



Building Manager Online (BMO) Version 3.0

User's Guide

Setup and Operation Manual



August 2016



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Account Registration

LEVITON® VerifEye™ Building Manager Online 3.0

User Registration

Please enter your details below to create new account

Login Name *

Login Name

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-Mail Address *

E-Mail Address

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password *

Password

Confirm Password *

1. To begin using the base module, create an account with Leviton.
2. Open any web browser and type **levitonbmo.com** into the URL box and press enter.
This will direct you to the Building Manager Online 3.0 login screen.
3. To create an account, click Sign Up Here. This will direct you to the User Registration page.

LEVITON VerifEye™ Building Manager Online 3.0

Sign In

Sign in with your Username and Password

Login Name or Email address

Password

☐ Keep Me Logged In [Forgot Password?](#)

LOGIN **CLEAR**

Don't have an account? [Sign Up Here](#)

ABOUT LEVITON

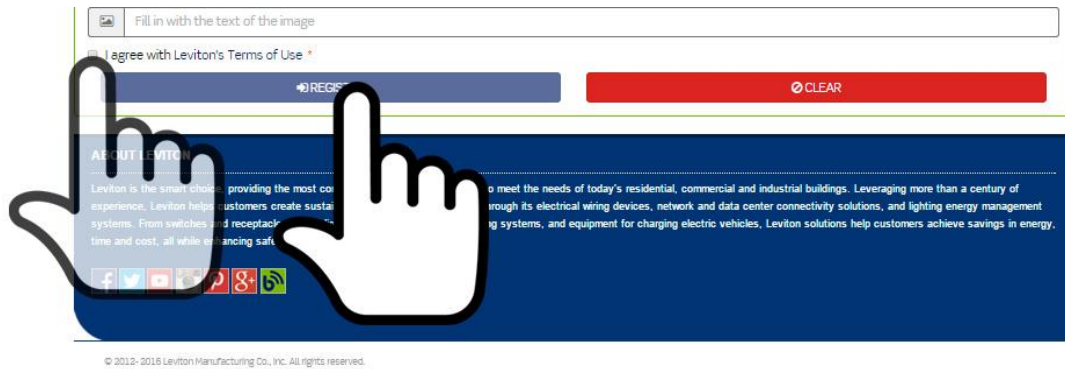
Leviton is the smart choice, providing a range of solutions to meet the needs of today's residential, commercial and industrial buildings. Leveraging more than a century of experience, Leviton helps customers create sustain-able, safe and secure environments. From switches and receptacles, to daylight harvesting solutions, Leviton provides the expertise and products to help customers achieve savings in energy, time and cost, all while enhancing safety.

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4. Enter all information in fields.

Using Building Manager Online 3.0

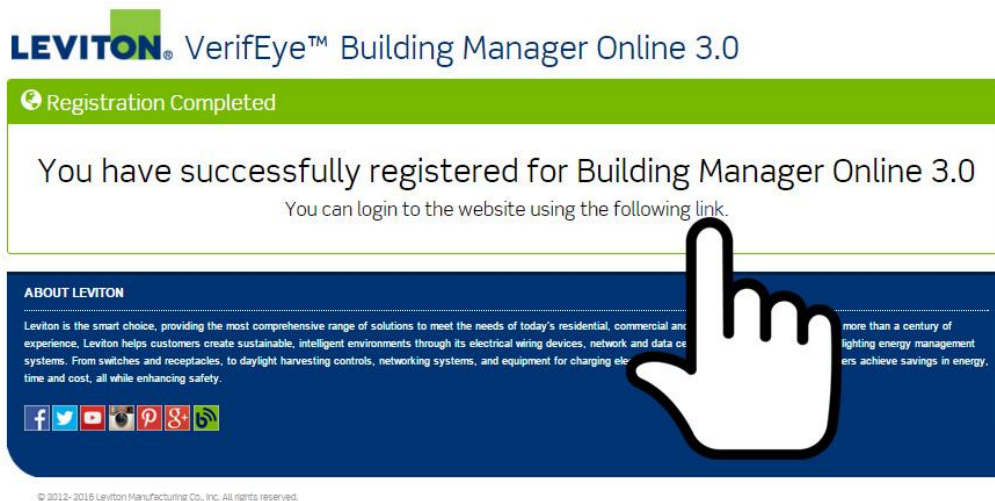
5. Read and agree to the terms of use and click REGISTER.



The registration confirmation screen is displayed.



6. Click the link to return to the login screen.



Account Login

1. Enter your username and password and then click LOGIN.

This is the home screen of the Building Manager Online 3.0. This is also known as the base module. The base module is available at no cost and allows you to:

- a. Create groups
- b. Add hubs/meters to Groups
- c. Export energy usage data
- d. Display energy usage graphs

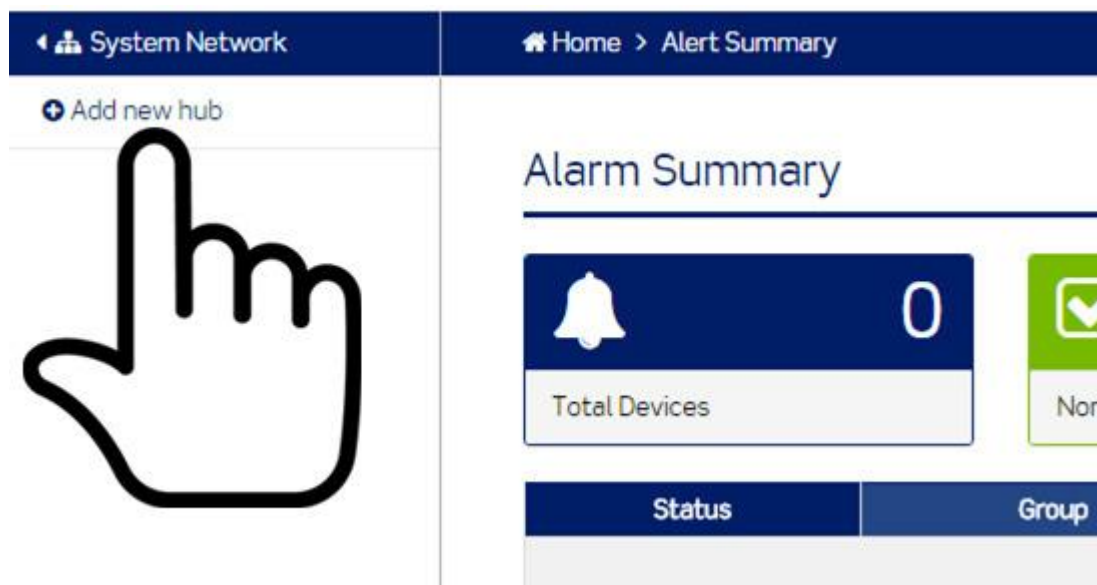
Base Modules

Base Module: Adding Meters

1. Click Wizards.
2. Click Add a HUB.



- a. NOTE: You can also add the initial hub by clicking/pressing the Add new hub button located in the System Network.



The Add a HUB wizard is displayed.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBERHUB PASSWORDNAME OF THIS HUBHUB TO EXISTING GROUPSAVE

Step 1: Enter the HUB serial number

Your serial number can be located in one of the following ways:

- From the HUB's LCD screen under menu > data upload > show serial number.
- Within the HUBs web interface under the System Status screen.
- Inside your hub > on a label located atop the Ethernet connector. The serial number will be printed as two lines. Enter both lines as one number. Enter the first line, followed by the second.
- On your manufacturers invoice.
- If you are adding a shared HUB, you will need to obtain the serial number from the person sharing the hub.

Enter the HUB serial number

> Continue✕ Cancel

3. Enter the HUB serial number.
 - a. The serial number for the **Flex IO module or HD Pulse module** is located on the sticker on the back of the device.
 - b. To access the serial number for an **embedded Hub or embedded HubLite**, press the menu button, select data upload, then select show serial number. The serial number will appear on the LCD screen.
 - c. To access the serial number for an **EMH Hub**, remove the lid. The serial number is located on the label on the Ethernet port.
 - d. To access the serial number for an **EMH+**, touch the about icon and scroll down. The serial number will be displayed on the LCD screen.
4. Click the Continue button.
5. Step 2: Enter the HUB password on the screen seen below.

Add a HUB

Follow Steps to Add new HUB



Step 2: Enter the HUB password for 001EC6001BB0

This password is the same password located in your HUB's configuration web browser just below the upload channel assigned to the web address for the Building Manager Online.

[Click here to see the image.](#)

This password can also be a shared HUB password which has been given to you by another person.

Enter the HUB password

< Back > Continue ✕ Cancel

6. Enter the Hub password. The password is the same password located in your HUB's configuration web browser just below the upload channel assigned to the web address for the Building Manager Online 3.0.
 - a. Important: Set the channel password on your device prior to adding your device to the BMO.
 - b. If you do not know the hub password, contact the site manager for assistance to access the device.
7. Click the Continue button.
8. Step 3: Enter the name of this HUB screen on screen below.

Add a HUB

Follow Steps to Add new HUB



Step 3: Enter the name of this HUB SN:001EC6001BB0

Please enter only alphanumeric characters. Note: This device name will be overwritten by the HUB if you do not have access to edit the HUB.

Enter name of this HUB

< Back > Continue ✕ Cancel

9. Enter a unique name for the Hub.
10. Click the Continue button.
11. Click Yes to select an existing group.

- a. Note: The System Network must contain at least one group to select an existing group.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBER

HUB PASSWORD

NAME OF THIS HUB

HUB TO EXISTING GROUP

SAVE

Step 4: Add HUB SN:001EC6001BB0 & HN:Test to existing group

Do you want to add this HUB to an existing group? *

☒ Yes ☐ No

Select existing group

Select One

< Back

> Continue

✕ Cancel

12. Click No to create a new group.

- a. Enter a name for the group.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBER

HUB PASSWORD

NAME OF THIS HUB

HUB TO EXISTING GROUP

SAVE

Step 4: Add HUB SN:001EC6001BB0 & HN:Test to existing group

Do you want to add this HUB to an existing group? *

☐ Yes ☒ No

Enter New Group Name

< Back

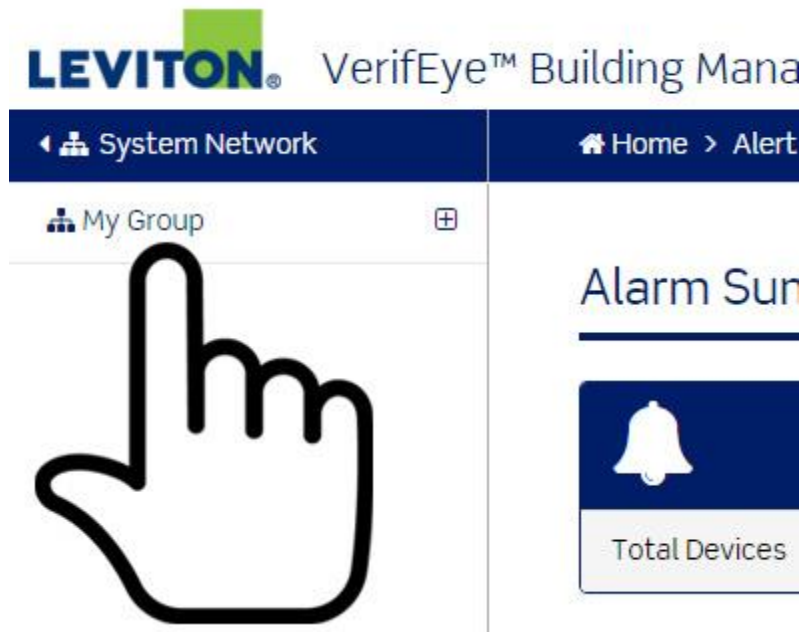
> Continue

✕ Cancel

13. Click the Continue button.

14. Click the Save button.

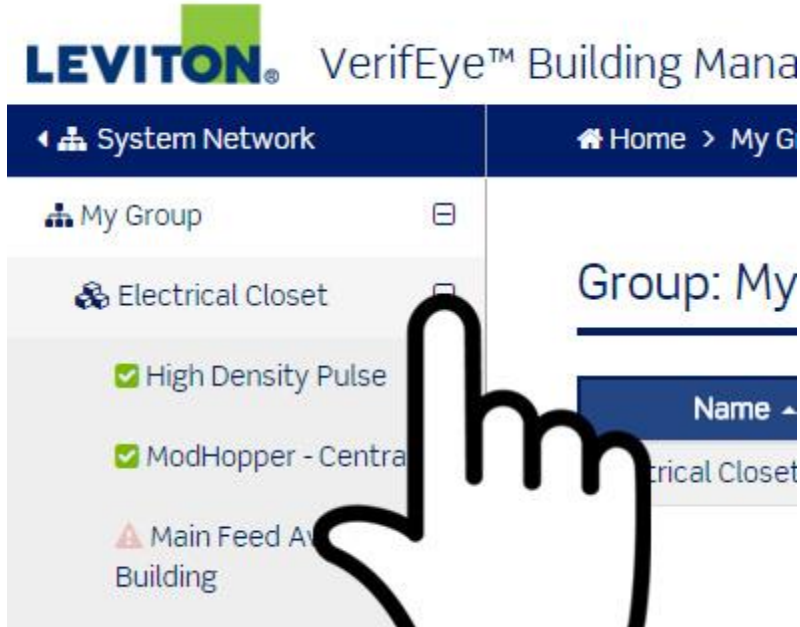
- a. The Hub will be displayed in the System Network under an existing group or a new group.



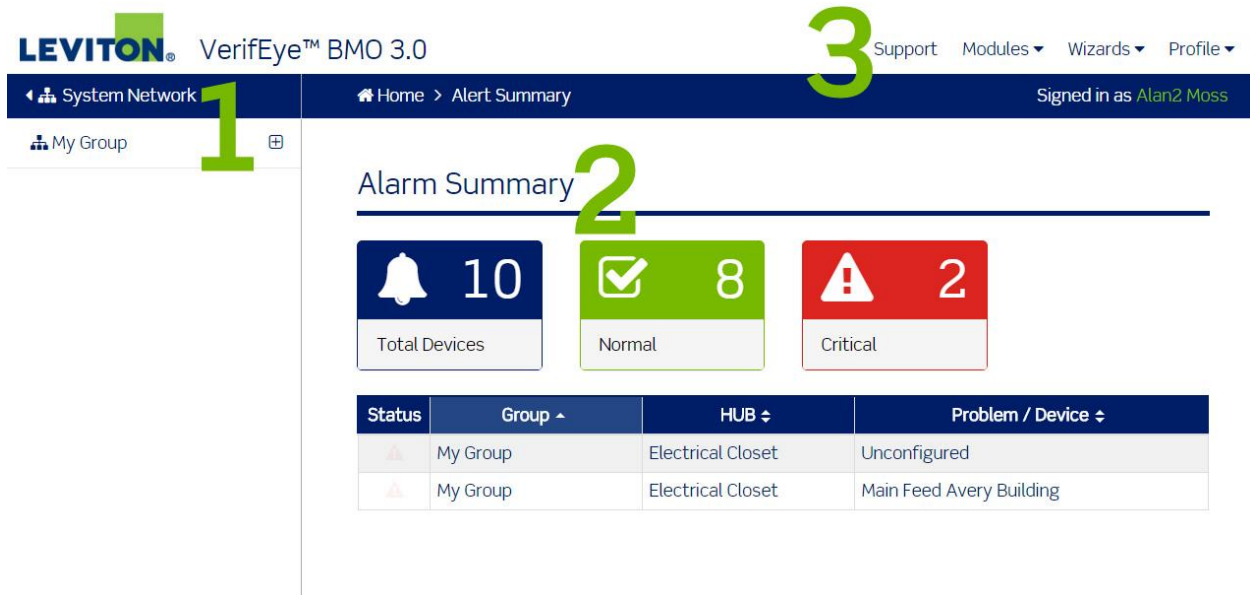
15. Click the plus sign next to the group to view the hub.



16. Click the plus sign next to the hub to view all meters connected to the hub.



Base Module: Dashboard



1. The base module or home screen consists of the following:
 1. The System Network.
 2. The Alarm Summary.
 3. The main menu (Support, Modules, Wizards, Profile).

Base Module: Dashboard > System Network

The screenshot shows the VerifEye™ Building Manager Online 3.0 interface. On the left, the 'System Network' sidebar is expanded, showing a hierarchy: 'My Group' (1), 'Electrical Closet' (2), and a list of devices (3): 'High Density Pulse', 'ModHopper - Central', 'Main Feed Avery Building', 'Modhopper - Server Room', and 'Unconfigured'. The main area displays the 'Alarm Summary' with three status boxes: 'Total Devices' (10), 'Normal' (8), and 'Critical' (2). Below these is a table with columns: Status, Group, HUB, and Problem.

Status	Group	HUB	Problem
⚠️	My Group	Electrical Closet	Unconfigured
⚠️	My Group	Electrical Closet	Main Feed Avery Building

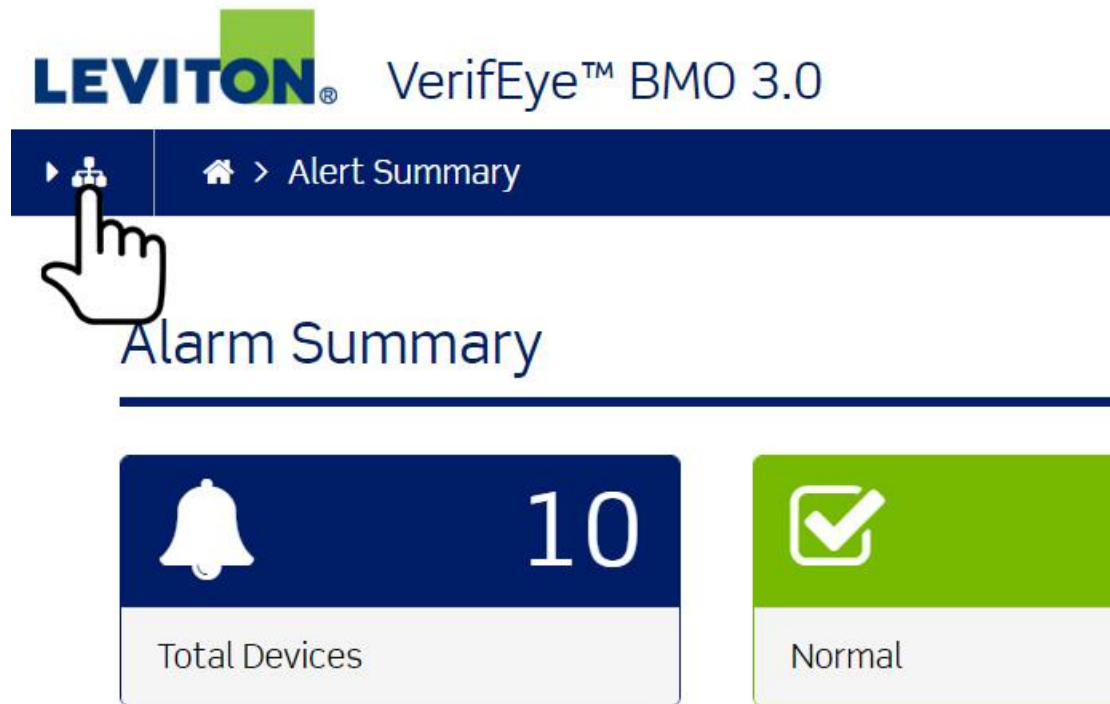
1. The system network hierarchy consists of the following.
 1. Group: Groups contain hubs.
 2. Hub: Hubs contain devices.
 3. Device: Devices contain data points.

Note: The system network can be hidden and unhidden by clicking the system network icon.

(hide)

This screenshot shows the VerifEye™ BMO 3.0 interface. A hand icon is pointing to the 'System Network' icon in the top left navigation bar. The 'System Network' sidebar is currently collapsed. The main area displays the 'Alarm Summary' with a single status box: 'Total Devices' (10).

(unhide)



Base Module: Dashboard > Alarms

An alarm occurs when the BMO receives an error code from the hub. Device alarms are displayed on the home screen of the BMO.

Alarm Summary

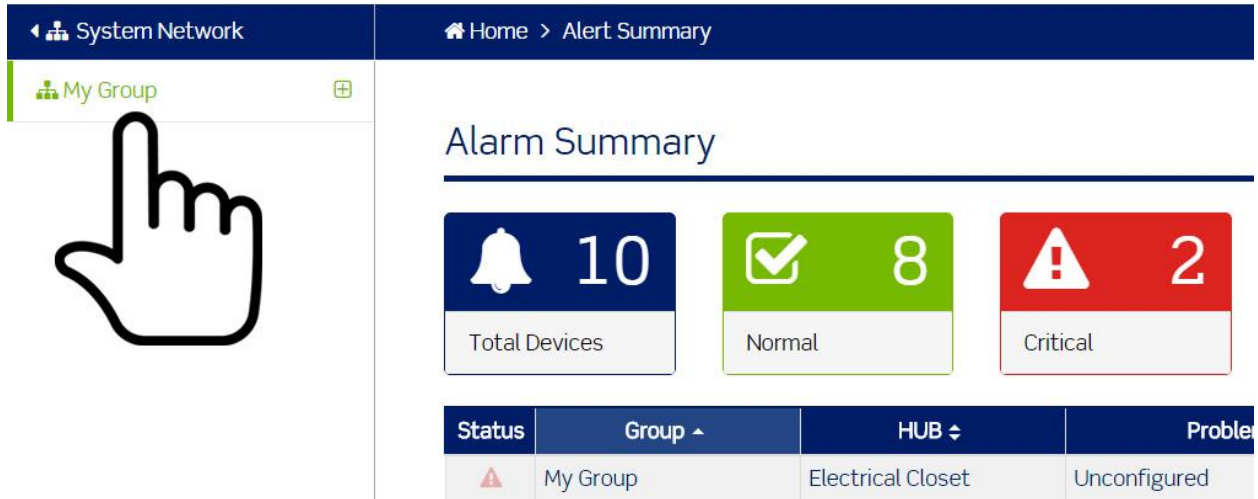
10 Total Devices 8 Normal 2 Critical			
Status	Group ^	HUB v	Problem / Device v
	My Group	Electrical Closet	Unconfigured
	My Group	Electrical Closet	Main Feed Avery Building

The Alarm Summary displays:

- The total number of devices: This number represents all devices connected to all of the hubs connected to the BMO.
- The number of devices in a Normal state: This number represents no alarms.
- The number of devices in a Critical state: This number represents a device error.

Base Module: Groups

1. Click the name of any group located in the system network.



System Network | Home > Alert Summary

My Group

Alarm Summary

10 Total Devices	8 Normal	2 Critical
---------------------	-------------	---------------

Status	Group ^	HUB ^	Problem
	My Group	Electrical Closet	Unconfigured

The group screen contains a table of hubs with two menu items.



Group: My Group

Status

Name ^	Serial Number ^	Firmware ^	Last IP ^	Last Upload Time ^
Electrical Closet	001EC6001BB0	v02.15.1230b	10.6.17.8	Thursday March 17, 2016 13:31:20

Base Module: Groups > Status

- The first menu item is Status. This is the default view for a group.



Status

Status

Last IP ^	Last Upload Time ^
10.6.17.8	Friday March 11, 2016 11:46:46

- The group status screen displays all hubs assigned to the selected group.
- The group status screen displays hub names, serial numbers, firmware versions, Last IP addresses and the Last Time each hub uploaded to the Building Manager Online 3.0.
- Clicking on a hub row allows you to drill into a hub to view all of the meters connected to the selected hub.

Group: My Group

 Status 

Name ▲	Serial Number ▼	Firmware ▼	Last IP ▼	Last Upload Time ▼
Electrical Clos	001EC6001BB0	v02.15.1230b	10.6.17.8	Thursday March 17, 2016 13:31:20



Base Module: Groups > Consumption Report

  Consumption Report

Consumption Report

The second menu item is Consumption Report.

1. Click the consumption report menu item.

  Consumption Report

Consumption Report



The Consumption Report screen is displayed.

- The consumption report screen displays consumption data for all hubs assigned to the selected group.
- The consumption report screen allows you to view consumption data based on a selected date range and time zone.
- You can change the start date, end date, time zone, and/or cost per unit.

Consumption Report for Group:MyGroup

  Consumption Report

Select the Date Range



03/04/2016 - 03/11/2016

Select time zone

America/Los Angeles

Cost per Unit

\$

0.05

 Update Table Data

 Export Consumption Report

Name	Serial Number	Point	Consumption	Cost per unit	Total
▼High Density Pulse (10)					
Electrical Closet	001EC6001BB0	Input 1	0.26 kWh	\$0.05	\$0.01
Electrical Closet	001EC6001BB0	Input 2	0.00 kWh	\$0.05	\$0.00
Electrical Closet	001EC6001BB0	Input 3	166.84 kWh	\$0.05	\$8.34
Electrical Closet	001EC6001BB0	Input 4	153.79 kWh	\$0.05	\$7.69
Electrical Closet	001EC6001BB0	Input 5	673.96 kWh	\$0.05	\$33.70
Electrical Closet	001EC6001BB0	Input 6	0.00 kWh	\$0.05	\$0.00
Electrical Closet	001EC6001BB0	Input 7	354.15 kWh	\$0.05	\$17.71
Electrical Closet	001EC6001BB0	Input 9	860.83 kWh	\$0.05	\$43.04
Electrical Closet	001EC6001BB0	Input 10	1,887.38 kWh	\$0.05	\$94.37
Electrical Closet	001EC6001BB0	Input 11	5,082.97 kWh	\$0.05	\$254.15
Total High Density Pulse					\$459.01
▼Modhopper - Server Room (1)					
Electrical Closet	001EC6001BB0	Series 2000	923,090.00 kWh	\$0.05	\$46.00
Total Modhopper - Server Room					\$46.00

2. Click the update table data button after all changes have been made.

Select time zone

America/Los Ange

Cost per Unit

\$

0.05

 Update Table Data

 Export Consumption Report

Name	Serial Number	
▼High Density Pulse (10)		
Electrical Closet	001EC6001BB0	Input 1
Electrical Closet	001EC6001BB0	Input 2
Electrical Closet	001EC6001BB0	Input 3
Electrical Closet	001EC6001BB0	Input 4

3. You can export the consumption data by clicking/pressing the Export Consumption Report button.

Select time zone

▼
America/Los Ange

Cost per Unit

\$
0.05

Update Table Data

Export Consumption Report

Name	Serial Number	
▼ High Density Pulse (10)		
Electrical Closet	001EC6001BB0	Input 1
Electrical Closet	001EC6001BB0	Input 2
Electrical Closet	001EC6001BB0	Input 3
Electrical Closet	001EC6001BB0	Input 4

Base Module: Hubs

1. Click the name of a group located in the System Network.
2. Click the name of a hub located below the group.

◀ System Network
🏠 Home > My Group

My Group
 ⊞

Electrical Closet
 ⊞

Group: My Group

Name ▲	Serial Number ▼	Firmw
Electrical Closet	001EC6001BB0	v02.15

The hub screen is displayed.

HUB: Electrical Closet



HUB Serial Number: 001EC6001BB0
 HUB Firmware Version: v02.15.1230b
 Last Upload Connection: Friday Mar 18, 2016 12:01:21 from 10.6.17.8

Device ^	Status ^	Name & Purpose ^	Type ^	Firmware ^
1	OK	High Density Pulse	Obvius, A8911-23, pulse counter, 23 channel	v1.07
2	OK	ModHopper - Central	Obvius, ModHopper, R9120-5	v2.06b
3	ALARM	Main Feed Avery Building	LEVITON,S3X00	8.2
5	OK	Modhopper - Server Room	Obvius, ModHopper, R9120-5	v2.06b
32	OK	Unconfigured	Obvius, ModHopper, R9120-5	v2.06b
64	OK	Unconfigured	Obvius, ModHopper, R9120-5	v2.06b
128	ALARM	Unconfigured	Obvius, ModHopper, R9120-5	v2.06b
132	OK	TBD	Obvius, ModHopper, R9120-5	v2.06b
225	OK	Unconfigured	Obvius, ModHopper, R9120-5	v2.06b
250	OK	Internal I/O	Obvius, A8812, Internal I/O	v1.11

The hub screen contains a table of meters with six menu items.

Base Module: Groups > Hubs > Status

The first menu item is Status.



- This is the default view for a hub.
- The hub status screen displays all meters connected to the selected hub.
- The hub status screen displays serial numbers, firmware versions, and date/time of the last uploads to the BMO.
- Hub status information includes:
 - a. Meter device number
 - b. Meter status
 - c. Meter name & purpose
 - d. Meter type
 - e. The firmware version of the meter

1. Clicking a meter row allows you to navigate to a meter to view all of the data points and energy readings for the selected meter.

☒ Modhopper - Server Room	
☒ Unconfigured	
☒ Unconfigured	
☐ Unconfigured	
☒ TBD	

Device ^	Status ^	Name & Purpose ^	Type ^	Firmware ^
1	OK	High Density Pulse	Obvius, A8911-23, pulse counter, 23 channel	v1.07
2	OK	ModHopper - Central	Obvius, ModHopper, R9120-5	v2.06b
3	ALARM	Main Build	LEVITON,S3X00	8.2
5	OK	Room	Obvius, ModHopper, R9120-5	v2.06b

Base Module: Groups > Hubs > Alarm Notification

The second menu item is Alarm Notification.



1. Click the Alarm Notification menu item.



The alarm notification screen is displayed.

HUB: Electrical Closet

HUB Serial Number: 001EC60018B0
HUB Firmware Version: v02.15.1230b
Last Upload Connection: Thursday Mar 17, 2016 16:16:28 from 10.6.17.8

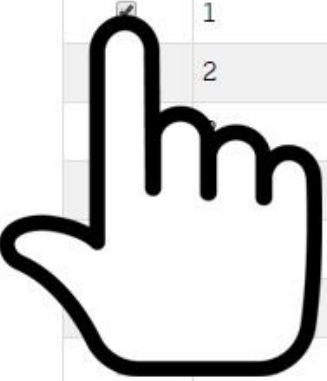
Notify Me	Device ^	Name & Purpose ^	Type ^
☒	0	[System]	HUB System Alarms, and no data uploads for 36 hours
☒	1	High Density Pulse	Obvius, A8911-23, pulse counter, 23 channel
☒	2	ModHopper - Central	Obvius, ModHopper, R9120-5
☒	3	Main Feed Avery Building	LEVITON,S3X00
☒	5	Modhopper - Server Room	Obvius, ModHopper, R9120-5
☒	32	Unconfigured	Obvius, ModHopper, R9120-5
☒	64	Unconfigured	Obvius, ModHopper, R9120-5
☐	128	Unconfigured	Obvius, ModHopper, R9120-5
☐	132	TBD	Obvius, ModHopper, R9120-5
☐	225	Unconfigured	Obvius, ModHopper, R9120-5
☐	250	Internal I/O	Obvius, A8812, Internal I/O

Save

- The alarm notification screen lists all meters connected to the hub.
- The alarm notification screen allows you to receive email notifications when a hub fails to communicate with the Building Manager Online 3.0 for more than 36 hours.
- The alarm notification screen also allows you to receive email notifications when a meter goes into an alarm status.

- To begin receiving alarm notifications for a meter, click the Notify Me checkbox located in the row of the meter.

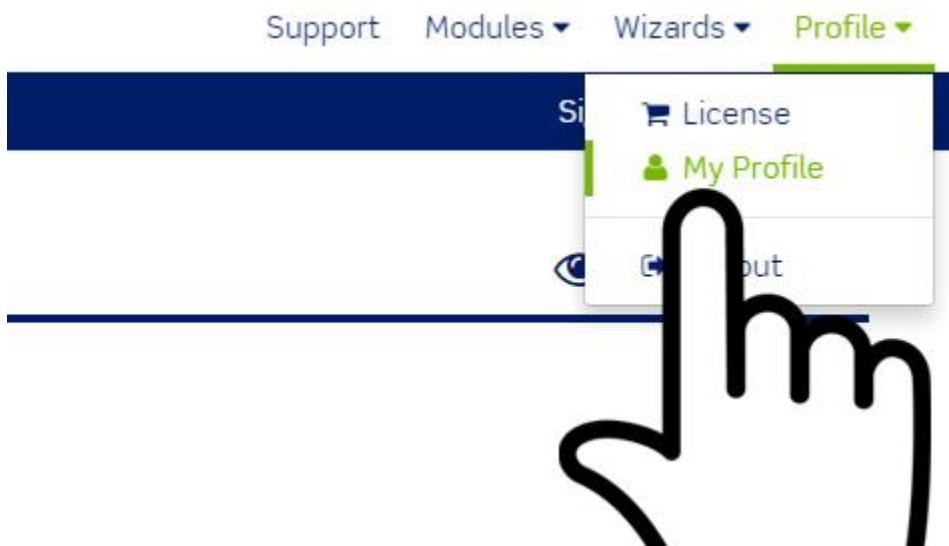
Notify Me	Device ^	Name & Purpose ⇅
☒	0	[System]
☒	1	High Density Pulse
	2	ModHopper - Central
		Main Feed Avery Building
		Modhopper - Server Room
		Unconfigured
		Unconfigured
		Unconfigured



- Click the Notify Me checkbox for any or all meters from which you would like to receive notifications.
- When you are finished selecting meters, click the Save button.



Note: Alarm notifications will be sent to the email address registered with the Building Manager Online 3.0 account. You can view the email address by clicking/pressing Profile and then clicking/pressing My Profile.



The email address will be displayed on the screen.

E-Mail Address

user1@leviton.com

First Name

User

Last Name

1

Base Module: Groups > Hubs > Configuration

The third menu item is Configuration. Note: This menu option may or may not be visible. HUBS and devices added with shared passwords do not have access to the configuration screen.

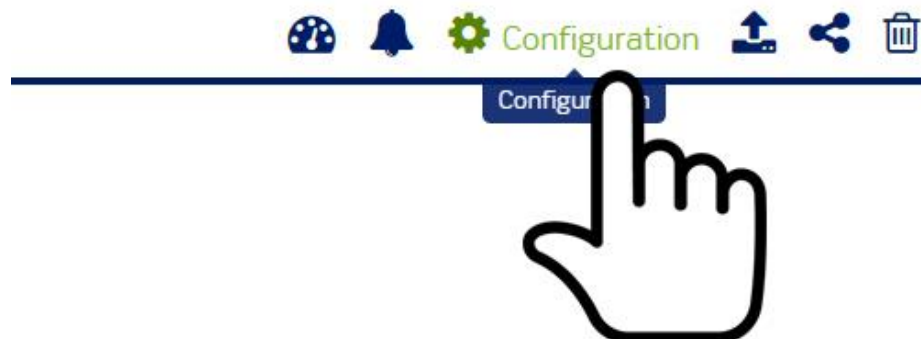
Visible



Not Visible



1. Click the Configuration menu item.



The HUB configuration screen is displayed.

HUB Serial Number: 001EC6001B80
HUB Firmware Version: v02.15.1230b
Last Upload Connection: Wednesday Aug 24, 2016 08:47:44 from 10.6.17.8

Modbus Configuration Options

Data Upload Options:

IP Configuration Options

Modem Options

System Info

Save

2. The HUB configuration screen displays the HUB Serial Number, HUB Firmware Version and Last Upload Connection.
3. The HUB configuration screen allows you to overwrite and/or view HUB settings.
4. Click configuration options to reveal HUB settings.

HUB Serial Number: 001EC6001B80
HUB Firmware Version: v02.15.1230b
Last Upload Connection: Wednesday Aug 24, 2016 08:47:44 from 10.6.17.8

Modbus Configuration Option

Data Upload Options:

IP Configuration Options

Modem Options

System Info

Save

5. Configuration options.

Modbus Configuration Options	
HUB Name	Electrical Closet
Data Logging period:	15
Modbus TCP Access:	Allow ModbusTCP access from local subnet only
Modbus RS/485 baud rate:	9600
Modbus Timeout:	500ms
Modbus Debug:	
Search For Modbus Devices:	YES
Search for Sensor Network devices:	NO

Data Upload Options:
IP Configuration Options
Modem Options

- a. Modbus Configuration Options.
 - i. HUB Name
 - ii. Data Logging period
 - iii. Modbus TCP Access
 - iv. Modbus RS/485 baud rate
 - v. Modbus Timeout
 - vi. Modbus Debug
 - vii. Search for Modbus Devices
 - viii. Search for Sensor Network Devices

Modbus Configuration Options
Data Upload Options:
Scheduled upload time:
Connect Every Log Cycle
Upload data on alarm status change: ☒
Upload data on low disk alarm ☒
Upload data on startup ☒
Allow remote modbus device configuration: ☒
Number of times to retry (on failure):
3
IP Configuration Options
Modem Options
System Info

 Save

b. Data Upload Options

- i. Scheduled upload time
- ii. Upload data on alarm status change
- iii. Upload data on low disk alarm
- iv. Upload data on startup
- v. Allow remote Modbus device configuration
- vi. Number of times to retry (on failure)

Modbus Configuration Options
Data Upload Options:
IP Configuration Options
IP Address: 192.168.40.50 Subnet Mask: 255.255.255.0 Gateway: 192.168.40.1 Hostname: MVCollector1 DNS1: 10.18.20.100 DNS2: 8.8.8.8 DHCP Enabled: YES HTTP Proxy Server Address: HTTPPROXY HTTP Proxy Server Address Port: HTTPPROXYPORT Ethernet MTU: 1500 Telnet Enabled: FTP Enabled:

c. IP Configuration Options

- i. IP Address
- ii. Subnet Mask
- iii. Gateway
- iv. Hostname
- v. DNS1
- vi. DNS2
- vii. DHCP Enabled
- viii. HTTP Proxy Server Address
- ix. HTTP Proxy Server Address Port
- x. Ethernet MTU
- xi. Telnet Enabled
- xii. FTP Enabled

Modbus Configuration Options
Data Upload Options:
IP Configuration Options
Modem Options
Modem: Dialout Enabled: NO Dialin Enabled: NO
System Info

- d. Modem Options
 - i. Modem
 - ii. Dialout Enabled
 - iii. Dialin Enabled

Modbus Configuration Options
Data Upload Options:
IP Configuration Options
Modem Options
System Info
Base Model: A8812 Full Model: A8812-1

- e. System Info
 - i. Base Model
 - ii. Full Model

6. Simply navigate out of the HUB configuration screen without clicking the Save button to discard changes.
7. Click the Save button to apply changes. Important: Saved settings will overwrite settings saved in the HUB.



Base Module: Groups > Hubs > Upload Log

The fourth menu item is Upload Log.



1. Click the Upload Log menu item.



The upload log screen is displayed.

HUB Serial Number: 001EC6001BB0
HUB Firmware Version: v02.15.1230b
Last Upload Connection: Thursday Mar 17, 2016 16:16:28 from 10.6.17.8

Time ↕	IP Address	Message ↕
03/17/2016 04:16 PM	10.6.17.8	Uploaded request mode CONFIGFILEMANIFEST for modbus device
03/17/2016 04:16 PM	10.6.17.8	Uploaded data file contained 1 valid records, 0 duplicate records, and 0 rejected records for modbus device 250
03/17/2016 04:16 PM	10.6.17.8	Uploaded data file contained 1 valid records, 0 duplicate records, and 0 rejected records for modbus device 132

- The upload log screen displays records for all uploads made from the hub to the Building Manager Online 3.0.
- The upload log screen displays the time, IP address and the upload message for each upload made from the hub to the Building Manager Online 3.0.
- Scroll down to the bottom of the screen to change the number of records displayed per page and/or page through all log records.

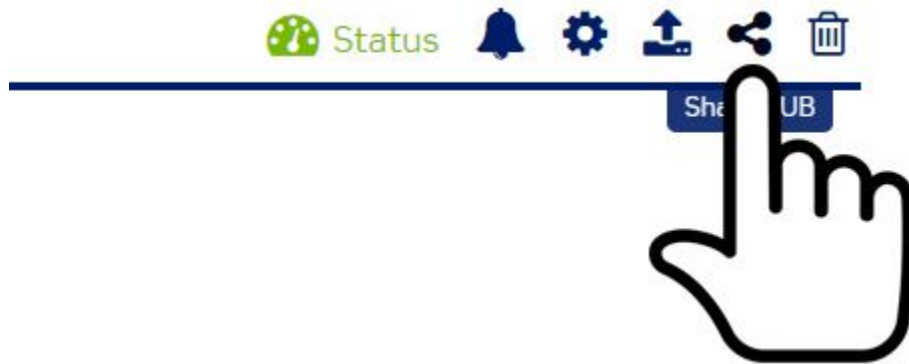


Base Module: Groups > Hubs > Share Hub

The fifth menu item is Share HUB.



1. Click the Share HUB menu item.



- The share a hub screen is displayed.
 - The share a hub screen allows you to select a hub and then temporarily assign a password to the hub. You can then share the serial number and temporary password with another Building Manager Online 3.0 user.
 - This allows you to share the hub and meter data with another user without granting full access to your hub.
 - The user will not be able to edit the configuration settings of the shared hub.
 - The BMO will only store one shared password per hub.
 - When a shared password is changed, the shared user no longer has access to the shared hub.
2. Select the Serial Number for the hub you would like to share.
 3. Click the Continue button.

Share a HUB

Follow Steps to Share a HUB

HUB SERIAL NUMBERHUB PASSWORDSAVE SHARE HUB PASSWORD

Step 1: Choose the HUB serial number

Serial Number

Electrical Closet (001EC6001BB0)

> Continue

✕ Cancel

4. Enter the HUB password. This is the same password set in the upload page of the hub.
 - a. Important: Set the channel password on your device prior to adding your device to the Building Manager Online 3.0.
 - b. If you do not know the hub password, contact the site manager for assistance to access the device.
5. Click the Continue button.

Share a HUB

Follow Steps to Share a HUB

HUB SERIAL NUMBER

HUB PASSWORD

SAVE SHARE HUB PASSWORD

Step 2: Enter the HUB password for (001EC6001BB0)

This password is the same password located in your HUB's configuration web browser just below the upload channel assigned to the web address for the Building Manager Online.

[Click here to see the image.](#)

Enter the HUB password

Hubpassword123

< Back

> Continue

✕ Cancel

6. Enter the share password for the hub.
 - a. Note that this is a temporary password assigned to a hub that allows you to share the hub with another Building Manager Online 3.0 user.
 - b. If a share password is assigned to this hub at a later date, the data connection for the original share will be discontinued.
7. Click the Save button.

Share a HUB

Follow Steps to Share a HUB

HUB SERIAL NUMBER

HUB PASSWORD

SAVE SHARE HUB PASSWORD

Step 3: Enter a share HUB password for Electrical Closet (001EC6001BB0)

Please use only alphanumeric characters. To share a HUB, please enter a password different from the password listed on the HUB upload page. To cancel a share, enter a different password from the current shared password.

Share password for the HUB

SharedHubPassword

< Back

Save

✖ Cancel

Base Module: Groups > Hubs > Remove Hub

The sixth menu item is Remove HUB.



