# Quick Guide: Running the Conversion Tool (Advanced Version)

Prior to starting the ECT, the user should place the 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).
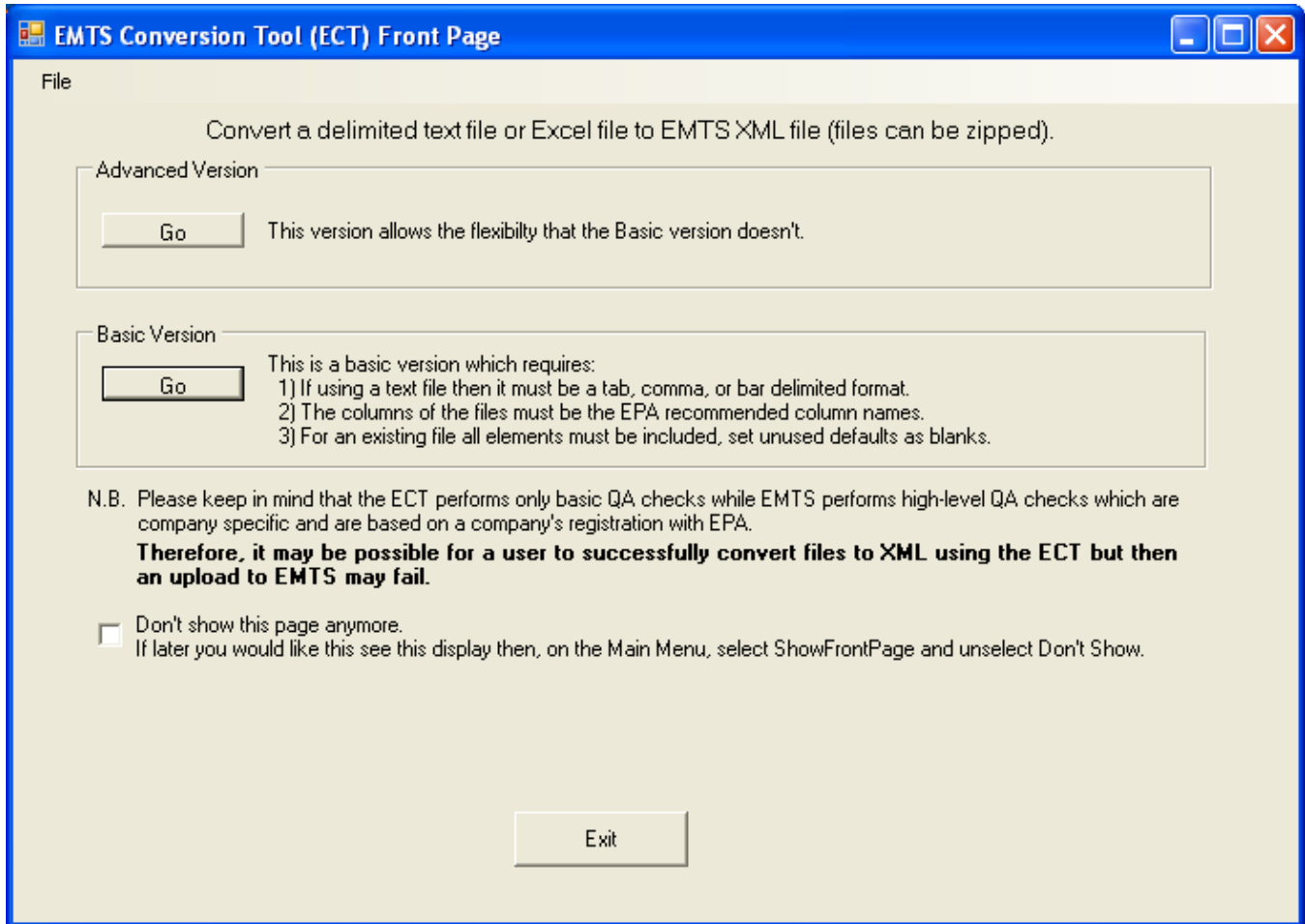
Figure 1: EMTS Conversion Tool Input File Directory
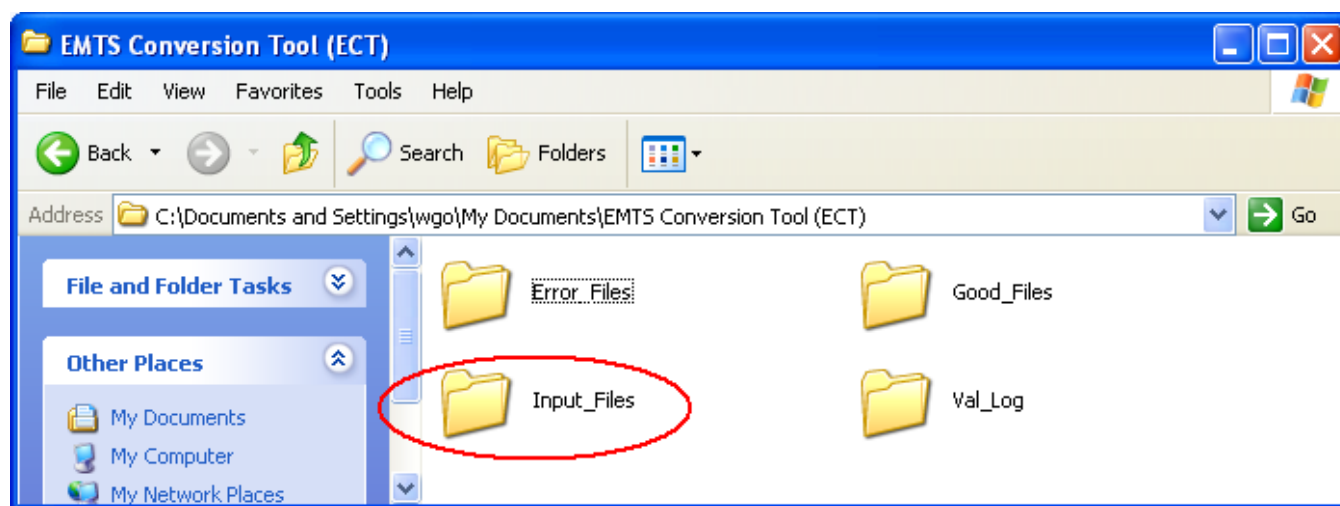
Running the ECT

