

# Collection Calendar

# ReCollect

## USER GUIDE

Version 5 (September 2017)



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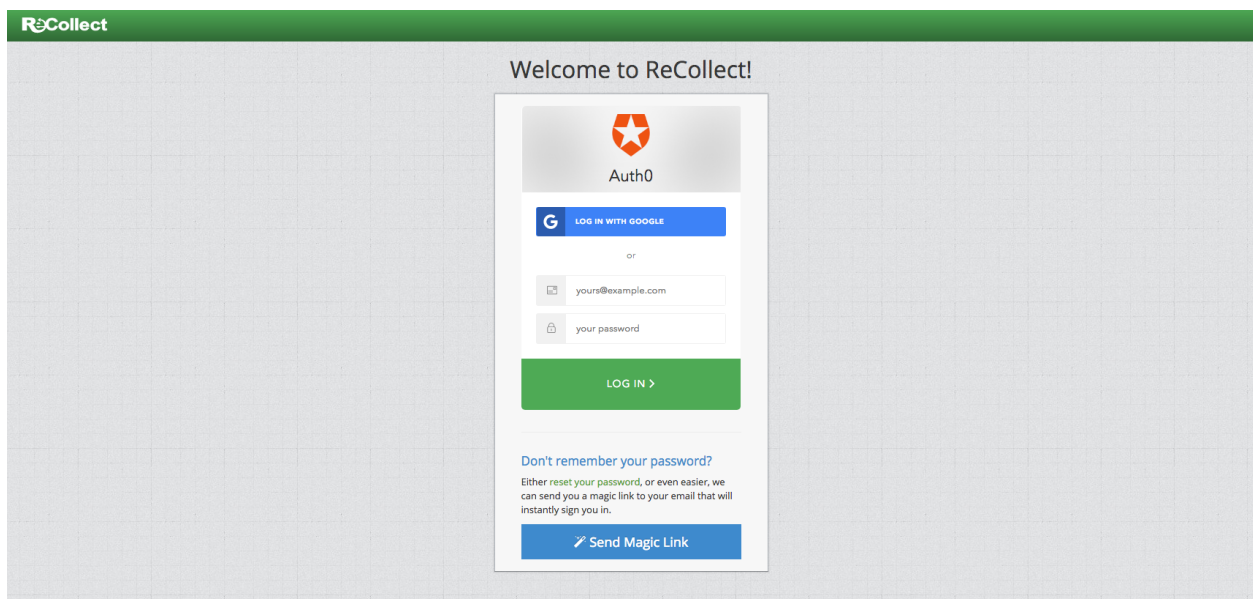
# Login to ReCollect

Using your web browser, go to <https://recollect.net/admin>.

Enter your email address.

Enter your password.

Click the “Login In” button.



Don't remember your password?

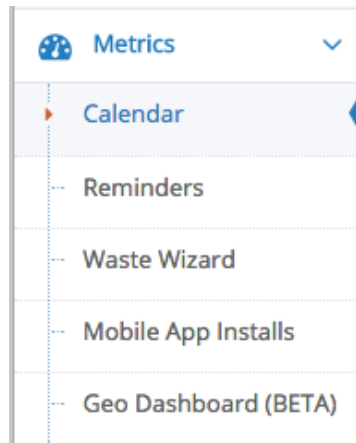
Click “reset your password” and follow the instructions, OR;

Click “Send Magic Link” to send your admin email address a link, allowing you to login.

