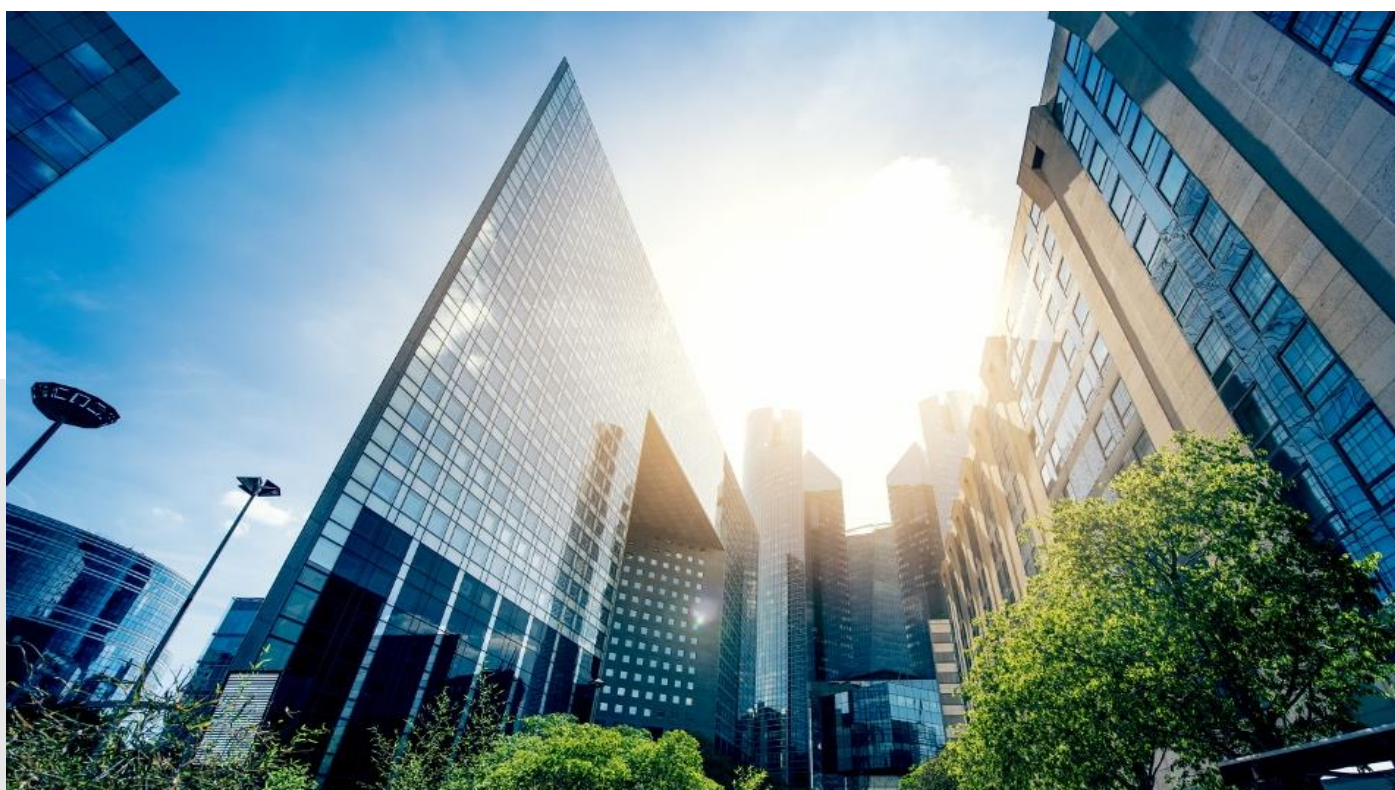


How to register buildings and users on the NABERS Waste Manager platform

A short guide to help you get ready for a Waste rating. This guide does not cover the complete building set up process. See our User Guide for more detail on building set up.

