

NEWMOA



EMFACT

Energy & Materials Flow and Cost Tracker

EMFACT Workshop

EMFACT Overview – Part 2

Northeast Waste Management
Officials Association (NEWMOA)

January 2009



- EMFACT Overview – Part 2
 - Link: Materials, Products, Air Sources, Emissions, Air Factors, Water Discharge, Water Pollutants, Waste Types
 - Inputs: Materials Purchase, Material Usage
 - Outputs: Product Volume, Air, Wastewater, Waste Management (Shipment)
 - Reminders
 - Help
 - Reports

EMFACT Process Flow



EMFACT

Energy & Materials Flow and Cost Tracker

1 Install/Set Up EMFACT

- Download EMFACT
- Install
- Initial Setup

2 Set Up Admin

- User List
- Drop Down Lists
- Facility Location List
- Building List
- Department List

3 Define Materials

- Material List
- Material Detail
- CAS Number List

4 Define Equipment

- Equipment List
- Equipment Detail
- Production Unit List
- Production Unit Detail

5 Define Outputs

- Products List
- Intermediate Products List
- Air Source List
- Air Source Detail
- Water Discharge Point List
- Waste Type List
- EPA Codes per Waste Type

6 Define Regulations

- Permits List
- Permit Details
- Chemicals of Concern

7 Link Equipment, Prod Units, & Products

- Link Equipment
- Link Production Unit
- Link Product

8 Enter Inputs

- Materials Purchased**
- Prepare Electronic Data File
 - Import Purchases (*electronically*)
 - View Data List
 - Manage List
 - Enter Purchases (*manually*)

- Material Usage**
- Enter Water Use
 - Enter Fuel/Paint/Other Air Use
 - Enter Other Materials Use
 - View List
 - Manage List

9 Compute/Determine Outputs

- Product Output**
- Enter Product Volume

- Non Product Output**
- Compute Air Emissions
 - Enter Wastewater Discharge
 - Wastewater Discharge with Pollutants
 - Waste Management List
 - Waste Management Detail

10 Run Reports

Materials

- Materials Defined List
- Materials Purchased or Materials Used (*by Dept, Weight per Material, or Weight per CAS Number*)

Product

- Product: Weight per CAS Number

Air

- Usage (*Weight per Material, Weight per Material with 12 Month Rolling*)
- Emissions (*Weight per Pollutant with 12 Month Rolling, by MSDS VOC%*)

Water

- Usage (*Weight per Material*)
- Discharge (*Weight per Material, Weight per Pollutant*)

Waste Management

- Activity Costs
- Chargeback Costs

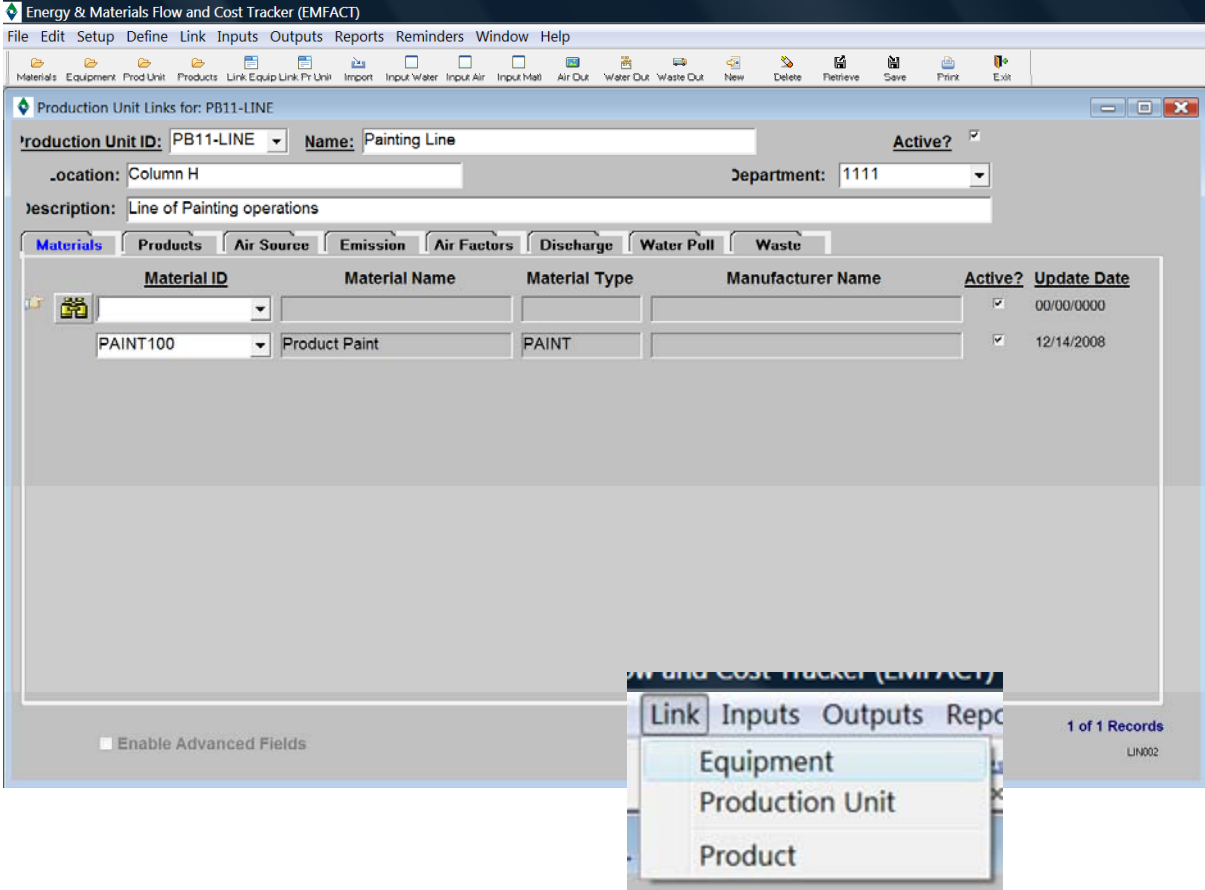
Mass Balance

- Mass Balance Purchased

11 Set Up / View Reminders

Materials

- Calendar Reminder List
- Calendar Reminder Details
- View Calendar Events Coming Due

