

# RU Annual Report Login and Navigation Quick Reference

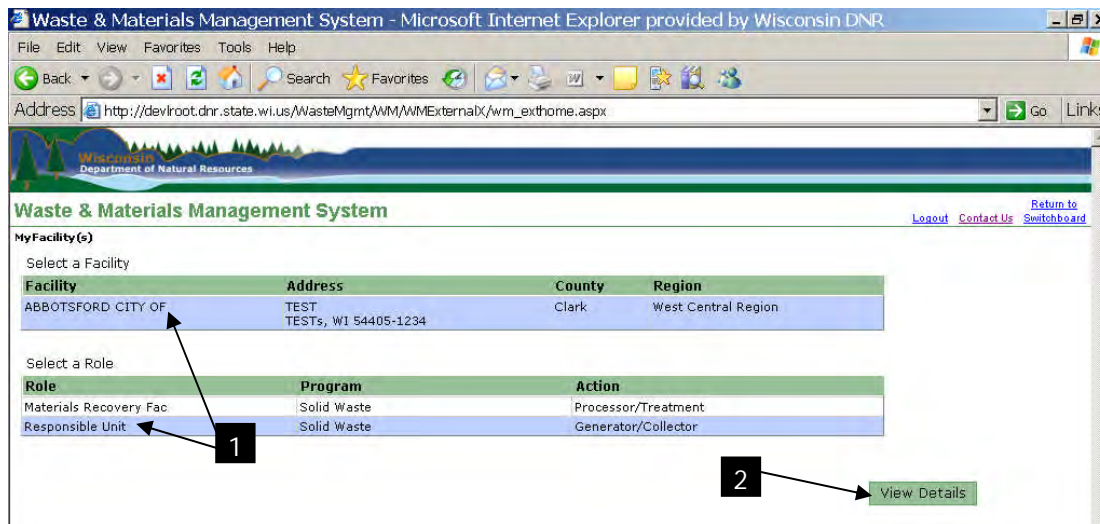
## Logging In

On the **Log In** page, enter your Wisconsin User ID and password.

## MyFacility page

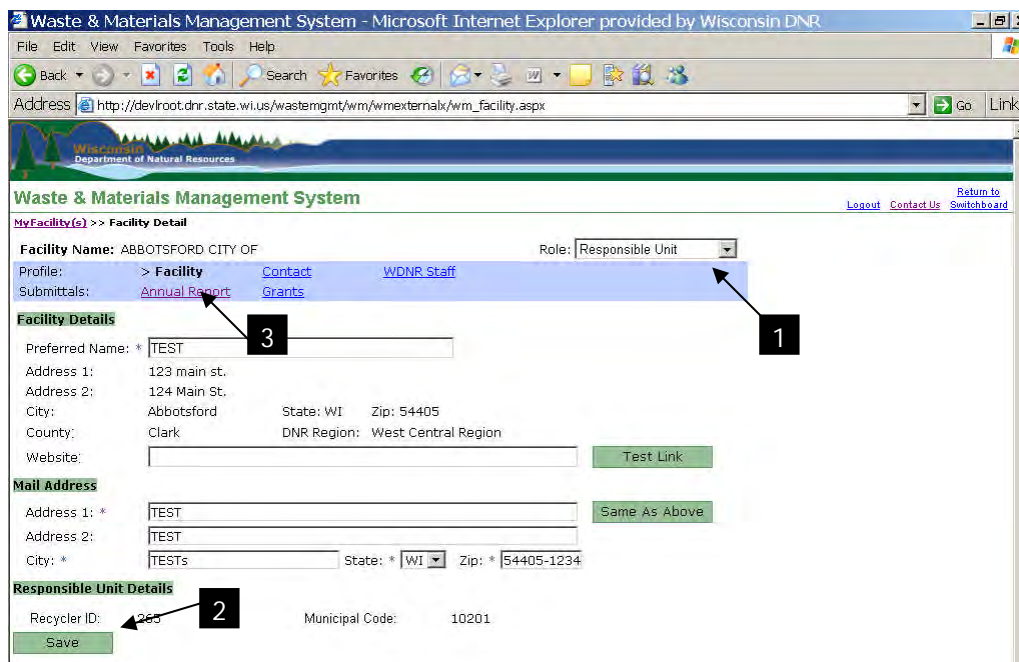
In this system, a municipality or county is called a "facility" and may have different roles, including responsible unit and materials recovery facility.

- 1 If more than one facility or role is displayed, click on both the facility and role that you are interested in. Your selection in each list will be highlighted.
- 2 Click the **View Details** button to see detailed information and access your annual report.



## Facility Detail page

- 1 Make sure "Responsible Unit" appears in the drop-down menu in the upper right.
- 2 Review and update your facility's preferred name, website and mailing address. Click the **Save** button when finished.
- 3 To access the annual report form, click the Annual Report link in the top menu bar.



## General Annual Report Form Navigation

### 1 Navigating back to list of reports or other forms

- Click on links in this list of “breadcrumbs” to return to screens you were on before entering the report form.

### 2 Navigating among sections of the form

- Click on a section name to go to that section. If you have unsaved changes, you will get a prompt asking if you want to save changes before leaving the current section.
- A check mark next to a section indicates it has been completed and validated. You must complete and validate all four sections before submitting your report. We recommend that you complete the sections in numerical order.

### 3 Report tools

- Use the **Save** button to save your changes at any point during the process. This button will not check for errors or incomplete answers.
- Use the **Save/Validate** button when you are finished with a section. This button will both save your changes and check for errors or incomplete answers. You will receive a prompt listing any problems you need to fix. After fixing them, click the Save/Validate button again. Once you have successfully validated a section, a check mark will appear next to the section name at the top of the menu bar.
- The **Submit** button will only be activated once you have completed and validated all four sections of the report.
- Use the **Print** button to print a copy of your report at any point during the process. It will include any information you have entered and saved.
- Click the **Instructions** button to view a PDF of a more detailed set of instructions for navigating and completing your report, including definitions and other background information.