

ista MINUTE VIEW

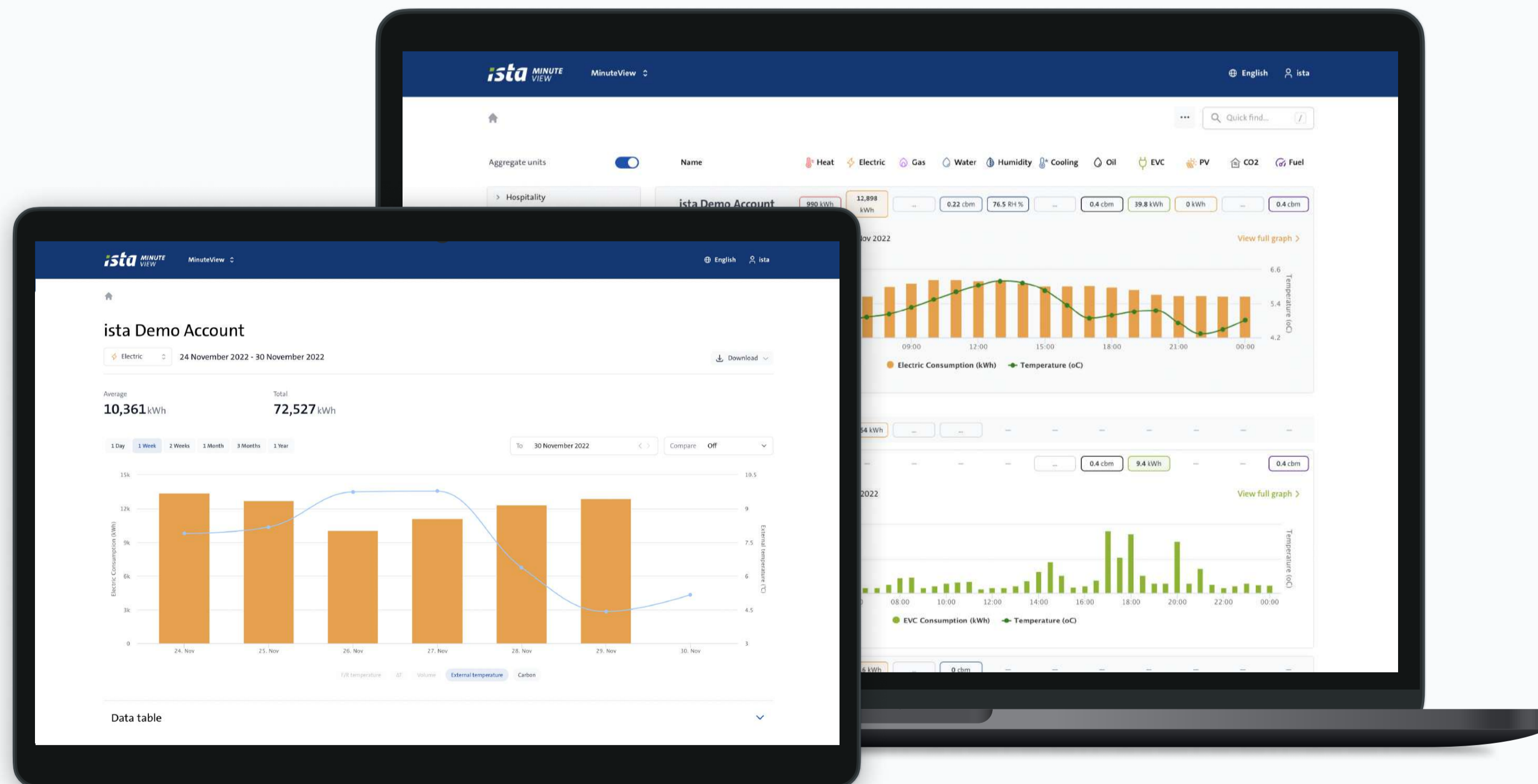
User Guide

v1.1 30.11.2022

Introduction

MinuteView is an easy to use portal created by energy service provider ista that gives you transparency for your energy data. The system continuously monitors the energy consumption of your estate for any signs of wastage or issues.

Easy to set up alarms provide you with an integrated management and monitoring system so if any wastage is detected, MinuteView notifies you via email or phone. The system is available 24 hours a day – and is optimised for use on computers and tablets.





Username

Password

[Forgot Your Password?](#)

Login

© 2022 ista International GmbH

Login to the portal

Access the MinuteView portal through your desktop or tablet using the address: <https://ista-minuteview.com>

When prompted enter the username and password you have been given. If you have not been given these details then you can request them from your sales representative.

Reset a password

If you need to reset your password you will see an option to do this under the username and password screen. Select the link and you will be prompted for your username.

Who to contact?

If you do not have an active account, please contact your manager or an ista sales representative.

