

**SALTware**

# **Predominant Use**

## **User Guide**

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**June 2009**

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## **Introduction**

Predominant use is an application that compiles the equipment energy usage and tax exempt status for a study location. This information is then used to determine if the meter is tax exempt or not. If a meter is tax exempt, and the client has been paying tax they can then recover the State of Texas tax they have paid on the energy from the meter for the last four (4) years.

## **The Predominant Use Process**

The Predominant Use application is a workflow application that allows clients to enter their own information about a location, the meters at the location and the buildings associated with each meter, the equipment present in each building, and the power requirements for each piece of equipment. A study location may have one or more Gas and/or Electrical meters.

One feature of the Predominant Use application is the compilation of general equipment information. General Equipment information is data about each piece of equipment that remains the same regardless of where the equipment is used. This type of information for an electrical piece of equipment is the voltage, amps, and phase or horsepower or kilowatts of the equipment. For gas equipment the MBTU per hour is the key attribute.

A Guest/Client selects a piece of equipment from the equipment catalog. If the client can't find an item that matches the equipment they have, they may create a new piece of general equipment and then use it for their study.

After all of the equipment information has been entered, the Guest submits the survey. This makes the study un-editable by the client and it sends an email message to the Workflow Manager. The Manager then contacts the Client and determines if they want to proceed with the study

## User guide to Predominant Use

The Engineer's task is to validate the equipment energy usage and location information. The Engineer will also be assigned the task of validating new pieces of general equipment information that the Client entered. The Engineer will enter an initial guess about what the tax exempt percentage of each piece of equipment.

Once a study has been validated by the Engineer the Tax Analyst updates the tax exempt percentage based on the knowledge of the tax laws and how the equipment is being used.

The final step is to create a report based on the validated information that can be sent to the State of Texas to update the Energy taxes

### **Predominant Use Roles**

The Predominant Use Application is a workflow application that is driven by the user's role to determine what actions and menus appear. There are two user roles in Predominant Use:

- Guest: The initial role of a client who has not paid for study
- Client: A paying customer

## Menus / Screen Flow

### Login Screen

saltwaretax.com - LOGIN - Windows Internet Explorer

http://saltwaretax.com/puse/login.aspx

File Edit View Favorites Tools Help

saltwaretax.com - LOGIN

**SALTware** Home

Are you a manufacturer and want to save on your taxes?  
Create an account and start your predominant use study now!  
**Create Account**

Already a User? Please sign in  
User ID:   
Password:   
**Login**  
[Forgot Password?](#)

[Preparation Guide for Predominant Use. Print for Reference](#)

© SALTware

Internet | Protected Mode: Off 100%

#### Notes:

To create new account, click Create Account (page 6)

To login, enter User name and password, then click login (page 7)

## Register Account

The screenshot shows a web browser window titled "salwaretax.com - REGISTERING COMPANY - Window: Internet Explorer". The address bar displays "http://salwaretax.com/pure/registerAccount.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The status bar at the bottom indicates "Done" and "Internet | Protected Mode: Off".

The registration form is titled "salwaretax.com" and features a logo with the word "SALWARE" in a stylized font. The form is organized into several sections, each with a blue header:

- User Information:** Includes fields for "User ID:", "First Name:", "Last Name:", "Email:", "Password:", and "Repeat Password:", each followed by a red asterisk indicating a required field.
- Company Information:** Includes fields for "Company Name:", "Address:", "City:", "State:", and "Zip:", each followed by a red asterisk.
- Billing Information:** Includes fields for "Address:", "City:", "State:", and "Zip:", each followed by a red asterisk.
- Contact Information:** Includes fields for "Contact Name:", "Telephone:", and "Fax:", each followed by a red asterisk.

At the bottom of the form, there are two buttons: "Register" and "Cancel".

### Suggestions for User ID:

Use your last name and company name

(ex. Last Name: smith; Company Name: Dan Martinez & Associates; User ID: smithDMA)

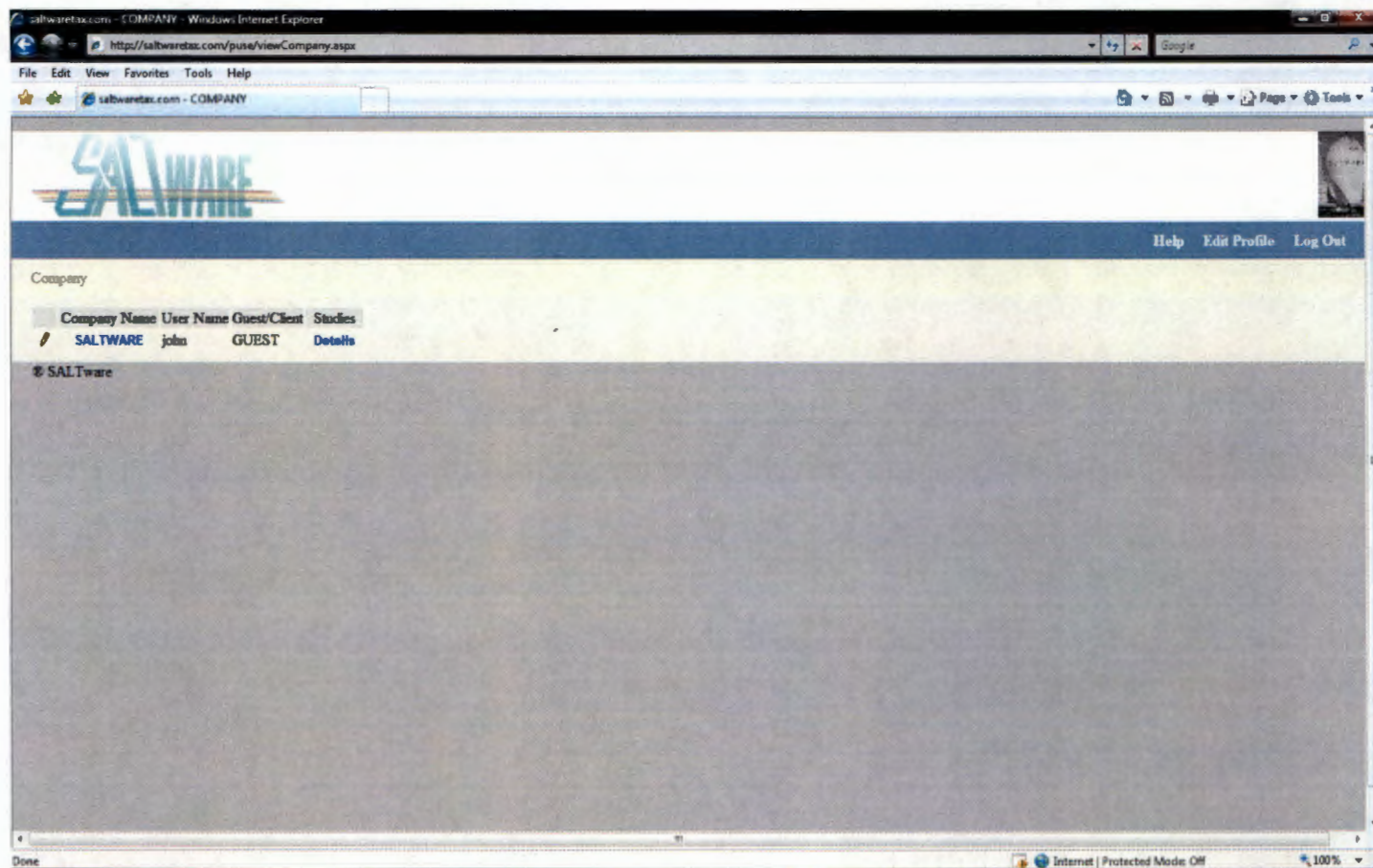
### Notes:

Password must be at least 6 characters long

Leave Billing Information blank if Company Information is the same as Billing Information



## Company View



### Notes:

- To view company profile, click the company's name under Company Name (Page 8)
- To edit company profile, click the pencil next to the Company Name (Page 9)
- To view Studies the company has created, click Details under Study (Page 10)

## View Company Profile

The screenshot shows a web browser window displaying the 'View Company Profile' page on the SALTwaretax.com website. The browser's address bar shows the URL: <http://saltwaretax.com/puse/viewCompanyDetails.aspx>. The page features the SALTware logo at the top left and a navigation bar with links for 'Help', 'Edit Profile', and 'Log Out'. The main content area is titled 'SALTware Details' and includes a 'Previous' section with the following information:

Company Information
Company Name: SALTware
Address: 2131 E STATE HIGHWAY 31
City: Comstock
State: TX
Zip: 75106

Billing Information
Address: 2131 E STATE HIGHWAY 31
City: Comstock
State: TX
Zip: 75106

Contact Information
Contact Name: John Hancock
telephone: 1234567890
fax: 0987654321

At the bottom of the page, there is a footer with the text '© SALTware'.



## Editing Company Profile

saltwaretx.com - EDITING COMPANY INFORMATION - Windows Internet Explorer

http://saltwaretx.com/puse/editCompany.aspx

File Edit View Favorites Tools Help

saltwaretx.com - EDITING COMPANY INFORMATION

**SALTWARE**

Help Edit Profile Log Out

Edit Company SALTWARE

**Company Information**

Company Name: SALTWARE

Address: 2131 E STATE HIGHWAY

City: Corsicana

State: TX

Zip: 75106 -

**Billing Information**

Address: 2131 E STATE HIGHWAY

City: Corsicana

State: TX

Zip: 75106 -

**Contact Information**

Contact Name: John Hancock

telephone: 1234567890

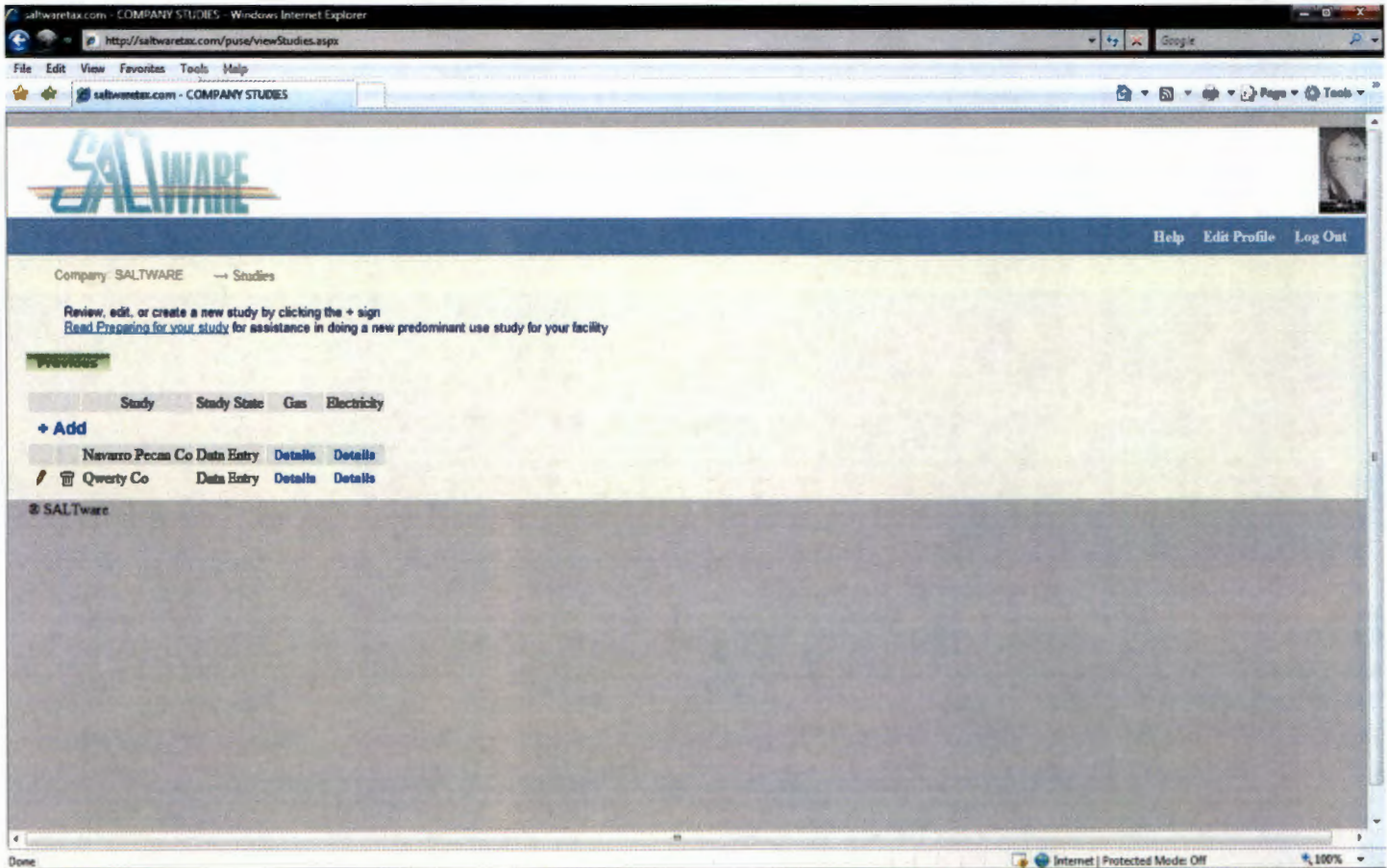
fax: 0987654321

Update Cancel

SALTware

Done Internet | Protected Mode: Off 100%

## Study View



### Notes:

- To create new study, click the plus (+) sign (Page 11)
- To view electric meters in a study click Details under Electricity (Page 14)
- To view gas meters in a study click Details under Gas (Page 14)
- To edit a study, click the pencil next to the study (Page 12)
- To delete a study, click the trashcan next to the study (Page 13)
- If a meter has been submitted you will not be able to edit or delete a study

