

# SylSmart Energy

# User manual

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## Glossary

Term	Meaning
Customer	An individual organisation or business.
Building	A physical building (or dwelling).
Device	A physical device installed within a building, or a virtual device corresponding to a utility meter.
Auditor / Internet of Things device	A physical internet-connected device installed within a building to measure a quantity.
Utility Meter	A virtual device used to represent a specific utility (such as electricity, gas, or water) for which an energy bill is received.
Invoice	A bill issued by an energy supplier for an amount of energy consumed corresponding with a utility meter.
Project	A targeted plan or scheme carried out by an organisation aiming to reduce the usage of a specific utility.
Milestone	A point in time representing an important date within a project e.g. installation date.
Baseline	A starting point used for comparisons.
Reduction Strategy	The magnitude of the reduction in the usage of a specific utility, and the date this would likely be achieved.
Circuit	A individual data channel measured by a device.
Virtual Circuit	A data channel that is not directly measured but is calculated by adding or subtracting one or more measured circuits.
Consumption	Energy that is used (or consumed).
Production	Energy that is generated (or produced).
Value	The different quantities or variables relating to energy reported by the platform. Values reported by the platform such as Real Energy (kilowatt hours (kWh)), Energy cost (€ or £), Emissions (kgCO <sub>2</sub> e).
Load	A convenient grouping of circuits (and virtual circuits). For example, there may be several lighting circuits being measured and a Load lets you sum them all together.
Supplies	The equivalent of a Load but for production circuits.
Tariff	Cost you pay your supplier per unit of energy consumed. This could be different at different times of the day.

## Accessing SylSmart Energy

### 1. Before you log in

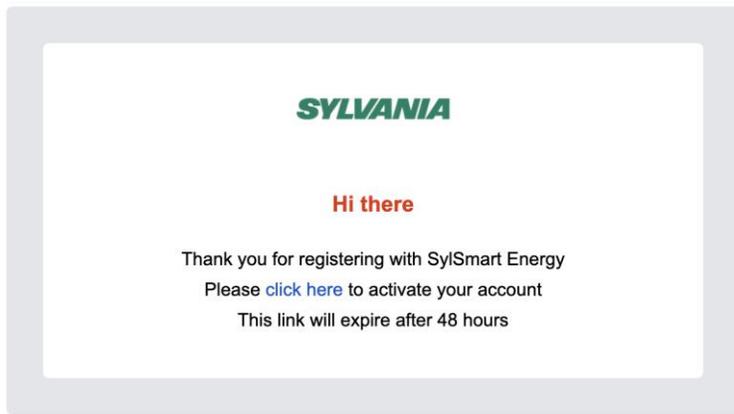
Your SylSmart Energy dashboard will be preconfigured up for you by a member of the SylSmart Energy engineering team.

The items preconfigured for you include:

- Customer set up
- Building set up
- Device & Circuit set up
- Load set up
- Tariff set up
- Schematic upload

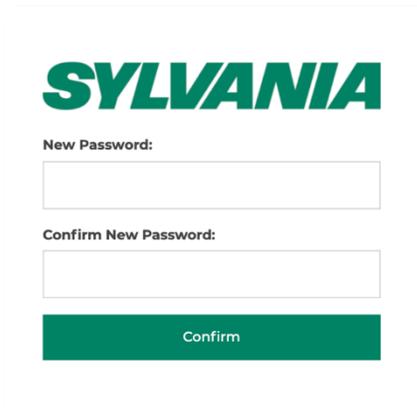
### 2. Logging in for the first time

You will receive a personalised invitation to join the SylSmart Energy platform.



How to:

1. Click the blue hyperlink in the invitation e-mail.
2. You will be brought to <https://energy.sylvania-lighting.com/> to set a password.



The screenshot shows a white rectangular form with the Sylvania logo at the top. Below the logo, there are two text input fields. The first is labeled "New Password:" and the second is labeled "Confirm New Password:". Below these fields is a green button with the text "Confirm" in white.

3. Enter the desired password in both the "New Password" and the "Confirm New Password" fields.
4. Click "Confirm"



5. Click "Back to login"
6. Under "Username or email", enter the email that was invited. a
7. Under "Password", enter the password that was set.
8. Click "Sign in"
9. You will be presented with the SylSmart Energy Terms and Conditions

## Terms and Conditions ×

### Service Agreement of SylSmart Energy

Welcome to SylSmart Energy!

**Before accepting the Agreement, you are supposed to thoroughly read all contents of the Agreement, and fully know its terms, especially restrictive clauses or exceptions. Restrictive clauses or exceptions are bold or highlighted in other forms to catch your attention. In case of any doubt for the terms of the Agreement, please contact relevant business department of Feilo Sylvania International Group Kft.\*\*** You are not allowed to use the service before you have read and accepted all terms of the Agreement, relevant agreements and rules, etc. Once you select "agree and submit the Agreement" (see registration page for detailed wordings) and complete the registration (signing up) procedure, or you use the service in any form, it will be deemed that you have read and agreed with the restriction of the Agreement and rules above. In case of any breach of the Agreement, Feilo Sylvania International Group Kft. has the right to unilaterally restrict, suspend or terminate the service for you, and has the right to investigate your relevant responsibilities.\*\*

10. Scroll to the bottom of the page and click the tick box to indicate that you have read and agree to the Terms & Conditions. Click 'Next'.

10.3 When any term of the Agreement is judged to be invalid by the Court, it will not influence the effectiveness of other terms or any part thereof.

10.4 It is highlighted that -- unless otherwise provided by the Agreement, the licensed software or Feilo Sylvania International Group Kft. --, the licensed software is provided as a free software. In cases, where consumers (natural persons acting for purposes other than self-employment and economic activity) use the licensed software (especially in cases of using the licensed software as a consumer with another smart product), they are provided information required by the relevant consumer protection laws (especially in printed form, packed jointly with a smart product or through a link referring to a Feilo Sylvania website).

10.5. In case of consumers, it is highlighted that Feilo Sylvania International Group Kft. will send you a confirmation email of your signing up to the licensed software (to the e-mail address provided by you during the signing up) immediately, but no later than 48 hours. If the above confirmation of Feilo Sylvania International Group Kft. does not arrive (ie becomes available within your mailing system) within 48 hours of your signing up, you will be relieved of your contractual obligations.

I have read and agree to the Terms and Conditions

Next

Cancel

11. You will then be presented with the Privacy Policy. Again, scroll to the bottom and click the tick box to indicate that you have read and agree to the policy, and then click 'Finish'.

You will be brought to the home page of the SylSmart Energy platform.

### Didn't receive or can't find the invitation?

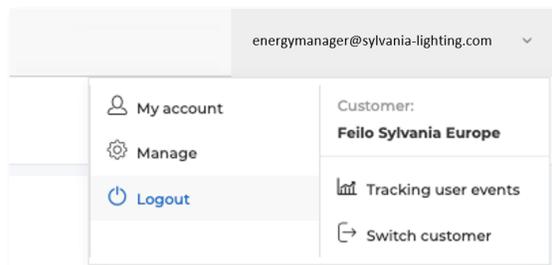
Please get in touch with our team using the details provided in the support section.

