Eden Suite Guide

Date

April 2024





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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 organisaition 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 **eden**suite https://dse.edensuite.com.au/ The Eden Suite login page will be loaded Log in to Eden Suite using the **eden**suite 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

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

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edensuite

Data Management

Dashboard

My Tenancy

Reports

Admin

Search Q 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



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.



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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.	Excedence Data Management Wy Tennage Manage Assets Add Asset & Manage Organisation & Add Organisation & Manage Herarchies Reports Addrin	Structure > Manalyse Organia C Select assets citit Organisation Organisation Organisation Name (part) Organisation Organisation Status g, Active _ g) Inactive	versations altions vers to find your organisations. Click on Optor all match) ge (introd	a to select additional filtering options Organisation Type Sort By Organisation Name •	to organization as organizations as a second	Mehal & Adria Instal & Adria Balland Asset Related Asset Search Q Cherr K
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.	Manage Organisations Select assert activity is find you organisation generation generation togeneration togeneration togeneration cogeneration cogeneration cogeneration	er organitations. Click on Option	a to solicit galiticond filtering sprines Organization Type	Diga	Briand Ann	n Event QCover W_
	Showing 1 to 1 of 1 results					(0 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

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







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

-

CO

Example Asset

eden suite 🎟

Data Manag

Manage Assets

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





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Sep 15-Aug 19 50p 17-Aug 18

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Sep-18 - Aug-19: 0 kj Sep-17 - Aug-18: 0 kg Sep-18 - Aug-19: 0 kj

-18 - Aug-19: 0 kg 17 - Aug-18: 0 kg Search Q, Use



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











Click on the Parent Asset you want to	🔓 Edit Asset (Example	Asset)				
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be above the asset and hit Save to	O Change the asset hierarchy and/or the parent node, if requires Chick Save to space the Asset					
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	RMH Royal Park		Parent Asset Selection: No selection			
	- Example Asset	1994 - C				
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	- RMH Royal Park -	Park House				
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	- RMH Royal Park -	Quadrangle Rehabilitation Unit				
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6.2 Add Asset	T					
Click "Add Asset" under the left-hand		My Tenancy > Manage Assets > Example Asset		au.org.melbournehealth.admin au.org.melbournehealth.admin for au.org.melbournehealth	Q User Admin 20 Help O Legent (*	
navigation option "My Tenancy" to start	Data Management	La Asset Profile		Attributes	^	
5 I , , ,	My Tenancy	Example Asset	Edit As	set @ Delete Asset # Status Active 18	3/03/2015	
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		Activities			00	
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rnis will bring up four tabs you can	Asset Details Address	Attributes Hierarchy				
work through	• Fill in the form below and	d click 'Next' to proceed.				
5	Name *					
	Description*					
	Asset Reference Id					
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	Asset type *		X	dd/mm/yyyy	#	
	Allow this asset to be shared	l with other tenants?				
					Next →	
	+					
	M Add Asset					
The Asset Details tab allows you to	Asset Details Address	Attributes Hierarchy				
edit the name, description, ID, status or	• Fill in the form below and	click 'Next' to proceed.				
	Name *					
Status date.	Example Asset 2 Description *					
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Choose the asset type by clicking in	Asset Type *		Status" Active	* 11/10/2019	ii	
he box to the right of the X then hit the	Accommodation within DH Building Type Administration/Office					
	within DH Building Type Aged Cane within DH Building Type				Next→	
down arrow to see options or start	Ambulance within DH Building Type		•			
yping if you know the name of the						





asset type you want.



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)	Asser Details Assers Antonia Reflexas insuredy Fill role from Solice and cick Work to proceed all Ambitions with "are madatory Cick Ration to restore the periodualy ared sales. Label Type Wole Asses Mice Insure
Once entered, click "Next"	Arryne Lofe Image Operator D* Test A42:0 Test
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)	Add Cards Add Add Cards Add
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	Exit Asset (Cample Asset) Increase Exit Formula Comparison C
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	In Add Asset Marchine And Ender A. And Asset Marchine In Address Asset Marchine Marchine Asset Marchine





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



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

Find your asset, click the button and

demolished the asset. The system will

then retire the asset, make all devices

inactive and end the relationship with

enter the date you moved out of or

6.4 Edit device

any organisations.







 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 	Image:
The address should match the asset address unless you want to enter the delivery address	▲ Edit Manazament Exercite (112214.1227) Exercite Annual Annual Control (112214.1227) ■ Exercite Annual Annua
Device attributes are used to link the data from suppliers to the device (See Section 12 for attributes for different device types)	EAM Management Even Control (M102544332) Static Exercise Office the Moles and Adds that the groups of Adds Static Office the Moles and Adds that the groups of Adds Static Lind Type Type Toll Type Lind Type Type Toll Type Lind Type Lind Type Type Toll Type moles (M10254022) Marce Type Type Type
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"	



Sep-18 - Aug-19: 0 kg Sep-17 - Aug-18: 0 kg

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From the organisation profile page (see 5.2), click on the "Edit Organisation" button	
This will bring up four "tabs" you can work through.	Cell Organization (Xeample Organization) Cogenization Training Pressure Attributes Mercarity O III on from tarke and click hore to proceed. Rem - Example Organization Code Example Organization
The Details tab lets you change:	Dependent Typ * Dependent Typ * Dependent Tuber * Data Theorem * Dependent Typ
 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.	Comparation (Sample Organization) Comparation (
The "Attributes" tab allows you to view/add/edit attribute records for the organisation.	▲ Edit Organization (Example Organization) Organization Closel Preserv ● Fit in term in term and risk Term and anny Clini Example and railen Lada Type Orlingen* Oprim Oprim 1 Oprim 1 Oprim 2 Oprim 1 Description Closel * Oprim 1 Oprim 2 Oprim 1 Description Closel * Oprim 1 Descrin Closel * Oprim 1
The "Hierarchy" tab allows you to change where in the organisation hierarchy the organisation appears	Al: Ed: Organization (Councile Organization) Operation Stacking: Recent V O have the superstation branching and under Am Operation. Molecome NetaBits 2 Period Operations Medicates. • Advisioner NetaBits 2 Period Operations Medicates. • Advisioner NetaBits 2 Period Operations Medicates. • Approprie Recorder States Medicates Medicates. • Book Dry Company Packeting Ferred Operations Medicates.
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:	Dastbard Dasta Management My Tenany Add Aset + Add Aset + Manage Organisations Add Organisation + Manage Herechies Reports Admin	Add Organisation Organisation Details Persona Attributes Hit In Fill in the form below and click. Next to proceed. Name * Organisation Type *	tarby	ex.org.n
 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 	Add Organisation Organisation Details Person Attributes Or Hill in the form below and click heat to proc Name * Employ Organisation 2 Organisation Type * Settly Complexity for the form Porture of the form Porture	Heactly red. Cole Cole Late	usion Status * c • •	Status Effective Prom * 15/10/2019
The Persons tab is next however you can only add persons once setup is complete	Add Organisation Organisation Details Person Attributes In You will be able to add or view persons only a	Herachy And concluding the organization.		
The "Attributes" tab allows you to add attribute values for the organisation.	Lett Organisation (Example Organisation) Organisation Datals Press Amban Mounty Off in the frame latent and tick North proceed Atomitie Lete Dr Angin * More Or And * Camere (D *	the with Tex mattering Clin Resons to sense the probably asset wine. Type Quino Earners Manualitae Quino Meio Text 1234	Vdu	(*ener) *ener) *ener) *ener) *ener
The "Hierarchy" tab allows you to change where in the organisation hierarchy the organisation appears	An Edit Organization (Crangle Organization) Organization Deals Organization Deals Organization Deals Organization Deals Organization Organization	movine" Oak Sam to ugdan the Oganisation. Person Oganisation Medicanna the	ation following	Long
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)	Add Organisation Quantization Densis Property Select on square station here only and the assert or upon Organization Herently Organization Organizatio Organization	nsty Instan, then slick Barris to reare the new Organisation.	e e	Add Segrination Resembly Bane B
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	Add Organization Oppression Entel Oppression Entel Oppression Entel Oppression Enterl Oppression Enterl Oppression Enterl Oppression O	ing and the start is done to present the new Organization Denned	s Systematic Medicates Progenitation	Ad Opprove timely #







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	Add Organization Hierarchy s sag andworreducted to date: Sam C_ worr.com_B_ wight (spectra In the spectrature) Add Organization Hierarchy s Add Organization Hierarchy s Operatorie Deals Recom_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).	Add Organisation Organisation Details Ferrors Annova Comparisation heavedly and the paper organisation, then club line to cerete the new Organisation Organisation Heavedly Action Comparisation Heavedly Comparisation Hea
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	Image: constraints model Image: constraints model Example Organisation Image: constraints model Image: constraints model Image: constraints model Image: constraints model <td< td=""></td<>
You can edit the month from and month to of the relationship if you hit the "Edit Relationship" button.	Ø UPOATE Relationship Ogenlation Ogenlation History Ogenlation Ø Bellowine Heads Bellowine Heads Area Terrijk Asser France Bellowine Heads Area Terrijk Asser France Bellowine Heads Area Terrijk Asser France Bellowine Heads Jubit Mark France Bellowine Heads
 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 	Aussisted Markel Presex





