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Version	Updated By	Update Date	Notes
0.1	Woods	September 1, 2018	Initial Version
0.2	Woods	October 18, 2018	OUC comments incorporated
0.3	Figuroa	October 24, 2018	Accepted recommended changes
0.4	Woods	October 31, 2018	Update placeholders for missing figures

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What is the OUConsumption Online portal?

The OUConsumption Online portal provides you, the consumer, with a quick, secure, and easy way to view information about your use of electricity. For example, you can look at the amount of energy resources used per month for the past year. This information helps you to understand your energy consumption and manage your consumption according to your rules.

What do I need to get started?

In order to use the OUConsumption Online portal, you must have the following to establish connectivity:

- Desktop or laptop computer or tablet
- Internet connection and a browser
 - Firefox
 - Chrome
 - Internet Explorer 11
 - Edge
 - Safari
- A utility account number
- Portal Internet Address
 - <https://consumption.ouc.com/web/ouc>
- A pin provided by the utility. The pin is required to associate your account to your userID within the portal.

The OUConsumption Online portal is separate from other utility company web sites and requires a separate portal account. You cannot use any other portal accounts that you may have with the utility company to sign in to the OUConsumption Online portal.

Who can access the OUConsumption Online portal?

The OUConsumption Online portal supports three types of users; Annual Reporting (BEWES), Analytics, and Subordinates.

If you are an Annual Reporting customer, you are accessing the portal in order to fulfill the Building Energy & Water Efficiency Strategy (BEWES) reporting requirements. You will have the ability to create an Excel file that can be used to upload the energy usage by meter into the EnergyStar Portfolio Manager.

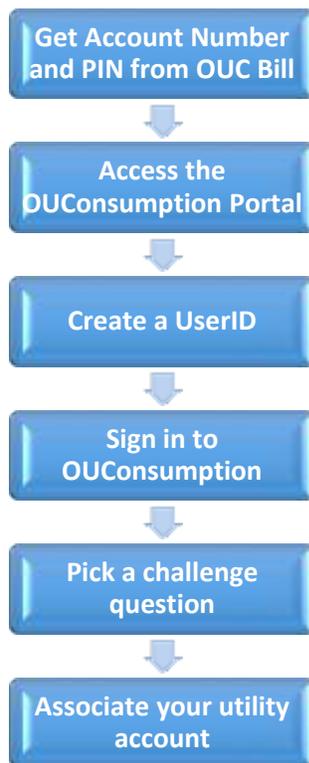
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If you are an Analytics customer, you have the ability to perform analysis on the usage associated with your accounts. For your accounts, you will be considered the Delegated Administrator. The features of your Analytics package include reviewing consumption based on cost and square footage parameters, create groups of meters for analysis, and add Subordinate users to the portal account and setting threshold alerts on kWh interval readings.

If you are a Subordinate user, you will have access to view any groups, reports or alerts established by your Delegated Administrator.

How do I setup my account?

If you are a subordinate user, you will be setup by the Delegated Administrator. For all other users, the steps needed to get started with the OUConsumption Online portal are as follows:



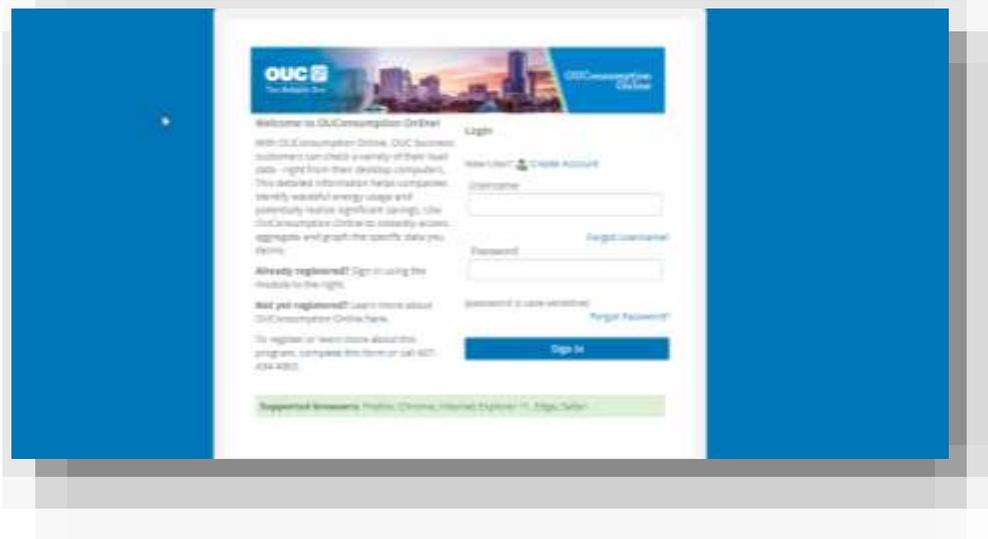
Get Account Number and PIN from OUC Bill

Your OUC Account Number and PIN are available on your OUC bill. You will need these two numbers in order to create your OUConsumption Online profile.

Access the OUConsumption Online Portal

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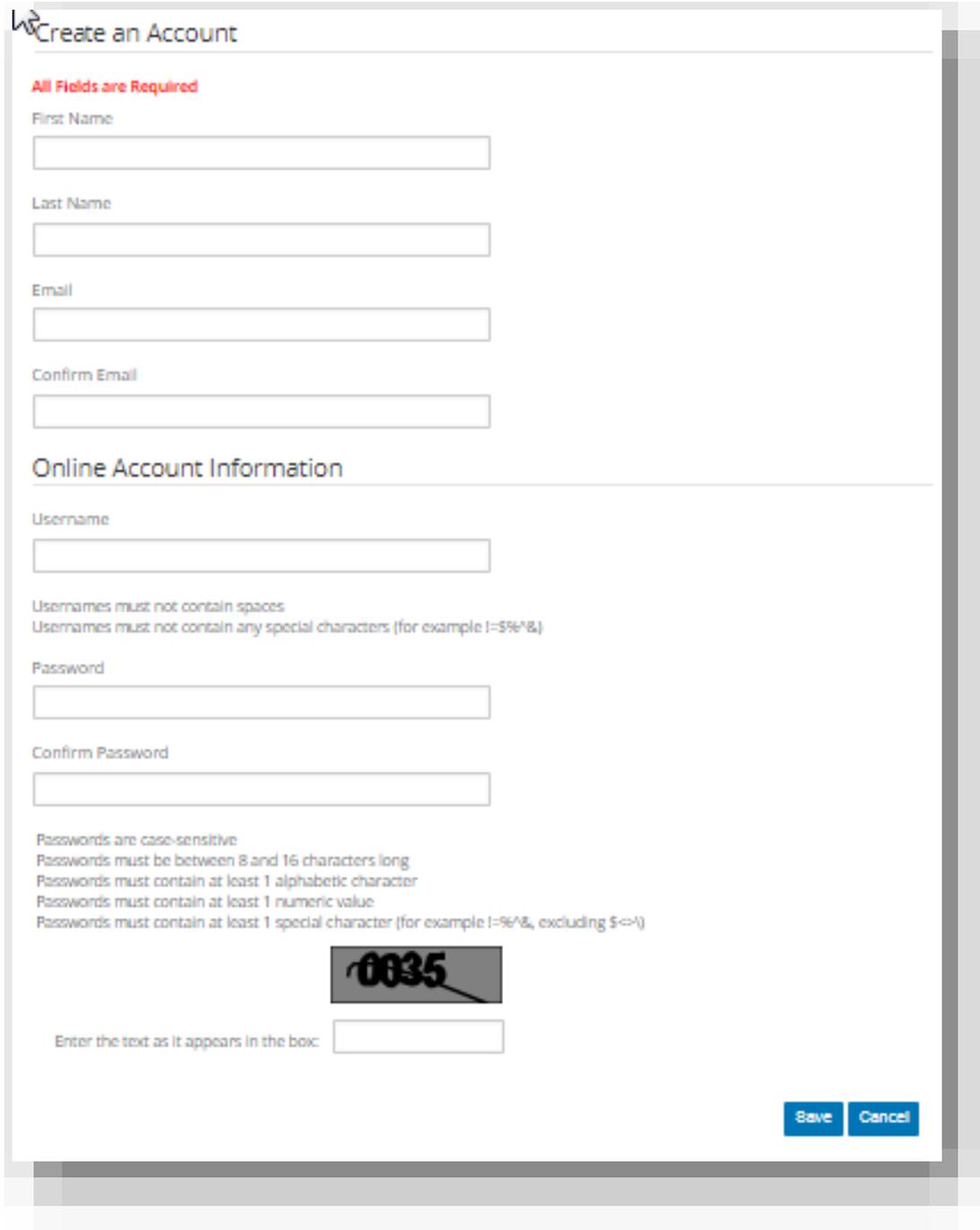
Visit OUC.com/OUConsumptionOnline and click Members Login to access the tool.



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Create a UserID

Click on Create Account to display the following page:



The screenshot shows a web form titled "Create an Account" with a mouse cursor over the top-left corner. The form is divided into two main sections: "Personal Information" and "Online Account Information".

Personal Information:

- All Fields are Required** (in red text)
- First Name:
- Last Name:
- Email:
- Confirm Email:

Online Account Information:

- Username:
- Instructions: "Usernames must not contain spaces" and "Usernames must not contain any special characters (for example !=%*&)"
- Password:
- Confirm Password:
- Instructions: "Passwords are case-sensitive", "Passwords must be between 8 and 16 characters long", "Passwords must contain at least 1 alphabetic character", "Passwords must contain at least 1 numeric value", and "Passwords must contain at least 1 special character (for example !=%*&, excluding \$-@~)"
- Security Image: A box containing the number "0035" with a mouse cursor pointing to it.
- Text: "Enter the text as it appears in the box:" followed by an input field.

At the bottom right, there are two buttons: "Save" and "Cancel".

The Create Account page includes three types of information:

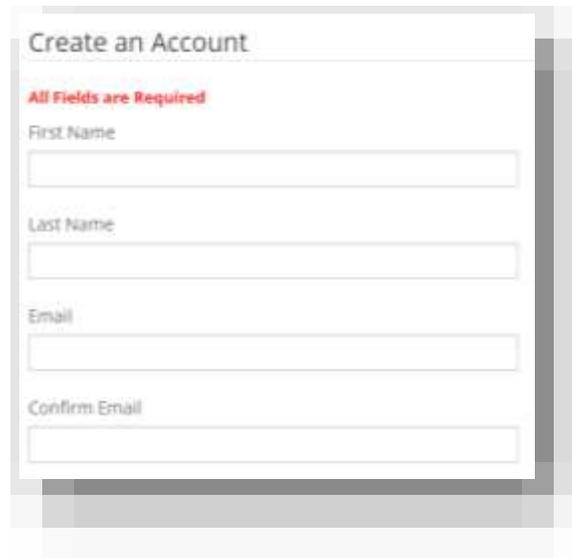
- Information which identifies you

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- Information about your OUConsumption Online account
- A randomly generated verification number created by the portal during this process. It will appear as a number with a line through it.

Note: This page has no utility account information. Your utility account is associated in a later step.

The information that identifies you is displayed in the top portion of the page:



The screenshot shows a web form titled "Create an Account". At the top of the form, there is a red error message that reads "All Fields are Required". Below this message, there are four text input fields arranged vertically, each with a label to its left: "First Name", "Last Name", "Email", and "Confirm Email". The form is set against a light gray background.

The 'First Name' and 'Last Name' fields should match the name on your utility bill. The email address should be a valid email address.

The next step is to create your OUConsumption Online portal online account information. Username can be any combination of numbers and letters, with no spaces. The system will let you know if the username you request is already in use. If it is, simply try an alternative username.

In order to adhere to security best practices, your password must conform to the password complexity rules listed. These include:

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Passwords are case-sensitive
Passwords must be between 8 and 16 characters long
Passwords must contain at least 1 alphabetic character
Passwords must contain at least 1 numeric value
Passwords must contain at least 1 special character (for example !=%^&, excluding \$<>\)

PLEASE BE SURE TO READ AND FOLLOW PASSWORD RESTRICTIONS!

The verification number at the bottom of the page is a randomly generated number used to ensure that a person, and not an automated program, is creating the account.



Enter the text as it appears in the box:

Type the number that you see into the empty box provided. If you cannot read the number, leave the box empty and click the Save button: you will get a message saying that you did not provide the verification number, and a new verification number will be displayed.

After you have entered all of the information on the page, click the Save button. The OUConsumption Online portal checks the information and notifies you if there are any problems (such as someone else has already selected the requested user name).

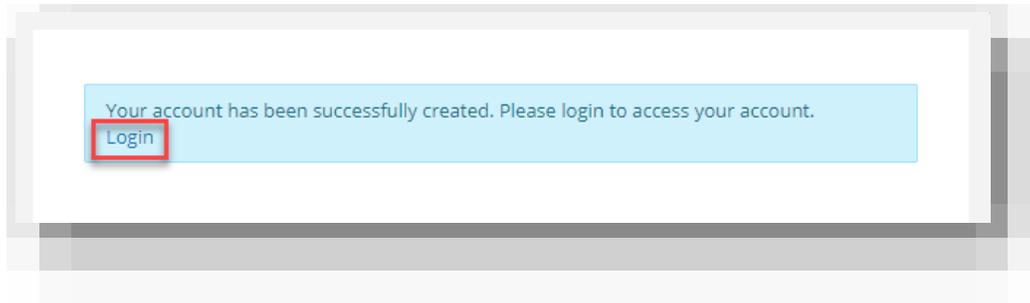
Username

Usernames must not contain spaces
Usernames must not contain any special characters (for example !=\$%^&)

The username you entered is unavailable. Please enter a different username.

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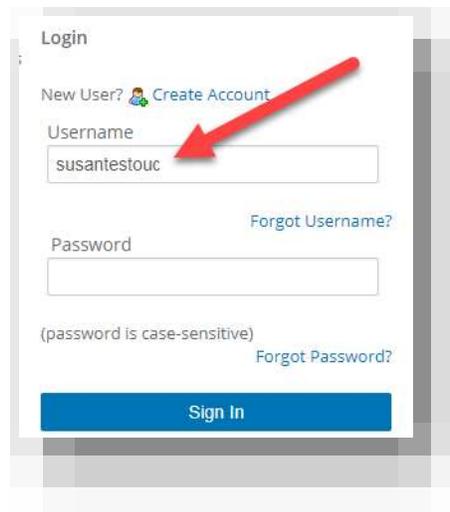
If the OUConsumption Online portal does not find any problems, an informational message like the following is displayed:



Click the Login link to sign in to the OUConsumption Online portal. The Login page will be displayed.

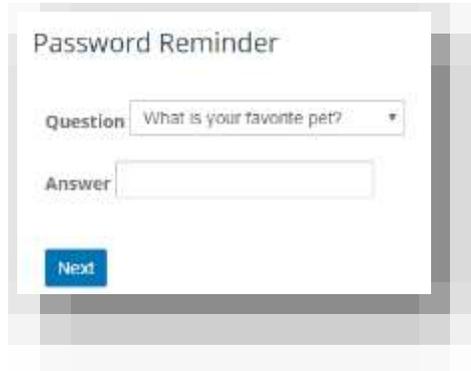
Access OUConsumption Online

The Login page is displayed with your UserID prepopulated. Enter your password then click the Sign In button.



The first time you successfully log-in, a security Challenge Question page is displayed:

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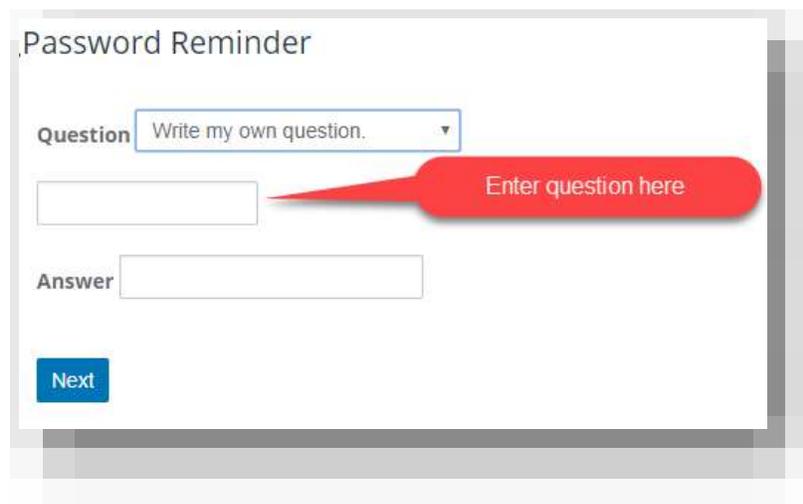
The screenshot shows a 'Password Reminder' form. At the top, the title 'Password Reminder' is displayed. Below it, there is a 'Question' dropdown menu with the selected option 'What is your favorite pet?'. Underneath the question is an empty 'Answer' text box. At the bottom left of the form is a blue 'Next' button.

Pick a challenge question

The OUConsumption Online portal uses a “challenge” question to provide security for its self-service functions such as ‘Forgot Password?’. The first time that you sign in to the OUConsumption Online portal, you are required to select a challenge question and provide an answer to the question. You will be unable to use the OUConsumption Online portal until you provide this information.

Select a question from the Question drop-down list. Type an answer for the question in the Answer box. The answer is case-sensitive so be careful to select an answer that you can remember exactly.

You can also create your own question. To do so, select “Write my own question”, from the Question drop-down list. A new box appears above the Answer box: type the text of your question into it.



This screenshot shows the 'Password Reminder' form with the 'Question' dropdown menu set to 'Write my own question.'. A new text input box has appeared above the 'Answer' box. A red callout bubble with a pointer to this box contains the text 'Enter question here'. The 'Next' button is still visible at the bottom left.

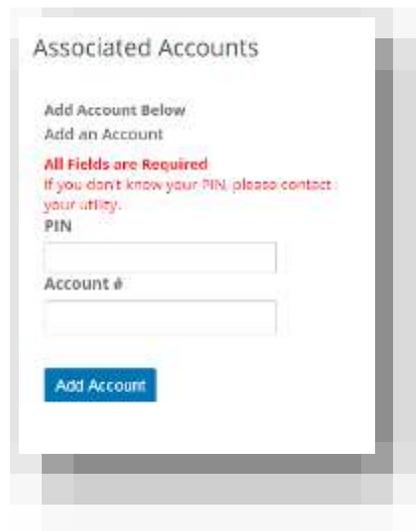
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After you have selected a question and provided an answer, click the Next button. The Associate Account page is displayed.

