



## **User Guide**

# **The Business Energy Dashboard**



## More Ways to Understand and Control Your Energy Use

At FPL, we’re investing in smart grid technologies as part of our commitment to building a smarter, more reliable and more efficient electrical infrastructure. These state-of-the-art smart technologies, including smart meters, will improve the service we provide today while laying the foundation for a host of future benefits including improved reliability, faster restoration of power, better service and more convenience.

And customers have more control. As a business customer with an activated smart meter, you have access to information that can help you gain more control over your energy use and costs. Once your smart meter is activated, you can log on to our secure online energy dashboard to view such data as: energy use by the month, day or hour. Customers on demand rates will also be able to see energy use in 15-minute intervals.

In addition, the dashboard offers downloadable historical data (up to two years beginning at the time your meter is activated), energy bill projections, historic weather information and more. You can also group multiple accounts to better understand and manage energy use across sites.

This guide provides detailed information on how to use the business energy dashboard to make more informed energy choices.

NOTE: Only customers with activated smart meters can access the business energy dashboard.

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# 1. Getting started

Visit [www.FPL.com](http://www.FPL.com) and enter your User ID and password in the “Account Log In” box.

Not registered on [www.FPL.com](http://www.FPL.com) yet? Click on “REGISTER FOR ONLINE ACCESS.”

Registration is simple. You need your FPL account number, an email address and the last four digits of the Social Security number (SSN), Tax ID (TIN) number or employer identification number (EIN) associated with the accounts you manage.

Once logged in, you have access to all of the accounts you manage.

The screenshot shows the FPL website homepage. At the top left is the FPL logo. To its right are links for 'Print | Newsroom | En Español | Contact Us | Site Map | Careers'. Further right is a dropdown menu for 'Doing Business with FPL' and a search bar labeled 'Search FPL...'. Below these is a 'Welcome, Log In' message. A main navigation bar contains links for 'My Home', 'My Business', 'Environment', 'Community', 'About Energy', and 'About FPL'. Below this is a social media section with icons for Facebook, Twitter, YouTube, and a 'ShareThis' button. The main content area features a 'MANAGE MY ACCOUNT' section with links for 'REGISTER FOR ONLINE ACCESS' and 'ACCOUNT LOG IN'. The 'ACCOUNT LOG IN' form includes fields for 'User ID or E-Mail Address' and 'Password', along with a 'LOGIN' button and a link for 'Forgot ID or Password'. To the right of the login form is a large banner titled 'Get Energy Fit and make your bill even lower' with the text 'We can help you get your energy use in shape with our Online Home Energy Survey' and a 'GET STARTED >>' button. Below the banner is a grid of service categories: 'MY HOME' and 'MY BUSINESS'. Under 'MY BUSINESS', there are six columns of links: 'My Account' (Pay My Bill, View Account History, Rates and My Bill, Update My Info), 'Billing & Payments' (Ways to Receive, Ways to Pay, Ways to Manage, Helping our Customers in Need), 'Customer Service' (Report Power Outage, Power Tracker Outage Map, Contact Us, Helpful Links, Update E-mail Preferences), 'Moving' (Manage My Orders, Start Service, Stop Service, Transfer Service, View More), 'Save Energy & Money' (Energy Saving Toolkit, Top 10 Tips, Home Energy Survey, Interactive House, On Call® Program), and 'Helpful Links' (FAQs, Payment Assistance, Storm Center, Improvements Map, View More). Below the grid are three promotional tiles: 'Level out your monthly bills' (Enroll in FPL Budget Billing®), 'Simplify the holidays by going paper-free' (Try FPL E-Mail Bill®), and 'Easier access to business solutions' (Try our Improved website). At the bottom, there is a footer with a list of links: 'A NextEra Energy Company | Investors | Terms | Privacy Policy | Safety Policy | FPL Blog | Newsletter | RSS | FPL Advertising | Email Updates | Social Media Mashup'. Below the links is the copyright notice: 'Copyright ©1996 - 2013, Florida Power & Light Company. All rights reserved. FPL.com is optimized for the following browsers: IE 7.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.' On the far right of the footer is an 'ACCREDITED BUSINESS' logo with a 'Click For Review' button.



If you have multiple business accounts, you can use one User ID for all of your accounts. You can create lists of accounts from the “**Account Summary**” page by clicking either “**Select/Add Account**” on the left or “**Change Account**” on the right. To create account groups (discussed later in this guide), you first need to set up account lists.

Click “**Add Accounts,**” then type in the account number and the last four numbers of the SSN, SIN or TIN associated with the account. Click “**Continue.**”

You’ll be asked to confirm the email address associated with the account. Once you confirm, the account will be added to your list.



The newest account is automatically set as the “**Default.**” To change it, simply determine which account you want to be the default and select the radial button in the column “**Set Default.**”

**MANAGE MY ACCOUNT** >

**My Account**

- Pay Bill
- View Bill
- Payment History
- Billing History
- Billing & Usage History
- Update Account Info
- Select/Add Account
- Online Energy Survey

**Billing & Payment**

**Moving**

- Manage My Orders
- Start Service
- Stop Service
- Transfer Service
- Open Multiple Accounts
- Close Multiple Accounts

**Select Account**

[Add Accounts](#)   [Delete Accounts](#)   [Reset Default](#)

**Select an Account to Manage:**  
Click on the column header to sort.

City	Address	Status	Account	Balance	Set Default
MIAMI	1234 1ST ST	Open	1234567890	\$2,017.47	<input checked="" type="radio"/> Default
MIAMI	3333 2ND ST	Open	0987654321	\$364.31	<input type="radio"/>
MIAMI	4444 8TH ST	Open	1111111110	\$1,008.62	<input type="radio"/>
MIAMI	5555 1ST ST	Open	2222222220	\$28,621.07	<input type="radio"/>

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## 2. Accessing the Energy Usage Information page

Click on “Billing & Usage History” under “My Account” to go to the “Energy Usage Information” page.

The screenshot shows the FPL My Account page. The user is logged in as John Smith with User ID: JSmith@widget.com. The page features a navigation menu with options like My Home, My Business, Environment, Community, About Energy, and About FPL. A sidebar on the left lists account management options, with "Billing & Usage History" circled in red. The main content area includes an account summary table, a "Pay Bill" button, and account information.

Account Summary	
Total Amount Owed	\$556.83
New Charges Due By	Jul 19, 2012
Last Payment	\$632.95
Date Received	Jun 20, 2012

Account Information	
Account Name:	John Smith Widget Company
Account Number:	1234567890

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### 3. Understanding your main dashboard view

The “**Energy Usage Information**” screen is your default view – essentially, your main menu – for accessing the multiple tools within the online energy dashboard. Navigating through the “**Energy Usage Information**” page is easy.

In any view, placing the cursor over a bar gives you additional information.

- The “**Account**” tab on the top left shows energy use and cost information for the account displayed under your company’s name and User ID. If you have multiple accounts, you can select the account you wish to access by clicking the “**Select Another Account**” blue hyperlink at the top of the screen.
- The “**Group**” tab lets users group multiple accounts to view energy information and trends for a number of sites, facilities or accounts.
- Energy use information can be viewed by the “**Month,**” “**Day,**” and “**Hour**” by selecting from the tabs along the top right. Customers on demand rates can also view their energy use in 15-minute intervals.
- Placing the cursor over any of the graph bars, makes a box appear showing a variety of data depending on which view (“**Month,**” “**Day,**” “**Hour**” or “**15-Min**”) and which tool (covered later in this guide) you are using.
- On the “**Energy Usage Information**” screen, scroll down to select additional applications and tools within the dashboard.

(The above instructions are illustrated on the next page.)