1. Click the Remove HUB menu item.



2. The remove hub screen is displayed. This option allows you to remove a hub from a group.
3. Step 1. Select the serial number for the hub you would like to remove.

Remove a HUB

Follow Steps to Remove a HUB

SELECT A HUB SERIAL NUMBER

DELETE

Step 1: Select the HUB serial number

Serial Number

Electrical Closet (001EC6001BB0)

> Continue ✕ Cancel

4. Click the Continue button.
5. Acknowledge and Confirm Deletion of Hub.
6. Click the “I have read and understand...” checkbox.
7. Click the Delete button.

Remove a HUB

Follow Steps to Remove a HUB

SELECT A HUB SERIAL NUMBER

DELETE

Step 2: Acknowledge and Confirm Deletion of Hub: (001EC6001BB0)

⚠ Warning: Clicking Delete will remove any reports, alarms, etc configured with this HUB. Please check the checkbox below to proceed.

☒ I have read and understand the warning regarding removing the selected HUB.

< Back Delete ✕ Cancel

Base Module: Devices

1. Click the name of a group located in the system network.
2. Click the name of a hub located below the group.
3. Click the name of the device located below the hub.

System Network

Home > My Group > Electrical Closet

My Group

Electrical Closet

High Density Pulse

ModHub - Central

Main Building

Mod

HUB: Electrical Closet

HUB Serial Number: 001EC6001BB0

HUB Firmware Version: v02.15.1230b

Last Upload Connection: Friday Mar 18, 2016 11:46

Device	Status	Name & Purpose
--------	--------	----------------

The device screen contains a table of data points with seven menu items.

Device: High Density Pulse

Status

Device Number: 1 on modbus/tcp gateway: 10.6.17.8

Device Type: Obvius, A8911-23, pulse counter, 23 channel

Status: OK

Date/Time of last upload: Friday March 18, 2016 11:46:58

Date/Time of last reading: Friday March 18, 2016 11:45:00

Function	Current Reading	Low Alarm	High Alarm
Input 1	91.5 kWh	0 kWh	0 kWh
Input 1 Demand	0 kW	0 kW	0 kW
Input 2	0 kWh	0 kWh	0 kWh
Input 2 Demand	0 kW	0 kW	0 kW

Base Module: Groups > Hubs > Devices > Status

The first menu item is Status. This is the default view for a device.



1. Click Status to display the Device Status Screen.

Device: High Density Pulse

Device Number: 1 on modbus/tcp gateway: 10.6.17.8

Device Type: Obvius, A8911-23, pulse counter, 23 channel

Status: OK

Date/Time of last upload: Friday March 18, 2016 12:01:21

Date/Time of last reading: Friday March 18, 2016 12:00:00

Function	Current Reading	Low Alarm	High Alarm
Input 1	91.5 kWh	0 kWh	0 kWh
Input 1 Demand	0 kW	0 kW	0 kW
Input 2	0 kWh	0 kWh	0 kWh
Input 2 Demand	0 kW	0 kW	0 kW
Input 3	25,645.41 kWh	0 kWh	0 kWh
Input 3 Demand	1.28 kW	0 kW	0 kW
Input 4	20,481.28 kWh	0 kWh	0 kWh
Input 4 Demand	1.24 kW	0 kW	0 kW

- The device status screen displays all data points within a device.
 - The device status screen displays the device name and number, the device type, the status of the device, the date/time of the last upload and the date/time of the last reading.
 - The device status screen table displays the name of the data point, the current reading, the low and high alarms (if set).
2. Scroll down to the bottom of the screen to change the number of records displayed per page and/or page through all data points.

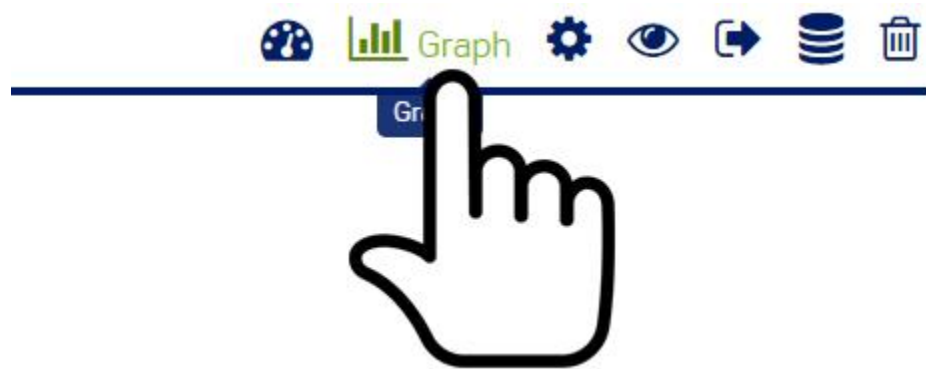


Base Module: Groups > Hubs > Devices > Graphs

The second menu item is Graph.



1. Click the Graph menu item.



The device graph screen is displayed.

Device: High Density Pulse

 Graph 

Device Number:

1 on modbus/tcp gateway: 10.6.17.8

Device Type:

Obvius, A8911-23, pulse counter, 23 channel

Date/Time range of device data:

Tuesday March 18, 2014 13:44:00 to Friday March 11, 2016 12:15:00

Select the Date Range

 03-04-2016 11:45 am - 03-11-2016 11:45 am

Select time zone

America/Los Angeles ▼

Data Point 1 (blue)

None ▼

Data Point 2 (red)

None ▼

Data Point 3 (green)

None ▼

Data Point 4 (Orange)

None ▼

 Update Graph

- The graph screen displays the device name and number, the device type, and the date range of the available data.
- The graph screen allows you to set a date range, select a time zone, and select up to four data points.

2. Select a range of data by clicking/pressing the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking/pressing the time zone dropdown.
7. Click the time zone.
8. Click the dropdown for Data Point 1 and select a data point.
9. Data points are color coded. Colors will display on graph.
10. Select up to four data points.
11. Click the Update Graph button.

 Update Graph

The graph is rendered.

Select the Date Range

 03-04-2016 11:45 am - 03-11-2016 11:45 am

Select time zone

America/Los Angeles ▼

Data Point 1 (blue)

Input 1 ▼

Data Point 2 (red)

Input 3 ▼

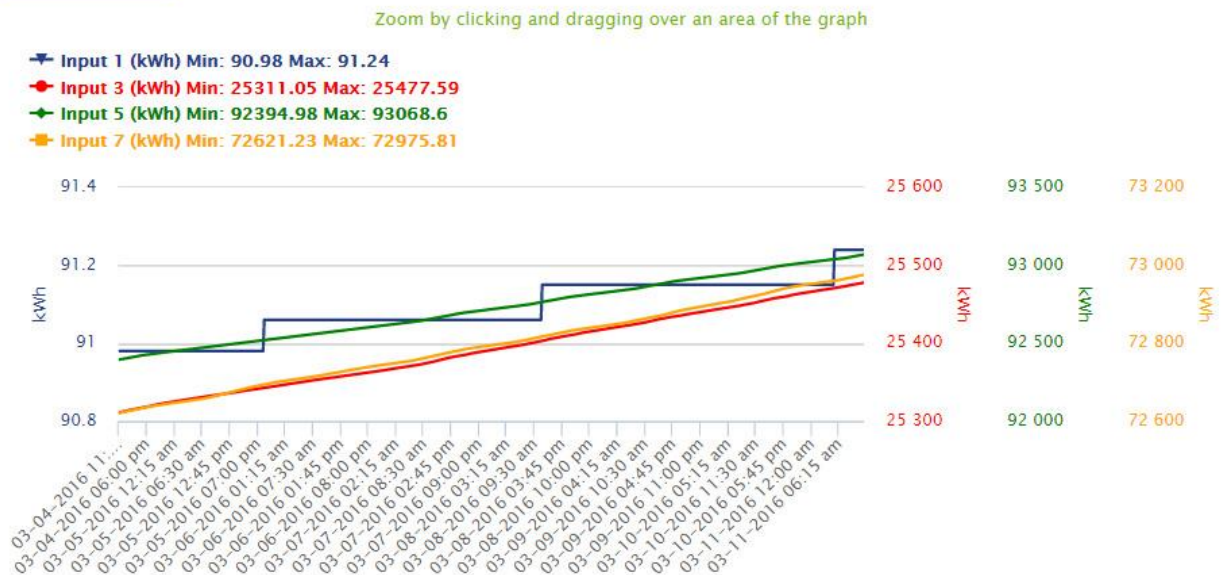
Data Point 3 (green)

Input 5 ▼

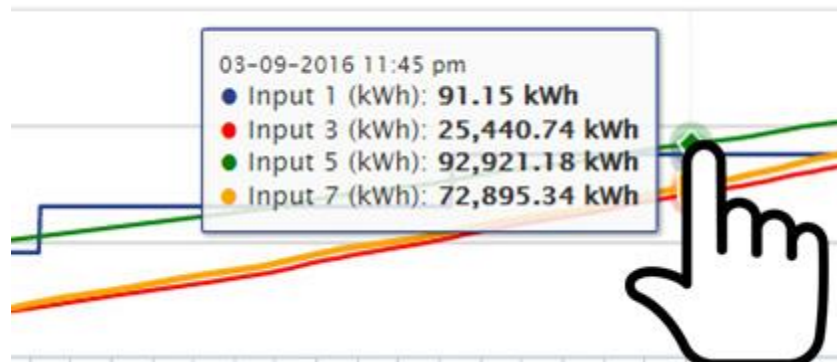
Data Point 4 (Orange)

Input 7 ▼

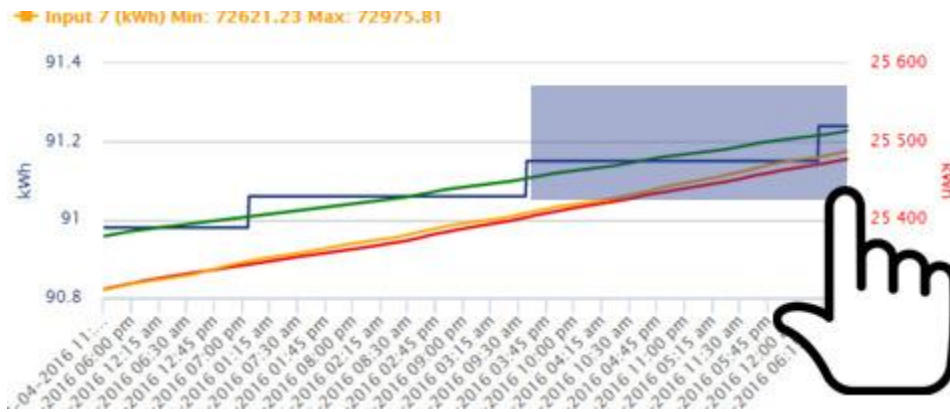
Update Graph



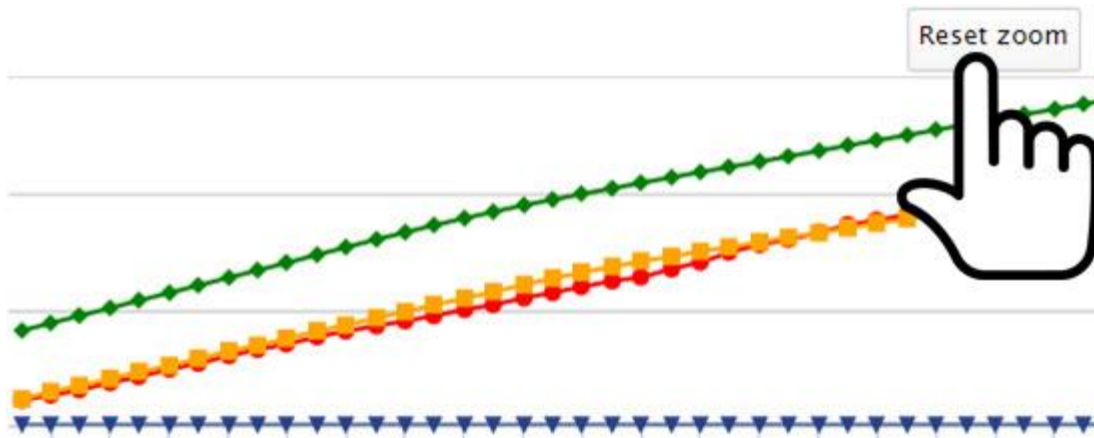
12. Hover over the data points to view detailed information for each input.



13. Hover over the graph and click and then drag and release to zoom in.



14. Press the reset button to reset the zoom on the graph to the original view.



15. Click the Update Graph button to render the graph whenever the date range, time zone, or data points are changed.



Base Module: Groups > Hubs > Devices > Configuration

The third menu item is Configuration. Note: This menu item may or may not be visible. HUBS and devices added with shared passwords do not have access to the configuration screen

Visible



Not Visible



1. Click the Configuration menu item.

The device configuration screen is displayed.

Device Number: 1 on modbus/tcp gateway: 10.6.17.8
 Device Type: Obvius, A8911-23, pulse counter, 23 channel

Point Name	Units	Low Alarm	High Alarm	Console
Basement Exhaust Fans and Outside Lighting	kWh	0.00	0.00	☐
Basement Exhaust Fans and Outside Lighting Den	kW	0.00	0.00	☐
Em. Lighting and Plug Load	kWh	0.00	0.00	☐
Em. Lighting and Plug Load Demand	kW	0.00	0.00	☐
Lighting-Plug Load-HVAC-1st FL North	kWh	0.00	0.00	☐
Lighting-Plug Load-HVAC-1st FL North Demand	kW	0.00	0.00	☐
Lighting-Plug Load-HVAC-2nd FL North	kWh	0.00	0.00	☐
Lighting-Plug Load-HVAC-2nd FL North Demand	kW	0.00	0.00	☐
Parking Garage Lighting	kWh	0.00	0.00	☐
Parking Garage Lighting Demand	kW	0.00	0.00	☐
Motor Control Center	kWh	0.00	0.00	☐
Motor Control Center Demand	kW	0.00	0.00	☐
UPS/ATS/Car Charge/Kitchen	kWh	0.00	0.00	☐
UPS/ATS/Car Charge/Kitchen Demand	kW	0.00	0.00	☐

2. The device configuration screen displays the device number and device type.
3. The device configuration screen allows you to overwrite data point names, units of measure, low alarms, high alarms and enable or disable the Console.
 - a. The console box, if checked will allow the alarm condition to be displayed on the HUB display screen until cleared.
4. Highlight and enter the information you would like to overwrite.

Point Name	Units
My Changes	kWh
Basement Exhaust Fans and Outside Lighting Den	kW
Em. Lighting and Plug Load	kWh

- Simply navigate out of the device configuration screen without clicking the Save button to discard changes.
- Click the Save button to apply changes.
- Click the Save button to save updates. Important: Saved settings will overwrite settings saved in the device.

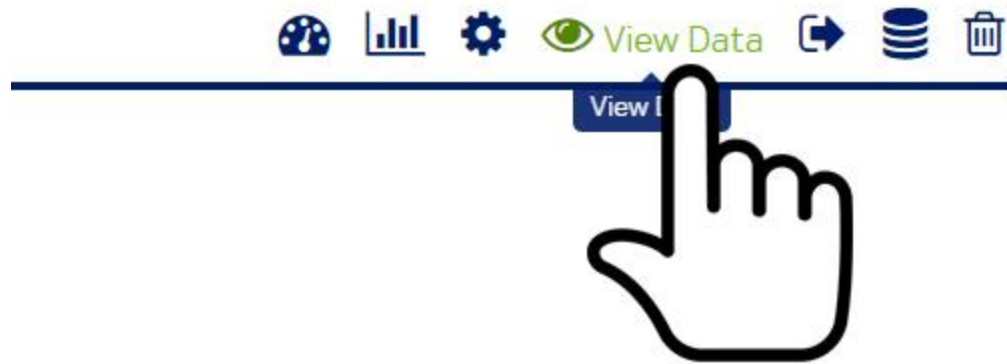


Base Module: Groups > Hubs > Devices > View Data

The fourth menu item is View Data.



- Click the View Data menu item.



The view data screen is displayed.

Device: High Density Pulse

Device Number: 1 on modbus/tcp gateway: 10.6.17.8

Device Type: Obvius, A8911-23, pulse counter, 23 channel

Date/Time range of device data: Tuesday March 18, 2014 13:44:00 to Friday March 18, 2016 12:00:00

Select the Date Range: 03-11-2016 11:45 am - 03-18-2016 11:45 am

Select time zone: America/Los Angeles

[Update Table Data](#)

Time	Input 1(kWh)	Input 1 De...	Input 2(kWh)	Input 2 De...	Input 3(kWh)	Input 3 De...	Input 4(kWh)	Inpi
03-11-2016 11:45:00 am	91.24	0.00	0.00	0.00	25,477.59	0.96	20,334.29	
03-11-2016 12:00:00 pm	91.24	0.00	0.00	0.00	25,478.00	1.64	20,334.59	
03-11-2016 12:15:00 pm	91.24	0.00	0.00	0.00	25,478.32	1.28	20,334.86	
03-11-2016 12:30:00 pm	91.24	0.00	0.00	0.00	25,478.59	1.08	20,335.13	
03-11-2016 12:45:00 pm	91.24	0.00	0.00	0.00	25,478.93	1.28	20,335.42	
03-11-2016 01:00:00 pm	91.24	0.00	0.00	0.00	25,479.24	1.33	20,335.66	
03-11-2016 01:15:00 pm	91.24	0.00	0.00	0.00	25,479.51	1.08	20,335.98	

- The view data screen displays the device name and number, the device type, and the date range of the available data.
 - The view data screen displays a table containing all data and data points for the selected date range.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Select the time zone.
 8. Click the Update Table Data button.

 Update Table Data

The data table will refresh based on the selections.

9. Scroll down to the bottom of the screen to page through data.
10. Click the Update Table Data button to populate the table with data whenever the date range or time zone is changed.

 Update Table Data

Base Module: [Groups](#) > [Hubs](#) > [Devices](#) > [Export Data](#)

The fifth menu item is export data.



1. Click the Export Data menu item.



The export data screen is displayed.

Device: High Density Pulse

Device Number: 1 on modbus/tcp gateway: 10.6.17.8

Device Type: Obvius, A8911-23, pulse counter, 23 channel

Date/Time range of device data: Tuesday March 18, 2014 13:44:00 to Friday March 18, 2016 12:00:00

Select the Date Range: 03-11-2016 11:45 am - 03-18-2016 11:45 am

Select time zone: America/Los Angeles

Delimiter: Comma Delimited

☒ Add column headers to exported data

[Export Data](#)

- The export data screen displays the device name and number, the device type, the date/time range of the available data.
 - The export data screen allows you to select a date range and time zone and then export the data to a text file.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Click the time zone.
 8. Select a Delimiter to determine whether the data should export as Comma Delimited or Tab Delimited.

Delimiter

Comma Delimited

Comma Delimited

Tab Delimited

[Export Data](#)

- Click the Add column headers checkbox to deselect or select whether column headers should be added to the exported text file.

☒ Add column headers to exported data

 Export Data

- Click the Export Data button.

 Export Data

The text file will download.

- If the text file does not appear to download, make sure your web browser popup blocker is not blocking the file.

Base Module: Groups > Hubs > Devices > Data Format

The sixth menu item is data format.



- Click the Data Format menu item.



The data format screen is displayed.

Device: High Density Pulse

Data Format

Device Number: 1 on modbus/tcp gateway: 10.6.17.8
Device Type: Obvius, A8911-23, pulse counter, 23 channel

SQL Table Structure

Field	Type	Null	Key	Default	Extra
time	datetime		PRI	0000-00-00 00:00:00	
error	int(11)	YES		0	
lowrange	int(11) unsigned	YES		0	
highrange	int(11) unsigned	YES		0	

The purpose of this screen is to provide you with the information necessary to recreate the database tables in another database. Use this option if you would like to export the device data and then import the data into your database.

- The data format screen displays the device name and number and the device type.
- The data format screen displays the field and data type for all data points.
- The data format screen displays the SQL statement for recreating the tables.

Base Module: Groups > Hubs > Devices > Remove Device

The seventh menu item is Remove Device.

Remove Device

Remove Device

1. Click the Remove Device button.

Remove Device

Remove Device

The remove device screen is displayed.

Device: High Density Pulse

 Remove Device

Device Number:

1 on modbus/tcp gateway: 10.6.17.8

Device Type:

Obvius, A8911-23, pulse counter, 23 channel

Remove Device

 **Warning:** Clicking Remove Device will permanently remove the selected device from the hub accompanied by all historical data produced by the selected device. Please check the checkbox below to proceed.

☐ I have read and understand the warning regarding removing the selected device and its historical data.

 Remove Device

- Note: Making changes via the remove device screen does not disconnect the physical device from the physical hub.
- The remove device screen allows you to purge all data from the Building Manager Online 3.0 for a selected device. This will not physically remove the device from the hub. If the device has not been physically disconnected from the hub, the next time the hub communicates/uploads data to the Building Manager Online 3.0, the removed device will be refreshed with new/current data.

2. Click the “I have read and understand...” checkbox.
3. Click the Remove Device button.

Device: High Density Pulse

 Remove Device

Device Number:

1 on modbus/tcp gateway: 10.6.17.8

Device Type:

Obvius, A8911-23, pulse counter, 23 channel

Remove Device

 **Warning:** Clicking Remove Device will permanently remove the selected device from the hub accompanied by all historical data produced by the selected device. Please check the checkbox below to proceed.

☐ I have read and understand the warning regarding removing the selected device and its historical data.

 Remove Device



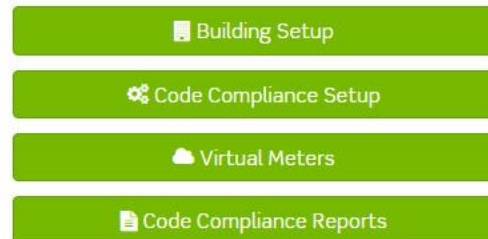
Code Compliance Module: Overview

This software module will allow you to meet the established and growing requirements of local municipal codes such as the Seattle Energy Code and CA Title 24 requirements along with those of developing versions of ASHRAE 90.1.

Code Compliance Module

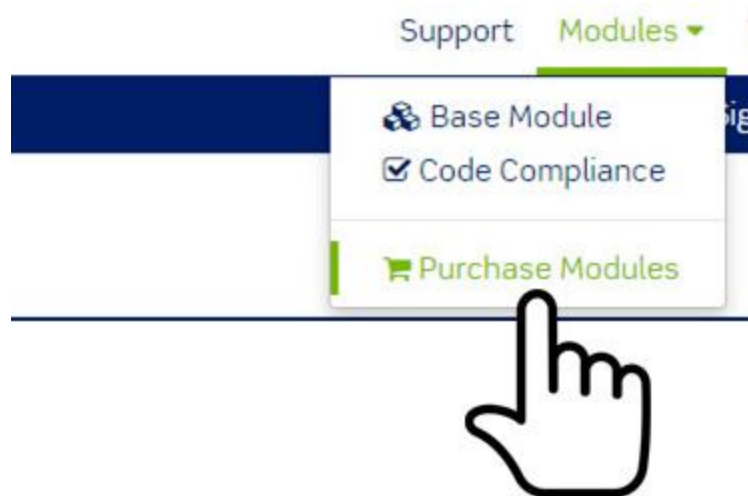
This module is designed to assist building owners and operators to meet state, municipal and local codes related to energy monitoring and reporting.

Get started by clicking on a link below:



Code Compliance - Reports	
Select Category	
Name	Actions
Electric	View Data Graph Export Setup
Gas	View Data Graph Export Setup
Steam	View Data Graph Export Setup
Lighting	View Data Graph Export Setup
Plug Load	View Data Graph Export Setup
HVAC - Gas	View Data Graph Export Setup
HVAC - Steam	View Data Graph Export Setup
HVAC - Electric	View Data Graph Export Setup
Process Load - Gas	View Data Graph Export Setup
Process Load - Steam	View Data Graph Export Setup
Process Load - Electric	View Data Graph Export Setup
Miscellaneous Load - Gas	View Data Graph Export Setup
Miscellaneous Load - Steam	View Data Graph Export Setup
Miscellaneous Load - Electric	View Data Graph Export Setup

- The Code Compliance module is an expansion module that must be purchased.
- If you are interested in purchasing the Code Compliance module, see Modules Menu > Purchase Modules.

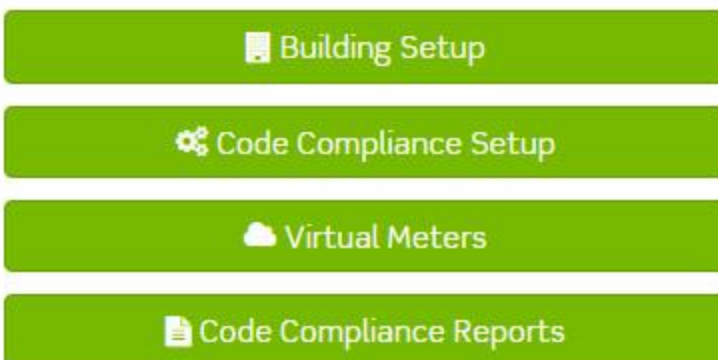


1. If the module has been purchased, click Modules > click Code Compliance.



The Code Compliance module is displayed. The Code Compliance module contains four menu items:

- Building Setup
- Code Compliance Setup
- Virtual Meters
- Code Compliance Reports



Code Compliance Module: Building Setup

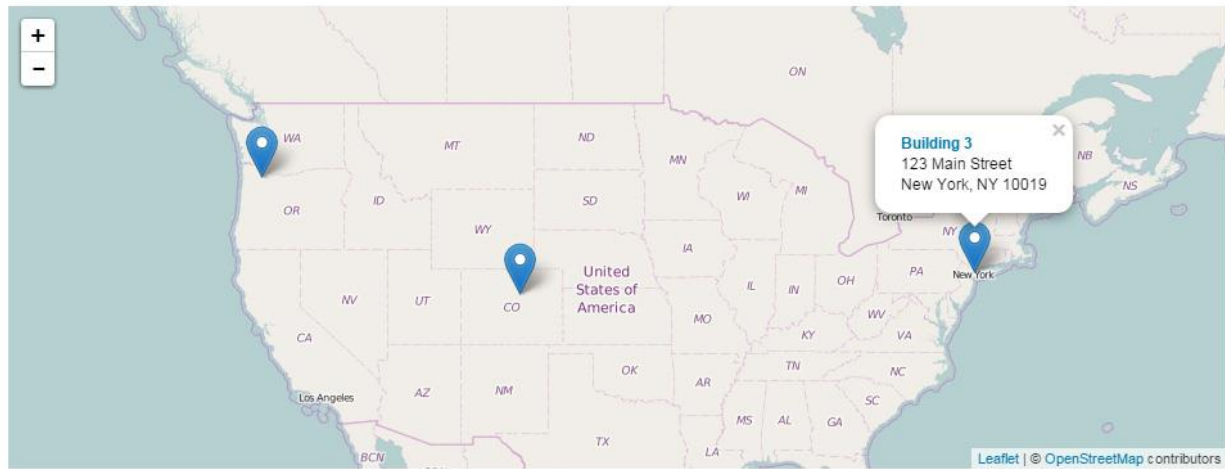
1. Click the Building Setup button.



Using Building Manager Online 3.0

The Buildings list screen is displayed.

Buildings



☐ Show Inactive

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	OR	97201	Edit
Building 2	123 Main Street	Denver	CO	80123	Edit
Building 3	123 Main Street	New York	NY	10019	Edit

[+ Add New Building](#) [Home](#)

- The Buildings list screen displays a map pinpointing the location for each building added to the Building Manager Online 3.0.
- The Building list screen contains a table listing all buildings added to the Building Manager Online 3.0.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	OR	97201	Edit
Building 2	123 Main Street	Denver	CO	80123	Edit
Building 3	123 Main Street	New York	NY	10019	Edit

Code Compliance Module: Building Setup > Add New Building

1. Click the Add New Building button.



The Building Setup screen is displayed.

Add Building

Create Building

Name

Enter Building Name

Address Line 1

Street Address Line 1

Address Line 2

Street Address Line 2

City

City

State

State

Zip Code

Zip Code

Country

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
Enter cost	Enter cost	Enter cost	Enter cost	Enter cost	Enter cost

Save

Cancel

2. Enter building attributes.
 - a. Name of the Building
 - b. Address Line 1
 - c. Address Line 2 (optional)
 - d. City
 - e. State
 - f. Zip Code
 - g. Country
 - h. Fields such as Square footage may be displayed if other modules are purchased.
3. Enter each utility cost.
 - a. Electric
 - i. Kwh
 - ii. kW – Average
 - iii. kW – Peak
 - b. Gas Cost
 - c. Steam Cost

d. BTU Cost

- The utility cost information will be used in calculations when generating the code compliance reports.
- Note: The utility cost information must be entered or the Code Compliance reports will not provide the desired results.

4. Click the Cancel button to discard changes OR
5. Click the Save button to add the building to the Buildings list screen.

Code Compliance Module: Building Setup > Edit Building

1. Click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click the name of the building.

Name ↕	Address ↕	City ↕	State ↕	Zip Code ↕	Actions
Building 1	123 Main Street	Portland	OR	97201	 Edit
Building 2	123 Main Street	Denver	CO	80123	 Edit

The Building Edit screen is displayed.

Building: Building 1

Edit Building

Name

Building 1

Address Line 1

123 Main Street

Address Line 2

Street Address Line 2

City

Portland

State

OR

Zip Code

97201

Country

United States

Active

☒

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
0.10	0.11	0.12	0.13	0.14	0.15

Save

Cancel

2. Click the field to be modified.
3. Enter changes.
4. Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Code Compliance Module: Building Setup > Remove Building

1. Click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click the name of the building.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	OR	97201	 Edit
Building 2	123 Main Street	Denver	CO	80123	

2. The Building Edit screen is displayed.

Building: Building 1

Edit Building

Name
Building 1

Address Line 1
123 Main Street

Address Line 2
Street Address Line 2

City
Portland

State
OR

Zip Code
97201

Country
United States

Active
☒

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
0.10	0.11	0.12	0.13	0.14	0.15

Save
Cancel

3. Click the Active checkbox to remove the building from the Buildings list screen.

Active

☐

4. When the checkbox is empty (doesn't contain a check) and the screen has been saved, the building will no longer appear in the Buildings list screen and you will not be able to access the building from other areas of the Building Manager Online 3.0.
5. Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes.
6. Click the Save button to remove the building.

Code Compliance Module: Building Setup > Adding a Removed Building

1. Click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click the name of the building.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	OR	97201	 Edit
Building 2	123 Main Street	Denver	CO	80123	

2. The Building Edit screen is displayed.

Building: Building 1

Edit Building

Name
Building 1

Address Line 1
123 Main Street

Address Line 2
Street Address Line 2

City
Portland

State
OR

Zip Code
97201

Country
United States

Active
☒

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
0.10	0.11	0.12	0.13	0.14	0.15

Save
Cancel

3. Click the Active checkbox to add the building back to the Buildings list screen.

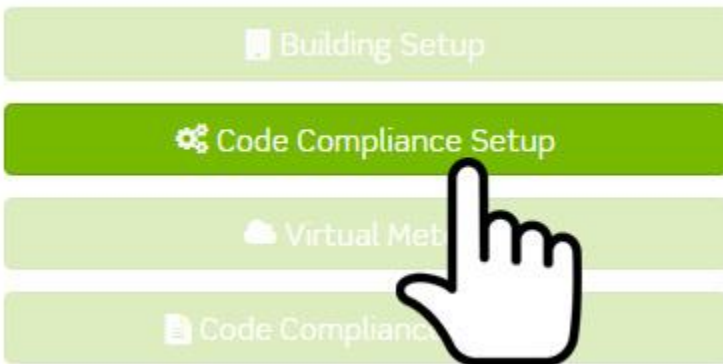
Active



4. Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes.
5. Click the Save button to add the building.

Code Compliance Module: Code Compliance Setup

1. Click the Code Compliance Setup button.



The Code Compliance Module Setup screen is displayed.

Code Compliance Module Setup

Please select the HUB and building to be used for Code Compliance. Only one HUB, and one building, can be used with this module.

⚠ Choosing another HUB will require all the reports to be reconfigured.

Select Group

Select Hub

Select Building

2. Select Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
3. Select Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module.
 - c. Note: Available hub selections are based on the prior group selection.
4. Select Building.
 - a. Available buildings are active buildings located in the Buildings list screen.
 - b. Selecting a building creates a relationship between the building and the hub to be used in Code Compliance reporting.
5. Click the Cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
6. Click the Save button to save changes.

Code Compliance Module: Virtual Meters

Virtual meters allow you to add or subtract real data points to produce virtual data points. You can only create virtual meters from real data points of the same type such as kW, Degree F, etc. Only hubs with a data upload interval of 15 minutes can be used to create Virtual meters.

1. Click the Virtual Meters button.



The Virtual Meters list screen is displayed.

Virtual Meters

Building selection

-- Select a building --

Show Inactive

Name	Virtual Meter Definition	Building	Actions
No results found.			

+ Add New Virtual Meter

Home

- The Virtual Meters list screen contains a table listing all virtual meters added to the Building Manager Online 3.0.
- The Virtual Meters list screen contains a table and two main navigational menu items.
- The table lists all Virtual Meters added to the Building Manager Online 3.0.
- The two navigational menu items are Add New Virtual Meter and Home.
- The Virtual Meters list screen allows you to filter your virtual meters by Building.



2. Click the Home button to return to the home screen of the Building Manager Online 3.0.

Code Compliance Module: Virtual Meters > Add

1. Click the Add New Virtual Meter button.



The Create Virtual Meter screen is displayed.

Create Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.
Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

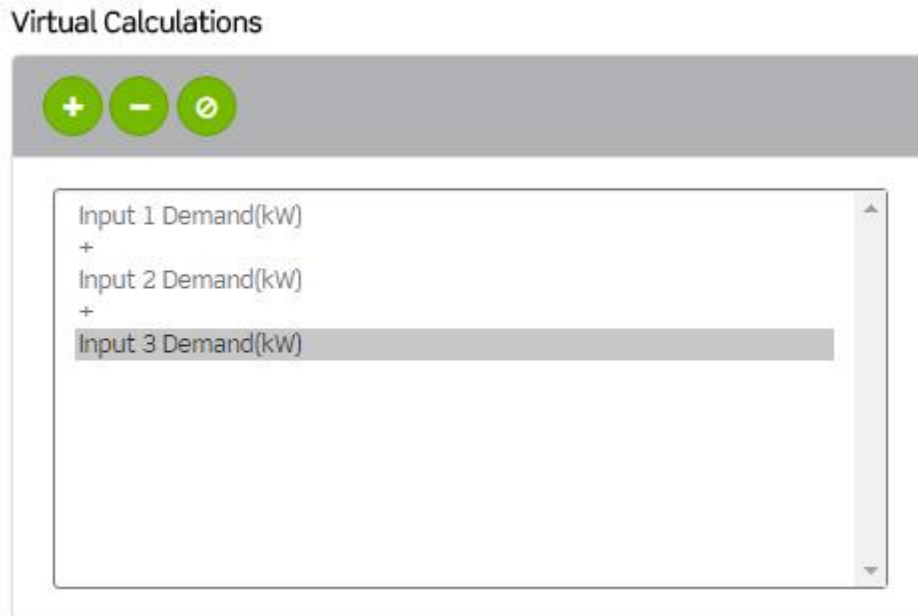
Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

The screenshot shows the "Create Virtual Meter" interface. On the left, there are several dropdown menus: "Virtual Meter Label", "Building for Virtual Meter", "Select Group", "Select Hub", "Select Device", and "Select Data Point". At the bottom of these are three buttons: "< Back to Virtual Meters", "Save", and "Reset Selections". On the right, there is a "Virtual Calculations" panel with a header bar containing three circular icons: a plus sign, a minus sign, and a circle with a diagonal line. Below the header is a large, empty rectangular area for calculations.

2. Enter Virtual Meter Label.
 - a. This will be the name of the Virtual Meter.
3. Select Building.
 - a. The purpose of this selection is help you keep track of your virtual meters by allowing you to see which building is associated with each virtual meter.
4. Select Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
5. Select Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module.
 - c. Note: Available hub selections are based on the prior group selection.
6. Select Device.
 - a. Devices are child objects to hubs.
 - b. Devices are located below hubs in the System Network.
 - c. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
7. Select Data Point.
 - a. Data Points are child objects to devices which are child objects to hubs.
 - b. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points.

- c. Note: Available data point selections are based on the prior hub selection.

The selected data point will display in the Virtual Calculations box.



The selected data point will also display below the Virtual Data Point Definition heading.

Virtual Data Point Definition

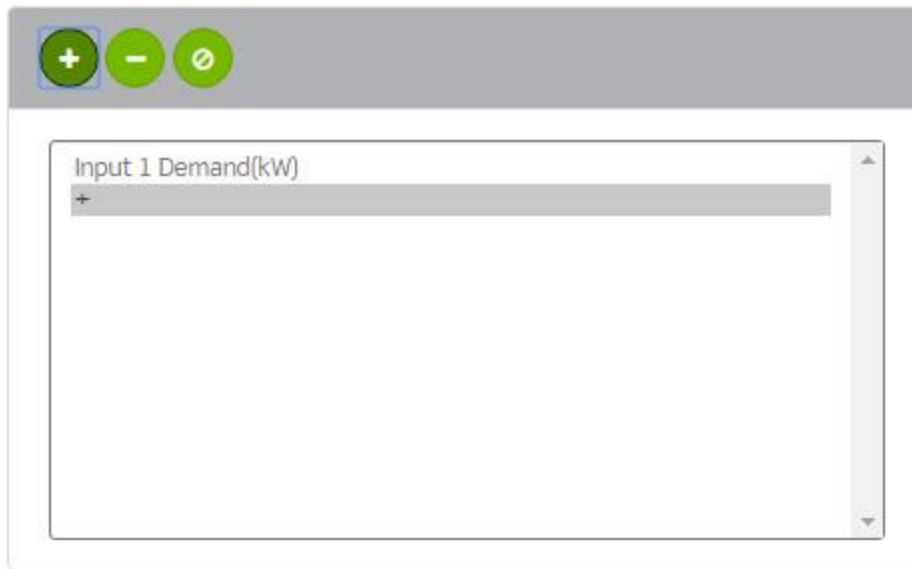
Input 1 Demand(kW) ⊕ Input 2 Demand(kW) ⊖ Input 3 Demand(kW)

Active ☒

Note: A virtual meter formula/equation is known as a virtual meter definition.

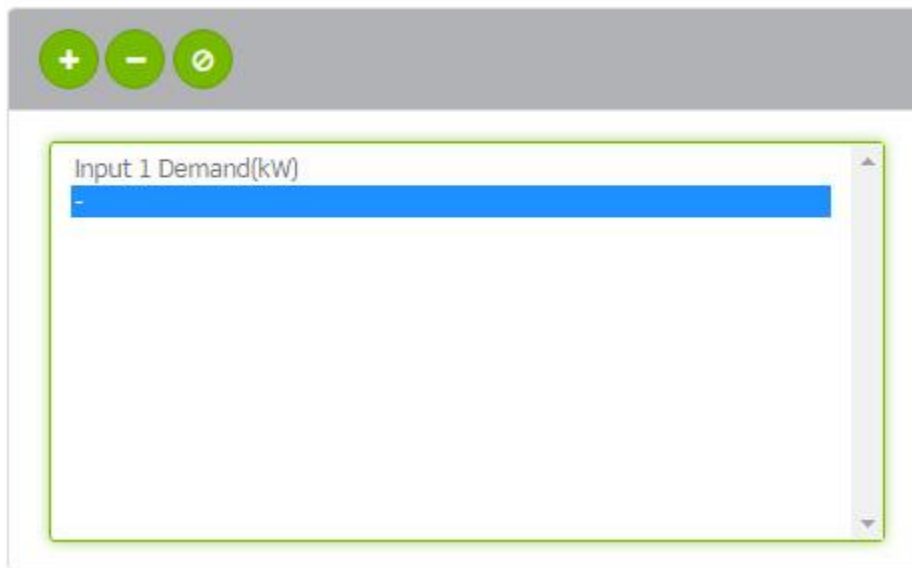
- 8. Click the appropriate mathematical operator.
 - a. Plus sign (+)
 - i. The plus sign (+) will add the selected data point value to the next data point value.

Virtual Calculations



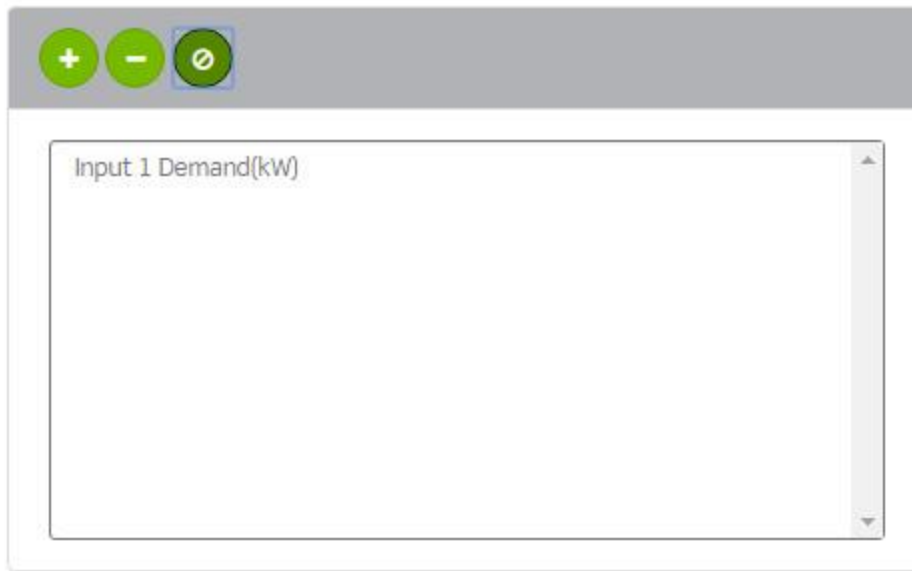
- b. Subtraction sign (-)
 - i. The subtraction sign (-) will subtract the next data point value from the selected data point value.

Virtual Calculations



- c. Clear button (Ø).
 - i. Click the clear button to remove elements from a Virtual Calculations definition.
 - ii. Note: The clear button will only remove a data point or operator at the end of a definition/equation.
 - iii. Click the last data point or operator in the definition/equation.
 - iv. Click the clear button.

