QUICK START GUIDE

MARCH 2016

eBench®

realising efficiency

Quick Start

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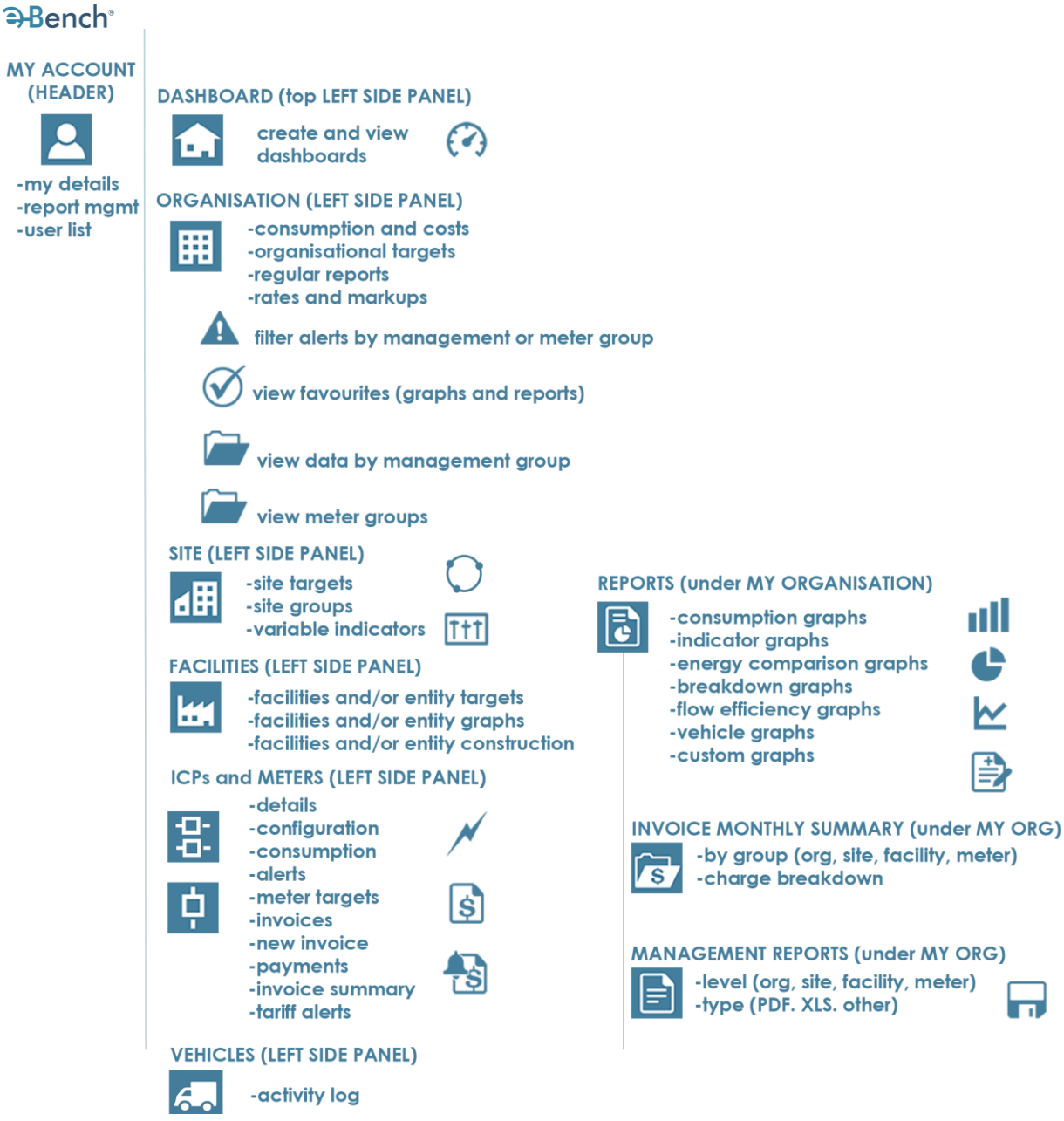
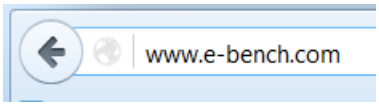
Site Map



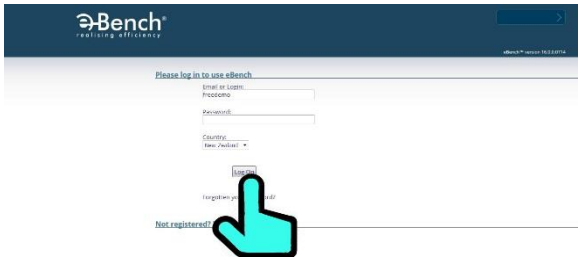
Logging in

e-Bench® is an entirely web-based application. e-Bench® supports all major web browsers however for usability and security Mozilla Firefox is recommended. To use e-Bench®, start your chosen web browser and navigate to:



This will take you to the e-Bench® home page where you can log into e-Bench®.

