown below.

WastelinQ administration WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT

Home › Scope Administration › Divisions

Select division to change ➔ ADD DIVISION

Action: Go 0 of 4 selected

NAME	COMPANY
<input type="checkbox"/> Midstream	Targa Resources
<input type="checkbox"/> Fracking	Targa Resources
<input type="checkbox"/> Trucking	N.O.V
<input type="checkbox"/> RIG Solutions	N.O.V

4 divisions

When adding a division if a parent company is not found it can be created in the same step by clicking on the plus sign as shown

WastelinQ administration

Home › Scope Administration › Divisions › Add division

Add division

Name:

Company: + ➔

EDIT A DIVISION

In the Divisions Listing page click on the division name then make the desired edits and save.

Select division to change

Action: Go 0 of 4 selected

NAME	COMPANY
<input type="checkbox"/> Midstream ➔	Targa Resources
<input type="checkbox"/> Fracking	Targa Resources
<input type="checkbox"/> Trucking	N.O.V
<input type="checkbox"/> RIG Solutions	N.O.V

4 divisions

DELETE

In the Divisions Listing Page select the division(s) you want to delete then select “Delete selected divisions” from the Action menu as shown.

Select division to change

Action: **Delete selected divisions** Go 2 of 4 selected

<input type="checkbox"/>	NAME	COMPANY
<input checked="" type="checkbox"/>	Midstream	Targa Resources
<input checked="" type="checkbox"/>	Fracking	Targa Resources
<input type="checkbox"/>	Trucking	N.O.V
<input type="checkbox"/>	RIG Solutions	N.O.V

4 divisions

REGION MANAGEMENT









ADD A REGION

A region can be added in two ways.

1. Click on the Add icon in the Scope Administration Page as shown below.

Scope Administration

SCOPE ADMINISTRATION

Companies	 Add	 Change
Divisions	 Add	 Change
Regions	 Add	 Change
Facilities	 Add	 Change

2. Navigate to the Regions Listing page by clicking on the Regions link or the Change icon then click on the Add Company button shown below.

Home › Scope Administration › Regions

Select region to change ➔ ADD REGION

Action: Go 0 of 4 selected

NAME	DIVISION	COMPANY
<input type="checkbox"/> North Texas	Trucking	N.O.V
<input type="checkbox"/> West Texas	Trucking	N.O.V
<input type="checkbox"/> South Texas	RIG Solutions	N.O.V
<input type="checkbox"/> East Texas	RIG Solutions	N.O.V

4 regions

When adding a region if a parent division is not found it can be created in the same step by clicking on the plus sign as shown

Wasteling administration

Home › Scope Administration › Regions › Add region

Add region

Name:

Division: ✎ + ➔

EDIT A REGION

In the Regions Listing page click on a region name then make the desired edits and save.

Select region to change

Action: Go 0 of 4 selected

NAME	DIVISION	COMPANY
<input type="checkbox"/> North Texas	Trucking	N.O.V
<input type="checkbox"/> West Texas	Trucking	N.O.V
<input type="checkbox"/> South Texas	RIG Solutions	N.O.V
<input type="checkbox"/> East Texas	RIG Solutions	N.O.V

4 regions

DELETE

In the Regions Listing Page select the region(s) you want to delete then select “Delete selected regions” from the Action menu as shown.

Select region to change

Action: **Delete selected regions** Go 3 of 4 selected

<input type="checkbox"/>	NAME	DIVISION	COMPANY
<input checked="" type="checkbox"/>	North Texas	Trucking	N.O.V
<input checked="" type="checkbox"/>	West Texas	Trucking	N.O.V
<input checked="" type="checkbox"/>	South Texas	RIG Solutions	N.O.V
<input type="checkbox"/>	East Texas	RIG Solutions	N.O.V

4 regions

FACILITY MANAGEMENT









ADD A FACILITY

A facility can be added in two ways.

1. Click on the Add icon in the Scope Administration Page as shown below.

Scope Administration

SCOPE ADMINISTRATION

Companies	 Add	 Change
Divisions	 Add	 Change
Regions	 Add	 Change
Facilities	 Add	 Change

2. Navigate to the Facilities Listing page by clicking on the Facilities link or the Change icon then click on the Add Facility button shown below.

WastelinQ administration WELCOME, ADMIN VIEW SITE / CHANGE PASSWORD / LOG OUT

Home > Scope Administration > Facilities

Select Facility to change ADD FACILITY

Action: Go 0 of 7 selected

NAME	REGION	DIVISION	COMPANY
Facility 21	West Texas	Trucking	N.O.V
Facility 20	North Texas	Trucking	N.O.V
Facility 2	South Texas	RIG Solutions	N.O.V
Facility 1	East Texas	RIG Solutions	N.O.V
Sandhills		Fracking	Targa Resources
Barracuda		Midstream	Targa Resources
Jiffy Oil Center on Jameel Rd			Jiffy Lube

When adding a facility, a company must be selected. Division and region are optional.

EDIT A FACILITY

In the Facilities Listing page click on the facility name then make the desired edits and save.

