DTE Energy Data Hub

Building Manager User Guide

Table of Contents

1. Introduction 4

2. Getting Started 5

2.1 Initial Access to the DTE Energy Data Hub 5

2.1.1 User has Existing DTE Account 5

2.1.2 User does not have Existing DTE Account 6

2.1.3 Tenant Authorization Process 6

2.2 Logging into the DTE Energy Data Hub 6

2.3 Create a Building 8

2.3.1 Building Already Exists 10

3. DTE Energy Data Hub Pages and Navigation 10

3.1 The Dashboard 10

3.1.1 Dashboard Links 11

3.2.1 Overview 12

3.2.1.1 Edit a Building 12

3.2.2 Users 13

3.2.3 Usage Requests 13

3.2.1.1 Create a Usage Request 14

3.2.4 Tenants 14

3.2.4.1 Tenant Verification Process 15

4.1 Viewing Usage Data 16

4.2 Usage Data Management 17

4.2.2 Downloading Usage Data 17

4.2.2.1 Cost Data 18

5. User Information 18

5.1 Edit User Profile 18

5.2 Logout 19

1. Introduction

The DTE Energy Data Hub was developed to aggregate multi-tenant commercial and residential building electric and gas usage, and transmit this data to ENERGY STAR Portfolio Manager for benchmarking purposes. This tool helps meet the demand of such requests by making retrieval of building energy data fast, simple, and reliable.

This guide provides an overview of the features and steps for ***Building Owners*** using this application.

Within the tool, a ***Building Owner*** can perform the following activities:

User Management:

- View/Edit account information (for their own account).
- Change the password (for their own account).

Building and Usage Request Management:

- Create/Edit buildings
- Create usage requests
- Verify tenants
- View/Download usage data
- Transmit data to ENERGY STAR Portfolio Manager (please see **DTE Energy Data Hub ENERGY STAR Portfolio Manager Guide**)

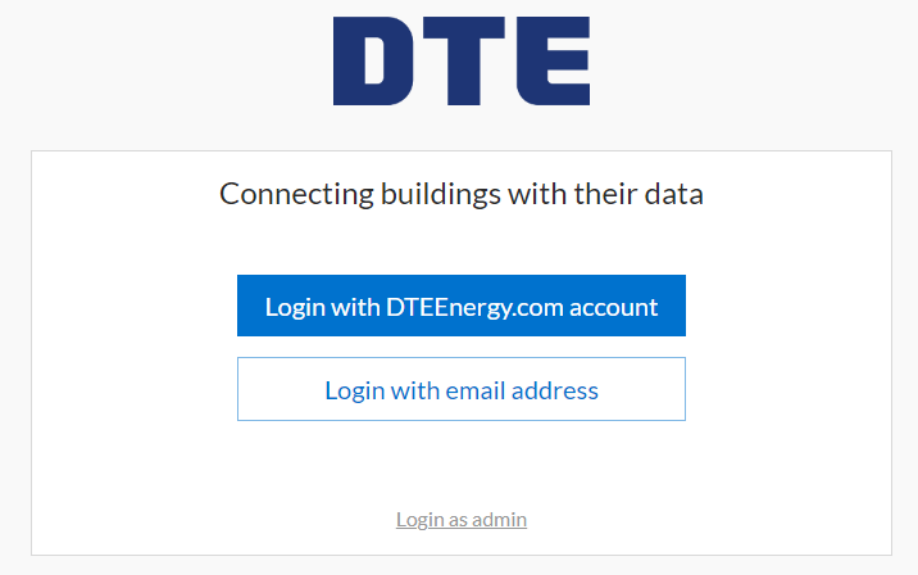
2. Getting Started

This section covers initial access to the DTE Energy Data Hub, logging into the tool, and accessing the *Dashboard*.

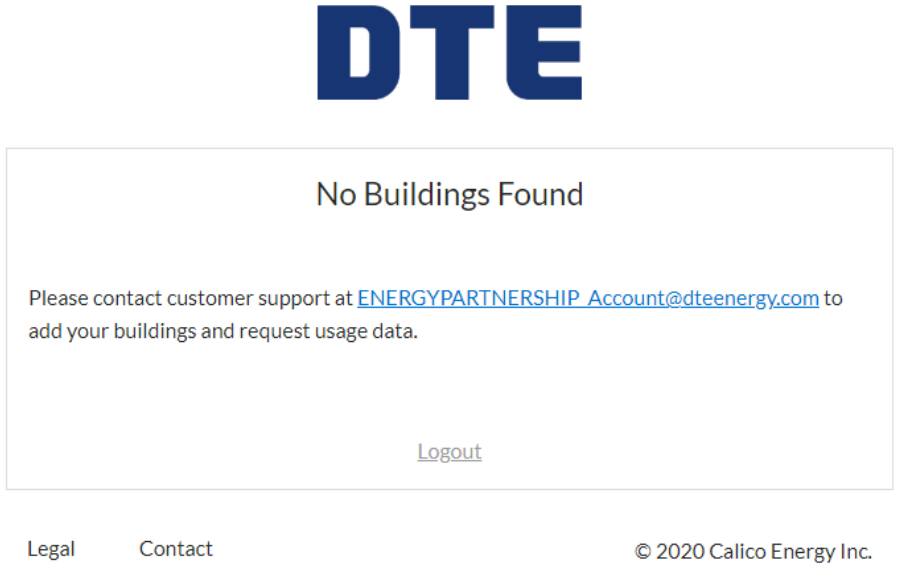
2.1 Initial Access to the DTE Energy Data Hub

2.1.1 User has Existing DTE Account

Navigate to **energyusage.dteenergy.com**. If you have an existing login for **dteenergy.com**, click on the **Login with DTEEnergy.com account** button. You will then sign in using your existing DTE credentials.

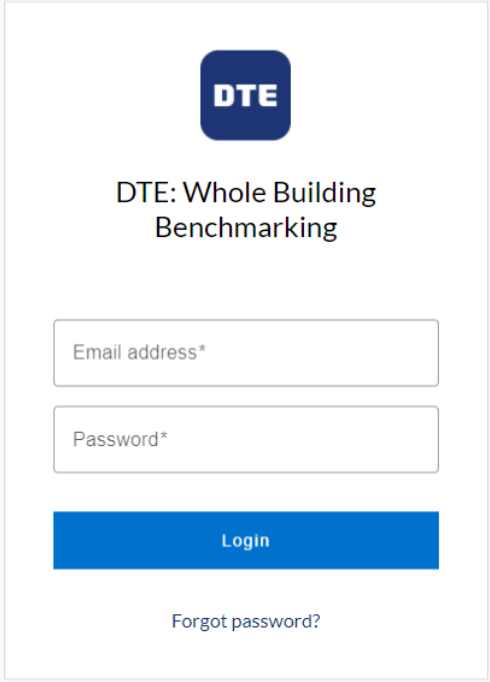


Please Note: If you have not yet been validated for use of the benchmarking tool, an error message will appear stating that you must contact **ENERGYPARTNERSHIP_Account@dteenergy.com** to have your buildings added to the tool.



2.1.2 User does not have Existing DTE Account

If you do not have an existing login for **dteenergy.com**, you will need to contact **ENERGYPARTNERSHIP_Account@dteenergy.com** and request a login for the DTE Energy Data Hub. Once credentials have been approved and provided to you, navigate to **energyusage.dteenergy.com** and click on the **Login with email address** button. You will be directed to a login screen where you can input your new login credentials.



2.1.3 Tenant Authorization Process

Buildings must have six or more tenants to aggregate energy data without consent. If a building has less than six tenants, each tenant will need to complete a **Customer Consent Release Form**. This form requests account information and an authorization signature from each tenant. Once the DTE Energy Waste Reduction Team has received the authorization form from each tenant, your building will be added to your account.

Please Note: If your building is owner-occupied, you will not need to fill out a **Customer Consent Release Form**.

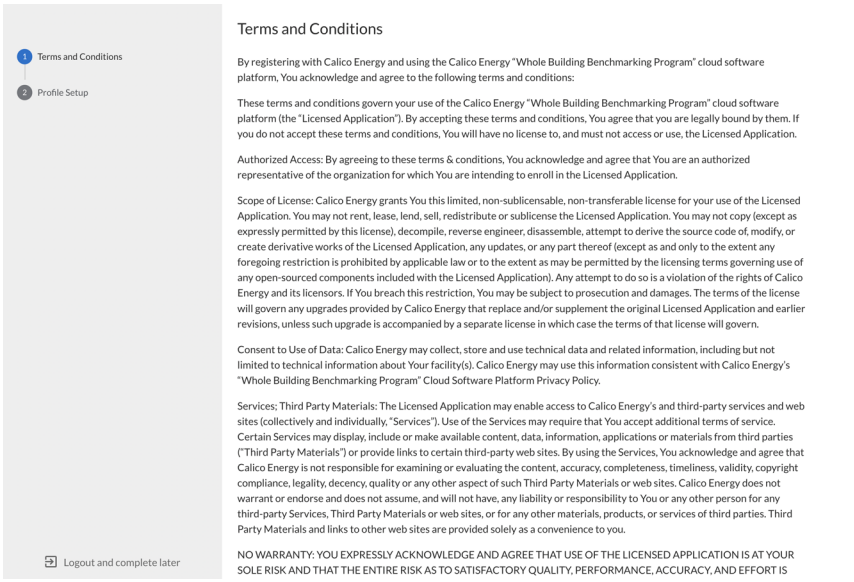
2.2 Logging into the DTE Energy Data Hub