This guide describes how to run the ECT in its advanced mode. Once the ECT is installed, it can be opened from the Start Menu. Upon starting the ECT, the start-up page displayed in Figure 2 appears.

**Figure 2: Start-up Page of the ECT**

The user should click on the "Go" button under "Advanced Version." Prior to doing this, the user can click on the "Don't show this page anymore" box, if desired. This will cause the start-up screen to be skipped on subsequent uses of the ECT, resulting in the processing starting up directly at the screen where the input files are chosen.

Selecting Files

Once the "Go" button for the Advanced Version is selected, the File Selection Screen appears (see Figure 3).

Figure 3: File Selection Screen
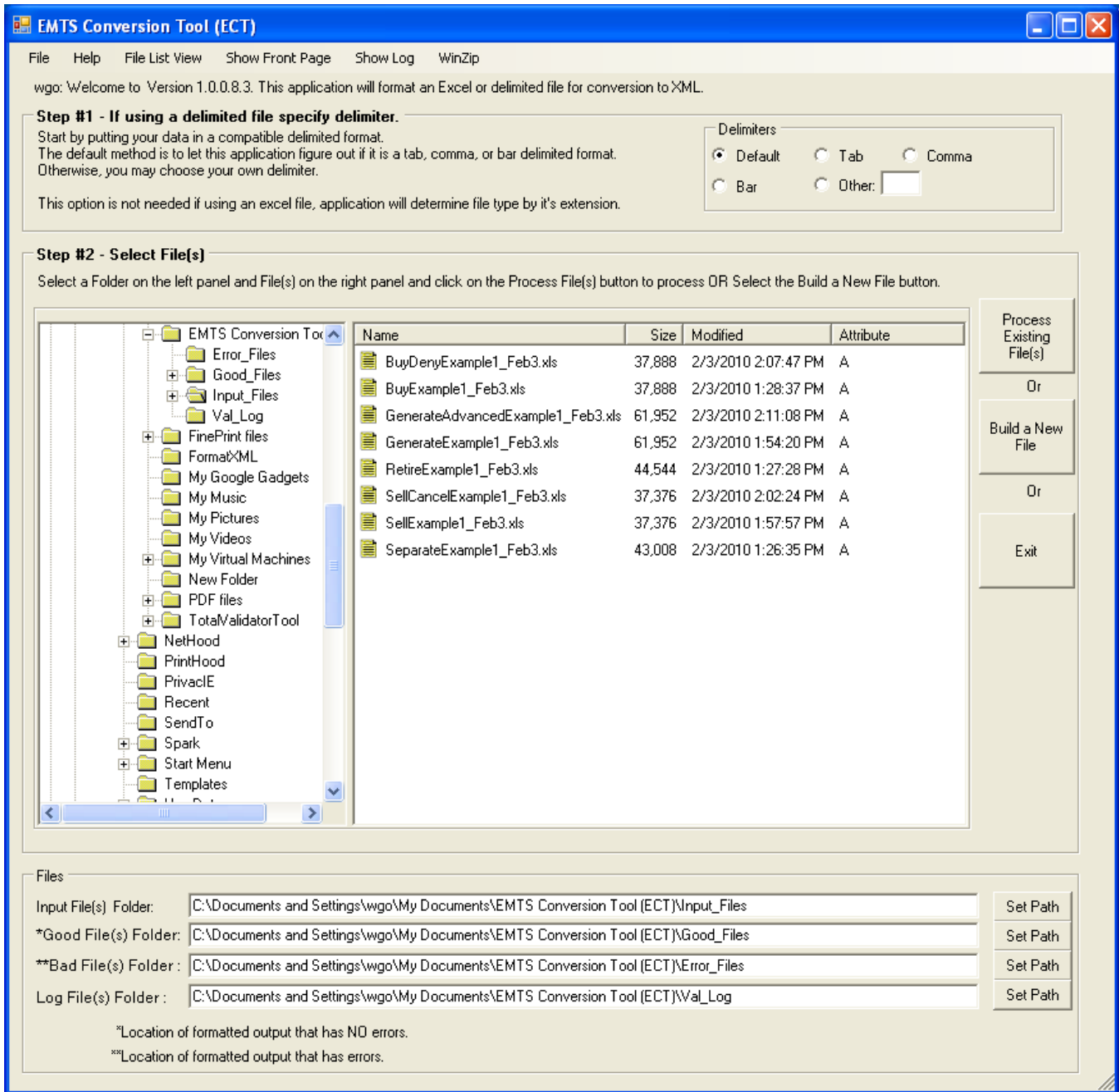
The user should select the desired file(s) and click the "Process Existing File(s)" button, or click the "Build a New File" button without selecting any files. To select multiple input files, the user should press "Ctrl" on the keyboard and click on all of the files to be processed. The input files must be either Excel files or text files. If a text file is used as input, the delimiter should be specified (see "Step #1" in Figure 3 above). 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 9).

Processing Files

The File Processing Screen is depicted in Figure 4. The user should first fill in the "Enter Company Info" portion of the File Processing Screen, indicated by "Step #3" in the figure. The company information required includes:

- User Login (is 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 should be visible with the column headers and data from the input file displayed.

Figure 4: File Processing Screen

The File Processing Screen includes a set of drop-down menus under the data grid. These menus include as options all of the column headers in the input file. For each field, the drop-down menu should be used to specify the column header in the input file that is associated with the field name that will be written to the XML file. Figure 5 shows an example of this; the user has selected "RIN Amount" in the drop-down to match the "RIN Amount" header shown in the data grid.

Figure 5: Selecting Column Headers

A column header only needs to be selected if there is a non-null value in the data grid -- in the example above, a column does not need to be selected for "DenaturantVolume." Note that upon installation, the drop-down menus will have the default EPA names but can be changed as needed by the user. The user can also set any names he has changed back to the defaults be clicking on "Set Columns to Recommended Defaults" (see Figure 6). Note also that there is no need to select the column headers if the default EPA column names are used in the input files and the drop-down menus.

**Figure 6: Set Columns to Recommended Defaults**

Once the column headers are selected and the user information is complete, the user can adjust the ECT default settings. 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 7).