# Collection Calendar Metrics

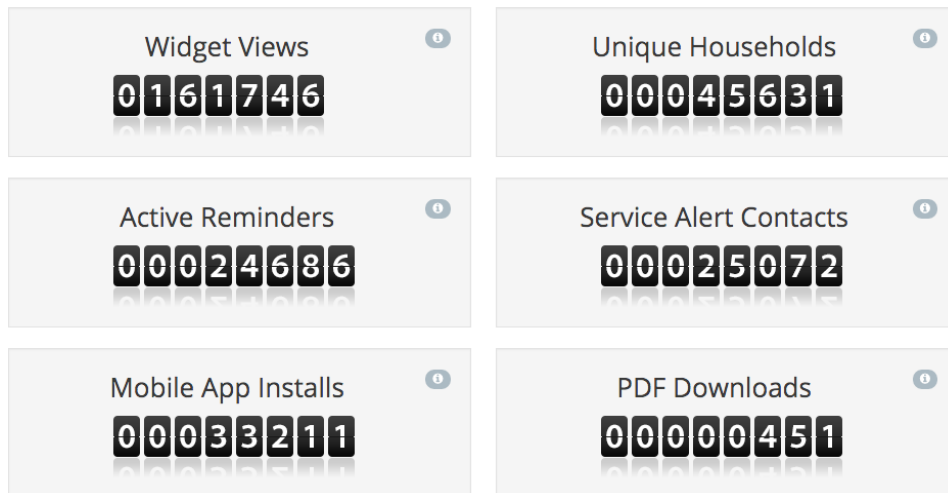
On the left hand menu, under *Metrics*:


- Calendar
- Reminders



## Calendar

This is the all-time usage of your Collection Calendar.



*Widget Views* is the number of times the webpage/s your web app is embedded on, is viewed. Click the list button  to view a breakdown of the webpages.

*Unique Households* is the number of addresses that have been searched in the web app, and mobile app. If multiple people search for the same house address, it only gets counted once.

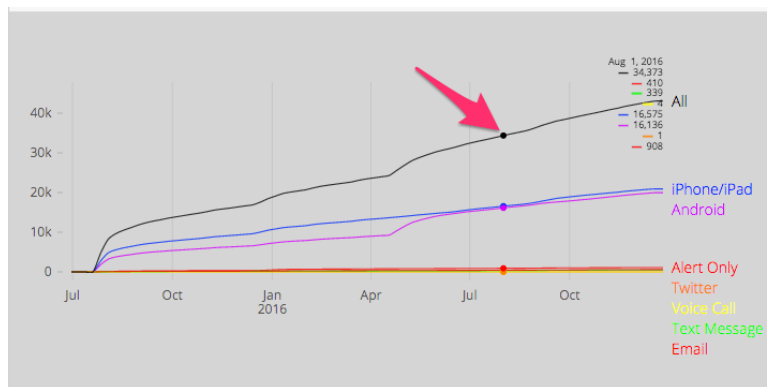
## Reminders

This is the all-time usage of your Collection Calendar Reminders.

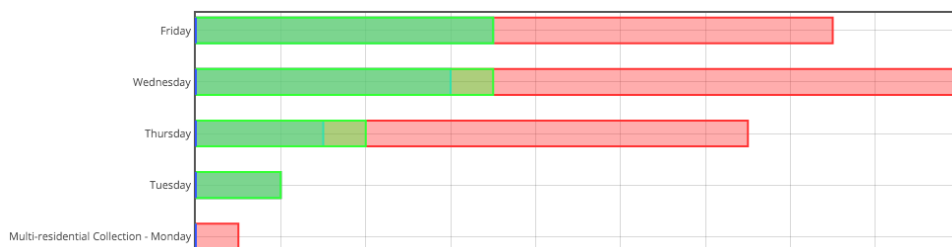
Reminders Created

Reminder Type	Last 7 Days	Last 60 Days	Since Launch
Email	6	110	331
Twitter	0	0	1
Voice	0	3	3
Text	5	64	241
Mobile	359	4364	23792
iCalendar	9	155	318
Total	379	4696	24686

If you scroll down further on the page, you can see the *Active Reminders over Time*. This gives you a sense of when reminders are created. If you hover your mouse along the graphs, more information will appear.



