

# Public Sector Monitoring & Reporting System: Guide to Uploading and Downloading Projects

February 2020

# Projects can now be downloaded

- Projects are downloaded as an Excel file
- The file has in-built validations where options are displayed as a dropdown (similar to the Projects dialog)
- The file can then be uploaded back into the system

	Name	Location	More Info	Total Annual Savings [kWh]	Type	Sub-type	Verification Methodology
4	Test	Test	2020, 4, Unknown,...	10	Energy Management	Training	Unknown
	MG Test	Cork	Implementation d...	13500	Combination / Other	Unknown	IPMVP or equivalent

# Projects can now be uploaded

- You can add new projects and make changes to existing projects data in a spreadsheet – then upload it to the system

The screenshot shows a web interface for managing projects. At the top, there's a dark blue header with the text 'Update Projects' and a help icon. Below the header, there's a toolbar with four buttons: 'Upload Projects' (highlighted with a red box), 'Download Projects', 'Add project', and 'Close'. Below the toolbar, there's a table with the following data:

	Name	Location	More Info	Total Annual Savings [kWh]	Type	Sub-type	Verification Methodology
4	Test	Test	2020, 4, Unknown,...	10	Energy Management	Training	Unknown
	MG Test	Cork	Implementation d...	13500	Combination / Other	Unknown	IPMVP or equivalent

# Rules For Project Upload

- Validations Rules are similar to what is on the Add/Edit Projects dialog
- It is recommended that you use the downloaded Projects Excel file for the upload
- The downloaded file has a 'Project ID' column
- All existing projects have a Project ID, which you cannot edit
- You can edit an existing project or add a new project in the spreadsheet
- For new projects, Project ID must be 'New' and the file will not allow any other value

# Rules For Project Upload – Mandatory Columns

- **Project ID**
  - Must be 'New' for new projects
- **Name**
- **Location**
- **Implementation Year**
  - If the Project Status is Complete, then Implementation Year must have a value and the year cannot be later than the current reporting cycle
  - If the Project Status is Planned, then Implementation Year can be left blank
- **Status**
  - File has dropdown options of either Planned or Complete

# Rules For Project Upload – Mandatory Columns

- **Report Energy Savings (kWh)**
  - The file has dropdown options of 'Total Savings (kWh)' or 'Savings by Energy Type (kWh)'
- **Annual Energy Savings Total (kWh)**
  - If the Report Energy Savings is 'Total Savings (kWh)' then 'Annual Energy Savings' column must have a value
- **Annual Electricity (Thermal or Transport) Savings Total (kWh)**
  - If the Report Energy Savings is 'Savings by Energy Type (kWh)' then 'Annual Electricity (Thermal or Transport) Savings Total' columns must have values

# Rules For Project Upload – Mandatory Columns

If you choose to report project savings by energy type and then enter a Annual Energy value, the fill will show an error.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	F
1	Id	Name	Location	Implemer	Status	Report Energy Savings (kWh)	Annual En	Annual Ek	Annual Th	Annual Tr	Savings Di	Type	Sub-type	Triple E	Verificatio	Com
2	12162	Test	Test	2020	Planned	Total Savings (kWh)	10	0	0	0	4	Energy Me	Training	Unknown	Unknown	Test
3	12784	MG Test	Cork		Planned	Savings by Energy Type (kWh)		4500	4500	4500	0	Combinat	Unknown	Triple E Ec	IPMVP or	
4	12916	PSM Test	Kerry		Planned	Total Savings (kWh)	1000	0	0	0	0	Transport	Aircraft Te	Unknown	Unknown	
5	New	PSM Test2	Donegal	2019	Complete	Savings by Energy Type (kWh)	3000	100	100	100	5					
6																
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The value you entered is not valid

✘ If 'Status'='Complete' and 'Savings by Energy Type'='Total Savings(kWh)' then 'Annual Energy Savings Total' column is mandatory. If 'Report Energy Savings'='Savings by Energy Type (kWh)' then Annual Energy Savings Total column must be blank

[Was this information helpful?](#)

## Rules For Project Upload – Mandatory Columns

Similarly, if you choose to report total project savings by energy type and then enter Annual Electricity, Thermal and Transport values, the system will not show any error but the entered values will be ignored



# Rules For Project Upload – Mandatory Columns

- **Savings Duration**
  - Savings Duration can be left blank if the Project Status is 'Planned'. If left blank, default value of 0 will be uploaded
  - For 'Complete' Projects, Savings Duration must have a value
- **Type**
  - The file will show available Project Types as a dropdown list
  - New Project Type called 'Refrigeration' has been added to the system
- **Sub-type**
  - The file will show available Project Sub-types for the chosen Project Type as a dropdown list

# Rules For Project Upload – Mandatory Columns

- **Triple E**
  - The file will show available options as a dropdown list
- **Verification Methodology**
  - The file will show available options as a dropdown list

## Optional Columns

- Comment
- Case Study
  - If this column is left blank, a default of 'False' is chosen by the system

Please contact  
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have any questions