### 3. Logging in on further occasions

1. Go to <https://energy.sylvania-lighting.com/>
2. Enter your e-mail address
3. Enter your password
4. Click "Sign in"

### 4. Logging out

1. Click the down arrow beside your e-mail address in the top right corner of the screen
2. Click "Logout"

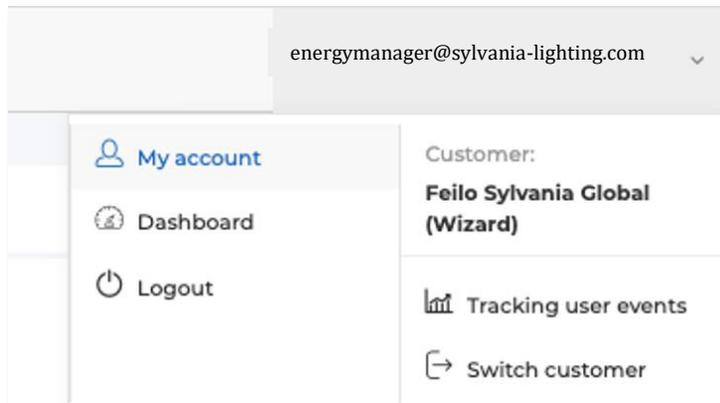


## 5. Changing your password

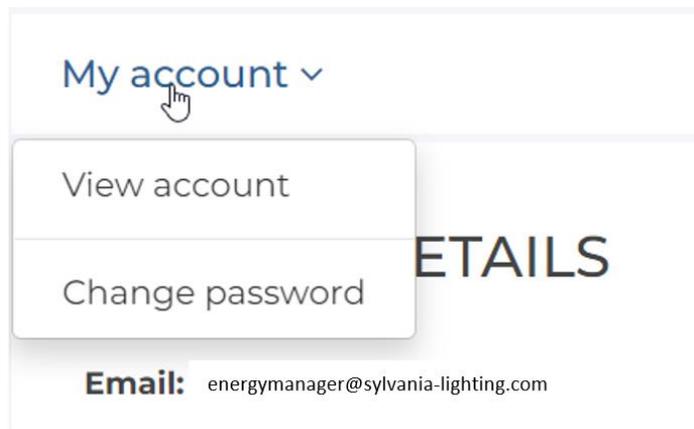
There are two ways you can change your password.

### 5.1 If you are already logged in

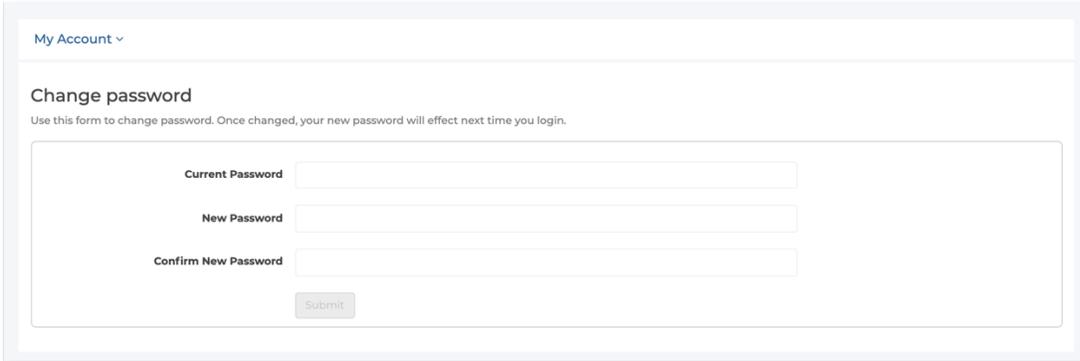
1. Click the down arrow beside your e-mail address in the top right corner of the screen
2. Click “My account”



3. Click “Change Password”



4. In the form that appears, enter your current password under “Current Password”, and the new password you wish to set under “New Password” and “Confirm New Password”.

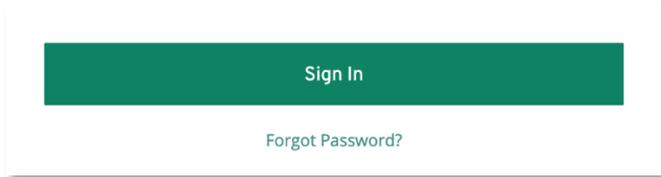


The screenshot shows a web interface for changing a password. At the top left, there is a dropdown menu labeled "My Account". Below it, the heading "Change password" is displayed, followed by a sub-heading: "Use this form to change password. Once changed, your new password will effect next time you login." The form contains three input fields: "Current Password", "New Password", and "Confirm New Password". A "Submit" button is located at the bottom of the form.

5.2 If you are not already logged in

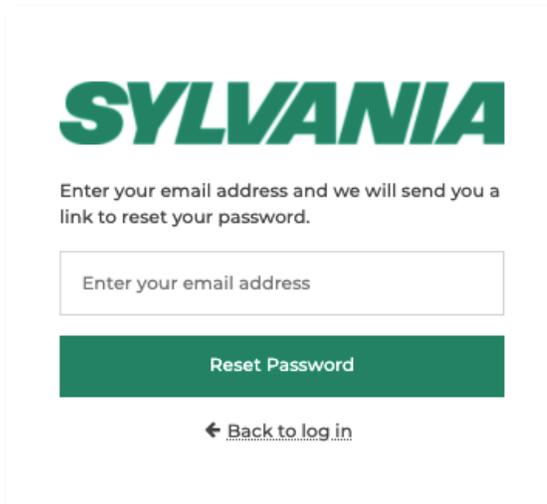
Your password can be changed via the ‘Forgot password?’ link below the “Sign in” button on the main log-in page.

1. Click ‘Forgot password?’ to be taken to the password reset page



The screenshot shows a green "Sign In" button and a blue "Forgot Password?" link below it.

2. Enter your e-mail address



The screenshot shows the password reset page. At the top is the Sylvania logo. Below it, the text reads: "Enter your email address and we will send you a link to reset your password." There is an input field labeled "Enter your email address". Below the input field is a green "Reset Password" button. At the bottom, there is a link that says "← Back to log in".

3. Click ‘Reset Password’
4. Check your e-mail inbox for a link to reset your password.

## Using SylSmart Energy

### 1. General Navigation

#### A. Introduction

SylSmart Energy is designed for ease of use for both technical and less technical users.

Each of the tabs on the left menu provides you with a different way to interact with your energy data and different kinds of insights. The purpose of each tab & how to use them to gain maximum value is explained in this manual.

The user menu option is accessible by clicking the down arrow next to your e-mail account in the top right corner.

You can log out of SylSmart Energy by clicking the “Log out” button.

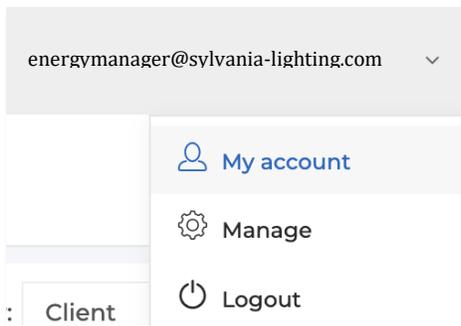
If your user account is assigned multiple Customers, you can switch between them by clicking the “Switch Customer” button.

SylSmart Energy can also be used on a mobile device through a web browser.