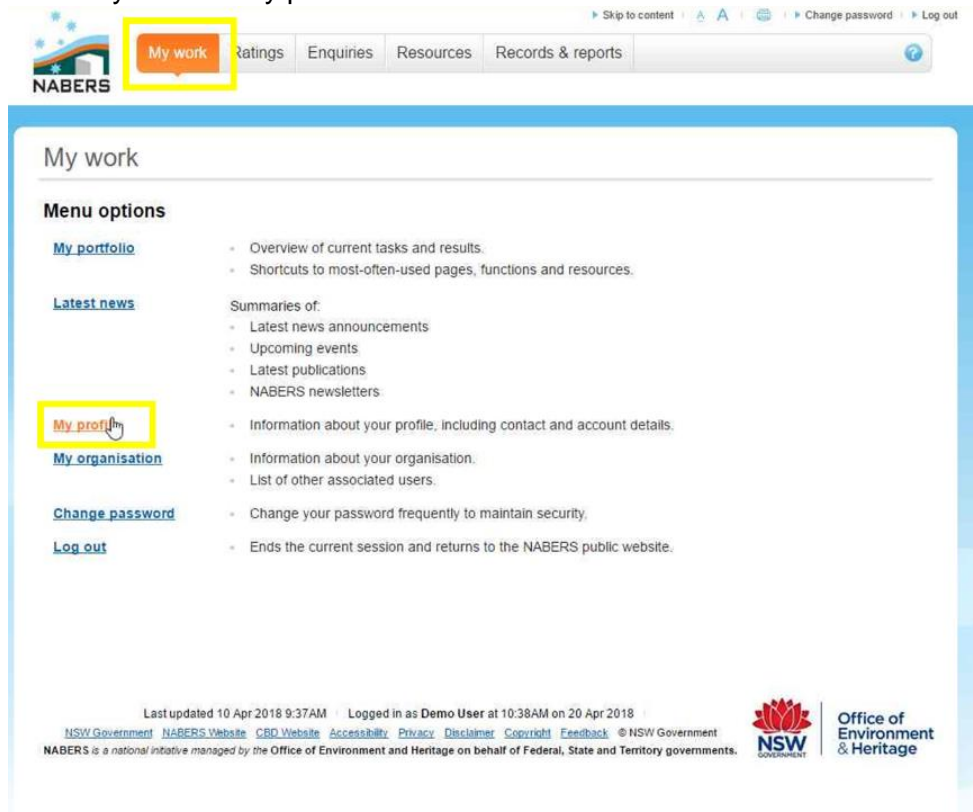
May 2018



Section A: Register a building on the NABERS Waste Manager platform

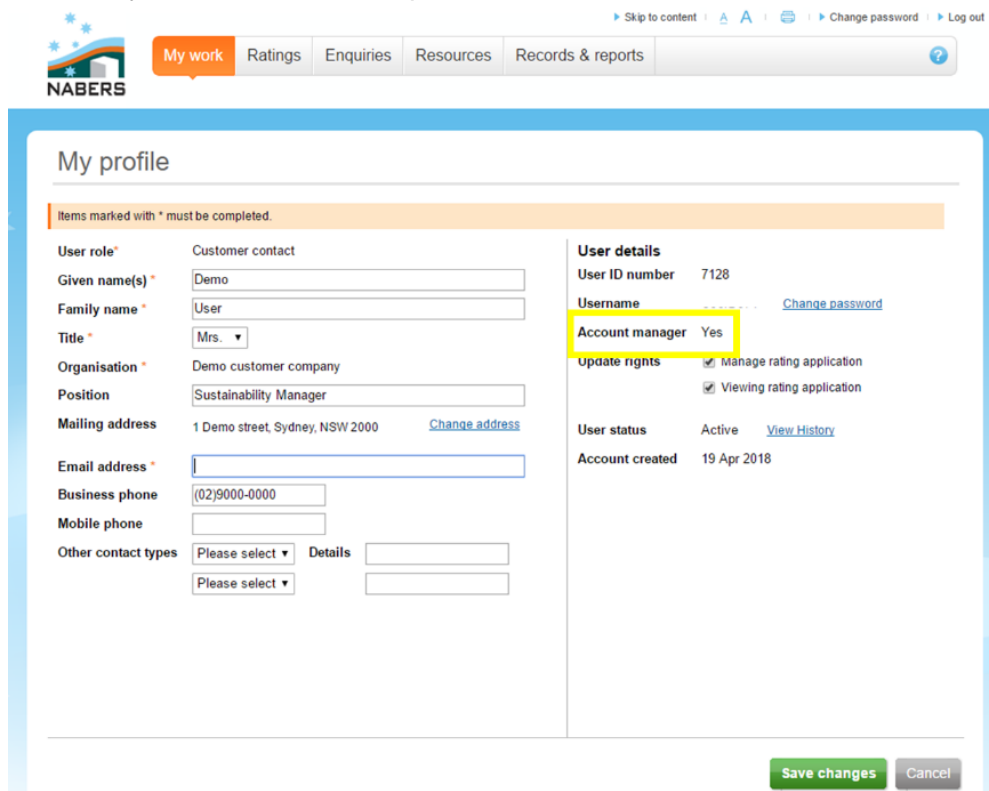
If you want to use the NABERS Waste Manager platform to see the performance of your building and generate a Waste rating follow these steps to register your building.

