



COPELAND

Thermostat Manager Training Guide

June 2025

VERDANT
by **COPELAND**

Operations Page: List View

VERDANT™

Search

Verdant

Hampton Inn & Suites Fort Myers-Colonial Blvd
Fort Myers, FL
11133
2

Hampton Inn & Suites Holly Springs (Old)
Holly Springs, NC
8813
4

Hampton Inn Columbia Northeast-Fort Jackson Area
Columbia, SC
7259
1

Hampton Inn Fort ...
Fort Lauderdale, FL
3350
4 7 8

Hampton Inn Plymouth Meeting
Plymouth Meeting, PA
7068
10

Hilton Denver Inverness
Englewood, CO
3823
2

Hilton Paris Charles de Gaulle Airport
Paris, Tremblay-en-france
--

Operations

Energy Management

Users

Performance

Christina Stanley
Verdant

Filter

Search

Hampton Inn Fort Lauderdale Downtown Las Olas Area

Select Columns

	Location	Room Number	Room Name	Mode	Temperature	Setback Range	Energy Profile	Alerts
☐	0	101	--	Heat	73	66 - 73	Standard Settings	No contact with ro...
☐	0	200	--	Auto	72	66 - 72	Standard Settings	
☐	0	201	--	Auto	72	67 - 72	Standard Settings	
☐	0	202	--	Auto	72	67 - 71	Standard Settings	
☐	0	203	--	Auto	71	66 - 72	Standard Settings	
☐	0	204	--	Auto	71	66 - 71	Standard Settings	
☐	0	205	--	Auto	74	66 - 73	Standard Settings	
☐	0	206	--	Auto	72	67 - 72	Standard Settings	Battery Low
☐	0	207	--	Auto	72	66 - 71	Standard Settings	
☐	0	208	--	Auto	70	67 - 69	Standard Settings	No contact with ro...
☐	0	209	--	Auto	69	67 - 70	Standard Settings	
☐	0	210	--	Auto	71	67 - 72	Standard Settings	
☐	0	211	--	Auto	71	66 - 71	Standard Settings	

List View

When you click on a property from your dashboard, it will bring you into the operations page. This page will show all your thermostats in a list with a variety of different information. This list is customizable using the “Select Columns” feature.*

1. Mode: will show if thermostats are in heating, cooling, or auto mode.
2. Temperature: the current temperature in the room
3. Setback Range: when this room is empty, the HVAC will only engage heating or cooling if the temperature exceeds these limits
4. Energy Profile: the current energy profile enabled for this thermostat
5. Alerts: alerts/warnings currently active for this thermostat

Select Columns: Useful Additions

Select Columns ^

☒ Location	☒ Setback Range	☐ Equipment Profile	☐ Heater (W)
☒ Room Number	1 ☐ Humidity	3 ☐ Last Updated	☐ O/B Valve
☒ Room Name	2 ☐ Occupancy	4 ☐ Guest Setpoint	☐ Fan Status
☒ Mode	☐ Firmware	☐ Status	☐ Unit ID
☒ Temperature	☒ Energy Profile	☐ Compressor (Y)	☒ Alerts

☒ **Check any of these 4 useful columns to add them to your list view**

- 1.** Humidity: shows the current humidity percentage in each room.
- 2.** Occupancy: shows occupancy. Rooms will appear as Occupied or Empty depending on if the occupancy sensor on the thermostat has detected someone recently, or not.
- 3.** Last Updated: shows the last date/time this thermostat reported to the website. Typically, this will update every 5-10 minutes. An offline thermostat will show the last date/time it successfully connected to the website.
- 4.** Guest Setpoint: will show the temperature currently selected on the thermostat in each room.

