Electronic Scheduled Waste Information Systems (eSWIS)

Hands-on Guideline

Jabatan Alam Sekitar
Wisma Sumber Asli
No. 25, Persiaran Perdana, Precint 4
PUTRAJAYA

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Accessing to e-SWIS

URL

https://eswis.doe.gov.my

Welcome to Electronic Scheduled Waste Information System

Fill in existing Username and Password Of eCN to access the system.
eSWIS for Generator
Landing page – Opening Balance
Fill-in current Inventory of each Waste code. Tick at the check box and click OK.

<table>
<thead>
<tr>
<th>Waste Code</th>
<th>Waste Name</th>
<th>Balance B/f</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW104</td>
<td>TIN DROSS</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW109</td>
<td>SPENT FLOURESCENT TUBES</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW204</td>
<td>METALIC HYDROXIDE</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW204</td>
<td>PLATER SLUDGE</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW204</td>
<td>SUMPIT SLUDGE</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW301</td>
<td>ACID ALKALINE</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW301</td>
<td>CHROME LIQUID WASTE</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW305</td>
<td>MINYAK PELINCIR TERPAKAI</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW306</td>
<td>MINYAK HIDRAULIK TERPAKAI</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW311</td>
<td>SLUDGE OIL</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW321</td>
<td>RUBBER WASTE</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

I, hereby agree all supplied information is accurate and up-to-date, and understand that the success capture of submitted opening balance on inventory cannot be undone.
Landing page : System Overview

Menu & Options

Content Area
Dashboard

Inventory and Due date Submission

Dashboard

INVENTORY

On Hand:
75% of 20 MT Limit

Due date Submission:
30 Nov 2014

Last Submission:
14 Oct 2014

Total Transaction:
8

YTD Submission:
80,000 MT

Create Consignment Note

Add New Inventory

Monitor 20 MT limit & 180 days Inventory in storage
Notification

Step 1: Clicked on Menu  📣 Notification
Notification listing

Step 2: Clicked on + New button

Waste Generator is allows to create new notification, view drafted notification, and view submitted notification.
New Notification
Step 3: Fill in the required field.

Please note that the red asterisk * indicates that this field MUST BE KEYED-IN.
New Notification – Required field

Steps of create notification:

a) Fill in File Ref No (Optional).
b) Fill in Product Information (Raw Material / Chemicals) (Optional).
c) Fill in quantity of product in MT (Optional).
d) Click to add product information. (continue…..)
New Notification – Required field

(…..continue) Steps of create notification:
e) Select waste code by typing in the waste code or clicking the listed code.
g) Fill in quantity of waste material in MT.
h) Fill in Waste Name.
i) Fill in Waste Component (Optional).
j) Select Waste Type by clicking down arrow.
k) Select Package Type by clicking down arrow.
l) Click to add waste information.

Please note that the red asterisk * indicates that this field MUST BE KEYED-IN.
New Notification – Save and Submit

Step : 4

Click ✈️ Save to Drafts to save new entry as draft or
Click 📝 Submit to submit new entry.
Click 🔴 Back to cancel the entry and return to main listing.

Add waste material
Save or modify on product / waste material
Cancel the modification
Delete the selected product / waste material from the list
Saving draft of the new entry
Return to Main List and cancel entry
Cancel Submitted Notification - Notification listing

Step 1: Clicked on the selected notification record.
Cancel Submitted Notification

Step 2:
Click [Request Cancel] to cancel the Notification
Click [OK] to confirm the cancellation

Add waste material
Save or modify on product / waste material
Cancel the modification
Delete the selected product / waste material from the list
Saving draft of the new entry
Return to Main List and cancel entry
Inventory - Listing

Step 1: Clicked on Menu  Inventory Addition

Step 2: Inventory Addition listing will be displayed

Waste Generator is allows to add inventory, view drafted inventory, and view submitted inventory.
Inventory – addition

Step 3: To add inventory, click **New** button.