Associate your utility account

To associate your utility account:

- Type your PIN in the Pin box. Your PIN can be located at the top of your OUC bill. Type your OUC Account Number in the Account # box. Your Account Number can be located at the top of your OUC bill. Click the Add Account button



The screenshot shows a web form titled "Associated Accounts". Below the title, it says "Add Account Below" and "Add an Account". A red error message reads: "All Fields are Required. If you don't know your PIN, please contact your utility." There are two input fields: "PIN" and "Account #". At the bottom of the form is a blue button labeled "Add Account".

If you maintain more than one utility account, you can add multiple utility accounts to one OUConsumption Online UserID.

After you have added an account(s) to your portal, you will need to log out and back in to setup the correct privileges.

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Associated Accounts

Consumer Account #

2555083428 Delete

Add an Account

All Fields are Required
If you don't know your PIN, please contact your utility.

PIN

Account # (numbers only)

The account was added successfully. You must log out and log back in for changes to be applied.

Add Account

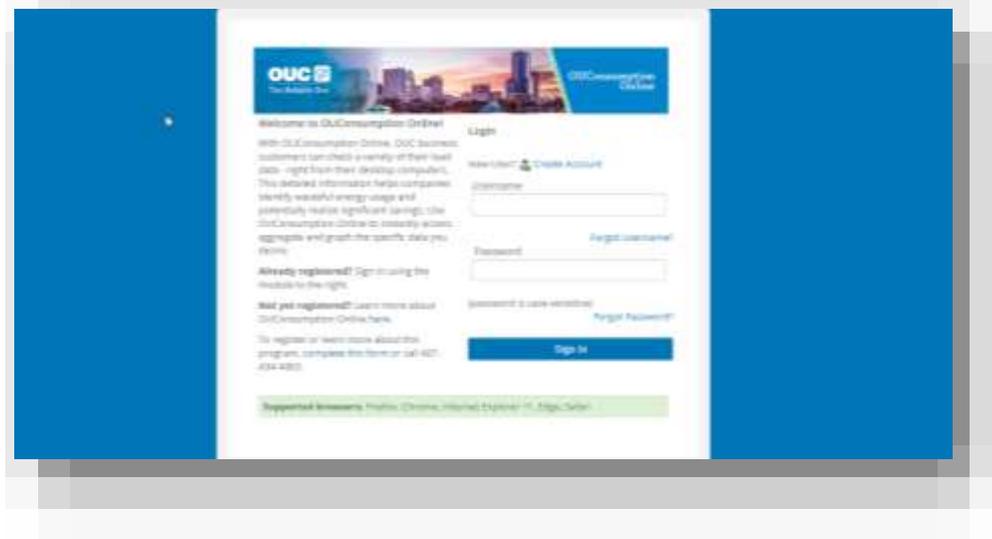
How do I access the OUCConsumption Online portal?

Procedure 1: Login to OUCConsumption Online		
1.	Bring up an Internet browser (such as Internet Explorer).	User may use their preferred browser.
2.	Visit OUC.com/OUConsumptionOnline and click Member Login.	A browser favorite or bookmark is useful since the access may be months apart.

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Procedure 1: Login to OUConsumption Online

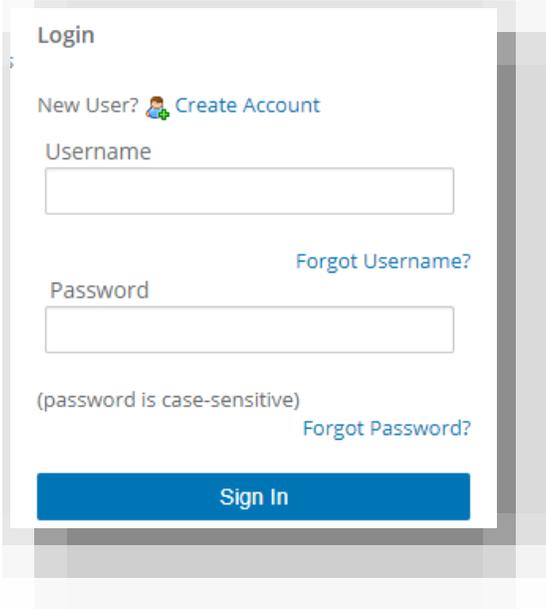
OUConsumption Online Portal's Login page is displayed:



If you see “cannot display the webpage” or “server not found” or a similar message (the exact message depends upon your browser), verify that the OUConsumption Online Portal’s address is correct. If the address is correct, verify that your network and Internet connection are working properly. (Connecting to a generally-available web site such as Google™ is an easy way to do this verification.)

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Procedure 1: Login to OUConsumption Online

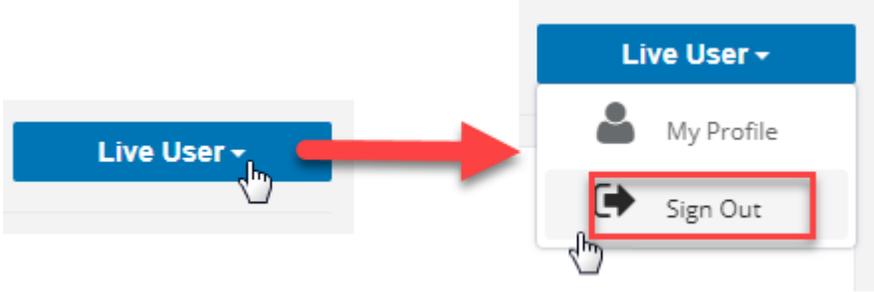
3.	<p>Enter your OUConsumption Online UserID and Password in the boxes provided and then click Sign In. Please note that these are the UserID and Password you created when you registered for OUConsumption Online, and may differ from your MyOUC Username and Password.</p> 	<p>Note that the Password is case-sensitive. If you are having problems signing in, verify that you are typing your password correctly and that Caps Lock is off on your keyboard.</p> <p>If you mistype your password three times, your portal account is locked out and you will be unable to use the OUConsumption Online Portal until it is unlocked by an OUC Administrator or after 30 minutes, you may try again.</p>
4.	<p>Upon successful login, the Home page will be presented.</p>	<p>Information on this page will be updated periodically as OUC provides new features or options for the OUConsumption Online portal.</p>
5.	<p>The menu on the left will be customized based upon your type of user access.</p>	
<p>END</p>		

Refer to the procedures below for guidance on using the many features of the OUConsumption Online portal.

Procedure 2: Logout of OUConsumption Online

1.	<p>On any page within the OUConsumption Online portal, you will find your UserID in the upper right hand corner of the pages.</p>	<p>The UserID in this example is "LiveUser".</p>
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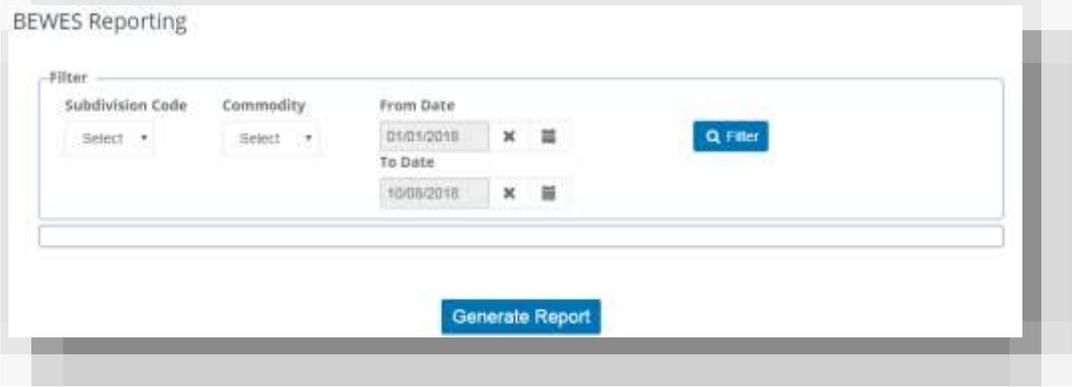
Procedure 2: Logout of OUConsumption Online	
	 A screenshot of the OUConsumption Online portal. The top left features the OUC logo and the tagline 'The Reliable One'. Below the logo are navigation links for 'Home', 'My Consumption Data', and 'Organization Mgmt.'. The main content area includes a 'Welcome' message and a 'Live User' dropdown menu in the top right corner. A red arrow points to the 'Live User' dropdown.
2.	Click on the UserID box to enable the menu.
	 A close-up diagram of the 'Live User' dropdown menu. On the left, a hand cursor points to the 'Live User' button. A red arrow points to the expanded menu on the right. The menu contains 'My Profile' and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box, and a hand cursor points to it.
3.	Click on Sign Out.
4.	The portal refreshes to display the Login screen.
	<p>We recommend closing your web browser window after signing out of the SGS Portal. The method varies by web browser and operating system. For example, on a computer running the Microsoft Windows operating system, an Internet Explorer web browser window may be closed by clicking the "X" in the upper right corner. Please refer to on-line help, specific to your web browser or operating system, for more information.</p>
END	

How do I create a BEWES report for the City of Orlando?

As an Annual Reporting (BEWES) customer, your primary objective is to obtain data needed to respond to the reporting requirements in Energy Star. The portal will allow the user to select the timeframe and the account for the report. An excel file will be generated. The data in the excel file can be uploaded into Energy Star.

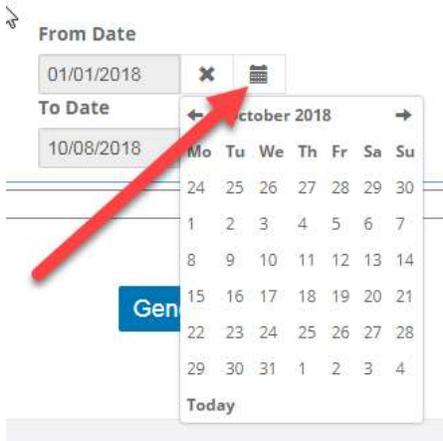
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Procedure 3: Annual Reporting

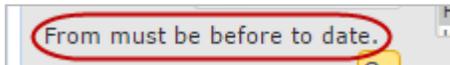
1.	Access the Annual Reporting panel by selecting Data Export from the menu on the left.	The menu is representative of a BEWES customer.
		
2.	The BEWES Reporting page will be displayed.	
		
3.	Select the Accounts from the dropdown menu.	These are the accounts that you associated to the portal when you setup your UserID.
4.	Select Electric or Water from the Commodity menu.	
5.	Select a date range for the report. Clicking on the date box will enable a calendar. Clicking on a date will update the original date box.	If you are generating the report for the annual reporting requirement, you would set the From date to January 1 st of the year and the To date to December 31 st .

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Procedure 3: Annual Reporting

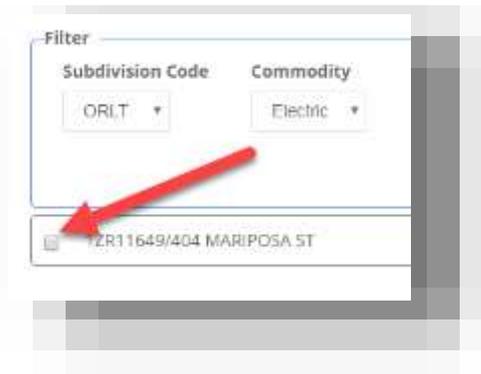
	<p>To and From dates are both selected from the calendar.</p>
---	---

6. Dates must be in order



7. Selecting Apply Filter will produce a list of the meters for the selected group and commodity.

These are the accounts that you associated to the portal when you setup your UserID.



8. From the dropdown list, the user selects the meters to be included in the final report. Select the meter by checking the box preceding the meter name.

One or more meters should be selected.

9. Select Generate Report. The data will be exported into an Excel file based upon the selection parameters.

Your configuration and browser will determine where the file is stored on your computer.



10. You may now use the downloaded file to enter data into EnergyStar.

END

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How do I view my meter consumption?

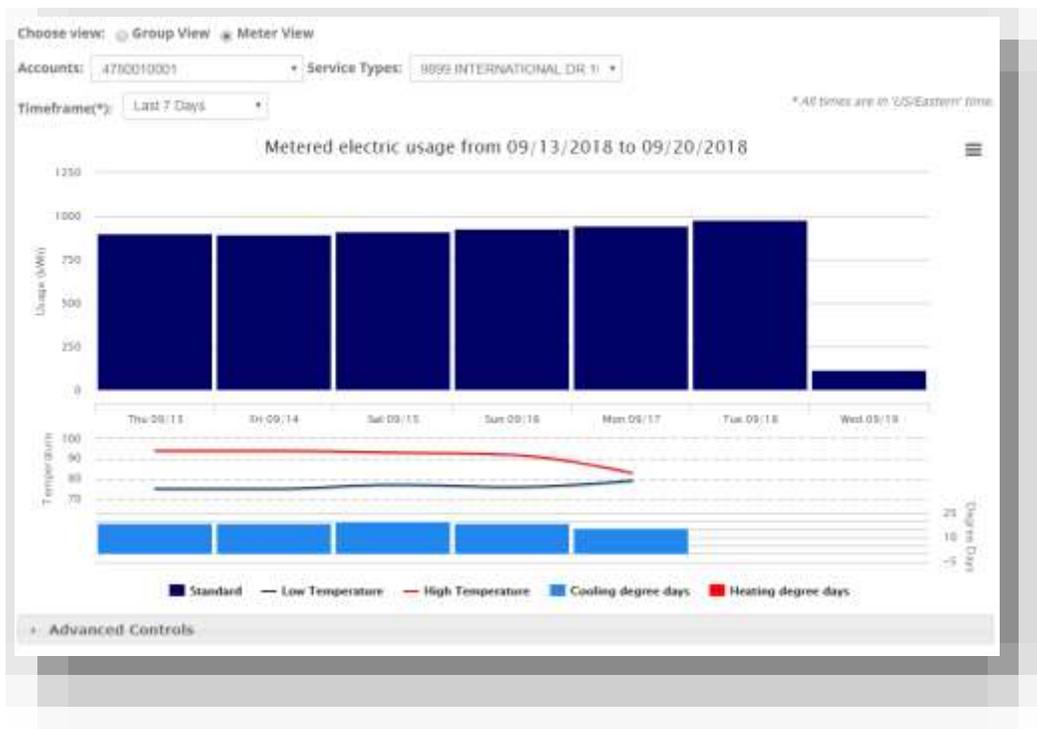
For the Analytics and Subordinate user, the portal is designed to give the user a deeper view into the energy being consumed starting with the My Consumption Data page.

My Consumption Data page supports viewing information about the energy consumed at a location serviced by an AMI meter. The SGS Portal collects a data point for each half hour in the day for a residential meter; it collects a data point every 15 minutes for a C&I meter. This is configurable during the implementation of the meter network.

The Usage Dashboard presents up to 3 years of data; as much data as is available within these constraints is always presented. The user will only see data for their locations assigned to the associated accounts.

The Usage Dashboard provides two display formats for the data: a “chart” format and a “table” format. In addition, several areas on the chart have “mouse-over” activation of features, such as the consumption bar chart and average line values. The “Standard” label represents the standard rate the utility charges for the meter type being displayed. For tiered rates, the graph will display each tier as a separate color which will be identified in the legend.

The chart format presents the consumption data in the form of a bar graph, with the value for each metric for each time unit represented by a vertical bar with its height based upon its value. The chart format shows how a metric changes over time and enables a user to visually compare values. When the Usage Dashboard is initially presented, the consumption data for the past seven days is summarized (i.e., “rolled up” or “drilled up”) and presented as a chart.

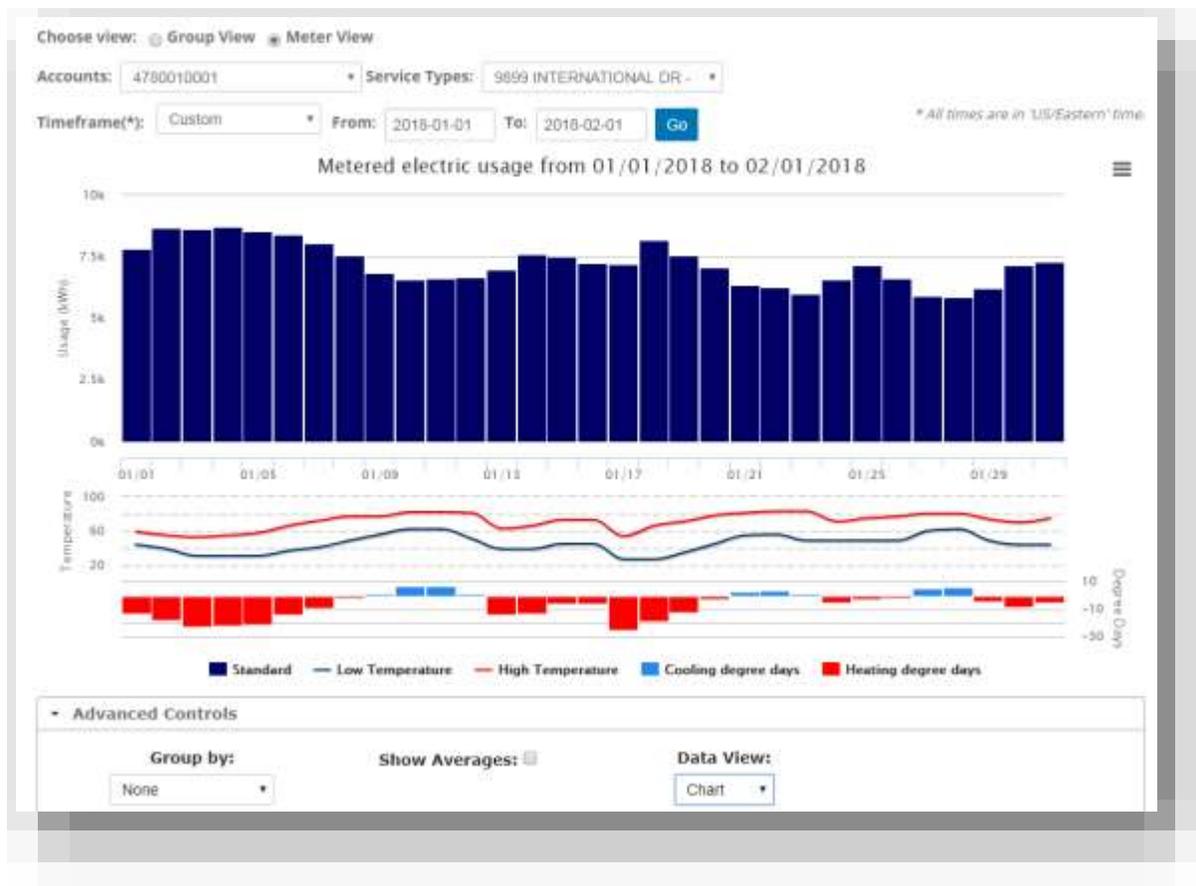


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The temperature graph is displayed below the consumption to provide visibility into how the weather may have impacted the usage. The high and low temperature are displayed as reported by the local NOAA weather station.

