

EPT

The Energy Planning Tool

User Manual

Version 27.03.2012

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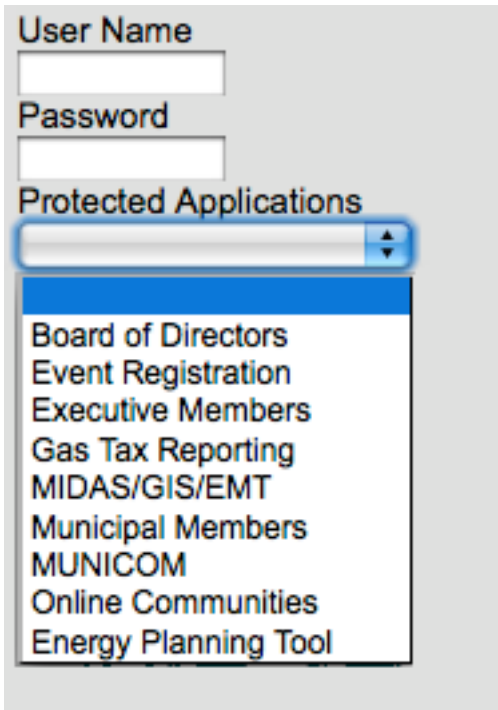
Background on Structure

The Energy Planning Tool or EPT is an energy management desktop. You can use it to collect and manage all your energy information (facility consumption data, energy policies, projects and activities) in one location. If you do this, it can use this information to create reports to the Ministry and allow you to easily plan and manage all your energy management activities.

Basic Navigation / Functional Design

The EPT was designed so that you will rarely be more than ONE screen/level away from the main page. The main headings are ALWAYS available to you and you can click on them at any time to take you to where you want to go. The main headings represent the functional tasks that you want to work on.

Log-in/Log-off Procedures



The screenshot shows a login form with three main sections: 'User Name' with an input field, 'Password' with an input field, and 'Protected Applications' with a dropdown menu. The dropdown menu is open, displaying a list of applications: Board of Directors, Event Registration, Executive Members, Gas Tax Reporting, MIDAS/GIS/EMT, Municipal Members, MUNICOM, Online Communities, and Energy Planning Tool. The 'Energy Planning Tool' option is highlighted at the bottom of the list.

After accessing the AMO/LAS website EPT users will need to log-in to the Energy Planning Tool using a valid User Name and Password.

This security mechanism prevents unauthorized users from accessing the system. After entering the User Name and Password fields, choose “**Energy Planning Tool**” in the Protected Applications drop-down menu and click on the Login button.

Home Page

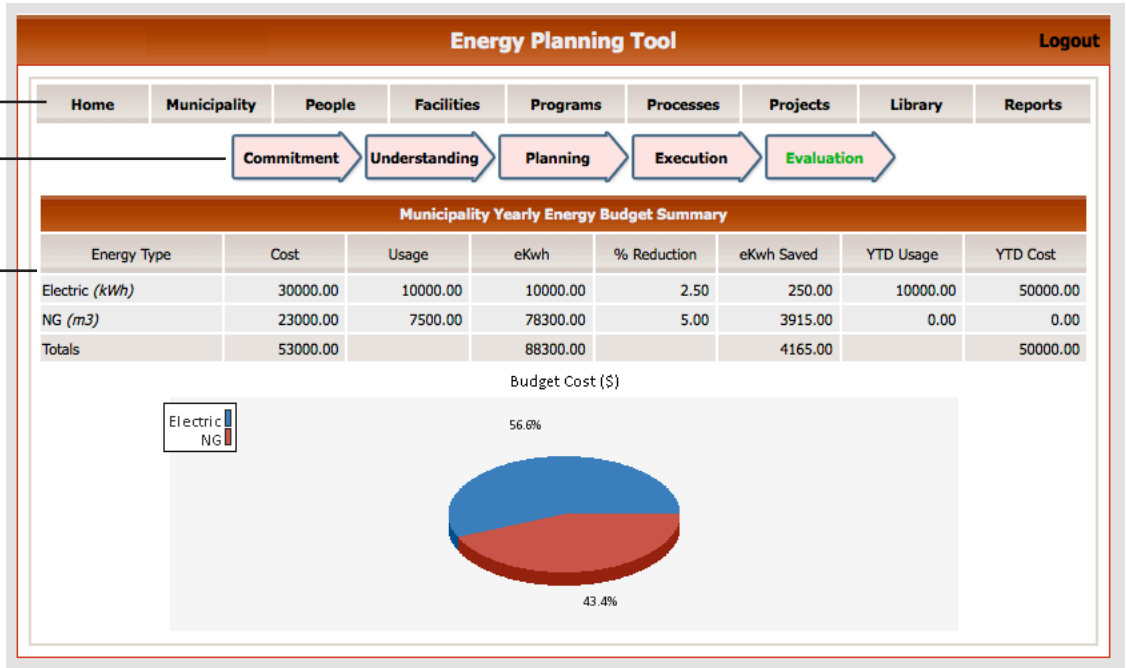
This is your EPT home page that appears once you have logged in.

