



effRT 2.0 Quick Start Guide

Release 1.9.8
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OVERVIEW

This document provides an introduction to the effRT system. In these pages you will learn to:

- Create Program Enrollments
- Access and Process Enrollments on the To Do List
- Create Invoices and import payments

ACCESSING EFFRT

Separate Production and User Acceptance (UA) sites have been created.

Perform all application testing in the UA site.

UA Website: <https://effrt-ua.directtechnology.com>

Production Website: <https://effRT.efficiencymaine.com>

LOGGING IN

1. Go to the effRT website
2. At the Login window, enter your Username and Password
3. Click Login

Note: Please contact your system administrator if you do not have a username or password.

<p>Disclaimer: Only authorized personnel may access confidential utility information. If you are not a utility employee performing utility work or do not have prior written authorization, do not continue. Efficiency Maine retains the right to monitor its property and work environments in compliance with applicable federal, state and local law.</p>	<p>Please log in:</p> <p>User Id: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember Me Forgot it?</p> <p><input type="button" value="Login"/></p>
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FIGURE 1 – LOGIN

effRT TIP: If you forgot your password, click the Forgot It? link to have an email sent to you with directions to reset your password.

NAVIGATION

The application functions a user can perform are based on the permissions set up for the user. The Menu options the user has access to are listed in the blue bar. The Main Menu is used for creating/viewing enrollments, creating/viewing customers and invoicing. The Configuration Menu is for all items that need to be configured in the system. The Security Menu is used to track users and permissions.

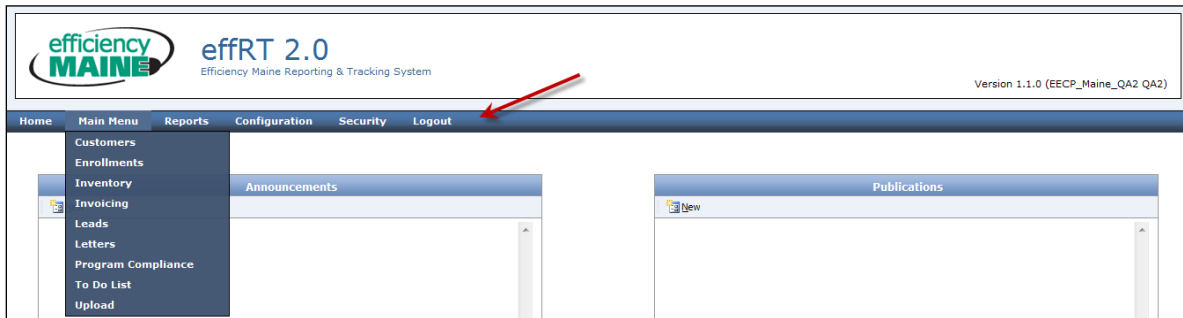


FIGURE 2 - NAVIGATING IN EFFRT

Throughout the application, users will access areas where data is captured in multiple areas. The application uses Sub Sections to organize similar data in logical groups. Clicking the sub section link will take the user to the sub section.

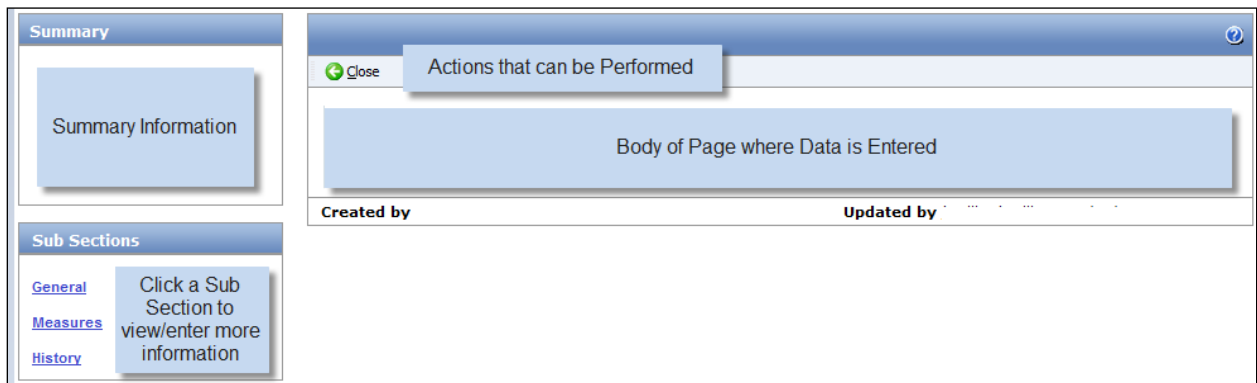



FIGURE 3 – PROFILE SCREEN WITH SUB SECTIONS

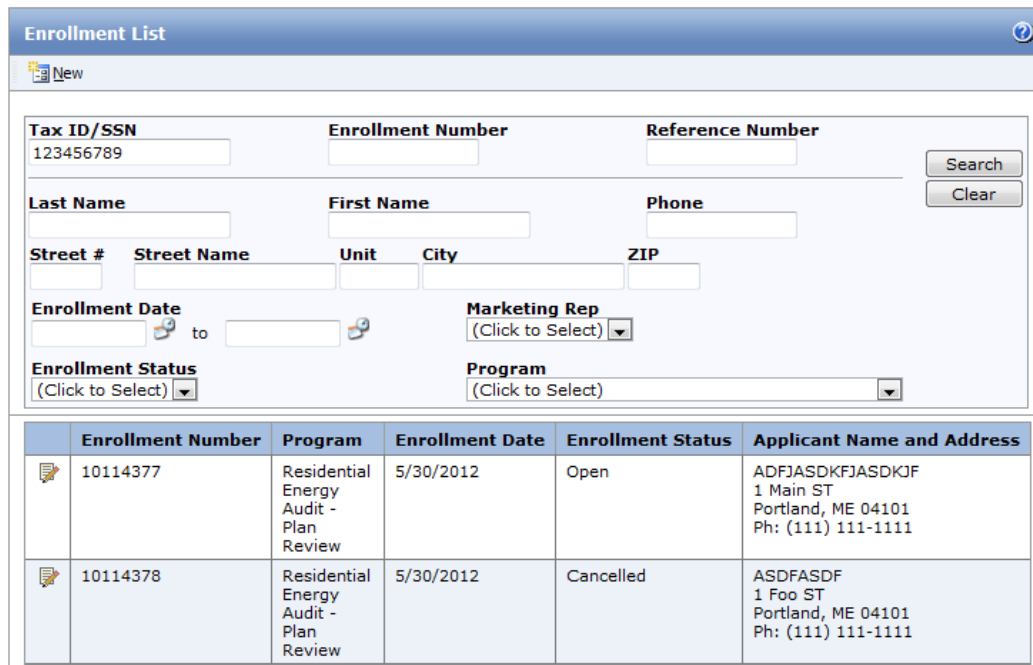
effRT TIP: The Apply button saves changes made on the screen to the database and keeps you on the same page. The Save button also saves changes made on the screen but it closes the screen and brings you back to the list.

CREATING AND TRACKING ENROLLMENTS

CREATING A NEW PROGRAM ENROLLMENT

New enrollments are created from the Enrollment List. The Enrollment List is also used to search for existing program enrollments.


1. Go to the Enrollment List from the Main Menu → Enrollments menu option.
2. Use Filter Options to search for existing program enrollments. Click the Open/Edit button, , to open an existing enrollment.