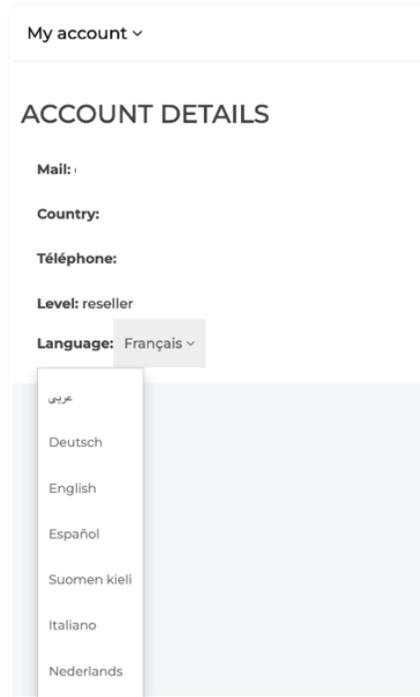
#### B. Language

##### Updating your default language

Your default language can be updated at any time by first going to the ‘My Account’ section of the platform, this can be accessed via the top right-hand corner. First click your account name, and then ‘My Account’ from the dropdown menu that appears.

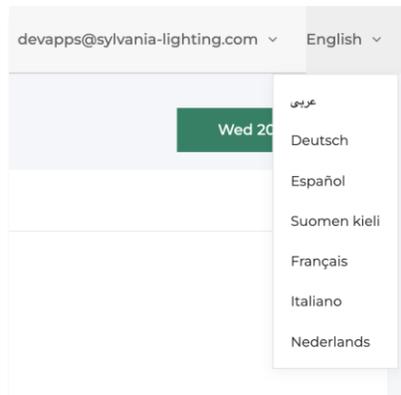


From here, click the downward arrow next to the current language to open up the dropdown menu, and select the one you wish to use.



Temporarily updating your language

You can update your language settings for your current login session by clicking the dropdown menu in the top right corner and selecting from the list that appears.



1. Inputting your meter information

If you have physical auditors installed onsite, the set up will already be completed for you.

If you are using the manual data entry solution, you will need to create a utility meter, and then upload invoices that relate to that utility meter.

Creating a utility meter

To create your own utility meter for a building or site, follow these steps:

The screenshot shows a window titled "Add meter" with the following fields:

- Name \***: A text input field.
- Type \***: A dropdown menu with "ELECTRICITY" selected.
- Serial Number \***: A text input field.
- Building \***: A dropdown menu with "Select a building" selected.

A "Save" button is located in the bottom right corner of the window.

Figure 1: Create a utility meter window

1. First go to the 'My Sites' tab of the Dashboard view (as shown in **Error! Reference source not found.**).
2. Click 'Create Meter'.
3. A window will then appear prompting you to enter the relevant information for the meter. The fields are as follows:
  - a. **Name:** Enter or create a unique name for this utility meter.
  - b. **Type:** Select the utility that these meter relates to, using the dropdown menu provided.
  - c. **Serial Number:** Enter or create a unique serial number for this utility meter.
  - d. **Building:** Select the building in which this meter is located, using the dropdown menu provided.

### Creating an Invoice

Figure 2: Create Invoice window

The invoice tool allows you to enter your consumption data into the platform without the use of a connected energy auditor. Additionally, you can retroactively enter historic energy consumption data from before a device was connected. To create an invoice, follow these steps:

1. Go to 'My Sites' in the Dashboard view.
2. Click the name of the customer you wish to upload/create an invoice for.
3. Scroll down to the section of the page titled 'Invoice details', click 'Create Invoice'. A window will then appear to allow you to enter any relevant information that you might have. The fields are as follows:
  - a. **Device ID:** Select the utility that this invoice relates to by selecting the relevant device ID from the dropdown menu.
  - b. **Start Date:** Start date of the invoice.
  - c. **End Date:** End date of your invoice.
  - d. **Usage:** For your chosen utility, enter the amount that the customer has consumed within the specified time period, as appears on your invoice.
  - e. **Usage Unit:** Select the consumption units for this utility as appears on your invoice.
  - f. **Spend:** Enter how much was spent on this utility by the customer within the specified time period.
  - g. **Spend Unit:** Select the currency that this customer uses when paying for its utilities.
4. Click 'Save' when finished.

Once invoice data is entered, consumption data will appear on the relevant tabs within the platform, enabling you to create projects relating to your invoice data and conduct analysis within the platform as described on the pages to follow.

## 2. Projects

The Projects tab allows you create, and track energy reduction measures taken by your company.

### Creating a Project

Creating a Project can be done by any user with access to the 'Project' tab, See Glossary section for a definition of "Project". To create your own, follow these steps:

1. Go to the Dashboard view and click the tab on the right-hand side labelled "Projects". This will take you to a page providing an overview of all projects currently assigned to your account's registered customers.
2. Click "Add Project" in the top right-hand corner, a new window should appear for you to enter the project details. This window contains 4 sections which are described in detail below.

### General Information

- a. In the first section, enter general information about the project. The fields are as follows:
  - i. **Name:** Choose a name for the project.
  - ii. **ID:** Differentiate this project from others by creating a unique identification code for it.
  - iii. **Reference:** If you wish, you can also provide or create a unique reference for the project.
  - iv. **Installation Cost:** The total cost for this project's installation.
  - v. **Customer:** The customer that this project relates to.
  - vi. **Building:** The building(s) that this project relates to.

### Adding Milestones

Milestones are specific points in time used to highlight important dates relating to your project. Often, they are used to track progress towards the final goal.

- b. In the second section, enter information relating to the milestones relating to this project. The fields are as follows:
  - i. **Name:** The name of the milestone.
  - ii. **Utility:** The utility that this milestone relates to. Select from Electricity, Gas, Water, Heat, or Air.
  - iii. **Date:** The date on which this milestone was achieved.
  - iv. **Icon:** Select an image file to use as the display icon for this milestone.

If this project contains multiple milestones, click the 'Add Milestone' button and repeat. To remove a milestone, click the (-) button in the top right-hand corner of the section.

### Creating a Baseline

The baseline is a point in time that is used as a starting point in order to compare and contrast current utility usage with a known value in the past.

- c. In the third section, enter information relating to the baseline that this project will be assessed against. The fields are as follows:
  - i. **Name:** The name of the baseline used for this project.
  - ii. **Utility:** The utility that this baseline relates to. Select from Electricity, Gas, Water, Heat, or Air.

- iii. **Type:** Select the type of baseline for the project. Select from Cost (€/£/etc.), Carbon (kg CO<sub>2</sub>e), or Real Energy (kWh).
- iv. **Baseline Calculation:** Select the method detailing how the value of the baseline is entered into the platform.
  - **Manual:** Enter the value straight into the platform via the text field.
  - **Invoice:** Select a start and end date for your baseline. Click ‘Calculate’ to automatically retrieve a baseline value based on invoices that have been uploaded to the platform previously.
  - **Measured:** Select a start and end date for the baseline and retrieve real energy data from the platform to automatically set the value.

If this project contains multiple baselines, click the ‘Add Baseline’ button and repeat. To remove a baseline, click the (-) button in the top right-hand corner of the section.

#### Setting up your Reduction Strategies

A reduction strategy creates a target value for utility usage in the future by specifying a desired reduction in this usage, based on a set baseline value. The aim of the project would therefore be to decrease utility usage from its baseline value to the target value chosen for the reduction strategy.