If you encounter any other issues, please email info@ista-uk.com

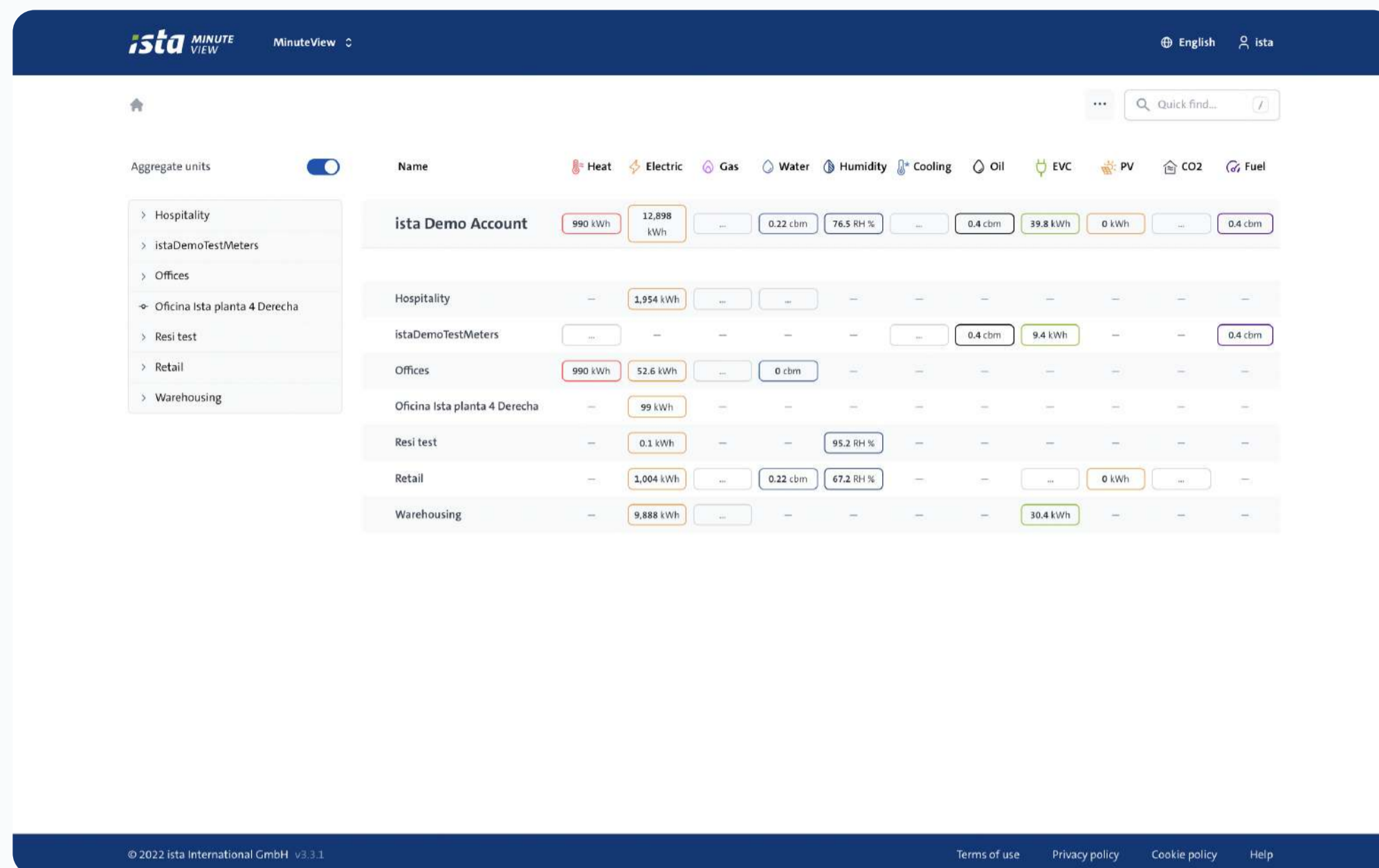


[Forgot Your Password?](#)

