

BPA Online Lighting Calculator User Manual

Version 4.2



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1. Document Overview

The Online Lighting Calculator (OLC) User Manual is a comprehensive resource for users of the Bonneville Power Administration (BPA) OLC. BPA Customer Utilities and Trade Allies can use this manual to navigate the OLC and submit lighting projects to BPA for approval in BPA Energy Efficiency Tracking System (BEETS). Trade Allies should work directly with their utilities when working on OLC projects to ensure they are meeting utility specific requirements. Utilities may have additional qualifications for OLC projects and measures outside of BPA's requirements.

Please ensure you are using the latest version of the OLC User Manual saved on the [Commercial Lighting](#) homepage.

Follow the instructions below to begin a new project. Each section contains relevant screen shots where the buttons to click are highlighted with a blue oval and the order of the steps is listed with red numbers.

2. User Roles

These are the user roles in the OLC:

- **BPA User:** Can view, create, and edit all projects for all utility and trade ally organizations.
- **BPA Administrator:** Can view, create, and edit all projects for all utility organizations; view, create, and edit utility and trade ally (TA) organizations and associated user accounts; and configure default energy rates, project-level caps, and measure level incentives for all utility organizations.
- **Utility User:** Can view, create, and edit all projects for assigned utility organization; approve or reject invoiced projects; and submit projects to BEETS.
- **Utility Administrators:** Can view, create, and edit all projects for assigned utility organization; approve or reject invoiced projects; and submit projects to BEETS.
- **Trade Ally Users:** Can create and edit projects for all utility organizations; view all projects created by other users associated with assigned trade ally organization; and submit projects for utility review.
- **Trade Ally Managers:** Can create and edit projects for all utility organizations; view all projects created by other users associated with the same trade ally organization; and submit projects for utility review.

Note

Currently Utility Administrator and Trade Ally Manager roles do not have distinguishable permissions within the OLC; however, these roles may be utilized in the future to provide additional functionality to designated administrative or managerial accounts within organizations.

3. Glossary of Terms

The OLC has been built on an existing software platform. As a result, some of the terms used in the past with Lighting Calculators (LCs) are different in the OLC.

Previous Lighting Calculator	Online Lighting Calculator	
	Hancock Cloud	MINT
Incentive	Willingness to Pay/Total Cost	Willingness to Pay/Total Cost
Invoiced (e.g. sent to BEETS)	Submitted to BEETS	
Submitted for Utility Review	Invoiced (TA to Utility)	
Measures	Measure	Items
Project	Application + Project	
Report	Report	Proposals
Space	Area	Areas
Utility	Energy Consumption	
Version (e.g. LC)	Allocation (Rate Period)	

Hancock Cloud vs. MINT

The OLC is comprised of two components: the Hancock Cloud and MINT.

- **Hancock Cloud:** This is a web-based portal, accessible via a web browser. It is used to perform administrative functions, such as creating new projects, reviewing existing projects, assigning funding sources, and submitting projects for utility review, and to BEETS.
- **MINT:** This is a downloadable application for a tablet, laptop, or desktop. It is designed for use in the field, especially in environments with limited internet connection. MINT is the engine that calculates energy savings and incentives.

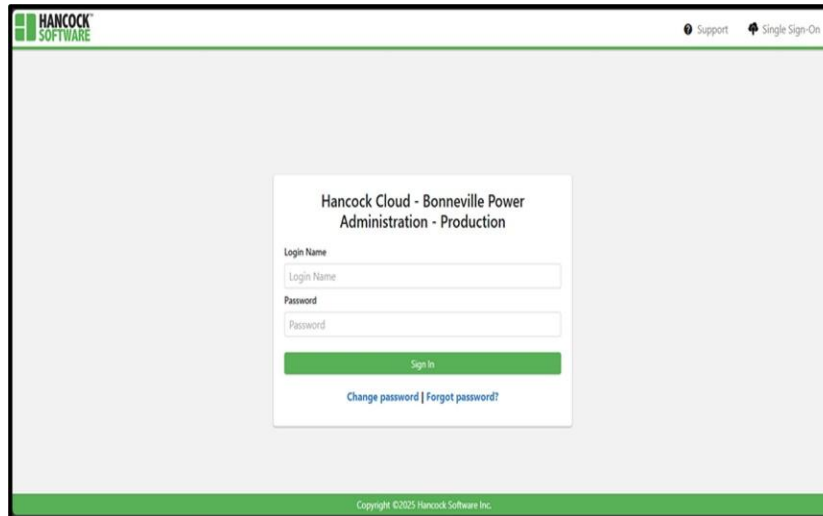
The workflow begins in the Hancock Cloud where applications and projects are created. Users then sync these projects to MINT for data entry and calculations. Subsequently, the updated projects are synced back to the Hancock Cloud for review and submission to BEETS.

OLC User Manual Updates			
Manual Version	Release Date	Changes Made	Sections Updated
3.3	Oct. 17, 2025	Added Sections	4.3 Utility Configurations, 6.3 Assign to Agency, 8.6 Add a Decommissioning Measure
3.3	Oct. 17, 2025	Removed Section	12 Adding Users, 13 Utility Administrator Functions
4.1	Jan. 15, 2026	Section Updates	8.7 Add a Decommissioning Measure - Updated instructions
4.2	March 26, 2026	Added Section	Added section 9.2 for Documentation Uploads in the Hancock Cloud
4.2	March 26, 2026	Revised for Clarity	Entire Document

4. How To Get Started

4.1 Accessing the Hancock Cloud

The Hancock Cloud is accessible using any standard web browser. To log in, click the following link: <https://bpa.hancocksoftware.com/HEEC/#/login>.



4.2 Requesting an Account

To request an account for an organization or an individual you will email BPA at lighting@bpa.gov. BPA creates all new utility and trade ally accounts. BPA will create any new Organizations if a new utility or trade ally requests to be added to the system. The utility and trade ally must provide the name and email address of each individual to be added.

- The first individual entered for any organization will be the administrator or manager for that organization. Other users will be entered as regular users unless otherwise requested.
- These roles do not presently have distinguishable permissions or settings within the OLC but may be used in the future to provide additional functionality to designated Admin/Manager accounts at organizations.

Email your request to lighting@bpa.gov and provide the following:

- New organization request:
 - Organization long name (e.g. Bonneville Power Association.).
 - Organizations Short name (e.g. BPA.).
 - The initial user's full name and their email (This individual will be designated as the administrator or trade ally manager for the new organization.).
 - Organization type (e.g. Utility or Trade Ally.).
- New account request:
 - User's full name.
 - User's Email address.
 - Requested account type (e.g. Admin/Manager or User).

New users will receive an email from BPA with their login credentials.

- You must reset the temporary password that is provided.
- The same user ID/password will be used to get into both the Hancock Cloud and MINT.
 - When you change your password in the Hancock Cloud, the updated password is automatically synchronized with MINT.

4.3 Changing Utility Configurations

Utilities can request modifications to the following settings within the OLC:

- **Measure level:** This pertains to utility pass-through incentives.
- **Project level:** These refer to the willingness to pay caps.
- **Default utility rates.**
- **Utility contact information** for reports.

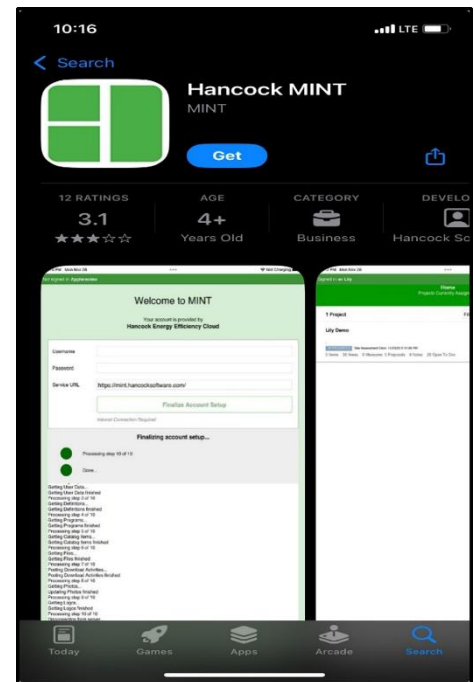
4.4 Installing and Updating MINT: Apple and Macintosh

You can download the MINT app onto an iPad with the following steps:

- Open the Apple App Store and search for Hancock MINT Mobile Intake Tool.
- Download and install the app to your iPad.
 - The Apple App Store provides the latest version of the MINT app.
 - Ensure automatic updates are enabled or be prepared to check for updates each time you use the app.
 - If automatic updates are disabled, manually check and install updates when available.
- For organizations that do not permit individuals to install their own software, contact your IT department to ensure the correct version is installed.

Note

Mint is not compatible with an iPhone.



4.5 Installing and Updating MINT: Microsoft Windows

You can download the MINT app onto your device with the following steps:

- Visit the Hancock Software download page: <https://bpa.hancocksoftware.com/mint/>.
- Select the appropriate version of the installation for your desktop.
- Download and run the .exe file. An installation wizard will guide you through the setup process.
- For organizations that do not permit individuals to install their own software, contact your IT department to ensure the correct version is installed.

Note

Current MINT version: build 1520 (Updated May 19, 2025)

5. Project Flow in the Online Lighting Calculator

5.1 Project Creation and Submission Overview

The following outlines the standard process for creating and submitting a project in the Hancock Cloud system, as part of the OLC workflow:

- **Step 1-Initiate:** The project can be created by either a utility or trade ally user in the Hancock Cloud.
- **Step 2-Build:** The project details for the lighting calculations are entered in MINT.

- **Step 3-Submit:** The project is submitted to the utility for review in the Hancock Cloud.
- **Step 4-Upload:** Once the project is reviewed and approved, the utility uploads the project to BEETS

5.2 Project Visibility and Access

All Trade Ally and Utility Users, Administrators, and Managers must have active OLC accounts. Project visibility is determined as follows:

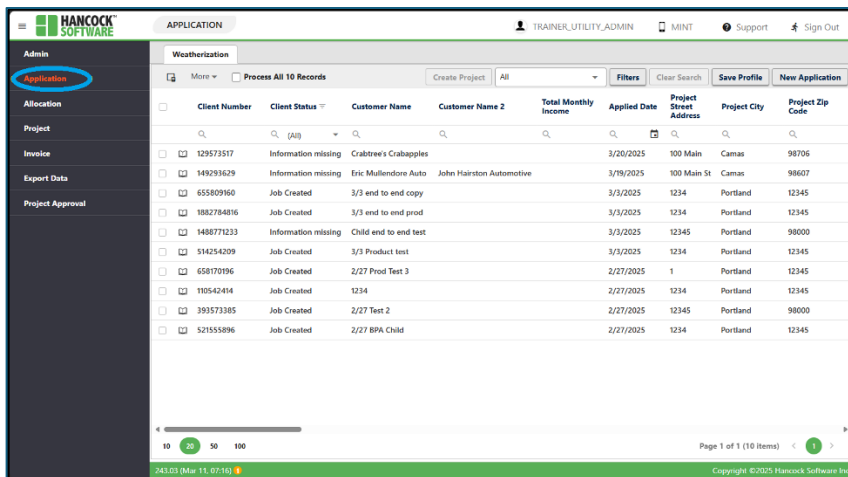
- If a Utility User creates the project in the Hancock Cloud, any user or administrator within that utility organization can see it.
- If a utility organization is assigned to the project in the Hancock Cloud, any user or administrator within that utility organization can view it, regardless of project status.
- If a trade ally user starts the project in the Hancock Cloud, any user or manager within that trade ally's organization or assigned utility can view it.
- If a trade ally is to be involved, they must start the project, as utilities are currently unable to grant access to an existing project to a trade ally.
- BPA users can view all projects at any stage of the project.
- BPA's BEETS will only display a project after the utility clicks the Upload Project button in the Hancock Cloud.

6. Starting a Project in the Hancock Cloud

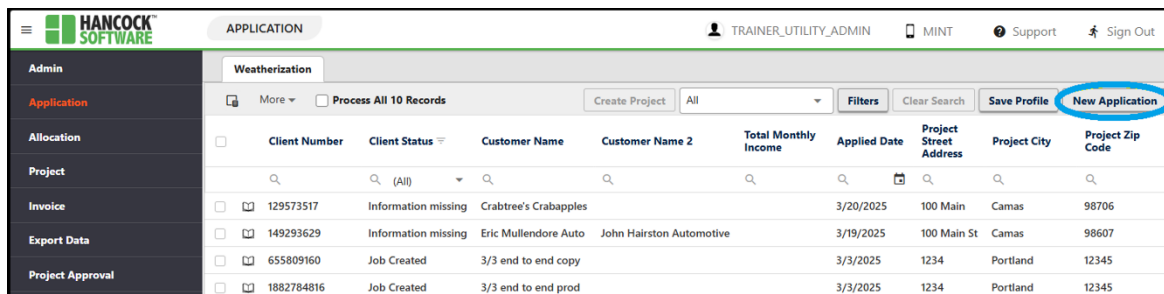
6.1 Starting an Application

After logging into the Hancock Cloud, you will land on the Application screen below. Follow these steps to create your initial Application:

- Click **Application** in the left-hand navigation menu to begin.



