

Green Halo Systems User Guides

Adding Tickets:

Step 1. Once the project is Approved, Click the “Approved” tab.

The screenshot shows the Green Halo Systems dashboard. At the top, there are navigation tabs: STATISTICS, SETTINGS, RECYCLER SEARCH, DICTIONARY, SUGGESTIONS, REPORT BUG, and LOG OUT. Below this is a section for 'MY PROJECTS LIST' with buttons for '+ ADD ANOTHER PROJECT' and '? HOW TO CREATE A PLAN', along with a search bar and a 'FIND' button. A filter bar below shows various project statuses: Overview, In Progress (5), Submitted (0), **Approved (2)** (highlighted with a red box), Final (0), and Completed (0). The main content area is titled 'PROJECT STATUS AND OVERVIEW' and contains a table with the following data:

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	2
Waste Management Plans in Progress	5
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

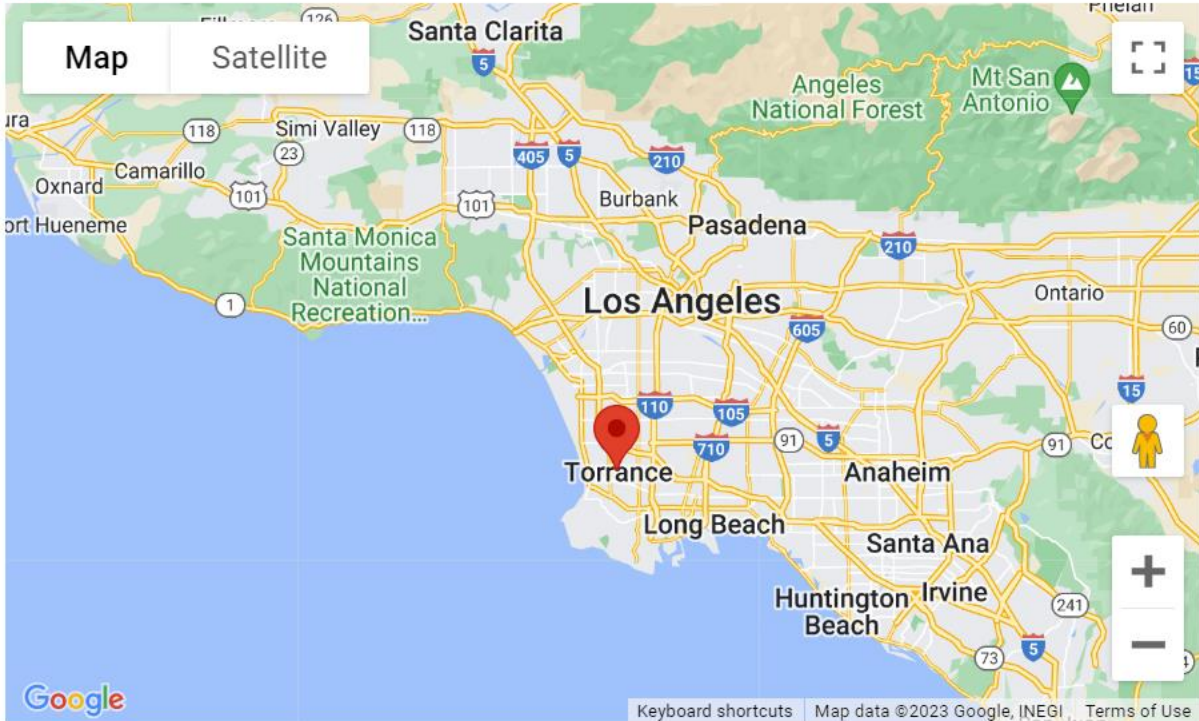
Note: If the project is still “In Progress” please submit the plan, then check if the plan moved to the “Approved” tab, otherwise it is still being reviewed by the Jurisdiction.

Adding Tickets:

Step 2.

Scroll down, below the map, to find your project. Under the project details click “Add Tickets”.

