

# VENI

Energy Group



## WEB PORTAL

### USER MANUAL

Energy Sourcing

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# LOGGING IN

1. Access the portal through:

 <https://www.venienergia.fi/en/log-in/>

2. Log in with your username (email) and password.

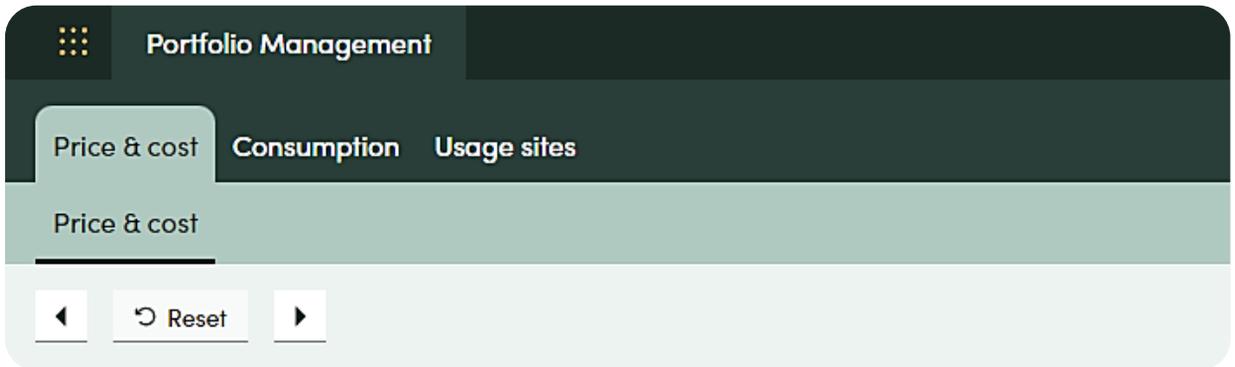
To log into the VENI Portal, you always use the e-mail address registered in our systems. If your organization uses Microsoft Azure AD, you use the password associated with your Microsoft account from your employer. Users with other e-mail providers will be sent a one-time password when logging in.

If you have problems logging in, or need a new user access, contact our customer support via [asiakaspalvelu@venienergia.fi](mailto:asiakaspalvelu@venienergia.fi) for assistance.

## First time logging in

The first time you log into the portal, you need to give VENI Energy Group access to necessary data and set up two-factor authentication to protect your account. Follow the on-screen instructions to set up two-factor authentication via your mobile number and enter the code you receive via text message to activate the verification method. The mobile number is saved as your preferred method, and the two-step verification will go faster the next time you log in.

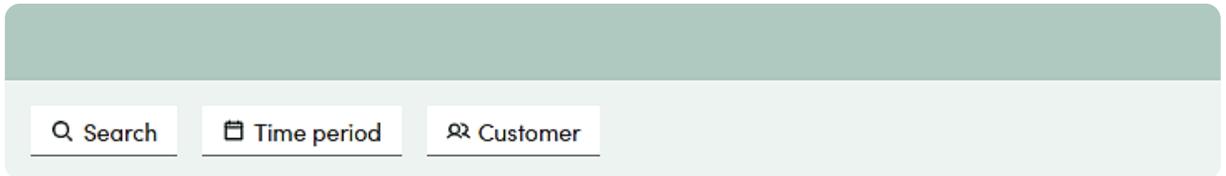
# NAVIGATING THE PORTAL



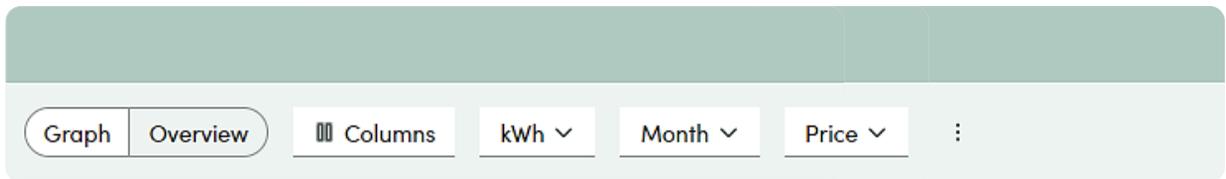
<b>Choose customer</b> 	Opens the box for data filtration of available <b>customers</b> .
<b>Price &amp; cost</b>	View <b>price and cost breakdown</b> of the electricity deliverance in €/MWh.
<b>Consumption</b>	View <b>actual consumption</b> or <b>estimated consumption</b> and compare to <b>last year</b> (where available).
<b>Usage sites</b>	View usage sites and contract information.
<b>Reset</b>	Reset all filters and sorting choices.
<b>Previous filter</b>	Use the arrows to undo or reinstate previous filtering choices.

<b>Bookmarks</b>  <span style="margin-left: 100px;"> <b>English</b></span>  <span style="margin-left: 100px;"><b>John Smith</b></span> 		
Navigate easily between your existing bookmarks	Change the display language in the VENI Portal here	See your profile, read new notifications or log out of the VENI portal.

# NAVIGATING THE PORTAL



<b>Search field</b> 	Search for customer names or address.
<b>Time period</b>	Choose a predefined period, set dates yourself, or pick year and month.
<b>Customer</b>	Filter data between applicable customers.



