

Project Opportunities Tracker User Guide

The Project Opportunities Tracker provides a central location for sorting, prioritizing, and tracking recommendations. Users are required to login to the AMO Energy Resources Center (eCenter) to use the Project Opportunities Tracker. Users who do not have an eCenter username and password can register for one by following the link below.

[Register for an eCenter Username and Password](#)

On this page you will be prompted to enter a display name, contact information, and a password. After entering this information and clicking "submit", an email will be sent to you with a link to activate your account.

After logging into the eCenter, the Project Opportunities Tracker will automatically import saved recommendations from tools used within the eCenter such as the Data Center Profiler (DC Pro) and the Plant Energy Profiler (ePEP). This document explains how to search, delete, and edit existing recommendations. In addition, it explains how to import new recommendations from the recommendations library.

Search Recommendations

To search the recommendations saved in your portfolio, enter at least one parameter in the top "Search" row. In the example shown below, we have searched for all recommendations that were produced by DC Pro. After entering the search criteria, the tool will automatically search for all recommendations that meet the listed criteria.

	Priority	Plant Name/ City	System Area	Recommendation Title	Recommendation Source	Status
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DCPro	<input type="text"/>

To clear your search, select the "Clear" option in the first column of the search row.

Deleting Recommendations

There are two ways to delete a recommendation. If you would like to delete one recommendation at a time, select the "Delete" option next to the recommendation in the first column.

	Priority	Plant Name/ City	System Area	Recommendation Title	Recommendation Source	Status
Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edit Delete	1	my plant (ePEP Case); ;	Boiler	change the boiler ef	Custom	
Edit Delete	1	my plant (ePEP Case); ;	Lighting	Change the Lights	Custom	Funded

To delete multiple recommendations at a time, select the recommendations you would like to delete while concurrently holding the "ctrl" button on your keyboard. This will allow you to select multiple recommendations. Once all the recommendations you would like to delete have been selected, click the "delete" button at the bottom or top of the table.

Edit Delete	(AL Plant) -			DCPro			
Edit Delete	(ID Plant) -	Air Management	Seal floor leaks (in...	DCPro			
Edit Delete	(AL Plant) -			DCPro			
Edit Delete	(ID Plant) -	Air Management	Use supplemental...	DCPro			
Edit Delete	(MN Plant) -	Air Management	Place supply devic...	DCPro			
Edit Delete	(ID Plant) -	Air Management	If the existing eco	DCPro			
Edit Delete	(MN Plant) -	Air Management	Implement a tile/d...	DCPro			
Totals for Filtered Recommendations ⓘ				Projects 230	Implemented Projects 0		
Page 1 of 23 (230 items) < [1] 2 3 4 5 6 7 ... 21 22 23 >							
Clear Grouping		Add New Project	Edit	Copy	Delete	Search Project Library	Export to Excel

Editing Recommendations

To edit a recommendation select the "Edit" option in the first column next to the recommendation you wish to edit.

Edit Delete	1	my plant (ePEP Case); ;	Boiler	change the boiler ef	Custom
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This will open the details of the recommendation. Edit the fields you wish to change, and select "Update Recommendation" in the lower right corner of the edit screen. This will save the changes and bring you back to the recommendations table. To undo your changes and return to the recommendations table, select "Undo Changes".

Recommendation Title

Plant Name/City **Priority**

System Area **Estimated Cost**

Recommendation Source **Estimated Savings (MMBtu Annually)**

Status **Estimated ROI**

Project Description

User Comments

Implementation Notes

[Update Recommendation](#) [Undo Changes](#)

For recommendations that are imported from the Industrial Assessment Center (IAC) database, Data Center Profiler (DC Pro), and Plant Energy Profiler (ePEP), you will not be able to edit the recommendation title, plant name/city, system area, recommendation source, or description. However, there is an option to create a copy of the recommendation and edit the fields in the copied version.

Copying Recommendations

To copy a recommendation, first select the recommendation you would like to copy. When the recommendation you would like to copy is highlighted, select the copy option at the bottom of the table.

Edit Delete		DCPro; ;	IT Equipment	Start monitoring utili...	DCPro	
Edit Delete		DCPro; ;	Air Management	Implement a rack a...	DCPro	
Edit Delete		DCPro; ;	IT Equipment	Perform an audit to...	DCPro	
Totals for Recommendations Shown					Projects 182	Implemented Projects 0
Page 1 of 19 (182 items) < [1] 2 3 4 5 6 7 ... 17 18 19 >						
Add New Project		Edit	Copy	Delete	Search Project Library	
Export to Excel						

This will create a duplicate of the selected recommendation. The recommendation title, plant name/city, system area, and description are all editable in copied recommendations.

Importing Recommendations from the Recommendation Library

The Project Opportunities Tracker has a library with recommendations from the IAC database, DC Pro, and ePEP. Users can search and import recommendations from the library into their portfolio.

To import recommendations from the library, select the "Search Project Library" button at the bottom of the table.