Print | News Room | En Español | Contact Us | Site Map | Careers

Doing Business with FPL

Search

Welcome, You are Logged in (My Account) - Log Out

My Home | My Business | Environment | Community | About Energy | About FPL

Print & Save | Quick Links | Pay My Bill

Account | Group

Welcome, JOHN SMITH WIDGET COMPANY

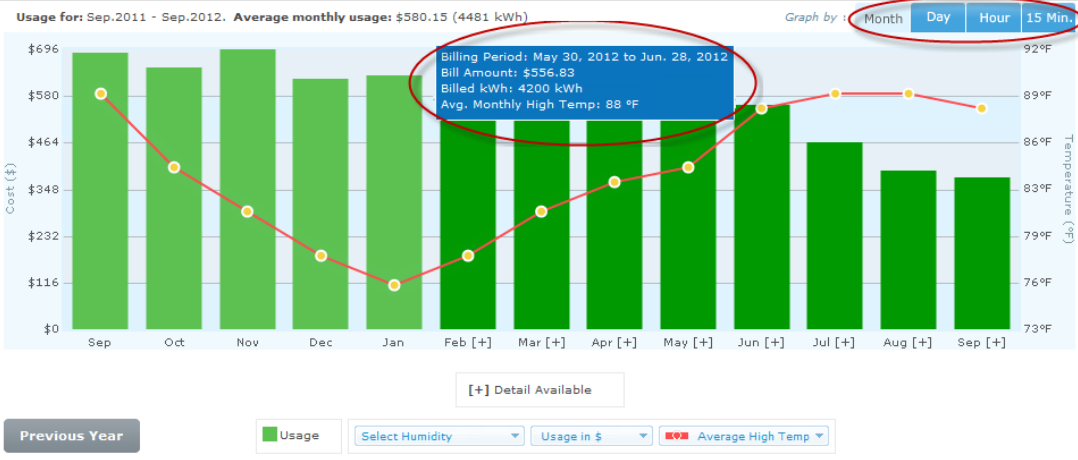
User ID: JSmith@widget.com

Account Number: 1234567890 | Select Another Account

### Energy Usage Information

Use this graph to view your energy usage for the selected period. Select from the tools below to customize the graph. Choose a tab to change the selected view.

Print | Download



#### Your Account at a Glance

Bill Account: 1234567890

Service Address: 1234 1ST, FORT ABC FL, 33441

Billing Type: ACTUAL READING

Billing Period: Aug. 30, 2012 to Sep. 27, 2012

Bill Reading: 17290

# of Service Days: 28

Total Electric Charges: \$377.33

[More Info](#)

#### Usage Comparison

Comparing your current and previous kWh usage and demand by yearly review

Learn even more about your energy usage by comparing monthly, daily or hourly time periods to each other.

[Compare Now](#)

#### Bill Projection

Last Month's Bill:	Your Bill To Date:
<b>\$377.33</b>	<b>\$374.53</b>
08/30/2012 - 09/27/2012	09/27/2012 - 10/30/2012

Your Projected Bill: **\$376.47**

09/27/2012 - 10/30/2012

[More Info](#)

#### Frequently Asked Questions

Type in your question  [Ask](#)

Select a Topic

- Account at a Glance
- Self-Comparison Tool
- Bill Projection
- General Portal Questions
- Usage Chart

Top Questions

- How do you calculate my bill projection?
- How do I see my total electricity use in kWh for my last bill?

#### Business Energy Evaluation

**Save your business money and energy**

Get started [>](#)

FPL provides customized solutions to help you better manage your electricity expenses and identify ways you can save through our free Business Energy Evaluation.

[Learn More](#)

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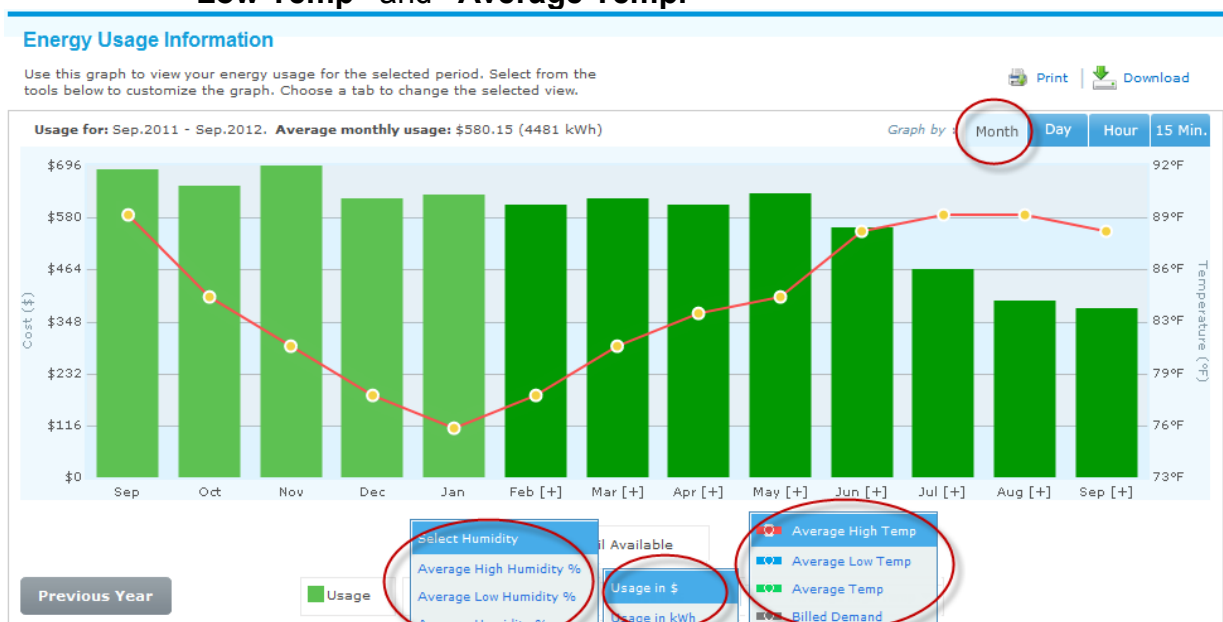
## 4. View your monthly energy use

By selecting the tabs on the upper right hand corner of the graph, you can see energy use information by the month, day or hour. Customers on demand rates can also view data in 15-minute intervals.

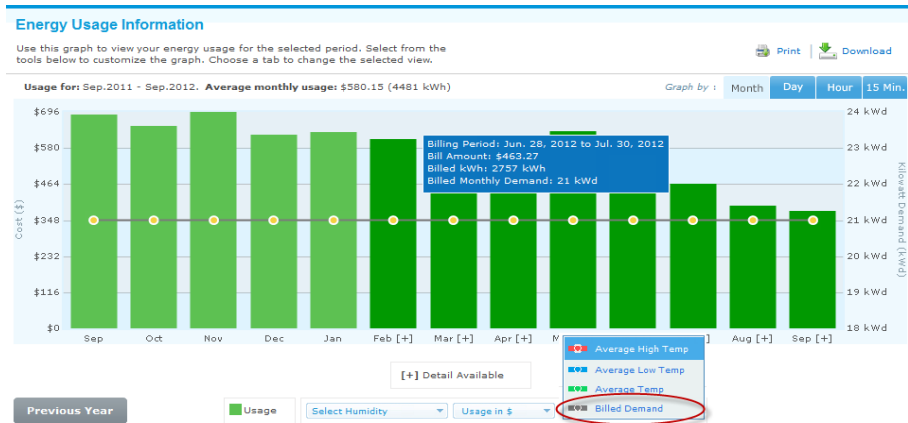
In any view, placing the cursor over a bar gives you additional information.

