

EnExPlan: Quick Start Guide



July - 2014

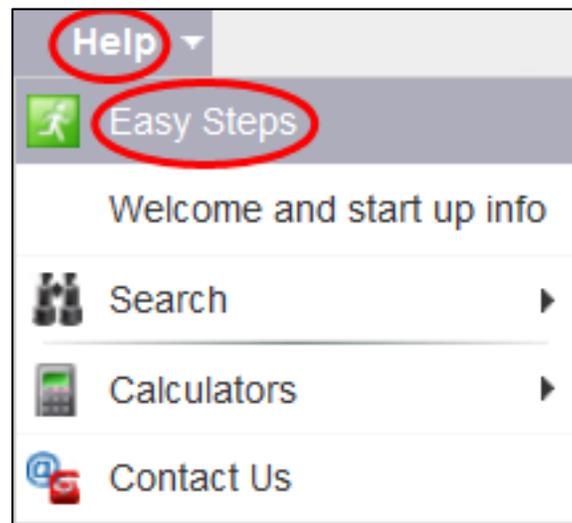
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There are two methods to quickly get started using EnExPlan. The first "Easy Step Method" is a guided interactive tour of the software. It covers every area required to create and test opportunities as well as produce reports. The second "Bare Minimum" method is an on-paper outline of the bare minimum required to operate the software.

Method #1: Easy Step Method

This method provides an interactive tour of the software. You will be prompted to participate once you log into the software for the first time. Additionally, the Easy Steps can be accessed from the Help menu at any time.



The easy steps have five tracks:

- General Settings Path
- Building Creation Path
- General Reporting Path
- Equipment Management Path
- Energy Savings Path

The General Settings path gathers basic information on the user's company or organization, which will affect all future sections. The Building Creation path walks you through the process of creating a building. The General Reporting path gathers utility information and outputs various reports.

Note: This is the extent to which Method #2 below takes you.

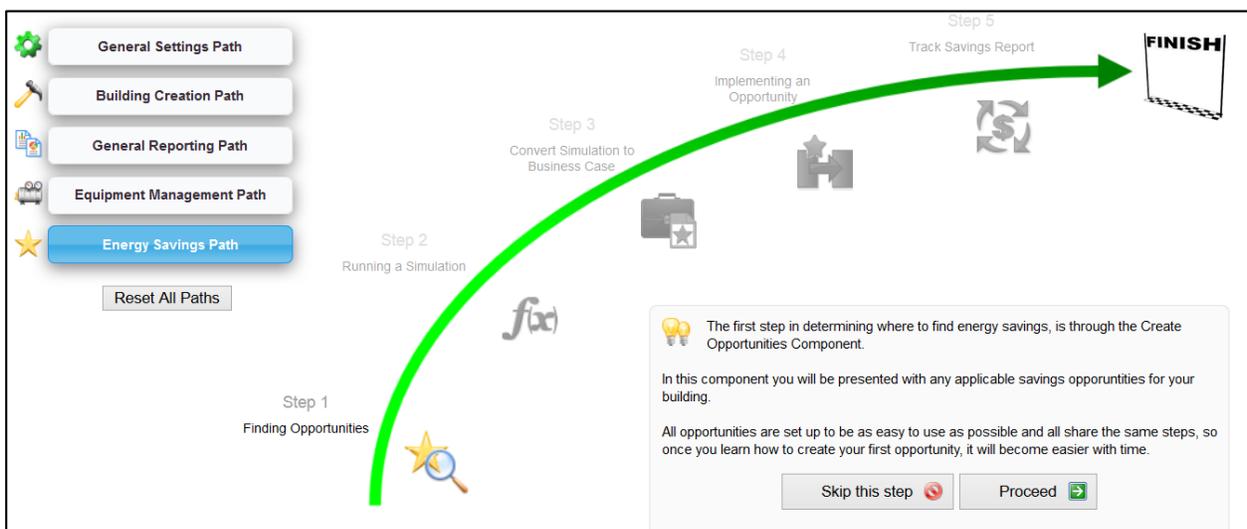
The Equipment Management path walks you through how to specify the equipment that you use in your building. Lastly, the Energy Savings path walks you through opportunity identification, simulations, opportunity implementation, and tracking of the implemented opportunity.



