



Fundamentals Volume 1
Business Support User Guide
Version 1.0

Contents

Section 1 - Introduction to Alloy	4
Section 2 – Logging into Alloy	5
Section 3 – User Permissions and System Administration	7
Section 4 – Alloy Home Screen Quick View & Toolbar Functions.....	9
Section 5 – Alloy Dashboard	11
Section 6 – Navigating the Layer Toolbar	14
Section 7 – Viewing Selected Layers.....	15
Section 8 – Bulk Collection Jobs.....	18
Section 9 – Bulk Collection Projects.....	25
Section 10 - Reassigning Bulk Collection Jobs.....	29
.....	30
Section 11 – Data Explorer View	32
Section 12 – Viewing Premises Details	36
Section 13 – View a Bulky Job via Property Search.....	44
Section 14 – The Map View.....	46
Section 15 - FAQs	48

This Alloy Business Support User guide looks at explaining the fundamentals of the Alloy system. Concentrating on the toolbar options and main viewing available to you. This is a step-by-step guide approach with graphics detailing the processes carried out within the system.

This guide will explore the reports available to you on Alloy assisting you to manage bulky waste collections and other business services.

Version	Revision Date	Revision Owner	Update
1	1 st of October 2024	Aaron Davies	Version 1

Section 1 - Introduction to Alloy

The introduction of Alloy will replace existing systems and paper processes and will introduce the rollout of handheld and in-cab tablet devices across our teams. Through time it will provide a single source of asset management data, which will be used to manage service demands.

Some of the key benefits:

- Supports the Councils digital strategy and promotes digital inclusion with our frontline staff
- Better connected workforce in our communities and flexibility to manage supply and demand
- Automating processes and removing paper
- Capture data once and use many times to improve service delivery
- Better route planning and service reporting to reduce emissions and carbon footprint
- Data driven decision making and performance management across the department
- Reducing the number of standalone systems
- Integration with other systems to improve customer journey and overall experience

This guide aims to describe the processes involved in using the Alloy application from a Business Support staff's perspective.

Section 2 – Logging into Alloy

In order to log into Alloy web you will need to open up the Microsoft Edge web browser.

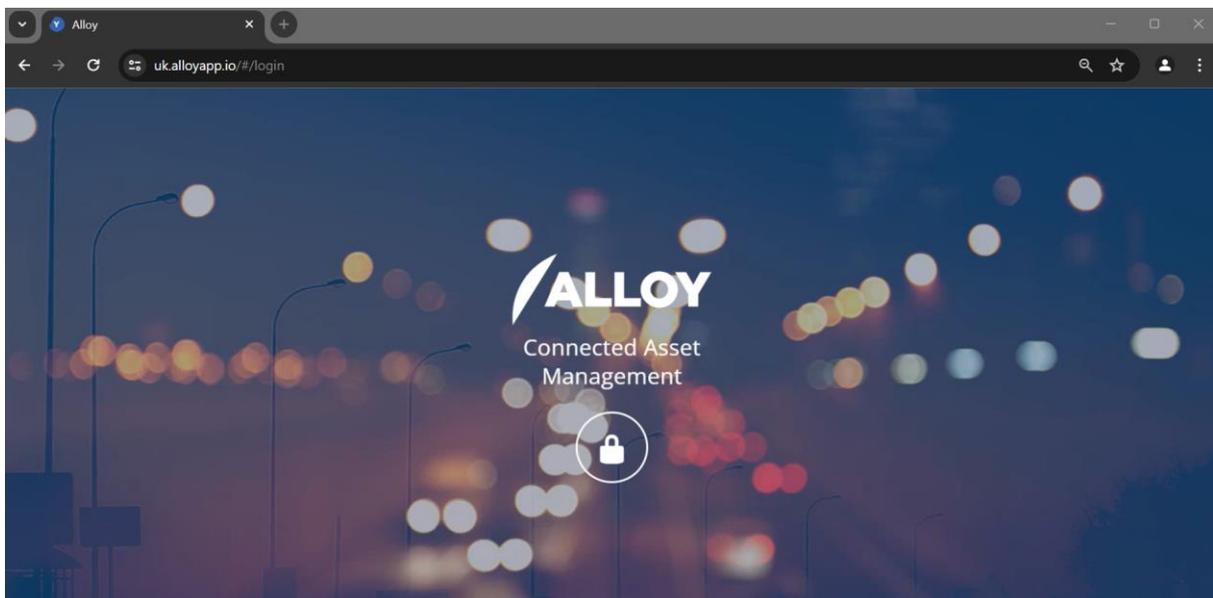
Using Microsoft Edge



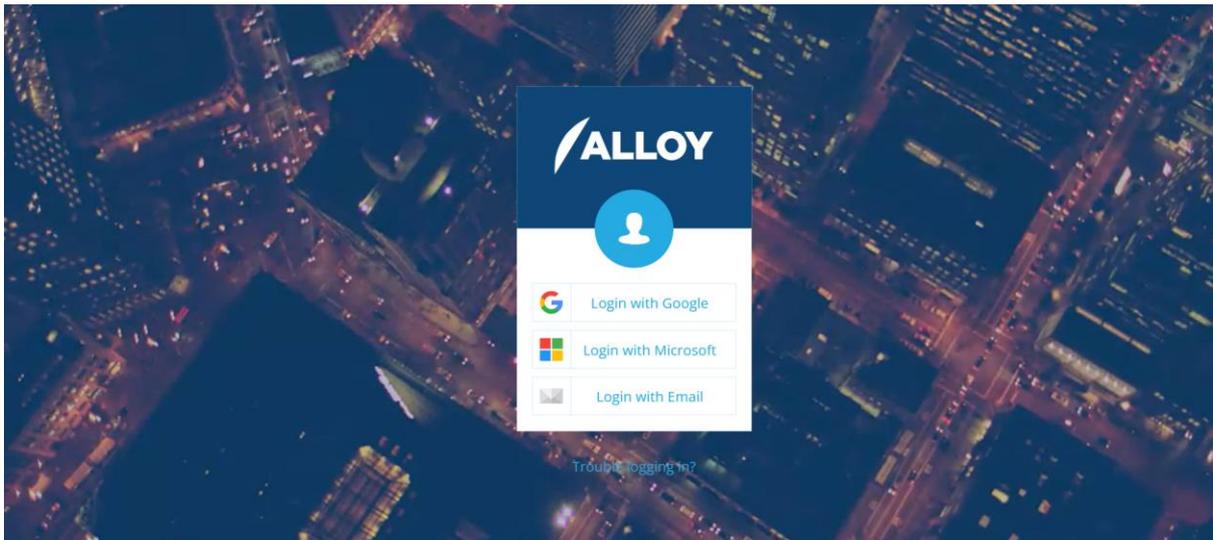
1. Click on the Microsoft Edge browser.
2. Copy and paste the link into the web browser - <https://uk.alloyapp.io/#/login>
3. Enter your work email address and password and select 'sign in'
4. To bookmark the page click the line the star in the URL box
5. A dialogue box will appear. Click the done button
6. The Alloy bookmark will be saved in your bookmark bar underneath the URL box

Login Process

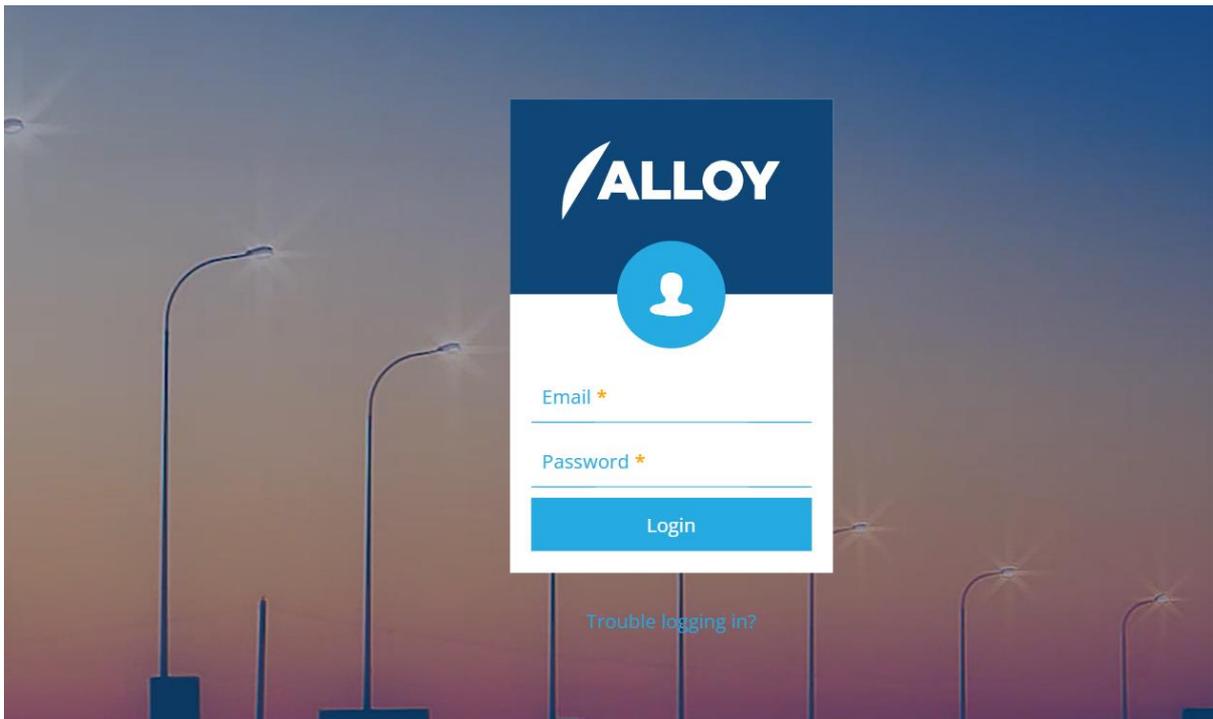
1 – Main Login Screen – Click the Padlock icon to login.



2 – Select Login with Email



3 – Enter your existing Email and Password issued to you by the system administrator and select login.

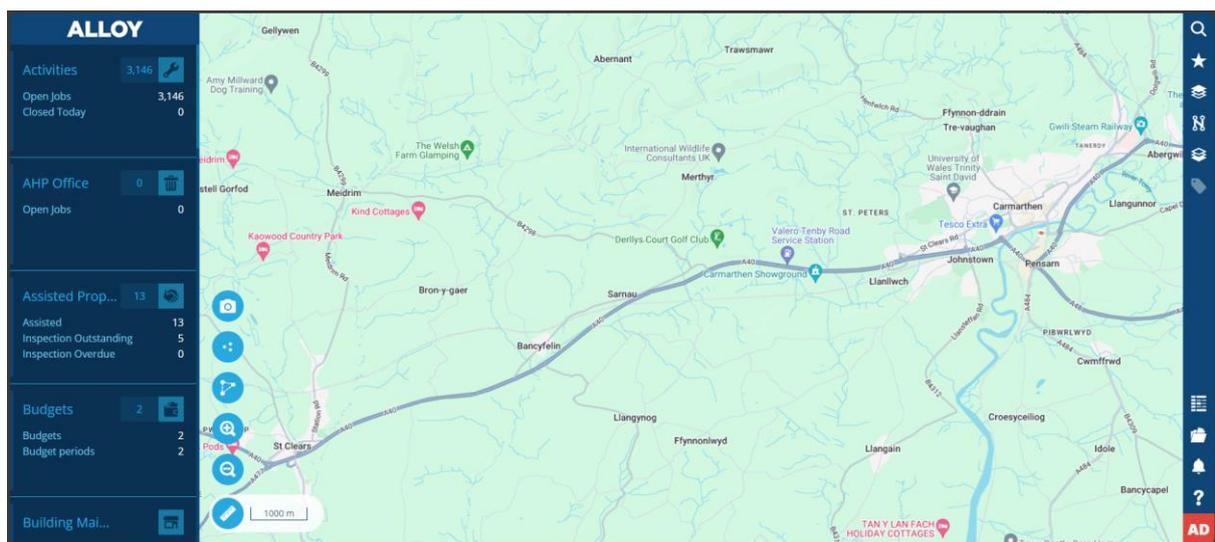


Section 3 – User Permissions and System Administration

When logged into Alloy you will see your initials at the bottom right-hand side of the screen view (red box).

User permissions are set by the System Administrators, and you will only be able to view information relating to your level of access. If function buttons are greyed out, you do not have access to that activity.

By clicking on your initials, you can view your user profile; change your password and log out of Alloy.

