Chapter 2: Getting Started

Software and License Installation

For more information about software installation, see *Chapter 2: Installation* in the *PowerNet Software User's Guide*.

For more information about installing licenses, see *Chapter 7: NetPower License Manager* in the *PowerNet Software User's Guide*.
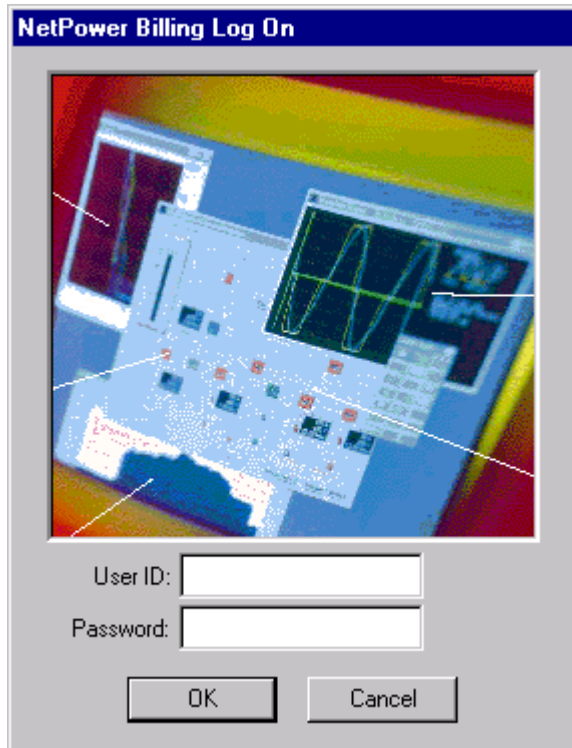
Running NetPower Billing

Starting and Logging On

To log on to NetPower Billing, do the following:

1. Choose NetPower Billing from IMPACC PowerNet Suite program group in the Start menu.

   The NetPower Billing Log On dialog box displays.

2. In the User ID field, type your user ID.

3. In the Password field, type your password.

4. Click OK.

5. If you have not previously checked out a license, check out a license for NetPower Billing. For more information about checking out licenses, see *Chapter 7: NetPower License Manager* in the *PowerNet Software User's Guide*.

NetPower Billing logs you on and displays the NetPower Billing main window.

Exiting

There are two methods for exiting NetPower Billing:
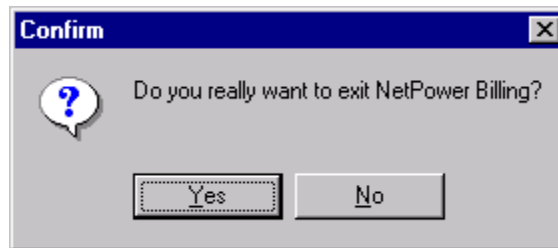
♦ Exiting

♦ Exiting and keeping a license

Exiting

When you use the Exit command to exit an application, the license for that application is returned to NetPower License Manager.

To exit an application using the Exit command, do the following:

1. From the File menu of the PowerNet Software application, choose Exit.

   A Confirm dialog box displays, verifying the request to exit.

2. Click Yes.

The application exits, and the license for that application is returned to the NetPower License Manager.
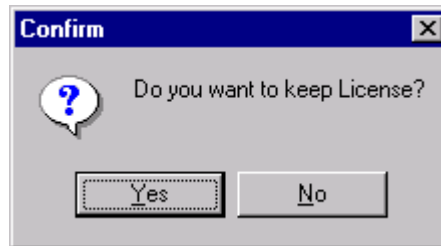
Exiting and Keeping a License

When you use the Exit and Keep License command to exit an application, the license for that application remains on your computer. This allows you to start that application at a later time without having to check out a license.

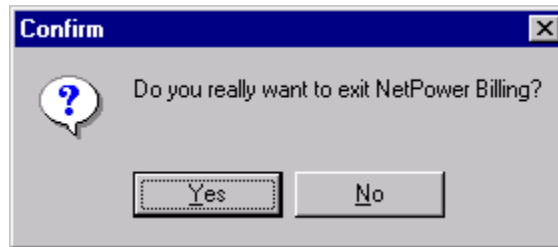To exit an application using the Exit and Keep License command, do the following:

1. From the File menu of the application you are running, choose Exit and Keep License.

   A confirm dialog box displays, verifying the request to keep the license.

2. Click Yes.

   A Confirm dialog box displays, verifying the request to exit.

3. Click Yes.

The application exits.

