

HSC Utility Management Program

How to Download Quarterly Reports

March 2019



Step 1: Log in to UMP

Choose A Compatible Internet Browser

The UMP system can be used on:



Chrome (57+)



Firefox (53+)



3 Edge (41+)



Safari (latest version for Mac)

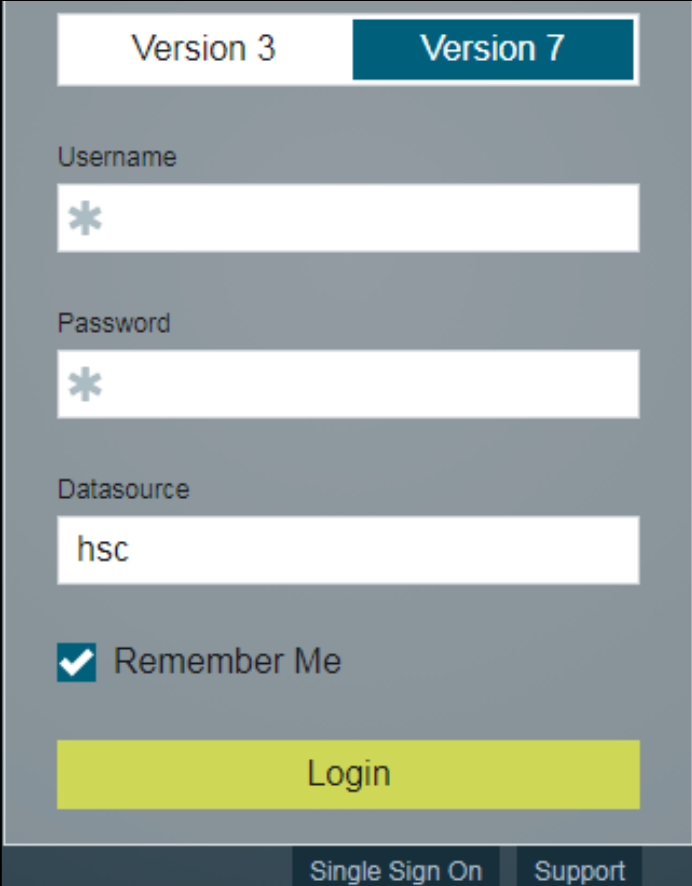
UMP is not compatible with:



Internet Explorer

Log-in to UMP at <https://my.energycap.com/app/login>

1. Click **Version 7**.
2. Enter your Username and Password.
3. In Datasource, type: **hsc**.
4. Click Login



The screenshot shows a login interface with a dark grey background. At the top, there are two buttons: 'Version 3' and 'Version 7', with 'Version 7' being the active selection. Below this are three input fields: 'Username' with a masked asterisk, 'Password' with a masked asterisk, and 'Datasource' with the text 'hsc' entered. A 'Remember Me' checkbox is checked. At the bottom is a large yellow 'Login' button. In the footer, there are links for 'Single Sign On' and 'Support'.

Step 2: Download Your Reports

Go to: Reports – Reports Shared With Me

The screenshot shows a web application interface for reports. On the left is a dark sidebar with a vertical menu containing icons for home, reports, and other functions. The main content area is titled "Reports Shared with Me" and includes a "Filters" section with search and selection options. Below the filters is a list of reports, each with a title, filters, and a description.

Reports Shared with Me

Filters Clear Filters

Search:

Object (Building, Meter, Organization, Account, etc.):

Output File Type:

Topic (Accounting, Facilities, Interval Data, etc.):

Format:

Other Attributes:

Show Only Reports with Charts

Report-01 - Natural Gas Use - Year-over-Year Comparison [UMP-R...
Account Building Cost Center Meter Organization
Accounting Cost Avoidance Facilities Excel PDF Word
This report shows a comparison of your year-over-year natural gas use for each building you have in UMP. Each year is represented by a differently coloured line. Your data is normalized to account for year-to-year changes in weather. If the most recent period's line is lower

Report-01 - Electricity Use - Year-over-Year Comparison [UMP-Re...
Account Building Cost Center Meter Organization
Accounting Cost Avoidance Facilities Excel PDF Word
This report shows a comparison of your year-over-year electricity use for each building you have in UMP. Each year is represented by a differently coloured line. Your data is normalized to account for year-to-year changes in weather. If the most recent period's line is lower

Report-01 - Water Use - Year-over-Year Comparison [UMP-Report-...
Account Building Cost Center Meter Organization
Accounting Cost Avoidance Facilities Excel PDF Word
This report shows a comparison of your year-over-year water use for each building you have in UMP. Each year is represented by a differently coloured line. Your data is normalized to account for year-to-year changes in weather. If the most recent period's line is lower

Report-04 - Annual Utility Use Summary By Building [UMP-Report-...
This report shows a summary of your 12-months of utility use and costs for each building you have in UMP. It also shows the

