

VENI

Energy Group



WEB PORTAL

USER MANUAL

Metering

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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.

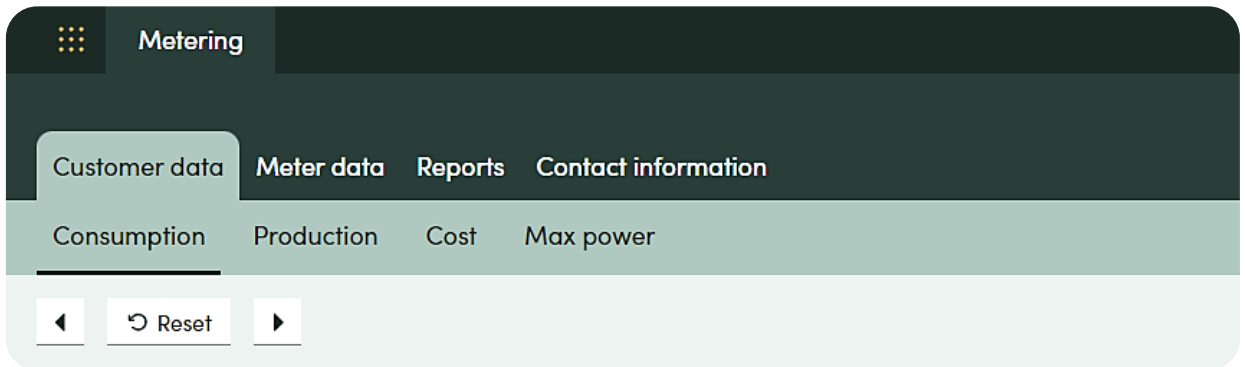
To log into the VENI Portal, you always use the e-mail address registered in our systems. If your organization uses Microsoft Azure AD, you use the password associated with your Microsoft account from your employer. Users with other e-mail providers will be sent a one-time password when logging in.


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

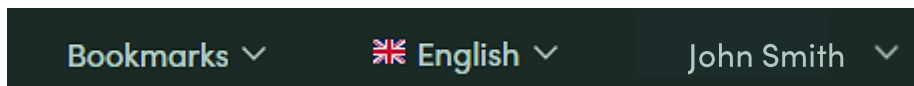
First time logging in

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

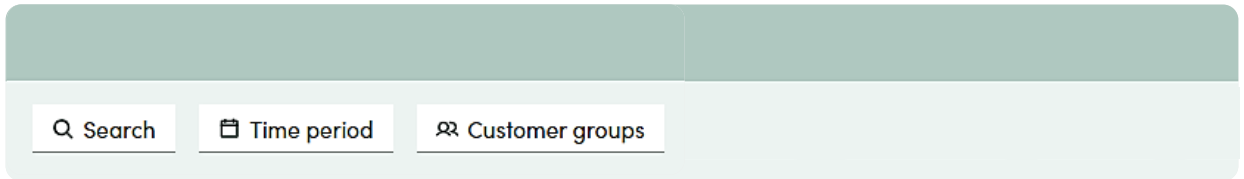



Choose property 	Opens the box for data filtration of available properties .
Customer data	Data for invoiced meters. View data for consumption, production, cost or max power .
Meter data	Data for other meters. Choose whether you want to see data for main meter or additional meters .
Reports	Get easy access to reports for total consumption or cost or grid losses .
Contact information	Get a full overview of contact persons for each property.
Reset	Reset all filters and sorting choices.
Previous filter	Use the arrows to undo or reinstate previous filtering choices.

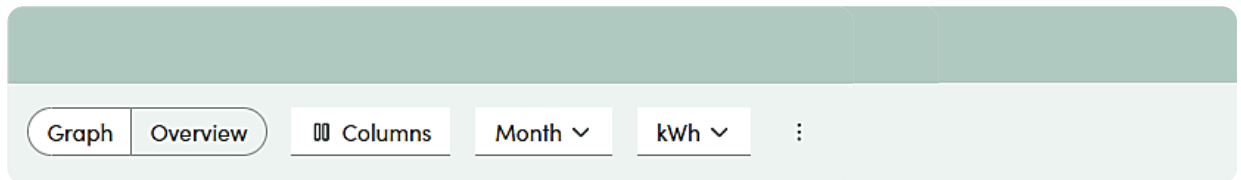



Navigate easily between your existing bookmarks	Change the display language in the VENI Portal here	See your profile, read new notifications or log out
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NAVIGATING THE PORTAL: DATA



Search field 	Search for properties, users (customers) or meters.
Time period	Choose a predefined period, set dates yourself, or pick year and month.
Customer groups	Filter data between relevant customer groups like property manager, vacant premises or tenants.