- d. **Reduction strategies:** This section is used to specify the reduction target relating to your specified utility. The fields are as follows:
  - i. **Name:** The name of the reduction strategy
  - ii. **Reduction strategy method:**
  - iii. **Baseline:** Select from a list of available baselines for the project, e.g., “2019 electricity consumption baseline”.
  - iv. **Reduction (%):** Specify the reduction you wish to achieve as a percentage of the baseline value, enter a number between 0-100%.
  - v. **Target date:** The date that this project is expected to achieve its reduction target by.
  - vi. **Reduction target amount:** Click ‘Calculate’ to return expected final value for the utility once the reduction strategy has been implemented fully.

If this project contains multiple reduction strategies, click the ‘Add Reduction’ button and repeat. To remove a reduction strategy, click the (-) button in the top right-hand corner of the section.

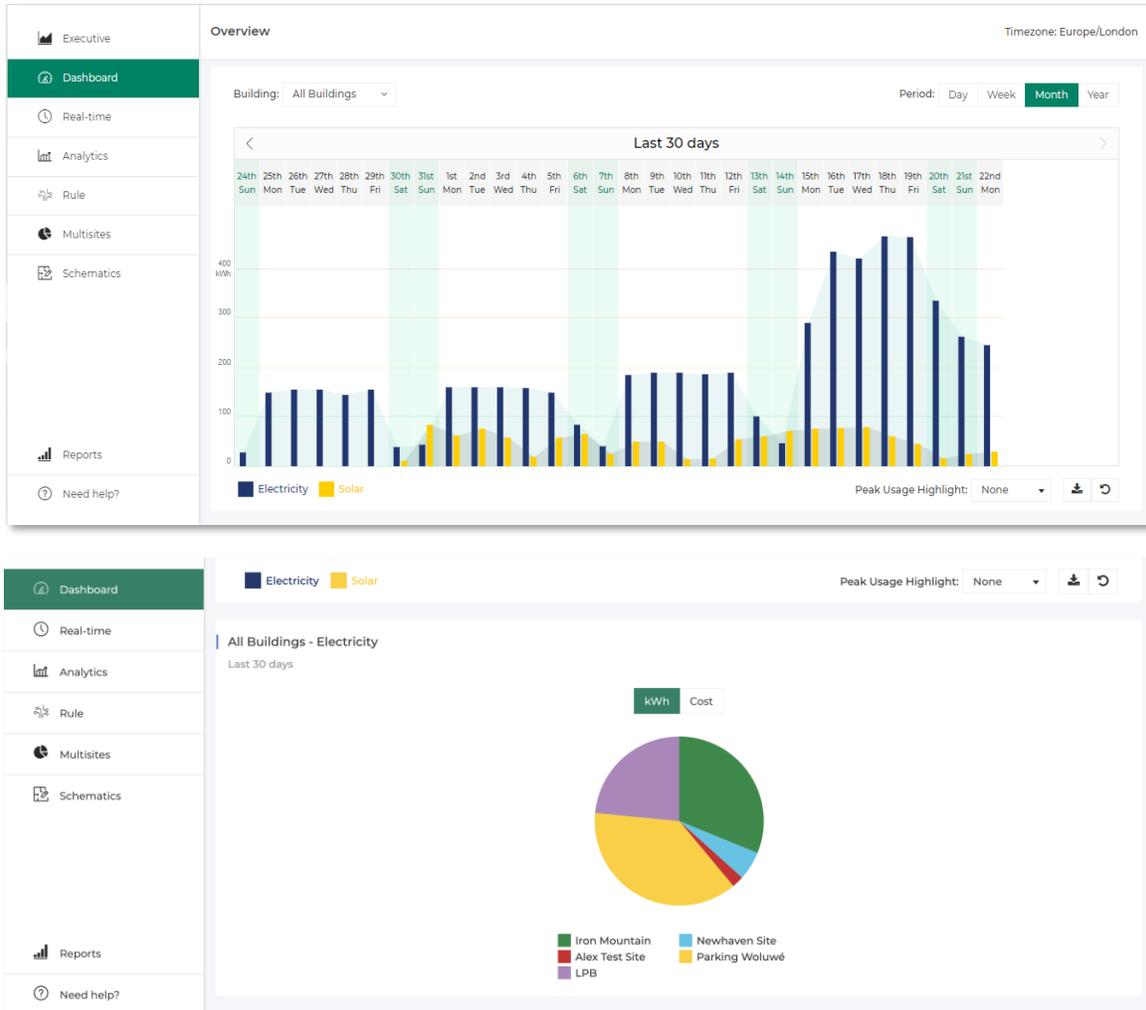
### 3. High Level Summary

The Dashboard & Executive tabs provide powerful high level summary information for those who wish to get quick, accessible insights but perhaps don’t have the time to dive into detailed analysis.

#### A. Dashboard

The Dashboard gives top level summary information on your energy usage in terms of cost, carbon & kilowatt-hours (kWh). Key features include letting you understand at a glance the difference in your energy use between weekdays & weekends, highlight peak energy use and to download your data. All of

these insights can be panned to different time periods, and varied in granularity from daily, to weekly to monthly & annual insights with the click of a button.



*Dashboard Tab Showing Powerful insights*

How to adjust time period of energy data

1. To see energy consumption of a specific day, shown in hourly intervals, select 'Day' in the top right of the page.
2. For consumption over a week with daily intervals, select 'Week'.
3. For consumption over a month with daily intervals, select 'Month'.
4. For consumption over a year with monthly intervals, select 'Year'.

The selected time period applies to both the bar and the pie chart. Weekends are highlighted on the bar chart in SylSmart Energy green.

Navigate in increments of the selected time period using the left and right arrows in the header of the bar chart.

How to view data for a specific building

For the bar chart:

1. Click 'All Buildings' in top left.
2. Select desired building from drop-down menu.

For the pie chart:

3. Hover mouse cursor over the section of chart that corresponds to desired building (see key below pie chart)

How to highlight peak energy usage

Click the white box to the right of 'Peak Usage Highlight' and select category from the drop-down menu. Peaks are displayed in shades of red in the time interval headers of the bar chart.

How to switch between energy, cost, and carbon

By hovering over the bar chart, you can see your energy translated into cost and carbon before your eyes. For even more insight, switch the pie chart from kWh to cost to CO2. Insights like these showing how carbon usage varies across buildings can trigger conversations which can really influence a business to go forward with their Net Zero or sustainability journey.

How to download Dashboard data

Download data for the selected building(s), energy usage category, and time period by clicking the  button. The data will be saved as a .csv file.

How to return to the default Dashboard view

Click the  to return to the default Dashboard view (all buildings and consumption categories selected, over a monthly period).

## B. Executive

The Executive tab is focused on what has happened recently within a business. Its focus on the last 7 & last 30 days means that if anything changes within your business, it can be spotted and actioned on quickly maximising energy asset performance and savings.

The Executive tab strikes the balance between providing insights at an immediately actionable level without needing to complete a full energy audit. Hide the sidebar or make the page full screen by clicking the 'Maximize' or  button respectively.

