



# Interval data portal user guide





# Hydro One Interval Data Portal

Hydro One's Interval Data Portal allows users to view their hourly energy usage at their facility for analysis and reporting.

This easy-to-use portal can be used to:

- Download a detailed breakdown of your energy usage (by meter, facility and account)
- Create multiple reports that allows you to gain a better understanding of how your facilities and operations use energy.

## Browser Requirements

The online portal will operate on the following browsers as well as devices running Android and iOS operating system.

- Google Chrome
- Internet Explorer 11
- Firefox
- Safari
- Edge

## Access

Access to the portal is available through Hydro One's [myAccount](#) by clicking on 'My Energy Usage'.



My Energy Usage

If you currently do not have access to [myAccount](#), you can register in a few simple steps by clicking [here](#). Please follow the registration prompts and if you require assistance, please contact us at [CICR@HydroOne.com](mailto:CICR@HydroOne.com) or 1.866.922.2466.

If you are unable to use [myAccount](#) due to 3rd party delegate status or otherwise, direct access to the portal can be granted via the '3rd party delegate' access method. Please contact us at [CICR@HydroOne.com](mailto:CICR@HydroOne.com) or 1.866.922.2466 for more information.



## Units of Measurement

The table below provides some detail on the key units of measurement that are prevalent throughout the various report pages.

kWh	<ul style="list-style-type: none"> <li>• Kilowatt hour (kWh) is the energy consumed by power consumption of 1 kW during 1 hour</li> <li>• At the 'billing data' level can be displayed as adjusted or unadjusted for loss values</li> <li>• If viewing data across daily, monthly and bill periods, kWh will reflect the total consumption for the period</li> <li>• If viewing data at the hourly level, this unit will represent the 'kW' demand value for the hour</li> <li>• If viewing data at the subhourly level, this unit represents the usage across the subhourly intervals</li> </ul>
kW	<ul style="list-style-type: none"> <li>• Kilowatt (kW) is a measure of power equal to 1000 watts</li> <li>• Displayed as the unadjusted for loss "peak" or maximum value across the selected period</li> <li>• If viewing data at the subhourly level, this unit represents the subhourly interval usage x 4</li> </ul>
kW_ADJ	<ul style="list-style-type: none"> <li>• Kilowatt (kW) displayed as adjusted for loss</li> </ul>
kVA	<ul style="list-style-type: none"> <li>• Kilovolt Amps (kVA) is a unit of apparent power</li> <li>• Displayed as the unadjusted for loss "peak" or maximum value across the selected period</li> <li>• If viewing data at the subhourly level, this unit represents the subhourly interval usage x 4</li> </ul>
kWh_GEN	<ul style="list-style-type: none"> <li>• Represents the energy generated into the distribution system</li> <li>• At the 'billing data' level can be displayed as adjusted or unadjusted for loss values</li> <li>• If viewing data across daily, monthly and bill periods, kWh will reflect the total consumption for the period</li> </ul>
Power Factor	<ul style="list-style-type: none"> <li>• Represents the ratio of real power (measured in kW) that is used to do work and the apparent power (kVA) that is supplied from the distribution system</li> </ul>

## Report Page Overviews

Summary data – allows quick view/sort of summary data for all facilities

Detailed data – display multiple views of detailed consumption data for one facility at a time

Comparison of data by meter/facility – compare consumption data for selected periods and for multiple meters and facilities

Comparison of data over time – view detailed consumption data for selected periods and for multiple meters and facilities over time

## Selected Data Source Menu

All of the pages contain a 'Selected Date Source' menu which displays various data sources associated to your account and may include multiple accounts and multiple meters. Some of the pages allow you to select multiple accounts and associated data sources for comparative purposes.

### Hierarchy of data sources

- Billing Data – access your facility's usage data used for billing purposes. This data can be displayed as adjusted or unadjusted for losses. This data may also be aggregated for multiple meter points if applicable to your facility and billing configuration.
- Meter Data – you can use this view to access all units of measurement at the meter level and including for sub-hourly intervals. If your billing configuration contains multiple meters, you can view the data individually.

