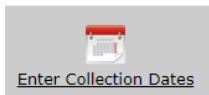


## Step 1 - Enter Collection Dates

This step is where you pick your site and enter in the dates for your collection.

- Click on “Enter Collection Dates” on top left hand side.



- Tick the box next to the site you are entering collection dates for or in the case of ongoing collections tick the all sites box.
- Next enter the dates for the collection. Eg. Start date 1 March 2014 – End date 31 March 2014 or if the collection was held for one day the start date would be 15 March 2014 – End date 15 March 2014.
- Note: You can only complete the collection once the end date has passed.
- Once the dates have been entered click on the grey box Schedule Collection.

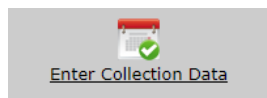
[Schedule Collection](#) [Cancel](#)

- Wait for this process to finish and it will take you back to your home page. Sometimes this process can take a minute or two.

## Step 2 - Enter Collection Data

This is where you will enter in the drum numbers and chemical users.

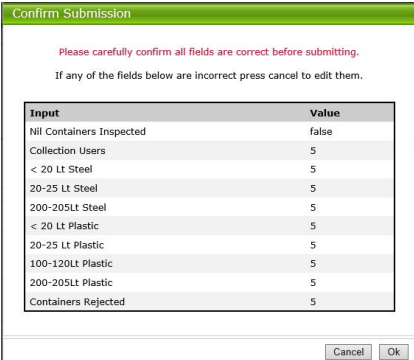
- Your scheduled collection dates will appear on your home page under **Enter Data** or if you click on “**Enter Collection Data**” in the left hand column.



- On the right of the collection please click on the word Complete.
- First enter in the number of Collection Users who used the program for this collection.
- Then tab through each box and enter in the number of drums delivered for each sized drum. Please make sure you enter in “0” if there were no drums of a particular size. All boxes must have a number in them including the Containers Rejected box.
- Once all numbers have been entered click on the Complete Collection Box.

[Complete Collection](#) [Cancel](#)

- A box will appear with your data, please check numbers carefully before confirming and clicking OK.



Confirm Submission

Please carefully confirm all fields are correct before submitting.  
If any of the fields below are incorrect press cancel to edit them.


Input	Value
Nil Containers Inspected	false
Collection Users	5
< 20 Lt Steel	5
20-25 Lt Steel	5
200-205Lt Steel	5
< 20 Lt Plastic	5
20-25 Lt Plastic	5
100-120Lt Plastic	5
200-205Lt Plastic	5
Containers Rejected	5

[Cancel](#) [Ok](#)

- Once you click Ok the system will process your entry and loading box will appear. Once this process is finished it will take you back to the home page. This can take a few minutes.



Loading



This process can take a few minutes.  
Please wait...

Your collection is now complete and will come up when you look at your Collection Statistics. You can bring up reports to see your collections and your reimbursements. (see below)

If a dollar figure has been added to the processing or wages columns it indicates that claims have been made for those collections.

#### Bundaberg Recycling - Impact Make Your Mark

Type	Start Date	End Date	Chemical Users	Steel Containers Collected			Plastic Containers Collected				Rejected Containers	Total Containers	Total Weight (t)	Processor	Reimbursements	
				< 20 Lt	20-25 Lt	200-205Lt	< 20 Lt	20-25 Lt	100-120Lt	200-205Lt					Processing	Wages
Ongoing	7 Sep 2020	7 Sep 2020	7	0	0	0	1,200	1,994	0	0	0	3,194	2.78	Impact Community Services	\$2,018.72	\$396.00
Ongoing	16 Jun 2021	16 Jun 2021	0	0	0	0	0	0	0	0	0	0	0.00			
Totals for Site: Bundaberg Recycling - Impact Make Your Mark			7	0	0	0	1,200	1,994	0	0	0	3,194	2.78		\$2,018.72	\$396.00

*Note. If you have saved your collection and then found an error please notify drumMuster on [info@drummuster.org.au](mailto:info@drummuster.org.au). You are unable to change a collection once it has been completed.*

## Organisation details

- Click on the button on the right top corner which says **My Account** this will open up a page with all your account details. It will list your contact details, contact people, Inspector details etc. If any of these details are incorrect you can edit or delete them. There are Edit and Delete buttons on the right of every line of information.
- Once you edit or delete an entry, the information will be sent to us at drumMUSTER for approval. Once we have approved the change it will show up on your system.

*Note: Further information is provided in the information notes on each page*