Database Synchronization

When you run NetPower Billing for the first time, and have not set up database synchronization, the Database Synchronization Setup dialog box displays. You must identify the correct pathname to the Master Configuration and Security databases.

Note

If you have previously run a PowerNet Software application and identified the correct pathname to both the Master and Local Configuration and Security databases, these settings are saved for all applications. Thus, you do not need to set up synchronization when subsequently running a PowerNet Software application.
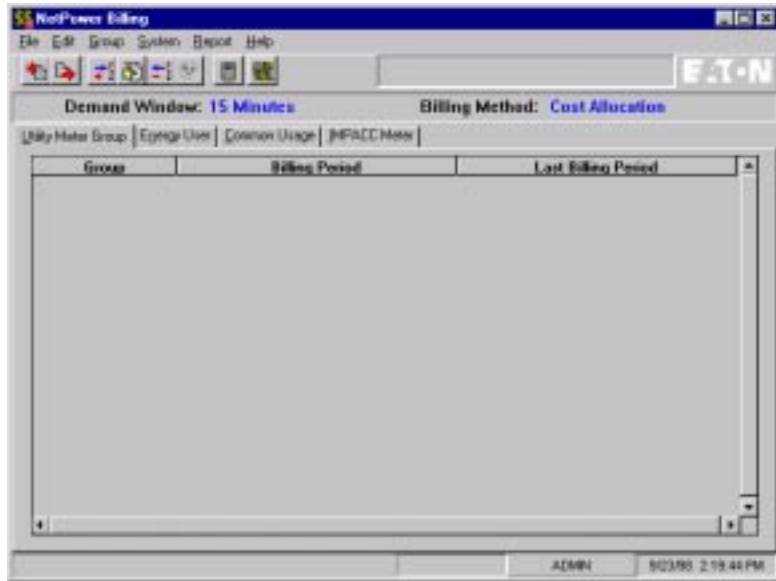

For more information about database synchronization, see *Chapter 5: Database Synchronization* in the *PowerNet Software User's Guide*.

Main Window

From the NetPower Billing main window, you can do the following:

♦ Import or export a NetPower Billing system configuration.

♦ Configure the NetPower Billing system.

♦ Add, edit, or delete a utility meter group.

♦ Generate bills and reports.

There are four tabs on the main window from which you can list and edit different information. For more information on the window tabs, see the section *Tabs*. NetPower Billing lists the user Id of the individual logged on at the bottom of the window.

Menu Options and Toolbar Icons

The following table describes the menu options and their corresponding icons:

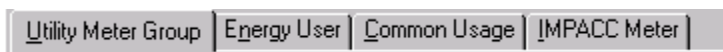| Menu Option	Description	Icon
File		
Export System Configuration	Exports the NetPower Billing system configuration to a file.	
Import System Configuration	Imports a NetPower Billing system configuration from a file.	
Restore Demo Database	Restores the demo database to its original values.	N/A
e-Mail logon	Logs you on to e-mail.	N/A
Exit and Keep License	Exits NetPower Billing without returning the license.	N/A
Exit	Exits NetPower Billing and returns the license.	N/A

Menu Option	Description	Icon
Edit		
Add	Adds a utility meter group, energy user, or common usage category. Which object you add depends on which tab is active.	
Edit	Edits a utility meter group, energy user, or common usage category. Which object you edit depends on which tab is active.	
Delete	Deletes a utility meter group, energy user, common usage category, or IMPACC meter. Which object you delete depends on which tab is active.	
Add to Group	Adds an energy user, common usage category, or IMPACC Meter to the utility meter group you have selected. Which object you add depends on which tab is active.	
Group		
Set Billing Period	Allows you to set the billing period.	N/A
Enter Charges	Allows you to enter the charges for the billing period you set.	N/A
Billing Calculation	Generates bills for the billing period and charges you entered.	
System		
System Setup	Allows you to set up the NetPower Billing system.	
Time Period	Allows you to set or edit time periods.	N/A
Rate Schedule	Allows you to set or edit rate schedules.	N/A
Maintain Product Table	Allows you to set or edit the product table.	N/A