1. Are you (or will you be) the principal NABERS contact for your company?
 - If no, find out who is (or will be) the principal NABERS contact
 - If yes, continue with Step 2
2. Does the principal NABERS contact have a NABERS account?
 - If no, contact the NABERS National Administrator (nabers@environment.nsw.gov.au or 02 9995 5000)
 - If yes, continue with Step 3
3. Log in to NABERS Members website (<https://www.nabers.gov.au/members>)
4. Go to My work -> My profile



5. Check if your profile has Account Manager rights

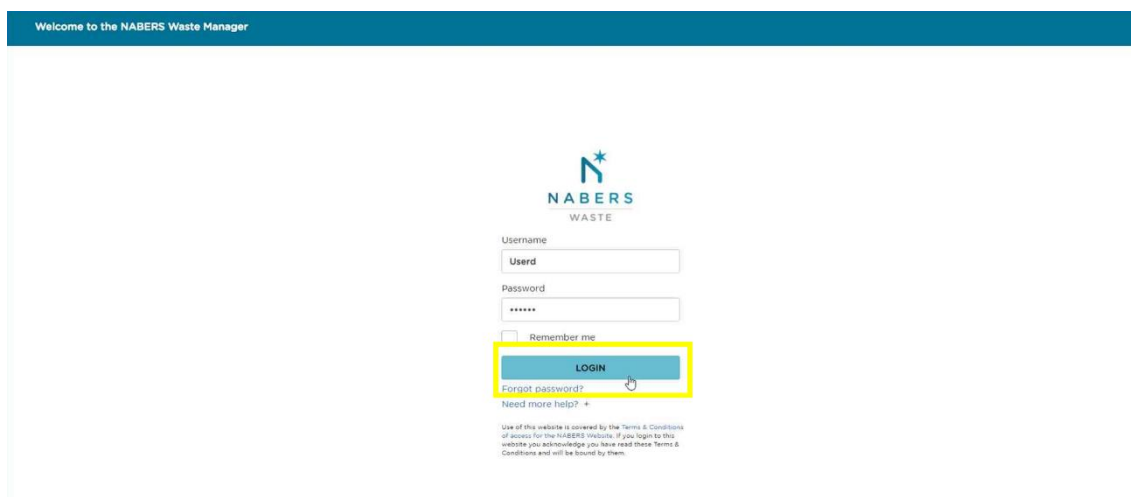
- If no, contact the NABERS National Administrator (nabers@environment.nsw.gov.au or 02 9995 5000)
- If yes, continue with step 6.



