

Introduction to ADMIN

ADMIN contains the basic setup of the user and facility location (e.g., identifying the facility's buildings and departments), as well as configuring EMFACT to create PDF documents. Additionally, EMFACT provides the ability for users to create "what if" scenarios by copying the current data to a new facility for the purpose of manipulating the inputs and outputs.

This guide contains the following section(s). Click on the section title to advance to that section:

Setting Up Admin

This section outlines the optional steps for editing user information and standard dropdown lists, as well as how to update facility detail. This is also where buildings and departments are identified (required).

Configuring the "Save as PDF" Feature

This section outlines the process for adding a PostScript printer profile, which is required to save reports and other documents as PDFs in EMFACT. This step is not necessary for users that already have PDF creator software (e.g., Adobe Acrobat Writer) installed on their computers.

Creating "What If" Scenarios

This section outlines the optional steps for copying your facility location data to a new facility location for the purpose of running "what if scenarios" (e.g., what if we used a different paint that has lower VOC emissions). This is an advanced procedure and only recommended once a user has become proficient using EMFACT.

1. Setting Up Admin

This section contains the following:

1. Accessing the ADMIN Cue Card
2. Editing User Information
3. Editing Standard Drop Down Lists (optional)
4. Adding Detail to Your Facility Location (optional)
5. Adding Costs (optional)
6. Adding a Building
7. Adding a Department


The steps in this guide are for initial setup of ADMIN; however, the same steps are used for maintenance.

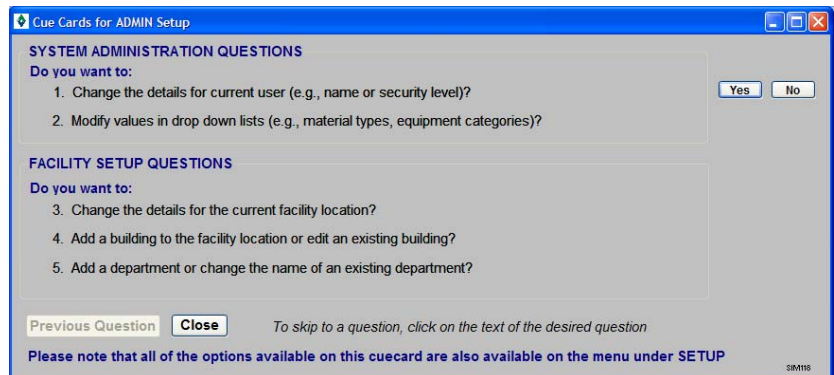
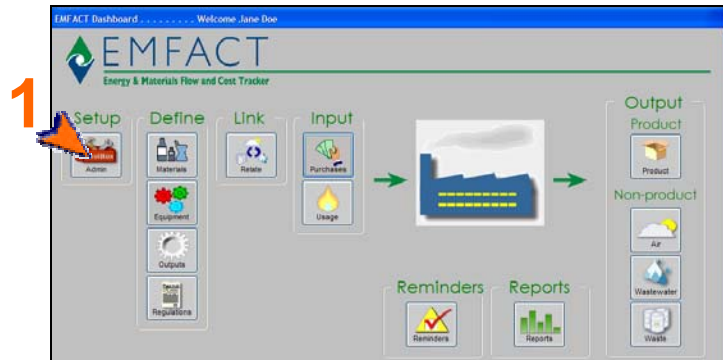
Please review the Quick Start Guide section before starting.

1 Optional: Accessing the ADMIN Cue Card

Using the Cue Card is optional, since every window available through the Cue Card is also accessed from the **Setup** option in the main menu.

To access the cue card for ADMIN Setup:

- 1 > Click the **Admin** button () on the **EMFACT Dashboard**. The **Cue Cards for ADMIN Setup** window will open.



Setting Up Admin, cont.

