



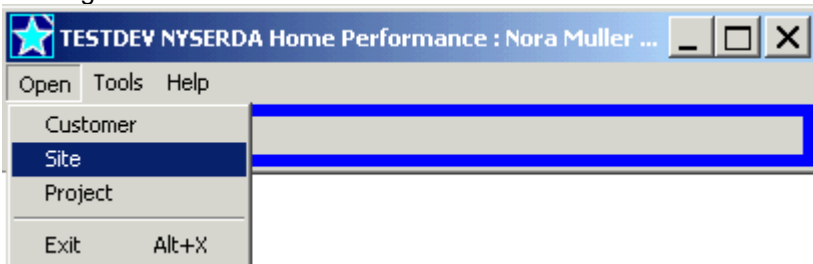
Instructions for Claiming the Audit Reservation Number and Uploading Audit Results

The customer will receive their reservation number from NYSERDA after applying for the NY Home Performance with ENERGY STAR® free/reduced cost audit. The customer will give reservation number to contractor to claim in the NYSERDA HP system. There is a 2 step process for these projects.

***If you have already uploaded TREAT packages please go to page 12 and follow steps.**

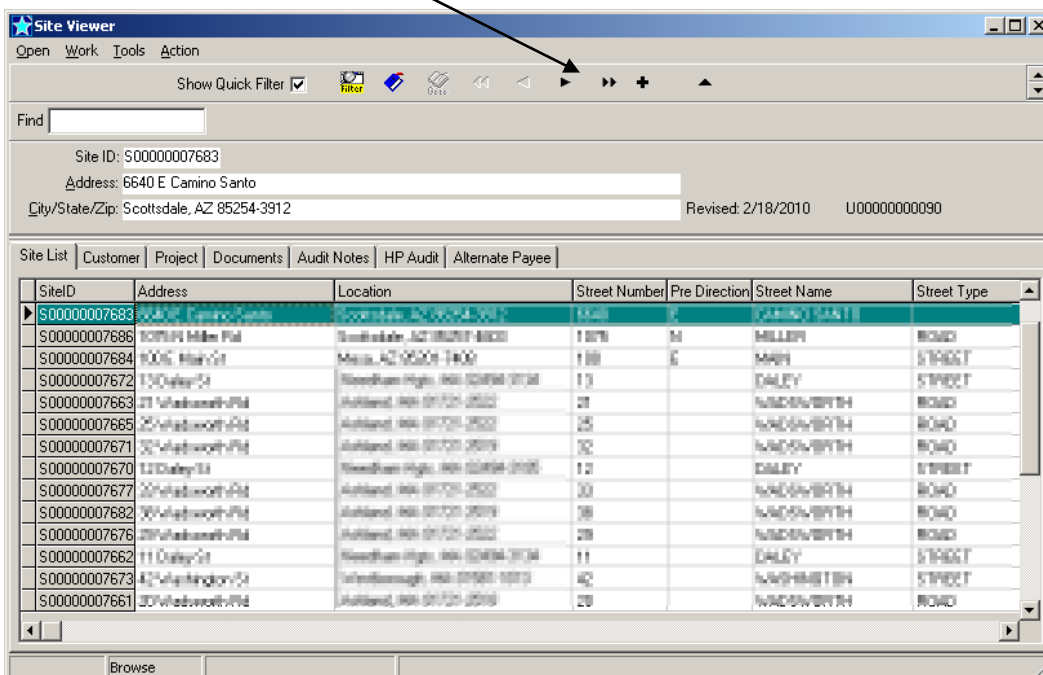
Part 1 - Claiming the Reservation Number

1. Log into NYSERDA Home Performance. From the Main menu select > Open > Site.

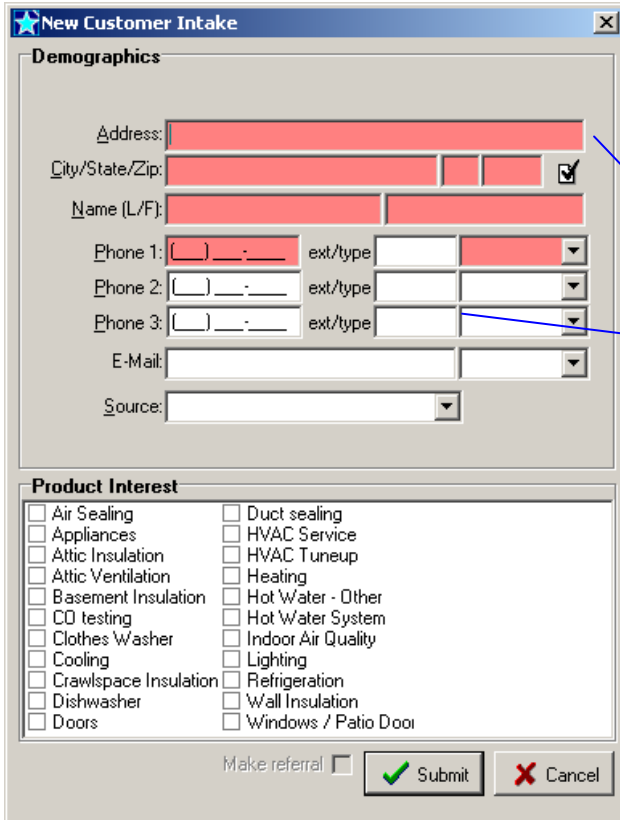


2. The contractor performs "Customer Intake." While creating the Customer, the Site and Project are created at the same time.

Site Viewer > Click on '+' to add new Site/Customer.



- Customer Intake Screen - Enter **Address** and enter the **Zip**. Click on . Address verification will look up the city and state, assuming it is a verifiable address. Once the software finds the address it will suggest a correction. Click [**Yes**].



New Customer Intake

Demographics

Address:

City/State/Zip:

Name (L/F):

Phone 1: ext/type

Phone 2: ext/type

Phone 3: ext/type

E-Mail:

Source:

Product Interest

<input type="checkbox"/> Air Sealing	<input type="checkbox"/> Duct sealing
<input type="checkbox"/> Appliances	<input type="checkbox"/> HVAC Service
<input type="checkbox"/> Attic Insulation	<input type="checkbox"/> HVAC Tuneup
<input type="checkbox"/> Attic Ventilation	<input type="checkbox"/> Heating
<input type="checkbox"/> Basement Insulation	<input type="checkbox"/> Hot Water - Other
<input type="checkbox"/> CO testing	<input type="checkbox"/> Hot Water System
<input type="checkbox"/> Clothes Washer	<input type="checkbox"/> Indoor Air Quality
<input type="checkbox"/> Cooling	<input type="checkbox"/> Lighting
<input type="checkbox"/> Crawlspace Insulation	<input type="checkbox"/> Refrigeration
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Wall Insulation
<input type="checkbox"/> Doors	<input type="checkbox"/> Windows / Patio Door

Make referral

Submit Cancel

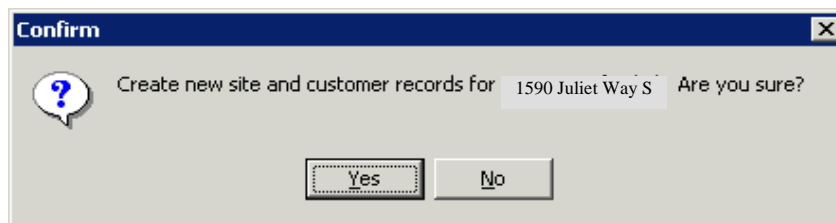
Required fields on this interface are highlighted.

Address Validation Tips

-Make sure your zip code is correct. You can verify on www.usps.com by going to the Zip code lookup. Type in address, town and state. Verify that address is correct.

-If address won't validate check with your customer to see if they receive their mail from a PO Box.

Click once on the [**Submit**] button, at the bottom of the dialog box, to confirm information once it has been completed, and this screen will appear:

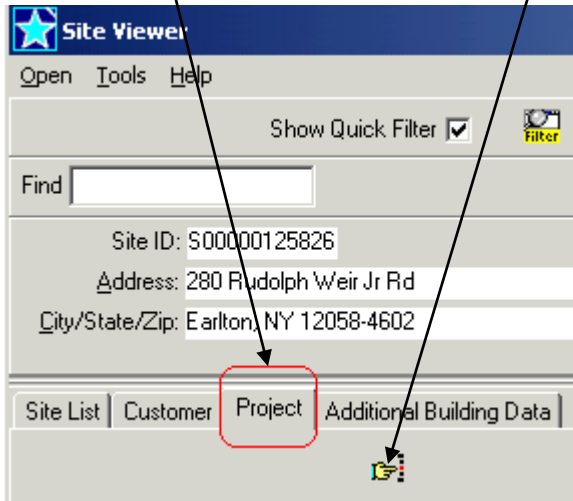


Confirm

Create new site and customer records for 1590 Juliet Way S Are you sure?

Click [**Yes**] and Customer, Site and Project records are created.

4. Click on Project tab and then click on  to jump to Project Viewer.




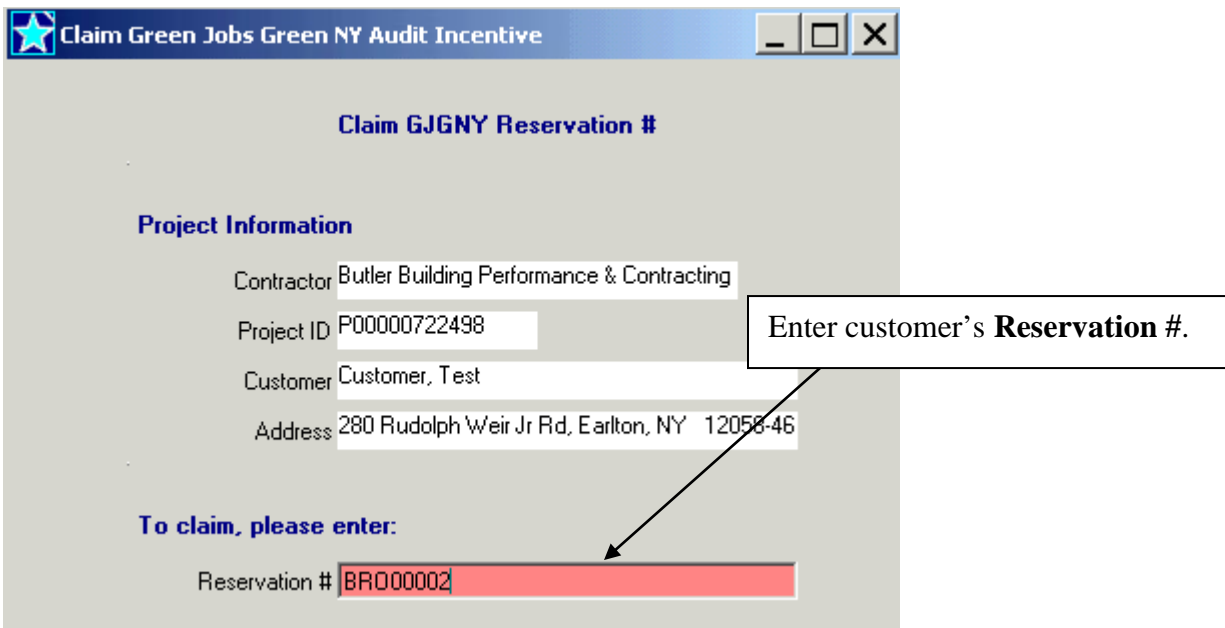
The screenshot shows the 'Site Viewer' window with a menu bar (Open, Tools, Help) and a 'Show Quick Filter' checkbox. Below the menu is a 'Find' search box and site details: Site ID: S00000125826, Address: 280 Rudolph Weir Jr Rd, City/State/Zip: Earleton, NY 12058-4602. At the bottom, there are four tabs: 'Site List', 'Customer', 'Project', and 'Additional Building Data'. The 'Project' tab is highlighted with a red box. An arrow points from the 'Project' tab to the 'Project Viewer' icon in the top right corner of the window.