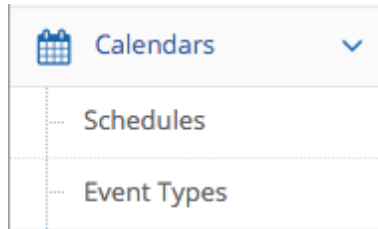
If you scroll down further on the page, you can see the *Reminders By Zone*. The list displays the collection areas receiving the most reminders.



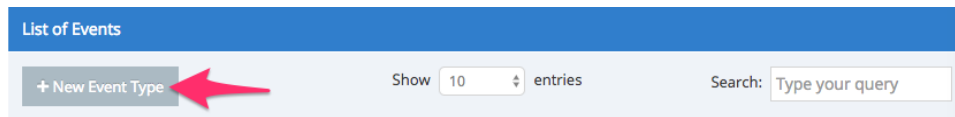
# Set up waste “events”

Internally, in the Collection Calendar, ReCollect refers to curbside and drop-off waste streams as “events.” Event settings need to be set up before your collection schedules can be inputted.

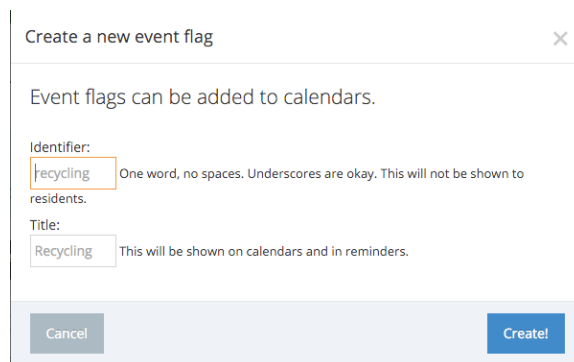
In the left-hand menu, under *Calendars*, click “Event Types.”



Click “+ New Event Type” button.

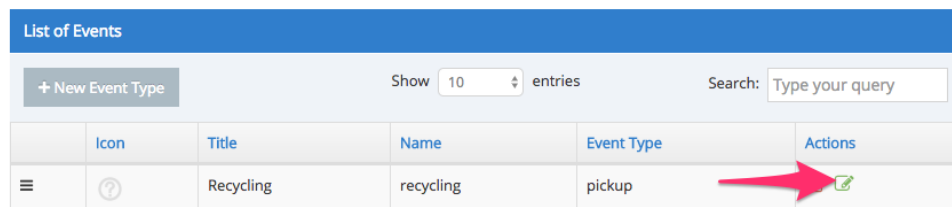



Create a name for the waste event. The “Identifier” (a behind-the-scenes coding name) cannot have any spaces or punctuation. The “Title” (the name the public sees) can have spaces or punctuation. When done, click the “Create” button.

A screenshot of a dialog box titled 'Create a new event flag'. The dialog contains the following fields and text:

- Event flags can be added to calendars.
- Identifier: recycling (The word 'recycling' is highlighted with a red box. Below it is the text: 'One word, no spaces. Underscores are okay. This will not be shown to residents.') (The word 'recycling' is highlighted with a red box.)
- Title: Recycling (Below it is the text: 'This will be shown on calendars and in reminders.') (The word 'Recycling' is highlighted with a red box.)
- Buttons: 'Cancel' and 'Create!'.

Click the pencil/edit button  for the event you want to edit.



