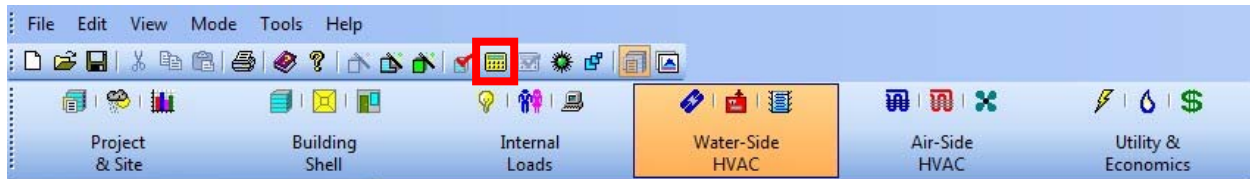# eQuest Hourly Reports Instructions

1. Open eQuest model.

2. Simulate all parametric runs in the model to generate results by clicking the 'Perform Simulation' button.


3. After all parametric runs are simulated, click File > Export File > Hourly Results (CSV). An 'Export Hourly Results' dialogue box will appear. Check the Baseline and Proposed (final model) runs and click "Export".

   Please note: If you have two separate models for the Baseline and Proposed, this will need to be done in both model files, once in the Baseline model, and once in the Proposed model.
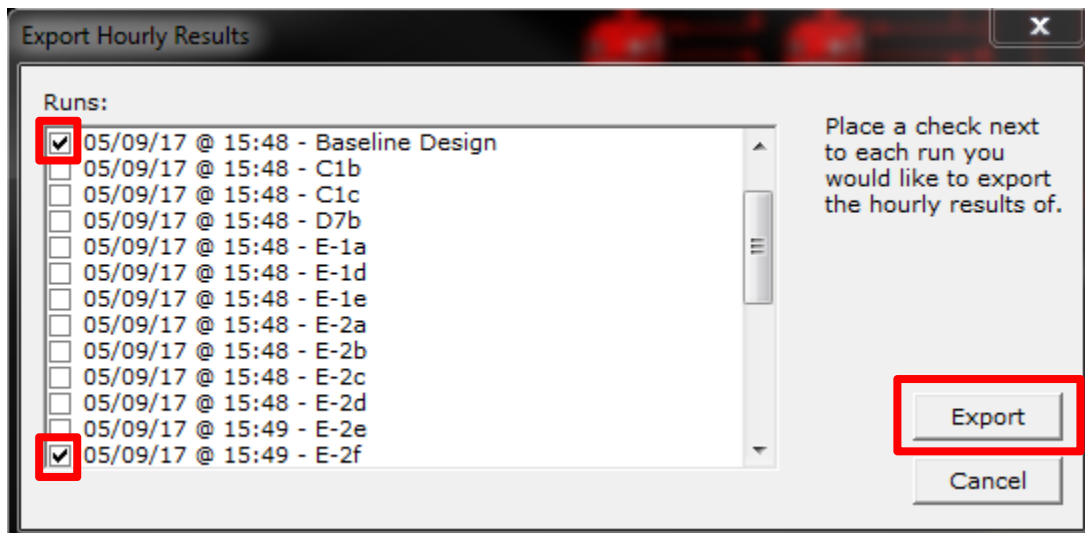
4. Click "Open" in the next screen to open the Excel based Hourly Results.
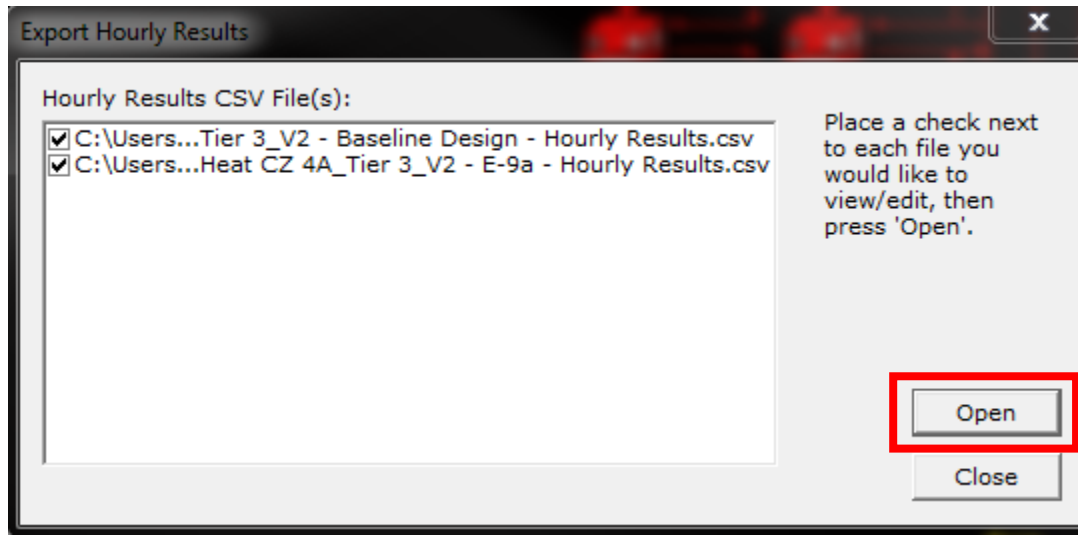
5. Once the Excel CSV file is open, notice that there are hourly results in columns A:AD. Select all of these columns by clicking the column A heading and dragging the selection to AD, and copy the entire section (CTRL+C).

