

Training for Green Suppliers Network Review Teams

Module 4. Measuring Results

► Downloading and Opening the Green Suppliers Network Calculator

To download this tool, you must first have Microsoft Office Excel[®] installed on your computer. You then need to download the calculator file to your computer's hard drive, or a similar permanent drive such as a shared network or a "flash" or "jump" drive to use it.

[Resource Icon] Select the following link to download the Green Suppliers Network Calculator. [hyperlink to https://www.greensuppliers.gov/gsn/html/users/gsn/docs/Calculator_v.1.1.xls]

Select the video icon to view a demo of how to open up the Green Suppliers Network Calculator and print the instructions page.

[Key Point Icon] **Key Point:** This training module for the Green Suppliers Network calculator is based on viewing step-by-step demonstrations. These demonstrations guide you through the calculator functions by using sound (so make sure you have speakers turned on, or headphones plugged in) and Flash movie files. Note: Some Flash files will take a few moments to load, depending on your connection speed. If you are unsure if your browser supports Flash, please visit the following page to test your computer's capabilities and download the Flash plug-in if necessary.

These demonstrations work at various screen resolutions, but for optimal viewing, we recommend setting your computer's screen resolution to 1280 x 1024. For Windows users, this is accomplished by clicking on Start (button) > Control Panel > Display > Settings (tab). Even at high resolutions (e.g., 1280 x 1024), you will need to scroll the Flash video window to see portions of the onscreen demonstrations. The amount of scrolling required will depend on your resolution settings.

[Key Point Icon] **Key Point:** The following video demonstrations from this page forward use **Microsoft Excel 2003**. If you have a different version, some of the features demonstrated have the same options, but may appear in different areas on the screen. For example, "Enable Macros" is different in Microsoft Excel 2007. (Download this [PDF](#) if you have Microsoft 2007 to learn how to enable macros.)

[Start]

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens:

NARRATOR: Before opening the Green Suppliers Network Calculator for the first time, you will need to check your security settings in Microsoft Excel. To do so, open a blank Excel workbook.

ACTION: demo opens Excel program. Pointer moves up to the toolbar, opens the “Tools” dropdown, clicks on “Macro” and “Security”.

NARRATOR: Click on “Tools” in the toolbar located at the top of the window, and then click on “Macro” → “Security” on the dropdown menus. Your security level for Microsoft Excel must be set to “Medium” in order to use this calculator.

ACTION: Demo closes blank Excel worksheet.

NARRATOR: Once you have checked the security level, you are now ready to open the Green Suppliers Network Calculator file. Go to the location that you saved the file to and open it.

ACTION: Demo opens the calculator file from the hard drive.

NARRATOR: As it opens, Excel will prompt you with a security warning stating that, “Macros can contain viruses.” In response, to properly use the tool, you must click “Enable Macros”.

ACTION: Pointer clicks on “Enable Macros” Calculator opens to the “Welcome” screen

NARRATOR: When the calculator opens, the first screen will look like this. As you can see, the navigation bar at the top has two options, “Print instructions” and “continue”. You will want to print off the instructions before moving on. The instructions will help walk you through the calculator as you are using it.

ACTION: Pointer moves up to the navigation bar and clicks on “Print Instructions”. Print preview screen opens up and pointer clicks on “Print”.

[END DEMO]

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► **Setting Up the Green Suppliers Network Calculator**

Key Point Icon] **Key Point:** Setting up the calculator the first time will require some time to enter in basic facility and product-specific data. After this initial data entry, however, using the calculator will be easy and require much less time. Remember to save your work frequently and that doing so allows you to return to where you left off.

Select the video icon below to view how to set up the calculator for a facility's specific operations.

[Setting up the calculator for a facility](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for “Setting up the calculator”:

NARRATOR: Now that you've printed off the instructions, let's use the calculator. Let's click on “continue”.

ACTION: Pointer clicks on “continue”. Calculator opens “Calculator Setup and Defaults” page.