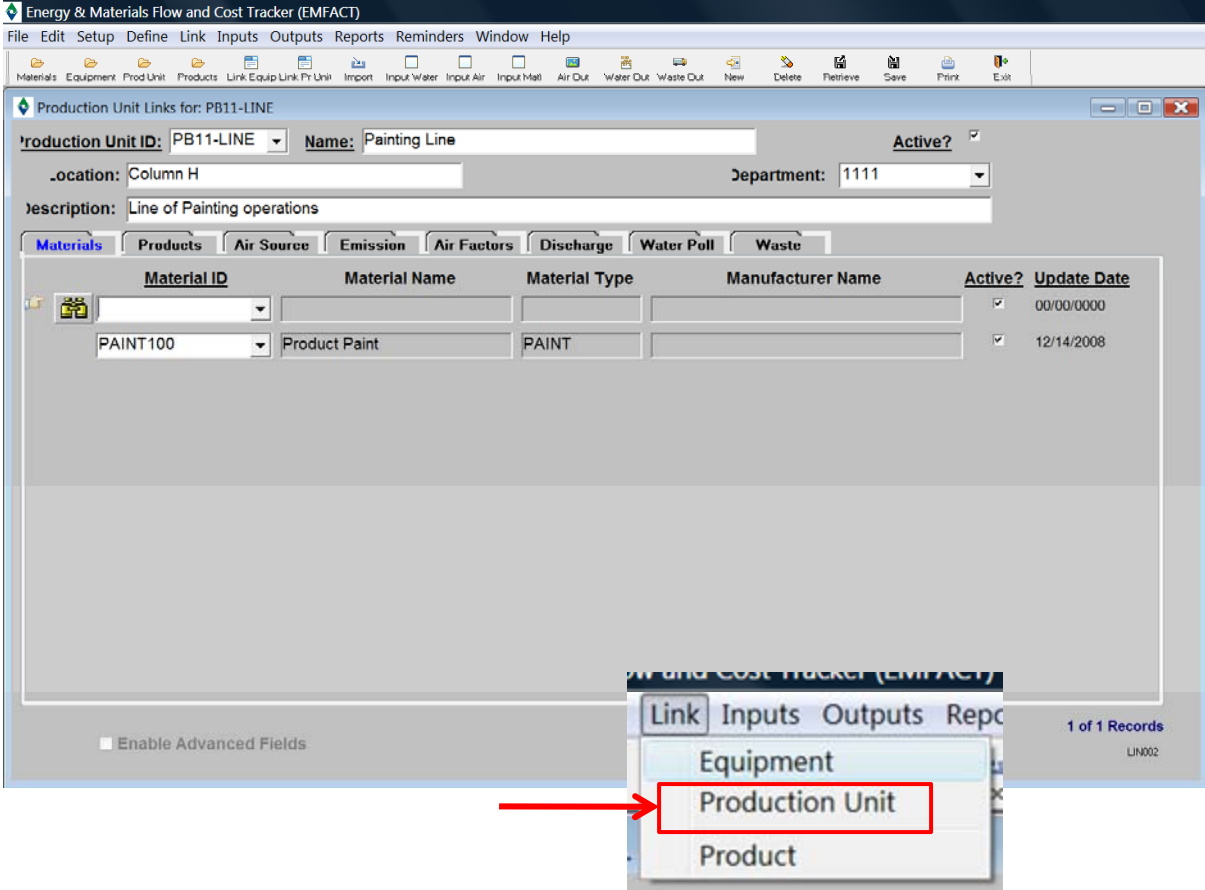


Link Equipment OR Production Unit

You must “link” materials, products, air sources, emissions, air factors, water discharge, water pollutants, and waste types to **Equipment** or a **Production Unit** in order to associate material usage (**Inputs** and **Outputs**)

All of the objects to link must be setup or defined prior to linking

NOTE: The “link” process is the same for Equipment or Production Units



Link Production Unit

In this example, we will be linking objects to a **Production Unit**

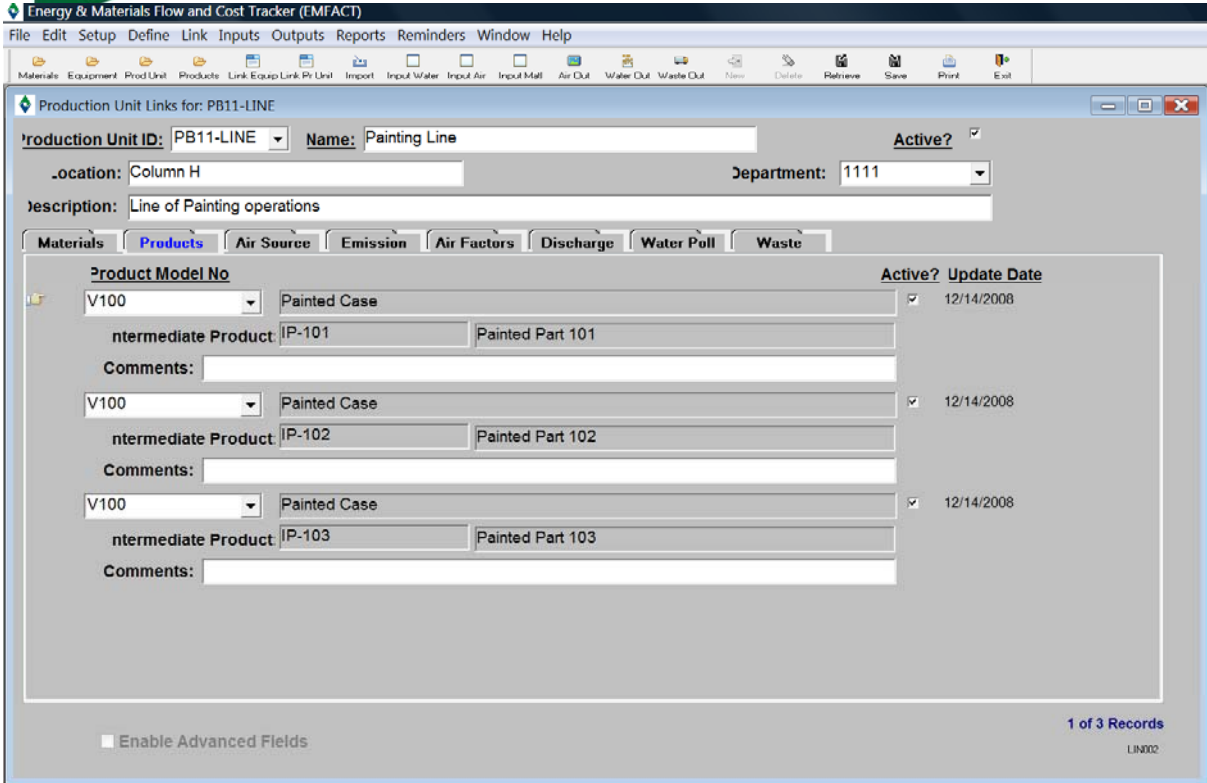
Select the **Production Unit** to link

The **Materials** tab is open

Click the **binoculars** icon to launch the search process to add a **Material**

Click **NEW** to add more than one material

NOTE: The "link" process is the same for Equipment or Production Units



Link Production Unit

Click the **Product** tab to open

Select the **Product Model No.** from the dropdown

In this example, we have selected all of the **Intermediate Products** associated with **Product = V100**

(SAVE is recommended after you select the objects in each tab)

NOTE: The "link" process is the same for Equipment or Production Units



Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment ProdLink Products Link Equip Link Pr Unit Import Input Water Input Air Input Mat Air Out Water Out Waste Out New Delete Retrieve Save Print Exit

Production Unit Links for: PB11-LINE

Production Unit ID: PB11-LINE Name: Painting Line Active?

Location: Column H Department: 1111

Description: Line of Painting operations

Materials Products **Air Source** Emission Air Factors Discharge Water Poll Waste

Air Source ID	Air Source Category	Active?	Update Date
AIR-001	Ambient Air Vents - Sky vents, skylight	<input checked="" type="checkbox"/>	12/14/2008

1 of 1 Records

Enable Advanced Fields

Link Production Unit

Click the **Air Sources** tab to open

Select the **Air Source ID** from the dropdown

Click **NEW** to add more than one air source

NOTE: The "link" process is the same for Equipment or Production Units

NEWMOA Link → Production Unit



Production Unit Links for: PB11-LINE

Production Unit ID: PB11-LINE Name: Painting Line Active?

Location: Column H Department: 1111

Description: Line of Painting operations

Materials Products Air Source **Emission** Air Factors Discharge Water Poll Waste

Emissions Source Type: Fuelburn **Paint Only** Paint/Spray Booth Other Material Not Applicable

Update Date: 12/14/2008

VOC Control Efficiency %: .00

TSP Control Efficiency %: 95.00

Default Units: Ounces, vol.

1 of 1 Records

Enable Advanced Fields LIN002

Link Production Unit

Click the **Emissions** tab to open

Select the **Emissions Source Type** and the **Default Units**

For **PAINT**, enter the **VOC** and/or **TSP Control Efficiency %**

NOTE: The "link" process is the same for Equipment or Production Units

Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link P Unit Input Input Water Input Air Input Mail Air Out Water Out Waste Out New Delete Retrieve Save Print Exit

Production Unit Links for: PB11-LINE

Production Unit ID: PB11-LINE Name: Painting Line Active?

Location: Column H Department: 1111

Description: Line of Painting operations

Materials Products Air Source Emission Air Factors Discharge Water Poll Waste

Material ID: Product Paint Pollutant: TSP Emission Factor: 0 Units: Active?

Comments:

Paint Only
 Density: 10.8400
 Pollutant Content: 3.080
 Pollutant%: 28.4133
 Air Source: Update Date: 12/14/2008

If Material Type is Fuel then:
 Air emissions are computed as usage qty * emission factor (if usage based) otherwise usage hours * emission factor (if time based)

If Material Type is Paint/Coating then:
 Air emissions are computed as (usage qty * pollutant%) * (100-Ctrl Efficiency%) where pollutant% is pollutant content/density

For other Material Types:
 Air emissions are computed as usage qty * emission factor

1 of 1 Records
 LIN002

Enable Advanced Fields

Link Production Unit

Click the **Air Factors** tab to open

Select the **Material ID** and **Pollutant** from the dropdown

For **PAINT**, enter the **Pollutant Content**

NOTE: The "link" process is the same for Equipment or Production Units



Link → Production Unit

Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link Pt Unit Import Input Water Input Air Input Mill Air Out Water Out Waste Out New Delete Restore Save Print Exit

Production Unit Links for: PB11-LINE

Production Unit ID: PB11-LINE Name: Painting Line Active?