Step 4: Fill in Qty Generated in (MT) or in (KG) of each item code.

---

### Inventory Addition

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Balance B/F (MT)</th>
<th>Qty Generated (MT)</th>
<th>Qty Generated (KG)</th>
<th>Balance (WT)</th>
<th>Last Qty Generated (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW101</td>
<td>10.0000</td>
<td></td>
<td></td>
<td>10.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW102</td>
<td>10.0000</td>
<td></td>
<td></td>
<td>10.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW103</td>
<td>15.0000</td>
<td></td>
<td></td>
<td>15.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW107</td>
<td>10.0000</td>
<td></td>
<td></td>
<td>10.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW108</td>
<td>10.0000</td>
<td></td>
<td></td>
<td>10.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW109</td>
<td>10.0000</td>
<td></td>
<td></td>
<td>10.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW201</td>
<td>9.0000</td>
<td></td>
<td></td>
<td>9.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>SW202</td>
<td>10.0000</td>
<td></td>
<td></td>
<td>10.0000</td>
<td>10.0000</td>
</tr>
</tbody>
</table>

---

**Step 4:**
- Click **Drafts** to save new entry as draft or
- Click **Submit** to submit new entry.
- Click **Back** to cancel the entry and return to main listing.
Inventory – Adjustment

Step 1: To access Inventory Adjustment screen, click Inventory Adjust.

Step 2: Inventory Adjustment listing will be displayed.

Waste Generator is allows to create new inventory adjustment, view drafted inventory adjustment and submitted inventory adjustment.
Inventory Adjustment

Step 3: Click **New** button and a window form will display on the screen.
Inventory Adjustment

Step 4: Fill in Balance Qty in either MT or KG in respective item code. Fill in Remark if any.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Balance B/F (MT)</th>
<th>Balance Qty (MT)</th>
<th>Balance Qty (Kg)</th>
<th>Qty Variance (MT)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW102</td>
<td>1.1010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW103</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW109</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 5:
Click ✗ Save to Drafts to save new entry as draft or
Click ✗ Submit to submit new entry.
Click ✗ Back to cancel the entry and return to main listing.
### Inventory Reused

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Balance B/F (MT)</th>
<th>Qty Reused (MT)</th>
<th>Qty Reused (Kg)</th>
<th>Balance (MT)</th>
<th>Last Qty Reused (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW102</td>
<td>Waste of lead acid batteries in whole or crushed form</td>
<td>14.0000</td>
<td></td>
<td></td>
<td>14.0000</td>
<td>1.0000</td>
</tr>
<tr>
<td>SW103</td>
<td>Dry Cell Batteries</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW104</td>
<td>Dross from casting process</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW110</td>
<td>Waste from electrical/electronic</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW204</td>
<td>IETS Sludge</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW206</td>
<td>Spent inorganic acids</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW207</td>
<td>Sludge containing fluoride</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW305</td>
<td>Spent lubricating oil</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW306</td>
<td>Spent hydraulic oil</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW307</td>
<td>Spent mineral oil water emulsion</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW308</td>
<td>Oil water mixture</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW310</td>
<td>Sludge from mineral oil storage tank</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW312</td>
<td>Oily residue from automotive workshop,oil@grease interceptor</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW315</td>
<td>Tar or tarry residues</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW322</td>
<td>Waste of non-halogenated organic solvents</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW327</td>
<td>Spent Coolant</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW402</td>
<td>pharmaceutical waste</td>
<td>0.5000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW404</td>
<td>Clinical waste</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW406</td>
<td>Slag and ashes from scheduled waste incinerator</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW409</td>
<td>Disposed containers contaminated with chemicals&amp;S&amp;W</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW410</td>
<td>Rags, plastics,papers@filters contaminated with SW</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW416</td>
<td>Sludge of paint</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW417</td>
<td>Waste of paint</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW418</td>
<td>Waste Cartridge</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW418</td>
<td>Waste of paint</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW422</td>
<td>A mixture of scheduled waste</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW426</td>
<td>Unregistered product</td>
<td>0.0780</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>SW427</td>
<td>Mineral sludge including phosphating sludge</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

