Energy Profiler Online[™] 8.0

User Guide

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Safety Information

Important Information

Read these instructions carefully and look at the equipment to become familiar with the device before trying to install, operate, service or maintain it. The following special messages may appear throughout this manual or on the equipment to warn of potential hazards or to call attention to information that clarifies or simplifies a procedure.



The addition of either symbol to a "Danger" or "Warning" safety label indicates that an electrical hazard exists which will result in personal injury if the instructions are not followed.

This is the safety alert symbol. It is used to alert you to potential personal injury hazards. Obey all safety messages that follow this symbol to avoid possible injury or death.

DANGER indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.

A WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

CAUTION indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury.

NOTICE

NOTICE, is used to address practices not related to physical injury.

Please Note

Electrical equipment should be installed, operated, serviced and maintained only by qualified personnel. No responsibility is assumed by Schneider Electric for any consequences arising out of the use of this material.

A qualified person is one who has skills and knowledge related to the construction, installation, and operation of electrical equipment and has received safety training to recognize and avoid the hazards involved.

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Section 1—Overview

What is Energy Profiler Online?	Utility providers and their customers use Energy Profiler Online™ (EPO) to analyze and communicate energy consumption information. EPO provides system energy reporting, alarming, monitoring, analysis, and event management.
	EPO helps you compare past energy use, anticipate energy costs, and manage curtailment events. The EPO system can receive meter consumption information and configure the incoming data according to your needs.
	Energy Proflier Online is one of the industry's leading tools for web-based load data visualization and analysis. EPO takes interval meter data collected in a number of common file formats and presents it through your web browser using intuitive tables and graphs. You can access a secure area of your utility's web site to view load profiles, usage history, and a variety of helpful statistics.
	With the energy usage information EPO provides, you can acknowledge notifications from distributors online and make informed decisions about your energy usage. The service is easy to use and is available 24 hours a day, everyday.
EPO Web Site Features	You can use EPO to monitor usage, evaluate the effectiveness of energy saving programs, establish benchmarks, and gain a better understanding of how your entire organization uses energy. With EPO you can do the following:
	 Analyze information on multiple levels to isolate or consolidate sources.
	 Retain historical data and statistics to track and compare past energy usage and price trends.
	 Forecast power usage schemes and anticipate future costs by generating hypothetical scenarios.
	Synchronize data feeds from Schneider Electric hardware devices.
	• Collect data points in intervals up to every 15 minutes—24 hours a day, 365 days a year.
	 Track real-time and hourly pricing for the most up-to-date information needed to plan an energy strategy.
	• Streamline communication with utilities for real-time pricing (RTP) and load curtailment program events.
	Automate bill estimation and tracking.
	Access user energy usage information in open, standard based Green Button format.
What's New	This user guide has been updated to include information for EPO 8.0. Supplemental information is provided as software updates become available.
	To find out more about Schneider Electric products and services, visit us on the web at www.energyprofileronline.com or contact your power administrator.

Section 2—About The User Guide

Purpose	The purpose of this guide is to provide you with the knowledge and procedures needed to use Energy Profiler Online.
	This document may be used as a guide to acquaint first-time users with the web site or as a reference manual for experienced users.
	All input data is explained, with the most advanced features described in detail by showing displays of the application and providing step-by-step instructions.
Intended Audience	This document is written primarily for end users of EPO. An end user may be a utility employee or a customer of the utility. Please note that the EPO Administrator's Guide provides the most comprehensive information for utility distributors using EPO.
Structure	The sections in the user guide explain the technical information or operations necessary to use EPO from the web site. The manual is divided into four sections that are then subdivided into topics to correspond to the functions of the web site:
	 Section 1–Overview introduces you to the software and its features.
	 Section 2–About The User Guide describes the contents of this manual.
	 Section 3–Getting Started describes how to log in and navigate EPO.
	 Section 4–Using Energy Profiler Online describes how to use the EPO software and is organized to correspond to the site design.
Using This Document	This document presents information similar to a first time user's access to EPO. You can use it as both a learning aid and a reference tool. This document provides instructions on logging in, generating reports, responding to curtailment events, and more.
	In addition to this user guide, every screen in EPO includes a help button. Click the Help link in the upper right corner of the screen to see details for the screen you are viewing.
	EPO User V Preferences Help

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Section 3—Getting Started

Logging in to the web site

Logging in to EPO is simple. However, you will need a User ID and Password from your system administrator.

- 1. In your web browser, navigate to the EPO Login Page going to the URL.
- 2. For Rocky Mountain Power https://csapps.rockymountainpower.net/business-insights
- 3. For Pacific Power https://csapps.pacificpower.net/business-insights
- 4. Enter your User ID and Password (for first time log in you will need to reset your password by clicking "Forgot or change password").



Business	Sign in	
insights	User ID	
Convert energy data into money-saving information	Password	Ø
Critical energy decisions become manageable when you have the right Information.	Remember me What's this?	
Our Energy Profiler program converts energy data into money-saving information. It monitors electricity consumption and converts it into	SIGN IN	
easy to understand charts and graphs.	Forgot User ID? Forgot or change password?	

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Business insights

Convert energy data into money-saving information

Critical energy decisions become manageable when you have the right information.

Our Energy Profiler program converts energy data into money-saving information. It monitors electricity consumption and converts it into easy to understand charts and graphs.



viscance viscance viscance viscance Peports viscance visca	references Help
Reports Dete Range Image: Determine Statistics Comparison Statistics Determine Statistics Determine Statistics Comparison Statistics Determine Statistics Determine Statistics Using Hindow Determine Statistics Determine Statistics Determine Statistics Using Hindow Determine Statisting D	
NOTE: If you are a first time user you will automatically be directed to the Rep the Date Ranges/Accounts screen. Once you've logged in, you can adjust your Preferences to log in to a favorite i subsequent logins. See "Preferences" on page 61 for more information. igating the EPO This section provides information about common features of EPO. al Navigation Bar Tabs located on the global navigation bar near the top of the screen provide ad main functions of EPO. HBOARD REPORTS HISTORICAL COMPARISON FAVORITES Click a tab to access the associated functions. Refer to Section 4"Using Ener Online" on page 15 for more information about the functions in each tab.	
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Click a tab to access the associated functions. Refer to Section 4–"Using Ener Online" on page 15 for more information about the functions in each tab.	
	ıy Profiler
You may not see all of the tabs shown above. The available tabs and function your subscription level. This document explains all of the functions of EPO, even have access to all functions.	are based o n if you do no
Navigation MenuThe left navigation menu on the left side of the screen lists the functions availa selected tab. The left navigation menu changes based on the tab you select.	le in the

Reports
Date Ranges/Accounts
Summary Statistics
Comparison Statistics
Comparison Graph
Average Profiles
Load Duration Curve
Load Profiles
Usage History
Emission Report
Hourly Prices
Estimated Bill
Map
Export

Using the Display Screens Y

You can navigate to each screen in EPO by using the tabs in the global navigation bar and clicking an item in the left navigation menu.

For example, the Historical Comparison tab is used to compare changes in past usage over selected periods for a single account only. Using the menu screens in this tab, you can generate reports and visual aids that compare data collected for an account over time.

The following example shows the left navigation menu for the Historical Comparison tab.

Historical Comparison
Select Customer
Select View and Account
Select Dates

Why Did the Left Navigation Menu Change?

Menu choices may be similar or identical to choices in other tabs, while some menu choices are unique to one tab only. Also, left navigation menu options will update according to which selections are made.

For example, the Historical Comparison tab initially offers the Select View and Account, and Select Dates choices. Depending on which options are selected, additional menu choices may be shown.

Relative to the previous screen shot, the example below demonstrates that more menu options have become available after moving to the Select Dates screen.

DASHBOARD	REPORT	s				HIST	ORICAL (ОМРА	RISON		FAVO	NTES						-	
Historical Compariso	n	Мо	onth	ly Co	omp	arisor	n Date	e Sel	ectio	n			Sele	ect two o	or mon	e mon	ths for	compan	ison
Select View and Account				20	15			20)14			20)13			2	012)
Select Dates Monthly Profiles			JAN MAY	FEB JUN	MAR JUL	APR AUG	JAN MAY	FEB JUN	MAR JUL	APR AUG	JAN MAY	FEB JUN	MAR JUL	APR AUG	JAN MAY	FEE	MAS JUL	APR	
Monthly Totals			SEPT	OCT	NOV	DEC	SEPT	ост	NOV	DEC	SEPT	OCT	NOV	DEC	SEPT		. NO	DEC	
Historical Export	-			20	11			20)10			20	009			2	800)
			JAN MAY	FEB JUN	MAR JUL	APR AUG	JAN MAY	FEB JUN	MAR JUL	APR AUG	JAN MAY	FEB JUN	MAR JUL	APR AUG	JAN MAY	FEE	MAS JUL	APR	
			SEPT	ост	NOV	DEC	SEPT	ост	NOV	DEC	SEPT	ост	NOV	DEC	SEPT		NO	DEC	
				20	07			20	006			20	005			2	004)
		Ι.	JAN MAY	FEB	MAR	APR	JAN MAY	FEB	MAR	APR AUG	JAN MAY	FEB	MAR JUL	APR AUG	JAN MAY	FEE	MAR JUL	APR	
		5	SEPT	ост	NOV	DEC	SEPT	ост	NOV	DEC	SEPT	OCT	NOV	DEC	SEPT		NO	DEC	

For more information on using Historical Comparison functions, refer to "Historical Comparison" on page 66.

Report Controls

The EPO web site uses several methods for adjusting and selecting data. Some screens offer buttons that assist in the saving, storing, formatting, or printing of a generated report.

You can use drop down menus, check boxes, radio buttons and more to adjust the report criteria, locate the source data, or alter the view.

The figure below highlights two of the chart controls available on a screen.



А	This control allows you to display your report data in a month view, a week view, or a day view. Use the arrows on either end to change the days being displayed in the graph.
В	The date range can be expanded or narrowed using the slider (hold and drag the edge of the slider to the right or left).

Section 4—Using Energy Profiler Online

The major functions of Energy Profiler Online are separated by the tab headings in the global navigation bar located at the top of the Energy Profiler Online site. Each tab contains a left navigation menu with various options. Click on a menu to perform specific functions, such as selecting accounts and viewing reports.

NOTE: This section describes each tab available in the top tool bar. For details on navigating the web site, refer to "Getting Started" on page 11.

Energy Profiler Online is offered on subscription levels. Higher subscription levels offer additional functionality by providing enhanced Energy Profiler Online modules.

This manual contains information on all aspects of Energy Profiler Online at all subscription levels. Therefore, you may see information in this manual that not be relevant if you are using a different subscription level.

ReportsThe Reports tab is used for generating Energy Profiler Online reports. The system logs
information collected from on-site meters for tracking, analysis, comparison, and bill
estimation. You can use the Reports tab to generate reports that let you review the incoming
load data and present the information in useful ways.

With Reports you can customize and save the reports with preferred attributes and route them using e-mail to interested parties. This section explains the tools and menu options in the Reports tab.

Date Ranges/Accounts The Date Ranges/Accounts screen in the Reports tab is the first screen that appears when you log in to the site.

To set account and date range information for reports, complete these steps:

- 1. Click the Reports tab.
- 2. In the left navigation menu, click Date Ranges/Accounts.

BOARD	REPORTS	HISTORICAL COMPARISON	FAVORITES				
Reports		Date Range		Ac	counts	Meters	Groups
Date Ranges/A	ccounts	-			Descriptio	on Dates Av	ailable
		Custom Date Range			Factory	11/02/2002	- 07/13/2015
Summary Stati	stics	06/14/2015 to 07/13/2015			Office	11/02/2002	- 07/13/2015
Comparison Sta	atistics				Store 1	11/02/2002	- 07/13/2015
`omnarison Gr	aph	Last 30 Days Available			Store 2	11/02/2002	- 07/13/2015
iomportion of	apri	Cast 30 Bays Available			Store 3	11/02/2002	- 07/13/2015
verage Profile	25	Month to date			Store 6	11/02/2002	- 07/13/2015
oad Duration	Curve	Year to date		0	Store 7	11/02/2002	- 07/13/2015
oad Profiles					Store 8	11/02/2002	- 07/13/2015
oudifionies		 Yesterday 			Store 9	11/02/2002	- 07/13/2015
Jsage History		Last Month					
mission Repo	rt			S	elect All	Clear All	
Hourly Prices						_	
stimated Bill				Mor	iday, July 13, 2	ige Sunday, June 14 015	, 2010 Inrough
Aan				_			

3. Click Accounts, Meters, or Groups to select the type of entities for the analysis.

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- 4. Check the box next to the account, group or meter you want to include in the analysis.
- 5. Under **Date Range**, select the date range for analysis. The date ranges available for each entity are shown in the **Description** box.
- 6. Select the type of report from the left navigation menu, such as Summary Statistics.