**By the “Month”** – You can view monthly energy use and cost information for a single account or a group of accounts.

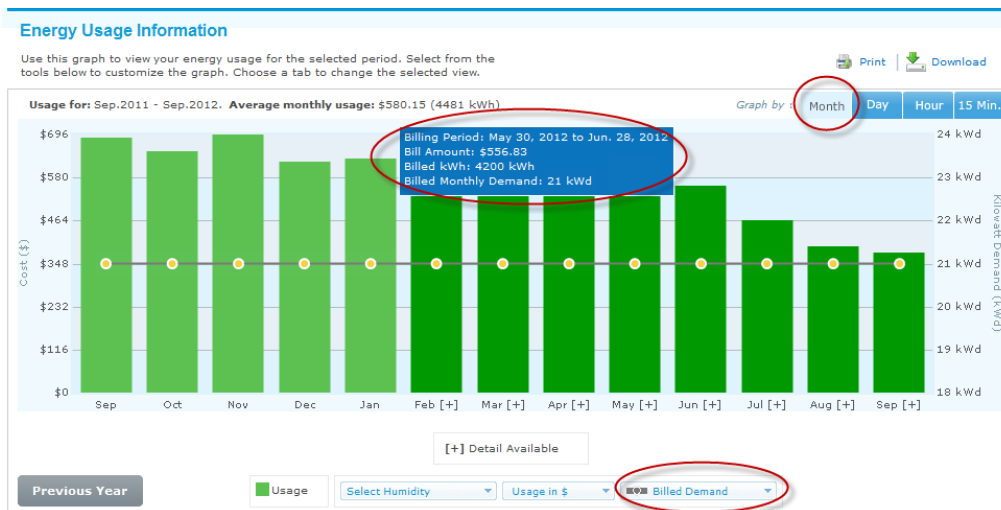
- View use in one of two ways – by kilowatt-hour (kWh) or by cost (\$). Make your selection on the menu below the graph in the **“Usage in \$”** tab.
- View humidity, temperature or demand overlaid on your energy use data.
  - With **“Month”** selected, users can also view **“Average High Humidity,” “Average Low Humidity”** and **“Average Humidity.”**
  - With **“Month”** selected, **“Average High Temp”** is the default temperature view – shown as the red line on the graph. You may also select **“Average Low Temp”** and **“Average Temp.”**



- With “**Month**” selected, demand customers may also view demand data. From the “**Average High Temp**” menu, select “**Billed Demand**” and you’ll see demand displayed across the graph as a gray line with a demand scale on the right side (below).
- On the graph, demand is calculated by the meter and represents the highest 30-minute average demand measured during the billing cycle.



- When “**Month**” is selected, placing your cursor over any of the bars shows you the billing period, bill amount, usage in kilowatt hours (kWh) and data for the menu item selected.
- On the graph, demand is calculated by the meter and represents the highest 30-minute average demand measured during the billing cycle.



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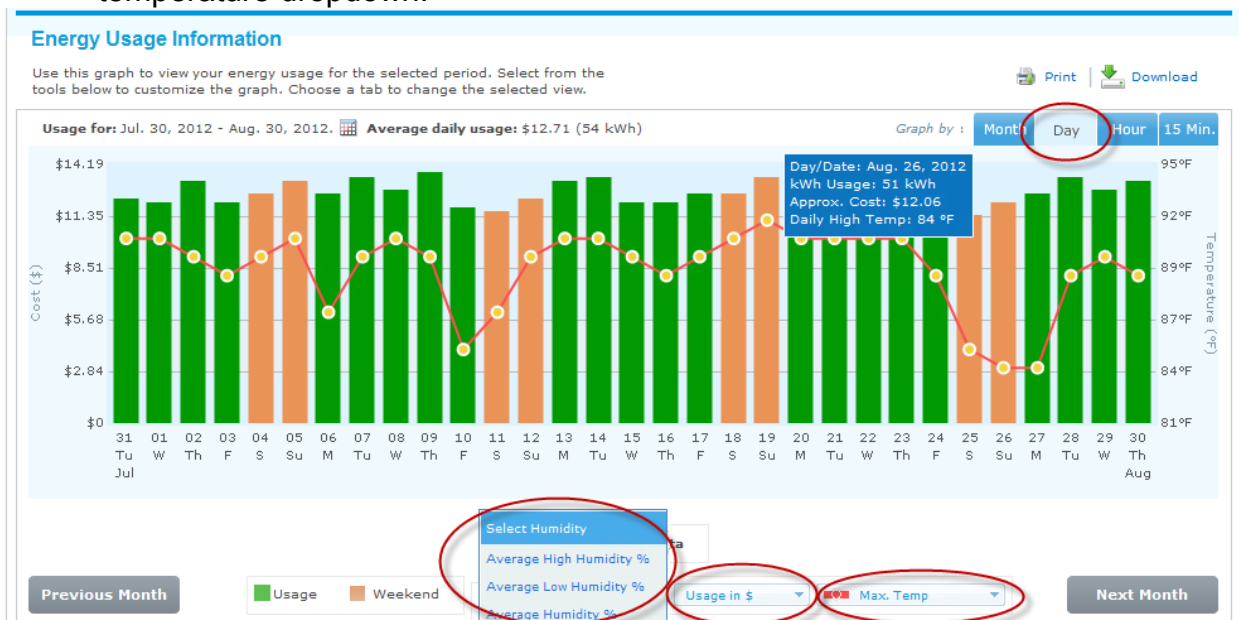
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## 5. View your daily energy use

By selecting the “Day” tab or double-clicking on the month bar on the “Energy Usage Information” screen, you can view daily use and cost information for a single account or a group of accounts.

In any view, placing the cursor over a bar gives you additional information.

- View use in one of two ways – by kilowatt-hour (kWh) or by (\$) amount. Make your selection on the menu below the graph in the “Usage in \$” tab.
- You can also view “Average High Humidity,” “Average Low Humidity,” “Average Humidity,” “Average High Temp,” “Average Low Temp,” and “Average Temp.”
- If you are a demand customer, you can see the maximum billing demand reached during the billing period by selecting “Max. Demand” on the temperature dropdown.



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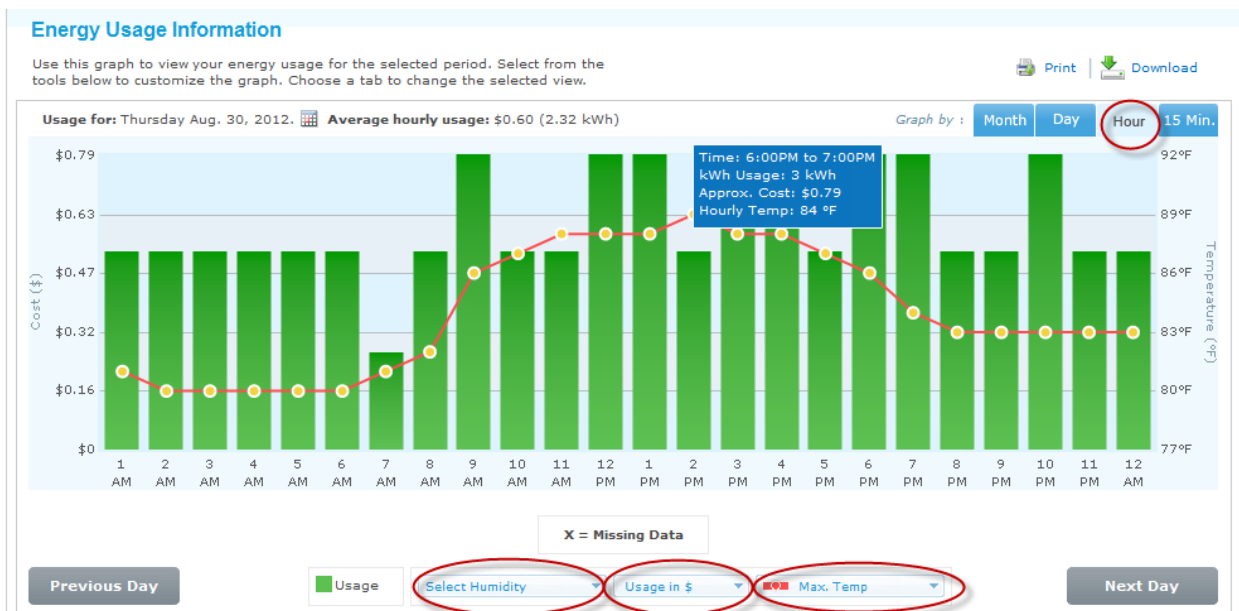
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## 6. View your hourly energy use

By selecting the “Hour” tab on the “Energy Usage Information” screen (below), you can view use and cost information by the hour for a single account or a group of accounts.

In any view, placing the cursor over a bar gives you additional information.

- View use in one of two ways – by kilowatt-hour (kWh) or by cost (\$). Make your selection on the menu below the graph in the “Usage in \$” tab.
- You can also view “Average High Humidity,” and “Temperature.”