Location: Column H Department: 1111

Description: Line of Painting operations

Materials Products Air Source Emission Air Factors **Discharge** Water Poll Waste

Flow No.	Discharge Serial No.	Active?	Update Date:
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	00/00/0000
Discharge Desc: <input type="text"/> Discharge Type: <input type="text"/>			
Comments: <input type="text"/>			
1	123-456	<input checked="" type="checkbox"/>	12/14/2000
Discharge Desc: Continuous Discharge Type: Dilute Waste Water			
Comments: <input type="text"/>			

Enable Advanced Fields

1 of 1 Records LIN002

Link Production Unit

Click the **Discharge** tab to open

Enter a **Flow No.** and select a **DSN** from the dropdown list

Select a **Discharge Description** and **Discharge Type**

Click **NEW** to add more than one water discharge point

NOTE: The "link" process is the same for Equipment or Production Units



Link → Production Unit



Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link Pr Unit Import Input Water Input Air Input Mat Air Out Water Out Waste Out New Delete Retrieve Save Print Exit

Production Unit Links for: PB11-LINE

Production Unit ID: PB11-LINE Name: Painting Line Active?

Location: Column H Department: 1111

Description: Line of Painting operations

Materials Products Air Source Emission Air Factors Discharge **Water Poll** Waste

Flow Number	Discharge	Serial No.	Potential Pollutant	Concentration	Units	Active?	Update Date:
1	123-456	NPDES	Water Discharge	Cadmium	0.0500 ppm	<input checked="" type="checkbox"/>	12/14/2001

Comments:

Enable Advanced Fields

1 of 1 Records
LIN002

Link Production Unit

Click the **Water Poll** (pollution) tab to open

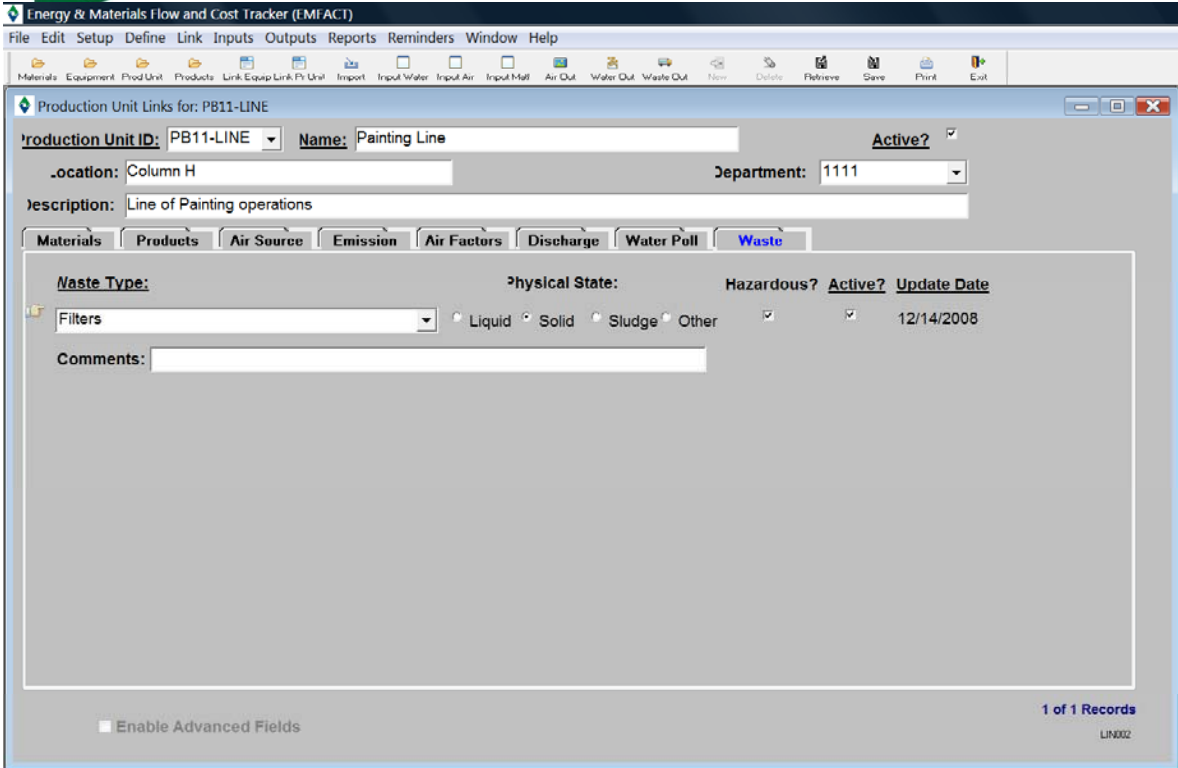
Select a **Flow No.** from the dropdown (*one or more Flow No. will appear in the dropdown as defined on the Discharge tab*)

Select the **Potential Pollutant** from the dropdown list

NOTE: The “link” process is the same for Equipment or Production Units



Link → Production Unit



Link Production Unit

Click the **Waste** tab to open

Select a **Waste Type** from the dropdown

Click **NEW** to add more than waste type

NOTE: You can reopen and update the tabs as often as it is necessary

Use the **New** and **Delete** buttons in the toolbar to add or remove detail.

Be sure to click **Save** when you are done!

NOTE: The "link" process is the same for Equipment or Production Units



Let's try EMFACT LINK now....

- Link a Production Unit to a Material

- Review additional tabs

- At this point, all objects have been linked to the Production Unit and we are ready to proceed to the next steps in the EMFACT process, entering **Inputs** and **Outputs**
- **INPUTS:** track the materials and costs that go into a piece of **Equipment** or **Production Unit**
 - Materials Purchase
 - Material Usage
- **OUTPUTS:** track goods that are produced at a piece of **Equipment** or **Production Unit**, along with air emissions and wastewater discharge associated with the production of the goods
 - Product Volume
 - Air, Wastewater
 - Waste Management (Shipment)

NEWMOA Inputs → Material Purchased



Input Material Purchased

There are two methods to enter **Material Purchased** – electronically through a file upload (*data upload template provided with EMFACT*) or manually

We will first review the EMFACT file upload process

The screenshot displays the EMFACT software interface. At the top, a green banner reads "NEWMOA Inputs → Material Purchased". Below this, the EMFACT logo and name "EMFACT Energy & Materials Flow and Cost Tracker" are visible. The main window shows a process flow diagram with a central factory icon. To the left, a sidebar contains navigation icons for Admin, Materials, Equipment, Outputs, and Regulations. In the center, there are icons for Purchases and Usage. To the right, an "Output" section lists Product, Non-product, Air, Wastewater, and Waste. At the bottom, a user dropdown is set to "Sample Advanced User" and a facility location dropdown is set to "TEST - Test Facility". A red box highlights the "Import Data from a File" dialog box, which includes a "Data Source" dropdown, a "Load Purchase Data" button, and a "Close" button. The "Inputs" menu is open, showing options for "Materials Purchased", "Material Usage", "Import from File", "Enter Data", "View List", and "Manage List".

purchase_import_Nov08.xls [Compatibility Mode]

	A	B	C	D	E	F
1	Material ID	Purchase Date	Purchase Unit	Purchase Quantity	Purchase Cost	Department ID
2	003	11/24/2008	Each	1	50	OPS
3	GLIDDEN1	11/1/2008	Case	3	1000	OPS
4						

Material Purchased Upload

Using the data upload template provided with EMFACT, obtain electronic data from your purchasing department and copy it to the template

Once the file is complete, select **File > Save As** to save the file to a tab-delimited text file (*filename.TXT*)

