

Sponsored by the Middlesex County Board of Chosen Freeholders through the Division of Solid Waste Management

Before You Begin:

In order to set your copy of Tonnage Tracker up to work from year to year, you will need to create a directory on your computer to hold the data files. The system will be able to automatically import the files from this directory into subsequent versions of the program.

The file you need to create will be on the local drive of your computer. It will look like:

c:\tonnage\

Outlined below are the steps to make the directory.

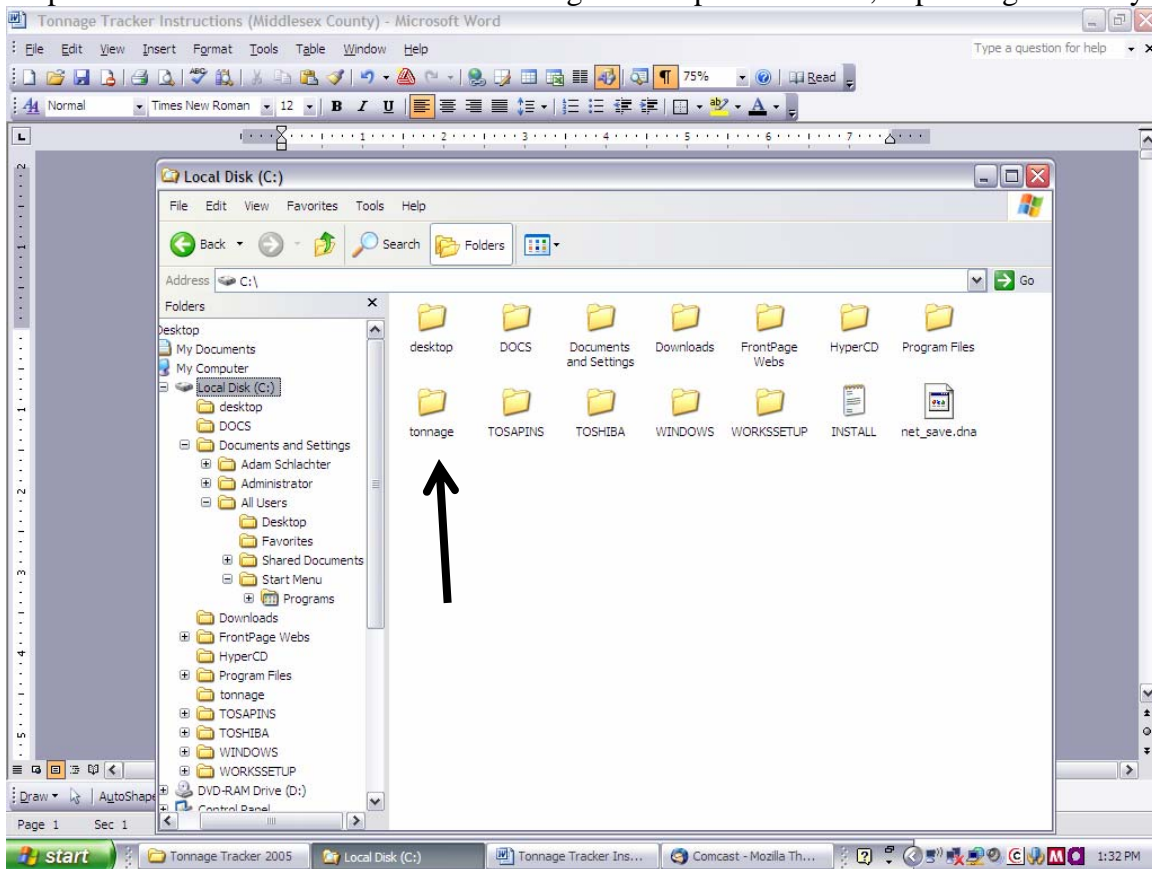
Step 1: Open Windows Explorer or My Computer (depending on your Windows version).

Step 2: Make sure your C: drive is highlighted.

Step 3: Go to the File menu and choose New and then Folder.

Step 4: At this point a new folder will appear with the name highlighted. Change the name from New Folder to tonnage.

Step 5: You are done. You'll see something like the picture below, depending on how your screen is set up.

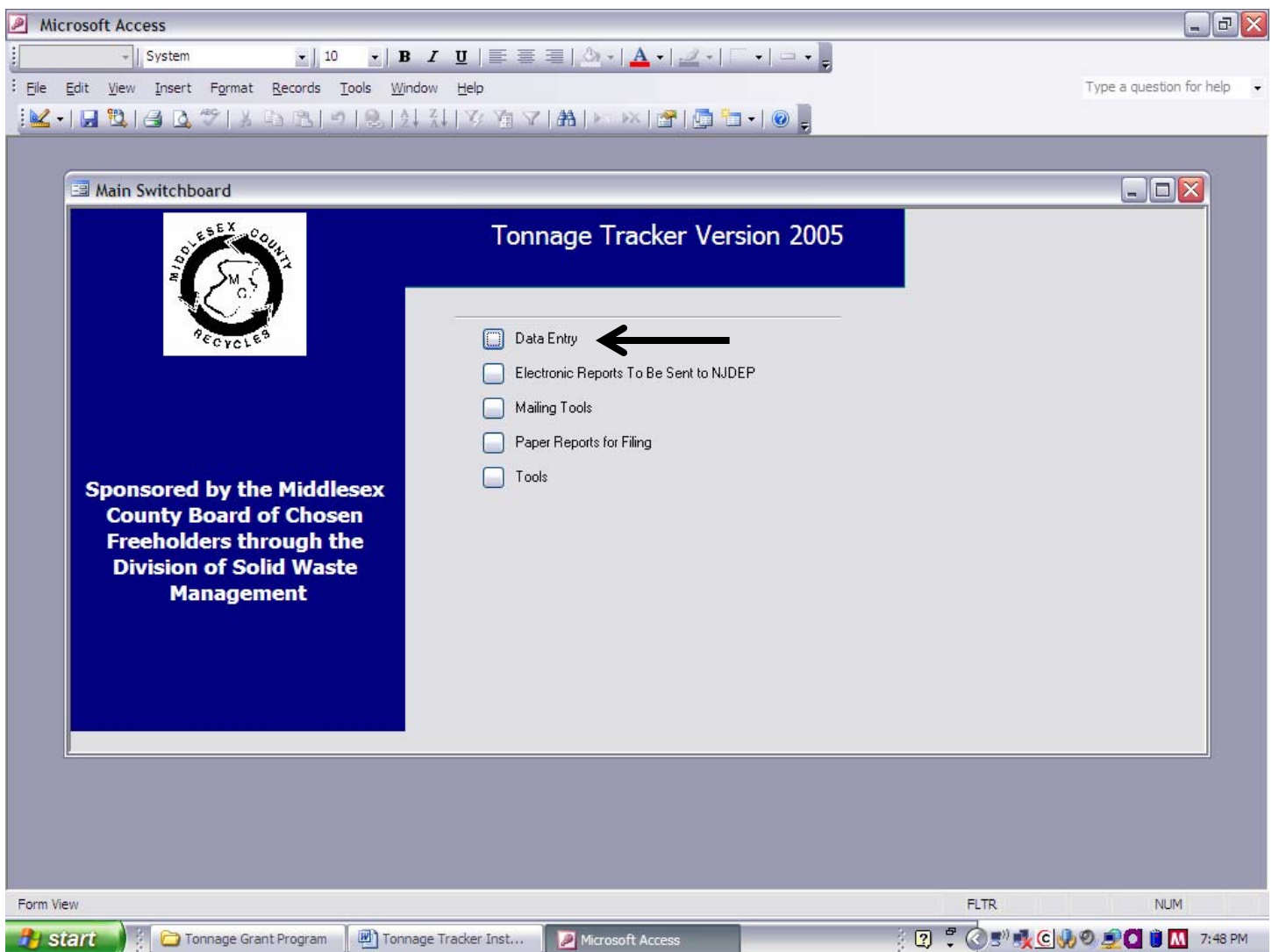


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Chapter 1: Setting Up Tonnage Tracker

When you first open the file, this is the screen that will come up. Each of the buttons will take you to a different part of the file.

Let's get started! The first thing you are going to do is to customize your file to your town. Click on the Data Entry button (see figure 1.1)

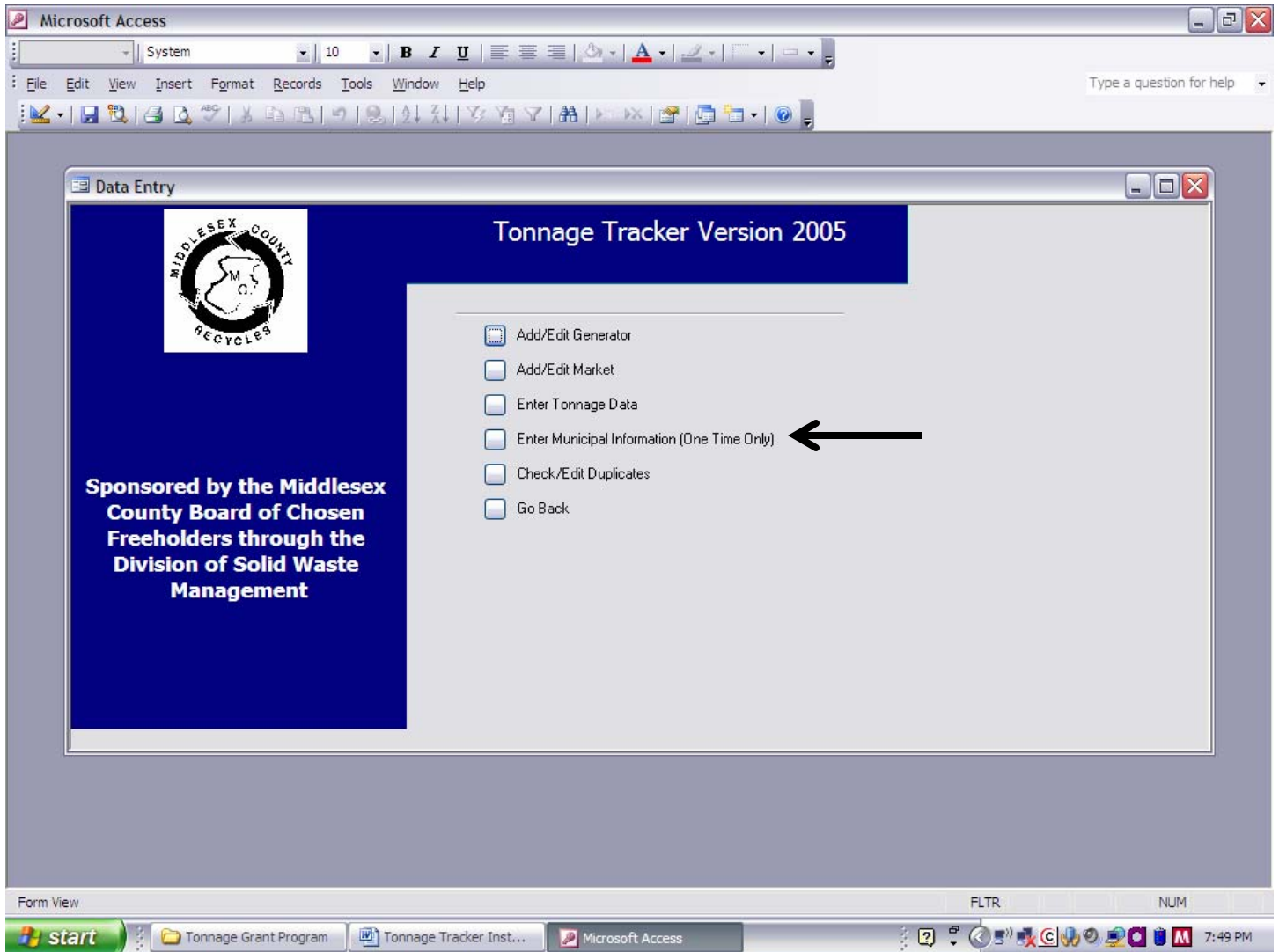


(Figure 1.1)

Once you click on this button you will be taken to another screen. On this screen will be a variety of data entry options that you can perform.

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In order to start working with Tonnage Tracker you will need to enter some information into the database. Click on the button marked Enter Information (See Figure 1.2)



(Figure 1.2)

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The screen will then change to a Form that you must fill out. (See Figure 1.3)

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Information Form : Form]". The window contains a form with the following fields and values:

First Name:	Adam	Last Name:	Schlachter
Position:	Data Dude		
County:	Middlesex		
Municipality:	Carteret		
Address 1:	1 Main St.		
Address 2:	P.O. Box 1225		
City:	South Brunswick	State:	NJ
		Zip Code:	07001
Phone Number:	732-221-8468		
Fax Number:	732-221-8469		
Email Address:			
County Code:	12		
Municipal Code:	01		

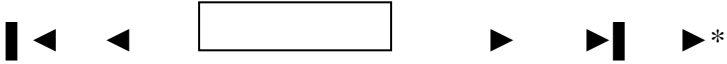
At the bottom of the form, it says "Record: 1 of 1". The taskbar at the bottom shows several open applications: "http://radio.launc...", "Document1 - Micr...", "TonnageTrackerV...", "Data Entry", and "Information Form ...". The system clock shows "11:21 AM".

(Figure 1.3)

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Navigating Through Tonnage Tracker:

On the bottom of each form you will see a series of buttons looking similar to the picture below:



IMPORTANT: In order for Tonnage Tracker to operate correctly the records that exist already in the system must stay as they are. In order to accomplish this you must add a **NEW** record every time you add a new piece of information to the system. Ex. When adding a transaction, it must be a new record. **NOTE:** You can modify existing information. If you make a mistake, the record **CAN BE CHANGED**.