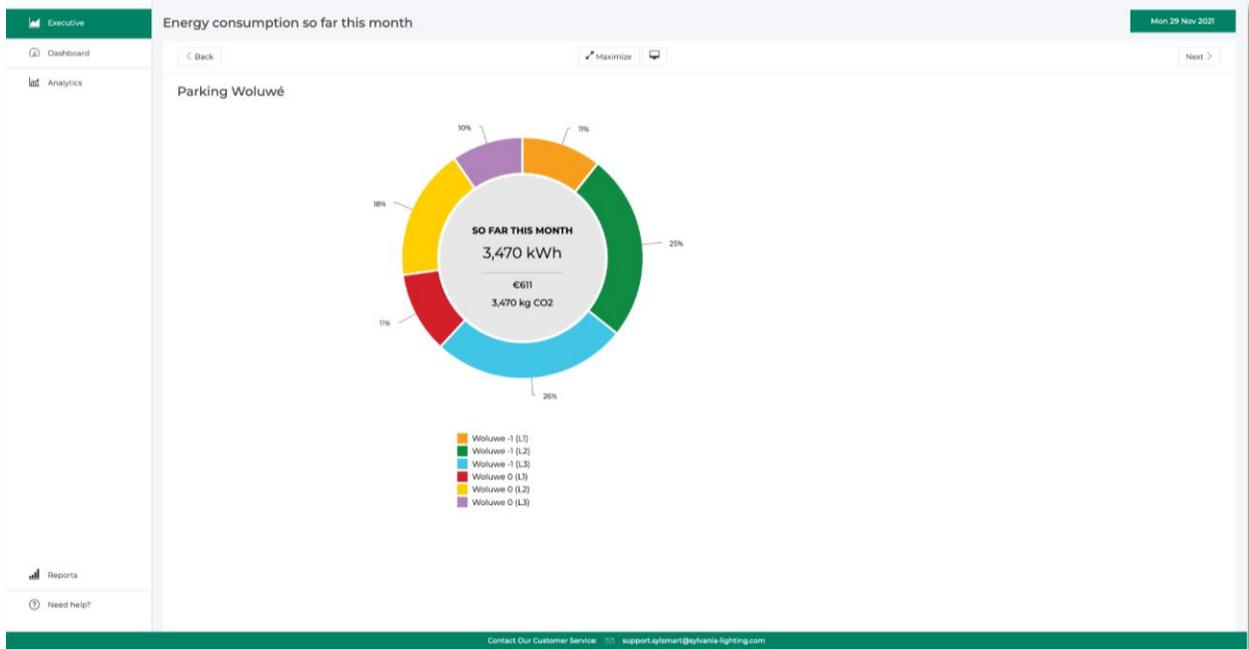


Figure 3:Executive tab view

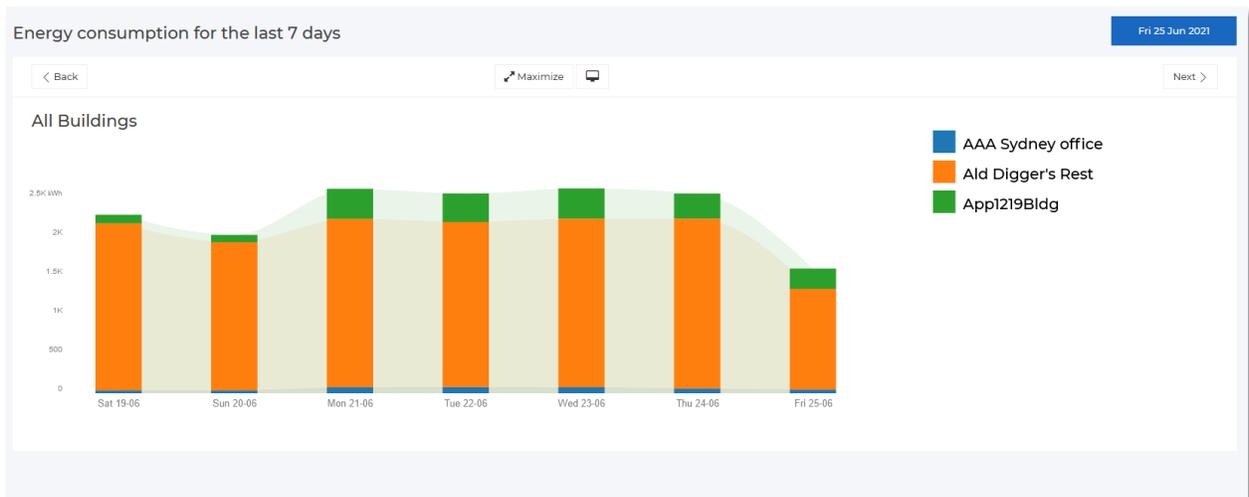


Figure 4: Executive page bar chart

How to change time period of data displayed

Click back/next to switch between monthly usage for each building (as a pie chart), and usage over the last 7 days.

How to view consumption data of a specific circuit

Hover your mouse cursor over the pie chart section that corresponds to the desired energy load to see its individual consumption data.