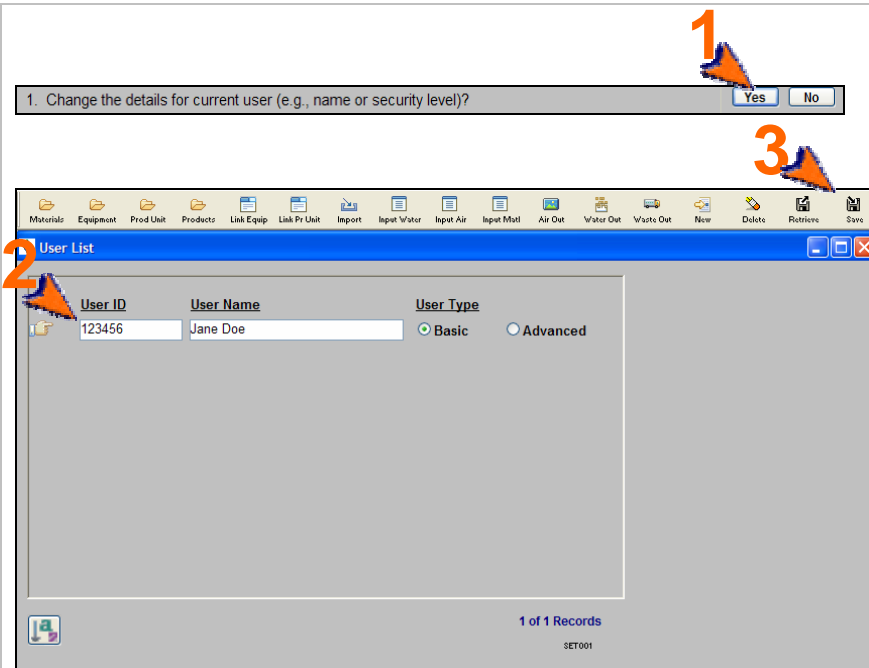
2 Optional: Editing User Information

When EMFACT was installed, you provided a User ID, User Name and User Type. That information can be edited using the following steps:

- 1 > Click **Yes** for the first cue card question. The **User List** window will open.
- 2 > Make changes to the existing data as necessary.

*Note: A **Basic** User will have limited access to the fields on the windows. An **Advanced** User will have more access to the various fields.*

- 3 > Click **Save**.

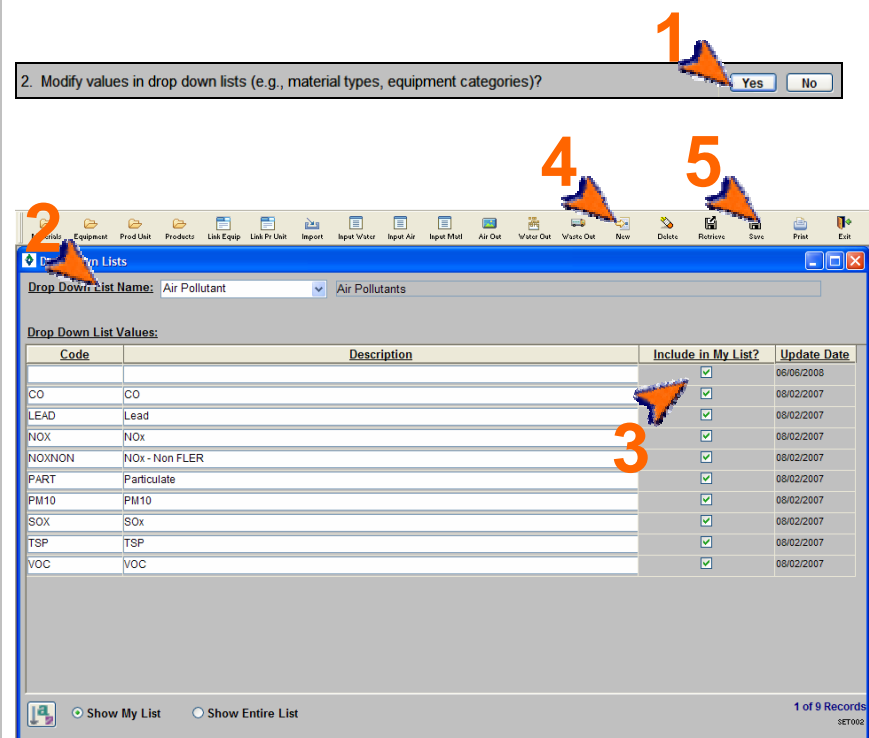


3 Optional: Editing Standard Drop Down Lists

EMFACT is preloaded with recommended values in the dropdown lists. You may, however, exclude values from the dropdown lists or add to the list. **This is advisable ONLY after using EMFACT and becoming a proficient user.**

- 1 > Click **Yes** for the second cue card question. The **Drop Down Lists** window will open.
- 2 > Select the list name from the **Drop Down List Name** dropdown. The window will update to include the values for that dropdown list.
- 3 > To exclude a value from a list, locate the value and uncheck the **Include in My List?** checkbox.
- 4 > To add a value, click **New**. A blank row will display for you to complete.
- 5 > Click **Save**.

