Nexant iEnergy™
Technical Reference Library

Reference Guide

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Contents

Run Measure Reports

The following procedures detail how a read-only user performs basic navigation within the system to report on and search for measures.

Login to the iEnergy TRL system

To access the TRL Measure Library, you need to login to the system with the Username and Password provided.

Figure 1: iEnergy TRL Login Screen
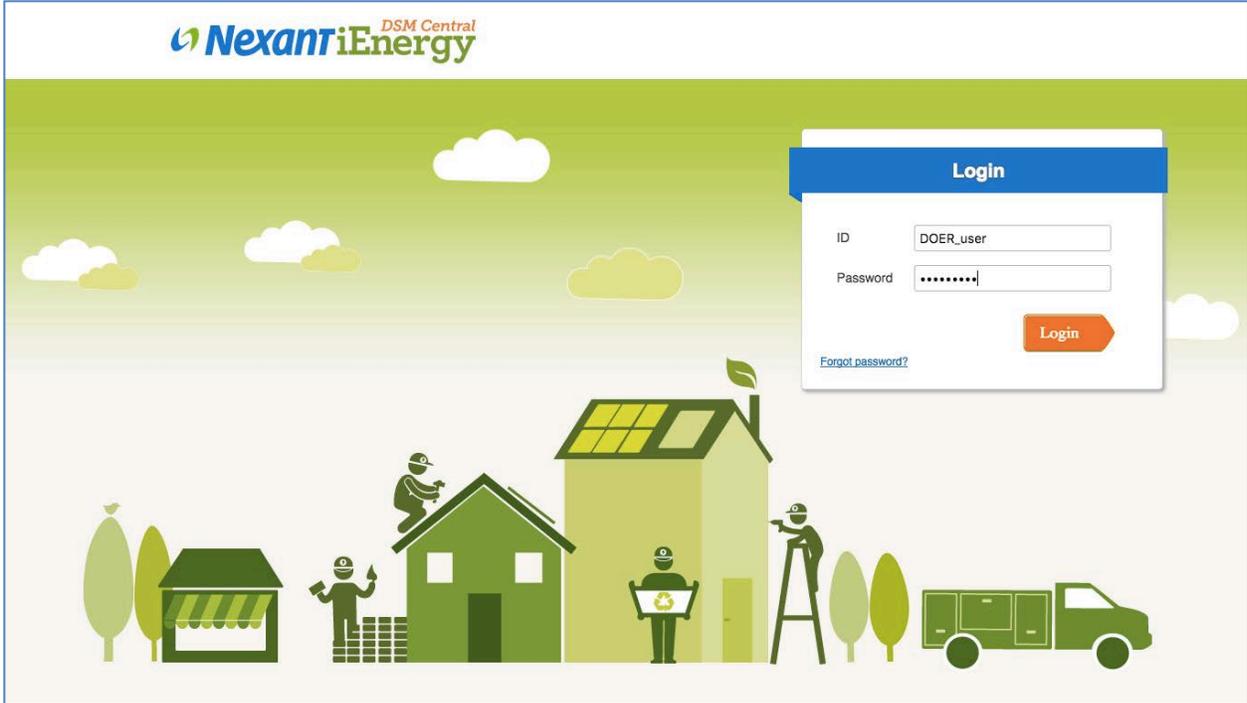
Report Run

After logging into the system, click the **Reports** link at the upper right corner of the page.

