

WebReports Online

January 2022

User's Guide

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1. Introduction

This is a guide to using the SystemsLink Web Reporting System, which is designed to help you monitor the consumption of electricity, gas and water at your premises and keep track of costs.

The system fulfils two main functions:

1. It allows you to enter your own meter-readings.

Many meters have now been replaced by "smart meters" which are read automatically and so allow for much greater accuracy. However it is still important that a meter reading is taken once or twice a year to ensure that the automatic process remains correct. There are many meters that have not yet been replaced and these do need to be read to avoid over estimated bills.

Entering data is straightforward and each entry is validated by the system. Additionally, readings can be submitted as often as you wish, so whilst you may only be billed every quarter, there is nothing to stop you entering readings every week to build up a truly accurate record.

In the past, manual systems such as meter-reading cards or faxes may have been used for this purpose. The Web Reporting System makes the process simpler and quicker by giving you on-line access to the database.

2. The Webreports facility provides a clear set of reports showing utility consumptions and costs or site of all invoice data.

A variety of reporting options allow you to view consumption and cost data for all utilities in tabular and graphical form. The graphs show a monthly breakdown of figures and thus highlight seasonal trends in consumption.

Reports may be for a single supply, or may aggregate multiple supplies to give site-wide data. There is also the facility to compare this year's consumption with a previous year, to examine longer-term variations in usage, or to examine half hourly read data where this is available – ask the Southampton City Council Energy Team for guidance.

As with data entry, the reporting feature is user friendly and provides reports on-demand using standard Web browser software.

2. Login

The system may be accessed from an Internet-connected PC using any standard Web Browser, such as “Internet Explorer”, “Firefox”, or “Chrome” by entering the following Web address: <https://southampton.energymanagerlive.com/Account/Login>

The first screen you will see is as follows:



The screenshot shows the SystemsLink login interface. At the top, the SystemsLink logo is displayed. Below the logo, a dark grey box contains the following text: "Welcome to the web reporting system. This system helps you to analyse your energy usage and help reduce costs. Please see your Energy Representative to obtain a log in." Below this text are two white input fields: "Username" and "Password". A blue button labeled "Sign Me In" is positioned below the password field. A small, faint link "Reset password" is located below the "Sign Me In" button. At the bottom of the dark grey box, there is a link "Click to view our Terms of Use." The entire login form is set against a light grey background.

The system is secure and you will need to log in with:

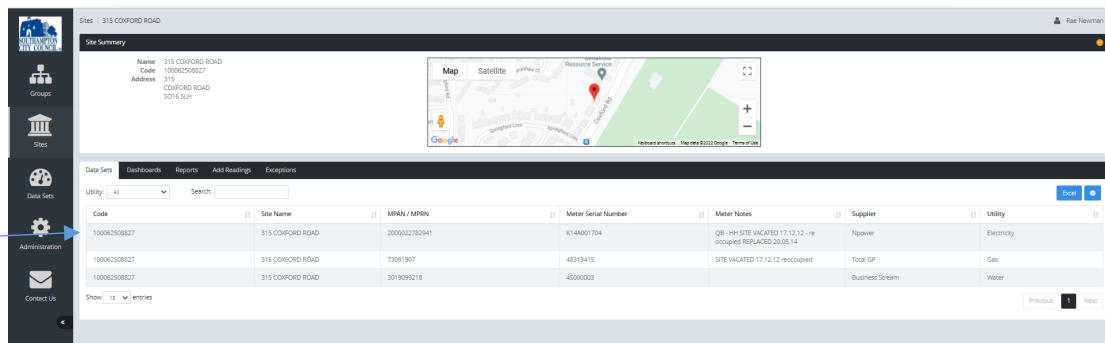
- a user name (commonly your e-mail address)
- a password (note that this is case sensitive)

These log-in credentials will be provided by your system administrator.

3. Data Sets

After logging-in, the main menu is displayed on the left of your screen and you should see “Data Sets” selected in a view similar to that below.

