Energy WorkSite

Energy Expert

Getting Started

Logging In

Access www.energyworksite.com

Enter User Name and Password

Select **Energy Expert** from the **Tools** menu

Note: First time users need to sign up for an account via their Administrator or NorthWrite Customer Service personnel.

NorthWrite Energy Expert

www.energyworksite.com

Customer Support

customersupport@northwrite.com

1-877-743-4232

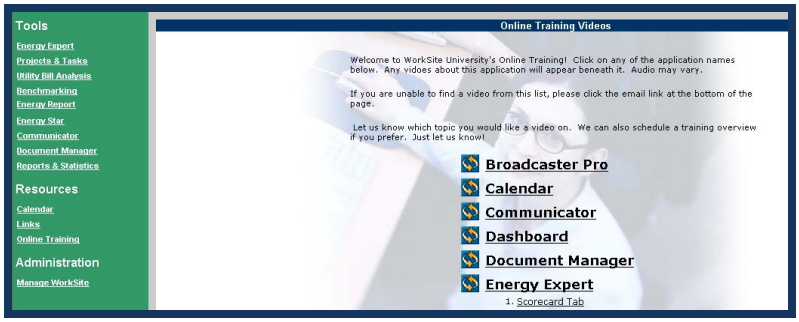
Order Information

sales@northwrite.com

612-238-1054

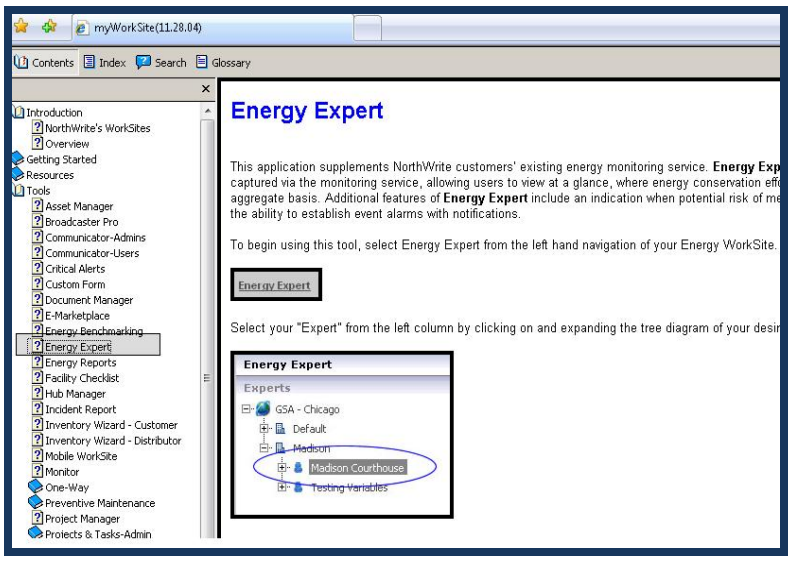
Need More Help?

Online Training



A series of videos providing explanation of the various tabs and functionality is available online by clicking on the **Online Training** link from the **Resources** menu.

Support



Online

Use the Help menu at the top right of your WorkSite to access detailed instructions.

Chat online with NorthWrite Customer Support using the **Live Support** link.