Virtual Calculations



9. Click the data point dropdown and click the next data point. Note: The data point dropdown field is used for selecting the initial data point and each additional data point.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

MyGroup

Select Hub

Electrical Closet

Select Device

High Density Pulse(1)

Select Data Point

Hvac Loads Demand (kW)

10. Repeat adding data points and mathematical operators until the definition is complete.
 - a. Process for Building Virtual Meters:
 - i. Step 1 Select Data Point
 - ii. Step 2 Select Mathematical Operator
 - iii. Step 3 Select Data Point

11. Note: Virtual Meters must be of the same type (e.g., kW, Degree F, etc.).
12. Like data points can be added and subtracted from different hubs, groups, and other virtual meters.
 - a. Process for Building Virtual Meters using multiple groups or hubs:
 - i. Step 1 Select Data Point
 - ii. Step 2 Select Mathematical Operator
 - iii. Step 3 Select Group
 - iv. Step 4 Select Hub
 - v. Step 5 Select Data Point
13. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
14. Click the Reset Selections button to clear the screen and start over OR
15. Click the Save button to save the virtual meter. The Virtual Meters list screen is displayed and the newly created virtual meter is listed.

Virtual Meters

Building selection

-- Select a building --

☐ Show Inactive

Name	Virtual Meter Definition	Building	Actions
Virtual Meter Number 1	Hvac Loads Demand + Phase A Real Power + Phase C Real Power	Leviton Manufacturing	View Data Graph Export Edit

[+ Add New Virtual Meter](#)
[Home](#)

Code Compliance Module: Virtual Meters > Edit

1. Click the Edit link in the row of the virtual meter located in the Actions column on the Virtual Meters list screen or simply click the name of the virtual meter.

☐ Show Inactive

Building	Actions
Leviton Manufacturing	View Data Graph Export Edit



The virtual meter edit screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type. Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations

+ - *

Hvac Loads Demand(kW) 001EC6001BB0-1
+
Phase A Real Power(kW) 001EC6001BB0-3
+
Phase C Real Power(kW) 001EC6001BB0-3

2. From this screen, you can:
 - a. Change the label (name) of the meter.
 - b. Select a Building for the Virtual Meter.
 - c. Select additional Groups.
 - d. Select additional hubs (must first select the group).
 - e. Select additional data points (must first select the hub).
 - f. Add and remove data points and operators to and from the Virtual Data Point Definition.
3. Make the necessary edits on the page.
4. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
5. Click the Reset Selections button to clear the screen and start over OR
6. Click the Save button to save changes.

Code Compliance Module: Virtual Meters > Remove

1. Click the Edit link in the row of the virtual meter located in the Actions column on the Virtual Meters list screen or simply click the name of the virtual meter.

☐ Show Inactive

Building ↕	Actions
Leviton Manufacturing	View Data Graph Export Edit

The virtual meter edit screen is displayed.

Virtual Meter Label

Building for Virtual Meter

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations



Hvac Loads Demand(kW) 001EC6001BB0-1
+
Phase A Real Power(kW) 001EC6001BB0-3
+
Phase C Real Power(kW) 001EC6001BB0-3

- Click the Active checkbox to remove the virtual meter from the virtual meter list screen.

Active



- When the checkbox is empty (doesn't contain a check) and the screen has been saved, the virtual meter will no longer appear in the virtual meter list screen and you will not be able to access the virtual meter from other areas of the Building Manager Online 3.0.
- Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to save the change.

Code Compliance Module: Virtual Meters > Adding a Removed Virtual Meter

1. To add a removed virtual meter, click the Edit link in the row of the virtual meter located in the Actions column on the virtual meter list screen or simply click the name of the virtual meter.

☐ Show Inactive

Building 	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit



The virtual meter edit screen is displayed.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations



Hvac Loads Demand(kW) 001EC6001BB0-1
+
Phase A Real Power(kW) 001EC6001BB0-3
+
Phase C Real Power(kW) 001EC6001BB0-3

2. Click the Active checkbox to add the virtual meter back to the virtual meters list screen.

Active



3. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
4. Click the Save button to activate the virtual meter.

Code Compliance Module: Virtual Meters > View Data

1. Click the View Data link in the Actions column of the virtual meter list screen.

☐ Show Inactive

Building ▾	Actions
Leviton Manufacturing	View Data Graph Export Edit

The view data screen is displayed.

Virtual Meter: Virtual Meter 1

View Data

Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range

03-07-2016 09:00 am - 03-14-2016 09:00 am

Select time zone

America/Los_Angeles ▾

Update Table Data

Time	Virtual Meter 1
03-07-2016 09:00 am	1.20
03-07-2016 09:15 am	1.24

- The view data screen displays the name of the virtual meter, the definition (equation) used to calculate the virtual data points.
- The view data screen displays three menu items:

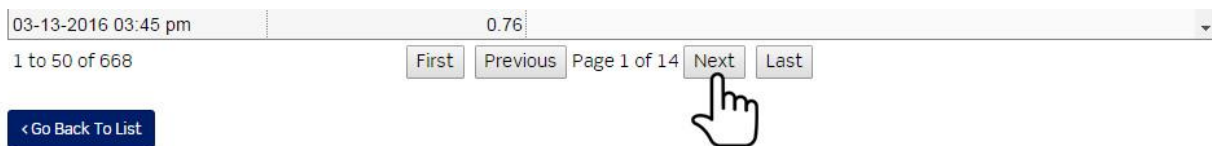
View Data

- The first menu item is View Data. The View Data link is also located on the virtual meters list screen under the Actions column. This is the default view for a virtual meter.
 - The view data screen displays a table containing all data and virtual data points for the selected date range.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Click the time zone.
 8. Click the Update Table Data button.



The data table will refresh based on the selections.

9. Scroll down to the bottom of the screen to page through data.

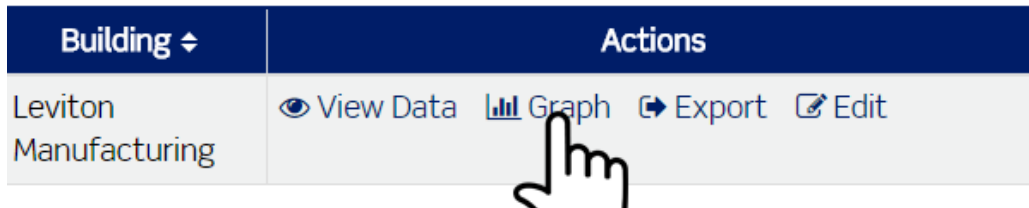


10. Click the Update Table Data button to populate the table whenever the date range or time zone is changed.



Code Compliance Module: Virtual Meters > Graph

1. Click the Graph link in the virtual meters list screen under the Actions column.



Graph is the second menu item.



2. The graph screen displays the name of the virtual meter and the definition (equation) used to calculate the virtual data points.

Virtual Meter Graph: Virtual Meter 1



Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range



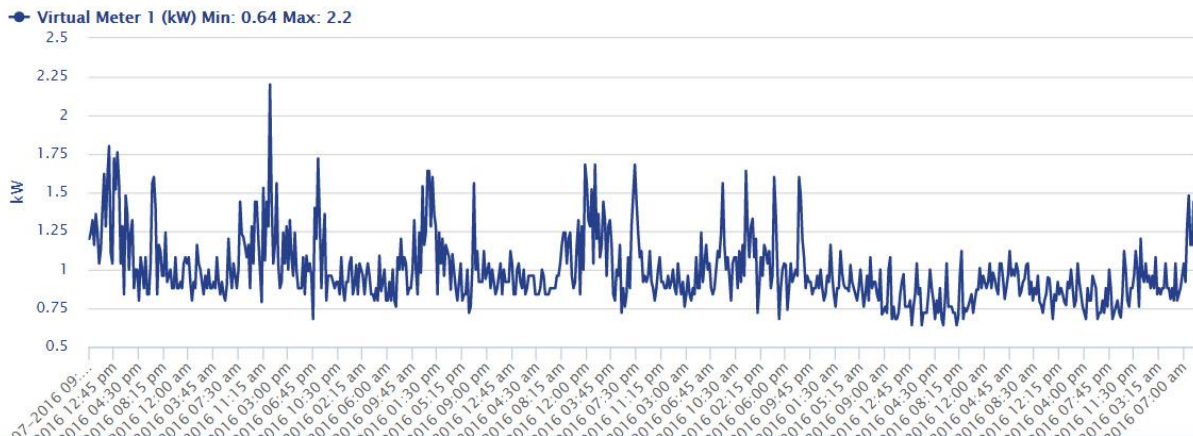
03-07-2016 09:00 am - 03-14-2016 09:00 am

Pick Time Zone

America/Los Angeles

Update Graph

Zoom by clicking and dragging over an area of the graph

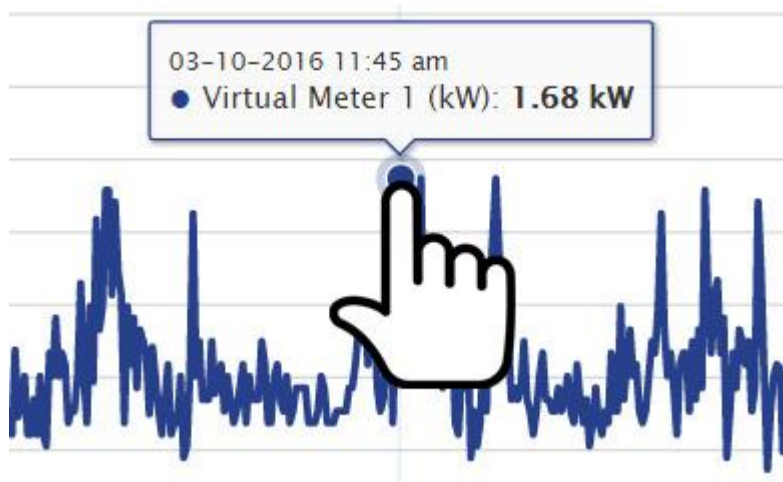


- A graph is rendered based on the default date range.
 - The graph screen allows you to set a date range and select a time zone.
3. Select a range of data by clicking the date range picker.
 4. Select a start date.
 5. Select an end date.
 6. Click the Apply button.
 7. Select the time zone by clicking/pressing the time zone dropdown.
 8. Click the time zone.
 9. Click the Update Graph button.

Update Graph

The graph is rendered.

10. Hover over the data points to view detailed information for each input.



11. Hover over the graph and click and then drag and release to zoom in.

Zoom by clicking and dragging over an area of the graph



12. Press the Reset zoom button to reset the zoom on the graph.



13. Click the Update Graph button to render the graph whenever the date range or time zones are changed.



Code Compliance Module: Virtual Meters > Export

1. Click the Export Data menu item located in the virtual meters list screen under the Actions column.

Building ↕	Actions
Leviton Manufacturing	View Data Graph Export Edit

Export Data is the third menu item.



The Export Data screen is displayed.

Virtual Meter: Virtual Meter 1



Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range

03-07-2016 09:00 am - 03-14-2016 09:00 am

Select time zone

America/Los_Angeles

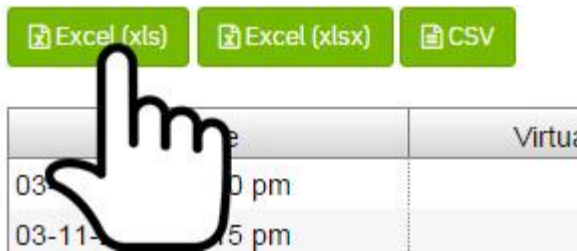
Excel (xls)
 Excel (xlsx)
 CSV

Time	Virtual Meter 1
03-07-2016 09:00 am	1.20
03-07-2016 09:15 am	1.24

- The export data screen displays the name of the virtual meter and the definition (equation) used to produce data.
- The export data screen allows you to select a date range and time zone and then export the data to a text file.

2. Select a range of data by clicking the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.

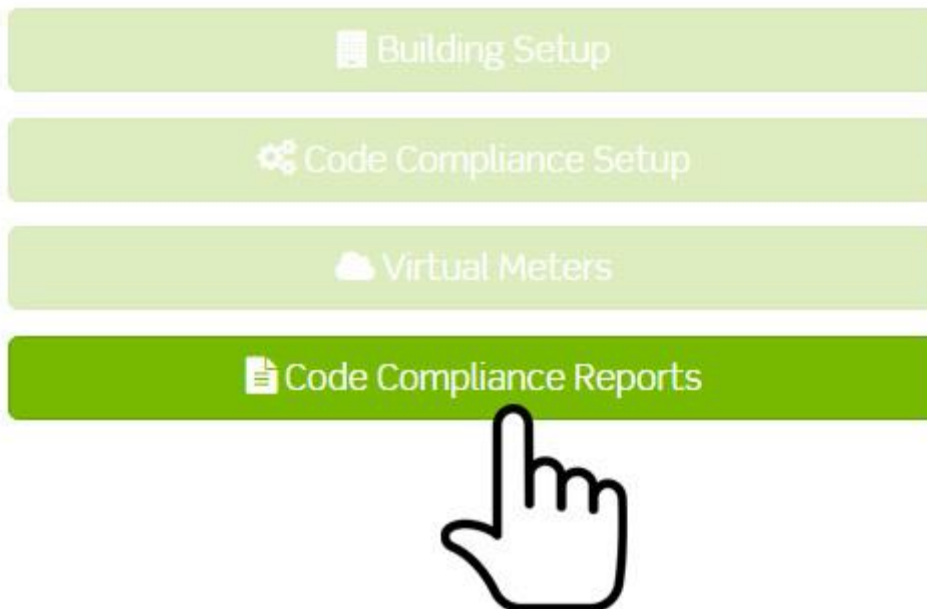
6. Select the time zone by clicking the time zone dropdown.
7. Click the time zone.
8. Click the Excel (xls) button to export the data in an xls file format.



9. Click the Excel (xlsx) button to export the data in an xlsx file format.
10. Click the CSV button to export the data in a comma separated values file format. The file will download. Note: If the file does not appear to download, make sure the popup blocker in your web browser is not blocking the file.

Code Compliance Module: Code Compliance Reports

1. Click the Code Compliance Reports button.



The Code Compliance Reports screen is displayed.

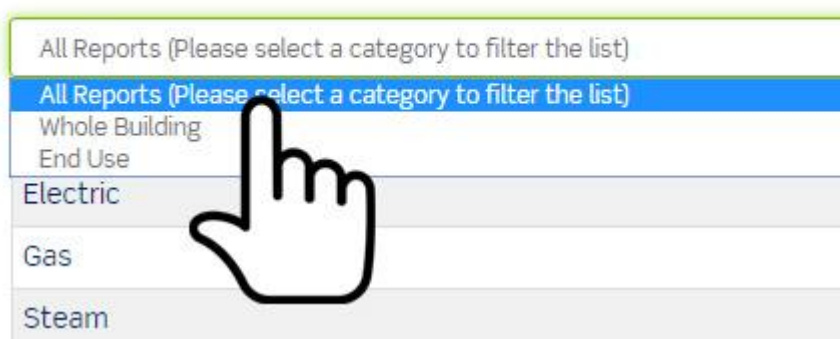
Code Compliance Reports

All Reports (Please select a category to filter the list)	
Name	Actions
Electric	View Data Graph Export Configuration
Gas	View Data Graph Export Configuration
Steam	View Data Graph Export Configuration
Lighting	View Data Graph Export Configuration
Plug Load	View Data Graph Export Configuration
HVAC - Gas	View Data Graph Export Configuration
HVAC - Steam	View Data Graph Export Configuration
HVAC - Electric	View Data Graph Export Configuration
Process Load - Gas	View Data Graph Export Configuration
Process Load - Steam	View Data Graph Export Configuration
Process Load - Electric	View Data Graph Export Configuration
Miscellaneous Load - Gas	View Data Graph Export Configuration
Miscellaneous Load - Steam	View Data Graph Export Configuration
Miscellaneous Load - Electric	View Data Graph Export Configuration

[Home](#)

- The Code Compliance Reports screen displays a table containing a list of all available reports.
- The Code Compliance Reports screen contains links under the Actions column to View Data, Graph, Export data, and the Configuration screen for each report.
- The Code Compliance Reports screen allows you to filter reports by end use, whole building, or all reports. The default selection displays all reports.

Code Compliance Reports



Code Compliance Module: Code Compliance Reports > Configuration

1. Click the Configuration link in the Actions column for the report you would like to configure.

Name ▾	Actions
Electric	View Data Graph Export Configuration

- a. If the report has not been configured, clicking the name of the report will also return the report configuration screen.

The report configuration screen is displayed.

Report Configuration: Electric

View | Graph | Export | Configuration

Please select the Consumption and Value data points to be used for this report. Data points can be real or virtual. Only one HUB can be used with the Code Compliance module.

⚠ Choosing another HUB will require all the reports to be reconfigured.

Select Device for Consumption Data Point

High Density Pulse (1)

Select Consumption Data Point

Input 3 (kWh)

Select Device for Demand Data Point

High Density Pulse (1)

Select Demand Data Point

Input 3 Demand (kW)

< Go Back

Save

Note: Each report must be configured prior to use.

- a. The Code Compliance Module Setup screen must be configured prior to configuring reports through the reports configuration screen (Code Compliance > Code Compliance Module Setup).

Code Compliance Module Setup

Please select the HUB and building to be used for Code Compliance. Only one HUB, and one building, can be used with this module.

⚠ Choosing another HUB will require all the reports to be reconfigured.

Select Group

MyGroup

Select Hub

Electrical Closet

Select Building

Building 1

Save

Cancel

- b. The selected building must have all utility costs defined in the building setup screen prior to configuring reports (Code Compliance > Building Setup > Edit).

Active ☒

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
0.10	0.11	0.12	0.13	0.14	0.15

 Save  Cancel

2. Select the Device for Consumption Data Point.
3. Select the Consumption Data Point.
4. Select the Device for Demand Data Point.
5. Select the Demand Data Point.
6. Click the Go Back button to discard changes and return to the Code Compliance Reports screen
OR
7. Click the Save button to complete the configuration process.
8. Repeat the configuration process for all Code Compliance Reports.

Code Compliance Module: Code Compliance Reports > View Data

1. Click the View Data link in the Actions column for the report you would like to configure.

Name ▾	Actions
Electric	 View Data  Graph  Export  Configuration



The view data screen is displayed.

Report: Electric

 View Data   

Date/Time range of Consumption data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 11:45:00

Date/Time range of Demand data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 11:45:00

Select the Date Range

Pick Time Zone

 03-07-2016 10:45 am - 03-14-2016 11:00 am

America/Los Angeles ▾

 Update Report

Consumption	Demand (Average)	Demand (Peak)
Please wait...		

 Go Back to Reports

- The view data screen is the default screen when a configured report is clicked. Note: If the report has not been configured, clicking the view data link will return the report configuration screen.
 - The view data screen displays the name of the report, the date/time range of the consumption data and the date/time range of the demand data.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Click the time zone.
 8. Click the Update Report button.



The table will display the value and cost for the consumption, demand (average), and demand (peak) for the selected date range.

Code Compliance Module: Code Compliance Reports > Graph

1. Located in the row of the report name, click the Graph link in the Actions column.

Name ▾	Actions
Electric	 View Data  Graph  Export  Configuration



- a. If the report has not been configured, clicking/pressing the Graph link will return the report configuration screen.

The graph screen displays the name of the report and the date/time range for the available data.

Report: Electric



Date/Time range of Consumption data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 11:45:00

Date/Time range of Demand data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 11:45:00

Select the Date Range

 03-07-2015 11:45 am - 03-10-2016 11:45 am

Pick Time Zone

America/Los Angeles ▼

Data Rollup

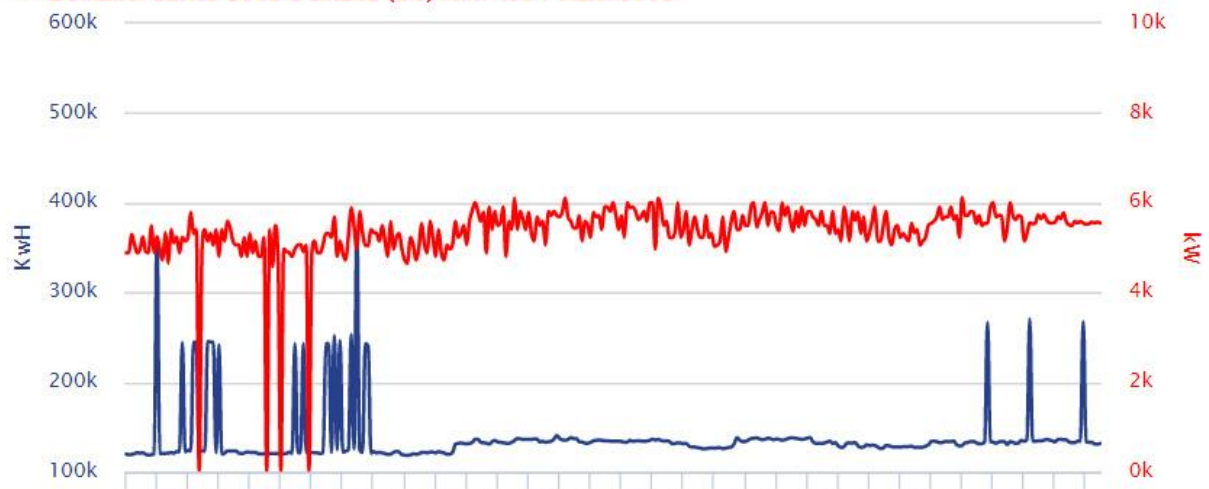
Day ▼

 Update Graph

Zoom by clicking and dragging over an area of the graph

● Consumption: Series 2000 (KwH) Min: 118120 Max: 367610

◆ Demand: Series 2000 Demand (kW) Min: 4571 Max: 6113

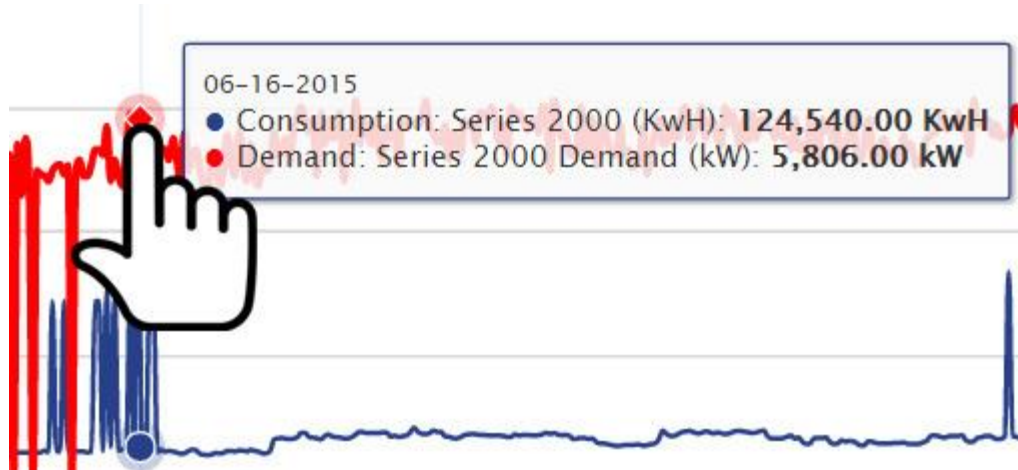


- A default date range is selected and a default graph is rendered.
 - The graph screen allows you to set a date range, select a time zone, and select data rollup.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Click the time zone.
 8. Select a data rollup period by clicking/pressing the data rollup dropdown.
 9. Click the period.
 10. Click the Update Graph button.

 Update Graph

The graph is rendered.

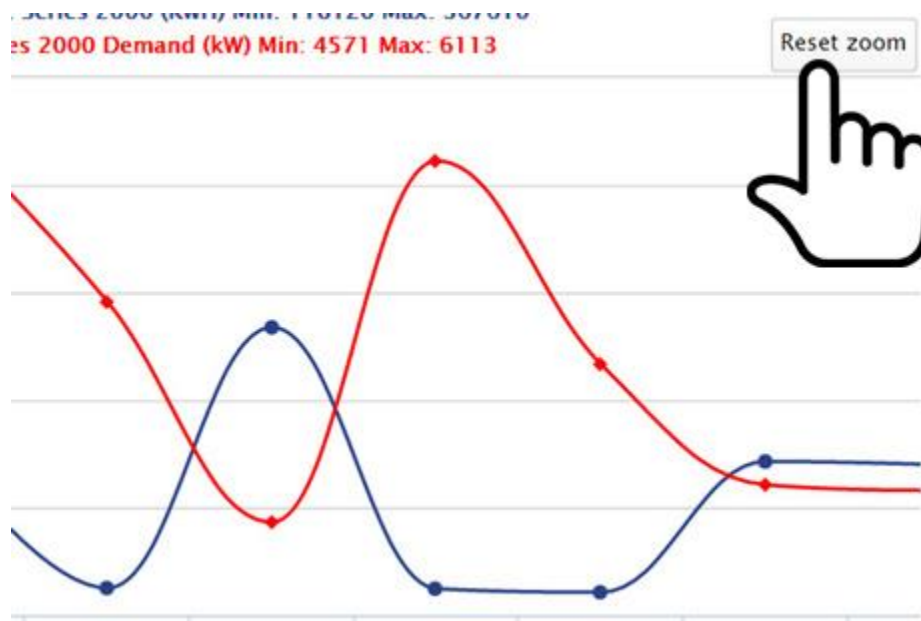
11. Hover over the data points to view detailed information for each input.



12. Hover over the graph and click and then drag and release to zoom in.



13. Press the Reset zoom button to reset the zoom on the graph.



14. Click the Update Graph button to render the graph whenever the date range or time zones are changed.



Code Compliance Module: Code Compliance Reports > Export

1. Located in the row of the report name, click the Export link in the Actions column.
 - a. If the report has not been configured, clicking the Export link will return the report configuration screen.

Name ▾	Actions
Electric	View Data Graph Export Configuration



The export data screen displays the name of the report and the date/time range of the available report data.

Report: Electric



Date/Time range of Consumption data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 11:45:00

Date/Time range of Demand data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 11:45:00

Select the Date Range

Pick Time Zone

Update Report

Excel (xls)

Excel (xlsx)

CSV

PDF

	Consumption	Demand (Average)	Demand (Peak)
--	-------------	------------------	---------------

[< Go Back to Reports](#)

The export data screen allows you to select a date range and time zone and then export the data to a text file.

2. Select a range of data by clicking the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking the time zone dropdown.
7. Click the time zone.
8. Click the Update Report button.

Update Report

9. The data table is refreshed and displays the value and cost of consumption, demand (average), and demand (peak) data.
10. Click the Excel (xls) button to export the data in an xls file format.

Update Report

Excel (xls)

Excel (xlsx)

CSV

PDF

	Consumption	Demand (Average)	Demand (Peak)
--	-------------	------------------	---------------

11. Click the Excel (xlsx) button to export the data in an xlsx file format OR
12. Click the CSV button to export the data in a comma separated values file format OR
13. Click the PDF button to export the data in a PDF file format.

The file will download. Note: If the file does not appear to download, make sure the popup blocker in your web browser is not blocking the file.

Executive Reporting Module: Overview

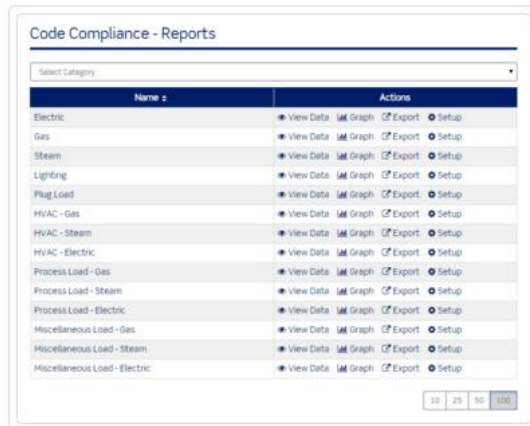
The Executive Reporting module allows executive stakeholders to readily access and understand energy usage and cost data specific to their facilities and portfolios.

Executive Reporting Module

This module is designed to provide a wide variety of energy information to property managers and owners to assist in energy efficient building and facility operations.

Get started by clicking on a link below:

-  Building Setup
-  Building Portfolio Setup
-  Virtual Meters
-  Executive Reporting Dashboard
-  Executive Reporting Alerts
-  Executive Reporting Base Case
-  Executive Reporting Building Goals



The screenshot shows a web interface titled "Code Compliance - Reports". It features a dropdown menu labeled "Select Category" and a table with two columns: "Name" and "Actions". The table lists various energy systems and their associated actions.

Name	Actions
Electric	View Data Graph Export Setup
Gas	View Data Graph Export Setup
Steam	View Data Graph Export Setup
Lighting	View Data Graph Export Setup
Plug Load	View Data Graph Export Setup
HVAC - Gas	View Data Graph Export Setup
HVAC - Steam	View Data Graph Export Setup
HVAC - Electric	View Data Graph Export Setup
Process Load - Gas	View Data Graph Export Setup
Process Load - Steam	View Data Graph Export Setup
Process Load - Electric	View Data Graph Export Setup
Miscellaneous Load - Gas	View Data Graph Export Setup
Miscellaneous Load - Steam	View Data Graph Export Setup
Miscellaneous Load - Electric	View Data Graph Export Setup

At the bottom right of the table, there are pagination controls showing "10 | 25 | 50 | 100".

- The Executive Reporting module is an expansion module that must be purchased.
- If you are interested in purchasing the Executive Reporting module, see Modules Menu > Purchase Modules.



1. If the module has been purchased, click Modules > click Executive Reporting.



The Executive Reporting module is displayed. The Executive Reporting module contains seven menu items:

- a. Building Setup
- b. Building Portfolio Setup
- c. Virtual Meters
- d. Executive Reporting Dashboard
- e. Executive Reporting Alerts
- f. Executive Reporting Base Case
- g. Executive Reporting Building Goals



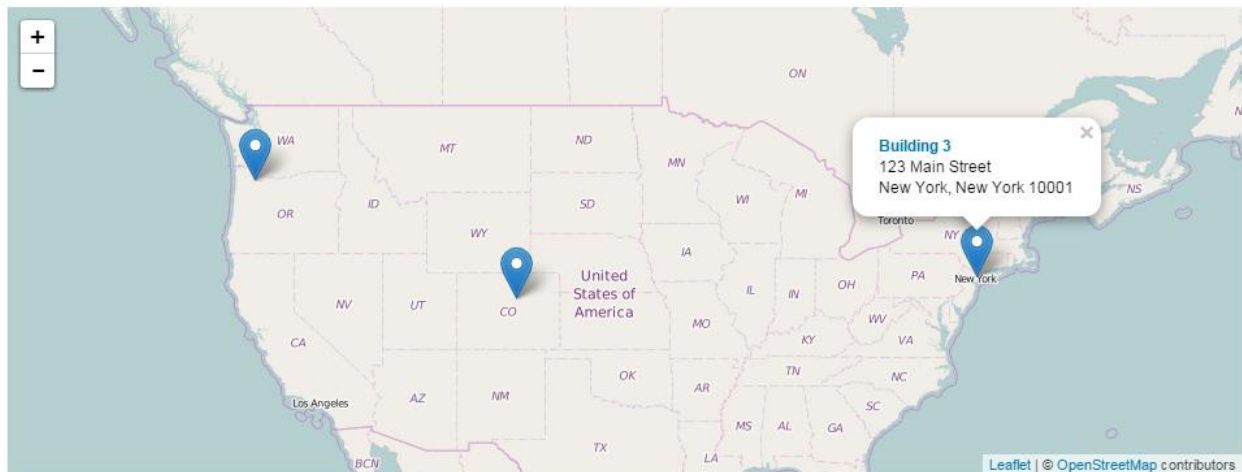
Executive Reporting Module: Building Setup

1. Click the Building Setup button.



2. The Buildings list screen is displayed.

Buildings



Your module license(s) allows for a total of 10 buildings. Currently, there are a total of 7 active and inactive buildings.

☐ Show Inactive

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	Oregon	97201	Edit Dashboard
Building 2	123 Main Street	Denver	Colorado	80123	Edit Dashboard
Building 3	123 Main Street	New York	New York	10001	Edit Dashboard

[+ Add New Building](#)

[Home](#)

The Buildings list screen displays a map pinpointing the location for each building added to the Building Manager Online 3.0 and contains a table listing all buildings added to the Building Manager Online 3.0.

Executive Reporting: Building Setup > Add New Building

1. Click the Add New Building button.



The Building Setup screen is displayed.

Add Building

Create Building

Name

Enter Building Name

Address Line 1

Street Address Line 1

Address Line 2

Street Address Line 2

City

City

State

State

Zip Code

Zip Code

Country

Square Footage

Square Foot

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
Enter cost	Enter cost	Enter cost	Enter cost	Enter cost	Enter cost

Save

Cancel

2. Enter building attributes.
 - a. Name of the Building

Using Building Manager Online 3.0

- b. Address Line 1
 - c. Address Line 2 (optional)
 - d. City
 - e. State
 - f. Zip Code
 - g. Country
 - h. Square Footage
3. Enter each utility cost.
 - a. Electric
 - i. Kwh
 - ii. kW – Average
 - iii. kW – Peak
 - b. Gas Cost
 - c. Steam Cost
 - d. BTU Cost
4. Click the Cancel button to discard changes OR
5. Click the Save button to add the building to the buildings list screen.

Executive Reporting: Building Setup > Edit Building

1. Click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click the name of the building.

Name	Address	City	State	Zip Code	
Building 1	123 Main Street	Portland	OR	97201	Edit
Building 2	123 Main Street	Denver	CO	80123	Edit

The Edit building screen is displayed.

Building: Building 1

Edit building

Name

Address Line 1

Address Line 2

City

State

Zip Code

Country ▼

Active ☒

Square Footage

Electric Cost		Gas Cost	Steam Cost	BTU Cost
kwh	KW - Average	KW - Peak		
0.10	0.11	0.12	0.14	0.15

2. Click the field to be modified.

3. Enter changes.
4. Click the cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Executive Reporting: Building Setup > Dashboard

1. Click the Dashboard link in the row of the building located in the Actions column on the Buildings list screen.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	Oregon	97201	Edit Dashboard
Building 2	123 Main Street	Denver	Colorado	80123	Edit Dashboard
Building 3	123 Main Street	New York	New York	10001	Edit Dashboard

The Building Dashboard screen displays the building name, the current weather condition for the location of the building, a map displaying the location of the building, and a list of reports.

Building: Building 1

123 Main Street
Portland, Oregon 97201
United States

50°F
Current Conditions
Mostly Cloudy
N 3 mph

[+ Add Report](#)

☐ Show Inactive

Name ▾	Actions
Custom Report 1	View Data Graph Export Configuration Edit
ADHOC/Comparison Report	View Data Graph
Base Case Comparison Report	View Data Graph
Carbon Footprint Report	View Data Graph Export Configuration

[Go Back to Building List](#)

The Building Dashboard will display goal gauges when building goals are added.

Building: Leviton Manufacturing

20457 SW Teton Avenue
Tualatin, OR 97062
United States

71°F
Current Conditions
Sunny
W 7 mph

The building dashboard screen contains three menu options:



- Edit Building. This is a shortcut to the Executive Reporting > Building Setup > Edit screen.
- Base Case. This is a shortcut to the Executive Reporting > Base Cases screen.
- Building Goals. This is a shortcut to the Executive Reporting > Building Goals List screen.

The list contains custom and standard reports.

☐ Show Inactive

Name ↕	Actions
Report for Building 1	View Data Graph Export Configuration Edit
ADHOC/Comparison Report	View Data Graph
Base Case Comparison Report	View Data Graph
Carbon Footprint Report	View Data Graph Export Configuration

[Go Back to Building List](#)

Executive Reporting: Building Setup > Dashboard > Reports > Add Report

1. Click the Add Report button.



The Add Portfolio Report screen is displayed.

Add Portfolio Report

Report Name: *

Portfolio: ☐

Category: *

Setup: ☐

Export: ☐

Chart: ☐

[Back to Dashboard](#) [Save](#)

2. Enter the Report Name.
3. Click to the Portfolio checkbox to display the report under Building Portfolio Setup.
4. Select the category.

5. Click the Setup checkbox to display the Configuration link in the Actions column.
6. Click the Export checkbox to display the Export link in the Actions column.
7. Click the Chart checkbox to display the Graph link in the Actions column.
8. Click the Back to Dashboard button without clicking the Save button to discard changes OR
9. Click the Save button.
10. The Building Dashboard is displayed.
11. The saved report is displayed in the list of reports.

Name ▾	Action
Custom Report 1	View Data Graph Export Configuration Edit
ADHOC/Comparison Report	View Data Graph
Base Case Comparison Report	View Data Graph
Carbon Footprint Report	View Data Graph Export Configuration

[< Go Back to Building List](#)

Executive Reporting: Building Setup > Dashboard > View Data

1. Click the View Data link in the row of the building located in the Actions column on the Building Dashboard screen.

Name ▾	Actions
Custom Report 1	View Data Graph Export Configuration Edit



The view data screen is the default screen when a configured report is clicked.

Report: Custom Report 1

[View Data](#) [Graph](#) [Export](#) [Configuration](#) [Edit](#)

Date/Time range of report data: Tuesday March 18, 2014 13:44:00 to Wednesday March 16, 2016 12:00:00

Select the Date Range

[Calendar](#) 03-09-2016 11:45 am - 03-16-2016 12:00 pm

Pick Time Zone

America/Los Angeles ▼

[Update Report](#)

Name	Address	City	State / Province	Postal Code	Consumption	Cost
Building 1	123 Main Street	Portland	Oregon	97201	0.26 kWh	\$0.03

[< Go Back To Building](#)

Note: If the report has not been configured, clicking/pressing the view data link will return the report configuration screen.

The view data screen displays the name of the report and the date/time range of the available report data.

2. Select a range of data by clicking the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking the time zone dropdown.
7. Click the time zone.
8. Click the Update Report button.



The table will display address of the building, the value and the cost of consumption for the selected date range.

Executive Reporting: Building Setup > Dashboard > Graph

1. Located in the row of the report name, click the Graph link in the Actions column.

Name ↕	Actions
Custom Report 1	View Data Graph Export Configuration Edit



- a. If the report has not been configured, clicking the Graph link will return the report configuration screen.

The graph screen is displayed. The graph screen displays the name of the report and the date/time range of the available report data.

Report: Custom Report 1



Date/Time range of report data: Tuesday March 18, 2014 13:44:00 to Monday March 14, 2016 15:15:00

Select the Date Range

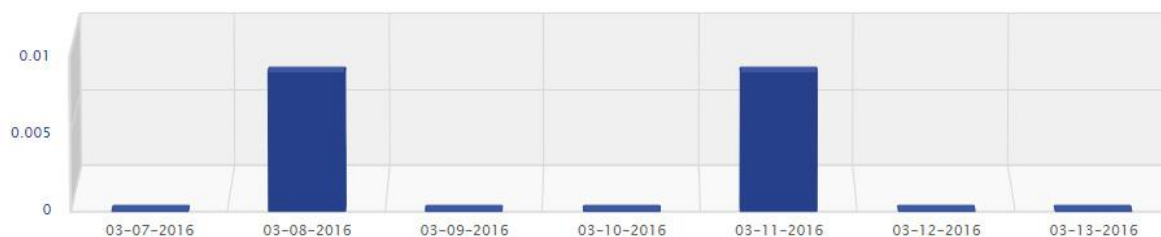
Pick Time Zone

Data Rollup

Graph Type

Update Graph

■ Custom Report 1 (dollars) Min: 0.009 Max: 0.009



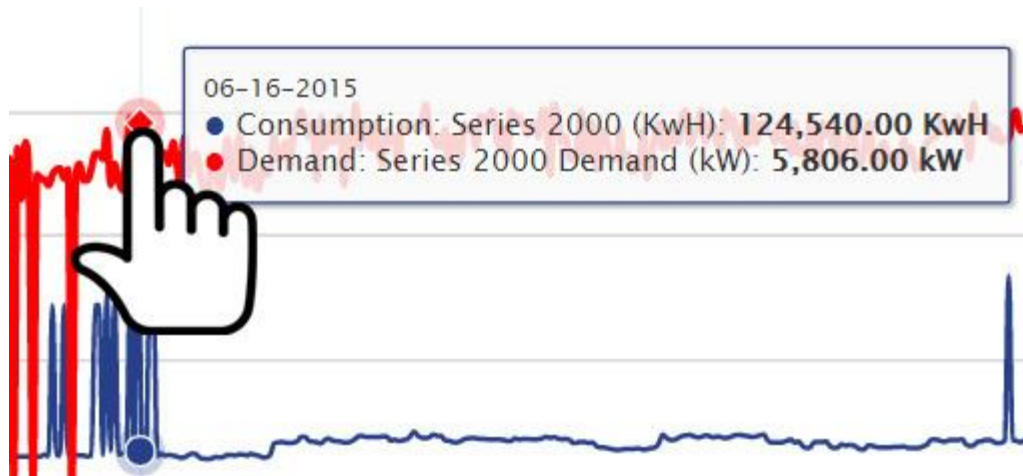
- A default date range is selected and a default graph is rendered.
- The graph screen allows you to set a date range, select a time zone, select data rollup, and select a graph type.

2. Select a range of data by clicking the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking the time zone dropdown.
7. Click the time zone.
8. Select a data rollup period by clicking the data rollup dropdown.
9. Click the period.
10. Select a graph type by clicking/pressing the graph type dropdown.
11. Click the graph type.
12. Click the Update Graph button.

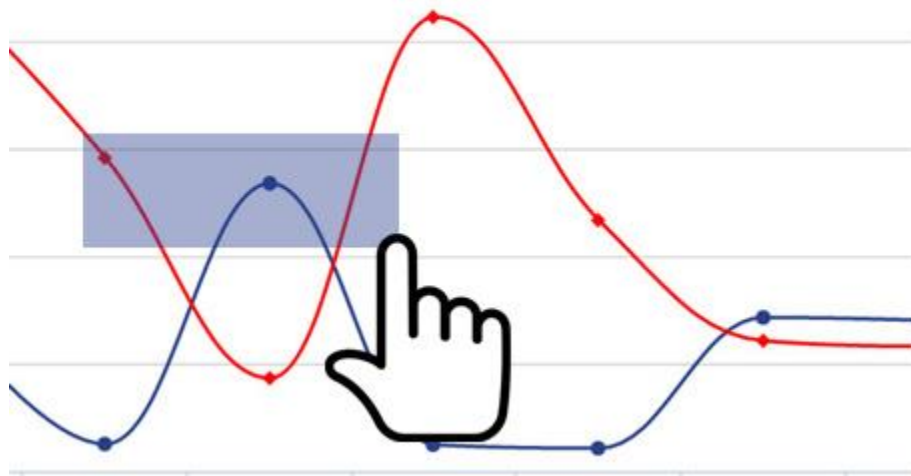
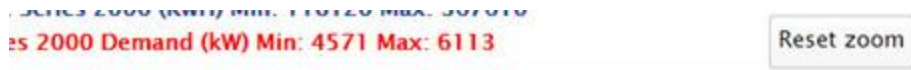
Update Graph

The graph is rendered. Note: Graph types such as a line graph will allow you to zoom. Some of the graph types will not allow you to zoom.