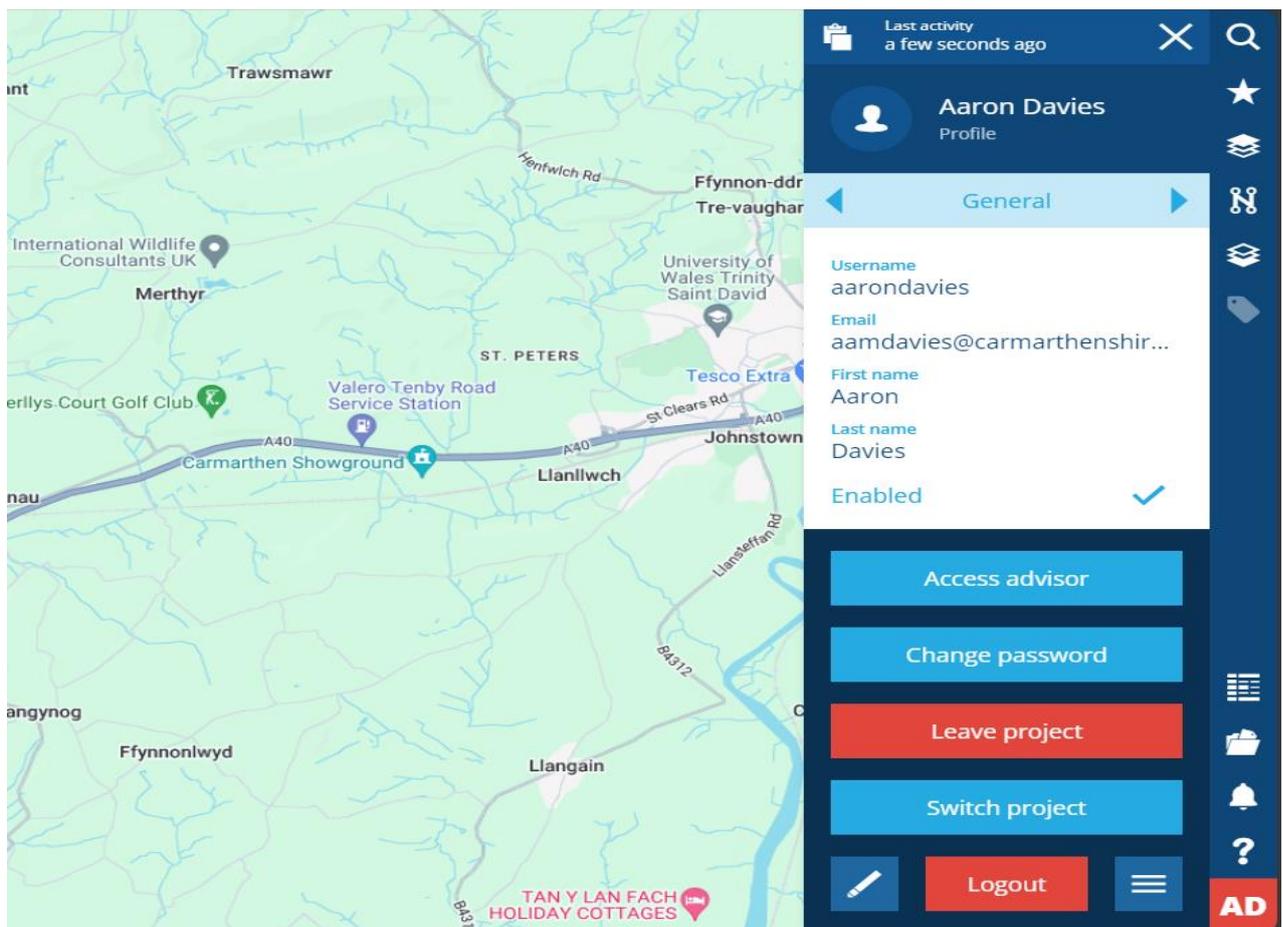


Clicking the hamburger menu at the bottom right of the logout button will open up 3 options for you:

- Leave Project
- Reset Password
- Switch Project

DO NOT select leave project as this action will take you out of the Alloy System and you will need to be re-set by a System Administrator.

Switching Project allows you to move between the test system and the live system. You will only be required to use this function to change your password if need be.



To close this profile pane, you can click the cross at the top of the blue profile screen.

Section 4 – Alloy Home Screen Quick View & Toolbar Functions

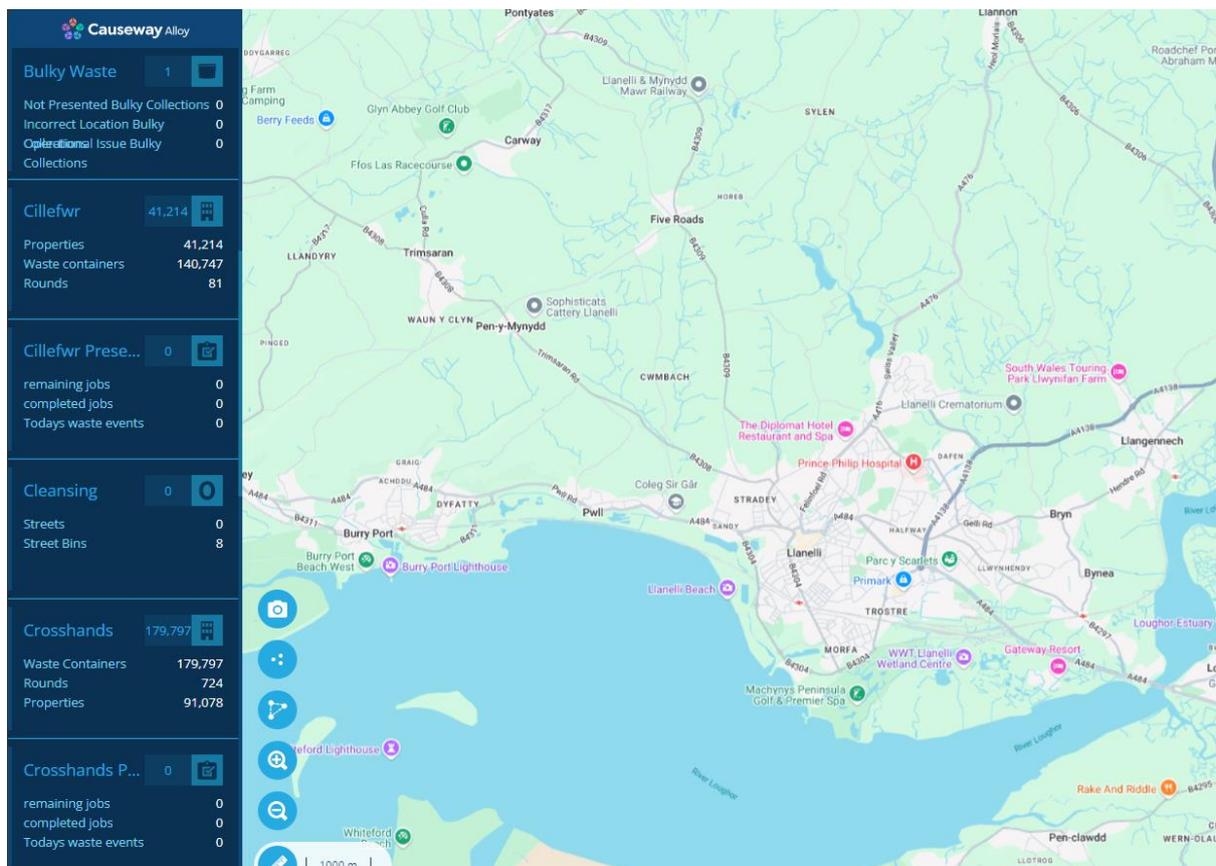
Dashboard Cards

On the left side of the main menu the blue vertical column is called the Alloy ‘dashboard’.

The Dashboard contains a series of ‘cards’ that are modular in design.

The modules are relevant to the systems design. For example, Waste is a module and when installed by Alloy will contain all the relevant information and templates.

Each depot card is named for example ‘Cillefwr’, within this card information relating to a depot is displayed. You can view the number of properties associated to the area, waste containers & number of rounds.



To access the dashboard card, scroll down with your mouse or trackpad and click on the card you require to view. The ALLOY logo at the top of the dashboard cards will return you to the main menu when you want to exit or select another dashboard card.

Screen View

When you select information to view from the toolbar options you can view round data in the map view function on the main screen. Selecting data will be visible and you can use the scroll function to zoom in and out of the street view. Selected points will be detailed visually.

Tool Bar Functions

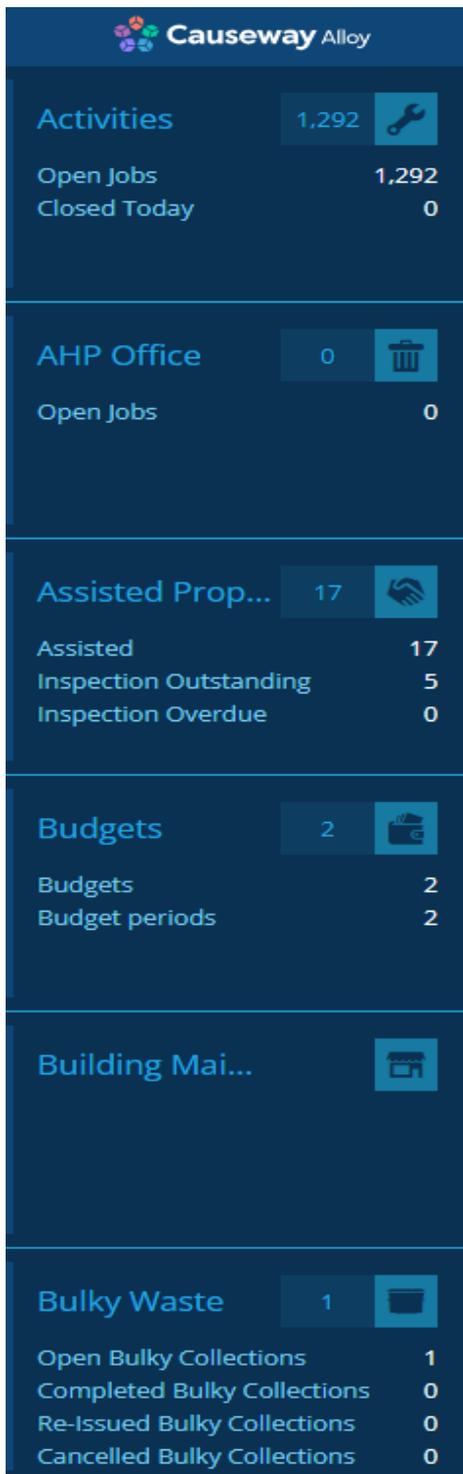
Toolbars are situated on the top right of the screen and are displayed in blue vertically. The first is the search function.

The star icon is a favourite function where you can add anything that you use frequently for quick access.

Toolbars Quick Guide

	Search Function
	Favourites – save frequent report searches
	Layer Options - most frequently used by supervisors
	Networks – will not be used by supervisors
	Basemap – the map view selection – set for Europa OS Stack. There are 6 viewing options that can be selected.
	File Explorer – The file is active when you are in view and will display the most recent activity when selecting.
	Data Explorer View – Search option to display data in tabular format.
	Folder - Saved data in folder option. - system Admin – will not be used by supervisors
	Help Screen takes you to Alloy Support pages.
	I.D Login and User Profile – Logout Field

Section 5 – Alloy Dashboard



The Alloy Dashboard is designed to create a series of quick reference cards that you can access to view the progress of collection rounds, bulky waste jobs & delivery jobs etc.

The dashboard cards hold specific information relating to waste services and can be catered as such.

On the left you can see the ‘Bulky Waste’ card. This card highlights all bulky waste jobs within the system. Furthermore, it breaks the jobs down by different status types.

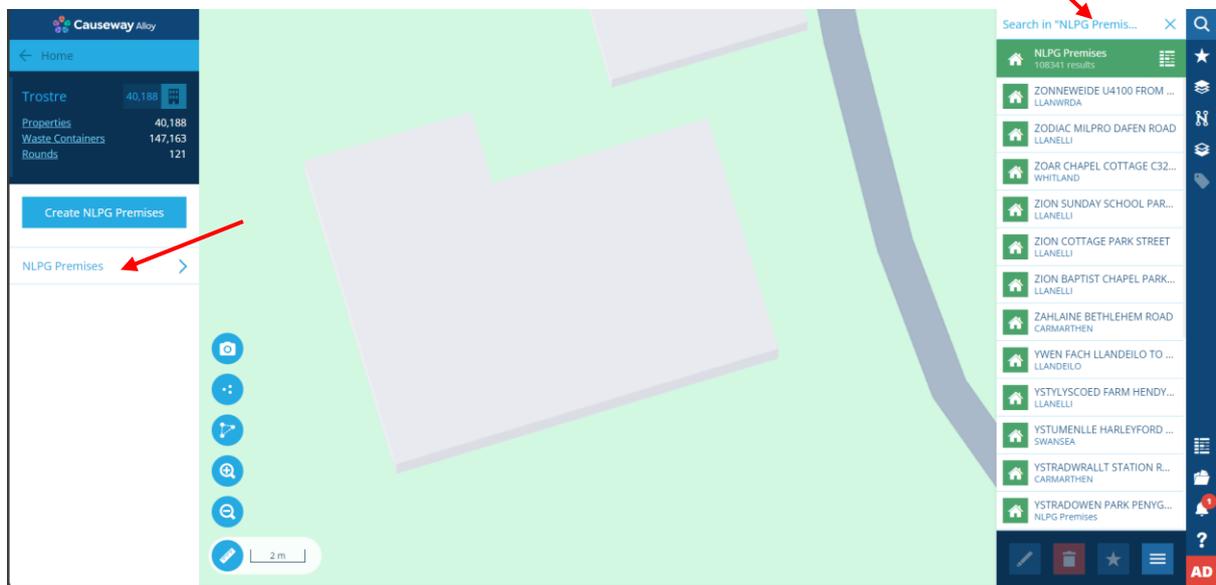
Designer, Network and Report cards are for use by System Administrators.



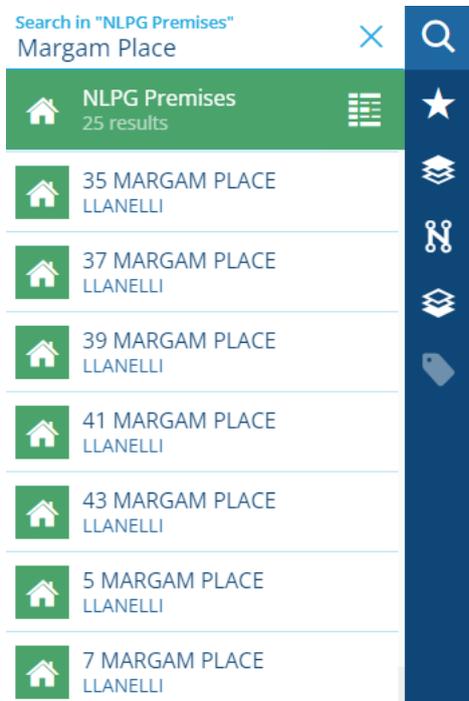
Trostre Information Waste Card

Click on the Trostre Info and 3 options will open. In this example, select the premises to see the properties associated to Trostre (this will open in data explorer).