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 1,000km travelled)	Versame searcheads Version searcheads Version searcheads Version searcheads Version searcheads Version Versio	Provide the fill of the same of the s	parati	Interest of the second
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	Cognitiation Profile Example Organisation COg = (1) Og =	Ell Operation (C) (blin Op Ding 12 Month Compution Month Compution Month - Sey NE COper (1: -A Oct 19 - Sey NE COper (1: -	Attributes Attributes Attributes Status Admin Attributes Attr	A Constraints A Cons
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).	O UPCATE Relationship Opgenistim Basi Royal Purk Asset Minit Royal Purk Asset Minit Royal Purk Associated DataBa Associated DataBa Blow 1 Venture Associated DataBa Persons Blow 1 Venture Aged Care 000 0 Aged Care 000 12 Aged Care 000 120 Aged Care 000 120 Aged Care 000 120	Organization Hierarchy Methourse Health 2 (Jul 05 to current) Amst Hierarchy Mittel Huarchy Martin To Martin	Seerce Seerce Seerce Seerce Secrement Secremen	Edit Relationship (g) Add Presse + (in to person type about +) Person Type filter Actions Bane B. Nature D. Danke B Bane B. Rester D. Danke B Bane B.
You can increase the number of person type values shown by clicking in the "show entries" box:	Aged Care OBD 124 6 Aged Care OBD 0 12 Aged Care OBD 12 12 Aged Care OBD 120 120 Aged Care OBD 120 120 Aged Care OBD 120 130 Aged Care OBD 130 130	Month From * Feb-16 Jan-16 Dec-15 Oct-15 Oct-15 Sep-15 Aug-15		Month To Feb-16 Jan-16 Dec-15 Oct-15 Oct-15 Aug-15





Very one filter for the nergen type were	≛ Persons								
are looking for by typing in the "Person	Add Person + Ge to per								Add Person + Go to person typ
	Show 5 🗸 entries				Pen			n Type filter: area	
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	Showing 1 to 1 of 1 entries	(filtered from 201 total entrie	26)						Previous
You can also change the sort order of	Show 5 🗸 e	ntries							
the person types by clicking the arrow	Person Type ★ ↑↓	Value *		Month From *		Month To			Source
under the "Person Type" row header	TotalAreaM2	30425		Jul-14	曲	month-ye	ear	曲	
	Separations	262		Jun-19	₩	Jun-19		⇔	Data Migration
	Separations	270		May-19		May-19		▦	Data Migration
	Separations	269		Apr-19	曲	Apr-19		⇔	Data Migration
	Separations	265		Mar-19	苗	Mar-19		曲	Data Migration
									Danie
	Person Type 🔸 🏦 Value	• Mont?	From *	Mo	nth To		Source	Actio	ons
You can edit any values or month	Aged Care OBD 100	Feb	16	F F	eb-16	曲	Data Migration	Sa	Restore D Delete
row you change.	Aged Care OBD 12		Feb ¥ 201	Done	an-16		Data Migration	Sa	Restore 🖱 Delete 🛔
,	Aged Care OBD 70	Dec	15	*	Dec-15		Data Migration	Sa	Restore "D Delete II
You can also restore the previous value or just delete the entry									
Click "Add Person +" to add a new person value.	Add Person The month range of 1 month range of this relat	seet Hierarchy the new person record mu	ust fall within th	x)	Succes	s: The Relation	ship Person record was i	deleted	successfully ×
A form will appear for you to fill out.	Person Type * 1000km (Corporate) Usage Value *			•			E	dit Rela	ationship (2*
NOTE: There are 3 different types of person types (normalisers):	Month From #(From Jul-14) month-year Month To (Till Current) month-year				Source	Perso	Add Person + Go to per n Type filter: Actions	son typi	e extract →
• Point in Time – used for things	Source			â	Data Migration	n	Save 🗃 Restore	D Del	lete 💼
 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 			Cancel X	ive D đ	Data Migration	3	Save B Restore	D Del	







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











Add +



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	P LPDATE Relationship Organization Agropation Agropation Agropation Agropation Agropation Annorm Associated Details Associated Deta	Organisation Sterarchy Molitourus Health 2 (Acst Hierorly Molit Rugel Pack Asset Month Taylor Law Inter for Nov-19	hid 65 to convert) 114ercenty (JAI 65 convert) ar express definitely	Y determined the
change the allocation from month to month				
If you choose "fixed percentage" enter the % of the assets usage you want allocated to the organisation and click "Save Allocation"	UPDATE Relationship Organization Aggest Non-Readential Sites Asset Itan Hoyal Pack. Mono Hoyal Pack. Mono 19 Associated Details As	Ogenization Monachy Multicoren Health 2 (Ar Anel Kimzerky Rent Hoyal Park Assett Month T is park as the face Non-19	405 to current) Horizonta (Jul 65 to current) regulary defaulting regulary defaulting Find Precentage * # #	Edi Italaisenkije (f)))))))))))))))))))
If you choose "Person Type" select the Person Type you want the allocation to be based on and click "Save Allocation	Organization Aggregate Non-Residential Sites Asset RMH Royal Park Modih Fram * Juli 14	Organization Hierarch Molitourne Health 2 Asset Inferanchy Molit Royal Park Ass Month To Jame Jack 1	y (Juli 05 to current) aet Hierarchy (Juli 05 to current) ir an anguing eletionetra)	Secces: The Relationship Person record was perioded successfully EXII Industry of the Relationship of
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	Associated Details	Aggregate Non-Pleasherital Bites (Ad-14 to- 24/74 24/74 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.11 34.13 34.13	Forson Type * TablewAll Tradewall Tradewall Surgery Department Department Torial Particle Traded Particle Traded	7000 7000 8589







If you choose "Manual perceptage" you	& UPDATE Relationship				
will need to enter the % allocation for each month and click "Save Allocation"	Organisation Agreed Non-Residential Sites O Assess BMH Royal Park O Month Prope = Juli 14	Organization Hierarchy Molocume Health 2 (Add Sto current) Asset Hierarchy BMH Royal Park Asset Hierarchy (Add Sto current) Match Te (sear-triani for an sugary electronicy)	föll Balakanskip 🖉		
	Associated Details				
	1 Persons	v			
	III Attributes	×			
	% Allocation				
	Allocation Type * Manual Percentage	*			
	Aug-14	90	×		
	Sep-14	100			
	Oct-14	100			
	Nov-14	100			
	Dec-14	C + + +	Swe Allocation D Review Allocation *		

7 Add/Edit data record

7.1 Add data

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







30

 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 	Add Select If Add and the sing supply the for exacuted data; which is the up of polyton. Statute real Instance Units on Signal Partier Instance Define Partier Instance Define Partier Instance Define Partier Instance Instance Instance Define Partier Instance Instance Instance Define Partier Instance
• Type in the date range (must be DD/MM/YYYY) or click on the calendar icon to select the date	Add data for an existing supplier feed, measurement device, activity, date range and pedigree. Supplier Feed Image: Comparison of the second of th
 Choose the pedigree – generally "Actual-Supplier Invoice" if you're entering from an invoice 	Add Data Image: Add data for an existing supplier feed, measurement device, activity, date range and pedigree. Supplier Feed: Image: Unknown Supplier Feed Image: 01/09/2019 Image: 01/09/2019 Image: 01/09/2019 Image: 01/09/2019 Image: 01/09/2019 Image: 0 Image: 0 </td





 Enter the values from the invoice or leave as zero (don't use any commas or dollar signs) 	Supplier Feed * Unknown Supplier Feed Date Range * 01/09/2019 Qty-Electricity (kWh) * 0 Cost-Electricity (Dollars) * 0 Qty-Green Power (kWh) * 0 Cost-Green Power (bollars) * 0 Qty-PeakElectricity (kWh) * 0 Qty-OffpeakElectricity (kWh) * 0 Add reference, criteria or description *
 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 	Profession 0 0
 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) 	Save Success au org.melbor Data entered successfully. (Status-Accepted) or feed, measurement device View Asset Profile \$102894232 Asset: Example Asset Pedigree * Actual-Supplier Invoice
7.2 Upload data – DM te	mplate 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.