13. Hover over the data points to view detailed information for each input.



14. Hover over the graph and click and then drag and release to zoom in.



15. Press the Reset zoom button to reset the zoom on the graph.



16. Click the Update Graph button to render the graph whenever the date range or time zones are changed.



Executive Reporting: Building Setup > Dashboard > Export

1. Located in the row of the report name, click the Export link in the Actions column.

Name ▾	Actions
Custom Report 1	View Data Graph Export Configuration Edit



- a. If the report has not been configured, clicking the Export link will return the report configuration screen.

The export data screen is displayed.

Report: Custom Report 1



Date/Time range of report data: Tuesday March 18, 2014 13:44:00 to Wednesday March 16, 2016 12:00:00

Select the Date Range

Pick Time Zone

03-09-2016 11:45 am - 03-16-2016 12:00 pm

America/Los Angeles

Update Report

Excel (xls)

Excel (xlsx)

CSV

PDF

Name	Address	City	State / Province	Postal Code	Consumption	Cost
Building 1	123 Main Street	Portland	Oregon	97201	0.26 kWh	\$0.03

< Go Back To Building

- The export data screen displays the name of the report and the date/time range of the available report data.
 - The export data screen allows you to select a date range and time zone and then export the data to a text file.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.

6. Select the time zone by clicking/pressing the time zone dropdown.
7. Click the time zone.
8. Click the Update Report button.



9. The data table is refreshed and displays the building name, building location, and the value and cost of the consumption data.
10. Click the Excel (xls) button to export the data in an xls file format.



11. Click the Excel (xlsx) button to export the data in an xlsx file format OR
12. Click the CSV button to export the data in a comma separated values file format OR
13. Click the PDF button to export the data in a PDF file format.

The file will download. Note: If the file does not appear to download, make sure the popup blocker in your web browser is not blocking the file.

Executive Reporting: Building Setup > Dashboard > Configuration

1. Located in the row of the report name, click the Configuration link in the Actions column. For reports without a Configuration link, click the name of the report (ADHOC/Comparison Report, Base Case Comparison Report. Etc.) to configure the report.



2. The report configuration screen is displayed.

Configure Report: Custom Report 1



Building: Building 1
123 Main Street
Portland, Oregon 97062

Select
Utility

Electric (kWh)

Select Group

Building 1

Select Hub

Electrical Closet

Select Device

High Density Pulse (1)

Select Data Point

Input 1 (kWh)

< Go Back to Building

Save

Configuration requirements will differ by report:

- a. Custom (Add Report)
 - i. Select Utility.
 - ii. Select Group.
 - iii. Select Hub.
 - iv. Select Device.
 - v. Select Data Point.
 - vi. Click Go Back to Building without clicking the Save button to discard changes OR
 - vii. Click the Save button to save changes.
- b. ADHOC/Comparison Report *Report does not save. Must be configured when used.
 - i. Select Group 1.
 - ii. Select Hub 1.
 - iii. Select Device 1.
 - iv. Select Data Point 1.
 - v. Select Group 2.
 - vi. Select Hub 2.
 - vii. Select Device 2.
 - viii. Select Data Point 2.
 - ix. Select Date Range.
 - x. Select Time Zone.
 - xi. Click Update Report. The report table displays the time and values for each data point.
- c. Base Case Comparison Report *Report does not save. Must be configured when used.
 - i. Select a Base Case.

- ii. Select a Group.
 - iii. Select a Start Date.
 - iv. Select a Time Zone.
 - v. Click the Update Data button. The report table displays the name of the base case, the value of the base case, the start and end date of the report, and the number of days used in the base case for the report.
- d. Carbon Footprint Report
- i. Select the Fuel Type.
 - ii. Select Group.
 - iii. Select Hub.
 - iv. Select Device.
 - v. Select Data Point.
 - vi. Click Go Back to Building without clicking the save button to discard changes OR
 - vii. Click the Save button to save changes.

Executive Reporting Module: Building Portfolio Setup

1. Click the Building Portfolio Setup.



The Building Portfolios list screen is displayed. The Building Portfolios list screen displays a table containing a list of all saved building portfolios.

Building Portfolios

☐ Show Inactive

Name ▾	Description ▾	Actions
Building Portfolio 1	Why is the description required?	✎ Edit 📄 Reports

+ Add Building Portfolio
Home

Executive Reporting: Building Portfolio Setup > Add Building Portfolio

1. Click the Add Building Portfolio button.



The Building Portfolio setup screen is displayed.

Building Portfolio: Add

Name

Description

Save
Cancel

2. Enter a name for the portfolio.
3. Enter a description for the portfolio.
4. Click the Cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
5. Click the Save button to save the portfolio. The building portfolio name is displayed in the Building Portfolios list.

Executive Reporting: Building Portfolio Setup > Edit Building Portfolio

1. Click the Edit link in the Actions column, which is located in the row of the report name.

Name ▾	Description ▾	Actions
Building Portfolio 1	Why is the description required?	✎ Edit 📄 Reports

+ Add Building Portfolio
Home



The Building Portfolio screen is displayed.

Building Portfolio: Building Portfolio 1

Name

Description

Active ☒

Add Building

Add	Name ↕	Address line 1 ↕	City ↕	State ↕	Zip code ↕
☒	Building 1	123 Main Street	Portland	Oregon	97201
☐	Building 2	123 Main Street	Denver	Colorado	80123
☐	Building 3	123 Main Street	New York	New York	10001

- Click the field to be modified.
- Enter changes.
- Located in the row of the building name, click the add checkbox in the Add column to add buildings to the building portfolio.

Add	Name ↕	Address line 1 ↕	City ↕	State ↕	Zip code ↕
☒	Building 1	123 Main Street	Portland	Oregon	97201



- Click the Add checkbox to add and remove buildings from the building portfolio.
- Click the cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
- Click the Save button to save changes.

Executive Reporting: Building Portfolio Setup > Remove Building Portfolio

- Located in the row of the building portfolio name, click the Edit link in the Actions column.

Name ▾	Description ▾	Actions
Building Portfolio 1	Why is the description required?	 Edit  Reports






The Building Portfolio screen is displayed.

Building Portfolio: Building Portfolio 1

Name

Description

Active ☒

Add Building

Add	Name ▾	Address line 1 ▾	City ▾	State ▾	Zip code ▾
☒	Building 1	123 Main Street	Portland	Oregon	97201
☐	Building 2	123 Main Street	Denver	Colorado	80123
☐	Building 3	123 Main Street	New York	New York	10001




- Click the Active checkbox to remove the building portfolio from the Building Portfolios list screen.

Active

☐

Note: When the checkbox is empty (doesn't contain a check) and the edits have been saved, the portfolio will no longer appear in the Building Portfolios list screen and you will not be able to access the building portfolio from other areas of the Building Manager Online 3.0.

- Click the cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to save changes.

Executive Reporting: Building Portfolio Setup > Adding a Removed Building Portfolio

1. To add a removed Building Portfolio, click the Edit link in the row of the building portfolio name located in the Actions column on the Building Portfolios list screen or simply click the name of the building portfolio.

Name ↕	Description ↕	Actions
Building Portfolio 1	Why is the description required?	✎ Edit 📄 Reports

[+ Add Building Portfolio](#)
[Home](#)


The Building Portfolio screen is displayed.

Building Portfolio: Building Portfolio 1

Name

Description

Active ☒

Add Building

Add	Name ↕	Address line 1 ↕	City ↕	State ↕	Zip code ↕
☒	Building 1	123 Main Street	Portland	Oregon	97201
☐	Building 2	123 Main Street	Denver	Colorado	80123
☐	Building 3	123 Main Street	New York	New York	10001

[Save](#)
[✕ Cancel](#)

2. Click the Active checkbox to add the building portfolio back to the Building Portfolios list screen.

Active



3. Click the cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
4. Click the Save button to save changes.

Executive Reporting: Building Portfolio Setup > Reports

1. Located in the row of the report name, click the Reports link in the Actions column.

Name ↕	Description ↕	Actions
Building Portfolio 1	Why is the description required?	Edit Reports

[+ Add Building Portfolio](#)
[Home](#)



The Portfolio Reports screen is displayed.

Portfolio Reports: Building Portfolio 1

Why is the description required?

☐ Show Inactive

Name ↕	Actions
Custom Report 1	View Data Graph Export
ADHOC/Comparison Report	View Data Graph
Base Case Comparison Report	View Data Graph
Carbon Footprint Report	View Data Graph Export

[< Go back to Portfolio List](#)

- The Portfolio Reports screen displays a table containing a list of all portfolio reports.
- The Actions column links will differ based on report.

Executive Reporting: Building Portfolio Setup > Reports > View Data

1. Located in the row of the report name, click the view data link in the Actions column.

Name ↕	Actions
Custom Report 1	View Data Graph Export
ADHOC/Comparison Report	View Data Graph
Base Case Comparison Report	View Data Graph
Carbon Footprint Report	View Data Graph Export



- a. If the report has not been configured, clicking the view data link will return the report configuration screen.
- b. The configuration screen for Building Profile reports will differ. For some of the reports, the report must be configured each time the report is run.

The view data screen is the default screen when a configured report is clicked.

Report: Custom Report 1

 View Data  

Select the Date Range

 03-09-2016 11:45 am - 03-16-2016 12:00 pm

Pick Time Zone

America/Los Angeles ▼

 Update Report

Name	Address	City	State / Province	Postal Code	Consumption	Cost
Building 1	123 Main Street	Portland	Oregon	97201	0.26 kWh	\$0.03

< Go Back To Portfolio

2. Select a range of data by clicking the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking the time zone dropdown.
7. Click the time zone.
8. For the ADHOC/Comparison Report
 - a. Select Group 1
 - b. Select Hub 1
 - c. Select Device 1
 - d. Select Data Point 1
 - e. Select Group 2
 - f. Select Hub 2
 - g. Select Device 2
 - h. Select Data Point 2
9. For the Base Case Comparison Report
 - a. Select a Base Case
10. Click the Update Report button.

 Update Report

11. The data table will populate. Table data will vary based on report.

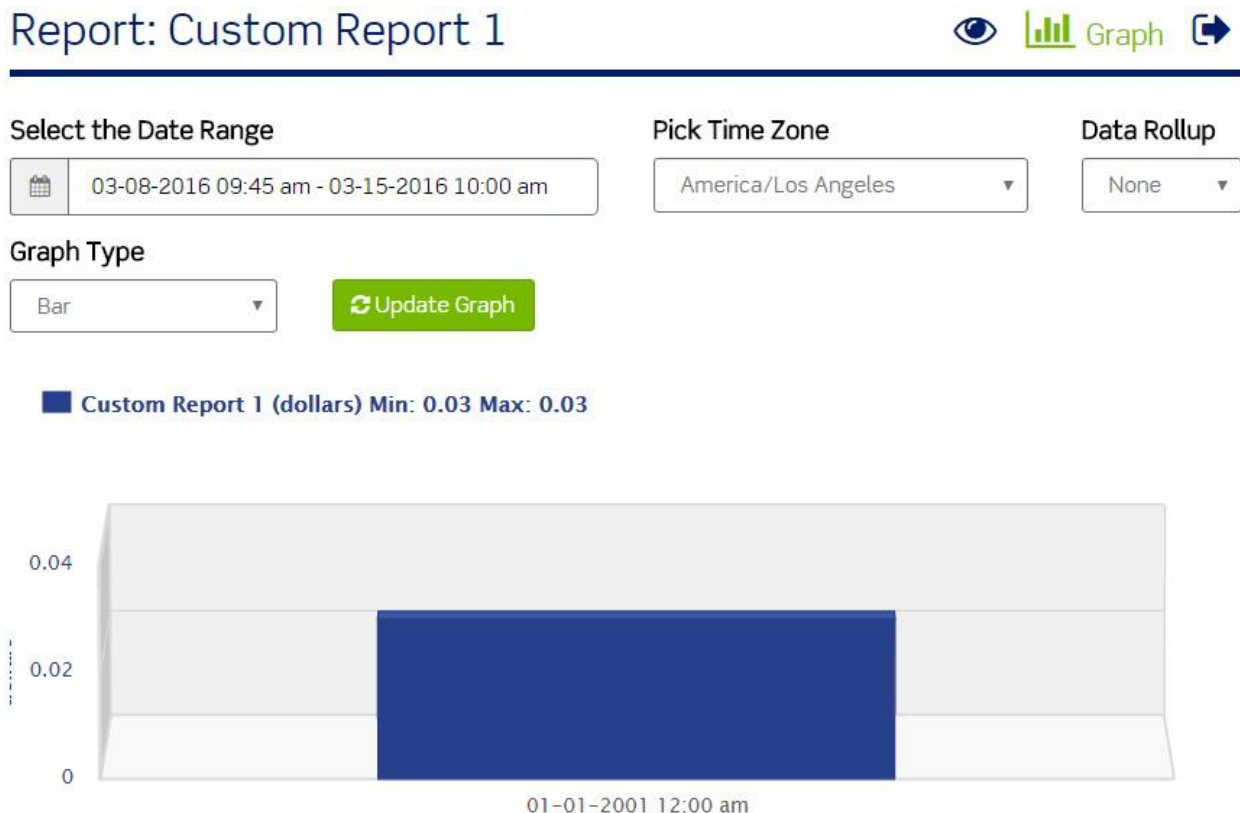
Executive Reporting: Building Portfolio Setup > Reports > Graph

1. Located in the row of the report name, click the Graph link in the Actions column.

Name ▾	Actions
Custom Report 1	View Data Graph Export
ADHOC/Comparison Report	View Data Graph Export
Base Case Comparison Report	View Data Graph Export
Carbon Footprint Report	View Data Graph Export

- a. If the report has not been configured, clicking/pressing the Graph link will return the report configuration screen.

A default date range is selected and a default graph is rendered.



The graph screen allows you to set a date range, select a time zone, select data rollup, and select a graph type.

2. Select a range of data by clicking/pressing the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking/pressing the time zone dropdown.

7. Select the time zone.
8. Select a data rollup period by clicking/pressing the data rollup dropdown.
9. Select the period.
10. Select a graph type by clicking/pressing the graph type dropdown.
11. Click the graph type.
12. Click the Update Graph button.



The graph is rendered. Note: Zoom functionality varies by graph type. Graph types such as line graphs will allow you to zoom in on the graph. Graph types such as bar graphs will not allow you zoom in on the graph.

- a. Hover over the data points to view detailed information for each input.



- b. Hover over the graph and click and then drag and release to zoom in. Only applicable on certain graph types.
 - c. Press the Reset zoom button to reset the zoom on the graph. Only applicable on certain graph types.
13. Click the Update Graph button to render the graph whenever the date range or time zones are changed.



Executive Reporting: Building Portfolio Setup > Reports > Export

1. Located in the row of the report name, click the export link in the Actions column.

Name ▾	Actions
Custom Report 1	View Data Graph Export
ADHOC/Comparison Report	View Data Graph
Base Case Comparison Report	View Data Graph
Carbon Footprint Report	View Data Graph Export

- a. If the report has not been configured, clicking/pressing the export link will return the report configuration screen.

The export data screen is displayed.

Report: Custom Report 1



Select the Date Range

Pick Time Zone

Update Report

Excel (xls)

Excel (xlsx)

CSV

PDF

Name	Address	City	State / Province	Postal Code	Consumption	Cost
------	---------	------	------------------	-------------	-------------	------

[Go Back To Portfolio](#)

- The export data screen displays the name of the report.
 - The export data screen allows you to select a date range and time zone and then export the data to a text file.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Click the time zone.
 8. Click the Update Report button.

Update Report

The view data table is refreshed and displays the name of the building, the building location, and the value and cost of consumption data.

9. Click the Excel (xls) button to export the data in an xls file format OR

Report: Custom Report 1



 Export

Select the Date Range

 03-14-2016 10:45 am - 03-21-2016 11:00 am

Pick Time Zone

America/Los Angeles ▼

 Update Report

 Excel (xls)

 Excel (xlsx)

 CSV

 PDF



Name	Address	City	State / Province	Postal Code	Consumption	Cost
Building 1	123 Main Street	Portland	Oregon	97201	0.63 kWh	\$0.06

< Go Back To Portfolio

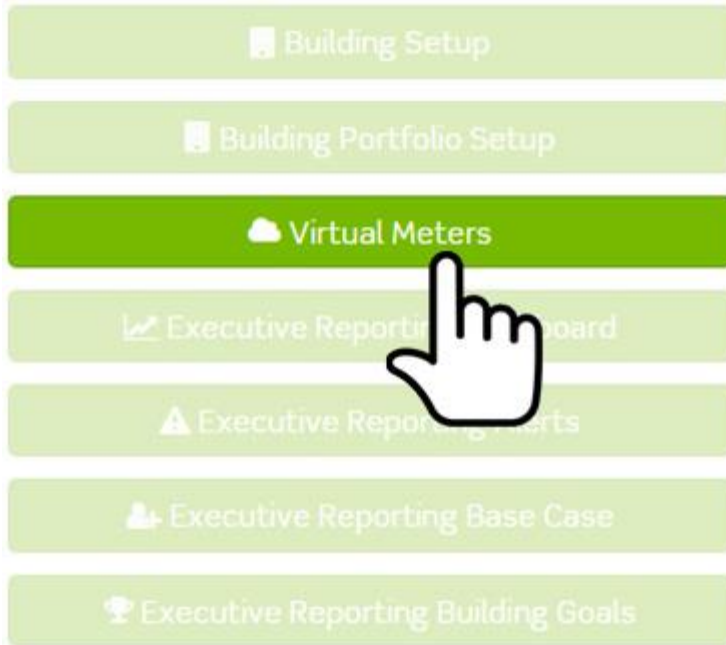
10. Click the Excel (xlsx) button to export the data in an xlsx file format OR
11. Click the CSV button to export the data in a comma separated values file format OR
12. Click the PDF button to export the data in a PDF file format.

The file will download. Note: If the file does not appear to download, make sure the popup blocker in your web browser is not blocking the file.

Executive Reporting Module: Virtual Meters

Virtual meters allow you to add or subtract real data points to produce virtual data points. You can only create virtual meters from real data points of the same type such as kW, Degree F, etc. Only hubs with a data upload interval of 15 minutes can be used to create Virtual meters.

1. Click the Virtual Meters button.



The Virtual Meters list screen is displayed.

Virtual Meters

Building selection

-- Select a building --

Show Inactive

Name	Virtual Meter Definition	Building	Actions
No results found.			

+ Add New Virtual Meter

Home

- The Virtual Meters list screen contains a table listing all virtual meters added to the Building Manager Online 3.0.
- The Virtual Meters list screen contains a table and two main navigational menu items.
- The table lists all Virtual Meters added to the Building Manager Online 3.0.
- The two navigational menu items are Add New Virtual Meter and Home.
- The Virtual Meters list screen allows you to filter your virtual meters by Building.



2. Click the Home button to return to the home screen of the Building Manager Online 3.0.

Executive Reporting: Virtual Meters > Add

1. Click Add New Virtual Meter button.



The Create Virtual Meter screen is displayed.

Create Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.
Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

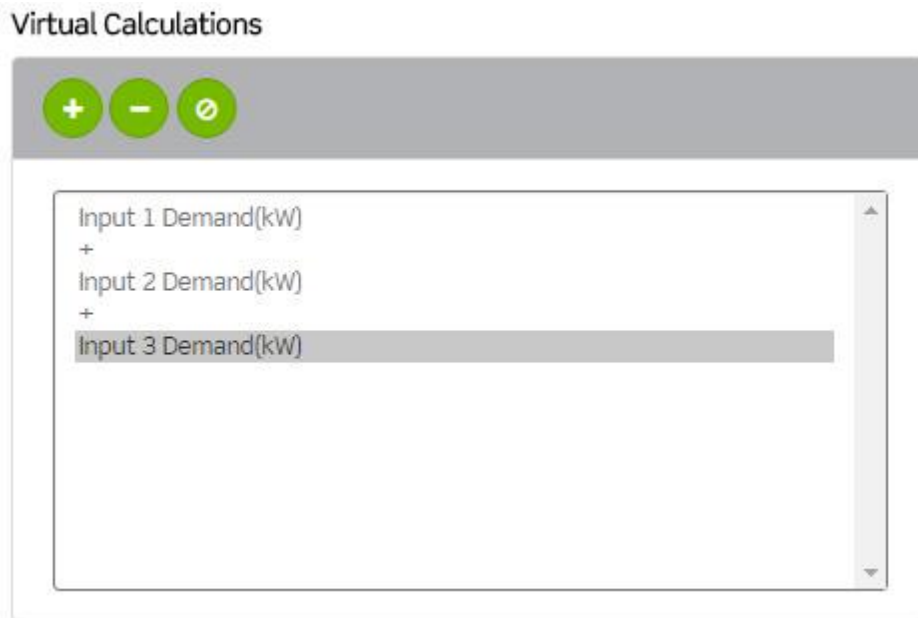
Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

The screenshot shows the "Create Virtual Meter" form. On the left, there are several dropdown menus: "Virtual Meter Label", "Building for Virtual Meter", "Select Group", "Select Hub", "Select Device", and "Select Data Point". At the bottom of these are three buttons: "< Back to Virtual Meters", "Save", and "Reset Selections". On the right, there is a "Virtual Calculations" panel with a header bar containing three icons: a plus sign, a minus sign, and a circular arrow. Below the header is a large empty rectangular area for calculations.

2. Enter Virtual Meter Label.
 - a. This will be the name of the Virtual Meter.
3. Select Building.
 - a. The purpose of this selection is help you keep track of your virtual meters by allowing you to see which building is associated with each virtual meter.
4. Select a Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
5. Select a Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module. Note: Available hub selections are based on the prior group selection.
6. Select Device.
 - a. Devices are child objects to hubs.
 - b. Devices are located below hubs in the System Network.

- c. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
7. Select a Data Point.
 - a. Data Points are child objects to devices which are child objects to hubs.
 - b. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points.
 - c. Note: Available data point selections are based on the prior hub selection.

The selected data point will display in the Virtual Calculations box.



The selected data point will also display below the Virtual Data Point Definition heading.

Virtual Data Point Definition

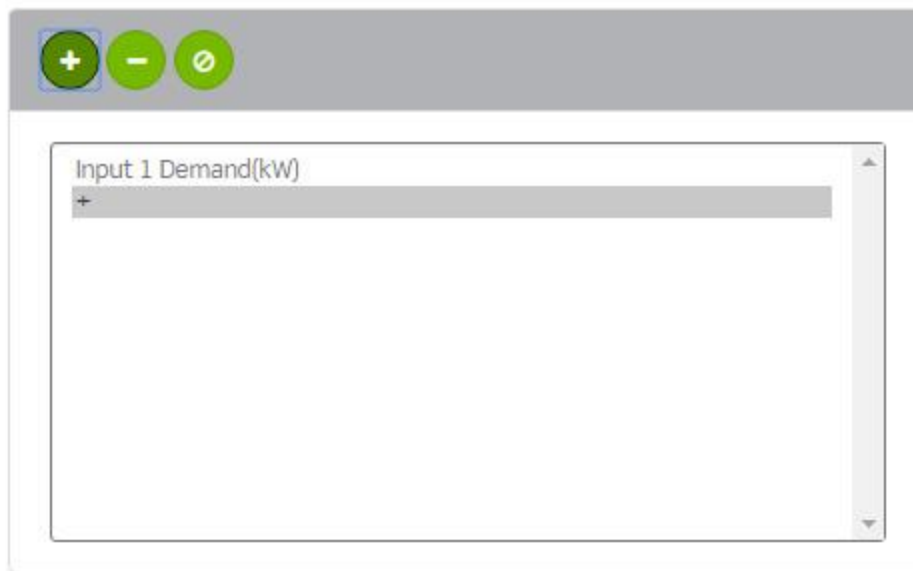
Input 1 Demand(kW) ⊕ Input 2 Demand(kW) ⊖ Input 3 Demand(kW)

Active ☒

Note: A virtual meter formula/equation is also known as a virtual meter definition.

8. Click the appropriate mathematical operator.
 - a. Plus sign (+)
 - i. The plus sign (+) will add the selected data point value to the next data point value.

Virtual Calculations



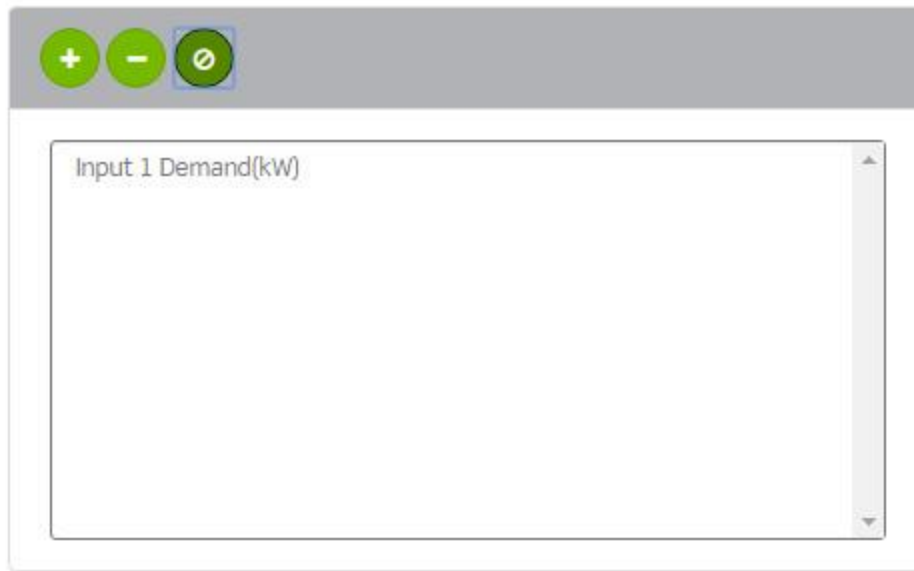
- b. Subtraction sign (-)
 - i. The subtraction sign (-) will subtract the next data point value from the selected data point value.

Virtual Calculations



- 9. Clear button (Ø).
 - a. Click the clear button to remove elements of a Virtual Calculations definition. Note: The clear button will only remove a data point or value at the end of a definition/equation.
 - b. Click the last data point or operator in the definition/equation.
 - c. Click the Clear button.

Virtual Calculations



10. Click the data point dropdown and click the next data point. Note: The data point dropdown field is used for selecting the initial data point and each additional data point.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

MyGroup

Select Hub

Electrical Closet

Select Device

High Density Pulse(1)

Select Data Point

Hvac Loads Demand (kW)

11. Repeat adding data points and mathematical operators until the definition is complete. Note: Virtual Meters must be of the same type (e.g., kW, Degree F, etc.).
 - a. Process for Building Virtual Meters:
 - i. Step 1 Select Data Point.
 - ii. Step 2 Select Mathematical Operator.
 - iii. Step 3 Select Data Point.

Also note: Like data points can be added and subtracted from different groups and hubs.

b. Process for Building Virtual Meters using multiple groups or hubs:

- i. Step 1 Select Data Point
- ii. Step 2 Select Mathematical Operator
- iii. Step 3 Select Group
- iv. Step 4 Select Hub
- v. Step 5 Select Data Point

12. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR

13. Click the Reset Selections button to clear the screen and start over OR

14. Click the Save button to save the virtual meter. The virtual meters list screen is displayed and the newly created virtual meter is listed.

Virtual Meters

Building selection

-- Select a building --

☐ Show Inactive

Name	Virtual Meter Definition	Building	Actions
Virtual Meter Number 1	Hvac Loads Demand + Phase A Real Power + Phase C Real Power	Leviton Manufacturing	View Data Graph Export Edit

[+ Add New Virtual Meter](#)
[Home](#)

Executive Reporting: Virtual Meters > Edit

1. Click the Edit link in the row of the virtual meter located in the Actions column on the Virtual Meters list screen or simply click the name of the virtual meter.

☐ Show Inactive

Building	Actions
Leviton Manufacturing	View Data Graph Export Edit

The virtual meter edit screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.
Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations

+ - *

Hvac Loads Demand(kW) 001EC6001BB0-1
+
Phase A Real Power(kW) 001EC6001BB0-3
+
Phase C Real Power(kW) 001EC6001BB0-3

- You can:
 - Change the label (name) of the meter.
 - Select a Building for the Virtual Meter.
 - Select additional Groups.
 - Select additional hubs (must first select the group).
 - Select additional data points (must first select the hub).
 - Add and remove data points and operators to and from the Virtual Data Point Definition.
- Make the necessary edits.
- Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Reset Selections button to clear the screen and start over OR
- Click the Save button to save changes.

Executive Reporting: Virtual Meters > Remove

- Click the Edit link in the row of the virtual meter located in the Actions column on the Virtual Meters list screen or simply click the name of the virtual meter.

Building 	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit

The virtual edit screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.

Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Select Group

Select Hub

Select Device

Select Data Point

Virtual Calculations

+
-
÷

Input 1 Demand(kW)

+

Input 2 Demand(kW)

-

Input 3 Demand(kW)

Virtual Data Point Definition

Input 1 Demand(kW) + Input 2 Demand(kW) - Input 3 Demand(kW)

Active ☒

[< Back to Virtual Meters](#)

[Save](#)

[✕ Reset Selections](#)

2. Click the Active checkbox to remove the virtual meter from the virtual meter list screen.

Active

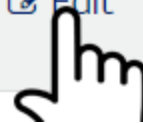
☐

3. When the checkbox is empty (doesn't contain a check) and the screen has been saved, the virtual meter will no longer appear in the virtual meter list screen and you will not be able to access the virtual meter from other areas of the Building Manager Online 3.0.
4. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save the change.

Executive Reporting: Virtual Meters > Adding a Removed Virtual Meter

1. To add a removed virtual meter, click the Edit link in the row of the virtual meter located in the Actions column on the virtual meter list screen or simply click the name of the virtual meter.

Building ↕	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit



The virtual edit screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.

Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Select Group

Select Hub

Select Device

Select Data Point

Virtual Calculations





Input 1 Demand(kW)
 +
 Input 2 Demand(kW)
 -
 Input 3 Demand(kW)

Virtual Data Point Definition

Input 1 Demand(kW)  Input 2 Demand(kW)  Input 3 Demand(kW)

Active ☒

[< Back to Virtual Meters](#)

[Save](#)

[Reset Selections](#)

2. Click the Active checkbox to add the virtual meter back to the virtual meters list screen.

Active



3. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
4. Click the Save button activate the virtual meter.

Executive Reporting: Virtual Meters > View Data

1. Click the View Data link in the Actions column of the virtual meter list screen.

Building 	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit

The view data screen is displayed.

Virtual Meter: Virtual Meter 1

 View Data
 


Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range

 03-07-2016 09:00 am - 03-14-2016 09:00 am

Select time zone

 America/Los_Angeles 
 Update Table Data

Time	Virtual Meter 1
03-07-2016 09:00 am	1.20
03-07-2016 09:15 am	1.24

- The view data screen displays the name of the virtual meter, the definition (equation) used to calculate the virtual data points.
- The view data screen displays three menu items.
- The first menu item is View Data. The View Data link is also located on the virtual meters list screen under the Actions column.

 View Data
 


- This is the default view for a virtual meter.
- The view data screen displays a table containing all data and virtual data points for the selected date range.

2. Select a range of data by clicking/pressing the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking/pressing the time zone dropdown.
7. Select the time zone.
8. Click the Update Table Data button.

 Update Table Data

The data table will refresh based on the selections.

9. Scroll down to the bottom of the screen to page through data.



10. Click the Update Table Data button to populate the table with data whenever the date range or time zone is changed.

 Update Table Data

Executive Reporting: Virtual Meters > Graph

1. Click the Graph link in the virtual meters list screen under the Actions column.

Building 	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit

Graph is the second menu item.



The graph screen displays the name of the virtual meter and the definition (equation) used to calculate the virtual data points.

Virtual Meter Graph: Virtual Meter 1



Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range

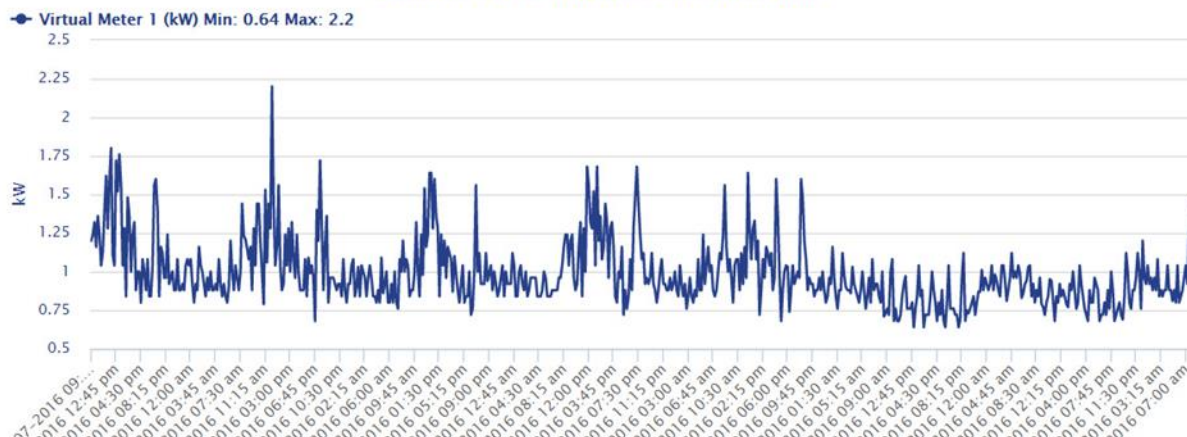
03-07-2016 09:00 am - 03-14-2016 09:00 am

Pick Time Zone

America/Los Angeles

Update Graph

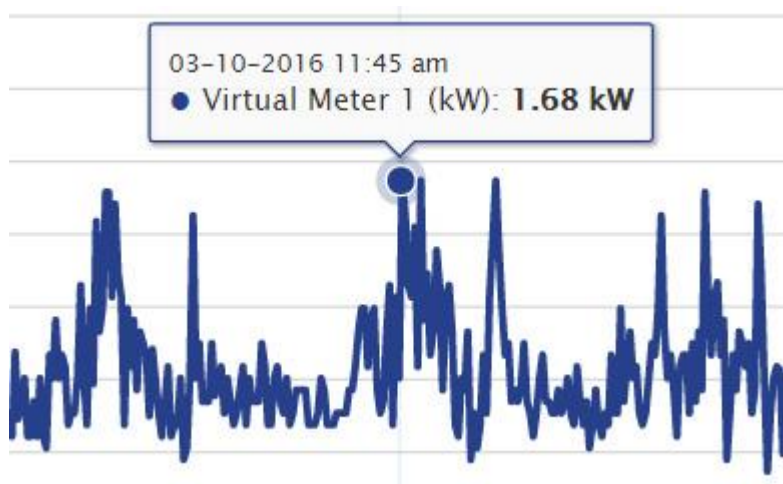
Zoom by clicking and dragging over an area of the graph



- A default date range is selected and a default graph is rendered.
 - The graph screen allows you to set a date range and select a time zone.
2. Select a range of data by clicking the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking the time zone dropdown.
 7. Select the time zone.
 8. Click the Update Graph button.

Update Graph

The graph is rendered onscreen. Hover over the data points to view detailed information for each input.



9. Hover over the graph and click and then drag and release to zoom in.

Zoom by clicking and dragging over an area of the graph



10. Press the Reset zoom button to reset the zoom on the graph.

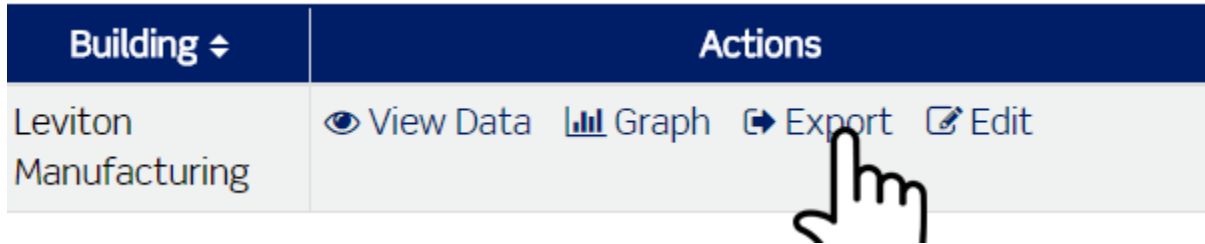


- Click the Update Graph button to render the graph whenever the date range or time zones are changed.



Executive Reporting: Virtual Meters > Export

- Click the Export link located in the virtual meters list screen under the Actions column.



Export Data is the third menu item.



The Export Data screen is displayed.

Virtual Meter: Virtual Meter 1



Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range

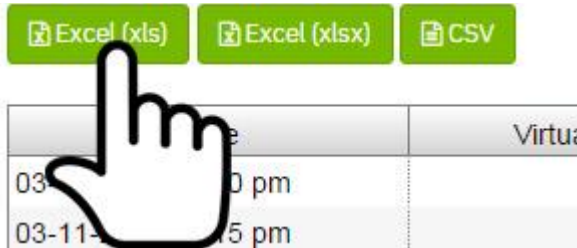
Select time zone



Time	Virtual Meter 1
03-07-2016 09:00 am	1.20
03-07-2016 09:15 am	1.24

- The export data screen displays the name of the virtual meter and the definition (equation) used to produce data.
- The export data screen allows you to select a date range and time zone and then export the data to a text file.
- Select a range of data by clicking the date range picker.
- Select a start date.
- Select an end date.

7. Click the Apply button.
8. Select the time zone by clicking/pressing the time zone dropdown.
9. Select the time zone.
10. Click the Excel (xls) button to export the data in an xls file format OR



11. Click the Excel (xlsx) button to export the data in an xlsx file format OR
12. Click the CSV button to export the data in a comma separated values file format.

The file will download. Note: If the file does not appear to download, make sure the popup blocker in your web browser is not blocking the file.

Executive Reporting Module: Executive Reporting Dashboard

The Executive Reporting Dashboard allows for customizable metrics to be selected from a menu of options. Any metrics defined will be saved for future use on the dashboard.

1. Click the Executive Reporting Dashboard button.



The Executive Dashboard screen is displayed.

Executive Dashboard



Start adding widgets to your dashboard



The Executive Dashboard screen contains two menu items.



The first menu item is Executive Reporting Home. This is a back button used to return you to the Executive Reporting Module home screen.



Executive Reporting Module: Executive Reporting Dashboard > Edit

The second menu item is enable edit mode.



1. Click the enable edit mode menu item. Note: The enable edit mode menu item is located in the top right menu and in the body of the page.

The Executive Dashboard edit screen displays four menu items.



Executive Reporting Module: Executive Reporting Dashboard > Edit > Add Widget

The first menu item is add new widget.

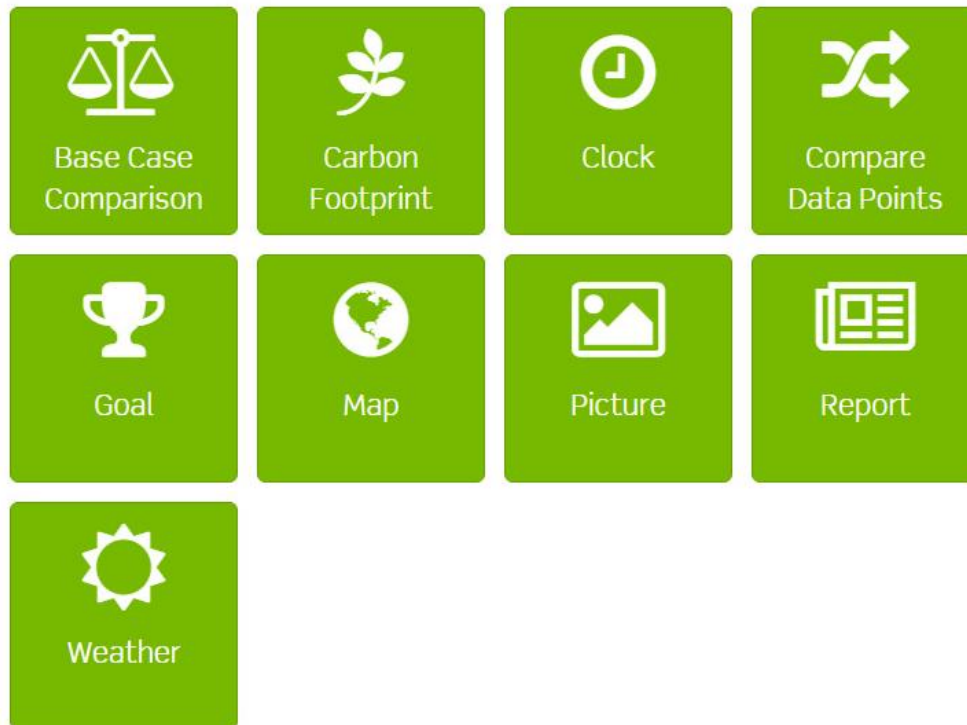
add new widget

Executive Dashboard



1. Click the Add New Widget menu item.
2. The Add New Widget popup screen is displayed.
 - a. Widget controls are located in the top right corner of a widget.
 - b. All widgets require configuration prior to use.

Add new widget



Widgets include:

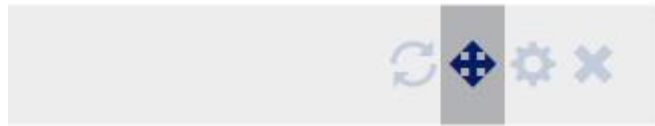
- a. **Base Case Comparison:** Use this widget to compare a specific meter reading against the basecase.



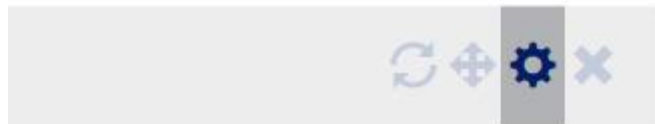
- i. Base Case Comparison widget controls:
 1. Reload widget content. This control refreshes widget data.



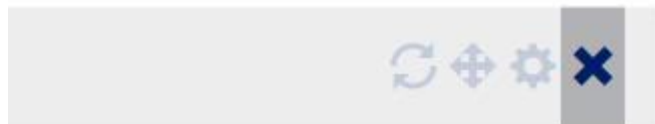
2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Base Case Comparison widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



ii. Base Case Comparison widget configuration:

1. Enter a Title for the widget.
2. Select the Basecase.
3. Choose Group.
4. Choose Hub.
5. Choose Device.
6. Choose Data Point.
7. Choose Time Zone.
8. Enter Date Format.
9. Click the cancel button to discard changes OR
10. Click the Apply button to save changes.

Base Case Comparison

×

Title

Base Case Comparison

Select the Basecase

Select Group

Select Hub

Select Device

Select Data Point

Time Zone

America/Los Angeles

Date Format

MM/DD/YYYY

For the list of possible patterns, please have a look at [moment.js documentation](#)

Cancel

Apply

- b. **Carbon Footprint:** Use this widget to display the carbon footprint report for a building or portfolio.



- iii. Carbon Footprint widget controls:

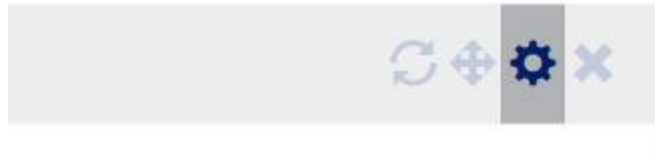
1. Reload widget content. This control refreshes widget data.