Enrollment Number	Program	Enrollment Date	Enrollment Status	Applicant Name and Address
10114377	Residential Energy Audit - Plan Review	5/30/2012	Open	ADFJASDKFJASDKJF 1 Main ST Portland, ME 04101 Ph: (111) 111-1111
10114378	Residential Energy Audit - Plan Review	5/30/2012	Cancelled	ASDFASDF 1 Foo ST Portland, ME 04101 Ph: (111) 111-1111

FIGURE 4 - ENROLLMENT LIST

CREATING AN ENROLLMENT BY SEARCHING FOR AN EXISTING CUSTOMER

1. Click the New button, , to initiate the new enrollment process.
2. Select a Program and click the Next button.

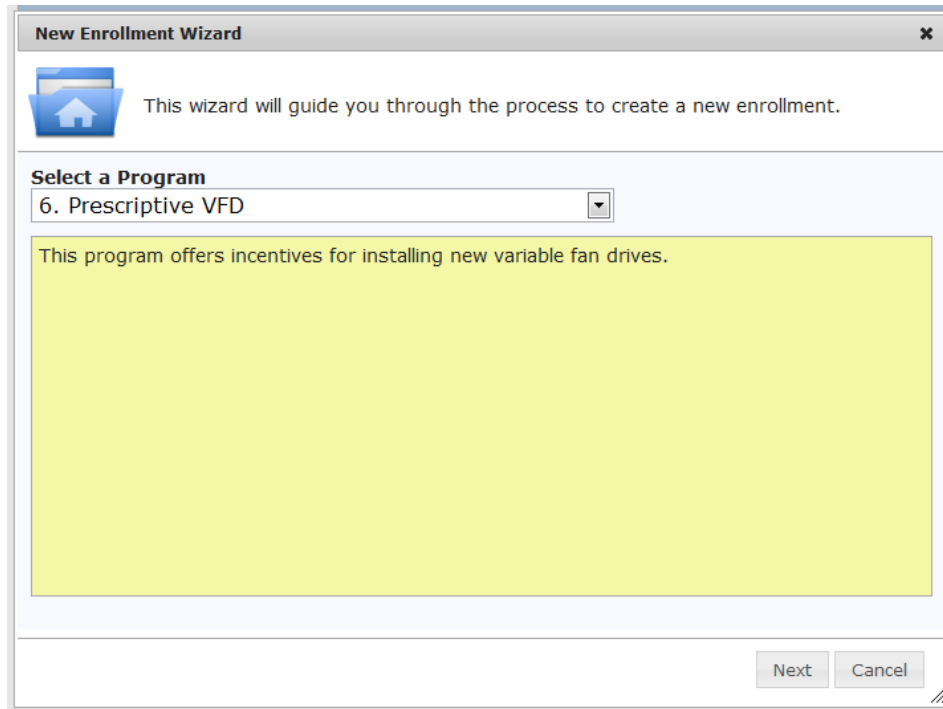



FIGURE 5 - NEW ENROLLMENT WIZARD – SELECT PROGRAM

3. If the user is configured to search for Customers, the user will be prompted to search for a customer. This will primarily be used after customer data is loaded into effRT. If the user is not configured to search for a customer, the customer search page will be skipped and the user will be required to enter customer information. The customer information will be validated on the Application.
4. Enter search criteria about the customer enrolling in the program and click Go. Clicking the question mark, , will provide information on searching for customers.

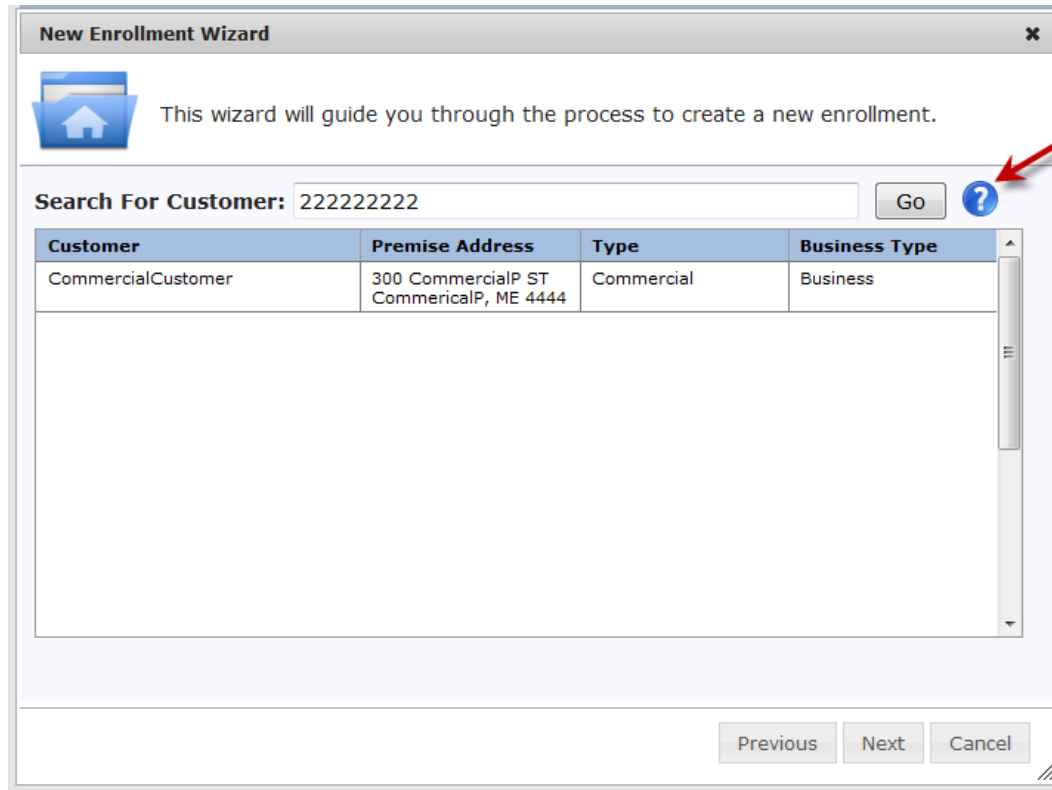



FIGURE 6 - NEW ENROLLMENT WIZARD – CUSTOMER SEARCH

5. If the customer is found, double click on the row to open the Application form. If the customer does not exist and you would like to create an enrollment for a new customer, click the Next button.

CREATING A NEW ENROLLMENT BY ENTERING CUSTOMER INFORMATION

1. Click the New button, , to create and initiate the new enrollment process.
2. Select a Program and click the Next button.

New Enrollment Wizard

This wizard will guide you through the process to create a new enrollment.

Select a Program
6. Prescriptive VFD

This program offers incentives for installing new variable fan drives.

Next Cancel

FIGURE 7 - CREATE NEW ENROLLMENT

New Enrollment Wizard

This wizard will guide you through the process to create a new enrollment.

Customer Attributes

Customer Name:
 Customer Class: (Click to Select)
 Business Type: (Click to Select)
 Tax ID Type: EIN SSN
 Tax ID:
 Tax Status: (Click to Select)
 Installation Location Customer Type:
 ST&T
 Generator

Installation Address

Location Name:

Street #	Fraction	Direction	Street Name	Suffix	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City: State: ME ZIP: -

Previous Next Cancel

FIGURE 8 - ENROLLMENT WIZARD - ENTER CUSTOMER INFORMATION

1. Enter information about the customer you would like to enroll and click Next.
2. The Application workflow step will be created in the status of New.

COMPLETING THE APPLICATION WORKFLOW STEP

The Application workflow step contains all information required to process the enrollment. It consists of 4 sub sections:

- Applicant Information – Captures customer information, installation address, and who performed the work.
- Measures – Collects the measures that were installed including incentives and energy savings.
- Marketing Information – Additional information for the enrollment.
- Application History – Tracks all changes that occur on the Application.

1. Complete the Applicant Information and click Apply.

Workflow Step Summary

Program
6, Prescriptive VFD

Enrollment #: 10114538
Disposition: New

SUPER WAREHOUSE
85 WALNUT GROVE ST
PORTLAND, ME 03301

[Driving Directions](#)

Enrollment Costs:

Measure Cost:	\$0.00
Fee Cost:	\$0.00
Total Cost:	\$0.00

Sub Sections

[Applicant Information](#)

[Measures](#)

[Marketing Information](#)

[Application History](#)

Application - Applicant Information - New

Process Apply Close Enrollment Profile Print Application

General Application Information

Application Date: 6/12/2012 **Project Type:** Replacement of Operating Equipment

Requested Incentive Amount:

Outcome: Work Complete
 Cancel
Reason: (Click to Select)

Customer Information

Customer Name: SUPER WAREHOUSE	Tax ID/SSN: 857994566	National Account: No
NAICS Code:	Major Account: No	
Customer Class: Commercial	Business Type: Business	

Applicant Information

Last Name: SUPER WAREHOUSE	First Name: <input type="text"/>	Email: <input type="text"/>
Primary Phone: <input type="text"/>	Alt Phone: <input type="text"/>	Primary Language: (Click to Select)

Installation Address

Street #: 85	Fraction: <input type="text"/>	Direction: <input type="text"/>	Street Name: WALNUT GROVE	Suffix: ST	Unit: <input type="text"/>
City: PORTLAND	State: ME	ZIP: 03301			

Installation Mailing Address

Mailing Address is the same as Installation Address

<input checked="" type="radio"/> Street #: 85	Fraction: <input type="text"/>	Direction: <input type="text"/>	Street Name: WALNUT GROVE	Suffix: ST	Unit: <input type="text"/>
<input type="radio"/> PO Box: <input type="text"/>	City: PORTLAND	State: ME	ZIP: 03301		

Facility Information

Premise Square Footage: <input type="text"/>	Year Built: <input type="text"/>	Structure Type: Commercial	Structure Age Type: (Click to Select)
Air-Conditioned: Yes	Weekly Hours of Operation: <input type="text"/>	Facility Type: (Click to Select)	Number of Employees: <input type="text"/>

Utility Service Provider: (Click to Select)

Work Performed By

Self-installed

Trade Ally 1: (Click to Select)	Employee: (Click to Select)
Trade Ally 2: (Click to Select)	Employee: (Click to Select)

Comments

FIGURE 9 - NEW ENROLLMENT APPLICANT INFORMATION

- Click the Measures link in the Sub Sections box to record incentives and energy savings for the application. Enter information about all measures installed and click Apply.

