**Landfill Tonnage Diversion Calculator User Guide**

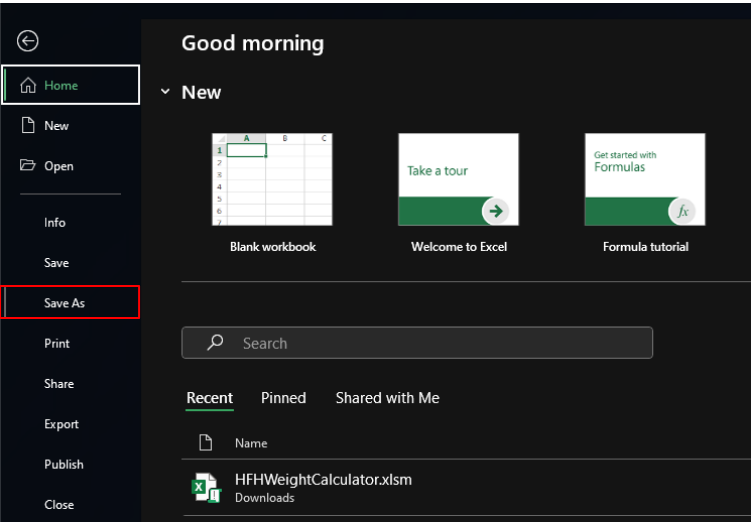
This is a training document describing the usage of the Landfill Tonnage Diversion Calculator created by WPI students for Habitat for Humanity.

This document will cover:

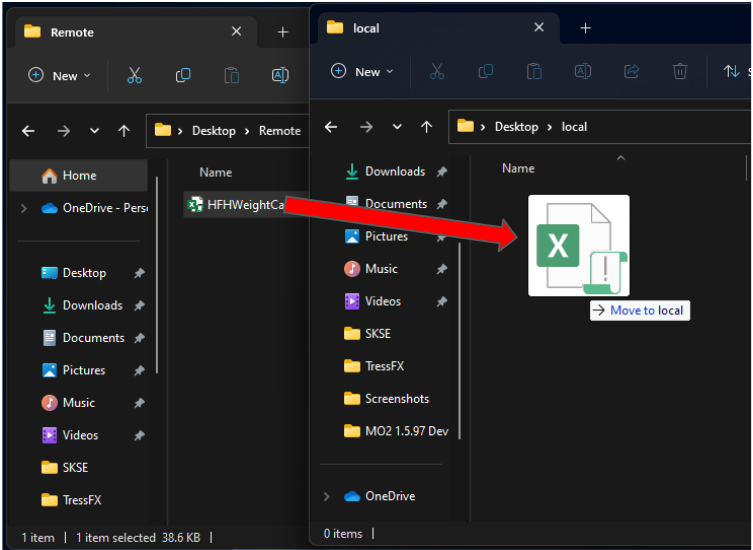
* Creating a local copy of the document
* Entering data and performing the calculation
* Modifying the average weights used in the calculation

**Section 1a: Creating a copy of the document**

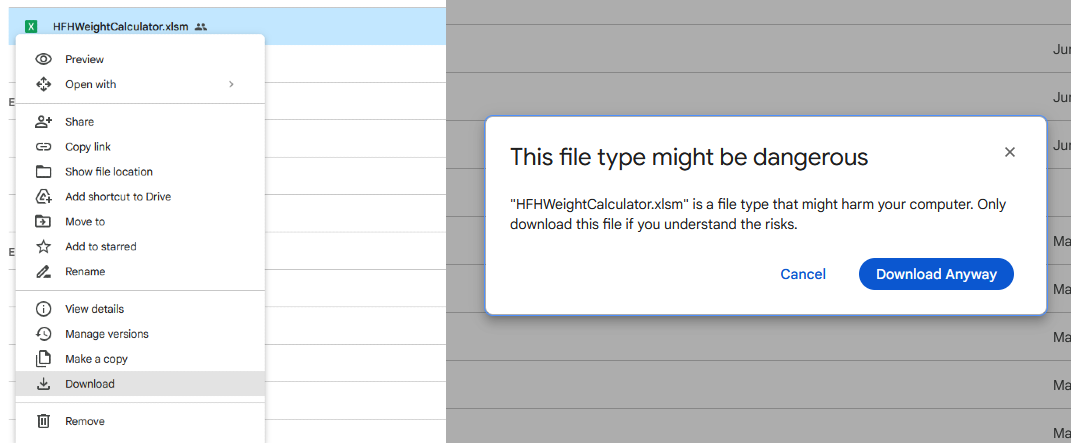
Method 1 - Within Excel: select File->Save As, and save with your desired file name