The report is displayed and shows the matching data for the select entities and data range.

Accounts, Meters, and Groups One of the more valuable features of Energy Profiler Online is the flexibility of viewing and comparing data on multiple levels. You can set the reports to display information and statistics by account, meter, or group. These three levels of data are arranged in a hierarchical structure and include:

- Accounts Compare and view data from individual accounts and optionally include multiple meters.
- Meters Compare and view data from individual meters in an account, that is, a specific power meter located at a site.
- Groups Compare and view data that is combined for several or all of your accounts.

On the Date Ranges/Accounts screen, click the **Accounts**, **Meters**, or **Groups** tab to see the available locations, devices, or groups for each reporting level. Check the box next to any item to select it for inclusion in the report.

Acco	ounts M	eters	Groups					
	Description	Dates A	Available					
	Factory	11/02/20	02 - 05/19/2015					
	Office	11/02/20	02 - 05/19/2015					
	Store 1	11/02/20	02 - 05/19/2015					
	Store 2	11/02/20	02 - 05/19/2015					
	Store 3	11/02/20	02 - 05/19/2015					
	Store 4	11/02/20	02 - 05/19/2015					
	Store 6	11/02/20	02 - 05/19/2015					
	Store 7	11/02/20	02 - 05/19/2015					
	Store 8	11/02/20	02 - 05/19/2015					
	Store 9	11/02/20	02 - 05/19/2015					
Select All Clear All								
Selected Date Range Wednesday, April 01, 2015 Through Tuesday, May 19, 2015								

All accounts belonging to you are available for analysis. By default, the Accounts level is activated when you log in.

Customers and Channels In addition to the account, meter, and group levels, data is also recorded at the Customer and Channel levels. You cannot adjust these levels with the same flexibility as the accounts, meters, and groups. However, it is important to understand how they interact with the other levels.

The Customer is the highest level in the hierarchy, such as a corporate chain. A Channel is the lowest level and refers to a subdivision of a meter. The hierarchy can be tailored for your analysis requirements. For example, you group accounts by region or building type, and compare their total energy usage. In this way, you can understand your organization's energy usage across multiple locations while still having the ability to analyze individual sites. You can also export usage data for further analysis.

From the account or meter reporting level, you are able to view the individually recorded channels for each meter. For example, an account with a meter on a solar panel would typically show the new kW for the account, but the details view would show the individual kW Delivered and kW Received channels.

Data Hierarchy

The following figure shows a hierarchy of the data levels:



Date Range

In the **Accounts** and **Meters** tabs, the Dates Available column shows the time range for which data is available for each entity.

Accounts	M	eters	Groups			
Desc	ription	Dates Available				
Factor	у	11/02/2	11/02/2002 - 05/19/2015			
Office		11/02/2	002 - 05/19/2015			
Store 1		11/02/2	002 - 05/19/2015			

Use the Date Range fields to select the date ranges to include in analysis. You can select predefined ranges or select specific calendar dates.

If the selected date range falls outside the available dates for the specified accounts, a message informs you to select a data range that exists within the available data for the selection.

Custom Date Range	Please	select a	date r	ange										
04/01/2015 to 05/19/2015	-		AP	RIL 20)15		•	•		М	AY 20	15		
🔍 Last 30 🔻 Days Available	SUN	MON	TUE	WED	THU	FRI	SAT	SU	N MON	TUE	WED	THU	FRI	SAT
Month to date	29		31	1	2	3	4						1	2
Year to date	5	6	7	8	9	10	11	3	4	5	6	7	8	9
Vesterday	12	13	14	15	16	17	18	- 10) 11	12	13	14	15	16
Last Month	19	20	21	22	23	24	25	-1	7 18	19	20	21	22	23
	26	27	28	29	30			24	1 25	26	27	28	29	30

Custom Date Range- Month, day, and year fields to select a specific date range.

Last "X" Days Available- Data from the most recent 1-999 days available.

Month to Date- Data through the last available date for the current month.

Year to Date- Data up to and through the last available date for the current year.

Yesterday- Data for the day before the current date.

Last Month- Data for the previous full month.

Once selected, the date range will appear at the bottom of the Accounts, Meters, and Groups box on the date range screens and the bottom of all charts. It may also appear in the chart title, depending on the chart.

Summary Statistics

The Summary Statistics report displays data for accounts, meters, or groups as designated in the Date Ranges/Accounts screen.

To generate the Summary Statistics page follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Summary Statistics.

The Summary Statistics page appears. This screen displays data for each entity in separate tables when multiple entities are selected.

DASHBOARD	REPORTS	HISTORICAL COMPARISON	FAVORITES			
-						
Reports	Summary Statistics - Friday May 1,	Summary Statistics - Friday May 1, 2015 Through 🕒 🖈 🖸				
Date Panges/Accounts	Thursday June 18, 2015		NODMALIZE			
Date Kanges/Accounts	Description:Office		NORMALIZE.			
Summary Statistics		Graph	None			
Average Profiles		Graph	Hours Of Operation			
Load Duration Curve	Total Energy Usage (kWh)	548,105	Saugra Faat			
	Total Weekday Energy Usage (kWh)	492,487	Square reet			
Load Profiles	Total Weekend Energy Usage (kWh)	55,617	Units Of Production			
Usage History	Weekday Maximum Demand (kW)	1,619	Number of Employees			
Emission Report	Weekend Maximum Demand (kW)	241.1				
	Load Factor	28.79%				
Hourly Prices	On-Peak - Total Energy (kWh)	349,539				
Estimated Bill	On-Peak - Maximum Demand (kW)	1,619				
Man	On-Peak - Maximum Demand Time	05/20/2015 10:45				
	Off-Peak - Total Energy (kWh)	198,566				
Export	Off-Peak - Maximum Demand (kW)	1,369				
	Off-Peak - Maximum Demand Time	05/26/2015 08:00				
	Selected Date Range Friday, May 01, 2	2015 Through Thursday, June 18, 2015				

Use the data on this screen to estimate or monitor elements such as Total Energy Usage during a variety of scenarios. Note that the values are presented by location and by commodity. Adjust the output data using the Options menus.

Normalization

You can analyze data by Hours of Operation, Square Feet, Units of Production, or by Number of Employees by selecting from the Normalize options. To change the default normalization factor applied to all your charts, adjust the default settings on the Preference screen. For more information about Normalization see "Normalization" on page 62.

Summary Statistics - Tuesday May 26, 2015 Through We (Normalized by: So. Ft.)	Options	
Description:Factory		NORMALIZE:
Commodity Electricity		None
commonly construct		Hours Of Operation
	Graph	Square Feet
Total Energy Usage (kWh / Sq. Ft.)	74.04	
Total Weekday Energy Usage (kWh / Sq. Ft.)	59.18	Units Of Production
Total Weekend Energy Usage (kWh / Sq. Ft.)	14.86	Number of Employees
Weekday Maximum Demand (kW / Sq. Ft.)	0.1728	
Weekend Maximum Demand (kW / Sq. Ft.)	0.1477	
Power Factor at Time of Maximum Demand	5.89%	

About the Information on Summary Statistics

Energy Profiler Online generates a table for each account or meter selected. An asterisk indicates that data is missing for a selected date range. For more information on any missing data, contact your utility administrator.

The following table describes all of the data categories available. The data values shown in the Summary Statistics chart are defined by the billing rate assigned to your account.

Statistic	Description
Total Energy Usage	Total energy consumed by the account or group for the selected date range.
Total Weekday Energy Usage	Total energy consumed by the account or group on weekdays, for the selected date range. Weekdays are defined as Mondays through Fridays.
Total Weekend Energy Usage	Total energy consumed by the account or group on weekend days during the given date range. Weekends are defined as Saturdays and Sundays.
Peak Weekday Demand	Greatest observed demand value for the account or group in one interval on a weekday. Weekdays are defined as Monday through Friday.
Peak Weekend Demand	Greatest observed demand value for the account or group in one interval on a weekend. Weekends are defined as Saturday and Sunday.
Total On-Peak Energy Usage	Total energy consumed by the account or group during on-peak hours, for the selected date range. On-peak and off-peak periods are defined by your utility.
Total Off-Peak Energy Usage	Total energy consumed by the account or group during off-peak hours, for the selected date range. On-peak and off-peak periods are defined by the user's utility.
On-Peak Maximum Demand	Interval with the highest demand value during on- peak hours, for the selected date range. For accounts, all channels are aggregated to determine the total demand for a given interval. Likewise, for groups, all component accounts are aggregated to determine total demand for a given interval. On- peak and off-peak periods are defined by the user's utility.
Off-Peak Maximum Demand	Interval having the highest demand value during off- peak hours, for the selected date range. For accounts, all channels are aggregated to determine the total demand for a given interval. Likewise, for groups, all component accounts are aggregated to determine total demand for a given interval. On- peak and off-peak periods are defined by the user's utility.
On-Peak Maximum Demand Time	Date and time of the On-Peak Demand row.
Off-Peak Maximum Demand Time	Date and time of the Off-Peak Demand row.

Maximum Reactive Demand	Greatest observed reactive demand value (kVAR) for the account or group in one interval during the selected date range. This statistic is only displayed if the data includes reactive demand readings. Note that for groups, this value is the aggregate of all accounts in the group. This value is not based on the peak date and time of a system or other external data source.
Power Factor at Time of Maximum Demand	Power factor is the ratio of real power to total power. Real, or productive power, is the actual power used in a building, measured in kilowatts (kW). Reactive power generates the magnetic field for inductive loads such as motors, transformers, lighting ballasts, etc. Reactive power is measured in kilovars (kVAR). Total power (measured in kVA) is a combination of the real power and reactive power. This statistic is only displayed if the data includes reactive demand readings.
Load Factor	Percentage that indicates the relationship between typical demand and maximum demand. It is calculated by taking the average demand across the entire selected date range and dividing it by the maximum demand.

In the case of groups, note that the data for the group's component accounts are aggregated before the statistics are calculated. This aggregation is performed across channels and by units of measurement.

Within a group, all of the channels with kWh data are summed together to establish a totaled version of the data. The peak demand is therefore coincident across the accounts within a group.

Graphing The Data

Click **Graph** at the top of the tabular data to create a visual representation of the information on this report.

REPORTS Reports Profile for Account: S00001 - Thursday May 21, 2015 S 🖶 \star 🖸 Options June 19, 2015 Date Ranges/Accounts SELECT UOM ≷ ⁸⁰⁰ Summary Statistics 700 www Average Profiles NORMALIZE: 600 Load Duration Curve 500 SELECT ACCOUNT Load Profiles 400 S00001 w. Usage History 300 SELECT DAYS: Emission Report 200 Select days.. Ŧ Hourly Prices 100 Estimated Bill 0 Redraw 12:00 AM03:00 AM 06:00 AM09:00 AM 12:00 PM03:00 PM06:00 PM 09:00 PM12:00 AM Map Time (Hours) Export LEGEND Store 1 (kW) - Average Weekday Store 1 (kW) - Average Weekend Store 1 (kW) - Peak Day 05/25/2015 21:00 Tabular View 1 1 1 Selected Date Range Thursday, May 21, 2015 Through Friday, June 19, 2015

The statistics appear in the Average Profiles screen, with the data displayed in graphs.

For more information on using this report, see "Average Profiles" on page 26.

Comparison Statistics

Use Comparison Statistics to compare information from the Summary Statistics page for multiple accounts, meters, or groups.

To generate the Comparison Statistics report follow these steps:

- 1. Click the **Reports** tab and click **Date Ranges/Accounts**.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the side menu, click Comparison Statistics.