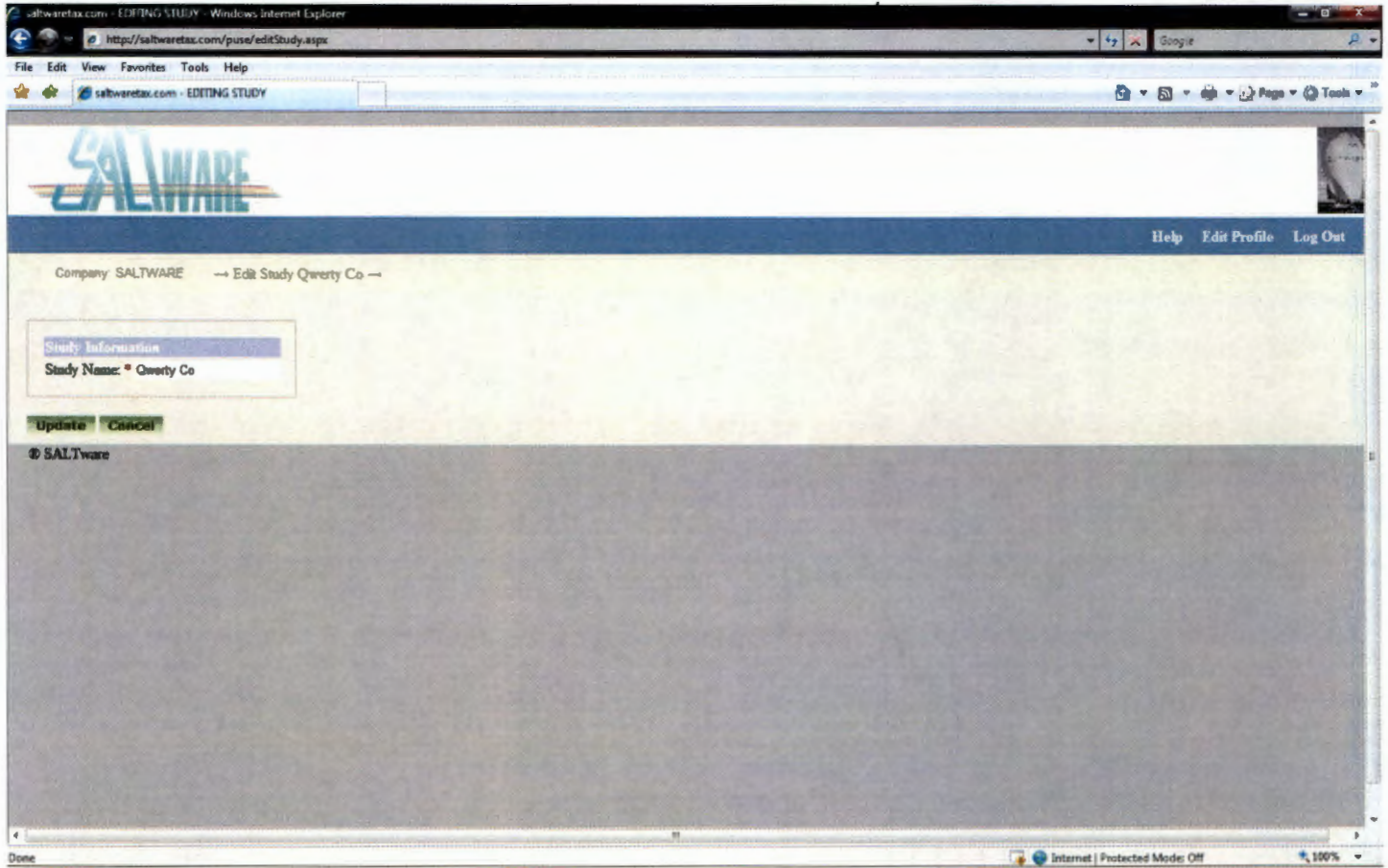
## User guide to Predominant Use

### Create New Study

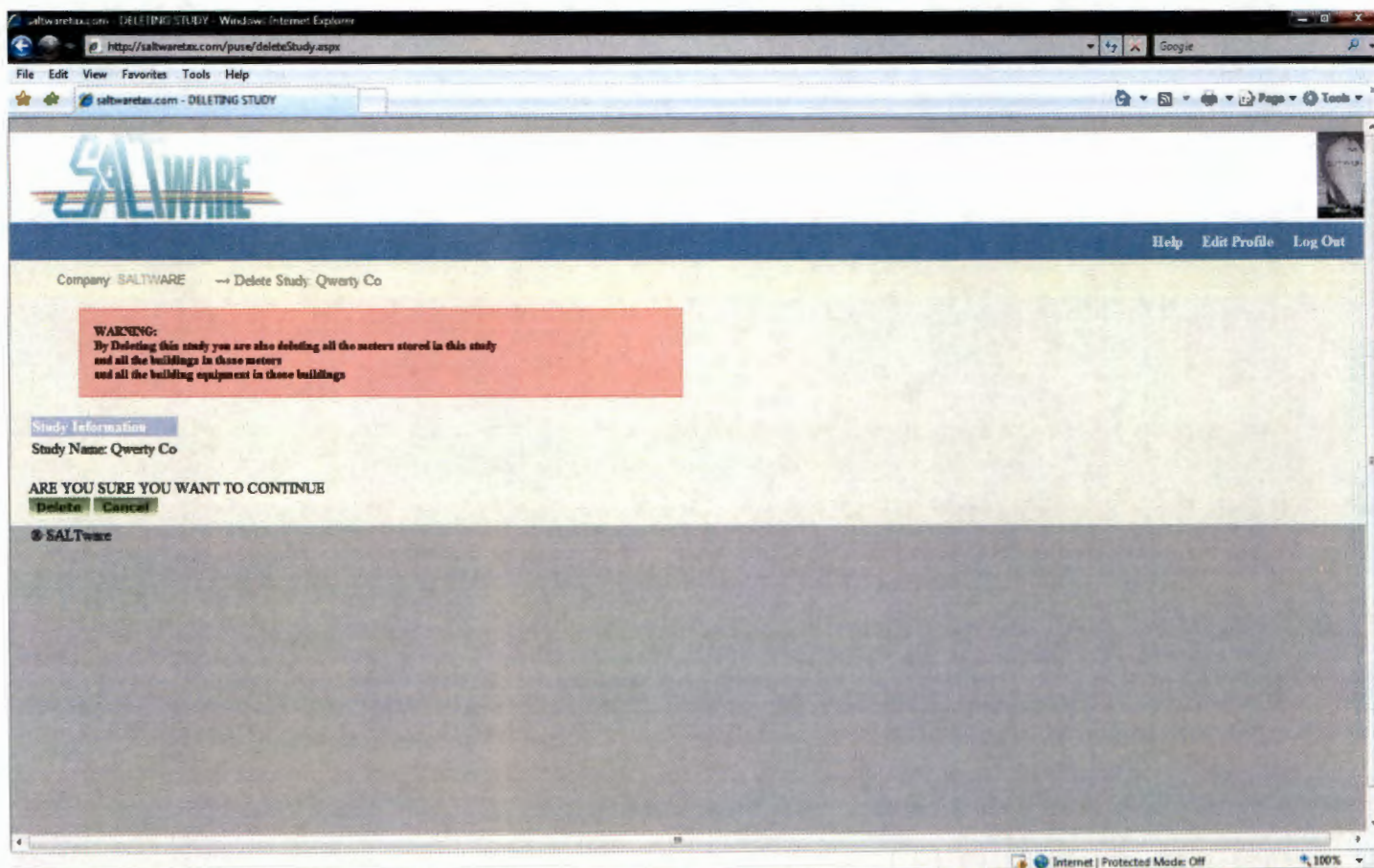
The screenshot shows a web browser window titled "SALTware.com - CREATING STUDY - Windows Internet Explorer". The address bar shows the URL "http://saltwaretax.com/puser/createNewStudy.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the "SALTware" logo on the left and navigation links "Help", "Edit Profile", and "Log Out" on the right. Below the header, the text "Company: SALTware" is followed by a link "→ Create Study". A form titled "Study Information" contains a "Study Name:" label and a text input field. Below the input field are "Enter" and "Cancel" buttons. A large, dark gray rectangular area occupies the lower half of the page, likely a placeholder for a study image or a detailed description. The status bar at the bottom indicates "Done", "Internet | Protected Mode: Off", and a zoom level of "100%".



