EMFACT Inputs - Procedure Flow

The Energy & Materials Flow and Cost Tracker (EMFACT)application assists small and medium size enterprises manage their fuel, water and materials usage. Using EMFACT, companies can track air emissions, wastewater, solid/hazardous waste, and related costs associated with the day-to-day operations of their business. There are two permission levels in EMFACT: the *Basic User* and the *Advanced User.* The overall procedure is the same for both users, however, the Advanced User has the capability of completing additional fields that the Basic User can not.

This procedure flow identifies the minimum-required fields necessary for the Basic User to enter purchase and material usage data in EMFACT. Refer to the EMFACT User Guide for more details.

Enter Purchases

1 — Prepare Purchased Data File

Use the spreadsheet file located at:

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

to gather the necessary purchasing data

2 — Import Material Purchase Data (electronically)

EMFACT Dashboard
Click (Input) Purchases icon

Import Data from a File Popup
☐ Data Source = Purchasing

Click **Load Purchase Data**

Material Purchase File format Verification Popup
Click **OK**

Select Import File Popup
Navigate to and select the correct file.
Click **Open**

Material Purchase Load Process is Completed Popup
Click **OK**

Import Data from a File Popup
Click **Close**

Repair Bypassed Records (as needed)

Determine which records were bypassed and repair data.

3 — Review Imported Data

Materials Purchased List Window
☐ Purchased Date From
☐ Purchased Date To

Click **Refresh Data**

Review the imported purchase data

Repair Failed Records (as needed)

Determine which records failed to convert and repair data. (Go into more detail here)

4 — Enter Material Purchases Data (manually)

Enter Materials Purchased Window
☐ Material ID
☐ Purchase Date
☐ Original Purchase Qty
☐ Original Purchase Units

Click **Save Data**

Entered Data so far... Section
Click **Update** next to the entry
Manage Materials Purchased
Review or edit the data as needed

Enter Usage

5 — Enter Usage Data for Water

Enter Water Usage Window
☐ Production Unit/Equipment Id
☐ Usage Date
☐ Usage Qty
☐ Frequency

Click **Save Usage**

Entered Data so far... Section
Click **Update** next to the entry
Manage Material Usage Window
Review or edit the data as needed

6 — Enter Material Usage Data with Air Emissions

Enter Material Usage with Air Emissions Window
☐ Production Unit/Equipment Id
☐ Material ID
☐ Usage Date
☐ Usage Hours
☐ Usage Qty/Units

Click **Save Usage**

Entered Data so far... Section
Click **Update/View Emissions** next to the entry
Air Emissions Window
Review or edit the data as needed

7 — Enter Material Usage Data Without Air Emissions

Enter Material Usage Window
☐ Material ID
☐ Usage Date
☐ Original Usage Qty
☐ Original Usage Units
☐ Production Unit/Equipment Id
☐ Frequency

Click **Save Usage**

Entered Data so far... Section
Click **Update** next to the entry
Manage Material Usage Window
Review or edit the data as needed