Building Manager Online

User Guide

LEVITON® Building Manager Online

User Guide

This guide will assist you with creating a new Leviton Building Manager Online account and help you navigate and utilize the most popular features in our cloud submeter reporting solution.

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1. EMH datalogger configuration

This section will assist you in preparing your EMH datalogger for use with the Leviton BMO cloud service.

Locating your EMH

Depending on the model of EMH you have, you will be looking for one of the following devices typically mounted on a wall or possibly on an electrical panel.

Embedded models like the one on the left are typically installed within an enclosure. Leviton provides a pre-built enclosure option that would look like the following:

Setting your EMH to upload data to BMO

Begin by logging into your EMH using a web browser on your PC. Your PC can be connected to the EMH if they are both connected to the same LAN. While it may be easier to connect to it with a direct LAN cable, you will not be able to test the data upload from the EMH to BMO with that method.

If you successfully reach the EMH web interface, proceed in clicking on the link or button to log in.

The username will always be 'admin'. The password is typically set to 'admin'.

Upon successful login, use the left side menu options to browse to the following (depending on your product model):

A7810/A8810/A8812/A8814	EMHXD
Devices > Devices List	Devices

Please check that all expected devices are listed on the screen, are named, and are status OK before proceeding further.

Now, browse to the following menu location:

A7810/A8810/A8812/A8814	EMHXD
Log File Data > Setup / Upload	Uploads

In this location, we typically recommend setting your scheduled upload time to "connect every 15 minutes".

Next, locate an available upload channel and configure it to the following-

Protocol:

A7810/A8810/A8812/A8814	EMHXD
"Obvius Building Manager Online with SSL/TLS Security"	BMO with TLS Security (specify URL)

URL: https://upload.levitonbmo.com/

Set a password of your choosing and record this in a safe and recoverable place. Also note the serial number of your EMH. This is located:

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A7810/A8810/A8812/A8814	EMHXD
At the top of the Log File Data > Setup / Upload screen.	The upper right corner of your screen in the header

Now click "Apply".

If internet connectivity to the EMH is available, you may click the Upload Data Now button to allow the logger to attempt its first synchronization with the BMO cloud servers.

If you have any uncertainty regarding internet connectivity, please run the connection test first.

Run a connection test to BMO

Browse to the following location:

A7810/A8810/A8812/A8814	EMHXD
Testing / Diags > Connection Test	Diagnostics

Click "Begin Test". It should take about 30 seconds to complete.

You will want to confirm a success message for the upload channel configured to BMO. Otherwise, the diagnostics from that test may be useful for whomever manages your LAN to investigate further.

2. Initial setup

Please have your EMH serial number(s) and upload password ready before proceeding to create your account.
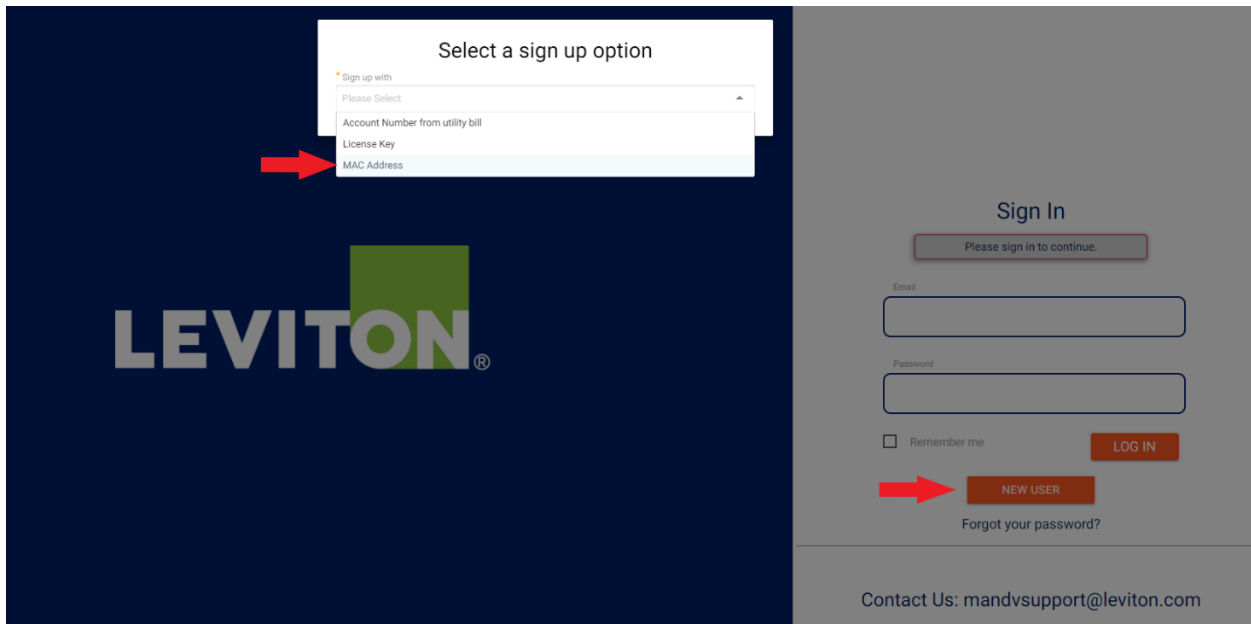
EMH Serial Number (MAC Address): 0 0 1 E C 6 ___ ___ ___ ___ ___ ___