Username

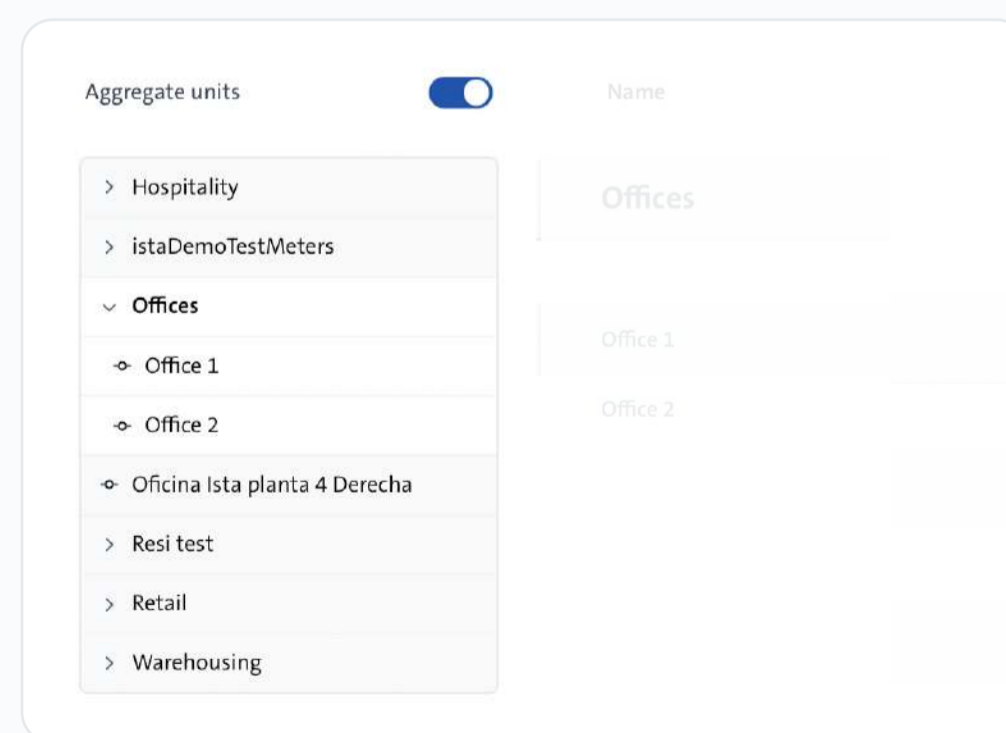
Reset Password

© 2022 ista International GmbH



Dashboard

Once you are logged in you will see the dashboard that displays all the properties that have been assigned to your account. The right-hand section is a list of each individual property and its energy usage. Each utility is assigned a different colour.