**Summary:** 0.0000 MT
### Inventory Reused

Step 1: Fill in Qty Reused in MT or Kg in respective item code. Fill in Remark if any.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Balance B/F (MT)</th>
<th>Qty Reused (MT)</th>
<th>Qty Reused (Kg)</th>
<th>Balance (MT)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW102</td>
<td>Waste of lead acid batteries in whole or crushed form</td>
<td>14.0000</td>
<td></td>
<td></td>
<td>14.0000</td>
<td></td>
</tr>
<tr>
<td>SW103</td>
<td>Dry Cell Batteries</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>SW104</td>
<td>Dross from casting process</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>SW110</td>
<td>Waste from electrical &amp; electronic</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>SW204</td>
<td>IETS Sludge</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>SW206</td>
<td>Spent inorganic acids</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>SW207</td>
<td>Sludge containing fluoride</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>SW305</td>
<td>Spent lubricating oil</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
</tr>
</tbody>
</table>

Step 2: Fill in Reasons (mandatory)

---

Step 3:

- Click **Save to Drafts** to save new entry as draft or
- Click **Submit** to submit new entry.
- Click **Back** to cancel the entry and return to main listing.

*Inventory No: Auto Generated*

Date: 20/05/2015  DOE File No: 38/432/100/010

Reason: *
Inventory – Summary

Step 1: To access Inventory Summary screen, click Inventory Summary.

Step 2: Inventory Summary listing will be displayed.

<table>
<thead>
<tr>
<th>Waste Code</th>
<th>Opening Balance</th>
<th>Qty Generated</th>
<th>Qty Handling</th>
<th>Qty Adjust</th>
<th>Balance</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW102</td>
<td>15.9978</td>
<td>1.2000</td>
<td>2.0000</td>
<td>6.8000</td>
<td>21.9978</td>
<td>Storage A</td>
</tr>
<tr>
<td>SW103</td>
<td>0.0000</td>
<td>2.5000</td>
<td>0.8000</td>
<td>0.0000</td>
<td>1.7000</td>
<td>-</td>
</tr>
<tr>
<td>SW104</td>
<td>0.0000</td>
<td>1.5000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>1.5000</td>
<td></td>
</tr>
<tr>
<td>SW108</td>
<td>2.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>2.0000</td>
<td>Storage B</td>
</tr>
</tbody>
</table>

User can print the monthly summary listing of inventory by clicking Print button and Click Forward to forward the monthly summary by email.
Consignment Note

Step 1: To access Consignment Note screen, click **Consignment Note**.

Step 2: Consignment Note listing will be displayed.

Waste Generator is allowed to create new consignment note, view drafted consignment note, Submitted consignment note, and View Received/Rejected consignment note.
Consignment Note

Step 3: To create consignment note, click + New button and a window form will display on the screen
Consignment Note

Steps of create consignment note:
3.1 Select Trans. Type by clicking down arrow.
3.2 Fill in Serial No (Optional).
3.3 Fill in Ref No (Optional).
(continue....)
Consignment Note - Waste Information

(.....Continue) Steps of create consignment note:
3.4 Navigate to Waste Information Tab and click to select Waste Code.
   a) Waste Name is auto fill by default.
   b) Fill in Waste Origin Code (Optional).
   c) Fill in Origin & Source Description (Optional).
   d) Fill in Waste Component (Optional).