5. Select Action > Claim GJGNY Reservation #.



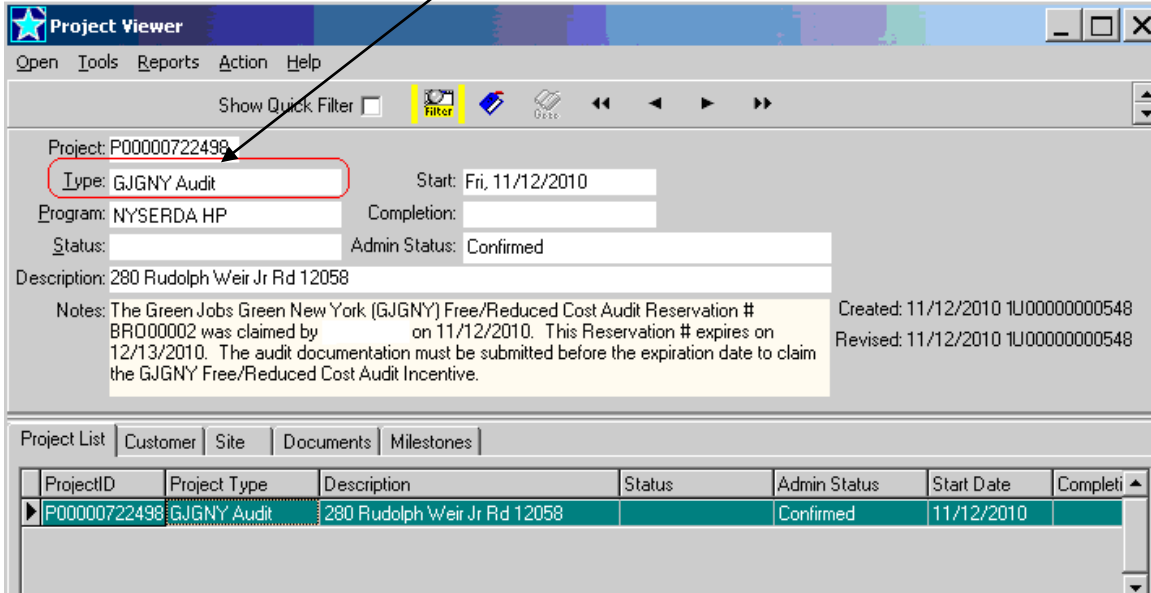
The screenshot shows the 'Project Viewer' window with a menu bar (Open, Tools, Reports, Action, Help). The 'Action' menu is open, showing the option 'Claim GJGNY Reservation#'. Below the menu, the project ID 'Project: P00000722498' is visible.

6. Enter customer's reservation number. Click on .



The screenshot shows the 'Claim Green Jobs Green NY Audit Incentive' window titled 'Claim GJGNY Reservation #'. It contains a 'Project Information' section with the following fields: Contractor (Butler Building Performance & Contracting), Project ID (P00000722498), Customer (Customer, Test), and Address (280 Rudolph Weir Jr Rd, Earleton, NY 12058-46). Below this, it says 'To claim, please enter:' followed by a 'Reservation #' field containing 'BR000002'. A red box highlights the 'Reservation #' field. A callout box with an arrow points to this field, containing the text 'Enter customer's Reservation #.'. To the right of the form is a 'Claim #' button with a green checkmark icon.

7. Note how Project type has changed to "GJGNY Audit."



Project: P00000722498
 Type: GJGNY Audit Start: Fri, 11/12/2010
 Program: NYSERDA HP Completion:
 Status: Admin Status: Confirmed
 Description: 280 Rudolph Weir Jr Rd 12058
 Notes: The Green Jobs Green New York (GJGNY) Free/Reduced Cost Audit Reservation # BRO00002 was claimed by on 11/12/2010. This Reservation # expires on 12/13/2010. The audit documentation must be submitted before the expiration date to claim the GJGNY Free/Reduced Cost Audit Incentive.
 Created: 11/12/2010 1U000000000548
 Revised: 11/12/2010 1U000000000548

ProjectID	Project Type	Description	Status	Admin Status	Start Date	Completi
P00000722498	GJGNY Audit	280 Rudolph Weir Jr Rd 12058		Confirmed	11/12/2010	

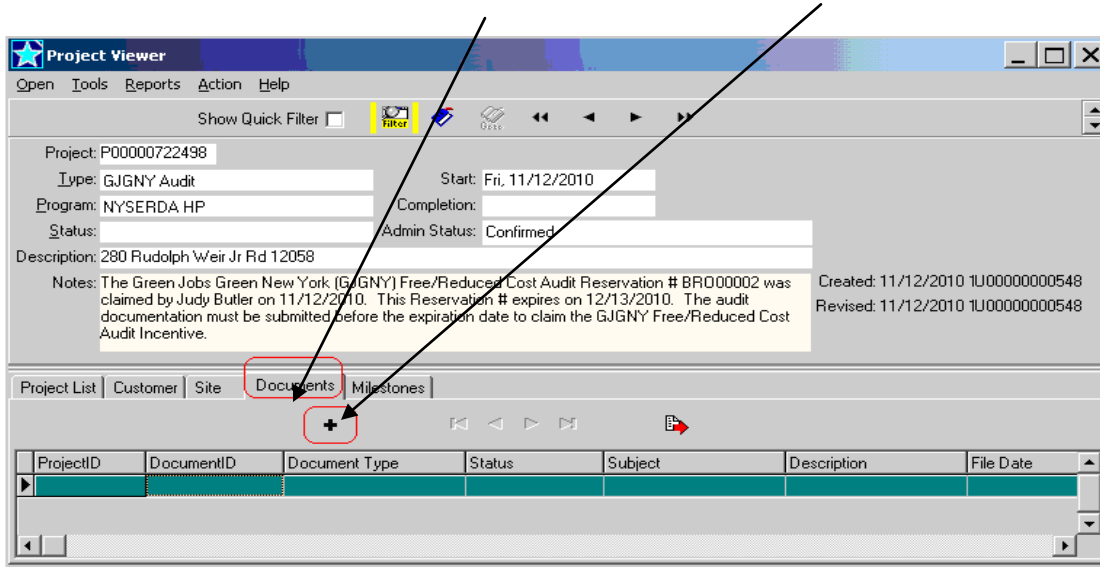
Part 2: Provide Audit Documentation

There are 3 options for adding your audit information.

1. You can upload your Quick Audit Tool Excel file to your GJGNY Audit project.
2. TREAT Users: If your customer chooses to get work done through NYSERDA HP you can upload your TREAT audit package into a new project.
3. RHA Users: If your customer chooses to get work done through NYSERDA HP you can go back to the Site Viewer > Work > Jump Menu and model your customer's home in RHA.

Option 1 – Adding Quick Audit Tool Excel file to GJGNY Audit Project

1. On the Project Viewer go to the 'Documents' tab and click on '+' to upload your file.



Project: P00000722498
 Type: GJGNY Audit Start: Fri, 11/12/2010
 Program: NYSERDA HP Completion:
 Status: Admin Status: Confirmed
 Description: 280 Rudolph Weir Jr Rd 12058
 Notes: The Green Jobs Green New York (GJGNY) Free/Reduced Cost Audit Reservation # BRO00002 was claimed by Judy Butler on 11/12/2010. This Reservation # expires on 12/13/2010. The audit documentation must be submitted before the expiration date to claim the GJGNY Free/Reduced Cost Audit Incentive.
 Created: 11/12/2010 1U000000000548
 Revised: 11/12/2010 1U000000000548

Project List | Customer | Site | Documents | Milestones

ProjectID	DocumentID	Document Type	Status	Subject	Description	File Date

2. See "Instructions for Uploading document files to your project" below. You will need to upload your Quick Audit Tool Audit file (a Microsoft Excel file) to the project.

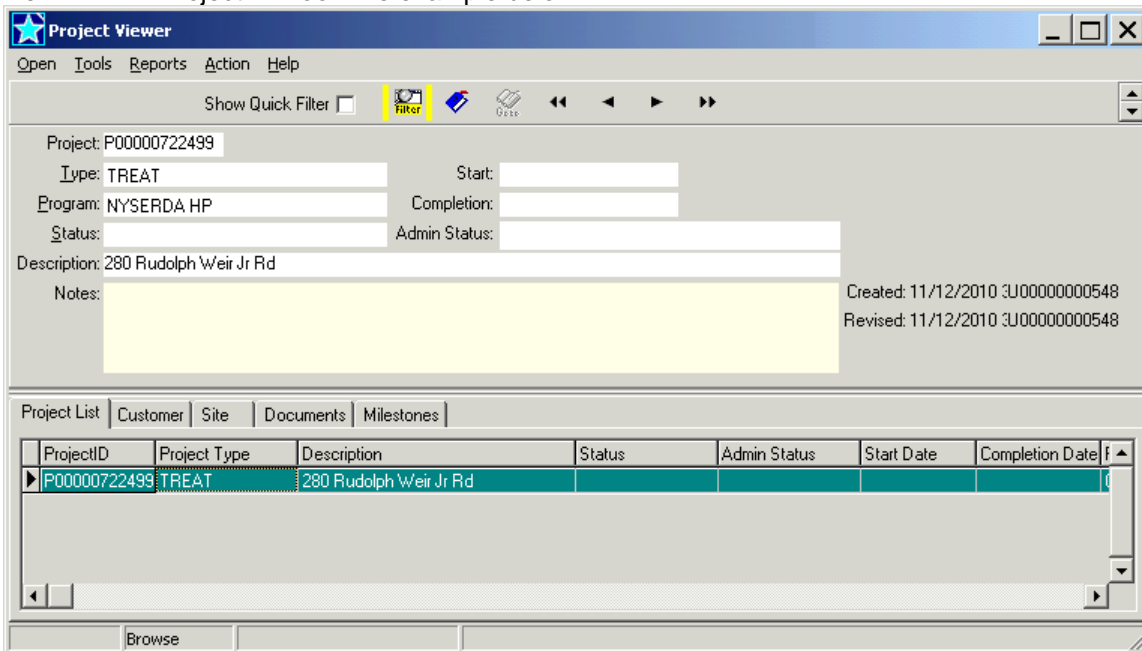
Option 2 – You want to upload a TREAT audit package.

If your customer chooses to get work done through NYSEERDA HP you can upload your TREAT audit package into a new project.

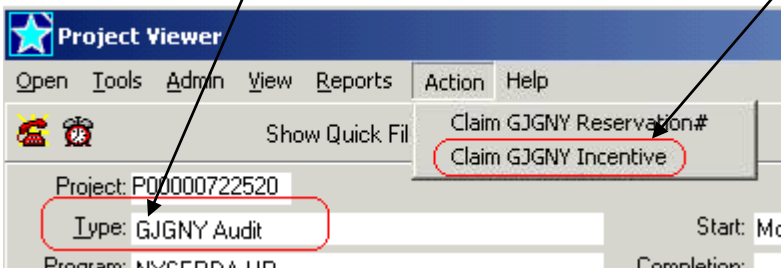
1. Go to Main Menu > Tools > TREAT > Data Import. Go through regular import process.



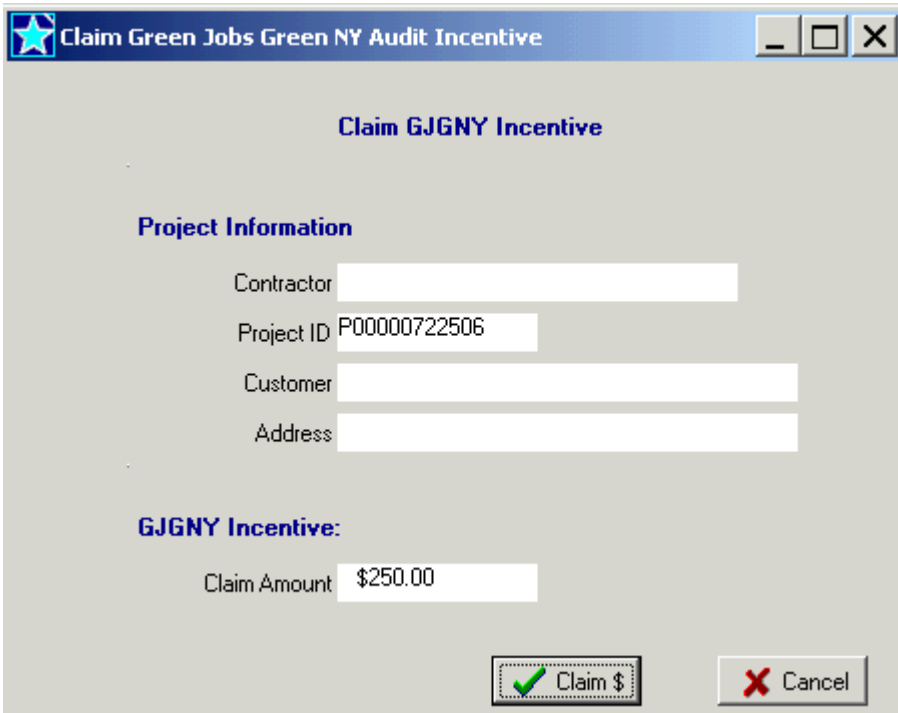
New TREAT Project will look like example below.



2. Go back to the GJGNY Audit project that you created for your customer.
Go to Action > Claim GJGNY Incentive



3. Claim GJGNY Incentive screen pops up. Click on 'Claim \$'. This in turn will automatically change the project status to 'Complete'.



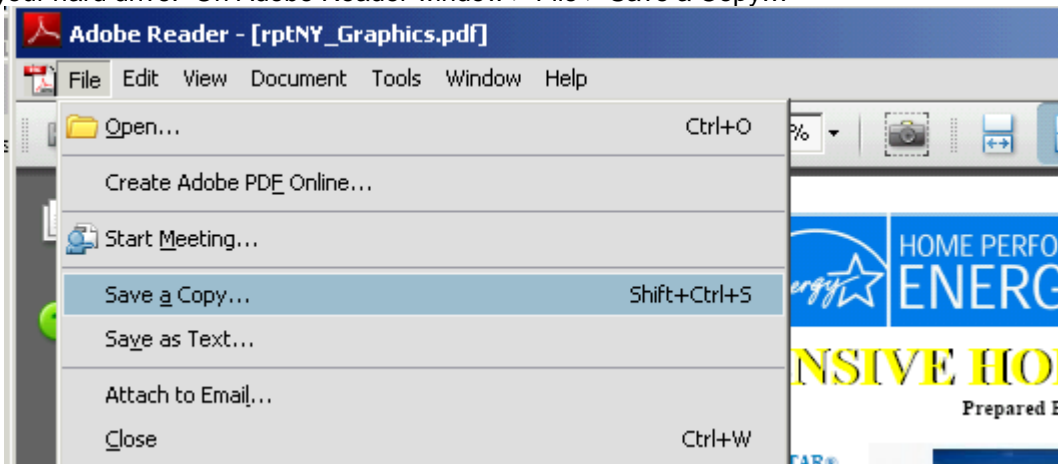
4. The process is finished. Contractor incentives for GJGNY audits will be batched monthly.