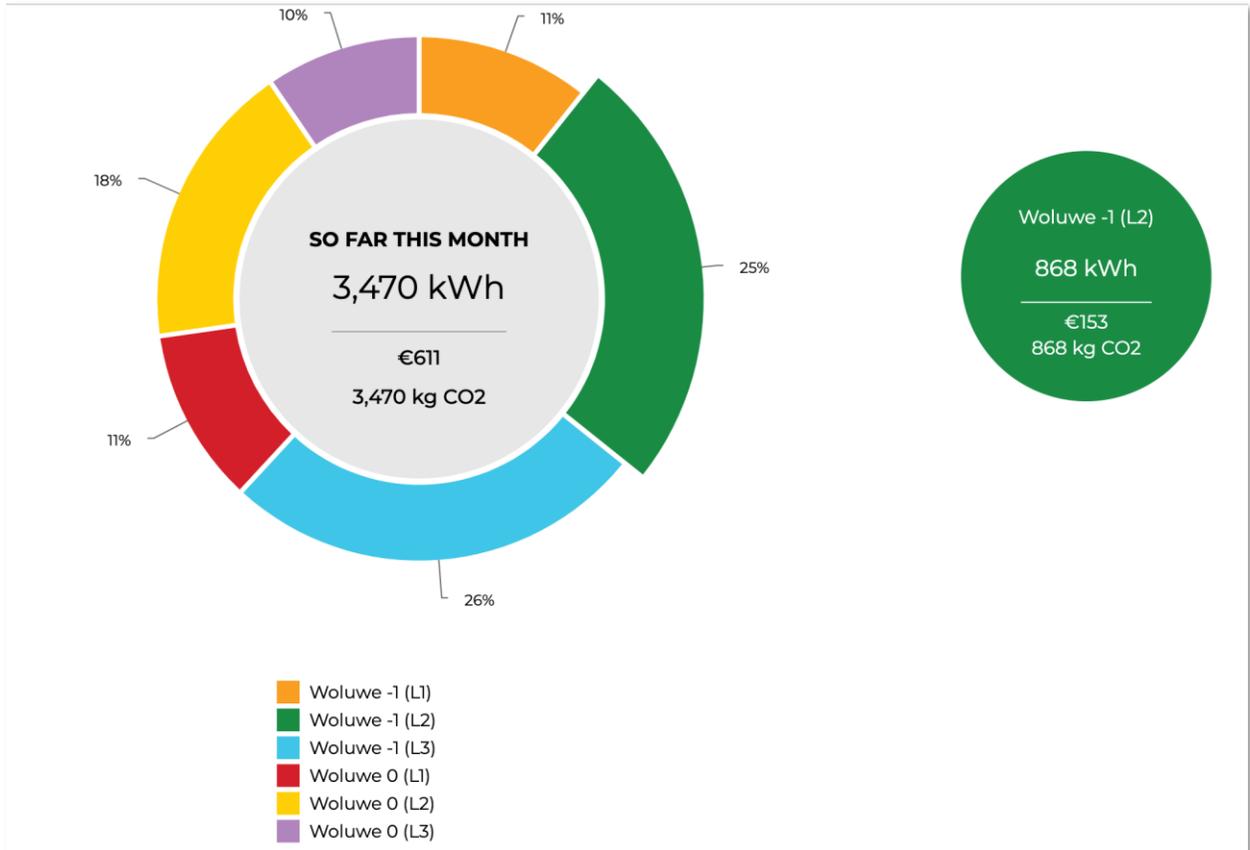


Figure 5: Executive page pie chart detailed view

#### 4. Historical Analysis

The Analytics tab is for serious energy managers who need the most detailed level of analysis to really understand the business energy profile. The analytics tab enables you & your team to interact with your energy data in totally new ways in an extremely user friendly way. You can switch between extremely granular and detailed circuit level analysis, to comparing how your site’s energy use has changed from year to year, to being automatically shown savings calculations for energy efficiency upgrades. Here, you can view how your circuits have been conveniently grouped together into Loads providing personalised insights that are only relevant for your business.

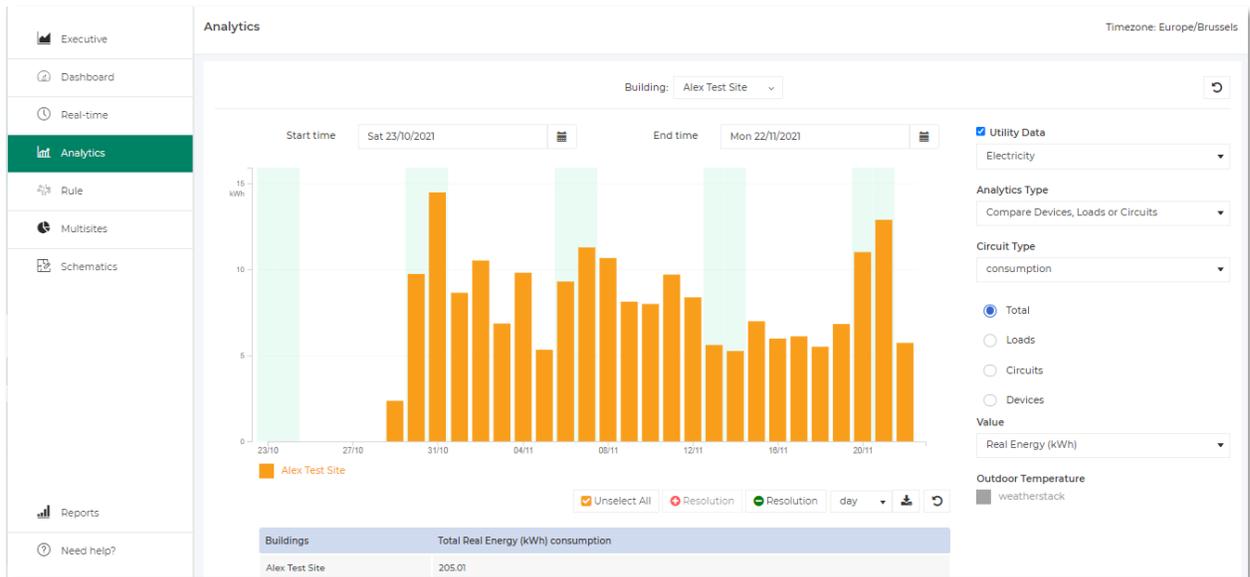


Figure 6: Analytics tab view

##### A. Conduct an energy audit

An energy audit will let you understand in detail how energy is used throughout your buildings to a very high level of insight.

2. Choose which building to audit using the dropdown menu at the top of the chart, or leave all buildings selected.
3. Select time period of interest, a few ways to do:
  - a. Select start time / end time from the selection options
  - b. Drag + click the graph to select the period of interest
4. Select variable of interest from the ‘Value’ drop-down menu. This can be:
  - a. Real Energy (kWh)
  - b. Real Power (kW)
  - c. Apparent Power (kVA)
  - d. Power Factor
  - e. Minimum Voltage (V)

- f. Maximum voltage (V)
  - g. Minimum Current (A)
  - h. Maximum Current (A)
  - i. Energy cost (€ or £)
  - j. Emissions (kgCO<sub>2</sub>e)
5. To display data in terms circuits or loads, click 'Circuits' or 'Loads' respectively on the right-hand side. Individual circuits/loads can be isolated by:
    - a. Selecting one from the drop-down menu in the white box
    - b. Selecting/deselecting the circuit/load via the legend under the bar chart.
  6. To view the "Children" of a particular circuit, select the data for a specific building. Then select 'Circuits' on the right-hand side and click the "Parent" circuit from the drop-down menu.

Increase or decrease the Resolution by selecting the buttons under graph. Zoom in on a specific time frame by clicking its datapoint on the bar chart.

Reset zoom resets the graph back to a default time period (the past 30 days) and resolution (daily).

Click unselect all to remove the data series selections from a graph, and select as many as you would like to view at any one time. This helps to be able to visually see and breakdown energy consumption by building, loads, circuits, or devices.

#### B. Calculate energy savings

The platform lets you calculate energy savings achieved by comparing energy use before and after a certain time period.

1. Select "Measure & Verify" from the 'Analytics Type' drop-down menu
2. Select the "After" time period using the main 'Start time' and 'End time' options in the chart heading.
3. Under "End of Overlay time period" select the end date of the "Before" period you wish to compare.
4. You are now looking at a comparison of your After & Before energy. SylSmart Energy intelligently aligns each day of the selected periods enabling you to compare them.
5. The table underneath the graph now shows you a quantitative comparison of your before & after energy use. The "Total kWh" is your after energy use, the "Overlay time period" is your before energy use. The "Change" column gives the actual magnitude, and the % change in energy use.

Click "Circuits" to see a circuit by circuit breakdown of how your savings have been achieved. You can break down your savings across buildings, circuits & loads.

You can change the resolution of the time period in the same ways you did when conducting the energy audit in the previous analytics type.

You can switch your savings to being in terms of carbon and cost by updating what's selected under the "Value" column.

C. Benchmark your energy use

Benchmarking your energy use provides a convenient way to let you see how your energy consumption compares to a particular standard or target. You can immediately highlight when your energy use went above or below a certain level.

1. Select 'Benchmark Comparison' from 'Analytics Type'
2. Select the variable from 'Value' menu (energy, voltage etc.)
3. Enter value in 'Benchmark Value' box and click the Tick arrow.

The benchmark line is overlaid on the graph which lets you immediately and directly see when your energy use was ever above or below the Benchmark value amount.

5. Multiple Sites

The Multisite tab lets you compare energy usage across many different sites. If you have many buildings spread across multiple countries or regions, you can easily compare these buildings performance to identify where the over & under performance is based on geography.

