# EMFACT Setup - 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 set up Admin in EMFACT.  Refer to the Setup module of the User Guide for more details. In addition, the Setup Guide also provides details on configuring the Save-As-PDF feature as well as information on creating "what-if" scenarios.

## 1 Edit User Information (optional)

**User List Window**

☐ User ID
☐ User Name
☐ User Type

## 2 Edit Dropdown Lists (optional)

*This step should only be performed after becoming a proficient EMFACT user.*

**Drop Down Lists Window**
☐ Drop Down List Name

To exclude a value, find it on the list
☐ Include in My List? = unchecked

To add a value, click New
☐ Code
☐ Description

## 3 Add Detail to Facility Location (optional)

**Facility Location List Window**
☐ Enable Advanced Fields = checked

Add the necessary details to the address/phone number fields.

## 4 Add Buildings

**Building List Window**
Click **New**

☐ Facility Location Code (defaults to current code)
☐ Building Code
☐ Name

## 5 Add Departments

**Department List Window**
Click **New**

☐ Department Code
☐ Department Name

## 6 Set Up Save-As-PDF Feature

**Building List Window**
Click **New**

☐ Facility Location Code (defaults to current code)
☐ Building Code
☐ Name