*Use the **Show My List** and **Show Entire List** radio buttons at the bottom of the window as needed to display the list values.*



Setting Up Admin, cont.

4 Optional: Adding Detail to Your Facility Location

When EMFACT was installed, a Facility Location Code and Name was identified. To add additional details (i.e., address and phone information) for your Facility Location:

- 1 > Click **Yes** for the third cue card question. The **Facility Location List** window will open.
- 2 > If the window cannot be edited, click **Enable Advanced Fields**.
- 3 > Complete window with the necessary details.
- 4 > Click **Save**.
- 5 > Optional: Click the **Costs** button to maintain costs associated with the facility. The **Other Costs** window will open (see next step).

3. Change the details for the current facility location?

Facility Location List

Facility Location Code: EAST Facility Location Name: Eastbury

Address1: 123 Main Street

Address2: Building C

City Name: Eastbury

State Code: AK Zip: 123456 Country:

External Phone No: () -

Enable Advanced Fields

Costs

1 of 2 Records
SET003

5 Optional: Adding Costs

Use the following costs to track various costs associated with the location.

- 1 > Make a selection from the **Cost Category** dropdown.
- 2 > Make a selection from the **Cost Title** dropdown. If a suitable choice is not available, type in a cost title.
- 3 > Complete the **Costs in US \$** field.
- 4 > Click **Save**.

Other Costs

Object Type: Facility Object Id: EAST Easy

Cost Category	Cost Title	Cost in US \$	Active?	Update Date
Overhead Costs	Contract Labor	\$15,000.00	<input checked="" type="checkbox"/>	06/03/2008

Comment:

1 of 1 Records
SIM003

Setting Up Admin, cont.

6 Adding a Building

Use the following steps to identify the buildings at your facility.

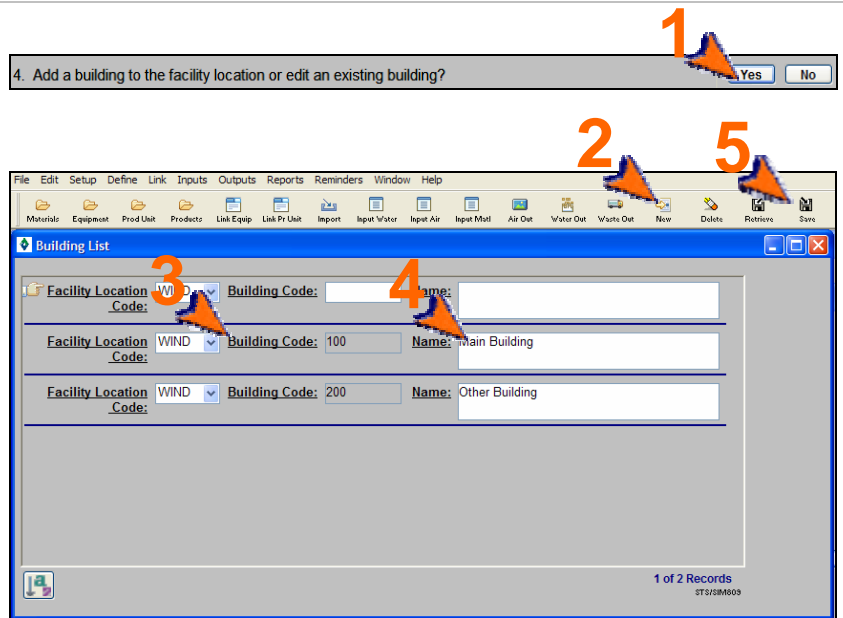
- 1 > Click **Yes** for the fourth cue card question. The **Building List** window will open.

For each new building:

- 2 > Click **New** to display a blank row if necessary.
- 3 > Complete the **Building Code** field.
- 4 > Complete the **Name** field.

Repeat this steps until all buildings are added.

- 5 > Click **Save**.



7 Adding a Department

Use the following steps to identify the departments at your facility.

