

To access EnergyCAP reports, use this link and your Harvard Key credentials. You'll need to enter your email twice.

<https://login.energycap.com>

You're now in the EnergyCAP application. In the left sidebar of the home screen, click on the pie chart icon to get to the Reports page.

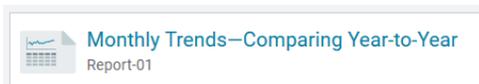


Once on the Reports page, click on Recommended Reports from the list.

### Reports

- Recent Reports
- Recommended Reports
- My Reports
- Reports Shared with Me**

To get you started on running reports, click on this report from the list.



In EnergyCAP, you set up reports to produce data by using filters and then you download the results. Here's a sample set of report filters for this report. It's set up to report on the energy USE grouped by energy type (COMMODITY) for the SCIENCE CENTER in Payer Tub 370-FCOR beginning after JUNE 2018. If you want to see this for a different building, use the dropdown for Topmost Place Name. You can also erase Science Center and begin typing the name of your building to have the system prompt you. If you're unsure of the Payer Tub, then delete the Topmost Cost Center filter by clicking on the X to the right of it.

Data Displayed	equals	Actual	▼
First Month (1-12)	equals	7	
Include Account Charges	equals	Yes No	
Value Displayed	equals	Use	▼
Bill is Void	equals	Void Not Void	×
Billing Period	greater than	June 2018	×
Group Data By	equals	Commodity	×
Topmost Cost Center Code	equals	370-FCOR	×
Topmost Place Name	equals	Science Center (04420; B-357)	×

When you first use this report, you may not see the bottom 5. You add them by checking the box on the left side. For example....

- Topmost Cost Center Code
- Topmost Cost Center Name
- Topmost Place Code
- Topmost Place Name

If you only want the meters in one building, add this filter instead of Topmost Place Name and type in the name (e.g. Widener). BTW, clicking on the “X” to the right of a filter will delete it.

Meters in Building [name]   X



Once you’ve set up the filters, to run the report, click on this icon in upper right of your screen. Then click on the format type you want. The report will download (depending on your browser this may be in a popup window). Then click on the download to launch it.

Additional guidance on terminology:

EnergyCAP Term	Harvard Equivalent
Place	A building or owner Tub
Cost Center	Payer Tub
Commodity	Utility type (e.g. Electricity)
AUC (Average Unit Cost) or Unit Cost	Rate
Billing Period	Usage Month
Accounting Period	Accounting Month
First Month	“7” will result in a fiscal year view

Data Displayed filter options

- “Actual” shows a bill total all in the Billing Period
- “Calendarized” apportions usage/cost across months based on bill start/end date and weather.
- “Normalized” factors year to year weather data to enable YTY comparisons

You can save this report by clicking on the left most icon in the upper right bar and give it a name. It will be stored in My Reports (below Recommended Reports).

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The next time you sign in, if you want to use that one, go to My Reports, choose that report name and just change any filters you need to.