Figure 7: "Output File Options" button
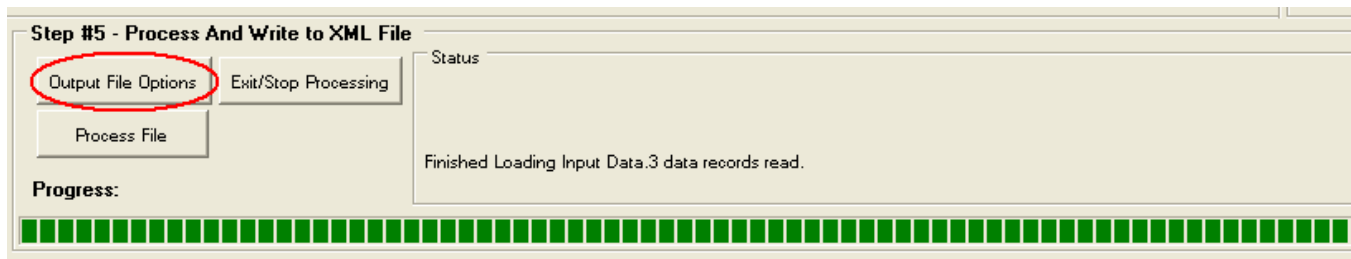
On the Formatted Output File Options screen (see Figure 8), the user can specify the output file type, compression, and file name (compressed XML is the only format accepted by EMTS). To specify the file name, the user should check the checkbox to override the default name and then enter a new file name. 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 8, if a Generate file were being processed and the user wanted to name the file "01-26-2010," 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 8: Formatted Output File Options Screen
