



BOKUflow: Workflow „Request recovery/disposal/destruction“

This documentation contains instructions for carrying out the "Request recovery/disposal/destruction" workflow.

Target group of the documentation: BOKU-Employees

Please send enquiries to: boku-it@boku.ac.at

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1 Request recovery/disposal/destruction

The workflow ensures that the various types of waste can be professionally recycled/disposed of or properly applied for and processed. All necessary information is securely transferred to the Environmental Management department.

A distinction is made between these three types in an application:

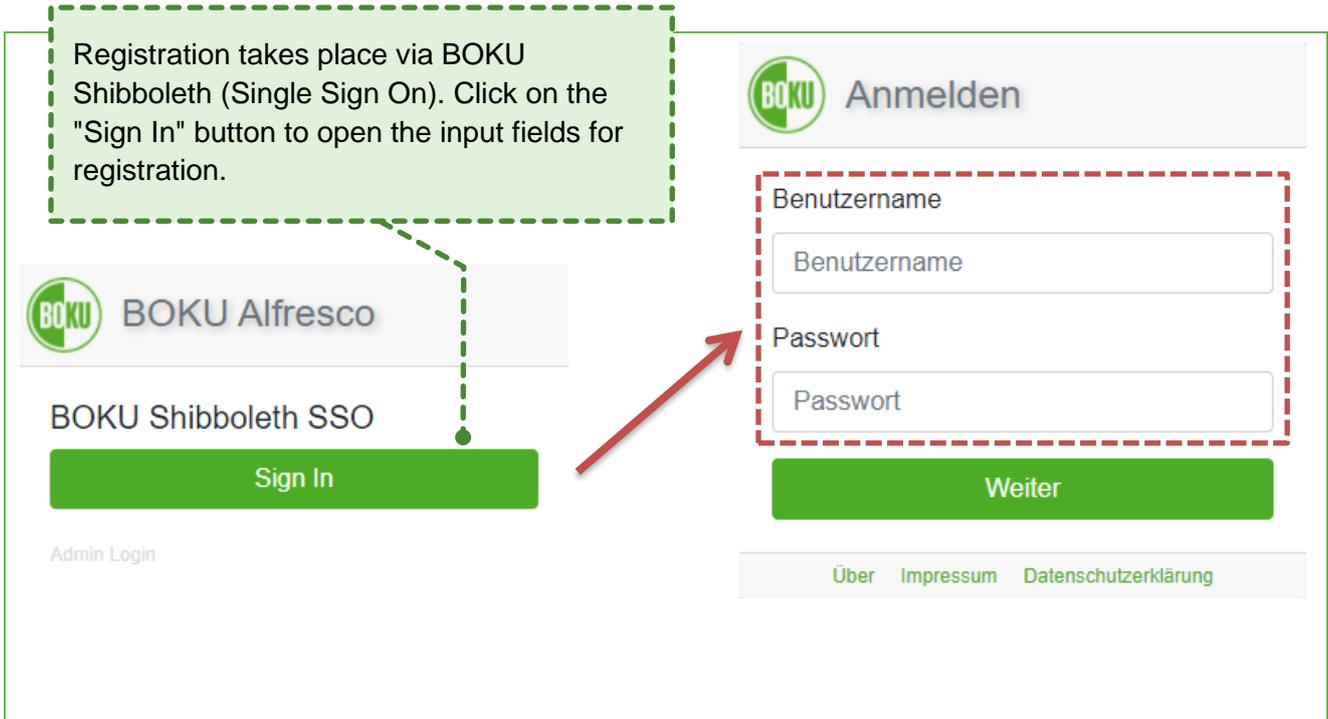
- Non-hazardous waste
- Hazardous waste
- Destruction

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2 Logging into the system

BOKUflow, the system in which the workflow is available, is accessed via <https://flow.boku.ac.at/>.

Registration takes place via BOKU Shibboleth (Single Sign On). Click on the "Sign In" button to open the input fields for registration.