NARRATOR: This page allows you to set up the calculator's default values so that they match your facility's operations. The calculator has default values for months, days, and hours of operation as well as length and frequency of work shifts.

ACTION: Cells containing defaults are highlighted.

NARRATOR: Each of these values can be changed to match any facility's operations. For example, we can alter the number of hours per day from 8 to 16 and we can change the work shifts per day from 1 to 2.

ACTION: Pointer places cursor in the “Hours of operation per day” cell and over-types 16. Pointer places cursor in the “Hours per work shift” cell and over-types 2.

Calculator Operational Defaults

Please review and/or change the following defaults to match your operations for producing the product under GSN review:

Months per Year in operation:	12
Days per Year in operation:	260.0
Hours per Day in operation:	8.00
Workshifts Per Day	1
Number of Hours per Workshift	8

NARRATOR: Next we need to name the product that is being reviewed.

ACTION: The pointer moves to the “name” cell, puts the cursor in the cell and types “Apple Pies”

NARRATOR: And we need to tell the calculator how many units are being produced.

ACTION: The pointer moves to the “how many..” cell, puts the cursor in the cell and types “200”

Identify the Product

What product line will you look at during your Green Supplier Network review?

Name	How many units are produced?	Per
	0	Year

NARRATOR: An important key point when using calculator is that all dropdown menus are colored green.

ACTION: Cell containing unit time is highlighted.

NARRATOR: This dropdown menu contains units of time used to describe the number of products produced. We will change it to “day” for our example. Notice that you can also define the unit of time as per work shift.

ACTION: Pointer will pull down menu and select “Day”.

NARRATOR: Next we need to name each process involved in making the product.

ACTION: Blank cells for processes are highlighted.

NARRATOR: These cells allow for up to 10 individual processes. Each must have a unique name.

ACTION: Pointer places cursor in the first process name cell and types “Make Dough”. Tabs to the next cell and enters “Make Filling”, tabs down and enters “Make Pie”, and tabs down and enters “Bake Pie.”

Enter your processes	
<i>What process(es) will you evaluate during your GSN Review? When you are finished select "Enter" on your keyboard, then press the button "Continue" below.</i>	
Enter the name of each process(es):	

NARRATOR: Once the names of each process are entered, click on the “continue” button.

ACTION: Move pointer to the continue button and click.

NARRATOR: Excel will prompt you to re-save the calculator under a new name. This prevents you from not saving over the original file and can use it again as needed. Make sure that all the operational set-up information and process names are entered correctly because the information on this page can not be changed after moving on.

ACTION: Select “Yes”. Pop up appears prompting user to save the file. File name is changed and pointer selects the “save” button.

NARRATOR: As soon as you save a working version of the calculator, the calculator automatically creates the necessary worksheets for you to continue.

[END DEMO]

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► Entering Process Inputs and Outputs

View the demo to learn about the Green Suppliers Network Process Worksheets.

[Entering process inputs and outputs](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for “Entering process inputs and outputs”:

NARRATOR: This demonstration shows you how to use the process worksheets in the calculator. This is where you enter all information about the process identified at the top.

ACTION: Process name is highlighted.

NARRATOR: Notice that the worksheet header states the name of the process – in this example the “Make Dough” process – and that the data is representative of the process before the Green Suppliers Network review.

ACTION: Before Review is highlighted

NARRATOR: Also take note that the worksheet includes Help buttons that, if clicked, take you to instructions about that section.

ACTION: Help buttons are highlighted

NARRATOR: This worksheet collects information about the materials used and wastes created for this process. You can save this worksheet at any time so that you can stop it and continue working on it at another time. The first information the calculator asks for is what non-hazardous materials are used by this process. Click on the “add material” button to enter data in cells that appear.

ACTION: Pointer clicks on “add material” and cells appear.

NARRATOR: Type the name of the material used in the first cell.

ACTION: types “Flour” in the material cell.

NARRATOR: Next type the amount of the material used.

ACTION: types “100” in the amount cell.

NARRATOR: remember that the green cells are drop down menus.