**Note: if your projects do not appear properly on the map, please verify address and spelling of street name. Contact Live Support for further assistance.*



1 Torrance House Remodel (map)
 123 Lake St, Torrance, CA 90501
 GH Tracking #: [GH751-373-4010](#) Permit #: [BLD23-xxx00](#)

Contractor: Santos Construction
 Phone: 650-555-4555

	0.00		0.00		0%		0%		0%
Recycled Tonnage		Disposed Tonnage		Inert Recovery (required 0.00%)		Non-Inert Recovery (required 0.00%)		Overall Diversion (required 65%)	
+ Add Tickets (0)		Order Service		Post for Sale		Functions		Submit for Final	

Status: ✔ **Approved** ✉ Messages (0) Date Created: 03/03/23 Date Approved: 03/03/23 Days Active: 1



Adding Tickets:

Step 3. Fill out the Single Ticket Entry Form from top to bottom. All details will be located on the weight ticket received from the recycling facility. When you are done filling out all the required fields, click on the “Submit Ticket” button at the bottom of the form.



Single Ticket Entry Form



How to Upload Tickets

PDF Image Separator



Ticket Type Recycle and Dispose
 Salvage and Reuse

Material *

Facility *

Hauled By * Self Haul
 (if you hauled this load yourself select Self Haul, otherwise please select the name of the company that hauled this load)

Ticket # *

Ticket Image * (please make sure all tickets are legible to avoid rejection)
 No file chosen

Ticket Date *

Weight *

Unit of measure * Tons
 Cubic Yards
 Pounds

Percentage (what percentage of this ticket is for this project?)

Submitted By *

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.



Adding Tickets:

Step 4. Select “Salvage and Reuse” to select material(s) on your project that will be reused. Next, select the “Usage” of how the material(s) will be reused. After you select the usage option, fill out the rest of the required fields. When the form is complete click on the “Submit Ticket” button at the bottom of the form.

Enter Ticket Information
PDF Image Separator

Ticket Type

Salvage and Reuse
 Recycle and Dispose

Choose *

<input type="checkbox"/> Appliances	<input type="checkbox"/> Architectural Feature	<input type="checkbox"/> Bricks - Masonry Blocks
<input checked="" type="checkbox"/> Cabinets	<input type="checkbox"/> Carpet Padding/Foam	<input type="checkbox"/> Ceiling Tiles
<input type="checkbox"/> Concrete	<input type="checkbox"/> Counter Tops	<input type="checkbox"/> Dirt- Clean Fill
<input type="checkbox"/> Doors	<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/> Fixtures and Hardware
<input type="checkbox"/> Furniture	<input type="checkbox"/> Hardwood Flooring	<input type="checkbox"/> Light Fixtures
<input type="checkbox"/> Molding	<input type="checkbox"/> Rock, Sand, Gravel & Inerts	<input type="checkbox"/> Sinks, Toilets, and Tubs
<input type="checkbox"/> Steel Beams and Framing	<input type="checkbox"/> Tile and Stone	<input type="checkbox"/> Windows
<input type="checkbox"/> Wood - Clean	<input checked="" type="checkbox"/> Other	

Usage *

Donated
 Reused OnSite
 Salvaged for Reuse (for reuse elsewhere on another project)

Facility * -- select --

Ticket # *

(please make sure all tickets are legible to avoid rejection)

Ticket Image * No file chosen (Donation receipt only, upload supporting documentation below)

Ticket Date *

Weight *

Unit of measure *

Cubic Yards
 Tons
 Pounds

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

Percentage 100% (what percentage of this ticket is for this project?)

Description

Add a description of how the materials were salvaged

Documentation

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Submitted By *













Adding Tickets:

Step 5. Check the project to see if tickets are uploaded. The number next to “Add Tickets” is the number of tickets that have been uploaded.

1 **Torrance House Remodel** ([map](#))
 123 Lake St, Torrance, CA 90501
 GH Tracking #: [GH751-373-4010](#) Permit #: [BLD23-xxx00](#)

Contractor: Santos Construction
 Phone: 650-555-4555

 8.61 Recycled Tonnage	 1.89 Disposed Tonnage	 0% Inert Recovery <small>(required 0.00%)</small>	 82% Non-Inert Recovery <small>(required 0.00%)</small>	 82% Overall Diversion <small>(required 65%)</small>
 Add Tickets (1)	 Order Service	 Post for Sale	 Functions	 Submit for Final

Status: ✔ Approved ✉ Messages (0)
Date Created: 03/03/23
Date Approved: 03/03/23
Days Active: 1

Note: When all tickets are added to the project, click on the “Submit for Final” button to start the final review process (final review is done by the city).

