

**Upgrade Installation Instructions
for clients with ECI-hosted databases
EnergyCAP® Enterprise 6.1SP1**



The instructions provided below are for upgrading EnergyCAP Enterprise from Release 6.0 to Release 6.1 for clients whose database is hosted by EnergyCAP, Inc. (ECI) Clients who maintain their database on their local network should use the LAN Installation Instructions.

The version number of EnergyCAP 6.1 is **6.1.60.xx** (xx will correspond to the current build, and will be 60 or higher). **This version *includes* Service Pack 1 of Release 6.1.**

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Here is an overview of the upgrade procedure for clients with ECI-hosted databases:

- 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 ENERGY STAR Interface
 - Update Audits
 - Update Custom Spreadsheets

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

Required software: web browser

EnergyCAP Enterprise Installation Procedure

As soon as you have received notice from EnergyCAP, Inc. that your database has been upgraded to Release 6.1, install the new EnergyCAP software application on user workstations using the Setup file provided:

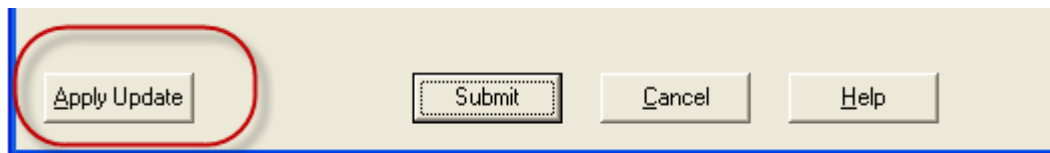
1. Download the EnergyCAP 6.1SP1 Setup file per the instructions in the Appendix.
2. Double-click the Setup file to run the installation.
3. Follow the prompts to move forward in the installation wizard.
 - a. You can install Release 6.1SP1 in the same program folder as the prior release.
 - b. Accept other 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. The **Login** window will open.
3. Login via your usual procedure. The new EnergyCAP release should load as normal.
4. Click **Help/About** from EnergyCAP 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

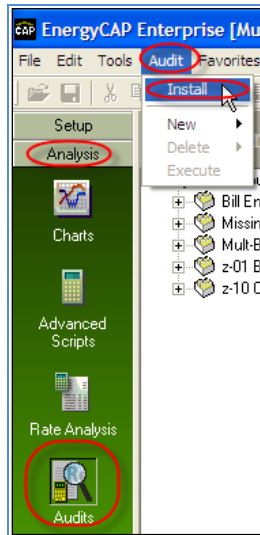
These Post-Installation Actions must be completed ONCE from ONE workstation. There is no need to perform these tasks from EACH workstation.

1. **ENERGY STAR Building Attributes:** If you are using the EnergyCAP – ENERGY STAR interface, you must update the ENERGY STAR building attribute schema as follows:
 - a. Login to EnergyCAP. You must have ENERGY STAR submittal permission (if you do, the ENERGY STAR shortcut button in upper right of Facility Manager will be blue.)
 - b. Click **Setup>Facilities** to open the **Facility Manager**.
 - c. Click the **ENERGY STAR** shortcut button from the Facility Manager (upper right). The **ENERGY STAR Interface** window will open.
 - d. Click the **Apply Upgrade** button (lower left corner of window). EnergyCAP will attempt to download the latest schema. If the upgrade was successful, the **Apply Upgrade** button will disappear, and a message will inform you that the update has been successful. (If the **Apply Upgrade** button does not appear, it means that either no update applies to you at this time, or you do not have an Internet connection and therefore the system cannot verify the need for the update.)

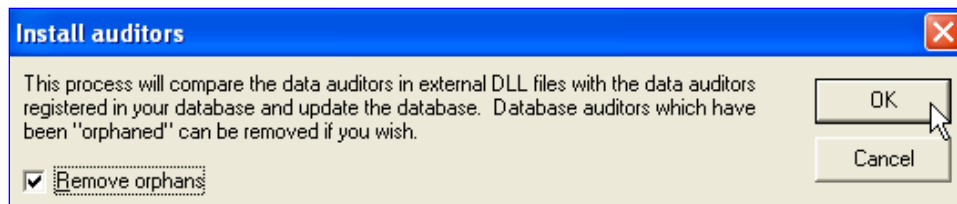


- e. If the building attribute update has affected the required data fields for any buildings you have already configured for ENERGY STAR submittal, you will have to edit those buildings' properties to comply with the latest data requirements.
2. **AUDIT UPDATES:** Update your audits using this procedure.
 - a. From EnergyCAP, click **Analysis>Audits**. The Audit Manager will be displayed.
 - b. Click **Audit>Install**.