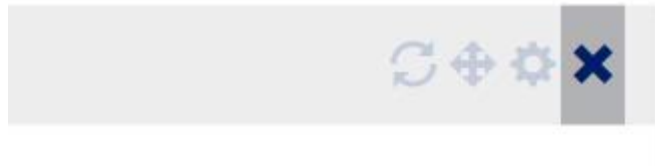
2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Carbon Footprint widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



iv. Carbon Footprint widget configuration:

1. Enter a Title for the widget.
2. Click radio box for Building or Portfolio.
3. Select either Building or Portfolio base on the prior selection.
4. Select Time Frame.
5. Select Time Zone.
6. Enter Data and Time Format.
7. Enter data refresh intervals.
8. Click the cancel button to discard changes OR
9. Click the Apply button to save changes.

Carbon Footprint

×

Title

Carbon Footprint

Choose what you want to show

☒ Building ☐ Portfolio

Select the Building

Time Frame

Time Zone

America/Los Angeles

Date/Time Format

MM/DD/YYYY hh:mm A

[For the list of possible patterns, please have a look at moment.js documentation](#)

Enter the Refresh Interval (Minutes)

15

Cancel

Apply

- c. **Clock:** Use this widget to display date and time in a given time zone.

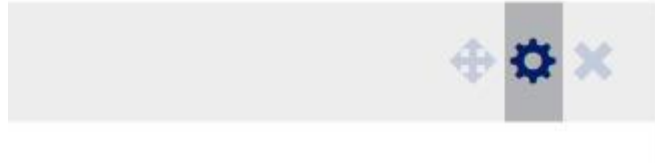


- v. Clock widget controls:

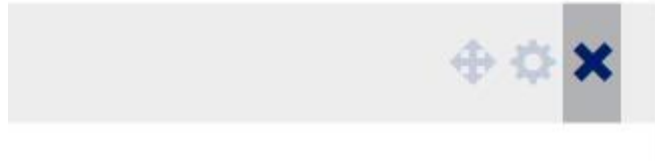
1. Change widget location. This control allows you to reposition the widget in a layout for display.



2. Edit widget configuration. This control provides access to the Clock widget configuration screen.



3. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



- vi. Clock widget configuration:
 1. Enter a Title for the widget.
 2. Select a Time Zone.
 3. Enter a Time pattern.
 4. Enter a Date pattern.
 5. Click the cancel button discard changes.
 6. Click the Apply button to save changes.

Clock

×

Title

Time Zone

Time pattern

Date pattern

[or the list of possible patterns, please have a look at moment.js documentation](#)

Cancel

Apply

- d. **Compare Data Points:** This widget will help you to compare a set of data points over a period of time.



vii. Compare Data Points widget controls:

1. Reload widget content. This control refreshes widget data.



2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Compare Data Points widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



viii. Compare Data Points widget configuration:

1. Enter a Title for the widget.
2. Select first data point.
 - a. Select Group.

- b. Select Hub.
 - c. Select Device.
 - d. Select Data Point.
3. Select second data point.
 - a. Select Group.
 - b. Select Hub.
 - c. Select Device.
 - d. Select Data Point.
4. Select Time Frame.
5. Select Time Zone.
6. Enter Date Format.
7. Enter the data refresh interval.
8. Click the cancel button discard changes.
9. Click the Apply button to save changes.

Compare Data Points ×

Title

Compare Data Points

Select First Data Point

Select Group

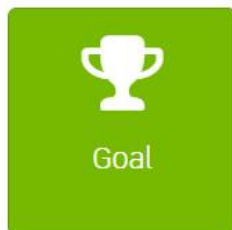
Select Hub

Select Device

Select Data Point

Cancel Apply

- e. **Goal:** Use this widget to compare the current value against the goal value for the building.

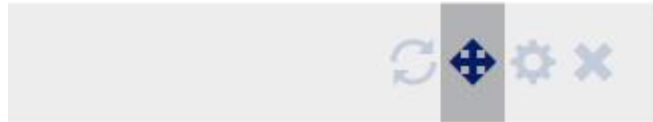


- ix. Goal widget controls.

1. Reload widget content. This control refreshes widget data.



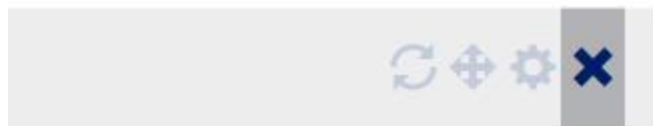
2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Goal widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



- x. Goal widget configuration:
 1. Enter a Title for the widget.
 2. Select the Building.
 3. Select the Goal.
 4. Enter Date and Time format.
 5. Enter data refresh interval.
 6. Click the cancel button discard changes OR
 7. Click the Apply button to save changes.

Goal

×

Title

Goal

Select the Building

Select the Goal

Date/Time Format

MM/DD/YYYY

[For the list of possible patterns, please have a look at moment.js documentation](#)

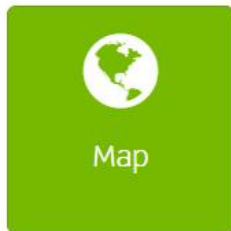
Enter the Refresh Interval (Minutes)

1440

Cancel

Apply

- f. **Map:** Set and display the map location of a building.



- xi. Map widget controls:

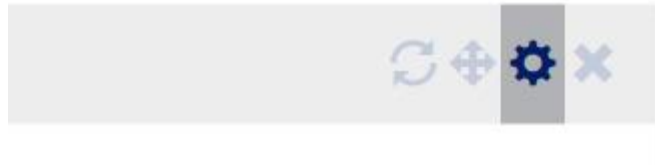
1. Reload widget content. This control refreshes widget data.



2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Map widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



xii. Map widget configuration:

1. Enter a Title for the widget.
2. Click radio box for Building or Portfolio.
3. Select either Building or Portfolio base on the prior selection.
4. Enter data refresh interval.
5. Click the cancel button discard changes OR
6. Click the Apply button to save changes.

Map
×

Title

Choose what you want to show in the Map

☒ Building
☐ Portfolio

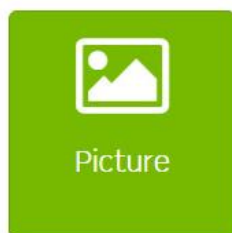
Select the Building

Enter the Refresh Interval (Minutes)

Cancel

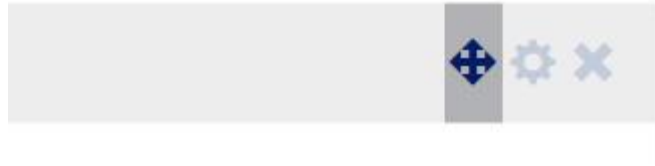
Apply

- g. **Picture:** Upload and display a picture.

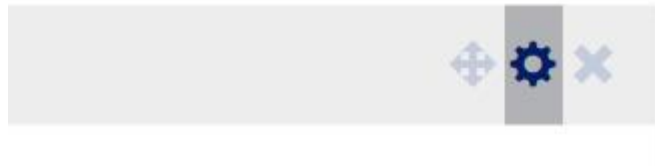


xiii. Picture widget controls:

1. Change widget location. This control allows you to reposition the widget in a layout for display.



2. Edit widget configuration. This control provides access to the Picture widget configuration screen.



3. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



xiv. Picture widget configuration:

1. Enter a Title for the widget.
2. Enter a Description.
3. Select image to upload.
4. Click the cancel button to discard changes OR
5. Click the Apply button to save changes.

Picture ×

Title

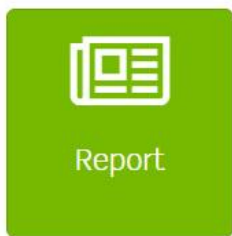
Picture

Description

Drop image here or click to select

Cancel Apply

- h. **Report:** The ability to allocate cost (percentage) across all the data points or virtual data points of a HUB.



- xv. Report widget controls:

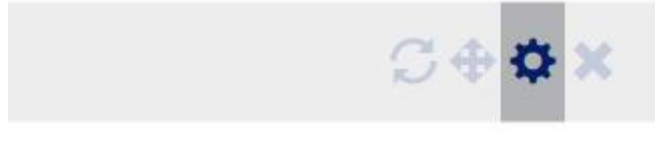
1. Reload widget content. This control refreshes widget data.



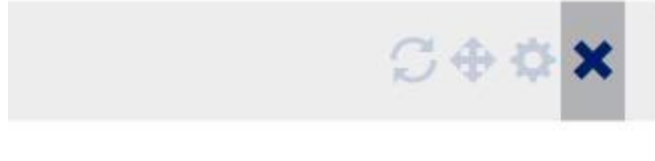
2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Report widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



- xvi. Report widget configuration:
 1. Enter a Title for the widget.
 2. Click radio box for Badge or Chart.
 - a. If Chart is clicked/pressed, select Chart Type.
 3. Click radio box for Building or Portfolio.
 4. Select the Building or Portfolio.
 5. Select the Report.
 6. Select the Time Frame.
 7. Select the Time Zone.
 8. Enter the Date and Time format.
 9. Enter the data refresh interval.
 10. Click the cancel button to discard changes OR
 11. Click the Apply button to save changes.

Report

×

Title

Report

Visualization

☒ Badge

☐ Chart

Choose what you want to show

☒ Building

☐ Portfolio

Select the Building

Select the Report

Time Frame

Time Zone

Cancel

Apply

- i. **Weather:** Weather information can be brought into the executive dashboard to cross-reference weather data with the metrics.



xvii. Weather widget controls:

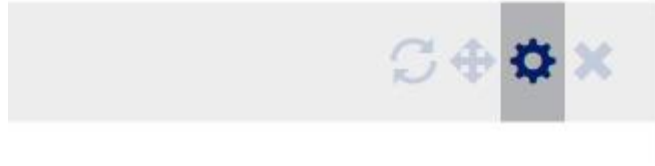
1. Reload widget content. This control refreshes widget data.



2. Change widget location. This control allows you to reposition the widget in a layout for display.



3. Edit widget configuration. This control provides access to the Weather widget configuration screen.



4. Remove widget. This control removes the widget from the executive dashboard. Note: Saved configuration settings are deleted with the widget.



xviii. Weather widget configuration:

1. Enter a Title for the widget.
2. Select the Building.
3. Enter data refresh interval.
4. Click the cancel button to discard changes.
5. Click the Apply button to save changes.

Executive Reporting Module: Executive Reporting Dashboard > Edit > Edit Dashboard

The second menu item is edit dashboard.

1. Click the edit dashboard menu item.



The edit dashboard popup screen is displayed. The edit dashboard popup screen provides you with the ability to add a title to the dashboard and to set the layout or structure of the dashboard.

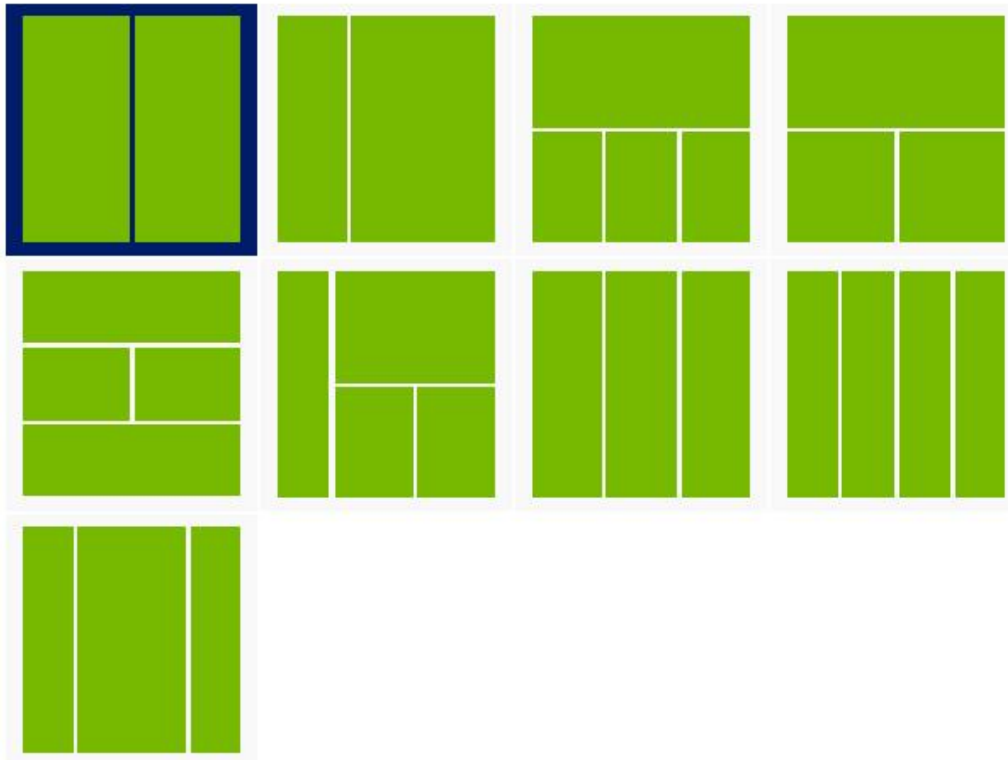
Edit Dashboard



Title

Executive Dashboard

Structure



Structured layouts include:

- | | |
|-----------------|--|
| a. 6-6 | 2 Columns (50%, 50%) |
| b. 4-8 | 2 Columns (25%, 75%) |
| c. 12/4-4-4 | 2 Rows (100%, 33%, 33%, 33%) |
| d. 12/6-6 | 2 Rows (100%, 50%, 50%) |
| e. 12/6-6/12 | 3 Rows (100%, 50%, 50%, 100%) |
| f. 3/9 (12/6-6) | 2 Columns, 2 Rows (25%, 75%, 37%, 37%) |
| g. 4-4-4 | 3 Columns (33%, 33%, 33%) |
| h. 3-3-3-3 | 4 Columns (25%, 25%, 25%, 25%) |
| i. 3-6-3 | 3 Columns (25%, 50%, 25%) |

2. To add a title to the dashboard, click in the Title field and enter the title to be displayed on the Executive Dashboard.

Title

Executive Dashboard

3. Click a structure icon to set the layout for the dashboard.
4. Click the Close button.

Executive Reporting Module: Executive Reporting Dashboard > Edit > Save

Executive Dashboard

save changes



The third menu item is save changes. Clicking the save changes icon will save all changes made to the executive dashboard and then set the executive dashboard screen in view mode.

Executive Reporting Module: Executive Reporting Dashboard > Edit > Undo

Executive Dashboard

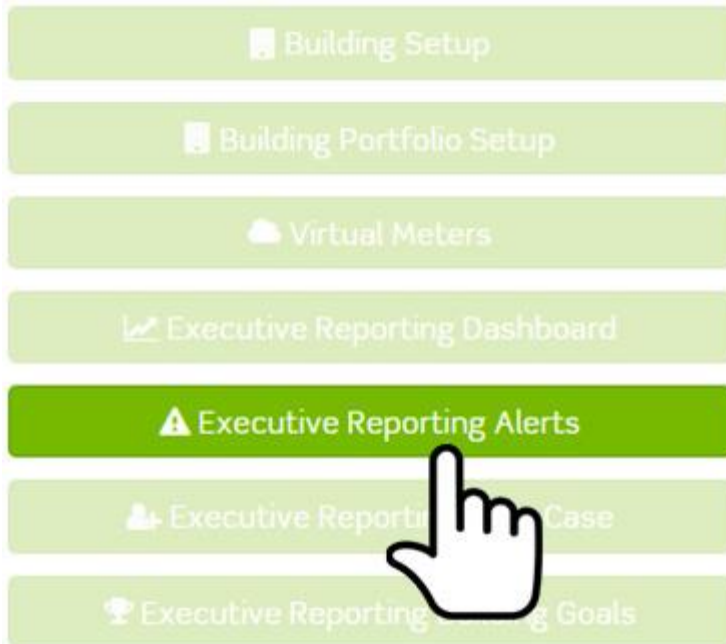
undo changes



The fourth menu item is undo changes. Clicking/pressing the undo changes button will discard all changes made to the executive dashboard and then set the executive dashboard screen in view mode.
Note: If edits have been made but the edits have not been saved and you are trying to navigate out of the screen, you will be prompted to save or discard changes.

Executive Reporting Module: Executive Reporting Alerts Overview

1. Click the Executive Reporting Alerts button.



The Executive Reporting Alerts screen is displayed.

Executive Reporting Alerts

Alerts

☐ Show Inactive

Name ▾	Building ▾	Type ▾	Operator ▾	Value ▾	Actions
kWh Too Low	Building 1: Leviton Manufacturing	Consumption	less than (<)	1.00	Edit

+ Add New Alert

Home

The Executive Reporting Alerts screen contains two menu items and a table displaying a list of all alerts. The first menu item is Alerts. This is the default view.



Executive Reporting Module: Executive Reporting Alerts > Add

1. Click the Add New Alert button.



The Create Executive Reporting Alert page is displayed.

Create Executive Reporting Alert

Alert Name	Enter Alert Name
Select Alert Type	
Alert Base Value	Enter Alert Base Value
Select Building	
Alert Condition Exists When Data Point compared to Base value is:	
Alarm Message	Alert Message

Type of Notification

☐ Text ☐ Email ☐ Mobile ☐ Notify once

Set Alert Check / Notification Options

☒ Alert active

Time of Day

From To Time zone

Days of Week

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday
☐ Friday ☐ Saturday ☐ Sunday ☐ Every Day

Months of Year

☐ January ☐ February ☐ March ☐ April ☐ May ☐ June
☐ July ☐ August ☐ September ☐ October ☐ November ☐ December
☐ All Months

Select Data Point for Alert

Select Group

Select Hub

Select Device

Select Data Point

[Go Back to Alerts List](#) [Save](#)

2. Enter an Alert Name.
3. Select an Alert Type.
 - a. Demand (to ensure that the electrical load in question does not exceed a pre-determined level, which can incur unintentional costs).
 - b. Consumption (to remain within an energy budget for a specific date range)
4. Enter a Base Value (defined as the threshold against which an alert is created, such as demand greater than or equal to 500kW).
5. Select a Building.
 - a. Available buildings are active buildings located in the Buildings list screen.
6. Select a condition to be used when comparing a data point to the base value.
 - a. Less than (<): An alert will trigger when the data point value is less than the base value.

- b. Less than equal ($\leq$): An alert will trigger when the data point value is less than or equal to the base value.
 - c. Equal ($=$): An alert will trigger when the data point value is equal to the base value.
 - d. Greater than equal ($\geq$): An alert will trigger when the data point value is greater than or equal to the base value.
 - e. Greater ($>$): An alert will trigger when the data point value is greater than the base value.
7. Enter an Alert Message.
8. Select an Alert Type.
9. Select the Type of Notification.
 - a. Text (an SMS text). You will receive alert information via text.
 - b. Email (standard email address). You will receive alert information via email.
 - c. Mobile (mobile app for BMO 3.0 Executive Reporting Module). You will receive an alert on the mobile app if the mobile app has been installed and configured.
 - d. Notify once (single notification—user will not be notified if the condition reoccurs).
10. Check the alert Active checkbox to make the alert inactive.
11. Set the time of day.
12. Select the days of the week.
13. Select the months of the year.
14. Select Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
15. Select Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module. Note: Available hub selections are based on the prior group selection.
16. Select Device.
 - a. Devices are child objects to hubs.
 - b. Devices are located below hubs in the System Network.
 - c. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
17. Select Data point.
 - a. Data Points are child objects to devices which are child objects to hubs.
 - b. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points. Note: Available data point selections are based on the prior hub selection.
18. Click the Go Back to Alerts List button or simply navigate out of the screen without clicking the Save button to discard changes.
19. Click the Save button to save changes. The Alert is added to the Alerts list screen.

Executive Reporting Module: Executive Reporting Alerts > Edit

1. Click the Edit link in the row of the alert located in the Actions column on the alerts list screen or simply click the name of the alert.

Executive Reporting Alerts

Alerts

☐ Show Inactive

Name	Building	Type	Operator	Value	Actions
kWh Too Low	Building 1: Leviton Manufacturing	Consumption	less than (<)	1.00	Edit

+ Add Home

From here, you can change:

- a. Name of the alert.
 - b. Type of the alert.
 - c. Base value of the alert.
 - d. Change the selected building of the alert.
 - e. Alert conditions.
 - f. Alert message.
 - g. The type of notification.
 - h. Time of day of the alert.
 - i. Days of Week of the alert.
 - j. Months of Year of the alert.
 - k. Selected group of the alert.
 - l. Selected hub of the alert.
 - m. Selected device of the alert.
 - n. Selected data point of the alert.
3. Make the necessary edits.
 4. Click the Back to Alerts List button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
 5. Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Alerts > Remove

1. Click the Edit link in the row of the alert located in the Actions column on the alerts list screen or simply click the name of the alert.

Executive Reporting Alerts


☐ Show Inactive

Name ▾	Building ▾	Type ▾	Operator ▾	Value ▾	Actions
kWh Too Low	Building 1: Leviton Manufacturing	Consumption	less than (<)	1.00	Edit

- Click the Active checkbox to remove the alert from the executive reporting alerts list screen.

☐ Alert active

- When the checkbox is empty (doesn't contain a check) and the screen has been saved, the alert will no longer appear in the executive reporting alerts list screen and you will not be able to access the alert from other areas of the Building Manager Online 3.0.
- Click the Back to Alerts List button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
- Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Alerts > Adding Removed Alerts

- To add a removed alert, click the Edit link in the row of the alert located in the Actions column on the executive reporting alerts list screen or simply click the name of the alert.

Executive Reporting Alerts


☐ Show Inactive

Name ▾	Building ▾	Type ▾	Operator ▾	Value ▾	Actions
kWh Too Low	Building 1: Leviton Manufacturing	Consumption	less than (<)	1.00	Edit

- Click the Active checkbox to add the alert back to the executive reporting alerts list screen.

☒ Alert active

3. Click the Back to Alerts List button or simply navigate out of the screen without clicking the Save button to discard changes.
4. Click the Save button to save the change.

Executive Reporting Module: Executive Reporting Alerts > Contacts > Add

1. The second menu item is Contacts. Click the Contacts menu item.



The Contacts list screen is displayed.

Executive Reporting Alerts: Contact Points



Points of contact to send alert notifications to.

☐ Show Inactive

Type ^	Value ⇅	Building	Actions
E-Mail	user1@leviton.com	Building 1	 De-Activate  Delete



The contacts screen displays a table containing a list of contacts. The contact table contains:

- a. The type of contact (Email, SMS Text).
 - b. The value for the contact (Email Address for Email, Phone Number for SMS).
 - c. The name of the building associated with the contact.
 - d. The ability to De-Activate, Activate, or Delete a contact.
2. Click the Add Contact Point button.

The Add a Contact Point window is displayed.

Add a Contact Point

✕

Contact Type *

▼

Limit Alerts to Selected Building (Optional)

None selected - Notify me for all building alerts ▼

+ Add

✕ Close

3. Select the Contact Type.
 - a. Email
 - b. SMS (text)
4. Enter the Contact Value (field displays after selecting the Contact Type).
 - a. Enter email address when Email is selected as the Contact Type.
 - b. Enter phone number when SMS is selected as the Contact Type.
5. Select Building.
 - a. Available buildings are active buildings located in the Buildings list screen.
 - b. The default selection is All Buildings.
 - c. Click the Limit Alerts to the Selected Building to select a building.
 - d. Click the building.
6. Click the Close button to discard changes OR
7. Click the Add button. The contact is added to the Contact Points list.

Executive Reporting Module: Executive Reporting Alerts > Contacts > Deactivate/Activate/Delete

1. To Deactivate: Click the De-Activate link in the row of the contact point located in the Actions column on the contact points list screen.

Type ^	Value ⇅	Building	Actions	
E-Mail	user1@leviton.com	Building 1	 De-Activate	 Delete

+ Add Contact Point

Home



2. To Activate: Click the Activate link in the row of the contact point located in the Actions column on the contact point list screen.

Type ^	Value ^	Building	Actions	
E-Mail	user1@leviton.com	Building 1	⚙ De-Activate	🗑 Delete

[+ Add Contact Point](#)
[Home](#)



3. To Delete: To delete a contact point, click the Delete link in the row of the contact point located in the Actions column on the contact points list screen.

☒ Show Inactive

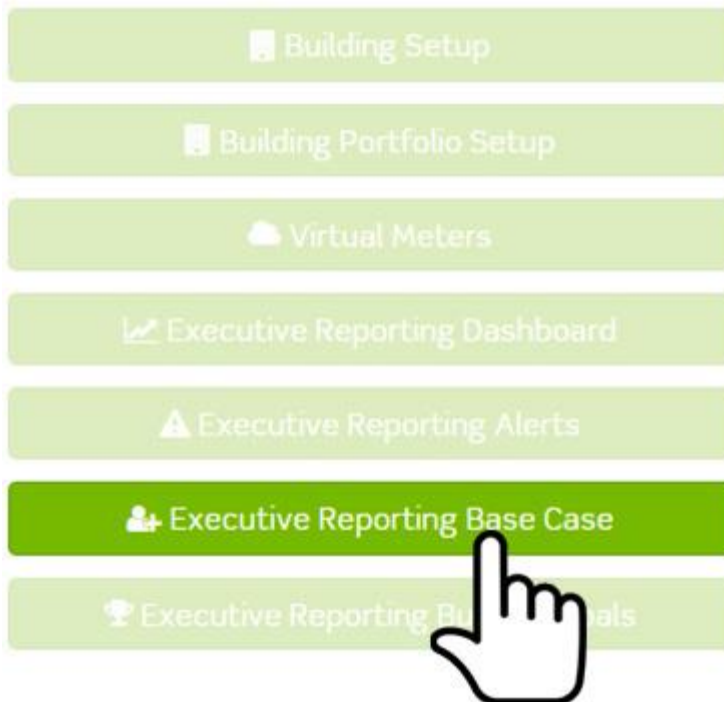
Type ^	Value ^	Building	Active ^	Actions
--------	---------	----------	----------	---------

4. Click the Show Inactive checkbox to toggle the list between active and inactive contacts. Note: Deleted contacts are permanently removed from Building Manager Online 3.0.

Executive Reporting Module: Executive Reporting Base Case Overview

A base case is a baseline energy usage measurement at the data point level or virtual meter level. The measurement is based on energy cost and energy usage for a defined period of time.

1. Click the Executive Reporting Base Case button.



The Executive Reporting Base Cases list screen is displayed.

Name ▾	Base Case Type ▾	Derived From Meter ▾	Building ▾	Utility ▾	Number of Days ▾	Value ▾	Units ▾	Actions
Base Case 1	Cost (Usage)	Yes	Building 1: Leviton Manufacturing	Electric	7	-1159.42	kWh	Edit

- The Executive Reporting Base Cases screen contains a table displaying a list of all base cases.

Executive Reporting Module: Executive Reporting Base Case > Add

- Click the Add New Base Case button.



The Create Base Case screen is displayed.

Create Base Case

Base Case from Meter

Base Case Name

Select Building

Select Base Case Type

Select Utility

Base Case Summary: Number of days in base case: 7 Please choose a building. Please choose a utility. Please select data points. Please choose a base case type.

Select the Date Range

03-09-2016 09:45 am - 03-16-2016 09:45 am

Pick Timezone

America/Los Angeles

Select Group

Select Hub

Select Device

Select Data Point

Go Back to Base Cases

Save

The Create Base Case screen contains two menu items, which are explained below.

Executive Reporting Module: Executive Reporting Base Case > Add > Create Base Case from Meter

The first menu item is Base Case from Meter. This is the default view.

- Click the Base Case from Meter menu item.



2. Enter Base Case Name.
3. Select Building.
 - a. Available buildings are active buildings located in the Buildings list screen.
4. Select Base Cases Type.
5. Select Utility.
6. Select a range of data by clicking the date range picker.
7. Select the time zone.
8. Select Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
9. Select Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module. Note: Available hub selections are based on the prior group selection.
10. Select Device.
 - a. Devices are child objects to hubs.
 - b. Devices are located below hubs in the System Network.
 - c. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
11. Select Data point.
 - a. Data Points are child objects to devices which are child objects to hubs.
 - b. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points.
12. Click the Go Back to Base Cases button or simply navigate out of the screen to discard changes
OR
13. Click the Save button to save changes. The base is added to the Base Cases list screen.

Executive Reporting Module: Executive Reporting Base Case > Add > User Entered Base Case

The second menu item is User Entered Base Case.

1. Click the User Entered Base Case menu item.



2. Enter the Base Case Name.

3. Select Building.
 - a. Available buildings are active buildings located in the Buildings list screen.
4. Select Base Case Type.
 - a. Cost (energy costs/kWh)
 - b. Cost (Usage)/energy cost for square footage of building
 - c. Demand (average—typical throughout the day in kWh)
 - d. Demand (highest load in kWh at any given time)
 - e. Usage (how much energy used in kWh)
 - f. Usage (Consumption)/ energy usage for square footage of building
5. Select Utility—gas, water, electric
6. Enter base case value.
7. Choose base case units (kWh, gallons, etc.)
8. Enter length of time (days).
9. Click the Go Back to Base Cases button or simply navigate out of the screen to discard changes.
10. Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Base Case > Edit

1. Click the Edit link in the row of the base case located in the Actions column on the executive reporting base cases list screen or simply click the name of the base case.

Executive Reporting Base Cases

☐ Show Inactive

Name ▾	Base Case Type ▾	Derived From Meter	Building ▾	Utility ▾	Number of Days ▾	Value ▾	Units ▾	Actions
Base Case 1	Cost (Usage)	Yes	Building 1: Leviton Manufacturing	Electric	7	-1159.42	kWh	Edit

[+ Add Case](#)
[Home](#)

The edit base case screen is displayed.

Edit Base Case: Base Case 1

Base Case Name	Base Case 1
Select Building	
Select Base Case Type	Cost (Usage)
Select Utility	Electric (kWh)
Active	☒

This base case is attached to a building goal, and cannot be made inactive.

Base Case Summary: Number of days in base case: 7 Base Case Value: \$-1159.42

Select the Date Range	Pick Time Zone
02-07-2016 12:00 am - 02-14-2016 12:00 am	America/Los Angeles
Select Group	
Building 1	
Select Hub	
Electrical Closet	
Select Device	
High Density Pulse(1)	
Select Data Point	
Input 1 (kWh)	

[Go Back to Base Cases](#)

[Save](#)

From this screen you can change:

- Base Case Name.
- Selected building.
 - Available buildings are active buildings located in the Buildings list screen.
- Selected date range.
- Selected group.
 - Groups are located in the System Network and added, edited, and removed through the base module.
- Selected hub.
 - Hubs are child objects to groups.
 - Hubs are located below groups in the System Network and added, edited, and removed through the base module.
 - Note: Available hub selections are based on the prior group selection.
- Selected device.
 - Devices are child objects to hubs.
 - Devices are located below hubs in the System Network.

- iii. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
- g. Selected data point.
 - i. Data Points are child objects to devices which are child objects to hubs.
 - ii. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points.
2. Make the necessary edits.
3. Click the Back to Base Cases button or simply navigate out of the screen without clicking the Save button to discard changes OR
4. Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Base Case > Remove

1. Click the Edit link in the row of the base case located in the Actions column on the executive reporting base cases list screen or simply click the name of the base case.

Executive Reporting Base Cases

☐ Show Inactive

Name ▾	Base Case Type ▾	Derived From Meter	Building ▾	Utility ▾	Number of Days ▾	Value ▾	Units ▾	Actions
Base Case 1	Cost (Usage)	Yes	Building 1: Leviton Manufacturing	Electric	7	-1159.42	kWh	Edit

[+ Add Case](#)
[Home](#)

2. Click the Active checkbox to remove the alert from the executive reporting base cases screen.

Active

☐

3. When the checkbox is empty (doesn't contain a check) and the screen has been saved, the base case will no longer appear in the executive reporting base cases list screen and you will not be able to access the base case from other areas of the Building Manager Online 3.0.
4. Click the Back to Base Cases button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
5. Click the Save button to save the change.

Executive Reporting Module: Executive Reporting Base Case > Adding Removed Base Case

1. To add a removed base case, click the Edit link in the row of the base case located in the Actions column on the executive reporting base cases list screen or simply click the name of the base case.

Executive Reporting Base Cases

☐ Show Inactive

Name ▾	Base Case Type ▾	Derived From Meter	Building ▾	Utility ▾	Number of Days ▾	Value ▾	Units ▾	Actions
Base Case 1	Cost (Usage)	Yes	Building 1: Leviton Manufacturing	Electric	7	-1159.42	kWh	Edit

+ Add Case
Home

- Click the Active checkbox to add the base case back to the executive reporting base cases list screen.

Active



- Click the Back to Base Cases button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
- Click the Save button to save the change.

Executive Reporting Module: Executive Reporting Building Goals Overview

Executive reporting building goals allows the ability to set goals for usage/consumption at the building level based on the base case.

1. Click the Executive Reporting Building Goals button.



The building goal list screen is displayed.

Building Goal List

☐ Show Inactive

Name ▾	Building ▾	Basecase Value ▾	Goal Value ▾	Goal Percentage ▾	Warning Percentage ▾	Critical Percentage ▾	Actions
Building Goal 1	Building 1: Leviton Manufacturing	34.71	-1101.45	5%	5%	5%	Edit

[+ Add New Building Goal](#) [Home](#)

The building goal list screen displays a table containing a list of all building goals.

Executive Reporting Module: Executive Reporting Building Goals > Add

1. Click the Add New Building Goal button.



The Create Building Goal list screen is displayed.

Create Building Goal

Goal Name	Enter Goal Name
Select Base case	▼
Building	
Base Case Value	Base Case Value
Goal Percentage (-)	5
Warning Percentage (-)	5
Critical Percentage (+)	5
Select Group	▼
Select Hub	▼
Select Device	▼
Select Data Point	▼

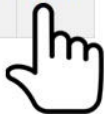
2. Enter the Goal Name.
3. Select a Base Case. Note: A base case must be added to the Building Manager Online 3.0 prior to adding a goal.
4. The Building field is populated with the building selected from the base case.
5. The Base Case Value field is populated with the base case value defined in the base case.
6. Set the goal percentage. The default value is 5, indicating a 5% reduction.
7. Set the warning percentage. The default value is 5, indicating a 5% buffer below the actual goal value.
8. Set the critical percentage. The default value is 5, indicating a 5% buffer above the actual goal value.
 - a. Change the selected group.
 - i. Groups are located in the System Network and added, edited, and removed through the base module.
 - b. Change the selected hub.
 - i. Hubs are child objects to groups.
 - ii. Hubs are located below groups in the System Network and added, edited, and removed through the base module.
 - iii. Note: Available hub selections are based on the prior group selection.

- c. Change the selected device.
 - i. Devices are child objects to hubs.
 - ii. Devices are located below hubs in the System Network.
 - iii. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
- d. Change the selected data point.
 - i. Data Points are child objects to devices which are child objects to hubs.
 - ii. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points.
9. Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
10. Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Building Goals > Edit

1. Click the Edit link in the row of the goal located in the Actions column on the building goal list screen or simply click the name of the goal.

Name ▾	Building ▾	Basecase Value ▾	Goal Value ▾	Goal Percentage ▾	Warning Percentage ▾	Critical Percentage ▾	Actions
Building Goal 1	Building 1: Leviton Manufacturing	34.71	-1101.45	5%	5%	5%	Edit

[+ Add New Building Goal](#)
[Home](#)

The Edit Building Goal screen is displayed.

Edit Building Goal

Goal Name	Building Goal 1
Select Base case	Base Case 1
Building	Building 1: Leviton Manufacturing
Base Case Value	-1159.42
Goal Percentage (-)	5 -1101.45
Warning Percentage (-)	5 -1046.38
Critical Percentage (+)	5 -1156.52
Select Group	Building 1
Select Hub	Electrical Closet
Select Device	High Density Pulse(1)
Select Data Point	Input 1(kWh)
Active	☒
Save Cancel	

From this screen you can:

- Edit the Goal Name.
- Change the selected Base case.
 - Selected Base Case value drives the Building field and the Base Case Value field.
- Change the Goal Percentage.
- Change the Warning Percentage.
- Change the Critical Percentage.
- Change the selected group.
 - Groups are located in the System Network and added, edited, and removed through the base module.
- Change the selected hub.
 - Hubs are child objects to groups.
 - Hubs are located below groups in the System Network and added, edited, and removed through the base module. Note: Available hub selections are based on the prior group selection.
- Change the selected device.
 - Devices are child objects to hubs.
 - Devices are located below hubs in the System Network.

- v. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
- i. Change the selected data point.
 - vi. Data Points are child objects to devices which are child objects to hubs.
 - vii. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points.
- 2. Make the necessary edits.
- 3. Click the cancel button or simply navigate out of the screen without clicking the Save button to discard changes.
- 4. Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Building Goals > Remove

1. Click the Edit link in the row of the goal located in the Actions column on the building goal list screen or simply click the name of the goal.

Name ▾	Building ▾	Basecase Value ▾	Goal Value ▾	Goal Percentage ▾	Warning Percentage ▾	Critical Percentage ▾	Actions
Building Goal 1	Building 1: Leviton Manufacturing	34.71	-1101.45	5%	5%	5%	 Edit




The Building Goal screen is displayed.

Edit Building Goal

Goal Name

Select Base case

Building

Base Case Value

Goal Percentage (-)

Warning Percentage (-)

Critical Percentage (+)

Select Group

Select Hub

Select Device

Select Data Point

Active
☒

- Click the Active checkbox to remove the goal from the building goal list screen.

☐ Alert active

- When the checkbox is empty (doesn't contain a check) and the screen has been saved, the goal will no longer appear in the building goal list screen and you will not be able to access the goal from other areas of the Building Manager Online 3.0.
- Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to save changes.

Executive Reporting Module: Executive Reporting Building Goals > Adding a Removed Goal

- To add a removed goal, click the Edit link in the row of the base case located in the Actions column on the building goal list screen or simply click the name of the goal.

Name ▾	Building ▾	Basecase Value ▾	Goal Value ▾	Goal Percentage ▾	Warning Percentage ▾	Critical Percentage ▾	Actions
Building Goal 1	Building 1: Leviton Manufacturing	34.71	-1101.45	5%	5%	5%	Edit

+ Add Building Goal Home

- The Building Goal screen is displayed.

Edit Building Goal

Goal Name

Select Base case

Building

Base Case Value

Goal Percentage (-)

Warning Percentage (-)

Critical Percentage (+)

Select Group

Select Hub

Select Device

Select Data Point

Active ☒

- Click the Active checkbox to add the goal back to the building goal list screen.

☒ **Alert active**

- Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to save changes.

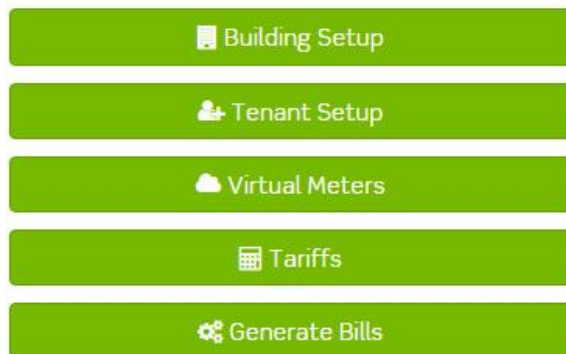
Tenant Billing Module:

The tenant billing module allows for meter reading and invoice creation for tenants in any commercial or residential multi-unit building.

Tenant Billing Module

This module is designed to allow multi-unit property operators to collect meter data and invoice tenants for their utility usage.

Get started by clicking on a link below:



Name	Actions
Electric	View Data Graph Export Setup
Gas	View Data Graph Export Setup
Steam	View Data Graph Export Setup
Lighting	View Data Graph Export Setup
Plug Load	View Data Graph Export Setup
HVAC - Gas	View Data Graph Export Setup
HVAC - Steam	View Data Graph Export Setup
HVAC - Electric	View Data Graph Export Setup
Process Load - Gas	View Data Graph Export Setup
Process Load - Steam	View Data Graph Export Setup
Process Load - Electric	View Data Graph Export Setup
Miscellaneous Load - Gas	View Data Graph Export Setup
Miscellaneous Load - Steam	View Data Graph Export Setup
Miscellaneous Load - Electric	View Data Graph Export Setup

- The Tenant Billing module is an expansion module and must be purchased.
- If you are interested in purchasing the Tenant Billing module, see Modules Menu > Purchase Modules.



1. If purchased, click Modules > click Tenant Billing.



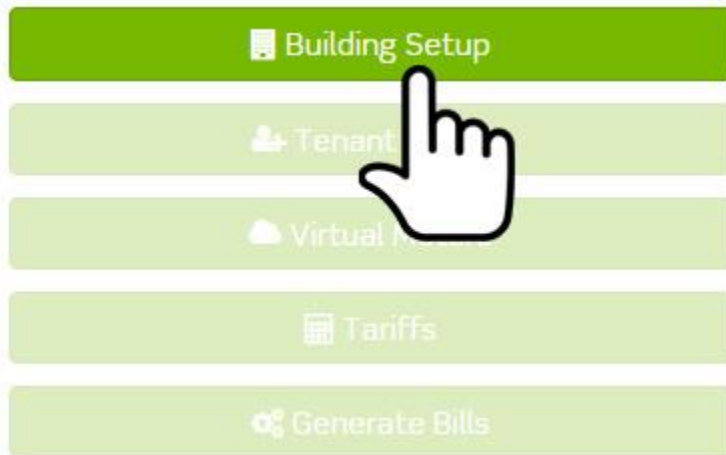
The Tenant Billing module is displayed. The Tenant Billing module contains five menu items:

- a. Building Setup.
- b. Tenant Setup.
- c. Virtual Meters.
- d. Tariffs.
- e. Generate Bills.



