

Creating a WAP event in eHEAT and importing it into Weatherization Assistant

1. Go to <https://eheat.commerce.mn.gov/eHEAT> and log in
2. Click on Client Services tab
3. Click on the WAP Benefits tab (see screen shots below)
 - a. Enter Household Number to search for a specific client, or leave the field blank to return a list of eligible clients
 - b. Set Priority Households to "Select"
 - c. Set Households with WAP Events to "Select" – this choice allows a client that previously had a standalone event to have an audit event created, or vice versa
 - d. Make sure the program year is correct
 - e. Click the "Go" button
 - f. Click "Add to WAP Queue" button on WAP Application Search Results screen - get confirmation that client was added to the WAP Queue

eHEAT Electronic Household Energy Automated Technology

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Application Crisis Benefits ERR Benefits **WAP Benefits** EAP Benefit Assurance 16

[WAP Application Search](#) | [WAP Queue](#) | [Search by WAP Event](#) | [Weatherization Export](#)

WAP Application Search Criteria

APPLICATION INFORMATION

* Service Provider: Anoka County Community Action Program (15) County: -Select- Program Year: 2015
Household Number: [] Priority Households: -Select- Households with WAP Events: -Select-

PERSONAL INFORMATION

SSN: [] [] [] DOB(mm/dd/yyyy): [] [] []
Last Name: [] First Name: []

HOUSEHOLD ADDRESS

House Number: [] City: [] State: -Select- Zip Code: []

HOUSING AND HEAT INFORMATION

Vendor Name: -Select- Vendor Account Number: [] Problem Type: -All-
Heat Included in Rent: -Select- Electric Included in Rent: -Select- Subsidized Housing: -All-
Consumption Status: -Select- Consumption Fuel Usage: -Select- Home Owners: -Select-

* Action: Search/View **Go**

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WAP Application Search | WAP Queue | Search by WAP Event | Weatherization Export

WAP Application Search Criteria

Sort by Fuel Type and Status Date Sort by Fuel Type and High Consumption

WAP Application Search Results

Household Number	EAP Service Provider	Name of Primary Applicant	Application Status Date	Housing Type	Primary Fuel	Heat Consumption Amount	Electric Consumption Amount
<input checked="" type="checkbox"/> 485739	15	BADGER,BUCKY W	11/04/2014	House	Propane / LP	942.00	0.00

Add to WAP Queue

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Status Message(s)

Selected Application(s) (Household Number(s): 485739) added to the WAP Queue successfully.

WAP Application Search Criteria

4. Click on the WAP Queue tab (see screen shots below)
 - a. Enter Household Number
 - b. Make sure the program year is correct
 - c. Click the "Go" button
 - d. Click "Creates WAP Event" button on WAP Queue Search Results screen
 - e. Set Event Type by making appropriate selection from list - "Audit", "Standalone" or "Callback"
 - f. Set Auditor name
 - g. Click "Submit" button
 - h. See confirmation that WAP Event was created successfully ('Event saved successfully'), Event ID is generated, and event status is "Scheduled"

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WAP Queue Search Criteria

APPLICATION INFORMATION

* Service Provider: Anoka County Community Action Program (15) County: -Select- Program Year: 2015

Household Number: 485739

PERSONAL INFORMATION

SSN: [] [] [] DOB(mm/dd/yyyy): [] [] [] [] [] []

Last Name: [] First Name: []

HOUSEHOLD ADDRESS

House Number: [] City: [] State: -Select- Zip Code: []

* Action: Search/View Go

WAP Queue Search Results								
Household Number	EAP Service Provider	Name of Primary Applicant	Application Status Date	Housing Type	Primary Fuel	Heat Consumption Amount	Electric Consumption Amount	
<input checked="" type="radio"/> 485739	15	BADGER, BUCKY W	11/04/2014	House	Propane / LP	942.00	0.0	
			Creates WAP Event	Remove From WAP Queue				

Application | Crisis Benefits | ERR Benefits | **WAP Benefits** | EAP Benefit | Assurance 16

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Program Application Information [Help](#) [Quit](#)

HouseHold Number: 485739	Home Phone:	Emergency Phone:	Ext:
Name: BADGER, BUCKY W	Own home? Yes	House Type: House	
Eligibility Date (mm/dd/yyyy): 11/04/2014	Program Application Log Date (mm/dd/yyyy): 11/04/2014		
Address:	MN 55812		

WAP Event

Event Id:

Event Type: (dropdown menu with options: Audit, Standalone, Callback)

Status:

Status Date:

Scheduled Date (mm/dd/yyyy):

Auditor: (dropdown menu)

Notes:

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Status Message(s)

Event saved successfully

Program Application Information

HouseHold Number: 485739	Home Phone:
Name: BADGER, BUCKY W	Own home? Yes
Eligibility Date (mm/dd/yyyy): 11/04/2014	Program Application Log Date (mm/dd/yyyy): 11/04/2014
Address:	MN 55812