Operations Page: Grid View

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Operations Energy Management Users Performance

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Search Filter Search

Hampton Inn Fort Lauderdale Downtown Las Olas Area

Sort By: Data points

Show: Alerts

Alert Warning No Alerts

Grid View

☐ Alert

505 1 Alert	701 1 Alert	714 1 Alert	1004 1 Alert
----------------	----------------	----------------	-----------------

☐ Warning

206 1 Warning	301 1 Warning	402 1 Warning	1009 1 Warning
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☐ Room Offline

101 Offline	208 Offline	301 Offline	310 Offline	507 Offline	1009 Offline	1109 Offline	1114 Offline
----------------	----------------	----------------	----------------	----------------	-----------------	-----------------	-----------------

☐ No Alerts

200 No Alerts	201 No Alerts	202 No Alerts	203 No Alerts	204 No Alerts	205 No Alerts	207 No Alerts	209 No Alerts	210 No Alerts	211 No Alerts	300 No Alerts	302 No Alerts
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The Grid View will allow you to view your thermostats in grid format. You can cycle through four different pages using the “Show: Alerts” feature. These pages are as follows:

1. Alerts
2. Efficiency
3. Occupancy
4. Temperature

Show: Alerts

Sort By: Data points ▾

Alert

Warning

Room Offline

No Alerts

505
1 Alert

701
1 Alert

714
1 Alert

1004
1 Alert

206
1 Warning

301
1 Warning

402
1 Warning

1009
1 Warning

101
Offline

208
Offline

301
Offline

310
Offline

507
Offline

1009
Offline

1109
Offline

1114
Offline

200
No Alerts

201
No Alerts

202
No Alerts

203
No Alerts

204
No Alerts

205
No Alerts

207
No Alerts

209
No Alerts

210
No Alerts

211
No Alerts

300
No Alerts

302
No Alerts

303
No Alerts

304
No Alerts

305
No Alerts

306
No Alerts

307
No Alerts

308
No Alerts

311
No Alerts

312
No Alerts

313
No Alerts

314
No Alerts

315
No Alerts

400
No Alerts

Show: Alerts ▾

Alert

Warning

Efficiency

Alerts

Occupancy

Temperature

This page will show all alerts (red), warnings (yellow), and offline rooms (grey) at a glance for the property. Rooms that have no active alerts will appear in green.

Show: Efficiency

Sort By: Data points ▾

● Less than 30% runtime ● Between 30-50% runtime ● Between 50-75% runtime ● More than 75% runtime

Show: Efficiency ▴

Efficiency

Alerts

Occupancy

Temperature

☐ Between 30-50% runtime

☐ 201 Standard Settings 46%	☐ 209 Standard Settings 34%	☐ 300 Standard Settings 44%	☐ 306 Standard Settings 32%	☐ 312 Standard Settings 35%	☐ 400 Standard Settings 37%	☐ 406 Standard Settings 36%	☐ 415 Standard Settings 36%	☐ 500 Standard Settings 31%	☐ 513 Standard Settings 35%	☐ 600 Standard Settings 38%	☐ 601 Standard Settings 35%
☐ 602 Standard Settings 33%	☐ 611 Standard Settings 31%	☐ 612 Standard Settings 32%	☐ 700 Standard Settings 42%	☐ 701 Standard Settings 46%	☐ 706 Standard Settings 31%	☐ 708 Standard Settings 38%	☐ 802 Standard Settings 38%	☐ 804 Standard Settings 41%	☐ 805 Standard Settings 33%	☐ 806 Standard Settings 42%	☐ 807 Standard Settings 42%
☐ 808 Standard Settings 33%	☐ 809 Standard Settings 34%	☐ 812 Standard Settings 39%	☐ 815 Standard Settings 32%	☐ 910 Standard Settings 49%	☐ 912 Standard Settings 39%	☐ 914 Standard Settings 39%	☐ 1100 LEVEL 4 30%	☐ 1103 Standard Settings 42%	☐ 1105 Standard Settings 35%	☐ 1106 Standard Settings 34%	☐ 1115 Standard Settings 40%

☐ Between 50-75% runtime

☐ 200 Standard Settings 73%	☐ 308 Standard Settings 58%	☐ 313 Standard Settings 61%	☐ 407 Standard Settings 56%	☐ 604 Standard Settings 73%	☐ 607 Standard Settings 50%	☐ 615 Standard Settings 55%	☐ 705 Standard Settings 54%	☐ 713 Standard Settings 73%	☐ 715 Standard Settings 66%	☐ 800 Standard Settings 55%	☐ 908 Standard Settings 57%
☐ 915 Standard Settings 62%	☐ 1000 Standard Settings 55%	☐ 1002 Standard Settings 51%	☐ 1004 Standard Settings 64%	☐ 1006 Standard Settings 64%	☐ 1015 Standard Settings 52%	☐ 1102 Standard Settings 58%	☐ 1104 Standard Settings 52%	☐ 1107 Standard Settings 72%	☐ 1108 Standard Settings 69%	☐ 1110 Standard Settings 59%	☐ 1111 Standard Settings 55%
☐ 1112 Standard Settings 53%											