List of Events					
+ New Event Type					
		Show 10 entries		Search: Type your query	
	Icon	Title	Name	Event Type	Actions
☰	?	Recycling	recycling	pickup	

For this event, you will see the “Properties” tab, you can add:

- **Icon** - appears in PDF print calendar and email reminders; should match the colours
- **Description** - always appears in online calendar and email reminders
  - **Email/Mobile** - keep content to a minimum, residents will not read too much information, add a hyperlink if you want to include more
  - **Notifications** - keep content to a minimum, residents will not read too much information
  - **Phone Call** - avoid using for pickup events, but use for drop-off events
- **Event type** - behind-the-scenes code that specifies the reminder message; see [Event Type](#) below

Under the “Advanced” tab, you can add:

- **Don't send reminder** - only check if you want residents to see this event in the calendar, but not receive a reminder for it

The screenshot shows an 'Edit' window for an event. At the top, there are tabs for 'Properties', 'Colours', 'Advanced', and 'Raw JSON'. The 'Properties' tab is active. It contains an 'Icon' field with a placeholder image, a 'Title' field with the text 'Recycling', and a 'Description' section. The 'Description' section has three sub-tabs: 'Email/Mobile', 'Notifications', and 'Phone Call'. The 'Notifications' sub-tab is selected, showing a blue box with the text 'Where does it appear?' and three bullet points: 'As part of an email reminder', 'Inside the web app', and 'Inside the mobile app schedule'. Below this is a rich text editor with bold and italic icons. At the bottom of the form is an 'Event type' dropdown menu set to 'Curbside Pickup'. A 'Done' button is located at the bottom right of the window.

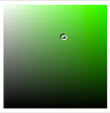

Select the “Colors” tab.



You can add:

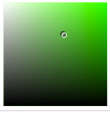

- **Background, Text, Border Color** - the colour of the event; see [Accessibility](#) below
- **Use zone color** - only check if your carts are coloured based on days/zones

Edit ✕

Properties **Colors** Advanced Raw JSON

Background Color   #5fae47

Text Color   #ffffff

Border Color   #5fae47

Use zone color

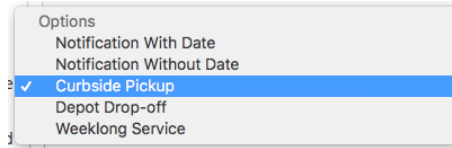
✓ Done Cancel

Click “Done” ✓ Done to save.



## Event Type

In the “Properties” tab, select an event type from the dropdown.



This is not visible to the public. It is a behind-the-scenes code that specifies the reminder message:

Event Type	Triggers this reminder message	When to use
Curbside Pickup	“The following will be picked up on DATE: <ul style="list-style-type: none"> <li>• <i>Event Title</i>”</li> </ul>	Curbside collection <ul style="list-style-type: none"> <li>• Recycling</li> <li>• Garbage</li> <li>• Yard Waste</li> <li>• etc.</li> </ul>
Depot Dropoff	“The following event will take place on DATE: <ul style="list-style-type: none"> <li>• <i>Event Title</i>”</li> </ul>	Any event <ul style="list-style-type: none"> <li>• HHW Event</li> <li>• Paper Shredding Event</li> <li>• Earth Day Open House</li> <li>• Compost Workshop</li> <li>• etc.</li> </ul>
Weeklong Service	“It’s <i>Event Title</i> .”	Weeklong collection <ul style="list-style-type: none"> <li>• When residents must place Christmas trees out on Monday, but the actual collection will take place on any day during that week</li> </ul>
Notification With Date	“ <i>Event Title</i> with DATE”	One off events
Notification Without Date	“ <i>Event Title</i> ”	Not recommended

## Accessibility



means the colour combination meets Web Content Accessibility Guidelines AA. This is a requirement for USA’s Section 508 (Standards for Electronic and Information Technology Amendment) to the Rehabilitation Act of 1973; and Ontario’s AODA IASR Information and Communication Standards.

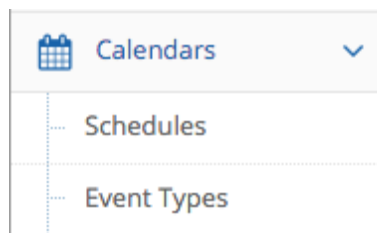
✓ WCAG AAA means the colour combination meets Web Content Accessibility Guidelines AAA.

