

UPGRADING FRED TO USE THE DWT SERVICE

This guide is designed to help you upgrade your existing Fred System ahead of the changes. If you encounter any issues during the installation, please contact Fred Support on 0191 4771122.

Fred Support will have provided you with 2 items:

- 1) A Fred Installer file, which you must run on every machine with Fred installed, to upgrade to the new DWT-compatible version.
- 2) A folder containing a plugin, which you must ensure is copied to every machine with Fred installed, to enable Fred to communicate with the DWT Service.



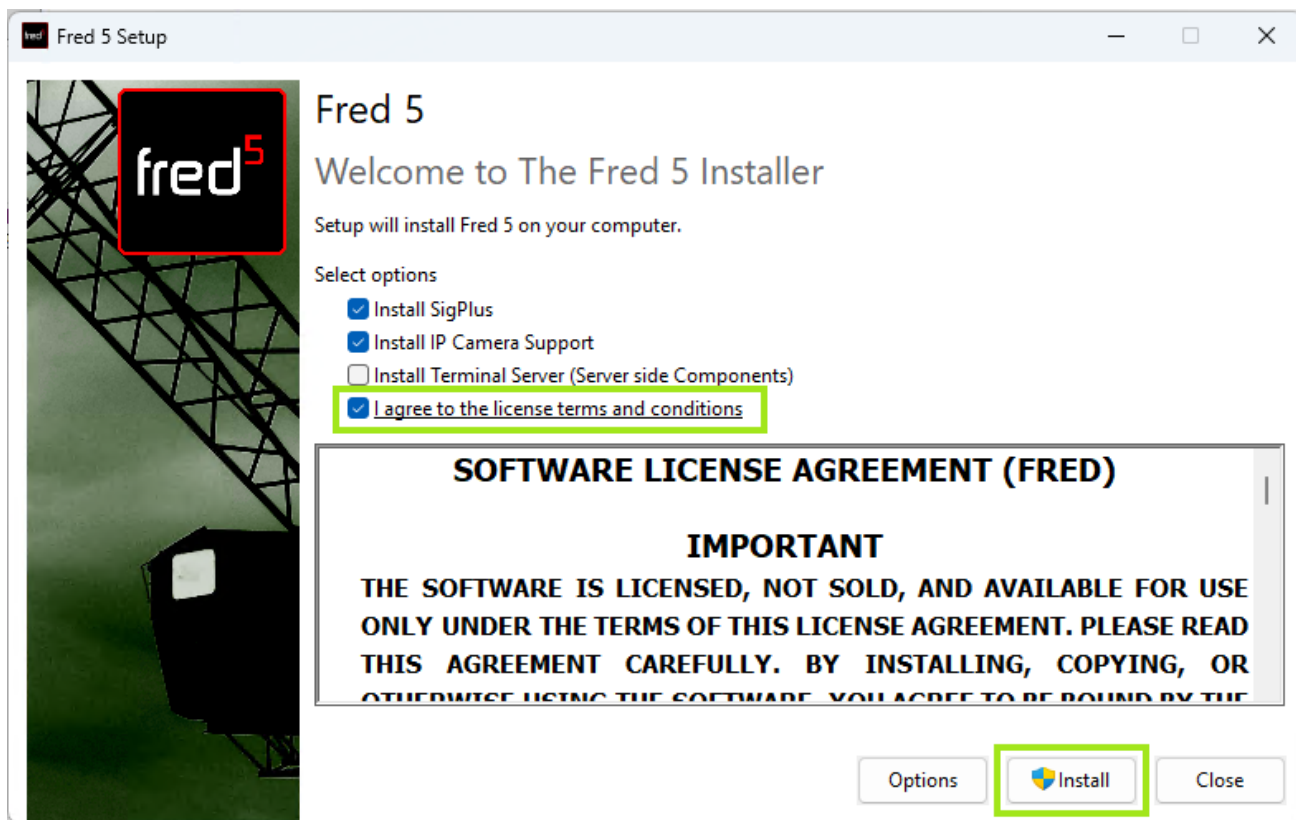
DWT

Once Fred is upgraded, the API connection is set up and you've prepared your data, Fred will automatically generate receipts containing all of the required information.

All you'll be required to do is submit these receipts to the DWT Service within the timescales specified by Defra.

