

Green Halo Systems User Guides

Adding Tickets:

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

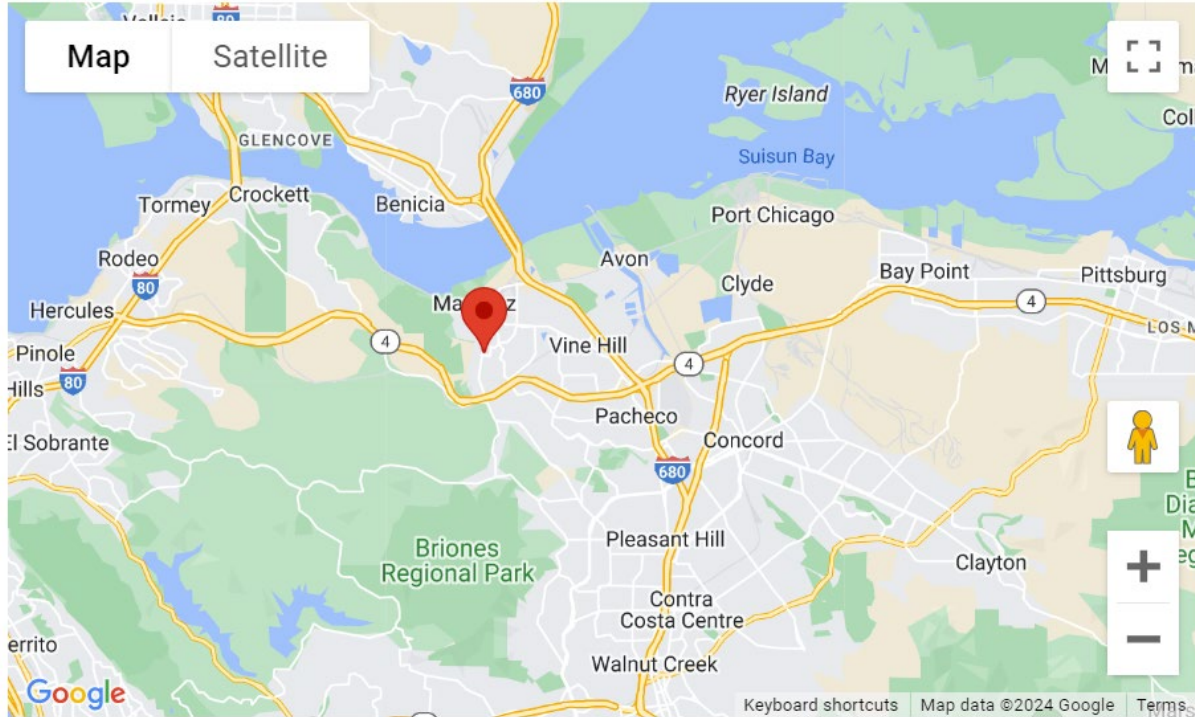
The screenshot displays the Green Halo Systems user interface. At the top, there is a navigation bar with tabs for STATISTICS, SETTINGS, RECYCLER SEARCH, and DICTIONARY. To the right of these are buttons for SUGGESTIONS, REPORT BUG, and LOG OUT. Below this is a section for MY PROJECTS LIST, featuring a plus icon for ADD ANOTHER PROJECT, a question mark icon for HOW TO CREATE A PLAN, and a search bar with a FIND button. The main navigation area shows several tabs: Overview (selected), In Progress (3), Submitted (0), Approved (5) (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	5
Waste Management Plans in Progress	3
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.

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 House Remodel (Test Project) (map)
2811 Castro St, Martinez, CA 94553
GH Tracking #: [GH074-463-7019](#) Permit #: [24BLD-123456X](#)

Contractor: Santos Construction (Green Halo Test Account)
Phone: 650-555-4555

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

Status: **Approved** **Messages (0)** Date Created: 08/12/24 Date Approved: 08/12/24 Days Active: 1

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)
 28549990.jpg

Ticket Date *

Weight *

Unit of measure * Tons
 Cubic Yards
 Pounds

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

Submitted By *

SUBMIT TICKET

MULTIPLE TICKETS ENTRY FORM

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

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.

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 checked="" type="checkbox"/> Appliances	<input type="checkbox"/> Architectural Feature	<input type="checkbox"/> Bricks - Masonry Blocks
<input 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 *

Ticket # *

Ticket Image * (please make sure all tickets are legible to avoid rejection)
 No file chosen (Donation receipt only, upload supporting documentation below)

Ticket Date *

Weight/Qty *

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

Description
Add a description of how the materials were salvaged

Documentation

<input type="button" value="Choose File"/>	No file chosen	(Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
<input type="button" value="Choose File"/>	No file chosen	(Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
<input type="button" value="Choose File"/>	No file chosen	(Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
<input type="button" value="Choose File"/>	No file chosen	(Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Submitted By *

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.

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6.35 Recycled Tonnage	0.55 Disposed Tonnage	0% Inert Recovery (required 0.00%)	92% Non-Inert Recovery (required 0.00%)	92% Overall Diversion (required 65%)
Add Tickets (1)	Order Service	Post for Sale	Functions	Submit for Final

Status: Approved Messages (0) Date Created: 08/12/24 Date Approved: 08/12/24 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).