Data Upload Template - REQUIREMENTS

Material IDs must be set up in EMFACT

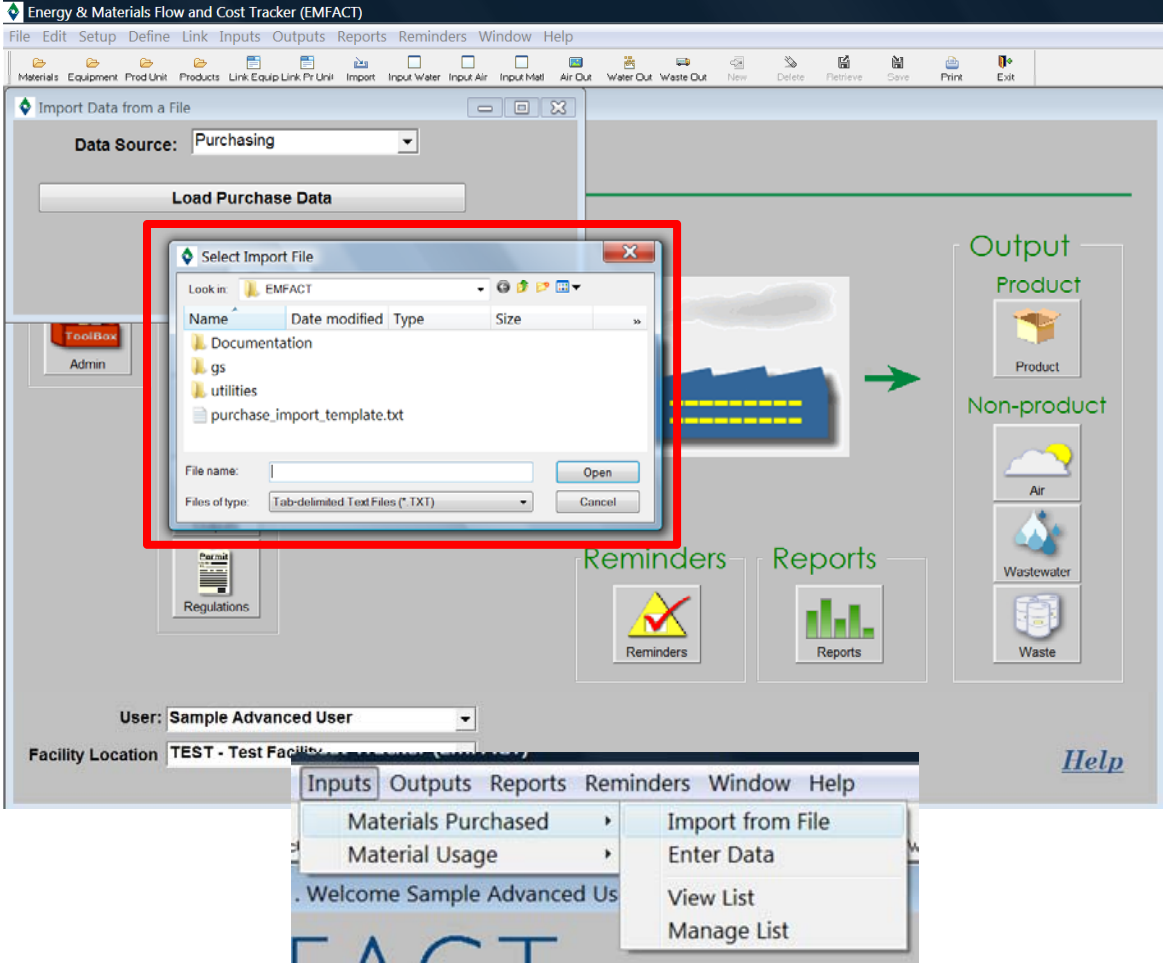
Purchase Unit – this is the **Size Purchase Unit** established for the **Material ID** (*Container tab on the Material Detail window*) (e.g., bucket, drum, etc.)

Department IDs must be set up in EMFACT

Data Upload Template

c:\program files\SYS Technologies\EMFACT\purchase_import_template.xls

NEWMOA Inputs → Material Purchased




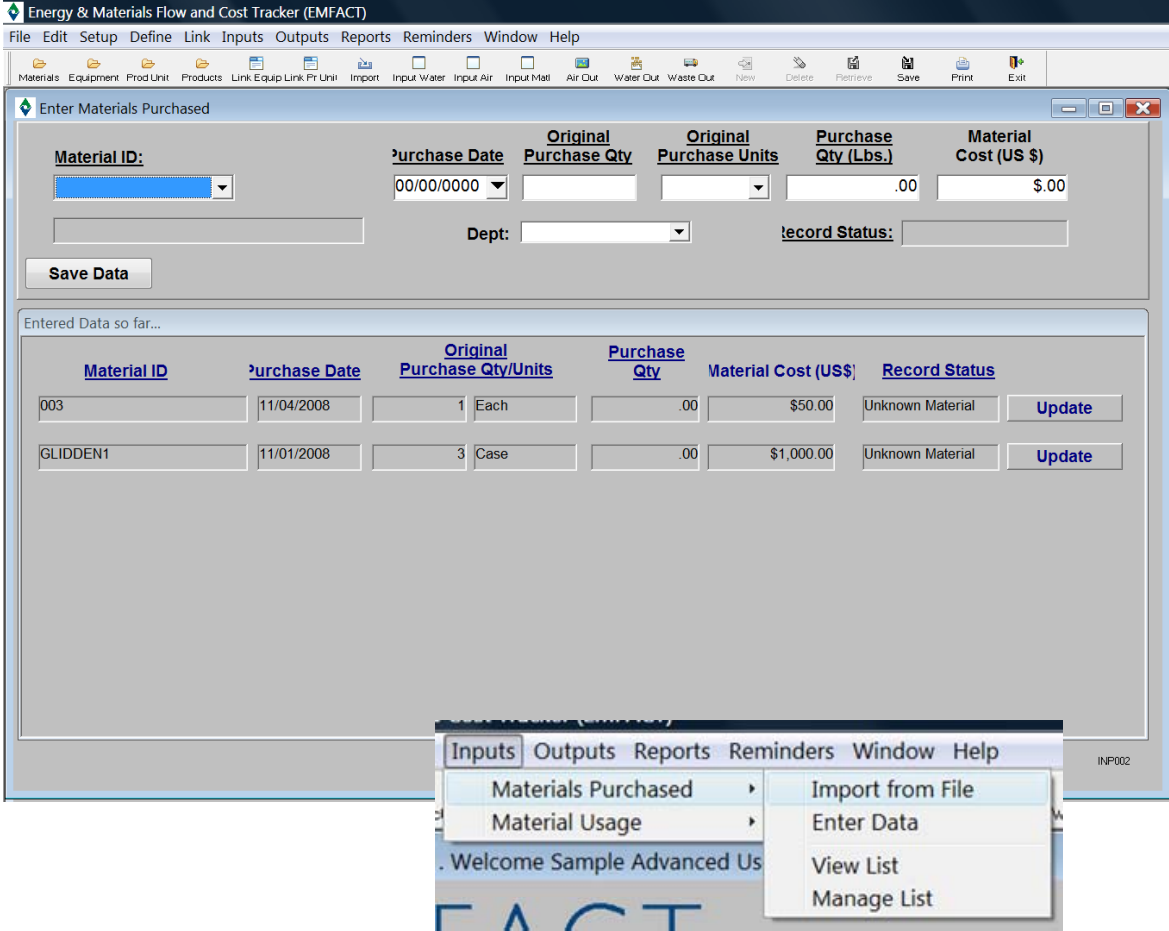
Material Purchased Upload

The **Select Import File** window will open

Navigate to and click on the TXT file you have save with the Material purchase information

Click **Open**

NEWMOA Inputs → Material Purchased

Material Purchased Entry

You may also enter **Material** purchased data manually by selecting **Enter Data** from the menu

Select the **Material ID** and enter the required data:

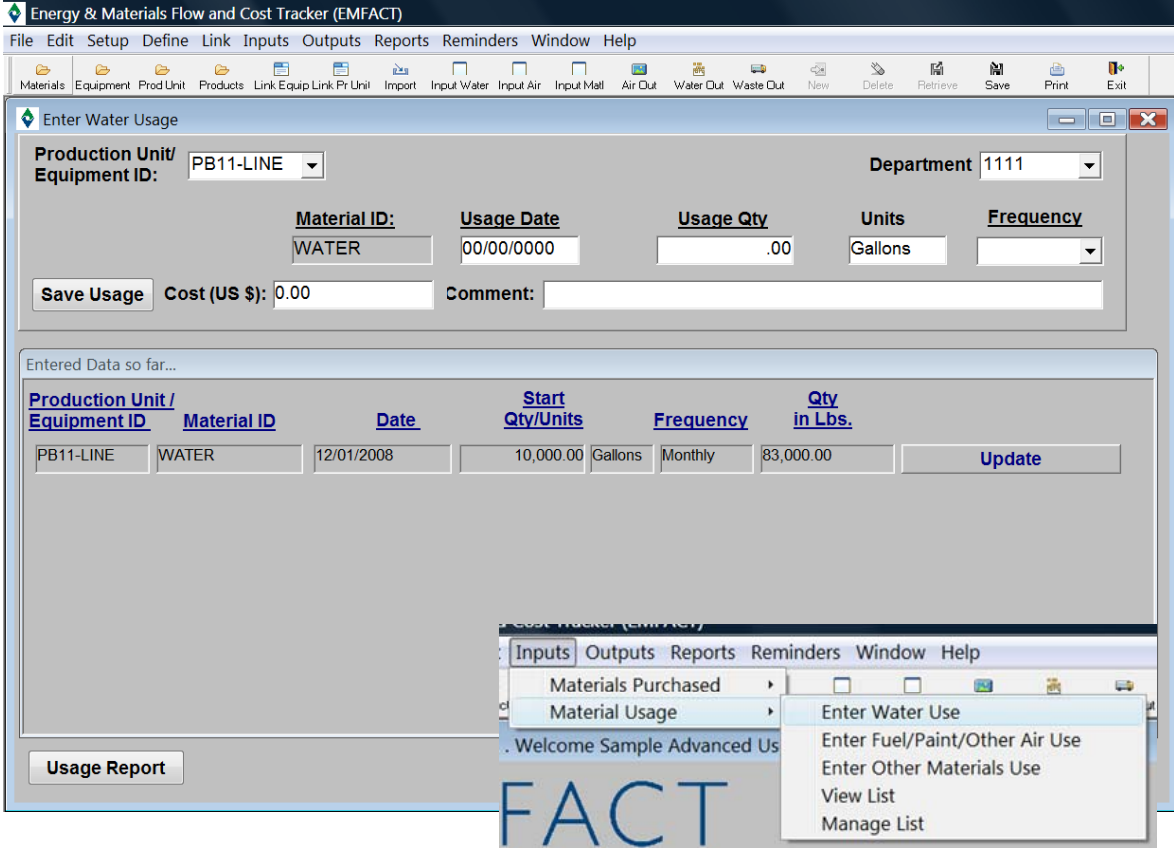
- Purchase Date
- Original Purchase Quantity
- Original Purchase Units
- Purchase Quantity (Lbs.)
- Material Cost (optional)

Click **SAVE** after each entry

The data entered will appear in the window below

Inputs → Materials Purchased → Enter Data

NEWMOA Inputs → Material Usage

Material Usage Entry

Enter **Water** usage

Select **Equipment** or **Production Unit**

Enter the required data:

- Usage Date
- Usage Quantity
- Units (defaults to Gallons)
- Frequency

Click **Save Usage** and the usage will calculate and display in the **Entered Data so far...** section of the window

The data in this section displays for one day and then it is reset.

Click the **UPDATE** button to **EDIT** or **DELETE** the usage entry record

NEWMOA Inputs → Material Usage



Enter Material Usage with Air Emissions

Production Unit/Equipment ID: PB11-LINE Department: 1111 Source Type: Paint

Material ID: PAINT100 Material Description: Air Source ID: Usage Date: 00/00/0000 Usage Hours: Usage Qty/Units: .00

Save Usage Cost (US \$): 0.00 Comment:

Entered Data so far...

Production Unit / Equipment ID	Material ID	Usage Date	Usage Hours	Usage Qty/Units
PB11-LINE	PAINT100	12/01/2008	10.00	4.00 Ounces, vol.

Update/View Emissions

Material Usage Entry

Enter **Air** usage

Select **Equipment** or **Production Unit**

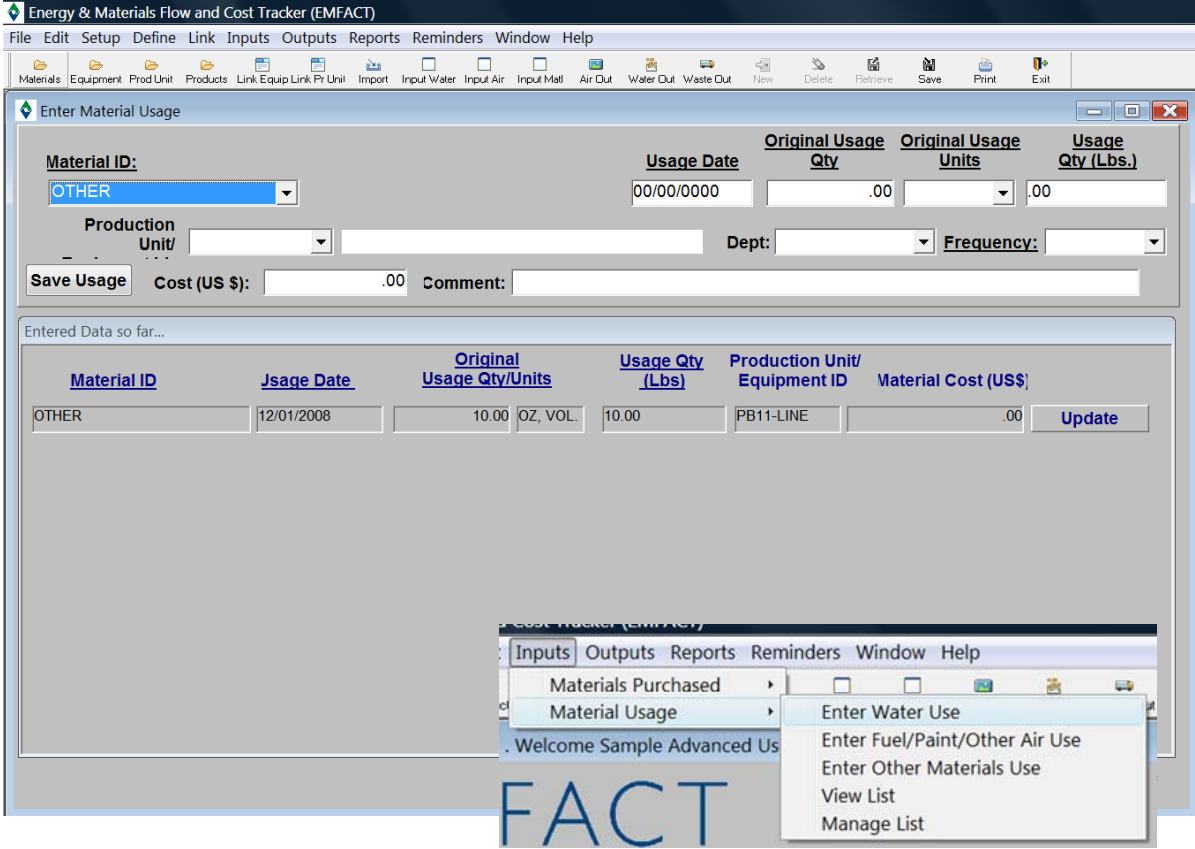
Enter the required data:

- Material ID
- Usage Date
- Usage Hours
- Usage Quantity/Units

Click **Save Usage** and the usage will calculate and display in the **Entered Data so far...** section of the window

The data in this section displays for one day and then it is reset.

Click the **UPDATE/VIEW EMISSIONS** button to **EDIT** or **DELETE** the usage entry record



Material Usage Entry

Enter **Other Material** usage

Select **Material ID**

Enter the required data:

- Equipment or Prod Unit
- Usage Date
- Original Usage Quantity
- Original Usage Units
- Usage Quantity (Lbs.)
- Frequency

Click **Save Usage** and the usage will calculate and display in the **Entered Data so far...** section of the window

The data in this section displays for one day and then it is reset.

