

Overview

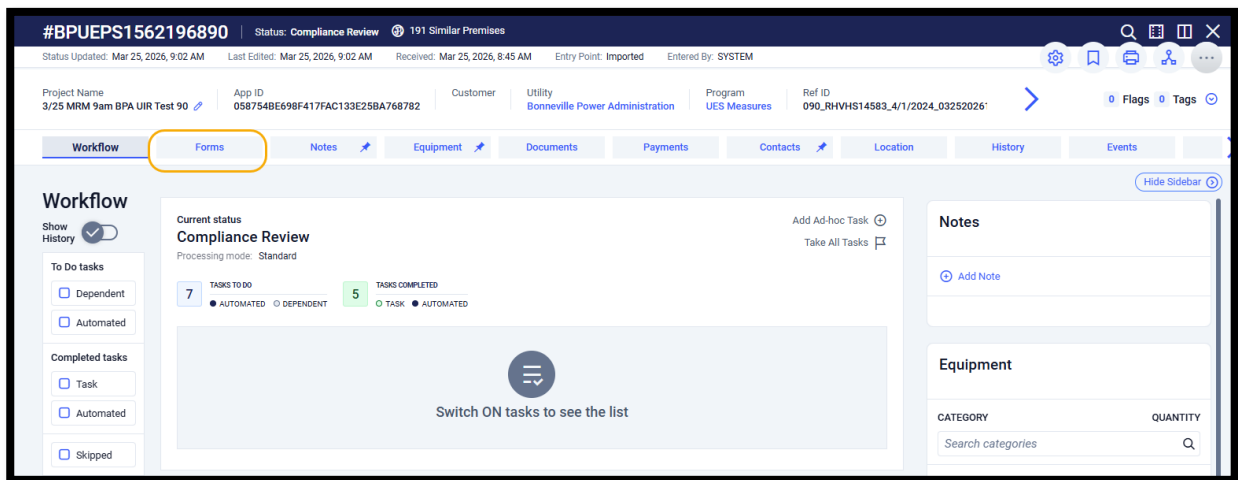
This guide walks you through how to indicate that a utility site inspection has been completed by checking the 'Utility Site Inspection Completed' checkbox within a unit energy savings (UES) application. The checkbox is optional and intended to be used for reporting UES measures that have undergone a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

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

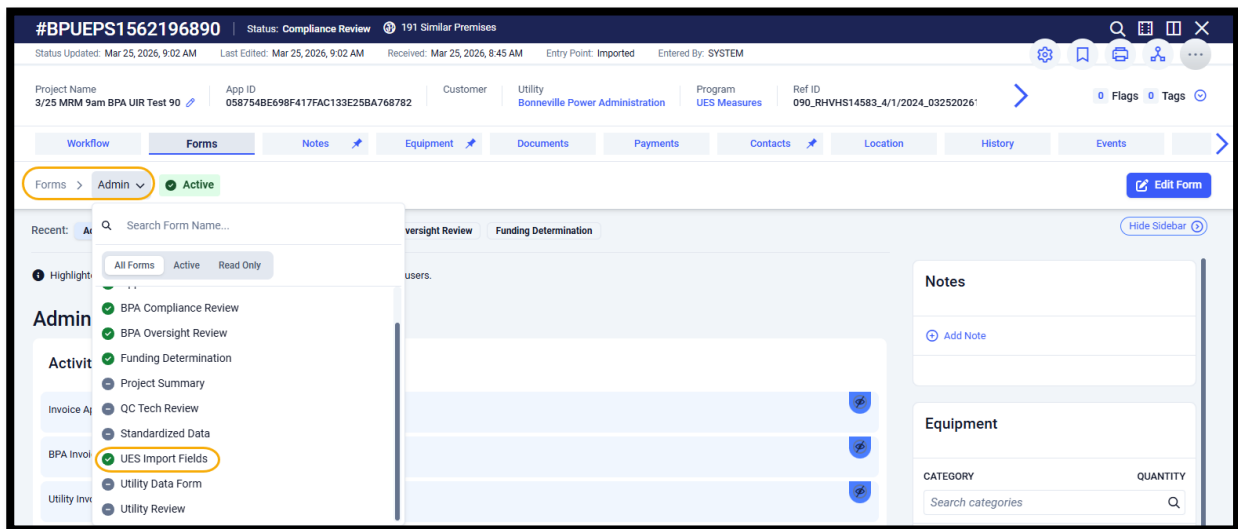
If you encounter any issues reporting utility site inspections, please contact your energy conservation account executive (ECAE).

Step by Step

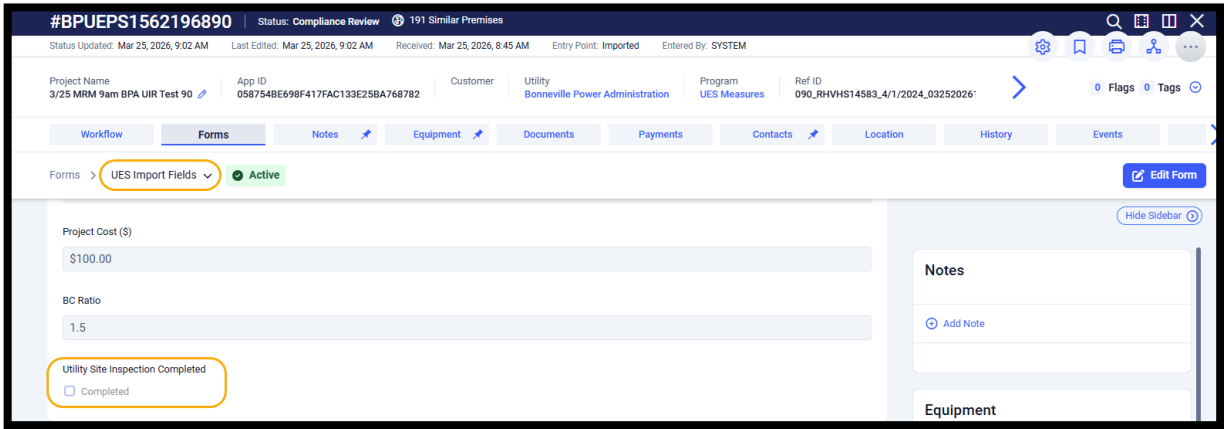
1. In a UES application, navigate to the Forms tab.



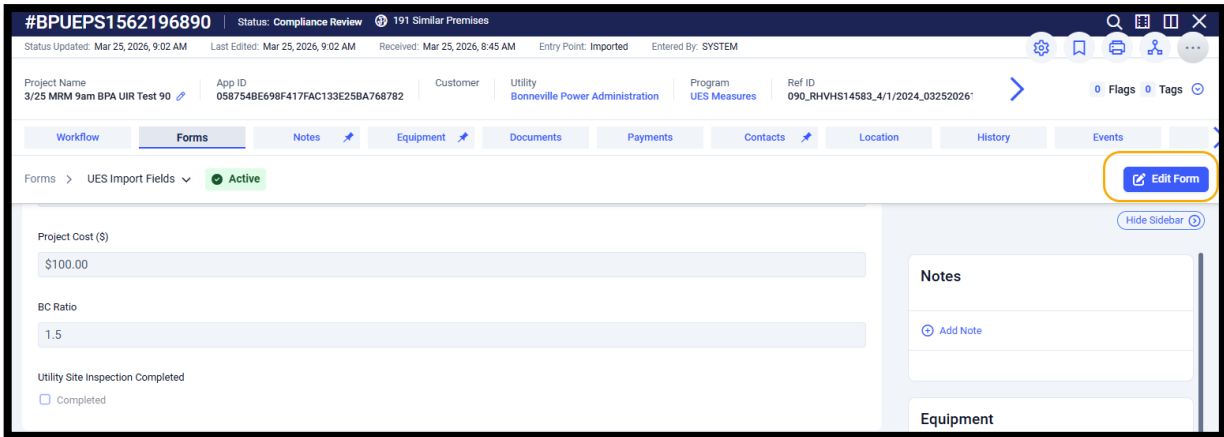
2. On the Forms tab, select the “UES Import Fields” form.



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



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



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