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## 7. Customers on demand rates: view your energy use by 15-minute intervals

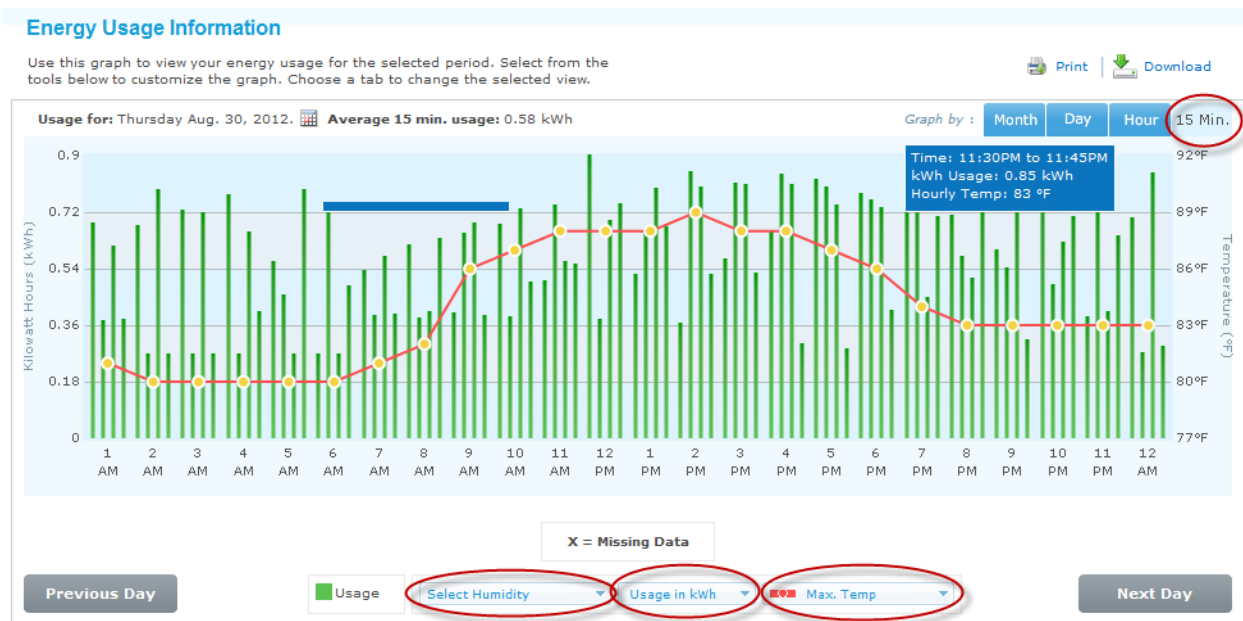
If you are a customer with a demand rate, you will be able to see additional energy use information. By selecting the “15 Min” tab on the “Energy Usage Information” screen, customers on demand rates can view energy use in 15-minute intervals for a single account or a group of accounts.

In any view, placing the cursor over a bar gives you additional information.

Use by kilowatt-hour (kWh) is shown at left.

Temperature is shown on the right.

Humidity is shown by choosing “Select Humidity.”

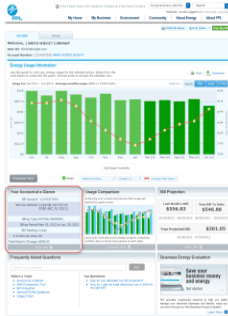


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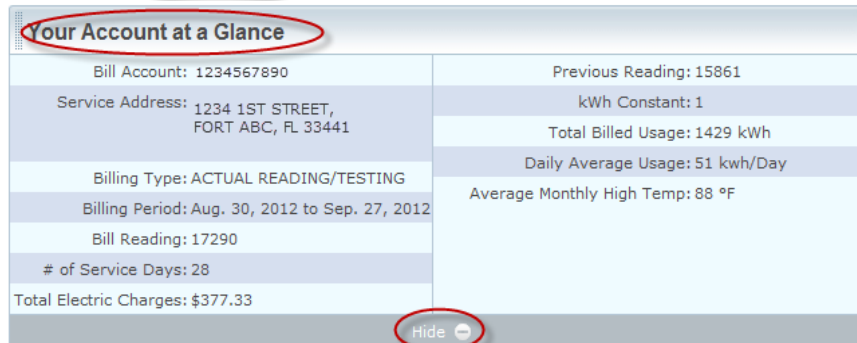
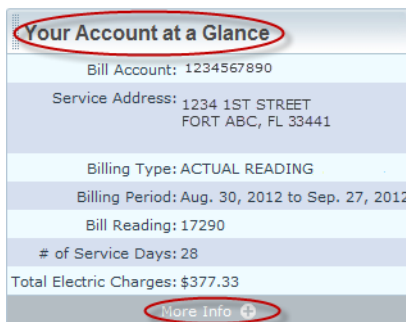
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## 8. View “Your Account at a Glance”

Scroll down on the “Energy Usage Information” screen to view “Your Account at a Glance.”



Clicking “More Info” expands the display menu to the right. When the menu is expanded, clicking “Hide” closes the window.



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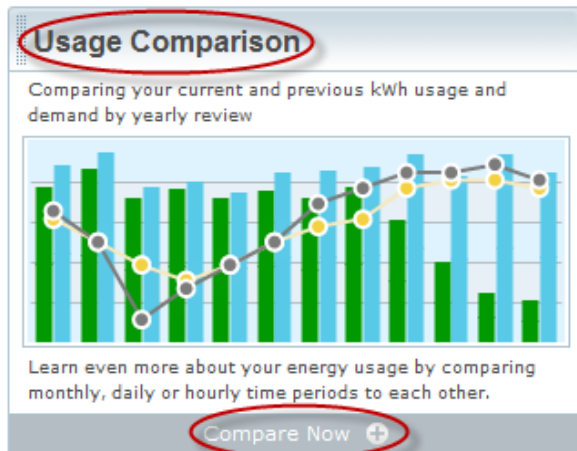
## 9. The Usage Comparison Tool: Compare electricity use by the month, day and hour

On the “**Energy Usage Information**” screen, scroll down to find the “**Usage Comparison**” tool. This tool shows your energy use patterns on a monthly, daily or hourly basis between two different date ranges. In any view, placing the cursor over a bar will give you additional information.

In any view, placing the cursor over a bar gives you additional information.



Click on “**Compare Now**” to get started.





You can select the period of time for comparison with one of these options: **“One or more billing periods”** (monthly); **“A 30-day period”** (daily); or **“One day with another day”** (hourly).

**Monthly comparison:** For a monthly comparison, select the **“One or more billing periods”** tab to compare months within two date ranges.

- Select the date ranges you would like to compare.
- Once you’ve selected the date ranges, click the button **“Update Graph”** at the right of the screen.

The screenshot shows the FPL Energy Smart Florida interface. At the top, there are two tabs: "Usage from Jul.2010 to Jun.2011" and "Temperature from Jul.2010 to Jun.2011". Below the tabs, there is a heading: "Select the dates you want to view below to learn even more about your energy usage by comparing monthly, daily or hourly time periods to each other." There are three tabs for comparison periods: "One or more billing periods" (highlighted with a red circle), "A 30-day period", and "One day with another day". Under the "One or more billing periods" tab, there are two sections: "Date Range:" and "Compare To:". The "Date Range:" section has "From: JAN, 2012" and "To: JUN, 2012" (both highlighted with red circles). The "Compare To:" section has "From: MAY, 2012" and "To: JUN, 2012" (both highlighted with red circles). On the right side, there is a blue "Update Graph" button (highlighted with a red circle) and a grey "Close" button. A red circle around the "Update Graph" button contains the text "Click on Update Graph to refresh Graph".



