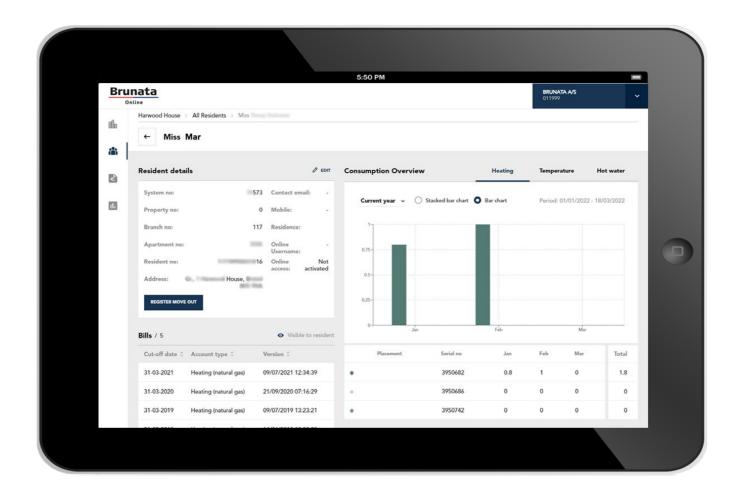
Brunata Online for building administrators

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What is Brunata Online?

Brunata Online is a platform for building administrators and residents, where you can get a comprehensive overview of data from the building's meters and sensors, presented in clear graphs and tables.

How to get access

To log into Brunata Online, go to online.brunata.com. Enter your username and password.

Log in as new user

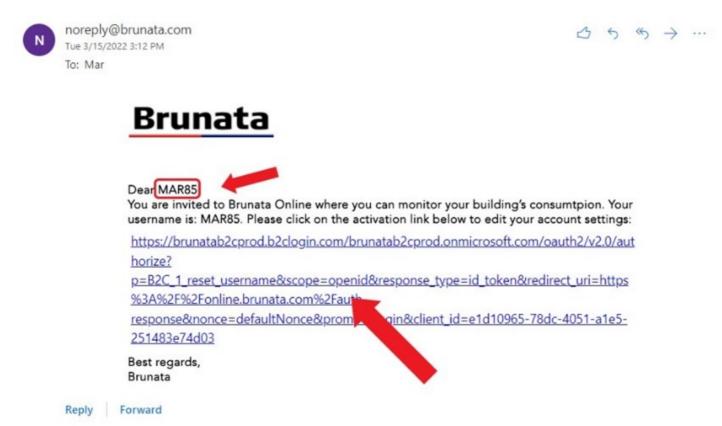
If you are a new user, who never logged into Brunata Online before, go to online.brunata.com:

- 1. Select New User button.
- 2. Click on Yes, I am an administrator.
- 3. Enter the requested information
 - Debtor number: A 6-digit number you can find on information sheets from Brunata or retrieve by contacting support.
 - \circ System ID: The ID created by Brunata of one of your buildings.
 - Email: Enter your preferred contact email address.
 - Password: Choose a strong password and confirm it in the following field.
- 4. Click Create.

Debtor number * (i)	
Enter debtor number	
System ID * (i)	
Enter system ID	
Email *	
Enter email	
Password *	
Enter password	
Confirm password *	
Confirm password	
	CREATE

Log in as new user from email invitation

If you are a new user who received an email invitation:



- 1. Look for the email invitation sent to you from noreply@brunata.com.
- 2. Click on the link in the email.
- 3. Enter your username provided to you in the email and an email address.

МА	R85	
Verificat	ion code has been sent to the input i	to your inbox. Please copy i box below.
ma	85@mar85.com	
Verif	cation Code	
	Verity code	Send new code

- 4. Click Send verification code. The code will be sent to your email address.
- 5. Enter the received code.
- 6. Click Verify code.
- 7. Your email address has now been verified, click *Continue* to proceed.
- 8. Chose your desired password, confirm it and click *Continue*.



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New Password 🛛 ┥		
Confirm New Passwo	rd	

Your account has been created successfully and you can now log in with your credentials.

Give or edit access to new user

As an administrator you can give access to more users in your organization so that all relevant personnel can have their own private login to Brunata Online. To invite new users, log in and go to *User administration* in the top right menu.

BRUNATA 021954	^
User administration	
Choose system	
My profile	
Help	
Termination of Contract	
Log out	

Here you can:

- Add users
- View and edit existing users
- View the number of users
- View user names, roles and notes

Click *Create user* in the upper right corner of the User administration page.

Users / 9		Search Users	٩
			+ CREATE USER
Name ‡	Role 🌲	Note 🖕	
Marina	Administrator		>
Cecilia	User	Inbound	>
Michael	User		>
Jimmy	User		>
Jakob	User	freelance	>
Kevin	Administrator		>
Morten	Administrator		>
Tarik	User		>
Tine	User		>

Enter a name, username and a valid email address for the new user. Add a note about the user if you wish to provide extra information. The new user can either have the role as administrator or user, select the role from the dropdown menu.

- Administrator: User gets administrator permission with access to all systems and rights to create new users.
- User: User gets standard permission with access only to the systems thet the administrator has given them access to. The user does not get permission to create new users.

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Name *	
Enter name	
Username *	
Enter username	
Email *	
Enter email	
Role *	
Select role	~
Note	
E.g Heating master	
	NEXT

Click *Next/Create user* and an automated activation email is sent to the new user.

If the new user was assigned the administrator role, you have now completed the user creation.

If the user was assigned the user role, you will be redirected to the user's access page where you can manage which systems the user should have access to. To assign access to an individual system, click on the plus sign next to the system name. If you wish to give access to all systems, click *Assign all*. Once done, click *Save changes*.



← Cecilia						Edit access	User information
User's access t	o systems				Search syst	ems	٩
Systems / 1		ASSIGN ALL	Access to syst	ems / 0			
System no	System name	Add Access	System no	System name			Remove Access
57540	Test Building Brunata Online and app	0		The user has a	access to no	systems.	
0/1 Systems se	elected						SAVE CHANGES

Forgotten password

To reset a forgotten password, go to <u>online.brunata.com</u> and click *Log in* and follow the steps:

1. Click Forgot your password?

В	ru	na	ata
gn in Idress		usernan	ne or email
Useman	ne or email add	iress	
Passwor	d		
rgot you	password?	(
	Sign in		

- 2. Enter username and click *Continue* to go the e-mail verification page. Note: Your username is either your debtor number or the username created by your administrator, which can be found in the activation e-mail.
- 3. Enter the e-mail address associated with your Brunata account, click *Send verification code* and *Continue*.



4. You will receive an e-mail containing a verifiaction code. Enter the code and click *Verify code*.



Brunata Online for building administrators



5. You are now verified. Click *Continue* to be navigated to the Password change page where you can enter your new password.

System

The system page is the first page you see after logging in to Brunata Online. Here you see an overview of all the systems you have access to. Click on the system you wish to work with.

System information

The system information page gives you an overview of the selected system.

	natanline			_			BRUN AND 0219	NATA TEST FOI APP 54	
ı≟ (System System 57540 Test Building Brunata Online and app CHANGE SYSTEM				Information	Apartments	Devices	Reports	EED Notifications
		Test Building Brur	ata Online and app						
TX T			14, 2730 Herlev						
¢,		Apartments	Number of Devices						
0		9	50						
		<u>See all</u>	<u>See all</u>						

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Reports

The Report page gives you the option to pull various reports for your system, such as <u>consumption</u>, <u>meter values</u> and <u>delta-T</u>. To find the report page, go to System and click on report tab.

	←	Reports System 57540 Test Building Brunata Online and	app CHANGE SYSTEM		Information	Apartments	Devices	Reports
Ŧž				Reports				
é			Þ	÷	*			
0			Consumption Report	Meter values	Delta-T reports			
11.			Get an overview of the consumption in the system for a specific period of time	Get an overview of the meters' latest values	Get an overview of whether the cooling is working efficiently			
					\mathbf{O}			
			Semi monthly data	Last year readings for	Monitoring reports			
			Export semi-monthly data for your system	export Export last year's readings total	See the monitoring reports that have been set up for your system			

Consumption report

The consumption report gives you an overview of the overall consumption in the system within a specified time period. To create a consumption report:

- 1. Enter the start and end date of the desired time period.
- 2. Select the device type you want the report to include.
- 3. Select how you want the data to display: Consumption per month, per year or as total for the selected period.
- 4. Select if you want to see the data per meter, per apartment or for the entire system overall.
- 5. Click *Get report* to view the report in the browser. Click *Export* to open the report in excel where you can easily organize the data to your preference.



Forbrugsrapport Indtast startdato og slutdato for den peri Startdato *	iode du ønsker at se din forbrugsr Slutdato *	apport.
dd.mm.yyyy	dd.mm.yyyy	
Anvendelse Opvarmning Varmt vand Koldt vand Ekstra opvarmning Køling	Periodeinddeling Halvmånedlig Månedlig Årligt Samlet	
Niveau Lejlighed Måler Anlæg	HENT	RAPPORT

Meter value report

The meter value report gives you the meter value of all meters in the system on a specified date. To create a meter value report:

- 1. Enter the desired date.
- 2. Click *Get report* to view the report in the browser. Click *Export* to open the report in excel where you can easily organize the data to your preference.