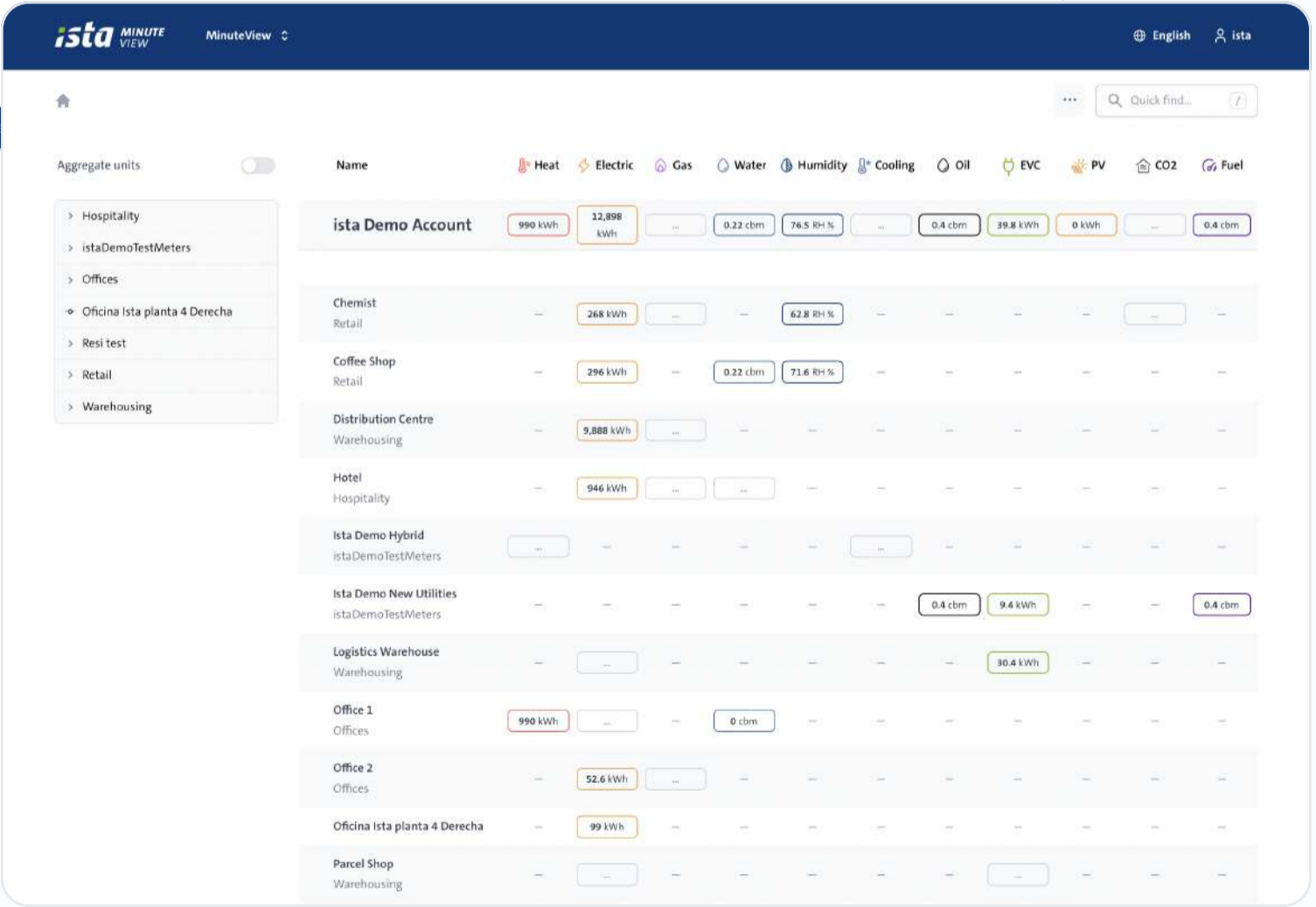
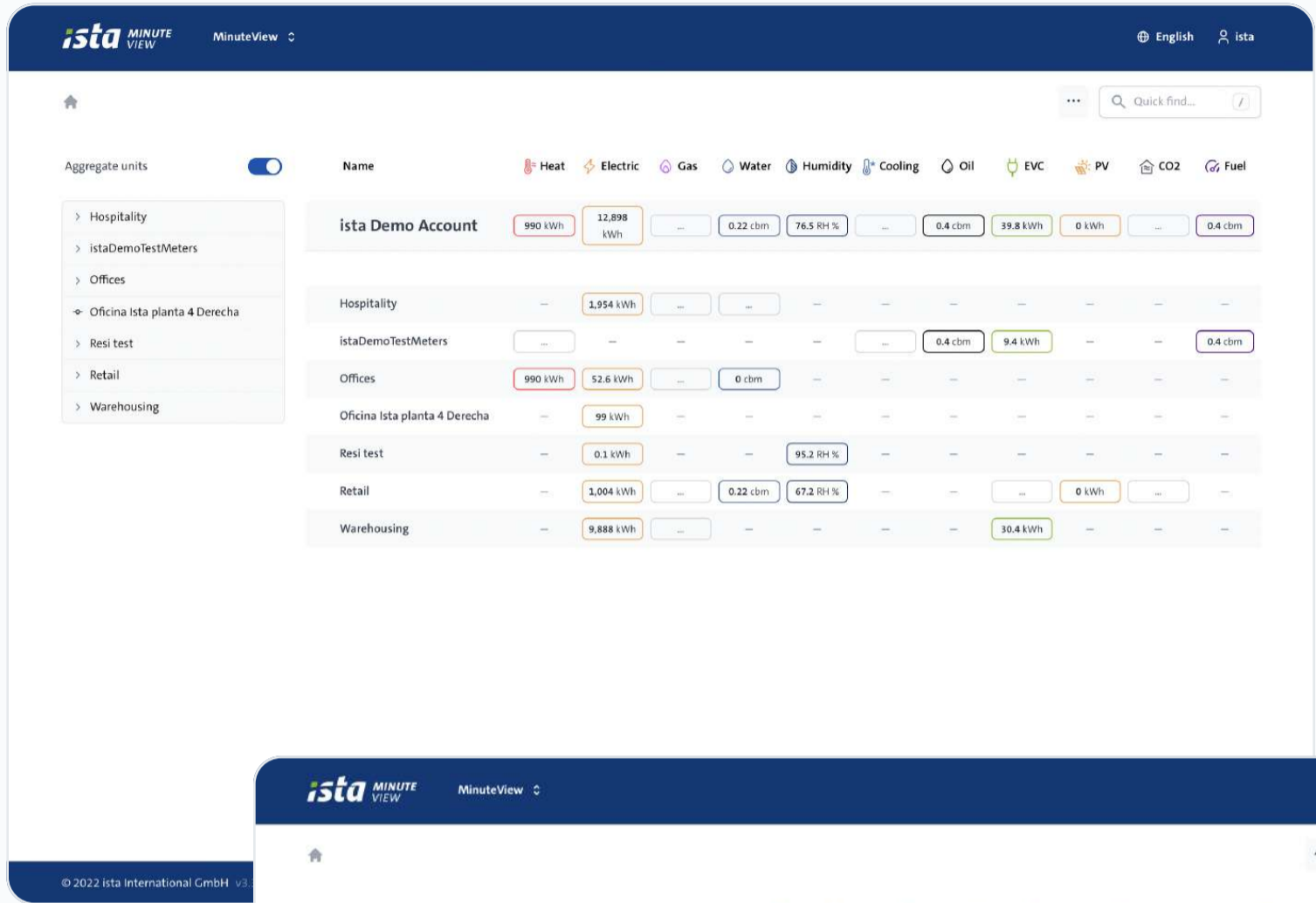
The left-hand section shows “Portfolio View”, a navigation menu which groups properties by categories defined in the setup process. By selecting a category, a filter is applied to the dashboard view, reducing the number of properties/units shown. This feature is useful when managing a large number of properties.

