

Using the My Documents Feature on the Public Document Area (PDA)

December 13, 2011

INTRODUCTION

This document describes how parties can use the Public Document Area to log-in, make comments, and subscribe to a document using the My Documents feature. This document will use WO029 – Non-Residential Downstream Lighting as an example.

STEP 1: Go to www.energydataweb.com/cpuc

STEP 2: Click on the “Log In” tab

California Public Utilities Commission
2006-2011 Energy Efficiency Energy Contracts

HOME SEARCH **LOG IN**

Public Document Area Welcome! 11/28/2011

Welcome to the Energy Division's Public Document Area – the “one-stop shop” for stakeholders to find all the public information related to California's Evaluation, Measurement, and Verification (EM&V) work. The links below contain critical, over-arching information, such as important meeting dates, meeting notes, project status documents, and more. Please bookmark this page and refer to it frequently. Users of this site can also search for work orders, research plans, and final reports for CPUC projects, as well as proposals of IOU EM&V studies approved by the Energy Division. To search for documents, click on the Search tab.

To download the 2010-2012 Energy Efficiency EM&V Plan please click [here](#).

☐ Important Dates

DATE	DESCRIPTION	TIME	LOCATION
09/13/2011	Quarterly EE EM&V Stakeholder Meeting #3	9:30AM - 3:30 PM	Courtyard Room, CPUC, 505 Van Ness Avenue, San Francisco, Call-In Number: 866-687-1443, Code 737358
12/13/2011	Quarterly EE EM&V Stakeholder Meeting #4	9:30 AM - 3:30 PM	TBD

☐ Quarterly Meeting Notes, Agendas & Presentations

Notes - Sept. 13 EM&V Quarterly Stakeholder Meeting Pub. Date: 11/01/2011

Summary: Meeting notes prepared by KEMA

Materials for Sept. 13, 2011 Quarterly Stakeholder Meeting Pub. Date: 09/12/2011

Summary: Please find attached the agenda, spreadsheets, powerpoint presentations etc. for the Tuesday, Sept. 13 meeting. There will not be a webinar so please use

STEP 3: Log-in or create and account if you have not done so. You need to create an account if you

would like to leave comments or use My Documents. Click on "Create Account"

The screenshot shows the top navigation bar with links for "Login", "Home", and "User's Guide". The main header reads "California Public Utilities Commission 2006-2011 Energy Efficiency Energy Contracts". Below this is a dark navigation bar with "HOME", "SEARCH", and "LOG IN" buttons. The main content area is titled "CPUC Energy Division Contracts Public Document Area Login". It features a login form with fields for "Email Address:" and "Password:", a "Log In" button, and a "Forgot Password?" link. To the right of the login form is a button labeled "Create an account".

STEP 4: Fill out the registration form and click on "Register"

The screenshot displays the "Public Comment Registry & Review User Registration Form". The form includes fields for "First Name:" (George), "Last Name:" (Tagnipes), "Email:" (jeorge.tagnipes@cpuc.ca.gov), "Password:" (masked with dots), "Password (Repeat):" (masked with dots), "Company/Agency:" (CPUC), and "Phone Number:" (415-703-2451). A "Register" button is located at the bottom of the form and is circled with a dashed line. A vertical arrow points from the "Create an account" button in the previous screenshot down to the "Register" button. A date "11/28/2011" is visible in the top right corner of the page.

STEP 5: Once you successfully register, you will be taken to the home page. Click on "Search"

2006-2011 Energy Efficiency Energy Contracts

HOME SEARCH My Documents User Info

Public Document Area

Welcome Test Test! 11/29/2011

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To download the 2010-2012 Energy Efficiency EM&V Plan please click [here](#).

Important Dates

Date	Description	Time	Location
09/13/2011	Quarterly EE EM&V Stakeholder Meeting #3	9:30AM - 3:30 PM	Courtyard Room, CPUC 505 Van Ness Avenue, San Francisco, CA Room Number: 866-687-1445, Code: 737388
12/13/2011	Quarterly EE EM&V Stakeholder Meeting #4	9:30 AM - 3:30 PM	TBD

Quarterly Meeting Notes, Agendas & Presentations

Notes - Sept. 13 EM&V Quarterly Stakeholder Meeting Pub. Date: 11/01/2011

Summary: Meeting notes prepared by KEMA

Materials for Sept 13, 2011 Quarterly Stakeholder Meeting Pub. Date: 09/12/2011

Summary: Please find attached the agenda, spreadsheets, powerpoint presentations etc. for the Tuesday, Sept. 13 meeting. There will not be a webinar so please use these materials to follow if you are calling in. (Conference line is on the agenda). Let me know if you have questions. Jean Lemming, JLL@cpuc.ca.gov