	Dashboard	Import Data Migration Tor	molator							_
Admin Menu	Data Management	Import Data Migration rea	nplates							
	My Tenancy	Upload Template 2								
	Reports	Admin Templates								
	Admin	Template Name	Upload	Last File Unfoaded		Upload	Loaded By	Def	e Inaded	Developed File
o import a template file, click 'Upload	Exchange Mapping	Asset Attributes Extract	(mag)	attributes.denetFattact7 sin		FAILED	au oro.melloumehealt	th admin 201	Nov 2019	(mutat)
Template at the top left of the page	Classification Administration		View or			States		11	12 AM	Error 🛦
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	Master Activities	Extract	Pan -					119	15 AM	ordine m
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	Indicator Groups	Organisation	View @	TestirMelbourne_Allocation_07_OrgHierarchyTer	mplate via	SUCCESS	au org.mebournebealt	th.admin 181	Nov 2019	Criginal A
	All Admin	Measurement Device	View 49	TestInMellourne_Allocation_06_MeasurementDe	rviceTemplate xfe	SUCCESS	au org.melbournehealt	th.admin 181	Nov 2019 10 PM	Original A
		Asset	View 40	TestinMelbourne_Allocation_03_AssetTemplate,	a els	SUCCESS	au org.melbournehealt	th admin 181	Nov 2019 22 PM	Original 🛦
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		Asset Hierarchy	View 60	Melbournelikealth, 05_Asseti-HerarchyTemplate.al	la .	SUCCESS	au org.mebournehealt	th admin 191 (82)	Mar 2015 25 AM	Original <u>A</u>
		Usage Templates								
		Template Name	Upload History	Last File Uploaded	Upload Status	Loaded Dy	D	ete Upficaded	D	towniced File
		Bulk Estimate Template	View 68	findDataDapsTemplate (4) xis	SUCCESS	au org melbourne	ehealth.admin 61	Dec 2019 12:26	PM C	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 <u>support@edensutie.com.au</u> 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	Upload Data Migration Templates O Please ensure any prior dependent templates are loaded without errors and have been setup correctly.						
	Template Type *	Template File *	Browse				
Browse for the location of the file on	Green Power Green Power Peak Offpeak Green Power Cost Patal			Upload Template 🗶 Cancel 🗲			
your computer and click "Upload	Natural Gas Paper Other Stationary Energy						
Template"	Transaction of Carl						





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	Last File Uploaded		Loaded By		Date Uploaded	Download File
Asset Attributes Extract	View @	sttributesAssetExtract2 xts		FAILED	au.org.melbournehealth.admin		20 Nov 2019 11:12 AM	Original 🛓
Measurement Device Attribut Extract	es View 👄	attributesMeasurementDeviceExtract.xls		SUCCESS	au org melbour	ehealth.admin	20 Nov 2019 11.05 AM	Original 🛓
Relationships	View @	TestinMelbourne_Allocation_OB_Relationships*	Template vis	SUCCESS	au.org.melbourr	ehealth.admin	18 Nov 2019 03:36 PM	Original 🛓
Organisation	View @	TestInMelbourne_Allocation_07_OrgHierarchy1	femplate.xis	SUCCESS	au org melbour	nehealth.admin	18 Nov 2019 03:21 PM	Original 🛓
Measurement Device	View 👁	TestinMelbourne_Allocation_06_Measurement	TestinMelbourne_Allocation_06_MeasurementDeviceTemplate.xls SUCCESS au org.melbournehealth.admin			18 Nov 2019 03:16 PM	Original 🛓	
Asset	View @	TestinMelbourne_Allocation_03_AssetTemplate_a.xls SUCCESS au org.melbournehealth.admin		18 Nov 2019 02:22 PM	Original 🛓			
Person Type Extract	View @	MelbpersonTypeRelationshipExtractv3.xls SUCCE		SUCCESS	au org melbournehealth admin		23 Aug 2019 11:33 AM	Original 🛓
Configuration	View @	DEFRA_AirTravel_DH_Tenant_01_ConfigurationTemplate_inclForensicare.xls		xfs 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 08:25 AM	Original 🛓
sage Templates								
Femplate Name	Upload History	Last File Uploaded	Upload Status	Loaded By		Date Upload	led	Download File
3ulk Estimate Template	View @	findDataGapsTemplate (4).xis	SUCCESS	au org.melbourne	health.admin	6 Dec 2019	12:26 PM	Original ±
Nater	View 👁	TestInMelbourne_Allocation_10_Water xis	SUCCESS	au.org.melbournehealth.admin 18 Nov 2019 03.4		0 03:44 PM	Original 🛓	
Waste	View @	GeneralWasteAdjustment20181026v5.xis	SUCCESS	au org.melbournehealth.admin 29 Oct 2018 08:29		08:29 AM	Original 🛓	
Natural Gas	View @	MelbourneHealth_10_AIMS_NaturalGas.xls	SUCCESS	au org.melbournehealth.admin 18 Mar 2015 09 5		5 09:58 AM	Original &	

7.3 Create an estimated data record

Or, you can choose "Estimate data"	eden sume III	Data Management > Add Data			au.org.melbournehealth.admin au.org.melbo for as			
from the Dete Management many on	Dashboard							
nom the Data Management menu on	Data Management	Add Data						
the left of the screen	Find Data	Add data for an existing	ng supplier feed, measurement device, activity, date rang	e and pedigree.				
	Add Data +	Supplier Feed *		Measurement Device*				
	Estimate Data	Date Range 1	*	Enter a measurement device or linked asset	×			
	Bulk Accept / Reject Pending Data	01/09/2019	to 30/09/2019	l i i i i i i i i i i i i i i i i i i i				
	Find Data Gaps	Add reference, criteria or descri	iption A					
	Devices with Estimates Only	_						
	My Tenancy							
	Reports							
	Admin							
Start typing the name of the device you	Dashboard							
want to create an estimate for and then	Data Management		Estimate Data					
select from the options provided	Find Data		Enter criteria to general	te data estimates for the selected	period, using the chosen estin			
	Add Data 🕇		Asset Measurement Device *					
	Estimate Data		6102894232					
	Bulk Accept / Reject Per	nding Data	Example Waste Device					
	Find Data Gaps		Estimate for this bate kange	to dd/mm/vvvv	益			
	Devices with Estimates	Only	Estimation Method *					
	Preferencing Data		Seasonal Adjustment		*			
	My Tenancy							
	Reports							
	Admin							
Start typing the name of the activity you	Estimate Data							
Start typing the name of the activity you								
want to create an estimate for and	Enter criteria to generate	e data estimates for the se	lected period, using the chosen estimat	ion method. The generated estimates will	then be displayed and can optiona			
coloct from the options provided	Asset Measurement Device *		Activity *					
select norm the options provided	6102894232		× Eled		×			
	Supplier Feed *		Electricity Activity in Statis	poary Epergy				
	Unknown Supplier Feed		×	, ,				
	Estimate for this Date Range *							
	dd/mm/yyyy	to dd/mm/yyyy	i					
	Estimation Method *							
	Seasonal Adjustment		*					





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)	Acet Masurement Device * Barnet Acet Mas
 Seasonal adjustment (<i>Preferably use this</i> 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 	Etimate Data for criteria to generate data estimates for the selected period, using the chosen estimation method. The generated estimates will then be displayed and can optionally be forgine read supplier read forgine read forginere forgine read
months of data to calcualte the estimates 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	Estimate Data C Enter offeria to generate data estimates for the selected period, using the chosen estimation method. The generated estimates will then be displayed and can optionally be say Asset Measurement Device * Activity * Elec Activity * Elec Estimate for this Date Range * Ov/07/2018 Estimation Method * Simple Average V Month range to base estimation on * Nev-19 Do Nov-19





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

Enter c
 Asset Measur
 0102894235

Supplier Feed

×

.

Cost-Electricity Qty Green Pow

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.

7.4 Accepting/rejecting/pending data



Calculate 🗟 Clear 🗙





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.	Dulk Accept / Reject Pending Data Image: Select search ontents to find Pending data to perform a bulk status change. Click on Options to select additional fittering options: Assist or Measurement Device Assist or Measurement Device
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.	Date Bange Observiption Date Bange Gomm/ryry Bits Definition Profile passen Workshold Pedgese bases Type Windows Montal Pedgese bases Type Windows Pedgese bases Type







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

O Select search criteria to find

- 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"

Davidoard								
Data Management	Find Data Gaps							
Tesi Dala	Entre extension produce an orbitat of all ge	point the data (of any prolegion	e status) for the adjoint withing	contract le contra avec l'ape	distants), /s	would be in the school of cales	#10.	
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	unknown skpplior wood		qguun (23)	🛗 ta ddramopy	雜	Seasons Adjustment		
Dave part of the total the part of the								





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 calcualte the estimates
 - 6 month window uses the last 6 months of data to calcualte 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

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.







Remove any rows that have INACTIVE devices or pending/retired assets.

Also remove any rows where the "Device Exchange Data To" is before the period you want to estimate data for. The 'Device Exchange Data To" value is used to stop data being received by a device after a certain date – this may be when you have moved out of an asset or a new account has been setup.

To upload the spreadsheet and create estimates for any missing data, click on the "Go to DM Template Upload" button,

Select "**Bulk Estimate Template**" for the Template Type and click browse and find the folder that you saved the Find Data Gaps report in, select the file and then click Upload Template

As the file is processed, an estimate will be created for the asset, device, activity, date range and supplier feed for each row of the Find Data Gaps report using the nominated estimation method. If any row is unsuccessful, processing will continue to the next row.

After processing the button will change from "UPLOADED" to "SUCCESS" or "ERROR"

You can click on the "Error" button to download the error file.

There will be a note in the right hand column in the file if a row was unsuccessful. Successful rows can be deleted.

Rows are unsuccessful if there is insufficient data in the date range chosen to calculate the estimate.