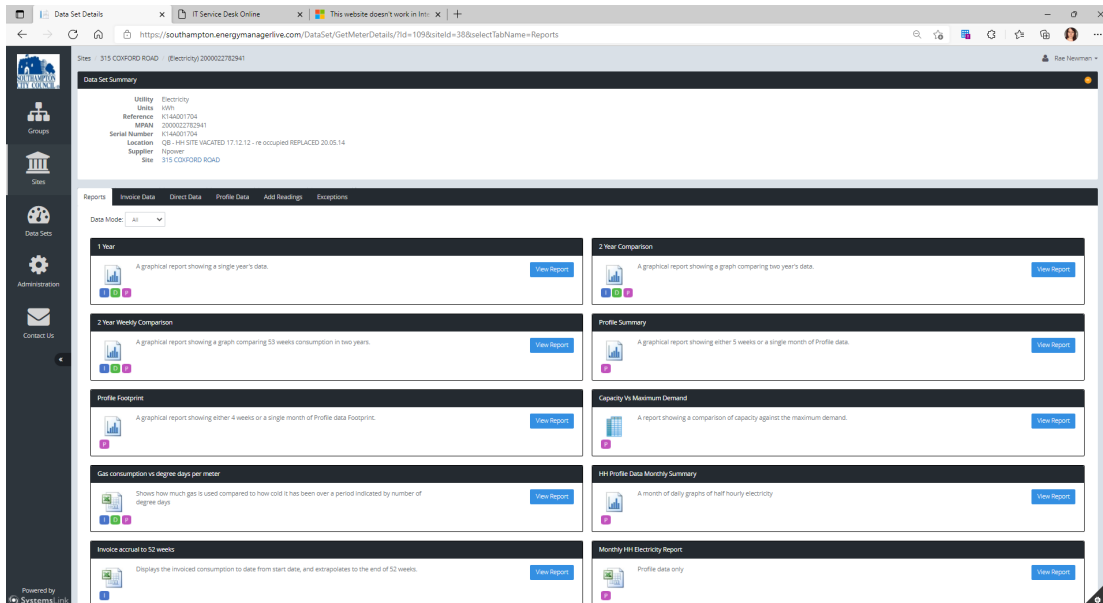
(If you have permission to access more than one site, you will first see a list from which you can choose the site of interest, before arriving at the same screen.)



Code	Site Name	MPRN / MPRNs	Meter Serial Number	Meter Notes	Supplier	Utility
100062508827	315 COXFORD ROAD	200002752941	K14A001704	QB - HH SITE VACATED 17.12.12 - re-occupied RE-VACATED 20.05.14	Npower	Electricity
100062508827	315 COXFORD ROAD	73091907	4B313415	SITE VACATED 17.12.12 re-occupied	Total GP	Gas
100062508827	315 COXFORD ROAD	3019095218	45000003		Business Stream	Water

This page shows the “Data Sets” associated with the site. That is, each row corresponds to a utility account or meter. Note you can also choose whether to view data from **Invoices**, **Direct** (meter readings), or **Profile** (half-hourly read).

Clicking on one of the rows in the table will link to another page showing more details and the list of reports available for that Data Set as shown below:



Additional menu items relating to the Data Set then become visible:

- **Reports** - this shows the list of graphical reports available for the Data Sets. Note that some reports are on the “**Site Reports**” tab and so will aggregate the data over all gas or electricity meters, and some are “**Dataset reports**” and so will only show data for the particular meter selected.
- **Invoice Data/Direct Data/Profile Date** – this enables you to view the stored data for the chosen Data Set. 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 your own readings.
 - Profile – half-hourly values from “smart” meters which record electricity consumption every half hour (also called half hourly).
- **Add Readings** – you can enter the current meter reading for your utilities and click validate to submit. See HT read meters

4. Reports

Report selection

Depending on your menu choice (as described in [section 3](#) above), graphical reports may be produced either for a selected single Data Set or for the whole site, in which case the consumptions from all Data Sets are aggregated.

Whichever you choose, you will first see a list of the reports that are available to you. For example, you can see that there are standard reports for 1 or 2 years' data and an additional report in Excel that will display the accrued billing per meter if you wish to get an idea how much you may be charged for that meter by the end of the year.

From here you can select which report to view.