To log into the DTE Energy Data Hub:

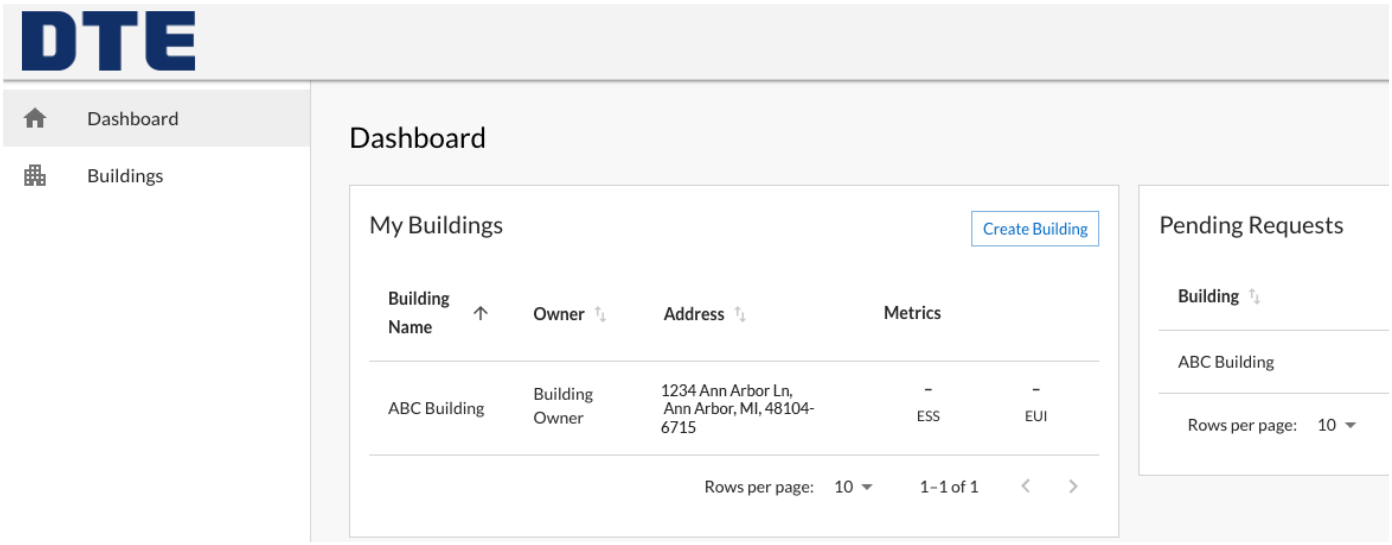
1. Launch the portal from **energyusage.dteenergy.com**. If you have a login for **dteenergy.com**, click the **Login with DTEEnergy.com account** button. If you have a login set up just for the benchmarking tool, click the **Login with email address** button.

2. The first time you login, you will be asked to accept Terms and Conditions and confirm/fill out profile information.

a. You can choose to fill out profile information later by pressing the **Fill This Out Later** button.



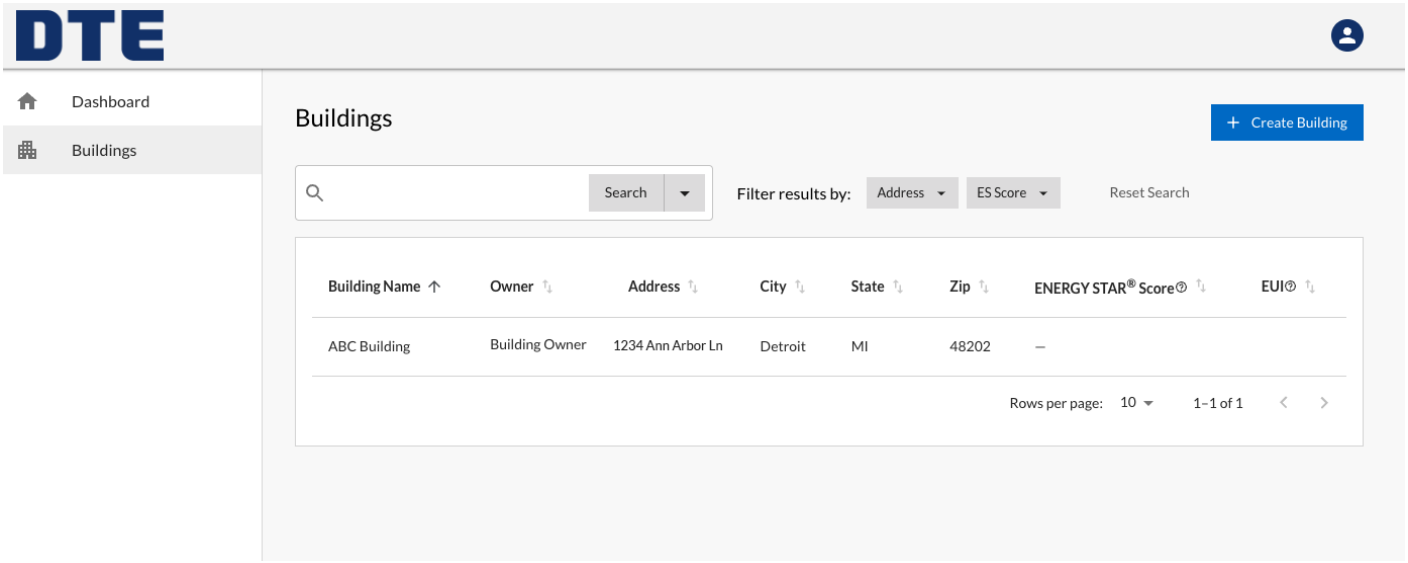
3. The DTE Energy Data Hub *Dashboard* page appears.



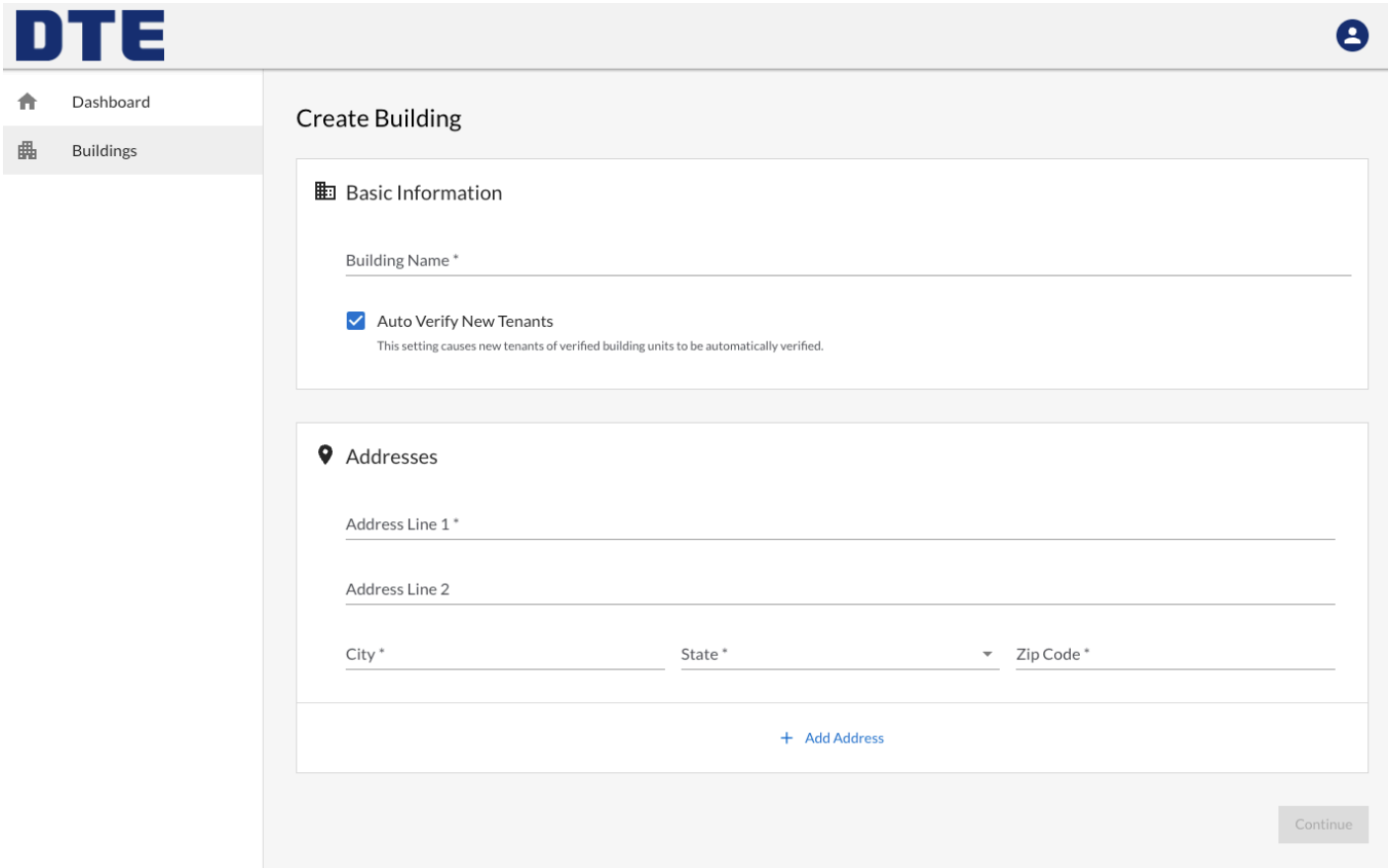
2.3 Create a Building

To create a building:

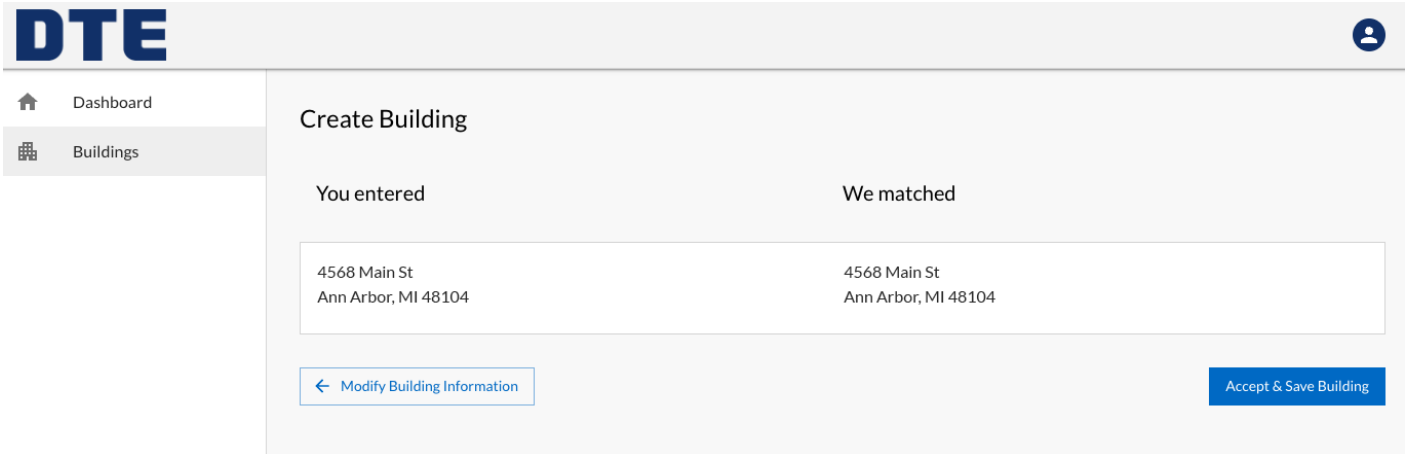
1. From the *Dashboard*, click the **Create Building** button, or from the Buildings page, click **Create a Building**.



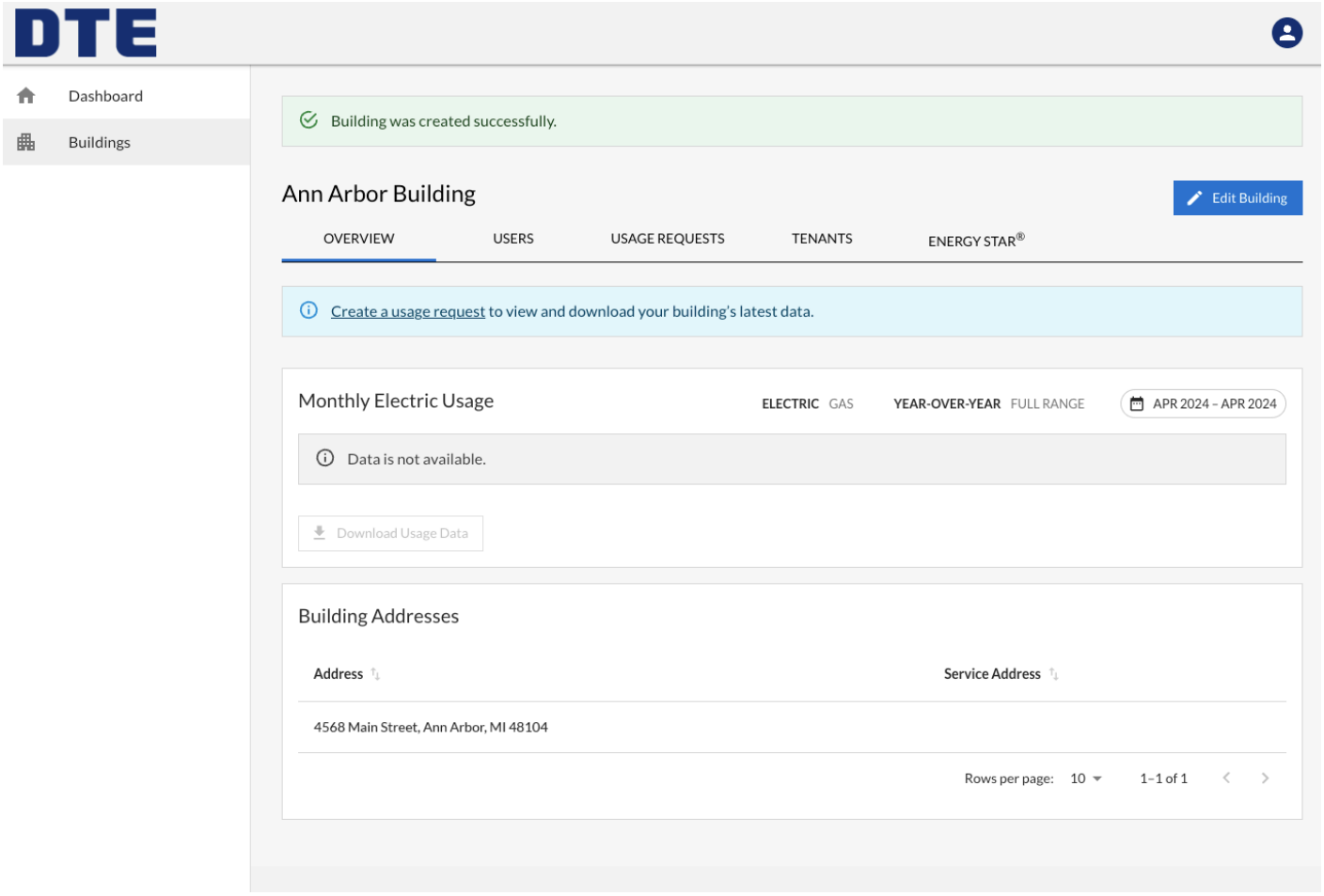
2. Enter in the required fields.
    a. If your building does not have a name, we recommend using line 1 of its street address.



3. If there are any additional addresses associated with the building, click **Add Address**. Once all details of your building have been provided, click **Continue**.
4. The next screen will validate your building's address(es) and an alternative address may be suggested. Please carefully review any suggested addresses for accuracy. If the address(es) listed is correct, click **Accept & Save Building**. Otherwise, click **Modify Building Information**.

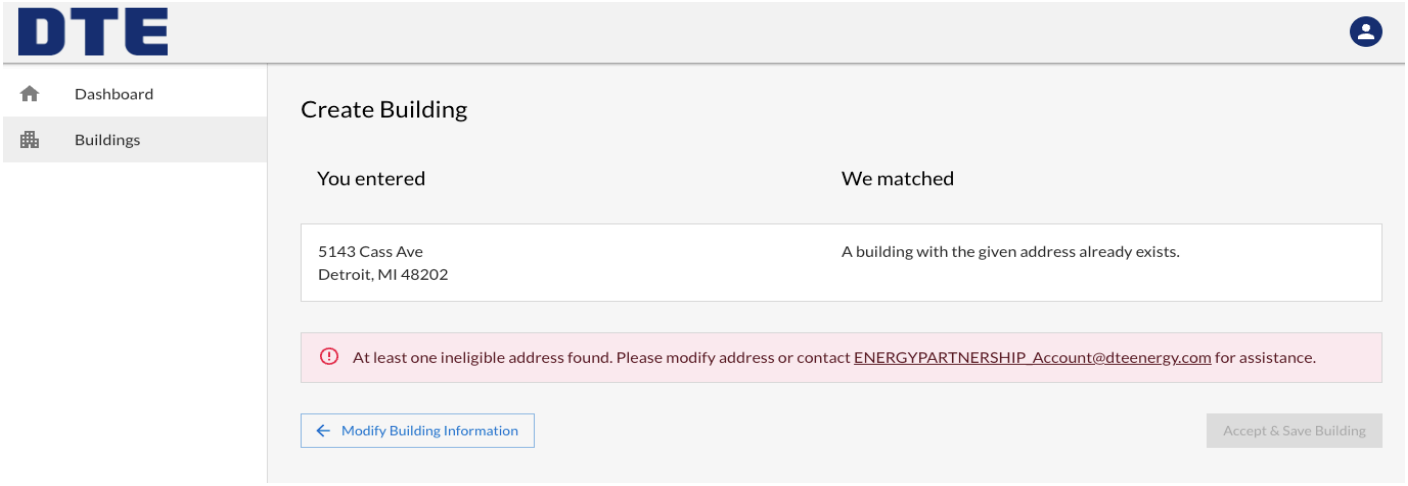


5. You will be taken immediately to your new building's *Overview* tab.



2.3.1 Building Already Exists

If a building already exists within the DTE Energy Data Hub, you may see an error stating such. The DTE Energy Data Hub does not allow duplicate buildings. Please reach out to the DTE Energy Waste Reduction Team at **ENERGYPARTNERSHIP_Account@dteenergy.com** for assistance.

