## Running the Basic Conversion Tool

Prior to starting the ECT, the user should place the Excel files that will be used for input in the following folder:

   C:\Documents and Settings\<user>\My Documents\EMTS Conversion Tool (ECT)\Input_Files

Figure 1 depicts this folder for a user "wgo." The "Input_Files" folder has been circled in this figure. Note that the extension for all Excel files saved in this folder should be .xls rather than .xlsx (the default for Excel 2007).
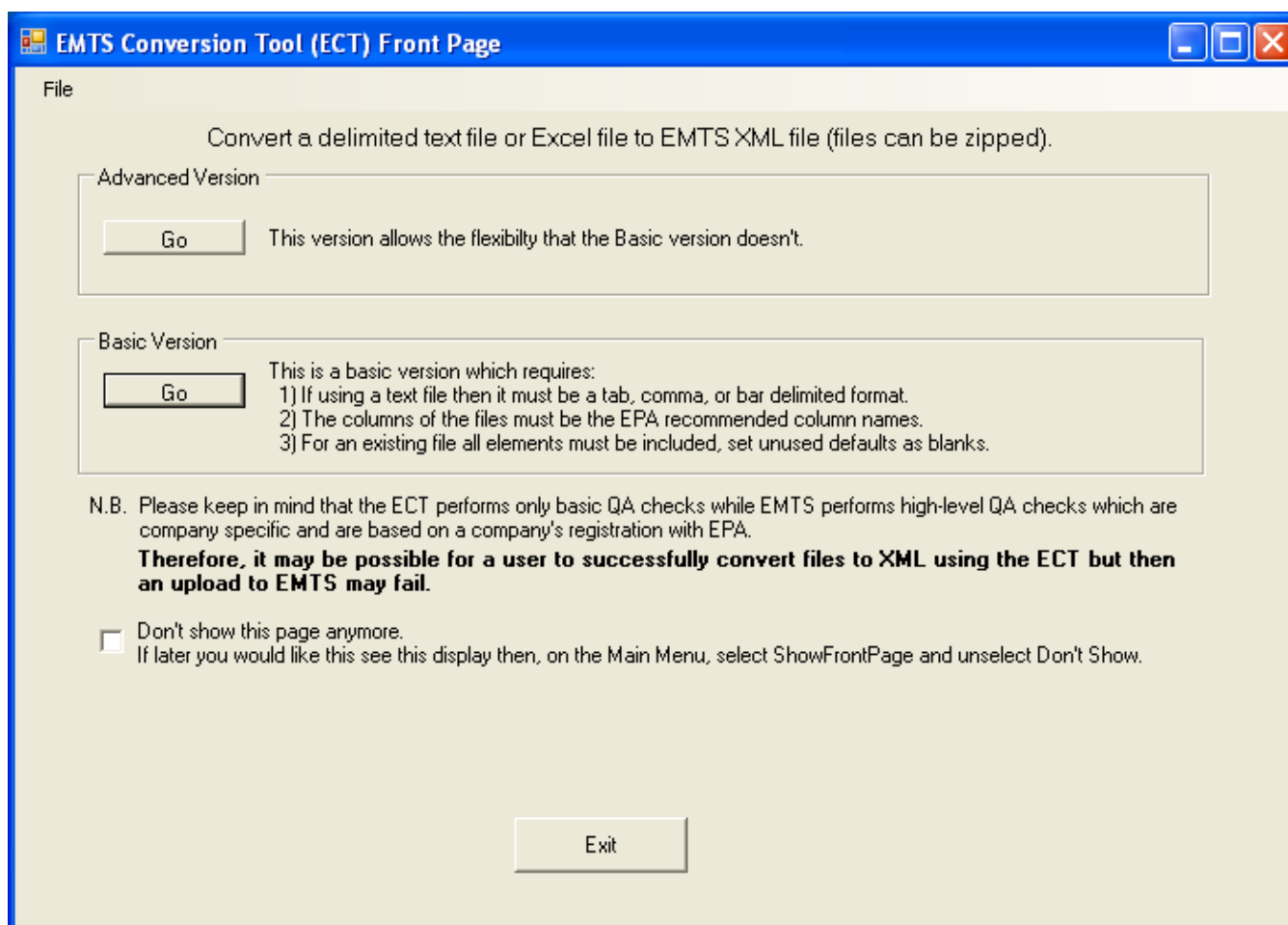
Figure 1: EMTS Conversion Tool Input File Directory
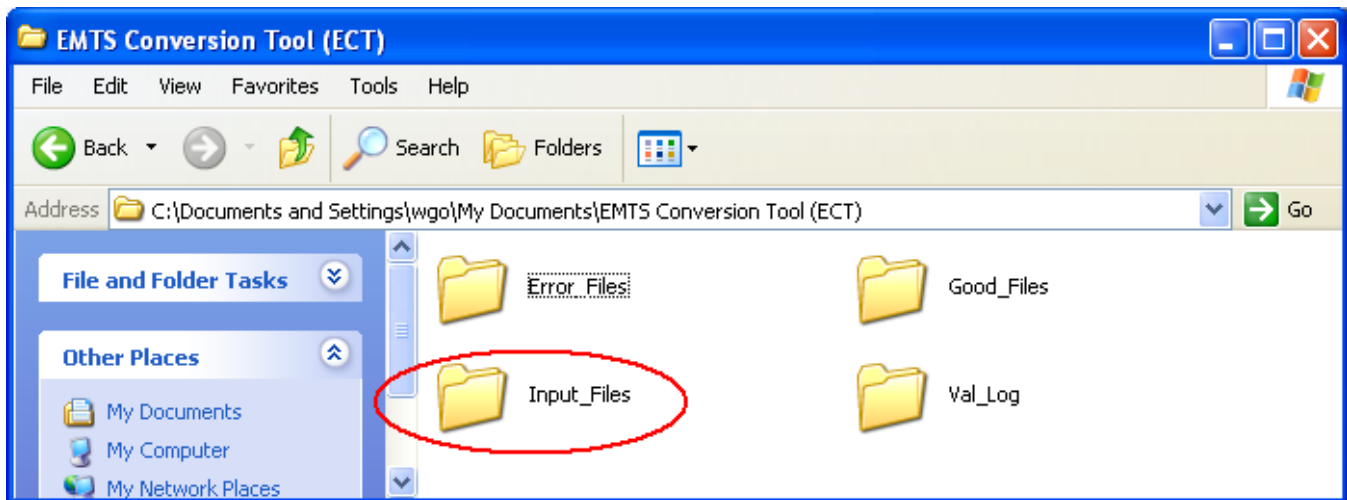
Running the ECT