- Click the **New Application** button located at the top right of the screen.



- Complete the required contact information in the Application. Any fields with asterisks are required.

Note

- For clarity, Customer Name should either be the Project Name or a specific site identifier as this value will be transferred to MINT (e.g., *Grocer 1, OR 1234 SE Main ST Grocer*).
- Customer Name 2 may include any additional project specific details.
- Customer Contact Name should be the name of the contact at the physical site.

- Click **Energy Consumption** in the Application section. **(Click 1)**
- Click **New** in the Energy Consumption section. **(Click 2)**

- Select the appropriate **Utility Name** from the dropdown menu in the pop up. **(1)**
- Click **Save**. **(2)**

Note:

- In this section, **Energy Consumption** refers to **Utility**.
- **Utility Rate** and **Demand (\$/kW)** fields will populate with default values assigned by the utility. Confirm that these rates are accurate for the project. If not, you can edit the values.

- Switch tabs by clicking the **Application Qualification** tab.

- Click the **Qualify** button.

- Select the correct **Allocation (Rate Period)** **(1)** by checking the **box** **(2)** next to the allocations available, then close the window.

6.2 Creating a Project

These are the steps to follow to create a new project:

- Check the **box** next to the application you want to make into a project. **(1)**
- Make sure to only check one application, do not select multiple applications.
- Click **Create Project**. **(2)**
- Click **OK** on the Information popup.

Note

There should only be one project per application.

Client Number	Client Status	Customer Name	Customer Name 2	Total Monthly Income	Applied Date	Project Street Address	Project City	Project Zip Code	Phone	Alternate Phone	Email
307346227	Eligible	Bonnie's Bagels			3/26/2025	123 ABC St	Portland	97201	(503) 503-5032		
102256550	Job Created	EZE Demo	3/27/25		3/27/2025	27 Main Street	Aberdeen	98888	(333) 222-1111		
2136249680	Job Created	3/27 MRM Child Prod Test			3/27/2025	123 NE 9th	Portland	97000	(503) 123-1234		mncletche@bpa.gov
129573517	Information missing	Cabernet's Crabapples			3/29/2025	100 Main	Canon	98766	(503) 230-4000		

- You will automatically be brought to the **Project** section. **(1)**
- Double-click the **Project Number** to open the project detail screen. **(2)**

Client Name	Project Number	Job Type	Allocation(s)	Agency	Address	County	Assessment Date
Bonnie's Bagels	2 0000000340		RP-FY24-FY25	BPA Child	123 ABC St, Portland, OR 97201		3/28/2025
alexis child app 3.28.2025	0000000091		RP-FY24-FY25	BPA Child	2323, Aberdeen, AK 55555		3/28/2025
EZE Demo 3/27/25	0000000026		RP-FY24-FY25	BPA Child	27 Main Street, Aberdeen, WA 98888		3/27/2025
3/27 MRM Child Prod Test	3/27 Child Prod Test		RP-FY24-FY25	BPA Child	123 NE 9th, Portland, OR 97000		3/27/2025
3/3 end to end copy	0000000014		RP-FY24-FY25	BPA Child	1234, Portland, OR 12345		3/3/2025
3/3 end to end prod	0000000013		RP-FY24-FY25	BPA Child	1234, Portland, OR 12345		3/3/2025
3/3 Product test	3/3 Prod Test		RP-FY24-FY25	BPA Child	1234, Portland, OR 12345		3/3/2025

In the Project Detail screen:

- Select the **Sector** (e.g. commercial or industrial). **(1)**
- Select the **Funding Source** (usually EEI). **(2)**
- Click **Save** in the top right corner. **(3)**
- Click the **Schedule** bar to expand the section if it is not already open. **(4)**
- Click **New** to add a scheduled activity. **(5)**
- Click the **Task** dropdown and select **Assessment**. **(6)**
- Enter the **username** of the person from your organization who will perform the assessment in the **Person Field**. **(7)**
- Enter the **Scheduled Date**. The project will not sync to MINT until the **Scheduled Date** occurs. Select the current date and time to work on it immediately. **(8)**
- Click **Save**, then you can close the **Project Detail** window. **(9)**
- You can now sync this project in MINT.

Note

This step is required to sync the project to MINT. Only users assigned to complete an assessment here will be able to view the project in MINT after it is synced.

Project Info Client Info Building Info Validate Invoice Project History: Current More All Reports Save Cancel

Client Name: Bonnie's Bagels 3 3rd location Address: 1234 3rd St, Portland, OR 97123 County: Total Cost: \$ 0.00

Client Phone: (555) 555-5555 Client Email: lightin@bpa.gov Allocations: RP-FY24-FY25 Project Name: 0000000340

Completed Date: Allocations: RP-FY24-FY25 Project ID: 340

Sector: 1 Commercial Funding Source: 2 Energy Efficiency Incentive (EEI)

Notes: Add Note(s) here!

Schedule 4

View Schedule

+ New Save Cancel Totals: 0

Activity	Task 6	Person 7	Scheduled Date 8	Duration Hours	Status	Last Date
Activity	Assessment	TRAINER UTILITY_USER	9/8/2025, 9:55 AM			

Measure Management

Important considerations for MINT synchronization:

- All required fields must be completed before synchronization to MINT can occur.
- To prevent data conflicts and loss, only one individual should have an assessment with an “Open” status scheduled at any given time. Users should verify the Status column in the Schedule section of the Project Detail to ensure this.
- If multiple users simultaneously sync assessments in MINT, their input will override each other’s data in the Hancock Cloud.
- Strict adherence to the single “Open” assessment rule is essential to maintain data integrity.

Activity	Task	Person	Scheduled Date	Duration Hours	Status	Last Date
Activity	Assessment	TRAINER UTILITY_USER	9/8/2025, 9:55 AM		Open	

6.3 Assigning an Application to an Agency

To give a Utility or Trade Ally access to a project, use the Assign to Agency function in the Application menu:

- Click **Application** in the left-hand navigation menu. **(1)**
- Click the **checkbox** for the desired **Client Number** or **Customer Name**. **(2)**
- Click the **More** dropdown arrow and select **Assign to Agency**. **(3)**

Client Status	Customer Name	Customer Name 2	Total Monthly Income	Applied
Job Created	Bonnie's Bagels 3	3rd location		9/8/2025
Eligible	MRM 8/26 Copy Project Test			8/26/202
Job Created	MRM 8/18 Test			8/18/202
Job Created	MRM 8/15 self funded retrofit test			8/15/202

- In the search box, type in the **name** of the Trade Ally or Utility you want to add. **(1)**
- Click on the specific name of the Trade Ally or Utility you want to select.
- Click **Assign**. **(2)**

Agency

Bonneville Power **1**

Bonneville Power Administration

Cancel Assign **2**

6.4 How to Copy a Project

Creating a copy can be useful for generating multiple proposals. Follow these steps to copy a project:

- Create a destination for the copied project by starting a New Application.
- Once the new application is created, double-click the **Project Number** to open the detail screen.

Client Name	Project Number	Job Type	Allocation(s)	Agency	Address	County	Assessment Date	Contract
Bonnie's Bagels	000000032		RP_FY24_FY25	BPA Child	123 ABC St, Portland, OR 97201		3/28/2025	
alewis child app 3.28.2025	000000031		RP_FY24_FY25	BPA Child	2323, Aberdeen, AK 55555		3/28/2025	
EZE Demo 3/27/25	000000026		RP_FY24_FY25	BPA Child	27 Main Street, Aberdeen, WA 98888		3/27/2025	
3/27 MRM Child Prod Test	3/27 Child Prod Test		RP_FY24_FY25	BPA Child	123 NE 9th, Portland, OR 97000		3/27/2025	
3/3 end to end copy	000000014		RP_FY24_FY25	BPA Child	1234, Portland, OR 12345		3/3/2025	
3/3 end to end prod	000000013		RP_FY24_FY25	BPA Child	1234, Portland, OR 12345		3/3/2025	
3/3 Product test	3/3 Prod Test		RP_FY24_FY25	BPA Child	1234, Portland, OR 12345		3/3/2025	

- Click the **More** drop-down menu
- Click **Copy Project**.

Project Detail

Project Info Client info Building info Validate Invoice Project History: Current More All Reports Save Cancel

Client Name: Bonnie's Bagels Address: 123 ABC St, Portland, OR 97201 County: [Dropdown]

Total Cost: \$ 0.00 Completed Date: [Calendar] Allocations: RP_FY24_FY25

Project Name: 000000032 Unique Site ID: 32 Sector: Select...

Funding Source: Select...

Notes: Add Note(s) here

Schedule

Activity	Task	Person	Scheduled Date	Duration Hours	Status	Last Date
Activity	Assessment	Utility Training	3/28/2025, 2:30 PM		Open	

Measure Management Existing Conditions Project Document List

- From the Copy Project screen, search for the application you want to copy the project information to. It is recommended to search by application name or number.
 - Click the **box** next to the correct application. **(1)**
 - Click **Copy To**. **(2)**
- Click **OK** in the popup window.

Copy Project

Clear Search

First Name	Last Name	Client Status	Street	Apartment	State	City	Zip	Certified Date
Bonnie's Bagels	Proposal 2	Eligible	123 ABC St		OR	Portland	97201	
Child end to end test		Information missing	12345		OR	Portland	98000	
Eric Mullendore Auto	John Hairston Automotive	Information missing	100 Main St		WA	Camas	98607	
Crabtree's Crabapples		Information missing	100 Main		WA	Camas	98706	
2/27 BPA Child		Job Created	1234		OR	Portland	12345	
2/27 Test 2		Job Created	12345		OR	Portland	98000	
1234		Job Created	1234		OR	Portland	12345	
2/27 Prod Test 3		Job Created	1		OR	Portland	12345	
3/3 Product test		Job Created	1234		OR	Portland	12345	
3/3 end to end prod		Job Created	1234		OR	Portland	12345	

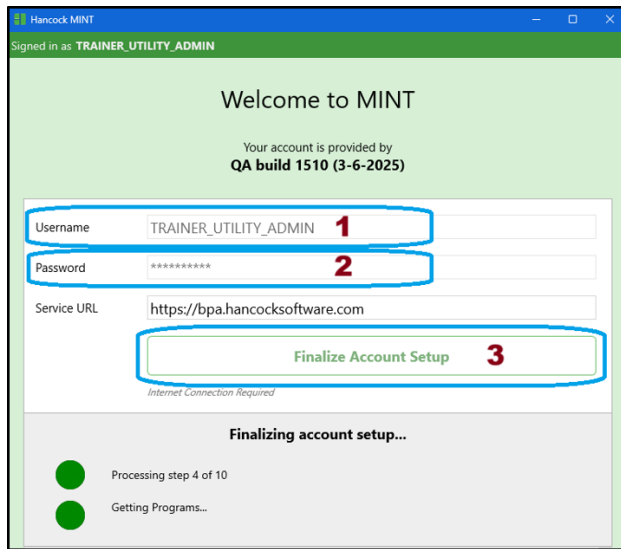
Copy To Cancel

7. Using MINT

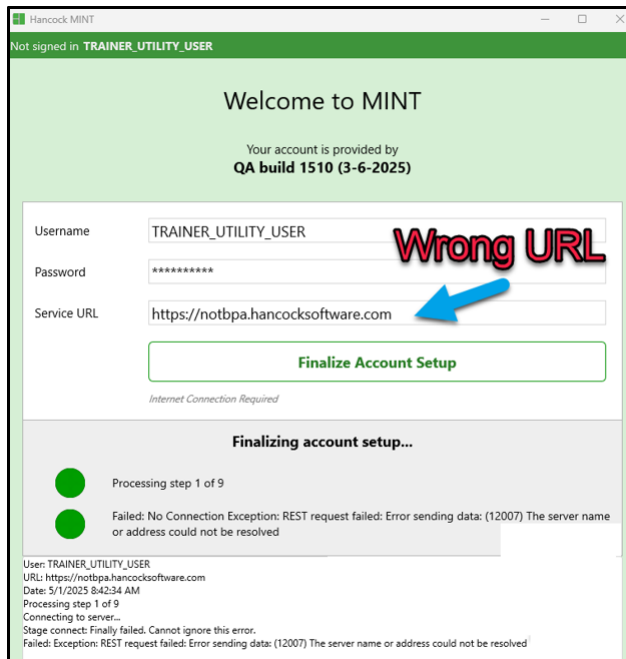
7.1 Initial Steps in MINT

This section will guide you through logging into MINT. You will need your username and password to sign in.