Then simply enter your login name and password in the fields provided, then click **Log On.**

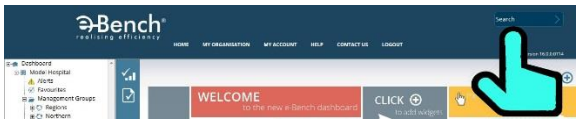


Logging out

The log out button for e-Bench® is found on the far right of the menu bar. It is a good idea to Logout after each session.

Searching e-Bench®

The search function for e-Bench® is found at the top left of the screen. You can search for any asset (meter, entity, vehicle, etc). Click on the **search** box (top right hand side) and type in your search.



It will start searching the e-Bench® site after you type the first three characters of your search.

The results are displayed below the search function. Click on the one you want and it will take you directly to the relevant page.

Menu bar

You can navigate around e-Bench® using the menu bar at the top of your screen. You can return to the home page at any time by clicking on **Home** in the menu bar.

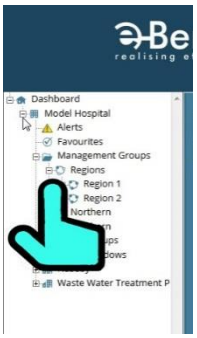
The information about your organisation including new and existing assets as well as graphs and reports can all be found under **My Organisation.**

The information about your details, passwords and user lists can be found under **My Account** in the menu bar.

Asset tree

At the left of your screen you have an **Asset tree** that shows you at all times where you are within the hierarchical structure of your asset. You can navigate to any asset you want on the tree by clicking on the asset.

To **expand** the tree, click on the [+] signs at the left of the asset you wish to expand.



To **contract** the tree, click on the [-] signs at the left of the asset you wish to contract.

Tool bar

The **Tool bar** is the lighter blue vertical bar at the left of your screen. This bar shows you the various tools that are available to you at any time. To use that tool, click on the icon. If you hover over the icon it will give you the name of the tool.

GOOD IDEA:

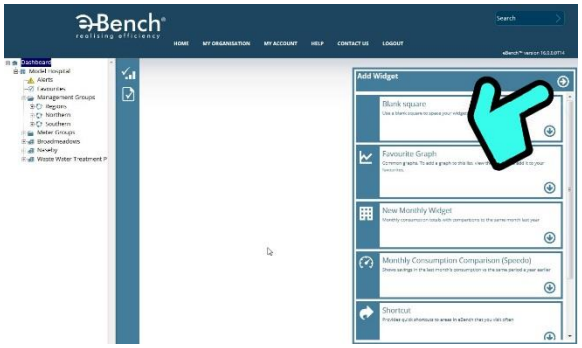
Minimise the asset tree when viewing large graphs by dragging the left side of the tool bar to where you want it.

Dashboard

The **Dashboard** shows details of specific attributes of the organisation you are interested in.

On the top left of your screen, in the Asset Tree, you will find the DASHBOARD. Click on this. The following will appear, if you have nothing set up already.

At the bottom right of this welcome screen you will find a “click here”. Clicking this will remove this welcome screen, to add your own widgets.



If you click on the at the top right of the “add widget” box, this tool will disappear.

Click on the to bring it back.

If you add something to the dashboard then later decide you no longer want this there, you can click on the widget, and drag it to the rubbish bin on the top right of the dashboard screen, and hold it there until the lid opens, then release and it will be removed.

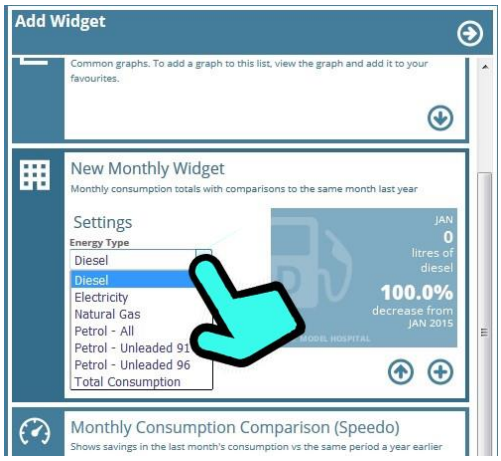
Adding widgets to the dashboard:

First you may want to add the Monthly Consumption Comparison (Speedo) to the Dashboard. Move the cursor to this area of the “Add Widget” tool, and click on the

The speedo will appear.