# Calendars

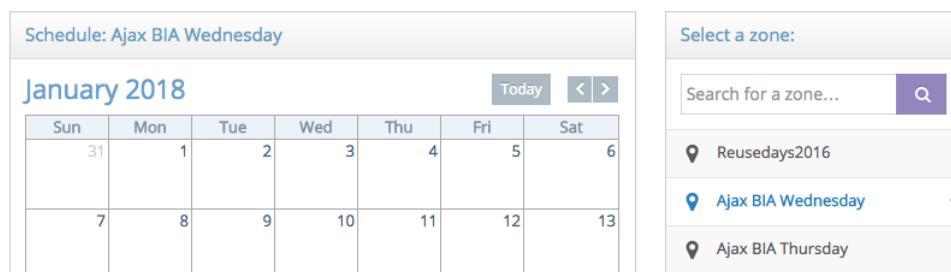
## Add holidays to the calendars



You can add holidays to your collection schedules. We recommend only adding holidays that alter your waste collection schedules.

In the left-hand menu, under *Calendars*, click “Schedules.”




The calendar will default to the current month.



Click the “right arrow” button   to go to the month you want to add or edit information.

Click on the calendar cell you want to add a holiday.

A pop up menu will appear. Make sure you are on the “Holiday / Non-reminder Event” tab. Type the holiday’s title. Add a description. When done, click the “Save” button. 

Create Event ×

Add Reminder Event **Holiday / Non-reminder Event** [Create Campaign](#)

Add a holiday or other event all all zones. These events do NOT trigger reminders. Because there are no reminders, this option is NOT recommended for drop-off events like Hazardous Waste Days, etc.

Locale: English

Date: 2017-09-04

Type: Holiday

Title: Labor Day

Description: Due to today's holiday, waste collection will be delayed by one day this week. The landfill is closed today.

Images: Icon: Pattern:

Fill color: #571b7e

Text color: #ffffff

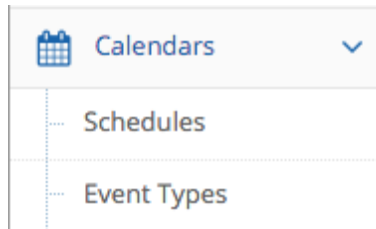
Border color: #000000

Cancel Save

That holiday will appear on **all** your collection schedules.



## Add waste events to the calendars

In the left-hand menu, under *Calendars*, click “Schedules.”



The calendar will default to the current month. Select the zone you want to add information. If necessary, click the “Next” button to move to the next page of zones.

The screenshot shows a calendar interface. On the left, a calendar for January 2018 is displayed with a header "Schedule: Ajax BIA Wednesday". The calendar grid shows dates from 31st to 10th. On the right, a "Select a zone:" panel is visible. It contains a search bar with the text "Search for a zone..." and a magnifying glass icon. Below the search bar is a list of zones, each preceded by a location pin icon. The zones listed are: Reusedays2016, Ajax BIA Wednesday (highlighted with a blue arrow), Ajax BIA Thursday, Brock BIA Tuesday Friday, Clarington BIA Tuesday Friday, Clarington BIA Tuesday Thursday, Scugog BIA Tuesday Friday, Uxbridge BIA Tuesday Friday, Oshawa Monday Area 1, Oshawa Tuesday Area 1, Oshawa Wednesday Area 1, Oshawa Thursday Area 1, Oshawa Friday Area 1 (indicated by a red arrow), Oshawa Monday Area 2, and Oshawa Tuesday Area 2. At the bottom of the zone list is a green "Next >" button.

Click the “right arrow” button   to go to the month you want to add information.

Click on the calendar cell you want to add information.

A pop up menu will appear. Make sure you are on the “Add Reminder Event” tab.

Create Event ×

Add Reminder Event    Holiday / Non-reminder Event    [Create Campaign](#)

This form will add an event to resident calendars. Unless the event types are labelled non-reminding in the list below, these will generate reminders.