Click on Reports from the left-hand menu, then on Reports Shared with Me

Click on the Report You Want to Run

HSC has set up four quarterly reports for you under **Reports Shared with Me**. They include:

- **Year-over-Year Use Comparison:** 1 report each for natural gas, electricity, and water comparing your usage over multiple years
- **Annual Utility Use Summary:** shows 12 months of utility use and costs in pie-chart summaries

The screenshot displays the HSC Reports interface. On the left is a dark sidebar with navigation icons and labels: 'Recent Reports', 'Recommended Reports', 'My Saved Reports', 'Reports Shared with Me' (highlighted with a pink box), and 'All Reports'. The main area is titled 'Filters' and includes a 'Clear Filters' button. Below the filters are search and selection fields for 'Search report name or description', 'Object (Building, Meter, Organization, Account, etc.)', 'Output File Type', 'Topic (Accounting, Facilities, Interval Data, etc.)', 'Format' (with a 'Choose' dropdown), and 'Other Attributes'. A checkbox for 'Show Only Reports with Charts' is also present. The main content area lists four reports, each with a small icon, a title, a list of filterable categories, and a brief description. A pink arrow points from the 'Reports Shared with Me' sidebar item to the first report in the list.

Report Title	Description	Filterable Categories
Report-01 - Natural Gas Use - Year-over-Year Comparison [UMP-R...	This report shows a comparison of your year-over-year natural gas use for each building you have in UMP. Each year is represented by a differently coloured line. Your data is normalized to account for year-to-year changes in weather. If the most recent period's line is lower	Account, Building, Cost Center, Meter, Organization, Accounting, Cost Avoidance, Facilities, Excel, PDF, Word
Report-01 - Electricity Use - Year-over-Year Comparison [UMP-Re...	This report shows a comparison of your year-over-year electricity use for each building you have in UMP. Each year is represented by a differently coloured line. Your data is normalized to account for year-to-year changes in weather. If the most recent period's line is lower	Account, Building, Cost Center, Meter, Organization, Accounting, Cost Avoidance, Facilities, Excel, PDF, Word
Report-01 - Water Use - Year-over-Year Comparison [UMP-Report-...	This report shows a comparison of your year-over-year water use for each building you have in UMP. Each year is represented by a differently coloured line. Your data is normalized to account for year-to-year changes in weather. If the most recent period's line is lower	Account, Building, Cost Center, Meter, Organization, Accounting, Cost Avoidance, Facilities, Excel, PDF, Word
Report-04 - Annual Utility Use Summary By Building [UMP-Report-...	This report shows a summary of your 12-months of utility use and costs for each building you have in UMP. It also shows the percentages of gas and electricity that make up your total energy use and the percentages of gas, electricity, and water that make up your	Building, Cost Center, Organization, Accounting, Facilities, Excel, PDF, Word, Actual Data, Calendarized Data

Click one of the four reports

In the Report's box, click Download or Email and choose "PDF".

Click **Email** to email the report. Then choose PDF for the format.

Report-01 - Natural Gas Use - Year-over-Year Comparison [UMP-Report-01Gas]

Save As... [Edit] [Email] [Download] [Close]

Filters

Search filters

Recommended

- Account Period
- Billing Period
- Building Group
- Group Data By
- Meter Group
- Topmost Cost Center Name
- Topmost Place Name