Menu Option	Description	Icon
Purge Energy Data	Allows you to purge energy data from the database.	N/A
Globally Replace Meter for Formula	Allows you to globally replace a meter in all formulas.	N/A
Report		
Bill(s) for Last Billing Period	Generates the bills from the last billing period.	N/A
Bill Summary Report	Generates a bill summary report.	N/A
Product Energy Bill(s)	Generates product energy bills.	N/A
Data for Energy Users	Generates the Energy Data for Energy User report for the selected energy user.	N/A
Data for All Common Usage	Generates the Energy Data for All Common Usage report.	N/A
Data for All IMPACC Meters	Generates the Energy Data for All IMPACC Meters report.	N/A
Meter Peak Demands (Last B.P.)	Generates the Meter Peak Demand (Last B.P.) report.	N/A
Help		
Contents	Displays the table of contents for on-line help.	N/A
Keyword Search	Performs a keyword search	N/A
About	Displays the About NetPower Setpoints & Trip Curve dialog box.	N/A

Tabs

Below the NetPower Billing toolbar icons on the NetPower Billing main window are the NetPower Billing tabs.

One of the most important concepts for working with NetPower Billing is the hierarchical nature of the tabs in the NetPower Billing main window.

Utility Meter Group | Energy User | Common Usage | IMPACC Meter |

The four tabs might, at first, appear to be on the same level, but the Energy User, Common Usage, and IMPACC Meter tabs are all subordinate to the Utility Meter Group.

When you click on the Utility Meter Group tab, NetPower Billing displays a list of all utility meter groups.
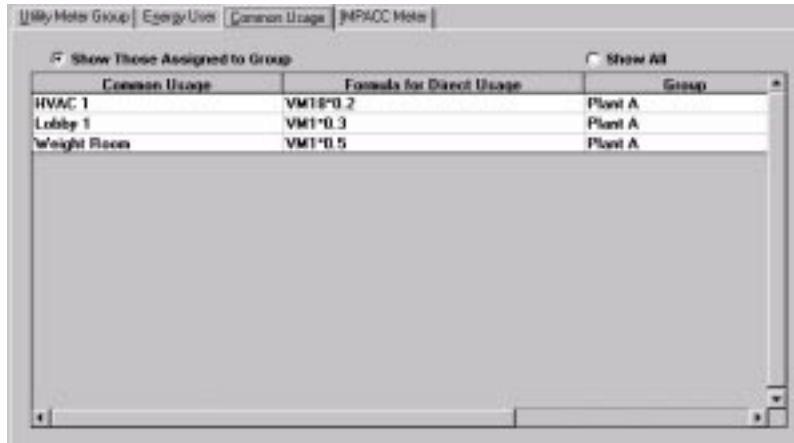

Each group listed on the Utility Meter Group tab has its own Energy User, Common Usage, and IMPACC Meter lists.

If you select a group from the list on the Utility Meter Group tab, then click the Energy User tab, NetPower Billing displays the energy user information for that group only. Any information entered into NetPower Billing through this tab is saved only for the group you selected on the Utility Meter Group tab. To work on energy users in another group, you must first go back to the Utility Meter Group tab, select the group with which you want to work, then return to the Energy User tab.

The Common Usage and IMPACC Meter tabs function in the same way. The tabs only list and store information for the group you select on the Utility Meter Group tab, unless you select a non-default radio button.

Current Group

If you are working with energy user information, common usage information, or IMPACC meters, you are no longer looking at the list of groups on the Utility Meter Group tab. Because it is important for you to know which group you have selected, NetPower Billing displays the currently selected group to the right of the icon bar.

Automatic Completion

Many fields in NetPower Billing require you to fill out specific parts of a whole. For example, you must assign rate periods to times of the day. After assigning a rate period called "Day" to run from 9AM (0900) to 5PM (1700), you might attempt to assign a rate period called "Evening" to the hours of 5PM to 9PM. However, this results in both rate periods being applied to the interval from 5:00PM to 5:01PM. This prevents any meaningful calculation for energy utilization over that interval, so NetPower Billing has a feature to prevent you from overlapping or leaving gaps. This feature is called Automatic Completion.

In the fields where you enter the times of day for a rate period, NetPower Billing allows you to enter only the start of the rate period. If you enter only one rate period starting at 0000, Automatic Completion enters the implicit end time, 2359. If you enter a second rate period, NetPower Billing allows you to enter only a start time, for example 0900. Automatic Completion then updates the end time of the first rate period to 0859 and enters the implicit end time for the second rate period, 2359. As you add rate periods, Automatic Completion keeps adjusting the end times to ensure that the entire clock is filled out and that no rate periods overlap.

Important
For Automatic Completion to function correctly, you must specify times in the fields in chronological sequence.

Automatic Completion is in effect for any fields that require you to fill out segments of a whole, such as clock time fields or season date fields.