Figure 2: Home Page – Report Link
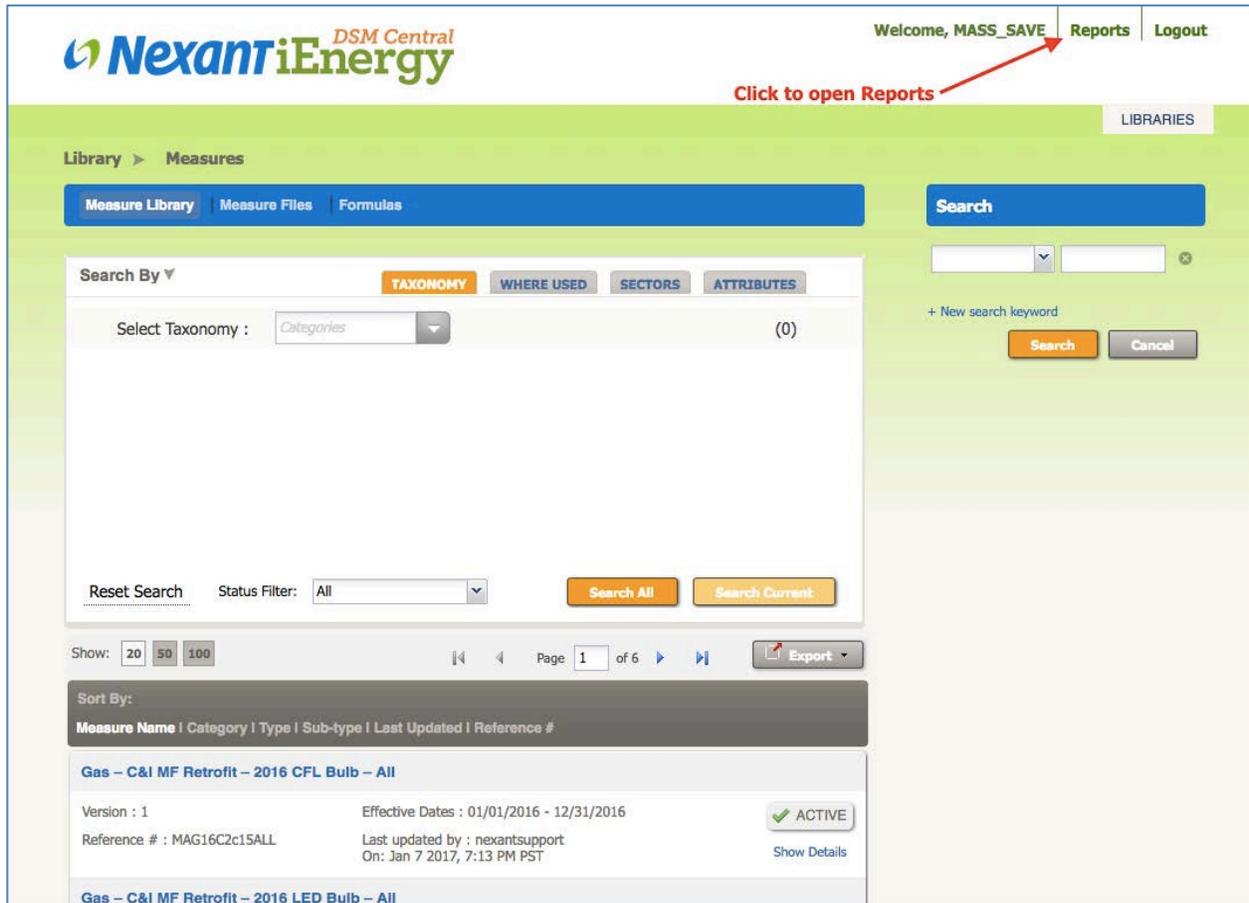
The system opens a new browser tab and displays the reporting dashboard. Click **View List** in the Reports area to open the listing of reports.

Figure 3: Reports – View List
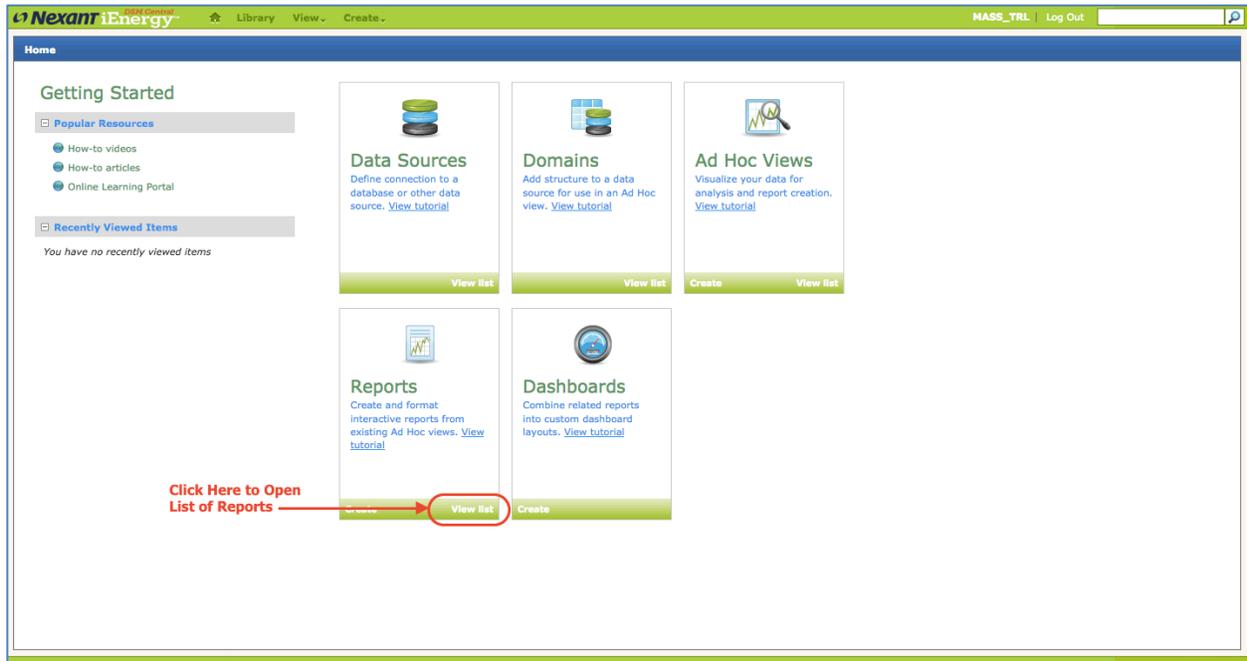
In the repository, the available reports are displayed. Click the small arrow icon to show any pre-filtered reports.