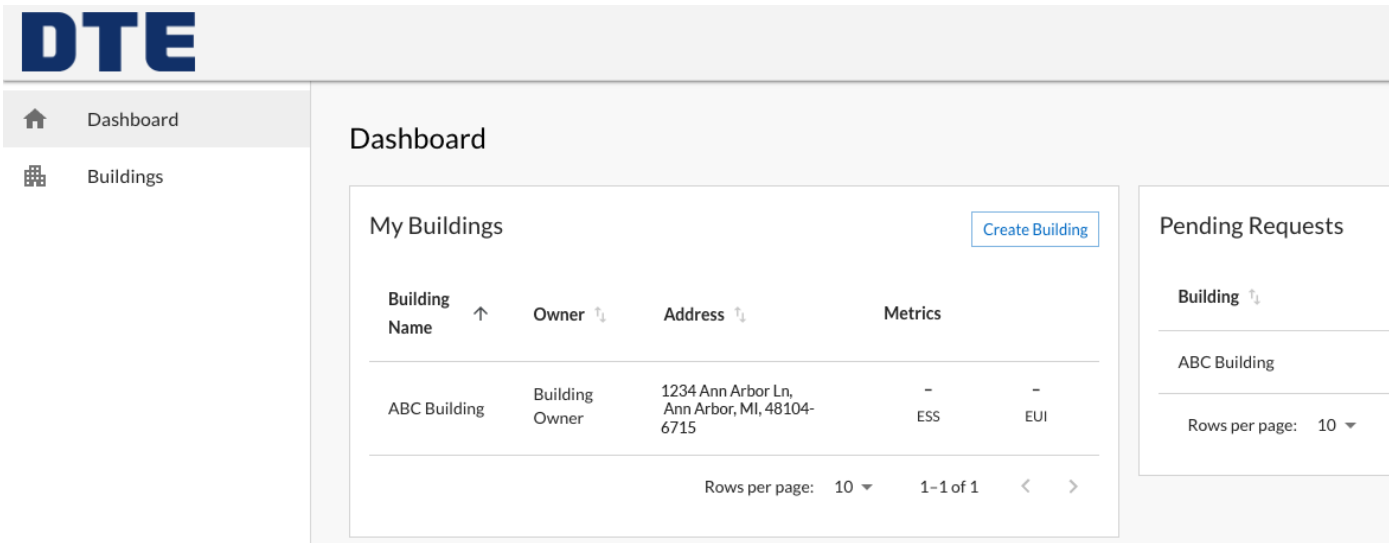


3. DTE Energy Data Hub Pages and Navigation

This section covers the DTE Energy Data Hub's pages and navigation through the various areas of the tool.

3.1 The Dashboard

The *Dashboard* is the screen that greets the user upon logging in. It provides quick access to the features and information within the system. The *Dashboard* page also gives an overview of the buildings in your account and any usage requests awaiting tenant verification.



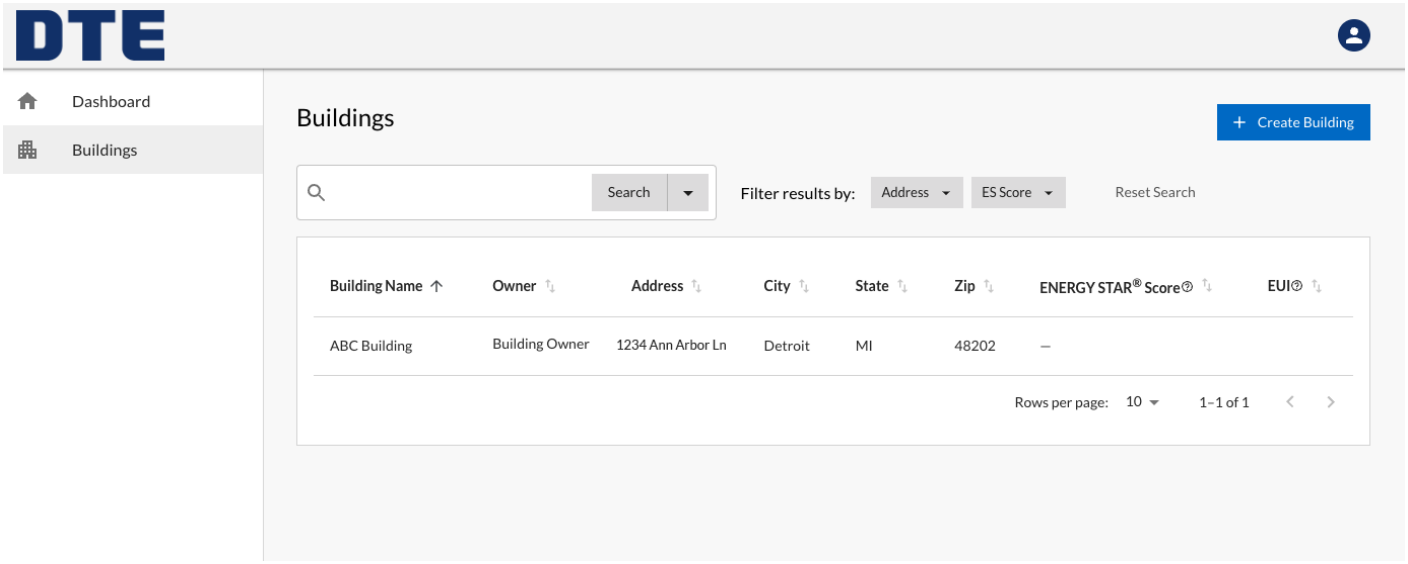
The *Dashboard* can be quickly accessed from almost any page within the application by clicking on the **Dashboard** link on left-side navigation pane. A ***Building Owner*** can also access their buildings and usage requests by clicking on the **Buildings** link on the left-side navigation pane.

3.1.1 Dashboard Links

At any point within use of the tool, you have access to DTE's e-mail information via the **Contact** link at the bottom of the tool page. We also provide a link to our legal information.

3.2 Buildings

A ***Building Owner*** can access their buildings and usage requests by clicking on the **Buildings** link on the left-side navigation pane. This will bring you to a list of the buildings associated with your account. To search for a building in your portfolio, use the textbox to search by building name or address, or use the drop-down filters to narrow your search.

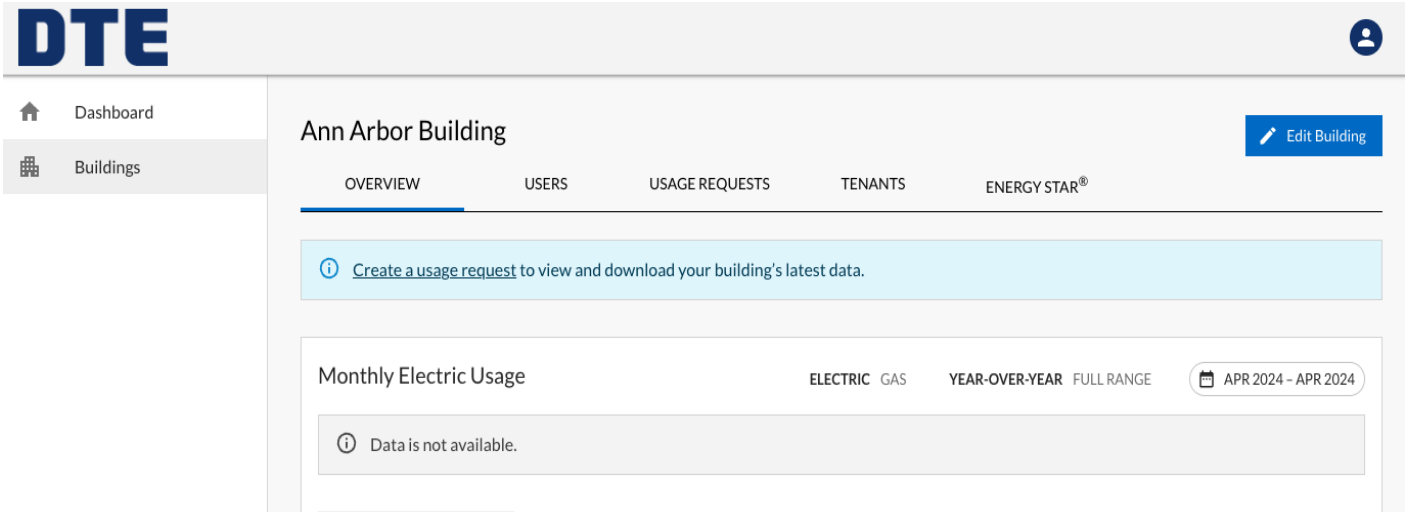


3.2.1 Overview

To access a building's information:

1. From the main *Buildings* page, click on the desired building. For multi-tenant building owners, if you have previously verified the tenants for your building, you will see a screen showing monthly energy data and the building addresses listed for the building. If tenants have not yet been verified, you will see a "No data found" alert in place of the usage graph.