The screenshot shows the 'My profile' page in the NABERS Waste Manager platform. The page has a navigation bar at the top with links: 'My work', 'Ratings', 'Enquiries', 'Resources', 'Records & reports', and a help icon. Below the navigation bar, there's a section titled 'My profile' with a warning: 'Items marked with * must be completed.' The profile is divided into two columns. The left column contains fields for 'User role' (Customer contact), 'Given name(s)' (Demo), 'Family name' (User), 'Title' (Mrs.), 'Organisation' (Demo customer company), 'Position' (Sustainability Manager), 'Mailing address' (1 Demo street, Sydney, NSW 2000), 'Email address', 'Business phone' ((02)9000-0000), 'Mobile phone', and 'Other contact types'. The right column contains 'User details' (User ID number 7128), 'Username' (with a 'Change password' link), 'Account manager' (checked and highlighted with a yellow box), 'Update rights' (checked for 'Manage rating application' and 'Viewing rating application'), 'User status' (Active, with a 'View History' link), and 'Account created' (19 Apr 2018). At the bottom right, there are 'Save changes' and 'Cancel' buttons.

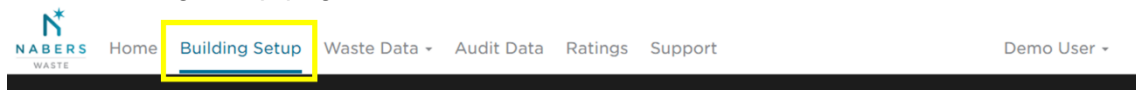
At this point you may want to create any new NABERS users needed for the platform. See Section B for steps to do this.

6. Use the same NABERS Members account details to log in to the NABERS Waste Platform (waste.nabers.gov.au)



The screenshot shows the login page of the NABERS Waste Manager platform. The page has a blue header with the text 'Welcome to the NABERS Waste Manager'. Below the header, there's a login form with the NABERS logo at the top. The form has fields for 'Username' (with the text 'Userd' entered) and 'Password' (with the text '*****' entered). Below the password field, there's a 'Remember me' checkbox. The 'LOGIN' button is highlighted with a yellow box. Below the login button, there's a link for 'Forgot password?' and a link for 'Need more help?'. At the bottom, there's a small disclaimer: 'Use of this website is covered by the Terms & Conditions of access for the NABERS website. If you login to this website you acknowledge you have read these Terms & Conditions and will be bound by them.'

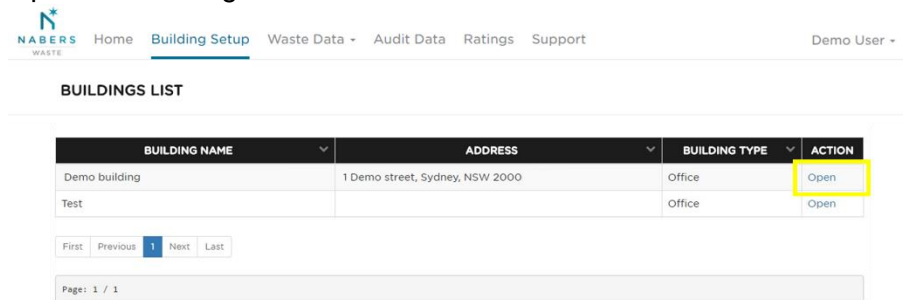
7. Go to *Building Setup* page



8. Is the building you want to register in the list?

- If no, contact the NABERS National Administrator to see if the building exists but is not linked to your account or to create a new building (nabers@environment.nsw.gov.au or 02 9995 5000)
- If yes, continue with step 9

9. Open the building



10. Define the premises' name (optional) and area

The screenshot shows the 'BUILDING DETAILS' form. The 'Premises name' field is highlighted with a yellow box. The 'Premises area (m²)' field is also highlighted with a yellow box. The form includes fields for Premises type (Office), Premises address (1 Demo street), Suburb (Sydney), State (NSW), and Postcode (2000). There are also fields for Building management company, Building owner company (Demo customer company, NSW [4891]), and Ownership (%). A checkbox for 'Same as building management company' is checked. At the bottom, there are buttons for 'SKIP THIS STEP' and 'SAVE & NEXT'.