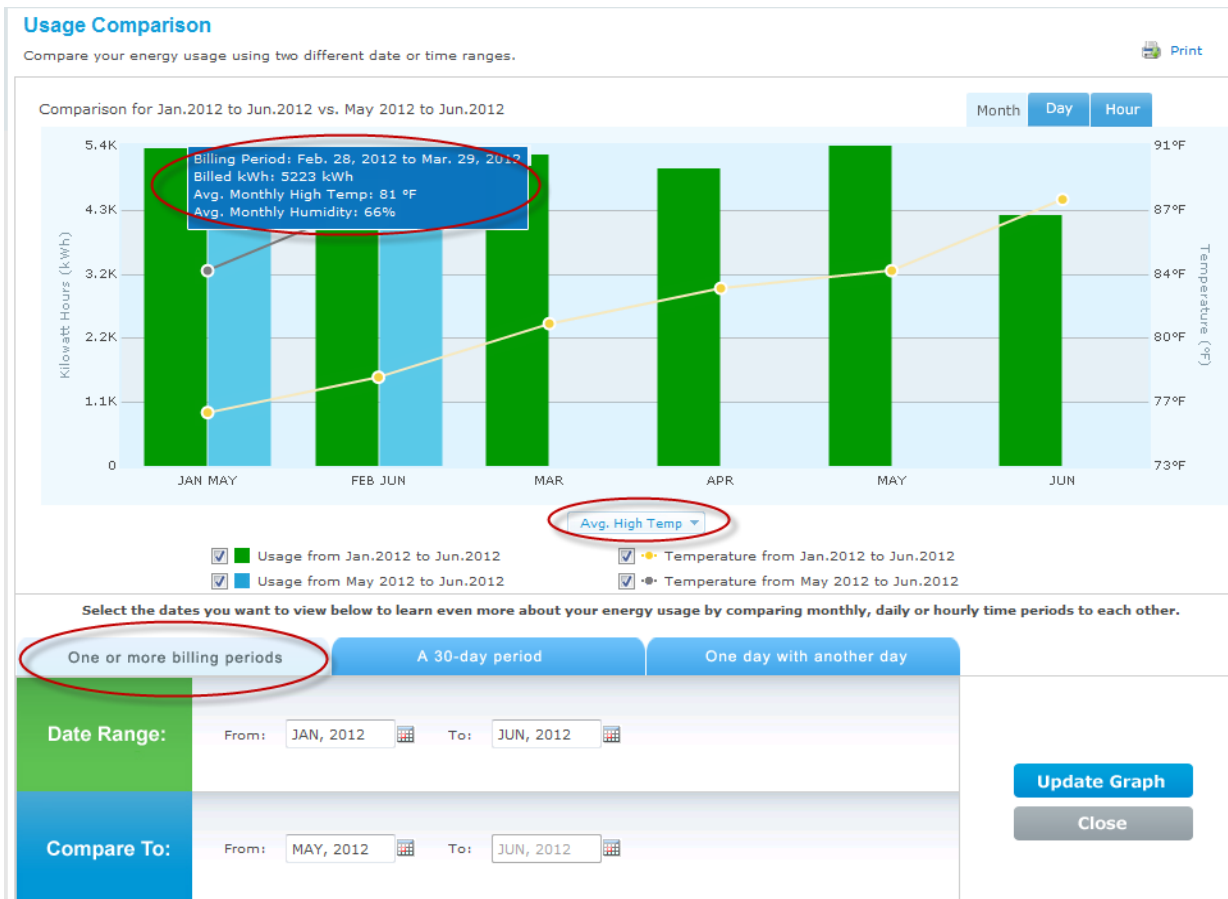


Results are shown side-by-side in the bar graph.

- A maximum of 12 months may be selected.
- Placing your cursor over any of the graph bars (below), shows you the billing period, billed kilowatt hours (kWh), average monthly high temperature and average monthly humidity.

Average temperatures for each date range are shown by default as the yellow and grey lines – one for each period. Users can also select:

- **“Avg. High Temp,” “Avg. Low Temp,” “Avg. Temp” or “Billed Amount.”**





**Daily comparison:** You can also compare consumption on a daily basis by selecting “**A 30-day period**” tab to compare the daily views of two 30-day periods.

- Select the date ranges you would like to compare.
- Click the button marked “**Update Graph**” at the right of the screen.
- Results will be shown as daily side-by-side comparisons.
- The comparison cannot exceed 30 bars per date range or 60 bars total for both date ranges.
- Placing your cursor over a graph bar makes a box appear showing day and date, kilowatt (kWh) usage, daily high temperature and average daily humidity.
- You can also select the five days with the highest or the lowest temperature, and compare weekend usage with weekday usage by choosing one of the options at the lower right of the screen.

Average temperatures for each date range are shown by default as the yellow and grey lines – one for each period.

- Users can also select “**Max. Temp,**” “**Min. Temp,**” “**Avg. Temp**” or “**Max. Demand.**”

To return to the “**Energy Usage Information**” screen, click “**Close.**”

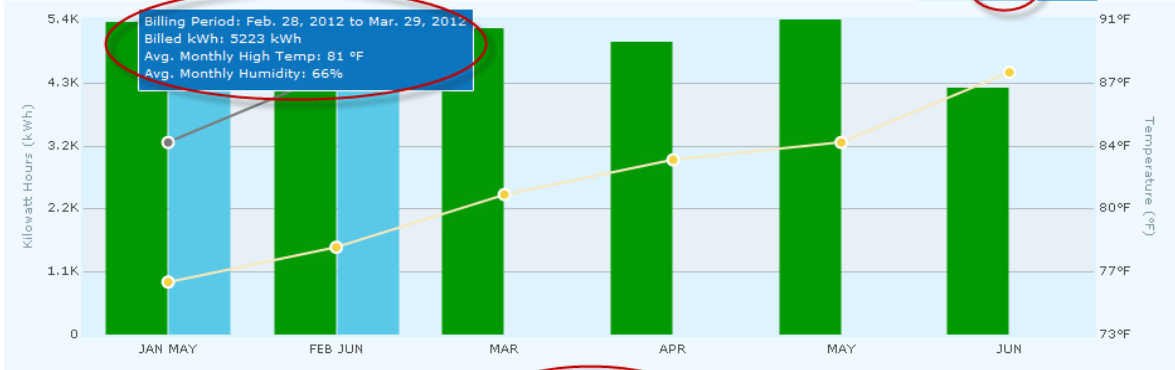
**(The above instructions are illustrated on the next page.)**

### Usage Comparison

Compare your energy usage using two different date or time ranges.

Print

Comparison for Jan.2012 to Jun.2012 vs. May 2012 to Jun.2012



- Usage from Jan.2012 to Jun.2012
- Temperature from Jan.2012 to Jun.2012
- Usage from May 2012 to Jun.2012
- Temperature from May 2012 to Jun.2012

Select the dates you want to view below to learn even more about your energy usage by comparing monthly, daily or hourly time periods to each other.