Button Explanation: **NOTE-THESE ARE APPROXIMATIONS OF THE BUTTONS IN ACCESS!**

|◀: This button will take you back to the beginning of the database.

◀: This button will take you to the **PREVIOUS** record. This is used if you want to scroll through a record or change something that may have been entered incorrectly.

▶: This will take you to the **NEXT** record. You can use this button to move between records. If you need to make a correction, this will move you between records.

▶|: This takes you to the **LAST** record that you **MODIFIED**. Use this key when you need to close the Transaction screen to add a generator or market. Once you have added the new information to the appropriate table, open the Transaction screen back up and click this button. It will take you back to the record you were working on before you closed the screen.

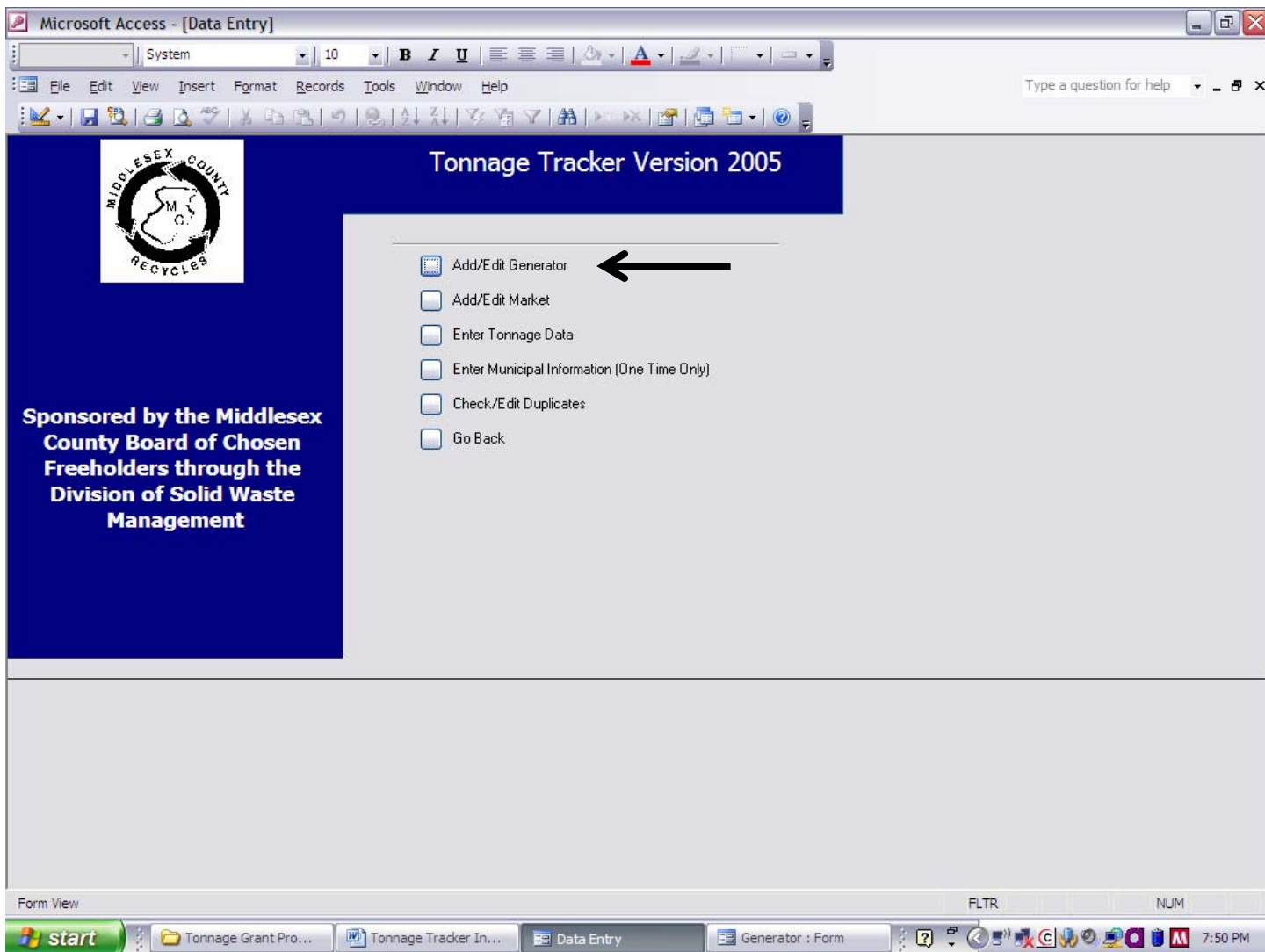
▶*: This button will add a **NEW** record to the system. This is what you want to use when you need to add transactions, a new market or new generator. By doing this you will be taken to an empty record. Before you start typing into the record, check the Field labeled ID Number. It should say **AutoNumber** in the box. If it does **NOT** say **AutoNumber**, hit the key again to get a new record.

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Chapter 2: General Data Entry

Add/Edit Generator:

This function allows you to edit the information about a specific Generator. You access it by clicking the button (See figure 2.1).



(Figure 2.1)

By pressing this button you will go to a screen with the information about your Generators. This table contains all of the information about each generator. Once you have updated the information it will automatically update the mailing labels and list that can be printed.

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One of the **IMPORTANT** features of the Generator Form to remember is to choose whether or not this Generator has reported to you. See Figure 2.2

Once they have reported, click the drop-down menu to show Yes. By changing this you eliminate it from the list of people being tracked (because you no longer need to). It will then be eliminated from the mailing label and letter features.

Additionally, there is a field and report to track if specific Generators are in compliance with the County's Recycling Inspection Program. This is an optional field for Coordinators to use. A report gets generated showing who is NON-COMPLIANT.

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [Generator : Form]". The window contains a form titled "Generator Information Form:". The form has the following fields and values:

- ID: [Empty text box]
- Company Name: NULL
- Address 1: NULL
- Address 2: NULL
- City: NULL, State: NULL, Zip Code: NULL
- Contact Name: NULL
- Contact Title: NULL
- Phone Number: NULL, Fax Number: NULL
- Email Address: NULL
- Last Inspection Date: NULL
- Compliance Status: [Dropdown menu with a black arrow pointing to it]
- Reported: No
- Comments: [Large empty text area]
- Internal Code: [Empty text box]

At the bottom of the form, there is a record navigation bar showing "Record: 1 of 3" and "Form View". The Windows taskbar at the bottom shows the Start button, several open applications (Tonnage Grant Pro..., Tonnage Tracker In..., Data Entry, Generator : Form), and the system clock showing 7:50 PM.

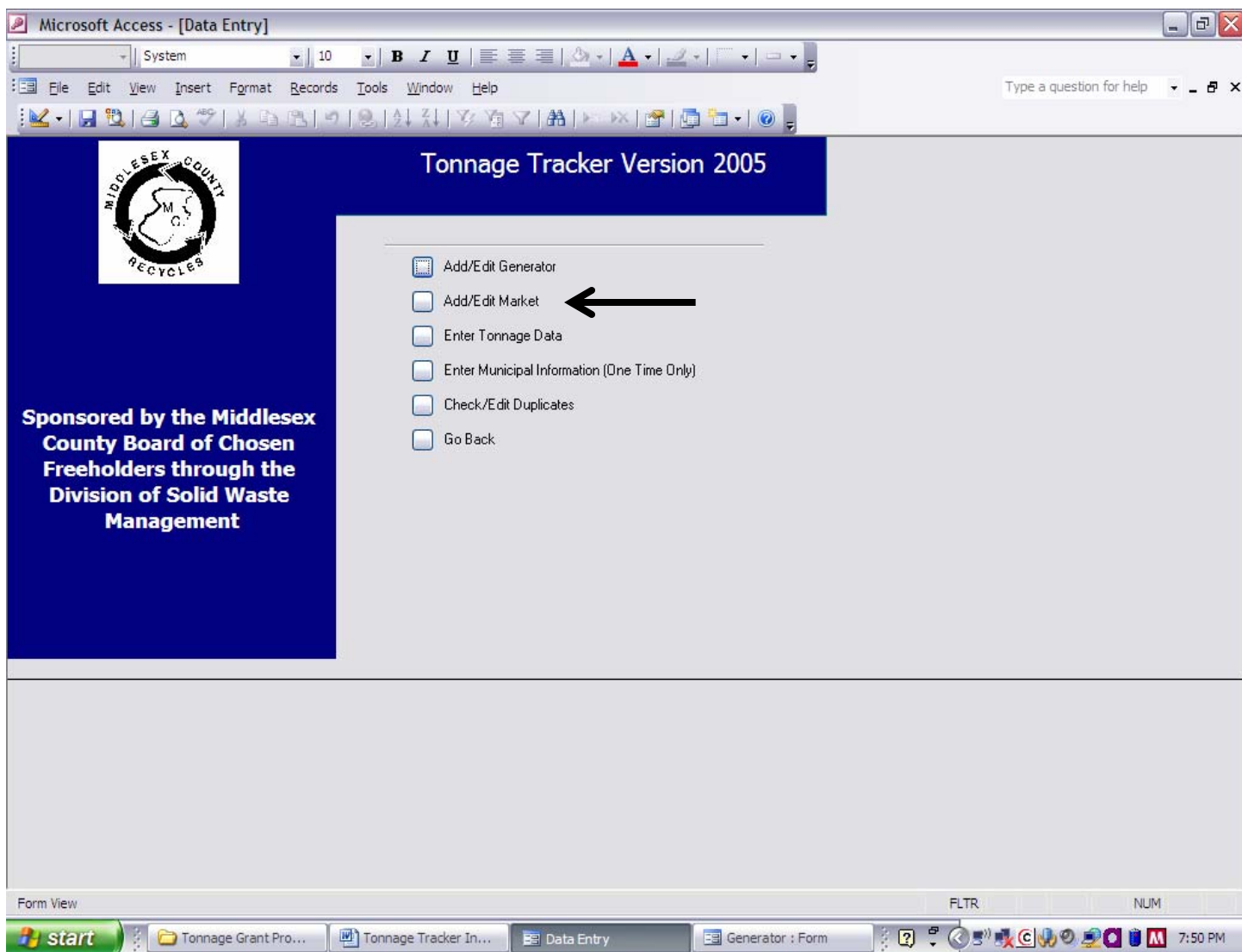
(Figure 2.2)

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Add/Edit Market:

This is the second button the Data Entry List. This is very similar to the Generator list except that it is all of the recycling Markets that are being used. See Figure 2.3

Through this screen you can update Market information or Add a New Market to the list. The new market will then be available on the Transaction Pages.



(Figure 2.3)

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Again, it is important that you change the Reported Field to reflect that the Market has reported. This will make sure that you are not sending out unnecessary letters to Markets that have already reported to you. See Figure 2.4

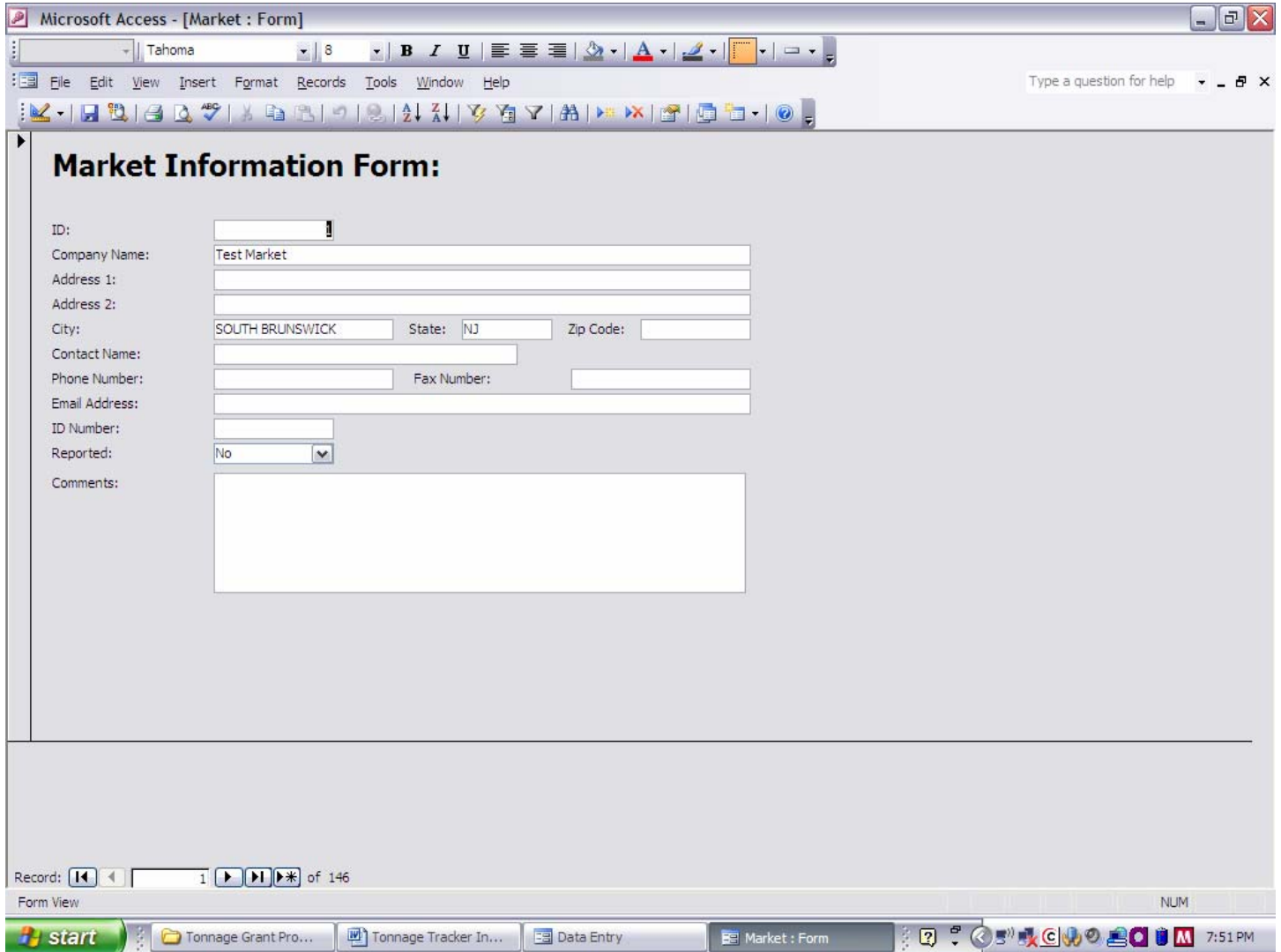


Figure 2.4

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Chapter 3: Entering Transaction Information:

In order to enter your Tonnage information, you will choose the button entitled Enter Tonnage Data under the Data Entry menu. See Figure 3.1

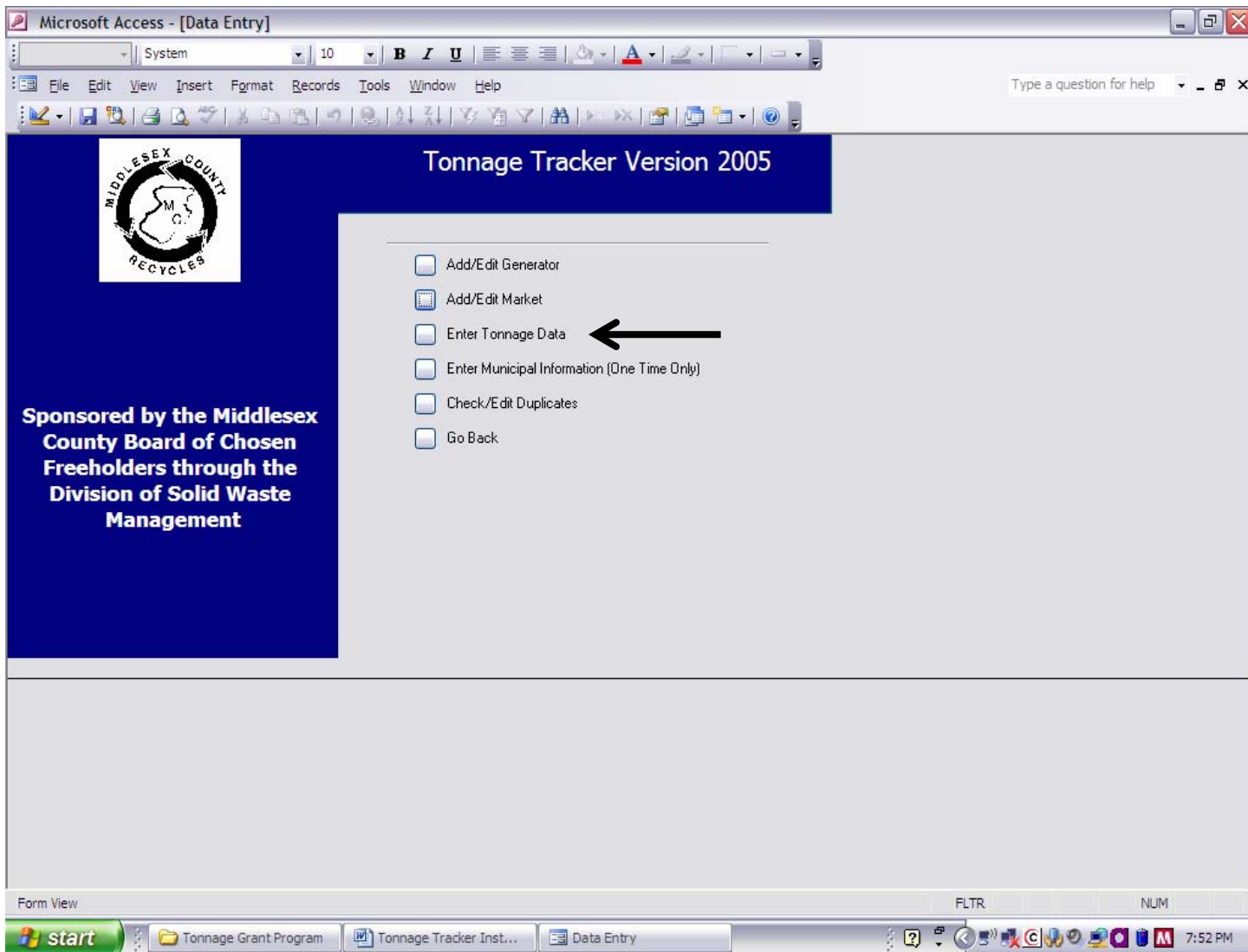


Figure 3.1

You will then see the following screen which is where you will enter your Tonnage Transaction Data. See Figure 3.2

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There are only 2 fields that you have to manually enter information in on this form, the tonnage amount and the material name under the Miscellaneous Category.

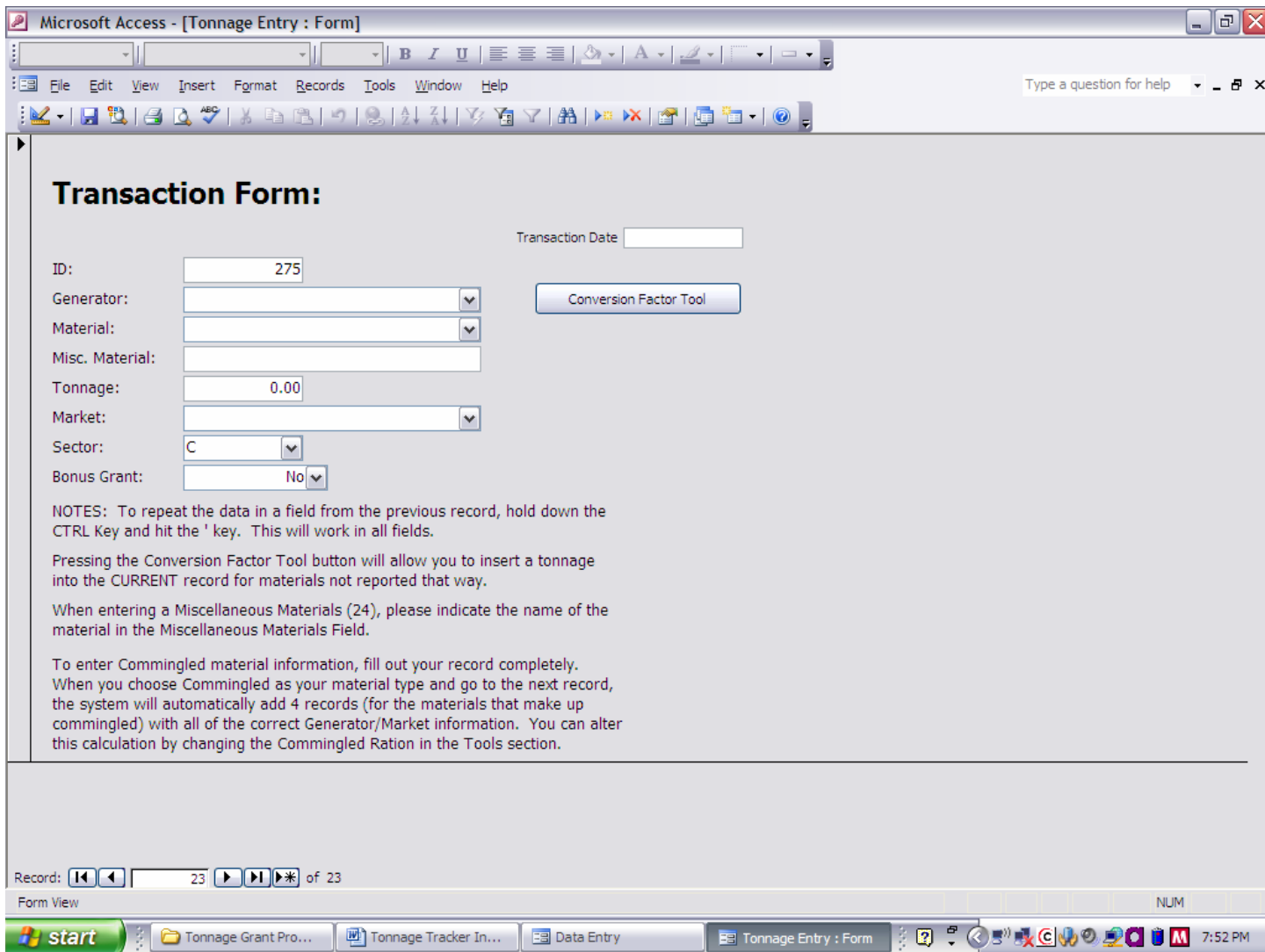


Figure 3.2

For each of the other fields there is a dropdown menu of choices. When you click inside of the field, you can start typing and it will bring up the name if it's on the list. If the information is NOT on the list then close the window and you will be able to add it using either the Add/Edit Generator or Add/Edit Market forms. Once you have entered the information you can close the Add/Edit form and reopen the Enter Tonnage Data Form. You can then move to the end of the record set and continue entering your information.

IMPORTANT: Make sure you enter a sector. It defaults to commercial but make sure that you differentiate the Residential material so the County Summary Sheet will calculate correctly.

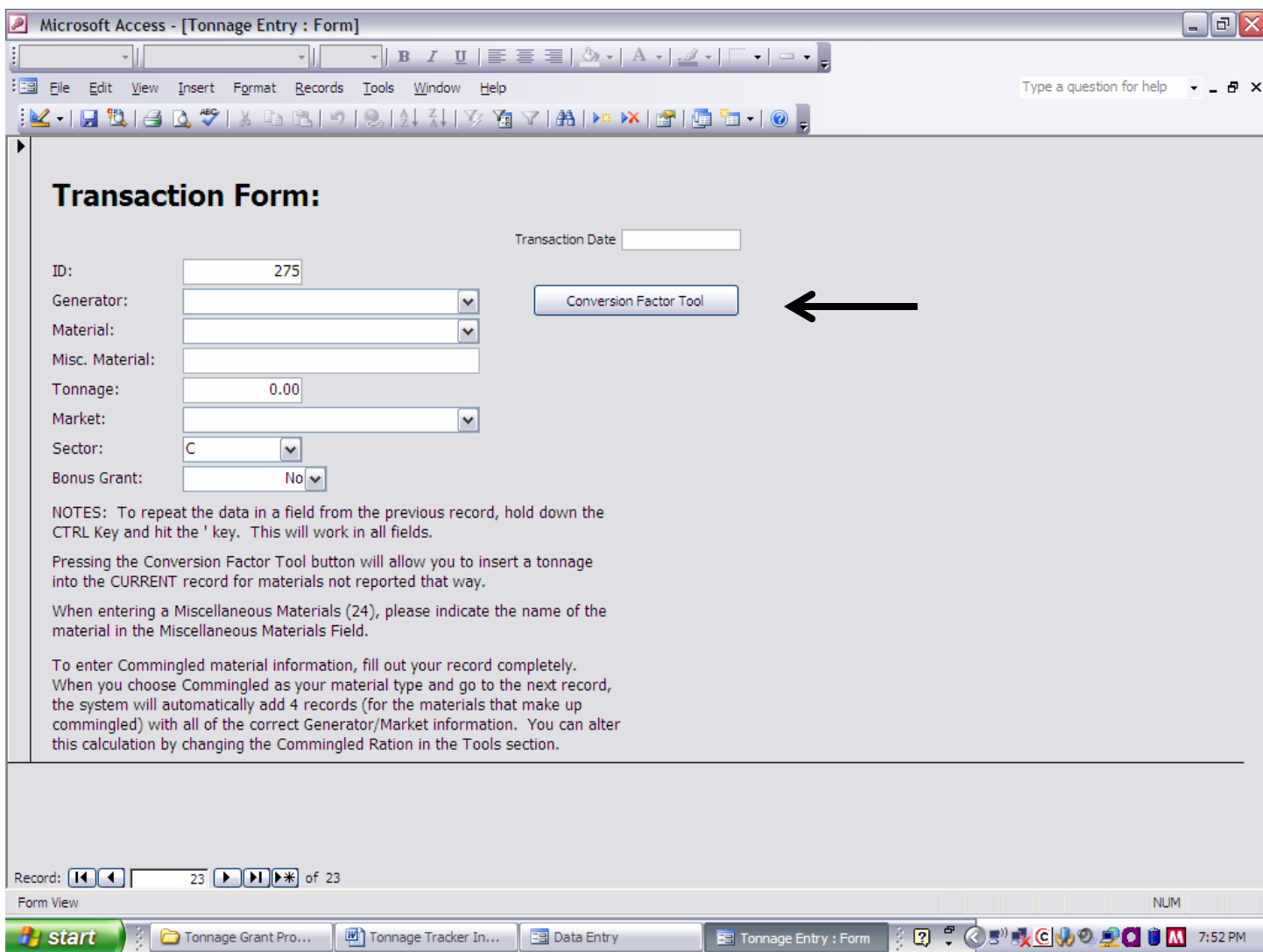
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Performing a Conversion:

If you get information from a market that is NOT reported in Tonnages, there is a tool to convert the item into a tonnage that can then be entered into the system.

IMPORTANT: The system will now add the amount of the conversion into the CURRENT record. Make sure you are in the record you want the converted amount to be in or it will OVERWRITE your tonnage amount.