## Editing Study



## Deleting Study



### Note:

By deleting a study, you are losing all the data in that study (created meters, buildings and building equipment)



## Meter View

Company SALTWARE -> Study Navarre Pecan Co -> Electric Meters

Add a meter (click + sign below).  
 Add billed usage - one year's worth (Click 'Details' under Bills column).  
 Add Buildings attached to this meter (Click 'Details' under Buildings column).  
 Add equipment to each building (see Buildings page), selecting from our equipment database or creating your own.  
 When finished adding all equipment, click 'Submit Survey' to complete your study.

Meter #	Account #	Provider Name	Total KKWH Billed	Total Usage	Total Exempt Usage	Total Taxable Usage	Total Percent Exempt	Buildings	Summary Survey
+ Add									
093253777LG 6216136-9	Reliant Energy	2061.95	0.00	0.00	0.00	0.00	0.00	Details	Details
123456789LG 3456789-9	Center Point	0	0.00	0.00	0.00	0.00	0.00		

SUBMITTED 2/20/2009 1:40:50 PM

### Notes:

- To create new meter, click the plus (+) sign (Page 15)
- To view the bills of a meter, click Details under Bills (Page 18)
- To view the buildings associated with a meter, click Details under Buildings (Page 19)
- To view a summary of the meter, click Details under Summary Survey (Page 32)
- To edit a meter, click the pencil next to the study (Page 16)
- To delete a meter, click the trashcan next to the study (Page 17)
- To submit a meter study, click 'submit survey' next to the meter you want to submit
- If you have submitted a meter survey, you are not allowed to edit, delete, or view any more data in that meter
- Total Energy Billed is the amount total amount billed to you by the Electric / Gas Company
- Total Usage is the amount of energy used by all the equipment associated with that meter
- Total Exempt Usage is the total amount of energy exempt from that meter
- Total Taxable Usage is the total amount of energy taxable from that meter

## User guide to Predominant Use

Create New Meter / Edit Meter / Create New Building / Edit Building / Delete Building

Company: SALTWARE → Study: Navero Pecan Co → Edit Electric Meter: 12345

Electric Meter Information can all be found on your electric bills.  
You should have 12 billing statements from the electric company. Of the 12, use the first bill statement's month and year in the Bill information.  
Power factor is a technical value related to the efficiency of your meter connection. The default number is 90%. Do not change unless you have a qualified engineering reason for assessing a different factor.  
Building information works like a spread sheet. To create a new building, simply put in the building information. To edit building information, click the text box in which you want to change. To delete a building, erase all information in the row.  
**WARNING:** By deleting this building you are also deleting all the building equipment stored in this building

Electric Meter Information			
Meter Number:	12345		
Account Number:	12345		
Provider Name:	Aassa		
ESI ID:			

Meter Attributes			
% Power Factor:	90		

Building Information			
Building	Building Name	Square Footage	Hours of Operation Per Week
1	Admin	500	40
2	Warehouse	1500	60
3			

Bill Information		
Starting Month For Bills:	3	
Starting Year For Bills:	2008	
Month #	Month	KW used
1	MARCH 2008*	135468
2	APRIL 2008*	381681
3	MAY 2008*	315631
4	JUNE 2008*	358816
5	JULY 2008*	516813
6	AUGUST 2008*	516131
7	SEPTEMBER 2008*	145351
8	OCTOBER 2008*	613131
9	NOVEMBER 2008*	351316
10	DECEMBER 2008*	341356
11	JANUARY 2009*	135181
12	FEBRUARY 2009*	518513
Total:		4329388

Update Cancel

### Notes:

Meter Information is data that you would find on your electric / gas bill

Bill Information is a year's worth of bills the electric / gas company has billed you. If you have all of 2008 bills (January to December), Starting Month For Bills is 1, and Starting Year For Bills is 2008

Power Factor is an attribute of an Electric Meter. If you are unsure about that meter's attribute, then keep the power factor at 90 (default value)

Building Information are the buildings associated with the meter

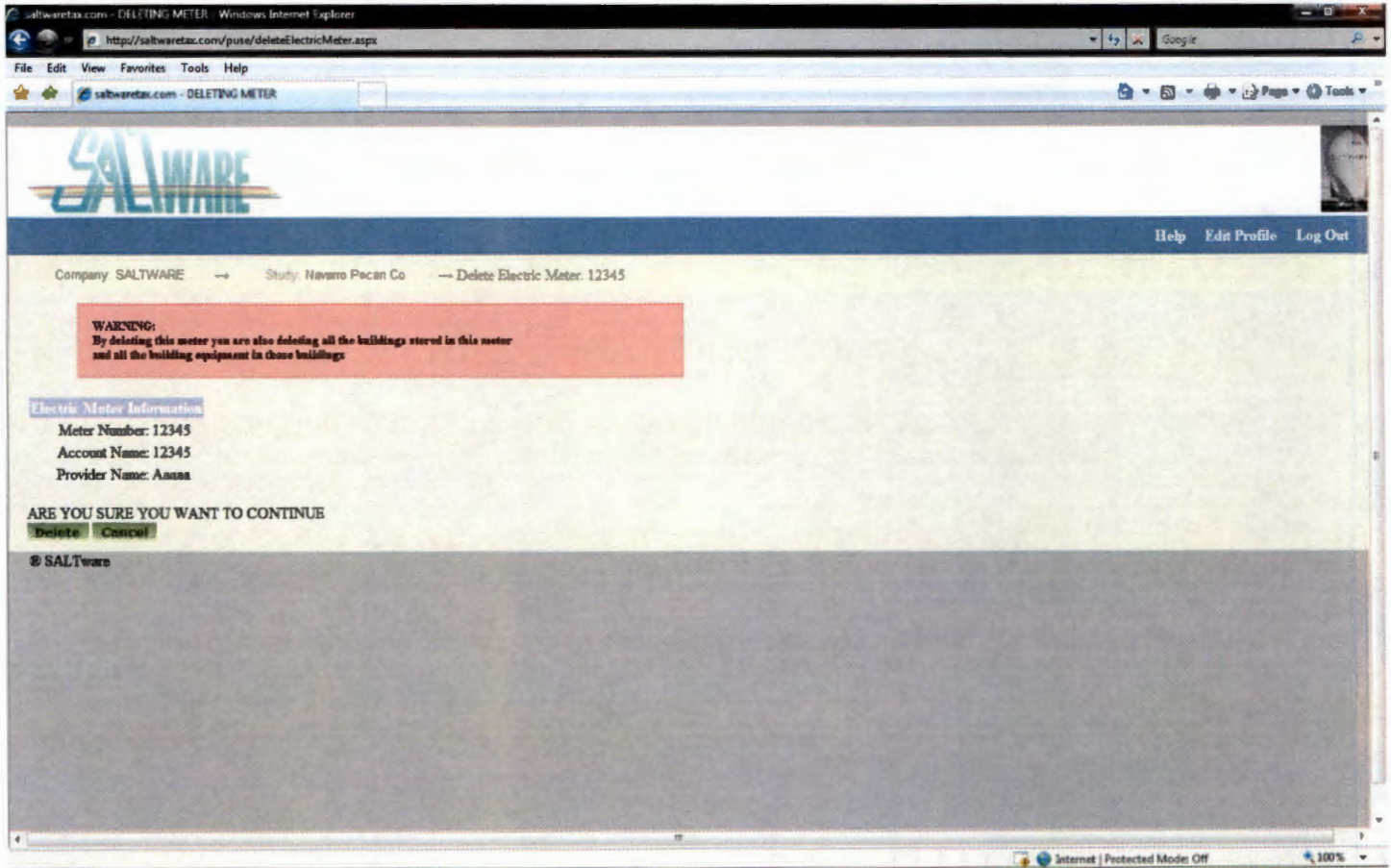
To edit building information, simple change the data in the text boxes

