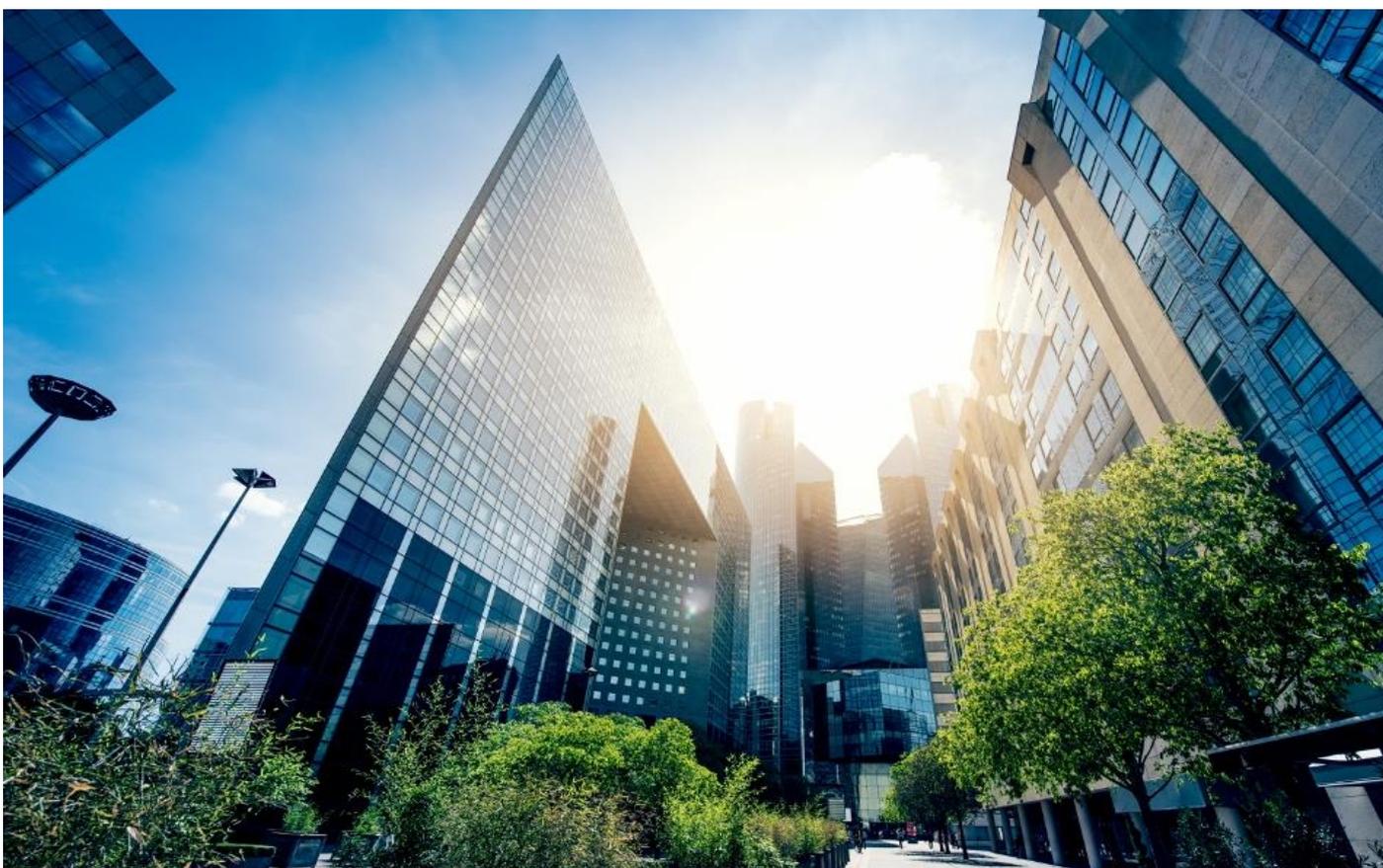


How to assign an Accredited Assessor to a Waste Rating

A short guide for Waste Platform Managers on how give an Assessor access to your data so they can complete a NABERS Waste Rating.

This guide does not cover the complete building set up process. See our User Guide for more detail on building set up.

May 2018



As the Waste Platform Manager for a building on the NABERS Waste Manager platform there are a few tasks that only you can perform. One of these is to assign an assessor to perform a rating.