Selected Data Source 61 SIMPSON RD Bolton ON - 200213637215 - 91911541DP (12/14/2016 - Current) ▾

**61 SIMPSON RD Bolton ON - 200213637215**

Billing Data - 91911541DP (12/14/2016 - Current)

Meter Data - 501607261 (12/14/2016 - Current)

NOTE: Depending on your account configuration, your profile may only include the data source 'Billing/Meter Data' which provides access to all units of measurement and data at both the hourly and sub-hourly level.

Selected Data Source 61 SIMPSON RD Bolton ON - 200213637215 - 91911541DP (12/14/2016 - Current) ▾

**61 SIMPSON RD Bolton ON - 200213637215**

Billing/Meter Data - 501607261 (12/14/2016 - Current)

## Create Report Function

Most of the pages contain a 'Create Report' button, which allows you to create and save your selections on the page into a report (PDF or Excel spreadsheet) that can be scheduled to run daily, weekly or monthly. You may also send results via email.

NOTE: Hydro One's interval meters are interrogated on a 48 hour schedule. Date availability within the portal can be delayed up to 48 hours as a result. When scheduling your report, it is recommended you factor this in to the desired date for the report run. For example, if you select time period 'previous month', please select the report to run on at least the 3rd day to ensure all the data is available for the period.

### How to use the 'Create Report' function

1. After clicking the 'Create Report' button, add the desired report name
2. Select from an existing report category or create a new category to group your reports
3. Select the desired time period for the report
4. Click 'Schedule Report' to schedule the report to run on a select period and time
5. To allow the report output to be sent via email, enter the desired email address and subject line
6. The report format can be set to PDF, to visually display the graph and to CSV file to export to Excel
7. Once the report is created it will appear in the 'My Reports' page and can be edited from there

NOTE: When creating a report on a specific page, all units of measurement available will be included in the report for the selected time range and data source(s).

## Create Report

**Report Name**

**Report Category** -- Select a category --

**Time Period**

Schedule Report?

**Schedule**

Run at:  -

**Email Address**

**Email Subject**

Report Format  PDF  CSV

**End Date**

## My Reports

This page displays reports created with summary details and allows users to edit or delete reports.

Name	Category	Page	Time Period	Schedule	Email Address	Email Subject	Report Format	
Weekly Report	data reports	Meter Data	Week to date	Weekly	jsmith@abcenterprises.com	jsmith@abcenterprises.com	CSV	<a href="#">delete</a>

## Export Function

Most of the pages allow the selected data to be exported to Excel. The exported data can be opened directly by clicking 'Open', or can be saved to your computer using the 'Save/Save as/Save and open' options.



## USER DELEGATIONS FUNCTION

The 'User Delegation' function allows you to assign authorized access to a 3rd party representative or other users in your organization separately and exclusively.

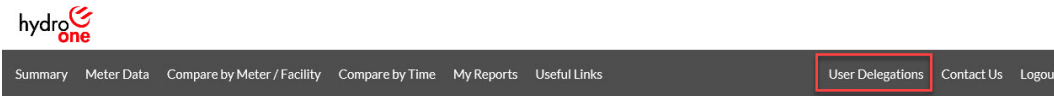
Additionally, if you are a 3rd party representative for multiple Hydro One account holders, the Hydro One team can create a universal login for all applicable accounts and service points. Please contact us at [CICR@HydroOne.com](mailto:CICR@HydroOne.com) or 1.866.922.2466 to set this up.

### Key Features

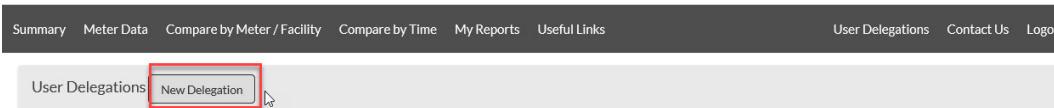
- Delegator user can assign one or multiple data attributes to the delegate and manage the mapping of these including revoking or assigning more at any time
- Access can be assigned at the individual account and meter point level
- The delegate relationship is subject to an expiry date which defaults initially to 3 months
- The delegate user is provided their own unique web link from which they may access to their portal profile
- If the delegator user moves out of the account, any delegate relationships are automatically severed

### How to use the function

1. A new 'User Delegations' heading now appears



2. From the 'User Delegations' page, click 'New Delegation'



3. Enter the delegate email address, select the desired service points to assign authorization, set the expiry date then click 'Add'

