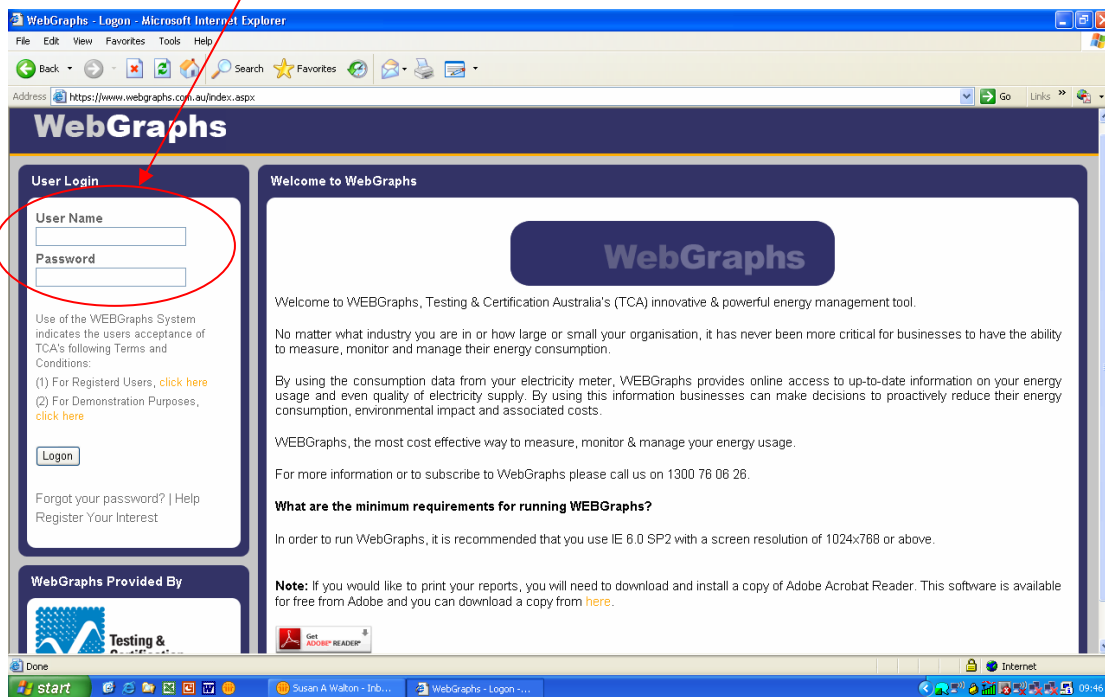
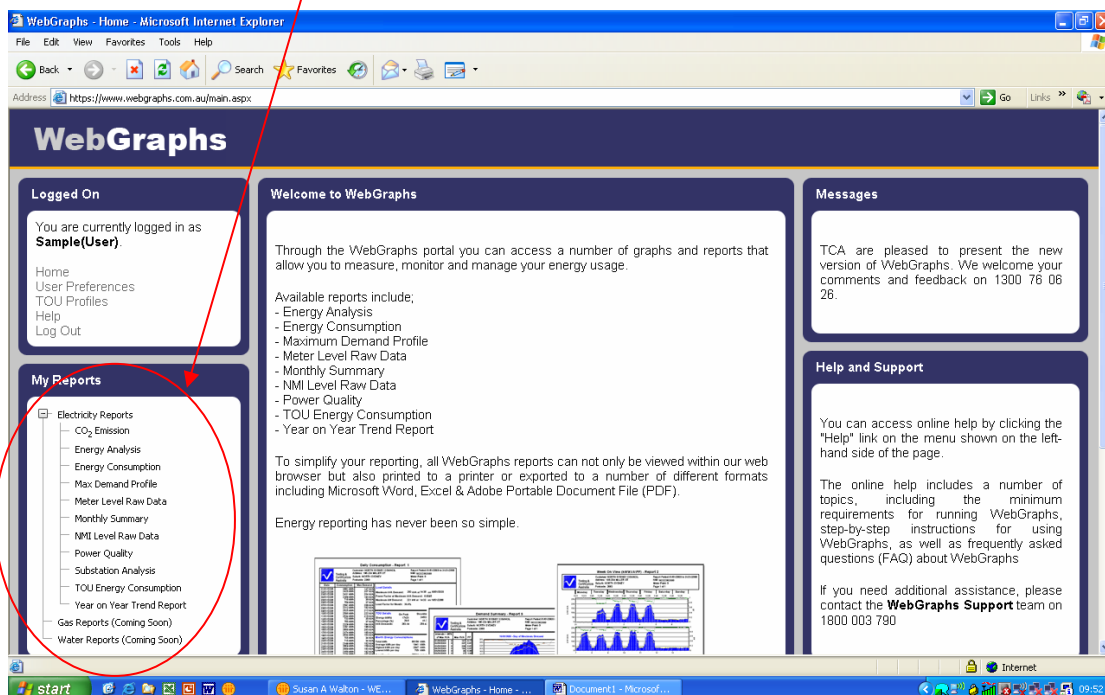


