

Overview

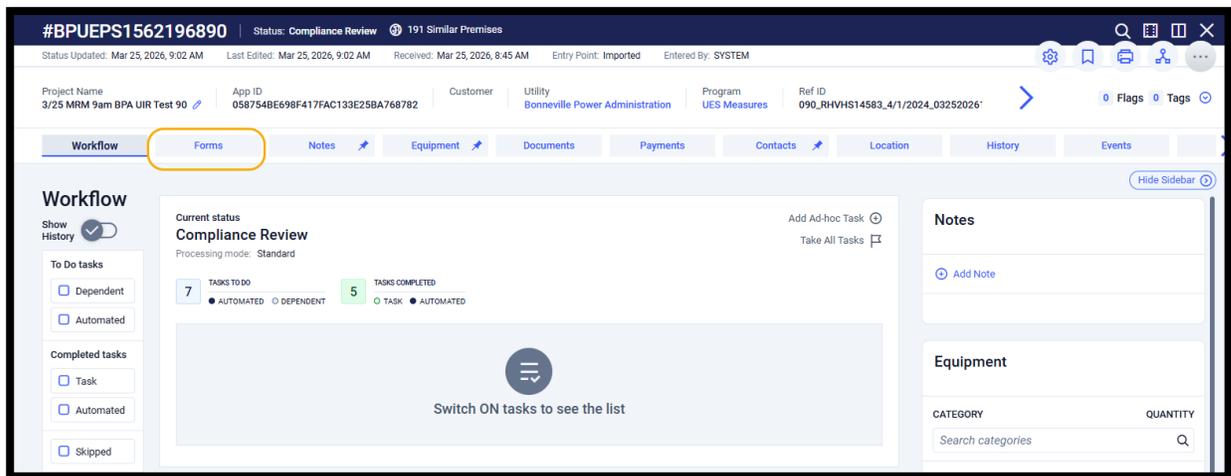
This guide walks you through how to indicate that a utility site inspection has been completed by checking the 'Utility Site Inspection Completed' checkbox within a unit energy savings (UES) application. The checkbox is optional and intended to be used for reporting UES measures that have undergone a utility level inspection.

Note: Select the “Utility Site Inspection Completed” checkbox before the application reaches “Ready to Invoice”, when the application becomes locked from further edits.

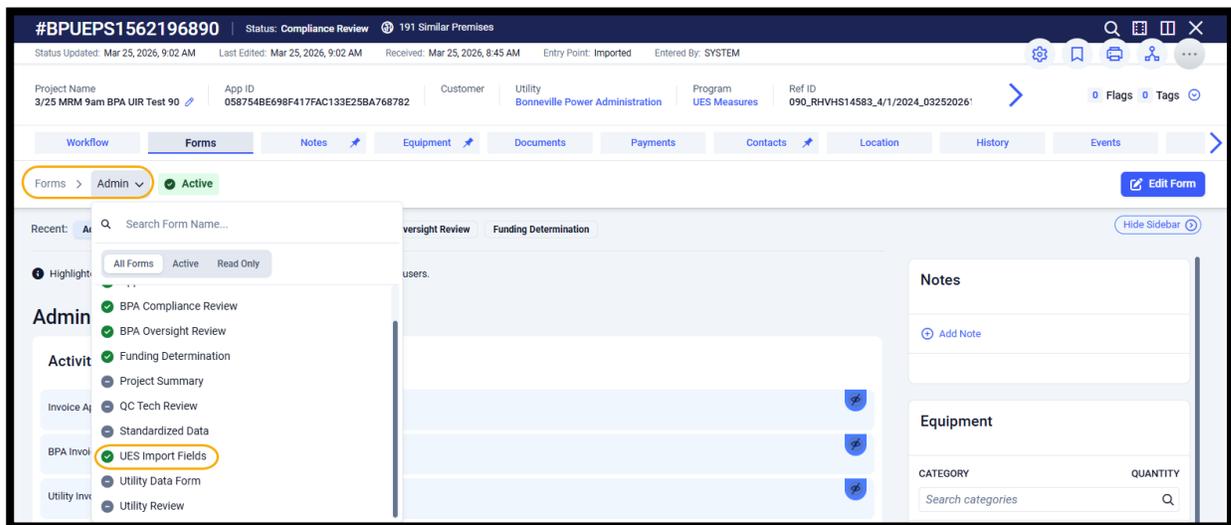
If you encounter any issues reporting utility site inspections, please contact your energy conservation account executive (ECAE).

Step by Step

1. In a UES application, navigate to the Forms tab.



2. On the Forms tab, select the “UES Import Fields” form.



3. Scroll down to the “Utility Site Inspection Completed” field near the bottom of the form.

This screenshot shows the 'UES Import Fields' form in a web application. The form is titled '#BPUEPS1562196890' and has a status of 'Compliance Review'. It contains several input fields: 'Project Cost (\$)' with a value of '\$100.00', 'BC Ratio' with a value of '1.5', and 'Utility Site Inspection Completed' with an unchecked checkbox. The 'Edit Form' button is visible in the top right corner.

4. Click the “Edit Form” button in the top right of the form.

This screenshot is identical to the previous one, but the 'Edit Form' button in the top right corner is highlighted with a red circle, indicating the next step in the process.

5. Select the checkbox to indicate the site inspection has been completed, then click the “Save” button in the top right corner.

This screenshot shows the form after the checkbox for 'Utility Site Inspection Completed' has been checked. The 'Save' button in the top right corner is highlighted with a red circle and a dashed arrow pointing to it. A label 'B. Click Save' is placed next to the button. Another dashed arrow points to the checked checkbox with the label 'A. Check the Checkbox'. The form also shows a 'Cancel and Discard Changes' button next to the 'Save' button.