To Delete a building, erase all the data (building name, square footage, and hours of operation) of the building

Warning: By deleting a building, you are losing all the data in that building (created building equipment)



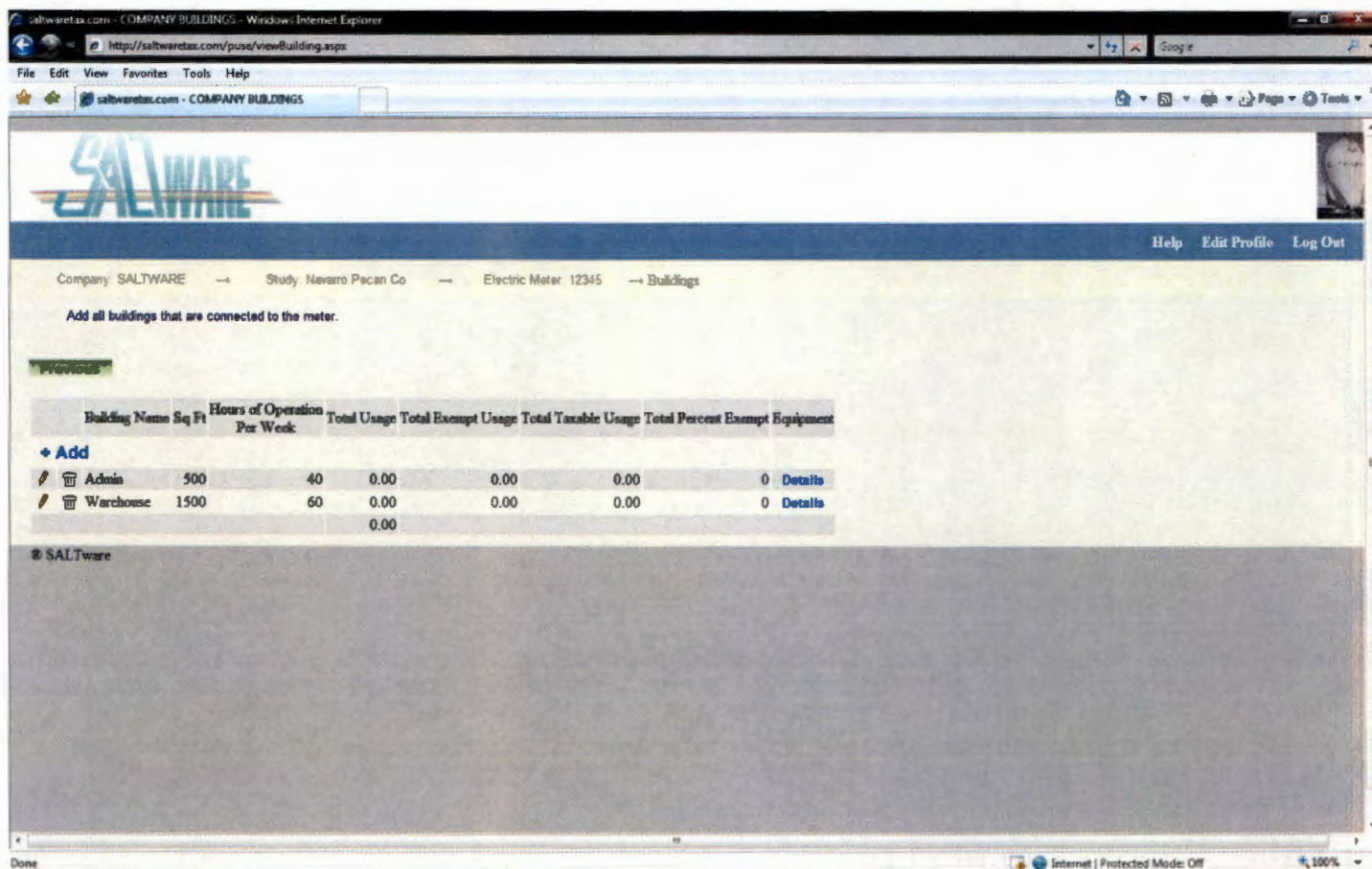
## Deleting meter



### Note:





By deleting a meter, you are losing all the data in that meter (created buildings and building equipment)

## Building View



Company SALTWARE → Study Navarro Pecan Co → Electric Meter 12345 → Buildings

Add all buildings that are connected to the meter.

Building Name	Sq Ft	Hours of Operation Per Week	Total Usage	Total Exempt Usage	Total Taxable Usage	Total Percent Exempt Equipment
  Admin	500	40	0.00	0.00	0.00	0 <a href="#">Details</a>
  Warehouse	1500	60	0.00	0.00	0.00	0 <a href="#">Details</a>
			0.00			

© SALTware

### Notes:

To create a new building, click the plus (+) sign (Page 20)

To view building equipment in a building, click Details under Equipment (Page 23)

To edit a building, click the pencil next to the building (Page 21)

To delete a building, click the trashcan next to the building (Page 22)

The values Total Usage, Total Exempt Usage, Total Taxable Usage and Total Percent Exempt are based on the equipment in the building

Total Usage: the total energy used by the equipment in the building

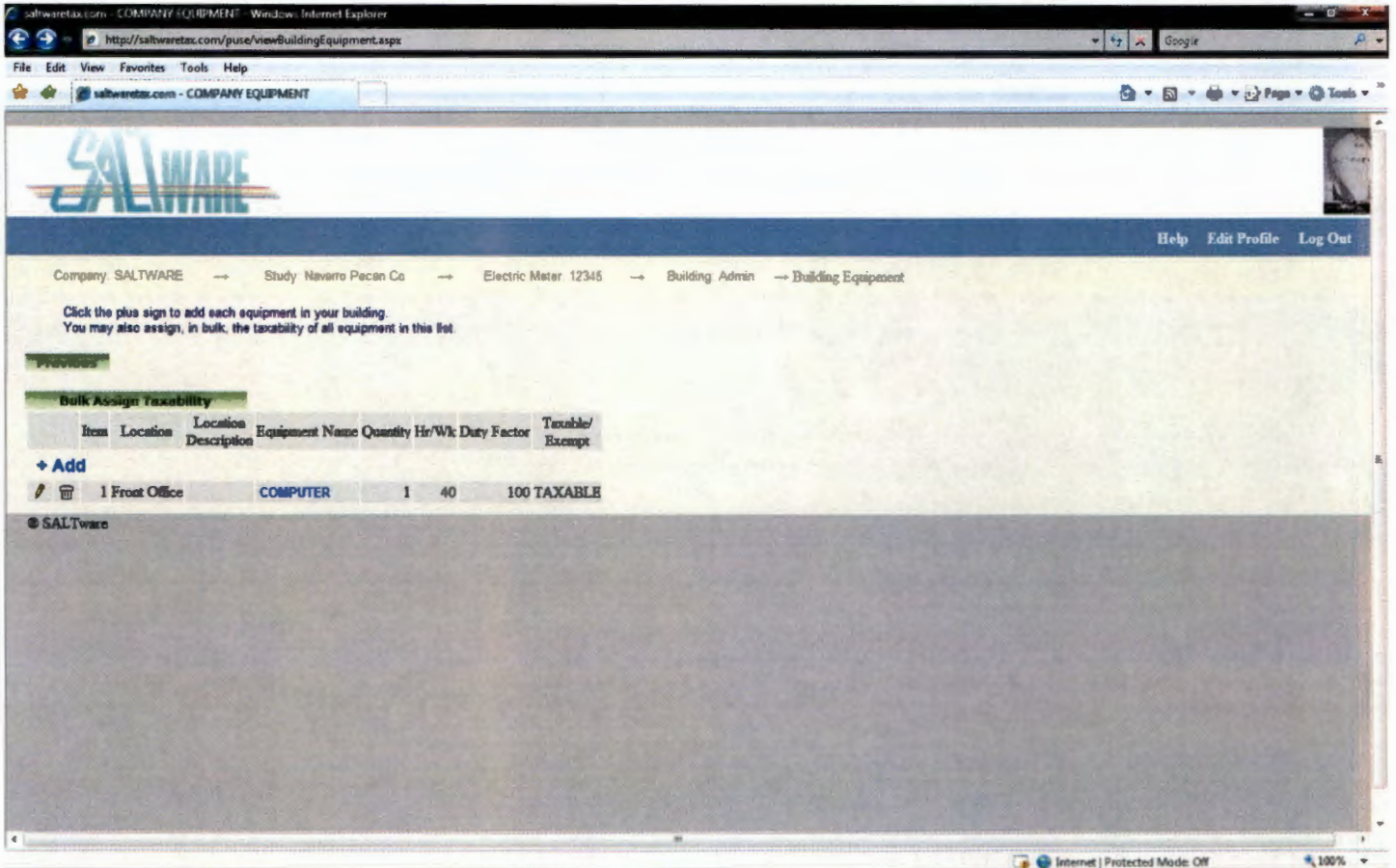
Total Exempt: the total exempt energy used by the equipment in the building