Premises are now visible in green on the right-hand side of the search bar.

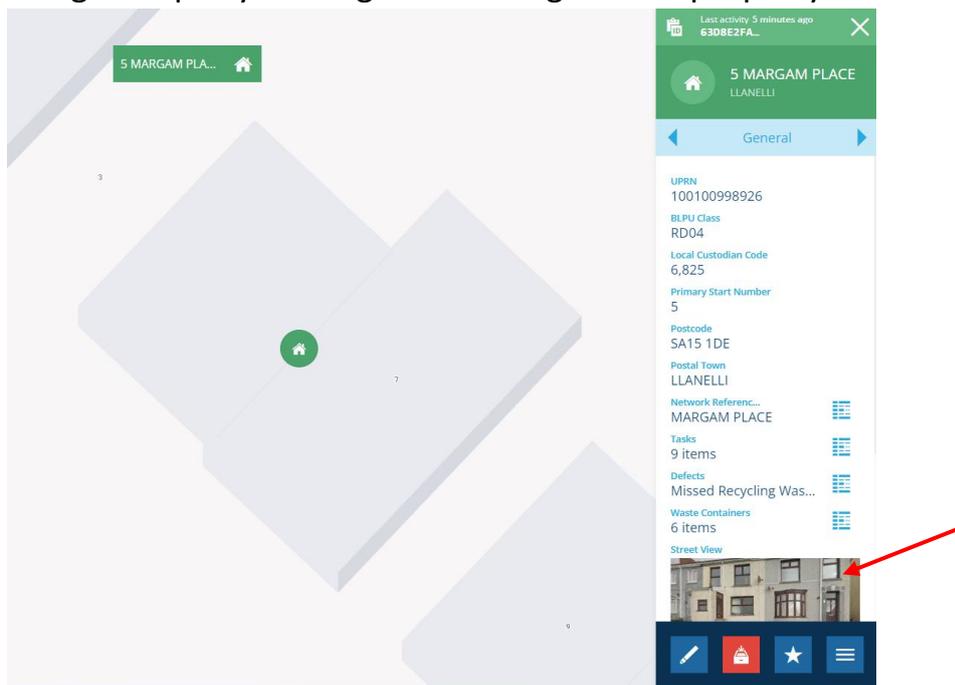


The search function allows you to search by street. In the following example below Margam Place has been entered into the search field.



By selecting 5 Margam Place the location of the property will be visible on the map screen view.

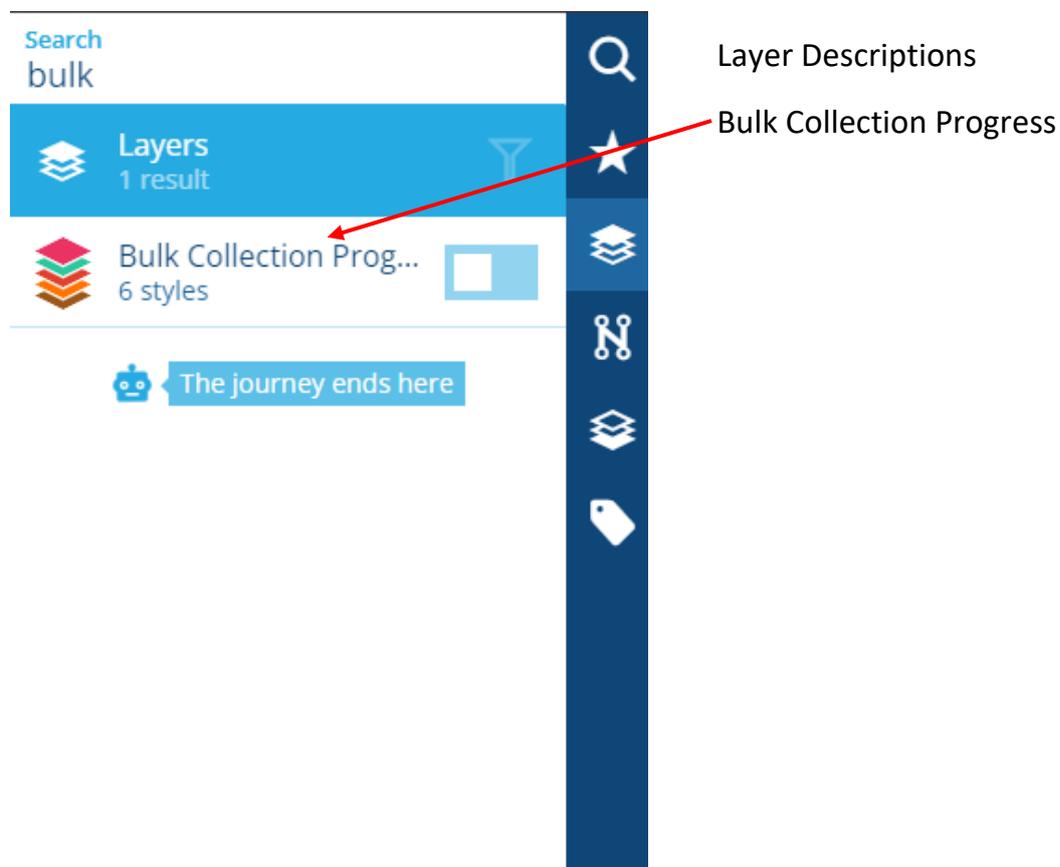
You will see all relevant information associated with the property on the right-hand side of the screen. You also have the option to view the property in Google Maps by clicking on the image of the property.



Section 6 – Navigating the Layer Toolbar

The Layers toolbar details all the data that BSU can access. By selecting the Layer you will be presented with report styles within each layer that will be visible in the screen view. The number of styles represent the number of reports available. Switching on all layers can make the screen view very complex. A tip is to narrow down the layer or style you want to view.

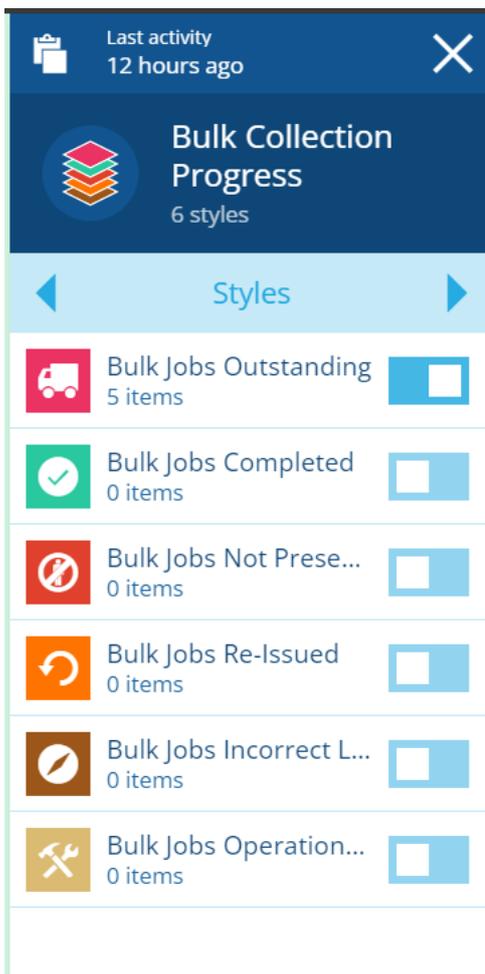
In the example below we searched for 'bulk' to view the bulky waste jobs via the layers toolbar.



Section 7 – Viewing Selected Layers

To view a selected Style, click on the title bar and the options will open. In the example below Bulk Collection Progress layer has been selected. Click on the white box next to the type of job status and this will be highlighted in blue to signify that you have selected the Layer.

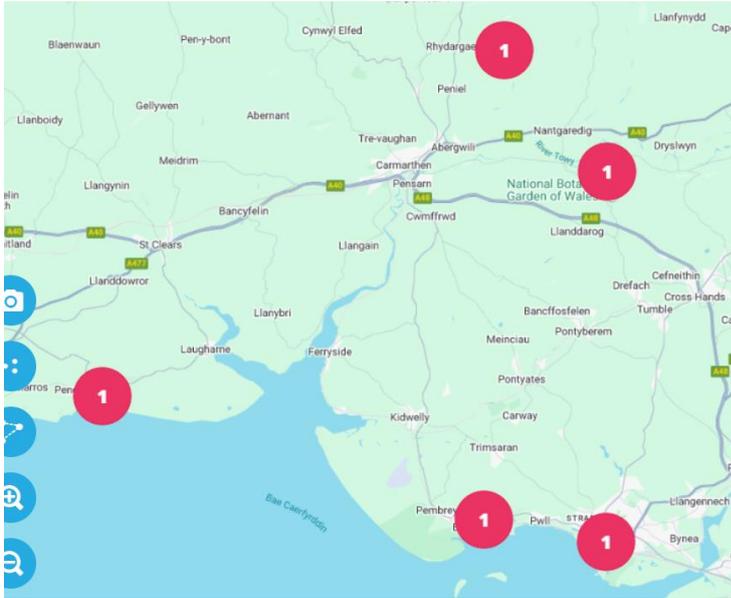
You can select all job status types at once. These will be displayed in the map view plotted by colour code. In the example below 'Bulk Jobs Outstanding' is selected. The white box moves to the right and the blue colour is bold. This indicates that you have switched the Style on.



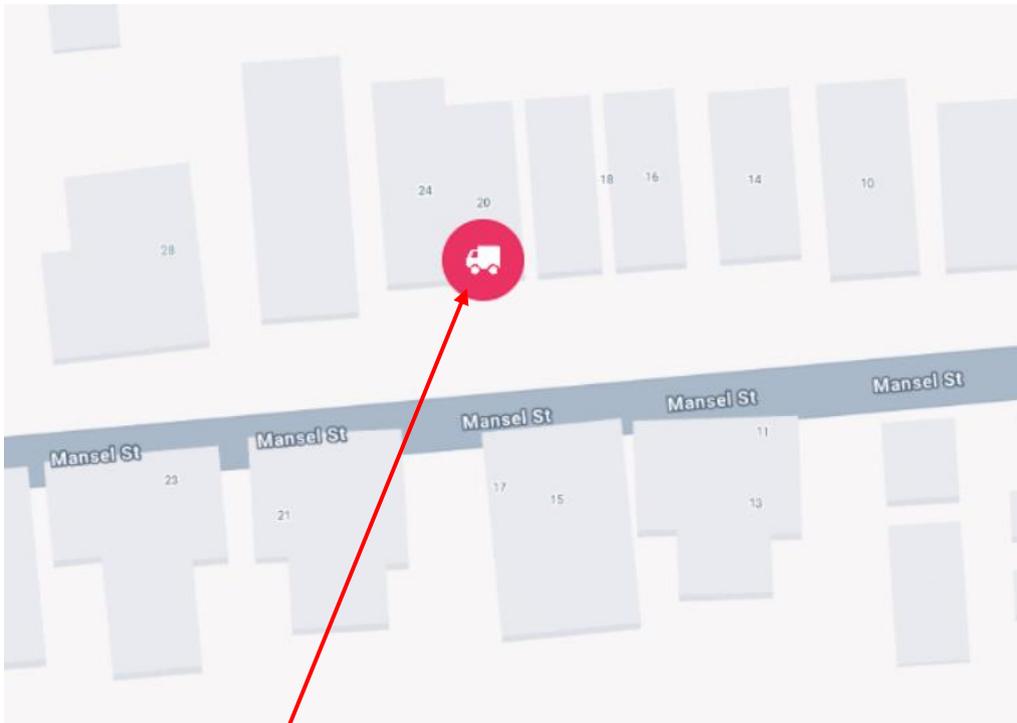
Key Points

- Click on the layer options for job management.
- Select the type of style you want to view
- The white box will move to the right and become bolder in colour
- Select only the style you wish to view as selecting all can make the map screen view cluttered and it will take longer to load.
- Use the map zoom function to view waste container details.

The 'Bulk Jobs Outstanding' are visible in the map screen view in the example below (There are limited jobs being displayed as this is the test environment).



By clicking on a cluster and using the zoom tool you can view the bulky waste job via the map.



Clicking individual jobs will reveal the information relating to the bulky collection. The job shown above has been selected in the example below. Opening the job will highlight the collection date, status of the job, collection items etc.

The screenshot shows a mobile application interface. On the left, a map displays a location pin for '5 MARGAM PLACE'. On the right, a detailed job information panel is visible, containing the following data:

- Last activity 13 hours ago (66FFCD7B...)
- Property: 5 MARGAM PLACE
- Collection date: 07/10/2024 03:00:00
- Collection Point: Usual collection point
- Client Reference: FS-Case-652089501
- Job Number: 1,074,644
- Job Work Items: X Garden Bench
- Description: FS-Case-652089501 :New re...
- Status: ISSUED
- Team: Bulky Waste Trostre
- Raised Time: 4 October 2024 12:11
- Start Time: 4 October 2024 00:00

Red arrows point from the following fields in the panel to a list of labels on the right:

- Property
- Collection date
- Client reference
- Collection Item
- Status of job
- Team assigned to job
- Creation date

Section 8 – Bulk Collection Jobs

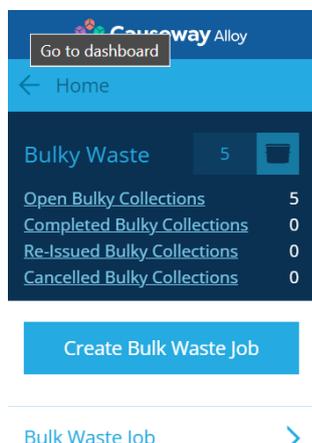
In this section we will explore Bulk Collection jobs within the Alloy system. We will look at how to view existing and historical jobs, edit collection items and reassign jobs to other collection days. By the end of this section, you should have a good understanding how bulky waste is managed within Alloy.