Date:

Event Types

- Annual Household Hazardous Waste Drop-off (AnnualHHW)
- Bulk Waste (BulkWaste)
- Garbage (Garbage)
- Monthly Household Hazardous Waste & Electronics Drop-off (MonthlyHHW)
- Recycling (Recycling)

[+ Add new event type](#)

... or type: 1 Garbage, Recycling

2 Bulk Waste

Visible to Residents:

Repeat:

Frequency:

Repeat end date:

Select the correct *Event Types* (correct waste event/s for that day). When done, click the “Save” button. Save

Repeat this process for **all** weeks in all zones.

**QUICK TIP** The numbers inside the green circles correspond to your keyboard. If you hit “1” on your keyboard, those event types will be inputted quickly.

**QUICK TIP** You can “group” multiple events together. For example, garbage and recycling could be grouped together if they are collected on the same day.

**QUICK TIP** Uncheck the “Visible to Residents” option if you DON’T want these events to be visible to the public. They can be made public at a later date—perfect for internal reviewing.

## Repeat waste events

Click on the calendar cell you want to add information.

A pop up menu will appear. Make sure you are on the "Add Reminder Event" tab.

Create Event

Add Reminder Event | Holiday / Non-reminder Event | Create Campaign

This form will add an event to resident calendars. Unless the event types are labelled non-reminding in the list below, these will generate reminders.

Date: 2018-01-03

Event Types

- Annual Household Hazardous Waste Drop-off (AnnualHHW)
- Bulk Waste (BulkWaste)
- Garbage (Garbage)
- Monthly Household Hazardous Waste & Electronics Drop-off (MonthlyHHW)
- Recycling (Recycling)

+ Add new event type

... or type: 1 Garbage, Recycling; 2 Bulk Waste

Visible to Residents:

Repeat:

Frequency: Every two weeks

Repeat end date: 2018-06-27

Select the correct *Event Types* (correct waste event(s) for that day).

Click the "Repeat" checkbox.

Select the "Frequency" of the repeating event:

- Daily (*every day, Monday to Sunday*)
- Weekdays (*every day, Monday to Friday*)
- Weekly (*same day, every single week*)
- Every two weeks (*same day, every other week*)
- Every three weeks (*same day, every three weeks*)
- Every four weeks (*same day, every four weeks*)
- Monthly (*same day, once a month*)
- Yearly (*same day, once a year*)

Select "Repeat end date:" You can either type in a date (like 2018-12-31) or use the >> button to move through the months to select the end date.

When done, click the “Save” button. 

**QUICK TIP** Uncheck the “Visible to Residents” option if you DON’T want these events to be visible to the public. They can be made public at a later date—perfect for internal reviewing.

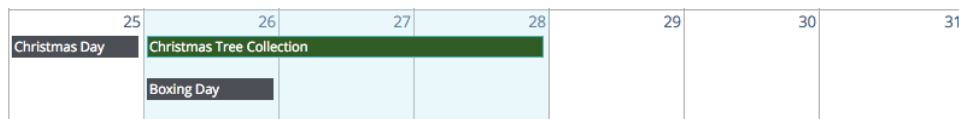
## Stretch events over multiple, continuous days

This option is good if you offer weeklong collection events. For example, if residents have to place their bulk waste out on Monday, but collection can take place any day during that week.

A collection day reminder will only be sent for the first day of a weeklong event.

Add a waste event as previously described.

Float your mouse over the right side of the calendar event. A black arrow will appear. “Stretch” the event until your end date.