Heating and cooling days are also presented based upon the definition on Globalchange.gov.

Degree days are defined as the number of degrees by which the average daily temperature is higher than 65°F (cooling degree days) or lower than 65°F (heating degree days). For example, one day with an average temperature of 90°F equals 25 cooling degree days—the same as 25 days with an average temperature of 66°F. This indicator is thus a proxy that captures both extremes in and duration of energy demand.



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The grid format presents the consumption data in a table format. The data that is displayed in chart form in the figure **Error! Reference source not found. Error! Reference source not found.** is displayed in grid form in the figure **Error! Reference source not found.**

Choose view: Group View Meter View

Accounts: 4780010001 * Service Types: 9899 INTERNATIONAL DR - *

Timeframe(*): Custom * From: 2018-01-01 To: 2018-02-01 * All times are in 'US/Eastern' time.

Usage for electric Service - 1ZR15966
From: 01/01/2018 To: 02/01/2018

Time Period	Standard Usage	Standard Est. Cost	Min Temperature	Max Temperature	Cooling Degree Days	Heating Degree Days
01/01	7801.22 kWh	\$0.00	44.1	56.0	0	13
01/02	8658.69 kWh	\$0.00	39.0	55.0	0	18
01/03	8608.45 kWh	\$0.00	30.9	53.1	0	23
01/04	8711.68 kWh	\$0.00	30.9	55.0	0	22
01/05	8536.59 kWh	\$0.00	30.9	57.9	0	21

Advanced Controls

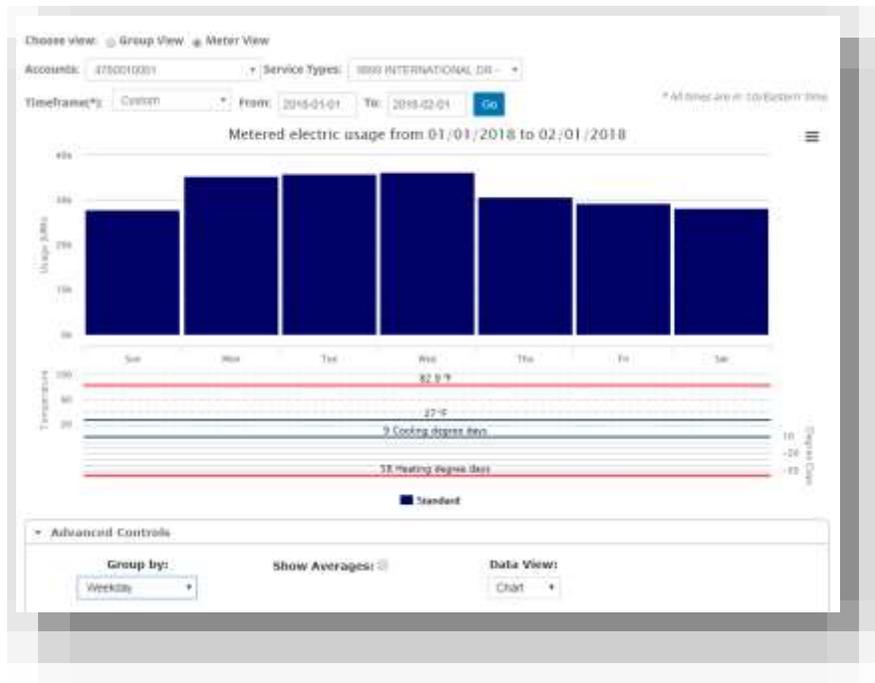
Group by: Show Averages: Data View: 

Because the monthly usage consumption data is summarized from interval data, a user may “drill down” in the data. Clicking a bar in the Monthly Usage chart (i.e., a month) will drill down to display a Daily Usage chart for the month. The Daily Usage chart displays summarized data for the days in the month. Clicking a bar in the Daily Usage chart (i.e., a day) will drill down to display an interval chart for the day. A user cannot drill down further into the Interval Usage data as it is not summarized data.

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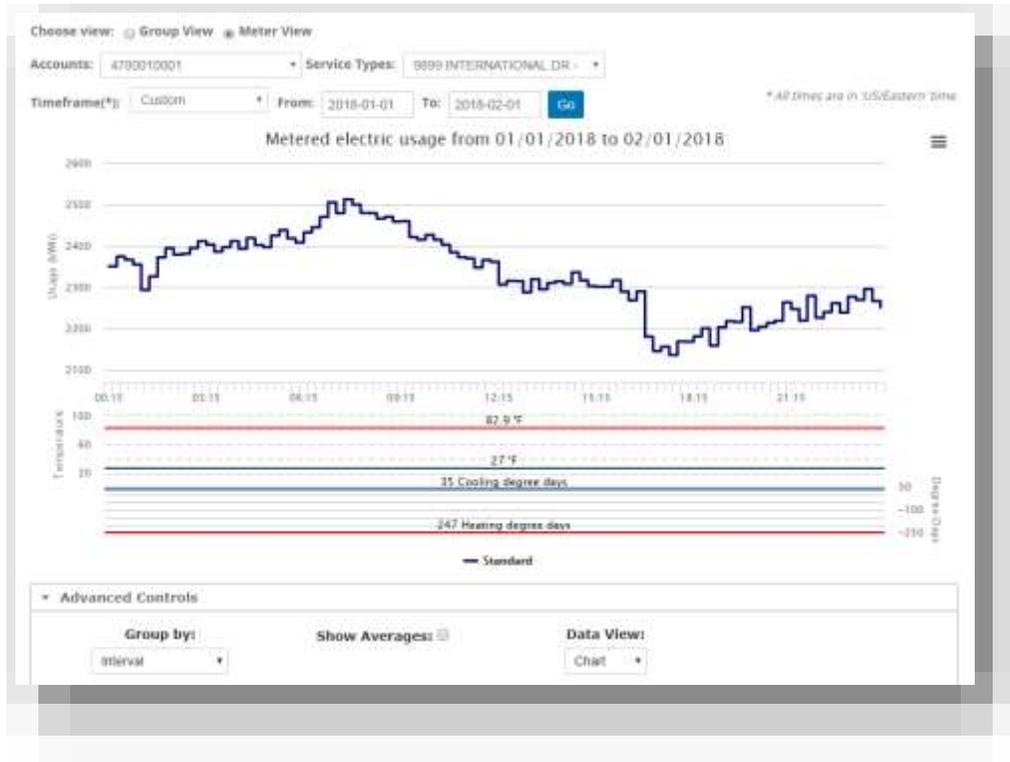
To “drill up” from a lower-level chart, set the filter to display the level of data that you wish to see.



Because people tend to do the same activities at the same time every day, it is useful to view energy consumption and energy cost by the hour of the day across the entire year. This functionality is provided by My Consumption Data in the form of a line graph (useful in visualizing trends in data over intervals of time). Refer to the figure below for an example of such a line graph, the Hourly Breakdown chart.

As for the other charts, a grid format is available for the Hourly Breakdown chart.

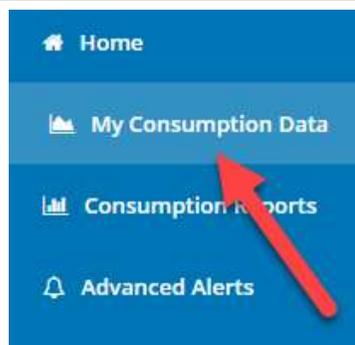
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Procedure 4: View Consumption by Meter

1. Access Meter Details by selecting My Consumption Data on the left menu.

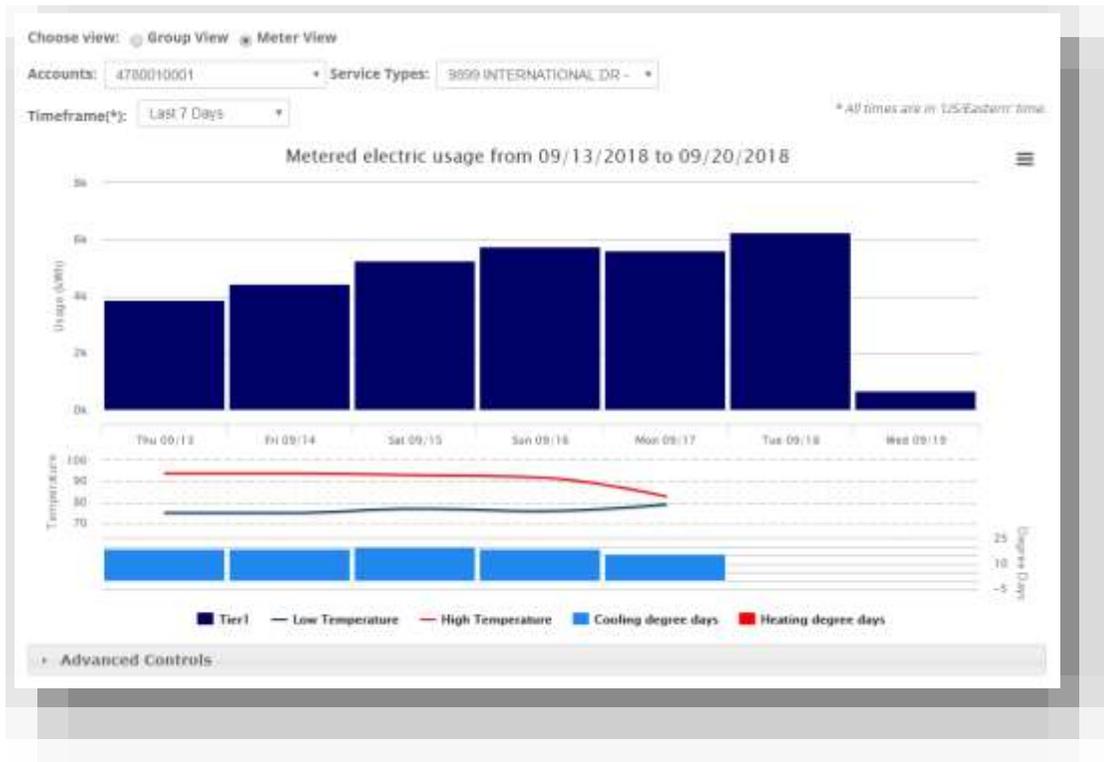
The menu is representative of a Subordinate customer.



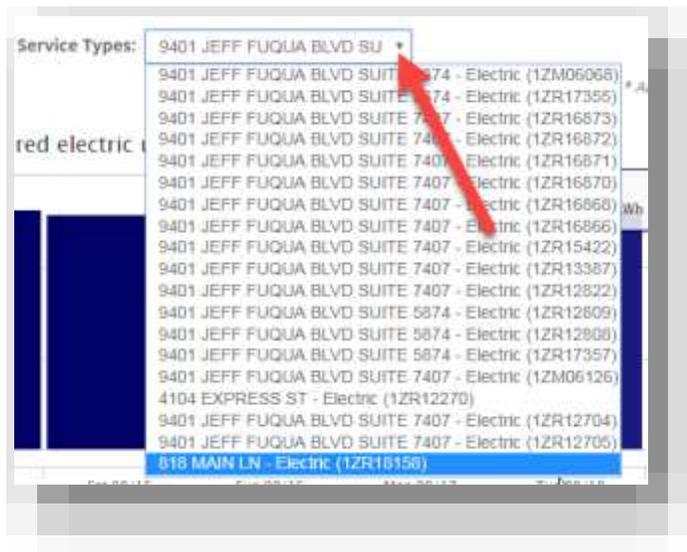
2. The Meter Details window will be displayed. The default presentation is consumption for the first meter on the list for the last seven days.

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Procedure 4: View Consumption by Meter



3. To view other meters, select the drop down list after Service Types.



The graph will update to show the data for the same timeframe for the new meter.

4. If more than one account is available, Account will default to ALL and the Service Types list will contain ALL meters associated with the accounts.

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Procedure 4: View Consumption by Meter

Choose view: Group View Meter View

Accounts: All Service Types: 9401 JEFF FUQUA BLVD SU

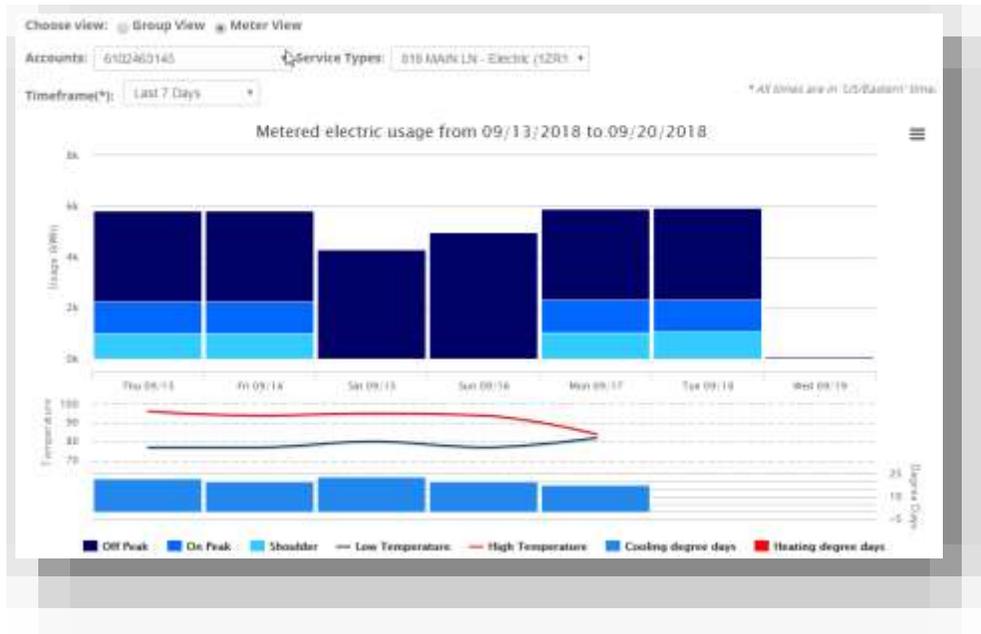
5. To view meters associated with a specific account, select the drop down list after Account.

Choose view: Group View Meter View

Accounts: All

Timeframe: 0138710001
6102463145

The graph will update to show the data for the same timeframe for the first meter available for the selected account.



6. The service type list will now be limited to the meters associated with the specific account selected.

Accounts: 6102463145 Service Types: 818 MAIN LN - Electric (1ZR1
818 MAIN LN - Electric (1ZR18158)

Timeframe(*): Current Year

END

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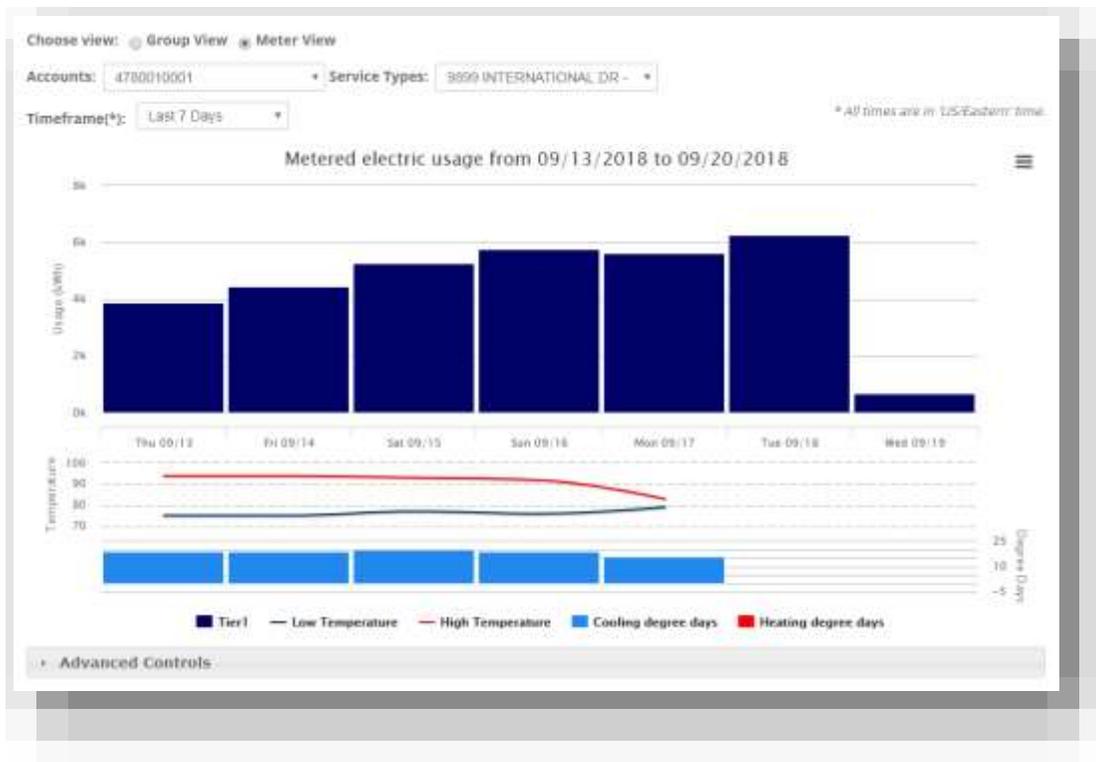
Procedure 5: View Consumption by Group

1. Access Meter Details by selecting My Consumption Data on the left menu.

The menu is representative of an Analytic customer.



2. The Meter Details window will be displayed. The default presentation is consumption for the first meter on the list for the last seven days.



3. Select the radio button in front of Group View.

Choose view: Group View Meter View

OUConsumption Online User Manual

Procedure 5: View Consumption by Group

4. Upon selection of the Group View, the submenu updates to allow you to select one of the groups created by the owner of the account.