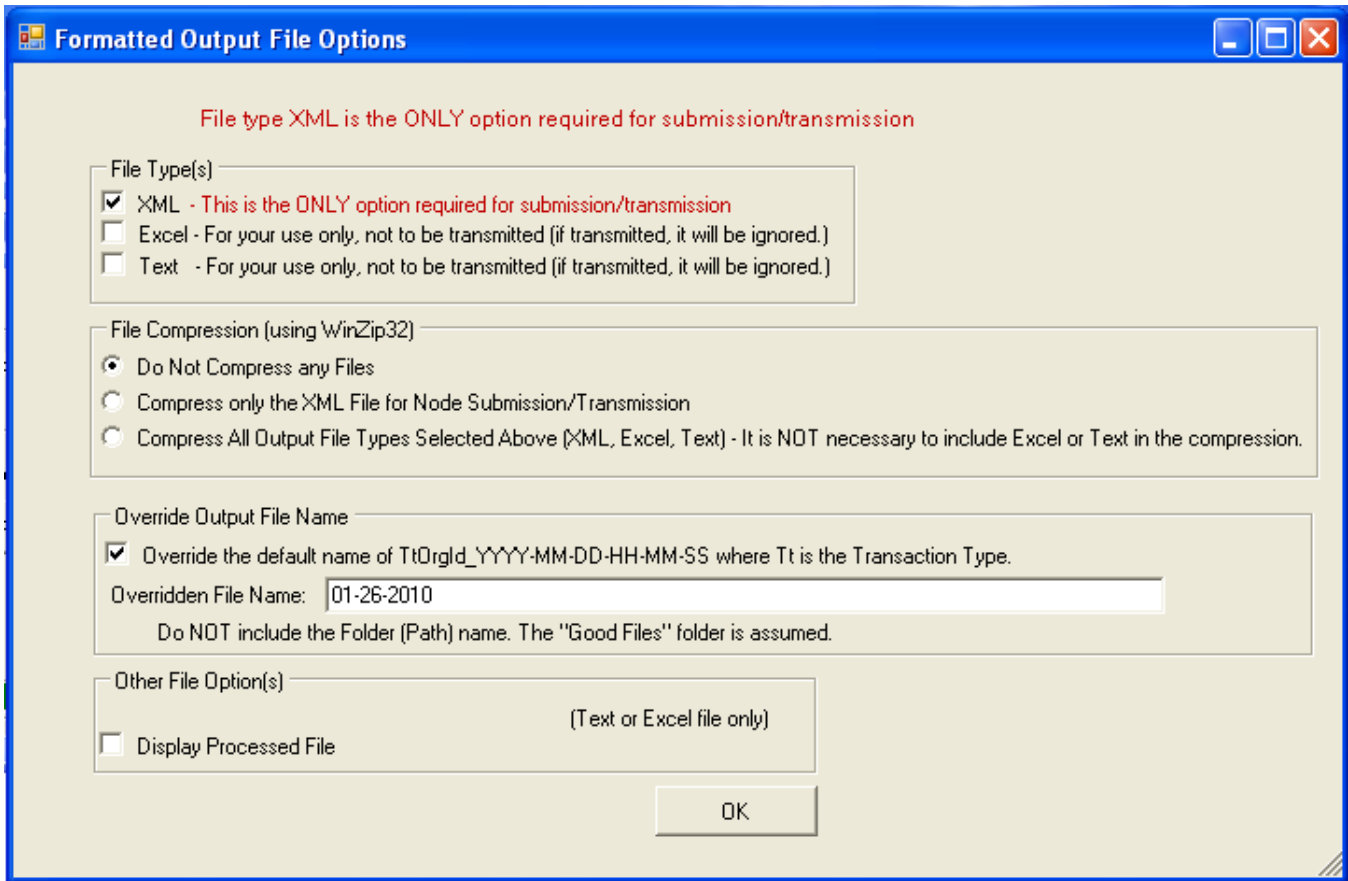
After specifying the output file options, the user should click the "Process File" button. Note that if multiple files have been selected for processing, only one file is processed at a time. In this case, a "Next file" button will be visible next to the "Process File" button (see Figure 9). The user 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.
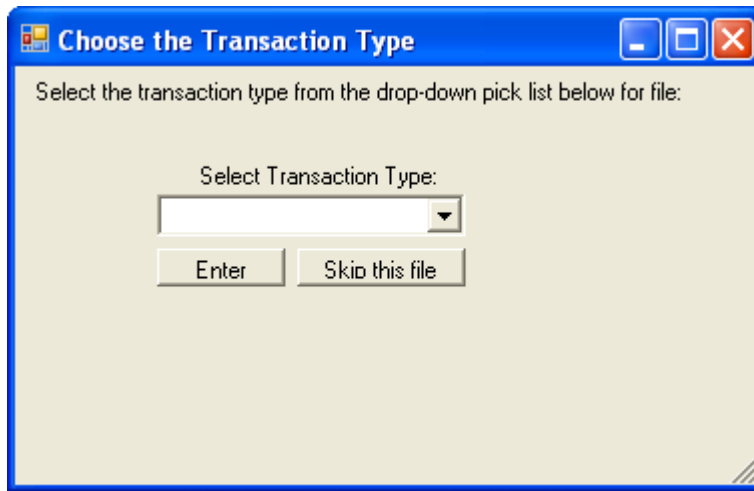
Figure 9: "Next file" Button
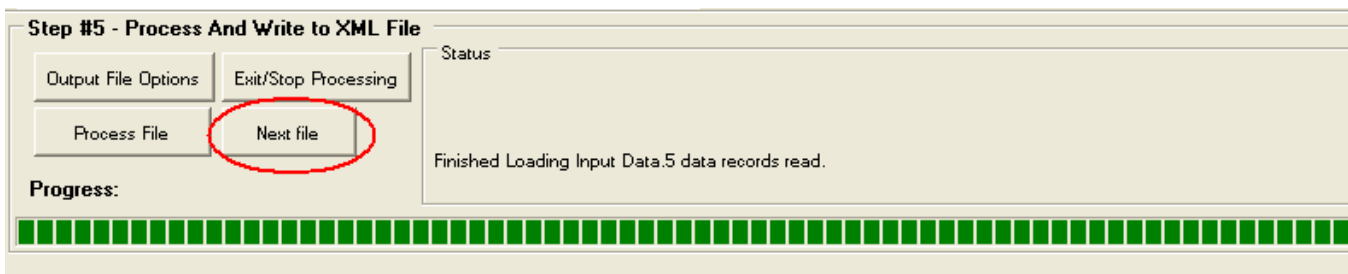
Creating New Files