Graph	Click to display data as graph.
Overview	Click to display data in table.
Columns	Only applicable for tables. Remove or add columns of data to the table.
Month	Time resolution. Choose between year, month, week, date or hour.
kWh	Power unit. Choose between kWh, MWh or GWh.
Further choices 	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.

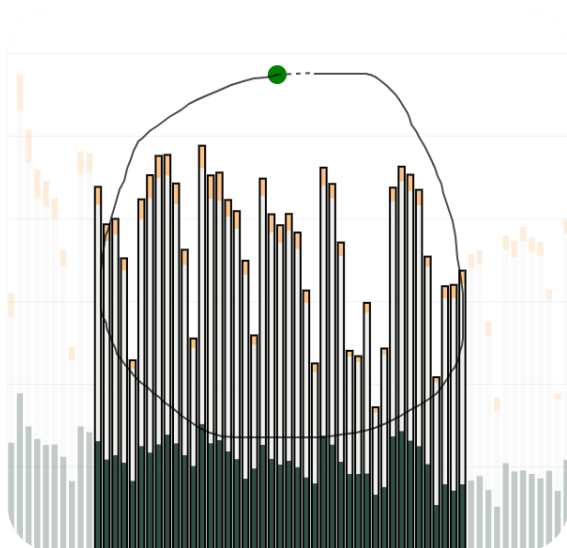
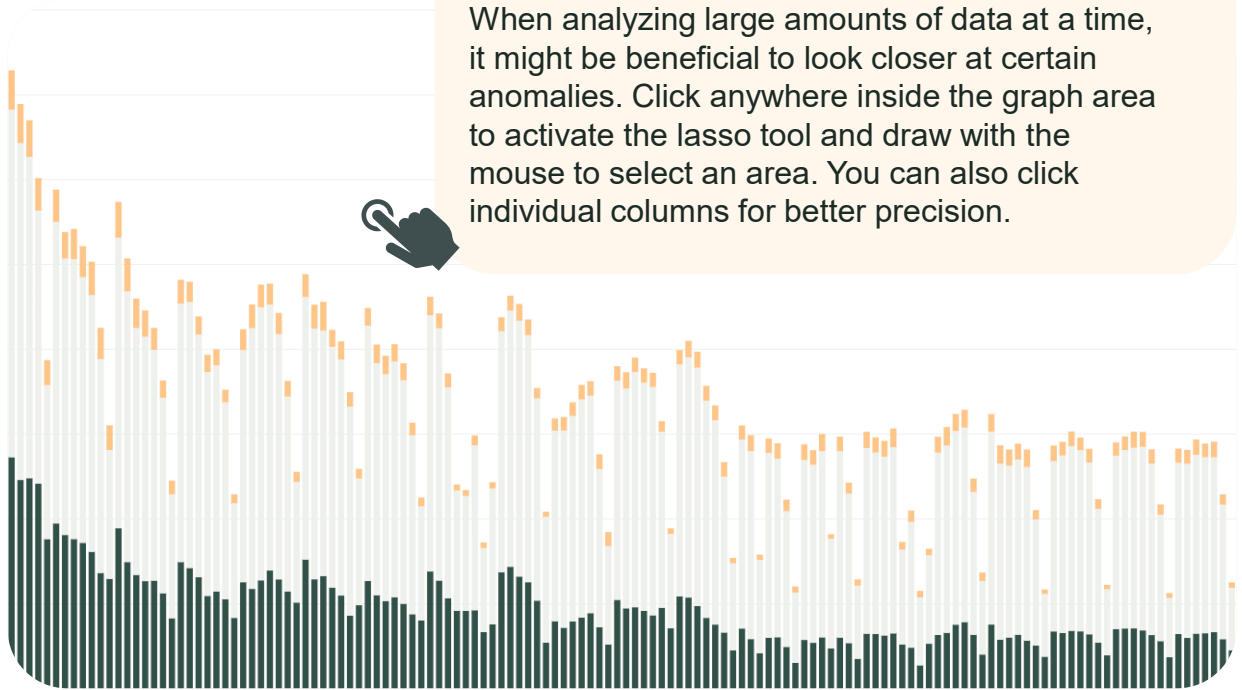
Loading time

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.

