



SystemsLink Online Energy Reporting System

How to view your energy data online and submit meter readings

How to log-in:

- Please email the Environment and Energy Section (environment@admin.cam.ac.uk) with your name and your building name/code or department
- A user name and password will be created which you can then use to log-in at www.systems-link.com/webreports

How to run reports:

- Select the building you would like to see consumption data for
- Each row in the main table corresponds to a utility account or meter - clicking on one of the rows will link to another page showing more details and the list of reports available. There are more reports - click on 'Reports' from the menu on the (upper) left to see the range of reports available to run
 - 1 year and 2 year reports:
 - Adjust the options on the left of the screen:
 - Start date - allows selection of the first month shown
 - Category – choose 'Usage'
 - Reference date (2 year report only) – this allows you to compare your selected year with data from a previous year
 - Graph options - ticking this box displays further options relating to the style of the graph
 - Click the 'Update Report' button for changes to take effect
 - Excel reports:
 - Choose an Excel report and then enter the further information on the following page. This may be:
 - The dates the report is to cover
 - Whether to base the report on 'invoice' data or direct (always choose 'direct')
 - Whether you wish to view or save the Excel file that will be generated





- A drop-down selector higher up the page allows you to choose between the following data types (where available):
 - 'Invoice' – values taken from invoices from the utility supplier
 - 'Direct' – values calculated from manual meter readings
 - 'Profile' – half-hourly values from advanced or 'smart' meters
- The best data mode to use for consumption data is 'Direct' as consumption has been verified by the Environment and Energy Section. The 'Invoice' mode is based on data from suppliers' bills, which tend to be less accurate and should only be used for cost information
- Information displayed is for the total usage for each building and not just your department's share

How to enter meter readings:

- Select 'Add New Readings' from the left-hand menu
- Enter the date on which the readings were taken in the 'Reading Date' field
- Enter new readings through the 'New Read' field for each meter
- Click on the 'Add comments...' link to record any additional information relevant to the meter-reading
- Once you have finished entering the readings, click the 'Next Stage' button
- The system will run a number of checks to validate the readings you have entered. If there is a problem, you may see a screen displaying a 'No Entry' sign. At this point you may correct or add your entries and click the 'Check Again' button to re-run the validation
- Sometimes the validation checks will generate warning messages (yellow triangles). These warnings are for information only and do not prevent you from entering the readings
- Having made any corrections necessary in light of the validation checks and any warnings, click the 'Submit Readings' button to save the readings in the database

Further support:

- If you need any help or advice, please contact the Environment and Energy Section (environment@admin.cam.ac.uk) who will be able to answer any questions
- You can also request a more detailed 'User Guide' produced by SystemsLink, which includes instructions on how to read a meter

