

# First-Time Users Guide

This guide is designed to show the first-time user how to complete an NRR-DR application using the NRR-DR 2008 Software. Before attempting to fill out the project application, the user should read the following sections of the 2008 NRR-DR Procedures Manual:

- Section 1, NRR Program Overview and Policies
- Section 2, DR Program Overview and Policies
- Section 3, Estimating Energy Savings and Incentives
- Section 5, Software Instructions

The 2008 NRR-DR Procedures Manual is available on the NRR-DR 2008 CD-ROM and can be printed out.

**General Information:** The NRR-DR 2008 Software uses a database to store the information on your projects. It is recommended that you install the program on a single machine and use that machine to process your applications. It is possible to move the data file, but it is not recommended to move from machine to machine on a routine basis. The mechanics of using the program are explained on the following screen.

The screenshot shows the 'Application Scope' window of the NRR-DR 2008 software. The window title is 'SPC2008 - Project Year 2008'. The main area is divided into a header 'Application Scope' and a content area with various input fields and buttons. Callout boxes provide detailed instructions for each part of the interface.

**Identifies current submittal level** (points to the 'Application' dropdown)

**Identifies current database file name and year** (points to the window title 'SPC2008 - Project Year 2008')

**Sheet Title: Identifies where you are in program** (points to the 'Application Scope' header)

**Screen Controls: "-" minimizes screen, "X" closes program** (points to the window control buttons)

**Labels indicates name of input fields.** (points to the 'Project Name' label)

**Project Sponsor and Project Name** (points to the 'Sponsor' and 'Sample Project' text)

**Text Input Field: Type your entries into the white input fields.** (points to the 'Customer' dropdown menu)

**Menu Input Field: Click on arrow to select menu option for input field.** (points to the dropdown arrow)

**Help Button refers you to the NRR-DR Procedures Manual, and Main Page returns you to the opening screen of the software program.** (points to the 'Help' button)

**Save Button saves inputs. Should be used when inputs are completed.** (points to the 'Save' button)

**Back Button returns to previous screen. Inputs may be lost, so save before clicking Back if you want to keep inputs** (points to the '<< Back' button)

**Next Button advances to next screen. Enter Next after data entry is completed.** (points to the 'Next >>' button)

**Finish Button completes data entry for the current procedure. Enter Finish after data entry is completed.** (points to the 'Finish' button)

**Other buttons shown:** Edit Project Name, Edit Sponsor, Edit Customers, Edit Customer Sites, Create / Edit Measure, Import Existing Measure, Express Edit, Generate Submittal, Enter / Edit Install Date, Edit Spooonor.

**Form Fields:** Project Name: Sample Project; Utility: Pacific Gas and Electric Company; Anticipated Installation Date: 8/21/2008; Project Sponsor: Sponsor; Customer Company Name: Customer; Total number of customer sites project includes: 1; Total number of measures project includes: 1; Include Simple Payback Calculation? [checked] \$0.16/kWh.

**Disclaimer:** The calculated simple payback value is an estimate based on inputs provided by the applicant. The Utility Administrator does not endorse or guarantee the indicated savings. The applicant is solely responsible for the economic feasibility of the project and measures. Simple payback is calculated as follows: (Measure Cost - Adjusted Incentive) / (Annual kWh Savings \* Utility Rate).

**Main Page:** After opening the software program, you will begin at the Main Page. Click on whichever of the four functions you wish to use.

Screen 1

The screenshot shows the main interface of the SPC2008 software. The title bar reads "SPC2008 - Default". The main area has a teal background with the text "Non Residential Retrofit - Demand Response 2008" and the Pacific Gas and Electric Company logo. Below the logo, it says "Administered By: Pacific Gas and Electric Company". A disclaimer states: "The estimating tools within the Energy Savings Calculator are subject to change. Please note that any calculations submitted using the software will be reviewed by Pacific Gas and Electric Company using the most current software version available at the time of review." At the bottom, there are four yellow buttons: "First-Time Users", "Create or Edit SPC Applications", "Program Procedures Manual", and "Energy Savings Calculator".

