NorthWrite - MBCx

Quick Start Training Guide

The following pages are intended to guide new users to the WorkSite and provide the simple steps required to begin adding users, setting up notifications, viewing energy use and engaging in the Energy Savings Measure (ESM) implementation process. For a more complete training or explanation of specific functionality, please contact NorthWrite Customer Support.

NorthWrite

The WorkSite Company

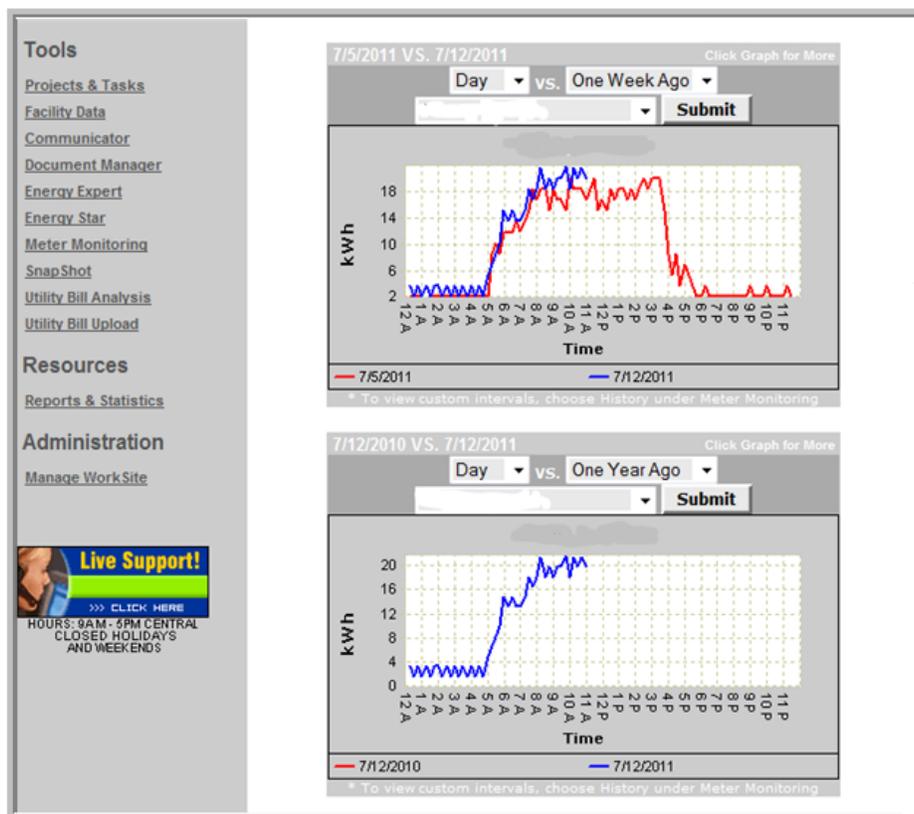1300 Godward St. NE
Suite 6800
Minneapolis, MN 55413
877.743.4232
customersupport@northwriteinc.com

Getting Started

To login to the WorkSite, go to www.myworksite.com and enter your user name and password.

Dashboard View

The energy applications are found under the **Tools** menu

To add new users and set up notifications, go to **Manage WorkSite**

To open a live chat with NorthWrite Customer Support, click on the **Live Support** button

The Dashboard can be customized by clicking on the customize link at the bottom of the screen

Add a New User

1. Select **Manage WorkSite** from the Administration menu
2. Select the **Users** tab
3. Choose the **Add New Account** button
4. Fill in the form (We suggest using email addresses for user names as each user name in our system must be unique. This also allows the system to send a "Welcome to MyWorkSite" email with login instructions to the new user. Make sure that the time zone is correct.)
5. Click **Submit**

Setting up Notifications

To ensure that the Energy Savings Measures recommended by the Analysis Team are implemented efficiently, the notification form of the WorkSite must be completed. This allows all members of the team to receive notification when any measures are assigned, updated or completed.