Viewing bulk collection jobs via the dashboard card

Navigate to the 'Bulky Waste' card. Here you will be able to view all bulky collection jobs based on their current status.



Click into the card itself and you will be presented with several different options to choose from.



As an example, we will first look at the 'Open Bulky Collections'. Click the link and the jobs will open in data explorer.

The open jobs have opened below in data explorer. Here we can view/manage all the open bulky collection jobs in the system. To open a job, click the arrow against the job.

Bulk Waste Job		Bulk Waste Job	
7 results		It's a little empty. Add some attributes or try Fixed Defects?	
	5 MARGAM PLACE 07/10/2024 03:00:00	>	
	BLAENCWMEGWAD ... 04/10/2024 03:01:00	>	
	10 WOOD END 04/10/2024 03:01:00	>	
	22 MANSEL STREET 04/10/2024 03:01:00	>	
	54 DOLAU FAN ROAD 11/10/2024 03:10:00	>	
	24 CLOS SANT PAUL 16/10/2024 04:05:00	>	
	15 TEMPLE STREET 15/10/2024 03:36:00	>	

All done

The job pane has now opened on the right-hand side. Here we can view all the information relating the job.

Last activity a few seconds ago
✕

24 CLOS SANT PAUL

16/10/2024 04:05:00

←
General
→

Collection Point
Usual collection point

Client Reference
FS-Case-653016892

Job Number
1,078,511

Job Work Items
x Footstool/Pouffe

Description
FS-Case-653016892 :New re...

Status
Issued

Team
Bulky Waste Trostre

Raised Time
8 October 2024 14:55

✎

★

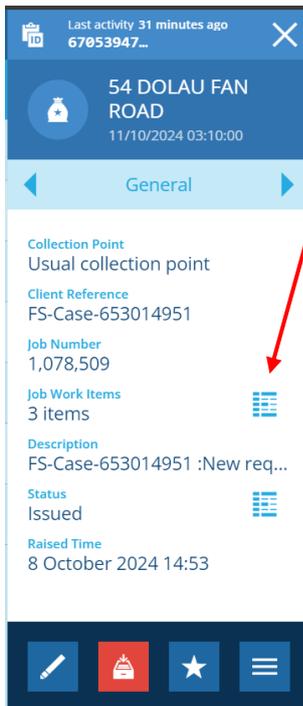
☰

- Property
- Collection date
- Client reference
- Collection Item
- Status of job
- Team assigned to job
- Creation date

Viewing bulk collection items

To view items that are due to be collected via the job pane as shown above.

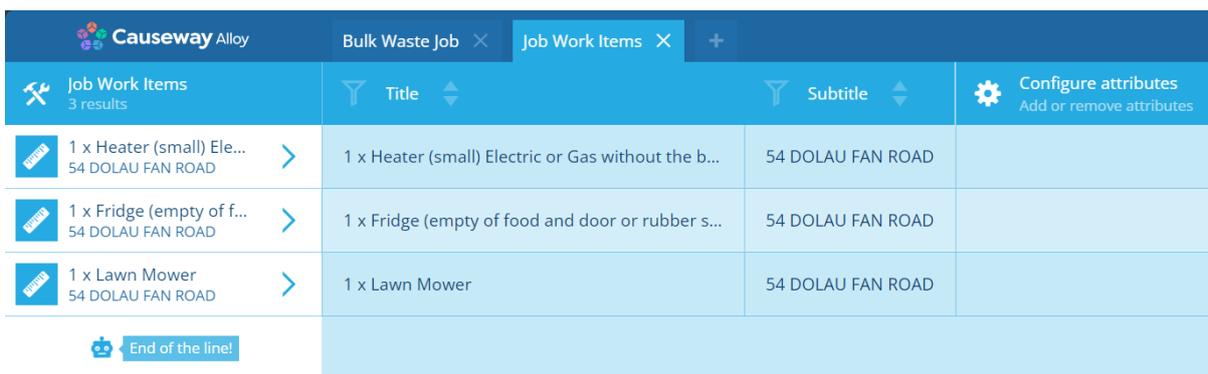
Click the data explorer button  next to the 'Job Work Items' selection. If there is only 1 item to be collected then that item will be displayed as text, however, if there is more than 1 then it will show as below (3 items).



Job pane details for 54 DOLAU FAN ROAD (11/10/2024 03:10:00):

- Collection Point: Usual collection point
- Client Reference: FS-Case-653014951
- Job Number: 1,078,509
- Job Work Items: 3 items
- Description: FS-Case-653014951 :New req...
- Status: Issued
- Raised Time: 8 October 2024 14:53

The collectable items will open in data explorer to view.



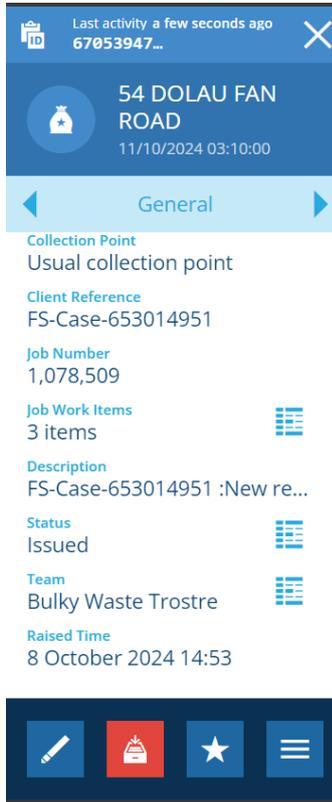
Job Work Items 3 results	Title	Subtitle	Configure attributes Add or remove attributes
 1 x Heater (small) Ele... 54 DOLAU FAN ROAD	1 x Heater (small) Electric or Gas without the b...	54 DOLAU FAN ROAD	
 1 x Fridge (empty of f... 54 DOLAU FAN ROAD	1 x Fridge (empty of food and door or rubber s...	54 DOLAU FAN ROAD	
 1 x Lawn Mower 54 DOLAU FAN ROAD	1 x Lawn Mower	54 DOLAU FAN ROAD	

 End of the line!

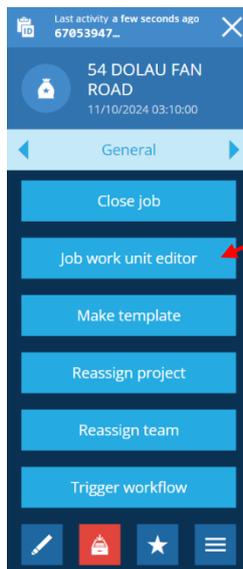
Editing Bulk Collection Items

Open the bulk collection job via data explorer as shown previously.

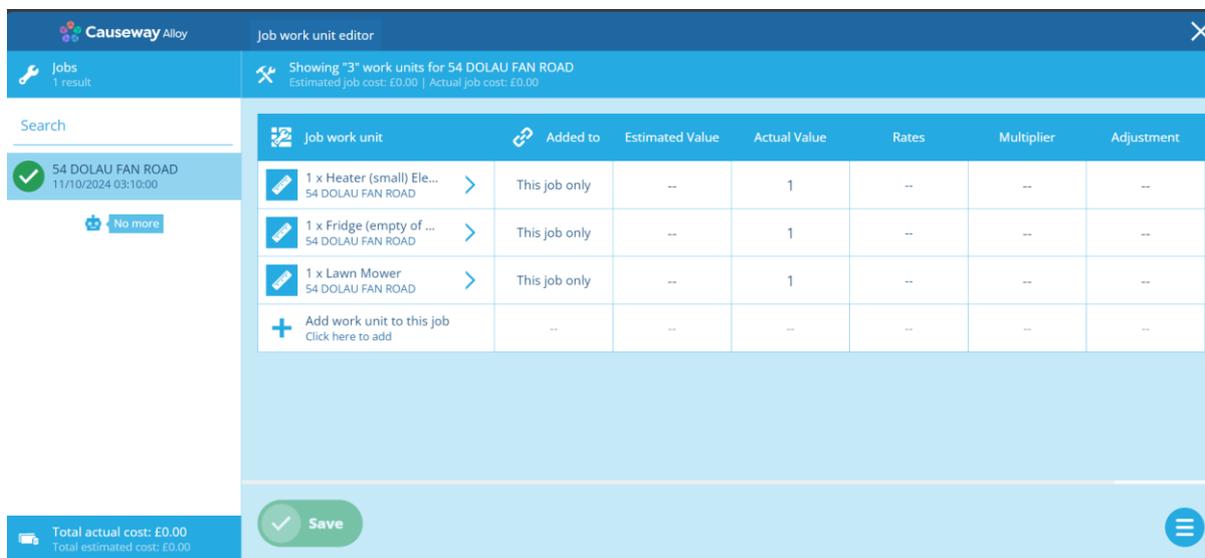
Select the menu button below



Once you have selected the menu button, you will be presented with a few options, some that we will explore later. In order to change the items, select the 'Job Work Unit Editor'



The job work unit editor will open in data explorer. You will be shown all the items due to be collected and each quantity.



To edit the quantity of an item, click into the 'Actual Value' field associated with the item and type in the new figure.

Job work unit	Added to	Estimated Value	Actual Value
1 x Heater (small) Ele... 54 DOLAU FAN ROAD	This job only	--	2
1 x Fridge (empty of ... 54 DOLAU FAN ROAD	This job only	--	1
1 x Lawn Mower 54 DOLAU FAN ROAD	This job only	--	1

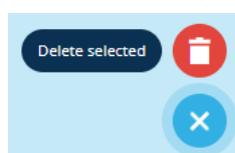
To remove an item from the job, select the item by clicking on the icon.

1 x Heater (small) Ele... 54 DOLAU FAN ROAD	This job only	--	1
--	---------------	----	---

After you have selected the item, click on the menu at the bottom right-hand corner of the screen



You will only be presented with one option, when you select the 'delete selected' option, it will delete the items you have chosen.



The item you have deleted will still be displayed but highlighted in red indicating you have deleted the item. This will be removed once you have clicked save



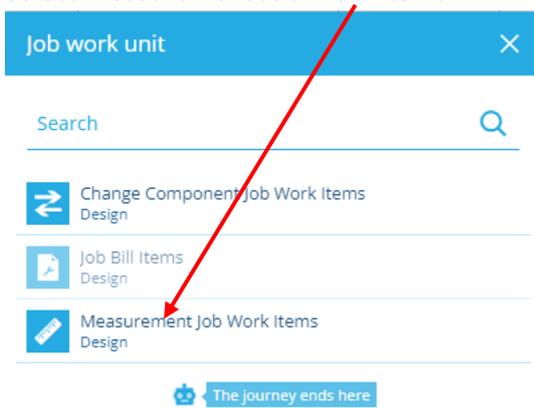
Adding collection items to an existing job

Adding an item is like editing an existing item. You will need to navigate to the 'Job Work Unit Editor' as we did in the previous section.

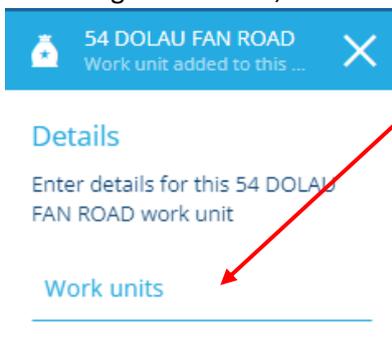
Once you are in the job work unit editor, click the 'Add work unit to this job'.

Job work unit	Added to	Estimated Value	Actual Value
1 x Fridge (empty of ... 54 DOLAU FAN ROAD	This job only	--	1
1 x Lawn Mower 54 DOLAU FAN ROAD	This job only	--	1
+ Add work unit to this job Click here to add	--	--	--

Select Measurement Job Work Items



On the right-hand side, click into the 'work units' field.



A list of all collectable items will be displayed. Select the item you require and click save.

Work units 1 selected

Search 🔍 ⚙️

- Footstool/Pouffe
Quantity
- Fridge Freezer (empty of food and door or rubber se...
Quantity
- Fridge (empty of food and door or rubber seal remo...
Quantity
- Garden Bench
Quantity
- Garden Shed (Wooden 6x4)
Quantity
- Headboard
Quantity

Cancel Save

Enter the quantity against the item within the 'actual value' field and click done.

54 DOLAU FAN ROAD ✕
Work unit added to this ...

Details
Enter details for this 54 DOLAU FAN ROAD work unit

Work units
Garden Shed (Wooden 6x4)

Estimated Value

Actual Value
1

Estimated Cost

Actual Cost

The new item will now show within the job unit work editor highlighted in green.

 Garden Shed (Wood... Quantity	This job only	--	1
 Add work unit to this job Click here to add	--	--	--

Click 'Save' to finish.

Section 9 – Bulk Collection Projects

All bulk collection jobs within Alloy are assigned into what we refer to as 'Projects'. A Project is used to store a set of closely related jobs for more effective working.

For example, a project could help you to manage multiple bulk collection jobs for a particular collection crew, for a given area.