Callout boxes provide the following information:

- First-Time Users:** Access the "First-Time Users Guide," which provides helpful tips for new users.
- Create or Edit SPC Applications:** Create new project applications or edit existing applications. This is the starting point for filling out applications.
- Program Procedures Manual:** Procedures Manual, Appendices, and Forms in PDF format are available for review and printing.
- Energy Savings Calculator:** Energy Savings Calculator provides quick access to software tools for estimating energy savings.

Clicking the Create or Edit Applications button takes you to (Screen 2), where you are asked to select whether you want to create a new project application or edit an existing one. After choosing to create a new project, you will be shown several screens used to establish the new project. These include project name (Screen 3), and select existing, or enter project sponsor name (Screen 4).

Screen 2

The dialog box titled "SPC2008" has a teal background and the text "Enter Selection." Below this, there are two radio button options: "Create a New Project Application" (which is selected) and "Edit an Existing Project Application". At the bottom, there are three buttons: "Help", "Cancel", and "OK".

Screen 3

The dialog box titled "SPC2008" has a teal background and the text "Enter a name for the project". Below the text is a white text input field. At the bottom, there are three buttons: "Help", "Cancel", and "OK".

Screen 4

The dialog box titled "SPC2008" has a teal background and the text "Select the existing project sponsor from the drop down list or type in a new project sponsor name." Below the text is a white drop-down menu. At the bottom, there are three buttons: "Help", "Cancel", and "OK".

**Select Submittal Level:** Once this basic information about the project is established, you will be sent to Select Submittal Level (Screen 5). With a new application, you can only select “Project Application.” After the Project Application has been submitted, you will be able to access “Installation Report.” On this screen, you also select your preferred data entry method; see Section 5.4.2.3 of the *NR-DR Procedures Manual* for details.

Screen 5

**Submittal Level**  
Allows you to select the current submittal level.

**Step-by-Step**  
allows you to select the area that you wish to edit, and then the software steps you through the screen(s) using dialog boxes to enter the data. Select the area you wish to edit from Application Scope (Screen 6).

**Complete Application**  
steps you through the entire application with dialog boxes. You simply provide the requested inputs and the program does the rest.

**Screen Edit**  
allows you to edit any field on a given screen. Select the area you wish to edit from Application Scope (Screen 6).

**Application Scope:** Application Scope (Screen 6) is where you define the scope of the project—number of Customers, sites, and measures—and access other screens for more details.

Screen 6

Enter the total number of sites for all customers combined.

Enter the total number of measures for all sites combined. If the same measure is proposed for two sites, it should be entered as two separate measures, one for each site.

Select the check box and electric rate to include the simple payback calculation.

Use these buttons to edit the project name, and anticipated installation date.

Use these buttons to go to input screens for Project Sponsor, Customer, Payee, sites, and measures. Details of these screens are described on the following pages.

Use this button to import pre-existing measures into this application.

Use this button to save, preview, email, or generate a submittal. It checks inputs for completeness prior to generating submittals. This button allows the user to email a copy to the Utility for pre-processing. **A signed hard copy and two copies must still be delivered to the Utility Administrator for application acceptance.**

**Project Sponsor Summary Information:** Enter data on the Project Sponsor. A Corporate Parent is a company that owns the Project Sponsor. If this does not apply, enter N/A. This screen is accessed by clicking on the Edit Sponsor button on the Application Scope screen. Clicking “OK” returns you to that screen.