Workflow Step Summary
Program: 6. Prescriptive VFD
Enrollment #: 10114538
Disposition: New
SUPER WAREHOUSE
85 WALNUT GROVE ST
PORTLAND, ME 03301
Driving Directions
Enrollment Costs:
Measure Cost: \$14,408.00
Fee Cost: \$0.00
Total Cost: \$14,408.00

Sub Sections
Applicant Information
Measures
Marketing Information
Application History

Application - Measures - New
Process Apply Close Enrollment Profile Add Measures

Measure Name	Unit	Qty	Measure Cost		Incentive		Labor		Total	Savings Information			
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		kWh	W kW	S kW	Therms
Variable Fan Drive - 10 HP	Each	1	\$2,838.00	\$2,838.00	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$4,238.00	7,550.0000	1.2000	1.2000	0.0000
Variable Fan Drive - 15 HP	Each	2	\$3,485.00	\$6,970.00	\$1,600.00	\$3,200.00	\$0.00	\$0.00	\$10,170.00	59,930.0000	6.8400	6.8400	0.0000
Totals			\$9,808.00	\$6,970.00	\$4,600.00	\$3,200.00	\$0.00	\$0.00	\$14,408.00	59,930.0000	6.8400	6.8400	0.0000

Application Code Brand: N/A Model: BFF

Application Code Brand: N/A Model: HHWP

ESVG: 755.00
DSVG: 0.120
Fan or Pump ID:
Area Served: 40
Description:
Weekly Hrs of Operation: 50

ESVG: 1746.00
DSVG: 0.188
Fan or Pump ID: 111
Area Served: 40
Description:
Weekly Hrs of Operation: 120

Enrollment Fees

Fee	Charged	Fee Amount	RCN/EWO	Notes
Total Amount: \$0.00				

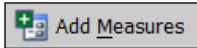
Created by Hess, Amy on 6/12/2012 3:45:01 PM Updated by Hess, Amy on 6/12/2012 3:52:49 PM

Incentive Amounts and Savings Information
The rules for the incentive price and energy savings are based on the values profiled on the Pricing Schedule.

Measures vs Fees
Measures profiled with a Measure Class of Measure will be included in the Enrollment Measures grid. Measures profiled with a Measure Class of Fee will be included in the Enrollment Fees grid.

FIGURE 10 - ENROLLMENT MEASURE DETAILS

Important Measure Grid Details for Efficiency Maine:

- Notes can be entered for each measure by clicking on the folder icon.
 - If the measure is profiled to use Equipment, the user will be required to select a Brand and Model. Selecting a Model will refresh the measure properties with the values entered for the Equipment.
3. To add measures to the enrollment, click the Add Measures button, . This will open a new window with all measures that are available for the customer. Measures profiled to be Default measure on the Program Year will automatically be displayed on the workflow step; all non-default measures can only be added through the Add Measures screen.

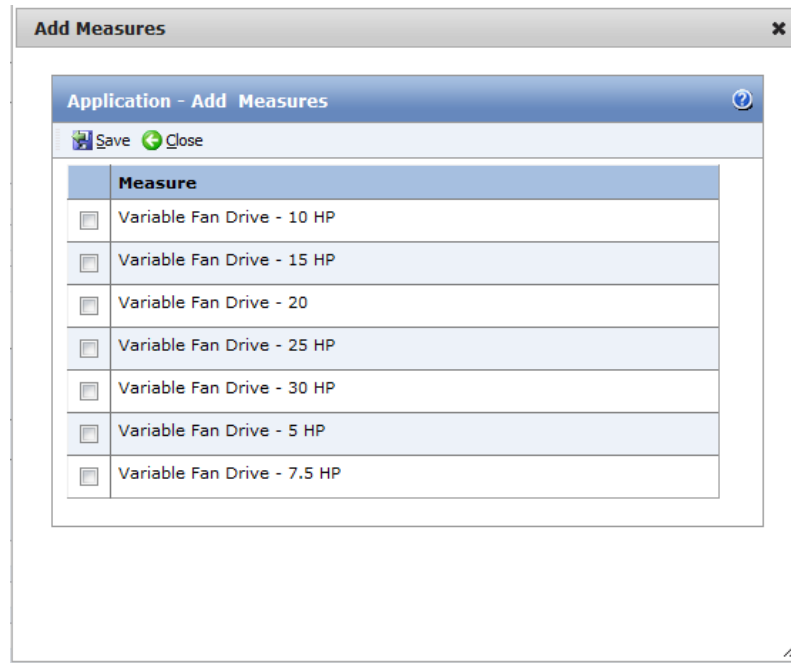


FIGURE 11 - ADDING MEASURES TO ENROLLMENTS

4. Check all measures to be included on the enrollment and click OK. This will close the Add Measures screen.
5. Enter the installed quantities and measure properties and click Apply.
6. After the Applicant Information and Measure forms are completed, click Process to submit the enrollment. Processing the enrollment means that all data has been entered and the enrollment is ready to continue down the workflow.

effRT TIP: To upload documents prior to processing an application, select Enrollment Profile (be sure to have applied any changes first). From the Enrollment Profile, select the Documents sub section (see instructions below). Once documents are uploaded, select Application from the Enrollment Profile and select Process.

ACKNOWLEDGING TERMS AND CONDITIONS

For programs configured to use the T&C Acknowledgment Step, after an Application is processed, the T&C Acknowledgment process will be automatically triggered. The T&C Acknowledgment letter configured for the program is sent to the applicant email included on the application. The email directs the customer to the acknowledgment URL. Once the customer receives the email, clicks the link and “signs” the form, the acknowledged T&C language is saved as a PDF under Documents, and the application moves to Pending Acceptance.

effRT TIP: If the customer does not have an email address or does not respond to the T&C acknowledgment, the T&C Acknowledgment Date can be manually entered. Select Work Complete; click Process to move it to the next status.

effRT TIP: The acknowledgement URL is defined by effRT. A placeholder defined as {TermsAndConditionsAcknowledgmentURL} is added to the email template for that url.

USING THE APPLICATION STATUS WORKFLOW

For programs not configured with the T&C Acknowledgment process, the status will be changed to Pending Acceptance as soon as the Application is processed. Enrollments with T&C Acknowledgment will transition to Pending Acceptance as soon as the customer reviews and acknowledges the T&C link. At this point, Program Management will validate the customer information and link to an existing customer if necessary. After reviewing the Application, it may be moved through the Application Status Workflow based on how the program is configured.

PROCESSING AN APPLICATION THAT IS PENDING ACCEPTANCE

When the Application is in the status of Pending Acceptance, the system checks to see if the customer and premise already exist. If customer does not exist, a message will be displayed. If the Customer or Premise already exists, a warning will be displayed, a warning icon will be displayed next to each entry that does not match the existing customer.

1. Confirm the Customer and Installation Address and make changes as necessary.
2. Select an Outcome of Accepted, click Process to move it to the next status.

Workflow Step Summary

Program
6. Prescriptive VFD

Enrollment #: 10114538
Disposition: Pending Acceptance

SMITH, JOE
85 WALNUT GROVE ST
PORTLAND, ME 03301
(555) 555-5555

[Driving Directions](#)

Enrollment Costs:

Measure Cost:	\$14,408.00
Fee Cost:	\$0.00
Total Cost:	\$14,408.00

Sub Sections

- [Applicant Information](#)
- [Measures](#)
- [Marketing Information](#)
- [Application History](#)

Application - Applicant Information - Pending Acceptance

Process Apply Close Enrollment Profile Print Application

General Application Information

Application Date: 6/12/2012 **Project Type:** Replacement of Operating Equipment

Requested Incentive Amount: \$3000.00

Outcome: Accepted Cancel
Reason: (Click to Select)

Customer Information

Customer Name: SUPER WAREHOUSE **Tax ID/SSN:** 857994566

NAICS Code: **Business Type:** Business

Major Account National Account

A matching Customer has not been located. A new Customer record will be created when the application is Processed.