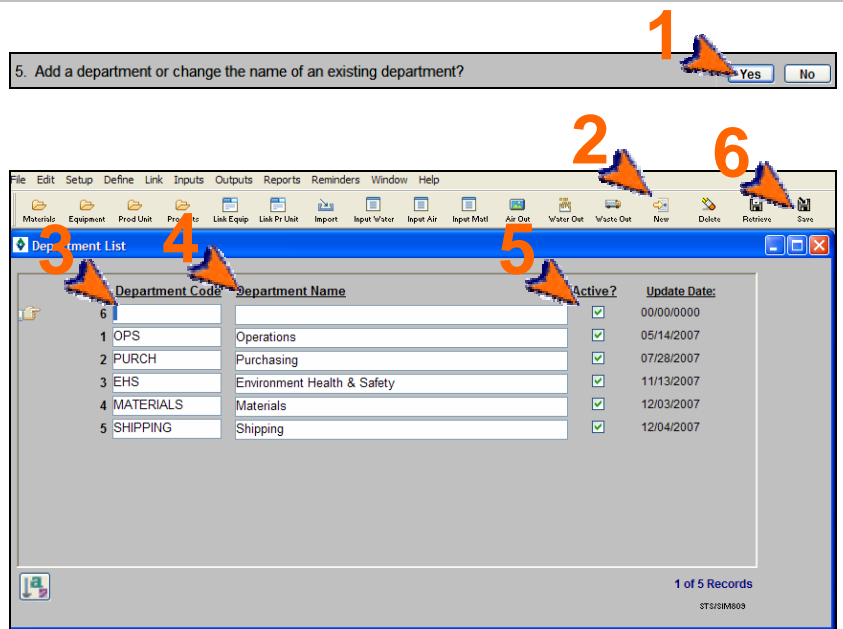
- 1 > Click **Yes** for the fifth cue card question. The **Department List** window will open.

For each new department:

- 2 > Click **New** to display a blank row if necessary.
- 3 > Complete the **Department Code** field.
- 4 > Complete the **Department Name** field.
- 5 > The **Active?** field defaults to checked and should be changed when it is appropriate.

Repeat this process until all departments are added.

- 6 > Click **Save**.



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2. Configuring the “Save as PDF” Feature

This section contains the following:

1. Opening the Add Printer Wizard
2. Adding a PostScript Printer Profile

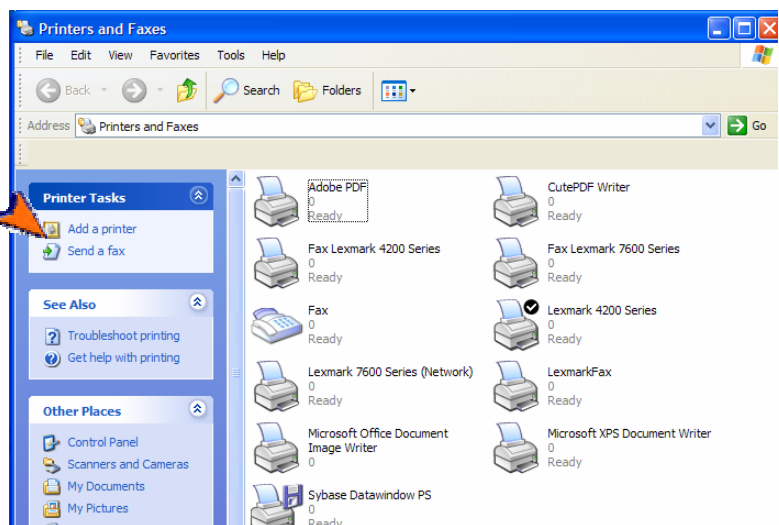
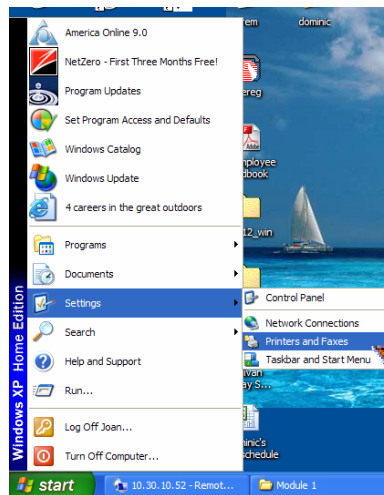
Note: A Cue Card is not available for this option.

1 Opening the Add Printer Wizard

Depending on the Operating System, the process for locating the Add Printer Wizard will vary. The following steps are for Windows XP.

If using a different Operating System, follow the system instructions to locate the Add Printer Wizard.

- 1 > Select **Start > Settings > Printers and Faxes** from the **START** menu. The **Printers and Faxes** window opens.
- 2 > Click **Add a printer**. The **Add a Printer Wizard** page opens (*shown on next page*).