Action: Go 0 of 7 selected

NAME	REGION	DIVISION	COMPANY
Facility 21	West Texas	Trucking	N.O.V
Facility 20	North Texas	Trucking	N.O.V
Facility 2	South Texas	RIG Solutions	N.O.V
Facility 1	East Texas	RIG Solutions	N.O.V
Sandhills		Fracking	Targa Resources
Barracuda		Midstream	Targa Resources
Jiffy Oil Center on Jameel Rd			Jiffy Lube

DELETE

In the Facilities Listing Page select the facilities you want to delete then select “Delete selected facilities” from the Action menu as shown.

Select Facility to change

Action: Go 3 of 7 selected

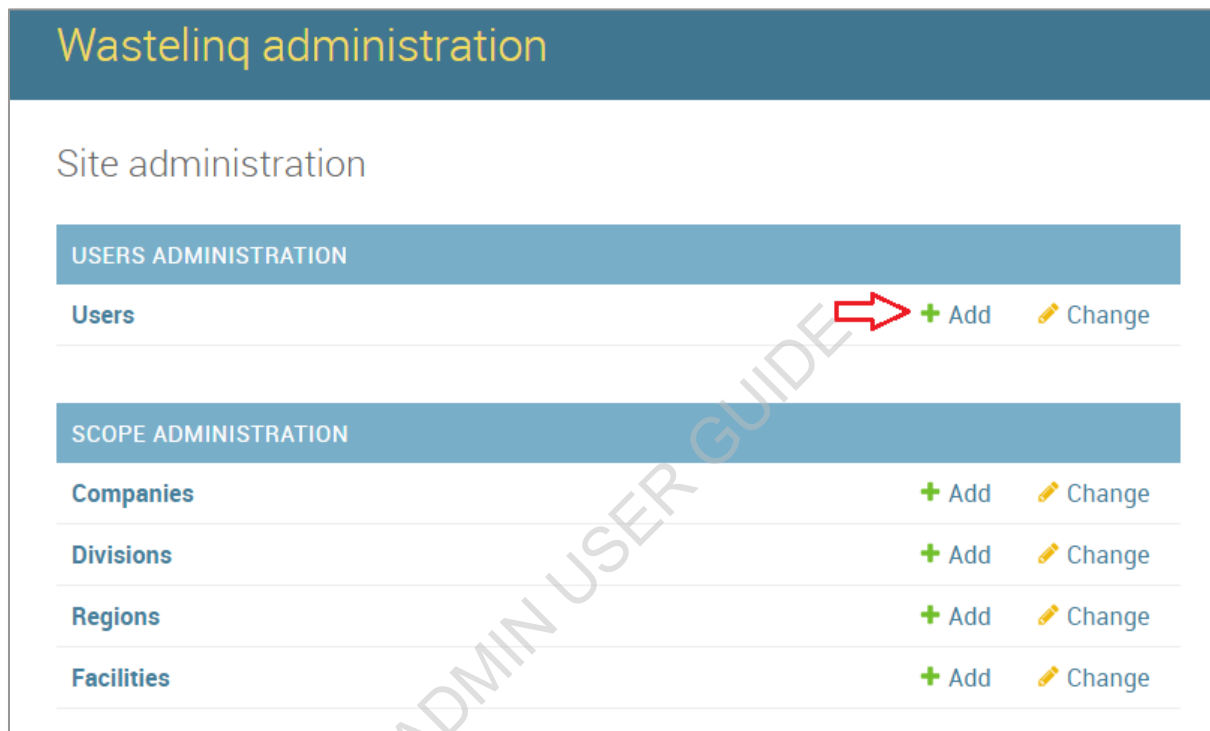
NAME	REGION	DIVISION	COMPANY
Facility 21	West Texas	Trucking	N.O.V
Facility 20	North Texas	Trucking	N.O.V
Facility 2	South Texas	RIG Solutions	N.O.V
Facility 1	East Texas	RIG Solutions	N.O.V
Sandhills		Fracking	Targa Resources
Barracuda		Midstream	Targa Resources
Jiffy Oil Center on Jameel Rd			Jiffy Lube

USER MANAGEMENT

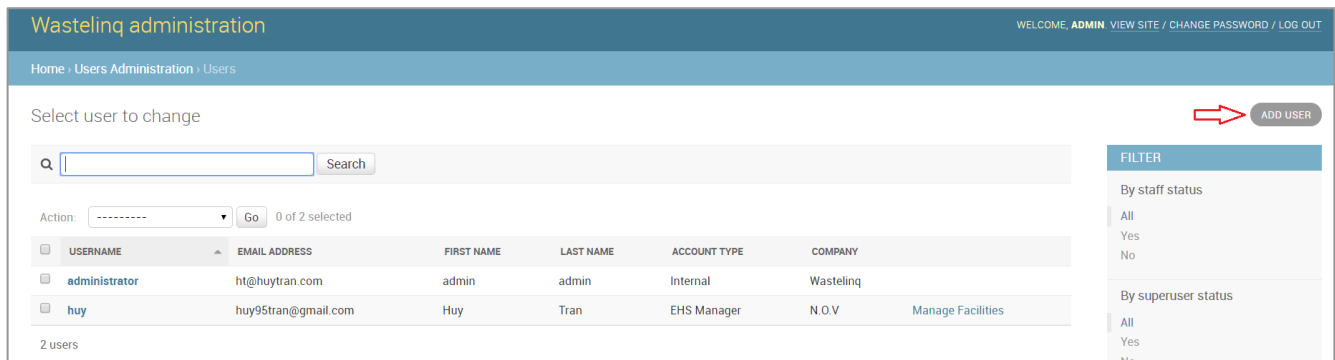
ADD A USER

A user can be added in two ways.