Applicant Information

Last Name: SMITH **First Name:** JOE **Email:** AHES@DIRECTTECHN

Primary Phone: (555) 555-5555 **Alt Phone:** **Primary Language:** English

Installation Address

Street #	Fraction	Direction	Street Name	Suffix	Unit
85			WALNUT GROVE	ST	
City	State	ZIP			
PORTLAND	ME	03301			

Installation Mailing Address

Mailing Address is the same as Installation Address

Street #	Fraction	Direction	Street Name	Suffix	Unit
85			WALNUT GROVE	ST	
City	State	ZIP			
PORTLAND	ME	03301			

FIGURE 12 – APPLICATION – NEW CUSTOMER

Workflow Step Summary

Program
6. Prescriptive VFD

Enrollment #: 10114538
Disposition: Pending Acceptance

SMITH, JOE
85 Walnut Grv ST
Portland, ME 03302
(555) 555-5555

[Driving Directions](#)

Enrollment Costs:

Measure Cost:	\$14,408.00
Fee Cost:	\$0.00
Total Cost:	\$14,408.00

Sub Sections

- [Applicant Information](#)
- [Measures](#)
- [Marketing Information](#)
- [Application History](#)

Application - Applicant Information - Pending Acceptance

Process Apply Close Enrollment Profile Print Application

General Application Information

Application Date: 6/12/2012 **Project Type:** Replacement of Operating Equipment

Requested Incentive Amount: \$3000.00

Outcome: Accepted Cancel
Reason: (Click to Select)

Customer Information

Customer Name: SUPER WAREHOUSE **Tax ID/SSN:** 857994566

NAICS Code: **Business Type:** Business

Major Account National Account

A Customer with the same Tax ID/SSN already exists in the system. Conflicting information is indicated by warning icons. Hover over the icons to see the existing values.
Upon Processing the application, the existing customer information will be overwritten by what is in this form.

Applicant Information

Last Name: SMITH **First Name:** JOE **Email:** AHES@DIRECTTECHN

Primary Phone: (555) 555-5555 **Alt Phone:** **Primary Language:** English

Installation Address

Street #	Fraction	Direction	Street Name	Suffix	Unit
85			Walnut Grv	ST	
City	State	ZIP			
Portland	ME	03302			

Create New Premise Use Existing Premise (Click to Select)

The Installation Address matches an existing Premise for this Customer. Consider selecting the Premise from the list above to avoid adding a duplicate Premise to the system.

FIGURE 13 - APPLICATION - EXISTING CUSTOMER

effRT TIP: Hovering over a warning icon will display the customer profile value which can be selected to override the current value in the Application.

PROCESSING AN APPLICATION THAT REQUIRES PRE-APPROVAL

Programs in effRT can be configured to require Pre-Approval based on the Requested Incentive Amount. After the Application is accepted, the system will check if Pre-Approval is required. If Pre-Approval is required, the Application will be set to Pending Pre-Approval. Permission access is required to move an Application throughout each status in the Pre-Approval process.

Status = Pending Pre-Approval

1. Confirm application data and make changes as necessary (warning icons will be displayed for fields that don't match the customer profile).
2. Enter the date the application was assigned for pre-approval, the person assigned to do the pre-approval, the date the pre-approval occurred and the pre-approval amount. Note: Users can assign the application out and click Save. The Pre-Approval details can be added later.
3. Select an Outcome of Pre-Approved, click Process to move it to the next status.
4. A pop-up window opens to allow selection of recipients for the Pre-Approval letter configured for the program.
5. Select appropriate recipients and Process.

Workflow Step Summary	
Program 6. Prescriptive VFD	
Enrollment #: 10114538	
Disposition: Pending Pre-Approval	
Customer: SUPER WAREHOUSE	
Class: Commercial	
NAICS: 0	
Business Type: Business	
Premise Id: 446790	
85 Walnut Grv ST Portland ME 03302-0000	
SMITH, JOE 85 Walnut Grv ST Portland, ME 03302 (555) 555-5555	
Driving Directions	
Enrollment Costs:	

Application - Applicant Information - Pending Pre-Approval		
Process Apply Close Enrollment Profile Print Application		
General Application Information		
Application Date 6/12/2012	Project Type Replacement of Operating Equipment	Outcome <input checked="" type="radio"/> Pre-Approved <input type="radio"/> Cancel Reason (Click to Select)
Requested Incentive Amount \$3000.00	Assigned for Pre-Approval (Click to Select)	
Pre-Approval Date	Pre-Approval Amount	
Customer Information		
Customer Name SUPER WAREHOUSE	Tax ID/SSN 857994566	National Account: No
NAICS Code:	Major Account: No	Business Type: Business
Customer Class: Commercial		

FIGURE 14 - APPLICATION - PENDING PRE-APPROVAL

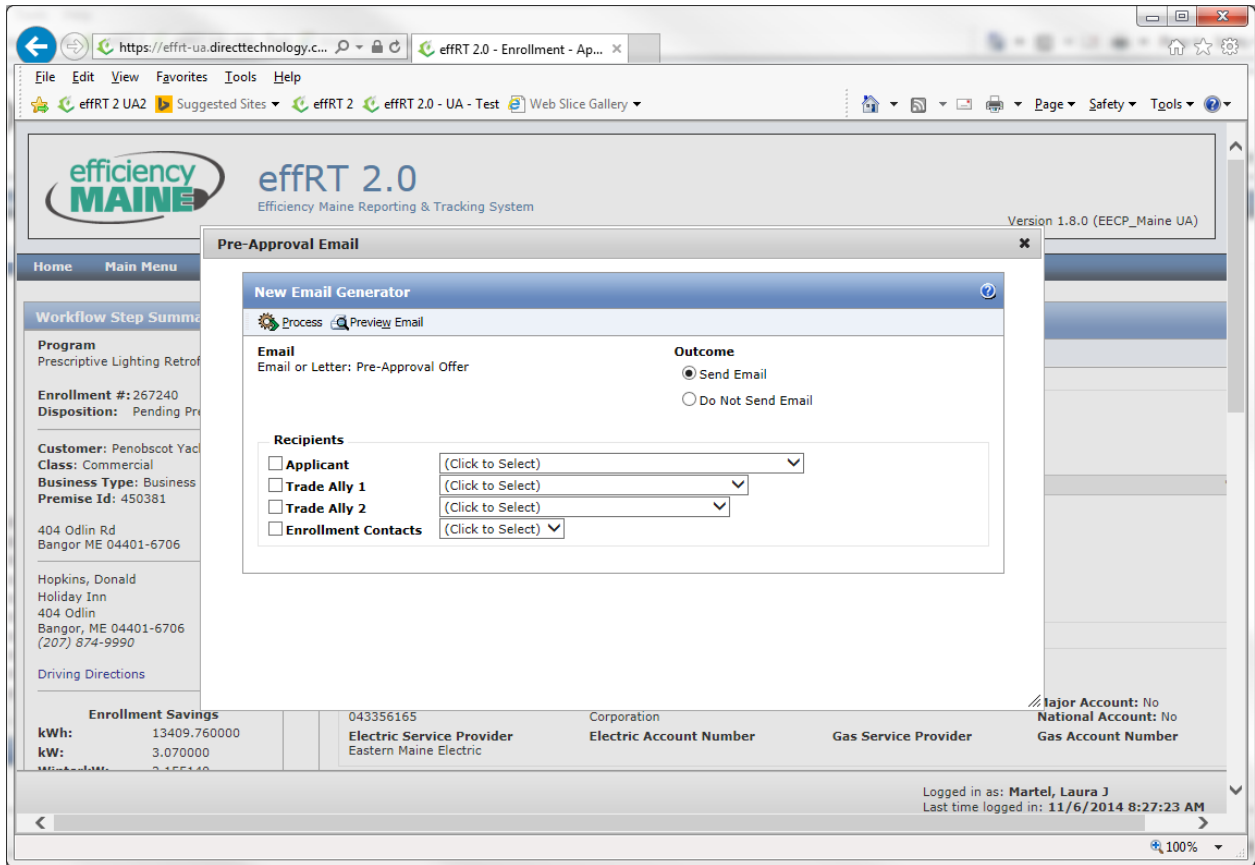


FIGURE 15 - PRE-APPROVAL EMAIL

Status = Pre-Approval Acknowledgement

The Pre-Approval email directs the customer to the acknowledgment URL. Once the customer receives the email, clicks the link, completes and “signs” the form, the application moves to Pre-Approved – Awaiting Results.

effRT TIP: If the customer does not have an email address or does not respond to the Pre-Approval letter, the Pre-Approval Accepted Date and Estimated Completion Date can be manually entered. Select an Outcome of Acknowledged; click Process to move it to the next status.