Configuring the “Save as PDF” Feature, cont.

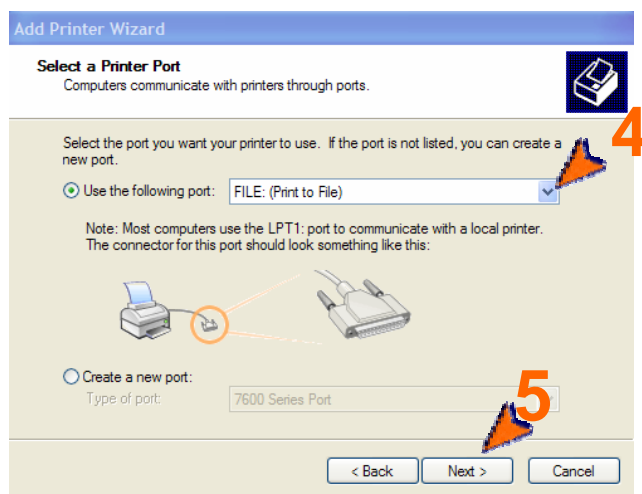
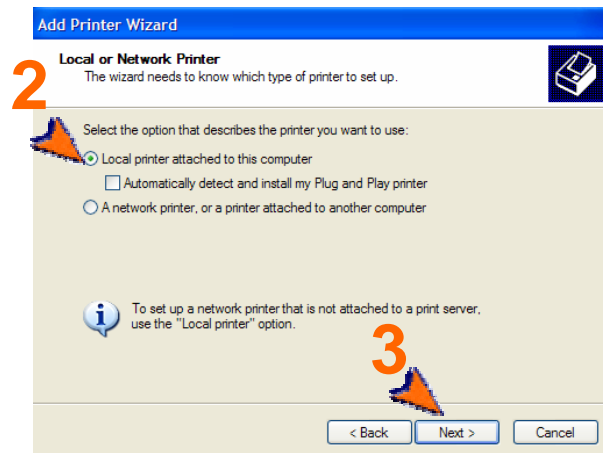
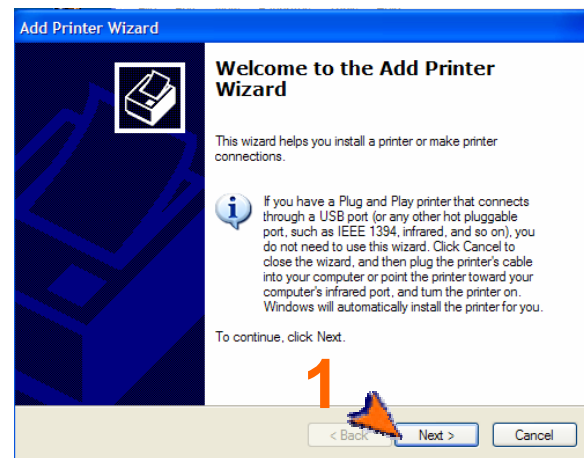
2 Adding a PostScript Printer Profile

Saving as PDF requires a PostScript printer profile called Sybase DataWindow PS. Use the following steps to create this profile.

On the **Add Printer Wizard Welcome** page:

- 1 > Click **Next**. The **Local or Network Printer** window will open.
- 2 > Ensure that **Local printer attached to this computer** is selected.
- 3 > Click **Next**. The **Select a Printer Port** window will open.
- 4 > Select **FILE (Print to File)** from the **Use the following port** dropdown.
- 5 > Click **Next**. The **Install Printer Software** window opens (*shown on the next page*).

Continued on the next page.



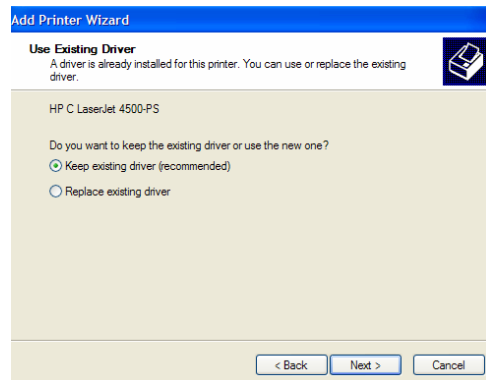
Configuring the “Save as PDF” Feature, cont.