☐ More than 75% runtime

☐ 505 Standard Settings 91%	☐ 714 Standard Settings -	☐ 1014 Standard Settings 82%
--	--	---

This page will show the average energy usage of all HVAC units on-site for the past 30 days. Units at less than 30% runtime will appear in green. Units using higher percentages will appear as yellow, orange, or red.

This may assist you in identifying thermostats that need troubleshooting, or units that need to be repaired or replaced.

Show: Occupancy



This page will show rooms that are occupied in purple, and rooms that are empty in green.

**This runs off the data from the occupancy sensor on each thermostat.
If the sensor has seen someone recently, rooms will be marked as occupied.**

Show: Temperature

Sort By: Data points ▾

☐ Cooling



300
Cooling
70°F



304
Cooling
70°F



308
Cooling
70°F



313
Cooling
69°F



408
Cooling
71°F



412
Cooling
70°F



512
Cooling
73°F



608
Cooling
69°F



610
Cooling
71°F



613
Cooling
70°F



615
Cooling
71°F



700
Cooling
72°F



701
Cooling
72°F



714
Cooling
74°F



804
Cooling
72°F



808
Cooling
71°F



812
Cooling
68°F



813
Cooling
69°F



904
Cooling
69°F



905
Cooling
66°F



1001
Cooling
70°F



1002
Cooling
70°F



1004
Cooling
73°F



1013
Cooling
71°F



1103
Cooling
73°F



1108
Cooling
72°F



1110
Cooling
72°F



1111
Cooling
73°F

☐ Heating



410
Heating
71°F



505
Heating
71°F



912
Heating
75°F



914
Heating
71°F



1015
Heating
69°F



1115
Heating
72°F

☐ Normal



200
72°F



201
72°F



202
72°F



203
71°F



204
71°F



205
74°F



206
72°F



207
72°F



209
69°F



210
71°F



211
71°F



301
70°F



302
71°F



303
69°F



305
70°F



306
71°F



307
73°F



311
73°F



312
71°F



314
73°F



315
72°F



400
72°F



401
72°F



402
70°F



403
70°F



404
71°F



405
70°F



406
70°F

Show: Temperature^

☒ Cc

Efficiency

Alerts

Occupancy

Temperature

This page will show units that are actively cooling in blue, units that are actively heating in orange, and units that are currently idle (not heating/cooling) in green.