Screen 7

SPC2008 - Project Year 2008

Application: Project Sponsor Summary Information

Sample

Project Name: Sample

Sponsor's Company Name: Sample Project Sponsor Name

Sponsor's Federal Tax ID #: 12121212

Sponsor's Tax Status: Corporation Exempt Reason

Sponsor's Contact Name: Mary Thomas

Street Address: 1111 First Street  
Suite 222

City: San Jose State: CA Zip Code: 95000

Phone: (925) 111-2222 FAX: (925) 111-3333

E-mail: mary@email.com

Sponsor's Corporate Parent Name: N/A

Sponsor's Corporate Parent Fed Tax ID#: N/A

Buttons: Help, Main Page, Save, << Back, Next >>, Finish

**Customer Summary Information:** Enter information on the Customer. A Corporate Parent is a company that owns the Customer. If this does not apply, enter N/A. This screen is reached by clicking the Edit Customers button on the Application Scope screen. Clicking “OK” returns you to that screen.

Screen 8

SPC2008 - Project Year 2008

Application: Customer Summary Information

Sample Project Sponsor Name

Customer 1 of 1

Customer Company Name: ABC Manufacturing

Customer Fed Tax ID #: 111-3333333

Customer's Tax Status: Corporation Exempt Reason

Customer Contact Name: James Johnson

Street Address: 1111 Second Street  
Suite 333

City: San Francisco State: CA Zip Code: 92222

Phone: (525) 111-2222 FAX: (525) 111-3333

E-Mail: james@email.com

Customer Corporate Parent Name: N/A

Customer Corporate Parent Fed Tax ID #: N/A

Buttons: Help, Main Page, Save, << Back, Next >>, Finish

**Site Summary Information:** Enter general information on the Customer's site. This screen is reached by clicking on the Edit Customer Sites button on the Application Scope screen. Clicking "OK" returns you to that screen.

Screen 9

The screenshot shows the 'Site Summary Information' form. At the top, it says 'Application: Site Summary Information' and 'Sample Project Sponsor Name: Sample'. Below this, it says 'Site 1 of 1'. The form has several sections:

- Select the customer site you wish to edit:** A dropdown menu showing '1 - Unnamed'.
- Site Customer Name:** A dropdown menu showing '1 - ABC Manufacturing'.
- Site Name:** Text input field with 'ABC Plant 1'.
- Site Address:** Text input field with '111 Second Street'.
- City:** Text input field with 'San Francisco'.
- State:** Dropdown menu with 'CA'.
- Zip Code:** Text input field with '92222'.
- Site Contact Name:** Text input field with 'Fred Murray'.
- Site Phone:** Text input field with '(525) 111-2222'.
- Facility Description/Type:** Text input field with 'Manufacturing Plant'.
- Property Type:** Dropdown menu with 'Fabrication/Heavy Industry'.
- Building Area (sq ft of Total Facility):** Text input field with '300000'.
- Building Age (in years):** Text input field with '10'.
- Number of Floors:** Text input field with '2'.

At the bottom right of the form is a button labeled 'Edit Meter Data'. At the bottom of the window are buttons for 'Help', 'Main Page', 'Save', '<< Back', 'Next >>', and 'Finish'.

The top menu will list "1 - Unnamed" for the site until a site name has been entered on the following line. Note that the Customer name appears in its menu box. For multiple-Customer applications, be sure to select the correct Customer for the site.

After entering the basic site data, click on the Edit Meter Data button to enter data on the site's energy usage.

**Site Meter Summary:** Enter data on the site's energy usage. This information is normally available from the site's utility bills. This screen is reached by clicking "Edit Meter Data" on the Site Summary Information screen. Clicking "Finish" returns you to that screen.

Screen 10

The screenshot shows the 'Site Meter Summary' form. At the top, it says 'Application: Site Meter Summary' and 'Sample Project Sponsor Name: Sample'. Below this, it says 'Site 1 of 1'. The form has a section titled 'Site Energy Use' with a table:

Energy Supplier	Electric Usage (kWh/year)	Electric Peak (kW)	Gas Usage (Therms/year)
PG&E	35000000	12000	0

Below this is another table with columns: Meter ID #, Energy Distribution Company, Interval Meter, Rate Schedule, Energy Supplier Meter Number, and Service Agreement ID.