ACTION: Pointer selects the interval dropdown menu and selects “Day”

NARRATOR: And then enter the cost.

ACTION: type “2.00”

ACTION: Density cell is highlighted

NARRATOR: Notice that there is a cell for entering density. As stated in a pop-up box, this cell only requires input for liquids only. Since this example is a solid, we’ll leave it blank for now.

ACTION: Pointer clicks in the density cell.

NARRATOR: Click on “add material” again to add another row of cells. The worksheet will allow for as many materials as necessary.

ACTION: Pointer clicks on add material.

NARRATOR: Let’s fill out another row, this time for a liquid.

ACTION: type “vegetable oil”; type “1.5” Pointer clicks on “select unit” dropdown and selects “gallons”; selects interval as “day”; types “4.00” and select “gallons” in the second units’ dropdown.

NARRATOR: Note that when entering the density of a liquid, it needs to be in pounds per gallon.

ACTION: (lbs/gal) is highlighted

ACTION: type “7.5” in the density cell.

NARRATOR: The exercise that we just walked through for non-hazardous materials is the same as entering data for hazardous materials...

ACTION: hazardous materials entry fields are highlighted.

NARRATOR: or solid or hazardous wastes generated by a process.

ACTION: Scroll down to Section 2. “Wastes”

ACTION: solid wastes entry fields are highlighted.

ACTION: hazardous waste entry fields are highlighted.

NARRATOR: To add any of these data elements, you would select the “add material” or “add waste” button just as we did for non-hazardous materials use for this worksheet. This concludes how to enter process materials or wastes.

[END DEMO]

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► Entering Water and Energy Use

The process worksheets will also help calculator you track water and energy use and measure reductions following any process improvements.

To complete this section of the calculator, you will need your electricity and water bills on hand. Select the links below to view sample electricity and water bills to see where your usage and rates are located on these bills.

[Resource Icon] [Sample Electricity Bill](#)

[Resource Icon] [Sample Water Bill](#)

If you do not have access to your electricity bills, select the link below to view average electricity costs for your area.

[Resource Icon] [Average Electricity Rates](#)

[Hyperlink to: http://www.eia.doe.gov/cneaf/electricity/epm/table5_6_a.html]

View a demo on how to properly enter energy and water use information by selecting the link below.

[Entering water and energy use](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for “Entering water and energy use”:

NARRATOR: Now let’s look at how to enter the amounts of water and energy used for each process. Before beginning this section, you will need to have your water, sewer, and electricity bills available for reference. After you input all the materials and wastes for a process, the calculator then asks if the process uses any water. If it does, you need to select the “yes” checkbox here.

ACTION: Check if yes box is highlighted.

ACTION: Pointer clicks the check box.

NARRATOR: As you can see, this reveals new fields for you to input information about water use. The first question asks how much water is used by the process. If this volume is not tracked explicitly, you should try to estimate the best way possible.

ACTION: Pointer places cursor in the quantity field and types “180”

NARRATOR: Remember that the green cells are dropdown lists for both the unit and the interval.

ACTION: Pointer selects the dropdown menu for “unit” and selects “gallons”. The pointer then selects the dropdown for interval and selects “day”.

NARRATOR: The next question asks for information on the cost of the water. This information can either be found on a water bill or can be obtained by contacting your service provider.

ACTION: Pointer places cursor in the “cost” cell and types “2.50”

NARRATOR: Next, the calculator asks what percentage of the water is consumed by this process. Water consumed is water that evaporates or is incorporated into the final product. If you do not know this percentage, you should try to estimate the best way possible.

ACTION: Pointer places cursor in the “percentage” cell and types “20”

NARRATOR: The calculator creates a balance sheet for water use based on the percentage that you enter. By stating that 20 percent of the water is consumed, the calculator assumes that 37,440 gallons remain and needs to either be treated or released to the sewer. The calculator then asks how much of the remaining water is treated on-site before being released either to a sewer or a body of water.

ACTION: “How much of the water is treated” entry field is highlighted.