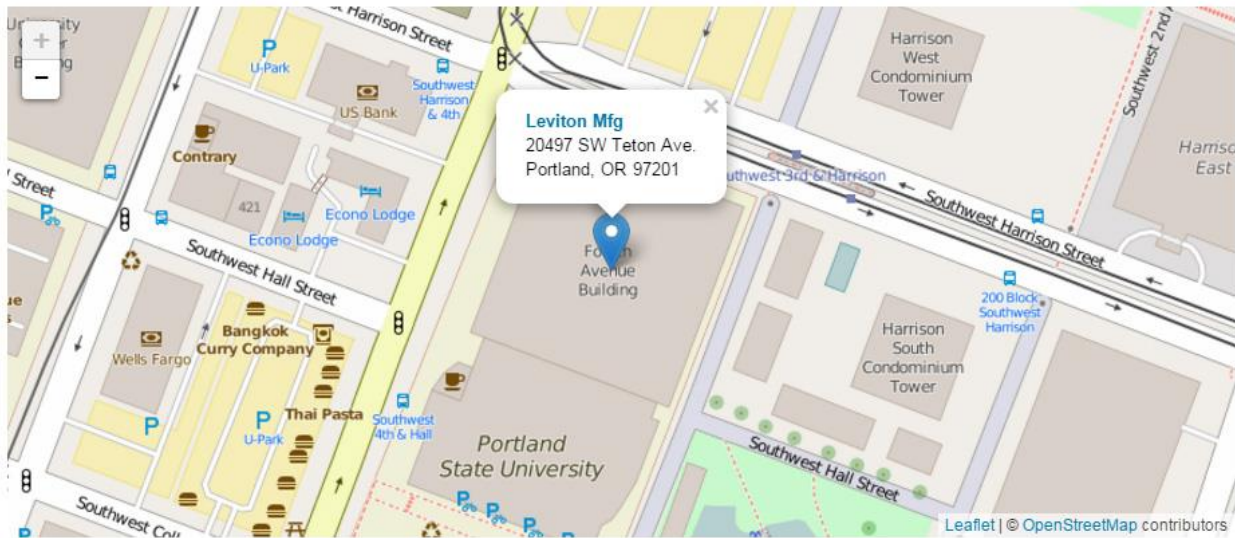
Tenant Billing Module: Building Setup

1. Click the Building Setup button.



The Buildings list screen is displayed.

Buildings



Your module license(s) allows for a total of 10 buildings. Currently, there are a total of 3 active and inactive buildings.

☐ Show Inactive

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Leviton Mfg	20497 SW Teton Ave.	Portland	OR	97201	Edit Units

[+ Add New Building](#)

[Home](#)

The Buildings list screen displays a map pinpointing the location for each building added to the Building Manager Online 3.0 and contains a table listing all buildings added to the Building Manager Online 3.0.

Tenant Billing Module: Building Setup > Add New Building

1. Click the Add New Building button.



The Add Building screen is displayed.

Add Building

Create Building

Name

Enter Building Name

Address Line 1

Street Address Line 1

Address Line 2

Street Address Line 2

City

City

State

State

Zip Code

Zip Code

Country

Save

Cancel

2. Enter building attributes.
 - a. Name of the Building
 - b. Address Line 1
 - c. Address Line 2 (optional)
 - d. City
 - e. State
 - f. Zip Code
 - g. Country
3. Click the Cancel button to discard changes OR
4. Click the Save button to add the building to the Buildings list screen.

Tenant Billing Module: Building Setup > Edit Building

1. Click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click the name of the building.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Leviton Mfg	20497 SW Teton Ave.	Portland	OR	97201	✎ Edit 📄 Units




The Edit Building screen is displayed.

Edit Building

Disclaimer
Commodity References
Mail to/Remit Information
Bill Logo Image

Name
Leviton Mfg

Address Line 1
20497 SW Teton Ave.

Address Line 2
Street Address Line 2

City
Portland

State
OR

Zip Code
97201

Country
United States ▾

Active
☒

Tariff Name	Tariff Type	Effective Dates	Actions
My Complicated Tax v1	TOD	10-01-2015 09-02-2016	🗑 Delete

+ Add Tariffs

Save
Cancel

Note: Using the Building Edit Option unlocks the following screen functionality:

- a. Disclaimer (user may create a disclaimer relevant to their particular corporation, such as disclaimer related to tenant bills, utility prices, etc.)
- b. Commodity References (may refer to gas usage in CCFs, etc.)
- c. Mail to/Remit Information (address that tenant sends bill payment back to)
- d. Bill Logo Image (customizable area to include company's logo image on bill)
- e. The Ability to add Tariffs (a rate structure used for billing energy to end users. Tenant Billing Module allows for the creation of tariff as desired by end user; formats offered

are simple tiered tariff and TOU tariff.)

2. Click the field to be modified.
3. Enter changes.
4. Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Tenant Billing Module: Building Setup > Remove Building

1. Click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click the name of the building.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Leviton Mfg	20497 SW Teton Ave.	Portland	OR	97201	✎ Edit 📄 Units




The Edit Building screen is displayed.

Edit Building

Disclaimer
Commodity References
Mail to/Remit Information
Bill Logo Image

Name
Leviton Mfg

Address Line 1
20497 SW Teton Ave.

Address Line 2
Street Address Line 2

City
Portland

State
OR

Zip Code
97201

Country
United States ▾

Active
☒

Tariff Name	Tariff Type	Effective Dates	Actions
My Complicated Tax v1	TOD	10-01-2015 09-02-2016	🗑 Delete

+ Add Tariffs

Save Cancel

2. Click the Active checkbox to remove the building from the Buildings list screen.

Active



- When the checkbox is empty (doesn't contain a check) and the screen has been saved, the building will no longer appear in the Buildings list screen and you will not be able to access the building from other areas of the Building Manager Online 3.0.
- Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to save changes.

Tenant Billing Module: Building Setup > Adding a Removed Building

- To add a removed building, click the Edit link in the row of the building located in the Actions column on the Buildings list screen or simply click on the name of the building.

Name	Address	City	State	Zip Code	Actions
Leviton Mfg	20497 SW Teton Ave.	Portland	OR	97201	Edit Units




The Edit Building screen is displayed.

Edit Building

Disclaimer
Commodity References
Mail to/Remit Information
Bill Logo Image

Name
Leviton Mfg

Address Line 1
20497 SW Teton Ave.

Address Line 2
Street Address Line 2

City
Portland

State
OR

Zip Code
97201

Country
United States

Active
☒

Tariff Name	Tariff Type	Effective Dates	Actions
My Complicated Tax v1	TOD	10-01-2015 09-02-2016	Delete

+ Add Tariffs

Save
Cancel

- Click the Active checkbox to add the building back to the Buildings list screen.

Active



- Click the Cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to save changes.

Tenant Billing Module: Building Setup > Units

- Click the Units link in the row of the building located in the Actions column on the Buildings list screen.

Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Leviton Mfg	20497 SW Teton Ave.	Portland	OR	97201	Edit Units



The List of Building Units screen is displayed.

List of Building Units

Building name: Leviton Mfg
 Building address: 20497 SW Teton Ave.
 City, state, zip: Portland, OR, 97201

☐ Show Inactive Units

Unit # ▲	Description	Actions
1	This is the first unit.	Edit Assign Meter
2	This is the second unit.	Edit Assign Meter
3	This is the third unit.	Edit Assign Meter

[Back to Buildings](#)

[My Tenants](#)

[Add Unit](#)

- The List of Building Units screen displays the name of the building, the address of the building, and a table containing all units added to the building.

Tenant Billing Module: Building Setup > Units > Add

- Click the Add Unit button.



The Add a Building Unit screen is displayed.

Add a Building Unit

Building name: Leviton Mfg
 Building address: 20497 SW Teton Ave.
 City, state, zip: Portland, OR, 97201

Unit Number: *

Description:

Active



< Back to Units

Save

The Add a Building Unit screen displays the name of the building and the address of the building.

2. Enter the Unit Number.
3. Enter a Description for the Unit (optional).
4. Click the Back to Units button or simply navigate out of the screen without clicking the Save button to discard changes.
5. Click the Save button to save changes.

Tenant Billing Module: Building Setup > Units > Edit

1. Click the Edit link in the row of the unit # located in the Actions column on the List of Building Units screen.

Unit # ▲	Description	Actions
1	This is the first unit.	Edit Assign Meter
2	This is the second unit.	Edit Assign Meter
3	This is the third unit.	Edit Assign Meter



The Edit Building screen is displayed.

Edit Building Unit: 1

Building name: Leviton Mfg
 Building address: 20497 SW Teton Ave.
 City, state, zip: Portland, OR, 97201

Unit Number: *

1

Description:

This is the first unit.

Active



< Back to Units

Save

2. Click the field to be modified.
3. Enter changes.
4. Click the Back to Units button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Tenant Billing Module: Building Setup > Units > Remove

1. Click the Edit link in the row of the unit # located in the Actions column on the List of Building Units screen.

Unit # ^	Description	Actions
1	This is the first unit.	Edit Assign Meter
2	This is the second unit.	Edit Assign Meter
3	This is the third unit.	Edit Assign Meter



The Edit Building screen is displayed.

Edit Building Unit: 1

Building name: Leviton Mfg
Building address: 20497 SW Teton Ave.
City, state, zip: Portland, OR, 97201

Unit Number: *

1

Description:

This is the first unit.

Active



< Back to Units

Save

2. Click the Active checkbox to remove the unit from the List of Building Units screen.

Active



3. When the checkbox is empty (doesn't contain a check) and the screen has been saved, the building will no longer appear in the List of Building Units screen and you will not be able to access the unit from other areas of the Building Manager Online 3.0.
4. Click the cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Tenant Billing Module: Building Setup > Units > Adding a Removed Unit

1. To add a removed unit, click the Edit link in the row of the unit # located in the Actions column on the List of Building Units screen.

Unit # ^	Description	Actions
1	This is the first unit.	 Edit  Assign Meter
2	This is the second unit.	 Edit  Assign Meter
3	This is the third unit.	 Edit  Assign Meter



The Edit Building screen is displayed.

Edit Building Unit: 1

Building name: Leviton Mfg
 Building address: 20497 SW Teton Ave.
 City, state, zip: Portland, OR, 97201

Unit Number: *

1

Description:

This is the first unit.

Active



< Back to Units

 Save

- Click the Active checkbox to add the unit back to the List of Building Units screen.

Active



- Click the cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
- Click the Save button to save changes.

Tenant Billing Module: Building Setup > Units > Assign Meter

- Click the Assign meter link in the row of the unit # located in the Actions column on the List of Building Units screen.

Unit # ^	Description	Actions
1	This is the first unit.	Edit Assign Meter
2	This is the second unit.	Edit Assign Meter
3	This is the third unit.	Edit Assign Meter



The Meter Assigned to Unit screen is displayed.

Meters Assigned to Unit: 1

Building name: Leviton Manufacturing
 Building address: 20497 SW Teton Avenue
 City, state, zip: Tualatin, OR, 97062

Name ^	Utility ^	Group ^	HUB ^	Device ^	Point ^	Percentage ^	Actions
No results found.							

[< Back to Units](#) [Assign ^](#)

- The Meter Assigned to Unit screen displays the name of the building, the address of the building, and a table containing a list of utilities.
- This screen allows you to assign a data point (from a submeter) to a matching utility (e.g., BTU, kWh, etc.).

Name ^	Utility ^	Group ^	HUB ^	Device ^	Point ^	Percentage ^	Actions
No results found.							

[< Back to Units](#) [Assign ^](#)

- Utilities
- Electric (kWh)
 - Gas/Propane (CCF,Therm)
 - Steam (Mlb)
 - Water (Gallons,CF)
 - Electric (kW)
 - BTU (BTU)
 - Common Area Allocation (kWh)

- Click the Assign button and then select a utility option.

The Assign Meter screen is displayed.

Assign meter: Electric (kWh)

Building name: Leviton Manufacturing

Building unit: 1

Building address: 20497 SW Teton Avenue

City, state, zip: Tualatin, OR, 97062

Enter Name

Select Group:

Select Hub:

Select Device:

Select Data Point:

Percentage:

[< Back to Assigned Meters](#)

[Save](#)

The Assign Meter screen displays the name of the building and the address of the building.

3. Enter a Name.
 - a. This will help you keep track of assignments.
4. Select Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
9. Select Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module.
 - c. Note: Available hub selections are based on the prior group selection.
10. Select Device.
 - a. Devices are child objects to hubs.
 - b. Devices are located below hubs in the System Network.
 - c. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
11. Select Data Point.
 - a. Data Points are child objects to devices which are child objects to hubs.
 - b. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points. Note: Available data point selections are based on the prior hub selection.
12. Enter a Percentage. (percentage of meter value assigned to the particular tenant)
13. Click the Back to Assigned Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
14. Click the Save button to assign the meter.

Tenant Billing Module: Building Setup > Units > Edit

1. Click the Edit link in the row of the assigned meter in the Meter Assigned to Unit screen.

Meters Assigned to Unit: 1

Building name: Leviton Manufacturing
 Building address: 20497 SW Teton Avenue
 City, state, zip: Tualatin, OR, 97062

Name ▾	Utility ▾	Group ▾	HUB ▾	Device ▾	Point ▾	Percentage ▾	Actions
Electricity for Unit #1	Electric (kWh)	MyGroup	Electrical Closet	Main Feed Avery Building	kWh from grid	100%	✎ Edit

[< Back to Units](#)
[➦ Assign ▾](#)


The Assign Meter screen is displayed.

Assign meter: Electric (kWh)

Building name: Leviton Manufacturing
 Building unit: 1
 Building address: 20497 SW Teton Avenue
 City, state, zip: Tualatin, OR, 97062

Enter Name:

Select Group:

Select Hub:

Select Device:

Select Data Point:

Percentage:

[< Back to Assigned Meters](#)
[💾 Save](#)
[✖ Unassign](#)

2. Click the field to be modified.
3. Enter changes.
4. Click the Back to Assigned Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes OR
5. Click the Save button to save changes.

Tenant Billing Module: Building Setup > Units > Unassign Meter

1. Click the Edit link in the row of the assigned meter in the Meter Assigned to Unit screen.

Meters Assigned to Unit: 1

Building name: Leviton Manufacturing
Building address: 20497 SW Teton Avenue
City, state, zip: Tualatin, OR, 97062

Name ▾	Utility ▾	Group ▾	HUB ▾	Device ▾	Point ▾	Percentage ▾	Actions
Electricity for Unit #1	Electric (kWh)	MyGroup	Electrical Closet	Main Feed Avery Building	kWh from grid	100%	✎ Edit

< Back to Units

↶ Assign ▾



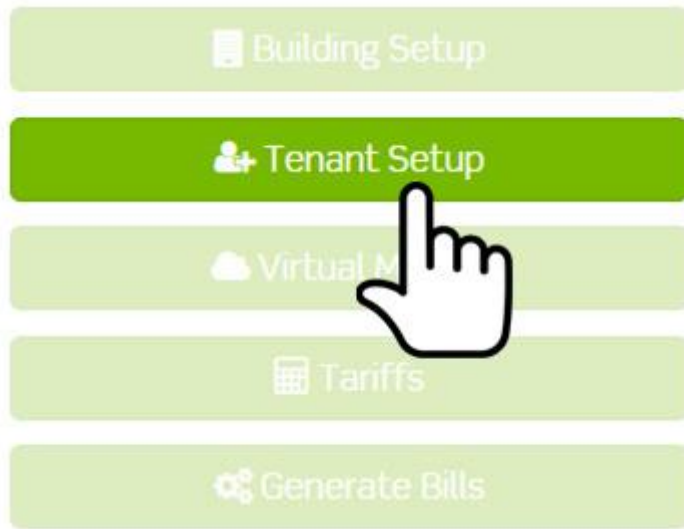
The Assign Meter screen is displayed.

2. Click the Back to Assigned Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
3. Click the Unassign button.

✕ Unassign

Tenant Billing Module: Tenant Setup

1. Click the Tenant Setup button.



2. The Tenants list screen is displayed.

Tenants

Name ▾	Building ▾	Unit ▾	Phone ▾	Email ▾	Move In ▾	Move Out ▾	Actions
Customer 1	Leviton Mfg	2	503-555-5555	user1@leviton.com	03/01/2016	02/28/2017	Edit
Customer 2	Leviton Mfg	2	503-555-5556	user2@leviton.com	04/01/2017	03/31/2018	Edit



3. The Tenants list screen displays a table containing a list of all tenants.
4. You can filter tenants by building.

Tenants

Building selection

-- Select a building -- ▾

5. Click the My Buildings button to view all available buildings. Note: You will be redirected to the Building Setup screen. You can navigate back to the Tenant Setup screen by clicking/pressing Modules > Tenant Billing > Tenant Setup.

Tenant Billing Module: Tenant Setup > Add Tenants

1. Click the Add New Tenant button.



The Add Tenant screen is displayed.

Add Tenant

Tenant Name	Enter Tenant Name
Building	▼
Unit	▼
Phone Number	Phone Number
Email Address	Email Address
Move In Date	Calendar icon
Move Out Date	Calendar icon
Pay By Day of Month	Pay by day of month
Grace Period	Grace period days

Save	Cancel
-------------------------------------	---------------------------------------

2. Enter Tenant Name.
3. Select a Building (buildings are populated by buildings listed under Modules > Tenant Billing > Building Setup).
4. Select a Unit (this selection is populated by the Units list screen under Modules > Tenant Billing > Building Setup > Building - Units).
5. Enter Phone Number.
6. Enter Email Address.
7. Select Move In Date.
8. Select Move Out Date.

9. Note: Move In and Move Out dates for multiple customers occupying an open unit cannot overlap.
 - a. If customer A has a move in date of 3/1/xx and a move out date of 9/30/xx, the unit cannot be selected for customer B on 4/1/xx, 5/1/xx, etc.
10. Select Pay By Day of Month. (date by which the bill needs to be paid to management)
11. Set a Grace Period. (number of days payment is permitted after the Pay By date)
12. Click the cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
13. Click the Save button to save changes.

Tenant Billing Module: Tenant Setup > Edit Tenants

1. Click the Edit link in the row of the tenant in the Actions column on the Tenants list screen.

Tenants

Name ▾	Building ▾	Unit ▾	Phone ▾	Email ▾	Move In ▾	Move Out ▾	Actions
Customer 1	Leviton Mfg	2	503-555-5555	user1@leviton.com	03/01/2016	02/28/2017	 Edit
Customer 2	Leviton Mfg	2	503-555-5556	user2@leviton.com	04/01/2017	03/31/2018	 Edit

[My Buildings](#)
[Add New Tenant](#)
[Home](#)

The Edit Tenant screen is displayed.

Edit Tenant: Customer 1

Tenant Name	Customer 1
Building	Leviton Mfg
Unit	2
Phone Number	503-555-5555
Email Address	user1@leviton.com
Move In Date	03/01/2016
Move Out Date	02/28/2017
Pay By Day of Month	5
Grace Period	10 days

[Save](#)
[Cancel](#)

2. Click the field to be modified.
3. Enter changes.

4. Click the cancel button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Tenant Billing Module: Virtual Meters

Virtual meters allow you to add or subtract real data points to produce virtual data points. You can only create virtual meters from real data points of the same type such as kW, Degree F, etc. Only hubs with a data upload interval of 15 minutes can be used to create Virtual meters.

1. Click the Virtual Meters button.



2. The Virtual Meters list screen is displayed.

Virtual Meters

Building selection

-- Select a building --

Show Inactive

Name	Virtual Meter Definition	Building	Actions
No results found.			

+ Add New Virtual Meter

Home

- The Virtual Meters list screen contains a table listing all virtual meters added to the Building Manager Online 3.0.
- The Virtual Meters list screen contains a table and two main navigational menu items.
- The table lists all Virtual Meters added to the Building Manager Online 3.0.
- The two navigational menu items are Add New Virtual Meter and Home.
- The Virtual Meters list screen allows you to filter your virtual meters by Building.



Tenant Billing Module: Virtual Meters > Add

1. Click the Add New Virtual Meter button.



The Create Virtual Meter screen is displayed.

Create Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.
Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Building for Virtual Meter

Select Group

Select Hub

Select Device

Select Data Point

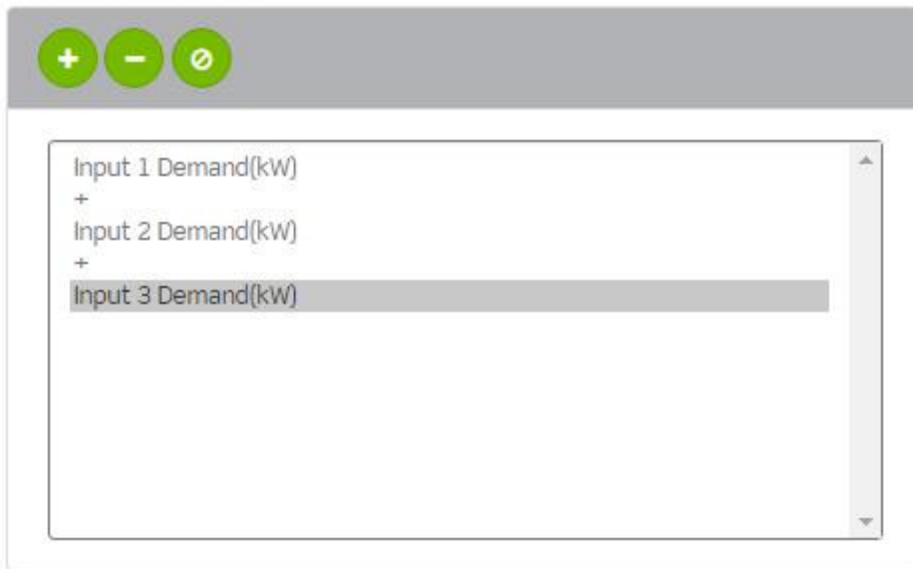
< Back to Virtual Meters Save Reset Selections

Virtual Calculations

2. Enter Virtual Meter Label.
 - a. This will be the name of the Virtual Meter.
3. Select Group.
 - a. Groups are located in the System Network and added, edited, and removed through the base module.
4. Select Hub.
 - a. Hubs are child objects to groups.
 - b. Hubs are located below groups in the System Network and added, edited, and removed through the base module. Note: Available hub selections are dependent upon and based on the prior group selection.
5. Select Device.
 - a. Devices are child objects to hubs.
 - b. Devices are located below hubs in the System Network.
 - c. As long as a device is physically connected to a hub and the hub is uploading data to the Building Manager Online 3.0, the Building Manager Online 3.0 will receive data from the hub for the device.
6. Select Data Point.
 - a. Data Points are child objects to devices which are child objects to hubs.
 - b. Data Points are located in the System Network under Group > Hubs > Devices. Each device contains data points. Note: Available data point selections are based on the prior hub selection.

The selected data point will display in the Virtual Calculations definition/formula box.

Virtual Calculations



The selected data point will also display below the Virtual Data Point Definition heading.

Virtual Data Point Definition

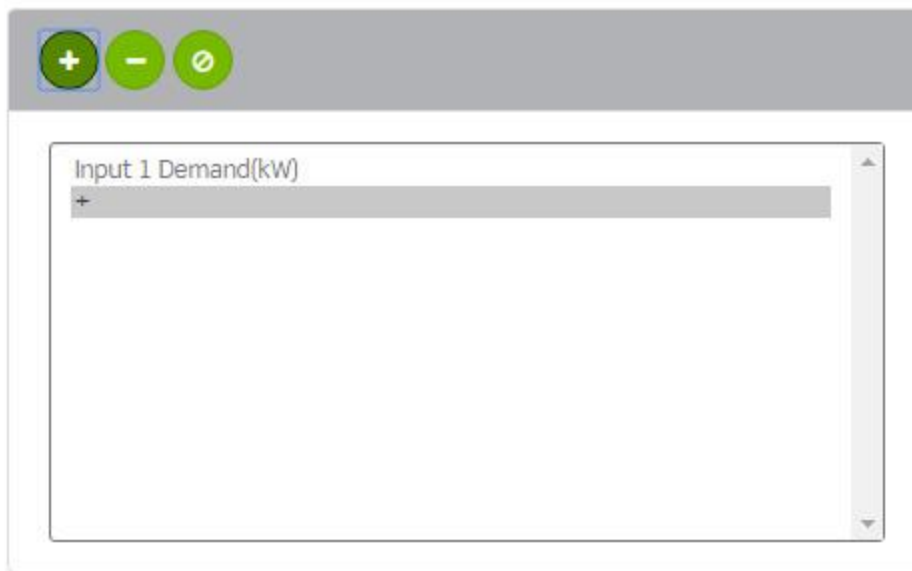
Input 1 Demand(kW)  Input 2 Demand(kW)  Input 3 Demand(kW)

Active 

Note: A virtual meter equation is also known as a virtual meter definition.

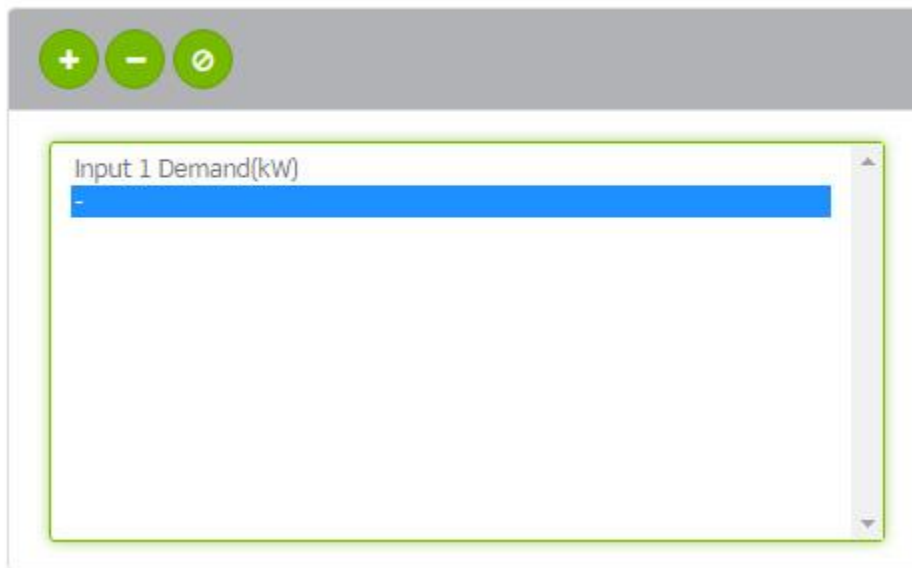
7. Click the appropriate mathematical operator.
 - a. Plus sign (+)
 - i. The plus sign (+) will add the selected data point value to the next data point value.

Virtual Calculations



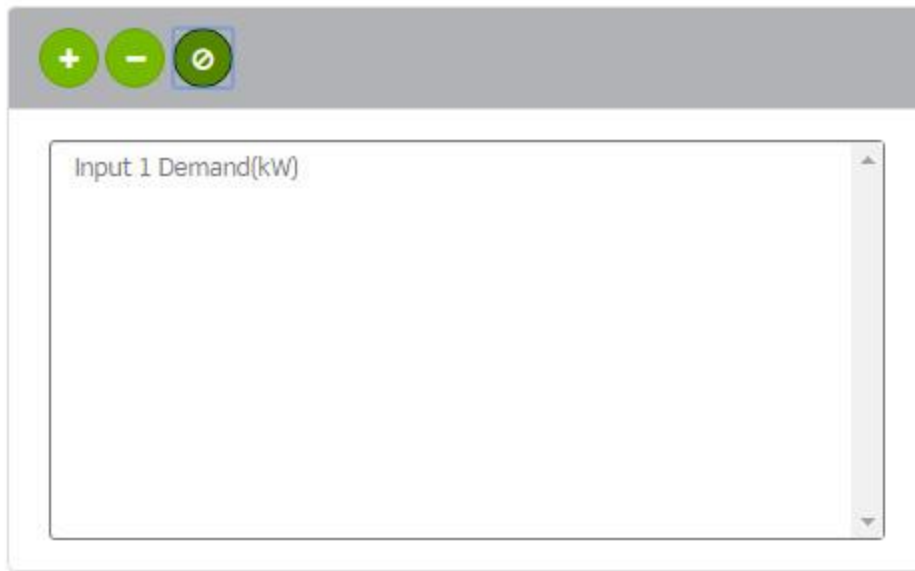
- b. Subtraction sign (-)
 - i. The subtraction sign (-) will subtract the next data point value from the selected data point value.

Virtual Calculations



- 8. Clear button (Ø).
 - a. Click the clear button to remove elements from a Virtual Calculations definition. Note: The clear button will only remove a data point or operator at the end of a definition/equation.
 - b. Click the last data point or operator in the definition/equation.
 - c. Click the clear button.

Virtual Calculations



9. Click the data point dropdown and click the next data point. Note: The data point dropdown field is used for selecting the initial data point and each additional data point.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

MyGroup

Select Hub

Electrical Closet

Select Device

High Density Pulse(1)

Select Data Point

Hvac Loads Demand (kW)

10. Repeat adding data points and mathematical operators until the definition is complete.
 - a. Process for Building Virtual Meters:
 - i. Step 1 Select Data Point.
 - ii. Step 2 Select Mathematical Operator.
 - iii. Step 3 Select Data Point.

Note: Virtual Meters must be of the same type (e.g., kW, Degree F, etc.).

Also note: Like data points can be added and subtracted from different groups, hubs, and virtual meters.

b. Process for Building Virtual Meters using multiple hubs:

- i. Step 1 Select Data Point
- ii. Step 2 Select Mathematical Operator
- iii. Step 3 Select Group
- iv. Step 4 Select Hub
- v. Step 5 Select Data Point

11. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
12. Click the Reset Selections button to clear the screen and start over.
13. Click the Save button to save the virtual meter. The Virtual Meters list screen is displayed and the newly created virtual meter is listed.

Virtual Meters

Building selection

-- Select a building --

☐ Show Inactive

Name	Virtual Meter Definition	Building	Actions
Virtual Meter Number 1	Hvac Loads Demand + Phase A Real Power + Phase C Real Power	Leviton Manufacturing	View Data Graph Export Edit

[+ Add New Virtual Meter](#)
[Home](#)

Tenant Billing Module: Virtual Meters > Edit

1. Click the Edit link in the row of the virtual meter located in the Actions column on the Virtual Meters list screen or simply click the name of the virtual meter.

☐ Show Inactive

Building	Actions
Leviton Manufacturing	View Data Graph Export Edit

The Edit Virtual Meter screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type.
Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations

Hvac Loads Demand(kW) 001EC6001BB0-1
 +
 Phase A Real Power(kW) 001EC6001BB0-3
 +
 Phase C Real Power(kW) 001EC6001BB0-3

From this screen you can:

- Change the label (name) of the meter.
 - Select additional groups.
 - Select additional hubs (must first select the group).
 - Select additional data points (must first select the hub).
 - Add and remove data points and operators to and from the Virtual Data Point Definition.
- Make the necessary edits.
 - Click the Back to Virtual Meters button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
 - Click the Reset Selections button to clear the screen and start over.
 - Click the Save button to save changes.

Tenant Billing Module: Virtual Meters > Remove

- Click the Edit link in the row of the virtual meter located in the Actions column on the Virtual Meters list screen or simply click the name of the virtual meter.

Building 	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit

The Edit Virtual Meter screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type. Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations

+ - *

Hvac Loads Demand(kW) 001EC6001BB0-1
+
Phase A Real Power(kW) 001EC6001BB0-3
+
Phase C Real Power(kW) 001EC6001BB0-3

2. Click the Active checkbox to remove the virtual meter from the virtual meter list screen.

Active

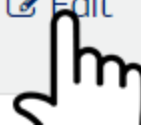
☐

3. When the checkbox is empty (doesn't contain a check) and the screen has been saved, the virtual meter will no longer appear in the virtual meter list screen and you will not be able to access the virtual meter from other areas of the Building Manager Online 3.0.
4. Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
5. Click the Save button to save changes.

Tenant Billing Module: Virtual Meters > Adding a Removed Virtual Meter

1. To add a removed virtual meter, click the Edit link in the row of the virtual meter located in the Actions column on the virtual meter list screen or simply click the name of the virtual meter.

Building 	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit



The Edit Virtual Meter screen is displayed.

Edit Virtual Meter

Virtual meters allow you to add or subtract real data points to view your data. You can only create virtual meters from real data points of the same type. Only HUBs with a data upload interval of 15 minutes can be used to create Virtual meters.

Process for Building Virtual Meters:

- Step 1 Select Data Point
- Step 2 Select Mathematical Operator
- Step 3 Select Data Point

Repeat steps to continue building the virtual meter. Click the Save button when you are finished building your virtual meter.

Virtual Meter Label

Virtual Meter Number 1

Building for Virtual Meter

Leviton Manufacturing 20497 SW Teton Avenue, Tualatin OR

Select Group

Select Hub

Select Device

Select Data Point

Virtual Data Point Definition

Hvac Loads Demand(kW) 001EC6001BB0-1 + Phase A Real Power(kW) 001EC6001BB0-3 + Phase C Real Power(kW) 001EC6001BB0-3

Active ☒

Virtual Calculations





Hvac Loads Demand(kW) 001EC6001BB0-1
 +
 Phase A Real Power(kW) 001EC6001BB0-3
 +
 Phase C Real Power(kW) 001EC6001BB0-3

- Click the Active checkbox to add the virtual meter back to the virtual meters list screen.

Active



- Click the Back to Virtual Meters button or simply navigate out of the screen without clicking the Save button to discard changes OR
- Click the Save button to activate the virtual meter.

Tenant Billing Module: Virtual Meters > View Data

- Click the View Data link in the Actions column of the virtual meter list screen.

Building ▾	Actions
Leviton Manufacturing	 View Data  Graph  Export  Edit

The view data screen is displayed.

Virtual Meter: Virtual Meter 1

 View Data
 


Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range

 03-07-2016 09:00 am - 03-14-2016 09:00 am

Select time zone

America/Los_Angeles ▾

 Update Table Data

Time	Virtual Meter 1
03-07-2016 09:00 am	1.20
03-07-2016 09:15 am	1.24

- The view data screen displays the name of the virtual meter, the definition (equation) used to calculate the virtual data points.
- The view data screen displays three menu items:

 View Data
 

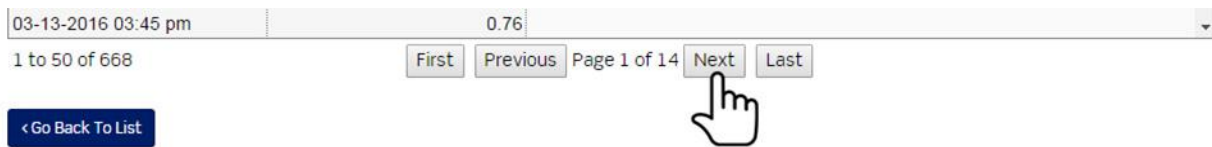

- The first menu item is view data.
- This is the default view for a virtual meter.
- The view data screen displays a table containing all data and virtual data points for the selected date range.

2. Select a range of data by clicking/pressing the date range picker.
3. Select a start date.
4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking/pressing the time zone dropdown.
7. Select the time zone.
8. Click the Update Table Data button.

 Update Table Data

The data table will refresh based on the selections.

9. Scroll down to the bottom of the screen to page through data.



10. Click the Update Table Data button to populate the table with data whenever the date range or time zone is changed.



Tenant Billing Module: Virtual Meters > Graph

1. Click the Graph link in the virtual meters list screen under the Actions column.

Building ↕	Actions
Leviton Manufacturing	View Data Graph Export Edit

Graph is the second menu items.



The graph screen displays the name of the virtual meter and the definition (equation) used to calculate the virtual data points.

Virtual Meter Graph: Virtual Meter 1



Virtual Meter Definition:

Input 1 Demand (kW) (Device 1: Input 1 Demand) + Input 2 Demand (kW) (Device 1: Input 2 Demand) Input 3 Demand (kW) (Device 1: Input 3 Demand)

Select the Date Range



03-07-2016 09:00 am - 03-14-2016 09:00 am

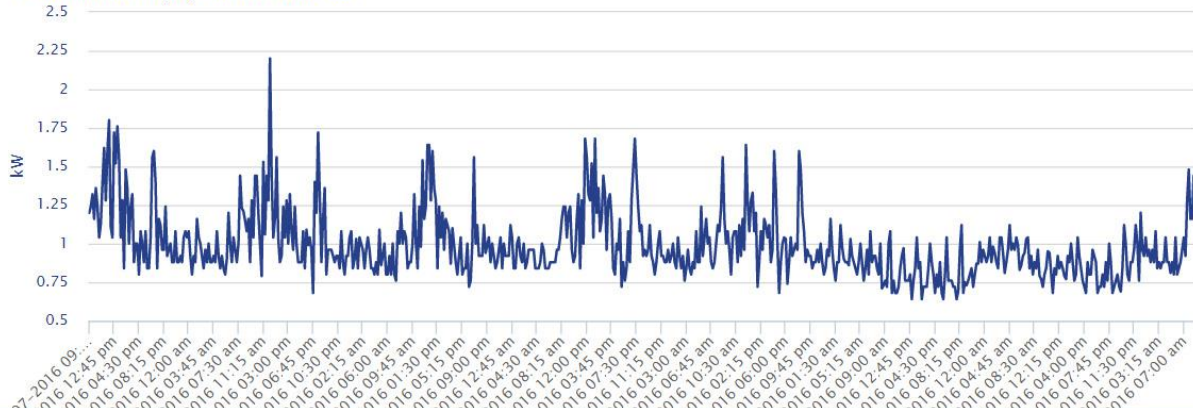
Pick Time Zone

America/Los Angeles

Update Graph

Zoom by clicking and dragging over an area of the graph

Virtual Meter 1 (kW) Min: 0.64 Max: 2.2

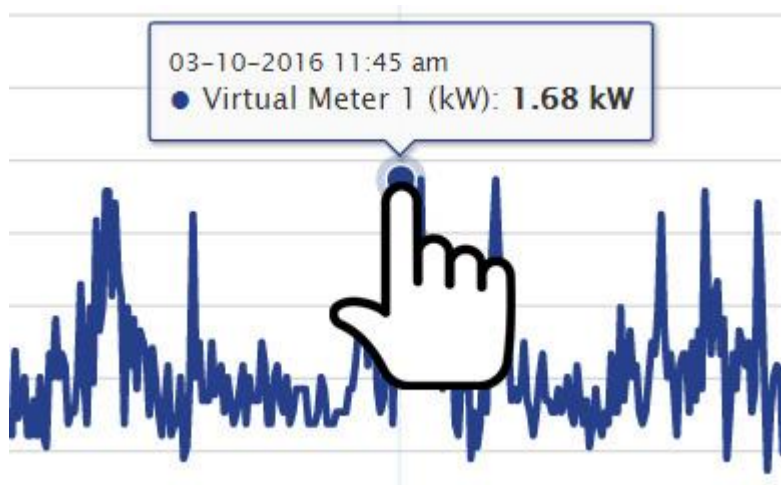


- A default date range is selected and a default graph is rendered.
 - The graph screen allows you to set a date range and select a time zone.
2. Select a range of data by clicking/pressing the date range picker.
 3. Select a start date.
 4. Select an end date.
 5. Click the Apply button.
 6. Select the time zone by clicking/pressing the time zone dropdown.
 7. Select the time zone.
 8. Click the Update Graph button.

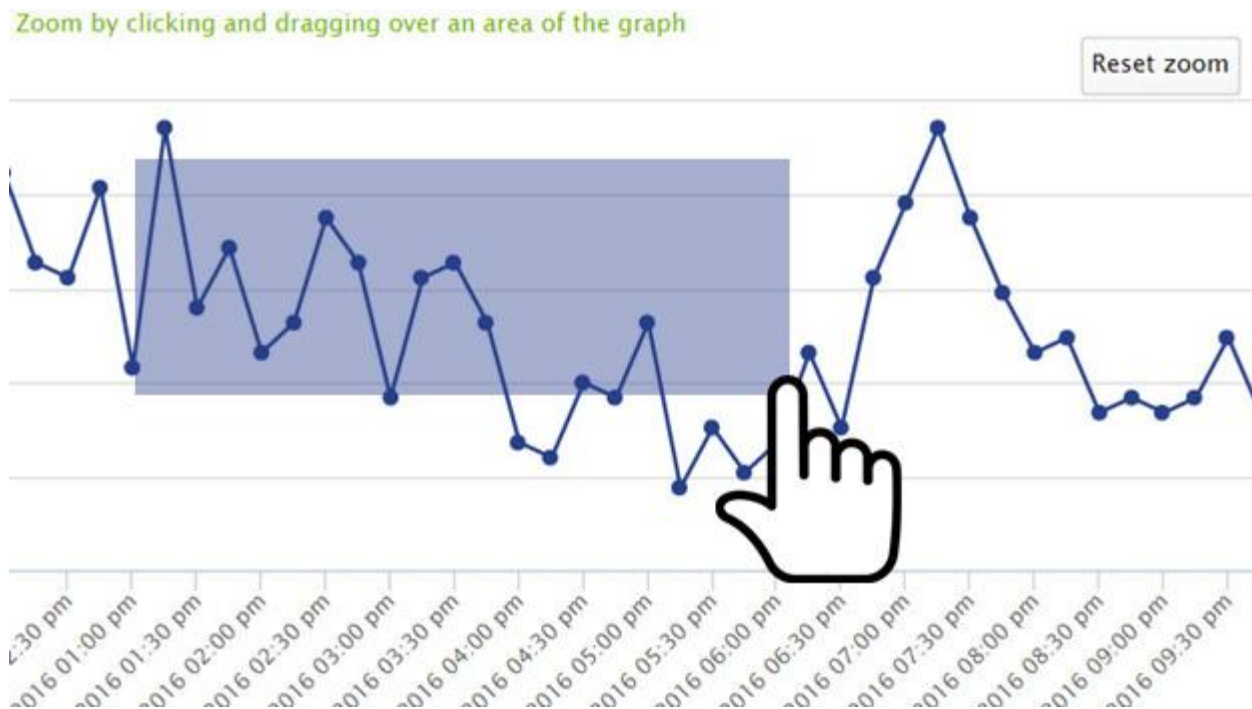
Update Graph

The graph is rendered.

9. Hover over the data points to view detailed information for each input.



10. Hover over the graph and click and then drag and release to zoom in.



11. Press the Reset zoom button to reset the zoom on the graph.

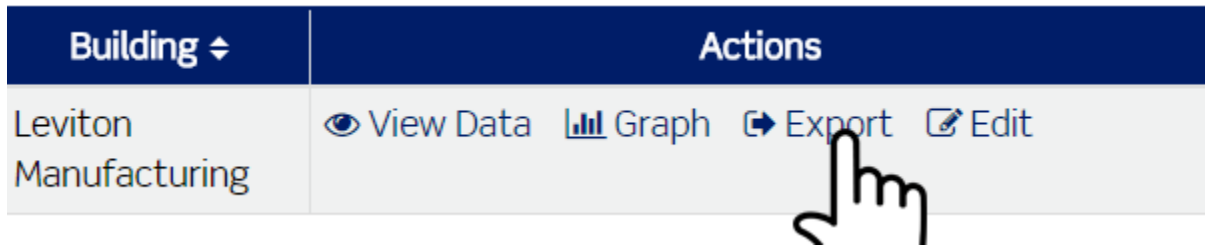


- Click the Update Graph button to render the graph whenever the date range or time zones are changed.