WebGraphs Quick Start Guide

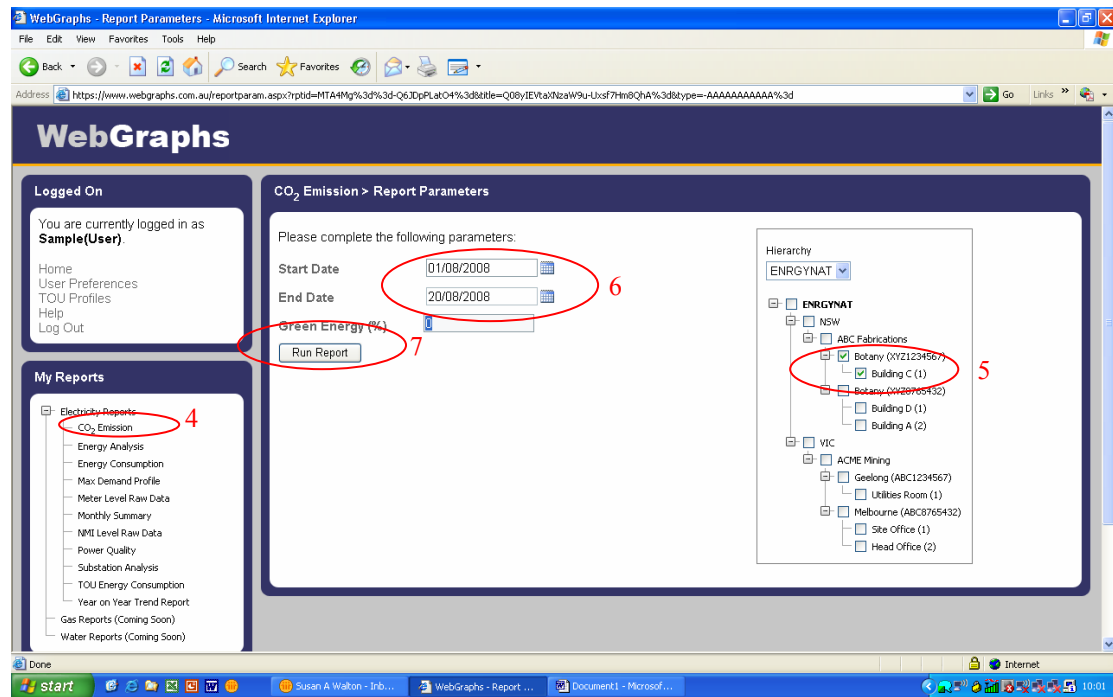
1. Go to www.webgraphs.com.au
2. Enter your User Name & Password, then click on 'Logon'



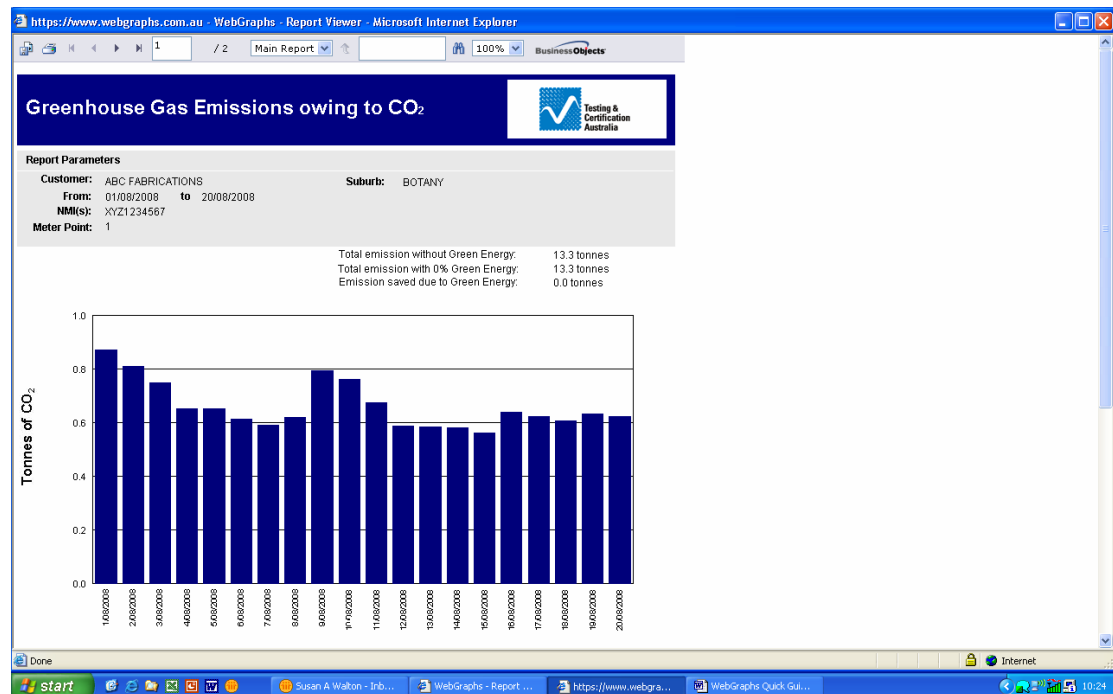
3. A list of available reports will appear