Målerstandsrapp	port / 8				UDSKRIV 🛃 EKS	PORTÉR	Søg på fx adresse, navn	Q
Dato:01.01.2022 1	6:12:00							
Målernummer ≑	Ejd-afd-lejl 🗘	Adresse ≑	Placering \diamondsuit	Anvendelse 💲	Type 🌲	Enhed \diamondsuit	Seneste aflæsning 💲	Målerstand
1023658521	001-0220-25652	Dronning Tværgade 34, 1.th	Køkken	Opvarmning	Radiatormåler	Enheder	29.12.2021	20
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Opvarmning	Radiatormåler	Enheder	29.12.2021	15
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Køling	Temperaturmåler	Enheder	29.12.2021	2
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Bad	Varmt vand	Vandmåler	m3	29.12.2021	39.099,4
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Køkken	Koldt vand	Vandmåler	m3	29.12.2021	24.093,1
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Opvarmning	Radiatormåler	Enheder	29.12.2021	23
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Bad	Koldt vand	Vandmåler	m3	29.12.2021	13.231,7
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Køling	Temperaturmåler	Enheder	29.12.2021	4
Rapporter pr. side	10 💌	< 5	Side 1 /	1 >				

Delta-T report

The delta-T report gives you an overview of the cooling in the system within a specified time period. To create a delta-T report:

- 1. Enter the start and end date of the desired time period.
- 2. Click *Get report* to view the report in the browser. Click *Export* to open the report in excel where you can easily organize the data to your preference.

kølingsrapport iode: 01.01.2021						UDSKRIV	
Målernummer 🍦	Ejd-afd-lejl 🗘	Adresse 🗘	Placering \eqriftharpi	Forbrug i MWh 🗘	Forbrug i m3 🍦	Afkøling i grader 🗘	
1023658521	001-0220-25652	Dronning Tværgade 34, 1.th	Køkken	60	40	20	
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	60	45	15	
apporter pr. side	10 💌	< Side	e 1 /1	>			

Devices

The device page gives you the full overview of all meters and sensors in your system. To find the device page, go to System and clcik on the device tab. Click on *See all devices* for more detailed information about each device, such as type, usage and amount.



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		Information Apartments	Dev
Device stock	PRINT SEE ALL DEVICES	Search on devices, address	Q
Device type	Device usage	Amount	
Smoke detector	Water Leak	2	
Electricity	Electricity	1	
Humidity	Temperature	2	
Energy	Secondary counter	2	
Humidity	Humidity	2	
Carbon dioxide	Humidity	1	
Vibration Sensor		1	
Radiator	Heating	8	
Climate sensor	Temperature	3	
Water	Hot water	3	
Smoke detector	Undefined	1	
Vibration Sensor	Humidity	2	
Vibration Sensor	Undefined	1	
Energy		1	

Apartments

This page shows details for all apartments in the system, such as name of the current resident, address etc. To find the apartment overview, go to Systems and click on the apartment tile or tab. Use the search or sorting option for an easier overview if you have many apartments in the system.

NATA TEST COD ON

Brunata

Test Building Brunata Online and app	> Apartments						
← Apartments System 57540 Test Building Br	runata Online and app CHANGE SYSTEM		Information	Apartments	Devices	Reports	EED Notification
Apartments / 9					Search on e.g.	resident name, ac	dress Q
Pro-bra-loc 🗘	Resident name	Address 💭	Area net 🤤	Area gr	oss ‡		
0001-0001-0001	Annegrethe Rise Thomsen	Vesterlundvej 14, 1, 2730 Herlev					>
0001-0001-0002	Morten Duelund	Vesterlundvej 14, B, 2730 Herlev					>
0001-0001-0003	Maria Schmidt	Vesterlundvej 14, 1, 2730 Herlev					>
0001-0001-0004	Claus Jensen	Vesterlundvej 14, GF, 2730 Herlev					>
0001-0001-0005	Dorthe Nordahl Laursen	Elkjærvej 15, Stue, 8230 Åbyhøj					>
0001-0001-0006	Tine Madsen	Vesterlundvej 14, 2.1, 2730 Herlev					>
0001-0001-0007	Kundeservice	Vesterlundvej 14, 2.2, 2730 Herlev					>
0001-0001-0008	Erik Eriksen	Vesterlundvej 14, 2.3, 2730 Herlev					>
0001-0001-1111		Vesterlundvej 14, 2730 Herlev					>

By clicking on the specific apartment, you will get the residence history of the current and previous residents, with move-in and move-out dates.

Residents / 3

Resident name 🗘	Date of occupation ≑	Date of relocation $\hat{\Rightarrow}$	
Annegrethe Rise Thomsen	15/04/2023		>
Resident 1	01/08/2022	14/04/2023	>
Apartment number 1		31/07/2022	>

From this page, you can easily access every resident's profile. For more detail about the resident profiles go to section <u>Resident profile page</u>.

Residents

The resident section gives you an overview together with detailed information about the residents in the system.

The overview page gives you an overview of how many residents are in the system, how many have activated their Brunata Online for residents, how many of them you have a contact email for and how many move-outs are registered. Click on each tile to get more detailed information.

To see a list of all residents, click See all in the resident tile.

ΞŪ		
B 1 1 1	Activated residents	(a) Email addresses
Registered move-outs		Email addresses
See all	<u>See all</u>	Add More
	0	0 7

The resident list is a list of all the residents in the system. You can search or sort the columns to find a specific resident or you can invite all residents to Brunata Online for residents by clicking *Invite all residents* in the lower right corner of the list.

Residents / 9							Search on e.g. resid	ent name, address	۹
Pro-bra-loc ≑	Resident name ≑	Address \$	Contact email ‡	Area 🗘	Date of occupation \diamondsuit	Date of relocation \diamondsuit	Resident access ≑		
0001-0001-0001	Annegrethe	Vesterlundvej 14, 1, 2730 Herlev	\checkmark		15/04/2023		Active	Active	>
0001-0001-0002	Morten	Vesterlundvej 14, B, 2730 Herlev	_				Active	Active	>
0001-0001-0003	Maria	Vesterlundvej 14, 1, 2730 Herlev	_				Active	Active	>
0001-0001-0004	Claus	Vesterlundvej 14, GF, 2730 Herlev			15/11/2023		Active	Active	>
0001-0001-0005	Dorthe	Elkjærvej 15, Stue, 8230 Åbyhøj	_				Active	Active	>
0001-0001-0006	Tine	Vesterlundvej 14, 2.1, 2730 Herlev	\checkmark		01/09/2023		Active	Active	>
0001-0001-0007	Tine	Vesterlundvej 14, 2.2, 2730 Herlev	_		15/10/2023		Active	Active	>
0001-0001-0008	Erik Eriksen	Vesterlundvej 14, 2.3, 2730 Herlev	\checkmark				Awaiting validation	RESEND INVITE	>
0001-0001-1111		Vesterlundvej 14, 2730 Herlev	_				Not activated	INVITE RESIDENT	>
								INVITE ALL RESIDENTS	

Click on a resident to see details on their <u>resident profile page</u>.

How to invite residents to Brunata Online

If Brunata Online for residents is part of your agreement with Brunata, you can invite the residents to activate their account. You can either invite all residents at the same time or an individual resident alone.

To invite all residents, go to Residents and click *See all* in the resident tile.



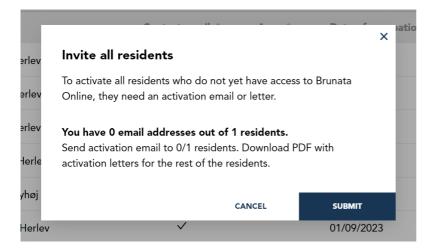
This will open the list of all residents. Click on the *Invite all residents* in the lower right corner.



<u>Brunata</u>

Residents / 9							Search on e.g. resid	lent name, address	۹
Pro-bra-loc 🗘	Resident name ≑	Address ‡	Contact email ‡	Area ≑	Date of occupation $\mbox{$\widehat{\uparrow}$}$	Date of relocation $\mbox{$\widehat{+}$}$	Resident access ≑		
0001-0001-0001	Annegrethe	Vesterlundvej 14, 1, 2730 Herlev	\checkmark		15/04/2023		Active	Active	>
0001-0001-0002	Morten	Vesterlundvej 14, B, 2730 Herlev	_				Active	Active	>
0001-0001-0003	Maria	Vesterlundvej 14, 1, 2730 Herlev	_				Active	Active	>
0001-0001-0004	Claus	Vesterlundvej 14, GF, 2730 Herlev	_		15/11/2023		Active	Active	>
0001-0001-0005	Dorthe	Elkjærvej 15, Stue, 8230 Åbyhøj	_				Active	Active	>
0001-0001-0006	Tine	Vesterlundvej 14, 2.1, 2730 Herlev	\checkmark		01/09/2023		Active	Active	>
0001-0001-0007	Tine	Vesterlundvej 14, 2.2, 2730 Herlev	_		15/10/2023		Active	Active	>
0001-0001-0008	Erik Eriksen	Vesterlundvej 14, 2.3, 2730 Herlev	\checkmark				Awaiting validation	RESEND INVITE	>
0001-0001-1111		Vesterlundvej 14, 2730 Herlev	_				Not activated	INVITE RESIDENT	>
								INVITE ALL RESIDENTS	

This will create an invitation for all residents, who do not already have the resident access status as Active. If the resident has a contact email registered, an email invitation will be sent. If there is no email for the resident, a pdf invitation will be created for you to distribute manually to the residents. Once you click *Invite all residents*, a popup window will appear, informing you of how many residents have email and therefore will receive the invitation automatically. Click *Submit* to create the invitations.



When the invitations have been sent/created, the residents' access status will be changed to *Invited* or *Awaiting validation* until the resident has completely activated the account, then it will be *Active*.