Option 3 – You want to model audit in Real Home Analyzer.

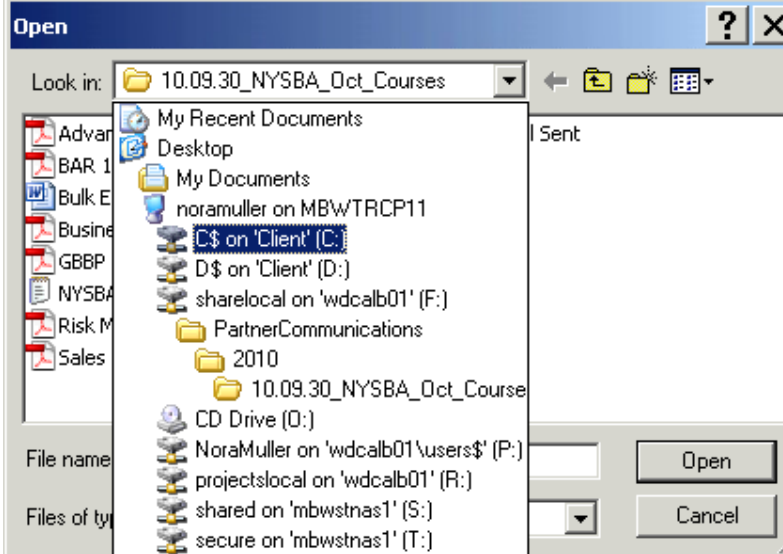
1. Go back to the Site Viewer. Make sure the address on Site Viewer is for the customer you want to create audit for.

Site Viewer > Work > Quick Jump > Go down Jump menu options to model.

2. After you have modeled your customer's home go to 'Analysis and Reports' and save your Audit report on your hard drive. On Adobe Reader window > File > Save a Copy...

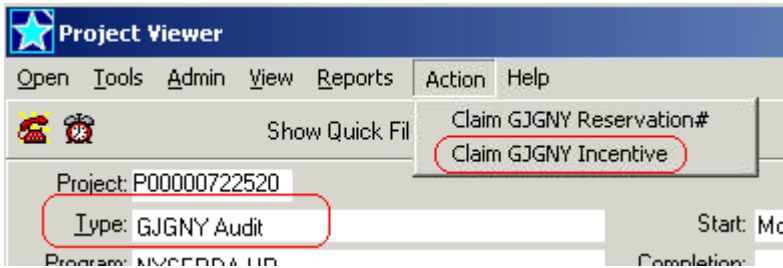


3. Once on the 'C' drive drill down through the folders until you reach the folder you want to save file in.

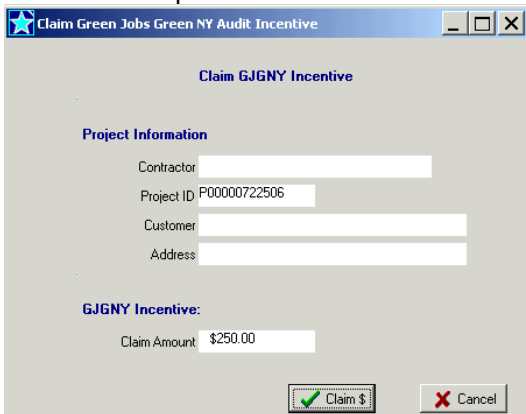


4. See "Instructions for Uploading document files to your project" below. Once your Audit report has been uploaded go to Action > Claim GJGNY Incentive. The process is finished. Contractor incentives for GJGNY audits will be batched monthly.

5. Go to Action > Claim GJGNY Incentive.



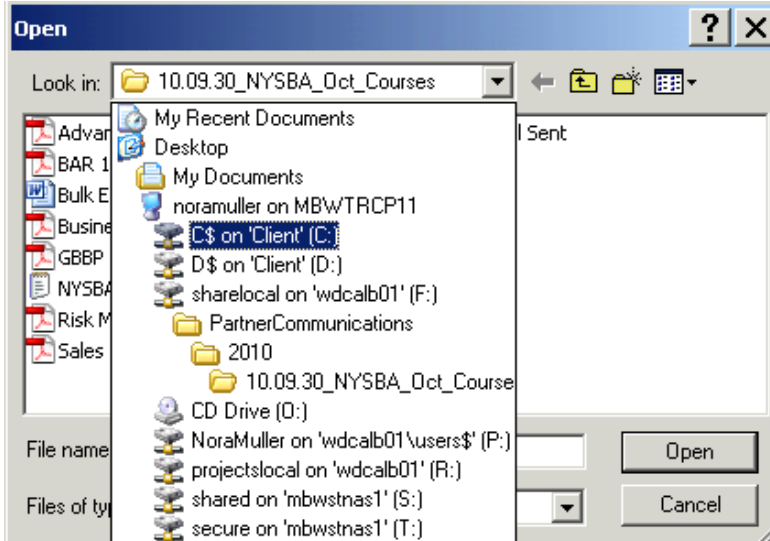
6. Claim GJGNY Incentive screen pops up. Click on 'Claim \$'. This in turn will automatically change the project status to 'Complete'.



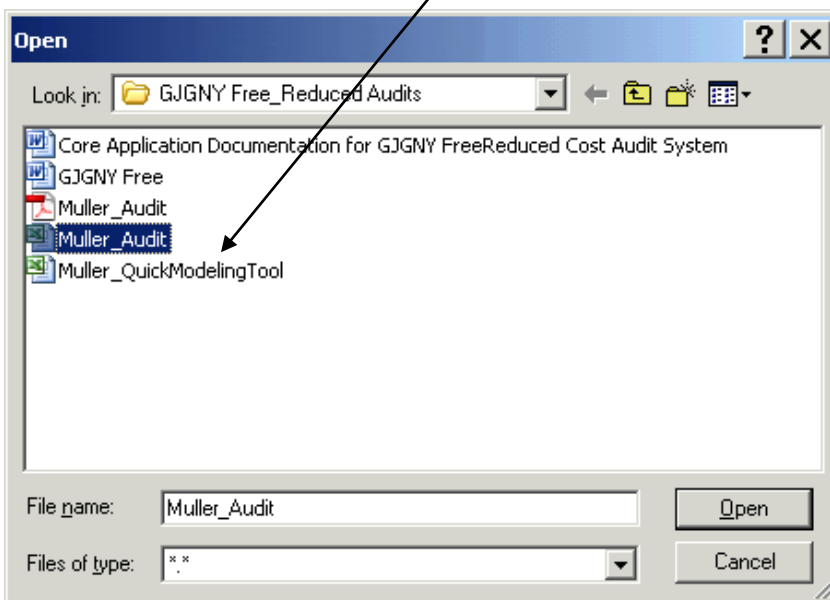
7. The process is finished. Contractor incentives for GJGNY audits will be batched monthly.

Instructions for Uploading document files to your project.

You need to make sure you're looking for file on your own "C" drive. Choose "C\$" on 'Client' (C:). From there you need to drill down to the folder that has your audit file. Once you choose this location the system will remember it.



Choose the audit file you will be uploading to your project, then click on 'Open'.



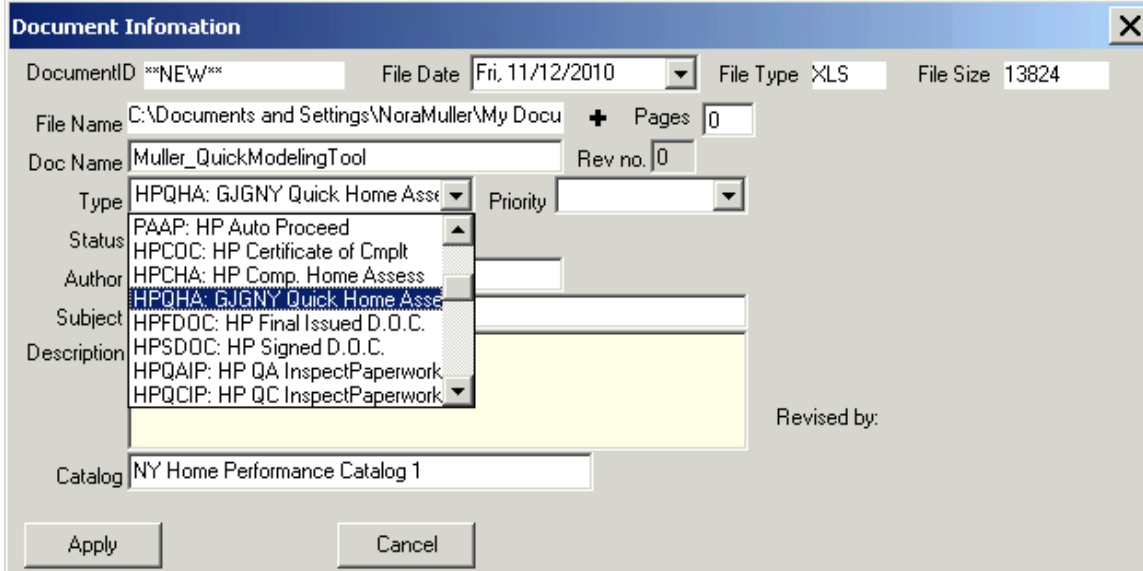
You will need to make some selections on the Document Information screen.

-**Type:** HPQHA – GJGNY Quick Home Assess (Excel doc) or HPCHA: HP Comp. Home Assess (RHA Audit .pdf) file

-**Status:** Filed

-**Subject:** Customer's Name

Click Apply.



Document Information

DocumentID: **NEW** File Date: Fri, 11/12/2010 File Type: XLS File Size: 13824

File Name: C:\Documents and Settings\NoraMuller\My Docu + Pages: 0

Doc Name: Muller_QuickModelingTool Rev no: 0

Type: HPQHA: GJGNY Quick Home Ass: Priority: []

Status: PAAP: HP Auto Proceed
 HPCOC: HP Certificate of Cmpl
 HPCHA: HP Comp. Home Assess
 HPQHA: GJGNY Quick Home Ass
 HPFDOC: HP Final Issued D.O.C.
 HPSDOC: HP Signed D.O.C.
 HPQAIP: HP QA InspectPaperwork
 HPQCIP: HP QC InspectPaperwork

Author: []

Subject: []

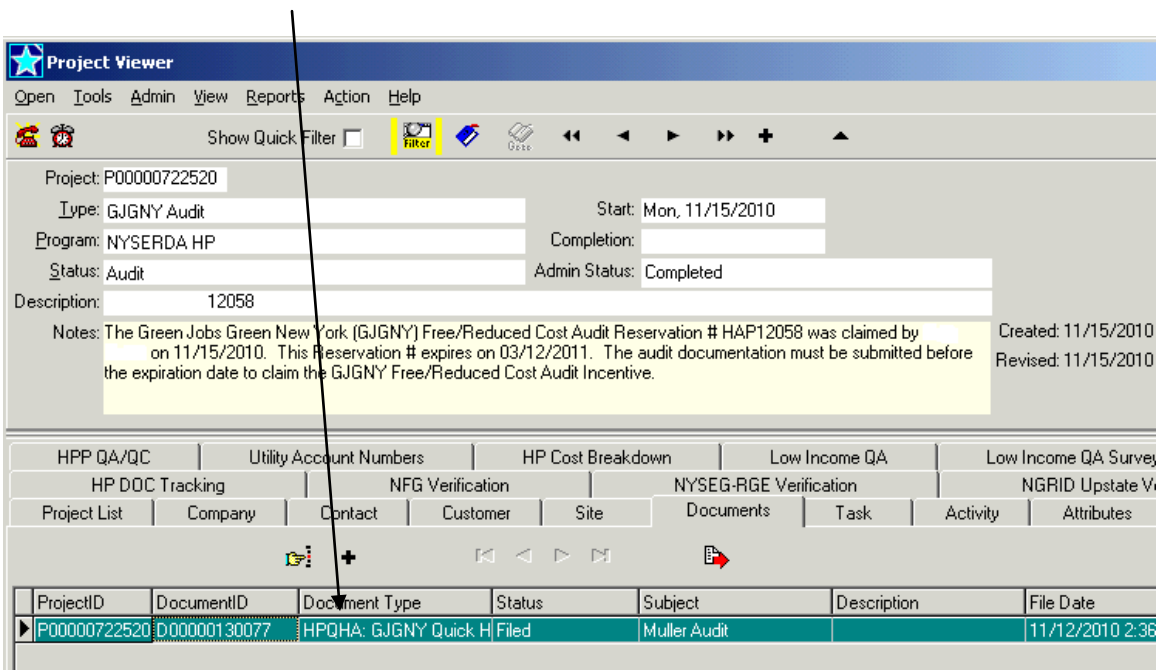
Description: []

Revised by: []

Catalog: NY Home Performance Catalog 1

Apply Cancel

You can see the document you just uploaded to project.