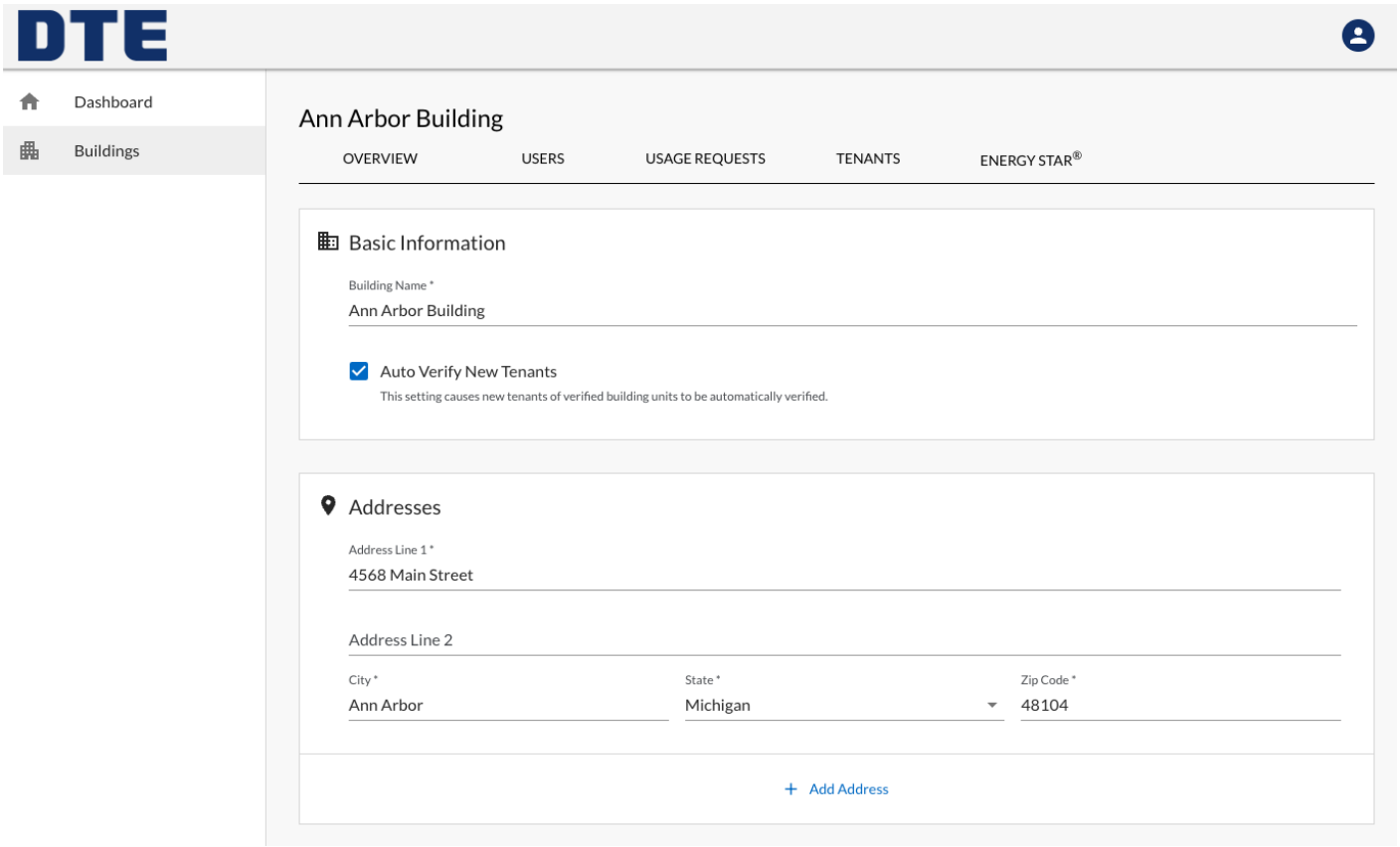
Please Note: Preferences for viewing and downloading usage data is discussed in *Section 4 – Viewing and Downloading Usage*.



3.2.1.1 Edit a Building

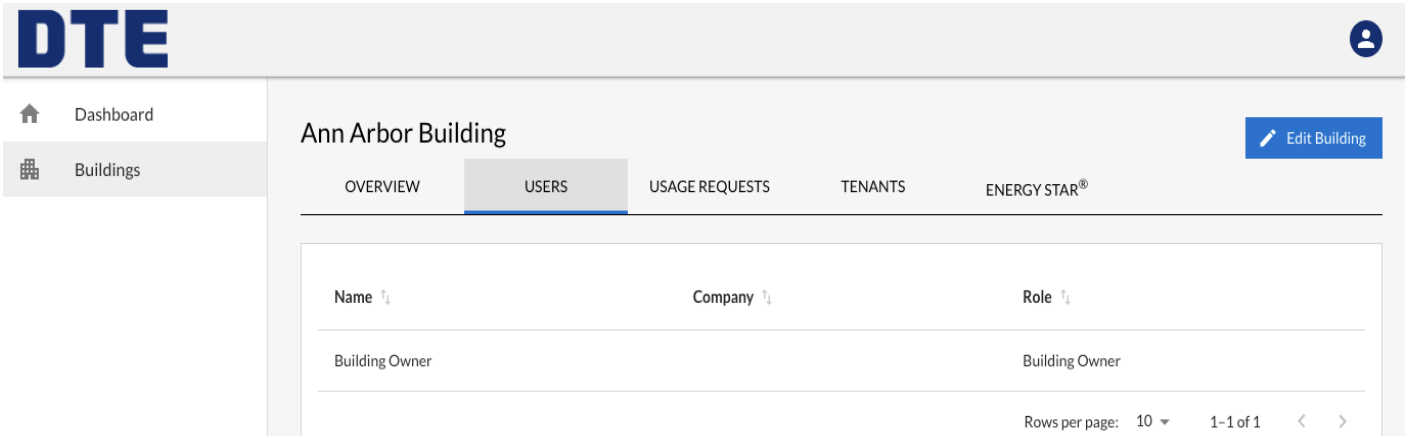
To edit a building:

1. From the building's *Overview* tab, click the **Edit Building** button.
2. Make any desired changes, then click **Continue**.
   Please note: Adding additional addresses or making changes to existing addresses will require the application to validate all addresses. Please carefully review any suggested addresses for accuracy.



3.2.2 Users

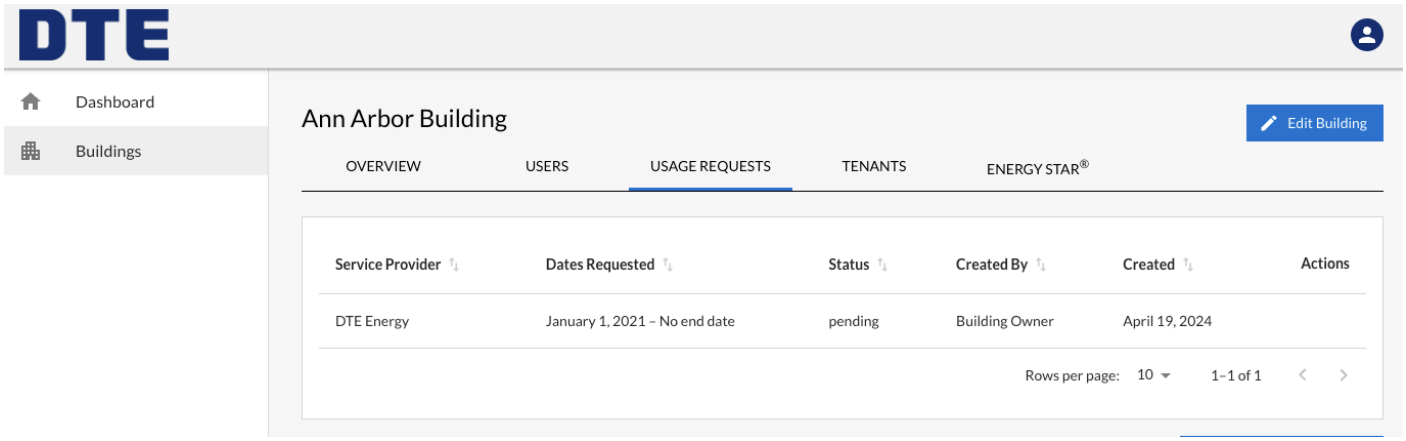
To view the users associated with the building, click on the **Users** tab.



3.2.3 Usage Requests

A usage request is needed to define the date range(s) of usage data the user would like to view and download.

To view the usage requests that have been created for the building, click on the **Usage Requests** tab.