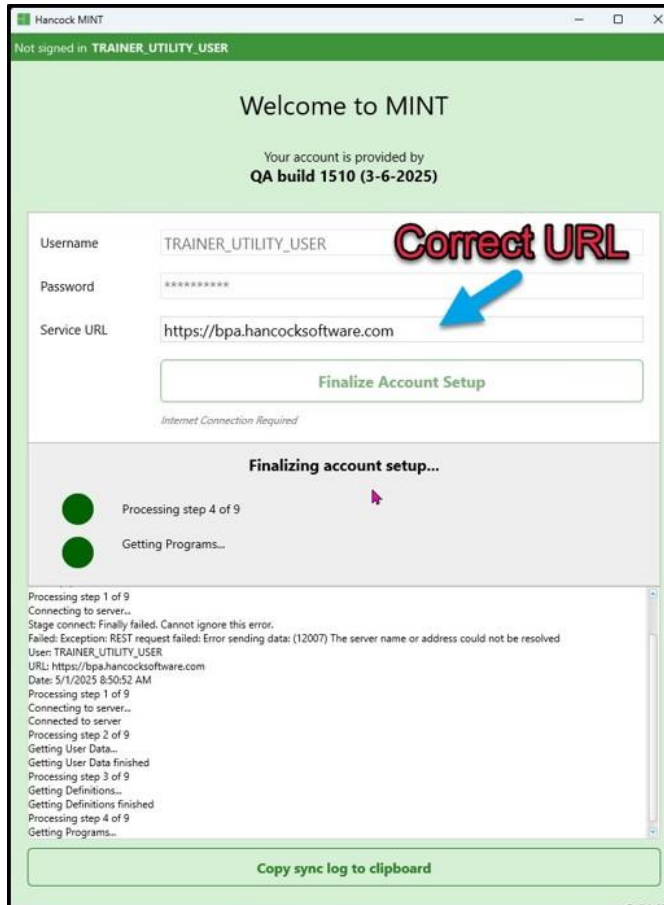
- Only users scheduled to complete an assessment will be able to see the project in MINT after it has been synced.
- To Login in:
 - Enter your **Username**. (1)
 - Enter your **Password**. (2)
 - Click the **Finalize Account Setup** button. (3)



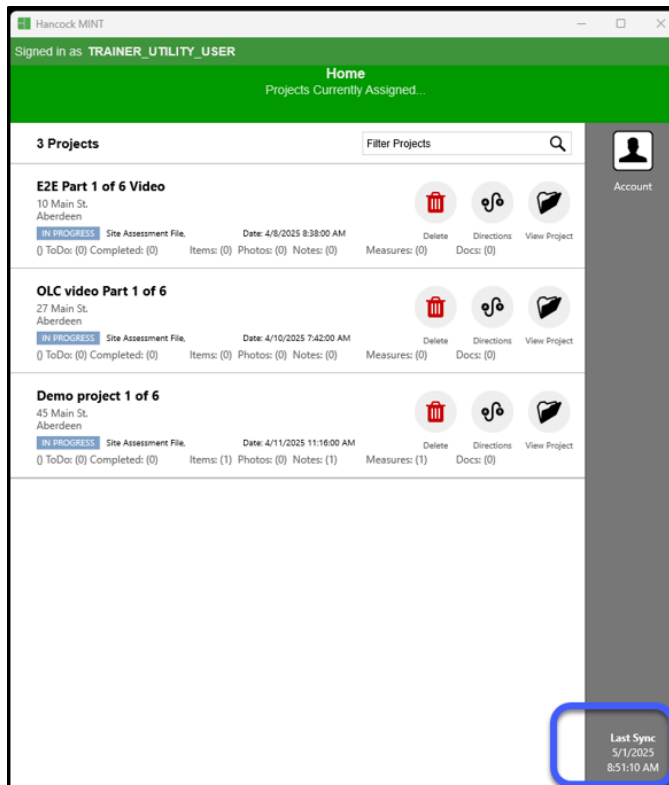
- If you encounter issues during account setup, check the following:
 - Ensure you are connected to the internet anytime you sync.
 - Confirm that you enter the correct URL <https://bpa.hancocksoftware.com>.
 - If the URL is entered incorrectly, you will receive an error message as shown in the screenshot below.



- If the URL is entered correctly, the MINT app will begin connecting, and you will see a series of progress steps displayed on the screen as the system syncs.

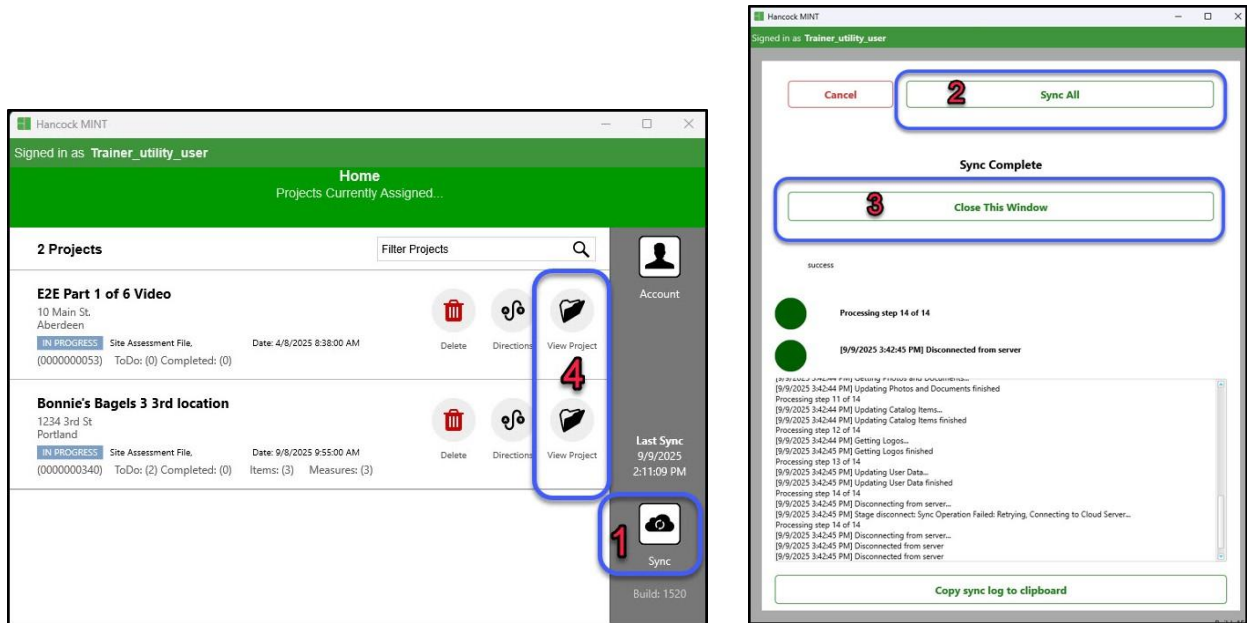


- When the setup is complete, the MINT home screen will appear as shown below.



7.2 Syncing a Project from the Hancock Cloud to MINT

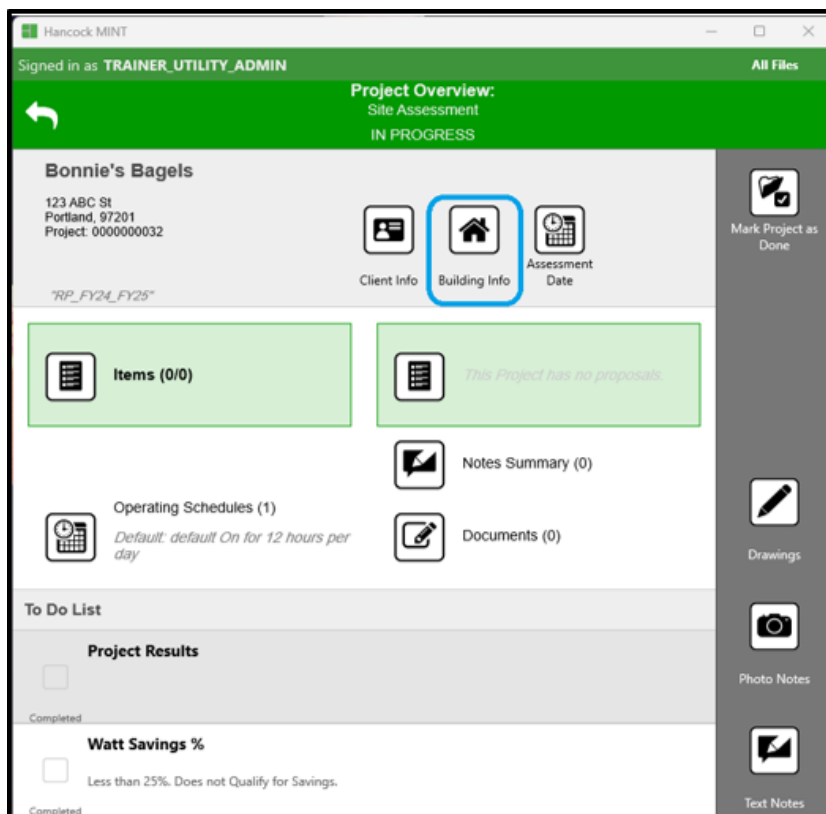
- Click the **Sync** button, then you will see all the projects assigned to you. **(1)**
- Click **Sync All**. **(2)**
- Click **Close this Window** button on the sync screen. **(3)**
- Locate the project and click **View Project**. **(4)**



7.3 Building Information

Building Information must be entered first in order to calculate savings and incentives.

- Click **Building Info** to begin entering the project information.



- Enter general project information and answer the **Baseline Eligibility** questions. These questions determine whether the job is qualified as retrofit or new construction.

The screenshot shows the Hancock MINT 'Building Info' form for 'Bonnie's Bagels'. The 'Notes' section is empty. Below it are input fields for 'E. Utility Cap (\$)', 'Willingness to Pay (Lesser of A,C,D,E)', and 'Watt Reduction (%)' with a value of 0. The 'Baseline Eligibility' section contains four questions, each with a dropdown menu set to 'No':

- Is the facility or exterior lighting system newly constructed?
- Is the facility anewly constructed addition to an existing facility?
- Is there a change in the occupancy type as part of the lighting project?
- Is the project a major renovation for reasons other than lighting?

At the bottom, a dropdown menu indicates 'Based on your responses the project is defined as: Retrofit'.

- Enter the following **Project Information**:
 - Select **Building Type** from the drop-down list.
 - Enter **Estimated/Actual Project Cost**.

This screenshot shows the same Hancock MINT 'Building Info' form, but with the 'Project Information' section highlighted by a blue oval. The 'Watt Reduction (%)' field now has a value of 0. The 'Baseline Eligibility' questions remain the same. The 'Project Information' section includes:

- 'Building Type' dropdown menu set to 'Restaurant'.
- 'Estimated/Actual Project Cost' input field with the value '1000'.

The 'Operating Schedule' section is partially visible at the bottom.

Note
 For new construction projects the value entered in this field should represent the Incremental Project Cost. Reference the Energy Conservation Implementation Manual (IM), Section 8.3.1 for a detailed description of options for calculating Incremental Project Cost.

- Enter the **Operating Schedule**.

The screenshot shows the 'Building Info' screen for 'Bonnie's Bagels'. The 'Operating Schedule' section is highlighted with a blue circle. It includes a 'Full Year' checkbox, a table of days of the week with corresponding hour input fields, and 'Weeks per Year' and 'Annual Hours' input fields.

Notes

- This will be set as the default schedule for the entire project; however, it can be changed at the measure level if needed to account for differing space types.
- If the “Full Year” box is checked, the total will be 8760 hours, and the day fields will disappear.
- Entering a default Operating Schedule that matches the schedule of the majority of the measure will reduce time spent on entering measure-specific schedules.

- Enter the **Space Conditioning** information: Heating, Ventilation Air Conditioning (HVAC).

The screenshot shows the 'Building Info' screen for 'Bonnie's Bagels'. The 'Space Conditioning' section is highlighted with a blue circle. It includes dropdown menus for 'Heating Type' (set to 'Gas/Oil or Biomass') and 'Cooling Type' (set to 'Air cond./ Heat pump').

Notes

- This will be used to set the default HVAC factor for the entire project.
- HVAC can be adjusted on a per measure basis if it is different from the main system.
- (e.g., Exterior areas will have no heating or cooling.)

