PowerView® 2.0 Customer Resource Manual
AES Indiana

AES Indiana is proud to bring you PowerView® 2.0, a powerful tool that helps you analyze your facility's energy usage. Please refer to this manual and the tutorial for help. The tutorial page where the topics appear, if applicable, is provided. For additional assistance, please email aesindianapowerview@aes.com.

Topic	Tutorial Page #	Explanation
Account Access	2,3 14, 15	A user needs an AES Indiana customer name and account number to create a PowerView® 2.0 account. When this occurs, the user has immediate access to all AES Indiana accounts under the same AES Indiana Customer ID. If a customer wishes to restrict access to only certain accounts, this can be done by creating a Secondary User. User privileges can be revoked at any time by contacting AES Indiana. Please call Business Customer Services at 317-261-8444 or email aesindianapowerview@aes.com.
Add an Account	14, 15	Add another account to your user name by going to User Profile (top right under head shape). You should already have access to all accounts under your AES Indiana Customer ID, but this feature allows you to add other accounts as well. You must have the customer name and account number.
Browser		PowerView® 2.0 should work on all major browsers. Please contact aesindianapowerview@aes.com if you encounter an issue.
Charts Tab	5,6	Use this tab to view demand, usage, power factor, or other values in graphical format. You can also change the time range and add a legend or marker.
Create an Account	2-6	Go to the website and click on Create an Account. You'll need your facility's AES Indiana Account Name and Account Number. Once you've created an account, you will immediately see your facility's data in the Charts tab. You will also receive a registration email. If you have more than one service and wish to navigate to another one, look for the AES Indiana logo in the dark blue bar at the top of your page. Click on the small aqua Select Property tab underneath that bar, and other services will appear. The next time you log in, the system will "wake up" in the last service you viewed, with any other options you chose in place.

Consumption	6 (circle 1)	Toggle between this and other values in either Charts or Data tab by using the drop-down menu at the top right of the graph/table.
Data Tab	9, 10	Use this tab to view demand, usage, power factor or other values in a table. Areas of high values are shown in orange and low values are shown in blue. There are several options for viewing data in the "heat map" under the word "Electric". As with the Charts tab, you can also change the time range and add a legend or marker. If the service has multiple meters, you can view data for an individual meter or all meters.
Date Range	6 (circle 3), 10	Set the date range for the data you wish to see here. You can also use the Default ranges at the left next to the word "Zoom". If you are setting a specific date range of only a few days (less than 2 weeks) and are having trouble getting it to display, try selecting more than Daily readings (Hourly, 30 min, or 15 min). You can also use the slide bar underneath the graph to extend time periods. Use the Daily, Weekly, or Monthly interval if you are viewing large periods of time. If you want to look at a longer period of time and it's not an option in the Zoom, try looking at fewer data points by selecting Daily or Weekly data instead of Hourly, 30 min, 15 min. To view your data for a particular day, be aware that this software considers 12 midnight to occur on the prior day.
Delete User Privileges	14, 15	You can delete a Secondary User by going to the head icon at the top right. Select User Profile. If you want to delete all user accounts, contact AES Indiana by calling Business Customer Services at 317-261-8444 or emailing aesindianapowerview@aes.com.
Delete Accounts, Services	5, 6, 9, 10	To remove an account or service from your view, please contact AES Indiana by calling Business Customer Services at 317-261-8444 or emailing aesindianapowerview@aes.com.
Demand	6 (circle 1), 10	Toggle between this and other values in either Charts or Data tab by using the drop-down menu at the top right of the graph/table.
Download Data	10, 11	Use Data tab to download data. Click Download and select the parameters. Data can be downloaded in .csv or Green Button format. If there are multiple meters and you want to add the data by meter, you may find it helpful to download them separately.

		You can also save your download settings for future use.
Energy Challenge	12, 13	Allows the user to set a six-month savings goal and compares usage to year prior. This feature is applicable after one year of history is available.
Energy Star	12, 13	Energy Star Portfolio Manager provides a comparison with similar use buildings in the Midwest region after one year of usage data is collected. Your building is compared with benchmark data in the Commercial Building Energy Consumption Survey (CBECS). More information is available here: https://www.eia.gov/consumption/commercial/
Green Button	11	Green Button is a government initiative to provide utility data in a standard format. For more information, visit https://www.energy.gov/data/green-button Use this option to download in Green Button format from the Data tab. Data can be downloaded in .csv format also.
Help	16	For additional assistance, please email aesindianapowerview@aes.com.
Hover Chart	7, 8	Select this to view specific data as you hover on a peak, date, etc. Use your browser printer to include the hover data on a hard copy. The Hover Chart bar doesn't appear if you are viewing 15-minute data. This feature is also available on the Data tab.
Interval	6 (circle 2)	Choose 15 min, 30 min, Hourly, Daily, Weekly using the dropdown menu, upper right of the chart.
Legend	7, 8	Click this in Charts tab (top left of chart) to see meter numbers. Meters used at your facility over the last two years will appear. You can tell from the color whether they are reflected in the data. You can slide meters on or off as needed.
Marker	7, 8	Add a Marker to denote a process or schedule change within your facility. The marker will show on the graph on the Charts tab and on the heat map on the Data map, but not in the data download. This feature can be used from the Charts tab or the Data tab.
Meter Numbers	7, 8	Use the Legend in Charts tab to see the meter numbers on the service you are viewing. Once they are visible, you can slide them off to isolate certain meters.
Meter Groups	5, 6	Aggregate any combination of meters by going to Select Property and click on Add New. Or, use Legend to turn off meters, if desired. Use Data to download data for a meter or meter group.