The green arrow will guide you through each step of the path. Not all steps are required; however, for the best results, it is recommended that you complete all steps and all paths.

The icons on the curve represent the different steps along the path. Please click on one to complete the step in the path. Once you click on an icon, you will be temporarily redirected to a different area of the software.

The Skip button enables you to skip steps. You may always come back to the step later. It is NOT recommended that you skip steps.



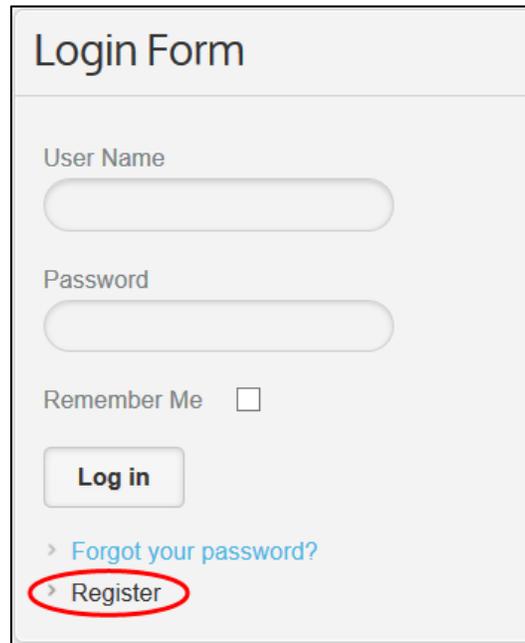
Method #2: Bare Minimum Method

1. Sign up for an account, or log in if you already have one
2. Log in to <https://secure.explansuite.com/EnExPlan>
3. Click "**File**" → "**General Settings**"
4. Set your measurement preferences
5. Click "**Build**" → "**Building Wizard**"
6. Create your building
7. Click "**Build**" → "**Generic HVAC Systems Builder**"
8. Specify your HVAC system(s)
9. Click "**Manage**" → "**Load Calculations**"
10. Fill out this section to the best of your knowledge

Pro Tip: *The more information that you provide in this section greatly increases the accuracy of the result.*

11. Click "**Manage**" → "**Utilities**" → "**Utility Invoices**"
12. Input your utility invoices
13. Click "**View**" → "**Overall Building Report**"

1. Sign up for an account, or log in if you already have one



Login Form

User Name

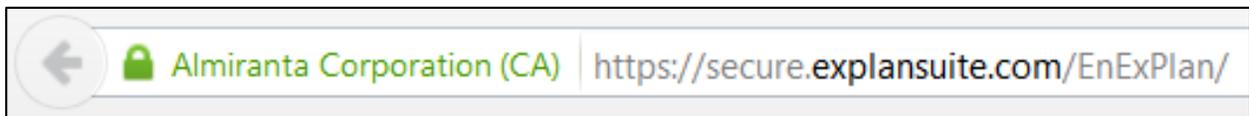
Password

Remember Me

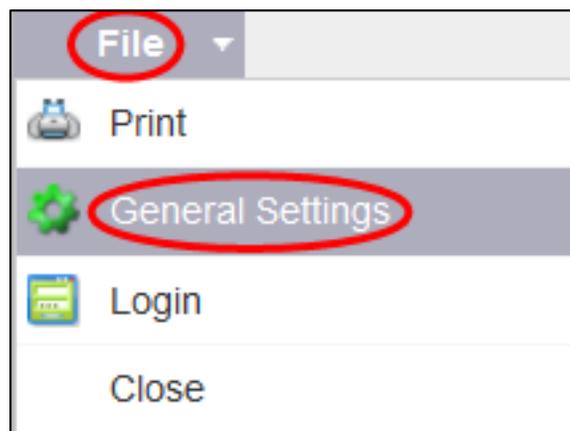
Log in

> [Forgot your password?](#)
> [Register](#)