Meter ID #	Energy Distribution Company	Interval Meter	Rate Schedule	Energy Supplier Meter Number	Service Agreement ID
1	PG&E	Yes	TOU-8	12345-6	123456-111
2	PG&E				
3	PG&E				
4	PG&E				

At the bottom of the window are buttons for 'Help', 'Main Page', 'Save', '<< Back', 'Next >>', and 'Finish'.

Energy Supplier is the company that provides the power used by the site. This may be the same as the Utility Administrator or may be a third-party provider.

Energy Distribution Company is the company that delivers the power used by the site. This is the Utility Administrator.

**Measure Summary Information:** Enter general information on the energy efficiency measure. This screen is reached by clicking on the Edit Measures button on the Application Scope screen. Clicking “OK” returns you to that screen.

Screen 11

The screenshot shows a software window titled "SPC2008 - Project Year 2008" with a sub-header "Measure Summary Information" and "Measure 1 of 1". The form contains the following fields and controls:

- Select the measure you wish to edit:** A pull-down menu showing "1 - Unnamed".
- Measure Name:** Text field containing "Chiller Retrofit".
- Customer Site for this Measure:** Pull-down menu showing "1 - ABC Plant 1".
- Meter ID:** Pull-down menu showing "1 - 12345-6".
- Category:** Pull-down menu showing "AC&R".
- Calculation Method:** Pull-down menu showing "Estimation Software (NRR-DR)".
- Retrofit or New Install:** Pull-down menu showing "Retrofit (Same Load / Production)".
- Measure Type:** Pull-down menu showing "High-Efficiency Packaged A/K" and a "Demand Response" checkbox.
- Cost of Measure (Parts & Labor):** Text field showing "\$2,000,000.00".
- Life of Measure in Years:** Pull-down menu showing "20".
- Enter a brief description of this measure:** Text area containing "Replace existing 350 Ton water-cooled centrifugal chiller with high efficiency 350 Ton water-cooled centrifugal chiller utilizing R-134A refrigerant".
- Buttons:** "Help", "Main Page", "Save", "<< Back", "Next >>", and "Finish".

Callout boxes provide the following instructions:

- Top Left:** Use this menu to select individual measures for data input. The menu will display the number of measures that were entered on the Application Scope screen. Until each measure is named (entered on line below), it is listed as: 1 - Unnamed, 2 - Unnamed, etc.
- Top Right:** Use menu input fields to select the site and meter that this measure is associated with.
- Right Side:** Select the measure type using the pull-down menu. If the measure is not specifically listed, use Lighting, AC&R, or Other, depending on the nature of the measure. See 2008 NRR-DR Procedures Manual for details.
- Bottom Left:** Enter the total cost of the measure. These costs include design, engineering, construction, materials, and fees, as well as the costs associated with participating in this program such as costs for completing the forms and conducting M&V.
- Bottom Center-Left:** Select the number of years of the measures predicted lifespan. If the Early Retirement procedure is indicated this field will be automatically entered by the software.
- Bottom Center:** Enter a description describing the fundamental aspects of the measure.
- Bottom Center-Right:** After completing the inputs on this screen, click this button to advance to the Measure Details screen. Based on the inputs, the software selects the appropriate screen for your measure.
- Bottom Right:** Use this pull-down menu to select your calculation method. The estimation software method is the simplest to use, but it is limited to select measures. Engineering calculations can be used for any measure, but require backup documentation. The Itemized Approach and the Early Retirement procedure are predetermined by the software based on user entered information. This information can be modified by selecting the modify approach button.

After completing all of the measures, use the Generate Submittal button on the Application Scope screen to have the software check the inputs and prepare the submittal. Here you may elect to “Save to File:”, “Email:”, “Preview”, or “Submit to Utility” via email. If you need to stop while preparing the application, just save your inputs by clicking on the Save button and return to the Main Page, then click on the Exit button. Your work will be saved in the database and can be accessed by starting the software and selecting the Edit Existing Project option after clicking on the Edit/Create Application button.