



# User Guide

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## WebGraphs - User Guide

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Compiled: June 2013

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# 1. WebGraphs User

## 1.1. User Guide

The information within this Help file is also available in the WebGraphs User Guide. This guide is available in PDF format and can be downloaded from [here](#).

To view this user guide you will need a copy of Adobe Acrobat reader, which is available for free from



here

## 1.2. Overview

Welcome to WebGraphs!

From within the WebGraphs portal, you can access a number of reports that will allow you to view your electricity, gas and water usage.

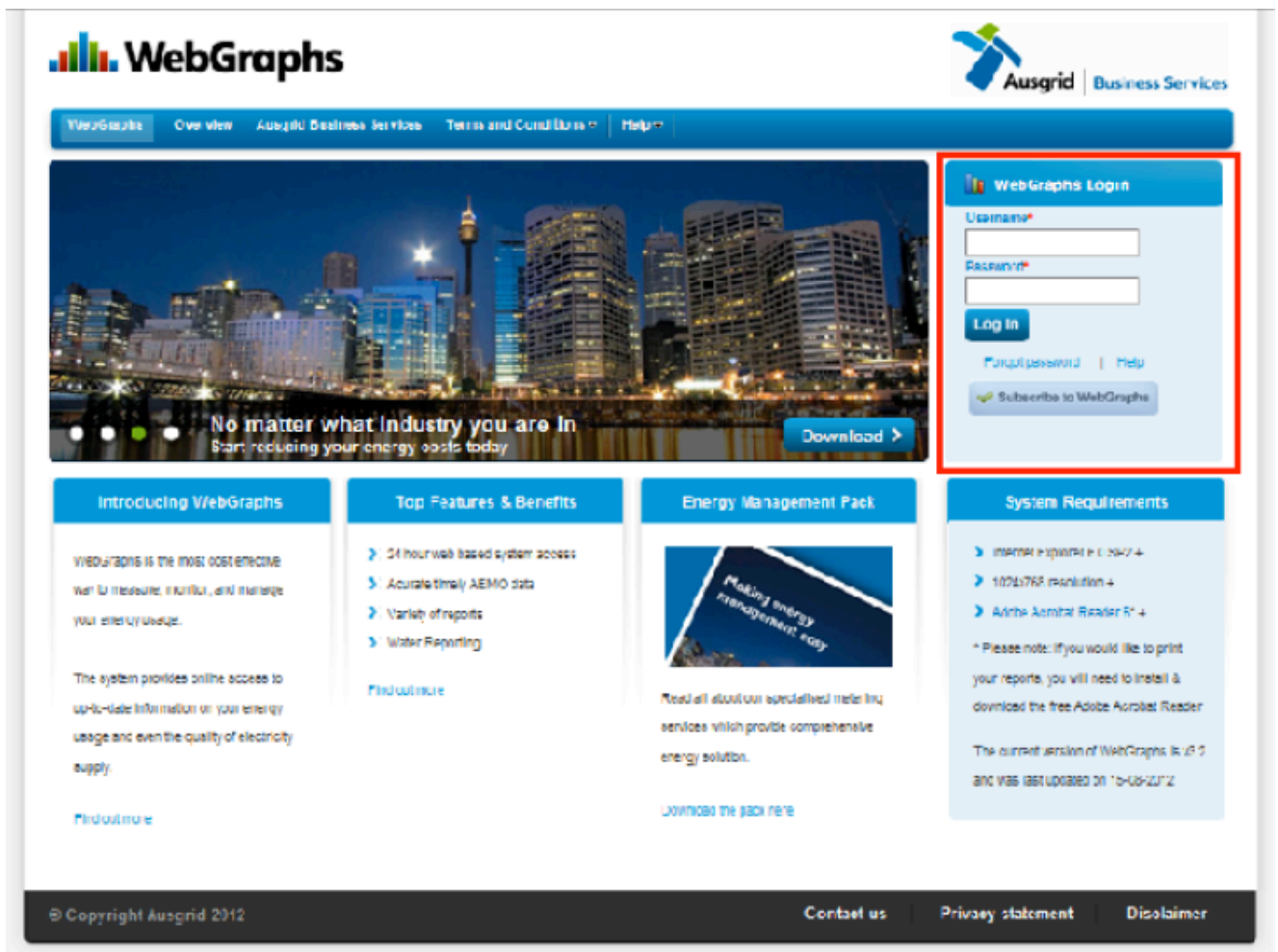
These reports can be viewed within your web browser, printed to a printer or exported to a number of different formats, including Microsoft Word, Excel, Adobe Portable Document File (PDF) and more.



### 1.3. Logging in to WebGraphs

WebGraphs is a secure web application and you must provide a user name and password to gain access. You should be provided with your login credentials prior to accessing the WebGraphs application.

To log in to WebGraphs, visit the WebGraphs home page at <http://www.webgraphs.com.au>



On the right-hand side of the page there is a **WebGraphs Login** section, as shown on above

To log on, enter your **username** and **password** and click the **Log In** button.

If you have forgotten your password, you can click the **Forgot password?** link to have your password reset and sent to you via e-mail. The **Help** link will provide you with the WebGraphs user guide.

The **Subscribe to Webgraphs** link allows potential customers to register their contact details and is followed up by the Ausgrid Business Services group.

When you have successfully logged in, you will be forwarded to the appropriate welcome page.

Any error messages you may receive will appear below the Log In button.

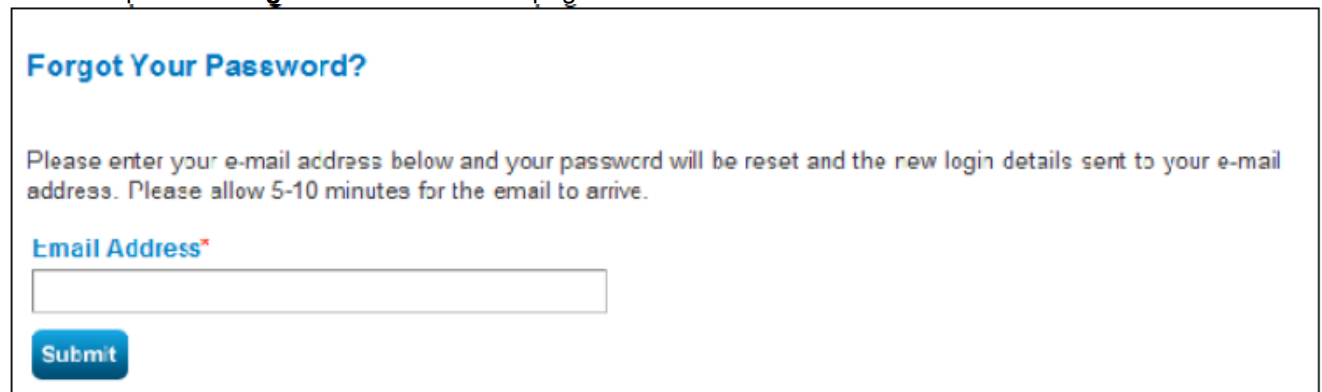
If you require assistance logging into your account, please call our Ausgrid Business Services group number 1300 760 626 during business hours.

## 1.4. Retrieving your Password

If you have forgotten your password, you can have it reset and the new password sent to you via e-mail. To reset your password, click the **Forgot password?** link on the right-hand side of the home page

The image shows a 'WebGraphs Login' form. It has a blue header with the text 'WebGraphs Login' and a small logo. Below the header, there are two input fields: 'Username\*' and 'Password\*'. Below these fields is a blue 'Log In' button. To the right of the 'Log In' button is a link that says 'Forgot password' with a vertical bar and the word 'Help' next to it. Below this link is a button that says 'Subscribe to WebGraphs' with a green checkmark icon.

This will open the **Forgot Your Password?** page as shown below:

The image shows a 'Forgot Your Password?' form. It has a blue header with the text 'Forgot Your Password?'. Below the header, there is a paragraph of text: 'Please enter your e-mail address below and your password will be reset and the new login details sent to your e-mail address. Please allow 5-10 minutes for the email to arrive.' Below this text is an input field labeled 'Email Address\*'. Below the input field is a blue 'Submit' button.

Enter the e-mail address that was used in your WebGraphs user setup and click the Submit button. A new, secure password will be generated and sent to you within 5-10 minutes. Your password can be changed in the **Settings -> Change Password** menu item.

## 1.5. Managing User Preferences

By clicking on the **Change Password** option found in the **Settings** menu, you can change your password. In order to change your password you will need to do the following:

### CHANGE PASSWORD

Old Password\*

New Password\*

Confirm New Password\*

Password needs to be at least 8 characters and contain the following:

- one digit
- one upper case character
- one lower case character

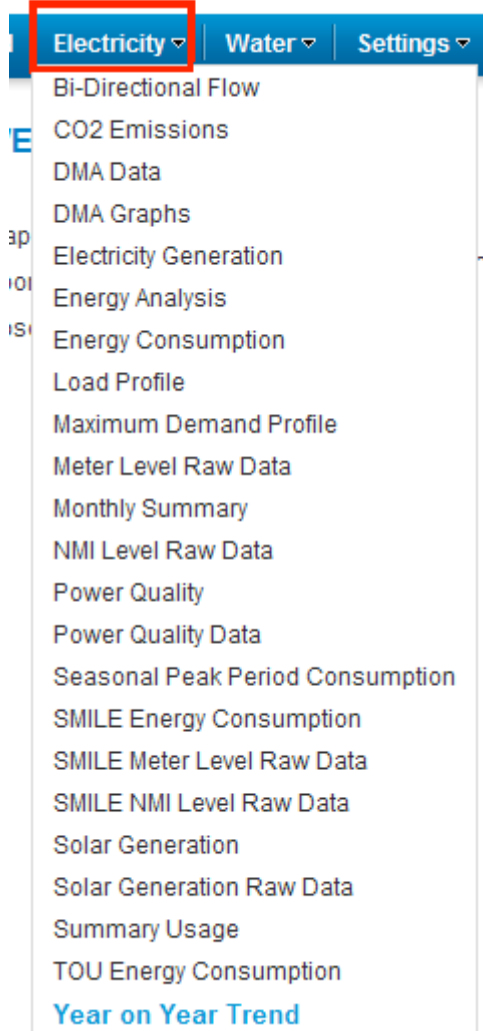
Change Password

Once you are finished, click on the **Change Password** button to confirm the change.

## 1.6. Working with Reports

Once you have logged in to WebGraphs, a list of available reports will be shown in the menu under the appropriate category (Electricity or Water).

An example of the available **Electricity** reports is shown below:



**Note:** The reports available for selection depend on a users report access level.



## 1.6.1. Viewing Reports

To view a report for example **CO2 Emissions**, click the name of the report in the **Electricity** menu at the top of the screen, we have used the CO2 Emissions report for the purposes of this example. This will open the **Report Parameters** screen, which will look similar to the example shown below:

**CO2 EMISSIONS REPORT**

The screenshot shows the 'CO2 EMISSIONS REPORT' parameters screen. It is divided into several sections:

- Reporting View**: A dropdown menu set to '30 minute Interval'.
- Reporting Periods**: A dropdown menu set to 'Yesterday'.
- Start Date**: A date input field showing '29-11-2012' with a calendar icon.
- Time Zone**: A dropdown menu set to 'Australian Eastern Standard'.
- Green Energy**: A checkbox labeled 'Apply daylight savings offsets (where applicable)' which is checked, and a percentage input field set to '20 %'.
- View Report**: A blue button at the bottom left.
- NMI Group**: A dropdown menu set to 'Acme Hierarchy'.
- Select All NMI's**: A section with a 'Select All' checkbox and a list of NMIs and meters:
  - ABC1234567(plant) with a sub-item REC449299\_1(Meter REC449299\_1)
  - ABC1234464(plant) with a sub-item REC444499\_1(Meter REC444499\_1)

Red arrows and numbers 1 through 5 point to the following elements:

- Reporting View and Reporting Periods
- NMI Group
- Green Energy
- Select All NMI's
- View Report button

To run a report:

1. Select the parameters for your report, including start date, end date and any other parameters related to the particular report you are running

- |                             |   |
|-----------------------------|---|
| a: <i>Reporting View</i>    | Interval period of Report. Reporting Intervals will automatically adjust depending on Reporting Period selected (Interval, Daily, Weekly, Monthly, Yearly). |
| b: <i>Reporting Periods</i> | Period of data to be reported. (Yesterday, This Week, Last Week, This Month, Last Month, This Year, Last Year, Custom)                                      |
| c: <i>Start Date</i>        | Start Date of Data to be reported. Start date will adjust according to Reporting Period selected  |
| d: <i>End Date</i>          | End Date of Data to be reported. End date will adjust according to Reporting Period selected.   |
| e: <i>Green Energy</i>      | Green Energy % to calculate CO2 Emissions values.   |

2. Select a NMI Group from the drop down list that appears on the right-hand side of the page

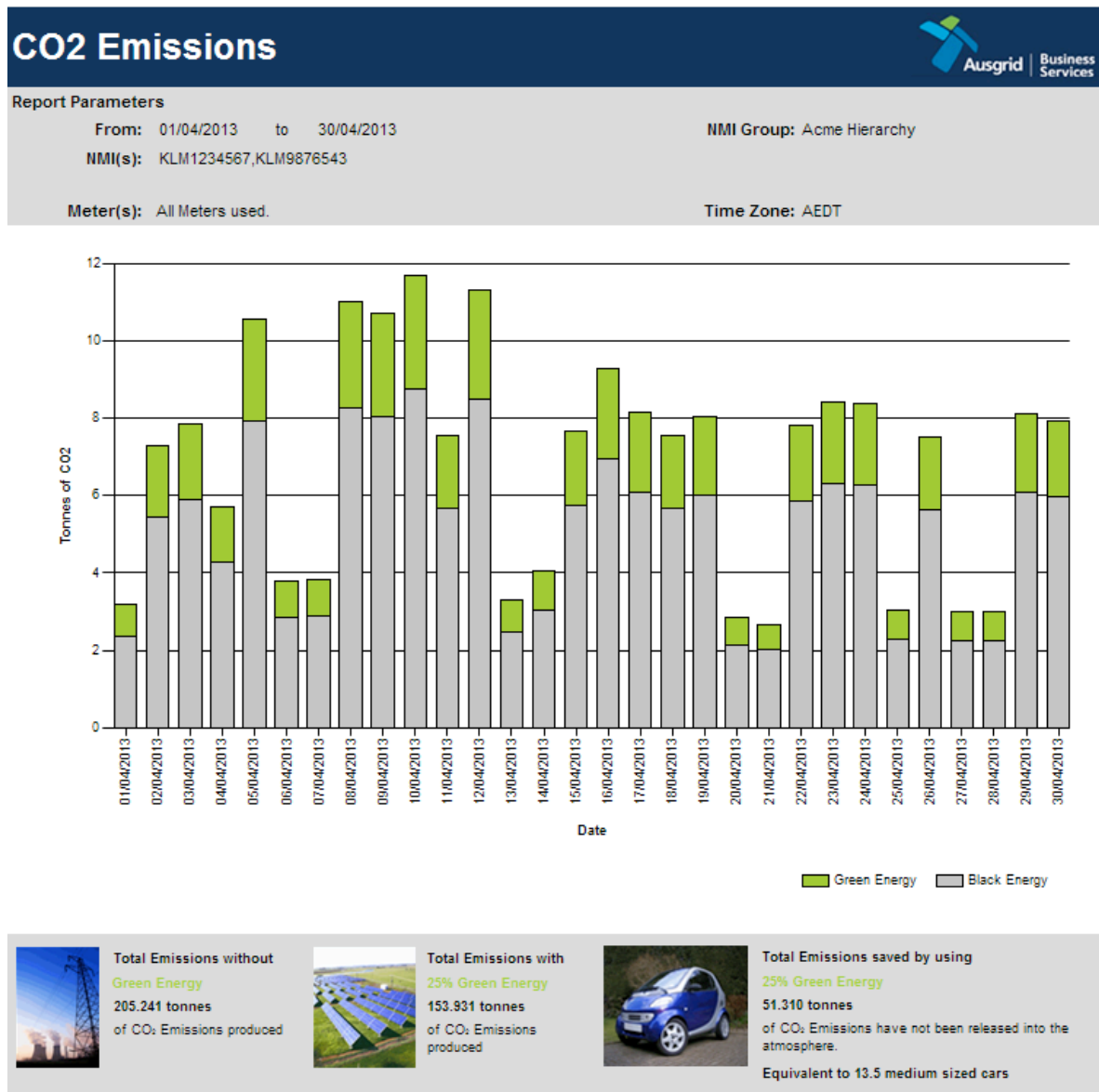
3. Select which time zone you would like to use to run the report.

- a: *Daylight Savings Offset* Option to offset Daylight Savings (when applicable)

4. Select the NMI(s) and meter point(s) you would like included in the report from the available NMI's

5. Click the **View Report** button to run and view the report.

The report will run and the results will be shown to you using the Report Viewer as shown below:



S = Substituted Data E = Estimated Data

Date	Quality	Total Emissions without Green Energy in tonnes	Total Emissions with Green Energy in tonnes	Total Emissions Saved in tonnes
01/04/2013		3.174	2.381	0.794
02/04/2013		7.274	5.455	1.818
03/04/2013		7.886	5.899	1.966
04/04/2013		5.715	4.286	1.429
05/04/2013		10.551	7.913	2.638
06/04/2013		3.798	2.846	0.949
07/04/2013		3.846	2.884	0.961

## 1.6.2. Printing Reports

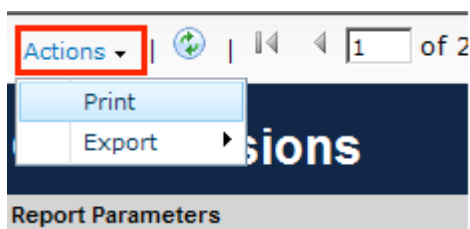
There are two ways to print a report:

- 1) Exporting to Adobe Acrobat PDF, see Exporting Reports
- 2) Reporting Services Print functionality

If you would like to print your reports using the Reporting Services Print function, you will be required to install Microsoft's **"SQL Server Reporting Services 2008"** the first time you attempt to print a report.

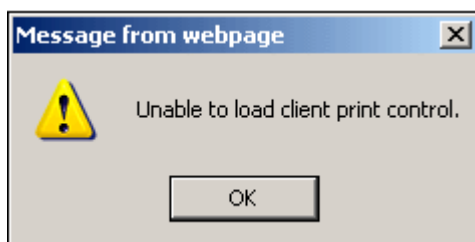
A:

To print your reports from the viewer, click on the **Actions** menu shown below and select **Print**:



B:

If the SQL Server Reporting Services has not been installed, the following message "Unable to load client print control" will be displayed as shown below.



Click OK

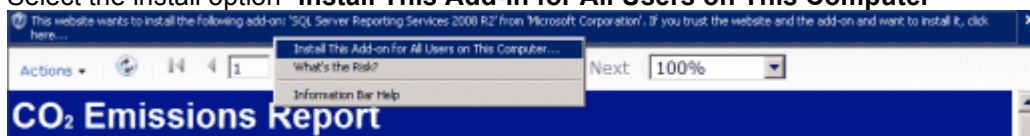
C:

At the top of the report, a request to install the add-in: "SQL Server Reporting Services 2008 R2" will be displayed as shown below. Click anywhere on the add-in message to allow installation of SQL Server Reporting Services 2008 R2.



D:

Select the install option **"Install This Add-in for All Users on This Computer"**

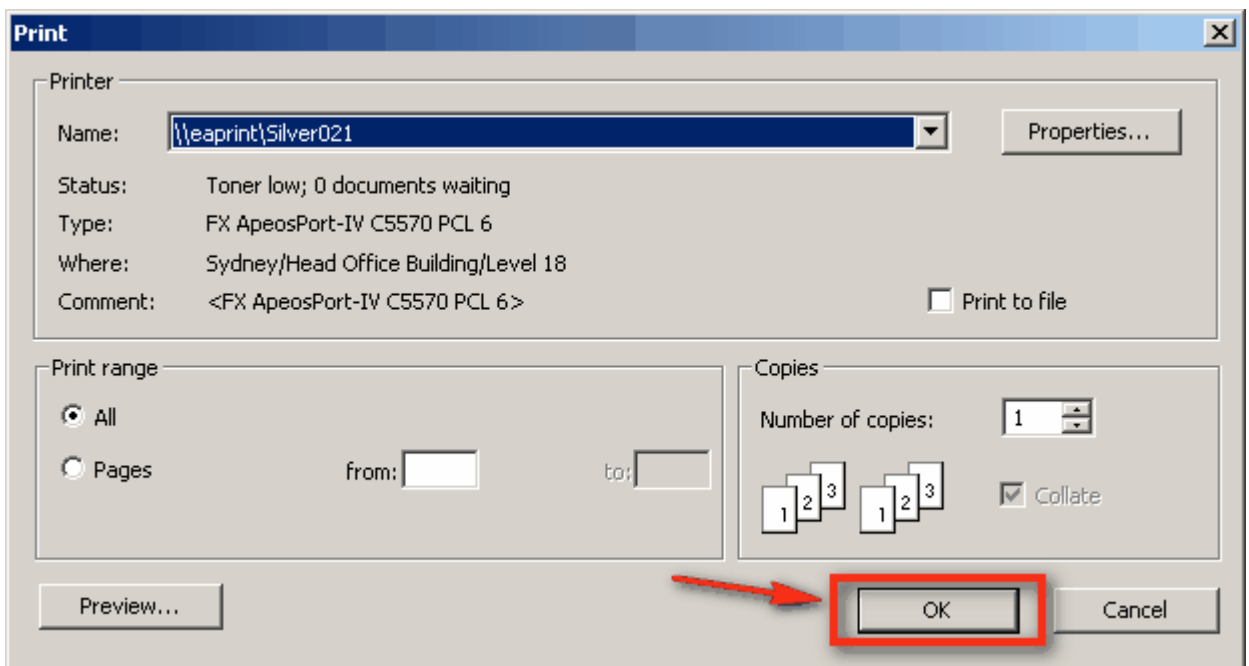


E:

The following message will be displayed by Internet Explorer to confirm if you would like to Install this Software. Select **Install**



This will open the **Print Properties** dialog as shown below:



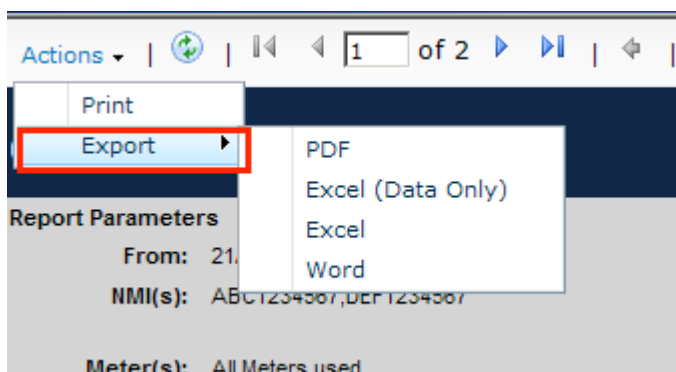
Select the pages you want to print then click **OK**.

## 1.6.3. Exporting Reports

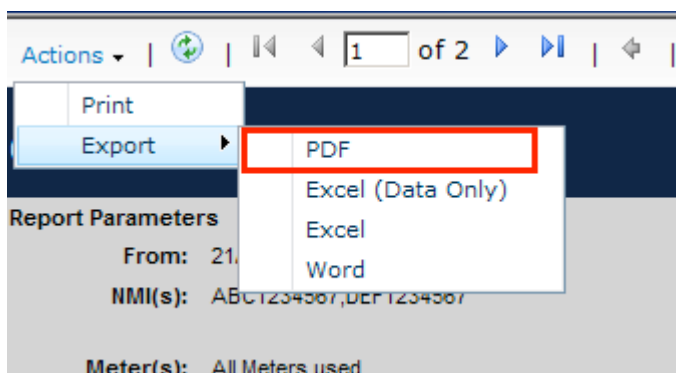
When working with Reports, you can export your report data to a number of different formats from within the WebGraphs report viewer, including:

- Adobe Acrobat Reader (PDF)
- Microsoft Excel (Data Only)
- Microsoft Excel
- Microsoft Word

To export your reports from the viewer, click on the **Actions** menu shown below and place your cursor on the **Export** option to display the export file format options.

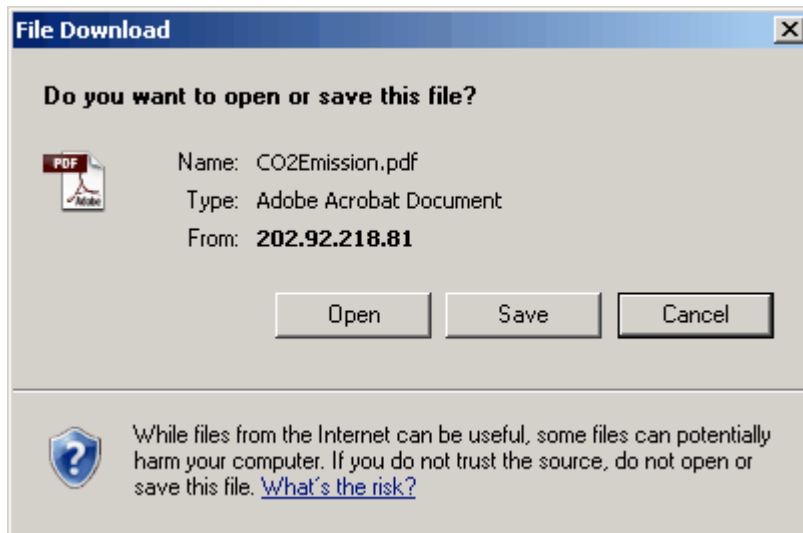


In the Export file format options, select your **File Format**.



**NOTE:** This dialog window will stay open after the export has completed - If you want to export to a different File Format, you will need to close this window and click on the **Export** button from the Report Viewer window again.

Depending on your browser and security settings, the exported file may open directly within your browser window or you may be presented with a prompt to Open or Save the file as shown below:



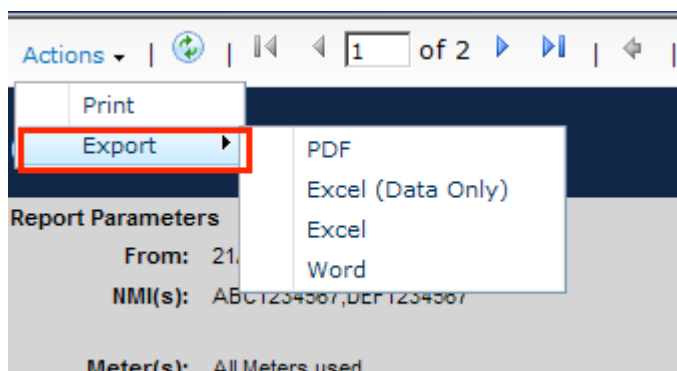
An example of an exported file with the "Adobe Acrobat Reader (PDF)" format is shown below:



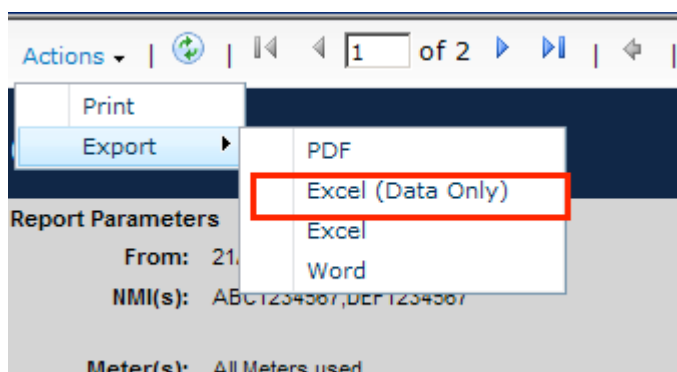
## 1.6.4. Exporting Raw Data Reports

When working with either the **NMI Level Raw Data** report or the **Meter Level Raw Data** report, you can export the raw data from the report into Microsoft Excel

To export your reports from the viewer, click on the **Actions** menu shown below and place your cursor on the **Export** option to display the export file format options.

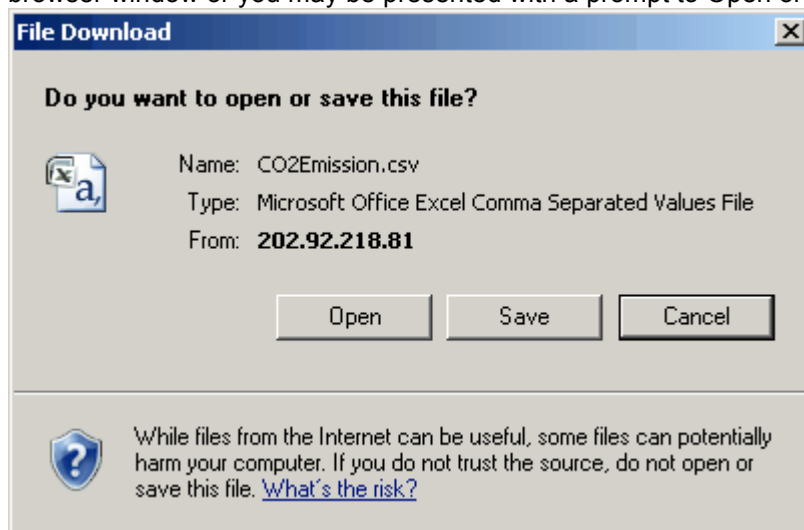


In the Export file format options, select the File Format **Excel (Data Only)** from the file format list.



**NOTE:** This dialog window will stay open after the export has completed - If you want to export to a different File Format, you will need to close this window and click on the **Export** button from the Report Viewer window again.

Depending on your browser and security settings, the exported file may open directly within your browser window or you may be presented with a prompt to Open or Save the file as shown below:



An example of an exported file with the "**CSV (comma delimited)**" format is shown below:

	A	B	C	D	E
1	Textbox41	Textbox38	Textbox51	Textbox44	Textbox39
2	20% Green Energy	20% Green Energy	6.55 tonnes	19.652 tonnes	26.202 tonnes
3					
4	Emission_label	Emission_Chart1_CategoryGroup_label	Emission_Chart1_CategoryGroup_Value_Y	Emission Saved_label	Emission Saved_Chart1_CategoryGroup_Value_Y
5	Emission	14/05/2010	4.016	Emission Saved	1.004
6	Emission	15/05/2010	1.395	Emission Saved	0.349
7	Emission	16/05/2010	1.313	Emission Saved	0.328
8	Emission	17/05/2010	3.444	Emission Saved	0.861
9	Emission	18/05/2010	3.447	Emission Saved	0.862
10	Emission	19/05/2010	3.934	Emission Saved	0.983
11	Emission	20/05/2010	4.188	Emission Saved	1.047
12					
13	Date	Textbox36	EmissionString	EmissionSaved	
14	14/05/2010	5.02	4.016	1.004	
15	14/05/2010	0.834	0.667	0.167	
16	15/05/2010	1.744	1.395	0.349	
17	15/05/2010	0.678	0.542	0.136	
18	16/05/2010	1.641	1.313	0.328	
19	16/05/2010	0.671	0.537	0.134	
20	17/05/2010	4.305	3.444	0.861	
21	17/05/2010	0.816	0.653	0.163	
22	18/05/2010	4.309	3.447	0.862	
23	18/05/2010	0.847	0.678	0.169	
24	19/05/2010	4.917	3.934	0.983	
25	19/05/2010	0.889	0.711	0.178	
26	20/05/2010	5.235	4.188	1.047	
27	20/05/2010	0.846	0.677	0.169	

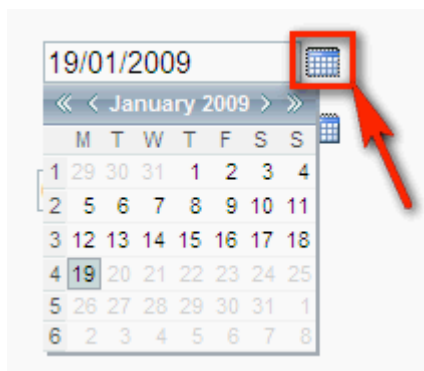
**NOTE:** This dialog window will stay open after the export has completed - If you want to export to a different File Format, you will need to close this window and click on the **Export** button from the Report Viewer window again.



## 1.7. Using the Calendar Picker

The calendar picker used within WebGraphs provides an easy method for selecting dates. Here is a quick tutorial on how it works.

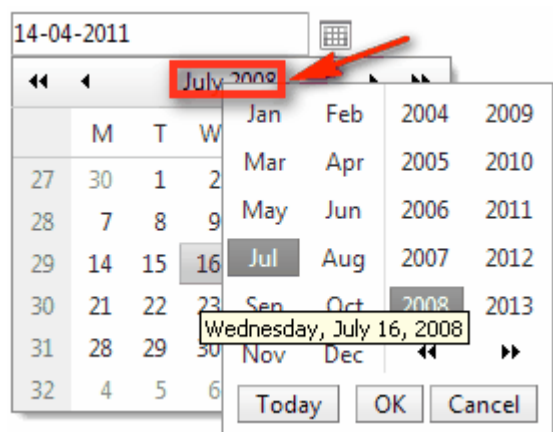
To open the calendar picker, click the calendar icon beside the date field you are working with, as shown below:



This will open the calendar and allow you to click a particular day within the month.

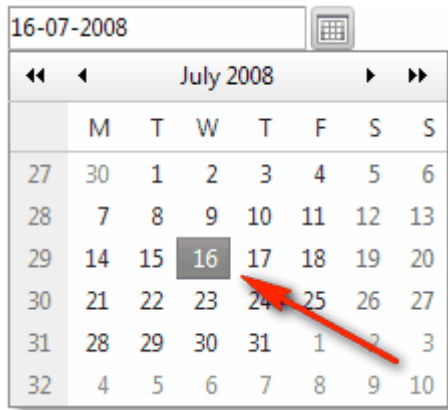
Alternately, you can use the arrows to go backwards or forwards through 1-month and 3-month intervals - The **single arrows** will take you back or forward a single month, the **double arrows** will move you back or forward by 3 months.

For easier navigation, click on the Month or Year



Use the pop-up menu to select a new month and year, then click OK to accept your changes. You can also select today's date by clicking on the Today button.

Once you select a month and year, and click the OK button you will be returned to the calendar where you will need to pick a day within the month you selected.



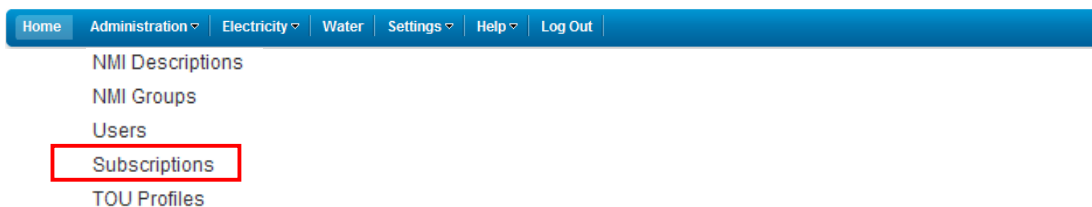
For example, if you select July 2008, you will be returned to the calendar for that month and will still need to select a day (i.e. 1- 31) to complete your selection. In the example above, the user clicked on the 16th so the date returned to the text box is 16/07/2008 as shown below:



## 1.8. Subscription Reporting

### 1.8.1. Viewing a Subscription

From the Administration menu, select Subscriptions.



The list of all Subscriptions will display for your account.

The screenshot shows the 'MANAGE SUBSCRIPTIONS' page in the WebGraphs application. The page header includes the WebGraphs logo and the Ausgrid Business Services logo. The navigation bar shows the 'Administration' menu is open. Below the header, the 'MANAGE SUBSCRIPTIONS' section displays a table with the following data:

Subscription Title	Report Type	Date Created	Time Zone
✕ CO2 emissions - last month - dev	CO2Emissions	28/11/2012 8:00:12 AM	AEDT
✕ Energy Consumption - last month - development - edited		5/12/2012 2:44:49 PM	AEDT
✕ Seasonal Peak Period Consumption	SeasonPeakPeriodConsumption	6/12/2012 6:57:17 AM	AEDT

To view a subscription, click on the Subscription Title to view the details.

Subscription Title	Report Type	Date Created	Time Zone
✕ CO2 emissions - last month - dev	CO2Emissions	28/11/2012 8:00:12 AM	AEDT
✕ Energy Consumption - last month - development - edited		5/12/2012 2:44:49 PM	AEDT
✕ <u>Seasonal Peak Period Consumption</u>	SeasonPeakPeriodConsumption	6/12/2012 6:57:17 AM	AEDT

The details for the subscription will display.

**Selected NMIs**

ABC1234567 (plant)

**Subscription Title \***

Seasonal Peak Period Consumption

**Email Address (for multiple addresses add ';')**

sample@sample.com.au

**Subject \***

SMILE Report

**Render Format**

PDF

**Comment**

Comment

**Frequency**

☒ Daily

☐ Weekly

☐ Monthly

**Schedule Definition**

☐ **On the following days**

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

☐ **Every weekday**

☒ **Repeat after this number of days**

1

**Start time: \***

6:00 AM

**Start schedule on: \***

4/12/2012

**Stop schedule on: \***

6/12/2012



Save

Cancel

Select the Cancel button to return to the main menu.

## 1.8.2. Adding a Subscription

### 1. Run a report and Subscribe

To run a report, follow the instructions from the 'Working with Reports' guide, selectable from the Help menu. Once the View Report button has been selected and the report is generating, the Subscribe button will display below the report parameters.

<b>Reporting View</b>	<b>Reporting Periods</b>	<b>NMI Group</b>
Daily	Last Month	Acme Hierarchy
<b>Start Date</b>	<b>End Date</b>	<b>Select All NMIs</b>
01-11-2012	30-11-2012	<input type="checkbox"/>
<b>Time Zone</b>		<input checked="" type="checkbox"/> ABC1234567(plant)
Australian Eastern Standard		
<input checked="" type="checkbox"/> Apply daylight savings offsets (where applicable)		
<div>View Report</div> <div>Subscribe</div>		

Select the Subscribe button, the subscription form will display next to the report parameters.

<b>Reporting View</b>	<b>Reporting Periods</b>	<b>Selected NMIs</b>
Daily	Last Month	ABC1234567 (Plant)
<b>Start Date</b>	<b>End Date</b>	
01-12-2012	31-12-2012	
<b>Time Zone</b>		<b>Subscription Title *</b>
Australian Eastern Standard		
<input checked="" type="checkbox"/> Apply daylight savings offsets (where applicable)		<b>Email Address (for multiple addresses add ';')</b>
<div>View Report</div> <div>Subscribe</div>		sample@ausgrid.com.au
		<b>Subject *</b>
		<b>Render Format</b>
		PDF
		<b>Comment</b>
		<b>Frequency</b>
		<input checked="" type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly
		<b>Schedule Definition</b>
		<input checked="" type="radio"/> On the following days
		<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
		<input type="radio"/> Every weekday
		<input type="radio"/> Repeat after this number of days
		1
		<b>Start time: *</b>
		9:00 AM
		<b>Start schedule on: *</b>
		11/01/2013
		<b>Stop schedule on: *</b>
		11/01/2014
		<div>Save</div> <div>Cancel</div>

## 2. View NMI(s) selection

The NMI(s) will be selected according to your report parameters, and will automatically appear in the Selected NMIs field.

### Selected NMIs

ABC1234567 (plant)

## 3. Enter in a Subscription Title

Enter in a name you would like to call the Subscription.

### Subscription Title \*

Sample Subscription

\* Indicates this is a required field, and CANNOT be left blank.

## 4. Enter in an Email Address

This will auto-populate to the email address attached to your user account, and will be the email address that the subscription will be sent to.

### Email Address (for multiple addresses add ';')

sample@sample.com.au

To add multiple recipients of the subscription, use the following format: [sample@sample.com.au](mailto:sample@sample.com.au); [sample2@sample.com.au](mailto:sample2@sample.com.au); [sample3@sample.com.au](mailto:sample3@sample.com.au)

### Email Address (for multiple addresses add ';')

sample@sample.com.au; sample2@sample.com.au; sample3@sample.com.au

## 5. Enter in a Subject

Enter in a subject that helps to describe the Subscription.

### Subject \*

Energy Consumption Last Month

\* Indicates this is a required field, and CANNOT be left blank.

## 6. Select Render Format

From the drop-down list, select the format you would like to receive the subscription in.

### Render Format

PDF

PDF

Excel

Excel (Data Only)

## 7. Enter Comments

Enter in comments that you would like to appear in the body of the email.

### Comment

This is a sample subscription.

## 8. Select the Frequency

The Frequency indicates how often you would like to have the report sent. The subscription can be sent Daily, Weekly or Monthly.

### Frequency

☒ Daily

☐ Weekly

☐ Monthly

## 9. Select the Schedule Definition

Select the days you would like to receive the report on.

**On the following days:** You can select one day, or a combination of days by ticking the box next to the days of your choice.

**Every weekday:** Selecting this option will set the subscription to be sent on every week day. You could set this option to provide the previous day's data every week day.

**Repeat after this number of days:** Selecting this option will allow you to set the number of days between receiving the subscription.

### Schedule Definition

☒ On the following days

☒ Mon

☐ Tue

☒ Wed

☐ Thu

☒ Fri

☐ Sat

☐ Sun


☐ Every weekday

☐ Repeat after this number of days

1

## 10. Set the Start and Stop Schedule

Select the start and stop times of the subscription.

**Start Time:** This is the time that the subscription *will be run* on the days you have selected. Click on the  icon to display the Time Picker to select the time.


Start time: \*

10:00 AM




Time Picker		
6:00 AM	6:30 AM	7:00 AM
7:30 AM	8:00 AM	8:30 AM
9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM
1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM
4:30 PM	5:00 PM	5:30 PM
6:00 PM	6:30 PM	7:00 PM

\* Indicates this is a required field, and CANNOT be left blank.


**Start Schedule:** This is the starting date that the subscription will first be sent. Click on the  icon to display the Calendar Picker to select a date.

**Start schedule on: \***


11/12/2012 

December 2012						
M	T	W	T	F	S	S
49	26	27	28	29	30	1
50	3	4	5	6	7	8
51	10	11	12	13	14	15
52	17	18	19	20	21	22
53	24	25	26	27	28	29
1	31	1	2	3	4	5

\* Indicates this is a required field, and CANNOT be left blank.

**Stop Schedule:** This is the date that you would like the subscription to stop. Click on the  icon to display the Calendar Picker to select a date.

**Stop schedule on: \***

11/12/2013 

December 2013						
M	T	W	T	F	S	S
48	25	26	27	28	29	30
49	2	3	4	5	6	7
50	9	10	11	12	13	14
51	16	17	18	19	20	21
52	23	24	25	26	27	28
1	30	31	1	2	3	4

\* Indicates this is a required field, and CANNOT be left blank.

## 11. Save the Subscription


When you have finished entering the details for the subscription, select the Save button.

**Selected NMIs**  
ABC1234567 (plant)

**Subscription Title \***  
Sample Subscription

**Email Address (for multiple addresses add ';')**  
sample@sample.com.au




**Subject \***  
Energy Consumption Last Month

**Render Format**  
PDF 

**Comment**  
This is a sample subscription.

**Frequency**  
☒ Daily
 ☐ Weekly
 ☐ Monthly

**Schedule Definition**  
☒ On the following days  
☒ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat ☐ Sun  
☐ Every weekday  
☐ Repeat after this number of days  
 1

**Start time: \*** 10:00 AM  **Start schedule on: \*** 11/12/2012  **Stop schedule on: \*** 11/12/2013 

**Save**

Cancel



### 3. Editing a Subscription

To edit a subscription, click on the name of the subscription to view the details.

Subscription Title	Report Type	Date Created	Time Zone
✕ CO2 emissions - last month - dev	CO2Emissions	28/11/2012 8:00:12 AM	AEDT
✕ Energy Consumption - last month - development - edited		5/12/2012 2:44:49 PM	AEDT
✕ Seasonal Peak Period Consumption	SeasonPeakPeriodConsumption	6/12/2012 6:57:17 AM	AEDT
✕ Sample Subscription	EnergyConsumption	11/12/2012 2:31:30 PM	AEDT

The details of the subscription will display.

**Reporting View**  
Daily

**Reporting Periods**  
Last Month

**Start Date**  
01-12-2012

**End Date**  
31-12-2012

**Time Zone**  
Australian Eastern Standard

☒ Apply daylight savings offsets (where applicable)

**View Report** **Subscribe**

**Selected NMIs**  
ABC1234567 (Plant)

**Subscription Title \***  
Sample Subscription Name Change

**Email Address (for multiple addresses add ';')**  
sample@ausgrid.com.au

**Subject \***  
Energy Consumption

**Render Format**  
PDF

**Comment**  
This is a sample subscription with new comments included.

**Frequency**  
☒ Daily ☐ Weekly ☐ Monthly






**Schedule Definition**  
☒ On the following days  
☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun  
☐ Every weekday  
☐ Repeat after this number of days  
1

**Start time: \*** 9:00 AM **Start schedule on: \*** 11/01/2013 **Stop schedule on: \*** 11/01/2014

**Save** **Cancel**

## 1. Change Report Parameters

Changes can be made to the Report Parameters for your subscription, by selecting different options from the drop-down lists.

<b>Reporting View</b>	<b>Reporting Periods</b>
Daily 	Custom 
<b>Start Date</b>	<b>End Date</b>
01-11-2012 	30-11-2012 
<b>Time Zone</b>	
Australian Eastern Standard 	
<input checked="" type="checkbox"/> Apply daylight savings offsets (where applicable)	

## 2. Edit the Profile Name

To edit the Subscription Title, simply type in a new name in the field provided.

**Subscription Title \***

\* Indicates this is a required field, and CAN NOT be left blank.

## 3. Edit the Email Recipients

To edit the receivers of the subscription, either delete or type in a new email address directly in the field.

**Email Address (for multiple addresses add ';')**

To add multiple recipients of the subscription, use the following format: [sample@sample.com.au](mailto:sample@sample.com.au); [sample2@sample.com.au](mailto:sample2@sample.com.au); [sample3@sample.com.au](mailto:sample3@sample.com.au)

**Email Address (for multiple addresses add ';')**

## 4. Edit the Subject name.

Changes to the Subject can be made by entering new details directly in the field.


**Subject \***

\* Indicates this is a required field, and CAN NOT be left blank.

## 5. Edit the Format

To edit the format in which you receive the subscription, select another format from the drop-down list.

**Render Format**



## 6. Edit the Comments

You can change the contents in the body of the email by typing directly in the Comment field.

### Comment

This is a sample subscription with new comments included.

## 7. Edit the Frequency and Schedule Definition

The Frequency indicates the how often you would like to have the report sent. Changing the Frequency to Weekly or Monthly will render different options to select:

### Weekly

Setting the frequency at Weekly will display:

**Repeat after this number of weeks:** Selecting this option allows you to set the number of weeks between receiving the subscription.

**On day(s):** Select what day of the week you would like to receive the subscription.

#### Frequency

☐ Daily ☒ Weekly ☐ Monthly

#### Repeat after this number of weeks

1

#### On day(s)

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

### Monthly

Setting the frequency at Monthly will display:

**Select months:** Select the months you would like to receive the subscription.

**On week of month:** Select what week of the month you would like to receive the subscription, e.g. 1<sup>st</sup> week, 3<sup>rd</sup> week

**On day(s) of week:** Select what day with in the week you would like to receive the subscription, e.g. Monday of 1<sup>st</sup> week

**On Calendar day(s):** You can select to receive the subscription on a specific Calendar day.

#### Frequency

☐ Daily ☐ Weekly ☒ Monthly

## Select months

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec


## On week of month

## On day(s) of week


☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

## On Calendar Day(s)

## 8. Edit the Start and Stop Schedule


**Start Time:** Click on the  icon to display the Time Picker to edit the Start time.

## Start time: \*




Time Picker		
6:00 AM	6:30 AM	7:00 AM
7:30 AM	8:00 AM	8:30 AM
9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM
1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM
4:30 PM	5:00 PM	5:30 PM
6:00 PM	6:30 PM	7:00 PM

\* Indicates this is a required field, and CAN NOT be left blank.


**Start Schedule:** Click on the  icon to display the Calendar Picker to edit the Start Schedule date selection.

## Start schedule on: \*




December 2012						
	M	T	W	T	F	S
49	26	27	28	29	30	1
50	3	4	5	6	7	8
51	10	11	12	13	14	15
52	17	18	19	20	21	22
53	24	25	26	27	28	29
1	31	1	2	3	4	5

\* Indicates this is a required field, and CAN NOT be left blank.

**Stop Schedule:** Click on the  icon to display the Calendar Picker to edit the Stop Schedule date selection.

## Stop schedule on: \*



December 2013						
	M	T	W	T	F	S
48	25	26	27	28	29	30
49	2	3	4	5	6	7
50	9	10	11	12	13	14
51	16	17	18	19	20	21
52	23	24	25	26	27	28
1	30	31	1	2	3	4

\* Indicates this is a required field, and CAN NOT be left blank.

## 9. Save the Subscription changes

When you have finished making all the changes to the Subscription, select the Save button.

### Selected NMIs

ABC1234567 (Plant)

### Subscription Title \*

Sample Subscription Name Change

### Email Address (for multiple addresses add ';')

sample@ausgrid.com.au

### Subject \*

Energy Consumption

### Render Format

PDF

### Comment

This is a sample subscription with new comments included.

### Frequency

☒ Daily

☐ Weekly

☐ Monthly

### Schedule Definition

#### ☒ On the following days

☐ Mon

☒ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

#### ☐ Every weekday

#### ☐ Repeat after this number of days

1

### Start time: \*

9:00 AM



### Start schedule on: \*

11/01/2013



### Stop schedule on: \*


11/01/2014







Save

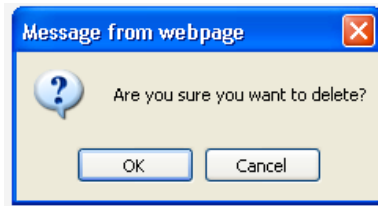
Cancel

#### 4. Deleting a Subscription

To delete a subscription, click on the  icon next to the name of the subscription you wish to delete.

	Subscription Title	Report Type	Date Created	Time Zone
	CO2 emissions - last month - dev	CO2Emissions	28/11/2012 8:00:12 AM	AEDT
	Energy Consumption - last month - development - edited		5/12/2012 2:44:49 PM	AEDT
	Seasonal Peak Period Consumption	SeasonPeakPeriodConsumption	6/12/2012 6:57:17 AM	AEDT
	Sample Subscription Name Change	EnergyConsumption	11/12/2012 2:59:43 PM	AEDT

WebGraphs will display a confirmation message asking to confirm deleting the selected subscription.



Select the OK button to delete the subscription, or select the Cancel button if you DO NOT want to delete the subscription.

## 1.9. TOU Profiles

### 1.9.1. Viewing a TOU Profile

From the Settings menu, select TOU Profiles.



The list of all TOU Profiles will display for your account. You will see 9 default TOU Profile that can not be edited or deleted.

Profile Name	
X	a_test_user - Profile 1
X	a_test_user - Profile 2
X	a_test_user - Profile 3
	NSW Retail TOU Profile 1
	NSW Retail TOU Profile 2
	NSW Retail TOU Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
	VIC Retail TOU
	WA Retail TOU

Add TOU Profile

To view a profile, click on the name of the profile to view the details.


Profile Name	
X	<u>a_test_user - Profile 1</u>
X	a_test_user - Profile 2
X	a_test_user - Profile 3
	NSW Retail TOU
	Profile 1
	Profile 2
	Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
	VIC Retail TOU
	WA Retail TOU

The details for the profile will display.


#### Name

a\_test\_user - Profile 1


#### Periods

Period List	
<input checked="" type="checkbox"/> Peak	
<input checked="" type="checkbox"/> OffPeak	
<input type="text" value=""/>	<input checked="" type="checkbox"/>


#### Weekdays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/> Peak	00:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peak	00:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Weekends

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/> OffPeak	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Peak	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### Holidays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/> OffPeak	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peak	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save




Cancel

Select the Cancel button to return to the main menu.



## 1.9.2. Adding a TOU Profile

### 1. Select the Add TOU Profile button

Profile Name	
	a_test_user - Profile 1
	a_test_user - Profile 2
	a_test_user - Profile 3
	NSW Retail TOU
	Profile 1
	Profile 2
	Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
	VIC Retail TOU
	WA Retail TOU

Add TOU Profile

A form will display for you to enter the profile details.

### 2. Enter in a name for the Profile

Name

TOU Profile Example for account admin

### 3. Enter in a Period label

Enter in a name of your choosing and select the ☒ to save your selection

Periods

Period List	
No records to display.	
Day Time	<input checked="" type="checkbox"/>

Periods

Period List	
	Day Time 
Night Time	<input checked="" type="checkbox"/>

### 4. Set the Periods for the Weekdays

From the Period drop down list, select the name of the period, and enter the start and end times

Weekdays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun
No records to display.										
Day Time	05:00	20:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select the ☒ to save the selections.

## Weekdays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
✕ Day Time	05:00	20:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
✕ Night Time	20:00	05:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Day Time ▾	00 ▾ : 00 ▾	24 ▾ : 00 ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 5. Set the Periods for Weekends

Following the same process as above, select the periods from the drop down list, select the start and end times.

## Weekends

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
No records to display.											
Day Time ▾	05 ▾ : 00 ▾	20 ▾ : 00 ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select the ☒ to save the selections.

## Weekends

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
✕ Day Time	05:00	20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
✕ Night Time	20:00	05:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Day Time ▾	00 ▾ : 00 ▾	24 ▾ : 00 ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 6. Set the Period for the Holidays

Following the same process as above, select the periods from the drop down list, select the start and end times.

## Holidays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
No records to display.											
Day Time ▾	05 ▾ : 00 ▾	20 ▾ : 00 ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select the ☒ to save the selections.

## Holidays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
✕ Day Time	05:00	20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
✕ Night Time	20:00	05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Day Time ▾	00 ▾ : 00 ▾	24 ▾ : 00 ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 7. Save the Profile

When you have entered in all the profile details, select the Save button.

## Name

TOU Profile Example for report user

## Periods

Period List		
<input checked="" type="checkbox"/>	Day Time	
<input checked="" type="checkbox"/>	Night Time	
	<input type="text"/>	<input checked="" type="checkbox"/>

## Weekdays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/> Day Time	05:00	20:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Night Time	20:00	05:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Time	00:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Weekends

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/> Day Time	05:00	20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Night Time	05:00	20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Day Time	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Holidays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/> Day Time	05:00	20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Night Time	20:00	05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Time	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save





Cancel

Your TOU Profile will now appear in the list.

Profile Name	
<input checked="" type="checkbox"/>	a_test_user - Profile 1
<input checked="" type="checkbox"/>	a_test_user - Profile 2
<input checked="" type="checkbox"/>	a_test_user - Profile 3
	NSW Retail TOU
	Profile 1
	Profile 2
	Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
<input checked="" type="checkbox"/>	TOU Profile Example for report user
	VIC Retail TOU
	WA Retail TOU

## 1.9.3. Editing a TOU Profile





To edit a profile, click on the name of the profile to view the details.

Profile Name	
	a_test_user - Profile 1
	a_test_user - Profile 2
	a_test_user - Profile 3
	NSW Retail TOU
	Profile 1
	Profile 2
	Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
	<u>TOU Profile Example for report user</u>
	VIC Retail TOU
	WA Retail TOU





The details of the profile will display.

**Name**  
TOU Profile Example for report user





**Periods**

Period List	
	Day Time 
	Night Time 
<input type="text"/>	<input checked="" type="checkbox"/>





**Weekdays**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Day Time	05:00	20:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Night Time	20:00	05:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/> Day Time	<input type="text"/> 00 : <input type="text"/> 00	<input type="text"/> 24 : <input type="text"/> 00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Weekends**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Day Time	05:00	20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Night Time	05:00	20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/> Day Time	<input type="text"/> 00 : <input type="text"/> 00	<input type="text"/> 24 : <input type="text"/> 00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Holidays**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Day Time	05:00	20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Night Time	20:00	05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/> Day Time	<input type="text"/> 00 : <input type="text"/> 00	<input type="text"/> 24 : <input type="text"/> 00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


## 1. Edit the Profile Name

To edit the Name of the profile, simply type in a new name.

Name

A Report User TOU Profile Example

## 2. Edit the Period List


To edit the detail of the Period list, click on the  icon to change the details.

Periods

Period List	
<input checked="" type="checkbox"/> Day Time	
<input checked="" type="checkbox"/> Night Time	
<input type="text"/>	<input checked="" type="checkbox"/>


Make the changes to the Period name.

Periods

Period List	
<input type="text" value="Daylight Time"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Night Time	
<input type="text"/>	<input checked="" type="checkbox"/>

Save the changes by selecting the ☒ icon or you cancel the change by selecting the ☒ icon.

## 3. Edit the Weekday Periods

To edit the Weekday Period details, click on the  icon.

Weekdays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/> Daylight Time	05:00	20:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> During Night Time	20:00	05:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Daylight Time"/>	<input type="text" value="00"/> : <input type="text" value="00"/>	<input type="text" value="24"/> : <input type="text" value="00"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Make the changes to the Weekday Period start and end times.

Weekdays





Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="text" value="Daylight Time"/>	<input type="text" value="05"/> : <input type="text" value="30"/>	<input type="text" value="20"/> : <input type="text" value="30"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> During Night Time	20:00	05:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Daylight Time"/>	<input type="text" value="00"/> : <input type="text" value="00"/>	<input type="text" value="24"/> : <input type="text" value="00"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save the changes by selecting the ☒ icon or you cancel the change by selecting the ☒ icon.

#### 4. Edit the Weekend Periods





To edit the Weekday Period details, click on the  icon.



##### Weekends

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
 Daylight Time	05:00	20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
 During Night Time	20:00	05:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Daylight Time	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Make the changes to the Weekend Period start and end times.

##### Weekends





Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Daylight Time	05:30	20:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
 During Night Time	20:00	05:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Daylight Time	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save the changes by selecting the  icon or you cancel the change by selecting the  icon.

#### 5. Edit the Holiday Periods





To edit the Holiday Period details, click on the  icon.



##### Holidays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
 Daylight Time	05:00	20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 During Night Time	20:00	05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daylight Time	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Make the changes to the Holiday Period start and end times.

##### Holidays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Daylight Time	05:30	20:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 During Night Time	20:00	05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daylight Time	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save the changes by selecting the  icon or you cancel the change by selecting the  icon.

6. Save the Profile changes

When you have finished making all the changes to the TOU Profile, select the Save button.

Name

A Report User TOU Profile Example

Periods

Period List	
<input checked="" type="checkbox"/>	Daylight Time
<input checked="" type="checkbox"/>	Night Time
<input type="text"/>	<input checked="" type="checkbox"/>

Weekdays

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/>	Daylight Time	05:30	20:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Night Time	20:30	05:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daylight Time	00:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Weekends

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/>	Daylight Time	05:30	20:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Night Time	20:30	05:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Daylight Time	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Holidays





Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/>	Daylight Time	05:30	20:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Night Time	20:30	05:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daylight Time	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

## 1.9.4. Deleting components of a TOU Profile

To delete components of a TOU Profile, click on the name of the profile to view the details.





Profile Name	
	<u>A Report User TOU Profile Example</u>
	a_test_user - Profile 1
	a_test_user - Profile 2
	a_test_user - Profile 3
	NSW Retail TOU
	Profile 1
	Profile 2
	Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
	VIC Retail TOU
	WA Retail TOU

The details of the profile will display.





**Name**

A Report User TOU Profile Example





**Periods**

Period List	
	Daylight Time 
	Night Time 
<input type="text"/>	<input checked="" type="checkbox"/>





**Weekdays**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Daylight Time	05:30	20:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Night Time	20:30	05:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daylight Time	00:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Weekends**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Daylight Time	05:30	20:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Night Time	20:30	05:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Daylight Time	00:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


**Holidays**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Daylight Time	05:30	20:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Night Time	20:30	05:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daylight Time	00:00	24:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>







To delete either a:

- Period List
- Weekday Period
- Weekend Period
- Holiday Period





select the  icon next to the component of the profile you wish to delete.

**Name**  
A Report User TOU Profile Example





**Periods**

Period List	
	Daylight Time 
	Night Time 





**Weekdays**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Daylight Time	05:30	20:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Night Time	20:30	05:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Weekends**

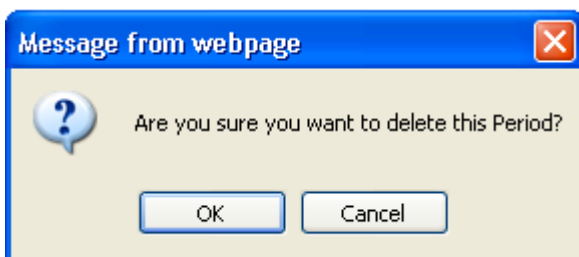
Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Daylight Time	05:30	20:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Night Time	20:30	05:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**Holidays**

Period	Start Time	End Time	Holiday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Daylight Time	05:30	20:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Night Time	20:30	05:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


**Save** **Cancel**





WebGraphs will display a confirmation message asking to confirm deleting the selected Period.



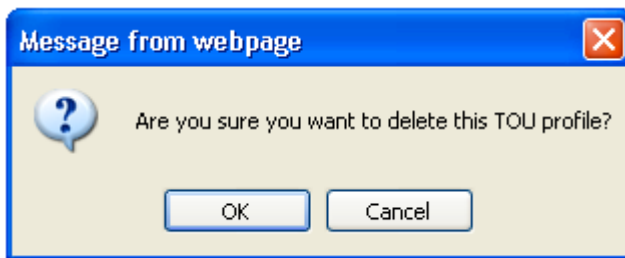
Select the OK button to cancel the profile, or select the Cancel button if you do not want to delete the profile.

## 1.9.5. Deleting a TOU Profile

To delete a profile, click on the  icon next to the name of the profile you wish to delete.

	Profile Name
	A Report User TOU Profile Example
	a_test_user - Profile 1
	a_test_user - Profile 2
	a_test_user - Profile 3
	NSW Retail TOU
	Profile 1
	Profile 2
	Profile 3
	QLD Retail TOU
	SA Retail TOU
	TAS Retail TOU
	VIC Retail TOU
	WA Retail TOU

WebGraphs will display a confirmation message asking to confirm deleting the selected TOU Profile.



Select the OK button to delete the profile, or select the Cancel button if you do not want to delete the profile.

## 1.10. Logging out of WebGraphs

To log out of WebGraphs, click the Log Out link that appears at the far right of the menu.



Once you are logged out, you will be returned to the WebGraphs home page.

## 1.11. WebGraphs Support

For additional support and inquiries about WebGraphs, please contact your Account Manager or Ausgrid - Business Services:



### **Ausgrid - Business Services**

GPO Box 4156

Sydney NSW 2000

Phone: 61 1300 760 626

Fax: 61 2 9262 1486

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