- Click the **Return Arrow** to save your progress and exit the screen.

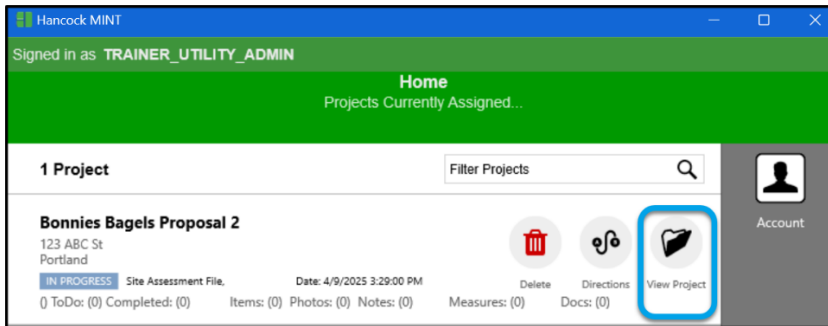
The screenshot shows the 'Building Info' screen for 'Bonnie's Bagels'. The 'Return Arrow' button in the top left corner is highlighted with a blue circle. Below it, there are sections for 'Utility Bills' and 'Electricity Vendor: BPA Child'.

For retrofit projects please go to Section 8 Adding Measures.

7.4 New Construction in MINT

Enter the project in the Hancock Cloud as described above, then sync with MINT.

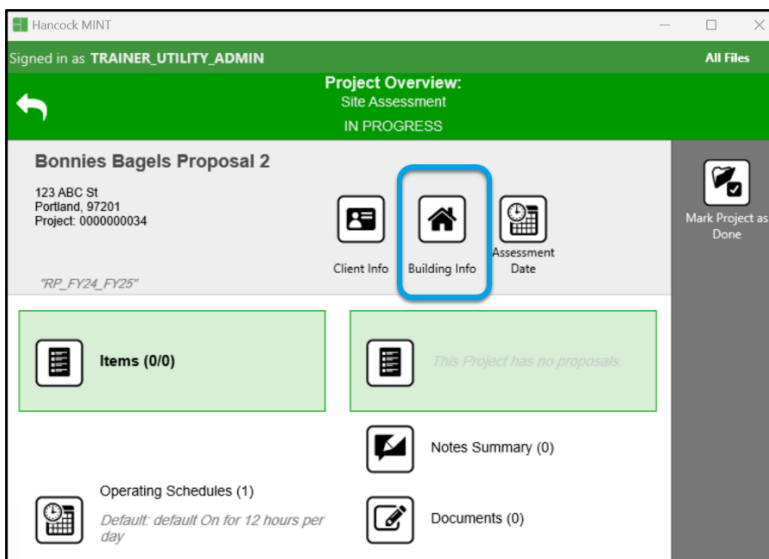
- Click the **View Project** button in MINT.



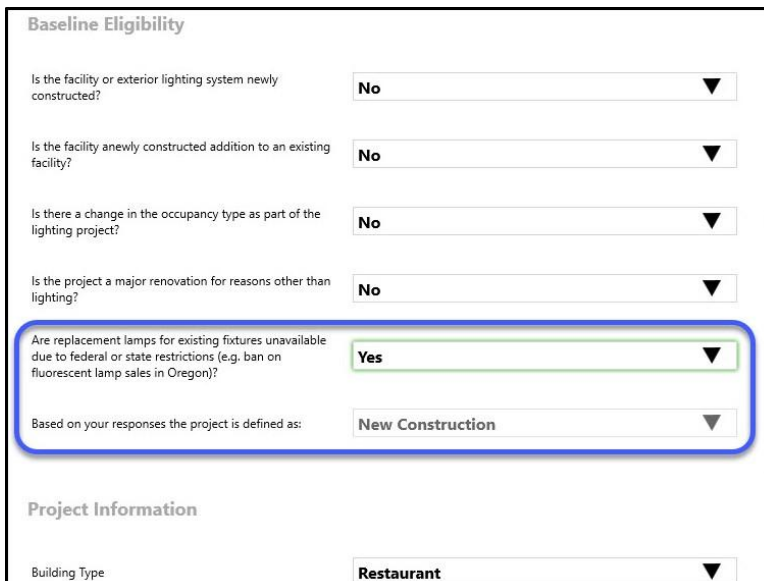
Note

It may help to add “NC” or a similar designation in the customer’s name field or project name field to identify the project as new construction in MINT.

- Click on the **Building Info** button and begin entering the requested details to designate the project as New Construction.



- Selecting **“Yes”** to any of the **Baseline Eligibility** questions will classify the project as New Construction.

A screenshot of the 'Baseline Eligibility' form. It contains several questions with dropdown menus for answers. The questions are: 'Is the facility or exterior lighting system newly constructed?', 'Is the facility anewly constructed addition to an existing facility?', 'Is there a change in the occupancy type as part of the lighting project?', 'Is the project a major renovation for reasons other than lighting?', and 'Are replacement lamps for existing fixtures unavailable due to federal or state restrictions (e.g. ban on fluorescent lamp sales in Oregon)?'. The answer for the last question is 'Yes'. Below the questions, a dropdown menu shows 'Based on your responses the project is defined as: New Construction'. The 'Project Information' section at the bottom shows 'Building Type' as 'Restaurant'. The 'Yes' dropdown and the 'New Construction' dropdown are highlighted with a blue box.

- Complete the Project Information and Space Conditioning sections. Then click the “**Back Arrow**”.

Project Information

Building Type: **Restaurant**

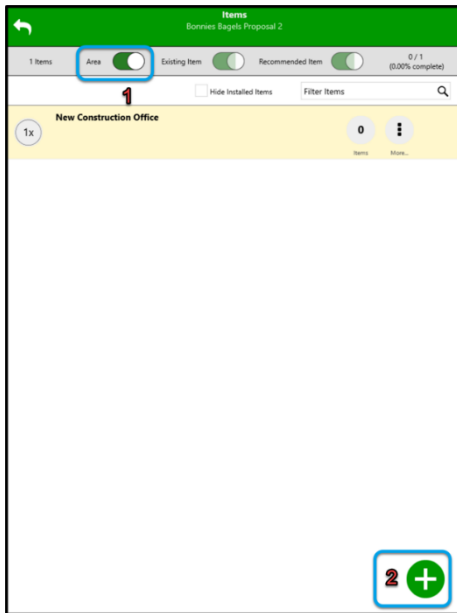
Estimated/Actual Project Cost: **35000**

Space Conditioning

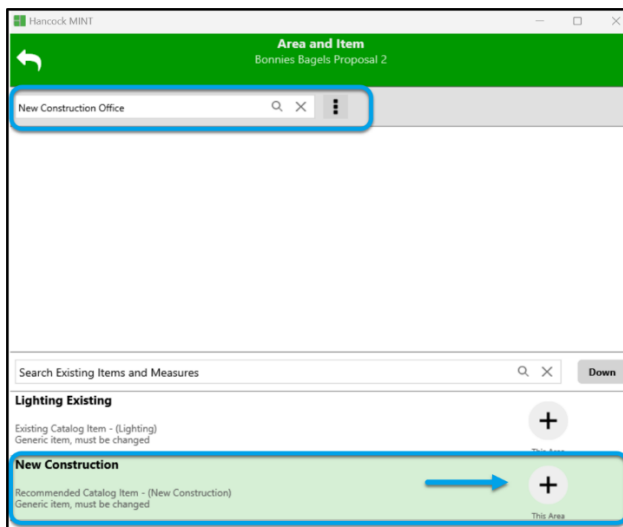
Heating Type: **Electric resistance**

Cooling Type: **Air cond./ Heat pump**


- On the next screen:
 - Click **Items**. (1)
 - Click the **Area** slider. (2)
 - Click the green **Plus** circle. (3)



- In the **Area** box, enter the name of the Area.
- Click the **Plus** circle for New Construction.



- Enter the Information for the Interior and Exterior and click **Done**.
 - The specific information for the Allowances can be calculated in [COMCheck](#) or other sources for your specific building codes for your region.
 - Information for Power and Affected Square footage can be provided by the installer of the new equipment.

 **Note**
Both Interior and Exterior must have values input to calculate savings and incentives.

Interior

Interior-Hours

Interior-Allowance (Watts)

Interior-Power (Watts)

Interior-Affected Square Footage

Exterior

Exterior-Hours

Exterior-Allowance (Watts)

Exterior-Power (Watts)

Exterior-Affected Square Footage

Recommended Info for New Construction
This is a generic item and MUST be changed. It also must have a unique name.

General

Notes

Saved Notes... Save Last Note New Note

Interior

Interior-Hours

Interior-Allowance (Watts)

Interior-Power (Watts)

Interior-Affected Square Footage

Interior-Incentive

Recommended Info for New Construction
This is a generic item and MUST be changed. It also must have a unique name.

General

Notes

Saved Notes... Save Last Note New Note

Interior-Adjusted Savings (KWh)

Exterior

Exterior-Hours

Exterior-Allowance (Watts)

Exterior-Power (Watts)

Exterior-Affected Square Footage

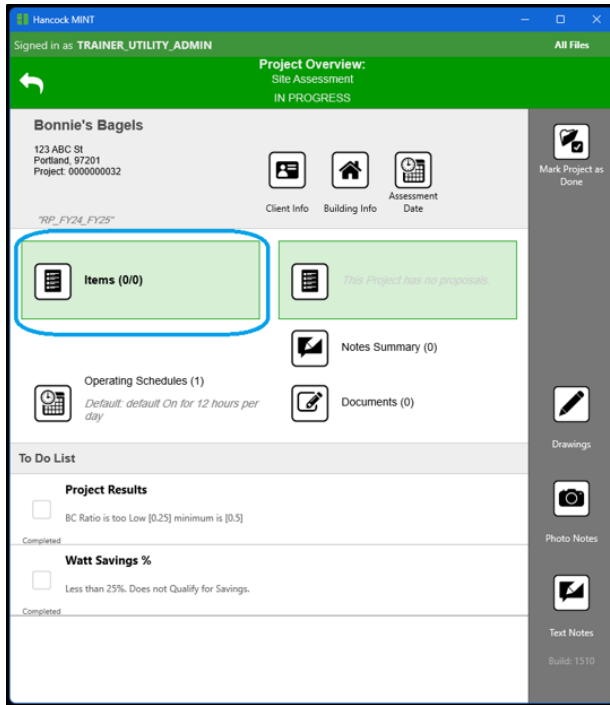
Exterior-Incentive

8. Adding Measures

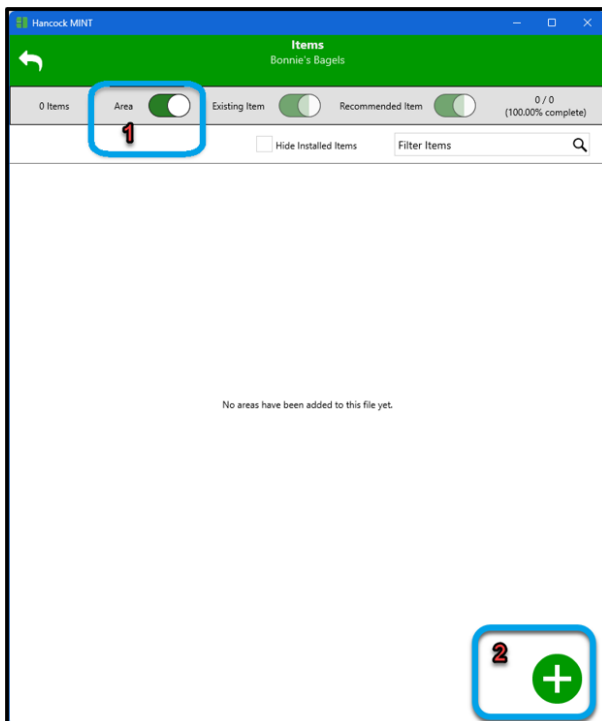
8.1 Area

Now that the overarching building characteristics are identified, you can begin by adding specific **Items** (measures) to each area.

- Click the **Items** button to add areas and measures (referred to as **Items** in MINT).