1. Click on the Add icon in the Site Administration Page as shown below.



2. Navigate to the Users Listing page by clicking on the Users link or the Change icon then click on the Add User button shown below.



When adding a user follow the instructions on the screen as to the system requirements for username and password. Additionally, Type and Company are required fields. Company is what drives which facilities the user will have access to when doing facility and module assignment.

Add user

Username:

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password:

Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.

Password confirmation:

Enter the same password as before, for verification.

First name:

Last name:

Email address:

Type

☐ EHS Manager
☐ Field Ref
☒ Internal

Company:

EDIT A USER

In the Users Listing page click on the user name then make the desired edits and save.

Select user to change

Action:

0 of 4 selected

<input type="checkbox"/>	USERNAME	EMAIL ADDRESS	FIRST NAME	LAST NAME	ACCOUNT TYPE	COMPANY
<input type="checkbox"/>	administrator	huy95tran@gmail.com	admin	admin	Internal	Wasteling
<input checked="" type="checkbox"/>	dana	dana@dana.com	Dana	Carter	EHS Manager	Targa Resources Manage Facilities
<input type="checkbox"/>	hector	hector@hector.com	Hector	Villanueva	EHS Manager	Jiffy Lube Manage Facilities
<input type="checkbox"/>	sean	sean@sean.com	Sean	Easton	EHS Manager	N.O.V Manage Facilities

DELETE

In the Users Listing Page select the users you want to delete then select “Delete selected users” from the Action menu as shown.

Select user to change

Q Search

Action: **Delete selected users** Go 2 of 4 selected

<input type="checkbox"/>	USERNAME	EMAIL ADDRESS	FIRST NAME	LAST NAME	ACCOUNT TYPE	COMPANY
<input type="checkbox"/>	administrator	huy95tran@gmail.com	admin	admin	Internal	Wastelinq
<input checked="" type="checkbox"/>	dana	dana@dana.com	Dana	Carter	EHS Manager	Targa Resources Manage Facilities
<input checked="" type="checkbox"/>	hector	hector@hector.com	Hector	Villanueva	EHS Manager	Jiffy Lube Manage Facilities
<input type="checkbox"/>	sean	sean@sean.com	Sean	Easton	EHS Manager	N.O.V. Manage Facilities

4 users

ASSIGN USER TO FACILITIES

In the Users Listing page click on the Manage Facilities as shown below.

Select user to change

Q Search

Action: ----- Go 0 of 4 selected

<input type="checkbox"/>	USERNAME	EMAIL ADDRESS	FIRST NAME	LAST NAME	ACCOUNT TYPE	COMPANY
<input type="checkbox"/>	administrator	huy95tran@gmail.com	admin	admin	Internal	Wastelinq
<input type="checkbox"/>	dana	dana@dana.com	Dana	Carter	EHS Manager	Targa Resources Manage Facilities
<input type="checkbox"/>	hector	hector@hector.com	Hector	Villanueva	EHS Manager	Jiffy Lube Manage Facilities
<input type="checkbox"/>	sean	sean@sean.com	Sean	Easton	EHS Manager	N.O.V. Manage Facilities

Screen below will be displayed showing all the facilities that the user selected is eligible for assignment. Click on the Access checkbox to grant access to that facility.

Wastelinq administration

Assign Facilities to user: dana

[Link to Facilities](#) | [Back](#)

FACILITY NAME	REGION	DIVISION	COMPANY	ACCESS
Barracuda		Midstream	Targa Resources	<input checked="" type="checkbox"/> Manage Modules
Sandhills		Fracking	Targa Resources	<input checked="" type="checkbox"/> Manage Modules

GRANTING MODULE ACCESS

Once a facility is assigned to a user module assignment MUST also be done for the user to access the application.

ACCESS	
<input checked="" type="checkbox"/>	Manage Modules
<input checked="" type="checkbox"/>	Manage Modules

To access module assignment page, click on the link as shown above and the below screen will be display. Select the module(s) you want user to have access to.

REGION

Barracuda

MODULE NAME	READ	WRITE
Configuration/Set up	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule & Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Waste Streams & Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inventory Management	<input type="checkbox"/>	<input type="checkbox"/>
Shipments	<input type="checkbox"/>	<input type="checkbox"/>
Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>
Reporting	<input type="checkbox"/>	<input type="checkbox"/>
Documents	<input type="checkbox"/>	<input type="checkbox"/>

Save

ACCESS