<b>Graph</b>	Click to display data as graph.
<b>Overview</b>	Click to display data in table.
<b>Columns</b>	Only applicable for tables. Remove or add columns of data to the table.
<b>kWh</b>	Power unit. Choose between kWh, MWh or GWh.
<b>Month</b>	Time resolution. Choose between a selection of year, month, week, date or hour (where applicable)
<b>Price</b>	Click to choose between price or cost overview.
<b>Further choices</b> 	Create a bookmark or export the current data selection to Excel.

## Search field

The search fields in the VENI Portal has a minimum input of two symbols.

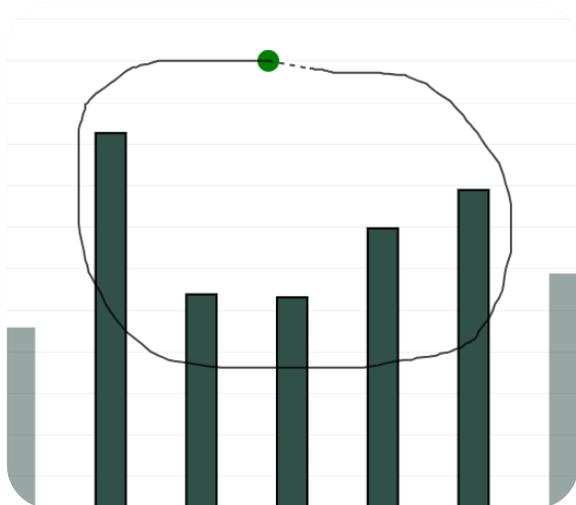
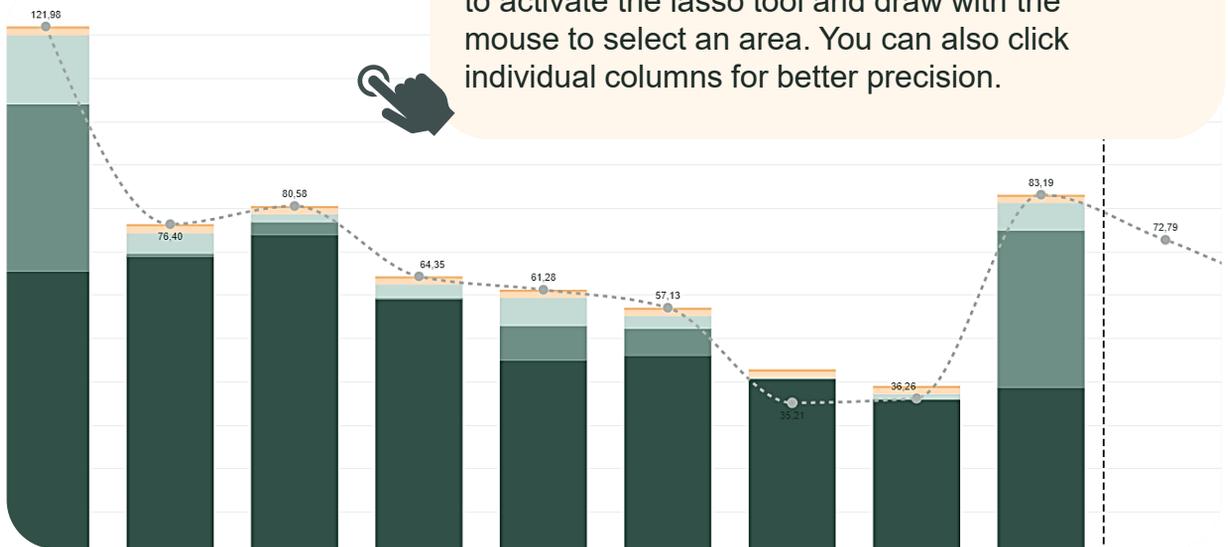
## Loading time

When viewing daily and hourly data, the portal takes longer to process, and loading time will increase.

# DISPLAY DATA: GRAPHS

## Graph feature: The lasso tool

When analyzing large amounts of data at a time, it might be beneficial to look closer at certain anomalies. Click anywhere inside the graph area to activate the lasso tool and draw with the mouse to select an area. You can also click individual columns for better precision.

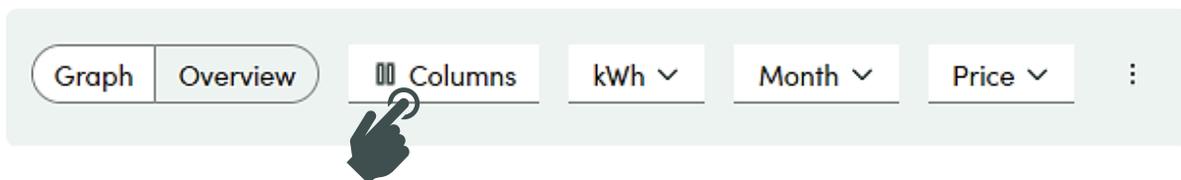


Graph
Overview
Month ▾
kWh ▾
⋮

⌘
⊠
✕
✓

<span>⌘</span>	Use lasso tool
<span>⊠</span>	Clear lasso selection
<span>✕</span>	Exit lasso tool
<span>✓</span>	Confirm lasso selection