One or more billing periods    **A 30-day period**    One day with another day

**Date Range:** From: 08/05/2012 To: 08/18/2012

**Compare To:** From: 09/02/2012 To: 09/15/2012

- Highest 5 Days
- Lowest 5 Days
- Weekdays vs. Weekends
- None

Click on Update Graph to refresh Graph

**Update Graph**

Close



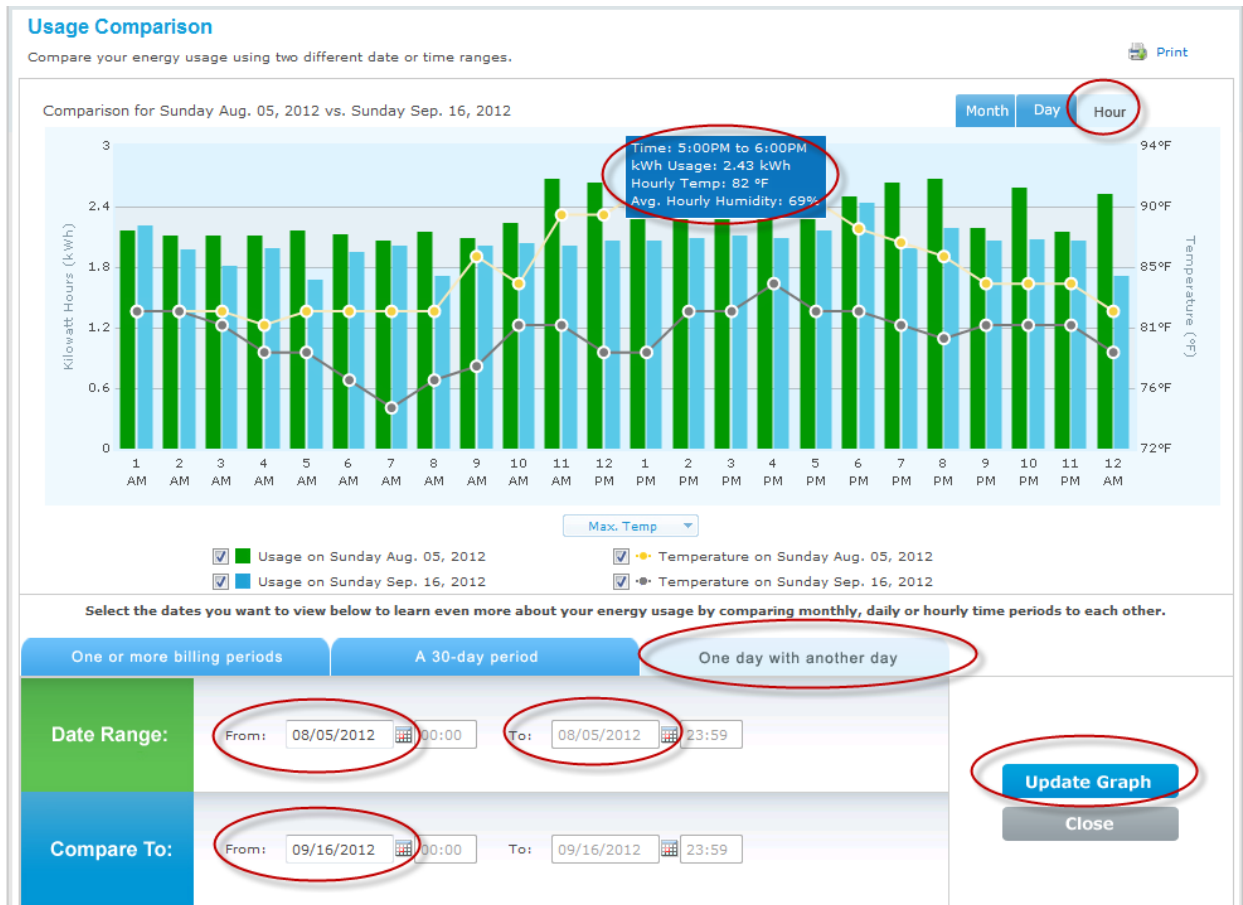
**Hourly comparison:** Select the “**One day with another day**” tab to compare the hourly consumption of any two days – from the same year or a different year.

- Select the two dates you’d like to compare.
- Click the button “**Update Graph**” at the right of the screen.
- The comparison cannot exceed 24 bars per date range and a maximum of 48 bars for both date ranges.
- The side-by-side comparison will be shown in hourly increments.
- Placing your cursor over a bar shows you the time, usage in kilowatt hours (kWh), hourly temperature and average hourly humidity.

Average temperatures for each date range are shown by default as the yellow and grey lines – one for each period.

To exit the “**Usage Comparison**” tool, click the “**Close**” button.

**(The above instructions are illustrated on the next page.)**

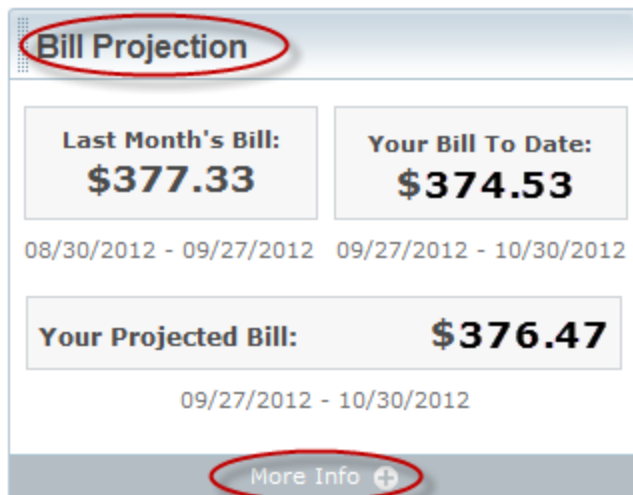


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## 10. View your projected bill

The “**Bill Projection**” tool on the “**Energy Usage Information**” screen provides you with last month’s bill, your current bill to date and your projected bill. Scroll down and find the “**Bill Projection**” tool on the right. On the bottom of the “**Bill Projection**” menu, double-click “**More Info**” to see details about the current billing period including your latest meter reading.





The projection of the bill is an estimate based on the rate type, demand, taxes and fees associated with each account, as well as trending of the previous bill and your bill-to-date. The projection provides no guarantee of your actual bill.

To return to the “Energy Usage Information” screen, click the “Close” button on the upper right corner of the “Bill Projection” screen.

**Bill Projection** Print Close

<b>Last Month's Bill:</b> <b>\$377.33</b> 08/30/2012 - 09/27/2012	<b>Your Bill To Date:</b> <b>\$ 374.53</b> 09/27/2012 - 10/30/2012	<b>Your Projected Bill:</b> <b>\$ 376.47</b> 09/27/2012 - 10/30/2012
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<b>Meter Number:</b> KCD0047	<b>Daily Avg kWh Usage:</b> 46
<b>Current Reading:</b> 18797	<b>Current Highest kW Demand:</b> 4
<b>As of Date/Time:</b> Oct. 30, 2012 12:00 AM	<b>Next Scheduled Bill Date:</b> 10/30/2012
<b>Days in Next Bill Period:</b> 29	

The bill amount generated in the Bill Projection tool is only a projection of what your next electricity bill amount could be based upon rates used to calculate your last bill. For Budget Billing customers, the projection reflects actual electric charges. Your Budget Bill amount will be different.

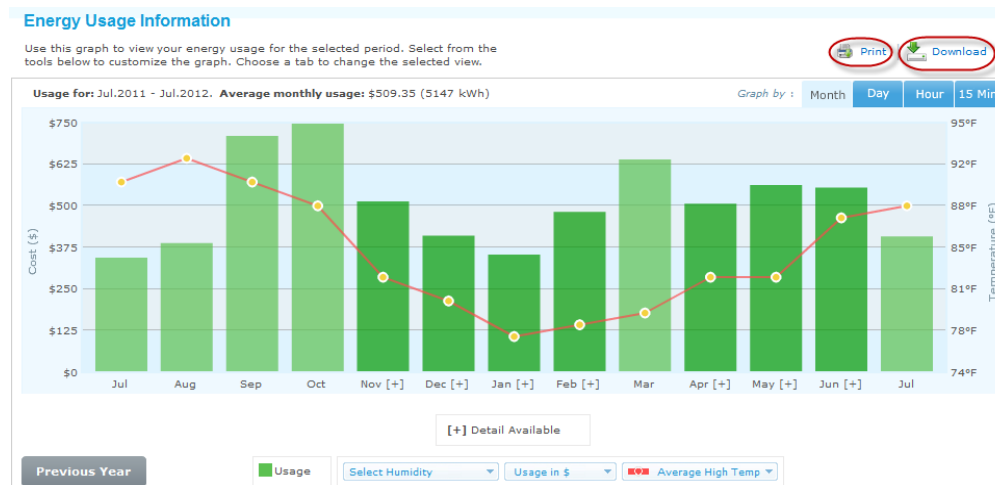
Changes in the way you use electricity, power outages, as well as changes to rates, taxes, or fees will affect the accuracy of the projected bill. Your actual bill amount may be different from the amount in the Bill Projection tool.

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## 11. Explore other dashboard tools – print and download

“Print” and “Download” tools are also available for each graph type. Use these functions by clicking on the icons at the upper right of the “Energy Usage Information” screen.



The amount of data available is based on the graph you are viewing:

- **Monthly readings:** 24 months of billing and energy use data.
- **Daily readings:** 6 months of billing and energy use data.





- **Hourly readings:** 3 months of billing and energy use data.
- **15-minute readings:** 1 month of energy use data.

**Print:** You can print a screenshot of any dashboard screen by clicking on the “Print” icon.

**Download:** This feature provides information in .xls and .csv formats.

- The specific data available for download varies depending on the view selected. In the example below, you can see the account service address, account number, meter number, billing date, service days, meter reading, energy consumed (kWh), bill amount, average, average high and average low temperature and average, average high and average low humidity.
- You can also download this information for groups.