Choose a different Source Data date range for that row, save the file with a new name and upload it again. If the seasonal adjustment method was originally used, change the estimation method to "**Simple Average**"

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Destricity	A1.3.2	Retirec	A1.3.2	Ele.	ACTIVE			02-Nov-15	9 50	S-Nov-15	/ Seaso	onal (I	Joknawn	t Unknow	n t .				01-Jul-05	6		
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8.3 Checking for duplicates

The system does check for duplicates on data as its en for duplicates using this report	ntered but th	e test is very	"exact", so it	's a good ide	a to check
The report can be found by going to Reports>All		Reports > Report Options		demost ken gruss en gruss en fittele filsedemostelen ges sa	aditation (non Q) uscarit <u>a</u> MQQ (a
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Start typing an activity and select from the options available	Duplicates Report	states based on from dates to date, asset, de to constar your report.	where and activity		
Click on the calendar icon to choose a month range and then click the Export button	Deplicates Report Orient groundly durbates in Orient groundly durbates to our Andersy - Mark Regs - And S	end on from late to date, source, dense and achieved any para report.			figer
 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	0 0 0 1 D BHC Mart 2 D 1 D BHC Mart 2 D D 0 0 H D	E E E	th J J J K L digit Page / Pag	H H O Table 2: Creater: Radi CC Thi 10 A 0.00 0 0 A 0.00 0 0 B 0.00 0 0 Could Area 0.00 0 0
To help in reviewing, its recommended that you filter Column N for just one field e.g. Qty-Electricity					
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	D D Asse 0 1 rds v 10 go rd cs 10 glob 10 go rd cs 10 glob 10 go rd cs 10 glob 11 rds v10 go rd cs 10 glob 1 14 rds v10 go rd cs 10 glob 31 Augu 10 sam 10 rds v10 glob 10 rds v10 glob 0 - 1ds v10 go rd cs 10 glob 0 rd - 1ds v10 glob 10 rds v10 glob 10 rds v10 glob 0 - 1ds v10 glob 0 rd - 1ds v10 glob 0 rds v10 glob 10 rds v10 glob 10 rds v10 glob 0 - 1ds v10 glob 0 rds v10 glob 0 rds v10 glob 10 rds v10 glob 10 rds v10 glob 0 - 1ds v10 glob 0 rds v10 glob 0 rds v10 glob 10 rds v10 glob 10 rds v10 glob 2 5 Han v10 glob 2 5 Han v10 glob 2 5 Han v10 glob 10 rds v10 glob 10 rds v10 glob	C D E E E Annue A Martine Construction (Construction) (Constructio	Print Activity Pedgree Trendal Extension Activity and Pedgree Trendal Extension Activity Activity Engl (1972) 1972 (1974) 1973 (1974) (1972) 1974 (1974) 1974 (1974) (1972) 1974 (1974) 1974 (1974) (1972) 1974 (1974) 1974 (1974) (1974) 1974 (1974) 1974 (1974) 1974 (1974) 1974 (1974) (1974) 1974 (1974	Pedar Descrit Sour Records 0 Records 0 Inter Flector 1 Records 0 Inter Flector 1 Records 0 Records 0 Recor	Control Bub - Creater - Ref C, R R Accessed 2016 0.1 G/C Ber Header - R R R R Accessed 2019 0.1 G/C Ber Header - R R R R Accessed 2019 0.1 G/C Ber Header - R R R Accessed 2019 0.1 G/C Ber Header - R R R Accessed 2019 0.1 G/C Ber Header - R R Accessed 2019 0.1 G/C Ber Header - R R Accessed 2019 0.1 G/C Ber Header - R
You also don't need to worry about records that have different pedigrees as the higher pedigree will be used for reporting	B B 0 Fach 76 Obte Asse 01 Fach 92 Faches 10 MG 10 MG 14 Fach 93 Hours 93 Hours 14 Fach 93 Hours 10 Har 01 Har 93 Hours 10 Har 01 Har 93 Hours 10 Har 01 Oct 19 31 Oct 19 A13 25 Mar 10 25 Mar 10 MG 25 Mar 10 25 Mar 10 MG	C D E E Primer P	F G H Prinsary Activity Pedigree Toshill Bickneidy Actuel Entity No Toshill Dickneidy Actuel Entity No Toshill Dickneidy Actuel Suppler for 1020942 Electricity Actuel Suppler for 1020942 Electricity Actuel Entity No Toshill Electricity Actuel Entity No Toshill Electricity Actuel Entity Ro	I J K Pedign Descrip Source - Sources Descrip Source - Sources Descrip Source - Sources Descrip Source - Source - Sou	L M N O Status Creater 76/07 Rade V/z² Accepted 2019-03-1 Cip-Exect ¹¹ 000 Repeted 2019-01-1 Cip-Exect ¹¹ 000 Accepted 2019-01-1 Cip-Exect ¹¹ 000 Prending 2019-02-2 Cip-Exect ¹¹ 100 Prending 2019-03-2 Cip-Exect ¹¹ 100 Prending 2019-03-2 Cip-Exect ¹¹ 100
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.	I 0	C D Porter Device Devicevice Device Device Devicevice Devicevicevicevicev	Prinart - Activity - Perigree Health Electricity Actual - Entity Reco GrafMal Decisity Actual - Entity Reco GrafMal Decisity Actual - Supplere B 10009422 Decisity Actual - Supplere B 1000942 Decisity Actual - Supplere Actu 1000942 Decisity Actual - Supplere Actu Buddhal Decisity Actual - Supplere B Supplere B Buddhal Decisity Actual - Draft Reco	• Polity • Descrity • Source • S who by Descrity • Source • Sour	H N O cospete 2014-01-0; rester: 11.00 cospete: 2014-01-0; rester: 11.10 cospete: 2014-01-0; rester: 11.00 cospete: 2014-01-0; rester: 11.00 cospete: 2014-01-0; rester: 11.00 cospete: 2014-01-0; rester: 11.00 cospete: 2014-01-0; rester: 10.00 cospete: 2014-01-0; rester: 10.00
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.	Pland Massarement Devices with Editionals Data Cold Solid of the a resource of device a stability, and a much scope to create your report. Massarement Solida Type Massarement Solida Type Massa
Select the device type from the drop down or type an activity and select from the options provided.	And a Particular Barry Control of
Use the calendar buttons to select the month range for the report and click "Export"	Plot Messarement Derivers with Estimate Data Soldy
The report shows any devices that only have estimated data for the period selected. It shows:	A B C D E F G H MeasurementDevices With Estimates Only / Measurement Device Type = / Activity Measurement Device To an and an and and and and and and and a
 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 	
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 of This report looks for assets that have no data for an ac attached to the asset that can receive data for the activ	Jata tivity for a selected month range, despite having a device ity.

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	eden aur 🗖	Reports y Depart Options		aung-reforméni aung-reforménie Attri - e en este	fadmin (non Q) moranis, and (non Q) in
Dreparation" group on "Accel Zaro Date Depart"	Data Management	Report Options	technic	Facilities	(D. Market
Preparation group as Asset Zero Data Report	Reports	Report Preparation Bulk Accept / Reject Pending Data	Anarysis Interactive inventory Report	Altitudes follows	Cripedodian Competion
	S IS investory Report Actuals to Estimates	Explicates First Cels Ceps	Eats Variance Report Apparticiting (Roade	Person Type Poince	Authorities With Nachdarder (detailuase-adds) MOD Hittory
	Activity Indicator Report	Devices with Extension Only	Direct Colo Empy via Empil (DOEVE) Log	Dashboard configure publicard	MOD Lifeopole Data
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	Unique Cont Interactive Intentiony Report	Activity indicator Report	Annel Reprise Annel Afrikaries Register	Cost Report Context	
	All Reports	Actuals of Estimates	Measurement Device Register	Vistoria Health Service Reports	
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		Multi comparison Combined Verw	Ceganiazion Attributo Nogatar Relationales Register	Marily weie and Deog Performance Report	
		Organization and Assel Table Deeps/East	Reblevelep Altitudes Regeler	Public Diskovment Report Weste Report	
		Organisation Hierarchy Monthly Usage by Pedigree	Relationship Renor Register Asset / Relationship Attributes		
		an di siaranta daser			
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.	Asset Zero Data Report Shows Active assets Select search oriteria Activity * Electricity Cogn Electricity Cogn Electricity Activity arease from Ac	tilh na accepted 'Actual' data (and only assets a o create your report.	ith a linked measurement device for the sel	ected activity)	
· ·	Receipt and Receipt Teams				
Use the calendar buttons to select the month range for the report and click "Export"	Asset Zero Daka Report O Those Actes match with the O Those Actes match with the Tere Control of the Tere Action O Tere Action				Equiri ▲ Clavit .
The report shows the asset name and device names for any assets with no data for the period.	A Asset Zero Data Rej Asset Name Boyne Russell Facilit Diabetes Education (5 5	B C bort / Activity = Electricity / Fro Asset Ref Asset Type /- Aged Care ler Community/Allied/I	D m: 01-Jul-18 To: 30-Jun-19 Asset Hie St Boyne Rut Ac Primary Health Diabetes EAc	E F G atus Able to be Measureme tive False 6102940455 tive False 6102956572	i H I int Device Activity i Electricity Electricity
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					
9 Reviewing and updat FTE, Separations,1,0	ing ir 00kn	ndicato n etc	or dat	a - ar	ea,
 There are 2 types of indicator data: Asset attributes - those attached to asset construction: and 	s like peer g	group, numbe	r of floors of	the building a	and year of

• 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"