Upload Password: _____

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Create an account

Visit https://levitonbmo.com/ and click [SUBMIT] . Select "MAC Address" and enter your EMH serial number (MAC address). Select "Leviton EMH" under Address Type, then click [SUBMIT] .

ⓘ *If an error message states, "MAC address was not found or already taken", it is typically because the EMH data logger on site is not yet configured or hasn't been able to successfully upload data to LevitonBMO.com. You will need to have someone on site log into the EMH to configure the product and/or diagnose the internet connectivity issue.*

Enter Organization Info and click "Submit".

ⓘ *We recommend using "Client Name" as a reference to a company or organization.*

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Check for an email from the website. It will come from our online solutions partner Vitality Energy. You may find it land in your unsolicited email folders.

Within the email, follow the instructions to verify your account and complete your account creation.

Once you are fully logged into BMO for the first time, please contact mandvsupport@leviton.com with the license key(s) from your BMO cloud solution license certificate(s).

ⓘ *Please wait for support to confirm your licenses are applied to your account before proceeding with importing your meter datapoints.*

View datapoint utilization and import meter datapoints
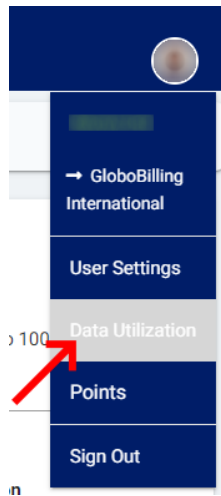
At any time, you can confirm how many available datapoints you have in the system by hovering over your user icon, then selecting "Data Utilization".

**Data Utilization**
44 points used of 50 (88.0%)

To import datapoints, we'll want to create one or more properties, with one or more gateways (EMHs) associated with them. Then for each gateway, select which datapoints are of interest to you. To begin doing this, navigate to Apps ⊞ and select "EMH"