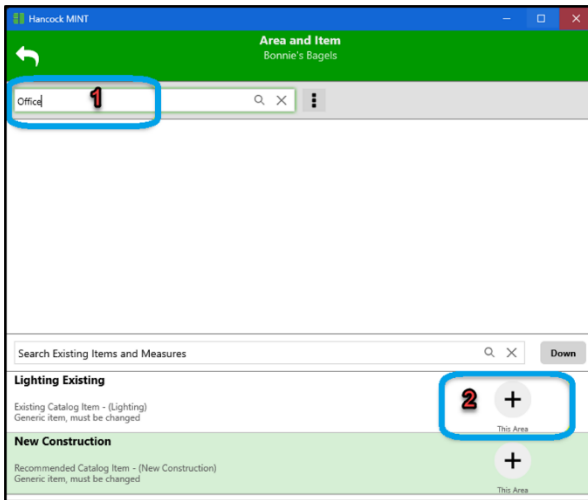


- The **Area** slider defaults to inactive (shaded grey).
 - Move the **Area** slider to activate it, and it will turn green. **(1)**
 - Click the green **Plus** sign circle to add an area. **(2)**



Note
Keep all Sliders on at all times to avoid incomplete measure entry.

- Enter area details for the existing and replacement equipment in a retrofit project.
 - In the **Area** field, enter the name that you want to use for the Area. In this example, we will use **“Office”**. (1)
 - Click the **Plus** sign across from Lighting Existing. (2)



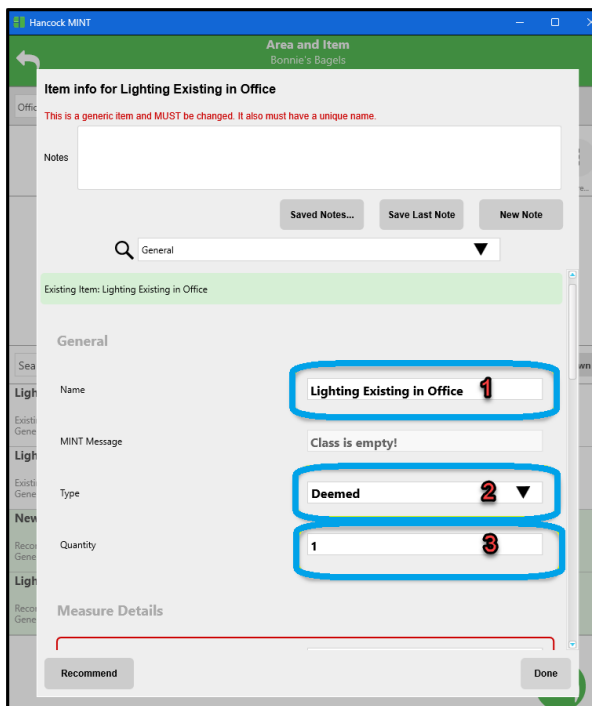
Notes

- The area name will appear in the Existing Items and Measures section for Area and Item
- It is best practice to name your Areas and Measures alphanumerically in the order you'd like to see them sorted on your Project Summary Report.
 - Example: 01A, 02A, 03A, 01B, 02B, 03B, etc.
 - Rename both existing and recommended measures

8.2 General Measure Information

The new screen displays the Name, Type, and Measure for the item. You can update these fields as needed to track specific area or installations. For clarity, the assessor might use labels like Exit Sign, Overhead, or Wallpacks, to differentiate similar items within a space.

- Enter the general information including:
 - **Name** – The Project Summary Report lines up measures alphanumerically from the measure Name entered here. (1)
 - **Type**. (2)
 - **Quantity**. (3)



8.3 Measure Details and Controls Information

- Enter the **Measure Details**. In this example, we will document a fluorescent to LED retrofit.

Item info for Lighting Existing in Office
This is a generic item and MUST be changed. It also must have a unique name.

Notes

General

Measure Details

Class: T10

Category: 6 ft

Subcategory: VHO Lamp/ Mag Ballast

Lamp Wattage (Deemed): 0160

Lamps per Fixture (Deemed): 0002

Ballast Factor: 1.1

Recommend Done

Note

The Ballast Factor field is automatically populated once the top sections are completed.

- Click the **Controls** checkbox and complete the requested information (if applicable).
- Click the **Different HVAC** and/or **Different Hours** checkboxes and complete the requested information if the measure requires values other than those entered in **Building Information**.

Notes

- The Controls section is for new controls being added as part of the retrofit scope only. The impact of any existing controls should be accounted for in the Operating Schedule entered for the measure.
- In this example, we are adding occupancy sensor with 10 percent savings.

Item info for Lighting Existing in Office
This is a generic item and MUST be changed. It also must have a unique name.

Notes

General

Controls

Control:

Control Class: Occ. Sensor

Quantity of controls: 1

Percent Reduction in Hours: 10

HVAC

Different HVAC?:

Different Hours?:

Recommend Done

Item info for Lighting Existing in Office
This is a generic item and MUST be changed. It also must have a unique name.

Notes

General

Control Class: Occ. Sensor

Quantity of controls: 1

Percent Reduction in Hours: 10

HVAC

Different HVAC?:

Different Hours?:

- Click the **Recommend** button located in the bottom-left corner.

HVAC

Different HVAC?

Heating Type

Cooling Type

Different Hours?

Sunday

Monday

Recommend Done

8.4 Replacement Items

To effectively track existing and replacement items, it is strongly recommended to update the **Name** field for clarity.

- Update the Item **Name** to specify the location and match it with the existing Item it replaces. **(1)**
 - For example: *Lighting Replacement in Office*. This helps reviewers easily identify which replacement item corresponds to the correct existing equipment.
- Enter the **Quantity** for the replacement item. **(2)**
- If this is a decommissioning project, click the **Decommission** box. (See Section 8.7 for Decommissioning). **(3)**

Item info for Lighting Existing in Office

This is a generic item and MUST be changed. It also must have a unique name.

Notes

Saved Notes... Save Last Note New Note

General

Name **1**

MINT Message

Type

Quantity **2**

Decommission **3**

- Enter the information for the replacement equipment.

Item info for Lighting Existing in Office
This is a generic item and MUST be changed. It also must have a unique name.

Notes

General

Measure Details

Class: LED

Category: [Dropdown]

Subcategory: [Dropdown]

Lamp Wattage (Deemed): [Dropdown]

Lamps per Fixture (Deemed): [Dropdown]

Ballast Factor: [Text Input]

Recommend Done

- Measure Level Results will generate. (1)
- When complete, click the **Done** button in the lower-right corner. (2)

Item info for Lighting Existing in Office
This is a generic item and MUST be changed. It also must have a unique name.

Notes

General

Measure Level Results 1

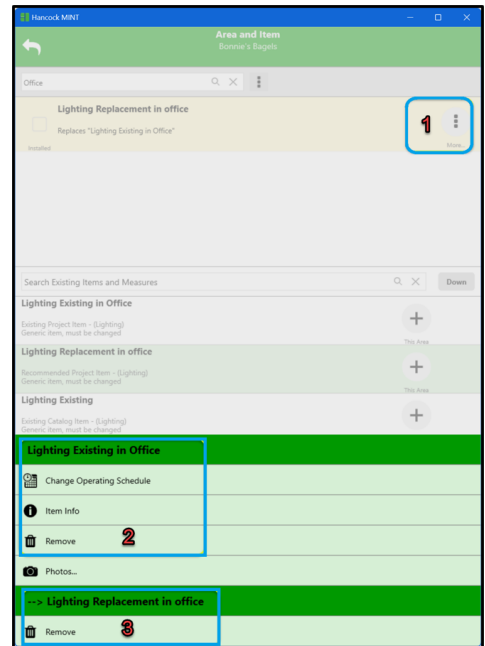
HVAC Interaction Factor	1
Baseline kWh	6167.04
Watt Reduction	6009.36
Reduction in Watts (%)	97.443
Total Incentives (\$)	873
Adjusted Annual Savings (kWh)	6659

Recommend Done 2

8.5 Add, Remove, and Update Measures

Add measures as needed for all retrofits and better-than-code installations for a new construction project.

- Add a new measure by returning to the previous screen.
 - Use the **white arrow** in the lower-right corner of the page.
 - Continue adding measures as needed.
- If a measure needs to be removed (e.g., the Lighting Replacement in Office is incorrect), follow these steps:
 - Click the **three dots** next to the Item. **(1)**
 - Select **Remove** for the existing Item. **(2)**
 - Select **Remove** for the replacement Item. **(3)**
- To update a measure:
 - Click on the **three dots** next to the measure.
 - Click on **Item Info**.
 - Make the changes or updates as needed in the Item Info popup window.
 - Then select **Done**.



8.6 Add a Controls Only Measure

To add a measure where new lighting controls have been added but the fixture has not been upgraded, start with the normal Add Measure process. The Controls info for the replacement fixture should be added prior to clicking Recommend.

- In the Area and Item window:
 - Click the plus sign for Lighting Existing.
- In the Item Info for Lighting Existing popup window:
 - Update the **Name** for Lighting Existing (ex. "Existing Bathroom Controls Only").
 - Select **"Controls Only"** for **Type**.
 - Enter **Quantity**.
- Enter the Measure details
 - **Control Class, Quantity, and Percent Reduction. (1)**
 - Click **Recommend. (2)**
 - Click **Done**.

8.7 Add a Decommissioning Measure

There are two methods for accounting for a retrofit that include decommissioning or reducing the number of fixtures in a space. Both methods will result in the same calculated energy savings, but may result in different incentive amounts. It is at the utility's discretion to determine which method is used.

Consider a scenario where 10 existing high-intensity discharge (HID) fixtures are replaced with 8 new LED fixtures.

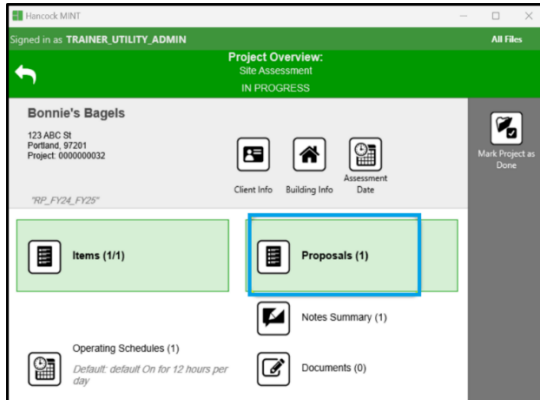
- Method 1: Add a single measure with a calculated (\$/kWh) incentive
 - Following the standard process described in Sections 8.1 through 8.4, add a single measure with 10 existing HID fixtures and 8 replacement LED fixtures.
 - Do not select the decommissioning box with this method.
 - The incentive will be calculated in the Measure Level Results section of MINT as a Calculated Lighting Measure (IM, Sec. 8.3.1.B, pg. 41). The calculated incentive will account for the total reduction in lighting input power, including the reduction in fixture quantity.
- Method 2: Add two measures with a mix of deemed (\$/fixture) and calculated (\$/kWh) incentives
 - **Decommissioning Measure:**
 - Following the standard process described in Sections 8.1 through 8.3, add a measure with 10 existing HID fixtures as existing equipment.
 - After selecting the Recommend button, enter the quantity as 8, which represents the number of the fixtures that will be replaced. *The entered quantity for the replacement equipment cannot be 0 as this will prevent the project from being accurately uploaded to BEETS.*
 - Select the Decommission check box, which will force the Measure Details fields that define the lighting equipment to match the existing equipment. The only difference between the existing and replacement equipment will be the quantity.
 - The incentive for the decommissioning measure will be calculated in the Measure Level Results section of MINT as a Calculated Lighting Measure. The calculated energy savings and incentive (\$/kWh) will account only for the reduction in fixture quantity in the space.
 - **Deemed Measure:**
 - Following the standard process described in Sections 8.1 through 8.4, add a second measure with 8 existing HID fixtures and 8 replacement LED fixtures.
 - Do not select the Decommissioning box for this measure.
 - The incentive for the deemed measure will be calculated in the Measure Level Results section of MINT as a Deemed Lighting Measure. The calculated energy savings and incentive (\$/fixture) of the deemed measure will account only for the reduction in lighting power associated with replacing the existing equipment on a 1 for 1 basis.

Decommissioning Measure Methods		
Method 1	10 Existing HID fixtures 8 Replacement LED fixtures	1 Calculated Lighting Measure
Method 2	10 Existing HID fixtures 8 Replacement HID fixtures	1 Calculated Lighting Measure
	8 Existing HID fixtures 8 Replacement LED fixtures	1 Deemed Lighting Measure

- The method and variables used for the project (e.g. hours, existing and retrofit equipment, controls, HVAC factors) will affect the total incentive amount calculated.
- To review the definitions for Deemed Lighting Measures and Calculated Lighting Measures, reference the Implementation Manual Section 8.3 Nonresidential Lighting and Section 8.3.1 Lighting Calculators, B. Measure Types and Approval Procedures on page 41.