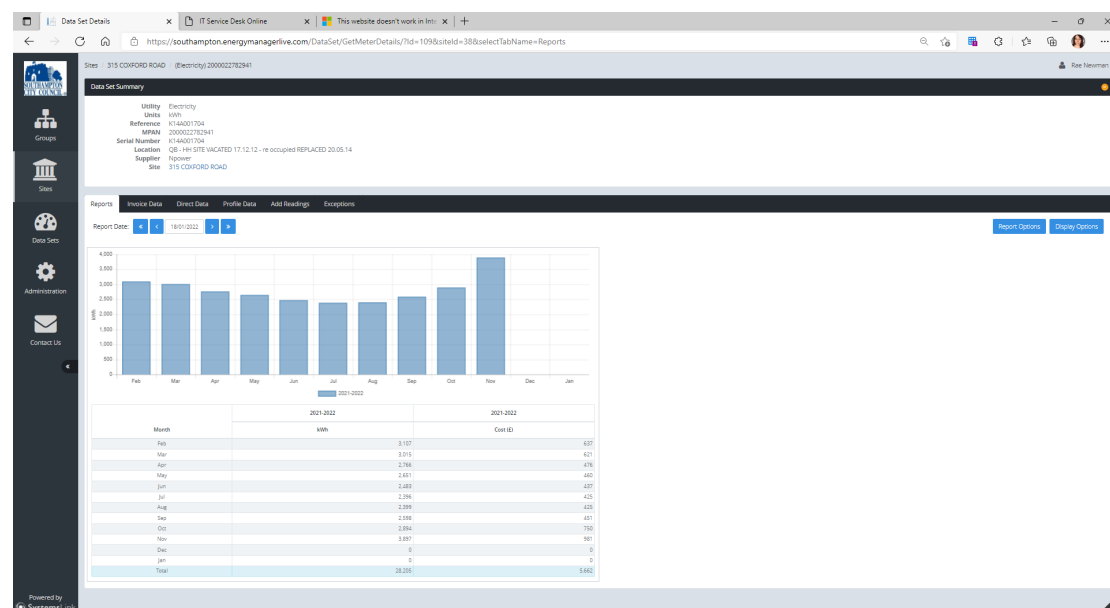
Excel reports

Note that if you choose an Excel report, you will be re-directed to another page. Here you will be prompted to enter any further information or choices that are needed before the report can be generated. Examples might be:

- The dates the report is to cover.
- Whether to base the report on invoice data or your own readings ("direct").
- Whether you wish to view or save the Excel file that will be generated.

1 year & 2 year reports

The report screen will appear as shown below:



As with Data Set data, the highlighted 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 your own readings.
- Profile – half-hourly values from advanced or "smart" meters.

Further options are then available in the left-hand panel as follows:

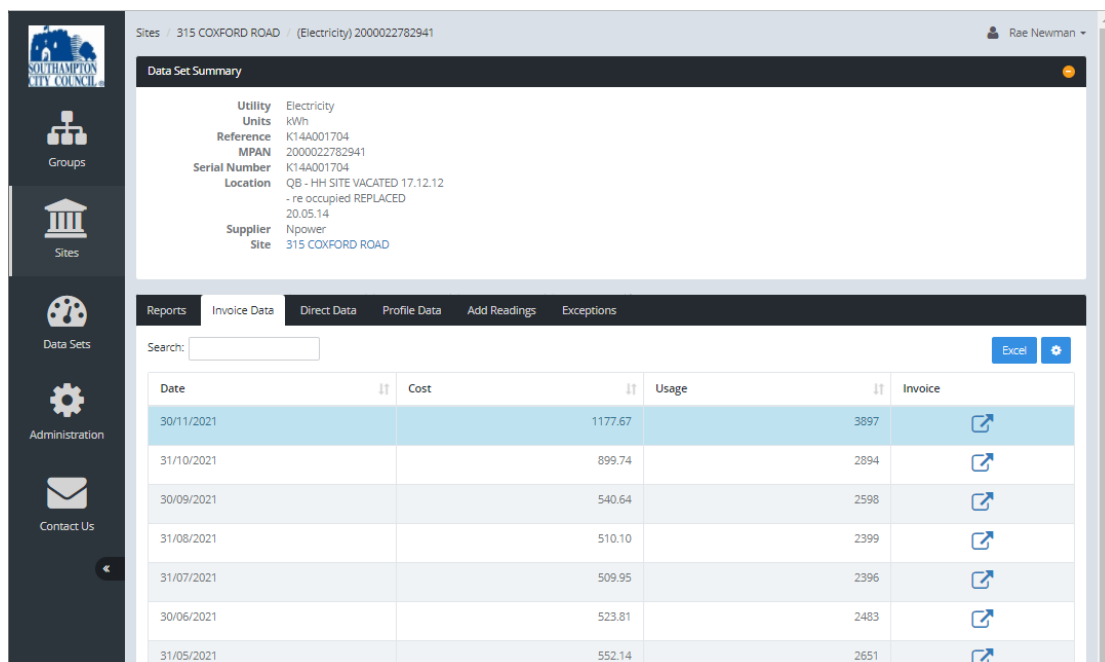
- Start date - allows selection of the first month shown
- Category – determines whether the graph shows usage or cost figures.