C D E nn Register Report - Jul-17 - Jun-18 ti Organisat Asset Nar Relationsl Reli Melbourne Boyne Rus Jul-14 Melbourne Contral Str Jul-14 Melbourne Contral Str Jul-14 A B Relations hip Perr Organisat Organ Aggregate Proxy Aggregate Proxy Aggregate Proxy Aggregate Proxy Aggregate Proxy Aggregate Proxy RMH City if acility Example C facility Aggregate Proxy G The report shows Person M.P. n Count 1,286.00 2,715.00 1,926.00 844.00 1,00.00 1,320.00 30,425.00 30,425.00 30,425.00 1,865.00 1,334.00 30,425.00 1,855.00 1,334.00 30,425.00 1,476.00 4,00 6,056.00 1,194.00 6,050.00 6,050.00 1,194.00 6,050.00 6,050.00 1,194.00 6,050.00 6,050.00 1,100.00 1,000.00 1,100.00 1,000.00 1,100.00 1,000.00 1,100.00 1,000.00 1,100.00 1,000.00 1,100.00 1,000.00 1,100.00 1,000.00 1,100.00 1,100.00 1,100.00 1,100.00 1,100.00 1,100.00 1,100.00 1,000.00 1,100.00 1,000 Jul-14 Jul-10 Jul-10 Jul-10 Jul-10 Jul-10 Jul-17 Sep-17 TotalAreaM2 aM2 Every person type value in the month ebin C Jul-14 aM2 aM2 aM2 range aM The asset and organisation involved in Aggregate Proxy Aggregate Proxy Aggregate Proxy Aggregate Proxy Aggregate Proxy Example C Facility MG Organ Proxy Y2.1.1 Miscel X1.0 Miscel the relationships ourne St Albans ourne V.I.D.R.L. ourne Weighbrid ourne Westside I The month range for the person type side I Jul-14 en Jul-14 e Ru: Apr-06 Jul-10 Jul-10 Jul-10 Jul-10 Jul-10 Jul-10 Jul-10 an H Jul-14 an H Jul-14 Mebourne Westside 1 Jul-14 Mebourne Orygen Jul-14 MG Test 0 Boyne Rut Apr-0 MG Y2 Orj B2.1 Jul-10 MG Y2 Orj B2.2 Jul-10 MG Y2 Orj B2.2 Jul-10 MG Y2 Orj B2.3 Jul-10 MG Y2 Orj B2.4 Jul-10 MG Z3 Org C3.0 Jul-10 Mebourne McIellan H Jul-14 Mebourne McIellan H Jul-14 Mebourne McIellan H Jul-14 and its value Y2.1.1 X1.0 Y2.1.2 1.3 Miscel 1.4 (R∈Miscel) Miscel FTE Oct-19 ¥2.1. Z3.0 Jul-17 Sep-17 Aug-17 Sep-17 Aged Care OB Aged Care OB Aged Care OB Aged Care OB Aggregate Proxy Aggregate F Aggregate Proxy Melbourne Mclellan Hi Jul-14 Aug-17 969.00 1,248.00 Aggregate Proxy Melbourne Cyril Jewe Jul-14 Relat ip Person Register 9.1.2Updating 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 D В С Е The report shows Person Type Extrac: Report/Report Type=Organisation Relationships/Organisation=Melbourne Instructions -Add New Value: To add a new entry for the reported person type the (new) required value in the N -Note 1: Do not change the values in any columns except the New Value column 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 The organisation and the asset for the Organisation Name Asset Name Effective | Person Type Current V New Value person type Melbourne Health 2 Broadmeadows CCU Melbourne Health 2 Broadmeadows CCU - Bro Melbourne Health 2 Royal Melborne Health Tot Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 The month of the person type RMH City Campus (P Boyne Russell Facility Jul-19 TotalAreaM2 The value for that month 108641.0 RMH City Campus (P RMH Parkville Jul-19 TotalAreaM2 RMH City Campus (P KMH Parkville Example Organisation Broadmeadows CCU - Brc Example Organisation Cxample Asset Parent Example Organisation Orgaen Aggregate Residentia Broadmeadows CCU Aggregate Residentia Broadmeadows CCU Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 30425.0 5900.0 1286.0 The report also provides a column for a New Aggregate Residentia Groduniadows CCC Aggregate Residentia Cyril Jewell House Facility Aggregate Residentia Morfolk Terraec CCU Aggregate Residentia Norfolk Terraec CCU Aggregate Residentia South Stone Lodge Reside 1926.0 Value, this can be: Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 1320.0 Jul-19 TotalAreaM2 1320.0 Jul-19 TotalAreaM2 1110.0 Jul-19 TotalAreaM2 -Jul-19 TotalAreaM2 1865.0 A correction to the existing value Aggregate Residentia St Albans CCU Jul-19 TotalAreaM2 1334.0 1476.0 Aggregate Residentia SI Albans CCU Aggregate Residentia Weighöhröge Residential C Aggregate Residentia Westside Lodge Aggregate Non-Resid Boyne Russell Facility Aggregate Non-Resid Boynemeadows CCU Aggregate Non-Resid Central Stores Jul-19 TotalAreaM2 A totally new value where there is Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 Jul-19 TotalAreaM2 1194.0 currently no value Jul-19 TotalAreaM2 2715.0 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".





Enter values in the new value column and save	Upload Data Migration Templates
the file.	resise ensue any prior dependent tempares are loaded without errors and have been setup contexty. Template Type * Template Type * Downere
Then go to Admin > DM Template Upload and choose the "Upload Template" at the top of the page	A Trivel Person System Cost Person A Trivel Over Power Cost Person Cover Town Cost Retail Natural Cos
pago.	
For "template type" choose "person type 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 an "Uploaded" button next to the listing for Person Type Extract – this will eventually change to processing and, hopefully, "SUCCESS" – if an "ERROR" or "FAILED" button appears contact support.	
9.1.3Reviewing/updating asset/de	evice/organisation attributes
3.1	<u>.</u>
Asset/device/organisation Attributes can be update Attribute Extract Report to view current values and This report can be found by going to Reports > All	d in much the same way as the person types, use the update them or add new values. Reports and finding it listed under "For Upload"
To run the report, you must:	Attributes Extract
 Choose if you want to review/update/add asset or organisation or measurement device attributes 	This report -exports an extract of attributes. Asset and Device Attributes can then be exited and uploaded through Admiru/DM Template Upload/Asset Attributes E Report Group * Asset Asset Asset Asset Asset Asset Asset Complet Comput Code Complet Comp
The Attribute value you want to update/review/addClick Export	
The report shows	Instruction Instructinstruction Instruction Instruction Instruction I
 The asset or organisation or measurement device name The Current value And provides a "New Value" column for you to update the current value or add a totally new value 	6 Note 2: Changing metadata values may impact historic reporting 7 Note 3: Apportionment rules may require yadging if updated metadata values are utilised in the Aser's apportionment calculations 9 Ases 1: AnAsset Ref Asset Typ Aset Hins Status Able to b Metadata Metadata Required Used in A Current V New Valu Parent Asset Name 10 Durham Si Accommo Duram Si Active False Year Cons NTEGER Optional False 1980 Durham Si 11 Durham Si Accommo Duram Si Active False Year Cons NTEGER Optional False 1980 Durham Si 12 Durham Si Accommo Duram Si Active False Year Cons NTEGER Optional False 1980 Durham Si 13 Durham Si Accommo Duram Si Active False Year Cons NTEGER Optional False 1980 Durham Si 14 Durham Si Accommo Duram Si Active False Year Cons NTEGER Optional False 1980 Durham Si 15 Pleasant H Accommo Dressant Active False Year Cons NTEGER Optional False 1900 Eyers Hou Accommo Eyers Hou Active False Year Cons NTEGER Optional False 1970 Eyers Hous Accommo Eyers Hou Active False Year Cons NTEGER Optional False





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.

Please ent

remplate Type *

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	GHG Inventory Report Select search criteria to create Report Group* Asset Asset Asset Organisation Organisation Organisation NGER.Hierarchy NGER.Hierarchy	your report.	ä
Then start typing and select from the options for the report group	CHO Inventory Report Cited Inventory Report Report Oney* Asst Munch Rege * moth-year	Asset * example example Example Asset Example	
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. 10.1.2 Multi-Comparison Rep	Contrast International state	Aust Image laws Image laws 1 Laws laws Image laws Imag	Tage B Tarri A Tar A Tarri A Tar A Tarri A Millio ful Tar Cati Ott A A Millio ful Tar
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.	Dashboard Dashboard DashBoarement: My Tenancy Reports Of Discourse Report Activity Histocore register Organical and Asset Total Usage/Cost Interactive Inventory Report All Reports Admin	Report Options Report Options Bulk Accept / Report Perparation Bulk Accept / Report Pending Data Duplicates Find Data Gape Devices with Estimates Only Asset Zero Data Report Activity Indicator Report Activity Indicator Report Activity Indicator Report Activity Indicator Report Mall-comparison Combined View Organisation Ind Asset Total Usage/Cost Asset Herarchy Monthly Usage Organisation Infersectly Monthly Usage by Pedigree NGER Herarchy Report	Analysis Interactive Inventory Report Data Variance Report Apportioning Usage Direct Data Entry via Email (DDEVE) Log Registers Asset Attributes Register Measurement Device Register Organisation Attributes Register Organisation Register Relationship Attributes Register
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)	Multi-Comparison Report Comparison Report Comparison Report Comparison Review 3 Comparison Compar	ation across a month range, for up to three series (activity asset at the or Organization Person Type series should be Series 3. In the Series2 worksheet. In the Series2 workshee	tribute organisation person type).