The EPT has three basic parts: Data Implementation Bar, Planning Bar and Energy Budgeting and Savings Summary.

Data Implementation Bar

Planning Bar

Energy Budgeting and Savings Summary



Data Implementation Bar (Tabs)

The tabs across the top contain information about different facets of your municipality's energy profile

1. Municipality: basic address information about your municipality
2. People: the other EPT users in your municipality
3. Facilities: where you specify all of your facilities and enter consumption information
4. Programs: where you specify and track your energy programs
5. Processes: where you specify and track all your energy activities
6. Projects: where you specify and track all your energy projects
7. Library: where you can quickly locate any documents that you have uploaded and see those reference documents
8. Reports: where you go to generate reports

Most users will fill out the Facilities tab to generate the annual report (Energy Consumption and GHG Emissions) required under Regulation 397/11. Users can also flick back and forth between the tabs to update their Energy Management Plan.

Planning Bar (Chevrons)

9. Each arrow contains mandatory and optional reporting areas that, when completed, allow you to generate compliance reports at the press of a button. Each arrow or chevron is simply a functional area of the overall plan.

Most users will utilize this approach to develop their five-year Energy Management Plan as required under Regulation 391/11.

Energy Budgeting and Savings Summary

10. The Municipal Energy Budget area simply a sum of all the energy data on the facilities that you have entered into EPT. This information is used to create your annual compliance report. The pie chart shows your consumption information in picture form. "CLICK" on it to change the view.

Creating your Five-Year Energy Management Plan

Compliance Component - HOME Page

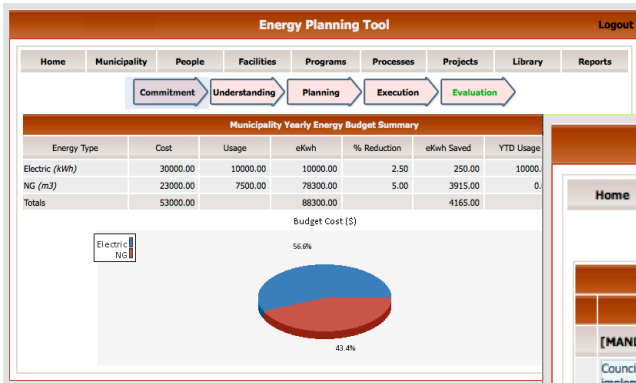
On the HOME page you see a series of arrows (Commitment, Understanding, Planning, Execution, Evaluation). Selecting any of them will take you to a list of compliance elements. The elements are marked “MANDATORY” or “OPTIONAL”. Once you have provided information to satisfy each of these elements you will mark them as completed.

Planning Bar (Chevrons)

The Planning Bar has five chevrons (arrows) to guide users through developing the five-year energy plan. Each chevron has the same layout and options, and also includes help options and sample text. Users can follow the five steps in order, or jump around as desired. Let’s take a look at Commitment as an example.

Commitment:

The text inside the arrow on the main page will turn green when all elements under an arrow are completed.



The screenshot shows the 'Commitment' page. It features a table with three columns: Action, Accountability, and Timeline. The 'Commitment' chevron in the navigation bar is highlighted in green.