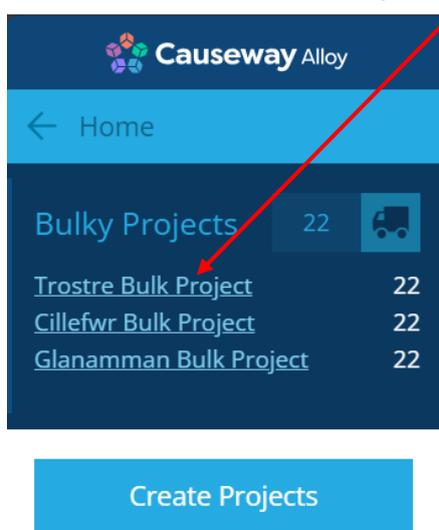
Viewing Specific Projects

All bulky waste collection jobs are divided into teams (Trostre, Cillefwr & Glanamman). There is a bulk collection project every working day for each team. Therefore, there will be 15 projects created for a standard 5 day working week.

To view existing projects with Alloy, navigate to the dashboard cards and look for the 'Bulky Projects' card.

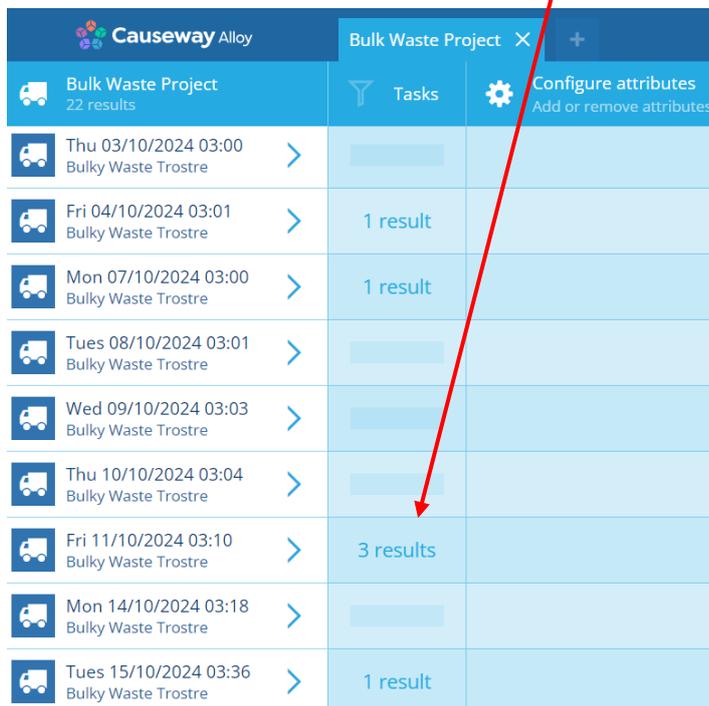


For example, if you wanted to search for Trostre's bulky collections. Click into the Bulky Projects card and select the 'Trostre Bulk Projects' option.



The bulky waste projects will open in data explorer. You will see a column titled 'Tasks', this field will display the number of jobs that a crew has been assigned for a collection day.

For training purposes, we will inspect the Bulky Waste collection day *Fri 11/10/2024* for Bulky Waste Trostre. The image below shows that project day has '3 results', meaning that there are currently 3 collection jobs on that day for the Trostre crew.



Causeway Alloy		Bulk Waste Project	
Bulk Waste Project	Tasks	Configure attributes	
22 results		Add or remove attributes	
Thu 03/10/2024 03:00 Bulky Waste Trostre			
Fri 04/10/2024 03:01 Bulky Waste Trostre	1 result		
Mon 07/10/2024 03:00 Bulky Waste Trostre	1 result		
Tues 08/10/2024 03:01 Bulky Waste Trostre			
Wed 09/10/2024 03:03 Bulky Waste Trostre			
Thu 10/10/2024 03:04 Bulky Waste Trostre			
Fri 11/10/2024 03:10 Bulky Waste Trostre	3 results		
Mon 14/10/2024 03:18 Bulky Waste Trostre			
Tues 15/10/2024 03:36 Bulky Waste Trostre	1 result		

Click the arrow to open the project to investigate further.

Last activity 15 minutes ago
 66ECD981...

Fri 11/10/2024
 03:10
 Bulky Waste Trostre

General

- Max number of Jobs: 20
- Collection Date: 11 October 2024 03:10
- Schedule Code: Friday Weekly
- Remaining Spaces: 17
- Depot: Trostre Depot
- Name: Fri
- Tasks: 3 items
- Team: Bulky Waste Trostre

The bulky collection project will open on the right-hand side within Alloy.

Within the project you will be able to see:

- Collection Date
- Remaining spaces for this project
- Team assigned
- Maximum job capacity for the team
- Number of tasks associated

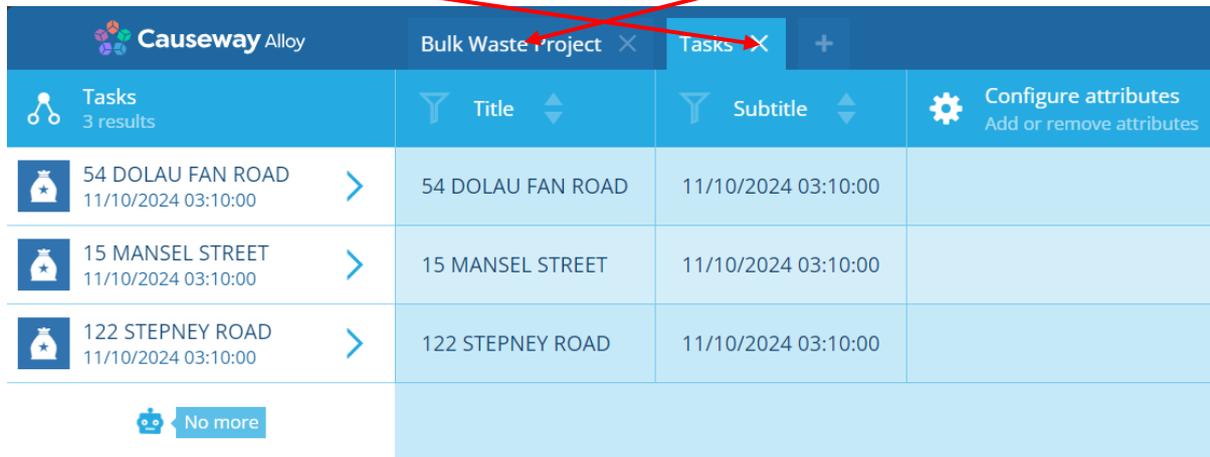
To view all the jobs within the project, select the data explorer button next to the 'Tasks' option.

Tasks
 3 items

All the jobs assigned to this project will open in data explorer as shown below. You will then be able to view each individual job as previously mentioned in the Bulk Collection Job's Section. Click on the arrow to open the job.

Causeway Alloy		Bulk Waste Project	Tasks	+
Tasks 3 results	Title	Subtitle	Configure attributes Add or remove attributes	
54 DOLAU FAN ROAD 11/10/2024 03:10:00	54 DOLAU FAN ROAD	11/10/2024 03:10:00		
15 MANSEL STREET 11/10/2024 03:10:00	15 MANSEL STREET	11/10/2024 03:10:00		
122 STEPNEY ROAD 11/10/2024 03:10:00	122 STEPNEY ROAD	11/10/2024 03:10:00		

Once you are done viewing the jobs assigned to the project, you can either close the tab by clicking 'X' next to the tab name. Also, you can switch between tabs by clicking any tab you have open within data explorer.



Tasks 3 results		Title	Subtitle	Configure attributes Add or remove attributes
 54 DOLAU FAN ROAD 11/10/2024 03:10:00 >	54 DOLAU FAN ROAD	11/10/2024 03:10:00		
 15 MANSEL STREET 11/10/2024 03:10:00 >	15 MANSEL STREET	11/10/2024 03:10:00		
 122 STEPNEY ROAD 11/10/2024 03:10:00 >	122 STEPNEY ROAD	11/10/2024 03:10:00		
 No more				

Section 10 - Reassigning Bulk Collection Jobs

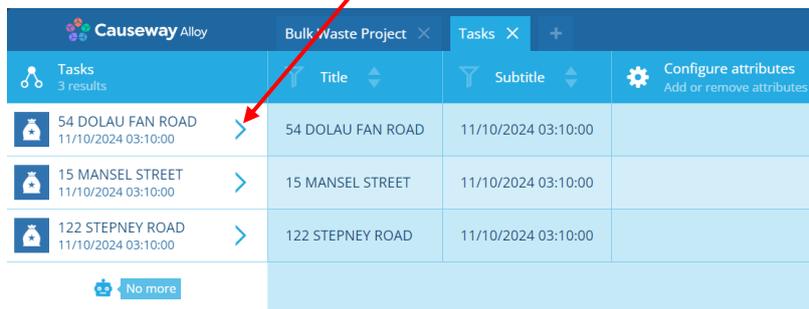
Within Alloy we have the option to change the bulky waste jobs collection dates without having to create a new bulk collection job.

In order to change the collection date, first navigate to the job.

We will use a job from the Fri 11/10/2024 – Bulky Waste Trostre project as an example.

There are 3 jobs within this project, however, we will look at reassigning the '54 Dolau Fan Road' job to another collection date (project).

Click the arrow to open the job.



Tasks 3 results	Title	Subtitle	Configure attributes Add or remove attributes
 54 DOLAU FAN ROAD 11/10/2024 03:10:00	54 DOLAU FAN ROAD	11/10/2024 03:10:00	
 15 MANSEL STREET 11/10/2024 03:10:00	15 MANSEL STREET	11/10/2024 03:10:00	
 122 STEPNEY ROAD 11/10/2024 03:10:00	122 STEPNEY ROAD	11/10/2024 03:10:00	

 No more

Click the menu option button



Last activity 4 hours ago
67053947...

 54 DOLAU FAN ROAD
11/10/2024 03:10:00

General

Collection Point
Usual collection point

Client Reference
FS-Case-653014951

Job Number
1,078,509

Job Work Items
3 items

Description
FS-Case-653014951 :New re...

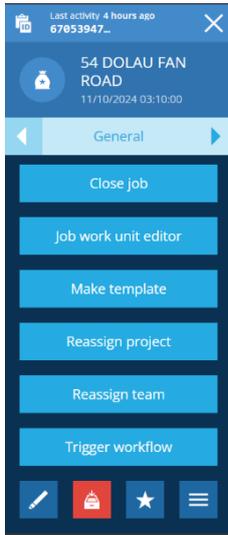
Status
Issued

Team
Bulky Waste Trostre

Raised Time
8 October 2024 14:53

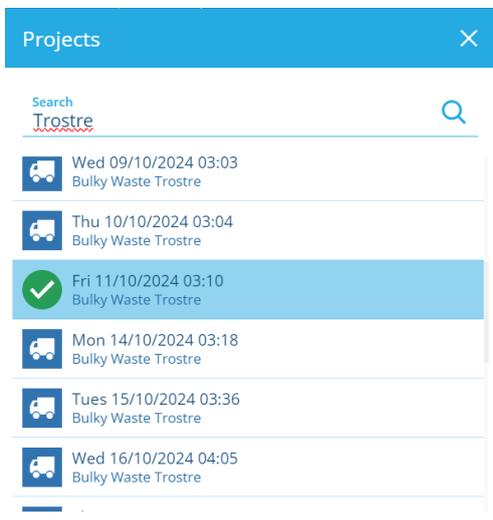
Select the 'Reassign project' option.



Here you can use the 'Search' function to find another bulky collection date associated with the team. I will search for 'Trostre' here. You can also abbreviate names within the search bar.

The current collection project will be automatically selected. Find the collection day required and click on the new project.

(I will select - *Mon 14/10/2024 – Bulky Waste Trostre*)



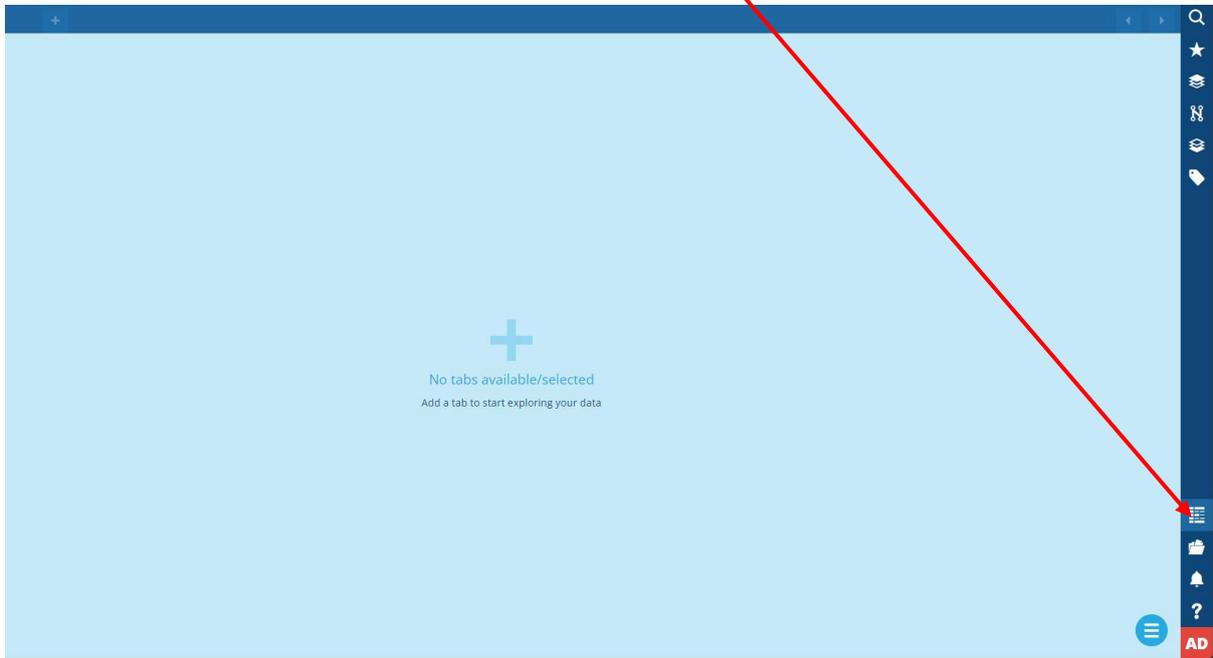
Once you have made your selection the bulky job will now be assigned to the new collection project selected.

