Instructions for Cloning a Waste Pickup Request

Some users generate the same waste chemicals repeatedly. Rather than starting their pickup requests from scratch, it may be easier to copy (clone) an old request and modify the details (container size, number of containers, etc.). Access the waste database from the <u>DRS web site</u> by selecting **Waste Management > Request a Waste Pickup > Chemical Waste**.

To begin cloning a pickup request:

- 1. Click the **Illinois Sign On** button in the left column of the page. Log in with your NetID and password.
- 2. Click the Browse pickup request button.
- 3. A list of old pickup requests will open. Choose the one you want to clone using the select button ⊵ on the right.

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G							
				9 records			6
<u> </u>		REQUEST #	REQ. LAST NAME	REQ. FIRST NAME	PICKUP DATE	APPR. STATUS	
		44381	TesstLastName	TestFirsstName	7/22/2016	APPROVED	>
QUICK START	4	44399	TesstLastName	TestFirsstName	7/22/2016	APPROVED	>
Waste >	1	44457	TesstLastName	TestFirsstName	8/1/2016	APPROVED	>
Ø Cattings	4	44458	TesstLastName	TestFirsstName	8/1/2016	APPROVED	>
or settings >	4	44496	TesstLastName	TestFirsstName	7/27/2016	APPROVED	>
🧏 Log out	4	45286	TesstLastName	TestFirsstName	9/15/2016	APPROVED	>
	4	48027	TesstLastName	TestFirsstName	2/23/2017	APP APPROVED	>
	4	48555	TesstLastName	TestFirsstName		PENDING	>
	4	48891	TesstLastName	TestFirsstName	4/14/2017	APPROVED	>

4. The Pickup Request window will open. Click on **Records > Clone** or click the **Clone** button in the toolbar.

	Pickup Request	₩ ← → ≯ ₽ §	4 📰 🔁 🗗 🐮 🔡	C	Tools Records	Navigate Actions
QUICK START	NetID: EMSTEST Requester's Last Name: TESSTLASTNAME Requester's Phone: 217-333-2755 format: xxx-xxx- Department: DIVISION OF RESEARCH SAFETY Waste Location - Bidg: MADIGAN LABORATORY EDWARD F	Request #: 48027 First Name: TEST XX Supervisor: MILLE Function: RESI R Room: 261	FIRSSTNAM R EARCHONE Button	Requi Co Approv	Add Clone Multiple.Clone Edit Delete Delete Records	in Current Lookup
e ⁰ Settings >		Special Instruction	ons		Same	
💋 Log out				(a) save		
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	Total number of Items:	8	Update Employee Informa	ation:	😧 Help	
		ITEMS		_		
	Item No. UI # Chemical	Cont. Size	Amt. Unit	Color	Phase	Laye
	I 137637 437 BUFFER SOLUTION	4	4.00 L LITERS	CLEAR	LIQUID	1
	137638 437 BUFFER SOLUTION	4	4.00 L LITERS	CLEAR	LIOUID	1

5. You will be asked if you want to "Clone current record?" Click the **Yes** button to confirm. A new Pickup Request will appear. To modify a waste item for your new request click on the search button to the left of the line with waste line items and select the desired option (**Add**, **Edit**, **Delete**, **Copy**).

Pickup	Request			K C 9 9	2 94 1 95	<u>9</u> 8 8 8	Tools	Records Na	vigate
LUCK START ste > tings > out	NetID equester's Last Name Requester's Phone Department Waste Location - Bldg	EMSTEST TESSTLASTNAME (217-333-2755 DIVISION OF RESI MADIGAN LABOR)	format: xxx-xxx-xxxx EARCH SAFETY ATORY EDWARD R	Request #: First Name: Supervisor: Function: Room: Special Int	49371 TESTFIRSSTNAM MILLER RESEARCH 261 structions	E	Date Request Status Compl. Date Approval Status	S/8/2017 IN PROGRESS 2/23/2017 PENDING Print Label	s •
	Tot	al number of Items:		8	Update E	imployee Inform	ation: 🗹		
	Tot Item No.	tal number of Items:	Chemical	8 Cont. Size	Update E HS Amt.	imployee Inform	ation: 🗹 Color	Phase	Lay
	Tot Item No. 146258	al number of Items:	Chemical BUFFER SOLUTION	8 Cont. Size	Update E 455 Amt. 4.00	imployee Inform Unit L LITERS	ation: Color CLEAR	Phase	Lay
	Tot Item No. 146258	al number of Items:	Chemical BUFFER SOLUTION	8 Cont. Size 4 4	Update E 45 Ant. 4.00 4.00	unit L LITERS	Color CLEAR CLEAR	Phase LIQUD LIQUD	1 1
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6. When you have completed all of the changes to the cloned request, change the **Request Status** box to **Completed** and then click on **Records > Save** on the top right to complete your request.