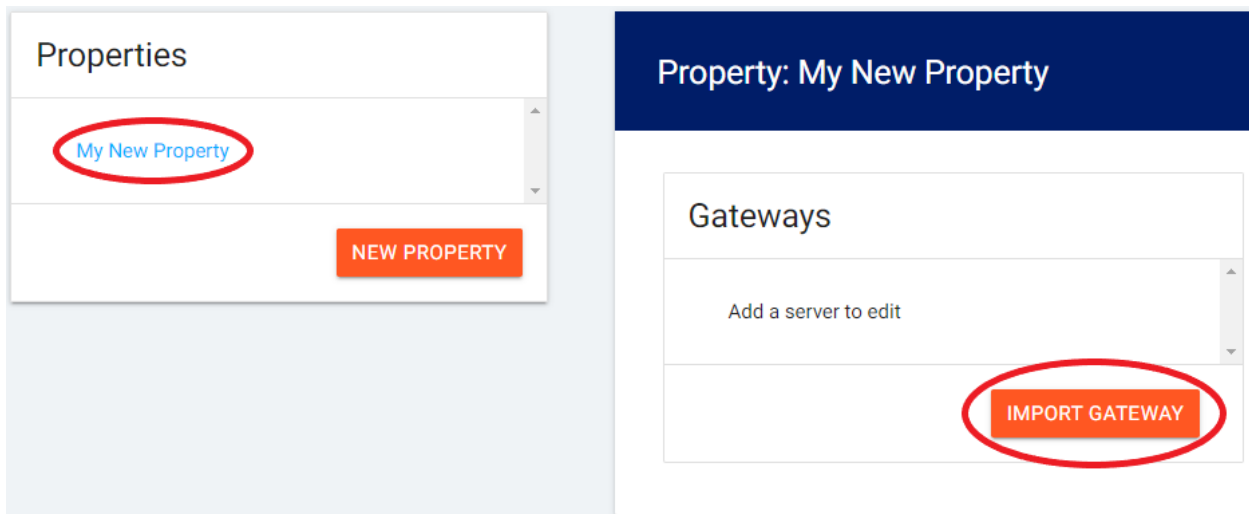V1.10.2310

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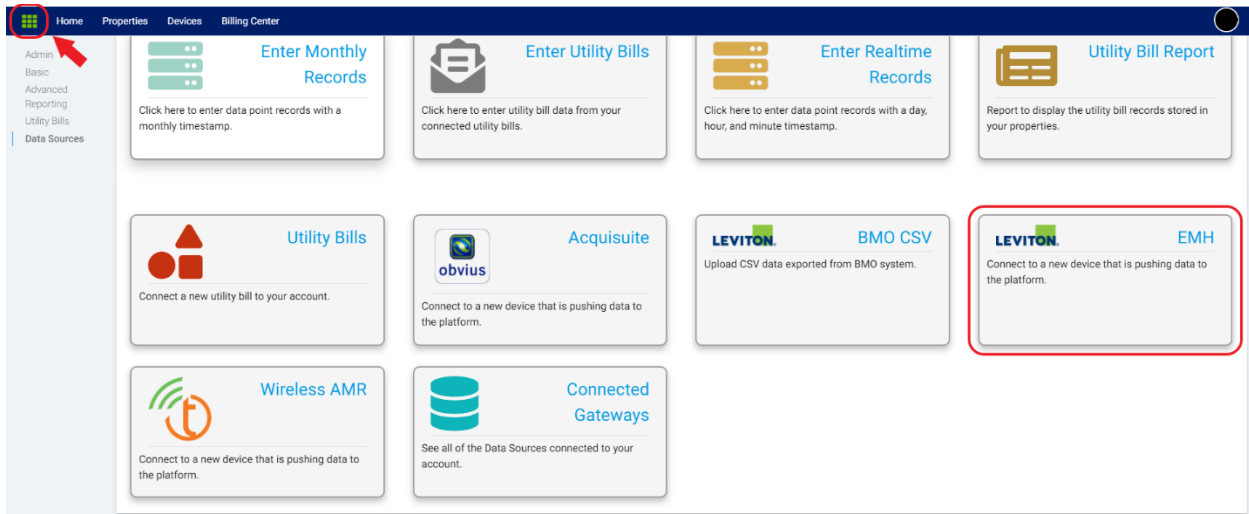
If you do not have a Property or want to create a new Property for your HUB(s), click "New Property", enter Property Information, and click "Save".
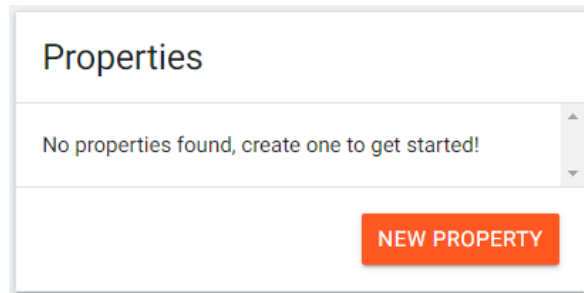
Click on the Property and click "Import Gateway". Enter EMH Serial Number and Upload Password, then click "Submit".