Email

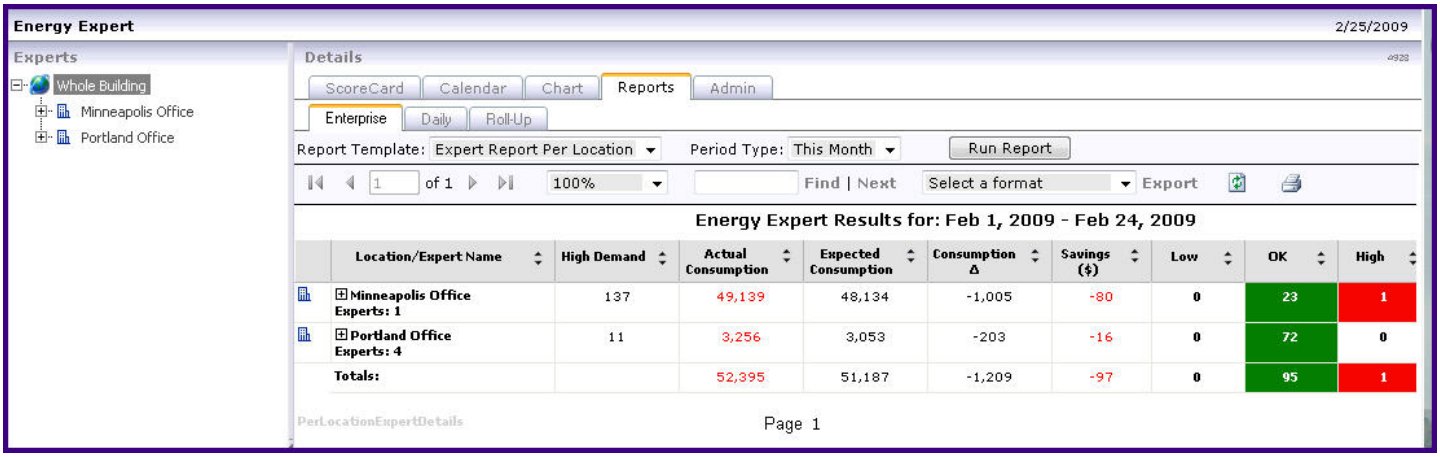
Send questions or problems to customersupport@northwrite.com.

Phone

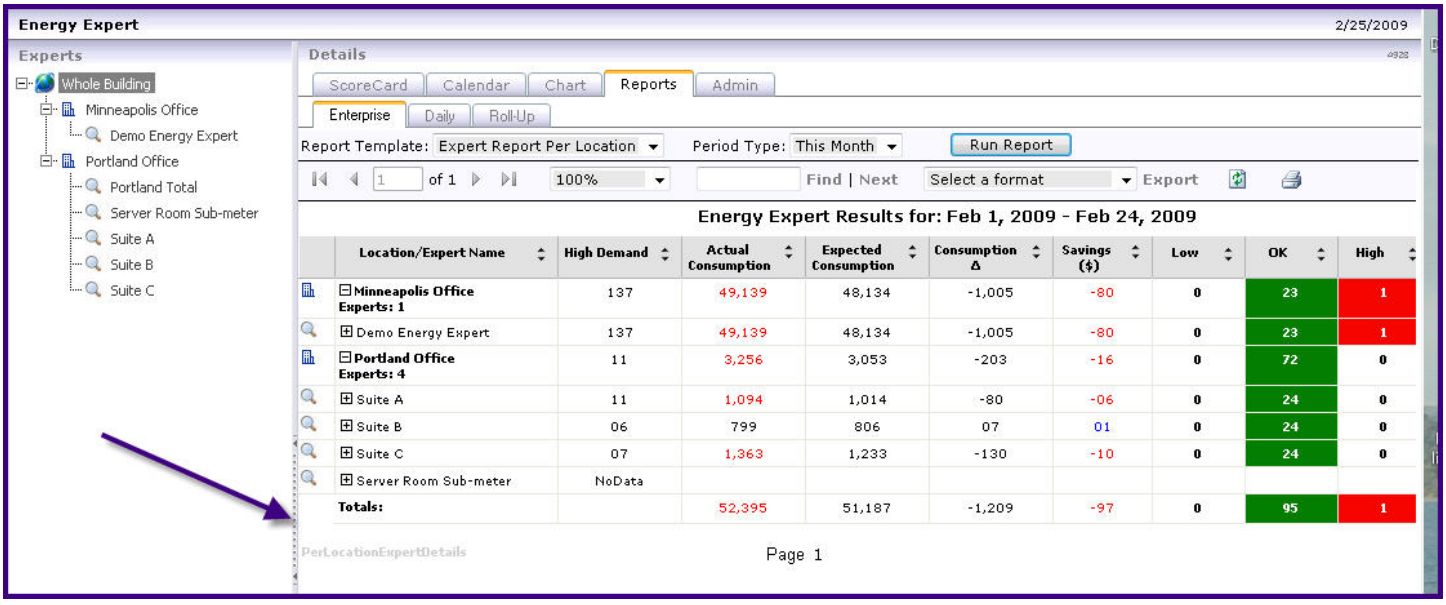
Contact NorthWrite at 1-877-743-4232.