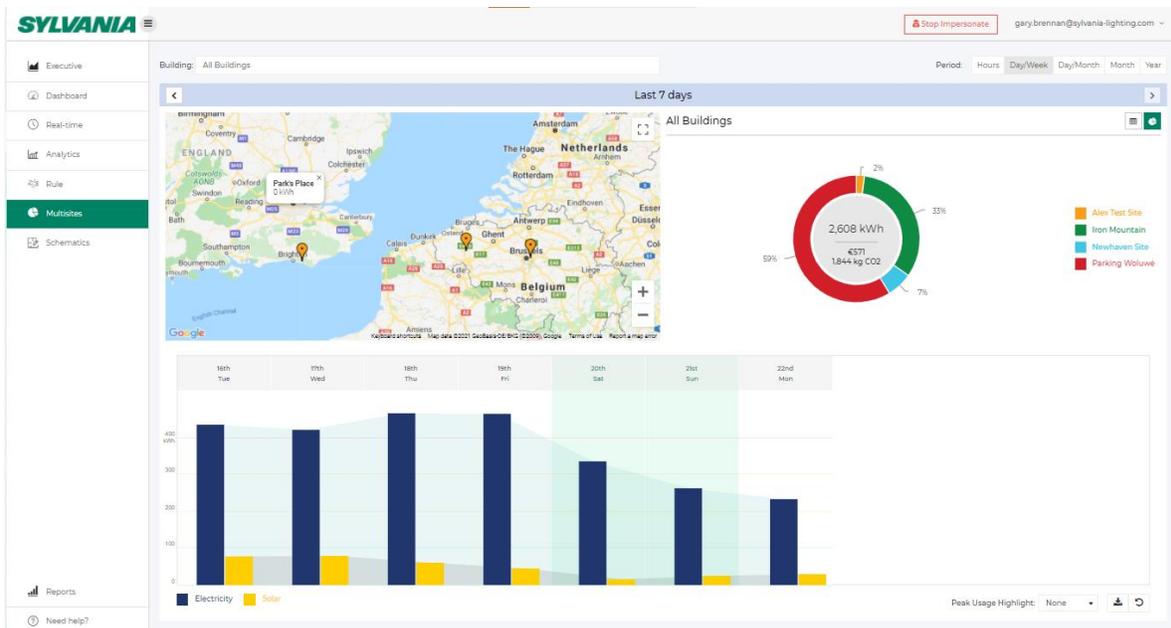


Figure 7: Multisites tab view

How to view Multisite Data

1. All buildings are selected by default. Select the building(s) you would like to compare by typing the name in the box that reads 'All Buildings'. Or by selecting from the drop-down menu that appears after clicking it.
2. Select comparison period in the top right-hand corner, i.e., Hours, Day/Week, Day/Month, Month, Year
3. Toggle between a table or pie chart using the icons in the top right-hand corner. Click the left and right arrows in the banner at the top to navigate in sets of your selected interval.

7. Realtime Analysis

Note: this feature is only available to those with on-site auditors installed. See 'Glossary' for a definition of an auditor.

The real time tab provides extremely high granularity data at an individual circuit level and what is happening onsite right now. This live updating page provides you with the ability to see before your eyes how the energy profile of your business changes and understand exactly where your energy is going.

Not only that, but this page can indicate to your site engineers & energy managers the performance and electrical signatures of various equipment and assess their performance and electrical characteristics.



*The most granular insights into how your business is using energy right now*



Figure 8: Real-time data detailed view

Data for a specific time period can be highlighted by hovering your mouse cursor over the datapoint on the line graph.

How to view data for a specific building

1. Click 'Building' on the right-hand side of the line diagram
2. Select desired building from drop-down menu.

How to change the displayed measurement value

1. Click 'Value' on the right-hand side of the line graph
2. Select desired value from the drop-down menu to view real-time measurements of quantities such as voltage, current, frequency and power factor.

How to see data for specific circuits

To show a circuit on the line graph, tick the white box adjacent to its name in the 'Circuits' section on the right-hand side by clicking it.

8. Automation

Note: this feature is only available to those with on-site auditors installed. See ‘Glossary’ for a definition of an auditor.

SylSmart Energy can automatically notify your business when your energy usage meets certain criteria so that you always know right away what is happening with your business’ energy.

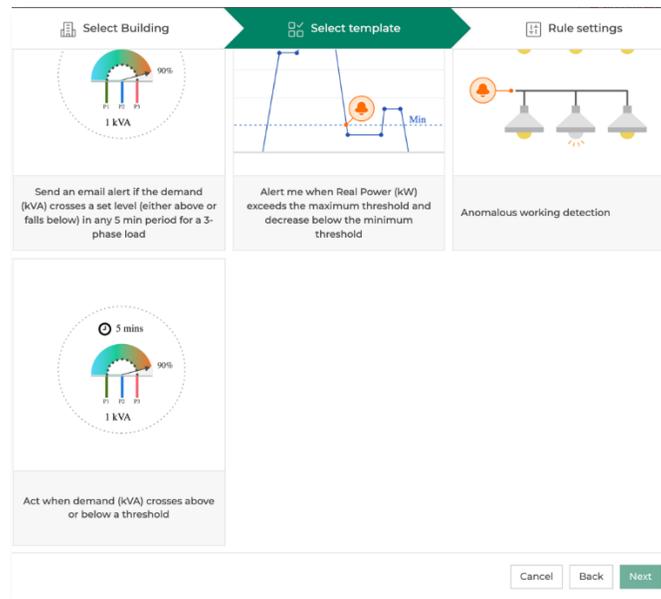


Figure 9: Rule templates

Rules can be configured as follows:

**Rule 1: Send an email alert if the demand (kVA) crosses a set level (either above or falls below) in any 5 min period for a 3-phase load**

1. Go to Rule tab
2. Click ‘Add Rule’ in the top right-hand corner
3. Select the building from the drop-down menu and click ‘Next’
4. Select rule ‘Send an email alert if the demand (kVA) crosses a set level (either above or falls below) in any 5 min period for a 3-phase load’ and click ‘Next’
5. Enter rule information such as:
  - a. Rule name, e.g., “kVa demand high”.
  - b. The threshold.
  - c. Desired action. This can be sending an email, SMS, or toggling a switch. In this case, select ‘Send email’. You will be asked to provide the necessary information to do this

6. Click save once complete.

**Rule 2: Alert me when Real Power (kW) exceeds the maximum threshold and decrease below the minimum threshold**

1. Go to Rule tab
2. Click 'Add Rule' in the top right-hand corner
3. Select the building from the drop-down menu and click 'Next'
4. Select rule 'Alert me when Real Power (kW) exceeds the maximum threshold and decrease below the minimum threshold' and click 'Next'
5. Enter rule information such as:
  - d. Rule name, e.g., "Power level high"
  - e. The minimum and maximum thresholds
  - f. Desired action.
6. Click save once complete.

**Rule 3: Anomalous working detection**

How

1. Go to Rule tab
2. Click 'Add Rule' in the top right-hand corner
3. Select the building from the drop-down menu and click 'Next'
4. Select rule 'Anomalous working detection' and click 'Next'
5. Enter rule information such as:
  - g. Rule name.
  - h. The expected power consumption of your device and the threshold for action to take place.
  - i. Desired action.
6. Click save once complete.