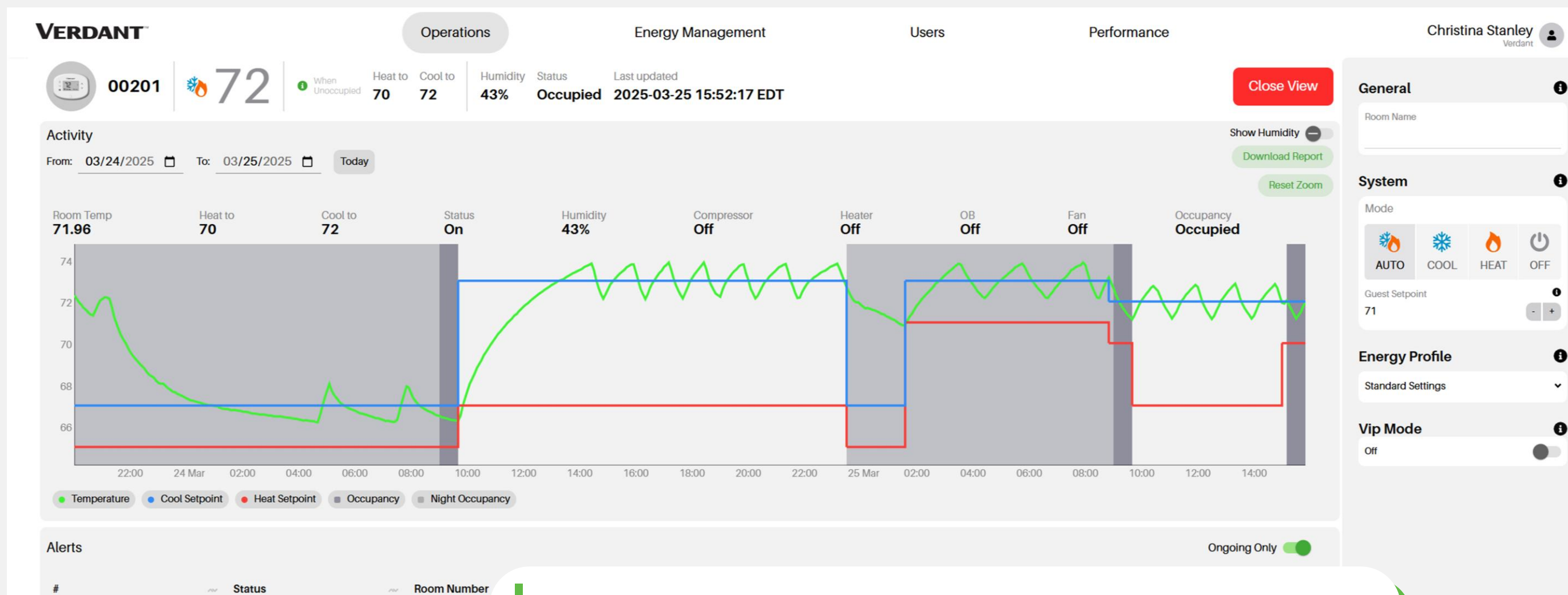
The current temperature in each room is also displayed.

Operations Page: Floor Plan View



If you would like to email your floor plans to verdant.support@copeland.com, we will upload them to the website and place each of your thermostats in their respective places. You will then be able to view each room on the property map from this page.

Operations Page: Room Graph Page



Click on any room in the List, Grid, or Floor Plan view to drill down into the Room Graph page. This will display the temperature, setpoint, and occupancy information for that room.

On the graph, background color indicates occupancy (gray = occupied, white = empty). The red/blue line indicate the heating/cooling setpoint. The green line indicates temperature in the room at that time.

You can update the temperature on the thermostat remotely from this page by using the right-side menu and changing the Guest Setpoint. You can also change a rooms energy profile or place the room in VIP mode for a period of time from this menu.

Energy Management Tab

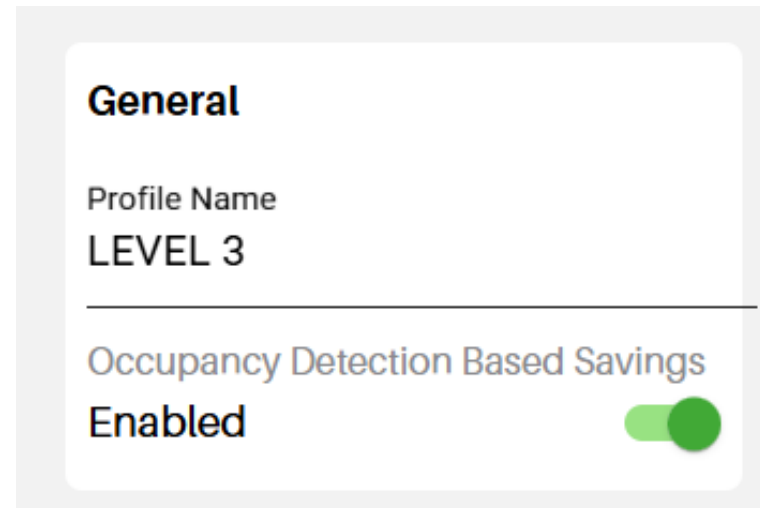
Default Energy Profiles	
Deep Setbacks	Duplicate
VIP	Duplicate
LEVEL 0	Duplicate
LEVEL 1	Duplicate
LEVEL 2	Duplicate
LEVEL 3	Duplicate
LEVEL 4	Duplicate
LEVEL 5	Duplicate
Custom	

Verdant Preset Profiles and What They Mean:

1. **Deep Setbacks:** used for rooms undergoing temporary closure/unrented for a period of time. Highest energy savings & no guest comfort features.
2. **VIP/Level 0:** operates as a standard thermostat with no occupancy detection or energy savings. Highest guest comfort possible. VIP allows the guest to turn the fan on continuous mode while they are in the room.
3. **Level 1 – Level 5:** varying levels of energy savings, level 1 having highest focus on guest comfort, Level 5 having highest focus on energy savings.
4. Clicking “Duplicate” will create a copy of any of the Default Energy Profiles under Custom (EX: “Copy of Level 3”) and allow you to customize all settings to your preferences.