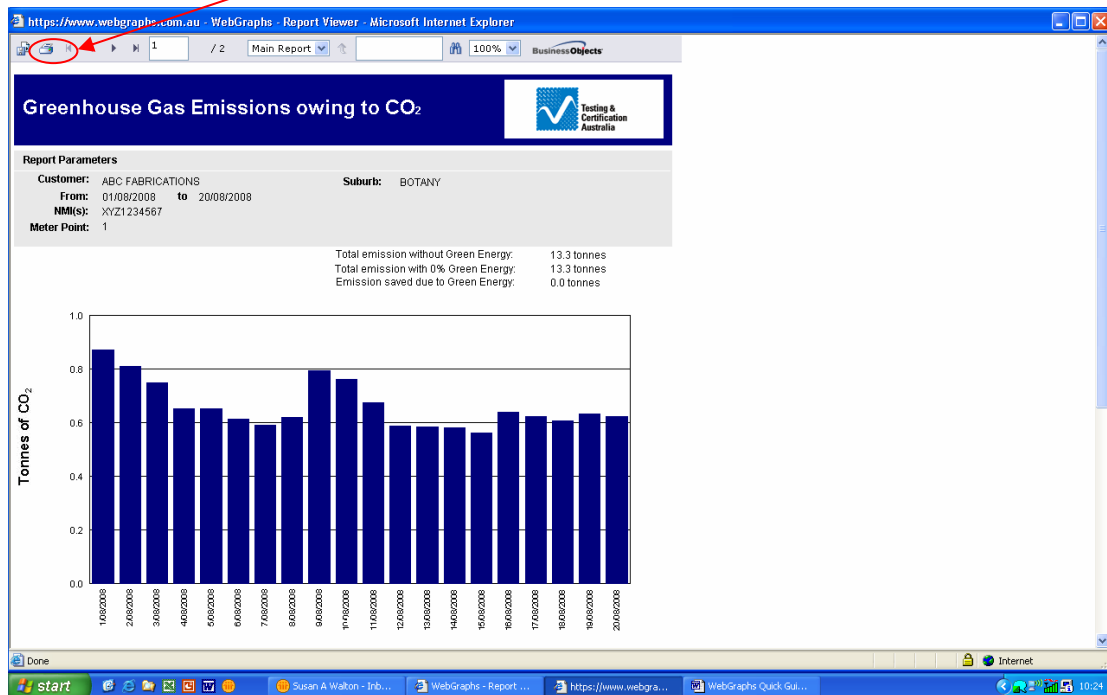
4. Select the report you wish to view eg. CO2 Emission.
5. Select the meter point or site that you wish to view the report for by clicking on the box beside it
6. Enter the date or use the calendar tool to specify the Start & End dates of the period you wish to run the report for
7. Click on run report