Workflow Step Summary

Program
6. Prescriptive VFD

Enrollment #: 10114538
Disposition: Pre-Approval Acknowledgement

Customer: SUPER WAREHOUSE
Class: Commercial
NAICS: 0
Business Type: Business
Premise Id: 446790

85 Walnut Grv ST
Portland ME 03302-0000

SMITH, JOE
85 Walnut Grv ST
Portland, ME 03302
(555) 555-5555

[Driving Directions](#)

Enrollment Costs:

Measure Cost:	\$14,408.00
Fee Cost:	\$0.00

Application - Applicant Information - Pre-Approval Acknowledgement

Process Apply Close Enrollment Profile Print Application

General Application Information

Application Date: 6/12/2012

Project Type: Replacement of Operating Equipment

Requested Incentive Amount: \$3000.00

Assigned for Pre-Approval: 6/12/2012

Assigned To: Approver, ERS

Pre-Approval Date: 6/12/2012

Pre-Approval Amount: \$3000.00

Pre-Approval Accepted Date: 6/12/2012

Estimated Completion Date:

Outcome: Acknowledged
 Cancel
Reason: (Click to Select)

Pre-Approval Letter Sent Date: 6/12/2012

Customer Information

Customer Name: SUPER WAREHOUSE	Tax ID/SSN: 857994566	Major Account: No	National Account: No
NAICS Code: Commercial	Business Type: Business		

FIGURE 16 - APPLICATION - PRE-APPROVAL ACKNOWLEDGEMENT

effRT TIP: The acknowledgement URL is defined by effRT. A placeholder defined as {PreApprovalAcknowledgementURL} is added to the email template for that url.

Status = Pre-Approved – Awaiting Results

1. Confirm application data and make changes as necessary (warning icons will be displayed for fields that don't match the customer profile).
2. Upload all documentation required.

effRT TIP: Select Enrollment Profile from the Application to access the Documents sub section.

3. Open the Application and enter the date the proof of installation was provided.
4. Select an Outcome of Work Complete, click Process to complete the Application workflow. If an inspection is required, it will be created. If the enrollment is not selected for inspection, the Management Review workflow step will be created for final approval and payment.

Workflow Step Summary

Program
6. Prescriptive VFD

Enrollment #: 10114538
Disposition: Pre-Approved - Awaiting Results

Customer: SUPER WAREHOUSE
Class: Commercial
NAICS: 0
Business Type: Business
Premise Id: 446790

85 Walnut Grv ST
Portland ME 03302-0000

SMITH, JOE
85 Walnut Grv ST
Portland, ME 03302
(555) 555-5555

[Driving Directions](#)

Enrollment Costs:

Measure Cost:	\$14,408.00
Fee Cost:	\$0.00

Application - Applicant Information - Pre-Approved - Awaiting Results

Process Apply Close Enrollment Profile Print Application

General Application Information

Application Date: 6/12/2012

Project Type: Replacement of Operating Equipment

Requested Incentive Amount: \$3000.00

Assigned for Pre-Approval: 6/12/2012

Assigned To: Approver, ERS

Pre-Approval Date: 6/12/2012

Pre-Approval Amount: \$3000.00

Pre-Approval Accepted Date: 6/12/2012

Estimated Completion Date: 7/6/2012

Outcome: Work Complete
 Cancel
Reason: (Click to Select)

Pre-Approval Letter Sent Date: 6/12/2012

Proof of Installation Date:

Customer Information

Customer Name: SUPER WAREHOUSE	Tax ID/SSN: 857994566	Major Account: No	National Account: No
NAICS Code: Commercial	Business Type: Business		

FIGURE 17 - APPLICATION - PRE-APPROVED - AWAITING RESULTS

COMPLETING THE INSPECTION WORKFLOW STEP

The Inspection workflow step is used to capture the results of an inspection. The Inspection workflow step is created based on how the program is configured and the measures installed. If the program is configured to support the correction workflow, any fails logged on the inspection will generate a new Correction workflow step.

Status = **Unscheduled – Awaiting Results**

1. Enter Scheduled Visit Date
2. Select Trade Ally and Employee
3. To assign inspection, select Apply. Enrollment will transition to Awaiting Results

Status = **Awaiting Results**

1. To complete inspection (from **Unscheduled – Awaiting Results** or **Awaiting Results**), enter visit information about the inspection.
2. Enter results of the measures inspection. After all inspection results have been entered select an Outcome of **Work Complete**, click **Process**.

Note: As of effRT version 1.9.6.1, upon processing an inspection, all savings and costs associated with changes in quantity or measure properties will be recalculated. Because the inspection step will now recalculate savings and pricing each time it is processed, it is no longer necessary to manually kick off a **Technical Review for measures with calculated savings and pricing** after changing the measure quantity or measure properties in an inspection step.

Workflow Step Summary

6. Prescriptive VFD

Enrollment #: 10114538
Disposition: Pending Review

Customer: SUPER WAREHOUSE
Class: Commercial
NAICS: 0
Business Type: Business
Premise Id: 446790

85 Walnut Grv ST
Portland ME 03302-0000

SMITH, JOE
85 Walnut Grv ST
Portland, ME 03302
(555) 825-4256

Driving Directions

Enrollment Costs:

Measure Cost:	\$0.00
Fee Cost:	\$0.00
Total Cost:	\$0.00

Sub Sections

[Workflow Step Detail](#)

[Contact Attempts \(0\)](#)

Inspection - Unscheduled / Awaiting Results

Process Apply Close Enrollment Profile Calendar Copy Installation to Inspection

Scheduled Visit Date: [Date] [Time] [AM/PM]

Actual Visit Date: [Date] [Time] [AM/PM]

Assign To: Efficiency Maine

Employee: (Click to Select)

Outcome: Work Complete CGI Cancel Refused

Measure Name	Unit	Measure		Disposition / Fail Code
		Qty	V Qty	
Variable Fan Drive - 10 HP	Each	1	1	Pass <input type="checkbox"/> (1) Broken
Variable Fan Drive - 15 HP	Each	2	2	Pass <input type="checkbox"/> (1) Broken

Application Code Brand: N/A Model: BEF

ESVG: 755.00
DSVG: 0.120
Fan or Pump ID: 111
Area Served: 40
Description: 111
Weekly Hrs of Operation: 50

ESVG:
DSVG:
Fan or Pump ID:
Area Served:
Description:
Weekly Hrs of Operation:

FIGURE 18 - INSPECTION WORKFLOW STEP

effRT TIP: While the Inspection step allows changes to measure properties and quantities, measure cost and savings values are not editable in the Inspection step. Triggering a Technical Review by selecting “review required” in the Management Review will recalculate savings if the measure is configured as manual entry.

COMPLETING THE MANAGEMENT REVIEW WORKFLOW STEP

The Management Review workflow step is used as a final review before the enrollment is paid. After it is approved, a payment will be generated so the enrollment will be available for invoicing.

1. Select the Incentive Payee, either Customer or Trade Ally 1, and click Apply.
2. Select an Outcome of Approved, and click Process. The workflow is now complete and the enrollment is ready to invoice. The payment request can be viewed from the Enrollment Profile – Payment Requests sub section.

effRT TIP: If savings or cost data require update, select an Outcome of Review Required to create a Technical Review. Changes can then be made to the Technical Review. After the Technical Review is processed as Work Complete, a new Management Review will be created for final approval.

FIGURE 19 - MANAGEMENT REVIEW WORKFLOW STEP

TECHNICAL REVIEW INITIATED BY MORE RECENT SAVINGS OR FACTOR SCHEDULE

If a new savings or factor schedule is created after the initial application date on an enrollment, the system will indicate this when the Management Review step is processed. A message will display indicating that a newer Savings Schedule or Factor Schedule was found. When the user clicks “OK” to close the box, a Technical Review step will be available. Processing this Technical Review step calculates the savings using today’s date based on values from the most recent savings and/or factor schedule. Once this Technical Review Step is processed, another Management Review step will be created in the workflow, which can then be processed.