Using Energy Expert

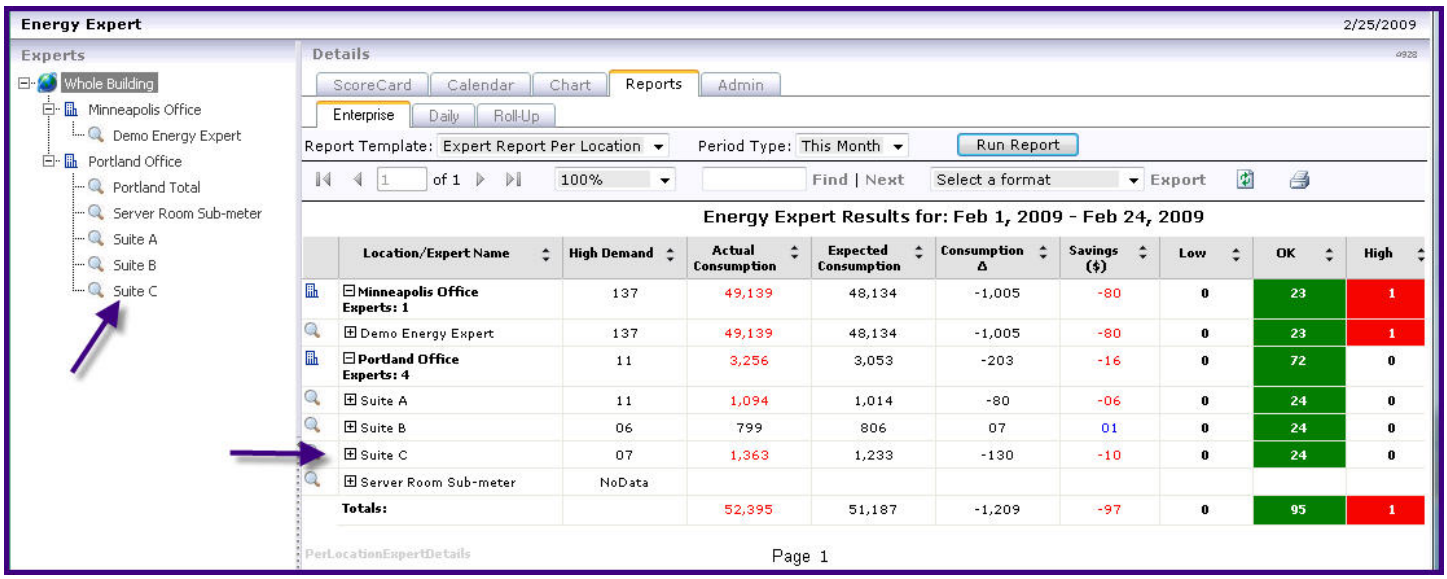
Navigating in Energy Expert



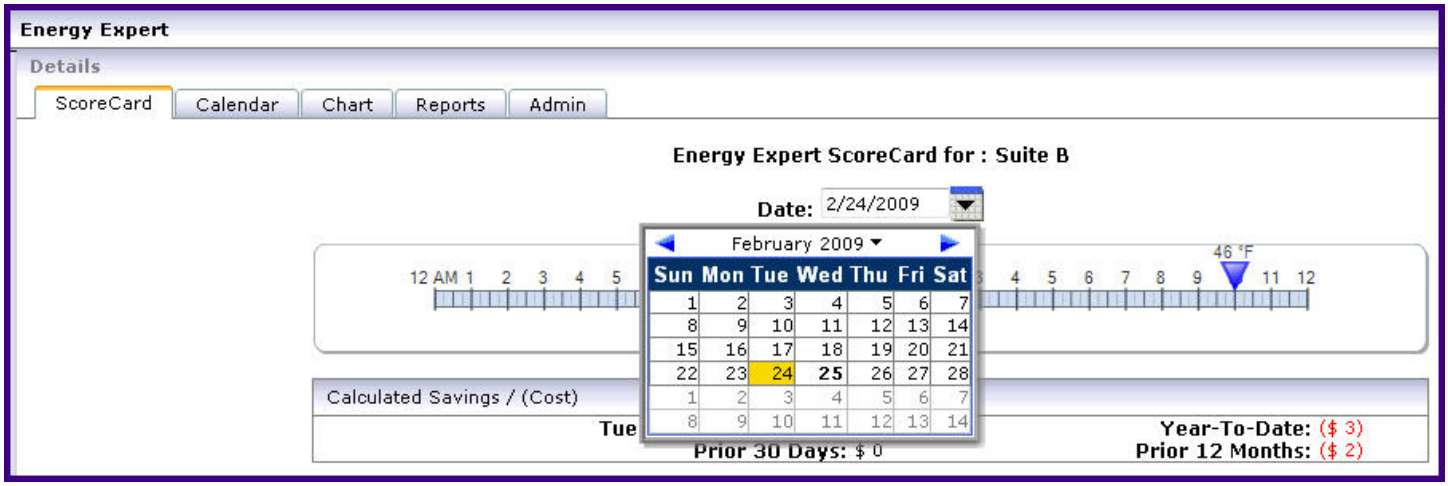
On the left panel is a tree diagram of each monitored location. If the organization has multiple Energy Experts, an Enterprise Report is the default view on the right panel.