- Reference date (2 Year Report only) – this allows you to compare your selected year with data from a previous year, up to 4 years back.
- Graph options - ticking this box displays further options relating to the style of the graph:
 - Graph type – this allows you to choose bar, line or area formats.
 - Cumulative – shows the monthly data accumulating through the year

Remember that after selecting any of the above options, you will need to click the “Update Report” button for them to take effect.

5. Viewing Invoices

Ensure the data source is “Invoice”. Click on Datasets, then select one of the gas or electricity meters on the right of the screen and click. On the next screen, click on the blue square and arrow icon on the right.



Sites / 315 COXFORD ROAD / (Electricity) 2000022782941


Rae Newman








Data Set Summary

Utility Electricity
 Units kWh
 Reference K14A001704
 MPAN 2000022782941
 Serial Number K14A001704
 Location QB - HH SITE VACATED 17.12.12
 - re occupied REPLACED
 20.05.14
 Supplier Npower
 Site 315 COXFORD ROAD

Reports Invoice Data Direct Data Profile Data Add Readings Exceptions

Search:

Excel 

Date	Cost	Usage	Invoice
30/11/2021	1177.67	3897	
31/10/2021	899.74	2894	
30/09/2021	540.64	2598	
31/08/2021	510.10	2399	
31/07/2021	509.95	2396	
30/06/2021	523.81	2483	
31/05/2021	552.14	2651	

You will then see a list of invoice dates, consumption amounts, meter readings (possibly estimated) and costs. If you wish to see actual invoice breakdown, click on a chosen date.

Invoice Details

Site: 315 COXFORD ROAD
Code: 100062508827
Address: 315, COXFORD ROAD, SO16 5LH

Utility: Electricity
Supplier: Npower
MPAN: 2000022782941
Period: 01/11/2021 - 30/11/2021

Tax Date: 15/12/2021
Estimate Read: No
Meter Serial: K14A001704
Invoice Number: IN02202434



Metered Charges

Present	Previous	Factor	kWh	p/kWh	Cost (£)
0	0	0.00	631.5	15.273	96.45
0	0	0.00	3265.1	23.163	756.30
Totals			3,897		852.75

Other Charges

Charge	Units	Cost Rate	Cost (£)
Maximum Demand	24.40 kV	0.000 p/kV	0.00
Capacity	50.00 kVA	80.480 p/kVA	40.24
Reactive Power	418.30 kVAh	0.215 p/kVAh	0.90
Fixed			28.46
Climate Change Levy		0.775 p/kWh	30.20
REGO			2.53
Meter Service Charge			12.74
Data Collection (DC/DA) Agent Charge			12.58
Data Retrieval Charge			0.99
Sub Total			981.39
VAT @ 20.0%			196.28
Total Cost			1,177.67

6. Viewing “Smart” or “half hourly” data

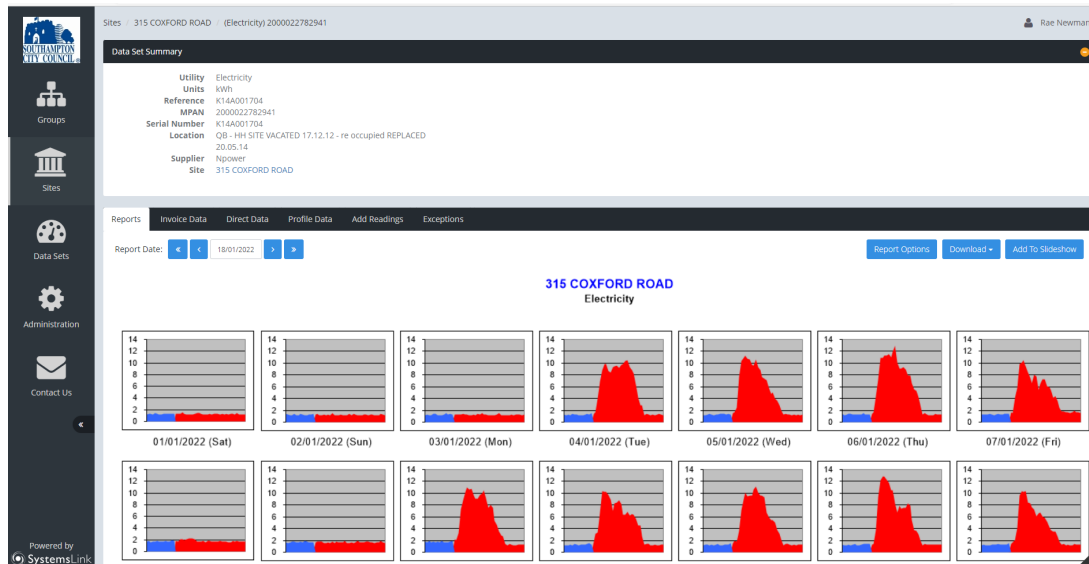
If your site has gas or electricity ‘smart’ or ‘half hourly’ meters, you will be able to view this half hourly consumption via Webreports. This is a very useful way to become familiar with how your site uses energy and can alert you to where waste is occurring. There are many examples of organisations using this data that have noticed that gas or electricity is being used unnecessarily out of hours, or where there is an unexplained spike of use. Investigations have very often led to many £1,000s in savings.