NARRATOR: For our example, the water that is not consumed in the make dough process is used as clean up to rinse out dough mixers and the water simply goes down the drain into the sewer with no additional treatment. Therefore, we do not need to enter anything into these fields.

ACTION: Rows 74 to 83 are highlighted.

NARRATOR: We can scroll down to the Untreated Water entry fields

ACTION: Scroll down to row 85.

NARRATOR: And enter all 37,440 gallons into quantity filed for How much of this water is discharged to the sewer.

ACTION: cell C 95 is highlighted.

ACTION: pointer places cursor in the entry field C 95 and types 37440.

NARRATOR: The calculator then confirms that 0 gallons of water is treated...

ACTION: cell C102 is highlighted.

NARRATOR: and that 37,400 gallons of water is untreated.

ACTION: cell C 106 is highlighted.

NARRATOR: and that all 37,440 gallons are headed to the sewer

NARRATOR: Next the calculator asks for the user to enter sewer costs.

ACTION: pointer places cursor in the cost entry field and types “3” and pointer clicks on the dropdown menu and selects “per kilo gallon”.

NARRATOR: Entering in the sewer cost completes the water use section for this process worksheet.

ACTION: scroll down to Energy section

NARRATOR: Section four of the calculator asks how much energy is used by the process. The first question asks how much electricity is used. If electricity use for the process is not tracked explicitly, use the best method available to estimate.

ACTION: Pointer places cursor in the “quantity” cell and enters “80”

NARRATOR: Notice that the interval for electricity is a dropdown list. You can select per year, per month or per day. Your electricity bill may help you decide how to enter this piece of information.

ACTION: Pointer selects the dropdown menu for “interval” and selects “day”

NARRATOR: Next the user needs to enter the cost of the electricity. This information can either be found on an electricity bill or can be obtained by contacting your service provider.

ACTION: pointer places cursor in the “cost” cell and types “0.085”

NARRATOR: The calculator also asks if the process uses any other form of energy. Let’s click on yes.

ACTION: Pointer clicks the check box.

NARRATOR: As you can see, doing so reveals more entry fields. The type of energy for these fields is undefined.

ACTION: energy “type” cells are highlighted.

NARRATOR: The “Make Dough” process in our example uses natural gas to heat water for cleaning up the dough mixers. If you place the cursor in the energy type cell, a dropdown appears and we can select natural gas and enter the details about how much the process uses just like we did for the electricity use.

ACTION: Pointer clicks on the type cell, selects “natural gas”, types “2000” in the amount cell, clicks on the unit cell and selects “cubic foot”, clicks on “interval” cell and selects “per month” and types 0.0135 in the cost cell.

NARRATOR: We have now finished the worksheet for the “Make Dough” process. To move on in the calculator to the next process worksheet, you need to click on the “next” button on the navigation bar at the top of the calculator:

ACTION: next button is highlighted.

ACTION: Pointer selects the continue button.

[END DEMO]

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► Entering Air and Water Releases

The calculator has a separate page designed to help capture the effects of a Green Suppliers Network review on air emissions and water releases by inventorying toxic releases and environmental permitting reports before and after any improvements. View the demo to see where environmental release data is entered into the calculator.

[Entering Air and Water Releases](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for “4. Entering Air and Water Releases”:

NARRATOR: This section of the calculator gathers information on reported environmental releases. A facility may report these releases by either submitting a toxic release inventory better known as a TRI report...

ACTION: first check box is highlighted.

NARRATOR: Or through a state permitting process or both.

ACTION: air and water permit check boxes are highlighted.

<i>Before Review</i>	Using the Drop Down menu to the left, select what stage of the "Lean and Clean" process you are in.
Check if Yes	
Check box if you are you required to report a toxic release under Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986, also Known as Title III of the Superfund Amendments and Reauthorization Act? (EPA Form 9350 -1)	<input type="checkbox"/>
Check box if you have air permits?	<input type="checkbox"/>
Check box if you have water permits?	<input type="checkbox"/>

NARRATOR: Since the purpose of this part of the calculator is to benchmark your environmental releases, it is important to only enter data once. Because facilities might submit both TRI and state environmental permits, there is a chance that similar data elements can be included in both documents and could be double-counted by calculator. To avoid this, check ahead to see if this is a concern.

