Leviton Dollars & Sensors
Manual

Introduction

The new Dollars & Sensors online tool allows you to use your smart device to conduct a sensor energy audit as you walk through a space with your customer. Use your Android, Apple, or Blackberry smart device to enter audit information, add new projects, and enter information on the Rooms, Lights, and energy saving Products that will be used on a Project. This information can also be inputted by accessing the online tool via your desktop. However, your desktop will be used primarily to manage your Projects and to generate reports and analyses.

This manual will show you how to register for a Dollars & Sensors account, access the tool via your smart device and desktop, enter the energy audit information, and review the Bill of Materials, ROI report, and submittal package.

Accessing the New Dollars & Sensors

To access the new Dollars & Sensors program, go to www.dollarsandsensors.com on your desktop and register for an account. Registration is required.

Step 1:

From your smart device –

- Enter energy audit data

Step 2:

From your desktop –

- Enter customer and auditor information – this will be automatically populated in the cover letter
- Enter project parameters – utility rates, labor rates, rebates and incentives
- Download Light Logger data
- Review the ROI report and Bill of Materials
- Generate a submittal package to send to your customer as a PDF or private link
Open a web browser on your desktop and go to www.dollarsandsensors.com. Register for an account.

**Step 1: Enter Energy Audit Data for Your Project Using Your Smart Device**

Open a web browser on your smart device and go to www.dollarsandsensors.com. Sign in using the login you just created.
Click on Add Project to add a new project.

Input the new project name and click on Add.
Once you click on Add, the program will take you to a screen that lists all your Projects.

Select the Project you just created to enter information about the Rooms being audited.

Click on Add Room to add Room information.

Note that you can also edit your Project Name on this screen. Simply click on Rename, enter the new name for your Project, and click on Update.

Once you’ve updated your Project Name, click on Add Room to start adding Room information.
Enter your Room Name.

Select the Room Type using the drop down box and scroll to select. This information is based on EPA room usage estimates. This information is used to calculate the ROI.

Enter the quantity of rooms. This is especially useful if you have multiple rooms that are similar. You can use the keyboard, arrows, or slider to enter the number of rooms.

Click on Optional Info to enter additional information such as the room size in square feet and the number of circuits.

Once you’ve entered all your Room information, click on Add.

Once you click on Add, the program will take you to a summary screen of the Room information that you just entered.

If you need to edit the information you just entered, you can do that from this screen. Click on Edit to edit the Room information if needed and make your corrections.

Once you’ve completed your corrections, click on Add and the program will take you to a summary screen that reflects your updated Room information.
Next we’ll add information on the Lights for these particular Rooms.

Click on Next OR Lights to add Lights information.

Click on Add to input Lights information.
Select your Light Type using the drop down box and scroll to select.

Enter your Fixture Wattage.

Optionally, you can enter a Description as well.

Enter the quantity of Fixtures.

Click on Add and repeat the process to input all relevant Lights information for this particular Room.

Once you’ve entered all your Lights information, click on Add.

Once you click on Add, the program will take you to a summary screen of the Lights information that you just entered.

If you need to edit the information you just entered, you can do that from this screen. Click on the Lights you need to edit to update information if needed and make your corrections.

Once you’ve completed your corrections, click on Add and the program will take you to a summary screen that reflects your updated Lights information.
Next we’ll add information on the Products we’ll be installing in these particular Rooms.

Click on Add OR Products to add Product information.

Click on Add to input Product information.

Select Product Category using the drop down box and scroll to select the appropriate product family.
This will bring up a list of model numbers for the product family you selected.

Select your Product Model using the drop down box and scroll to select the appropriate model number.

Enter the quantity and click on Add to add the model number you just selected.

Click on Add and repeat the process to input all relevant Products information for this particular Room.

Once you’ve entered all your Products information, click on Add.

Once you click on Add, the program will take you to a summary screen of the Products information that you just entered.

If you need to edit the information you just entered, you can do that from this screen. Click on the Products you need to edit to update information if needed and make your corrections.

Once you’ve completed your corrections, click on Add and the program will take you to a summary screen that reflects your updated Products information.

That completes inputting the information for this particular Room.

Click on Done to return to the main menu for your current project.
Once in the main menu, click on Add Room and repeat the entire process to add all relevant Rooms, Lights, and Products information for your project.

This completes the mobile portion of the energy audit. Next step is to review the Bill of Materials, ROI report, and submittal package on your desktop. Note that you can also review these materials on your smart device. However, Leviton recommends reviewing these items on your desktop for easier editing, navigating, and readability.
The same energy audit information you just entered using your smart device can also be done online via your desktop. Here is a list of the actions that you can do from your smart device versus your desktop.