Total Taxable: the total taxable energy used by the equipment in the building

Total percent Exempt: the percent of exemption in a building



## Building Equipment View



### Notes:

- To add building equipment, click the plus (+) sign (Page 27)
- To view equipment's attributes, click the equipment name under equipment name (Page 26)
- To edit building equipment, click the pencil next to the building equipment (Page 24)
- To delete building equipment, click the trashcan next to the building equipment (Page 25)
- To edit the equipment taxability, click Bulk Assign Taxability (Page 31)



## Editing Building Equipment

Equipment Information

Equipment: COMPUTER

Volts: 110

Phase: 1

Amps: 8

Location Information

Location: Front Office

Description:

Quantity: 1

Hz/W/c: 40

% Duty Factor: 100

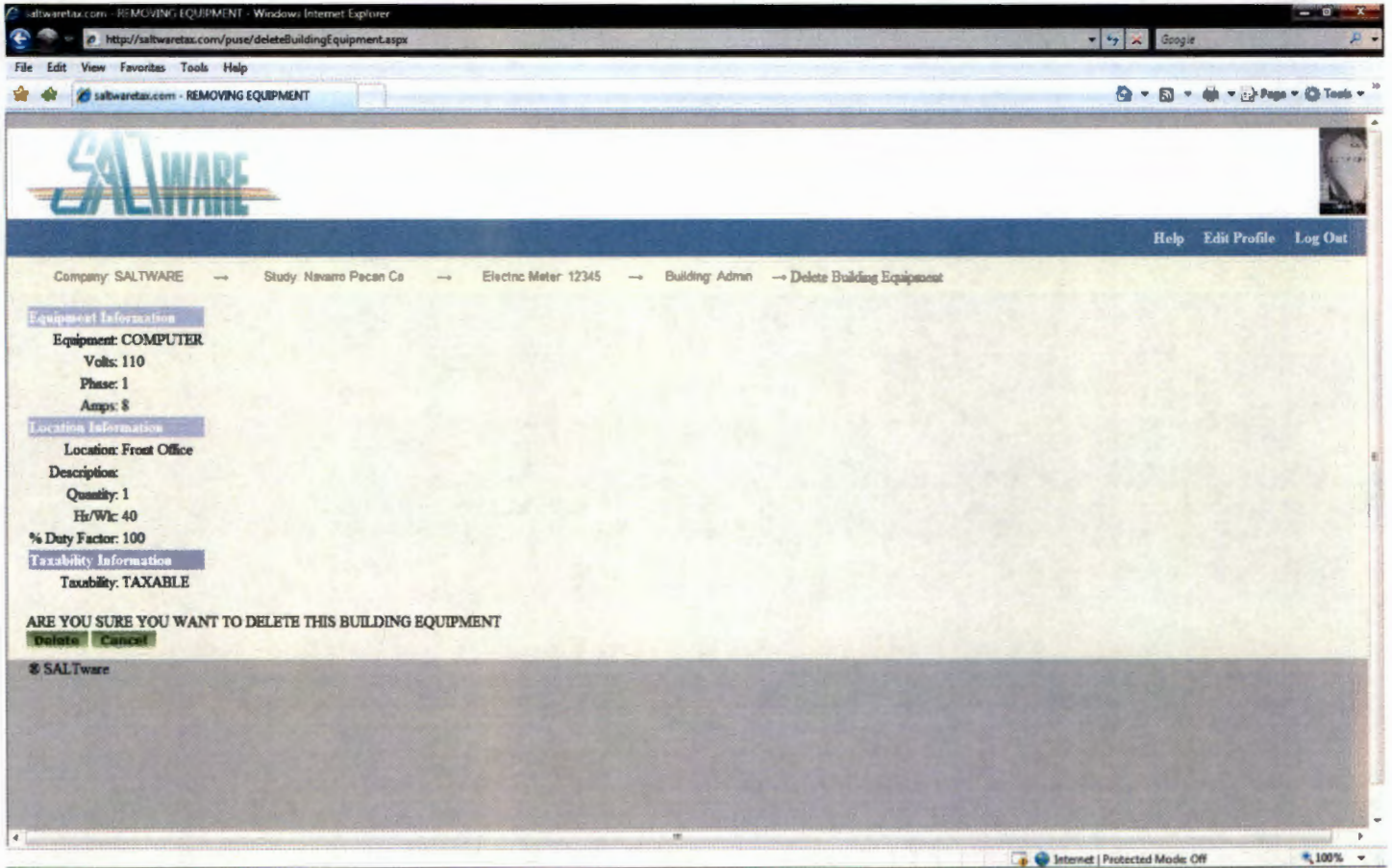
Taxability Information

Taxability: TAXABLE

Update Cancel

SALTware

## Deleting Building Equipment



## Equipment Details

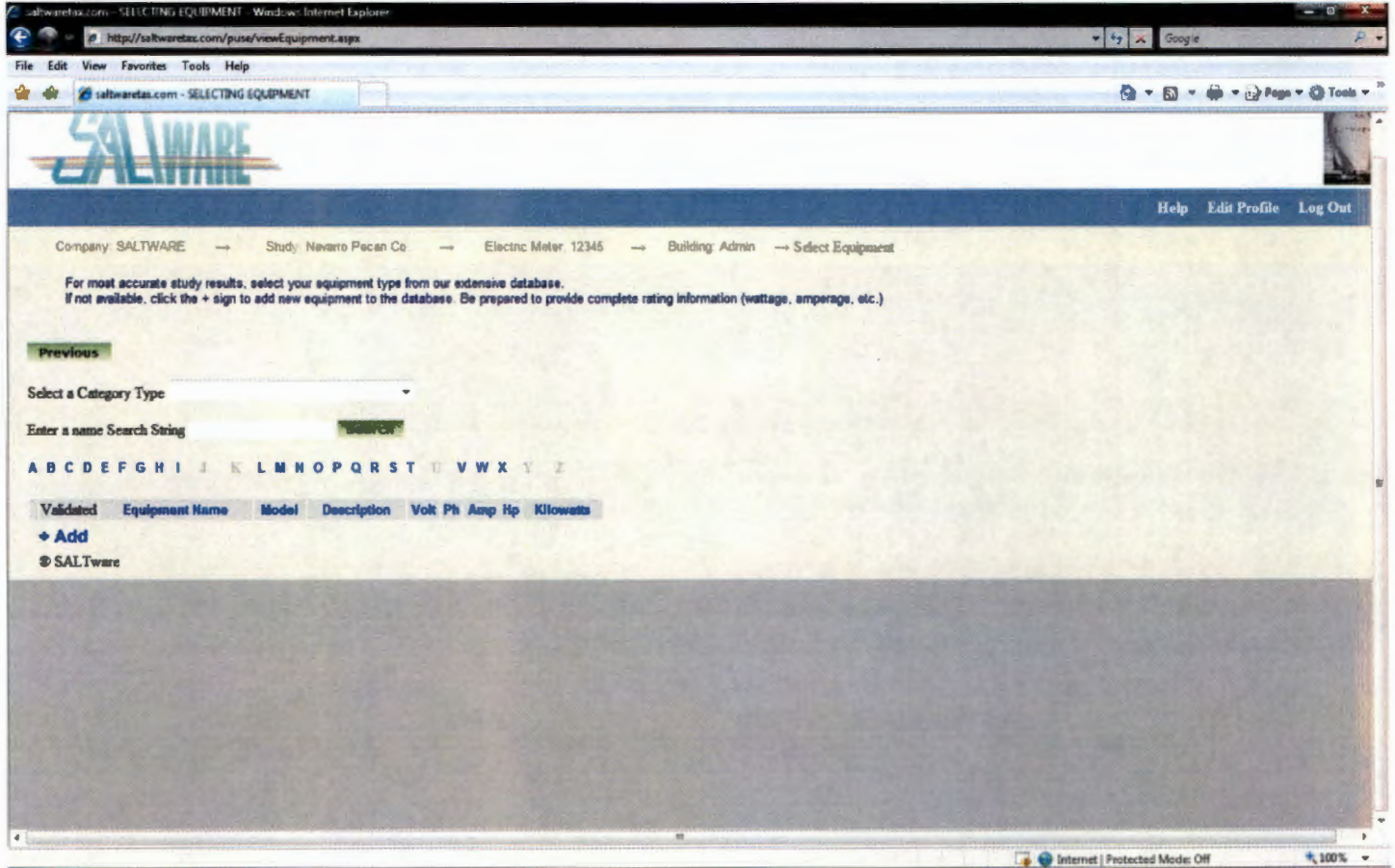
Company SALTWARE -> Study Navaro Pacan Co -> Electric Meter 12345 -> Building Admin -> Building Equipment Details

Validated	Name	Model Description	Volt	Ph	Amp	Hp	Watt
TRUE	COMPUTER		110	1	8	-	-

SALTware



## Searching for Equipment in our Database



### Notes:

There are three ways to search for equipment:

- Choose a category (Page 29)

- Enter text in the search box (Page 29)

- Click on a letter that the equipment starts with (Page 29)

If the equipment you are looking for is not in our database, create your own equipment by clicking on the plus (+) sign (Page 28)

## Creating New Equipment in our Database

The screenshot shows a web browser window with the URL <http://saltwaretas.com/puse/createNewEquipment.aspx>. The page features the SALTware logo at the top left and a navigation bar with links for 'Help', 'Edit Profile', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads: 'Company: SALTWARE → Study: Navajo Pecan Co → Electric Meter 12345 → Building: Admin → Building Equipment'. The main content area contains a form with two sections: 'Equipment Information' and 'Energy Information'. The 'Equipment Information' section includes fields for 'Name', 'Model', and 'Description'. The 'Energy Information' section includes radio buttons for 'VPA', 'HP', and 'KW', and input fields for 'Volt', 'Ph', and 'Amp'. At the bottom of the form are 'Enter' and 'Cancel' buttons. The footer of the page displays '© SALTware'.

### Note:

This puts new equipment into our database. It does not put it into your building. So after creating it, you will have to search for it and select it (Page 27)