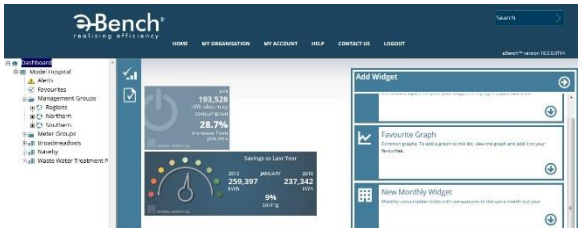
Click on the to add it to your dashboard.

You can then add other widgets (from the “Add Widget” tool). We suggest using the “New Monthly Widget” section, choosing your energy type, e.g. Electricity:



Move the cursor to click on “electricity”

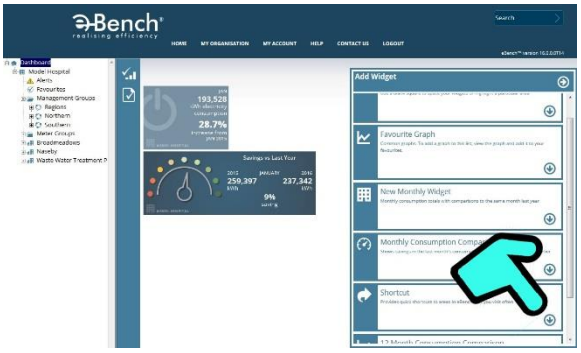
Click on the ⊕ to add it to your dashboard.



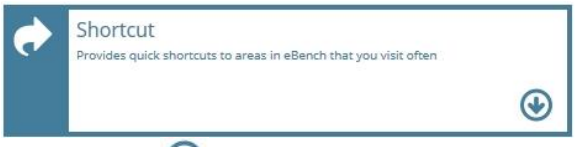
You can also add other types of energy to the dashboard using this same widget.

Clicking on “Natural Gas” will show the following

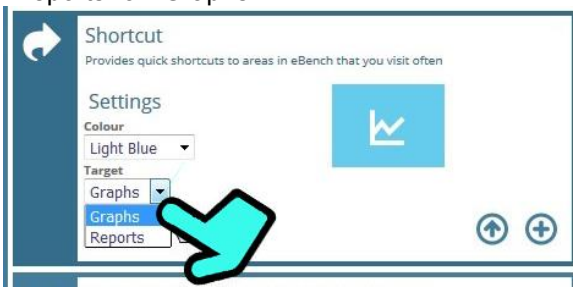
Click on the ⊕ to add it to your dashboard.



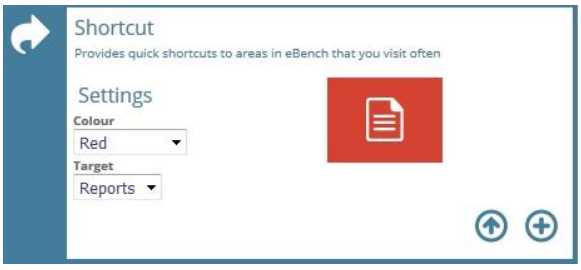
You can add quick links to reports and graphs by using the “Shortcut”.



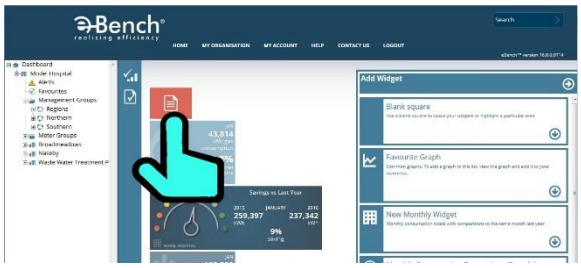
Click on the ⊕ in shortcut and then choose “Reports” or “Graphs”.



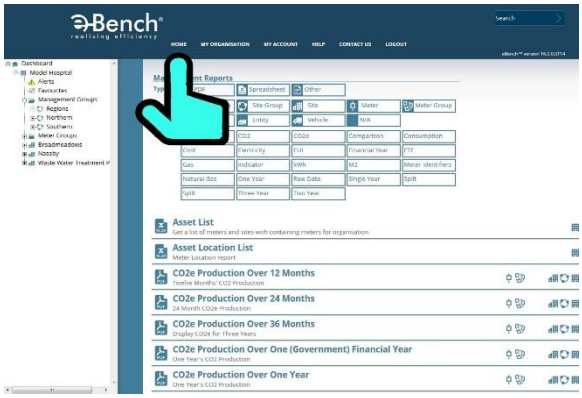
You can choose a colour to make these stand out on your dashboard.



