




Internal Report

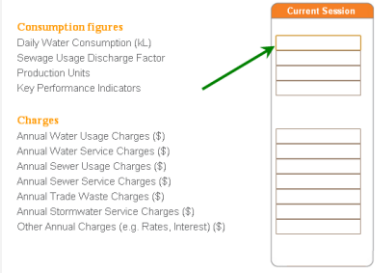



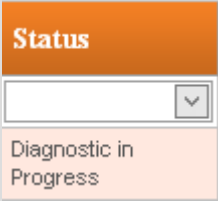

| Title | One2Five Session Instructions: Client Version | |
|---------|---|---------------------------|
| Author | Jessica Ellerm: Knowledge/Business Analyst | |
| Client | DEPARTMENT | Department/Shared Service |
| Project | IT-KM | Technology & Knowledge |
| Date | 4 May 2012 | |

How to run a One2Five session

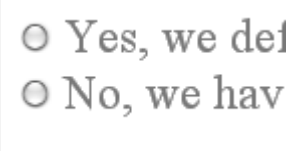

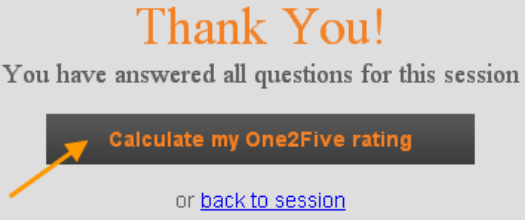

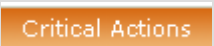
This procedure outlines how to access and perform a One2Five session for your site. Once you begin your session you can save, exit and return to complete your session at a later time.

| Step | Title | Action | Notes |
|------|-------------------------------------|---|---|
| 1 | Login with your company credentials | e.g. Account: 11112 Username: jellerm Password: 1234! | An Energetics representative will provide you with your login credentials |
| 2 | Access your session | In the left hand panel click Session List:  | This will display a list of all sessions currently set-up for your site. |
| 3 | Run your session | Click the run session icon:  | You can save your session at any point and come back to it later (see step 6) |
| 4 | Start your session | Click Start Session in the pop up that appears:  | Click on 'Watch Intro' to learn more about the elements of the tool and the reasons for using it. |


ONE2FIVE SESSION INSTRUCTIONS

| Step | Title | Action | Notes |
|------|---|---|-------|
| 5 | Enter company energy data | <p>Enter your company energy data into the blank fields</p>  <p>You can click Save at any time using the panel near the top of the window:</p>  <p>Once you are ready to move on click Save and Start Session</p>  | |
| 6 | OPTIONAL STEP Save Progress and return to session later | <p>You can save your progress at any time and return to your session at a later date. To do this, simply click the Save and Close button in the panel near the top of the window:</p>  <p>When you log back into One2Five your session status will show the following:</p>  <p>Click on the screen icon to relaunch your session:</p>  | |

ONE2FIVE SESSION INSTRUCTIONS

| Step | Title | Action | Notes |
|------|-------------------------------------|--|--|
| 7 | Complete session question responses | <p>Session questions require you to check either Yes or No before proceeding to the next question:</p>  <p>Once you have selected a response click Next:</p>  <p>To return to a previous question to modify your answer click Back</p> | |
| 8 | Modify your session | <p>Once you have completed your session you can return to modify your answers or continue on with calculating your rating.</p> <p>Click Calculate my One2Five rating to continue:</p>  | You cannot modify your answers once you choose to calculate your rating |
| 9 | Save and Finish | <p>Click Save and Finish to return to the Home screen and access your Diagnostic report</p>  | |
| 10 | View your critical actions | <p>Click the Critical Actions tab to view the recommended actions based on your responses</p>  | See 'How to modify Critical Actions' in the second part of this guide for more information |


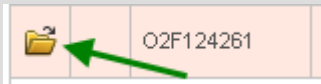
ONE2FIVE SESSION INSTRUCTIONS

| Step | Title | Action | Notes |
|------|------------------------|---|--|
| 11 | View Diagnostic Report | Go to the Benchmarking tab and click Diagnostic Report  | If you would like access to a Benchmarking Report please contact your One2Five representative directly |

