Quick Reference Guide

Uploading Detailed Data in the Queensland Waste Data System (QWDS)
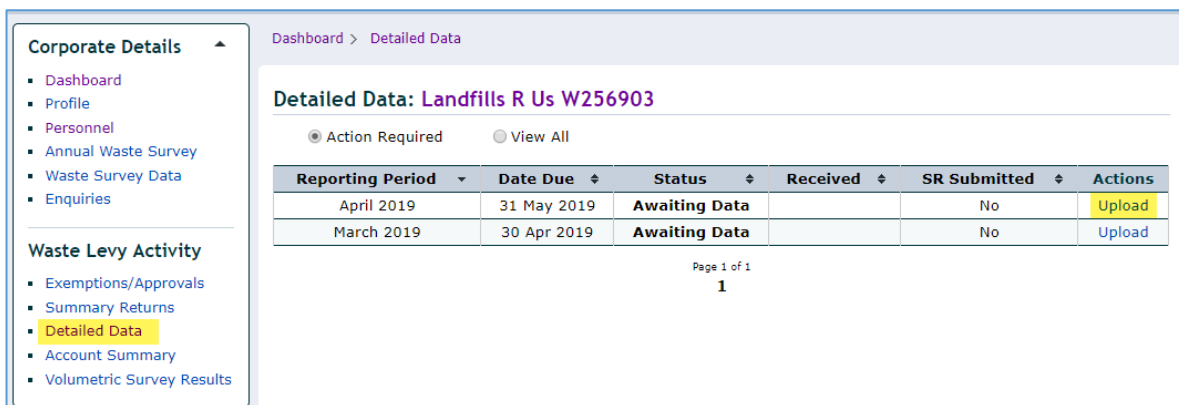
The Detailed Data (DD) file has transactions for the movement of waste and other material to, from and within the site for a levy period. Both Data Entry users (DE) and Verifiers (V) can upload the detailed data file. The file will come from weighbridge activity and should be uploaded the month after the activity period. The file should be saved to a drive from which you can upload into QWDS. The file will be in the format of a csv file (similar to an excel document however the file extension is .csv).

Uploading Detailed Data

Detailed data will need to be uploaded on a monthly basis. Following are the steps to complete the Detailed Data upload. This can be completed by either the data entry person or the verifier.

Steps:

1. **Select Detailed Data** from the Dashboard sidebar – the Detailed Data Screen will open

2. **Click Upload** in the row of the return you want to complete. The Detailed Data File Upload screen will open

3. *To accept the terms* **click the box** and then **select Browse** <choose your file from network drive> (*this may show Choose File instead*)

4. Click **Upload**

The screen will display the file upload progress:

Then once it is successfully uploaded you will see the following screen:

You have now uploaded your Detailed Data File.

Note : when you click back to the Detailed Data screen you will now see the Status has changed to **Accepted** (you will need to click on view all) and the action is Export (please note Compare may appear here also once the Summary return has been entered)

Note: you don't have to watch for this – just come back and make sure it has been accepted

The **Export** link will give a CSV file of all the detailed data transactions recorded in QWDS for that month. This will include any records that have been added, updated or cancelled after the first file was loaded.

More information

For any enquiries relating to QWDS please call 13 QGOV (13 74 68) or email Enquiries.QWDS@des.qld.gov.au