To hide the left panel, click on the dotted portion of the vertical separation bar.



To view details of a specific Energy Expert, click on the Expert name in the location diagram or within the Enterprise Report summary.



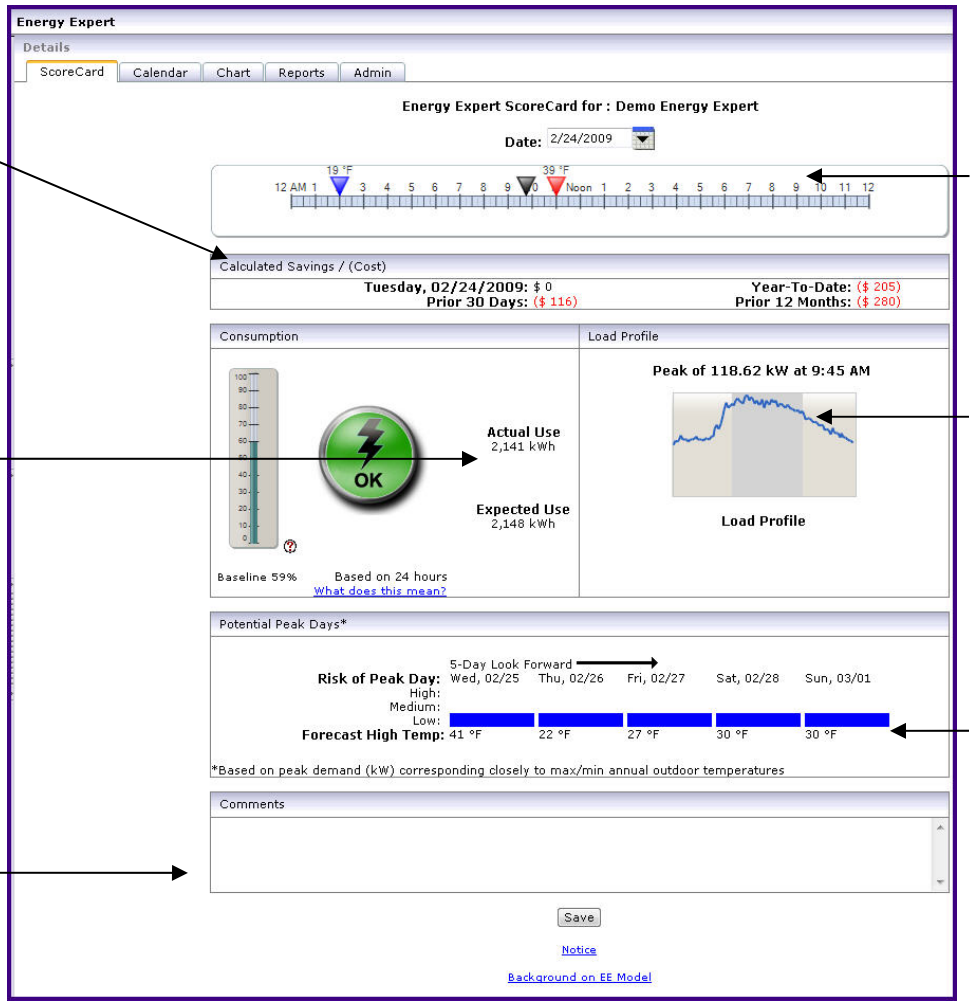
To select an alternate date to review, click on the calendar icon and select the month and day.