Method 2 - From remote storage: Copy the file from the remote folder to a location on your PC

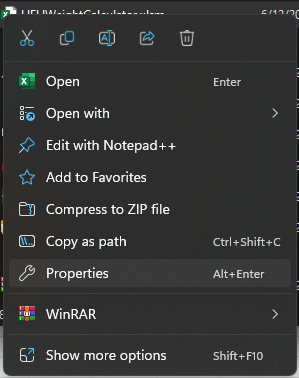


Method 3 - From cloud storage: Right-click on the desired file, and select “Download”. The website may warn you that the file could be dangerous- as the source of the file is trusted, it is safe to ignore this warning. Click “Download Anyway”. A copy will be created in your Downloads folder.

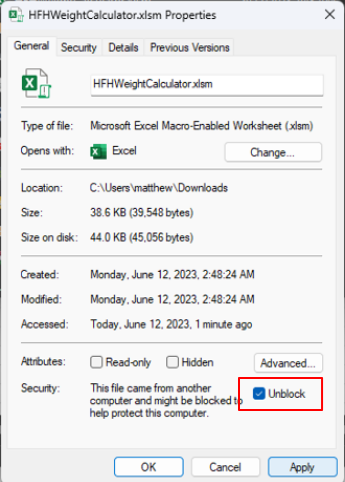


**Section 1b: Enabling scripts in your copy (Windows)**

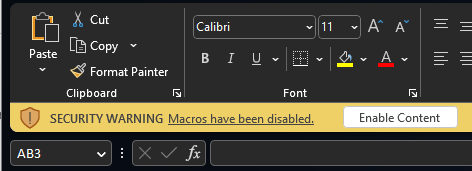
To protect people's computers from malicious files, Microsoft has disabled certain features of Excel by default in newer versions of Windows. We need to enable those features (for this file only!) for the calculator to function. To do this, right-click on the Excel document in the Windows file browser, and click on “Properties”

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At the bottom of the properties window, check for a tick box labeled “Unblock” If it exists, select it, click “Apply”, and then “OK”. Alternatively, if the “Unblock” box does not exist, you may proceed.

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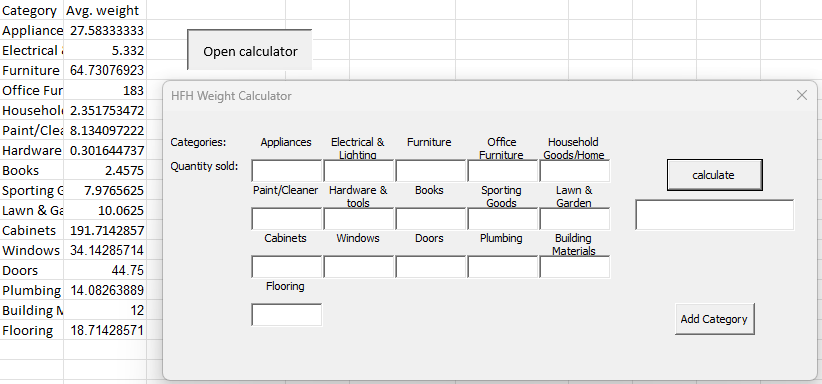
Now, open the document in Excel. At the top of the document, you will see a yellow warning about macros. The calculator requires macros to be enabled, so click “Enable content”.