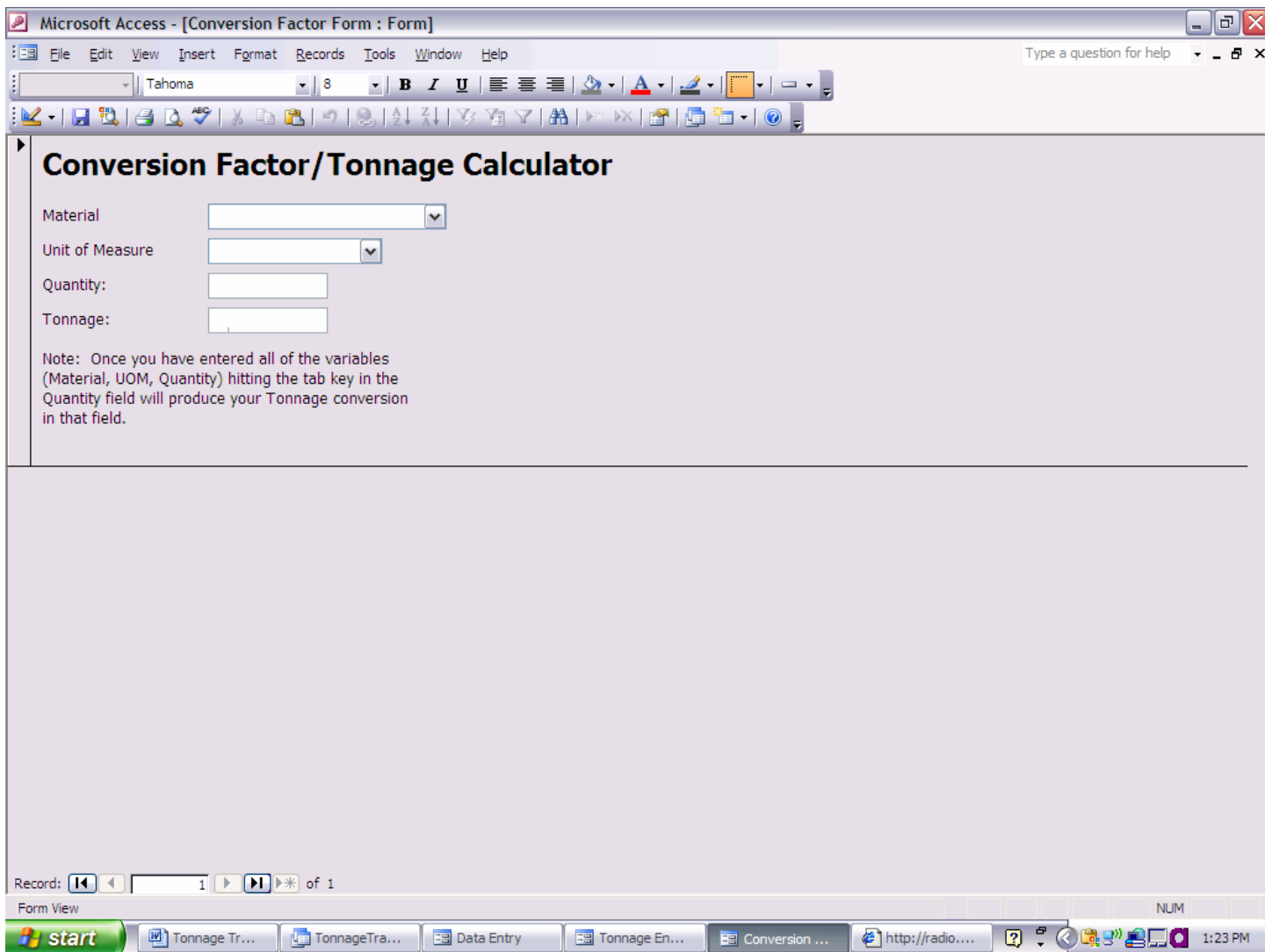
The easiest way to do this is to hit the Conversion Factor button next to the Tonnage Entry Form. See Figure 3.3



(Figure 3.3)

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The new form that pops up is the Conversion Tool. See Figure 3.4



(Figure 3.4)

This tool contains all of the conversion factors that the NJDEP has in the Tonnage Grant Manual. It contains the acceptable conversion factors for each material based on the various units of measure.

This is an easy tool to use.

- Step 1: Choose Material off of the Dropdown menu.
- Step 2: Choose the Unit of Measure (CY, GAL, etc.)
- Step 3: Enter the Quantity you need to convert.
- Step 4: Hit the tab key. Once you hit the key, the Tonnage Amount will appear in the Tonnage box. It will also appear in the CURRENT record you are on in the Tonnage Tracker program.

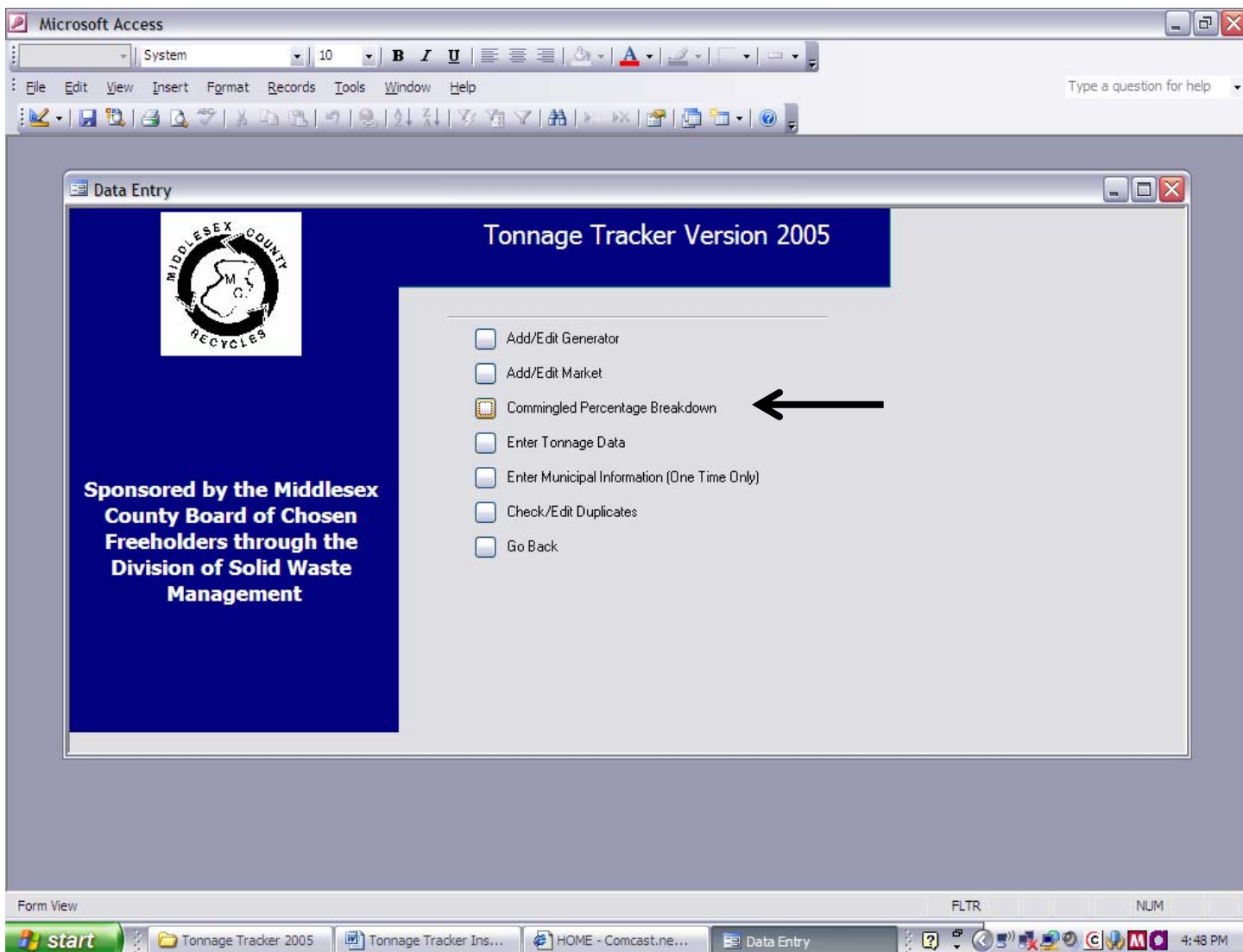
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Choosing your Commingled Percentage Conversion:

Tonnage Tracker has now changed to allow you to choose the percentage breakdown of your commingled recycling stream. Additionally, the system will now automatically add 4 records to the system when you choose the Commingled material type off of the menu. It will make that division based on the percentage breakdown that you fill out

The program has the default percentages that from the NJDEP spreadsheet for converting Commingled into the various component materials. Feel free to change them for your specific situation.

IMPORTANT: When you enter a Commingled record, make sure you fill out the record completely because it will copy all of the information into the 4 records it creates.



(Figure 3.5)

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Chapter 4: Paper Reports for Filing

Tonnage Tracker is designed to produce a number of reports after you have completed the entry of data from the Markets & Generators. Please note, you can access the reports at anytime during the data entry process. The system is designed to update the information as you progress through.

The reports that Tonnage Tracker will generate are as follows:

Bonus Grant

County Summary Sheet

Generator Report

DEP Report

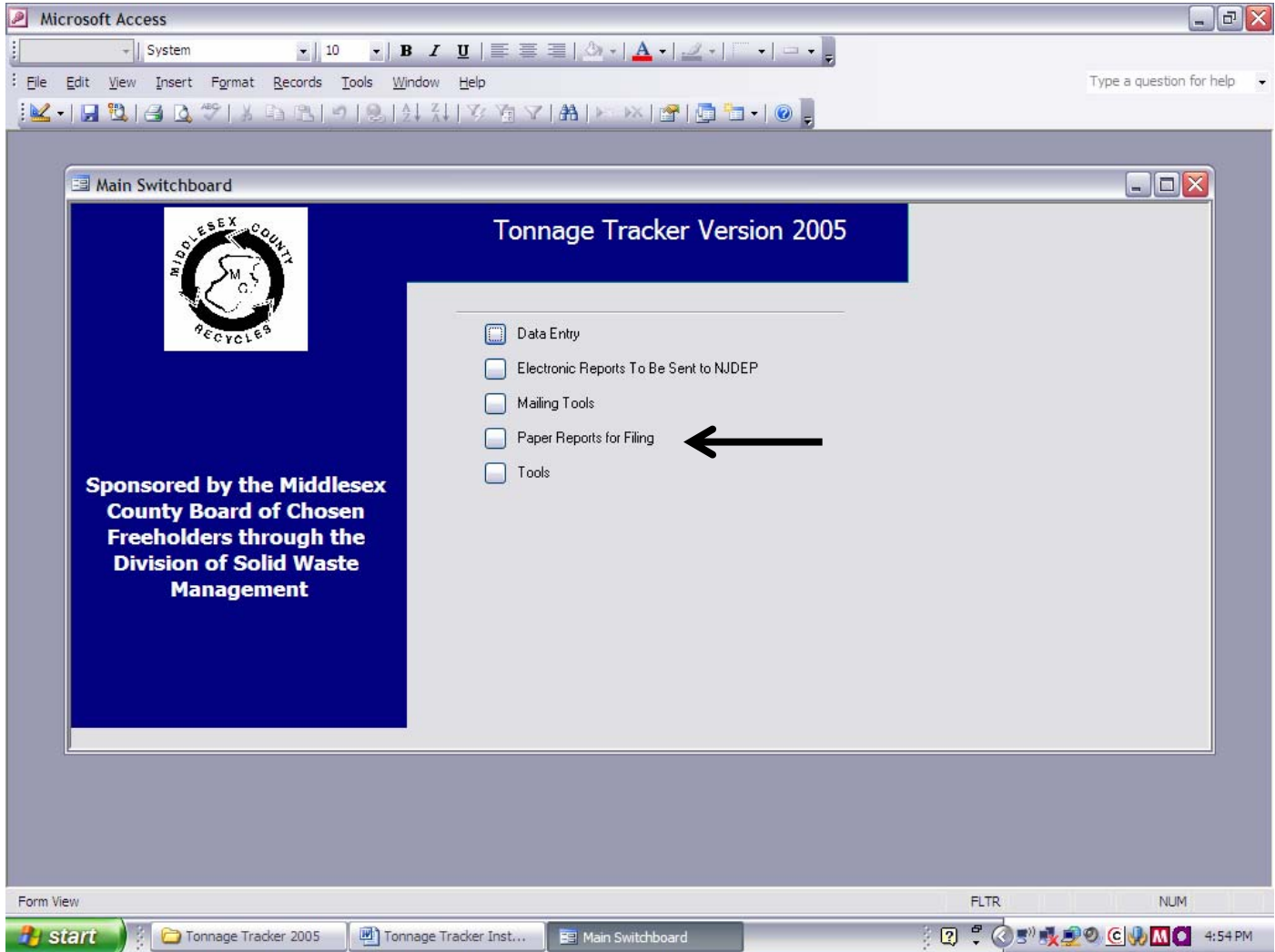
Duplicates Report

Miscellaneous Materials Report

Non-Compliant Generators

You access these reports by clicking the Paper Reports for Filing Button on the main screen. See Figure 4.1