The ECT can be opened from the Start Menu. Upon starting the ECT, the start-up screen is displayed (see Figure 2).

Figure 2: Start-up Screen

On the start-up screen, the user has the option to click the checkbox beside "Don't show this page anymore." This will cause the ECT to open on the File Selection screen instead of the start-up screen. Click the "Go" button under Basic Version.

Selecting Files

After clicking the "Go" button, the File Selection Screen appears (see Figure 3).

Figure 3: File Selection Screen
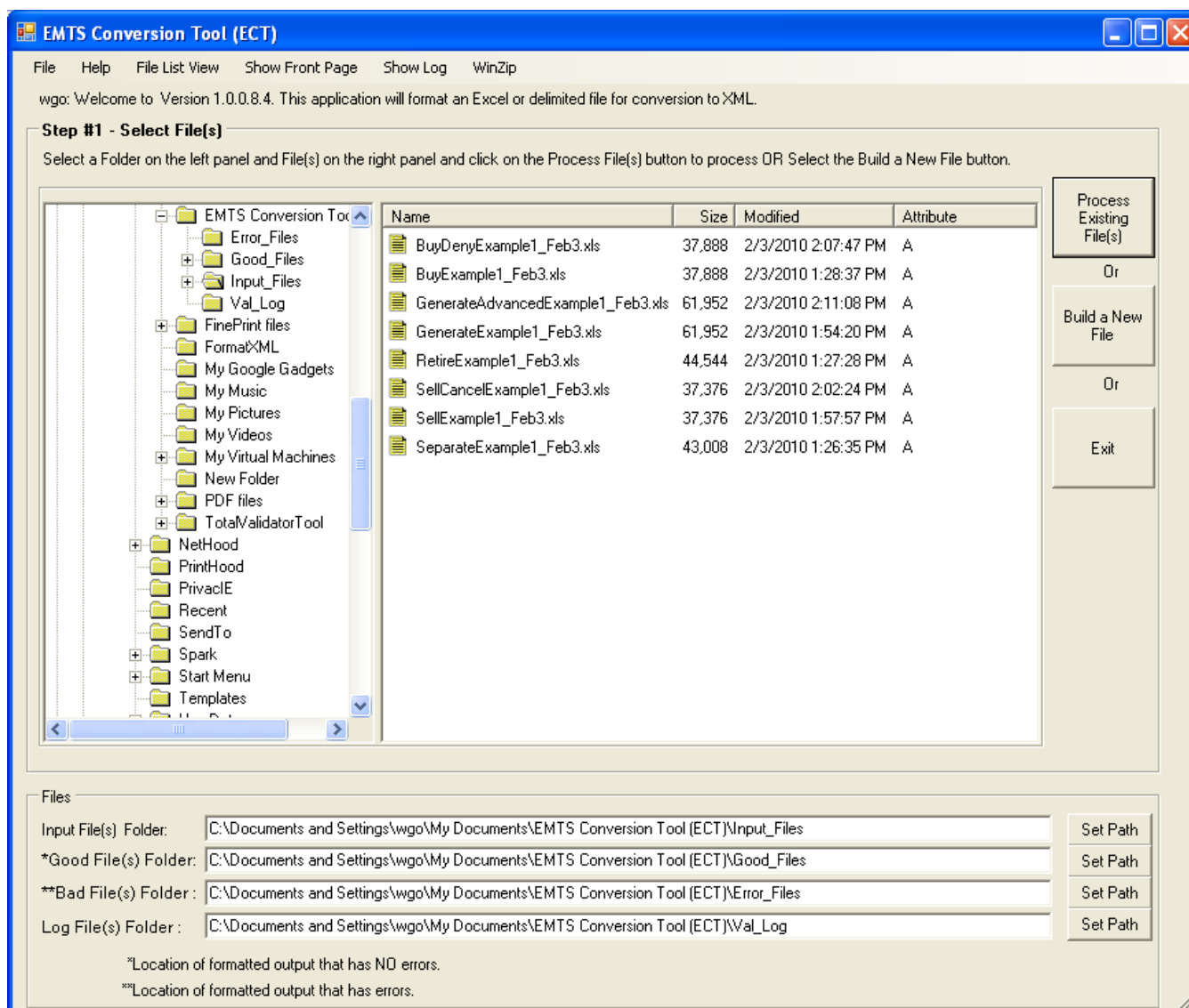
The user should select the desired file(s) and click the "Process Existing File(s)" button, or click the "Build a New File" button without selecting any files. To select multiple files, the user should press "Ctrl" on the keyboard and click on all of the files to be processed. If the file name contains the transaction type, the ECT will assume that the named transaction type is the type to process and will go immediately to the File Processing