



## Creating ENERGYai® Load Data Files in SCE Energy Manager Basic

Southern California Edison’s “Energy Manager Basic” provides commercial and industrial customers with access to their meter data. You download an Excel file (xls) containing hourly interval electricity use data for up to a year and save it on your computer. ENERGYai® recognizes the format of this file, so all you have to do is send it to us.

You must export a separate file for each service account that you wish to have analyzed by ENERGYai®, as described below. For example, if you wish to include 10 service accounts in an ENERGYai® Load Analysis report, you will follow the steps below to create 10 xls files.

The process to create and save a load data file is as follows:

1. After logging in to Energy Manager Basic, select “Daily Line Chart” from the “Report Type” drop down list.
2. Select “Custom” from the “Time Period” drop down list. In the “From” and “To” date fields, enter a range from 6 months to 12 months. A longer range results in a better analysis, so choose a 12 month range if your service account has that much data. Usually you want the most recent range possible, but you can pick any period beginning January 2000 or later.
3. Make sure that the “kWh” box is the only checked box under “Include on Report”. Then select the desired service account at the bottom of the screen. Click the “Generate Report” button. A line graph and two tables are displayed.
4. Click the “Excel” button in the upper right corner of the screen, and save the file to your computer with a name that has meaning to you (perhaps some meter identifier, like “Building H Main Electric.xls”). You will need to provide this file name when you submit your load data to ENERGYai®. Leave the “xls” extension in the file name.

If you open the load data file with in Excel, you should see a summary row, and then a row of 24 hours of data for each day in your selected time period.

This file is now ready to be submitted to ENERGYai® along with similar files for any other accounts you wish to include in your ENERGYai® Load Analysis report.

**IMPORTANT NOTE:** Do NOT delete any rows or add any rows to the spreadsheet. Doing so will prevent ENERGYai® from validating the data, and the load will not be included in the final analysis.