Page 1 of 23 (230 items) < [1] 2 3 4 5 6 7 ... 21 22 23 >						
Clear Grouping	Add New Project	Edit	Copy	Delete	Search Project Library	Export to Excel

This will bring you to the recommendation library. From here, you can search the library for recommendations by entering the search criteria at the top.

Recommendation Library

Recommendation Title	<input type="text"/>
System Area	<input type="text" value="Fans"/>
Recommendation Source	<input type="text" value="ePEP"/> ▾
Estimated ROI	<input type="text"/>
Project Description	<input type="text"/>

After entering the recommendation criteria you would like to search for, select "Search". This will show all the recommendations that match the criteria entered.

To import recommendations from the library, first check the box in the first column next to the recommendations you wish to import into your portfolio. After you have selected the recommendations you wish to import, select the plant you wish to associate these recommendations with.

Select the recommendations you wish to import into your portfolio.

Select Plant:

[Add new plant](#)

<input type="checkbox"/>	Source Tool	System Area	Title	Description	Implementation Frequency	Effectiveness Rating	Average Payback (years)
<input checked="" type="checkbox"/>	ePEP	Fans and Blowers		Monitor performanc...	0	4	2.1
<input checked="" type="checkbox"/>	ePEP	Fans and Blowers		Minimize leakage an...	0	4	2.1
<input type="checkbox"/>	ePEP	Fans and Blowers		Improve O&M practi...	0	4	2.1
<input checked="" type="checkbox"/>	ePEP	Fans and Blowers		Replace dampers, v...	0	4	2.1

After you have selected the plant you wish to associate the recommendations with, select "Add Recommendations". This will import the recommendations into your portfolio and associate them with the plant designated.

Adjusting the Columns

The Project Opportunities Tracker allows you to adjust the column width. To adjust the column width, click on the border next to the column you would like to adjust. Drag the column border to the desired width.

Drag a column header here to group by that column

	Priority	Plant Name/City	System Area	Recommendation Title	Recommendation Source	Status
Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edit Delete	2	(MN Plant) -	Air Management	Place supply devic	DCPro	
Edit Delete		(MN Plant) -	Air Management	Implement a tile/d...	DCPro	

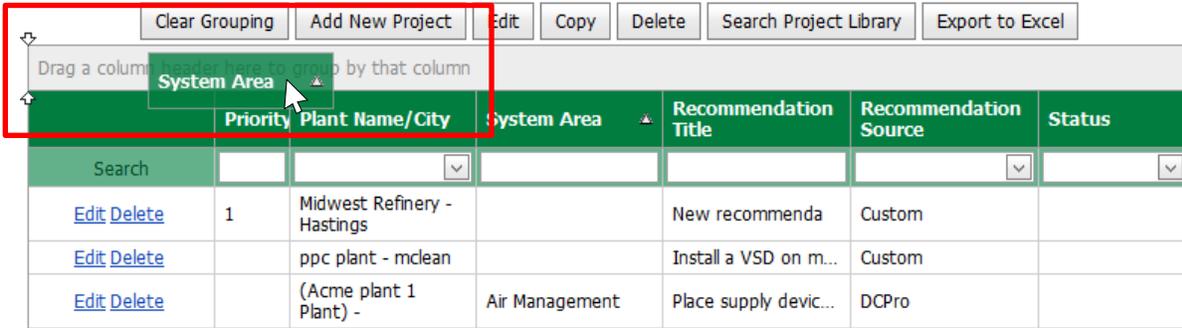
Sorting

The recommendations in your portfolio and the Recommendations Library can be sorted by the columns shown. To sort the recommendations, click on the column title. For example, if you would like to sort the recommendations in your portfolio by the priority, click on the column header "Priority".

	Priority	Plant Name/City	System Area	Recommendation Title	Recommendation Source	Status
Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edit Delete	1	(Acme plant 1 Plant) -	Compressed air	Implement air leak...	ePEP	Implemented
Edit Delete	1	(Acme plant 1 Plant) -	Process heating	Keep heat transfe...	ePEP	Approved
Edit Delete	1	Midwest Refinery - Hastings		New recommenda...	Custom	
Edit Delete	2	(Acme plant 1 Plant) -	Energy Management	REPLACE ELECTRI...	IAC ARC	In Progress
Edit Delete	3	Midwest Refinery - Hastings	Energy Management	REDUCE COMBUS...	IAC ARC	

Grouping

The Project Opportunities Tracker allows you to group the recommendations in your portfolio by priority, plant name/city, system area, recommendation title, recommendation source, status, estimated cost, estimated savings, or estimates ROI. To group the recommendations, select the title of the column you would like to group the recommendations by and drag it to the gray bar at the top of the table.



	Priority	Plant Name/City	System Area	Recommendation Title	Recommendation Source	Status
Search						
Edit Delete	1	Midwest Refinery - Hastings		New recommenda	Custom	
Edit Delete		ppc plant - mclean		Install a VSD on m...	Custom	
Edit Delete		(Acme plant 1 Plant) -	Air Management	Place supply devic...	DCPro	