		This feature is also available from the Data tab.
Meters – multiple	7, 8	If your service has multiple meters, you can view the meter numbers by clicking Legend in the Charts tab. To remove a meter temporarily, "slide" it off. Data can also be isolated to a single meter in the Data tab.
Meters – previous	7, 8	Meter numbers (visible using Legend) are stored for two years. So, if your facility has had a meter replaced, both the old meter number and the new meter number will be visible for a time.
Midnight		To view your data for a particular date, be aware that this software considers 12 midnight to occur on the prior day.
Missing Accounts		PowerView® 2.0 displays data for services with demand meters only.
Mobile Device		PowerView® 2.0 can be viewed on your mobile device.
Multiple Pages		More than one tab/window on your browser can be open to PowerView 2.0, which allows the user to compare two graphs side by side if desired.
Name or Nickname for a Service	12, 13	Enter these in the Property tab. There is a delay of several minutes, but after typing in a name and moving to another field, this information is automatically saved.
Net Usage	8	When viewing multiple meters, is you cannot see the Net Usage on the hover box, reduce the range of data you are looking at. For example, this will only show on 15-minute intervals if you are viewing one week or less of data.
Password – forgot	2	If you know your user name (email address), the Account number, and the answer to your secret question, click on "Forgot your password?" at the Welcome Screen. You will receive an email with a new temporary password. When you log in using the temporary password, you'll be prompted to create a new password. If you do not know this information, please call Business Customer Services at 317-261-8444 or email aesindianapowerview@aes.com.
Password – change	14, 15	If you are logged in and want to change your password, go to User Profile (top right under head shape).
Pink bars	5, 6	The vertical pink bars represent weekends.
Power Factor	6 (circle 1), 10	Toggle between this and other values in either Charts or Data tab by using the drop-down menu at the top right of the graph/table.
Power Factor Diagnosis		A great way to diagnose what process or machine is impacting power factor is to view Consumption (kWh) in Charts and use a Comparison line at the bottom of Power

		Factor data. You can compare the chart to your production schedule, when machines are on/off, etc.
Print		Use the browser printer to produce a printout with all the account and widget information at the top of the page. If you use the "hamburger" (the three short horizontal lines at the top right of the graph) to print or download the image, the result is the graph only. The top banner and the legend do not appear.
Property/Property Profile	12, 13	A service nickname can be assigned in the Property tab, along with primary use, square footage, % occupied, and year built. Users can also fill in the Property Profile tab at the bottom of this page with site-specific information on the structure, HVAC, water heating, lighting, generation, and so on. Energy Star Portfolio Manager provides a comparison with similar use buildings in the Midwest region after one year of usage data is collected.
Range	6 (circle 3), 10	Set the date range for the data you wish to see here. You can also use the Default ranges at the left next to the word "Zoom". If you are setting a specific date range of only a few days (less than 2 weeks) and are having trouble getting it to display, try selecting more than Daily readings (Hourly, 30 min, or 15 min) If you want to look at a longer period of time and it's not an option in the Zoom, try looking at fewer data points by selecting Daily or Weekly data instead of Hourly, 30 min, 15 min.
Reactive Consumption, Reactive Demand	6 (circle 1)	Toggle between this and other values in either Charts or Data tab by using the drop-down menu at the top right of the graph/table.
"Remember Me"	2	Slide this on to have your computer store your password for the PowerView® 2.0 website.
Secondary User	14, 15	This feature is available to customers who want to restrict access to particular users. Hover on the head icon in the upper right of the display, and select User Profile, and then Add Secondary User. You can select accounts and the period of time for which you would like to grant access (you can also select "No End Date" if that is applicable). Enter the person's email, click Continue, and an invitation to create an account will be sent to that individual. The message does not explicitly state that the access is restricted.
Secret question – change	14, 15	If you are logged in and want to change your secret question or answer, go to User Profile (top right under head shape).

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Security		Data is protected several ways in this program. Data is only available in secure browsers, which use Secure Socket Layer (SSL) technology. Users' email and password are required for access. Passwords are encrypted and not stored as plain text. Time-out occurs after a period of inactivity. During transit from AES Indiana, data is encrypted in transit using only TLS 1.1 or higher (TLS 1.2 preferred) over HTTPS. Data is encrypted at rest using full hard drive encryption.
Select Property	5, 6	Use this to navigate amongst several services at one customer account. Accounts of no interest can be deleted here and reinstated using "Default Meter Groups". This feature is available from Charts tab or Data tab.
Services with Multiple Meters	7, 8	Use Legend to see the meter numbers and the colors they are represented in. To see the meters separately, select "Side by Side Bar" instead of "Bar" in the pull-down menu, upper left. If the view remains as a stacked bar, try selecting a shorter range of time. To omit one or more meters from view, select Legend (upper right) and slide off the meters you don't want to see. If service is switched from one meter to another, the Daily interval data will show demand for both meters. To see the actual demand, go to 15-minute interval data.
"Usage data is not available"		This usually occurs because there is an "end date" in our system for your company's ownership of the service. Please email aesindianapowerview@aes.com with any concerns.
Widgets	6	These are the four benchmark data points that appear to the right of the Account number. Click on the gear at top right of each to select other relevant data points.

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