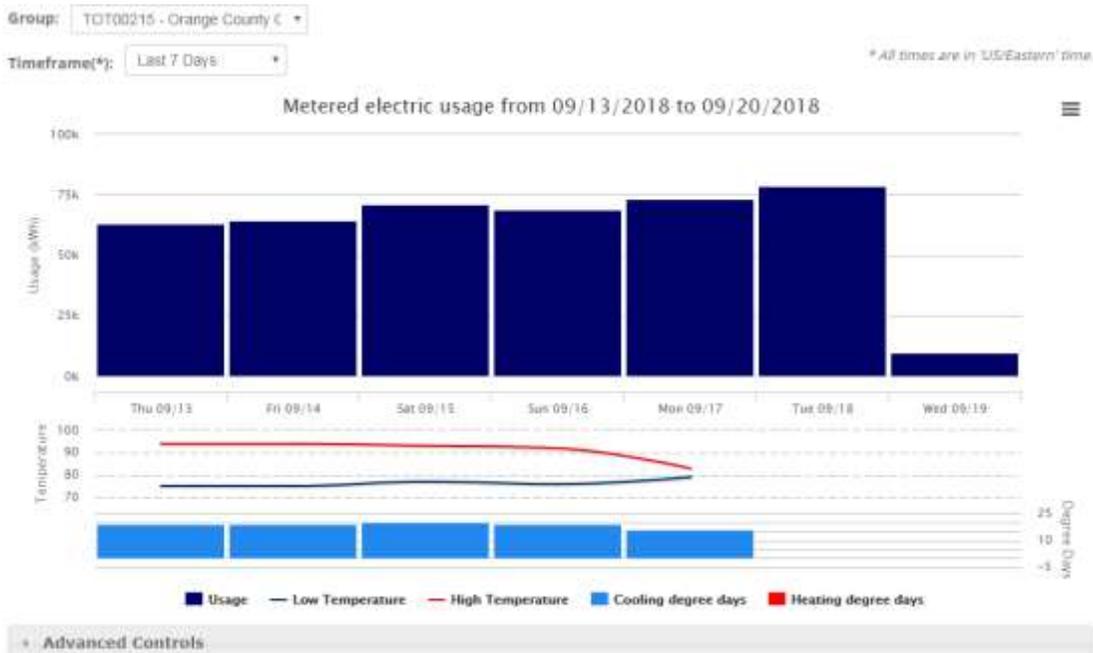
Choose view: Group View Meter View

Accounts: 4780010001 Service Types: 9899 INTERNATIONAL DR 1

Choose view: Group View Meter View

Group: TOT00215 - Orange County C

In addition, the graph is updated to represent the first group on the list for the last seven days.



5. To view other groups, select the drop down list after Group.

Choose view: Group View Meter View

Group: TOT00215 - Orange County C

Timeframe: Last 7 Days

- GroupE4 - test(ELECTRIC)
- Orange County Convention Center - OCC(ELECTRIC)
- TOT00215 - Orange County Convention Center(ELECTRIC)
- TOT00257 - Orange County Convention Center(ELECTRIC)
- TOT00259 - Orange County Convention Center(ELECTRIC)
- TOT00263 - Orange County Convention Center(ELECTRIC)
- TOT00264 - OCC(ELECTRIC)
- TOT00265 - OCC(ELECTRIC)
- TOT00266 - OCC(ELECTRIC)
- TOT00266 - OCC(ELECTRIC)
- Warehouse - OCC(ELECTRIC)

The graph will update to show the data for the same timeframe for the new group.

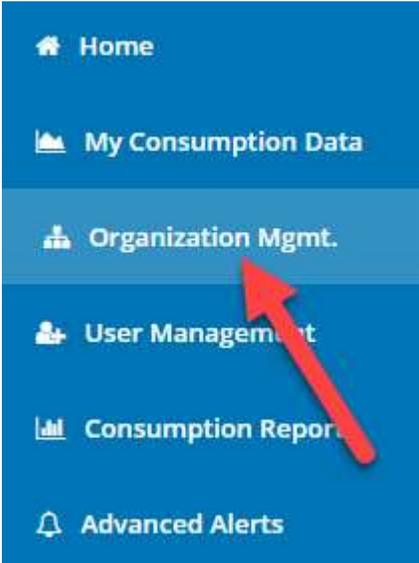
END

OUConsumption Online User Manual

How do I create groups of meters for analysis?

The Analytics user has the ability to group meters from their accounts by commodity. These groups can be modified or removed as needed. Groups can be used to compare meters across your properties supporting similar environments, such as parking garages. You may find that energy practices used at one location should be applied to others based on the comparison.

Procedure 6: Setup Meter Groups

1.	Select Organization Mgmt. on the left menu.	The menu is representative of an Analytics customer.
		
2.	The Organization Mgmt. window will be displayed.	

OUConsumption Online User Manual

Procedure 6: Setup Meter Groups

The screenshot shows two main sections. The top section, 'Organization Configuration', contains a sub-section 'Organization Costs' with three input fields: 'kWh Cost' (30000), 'Gallon cost' (198), and 'Ton cost' (134), followed by a 'Save' button. The bottom section, 'Meter Group Creation', has two buttons: 'Configured' and 'New'. Below these is a search bar and a table with 5 entries. The table columns are Group Name, Description, Meter Count, Commodity, Edit, and Delete. The entries are: DOAA (Prod Group, 19, ELECTRIC), Group7998 (, 6, ELECTRIC), Group61 (Test Group, 4, ELECTRIC), Group22548548 (, 5, ELECTRIC), and Testdefact75 (Default, 8, ELECTRIC). At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and 'Previous Next'.

3. Under Meter Group Creation, select New.

Meter Group Creation

Configured **New**

4. Next, select the commodity to be analyzed. Select Confirm.

Meter Group Creation

Configured **New**

Select a commodity type: Electric

Confirm

5. The page will be updated to collect additional information on the Meter Group.

OUConsumption Online User Manual

Procedure 6: Setup Meter Groups

Meter Group Creation

Configured

New

Group name:

Enter group name here

Group description:

Optional group description

Square footage:

Optional square footage

Commodity:

Electric

Dashboard group:



Available meters

7423374047(1ZM06068)

6. Enter Group Name. The name is alphanumeric and mandatory.

7. Enter a Group Description. This field is optional but may be used to provide additional information.

8. Enter a square footage value. This field is optional.

Recommended: Use an average square foot value that represents the meters to be included in the group.

This value is used by the Intensity Consumption Report to create an energy/square foot analysis.

Note: Commodity was previously selected and cannot be changed during this segment.

OUConsumption Online User Manual

Procedure 6: Setup Meter Groups

9. If this group will be the default group for the Dashboard report on the Consumption Report page, select the checkbox.

If another group is already selected as the default group, you will be unable to check this box while creating this group. The default group will need to be updated to remove the checkbox before this group can be modified to be the default.

10. Finally, select the meters to be included in this group. Select the checkbox next to one or more meter badge numbers.

Available meters	<input type="checkbox"/>
7423374047(1ZM06068)	<input checked="" type="checkbox"/>
7423346371(1ZR17355)	<input checked="" type="checkbox"/>
9120057809(1ZR16873)	<input type="checkbox"/>
9120028436(1ZR16872)	<input type="checkbox"/>
9120054099(1ZR16871)	<input checked="" type="checkbox"/>

11. Select the left to right arrow to move a meter into the group.



12. The meters will move from the Available List to the Added Meters list.

Available meters	Added meters
9120057809(1ZR16873)	7423374047(1ZM06068)
9120028436(1ZR16872)	7423346371(1ZR17355)
9120038678(1ZR16870)	9120054099(1ZR16871)
9120062592(1ZR16888)	

13. Likewise, a meter can be removed from the group by selecting the meter on the Added Meter list and selecting the right to left arrow.

OUConsumption Online User Manual

Procedure 6: Setup Meter Groups

The screenshot shows two lists of meter IDs. The 'Available meters' list on the left contains four entries: 9120037809(1ZR16873), 9120038436(1ZR16872), 9120038676(1ZR16870), and 9120042362(1ZR16868). The 'Added meters' list on the right contains two entries: 7423374047(1ZM06068) and 7423346371(1ZR17255). Plus and minus arrows are positioned between the two lists.

14. Upon completion of data entry, select Save.



15. Select Configured. The page will update to show the current list of groups including the one you just created.



16. A meter group may be deleted by clicking on the DELETE button following the name of the group.

A confirmation message will be presented to ensure that the button was not accidentally selected.

GroupE1	Test Group	4	ELECTRIC	Edit	Delete
---------	------------	---	----------	------	--------

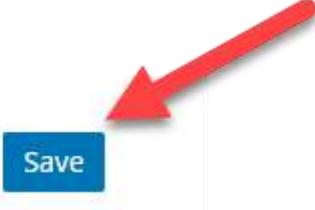
17. Select edit to make changes to the group.

GroupE1	Test Group	4	ELECTRIC	Edit	Delete
---------	------------	---	----------	------	--------

18. The meter creation screen will be presented.

19. The group name cannot be updated until Change Name is selected.

OUConsumption Online User Manual

Procedure 6: Setup Meter Groups		
		
20.	Selecting Delete Group will remove the group from the account.	A confirmation message will be presented to ensure that the button was not accidentally selected.
21.	Upon completion of data entry, select Save.	
END		

What information is needed to view the consumption reports?

Consumption Reports allow the user to view usage over time for groups and/or meters. The reports include Dashboard, Consumption, Intensity and Cost. Each report can represent a single point or multiple points; i.e. a group and the contributing meters would be a multi-point report.

The Dashboard is the initial display when the Consumption reports page is selected. The group to use for the default is selected on the Organization Mgmt page. When a group is edited or created, the Dashboard group option is selected.

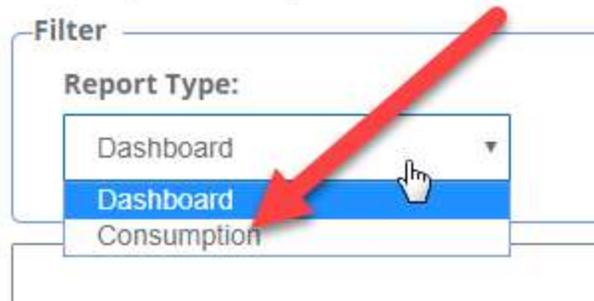


The Dashboard report presents the default group with all three versions of the Consumption reports; Consumption, Intensity and Cost.

The individual Consumption reports may be selected from the dropdown at the top of the page.

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Consumption Reports

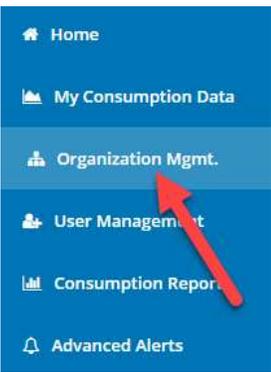


The Consumption report shows the energy usage across the time segment selected for the group.

The Consumption report Intensity represents the energy unit (i.e. gallon) divided by the square footage value associated with the group. The result is a graph of usage per square foot over the selected period of time. The square footage is setup in the meter group definition on the Organization Mgmt page. See the [Setup Meter Groups procedure](#) for details.

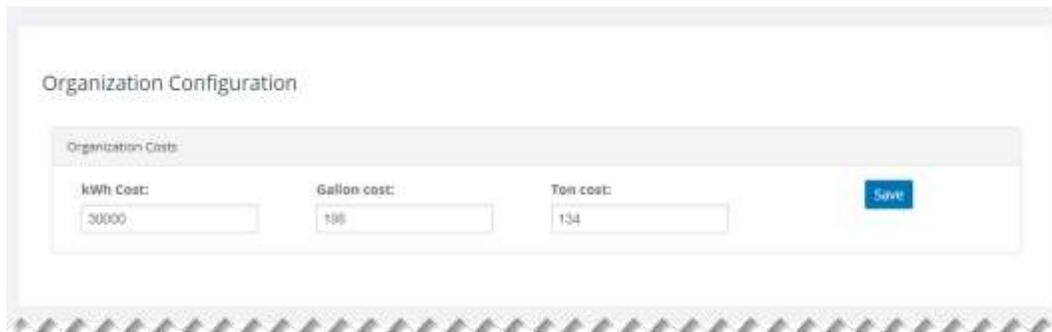
The Consumption report Cost represents the energy unit (i.e. kWh) multiplied by an average cost provided by the account owner. The result is a graph of usage cost over the selected period of time. The cost is setup on the Organization Mgmt page.

Procedure 7: Setup Cost Parameters for Consumer Reports

1.	Select Organization Mgmt. on the left menu.	The menu is representative of an Analytics customer.
		
2.	The Organization Mgmt. window will be displayed.	

OUConsumption Online User Manual

Procedure 7: Setup Cost Parameters for Consumer Reports



The screenshot shows a web interface titled "Organization Configuration". Below the title is a section labeled "Organization Costs" containing three input fields: "kWh Cost" with the value "30000", "Gallon cost:" with the value "185", and "Ton cost:" with the value "134". A blue "Save" button is located to the right of these fields.

3. Enter cost values for the units of measure to be analyzed.

Do not forget to include a decimal if the value is less than one dollar.
Average costs are similar to:
0.12 per kWh
0.003 per gallon
10.00 per ton chilled water

4. Select SAVE.



END

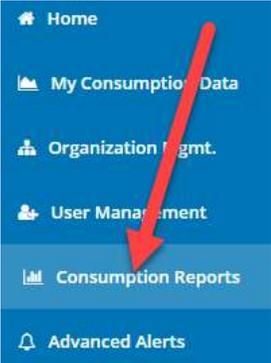
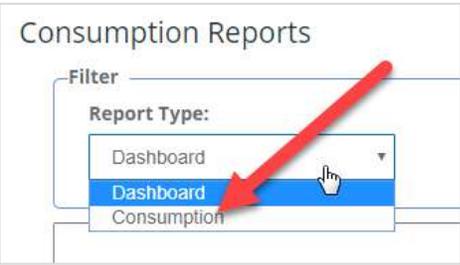
Procedure 8: Controls for Creating Consumption Reports

1. Select Consumption Reports on the left menu.

The menu is representative of an Analytics customer.

OUConsumption Online User Manual

Procedure 8: Controls for Creating Consumption Reports

		
2.	The Dashboard will be displayed on the Consumption Reports page.	<p>If a Group has not been defined under Organization Mgmt. the error 'Error loading default group' at the top of the page.</p> <p>Error loading default group</p>
		
3.	Select Consumption from the Report Type drop down.	
4.	The Consumption report setup is displayed.	
5.	Select the Group that you wish to analyze.	Meter groups must be setup under Organization Mgmt.

OUConsumption Online User Manual

Procedure 8: Controls for Creating Consumption Reports

Group:

6. Select the timeframe for the report using the calendar drop downs.

The From date must be earlier than the To date.

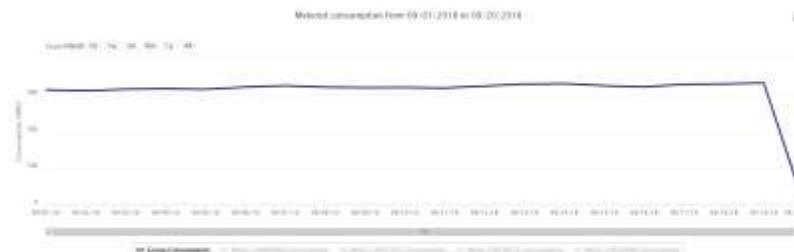
The X next to the date clears the value from the date field.

7. Once the dates are selected, click on the Execute Filter button.



If any fields have not been selected or set, the Execute Filter will not respond.

8. The Consumption report is displayed with a resolution of Day.



OUConsumption Online User Manual

Procedure 8: Controls for Creating Consumption Reports

9. The meters may be added onto the chart by selecting the meter from the legend.

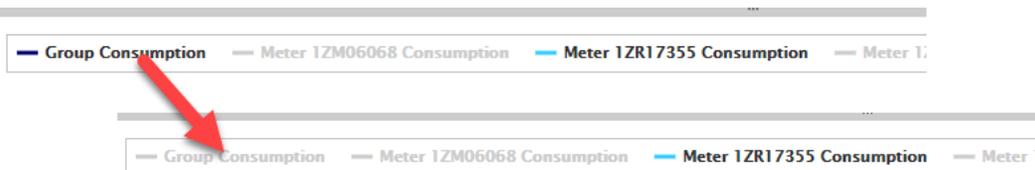
Default presentation of the report only includes the group.



10. The report is immediately updated to reflect the meter in addition to the group.



11. To remove a data point, like on the highlighted value in the legend.



12. The report is immediately updated to reflect the removal of the group line from the report.

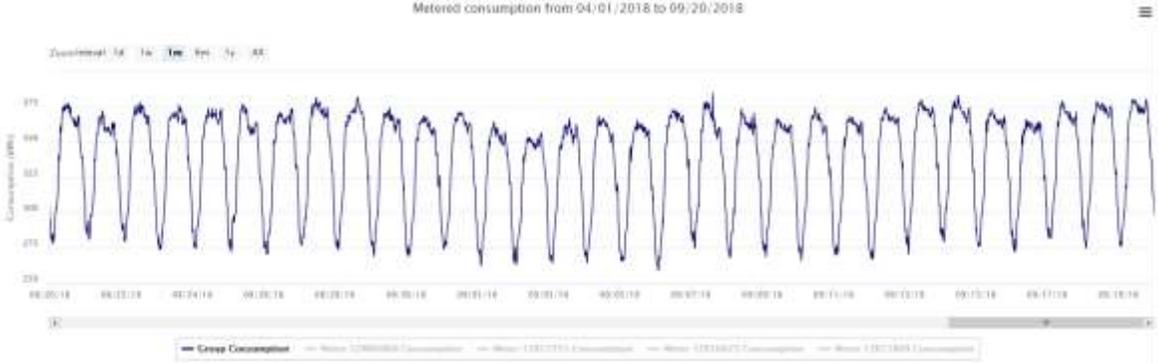


13. To change the focus of the report, use the zoom interval to select a timeframe within the data retrieved.

The zoom level currently displayed is highlighted. In this example, one month.

OUConsumption Online User Manual

Procedure 8: Controls for Creating Consumption Reports

	Zoom Interval 1d 1w 1m 6m 1y All	
14.	Select 6m and six months of data is now displayed.	If the data retrieved for the report is less than the zoom selected, all data will be displayed.
		
15.	Move the slide bar at the bottom of the graph to move to a different segment of data.	
		
16.	Changing the resolution, from Day to Week updates the data points to Weekly consumption.	Resolutions available are Interval, Hour, Day, Week, Month and Year.