DASHBOARD	REPORTS	5			HISTORI		IPARISON	1	FAVORITES
Reports	Compa Friday Ju	rison St	atistics - T	hursday May	/ 21, 2015	Through	e	* 🗅	Options
Date Ranges/Accounts	Actual								NORMALIZE:
Summary Statistics	/ locadi.					Super-	On-	Off-	None
Comparison Statistics	Account	 Total Energy (klob) 	Weekday Energy (kiolb)	Weekend Energy	- Load Factor	Peak Total Energy	Peak Total Epermy	Peak Total	Hours Of Operation
Comparison Graph		(have)	(every)	linearly		(kWh)	(kwh)	(kWh)	Square Feet
Average Profiles	Store 1	255,305	187,149	68,156	50.69%	50,961	73,536	130,808	Units Of Production
Load Duration Curve	Store 2 Sum	16,772 272,077	12,332 199,481	4,440	68.35% N.A.	N.A. 50,961	5,982 79,518	10,790 141,598	Number of Employees
Load Profiles									
Usage History	* = Max	mum	No normalizati	on is selected.					
Emission Report	4							Þ	
Hourly Prices		Selected	Date Range Th	ursday, May 21	. 2015 Throu	gh Friday, Ju	ine 19, 2015		e e e e e e e e e e e e e e e e e e e
Estimated Bill									
Мар									
Export									

About this screen

The Comparison Statistics report presents a single table of statistics for each commodity with a line item for each account, meter, or group.

These statistics include information from the Summary Statistics report, but appear together here to facilitate a direct comparison of accounts, meters, or groups.

For groups, individual account data is aggregated before the statistics are calculated.

For example, all of the kWh data for accounts within a given group are added together at an interval level in order to establish an aggregated version of the data for the group as a whole.

If multiple accounts have different time definitions, the on-peak and off-peak kW values will not be displayed.

Sorting The Data

The table can be re-sorted by any statistic, highest to lowest value, by clicking the column header. If data is missing in the selected date range, an asterisk (*) will appear in the table.

Actual:										
Account	Total Energy (kWh)	Weekday Energy (KWh)	Weekend Energy (kWh)	✓ Load Factor	Super- Peak Total Energy (kWh)	On- Peak Total Energy (kWh)	Off- Peak Total Energy (kWh)	Super- Peak Max.* Demand (kW)	On-Peak Max.* Demand (kW)	Off-Peak Max.* Demand (kW)
Store 1	257,638	187,778	69,860	51.99%	52,211	73,238	132, <mark>1</mark> 88	660.7	688.3	688.0
Store 2	16,827	12,275	4,552	68.58%	N.A.	6,019	10,808	N.A.	32.90	34.08
Store 3	35,920	26,184	9,735	72.85%	5,414	7,648	22,858	62.16	63.68	68.48
Store 4	34,078	24,967	9,110	67.66%	N.A.	13,544	20,534	N.A.	69.96	68.62
Sum	344,462	251,205	93,258	N.A.	57,625	100,450	186,388	N.A.	N.A.	N.A.
* = Maxi	imum	No normalizati	on is selected.							

Statistics can also be Normalized by square footage, hours of operation, units of production, or number of employees to generate meaningful statistics for benchmarking.

Comparison Graph

Use the Comparison Graph report to show average load profiles for accounts, meters or groups of accounts, as well as an average of all accounts, meters or groups chosen from the specified date range.

To generate the Comparison Statistics report follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Comparison Graph.

The Comparison Graph page can only be used if multiple accounts, meters, or groups are selected on the Dates Ranges/Accounts screen.

The Comparison Statistics and Comparison Graph menu selections will not be displayed if only one account/meter/group is selected in the Date Ranges/Accounts screen.



About this screen

Use the Comparison Graph screen to compare average and peak day load profiles between accounts for the specified date range. By default, average weekday profiles for all selected accounts are displayed.

The accounts, meters, or groups selected in the Select Date Range/Accounts screen are listed here. Manipulate the graph by checking or un-checking the corresponding check box for each entity.

The Average Profile for Coincident Peakday Across Items selection reflects the average of all accounts when the sum of the total usage was the highest during the period selected.

The default graph displays lines for an average weekday. Expand the **Profile Type** section of the chart control panel to change the graph display from an average weekday to an average weekday to an average weekday or the peak day for each data stream.

Average Profiles

Use the Average Profiles report to view energy use averages during 24 hour periods for making comparisons of patterns that exist over time, independent of daily variances.

To generate the Average Profiles screen follow these steps:

- 1. Click the **Reports** tab and click **Date Ranges/Accounts**.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. Select Average Profiles from the menu bar at left.
- 4. In the generated report, you can use the drop down menus and check boxes to adjust the data sets.



About this screen

This screen calculates and displays average load profiles from interval data for accounts, meters, or groups selected.

The default graph displays lines for the average weekday, average weekend, and peak day for the selected date range. A profile for any specific day within the selected date range can also be displayed on the same graph.

If a single group is selected for display, the profiles are aggregates of all accounts in that group. Aggregations are calculated by summing across accounts with the same unit of measure (e.g., kWh).

Click the Table button to view the data in numerical statistics.

Average Profile vs. ComparisonYou may notice that there is an overlap of the data on the Comparison Graph screen to the
information displayed on the Average Profiles screen. Both screens compare 24 hour load
profiles.

However, the Comparison Graph screen allows for multiple accounts to be compared against each other as separate entities, while the Average Profiles shows average weekday, average weekend, or specific day profiles for the account(s) selected to compare loads for certain 24 hour time periods.

Load Duration Curve

Load Duration Curves are profiles of demand that are useful for identifying peak demand sharing opportunities. This report displays the percentage of time a load persists at a given level for the selected date range by showing a graph for each account, meter, or group selected.

To generate the Load Duration Curve Report follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Load Duration Curve.

In the example below, the Load Duration Curve indicates that the account uses about 650 kW for 10% of the time.



About this screen

If multiple accounts are selected, an average of those accounts is also provided. In this graph, the Y-axis depicts the units measured in the load duration curve. The X-axis indicates the proportion of time as a percentage of 100.



If you adjust any values in the Options menu, the graph automatically refreshes.

Load Profiles

The Load Profiles report displays a graph showing energy load profiles in a variety of time increments for the accounts, meters, or groups in the selected date range. Data can be aggregated or displayed by channel.

To generate the Load Profiles report follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Load Profiles.



NOTE: If data is missing in the selected date range, an asterisk (*) will appear and a blank space will display on the graph.

Changing Views

As a default, data in this report is shown in daily increments. In the single day, week, and Xweek viewing mode, the date displayed in the date drop down menu corresponds to the beginning (left-most) date currently displayed in the chart. In the month viewing mode, the graph defaults to calendar month display. You can display all units of measurement (UOM) in the graph, or you can select individual measurements to display. The number of options provided in the **Select UOM** section varies depending on the values being measured by an account.

Options	
SELECT UOM	×
All	
kW	
kVAR	
BTU/Hr	
°F	
RH	
¢	
Power Factor	

When only one account is selected, and a date range that is one week or less is selected, a check box labeled **Show TOU** (time of use) is displayed in the legend. Checking it will highlight time of use hours in the graph.



Zooming In

Adjust the slider to see a specific time increment. You can also see hour by hour for a specific day by clicking the Day Calendar icon at the bottom of the screen.



		Tabular Vio							
Details	~								
Show TOU	T	Factory (kW)	Ŧ	Factory (kW)	Ŧ	Factory (kW)	Ŧ		Interval
	-					393.53		12:15 AM	7/27/2015
	- 11					407.93		12:30 AM	7/27/2015
						417.53		12:45 AM	7/27/2015
						407.93		01:00 AM	7/27/2015
						393.53		01:15 AM	7/27/2015
	- 1					393.53		01:30 AM	7/27/2015
						388.73		01:45 AM	7/27/2015
	- 11					808.63		02:00 AM	7/27/2015
	- 11					856.55		02:15 AM	7/27/2015
						838.45		02:30 AM	7/27/2015
	- 11					850.15		02:45 AM	7/27/2015
						856.55		03:00 AM	7/27/2015
						909.78		03:15 AM	7/27/2015
						868.25		03:30 AM	7/27/2015
						826.73		03:45 AM	7/27/2015
	*					850.15		04:00 AM	7/27/2015
	items	1 - 20 of 288		oer page	items	(►) 20 ▼	5 (*	1 of 1	Page

Click **Tabular View** to display the data in a table under the graph. The table provides filtering and sorting options.

View Accounts

Check the boxes in the **Select Account** area to specify which accounts or channels appear on the graph.



Usage History

This report displays a bar chart showing total energy usage, and a line chart depicting peak demand for the selected accounts, meters, or groups given a selected date range.

To generate the Usage History report follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. Select Usage History from the menu bar at left.



Changing Views

Use this report to review energy usage for weekly or monthly time intervals. Using the calendar icons at the bottom of the screen, change the views by clicking **Weekly Detail** or **Monthly Detail** icons. Only one account (or aggregation) and commodity type can be used at a time.



Emission Report

This report displays the details of the CO_2 emissions calculated for the selected accounts, meters, or groups. You can see total CO_2 emissions for the date range and adjust the report resolution (in terms of month/year). Graphs may also show target values in addition to actual emissions.

- **Progressive target** is a portion of the total target. The percentage value of the CO₂ emission level with respect to the progressive target is shown on the graph. If the target has not been specified for any of the past years, the actual CO₂ emission is considered in lieu of the target for the year.
- **Absolute target** indicates the target set for the year. The to date target indicates the progressive value of the target up to the current date. CO₂ emission Reduction is the difference between up to date target value and the actual CO₂ emission. Click the Details button to view the year wise breakup of the total indicated.

To generate the CO₂ emission Report report follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Emission Report.



The CO_2 emissions are calculated based on the energy consumed during a certain date range and use a certain specified CO_2 emission factor. For information on specifying the CO_2 emission factor, see "Edit Account Information" on page 79.

The combination of the selections on the CO_2 emission Report will present graphic illustrations of CO_2 emissions for the accounts and time periods selected. For most tables the details will include Total Energy (kWh), CO_2 , Absolute Target Value, To Date Target Value CO_2 emission Reduction.

Select Account	Specific entity for which CO_2 emission information is required. If multiple accounts are being analyzed, the options are specific selection, Sum of all selections and Compare selections.
Graph options	Resolution and time period of the graphical display of CO_2 emission. Options are provided to view the total for the entire date range, obtain monthly CO_2 emission levels and obtain yearly CO_2 emission levels.
Graph	Graph displayed will depend on the selection of the graph options and the account selection options. The information displayed includes the CO_2 emissions due to different sources of energy and the analysis of your performance against the targets.
Table	Information in the table will depend on the graph selected. It will provide additional qualifying information for the graph and also the specific figures for CO_2 emission, energy consumption and target values.
	Click the Details button to obtain more information. Click the Reduce button to display only the summary information.
Legend	Displayed when the Compare selections option is selected. It provides a legend for the graphical display. Select a particular account by clicking on the check boxes by the account name in the Legend.

The following table describes of the options available on the CO₂ emission Report screen.

Commodity Details

Click the **Details** link to expand the table for a line item breakdown per commodity for each account. Click the **Reduce** link to return to the return to the summary table.



The sections below describe the output for each selection combination.

If the current year is selected, the information for the current month will also be displayed. The details will include Total Energy (kWh), CO_2 , Absolute Target Value, To Date Target Value CO_2 , and CO_2 emission Reduction.

Date Range Total + Single/Sum of All Selection(s)

Select this combination of factors and the CO_2 emission Report report generates a vertical bar chart showing total CO_2 emissions for all accounts for the date range specified. In addition to a grand total, the summations are broken down by commodity type and weekdays versus weekends.



Date Range Total + Compare All Selections

Select this combination of factors and the CO_2 emission Report report generates a vertical bar chart comparing total CO_2 emissions by account for the entire date range specified.


Monthly Total + Single/Sum of All Selections This report includes two graphs. The graph at left shows the monthly CO₂ emissions for a selected year.

The graph at right shows the total CO_2 emission for the year. If the current year is selected, the total CO_2 emission will be indicated up to and including the current month and day.



If the monthly and annual CO_2 emission targets have been specified for the account, they will be indicated by red blocks on the graph. For information on setting targets, see "View Account Information" on page 79.

