



**OptionC**  
ENERGY MANAGEMENT  
MEASUREMENT & VERIFICATION SYSTEM

# Metrix Import Tool Guide



Documentation Revision 03/01/2018

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# 1. METRIX IMPORT TOOL

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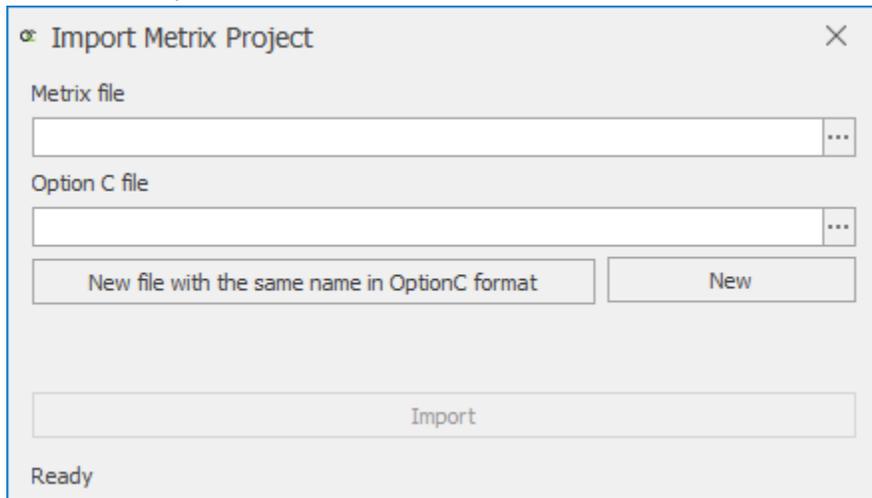
## 1 WHAT IS THE METRIX IMPORT TOOL?

This tool allows Metrix 4 projects to be converted into a format usable by Option C. If you are not a Metrix 4 user, you can ignore this tool. If you have Metrix 4 projects you wish to convert to Option C, see the directions below on how to do so. For any questions regarding use of the tool, contact [Helpdesk](#).

## 2 USING THE METRIX IMPORT TOOL

To convert a Metrix 4 project using the Option C Metrix Import Tool, follow these instructions:

1. Go to Start > (Programs)<sup>1</sup> > Option C > Option C Metrix Import Tool.
2. The Metrix Import Tool will launch. It will look like this:

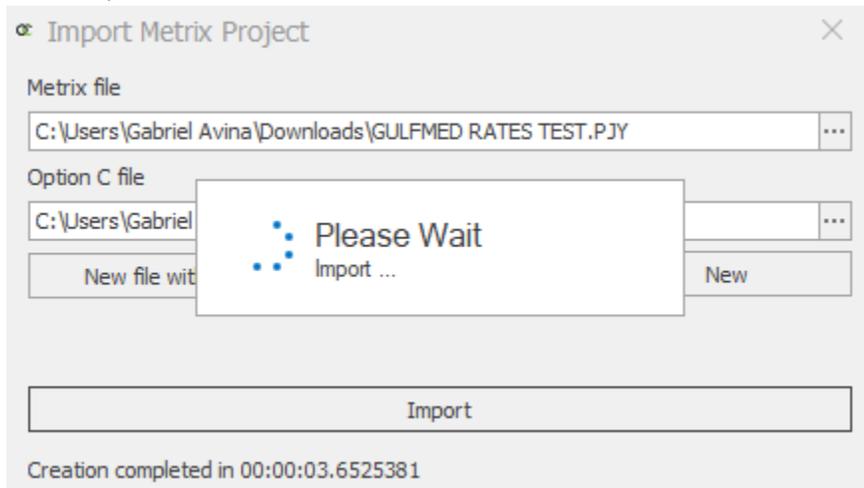


3. Click the '...' at the right of the upper panel to browse for the Metrix .PJY file you wish to convert. You can also type the path directly into the 'Metrix file' field.
4. Once you have selected your .PJY file, click 'New file with the same name in OptionC format'. This will create an Option C file of the same name, in the same directory as the original. You may also click 'New', to give the file a new name and save it to a destination of your choice.

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<sup>1</sup> Windows 7 and earlier.

5. Click 'Import'. The conversion will take a few seconds<sup>2</sup>:



6. You will be prompted once the import is complete.
7. Click 'Ok' and exit the Metrix Import Tool.
8. You may now open your newly converted Metrix project in Option C.

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<sup>2</sup> For very large files, conversion may take up to several minutes.