City of Portland, Maine

CMP Energy Manager for Business Tool

How-To Guide:

Following is a step-by-step guide for building owners to use Central Maine Power's Energy Manager for Business tool. This is a powerful tool that we at the City have found to work well, when it works. Follow along with time and patience and it can work for you too!

Contents

Energy Manager Information*

*From CMP Website

General Information Page: Provides information on the basics of Energy Manager, including which level of accounts are eligible for this program.

http://www.cmpco.com/smartmeter/emforbusiness.html

Questions Page: Answers to frequently asked questions as well as some instruction for account navigation.

http://cmpco.com/yourbusiness/embusinessqa.html

CMP Guide: The Central Maine Power version of this guide will take you through many of the same steps and includes a lot of helpful information. However, it utilizes many tools we will not need for the reporting process.

http://cmpco.com/MediaLibrary/3/6/Content%20Management/YourBusiness/PDFs%20and%20Docs/Energy%20Manager%20tutorial.pdf

Accessing your Data

Things to know before you start:

- After you create an account and attach your meter(s) to the profile, it takes about 24 hours for the data to be refreshed.

- The Energy Manager site can be tedious; patience is necessary.

- If part of the site doesn't seem to be working correctly, or if it takes more than 24 hours to receive data, don't hesitate to contact the customer service line. It can often point out a problem CMP may not know exists.

Step 1

- Using the Energy Manager for Business requires creating an account through Central Maine Power's (CMP) online platform. Have your account numbers accessible.

  ◊ Navigate to https://www.cmpco.com/ and click **Log In**

  ◊ If you already have a CMP account, enter your log in information

  ◊ If you do not have an account please click **Register Now** and provide the required information.

- Once the account is created, navigate to the bottom left of the home page and click **View My Data** in the Energy Manager for Business box.

Accessing your Data

Step 2

- Scroll to the bottom of the page and click on **Usage and Variance Analysis.**

Usage and Variance Analysis

- Usage and Variance Analysis shows comparative usage and demand charts and graphs.

  View usage, average demand and maximum demand for any time period

- Click Select Meters

  ◊ Click **Switch Customer**

  ◊ Enter any identifying data for the specific meter you are wishing to see data for. Preferably the account number.

- To attain data from 2017 ensure the correct meter is selected, then, under Select Time Period enter **1/1/2017** for the start date and **12/31/2017** for the end date. If you wish to see data from a different, enter the dates accordingly.

- Under step 3, select **Show Results By** Month. This is important as daily or weekly data can often overload the system.

- Create and view your report by selecting **Create.**

Settings | **Advanced**

1. Select meters

⚠ No meters selected.

⊜ Select Meters

2. Select time period

Time Period | Custom period ▼

Start Date ——→ 1/1/2017 📅

End Date ——→ 12/31/2017 📅

Choose comparison period for variance analysis.

Comparison Period | Custom period ▼

Comparison start date: 12/31/2017 📅

« Previous period | Next period »

3. Select usage totals
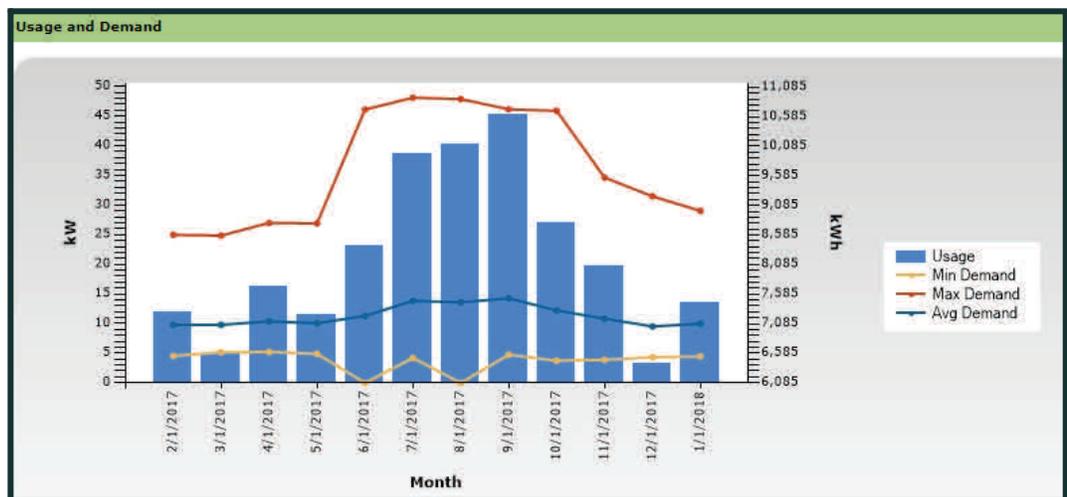
Show results by: | Month ▼

4. Create the report

📄 Create | 🔁 Reset

Viewing your Data

Step 3

- When the report generates you can begin exploring your energy usage. CMP provides visual and numerical representations of usage data. Both are great to see averages, seasonal differences, and long term trends.

- For reporting, you will data from the first two columns on the left.

- To clarify, the period ending 2/1/2017 would be data for January 2017.

Period Ending ⬆	Usage (kWh) ⬆	Min Demand (kW) ⬆	Max Demand (kW) ⬆	Avg Demand (kW) ⬆
2/1/2017	7,287.168	4.536	24.984	9.795
3/1/2017	6,581.166	5.160	24.864	9.793
4/1/2017	7,713.564	5.208	27.000	10.382
5/1/2017	7,242.276	4.896	26.928	10.059
6/1/2017	8,402.892	0.000	46.128	11.294
7/1/2017	9,964.980	4.200	48.144	13.840
8/1/2017	10,112.334	0.000	47.904	13.592
9/1/2017	10,620.198	4.752	46.176	14.274
10/1/2017	8,802.636	3.744	45.936	12.226
11/1/2017	8,063.982	3.888	34.656	10.839
12/1/2017	6,405.426	4.320	31.488	9.525
1/1/2018	7,434.462	4.464	29.040	9.993
Total	98,631.084	45.168	433.248	135.611

Reporting your Data

Step 4

- After having issues with the Excel download feature of Energy Manager, I found that transcribing the data into an excel template was the next best option.

- Once you have a meter set up in Portfolio Manager you can download their template spreadsheet and fill it out with the required information.

Data Summary				
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A1		f_x Start Date (Required)			
	A	B	C	D	E
1	Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
2	1/1/2017	1/31/2017	7287.168		No
3	2/1/2017	2/28/2017	6581.166		No
4	3/1/2017	3/31/2017	7713.564		No
5					
6					
7					
8					
9					
10					
11					
12					

- Fill out the spreadsheet using the data provided by CMP. In the "Estimation" column type No.

- Follow the steps in the Portfolio Manager guide to upload your data to the proper meter.