WAP Event

Event Id:

Event Type: (dropdown menu)

Status: (dropdown menu)

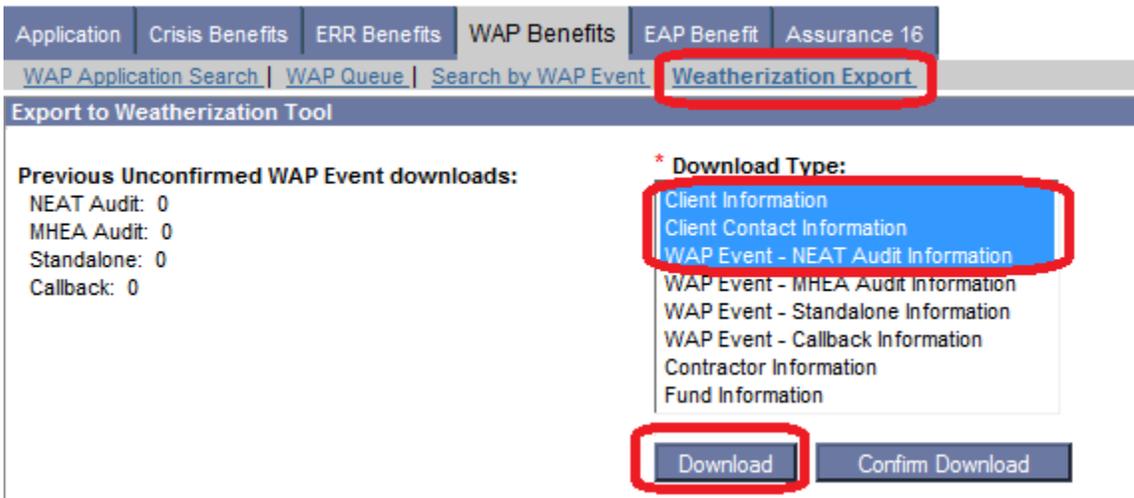
Status Date:

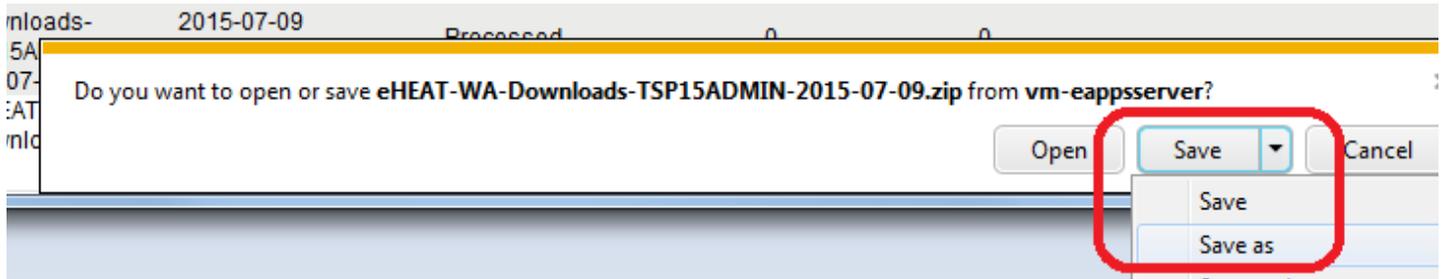
Scheduled Date (mm/dd/yyyy):

Auditor: (dropdown menu)

Notes:

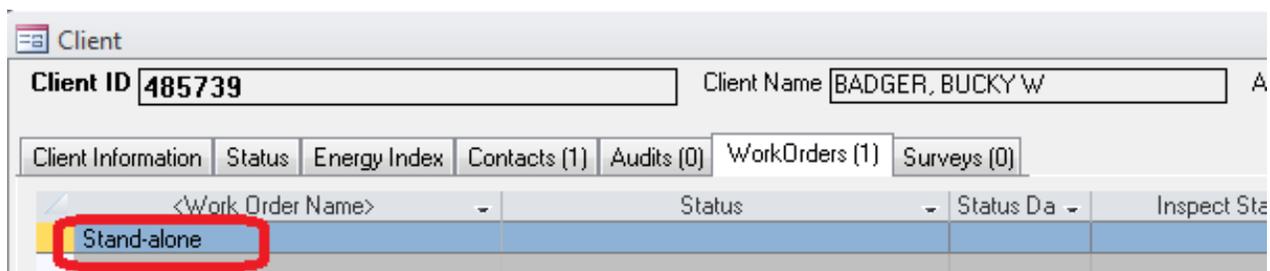
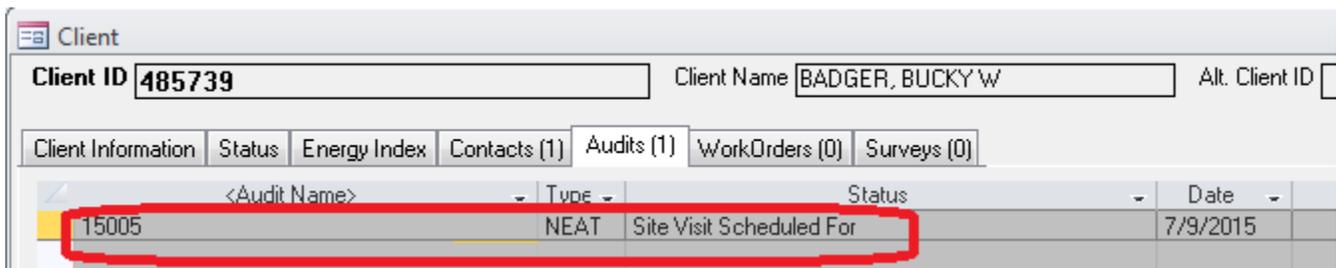
5. Click on the Weatherization Export tab (see screen shots below)
 - a. Under Download Type select/highlight the appropriate items on the list, depending on the type of WAP Event. Select/un-select items by holding down the Ctrl key and clicking on the item.
 - i. For a NEAT audit
 1. Client Information
 2. Client Contact Information
 3. WAP Event – NEAT Audit Information
 - ii. For a MHEA audit
 1. Client Information
 2. Client Contact Information
 3. WAP Event – MHEA Audit Information
 - iii. For a Standalone
 1. Client Information
 2. Client Contact Information
 3. WAP Event – Standalone Information
 - iv. For a Callback
 1. Client Information
 2. Client Contact Information
 3. WAP Event – Callback Information
 - b. Click “Download” button
 - c. Save the eHEAT download file – depending on your browser settings, the file will either be automatically saved to your Downloads folder, or you will be given an option to save the file in a different location
 - d. Locate the downloaded eHEAT file, such as: “eHEAT-WA-Downloads-TSP15ADMIN-2015-07-09.zip” - usually you can open your Downloads (or other location) folder and drag the file to your desktop or other location where your agency saves downloaded eHEAT files
 - e. Leave eHEAT open





6. Open Weatherization Assistant (WA) software

- a. Click "Data Link" button on main WA screen
- b. At bottom of Data Link screen, choose "Indirectly with text files" from list in Import/Export Data section, and click "Go" button
- c. In Import section of the next screen, click "Browse" button
- d. Locate and select downloaded file from eHEAT from Step 5 above
- e. Click "Do Import" button
- f. Wait until Progress Messages window says "Import Succeeded"
- g. Scroll upward through Progress Messages window to check that there were no errors during import
- h. Exit data import screens and return to WA main screen
- i. Click "Clients" button
- j. Enter eHEAT Household Number/WA Client ID into "by Client ID" drop down and hit enter
- k. Verify that the client record was properly imported into WA
- l. Verify that the Client tab, Contacts tab, and Audit tab (or Work Orders tab in case of a Standalone event) have been populated
 - i. If an audit event was imported, it is VERY important that there is an audit record shown in the Audits tab, such as shown below. (Similarly with an imported standalone work order)
 - ii. If the audit record is not present, then return to the Data Link Progress Messages screen (via 'View Last Import Progress Messages' button) to see if there was an error during the import. Re-check that an audit event was created in eHEAT. If needed, contact Dept. of Commerce staff to research the issue further. Do not press the "Create New Site Built (NEAT) Audit" button to create an audit for the client - the audit record must be imported from the eHEAT download file.



7. Return to eHEAT

- a. Select the type of WAP Event (e.g. NEAT Audit Information or MHEA Audit Information, ...) from the Download Type list, that was downloaded from eHEAT and successfully imported into WA
- b. Click “Confirm Download” button
- c. A status message will indicate that the download was successfully confirmed and the number of previous unconfirmed WAP event downloads will be reset to zero
- d. Logout of eHEAT

Application | Crisis Benefits | ERR Benefits | **WAP Benefits** | EAP Benefit | Assurance 16

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Export to Weatherization Tool

Previous Unconfirmed WAP Event downloads:
NEAT Audit: 1
MHEA Audit: 0
Standalone: 0
Callback: 0

*** Download Type:**

- Client Information
- Client Contact Information
- WAP Event - NEAT Audit Information**
- WAP Event - MHEA Audit Information
- WAP Event - Standalone Information
- WAP Event - Callback Information
- Contractor Information
- Fund Information

Download | **Confirm Download**

Status Message(s)

Download successfully confirmed for selected type.

Export to Weatherization Tool

Previous Unconfirmed WAP Event downloads:
NEAT Audit: **0**
MHEA Audit: 0
Standalone: 0
Callback: 0