BOKU Alfresco

BOKU Shibboleth SSO

Sign In

Admin Login

BOKU Anmelden

Benutzername

Benutzername

Passwort

Passwort

Weiter

Über Impressum Datenschutzerklärung

Illustration 1: Login

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3 BOKUflow

3.1 The start page

The start page provides an overview of the areas. These are displayed next to each other with a heading, icon and short description. Depending on the user's authorisations, only those areas to which access is possible are displayed. The "Request recovery/disposal/destruction" workflow can be found in the "Start workflow" area:

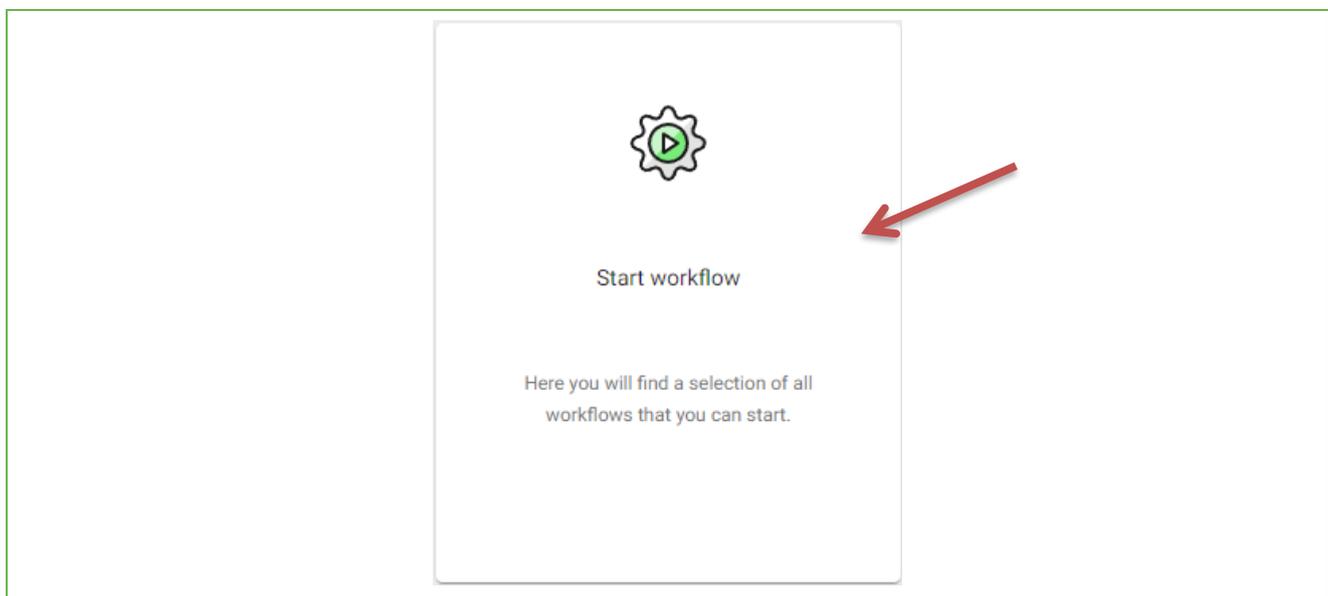


Illustration 2: Startseite Bereich „Workflow starten“

3.2 Navigation

The areas can be accessed via the navigation menu (three horizontal, parallel lines) at the top right of the header. The menu also provides access to the language selection, the privacy policy, the legal notice and the field to unsubscribe from the system.

3.3 "Start workflow" area

After clicking on this area, you will now see all the workflows for which you are authorised in the system. Select the "Request recovery/disposal/destruction" workflow:

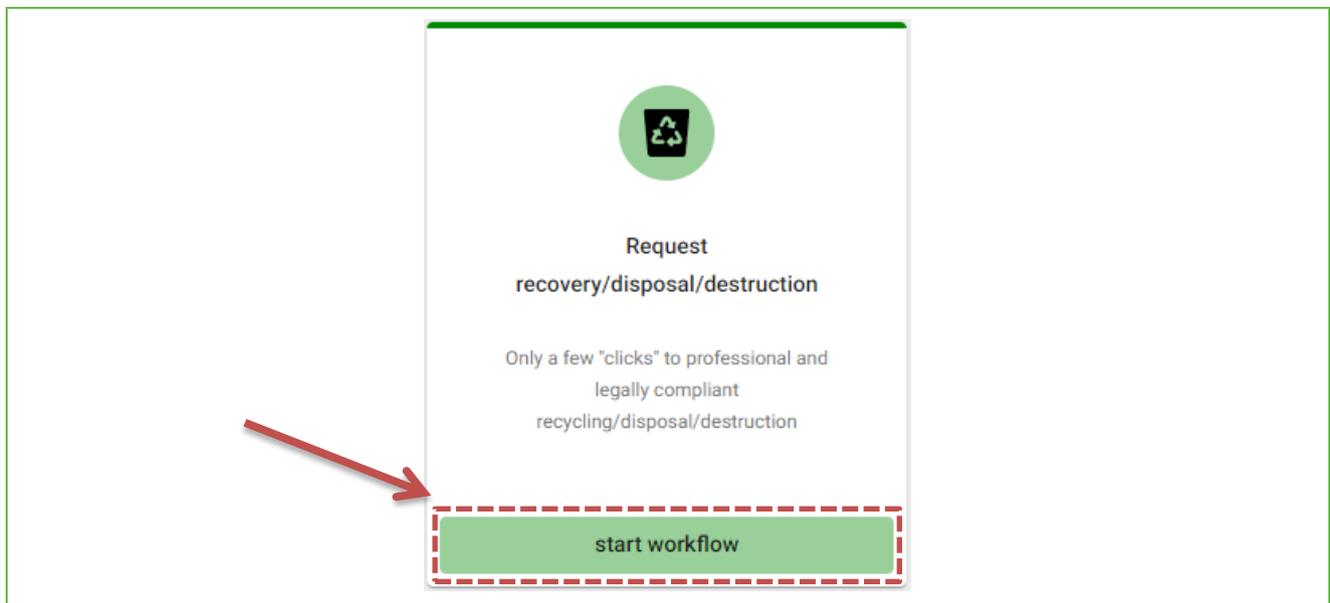
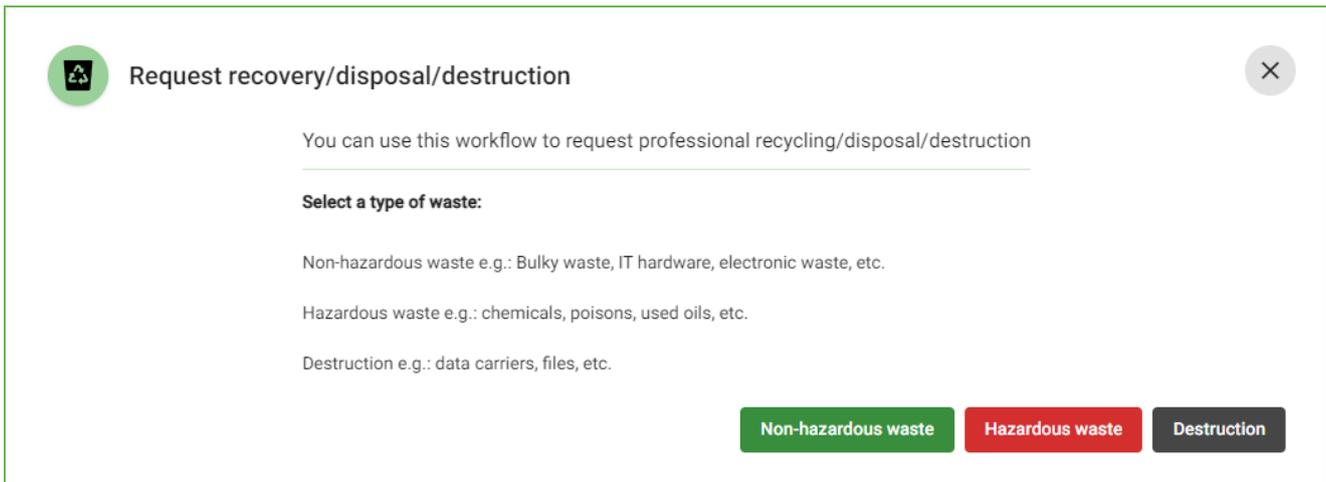


Illustration 3: Select the "Request recycling/disposal/destruction" workflow

Click on the "Start workflow" button to open the start form.

4 Workflow „Request recovery/disposal/destruction“

4.1 Start form



Request recovery/disposal/destruction

You can use this workflow to request professional recycling/disposal/destruction

Select a type of waste:

Non-hazardous waste e.g.: Bulky waste, IT hardware, electronic waste, etc.

Hazardous waste e.g.: chemicals, poisons, used oils, etc.

