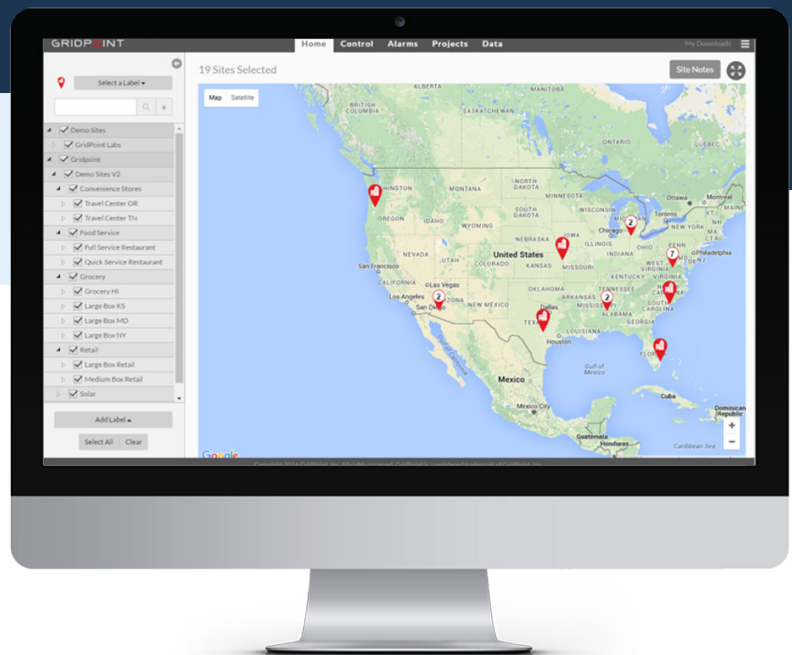


GRIDPOINT

WELCOME TO

GridPoint Energy Manager



Visit [GridPoint.com](https://www.gridpoint.com) for more information.

GETTING STARTED

We are excited to have you as a part of the GridPoint family, here are a few tips to help get you started and on your way to achieving your energy goals:

- Once you have logged into the desktop version of GridPoint Energy Manager, you will be prompted to change your password.
- After changing your password, download the GridPoint Energy Manager Mobile App (available for both IOS and Android) to access all your data on the go! Your username (and updated password) will be the same on the desktop and mobile applications.
- Visit the GridPoint User Community at www.gridpoint.com/community for useful guidance material and training videos.
- Keep your account active! Your security is very important to us and user accounts that have not been logged into for more than 60 days, whether on desktop or mobile, will be disabled.
- Please contact GridPoint Customer Service if you have any questions or issues at support@gridpoint.com or **866.800.8906**.



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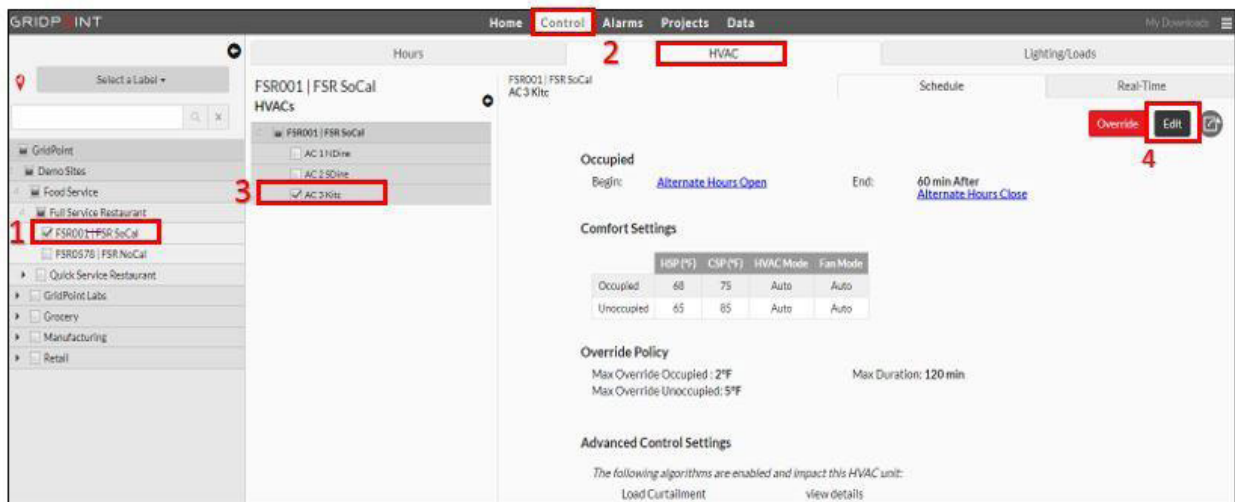
Logging In