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). 0 tity Type nth Range If an activity is selected, you'll also need to select the "Calculator Input" – this is normally a choice of Cost ries 1 Type or Quantity, but for electricity you might also choose peak/off-peak/Greenpower 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 ries 1 Typ Organisation Person Type series should be used for eries 2 Type Series 3. Export Jul-17 to Jun-19 The first series will be plotted against the left y-axis The second series will be plotted against the right y-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



47

axis



10.1.3 Actuals vs Estimates – monthly usage and cost – assets only

eden suite

ent Device Registe

sation and Asset Total Usage/Cos nteractive Inventory Report

Data Man

All Re

This report can be accessed by clicking on "Actuals vs Estimates" on the Report drop down or by finding it in Reports > All Reports under the heading "Usage"

It reports for every asset, for any 12 month period and can be restricted to an activity group (e.g. stationary energy) if desired.

Select a month range (up to 12 months) and hit "Export"

You can also restrict the report to an activity group (e.g. stationary energy) if desired.

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.

The report is useful because it provides a monthly breakdown of all activities for all assets in one report.

A detailed description of the report can be found on the training website



Reports > Report Options

Report Options

Find Data Gans

Report Preparation

Devices with Estimates Only

Asset Zero Data Report

SHG Inventory Report

Bulk Accept / Reject Pending Data Duplicates

Combined view – monthly usage and cost – including all 10.1.4 fields from suppliers

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

It's very similar to the actual vs estimate report but it also includes all available fields provided by suppliers such as bill from/to dates, demand charges, service costs etc.

The report can be run for one activity at a time and has options to include Network data (data from suppliers) or not.





Analysis

Registers

Data Variance Report

ning Usage

Asset Attributes Registe

Direct Data Entry via Email (DDEVE) Log

ment Device Registe nt Device Attrib

on Registe ation Attributes R nship Register



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 <u>website</u>.

	One had \$5 to han \$1	6 0 E F 0 H								<i>P</i>		
	Activity - Activity -	Annat N - Annat T - Annat H - Onnani - Onnani - Month - N	Month -	Data III v	Code (i -	Value (-	Padien v	Perfine v	Princips -	Code II -	Value I v	Iheed V - as Il
	Cinical units	Relieve RyDuble Hos Relieve RyRHS carbo RHS carbo III. Ini 16.	14.16	1286020	Quantity	6.98 77	Summer F	Artual	5	Country	598 77	598.77
	Clinical walks	Balant BcDuble HorBalant BcBHL cate BHL cate 21 Aug 16 A	lun 15	1206028	Quantity	633.46	Supplier E	Actual	5	Quantity	608.46	688.46
	Clocal wake	Balland Ri Public Hos Balland Ri RHS carbo RHS carbo 01.540,15.1	Sec. 16	P1287148	Quantity	636.04	Supplier F	Artual	5	Quantity	535.04	536.04
	Cinical walks	Balant BcDubic HosBalant BcBHS cate BHS cate 01.0ct.15.0	24.15	\$1287154	Quantity	502 44	Surreitar F	Artest	5	Quantity	507.44	502.64
	Clinical units	Railand ReDuble Hos Railand RePHS carbo RHS carbo 01 Nov 16 1	Very 16	1267160	Quantity	301 75	Rentalizer F	Artual	3	Quantity	301 76	301.75
	Clinical waiko	Ballarat Bi Public Hos Ballarat BJ BHS carbolitHS carbo 01-Dec-16 D	Jec-16	1287918	Quantity	546.24	Supplier E	Actual	2	Quantity	546.24	546.24
	Cincal walks	Related RcPublic Hos Related RuRHS carbo RHS carbo 01, Jan 17	lan.17	N 347974	Quantity	667 26	Southing F	Actual	3	Quartity	467 26	567 26
	Clinical walkg	Ballwat BcPublic Hos Ballarat BcBHS carbc BHS carbc 01-Feb-17 F	Feb-17	P1347970	Questity	315.70	Supplier E	Actual	5	Quettay	315.70	315 70
	Clinical walkp	Ballarat BcPublic HosBallarat BcBHS carbcBHS carbc 01-Mar-17 M	Mar-17	⁴ 1347964	Quantity	1.010.22	Supplier E	Actual	2	Quartity	1.010.22	1.010.22
	Clinical walkp	Ballarat Bi Public HosBallarat Bi/BHS carbc BHS carbc 01-Apr-17 A	Apr-17	h350002	Quantity	521.70	Supplier E	Actual	2	Quartity	521.70	521.70
	Clinical walks	Ballacat RicPublic Hos Ballacat RicPHS carbo PHS carbo Attentions 5	Apr. 17	P1347954	Quantity	730.04	Summiner F	Actual	5	Quantity	730.04	730.04
	Clinical walks	Relievet RyPublic Hos Relievet Ry RHS carbo RHS carbo 01-Jun-17 J	km-17	P1347966	Quantity	664 37	Supplier F	Actual	3	Quantity	664 37	664 37
	Cincal walks	Queen FluiRepidentia Queen FluiFMS carbs FMS carbs 01.Jul 16 J	14.16	\$1296018	Quantity	11.20	Supplier F	Actual	5	Quantity	11.20	11.20
	Clinical walks	Queen FiloResidentia Queen FiloRHS carbofHS carboth San 16.1	Sep. 16	1287161	Quantity	20.40	Supplier F	Actual	5	Quantity	20.40	20.40
	Clinical walks	Queen Flu Residentia Queen Flu FHS carbo FHS carbo 01-Oct-16 0	Det-16	1207162	Quartity	21.00	Supplier F	Actual	5	Quantity	21.00	21.00
	Clinical walks	Queen Elu Residentia Queen Elu BHS carbs BHS carbs 01-Nov-16 h	Nov-16	P1287161	Quantity	16.40	Supplier F	Actual	5	Questity	16.40	16.40
	Clinical walkp	Queen Elu Residentia Queen Elu BHS carbc BHS carbc 01.Feb-17 F	Feb-17	⁴ 1347986	Quantity	12.40	Supplier E	Actual	2	Quantity	12.40	12.40
	Clinical walkg	Queen EluResidentia Queen EluBHS carbcBHS carbc 01-Mar-17 M	Mar-17	1347966	Quantity	25.40	Supplier E	Actual	2	Quartity	25.40	25.40
	Clinical waikg	Queen Elu Residentia Queen Elu BHS carbc BHS carbc 01-Apr-17 A	Apr-17	1350001	Quantity	16.60	Supplier E	Actual	2	Quantity	16.60	16.60
	Clinical waikg	Queen Elu Residentia Queen Elu BHS carbc BHS carbc ####################################	May-17	1347958	Quantity	35.00	Supplier E	Actual	2	Quantity	35.00	35.00
	Clinical waks	Queen Elu Residentia Queen Elu BHS carto BHS carto 01-Jun-17 J	Jun-17	1347969	Quantity	19.00	Supplier E	Actual	2	Quantity	19.00	19.00
	Clinical walkg	Ballarat Bi Public Hoi Ballarat Bi BHS carbc BHS carbc 01-Jul-16 J	kd-16	1296021	Quantity	1,010.06	Supplier E	Actual	2	Quantity	1,010.06	1,010.06
	Clinical waikg	Ballanat Bi Public Hor Ballanat Bi BHS carbit BHS carbit 01-Aug-16 A	Aug-16	1286025	Quantity	730.04	Supplier E	Actual	2	Quantity	730.04	730.04
	Clinical walkg	Ballarat Br Public Hos Ballarat Br BHS carbc BHS carbc 01-Sep 16 S	Sep-16	1287147	Quantity	797.96	Supplier E	Actual	2	Quantity	797.96	797.96
	Clinical walkp	Ballarat BirPublic HosBallarat BirBHS carbcBHS carbc 01-Oct-16 (Dct-16	1287157	Quantity	1.077.98	Supplier E	Actual	2	Quantity	1.077 98	1.077.98
	Clinical walkg	Ballarat BcPublic HorBallarat BcBHS carbcBHS carbc 01-Nov-15 1	Nov-15	1287164	Quantity	856.43	Supplier E	Actual	2	Quartity	856.43	856.43
	Clinical walkg	Ballarat BcPublic HosBallarat BcBHS carbcBHS carbc01-Dec-16 D	Dec-16	A287919	Quantity	849.53	Supplier 5	Actual	2	Quantity	849.53	849.53
	Clinical waikg	Ballarat BcPublic HosBallarat BcBHS carbcBHS carbc 01-Jan-17 J	Jan-17	1347973	Quantity	645.05	Supplier E	Actual	2	Quantity	645.05	645.05
	Clinical walkg	Balarat Bi:Public HosBalarat Bi:BHS carbc BHS carbc 01.Feb-17 F	Fab-17	5347978	Quantity	730.04	Supplier E	Actual	2	Quantity	730.04	730.04
	Clinical walkg	Ballarat B(Public Hos Ballarat B(BHS carbcBHS carbc 01-Mar-17 M	Mar-17	1347971	Quantity	1,221.44	Supplier E	Actual	2	Quantity	1.221.44	1,221.44
	Clinical wakg	Ballarat BcPublic HotBallarat BcBHS carbc BHS carbc 01-Apr-17 A	Apr-17	1349999	Quantity	815.03	Supplier E	Actual	2	Quantity	815.03	815.03
	Clinical walkp	Balant BrPublic Hos Balant BrBHS carbcBHS carbs ######## 1	May-57	1347960	Quantity	491.41	Supplier E	Actual	2	Quantity	491.41	491.41
	Clinical walkg	Ballarat Bi/Public HocBallarat Bi/BHS carbc/BHS carbc 01-Jun-17 J	Am-17	1347955	Quantity	839.36	Supplier E	Actual	2	Quantity	839.36	829.36
	Clinical walkg	Ballarat BcPublic HosBallarat BcBHS cartic BHS carbo 01-Jul-16 J	hd-15	1286019	Quantity	9,478.37	Supplier E	Actual	2	Quartity	9,478.37	9,478.37
	Clinical waikg	Ballarat BcPublic HotBallarat BcBHS cartic BHS cartic 01-Aug 16 A	409-16	1286027	Quantity	10,198.50	Supplier E	Actual	2	Quantity	10,198.50	10,198.50
	Clinical walkg	Ballarat BcPublic HosBallarat BcBHS carbcBHS carbc01.Sep 16 5	Sep-16	1287146	Quantity	9.672 18	Supplier E	Actual	2	Quantity	9.672.18	9.672.18
	Clinical walkp	Ballarat BcPublic HosBallarat BcBHS carbc8HS carbc 01-Oct-16 0	Oct-15	1287156	Quantity	9,658.54	Supplier E	Actual	2	Quartity	9,658.54	9,658.54
i	Clinical waikg	Ballarat Bi Public HosBallarat Bi BHS carbc BHS carbc 01-Nov-16 1	Vov-16	1287163	Quantity	8,950.48	Supplier E	Actual	2	Quantity	8,960.48	8,960.48
	Clinical waikg	Ballanat BirPublic HosBallanat BirBHS carbc8HS carbc01-Dec-16 D	Dec-16	1287914	Quantity	8.949.32	Supplier E	Actual	2	Quantity	0.949.32	8.949.32