User Delegations

Email Address  
BCC@HydroOne.com

Service Points  
2 of 2 selected  
61 SIMPSON RD Bolton ON - 200213637215  
Building A (12/14/2016 - Current) ✓  
Building B (12/14/2016 - Current) ✓

Expiry Date  
02/02/2021

Add Cancel



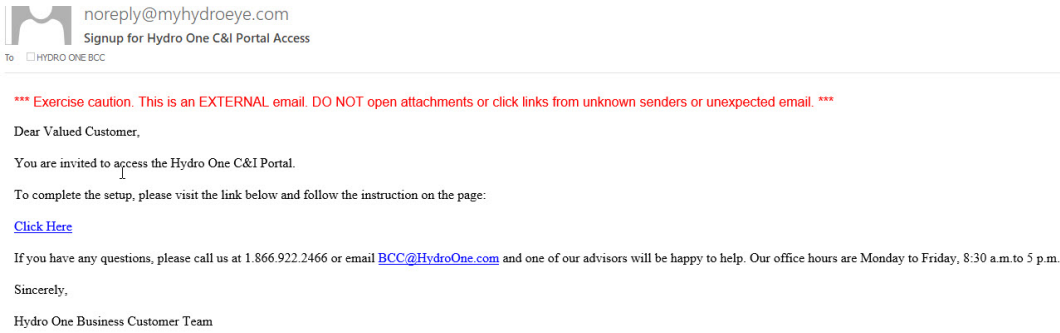
4. A new delegation entry will appear indicating the unique web link that will be emailed to the delegate as well as the status of the request

Email Address	Share Link	Service Points	Expiry Date	Status		
BCC@HydroOne.com	<a href="https://qacportal.hydroone.com/Cu">https://qacportal.hydroone.com/Cu</a>	61 SIMPSON RD Bolton ON - 200213637215 - Building A (12/14/2016 - Current) 61 SIMPSON RD Bolton ON - 200213637215 - Building B	02/02/2021	Invited	Edit	Delete

**Delegate Web Link** (arrow pointing to Share Link)

**Request Status** (arrow pointing to Status)

5. A request email will be sent to the delegate in order to complete the setup process



6. The delegate will then be prompted to create a password to be used along with the email address as login credentials going forward

7. Upon completion of the setup, the status will change to 'Active'

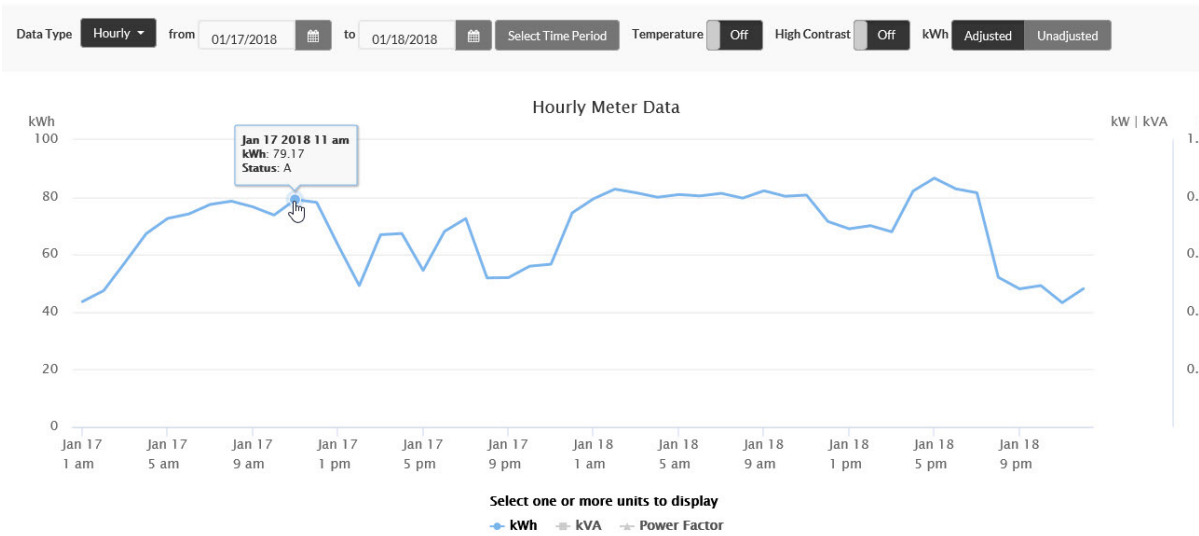
Email Address	Share Link	Service Points	Expiry Date	Status		
BCC@HydroOne.com	<a href="https://qacportal.hydroone.com/Cu">https://qacportal.hydroone.com/Cu</a>	61 SIMPSON RD Bolton ON - 200213637215 - Building A (12/14/2016 - Current) 61 SIMPSON RD Bolton ON - 200213637215 - Building B	02/02/2021	Active	Edit	Delete

