

The instructions provided below are for installing EnergyCAP Enterprise Release 6.1 Service Pack 1 over top of Release 6.1. If you have not yet upgraded from Release 6.0 (or prior) to Release 6.1, you must do that first using separate instructions.

The version number of EnergyCAP 6.1SP1 is **6.1.60.xx**. (xx will correspond to the current build, and will be 60 or higher.)

TABLE OF CONTENTS

EnergyCAP Enterprise Installation Procedure.....	2
Post-Installation Actions	3
APPENDIX A: File Download Procedure.....	7

Service Pack 1 installation is simple and quick!

Here is an overview of the upgrade process:

- Download the Setup file and supporting documentation.
- Execute the Setup file to install EnergyCAP Release 6.1SP1 on each workstation.
- Use one workstation to perform Post-Installation Actions:
 - Update Audits
 - Update Reports (only applies to network installations)

Follow all of the steps indicated below for each process. Some steps may require IT assistance.

No database upgrade is required for Service Pack installation.

Required software: web browser

EnergyCAP Enterprise Installation Procedure

Install the new EnergyCAP software application on user workstations using the Setup file provided:

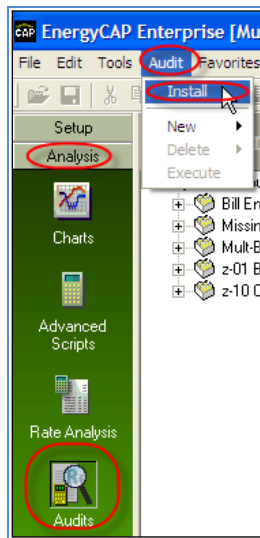
1. Download the EnergyCAP 6.1SP1 Setup file per the instructions in Appendix A.
2. Double-click the Setup file to run the installation.
3. Follow the prompts to move forward in the installation wizard.
 - a. You can install rel 6.1SP1 over top of the prior release (i.e. in the same program folder).
 - b. Accept setup default options. The database engine option should remain unchecked.
 - c. Click **Finish**... You will receive a prompt to reboot your system when done. Click **OK** to restart the computer.
2. After your PC has finished rebooting, launch EnergyCAP.
3. Login via your usual procedure. The new EnergyCAP release should load as normal.
4. Click **Help/About** to verify that you are using the most current release. The version number of EnergyCAP 6.1 is **6.1.60.xx**, where xx is the latest build (60 or higher).

This concludes the EnergyCAP Installation Procedure.

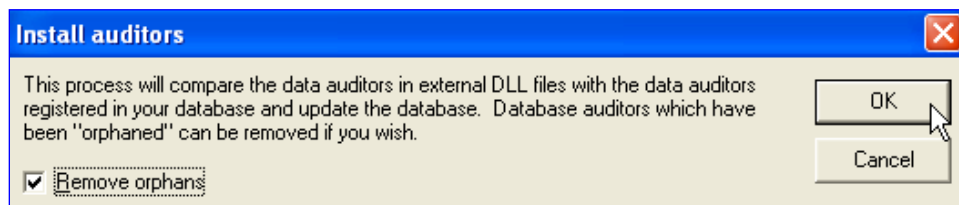
Post-Installation Actions

These Post-Installation Actions perform various database maintenance tasks and must be completed ONCE from ONE workstation. There is no need to perform these tasks from EACH workstation.

1. **AUDIT UPDATES:** Audit 26 has been revised. Update your audits using this procedure.
 - a. From EnergyCAP, click **Analysis>Audits**. The Audit Manager will be displayed.
 - b. Click **Audit>Install**.



The **Install Auditors** window will open. Click OK.



2. **REPORT UPDATES:** Install the latest reports if you host your own database on your in-house network. If your EnergyCAP database is hosted externally by ECI (this means you access your data via Internet connection), report updates will be installed for you. You are done with SP1 installation.

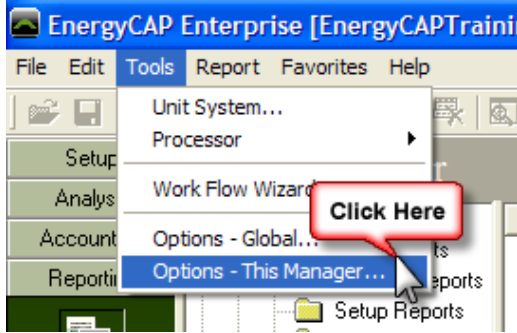
It is important to determine the final location(s) for the downloaded report files. This will depend on how reports are managed -- centrally or locally.

The latest EnergyCAP report files (Crystal Reports .RPT files) must be downloaded from the EnergyCAP website and installed into the user report folder(s). Some or all users may (1) share report files on a common network drive and (2) some or all users may maintain private

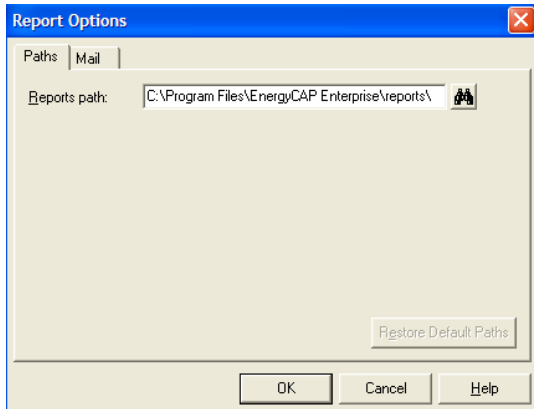
Service Pack Installation Instructions EnergyCAP® Enterprise 6.1 SP1

report files on their local hard drive(s).