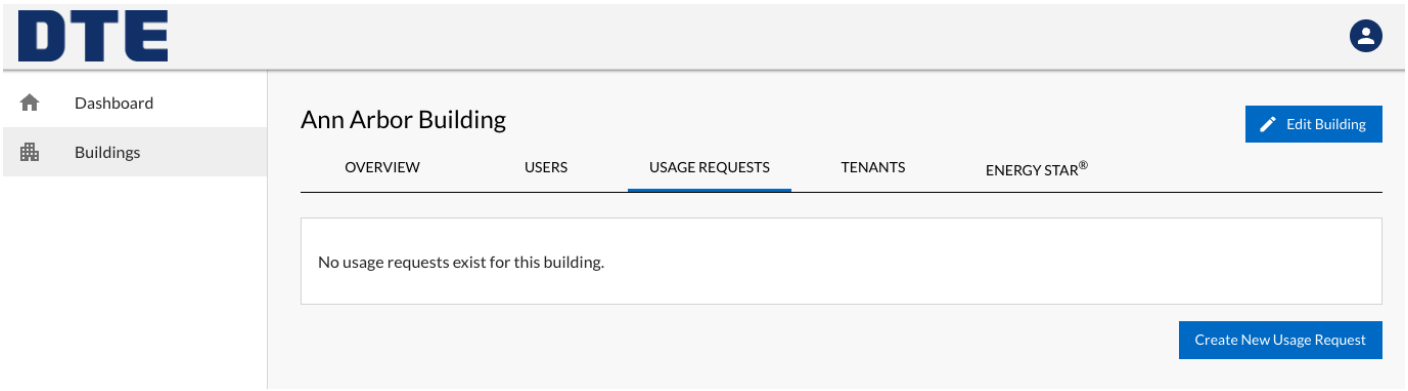


Please Note: If you have any usage requests awaiting tenant verification, you will see an alert stating "There are [number] pending tenants. Visit the Tenants tab and approve or reject tenants to see the latest data." The tenant verification process is discussed in *Section 3.2.4.1 – Tenant Verification Process*.

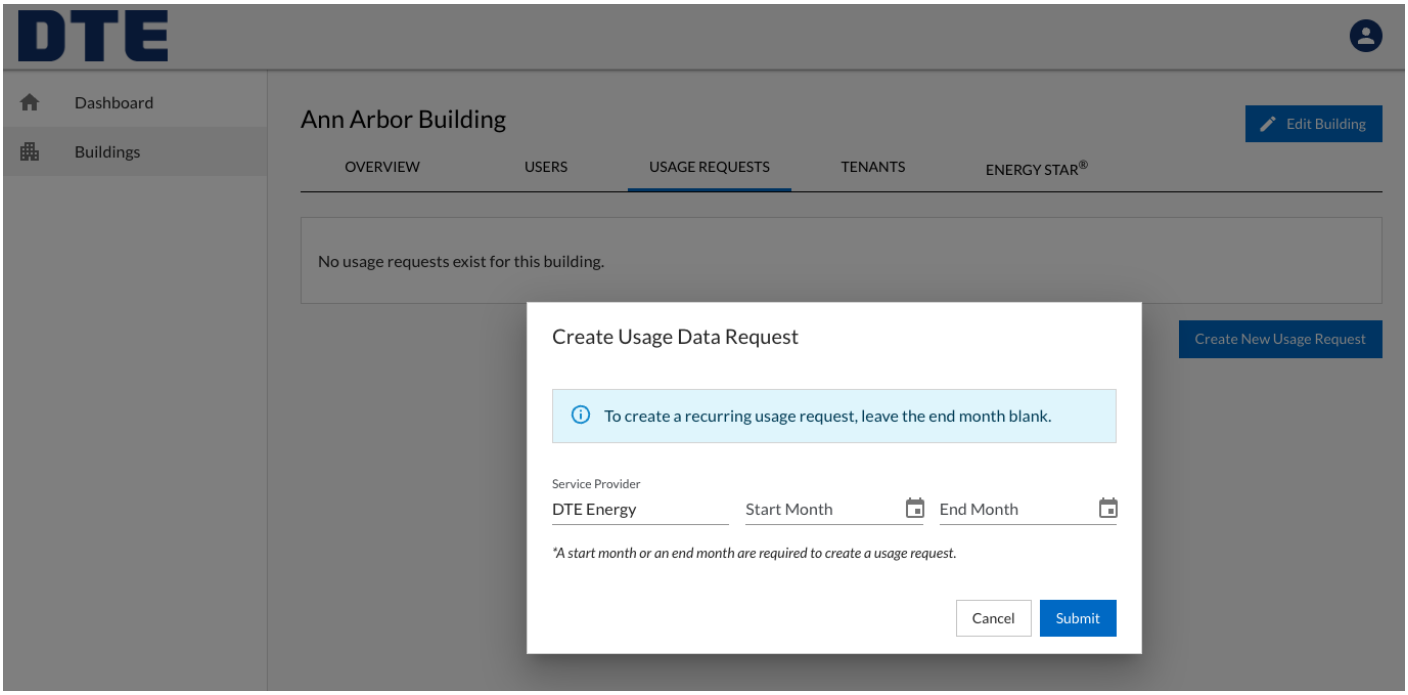
3.2.1.1 Create a Usage Request

To view and download usage data, a usage request must be created.

1. Click the **Usage Requests** tab.



2. Click Create **New Usage Request**.
3. Enter in a start date. Please leave the end date blank for recurring requests. Click **Submit**. Your usage request will be reviewed for approval by the program administrator.



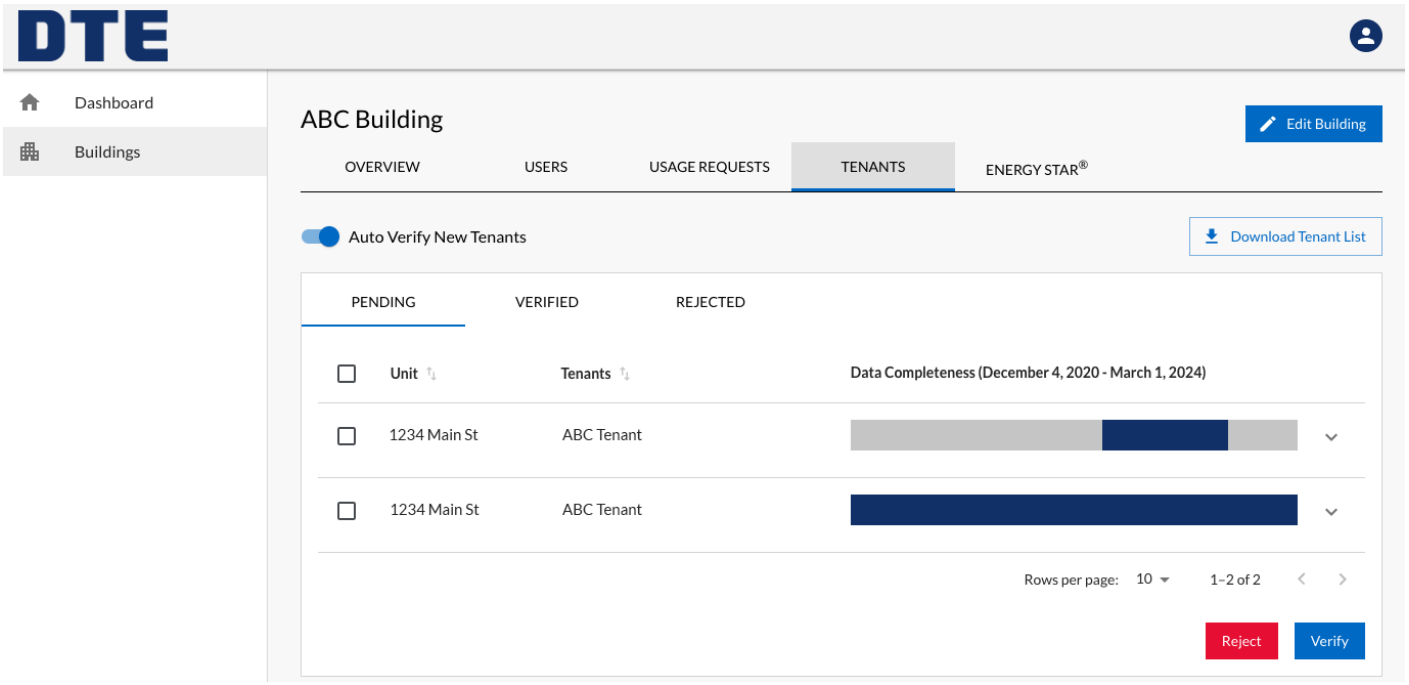
Please Note: If you have any usage requests awaiting tenant verification, you will see an alert on your Usage Requests tab stating "There are [number] pending tenant verification(s). Please visit the Tenant's tab to complete tenant verification." The tenant verifiction process is discussed in *Section 3.2.4.1 - Tenant Verification Process*.

3.2.4 Tenants

To view the tenants associated with the building, click on the **Tenants** tab. If tenants have previously been verified, they will be listed under the "Verified" section of the page. The "Usage Data" column shows data completeness for each tenant.

