



USING SYSTEMS-LINK TO STORE AND MANAGE ENERGY RECORDS

WHY USE SYSTEMS-LINK?

Systems-Link is a web portal that holds energy data specific to your school. The website grants you access to ALL your school-specific energy data in one place.

The system is fed by a database that is maintained by the LBN Energy team, which contains three different types of data that can be used in a variety of ways:

- A. **Invoice Data** – The billing data that LBN receives from your supplier (LASER)
- B. **Direct Data** – Meter readings you have provided directly. Submitting manual meter readings online is a good way of recording them for your own purposes, i.e. validating bills and managing usage.
- C. **Profile data** – Half hourly data; produced by Automatic Meter Reading (AMR) devices and smart meters. At present no profile data is entering Systems-link but will be in due course. Your gas HH usage data is available on British Gas360 online.

➤ LOG IN

Access Systems-Link at: www.systems-link.com/webreports

Access to the web portal is specific to your school and you will need to log in with:

User name: normally school@school.co.uk so an Oak Tree School would be oaktree@oaktree.co.uk

Password: normally *School* so *Oaktree*

These log-in credentials have been provided to you by LB Newham. If you have lost them, contact jan.reed@wildgarlic.net

You will be taken to your school dashboard. This provides commonly used graphs, targets if any have been set, and on the left-hand side links to the data sets.

➤ CLICK DATA SETS - on the left hand menu

This page shows the “Data Sets” associated with the site.

Each row corresponds to a utility account or meter.

Clicking on a row in the table will show more details of the meter and lists of reports available.

Data Sets For Site			
Contact Us	Site Name:	City Swimming Pool	
Log Out	Site Code:	545402	
	Address:	Henry Street, Edinburgh, EH7 4KK	
		Type	Reference Number
		Electricty	341222777
		Gas	18654174722
		Gas	7021131056
		Water	1264316851744
		Water	23152814

USING SYSTEMS-LINK TO STORE AND MANAGE ENERGY RECORDS

➤ DETAILS

Shows the details stored for the meter such as who is the supplier, whether billing is monthly or quarterly, the meter serial number, and so on. Additional menu items (highlighted) then become visible:

➤ DATA

Lets you view stored data for the chosen meter. You can choose the source of the data from the dropdown menu:

- Invoice** - values taken from invoices from the utility supplier.
- Direct** - values calculated from your own readings.
- Profile** - half-hourly values from advanced or "smart" meters.

➤ REPORTS

Different reports can be generated depending on your choice of source data (invoice, direct or profile) and for a single meter or for the whole site. Above is an example shown standard reports for comparing 1 or 2 years' data.

Month	2011 kWh	2010 kWh	Variation kWh	%
Jan	109,925	50,366	59,559	118
Feb	23,469	70,181	-46,712	-67
Mar	78,272	80,082	-1,810	-2
Apr	122,231	111,660	10,571	9
May	51,795	115,787	-63,992	-55
Jun	66,207	19,882	46,325	233
Jul	78,177	33,634	44,543	132
Aug	53,342	41,399	11,943	29
Sep	57,740	70,049	-12,309	-18
Oct	20,596	99,157	-78,561	-79
Nov	105,223	75,468	29,755	39
Dec	110,400	107,029	3,371	3
Total	877,377	874,694	2,683	0

Start date of the report

Category: use usage or cost figures.

Reference date: compare your selected year with data from a previous year.

Graph options: graph style.

Graph type: bar, line or area formats.

Cumulative: shows data accumulating monthly through the year.

the above options, you will need to click the **"Update Report"** button for them to take effect.

MICROSOFT EXCEL REPORTS

Note that if you choose an Excel report, you will be re-directed to another page. Where you will be prompted for reporting period, chosen source data (invoice, direct or profile) & the option to view or save the generated excel spreadsheet.

➤ ENTERING METER READINGS



USING SYSTEMS-LINK TO STORE AND MANAGE ENERGY RECORDS

From the Main Dashboard select “Add New Readings” from the left-hand menu to arrive at the following page:

Contact Us

Log Out

Invoice

City Swimming Pool

Data Sets

Dashboards

Reports

Details

Add New Readings

Add New Readings

Site Name: City Swimming Pool
 Site Code: 545402
 Address: Henry Street, Edinburgh, EH7 4KK

Stage 1 of 3

This page allows you to enter direct readings for the selected site. Please carefully fill in any readings you have taken.

Important: Readings must be submitted in date order. It is not possible to submit a reading before the most recent reading date.

Reading Date:

Electricity

Location		Last Date	Add comments...
		25/11/2011	Add comments...
Meter	Serial Number	Last Reading	New Reading
Day	726616	1172353	<input type="text"/>
Night	726616	590640	<input type="text"/>

Enter the “Reading Date” in the middle of the screen. You will then see a list of all the meters at your site.

- location of the meter
- last reading date entered
- Night or Day readings (for electricity)
- serial number of the meter
- last reading taken

Enter any new readings through the “New Read” field for each individual data set and meter.

Use the “Add Comments...” to record any notes or additional information relevant to the meter-reading.

Once you have finished entering the readings and any comments, click the “Next Stage” button.

AUTOMATIC VALIDATION PROBLEMS

“No Entry” will appear if reading is failing the automatic validation for example, a reading may already exist for the same date. Correct the entry and click “check again”.

“Yellow triangle” is a warning of possible actions required but your reading can still be logged.

Having made any corrections necessary in light of the validation checks and any warnings, you should then click the “Submit Readings” button to save the readings in the database.

➤ CONTACTING THE ADMINISTRATOR

Use the “Contact Us” option to seek help or guidance from the LBN Energy Team.