To invite a single resident, go to the resident's <u>details</u> in the <u>resident profile page</u> and click *Invite resident*. If you have a contact email for the resident, enter it first by clicking *Edit*, and the invitation will be sent by email. If you don't have the email, a pdf will be genereated for you to distribute to the resident.

Resident detai	s Ø EDIT
System no:	10865
Property no:	964
Branch no:	0001
Apartment no:	0001
Resident no:	008
Address:	Sundholmsvej 89A, 2300 København S
Contact email:	-
Mobile:	-
Residence:	15/05/2023 -
Online access:	Not activated INVITE RESIDENT
	ουτ

If the resident was already invited, the status will be *Invited* and you will have the option to resend the invitation. As soon as the resident has activated his account, the status will be changed to *Activated*.

How to register a move-out

To register a resident moving out, go to <u>Resident details</u> on the resident <u>profile page</u>. Click on *Register move-out* to start the flow. The flow consists of 5 steps:

1. Fill out the contact person details for the person registering the move-out. Click *Next*.

<u>Brunata</u>

ontact person	Who's moving out?	Who's moving in?	What should be done?	O Review
ntact person	who's moving out?	who's moving in:	what should be done?	Review
Contact p	erson for move-o	ut		
Name *				
Lars Larser	١			
Mobile numbe	r	Email		
	23568985	lars@)larsen.com	
+45 🗸				
	u would like to enter y	our		
Tick if yo	u would like to enter y code manually	our		
Tick if yo		our		

2. Specify which resident is moving out of the apartment. Name and resident number fields are prefilled, not editable and the only mandatory information needed. Click *Next*.

•			0	O	0
ontact person	Who's moving out	? Who's i	moving in?	What should be done?	Review
XA/I	·				
Who's mo	ving out?				
Moving O	ut				
Name	Morten Duelund	ł			
Resident ı	no. 000				
Contact email		Mobile numb	er		
morten@mo	orten.dk	+45 🗸	568978	89	
				if you would like to ente try code manually	er your
New address					
Æblevej 1					
Country code			Zip code	9	
DK			2356		
				ВАСК	NEXT

3. Enter the details of the new resident moving into the apartment together with the move-in date. The dates allowed for move-ins are determined by the system. Click *Next*.

Who's moving in? Moving In Apartment no 0002 Name * Contact email Tina Jensen tina@jensen.dk Mobile number +45 v 56898587 Contact no. ① Date of occupation * 002 14/12/2023 Image: None TUE WED THU FRI SAT SUN XT X December 2023 v X X Y Z2 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	•						-0-				0			
Moving In Apartment no 0002 Name * Contact email Tina Jensen $tina@jensen.dk$ Mobile number 56898587 Tick if you would like to enter your country code manually Date of occupation * Resident no. O O2 Date of occupation * I $14/12/2023$ I $14/12/2023$ I $14/12/2023$	ontact person	Who's mo	ving in?		Review									
Moving In Apartment no 0002 Name * Contact email Tina Jensen $tina@jensen.dk$ Mobile number 56898587 Tick if you would like to enter your country code manually Date of occupation * Resident no. O O2 Date of occupation * I $14/12/2023$ I $14/12/2023$ I $14/12/2023$														
Moving In Apartment no 0002 Name * Contact email Tina Jensen $tina@jensen.dk$ Mobile number 56898587 Tick if you would like to enter your country code manually Date of occupation * Resident no. O O2 Date of occupation * I $14/12/2023$ I $14/12/2023$ I $14/12/2023$														
Apartment no 0002 Name * Contact email Tina Jensen tina@jensen.dk Mobile number +45 +45 56898587 Tick if you would like to enter your country code manually Date of occupation * 002 14/12/2023 Image: Non TUE WED THU FRI SAT SUN EXT 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	Who's mov	ving in?												
Name * Contact email Tina Jensen tina@jensen.dk Mobile number 56898587	Moving In													
Tina Jensen tina@jensen.dk Mobile number \$6898587 \$6898587 56898587 Tick if you would like to enter your country code manually Date of occupation * Resident no. ① Date of occupation * 002 14/12/2023 Image: Comparison of the state of	Apartment	no 0002												
Tina Jensen tina@jensen.dk Mobile number \$6898587 \$6898587 56898587 Tick if you would like to enter your country code manually Date of occupation * Resident no. ① Date of occupation * 002 14/12/2023 Image: Comparison of the state of														
Mobile number +45 v 56898587 Tick if you would like to enter your country code manually Resident no. ① Date of occupation * 002 14/12/2023 V V														
+45 56898587 Tick if you would like to enter your country code manually Date of occupation * Resident no. ① Date of occupation * 002 14/12/2023 Non TUE WED THU FRI SAT SUN FRT 27 28	Tina Jensen			una@	yjens	en.ar	(
Image: Construction Date of occupation Country code manually Date of occupation 002 Image: Country code manually 002 Image: Country code manually V December 2023 V December 2023 V V V	Mobile number													
Country code manually Date of occupation * 002 14/12/2023 I 14/12/2023 I I	+45 🗸	56898587												
Date of occupation * 002 I14/12/2023 I K December 2023 > MON TUE WED THU FR SAT SUN 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24			our											
002 14/12/2023 Image: Sate sum state sum stat	-			Data of	occur	aation	*							
MON TUE WED THU FRI SAT SUN 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	_	, 									Ë			
MON TUE WED THU FRI SAT SUN 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24					D		hor 2	022		、				
27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24											ЕХТ			
11 12 13 14 15 16 17 18 19 20 21 22 23 24														
18 19 20 21 22 23 24				4	5	6	7	8	9	10				
				11	12	13	14	15	16	17				
25 26 27 28 29 30 31														

4. Select what needs to be done with the readings in connetion with the move-out:

• Yes (Brunata evaluates the need for a move-out reading).

• No. Default will be No in some cases based on building/location/account/move-out date etc. If needed, enter comments to Brunata in the *Comments* field. The *Comments for Service Technician* field only appears if *Yes* is selected and is where you can leave a note regarding how to enter the building/apartment.

Click Next.



•	•	•		0
ontact person	Who's moving out?	Who's moving in?	What should be don	e? Review
What shou	ıld be done?			
Move-out read	ng? *			
O Yes Brunata e	valuates the need for a	move-out reading		
● No①				
Comments				
Enter comm	ents for the move-out			
				4
			ВАСК	NEXT

5. Review the information provided in the previous steps. All steps can be edited by clicking on the *Edit* icon next to each section. After you reviewed the provided information, click *Submit* to create the move order and register the new resident.



ntact person	Who's moving out?	Who's moving in?	What should be done?	Review
		🛱 PRINT	ВАСК	SUBMIT
Review				
Moving from a	partment			
Apartment no:		0002		
Address:		Vesterlundvej 14, B,	2730 Herlev	
Contact persor	n for move-out			EDIT
Name:		Lars Larsen		
Contact email:		lars@larsen.com		
Mobile numbe	r:	+45 23568985		
Who's moving	out?			EDIT
Name:		Morten Duelund		
Resident no.:		000		
Contact email:		morten@morten.dk		
Mobile numbe	r:	+45 56897889		
Address:		Æblevej 1 DK 2356		
Who's moving	in?			EDIT
Name:		Tina Jensen		
Resident no.:		002		
Contact email:		tina@jensen.dk		
Mobile numbe	r:	+45 56898587		
Date of occupa	ation:	14/12/2023		
What should b	e done?			EDIT
Move-out read	ing?:	No		
Comments:				
			ВАСК	SUBMIT

Resident profile page

The resident profile page gives you a complete overview of a resident, their consumption, bills, devices, etc.



<u>Brunata</u>

← Maria Jensen ∽

Resident details	🖉 EDIT	Consumption Overv	iew												He	ating	
System no: Property no:	57540	Current year 🛛 🗸	Current year v 🔿 Stacked bar chart O Bar chart Period: 0												od: 01/01/	2023 - 12/	12/2023
Branch no:	0001	Units															
Apartment no:	0003																
Resident no:	000	105															
Address:	Vesterlundvej 14, 1, 2730 Herlev	70															
Contact email:	maria@mail.dk	35															
Mobile:	+45 23235689	33-															
Residence:		0Jan	Feb Mar	Apr	Ma	зу	Jun		Jul	Au	9	Sep		Oct	Nov	D	ec
Online Username:	mars@brunata.com	Placement	Serial no	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Uni
Online access:	Active DELETE ACCESS	Værelse 1	04B648FD82548757	0	0	0	0	0	0	0	0	0	0	0	0	0	Unit
REGISTER MOVE OUT		Værelse 1	04B648FD82548752	111	106	136	99	30	0	0	0	0	59	122	87	750	Unit
ls / 0	 Visible to resident 	Brunata Online Res See resident's Bruna Last login: 21/03/20	ta online pages. Resider	nt's activa	ition sta	tus is: A	ctive										
There are no bills av	ailable for this resident yet	Device Overview /	,											3	12/12/202	3	8
Completed service work / 0		Placement 🗘	Serial no 🗘		U	lsage 🌲			Latest	Read	ing 🗘		Meter	value 🤤		Unit 🗘	
		🖉 Værelse 1	04B648FD8	04B648FD82548757		Heating			12/12/2023 01:52			-			Units		
No service work has been registered for this resident		🖉 Værelse 1	04B648FD8	2548752	18752 Heating			12/12/2023 01:39				752			Units		
		🖉 Værelse 1	61118534		н	lumidity			12/12/	2023	08:48		28			RH %	
		🖉 Værelse 1	61118534		Т	emperati	ire	12/12/2023 08:48				20.2			Celcius		
		🖉 Værelse 1	04B6480C0	0333156	v	Vater Lea	k		12/12/	2023	01:37					State	

Resident details

The resident detail section gives you all details about the resident, including their location and contact information. It is also here you can manage their Brunata Online access and register a move-out.