   (continue....)
Consignment Note – Waste Information

(.....Continue) Steps of create consignment note – Waste Information:

  e) Click **Reselect Waste Code** if user want to re-make the selection of waste code.
  f) Fill in Type of Waste
  g) Fill in Qty in either MT or KG.
  h) Fill in If Possible in m3 (Optional).
  i) Fill in Cost in RM (Ringgit Malaysia) (Optional).
  j) Select Packaging by clicking down arrow.
  k) Fill in Package Qty (Optional).
  l) Click Next (continue....)
Consignment Note - Transporter

(.....Continue) Steps of create consignment note – Waste Transporter:

Navigate to Transporter tab and double click to select desire Waste Transporter.
(…..Continue) Steps of create consignment note – Waste Transporter:

a) Click **Reselect Transporter** if user want to re-make the selection of transporter
b) Fill in Special Instruction/Notes if any.
c) Select Driver NRIC No by clicking down arrow or fill in specify new Driver NRIC No and Driver Name.
d) Select Vehicle No by clicking down arrow or fill in specify new Vehicle No.

(continue…)
Consignment Note - Transporter

(.....Continue) Steps of create consignment note – Waste Transporter:
e) Specify Transport Date.
f) Fill in Temporary Storage.

![Transport Details Form]

- Driver NRIC No:
- Vehicle No:
- Transport Date:
- Temporary Storage:

or specify new driver NRIC No:

or specify new Vehicle No:

Driver Name:
Consignment Note - Receiver

Steps of create consignment note – Waste Receiver

Navigate to Receiver tab and click to select Receiver.
# Consignment Note - Receiver

**Steps of create consignment note – Waste Receiver**

1. **a)** Click **Reselect Receiver** to re-make the selection of receiver.
2. **b)** Fill in Special Instruction/Notes if any.
3. **c)** Click **Save to Drafts** to save new entry as draft or click **Submit** to submit new entry. Click **Back** to cancel the entry and return to main listing.

<table>
<thead>
<tr>
<th>Waste Information</th>
<th>Transporter</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reselect Receiver</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Urban Environmental Sdn Bhd**

**Contact Detail:**
- **Maisarah**
- Tel No: [numbers]
- Fax No: [numbers]
- Mobile No: [numbers]
- Email: [email]

**Special Instruction / Note:**

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![Image](image_url)
Report

Step 1: To access Report List screen, click Report List.

Step 2: Report list will be displayed.
Procedure to view Report No. 1:

1. Click the “List of Notification of Scheduled Waste” to activate the screen.

2. User can filter the report by select few criteria (e.g. Trans Date, Waste Code, Month, etc). Go to each of the individual boxes to select respective criteria.

3. Click the Add button to add filter or Remove button to remove selected filter. Else click Clear button to clear all added filters from the list.

4. Click Show button to run report.

5. User can drag any desired field box to create a unique and handful report.

6. Click the Export To Excel button if user wish to have the report exported to an Excel file. Else, click the Export To PDF button to export to pdf file.

7. Click the Close button to close the report.
Sample of Summary Report – Scheduled Waste

List of Notification of Scheduled Waste

<table>
<thead>
<tr>
<th>#</th>
<th>STATUS</th>
<th>REF NO</th>
<th>WASTE GENERATOR</th>
<th>LOCATION</th>
<th>WASTE CODE</th>
<th>WASTE NAME</th>
<th>QTY PRODUCED/MONTH(MT)</th>
<th>SUBMITTED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SUBMIT</td>
<td>2014009150103</td>
<td>KLJ ENGINEERING SML Sdn Bhd</td>
<td>Malaka Branch</td>
<td>SW108</td>
<td>METAL SLUG</td>
<td>0.80</td>
<td>09 Oct 2014</td>
</tr>
<tr>
<td>2</td>
<td>SUBMIT</td>
<td>2014117132518</td>
<td>KLJ ENGINEERING SML Sdn Bhd</td>
<td>Malaka Branch</td>
<td>SW102</td>
<td>Waste Name</td>
<td>1.20</td>
<td>07 Nov 2014</td>
</tr>
<tr>
<td>3</td>
<td>SUBMIT</td>
<td>2014110114021</td>
<td>KLJ ENGINEERING SML Sdn Bhd</td>
<td>Malaka Branch</td>
<td>SW103</td>
<td>Waste</td>
<td>1.50</td>
<td>08 Nov 2014</td>
</tr>
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<td>SW102</td>
<td>Waste Name</td>
<td>8.97</td>
<td>09 Oct 2014</td>
</tr>
</tbody>
</table>
Sample of Summary Report – Inventory

Export to Excel

Export to PDF
Log out

Once user have completed the visit of eSWIS, it is advised to log out from the system to avoid access of unauthorized person.