Getting Started

Creating A Custom Profile:



The screenshot shows a 'General' settings card. It has a title 'General' at the top. Below it is a 'Profile Name' field with the text 'LEVEL 3'. A horizontal line separates this from the 'Occupancy Detection Based Savings' section, which has a toggle switch labeled 'Enabled' that is currently turned on (green).

Once you have duplicated a preset energy profile, a new menu will open on the right side of your screen where you can personalize your settings.

Give the profile a name and ensure Occupancy Detection Base Savings is enabled. This allows energy savings to occur.

What happens when someone is in the room?

- **Mode:**
 - Auto – HVAC will cycle between heating/cooling automatically depending on what the thermostat is calling for.
 - Manual – guests will need to manually select Heating or Cooling on the thermostat.
- **Continuous Fan Mode:** when enabled, this will allow the guest to turn the fan on continuously while they are in the room.
- **Max/Min Setpoint Limit:** these are the temperatures guests can select on the thermostat. In this profile, guests cannot go below 66 degrees, or above 78 degrees.
- **Incidental Occupancy Threshold:** if a guest comes into the room for a very short time (1-4 minutes) the thermostat will roll the room back into energy savings mode more quickly.
- **Night Occupancy Start/End:** Night Mode will disable energy savings for the entire night from 9pm to 9am the next morning. If the occupancy sensor detects someone after 9pm, Night Mode will maintain their chosen temperature for the entire night until 9am the next morning, ensuring guests do not wake up too hot or too cold after falling asleep. This only occurs in occupied rooms.

When Occupied

Mode

AUTO

MANUAL

Continuous Fan Mode Option

Disabled

☐

Max Setpoint Limit

78 °F

Min Setpoint Limit

66 °F

Incidental Occupancy Threshold

5 Minutes

Night Occupancy Threshold

1 Minutes

Night Occupancy Start

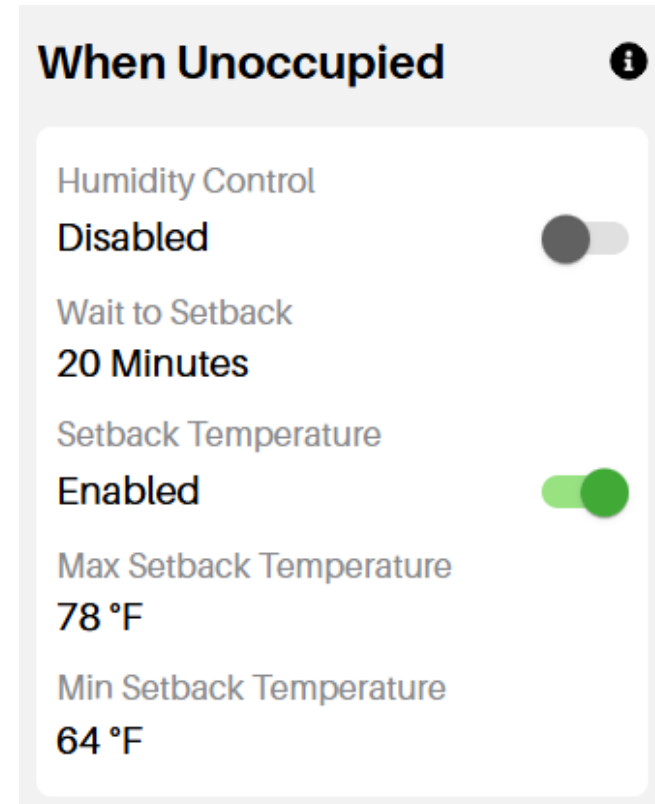
09:00 PM

Night Occupancy End

09:00 AM

What happens when a room is empty?