Aggregate units

The ‘Aggregate units’ toggle will aggregate units together to summarise consumption.

Aggregate units

Deactivating the toggle will show a breakdown of individual units.

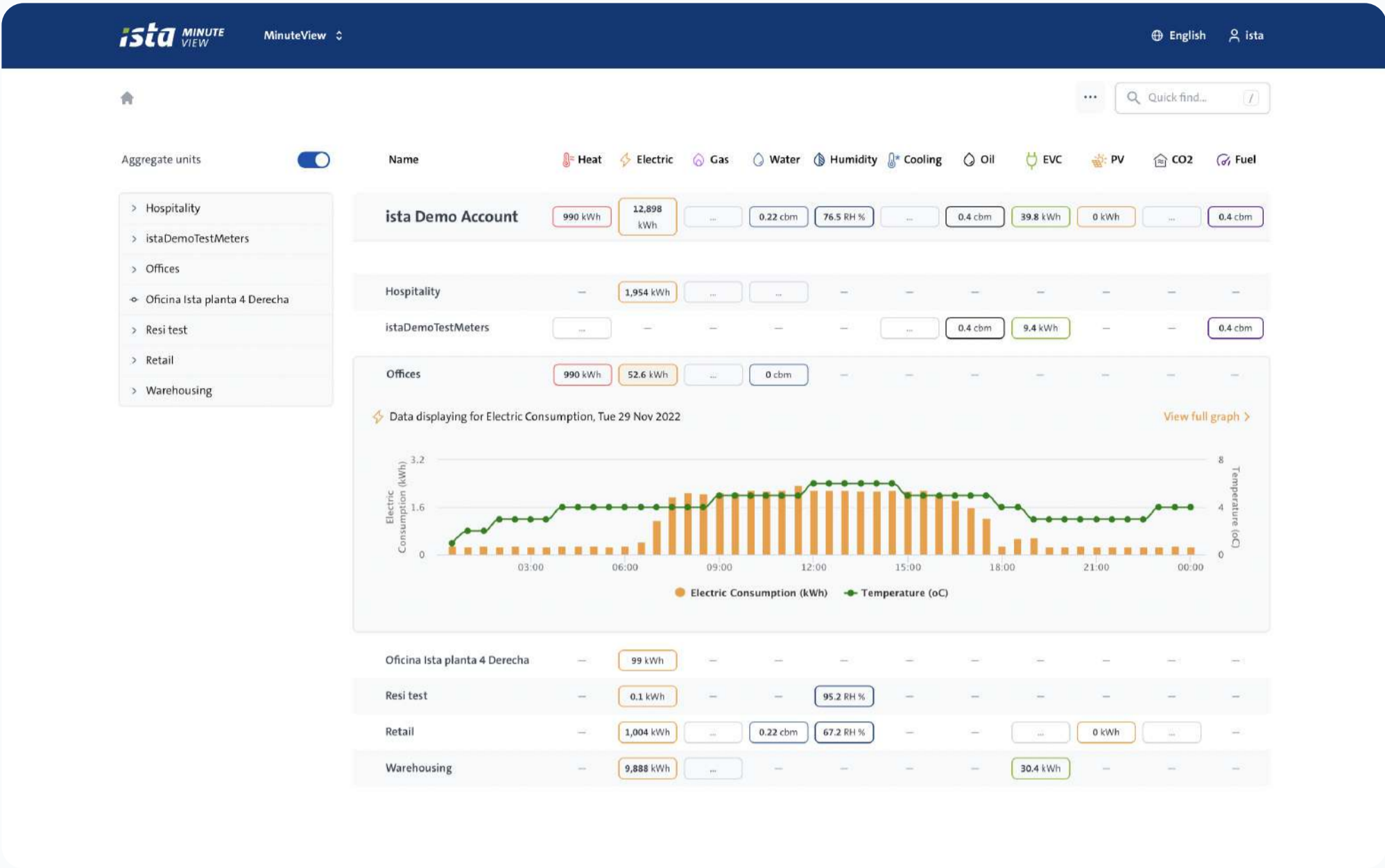


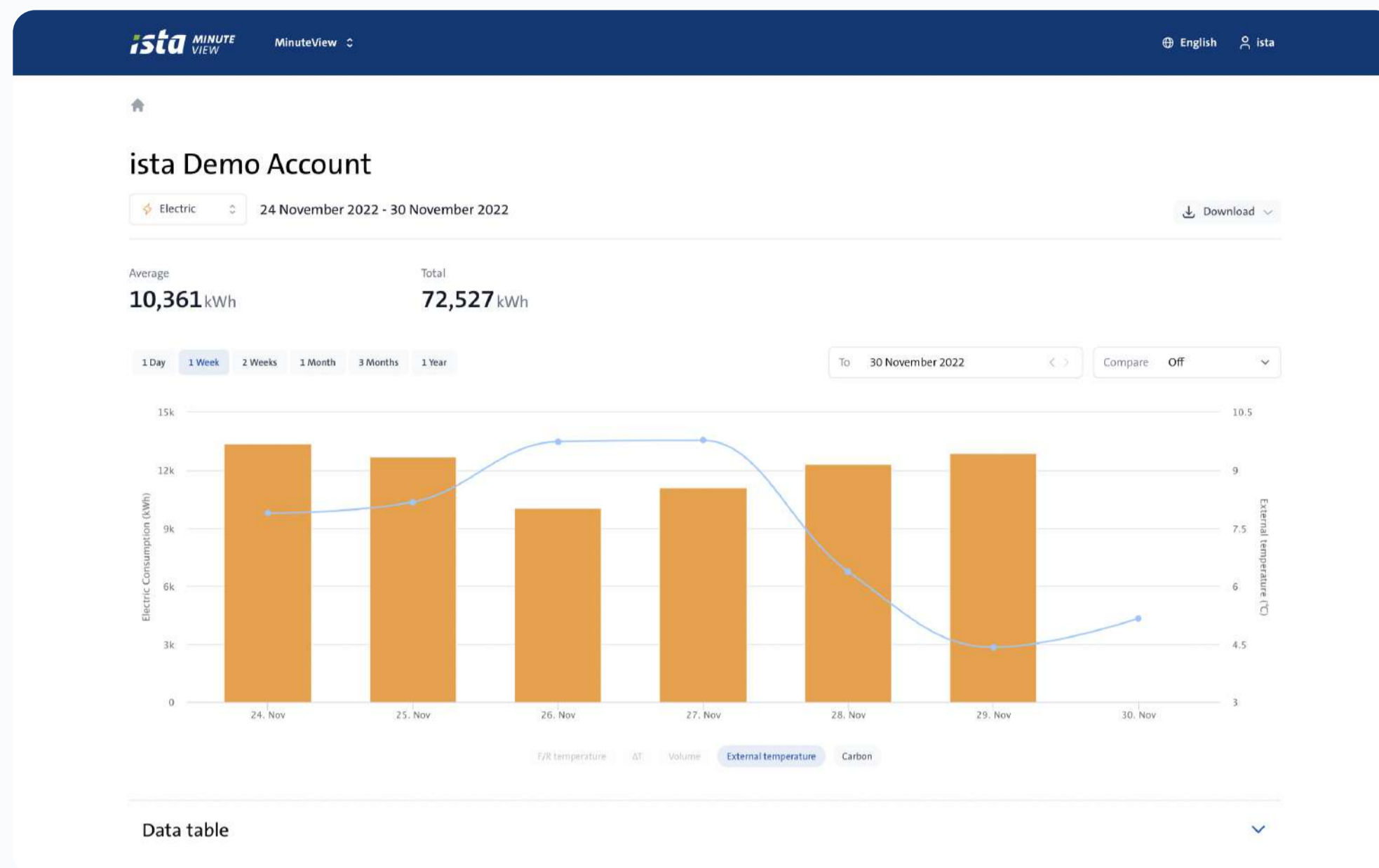
Quick View

Without leaving the dashboard you have the ability to quickly view a graph of a property’s energy consumption over a single 24 hour period.

To access Quick View, you select the bubble displaying the consumption data you would like to take a closer look at. This will expand the entry in the list and display the graph.

In the expanded Quick View, as you move your cursor over the graph you will see results for each energy type measured at the time intervals defined during the setup process. Time is represented on the x axis, whilst the energy measurement is represented on the y axis.