Resident details	🖉 EDIT
System no:	57540
Property no:	0001
Branch no:	0001
Apartment no:	0003
Resident no:	000
Address:	Vesterlundvej 14, 1, 2730 Herlev
Contact email:	maria@mail.dk
Mobile:	+45 23235689
Residence:	
Online Username:	mars@brunata.com
Online access:	Active
	DELETE ACCESS
REGISTER MOVE OUT	

To edit the resident's name, contact email or phone number, click *Edit* in the top right corner of the tile.

If the resident should no longer have access to Brunata Online, click *Delete access*. If the resident should be invited to Brunata Online, click *Invite resident*. See more about inviting to Brunata Online in the section <u>How to invite residents to Brunata Online</u>.

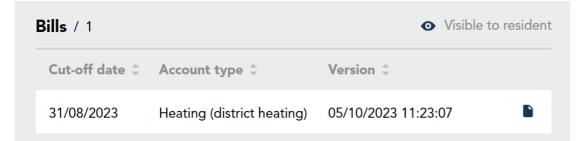
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<u>Brunata</u>

Resident details	Ø EDIT
System no:	57540
Property no:	0001
Branch no:	0001
Apartment no:	0003
Resident no:	000
Address:	Vesterlundvej 14, 1, 2730 Herlev
Contact email:	maria@mail.dk
Mobile:	+45 23235689
Residence:	-
Online Username:	mars@brunata.com
Online access:	Active
REGISTER MOVE OUT	
	INVITE RESIDENT

Resident bills

The bills section gives you an overview of the consumption bills the resident has received or that are available for them in Brunata Online for residents. Click on the document icon to open a specific bill.



Completed service work

The completed service work section gives you an overview of the service work that has been completed on the resident's address.

No service work has been registered for this resident	Completed service work / 0	
	No service work has been registered for this resident	

Consumption overview

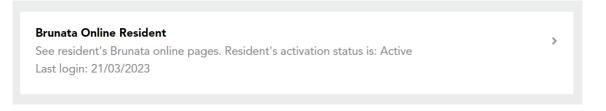
The consumption overview gives you details about the resident's consumption for the current or past year, either displayed as bar chart or stacked bar chart. In the dropdown you can select the different consumption types available for the resident.

Below the chart is a list version of the consumption with more details including total consumption for the time period.



Brunata Online resident

The Brunata Online resident section gives you details about the resident's activation status and the latest login date. Click on the tile to see the resident's Brunata Online to get more consumption details and to be able to assist the resident in case of need for support.



Resident device overview

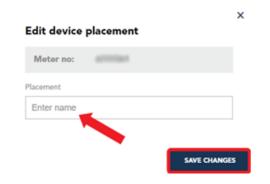
The device overview gives you a detailed view of the resident's devices, including placement, serial number, usage, latest reading, meter value and units. To see the meter value for a specific date, click



on the calendar icon or the arrows and select the date.

Device Overview / 7				12/12/2	2023 📋 📀
Placement 🐥	Serial no 🗘	Usage 🌲	Latest Reading $\mbox{$\stackrel{\diamond}{=}$}$	Meter value $\hat{\downarrow}$	Unit ¢
🖉 Værelse 1	04B648FD82548757	Heating	12/12/2023 01:52	-	Units
& Værelse 1	04B648FD82548752	Heating	12/12/2023 01:39	752	Units
	61118534	Humidity	12/12/2023 08:48	28	RH %
🖉 Værelse 1	61118534	Temperature	12/12/2023 08:48	20.2	Celcius
🖉 Værelse 1	04B6480C00333156	Water Leak	12/12/2023 01:37	-	State

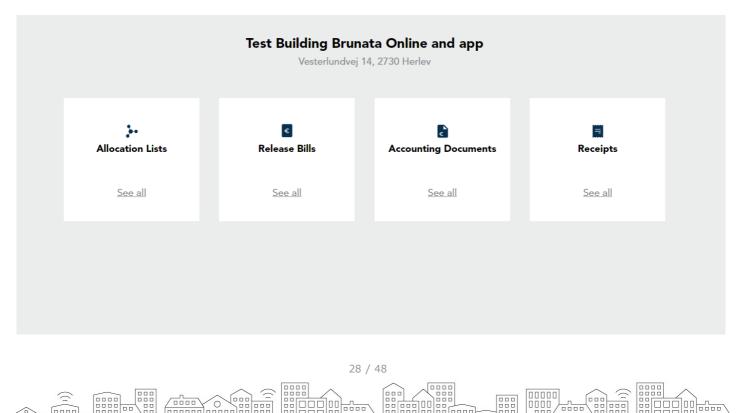
To edit the name of the placement, click on the the edit icon.



Archive

The Archive is where all the system's documents, accounting documents and bills are stored. The accounts are saved as PDF files for at least five years.

The overview page is the first page of the Archive section. Here are the shortcuts for <u>Allocation lists</u>, <u>Release Bills</u>, <u>Accounting Documents</u> and <u>Receipts</u>, which can also be accessed through the top right navigation tabs.



Allocation lists

The allocation lists specify how the consumption costs are allocated in your building. The page contains a list of all the allocation lists for your building. To see a shorter list, use the type and period dropdowns to specify your search.

Release bills

Release bills allows you to release bills to residents who have access to Brunata Online for residents, once Brunata has completed the accounting. You can release in two ways, automatically or manually.

Releasing bills manually

If the manual option is selected, you actively specify when and which bills should be released on a specific date you chose yourself:

- 1. Select which consumption period you wish to see releases for.
- 2. Tick a checkbox next to the bill or choose Select all.
- 3. Select a date in the date picker below.
- 4. Click *Submit*.

									011999	
Ha	House > Release Bills							-		
	House Chave	GE SYSTEM					Overview	Release Bills	Accounting Documents	Receip
Re	lease Bills / 8								Period Date	
He	rn you can release the bills for	kom alagnua							31-03-2021 *	+7 X
			Period End Date :		Release Date 👙		Release of Lills	should be	31-03-2023	
		Type :		Version ‡	Release Date 🗸	SELECT ALL	AUTOMATIC	MAM	31-03-2021 -	
		Heating Natural Gas	31-03-2022	A					31-03-2020 -	
		Heating Natural Gas	31-03-2021						31-03-2019 -	
		Heating Natural Gas	31-03-2019						31-03-2017 -	
		Heating Natural Gas	31-03-2018						31-03-2016 - 31-03-2015 -	
		Heating Natural Gas	31-03-2020						31-03-2015*	
		Heating Natural Gas	31-03-2017							
		Heating Natural Gas	31-03-2016	2						
		Heating Natural Gas	31-03-2015							
Re	sults per page 10 ×				< Page 1 /1					
J.	/8 Bills Selected				SUGMIT 01/04/2022	8				

Releasing bills automatically

If the automatic option is selected, bills will automatically be released and become visible to the residents as soon as Brunata has released them. After the bills have been released to the resident, they are stored in the Archive under the Bills section.

Accounting documents

The Accounting documents page gives you an overview of all accounting documents for the system:

- <u>Allocation Lists</u>
- <u>Bills</u>
- <u>Billing Results</u>
- Bill Files
- <u>Temporary Move Out Bills</u>
- Adjustment Amounts
- Bill Packages

<u>Brunata</u>

Billing results

Billing result is an excel file which lists information used to generate bills. The page contains a list of all the billing results for the building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual billing result, click on the Download icon or download all billing results in the current filter by clicking the Download all icon.

Bill files

A bill file is a PDF containing all bills for the system. The page contains a list of bill files available for the building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual bill file, click on the Download icon or download all files in the current filter by clicking the Download all icon.

Temporary move out bills

If your building operates with temporary move out bill for residents who move out, this page contains a list of those. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual temporary move out bill, click on the Download icon or download all bills in the current filter by clicking the Download all icon.

Adjustment amounts

Adjustment amounts are the amounts required to settle the consumption balance for each resident. The Adjustment Amounts page contains a list of current and past adjustment amounts for all apartments in the building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual amount file, click on the Download icon, or download all the files in the current filter by clicking the Download all icon.

Bill packages

Bill package is a .zip file which contains all residents' bills for a specific period. Here you can download packages for a system containing multiple resident bills and have them distributed. The page contains a list of bill packages for your building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual amount file, click on the Download icon, or download all the files in the current filter by clicking the Download all icon.

Receipts

Here all the receipt types for the building are stored. Click the *See all* in the tile to see all the archived receipts.

Service work receipts

Contains a list of service work receipts for the building. To see a shorter list, use the period dropdown to specify your search. To download the individual receipt, click on the Download icon, or download all receipts in the current filter by clicking the Download all icon.

Bills

In this section you find all the individual bills that have been released by Brunata. To view a list of all relevant bills, select the type of consumption and/or a period or click the *Advanced search* button to specify your selection.



Bills	
Vælg hvilke regninger du vil se	
Туре	
Vælg	~
Terminsdato	
Vælg	~
UDVIDET SØGNING A	
Gade	
Indtast gadenavn	
Gadenummer	
Indtast gadenummer	
Etage	
Indtast etage	
	SØG

The list of bills can be filtered by entering text in the search field or sorting data in each column. To edit the filters, click on the filter dropdown.