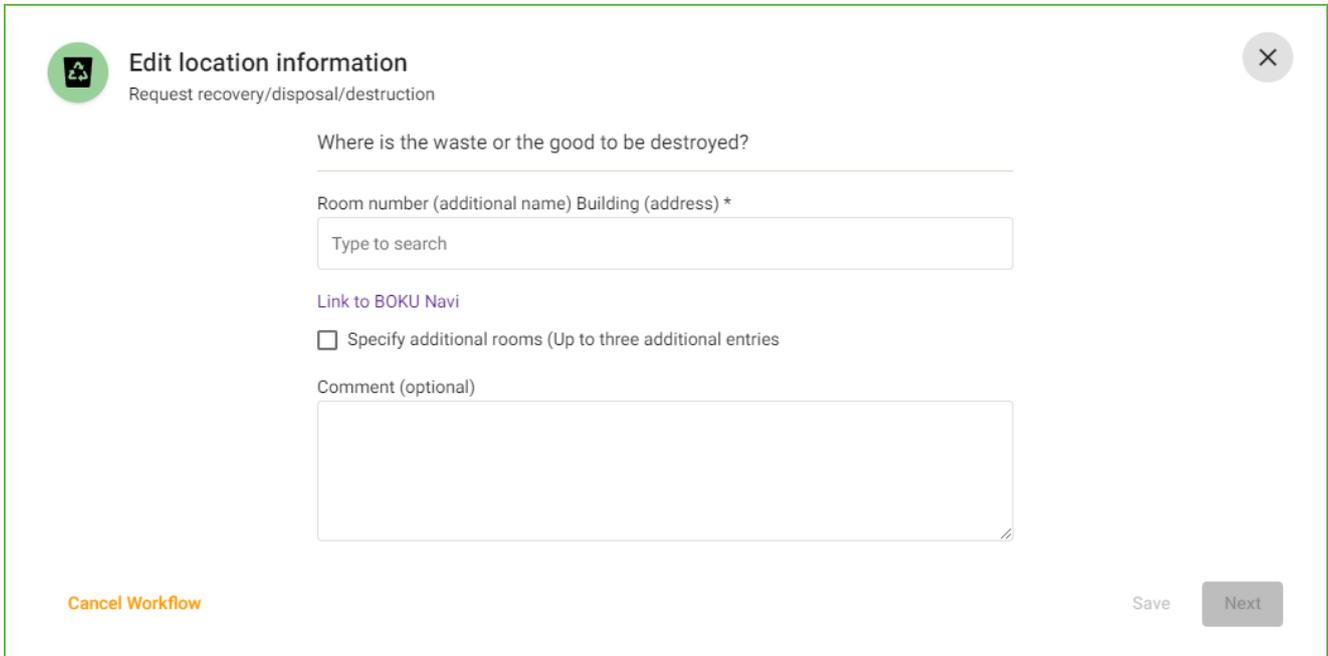
Destruction e.g.: data carriers, files, etc.

Illustration 4: Start form of the "Request recovery/disposal/destruction" workflow

Note: The workflow has not yet been started at this point. The workflow is only started after clicking on one of the three buttons at the bottom right.

4.2 Edit location information

In the first input form, the location of the waste or the goods to be destroyed must be specified. All rooms at BOKU can be selected via an interface. First enter the building abbreviation, e.g. "ILWA". Then all the corresponding rooms will be suggested in the field. The BOKU Navi can also serve as an aid here. It is necessary to enter a room in order to continue the workflow. After clicking on the checkbox, three additional rooms can be entered. Optionally, you can also leave a comment of your choice regarding the location.



Edit location information
Request recovery/disposal/destruction

Where is the waste or the good to be destroyed?

Room number (additional name) Building (address) *

Type to search

[Link to BOKU Navi](#)

Specify additional rooms (Up to three additional entries)

Comment (optional)

[Cancel Workflow](#) Save Next

Illustration 5: Edit location information task

4.3 Type of waste

Depending on the type of waste you selected in the start form, the form for the corresponding path will now open.

4.3.1 Non-hazardous waste

You must select at least one fraction here. Several checkboxes can also be ticked. The detailed description is a mandatory field - the size and quantity of the waste should be described here. Optionally (and to support the description), a photo can also be uploaded.

 **Process non-hazardous waste application** ×

Request recovery/disposal/destruction

What kind of waste is it?

Bulky waste (Old furniture, windows, doors, seating furniture)

Electrical scrap (cables, power strips, laboratory equipment, etc)

IT hardware that can no longer be used (defective PCs and laptops, hard drives, keyboards, etc)

Wood waste (Pallets, boards, laths, etc.)