Your meter (dataset) list will always have a note that the meter is “smart”. This could be referred to as “AMR” - automatic meter read - or “HH” – half hourly.

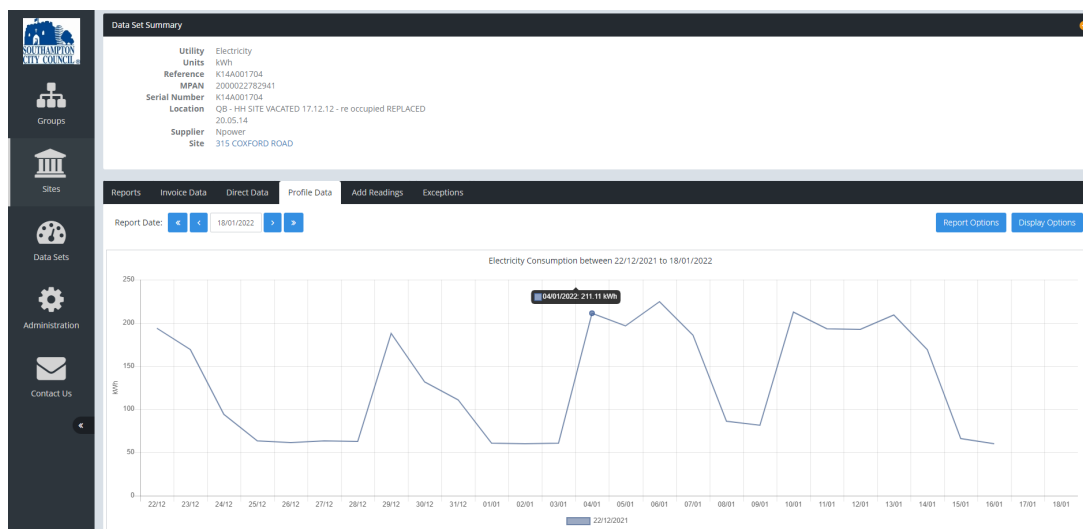
Meters labelled “HH” should have the half hourly data as standard; however data for meters labelled “AMR” will need to be purchased and uploaded to the Systemslink database. Speak to the Energy Team for further information.

To view half hourly data, select **PROFILE** as your data source, and click on a smart meter dataset. To the original list of reports shown when DIRECT or INVOICE data was selected will now be seen as a number of extra reports specifically dealing with half hourly data.

Another report “Monthly HH Electricity Report” shown above - will display the half hourly consumption each day over a month so that anomalies can be easily spotted.



You can also view this data on a day by day basis to allow a more detailed view. This gives a very powerful tool for identifying where savings might be made.



To get this daily view of your half hourly data, select “Profile Data” rather than “Reports” and choose the day from the “Report Option” tab.

7. Virtual and Sub meters

SystemsLink allows for sub meters and even “virtual” meters to be set up which can help when there is a need to provide a breakdown, and/or to re-invoice another organisation for part of the site consumption. The sub meter dataset allows direct meter readings to be input, as a normal meter, and an invoice can be printed from this. Where it is necessary to calculate various proportions of use, a virtual meter, or set of virtual meters, can be set up on the site record; invoices can be printed for these as well. For example, one site wishes to separate out main meter consumption between two sub meters, and split the remaining consumption 60%/40% between two other parties. SystemsLink can support this. If you wish to investigate this possibility further please contact the Energy Team.

8. Contacting the Administrator

If the “Contact Us” option appears in the main menu panel on the left, then clicking this allows a message to be forwarded to the Administrator. This may be used where Help is required. However, it is advised that you contact the Energy Team at Southampton City Council for help and advice, or to ask for more reports. We can create and add new reports, limited by the functionality of the software. We are always keen to hear feedback and suggestions.

Southampton City Council Energy Team

023 8083 2641

023 8083 2752

energy@southampton.gov.uk