								_		REGNSKABSDOKU	MENTER	1		 Søg på beboernav
Ejd-afd-lejl 🗘	Beboernavn 🗘	Forbruger nr. ‡	Adresse ‡	Type 🤤	titles_period-date \cite{a}	Skæringsdato 🗘	Version $\hat{\downarrow}$	L	Туре				.е	• Synlig for beboer
724-2-1001	IVIGI ULI VVGGI BL	6	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12	District I	leating		~		ø
724-2-1002	Torben Ween	2	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12	Terminsdate Vælg)		~		ø
724-2-1003	Enabeli Yogie:	4	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12	Varig			•		ø
724-2-1004	Tom largement	4	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12	UDVIDET	søgning ∨				ø
724-2-1005	Elli Chistan Hede	6	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12				søg		ø
724-2-1006	Malina Roshyan	6	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12.45	5:00		<u>.</u>			ø
724-2-1006	Paula and Kerrmone	4	Dronninggårds Alle 6	District Heating	31.05.2023	14.10.2022	25.08.2023 1	12:45	5:00		*			ø
724-2-1006	Tomga	3	Dronninggårds Alle 6	District Heating	31.05.2023	19.09.2022	25.08.2023 1	12:45	5:00		*			ø
724-2-1006	1.1	2	Dronninggårds Alle 6	District Heating	31.05.2023	28.08.2022	25.08.2023 1	12:45	5:00		Ł			ø
724-2-1007	Mar Danielson	2	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1	12:45	5:00		Ł			ø
												HENT		
					Side 1 / 35	>								

To download a bill, click on the download icon next to resident's name, or download all bills in the current filter by clicking the Download all icon.

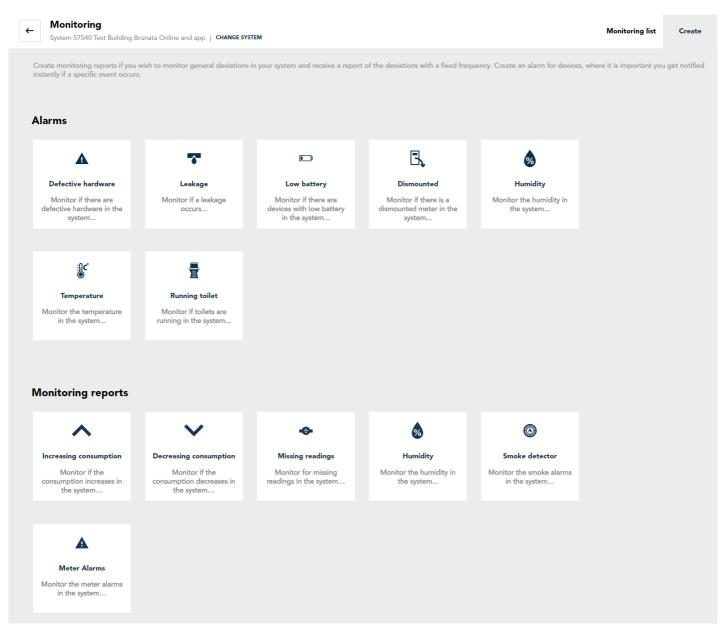


Visible to resident icon shows if the bill is visible to the resident in the Brunata Online resident portal. The icon will be shown after the bills have been released.

Navigate to Accounting documents overview page by clicking the Accounting documents button.

Monitoring

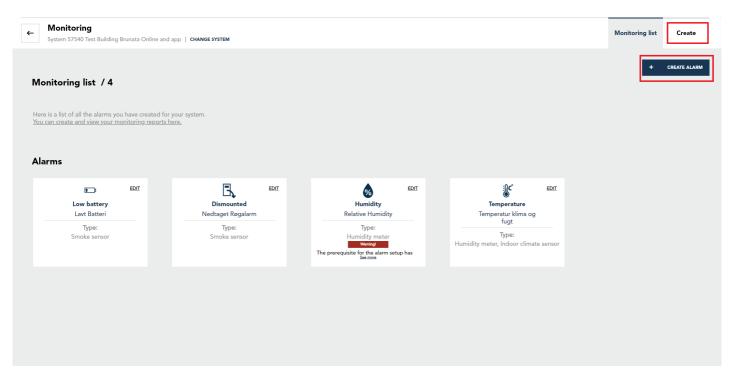
The monitoring section is where you can create alarms and monitoring reports to receive notifications if specific events occur in the system.



How to create monitoring alarms

In order to create a monitoring alarm, click *Create* in the monitoring list or the top menu.

jöleeero,



Temperature / humidity / running toilet alarms

To create a temperature / humidity / running toilet alarm, click on the corresponding tile. Select the meters and sensors you want to create the monitoring alarm for. The list of meters and sensors contains only those models in your system that support temperature, humidity and running toilet alarms. Click *Select All* to select all devices. To remove the selection click on *x* to remove one or *Remove all* to remove all devices at once.

Set the alarm rules and choose how you want to be notified when the limit is registered. Enter desired values, an e-mail address, a name for the alarm and click *Save changes*. A tile with the newly created alarm will be displayed on the <u>monitoring list</u>.



← Monitoring System 57540 Test Building Brunata Online and app CHANGE SYSTE	м	Monitoring list	Create									
Humidity Select the meters and sensors you want to create monitoring alarm for, as v system that support humidity alarms.	well as how you want to be r	notified when the humidity limit is registered. The list of meters and sensors contains only tho	e models in your									
Available meters and sensors / 3	SELECT ALL	Selected meters and sensors / 1	REMOVE ALL									
Type and name	Select	Type and name	Remove									
Vibration Sensor - EMS Vibration sensor (2 Items)	o	Carbon dioxide - Lansen CO2/Temp/Humidity (1 ltems)	8									
Climate sensor - ERS Lite Room sensor (3 Items)	0											
Humidity - CMa10W (Room sensor) (2 Items)	o											
The monitoring is covering 1 . See all meters or sensors under the menu item system <u>Here</u> Alarm rules When the humidity limit is registered, I would like to be informed in the following way												
Notify me when humidity levels are \textcircled{O}		Alarm name										
Above O Under		Humidity 65										
65	%rH											
Notify me instantly and thereafter only every:	Hour(s)	Notify me only if it arises for more than 2										
Send the notification to admin@admin.com		Notify me only if it occurs within this time period From 00:00 🗸 To 00:00 🗸										
ADD EMAI	L											
		CANCEL	SAVE CHANGES									

Leakage / low battery / defect devices alarms

To create a leakage / low battery / defect device alarm, click on the corresponding tile. Select the meters and sensors you want to create the monitoring alarm for. The list of meters and sensors contains only those models in your system that support leakage, low battery and defect device alarms. Click *Select All* to select all devices. To remove the selection click on *x* to remove one or *Remove all* to remove all devices at once.

Set the alarm rules and choose how you want to be notified when the event occurs. Enter desired values, add one or more e-mail address and click *Save changes*. A tile with the newly created alarm will be displayed on the <u>monitoring list</u>.

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Leakage				
Select the meters or sensors you wish to set up alarms for and how you wish to be notif	ied, when a leakage is registere	d. The list of meters or sensors only contains the	nodels in your system which support leaka	je alarms.
Available meters and sensors / 1	SELECT ALL	Selected meters and sensors / 1		REMOVE ALL
Type and name	Select	Type and name		Remove
Leakage detector - Leakage Detector (2 Items)	o	Leakage detector - EMS Leakage detecto	r (3 ltems)	8
The monitoring is covering 3. See all meters or sensors under the menu item system \underline{H}_{0}	<u>Prē</u>			
Alarm rules				
When a leak is registered, I would like to be informed in the following way				
Notify me instantly and thereafter only every:		Alarm name		
4	Hour(s)	Lleakage 4 hours		
Send the notification to				
admin@admin.com				
ADD EMAI	L			
			CAI	NCEL SAVE CHANGES

Monitoring list

Monitoring list shows an overview of all your created alarms for all types of sensors and meters in your building. From this page you can edit the alarm rules or delete the alarm by clicking on the edit icon. To create a new monitoring alarm go to the *create* page through the top menu or click the *create* button in the upper right corner.

Monitoring list / 4	re created for	your system.				+ CREATE
You can create and view your monito Alarms	ring reports h		EDIT	edit edit		
Low battery		Dismounted		Humidity	Temperature	
Lavt Batteri Type:		Nedtaget Røgalarm Type:		Type:	Temperatur klima og fugt	
Smoke sensor		Smoke sensor		Humidity meter Wening The prerequisite for the alarm setup has	Type: Humidity meter, Indoor climate sensor	

Notifications

After creating the monitoring alarms, all alarms registered by the sensors will be sent as a notification email to you from noreply@brunata.com. Alarms will be triggered and notification sent, when the rules for the alarm defined by you are met. The notification email contains information such as date and time the alarm was registered, device type, model and placement, system number, apartment, address, type of alarm registered and a short explanation about why are you receiving the notification.