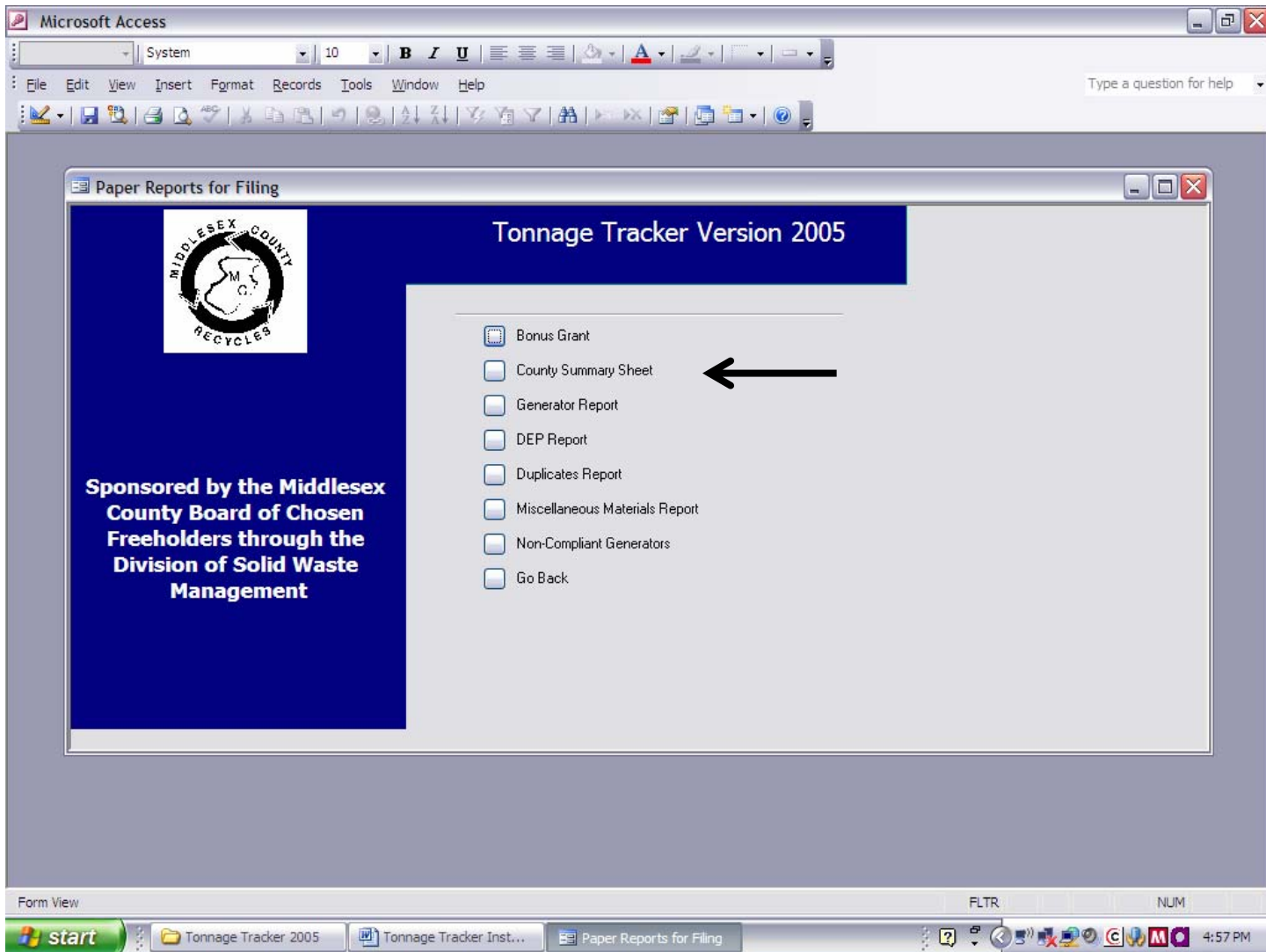
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(Figure 4.1)

The new screen will allow you to choose which of the reports you would like to see. Once you choose one of the buttons (See Figure 4.2) a new report will open up.

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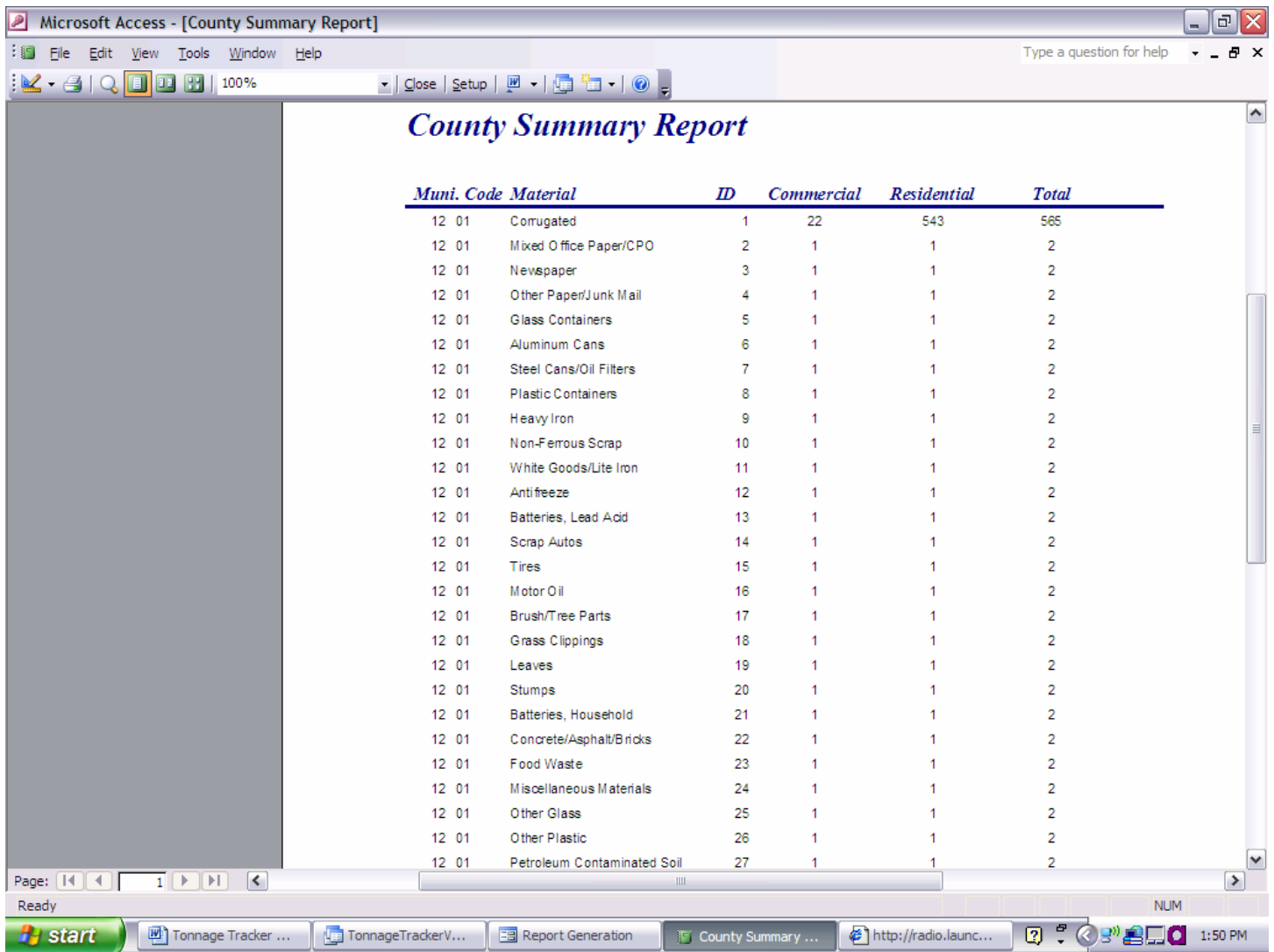
(Figure 4.2)

As you can see on this page, we have the arrow pointing to County Summary Report. The next pages will show you the generation of the County Summary Report as a visual example of what happens when you choose a report.

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By choosing the County Summary Sheet Report, you will then generate a paper copy of the report that the Middlesex County Division of Solid Waste wants to receive. See Figure 4.3

Once you have opened a report for viewing, you can press the print icon on the screen or choose to print from the File menu to print the reports out.

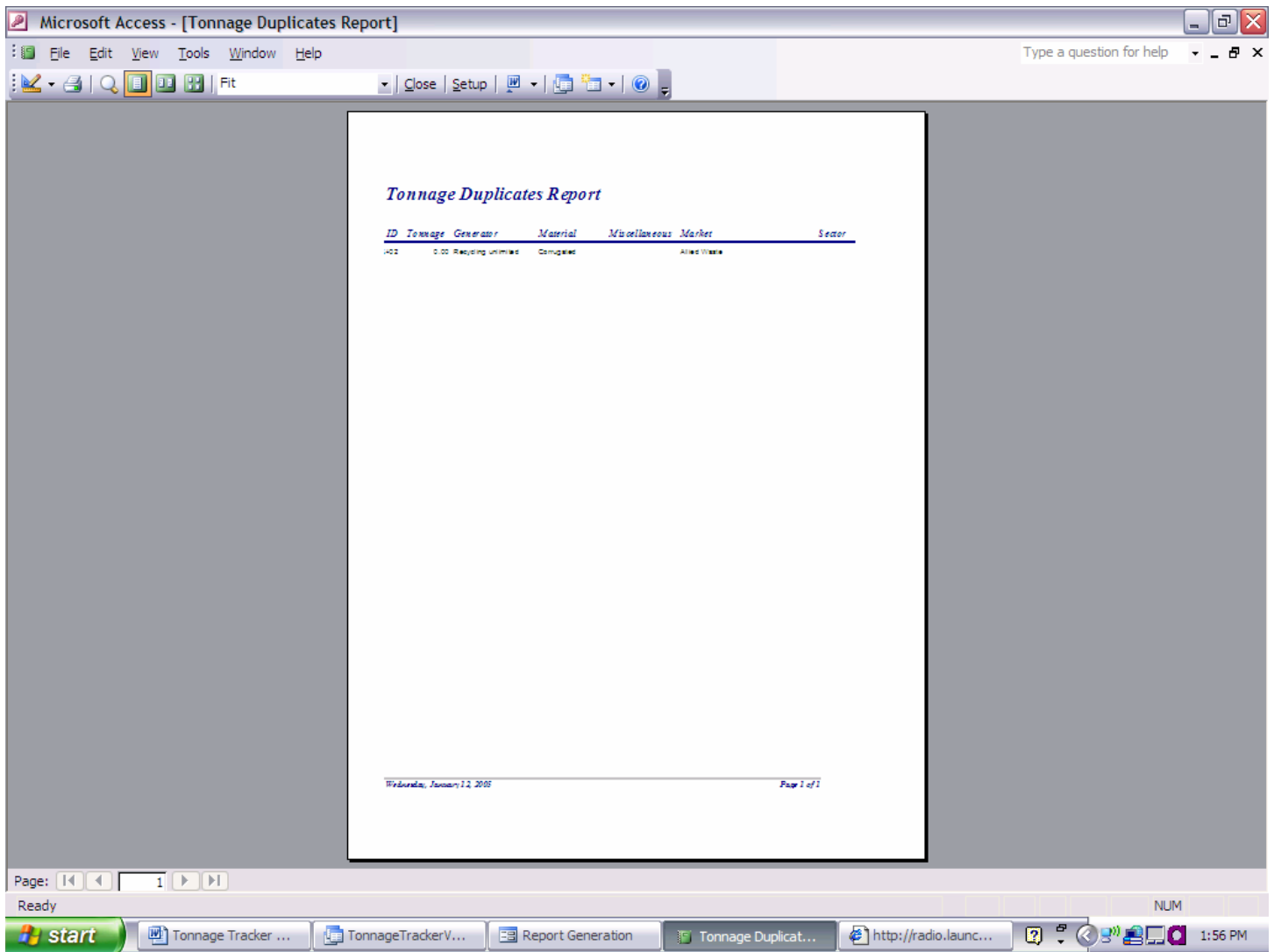


(Figure 4.3)

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Using the Duplicates Report/Form:

Under the reports, there is a Report called Duplicates Report. This report is designed to show a group of records that have the same tonnage. In addition, it will show Generator, Material, Market, and Sector. See Figure 4.4



(Figure 4.4)

IMPORTANT: It is best to print this report and go through it to cross out those records which are NOT DUPLICATES so that when you go to edit the information you don't delete the wrong records.

Once you have printed this report, you can close it.