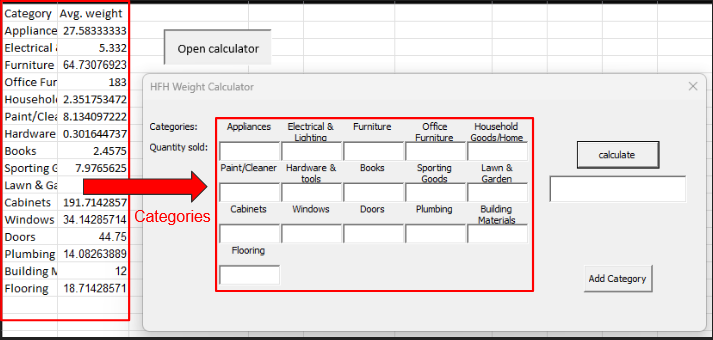
You are now ready to use the calculator.

**Section 2: Using the Calculator:**

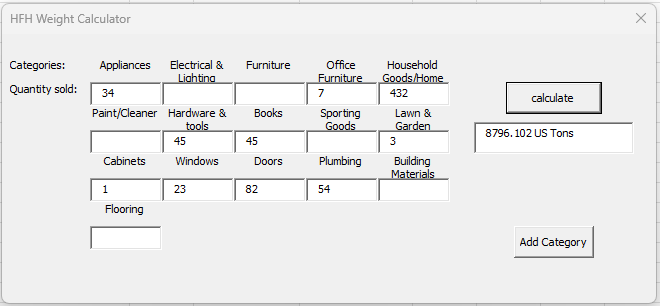
1. Open the copied Excel document. The interface should look like this:



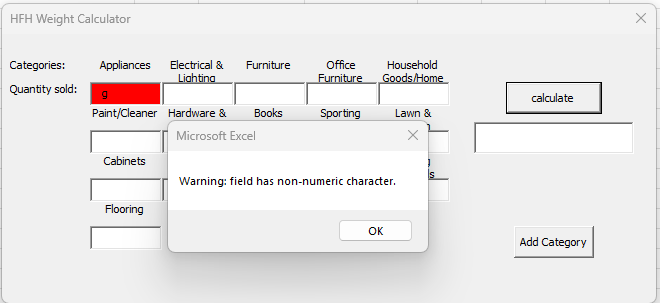
All of the categories in the interface are generated from the columns on the left.



1. Input quantity sold values for each department you have data for. Once values are populated, press ‘Calculate’. The number displayed under the ‘Calculate’ button is the estimated landfill tonnage diversion.

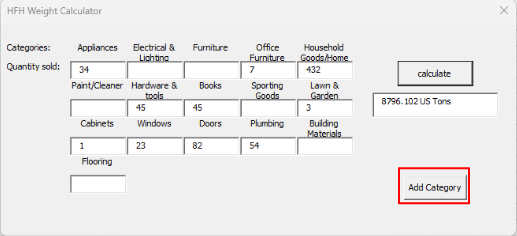


1. If there are any errors in fields (non-numeric characters, negative sales values), a warning will be displayed.

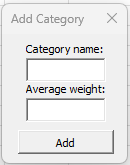


**Customization Features:**

* If there is a department you do not use, you may simply leave the field blank.
* If there is a department you’d like to add, you can press the “Add Category” button at the bottom right of the calculator:



This will create the following interface:



Here you may enter your desired category name and updated average weights (see attached document for instructions on how & why to do this). The department will be added to the calculator when you press “Add”.

You may also manually type a category name into a cell directly underneath the existing column of categories along with the average weight of that category in LBS, and the category will be added the next time the calculator is opened, either by reloading the sheet or by pressing “Open calculator”.

* If you wish to revise the average weight for a category: Replace the existing average weight next to the category name with the desired value.