Navigate your way back to the Bulk Waste Projects for Trostre and open the new bulk collection project. Below we can see that the job '54 Dolau Fan Road' has been reassigned to the *Mon 14/10/2024* bulk collection project.

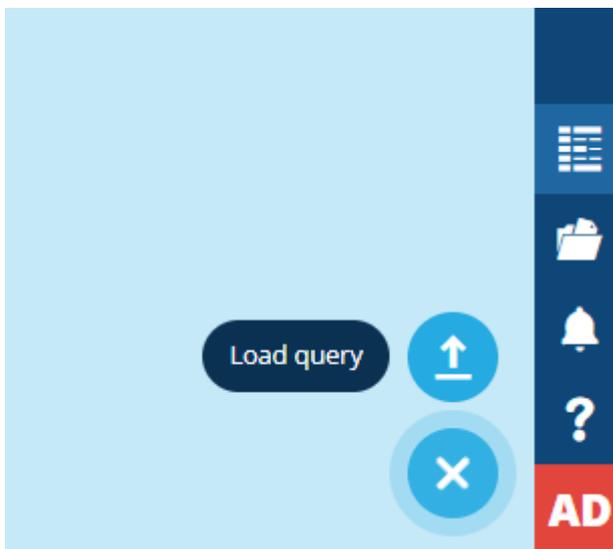


Section 11 – Data Explorer View

The Data Explorer function allows you to view selected information in a tabular format that you can search. Click on the Data Explorer icon on the toolbar and then select the hamburger menu at the bottom right of the screen.



Next select the upwards arrow next to the Load Query icon as in the example below.



Click on the Data Explorer icon

Click on the Hamburger Menu

Click on the upwards arrow next to the Load Query option

When you select the Load Query report a series of saved reports are available to view in tabular format. In the example below reports relating to Bulk Collections are visible.

Load Query Options

Load query ×

Search Bulk 🔍

- 🔍 Bulk Jobs Completed Saved Query
- 🔍 Bulk Jobs Not Presented Saved Query
- 🔍 Bulk Jobs Incorrect Location Saved Query
- 🔍 Bulk Jobs Operational Issue Saved Query
- 🔍 Bulk Jobs Re-Issued Saved Query
- 🔍 Bulk Jobs Outstanding Saved Query

6 Saved Reports are available to view for bulky collections.

- Bulk Jobs Completed
- Bulk Jobs Not Presented
- Bulk Jobs Incorrect Location
- Bulk Jobs Operational Issue
- Bulk Jobs Re-Issued
- Bulk Jobs Outstanding

Searching

The saved reports are recorded in alphabetical order. A quick way to find a report is to type the 'bulk'. In the example Bulk was entered in the search field. Click search icon. This will save time in scrolling through saved reports.

Bulky Jobs Outstanding

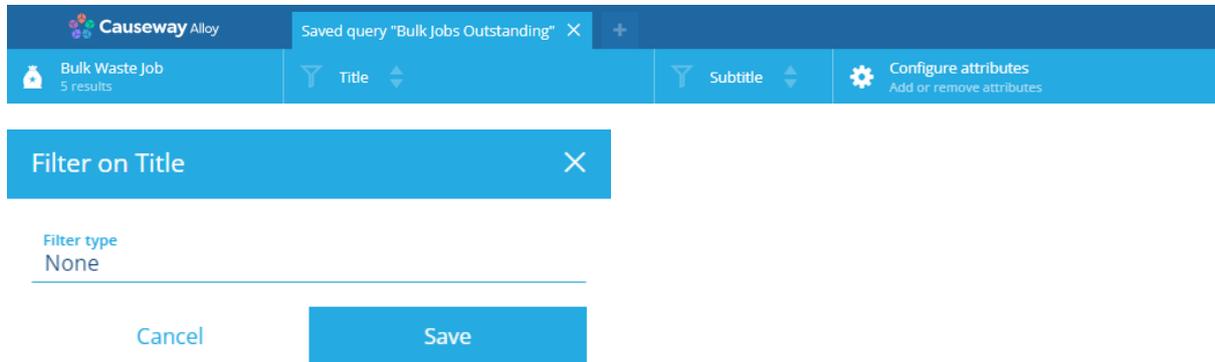
In the example below Bulk Jobs Outstanding report has been selected and the report details all the results relating to all the outstanding jobs across all three bulky waste collection teams.

Causeway Alloy		Saved query "Bulk Jobs Outstanding" × +		Configure attributes <small>Add or remove attributes</small>
Bulk Waste Job <small>5 results</small>	Title	Subtitle		
CAER CWM U2194 F... <small>06/05/2024 03:00:00</small>	CAER CWM U2194 FROM	06/05/2024 03:00:00		
5 MARGAM PLACE <small>07/10/2024 03:00:00</small>	5 MARGAM PLACE	07/10/2024 03:00:00		
BLAENCWMEGWAD ... <small>04/10/2024 03:01:00</small>	BLAENCWMEGWAD C1250 FROM RHYDARGAE...	04/10/2024 03:01:00		
10 WOOD END <small>04/10/2024 03:01:00</small>	10 WOOD END	04/10/2024 03:01:00		
22 MANSEL STREET <small>04/10/2024 03:01:00</small>	22 MANSEL STREET	04/10/2024 03:01:00		
End of the line!				

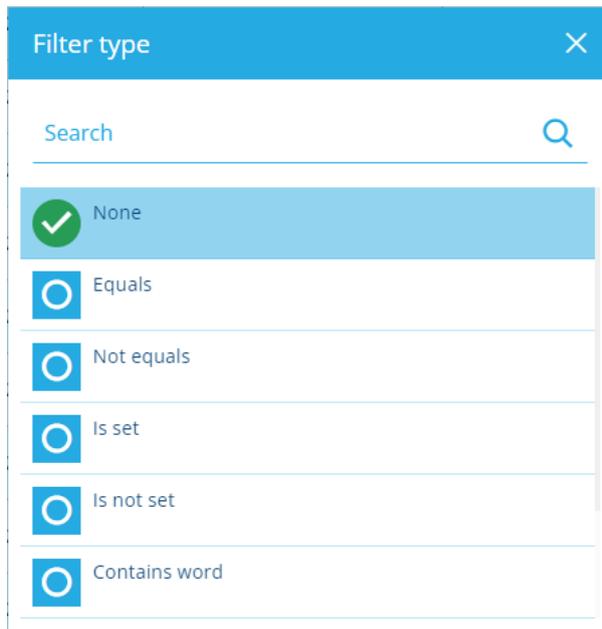
Data Explorer Filter Search

All the data explorer reports have a filter option where you can search for specific results.

To search for something a bit more specific you click on the filter icon to the left of the Title bar text shown below.



You will be presented with a series of options – Select Contains Word option and type in the address/street name you want to search.



Filter Search

Select Filter icon next to Title text on the toolbar.

Select Filter Type.

Select Contains Word Type required values in Value and Click Save.

Click Arrow next to results to check information.

Using the filter is a quick way to search all Data Explorer reports

In the value box type the name of the street or address (depending on the type of search you require) and click save.

Filter on Title
✕

Filter type
Contains word

Value*
Mansel Street

Cancel
Save

The requested details are now visible using the filter function. By clicking on the arrow next to '22 Mansel Street' you will see information relating to the bulky job.

Causeway Alloy		Saved query "Bulk Jobs Outstanding" ✕		+
Bulk Waste Job 1 result	Title	Subtitle	Configure attributes Add or remove attributes	
 22 MANSEL STREET 04/10/2024 03:01:00 >	22 MANSEL STREET	04/10/2024 03:01:00		

 That's a wrap

Section 12 – Viewing Premises Details

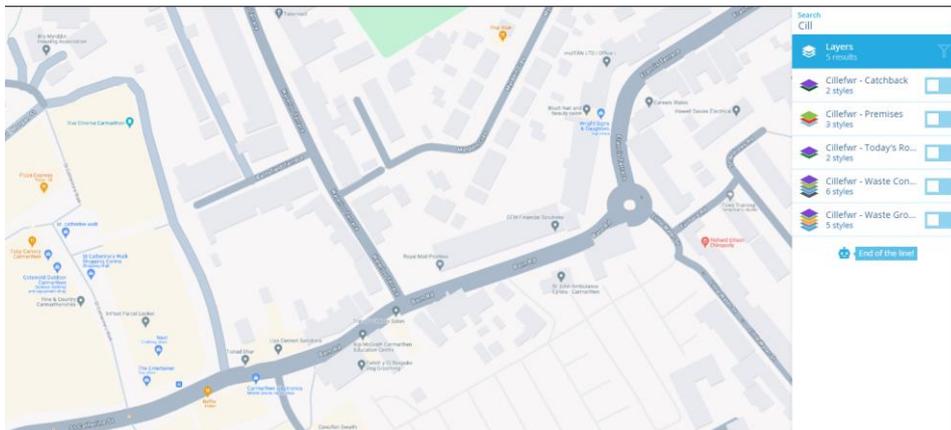
To view Premise details on the map screen view, select the layers option from the tool bar on the right-hand side.

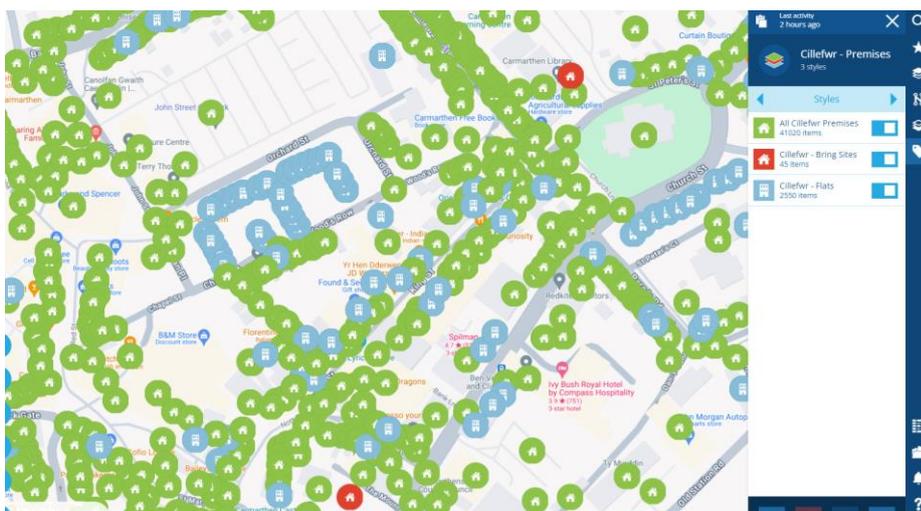
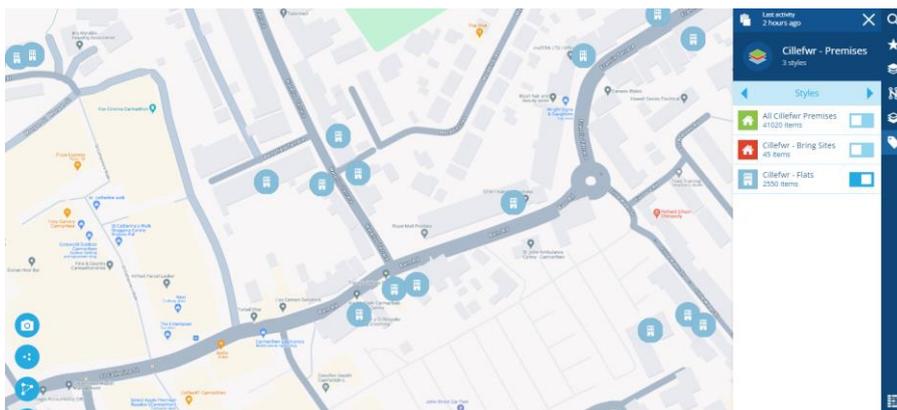
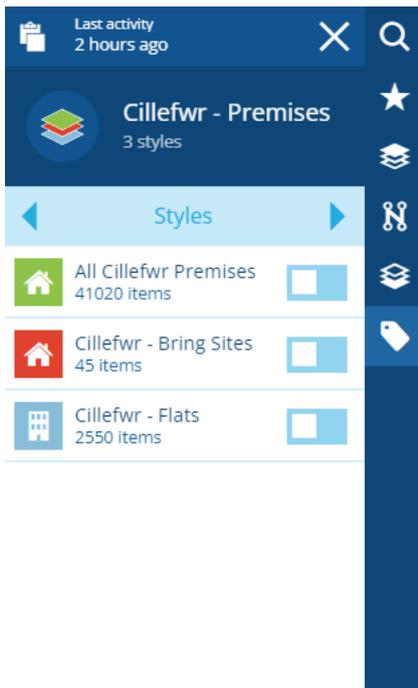
Select the Layers option and type Cillefwr into the search bar. This will save time in scrolling as layers are set in alphabetical order.

The example below shows results for Cillefwr Layers. Next select the Premises Layer that has 4 styles available to view.

- All Cillefwr Properties
- Cillefwr Bring Sites
- Flats

In the example Flats has been selected and the premise information populates in the map screen view. Individual premises can be searched by using the zoom function on the map screen view.