Notes - June 14 EM&V Quarterly Stakeholder Meeting Pub. Date: 06/28/2011

Summary: Notes from the June 14 EM&V Quarterly Stakeholder Meeting

June 14th Agenda and Presentations - UPDATED Pub. Date: 06/14/2011

Summary: This package has the updated agenda and presentations that will be used during the June 14th, 2011 Quarterly Stakeholder Meeting

June 14th Agenda and Package Pub. Date: 06/01/2011

Summary: This package includes the agenda and the following documents: ED Research Plan status, Rapid Feedback Exercise, 2010 Tracking Data Analysis Memo, Stakeholder Update and Resources, and the ED EM&V Management structure memo.

March 8, 2011 Quarterly Meeting Notes Pub. Date: 06/01/2011

Summary: Notes from the March 8, 2011 Quarterly Stakeholder Meeting

STEP 6: Go to the Work Order drop down menu and select (029 – Itron) Nonresidential Downstream Lighting Impact Evaluation. Then click on Search.

HOME SEARCH My Documents User Info

Public Document Search

11/29/2011

Search Criteria

- 009-Itron Management and Analysis of IOU Data
- 008-KEMA Inc.) Management & Analysis of IOU Data
- 011-Itron Overarching Residential Process Evaluation - General Release
- 012-KEMA Inc.) Overarching Market and Process Evaluation - Nonresidential
- 012-Itron Overarching Market and Process Evaluation - Residential
- 013-KEMA Inc.) Lighting Programs Process Evaluation and Market C...
- 014-KEMA Inc.) HVAC Market Characterization & Process Evaluation
- 014-Itron HVAC Market Characterization & Process Evaluation
- 015-Itron ETP Process and Impact Evaluation and Market Assessment
- 015-KEMA Inc.) ETP Process and Impact Evaluation and Market Assess...
- 016-KEMA Inc.) Omnibus DSM Program Process Evaluation
- 016-Itron Omnibus DSM Program Process Evaluation
- 017-Itron Measure Cost Study
- 017-KEMA Inc.) Measure Cost Study
- 018-Itron Portfolio Management and Cost Study
- 018-KEMA Inc.) Portfolio Management and Cost Study
- 020-Itron Meter Consumption White Papers
- 020-KEMA Inc.) Residential On-site and End-use Metering Study
- 021-Itron Residential On-site and End-use Metering Study
- 022-KEMA Inc.) Residential Market Share Tracking Study
- 022-Itron Residential Market Share Tracking Study
- 023-Itron Commercial Saturation Study & Market Share Tracking Stud...
- 023-KEMA Inc.) Commercial Saturation Study & Market Share Trackin...
- 024-KEMA Inc.) Pilot Programs Impact Evaluation
- 024-Itron Pilot Programs Impact Evaluation
- 025-KEMA Inc.) Non-Residential Downstream Lighting Impact Evaluatio...
- 025-Itron Non-Residential Downstream Lighting Impact Evaluation

Publication Date

From: To:

Search Text (exact match)

To search for a document or multiple documents, select the applicable search criteria in the fields provided on the left side of the page. Click on the plus signs to expand and view the available search options (conversely, you may click on the minus signs to collapse, or hide, the options). Optionally, enter any applicable text from document titles or summary paragraphs in the Search Text field. When you have made all necessary selections, click on the Search button.

The Search will generate an alphabetic list of documents containing all documents matching the options you selected.

STEP 4: To add a document to “My Documents,” check the My Documents box.

The screenshot shows the 'Public Document Search' interface. On the left is a 'Search Criteria' sidebar with various filters like Sector, Stage of Work, Study Type, etc. The main area displays search results for 'Non-Res Downstream Lighting Research Plan'. Each result includes a summary and a 'My Documents' checkbox. An arrow points from the text above to the 'My Documents' checkbox for the first result.

STEP 5: Click on the My Documents tab. Now this document is stored under “My Documents” and you can find this file easily when you log-in. Also, by checking “My Documents” you will be added to the email list for this document.

The screenshot shows the 'My Documents' page. At the top, the 'My Documents' tab is highlighted with a dashed circle and an arrow. Below the navigation bar, there is a text box that reads: 'This page shows the documents that you have added to your my documents list. The my documents list enables you to quickly find the documents you have previously been interested in. It also adds you to the email list so you can be informed when updates to selected documents are available.' Below this, a search result for 'Non-Res Downstream Lighting Research Plan' is shown with the 'My Documents' checkbox checked.