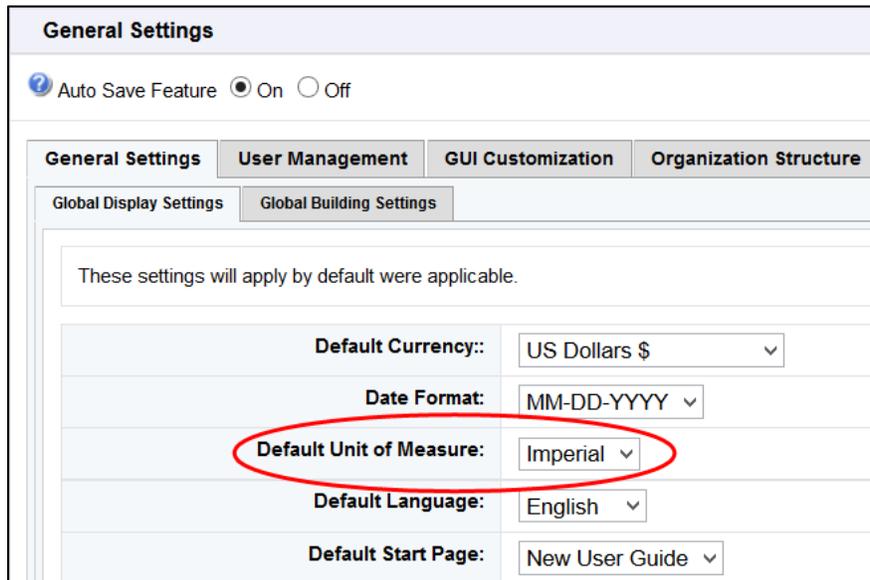
2. Log in to <https://secure.explansuite.com/EnExPlan>



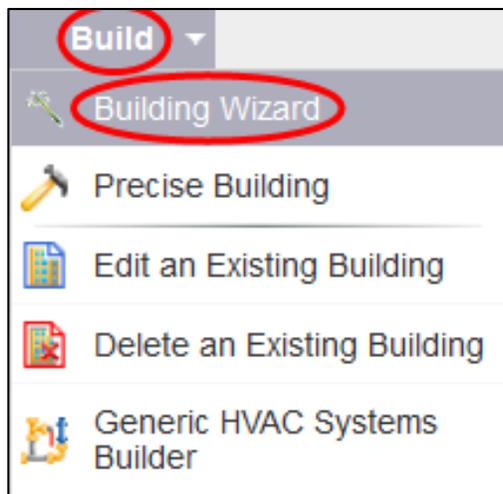
3. Click "File" → "General Settings"