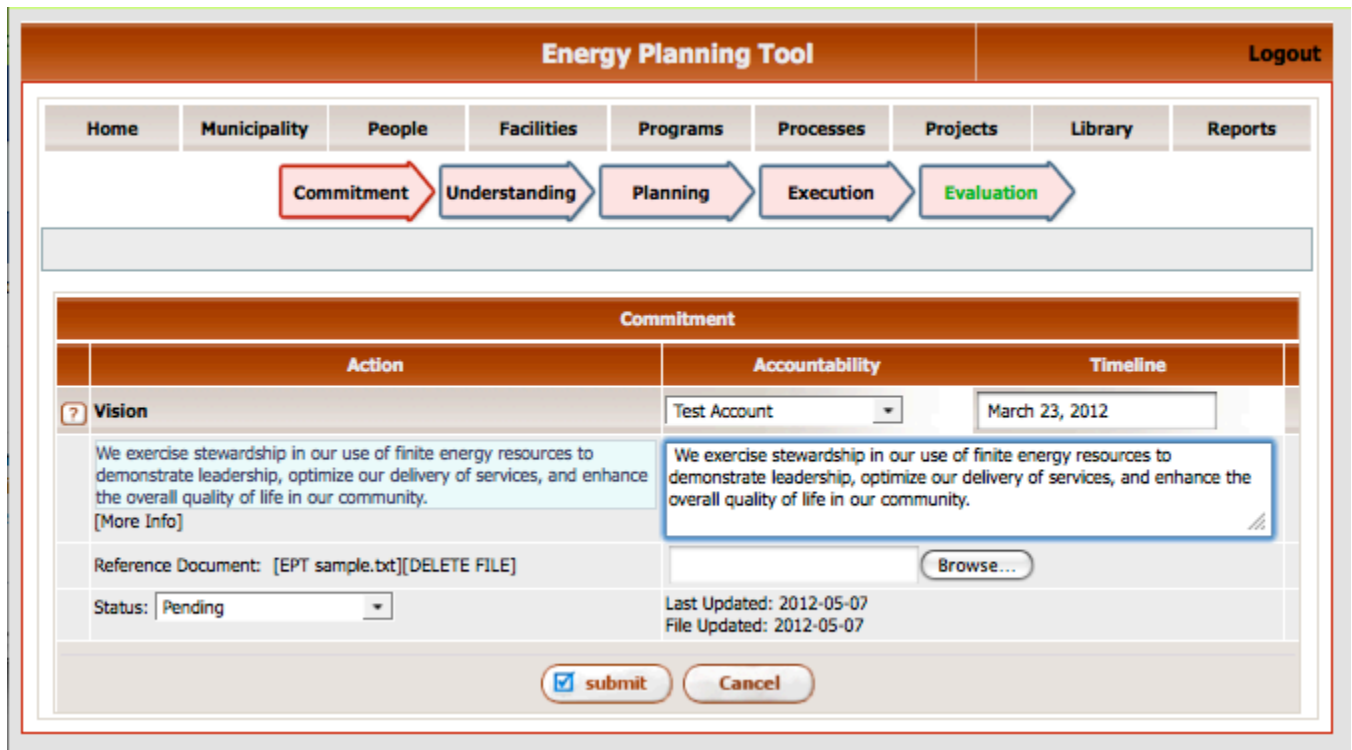
Action	Accountability	Timeline
[MANDATORY] Declaration of Commitment Council Resolution: We will allocate the necessary resources to develop and implement a strategic energy management plan that will reduce our energy consumption and its related environmental impact. [More Info] Reference Document: [EDIT ELEMENT] Last updated: by		
[MANDATORY] Vision We exercise stewardship in our use of finite energy resources to demonstrate leadership, optimize our delivery of services, and enhance the overall quality of life in our community. [More Info] Reference Document: [EPT sample.txt] Last updated: 2012-05-07 [EDIT ELEMENT] Last updated: 2012-05-07		
[OPTIONAL] Policy We will incorporate energy efficiency into all areas of our activity including our organizational and human resources management procedures, procurement practices, financial management and investment decisions, and facility operations and maintenance. [More Info] Reference Document: [EDIT ELEMENT] Last updated: by		
[OPTIONAL] Goals To continuously improve the energy efficiency of our facilities and processes in order to reduce our operating costs, our energy consumption and the concomitant greenhouse gas emissions. [More Info] Reference Document: [EDIT ELEMENT] Last updated: by		
[OPTIONAL] Overall Target We will reduce our consumption of fuels and electricity in all municipal operations by an average of x% per year between now and 2020. [More Info] [EDIT ELEMENT] Last updated: by		
[OPTIONAL] Objectives 1. To implement energy audits on all municipal facilities during the next five years; \n2. To reduce total energy consumption in municipal facilities, normalized to weather conditions, by y% over the next three years; \n3. To reduce energy consumption in the municipal recreation complex by z% during fiscal year 2009/2010. [More Info] [EDIT ELEMENT] Last updated: by		

Selecting Commitment brings up the list of elements as shown to the right, starting with Declaration of Commitment which is essentially a Council Resolution.

NOTICE:

- All the main headings are still visible,
- The border of the arrow that we are inside has turned **RED**.

Let's select the second element within commitment called Vision. To select the element click on [Edit Element].



Help: On the left side of the page (next to Vision) is a button marked with a “?”. Click on this button to bring up help information provided by LAS.

Sample Text: The text box contains sample text that you may consider using as your municipalities’ submission. Simply cut and paste it into the empty text box on the right side of the page.

Accountability: If you wish to assign an element to a particular person, simply select them from the drop down menu. (The drop down menu contains a list of all the “people” that are listed in the People tab in EPT)

Timeline: If you wish to set a target goal, input that date in the timeline box provided

Sample Document: If LAS has a relevant sample document, it will be provided here for you to view and use as a starting point.

Reference Document: This is where you can upload a document that you wish to reference in your submission. You can view this document later and it will be listed under the “library” tab. The name of this document will be listed in your plan as well.

Status: You control the status of each element. Choose the appropriate setting. When you select “completed” the element turns Green.

Your goal is to be able to mark all the elements as “completed” Completing all of the mandatory elements, in each of the five chevrons, provides a full five-year energy plan as required. Each mandatory element must be marked Completed. To do this click on the Status drop down and mark as Completed.

The screenshot shows a 'Commitment' form with three columns: Action, Accountability, and Timeline. The 'Action' column contains a 'Vision' element with a description and a 'More Info' link. The 'Accountability' column has a dropdown menu set to 'Test Account'. The 'Timeline' column has a date field set to 'March 23, 2012'. Below the form, there is a 'Status' dropdown menu with options: 'Unopened', 'Pending', and 'Completed'. The 'Completed' option is highlighted. There are 'submit' and 'Cancel' buttons at the bottom. A note on the right says: 'After pressing submit, you will be taken back to main Commitment page'.

The screenshot shows the 'Energy Planning Tool' main interface. At the top, there is a navigation menu with options: Home, Municipality, People, Facilities, Programs, Processes, Projects, Library, and Reports. Below the navigation menu is a process flow diagram with five chevrons: Commitment (highlighted in red), Understanding, Planning, Execution, and Evaluation. Below the flow diagram is a table titled 'Commitment' with columns: Action, Accountability, and Timeline. The table contains three rows of commitment elements:

Action	Accountability	Timeline
[MANDATORY] Declaration of Commitment Council Resolution: We will allocate the necessary resources to develop and implement a strategic energy management plan that will reduce our energy consumption and its related environmental impact. [More Info] Reference Document: [EDIT ELEMENT]	Last updated: by	
[MANDATORY] Vision We exercise stewardship in our use of finite energy resources to demonstrate leadership, optimize our delivery of services, and enhance the overall quality of life in our community. [More Info] Reference Document: [EPT sample.txt] [EDIT ELEMENT]	Test Account Last updated: 2012-05-07 by Victoria Sazonova Last updated: 2012-05-08 by Test Account	March 23, 2012
[OPTIONAL] Policy We will incorporate energy efficiency into all areas of our activity including our organizational and human resources management procedures, procurement practices, financial management and investment decisions, and facility operations and maintenance. [More Info] Reference Document: [EDIT ELEMENT]	Last updated: by	

NOTE: The same options are available and the process applies in each of the five chevrons.

To maintain the integrity of the submission, EPT tracks the users that upload documents and the last user to submit each compliance element:

- Every time a document is uploaded the name of the user is recorded,
- Every time this compliance element is “submitted” the name of the user is also recorded.

Each Chevron has a number of optional sections that are intended to assist in the development of a robust Energy Management Plan, but are not required under Regulation 397/11.

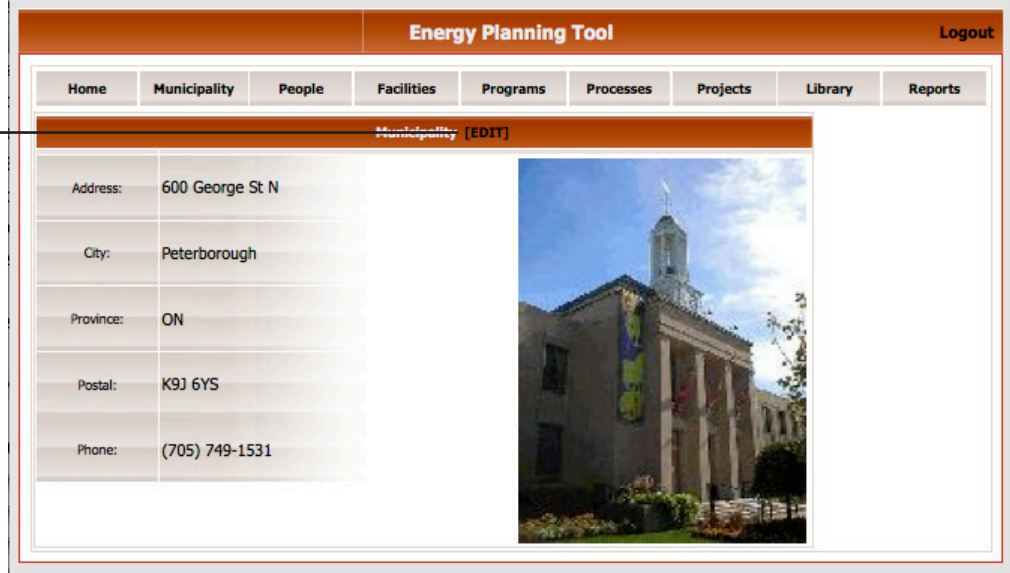
This PDF document is not accessible. If you require an accessible version of this document please contact LAS via email at las@las.on.ca

Data and Implementation Bar

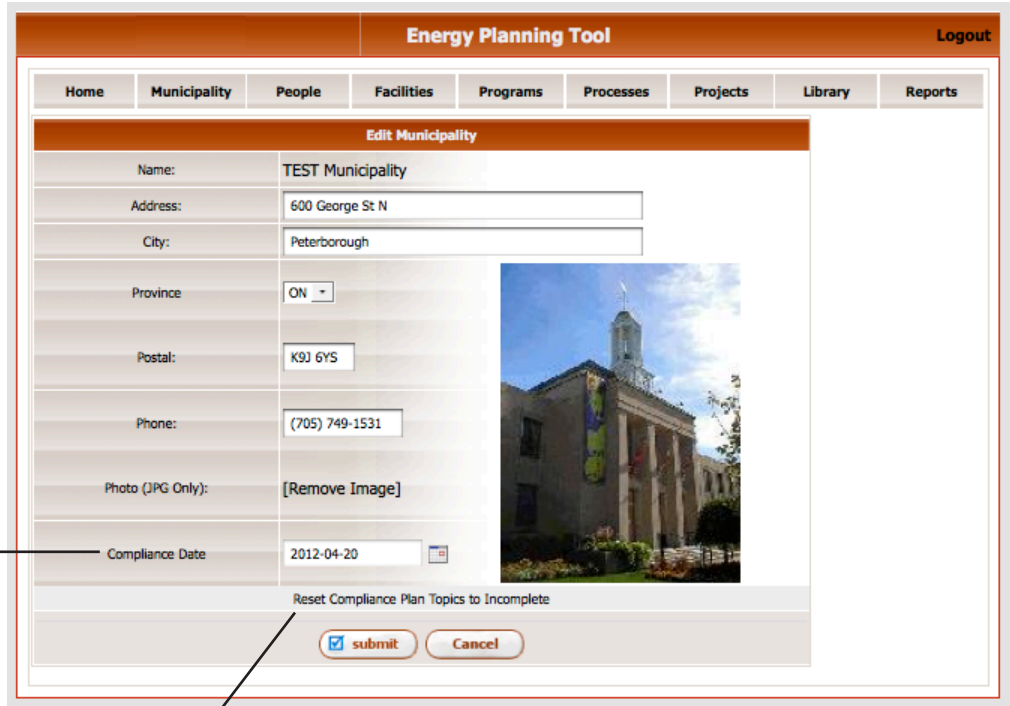
Municipality Tab

The municipality page enables users to enter the main address of the municipality and upload a photo.

Edit: This is the button you select to edit the details of your municipality



Compliance Date: This is where you choose a submission compliance date that you wish to manage towards.



Reset Compliance Plan Topics to Incomplete: This link is where you can force all topics under all the compliance headings to be marked "incomplete".

NOTE: this is not reversible other than by editing each topic and selecting complete one at a time. This would normally be used when you want to start a new submission.

People Tab

Creating Users

There is an ADMINISTRATIVE area inside EPT where they:

- Create the master content for the compliance elements-when they make a change, all municipalities receive that change instantaneously.
- Create and manage all users (people).

Facilities Tab

Create a profile for each facility/building that your municipality owns or manages. They will be listed under this tab and included in both the annual report and the five-year plan.

Energy Planning Tool					Logout			
Home	Municipality	People	Facilities	Programs	Processes	Projects	Library	Reports
Facility List								
Name	Description	Address	Building #	Actions [NEW]				
City Hall	Municipal Centre	123 Main St	12A	[VIEW] [EDIT] [DEL]				
Sunnyside	LTC Home	111 Main Street	3	[VIEW] [EDIT] [DEL]				

When you select [NEW] or [EDIT] the Edit Facility page will appear.

Edit Facility Page

Name: Enter the building name here.

Description: Enter any description that makes sense.

Address information: Enter the mailing address of the building.

Building #: Enter a numbering system, if applicable.

Year Built: Select the year the building was built

Operations Contact: Select the appropriate person.

Energy Team Contact: Select the appropriate person

Hours of Operation: Chose the hours open each day

Photo: Upload a picture , if desired.

Asset Composition: Specify the area of the building and chose the type of building that best represents it from the drop down menu. (If you have a building that has two or more major profiles you can enter each part to create the total (ex. Pool attached to a police station)

Energy Planning Tool Logout

Home Municipality People Facilities Programs Processes Projects Library Reports

Edit Facility

Name: City Hall
 Description: Municipal Centre
 Address: 123 Main St
 City: Toronto
 Province: ON
 Postal: A1B 2C3
 Phone: 123.456.7890
 Building #: 12A
 Year Built: 2008
 Operations Contact: Joe User
 Energy Team Contact: Joe User
 Hours of Operation: M 8 T 8 W 8 T 8 F 8 S S
 Photo (JPG Only): Browse...
Asset Composition
 Add Type: Office 5000 (m²)
 Total Area (m²): 0
 Energy Types: (Check all that Apply)

Energy Type	Budget Cost/yr	Budget Usage/yr	Budget eKwh	Target Reduction	eKwh Saved/yr
<input type="checkbox"/> Steam	0	0	0.00	% over year(s)	0.00
<input type="checkbox"/> Diesel	0	0	0.00	% over year(s)	0.00
<input checked="" type="checkbox"/> Electric	20000.00	10000.00	10000.00	5.00 % over 2 year(s)	250.00
<input checked="" type="checkbox"/> NG	15000.00	7500.00	78300.00	10.00 % over 2 year(s)	3915.00
<input type="checkbox"/> Oil	0	0	0.00	% over year(s)	0.00
<input type="checkbox"/> Propane	0	0	0.00	% over year(s)	0.00

Energy Consumption [ENTER NEW]

Start Date	End Date	Energy Type	Usage	Cost	Actions
2012-04-01	2012-04-25	Electric	10000	50000.00	[EDIT] [DEL]
2011-01-01	2011-12-31	NG	10000	5000.00	[EDIT] [DEL]

submit

- **Energy Types:** Select the types of energy that the building consumes
- **Energy Budgeting:** Under energy type selected, specify the annual budget, annual consumption and your target ENERGY reductions and period over which you hope to accomplish this goal.

This information will be presented as part of the total displayed on the main page.

Energy Consumption:

- Input energy consumption from your billing data.(Please be careful that you don't have gaps or overlaps in your billing periods)
- Chose the energy type and the billing period and then enter the quantity of energy consumed the cost.

The screenshot shows the 'Energy Planning Tool' interface. At the top right is a 'Logout' link. Below it is a navigation menu with tabs for Home, Municipality, People, Facilities, Programs, Processes, Projects, Library, and Reports. The main content area is titled 'Edit Consumption' and contains a form with the following fields:

Energy Type	Electric
Start Date (YYYY-MM-DD)	2012-04-01
End Date (YYYY-MM-DD)	2012-04-25
Amount	10000
Cost	50000.00

At the bottom of the form are two buttons: 'submit' (with a checkmark icon) and 'Cancel'.

This is the key section in terms of generating the annual report for the Ministry of Energy.

Programs Tab

This tab is where you record and manage energy activities that you classify as Programs.

Energy Planning Tool								Logout
Home	Municipality	People	Facilities	Programs	Processes	Projects	Library	Reports
Programs List [View Samples]								
Description	Facility	Contact	Date	Status	Actions [NEW]			
Poster Campaign	City Hall	Joe User	2012-04-26	Active	[EDIT] [DEL]			
Spot the savings program	Sunnyside	Joe User	2012-04-25	Pending	[EDIT] [DEL]			
Load profiling	City Hall	Joe User	2012-05-08	Completed	[EDIT] [DEL]			

NOTE: Next to the title “Programs List” in the second brown bar from the top there is a link called [View Samples]. When you click on it a sample list of programs will download in PDF format, and will resemble the below.



EPT

Sample Programs List

- Add energy awareness to management meetings
- Send key people to “Spot the Energy Savings” Training
- Adopt a council energy challenge, building by building
- Employee participation program: Identification of improvements
- Host Quarterly Lunch and Learns on Energy Measures
- Make use of visual displays to demonstrate the implications of current behaviours
- Develop case studies of successful energy initiatives in your organization
- Create stories about what the municipality could be like in the future
- Participate in a demand management program—where possible to conserve energy and save money, by reducing demand on the provincial electricity grid during peak periods
- Make A Submission to the OPA’s Community Conservation Awards

To create a new program select the [NEW] button next to the active column heading.

To edit an existing program select Edit next to the program you wish to edit.

Edit Program Page

Description: Provide a description of the program.

Facility: Select the facility from the drop down menu, if the program is directly related to a specific facility.

Category: Select the appropriate drop down selection, if the program has a duration or timeline. This is simply a way to categorized programs for convenience.

Project: Select the project from the drop down menu, if the program is directly related to a project.

Contact: Select a person from the drop down menu, If there is a principal person in charge of this program.

Program Date: Input an implementation date or due Date.

Photo: You have the option to upload a photo.

Details: Type your description of the program here

Status: Select the status of the program

Program Documents: Upload any program related documents here.

NOTE: there may be size and document type limits. Refer to LAS for guidelines.

Processes Tab

This tab allows you to record and manage energy activities that you classify as Processes.

Energy Planning Tool										Logout
Home	Municipality	People	Facilities	Programs	Processes	Projects	Library	Reports		
Processes List [View Samples]										
Description	Facility	Contact	Start	End	Status [%]	Cost	Save(ekWh)	Save(\$)	ROI	Actions [NEW]
Monthly Energy Bill Capture	City Hall	Joe User	2012-04-01	2012-05-31	Act [5%]	0.00	0.00	0.00	0 yr	[EDIT] [DEL]
Preventative Maintenance	City Hall	Joe User	2012-02-01	2012-07-31	Pen [5%]	2,000.00	100.00	1,000.00	1 yr	[EDIT] [DEL]
Energy Reporting	Sunnyside	Joe User	2012-05-08	2012-05-08	Com [100%]	0.00	0.00	0.00	0 yr	[EDIT] [DEL]

NOTE: Next to the title “Processes List” in the second brown bar from the top there is a link called [View Samples]. When you click on it a sample list of programs pops up as shown below.



EPT

Sample Processes List

Consult Audit++ and Energy Performance Benchmark Best Practice Reports on LAS Website in addition to specific recommendations below:

- Energy reports to be distributed to building managers on a monthly basis.
- Make the most of daylighting and shading—reduce the need for electrical lighting by adding south-facing windows or skylights or simply open window treatments to fully let the sunshine in. Similarly, close blinds and shades when it's sunny and hot to reduce reliance on air conditioning.
- Implement building start-up and shut-down schedules—add into standard work procedure for key building personnel to eliminate waste and maximize equipment efficiencies.
- Have different staff walk through facilities
- Soft drink machine controls: timers and unplug off season. Renegotiate with suppliers to potentially include automatic controls or change agreement terms.
- Awareness of operating manuals (make them available to operating staff)
- Use power bars on PCs and turn off at night.
- Make use of ‘free’ cooling in summer by programming building control system to bring in 100% outdoor air at night.
- Run dishwasher on off peak hours
- Turn off printers at night and on weekends.
- Unplug coffee maker at night.
- Join an energy organization where members share information and best practices
- Observe the energy activity in other municipalities
- Ensure that energy is regularly on the agenda of senior-level meetings
- Encourage research and experimentation that is aligned with the municipality’s energy values.
- Provide autonomy to workers and managers to develop new solutions to energy challenges

Select [Edit] button next to the program, to edit an existing process.

Select the [NEW] button next to the Active column heading, to create a new process

Edit Processes Page

Description: Provide a description of the process.

Facility: Select a facility from this drop down menu, if the process is directly related to a specific facility,

Category: Select the appropriate drop down selection, if the process has a duration or timeline,. This is simply a way to categorize programs for convenience

Contact: Select a contact person from the drop down menu, if appropriate.

Process Start Date: Input a start date, if appropriate.

Process End Date: Input an end date, if appropriate.

Photo: Upload a photo, if appropriate.

Details: Type your description of the program here.

Estimated Cost: Enter the estimated cost in Dollars (\$CAD).

Estimated Savings: Enter the estimated Energy Savings.

ROI (return on investment): Estimate the timeline for the investment to be paid off.

Status: Select the status of the program.

Percent Complete: Chose a % complete (change this as desired).

Last Update: This date is captured each time this process is “submitted” .

This PDF document is not accessible. If you require an accessible version of this document please contact LAS via email at las@las.on.ca

The screenshot shows the 'Energy Planning Tool' interface with the 'Edit Process' form. The form is titled 'Edit Process' and contains the following fields and sections:

- Description:** Preventative Maintenz
- Facility:** City Hall
- Category:** Long Term
- Contact:** Joe User
- Start Date (YYYY-MM-DD):** 2012-02-01
- End Date (YYYY-MM-DD):** 2012-07-31
- Photo (JPG Only):** Includes a 'Browse...' button and a small image of a hand using a multimeter.
- Details:** A large text area for entering details.
- Estimated Cost:** 2000.00
- Est. Savings (GJ):** 100
- Est. Savings (\$\$):** 1000.00
- ROI:** 1 YEARS
- Status:** Pending
- Percent Complete:** 5%
- Last Update (YYYY-MM-DD):** 2012-05-08

At the bottom of the form, there are 'submit' and 'Cancel' buttons. Below the form is a 'Process Documents' section with a table:

Document Filename	Action
<input type="text"/> Browse...	Upload Document

Projects Tab

This tab is where you record and manage energy activities that you classify as Projects.

Energy Planning Tool										Logout
Home	Municipality	People	Facilities	Programs	Processes	Projects	Library	Reports		
Projects List [View Samples]										
Description	Facility	Contact	Start	End	Status [%]	Cost	Save(eKwh)	Save(\$)	ROI	Actions [NEW]
Lighting Retrofit	City Hall	Joe User	2012-04-01	2012-05-31	Pen [0%]	6,000.00	22,000.00	2,000.00	3 yr	[EDIT] [DEL]
Recommissioning	City Hall	Joe User	2012-05-08	2012-05-08	Pen [0%]	12,000.00	67,000.00	12,000.00	1 yr	[EDIT] [DEL]
Boiler Retrofit	Sunnyside	Joe User	2012-05-08	2012-05-08	Pen [20%]	48,000.00	70,000.00	12,000.00	4 yr	[EDIT] [DEL]

NOTE: Next to the title “Projects List” in the second brown bar from the top there is a link called [View Samples]. When you click on it a sample list of projects pops up as shown below.



EPT

Sample Projects List

- Identify unnecessary plug loads (like plug-in-phantom power)
- Increase the utilization of technology (control systems for ice plant). Tie set points (like ice temperature) to programming.
- Investigate using computer programs like localcooling.com to automatically shut down PCs
- Talk to all major vendors regarding equipment efficiencies and collect their ideas for improvement
- Fine tune heating system
- Install occupancy (motion) sensors for lights and heating
- Investigate timers for video games
- Enhance Building Envelope—caulking, weather-stripping, and insulating can cut down on air leakage resulting in about 20-40% heating and cooling loss.

Select [Edit] next to the program List you wish to edit.

Select [NEW] next to the Active column heading to create a new project.

TIP: If you ever have process’s or programs that apply to “ALL” your projects ...create a project called “ALL”. It will then be listed in those sections/tabs as a possible project selection along with all the other projects that you create. In the same fashion, you can create “groups” or “regional” projects. This is only a classification system for your convenience.

Edit Projects Page

Description: Provide a description of the project

Facility: Select a facility from this drop down menu, if the project is directly related to a specific facility.

Category: Select the appropriate drop down menu, if the project has a duration or timeline. This is simply a way to categorize projects for convenience.

Contact: Select a contact person from the drop down menu, if appropriate.

Process Start Date: Input a start date, if appropriate.

Process End Date: Input an end date, if appropriate.

Photo: Upload a photo, if appropriate.

Details: Type your description of the program here.

Estimated Cost: Enter the estimated cost in Dollars (\$CAD).

Estimated Savings: Enter the estimated Energy Savings.

ROI (return on investment): Estimate the timeline for the investment to be paid off.

Status: Select the status of the program.

Percent Complete: Chose a % complete (change this as desired).

Last Update: This date is captured each time this process is “submitted” .

The screenshot shows the 'Edit Project' form within the 'Energy Planning Tool' interface. The form is titled 'Edit Project' and contains the following fields and controls:

- Description:** Text input field containing 'Boiler Retrofit'.
- Facility:** Dropdown menu with 'Sunnyside' selected.
- Category:** Dropdown menu.
- Contact:** Dropdown menu with 'Joe User' selected.
- Start Date (YYYY-MM-DD):** Date input field with '2012-05-08' and a calendar icon.
- End Date (YYYY-MM-DD):** Date input field with '2012-05-08' and a calendar icon.
- Photo (JPG Only):** Text input field with a 'Browse...' button.
- Details:** Text area containing the text: 'This boiler in City Hall is 27 years old and will be replaced by a high efficiency condensing unit.'
- Estimated Cost:** Text input field with '48000.00'.
- Est. Savings (eKwh):** Text input field with '70000'.
- Est. Savings (\$\$):** Text input field with '12000.00'.
- ROI:** Text input field with '4' and a 'YEARS' dropdown menu.
- Status:** Dropdown menu with 'Pending' selected.
- Percent Complete:** Dropdown menu with '20%' selected.
- Last Update (YYYY-MM-DD):** Text input field with '2012-05-08'.

At the bottom of the form, there are two buttons: 'submit' (with a checkmark icon) and 'Cancel'.

Below the form is a 'Project Documents' section with a table structure:

Document Filename	Action
<input type="text"/> Browse...	Upload Document

Library Tab

The Library is where you go to view:

- Sample documents provided by LAS
- Template documents provided by LAS
- Your uploaded documents
- Helpful links

Energy Planning Tool					Logout			
Home	Municipality	People	Facilities	Programs	Processes	Projects	Library	Reports
Sample Documents								
Chevron	Section	Description	Document					
Template Documents								
Chevron	Section	Description	Document					
Actual Uploaded Documents								
Chevron	Section	Description	Document					
Commitment	Commitment	Vision	EPT sample.txt					[VIEW]
Web Links								
Description			Web Site					

Reports Tab

The reports page allows you to generate reports. Select the “VIEW” button at the right and the desired report will be created using the current information contained in EPT.

Energy Planning Tool			Logout					
Home	Municipality	People	Facilities	Programs	Processes	Projects	Library	Reports
Reports								
Name	Description							
Energy Management Plan	5 Year Energy Management Plan [Starting from Jan 01, 2012 ▾]							[VIEW]
Consumption & Emissions	Annual Energy Consumption and GHG Emission Report [Starting from Jan 01, 2012 ▾]							[VIEW]

Troubleshooting/Contacts

If you encounter any issues or need personal assistance with EPT please contact:

For technical assistance: Victoria Sazonova at VSazonova@amo.on.ca or (416) 971-9856 ext. 408.

For content or the regulatory requirements: Scott Vokey at SVokey@amo.on.ca or (416) 971-9856 ext. 357

EPT

The Energy Planning Tool