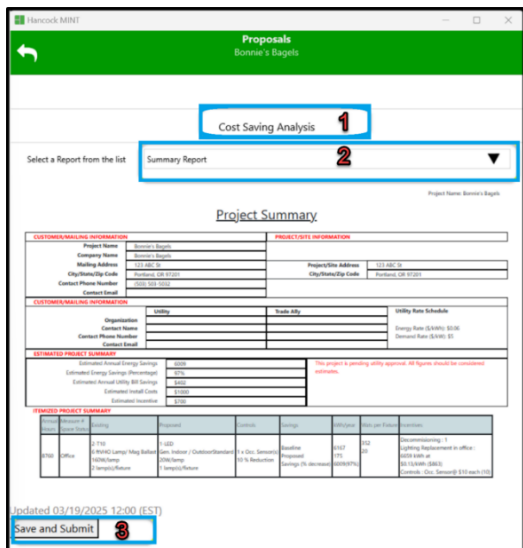
8.8 Reports in MINT

After entering the Items (Measures), click the **Proposals** button to access the results in the **Reports** section.

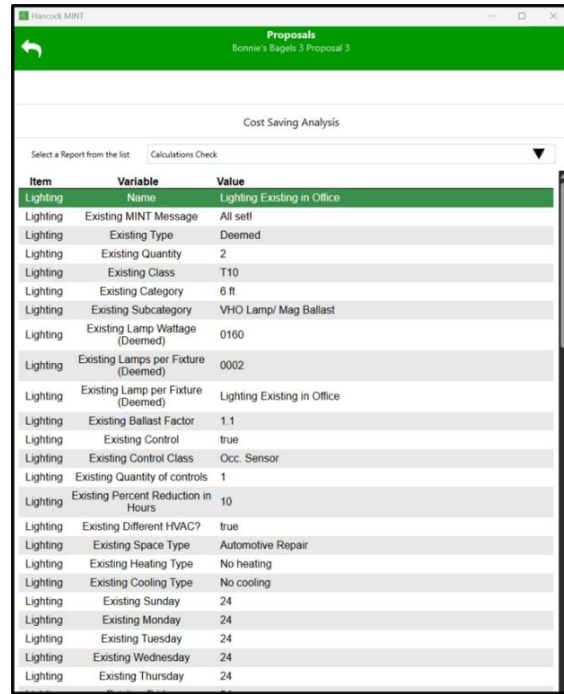
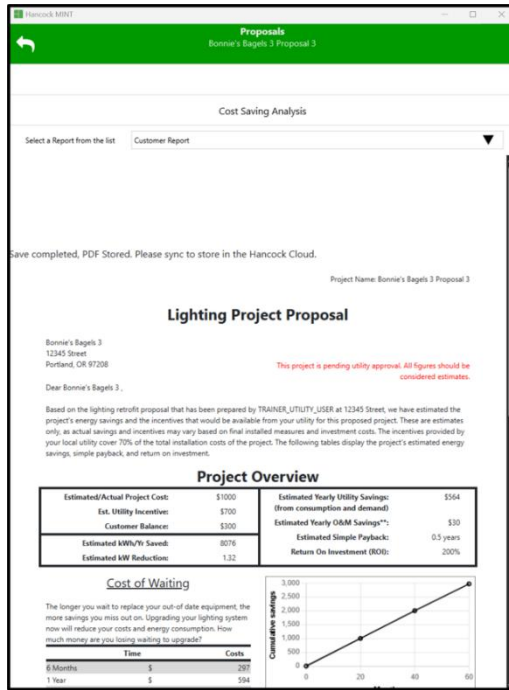


This process generates three reports: Summary Report, Customer Report, and Calculations Report.

- The Summary Report and Customer Report are based on the designs from the previous lighting calculator.
- The Calculations Report provides a summary of the kilowatt hour savings and incentives if applicable.
- Important considerations for report access:
 - The Summary Report is automatically saved to the Hancock Cloud.
 - The Customer Report is accessible in the Hancock Cloud after you Save and Submit in MINT.
 - The Calculations Report is only available in MINT.
 - If you make any changes to the project, you must return to Proposals and Save and Submit the reports again.
- To access reports:
 - Click **Cost Saving Analysis. (1)**
 - Select the **Customer Report** from the dropdown menu. **(2)**
 - Click the **Save and Submit** button in the lower-left corner. **(3)**



Note
 The Summary Report will autoload to the Hancock Cloud, and the Calculation report is only available in MINT.

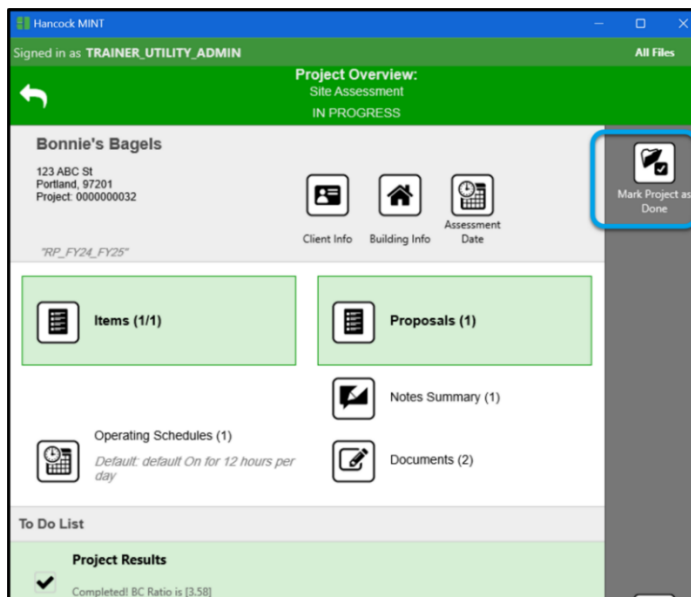


- After saving and submitting your reports, return to the main page.
 - Click the **Return Arrow** to navigate back.
 - Click **Sync** button.
 - The information will then be transmitted to the Hancock Cloud in the Saved Reports folder.

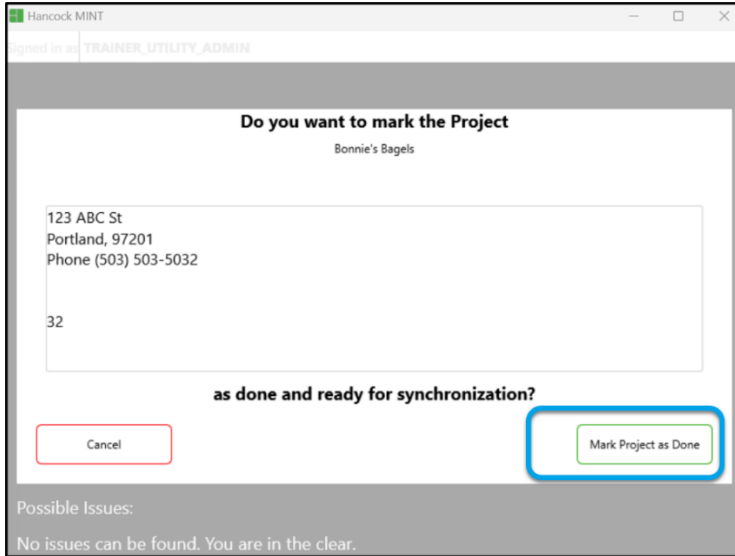
8.9 Complete Project in MINT

When all work in MINT is complete, click the **Mark Project as Done** button.

- This will remove the project from the front page of MINT and change the Assessment status to "Closed" in the Hancock Cloud.
- As previously mentioned, only have one person with an "Open" status scheduled assessment at a time.
- When you click **Mark Project as Done** and **Sync** from MINT, you are closing this assessment for this user. A new user can then be assigned as an assessor from the Hancock Cloud. This will prevent multiple assigned assessors from overriding each other's input.



- After clicking **Mark Project as Done**, click the **Sync** button to send the data back to the Hancock Cloud, ensure you are connected to a network when you sync.

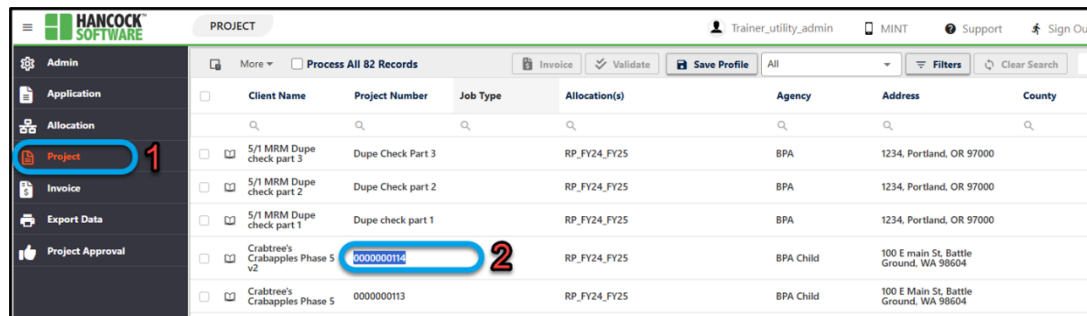


9. Reports and Documentation Upload in the Hancock Cloud

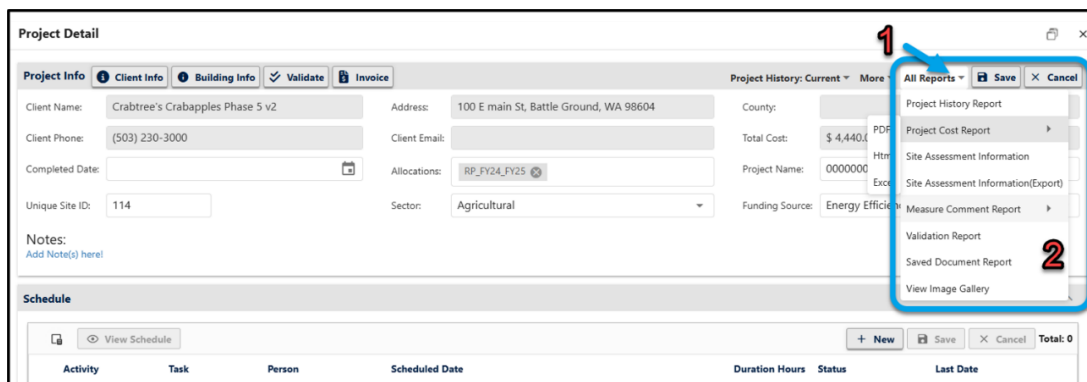
9.1 Accessing Reports in the Hancock Cloud

After saving the reports in MINT, you can access them in the Hancock Cloud.

- Click the **Project** in the left-hand navigation menu. (1)
- Double-click the **Project Number**. (2)



- Click the **dropdown** arrow for the **Reports** menu. (1)
- Select the **report** you would like to view. (2)

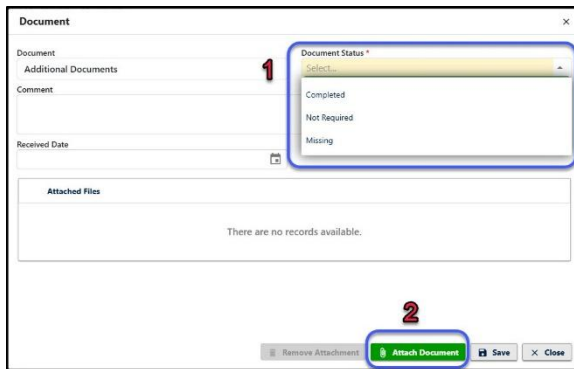


9.2 Documentation Uploads in the Hancock Cloud

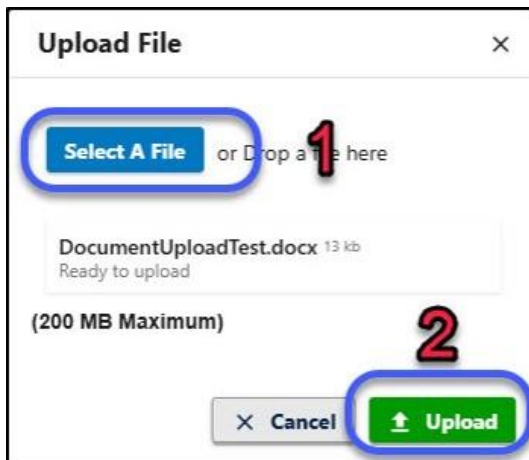
- Upload cost documentation in the Project Detail screen:
 - Click the **Project Document List** bar. (1)
 - Double-click **Additional Documents**. (2)



- Select **Document Status**. (1)
- Click **Attach Documents**. (2)



- Select your **File**. (1)
- Click **Upload**. (2)



- Click **Save**.



