How to Upload a Recycling Facility Ticket

If you are using a free GHS account and/or uploading one “Recycle and Dispose” ticket

***Complete all of the fields with asterisks from the top to the bottom of the form***

1. Select the material type.
2. Select the facility where the material was taken to. Skip to Step 4.
3. If a facility that your debris was taken to is NOT listed in the drop-down box, then click on “Add a Facility” in green letters. A pop-up screen will appear.
   A. Complete all of the fields with asterisks.
   B. Select the debris material by clicking on the check box in the “Enabled” column.
   C. Leave the “Diversion Rate” box EMPTY.
   D. If the debris material was donated, then click on “Accept for Donation”.
   E. Click on “ADD FACILITY” in a green box toward the bottom-left corner of the page. The pop-up screen will disappear.
   F. The Material Type field will become empty, hence repeat Step 1.
4. Enter the ticket number (aka receipt number).
5. To upload a ticket image, click on “Browser” or “Choose File”. Make sure the legible ticket image is in a picture format.
6. Select the ticket date by clicking on the green calendar icon.
7. Enter measurement number according to what is printed your ticket. If you are not sure what the material measurement is on the ticket, then call the recycling facility.
8. Select unit of measure (Tons, Cubic Yards or Pounds).
9. If any of the material on the ticket was from another project, then click on the “Percentage” drop-down box to select what the percentage was from this project.
10. Enter your first and last name in the Submitted By field.
11. After you have verified the data on the page, click on “SUBMIT TICKET” in a green box toward the bottom-left corner of the form.
12. If you need to upload another ticket, then repeat Steps 1 - 11.
13. When you are finished uploading all of the tickets for the project and want a municipal employee to review and close your project, then click on “Submit for Final” or “Close out Project” in a gray box to the right of “ADD NEW TICKET” on the Approved tab page.
If you are uploading a “Salvage and Reuse” ticket

“Salvage and Reuse” ticket is for material that was reused for a project or donated.

***Complete all of the fields with asterisks from the top to the bottom of the form***

1. Click on “Salvage and Reuse” for **ticket type**.
2. Select **item/material** type.
3. **Usage** selection should be
   - **A.** “Donated” if the material was donated to a person or organization.
   - **B.** “Reuse On Site” if the material was used on site.
   - **C.** “Salvage For Reuse On Other Project” if material was used on another project.
4. Select the **facility** where the material was taken to. Skip to Step 6.
5. If a facility that your debris was taken to is NOT listed in the drop-down box, then click on “Add a Facility” in green letters. A pop-up screen will appear.
   - **A.** Complete all fields with asterisks.
   - **B.** Select the debris material by clicking on the check box in the “Enabled” column.
   - **C.** Leave the “Diversion Rate” box EMPTY.
   - **D.** If the debris material was donated, then click on “Accept for Donation”.
   - **E.** Click on “ADD FACILITY” in a green box toward the bottom-left corner of the page. The pop-up screen will disappear.
6. Enter the **ticket number** (aka receipt number).
7. To upload a **ticket image**, click on “Browser” or “Choose File”. Make sure the legible ticket image is in picture format.
8. Select the **ticket date** by clicking on the green calendar icon.
9. Enter **measurement number** according to what is printed your ticket. If you are not sure what the material measurement is on the ticket, then call the recycling facility.
10. Select **unit of measure** (Cubic Yards, Tons or Pounds).
11. Complete **Description** box if it may help a municipal employee know how the materials were salvaged.
12. Click on **Materials Browse** button if images of project/materials will help explain how the materials were salvaged.
13. After you have verified the data on the page, click on “SUBMIT TICKET” in a green box toward the bottom-left corner of the form.
14. If you need to upload another ticket, then repeat Steps 1 - 13.

15. When you are finished uploading all of the tickets for the project plus want a municipal employee to review and close your project, then click on “Submit for Final” in a gray box to the right of “ADD NEW TICKET” on the Approved tab page.

If you are using a paid-for GHS account that has the Multiple Ticket Entry feature and have more than one “Recycle and Dispose” ticket to upload for your project

*** Complete all of the fields with asterisks from left to right of the form***

1. Click on “MULTIPLE TICKETS ENTRY FORM” in a black box toward the right side of the page.

2. Enter ticket number.

3. Select the material type.

4. Select the facility the material was taken to. If the facility is not listed, then
   A. Enter the ticket(s) from this facility after uploading tickets from listed facilities.
   B. Go to Settings > Facilities.
   C. Click on “Add a Facility”.
   D. Complete all of the fields with asterisks.
   E. Select the debris material by clicking on the check box in the “Enabled” column.
   F. Leave the “Diversion Rate” box EMPTY.
   G. If the debris material was donated, then click on “Accept for Donation”.
   H. Go to Home Page.
   I. Click on Approved tab.
   J. Click on “Add New Ticket”.
   K. Use the option of either single or multiple ticket entry.

5. To upload a ticket image, click on “Browser” or “Choose File”. Make sure the legible ticket image is in a picture format.

6. Select the ticket date by clicking on the green calendar icon.

7. Enter measurement number according to what is printed your ticket. If you are not sure what the material measurement is on the ticket, then contact the recycling facility.

8. Select unit of measure (Tons, Cubic Yards or Pounds).

9. If any of the material on the ticket was from another project, then click on the “Percentage” drop-down box to select the percentage from this project.
10. If more than five tickets need to be added, then click on “ADD MORE FIELDS” in a black box toward the bottom-right or top-right corner of the form. We recommend uploading up to 10 tickets at a time due to upload limitations.

11. If there are more available ticket entries than you have tickets to upload, then click on the white “x” in a red circle on the right side of the page to delete them.

12. Click on “SUBMIT TICKETS” in a green box toward the bottom-right corner of the form when you want to upload the tickets.

13. When you are finished uploading all of the tickets for the project plus want a municipal employee to review and close your project, then click on “Submit for Final” in a gray box to the right of “ADD NEW TICKET” on the Approved tab page.

For further assistance, contact Tech Support at 1-888-525-1301.

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