Tenant Billing Module: Virtual Meters > Export

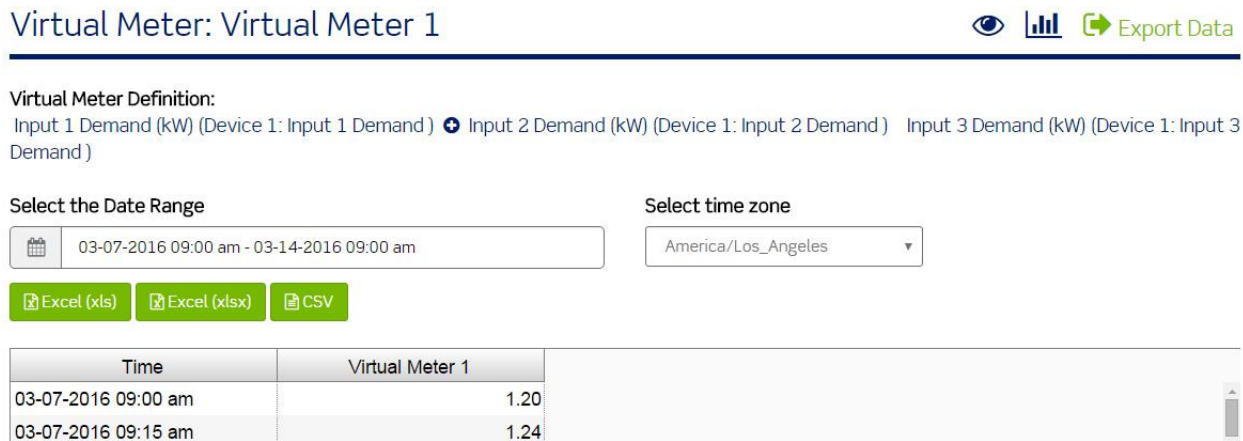
- Click the Export link located in the virtual meters list screen under the Actions column.



Export Data is the third menu item.



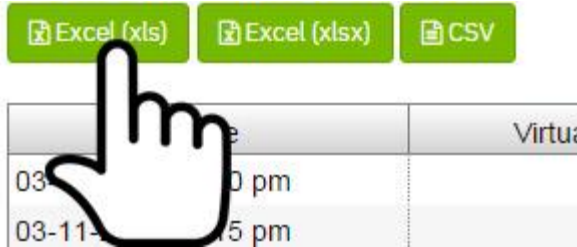
The Export Data screen is displayed.



- The export data screen displays the name of the virtual meter and the definition (equation) used to calculate the virtual data points.
- The export data screen allows you to select a date range and time zone and then export the data to a text file.

- Select a range of data by clicking/pressing the date range picker.
- Select a start date.

4. Select an end date.
5. Click the Apply button.
6. Select the time zone by clicking/pressing the time zone dropdown.
7. Select the time zone.
8. Click the Excel (xls) button to export the data in an xls file format OR



9. Click the Excel (xlsx) button to export the data in an xlsx file format OR
10. Click the CSV button to export the data in a comma separated values file format OR

The file will download. If the file does not appear to download, make sure the popup blocker in your web browser is not blocking the file.

Tenant Billing Module: Tariffs

1. Click the Tariffs button.



The Tariffs list screen is displayed.

Tariffs

All Tariff Types (Please select a type to filter the list)

Show Inactive

Tariff Name	Nick Name	Version	Type	Date Created	Actions
Tierd Tariff	Simple Tariff	3	TIERED	2016-03-16 23:02:25	View Edit Deactivate

+ Add New Simple Tier + Add New TOD Home

The Tariffs list screen contains 3 menu items and a table containing a list of all tariffs. The first menu item is Generate Bills. This is a shortcut to the Generate Bills section.



The second menu item is Tenant Reports. This is a shortcut to the Tenant Reports section.



The third menu item is tariffs. This is the default screen.



Click the All Tariff Types dropdown and click Simple/Tiered or Time of Day (TOD) to filter the list of tariffs.

All Tariff Types (Please select a type to filter the list)

Tenant Billing Module: Tariffs > Add Simple Tier

1. Click the Add New Simple Tier button.

 + Add New Simple Tier

2. **Tariff Identify.** Enter Tariff Details. Tariff names make it easier for users to activate and deactivate tariffs as required.
 - a. Enter Tariff Name.
 - b. Enter Tariff Nick Name.
 - c. Note: The screen will display the Tariff Version number.
 - d. Click the Cancel button to discard changes.
 - e. Click Continue to proceed to the next step.
3. **Energy Usage.** Create tiers for energy usage charge calculations. Set a start value, end value, and rate for each tier. The last tier should have a start value, infinity as an end value, and a rate. Tiered tariffs allow for different costs at certain levels of usage (for example 0-100 kWh may be 5 cents per kWh, while 101-200 kWh may be 7 cents, etc.).
 - a. Enter End Value (kWh value defined by utility for the end user to pull data from master utility bill).
 - b. Enter Rate.
 - c. Click the Add Tier button to add another tier.
 - d. Enter End Value. (allowing you to add as many values as the utility requires)
 - e. Enter Rate.
 - f. Repeat adding end values and rates to add tiers.
 - g. Click the minus sign (-) to remove tiers.
 - h. Click the Back button to return to the previous step.
 - i. Click the Cancel button to discard changes and exit the tariff setup process.
 - j. When finished adding tiers, click the Continue button to proceed to the next step. Note: In order to click the Continue button and proceed to the next step the end value for the last tier must be set to the default value of Infinity.
4. **Peak Demand Charges.** Create tiers for peak demand charge calculations. Set a start value, end value, and rate for each tier. The last tier should have a start value, infinity as an end value, and a rate. This allows the end user to charge certain amounts for demand per kWh based on the stepped demand approach.
 - a. Enter End Value. (define what this is and what the format of the value is/are there any rules)
 - b. Enter Rate.
 - c. Click the Add Tier button to add another tier.
 - d. Enter End Value. (define what this is and why the user has to enter another tier/are there any rules)
 - e. Enter Rate.
 - f. Repeat adding end values and rates to add tiers.
 - g. Click the minus sign (-) to remove tiers.
 - h. Click the Back button to return to the previous step.
 - i. Click the Cancel button to discard changes and exit the tariff setup process.

- j. When finished adding tiers, click the Continue button to proceed to the next step. Note: In order to click the Continue button and proceed to the next step the end value for the last tier must be set to the default value of Infinity.
5. **Other Utility Charges (Optional).** Setup charges for up to 4 other utilities below. Set a charge name, choose a utility, and set a rate. Each utility can only be used once. Other utilities may include gas, water, etc.
 - a. Click the Add Utility Charges button.
 - b. Enter a Charge Name (such as "Water Charges").
 - c. Select a Utility (water, gas, etc.).
 - d. Enter a Rate.
 - e. Repeat steps to add other utility charges.
 - f. Click the minus sign (-) to remove rows.
 - g. Click the Back button to return to the previous step.
 - h. Click the Cancel button to discard changes and exit the tariff setup process.
 - i. Click the Continue button to proceed to the next step.
6. **Custom Charges (Optional).** Define up to 10 custom charges below. Set the charge type, quantity (if applicable) and rate. These custom charges could be taxes, distribution charges, or other custom fees as defined by the user.
 - a. Click the Add Custom Charges button.
 - b. Enter a Charge Name (such as "Tax").
 - c. Select a Charge Type (such as "New York Excise Tax").
 - d. Select a Quantity (if applicable) (can be percentage of bill or fixed amount).
 - e. Enter a Rate.
 - f. Repeat steps to add other custom charges.
 - g. Click the minus sign (-) to remove tiers.
 - h. Click the Back button to return to the previous step.
 - i. Click the Cancel button to discard changes and exit the tariff setup process.
 - j. Click the Continue button to proceed to the next step.
7. **Save the Tariff.**
 - a. Click the Back button to return to the previous step.
 - b. Click the Cancel button to discard changes and exit the tariff setup process.
 - c. Click the Save button to complete the setup.

Tenant Billing Module: Tariffs > Add TOD

1. Click the Add New TOD button.



2. **Tariff Identify.** Enter Tariff Details. Select something easy to remember and intuitive to the tariff, such as "Summer Tarriff."
 - a. Enter Tariff Name.
 - b. Enter Tariff Nick Name.
 - c. Note: The screen will display the Tariff Version number.

- d. Select a date range by clicking/pressing the date range picker.
 - e. Click a start date.
 - f. Click an end date.
 - g. Click the Apply button.
 - h. Click the Cancel button to discard changes and exit the tariff setup process.
 - i. Click Continue to proceed to the next step.
3. **TOD kWh Usage.** Define date range tiers for this tariff. Time-of-use tariffs charge different rates for different times of the day that power is used.
- a. Select Period Name
 - i. On-Peak (time as defined by utility when usage is at its most high).
 - ii. Mid-Peak (time as defined by utility when usage is in its mid-range).
 - iii. Off-Peak (time as defined by utility when usage is at its lowest).
 - b. Select a date range by clicking/pressing the date range picker.
 - i. Click a start date.
 - ii. Click an end date.
 - iii. Click the Apply button.
 - c. Select Start Day as defined by utility.
 1. Monday
 2. Tuesday
 3. Wednesday
 4. Thursday
 5. Friday
 6. Saturday
 7. Sunday
 - d. Select End Day.
 1. Monday
 2. Tuesday
 3. Wednesday
 4. Thursday
 5. Friday
 6. Saturday
 7. Sunday
 - e. Select Start Time.
 - f. Select End Time.
 - g. Enter Rate.
 - h. Click the Add Tier button to create rows.
 - i. Repeat steps when adding rows.
 - j. Click the minus sign (-) to remove rows.
 - k. Click the Cancel button to discard changes and exit the tariff setup process.
 - l. Note: The Step 1 tariff date range must be completely covered in order to move on to step 3. All time must be accounted for.
 - i. For example:
 1. Step 1 date range is set for January to December.

2. Define Tier 1 period, date range, start day, end day, start time, end time, and rate to cover January through March.
 3. Define Tier 2 period, date range, start day, end day, start time, end time, and rate to cover June through December.
 4. This is not complete because April and May are not accounted for.
 - m. Click the minus sign (-) to remove rows.
 - n. Click the Back button to return to the previous step.
 - o. Click Continue to proceed to the next step.
4. **TOD kW Usage.** Select a period, and set a rate for demand charge calculations. Each period can only be used once. This time is set by the utility.
 - a. Select Period Name.
 - b. Enter Rate.
 - c. Click the Add Tier button to add Tiers.
 - d. Click the minus sign (-) to remove rows.
 - e. Click the Back button to return to the previous step.
 - f. Click the Continue button to proceed to the next step.
5. **Peak Demand Charges.** Create tiers for peak demand charge calculations. Set a start value, end value, and rate for each tier. The last tier should have a start value, infinity as an end value, and a rate. This time is set by the utility.
 - a. Enter End Value.
 - b. Enter Rate.
 - c. Click the Add Tier button to add Tiers.
 - d. Click the Back button to return to the previous step.
 - e. Click the Continue button to proceed to the next step.
6. **Other Utility Charges (Optional).** Setup charges for up to 4 other utilities below. Set a charge name, choose a utility, and set a rate. Each utility can only be used once.
 - a. To add utility charges, click the Add Utility Charges button.
 - b. Enter Charge Name.
 - c. Select Utility.
 - d. Enter Rate.
 - e. Click the minus sign (-) to remove rows.
 - f. Click the Back button to return to the previous step.
 - g. Click the Continue button to proceed to the next step.
7. **Custom Charges (Optional).** Define up to 10 custom charges below. Set the charge type, quantity (if applicable) and rate.
 - a. To add custom charges, click the Add Custom Charge button.
 - b. Select the Charge Type.
 - i. Fixed
 - ii. Percentage
 - iii. Per/Day * Requires a Quantity to be selected.
 - c. Select Quantity where applicable.
 - d. Enter Rate.
 - e. Click the Add Custom Charge button to add additional charges.
 - f. Click the minus sign (-) to remove rows.

- g. Click the Back button to return to the previous step.
- h. Click the Continue button to proceed to the next step.
8. **Holidays (Optional).** Select Holidays. On these days, off peak charges will apply for the whole day. Custom Holidays can also be added below. Holidays defined outside the range of the tariff will not be taken into account when the bill is generated.
 - a. Click the checkbox to select the holiday.
 - b. Click the Add Custom Holidays button to add custom holidays.
 - i. Enter a name for the holiday.
 - ii. Select a date for the holiday.
 - iii. Click the Add Custom Holidays button to add another custom holiday.
 - c. Click the Back button to return to the previous step.
 - d. Click the Continue button to proceed to the next step.
9. **Save the Tariff.**
 - a. Click the Back button to return to the previous step.
 - b. Click the Cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
 - c. Click the Save button to save the TOD tariff.

Tenant Billing Module: Tariffs > Edit

1. Click the Edit link in the row of the tariff name located in the Actions column on the Tariffs list screen.

Tariffs ⚙️ 📄 📊 Tariffs

All Tariff Types (Please select a type to filter the list) ▼

☐ Show Inactive

Tariff Name ▾	Nick Name ▾	Version ▾	Type ▾	Date Created ▾	Actions
TOD Tariff	Complex Tariff	3	TOD	2016-03-23 18:01:55	👁 View ✎ Edit ⚙ Deactivate
Tierd Tariff	Simple Tariff	3	TIERED	2016-03-16 23:02:25	👁 View ✎ Edit ⚙ Deactivate

+ Add New Simple Tier
+ Add New TOD
🏠 Home



Step 1 of the tariff is displayed.

Time Of Day Tariff Settings for TOD Tariff

Follow each step to add a TOD Tariff

TARIFF IDENTITY TOD KWH USAGE TOD KW USAGE PEAK DEMAND CHARGES OTHER UTILITY CHARGES CUSTOM CHARGES HOLIDAYS SAVE

Step 1: Tariff Identity

Enter Tariff Details

Tariff Name *

Tariff Nick Name

Tariff Version

Tariff Date Range *

2. Click the Continue button to proceed through steps.
3. Make the necessary edits.
4. Click the Back button to return to previous steps.
6. Click the cancel button or simply navigate out of the screen without clicking/pressing the Save button to discard changes.
7. Click the Save button to save changes.

Tenant Billing Module: Tariffs > Deactivate

1. Click the Deactivate link in the row of the tariff name located in the Actions column on the Tariffs list screen.

Tariffs ⚙️ 📄 📊 Tariffs

All Tariff Types (Please select a type to filter the list) ▼

☐ Show Inactive

Tariff Name ▾	Nick Name ▾	Version ▾	Type ▾	Date Created ▾	Actions
TOD Tariff	Complex Tariff	3	TOD	2016-03-23 18:01:55	View Edit Deactivate
Tierd Tariff	Simple Tariff	3	TIERED	2016-03-16 23:02:25	View Edit Deactivate



A confirmation message is displayed.

Do you want to Deactivate TOD Tariff(Complex Tariff) v3?

2. Click the cancel button to cancel OR
3. Click the OK button to proceed.

Note: The tariff will not be accessible from other areas of the Building Manager Online 3.0.

Tenant Billing Module: Tariffs > Activating a Deactivated Tariff

1. Click the Show Inactive checkbox.

☒ Show Inactive

Actions

2. Locate the Tariff.
3. Click the Activate link in the row of the tariff name located in the Actions column on the Tariffs list screen.

☒ Show Inactive

Version ▾	Type ▾	Date Created ▾	Active ▾	Actions
3	TOD	2016-03-23 18:01:55	No	 View  Edit  Activate
2	TOD	2016-02-04 11:34:54	No	 View  Edit  Activate
2	TOD	2016-02-02 20:22:15	No	 View  Edit  Activate



4. A confirmation message is displayed.

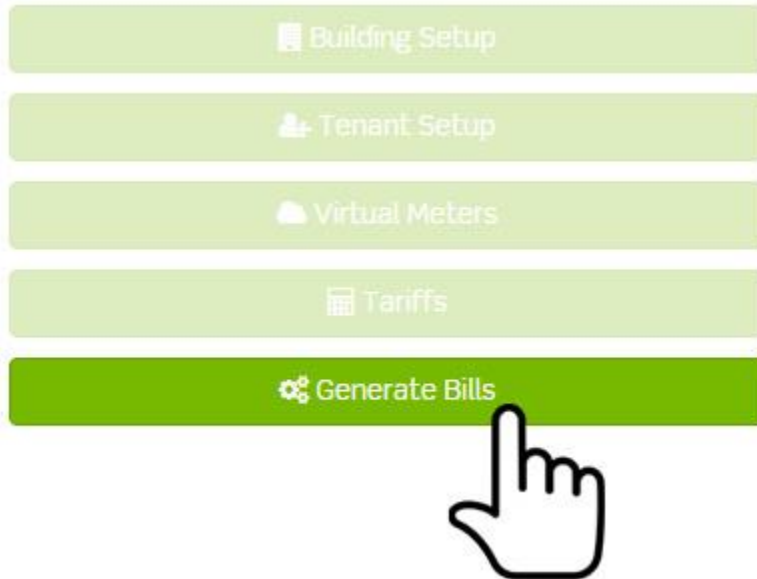
Do you want to Activate TOD Tariff(Complex Tariff) v3?

☐ Prevent this page from creating additional dialogs.

5. Click the Cancel button to cancel OR
6. Click the OK button to proceed.
7. The tariff will once again be accessible from other areas of the Building Manager Online 3.0.

Tenant Billing Module: Generate Bills

1. Click the Generate Bills button.



The Generate Bills screen is displayed.

Generate Bills

 Generate Bills  

Building selection

-- Select a building --

 Generate Bill

All Generated Bills

 Refresh Status

Building ▾	Unit Number ▾	Billing Cycle ▾	Generated On ▾	Status ▾	Actions
> Requested by Alan Moss on Feb 05, 2016 at 12:11 PM					 View All Bills  Export All Bills
> Requested by Alan Moss on Feb 05, 2016 at 12:09 PM					 View All Bills  Export All Bills
> Requested by Alan Moss on Feb 02, 2016 at 12:45 PM					 View All Bills  Export All Bills
> Requested by Alan Moss on Feb 02, 2016 at 12:37 PM					 View All Bills  Export All Bills

 Home

The Generate Bills screen contains three menu items:



The Generate Bills screen is the first menu item and the default view.

To generate a bill:

1. Select a building
2. Click the Generate Bill button. Warning messages are displayed on screen. If you cannot click the Generate Bill button, the warning message will direct the user to the corrective action.

Generate Bills

Building selection

Leviton Mfg

Generate Bill

Warning: Not all of the unit(s) have a meter assigned to them!

Building Address
20497 SW Ileton Ave.
Portland OR 97201
[Add Units to this building](#)

There are active Tariffs defined for period:
Oct 01, 2015 to Sep 02, 2016

- a. Select the data range for the billing cycle.
- b. Click the Generate button.

20497 SW Teton Ave.
Portland OR 97201

Tariffs are active between
Mar 01, 2016 and Apr 01, 2016

Please select the date range for the billing cycle

 03/01/2016 - 03/23/2016

To generate a bill, the building must have at least 1 unit with an active tenant in the given date range, and one (or more) meter(s) assigned.



Feb 05, 2016 12:12 PM	success	New Bill	 Export All Bills
Feb 05, 2016 12:12 PM	success	New Bill	 Export Bill

Confirmation message will be displayed.

Tariffs are active between
Mar 01, 2016 and Apr 01, 2016

Please select the date range for the billing cycle

 03/01/2016 - 03/23/2016

Bill Generation request for the period Mar 01, 2016 to Mar 23, 2016 queued successfully.

To generate a bill, the building must have at least 1 unit with an active tenant in the given date range, and one (or more) meter(s) assigned.



Feb 05, 2016 12:12 PM	success	 View Bill	 Export Bill
PM		 View All Bills	 Export All Bills

c. Click the Close button.

Tariffs are active between
Mar 01, 2016 and Apr 01, 2016

Please select the date range for the billing cycle

03/01/2016 - 03/23/2016

Bill Generation request for the period Mar 01, 2016 to Mar 23, 2016 queued successfully.

To generate a bill, the building must have at least 1 unit with an active tenant in the given date range, and one (or more) meter(s) assigned.

✕ Close

Billing Cycle	Generated On	Status	Actions
Mar 01, 2016 - Mar 23, 2016	Feb 05, 2016 12:12 PM	success	View Bill Export All Bills Export Bill
Mar 01, 2016 - Mar 23, 2016			View All Export All Bills

The Bill will display as queued.

Billing Cycle ↕	Generated On ↕	Status ↕	Actions
Mar 01, 2016 - Mar 23, 2016		queued	
Mar 01, 2016 - Mar 23, 2016		queued	
Mar 01, 2016 - Mar 23, 2016			

d. Click the Refresh Status button to see if the bill has finished processing.



When the bill has finished processing, the Status column will display "Success."

Billing Cycle ▾	Generated On ▾	Status ▾	Actions
Mar 24, 2016 at 04:22 PM			View All Bills Export All Bills
Mar 01, 2016 - Mar 23, 2016	Mar 24, 2016 04:24 PM	success	View Bill Export Bill
Mar 01, 2016 - Mar 23, 2016	Mar 24, 2016 04:24 PM	success	View Bill Export Bill
Mar 01, 2016 - Mar 23, 2016	Mar 24, 2016 04:24 PM	success	View Bill Export Bill

- e. Bill export options are displayed in the Actions column. Bills can be exported as .PDF files individually or as a portfolio of all bill generated for that building.

Billing Cycle ▾	Generated On ▾	Status ▾	Actions
Mar 24, 2016 at 04:22 PM			View All Bills Export All Bills
Mar 01, 2016 - Mar 23, 2016	Mar 24, 2016 04:24 PM	success	View Bill Export Bill
Mar 01, 2016 - Mar 23, 2016	Mar 24, 2016 04:24 PM	success	View Bill Export Bill
Mar 01, 2016 - Mar 23, 2016	Mar 24, 2016 04:24 PM	success	View Bill Export Bill

Reports is the second menu item. This is a shortcut to the Tenants Report screen.



2. Click the Tenant Reports menu item.
 - a. The Tenant Reports screen is displayed. A list of summary management reports are useful to managers administering tenant billing programs. Reports summarize tenant, utility information, tenant usage and costs.

Tenant Reports



Name	Actions
Tenant Identification Information	View Data
Energy Usage Data for each Energy Commodity Billed	View Data
Rate Information for each Energy Commodity Billed	View Data
Total Cost for each Energy Commodity Billed	View Data
Costs for Custom Charges	View Data
Total Costs for All Fields	View Data
Total Utility Costs	View Data

[Home](#)

- b. Click the View Data link in the Actions column to view each report type.

Tariffs is the third menu item. This is a shortcut to the Tariffs screen.



Owning multiple modules

Building Manager Online 3.0 functionality is updated when an expansion module is unlocked.

Changes include:

- An updated Building Manager Online 3.0 home screen Dashboard.
- Purchased modules are added to the dashboard.
- New Menu Items.
- Enhanced screen functionality.

Building Manager Online Home

Module Quick Access

Code Compliance Module ⓘ

- Building Setup
- Code Compliance Setup
- Virtual Meters
- Code Compliance Reports

Executive Reporting Module ⓘ

- Building Setup
- Building Portfolio Setup
- Virtual Meters
- Executive Reporting Dashboard
- Executive Reporting Alerts
- Executive Reporting Base Case
- Executive Reporting Building Goals

Tenant Billing Module ⓘ

- Building Setup
- Tenant Setup
- Virtual Meters
- Tariffs
- Generate Bills

Alarms at a Glance

**10**
Total Devices

**8**
Normal

**2**
Critical

[Go to Alarm Summary](#)

Purchased modules are added to the Modules menu.

Support **Modules ▾**

- Base Module
- ☒ Code Compliance
- Executive Reporting
- Tenant Billing
- Purchase Modules

All purchased module functions are added to the Wizards menu.



- Shared functions such as Virtual Meters or Buildings are combined as singular menu items.
- Combined functions will display functionality reflecting all functions.

Example:

Building Setup for Code Compliance Module

Add Building

Create Building

Name

Enter Building Name

Address Line 1

Street Address Line 1

Address Line 2

Street Address Line 2

City

City

State

State

Zip Code

Zip Code

Country

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
Enter cost	Enter cost	Enter cost	Enter cost	Enter cost	Enter cost

Save

Cancel

Building Setup for Executive Reporting Module (Square Footage field is added)

Add Building

Create Building

Name

Enter Building Name

Address Line 1

Street Address Line 1

Address Line 2

Street Address Line 2

City

City

State

State

Zip Code

Zip Code

Country

Square Footage

Square Foot

Electric Cost			Gas Cost	Steam Cost	BTU Cost
kwh	kW - Average	kW - Peak			
Enter cost	Enter cost	Enter cost	Enter cost	Enter cost	Enter cost

Save

Cancel

Building Setup for Tenant Billing Module

Note: Using the Building Edit Option unlocks screen functionality:

- Disclaimer (user may create a disclaimer relevant to their particular corporation, such as disclaimer related to tenant bills, utility prices, etc.)
- Commodity References (may refer to gas usage in CCFs, etc.)
- Mail to/Remit Information (address that tenant sends bill payment back to)
- Bill Logo Image (customizable area to include company's logo image on bill)
- The Ability to add Tariffs (a rate structure used for billing energy to end users. Tenant Billing Module allows for the creation of tariff as desired by end user; formats offered are simple tiered tariff and TOU tariff)

Building: Leviton Mfg

Edit Building

Disclaimer

Commodity References

Mail to/Remit Information

Bill Logo Image

Name

Leviton Mfg

Address Line 1

20497 SW Teton Ave.

Address Line 2

Street Address Line 2

City

Portland

State

OR

Zip Code

97201

Country

United States

Active

☒

Tariff Name	Tariff Type	Effective Dates	Actions
My Complicated Tax v1	TOD	10-01-2015 09-02-2016	Delete
+ Add Tariffs			

Save

Cancel

Building Setup with all modules unlocked.

Building: Leviton Mfg

Edit Building

Disclaimer

Commodity References

Mail to/Remit Information

Bill Logo Image

Name

Leviton Mfg

Address Line 1

20497 SW Teton Ave.

Address Line 2

Street Address Line 2

City

Portland

State

OR

Zip Code

97201

Country

United States

Active

☒

Tariff Name	Tariff Type	Effective Dates	Actions
My Complicated Tax v1	TOD	10-01-2015 09-02-2016	Delete

+ Add Tariffs

Save

Cancel

Support

1. Click Support.



2. The support screen is displayed.

For support, please contact:

Leviton Lighting & Energy Solutions
20497 SW Teton Avenue
Tualatin, OR 97062

- Knowledgebase and Forums
- Mon-Fri 6:00 AM-4:00 PM Pacific Time
- Toll-free: 1-800-959-6004
- Local Portland, OR: 1-503-404-5501
- Fax: 1-503-404-5601
- Email: meters@leviton.com

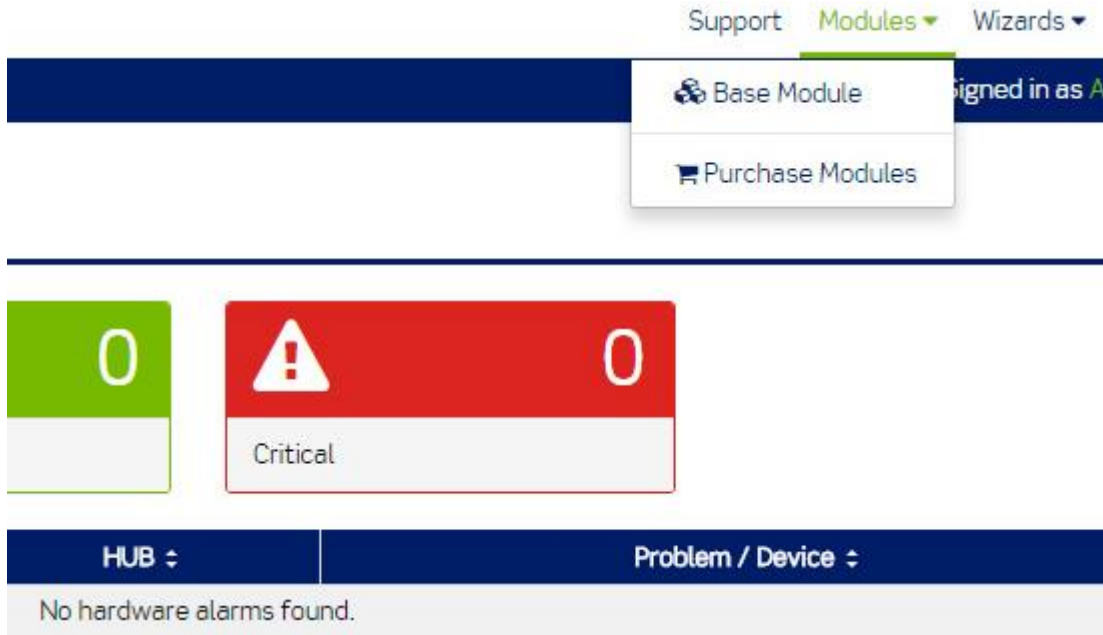


3. The support screen provides contact information for customer service and technical support.
4. All instructional videos for the Building Manager Online 3.0 are listed on the support screen.

Modules Menu

The modules menu allows you to jump between the base module and other purchased modules.

1. Click modules. There will be two menu items if you do not own any of the expansion modules.



Additional menu items will become visible with the purchase of expansion modules.



Expansion modules include:

- a. Code Compliance module
- b. Executive Reporting module
- c. Tenant Billing module

Modules Menu > Purchasing Modules

The last menu item is Purchase Modules.

1. This allows you to expand functionality for the Building Manager Online 3.0.
2. Click Purchase Modules.



The purchase modules screen is displayed.

The purchase modules screen allows you to locate a Leviton representative or distributor in your area. Expansion modules must be purchased from a Leviton representative or distributor.

[Modules Menu > Purchasing Buildings](#)

The last menu item is Purchase Modules.

1. This allows you to increase the maximum number of buildings added to the expansion modules for the Building Manager Online 3.0.
2. Click Purchase Modules.



The purchase modules screen is displayed.

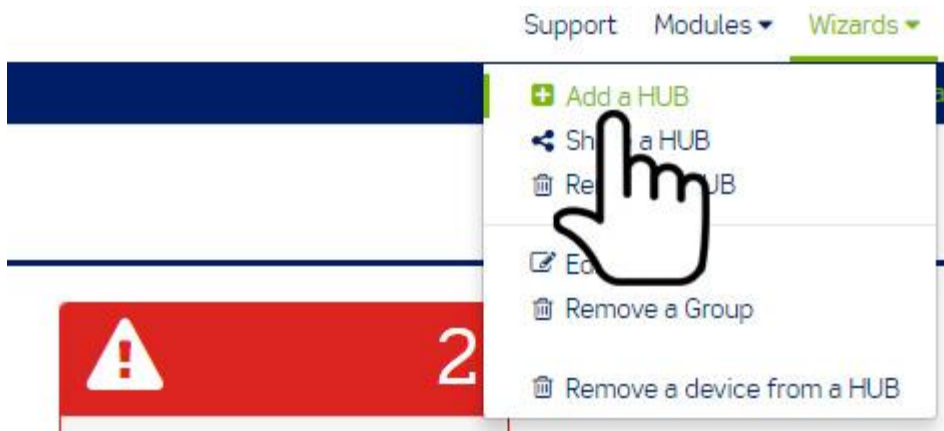
The purchase buildings screen allows you to locate a Leviton representative or distributor in your area. Additional buildings must be purchased from a Leviton representative or distributor.

Wizards

The purpose of the Wizards menu is to provide assistance in accessing globally used functions throughout the Building Manager Online 3.0.

Wizards > Add a Hub

1. Click Wizards
2. Click Add a Hub.



The Add a Hub screen is displayed.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBERHUB PASSWORDNAME OF THIS HUBHUB TO EXISTING GROUPSAVE

Step 1: Enter the HUB serial number

Your serial number can be located in one of the following ways:

- From the HUB's LCD screen under menu > data upload > show serial number.
- Within the HUBs web interface under the System Status screen.
- Inside your hub > on a label located atop the Ethernet connector. The serial number will be printed as two lines. Enter both lines as one number. Enter the first line, followed by the second.
- On your manufacturers invoice.
- If you are adding a shared HUB, you will need to obtain the serial number from the person sharing the hub.

Enter the HUB serial number

> Continue

✖ Cancel

3. Enter the serial number for the hub.

- a. To access the serial number for an **embedded Hub or embedded HubLite**, press the menu button, select data upload, then select show serial number, the serial number will appear on the LCD screen.
 - b. To access the serial number for an **EMH hub**, remove the lid. The serial number is located on the label on the Ethernet port.
 - c. To access the serial number for an **EMH+**. Touch the about icon and scroll down. The serial number will be displayed on the LCD screen.
4. Click the Continue Button
 5. Enter the HUB password on the screen that is displayed.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBER

HUB PASSWORD

NAME OF THIS HUB

HUB TO EXISTING GROUP

SAVE

Step 2: Enter the HUB password for 001EC6001BB0

This password is the same password located in your HUB's configuration web browser just below the upload channel assigned to the web address for the Building Manager Online.

[Click here to see the image.](#)

This password can also be a shared HUB password which has been given to you by another person.

Enter the HUB password

< Back

> Continue

✕ Cancel

6. Enter the Hub password set in the upload page of the hub.
 - a. Important: Set the channel password on your device prior to adding your device to the Building Manager Online 3.0.
 - b. If you do not know the hub password, contact the site manager for assistance to access the device.
7. Click the Continue Button.
8. Enter the name of this HUB on the screen that is displayed.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBER HUB PASSWORD NAME OF THIS HUB HUB TO EXISTING GROUP SAVE

Step 3: Enter the name of this HUB SN:001EC6001BB0
Please enter only alphanumeric characters. Note: This device name will be overwritten by the HUB if you do not have access to edit the HUB.

Enter name of this HUB

9. Enter a unique name for the Hub.
10. Click the Continue Button.
11. Click Yes to select an existing group.
 - a. The System Network must contain at least one group to select an existing group.

Add a HUB

Follow Steps to Add new HUB

HUB SERIAL NUMBER HUB PASSWORD NAME OF THIS HUB HUB TO EXISTING GROUP SAVE

Step 4: Add HUB SN:001EC6001BB0 & HN:Test to existing group
Do you want to add this HUB to an existing group? *

☒ Yes ☐ No

Select existing group

12. Click No to create a new group.
 - a. Enter a name for the group.

Add a HUB

Follow Steps to Add new HUB

☒ HUB SERIAL NUMBER
 ☒ HUB PASSWORD
 ☒ NAME OF THIS HUB
 ☐ HUB TO EXISTING GROUP
 ☐ SAVE

Step 4: Add HUB SN:001EC6001BB0 & HN:Test to existing group

Do you want to add this HUB to an existing group? *

☐ Yes
 ☒ No

Enter New Group Name

13. Click the Continue Button.

14. Click the Save Button.

15. The Hub will be displayed in the System Network under an existing group or a new group.

◀ System Network
🏠 Home > My Group

👤 My Group
⊞

🔌 Electrical Closet
⊞

Group: My Group

Name ▲	Serial Number ▼	Firmw
Electrical Closet	001EC6001BB0	v02.15



Wizards > Share a Hub

1. Click Wizards.
2. Click Share a HUB.



- The Share a HUB screen allows you to select a hub, assign a temporary password to the hub and then share the serial number and temporary password with another Building Manager Online 3.0 user.
- Sharing allows you to share hub and meter data with another user without granting them full access to your hub.
- The shared user will not be able to edit the configuration settings for the shared hub.
- The Building Manager Online 3.0 will store one temporary shared password per hub.
- When a temporary shared password is changed the shared user no longer has data access to the shared hub.

3. Select the serial number for the hub you would like to share.

Share a HUB

Follow Steps to Share a HUB

HUB SERIAL NUMBER HUB PASSWORD SAVE SHARE HUB PASSWORD

Step 1: Choose the HUB serial number

Serial Number

Select One

> Continue ✕ Cancel

4. Click the Continue button.

Share a HUB

Follow Steps to Share a HUB

HUB SERIAL NUMBER

HUB PASSWORD

SAVE SHARE HUB PASSWORD

Step 2: Enter the HUB password for Electrical Closet (001EC6001BB0)

This password is the same password located in your HUB's configuration web browser just below the upload channel assigned to the web address for the Building Manager Online.

[Click here to see the image.](#)

Enter the HUB password

< Back

> Continue

✕ Cancel

5. Enter the Hub password set in the upload page of the hub. Important: Set the channel password on your device prior to adding your device to the Building Manager Online 3.0.
 - a. If you do not know the hub password, contact the site manager for assistance to access the device.
6. Click the Continue button.

Share a HUB

Follow Steps to Share a HUB

HUB SERIAL NUMBER

HUB PASSWORD

SAVE SHARE HUB PASSWORD

Step 3: Enter a share HUB password for Electrical Closet (001EC6001BB0)

Please use only alphanumeric characters. To share a HUB, please enter a password different from the password listed on the HUB upload page. To cancel a share, enter a different password from the current shared password.

Share password for the HUB

< Back

Save

✕ Cancel

7. Enter the share password for the hub.
 - a. Once again, this is a temporary password assigned to a hub that allows you to share the hub with another Building Manager Online 3.0 user.
 - b. If a shared password is assigned to this hub at a later date, the data connection will be discontinued for the original share.
8. Click the Save button

Wizards > Remove a Hub

1. Click Wizards.
2. Click Remove a Hub.



This option allows you to remove a hub from a group.

3. Select the serial number.

Remove a HUB

Follow Steps to Remove a HUB

SELECT A HUB SERIAL NUMBER

DELETE

Step 1: Select the HUB serial number

Serial Number

Select One

> Continue x Cancel

4. Click the Continue button.

Remove a HUB

Follow Steps to Remove a HUB

SELECT A HUB SERIAL NUMBER DELETE

Step 2: Acknowledge and Confirm Deletion of Hub: Electrical Closet (001EC6001BB0)

Warning: Clicking Delete will remove any reports, alarms, etc configured with this HUB. Please check the checkbox below to proceed.

☒ I have read and understand the warning regarding removing the selected HUB.

[< Back](#) [Delete](#) [Cancel](#)

5. Click the "I have read and understand..." checkbox.
6. Click the Delete button.

Wizards > Edit a Group

1. Click Wizards.
2. Click Edit a Group.



3. Select the Group.

Edit a Device Group

Follow Steps to Edit a Device Group



SELECT DEVICE GROUP NEW DEVICE GROUP NAME SAVE

Step 1: Select Device Group

Select existing group

Select One ▾

> Continue ✕ Cancel

- Click the Continue button.

Edit a Device Group

Follow Steps to Edit a Device Group



SELECT DEVICE GROUP NEW DEVICE GROUP NAME SAVE

Step 2: Please enter a new Device Group name

Please only use alphanumeric characters

< Back > Continue ✕ Cancel

- Enter a new name for the group.
- Click the Continue button.

Edit a Device Group

Follow Steps to Edit a Device Group



SELECT DEVICE GROUP NEW DEVICE GROUP NAME SAVE

Step 3: Save Information

< Back Save ✕ Cancel

- Click the Save button.

Wizards > Remove a Group

Note: In order to remove a group, the group cannot contain hubs.

1. Locate the group in the System Network.
2. Click on the group and see if any hubs are attached.

The screenshot shows the 'System Network' sidebar on the left with a hand icon pointing to 'My Group'. The main area displays the 'Alert Summary' with three status boxes: 'Total Devices' (10), 'Normal' (8), and 'Critical' (2). Below these is a table with columns: Status, Group, HUB, and Problem.

Status	Group	HUB	Problem
	My Group	Electrical Closet	Unconfigured

3. If the group contains hubs, remove the hubs and then proceed.

The screenshot shows the 'Wizards' dropdown menu open, with a hand icon pointing to 'Remove a Group'. The menu options are: Add a HUB, Share a HUB, Remove a HUB, Edit a Group, Remove a Group, and Remove a device from a HUB.

4. Click Wizards.
5. Click Remove a Group.



Select the Group screen is displayed.

6. Click the Cancel button to discard changes.
7. Click the Continue button to proceed to the next step.

Remove a Device Group

Follow Steps to Remove a Device Group

SELECT DEVICE GROUP DELETE

Step 1: Select Device Group

Note: You can only delete empty groups. Groups which have HUBs will not show up on the list below.

Select existing group

Select One

> Continue ✕ Cancel

Are you sure you want to Delete the Device Group screen is displayed.

Remove a Device Group

Follow Steps to Remove a Device Group

SELECT DEVICE GROUP DELETE

Step 2: Are you sure you want to Delete the Device Group?

< Back Delete ✕ Cancel

8. Click the Back button to return to the previous step OR
9. Click the Cancel button to discard changes OR
10. Click the Delete button.

Wizards > Remove a device from a Hub

1. Click Wizards.
2. Click Remove a device from a HUB.



The remove device screen allows you to remove a device from a hub.

Note: The remove device screen allows you to purge all data in the Building Manager Online 3.0 for a selected device. This will not physically remove the device from the hub. If the device has not been physically disconnected from the hub, the next time the hub communicates/uploads data to the Building Manager Online 3.0, the removed device will be added with fresh data.

3. Select the Group, Hub, and Device.

Remove a device from HUB

Remove a device from HUB

SELECT DEVICE GROUP/HUB/DEVICE

ACKNOWLEDGE WARNING

Step 1: Select Device Group/HUB/Device

Select Device Group

My Group

Select Hub

Electrical Closet

Select Device

High Density Pulse(1)

> Continue

✖ Cancel

4. Click the Cancel button to discard changes.
5. Click the Continue button to proceed to the next step.

Acknowledge Warning and Accept screen is displayed.

Remove a device from HUB

Remove a device from HUB

SELECT DEVICE GROUP/HUB/DEVICE

ACKNOWLEDGE WARNING

Step 2: Acknowledge Warning and Accept

⚠ Warning: Clicking Remove Device will permanently remove the selected device from the hub accompanied by all historical data produced by the selected device. Please check the checkbox below to proceed.

☒ I have read and understand the warning regarding removing the selected device and its historical data.

< Back

Remove Device

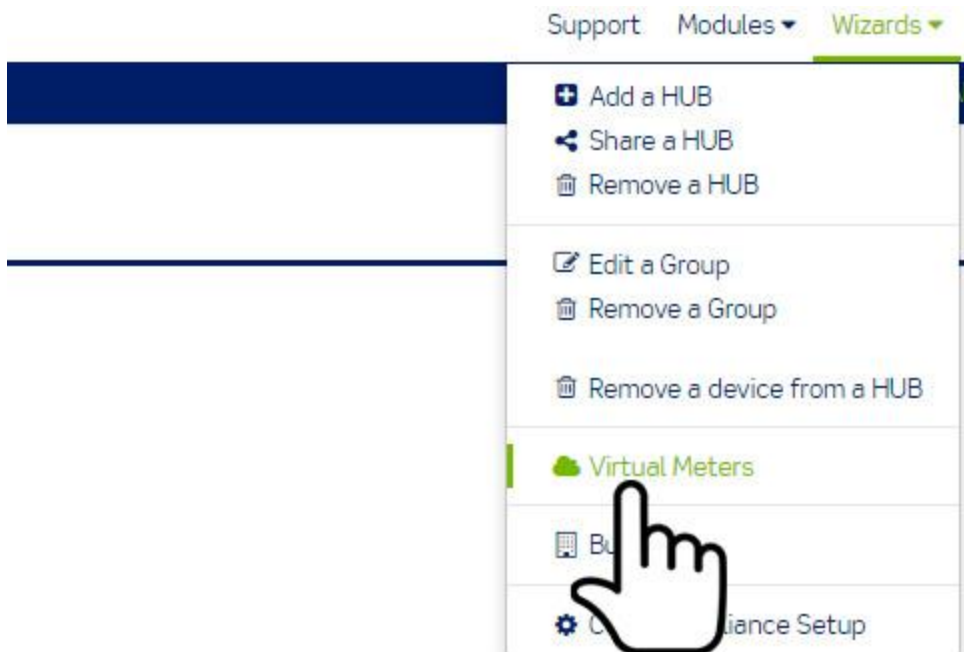
✖ Cancel

6. Click the “I have read and understand...” checkbox.
7. Click the Back button to return to the previous step OR
8. Click the Cancel button to discard changes OR
9. Click Remove Device to remove the device.