You might want to do this in two circumstances:

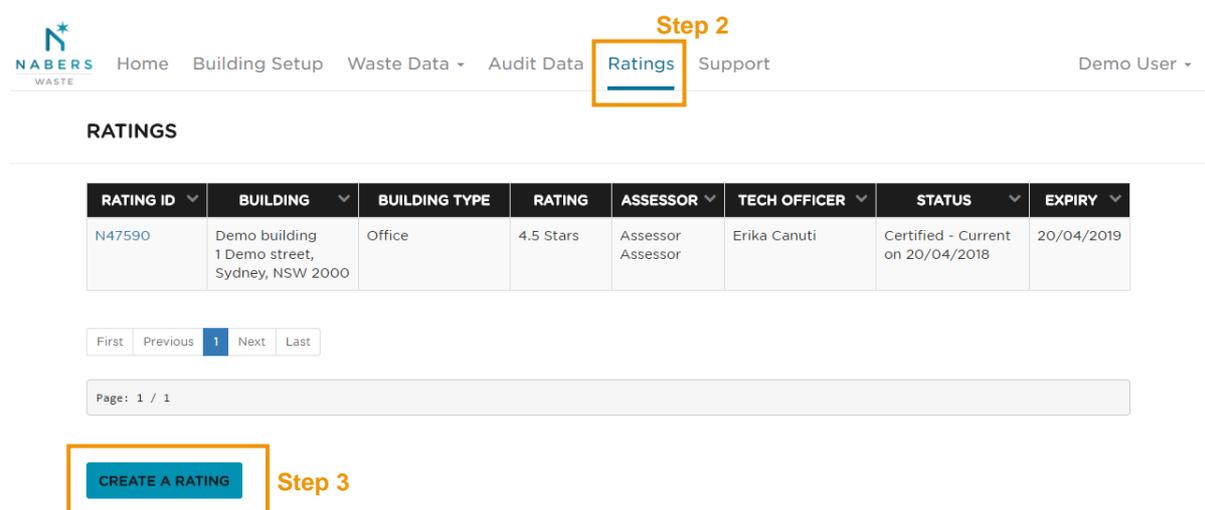
1. Your building has been set up on the platform and you have 12 months of data so you are ready for a rating.
2. You have agreed with an Assessor that they will perform all steps to generate a rating, including building set up and data upload.

This guide is for the second situation, as it provides the minimum amount of information you need to provide access to your chosen assessor

Text in a grey box is troubleshooting advice.

Process

1. Log in to the NABERS Waste Manager platform: <http://waste.nabers.gov.au>
2. Click on the Ratings tab on the right hand side of the menu



The screenshot shows the NABERS Waste Manager interface. The navigation menu at the top includes Home, Building Setup, Waste Data, Audit Data, Ratings (highlighted with an orange box and labeled 'Step 2'), and Support. The main content area is titled 'RATINGS' and contains a table with the following data:

RATING ID	BUILDING	BUILDING TYPE	RATING	ASSESSOR	TECH OFFICER	STATUS	EXPIRY
N47590	Demo building 1 Demo street, Sydney, NSW 2000	Office	4.5 Stars	Assessor Assessor	Erika Canuti	Certified - Current on 20/04/2018	20/04/2019

Below the table are navigation controls: 'First', 'Previous', '1', 'Next', 'Last'. A page indicator shows 'Page: 1 / 1'. A 'CREATE A RATING' button is highlighted with an orange box and labeled 'Step 3'.

3. Click on the button "Create a rating"

If you cannot see this button, then you are not the Waste Platform Manager for this building.

To find out who has been nominated as the Waste Platform Manager for this building go to the Building Details page. You will be presented with one of two views.

- If you have access to one building on the platform then you will find the name of the Waste Platform Manager at the bottom of the screen.
- If you have access to more than one building, then you will be sent to the *Buildings List* page.
 - Find the building related to the rating
 - Click "Open" in the column to the right of this building.
 - You will find the name of the Waste Platform Manager at the bottom of the next screen (*Building Details* page)

4. Complete the four fields under “Rating Details”.

CREATE RATING

Rating Details

Building*
Demo building

Assessor's name*
Full name

Customer's company*
Demo customer company

Customer for authorisation*
Demo User

CREATE RATING

You can choose to click on the drop-down arrow to fill in each field, or to use the auto-fill option.

Drop-down option: The name of your building should be available in the drop-down menu. Once you do this the “Customer for authorisation” field should auto-fill and a value for “Customer’s company” should appear in the drop-down menu

Auto-fill option: Place the cursor in the field you wish to complete. Start typing the name for this field. The platform will suggest options that match your letters from fields in our database. Continue typing until the correct name appears. Click on this name.

If you cannot find the name of your chosen assessor, then they are not currently accredited for a NABERS Waste rating. See our [Assessor search page](#) for a list of assessors currently accredited for the Waste Rating.

If the correct option for “customer for authorisation” is not available, then check that person has an account on the NABERS members website.

5. Click the button “Create a rating”

If the button is not able to be clicked, then make sure you have clicked on each name from the drop-down list (rather than typing it into the field). The platform doesn’t register this as your choice unless it is clicked.

6. Let your assessor know the rating is ready for them.

Contact us

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