   Please note: If the hourly report(s) generated does not look like the one in the screenshot below it may because the default hourly reports were deleted or modified in eQuest. See Appendix A below for how to restore them.


6. The copied selection should then be pasted into the appropriate section of the ERP Tables 'Hrly eQuest Results' tab. If these are Baseline results (for bEQ if these are As-Designed results), select column 'A' in the 'Hrly eQuest Results' tab, right click and select Paste Values. If these are Proposed results (for bEQ final model run results), do the same in column 'AF'.

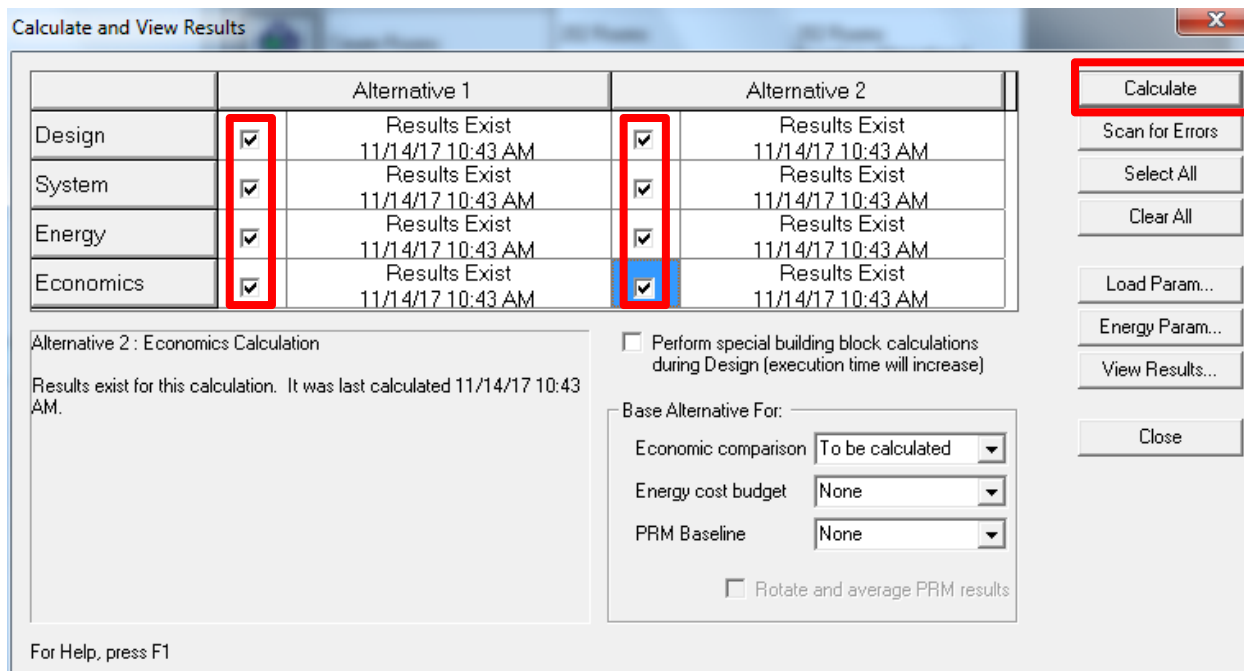7. Once this has been completed, the results can be seen populated on the "P4P-Measure Simulation" tab.