Monthly Total + Compare All Selections

The CO_2 emissions for each account are indicated as a separate bar for each month. So, for one month, several bars will be used to represent all the selected accounts.



The table below the graphs shows the summary of the total CO_2 emission details for the selected year and for each selected account.

The Absolute Target indicates the target set for the year. The 'To Date' target indicates the progressive value of the target to the current date.

For example, the absolute target set for the year for the Factory account may be 24,650kg of CO_2 . The progressive target up to a date (April) will be 7,631 kg of CO_2 .

 CO_2 emission Reduction is the difference between the up-to-date target value and the actual CO_2 emission.

Click the Details button to view the monthly break down of the total indicated.

Annual Total + Single/Sum of All Selections This report displays two graphs. The yearly total graph indicates a trend of the CO₂ emissions over a period of years. The targets will also be indicated on these graphs if they have been set for those years.



The graph on right gives the total CO_2 emission for all the years displayed. The table displays the values for the data indicated in the graph.

The yearly CO_2 emission for the years are shown as bars on the chart. The data is displayed for all the years for which CO_2 emission data is available, irrespective of the date range selected. The annual target is indicated as dashes against the bars.

When more than one account is selected, the yearly CO_2 emission levels for each account are indicated side by side. The second graph shows total CO_2 emission for all the years up to the current date. The progressive target up to the current year is displayed on the graph as a dash.

Annual Total + Comparison of All Selections

This graph is similar to the Monthly Total Comparison except that it compares annual time periods.



Hourly Prices

This report shows the hourly prices that are applicable for each selected account.

To generate the Hourly Prices report follow these steps:

- 1. Click the **Reports** tab and click **Date Ranges/Accounts**.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Hourly Prices.

If multiple accounts are selected and more than one hourly price applies, a separate table appears for each. Scroll down to view additional tables.



Price Streams

Rates used for price streams are determined by your utility provider. Energy Profiler Online supports both Real Pricing and Hourly Pricing structures. For more information about pricing contact your utility provider.

Estimated Bill

Calculate an estimated bill based on usage, price streams, and rate scenarios with this module.

To start the Estimated Bill module follow these steps:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the left navigation menu, click Estimated Bill.

The estimated bill has two view modes, Tabular view, and Image view. Click the Show Tabular Mode link at the top of the report to switch from image to tabular view.

Bill estimation	1 - Wednesday April 1, 2015 Th	rough Thursday April 30, 201	5			8,	k [
Show Tabular Mod	le						
Account Su	mmarv						
Account ID	Account Name / Service Type	Total Bill Current Rate	Total Bill Comparison Rate	Dif	fference		
FAC000	Factory						
	Electri	City:\$25,297.91	-				
	Subt	otal:\$31,831.06					
-	Te	otal:\$31,831.06					
FAC000	Factory						
Commodity:	Electricity						
Bill Charges							
Additional Info	ormation						
Average Usa	ge: 22,515.00 kWh / Day		Average Cost: 8	43.26 \$ / Day 3.75 ¢ / kWh			
Bundled Elect	tric Service			5.15 p / KVIII			
Rate: Industri	al Rate		Meter #: R1234a				
Account Nan	ne: Factory 015.00:00 - 4/30/2016 24:0	0	Account ID: FAC	30			
1 enou. 4/1/2	013 00.00 - 4/30/2015 24.0	U.		30			
C	Charges	Quanti	ty Price		Total		
Customer Ch	harge				\$200.00		
Cycle Peak	Demand @ 4/25/2015 09:	45 1,431 kW					
Demand Cha	irge	1,407 kW	\$7.00		\$9,850.75		
Energy	at 150 kW/b par kW/	211 099	b cu usuou	CC 222 C4			
On-Peak Fir	Remaining kWh	211,088 KW 75 822 kW	h \$0.030000	\$1 743 91			
Off-Peak Fir	st 150 kWh per kW	211,088 kW	h \$0.020000	\$4,221.76			
Off-Peak All	Remaining kWh	177,452 kW	h \$0.015000	\$2,661.78			
Energy Char	ge	675,450 kW	h \$0.022148		\$14,960.09		
Fuel cost adj	ustment	6/5,450 kW	n \$0.0004		\$281.01		
	Total				\$25,297.91		
Commodity:	Gas						
Bill Charges							
Additional Infe	ormation						
Average Usa	ge: 76.83 MMBTU / Day	4	Verage Cost: 217	.77 \$ / Day 83 \$ / MMBTU			
Bundled Gas	Service						
Rate: Gas	an Eastan	N	Meter #: R1234a	0			
Period: 4/1/2	015 00:00 - 4/30/2015 24:0	0 #	of days in bill: 30)			
(Charges	Quantity	P	rice	Total		
Customer Ch	narge	100 TW 100 TW 200			\$10.00		
Energy		2 205 MMPTH	¢2 021	0000	CC 522 45		
Energy Charg	ge	2,305 MMB10	\$2.83	0000	\$6,523.15		

The Energy Profiler Online administrator assigns the rate used in the estimated bill calculation. You can use bill estimation to compare costs of single or multiple accounts/meters/groups by selecting multiple accounts in the Date Ranges/Account screens.

Image View

The Image View is the default view when you first navigate to the Estimated Bill module. This report displays a hypothetical bill in detail for the selected date range.

Bill estimatio	n - Vlecinesday April (l, 2015 Through Thursday April 3	0, 2015		₽ ★ 🗅
Show Tabular Mo	de				
Account Su	Immary				
Account ID	Account Nam Service Type	e / Total Bill Current Rate	Total Bill Comparison Rate	Difference	
FAC000	Factory				
		Electricity:\$25,297.91	1 71 13	1.00	
		Gas:\$6,533.15			
		Subtotal:\$31,831.06		-	
		Total:\$31,831.06			
FAC000	Factory				
Commodity	: Electricity				
Bill Charges					
Additional Inf	formation				
Average Usa	ige: 22,515.00 kW	h / Day	Average Cost: 843.26 3.75	\$/Day ¢/kWh	
Bundled Elec	tric Service				
Rate: Industri	ial Rate		Meter #: R1234a	1	
Account Nar	ne: Factory		Account ID: FAC000		
Period: 4/1/2	015 00:00 - 4/30/2	015 24:00	# of days in bill: 30		

If multiple accounts were selected on the Date Ranges/Accounts screen this page will display a summary for all accounts at the top of the page. You can view detailed information for each account separately by scrolling down.

Account Summary This table displays summary information for the accounts to compare them side by side. Click on the Account ID or Account Name to jump your cursor to that account's detailed bill on this

report.

Heading	Description
Account ID:	This is the primary account identifier in the service
Account Name:/ Service Type	This is a more descriptive identifier.
Total Bill Current Rate	This is the sum of all charges for each account.
Total Bill Comparison Rate	This is the sum of all charges for the hypothetical scenarios for each account
Difference	This is the Total Bill Comparison Rate subtracted from the Total Bill Current Rate for each account.

Detailed Line Item Bills

Estimated Bill generates a bill for each account separately and includes a detailed line item breakdown of consumption information by commodity.

Additional Information	Description
Average Usage	Mean per day kWh usage.
Average Cost	Mean per dollar amount or as cost per kWh.
Bundled Electric Service	Description
Rate	Ratio per unit price used for the service.
Meter #	Numerical identifier for an onsite meter.
Account Name	Alphabetical identifier as designated upon upload to Energy Profiler Online.
Account ID	Alpha-numeric identifier.

Period	Time range for the calculations as specified on the Date Ranges/Accounts screen.
# of days in bill:	Sum of all days within selected period.
Charges	Description
Demand	The rate at which electric energy consumed at a given instant or averaged over a designated period, usually expressed in kilowatts or megawatts (electric).
Demand Charge	The financial charge associated with the Demand.
Energy	The quantity of electricity delivered over a period of time. The commonly used unit of electrical energy is the kilowatt-hour (kWh).
Energy Charge	The financial charge associated with Energy usage.
Reactive Demand	The rate at which reactive electric demand is consumed at a given instant or averaged over a designated period. Reactive power is usually measured in kilo volt amperes reactive (kVAr).
Reactive Adjustment	A component of the electricity billing rate associated with Reactive Demand. There are several types of reactive adjustment common on utility rates. Some are: kVAr at time of peak demand Peak kVAR Power Factor target
Reactive Energy	Reactive energy is the an amount of electrical energy that is used but does not provide useful power. Reactive energy is often used when creating or maintaining electromagnetic fields that are common in the when operating motors, generators, and most other electrical devices.

Tabular View

The most advanced Bill Estimation features will appear in Tabular View. Create hypothetical scenarios and compare them with actual bills in Tabular View.

Show Format	ed Bills (includes	Comparison Scenario/Normalized Bill Info	rmation)				
Hide Normaliz	ed Bill Information							
Account	Summary			T . I D	0 0	Dig		
Account II	Description	Address		Total Bill	Comp. Bill	Difference		
FACUUU	Factory	1700 Milvia Street, Oakland, CA S	4111	COC 207 04		-		
		Elect	Con:	CC E22 10		-		
		Sub	total.	\$0,000.10				
		300	otal.	\$31,831,00				
			-			1		
AC000	Factor	y at Oakland CA 94111					 	
FAC000 Address: 17 Commod Bill Char Add Scer	o Factor 700 Milvia Stre lity: Electric ges nario	y et, Oakland, CA 94111 city Billing Scenario Rate:Industrial Rate						
FAC000 Address: 17 Commod Bill Char Add Scer	9 Factor 200 Milvia Stre lity: Electric ges nario	y et, Oakland, CA 94111 sity Billing Scenario Rate:Industrial Rate Quantity Price	Cos	st				
FAC000 Address: 17 Commod Bill Char Add Scer Charge Ty Energy Ch	9 Factor 700 Milvia Stre lity: Electric ges nario pe arges	y et, Oakland, CA 94111 Sity Billing Scenario Rate:Industrial Rate Quantity Price 675,450 kWh \$0.022	Cos 21 \$14	st 1,960.09				

Account Summary	As with the Image View, view bills for multiple accounts in Tabular View with a summary of all accounts at the top and detailed information for each account below. Click the account numbers in the summary section to jump directly to the detail section of the bill for that account.
Bill Estimation Scenarios	Create multiple hypothetical scenarios to compare past consumption costs in Tabular View. Click Add Scenario to create a new scenario.
	FAC000 Factory

Address: 1700 Milvia Street, Oakland, CA 94111

Commodity: Electricity

Bill Charges

Add Scenario	Billing Rate:Ind	Scenario ustrial Rate		
Charge Type	Quantity	/	Price	Cost
Energy Charges	675,450	kWh	\$0.0221	\$14,960.09
Demand Charges	1,407	kW	\$7.000	\$9,850.75
Remaining Charges				\$487.1
Total				\$25,297.91

Normalized Bill Information

	Billing !	Billing Scenario				
Description	Quantity	/	Cost			
Daily Values 22,515		kWh / Day	\$843.3	/ Day		
Hours Of Operation	3,070	kWh / Hours	\$115.0	/ Hours		

The What If Scenario Creator appears. This tool enables you to walk step by step to make selections to create or edit a comparison scenario.

Choose from scenarios that adjust either the rate charged, the amount of load consumed, or both.

What w	would you like to do? Rate Comparison (compare charges using different rates)
\bigcirc	Load Adjustment (compare charges using different energy consumption)
0	Rate Comparison with Load Adjustment (compare charges using a different tariff and different energy consumption)
0	Rate Comparison with Load Adjustment (compare charges using a different tariff and different energy consumption)

Rate Comparison

Use the rate comparison option to create a scenario to compare the financial impact of your current rate against a different rate.

To begin creating a rate comparison scenario:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the side menu, click Estimated Bill.
- 4. In the Estimated Bill report press Show Tabular Mode.
- 5. Click Add Scenario.

6. Select **Rate Comparison** and you are directed to a screen that prompts you to select a comparison rate.

- Select a rate and click >. Selected rates are moved to the Selected Comparison Rates box. To select more than one rate hold the <SHIFT> or <CTRL> key and click on your choices.
- 8. Click Next. The Scenario Description screen appears.

FAC000 Factory Commodity: Electricity	
Scenario Description:	Shift energy by 5% From Tx24 (incl. Holidays) To 5x24 (incl. Holidays)
Scenario Name*:	
[°] Optional. Scenario name defaults t blank.	o scenario description if this field is left
Back Finish Cancel	

9. Enter the name you want to give the scenario. If you leave this space blank, the scenario name will default to the scenario description.