- **Humidity Control:** if a room is empty, above 72 degrees, and higher than 66% humidity; cooling will engage to reduce the humidity below 60%.
- **Wait to Setback:** how long the occupancy sensor will wait without detecting someone to engage energy savings mode. If guests are sitting still, in the bathroom, or in a part of the room where the occupancy sensor cannot see them; the thermostat will continue to maintain their chosen temperature for 20 minutes.
- **Setback Temperature:** allows the room to utilize the Max/Min Setback Temperatures.
- **Min/Man Setback Temperature:** after the 20-minute wait period, the thermostat will mark the room as empty and engage energy savings mode. In this mode, the HVAC unit will stay OFF unless the temperature in the room exceeds 78 degrees for cooling or 64 degrees for heating.



What happens when someone enters a room?

- **Time until Recovery Temperature:** thermostat will require the HVAC unit to heat or cool the room to the Recovery Cool/Recovery Heat temperature within this timeframe to ensure the guests stay comfortable.
- **Recovery Cool:** HVAC unit will cool the room down to at least 74 degrees within 25 minutes of a guest entering.
- **Recovery Heat:** HVAC unit will heat the room up to at least 67 degrees within 25 minutes of a guest entering.
- **Auto Restore:** when a guest enters the room, the thermostat will automatically restore to the last temperature a guest set.
- **Smart Setback:** When the unit is empty, if the guest setpoint is outside the setback temperature range, it temporarily selects guest setpoint as the new min or max setback temperature.

When Occupant Arrives ⓘ

Time until Recovery Temperature

25 Minutes

Recovery Cool

74 °F

Recovery Heat

67 °F

Auto Restore

Enabled 

Smart Setback

Disabled 

Customize a profile to your liking and save it:

Once you have customized all settings to your preference, just click “save” at the bottom of the menu and you’ve officially created your first Custom Energy Profile!

When Occupant Arrives i

Time until Recovery Temperature

25 Minutes - +

Recovery Cool

70 °F - +

Recovery Heat

67 °F - +

Auto Restore

Enabled

Smart Setback

Enabled

Advanced Settings i

Delete Profile

Save

Applying Energy Profiles to your Thermostats:

- Now that you have created a custom energy profile for your property, simply navigate back to the operations tab (list view), select your thermostats using the checkboxes on the right-side (pictured), and apply the new profile using the right-side menu:
- Under Energy Profile < Select Profile by name < Click Save < Confirm and Apply Room Changes
- This will push the selected energy profile to all checked thermostats and update their settings. You can repeat this process as many times as you like.

OperationsEnergy ManagementUsersPerformance

Filter▼Search

Hampton Inn Fort Lauderdale Downtown Las Olas Area

Select Columns▼

☒	Location	Room Number	Room Name	Mode	Temperature	Setback Range	Energy Profile	Alerts
☒	0	101	--	Heat	73	66 - 73	Standard Settings	No contact with ro...
☒	0	200	--	Auto	72	66 - 72	Standard Settings	
☒	0	201	--	Auto	72	67 - 72	Standard Settings	
☒	0	202	--	Auto	72	65 - 67	Standard Settings	
☒	0	203	--	Auto	73	66 - 72	Standard Settings	
☒	0	204	--	Auto	70	65 - 67	Standard Settings	
☒	0	205	--	Auto	73	65 - 67	Standard Settings	
☒	0	206	--	Auto	72	67 - 72	Standard Settings	Battery Low
☒	0	207	--	Auto	72	66 - 72	Standard Settings	
☒	0	208	--	Auto	70	67 - 69	Standard Settings	No contact with ro...
☒	0	209	--	Auto	70	67 - 70	Standard Settings	
☒	0	210	--	Auto	69	67 - 69	Standard Settings	
☒	0	211	--	Auto	71	66 - 71	Standard Settings	
☒	0	300	--	Auto	70	67 - 69	Standard Settings	
☒	0	301	--	Auto	71	69 - 71	Standard Settings	Duplicate room nu... No contact with ro...
☒	0	301	--	Auto	71	67 - 74	--	Duplicate room nu...
☒	0	302	--	Auto	71	66 - 71	Standard Settings	
☒	0	303	--	Auto	68	66 - 68	Standard Settings	
☒	0	304	--	Auto	69	67 - 70	Standard Settings	