OUConsumption Online User Manual

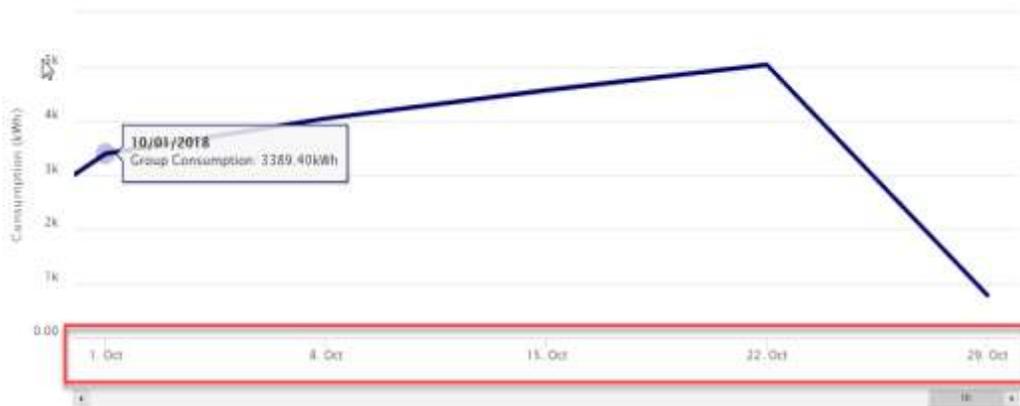
Procedure 8: Controls for Creating Consumption Reports

Resolution:

Resolution dropdown menu options:

- Week
- Select
- Interval
- Hour
- Day
- Week**
- Month
- Year

17. The report will update to reflect the new resolution.



18. Advanced controls offers the option of changing the report into a table of values. When the graph is displayed, select table and the graph will be replaced with the table for the report.

OUConsumption Online User Manual

Procedure 8: Controls for Creating Consumption Reports

Advanced Controls

Data View:

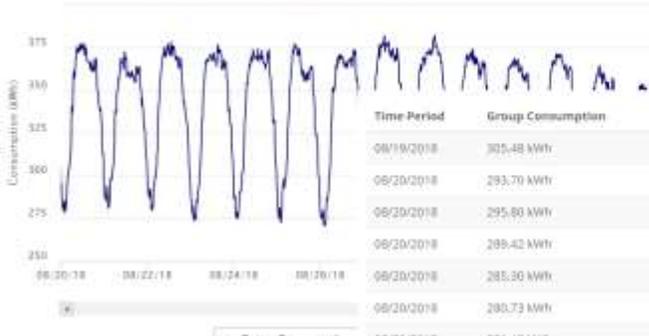
Chart

Chart

Table

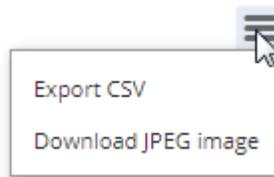
Metered consumption

Zoom Interval: 3d 1w 1m 6m 1y All



Time Period	Group Consumption	Meter 12M90088 Consumption	Meter 12R17385 Consumption
08/19/2018	305.48 kWh	120.00 kWh	38.10 kWh
08/20/2018	293.70 kWh	115.80 kWh	35.80 kWh
08/20/2018	295.80 kWh	117.75 kWh	35.05 kWh
08/20/2018	289.42 kWh	116.85 kWh	35.20 kWh
08/20/2018	285.30 kWh	115.50 kWh	34.30 kWh
08/20/2018	280.73 kWh	113.55 kWh	33.50 kWh
08/20/2018	281.48 kWh	113.55 kWh	31.00 kWh

19. Select the triple bars in the upper right corner of the report to access the export methods.



20. Selecting Export CSV will download an Excel compatible file to your computer.

21. Selecting Download JPEG image will download an image of the chart to your computer.

The location that the file is stored will depend on your browser configuration.

END

OUConsumption Online User Manual

Procedure 9: Create a Consumption Report – Consumption View

1. Utilize procedure Controls for Creating Consumption Reports.

2. Select Consumption as the View.

The default report when accessing the Consumption Reports is the Consumption View.



END

Procedure 10: Create a Consumption Report – Intensity View

1. Utilize procedure Controls for Creating Consumption Reports.

2. Select Intensity as the View.

The default report when accessing the Consumption Reports is the Consumption View.



END

Procedure 11: Create a Consumption Report – Cost View

1. Utilize procedure Controls for Creating Consumption Reports.

2. Select Cost as the View.

The default report when accessing the Consumption Reports is the Consumption View.



OUConsumption Online User Manual

Procedure 11: Create a Consumption Report – Cost View

END

How do I add users to my Analytics account?

As an Analytics user, you are an administrator for your accounts which means that you can create subordinate Usernames. These users will be able to view the My Consumption page or generate Consumption reports using the groups you created or by looking at individual meters. The Advanced Alerts page is also available. They will not be able to add users, create/edit groups, or create/edit alerts.

The users you create must have a unique Username and email. The system will tell you if either of those values already exist.

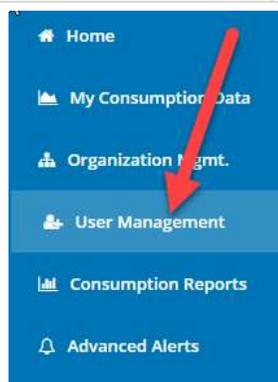
You cannot delete a subordinate user but you can deactivate the account.

The portal will lock out a user that has entered an incorrect password three times. The portal will allow them to try again in thirty minutes. Or, as administrator, you have the ability to reset their password to a temporary value which they will be required to update when they login.

Procedure 12: Setup Subordinate User Profiles

1. Select User Management on the left menu.

The menu is representative of an Analytics customer.



2. The User Management window will be displayed.

OUConsumption Online User Manual

Procedure 12: Setup Subordinate User Profiles

3. Select the Add a User button. The page will update to display the data entry form.



4. Enter the First Name and Last Name of the Subordinate User.

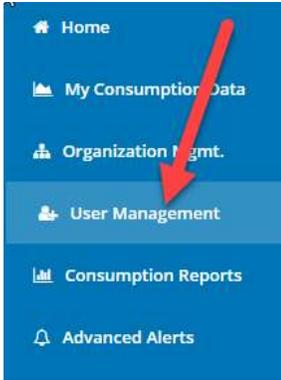
5. Enter the Email address of the Subordinate user. Then enter the email again as verification.



Note: The email address must be unique for each user. If the email address has already been added to the portal, the system will respond with an error message when you attempt to Save the setup.

OUConsumption Online User Manual

Procedure 12: Setup Subordinate User Profiles		
6.	Create a Username for the Subordinate user.	Note: The username must be unique for each user. If the username has already been added to the portal, the system will respond with an error message when you attempt to Save the setup.
7.	Assign a temporary password to the Subordinate user that follows the guidelines: <ul style="list-style-type: none">• Between 8 and 16 characters long• At least 1 alphabetic character• At least 1 numeric value• At least 1 special character	When the subordinate user logs in, they will be forced to enter a new password before gaining access to the portal features.
8.	Select SAVE. 	Selecting cancel will return you to the opening window as seen in step 2. 
9.	The Subordinate user will receive an email indicating that an account has been created.	
END		

Procedure 13: Deactivate a Subordinate User Profile		
1.	Select User Management on the left menu.	The menu is representative of an Analytics customer.
		
2.	The User Management window will be displayed.	

OUConsumption Online User Manual

Procedure 13: Deactivate a Subordinate User Profile

The screenshot shows the 'Customer User Management' search interface. It features a 'Locate user by:' dropdown menu with 'Select' chosen, a 'Search criterion:' text input field, and a 'Find' button. Below the dropdown is an 'Add a User' button. At the bottom left, it says 'Showing 0 of 0 results.'

3. Select how you would like to search for the user. The choices include Last Name, Account #, Username, and Email Address. Enter the Search Criterion. Select FIND.

Tip: Selecting any value in the Locate User by list and leaving the Search criterion blank will return a list of all users.

This screenshot shows the 'Locate user by:' dropdown menu open, displaying options: 'Select', 'Last Name', 'Account #', 'Username', and 'Email Address'. The 'Search criterion:' field is empty, and the 'Find' button is visible.

4. The search will return the Username that matches the search criteria.

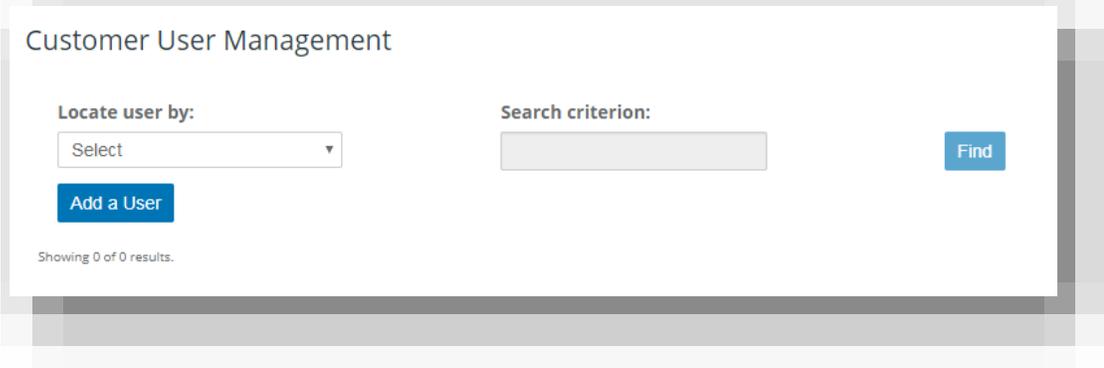
The screenshot shows the search results for the query 'Orlando'. The 'Locate user by:' dropdown is set to 'Last Name' and the 'Search criterion:' field contains 'Orlando'. The results table shows one entry:

Status	Username	Account#	Name
<input checked="" type="checkbox"/>	oucqa10	5428526946	Orlando, Lutheran

A red note above the table reads: 'Only first utility account associated with user is shown.'

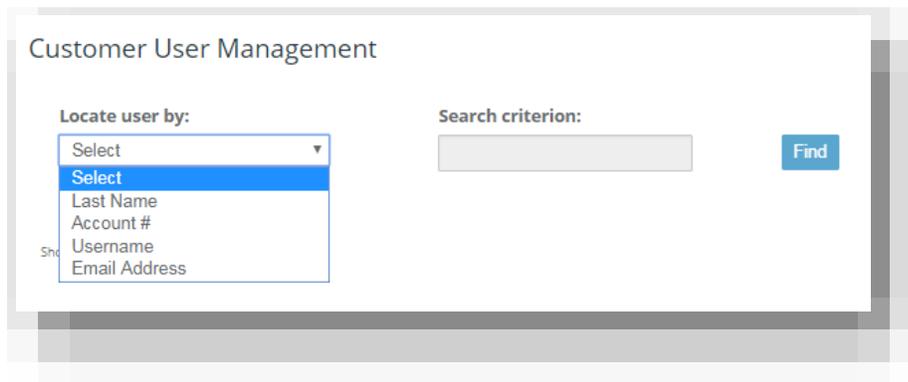
OUConsumption Online User Manual

Procedure 13: Deactivate a Subordinate User Profile		
5.	Click on the checkbox in the Status column. The box will update to an X which represents an inactive login.	To reactivate a username, simply click on the X. The checkmark will return indicating an active login.
		
END		

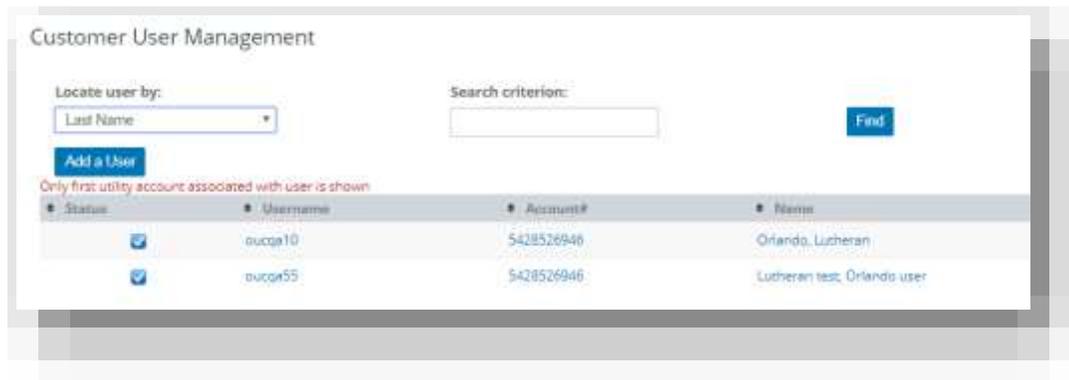
Procedure 14: Edit Subordinate User Profile		
1.	Select User Management on the left menu.	The menu is representative of an Analytics customer.
		
2.	The User Management window will be displayed.	
		
3.	Select how you would like to search for the user. The choices include Last Name, Account #, Username, and Email Address. Enter the Search Criterion. Select FIND.	Tip: Selecting any value in the Locate User by list and leaving the Search criterion blank will return a list of all users.

OUConsumption Online User Manual

Procedure 14: Edit Subordinate User Profile



4. The search will return the Username that matches the search criteria.



5. Click on the Username that you would like to edit. The information for the Username selected is displayed at the bottom of the page. The username cannot be changed.



OUConsumption Online User Manual

Procedure 14: Edit Subordinate User Profile

Edit a User Profile

All Fields are Required

Username: oucq305 Save Changes Cancel

First name:

Last name:

Email:

Verify Email:

Reset Password

Click on a new password for this user (must change upon first login)

Password:

Verify Password:

Passwords are case sensitive
 Passwords must be between 8 and 16 characters long
 Passwords must contain at least 1 uppercase character
 Passwords must contain at least 1 numeric value
 Passwords must contain at least 1 special character (for example: !@#% including \$%^&*)

Reset Password

6. Update the First Name, Last Name, or Email as needed.

7. Select Save Changes.

Save Changes

Cancel will discard any changes.

8. If all the changes are accepted, the system will display a message stating that the updates were completed.

9. The Subordinate user will receive an email indicating that their account has been modified.

END

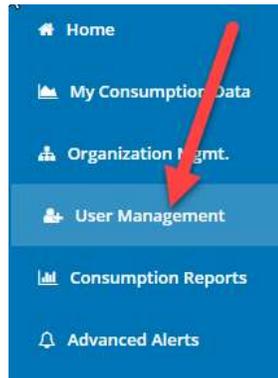
Procedure 15: Reset Password on a Subordinate User Profile

1. Select User Management on the left menu.

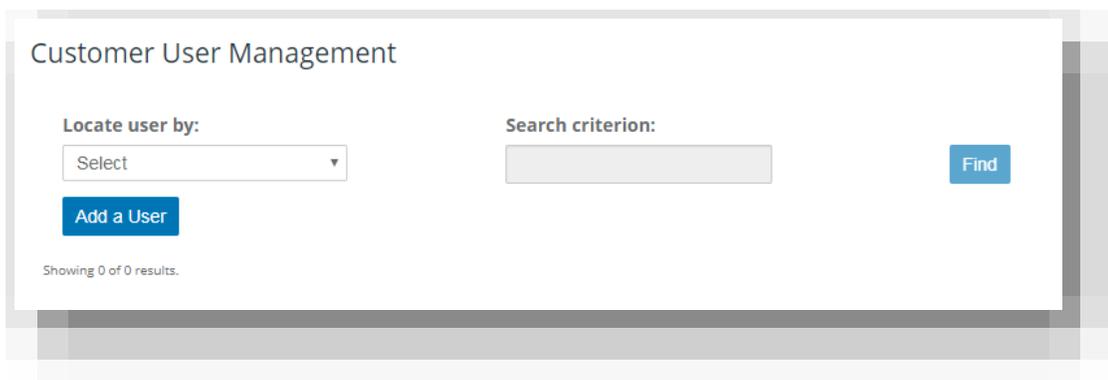
The menu is representative of an Analytics customer.

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Procedure 15: Reset Password on a Subordinate User Profile

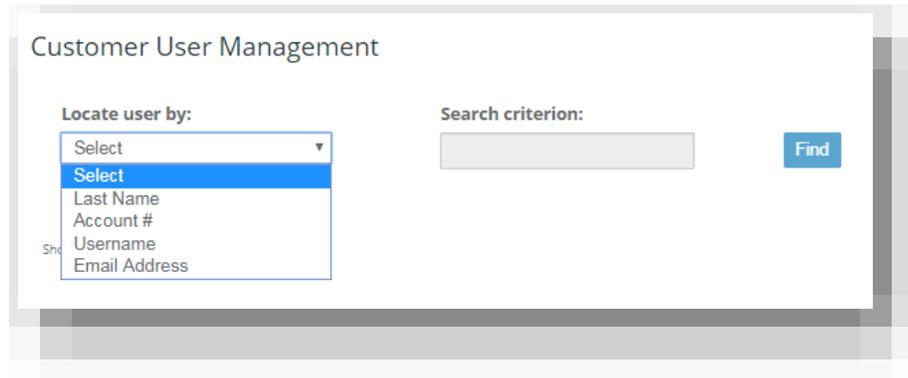


2. The User Management window will be displayed.



3. Select how you would like to search for the user. The choices include Last Name, Account #, Username, and Email Address. Enter the Search Criterion. Select FIND.

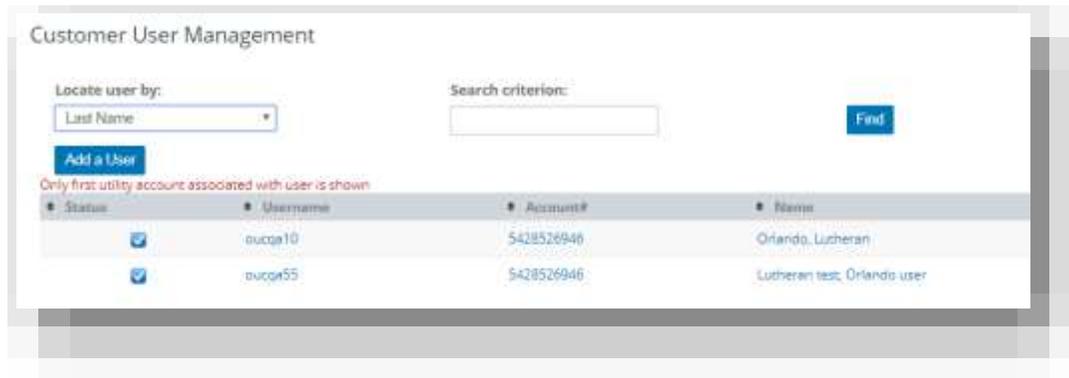
Tip: Selecting any value in the Locate User by list and leaving the Search criterion blank will return a list of all users.