screen (Figure 4) when "Process Existing File(s)" is clicked. If the transaction type is not contained in the file name, the user will be asked to specify the transaction type (see Figure 8).

Processing Files

The File Processing screen is depicted in Figure 4. First, the user should complete Step #3, "Enter Company Info." The required company information includes:

- User Login (case sensitive and must be the same as the EMTS login);
- Organization ID (EPA assigned, four-digit ID); and
- Submittal Creation Date.

Figure 4: File Processing Screen
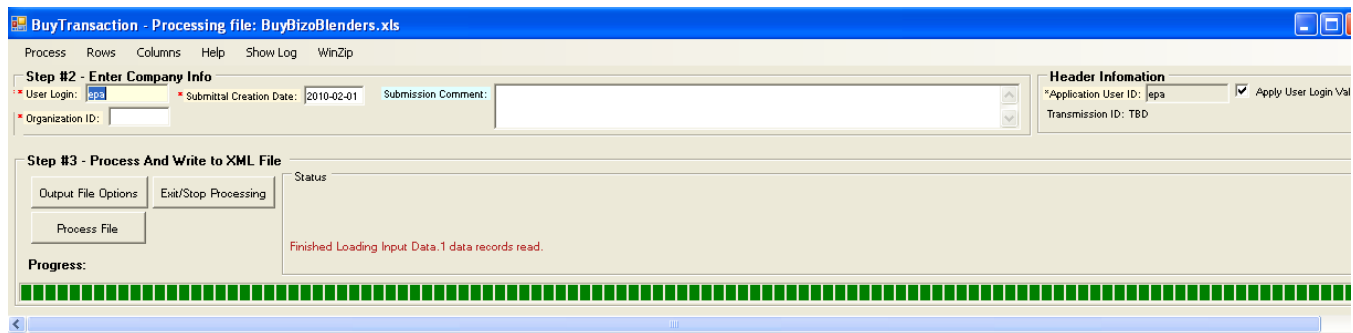
The ECT uses the following default settings when processing files: the output file is an uncompressed XML file, and the output file name is formatted as "TtOrgId_YYYY-MM-DD-HH-MM-SS" where "Tt" is the transaction type (i.e., Generate) and "OrgId" is the four-digit ID entered in the "Organization ID" field. To change these default settings, the user should click the "Output File Options" button (see Figure 5).

