

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

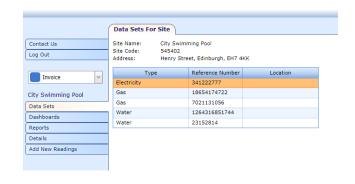
You will be taken to your school dashboard. This provides commonly used graphs, targets if any have been set, and on the left-hand side links to the data sets.

 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.





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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.

Data Set Reports Site Name: City Swimming Pool Contact Us Site Code: 545402 Log Out Utility: Electricity Invoice 341222777 Number: MPAN: 1100770447456 Location: City Swimming Pool Please select from the following list of reports: Data Sets Dashboard Reports A graphical report showing a single year's data Ш Details Add New Readings 2 Year Comparison A graphical report showing a graph comparing two year's consumption JII. Electricity: 341222777 Data 2 Year Weekly Comparison Details A graphical report showing a graph comparing 53 weeks consumption ш

> 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.



Start date of the report

Category: use usage or cost figures.

Reference date: compare your selected year with data from a

Graph options: graph style.

Graph type: bar, line or area

formats.

previous year.

Cumulative: shows data accumulating monthly through

the year.

Note that after selecting any of

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



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

	Add New Re	eadings				
Contact Us Log Out	Site Name: Site Code: Address:	City Swimming Pool 545402 Henry Street, Edinbu	ırgh, EH7 4KK			
Invoice V	Stage 1 of 3 This page allow taken.	ws you to enter direct rea	adings for the selected site. P	lease carefully fill in any reading	gs you have	
Data Sets	-	Important: Readings must be submitted in date order. It is not possible to submit a reading before the most recent reading date.				
Dashboards	most recent	reading date.				
Reports	Reading Date:		Next Stage			
Details	Electricity					
Details Add New Readings	Electricity Location		Last Date			
			Last Date 25/11/2011	Add comments		
		Serial Number		Add comments New Reading		
	Location	Serial Number 726616	25/11/2011			

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.