11. Select/modify building owner and manager companies

The screenshot shows the 'BUILDING DETAILS' form in the NABERS Waste Manager platform. The form is divided into several sections. The top section includes fields for 'Premises type' (Office), 'Premises name' (Demo building), 'Premises address' (1 Demo street), 'Suburb' (Sydney), 'State' (NSW), and 'Postcode' (2000). Below these are 'Premises area (m²)' (5,000) and 'Building management company' (demo cu). A yellow box highlights the 'Building management company' dropdown menu, which shows 'demo cu' and 'Demo customer company, NSW [4891]' as options. The 'Ownership (%)' field is set to 100. There is a checkbox for 'Same as building management company' which is checked. Below this is a button 'ADD ANOTHER BUILDING OWNER'. The bottom section includes 'Waste platform manager' (Waste platform manager), 'Waste management company' (Waste management company), 'Contract start date' (DD/MM/YYYY), and 'Contract end date' (DD/MM/YYYY). There is also a checkbox for 'Indicate if the Waste management company will be the primary provider of waste data' which is unchecked. At the bottom right are buttons for 'SKIP THIS STEP' and 'SAVE & NEXT'.

12. Select a Waste Platform Manager

The Waste Platform Manager is the super user for the building. They have full edit and access rights to the platform, including building setup and assigning a NABERS assessor to complete a Waste Rating. Setting a Waste Platform Manager is an important step in using the NABERS Waste platform, if you proceed past this point an invoice will be generated for use of the platform for 12 months (See step 14).

If the user you want to select as Waste Platform Manager does not appear in the list, go to section B. below.

BUILDING DETAILS

Premises type*
Office

Premises name
Demo building

Premises address*
1 Demo street

Suburb*
Sydney

State*
NSW

Postcode*
2000

Premises area (m²)
5,000

Building management company*
Demo customer company, NSW [4891]

Building owner company*
Demo customer company, NSW [4891]

Ownership (%)*
100

☒ Same as building management company

ADD ANOTHER BUILDING OWNER

Waste platform manager
demo us
Demo User, Demo customer company (7128)

Waste management company
Demo customer company, NSW [4891]

Contract start date
DD/MM/YYYY

Contract end date
DD/MM/YYYY

☐ Indicate if the Waste management company will be the primary provider of waste data

SKIP THIS STEP **SAVE & NEXT**

13. Click 'Save & Next' button

BUILDING DETAILS

Premises type*
Office

Premises name
Demo building

Premises address*
1 Demo street

Suburb*
Sydney

State*
NSW

Postcode*
2000

Premises area (m²)
5,000

Building management company*
Demo customer company, NSW [4891]

Building owner company*
Demo customer company, NSW [4891]

Ownership (%)*
100

☒ Same as building management company

ADD ANOTHER BUILDING OWNER

Waste platform manager
demo us
Demo User, Demo customer company (7128)

Waste management company
Demo customer company, NSW [4891]

Contract start date
DD/MM/YYYY

Contract end date
DD/MM/YYYY

☐ Indicate if the Waste management company will be the primary provider of waste data

SKIP THIS STEP **SAVE & NEXT**

14. At this stage, a pop-up message will appear. This message alerts you that you've just activated the building and an administration fee is due.

- If you wish to continue with the activation, press 'Confirm' and continue with step 15

The screenshot shows the NABERS Waste Manager platform interface. A modal dialog box titled "Confirm building activation" is displayed in the center. The dialog box contains the following text:

By setting up a Waste platform manager you are indicating that you wish to activate this building on the NABERS Waste Manager platform. NABERS will send you an invoice based on the current NABERS rating fees. The fee includes access to the platform for 12 months, and a single Waste rating. If the invoice is not paid within 30 days then access to the platform for this building will be locked.

If you do not wish to activate this building, then click "Cancel", ensure the waste platform manager field is blank and exit this page.

Please confirm that you wish to proceed.

At the bottom of the dialog box, there are two buttons: "Confirm" (highlighted with a yellow box) and "Cancel".

The background of the screenshot shows the "BUILDING DETAILS" page with various form fields such as "Premises type", "Premises address", "Premises area", "Building management company", "Building owner company", "Waste platform manager", "Waste management company", "Contract start date", and "Contract end date".