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On this new screen, select all the metering Devices that contain datapoints you wish to have access to within BMO. Once checked:

- Designate a Device Type for each Device that is checked (For all energy meters, utilize 'Power Meter'; avoid using 'Utility Meter').
- Expand each device under the "Points" section and select which data points you are interested in (e.g. Energy Consumption). Make sure not to exceed the number of datapoints you have available to you based on your BMO license(s).

> ⓘ *If you are unsure which datapoints to select, please contact mandvsupport@leviton.com . They can provide you guidance on what might be best for your application.*
>
> *For energy meters where the load is labeled at the device level, the energy consumption for that load is most commonly going to be in units of "kWh" or "Wh", with the name typically having "energy" along with the following keywords "from grid", "import", "delivered", "sum", "total", and "positive".*

Once you have selected all your datapoints, scroll to the bottom right of the page and click " SUBMIT " to complete the importation process. You are now ready to begin viewing the available data!

3. Base features overview

Historian

To review your data graphically, use the Historian by clicking into Devices, then click on a Device.

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To focus in on a specific timeframe of data, select your date range using the date input field -or- use the preset drop-down menu for common ranges. Click the UPDATE button any time you make changes to the range to be viewed.

Date Range	2023-05-03 00:00 ~ 2023-05-05 23:59	Preset Date Ranges Preset ▼	Chart Detail ❓ Default ▼	UPDATE

> ⓘ *We ask for your patience when selecting a large date range and/or a higher chart detail setting. It will require more time to process the request and return the available data.*

Historian

- **kWh**
- PF
- kW
- Gallons Of Gasoline
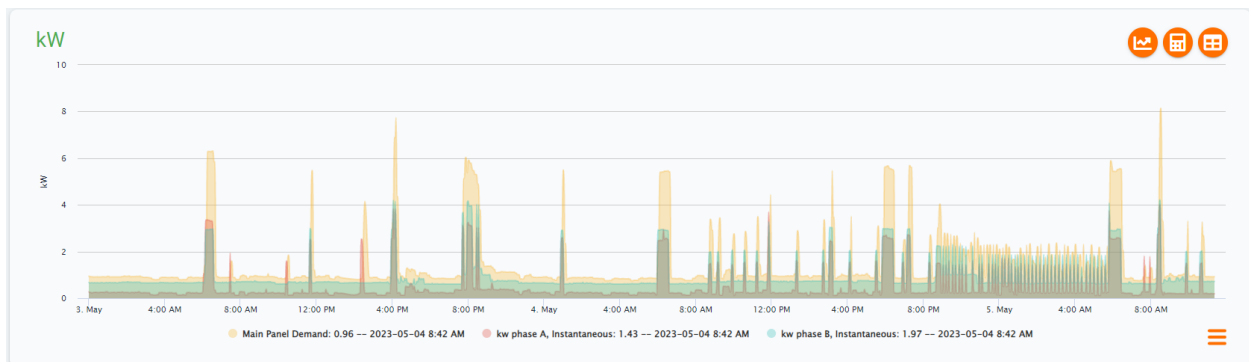- Export All Data

The left hand menu will display your groupings similar datapoint types for this device. Click on one of the items on the list to jump to that section. Also note the "Export All Data" link.

This will allow you review the raw data and export it to a CSV or Excel file.

CSV Excel

Search:

Time	Main Panel Energy	Main Panel pf
2023-05-05 11:21 AM	174,707.23	0.94
2023-05-05 11:18 AM	174,707.19	0.94
2023-05-05 11:15 AM	174,707.14	0.95

On any graph, use the menu ☰ button to save the graph as an image to your PC, or download the raw data.

Main Panel Demand: 0.96 -- 2023-05-04 8:42 AM   kw phase A, Instantaneous: 1.43 -- 2023-05-04 8:42 AM   kw phase B, Instantaneous: 1.97 -- 2023-05-04 8:42 AM

Click on any datapoint name to toggle hiding or showing that datapoint. Use the tools in the upper right for more options to review the data.