Metal waste (metal plates, wires, grids, furniture components, etc)

Excavated soil (Not dangerously contaminated or not dangerously contaminated)

Other (does not concern any of the listed groups)

More detailed description

Description of the waste quantity e.g. by size, number or m³*

To support the description, you can also upload a photo of the waste here

Upload file (optional)


Drop file here
or
Upload file

[Cancel Workflow](#) Save Next

Illustration 6: Task Process application for non-hazardous waste

4.3.2 Hazardous waste

You must first select whether an external chemist is required or not. If no, a list of chemicals is required, which can be uploaded or entered manually in the form. Optionally, a photo can also be uploaded in this branch.



Process hazardous waste application

Request recovery/disposal/destruction

Please make a selection

*

Yes, an external chemist is needed.

No, an external chemist is not required.

You can also upload a photo here

Upload file (optional)



Drop file here

or

Upload file

[Cancel Workflow](#) Save Next

Illustration 7: Task Process hazardous waste application

 **Process hazardous waste application** ×

Request recovery/disposal/destruction

Please make a selection

*

Yes, an external chemist is needed.

No, an external chemist is not required.

Chemicals list

*

Fill in table with most frequently used chemicals

Upload your own list of chemicals

Both

You can also upload a photo here

Upload file (optional)

↑

Drop file here

or

Upload file

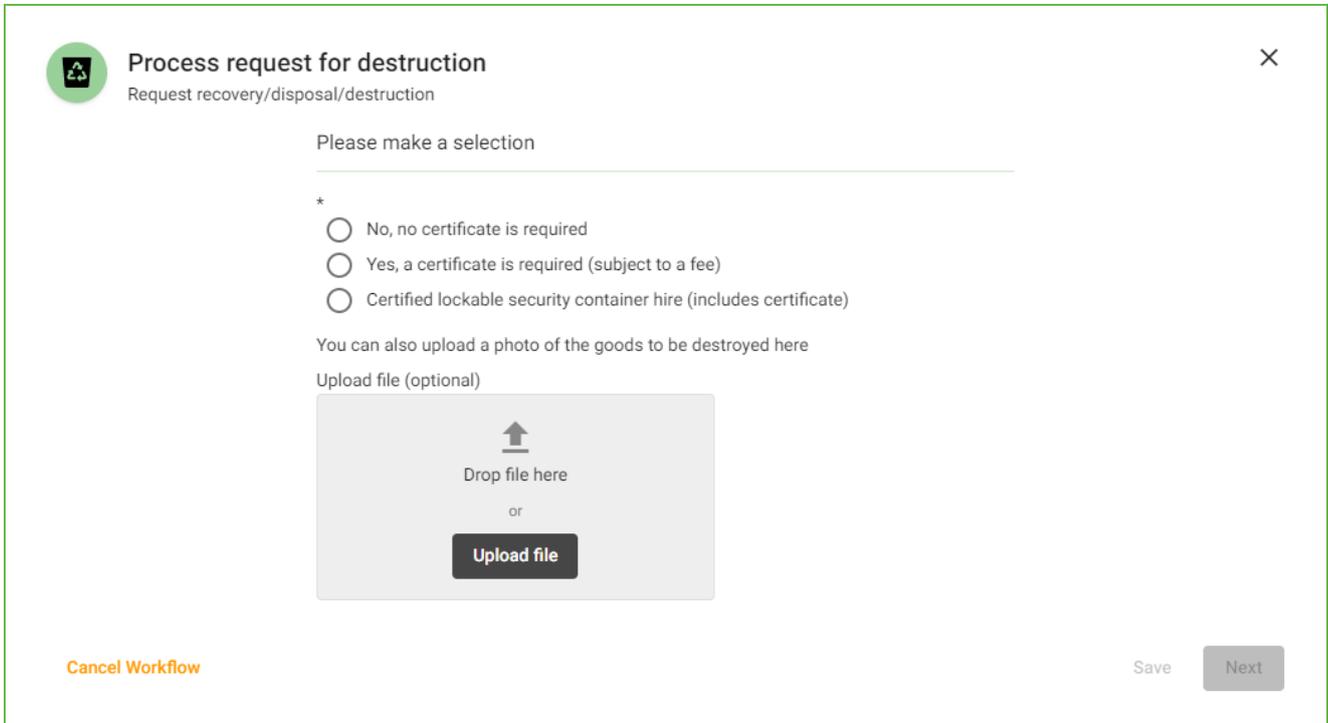
[Cancel Workflow](#) Save

Illustration 8: Selection No, no external chemist is required

4.3.3 Destruction

You must select one of the three options here.