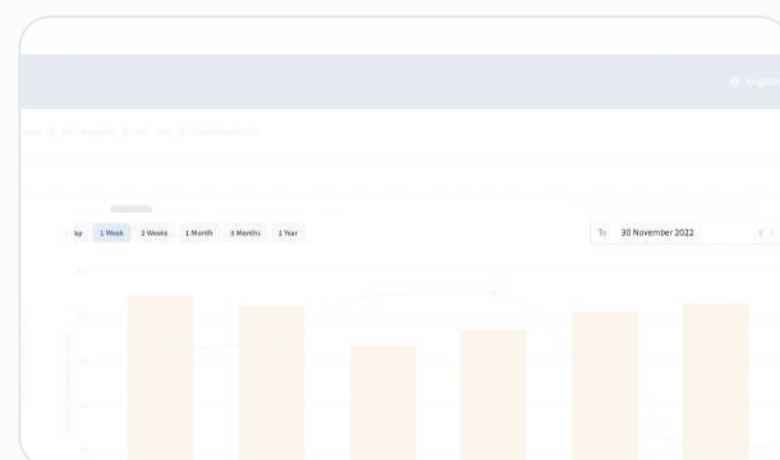


Graph View

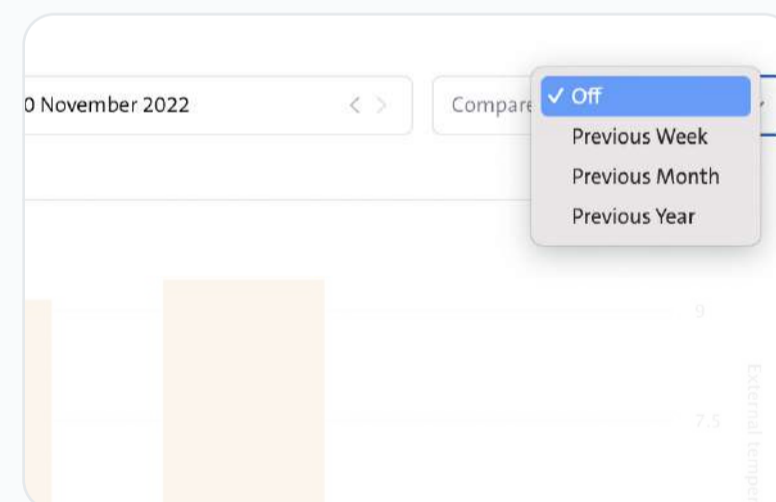
The Graph View can be accessed in two ways from the dashboard:

- select the property name
- or, when in Quick View select the option to show the full graph on the right-hand side.

This section displays additional overlay information, such as ‘Temperature’ and ‘Carbon’ usage for each property.



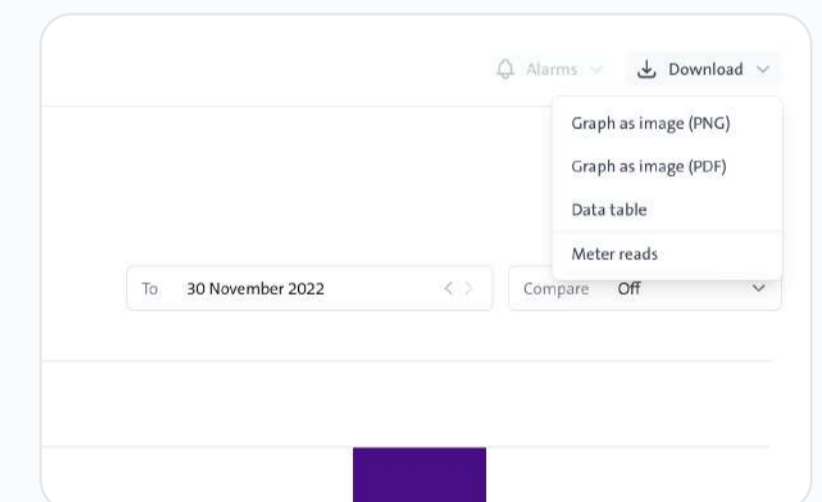
Above the graph is a set of buttons that allow you to filter by day, week, month(s) and year(s). There is also the option to navigate between periods by using the arrows.



Next to the date selector is a dropdown that allows you to compare the latest data against earlier periods in time.



The section above the graph displays statistics, such as ‘Total’ and ‘Average’ consumption for the current utility type available for that property. Simply select the Utility you need from the drop down and the data will be displayed.



Above the Graph there is a ‘Download’ button with various export functions.

Setting an alarm

Alarms are used to detect and report unusual changes in the behaviour of your energy consumption. For instance, if a particular property starts to use more electricity than normal, you can then investigate the cause and fix the issue before it becomes costly or damaging.

For each property within the unit view, there is a button that allows you to create an alarm or another button that allows you to view existing alarms.

Select the option to create an alarm and you will be guided through each step. First, select your utility, then the type or measurement using the three options:

1. Select Utility to Alarm for

heat electric gas water humidity cooling

2. Select Alarm Type to Create

consumption Percent Change custom advanced

3. Set the Alarm Action

email SMS email and SMS

4. confirmation

create alarm

2. Select Alarm Type to Create

consumption Percent Change custom advanced

3. Set the Alarm Criteria

Alarm triggers when the electric consumption daily total is more than kWh

Consumption

Defines triggers when the energy consumption daily total is more, less or equal to a value.