Using your smart device and/or desktop, you can:

- Add, edit, and delete Projects
- Add, edit, and delete Room, Lights, and Products information

By switching to the desktop view on your smart device, you can also:

- View and edit pricing for the Bill of Materials
- View the ROI report
- View the submittal package
- Save the ROI report and submittal package as a PDF and/or email as a private link to your customer
- Enter your auditor profile information
- Enter customer information
- Enter Project parameters such as the utility rate, labor rate, rebates, and incentives
- Access ez-Cross tool to find the equivalent Leviton model for a competitor’s product

Although you can view the Bill of Materials, ROI report, and submittal package from your smart device in desktop view, Leviton recommends reviewing these items on your actual desktop for easier editing, navigating, and readability.

The following actions can only be done via your desktop:

- Add Light Logger information

In the second half of this manual, we’ll walk you through the final stage of your sensor energy audit. We’ll show you how to enter Auditor, Customer, and Project Parameters information, add Light Logger information, edit the pricing for the Bill of Materials, save the ROI report and submittal package as PDFs, and send the information as a private link to your customers.
Step 2: Generate Submittal Package with Cover Letter, ROI Report, and Bill of Materials Using Your Desktop

Open a web browser on your desktop and go to www.dollarsandsensors.com.

Sign in to Dollars & Sensors using your account information.

From your desktop, you’ll also have an opportunity to access the ez-Cross tool to find the equivalent Leviton model for a competitor’s product. Simply click on ez-Cross and enter the competitor’s model number in the search box. Your search will return a list of the Leviton equivalent. Select the appropriate model number to view product details.

**NOTE** that this opens ez-Cross in a New Window.
Click on profile to enter your Auditor profile information.

Enter your Auditor profile information and click on Update. This information will automatically be included in the output and reports generated from Dollars & Sensors.

Click on Projects to see a list of your projects.

Select the Project you want to review.

This Project summary screen will act as the dashboard to manage your Project. Use this screen to:
1- Audit the Project information and/or
2- Import and report Light Logger data
Click on Edit next to Customer Info to enter customer information.

Enter your Customer information and click on Update. This information will automatically be included in the output and reports generated from Dollars & Sensors.
Click on Edit next to Project Parameters to enter Parameters specific to this Project. You can input information for the Utility Rate as well as Rebates and Incentives on this screen.

For assistance finding rebates and incentives for your customer, visit www.leviton.com/DSIRE.

Enter your Project Parameters information and click on Update.
Click on Add Log File to add Light Logger information if applicable.

All Light Logger files should be saved as a zip file prior to uploading to Dollars & Sensors.

Click on Browse to upload the appropriate Light Logger zip file.
The Light Logger files will show up in your Project Summary screen. From this screen, by clicking on the icons next to the Light Logger files, you will be able to view the Light Logger data as a:

1. Graph summary
   a. Save as a .log or .csv file
   b. Send the Light Logger data to your customers
      i. Save as a PDF to save to your desktop as a PDF to print or email as an attachment to your customer
      ii. Copy and paste the private link into an email to send to your customer. Your customer will be able to view this information by copying and pasting the link into a web browser. Your customer will not need access to the Dollars & Sensors tool to view this data. This link is valid for 2 weeks.

2. Download as a .log file

**NOTE** that this opens the Light Logger data in a New Window.
Next we’ll view the Bill of Materials and edit pricing.

Click on Edit BOM Pricing to view the Bill of Materials.

Click on Edit Pricing to edit the Quoted Price and/or Quoted Labor in minutes.
Edit the Quoted Price and/or Quoted Labor in minutes as needed and click on Update.

Click on the current Project Name to return to the main menu for the Project you are working on.
Click on View ROI Report to review the project payback analysis which includes Total Project Cost, Annual Savings, and Payback Period information.

**NOTE** that this opens the ROI Report in a New Window.
To send the ROI Report to your customers, you can:

1. Click on Save PDF to save to your desktop as a PDF to print or email as an attachment to your customer or
2. Copy and paste the private link into an email to send to your customer.
Click on the original tab in your browser to return to the main menu for your current project.
Click on View Submittal Package to review the cover letter, ROI report, and Bill of Materials in one PDF.

NOTE that this opens the Submittal Package in a New Window.
To send the Submittal Package to your customers:

1- Click on Save PDF to save to your desktop as a PDF to print or email as an attachment to your customer or

2- Copy and paste the private link into an email to send to your customer

Click on the original tab in your browser to return to the main menu for your current project.

This completes your Dollars & Sensors online energy audit.