Energy Expert Scorecard Tab

Calculated energy savings/costs for the day and cumulative days

Actual and expected consumption values with corresponding color-coded box indicating high, low, or within expected range of energy consumption

Comments box for recording explanation of data



Timeline at the top of the screen indicates when high/low temps occurred and when the peak electric demand occurred

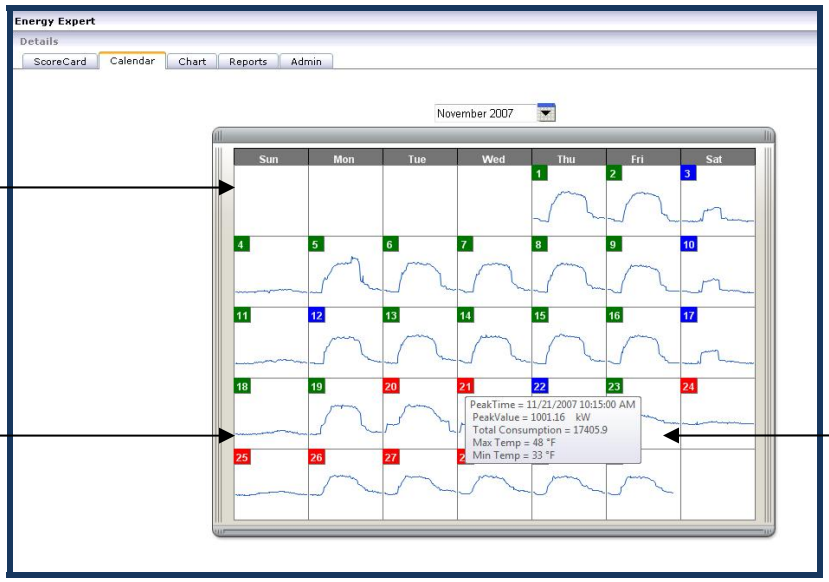
Graph of energy demand over time with shaded area representing building occupancy

Five day forecast predicting potential for peak consumption days

Energy Expert Calendar Tab

Summary of load profiles recorded for selected month; dates are color coded according to energy consumption levels as provided on the Scorecard tab

Clicking on a particular date in the calendar navigates the user to the Chart tab for that day



Upon rollover, daily statistics appear providing peak time, peak value, total consumption and max/min temps.

Energy Expert Chart Tab

Load Profile Sub-Tab

Load Profile sub-tab is the default view on Chart tab

Compare the day's electric demand (kW) profile to selected historical data such as weekday/weekend average; prior week(s) demand and recorded temps