1. Navigate to ems.gridpoint.com/login and enter your **Username** and **Password**



Editing an HVAC Schedule

1. Select a site from the site tree on the left side of the screen
2. Navigate to the **Control** tab and select the **HVAC** section
3. Select the unit from the HVAC Tree on the left
4. Click **Edit**



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5. Make the desired change to schedule, setpoint, or override policy
6. A **descriptive note is required** before saving to ensure continuity for other users who may access the site
7. Click **“Save”** and confirm that you want to send the new configuration to the controller

FSR001 | FSR SoCal: AC 3 Kitc

Occupied

Begin: Offset 0 min End: Offset 60 min

Schedule considers: Alternate Hours

Comfort Settings

	HSP (°F)	CSP (°F)	HVAC Mode	Fan Mode
Occupied	67	75	Auto	Auto
Unoccupied	65	85	Auto	Auto

Override Policy

Max Override Occupied: 2 °F Max Duration: 120 min

Max Override Unoccupied: 5 °F

Notes

Occupied Heat Set Point from 68 to 67 degrees.

Cancel Save



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Accessing Real-Time Data

1. In the **Data** tab, select the **Real-Time** section
2. Navigate through the **RTD categories** by selecting the category name in the sub-menu
3. Click the [blue underlined data fields](#) to trend the data in real time

The screenshot displays the GridPoint interface for 'ROANOKE CONTROL | Roanoke1...'. The 'Data' tab is active, and the 'Real-Time' section is selected. The 'HVAC' category is chosen in the sub-menu. A table lists HVAC units with columns for ID, Name, Occupied Status, Zone Temp, Supply Air Temp, HVAC Status, Fan Status, HSP, Scheduled HSP, CSP, Scheduled CSP, Override Status, and kW. The 'Supply Air Temp' for HVAC-3 is highlighted with a red box and the value '63.50' is underlined in blue. Below the table, a line graph titled 'HVAC: Biz-Ops Supply Air Temp' shows a real-time data plot with a red arrow pointing to it.

ID	Name	Occupied Status	Zone Temp	Supply Air Temp	HVAC Status	Fan Status	HSP	Scheduled HSP	CSP	Scheduled CSP	Override Status	kW
HVAC-1	Training	Occupied			Unknown	Unknown		66.00		71.00	No	
HVAC-2	Operations	Occupied	73.50	62.80	CoolStg1	On	66.00	66.00	73.00	73.00	No	
HVAC-3	Biz-Ops	Occupied	74.70	63.50	CoolStg1	On	67.00	67.00	74.00	74.00	No	
HVAC-4	Breakroom and P-Ops	Occupied	75.40	60.40	Idle	Off	73.00	73.00	77.00	76.00	No	
HVAC-5	Support	Occupied	75.40	62.30	Idle	Off	68.00	68.00	75.00	75.00	No	
HVAC-6	Lab	Occupied	72.30	61.40	CoolStg1	On	69.00	69.00	73.00	73.00	No	
HVAC-7	Shipping	Occupied	78.10	62.30	CoolStg1	On	68.00	68.00	75.00	75.00	No	