Once you create equipment into our database, its name and energy information cannot be changed. If you create a piece of equipment and misspell the Equipment Name, our Engineers will fix the name at a later time. If you input the wrong Energy Information, create another piece of equipment with the correct Energy Information.



## User guide to Predominant Use

### Selecting Equipment from our Database

The screenshot shows a web browser window with the URL <https://saltwaretas.com/post/viewEquipment.aspx>. The page title is "SELECTING EQUIPMENT". The SALTWARE logo is in the top left. The top navigation bar includes "Help", "Edit Profile", and "Log Out". The breadcrumb trail is: Company SALTWARE → Study Navarro Pecan Co → Electric Meter 12345 → Building Admin → Select Equipment.

For most accurate study results, select your equipment type from our extensive database.  
If not available, click the + sign to add new equipment to the database. Be prepared to provide complete rating information (wattage, amperage, etc.)

**Previous**

Select a Category Type: **COMPUTERS**

Enter a name Search String:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

	Validated	Equipment Name	Model	Description	Volt	Ph	Amp	Hp	Kilowatts
<b>+ Add</b>									
Select	TRUE	COMPUTER			110.00	1	2.00	-	-
Select	TRUE	COMPUTER			110.00	1	3.00	-	-
Select	TRUE	COMPUTER			110.00	1	4.00	-	-
Select	TRUE	COMPUTER			110.00	1	8.00	-	-
Select	TRUE	COMPUTER			110.00	1	12.00	-	-
Select	TRUE	COMPUTER			110.00	1	15.00	-	-
Select	TRUE	COMPUTER			120.00	1	1.00	-	-
Select	TRUE	COMPUTER			120.00	1	1.20	-	-
Select	TRUE	COMPUTER			120.00	1	1.50	-	-
Select	TRUE	COMPUTER			120.00	1	2.00	-	-
Select	TRUE	COMPUTER			120.00	1	4.00	-	-
Select	TRUE	COMPUTER			120.00	1	4.00	-	-

Done Internet | Protected Mode: Off 100%

#### Notes:

To add equipment to your building, click the select button (Page 30)

## Adding Building Equipment

Company: SALTware -> Study: Navaro Pacan Co -> Electric Meter: 12345 -> Building Admin -> Add Equipment

Enter the count of this particular equipment type in your building.  
Hours per week is the estimate of the amount of time this equipment is on or regularly in use (40 hours for standard week, 56 for one shift 7 days a week, 80 hours for weekday shifts, etc).  
Duty Factor can be used to express equipment that regularly cycles on and off during this use, and is your estimate of the percentage of time the equipment is cycled on.

**Equipment Information**  
Equipment: COMPUTER  
Volts: 120  
Phase: 1  
Amps: 1.2

**Location Information**  
Location: |  
Location Description:

**Equipment Information**  
Quantity: 40  
Hr/Wk: 40  
% Duty Factor: 100

**Taxability Information**  
Taxability: TAXABLE

Enter Cancel

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### Notes:

Location should be a room in a building

Location description should be a place in the room (ex. Closet, processing table 2, etc.)