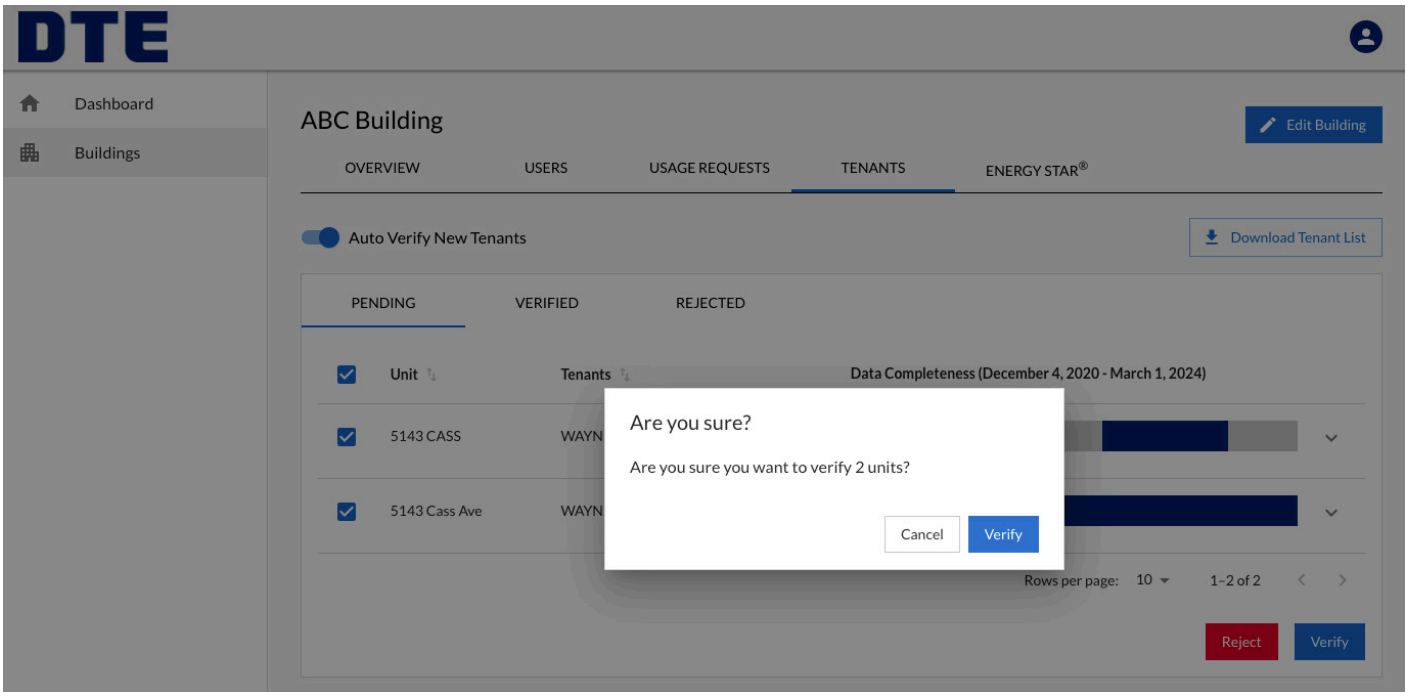
3.2.4.1 Tenant Verification Process

If there are tenants awaiting verification, they will be listed under the "***Pending***" section of the page.



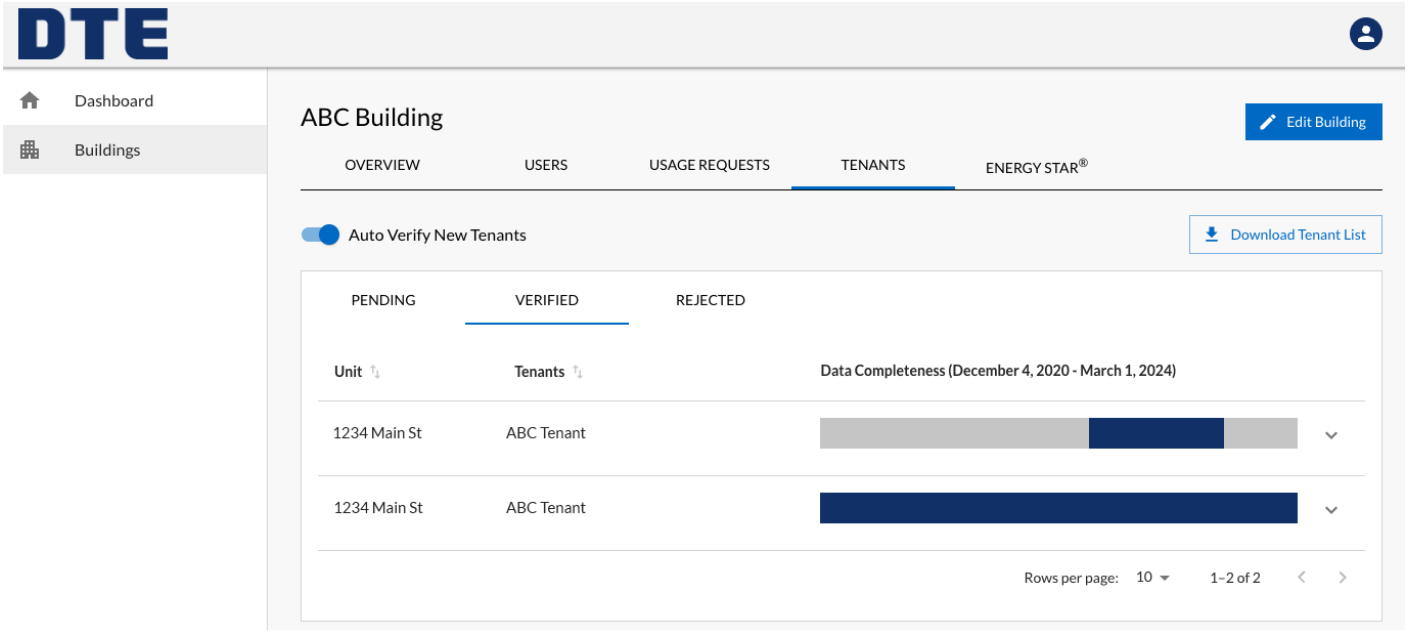
To verify tenants:

1. Click on the checkbox at the top of the tenant list or click on each individual checkbox.
2. Click the **Verify** button.
3. A pop-up will appear asking if you are sure you would like to verify the tenants. Click the **Verify** button.



4. The newly verified tenants will now move from the "Pending" section of the *Tenants* page to the "Verified" section.

Please Note: You may also turn on "Auto Verify New Tenants" to enable automatic verification of tenants in already-verified units.



4. Viewing and Downloading Usage

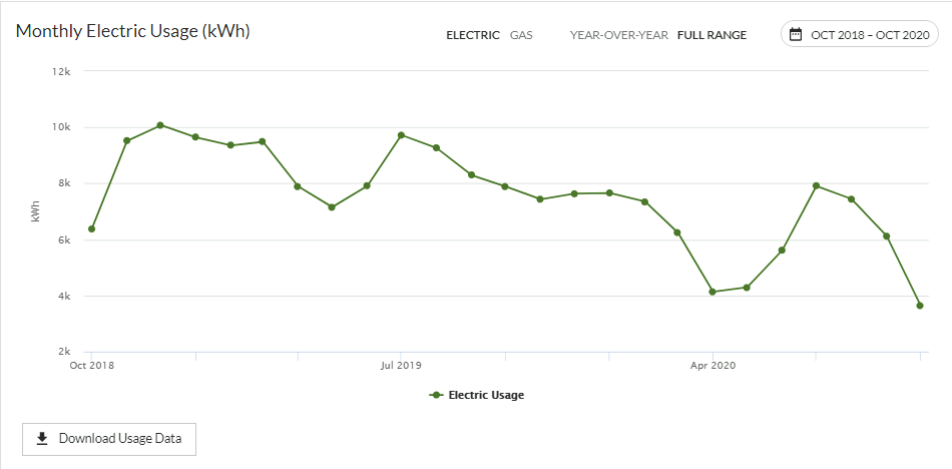
4.1 Viewing Usage Data

To view a building's usage data:

1. Navigate to the *Overview* page for the building whose data you would like to view.

2. You will see a graphical representation of the usage data, with options to view gas or electric data in year-over-year fashion or over the full range of data available.

    a. Under both the 'Year-Over-Year' and 'Full Range' options, you can click the date range found on the upper-right of the graphic and change the data range.