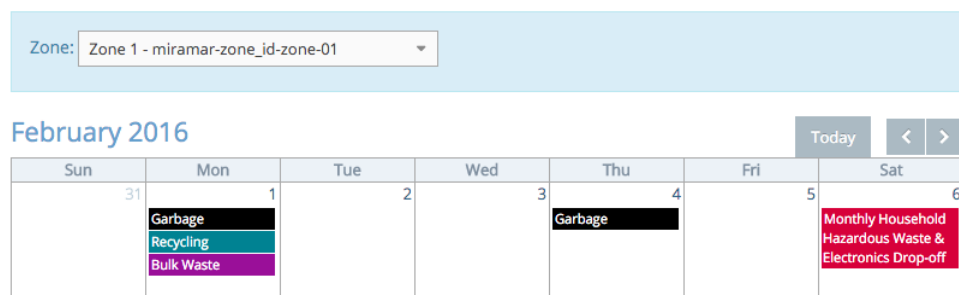


A calendar snippet showing dates 25 through 31. On 25, there is a 'Christmas Day' event. On 26, there is a 'Christmas Tree Collection' event that is stretched across days 26, 27, and 28. On 26, there is also a 'Boxing Day' event.

25	26	27	28	29	30	31
Christmas Day	Christmas Tree Collection	Christmas Tree Collection	Christmas Tree Collection			
	Boxing Day					

## Delete waste events from the calendars

Click on the calendar event you want to delete. DON’T click on the open white calendar cell.



A screenshot of a calendar interface for February 2016. At the top, there is a dropdown menu for 'Zone' set to 'Zone 1 - miramar-zone\_id-zone-01'. Below the zone menu, the calendar shows days from Sun 31 to Sat 6. On Monday 1, there are three stacked events: 'Garbage' (black), 'Recycling' (teal), and 'Bulk Waste' (purple). On Thursday 4, there is a 'Garbage' event (black). On Saturday 6, there is a 'Monthly Household Hazardous Waste & Electronics Drop-off' event (red). Navigation buttons for 'Today', '<', and '>' are visible above the calendar grid.

Zone: Zone 1 - miramar-zone_id-zone-01						
February 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
	Garbage Recycling Bulk Waste			Garbage		Monthly Household Hazardous Waste & Electronics Drop-off

A pop up menu will appear. Click the “Delete” button. 



Edit Event ×

This form will add an event to resident calendars. Unless the event types are labelled non-reminding in the list below, these will generate reminders.

Date: 2018-01-03

Event Types

- Annual Household Hazardous Waste Drop-off (AnnualHHW)
- Bulk Waste (BulkWaste)
- Garbage (Garbage)
- Monthly Household Hazardous Waste & Electronics Drop-off (MonthlyHHW)
- Recycling (Recycling)

+ Add new event type

... or type: 1 Garbage, Recycling  
2 Bulk Waste

Visible to Residents:

Special Options

1	{
2	"title_loc": {},
3	"desc_loc": {},
4	}

Cancel Delete Save

## Move waste events by “drag and drop”

Grab the “waste event” you want to move. Simply drag it to the new or correct calendar cell.



## Approve "invisible" waste events

You can use ReCollect to plan your future waste collection schedules.

Once you are ready for residents to see these "invisible" events, click the "Approve Calendar Events" button for each calendar.

This zone contains events which have not been approved and will not be viewable to residents in their collection calendars.  
By clicking the approve button, I confirm that I have reviewed this calendar for accuracy. I want to make this calendar "live" and viewable by residents.

Approve Calendar Events For Mutli-res Wednesday Garbage



Select a zone:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Monday - Rural

Schedule: Mutli-res Wednesday Garbage

December 2016 Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30 Waste	1	2	3

# Campaigns

A campaign is added to each reminder. This is your opportunity to provide “value-added” educational messaging to your resident. Make connections to holidays, seasonal activities, sporting events, etc. to make your waste diversion information even more meaningful.

Please read our [Guide To Creating Campaigns & Service Alerts](#) for instructions and tips.

# Service Alerts

A service alert is a quick way to communicate collection delays or other important information due to storm-related events, etc.

Please read our [Guide To Creating Campaigns & Service Alerts](#) for instructions and tips.