	A	B	C	D	E	F	H	I	J	K	L	M	N
1	Monthly Billed Reading Information (24 months of billing data)												
2	Address: 1234 NE 1ST XZY ST JSMITHWIDGETCOMPANY FORT ABC FL, 33311												
3	Account Number	Meter Number	Billing Date	Service Days	Reading	Consumption Recorded (kWh)	Bill Amount	Avg. High Temp (°F)	Avg. Low Temp (°F)	Avg. Temperature (°F)	Avg. High Humidity	Avg. Low Humidity	Avg. Humidity
4	1234567890	KCD0047	06/28/2012	29	11442	4200	556.83	88	77	82	88	56	73
5	1234567890	KCD0047	05/30/2012	33	07242	5384	632.95	84	74	78	88	59	75
6	1234567890	KCD0047	04/27/2012	29	01858	4984	606.85	83	69	75	79	46	63
7	1234567890	6C70246	03/29/2012	30	98860	5223	622.13	81	70	74	80	51	66
8	1234567890	6C70246	02/28/2012	29	93637	5012	608.64	78	66	72	86	57	73
9	1234567890	6C70246	01/30/2012	32	88625	5329	628.94	76	61	68	81	46	64
10	1234567890	6C70246	12/29/2011	30	83296	4964	621.17	78	68	72	83	54	68
11	1234567890	6C70246	11/29/2011	32	78332	6025	694.33	81	70	75	86	57	72
12	1234567890	6C70246	10/28/2011	29	72307	5386	650.27	84	74	78	84	58	71
13	1234567890	6C70246	09/29/2011	30	66921	5905	686.07	89	78	82	89	58	75
14	1234567890	6C70246	08/30/2011	33	61016	6502	727.47	91	79	83	88	58	75
15	1234567890	6C70246	07/28/2011	29	54514	5750	675.60	90	78	83	86	58	73
16	1234567890	6C70246	06/29/2011	33	48764	6499	727.24	90	78	83	81	51	68
17	1234567890	6C70246	05/27/2011	29	42265	6054	696.42	88	75	80	80	48	66
18	1234567890	6C70246	04/28/2011	29	36211	5923	684.75	86	74	79	82	49	67
19	1234567890	6C70246	03/30/2011	32	30288	5912	683.96	81	66	73	83	46	65
20	1234567890	6C70246	02/26/2011	29	24376	5155	620.68	78	63	70	87	49	70
21	1234567890	6C70246	01/28/2011	30	19221	5562	649.10	75	60	67	87	51	70
22	1234567890	6C70246	12/29/2010	30	13659	5359	634.93	71	53	61	82	42	63
23	1234567890	6C70246	11/29/2010	33	08300	6609	722.11	81	68	74	85	53	69
24	1234567890	6C70246	10/27/2010	29	01691	6126	688.73	85	74	78	85	54	70
25	1234567890	6C70246	09/28/2010	32	95565	6716	729.93	89	78	83	90	60	76

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## 12. Understanding, creating and using “Groups”

Because many of FPL’s business customers operate multiple facilities or have multiple accounts, the business energy dashboard lets customers group their accounts to view energy use and billing statistics in aggregate. The group tool can be used by customers to view the energy use and billing statistics of:

- A set of accounts at a single facility.
- Multiple facilities in separate locations.

The “**Group**” tool also lets customers view:

- Budget versus actual consumption information for trending.
- Energy use and cost based on square footage.
- Additional information by placing the cursor over any bar.

You can view or download energy use information for a group by the month, day or hour. Customers on demand rates may also download energy use information by 15-minute intervals.

NOTE: Only accounts with activated smart meters can be included in a group.

The group tool is accessed by selecting the “**Group**” tab on the top left corner of your default dashboard view. Scroll down to the bottom of the screen and you will see three boxes: “**Group Manager**,” “**Budget vs. Actual**” and “**Group Comparison**.” Select “**Group Manager**” to get started.

**(The above instructions are illustrated on the next page.)**



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Print & Save | Quick Links | Pay My Bill

Account

Group

User ID: JSmith@widget.com

Group Name: Westwing [Select Another Group](#)

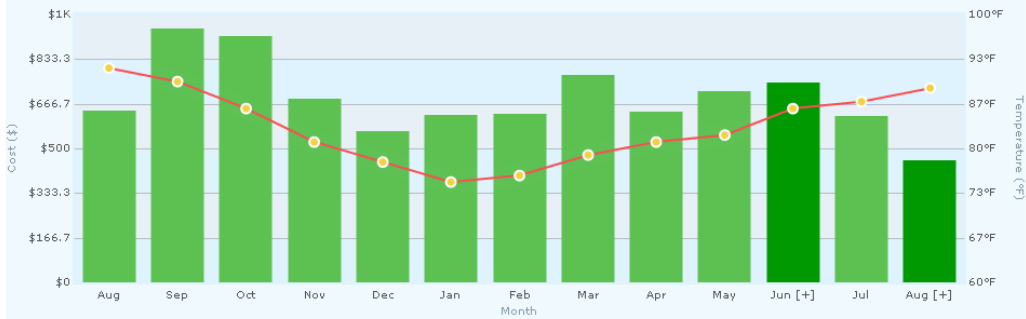
### Energy Usage Information

Use this graph to view your energy usage for the selected period. Select from the tools below to customize the graph. Choose a tab to change the selected view.

Print | Download

Usage for: Aug.2011 to Aug.2012. Average monthly usage: \$687.97 (6920 kWh)

Graph by: Month | Day | Hour | 15 Min.



[+] Detail Available

Previous Year

Usage

Select Humidity

Usage in \$

Average High Temp

#### Group Manager

Group Manager is a feature to create and/or modify accounts in a group from a facility or different facilities. A maximum of 25 accounts may be included in a group. The default group created through Group Manager will be used in the Budget Vs Actual portlet. The Group Comparison portlet will allow you to compare two groups created through the Group Manager portlet.

[Create New Group](#)

Total Groups: 3

Manage Groups

#### Budget vs Actual

Project your usage trend by setting a budget.

Billing Period:	Aug, 2012
Total Budget:	\$550.00
Actual Consumption:	\$452.45
Energy Savings:	\$97.55

Usage Trend: Above or below budget.

More Info

#### Group Comparison

Comparing your current and previous kWh usage and demand.



Learn more about your energy usage by comparing monthly time periods to each other.

Compare Now

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Feedback

**Groups: The “Group Manager” tool – creating and managing your groups**

Customers can create as many groups as they need. Each group can contain up to 25 accounts.

Before creating groups, you will need to set up lists of the accounts you wish to include in your groups. You can do this from the “Account Summary” page. (See Section #1, “Getting Started” in this user guide).

Once you have lists of accounts, you can set up your group or groups by selecting the “Group Manager” function.

- You can create a new group by clicking “Create New Group” or “Manage Groups.” “Create New Group” takes you directly to the group creation screen, but you can also get there from the “Group Manager” screen.



**Group Manager**

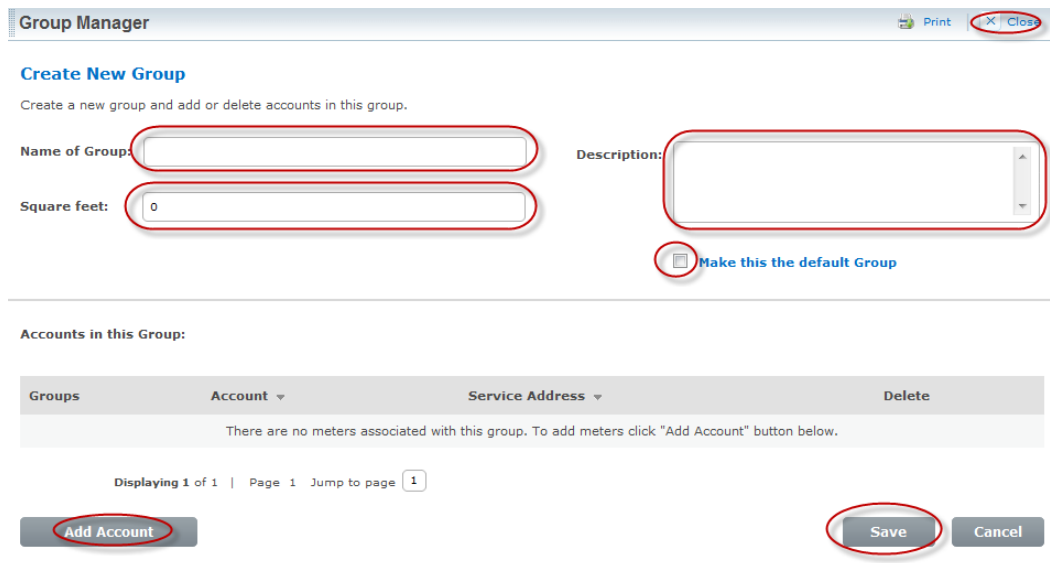
Group Manager is a feature to create and/or modify accounts in a group from a facility or different facilities. A maximum of 25 accounts may be included in a group. The default group created through Group Manager will be used in the Budget Vs Actual portlet. The Group Comparison portlet will allow you to compare two groups created through the Group Manager portlet.