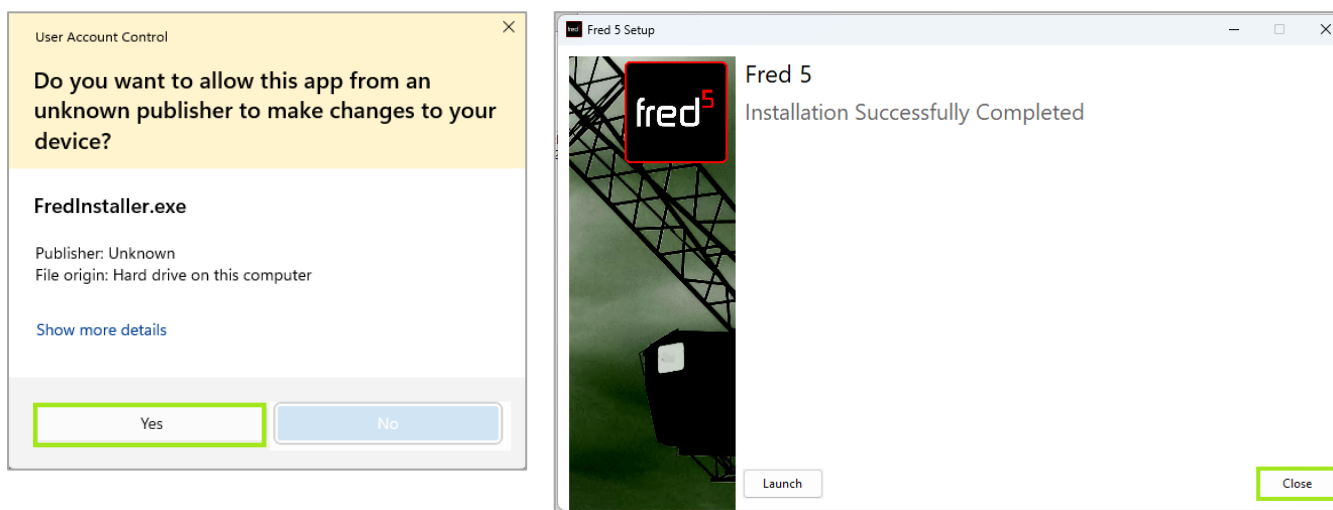
Upgrading Fred

- 1) On the PC you need to upgrade, first of all ensure any existing installation of Fred is not running.
- 2) Locate the FredInstaller exe file provided by Fred Support, and double-click on it.
- 3) Tick '**I agree to the license terms and conditions**', then click '**Install**'.



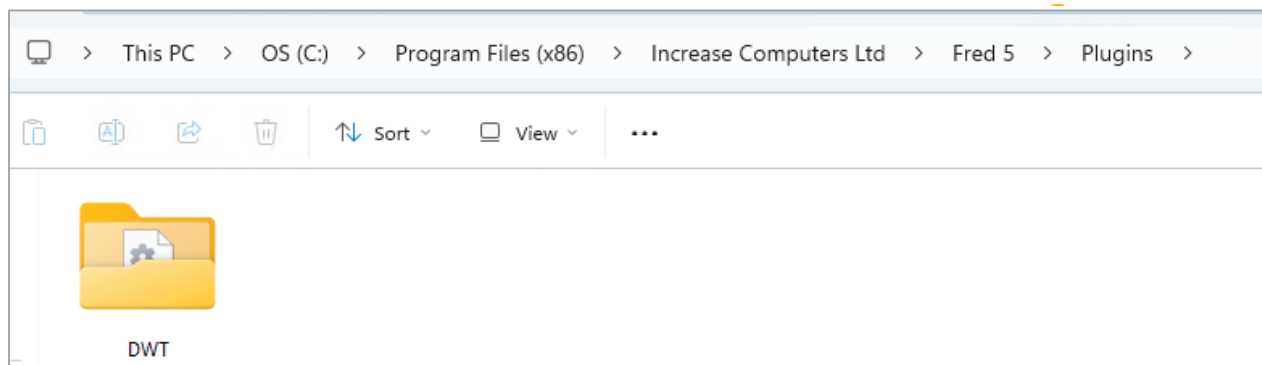
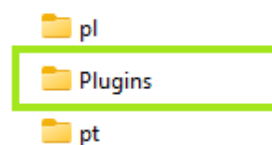
Any queries relating to the DWT Service, including whether you need to submit receipts or problems obtaining your API Code, must be directed to the DWT Helpline on 03000 203 781. Fred Support cannot help with this.

- 4) If you see the message shown below on the left, click on 'Yes'. Once the install has completed successfully, you will see the screen shown below on the right. Click 'Close' to finish the installation process.



If the installation fails, contact Fred Support.

- 5) Browse to the Fred installation directory. This should be C:\Program Files (x86)\Increase Computers Ltd\Fred 5.
- 6) Within the Fred 5 folder, locate and double-click the 'Plugins' folder. You must then copy the entire 'DWT' folder provided by Fred Support into the plugins folder, as shown below.



- **These steps must be repeated on every machine with Fred installed.**
- **Receipts will not be generated if the plugin is not copied to the plugin folder.**
- **Receipts cannot be generated retrospectively.**

You can now use Fred again as normal, and are ready to set up your connection to the DWT Service. Please refer to the 'Digital Waste Tracking' PDF helpguide for information on preparing your data ahead of submitting waste receipts.

You will be committing an offence if you do not comply with the rules. Get more information on the [Environment Agency enforcement and sanctions policy](#) for England and the [Natural Resources Wales enforcement and sanctions policy](#).

More information on the service is available on the Government website [here](#).