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Accessing the App

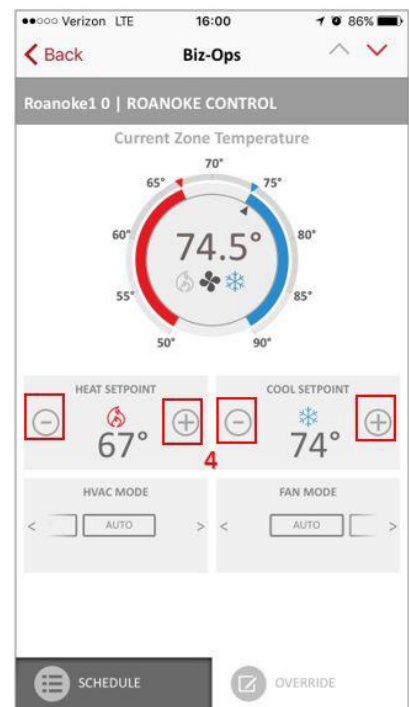
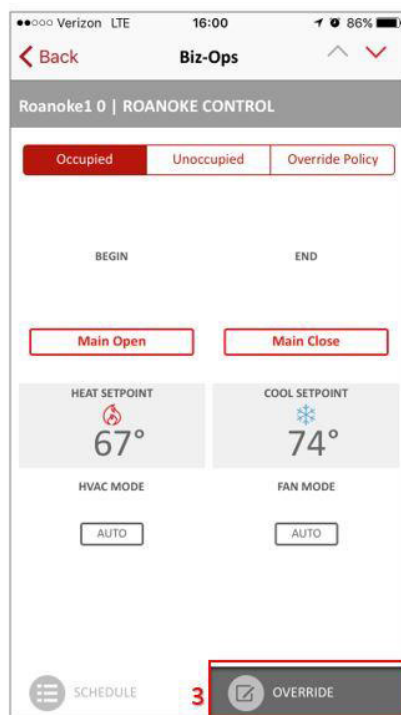
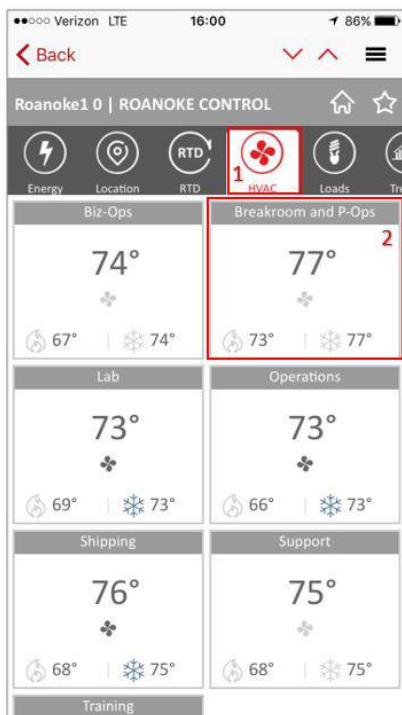
1. Download GridPoint's mobile app through the **Apple App store** or **Google Play store**
2. The mobile app allows you access to site performance overviews, real-time data, HVAC/Lighting schedules, and overrides – **which is particularly useful for remote site control and maintenance**



Visit [GridPoint.com](https://www.gridpoint.com) for more information.

Performing a Temporary Override

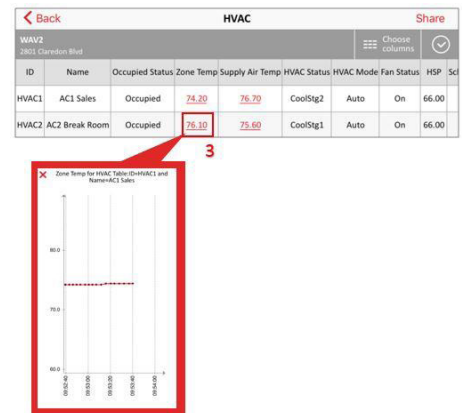
1. Select the **HVAC** icon
2. Tap the **HVAC tile** you wish to override
3. Toggle to the **override** screen
4. Make the desired **setting change**, select a duration, enter a descriptive note, and tap "Submit"



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Accessing Real-Time Data

1. Select the **RTD** icon
2. Choose the **category** you wish to trend
3. Click the red underlined fields to view the trend in real-time



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