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Process request for destruction ×
Request recovery/disposal/destruction

Please make a selection

*

No, no certificate is required

Yes, a certificate is required (subject to a fee)

Certified lockable security container hire (includes certificate)

You can also upload a photo of the goods to be destroyed here

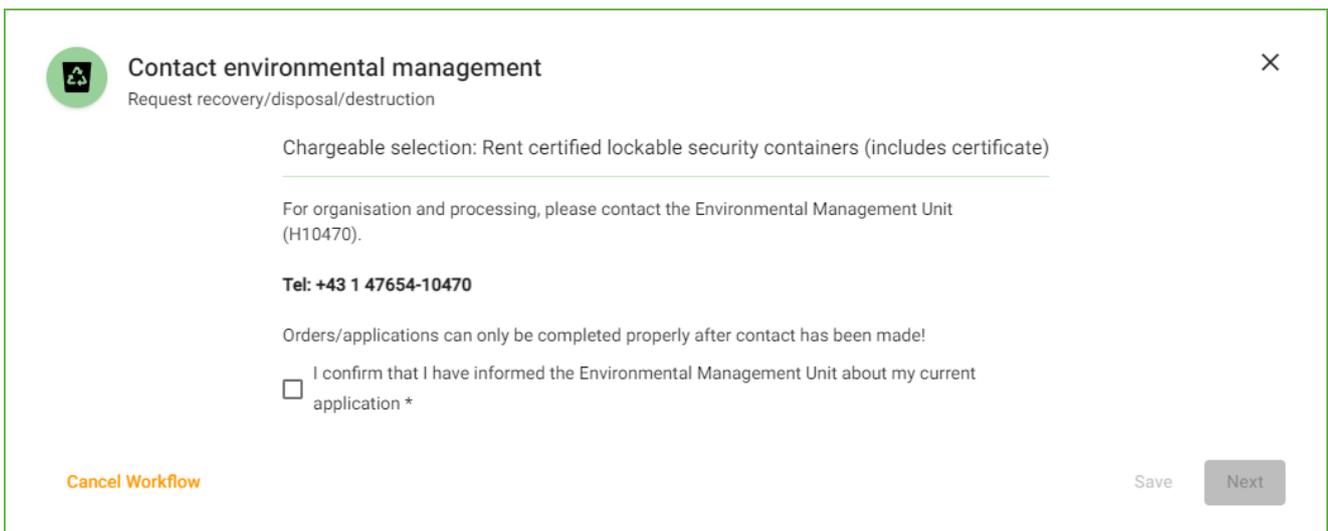
Upload file (optional)

Drop file here
or
Upload file

Cancel Workflow Save Next

Illustration 9: Task Process request for destruction

Important note: If you have selected the last option - you must inform environmental management in advance and outside the workflow.



Contact environmental management ×
Request recovery/disposal/destruction

Chargeable selection: Rent certified lockable security containers (includes certificate)

For organisation and processing, please contact the Environmental Management Unit (H10470).

Tel: +43 1 47654-10470

Orders/applications can only be completed properly after contact has been made!

I confirm that I have informed the Environmental Management Unit about my current application *