A quick way to review utility usage between two time periods is to use the calculator tool 🔶 on a consumption unit. The

Main Panel Energy

Duration Difference	Duration Max	Duration Min
86.82	174,707.23	174,620.41
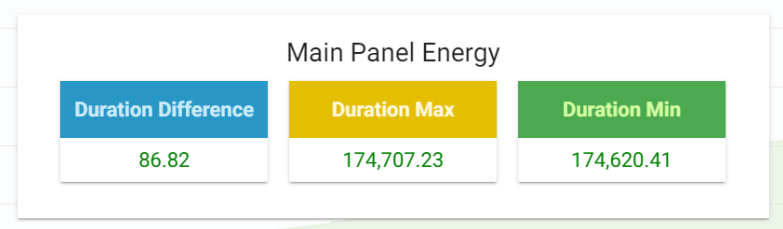
Duration Difference is the calculated difference for that time period. *Ensure there are no gaps in your data reporting that may affect the calculation.*

Consumption Report

This report is located under Apps 🔲 .
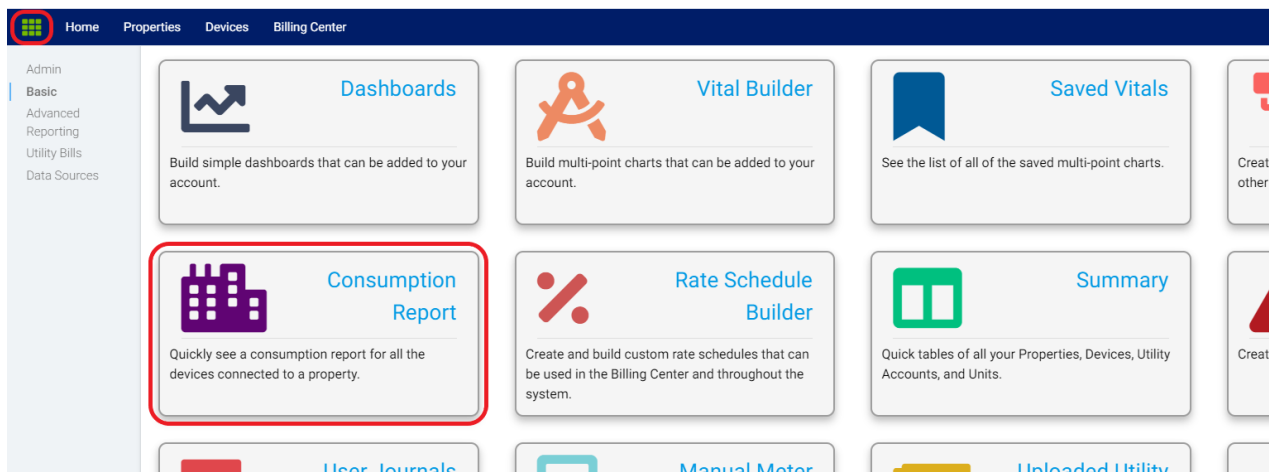
This report will automatically identify relevant meter reading datapoints and will calculate the usage between two time periods of your choosing. This takes into account the usage of the first reading on the start date, to the last reading on the end date.

Prior to running the report, it is recommended to verify there is available data for the start and end date using the historian for these points.