Adding a PostScript Printer Profile, continued

On the **Install Printer Software** window:

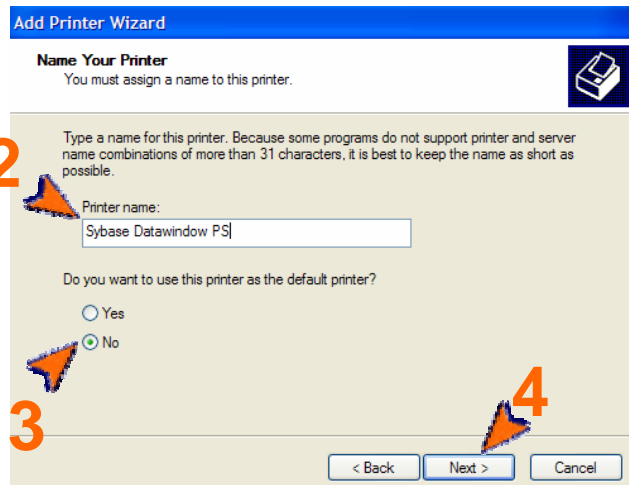
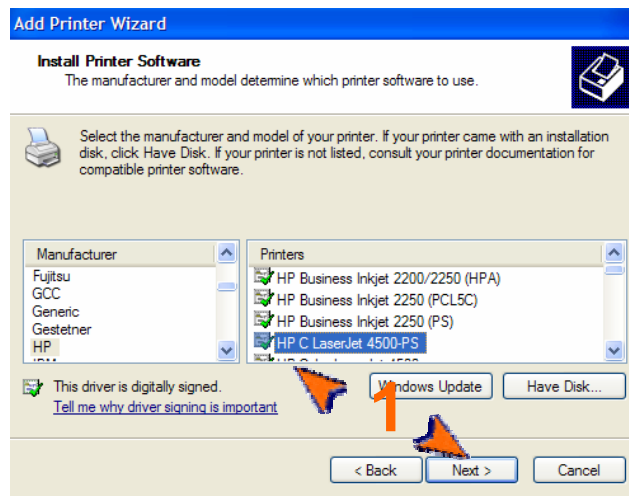
- 1 > Scroll down on the **Printers** list to locate and select any printer with **PS** at the end; then click **Next**. The **Name Your Printer** window opens.

*Note: If you select a printer that already has a driver installed, the **Use Existing Driver** window will open (shown below). Either click **Back** to locate another printer or click **Next** to continue.*



- 2 > Enter **Sybase Datawindow PS** in the **Printer name** field.
- 3 > Ensure that **No** is selected for using the printer as the default printer.
- 4 > Click **Next**. The **Print Test Page** window opens. *Printing a test page is optional.*
- 5 > Click **Next**. The **Completing the Add Printer Wizard** window opens (shown on the next page).

Continued on the next page.



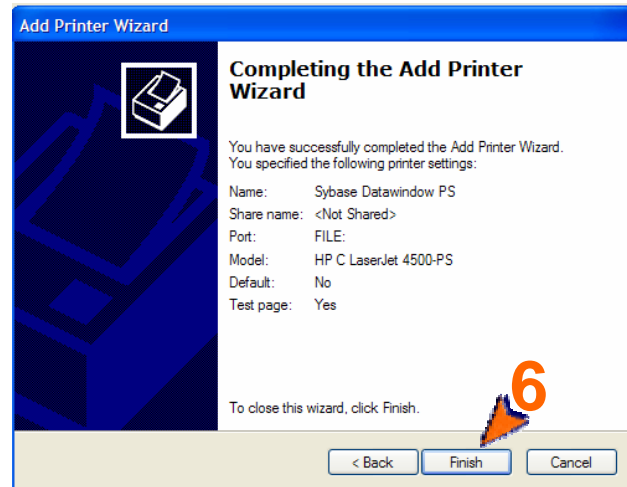
Configuring the “Save as PDF” Feature, cont.

Adding a PostScript Printer Profile, continued

On the **Completing the Add Printer Wizard** window:

- 6 > Click **Finish**. The **Printers and Faxes** window will display the new Sybase Datawindow PS printer.

In EMFACT, **PDF** will be an option when selecting **File > Save As** from the main menu (*shown below*).