Notes

- Uploaded cost documentation should align with the value entered in the **Estimated/Actual Cost** field. For a retrofit project it will generally come in the form of one or more contractor invoice(s) covering both equipment and labor. For new construction projects, the cost documentation should align with the methodology used to calculate incremental project cost (e.g. 2.86% whole building incremental cost method should be supported with documentation of the cost for the entire building's construction).
- Reference the Energy Conservation Implementation Manual (IM), Section 3.1 Documentation Requirements for a detailed description of cost documentation requirements.

10. Finishing a Project in the Hancock Cloud

10.1 Invoicing

Invoicing in the Hancock Cloud is the process for utility project review.

Hancock Cloud (left side menu)	User	Project	Action	Status
Project	Utility or Trade Ally	Project work is complete and ready to invoice.	Click Invoice to create an invoice in the Invoice section on the left side menu.	Various
Invoice	Utility or Trade Ally	Project work is complete and ready for Utility review.	Click Invoice to change the status to Utility, notifying Utility to review.	Invoiced (From TA to Utility)
Invoice	Utility	Utility has reviewed and approved the application.	Click Upload Project to submit to BEETS, which notifies BPA to review the project.	Submitted to BEETS

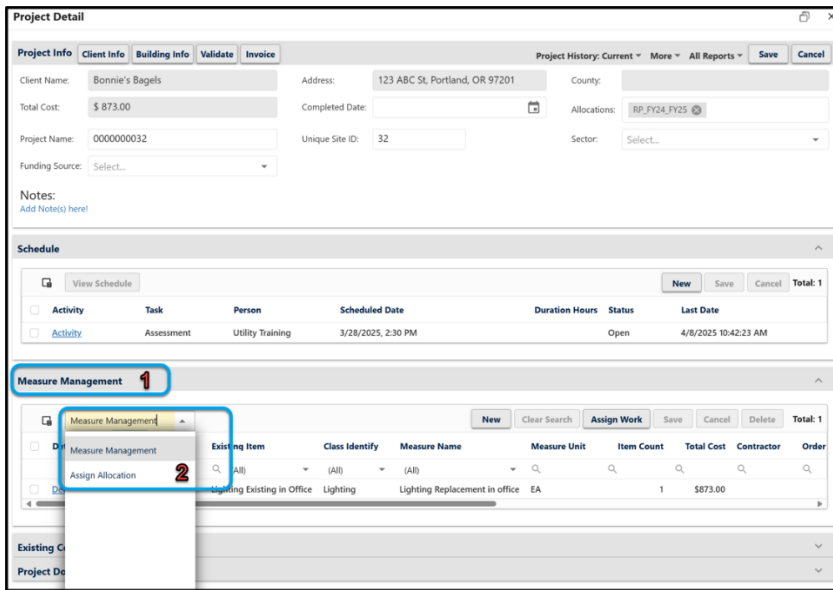
10.2 Trade Ally Invoicing to Utility

- Click the **Project** button. **(1)**
- Double-click the **Project Number**. **(2)**

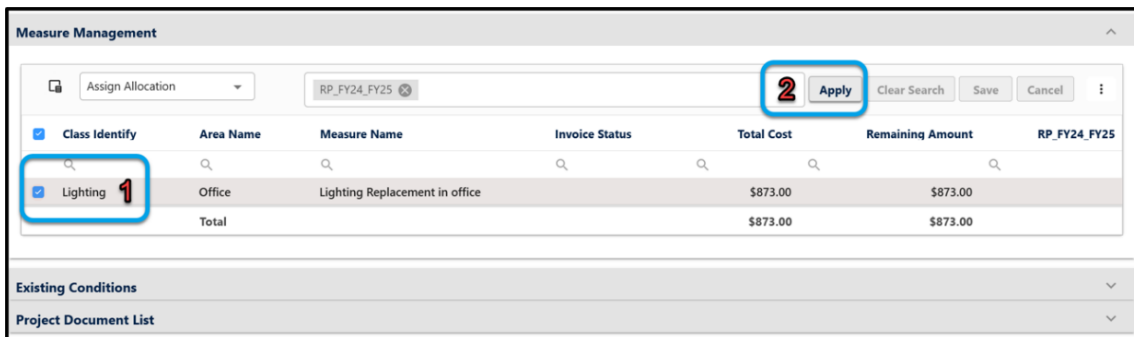
The screenshot shows the Hancock Cloud software interface. On the left sidebar, the 'Project' button is highlighted with a red circle and the number 1. The main table displays a list of projects with columns for Client Name, Project Number, Job Type, Allocation(s), Agency, Address, and County. The 'Project Number' column is highlighted with a red circle and the number 2.

Client Name	Project Number	Job Type	Allocation(s)	Agency	Address	County
E2E Part 1 of 6 Video	0000000053		RP_FY24_FY25	BPA Child	10 Main St., Aberdeen, WA 98888	
4/4 SFTP Prod Test	4/4 SFTP Prod Test		RP_FY24_FY25	BPA Child	1234, Portland, OR 97000	
Practice project for video scripts Part 1	0000000043		RP_FY24_FY25	BPA Child	111 Maple Rd., Aberdeen, WA 98887	
Denny's Copy	0000000036		RP_FY24_FY25	BPA Child	1234, Portland, OR 12345	
3/31 MRM Test	0000000035		RP_FY24_FY25	BPA Child	905 NE 9th, Portland, OR 97000	
Bonnie's Bagels Proposal 2	0000000034		RP_FY24_FY25	BPA Child	123 ABC St, Portland, OR 97201	
alewis child app 3.28.2025 (PROPOSAL 2)	0000000033		RP_FY24_FY25	BPA Child	5232332, Aberdeen, AK 55555	
Bonnie's Bagels	0000000032		RP_FY24_FY25	BPA Child	123 ABC St, Portland, OR 97201	
alewis child app 3.28.2025	0000000031		RP_FY24_FY25	BPA Child	2323, Aberdeen, AK 55555	
E2E Demo 3/27/25	0000000026		RP_FY24_FY25	BPA Child	27 Main Street, Aberdeen, WA 98888	

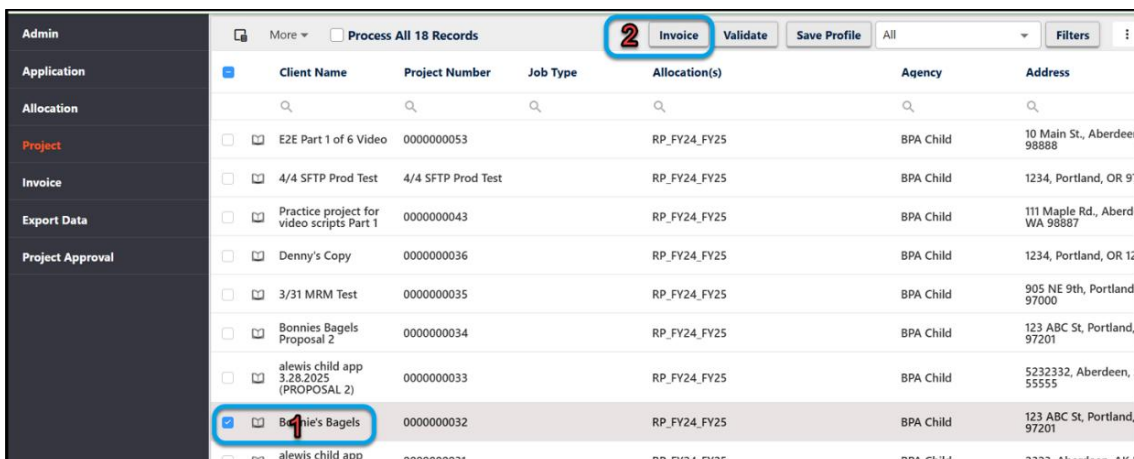
- Open the **Measure Management** dropdown. (1)
- Click **Assign Allocation** from the dropdown menu. (2)
 - Confirm the correct rate period is shown.



- Check the **box** for each Measure. (1)
- Click the **Apply** button. (2)
- If not entered via MINT, enter the total costs to proceed.
- To return and submit the invoice, click the **"X"** on the upper-right corner to exit Measure Management and return to the Project section.



- In the project list, click the **small box** next to the project name. (1)
- Click the **Invoice** button. (2)



- Confirm the correct **Allocation** has been entered. (1)
- Choose an existing **Invoice Number** or check the **New Invoice** box. (2)
- Click **Save**. (3)

- Click **Invoice** and locate the **project**. (1)
- Double-click the **Invoice Number** to open the **Direct Costs View** screen. (2)
- Check the **box** next to the invoice item. (3)
- Click the **Submit Invoice** button. (4)
- Click **Save** on the popup.
 - The Status will show **Invoiced** (from Trade Ally to Utility).

Allocation	Invoice Number	Reporting Month	Status	Direct Cost	Indirect Cost	Total Cost	Invoice Date	Payment Date	Payment Number	Agency
RP_FY26_FY27	222	026-02	Open	\$10,313.37	\$0.00	\$10,313.37				BPA

Project Number	Client Name	Contractor	Submit Status	Message	Address	Total Cost
000000804	Bonnie's Warehouse Test2 Test Warehouse HVAC		Open		987 Hello Lane, Canby, OR 97013	\$10,313.37

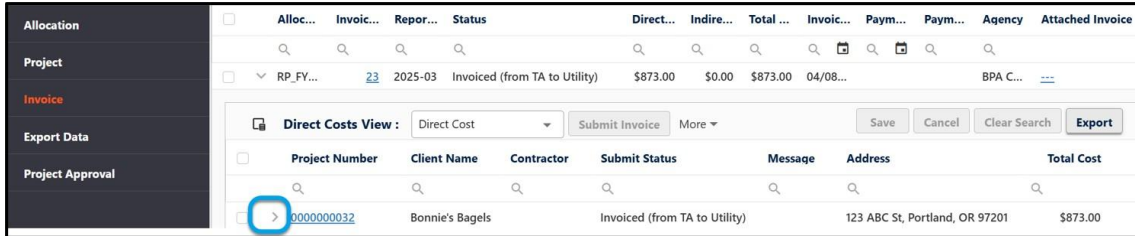
10.3 Utility Invoicing to BPA

After the trade ally submits the project to the utility, it becomes the utility's responsibility to review and process it.

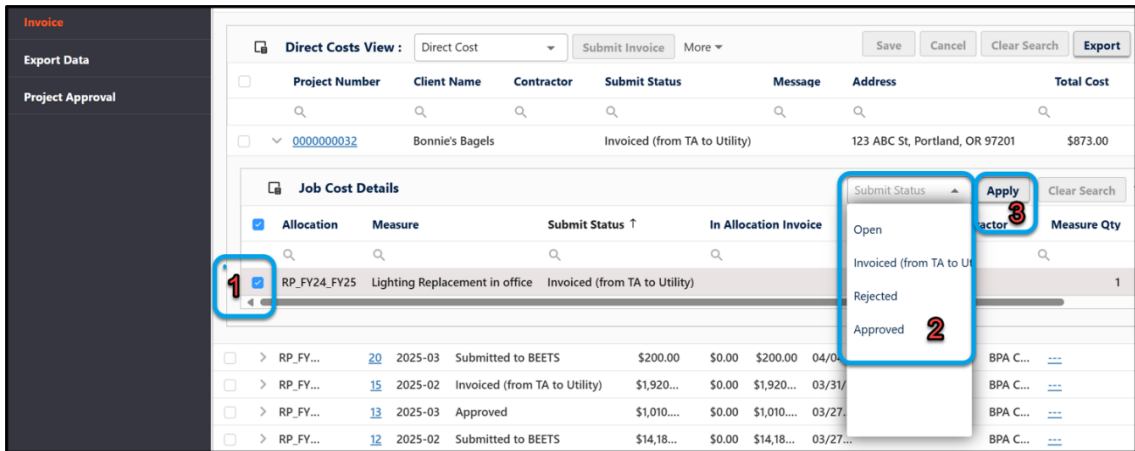
- From the Invoice tab in the left-hand navigation menu (menu options may differ based on the user role).
 - Click **Invoice** in the left-hand navigation menu. (1)
 - Click the **Invoice Number** to open the **Direct Costs View** screen. (2)

Alloc...	Invoic...	Repor...	Status	Direct...	Indire...	Total ...	Invo
RP_FY...	23	2025-03	Invoiced (from TA to Utility)	\$873.00	\$0.00	\$873.00	04/0
RP_FY...	20	2025-03	Submitted to BEETS	\$200.00	\$0.00	\$200.00	04/0
RP_FY...	15	2025-02	Invoiced (from TA to Utility)	\$1,920...	\$0.00	\$1,920...	03/3

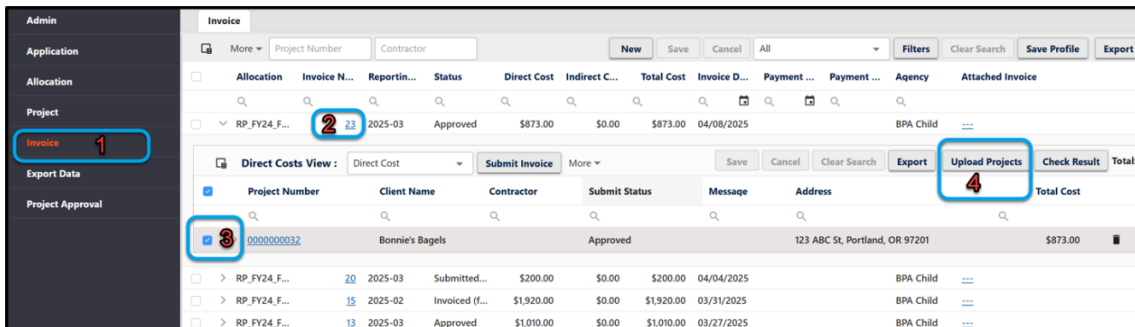
- In the Direct Costs View screen.
 - Check the **box** next to the Project Number you want to review.
 - Utilities please confirm:
 - Completed Date.
 - Sector.
 - Funding Source.
 - Documentation uploads.
 - Click **Save** and close the Project Detail screen.
 - The invoice will be rejected in BEETS if left blank.
 - Next click the **arrow** (caret) to get to **Job Cost Details**.