Figure 5: "Output File Options" Button
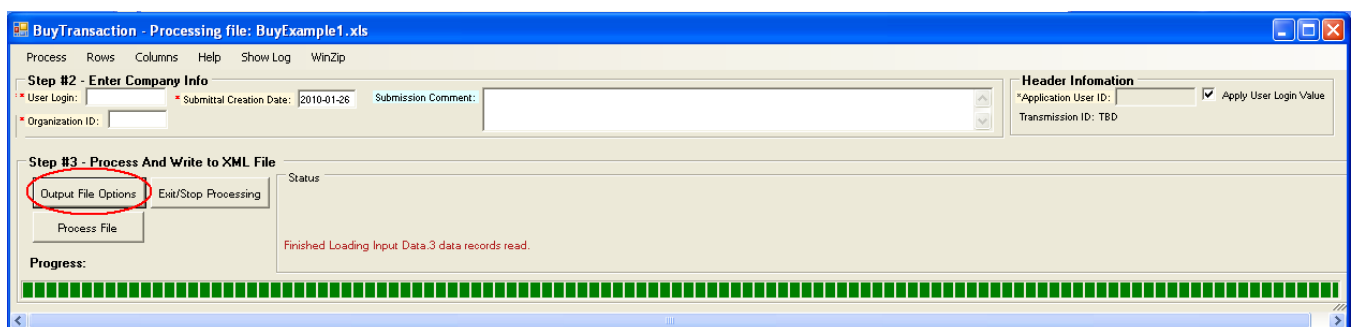
On the Formatted Output File Options screen (see Figure 6), the user can specify the output file type, compression, and file name (compressed XML is the only format accepted by EMTS). To specify the file name, the user should check the checkbox to override the default name and then enter a new file name. The ECT automatically appends the transaction type of the file being processed to the beginning of the new

file name. In the example in Figure 6, if a Generate file were being processed, the output file name would be "Generate01-26-2010.xml."   Once a user updates the Formatted Output File Options screen, the updates become the default setting for subsequent file conversions and remain so until the user goes back to the Formatted Output File Options screen and changes the settings.

Figure 6: Formatted Output File Options Screen

After specifying the output file options, the user should click the "Process File" button. Note that if multiple files have been selected for processing, only one file is processed at a time. In this case, a "Next file" button will be visible next to the "Process File" button (see Figure 7). The user should first click the "Process File" button, verify that the file processes successfully (see the Results of File Processing section in this Quick Guide), and then press the "Next file" button.

Figure 7: "Next file" Button
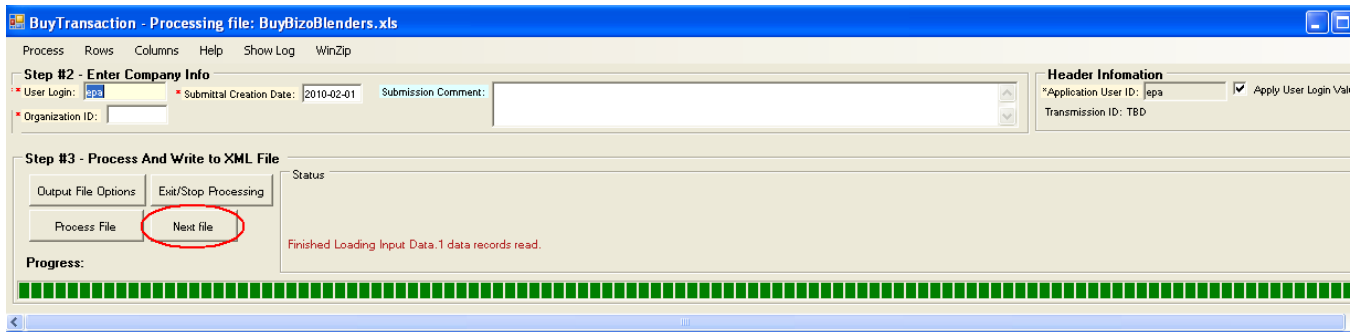
Creating New Files

If the "Build a New File" button is clicked on the File Selection Screen (see Figure 3), a screen will appear asking the user to specify the transaction type (see Figure 8).