10. Click Finish.

The comparison scenario is displayed alongside the estimated bill. The **Difference** column appears to show the difference between the estimated bill total charges and the comparison scenario total charges.

- If you want to change the scenario selections, click Edit in the Comparison Scenario section of the bill charges table. The WISC tool opens the comparison scenario so that you can modify the scenario.
- The estimated bills generated in tabular view do not separate the details for each Charge Type. If you want to see complete bill details, view the bill in Image View after you have created hypothetical scenarios.
- Estimated bills can also display normalized data when the accounts are configured to do so. When normalized data is present in the estimated bill in Tabular View, the normalized usage and normalized costs are displayed in a separate table called Normalized Bill

Tips

Information. You can hide the normalized bill information by clicking the **Hide Normalized Bill Information** link at the top of the report.

 If there is more than one comparison scenario, you can move a comparison scenario next to the billing scenario. Click the comparison scenario header and drag it next to the billing scenario table.

Load Adjustment Use this option to create a load adjustment comparison scenario for estimating the financial impact of shifting, reducing, or increasing your load during certain times. The Load Adjustment feature also contains a Power Factor Correction option.

The steps for creating a load adjustment what if scenario are similar to creating a rate comparison scenario. To begin creating a load adjustment scenario:

- 1. In the Estimated Bill report press Show Tabular Mode.
- 2. Press the Add Scenario button.
- 3. Select **Load Adjustment** then select the way you want to adjust your load. The typical Energy Profiler Online user may have up to 5 options for adjusting their load in the WISC.

How would you like to adjust your load? Shift Energy Shift Demand	Reduce/Increase Energy Reduce/Increase Demand
Back Next Cancel	

- Shift Energy Move energy from specified days and time ranges to other specified days and time ranges.
- Shift Demand Move demand from specified days and time ranges to other specified days and time ranges.
- Reduce/Increase Energy to reduce or increase energy from specified days and time ranges.
- Reduce/Increase Demand Reduce or increase demand from specified days and time ranges.
- Power Factor Adjustment Modify your Power Factor to simulate the installation of Power Factor correcting equipment.
- 4. Select the **Load Adjustment** factor and click next to specify details about the load adjustment factor.

Sniπ Energy b	y:	
Amount	0 kWh	
O Percentage	0 %	
From:	<user defined=""></user>	
To:	Remaining Hours <user defined=""> ▼</user>	

5. Enter the details of the Load Adjustment factor and click Next.

6. Select the days and times you would like to adjust the data for and click **Add**, and then click **Next**.

FAC000 Facto Commodity: Elec	ry :tricity	
Scenario Descri	ption:Shift energy by 5% From User Defined To Remaining Hours	
From: Se	lect the day(s) and times y	ou would like to adjust data for.
□ Su 00 ▼ 00 ▼	Mo Tu We Th 24 V 00 V Add Clea	Fr Sa Hol Check All Uncheck All
Day	From	То
Clear All Ba	ck Next Cancel]

7. Review the options to adjust the demand.

When you perform an energy load adjustment for a specified time range, you have the option of adjusting their demand for the same time range using your current **Load Factor** and vice versa.

The **Load Factor** is the ratio of the average load supplied to the peak or maximum load during a designated period. **Load Factor**, in percent, also may be derived by multiplying the kWh in a given period by 100, and dividing by the product of the maximum demand in kW and the number of hours in the same period. Total Energy (kWh) / Peak Demand * Number of Hours in time period.

FAC000 Factory Commodity: Electricity
Would you like to adjust your demand based on the energy adjustment you specified on the previous screens?
Do not adjust demand Adjust demand using current Load Factor
Back Next Cancel

- Do not adjust demand if you do not want to adjust your demand based on the energy adjustment you specified on the previous screen.
- Adjust demand using current Load Factor if you would like to adjust demand based on the energy adjustment you specified on the previous screen. Click the <u>Load</u> <u>Factor</u> link to view a detailed explanation of a load factor. Click the link again to close the explanation.
- 8. Select an option and click Next.

9. Enter the name you want to give the scenario. If you leave this space blank, the scenario name will default to the scenario description.

Scenario Description:	Shift energy by 5% From 7x24 (incl. Holidays) To 5x24 (incl. Holidays)
Scenario Name [*] :	
[*] Optional. Scenario name defau blank.	ults to scenario description if this field is left

10. Click Finish.

The comparison scenario appears alongside the estimated bill. The **Difference** column also appears to show the difference between the estimated bill total charges and the comparison scenario total charges.

- If you want to change the scenario selections, click Edit in the Comparison Scenario section of the bill charges table. The WISC tool opens the comparison scenario so that you can modify the scenario.
- The estimated bills generated in tabular view do not separate the details for each Charge Type. If you want to see complete bill details, view the bill in Image View after you have created hypothetical scenarios.
- Estimated bills can also display normalized data when the accounts are configured to do so. When normalized data is present in the estimated bill in Tabular View, the normalized usage and normalized costs are displayed in a separate table called Normalized Bill Information. You can hide the normalized bill information by clicking the Hide Normalized Bill Information link at the top of the report.
- If there is more than one comparison scenario, you can move a comparison scenario next to the billing scenario. Click the comparison scenario header and drag it next to the billing scenario table.

Tips

Rate Comparison with Load Adjustment

Create a What If scenario to compare charges using a different tariff and different energy consumption. The process for creating this scenario combine the steps from both the Rate Comparison and Load Adjustment What If scenarios as described above.

Chau Earmattad Bills //	Comparison C	naria (blarmar ¹	d Dill Info	untion)						
Hide Normalized Bill Informatio	n Comparison Sce	mano/Normalize	u Dill Intorn	auon)						
Account Summary										
Account ID Description	1	Address		Total B	ill Com	p. Bill Differe	nce			
FAC000 Factory	1700 Milvia S	street, Oaklan	d, CA 94	111						
			Electric	ity: \$25,297.	91 ·					
			G	as: \$6,533.	15 .					
			Subto	tal: \$31,831.	06 -		_			
			10	tal: \$31,831.	06					
Commodity: Electri Bill Charges	city									
Commodity: Electri Bill Charges Add Scenario	Billing Rate:Ind	Scenario ustrial Rate	Deter	Cost	Compar Rate: C Name:De	rison Scenari ommercial Ra escription	o te with TOU	J	details edit 값	
Commodity: Electri Bill Charges Add Scenario Charge Type Former Charge	Billing Rate:Ind	Scenario ustrial Rate	Price	Cost	Compar Rate: C Name: De Quantity	rison Scenari ommercial Ra escription	o te with TOU	Cost	details edit ① Difference	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges	Billing S Rate:Ind Quantity 675,450	Scenario ustrial Rate	Price \$0.0221	Cost \$14,960.09	Compar Rate: C Name:De Quantity 675,449	rison Scenari ommercial Ra escription y kWh	o te with TOU Price \$0.0465	Cost \$31,430.97	<u>details edit 한</u> Difference \$-16,470.88	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges	Billing : Rate:Ind 675,450 1,407	Scenario ustrial Rate / kWh kW	Price \$0.0221 \$7.000	Cost \$14,960.09 \$9,850.75	Compai Rate: C Name:De Quantity 675,449 1,407	rison Scenari escription y kWh kW	o te with TOU Price \$0.0465 \$5.250	Cost \$31,430.97 \$7,388.06	details edit 1	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges Remaining Charges	Billing : Rate:Ind Quantity 675,450 1,407	Scenario ustrial Rate KWh kW	Price \$0.0221 \$7.000	Cost \$14,960.09 \$9,850.75 \$487.1	Compai Rate: C Name:De Quantity 675,449 1,407	rison Scenari escription y kWh kW	o te with TOU Price \$0.0465 \$5.250	Cost \$31,430.97 \$7,388.06 \$302.1	details edit ① Difference \$-16,470.88 \$2,462.69 \$185.0 \$185.0	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges Remaining Charges Total	Billing : Rate:Indi Quantity 675,450 1,407	Scenario ustrial Rate kWh kW	Price \$0.0221 \$7.000	Cost \$14,960.09 \$9,850.75 \$487.1 \$25,297.91	Compai Rate: C Name:De Quantity 675,449 1,407	rison Scenari ommercial Ra escription y kWh kW	o te with TOU Price \$0.0465 \$5.250	Cost \$31,430.97 \$7,388.06 \$302.1 \$39,121.10	details edit @ Difference \$-16,470.88 \$2,462.69 \$185.0 \$-13,823.19	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges Remaining Charges Total Normalized Bill Informa	Billing : Rate:Ind 675,450 1,407	Scenario ustrial Rate / kWh kW	Price \$0.0221 \$7.000	Cost \$14,960.09 \$9,850.75 \$487.1 \$25,297.91	Compa Rate: C Name: De Quantity 675,449 1,407	rison Scenari ommercial Ra escription y kWh kW	o te with TOL Price \$0.0465 \$5.250	Cost \$31,430.97 \$7,388.06 \$302.1 \$39,121.10	details edit 10 Difference \$-16,470.88 \$2,462.69 \$185.0 \$185.0 \$-13,823.19 \$-13,823.19	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges Remaining Charges Total Normalized Bill Informa	Billing : Rate:Ind 675,450 1,407 stion Billing :	Scenario ustrial Rate // kWh kW Scenario	Price \$0.0221 \$7.000	Cost \$14,960.09 \$9,850.75 \$487.1 \$25,297.91	Comparent Compar	rison Scenari ommercial Ra escription y kWh kW kW kW	o te with TOL \$0.0465 \$5.250	Cost \$31,430.97 \$7,388.06 \$302.1 \$39,121.10	details edit @ Difference \$-16,470.88 \$2,462.69 \$185.0 \$-13,823.19	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges Remaining Charges Total Normalized Bill Information Description	Billing : Rate:Ind 675,450 1,407 ation Billing : Quantity	Scenario ustrial Rate kWh kW Scenario	Price \$0.0221 \$7.000	Cost \$14,960.09 \$9,850.75 \$487.1 \$25,297.91	Compai Rate: C Name: D G75,449 1,407 Compai Quantit	rison Scenari ommercial Ra escription y kWh kW kW rison Scenari y	o te with TOL \$0.0465 \$5.250 o Cost	Cost \$31,430.97 \$7,388.06 \$302.1 \$39,121.10	details edit 1 Difference \$-16,470.88 \$2,462.69 \$185.0 \$-13,823.19 Difference	
Commodity: Electri Bill Charges Add Scenario Charge Type Energy Charges Demand Charges Remaining Charges Total Normalized Bill Informa Description Daily Values	Billing Rate:Ind Quantity 675,450 1,407 ation Billing Quantity 22,515	Scenario ustrial Rate kWh kW Scenario / kWh / Day	Price \$0.0221 \$7.000 Cost \$843.3	Cost \$14,960.09 \$9,850.75 \$487.1 \$25,297.91 / Day	Compai Rate: C Name: De Quantity 675,449 1,407 2,515	rison Scenari ommercial Ra escription y kWh kW kWh rison Scenari y kWh / Day	o te with TOL \$0.0465 \$5.250 0 Cost \$1.304.04	J \$31,430.97 \$7,388.06 \$302.1 \$39,121.10	details edit @ Difference \$-16.470.88 \$2,462.69 \$185.0 \$-13,823.19 Difference \$-460.8 / Day	

Mapping

In Energy Profiler Online you can view account locations in a map. The physical address of the account must be entered for the location to appear on the map. Site addresses are entered and maintained on the View Account Information screen. Refer to "Edit Account Information" on page 79 for more information.

The location pin shows summary energy and CO2 emission values for a selected date range. The color of the location pin indicates the account's status in regards to defined emission targets.

- Gray Emission target is not defined for the site.
- Red The site is exceeding the emissions target.
- Green The site is under the emissions target.

View account locations on the map

To view account locations on the map:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups you want to view.
- 3. In the side menu, click Map. The map screen appears with the selected entities.