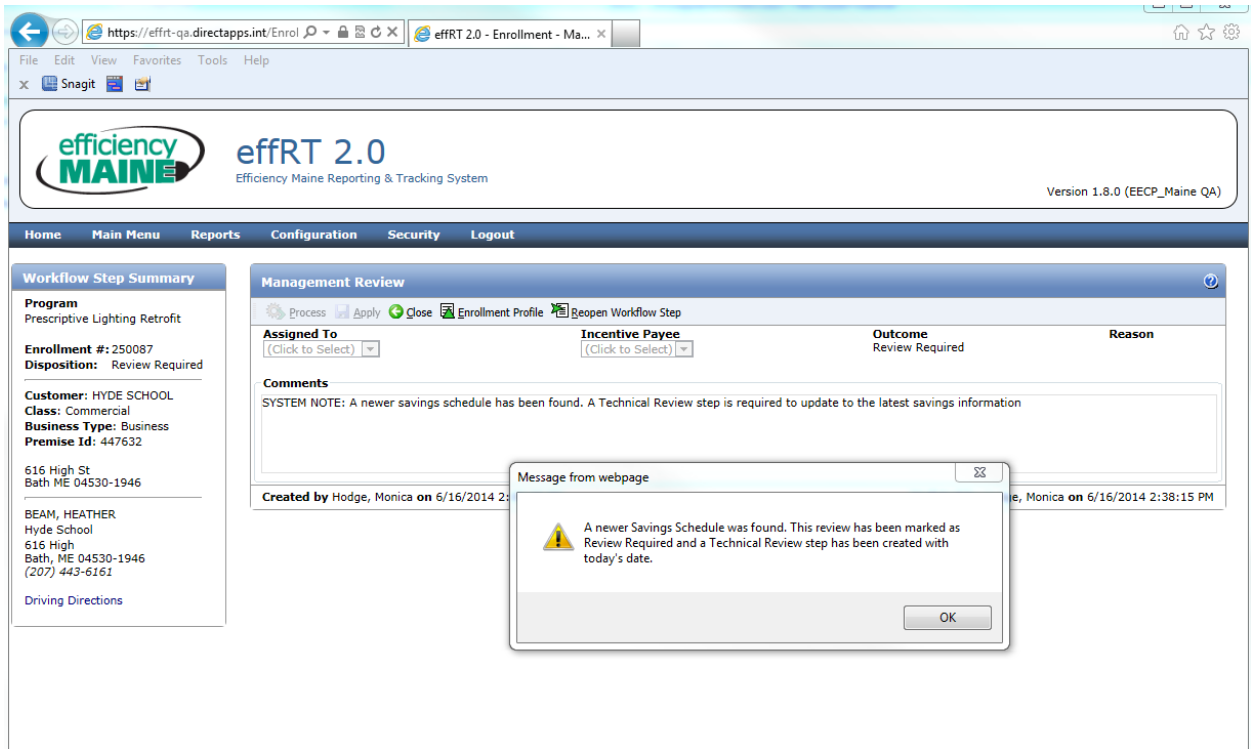


FIGURE 20 - THIS ENROLLMENT WAS PULLING FROM AN OUTDATED SAVINGS SCHEDULE, SO THE SYSTEM RECALCULATES THE SAVINGS IN A TECHNICAL REVIEW STEP.

ADDING WORKFLOW STEPS FROM ADDITIONAL WORKFLOW

Workflow steps can be created at any time using the Additional Workflow feature. This feature can be used to create Inspection workflow steps for enrollments that were not selected for Inspection.

1. From the Enrollment Profile, click the Additional Workflow button.

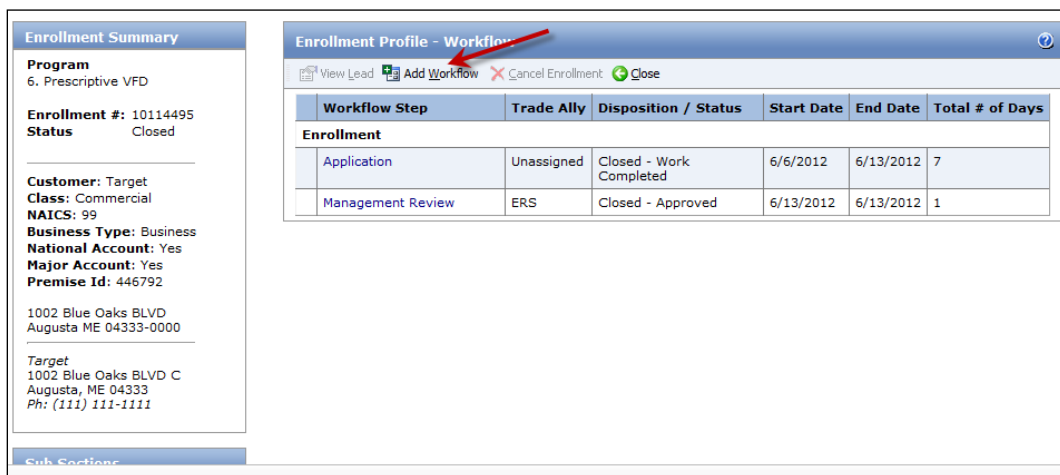


FIGURE 21 - ENROLLMENT PROFILE - ADDITIONAL WORKFLOW

2. Select the appropriate selections from the drop down lists and click Apply. This will create a new workflow step.

FIGURE 22 - ADDITIONAL WORKFLOW

effRT TIP: Technical Reviews can not be created from Additional Workflow. If savings or cost data require update, select an Outcome of Review Required from a Management Review (existing open, reopened or newly created) to create a Technical Review. Changes can then be made to the Technical Review. After the Technical Review is processed as Work Complete, a new Management Review will be created for final approval.

REOPENING WORKFLOW STEPS

Workflow steps can be reopened and updated using the Reopen Workflow feature. This feature is useful if enrollment information needs to be changed and the workflow step is not open. A workflow step can be reopened by clicking the Reopen Workflow Step button on the individual workflow step.

FIGURE 23 - REOPEN WORKFLOW STEP

When reopening a previous workflow step, the following warning message will appear:

Measure Modifications made to this workflow step will only apply to this workflow step, not the overall enrollment. To modify measures for the enrollment, open the most recent Inspection / Review workflow step.

UNDERSTANDING THE ENROLLMENT PROFILE

The Enrollment Profile displays all information related to the enrollment. Users can navigate to each sub section to view details about the enrollment and perform different functions.

VIEWING THE WORKFLOW STEPS TAB

The workflow step shows all workflow steps that exist for the enrollment. The workflow steps list grows as the enrollment moves through the workflow. Workflow steps that are pending have their status bolded and have no End Date. Clicking on the workflow step name will take you to the workflow step.

Enrollment Summary

Program
6. Prescriptive VFD

Enrollment #: 10114538
Status: Open

Customer: SUPER WAREHOUSE
Class: Commercial
NAICS: 0
Business Type: Business
Premise Id: 446790

85 Walnut Grv ST
Portland ME 03302-0000

SMITH, JOE
85 Walnut Grv ST
Portland, ME 03302
Ph: (555) 555-5555

Sub Sections

- [Workflow](#)
- [Measures](#)
- [Notes\(0\)/Contacts\(0\)](#)
- [Payment Requests \(0\)](#)
- [Documents](#)
- [Trade Allies](#)
- [Letters and Emails](#)
- [History](#)

Enrollment Profile - Workflow

View Lead Add Workflow Cancel Enrollment Close

Workflow Step	Trade Ally	Disposition / Status	Start Date	End Date	Total # of Days
Enrollment					
Application	QP 2	Closed - Work Completed	6/12/2012	6/12/2012	1
Management Review	ERS	Open - Awaiting Results	6/12/2012		

FIGURE 24 - ENROLLMENT PROFILE - WORKFLOW STEPS

SENDING EMAIL NOTIFICATIONS TO CUSTOMERS AND TRADE ALLIES

Emails can be sent at any time for an enrollment. The emails that can be sent are profiled per program.

1. Click on the Letters and Emails sub section on the Enrollment Profile.
2. Click on the Send Emails button.

3. Select the Email to be sent and the recipients of the email. Enter any results for any parameters required for the email.
4. Preview the email by clicking the Preview Email button.
5. Send the email by clicking the Process button.

FIGURE 25 - SEND EMAIL NOTIFICATION

SENDING SYSTEM GENERATED LETTERS

Letters can be sent at any time for an enrollment. The letters that can be sent are profiled per program.

1. Click on the Letters and Emails sub section on the Enrollment Profile.
2. Click on the New Letter button.
3. Select the letter to be sent. Enter any results for any parameters required for the letter.
4. Generate the letter by clicking the Process button.

FIGURE 26 - SENDING LETTERS

- To print the letter, select the checkbox for the letter and click the Print Selected Letters checkbox. This will change the status of the letter to Printed. Letters can also be printed in batches from the Letters List on the Main Menu.