Trace Hourly Reports Instructions

1. Open Trace model.

2. Click the calculate button to generate results.
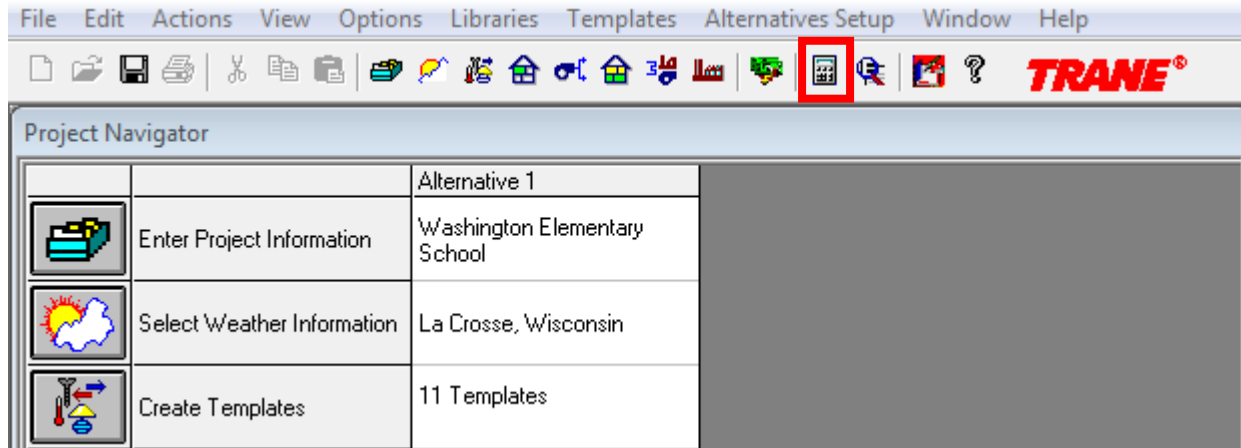
3. Select all applicable alternative check boxes and select "Calculate".

4. Once the calculation is complete, on the same screen click "View results" on the right. This will bring you to the View Results Screen, below, where you can select the "Graph Profiles and Energy" button.