8. The delegate relationships may be edited or deleted at any time



## Data Status Display

Hovering over a specific data point will display the status of the data including whether it is Actual (A) or Estimated (E).

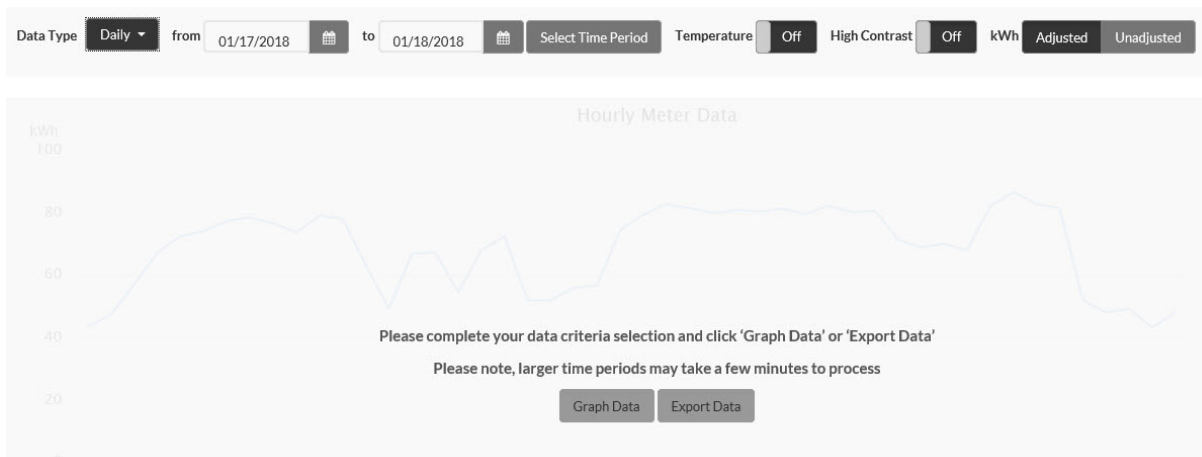


## Display Graph vs Direct Data Export Option

The 'Detailed Data' and 'Compare by Time' pages allow the user to either display a graph of the selected data or directly export the data to Excel.

### How to use the function

- Upon making a change to the 'Data Type', 'Select Time Period' or 'Data Source' the user will be prompted with the option to display the graph or export the data to Excel
- The user has the option to continue to customize the various data parameters prior to running the report or exporting the data to Excel



## Summary View

This page allows a comparative view of summary data for all facilities at a glance.



