RMDZ Zone Information Reporting System (ZIRS) Recent Updates – Less Input – More Product!

June 2012

Krysty Emery, ZIRS Team Lead and ZIF Coordinator (916) 341-6684 Krysty.emery@calrecycle.ca.gov

> ZIRS Updates

- Zone Annual Report (ZAR) Print Out
- Business Summary Print Out
- Activities Print Out

> ZAP and ZIF Challenge

- Discuss Zone Action Plan (ZAP)Goals and Activities
- Examples of Eligible ZIF Expenses
- Break Out Session Report Back



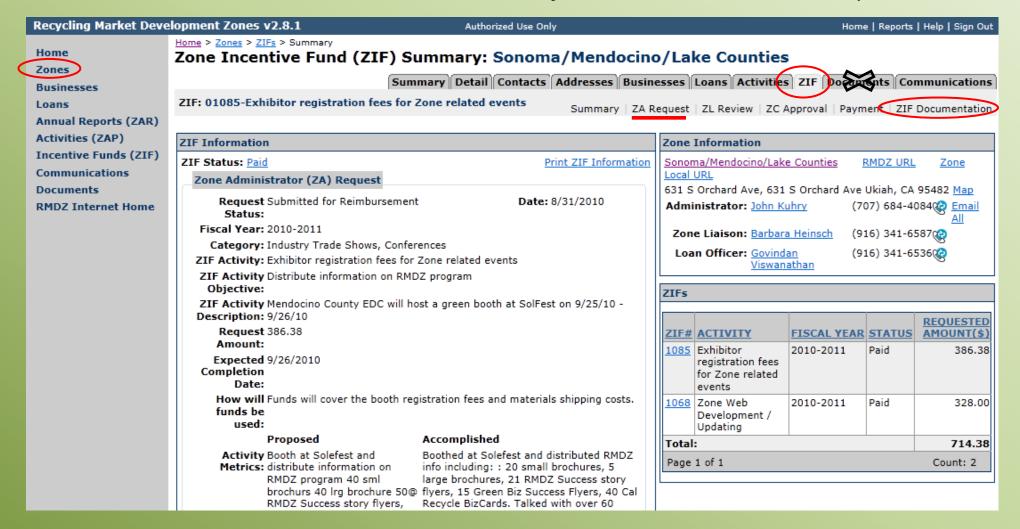






RMDZ ZIRS Past Updates -> Recap: Using ZIRS for All ZIF Processes

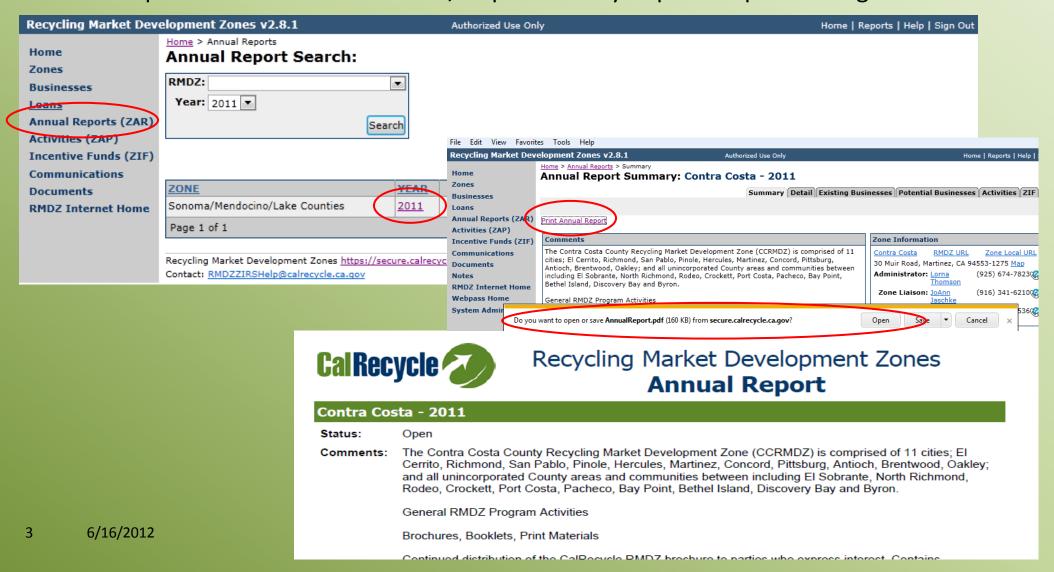
- 1. One-Stop Entry for ZIF Preapprovals and Reimbursements
 - Reminder: Entire ZIF Process in Completed Online in ZIRS and Use ZIF Documentation SubTab for all Reimbursement Receipts