Click the **UPDATE** button to **EDIT** or **DELETE** the usage entry record

NEWMOA Inputs → Material Usage



Material Usage List

Filter Data

Material ID: Refresh Data

Usage Date From: 11/16/2008 To: 12/16/2008 Clear Filter

Production Unit/ Equipment ID: More Detail

Material ID	Material Name	Start Usage Qty	Start Usage Units	Usage Nbr in Lbs.	Usage Hours	Frequency	Usage Type	Department	Usage Date	Equipment ID	Proc ID
OTHER	Sample Other Material	10.00 OZ, VOL.		10.00	.00	Daily	Other	1111	12/01/2008		PB11
PAINT100	Product Paint	4.00 Ounces, vol.		.3388	10.00		Paintman	1111	12/01/2008		PB11
PAINT100	Product Paint	4.00 Ounces, vol.		.3388	4.00		Paintman	1111	12/10/2008		PB11
WATER	Water - Do Not Delete	10,000.00 Gallons		83,000.00	.00	Monthly	Water	1111	12/01/2008		PB11
WATER	Water - Do Not Delete	36,000.00 Gallons		298,800.00	.00	Monthly	Water	1111	12/10/2008		PB11

1 of 5 Records

INP104

Inputs Outputs Reports Reminders Window Help

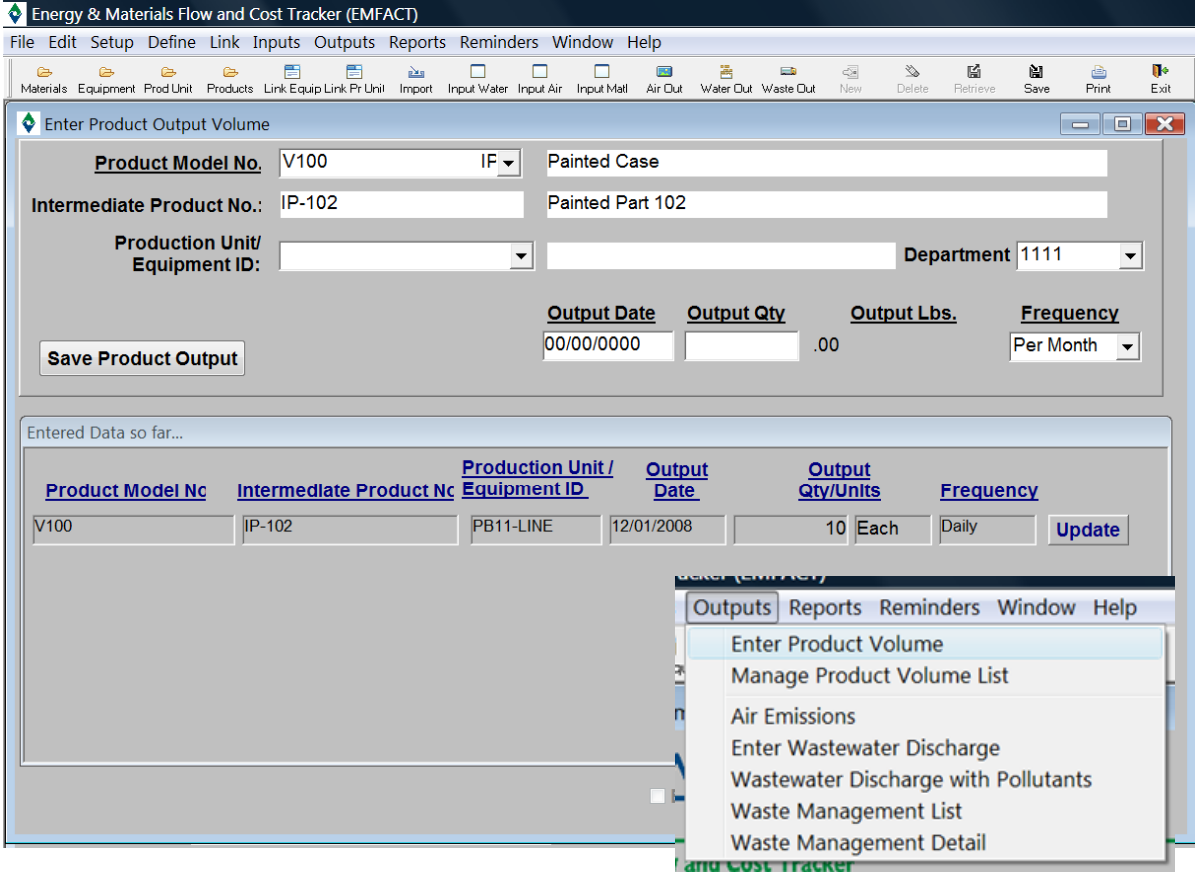
- Materials Purchased
- Material Usage
 - Enter Water Use
 - Enter Fuel/Paint/Other Air Use
 - Enter Other Materials Use
 - View List
 - Manage List

Material Usage Entry

The view the **Material** usage input, select **View List** from the **Material Usage** menu

Click on a record to **EDIT** or **DELETE** (accesses the **Manage Material Usage** window for the record type e.g., air, water, material)

Inputs → Material Usage → View List



Outputs

Enter **Product Volume** output

Define the volume / quantity of **Product** and/or **Intermediate Product** produced during a given timeframe

Select **Product Model No.** and optionally **Production Unit / Equipment ID** and enter the required fields

Click **Save Product Output** and the usage will calculate and display in the **Entered Data so far...** section of the window

The data in this section displays for one day and then it is reset.

Click the **UPDATE** button to **EDIT** or **DELETE** the usage entry record



Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link Pr Unit Import Input Water Input Air Input Mat Air Out Water Out Waste Out New Delete Retrieve Save Print Exit

Air Emissions

Filter Data:

Equipment ID: Usage Date From: 00/00/0000

Production Unit ID: Usage Date To: 00/00/0000

Usage Record No.: Clear Filters

Production Unit

Equipment ID: Production Unit: PB11-LINE PB11-LINE Painting Line

Source Type: Paint

Air Source ID:

Material ID: Material Description: Usage Date: Usage Hours:

PAINT100 Product Paint 12/01/2008 10.00

Usage Qty/Units:

4.00 Ounces, vol.

Cost (US \$): 0.00 Comment:

.3388 Lbs

Updated: 12/16/2008

Pollutant	Emission (Lbs)	Start Date/Time
TSP	.00	12/01/2008 00:00

Usage Report Usage with 12 mth Rolling Report Usage with Emissions R

Outputs Reports Reminders Window Help

- Enter Product Volume
- Manage Product Volume List
- Air Emissions
- Enter Wastewater Discharge
- Wastewater Discharge with Pollutants
- Waste Management List
- Waste Management Detail

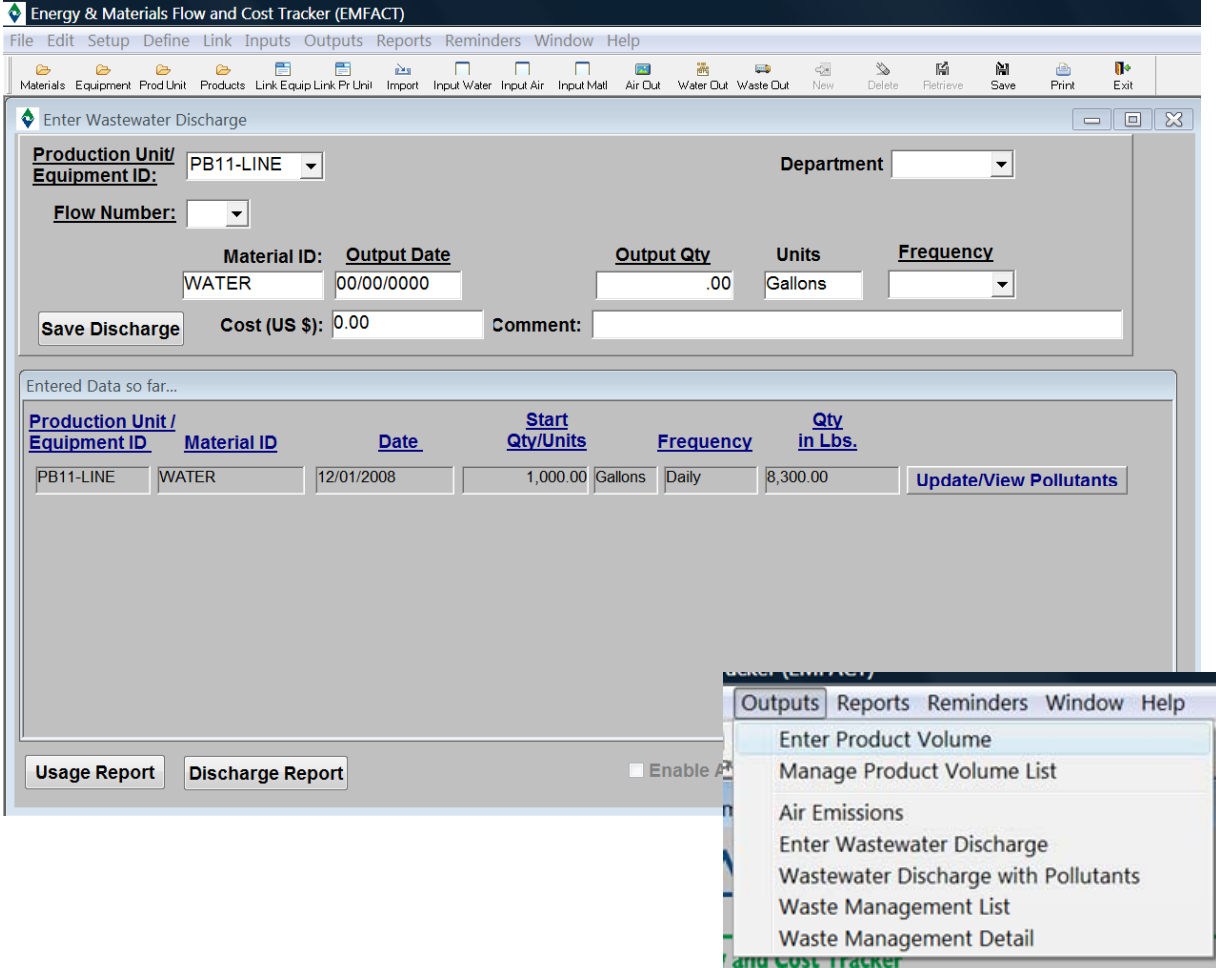
Outputs

Review Air Emissions output

As data was recorded on the **Enter Material Usage for Air Emissions**, emissions per pollutant were calculated in Lbs based on the emission factors

The factors must be setup on the **Equipment Links** window or **Production Unit Links** window on the **Air Factors** tab

Refer to the **Air Factors** tab for a description of emissions algorithms.