4. Click a pin indicator to see summary energy consumption and CO₂ emissions data.



Export

Export interval load data for further analysis and transfer to downstream systems. Data can be exported into the following formats:

Button	Description
CSV or EPC	This is a generic, comma-separated file format that can be opened by most spreadsheet software applications. Data is displayed in rows. In this format, values for points in time are used instead of values for amounts of energy. For example, kWh are converted to kW.
	This option can be selected with this format. Please note that this conversion makes straight demand conversions. These are not rolling demand values.
Convert to Demand	When exported, the file extension is labeled either .CSV or .EPC, depending on your utility's preferences. Files with the .EPC extension can be opened from within a spreadsheet program but not by double-clicking on the file. To open the file by double-clicking on it, manually change the file extension to .CSV.
CMEP	This is a comma-separated text file format frequently used in deregulated markets to exchange data between entities. When exported, the file extension is labeled .CMEP.
	The Convert to Demand option can not be selected with this format.
PRN	This is a comma-separated format which can be opened by most spreadsheet software applications. Data is displayed in columns.
	The Convert to Demand option cannot be selected with this format.
MDEF	This is a binary file used to store detailed metering information. This file format includes more information about certain account and time zone fields than either CSV or CMEP files, but is less straightforward. When exported, the file extension is labeled .MDEF.
	The Convert to Demand option cannot be selected with this format.
Green Button	The Green Button format is based on the Energy Services Provider Interface (ESPI) data standard released by the North American Energy Standards Board (NAESB) in 2011. This data format allows a customer to view data stored by the utility. This XML based format can be viewed by XML editors, web browsers, and imported into other systems.

NOTE: File export functionality is set according to each utility's requirements. Some file types shown below may not be available.

To export data follow these steps:

- 1. Click the **Reports** tab and click **Date Ranges/Accounts**.
- 2. Select the date range and the accounts, meters, or groups for the report.

3. In the side menu, click Export.

Reports	Export Data - Friday May 1, 2015 Through Sunday May 31, 2015
Date Ranges/Accounts	Export Options
Summary Statistics	Select File Type :
Average Profiles	O CMEP O MDEF
Load Duration Curve	O Green Button
Load Profiles	O Vertical
Usage History	Select Interval Length:
Emission Report	 Metered Interval Length Convert to Hourly Intervals
Hourly Prices	Castinus
Estimated Bill	Continue
Мар	Selected Date Range Friday, May 01, 2015 Through Sunday, May 31, 2015
Export	

- 4. Select the file type.
- 5. Select the time:
 - Metered Interval Length Time intervals that are specified in the database are used.
 - Convert to Hourly Intervals Values are converted to hourly intervals.
- 6. Click Continue. The following screen displays a link to the file selected for export.

Reports	Export Data - Friday May 1, 2015 Through Sunday May 31, 2015
Date Ranges/Accounts	Click the link below to download the data that you have selected.
Summary Statistics	Metered Data File(15 minutes per interval)(CSV)137,680 bytes
Average Profiles	Selected Date Range Friday, May 01, 2015 Through Sunday, May 31, 2015
Load Duration Curve	
Load Profiles	
Usage History	
Emission Report	
Hourly Prices	
Estimated Bill	
Мар	
Export	

7. Click the file link to download the file. The file name reflects the file and interval formats, and the file size.

Create Report Favorites

You can save any of the Energy Online Profiler reports to view, edit, and maintain without having to set them up every time.



Creating a Memorized Report

Memorized Reports are created when you elect to save any graph, chart, or table as a report by clicking the Memorize Report button under the left navigation menu. You can select a Memorized Report to be the default report that appears when you login to Energy Profiler Online.

Memorized Reports can also be added to the Dashboard. Refer to "Dashboard" on page 57 for more information about the Dashboard.

To create a Memorized Report:

- 1. Click the Reports tab and click Date Ranges/Accounts.
- 2. Select the date range and the accounts, meters, or groups for the report.
- 3. In the side menu, click the report you want to display, such as Load Profiles.
- 4. Click the Favorites icon (star).

The report screen dims and the options menu appears.

The Report has been memorized in 'Reports'.
What do you want to do with this report?
 Send it by mail Export it to your Dashboard Continue and do nothing right now

- 5. Click an option to perform an additional task or leave the report as is.
 - Send it by email The report is sent to the email address associated with your login ID. You can set up additional email recipients as described in "Set up email routing for Memorized Reports" on page 55.
 - Export it to your Dashboard The Edit Dashboard screen appears where you can configure the report for your Dashboard. Refer to "Add reports to the dashboard" on page 57 for more information.
 - Continue and do nothing right now The current report view remains active.

Manage Reports

With the **Manage Reports** screen you can edit, configure, or delete Memorized Reports. All Memorized Reports appear in the table.

To view the current Memorized Reports:

- 1. Click the Favorites tab.
- 2. In the side menu, click **Manage Reports**. The screen displays the table of existing Memorized Reports.

DASHBOARD	REPORTS	HISTORICAL COMPARISO	ON FAVO	ORITES		
Favorites Manage Reports Edit Dashboard	Favorite Data Type edit Emission Report edit Load Profiles Select All Clear All Delete	Selected Accounts Factory fo Factory Ye	Date Range r the 30 most recent days ear to date	Normalization none none	Weather Adjustment	

The following table describes the columns for the report table:

Column Heading	Description
(check box)	Select reports for deleting.
(edit)	Click this to set up the report for emailing to one or more recipients.
Favorite Report	Select the radio button for the report you would like to set as the default when you log in to Energy Profiler Online. When you log in, also check the Goto favorite report option on the login screen.
Data Type	Displays the type of report. Click on the link to view the report.
Selected Accounts	Displays the accounts included in the report.
Date Range	Displays the date range assigned to the report.
Normalization	Displays the normalization factor defined for the report.
Weather Adjustment	Displays the weather adjustment defined for the report.

Set up email routing for Memorized Reports You can define email recipients for your Memorized Reports. You can define the message format, preferred language, time and frequency for sending the report.

- 1. Click the Favorites tab.
- 2. In the side menu, click Manage Reports.

 Click the edit link for the report you want to email. The email parameters screen is displayed. Note that you can change the value in the Report Name field to something more descriptive. This value is used as the subject line in the email.

orts	Fill out the form for the mailing
Report Name	Emission Report
Send Email?	
E-mail Format	HTML 🔻
Preferred Language	English (United States) 🔻
Time	12 V 00 V @ AM O PM
Interval	Daily
	◯ Weekly Day of Week Su ▼
Additional Recipients	Monthly Day of Month 1
Notes	Note: Please enter recipients seperated by γ or γ .
	Save Cancel

- 4. Check the **Send Email?** box to send yourself the report.
- 5. Select other options as desired for the email message.
- 6. If you want others to receive the report, enter their email addresses in the **Additional Recipients** box.
- 7. In the Notes box, enter additional information to be included as a message in the email.
- 8. Click Save to save the changes and return to the Manage Reports screen.

At the scheduled time and interval, the system will generate and send an email message and include the report.

Dashboard

The Dashboard in Energy Profiler Online is a convenient way to display your saved reports to a single screen for quick viewing. The Dashboard displays a condensed version of a report. Any report you save as a Memorized Report can be added to the dashboard. Refer to "Creating a Memorized Report" on page 54 for more information about Memorized Reports.

You can set preferences to show your Dashboard first after you login, rather than the Energy Profiler Online Basic tab. Refer to "Preferences" on page 61 for more information.

Add reports to the dashboard

- 1. Click the Favorites tab.
- 2. In the side menu, click **Edit Dashboard**. All of your Memorized Reports appear in the table.

DASHBOARD	REPORTS	HISTORICAL COMPAR	ISON FAVORI	TES
Favorites				
Manage Reports	Data T	/pe Selected Accounts	Date Range	Manage Reports
	Emission Report	Factory	available	Add
Edit Dashboard	Load Profiles	Factory	Year to date	Add
	Load Profiles	Factory	for the 30 most recent days available	Add
		Dashboa	ard	<u>.</u>

3. In the **Manage Reports** column, click the **Add** button for a report to add it to the dashboard preview area. The button changes to **Del** when you add a report.

- 4. In the preview area, you can arrange the report bubbles by clicking and dragging them within the area.
- 5. If necessary, click the **Del** button in the table to remove a report from the preview area.

View the reports in the dashboard

After one or more reports are added in the Manage Reports screen, you can view the reports in the dashboard.

1. Click the **Dashboard** tab. For each report you added, a condensed version appears on the Dashboard screen.



In the dashboard, you can modify the view in several ways:
 Collapse a report by clicking the arrow button in the report title bar.



- Move a report to another location in the dashboard area.
- View the full report by clicking the <u>View</u> link.
- Remove the report by clicking the X button in the report title bar.

The changes you make will be saved when you close the Dashboard screen and return to it later.

You can also click the **Admin** link to open the Edit Dashboard screen for adjusting the dashboard.

Examples of Dashboard Layouts





Preferences

You access the Preferences page from the upper right corner of the Energy Profiler Online screen.



The Preferences page is where you can set default preferences for Energy Profiler Online reports. You can also select your time zone, enter your email address, manage your password settings, and manage Green Button subscriptions.

Preferences			
Load Profiles Default Level	Month Week Day Number of days	Timezone	(GMT -06:00) Central Time 🔹
	Manthlu Tatal - Washlu Tatal - Manthlu Datail	E-mail Address	
Default Level	 Weekly Detail Weekly Detail 	Decement	Edit
Weather	e Average Temperature O Degree Days	Settings	
Estimated Bill View	Formatted Tabular	Manage Green Button Subscriptions	Edit
Initial Tab Selected	O Dashboard Reports		
Normalization Default	Off O On Hours Of Operation T		
Dashboard	Auto-Refresh Interval minutes		

The following table describes each option on this page.

Field	Description
Load Profiles Default Level	Click the radio button to indicate the Load Default Level view using the preferred intervals.
Usage History Default Level	Click the radio button to indicate the Usage History Default Level using the preferred intervals.
Weather	Click the radio button to indicate the Weather Sensitivity point of reference.
Estimated Bill View	Click the radio button to toggle between a formatted view that resembles a bill, or a tabular view that displays the data in tables.
Initial Tab Selected	Click the radio button to select which page to view after you first login to Energy Profiler Online.
Normalization Default	Click the radio button to indicate whether the application displays normalization features for each Energy Profiler Online report analysis page. If you select On, also select the preferred normalization factor.

Field	Description		
Dashboard	Click the check box to turn on a refresh rate for you Dashboard reports. Enter the frequency in minutes		
Time zone	Click the arrow to indicate the desired default time zone. Energy Profiler Online uses the specified time zone to compute the current date and time when you select options on the Date Range/Account page and to specify when a predefined report generates. The time for report generation reflects the customer's time zone. If you do not select a time zone, Energy Profiler Online uses the utility company's time zone.		
E-mail Address	Indicates the default address the application uses as the recipient for a saved report.		
Password Settings	Select this option to change your password or to add the secondary password question and answer that help to further identify you, and only you know.		
Manage Green Button Subscriptions	Add and manage subscriptions for Green Button data access.		

Setting Report Preferences

Normalization

Save time by setting the default preferences before creating your reports so that the system can automatically recall the formatting you specify.

To set default preferences for a report:

- 1. Click **Preferences** in the top right corner of the Energy Profiler Online screen.
- 2. Select the options for each preference as desired.
- 3. Click the Save button.

Normalization allows you to edit attributes of data and information to compare different accounts/meters/groups in ways that are more logical for their characteristics.

For example, a manufacturing company monitors energy usage in their warehouse, manufacturing plant, and sales outlet. Comparing the total kW energy usage among each facility would not provide useful information about the real energy usage.

To remedy this, Energy Profiler Online allows you to quantify the usage data by a normalization factor, such as amount per square feet, for each building/account. Thus, you can compare the energy usage of a very large building with that of a very small building in terms of a common factor to determine relative energy efficiency of different facilities.

To enable the normalization factor default for all reports, set the Normalization Default option to On and select the factor to use, such as square feet or number of employees.

Also, you can set different normalization factors on individual reports on the report's template page, as explained next.

Specify the Normalization Factor on a Report

Follow these steps to define a specific normalization factor for a report. This setting will override the general normalization factor defined on the Preferences page.

- 1. Generate the desired report, such as Average Profiles.
- 2. In the Normalization field, select the desired normalization factor.



The unit of measure on the graph changes based on the selected factor.