# DISPLAY DATA: TABLES

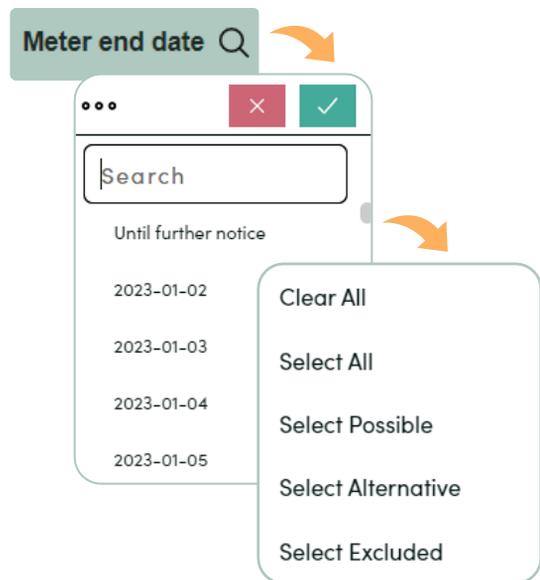


 **Customize your table**

By default, the table view includes all of the columns seen to the left. If you want to customize your table by removing certain columns, click «View options» and deselect the checkbox in front of the columns you do not want to display. Press save to confirm choices, or abort to close the selection window.

 **Table feature: Sorting**

The magnifying glasses by the table headers can be used to further sort your data. They open a scrollbox with all the possible selections and a search bar, but you can also click the three dots at the top left corner for options such as select/clear all.



# TIPS AND TRICKS

## 🔖 Bookmark function

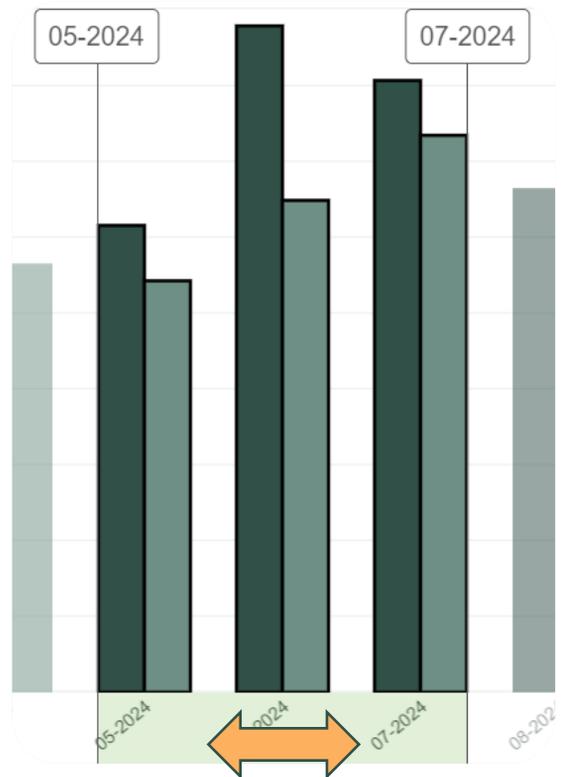
When saving desired graph or table settings as a bookmark, you can return to the exact same settings by accessing your bookmarks from the top menu.

## 📊 Graph and selection

For added precision when making selections, you can easily click individual columns.

To select several columns at a time, click on a starting point along the x-axis, and drag your mouse in either direction. This function only works for graphs that show annual, monthly and weekly data. For daily and hourly values, use the lasso tool function instead.

To confirm, cancel or redo your selection, use the lasso tool's features (as shown on page 6).



## 📄 Increase excel export readability

To increase the readability of an excel export, we recommend to 1) mark and expand each column by double clicking the line between two columns, and 2) top align all text.



A	B	C	D	E	F	G
Customer	Address	City	Zip code	Usage site	Usage site	Meter start



# TROUBLESHOOTING

## Forgot my password

Change your Microsoft account password or contact us by e-mail at [asiakaspalvelu@venienergia.fi](mailto:asiakaspalvelu@venienergia.fi) for more help.

## New user access

Have the property manager or your portal contact person contact us to add a new user access.

## Touch screens

In the start-up phase, the VENI Portal is not fully compatible with touch screen devices. This applies to both mobile phones, tablets and laptops/PCs with touch screens. We are working on implementing touch screen support.

## Logging out

To successfully log out of the portal, click on the Microsoft account you want to log out of, and wait for the system to process.

## Loading time

Expect extra waiting time when loading large amounts of data such as daily and hourly values, as well as data for several usage sites at a time.

## Two-factor authentication via app

To protect our customer's data, we require two-factor authentication when logging into the VENI portal. Depending on your organization's security level, you might need to use the Microsoft authenticator app instead of a one-time text message code. Download the app to your mobile device and follow the on-screen log-in instructions to connect the app and the VENI portal.

 [Last ned via Google Play store](#)

 [Last ned via Apple App Store](#)