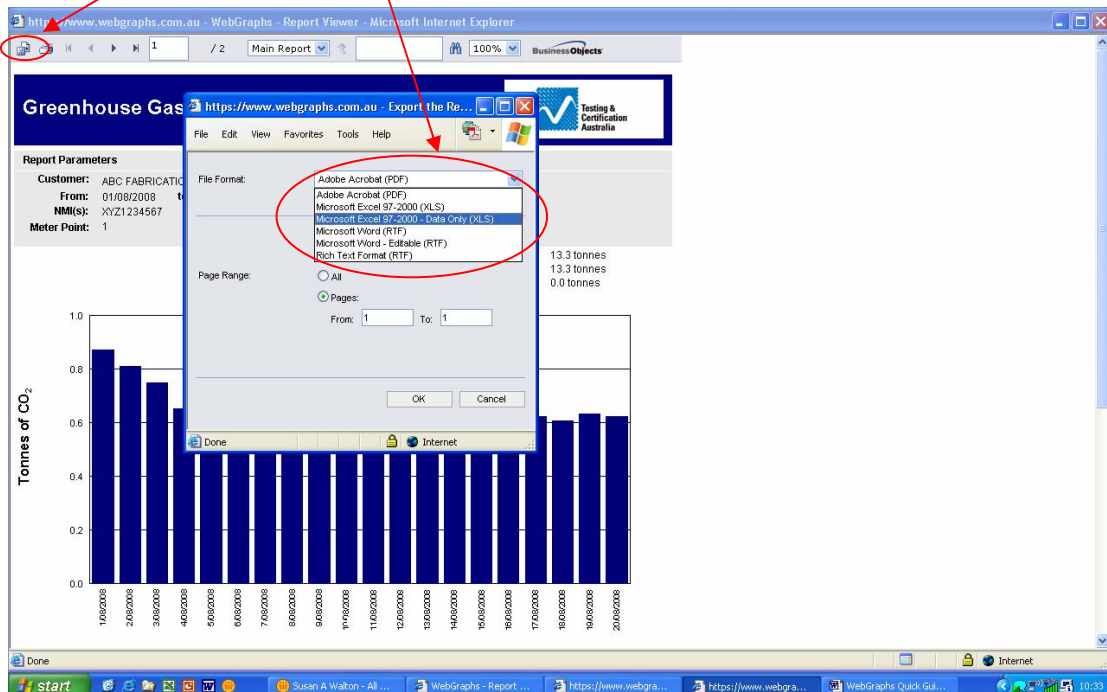
8. Your chosen report will appear



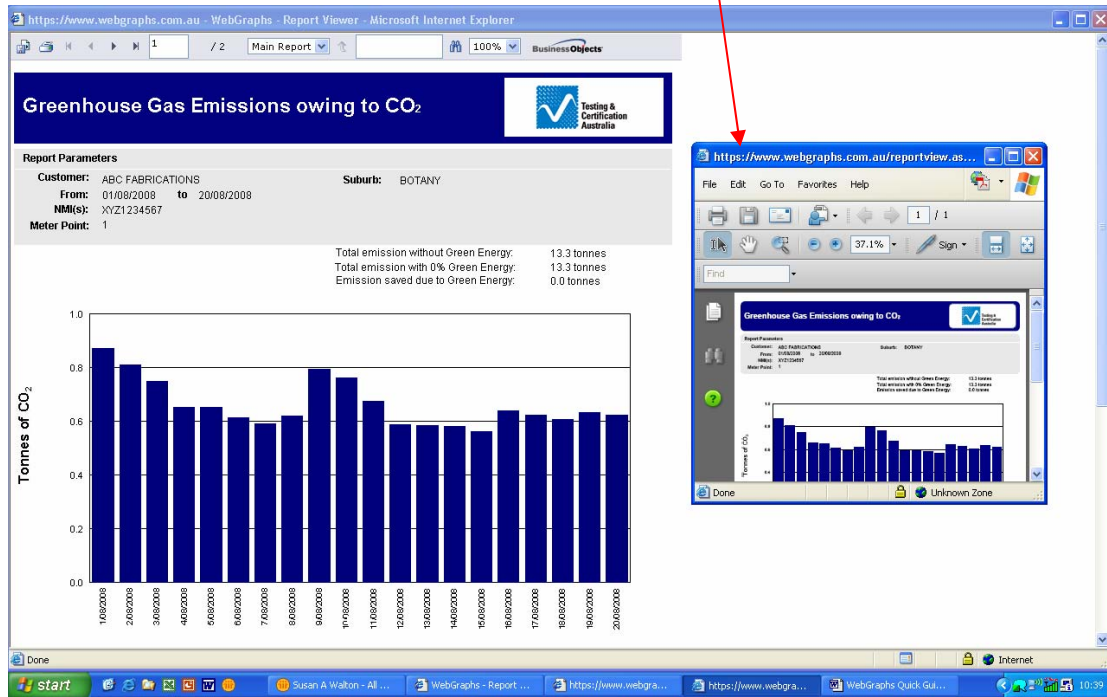
9. To print the report, click on the printer icon



10. To export the report, click on the export icon, then select your desired file format from the drop-down box and click OK



11. A new pop up box will appear to allow you to save the report to your desired location



12. Click File & Save As to save your file in your desired location