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 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 Co	nparison Monthly Report / Re	port Type =	Asset / Ballar	at Base Hospital	/ Activity	y = Electricity / H	Whof	Electricity / Area M2 / From: 01-Ju	I-16 To: 30-Jun-1
Asset Nan Asset Re	Asset Typ-Asset Hier Status	Month	Activity N A	ctivity Quantity	Activity	U Metric	Unit	Fuel Type Factor Val Factor	Normalise Serie
Ballarat Be	Public Ho: Ballarat B: Active	Jul-15	Electricity	927,044.90	kWh	927,044.90	kWh	Electricity 49,105.00 Area M2	18.88 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	18.85 2
Ballarat Bi	Public Ho: Ballarat B: Active	Sep-15	Electricity	889,284.57	kWh	889,284.57	kWh	Electricity 49,105.00 Area M2	18.11 2
Ballarat Ba	Public Hor Ballarat B. Active	Oct-15	Electricity	954,265.76	kWh	954,265.76	kWh	Electricity 49,105.00 Area M2	19.43 2
Ballarat Bi	Public Ho: Ballarat B: Active	Nov-15	Electricity	895,520.71	kWh	895,520.71	kWh	Electricity 49,105.00 Area M2	18.24 2
Ballarat Bi	Public Ho: Ballarat B: Active	Dec-15	Electricity	1,017,847.28	kWh	1,017,847.28	kWh	Electricity 49,105.00 Area M2	20.73 2
Ballarat Bi	Public Ho: Ballarat B: Active	Jan-16	Electricity	1,011,434.09	kWh	1,011,434.09	kWh	Electricity 49,105.00 Area M2	20.60 2
Ballarat Bi	Public Ho: Ballarat 8: Active	Feb-16	Electricity	914,823.45	kWh	914,823.45	kWh.	Electricity 49,105.00 Area M2	18.63 2
Ballarat Bi	Public Ho: Ballarat B: Active	Mar-16	Electricity	991,530.57	kWh	991,530.57	kWh	Electricity 49,105.00 Area M2	20.19 2
Ballarat Bi	Public Ho: Ballarat B: Active	Apr-16	Electricity	905,983.68	kWh	905,983.68	kWh	Electricity 49,105.00 Area M2	18.45 2
Ballarat Ba	Public Ho: Ballarat Bi Active	May-16	Electricity	908,108.41	kWh	908,108.41	kWh	Electricity 49,105.00 Area M2	18.49 2
Ballarat Ba	Public Hor Ballarat Br Active	Jun-16	Electricity	874,446.74	kWh	874,446.74	kWh	Electricity 49,105.00 Area M2	17.81 2
Ballarat Bi	Public Ho: Ballarat B: Active	Jul-16	Electricity	902,908.41	kWh	902,908.41	kWh	Electricity 49,105.00 Area M2	18.39 1
Ballarat Bi	Public Ho: Ballarat B: Active	Aug-16	Electricity	883,646.29	kWh	883,646.29	kWh	Electricity 49,105.00 Area M2	18.00 1
Ballarat Ba	Public Ho: Ballarat B. Active	Sep-16	Electricity	881,031.32	kWh	881,031.32	kWh.	Electricity 49,105.00 Area M2	17.94 1
Ballarat Be	Public Hor Ballarat B: Active	Oct-16	Electricity	912,911.01	kWh	912,911.01	kWh	Electricity 49,105.00 Area M2	18.59 1
Ballarat Bi	Public Ho: Ballarat B: Active	Nov-16	Electricity	942,127.50	kWh	942,127.50	kWh	Electricity 49,105.00 Area M2	19.19 1
Ballarat Bi	Public Ho: Ballarat B: Active	Dec-16	Electricity	1,034,554.78	kWh	1,034,554.78	kWh	Electricity 49,105.00 Area M2	21.07 1
Ballarat Bi	Public Hor Ballarat B. Active	Jan-17	Electricity	1,072,716.35	kWh	1,072,716.35	kWh	Electricity 49,105.00 Area M2	21.85 1
Ballarat Bi	Public Ho: Ballarat 8; Active	Feb-17	Electricity	966,994.55	kWh	966,994.55	kWh	Electricity 49,105.00 Area M2	19.69 1
Ballarat Ba	Public Ho: Ballarat B: Active	Mar-17	Electricity	1,056,173.11	kWh	1,056,173.11	kWh	Electricity 49,105.00 Area M2	21.51 1
Ballarat Bi	Public Ho: Ballarat B: Active	Apr-17	Electricity	915,341.94	kWh	915,341.94	kWh	Electricity 49,105.00 Area M2	18.64 1
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 1





10.1.6 Organisation and Asset Total Usage/Cost

eden suite Reports > Report Option This report can be accessed by clicking on "Activity Dashboard Indicator" on the Report drop down or by finding it in Data Manage Reports > All Reports under the heading "Usage" My Tenancy Report Preparation Analysis Reports Bulk Accept / Reject Pending Data Interactive Inventory Repor GHG Inventory Report Data Variance Report Duplicates This report lists usage and cost reported by an Actuals Vs Estimates Find Data Gaps Apportioning Usage Devices with Estimates Only Direct Data Entry via Email (DDEVE) Log Activity Indicator Report organisation for the selected Organisation Hierarchy Asset Zero Data Report Registers Organisation and Asset Total Us broken down by Organisation, the Asset attached to Usage Asset Register Activity Indicator Report Asset Attributes Register the organisation for each Activity showing a total for All Reports.... Actuals Vs Estimates Measurement Device Register the month range selected. Admin Actuals Vs Estimates (with Org Hierarchy) Measurement Device Attributes Registe GHG Inventory Report Organisation Register Multi-comparison Organisation Attributes Registe This report also indicates whether the data is derived Relationship Register nisation and Asset Total Usage/Cos Relationship Attributes Register from usage received directly by the asset with a Relationship Person Register Organisation Hierarchy Monthly Usage by Pedigre Asset / Relationship Attribute: 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 Click the down arrow to select from the available nisation and Asset Total Usage/Cost Report organisation hierarchies. Enter criteria to produce an extract of usage for the selected organisation hierarchy totalled across the se Organisation Hierarchy * Melbourne Health 2 × Enter your month range and click "Export" Month Range * to Jun-19 侖 Jul 🔻 2018 💌 🚺 Clear Date Done 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 eden sum au.org.melbournehealth.admin for au og melbournehealth au.org.melbournehealth.admin for au og melbournehealth Data Mana Analysis For Upload IP Admin Paports Bulk Accept / Reject Pendin Attributes Extrac Person Type Extract Activities With No Master (database MOG History Dashboard MOG Lifecycle Data Asset Zero Data Report Direct Data Entry via Email (DDEVE) Log Report Content Asset Registe Find Report Content Add FRD Report Content Artuals Vs Estimates Annunement Device Renister Victoria Health Service Reports Water and Energy Performance Report Inganisation Attributes Res Monthly Water and Energy Performance Re Waste Report Hierarchy Monthly Usage ship Person Register



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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.