Alarm is registered - Humidity

N noreply@brunata.com Til • Maria Brunckhorst Schmidt

\odot	← Svar	🏀 Svar til alle	\rightarrow Videresend	i	
			Wed 22/	/03/2023 17:3	7

An alarm has been registered on the following device

Serial no: 61118534 Type: Humidity meter Model: ELV - CMa10W (Room sensor) - CMa10W (OMS) wmbus Placement: Værelse 1 System no: 57540 Apartment no: 0001-0001-0003 Address: Vesterlundvej 14 1, 2730 Herlev Alarm type: Humidity Alarm trigger: Relative humidity is registered to being over 30 RH% for more than 1 hours Alarm timestamp: 22.03.2023 17:37:16 CET

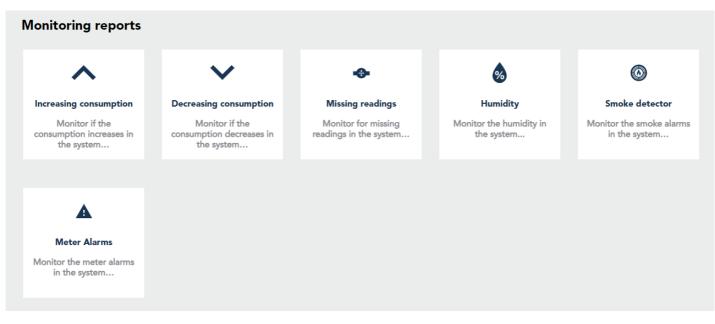
You are receiving this email notification because you have created a monitoring alarm on Humidity through Brunata Online. If you wish to cancel this service on this system, please visit https://online.brunata.com and the menu Monitoring.

All notifications during the past year are stored in the notification list. The current notifications are marked in red and you can easily see which are not fixed and require your attention.

+		ervågning 323./see ser	T ANLAIG			Status Overv	igningsliste Op	Notifikatione
Here		blik over de alar	mer som vi har registreret i dit s red rad er de aktuelle alarmer.	ystern.		e	somer Sog på fis ad	iresse, model 9
Serie	en. 2	Pro-bracise 1	Advesse 1	Placering 1	Modul :	Type :	Alarm 1	Alarm tidspunkt 1
147	181012	89-20-0022	Dronning Tuærgade 34, 1.th	Devator	TABS Healty Home DBP	Lækagedetektor	Lakage	28-04-2022 12:11:2
14	181037	89-20-0014	Dronning Tuærgade 35, 1.tv	Stue	BHG - Futura Heat - Futura Heat 3.2	Radiatormäller	Lavt batteriniveau	02-03-2022 23:01:51
147	181044	89-20-0022	Dronning Teargade 34, 1.tv	Stue	BHG - Futura Heat - Futura Heat 3.2	Radiatormäller	Levt batteriniveau	02-03-2022 23:01:5
14	181041	89-20-0022	Dronning Teargade 34, 1.tv	Devator	TABS Healty Home D89	Lækagedetektor	Lækage	02-03-2022 23:01:5
147	181036	89-20-0022	Dronning Teargade 34, 1.tv	Kakken	BHG - Futura Heat - Futura Heat 3.2	Radiatormäller	Levt batteriniveau	02-03-2022 23:01:5
147	181033	89-20-0014	Dronning Tutergade 34, 1.tv	Elevator	TABS Healty Home D89	Lækagedetektor	Lækage	02-03-2022 23:01:5
147	181025	89-20-0014	Dronning Twærgade 34, 1.tv	Elevator	TABS Healty Home DB9	Lækagedetektor	Lækage	02-03-2022 23:01:5
147	181010	89-20-0022	Dronning Twærgade 34, 1.tv	Stue	BHG - Futura Heat - Futura Heat 3.2	Radiatormäller	Lavt batteriniveau	02-03-2022 23:01:5

How to create monitoring reports

Monitoring reports differ from alarms, as these are reports sent with a fixed frequency giving you a list of the specified events over your chosen period of time. You can create monitoring reports for consumption, missing readings, humidity and meter alarms.



Consumption

The consumption monitoring report helps you monitor if there are deviations in the consumption. To create an increasing/decreasing consumption report, go to the Create page in the Monitoring section and click on the corresponding tile.

Click Add new report and go through the steps:

- 1. Usage: Select the meter usage you want to include in the report, e.g. cold water, hot water, heating. If the unit type found under Usage is not unique, select a meter category as well. The reports can only be generated with a precise unit type.
- 2. Comparison period (days): Enter the number of days to be compared, e.g. the last ten days. The report will automatically compare the chosen period with a corresponding period preceding the one you have chosen.
- 3. Deviation (%): Set a limit for the percentage deviation for when you want to be notified.
- 4. Minimum units: Set a triviality limit stated as minimum number of units to ensure your lists are not too large, but simple and clear to use. State the value in the appropriate unit type for the meter, which is indicated behind the field. If you e.g. want to see a report on water meters with a triviality limit of 10 liters, enter 0.01 m3 in the Minimum number of units field.
- 5. E-mail schedule: Specify how often you want to receive the report.
- 6. Send blank reports: Tick or untick whether you want to receive blank reports (when there are no meters with consumption deviation in that report).
- 7. E-mail recipient(s): Enter all e-mail addresses you want the report to be sent to, seperated by semicolon (;).
- 8. Save/show report: Choose either to save or to show the report. If you choose to show the report, you can save it later.

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Rising consumption - Add new rep	port	
Usage:	Heating	~
Meter category:	Flow meter	~
Comparison period (days):		
Deviation (%):		
Minimum units:		Units
Email schedule:	Disabled	~
Send blank reports:		
Email recipient(s):		4
A alar	unant in the sector of the sec	0
💢 Close 🔯 Show	v report 🔄 Send email 🗧	Save report

Missing readings

The missing readings monitoring report helps you identify meters that have not sent data in a while due to malfunctions in the meter or associated infrastructure. To create a missing readings report, go to the Create page in the Monitoring section and click on the corresponding tile.

Click Add new report and go through the steps:

- 1. Comparison period (days): Enter how many days you want to go back to see which meters have not been transmitting data. E.g. If you create the report the 15th of July and enter 10 days, the report will show how the meters that have failed to transmit data in the period 5th-15th July.
- 2. E-mail schedule: Specify how often you want to receive the report.
- 3. Send blank reports: Tick or untick whether you want to receive blank reports (when there are no deviations in that report).
- 4. E-mail recipient(s): Enter all e-mail addresses you want the report to be sent to, seperated by semicolon (;).
- 5. Save/show report: Choose either to save or to show the report. If you choose to show the report, you can save it later.

Missing reading transmissions - A	Add new report
Comparison period (days):	
Email schedule:	Disabled 🗸
Send blank reports:	
Email recipient(s):	
	li
💢 Close 🛛 🧰 Show report	t 🚊 Send email 📮 Save report

Humidity

The humidity monitoring report helps you identify deviations in the general humidity. To create a humidity report, go to the Create page in the Monitoring section and click on the corresponding tile.



Click Add new report and go through the steps:

- 1. Comparison period (days): Enter the number of days to be compared, e.g. the last ten days. The report will automatically compare the chosen period with a corresponding period preceding the one you have chosen.
- 2. Deviation (%): Set a limit for the percentage deviation for when you want to be notified.
- 3. E-mail schedule: Specify how often you want to receive the report.
- 4. Send blank reports: Tick or untick whether you want to receive blank reports (when there are no deviations in that report).
- 5. E-mail recipient(s): Enter all e-mail addresses you want the report to be sent to, seperated by semicolon (;).
- 6. Save/show report: Choose either to save or to show the report. If you choose to show the report, you can save it later.

Humidity - Add new report		
Comparison period (days):		
Deviation (%):		
Email schedule:	Disabled	~
Send blank reports:		
Email recipient(s):		li
X Close 🔯 Show report	t 😫 Send email	E Save report

Reporting of resident lists and costs

All resident and costs details for your system, must be reported online through <u>online.brunata.com</u>. Log in, select a random building from the list, where utility accounting is part of the service and click *Reporting* in the left hand menu.



-	unata _{Doline}					ABC 123456	~
ıllı					Open for reporting Reporte	d Not open for reporting	All accounts
	Reporting of information for accourt systems where reporting of information for minimum one account	0			Search system name or no.		٩
_	System name 🌣	System number O	Account ♦	Period 0	Resident list ①	Costs (i)	
₽	Building A	31226	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information	
÷	Building B	32592	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
	Building C	57329	Consumption account for heating	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	(+) <u>Report resident list</u> (+) Report resident list	Report cost information Approximation	
	Building D	38750	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	Report resident list Report resident list	Report cost information Report cost information	
	Building E	56658	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	 ⊕ Report resident list ⊕ Report resident list 	Eeport cost information Eeport cost information	
	Building F	43265	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	 ⊕ Report resident list ⊕ Report resident list 	 (+) Report cost information (+) Report cost information 	
	Building G	31099	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	 ⊕ Report resident list ⊕ Report resident list 	Report cost information Arrow Report cost information	
	Building H	51287	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
	Building I	69420	Consumption account for heating	01/01/2023 - 31/12/2023	Report resident list	Report cost information	

Accounts that are open for reporting will be the first thing you see. To see accounts that have already been reported, accounts that are not yet open or an overview of all accounts, switch between the tabs at the top.

Reporting of resident lists

If you need to report a resident list for an account, the plus icon will appear in front of it. If the resident list has already been reported, the checkmark icon will appear in front of it. If reporting of the resident list has not yet been opened, the minus icon will appear in front of it. Click on *Report resident list*.

				Open for reporting	Reported Not open for reporting	All accounts
Reporting of information	for accounting			Search system name or no.		Q
Systems where reporting of information for	r minimum one account is possible.					
System name O	System number 🌣	Account ©	Period O	Resident list ①	Costs 🚺	
Building A	31226	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Building B	32592	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
Building C	57329	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
0 -	51525	Consumption account for water	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
	38750	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Building D	30730	Consumption account for water	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Building E	56658	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Donolly 2	00000	Consumption account for water	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Building F	43265	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Lonong i	43265	Consumption account for water	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Pullidar C	04000	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Building G	31099	Consumption account for water	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
Building H	51287	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
Building I	00100	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information	
	69420			~- · · · · · · ·	— · · · · ·	

Througout the reporting flow, you will see information icons, that contain additional information to guide you through each step. The first time you click *Report resident list* you must choose between uploading a file or entering data manually.