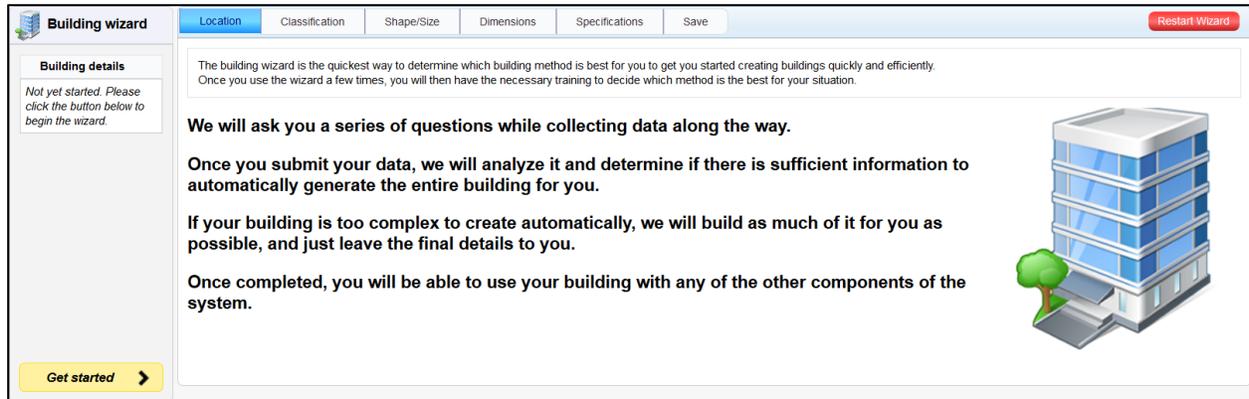
4. Set your measurement preferences



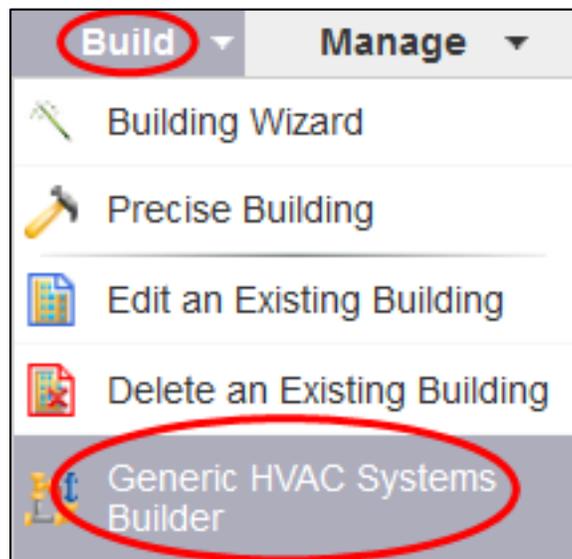
5. Click "**Build**" → "**Building Wizard**"



6. Create your building



7. Click "Build" → "Generic HVAC Systems Builder"



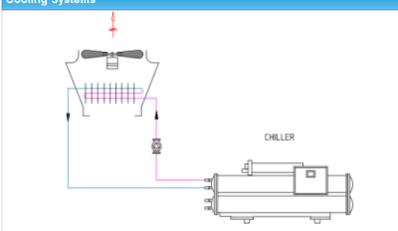
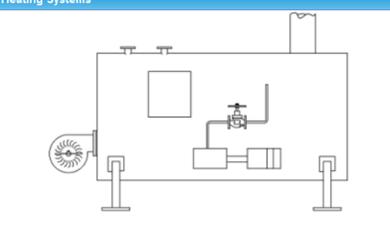
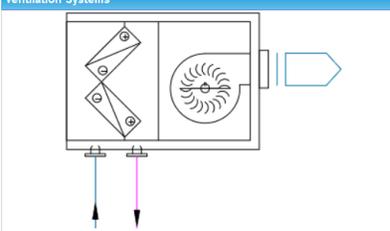
8. Specify your HVAC system(s)

Generic HVAC Systems Builder
GWI Change Building

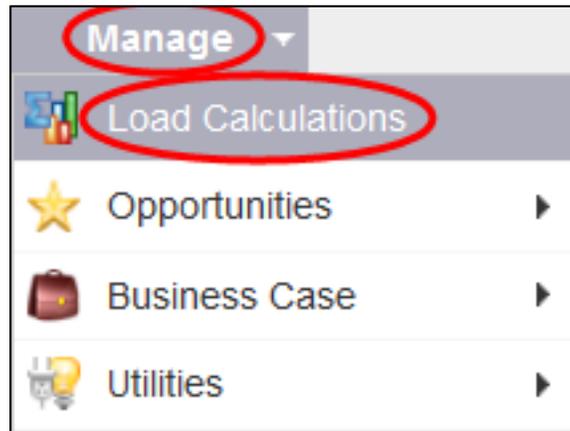
Overview **Cooling System** Heating System Ventilation System

The generic HVAC systems builder is the quickest way to generate all of your main HVAC systems.
Below is outlined the available systems and a quick overview of what generic systems you have already created in this building.

Choose the type of system you would like to install

Cooling Systems	Heating Systems	Ventilation Systems
		
Currently installed generic cooling systems	Currently installed generic heating systems	Currently installed generic ventilation systems
There are currently no installed generic cooling systems. Installed 0% of calculated capacity	There are currently no installed generic heating systems. Installed 0% of calculated capacity	There are currently no installed generic ventilation systems. Installed 0% of calculated capacity