5. This will bring you to the visualizer. Select the appropriate Alternative, the months to *Jan/Dec*, *All Days*, and *Demand* (as seen below). In the bottom most section, select all reports on all the *Misc, Weather, Airside, Clg plant,* and *Htg plant* tabs (make sure to scroll on some tabs to select all check boxes). Click "Draw" on the bottom of the screen to create the .csv file.
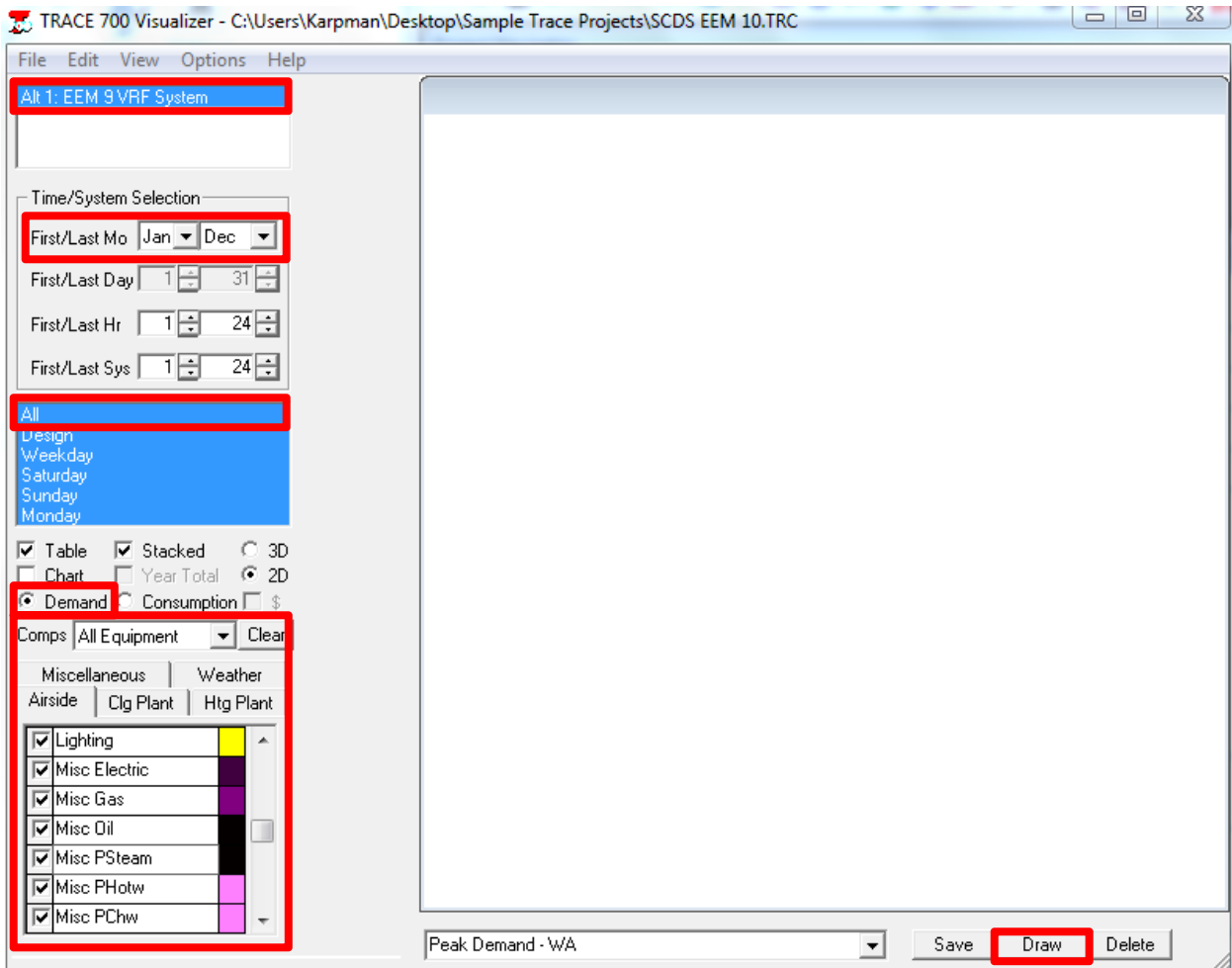
6. Open the folder that contains the project files and open the 'profiles.csv' file. *Note that if this file is open while "drawing", Trace crashes.* Please copy and paste values of the appropriate results into the cells of the ERP 'Hrly Trace Results' tab for both the baseline and proposed results. Please paste each end uses results in the predetermined column in the 'Hrly Trace Results' tab.