4. The search will return the Username that matches the search criteria.

OUConsumption Online User Manual

Procedure 15: Reset Password on a Subordinate User Profile



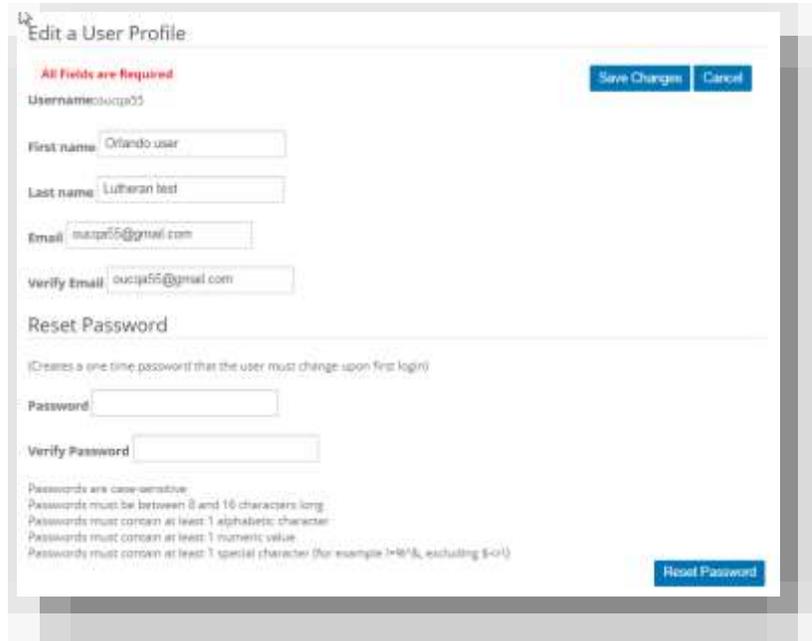
Customer User Management

Locate user by: Search criteria:

Only first utility account associated with user is shown

Status	Username	Account#	Name
<input checked="" type="checkbox"/>	oucqa10	5428526946	Orlando, Lutheran
<input checked="" type="checkbox"/>	oucqa55	5428526946	Lutheran test, Orlando user

5. Click on the Username that you would like to edit. The information for the Username selected is displayed at the bottom of the page. The username cannot be changed.



Edit a User Profile

All Fields are Required

Username: oucqa55

First name:

Last name:

Email:

Verify Email:

Reset Password

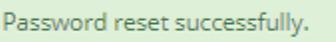
(Creates a one-time password that the user must change upon first login)

Password:

Verify Password:

Passwords are case-sensitive
Passwords must be between 8 and 16 characters long
Passwords must contain at least 1 alphabetic character
Passwords must contain at least 1 numeric value
Passwords must contain at least 1 special character (for example !@#\$, excluding %&^)

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Procedure 15: Reset Password on a Subordinate User Profile		
6.	<p>Assign a temporary password to the Subordinate user that follows the guidelines:</p> <ul style="list-style-type: none"> • Between 8 and 16 characters long • At least 1 alphabetic character • At least 1 numeric value • At least 1 special character 	<p>When the subordinate user logs in, they will be forced to enter a new password before gaining access to the portal features.</p>
7.	<p>Select Reset Password.</p> 	<p>Selecting cancel will return you to the opening window as seen in step 2.</p> 
8.	<p>The system will post  upon completion of the save.</p>	
9.	<p>If the user has tried three times to login unsuccessfully, the account status may have a lock indicator.</p>  <p>Click on the lock to return the status to active (checkmark).</p>	<p>The user is automatically unlocked thirty minutes following the last unsuccessful login attempt.</p>
END		

What is Advanced Alerts?

Advanced Alerts provides you a tool for monitoring the usage on a group of meters. The usage is evaluated at the interval level. The alert provides you updates when your threshold is exceeded. You can look for peaks, valleys or a specific value.

Setting up the alert involves deciding on a number of things including:

- Which group to evaluate
- How many days to review
- What value will trigger the alert
- Are we looking for intervals greater than, less than or equal to the value
- Should the group be evaluated as an aggregated group or should you look at each meter/service point
- Who should receive the alerts

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Once the alert is set, the system will evaluate the intervals daily to see if they meet the criteria you set up. The email will be sent each day a new set of violations occurs. If a violation does not occur on a particular day, the email will not be sent.

This sample email was for an alert on GroupE4 looking for an aggregate interval value greater than 25. The threshold must be crossed 5 or more times before the alert is reported. The information in the email includes:

- Asset Name – Group selected for the alert
- Asset Type – Group (aggregate reporting) or Service Location (meter reporting)
- Date – Day being reported on
- Value – This is the peak value on the intervals over the days evaluated. If the peak value on the new day is not higher, the peak from the previous days is noted.
- Count – How many times the threshold was violated. This is a cumulative number starting with the oldest day to the current day.

Alert Name: Alert - Int - Grouped
Template: kWh Threshold Check
Group: GroupE4
Description: This alert checks meter channel data for each interval read > 25.0. If it is detected 5 or more time(s) from 2018-09-29 to the date listed below, the alert is generated.

This check evaluates the group of service location as a set summed together.

Asset Name	Asset Type	Date	Value	Count
GroupE4	Group	2018-10-05	276.90	493
GroupE4	Group	2018-10-04	263.45	480

How do I setup alerts on my usage?

Procedure 16: Creating an Advanced Alert

1. Select Organization Mgmt on the left menu.

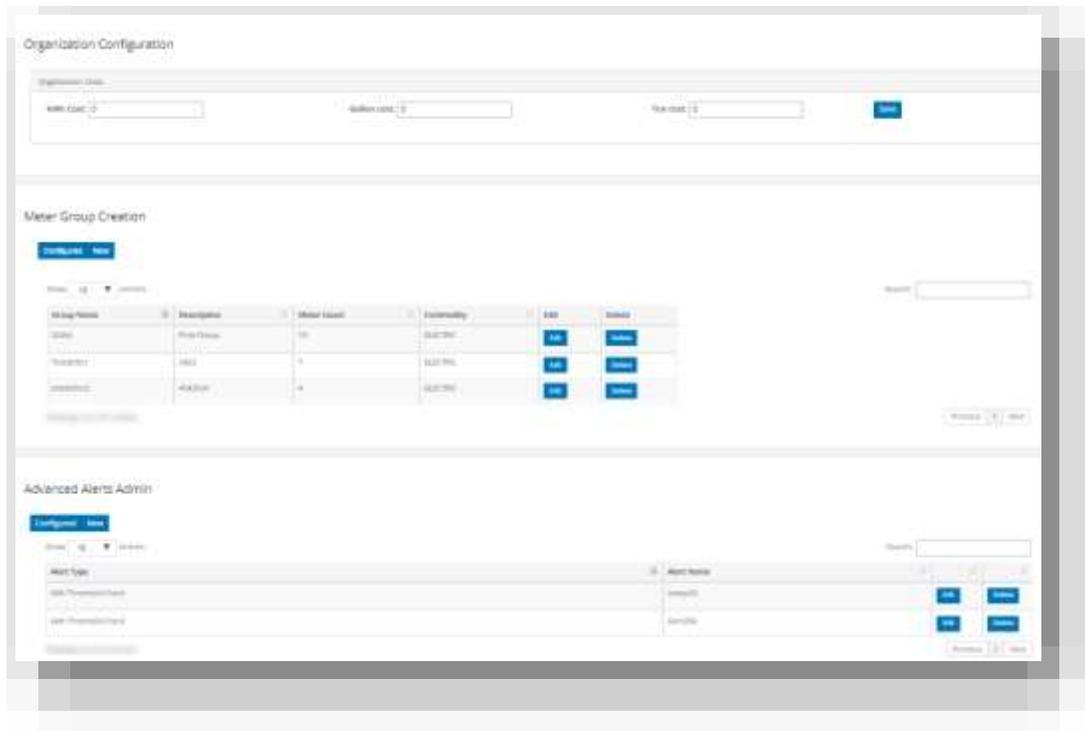
The menu is representative of an Analytics customer.

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Procedure 16: Creating an Advanced Alert



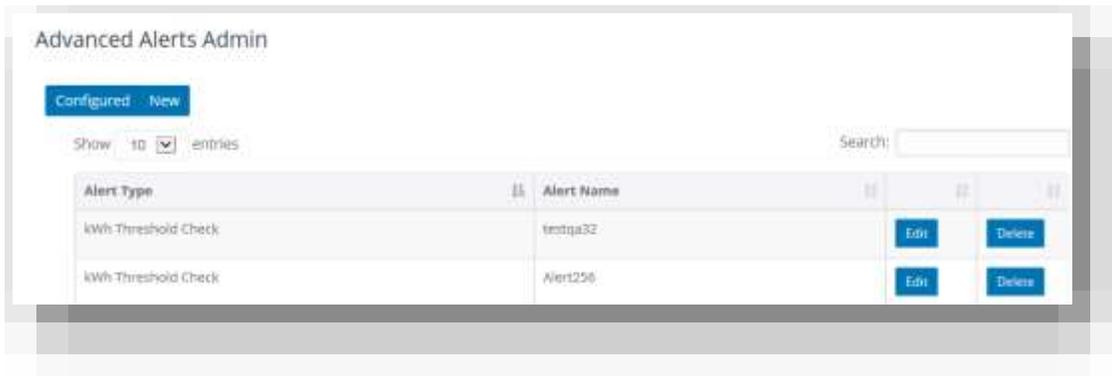
2. The Organization Mgmt window will be displayed.



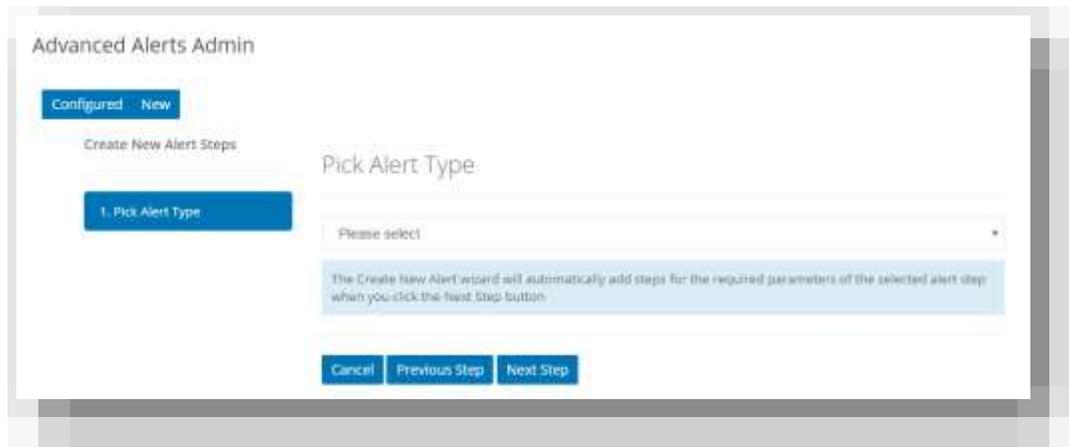
3. Scroll to the bottom of the page to the Advanced Alerts Admin section. Initial display lists any configured alerts.

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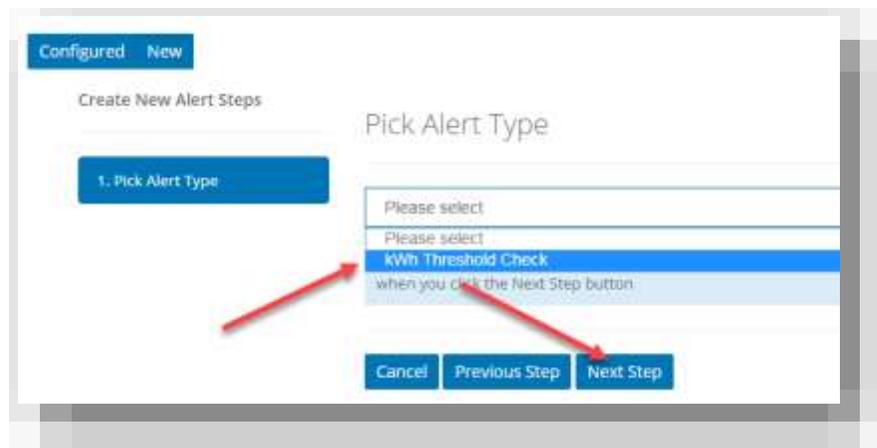
Procedure 16: Creating an Advanced Alert



4. Select New to create an alert. The application will walk you through the process.



5. Pick Alert Type. The only selection at this time is kWh Threshold Check. Select the alert from the Alert Type dropdown. Click on Next Step.

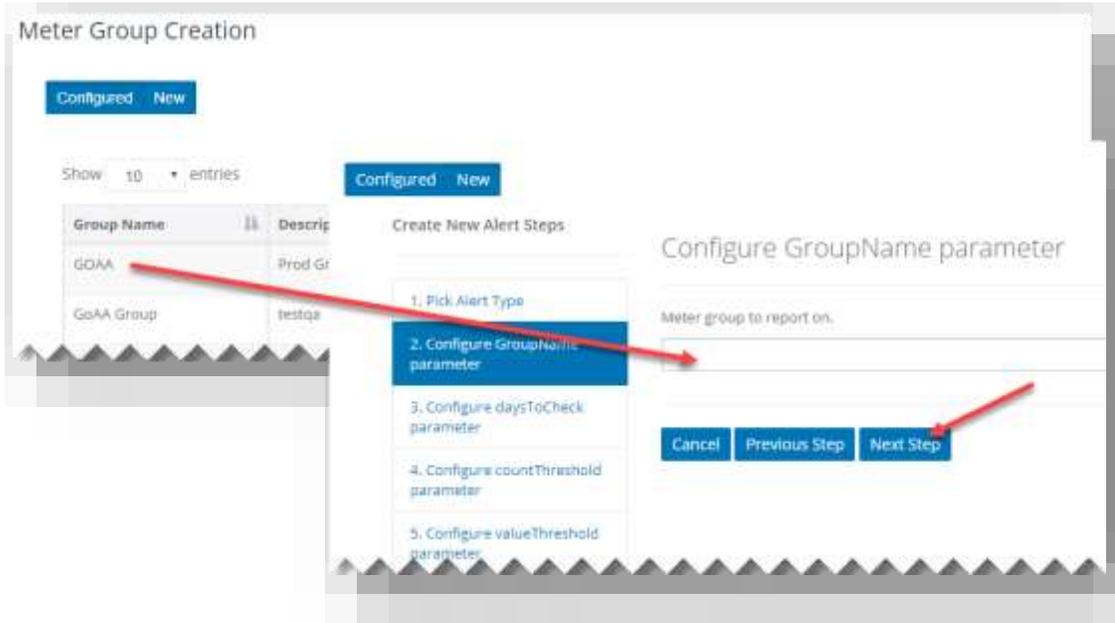


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Procedure 16: Creating an Advanced Alert

6. Configure GroupName parameter. Enter the name of the group to be analyzed. The group names can be found in the previous section called Meter Group Creation. Click on Next Step.

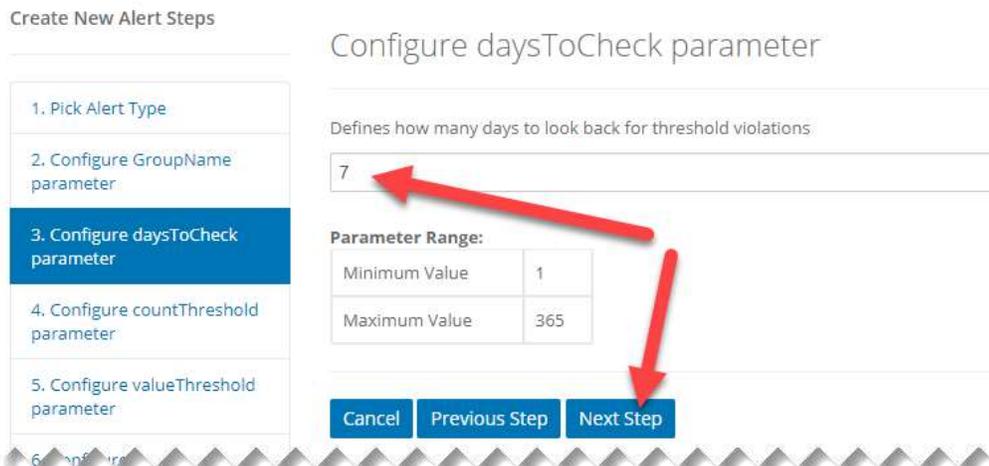
You can copy (Cntl-C) the group name and paste (Cntl-V) it into the field Meter Group to Report on.



7. Configure daysToCheck parameter. This value represents how many days you want to evaluate across. For example, should you select 7 days, the threshold will be evaluated over a week. Enter the number of days and click on Next Step.

Selecting Previous Step at any point will return you to the previous parameter. You can also move to a different step by clicking on the name of the step on the left.

[Previous Step](#)



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Procedure 16: Creating an Advanced Alert

8. Configure countThreshold parameter. This value indicates how many violations must occur in the period before the alert is sent. Enter the number of violations and click on Next Step.

Selecting cancel at any point will return you to the list of Configured alerts.

Cancel

The screenshot shows a web interface for configuring an alert. On the left, a vertical list of steps is shown, with step 4, 'Configure countThreshold parameter', highlighted in blue. The main area is titled 'Configure countThreshold parameter' and contains a text input field with the value '5'. Below the input field is a 'Parameter Range' table with 'Minimum Value' set to 1 and 'Maximum Value' set to 1000. At the bottom of the main area are three buttons: 'Cancel', 'Previous Step', and 'Next Step'. Two red arrows point to the 'Next Step' button and the input field.

9. Configure valueThreshold parameter. What value should be exceeded before an alert is registered? Enter the value and click on Next Step.

You are evaluating the fifteen minute intervals during the day. What kWh value is your average max? Do you want to track when any intervals exceed that average?

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Procedure 16: Creating an Advanced Alert

The screenshot shows a web interface for configuring an alert. On the left, a vertical list of steps is shown, with step 5, 'Configure valueThreshold parameter', highlighted in blue. The main area is titled 'Configure valueThreshold parameter'. It contains a text input field with the value '1' and a label 'The threshold to compare the data against.' Below this is a 'Parameter Range' section with a table:

Parameter Range:	
Minimum Value	0.000001
Maximum Value	9999.9

At the bottom of the main area are three buttons: 'Cancel', 'Previous Step', and 'Next Step'. Two red arrows point to the 'Next Step' button and the input field.