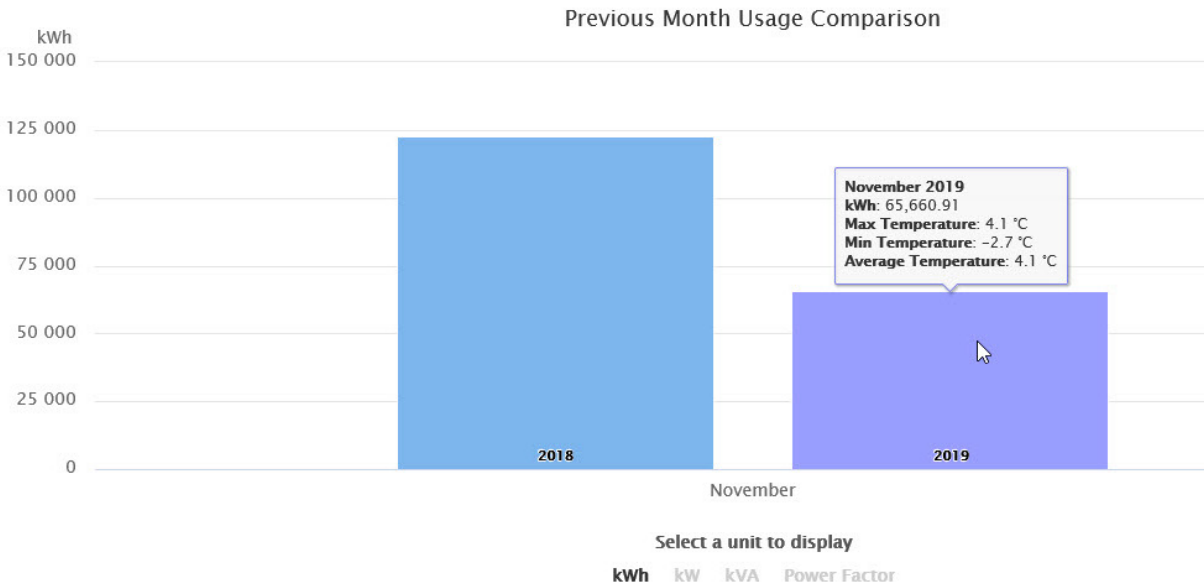
Summary Meter Data Compare by Meter / Facility Compare by Time My Reports Useful Links

### Key Features

- Displays the list of data sources at bottom of the page, along with useful summary data for the most recent bill period for each meter and the area of the facility for doing comparisons by square foot, square meter
- Creation of custom groups for different facilities
- Viewing summary data by group
- Quick sort on any of the parameters to see what facility used most/least kW, kWh
- Comparisons of most recent calendar month with same month but previous year
- Comparisons by kWh, kW, kVA, Power Factor
- Mouse-over shows additional detail

### How to use the page

1. Upon entering the page, select the 'Data Source' you wish to view.  
NOTE: Only one data source can be selected at a time
2. Select the unit of measurement to display in the graph
3. To see the detailed information, hover over the bar
4. The data sources and information view at the bottom of the page can be customized
5. Click the data source to access the input menu to enter information and set custom groups



Account Data Sources							
Location	Location Group	Location Size	Most Recent Bill Period	kWh	kW	kVA	pF
<b>Billing Data - 91911541DP (12/14/2016 - Current)</b> Account: 200213637215 Address: 61 SIMPSON RD Bolton ON		--	Nov 2, 2017 - Dec 1, 2017				
<b>Meter Data - 501607261 (12/14/2016 - Current)</b> Account: 200213637215 Address: 61 SIMPSON RD Bolton ON		--	Nov 2, 2017 - Dec 1, 2017				



## Detailed Meter Data View

This page provides different views of detailed consumption data for one facility at a time.



Summary Meter Data Compare by Meter / Facility Compare by Time My Reports Useful Links

### Key Features

- Provides insight into when consumption is used to identify problem areas
- Includes weather overlays to understand how weather affects consumption
- View all billing units of measurement including kWh, kW, kVA as well as the power factor using subhourly, hourly, daily and monthly views
- Select date range based on calendar, or use quick dropdown for selected time period
- Drill down into one day
- View consumption parameters individually or all at once
- Export of consumption data to Excel for further analysis or manipulation

### How to use the page

1. Upon entering the page, select the 'Data Source' you wish to view. NOTE: Only one data source can be selected at a time
2. Select the 'Data Type' from the drop down menu – subhourly, hourly, daily, monthly.  
NOTE: Subhourly is only available if viewing a 'Meter Data' data source
3. Select the desired time range – you may select the date range using the calendar function or the 'Select Time Period' drop down menu.
4. To alternate between adjusted and unadjusted for loss kWh, you may use the toggle button
5. When viewing the monthly data type, by clicking a data point, it will zoom in to display the specific period in daily format
6. When viewing the daily data type, by clicking a data point, it will zoom in to display the specific period in hourly format
7. Use the 'Temperature' toggle button to turn on and off the temperature overlay detail



## Compare by Meter / Facility View

This page provides a view of consumption data across multiple facilities and for multiple key units of measurement.