Click on the ⊕ to add it to your dashboard.

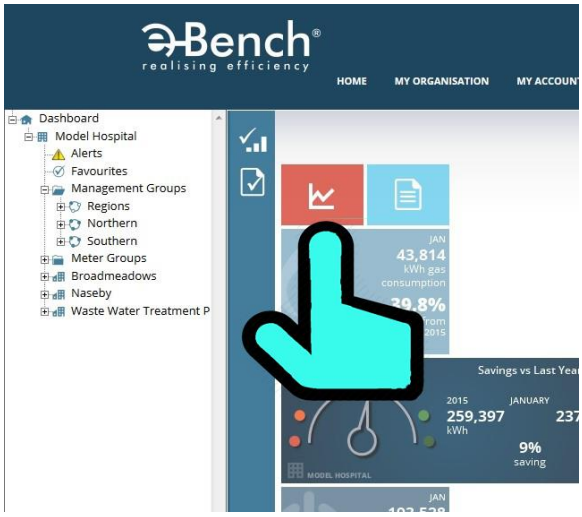


If you click on this report icon on your dashboard, the following will appear:

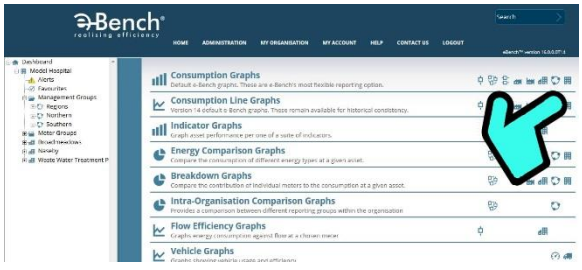


To get back to your dashboard, click on HOME on the **Menu bar**

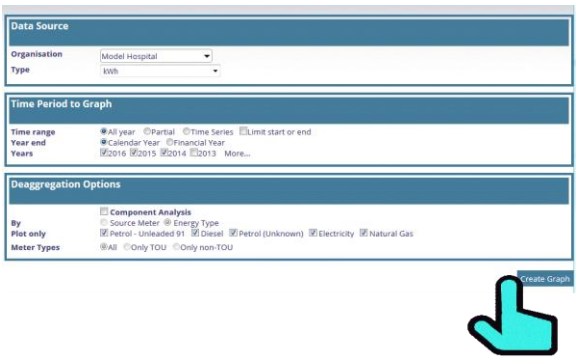
You can add a quick link to graphs in the same way.



When you click on the graph icon on the dashboard, the following appears:



You may have a favourite graph that you always want showing on the dashboard. To add this, you will need to have created the graph first. For example, create a consumption graph for the whole organization, on the screen (as above), click on the top right icon organization (you can also select graph by site group, site, facility, entity, ICP, meter group or meter) and click to tick the years and other options relevant to you, then Create Graph



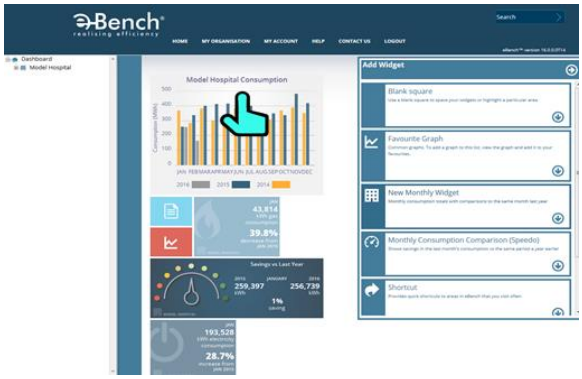
This will appear:

Click on the just below the graph and name it appropriately, then click on “Set”.

Return to your Dashboard (click on the top left “Dashboard” of Asset Tree”).

Use the ⊕ (top right) to open the “Add Widget” tool. You will now see a “Favourite Graph” option available.

Select the graph that you want showing on the dashboard, then click on the ⊕ to add it to the dashboard. You can add more than one graph in this way.



You can rearrange your dashboard by clicking on one of the widgets and dragging them to where you want them. To make it look better, you can add “Blank Squares” from the widget tool. These can be various shapes and colours. Use the “Settings” in the widget to select the size and colour you want.

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