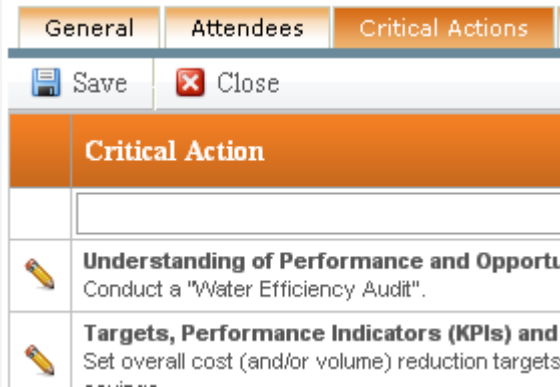

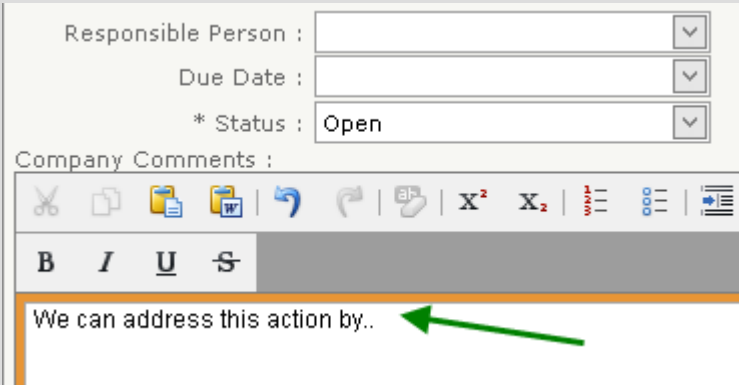
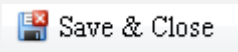
How to modify Critical Actions

Once you have completed your session you will have the ability to view your Critical Actions and enter comments against these actions.

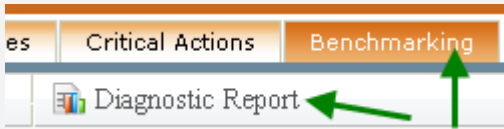
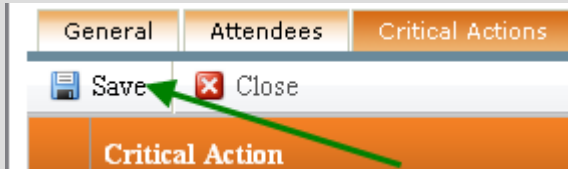

This procedure outlines how to add your own comments to the Critical Actions identified as a result of your One2Five session.

| Step | Title | Action | Notes |
|------|--------------------------------------|--|---|
| 1 | Open Session screen | Click on Session > Session List in the left hand panel:  | |
| 2 | Open your recently completed session | Click the folder icon:  | In the future you can login at anytime and access the details of your One2Five session by clicking this folder icon |

ONE2FIVE SESSION INSTRUCTIONS

| Step | Title | Action | Notes |
|------|---------------------------------|--|--|
| 3 | Access Critical Actions | <p>Click the Critical Actions tab to view the recommended actions based on your responses:</p>  | |
| 4 | Add Comments to Critical Action | <p>Click the pencil icon to the left of the Critical Action:</p>  <p>The Client Comments window will appear. You can assign resources to actions, establish a due date and make notes about how you will address the action in the free text field:</p>  | |
| 5 | Save Your Comments | <p>When you have finished editing make sure you save your changes:</p>  | |
| 6 | Repeat Process | <p>Repeat steps 2 – 5 until all Critical Actions have comments against them</p> | <p>You can come in and edit these comments at any time</p> |

ONE2FIVE SESSION INSTRUCTIONS

| Step | Title | Action | Notes |
|------|--|--|--|
| 7 | Download and print a copy of your comments | <p>You can download a PDF of your comments against each Critical Action by going to the Benchmarking tab and selecting Diagnostic Report</p>  <p>This can then be printed out or emailed to attendees</p> | You will find the Critical Actions and comments you have added in the section of the report titled 'Recommended Actions Report' |
| 8 | Save | <p>Save your changes on the Critical Actions tab before logging out</p>  | |
| 9 | Exit One2Five | <p>Click Logout in the top right hand corner of the screen</p>  | |
| 10 | Login back into One2Five | <p>After you have completed your session you can return at any time to review your Critical Actions and download your Diagnostic Report</p> | |

| Description | Prepared By | Reviewed By | Approved By | Approval Date |
|--------------------------|----------------|----------------|----------------|----------------|
| Version 1: Initial Draft | Jessica Ellerm | Jessica Ellerm | Jessica Ellerm | Jessica Ellerm |
| Version 2: First Review | Jessica Ellerm | Jessica Ellerm | Jessica Ellerm | Jessica Ellerm |