Figure 8: Selecting the Transaction Type
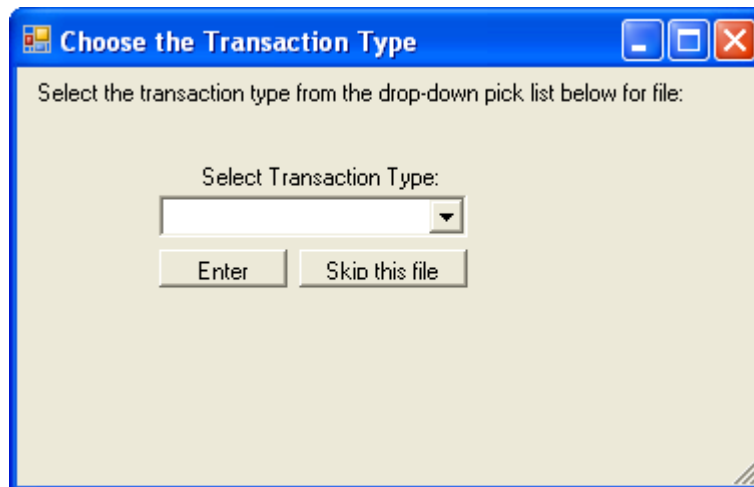
Once the user selects the transaction type and clicks "Enter," the File Processing screen appears (Figure 9).

Figure 9: File Processing Screen

First, the user should complete Step #3, "Enter Company Info." The required company information includes:

- User Login (case sensitive and must be the same as the EMTS login);
- Organization ID (EPA assigned, four-digit ID); and
- Submittal Creation Date.

Under the "Enter Company Info" section, a data grid is displayed. The user should enter the transaction data in the grid and click the "Process File" button.

Results of Processing

If processing is successful, the screen will display a message that reads "Records were successfully processed. Formatted to: XML file" (see Figure 10).

Figure 10: A Successfully Processed File
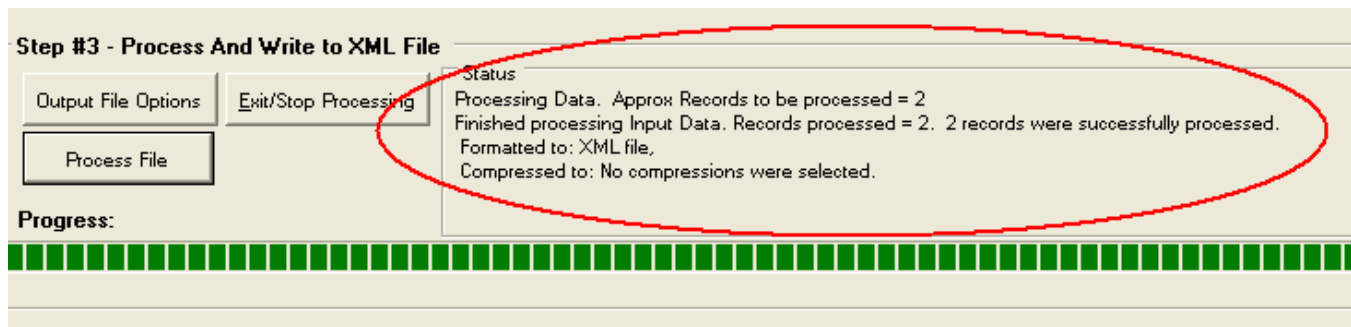
Upon successful processing, the output XML file is written to the following directory:

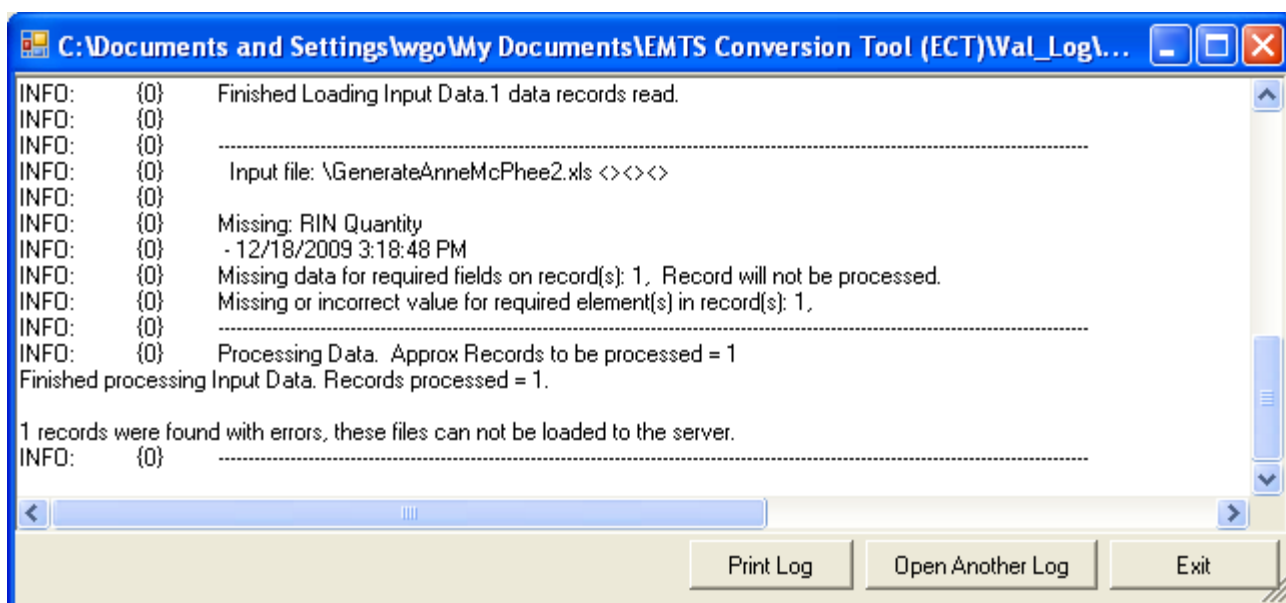C:\Documents and Settings\<user>\My Documents\EMTS Conversion Tool (ECT)\Good_Files

If processing is not successful, the screen will display a message that includes, "Missing or incorrect value for required element(s) in record(s):<...>, refer to columns marked." Figure 11 depicts an example of this. If the user had previously selected the "Build a New File" option, a data grid will be visible and the appropriate cell(s) in this grid will change color to indicate where the error has occurred.

Figure 11: An Unsuccessfully Processed File
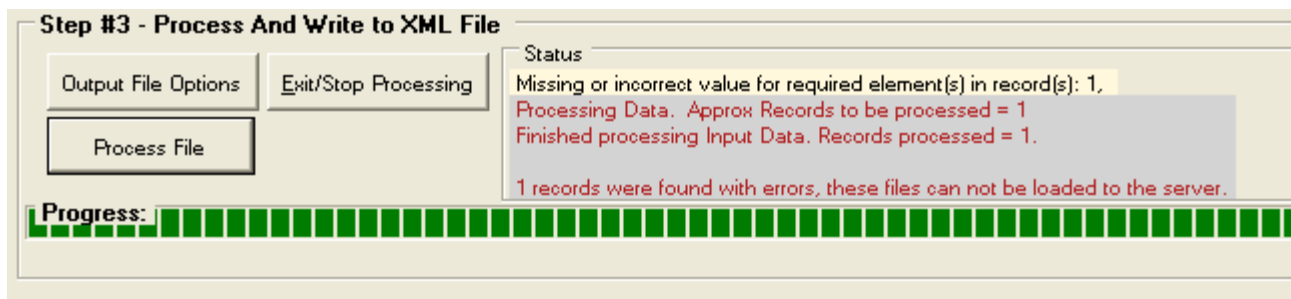
The ECT maintains a log file, which can be used to view additional descriptions of the errors if processing is unsuccessful. Clicking the "Show Log" button at the top of the File Processing screen displays the log file in the log viewer (see Figure 12). This viewer includes buttons which allow the user to print the log and to select another log file for viewing. Clicking "Exit" closes the log viewer.

Figure 12: Errors Reported in Log File

If a selected input file is not successfully processed, the ECT will still attempt to create an output XML file. This file will be located in the following directory:

C:\Documents and Settings\<user>\My Documents\EMTS Conversion Tool (ECT)\Error_Files

Only the data rows with no errors will be written to the output file. All data rows that contain errors will not be converted to XML.

Processing Multiple Files

If multiple files were selected for processing and the user wishes to process the next file in the batch, the user should click "Next file," as indicated in Figure 13. Before processing the next file, the user will have to re-enter the Organization ID and the Submittal Creation Date. Note that the "Next file" button will be present for all files except the last one in the batch.

Figure 13: Processing Next File