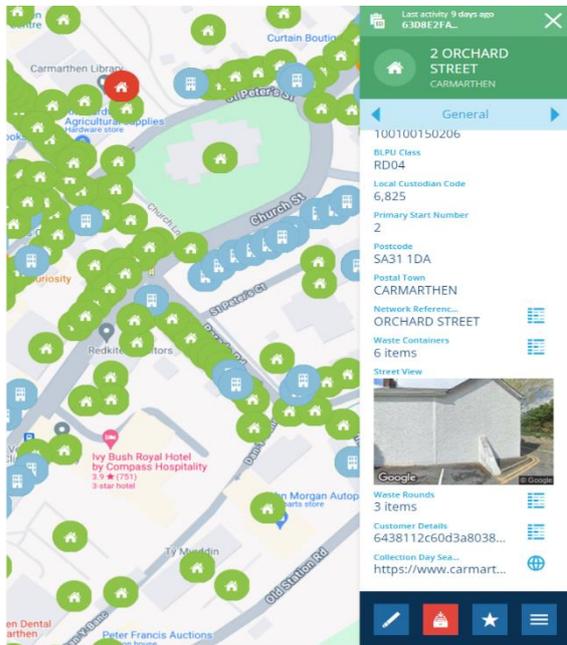


The above example displays all premise information when all the 3 styles are switched on.

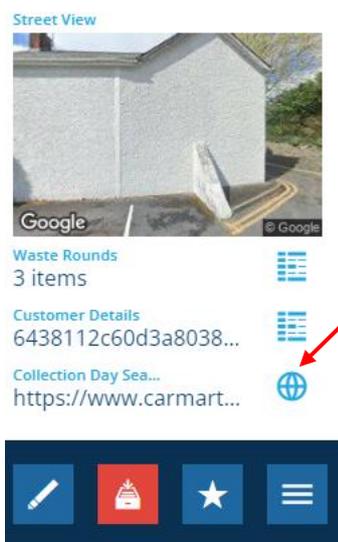
Viewing a Premise – From the Map Screen View

By clicking on a premise you can reveal the information and check the collection date details by selecting the collection day search and entering the information. To close the search, click on the X on the top right side of the screen. In the example below 2 Orchard Street has been selected from the map view screen by zooming in and clicking on the property details

Scroll down and select the Collection Day Search Icon



Click on the Collection Day Search icon that resembles a globe.



When you select the Collection Day search, type the address in the Street lookup field and click Find Address.

In the example below Orchard Street has been entered.

When is your next bin / recycling collection?
Enter your postcode and choose your address to find out when your next recycling / rubbish collection is and what colour bag it is.

Tick this box to show your garden waste collection day / calendar. Tick this box to show your hygiene / nappy waste collection day / calendar

Orchard Street

FLAT 1, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 10, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 11, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 12, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 13, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 14, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 15, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 16, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA
FLAT 17, CWRT Y BERLLAN, ORCHARD STREET, CARMARTHEN, SA31 1DA

1 [Trefstrôl](#) | [Llanelli](#) | [Planning](#) | [Car Parks & Charges](#) | [Inhs & Careers](#)

Select 2 Orchard Street as this is the property that we want to search the collection details.

When is your next bin / recycling collection?
 Tick this box to show your garden waste collection day / calendar. Tick this box to show your hygiene / nappy waste collection day / calendar

Enter your postcode, street or town

2 ORCHARD STREET, CARMARTHEN, SA31 1DA

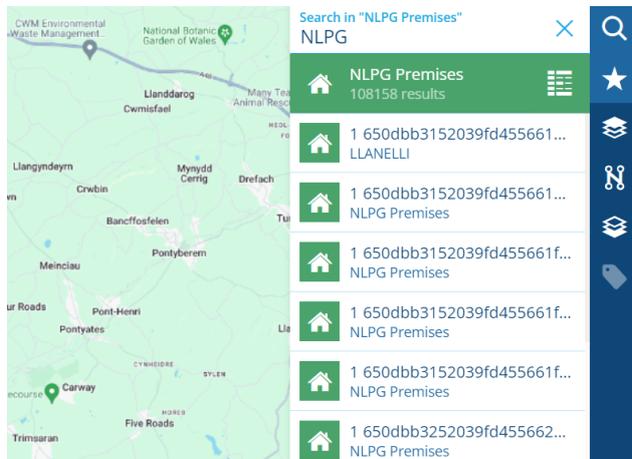
Your next blue bag and green food bin collection Friday 10/05/2024 Collected every week	Your next black bag and glass box collection Monday 13/05/2024 Download bin collection calendar 2024	Your next garden waste collection Friday 10/05/2024 Week: Yellow Download calendar (.pdf) and follow the correct colour for your area.	Your next hygiene waste collection Friday 10/05/2024 Download hygiene waste calendar 2024
--	---	--	--

Please remember to put your rubbish out the night before. Don't forget we collect your food bin every week. The garden waste collection is a paid for service. [Find out more information and how to apply.](#) You must apply to receive a hygiene collection, there is no charge for this service. Find out more about hygiene collections.

The above returns the collection dates/details for the specified property.

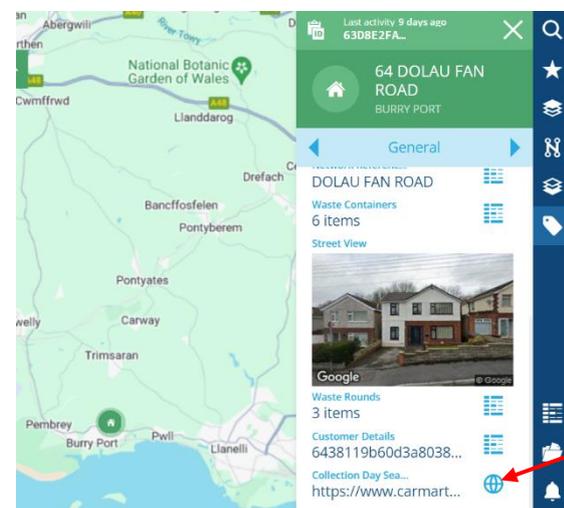
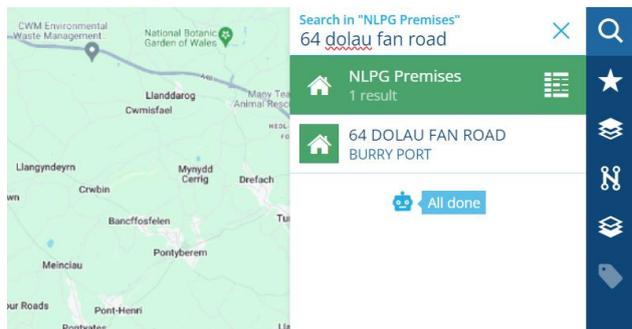
Searching for a Premise in Layer View

To search for a premise firstly type NLPG in the search bar and press return.



NLPG Premises will list all the premise returns and you now need to search for the specific example to search for 64 Dolau Fan Road type in the address and enter. The search result shows all the available results.

Select the property to reveal the information relating to the premise.



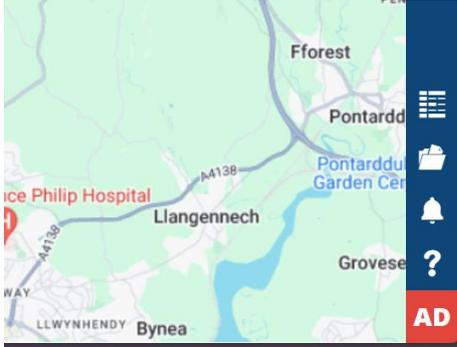
Click the circle next to the collection day search icon as shown below.

This will then take you to the council website where you will be able to search the required properties collections (as seen on page 26-27).

A Very similar process, but the system offers multiple functions to retrieve data.

Search Premises Using Data Explorer

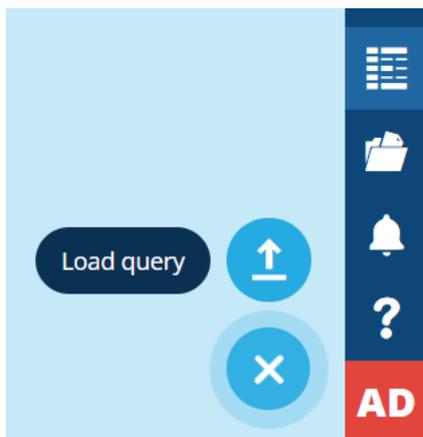
You can search premise information using the data explorer option from the toolbar. Select the Data Explorer Tab from the toolbar.



Next select the hamburger menu



Click the Load Query Arrow



Once you select Load Query, the Saved Query Reports are visible and you can select the Premises Information Query for a specific area (Trostre, Cillefwr, Glanamman Depot). In the example below

Cillefwr has been selected. Type Cill (or Cillefwr) in the search bar to reveal the reports available for a Depot and select the Cillefwr Premises Information query.

Load query
✕

Search 🔍

Cill

🔍 Cillefwr - All Rounds
Saved Query

🔍 Cillefwr - Todays Round Progress
Saved Query

🔍 Cillefwr - Catchback Rounds
Saved Query

🔍 Cillefwr - Assisted Properties
Saved Query

🔍 Cillefwr - Premises Info
Saved Query

👉 That's a wrap

Cillefwr Premises are now visible in tabular format.

ALLOY						
Saved query "Cillefwr - Premises Info" ✕ +						
NLPG Premises 41020 results	Title	Subtitle	UPRN	Postcode	Postal Town	
DOLAU BECA C3074 ... CLUNDERWEN	DOLAU BECA C3074 FROM	CLUNDERWEN	10024322716	SA66 7XH	CLUNDERWEN	
DOLFAN C3074 FROM CLUNDERWEN	DOLFAN C3074 FROM	CLUNDERWEN	10092967358	SA66 7XH	CLUNDERWEN	
BRO EFAIL EFAILWEN... CLUNDERWEN	BRO EFAIL EFAILWEN - PONT HYWEL BRIDGE	CLUNDERWEN	10004867921	SA66 7XH	CLUNDERWEN	
PENLLAINWEN LLAN... CLUNDERWEN	PENLLAINWEN LLANDISSILIO TO GLANDY CRO...	CLUNDERWEN	10004867800	SA66 7UT	CLUNDERWEN	
LLEIFIOR EFAILWEN ... CLUNDERWEN	LLEIFIOR EFAILWEN - PONT HYWEL BRIDGE	CLUNDERWEN	10009162522	SA66 7XH	CLUNDERWEN	
BRYNAFON LLANDIS... CLUNDERWEN	BRYNAFON LLANDISSILIO TO GLANDY CROSS	CLUNDERWEN	100100144139	SA66 7UT	CLUNDERWEN	
RHOSHELYG C3074 F... CLUNDERWEN	RHOSHELYG C3074 FROM	CLUNDERWEN	100100144156	SA66 7XH	CLUNDERWEN	
DOLAWEL EFAILWEN... CLUNDERWEN	DOLAWEL EFAILWEN - PONT HYWEL BRIDGE	CLUNDERWEN	100100144157	SA66 7XH	CLUNDERWEN	
TALAR WEN EFALWE... CLUNDERWEN	TALAR WEN EFALWEN - PONT HYWEL BRIDGE	CLUNDERWEN	200001715577	SA66 7UU	CLUNDERWEN	
BRYNGWYN LLANDIS... CLUNDERWEN	BRYNGWYN LLANDISSILIO TO GLANDY CROSS	CLUNDERWEN	200001715566	SA66 7UT	CLUNDERWEN	
HEATHER VIEW C307... CLUNDERWEN	HEATHER VIEW C3074 FROM	CLUNDERWEN	200001715614	SA66 7XH	CLUNDERWEN	

Searching a Premise in Tabular View To search a premise select the filter option next to the Title bar.

ALLOY
Saved query "Cillefwr - Premises Info" ✕ +

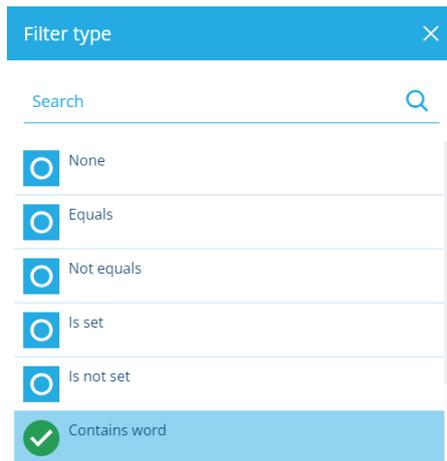
NLPG Premises
41020 results
 🔍 Title
🔍 Subtitle
🔍 UPRN
🔍 Postcode
🔍 Postal Town
⚙️ Configure attributes
Add or remove attributes

Next click on the filter type



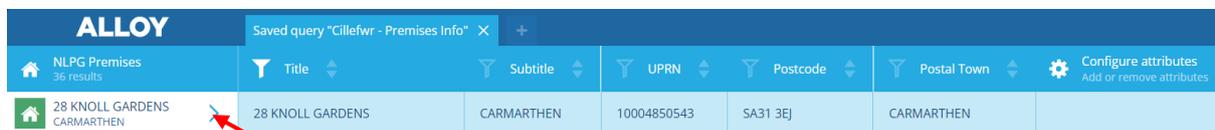
A dialog box titled "Filter on Title" with a close button (X) in the top right corner. Below the title, the text "Filter type" is followed by "None" on a line. At the bottom, there are two buttons: "Cancel" on the left and "Save" on the right.