Manage Passwords

Click **Manage Passwords** on the **Preferences** screen to change your password. You can also select from a series of questions and provide an answer to the question that only you know. This question and answer is used as another level of security should you lose your password.

Change Password	
To make any changes to items	on this screen, you must enter your current password in the field below.
Current Password	
To change your password, you	must enter and confirm your new password in the fields below.
Password:	
Confirm New Password	
Please, select your secret ques	tion and answer:
Select Your Secret Question	What is your pet's name?
Answer	Fido
The above information will be us	sed to verify your identity in case you lose your password.
In order for this functionality to v	work you must also specify your e-mail address in the Preferences screen.
Save	Cancel

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Change Passwords	To change any values on the screen shown above, you must first enter your current password in the Current Password field		
	To change a password, type in the new password in the Password field, and then re-enter that same password in the Confirm New Password field.		
	To set up your secret question and answer, select a question from the Select Your Secret Question dropdown, and then type the answer in the Answer field. This information will be used to help verify your identity if you lose your password.		
Recover Passwords	<pre>To recover your password, click Forgot your password? on the Login screen.</pre> <pre> Lading the way in energy efficiency They Profiler Online provides you the information to better manage energy efficiency, costs, demand, ad sustainability of your facilities providing accurate, detailed energy data to identify cost savings poprtunities, support government efficiency mandates, and improve reliability.</pre>		

Enter your User ID on the next screen.

Please, enter your User Id and click Continue to begin the password recovery process. User ID:	
Continue Cancel	

Enter the answer to your selected question on the next screen.

Your password recovery question appears below. Please enter the answer in the space provided. If the answer you enter matches the answer you previously gave, your password will be sent to the e-mail address for your User ID.
If you receive an error, or if the password does not arrive in your inbox, contact the Administrator of your site.
Your Question What is your pet's name?
Answer
Mail It Cancel

Click Mail It to have your new password sent to you.

NOTE: The email will be sent to the email address you previously set up on the **Preferences** screen.

Manage Green Button Subscriptions

Energy Profiler Online has the ability to provide energy data in Green Button format to Users or authorized third parties.

You can add and manage subscriptions for Green Button data access from the **Preferences** screen. Click **Edit** next to the **Manage Green Button Subscriptions** option, then click **New Subscription** to display the screen below.

Manage Green Button Su	ubscriptions	Back to Preferences
Add Green Button Subscrip Description:	tion	
Subscription Start Date:	Subscription End Date:	
Available Accounts: Assigned A FAC000 - Factory OFF000 - Office S00001 - Store 1 S00002 - Store 2 S00003 - Store 3 S00004 - Store 4 S00005 - Store 5 S00006 - Store 6	Accounts:	
Save Cancel		
		New Subscription

Here you can enter a description of the subscription, select accounts to make available for this subscription, and set up a date range for the subscription.

Setting up a subscription creates a SubscriptionID. This SubscriptionID can be provided to third party applications to securely access data for the specified date ranges for the specified accounts. Once the information for the subscription has been entered, click **Next**.

Manage Green Button Subscriptions			Ba	ick to Preferences		
						New Subscription
Subscription ID	Description	Start Date	End Date			
326B937394DA8121F2EA3F5	Factory raw data	06/01/2015	06/30/2015	Edit	Delete	Example Url

This screen shows the Subscription ID that was generated by the system for this subscription. It also shows the description and date range covered. You can edit or delete the subscription using the respective links. Any new subscriptions you create are added to this list and have their own unique SubscriptionID.

Click **Example URL** to see a generated URL that includes the required information in the required format needed to access the Green Button data. You need to replace the "<SiteName>" portion with the name of your EPO site. You should also specify "https" instead of "http" to preserve the security of your data.

Historical Comparison	The Historical Comparison tab in Energy Profiler Online compares usage between different date ranges for one account only. You can create reports to illustrate usage trends for an account for different days using a 24 time period for each day selected.
	For example, you could compare the energy usage for all of the Mondays in a two month time span. The data will show the differences in usage for each Monday over the 24 hour period day. Or, you could compare specific dates, i.e. Friday January 1st vs. Thursday January 7th.
Select Account and View	Choose whether you want to work with days, months, or customized date ranges. This screen is similar to the Date Ranges/Accounts screen in Energy Profiler Online basic except that Historical Comparison works with one account at a time.
	To navigate to the Select Account and View module follow these steps:
	1. Click the Historical Comparison tab.

- 2. Select an account and a comparison range.
- 3. In the side menu, click Select Dates.

Historical Comparison	Comparison View	Accou	nts	
Select Customer		De	scription	Dates Available
	Daily	Fac	tory	11/02/2002 - 06/30/2015
Select View and Account		O Offi	ce	11/02/2002 - 06/30/2015
Select Dates	Monthly	Stor	re 1	11/02/2002 - 06/30/2015
		Stor	re 2	11/02/2002 - 06/30/2015
	-	Stor	re 3	11/02/2002 - 06/30/2015
		Stor	re 4	11/02/2002 - 06/30/2015
		Stor	re 5	11/02/2002 - 11/01/2002
		Stor	re 6	11/02/2002 - 06/30/2015
		Stor	re 7	11/02/2002 - 06/30/2015
		Stor	re 8	11/02/2002 - 06/30/2015
		Stor	re 9	11/02/2002 - 06/30/2015

Date Ranges

Accounts

The date selection buttons on this screen represent which unit of time interval you will be using for analysis.

- Daily Comparison Compare different days via 24 hour time sets for the selected account.
- Select Monthly Comparison Compare usage for full month time frames i.e. January 2008 vs. January 2009.
- Comparison by Date Range Compare using a customized date range.

Choose one of the available accounts listed in the box at the right-hand side. As with the Date Ranges/Accounts screen in the Energy Profiler Online Basic tab this box will list the accounts by description with the corresponding date range available for each account.

Select Dates

Create a list of dates to use for analysis by moving the desired dates to the **Selected** box on the Select Dates screen. These dates are used to run the Profiles report, Totals report, and Export function.

The details available depend upon which comparison range is selected on the Select Account and View screen. The available dates for the account are listed at the top of the screen.

Monthly Comparison

The example below shows the **Monthly Comparison** option is selected on the Select Account and View screen. The **Available** box shows the months containing data for the selected account.

2	Monuny Companson	Date Selection	Junuer	and a second	
elect Customer					2015 JAN
Select View and Account	2015	2014	2013	2012	2015 FEB
select Dates	JAN FEB MAR APR MAY	2015 MAR			
Ionthly Profiles	JUN AL AUG SEPT OCT	JUN JUL AUG SEPT OCT	JUN JUL AUG SEPT OCT	JUN JUL AUG SEPT OCT	2014 FEB
Ionthly Totals	NOV DEC	NOV DEC	NOV DEC	NOV DEC	2014 MAR
listorical Export	2011	2010	2009	2008	
	JAN FEB MAR APR MAY	Clear All Dates			
	JUN JUL AUG SEPT OCT				
	NOV DEC	NOV DEC	NOV DEC	NOV DEC	
	2007	2006	2005	2004	
	JAN FEB MAR APR MAY				
	JUN JUL AUG SEPT OCT				
	NOV DEC	NOV DEC	NOV DEC	NOV DEC	
	2003	2002			
	JAN FEB MAR APR MAY	JAN FEB MAR APR MAY			
	JUN JUL AUG SEPT OCT				
	NOV DEC	NOV DEC			

Note that you can easily delete dates from the Selected Dates list using your mouse. Hover over the dates and observe that an "X" appears to the right of the date. Click on the X to delete the date.

Selected Dates	
2015 JAN 2015 FEB	
2015 MAR	X
2014 JAN	3
2014 FEB	
2014 MAR	
Clear All Dates	

Daily Comparison

If Daily Comparison was selected, the Available box shows the available days for the account, as shown next.



Select Dates and Date Ranges

Based on your comparison selection, click on the days or months you want to compare.Note that all the dates you select are displayed in the right pane under Selected Dates. Once the dates are selected, and choose whether to see Profiles or Totals.

Profiles

This report displays a graph showing energy load profiles for the account. The name of this feature changes slightly depending on the comparison range (daily or monthly) that you have selected on the Select Account and View Screen.



Using This Screen

You can choose which channels to display by using the report controls described below. Remember to click the Redraw button in order to see the revised graph after making changes.

Button	Description
Formatting	Each date range's profile is displayed with a different color.
Redraw	Refresh the graph if any changes for the information display have been selected.
Unit of Measure	For more than one unit of measure, a drop-down box appears. After selecting a unit of measure click the Redraw button. When a normalized value is used, the report will also reflect the normalized value
Normalize	Normalization attribute can be selected from the drop-down menu. After normalization, note that the unit of measure on the graph has changed to also divide by the normalization factor.
Table	View data in tabular form. From the table report, click the Continue button to return to the graph. The tabular view displays a list of the individual values used to produce the corresponding graph.
Totals

This report displays a bar chart of daily total energy usage for the account.

4.



Using This Screen

Use the on screen report controls to adjust the data:

Button	Description
Sorting (located under Graph Options in the right panel)	Sort by day (or month) type, chronologically, or by totals. Dates in the Legend box are resorted to match the order in which the bars are presented on the graph.
Formatting	Each date range's profile is displayed with a different color.
Redraw	Refresh the graph if any changes for the information display have been selected.
Unit of Measure	For more than one unit of measure, a drop-down box appears. After selecting a unit of measure click the Redraw button. When a normalized value is used, the report will also reflect the normalized value.
Normalize	Normalization attribute can be selected from the drop-down menu. After normalization, note that the unit of measure on the graph has changed to also divide by the normalization factor.
Table	View data in tabular form. From the table report, click the Continue button to return to the graph. The tabular view displays a list of the individual values used to produce the corresponding graph.

NOTE: If data is missing in the selected date range, an asterisk will appear in the table and a blank segment will appear on the graph.

Historical Export

Export Formats

Use the Historical Export function to export historical interval load data for further analysis and transfer data to downstream systems.

The following file formats are available:

Format	Description
CSV or EPC	This is a generic, comma-separated file format that can be opened by most spreadsheet software applications. Data is displayed in rows. In this format, values for points in time are used instead of values for amounts of energy (e.g., kWh are converted to kW etc).
	This option can be selected with this format. Please note that this conversion makes straight demand conversions. These are not rolling demand values.
Convert to Demand	When exported, the file extension is labeled either .CSV or .EPC, depending on a user's utility's preferences. Files with the .EPC extension can be opened from within a spreadsheet program but not by double-clicking on the file. To open the file by double-clicking on it, manually change the file extension to .CSV.
СМЕР	This is a comma-separated text file format frequently used in deregulated markets to exchange data between entities. When exported, the file extension is labeled .CMEP.
	The Convert to Demand option can not be selected with this format.
PRN	This is a comma-separated format which can be opened by most spreadsheet software applications. Data is displayed in columns.
	The Convert to Demand option cannot be selected with this format.
MDEF	This is a binary file used to store detailed metering information. This file format includes more information about certain account and time zone fields than either CSV or CMEP files, but is less straightforward. When exported, the file extension is labeled .MDEF.
	The Convert to Demand option cannot be selected with this format.

NOTE: Not all file types listed in this document may be available, since file export functionality is set according to each utility's requirements.

To export historical comparison information, follow these steps:

- 1. Click the Historical Comparison tab.
- 2. Select an account and a comparison range.

3. In the side menu, click Historical Export.

Reports	Export Data - Friday May 1, 2015 Through Tuesday June 30, 2015
Select Account and View	Export Options
Select Dates	Select File Type :
Profiles	
Totals	Select Interval Length Metered Interval Length
Historical Export	Convert to Hourly Intervals
	Continue
	Selected Date Range Friday, May 01, 2015 Through Tuesday, June 30, 2015

- 4. Select the file type.
- 5. Select the time interval.
 - Metered Interval Length If this option is selected, time intervals that are specified in the database are used.
 - Convert to Hourly Intervals If this option is selected, values are converted to hourly intervals.
- 6. Click **Continue**. The system generates the export file and displays a link to the file, as shown next. The file name reflects the file and interval formats, and the file size.