Data Displayed equals

First Month (1-12) equals 1

Include Account Charges equals Yes No

Include Accruals equals Yes No

Value Displayed equals Use

Account is Active equals Active Inactive

Bill is Void equals Void Not Void

Billing Period between January 2015 September 2018

Commodity equals Natural Gas

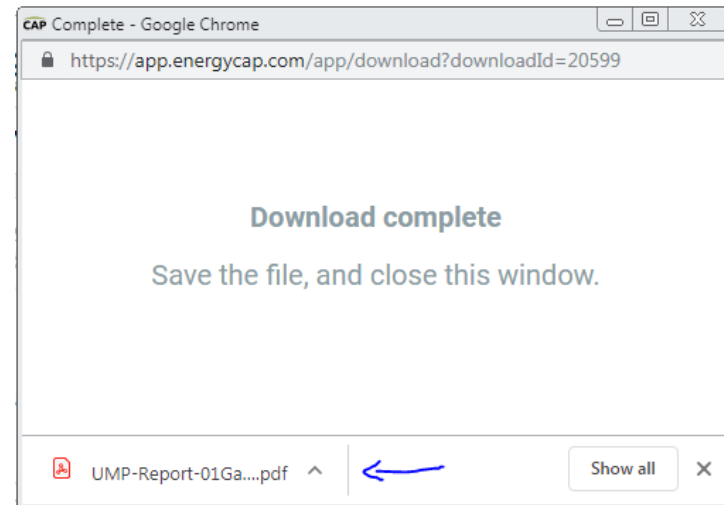
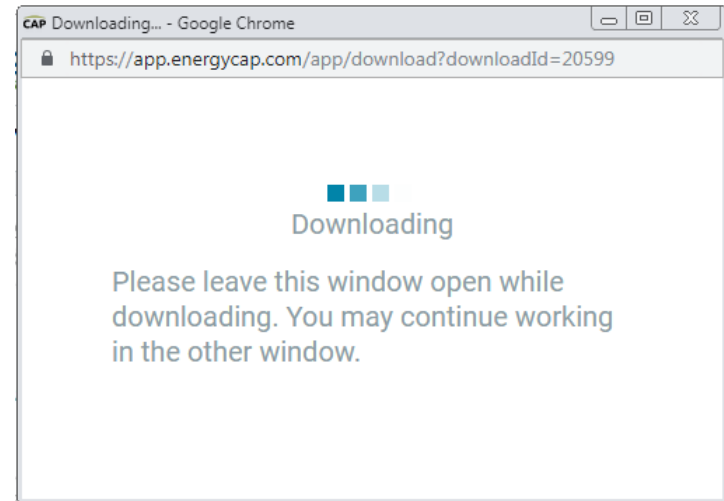
Group Data By equals Place Type - Building

Note: HSC has already set up the report filters for you. All you need to do is download or email the report.

Your report will run

- A pop-up box will appear while your report generates.
 - If you have many buildings in UMP, it may take a minute or two to run the report.

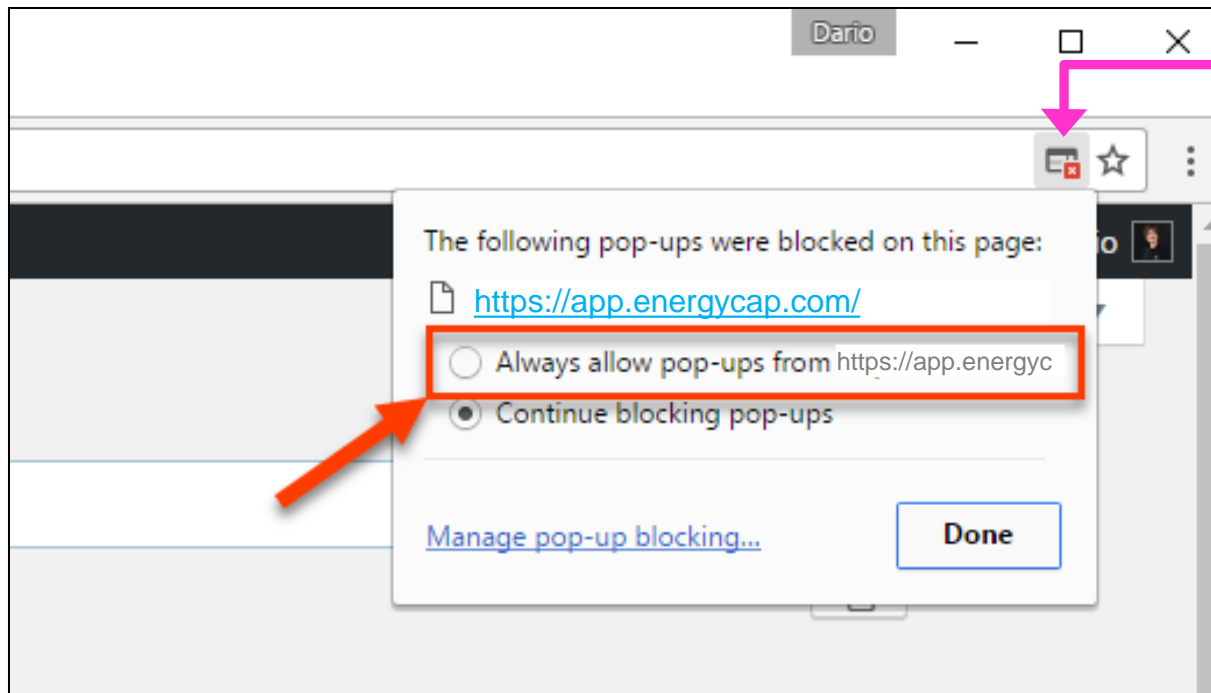
- When the report is ready, click on the file at the bottom of this pop-up box.



Troubleshooting: Allow Pop-up Boxes in Your Internet Browser

Always Allow “Pop-ups” for UMP

- UMP uses Pop-ups when running reports and other tasks
- Make sure you set your Internet Browser to allow “Pop-ups” for the UMP website



If you see this icon in the Address Bar of your Internet Browser, it means Pop-ups boxes are blocked. Click the icon. Then click on **Always allow pop-ups** and then click **Done**.

Questions?



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