

Updating a Waste Processing Record Training Video Transcript

To update a Processing Record, click the Classes tab, and double click on the Processing Record you need to update.

On this screen, you can add and update information.

If necessary, you can change the Class of the record to a different Processing Class by using the List of Values.

To update the Status, click List of Values.

On the Comments tab, you can enter additional information that may not fit in any of the above fields.

If the Processing Record has leachate information, click the Leachate tab, and use the List of Values for Leachate Management and Leachate Code.

Under the Geographic Location tab, double click on the Object of Interest to get detailed information. If a Geographic Location (lat/long) does not already exist for this Processing Record, refer to the *Creating Geographic Location (Lat/Long)* training video.

Review all information on this screen and make updates if necessary. To update the lat/long coordinates, refer to the *Updating Geographic Location (Lat/Long)* training videos. If you update any information, click Commit Changes, then Exit.

The Monitoring Testsites tab is display only and lists all associated testsites. To update or add any new testsites, refer to the *Creating a New Testsite* training video.

Once you click Commit Changes, click OK for any update notifications, and the Processing Record has been updated.