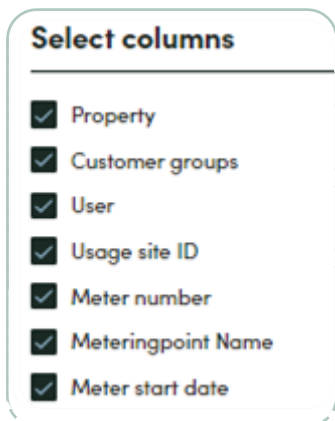



Graph Overview Month kWh


	Use lasso tool
	Clear lasso selection
	Exit lasso tool
	Confirm lasso selection

DISPLAY DATA: TABLES

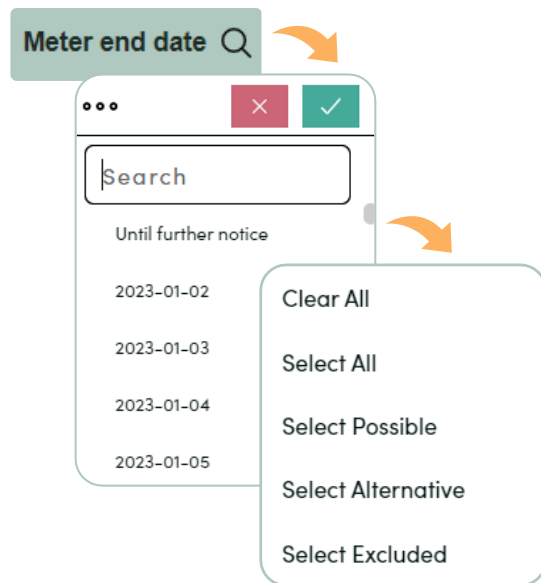


 **Customize your table**

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

? Easy sorting of Customer groups in graph

You can click on the customer groups to the right of the graph to quickly sort and switch between data.

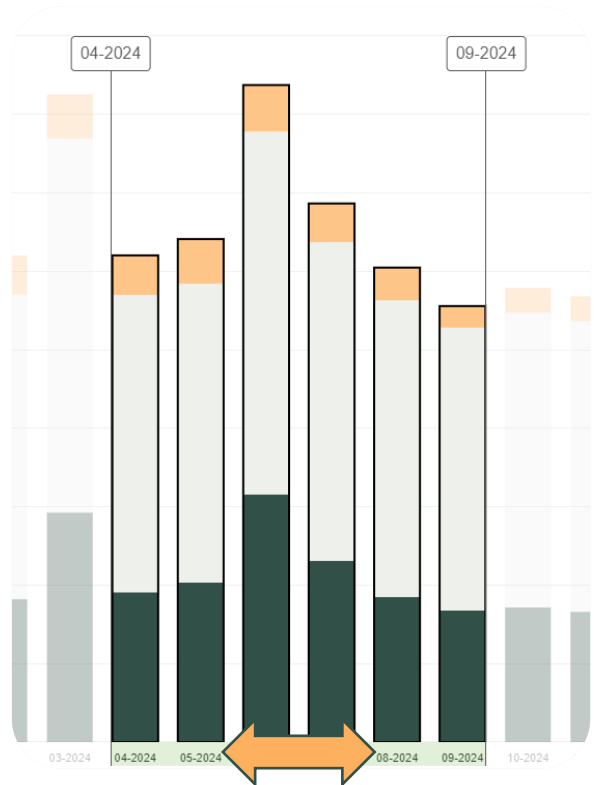


📊 Graph and selection

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
Property	Customer	User	Usage site	Meter num	Meteringpc	Meter start

TROUBLESHOOTING



Forgot my password

Change your Microsoft account password or contact us by e-mail at 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.



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