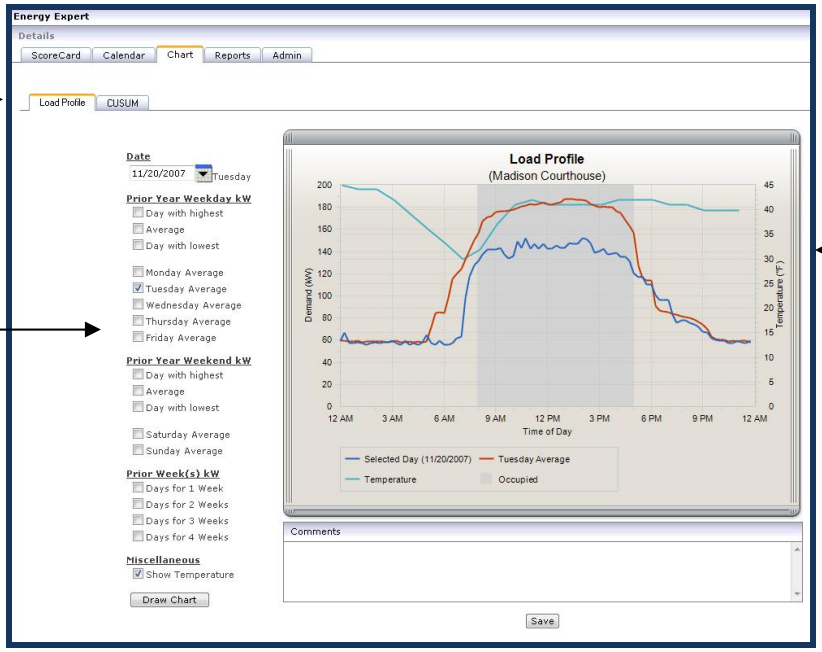


Chart with color-coded load profiles allows for analysis of a building's energy demand over time

CUSUM Sub-Tab

Select the start and end dates to include in energy and cost savings calculations

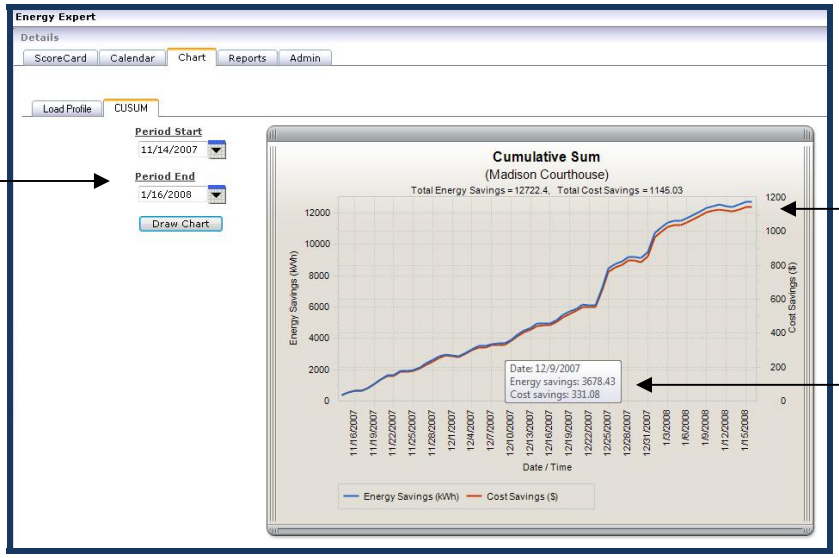


Chart shows energy savings in blue and cost savings in red with cumulative totals at the top of the chart

Upon rollover of any point on the graph, the date, energy savings and cost savings are displayed

