

CLIENT EDUCATION VIDEOS

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Administration Videos			
<p>Getting Started</p> <p>The Dashboard, help resources, and basic EnergyCAP setup.</p>	<p>Templates /Workflow Settings</p> <p>Templates and workflows can speed bill processing.</p>	<p>Adding a New User</p> <p>Step-by-step directions for adding a new user from Administration.</p>	<p>Bill Entry Templates</p> <p>Learn how to create and edit your bill entry templates.</p>
<p>Security and Licensing</p> <p>Find out about security, ownership, hosting and licensing.</p>	<p>Branding EnergyCAP</p> <p>Customize the appearance of your web interface.</p>	<p>Changing Units of Measure</p> <p>Converting global units from MMBTU's to KBTU's.</p>	<p>Overview of Administration</p> <p>Configure global settings and manage users.</p>
<p>Search Feature</p> <p>How to use the EnergyCAP Search feature.</p>	<p>Cost Avoidance Processors</p> <p>The basics of using the processors.</p>	<p>Users and Permissions Global Settings</p> <p>An overview of these Administration modules.</p>	

Accounts Videos			
<p>Creating a Utility Bill Account</p> <p>Description of basic account/meter setup.</p>	<p>Overview of Accounts</p> <p>Setting up and using the Accounts module.</p>	<p>Inactive Meters and Accounts</p> <p>How to manage inactive meters and accounts.</p>	<p>Creating and Editing Accounts and Meters</p> <p>How to create and edit accounts and meters.</p>

Benchmarking	
<p>Managing Benchmark Groups</p> <p>Learn how to manager meter and place groups.</p>	<p>Groups and Benchmarking</p> <p>Introduces place and meter groups and automatic groups.</p>

Bill Processing

<p>Changing a Bill Entry Template</p> <p>Change the bill entry template for a meter.</p>	<p>Importing Multiple-Meter Bills</p> <p>Import bills with multiple meters.</p>	<p>How to Modify Audit Groups</p> <p>Create a good audit process by modifying existing audit groups.</p>	<p>Bill Processing Overview</p> <p>Get the big picture on bill processing options.</p>
<p>The Basics of Importing Bills</p> <p>Save time by importing utility bills.</p>	<p>Importing Bills in Excel Format</p> <p>Step-by-step guide for common bill import.</p>	<p>Overview of Bill Audits</p> <p>Bill audits, tolerances, and audit groups.</p>	<p>Preparing Data for Import</p> <p>Prepare bill data import spreadsheets.</p>
<p>How to Create an Audit Group</p> <p>Directions for creating and audit group.</p>	<p>Resolving Bill Audit Problems</p> <p>What to do when EnergyCAP reveals a potential billing problem.</p>	<p>Overview of Bill Lists</p> <p>Use the bill list feature to customize your view of bill data.</p>	<p>How to Enter a Utility Bill</p> <p>How to enter a utility bill manually.</p>

Buildings and Meters

<p>Assigning a Bill Entry Template</p> <p>How to make changes to a meter's bill entry template.</p>	<p>ENERGY STAR Overview</p> <p>ENERGY STAR setup, automated data submittal, and responses.</p>	<p>Buildings and Meters Overview</p> <p>Overview of the Buildings and Meters module.</p>	<p>Making Special Adjustments</p> <p>How to make special adjustments in Cost Avoidance.</p>
<p>Calendarization Overview</p> <p>Calendarization of utility data for better reporting.</p>	<p>Normalization Overview</p> <p>How to normalize data for better energy comparisons.</p>	<p>Project Tracking Overview</p> <p>Learn how to track projects.</p>	<p>Average Unit Cost "Safety Net"</p> <p>Using average unit cost to avoid calculation errors.</p>
<p>How to Create a Building</p> <p>Set up place hierarchy.</p>			

Cost Avoidance

<p>Cost Avoidance Charts</p> <p>EnergyCAP's Cost Avoidance display and calculations.</p>	<p>Manual Cost Avoidance</p> <p>Cost Avoidance scenarios and how to address them.</p>	<p>Other Cost Avoidance Savings</p> <p>Explains the most advanced Cost Avoidance features.</p>
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Reports

<p>Running Reports</p> <p>Report setup, configuration, and filters.</p>	<p>EnergyCAP Report Overview</p> <p>Report categories and specific reports.</p>	<p>Quick Reports</p> <p>How to use quick reports.</p>	<p>Report Administration</p> <p>Manage reports so users see the data important to them.</p>
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Report Designer

Video 1: Installation

Install instructions and introduces the ribbon.

Video 2: Using Templates

How to use and customize templates.

Video 3: Why use Pivot Tables

[Microsoft video](#) introducing the pivot table concept.

Video 4: Creating Pivot Tables

[Microsoft video](#) for creating pivot tables.

Vendors and Rates

Overview of Vendors and Rates

Introduction to the module.

Weather

Use vs. Weather

The basics of use vs. weather charts.

Weather Data Depot

How EnergyCAP tracks weather and the Weather Data Depot.