1. Select the **Notifications** tab within Manage WorkSite
2. Enter email address under the section with your name to receive the notifications specifically assigned to you
3. Enter email address under the section with the organization's name to receive all of the notifications for your organization
4. Enter email address under the Energy Expert section if you want to receive daily Scorecards
5. Click on **Submit**
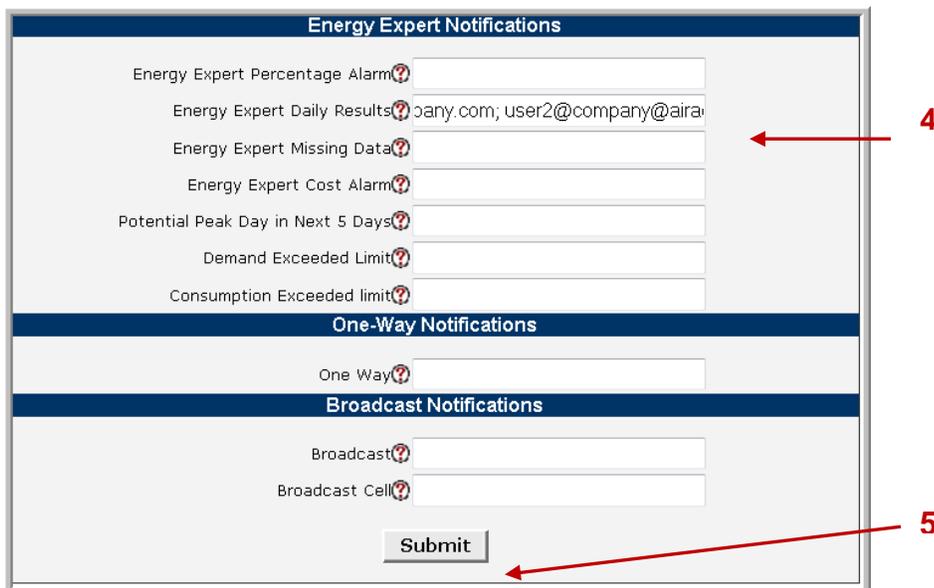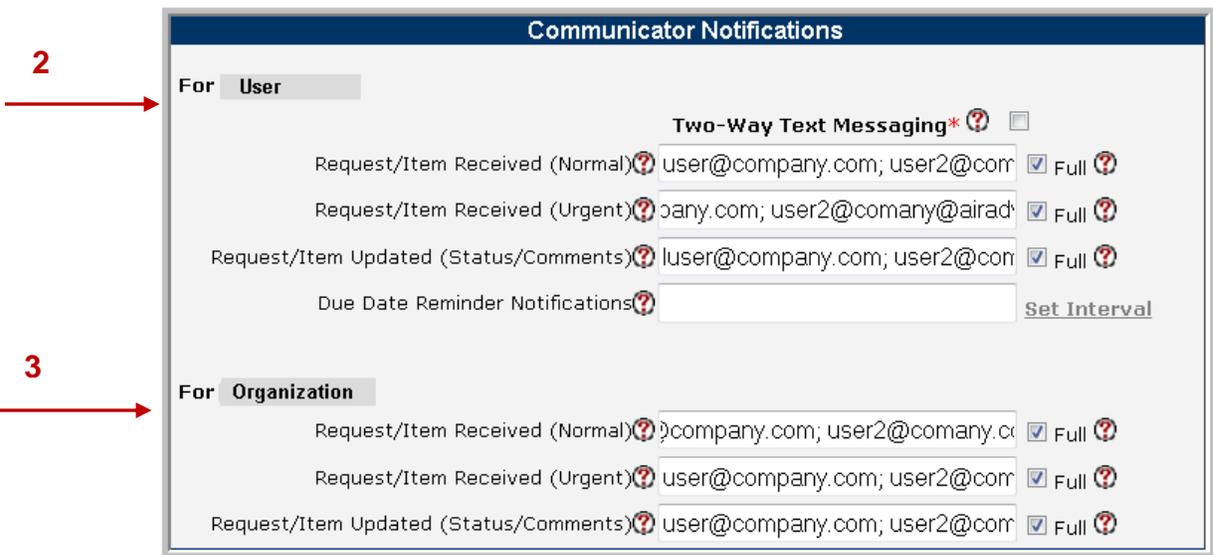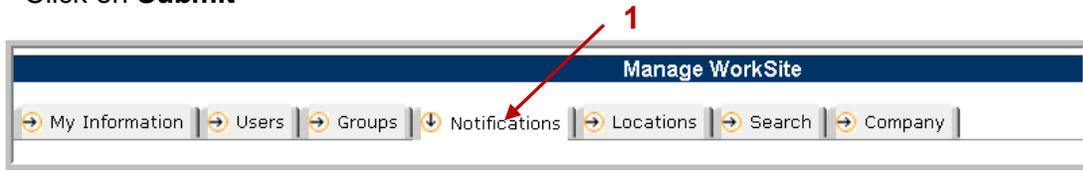
Viewing and Working with Energy Savings Measures