[Create New Group](#)

**Total Groups:** 3

[Manage Groups](#) +

- To get started, select the **“Create New Group”** from the **“Group Manager”** screen.
- The **“Create a New Group”** and **“Manage Groups”** screens open in larger windows.
- **Enter the name of the group.** Unlimited naming conventions allow you to create groups based on zip code, region, facility type or any designation of your choice. Also enter a short description of the group. As an option, you can also add square feet.
- When you create a group, you can make it your default group by checking the box **“Make this the default Group.”**
- To save the group you’ve created, click the **“Save”** button.
- Clicking **“Close”** takes you back to the **“Create New Group”** screen.



**Group Manager** Print Close

**Create New Group**

Create a new group and add or delete accounts in this group.

Name of Group:

Square feet:

Description:

**Make this the default Group**

**Accounts in this Group:**

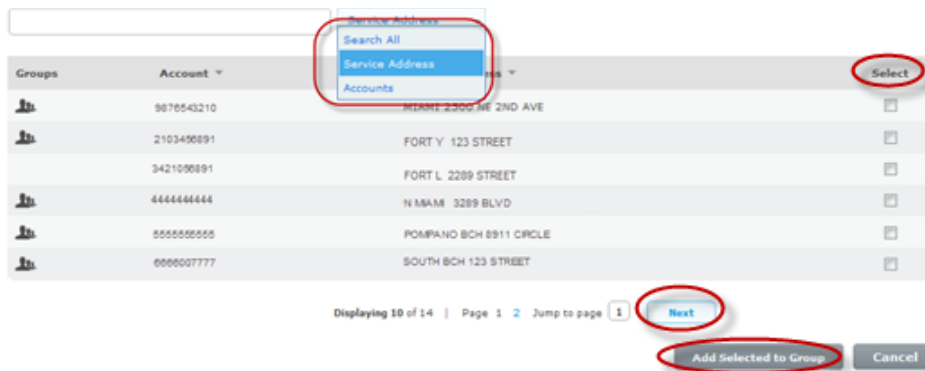
Groups	Account	Service Address	Delete
There are no meters associated with this group. To add meters click "Add Account" button below.			

Displaying 1 of 1 | Page 1 | Jump to page

**Add Account** **Save** **Cancel**

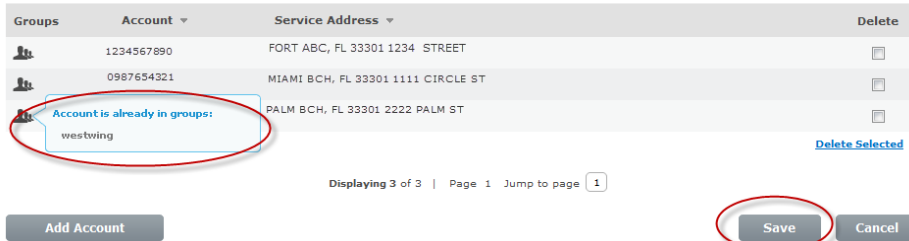
- Use the **“Add Account”** tab at bottom left (see screen above) to select accounts you would like to include in the group.
- To add accounts to a group, check the **“Select”** boxes for accounts you want to include, then click **“Add Selected to Group.”** You can quickly edit groups or add accounts using this tool.

- Select up to 25 accounts per group.
- Users can search for accounts quickly based on account or service address in the drop-down menu next to the “**Search**” tab.
- Each account can be included in more than one group, and you can easily see what other groups each account is a part of by hovering over the group icon on the left of the screen.
- Only 10 groups are shown at one time, but you can view all groups by clicking “**Next**” or “**Previous**” at the bottom of the screen.



Once you have selected accounts, a “**Save**” button will appear. Click “**Save**” and your group is created.

Accounts in this Group:



## Groups: The “Budget vs Actual” tool

The “**Budget vs. Actual**” tool displays energy savings based on your actual consumption and the budget that you’ve set.



By clicking on “**More Info**” on the “**Budget vs. Actual**” tool, you can analyze use for any group you’ve created, by viewing:

- Actual consumption
- Energy budget
- Energy savings – budget minus projected
- Usage Trends – above or below budget (shown as up or down arrows)
- Days in billing cycle



You can edit the energy budget for each account within the group by clicking the “**Edit**” link next to the “**Energy Budget**” figure.

**Budget vs Actual** Print Download Close

Table below displays a savings overview based on the actual consumption and budget. Click "Edit" to update the budget amount for each account in your groups.

**Billing Period:** Aug, 2012 Show: Month

Group (Westwing) ▾	Actual Consumption (\$) ▾	Energy Budget (\$) ▾	Energy Savings (\$) ▾	Usage Trends ▾	Days in Billing Cycle ▾
0280789694	\$339.33	\$ 400 <a href="#">Save</a>	\$60.67	↓	32
0597807221	\$113.12	\$150.00 <a href="#">Edit</a>	\$36.88	↓	32
0541195301	No Bill				

When you're ready to keep your work, click “**Save.**”

**Budget vs Actual** Print Download Close

Table below displays a savings overview based on the actual consumption and budget. Click "Edit" to update the budget amount for each account in your groups.

**Billing Period:** Aug, 2012 Show: Month

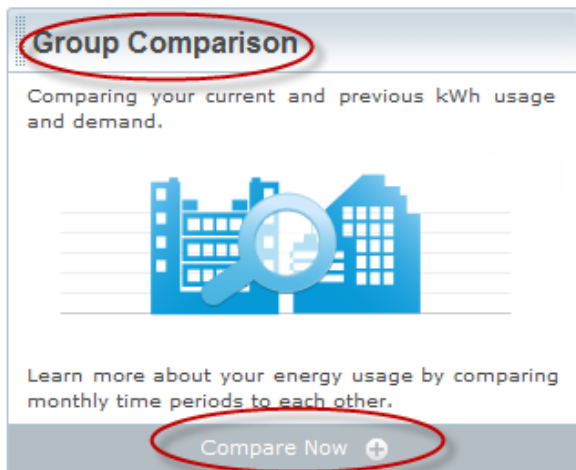
Group (Westwing) ▾	Actual Consumption (\$) ▾	Energy Budget (\$) ▾	Energy Savings (\$) ▾	Usage Trends ▾	Days in Billing Cycle ▾
0280789694	\$339.33	\$ 400 <a href="#">Save</a>	\$60.67	↓	32
0597807221	\$113.12	\$150.00 <a href="#">Edit</a>	\$36.88	↓	32
0541195301	No Bill				



### Groups: The “Group Comparison” tool

The “Group Comparison” tool lets you evaluate and compare the cost and use per square foot between any two groups.

- Click “Compare Now” to access the “Group Comparison” tool.



- Select the groups you would like to compare – a maximum of two – from the “Group 1” and “Group 2” drop-down menus.
- Data appears in the tables below. You can easily compare total consumption, consumption per square foot and cost per square foot of each selected group.
- To return to the “Energy Usage Information” page, click “Close.”



**Group Comparison** Print Close

Select Groups to compare and enter the square footage of each Group below.

**Month:** NOV, 2012 calendar icon **Group 1:** Northcampus select **Group 2:** eastcampus select

**Comparison for November, 2012**

Group	Total Consumption(kWh) ▾	Sq.Ft. ▾	Consumption/Sq.Ft. ▾	Cost/Sq.Ft. ▾
Data is not available for this billing period for <b>Northcampus</b> group				
eastcampus	27,600.00	1,000	27.60	2.54

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