2. Select Alarm Type to Create

consumption Percent Change custom advanced

3. Set the Alarm Criteria

Alarm triggers when percent change on previous day is less than %

Percentage change

Defines alarm triggers when a percentage change on the previous day is more, less or equal to specified percentage.

3. Set the Alarm Criteria

Alarm triggers when daily total of consumption is more than kWh

4. Set the Alarm Frequency

Alarm criteria needs to be met: more than times

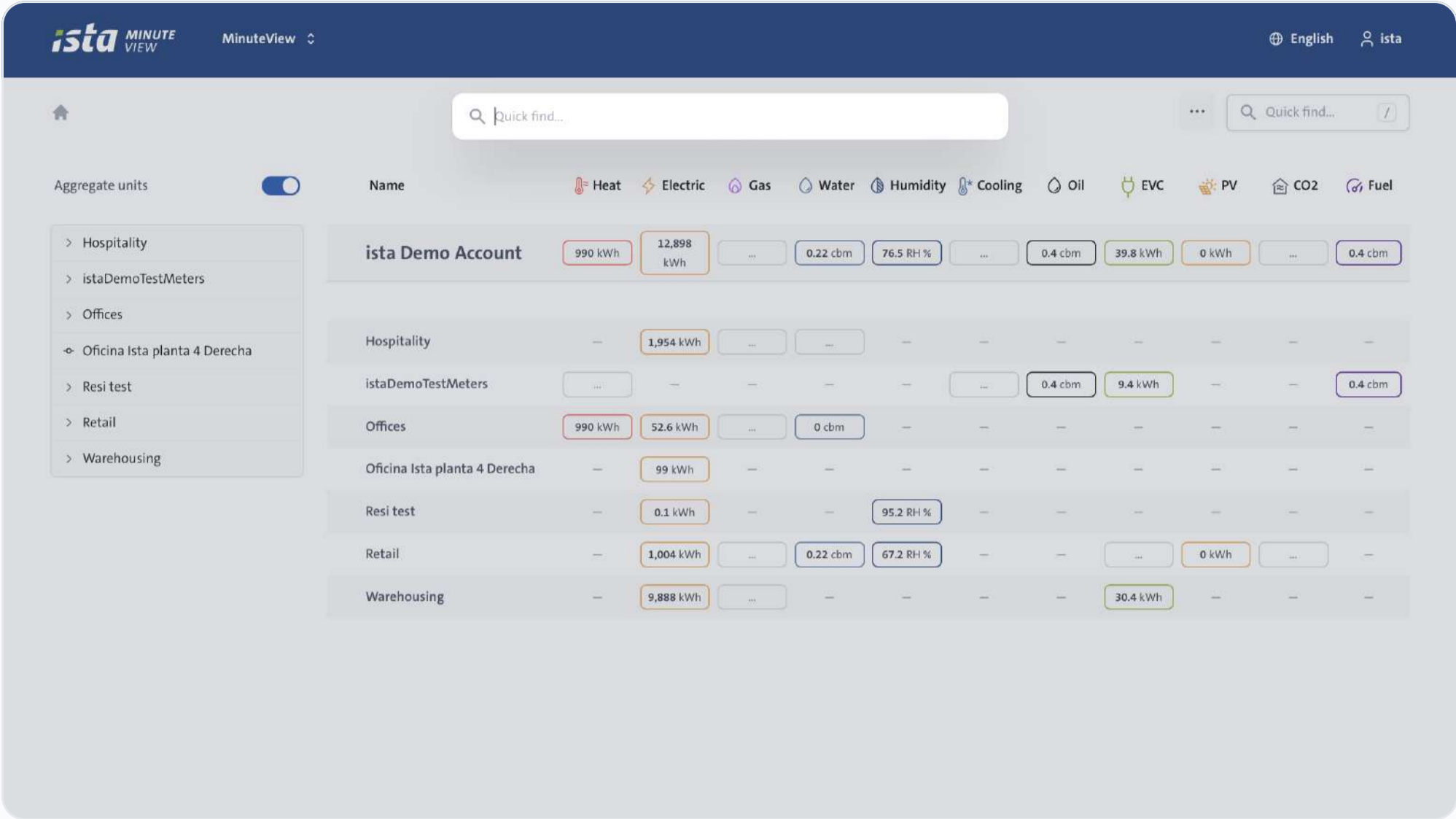
Custom Advanced

Defines customised triggers for the day, week or month, total or average, value of the utility and whether that is more, less or equal to the value.

Next you will be asked to set the alarm frequency. This defines how often the criteria has to be met in days, weeks and months. After this step, to confirm the alarm creation, you enter the email address(s) or phone number(s) to which the alarm notification should be sent.

Quick Find

In order to find a property, unit or meter you are looking for, please use the Quick Find function in the top right corner of your screen.



The Quick Find will show you suggestions as you begin typing – it also shows you which level an item is on.