NARRATOR: If you submit a TRI report, you should click the corresponding check box on the worksheet to reveal blank fields to enter data.

ACTION: Pointer clicks on the TRI check box

NARRATOR: A link is provided if you would like to learn more about entering data in this section of the calculator.

ACTION: hyperlink <http://www.epa.gov/tri> is highlighted.

NARRATOR: The entry fields for this part of the calculator are set up so that they easily follow the Form R sheet used to submit releases to EPA. You should pull a copy of the submitted form to follow along with the calculator. Entry fields are provided for 5 data elements found in sections 5.1, 5.2, 5.3, 5.4 and 6.1 of the Form R.

ACTION: cells for each section are highlighted.

NARRATOR: Each data element is reported on a Form R for a whole facility but for the purpose of the calculator, these releases can be allocated, by percentage, to each process identified for the product line.

ACTION: percentage entry cells are highlighted.

NARRATOR: It is very possible that your facility will report a release to EPA that is not generated by any of the processes in the identified product line. If this occurs, you can either enter that data element or omit it. If the quantity of the release can be affected by the improvements made following a review, it should be entered into the calculator.

NARRATOR: If you click on the corresponding check boxes for both TRI reports and permits, the calculator will provide a warning to make you aware of the issue of double-counting data.

ACTION: Pointer clicks on air permits and warning pop up appears. Pointer clicks on ok.

NARRATOR: The first question that appears for both air and water permit is how the facility demonstrates compliance. You can select either by continuous emissions monitoring or by calculated estimate in a dropdown list.

ACTION: Pointer clicks on dropdown and selects "calculated estimate".

NARRATOR: Each data element reported for an environmental permit is for a whole facility but as was the case for TRI, these elements can be allocated, by percentage, to each process identified for the product line.

ACTION: percentage entry cells are highlighted.

NARRATOR: Again, is very possible that a facility will have a permit for an emissions source that is not generated by any of the processes in the identified product line. You can either enter that data element or omit it. If the quantity of the release can be affected by the improvements made following a review, it should be entered into the calculator.

[END DEMO]

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► Entering Facility Level Costs

Some suppliers might not be able to break up costs typically considered as overhead into individual process level costs. The calculator allows you to enter costs that are not tracked at the process level and are too hard to estimate facility-wide costs. While these costs are not associated with one process, they still might be reduced as the result of implementing improvements. View the demo to learn how to capture facility-wide costs in the calculator.

[Entering facility level costs](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for “Entering Facility Level Costs”:

ACTION: Calculator opens to the “Reviewed Facility-level Costs” page.

NARRATOR: The purpose of this section of the calculator is to capture any facility-wide costs that could be impacted by your review that are not captured by the process worksheets.

NARRATOR: For example, these costs could include

ACTION: Pop-up display appears stating: facility wide energy use, training, environmental permitting, administrative activities or record-keeping, or other generalized facility-wide costs that are not easily attributable to a specific process.

NARRATOR: For this example, let’s enter in “compressed natural gas” used for forklifts as a facility wide cost \$400 per month

ACTION: pointer places cursor in the “expense” cell and types “CNG for forklifts; and then places cursor in the “pre-GSN review cost” cell and types “400”.

NARRATOR: The interval for the cost is a dropdown list similar to the intervals in the process worksheets.

ACTION: pointer clicks on dropdown menu and selects “month”.

NARRATOR: The facility costs sheet can add as many rows as needed by clicking on the “add row” button.

ACTION: “add row” button is highlighted.

NARRATOR: The post GSN Review Cost and Projected Cost cells are to be filled out following the review to include these cumulative results if the cost is reduced or expected to be reduced through any projections.

