

Subscriber User Guide – How to Access and Add Company Operational Hours

Introduction: This guide will walk you through the process of adding your company's operational hours to your impCloud account. Doing so will activate a colour variation on your dashboards, helping you identify energy usage and costs during periods when your organisation is not operating.

Access the impCloud by logging in through the Gridimp website at www.gridimp.com

Step 1.

To login to your account use the email address and password that were set up during the account setup process.



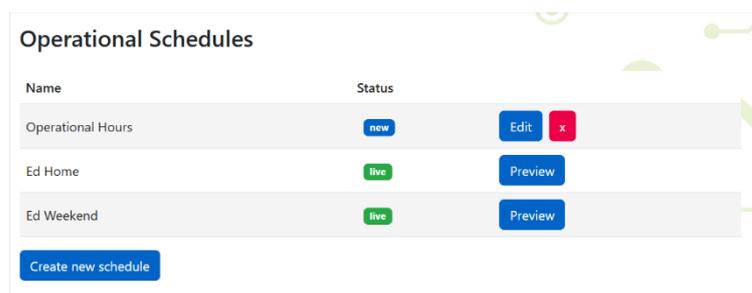
Step 2:

Click on **“Setup”** on the top navigation bar and then select **“Operational Schedules”** located on the left-hand side of the screen.



Step 3.

You now have the ability to input your hours by selecting **“Edit”**.



Step 4.

The above action will prompt a dropdown menu where you can specify the hours and days your company operate. Once you have made your selections, click **“Add”** and **“Save”**.