Once the Energy Monitoring baseline period, environmental monitoring and all surveys have been completed, a set of Energy Savings Measures will be entered into Communicator to track their progress. If notifications are properly configured, an email notification is delivered to inform the user the ESMs are available.

1. Select **Communicator** from the Tools menu
2. Click on the Item#, time or task type links to open the request

Tools

Projects & Tasks

Communicator   **1**

Document Manager

Energy Expert

Energy St[...]

Meter Mon[...]

Meter Mon[...]

SnapShot

In Process & Submitted Requests								Refresh

You have 8 Items.   Page 1 of 1
Go To Page: 1   Print Page   Go To Item #: [   ] Find

Update Status

Show/Hide Comments   Items per page: 10 ▼

Item#	Time	PC	Type	Status	By	To	Assigned	Location
2806407	4/11/2011 4:57:00 PM		Scheduled Task Post energy conservation tips	In Process ▼				
2806404	4/11/2011 4:56:00 PM		Scheduled Task Install Energy Kiosk	Submitted ▼				
2779682 NEW	3/30/2011 2:52:00 PM		Scheduled Task End of day building shut off	Submitted ▼			None	
2779669 NEW	3/30/2011 2:44:00 PM		Scheduled Task Lighting Schedule Adjustment - D...	Submitted ▼			None	
2779640 NEW	3/30/2011 2:29:00 PM		Scheduled Task Reduce % OSA	Submitted ▼			None	
2779617 NEW	3/30/2011 2:17:00 PM		Scheduled Task HVAC Schedule Adjustment	Submitted ▼			None	
2779583 NEW	3/30/2011 2:03:00 PM		Scheduled Task Temperature setpoint adjustment/...	Submitted ▼			None	
2779529 NEW	3/30/2011 1:37:00 PM		Scheduled Task Lighting retrofit	Submitted ▼			None	

2 (arrow pointing to 2806404)

Opening the work order item allows the user to update the **Request Status** and **Percent Done** fields**,** as well as attach files and/or add comments. Every time a change is made, it is time/date stamped by the user that made the change.

Meter Monitoring

1. Select **Meter Monitoring** from the tools menu
2. If monitoring multiple points, select the desired meter from the dropdown menu
3. Click directly on the graphs and an expanded version of the graph with more detail is displayed
4. To change the period for comparison, click on the calendar icons to change the dates and click on **Submit**

1. Click on the meter name to establish alarm thresholds
2. Enter the high or low values in the Monitor Edit box and click **Update**
3. Click on the History icon to access your interval data, create basic charts of usage and export this data to Excel.

1

3

- Main Office Monitors

Name	Location	Type	Last Read	Last Value	Alarm	History	Weather	Docs
Company A		R	7/13/2011 4:15 PM ET	6.6 kWh	🟢	H		✚
Company A Gas		R	7/13/2011 4:15 PM ET	0.0 CF	🟢	H		✚

Monitor Edit for ▓▓▓▓▓▓▓ **- Main Office**

2

Monitor Name: ❓ Company A

Monitor Description: ❓ Energy WorkSite_DBID=8011_IMEI

High Value: ❓ 285   High Alarm: ❓ ○ No ⊙ Yes

Low Value: ❓ 0   Low Alarm: ❓ ⊙ No ○ Yes

Parent Meter: ❓ None ▼

IMEI #: ❓ 355632002140060

Enable Weather Feed: ☑

[Update]

[Share Monitor]

[Back]

Energy Expert

1. Select Energy Expert from the Tools menu
2. Expand the tree diagram in the left panel to reveal all Experts
3. Click on the Expert's name next to the spyglass icon to see the Scorecard

Tools

Projects & Tasks
Facility Data
Communicator
Document Manager
Energy Expert
Energy Star
Meter Monitoring
SnapShot
Utility Bill Analysis
Utility Bill Upload