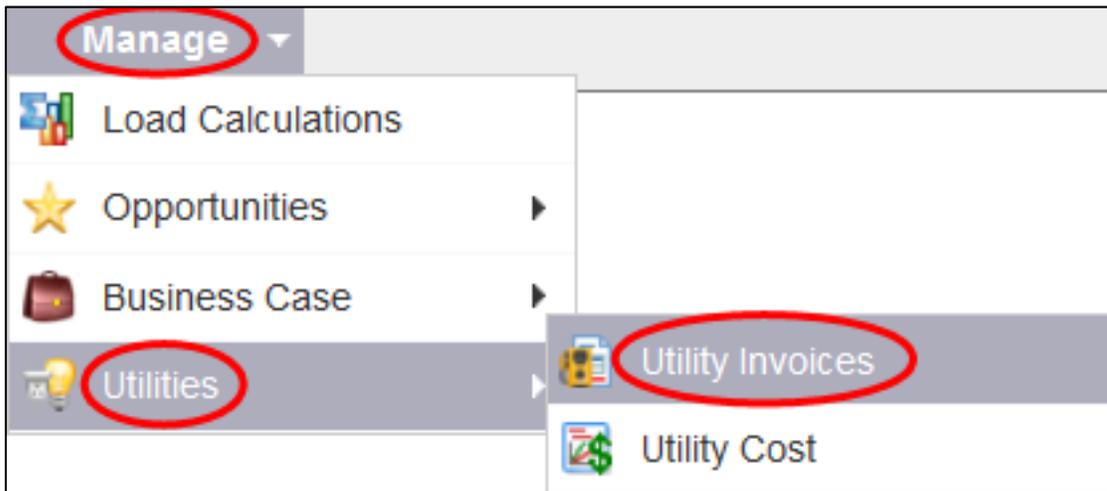
9. Click "Manage" → "Load Calculations"



10. Fill out this section to the best of your knowledge

Location/General Parameters		Building Details	
Building Location			
City:	OWENSBORO	Building Name:	GW1
Country:	United States	Number of levels:	1
Latitude:	37.75	Lookup Coordinates:	
Longitude:	-87.26	Total Zones:	2
		Total Area:	28,004 ft ²
Outdoor Conditions			
Reference city:	HENDERSON CITY, Kentucky 23.55 miles away		
Cooling Dry Bulb:	92.9	°F	

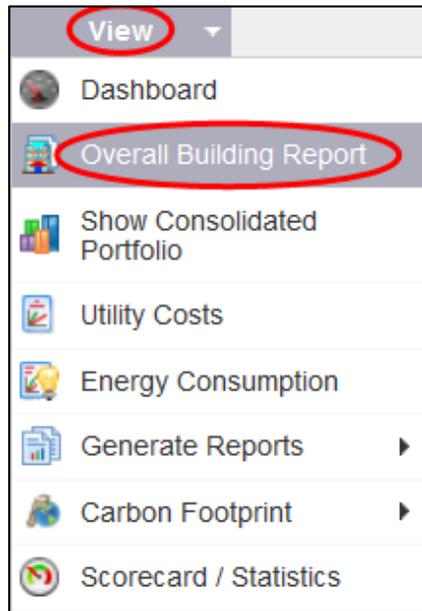
11. Click "Manage" → "Utilities" → "Utility Invoices"



12. Input your utility invoices

Utility Bill Invoices	
Enter and track your utility bill expenditures in this module. This information will be used in reports to calculate usage.	
Manage Accounts	Enter Invoices View/Edit Invoices Bulk Import Invoices
Each utility must have an account set up for each of the buildings you want to enter invoices for. Use this tab to ensure that all accounts are set up for all of the buildings. There must be at least one account set up to enter the invoice information for the utility, but a building could have multiple accounts set up for the same building/utility combination.	
Show Per:	<input type="radio"/> Building <input checked="" type="radio"/> Utility
Filter By:	Building: <input type="text" value="Show All"/> Utility: <input type="text" value="Show All"/>
Current Accounts	Add New Account

13. Click "View" → "Overall Building Report"



View the Results:

The screenshot displays the 'Overall Building Report' interface. On the left is a sidebar with various report options. The main content area features the 'explain suite' logo, a 'Default Building Photo' of a blue building, and a table of 'Overall Building Properties'. At the bottom, it says 'powered by explain suite'.

Report Output Options:

- Select All / De-select All
- Zoom: 100% (Auto-snap, Free move)
- Show Guides
- Timeframe: 07/19/2014 - 07/19/2014
- Report Output: Include Cover Page, Portrait, Landscape, Full Color, Black and White
- Physical Building
- Load Calculations
- Benchmarks
- Energy Invoices
- Carbon Footprint
- Business Cases
- Energy Savings Progress

Overall Building Properties	
Building Name:	GWI
Building Location:	Owensboro, KY US
Number of Levels:	1
Total Building Area:	28,004 ft ²
Total Occupants:	140
Lighting Intensity:	1.9 watts/ft ²
Number of Energy Sources:	0