

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: Session 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: O2F124261 Site One	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: One Serive Water Commercial Undertaken by Green Energy Company Watch Intro Start session	Click on 'Watch Intro' to learn more about the elements of the tool and the reasons for using it.



Step	Title	Action	Notes
5	Enter company energy data	Enter your company energy data into the blank fields Consumption figures Daily Water Consumption (A) Sevenge Usage Charge Factor Production Units Ney Performance Indicators Charges Annual Water Usage Charges (8) Annual Stere Usage Charges (8) Annual Stere Usage Charges (8) Annual Stere Usage Charges (9) Annual Stere Usage Charges (9) Annual Tharges (e.g. Rates, Interest) (8) You can click Save at any time using the panel near the top of the window: Once you are ready to move on click Save and Start Session Save & Start Session	
6	OPTIONAL STEP Save Progress and return to session later	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: One Progress When you log back into One2Five your session status will show the following: Status Diagnostic in Progress Click on the screen icon to relaunch your session:	



Step	Title	Action	Notes
7	Complete session question responses	Session questions require you to check either Yes or No before proceeding to the next question: O Yes, we defo No, we hav Once you have selected a response click Next: Back Next To return to a previous question to modify your answer click Back	
8	Modify your session	Once you have completed your session you can return to modify your answers or continue on with calculating your rating. Click Calculate my One2Five rating to continue: Thank You! You have answered all questions for this session Calculate my One2Five rating or back to session	You cannot modify your answers once you choose to calculate your rating
9	Save and Finish	Click Save and Finish to return to the Home screen and access your Diagnostic report Your One2Five star rating 17 % Achievement 3 % to reach next level 6 critical actions Save & Finish	
10	View your critical actions	Click the Critical Actions tab to view the recommended actions based on your responses Critical Actions	See 'How to modify Critical Actions' in the second part of this guide for more information



Step	Title	Action	Notes
11	View Diagnostic Report	Go to the Benchmarking tab and click Diagnostic Report Critical Actions Benchmarking 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: Session Session List My Settings	
2	Open your recently completed session	Click the folder icon: O2F124261	In the future you can login at anytime and access the details of your One2Five session by clicking this folder icon



Step	Title	Action	Notes
3	Access Critical Actions	Click the Critical Actions tab to view the recommended actions based on your responses: General Attendees Critical Actions Save Close Critical Action Understanding of Performance and Opportute Conduct a "Water Efficiency Audit". Targets, Performance Indicators (KPIs) and Set overall cost (and/or volume) reduction targets	
4	Add Comments to Critical Action	Click the pencil icon to the left of the Critical Action: Understanding Conduct a "Water 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: Responsible Person: Due Date: * Status: Open Company Comments: B I U S We can address this action by	
5	Save Your Comments	When you have finished editing make sure you save your changes: Save & Close	
6	Repeat Process	Repeat steps 2 – 5 until all Critical Actions have comments against them	You can come in and edit these comments at any time



Step	Title	Action	Notes
7	Download and print a copy of your comments	You can download a PDF of your comments against each Critical Action by going to the Benchmarking tab and selecting Diagnostic Report Es Critical Actions Benchmarking Diagnostic Report This can then be printed out or emailed to attendees	You will find the Critical Actions and comments you have added in the section of the report titled 'Recommended Actions Report'
8	Save	Save your changes on the Critical Actions tab before logging out General Attendees Critical Actions Save Close Critical Action	
9	Exit One2Five	Click Logout in the top right hand corner of the screen Welcome, Jessica Ellerm Energetics Pty Ltd Thursday, 19 April 2012 Help Logout	
10	Login back into One2Five	After you have completed your session you can return at any time to review your Critical Actions and download your Diagnostic Report	

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