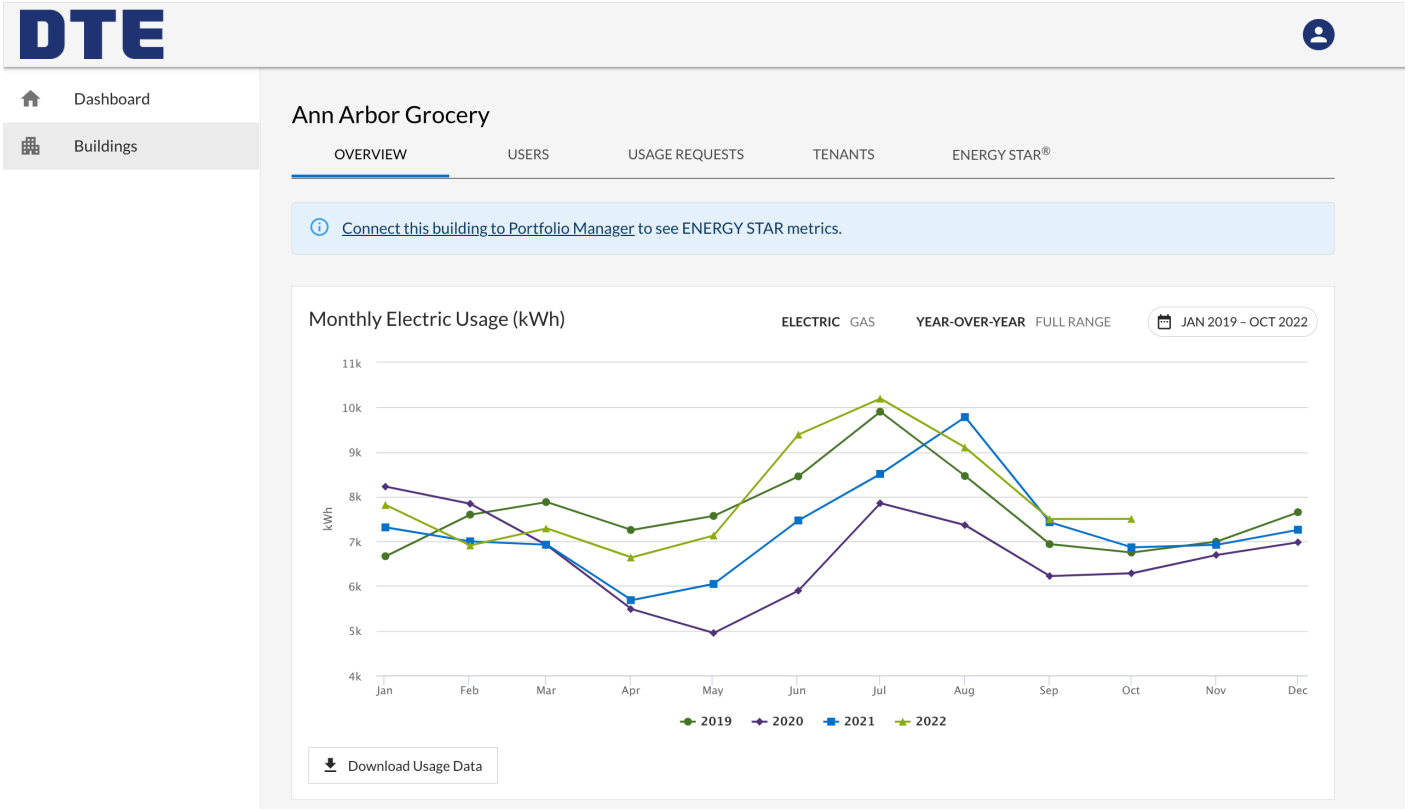
Please Note: On any variation of the usage graph, you may rollover each month to view a pop-up displaying the usage amount.

4.2 Usage Data Management

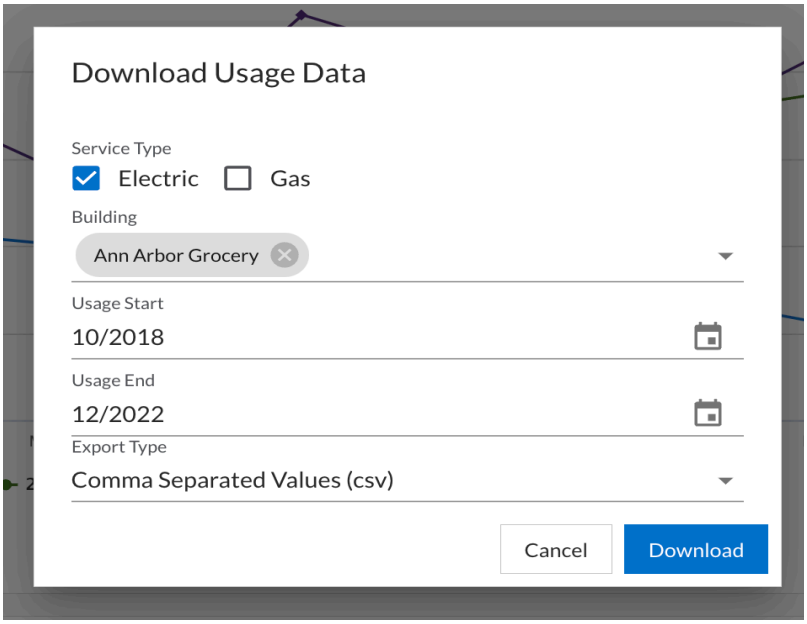
4.2.2 Downloading Usage Data

1. From the main *Buildings* page, click on the desired building. Navigate to the *Overview* page for the building whose data you would like to view.

2. Press the **Download Usage Data** button found on the lower-left hand side of the usage graph.



3. You will then be taken to the *Download Usage Data* pop-up, where you can choose the usage type, building (by default this will be for the building whose page you are on, but you may change the building from here), start and end dates, and export type that you would like (CSV or Green Button Data).



4.2.2.1 Cost Data

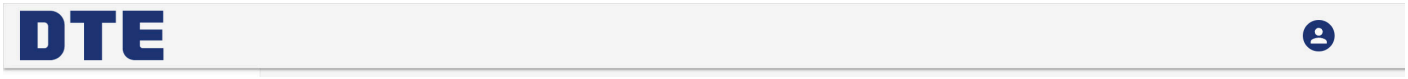
Monthly cost data may be available for select buildings and is included on usage data downloads. Cost data does not include taxes or other fees. For more information on cost data and availability, please contact **ENERGYPARTNERSHIP_Account@dteenergy.com**. Refer to the ***DTE Energy Data Hub ENERGY STAR Portfolio Manager Guide*** for detailed instructions on how to sync cost data to ENERGY STAR.

5. User Information

5.1 Edit User Profile

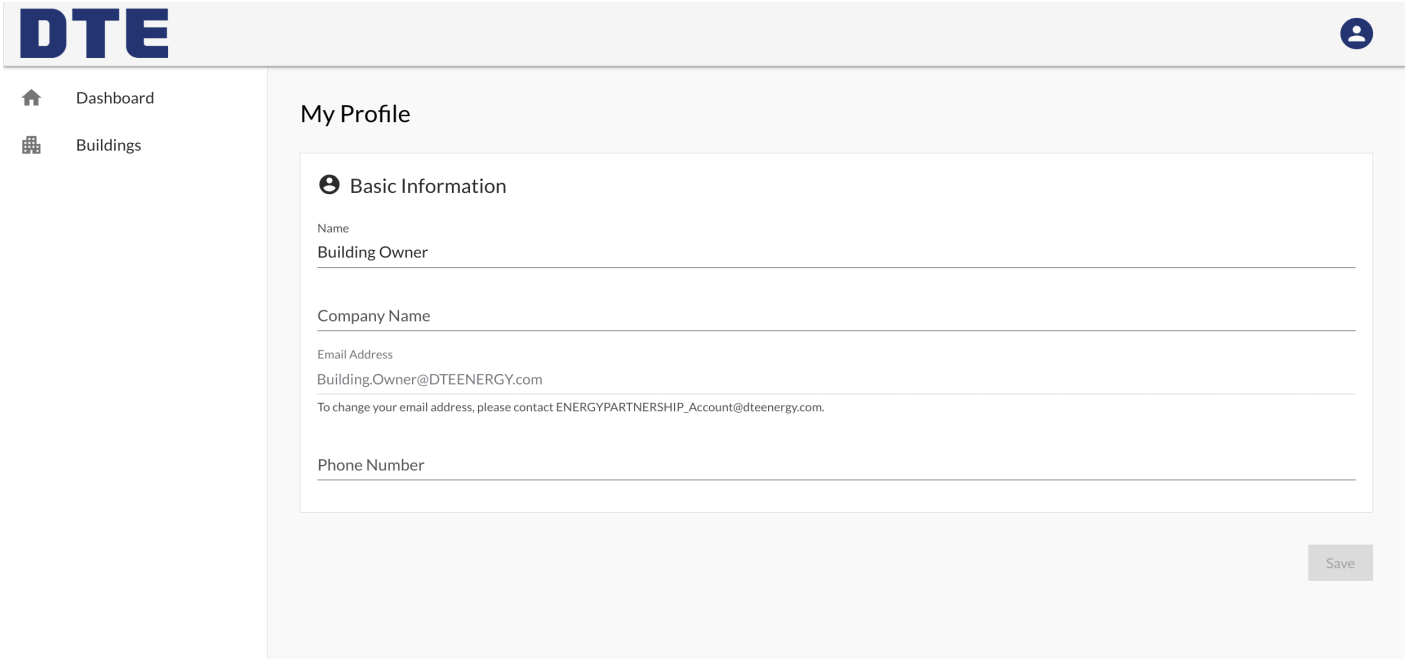
As a ***Building Owner***, you have access to edit some information on your user profile.

1. To navigate to your user profile, click on your initials, found on the top-right of the tool.



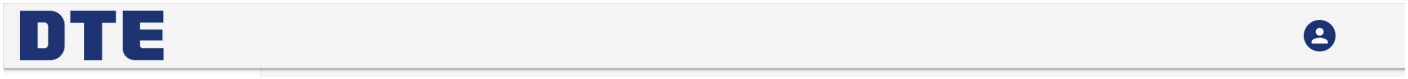
2. To view your user profile, click **Profile**.

3. You will be brought to the *My Profile* page, where you can update your name or phone number. To change your e-mail address, please contact DTE Energy Waste Reduction Team. Once necessary updates are made, click the **Save** button to save changes.



5.2 Logout

1. To log out of the DTE Energy Data Hub, click on your initials, found on the top-right of the tool.



2. To end your session in the tool, click **Logout**.

DTE