Definition to them to contribute region region. Depindent region 2 Depindent region 2 Therefore region 2 Therefore region 2 Therefore region 2 Therefore region 2 Depindent region 2	
Princip Year Princip Year 001 / 2014 0 001 / 2014 0 001 / 2014 0 001 / 2014 0	





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.

2014-15				
Ballarat Health Service				
Danarac Health Service	2			
Expenditure	2013-14	2014-15	Change Fran	Questions? Tarant/tercesthele interprete there particular and when the Dep of carbon all investigations are set
	(• 10045400) [4	an 1734		
Natural Gas	\$1,331	\$1504 \$150	-59.3%	GST
Potable Water	\$475	\$51	-83.2%	Window on STeachaire
TOTAL	\$7,972	\$2,335	-70.7%	
Environmental impacts				Carbon emissions
Carbon emissions	Water use			Control provides and sor reprint over Scalar fixed 2 particle provides from
47	044		#1.00T	talia.g)
de transferration	6		-	
8				
7	1			
	B 027			
2				
0007 0000 1011 1013 141	5 0607 1025	1047	1212 1418	
The summary and the four side and	tion and the second second		4944 (112)	
Site contribution 2014-15				Detailed information
Cl.Sepanditura Water us	· Hörislow Högind	eici		end nor word in objecte is a michigle at
				16 KB/C.
Data of Sate				
Queen Blaberh				
European Commission	100			
Server				
Compiles				
Midands Complex				
Queen Sigsbern				
Queen Soscern Villege				

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.

A man block in the set from both	Annual securities France (Rans Contact Frances Floration) and Mindae Sec.	
Deerts Monthly Water and Energy Performance	Report graphing Expenditure, Carbon Emissions, Electricity and Water Use	
Select search criteria to create your report.		
	Mark 4	
organisation *	and the second s	
RMH City Campus (Parkville)	month-year	
RMH City Campus (Parksille)	month-year	





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

-				
Select search criteria to create your report.				
Organisation Hierarchy *	Financial Year *			
Melbourne Health 2	2018/2019			
	2018/2019	÷.		
EENHOUSE GAS EMISSIONS				
al greenhouse gas emissions (toppes (02e)	2014/2015	2045/2046	2016/2017
angreennouse gas ennissions (tolilles CO26)	5,635	5 005	6 355
ppe 1		10,000	20,000	10,000
hal		25 328	20,099	25 648
		20,020	20,004	20,040
rmalised greenhouse gas emis	sions	2014/2015	2015/2016	2016/2017
ssions per unit of floor space (kgCO	2e/m2)	265.06	273.07	268.41
ssions per unit of Separations (kgC0	2e/Separations)	664.17	629.16	594.45
ssions per unit of bed-day (LOS+Ag	ed Care OBD) (kgCO2e/OBD)	90.11	92.00	80.91
ATIONARY ENERGY				
tal stationary energy purchased	by energy type (GJ)	2014/2015	2015/2016	2016/2017
ctricity		60,080	63,952	63,719
ural Gas		109,786	116,332	123,332
tal		169,866	180,284	187,052
malised stationary energy cons	umption	2014/2015	2015/2016	2016/2017
row per unit of floor space (GJ/m2)		1.78	1.89	1.96
roy per unit of Separations (GJ/Sep	arations)	4.45	4.35	4.34
roy per unit of bed-day (LOS+Aged	Care OBD) (GJ/OBD)	0.60	0.64	0.59
2,	, (,			
BEDDED GENERATION				
tal embedded stationary energy	generated by energy type (GJ)	2014/2015	2015/2016	2016/2017
tal				
rmalised embedded generation		2014/2015	2015/2016	2016/2017
bedded generation per unit of floor s	pace (GJ/m2)			
bedded generation per unit of Separa	ations (GJ/Separations)			
bedded generation per unit of bed-da	y (LOS+Aged Care OBD) (GJ/OBD)			
TER				
tal water consumption by type (<l)< td=""><td>2014/2015</td><td>2015/2016</td><td>2016/2017</td></l)<>	2014/2015	2015/2016	2016/2017
ss A Recycled Water		N/A	N/A	N/A
able Water		162,149	182,018	168,804
claimed Water		N/A	N/A	N/A
ai		162,149	182,018	168,804
malised water consumption (P	otable + Class A)	2014/2015	2015/2016	2016/2017
ter per unit of floor space (kl /m2)	Stable - Stabe Rj	1 70	1 90	1 77
tor por anit or noor apace (KL/III2)	1.70	1.90	1.11	
ter ner unit of Senarations (M /Sena	ations)	4.75	4 40	3 01





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 contextual="" information="" notes="" relevant=""></add>			
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 OBD	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

xpenditure on collection & disposal	2014-15	2015-16	Change from previous year	Questions? Please refer to notes on page 2 of this report, for further availance with this interpretation please context the Department of
Seneral Waste Clinical Waste Recycling	\$136,026 \$244,313 \$25,336	\$150,647 \$289,623 \$26,125	10.7% 18.5% 3.1%	austandelitektifeten vir anne ann GST Al verlans ann GST emilieten.
OTAL	\$405,676	\$466,395	15.0%	
Recycling rate	144 1.4	15-18	2621	Batteries C
Waste per patient treated		-	-	



Export A



Macto mar	agamon	norfe	vrma	neo re	port
waste mai	layamen	, penc	лпа	nue re	epon
2015-16					
Eastorn Health					
Eastern Health					
Site contribution Other					
Wantima Health					Site contribution chart The site contribution chart only works where health settices have set on 77 to far moliticle sites and works
Peter James Centre					data is collected at the facility level. For further information please contact the Department at
Maroondah Hospital Dialysis					satainabilityifidhta vir gew ap
Maroondah Hospital					
Healerville Hornital					Recycling rate
Peul Billion in a					The recycling rate is calculated by dividing the kilograms of recycled materials by the kilograms of recycled materials also kilograms of general sectors in
Box Hill Hospital					escludes cirical wate.
Box Hill Dialysis					
Angliss Hospital					
c	% 10% 20%	30% 40%	50%	60% 70%	Recycling The list of recycling types includes those potentially
	Recycling Cinical wast	e 🖩 General wast	ie .		available to public hospitalis. It is noted that some waste providers in rural and regional Victoria may not deliver these services. The informance of recording
Waste generation	2012-13	2013-14	2014-15		reported is for the reported year only.
Clinical waste					
Incinerated (kgs)	1,000	1,000	1,000		Per patient treated
Treated (kgs)	1,000	1,000	1,000		days (Inpatient and aged care); ED departures and
General waste	1,000	1,000	1,000		separations.
General waste	1000	1.000	1.000		
Skins (kgs)	1000	1,000	1000		
Compactors (kgs)	1,000	1.000	1,000		
Waste costs	2012-13	2013-14	2014-15		
Incinerated (\$ / PPT)	1.50	1.50	1.50		
Treated (\$ / PPT)	1.50	1.50	1.50		
Sharps (S / PPT)	1.50	1.50	1.50		
General waste					
Bins (\$ / PPT)	1.50	1.50	1.50		
Skips (\$ / PPT)	1.50	1.50	1.50		
Compactors (\$ / PPT)	1.50	1.50	1.50		
Recycling	2012-13	2013-14	2014-15		
Recycling (kgs)	1	1	1		
Recycling (\$ / PPT)	1.50	1.50	1.50		
Factors influencing waste	management				
	2012-13	2013-14	2014-15		
Per patient treated	4,000	4,000	4,000		
Separations	1,000	1,000	1,000		
	1,000	1,000	1,000		
ED departures					

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.





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 (Econcomy/Business)
- Medium Haul Air Travel (Econcomy/Business/First Class)
- Long Haul Air Travel (Econcomy/Premium Econcomy/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





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)
- 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	<pre>'FCM[company_code]_[cost_centre_category]' "CTM[company_code]_[cost_centre_category]'</pre>	FCMALFHEALTH_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)	CEXDBI_BIV051
	Transport Fuel: Pogistration and	Registration	XQD820
Transport Fuel	State (state set to AUS)	State	AUS
Waste	GLN	GLN (Health services)	1000000000
Water	Water: Water Measurement ID	Identifier	See table below
Measurement Device Type	Water Retailer	Identifier Fields	Example
Water	Barwon	Account Code & Installation Code	BAR_41007196 11011914
Water	Coliban	Account Number	COL15-0088-2650-01
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	EGW11-0955-0300-01
Water	Gippsland	Account No	GIP00118673-01
Water	Goulburn Valley	Account Number	GVW_39-2221-0410-01
Water	Grampians Wimmera	AccountID	GWM250511
Water	Lower Murray	Property No	LMW21319
Water	North East	Customer No	NEW12106633
Water	South East	Customer Number	SEW211571
Water	South Gippsland	Customer account number	SGW1506516100
Water	Wannon	Account Number	WAN_52-0257-0150-01
Water	Western	Account Number	WST15-0272-0300-01
Water	Westernport	Account Number	WSP_1-1050-01250
Water	Yarra Valley	Account Id	YVW_1720360000





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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. Kilolitres 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)	 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: Point in Time – used for things like FTE where you want to normalise by the usely at a point in time for ETE this is 20th lype.
	 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
	. See Section 6.8 to see how to enter/edit person type data.
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
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 narcels not separated by a road. A Site
one	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 and 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	Lisers domain within the Environment Data Management System
renancy	

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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