- If you do not wish to pay the fee, you cannot use the NABERS Waste platform. Click 'Cancel' and exit the page.
15. You are now taken to the *Bin Services* page and *Contract Fee* page. If you are the Waste Platform Manager you may wish to fill these pages with the waste details of the building to finalise the building configuration. If you are not the Waste Platform Manager or you wish to configure the building waste details later, click 'Skip this step' until the last page *User Access*
 16. In the *User Access* page, you can add other users to the building and finalise the configuration
 17. If you have previously configured the *Bin Services* page, you can now click 'Submit' to finalise the building configuration.

If you have not configured the *Bin Services* page, press 'Save & Exit'

USER ACCESS 1 Demo street, Sydney, NSW 2000

People authorised to view/edit data for this building

NAME	COMPANY	POSITION	EDIT RIGHTS	ACTION
Demo User	Demo customer company	Sustainability Manager	<input checked="" type="checkbox"/>	

First Previous **1** Next Last

Page: 1 / 1

ADD USER

Click Exit if the configuration for this building is not complete and you would like to complete it at a later stage.
Click Submit if the configuration for this building is complete and can be finalised.

BACK **SAVE & EXIT** **SUBMIT**

18. The building is now activated in the NABERS Waste platform!

Section B: How to create new NABERS accounts for your colleagues

If you have a NABERS account with Account Manager rights (refer to step 5 above), you can create NABERS accounts for your colleagues.
To do so, follow these steps:

1. Login to NABERS Members website (<https://www.nabers.gov.au/members>)
2. Go to My work -> My organisation

My work

Menu options

- [My portfolio](#)
- [Latest news](#)
- [My profile](#)
- [My organisation](#)
- [Change password](#)
- [Log out](#)

Summaries of:

- Overview of current tasks and results.
- Shortcuts to most-often-used pages, functions and resources.
- Latest news announcements
- Upcoming events
- Latest publications
- NABERS newsletters
- Information about your profile, including contact and account details.
- Information about your organisation
- List of other associated users.
- Change your password frequently to maintain security.
- Ends the current session and returns to the NABERS public website.

Last updated 10 Apr 2018 9:37AM | Logged in as Demo User at 12:01PM on 20 Apr 2018

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NSW Office of Environment & Heritage

3. Click 'Add another person'

My organisation

Items marked with * must be completed.

Full name* Demo customer company
Short name Demo customer company
ABN/ACN/AREN* 10000000000
Mailing address* 1 Demo street, Sydney, NSW 2000

Record ID number 4891
Organisation type* Business

My team

User ID	Name	Role type	Account manager	Account created	Status	State / territory	Actions
7128	Demo User	Customer contact	<input checked="" type="checkbox"/>	19/04/2018	Active	NSW	More actions

[Add another person](#)

[Save changes](#) [Cancel](#)

4. Fill all mandatory details and press 'Save'

New customer contact profile

Items marked with * must be completed.

User role type Customer contact

Given name(s)*
Family name*
Title*
Organisation Demo customer company
Position
Mailing address* [Add address](#)
Email address*
Business phone
Mobile phone
Other contact types Please select Details
Please select

User ID number NA
User name NA
Account manager ☐ Yes ☒ No
Update rights ☐ Authorise rating application
☐ Viewing rating application
User status Pending
Account created NA

[Save](#) [Cancel](#)

Last updated 10 Apr 2018 9:37AM | Logged in as Demo User at 12:01PM on 20 Apr 2018 |
NSW Government NABERS Website CSO Website Accessibility Privacy Disclaimer Copyright Feedback © NSW Government
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NSW Office of Environment & Heritage

5. Now the person has a NABERS account and can be added to the NABERS Waste Manager platform as a user.

Contact us

**NABERS is administered by the NSW
Office of Environment and Heritage**

59 Goulburn Street
Sydney NSW 2000

T (02) 9995 5000

E nabers@environment.nsw.gov.au

nabers.gov.au