Project Viewer

Open Tools Admin View Reports Action Help

Show Quick Filter []

Project: P00000722520

Type: GJGNY Audit Start: Mon, 11/15/2010

Program: NYSERDA HP Completion: []

Status: Audit Admin Status: Completed

Description: 12058

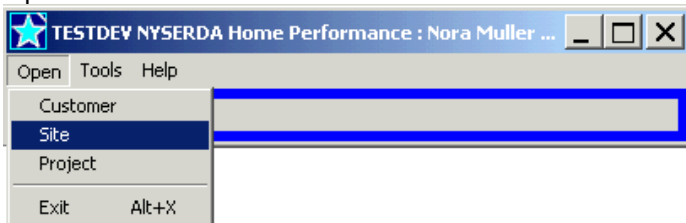
Notes: The Green Jobs Green New York (GJGNY) Free/Reduced Cost Audit Reservation # HAP12058 was claimed by on 11/15/2010. This Reservation # expires on 03/12/2011. The audit documentation must be submitted before the expiration date to claim the GJGNY Free/Reduced Cost Audit Incentive. Created: 11/15/2010 Revised: 11/15/2010

ProjectID	DocumentID	Document Type	Status	Subject	Description	File Date
P00000722520	D00000130077	HPQHA: GJGNY Quick H	Filed	Muller Audit		11/12/2010 2:36

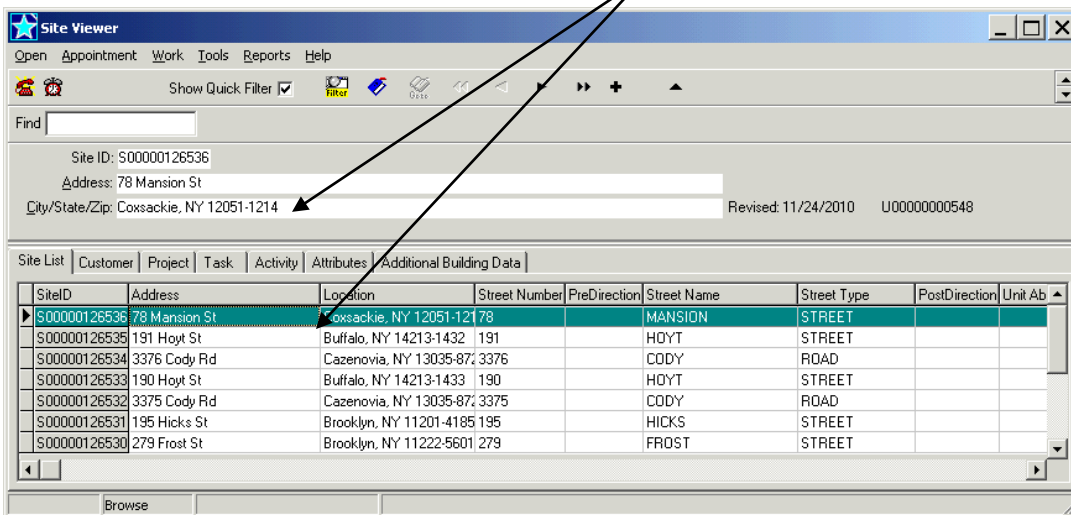
Claiming Reservation Number after Treat Package Upload

TREAT Packages have been uploaded and the Reservation Number still needs to be reserved. You will need to create a new project in order to claim the GJGNY reservation number and incentive.

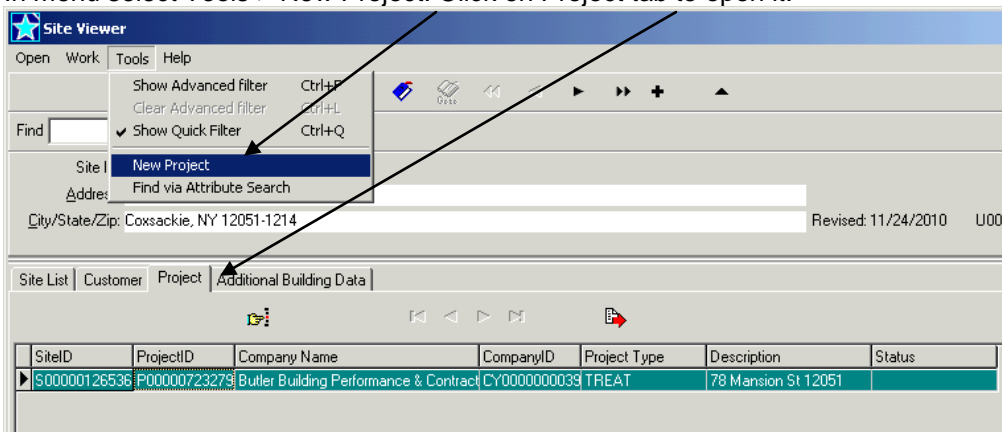
Open > Site Viewer



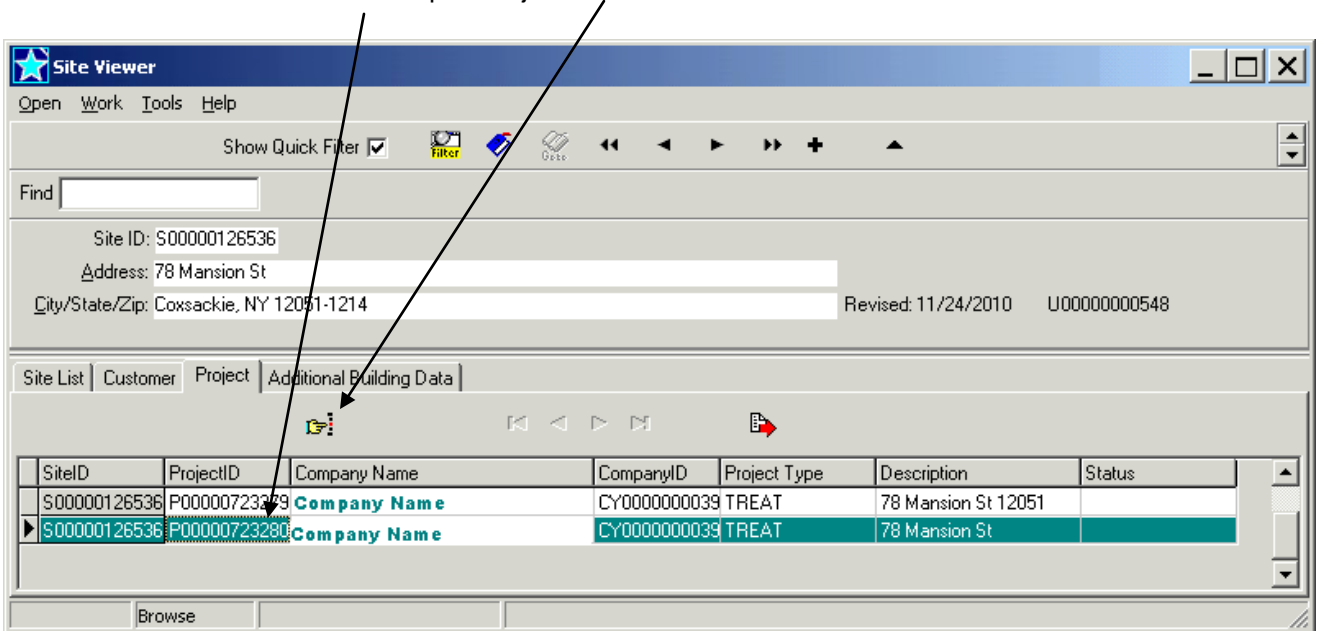
In Site Viewer select customer's address in the grid so it is highlighted in grid and shows in top part of screen.



In menu select Tools > New Project. Click on Project tab to open it.



You will see the new project you created in the list. Double click on project number or highlight project number and click on hand icon 'Jump to Project'.

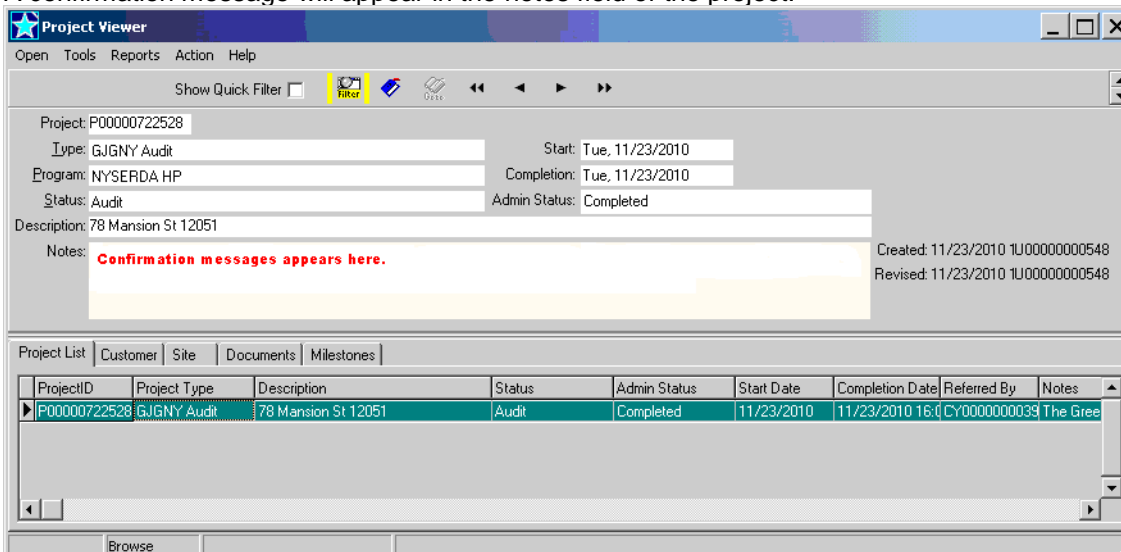


New Project will look like example below.

Go To Action > Claim GJGNY Reservation#. Type in Reservation number in screen and click on 'Claim' button.

Then go back to Action > Claim GJGNY Incentive. The Claim GJGNY Incentive screen pops up. Click on 'Claim \$'. This in turn will automatically change the project status to 'Complete'.

A confirmation message will appear in the notes field of the project.



TREAT Package Export and Upload Process

TREAT is software that gets installed on your computer. Information from TREAT gets exported into the Treat-Export folder as an .xml file. In turn the file gets uploaded into the NYSERDA Home Performance application via the Software Integration Utility. TREAT and NYSERDA Home Performance do not communicate automatically.

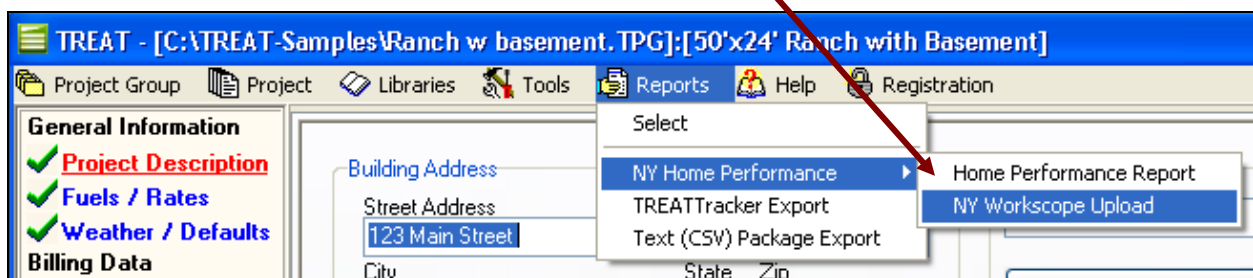
Exporting TREAT Package (XML file)

FINAL CHECKLIST BEFORE CREATING THE UPLOAD FILE:

- Do you have the correct Fuel Prices and Improvement Years?
- Have all the required Visual Inspections and test in or test out Measurements have been entered?
- Has the model been trued-up for Heating/DHW annual fuel usage?
- Have improvements been entered and calculated?
- Have packages been entered and calculated?
 - The Audit package should include all the improvements the home needs as discovered in your Home Assessment.
 - The Contract package should include only those items on your contract with the customer.

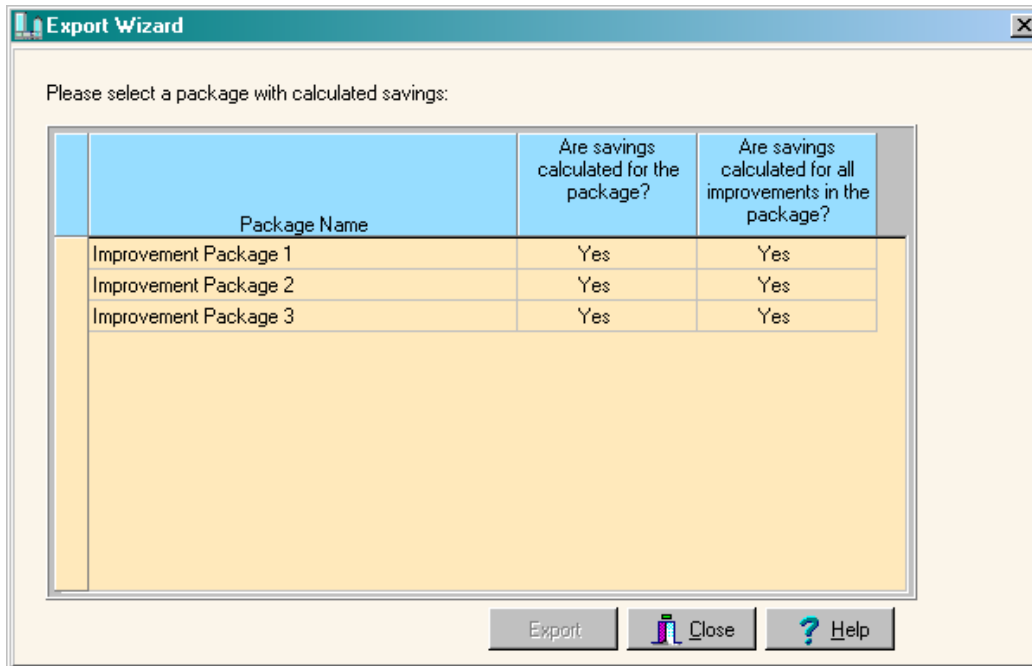
Be sure to save your TREAT file.

Choose **Reports** → **NY Home Performance** → **NY Workscope Upload**



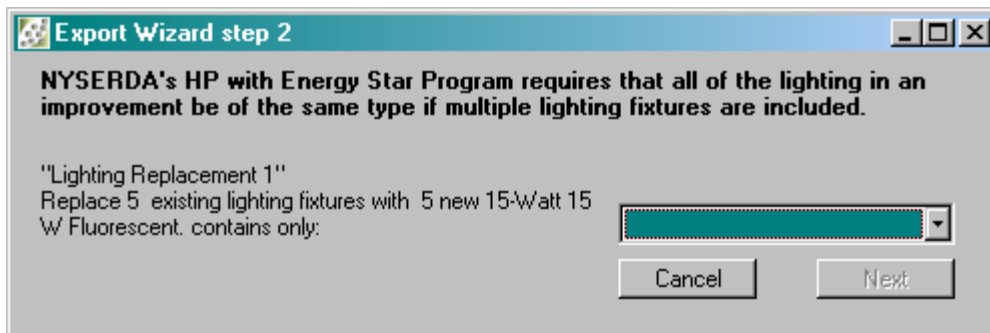
This action creates the file to be uploaded (not to be confused with the actual upload).

Select a package that needs to be uploaded then click 'Export'.



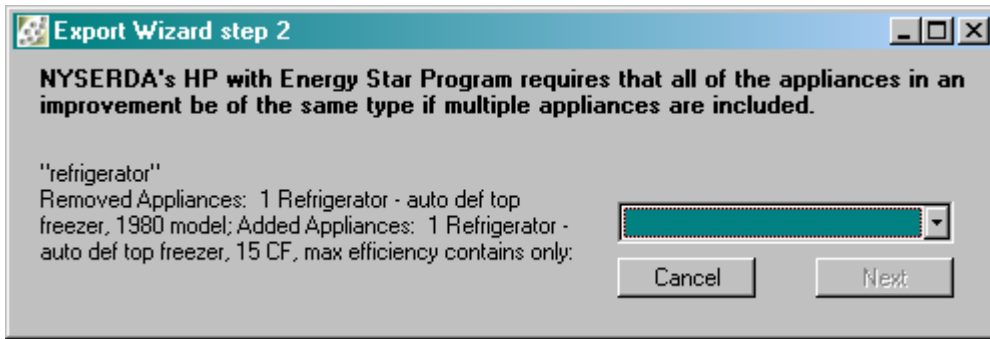
For each lighting and/or appliance improvement, the Export Wizard will bring up a window asking for confirmation.

Reason for Confirmation Window:



Lighting:

The Home Performance with ENERGY STAR Program must report on predicted energy savings. Light Fixtures have different savings attributed to it than installing CFLs so we need to know if this improvement included CFLs, Fixtures, or other energy efficient lighting.



Appliances:

The Home Performance with ENERGY STAR Program offers incentives for installing certain energy efficient appliances. There are different energy savings on each of these measures, so we need confirmation of the type of appliance for our reporting.



When this window pops up the Export is done.

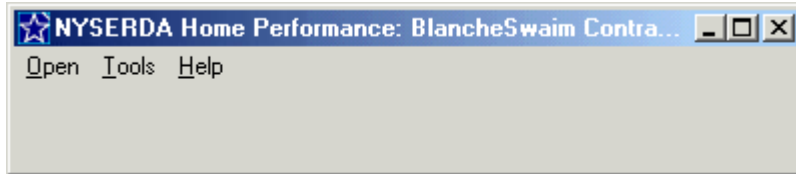
Upload XML (TREAT package) into NYSERDA Home Performance

Log into <https://nyserda.csgpr.com>

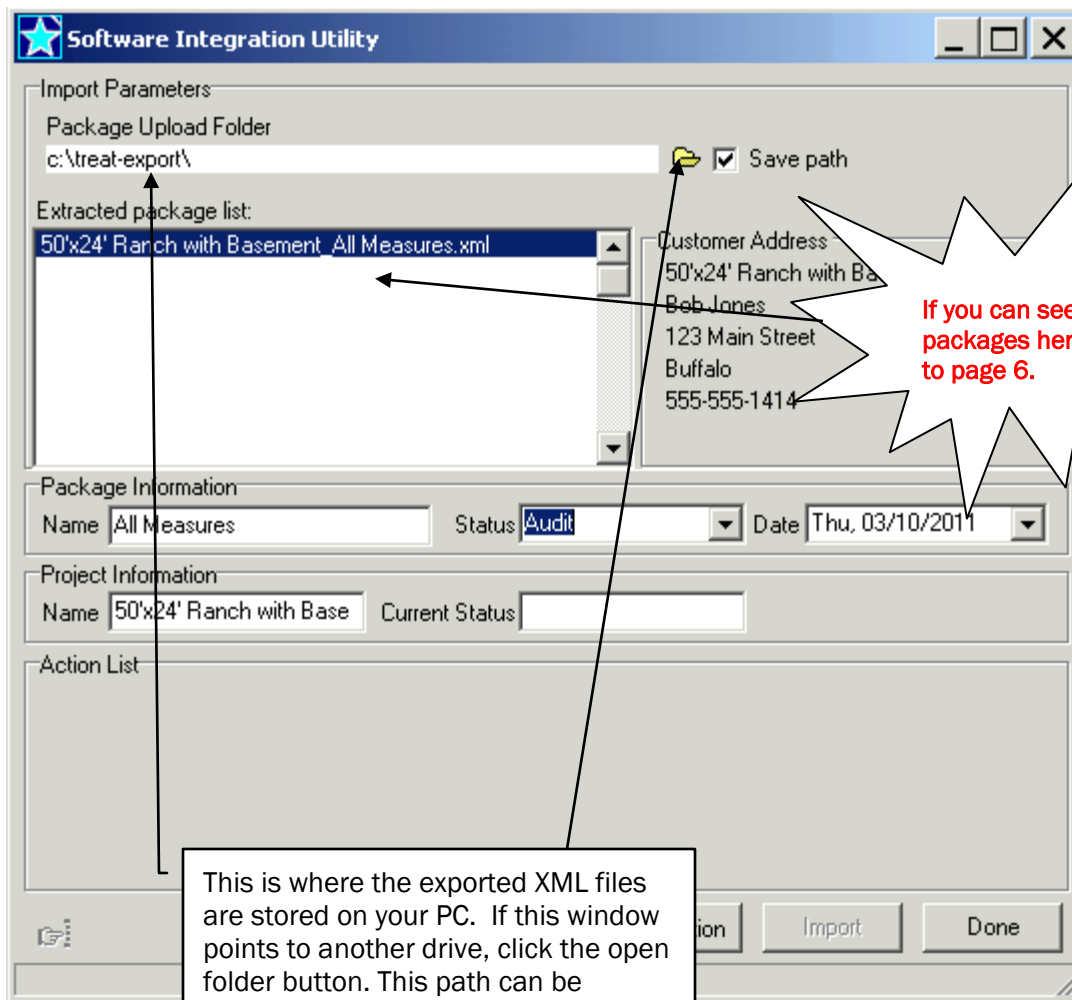


Select the **NYSERDA Home Performance** icon

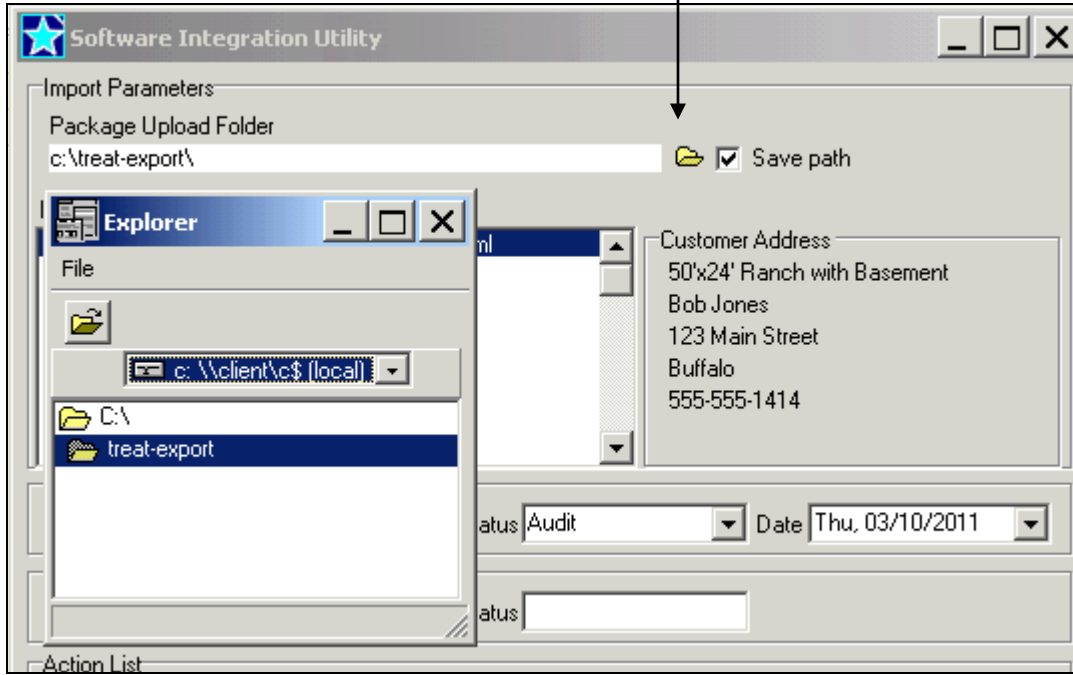
The main window will appear in the upper left corner of your screen



Choose **Tools** → **TREAT** → **Data Import**

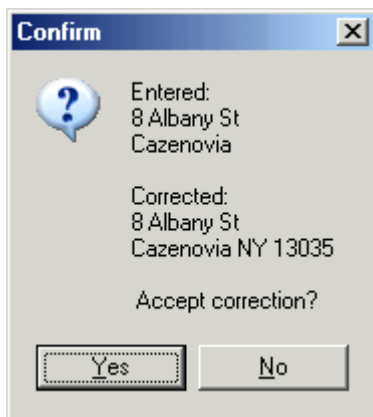
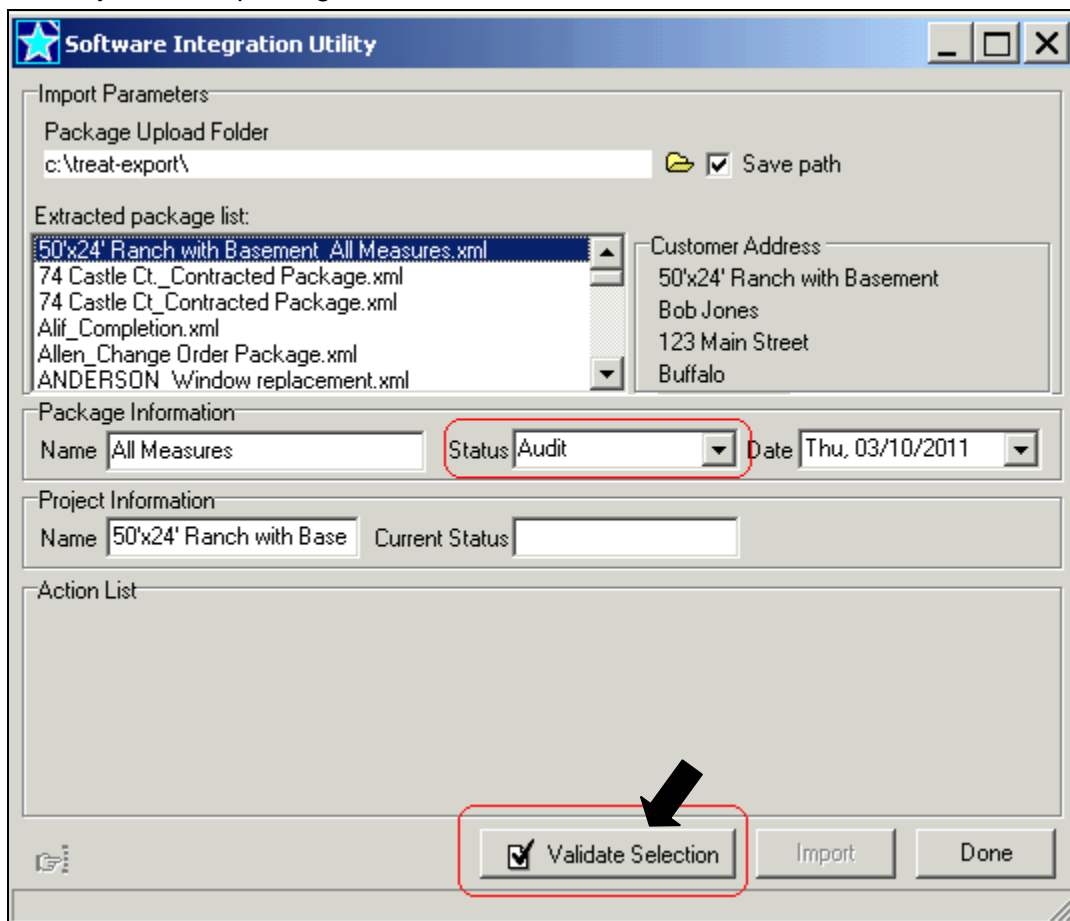


Click on folder icon to reset the pathway. Navigate to the folder called "treat-export".



If you cannot navigate to your C: drive, you may not have the correct Citrix Client. Please call Software Support for assistance (1-800-284-9069).

Select your Audit package, set the status to Audit and click 'Validate Selection':



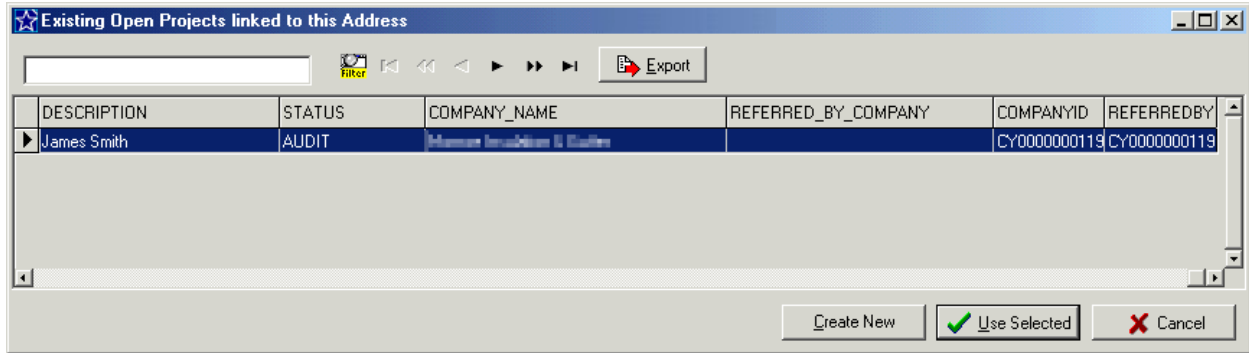
If you get this message, the address has been validated and you can move forward, and import. Slight errors will be automatically corrected.

If Address does not validate: Occasionally the address cannot be validated by our software and you will receive this message.



1. First recheck your address to be sure you entered it correctly into TREAT.
2. You should have collected a copy of a utility bill from your customer, check the address entered into TREAT against that bill.
3. Look on <http://www.usps.com/> to see if there are any suggestions.
4. Call Software Support for assistance (1-800-284-9069)

Once your Audit package has been uploaded, you need to upload your Contract package. Select the next package to upload and change the Status to Contracted, and again validate the selection. Once you confirm the address a new window will appear, showing you that there is an open project for your customer's address:



You are adding more information to that same project, so click '**Use Selected**'.

NOTE: The only reason you would [Create New] is if the job called for two separate contracts. You would Use Selected for one then Create New for the second.

Once you have validated and chosen to use the selected Project, you will click the 'Import' button. If you receive a "Package imported successfully" message, you will click 'OK' and a Claim HPwES Incentives window will appear.

Contractor: _____ Project ID: _____ Eligible Measures Total Cost \$ _____

Customer: _____ Project Status: **Contract** Other Approved Work-In Process \$:00

Address: _____ Admin Status: _____ Completed Program Work To-Date \$:00

Description: _____ Project Type: _____

Measure Costs/Other Incentives

Eligible Measures Total Cost: _____ Util. Eligible Measure Cost \$:0

Utility Incentive Program: [Dropdown] Utility Incentives Total \$:0

HPwES Home Owner Incentives Amounts:	Additional Info:	Claimed Incentives To-Date:	Program Caps:
High-Efficiency Measure(HEMI)\$: _____	Assign HEMI to Contractor <input type="checkbox"/>	\$:00	\$3,000.00
Energy Smart Loan \$:00	Lender: [Dropdown]	\$:00	\$20,000.00
Energy Star Loan (WECC/EFS) \$:00	Lender: [Dropdown]	\$:00	\$20,000.00
Green Jobs Green NY Loan \$:00	Lender: [Dropdown]	\$:00	\$13,000.00
Assisted HPwES (AHP) \$:00	Lender: [Dropdown]	\$:00	\$10,000.00

HPwES Contractor Incentives

Advanced Modeling Incentive Audit Date: [Dropdown]

General Contractor Subcontractor: _____

Make Referral Refer To: [Dropdown]

Customer Utility Information

Electric Provider: [Dropdown] Gas Provider: [Dropdown]

Electric Acct#: _____ Other Fuel Provider: _____

Check if Elec/Heating the same Gas/Other Fuel Acct#: _____

Fill out appropriate sections for your customer. If you are making a referral to another contractor select the 'Make Referral' box and select contractor in 'refer to' drop down menu.

Other messages you may receive:

Our team is continually refining its processes to allow obvious errors from entering the system. Many are caught automatically when you attempt to upload a package. Some things we look for:

1. 10 digits in the telephone number.
 - a. There has to be at least 10 digits in the telephone number both on the Project Description page and on the Customer page.
 - b. Entering your telephone number like 123-456-7890 is OK.
2. A fuel price is out of the acceptable range of prices set by NYSERDA.
3. Completion package won't upload because improvements or pricing do not match the last approved contract/change order package.

If you have questions or experience problems with your TREAT Package exports or uploads, please be sure to call Software Support:

800.284.9069 - NY Toll Free

TREAT Job Completions

Adding Test-out Measurements And Uploading Completion Packages

Adding Test-out Measurements to Completion Package

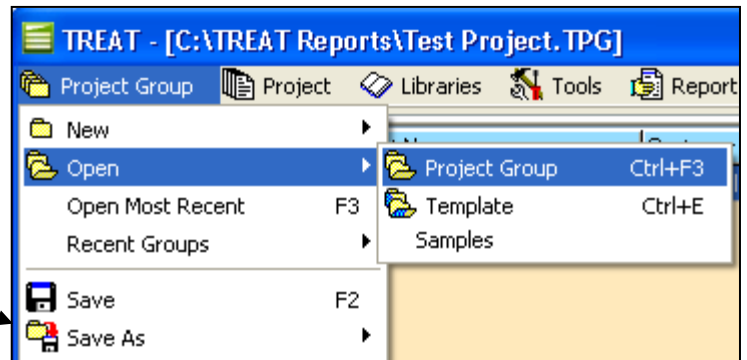
Open the TREAT Program.

Open the TPG file for the project you are completing.

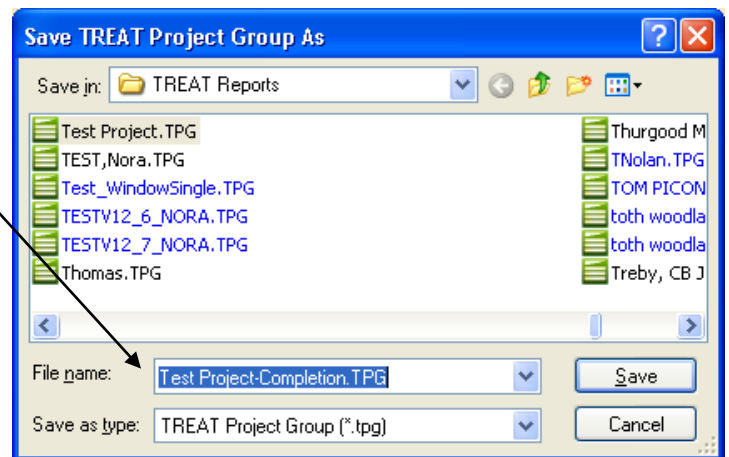
1. Project Group > Open >Project Group > Select file you are working on. →

2. Next: Project Group > Save As > Open > Project Group

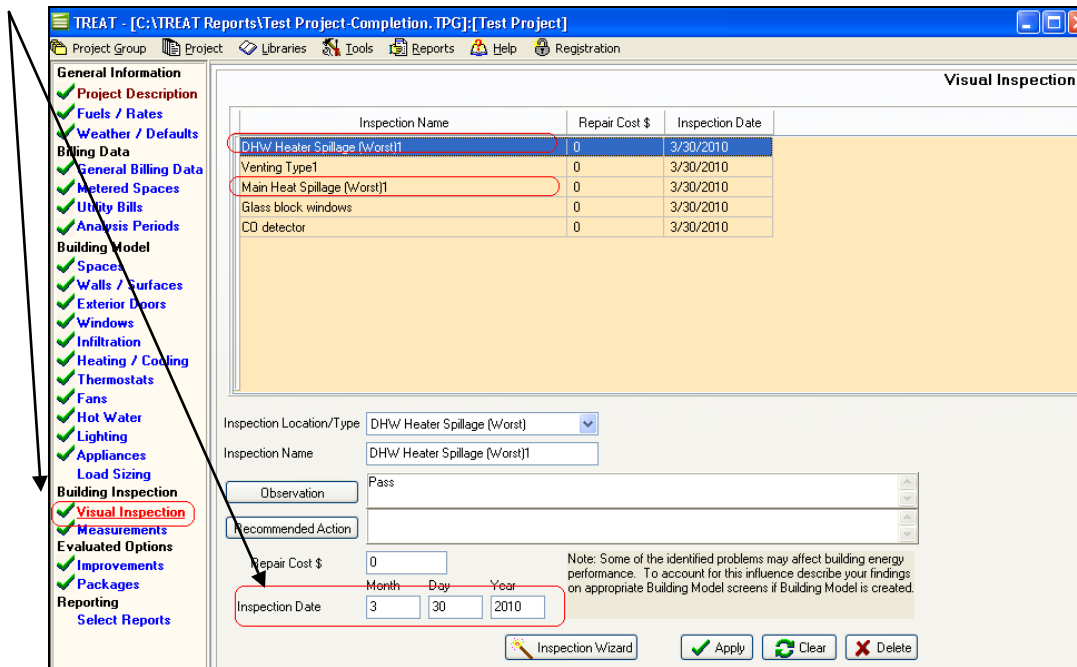
3. As you save this file, add '-Completion' to the end of the end of the filename to indicate this is the Completion TPG file.



Example: CustomerName-Completion



On the **Visual Inspections** window, update the DHW and Heating System(s) spillage results with the test-out findings and test-out date.



Visual Inspection

Inspection Name	Repair Cost \$	Inspection Date
DHW Heater Spillage (Worst)1	0	3/30/2010
Venting Type1	0	3/30/2010
Main Heat Spillage (Worst)1	0	3/30/2010
Glass block windows	0	3/30/2010
CO detector	0	3/30/2010

Inspection Location/Type: DHW Heater Spillage (Worst)

Inspection Name: DHW Heater Spillage (Worst)1

Observation: Pass

Recommended Action:

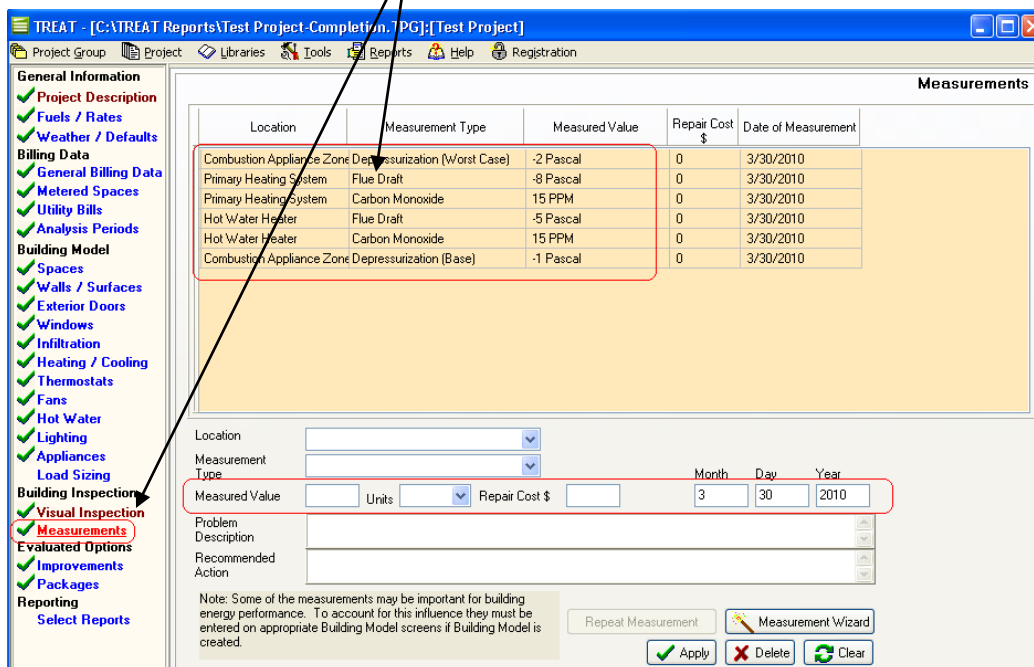
Repair Cost \$: 0

Inspection Date: 3 / 30 / 2010

Note: Some of the identified problems may affect building energy performance. To account for this influence describe your findings on appropriate Building Model screens if Building Model is created.

Buttons: Inspection Wizard, Apply, Clear, Delete

On the **Measurements** screen click on each measurement to update it with the new test-out measurement.



Measurements

Location	Measurement Type	Measured Value	Repair Cost \$	Date of Measurement
Combustion Appliance Zone Depressurization (Worst Case)		-2 Pascal	0	3/30/2010
Primary Heating System	Flue Draft	-8 Pascal	0	3/30/2010
Primary Heating System	Carbon Monoxide	15 PPM	0	3/30/2010
Hot Water Heater	Flue Draft	-5 Pascal	0	3/30/2010
Hot Water Heater	Carbon Monoxide	15 PPM	0	3/30/2010
Combustion Appliance Zone Depressurization (Base)		-1 Pascal	0	3/30/2010

Location:

Measurement Type:

Measured Value: 3 Units Repair Cost \$:

Month: 3 Day: 30 Year: 2010

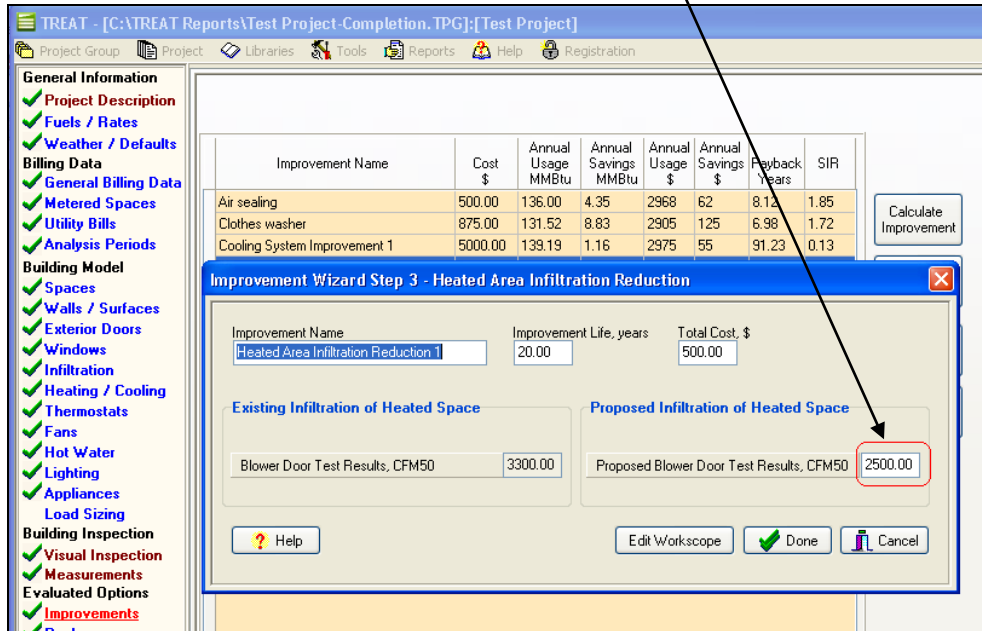
Problem Description:

Recommended Action:

Note: Some of the measurements may be important for building energy performance. To account for this influence they must be entered on appropriate Building Model screens if Building Model is created.

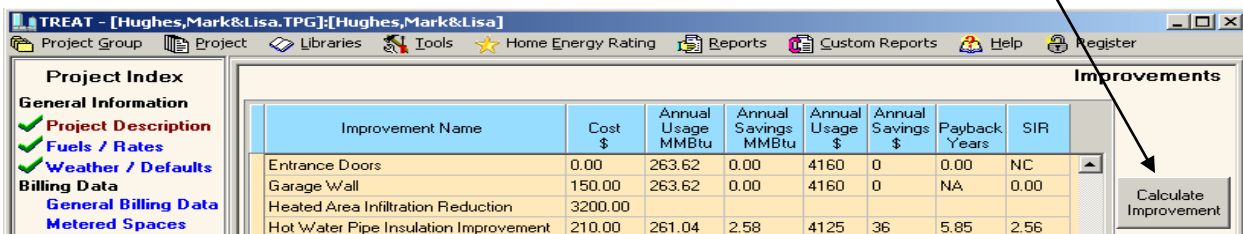
Buttons: Repeat Measurement, Measurement Wizard, Apply, Delete, Clear

If this Project involves an improvement for Infiltration Reduction, open that improvement and change the Proposed CFM50 to the actual test-out CFM50.



--Do not change the Initial (test-in) CFM₅₀ on the Infiltration window.--

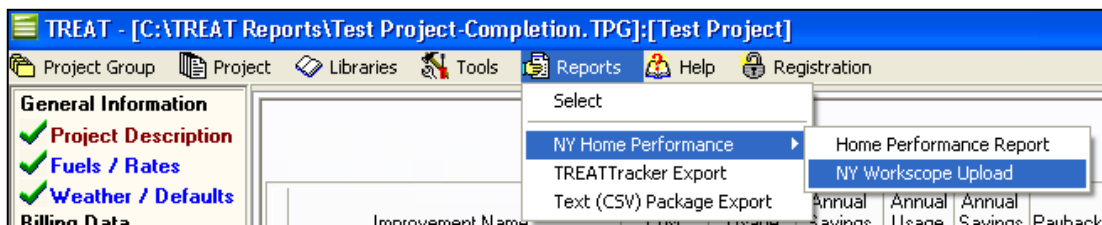
If you have updated the Proposed CFM50 to actual test-out CFM50 (above), please recalculate the Infiltration Reduction improvement and the Completion Package.



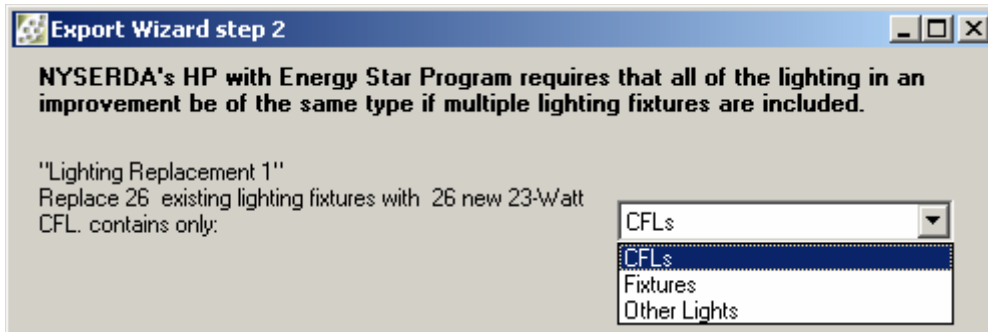
Exporting the Package

You can now export the contracted package as a completion package. You may want to change your package name to reflect that it is a completion package. This may make it easier to pick out later.

Reports → NY Home Performance → NY Workscope Upload



TREAT will ask for confirmation of replacement or addition of each appliance, and lighting measure.

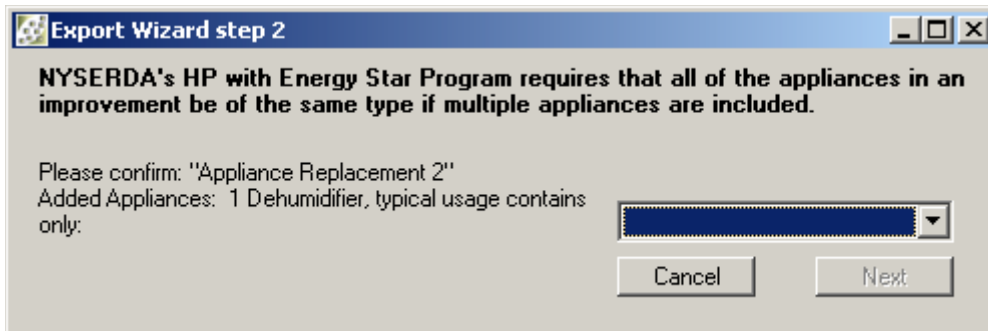


Export Wizard step 2

NYSERDA's HP with Energy Star Program requires that all of the lighting in an improvement be of the same type if multiple lighting fixtures are included.

"Lighting Replacement 1"
Replace 26 existing lighting fixtures with 26 new 23-Watt CFL. contains only:

CFLs
CFLs
Fixtures
Other Lights

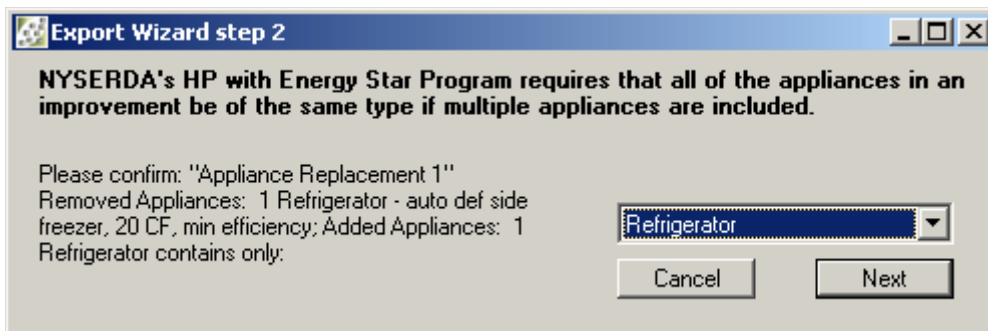


Export Wizard step 2

NYSERDA's HP with Energy Star Program requires that all of the appliances in an improvement be of the same type if multiple appliances are included.

Please confirm: "Appliance Replacement 2"
Added Appliances: 1 Dehumidifier, typical usage contains only:

Cancel Next



Export Wizard step 2

NYSERDA's HP with Energy Star Program requires that all of the appliances in an improvement be of the same type if multiple appliances are included.

Please confirm: "Appliance Replacement 1"
Removed Appliances: 1 Refrigerator - auto def side freezer, 20 CF, min efficiency; Added Appliances: 1 Refrigerator contains only:

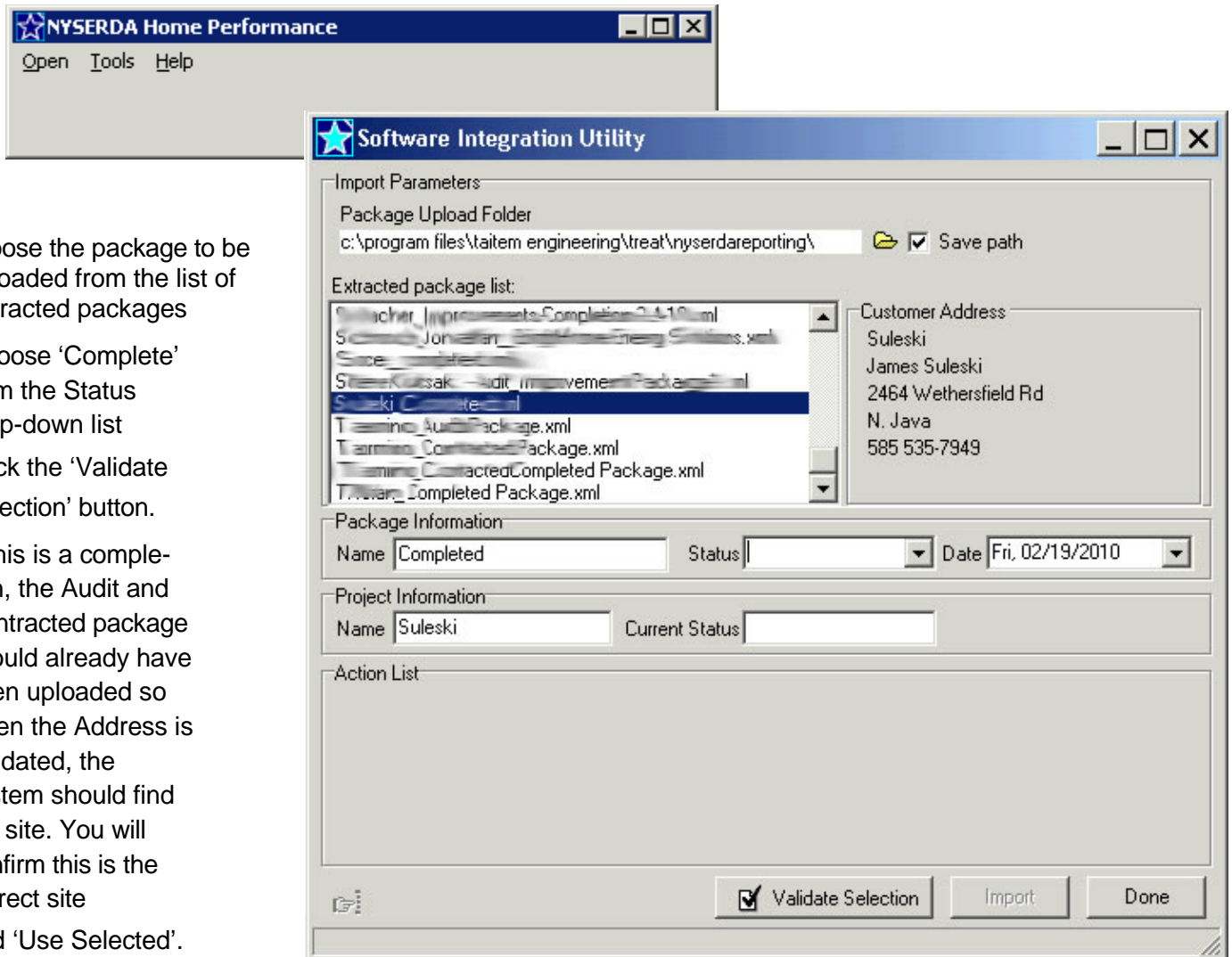
Refrigerator
Cancel Next

This process creates an XML file and places it on your local (C:) drive to be uploaded into CSG's system.