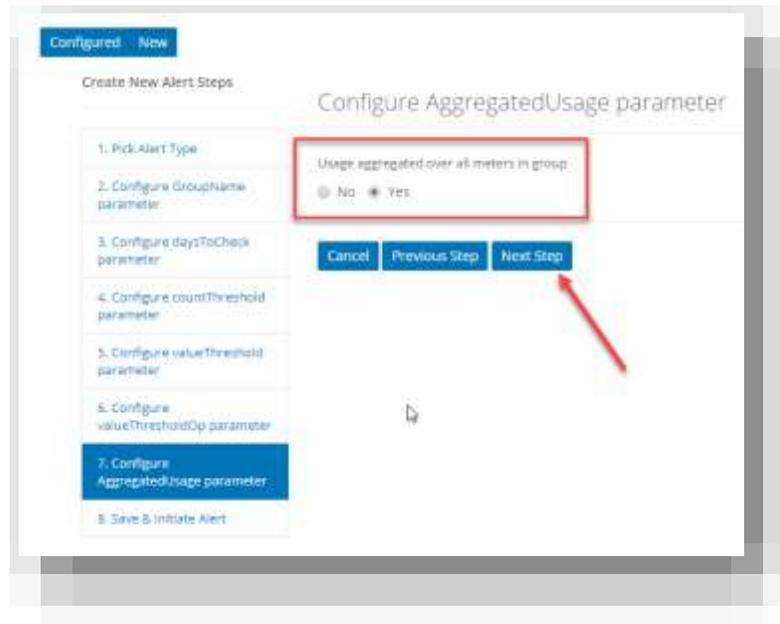
10. Configure valueThresholdOp parameter. What comparison do you want to make? The examples are >, <, >=, <=, or =. Enter the operator and click Next Step.

The screenshot shows the next step in the wizard, titled 'Configure valueThresholdOp parameter'. It features a text input field with the value 'gt' and a label 'Operator (ie: >, <, >=, <=, =)'. Below the input field are three buttons: 'Cancel', 'Previous Step', and 'Next Step'. Two red arrows point to the 'Next Step' button and the input field.

11. Configure AggregatedUsage parameter. You are evaluating a group. This value lets you choose to evaluate the aggregate group interval value (Yes) or the individual meters themselves (No). Select Yes or No followed by clicking on Next Step.

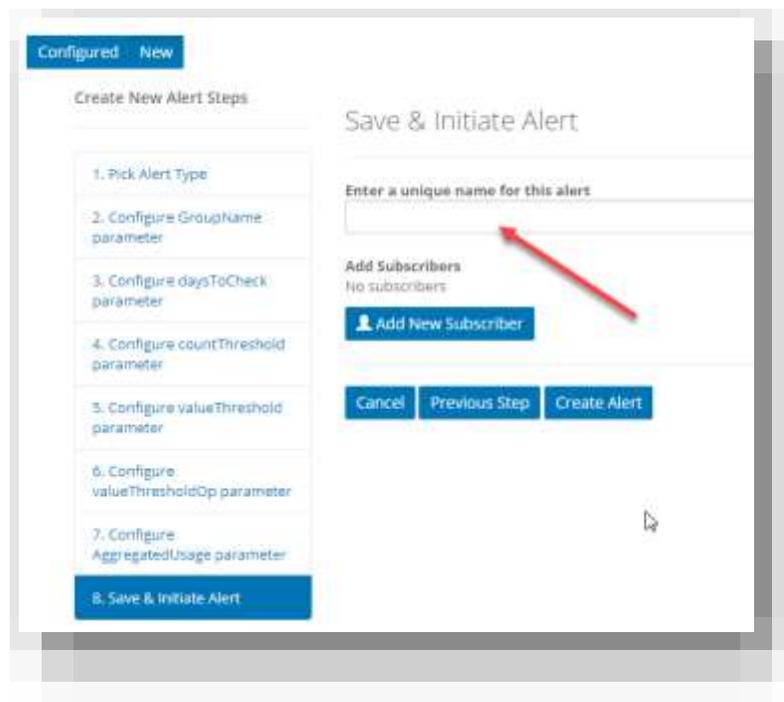
OUConsumption Online User Manual

Procedure 16: Creating an Advanced Alert



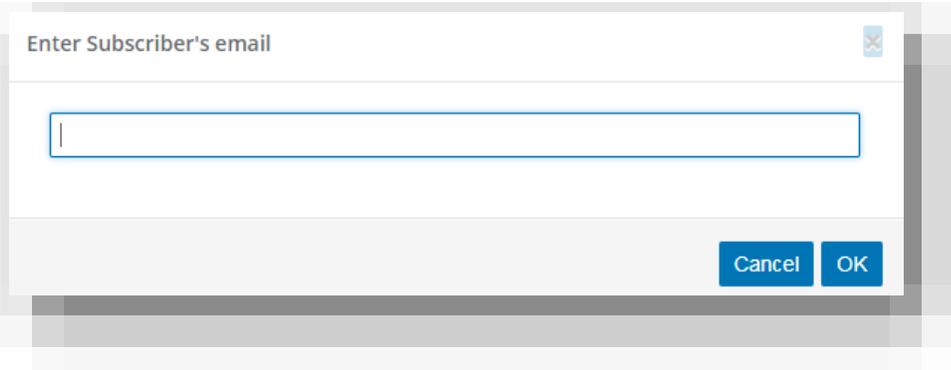
12. Save & Initiate Alert. Create a unique name for your alert.

Since the alerts are viewable by subordinate users, a unique name could include the group name plus the threshold (i.e. GroupABCequal25).



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Procedure 16: Creating an Advanced Alert

13.	Add New Subscriber. Enter an email address for the person or team that needs to receive and evaluate the alerts. Click OK. Repeat until all email addresses are entered for this alert.	Alerts may be sent to any email address. The email address does not have to belong to a user of the portal. For example, the alert could be sent to a group email belonging to the meter inspectors.
		
14.	Select Create Alert. The system will notify you when the alert is successfully saved.	
END		

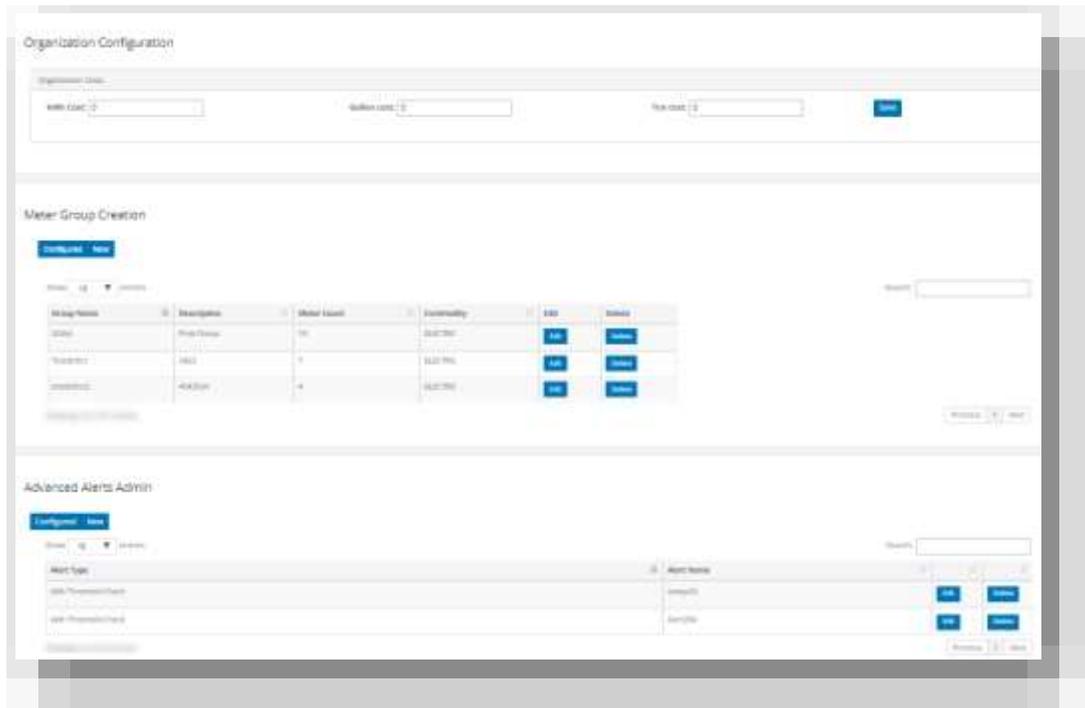
How do I update the alerts on my usage?

Procedure 17: Updating Values for an Advanced Alert

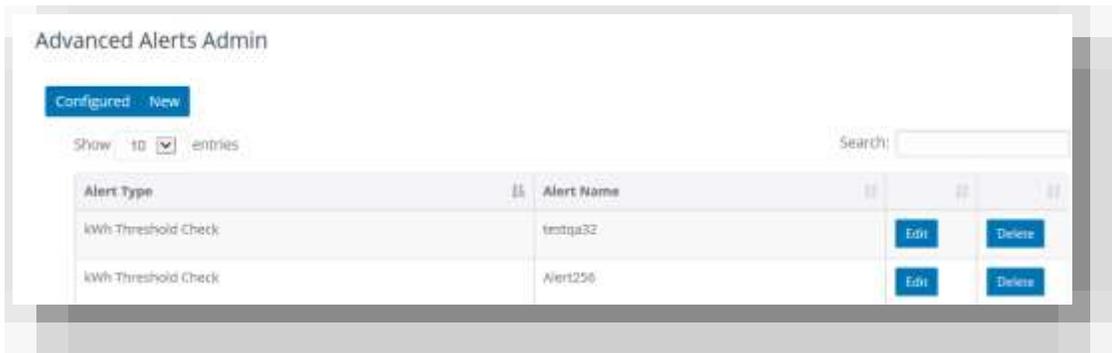
1.	Select Organization Mgmt on the left menu.	The menu is representative of an Analytics customer.
		
2.	The Organization Mgmt window will be displayed.	

OUConsumption Online User Manual

Procedure 17: Updating Values for an Advanced Alert



3. Scroll to the bottom of the page to the Advanced Alerts Admin section. Initial display lists any configured alerts.



4. Select Edit for the alert you wish to update. The alert expands to allow you to make changes. You only have to edit the values that you want to. The other values will remain as originally defined.

Edit

Delete

Only edit one alert at a time. To delete an alert, select the Delete button following the Alert Name.

OUConsumption Online User Manual

Procedure 17: Updating Values for an Advanced Alert

The screenshot shows a web interface for configuring an advanced alert. At the top, there are two tabs: 'Alert Type' and 'Alert Name'. The 'Alert Type' tab is selected and shows 'kWh Threshold Check'. The 'Alert Name' tab shows 'Alert123'. There are 'Edit' and 'Delete' buttons next to the alert name. Below the tabs, there are three tabs: 'Status', 'Subscribers', and 'Parameters'. The 'Parameters' tab is selected and shows several input fields: 'Group Name', 'Days To Check', 'Threshold Violation Count', 'Threshold Value', 'Comparison Operator', and 'Aggregated Usage?'. A 'Save Edits' button is located at the bottom left of the parameters section.

5. Edit Group Name. Click on Group Name and the panel will open to show the current settings. Update the value, as needed.

You can copy (Cntl-C) the group name and paste (Cntl-V) it into the field Meter Group to Report on.

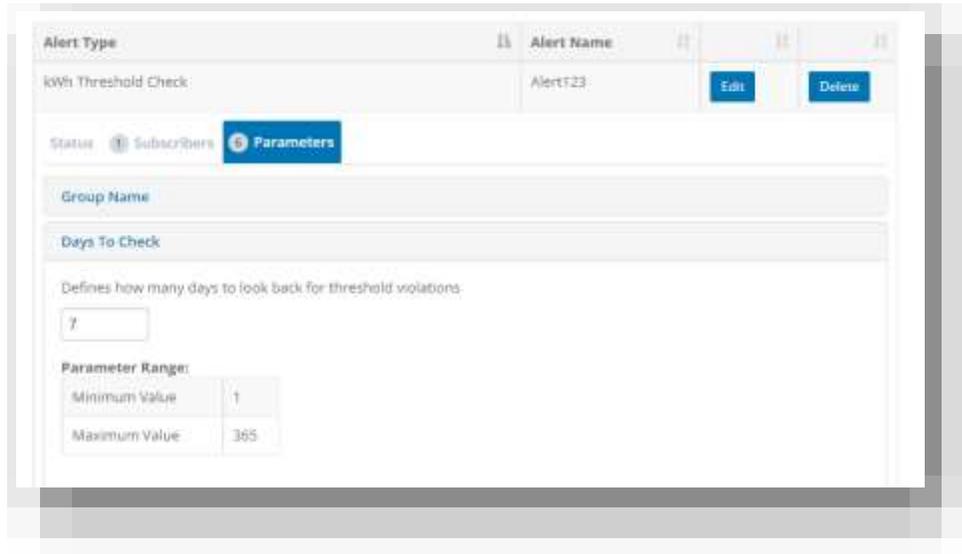
This screenshot is similar to the previous one, but the 'Group Name' field is highlighted with a blue border. The text 'Meter group to report on:' is visible above the input field, and the value 'Highwoods' is entered in the field. The other fields and buttons remain the same as in the previous screenshot.

6. Edit Days to Check. Click on Days to Check and the panel will open to show the current settings. Update the value, as needed.

Minimum value is 1.
Maximum value is 365.

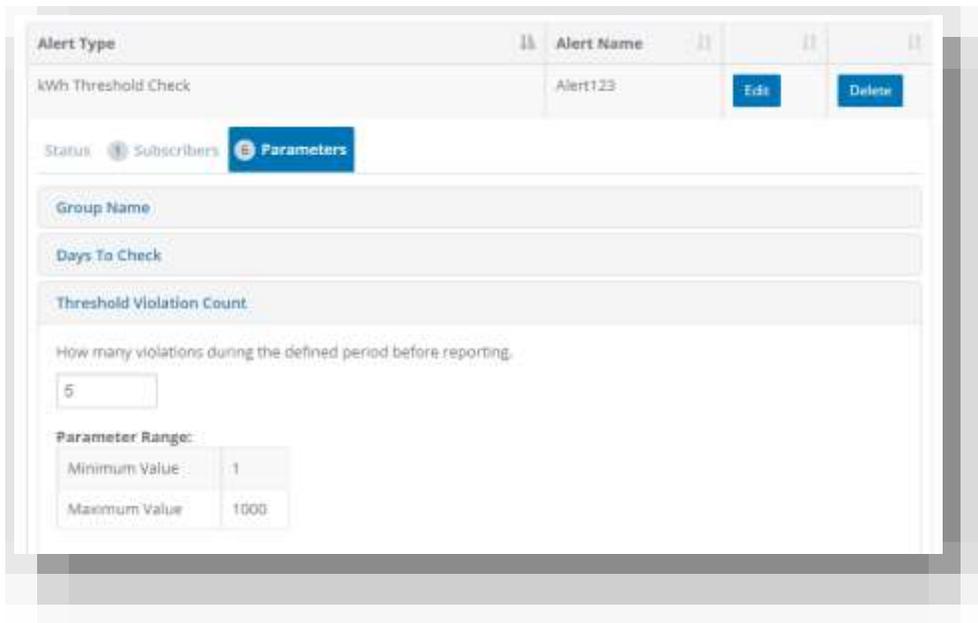
OUConsumption Online User Manual

Procedure 17: Updating Values for an Advanced Alert



7. Edit Threshold Violation Count. Click on Threshold Violation Count and the panel will open to show the current settings. Update the value, as needed.

Minimum value is 1.
Maximum value is 1000.



8. Edit Threshold Value. Click on Threshold Value and the panel will open to show the current settings. Update the value, as needed.

Minimum value 0.000001
Maximum value 9999.9

OUConsumption Online User Manual

Procedure 17: Updating Values for an Advanced Alert

The screenshot shows the 'Parameters' panel for an alert named 'Alert123'. The panel includes a table with columns for 'Alert Type' and 'Alert Name'. Below the table are several input fields: 'Group Name', 'Days To Check', 'Threshold Violation Count', and 'Threshold Value'. The 'Threshold Value' field is currently set to '1'. Below this field is a 'Parameter Range' section with 'Minimum Value' set to '0.000001' and 'Maximum Value' set to '9999.9'.

9. Edit Comparison Value. Click on Comparison Value and the panel will open to show the current settings. Update the value, as needed.

The possible values are >, <, >=, <=, or =.

The screenshot shows the 'Comparison Operator' panel for the same alert. It includes a table with columns for 'Alert Type' and 'Alert Name'. Below the table are several input fields: 'Group Name', 'Days To Check', 'Threshold Violation Count', 'Threshold Value', and 'Comparison Operator'. The 'Comparison Operator' field is currently set to '>'. Below this field is a label 'Operator (ie: >, <, >=, <=, =)' and a dropdown menu.

10. Edit Aggregate Use. Click on Aggregated Usage and the panel will open to show the current settings. Update the value, as needed.

Choose Yes to aggregate all the meters in the group before evaluation or No to evaluate meters individually.

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Procedure 17: Updating Values for an Advanced Alert

The screenshot shows a web interface for editing an alert. At the top, there are tabs for 'Alert Type' and 'Alert Name' (Alert123). Below the tabs are 'Edit' and 'Delete' buttons. The main content area has a 'Status' section with 'Subscribers' and 'Parameters' tabs. The 'Parameters' tab is active, showing several input fields: 'Group Name', 'Days To Check', 'Threshold Violation Count', 'Threshold Value', 'Comparison Operator', and 'Aggregated Usage?'. The 'Aggregated Usage?' section includes a sub-label 'Usage aggregated over all meters in group' and radio buttons for 'No' and 'Yes'. A 'Save Edits' button is located at the bottom left of the form.

11. Save. Select Save Edits. A message will be displayed when the alert is successfully saved.

Save Edits

END

How do I update the subscribers on my alerts?