1 →

Energy Expert

Experts

2 → ACME Organization

3 → Electric Meter Expert
Gas Meter Expert
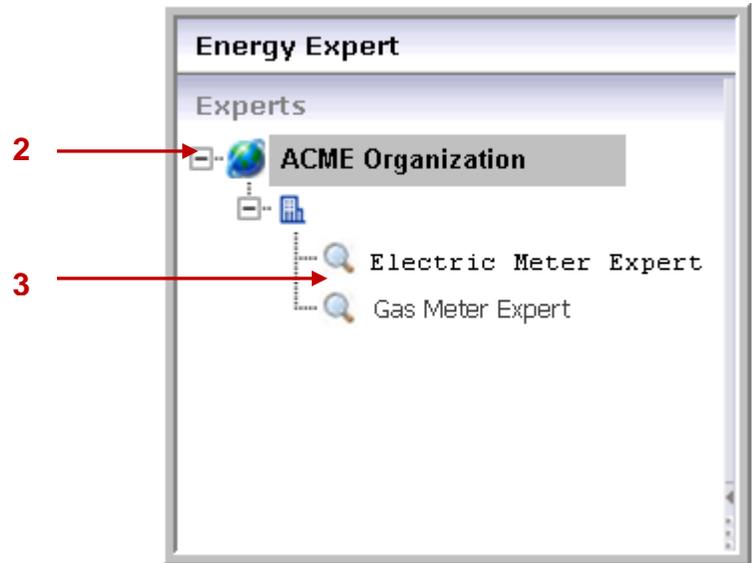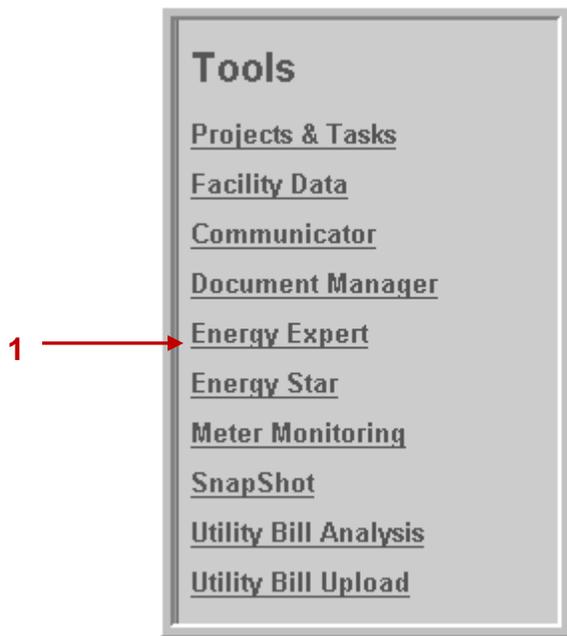
Scorecard Tab
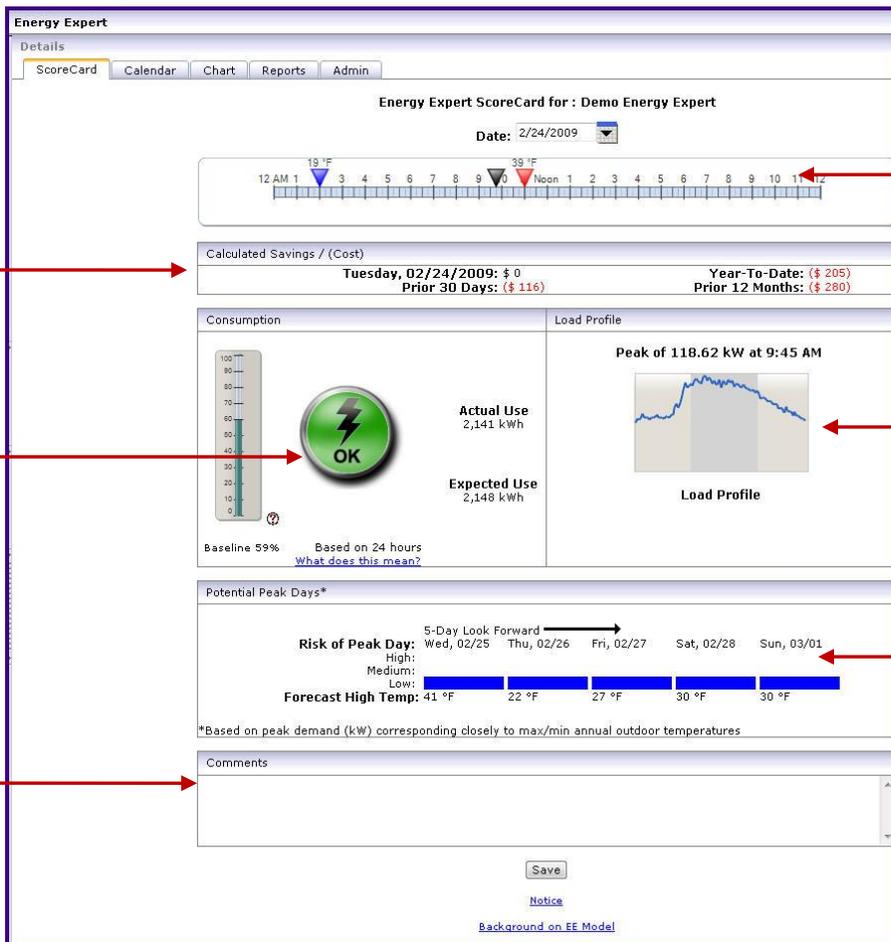
Calculated energy savings/costs for the day and cumulative days