Wizards > Virtual Meters

This menu item is visible after purchasing the Code Compliance module, the Executive Reporting module, or the Tenant Billing module.

1. Click Wizards.
2. Click Virtual Meters.



The Virtual Meters list screen is displayed. From this screen you can add, edit, activate or deactivate a virtual meter.

Virtual Meters

☐ Show Inactive

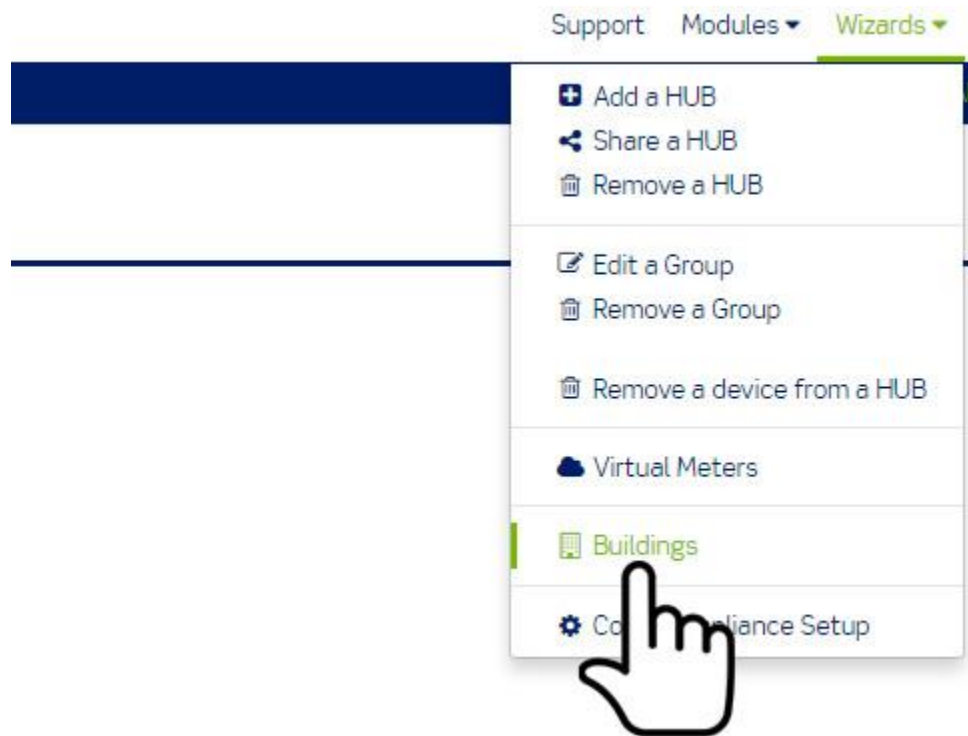
Name ▾	Virtual Meter Definition ▾	Actions
Virtual Meter 1	Input 1 Demand + Input 2 Demand Input 3 Demand	View Data Graph Export Edit

[+ Add New Virtual Meter](#)
[Home](#)

Wizards > Buildings

This menu item is visible after purchasing the Code Compliance module, the Executive Reporting module, or the Tenant Billing module.

1. Click Wizards.
2. Click Buildings.



The Buildings list screen is displayed.

Show Inactive

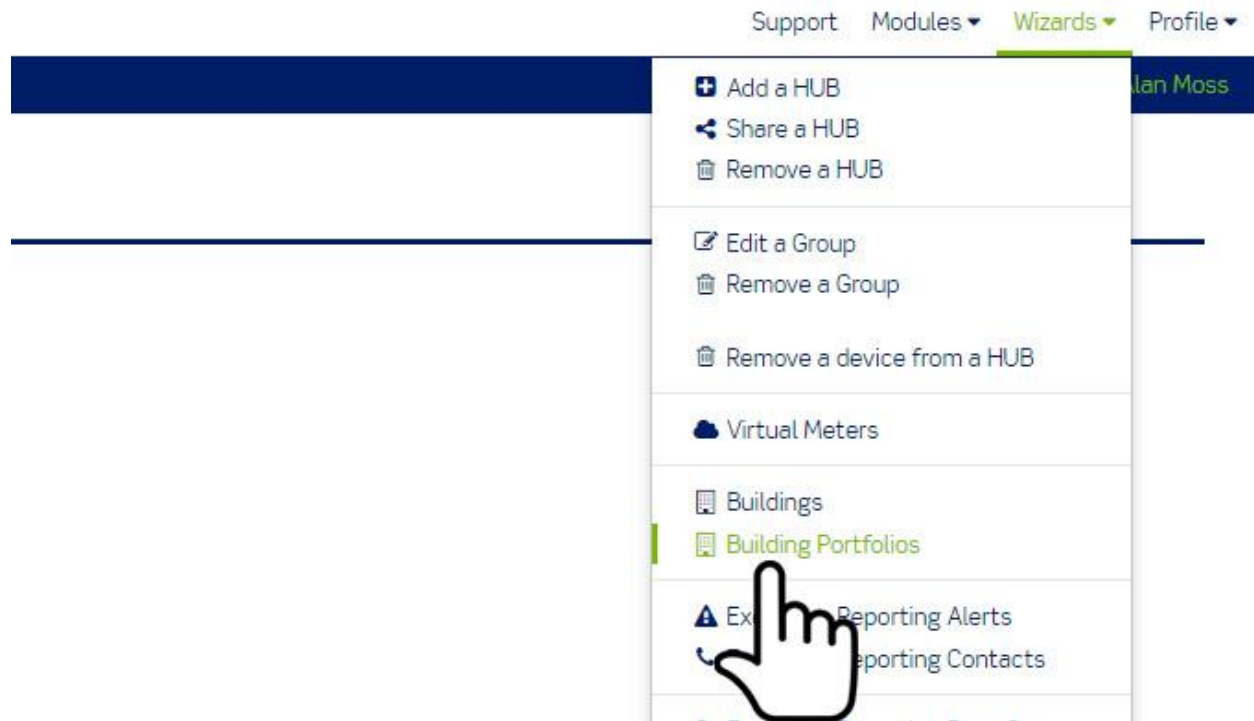
Name ▾	Address ▾	City ▾	State ▾	Zip Code ▾	Actions
Building 1	123 Main Street	Portland	OR	97201	Edit
Building 2	123 Main Street	Denver	CO	80123	Edit
Building 3	123 Main Street	New York	NY	10019	Edit

[Add New Building](#) [Home](#)

Wizards > Building Portfolios

This menu item is visible after purchasing the Executive Reporting module.

1. Click Wizards.
2. Click Building Portfolios.



The Building Portfolios list screen is displayed.

Building Portfolios

Show Inactive

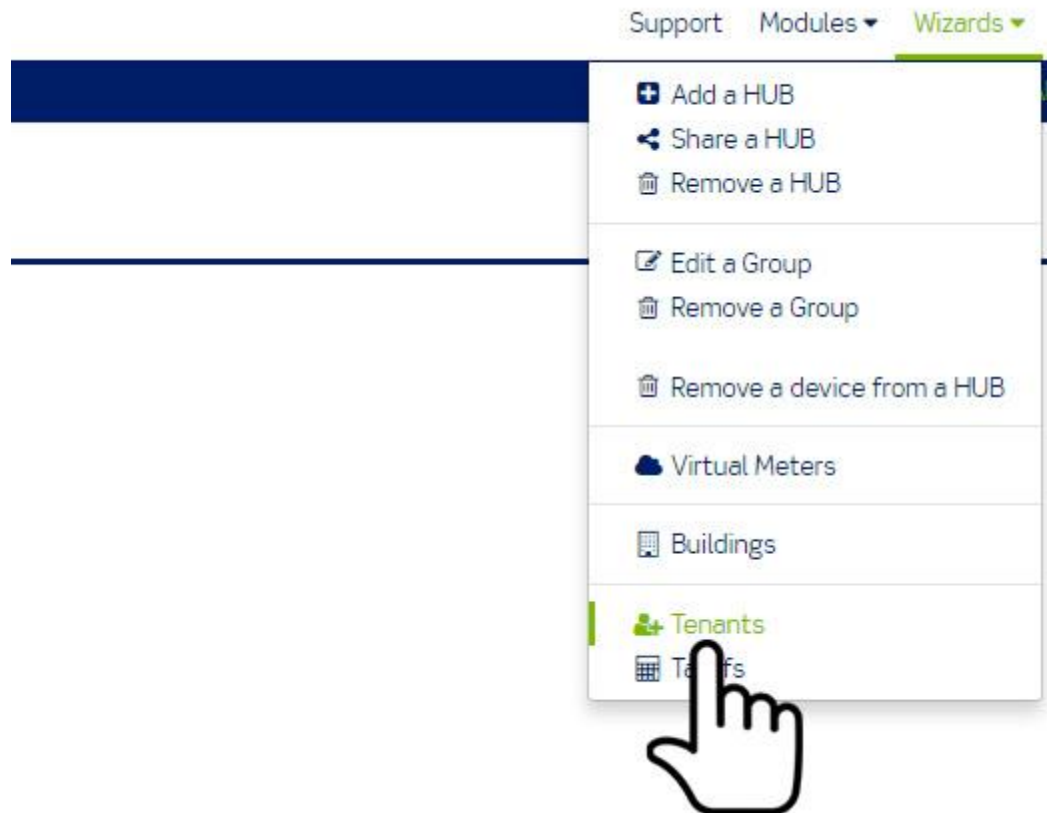
Name	Description	Actions
Building Portfolio 1	Why is the description required?	Edit Reports

[+ Add Building Portfolio](#) [Home](#)

Wizards > Tenants

This menu item is visible after purchasing the Tenant Billing module.

1. Click Wizards.
2. Click Tenants.



The Tenants list screen is displayed. From this screen you can add and edit tenants.

Tenants

Name ▾	Building ▾	Unit ▾	Phone ▾	Email ▾	Move In ▾	Move Out ▾	Actions
Customer 1	Leviton Mfg	2	503-555-5555	user1@leviton.com	03/01/2016	02/28/2017	Edit
Customer 2	Leviton Mfg	2	503-555-5556	user2@leviton.com	04/01/2017	03/31/2018	Edit

My Buildings Add New Tenant Home

Wizards > Tariffs

This menu item is visible after purchasing the Tenant Billing module.

1. Click Wizards.
2. Click Tariffs.

Tenants

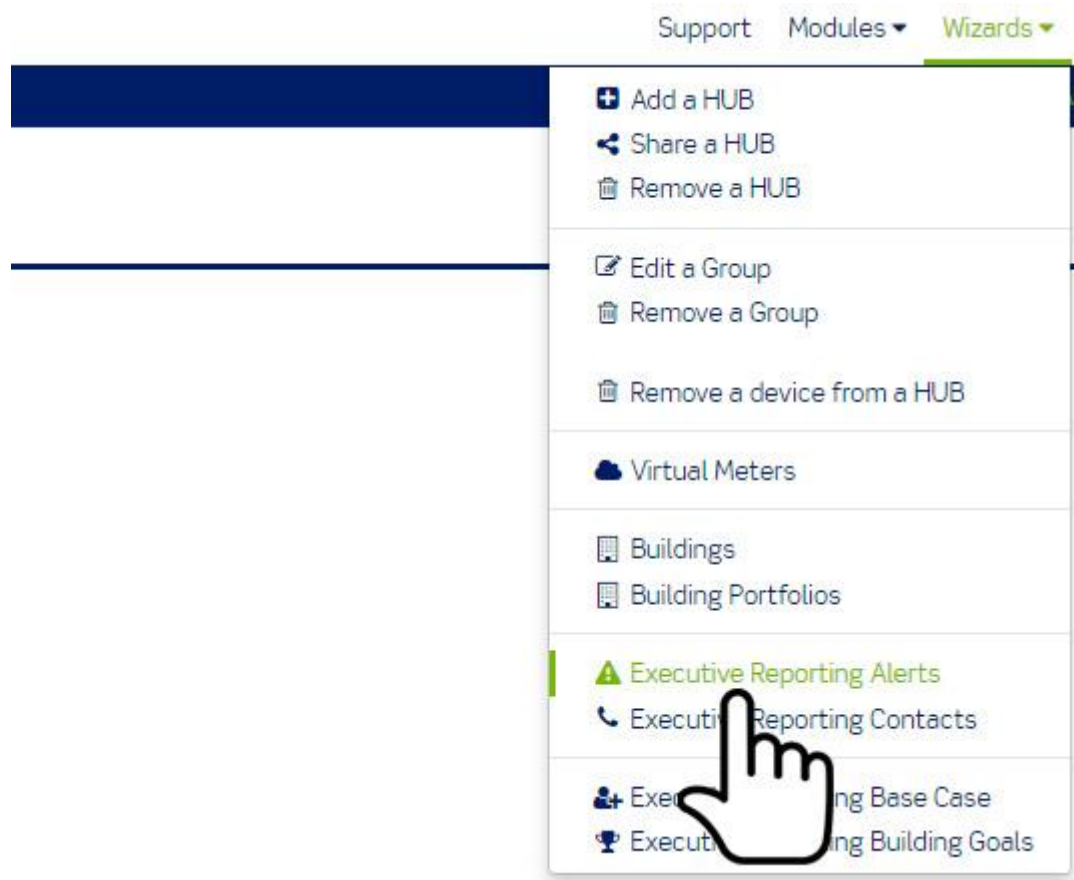
Name ▾	Building ▾	Unit ▾	Phone ▾	Email ▾	Move In ▾	Move Out ▾	Actions
Customer 1	Leviton Mfg	2	503-555-5555	user1@leviton.com	03/01/2016	02/28/2017	Edit
Customer 2	Leviton Mfg	2	503-555-5556	user2@leviton.com	04/01/2017	03/31/2018	Edit

My Buildings Add New Tenant Home

The Tariffs list screen is displayed. From this screen you can add and edit tariffs.

Wizards > Executive Reporting Alerts

1. This menu item is visible after purchasing the Executive Reporting module.
2. Click Wizards.
3. Click Executive Reporting Alerts.



Executive Reporting Alerts list screen is displayed.

Executive Reporting Alerts Alerts

☐ Show Inactive

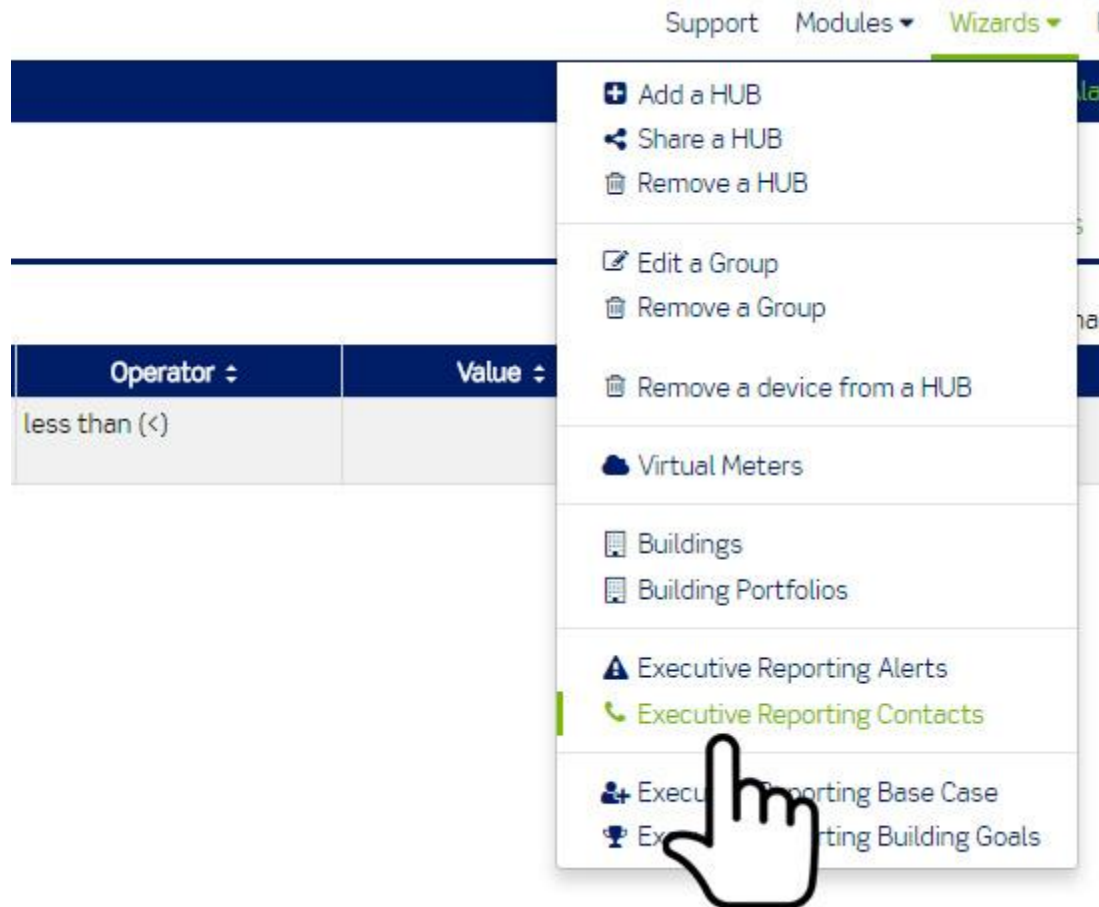
Name	Building	Type	Operator	Value	Actions
kWh Too Low	Building 1: Leviton Manufacturing	Consumption	less than (<)	1.00	Edit

[Add New Alert](#) [Home](#)

Wizards > Executive Reporting Contacts

This menu item is visible after purchasing the Executive Reporting module.

1. Click Wizards.
2. Click Executive Reporting Contacts.



The Executive Reporting Contacts list screen is displayed.

Executive Reporting Alerts: Contact Points 🔔 Contacts

Points of contact to send alert notifications to. ☐ Show Inactive

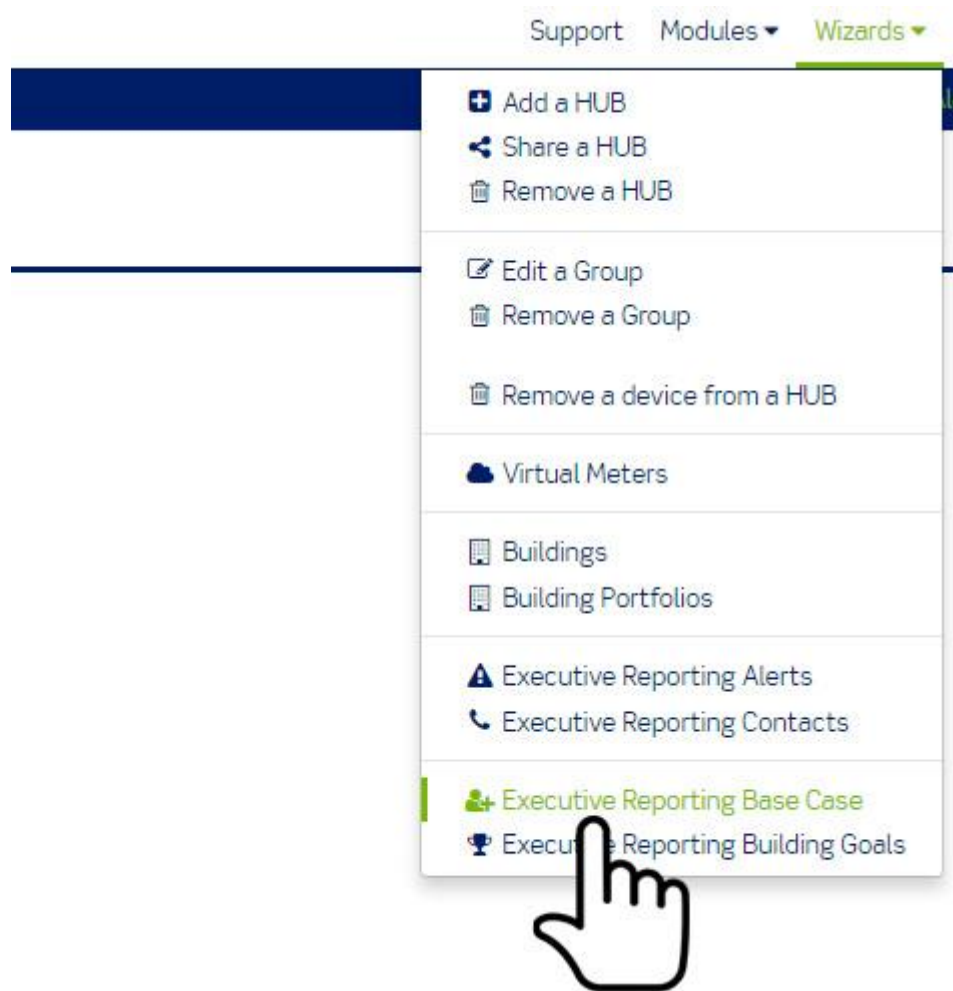
Type	Value	Building	Actions
E-Mail	user1@leviton.com	Building 1	⚙️ De-Activate 🗑️ Delete

[+ Add Contact Point](#) [Home](#)

Wizards > Executive Reporting Base Case

This menu item is visible after purchasing the Executive Reporting module.

1. Click Wizards.
2. Click Executive Reporting Base Case.



The Executive Reporting Base Cases list screen is displayed.

Executive Reporting Base Cases

☐ Show Inactive

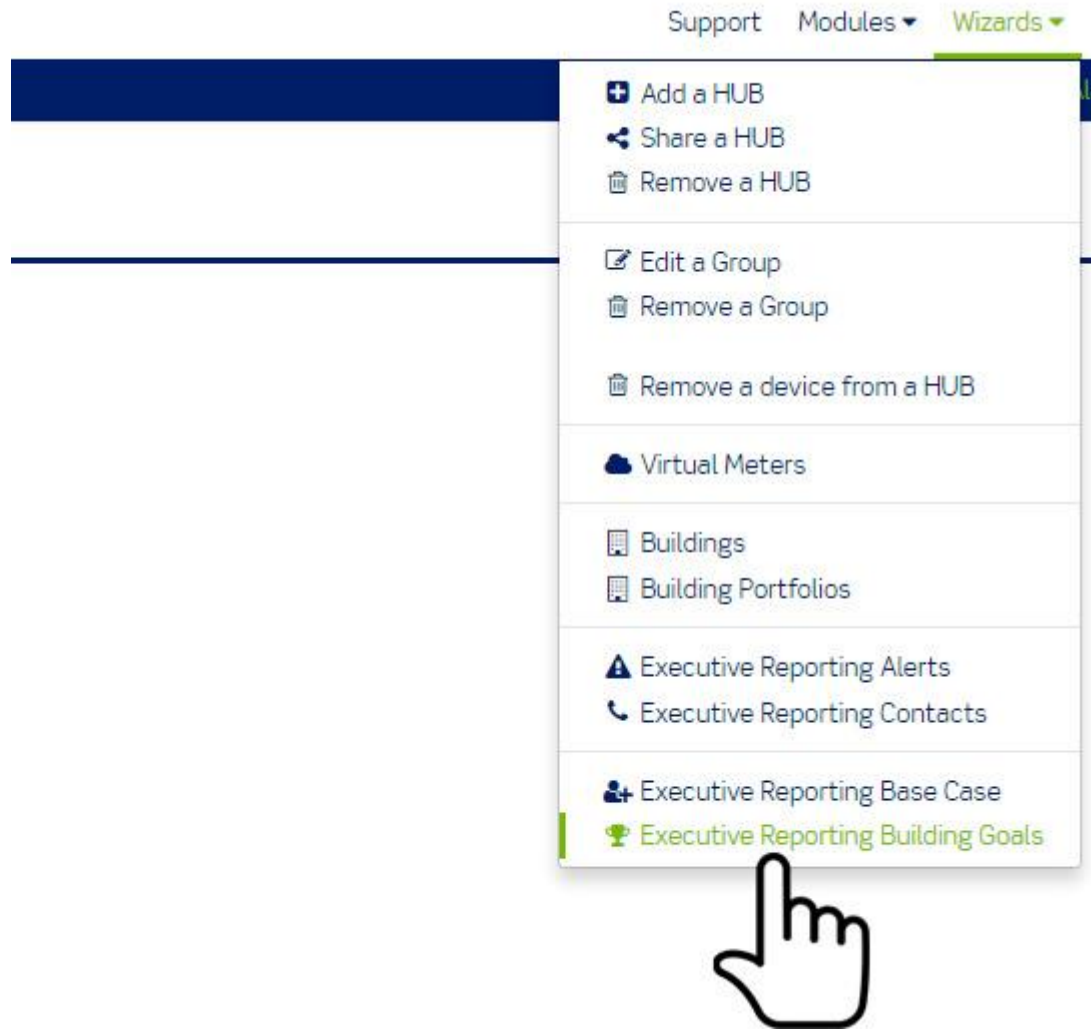
Name ▾	Base Case Type ▾	Derived From: Meter	Building ▾	Utility ▾	Number of Days ▾	Value ▾	Units ▾	Actions
Base Case 1	Cost (Usage)	Yes	Building 1: Leviton Manufacturing	Electric	7	-1159.42	kWh	Edit

[+ Add New Base Case](#)
[Home](#)

Wizards > Executive Reporting Building Goals

This menu item is visible after purchasing the Executive Reporting module.

1. Click Wizards.
2. Click Executive Reporting Building Goals.



The building goal list screen is displayed.

Building Goal List

Show Inactive

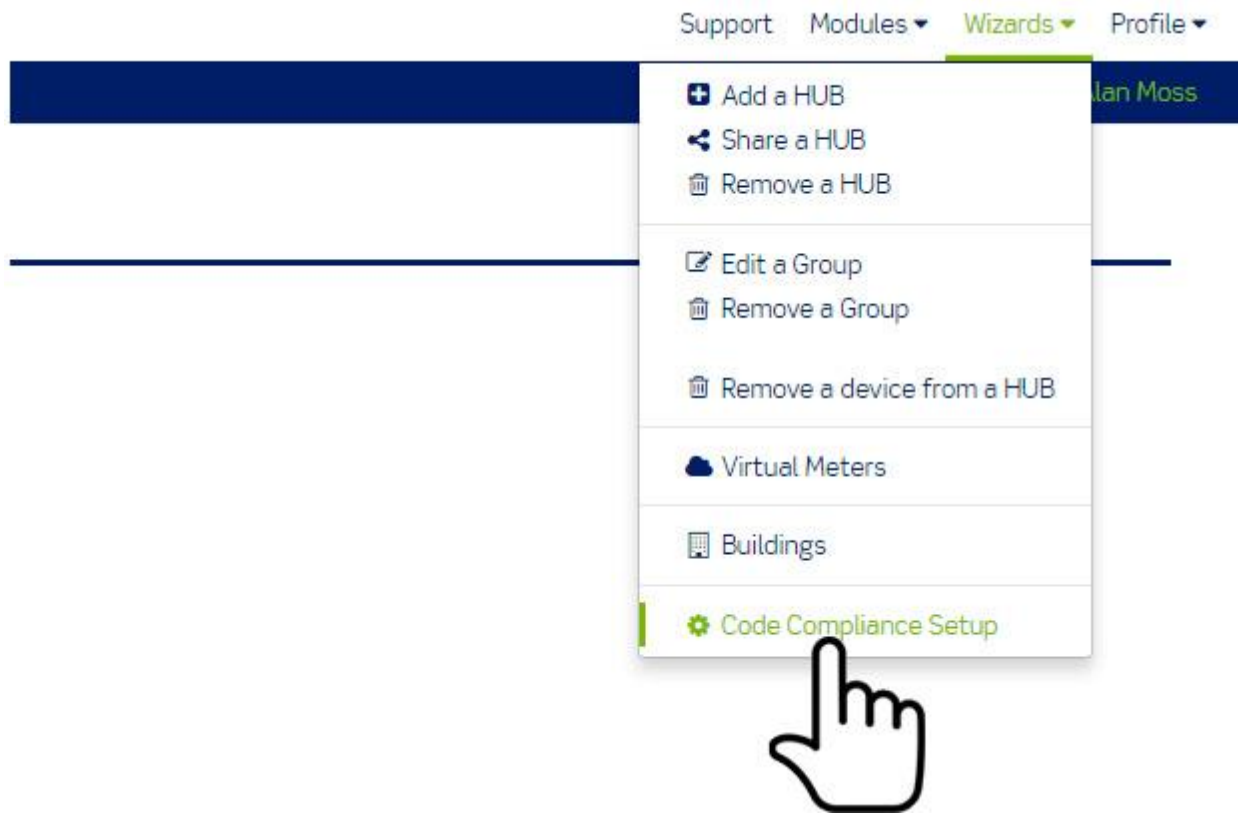
Name ▾	Building ▾	Basecase Value ▾	Goal Value ▾	Goal Percentage ▾	Warning Percentage ▾	Critical Percentage ▾	Actions
Building Goal 1	Building 1: Leviton Manufacturing	34.71	-1101.45	5%	5%	5%	Edit

[+ Add New Building Goal](#)
[Home](#)

Wizards > Code Compliance Setup

This menu item is visible after purchasing the Code Compliance module.

1. Click Wizards.
2. Click Code Compliance Setup.



The Code Compliance Module Setup screen is displayed.

Code Compliance Module Setup

Please select the HUB and building to be used for Code Compliance. Only one HUB, and one building, can be used with this module.

⚠ Choosing another HUB will require all the reports to be reconfigured.

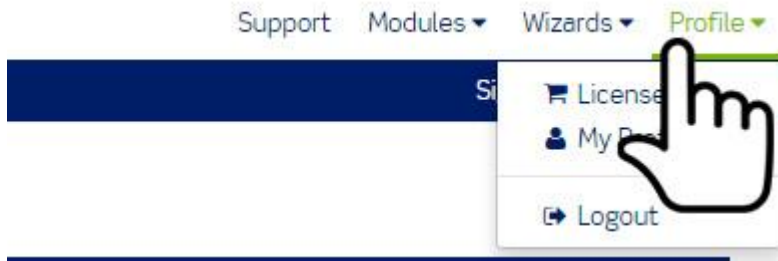
Select Group	MyGroup
Select Hub	Electrical Closet
Select Building	Building 2
Save Cancel	

Account Profile

Profile > License

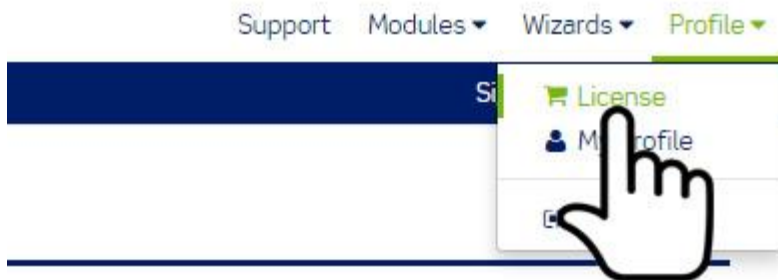
This is the user information screen containing email, phone number, address, etc. that can be edited as necessary.

1. Click Profile.



The Profile menu has three items. The first menu item is License.

2. Click License.



The user licenses screen is displayed.

User Licenses

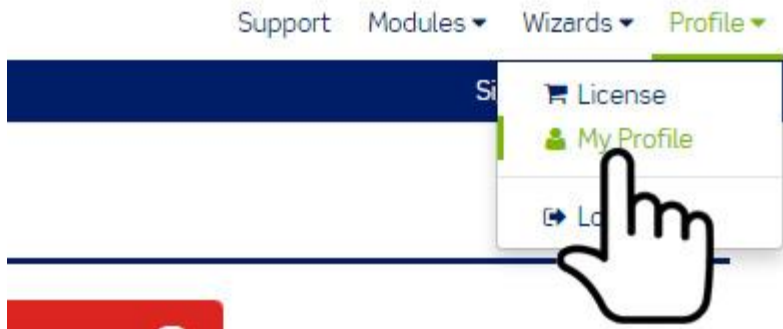
ame	Module	License	Effective Date	Expiry Date	status
unts	Code Compliance	One Time	Not Applicable	Not Applicable	Active
unts	Tenant Billing	One Time	Not Applicable	Not Applicable	Active
unts	Executive Reporting	One Time	Not Applicable	Not Applicable	Active

- The user licenses screen lists all of the licenses purchased for the Building Manager Online 3.0.
- The Base module license is free of charge. All other additional modules must be purchased to use.

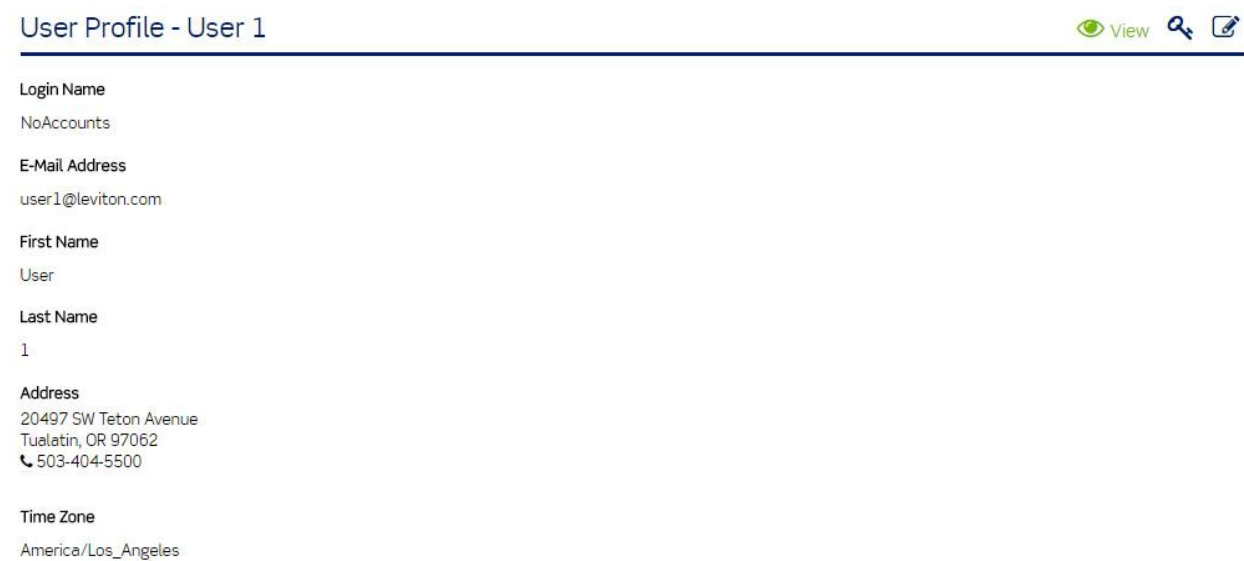
Base Module > Profile > My Profile

The second menu item is My Profile.

1. Click My Profile.



The user profile screen is displayed.



The user profile screen has three menu items.



Note: A fourth menu item becomes visible after purchasing the Executive Reporting module.



Profile > My Profile > View

The first menu item is view profile.



The user profile screen is the default screen. The user profile screen displays the contact information for the Building Manager Online 3.0 account.

User Profile - User 1

Login Name

NoAccounts

E-Mail Address

user1@leviton.com

First Name

User

Last Name

1

Address

20497 SW Teton Avenue
Tualatin, OR 97062
📞 503-404-5500

Time Zone

America/Los_Angeles

[Profile](#) > [My Profile](#) > [Change Password](#)

The second menu item is Password.



1. Click Password.

The change password screen is displayed. The change password screen displays the Building Manager Online 3.0 account login name and the Building Manager Online 3.0 account email address.

2. Enter your current password.

Current Password

New Password

Confirm New Password

- a. If you have forgot your current password, click Profile > click Logout > click Forgot Password?

Forgot Password?

- b. Enter your email address.
c. Click Reset.
d. You will receive an email with instructions for signing in and updating your password.
3. Enter your new password.
4. Re-enter your new password in the confirm new password field.
5. Click the Undo button to clear the fields OR
6. Click the Save button to save the change.

[Profile](#) > [My Profile](#) > [Edit Profile](#)

The third menu item is edit profile.



1. Click Edit.
2. The edit profile screen is displayed.

User Profile - User 1



Login Name

NoAccounts

E-Mail Address

user1@leviton.com

First Name *

User

Last Name *

1

Address *

20497 SW Teton Avenue

City *

Tualatin

State *

Oregon

Postal / Zip Code *

97062

Phone *

503-404-5500

Time Zone *

America/Los Angeles: Wednesday, March 23, 2016 - 11

Save Undo

The edit profile screen allows you to modify your profile information. Note: Login Name cannot be modified.

3. Click in the field to be modified.
4. Enter changes.
5. Click the Undo button or simply navigate out of the screen without clicking the Save button to discard changes OR
6. Click the Save button to save changes.

Profile > My Profile > Share Dashboard

Share Dashboard is the fourth menu item. Note: This fourth menu item becomes visible after purchasing the Executive Reporting module.



1. Click Share Dashboard.

The share dashboard screen is displayed.

Using Building Manager Online 3.0

Enter the E-Mail of the user to share the Dashboard with

 [Share](#)

Your Dashboard is shared with the following users

First Name ▾	Last Name ▾	E-Mail ▾	Actions
Dashboard not shared.			

The share dashboard screen allows you to grant other Building Manager Online 3.0 users with view access to your Executive dashboard.

Profile > My Profile > Share Dashboard > Add a User

1. Enter an email address into the User E-mail field.
2. Click the Share button.

Enter the E-Mail of the user to share the Dashboard with

 [Share](#)

Your Dashboard is shared with the following users

First Name ▾	Last Name ▾	E-Mail ▾	Actions
Dashboard not shared.			

3. Click Cancel if you do not want to proceed OR
4. Click OK to share your Executive Dashboard.

This operation will allow the user to see every data in your dashboard. Do you still want to share your dashboard?

☐ Prevent this page from creating additional dialogs.

OK

Cancel

- If the entered email address is not associated with a Building Manager Online 3.0 account, you will receive an error message and the email address will not be added to the table in the share dashboard screen.
- If the entered email address is associated with a Building Manager Online 3.0 account, you will receive a confirmation message and the shared account will display in the table in the share dashboard screen.

Profile > My Profile > Share Dashboard > Remove a User

The users you are sharing your Executive Dashboard will be listed in the table in the body of the Share Dashboard screen.

1. Each user will have an Unshare icon to the right of their email address.

2. Click the Unshare icon.

Enter the E-Mail of the user to share the Dashboard with

 [Share](#)

Your Dashboard is shared with the following users

First Name ▾	Last Name ▴	E-Mail ▾	Actions
User	1	user1@leviton.com	 Unshare



The user share is now removed from the dashboard.

Enter the E-Mail of the user to share the Dashboard with

 [Share](#)

Your Dashboard is shared with the following users

First Name ▾	Last Name ▴	E-Mail ▾	Actions
Dashboard not shared.			

Profile > My Profile > Go to Contact Points

This button is visible after purchasing the Executive Reporting module.

Executive Reporting Contact Points

The Contact points for Executive Reporting Alerts have been relocated to a separate page under Executive Reporting > Alerts.

In addition, you can now access it through the top menu under Wizards > Executive Reporting Contacts.

[> Go to Contact Points](#)

1. Click the Go to Contact Points button.

Executive Reporting Contact Points

The Contact points for Executive Reporting Alerts have been relocated to a separate page under Executive Reporting > Alerts.

In addition, you can now access it through the top menu under Wizards > Executive Reporting Contacts.

[> Go to Contact Points](#)



The Executive Reporting Alerts: Contact Points list screen is displayed.

Executive Reporting Alerts: Contact Points



Points of contact to send alert notifications to.

☐ Show Inactive

Type ^	Value ↕	Building	Actions	
E-Mail	user1@leviton.com	Building 1	De-Activate	Delete

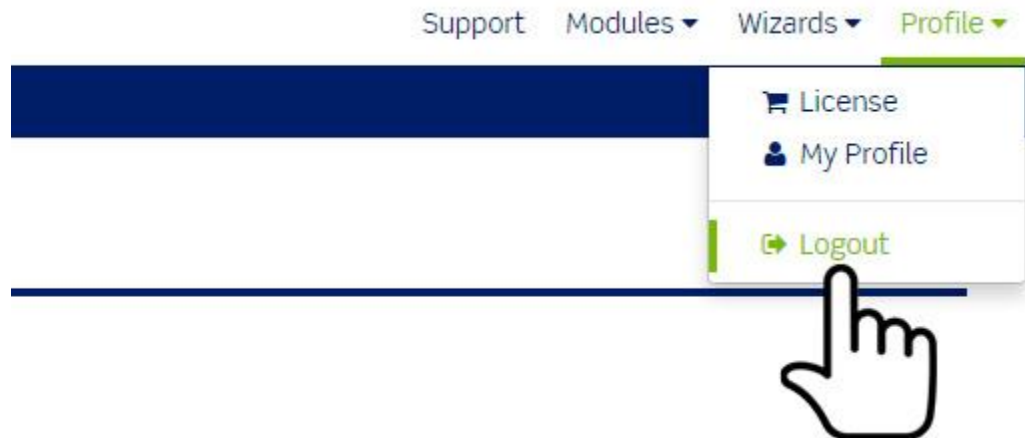
[+ Add Contact Point](#)

[Home](#)

From this page the user can set up multiple addresses for alerts, or edit/delete addresses currently entered.

Profile > Log Out

1. Click Profile.
2. Click Log Out.



Using Building Manager Online 3.0

You are now signed out of the Building Manager Online 3.0.

LEVITON® VerifEye™ Building Manager Online 3.0

 Sign In

Sign in with your Username and Password



Login Name or Email address



Password

☐ Keep Me Logged In

Forgot Password?

LOGIN

CLEAR

Don't have an account! [Sign Up Here](#)

ABOUT LEVITON

Leviton is the smart choice, providing the most comprehensive range of solutions to meet the needs of today's residential, commercial and industrial buildings. Leveraging more than a century of experience, Leviton helps customers create sustainable, intelligent environments through its electrical wiring devices, network and data center connectivity solutions, and lighting energy management systems. From switches and receptacles, to daylight harvesting controls, networking systems, and equipment for charging electric vehicles, Leviton solutions help customers achieve savings in energy, time and cost, all while enhancing safety.



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