Create Date	Letter Name	Delivery Method	Status	Status Date
6/12/2012	Missing Information	Email	Sent	6/12/2012 10:59:38 PM
6/12/2012	Missing Information	Letter	Ready to Print	

FIGURE 27 - LETTERS AND EMAILS FOR AN ENROLLMENT

UPLOADING AND VIEWING DOCUMENTS

The Enrollment Profile supports uploading documents related to the enrollment. Documents can be uploaded from the Online Application or on the Enrollment Profile.

1. Click on the Documents sub section on the Enrollment Profile. All documents for the enrollment will be displayed.

Enrollment Profile - Documents					
Upload Date/By	Document Name	Document Type	File Size	Comments	
6/14/2012 Hess, Amy	sample file.docx	Cut Sheets	9.6 kB	tech spec	

FIGURE 28 - ENROLLMENT PROFILE - DOCUMENTS

2. Click on the New button to upload a new document.
3. Select Browse to select the file to be uploaded. Select the Document Type that applies to the document and click Save.

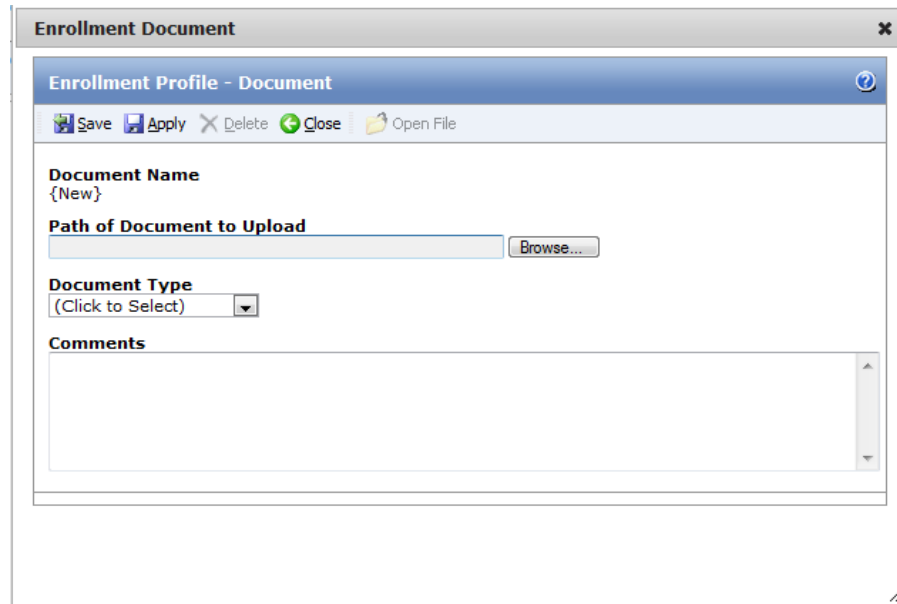


FIGURE 29 - ENROLLMENT PROFILE - NEW DOCUMENT

4. To view a document that has been uploaded, click on the Document Name on the Documents List.

FINDING AND PROCESSING EFFRT WORKFLOW STEPS

Users will use the To Do List to access work that is pending and requires some action to be performed. From the To Do List, users will open the pending workflow step, enter required information, and process the step. This section describes the general process for finding and processing workflow steps.

1. Go to the To Do List from the Main Menu → To Do List menu option.
2. Use Filter Options to search for enrollments with open workflow steps.
3. Click on the Enrollment Number to open the Enrollment Profile or click on the Workflow Step name to open the Workflow step.

Enroll. #	Program	Applicant Name	Applicant Address	ZIP	Workflow Step Status	Trade Ally	Created Date	Scheduled Date	Scheduled Time	Duration
10114538	6. Prescriptive VFD	SMITH, JOE	85 Walnut Grv ST Portland, ME	03302	Management Review Awaiting Results ERS		6/12/2012			
10114537	6. Prescriptive VFD	COMMERCIALCUSTOMER	300 CommercialP ST CommercalP, ME	04444	Application New		6/12/2012	6/12/2012		
10114495	6. Prescriptive VFD	TARGET	1002 Blue Oaks BLVD Unit: C Augusta, ME	04333	Application New		6/6/2012	6/6/2012		
10114441	6. Prescriptive VFD	TARGET	101 Blue Oaks BLVD Augusta, ME	04333	Application New		6/1/2012	6/1/2012		

FIGURE 30 – TO DO LIST

- Click on the pending workflow step link to open it.

FIGURE 31 - PROCESSING WORKFLOW STEPS

- Enter information required for the workflow step and click Process.

INVOICING AND PAYMENTS

CREATING INVOICES

Payment Requests are created when a payment is required to be made to a Customer or Trade Ally. They are automatically created upon completion of Management Review. All new payment requests will be sent to invoicing to be included on the next invoice.

- Go to the Invoice List from the Main Menu → Invoicing menu option.

	Invoice Number	Invoice Date	Invoice Type	Status	Invoice Amount	Program
<input type="checkbox"/>	CUST061312846	06/13/2012	Customer	Approved	\$73.00	1X. OLD Prescriptive Retrofit Lighting Delete Me
<input type="checkbox"/>	Draft	06/13/2012	Customer	Draft	\$0.00	4. Business Ceiling Insulation (All Workflow Test)
<input type="checkbox"/>	CUST061312845	06/13/2012	Customer	Cancelled	\$72.00	1X. OLD Prescriptive Retrofit Lighting Delete Me
<input type="checkbox"/>	Draft	06/12/2012	Trade Ally	Cancelled	\$12.00	1X. OLD Prescriptive Retrofit Lighting Delete Me

FIGURE 32 – INVOICING LIST

2. Click New to open the New Invoice screen.
3. Select a Program, Invoice Type = Customer. Select the Batch checkbox and click Create to generate the invoice. **The Batch checkbox must be selected in order to create a single invoice for all customers. If Batch is not selected, a separate invoice will be created for each customer.**
4. Enter the Program Year for which you would like to generate the invoice. **Please note: this will default to the current calendar year but needs to be the Program Year.** For example, to generate an invoice for the Program Year 2016, enter 2016 as the year (even though you may still be in the calendar year 2015).

FIGURE 33 - CREATE NEW INVOICE

5. Review the Draft invoice and click Generate Invoice.

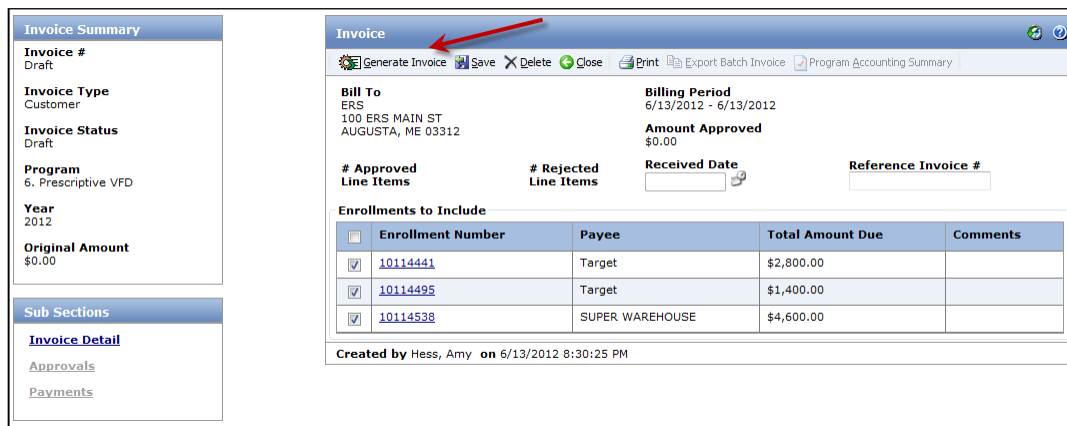


FIGURE 34 - GENERATE INVOICE

- After the invoice is generated and all approvals have occurred, the Export Batch Invoice button will become enabled. Click the Export Batch Invoice button to generate the file to be sent to incentive processor for payment.