ACTION: “Projected Cost” and “Post GSN Review Cost” columns are highlighted.

NARRATOR: Keep in mind that the purpose of the calculator is to measure results realized from a Green Suppliers Network review. This example shows a potential reduction in energy consumption that may otherwise go unmeasured and would be omitted from the results.

[END DEMO]

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Module 4. Measuring Results

► Entering Projections and Post Review Results

One of the Green Suppliers Network Calculator's most important functions is to help you compare baseline data entered before a Green Suppliers Network review with projections and actual results entered following a review. To do so, the calculator needs to know what kind of data you are entering. View the demo to see how.

[Entering projections or post review results](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for "Entering Projections and Post Review Results":

ACTION: demo opens to a completed process worksheet

NARRATOR: Now let's assume that our apple pie company has taken part in a Green Suppliers Network review. Once you have participated in a Green Suppliers Network review, you can open your saved calculator containing the baseline data you previously entered and revise it to calculate results. This is done by selecting either the "projection" or "after review" button.

ACTION: Row 4 cells C through H. Box containing projection and after review buttons are highlighted.

NARRATOR: Let's click on "after review" as if we already participated in a Green Suppliers Network review and have realized savings for the make dough process.

ACTION: pointer clicks on "after review" button and pop up appears with text.

NARRATOR: As you can see, the calculator displays text after clicking on the button. It says that you have successfully created an "after review" data entry sheet for this process.

ACTION: pointer clicks on "ok"

NARRATOR: Once clicking on "ok", the calculator creates a duplicate of the before review worksheet. By doing so, you only need to change the individual data fields that were affected by the improvements made.

NARRATOR: Notice that the worksheet looks the same as it did before, but now the top shows that you are entering after review data.

ACTION: after review title is highlighted.

NARRATOR: Let's say that our example process was made more efficient after the review and the improvements resulted in reductions in the amounts of flour and water

used. The worksheet allows you to simply type over the existing amount in the cells and it will calculate a reduction on the results page based on this change.

ACTION: type “80” in amount cell for flour where “100” exists; scroll down to water and type “100” in the water use cell where “180” exists and update the “percentage” from 20 to 30.

NARRATOR: Once we update the water use data, we need to check the remaining quantity fields to make sure all other fields are updated.

ACTION: C 69 and C 91 are highlighted.

NARRATOR: For our example we also need to update the amount sent to sewer since it now exceeds the total used.

ACTION: C 96 is highlighted.

ACTION: Type 18,200 over 37,440

NARRATOR: Now we need to select the next button to ensure that our updates get sent to the “Results” page.

ACTION: Pointer clicks on “Next” and calculator proceeds to the Air and Water Releases page.

NARRATOR: Once you advance the calculator to the next page, you can use the “Table of Contents” button to navigate to the results page. The results will reflect the change we just made to raw materials and water use.

ACTION: pointer clicks on TOC button.

NARRATOR: The table of contents screen allows you to view all worksheets of the calculator at any time. It is also the only place in which you can change the number of product made. This may be helpful to estimate reductions if productivity increases or decreases. Let’s click on the “results” button so that we can see the impacts of updating the amounts for flour and water.

ACTION: pointer clicks on “results” button. Calculator opens results page.

NARRATOR: As you can see, the results page now displays percent changes for post implementation amounts and results for non-hazardous materials used, water used, wastewater, and purchasing costs.

ACTION: cells I - L 8, 10, 11, 15, and cells C 28, 30, 34, 39, 42 are highlighted.

NARRATOR: Now let’s look at how to add in “after review” data for environmental releases.

ACTION: pointer clicks on “Table of Contents” button; pointer clicks on “environmental releases button in TOC.

NARRATOR: the environmental releases worksheet provides a dropdown list for the different stages of data entry.

ACTION: “Before Review” in cell A 14 is highlighted.

NARRATOR: We can change this page to after review data by clicking on the menu and selecting “after review”

ACTION: pointer clicks on the dropdown menu and selects “after review”.