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Dashboards

This app will allow you to create stunning visual reports that will allow you to quickly analyze your site's usage. Dashboards can be made public with a URL, making them suitable to share on your company's website, on a TV display at your facility, or to your individual stakeholders/tenants.
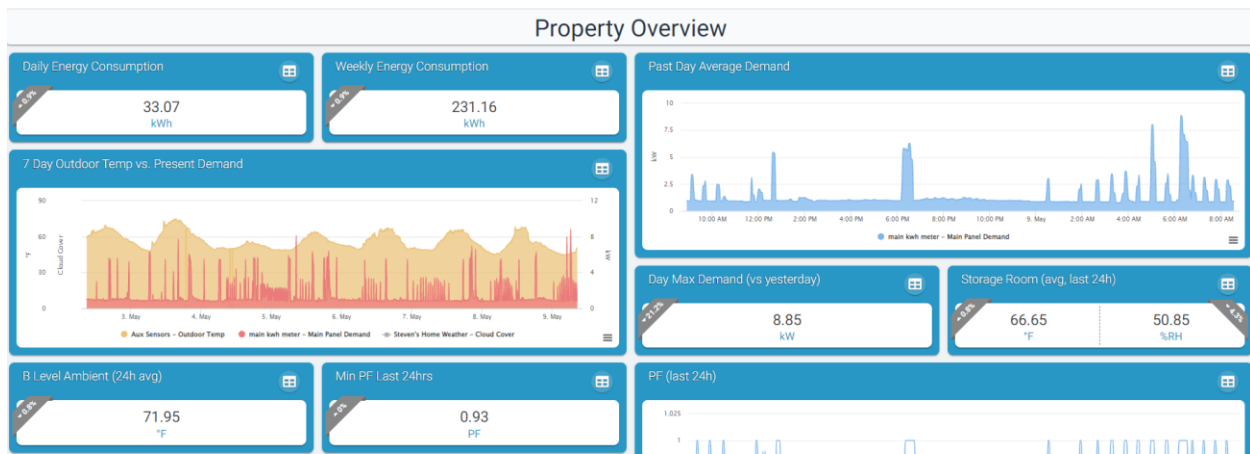
4. Account management

Add, remove, and edit user access

To modify user access, hover over your user avatar (circle icon in the upper-right of your screen), then select User Settings. Expand the Account Settings section to view your options.

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To add a user: Click on Invite to BMO.

> Here, users who have not accepted their invitation to create their BMO account will be listed on the page.
>
> Click on "New" to create the new user account.
>
> Make sure you select at least one of your Properties.
>
> Unit is only necessary to fill out if you are setting up tenant access with the billing module.
>
> Admin users will have full control over the account. Standard users will be limited in making any major changes.
>
> Once you click send, the user will receive an email with a link to follow in which they can complete the set up of their account.

New User Invitation

*First Name

Last Name

*Email

Title

Properties
Please select

Unit
Please select

*User Type
Please select

SEND

To edit or remove a user: Click on the Users section.

> Now locate the user in question and click the Edit icon.
>
> User type can be elevated or demoted on this page.

You may also have this user subscribed to alerts when expected metering data from the site hasn't been received for some time. Check the Devices and Gateways In Error boxes to enable. *This is strongly recommended for all users with logins to the account, as a loss of power or internet connection to your metering equipment may cause there to be a gap in reported data. See section "Enable and adjust system e-mail alerts" for more information.*

Login Expiration will allow you to remove a user from access to the account.

If you do make any settings changes, make sure to scroll down and to the right to click the SAVE button.

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Remove imported datapoints

At any time, you may remove active datapoints and swap them for other available datapoints being collected by your Leviton Energy Monitoring Hub(s).

To remove active datapoints, hover over your user icon (upper right circle), then select Points. Deleting points from this page will free up an active datapoint in your account.

Note: This removes the availability of the data from your BMO account. It will not delete the data from the database of available records.

Enable and adjust system e-mail alerts

Each user login can subscribe to receiving alerts when a metering device or the meter data logger(s) on site stop reporting after some time.

To enable or disable these alerts, see the previous section to edit a user account.

The gateway (HUB) and devices (meters) alerts are sent once a day, and will be begin emailing you once you have exceeded your set "Error Interval" in the system. We recommend settings this interval to 2 days, which gives a reasonable time for an issue that may resolve itself (eg. site internet access being restored). If your HUB datalogger is set to update the site with new data often, you may wish to adjust this interval to a shorter value.

To edit the gateway error interval, click on Apps ⊞ then select Connected Gateways. Use the Edit pencil icon to access and adjust the setting.

For Device alerts, click on the "Devices" tab on the top row of options on your screen. As with previous, use the edit pencil icon for adjustments.

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5. Additional Resources

When logged into BMO, the Resource Center is accessible in the bottom left corner of your screen by clicking on the question mark icon. It offers additional step-by-step guidance of certain functions within the platform.

Video demonstrations of features within the platform are available on Youtube via the following links:

Base Module

Advanced Reporting Module

Tenant Billing Module