**Rule 4: Act when demand (kVA) crosses above or below a threshold**

How

1. Go to Rule tab
2. Click 'Add Rule' in the top right-hand corner
3. Select the building from the drop-down menu and click 'Next'
4. Select rule 'Act when demand (kVA) crosses above or below a threshold' and click 'Next'
5. Enter rule information such as:
  - j. Rule name.
  - k. The threshold for action to take place
  - l. Desired action.
6. Click save once complete

7. Schematics

Note: this feature is only available to those with on-site auditors installed. See ‘Glossary’ for a definition of an auditor.

Schematics enable the ability to upload images for a building from the management view and view them in the dashboard. Examples of schematics include floorplans or electrical layouts. Add on dynamic loads, which display the loads in real-time.

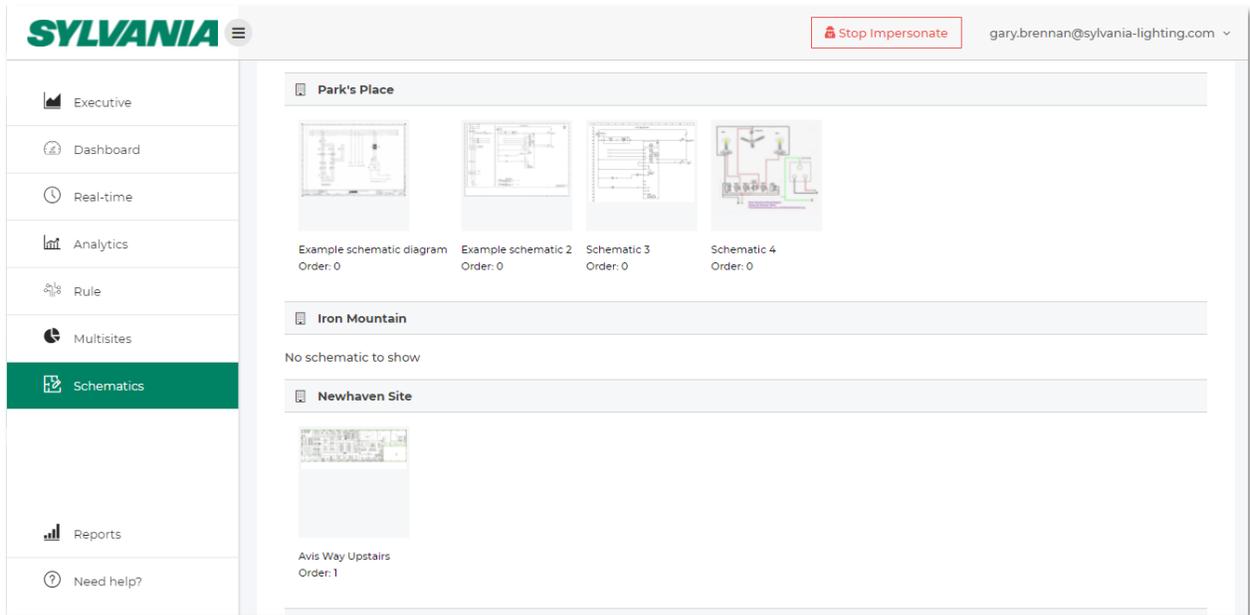


Figure 10: Schematics tab view (user view)

How to overlay loads on a schematic

Loads location should be pre-configured for you as part of the set up process.

8. Reports

Summary reports of your energy use can be downloaded or scheduled to be sent to your e-mail so you can keep getting insights into your energy use even when you are not using SylSmart Energy.

How to Download an Energy Consumption Report

- A. Download any time from within SylSmart Energy
  - a. Click ‘Reports’ tab
  - b. Select ‘Energy Consumption Report’
  - c. Select the scope of the report you want to download (i.e., Weekly or Monthly) from the ‘Report Type’ menu.

- d. Select the building name from the drop-down menu.
- e. Select the desired time period for the report.
- f. Select whether you would like all the data or would prefer to download just that of a specific circuit.
- g. Click 'Download'

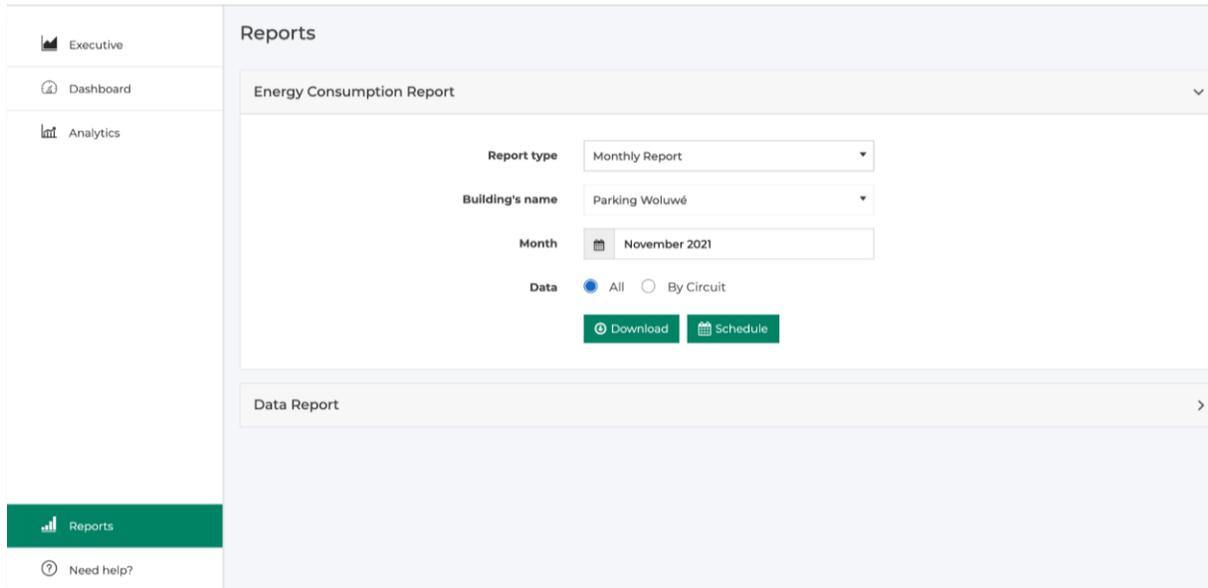


Figure 11: Energy consumption report view

## B. Schedule report

- a. Repeat steps a-f from previous section.
- b. Click 'Schedule' to be taken to 'Scheduled Report' menu.
- c. Click 'Add Scheduled Report' in the top right corner.
- d. Enter the report name, choose its frequency, and add the email addresses of the desired recipient(s). Any email address can be entered here - they do not need to be registered as SylSmart Energy users.
- e. Click 'Save Schedule'.

You can expect to receive an e-mail like this to your inbox.



Figure 12: Automated scheduled report delivery via email

## Help & Support

### A. Update pre-configured information

As mentioned in introduction, SylSmart Energy platform is pre-configured for you. If you wish for this information to be updated, please get in touch with us by contacting XXX.

### B. In-platform support

Click “Need Help?” within platform for answers to frequently asked questions.

### C. Need further support?

For additional support in use of the web platform or for advice on methods to reduce your energy consumption please contact us at:

[Support.sylsmart@sylvania-lighting.com](mailto:Support.sylsmart@sylvania-lighting.com)