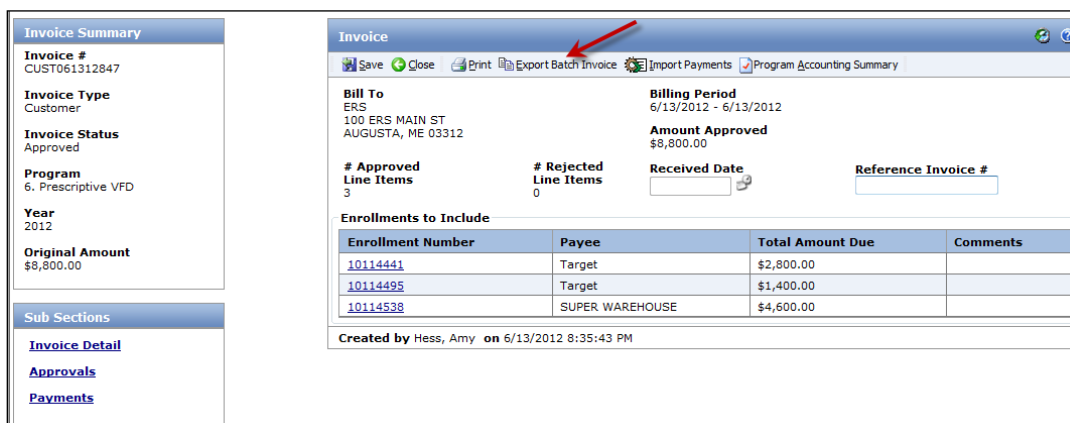



FIGURE 35 - EXPORT BATCH INVOICE

IMPORTING PAYMENTS

After checks have been generated and sent to the customer, the payment file can be imported against the invoice.

- Go to the Invoice List from the Main Menu → Invoicing menu option.
- Find the invoice to be paid by entering the invoice number and clicking Search.
- Open the invoice by clicking the Edit button,  .

- Click the Import Payments button which will open a window to search for the file to be imported.

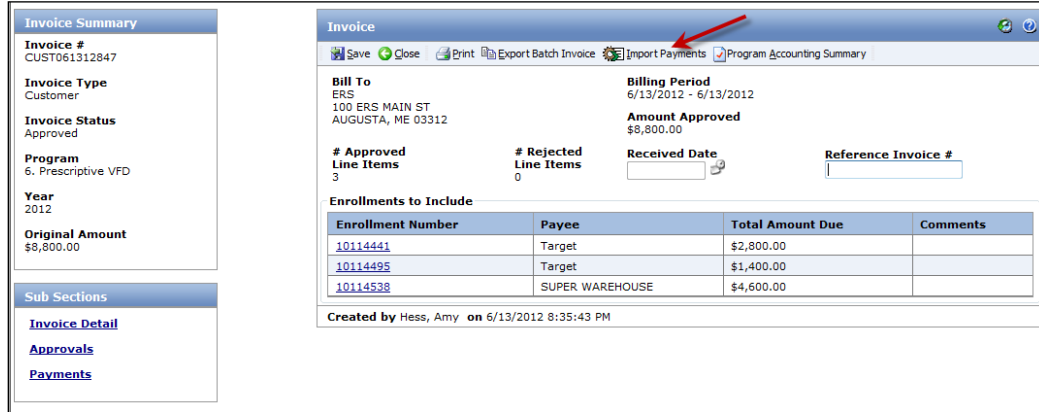


FIGURE 36 - IMPORT PAYMENTS

- Select Browse to find file to import the click Upload File.

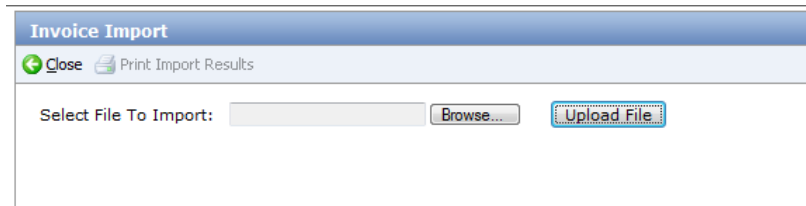


FIGURE 37 - BROWSE FOR PAYMENT FILE

- A payment record will be created for each enrollment included in the file.

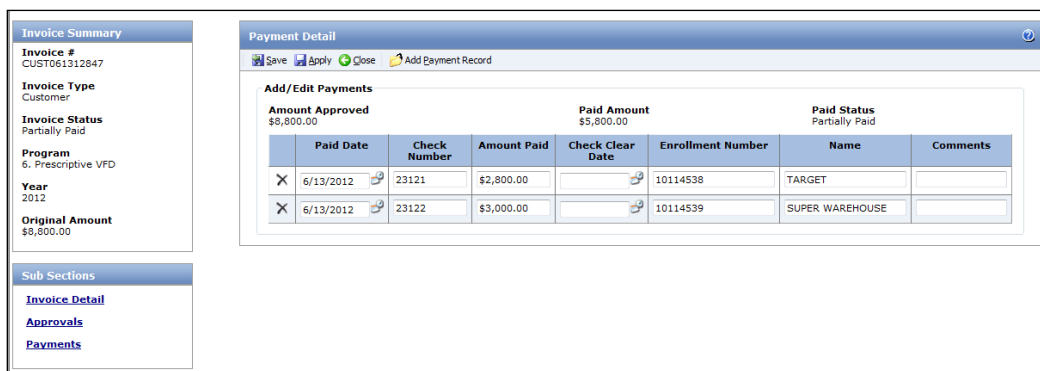


FIGURE 38 - INVOICE PAYMENTS

- The Enrollment Payment Request will be updated with the payment information.

Enrollment Summary		Payment Requests																												
Program 6. Prescriptive VFD Enrollment #: 10114538 Status Open Customer: SUPER WAREHOUSE Class: Commercial NAICS: 0 Business Type: Business Premise Id: 446790 85 Walnut Grv ST Portland ME 03302-0000 <i>SMITH, JOE</i> 85 Walnut Grv ST Portland, ME 03302 <i>Ph: (555) 555-5555</i>		New Payment Request Close <table border="1"> <thead> <tr> <th></th> <th>Payment Date</th> <th>Status</th> <th>Payee</th> <th>Incentive Amount</th> <th>Labor Amount</th> <th>Invoice #</th> <th>Invoice Status</th> <th>Check #</th> <th>Check Paid Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>6/13/2012</td> <td>Invoiced</td> <td>SUPER WAREHOUSE</td> <td>\$4,600.00</td> <td>\$0.00</td> <td>CUST061312847</td> <td>Partially Paid</td> <td>23121</td> <td>6/13/2012</td> </tr> </tbody> </table>										Payment Date	Status	Payee	Incentive Amount	Labor Amount	Invoice #	Invoice Status	Check #	Check Paid Date		6/13/2012	Invoiced	SUPER WAREHOUSE	\$4,600.00	\$0.00	CUST061312847	Partially Paid	23121	6/13/2012
	Payment Date	Status	Payee	Incentive Amount	Labor Amount	Invoice #	Invoice Status	Check #	Check Paid Date																					
	6/13/2012	Invoiced	SUPER WAREHOUSE	\$4,600.00	\$0.00	CUST061312847	Partially Paid	23121	6/13/2012																					
Sub Sections Workflow Measures Notes(2)/Contacts(0) Payment Requests (1)																														

FIGURE 39 - PAYMENT REQUEST WITH PAYMENT DETAILS

SECURITY

Overview:

The Security module allows users to update their profile. The My Profile section allows users to update their information.

Access:

Main Menu -> Security -> My Profile

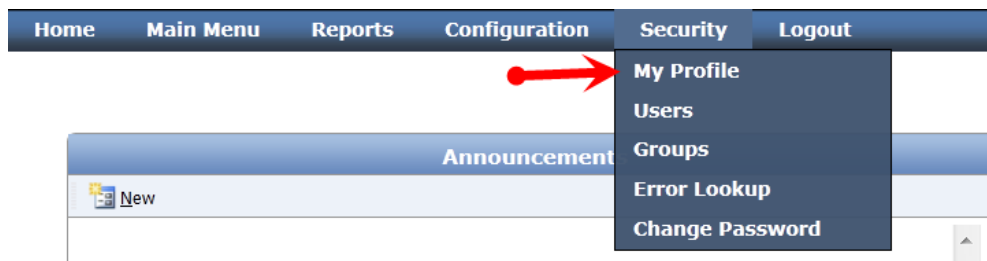




FIGURE 40 – MY PROFILE

My Profile 

 Save

My Information

Last Name	First Name	M.I.	Trade Ally/Employee
<input type="text" value="Hodge"/>	<input type="text" value="Monica"/>	<input type="text"/>	<input type="checkbox"/>
Email	Contact Phone	Ext	
<input type="text" value="mhodge@dsmintel.com"/>	<input type="text"/>	<input type="text"/>	

Email Subscriptions

<input checked="" type="checkbox"/> Employee - Position	<input checked="" type="checkbox"/> Assignment Notification	<input checked="" type="checkbox"/> Inactive Notification
--	--	--

Created by Hodge, Monica **on** 1/15/2015 12:53:22 PM

FIGURE 41 – MY PROFILE SCREEN