To determine the location of report files for the current user, navigate to the Report Manager (**Reporting>Reports**) in EnergyCAP and click **Tools>Options>This Manager** as shown below.

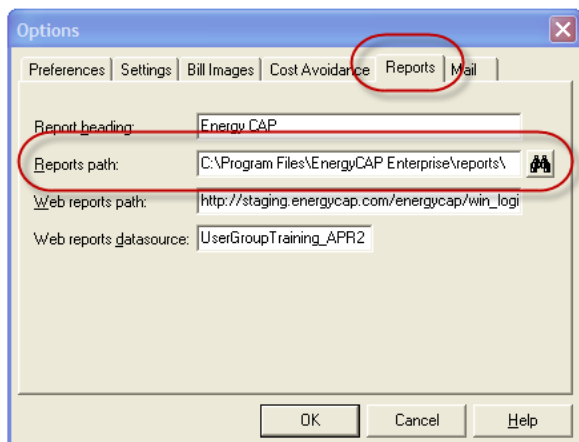


The **Report Options** window will open.



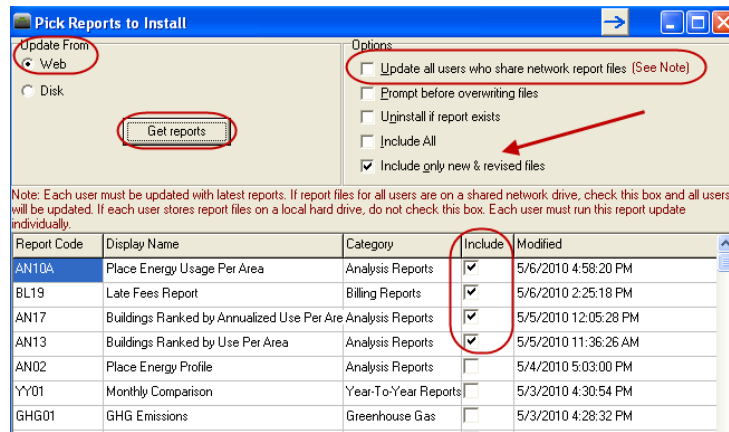
Click the **Paths** tab to view the individual User report path.

To see the GLOBAL report default location, click **Tools>Options>Global**. The Options window will open. Then click the Reports tab to display the current **Reports path**.



If all users access reports on a shared network drive, you will simply install the reports once for all users (see below). If some or all users access reports via local hard drives, you will have to install reports multiple times from multiple workstations.

- a. To download and install the reports in EnergyCAP, navigate to the Report Manager (**Reporting>Reports**). (Note: If there is no Reports button available after clicking the Reporting menu bar, this means you are connected to the database via an Internet connection. You must connect to the database via a network connection in order to update reports.)
- b. Click **Update Reports** shortcut button. The Pick Reports to Install window will open.
- c. Select the Update from **Web** radio button; then click the **Get Reports** button.



- d. Wait for file download – it may take a few minutes. When ready, the screen will be populated with report names.
- e. **This step is important - be sure the checkbox settings are correct! First, and most importantly, determine if you need to check the Update all users checkbox (see circled item above):**
 - i. **If your users access reports on a shared network folder, be sure to check the Update All Users checkbox.** This will install the reports for all users at once. You do NOT have to run the Update again for each user.
 - ii. **If you don't check the Update All Users checkbox (either because you failed to do so or because users access reports via local hard drives) you will have to run this process over again for each user.**
- f. Note that the reports are listed in order by Modified date, latest at the top. The installer will automatically Include only new and revised reports.
- g. Click **OK** to begin the report installation process. New and updated report RPT files will be installed into the Reports Path *and* the reports will be registered in the database for designated user(s) *and* report stored procedures will be updated in the database.
Important – This process may take a long time if you have many users to update.

- h. Click **Close** to close the **Log** window.

Reminder! If all users are accessing the same common Reports Path on a shared network folder, no further action is required (assuming you properly checked the **Update all users** checkbox). However, if any users access reports from a Reports folder on their local hard drive, the reports installation must be repeated on these workstations with **Update all users** unchecked.

- i. Reports are updated monthly as bugs are resolved. A new report ZIP file is posted for download/updating in months that report changes were made. To keep up to date on what reports have been modified from month to month, please see the online list at <http://www.energycap.com/reportupdates>

The upgrade has been completed. There are many new features and updates in EnergyCAP release 6.1. We recommend that you read the **Release Notes** to familiarize yourself with the new functionality.

APPENDIX A: File Download Procedure

1. Open your web browser and navigate to www.energycap.com/showdownloads.asp
2. Input the Username and Password indicated below into the fields provided. Then click **Login**. A download folder list will become visible.



3. Expand the download folder list by clicking the 'plus' (+) sign.



4. Click on the **ece_setup6-1-60-xx.exe** file in the Release 6.1 folder. The **File Download** window will open. (xx will be build 60 or higher)
5. Click the **Save** button and choose a location on your hard drive for the installation file.
6. Repeat the download process for any relevant PDF files in the same folder (contains additional information on the new release, such as Release Notes).