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Go back to the Data Entry Menu and press the button called Check/Edit Duplicates. See Figure 4.5. This will take you to a new form. See figure 4.5

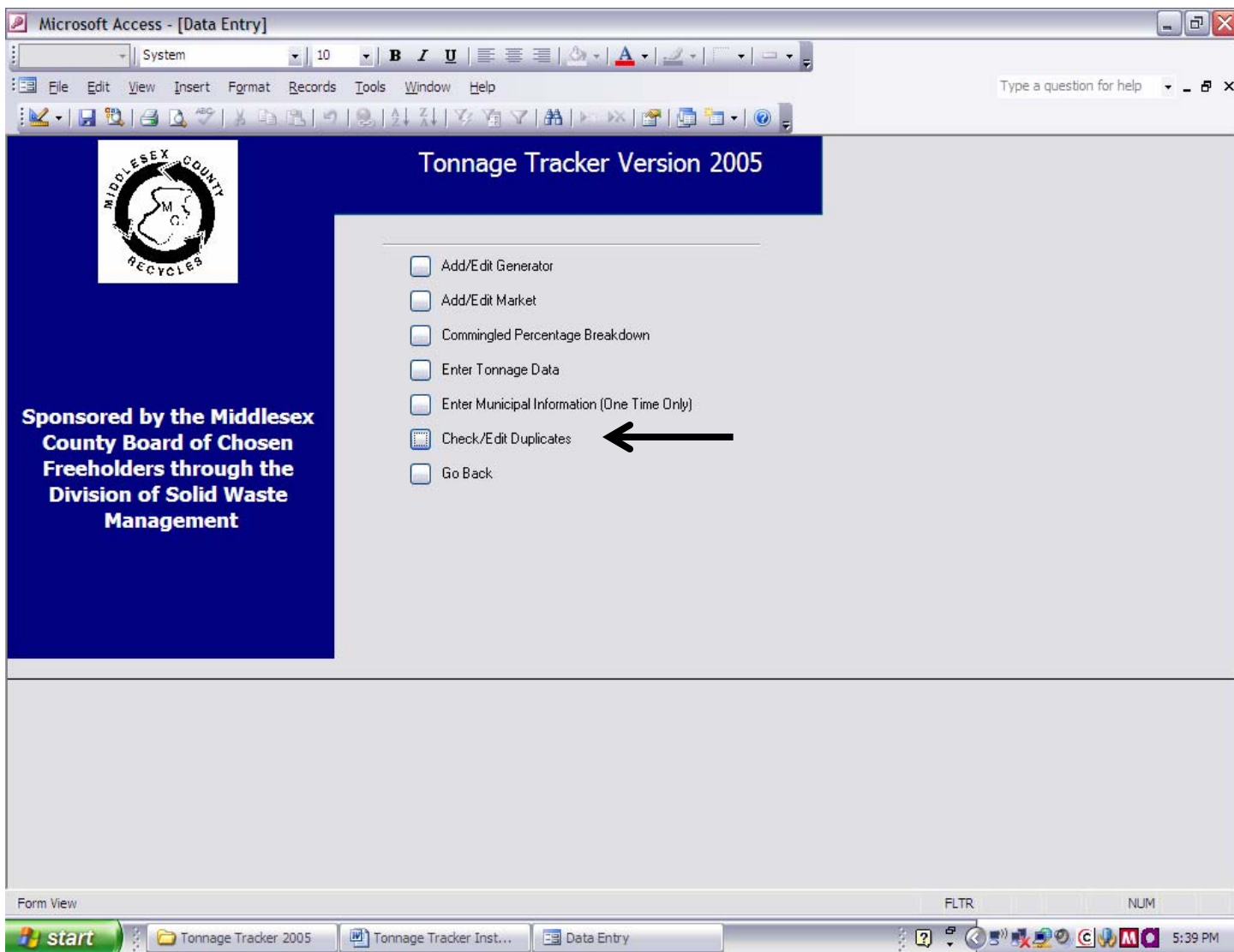
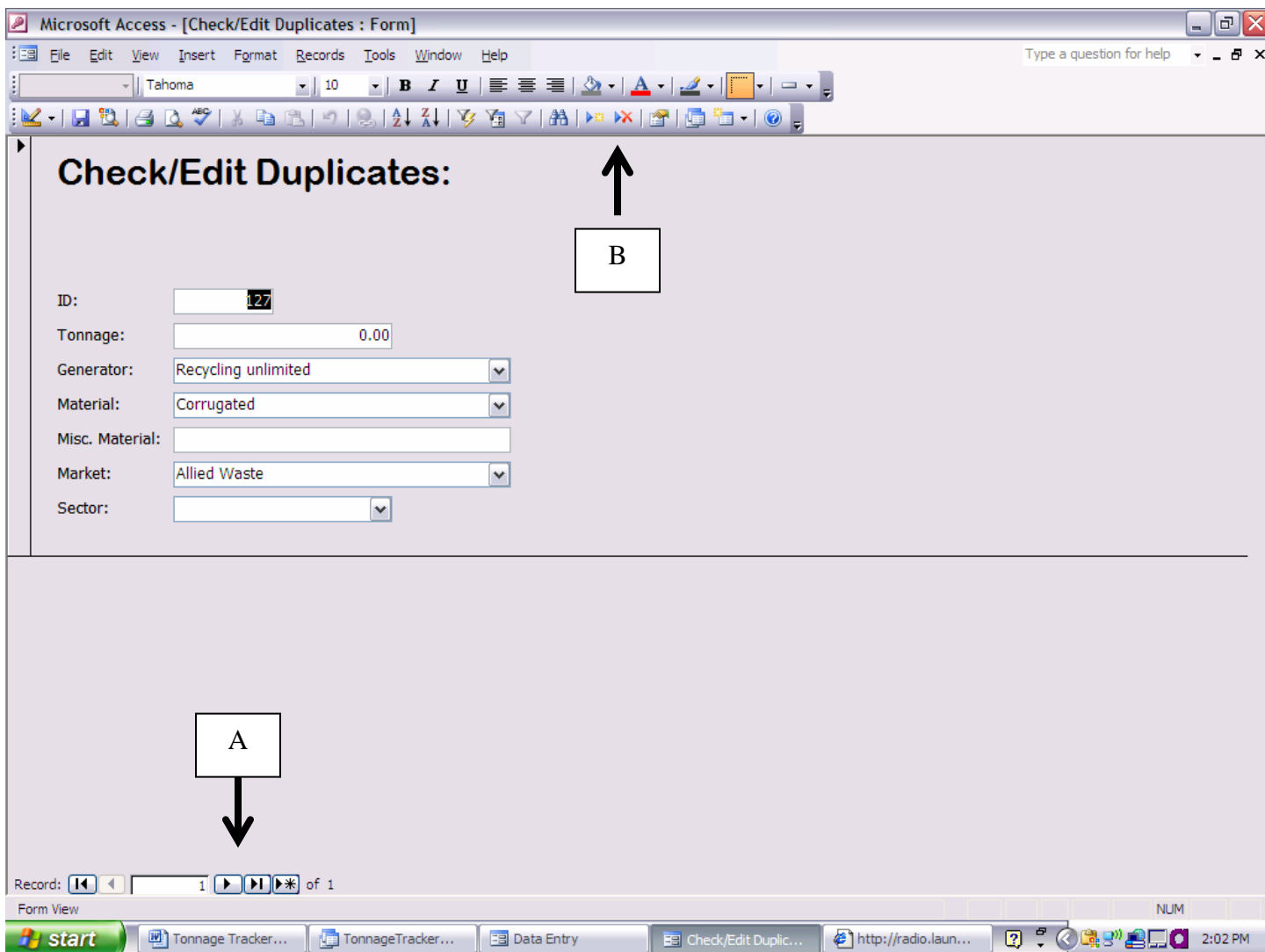


Figure 4.5

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This is the screen you will see when you choose the button. See Figure 4.6



(Figure 4.6)

Once you have determined which records are duplicates you can scroll through them using the Record Indicator on the bottom of the screen (Labeled by A)

At the first Duplicated Record, you then can click on the Delete Record Key (Labeled by B). This will then delete the record PERMANANTLY from the Database.

IMPORTANT: Please note that once you delete a record, you CANNOT undo the action. You will have to RE-ENTER the data if you did it by mistake. You Re-enter Data using the Enter Tonnage Data Form on the Data Entry page.

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Printing:

All reports and forms in Tonnage Tracker will print when you use the print key.

IMPORTANT: Since each printer has different internal settings, PRINT PREVIEW all work before printing to ensure that the defaults are compatible with your printer to produce a the correct layout.

NOTES:

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Chapter 5: Electronic Reports to be sent to NJDEP:

Once you have entered all of your Tonnage data and are ready to send the reports to the necessary parties, you do this by using the Electronic Reports to be sent to NJDEP Button on the Main page. See Figure 5.1

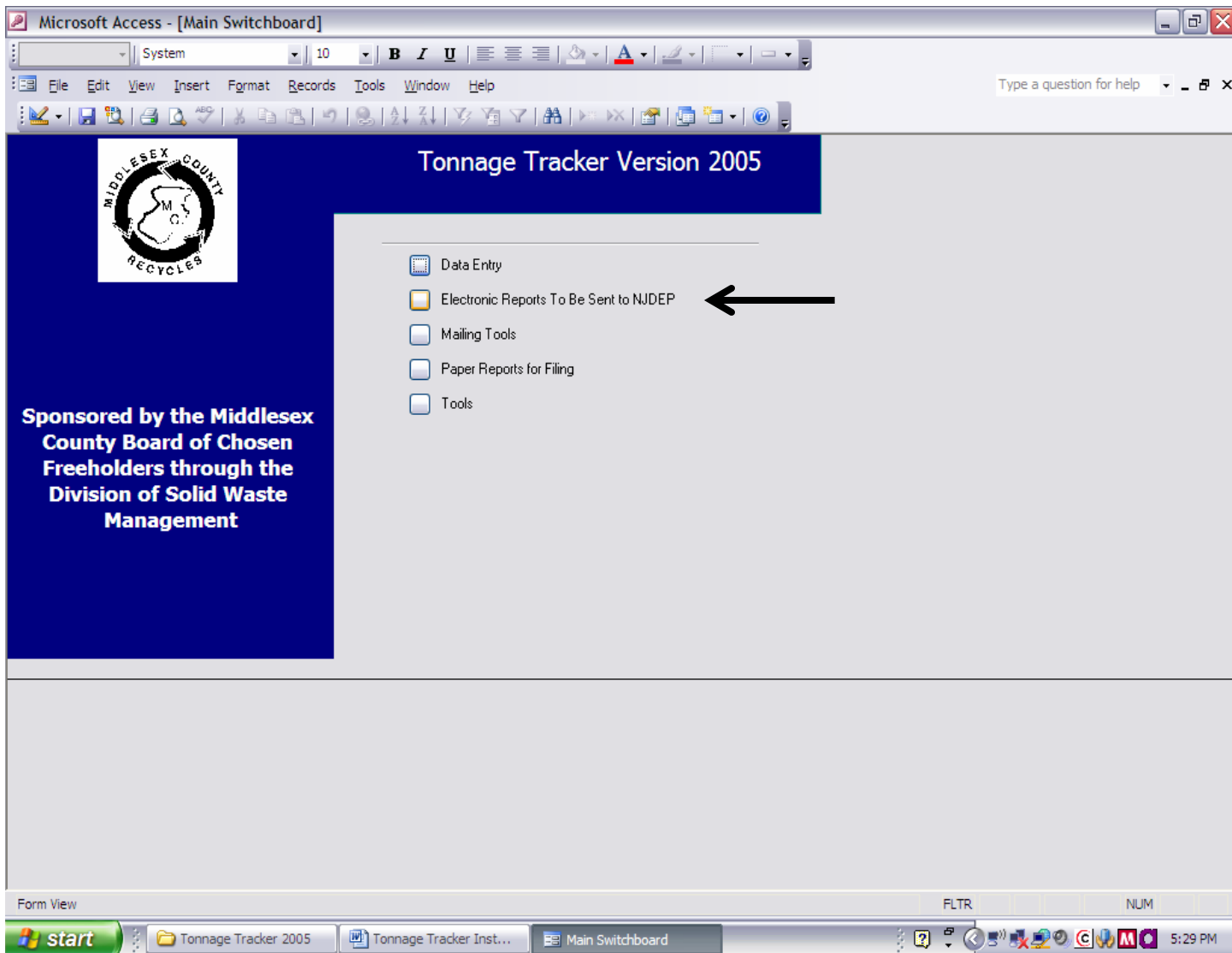


Figure 5.1

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You will then have a list of Electronic Reports to choose from. See Figure 5.2

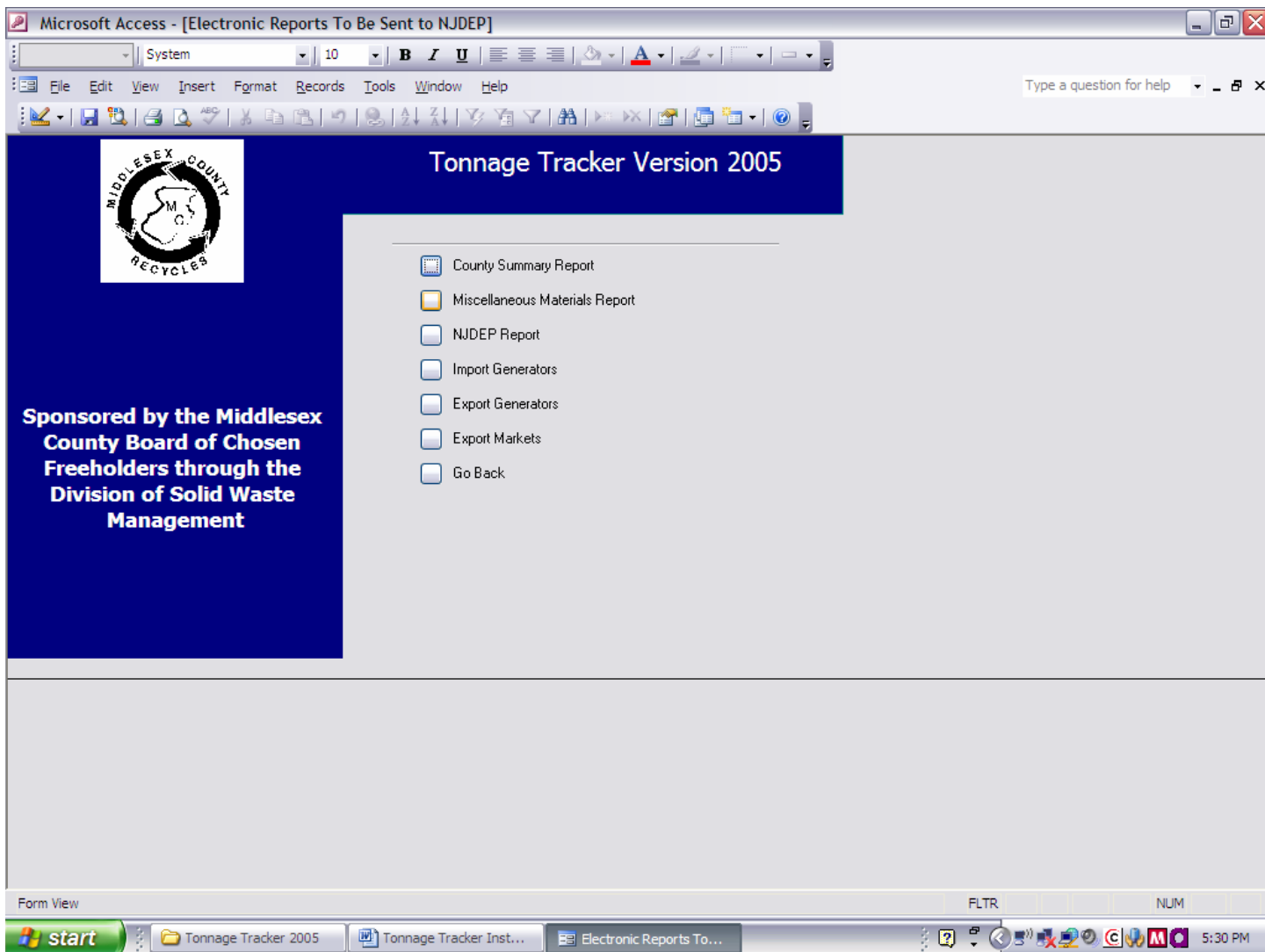


Figure 5.2

Each of the reports does something different. They are explained below:

County Summary Report: When you press this button, it will create an electronic copy of the report to be submitted to the MCDWSM. This file will be saved as an Excel file. When you press the button it will bring up a window that allows you to name the file and specify where you save the report. You can then copy this onto a disk and send it to the County.