Click the link below to download the data that you have selected.
metered Data File(15 minutes per interval)(CSV)123,212 bytes
Selected Date Range Friday, May 01, 2015 Through Tuesday, June 30, 2015

7. Click the file link to download the file.

Curtailment

Review and respond to curtailment events using the Curtailment tab. Notifications will be generated and sent to you when the utility initiates a curtailment event. You will also be able to review previous events and view settlement information.

Reports & Events

The Reports & Events screen is the first screen to appear when you click the Curtailment tab. This screen lists all events available within a designated time range.

DASHBOARD	REPORTS		HIST	ORICAL COMPARISO	N CURTA	LMENT	FAVORITES
	Reports & Ev	vents					
	Actions: View All N Reports: Settlemen Event Date: Account Name: Page Size: 20	lessages nt By Contract	Account ID: Event Filter: Last 30 days				
	Redraw						
				Events			
	Event Date	Start	End Custome	r Name Acc	count Name	Status	Review
	6/28/2015	10:00	12:00 Product	sUSA	Store 1	Bid In	(<) () review

To filter for events for a time range other than the default:

- 1. Select the event in the Event Filter field.
- 2. Click Redraw.

Matching data appears in the table for the selected time range. Events that require a response show a warning icon and an action in the Status column.

Actions: View Reports: Sett	All Messag Ilement By C	es Contract					
Event Date:		•	Account ID:				
Account Nan	ne:		Event Filter: All events	¥			
Page Size: 20							
Redraw	ORTANT:	Events m	arked with 🖄 allow resp	ponse. To respond, pk Events	ease clic	k on the corresponding 'Rev	view' hyperlink.
Redraw IMP Event Date	ORTANT: Start	Events m	arked with 🕭 allow resp Customer Name	ponse. To respond, ple Events Account Name	ease clic	k on the corresponding 'Rev Status	view' hyperlink. Review
Redraw IMP Event Date 1/122015	ORTANT: Start 10:00	Events m End 12:00	arked with A allow resp Customer Name ProduceJCA	Donse. To respond, pla Events Account Name Store 1	ease clic	k on the corresponding 'Rev Status Pending Cust. Resp.	view' hyperlink. Review review ()) (>
Redraw IMP Event Date 1/122015 828/2015	ORTANT: Start 10:00 10:00	Events m End 12:00	arked with A allow responses a	ponse. To respond, pla Events Account Name Store 1 Store 1	ease clic	k on the corresponding 'Rev Status Pending Cust. Resp. Bid In	view' hyperlink. Review review () (> (<) () review

Click the **Actions** and **Reports** links at the top of the form to view associated information for the event.

View Messages

Click the **View All Messages** link to view a table that lists all message notifications that have been received.

ricssages	summ	ary:						
Date/Time	Туре	From	Status	Event Date Start/End	Program	Account ID Ac	count Nam	Details
1/30/2015 15:51	AcceptEPO	Administrator	Sent	1/7/2015 13:00/15:00	Voluntary Demand Reduction Program	S00002	Store 2	Details
1/30/2015 15:49	Notify EPO	Administrator A	cknowledged	1/7/2015 13:00/15:00	Voluntary Demand Reduction Program	S00002	Store 2	Details
urtailmen	t Event	Message	Details					<
 Program N Date/Time: From:EPO Type:Acce Date of Ev Start Time End Time of Status: Se 	lame:Volur :01/30/2019 Administra pt ent:01/07/2 of Event:1 of Event:3:0 nt E Load: 0.0/	ntary Demand 5 3:51 PM tor 2015 :00 PM 00 PM 1 MW	Reduction F	rogram				

Click the **Details** link to view more information about a message. The details table appears at the bottom of the Curtailment Event Details report.

Click **Back** to return to the Message Summary table.

Settlement Reports

Next to **Reports**, click the **Settlement By Date** and **Settlement By Contract** links to find events at a specific date in the past.

Store 1 (Demand Bidding Program) Store 1 (Hourdy Bid-In by Invitation)	*
Store 1 (Voluntary Demand Reduction Program)	
Store 2 (Voluntary Demand Reduction Program)	
	*
elect All Clear All	
ate: 06/28/2015	
Generate Report	

You can display settlement reports for multiple accounts simultaneously by holding down the <Ctrl> key and clicking multiple items in the **Contracts** box.

Select a date range or a specific date by settlement contract. Click **Generate Report** to view the reports. The Reports & Events screen appears.

Curtailment Event Details

To review details for the event, click the **review** link in the **Review** column.

Event Date	Start	End	Customer Name	Account Name		Status	Review
1/12/2015	10:00	12:00	ProductsUSA	Store 1	Â	Pending Cust. Resp.	review () (>)
6/28/2015	10:00	12:00	ProductsUSA	Store 1		Bid In	A IT HARAN
1/7/2015	13:00	15:00	ProductsUSA	Store 2		Completed	(<) () review

The Curtailment Event Details report appears for that event, as shown next.

On this screen you can view a summary of the event details with a chart of the load amounts used over the 24 hour period of the event.

Program Name, volunta	ry Demand Reduct	ion Program	Curtailable Load	d: 0.01 MW	
Account ID: S00002			Energy Price: 7	5.000 ¢/kWh	
Account Name: Store 2			Zone: North		
Event Date: 1/7/2015			Event Time Sta	rt: 1:00 PM	
Status: Completed					
Event Time End: 3:00 PM	м				
Cur	tailment report -	Wednesday Ja	nuary 7, 2015		
25					
20	ΛΛ		-	A Anor	+
15	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	CAN	Ahmen and		View Table
10					Days in Baseline Deta
			_		12/25/2014-12/26/2014
5					12/29/2014
0					- 1/5/2015
2:00 AM 04:00 AM	08:00 AM	12:00 PM	04:00 PM 08:0	00 PM 12:0	0 AM
B	aseline Load 🛛 🔳 C	ommitted Load 📒	Actual Load		
Time Period	Baseline	Actual Load	Reduction	Price	Incentive Amount
	MWh	MWh	MWh	c/kWh	S
14:00	0.0	0.0	0.0	75.000	0.58
	0.0	0.0	0.0	75.000	0.51
15:00			0.0		
15:00 Average:					

Appendix A— View and Edit Account Information

View Account Information

If the items in the account description column are displayed in blue type, you can view or edit them. This is an optional feature only available with permission from your administrator.

- 1. On the Date Ranges/Accounts screen, click Accounts.
- 2. Click the link in the entities box to view or edit its attributes.

Ac	counts	Meters	Groups
	Description	Dates Av	vailable
	Factory	11/02/2002	2 - 06/17/2015
	Office	11/02/2002	2 - 06/17/2015
	Store 1	11/02/2002	2 - 06/17/2015

The attributes screen for the type of entity appears.

Account Attribu	Ites Edit Ac	count Attributes			
Account ID:	FAC000				
Account Name:	Factory				
Date Range Available:	11/02/2002 - 07/21	/2015			
Site ID:					
Site Name:	Factory				
Site Address:	1700 Milvia Street Oakland, CA 9411				
SIC / NAICS sub-code:	3088, 326191 , Pla	stics Plumbing Fixture Manufa	cturing		
LINISSION FACTORS	Gas: 6	6.125 Kg.CO ₂ /kWh			
	2010	Total	32600000	KGCO ₂	12Monthly values
	2009	Total	32600000	KGCO ₂	12Monthly values
				KGCO-	12Monthly values
Farget Values	2008	Total	32600000		12ivionally values
Target Values	2008 2007	Total Total	32600000 65199992	KGCO ₂	Single yearly value
Target Values	2008 2007 2006	Total Total Total	32600000 65199992 32599999.2	KGCO ₂ KGCO ₂	Single yearly values
Target Values	2008 2007 2006	Total Total Total	32600000 651999992 325999999.2	KGCO ₂ KGCO ₂	Single yearly values
Target Values	2008 2007 2006 TS Edit Operat	Total Total Total	32600000 65199992 325999999.2	KGCO ₂ KGCO ₂	Single yearly values

Edit Account Information

On the Account Attributes screen you can perform the following functions:

- View and enter additional account or site contact information.
- Review attributes of accounts, such as rate, price stream, and meters.
- Maintain information for benchmarking, such as SIC code, size of the facility, and operating hours.
- Manage site contact information.

- Set target values for CO₂ emissions.
- Create alarms for notification of consumption levels exceeding specified ranges.

If the Edit button is not shown, you do not have access to the section.

The following table describes the attributes:

Account Attributes	Description		
Account ID	Primary account identifier in the service provided by the utility.		
Account Name	Descriptive name identifier.		
Date Range Available	Range between the first interval data point and the last interval data point stored by the service.		
Site ID	Typically, a unique alphanumeric identifier created by the utility to designate the account's physical location.		
Site Name	Name for the building or site that is designated by the user.		
Site Address	Postal address for a customer site.		
SIC/NAICS Sub Code	Standard industrial Classification code, used by industry to classify businesses.		
Emission Report Options	Description		
Emission Factors	Average CO_2 emission rate of a given pollutant for a given source, relative to the intensity of a specific activity. The user can add CO_2 emission factors for each commodity with varying date ranges.		
Target Values	Target values for total CO_2 emission as designated by the user for monthly or yearly time frames.		
Operating Hours	Description		
Operating Hours	Number of operating hours per week used for benchmarking/normalizing statistics."Hours of Operation" can be selected as a normalizing factor when the reports are displayed.		
Rates	Description		
Service	Usually designates the commodity type in the service, which is a more generic designation than the rate. There can be several services per account (e.g., an account could have an electric transmission and distribution service, electric generation service, and gas service).		
Rate	Actual rate or tariff name or designation used by the commodity provider, usually the local utility. There can only be one rate per service type (e.g., the customer could only have one rate for the electricity generation service, but there could be a different rate associated with the electricity distribution service).		
Comparison Rate	Additional rate on the estimated bill, provided for comparison purposes.		

Normalization Factors	Description	
Number Of Employees	Enter the number of employees for a location to use as a normalizing factor.	
Square Feet	Enter a value for normalization by square feet area and a date range. For more information view "Normalization" on page 62.	
Units Of Production	Enter a value for normalization units of production and a date range. For more information view "Normalization" on page 62.	
Meters	Description	
Meter ID	Meter number(s) that will correspond to the meters within an account.	
Alarms	Description	
Parameter	Stream of data that is evaluated for alarms.For more information see "Account Alarms" on page 82.	
Minimum	If the imported data falls below this level, an alarm notification is issued. This value should be numeric and positive. If you enter text values or negative values, an error message will be displayed indicating that the values are not valid.	
Maximum	If the imported data rises above this level, an alarm notification is issued. This value should be numeric and positive. If you enter text values or negative values, an error message will be displayed indicating that the values are not valid.	
Account Managers	Description	
Name	Individual that has been specified from the electric utility to be the contact person for this account.	
Site Contacts	Description	
Contact	Designate whether a user will appear in the <i>Site</i> <i>Contacts</i> list in the View Account Information screen.	
Notify	Signify whether a user will receive alarms, when triggered. Note that only users designated as a site contact can receive alarms.	
Name	Enter or edit the name of the contact, click the EDIT button.	
Description	Usually contains the person's job title or area of responsibility.	
EMail	E-mail address for contact person shown here will be used for any alarms or reports that are issued.	
EMail pager	E-mail pager information for contact person shown here will be used for any alarms or reports that are issued.	
Phone	Enter or edit the telephone number of the contact person.	
Fax	Enter or edit the fax number of the contact person.	

Account Alarms

Use the Alarms feature to better manage a target for consumption. An alarm for an account will cross reference your most recent usage data with criteria you specify and will notify you via e-mail if you have exceeded the parameters.

This field displays the alarms associated with the account. Alarm limits are user defined and designated as minimums and maximums. When imported data is outside of this range, the alarm notification is sent to the site or account managers, depending on the configuration.

Edit Account Alarms	5		0
Account ID:	FAC000		
Account Name:	Factory		
Parameter	Minimum	Maximum	
Load Data Electricity Watts(kW)	100.00	500.00	
Load Data Gas Energy(BTU/Hr)			
Miscellaneous(¢)		7.00	
Save Back			

When your daily usage information downloads to your utility every night, the system will detect if an account has fallen below the minimum or surpassed its maximum as specified in the Alarms settings.

If the upload data indicates an account is out of range, the designated contact person will receive a system generated e-mail. The contact person can then make the necessary adjustments so consumption amounts remain within the desired parameters.

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