

Document Management System
USER MANUAL




Logon

The first step to enter the system is to type the following link on the internet explore address bar:

<http://dms.compass.za.net>

If it is your first time using the Document Management System(DMS) please see read the System Prerequisite section . If you already have the tiff viewer installed you can proceed and login.

 <p>COMPASS WASTE SERVICES <i>Safety. Quality. 100% Committed</i></p>	<p>DOCUMENT MANAGEMENT SYSTEM</p>
<p>How do I logon?</p> <p>Provide your user name and password . Once you have provided your user name, password you can click on the grey "Logon" button and if your logon information is correct you will be given access to the Document server repository.</p> <p>How do I view documents?</p> <p>Once you have done a logon you will see categories in the left window. Simply click on the category of your choosing, wait a few seconds for the page to display a screen in which you can provide search criteria and view documents according to the criteria you specify.</p> <p>System Prerequisite</p> <p>AlternaTIFF Tiff viewer is used to view any Tiff files stores stored in the repositories.</p> <p>If this is your first time using the system please download and install the viewer in order to get you started. Please click to download.</p> <p>Please Note: Our installer is only for Internet Explorer. If you are running any other browser please visit the AlternaTIFF Tiff viewer homepage and follow the instructions on the front page.</p>	

Please login

Account Information

Username:

Password:

Log In

If it is your first time using the Document Management System(DMS) please see read the System Prerequisite section before login. If you already have the tiff viewer installed you can proceed to the login

System Prerequisites

AlternaTiff Viewer – This add on for Internet Explorer is needed to view Tiff image documents.

Installing the Alternatiff Tiff Viewer

System Prerequisite
[AlternaTIFF Tiff viewer](#) is used to view any Tiff files stores stored in the repositories.
If this is your first time using the system please download and install the viewer in order to get you started.
[Please click to download.](#)
Please Note: Our installer is only for Internet Explorer. If you are running any other browser please visit the [AlternaTIFF Tiff viewer homepage](#) and follow the instructions on the front page.

1. Click on Please click to download



Continue on next page

2. Select Run



3. Select Run again and follow any further instructions by selecting OK/Yes or the Appropriate affirmative response until you see the following message:



The installation succeeded. You can now proceed to the login process.

If you experience any problems with the installation please ask your IT department for assistance.

Please Note: Our installer is only for Internet Explorer. If you are running any other browser please visit the AlternatIFF Tiff viewer homepage and follow the instructions on the front page. <http://www.alternatiff.com/>

Login

1. Type your username in the username field
2. Type password in the password field (note, the password is case sensitive)
3. Click '**Log in**'

NOTE:

Upon Successful login you will be asked to select a category on the left.

SDC - Waste Collection Documents (WCD / Safe Disposal Certificates)
Invoices
Statements
Reports – Report listing all SDC's collected per month
Correspondence – Training and Marketing documentation



Document Management System(DMS)

[\[Log Out \]](#)

Welcome

Please select a Category on the left for your search.

[SDC](#)
[Invoices](#)
[Statements](#)
[Reports](#)
[Correspondence](#)

If you select SDC or Invoices your will be asked to enter search criteria for a specific document or enter a date range. You can also click on search without entering any value when like is selected. This will find all your documents.

Search for SDC using the document number : Kxx,Exx,Bxx,Gxx	
Like <input type="button" value="v"/>	<input type="text" value="K12345"/> <input type="button" value="Search"/>
Date Range	
Format: yyyy/mm/dd	Format: yyyy/mm/dd
Between <input type="text"/>	and <input type="text"/> <input type="button" value="Search"/>

The results will be displayed underneath the Search Criteria . Click on Open to open the document you selected.

Select	<u>SDC</u>	<u>Customer</u>	<u>DocDate</u>
Open	K440935		2013/04/11

A new window will open to view your document click on the View/Refresh Document button.

View/Refresh Document

Please click on View/Refresh button to view your document.



Statements will show you the latest Statement saved on the repository.


Reports

This report will show you the waste that we collected from you. You select the year and month.

Select Year: 2013 Select Month: January

1 of 1 100% Find | Next

Consolidated Monthly Disposal Summary



Please Click on the + to expand the report

Month	Customer	Date	SDC No.	2.5LT RED SPECI		25LT RED SPECI		HUMAN TISSUE		142LT BOX BASE		50LT BOX BASE		20LT GREEN PHARM		25LT YELLOW SHARPS		5LT YELLOW SHARPS		S14 REGULAR		S22 REGULAR		S32 ACCESS PLUS	
				Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight	Qty	Weight
2013/01				14	6.70	30	262.95	2	11.65	1265	11321.00	352	1135.56	52	177.45	1	5.00	25	28.10	81	91.35	124	337.35	2	11.90
Total				14	6.70	30	262.95	2	11.65	1265	11321.00	352	1135.56	52	177.45	1	5.00	25	28.10	81	91.35	124	337.35	2	11.90

Category	Qty	Weight
Anatomical	46	281.30
Infectious	1617	12456.56
Pharmaceutical	52	177.45
Sharps	26	33.10
Total	1741	12948.41

MonthlyDisposalSummary 1 15/04/2013

Notes - This report gives you a summary of HCRW collected during the months selected. The summary includes total HCRW per product collected as well as the total HCRW per waste stream. The report can be expanded to give you the detail HCRW collected per SDC.

Correspondence

All customer briefs, training briefs and formal communication from Compass will be available as a download.