Click on the Contains Word option and then type in the address you wish to view



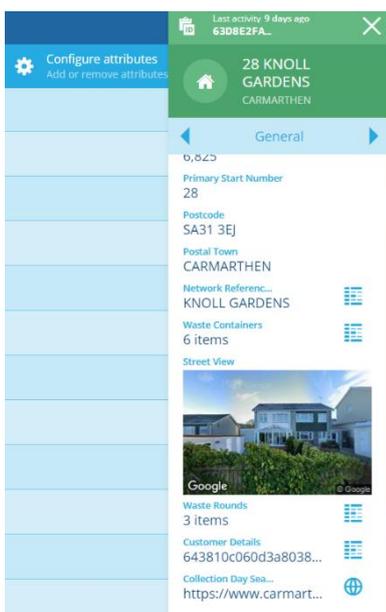
A dialog box titled "Filter type" with a close button (X) in the top right corner. Below the title is a search bar with a magnifying glass icon. Below the search bar is a list of filter options, each with a radio button: "None", "Equals", "Not equals", "Is set", "Is not set", and "Contains word". The "Contains word" option is selected, indicated by a green checkmark in a circle to its left.

In the example below 28 Knoll Gardens is selected.



ALLOY							Saved query "Cillefwr - Premises Info" X
NLPG Premises 36 results	Title	Subtitle	UPRN	Postcode	Postal Town	Configure attributes Add or remove attributes	
 28 KNOLL GARDENS CARMARTHEN	28 KNOLL GARDENS	CARMARTHEN	10004850543	SA31 3EJ	CARMARTHEN		

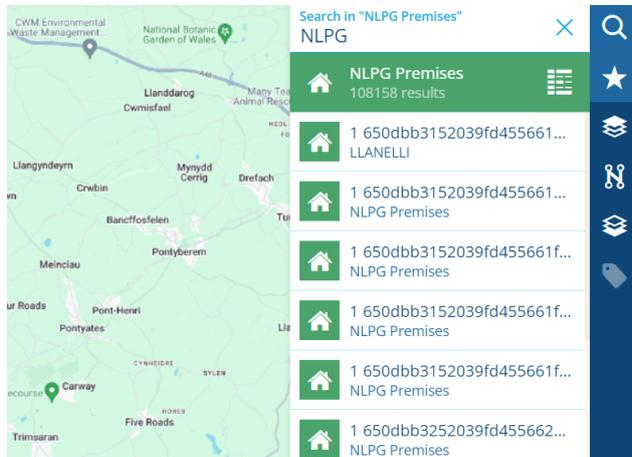
When you have clicked the arrow, the premise detail is revealed on the right-hand side of the screen. You need to use the mouse and scroll down to reveal the collection search icon.



A detailed view of the premise "28 KNOLL GARDENS, CARMARTHEN". The header shows "28 KNOLL GARDENS, CARMARTHEN" with a house icon and a close button. Below this is a "General" section with the following details: "0,820", "Primary Start Number: 28", "Postcode: SA31 3EJ", "Postal Town: CARMARTHEN", "Network Referenc...: KNOLL GARDENS", "Waste Containers: 6 items", "Street View" (with a street view image), "Waste Rounds: 3 Items", "Customer Details: 643810c060d3a8038...", and "Collection Day Sea...: https://www.carmart...".

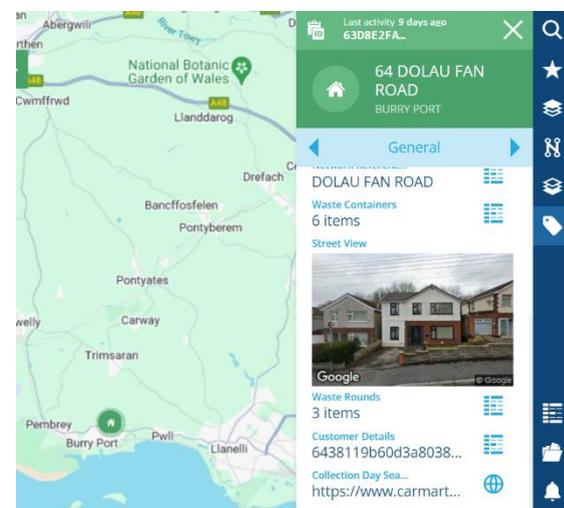
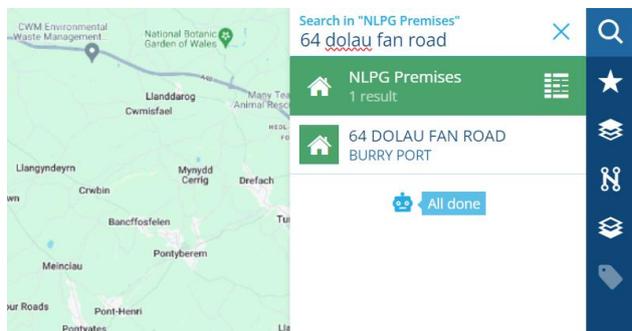
Section 13 – View a Bulky Job via Property Search

To search for a premise firstly type NLPG in the search bar and press return.



NLPG Premises will list all the premise returns and you now need to search for the specific example to search for '64 Dolau Fan Road' type in the address and enter. The search result shows all the available results.

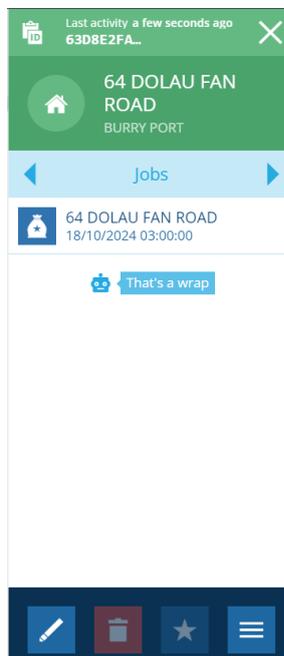
Select the property to reveal the information relating to the premise.



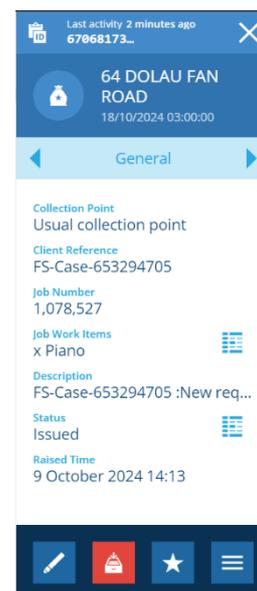
Click on the general tab and click the 'Jobs' tab.



Here you will see all the jobs related to the property. Below we can see a bulky collection job which has a collection date of 18/10/2024.



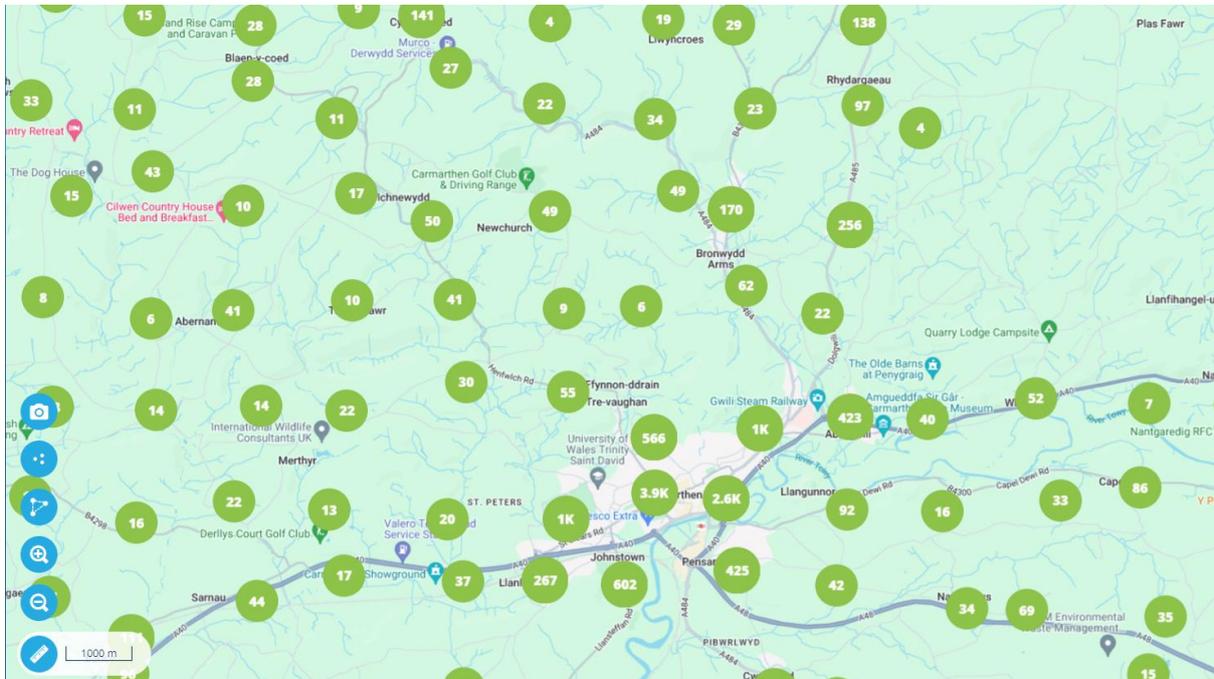
Click into the job to open the bulk collection job.



Section 14 – The Map View

The Map view can be managed by using the blue icons to the left of the screen view.

The most frequently used is the zoom in and out buttons that look like a magnifying glass.

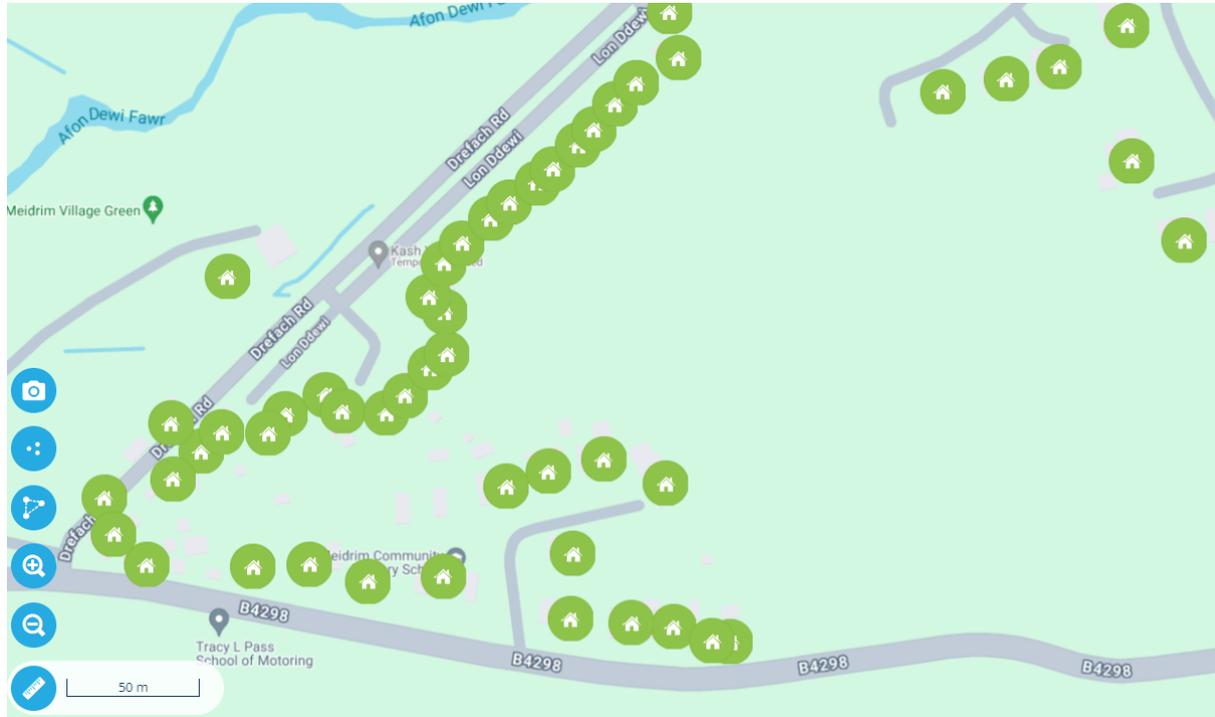


You can zoom in and out by using the scroll bar on your computer mouse. Left click and hold the computer mouse and you can extend the map search area like a compass – move to the North, South, East or West and the map will extend in the direction you choose.

	Saves the screen as an image
	Draw an area on the map
	Layer Options - most frequently used by supervisors
	Zoom In
	Zoom Out

The data can be switched on and off depending on search options. The map view will populate when you select the appropriate Layer style you want to view.

You can use the zoom tool to view in street view by clicking on the waste groups.



Section 15 - FAQs

Frequently Asked Questions

Question 1

What additional benefits will Alloy bring?

Answer:

Alloy has been developed by Yotta who have helped transform and digitise many other local authorities across the United Kingdom.

Alloy is a modern system that will better support the needs of our various service areas. The system is flexible and adaptable to our business needs, whilst providing improved reporting and visualisation functionality.

Question 2

Introducing new technology is always challenging, how will Operations staff be supported and trained to help increase confidence with I.T. skills?

Training will be provided via in person training sessions with follow-up Microsoft Teams coaching sessions if required to ensure individuals feel confident in the use of the new technology. User manuals and quick guides will be developed to support learning. The Digital Systems Team will be available for ongoing support to help ensure all members of the front-line teams are confident in the use of Alloy.

Question 3

Who manages my user login and who do I speak to if I have problems logging on to Alloy?

The Digital Systems Team will organise all logins for supervisors, back-office staff and crews. Logins will be issued prior to use and go-live. Any login issues should be reported to supervisors at the Depot. The Digital Systems Team will manage system administration and access to Alloy. Their email address is ENVDigitalSystems@camarthenshire.gov.uk

Question 4

What other areas will be introduced to Alloy?

Alloy will be introduced to all areas of waste.