NARRATOR: Doing so creates a new environmental releases page. You will need to reselect the appropriate check boxes to provide blank entry fields to enter environmental releases. Remember that data for these fields can be double counted. Let’s look at one other place where after review data can be entered.

ACTION: Pointer clicks on “Table of contents” button and then clicks on “Facility costs” button.

NARRATOR: The facility-wide costs worksheet is the only place in the calculator where projected and after review data can be entered without changing the worksheet. The row for each facility cost provides entry fields for all three types of data.

ACTION: “Projection” and “after review” entry fields cells C8 and D8 are highlighted.

[END DEMO]

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► Manipulating the Data

Several sections of the calculator allow you to manipulate the data so you can view inputs, outputs, and results in comparable units. This function might help you to see data you entered in a new way. View the demo to see how.

[Manipulating data](#)

[Run video >>] [Note: This link launches a pop-up window.]

On screen demo opens for “Manipulating data”:

ACTION: Calculator opens up to inputs inventory.

NARRATOR: The calculator also contains Input and Output Inventory pages for you to review data for all processes in one place. These pages contain dropdown menus at the top of each page that allows you to manipulate all the data at the same time by simply changing the unit or interval.

ACTION: Dropdown menus in cells B 2-6 are highlighted.

NARRATOR: The dropdown for interval includes options for viewing the inputs in terms of per unit product or per 1000 units of product. For our example, let’s use the dropdown menu to view how many grams of flour are used per pie.

ACTION: Pointer clicks on interval dropdown and selects “per 1 pie”; pointer clicks on “weights” dropdown and selects “grams”

NARRATOR: Scrolling over to the far right of the inputs inventory allows us to see that it takes 227 grams of flour or about a half of a pound to make one pie before the review, and that this non-hazardous input is reduced to 181 grams of flour to make one pie after the review. We can also see that making one pie takes about a gallon of water before the review and that this amount decreases to about a half of a gallon per pie after the review.

ACTION: cells S - 32, 33. “Amount used” for water before review and after review are highlighted.

NARRATOR: This dropdown menu also allows us to look at energy use in a consistent unit such as BTUs.

ACTION: Pointer clicks on energy unit drop down and selects BTUs.

NARRATOR: This shows us that it takes 1840 BTUs to make one pie.

NARRATOR: The results page is another section of the calculator that contains this function. Let’s look there in our next demonstration.

[END DEMO]

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► Viewing Results

The calculator formats all data entered into the Green Suppliers Network program metrics and conveniently outputs results on the results screen. This screen helps you see the reductions in both actual amounts and percents per metric. View the demo to learn more.

[Viewing results](#)

[Run video >>] [Note: This link launches a pop-up window.]

ACTION: The demo opens to the results page.

NARRATOR: The results page of the calculator is a culmination of all the work you put into entering data. This page shows totals of the data for the product line for before review,

ACTION: cells B 6 -17 are highlighted.

NARRATOR: any projections made,

ACTION: cells E 6 -17 are highlighted.

NARRATOR: and after review data.

ACTION: cells I 6 -17 are highlighted.

NARRATOR: as well as formatted Green Suppliers Network program results.

ACTION: cells B and C 27 - 41 are highlighted.

NARRATOR: Notice that the results output does not contain any data for projections for our example because we did not input any projections data on the process worksheets. Entering in projections or after data is not a requirement for using the calculator and it will function properly without it – making it fully customizable for your needs.

NARRATOR: the results page contains dropdown lists for units similar to the input and output inventory pages.

ACTION: cells A 20 - 23 are highlighted.

NARRATOR: Let's see how much water was saved per work shift as a result of the review.

ACTION: pointer clicks on the interval dropdown menu and selects “per work shift”

NARRATOR: Doing so shows us that following the review, the facility reduced water use by 40 gallons per work shift.

ACTION: cells C, D, E 30 are highlighted.

NARRATOR: The results page also allows you to print off a copy for your records by selecting the “print” button.

ACTION: Pointer clicks on print and demo opens a print preview screen.

[END DEMO]