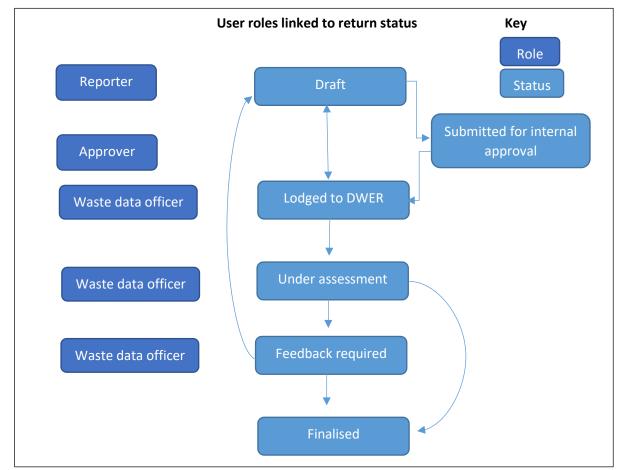# Waste Data Online

Quick guide: User role and return status

User roles

There are three different roles in Waste Data Online:

Reporter Can create and complete a return but cannot lodge the return.

Approver Can create and complete a return, and can lodge the return to the Department of Water and Environmental Regulation (the department). Approvers should be the CEO or equivalent.

Waste data officer Once the return is lodged to the department, waste data officers validate the data. For purposes of data integrity there is some information about your facility that only waste data officers can change, for example, your facility address details.

Return status

The return moves through a number of status changes before it is finalised. The figure above shows how the return moves through the status changes and which users have access. Descriptions of the return status are provided below.

Draft When a return is created, the status starts as draft. The draft status is when you are working on the return and entering data. A reporter and approver can only edit the return while it is in draft status.

Submitted for internal approval
When a reporter has finished working on the draft return, it can be submitted to the approver for internal approval. The reporter can no longer edit the return after it has been submitted to the approver.

Lodged to DWER
When the approver has reviewed the return, it can be lodged to the department. The approver can no longer edit the return after it has been lodged.

Under assessment
The return status will change to under assessment when waste data officers are validating the return.

Feedback required
Reporters and/or approvers will receive an email if further feedback and action is required when waste data officers have assessed the return. The return status may be changed back to the draft status so that the reporter can make further changes to the return.

Finalised
Once required feedback has been received and waste data officers have finished validating the return the status will be changed to finalised. The reporter and approver will receive a confirmation email once the form is finalised.