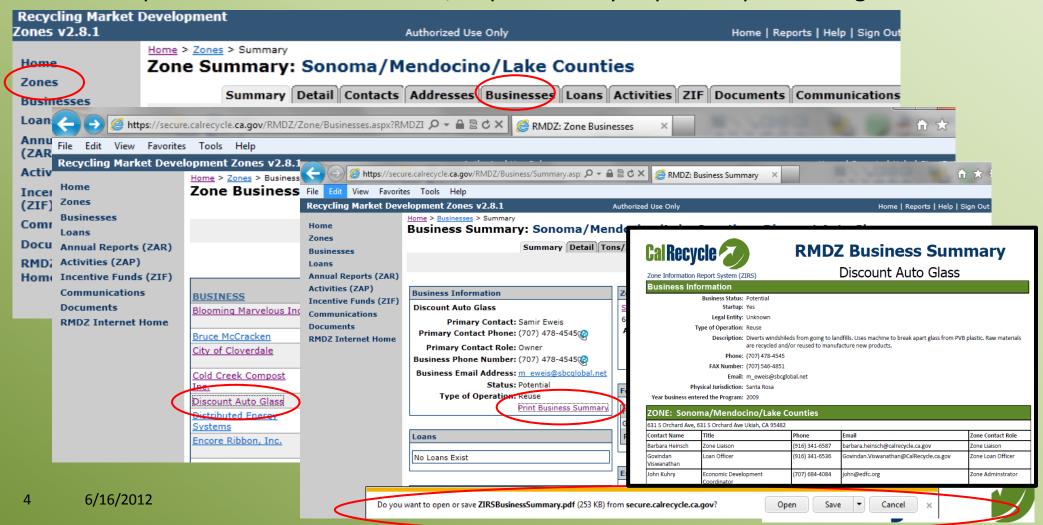
RMDZ ZIRS Updates -> ZAR Print Out Modernized

- 1. Click "Annual Reports (ZAR)" on Left Grey Navigation Bar
- 2. Then, click the Year link of your choice, on the Annual Report Search Page.
- 3. Annual Report Summary Page Now Includes "Print Annual Report" clickable link feature.
 - Opens in PDF. Be sure to click/respond to any "Open" request dialog boxes.



RMDZ ZIRS Updates -> Business Summary Print Out

- 1. Click "Zones" on Left Grey Navigation Bar
- 2. Then, Click the Businesses Tab.
- 3. Summary List of Businesses will Appear, Click desired Business.
- 4. Business Summary Page Now Includes "Print Business Summary" clickable link feature
 - Opens in PDF. Be sure to click/respond to any "Open" request dialog boxes.



RMDZ ZIRS Updates -> Quiz Time

1. Where do you upload reimbursement receipts? _____



Circle One

- a) ZIF Documentation SubTab
- b) Communication Log
- c) <u>Summary</u>
- 2. What can you print out from ZIRS to prepare for a business site visit or management meeting?
 - Circle All that Apply
- a) <u>Business Summary Report</u>b) <u>Zone Annual Report</u>
- c) Restaurant Review
- 3. How much ZIF monies are available per Zone for FY 11/12; 12/13; and 13/14?
 - a) \$3,500; \$5,000; \$5,000
 - Circle One
- b) € 2,815; € 3,964; € 3,964
- c) ¥ 275,623; ¥ 398,710; ¥ 398,710



ZAP and ZIF Challenge -> Limit ZAPs to Overarching Goals

ZAP Goal Ideas

- 1) Identify Focus Industry For Region
- Investigate Promoting Recycled Manufacturing in New Media
- Plan to Promote Recycled
 Manufacturing at Conferences
- Identify a Case Study Example to Promote to other Manufactures
- 5) Strategize to Develop a Business Training Series
- 6) _____
- 7) _____

Examples of Related ZIF Expenditures

- 1) Purchase recycled feedstock for sample run
- 2) Create localized marketing newsletters
- Upgrade tradeshow displays and exhibit for Zone related events
- 4) Create localized marketing articles
- 5) Hire a consultant to develop or deliver recycled manufacturing training series
- 6) _____
- 7) ______



ZAP and ZIF Challenge -> ZIF Roll Over Reminder

Available Funds for this ZIF Cycle

- □ \$3500 available in FY 11/12.
- □ \$5000 available in FY12/13.
- □ \$5000 available in FY13/14.
 - FY 13/14 activity must be completed and request for reimbursement must be submitted by April 15, 2014.

Roll Over Process:

- ☐ Put the words "Roll Over Request" in the Activity Objective Field.
- ☐ Enter amount of funds being requested to roll: \$3,500 or a remaining balance.
- ☐ Describe the concept plan for the funds in the Activity Description.
- ☐ Set Status to "Submit for PreApproval" and click Save!
 - ❖ If a Zone does not submit a Roll Over ZIF Request by June 30, those funds will not be available for that Zone in the next FY.



^{*} Additional details in e-mail from Krysty Emery on May 4, 2012

^{*} VDRs will only be due this year if there is an address change!

ZAP and ZIF Challenge -> Workshop Break Out

- ☐ Close out old stale Activities you may have never touched!
 - ✓ Enter a close out "Accomplishment Note": "Analyzed at June 2012 ZoneWorks and Closed Out"
- ☐ Enter or Update ONE Overarching Goal.
 - ✓ For existing Activites you intend on keeping, enter the "Accomplishment Note": "Analyzed at June 2012 ZoneWorks for Renewed Focus"
- ☐ Create ZIF Roll Over Request.
 - ✓ Consult with ZIF Coordinator.
 - ✓ Brainstorm with ZLs, ZL Supervisors and ZA Peers.
- ☐ Check Out a New Business Summary Report for a Zone Active Business.
- ☐ Pick an Example ZAP Goal or ZIF Concept to Report Back to Group.