- In the Job Cost Details Section.
 - Check the box for the **Allocation**. (1)
 - Click **Submit Status** and select **Approved**. (2)
 - If the Project contains non standard measures please follow section 11.2 Non Standard Measure Approval, before you click Apply in the next step.
 - Click **Apply**. (3)



- Click **Invoice**. (1)
- Double-click the **Invoice Number**. (2)
- Check the **box** next to the Project Number. (3)
- Click **Upload Projects**. (4)
 - This will change the status and confirm it was uploaded.



- **Submit Status** has been changed to **Submitted to BEETS**.

Project Number	Client Name	Contractor	Submit Status	Message	Address	Total Cost
> 0000000032	Bonnie's Bagels		Submitted to BEETS		123 ABC St, Portland, OR 97201	\$873.00

Congratulations! Your Project has been submitted to BEETS!

10.4 Non Standard Measure Approval

In the OLC, utilities have the discretion to approve or reject non standard measures.

- Considerations for reviewing and approving non standard measures:
 - The measure is eligible for a deemed incentive:
 - If yes, the measure should only be submitted as non standard if the calculated incentive is less than the deemed incentive value and the utility wants to use the lower incentive rate.
 - A measure qualifies as non standard:
 - If the measure does not achieve the minimum wattage reduction.
 - If a measure includes controls, verify what the wattage reduction would be without the controls to determine if this is the reason it is non standard.
 - Operating hours are at least 18 hours per day, 7 days per week, or 6,570 total annual hours.
 - Verify that the reported hours are appropriate for the space.
 - Wattage or other specifications are not available on the drop-down menu.
 - Review the specification sheets to confirm the accuracy of the entered values.
- Non Standard Measure Approval:
 - Once all measures have been added and the project has been synced to the Hancock Cloud, a utility will be able to approve non standard measures.
 - In the Hancock Cloud, select the **Project** tab. **(1)**
 - Open the appropriate project. **(2)**

Client Name	Project Number	Job Type	Allocation(s)	Agency	Address
MRM 5/8 Test Part 2	0000000131		RP_FY24_FY25	BPA	1234, Portland, OR 97000
ABC Test 2 ABC Test 2	0000000130		RP_FY24_FY25	BPA Child	124 SW 18th Ave, Portland OR 97205
MRM 5/8 Test	0000000129		RP_FY24_FY25	BPA	1234, Portland, WA 97000
ABC Test 1 ABC Test 1	0000000128		RP_FY24_FY25	BPA Child	124 SW 18th Ave, Portland OR 97205
Eric's Egg Shack Phase 8	0000000127		RP_FY24_FY25	BPA Child	100 E Main St, Battle Ground, WA 98604
5/6 MRM trst	0000000124		RP_FY24_FY25	BPA	1234, Portland, OR 97000
Utility Incentive Adjustment Example New Construction	0000000123		RP_FY24_FY25	BPA Child	100 E Main St, Battle Ground, WA 98604
BC another test for statuses	0000000122		RP_FY24_FY25	BPA Child	10 Main st., Aberdeen, W 98888
5/2 MRM Test Project caps	0000000121		RP_FY24_FY25	BPA	12, Portland, OR 97000

- Select **Validate**.

The screenshot shows the 'Project Detail' form with several tabs: Project Info, Client Info, Building Info, **Validate**, and Invoice. The 'Validate' tab is selected and highlighted with a blue circle. Below the tabs, there are input fields for Client Name, Client Phone, Completed Date, Unique Site ID, Address, Client Email, Allocations, and Sector. A 'Notes' section is also visible.

- Next, select **Request Approval**.
 - This action submits all measures for approval.
 - If you need to change the measure to deemed, you must do so before requesting approval.

The screenshot shows the 'Validation Result' dialog box. It contains a table with columns for Job Number, Allocation Name, Comment, Require Approval, and Approval Status. The 'Request Approval' button at the bottom is highlighted with a blue circle.

Job Number	Validation Result
0000000128	Failed

Allocation Name	Comment	Require Approval	Approval Status
RP_FY24_FY25	Please approve the project since it has used non-standard measure(s)...	Yes	

- Approving Non Standard Measures:
 - Click the **Project Approval** tab. **(1)**
 - Select the **drop-down arrow** next to the appropriate project. **(2)**
 - Change the **Status** to approved. **(3)**
 - Add a **Review Comment**. **(4)**
 - Click **Save** to approve the non standard measures. **(5)**

The screenshot shows the 'PROJECT APPROVAL' interface. The 'Project Approval' tab is highlighted with a blue circle (1). A dropdown arrow next to the project name 'ABC Test 2 ABC Test 2' is highlighted (2). The 'Status' dropdown is set to 'Approved' (3). A 'Review Comment' field is highlighted (4). The 'Save' button is highlighted (5).

Client Name	Project Number	Agency	Address	Status	Latest Sent Time	Latest Review Time
ABC Test 2 ABC Test 2	0000000130	BPA Child	124 SW 18th Ave, Portland, OR 97205	Approved	5/8/2025 10:46:33 AM	5/8/2025 10:47:09 AM
ABC Test 1 ABC Test 1	0000000128	BPA Child	124 SW 18th Ave, Portland, OR 97205	Approved	5/8/2025 9:59:34 AM	5/8/2025 10:09:08 AM
Eric's Egg Stand Phase 2	0000000073	BPA Child	100 E Main St, Battle Ground, WA 98607	Pending	5/7/2025 10:13:21 AM	

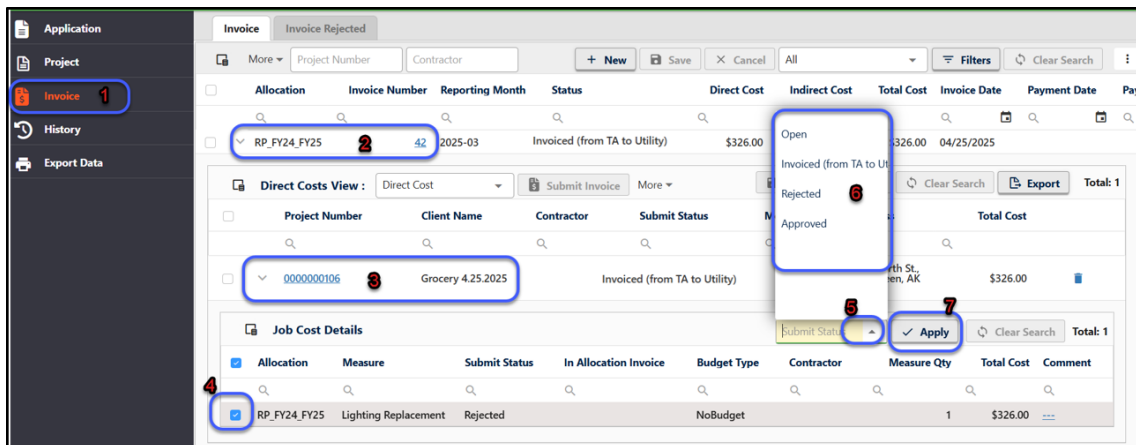
11. Corrections

11.1 Utility Corrections After Upload to BEETS

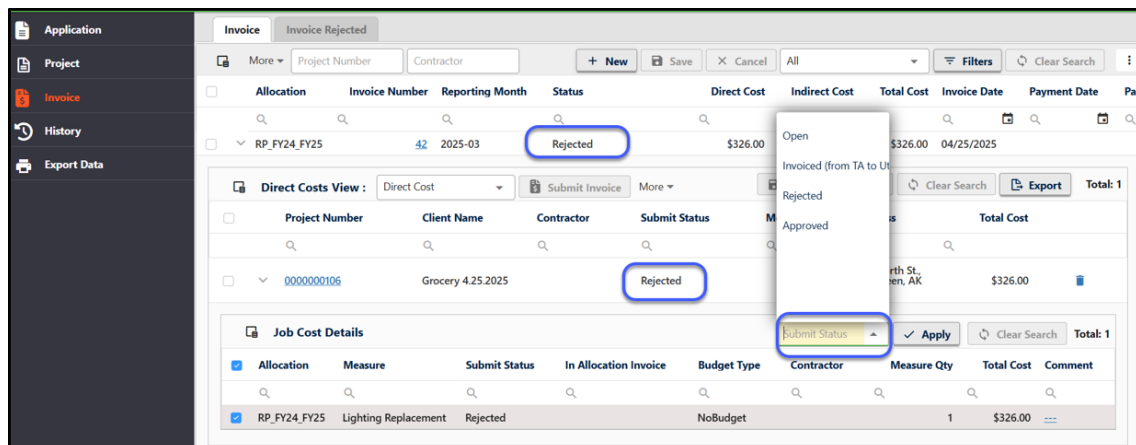
- BPA will inform a utility if a correction is required for an application.
- If the application status is in Revisions Required:
 - The utility will need to request to cancel it in BEETS.
 - Once the application has been cancelled in BEETS, the BPA Lighting Team will reset the Invoice status in the OLC and then the utility can make any necessary revisions in the Hancock Cloud and/or MINT.
 - Contact the BPA Lighting Team at lighting@bpa.gov for assistance with the correction process.
- If the application has reached Application Complete status:
 - BPA will issue a correction that reverses the values in BEETS and waits for the offset.

11.2 Utility and Trade Ally Corrections Before Upload to BEETS

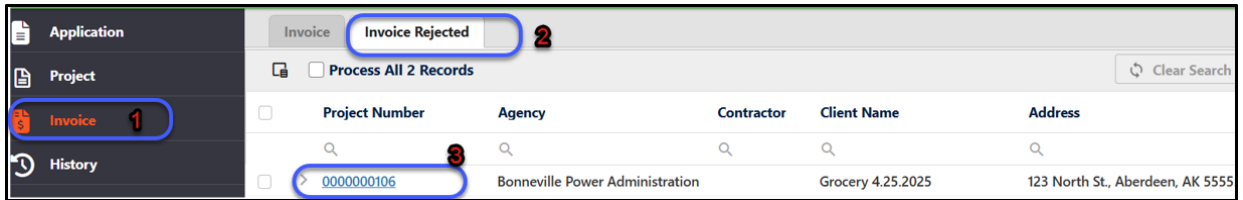
- To correct an invoice, follow these steps in the Invoice screen:
 - Click the **Invoice** tab. (1)
 - Select the **Invoice**. (2)
 - Select the related **Project**. (3)
 - Click the **Measure**. (4)
 - Click the **dropdown** under **Submit Status**. (5)
 - Select **Rejected**. (6)
 - Click **Apply** to confirm the change. (7)



- Once complete, the Invoice, Project and Measure will update the status to **Rejected**.



- Reopening a rejected invoice in order to review and resume work on a rejected project:
 - Go to the **Invoice** tab. **(1)**
 - Select the **Invoice Rejected** tab. **(2)**
 - Double-click the **Project** you want to review. **(3)**
 - Then return to the invoice tab and follow the standard processes, including updating the project in MINT (Section 7) and finalizing it in the Hancock Cloud (Section 10).
 - The project status will update as it progresses through the previously described review steps.



12. Release Notes

The Hancock Cloud includes a quick access link to Release Notes, located at the bottom left of the screen. Clicking this link will open a window with a detailed description of the changes included in the most recent release(s) and when those changes were made.