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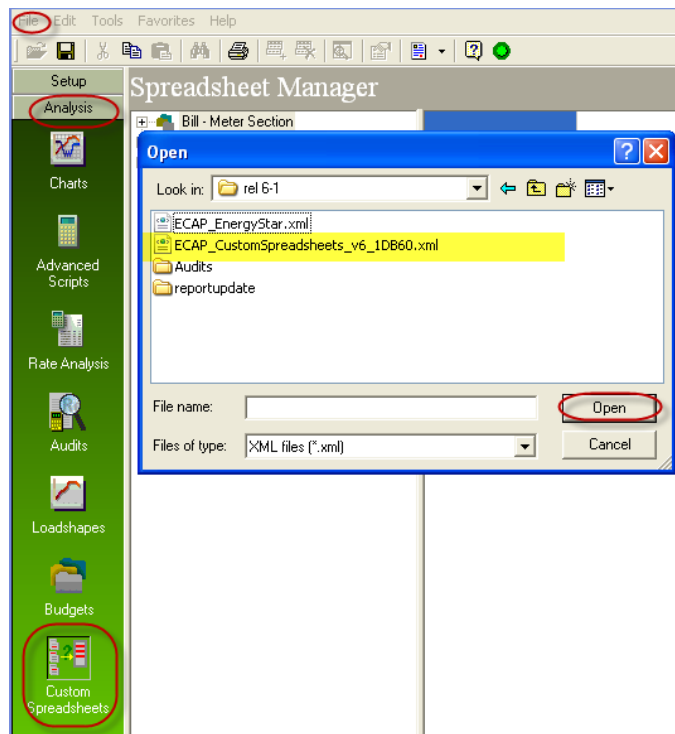


The **Install Auditors** window will open. Click OK.



3. **CUSTOM SPREADSHEET UPDATES:** To update custom spreadsheets:

- a. Click **Analysis>Custom Spreadsheets**. The Spreadsheet Manager will be displayed.
- b. Click **File>Import**. The **Open** window will be displayed.
- c. Navigate to the EnergyCAP installation folder (usually **C:/Program Files/EnergyCAP Enterprise**).
- d. Click to select the **ECAP_CustomSpreadsheets_v6_1_DB60.xml** file.



- e. Click **Open**. The Spreadsheet Manager will be updated.

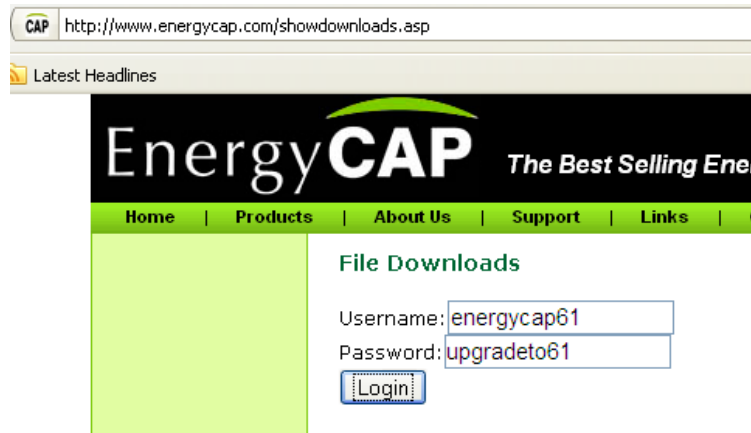
The upgrade has been completed.

There are many new features and updates in EnergyCAP release 6.1. We recommend that you read the Release 6.1 and Service Pack 1 **Release Notes** to familiarize yourself with the new functionality.

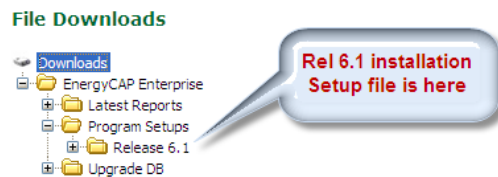
Of particular significance is the new Web Reports manager, which now includes lists of “Most Recent” and “Recommended” reports. See the Release Notes for more information.

APPENDIX: 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 PDF files in the same folder (contains additional information on the new release).