Energy Profile

LEVEL 1
LEVEL 2
LEVEL 3
LEVEL 4
LEVEL 5
Standard Settings
Copy of LEVEL 5

Save

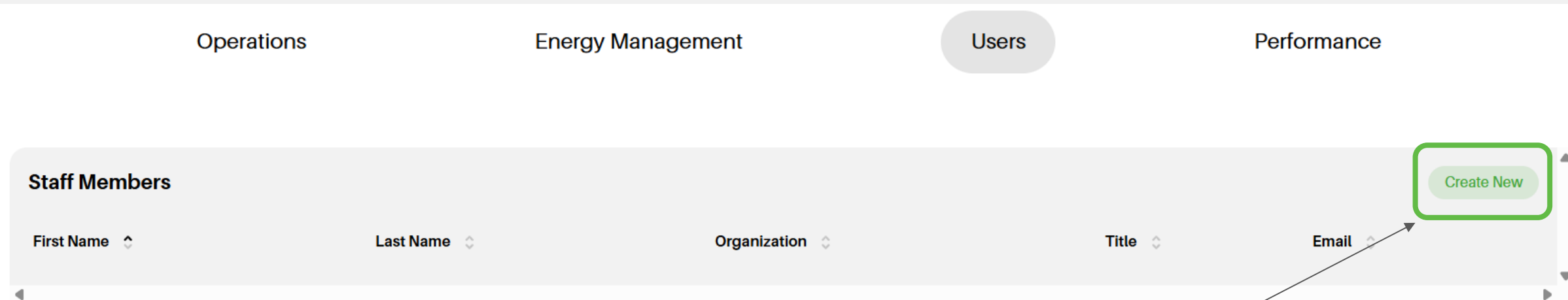
Confirm Apply Room Changes

Are you sure you want to apply the following changes?
- Energy Profile: Standard Settings

Rooms Affected: 00408, 00915, 01114, 01109, 00809, 00705, 00807, 01113, 00715, 01009, 01008, 01107, 00903, 00913, 00711, 01010, 00605, 00311, 01104, 00812, 01110, 01100, 01000, 00303, 00703, 00800, 00414, 00502, 00603, 00808, 00908, 00707, 01115, 01112, 01111, 00902, 00710, 00704, 00608, 00513, 00305, 00209, 01105, 01103, 01106, 01014, 01012, 00909, 00901, 00813, 00706, 00613, 01015, 00515, 00512, 00510, 00508, 00506, 00505, 00204, 00211, 00205, 00206, 00208, 00402, 00406, 00101, 01108, 01102, 00911, 00912, 00802, 00803, 00714, 00700, 00600, 00601, 00604, 00501, 00504, 00509, 00415, 00411, 00314, 01007, 01005, 00910, 00811, 00805, 00801, 00814, 00702, 00607, 00615, 00500, 00400, 00412, 00300, 00302, 00301, 00304, 00306, 00310, 00307, 00312, 01101, 01006, 00900, 00906, 00907, 00905, 00815, 00806, 00804, 00709, 00610, 00602, 00609, 00612, 00409, 00401, 00308, 00712, 00202, 00203, 00207, 00210, 00200, 00313, 00503, 00713, 00611, 01013, 00403, 01003, 00410, 01002, 01011, 00507, 00511, 00701, 00810, 00606, 01001, 00914, 00407, 00904, 00315, 00201, 00514, 00614, 00708, 01004, 00404, 00413, 01009, 00405, 00301

CancelApply Room Changes

The Users Tab:



Create or edit user permissions

Creating a New User:

- Click “Create New” to open the right-side user creation menu.
- Required fields include: First Name, Last Name, and Email. Phone number and Title are optional but may assist Verdant representatives when contacting the property.
- Units: select Celsius/Fahrenheit
- User Role: Property Manager permissions are the standard and include Access to Operations, Energy Management, Users, and Performance.

Account Information

User Type

Staff

First Name

Enter first name

Last Name

Enter last name

Email

Enter email address

Phone

Enter phone number

Organization

Hampton Inn Fort Lauderdale
Downtown Las Olas Area

Title

Enter user title

App Settings

Units

Select

Timezone

Select

App Access

User Role

Select

Operations

No Access

Energy Management

No Access

Users

No Access

Performance

No Access

Sensor

No Access

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Thank you.

