

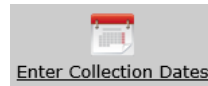


drumMUSTER

drumMUSTER Online Database Instructions

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. Please note that 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

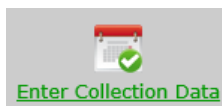
[Cancel](#)

- 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

[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

- 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)



You

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

Search Results


Leeton Landfill & Recycling Depot

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	17 Oct 2012	17 Oct 2012	3	0	9	0	7	84	0	0	0	100	0.12	Drums Go Round - Moama	\$56.38	\$46.57
Ongoing	20 Feb 2013	20 Feb 2013	12	3	52	0	255	652	0	0	0	962	0.96	Drums Go Round - Moama	\$542.41	\$447.96
Ongoing	17 Apr 2013	17 Apr 2013	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Ongoing	19 Jun 2013	19 Jun 2013	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Ongoing	21 Aug 2013	21 Aug 2013	5	12	201	0	0	2,530	0	0	0	2,743	3.40		\$0.00	\$0.00
Ongoing	21 Aug 2013	21 Aug 2013	7	3	53	0	349	1,209	0	0	41	1,614	1.66	Drums Go Round - Moama	\$1,105.75	\$301.82
Ongoing	16 Oct 2013	16 Oct 2013	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Ongoing	1 Nov 2013	31 Jan 2014	5	0	1	0	59	105	0	0	0	165	0.15	Drums Go Round - Moama	\$113.04	\$30.85
Ongoing	8 Jun 2014	8 Jun 2014	9	4	8	0	78	583	0	0	0	673	0.74		\$0.00	\$125.85
Periodic	15 Oct 2014	15 Oct 2014	5	2	15	0	215	1,235	0	0	0	1,467	1.58		\$0.00	\$0.00
Ongoing	1 Nov 2014	30 Nov 2014	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Ongoing	1 Dec 2014	31 Dec 2014	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Ongoing	1 Jan 2015	31 Jan 2015	0	0	789	0	0	678	0	0	0	1,467	2.23		\$0.00	\$0.00
Ongoing	1 Jan 2015	31 Jan 2015	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Ongoing	3 Jun 2015	3 Jun 2015	0	0	0	0	0	0	0	0	0	0	0.00		\$0.00	\$0.00
Totals for Site: Leeton Landfill & Recycling Depot			46	24	1,128	0	963	7,076	0	0	41	9,191	10.85		\$1,817.58	\$953.05

Note. If you have saved your collection and then found an error please notify drumMuster on info@drummuster.com.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