Figure 4: Report Listing
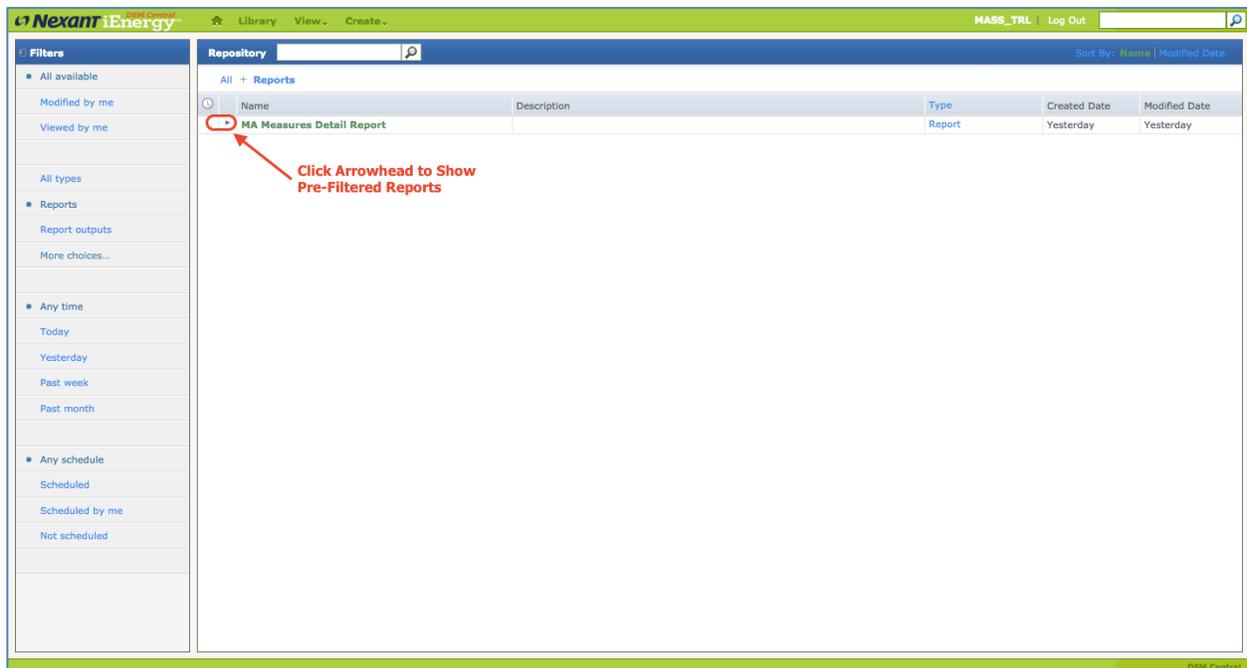
Figure 5: Report Listing Expanded

After identifying your report, click on the report link to open and view the report. The system displays the report and you can scroll through the pages using the page navigation on the top left of the page.

Figure 6: Generated Report

The report includes filter options on the right, and clicking on the column header as shown below can also filter each column.

Figure 7: Options On Each Column

Figure 8: Filter Selection on Columns

The TRL Measure Reports can also be exported in a variety of formats including Excel, PDF, and Word to name a few. Click on the Export button to view the list of export formats and to export the report.

Figure 9: Export Options