Energy Expert Reports Tab

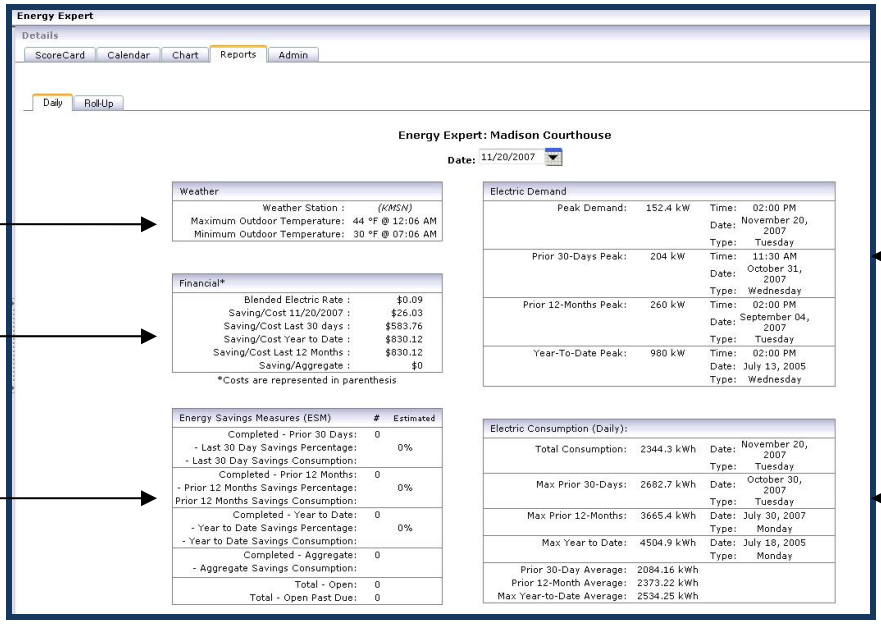
Daily Sub-Tab

Daily sub-tab is default view on Reports tab

Weather data; high/low temps and time of day recorded

Summary of current and cumulative financial data

Status summary of Energy Savings Measures (ESM) implemented



Current and historical peak electric demand values with corresponding time/day recorded

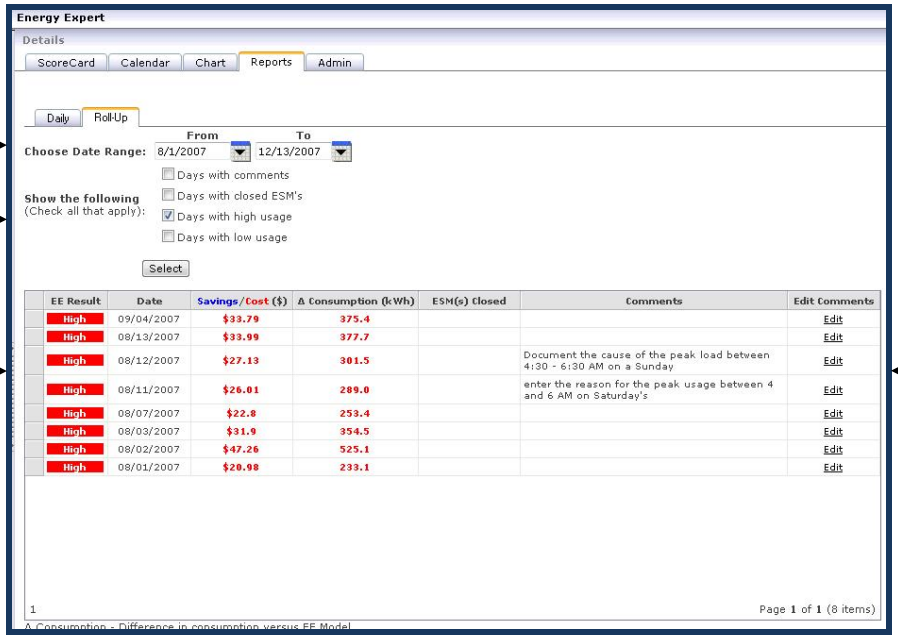
Current and historical electric consumption values with corresponding day recorded

Roll-Up Sub-Tab

Select date range to include in report

Select variables for report customization

Results of report query; shown here: days within date range recording high usage



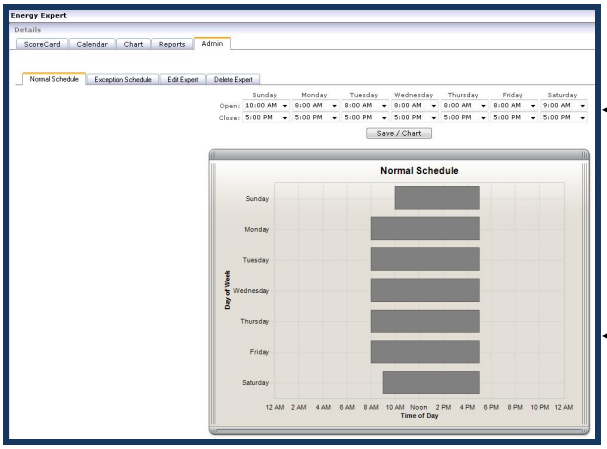
Edit link allows adding/editing comments to multiple days

Energy Expert Admin Tab*

* NorthWrite Support or your Service Provider can assist you in setting up this portion of Energy Expert.