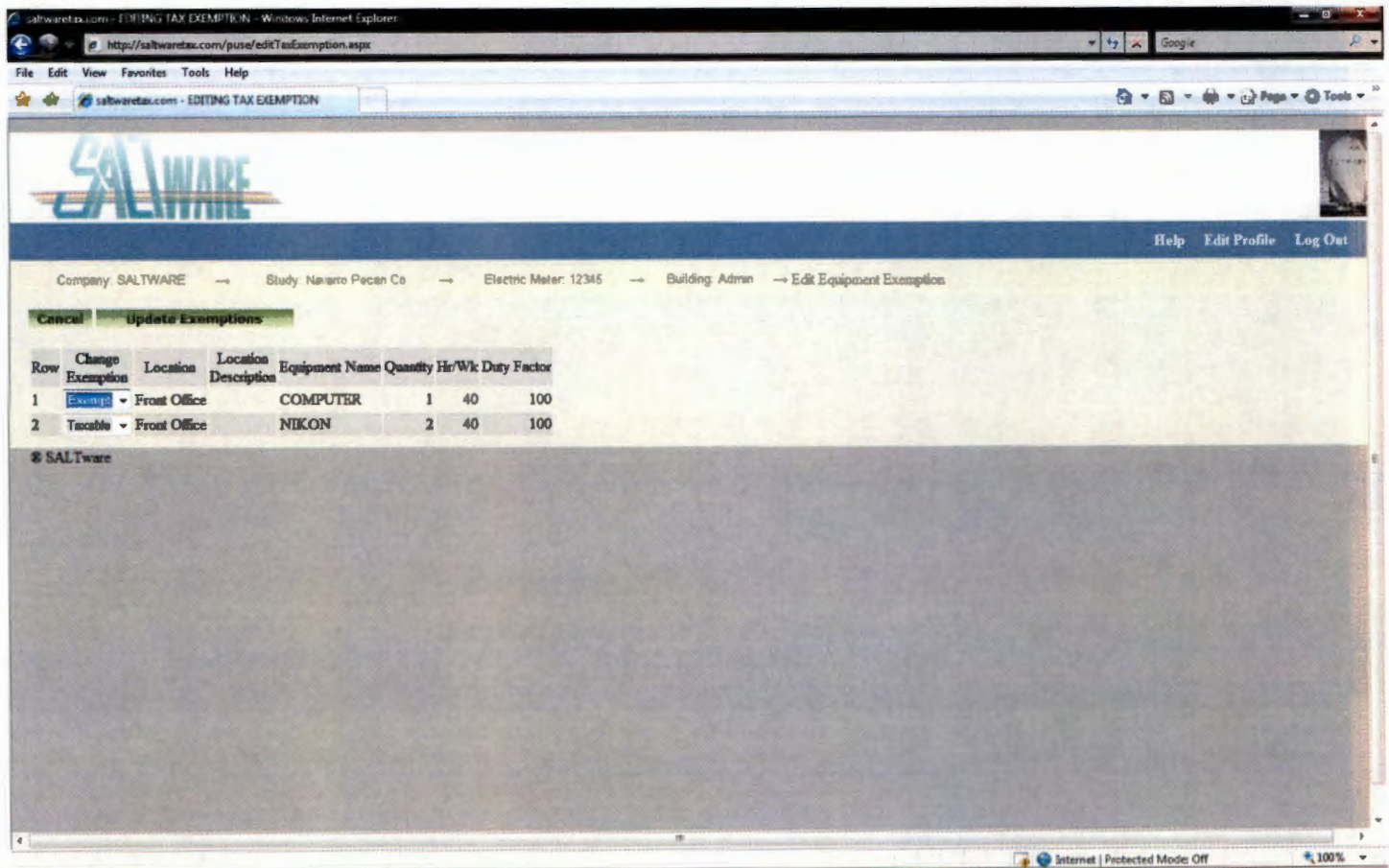
Quantity is the number of equipment that you have in this location

Hr/Wk is the amount of hours per week the equipment is being used

% Duty Factor is used to express equipment that regularly cycles on and off during use (ex. a refrigerator would have 168 Hr/Wk because it's always on, but the duty factor is about 40 because it cycles on and off)



## Editing Taxability



### Notes:

To change the taxability of one or more pieces of equipment, click on the select box under Change Exemption. When finished changing the equipment taxability, click Update Exemptions to save

# User guide to Predominant Use

## Summary Survey

SALTWARE  
Corsicana, TX  
Date Submitted for Review:  
Date Printed: 5/29/2009 9:34:35 AM

Predominant Use Study

STRICTLY PRIVATE PROPERTY OF  
SALTWARE

Texas Sales Tax Study: Electric Use By Month for 2008 / 2009  
SALTWARE - 2131 E STATE HIGHWAY 31 Corsicana, TX 75106-NULL  
Aaaa ESI ID  
Meter Number 12345 Account Number 12345

Month	Usage KWH
MAR - 2008	135468
APR - 2008	381681
MAY - 2008	315631
JUN - 2008	358816
JUL - 2008	516813
AUG - 2008	516131
SEP - 2008	145351
OCT - 2008	613131
NOV - 2008	351316
DEC - 2008	341356
JAN - 2009	135181
FEB - 2009	518513

Total Annual KWh's: 4329388

Building Name	Aren Square Feet	Hours of Operation Per Week
Admin	500	40
Warehouse	1500	60

SALTWARE  
Corsicana, TX  
Date Submitted for Review:  
Date Printed: 5/29/2009 9:34:35 AM

Predominant Use Study

STRICTLY PRIVATE PROPERTY OF  
SALTWARE

Texas Sales Tax Study: Electric Use By Month for 2008 / 2009  
SALTWARE - 2131 E STATE HIGHWAY 31 Corsicana, TX 75106-NULL  
Aaaa ESI ID  
Meter Number 12345 Account Number 12345

Month	Usage KWH
MAR - 2008	135468
APR - 2008	381681
MAY - 2008	315631
JUN - 2008	358816
JUL - 2008	516813
AUG - 2008	516131
SEP - 2008	145351
OCT - 2008	613131
NOV - 2008	351316
DEC - 2008	341356
JAN - 2009	135181
FEB - 2009	518513

Total Annual KWh's: 4329388

Building Name	Aren Square Feet	Hours of Operation Per Week
Admin	500	40
Warehouse	1500	60

ITEM	BUILDING	LOCATION	LOCATION DESCRIPTION	EQUIPMENT	QTY	HR/WK	% DUTY FACTOR	TAX EXEMPT	COMPUTED ANNUAL KKW/H	COMPUTED ANNUAL TAXABLE KKW/H
1	Admin	Frost Office		COMPUTER	1	40	100.0	EXEMPT	1.65	
2				NIKON	2	40	100.0	TAXABLE		24.32
TOTAL									1.65	24.32
PERCENT									6.361	93.639
Total Annual KKW/H									25.97	
Total Billed KKW/H									4329.39	
Percent Error									-16571.47000	

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## User guide to Predominant Use

### Notes:

This is a summary of all the equipment used on a meter. You cannot add equipment here. You can only edit and delete equipment that has already been added

Total annual KKWH is total amount of energy used by all the building equipment that is attached to this meter

Total Billed is the total amount of all the bills added together

Percent Error is how far off Total Annual KKWH and Total Billed is. The closer to zero the better (If Percent Error is less than -5, you are most likely missing some equipment).

The Computed Annual Exempt / Taxable KKWH is the amount of energy the equipment use in a calendar year