Miscellaneous Materials Report: This report will generate a detailed description of those items you have designated as miscellaneous. NJDEP may not require this report to be submitted. It was added as an easy way to identify those records that are miscellaneous if you need to answer a question.

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NJDEP Report: When you press this button it will create an electric copy of the report to be submitted to the DEP. This is saved as an Excel file. When you press this button it will bring up a window that allows you to name the file and specify where you save the report. Please use the normal DEP Naming-2 digit year, County Code, Municipal Code (ex. 061213 would be for the City of New Brunswick). You can then save this on disk and send it to the NJDEP with all of the other required information.

Export Generators: This will automatically EXPORT your existing generator list. It will place the file (as an Excel Spreadsheet) into the C:\Tonnage folder (that we created in the Beginning). It will be called gen.xls. Once you have executed this export, open the file. Delete the column that is called ID. If this column is in the spreadsheet, it will cause an error to happen when you go to import the data.

Import Generators: This will automatically IMPORT your existing generator list. **IMPORTANT:** It will add these records onto the existing generator table. **DO NOT DO THIS IF YOU HAVE GENERATORS IN THE TABLE.** When the program gets updated from year to year, you will use this to import your generators so that you don't have to type them from year to year.

Export Markets: This exports the market list. If you have made modifications it will include them all. Again this gets exported as an Excel file. The file will be saved in the C:\Tonnage folder (that we created in the Beginning). It will be called market.xls. Once you have executed this export, open the file. Delete the column that is called ID. If this column is in the spreadsheet, it will cause an error to happen when you go to import the data.

Import Markets: This will automatically IMPORT your existing market list. This will add the markets in your market.xls file to your markets list in the database. **DO NOT DO THIS IF YOU HAVE MARKETS IN THE TABLE.** As the program gets updated from year to year, it will come without markets. By using this tool, you easily import only those markets that your municipality is utilizing for your recyclables. Using the Add/Edit market button, you can update the list as you add or delete markets. Any changes you make will be reflected on the imported market list.

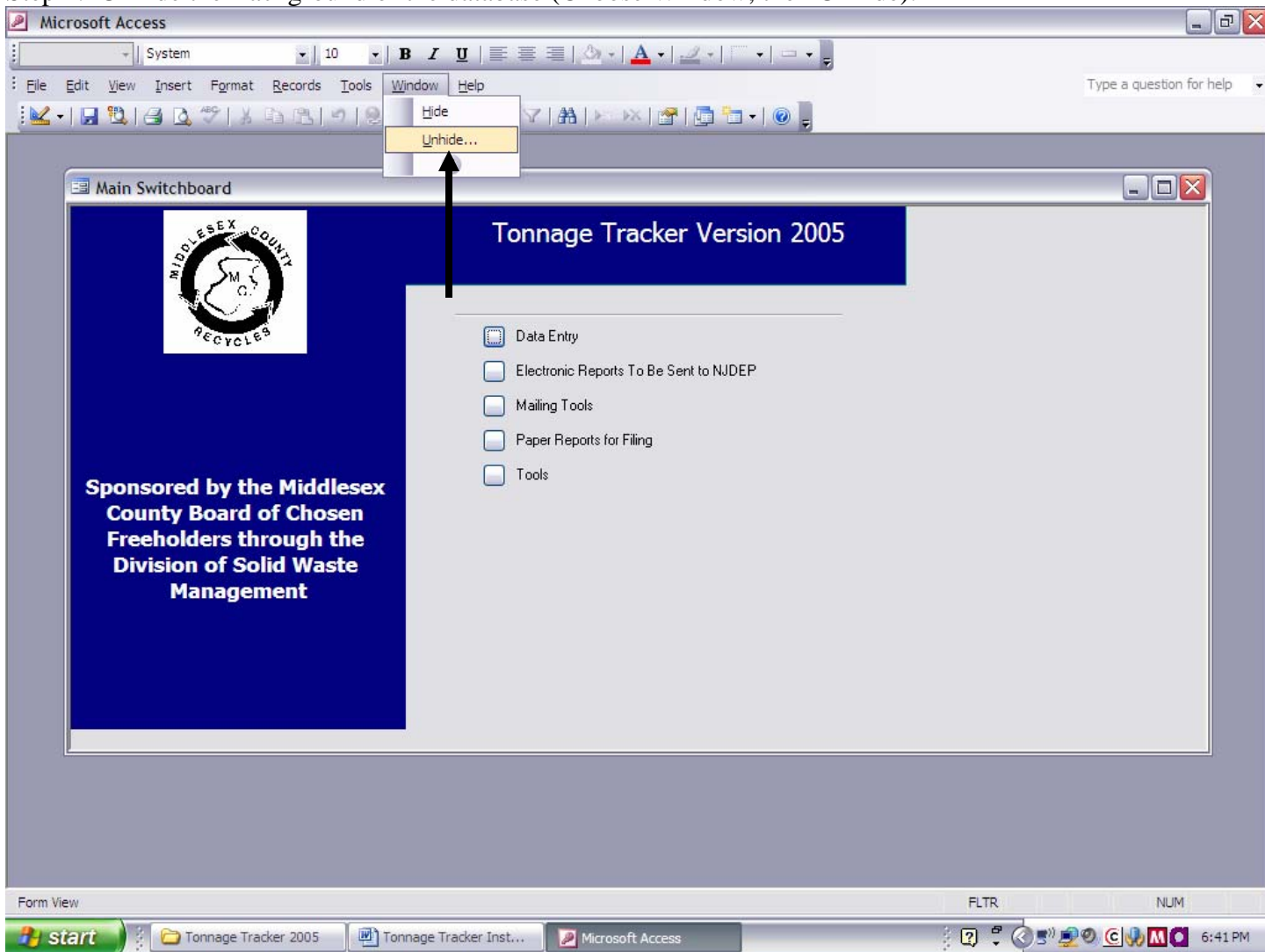
NOTES:

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Possible Errors and how to solve them:

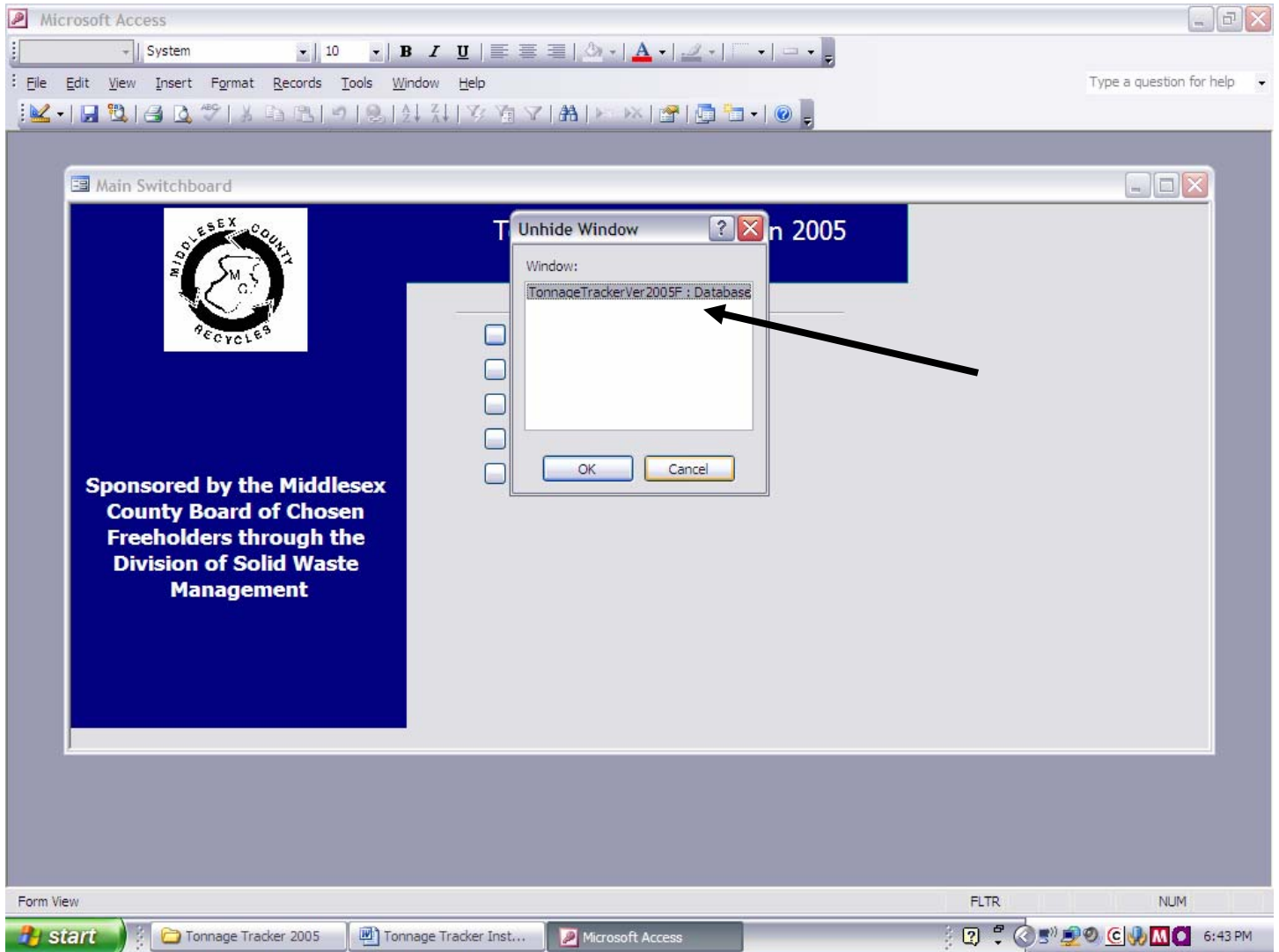
Problem #1: When you get your tonnage tracker file, if you are working in Access 2000, there is an error that occurs when you go to do the Electronic Reports to be sent to DEP actions. It's very easy to solve. The steps are outlined below in a series of pictures.

Step 1: Unhide the Background of the database (Choose Window, then Unhide):



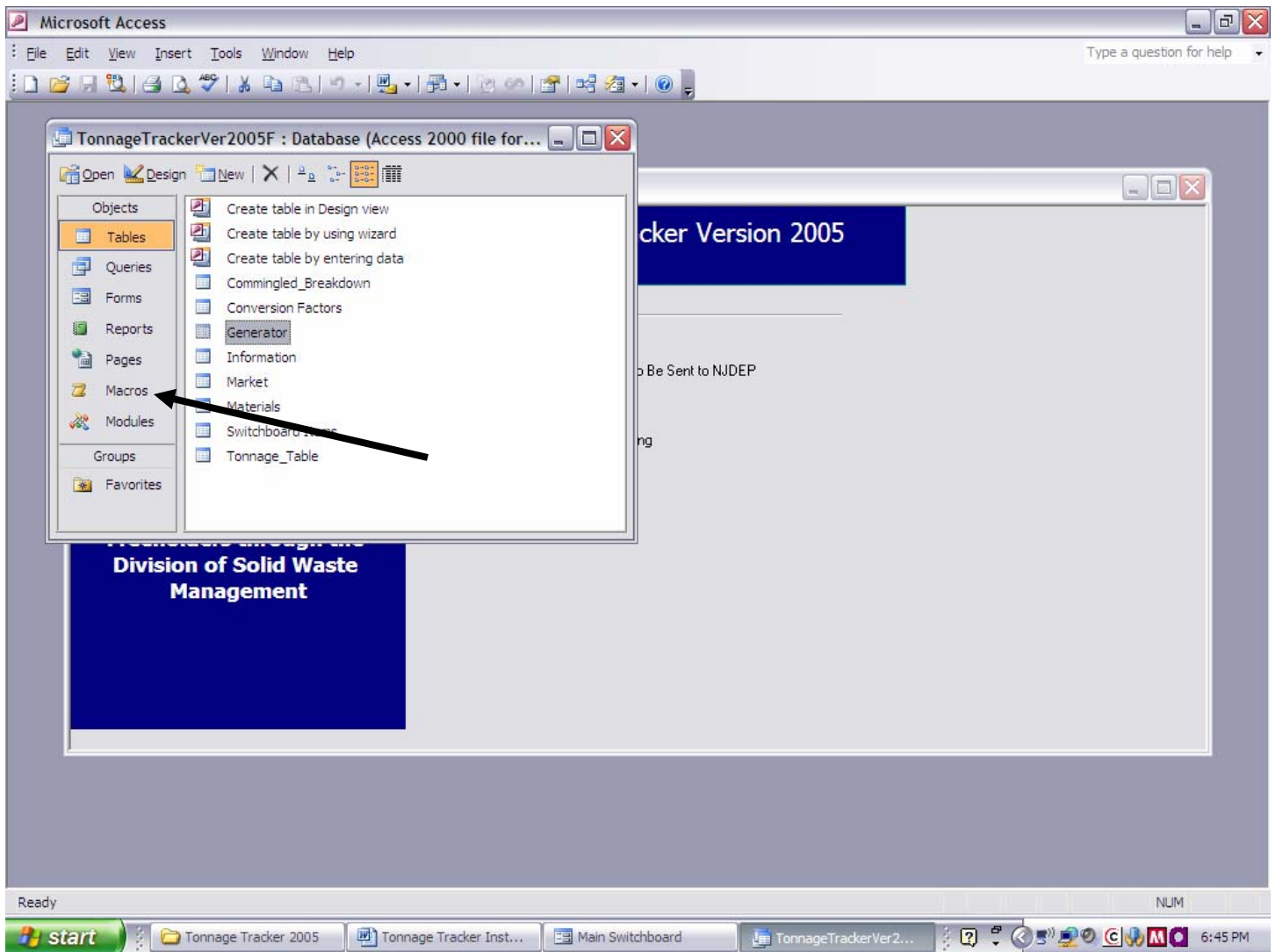
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Step 2: You will see a new screen pop up that looks like the one below. Choose the highlighted table and click OK.:



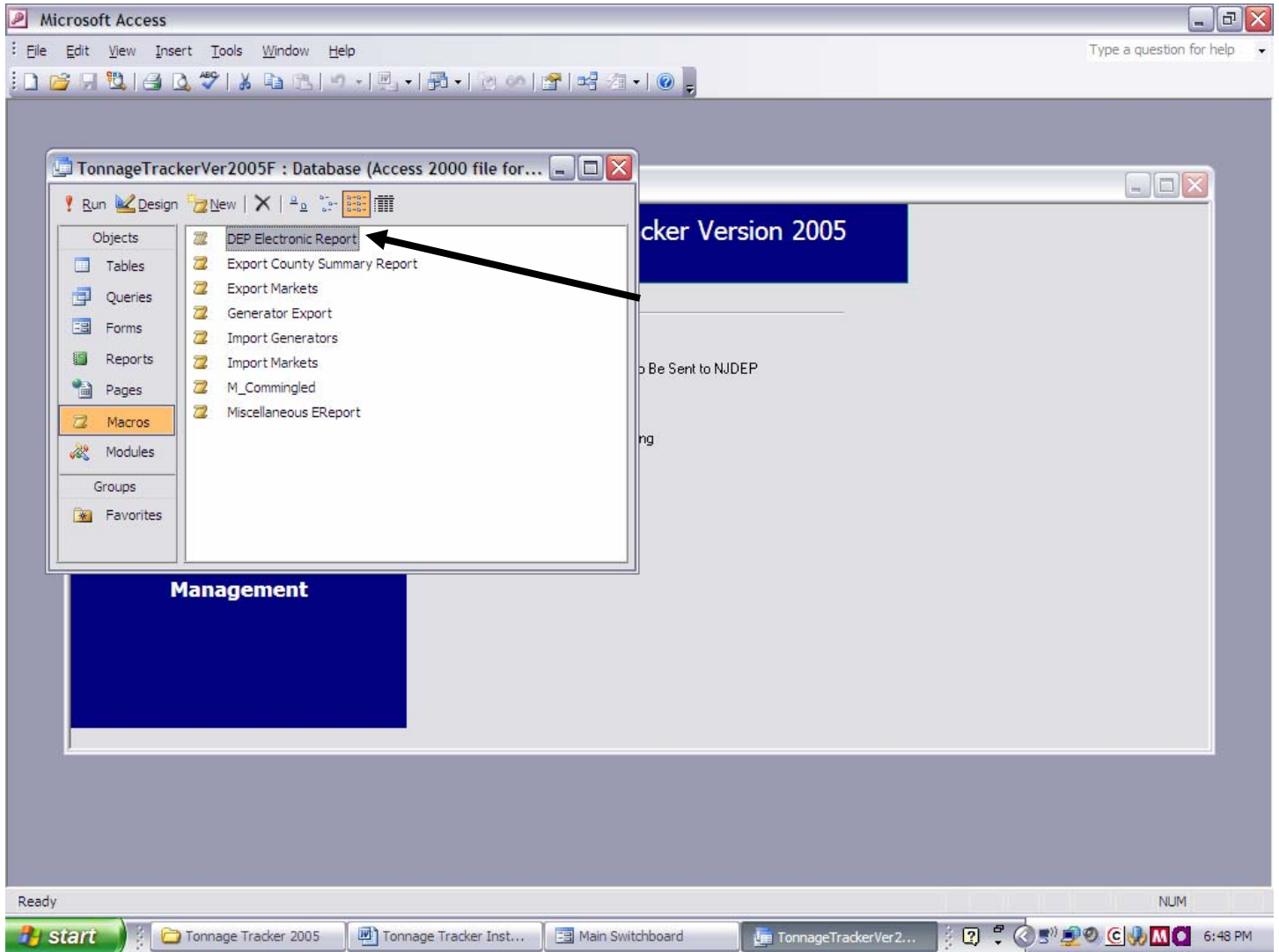
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Step 3: At this point, a whole new screen will pop up that will show the background files that run Tonnage Tracker. You will want to choose the tab called Macros:



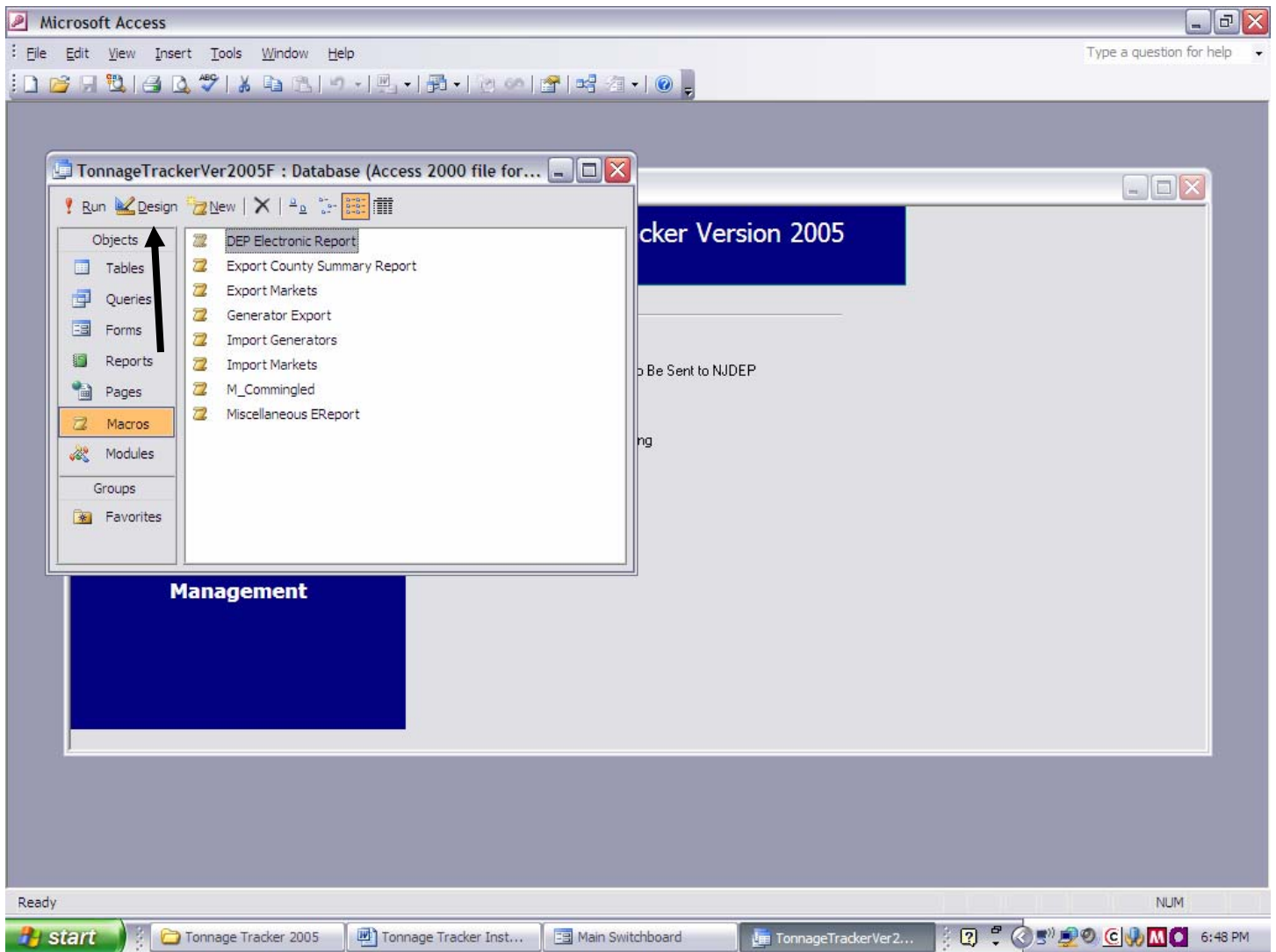
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Step 4: Choose the Report you need to fix. The process will be the same to fix any of the reports in TT 2005.



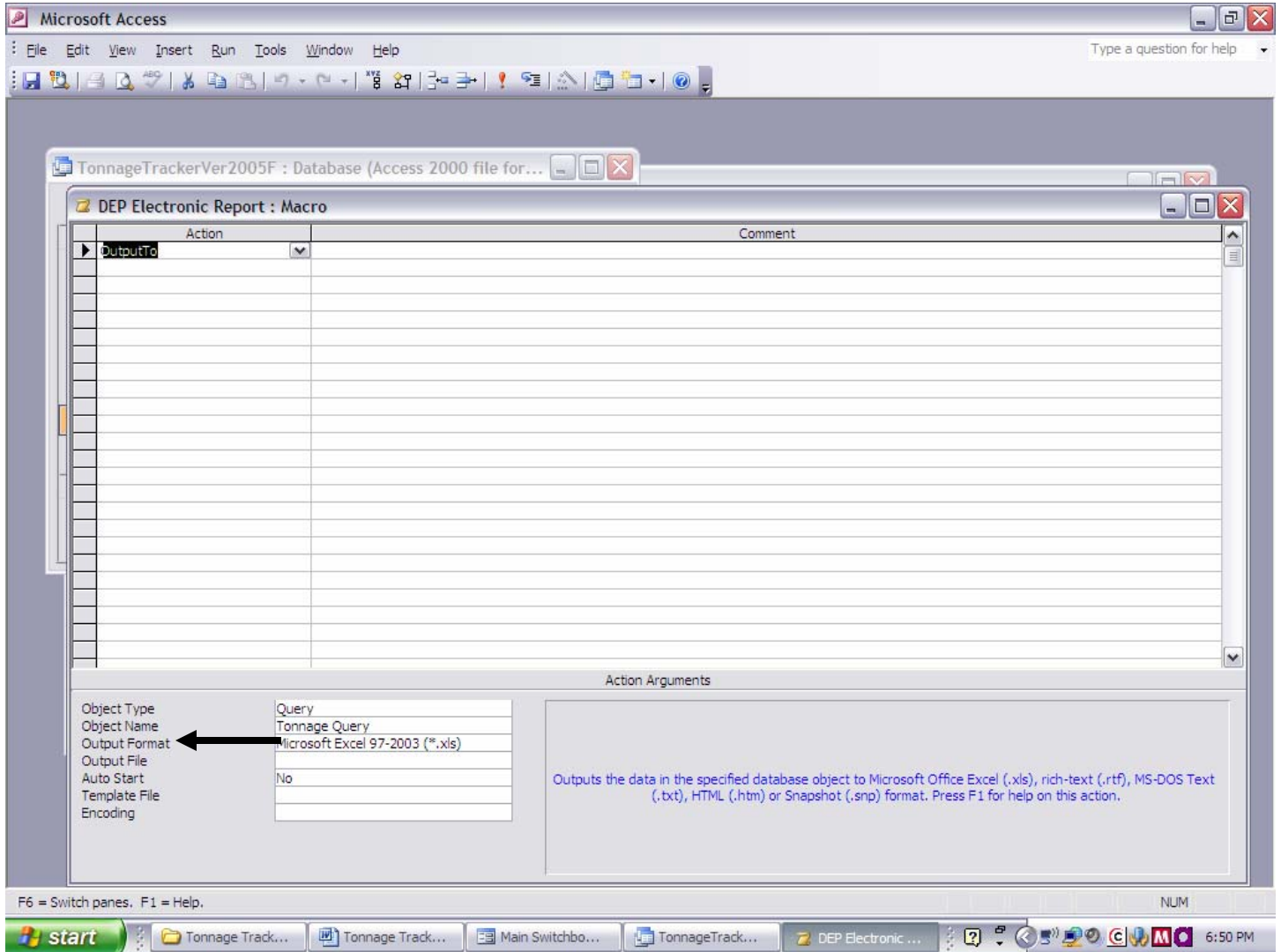
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Step 5: Once you have highlighted the Report you need to fix, click the Design button on the toolbar just above the list of reports:



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Step 6: You will then see the Macro Screen appear. Towards the bottom on the left side, you'll see a section entitled Object Format. Click into this box. It will be a drop down menu. You will then need to choose the Excel format that is equal to your version.



Step 7: Once you have done this, save the macro using the save button or File, Save. Close out of the database completely. This should correct the errors on any of the reports that may have issues.

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Problem #2: My Generators and Markets won't import?

Remember, after you hit the export functions for both of these you need to open the files. In order for the system to readily import the data, you must delete the ID column that appears in both of these tables. This will cause interference in the workings of the system.

NOTES: