

Eden Suite Guide

Date

April 2024

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1 Key Concepts

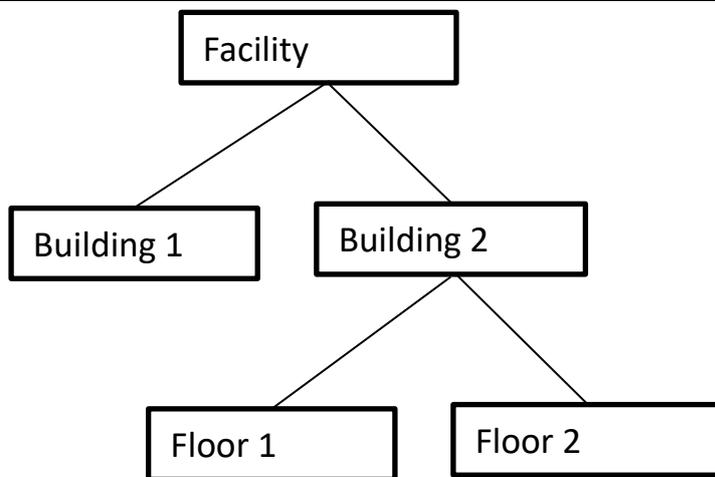
1.1 Asset

- A location or entity where emissions or consumption of resources occur.
- Have an address and types
- Have attributes
 - Area
 - Year of construction
 - Climate zone



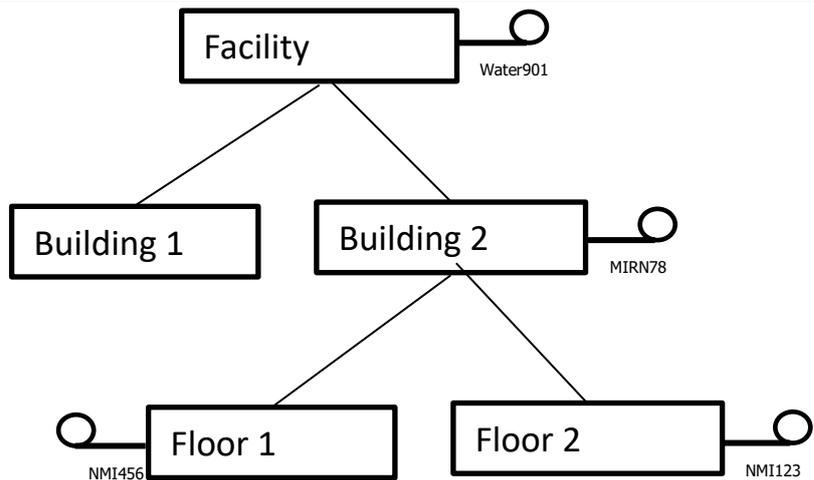
1.2 Asset hierarchy

- Group of assets in a parent-child relationship
 - Site/Facility (parent)
 - Building (child)
 - Floor (grandchild)



1.3 Measurement device

- Can be physical (meter) or notional (account)
- Are attached to an **asset**
- Has a unique reference identifier:
 - Electricity: NMI
 - Gas: MORN
 - Water: Account
- Represent the point of data entry



1.4 Organisation

- Conceptual (not “real” like an asset)
- Can be used to group assets (e.g. minor sites)

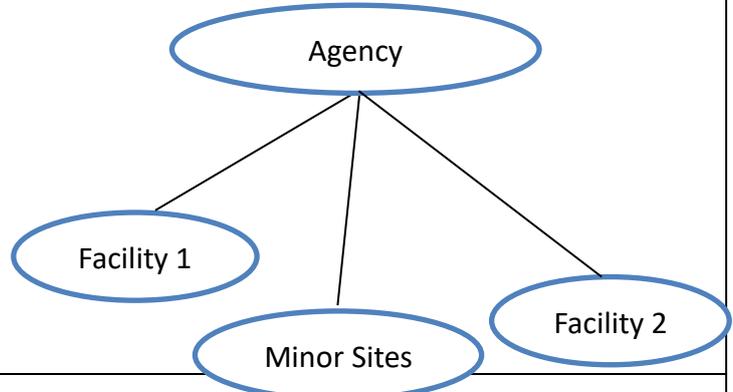




- An alternative to reporting by assets
- Have attributes

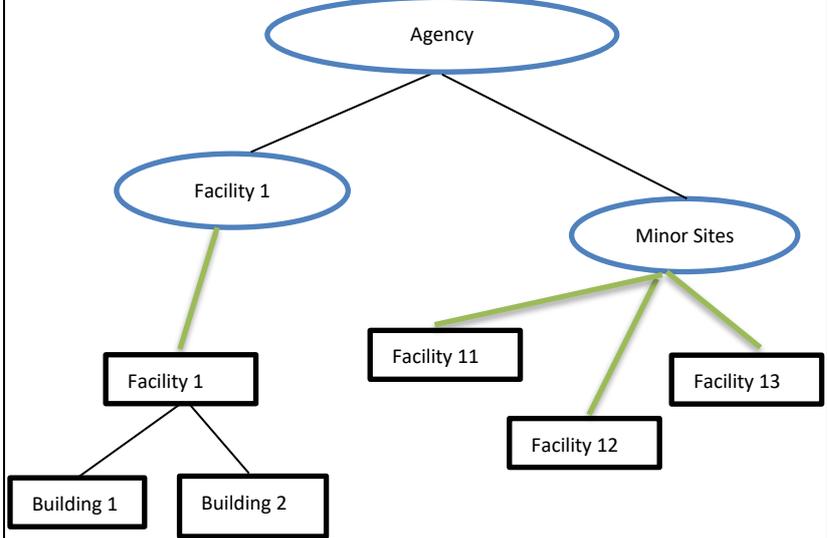
1.5 Organisation hierarchy

- Group of organisations in a parent-child relationship
 - Agency (parent)
 - Facility (child)
 - Group of facilities (child)



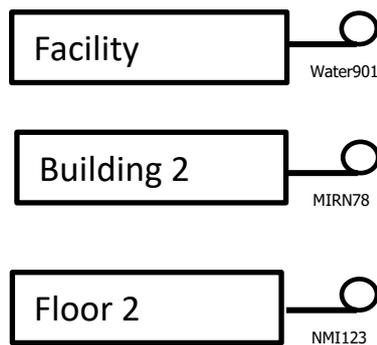
1.6 Relationships

- The link between an Asset and an Organisation
- Allows the allocation/transfer of data from an asset to an organisation
- Have from/to dates that can be used to represent the time period an Organisation wishes to report on an Asset
- Contain data that changes over time (person types)
 - FTE
 - Bed days



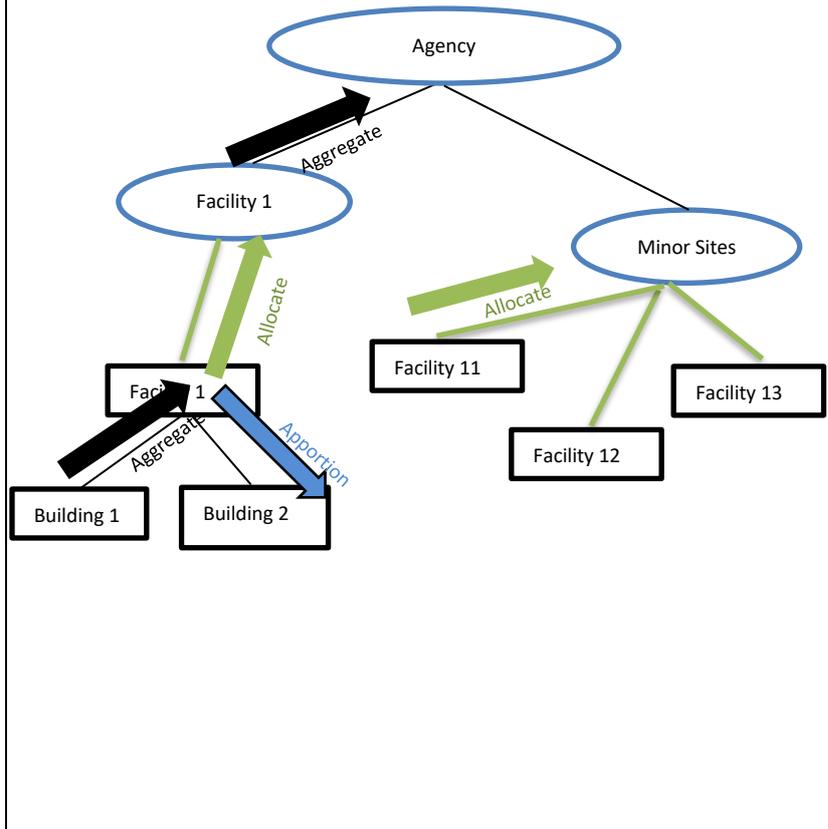
1.7 Activity

- Activities hold usage and cost information:
- Activities are associated with Greenhouse Gas emissions
- **Activity Groups** are logical groupings of related activities
 - Stationery energy,
 - Transport energy etc



1.8 Data distribution

- Aggregation - data aggregates up from a child to a parent – when you report on a parent you get the parent’s usage plus usage from any child
- Apportioning – you can setup rules to apportion usage from a parent to a child e.g. 30% of usage to child one and 70% to child 2:
- Allocation – if there is a relationship between an asset and an organisation the usage is allocated from the asset to the organisation – the allocation is defaulted to 100%, but can be changed to any %. You can also allocate usage based on person type (normaliser) data like FTE



2 Log in

Enter this web-link to a web browser

<https://dse.edensuite.com.au/>

The Eden Suite login page will be loaded

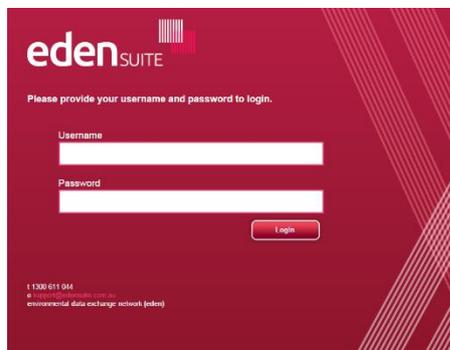


Log in to Eden Suite using the username and password provided by Eden Suite (the username is typically your email address)

Note: username and password are case sensitive

If there are any issues with the password, you can reset by clicking on the “User Admin” button at the top right of the screen or email

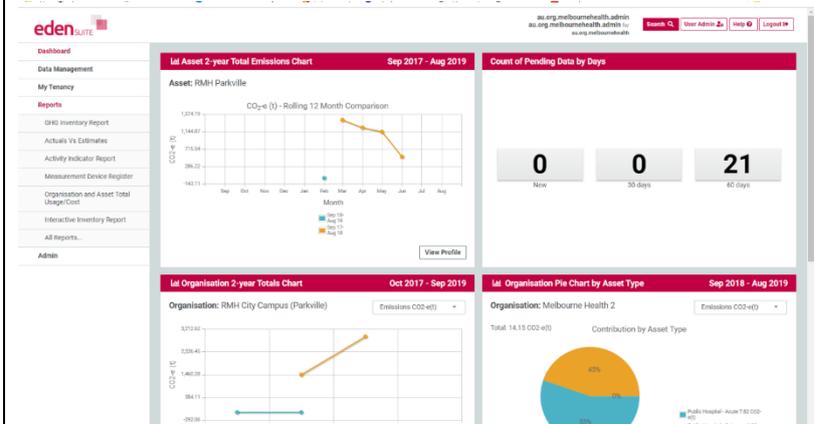
support@edensuite.com.au



3 Navigation

When you login you are taken to the Dashboard page that you can configure to show trends for the assets or organisations, you're interested in.

You can configure your Dashboard by going to Reports>All Reports>Configure Dashboard



Down the left-hand side of the screen are the main navigation areas:

- Data Management – where you can find data, add data, estimate data, find data gaps and other data related actions
- My Tenancy – where you can review the structure of your tenancy e.g. adding/managing your assets and organisations or manage your hierarchies
- Reports – easy access to common reports and a link to see all available reports
- Admin – you can upload data templates here as well as change some of the configurable settings

eden SUITE

Dashboard

Data Management

My Tenancy

Reports

Admin

Across the top of the page you'll see:

- Who you are logged in as
- A quick link to search for assets/organisations and measurement devices
- User Administration – to change your password or add/edit other users
- Help – to search for guidance on how to use EdenSuite

au.org.melbournehealth.admin
au.org.melbournehealth.admin for
au.org.melbournehealth

Search

User Admin

Help

Logout

4 Searching

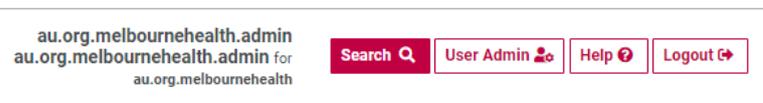
There are a few different ways to search for things in EdenSuite.

If you're looking for data records then you can use the "Find Data" function under Data Management.

You can also use the "Search" button at the top right of the screen (Global Search) to find assets/organisation and devices and then search for data attached to the devices that you find.

4.1 Global Search - find Asset/Organisation/Measurement Device

You can access this "global" search by clicking on the "Search" button in the top right of every screen



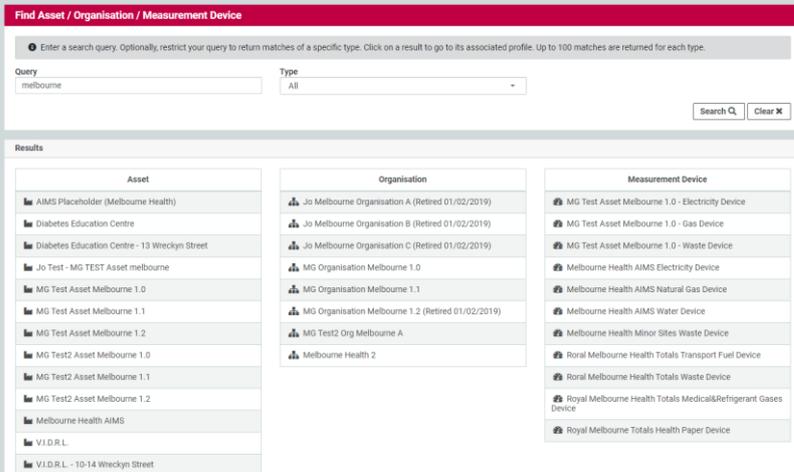
You can type what you are looking for in the "Query" box and hit enter (or the Search button on the right)



You can also choose just to search for an asset or organisation or device by selecting from the "type" dropdown before hitting search

After hitting enter/Search the results will be displayed in three columns, one each for asset/organisation/device

- Assets are returned if the query you entered is in the name of the asset or in the address – clicking on an asset in the list will take you to the Asset Profile page
- Organisations are returned if the query you entered is in the name of the organisation – clicking on an organisation in the list will take you to the Organisation Profile page
- Devices are returned if the query you entered is in the name of the device or in the device attributes e.g. NMI for an electricity device – clicking on a device in the list will take you to the Asset Profile page





4.2 Find an Asset

If you can't find your asset through the global search you can also search for it in My Tenancy>Manage Assets

You can start typing your name in the Asset box and select from a dropdown of options, or you can type a partial match for the asset in the "Asset Name (partial match)" box.

You can further refine your search by entering an asset type, the organisation the asset has a relationship with or an activity that the asset captures. You can also change the sort order of the results

Once you have your search results you can click on an asset to see full details (See section 5.1), or right click to open in a new window/tab.

Asset	Status	Asset Type	Asset Hierarchy	Action
Example Asset 24-56 POPLAR RD, PARKVILLE, VIC 3032	Active (18/03/2015)	Miscel	Example Asset Hierarchy (2 sub-assets)	Add Data
Example Asset Parent 24-56 POPLAR RD, PARKVILLE, VIC 3032	Active (18/03/2015)	Public Hospital - Subacute	Example Asset Hierarchy (5 sub-assets)	Add Data

4.3 Find an organisation

If you can't find your organisation through the global search you can also search for it in My Tenancy>Manage Organisations

You can start typing your name in the Organisation box and select from a dropdown of options, or you can type a partial match for the asset in the "Organisation Name (partial match)" box.

You can further refine your search by entering an organisation type, the asset the organisation has a relationship with or the status of the organisation. You can also change the sort order of the results

Once you have your search results you can click on an organisation to see full details (See section 5.2), or right click to open in a new window/tab.

Organisation	Status	Organisation Type	Organisation Hierarchy
Example Organisation	Active (21/07/2005)	Facility	Melbourne Health 3 (2 sub-organisations)

4.4 Find a data record

You can find data records by first finding the asset the data is stored against then searching on the attached measurement devices OR you can use the Find Data function found under Data Management > Find data

Start by going to Data Management > Find data

If you just hit “Search” you’ll get every data record in the system. To refine your search, you can:

- Type in the name of the asset or device the data is attached to and select from the drop down (or enter a part of the asset name in the box below)
- Search for all data records for a certain activity by typing in an activity or activity group and selecting from the drop down
- Type in the Supplier Name to restrict the search to all records from that supplier
- Enter a description that you used when adding the data record
- Change the date range for your search
- Search for records that are accepted/pending or rejected
- Search just for Estimated or Actual records
- You can also change the sort order of the results

The screenshot shows the 'Find Data' form with the following fields and options:

- Asset or Measurement Device:** Search box with a dropdown arrow.
- Activity or Activity Group:** Search box with a dropdown arrow.
- Supplier:** Search box with a dropdown arrow.
- Description:** Text input field.
- Date Range:** Calendar icon, input fields for 'dd/mm/yyyy', and a 'Last 3 Months' button.
- Status:** Checkboxes for 'Pending', 'Rejected', and 'Accepted'.
- Predicted Usage Type:** Checkboxes for 'Actual' and 'Estimated'.
- Sort by:** Dropdown menu with 'From Date' selected and a 'Descending' button.
- Buttons:** 'Search' and 'Clear' buttons at the bottom right.

Once you have your list of data records, you can:

- Click on a record to see the full details (Data Profile (see Section 5.3))
- Right click to open in a new tab/window
- Accept/reject a record
- Click “Edit” to open the record and change values

The screenshot shows a table with the following columns: Asset, Activity, Supplier, Measuring Device, Usage Type, Duration, Status, and Action. The table contains 10 rows of example data.

Asset	Activity	Supplier	Measuring Device	Usage Type	Duration	Status	Action
Example Asset	Electricity	Unknown Supplier	6102094232	Actual	7 Aug 19 - 21 Aug 19	Accepted	Edit
Example Asset	Electricity	Electricity Supplier	6102094232	Actual	1 Mar 19 - 31 Mar 19	Accepted	Edit
Example Asset	Electricity	Unknown Supplier	6102094232	Actual	14 Feb 19 - 31 Aug 19	Pending	Edit
Example Asset	Electricity	Unknown Supplier	6102094232	Actual	14 Feb 19 - 31 Aug 19	Pending	Edit
Example Asset	Electricity	Electricity Supplier	6102094232	Actual	1 Feb 19 - 28 Feb 19	Accepted	Edit
Example Asset	Electricity	Unknown Electricity Supplier	6102094232	Actual	2 Jan 19 - 2 Jan 19	Accepted	Edit
Example Asset	Electricity	Unknown Electricity Supplier	6102094232	Actual	1 Jan 19 - 1 Jan 19	Accepted	Edit
Example Asset	Electricity	Unknown Electricity Supplier	6102094232	Actual	1 Jan 19 - 1 Jan 19	Accepted	Edit
Example Asset	Electricity	Electricity Supplier	6102094232	Actual	1 Oct 18 - 31 Dec 18	Accepted	Edit
Example Asset	Electricity	Electricity Supplier	6102094232	Actual	1 Oct 18 - 31 Dec 18	Accepted	Edit
Example Asset	Electricity	Electricity Supplier	6102094232	Actual	1 Oct 18 - 31 Dec 18	Accepted	Edit

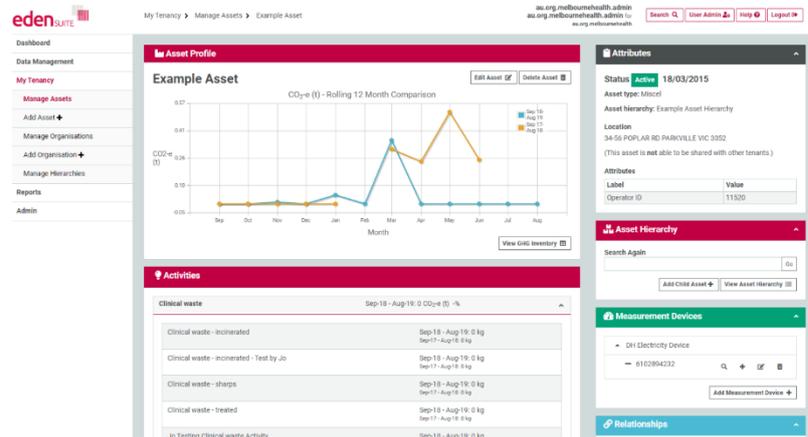
5 Viewing Assets/Organisations/Data profiles

Once you've conducted your search, you'll be able to view the "profiles" for your asset/organisation/data

5.1 Asset profile

The asset profile provides you with an overview of the asset including:

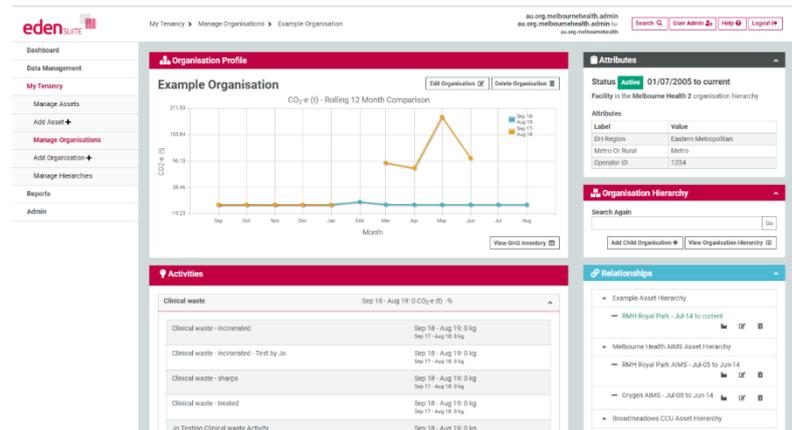
- Links to Edit or add a new Asset
- A graph of 2 years of the total CO₂-e (quick link to GHG inventory report)
- Trends of the different activities below the graph
- Address and attributes
- Link to view asset hierarchy
- Shows all available devices and links to find data, add data as well as edit/delete or add a new Measurement Device
- Shows any relationships



5.2 Organisation profile

The organisation profile provides you with an overview of the organisation including:

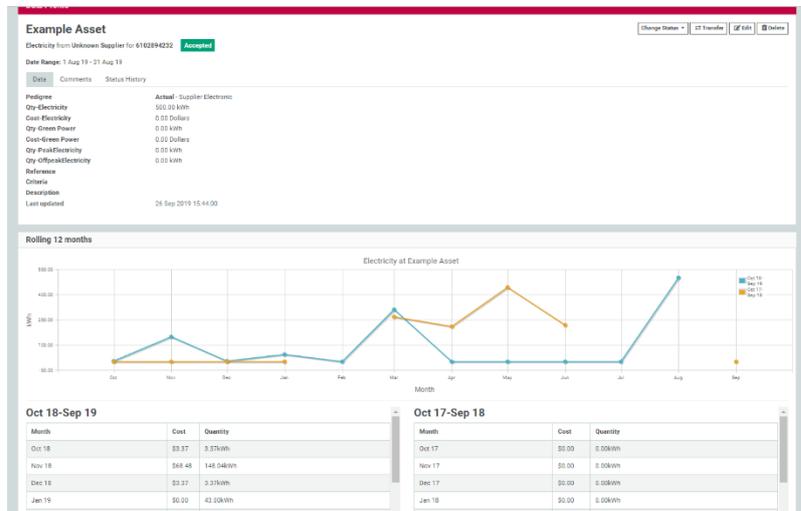
- Links to Edit or add a new Organisation
- A graph of 2 years of the total CO₂-e (quick link to GHG inventory report)
- Trends of the different activities below the graph
- Attributes
- Link to view organisation hierarchy
- Shows all relationships



5.3 Data profile

The data profile provides you with an overview of the data record including:

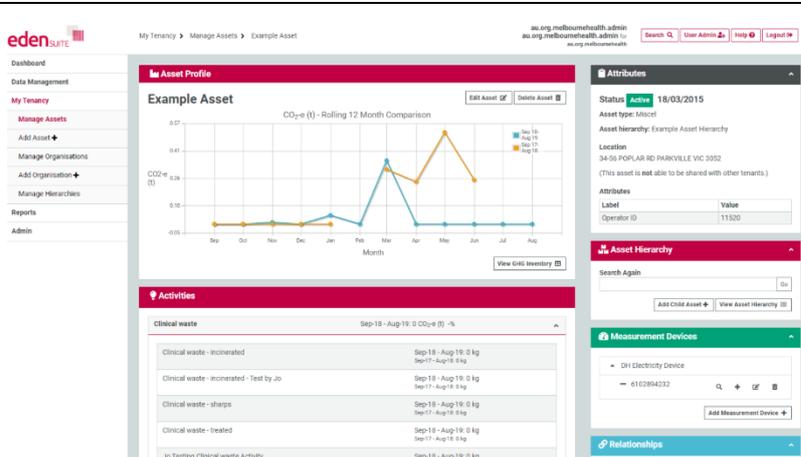
- Usage and cost values
- A chart of the last 2 years of usage with a table of the data below
- See any comments on the data
- See a history of changes in the data's status
- Links to change the status, edit, transfer or delete the data



6 Editing and Adding Assets/Devices/Organisations

6.1 Edit Asset

From the asset profile page (see 5.1), click "Edit Asset" to start



This will bring up four "tabs" you can work through

Edit Asset (Example Asset)

Asset Details | Address | Attributes | Hierarchy

Fill in the form below and click 'Next' to proceed.

Name *
Example Asset

Description *
SMH Royal Park Elec 1

Asset Reference ID *
SMH Royal Park Elec 1

Asset Type *
MicroC

Status *
Active

Effective Date *
18/03/2015

Allow this asset to be shared with other tenants?

Next



The "Asset Details" tab allows you to edit the name, description, ID, status or status date.

You can also change the asset type: click on the X on the right to clear the current selection, then hit the down arrow to see options or start typing if you know the name of the asset type you want.

Once you've finished click "next" or click on the tab you want to go to e.g. you can click on the Hierarchy tab and click save if you've finished editing

The address tab allows you to edit or change the address of the asset

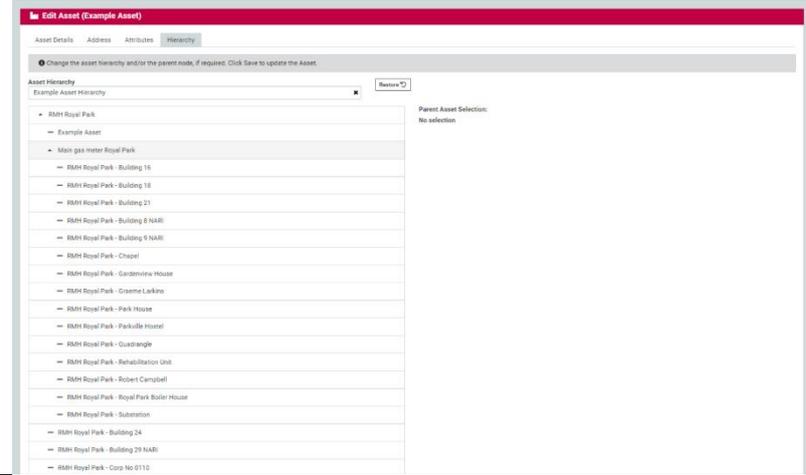
The attributes tab allows you to edit or add attribute values to the asset

Hit the "Change" button to change the Asset Hierarchy the asset is in OR to change the asset that is the parent of the current asset

Click the X to clear and down arrow to see options for other hierarchies

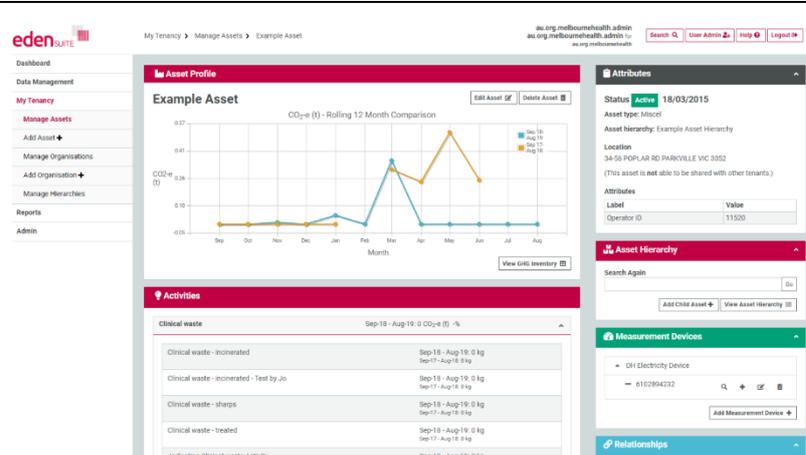


Click on the Parent Asset you want to be "above" the asset and hit Save to finish



6.2 Add Asset

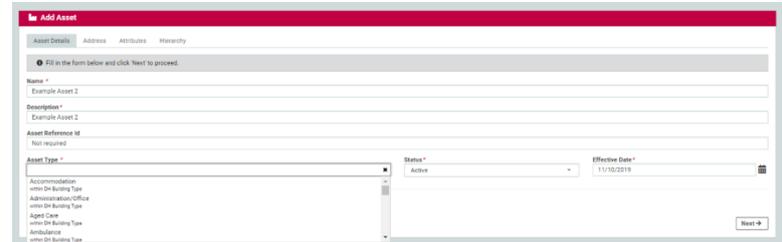
Click "Add Asset" under the left-hand navigation option "My Tenancy" to start



This will bring up four "tabs" you can work through



The "Asset Details" tab allows you to edit the name, description, ID, status or status date.



Choose the asset type by clicking in the box to the right of the X, then hit the down arrow to see options or start typing if you know the name of the asset type you want.

Once you've finished click "next" (you must go through each tab in order to ensure all mandatory fields are completed)



The address tab allows you to add the address of the asset

Once entered, click "Next"

The attributes tab allows you to add attribute values to the asset (those with an * next to them are mandatory)

Once entered, click "Next"

Click in the box to the right of the X and hit the down arrow to see options for other hierarchies or start typing if you know the name of the asset hierarchy you want to use (see below to add a whole new asset hierarchy)

Once you've selected an existing asset hierarchy, click on the Parent Asset you want to be "above" the asset and hit Save to finish

To add a whole new asset hierarchy, click the "Add Asset Hierarchy" button

A pop-up box will open for you to enter the name and date range of the asset hierarchy

Type in the Asset hierarchy name (or use the down arrow to find it).

There will be a warning that this asset will be the "Root Node" of the hierarchy, this means you won't be



able to add a parent to this asset (but you will be able to add child assets).

If OK, hit save.

6.3 Retire asset and devices

If you've moved out of a site, instead of individually retiring the asset and each of its devices and ending the relationship, you can do it all in one with the "Retire Asset and Devices" button



Find your asset, click the button and enter the date you moved out of or demolished the asset. The system will then retire the asset, make all devices inactive and end the relationship with any organisations.

NOTE: if there are child assets you must retire them first

6.4 Edit device

From the asset profile page (see 5.1), click on the pencil icon next to the measurement device you want to edit

Activity	Date	CO2-e (t)
Clinical waste - incinerated	Sep-18 - Aug-19	0 kg
Clinical waste - incinerated - Test by Jo	Sep-18 - Aug-19	0 kg
Clinical waste - sharps	Sep-18 - Aug-19	0 kg
Clinical waste - treated	Sep-18 - Aug-19	0 kg
Jo Testina Clinical Waste Activity	Sep-18 - Aug-19	0 kg



This will bring up four “tabs” you can work through.

The Details tab allows you to edit:

- The device name
- The asset it is linked to (careful thou as you’ll need to transfer any data if you move the device to another asset)
- The Exchange date range (this is the range that data can come to the device from suppliers)
- Status
- You can also enter comments on the device e.g. location or meter numbers

The address should match the asset address unless you want to enter the delivery address

Device attributes are used to link the data from suppliers to the device (See Section 12 for attributes for different device types)

Tick the exchanges that might receive data from suppliers

6.5 Add Device

Find the asset you want to add a device to and click on “Add Measurement Device”

This will bring up four “tabs” you can work through

The “Details” tab allows entry for:

- Device Name (can be anything but best to use something that is easy to search for from the bill for the device e.g. NMI/MIRN/Water account number)
- Linked asset (prefilled)
- Device type – click down arrow for options or start typing
- Status – using “INACTIVE” will stop data being entered
- Other fields are optional

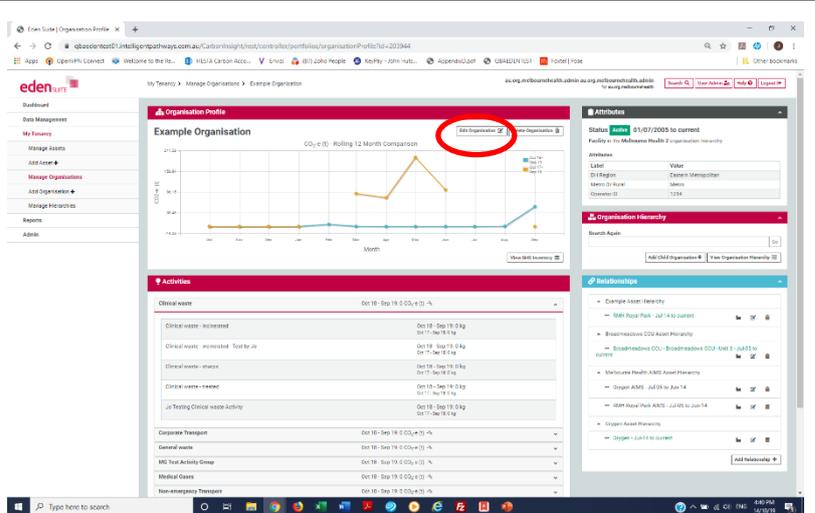
Enter the address (this is used to select state-based emission factors)

The Attributes page allows entry of device attributes such as NMI/MIRN/Water Account number. These attributes are used to link data from suppliers for automatic entry (see Section 12 for the attributes for different device types)

Tick the exchanges that might receive data from suppliers

6.6 Edit Organisation

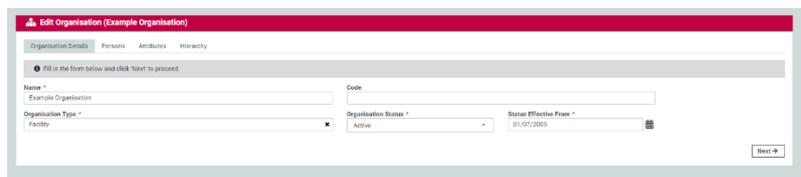
From the organisation profile page (see 5.2), click on the “Edit Organisation” button



This will bring up four “tabs” you can work through.

The Details tab lets you change:

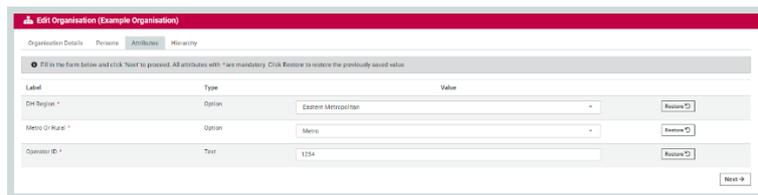
- the name of the organisation
- the organisation type
- the Status and status effective date



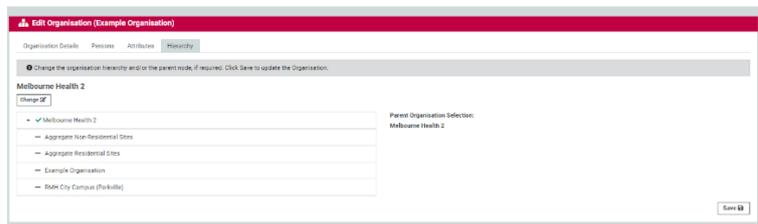
The “Persons” tab allows you to view/add/edit person records for the organisation.



The “Attributes” tab allows you to view/add/edit attribute records for the organisation.



The “Hierarchy” tab allows you to change where in the organisation hierarchy the organisation appears

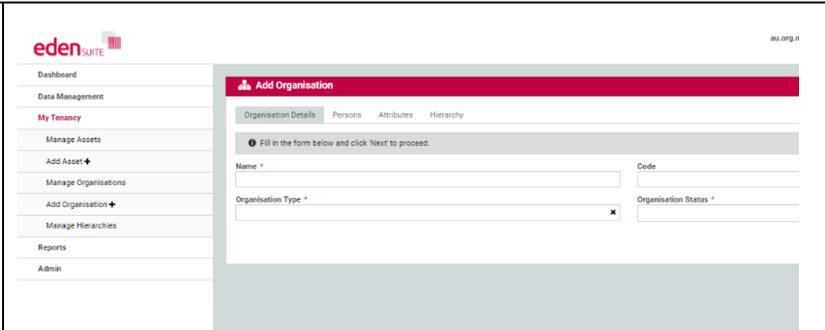


6.7 Add Organisation



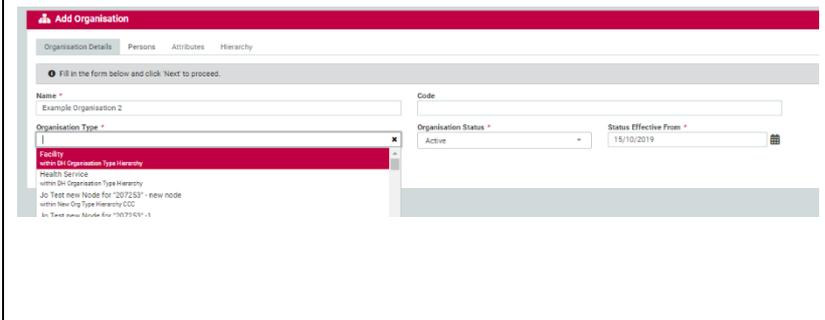
Click “Add Organisation” under the left-hand navigation option “My Tenancy” to start.

This brings up the four tabs you need to complete to setup the organisation:

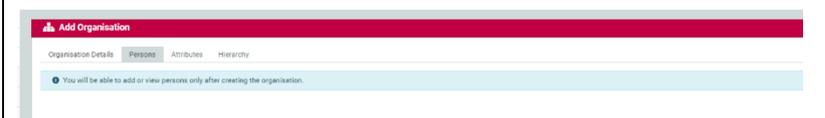


The Details tab lets you add:

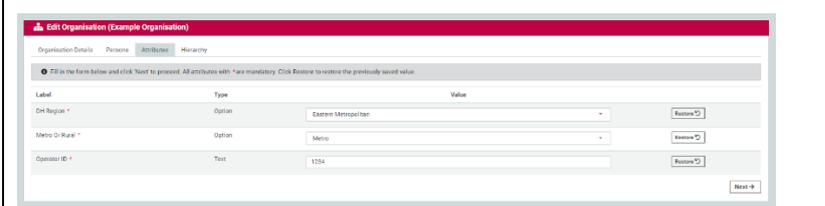
- the name of the organisation
- the organisation type (click the down arrow or start typing)
- the Status and status effective date



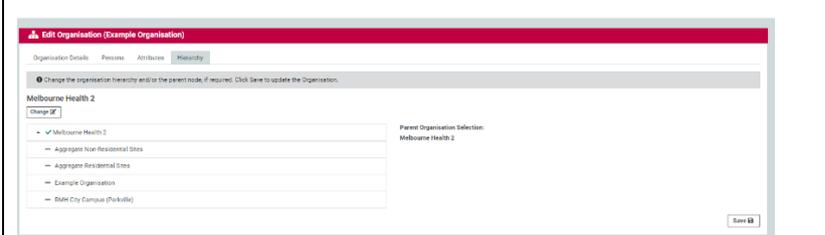
The Persons tab is next however you can only add persons once setup is complete



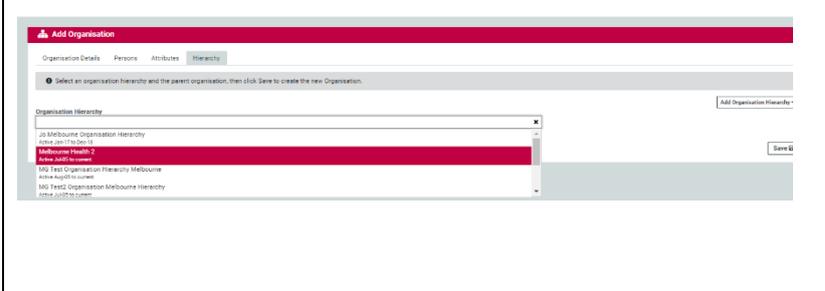
The “Attributes” tab allows you to add attribute values for the organisation.



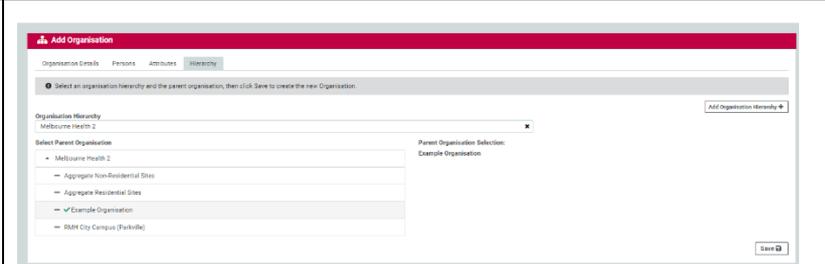
The “Hierarchy” tab allows you to change where in the organisation hierarchy the organisation appears



Click in the box to the right of the X and hit the down arrow to see options for other hierarchies or start typing if you know the name of the asset hierarchy you want to use (see below to add a whole new asset hierarchy)

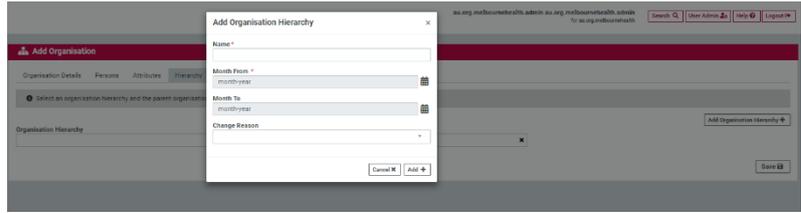


Once you’ve selected an existing hierarchy, click on the organisation you want to be “above” the organisation your working on and hit Save to finish



To add a whole new organisation hierarchy, click the “Add Organisation Hierarchy” button

A pop-up box will open for you to enter the name and date range of the new organisation hierarchy



Type in the Organisation hierarchy name (or use the down arrow to find it).

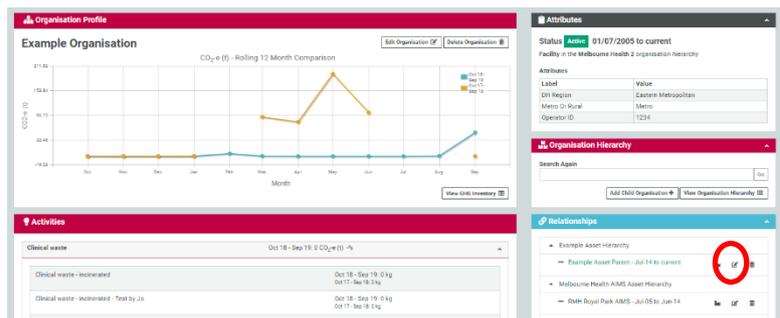
There will be a warning that this asset will be the “Root Node” of the hierarchy, this means you won’t be able to add a parent to this organisation (but you will be able to add child organisations).



If OK, hit save.

6.8 Edit Relationship

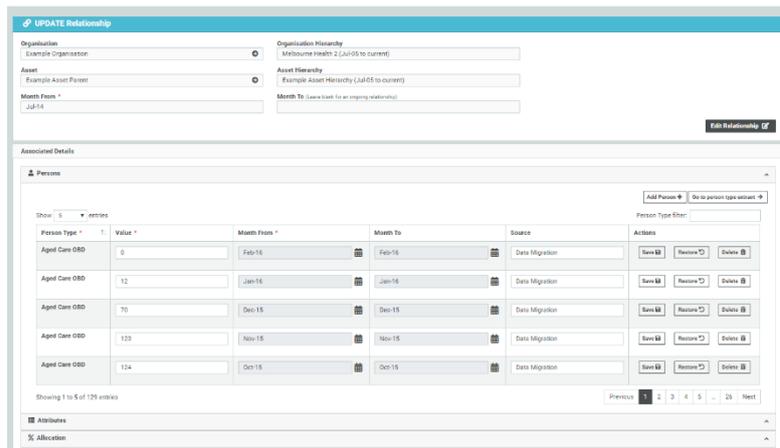
From the asset profile page (see 5.1) or the organisation profile page (see 5.2), click on the pencil icon next to the relationship you want to edit



You can edit the month from and month to of the relationship if you hit the “Edit Relationship” button.

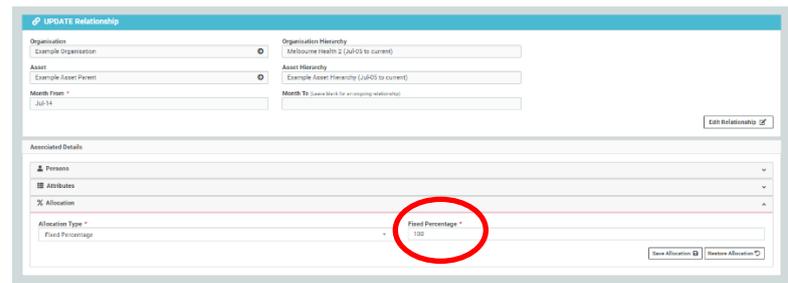
You can also:

- Change the sort order for the Person Types
- Edit Person type (normaliser) values and month ranges
- Add new Person type (normaliser) values or get an extract of all person types



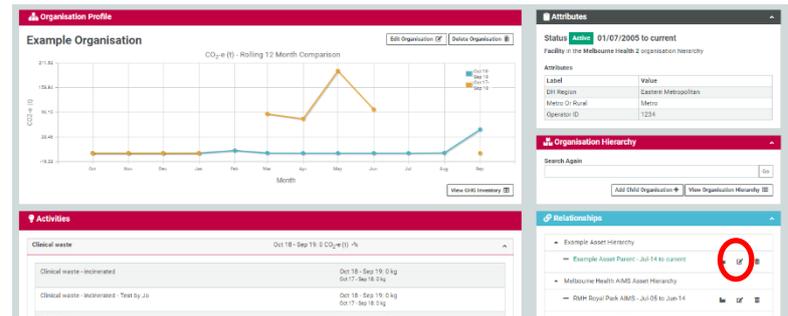


Lastly, by expanding on the “% allocation” section, you can change the allocation % e.g. 50% allocation will mean organisation- based reports will only report half of the usage of the related asset



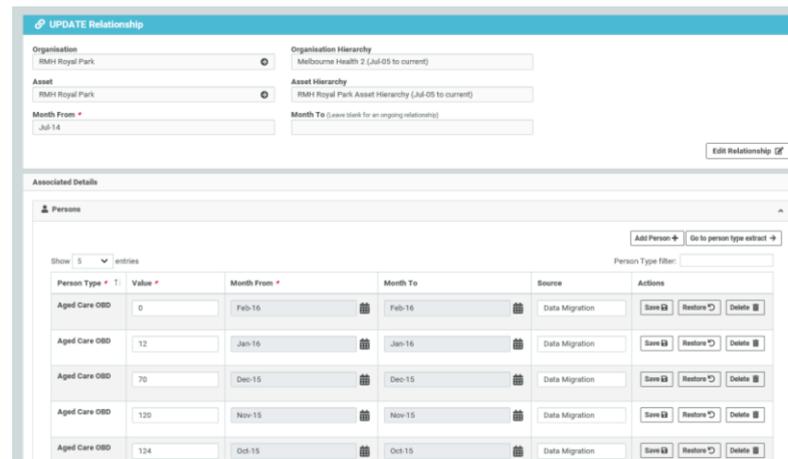
6.9 Add/Edit person type (normaliser) data (FTE, separations, Area, 1,000km travelled)

From the asset profile page (see 5.1) or the organisation profile page (see 5.2, click on the pencil icon next to the relationship you want to edit



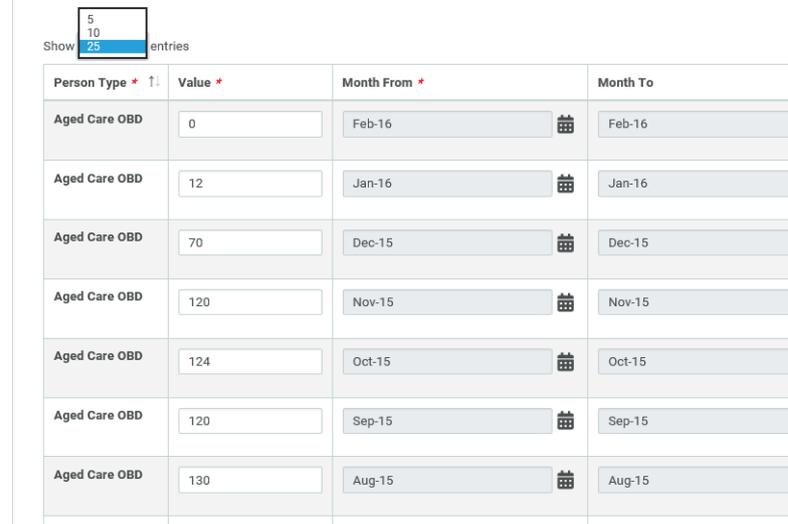
NOTE: Many person types/normalisers are saved on the “totals” asset so search for that to help find the person types

At the top of the page you can click “Edit relationship” to change the month from and month to of the relationship.



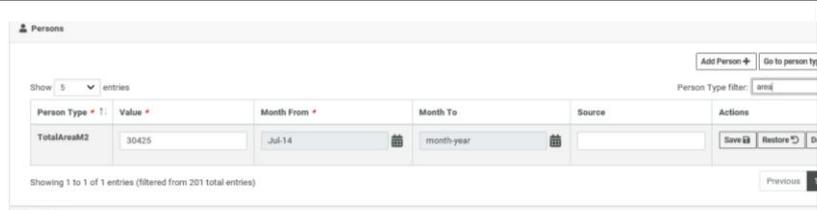
Under “Persons”, you can see all the person type (normaliser) data (FTE, separations, Area, 1,000km travelled).

You can increase the number of person type values shown by clicking in the “show entries” box:

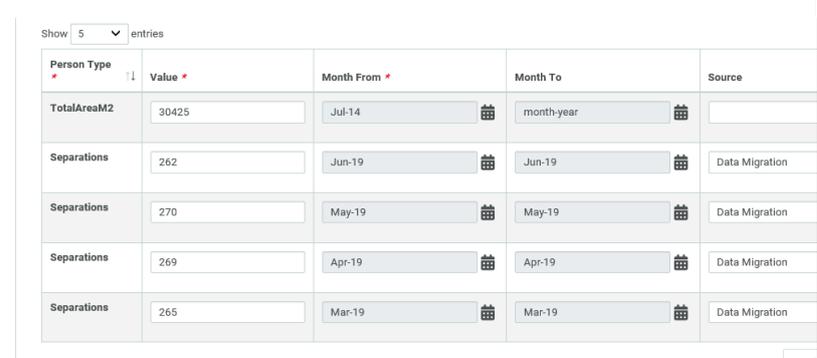




You can filter for the person type you are looking for by typing in the “Person type filter” box.



You can also change the sort order of the person types by clicking the arrow under the “Person Type” row header



You can edit any values or month from/to entries, then hit “Save” for each row you change.



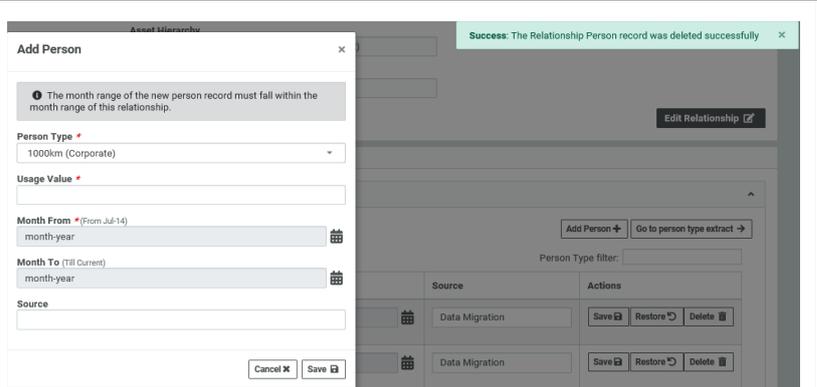
You can also restore the previous value or just delete the entry

Click “Add Person +” to add a new person value.

A form will appear for you to fill out.

NOTE: There are 3 different types of person types (normalisers):

- Point in Time – used for things like FTE where you want to normalise by the value at a point in time for FTE this is 30th June
- Average – the values over the time period are averaged – used for things like area
- Sum – the values are added over the time period – used for km travelled, separations, bed days etc



Choose the person type (normaliser) you want to add

Enter the Value of the person type

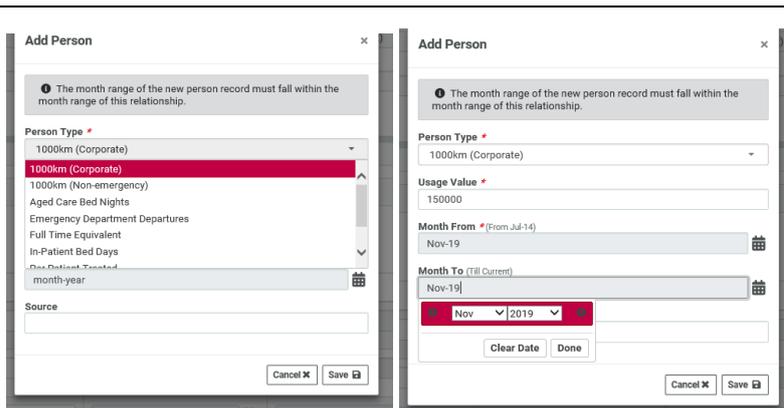
Use the calendars to enter the Month From and Month To

Enter the source of your information (optional)

Click Save

NOTE: Be careful how you add the values based on the type:

- Point in Time – e.g. FTE enter for the month e.g. June
- Average e.g. Area enter the value on the starting month of the relationship. If the Area changes, change the “Month to” to the month before the change happened and add the new area from the month the area changed
- Sum e.g. km travelled, separations, bed days etc. Enter monthly values if available. If only a yearly total is available, calculate the monthly average by dividing by 12 and enter it for the year (e.g. July to June)



If you want to extract all person type (normaliser) values for a month range use the Relationship Person Register (see Section 10.4)

If you want to update a number of values for a person type (normaliser) at once, you can do an extract of all values for a person types for a month and upload new values using the Person Type Extract (see Section 9)

6.10 Add Relationship



From the asset profile page (see Section 5.1, click on “Add Relationship”

The screenshot shows the asset profile page with a CO2e chart at the top. Below the chart is a list of activities under the heading "Activities". The activities include Clinical waste (incinerated, Test by Job, sharps, treated), Corporate Transport, General waste, MD Test Activity Group, Medical Gases, Non-emergency Transport, Other Transport, Paper, Recycling, and Refrigerants. On the right side, there is a table of attributes and a section for "Relationships" where the "Add Relationship" button is circled in red.

Choose the organisation you want to create a relationship with, then choose the month range for the relationship and Click “Add”

The screenshot shows the "Add Relationship" dialog box. It has fields for "Asset" (Example Asset Parent), "Organisation" (Example Asset Hierarchy (JA05 to current)), and "Month From" (Month/year). There is also a "Month To" field with a note "(Leave blank for an ongoing relationship)". An "Add" button is at the bottom right.

You will then be able to enter person type (normaliser) records, allocation details etc (see Section 6.8 for more details)

6.11 Add Allocation Rule

From the asset profile page (see Section 5.1, click on “Add Relationship”

This screenshot is identical to the one in the first section, showing the asset profile page with the "Add Relationship" button circled in red.

Choose the organisation you want to create a relationship with, then choose the month range for the relationship and Click “Add”

This screenshot is identical to the one in the second section, showing the "Add Relationship" dialog box.



Expand the “% Allocation” area

Choose if you want:

> A fixed percentage allocation for the life of the relationship

> An allocation based on the person type (normaliser) values of 2 different relationships

> “Manual Percentage” where you can change the allocation from month to month

The screenshot shows the 'UPDATE Relationship' form. Under the 'Allocation' section, the 'Allocation Type' dropdown is set to 'Fixed Percentage' and the 'Fixed Percentage' input field contains the value '100'. There are 'Save Allocation' and 'Restore Allocation' buttons to the right.

If you choose “fixed percentage” enter the % of the assets usage you want allocated to the organisation and click “Save Allocation”

The screenshot shows the 'UPDATE Relationship' form. Under the 'Allocation' section, the 'Allocation Type' dropdown is set to 'Fixed Percentage' and the 'Fixed Percentage' input field contains the value '67'. There are 'Save Allocation' and 'Restore Allocation' buttons to the right.

If you choose “Person Type” select the Person Type you want the allocation to be based on and click “Save Allocation”

The system will calculate the allocation to each organisation based on the person type (normaliser) values on the relationship with each asset and display the monthly values for the allocation

The screenshot shows the 'UPDATE Relationship' form with a success message: "Success: The Relationship Person record was persisted successfully". Under the 'Allocation' section, the 'Allocation Type' dropdown is set to 'Person Type'. A table displays monthly allocation values for 'Aggregate Non-Residential Sites (Jul-14 to ↔)'. The 'Person Type' dropdown is set to 'TotalAreaM2'.

Relationship Months	Aggregate Non-Residential Sites (Jul-14 to ↔)	Person Type
Sep-19	24.74	70.29
Oct-19	24.74	85.89
Nov-19	14.11	85.89
Dec-19	14.11	85.89
Jan-20	14.11	85.89
Feb-20	14.11	85.89
Mar-20	14.11	85.89
Apr-20	14.11	85.89
May-20	14.11	85.89



If you choose “Manual percentage” you will need to enter the % allocation for each month and click “Save Allocation”

Month	Allocation (%)
Aug-14	90
Sep-14	100
Oct-14	100
Nov-14	100
Dec-14	100
Jan-15	100
Feb-15	100
Mar-15	100
Apr-15	100
May-15	100
Jun-15	100
Jul-15	100
Aug-15	100

7 Add/Edit data record

7.1 Add data

You can add data from two different parts of the system:

Either from the asset profile page (see 5.1), click on the “+” icon next to the measurement device you want to add data to

Or, you can choose “Add data” from the Data Management menu on the left of the screen

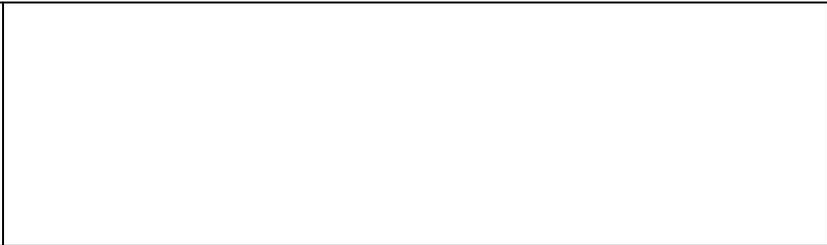
The form is designed to follow that of an invoice:

- The supplier will be defaulted to “unknown supplier feed” click on the “X” to enter your supplier ore leave as “unknown”



- Choose the device to enter data against – start typing the device name or asset name to find the device (device names are typically a NMI/MIRN/account number)

- Choose the activity (see Section 11 for a list) e.g. Electricity/Natural Gas/Potable Water



- Type in the date range (must be DD/MM/YYYY) or click on the calendar icon to select the date

- Choose the pedigree – generally “Actual-Supplier Invoice” if you’re entering from an invoice



- Enter the values from the invoice or leave as zero (don't use any commas or dollar signs)

- If desired, add reference, criteria or description
- Click save to save the record or "Save & Add Another" to retain the measurement device and activity information

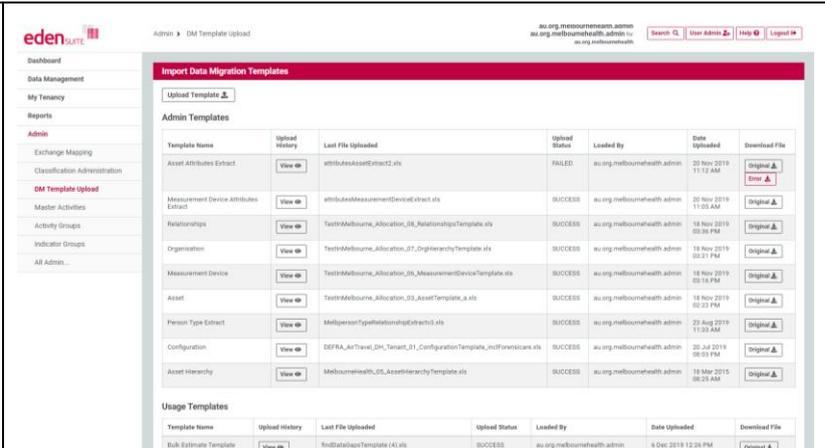
- A pop-up will appear to confirm the data has been saved
- Status will "Accepted" unless a rule is broken e.g. the data is a duplicate or varies more than the set amount compared to last year's usage.
- If a rule is broken the status will be "Pending" and you will have to find the record and change its status to "Accepted" for the data to be used in reports. (See Section 7.4 below to see how to deal with this)

7.2 Upload data – DM template upload

As well as adding data manually through the "Add Data" function, you can use Excel spreadsheet templates to upload multiple data records into the system.

Select 'DM Template Upload' from the Admin Menu

To import a template file, click 'Upload Template' at the top left of the page



Template Name	Upload History	Last File Uploaded	Upload Status	Loaded By	Date Uploaded	Download File
Asset Attributes Extract	View	attributesAssetExtract.xls	FAILED	au.org.melbournhealth.admin	20 Nov 2019 11:12 AM	Original Error
Measurement Device Attributes Extract	View	attributesMeasurementDeviceExtract.xls	SUCCESS	au.org.melbournhealth.admin	20 Nov 2019 11:03 AM	Original
Relationships	View	TestMellbourne_Allocation_08_RelationshipsTemplate.xls	SUCCESS	au.org.melbournhealth.admin	18 Nov 2019 09:28 PM	Original
Organisation	View	TestMellbourne_Allocation_07_OrgHierarchyTemplate.xls	SUCCESS	au.org.melbournhealth.admin	18 Nov 2019 05:21 PM	Original
Measurement Device	View	TestMellbourne_Allocation_06_MeasurementDeviceTemplate.xls	SUCCESS	au.org.melbournhealth.admin	18 Nov 2019 02:16 PM	Original
Asset	View	TestMellbourne_Allocation_03_AssetTemplate_a.xls	SUCCESS	au.org.melbournhealth.admin	18 Nov 2019 02:07 PM	Original
Person Type Extract	View	MelbournTypeRelationshipExtract3.xls	SUCCESS	au.org.melbournhealth.admin	23 Aug 2019 11:20 AM	Original
Configuration	View	DEFA_AirTravel_04_Tenant_01_ConfigurationTemplate_noIPrensicare.xls	SUCCESS	au.org.melbournhealth.admin	20 Jul 2019 08:50 PM	Original
Asset Hierarchy	View	MelbournHealth_05_AssetHierarchyTemplate.xls	SUCCESS	au.org.melbournhealth.admin	18 Mar 2015 08:28 AM	Original

Template Name	Upload History	Last File Uploaded	Upload Status	Loaded By	Date Uploaded	Download File
Bulk Estimate Template	View	EstimateTemplate (1).xls	SUCCESS	au.org.melbournhealth.admin	4 Dec 2019 12:29 PM	Original

Options for adding data include:

- For Electricity there are a number of options that vary depending on what fields you have available when entering electricity data manually (check this by going to Add data and entering data for an electricity device):
 - “Green Power” has the fields Qty Electricity, Cost Electricity, Qty GreenPower and Cost GreenPower
 - “Green Power Peak Offpeak” has the fields Qty Electricity, Cost Electricity, Qty GreenPower, Cost GreenPower and Qty Peak and Qty Offpeak
 - “Green Power Cost Retail” has the fields Qty Electricity, Cost Electricity, Qty GreenPower and Cost GreenPower as well as Cost RetailElectricity
- Air Travel
- Natural Gas
- Paper
- Other Stationary Energy (e.g LPG or diesel for generators)
- Transport Energy
- Waste
- Water

There are also templates for adding new assets, devices and organisations – contact support@edensuite.com.au for assistance with these

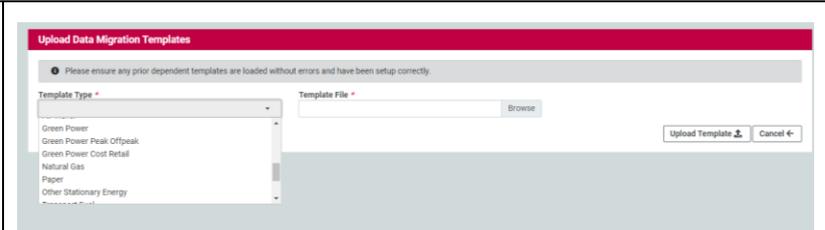
You can download templates for each activity at: http://training.edensuite.com.au/?page_id=782

For all templates you must:

- Use the Exact same asset name/device name
- Use the correct supplier and activity names
- Remove all formulas
- Save the file in a known location (and preferably with a meaningful name e.g. WaterDataFor2020Q1)

Select the template type from the dropdown.

Browse for the location of the file on your computer and click “Upload Template”



Once uploaded the status of the processing of the template will be displayed under the “Usage Template” heading.

The upload status changes from “UPLOADED” to “PROCESSING”.

When a file has finished processing it will say “SUCCESS” or if there are errors “ERROR” or “FAILED”

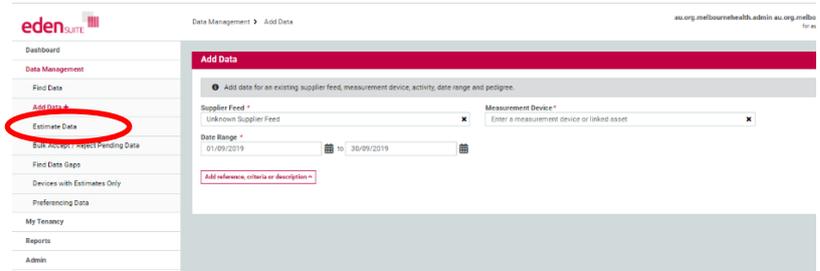
If you have an error or failed message contact support@edensuite.com.au

Template Name	Upload History	Last File Uploaded	Upload Status	Loaded By	Date Uploaded	Download File
Asset Attributes Extract	View	attrIBUTESAssetExtract2.xls	FAILED	au.org.melbournehealth.admin	20 Nov 2019 11:12 AM	Original Error
Measurement Device Attributes Extract	View	attrIBUTESMeasurementDeviceExtract.xls	SUCCESS	au.org.melbournehealth.admin	20 Nov 2019 11:05 AM	Original
Relationships	View	TestInMelbourne_Allocation_08_RelationshipsTemplate.xls	SUCCESS	au.org.melbournehealth.admin	18 Nov 2019 03:28 PM	Original
Organisation	View	TestInMelbourne_Allocation_07_OrigHierarchyTemplate.xls	SUCCESS	au.org.melbournehealth.admin	18 Nov 2019 03:21 PM	Original
Measurement Device	View	TestInMelbourne_Allocation_06_MeasurementDeviceTemplate.xls	SUCCESS	au.org.melbournehealth.admin	18 Nov 2019 03:19 PM	Original
Asset	View	TestInMelbourne_Allocation_03_AssetTemplate.xls	SUCCESS	au.org.melbournehealth.admin	18 Nov 2019 02:22 PM	Original
Person Type Extract	View	MelPersonTypeRelationshipExtract3.xls	SUCCESS	au.org.melbournehealth.admin	23 Aug 2019 11:33 AM	Original
Configuration	View	DEFRA_AirTravel_DH_Tenant_01_ConfigurationTemplate_InclForensics.xls	SUCCESS	au.org.melbournehealth.admin	20 Jul 2019 08:03 PM	Original
Asset Hierarchy	View	MelbourneHealth_05_AssetHierarchyTemplate.xls	SUCCESS	au.org.melbournehealth.admin	18 Mar 2015 09:33 AM	Original

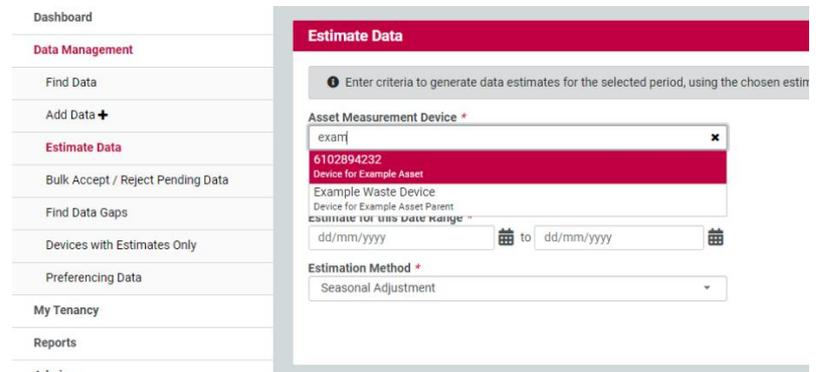
Template Name	Upload History	Last File Uploaded	Upload Status	Loaded By	Date Uploaded	Download File
Bulk Estimate Template	View	fnfDataGapsTemplate (4).xls	SUCCESS	au.org.melbournehealth.admin	6 Dec 2019 12:26 PM	Original
Water	View	TestInMelbourne_Allocation_10_Water.xls	SUCCESS	au.org.melbournehealth.admin	18 Nov 2019 03:44 PM	Original
Waste	View	GeneralWasteAdjustment20181026v5.xls	SUCCESS	au.org.melbournehealth.admin	29 Oct 2018 08:29 AM	Original
Natural Gas	View	MelbourneHealth_10_AIMS_NaturalGas.xls	SUCCESS	au.org.melbournehealth.admin	18 Mar 2015 09:58 AM	Original
Green Power	View	MelbourneHealth_10_AIMS_Electricity.xls	SUCCESS	au.org.melbournehealth.admin	18 Mar 2015 09:32 AM	Original

7.3 Create an estimated data record

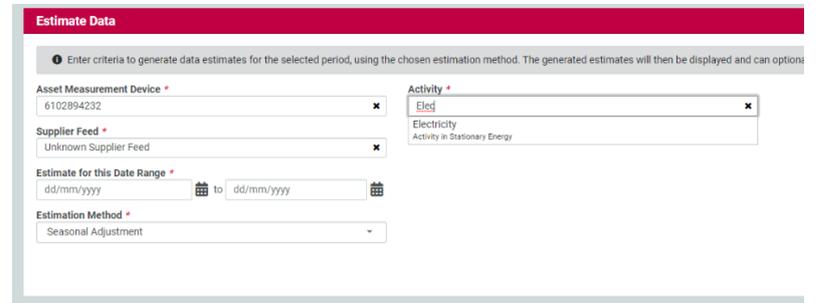
Or, you can choose “Estimate data” from the Data Management menu on the left of the screen



Start typing the name of the device you want to create an estimate for and then select from the options provided



Start typing the name of the activity you want to create an estimate for and select from the options provided





Supplier feed is defaulted to “unknown supplier” but you can clear this by clicking on the x and typing a different supplier

Enter the date range you want to create an estimate for by clicking on the calendar and selecting the date range or by typing in the box (you must use dd/mm/yyyy though e.g. 01/07/2018 NOT 1/7/18)

The screenshot shows the 'Estimate Data' form with the following fields:

- Asset Measurement Device: 6102894232
- Supplier Feed: Unknown Supplier Feed
- Estimate for this Date Range: A calendar for November 2019 is displayed, with a date range selected from the 14th to the 17th.
- Activity: Elec

Choose an Estimation method:

- Seasonal adjustment (*Preferably use this one*) – this method uses data from the same period in the previous year to calculate the estimates allowing for seasonal variances
- Simple average – allows you to select the date range that should be used for calculating the estimates (this is useful if there is only one “good” record to use)
- 3 month window – uses the last 3 months of data to calculate the estimates
- 6 month window – uses the last 6 months of data to calculate the estimates

The screenshot shows the 'Estimate Data' form with the following fields:

- Asset Measurement Device: 6102894232
- Supplier Feed: Unknown Supplier Feed
- Estimate for this Date Range: 01/07/2018 to 30/06/2019
- Estimation Method: Simple Average (highlighted in red)
- Activity: Elec

If you choose simple average method, you need to enter the “**Month range to base estimation on**” – this is the month range that the system uses as a basis for the estimation calculation

The screenshot shows the 'Estimate Data' form with the following fields:

- Asset Measurement Device: 6102894232
- Supplier Feed: Unknown Supplier Feed
- Estimate for this Date Range: 01/07/2018 to 30/06/2019
- Estimation Method: Simple Average
- Month range to base estimation on: Nov-19 to Nov-19
- Activity: Elec



Once all fields are entered, click on the "Calculate" button.

The system will then display the values calculated for the estimate for each month.

(NOTE: if there is no data available to calculate the estimate you will see an error message and you'll have to find and re-enter a date range that has data so that the calculation can be completed)

Review the data and if happy, click on "Accept Estimate" and a record will be generated for each month.

Date From	Date To	Code	Value
1 Jun 19	30 Jun 19	City Electricity	217.06
1 Jun 19	30 Jun 19	Cook's Electricity	232.76
1 Jun 19	30 Jun 19	City Green Power	0.00
1 Jun 19	30 Jun 19	Cook's Green Power	0.00
1 Jun 19	30 Jun 19	City Peak Electricity	118.08
1 Jun 19	30 Jun 19	City Off Peak Electricity	998.39
1 May 19	31 May 19	City Electricity	442.30
1 May 19	31 May 19	Cook's Electricity	474.49
1 May 19	31 May 19	City Green Power	0.00
1 May 19	31 May 19	Cook's Green Power	0.00
1 May 19	31 May 19	City Peak Electricity	551.46

7.4 Accepting/rejecting/pending data

If data entered breaks a rule it is given a pending status. The rules that might be broken are:

- Data is an exact duplicate of existing data
- Data is outside the allowed variation e.g. more than +/- 30% compared to the same time last year

Use the Find Data function to find the record (See Section 4.4)

Asset	Activity	Supplier	Measuring Device	Usage Type	Duration	Status	Action
Example Asset	Electricity	Unknown Supplier	6102994232	Actual	1 Oct 19 - 31 Oct 19	Pending	Edit
Example Asset	Electricity	Unknown Supplier	6102994232	Actual	1 Sep 19 - 30 Sep 19	Accepted	Edit
Example Asset	Electricity	Unknown Supplier	6102994232	Actual	1 Aug 19 - 31 Aug 19	Accepted	Edit
Example Asset	Electricity	Electricity Supplier	6102994232	Actual	1 Mar 19 - 31 Mar 19	Accepted	Edit
Example Asset	Electricity	Unknown Supplier	6102994232	Actual	14 Feb 19 - 27 Aug 19	Accepted	Edit
Example Asset	Electricity	Unknown Supplier	6102994232	Actual	14 Feb 19 - 27 Aug 19	Pending	Edit
Example Asset	Electricity	Electricity Supplier	6102994232	Actual	1 Feb 19 - 29 Feb 19	Accepted	Edit

You can click on the "Pending" button and choose to Accept or Reject the record, or...

You can click on the record to see the full data profile to review then click on the "Change Status" button to choose whether to accept or reject the record.

The Data profile also shows the reason the data is pending, e.g. "The daily



average for Qty-Electricity (16.129 kWh) varies more than 30.0% compared to last year's data in Oct-18. The daily average should be in the bounds [0.0761 - 0.1413 kWh].”

8 Report Preparation

The tasks are listed in the order we recommend you undertake them before any fomral reporting is done:

- Dealing with Pending data
- Finding data gaps and estimating for the gaps
- Data entry
- Adding Single Estimates
- Rejecting, accepting/editing data
- Searching for and reviewing assets, measurement devices and organisations

8.1 Dealing with pending data (in bulk)

If you haven't logged in for a while, the first thing you should do is review any pending data.

There are two reasons data entered might be given a pending status:

- Data is an exact duplicate of existing data
- Data is outside the allowed variation e.g. more than +/-30% compared to the same time last year

You can deal with pending data one record at a time as explaine in Section 7.4, but if there are a lot of pending records you might prefer to reject or accept the data in bulk.

As a rule, duplicates should be rejected and data that is outside the allowed variation should be accepted but only if there is a good reason for the variance – in many cases you may want to follow up the reason for the variance e.g. water leak, billing error, change in use of the asset.

A general consideration when reviewing data with outside the allowed variation is that if the bill has been paid, then the data is valid and should be accepted.

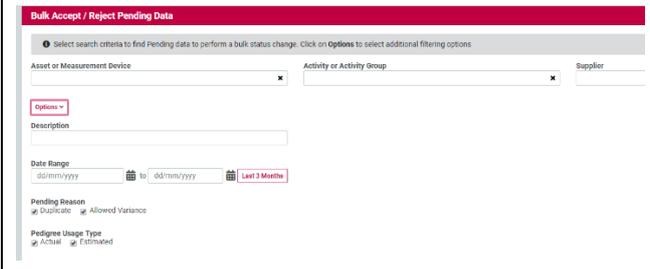
NOTE: For some activities you may want to accept duplicates – for example for waste, it's quite possible that there are multiple collections of waste for the same month for the same quantity and cost. Similarly for paper and air travel it's likely that someone has ordered the same quantity of paper or taken the same flight in the same month. However, duplicates for electricity, gas and water should nearly always be rejected.

Under data management, select Bulk accept/reject pending data.



Then use the options button to select to view either duplicates or variances.

You can also filter by an activity so that you can deal with electricity gas and water (reject duplicates) separately from waste, air travel and paper.



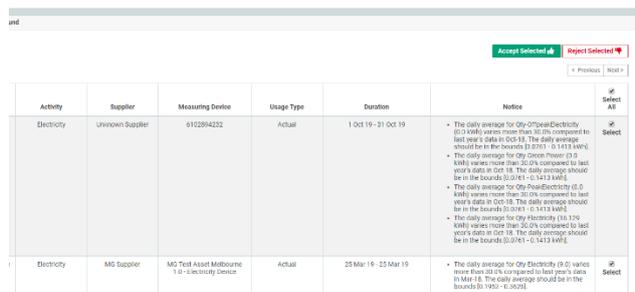
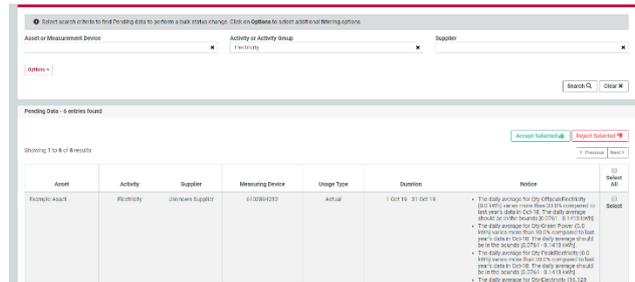
Once filters have been applied, hit the search button to show all duplicates/variances noting there could be multiple pages.

Where there are both duplicates and variances for an activity, we recommend dealing with all the duplicates first, then going back into options to show the variances and accepting these.

Use the check box on the right “**Select All**” to select all pending records (you might then review the notes for each record and uncheck the ones you want to investigate further).

Then just above the “Select All” button click on “Reject Selected” (for duplicates) or “Accept Selected” (for variations you want to accept)

If there are multiple pages you will need to wait for the records to be accepted/rejected, then the page will refresh with the next page of results



8.2 Finding data gaps and estimating for data gaps

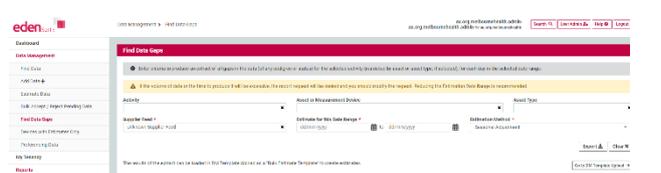
This is a 2 step process

1. Run the “**Find Data Gaps**” report to find data gaps to fill with an estimate
2. Upload the Find Data Gaps report to create estimates for data gaps

There are several reasons for missing data:

- **Bad “set up”**
 - The NMI/MIRN/Water ID setup on a measurement device need to be **EXACTLY** the same as we get from the supplier
 - NMI and MIRNs need to be **10 digits only**
 - Water IDs need to have 2 “_”s e.g. CWW__123456
- **Wrong or no supplier on record**
 - Eden Suite request data based on the supplier provided during the initial setup
 - If you haven’t provided the supplier, we can’t request the data
 - If you’ve changed supplier, you need to notify us so we can request data from the right supplier
- **Supplier not on “the list”**
 - Any LPG supplier
 - Power shop, Go Energy...

Go to data management and select “**Find Data Gaps**”



Fill in the form:

- Choose an activity by starting to type and selecting from the options (or press the down arrow for all options)
- (Optional) Choose an asset, measurement device or asset type or leave these blank to look for data gaps in any asset
- The supplier feed will default to Unknown Supplier Feed, but you can choose your own
- Enter the date range you want to create estimates for in the “Estimate for this Date Range”
- Choose an Estimation method. We recommend Seasonal Adjustment, but you can choose from:
 - Seasonal adjustment – uses data from the same period in the previous year to calculate the estimates allowing for seasonal variances
 - Simple average – allows you to select the date range that should be used for calculating the estimates
 - 3 month window – uses the last 3 months of data to calculate the estimates
 - 6 month window – uses the last 6 months of data to calculate the estimates
- For simple average method you will need to enter the “**Month range to base estimation on**” – this is the month range that the system uses as a basis for the estimation calculation
- Click on export to generate the Find Data Gaps report

Find Data Gaps

Enter criteria to produce an extract of all gaps in the data for any package or status for the selected activity restricted by asset or asset type, if selected, for each day in the selected date range.

⚠ If the volume of data or the time to produce it will be excessive, the report request will be denied and you should modify the request. Reducing the Estimation Date Range is recommended.

Activity: Electricity | Asset or Measurement Device: | Asset Type: | Supplier Feed: Unknown Supplier Feed | Estimate for this Date Range: 20/11/2019 to 20/11/2019 | Estimation Method: Seasonal Adjustment

Export | Clear X

The results of the extract can be loaded in OMR template (upload as a 'Bulk Estimate Template') to create estimates. | Go to OMR Template (upload) >

Find Data Gaps

Enter criteria to produce an extract of all gaps in the data for any package or status for the selected activity restricted by asset or asset type, if selected, for each day in the selected date range.

⚠ If the volume of data or the time to produce it will be excessive, the report request will be denied and you should modify the request. Reducing the Estimation Date Range is recommended.

Activity: Electricity | Asset or Measurement Device: | Asset Type: | Supplier Feed: Unknown Supplier Feed | Estimate for this Date Range: 20/11/2019 to 20/11/2019 | Estimation Method: Simple Average

Month range to base estimation on: New (2019) | Month year: month year

M	T	W	T	F	S	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Export | Clear X

The results of the extract can be loaded in OMR template (upload as a 'Bulk Estimate Template') to create estimates. | Go to OMR Template (upload) >

You should review the report to see why devices have no data.

There are several reasons for missing data:

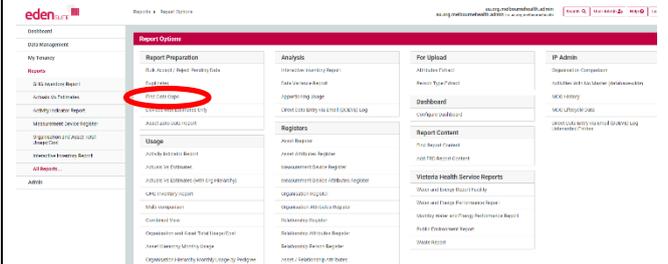
- Bad “**set up**”
- Wrong or no supplier on record
- Supplier not on “**the list**”
- Long billing periods mean the data hasn’t arrived yet e.g. quarterly bills might have missed the latest request or may not have been issued when the request was made.

Whatever the reason you should investigate and try and fix any setup issues or advise us if the supplier has changed.

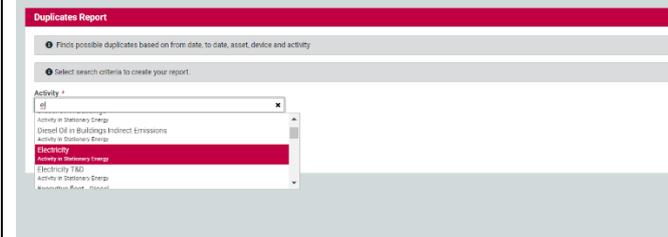
8.3 Checking for duplicates

The system does check for duplicates on data as its entered but the test is very “exact”, so it’s a good idea to check for duplicates using this report

The report can be found by going to Reports>All Reports and its listed beneath the “Report Preparation” group



Start typing an activity and select from the options available



Click on the calendar icon to choose a month range and then click the Export button



The report shows any records that could be duplicates including

- From/To dates
- Asset and device details
- Data pedigree e.g. Actual: Supplier Invoice
- Status e.g. Accepted/rejected
- All fields in the record, quantity and cost

From Date	To Date	Asset	Device	Primary	Activity	Pedigree	Pedigree	Descr	Source	Status	Create	Real C	Real V
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Accepted	2019-03-10	Qty-Electr	111.00	
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Rejected	2019-03-10	Qty-Electr	111.00	
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Pending	2019-03-10	Qty-Electr	111.00	

To help in reviewing, its recommended that you filter Column N for just one field e.g. Qty-Electricity

	To Date	Asset Name	Device	Primary	Activity	Pedigree	Pedigree	Descr	Source	Status	Create	Real C	Real V
01 Feb 19	28 Feb 19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Accepted	2019-03-10	Qty-Electr	111.00	0
01 Feb 19	28 Feb 19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Rejected	2019-03-10	Qty-Electr	111.00	0
14 Feb 19	31 Aug 19	Example Asset	Example Device	Example Primary	Example Activity	Example Pedigree	Example Pedigree	Example Descr	Example Source	Pending	2019-08-10	Qty-Electr	111.00

You don’t need to worry about records where one record has status of accepted and the other is rejected or pending as the rejected/pending records won’t count towards reporting

You also don’t need to worry about records that have different pedigrees as the higher pedigree will be used for reporting

	To Date	Asset Name	Device	Primary	Activity	Pedigree	Pedigree	Descr	Source	Status	Create	Real C	Real V
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Accepted	2019-03-10	Qty-Electr	111.00	0
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Rejected	2019-03-10	Qty-Electr	111.00	0
14-Feb-19	31-Aug-19	Example Asset	Example Device	Example Primary	Example Activity	Example Pedigree	Example Pedigree	Example Descr	Example Source	Pending	2019-08-10	Qty-Electr	111.00

If there are two records for the same asset, for the same date range both have the same pedigree AND they’re both “Accepted” then they will be double counting.

	To Date	Asset Name	Device	Primary	Activity	Pedigree	Pedigree	Descr	Source	Status	Create	Real C	Real V
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Accepted	2019-03-10	Qty-Electr	111.00	0
01-Feb-19	28-Feb-19	MG Test Asset Melbourne	MG Test A NMI	TestNMI	Electricity	Actual	Entity Records	0	Rejected	2019-03-10	Qty-Electr	111.00	0
14-Feb-19	31-Aug-19	Example Asset	Example Device	Example Primary	Example Activity	Example Pedigree	Example Pedigree	Example Descr	Example Source	Pending	2019-08-10	Qty-Electr	111.00

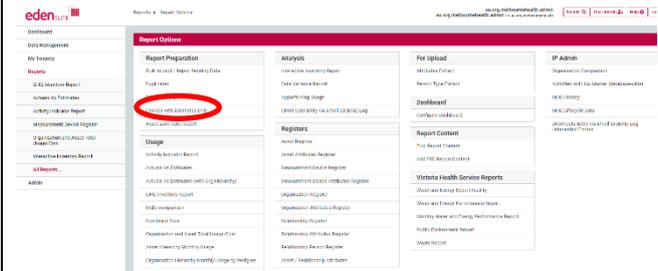
You should search for the record and reject one of the records

8.4 Checking devices that just have estimates

One potential issue with using Find Data Gaps to generate estimates is that you might be creating estimates year after year and you should actually be finding out why actual data isn't coming through for a device.

The “Devices with Estimates Only” report allows you to find devices that have only estimated data for a period of time.

The report can be found by going to Reports>All Reports and its listed beneath the “Report Preparation” group as “Devices with Estimates Only”



The report can only be run for one activity or device type at a time.



Select the device type from the drop down or type an activity and select from the options provided.

Use the calendar buttons to select the month range for the report and click “Export”



The report shows any devices that only have estimated data for the period selected. It shows:

- The device name and status and exchange month range (the month range the device is set to receive data for)
- The asset name and status
- The number of days of estimates

Activity	Measurement Device	Device SI	Device Exchange	Month Range	Asset	Last Asset Status	Days of Estimates
ELECTRICITY	61021759466	ACTIVE	Jul-05 to current	RBM1 Park Active			183
ELECTRICITY	60012264643	ACTIVE	Jul-05 to current	Broadmea Active			122

Any devices that have a large amount of estimates should be investigated to see if the supplier has changed or if you've actually moved out of the asset. Advise us of any issues identified.

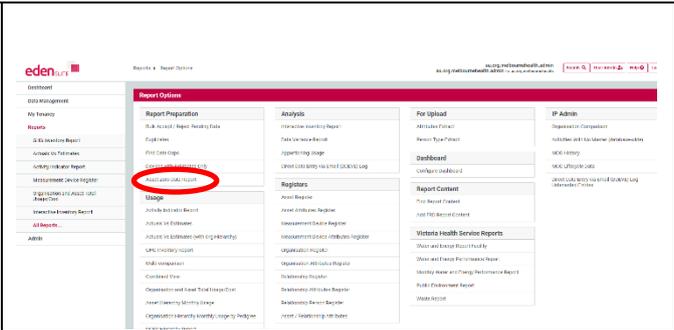
8.5 Checking for assets with no data

This report looks for assets that have no data for an activity for a selected month range, despite having a device attached to the asset that can receive data for the activity.

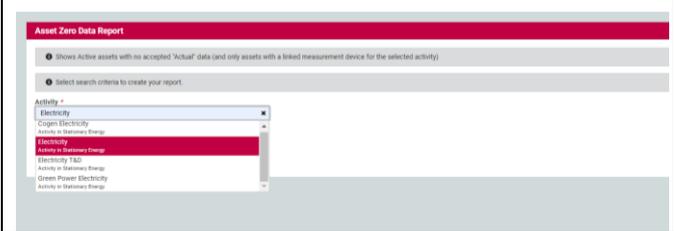
Any assets with no data for an activity should be investigated to see if the asset and device should be retired or if there has been a change in supplier.



The report can be found by going to Reports>All Reports and its listed beneath the "Report Preparation" group as "Asset Zero Data Report"



The report can only be run for one activity at a time.
Start typing the name of the activity and select from the options provided.



Use the calendar buttons to select the month range for the report and click "Export"



The report shows the asset name and device names for any assets with no data for the period.
Any assets with no data for an activity should be investigated to see if the asset and device should be retired or if there has been a change in supplier.

Asset Name	Asset Ref	Asset Type	Asset Hie	Status	Able to be	Measurement Device	Activity
Boyne Russell Facility -		Aged Care		Boyne Rus Active	False	6102940455	Electricity
Diabetes Education Cer		Community/Allied/Primary Health		Diabetes E Active	False	61029565725	Electricity

9 Reviewing and updating indicator data - area, FTE, Separations, 1,000km etc

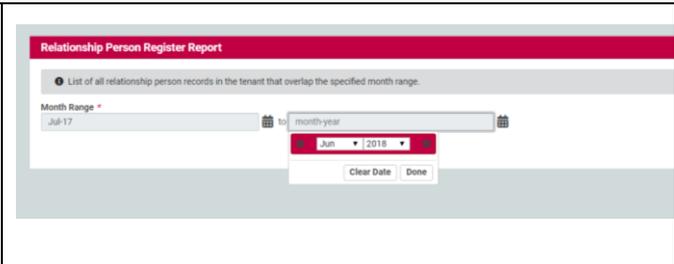
There are 2 types of indicator data:

- Asset attributes - those attached to assets like peer group, number of floors of the building and year of construction; and
- Person types - those that change over time and are on the relationships between assets and organisations like FTE, Separations, AreaM2, etc

9.1.1 Reviewing person types – FTE, AreaM2 etc

The best report for reviewing person types is Relationship Person Register Report, found by going to Reports > All Reports and listed under "Registers"

Enter the month range you want to review and hit "Export"



The report shows

- Every person type value in the month range
- The asset and organisation involved in the relationships
- The month range for the person type and its value

A	B	C	D	E	F	G	H	I	J		
Relationship Person Register Report - Jul-17 - Jun-18											
Relationship	Person	Organisat	Organisat	Asset	Nar	Relations	Relations	Person M	Person M	Person Type	Person Count
Aggregate Proxy	Melbourne	Boyne Rus	Jul-14			Jul-14				TotalAreaM2	1,286.00
Aggregate Proxy	Melbourne	Central St	Jul-14			Jul-14				TotalAreaM2	2,715.00
Aggregate Proxy	Melbourne	Cyril Jews	Jul-14			Jul-14				TotalAreaM2	1,925.00
Aggregate Proxy	Melbourne	Darabain C	Jul-14			Jul-14				TotalAreaM2	844.00
Aggregate Proxy	Melbourne	Diabetes E	Jul-14			Jul-14				TotalAreaM2	100.00
Aggregate Proxy	Melbourne	Mclellan H	Jul-14			Jul-14				TotalAreaM2	1,320.00
Aggregate Proxy	Melbourne	Norfolk Te	Jul-14			Jul-14				TotalAreaM2	1,110.00
RMH City Facility	Melbourne	RMH Park	Jul-14			Jul-14				TotalAreaM2	108,641.00
Example C Facility	Melbourne	Example A	Jul-14			Jul-14				TotalAreaM2	30,425.00
Aggregate Proxy	Melbourne	South Stor	Jul-14			Jul-14				TotalAreaM2	1,865.00
Aggregate Proxy	Melbourne	St Albans	Jul-14			Jul-14				TotalAreaM2	1,334.00
Aggregate Proxy	Melbourne	V.I.D.R.L.	Jul-14			Jul-14				TotalAreaM2	6,056.00
Aggregate Proxy	Melbourne	Weighbrid	Jul-14			Jul-14				TotalAreaM2	1,476.00
Aggregate Proxy	Melbourne	Westside I	Jul-14			Jul-14				TotalAreaM2	1,194.00
Example C Facility	Melbourne	Orygen	Jul-14			Jul-14				TotalAreaM2	5,900.00
MG Organ Proxy	MG Test O	Boyne Rus	Apr-06		Jan-19	May-06		Jan-19		TotalAreaM2	444.00
Y2 1.1	Miscel	MG Y2 Orj	B2 1	Jul-10		Jul-10				FTE	64.00
X1 0	Miscel	MG X1 Orj	A1 0	Jul-10		Jul-10				FTE	128.00
Y2 1.2	Miscel	MG Y2 Orj	B2 2	Jul-10		Jul-10				FTE	32.00
Y2 1.3	Miscel	MG Y2 Orj	B2 3	Jul-10		Jul-10				FTE	16.00
Y2 1.4 (Re)	Miscel	MG Y2 Orj	B2 4	Jul-10		Jul-10				FTE	8.00
Z3 0	Miscel	MG Z3 Orj	C3 0	Jul-10		Jul-10				FTE	4.00
Aggregate Proxy	Melbourne	Mclellan H	Jul-14			Jul-17	Jul-17			Aged Care OB	920.00
Aggregate Proxy	Melbourne	Mclellan H	Jul-14			Sep-17	Sep-17			Aged Care OB	960.00
Aggregate Proxy	Melbourne	Mclellan H	Jul-14			Aug-17	Aug-17			Aged Care OB	969.00
Aggregate Proxy	Melbourne	Cyril Jews	Jul-14			Sep-17	Sep-17			Aged Care OB	1,248.00

9.1.2 Updating person types – FTE, AreaM2 etc

If the person types look wrong or there are new person types to add, use the Person Type Extract report which allows you to view current values and update them or add new values.

This report can be found by going to Reports > All Reports and finding it listed under “For Upload”

NOTE: you can also review/edit/add person types for a specific relationship by editing that Relationship – see Section 6.8

To run the report, you must enter:

- The organisation whose person types you want to update (child organisations are also provided – but not grandchild organisations)
- The person type (normaliser) you want to update e.g. TotalAreaM2
- The Month you want to review/add/update

The report shows

- The organisation and the asset for the person type
- The month of the person type
- The value for that month

The report also provides a column for a New Value, this can be:

- A correction to the existing value
- A totally new value where there is currently no value

NOTE: the “Effective month” will be the month from which the new value will take effect. The current value will be given an end date of the month before the “effective month”.

A	B	C	D	E	F	G	H
Person Type Extract: Report/Report Type=Organisation Relationships/Organisation=Melbourne Health 2/A							
Instructions							
-Add New Value: To add a new entry for the reported person type the (new) required value in the New Val							
-Note 1: Do not change the values in any columns except the New Value column							
-Note 2: Existing person type records for the relationship will be truncated or removed in order to create							
Organisation Name	Asset Name	Effective	Person Type	Current V	New Value		
Melbourne Health 2	Broadmeadows CCU	Jul-19	TotalAreaM2	-			
Melbourne Health 2	Broadmeadows CCU - Brc	Jul-19	TotalAreaM2	-			
Melbourne Health 2	Royal Melbourne Health Tot	Jul-19	TotalAreaM2	-			
RMH City Campus (P	Boyne Russell Facility	Jul-19	TotalAreaM2	-			
RMH City Campus (P	RMH Parkville	Jul-19	TotalAreaM2	108641.0			
Example Organisation	Broadmeadows CCU - Brc	Jul-19	TotalAreaM2	-			
Example Organisation	Example Asset Parent	Jul-19	TotalAreaM2	30425.0			
Example Organisation	Orygen	Jul-19	TotalAreaM2	5900.0			
Aggregate Residentia	Boyne Russell Facility	Jul-19	TotalAreaM2	1286.0			
Aggregate Residentia	Broadmeadows CCU	Jul-19	TotalAreaM2	-			
Aggregate Residentia	Cyril Jewell House Facility	Jul-19	TotalAreaM2	1926.0			
Aggregate Residentia	Mclellan House Facility	Jul-19	TotalAreaM2	1320.0			
Aggregate Residentia	Norfolk Terrace CCU	Jul-19	TotalAreaM2	1110.0			
Aggregate Residentia	Northern CCU	Jul-19	TotalAreaM2	-			
Aggregate Residentia	South Stone Lodge Reside	Jul-19	TotalAreaM2	1865.0			
Aggregate Residentia	St Albans CCU	Jul-19	TotalAreaM2	1334.0			
Aggregate Residentia	Weighbridge Residential C	Jul-19	TotalAreaM2	1476.0			
Aggregate Residentia	Westside Lodge	Jul-19	TotalAreaM2	1194.0			
Aggregate Non-Resid	Boyne Russell Facility	Jul-19	TotalAreaM2	-			
Aggregate Non-Resid	Broadmeadows CCU	Jul-19	TotalAreaM2	-			
Aggregate Non-Resid	Central Stores	Jul-19	TotalAreaM2	2715.0			

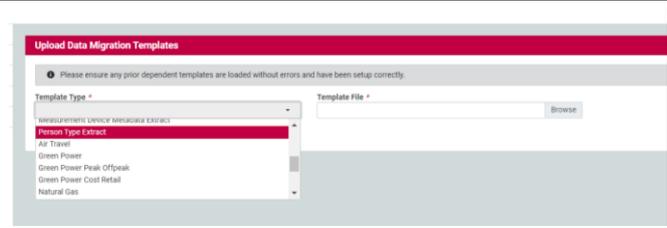
Enter values in the new value column and save the file.

Then go to Admin > DM Template Upload and choose the “Upload Template” at the top of the page.

For “template type” choose Asset/Organisation/Measurement Device “attribute extract”

Browse for the location of the file you just saved and select it then click on “Upload Template”

You will be returned to the upload DM template screen and there will be a “Uploaded” button next to the listing for Asset Attribute Extract – this will eventually change to processing and, hopefully, “SUCCESS” – if an “ERROR” or “FAILED” button appears contact support.



10 Reporting

Now that you’ve reviewed your pending data, estimated for missing data and sanity-checked your assets, you’re confident you have a good set of data for reporting.

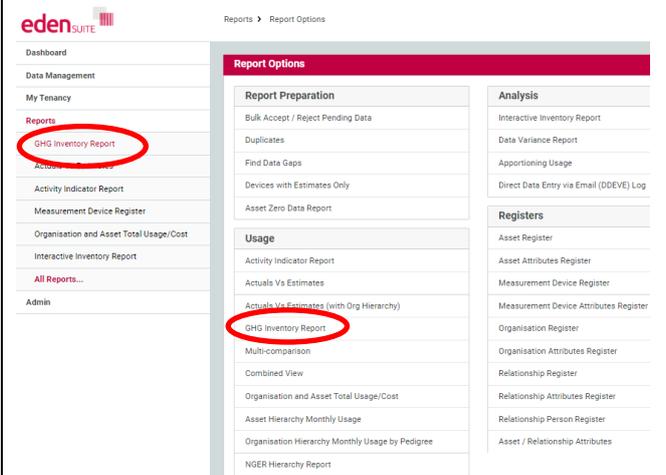
10.1 Popular Usage reports

There are 5 reports that are used most commonly to get usage and/or cost data that are outlined below:

10.1.1 GHG Inventory Report – total usage, emission and cost – asset or organisation

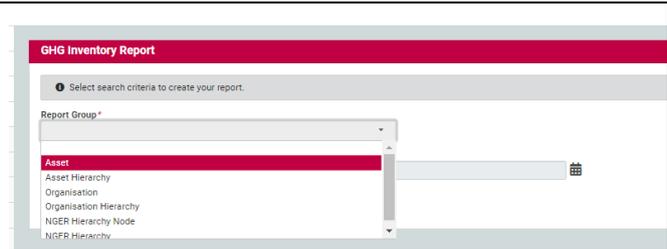
This report can be accessed by clicking on the graphs in the asset or organisation profile pages or by finding it at the top of the list under Reports and also under Reports > All Reports below the heading “Usage”

It can be run for an asset or an organisation or for an entire asset or organisation hierarchy for any 12 month period.

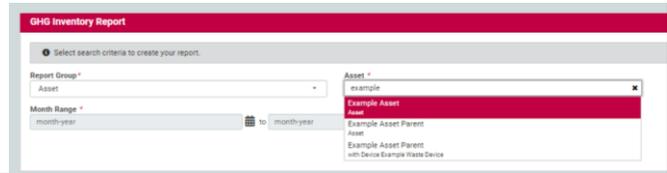




Choose the "Report Group" from the drop down

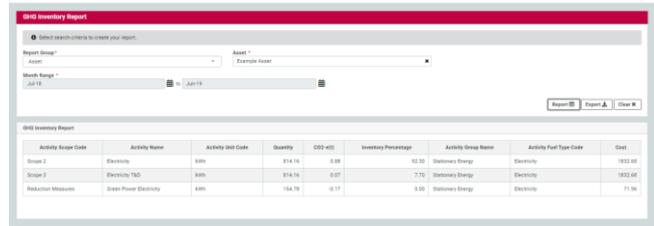


Then start typing and select from the options for the report group



Enter the month range for the report.

The report appears on screen if you select "Report" or can be downloaded to excel if you hit "Export"



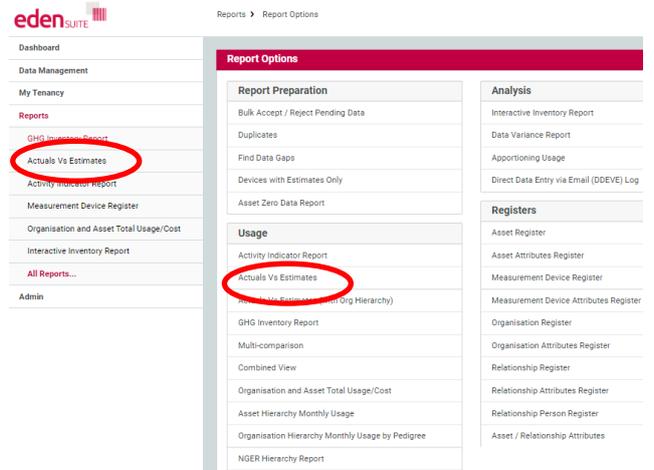
The report is based on the international GHG protocol and shows each activity, its usage and cost and GHG emissions.

Activity Scope Code	Activity Name	Activity Unit Code	Quantity	CO2-e/03	Intensity Percentage	Activity Group Name	Activity Fuel Type Code	Cost
Scope 1	Electricity	kWh	814.16	0.88	82.35	Stationary Energy	Electricity	1832.65
Scope 3	Electricity T&D	kWh	814.16	0.07	7.70	Stationary Energy	Electricity	1832.65
Reduction Measure	Green Power Electricity	kWh	134.78	-0.17	0.00	Stationary Energy	Electricity	71.56

10.1.2 Multi-Comparison Report

This report can be accessed by finding it in Reports > All Reports under the heading "Usage"

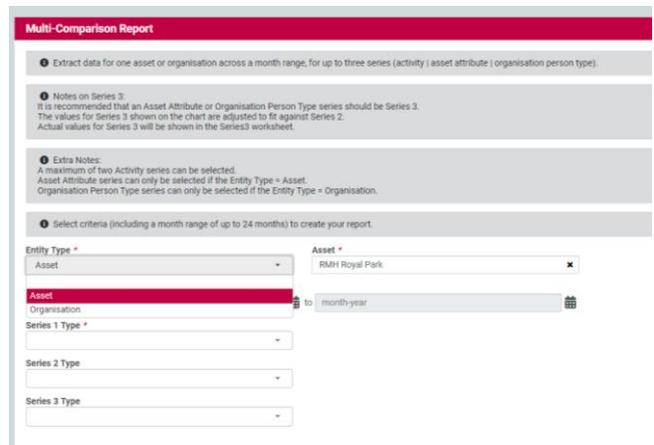
It allows you to report multiple indicators for an asset or an organisation for up to 2 years and provides a graph and the data behind the graph.



In "Entity Type" you choose whether you want to report on an asset or an organisation

Then You can start typing the name of your asset/organisation and select from the list provided

Enter your month range (up to 2 years/24 months)





You can then choose, up to 3 different things to report on.

Start by selecting your first "series" on the graph: you can choose it to be an activity (e.g. electricity) or an attribute (e.g. area or FTE...but person type attributes are only available for organisations).

If an activity is selected, you'll also need to select the "Calculator Input" – this is normally a choice of Cost or Quantity, but for electricity you might also choose peak/off-peak/Greenpower

Multi-Comparison Report

- Extract data for one asset or organisation across a month range, for up to three series (activity | asset attribute | organisation person type).
- Notes on Series 3:** It is recommended that an Asset Attribute or Organisation Person Type series should be Series 3. The values for Series 3 shown on the chart are adjusted to fit against Series 2. Actual values for Series 3 will be shown in the Series3 worksheet.
- Extra Notes:** A maximum of two Activity series can be selected. Asset Attribute series can only be selected if the Entity Type = Asset. Organisation Person Type series can only be selected if the Entity Type = Organisation.
- Select criteria (including a month range of up to 24 months) to create your report.

Entity Type * Asset *

Month Range * to

Series 1 Type *

Series 2 Type *

Series 3 Type *

Continue selecting the other two series where you can choose another activity or a person type/attribute and when finished click export.

A maximum of two Activity series can be selected.

It is recommended that an Asset Attribute or Organisation Person Type series should be used for Series 3.

Multi-Comparison Report

- Extract data for one asset or organisation across a month range, for up to three series (activity | asset attribute | organisation person type).
- Notes on Series 3:** It is recommended that an Asset Attribute or Organisation Person Type series should be Series 3. The values for Series 3 shown on the chart are adjusted to fit against Series 2. Actual values for Series 3 will be shown in the Series3 worksheet.
- Extra Notes:** A maximum of two Activity series can be selected. Asset Attribute series can only be selected if the Entity Type = Asset. Organisation Person Type series can only be selected if the Entity Type = Organisation.
- Select criteria (including a month range of up to 24 months) to create your report.

Entity Type * Organisation *

Month Range * to

Series 1 Type * Calculator Input *

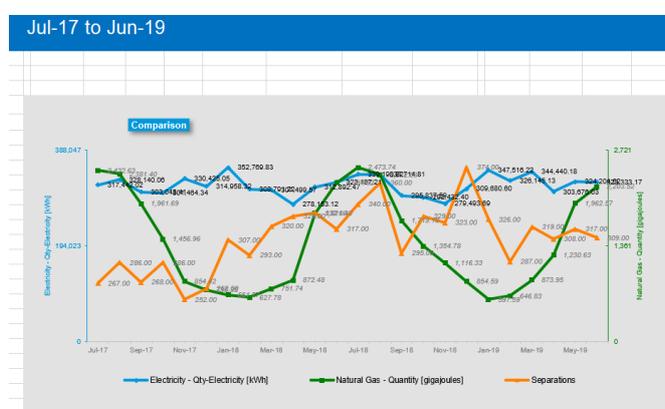
Series 2 Type * Calculator Input *

Series 3 Type *

The first series will be plotted against the left y-axis

The second series will be plotted against the right y-axis

The third series will have its values adjusted so it fits between the range of values for the first series and be plotted against the left y-axis



The report shows for each asset and for every activity how much data being reported is an actual and how much is estimated for both cost and quantity.

Where the data comes from a supplier file with extra fields these fields are displayed, and the values listed.

A detailed description of the report can be found on the training [website](#).

City	Jul 16 to Jun 17	Activity	Asset	Asset Type	Asset Hierarchy	Original	Month	Month	Data K2	Code	Value	Pedigre	Pedigre	Priority	Code	Value	Unit	V. in P
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jul-16	Jul-16	920829	Quantity	898.17	Supplier	E	Actual	Quantity	898.17	898.17
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Aug-16	Aug-16	920829	Quantity	888.46	Supplier	E	Actual	Quantity	888.46	888.46
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Sep-16	Sep-16	920765	Quantity	136.04	Supplier	E	Actual	Quantity	136.04	136.04
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Oct-16	Oct-16	920754	Quantity	562.44	Supplier	E	Actual	Quantity	562.44	562.44
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Nov-16	Nov-16	920765	Quantity	201.70	Supplier	E	Actual	Quantity	201.70	201.70
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Dec-16	Dec-16	920790	Quantity	446.24	Supplier	E	Actual	Quantity	446.24	446.24
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jan-17	Jan-17	920790	Quantity	607.26	Supplier	E	Actual	Quantity	607.26	607.26
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Feb-17	Feb-17	920790	Quantity	315.70	Supplier	E	Actual	Quantity	315.70	315.70
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Mar-17	Mar-17	920794	Quantity	1,910.22	Supplier	E	Actual	Quantity	1,910.22	1,910.22
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Apr-17	Apr-17	920802	Quantity	521.70	Supplier	E	Actual	Quantity	521.70	521.70
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-May-17	May-17	920794	Quantity	736.04	Supplier	E	Actual	Quantity	736.04	736.04
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jun-17	Jun-17	920794	Quantity	664.37	Supplier	E	Actual	Quantity	664.37	664.37
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Jul-16	Jul-16	920618	Quantity	11.20	Supplier	E	Actual	Quantity	11.20	11.20
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Aug-16	Aug-16	920765	Quantity	20.40	Supplier	E	Actual	Quantity	20.40	20.40
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Sep-16	Sep-16	920762	Quantity	21.90	Supplier	E	Actual	Quantity	21.90	21.90
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Oct-16	Oct-16	920761	Quantity	16.40	Supplier	E	Actual	Quantity	16.40	16.40
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Nov-16	Nov-16	920764	Quantity	12.40	Supplier	E	Actual	Quantity	12.40	12.40
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Dec-16	Dec-16	920766	Quantity	25.40	Supplier	E	Actual	Quantity	25.40	25.40
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Jan-17	Jan-17	920801	Quantity	16.60	Supplier	E	Actual	Quantity	16.60	16.60
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Feb-17	Feb-17	920795	Quantity	35.00	Supplier	E	Actual	Quantity	35.00	35.00
Clinical wing	Queen	Elu	Residentia	Queen	Elu	Bi	Electricity	01-Mar-17	Mar-17	920795	Quantity	19.00	Supplier	E	Actual	Quantity	19.00	19.00
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jul-16	Jul-16	920821	Quantity	1,910.06	Supplier	E	Actual	Quantity	1,910.06	1,910.06
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Aug-16	Aug-16	920822	Quantity	736.04	Supplier	E	Actual	Quantity	736.04	736.04
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Sep-16	Sep-16	920747	Quantity	797.96	Supplier	E	Actual	Quantity	797.96	797.96
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Oct-16	Oct-16	920757	Quantity	1,077.96	Supplier	E	Actual	Quantity	1,077.96	1,077.96
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Nov-16	Nov-16	920764	Quantity	896.43	Supplier	E	Actual	Quantity	896.43	896.43
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Dec-16	Dec-16	920793	Quantity	849.53	Supplier	E	Actual	Quantity	849.53	849.53
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jan-17	Jan-17	920792	Quantity	646.50	Supplier	E	Actual	Quantity	646.50	646.50
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Feb-17	Feb-17	920793	Quantity	736.04	Supplier	E	Actual	Quantity	736.04	736.04
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Mar-17	Mar-17	920793	Quantity	1,271.44	Supplier	E	Actual	Quantity	1,271.44	1,271.44
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Apr-17	Apr-17	920799	Quantity	815.03	Supplier	E	Actual	Quantity	815.03	815.03
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-May-17	May-17	920795	Quantity	491.41	Supplier	E	Actual	Quantity	491.41	491.41
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jun-17	Jun-17	920796	Quantity	629.36	Supplier	E	Actual	Quantity	629.36	629.36
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Jul-16	Jul-16	920819	Quantity	9,478.37	Supplier	E	Actual	Quantity	9,478.37	9,478.37
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Aug-16	Aug-16	920820	Quantity	9,199.50	Supplier	E	Actual	Quantity	9,199.50	9,199.50
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Sep-16	Sep-16	920748	Quantity	9,672.19	Supplier	E	Actual	Quantity	9,672.19	9,672.19
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Oct-16	Oct-16	920746	Quantity	8,658.14	Supplier	E	Actual	Quantity	8,658.14	8,658.14
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Nov-16	Nov-16	920743	Quantity	8,360.48	Supplier	E	Actual	Quantity	8,360.48	8,360.48
Clinical wing	Ballarat	Public	Ballarat	Bi	Ballarat	Bi	Electricity	01-Dec-16	Dec-16	920794	Quantity	8,349.32	Supplier	E	Actual	Quantity	8,349.32	8,349.32

10.1.5 Activity Indicator Report – monthly usage or cost and indicators – asset or organisation

This report can be accessed by clicking on “Activity Indicator” on the Report drop down or by finding it in Reports > All Reports under the heading “Usage”

It provides 2 years of data for an asset or an organisation and can also show indicator values such as emissions/area

The report can also be run for an asset type or organisation type – to compare like assets/organisations – or for an entire organisation or asset hierarchy.

The screenshot shows the edenSUITE web interface. On the left is a navigation menu with 'Reports' selected. The main area displays 'Report Options' with a list of report types. 'Activity Indicator Report' is circled in red. Other options include 'Bulk Accept / Reject Pending Data', 'Duplicates', 'Find Data Gaps', 'Devices with Estimates Only', 'Asset Zero Data Report', 'Management', 'Actuals vs Estimates (with Org Hierarchy)', 'GHG Inventory Report', 'Multi-comparison', 'Combined View', 'Organisation and Asset Total Usage/Cost', 'Asset Hierarchy Monthly Usage', 'Organisation Hierarchy Monthly Usage by Pedigre', and 'NGER Hierarchy Report'. On the right, there are sections for 'Analysis' (Interactive Inventory Report, Data Variance Report, Apportioning Usage, Direct Data Entry via Email (DDEVE) Log) and 'Registers' (Asset Register, Asset Attributes Register, Measurement Device Register, Measurement Device Attributes Register, Organisation Register, Organisation Attributes Register, Relationship Register, Relationship Attributes Register, Relationship Person Register, Asset / Relationship Attributes).

The activity indicator report provides an on page graph and Excel export of usage and emissions by metrics such as area, bed-days, or separations that offers a more tangible view of data. The report allows exporting of indicators by downloading excel extracts. Activity indicator reports are particularly useful for comparison, or benchmark reporting.

Running the activity indicator report for a selected Activity Group, such as stationary energy, produces totals in gigajoules and tonnes of greenhouse gas emissions across the activities in the specified group.

Guidance on accessing the activity indicator report is [available here](#)

Indicator Export Comparison Monthly Report / Report Type = Asset / Ballarat Base Hospital / Activity = Electricity / kWh of Electricity / Area M2 / From: 01-Jul-16 To: 30-Jun-17	Asset Non Asset Ref: Asset Type Asset Hierarchy Status	Month	Activity N	Activity Quantity	Activity U Metric	Unit	Fuel Type	Factor	Val Factor	Normalise	Series		
1	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Jul-15	Electricity	527,044.90 kWh	527,044.90 kWh	Electricity	49,105.00 Area M2	18.89
2	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Aug-15	Electricity	925,664.36 kWh	925,664.36 kWh	Electricity	49,105.00 Area M2	18.89
3	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Sep-15	Electricity	889,284.57 kWh	889,284.57 kWh	Electricity	49,105.00 Area M2	18.11
4	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Oct-15	Electricity	954,265.76 kWh	954,265.76 kWh	Electricity	49,105.00 Area M2	19.42
5	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Nov-15	Electricity	895,520.71 kWh	895,520.71 kWh	Electricity	49,105.00 Area M2	18.24
6	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Dec-15	Electricity	1,017,847.28 kWh	1,017,847.28 kWh	Electricity	49,105.00 Area M2	20.75
7	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Jan-16	Electricity	1,014,434.09 kWh	1,014,434.09 kWh	Electricity	49,105.00 Area M2	20.65
8	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Feb-16	Electricity	934,823.45 kWh	934,823.45 kWh	Electricity	49,105.00 Area M2	18.62
9	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Mar-16	Electricity	991,530.57 kWh	991,530.57 kWh	Electricity	49,105.00 Area M2	20.19
10	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Apr-16	Electricity	905,983.68 kWh	905,983.68 kWh	Electricity	49,105.00 Area M2	18.45
11	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	May-16	Electricity	908,108.41 kWh	908,108.41 kWh	Electricity	49,105.00 Area M2	17.94
12	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Jun-16	Electricity	874,446.74 kWh	874,446.74 kWh	Electricity	49,105.00 Area M2	17.83
13	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Jul-16	Electricity	902,908.41 kWh	902,908.41 kWh	Electricity	49,105.00 Area M2	18.39
14	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Aug-16	Electricity	881,646.29 kWh	881,646.29 kWh	Electricity	49,105.00 Area M2	18.00
15	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Sep-16	Electricity	881,031.32 kWh	881,031.32 kWh	Electricity	49,105.00 Area M2	17.94
16	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Oct-16	Electricity	912,911.01 kWh	912,911.01 kWh	Electricity	49,105.00 Area M2	18.59
17	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Nov-16	Electricity	942,127.50 kWh	942,127.50 kWh	Electricity	49,105.00 Area M2	19.19
18	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Dec-16	Electricity	1,034,554.78 kWh	1,034,554.78 kWh	Electricity	49,105.00 Area M2	21.07
19	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Jan-17	Electricity	1,072,716.35 kWh	1,072,716.35 kWh	Electricity	49,105.00 Area M2	21.85
20	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Feb-17	Electricity	966,994.55 kWh	966,994.55 kWh	Electricity	49,105.00 Area M2	19.69
21	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Mar-17	Electricity	1,056,173.11 kWh	1,056,173.11 kWh	Electricity	49,105.00 Area M2	21.51
22	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Apr-17	Electricity	925,341.94 kWh	925,341.94 kWh	Electricity	49,105.00 Area M2	18.64
23	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	May-17	Electricity	951,419.10 kWh	951,419.10 kWh	Electricity	49,105.00 Area M2	19.38
24	Ballarat Bi	Public	Ho	Ballarat	Bi	Active	Jun-17	Electricity	755,936.55 kWh	755,936.55 kWh	Electricity	49,105.00 Area M2	15.39

10.1.6 Organisation and Asset Total Usage/Cost

This report can be accessed by clicking on “Activity Indicator” on the Report drop down or by finding it in Reports > All Reports under the heading “Usage”

This report lists usage and cost reported by an organisation for the selected Organisation Hierarchy broken down by Organisation, the Asset attached to the organisation for each Activity showing a total for the month range selected.

This report also indicates whether the data is derived from usage received directly by the asset with a relationship to an organisation, or whether that data is aggregated from a child asset or apportioned from a parent asset to the asset with a relationship.

NOTE 1: if allocation is being used to allocate only a % of the usage from an asset to an organisation, this report provides the allocated usage only, NOT the total usage for the asset.

NOTE 2: Only the organisation asset relationships in effect that have usage data in the month range are returned

The screenshot shows the 'Report Options' interface. On the left, a navigation menu lists various report categories. The main area is titled 'Report Options' and is divided into several sections: 'Report Preparation', 'Usage', 'Analysis', and 'Registers'. The 'Usage' section contains a list of reports, with 'Organisation and Asset Total Usage/Cost' circled in red. Other reports in this section include 'Activity Indicator Report', 'Actuals Vs Estimates', 'Actuals Vs Estimates (with Org Hierarchy)', 'GHG Inventory Report', 'Multi-comparison', 'Combined View', 'Organisation Hierarchy Monthly Usage by Pedigree', and 'NGER Hierarchy Report'.

Click the down arrow to select from the available organisation hierarchies.

Enter your month range and click “Export”

The screenshot shows the 'Organisation and Asset Total Usage/Cost Report' form. At the top, it says 'Enter criteria to produce an extract of usage for the selected organisation hierarchy totalled across the selected month range, broken down by asset'. Below this, there are two main input fields: 'Organisation Hierarchy' with a dropdown menu showing 'Melbourne Health 2' and a search icon, and 'Month Range' with a date range selector showing 'Jul-18' to 'Jun-19'. There are also 'Clear Date' and 'Done' buttons at the bottom.

10.2 DHHS specific reports

There are 4 reports that have been developed specifically for DHHS. These can be found in under Reports > All Reports and then under the heading Victoria Health Service Reports

The screenshot shows the 'Report Options' interface with the 'Victoria Health Service Reports' section highlighted. This section includes reports such as 'Water and Energy Report Facility', 'Water and Energy Performance Report', 'Monthly Water and Energy Performance Report', 'Public Environment Report', and 'Waste Report'. Other sections visible include 'Report Preparation', 'Usage', 'Analysis', 'Registers', 'For Upload', and 'IP Admin'.

10.2.1 Water and Energy Report Facility

This report is designed to be run for facilities, type the name of your facility in the “Organisation” box and select from the drop down list and then enter the financial year you want to report on.



The annual report covers a period from 1 July to 30 June for the organisation chosen.

Expenditure figures for the last three years are shown for each activity

The environmental impacts of carbon emissions and water are shown for the last 9 years against the Area of the facility for those years.

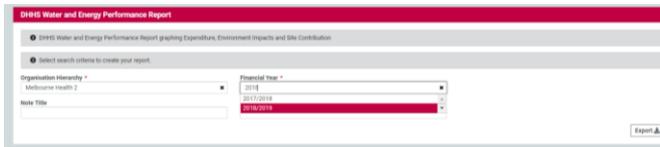
The benchmarks chart compares your facility to those in your peer group for several indicators including:

- Emissions per area/OBD/Separations
- Water use per area/OBD/Separations
- Expenditure per area and \$/kWh (electricity), \$/GJ (gas) and \$/kl (water)



10.2.2 Water and Energy Performance Report

This report is designed to be run for the whole organisation, type the name of your organisation in the “Organisation Hierarchy” box and select from the drop down list and then enter the financial year you want to report on.



The annual report covers a period from 1 July to 30 June for the organisation chosen.

Expenditure figures for the last three years are shown for each activity

The environmental impacts of carbon emissions and water are shown for the last 9 years against the Area of the facility for those years.

The site contribution chart provides the expenditure and environmental impacts for the 6 largest sites in the organisation and all other sites grouped together for the chosen year.



10.2.3 Monthly Water and Energy Performance Report

This report is designed to be run for a facility, type the name of your facility in the "Organisation" box and select from the drop down list and then enter the month you want to report on.

EDHS Monthly Water and Energy Performance Report

Select search criteria to create your report.

Organisation: Main City Campus (Parkville) | Month: December

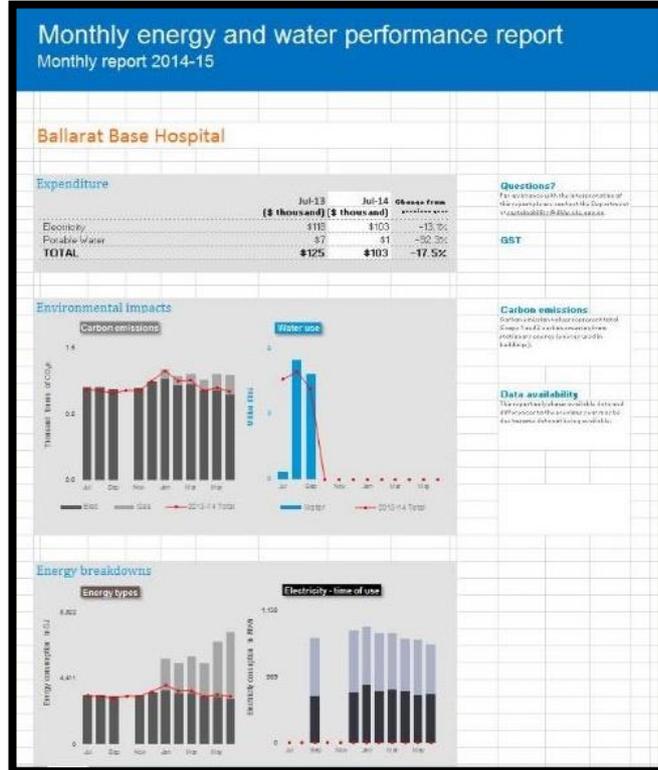
Start Date: Nov 2018 | End Date: []

Buttons: Clear Date, Date, Report



This monthly report shows:

- the latest monthly expenditure and environmental impact data compared to monthly performance in the previous year.
- Monthly breakdown of carbon emissions for this financial year against last year
- Peak vs Off Peak electricity use by month



10.2.4 Public Environment Report

This report is designed to be run for the whole organisation, type the name of your organisation in the "Organisation Hierarchy" box and select from the drop down list and then enter the financial year you want to report on.



The public environment report exports data for an organisation in accordance with the Department of Health & Human Services environmental reporting guidelines.

The report includes energy, water and greenhouse gas emissions as well as metrics for waste, paper and transport where available.

The greenhouse gas emissions in the report only relate to Scope 1 and Scope 2 from stationary energy.

The report also shows values for Area, separations, OBD, ED departures, LOS and PPT

	2014/2015	2015/2016	2016/2017
GREENHOUSE GAS EMISSIONS			
Total greenhouse gas emissions (tonnes CO₂e)			
Scope 1	5,635	5,995	6,355
Scope 2	19,693	20,099	19,293
Total	25,328	26,094	25,648
Normalised greenhouse gas emissions			
Emissions per unit of floor space (kgCO ₂ e/m ²)	265.06	273.07	268.41
Emissions per unit of Separations (kgCO ₂ e/Separations)	664.17	629.16	594.45
Emissions per unit of bed-day (LOS+Aged Care OBD) (kgCO ₂ e/OBD)	90.11	92.00	80.91
STATIONARY ENERGY			
Total stationary energy purchased by energy type (GJ)			
Electricity	60,080	63,952	63,719
Natural Gas	169,796	116,332	123,332
Total	169,856	180,284	187,052
Normalised stationary energy consumption			
Energy per unit of floor space (GJ/m ²)	1.78	1.89	1.96
Energy per unit of Separations (GJ/Separations)	4.45	4.35	4.34
Energy per unit of bed-day (LOS+Aged Care OBD) (GJ/OBD)	0.60	0.64	0.59
EMBEDDED GENERATION			
Total embedded stationary energy generated by energy type (GJ)			
Total			
Normalised embedded generation			
Embedded generation per unit of floor space (GJ/m ²)			
Embedded generation per unit of Separations (GJ/Separations)			
Embedded generation per unit of bed-day (LOS+Aged Care OBD) (GJ/OBD)			
WATER			
Total water consumption by type (kL)			
Class A Recycled Water	N/A	N/A	N/A
Potable Water	162,149	182,018	168,804
Reclaimed Water	N/A	N/A	N/A
Total	162,149	182,018	168,804
Normalised water consumption (Potable + Class A)			
Water per unit of floor space (kL/m ²)	1.70	1.90	1.77
Water per unit of Separations (kL/Separations)	4.25	4.39	3.91
Water per unit of bed-day (LOS+Aged Care OBD) (kL/OBD)	0.58	0.64	0.53

Waste		2014/2015	2015/2016	2016/2017
Total waste generated (kg clinical waste+kg general waste+kg recycling waste)		N/A	N/A	133,256
Total waste to landfill generated (kg clinical waste+kg general waste)		N/A	N/A	133,256
Total waste to landfill per patient treated ((kg clinical waste+kg general waste)/PPT)		N/A	N/A	0.32
Recycling rate % (kg recycling / (kg general waste+kg recycling))		N/A	N/A	N/A
PAPER				
Paper		2014/2015	2015/2016	2016/2017
Total reams of paper		N/A	N/A	N/A
Reams of paper per FTE		N/A	N/A	N/A
Rate recycled paper % (0% - 49%)		N/A	N/A	N/A
Rate recycled paper % (50% - 74%)		N/A	N/A	N/A
Rate recycled paper % (75% - 100%)		N/A	N/A	N/A
TRANSPORT				
Corporate Transport		2014/2015	2015/2016	2016/2017
Reported vehicle kilometres		N/A	N/A	N/A
Tonnes CO2-e per 1,000 reported kilometres		N/A	N/A	N/A
Non-emergency Transport		2014/2015	2015/2016	2016/2017
Reported vehicle kilometres		N/A	N/A	N/A
Tonnes CO2-e per 1,000 reported kilometres		N/A	N/A	N/A
Other Transport (tonnes CO2e)		2014/2015	2015/2016	2016/2017
Short Haul Air Travel		N/A	N/A	N/A
Medium Haul Air Travel		N/A	N/A	N/A
Long Haul Air Travel		N/A	N/A	N/A
Taxi Travel		N/A	N/A	N/A
OTHER EMISSIONS				
Medical Gases		2014/2015	2015/2016	2016/2017
Kilograms CO2-e per patient treated		N/A	N/A	N/A
Refrigerants		2014/2015	2015/2016	2016/2017
Kilograms CO2-e per M2		N/A	N/A	N/A
NOTES AND CONTEXTUAL INFORMATION <Add relevant notes / contextual information>				
Normalisers (for information only)		2014/2015	2015/2016	2016/2017
Area M2		95,556	95,556	95,556
1000km (Corporate)		N/A	N/A	N/A
1000km (Non-emergency)		N/A	N/A	N/A
Aged Care CBD		158,183	157,715	191,009
ED Departures		51,413	53,307	54,704
FTE		2,790	2,881	2,859
LOS		122,899	125,908	125,992

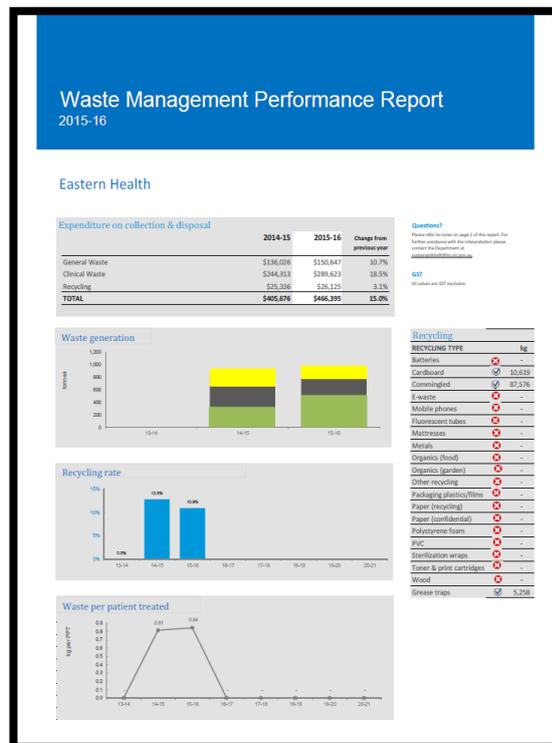
10.2.5 Waste Report

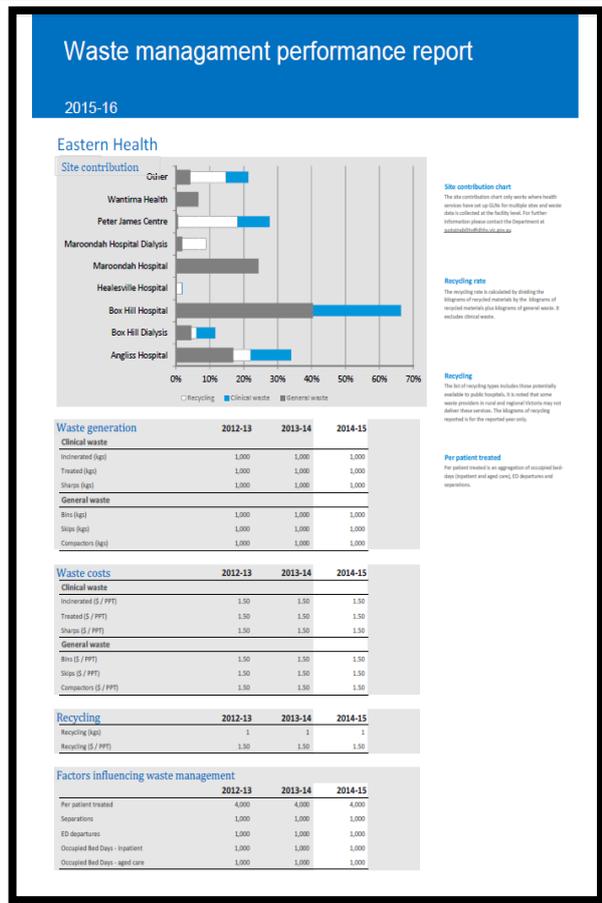
This report is designed to be run for the whole organisation, type the name of your organisation in the "Organisation Hierarchy" box and select from the drop down list and then enter the financial year you want to report on.



The waste report provides different sections for:

- Waste costs for each waste group for the chosen and previous years
- Tonnes of waste for each waste group for the last 3 years
- Recycling rates for the last 5 years
- Waste per patient treated for the last 5 years
- Which recycling streams are in place
- The site contribution chart shows which sites are contributing to waste totals





10.3 Other usage reports

The reports below can be found under Reports > All Reports under the “Usage” heading

- **Activity Indicator Report:** see Section 10.1.5
- **Actuals vs Estimates Report:** See Section 10.1.3
- **GHG Inventory Report:** See Section 10.1.1
- **Multi-Comparison Report:** See Section 10.1.2
- **Combined View:** See Section 10.1.4
- **Organisation and Asset Total Usage/Cost:** See Section 10.1.6
- **Asset Hierarchy Monthly Usage:** this report lists usage for selected Asset Hierarchy/ies and selected month range – broken down by Month, Asset, Activity
- **Organisation Hierarchy Monthly Usage:** this report lists usage for selected Organisation Hierarchy and selected month range – broken down by Month Organisation, Asset, Activity
 - ① Only the organisation asset relationships in effect that have usage data (Periodic Activity Data) in the month are returned
- **NGER Hierarchy:** this report lists the entities in the selected NGER Hierarchy and can be used for populating Emissions and Energy Reporting System (EERS) components – contact the administrator to setup your NGER hierarchy if NGER reporting is required
- **NGER Activity Data Report** this report lists activity usage data in the selected month range for assets linked into the nominated NGER hierarchy

- ① Activity Data will only be reported for those assets linked to a Facility in the NGER hierarchy

The reports below can be found under Reports > All Reports under the “Analysis” heading

- **Interactive Inventory Report:** this report shows whether data reported on an asset is apportioned/aggregated or directly received against an asset, with the ability to click through to the full set of data received from a supplier (where available)
- **Duplicates:** this report shows data records that may be potential duplicates (possibly through supplier invoicing) if they have matching asset, measurement device, activity, date from and date to values.
- **Data Variance:** this report lists all the Assets within the selected Asset Hierarchy where the Activity usage for the selected month range exceeds the specified variance % for the same month range in the previous year
- **Asset Zero Data Report:** this report shows Active assets with no accepted data but only if the asset has a relevant measurement device attached
 - ① Only Active assets that belong to a hierarchy are considered.
 - ① The type of the asset measurement device must be enabled for the activity
 - ① The report looks for usage data that is accepted and has a usage type of Actual. If an asset has estimated data for the activity and month range but no actual data, it will still be reported.
- **Apportioning Usage:** this report lists all activity usage data that resulted from apportioning in the selected month (for all Assets) listing the apportioning percentage, the attribute rule (if any), and the child and parent asset values

10.4 Register reports

Register reports can be used to get extracts or lists of the structures setup in the system and can be found under Reports > All Reports under the “Registers” heading

- **Asset Register:** this report lists all Assets and their details.
- **Asset Attributes Register:** this report lists Assets and their Attribute Groups, definitions and values, based on the selected parameters
- **Measurement Device Register:** this report lists all Measurement Devices (and the linked Asset, if any)
- **Measurement Device Attributes Register:** this report lists Measurement Devices with the linked Attributes definitions, and values, if any, restricted by the selected parameters. Devices are included even when there is no value for the primary Attributes definition.
- **Organisation Register:** this report lists all Organisations (and their Organisation Hierarchy details if any).
- **Organisation Attributes Register:** this report lists Organisations and their Attributes Groups, definitions and values based on the selected parameters
- **Relationship Register:** this report lists Organisation Asset Relationships linked to the selected Organisation Hierarchy
- **Relationship Attributes Register:** this report lists Organisation Asset Relationships linked to the selected Organisation Hierarchy including the nominated Attributes Definition and value, if any
- **Relationship Persons Register:** this report lists Organisation Asset Relationships, and the Persons across the nominated month range (if any)

There are also two reports that are listed under “For Upload”

- Attributes Extract
- Person Type Extract

These reports are covered under sections 9.1.1 and 9.1.2

10.5 Report content reports

For these reports a “copy” of the data used in the reports is created. This is useful where you don’t want any new data to affect the report. The data can be edited, and the report refreshed.

Report content reports can be found under Reports > All Reports under the “Report Content” heading

- **Find Report Content:** this option allows a user to search for report contents matching any specified parameters
- **Add FRD Report Content:** this option allows a user to schedule the creation of a new FRD report content
- **Add GHG Report Content:** this option allows a user to schedule the creation of a new GHG report content

10.6 Portfolio reports

Only users logged into a portfolio-owning-tenant will see this set of options

- **Portfolio Asset Register:** this report lists all assets across all members of the portfolio
- **Portfolio Organisation Register:** this report lists all organisations across all members of the portfolio
- **Portfolio Measurement Device Register:** this report lists all measurement devices across all members of the portfolio
- **Portfolio Find Data Gaps:** this report is a portfolio-wide version of the Data Management > Find Data Gaps extract that finds data gaps. It can be manually separated into tenant-specific templates to be loaded in each tenant to create Bulk Estimates.
- **Add FRD Portfolio Report Content:** this option allows the user to schedule the creation of a new FRD portfolio report content
 - ① Only Published FRD Report (or Portfolio Report) Contents from the portfolio or its members are available for selection.
- **Add GHG Portfolio Report Content:** this option allows the user to schedule the creation of a new GHG portfolio report content
 - ① Only Published GHG Report (or Portfolio Report) Contents from the portfolio or its members are available for selection.
- **Portfolio FRD Comparison:** this report allows a user to select FRD Report (or Portfolio Report) Contents from the portfolio or its members for comparison.
 - ① Only Published FRD Report (or Portfolio Report) Contents from the portfolio or its members are available for selection.
 - ① Only the indicators common across all selected report contents will be extracted e.g. if one selected report content does not support GJ / FTE but all the others do, GJ / FTE will not be included.

10.7 Dashboard

When you first log into 3.0 you are taken to the dashboard page. Up to 6 “tiles” can be configured to display on this page including tiles that show the performance of a chosen asset or organisation.

The dashboard can be configured by going to Reports > All Reports and clicking on “Configured Dashboard” under the dashboard heading.

11 Common activities

11.1 Stationary Energy

- Electricity
- Natural Gas
- LPG
- Diesel
- Cogen electricity
- Steam
- Wood

11.2 Transport Energy

Corporate

- Executive fleet – LPG
- Executive fleet – Diesel
- Executive fleet – Gasoline
- Executive fleet – E10
- Non-executive fleet – LPG
- Non-executive fleet – Diesel
- Non-executive fleet – Gasoline
- Non-executive fleet – E10
- Avgas (Ambulance)

Non-corporate

- Non-emergency transport (Health service operated) – LPG
- Non-emergency transport (Health service operated) – Diesel
- Non-emergency transport (Health service operated) – Gasoline
- Non-emergency transport (Health service operated) – E10
- Non-emergency transport (Contracted) – LPG
- Non-emergency transport (Contracted) – Diesel
- Non-emergency transport (Contracted) – Gasoline
- Non-emergency transport (Contracted) – E10

Other transport

- Short Haul Air Travel (Economy/Business)
- Medium Haul Air Travel (Economy/Business/First Class)
- Long Haul Air Travel (Economy/Premium Economy/Business/First Class)
- Taxi Travel

11.3 Embedded Energy

- Solar Power
- Cogen
- Trigen
- Steam
- Solar thermal

11.4 Water

- Potable
- Reclaimed
- Class A recycled

11.5 Waste

General Waste

- General waste – bins
- General waste – skips
- General waste – compactors

Clinical Waste

- Clinical waste – incinerated
- Clinical waste – treated

- Clinical waste – sharps

Recycling

- Batteries
- Cardboard
- Commingled
- E-waste
- Mobile phones
- Fluorescent tubes
- Mattresses
- Metals
- Organics (food)
- Organics (garden)
- Other recycling
- Packaging plastics/films
- Paper (recycling)
- Paper (confidential)
- Polystyrene foam
- PVC
- Sterilization wraps
- Toner & print cartridges
- Wood
- Grease traps

11.6 Paper

- 0% - 49% Recycled Paper Usage
- 50% - 74% Recycled Paper Usage
- 75% - 100% Recycled Paper Usage

11.7 Medical Gases

- Nitrous oxide
- Desflurane
- Isoflurane
- Sevoflurane

11.8 Refrigerants

- Refrigerant – R134A
- Refrigerant – R22
- Refrigerant – R227EA
- Refrigerant – R401A (MP39)
- Refrigerant – R402A (HP80)
- Refrigerant – R404A
- Refrigerant – R407C
- Refrigerant – R410A Nitrous oxide

12 Measurement Device attributes

Measurement Device Type	Attribute Type	Attribute Value*	Example
Air Travel	Air Travel: Air Travel Business ID	'FCM__[company_code]_[cost_centre_category]' "CTM__[company_code]_[cost_centre_category]'	FCM__ALFHEALTH_ALFRED HOSPITAL
Electricity	Electricity: NMI	NMI	6000123456
Gas	Gas: MIRN	MIRN	5000123456
Paper	Paper: Paper Consumption Business ID	'CEX__[Vic Gov Dept Reference]_[CE Customer Code]' 'COS__[Vic Gov Dept Reference]_[CE Customer Code]' GLN (Health services)	CEX__DBI_BIV051
Transport Fuel	Transport Fuel: Registration and State (state set to AUS)	Registration	XQD820
		State	AUS
Waste	GLN	GLN (Health services)	10000000000
Water	Water: Water Measurement ID	Identifier	<i>See table below</i>
Measurement Device Type	Water Retailer	Identifier Fields	Example
Water	Barwon	Account Code & Installation Code	BAR__41007196 11011914
Water	Coliban	Account Number	COL__15-0088-2650-01
Water	City West	Bill ID (minus invoice number)	CWW__22174364611
Water	Central Highlands	Account Number	CHW__12-0622-0020-01
Water	East Gippsland	Account Number	EGW__11-0955-0300-01
Water	Gippsland	Account No	GIP__00118673-01
Water	Goulburn Valley	Account Number	GVW__39-2221-0410-01
Water	Grampians Wimmera	AccountID	GWM__250511
Water	Lower Murray	Property No	LMW__21319
Water	North East	Customer No	NEW__12106633
Water	South East	Customer Number	SEW__211571
Water	South Gippsland	Customer account number	SGW__1506516100
Water	Wannon	Account Number	WAN__52-0257-0150-01
Water	Western	Account Number	WST__15-0272-0300-01
Water	Westernport	Account Number	WSP__1-1050-01250
Water	Yarra Valley	Account Id	YVW__1720360000

13 Glossary of terms and acronyms

13.1 Terms

Activity	An action that produces emissions or consumes or produces a resource. For example, electricity is an activity and Stationary energy is an Activity Group.
Activity Data	Emission, consumption and production data produced as a result of an action. Kilotres of water, tonnes of carbon and kilowatts of electricity are examples of Activity Data.
Activity Group	An aggregation of similar activities. For example electricity, natural gas and steam are activities within the Stationary energy Activity Group.
Adaptor	A process which converts Supplier data into a format which can be automatically uploaded into the EDMS. In general, an Adaptor is required for each Supplier, though generic Adaptors are available for electricity and natural gas.
Aged Care Bed Day	Aged care bed days – the count of number of occupied aged care beds at midnight (approximately) each day in reporting period
Aggregation	The summation of data values from an asset up to its parent (if it has one, according to an Asset Hierarchy) and similarly to its parent asset and so on. Aggregation is applied to actual and estimated data, but not to apportioned data.
Allocation	The distribution of data values from an asset to related Organisations (the relationships are established as Organisational Asset Relationships). Allocation rules are specified for an activity and a month range and can change the proportion of data allocated to an Organisation.
Apportionment	The distribution of data values from a Parent Asset to its Child Asset, according to a set of rules. An Apportionment rule can be either a percentage value that is applied to all data or a fixed value.
Area M2	Gross floor area of a facility (DHHS) includes internal wall thicknesses and columns. Excludes service cupboards, passing risers, fire stairs, lifts and lift shafts.
Asset	A location or entity where emissions or consumption of resources occur. An Asset can be a Building or a Facility.
Asset Configuration	The number of floors within an Asset. An underground basement is a floor and a mezzanine level is not. The types of Asset Configuration are 1 storey, 2-3 storeys, 4-9 storeys, and 10+ storeys.
Asset Hierarchy	Represents a factual Hierarchy of Assets with parent – child relationships
Attribute	Additional information captured against an Asset such as floor area, Climate Zone, or the Campus Code.
Benchmark	A Benchmark value is a normalised monthly value for an activity indicator, specified against either an asset type or an organisation type. The value can be used in reporting for comparisons with usage data.
Building	An Asset within a Facility. A Building is a Child Asset within an Asset Hierarchy. A Building must be a physical Asset and one of the Building Types.
Building Type	A defined type of Building: Hospital, Aged Care, Administration/Office, Community/Allied/Primary Health, Mental Health, Dialysis, Accommodation, Car Park, Kitchen, Laundry, Plant Room, Ambulance, Under Construction.

Campus Code	The unique code the Department of Health & Human Services uses to attach VAED and VEMD Health Activity Data to a facility.
Car Parks	The area of car parks are included in the reported gross area of a facility for DHHS reporting purposes.
Child Asset	An Asset which is related to a Parent Asset in its Asset Hierarchy (e.g. a Building can be a Child Asset of a Facility).
Climate Zone	A number from 1 to 7 that represents a particular type of climate within Australia. The Climate Zone of an Asset is determined by its postcode.
Data Migration	The process of migrating Asset data, Organisation data, Organisation Asset Relationship data, activity data and attributes into the EDMS. See Section 7.2 for more details.
ED Departure	Discharge of an admitted patient from the emergency department from the hospital or to another hospital department.
Facility	Any user defined collection of Buildings that are located on a Site. A Facility is the Parent Asset within an Asset Hierarchy. A Facility must be a collection of physical Buildings and one of the Facility Types.
Facility Type	A defined type of Facility: Specialist Hospital, Public Hospital – Acute, Public Hospital – Subacute, Residential Aged Care, Ambulance Station.
FTE	Full Time Equivalent staff numbers – converts part time staff into a full time equivalent. E.g 3 days/week would be 0.6 FTE. (DHHS provide these figures for Health services from a central system after 30 June each year)
Global Location Number	A location identifier used for the purposes of linking data to a Health Service and or facility/campus.
GreenPower	Green Power is configured as an Activity. A specialist Green Power Calculation Method is configured against the Activity. This calculator requires usage data inputs of electricity cost and consumption quantity, as well as Green Power quantity and cost.
Health Activity Data	Data that relates a health activity, including an acute in-patient bed-day, residential aged care bed-day, separation and ED departure.
Hierarchy	Represents a group of Assets or Organisations with parent child relationships.
Bed Day	In Patient bed days/ Length of Stay (LOS) : the count of the number of inpatients at midnight (approximately) each day in reporting period.(Data source VAED)
Length of stay (LOS)	Length of Stay (LOS)/In Patient bed days : the count of the number of inpatients at midnight (approximately) each day in reporting period.(Data source VAED)
Output Label (Output Code)	A high-level defined category of health activity: Acute health (11000), Ambulance (12000), Aged and home care (13000), Mental health (15000), Public health (16000), Dental health (27000), Primary, community health (28000), Drug services (34000), Small rural health services (35000).
Measurement Device	A point of measure or capture of Activity Data, for example a NMI for electricity.
NABERS	A national performance tool that provides an energy/water rating for buildings. For DHHS facilities a rating can be provided for all facilities that have occupied bed and or aged care bed data

Network	The database that accepts data from suppliers and directs the right data to the right Assets. Data can only be uploaded to the Network via an Adaptor.
Normalised	A factor that makes the norm or associated quantity comparable.
Occupied Bed Day (OBD)	Total number of bed days of all admitted patients and public sector residential aged care beds accommodated during the reporting period, taken from a count of the number of inpatients at about midnight each day. (Data source VAED)
Organisation	A grouping of one or more assets for reporting purposes. An alternative to reporting on Assets. Organisations can define the structure of services with which the Assets are used to deliver health services.
Organisational Hierarchy	Represents a generic organisational structure to support reporting across multiple assets.
Organisational Asset Relationship	The link between an Asset and an Organisation that facilitates the allocation of data to the Organisation. Relationships have from/to dates that can be used to represent the time period an Organisation wishes to report on an Asset. N
Parent Asset	An Asset which has a series of related sub-assets in its Asset Hierarchy (e.g. a Facility can be a Parent Asset of a Building).
Pedigree	An indicator used to describe the quality of usage data for an Activity, based on source and type, and hence determine which usage data should be used for an Activity. The level of pedigree depends on its usage type (actual or estimated) and data source (entity records, manual reading, sub-metered-electronic, supplier electronic, supplier invoice, waste audit).
Peer Group	A defined category to enable comparison of facilities and assets with similar facilities and assets.
Pending Data	If data has been uploaded and processed into the EDMS and is found to vary (outside pre-set parameters) from the same period the year before, it will be given a Pending status and must be reviewed and accepted before it can be used for reporting. Data that is an exact duplicate will also be given a Pending status.
Per Patient Treated	PPT - per patient treated, which is an aggregation of occupied bed days, separations, and emergency department presentations.
Person Type (Normalisers)	<p>Information about an asset/organisation that is able to change values over time. Person Type data is stored on relationships to allow it to change over time. Normally focussed on people and/or job role counts but also used for area and km travelled. Indicators using Person Type values will calculate using the specified time period's data set. There are 3 different types of person types (normalisers) depending on how they need to be added/averaged:</p> <ul style="list-style-type: none"> • Point in Time – used for things like FTE where you want to normalise by the value at a point in time for FTE this is 30th June • Average – the values over the time period are averaged – used for things like area • Sum – the values are added over the time period – used for km travelled, separations, bed days, burials, cremations etc <p>. See Section 6.8 to see how to enter/edit person type data.</p>
Price Smoothing	A contract procedure where billing costs are evened out for the financial year. This can result in different cost data being reported compared to the actual billing data received.
Portfolio	A portfolio is a set of member tenants form the same tenant group, grouped together for the purposes of consolidated reporting.

RAC ID	The unique code the Department of Health & Human Services uses to attach residential aged care Health Activity Data to a facility or building.
Recycling Rate	The total weight of recycled material divided by the total of general (landfill) waste and recycled material = Recycled material / (General waste + Recycled material)
Recycled Water	Typically, Class A recycled water is purchased from a water authority for use around the facility.
Reclaimed Water	Water recovered and re-used at a facility, with little or no treatment. Examples include the recovery of water from CSSD and dialysis reverse osmosis equipment.
Region	The Department of Health & Human Services Region the Asset is located in and must be either Barwon-South Western, Eastern Metropolitan, Gippsland, Grampians, Hume, Loddon Mallee, North & West Metropolitan, Southern Metropolitan.
Site	A collection of Buildings located on one or many land parcels not separated by a road. A Site can only have one address.
Separation	Separations – A separation is when an admitted patient's episode of care (their total hospital stay from admission to discharge, transfer or death) ends. A separation is also counted when there is a change in the type of care a patient is receiving. (Data source VAED)
Solar Power	Recorded solar power generation data, generally uploaded weekly via automated process called Direct Data Energy Via Email (DDEVE)
Sub-Asset	Is an asset within an asset hierarchy that sits below a parent asset. Typically, a facility is the parent with buildings within that facility being child or sub-assets
Supplier	An entity that provides consumption information to the EDMS (e.g. an electricity retailer).
Tenant/Tenancy	A tenant is the entirety of an Eden Suite customer's data including the users, activities, assets, organisations and usage data
Tenancy	Users domain within the Environment Data Management System

13.2 Acronyms

AIMS	Agency Information Management System
DM	Data migration
ED	Emergency department
EDMS	Environmental data management system
ESA	Energy Services Agreement
GLN	Global Location Number (GS1 standard)
HPV	Health Purchasing Victoria
HS	Health Service
IP	Intelligent Pathways
LOS	Length of Stay
LPG	Liquefied Petroleum Gas



MD	Measurement device
MIRN	Meter Installation Reference Number (unique ID for gas meters)
MOG	Machinery of Government
NGERS	National Greenhouse Emissions Reporting Scheme
NMI	National Meter Identifier (unique ID for electricity meters)
OAR	Organisation Asset Relationship
PAG	Project Advisory Group
PPT	Per Patient Treated
PSRAC	Public Sector Residential Aged Care
RAC	Residential Aged Care
T&D	Transmission and Distribution
UAT	User Acceptance Testing
VAED	Victorian Admitted Episode Dataset
VEMD	Victorian Emergency Minimum Dataset


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