Normal Schedule Sub-Tab

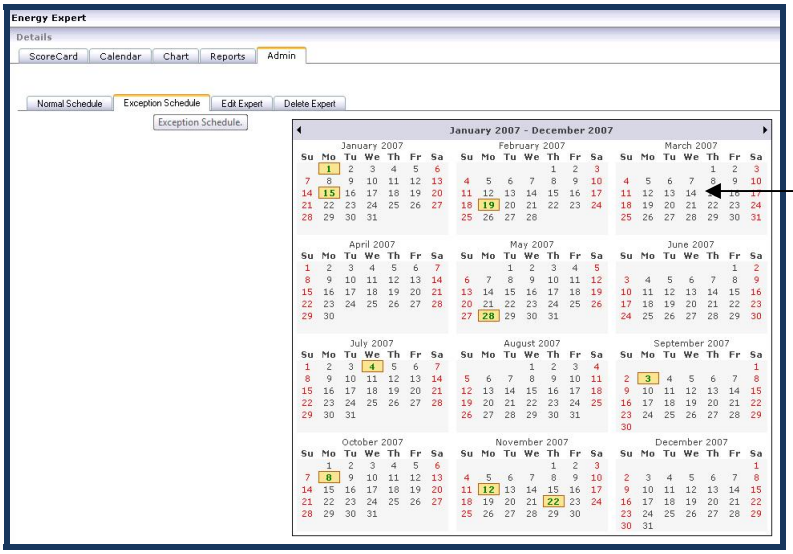
Normal Schedule sub-tab is default view on Admin tab



Enter time of day building is open/closed each day of the week

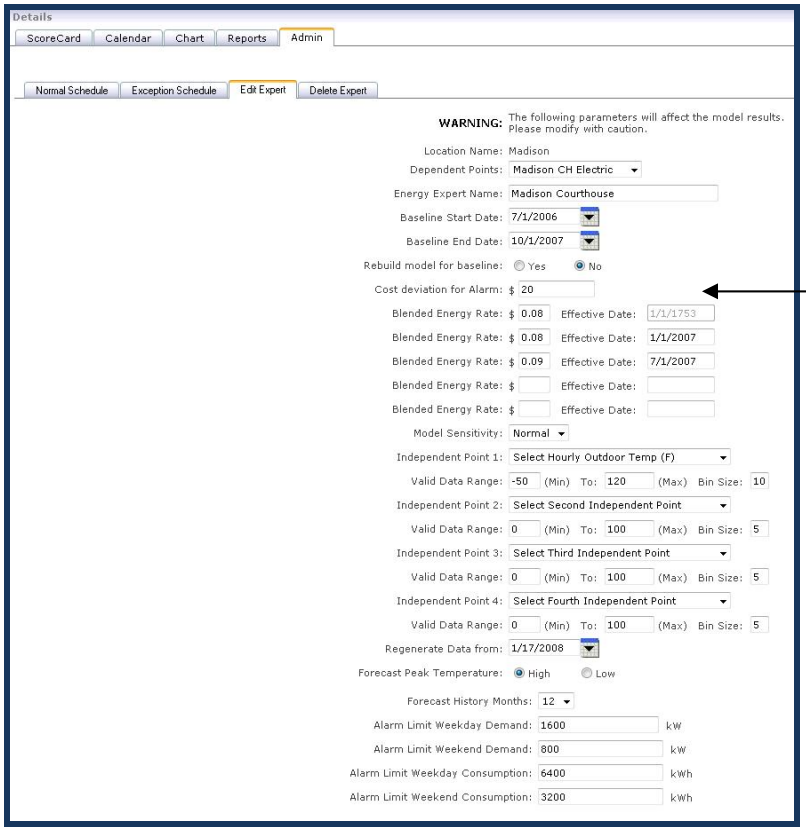
Graph displays normal building occupancy schedule for the week

Exception Schedule Sub-Tab



Click on days throughout the year that the Normal Schedule for the building does not apply

Edit Expert Sub-Tab



Edit Energy Expert variables such as baseline period, blended energy rate, cost deviation and demand/consumption alarm thresholds