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 10).

Figure 10: Selecting the Transaction Type

Once the user selects the transaction type and clicks "Enter," the File Processing Screen appears (Figure 11).

Figure 11: File Processing Screen
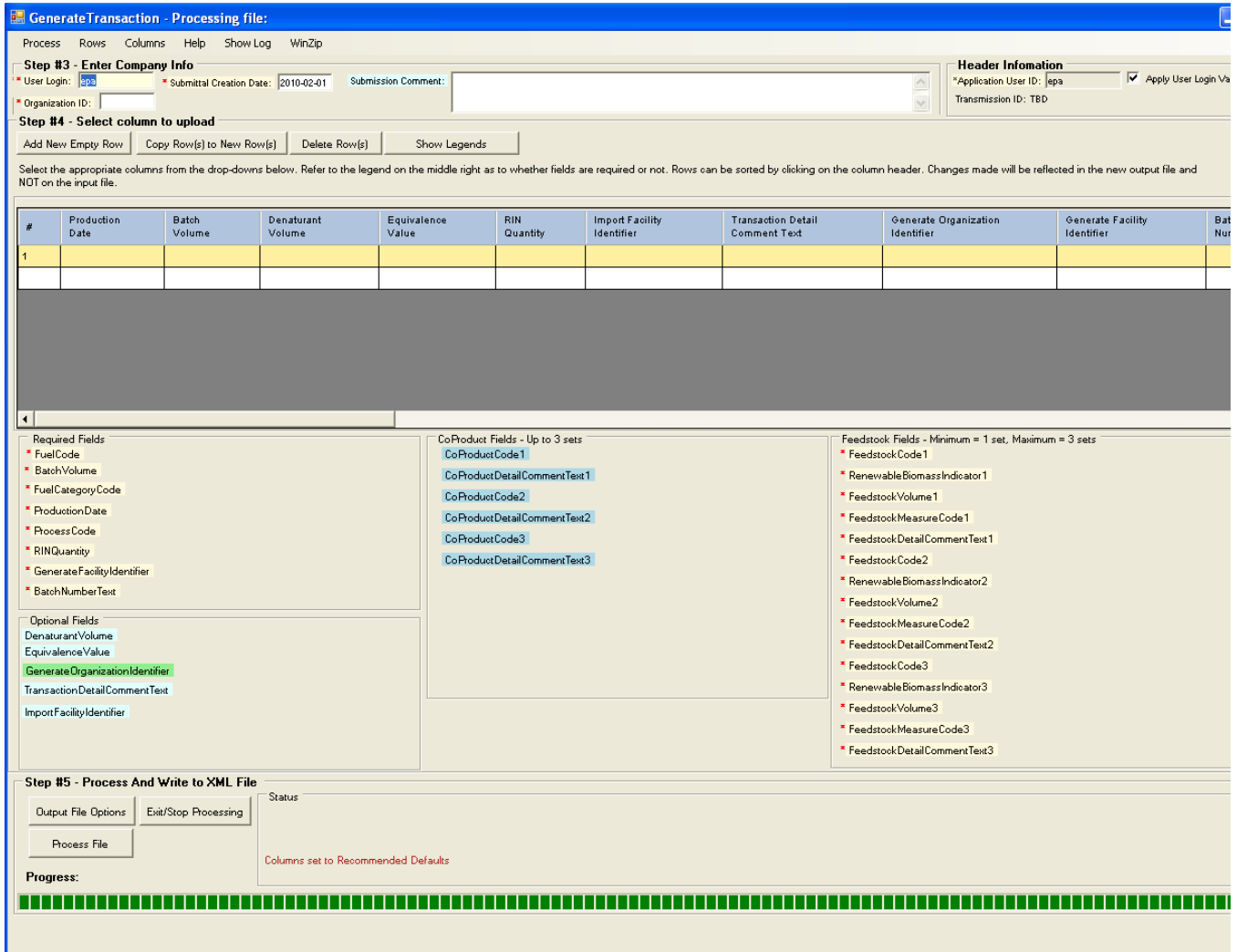
Note that in this version of the File Processing Screen, there are no drop-down menus with column headers, since the default column headers will always be used when the user elects to build a new file.

The user should first fill in the "Enter Company Info" portion of File Processing Screen, indicated by "Step #3" in Figure 11. The company information required includes:

- User Login (is 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 should be visible. The user should fill in data. Once the data is entered and the user information is complete, the user should 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 12).