To logout from the system, click button on the top right of the screen and user will be redirect to Log-in Page.
eSWIS for Company Admin
Waste Receiver is allowed to manage profile, manage branch, manage employee and view report
Manage Company profile

Step:
1. Click  Manage Profile,
2. Update the company details.

3. Click  button to save any new changed data.
Manage Company branch

Each branch will have its own approved DOE File Number. For information about DOE File Number, contact officer of respective JAS State.

Step:

1. Click Manage Branch and a list of registered branch will be displayed.

2. Click New button and a window form will display.
Manage Company branch
3. Steps of add branch:
   3.1 Fill in DOE File No.
   3.2 Fill in Branch Name
   3.3 Specify Industry
   3.4 Specify Sub Group
   3.5 Fill in Address.
   3.6 Fill in Postal Code.
   3.7 Select Country
   3.8 Select State
   3.9 Select PBT
   3.10 Select District
   3.11 Select Area (Continue…)

![Image of the form for adding a branch]
3. (….Continue) Steps of add branch:
   3.12 Fill in DOE File No.
   3.13 Fill in Telephone Number.
   3.14 Fill in Fax Number.
   3.15 Fill in Branch Email.
   3.16 Fill in Name of Contact Person who responsible in the branch.
   3.17 Select Designation of the contact person
   3.18 Fill in Contact Number of Contact Person.
   3.19 Fill in Email address of Contact Person.
   3.20 Click button to save the new entry or click to cancel the entry.
Manage Company Employee

Step:
1. Click Manage Profile
2. Click New button

3. Click Save button to save any new changed data.
3. Steps of add Employee:
3.1 Fill in Employee ID of reporting entity.
3.2 Select Branch In-Charged
   *(Branch required to be register before it can display)*
3.3 Select Salutation
3.4 Fill in Full Name.
3.5 Fill in IC. No.
3.6 Select Designation of the employee
3.7 Fill in Email
3.8 Select Gender.
3.9 Fill in Contact Number of the employee
3.10 Fill in User ID and Password
3.11 Click **Save** button to save
eSWIS for Receiver
Waste Receiver is allowed to update receiving information of the pending consignment note which submitted by Waste Generator.
Pending Receiving

To update status of pending consignment note, select desired consignment note and a form windows will displayed.
Pending Receiving

Steps to Receive Waste:

1. Select Type of Operation by clicking down arrow or fill in specify type of operation.
2. Select Status by clicking down arrow.
3. Fill in Quantity Received in MT and m3.
4. Specify Date of Received / Rejected.
5. Fill in Remark if any.
6. Click \( \text{Save to Drafts} \) to save new changes as draft or click \( \text{Submit} \) to save new changes. Else, click \( \text{Back} \) to cancel the changes.
## Pending Receiving

<table>
<thead>
<tr>
<th>Received Waste Information:</th>
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<tbody>
<tr>
<td><strong>Type of Operation:</strong></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td><strong>Quantity (MT):</strong></td>
</tr>
<tr>
<td>and if possible:</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Remark:</strong></td>
</tr>
</tbody>
</table>

1) **Type of Operation:**
   - if other, please specify here...

2) **Status:**
   - Received

3) **Quantity (MT):**
   - 0 MT = 0 Kg
   - 0 m³

4) **Date:**
   - 14/11/2014

5) **Remark:**

6)
Thank you.
Q & A