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3. Creating “What If” Scenarios

This section contains the following:

1. Creating a New Facility
2. Copying Your Facility Data
3. Manipulating the Data

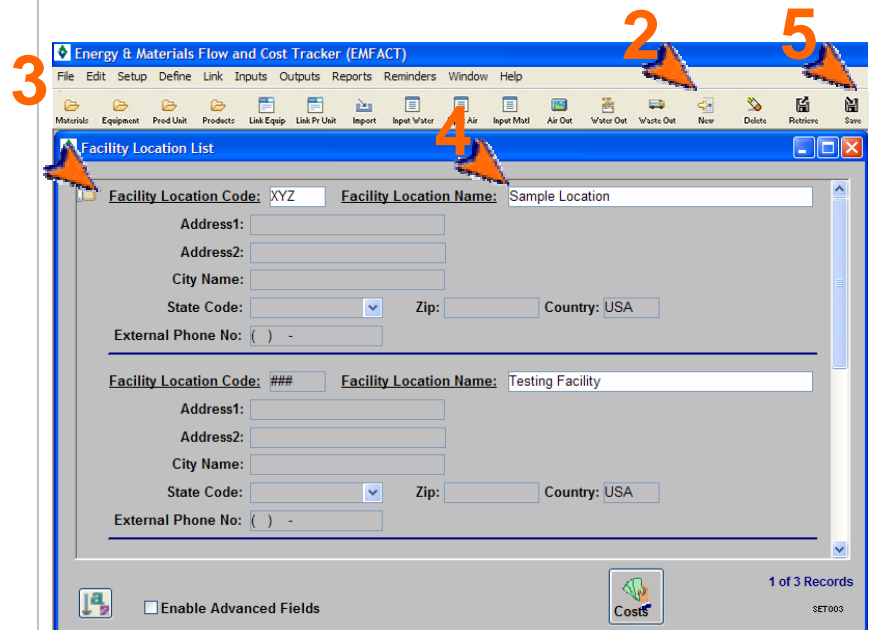
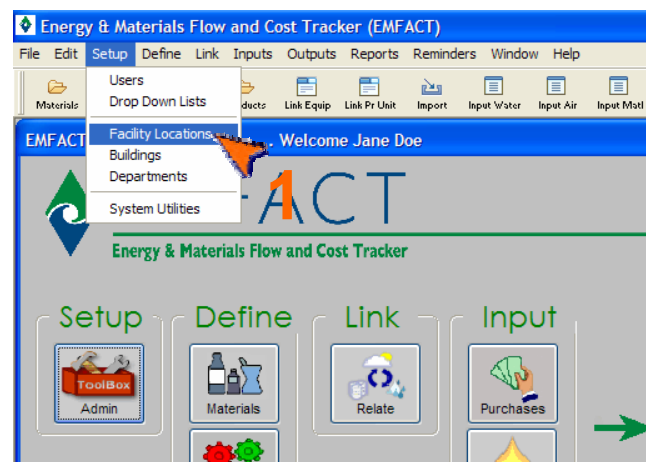
Note: A Cue Card is not available for this option.

1 Creating a New Facility

The first step is to create a facility that you will copy your facility data to.

- 1 > Select **Setup > Facility Locations** from the main menu. The **Facility Location List** window opens.
- 2 > Click **New** to create a new row on the window.
- 3 > Complete the **Facility Location Code** field.
- 4 > Complete the **Facility Location Name** field.
- 5 > Click **Save**.

Note: It is recommended that you create a new facility for each scenario, to avoid duplicating usage data.