Figure 12: A Successfully Processed File
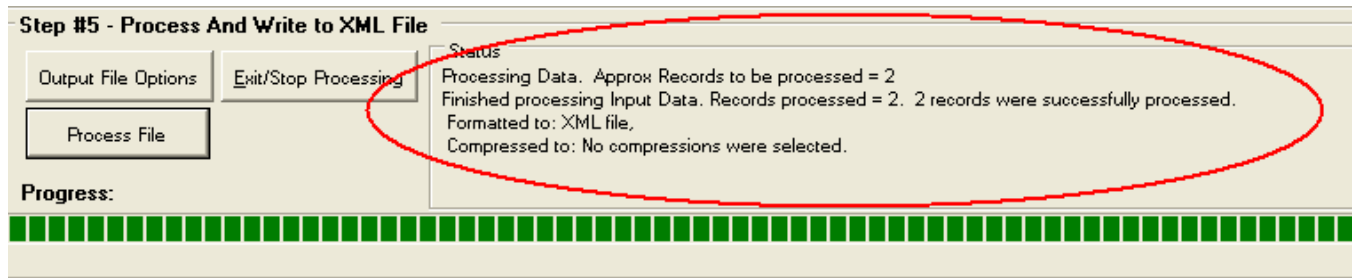
Upon successful processing, the output XML file is written to the following directory:

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." In addition, the appropriate cell(s) in the data grid will change color to indicate where the error has occurred (see Figure 13).

Figure 13: Indication of Error in 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 14). 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 14: Errors Reported in Log File
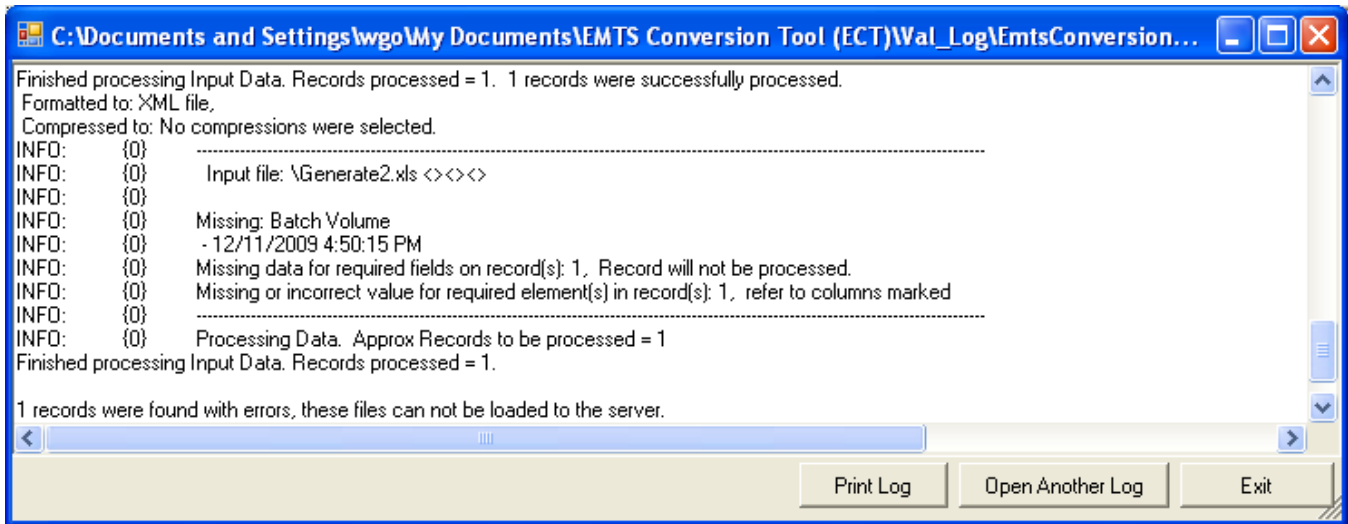
If a selected input file is not successfully processed, the ECT will still attempt to create an output XML file. This file will be located in the following directory:

   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 the user chose to process multiple existing files and wishes to process the next file in the batch, the user should click "Next file," as indicated in Figure 15. Before processing the next file, the user will have to re-enter the Organization ID and the Submittal Creation Date. Also, if the input files do not use the same column headers as the default Excel templates created by EPA, the user may have to re-specify the column headers in the dropdown menus. Note that the "Next file" button will be present for all files except the last one in the batch.

Figure 15: Processing Next File