Once the reporting is completed either manually or through file upload, the checkmark icon will appear to illustrate that the resident detail reporting is complete.



				Open for reporting Rep	ported Not open for reporting	All accounts
Reporting of information	for accounting			Search system name or no.		٩
Systems where reporting of information for	minimum one account is possible.					
System name 0	System number O	Account 0	Period 0	Resident list ①	Costs ①	
Building A	31226	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	Report cost information	
Building B	32592	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information	
Building C	57329	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
Dough of	51525	Consumption account for water	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
Building D	38750	Consumption account for heating	01/01/2023 - 31/12/2023	View resident list	(+) Report cost information	
Building D		Consumption account for water	01/01/2023 - 31/12/2023	View resident list	(+) Report cost information	
Building E	56658	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
		Consumption account for water	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information	
Building F	43265	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	Report cost information	
		Consumption account for water	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information	
Building G	31099	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information	
Sector and		Consumption account for water	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information	
Building H	51287	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
Building I	69420	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	+ Report cost information	
	55420	P		○ ■	∩	

Manual reporting of resident lists

The first time you click *Report resident list* you must choose between uploading a file or entering data manually. Click on *Manual input* to select that method.

Brunat	<u>1</u>	ABC 123456	~
System	Reporting / Report resident list		
Residents	Here you can select the method you want to use when reporting resident data for your consumption account. You can easily change between uploading and entering resident data manually later if you want. Plea file must be deleted before you are able to switch to manual entry of data.	se note that if you have uploaded a file, ?	then the
Reporting			
Archive	UPLOAD FILE MANUAL INPUT		

This opens the existing list of resident details that Brunata has available.



Report resident list (Manual input)

Here you can enter information about the residents who must be included in the consumption account for this period. The residents you see in the list are those we already have in our system. You must correct any errors in these residents' information. If residents are missing on the list, you must add them by clicking on "Add new resident". If a resident on the list is not to be included in the accounts, this must be deleted by clicking on "Delete resident". Please noted The page saves your entered information automatically.

		On account amount ①	Move in date ①	wove out date U	ew address () Add new resident ()	Delete resident 🕕
002	huger Higher	4,800.00			① Add new resident	
002	Christian Jersen	4,200.00	01/03/2015		\oplus Add new resident	
002	Camilla Frederikaen	6,000.00	01/11/2009		\oplus Add new resident	
002	Erik Hansen	3,300.00			\oplus Add new resident	
002	Nonico Transe	4,200.00	01/02/2021	02/01/2023	🖉 💮 Add new resident	
123	100	0.00	03/01/2023		\oplus Add new resident	🗊 Delete residen
002	Kanper Hamann	4,800.00	01/04/2014		⊕ Add new resident	
	002 002 002 002 123	002 002 002 002 123	002 4.200.00 002 6.000.00 002 3.300.00 002 4.200.00 123 0.00	002 4.200.00 01/03/2015 002 6.000.00 01/11/2009 002 3,300.00 1/102/2021 002 4.200.00 01/02/2021 123 0.00 03/01/2023	002 4,200,00 01/03/2015 002 6,000,00 01/11/2009 002 3,300,00 □ 002 4,200,00 01/02/2021 002 0,00 01/02/2021 002 0,00 01/02/2021	002 4,200,00 01/03/2015 Image: Contract of the second

Building I

Changes made anywhere other than here in the resident list will not be visible. Resident changes during the accounting period must therefore be made in the resident list. The advance payment from the previous accounts is shown for each resident. Only residents included in this account are shown. Former residents and residents who have moved in after the end of the accounting period will not appear.

<u>Edit</u>, <u>add</u> or <u>delete</u> residents and click *Approve resident list*. When you approve the resident list for an account, you will no longer be able to edit the residents. The advance payments for this account will also be locked. You will still be able to enter the advance payments on other accounts, if you have several accounts on the same system with the same settlement date.

to to list of account	s Go to file upload		Re	esults per page 10 V		-	PPROVE RESIDENT LIS1
Sum			52,725.00				
01-60131-0011	002	Baffer & Summary	4,500.00	01/06/2011		① Add new resident	
01-60131-0009	004	Macaul Padersen / Jam	7,125.00	15/03/2022		\oplus Add new resident	
01-60131-0008	002	Auto Januari	4,800.00	01/08/2003		\oplus Add new resident	
01-60131-0007	002	Bulgerin itaas Chan	4,200.00	01/09/2019		④ Add new resident	
01-60131-0006	002	Kangel Stations	4,800.00	01/04/2014		④ Add new resident	
	12	Mail: Uprisen	0.00	30/12/2023		\oplus Add new resident	🗊 Delete resident
01-60131-0005	002	Number Payment	4,200.00	01/02/2021	29/12/2023	🖉 🕀 Add new resident	
01-60131-0004	002	Erik Harsen	3,300.00			④ Add new resident	
01-60131-0003	002	Consilia Predentisien	6,000.00	01/11/2009		① Add new resident	

Once you have clicked *Approve resident list* you will get a status report on whether the costs for the accounts have been approved or not. Note: if there are several accounts, they must be approved individually by clicking the *Approve* button for each account.

Edit an existing resident

If there are changes to an existing resident, e.g. new moving in date, advance payment, resident number, etc., they must be edited here. Use the information icons if in doubt.

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Report resident list (Manual input) Building A, Street 1, City

Here you can enter information about the residents who must be included in the consumption account for this period. The residents you see in the list are those we already have in our system. You must correct any errors in these residents' information. If residents are missing on the list, you must add them by clicking on "Add new resident". If a resident on the list is not to be included in the accounts, this must be deleted by clicking on "Delete resident". The age saves your entered information automatically.

```
System: Building A, Street 1, City
Account: Consumption account for heating
Account period: 01/01/2023 - 31/12/2023
```

4

Apartment (11)	Resident no. 🛈	Name ①	On account amount ①	Move in date 🕕	Move out date	I New address (i)	Add new resident 🕕	Delete resident (i)
1-60131-0001	002	huger Higher	4,800.00				① Add new resident	
1-60131-0002	002	Christian Jansen	4,200.00	01/03/2015			🕀 Add new resident	
1-60131-0003	002	Candla Frederiksen	6,000.00	01/11/2009			🕀 Add new resident	
1-60131-0004	002	Erik Harsen	3,300.00				🕀 Add new resident	
1-60131-0005	002	No.000 Toron	4,200.00	01/02/2021	02/01/2023	Ø	④ Add new resident	
	123	10am	0.00	03/01/2023			🕀 Add new resident	🗊 Delete resident
1-60131-0006	002	Kasper Hamato	4,800.00	01/04/2014			🕀 Add new resident	
1-60131-0007	002	Barigarter Kasa Chare	4,200.00	01/09/2019			(+) Add new resident	

Building I

Add a new resident

If an apartment has a new resident in the relevant accounting period or has been empty for a period, click on *Add new resident*. It is important that you do NOT simply change the name of the resident that moved out. There is a risk of breaching the GDPR rules if you do.

he list, you must ad System: Building A Account: Consumpt	d them by clicking on "Add new	who must be included in the consumption resident". If a resident on the list is not to). If residents are missin
Apartment (11)	Resident no. ①	Name 🕕	On account amount ①	Move in date ①	Move out date ① New address ④	Add new resident ①	Delete resident ①
01-60131-0001	002	Pulati History	4,800.00) Add new resident	
01-60131-0002	002	Christian Jensen	4,200.00	01/03/2015		⊕ Add new resident	
01-60131-0003	002	Camilla Frederikaen	6,000.00	01/11/2009		① Add new resident	
01-60131-0004	002	Erik Harson	3,300.00			Add new resident	
11-60131-0005	002	Nonice Transport	4,200.00	01/02/2021	02/01/2023	🖉 🕀 Add new resident]
	123	titure.	0.00	03/01/2023) Add new resident	🗊 Delete residen
1-60131 <mark>-</mark> 0006	002	Kanpéti Hamanin	4,800.00	01/04/2014) Add new resident	
1-60131-0007	002	Barigamin Kasa Cham	4.200.00	01/09/2019		(+) Add new resident	

Building I

Fill in the name and move-in date of the new resident. If the apartment has been empty for a period of time, you can write "Empty" or "Vacant" in the name.

Add a new resident		×
Apartment	01-60131-0001 Building E	
Resident moving out	John Johnsen Moved in date 01/02/2021	
New address	0	
Resident moving in	Resident no. Name Move in date	
	On account amount	
	0.00	
	CANCEL	SAVE

Only fill in the new address of the person moving out, if you want it to appear on the resident's utility bill. Please note that the move-out date of the previous resident is automatically set to the day before the move-in date of new resident.

You cannot add a new resident with a move-in date outside the accounting period. Moves from before the period (and which were mistakenly not included in the latest accounts) can be reported with the start date of the period as the move-in date instead.

Move-outs that occur after the end of the accounting period can be registered in the <u>resident profile</u> <u>page</u>.

Delete a resident

If a resident who is not part of the accounts mistakenly appears on the list, you can delete the entry by clicking *Delete resident*. When a resident is deleted, the move-out date of the previous resident is automatically changed.