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
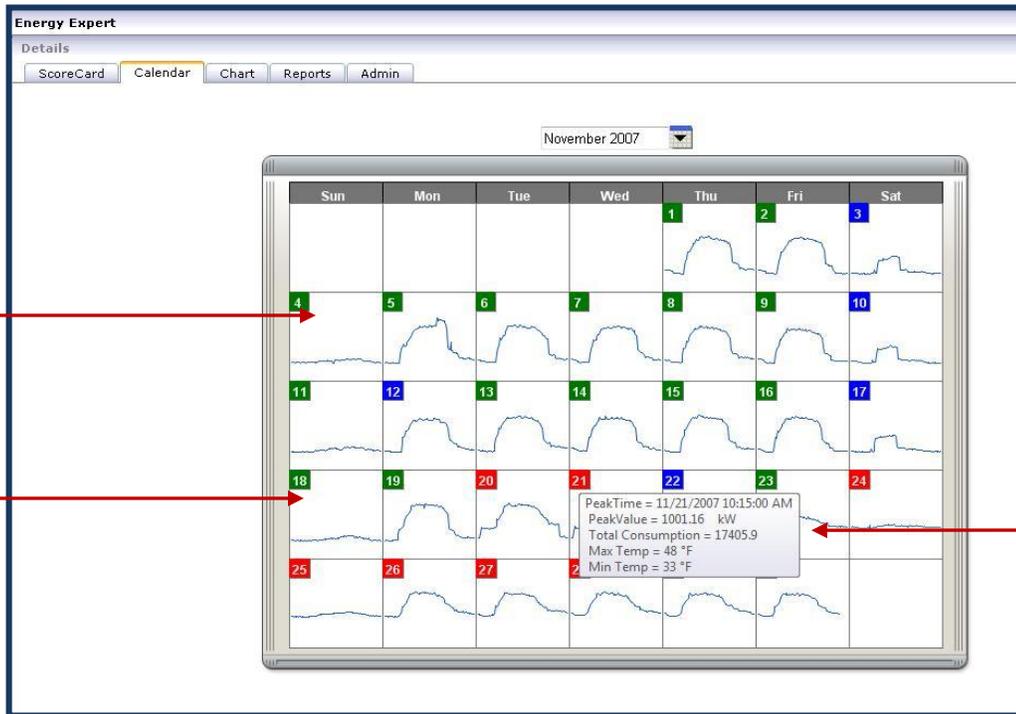
Five day forecast predicting potential for peak consumption days

Calendar Tab

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

Clicking on a particular date in the calendar navigates the user to a more detailed view in the Chart tab

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

Energy Expert

Details

ScoreCard | Calendar | Chart | Reports | Admin

November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	2			

PeakTime = 11/21/2007 10:15:00 AM
PeakValue = 1001.16   kW
Total Consumption = 17405.9
Max Temp = 48 °F
Min Temp = 33 °F