Outputs

Input **Water Discharge** output

Select **Production Unit** or **Equipment ID**

Select **Flow No.** (*must have been defined in **Links Discharge** tab*)

Enter the required fields:

Click **Save Discharge** and the usage will calculate and display in the **Entered Data so far...** section of the window



Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link Pr Unit Import Input Water Input Air Input Mail Air Out Water Out Waste Out New Delete Retrieve Save Print

Wastewater Discharge with Pollutants

Filter Data:

Equipment ID: Usage Date From: 11/16/2008

Production Unit ID: Usage Date To: 12/16/2008

Usage Record No.:

Production Unit

Equipment ID: Production Unit PB11-LINE PB11-LINE Painting Line

Flow Number: 1 123-456 NPDES Water Discharge

Material ID: **Usage Date** **Frequency** **Usage Qty/Units**

Cost (US \$): 0.00 WATER 12/01/2008 Daily 1,000.00 Gallons

Comment: 8,300.00 Lbs

Pollutant	Discharge (Lbs)	Date
CADMIUM	.00042	12/01/2008

Usage Report Discharge Report Enable Advanced

Outputs Reports Reminders Window Help

- Enter Product Volume
- Manage Product Volume List
- Air Emissions
- Enter Wastewater Discharge
- Wastewater Discharge with Pollutants
- Waste Management List
- Waste Management Detail

Outputs

Review **Wastewater Discharge with Pollutants**

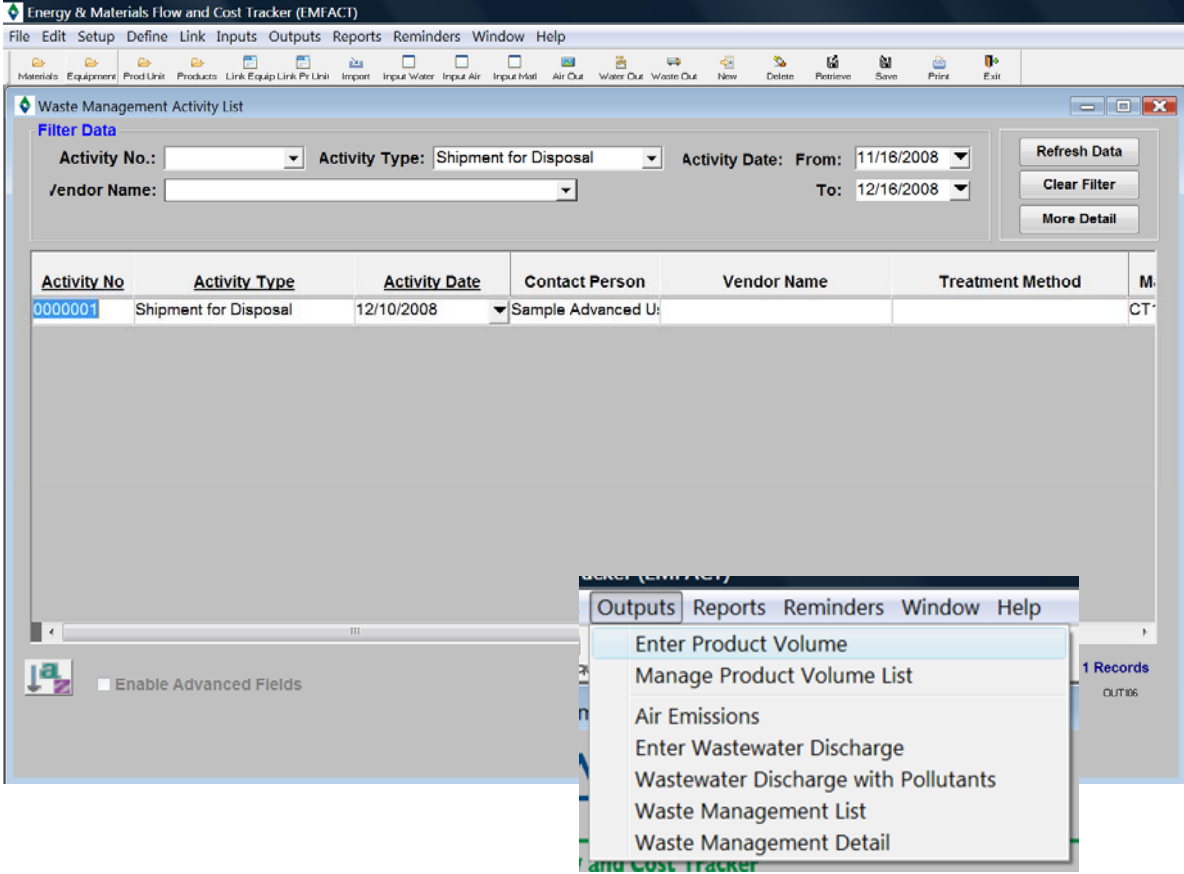
You may view, edit or delete the calculated pollutant discharge data

View and make any necessary changes to the original entry

OR

Complete one of the fields in the **Filter Data** section and click Retrieve

Click **SAVE** and any changes will recalculate



Outputs

Document **Waste Management** activity (waste shipments, Treatments and recycling)