01-60131-0005	002	Noblas Tohde	4,200.00	01/02/2021	29/12/2023	Ø	④ Add new resident	
	12	Mark Marksen	0.00	30/12/2023]		\oplus Add new resident	窗 Delete resident

File reporting of resident lists

The first time you click *Report resident list* you must choose between uploading a file or entering data manually. Click on *Upload file* to select that method.

Brunata			ABC 123456 ∽
System	Reporting / Report resident list		
Residents	Here you can select the method you want to use when reporting resident data for your consumption account. You can easily cha file must be deleted before you are able to switch to manual entry of data.	nge between uploading and entering resident data manual	ly later if you want. Please note that if you have uploaded a file, then the
Reporting			
Archive	UPLOAD FILE	MANUAL INPUT	
	<u>ث</u>		

You can upload the file formats txt or csv. If that's not possible, you can use Excel.

Drag the file to the upload area on the page or use *Browse files* to search for files on your computer. If you change your mind, and want to enter manually instead, please delete any uploaded files and click *Go to manual input*.



	unata ^{Online}					ABC 123456	~
∎ i l∎	Reporting / Report resident list	Upload file with resident data)					
: *	fixed positions. If you cannot upload files in or	es, occupation periods, on account amounts etc. to be used for the preparation of the co ne of these formats, you can use Excel. To ensure that we can import data from the file, prtant that it does not change from year to year without us being notified.					
-	Account Account	Consumption account for heating 01/01/2023 - 31/12/2023		Account Accounting period	Consumption account for water 01/01/2023 - 31/12/2023		
É		Θ			Ð		
		BROWSE FILES			BROWSE FILES		
	No files uploaded			No files uploaded			
	Note that the costs for the account have	not been approved yet		Note that the costs for the account have	not been approved yet		
	Report cost information			Report cost information			
		APPROVE RESIDENT LIST	1		APPROVE RESIDENT LIST		
	Go to list of accounts Go to manual input	ţ					

To ensure that we can load data from the file, please contact us if this is the first time you are reporting resident details to us in a file. We can adapt our input system to the format you use to report on your system. It is therefore important that it does not change from year to year without notifying us.

When the file is uploaded you can either upload a new file, download the file or delete it. When you are ready, click *Approve resident list*. If you have more than one account with the same final settlement date, please remember to upload files on all accounts and approve them individually.

	unata ^{Ontine}					ABC 123456	~
ılı.	Reporting / Report resident list	Joload file with resident data)					
*** **	fixed positions. If you cannot upload files in or	es, occupation periods, on account amounts etc. to be ne of these formats, you can use Excel. To ensure that ritant that it does not change from year to year without	we can import data from the file, please con				
	Account Accounting period	Consumption account for heating 01/01/2023 - 31/12/2023		Account Accounting period	Consumption account for water 01/01/2023 - 31/12/2023		
Ţ.							
		BROWSE FILES			BROWSE FILES		
	Resident list A.txt - 15 Bytes		2 1	C Resident list B.txt - 15 Bytes		Ð	Î
	Note that the costs for the account have	not been approved yet		Note that the costs for the account have	not been approved yet		
	Report cost information			Report cost information			
		APPROVE RESIDENT LIST			APPROVE RESIDENT LIST		
	Go to list of accounts						

Reporting of costs

If you need to report costs for an account, the plus icon will appear in front of it. If the costs have already been reported, the checkmark icon will appear in front of it. If reporting of costshas not yet been opened, the minus icon will appear in front of it. Click on *Report cost information*.

During reporting, you will find information icons. By clicking on them, you will find more information about that step in the process.



				Open for reporting Rep	ported Not open for reporting All accounts
Reporting of information for Systems where reporting of information for mini	•			Search system name or no.	Q
System name 🛇	System number ◇	Account 🛇	Period 🛇	Resident list ①	Costs (i)
Building A	31226	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information
Building B	32592	Consumption account for heating	01/01/2023 - 31/12/2023	(+) Report resident list	(+) Report cost information
Building C	57329	Consumption account for heating	01/01/2023 - 31/12/2023	Report resident list	Report cost information
		Consumption account for water	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information
Building D	38750	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	Report resident list Report resident list	Report cost information Report cost information
Building E	56658	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	 ⊕ Report resident list ⊕ Report resident list 	 ⊕ Report cost information ⊕ Report cost information
Building F	43265	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	 ⊕ Report resident list ⊕ Report resident list 	 ⊕ Report cost information ⊕ Report cost information
Building G	31099	Consumption account for heating Consumption account for water	01/01/2023 - 31/12/2023 01/01/2023 - 31/12/2023	 ⊕ Report resident list ⊕ Report resident list 	Report cost information Areport cost information
Building H	51287	Consumption account for heating	01/01/2023 - 31/12/2023	+ Report resident list	+ Report cost information
Building I	69420	Consumption account for heating	01/01/2023 - 31/12/2023	Report resident list	Report cost information

General information

On the general information page check that the information already entered is correct. Edit the information if there are changes by clicking on the pencil icon.

-	inata_		ABC 123456	~
ılı.	Reporting / Report cost information			
:*** (M)	Here you can report the expenses that must be included in the consumption account and other	information of importance for the preparation. You can find more information by clicking the information icons below.		
Ţ.	System	31226 Building A Street 1 City		
é.	Account	Consumption account for heating		
	Accounting period	01/01/2023 - 31/12/2023		D
	Email address for accounting	acontoreginskab@newsec.dk		Ø (i)
	Legislation	 ✓ Lejeloven Ertivervslejeloven Den Almene Lejelov 		Ø (j)
	Administrator	ABC		Ø ()
	Invoice receiver	ABC		Ø 1)

Costs to be allocated

Enter the cost to be shared between the residents under *Costs to be allocated*. The page is prepopulated with the information we expect the accounts to contain, often based on the most recent accounting period.

Report the new costs you want to be included in the accounts. If only amounts need to be changed, simply fill in the existing cost lines. If you want to add a new line to an existing group, click *Add cost line*. You can delete a line by clicking the recycle bin icon.

If you have made changes to the accounting setup, you can delete or add groups. A group contains cost lines within the same cost category. If you need to add a new group, click *Add a new cost group*. If an existing group is to be removed from the accounts, remove the checkmark by *This cost group must be included in the accounts*.

Costs to be allocated Here you can enter the cost	s to be allocated in the accourt	ıt.						_
Cost group 1 Consumption cost	Expense *	VAT *	Туре *	Consumption amount	Unit	This cost group must be included be calculated be calcu		count
~	78,853.05		District heating cost	102.13	MWh			
~		~	District heating cost	/	MWh	~		1
						+ Add	d a new cost li	ne (
Cost group 2						This cost group must be included and the included and	uded in the acc	ount
Consumption cost	Expense *	VAT *	Туре *	Consumption amount	Unit	Calculated b	y Brunata	(
	9,446.4		Wood pellets cost					
		~	Wood pellets cost	/		~		1
	8,458.7		Electricity cost					
		~	Electricity cost	/		~		Ĩ
	6,432.5		Oil cost					
		~	Oil cost	,		~		1

You can have several cost groups or just one.

-	nata							AB(1234		~
ii∎	Costs to be allocated Here you can enter the cost	s to be allocated in the acc	count.							
illi i	Cost group 1							This cost group r	must be included in the a	ccount (i)
(11)	Consumption cost	Expense *	VAT *	Type *		Consumption amount	Unit	c	alculated by Brunata	i
	~	78,853.05		District heating cost		102.13	MWh			
	~		~	District heating cost	~		MWh	~		Î
÷									+ Add a new cos	t line (i)
_									+Add a new cost	group (j)

Additional information

Fill in additional information if there are relevant receipts or special circumstances that Brunata needs to consider in the accounts. Note that the messages are not read before we start processing the accounts. If you have questions or want to get in touch with us, please call us or send an e-mail.

Additional information Here you can add additional information regarding this specific account. Note that we do not read the comments or view the files before we begin processing the cost information.	Û
Note regarding the accounts	File upload
	BROWSE FILES
	h

Message to residents

If you want to add a message to residents' bills, please choose whether the message should be the same for refunds and additional payments or two different messages. If there is a message from last year, that message will be used, and you can simply make any changes required.

Message to resident Here you can enter a message that you want to have displayed on the resident's bills (max 500 characters).	
O Use the same text for refunds and additional payment	O Use different texts for refunds and additional payment
Message from administrator (for refunds)	Message from administrator (for additional payment)
Refunds will be deducted from the next rent payment. If the amount exceeds the rent, the remainder will be de ducted the following next month.	Additional payment will be charged to the rent for June. For installment plans, email info@abc.com or call 123456789 before 15/5, but the amount must exceed 1400.
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Contact person

Fill in your contact details, so that we can contact you in case of questions about the reported data.

Contact person Please let us know who to contact if we have questions regarding the reported info	mation.	(j)
Name *		
E-mail *		
Phone *		
Go to list of accounts Report resident list	RESET COST LINES	SAVE DRAFT SAVE DATA AND APPROVE COSTS

Resetting fields

If you want to start over with reporting of cost groups and cost lines, click *Reset cost lines*. Then all the cost lines are deleted and replaced with the information we have in our system.

Saving draft

If you want to complete the reporting later, click *Save draft* and return to finish at another time.

Approving costs

When you are ready to submit the costs, click *Save data and approve costs*. Once you have approved the costs, you can no longer edit the data. You will receive a status report on whether the resident list for the accounts has been approved or not.

Save and approve costs		×
When you have approved your reporting of costs, you will no longe	r be able to ch	ange the data.
The resident list has not been approved yet. Once the costs and th preparing the accounts.	e resident list	have both been approved, we can start
	CANCEL	SAVE DATA AND APPROVE COSTS

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