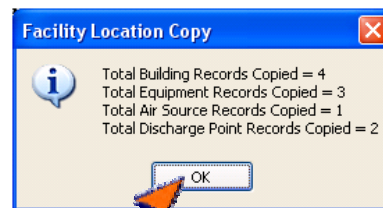
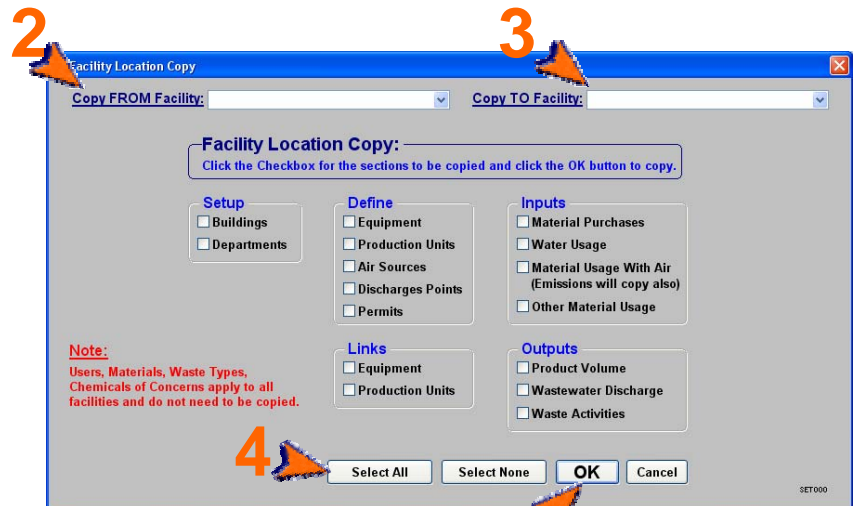
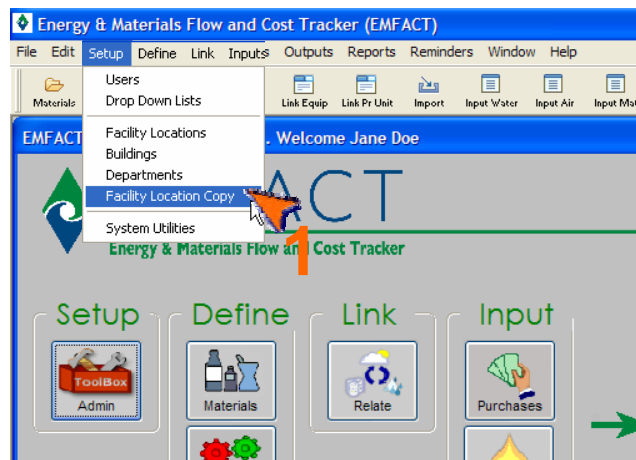


Creating “What-If” Scenarios, cont.

2 Copying Your Facility Data

Use the following steps to create a copy of your current facility’s database:

- 1 > Select **Setup > Facility Location Copy** from the main menu. The **Facility Location Copy** window will open.
- 2 > Select your facility from the **Copy FROM Facility** dropdown.
- 3 > Select the new facility just created from the **Copy TO Facility** dropdown.
- 4 > Click **Select All** to select all data items, or select the individual checkboxes that you want to copy.
- 5 > Click **OK**. The **Facility Location Copy** popup displays. The popup lists the number of records copied.
- 6 > Click **OK**.



Creating “What-If” Scenarios, cont.

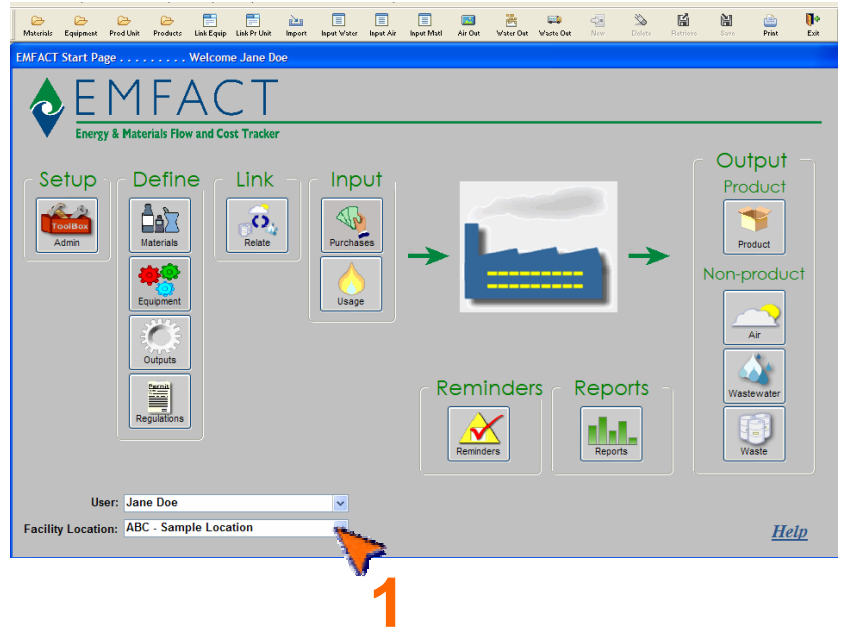
3 Manipulating Your Data

Once a copy of the current facility has been made:

- 1 > Select the new location from the **Facility Location** dropdown.

While in the copied location, access the various EMFACT windows and adjust your data to determine how a change (e.g. different material or usage) would affect your Outputs. Refer to the available documentation if necessary (accessible by selecting **Help > Contents** from the main menu).

Note: Always check that you are in the correct facility location before making any changes to the data.



<end of section>