Existing activities are listed

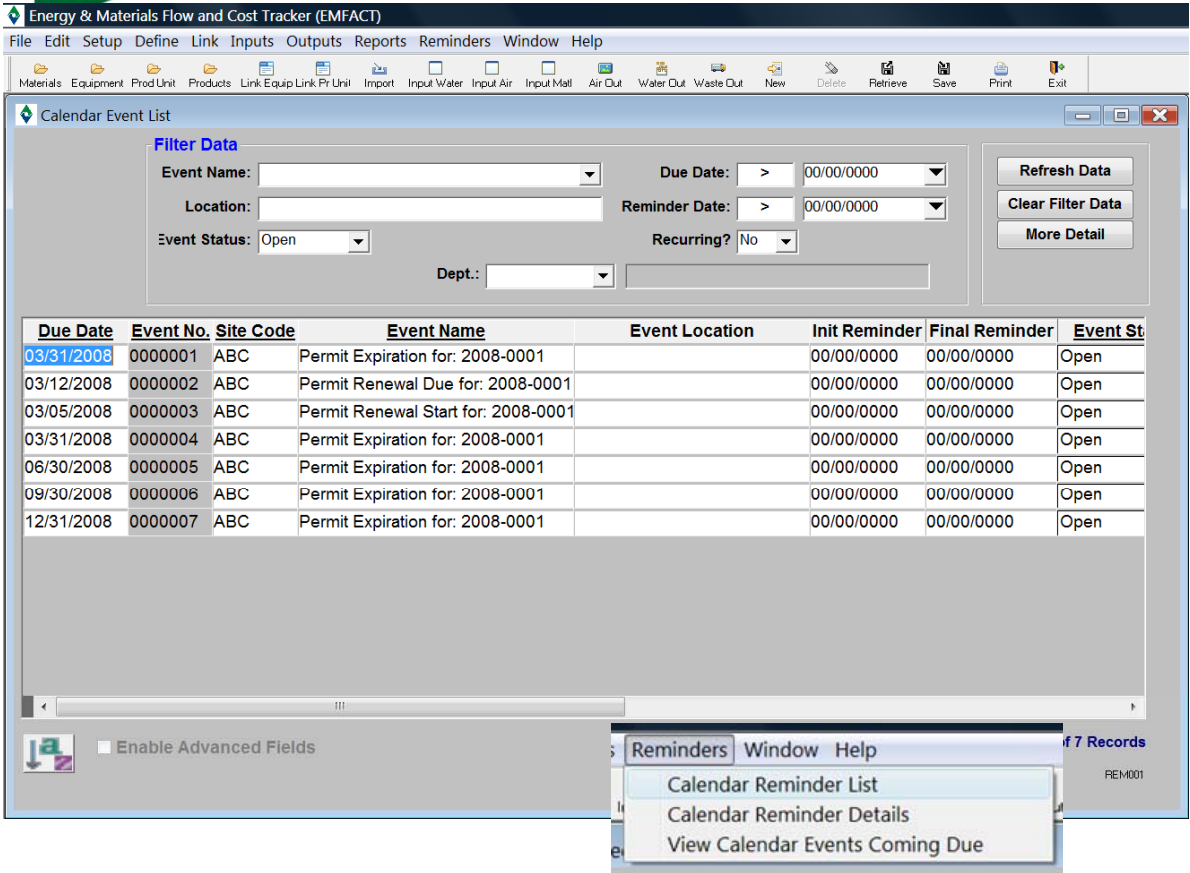
Click **NEW** to add a new activity

Select from dropdowns or input data into the required fields directly from this screen or click **More Detail** to see a full screen display with all fields available

*When manifest information is entered, EMFACT tracks the number of days outstanding (**Days Not Returned** field) until the **Manifest Returned Flag** field is checked*



- At this point, all data that is required to define **Inputs** and **Outputs** has been entered
- Before we move onto **Reports**, we will look at one more features of EMFACT
 - Reminders



Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link Pt Unit Import Input Water Input Air Input Mail Air Out Water Out Waste Out New Delete Retrieve Save Print Exit

Calendar Event List

Filter Data

Event Name: Due Date: > 00/00/0000

Location: Reminder Date: > 00/00/0000

Event Status: Open Recurring? No

Dept.:

Refresh Data
Clear Filter Data
More Detail

Due Date	Event No.	Site Code	Event Name	Event Location	Init Reminder	Final Reminder	Event St
03/31/2008	0000001	ABC	Permit Expiration for: 2008-0001		00/00/0000	00/00/0000	Open
03/12/2008	0000002	ABC	Permit Renewal Due for: 2008-0001		00/00/0000	00/00/0000	Open
03/05/2008	0000003	ABC	Permit Renewal Start for: 2008-0001		00/00/0000	00/00/0000	Open
03/31/2008	0000004	ABC	Permit Expiration for: 2008-0001		00/00/0000	00/00/0000	Open
06/30/2008	0000005	ABC	Permit Expiration for: 2008-0001		00/00/0000	00/00/0000	Open
09/30/2008	0000006	ABC	Permit Expiration for: 2008-0001		00/00/0000	00/00/0000	Open
12/31/2008	0000007	ABC	Permit Expiration for: 2008-0001		00/00/0000	00/00/0000	Open

Enable Advanced Fields

Reminders Window Help

Calendar Reminder List

Calendar Reminder Details

View Calendar Events Coming Due

7 Records

REM001

Reminders

The **Reminders** feature enables users to track the renewal and expiration dates of permits, regulations, etc.

When permits and regulations are first set up, you have the option of entering the Issue, **Expiration, Renewal Due** and **Renewal Start Dates**

When this is done, EMFACT automatically creates calendar events and reminders

You can also set up independent calendar events for other reasons (e.g., audit reminders, etc.)

Click **NEW** to add a new Event or **double click** an **Event Record** to access the **Calendar Event Detail** window



Energy & Materials Flow and Cost Tracker (EMFACT)

File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help

Materials Equipment Prod Unit Products Link Equip Link M Unit Import Input Water Input Air Input Mail Air Unit Water Unit Waste Unit New Deletes Retrieve Save Print Exit

Calendar Event Detail: 0000001

Event No.: 0000001 Site Code: ABC Due Date: 03/31/2008 Status: Open

Name: Permit Expiration for: 2008-0001 Location:

Desc:

Contact Person: BAS Basic User Last Update: 02/29/2008

Event Filename GO

Reminder

Initial Reminder Date: Final Reminder Date:

Responsible Department:

Recurring Event

Recurring: Yes No Frequency: of Occurrences: Event No.: Create Recurring Events

Recurring

Event No.	Event Name	Final Reminder	Due Date	Status
0000004	Permit Expiration for: 2008-0001		03/31/2008	Open
0000005	Permit Expiration for: 2008-0001		06/30/2008	Open
0000006	Permit Expiration for: 2008-0001		09/30/2008	Open
0000007	Permit Expiration for: 2008-0001		12/31/2008	Open

Reminders Window Help

Calendar Reminder List

Calendar Reminder Details

View Calendar Events Coming Due

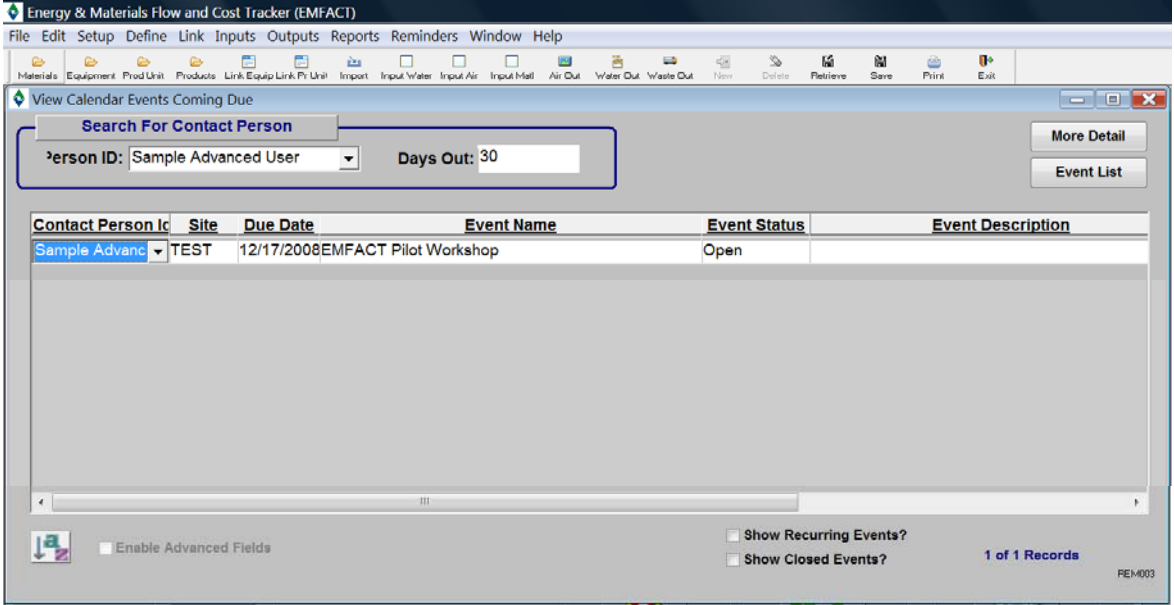
Enable Advanced Fields

Reminders

You may also access the **Event Details** window from the **Calendar Reminder Details** menu path

The **Event Details** window provides a full screen view of all fields available to manage events

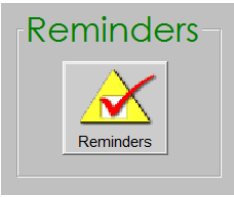
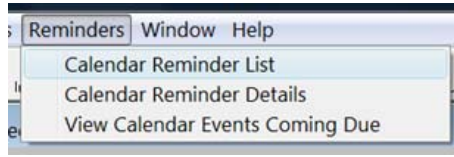
Click **NEW** to add a new Event or **double click** an **Event Record** to access the **Calendar Event Detail** window



Reminders

Click the **Reminders** icon on the EMFACT dashboard or select **View Calendar Events Coming Due** from the menu

If events are coming due, the **Reminders** icon on the EMFACT dashboard will be blinking



Double click an Event Record to access the Calendar Event Detail window or click MORE DETAIL



- EMFACT contains **21 reports** to help track your air, water, and waste activities
- Access the EMFACT **Reports Procedure Guide** from **Contents** in the **Help** menu
 - [pg_emf_reports.pdf](#)
- Reports will be reviewed during the live demonstration and Case Study exercise in this workshop



Conclusion



EMFACT

Energy & Materials Flow and Cost Tracker

This concludes the **EMFACT Overview**