Summary Meter Data **Compare by Meter / Facility** Compare by Time My Reports Useful Links

### Key Features

- Provides information on which facility uses the most kWh, which has highest demand, lowest power factor
- View highest to lowest consumption by facility
- Compare based on kWh, kW, kVA, Power Factor
- Export of consumption data to Excel for further analysis or manipulation

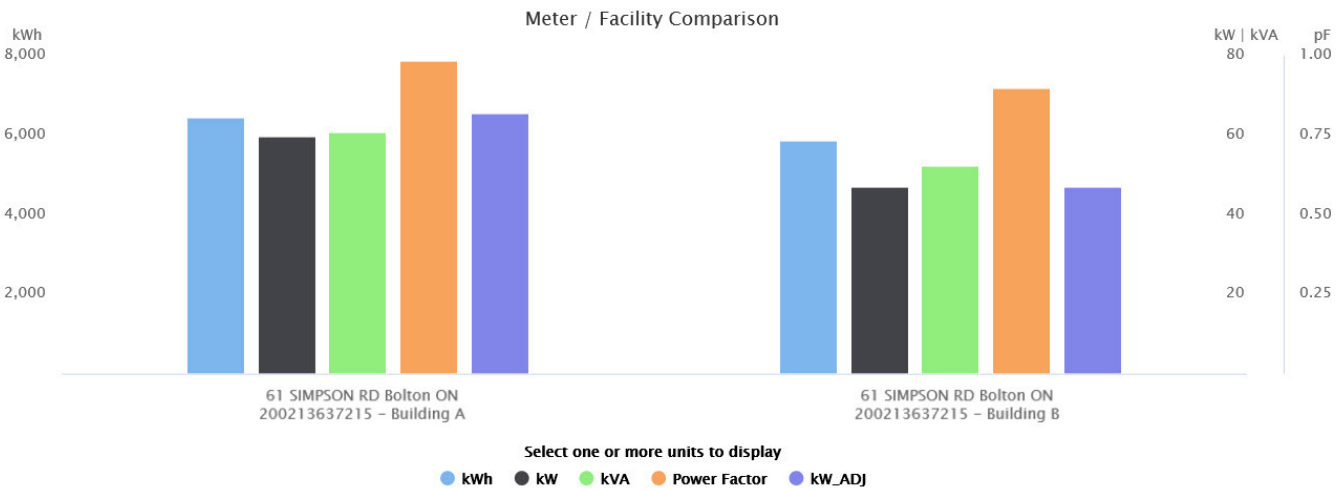
### How to use the page

1. Upon entering the page, select the Data Source you wish to view. Multiple data sources can be selected at a time across multiple accounts/facilities if applicable
2. Select the desired time range – you may select the date range using the calendar function or the 'Select Time Period' drop down menu.
3. Select one or more units of measurement to display in the graph
4. To alternate between adjusted and unadjusted for loss kWh, you may use the toggle button
5. To see the detailed information, hover over the bar

Selected Data Source 2 of 60 selected

Export Create Report

from 11/06/2019 to 12/06/2019 Select Time Period High Contrast Off kWh Adjusted Unadjusted  Normalize Compared Meters



## Compare by Time view

This page provides a view of consumption data over various periods and across multiple facilities or data sources



Summary Meter Data Compare by Meter / Facility **Compare by Time** My Reports Useful Links

### Key Features

- Display and identify usage trends, spikes, dips, outages
- Includes an option to show weather to see how temperature affects consumption
- Quickly see how facilities compare over selected time periods
- View different consumption parameters over selected time periods

### How to use the page

1. Upon entering the page, select the 'Data Source' you wish to view. Multiple data sources can be selected at a time across multiple accounts/facilities if applicable
2. Select the 'Data Type' from the drop down menu – subhourly, hourly, daily, monthly.  
NOTE: Subhourly is only available if viewing a 'Meter Data' data source
3. Select the desired time range – you may select the date range using the calendar function or the 'Select Time Period' drop down menu.
4. To alternate between adjusted and unadjusted for loss kWh, you may use the toggle button
5. Use the 'Temperature' toggle button to turn on and off the temperature overlay detail

Selected Data Source 2 of 60 selected Export Create Report

Data Type **Hourly** from 11/03/2019 to 12/03/2019 Select Time Period Temperature **Off** High Contrast **Off** kWh **Adjusted** Unadjusted

Unit kWh  Normalize Compared Meters