Cancel Workflow Save Next

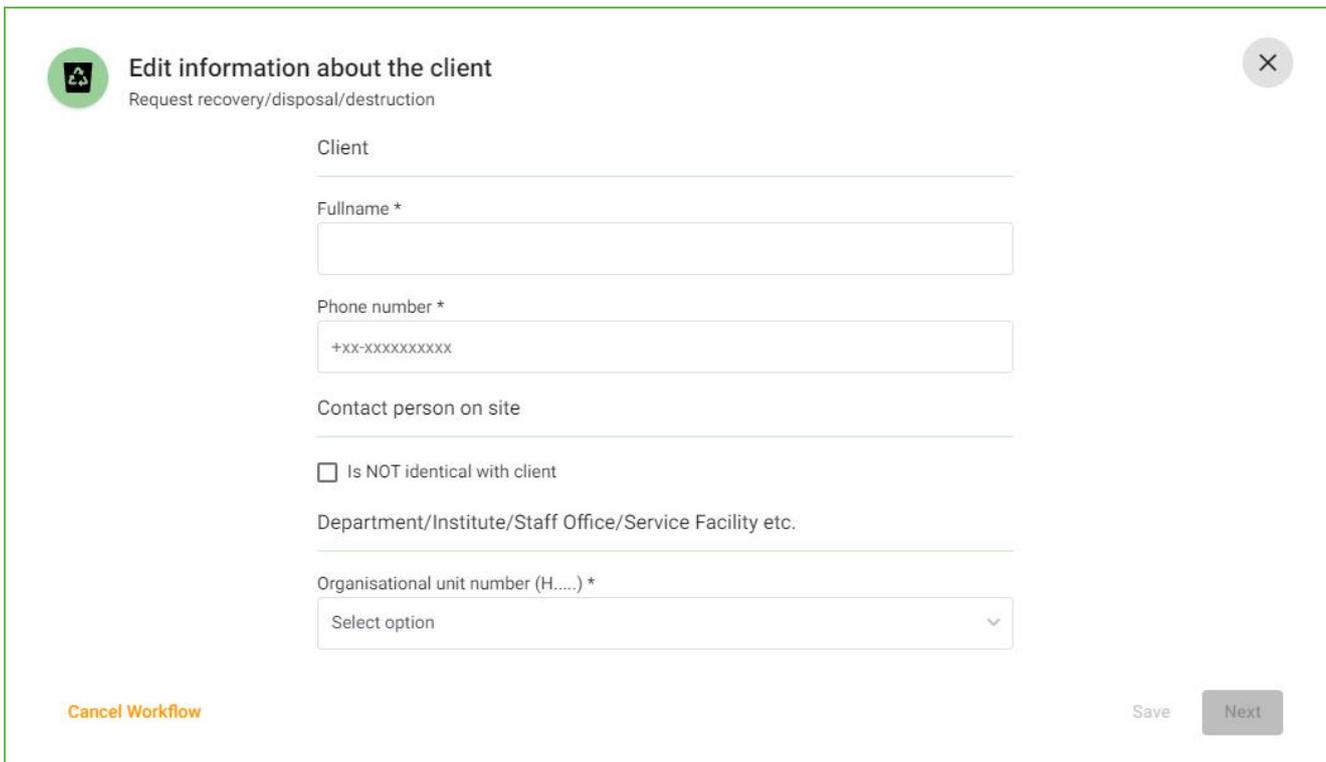
Illustration 10: Contact environmental management

4.4 Edit information on the client

In the penultimate step, information on the client and the local contact person is required. This means that this application can also be started on behalf of another person.

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Note: The information about who started the workflow is also transmitted to the environmental management.



The screenshot shows a web form titled "Edit information about the client" with the subtitle "Request recovery/disposal/destruction". The form contains the following fields and options:

- Client (text input)
- Fullname * (text input)
- Phone number * (text input with placeholder "+xx-xxxxxxxxxx")
- Contact person on site (text input)
- Is NOT identical with client
- Department/Institute/Staff Office/Service Facility etc. (text input)
- Organisational unit number (H.....) * (dropdown menu with "Select option")

At the bottom left, there is a "Cancel Workflow" link. At the bottom right, there are "Save" and "Next" buttons.

Illustration 11: Task Edit details of client

4.5 Confirm application

In the last step, you will be shown an overview of your application. Here you have the option of clicking on "Edit" to edit certain fields again. After clicking on "Send application", the information will be forwarded to the Environmental Management department.

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 **Confirm application data** ×

Request recovery/disposal/destruction

Please confirm your application data

Type of waste: **Non-hazardous waste**

Elected faction:

Wood waste (Pallets, boards, laths, etc.)

Description of the waste quantity
e.g. by size, number or m³

Upload file (optional)

Location(s)

Room number (additional name)

Client

Fullname
Phone number

Is NOT identical with client

Organisational unit number (H.....)

[Cancel Workflow](#)

Illustration 12: Task Confirm application data

4.6 Emails after completion

You will receive an e-mail after submitting the last form to confirm that the application has been received. The Environmental Management Unit will receive a further e-mail with the information from your application and will deal with the order, taking into account the lead time of approx. 2 weeks.

5 Completed workflow

The workflow is completed as soon as the mails have been received. **Important note:** All further steps are taken outside the workflow.

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History

Last change: 17. Jänner 2024

The current version of this documentation can be found on the BOKU-IT service pages at

<https://short.boku.ac.at/bokuflow-verwertungentsorgungvernichtunganfordern>

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