Procedure 18: Updating Subscribers for an Advanced Alert

1. Select Organization Mgmt on the left menu.

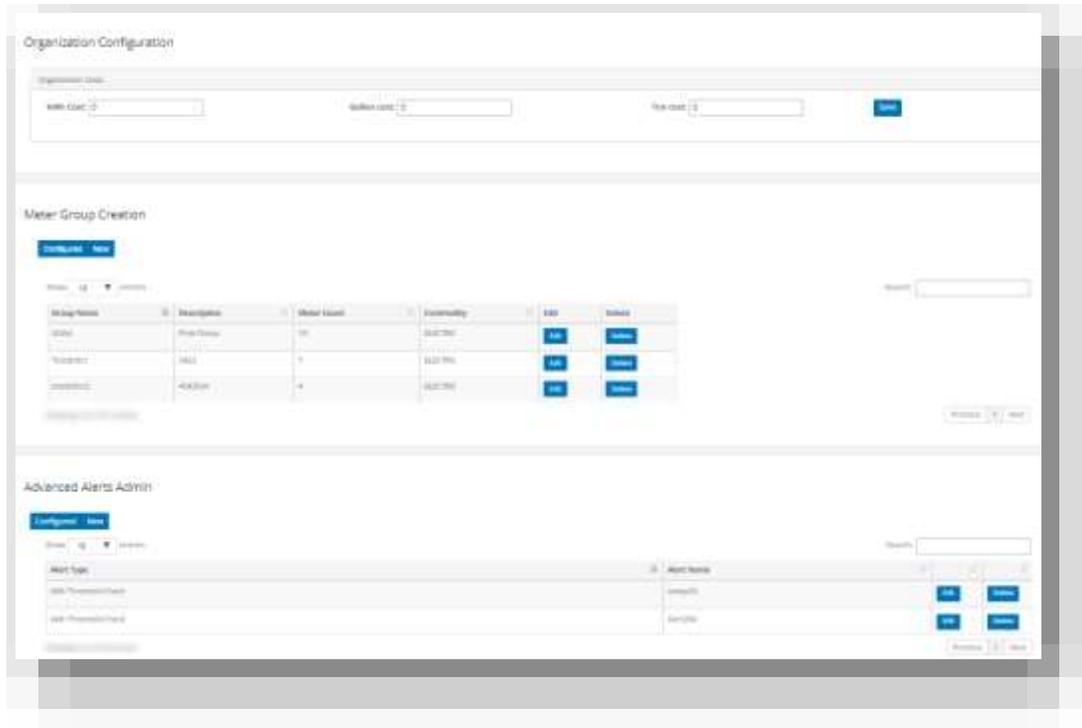
The menu is representative of an Analytics customer.



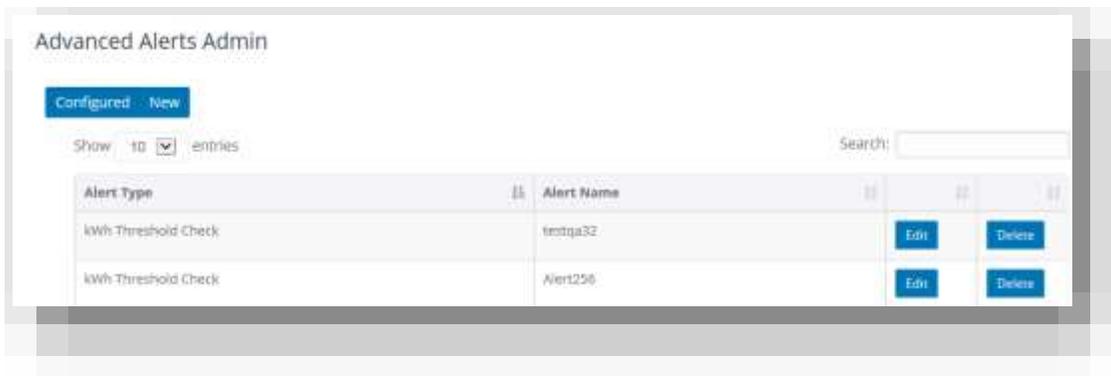
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Procedure 18: Updating Subscribers for an Advanced Alert

2. The Organization Mgmt window will be displayed.



3. Scroll to the bottom of the page to the Advanced Alerts Admin section. Initial display lists any configured alerts.



4. Select Edit for the alert you wish to update. The alert expands to allow you to make changes. You only have to edit the values that you want to. The other values will remain as originally defined.

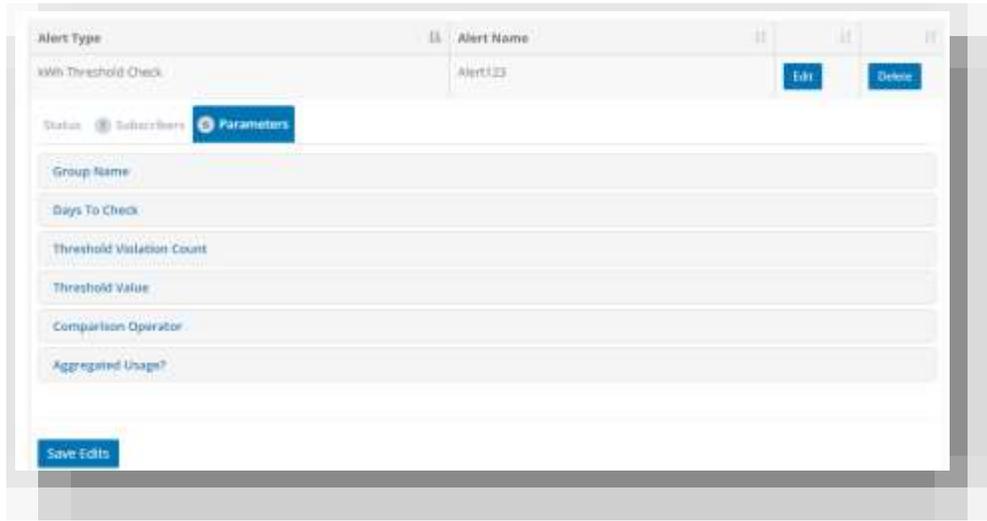
Edit

Only edit one alert at a time. To delete an alert, select the Delete button following the Alert Name.

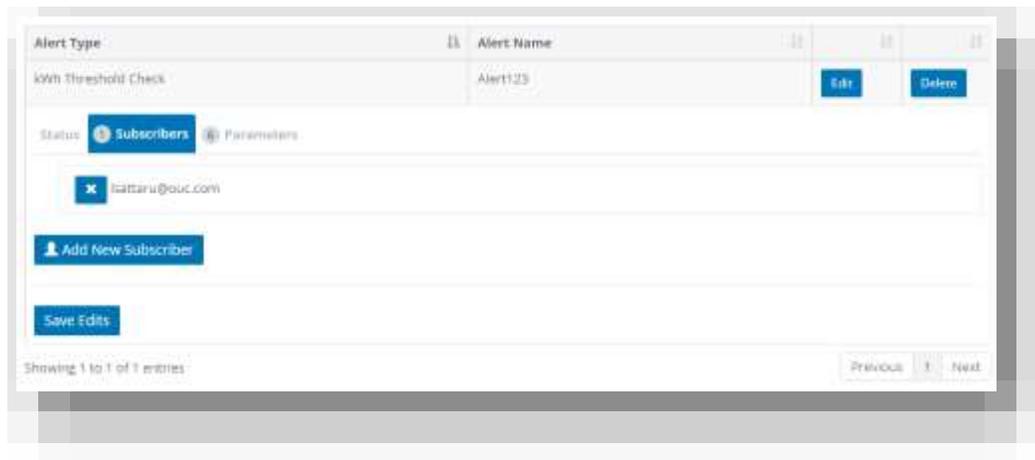
Delete

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Procedure 18: Updating Subscribers for an Advanced Alert



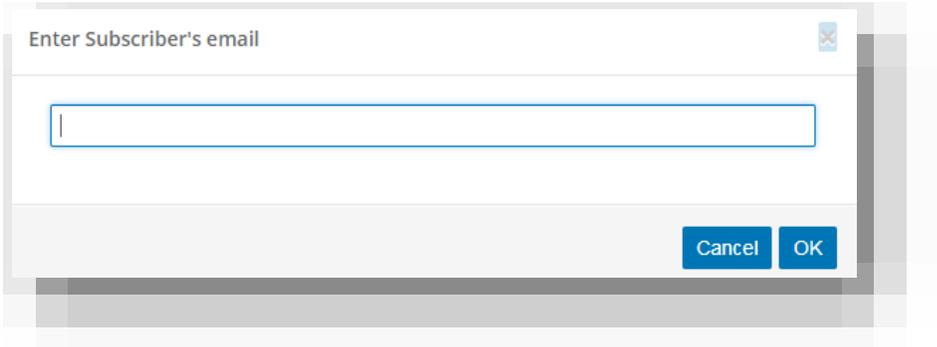
5. Select Subscribers. The panel will update to show you the current subscribers.



6. Select the X in front of an email address to delete a subscriber.
7. Select Add New Subscriber to add a new email address to the alert. A pop-up will display as shown below.

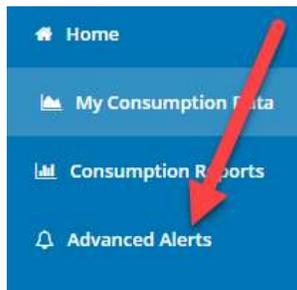
OUConsumption Online User Manual

Procedure 18: Updating Subscribers for an Advanced Alert

		
8.	Enter the email address in the proper format. Click on OK. A successful message will be displayed when the email is added.	Email addresses are not required to be registered users of the portal. Repeat step 7 and 8 for additional email addresses.
9.	Save. Select Save Edits. A message will be displayed when the alert is successfully saved.	
END		

How do I review my alerts on the portal?

Advanced Alerts is an option on the Analytics or Subordinate left menu panel.

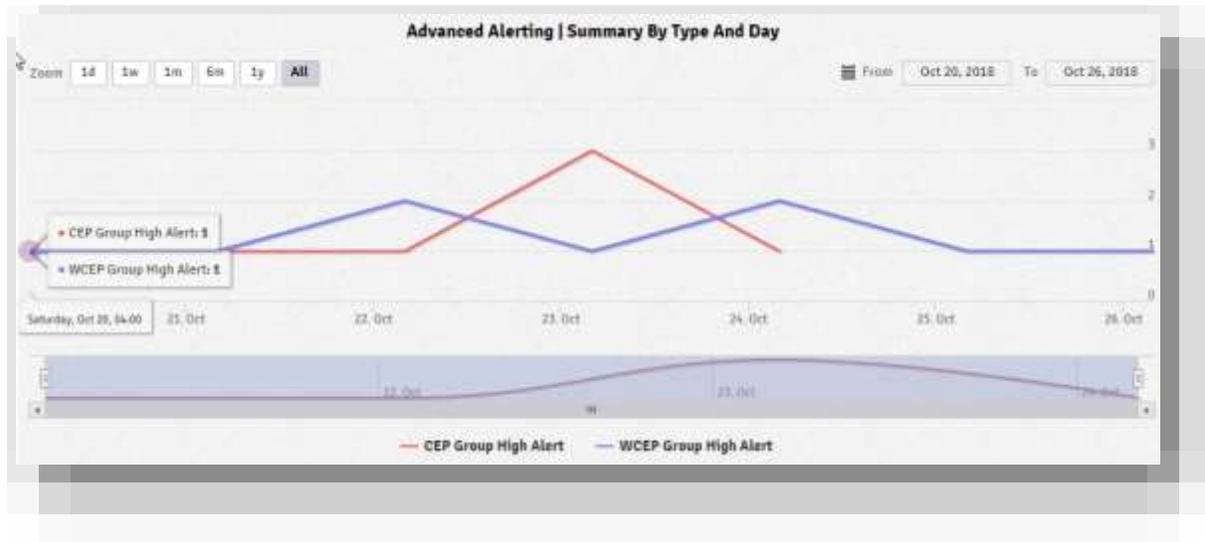


Selecting Advanced Alerts will present the Advanced Alerts Reporting Summary page. If there are no alerts configured, the message below will be presented. The Delegated Administrator will need to setup the alerts with the above procedures OR they have been configured but no violations have occurred at this time.



OUConsumption Online User Manual

If alerts are configured and active, an image similar to the one below will be presented. The display shows the number of violations during the timeframe for the current alert.



Clicking on the chart takes you to the detailed page. The chart is turned into a table showing the group or service point, the name of the alert, and the date/time of the violation.

Alert	Asset Name	Alert Time
CEP Group High Alert	CEP Group	24-Oct-2018 11:00:00
WCEP Group High Alert	WCEP Group	26-Oct-2018 04:00:00
WCEP Group High Alert	WCEP Group	25-Oct-2018 04:00:00

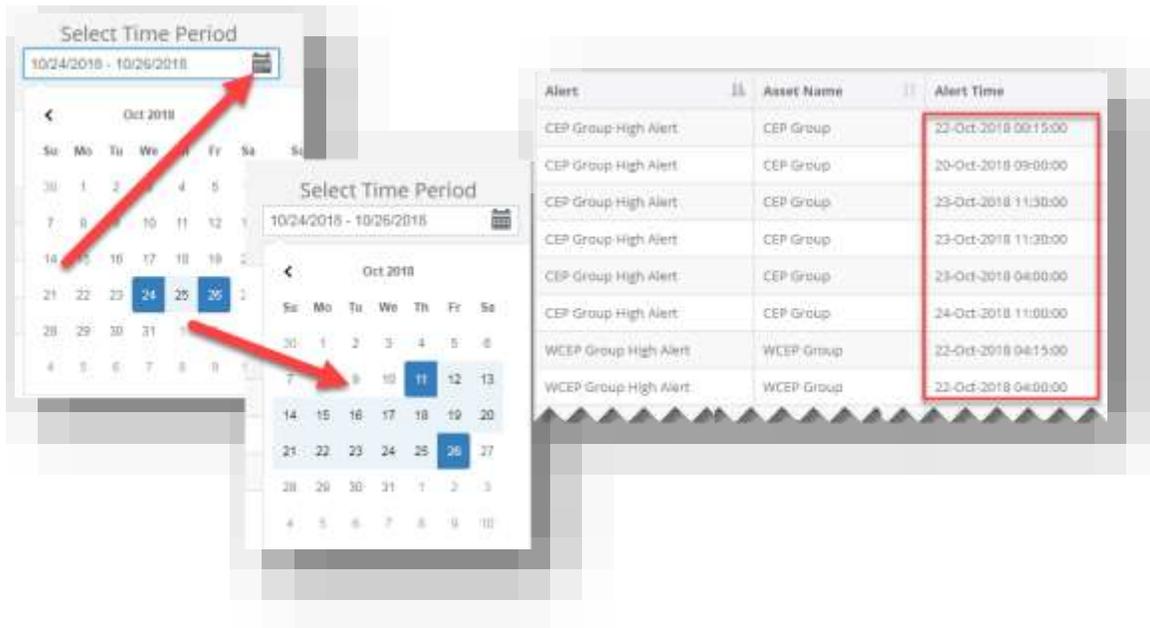
This data may be exported as needed by selecting the Export button when the table is displayed. The data will be downloaded to your computer in an Excel format.

The screenshot shows the 'Export' button with a dropdown menu open, highlighting the 'CSV' option. A red arrow points from the 'CSV' button to the resulting table below.

	A	B	C
1	Alert	Asset Name	Alert Time
2	CEP Group High Alert	CEP Group	10/24/2018 11:00
3	WCEP Group High Alert	WCEP Group	10/26/2018 4:00
4	WCEP Group High Alert	WCEP Group	10/25/2018 4:00

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The number of rows displayed in the table may be updated by extending the timeframe. Select the calendar next to the date range. The current to/from will be highlighted. Select the new to/from dates by clicking on the dates in the calendar. Select Apply in the bottom right of the displayed calendar. The table will update to include information for the requested date range.



Frequently Asked Questions

What can I do in the OUConsumption Online portal as a BEWES user?

As an Annual Reporting (BEWES) customer, your primary objective is to obtain data needed to respond to the reporting requirements in Energy Star. The section [How do I create a BEWES report for the City of Orlando?](#) will guide you through the process of creating the report.

What can I do in the OUConsumption Online portal as an Analytics user?

An Analytics user has the full functionality of the portal including:

- View Consumption by Group
- View Consumption by Group
- View Consumption Reports
- View Alert Results
- Configure Groups of Meters
- Establish Dashboard Reports
- Set Parameters for the Consumption Reports

OUConsumption Online User Manual

- Create Advanced Alerts
- Create BEWES reports

What can I do in the OUConsumption Online Portal as a Subordinate user?

As a Subordinate user, your access was created by the owner of the utility account. That person is responsible for administering your account, setting up meter groups, along with defining reports and alerts. Once these configurations are in place, you will be able to view the results once you access the OUConsumption Online portal with your UserID.

The Subordinate User may:

- View Consumption by Meter
- View Consumption by Group
- View Consumption Reports
- View Alert Results

Can I upgrade from a BEWES user to an Analytics user?

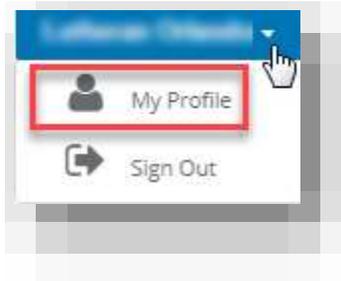
Yes. Please reach out to OUC at 407-434-2831.

Can I access the portal on my phone?

Yes, in landscape or horizontal. However, given the amount of information that is displayed, we recommend using a tablet for mobile access. Also, note Safari, Chrome, Firefox, Edge, and IE are the supported browsers. It does not support the generic internet icon found on mobile devices.

How do I remove an account?

To remove an account, access My Profile under your Username in the upper right corner.

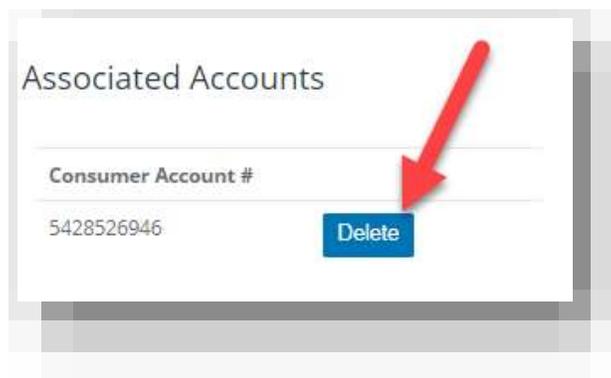


My Profile page will be presented. The initial tab selected is Personal Data. Select Utility Accounts to work with your associated accounts.

OUConsumption Online User Manual



The accounts that you have associated with your username will be listed at the top of the page. Select Delete next to the account that you wish to remove.



The system will ask you to confirm that you want to delete the account. Select OK to continue with the removal or CANCEL to leave the account associated with your Username.