Upload Instructions for Completions

The second part of the process is importing the exported file into CSG's Core application. This is accomplished by logging onto NYSERDA Home Performance at the following web site address: <https://nyserda.csgrp.com>. This will take you to the Citrix Web Interface.

After logging in to NYSERDA Home Performance from the Main menu > Tools > TREAT > Data Import > the Software Integration Utility opens.



1. Choose the package to be uploaded from the list of Extracted packages
2. Choose 'Complete' from the Status drop-down list
3. Click the 'Validate Selection' button.
4. If this is a completion, the Audit and Contracted package should already have been uploaded so when the Address is validated, the system should find the site. You will confirm this is the correct site and 'Use Selected'.
5. Click 'Import'.
6. If the package imports successfully, Real Home Analyzer™ will ask if you want to print a Certificate of Completion. Please answer 'Yes'. This certificate must be faxed to CSGs Program Administrators along with other Completion paperwork.



If your import is successful, you will receive a confirmation message that no data errors were discovered.

Other messages you may receive:

Our team is continually refining its processes to allow obvious errors from entering the system. Many are caught automatically when you attempt to upload a package. Some things we look for:

1. 10 digits in the telephone number
 - a. In the TREAT file there has to be at least 10 digits in the telephone number both on the Project Description page and on the Customer page.
 - b. Entering your telephone number like 123-456-7890 is OK.
2. A fuel price is out of the acceptable range of prices set by NYSERDA.
3. The Completion package does not match the approved package.
 - a. There may have been a change in quantity of one of the improvements.
 - b. There may have been a change in a measure cost.
 - c. There may have been a change in an improvement name.

If you have questions or experience problems with your TREAT Package exports or uploads, please be sure to call Software Support:
800.284.9069 - NY Toll Free

Completion package does not match last approved Contract/Change Order package...

If your Completion package does not upload because the Completion Package does not match the Approved package, you can run a report to assist you in the reconciliation. Open Projects from the main NYSERDA Home Performance menu and then highlight the project in question. Choose Reports → Contractor Contract/Change Package Report.

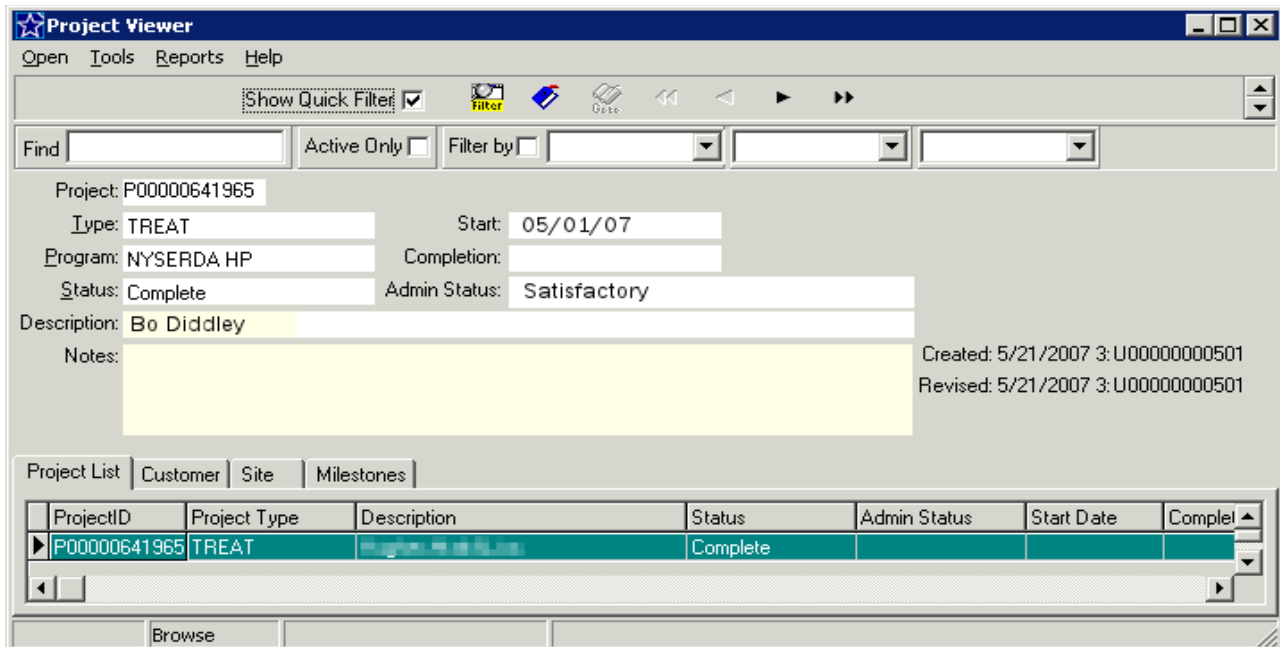
If you click on the red arrow, this will copy the contents to the clipboard. Open Microsoft® Excel and choose Edit → Paste. You can then determine exactly what was on the Approved package and make sure your Completion package matches.

PROJECTID	DESCRIPTION	PACKAGEID	PACKAGESTATE	TREAT_CATEGORY	IMPROVEMENT_NAME	AUTOGENERATED_NAME
P00000663861	Upgrade to EnergyC	K00000623575	CONTRACT	18	CO Detector Improvement	Improve the following condition uncovered during co dete
P00000663861	Upgrade to EnergyC	K00000623575	CONTRACT	18	Duct Work Improvement	Improve the following condition uncovered during duct w
P00000663861	Upgrade to EnergyC	K00000623575	CONTRACT	18	Duct Sealing Improvement	Improve the following condition uncovered during duct se
P00000663861	Upgrade to EnergyC	K00000623575	CONTRACT	4	Cooling System Improvemen	Install 14 SEER 40,000 Btu/hr cooling system.
P00000663861	Upgrade to EnergyC	K00000623575	CONTRACT	6	Heating Plant Improvement	Install new natural gas 70,000 Btu/hr FURNACE with effi

To view your pending and completed work, follow these steps from the Main Home Performance window:

Main menu > Open > Projects

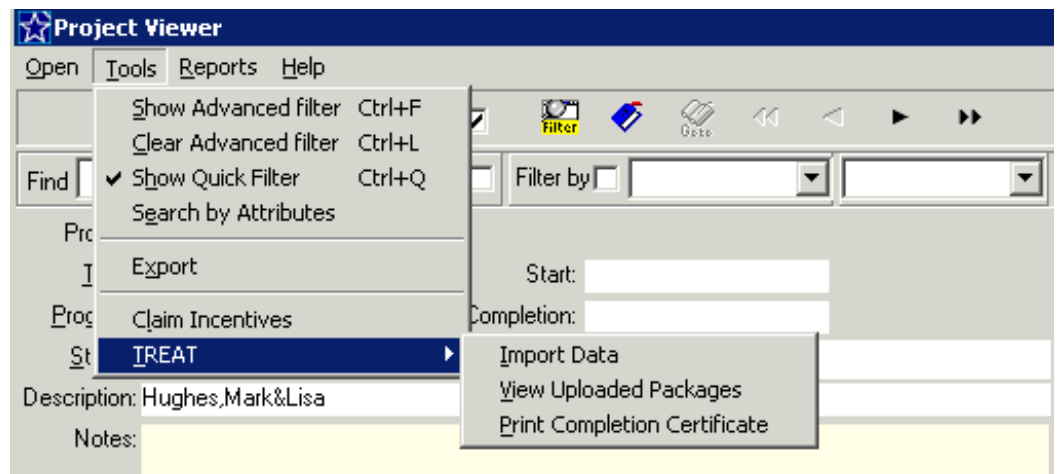
This will give you a listing of your projects with the most recently worked on project first on the list. When you high- light a project, you will find out the status of the Project:



From the Project Viewer > Tools > TREAT

From here you can also import data or print a **Completion Certificate**.

Have you ever wondered how you can find out if you uploaded that Contract already? Here is how you can check: From the Project Viewer > Tools > TREAT > **View Uploaded Packages**



Performance Systems Development Inc (PSD) Information TREAT (Targeted Residential Energy Analysis Tool) Product Information

Taken from: http://treatsoftware.com/treat_intro.html

TREAT is innovative software designed to provide support for weatherization programs, building performance contractors and energy auditors. It is a comprehensive energy analysis tool that allows weatherization programs to provide new sources of value to their customers, with increased program efficiency.

TREAT's analysis tools allow quick and accurate results. Calculate energy savings for individual improvements or assemble improvements in interactive packages.

- Create models quickly and easily with building component libraries
- Select Improvements from Libraries
- Aggregate improvements into packages
- Automatically calculates payback and SIR

The New York State Energy Research and Development Authority (NYSERDA) has funded the TREAT software project as part of their Building Performance Market Enhancement Initiative. TREAT is designed to be a significant tool supporting the development of a sustainable market for residential and multifamily building performance services.

TREAT integrates fuel bill analysis, weather data and building modeling information into a database environment. TREAT will allow energy efficiency programs to cost-effectively track the savings of buildings they "treat", relative to the savings that they predict for those buildings. TREAT is designed to support the use of Total Quality Management techniques for gaining control of the process of predicting and implementing energy savings measures.

TREAT is the first to integrate room-by-room heat loss analysis with a state-of-the-art hourly energy model (developed by the United States Department of Energy National Renewable Energy Lab, NREL). By combining these two tools, TREAT will increase the ability of contractors to provide customers with "whole house" energy savings packages - combining HVAC improvements with building envelope improvements.

TREAT has a number of features designed to make the software package an indispensable tool for building performance contractors. TREAT has an extensive built-in library of building components that allow users to quickly select existing and improved building components.

The screenshot shows the TREAT software interface with the following sections:

- Project Index:** A sidebar menu with categories like General Information, Billing Data, Building Model, Building Inspection, and Evaluated Options.
- Primary Heating System:**
 - Heating Type: Furnace
 - Fuel: Natural gas
 - Input Capacity, Btu/hour: 90000
 - Annus Efficiency %: 71
 - Location: Jeff's Conditioned space
 - Year: 1970
- Secondary Heating System:** (Currently disabled with a question mark icon)
- Air Conditioning:**
 - Total Output Capacity, Btu/hour: 36000
 - SEER/EEER: 8.0
 - Type: Central Air Conditioner
 - Design Supply Temperature, F: 55
 - Year: 1985
 - Number of Units: 1
- Summary Table:**

	Electricity		Natural gas		Fuel 3		Heating Slope	Heating Reference
	Heating, kWh/year	Cooling, kWh/year	Base Load, kWh/year	Heating, therms/year	Base Load, therms/year	Heating, Units/year	Base Load, Units/year	Temperature, F
Building Model	0	2037	13519	1038	0			61
Billing Data								
Percent Difference								

TREAT allows users to calculate the existing electrical energy consumption resulting from appliances and lighting and select replacements, with ENERGY STAR® lighting and appliances highlighted in the component libraries.

TREAT addresses health and safety issues that impact the quality of life of customers and can therefore be significant sales motivators for contractors. TREAT includes a pop-up calculator to check for the availability of adequate combustion air and allows contractors to calculate fresh air ventilation supply and recommend ventilation systems as treatments.

TREAT is approved by US DOE for use in Weatherization Assistance Programs. TREAT allows auditors to analyze fuel information and match the performance of the building model to the actual energy bills before recommending improvements.

CONTACT INFORMATION:

Contact for TREAT Support: (607) 277-6240

<http://www.psdconsulting.com/software/treat/support>

One year of technical support and software upgrades are included with the initial TREAT license purchase. After this period, an annual support and upgrade subscription fee is required for users who wish to continue to receive technical support & upgrades. Current TREAT users will receive a notice approximately 60 days prior to their subscription expiration.

SUPPORT FEES:

Support & Upgrade Subscription Fees
Single Family Version --- \$200 annually
Multifamily Version --- \$400 annually