7. Once this has been completed, the results can be seen populated on the "P4P-Measure Simulation" tab.

Appendix A

Modifying hourly reports in eQuest

1. In *Detailed Data Edit* mode go the "Project & Site" tab and double click on "Hourly Report" in the component tree as shown below. The default setup is shown below. Follow the remaining instructions to set up your hourly reports the same as the default.
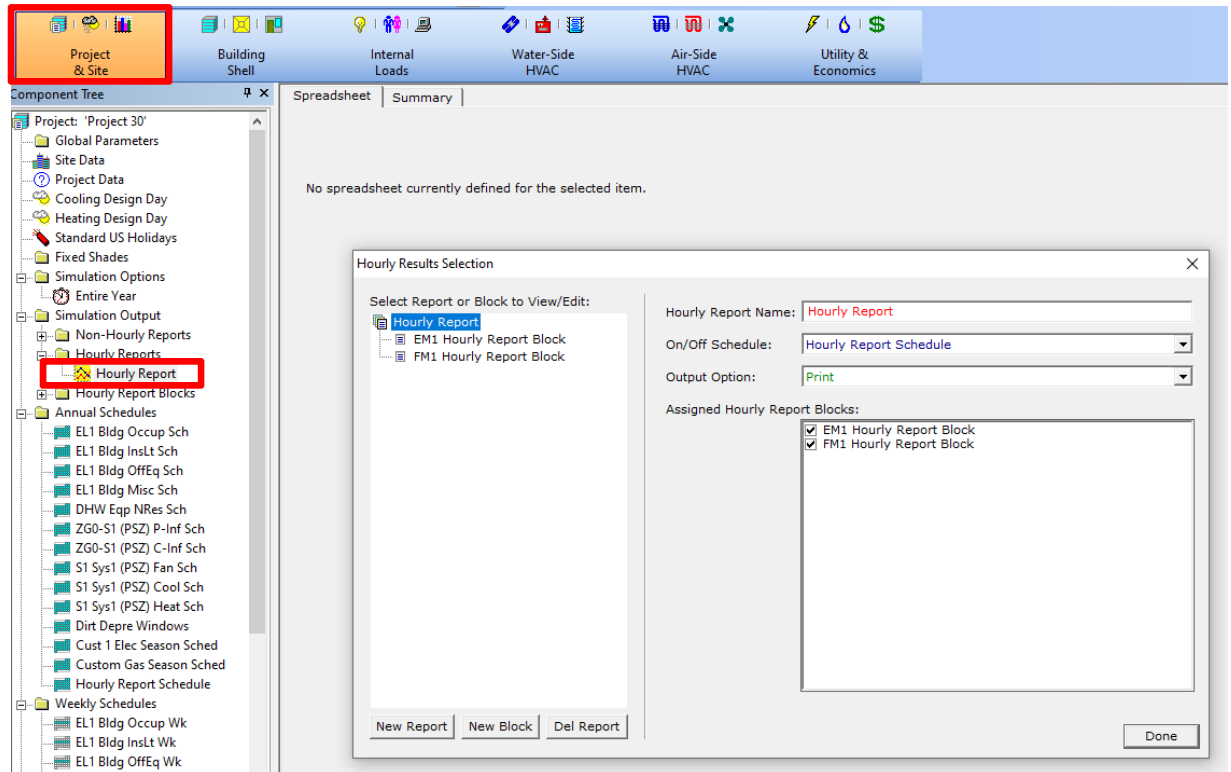
2. Begin by clicking on "New Block" and enter the following name "EM1 Hourly Report Block". The click "Ok".
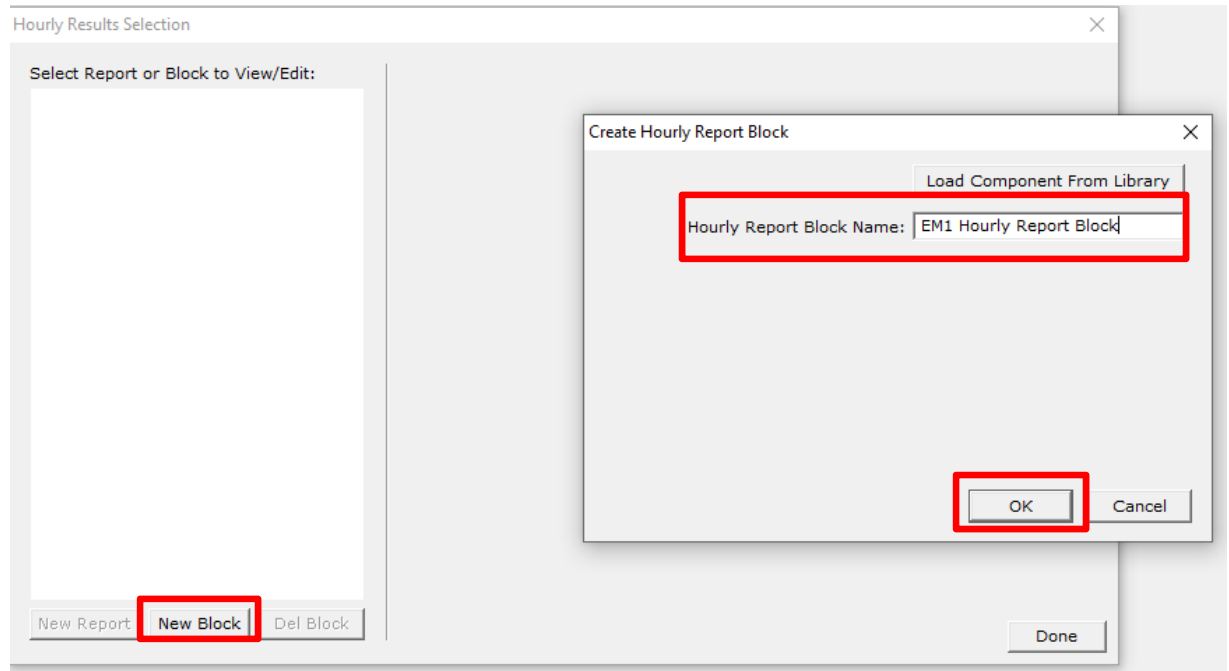
3. In the next dialogue box make the selections shown below (it does not matter what is selected here as it will be changed subsequently). Then click "Done".
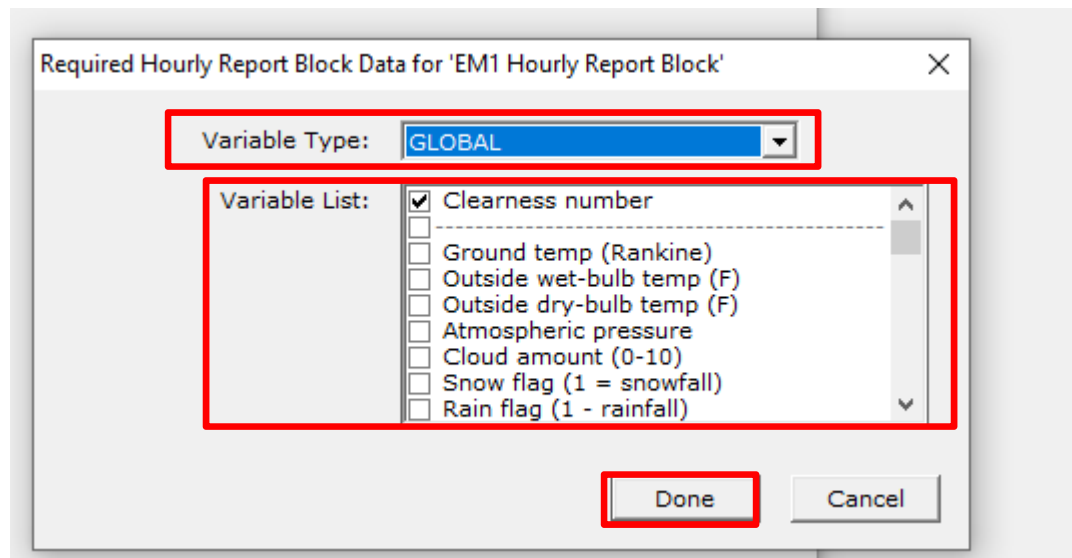
4. Make the selections shown below. Select all items with "…end-use energy" at the end of the name, as well as "Total end-use energy".

5. Follow the same process and create a block called "FM1 Hourly Report Block" and make the selections shown below once the block is created following steps 2-3 (i.e. select all items with "…end-use energy" at the end, as well as "Total end-use energy".)

6. Click "New Report".

7. Enter the name "Hourly Report" and click "Ok".

8. Select as shown below and click "Done".

9. Click on "Hourly Report" on the left and ensure that both "EM1 Hourly Report Block" and "FM1 Hourly Report Block" are clicked in the "Assigned Hourly Report Blocks" section. Also make sure that "Hourly Report" is the first report in the list on the left. Click "Done" and follow the main instructions for eQuest above.