

Normalisation of energy use can be done from within the Wattics dashboard. You have two options for importing normalisation data:

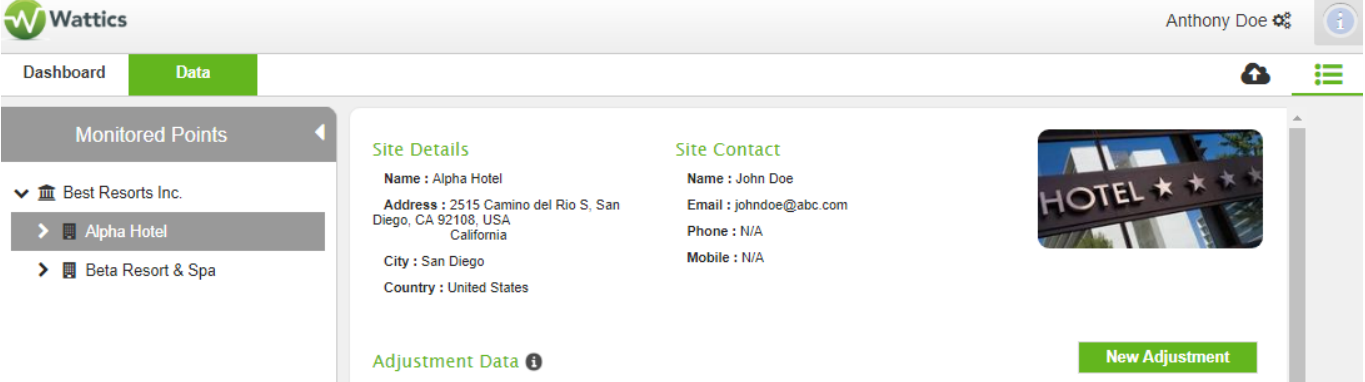
- Manual Import
- Bulk Import via CSV file

Option 1: Manual Import of adjustment data

Once logged in, click on the Data tab at the top left corner and select the 'Attributes' page from the top right corner.



The 'Attributes' page displays general information about your organisation, site and monitored points. You must select the organisation, site or circuit of interest, and then click on "New Adjustment" to register the new variable that will be used to adjust your energy use.



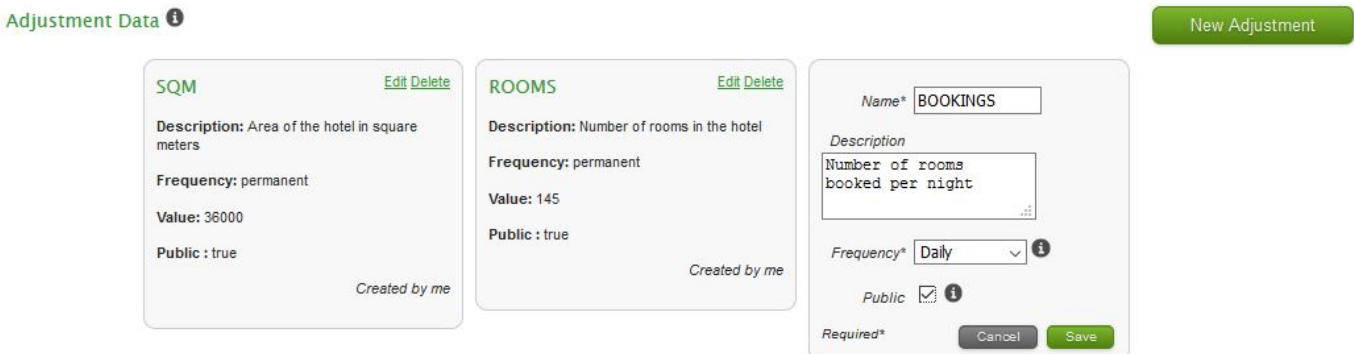
The screenshot shows the Wattics dashboard with the following elements:

- Header:** Wattics logo, user name "Anthony Doe", and settings/info icons.
- Navigation:** "Dashboard" and "Data" tabs.
- Monitored Points:** A list showing "Best Resorts Inc." with sub-items "Alpha Hotel" and "Beta Resort & Spa".
- Site Details:**
 - Name:** Alpha Hotel
 - Address:** 2515 Camino del Rio S, San Diego, CA 92108, USA, California
 - City:** San Diego
 - Country:** United States
- Site Contact:**
 - Name:** John Doe
 - Email:** johndoe@abc.com
 - Phone:** N/A
 - Mobile:** N/A
- Image:** A photo of a "HOTEL" sign with stars.
- Buttons:** "Adjustment Data" (with info icon) and "New Adjustment".

You must now enter information about your adjustment variable:

- **Name:** the label of the data you want to input
- **Description:** a finer description of what the data is
- **Frequency:** the data granularity (permanent, daily, monthly, yearly - half hourly and hourly are only available for bulk upload via CSV)
- **Value:** only for permanent values
- **Public:** tick to allow other users with access to data point to use this adjustment variable
- **Use for report:** tick to allow this data to be used for reporting normalised energy use

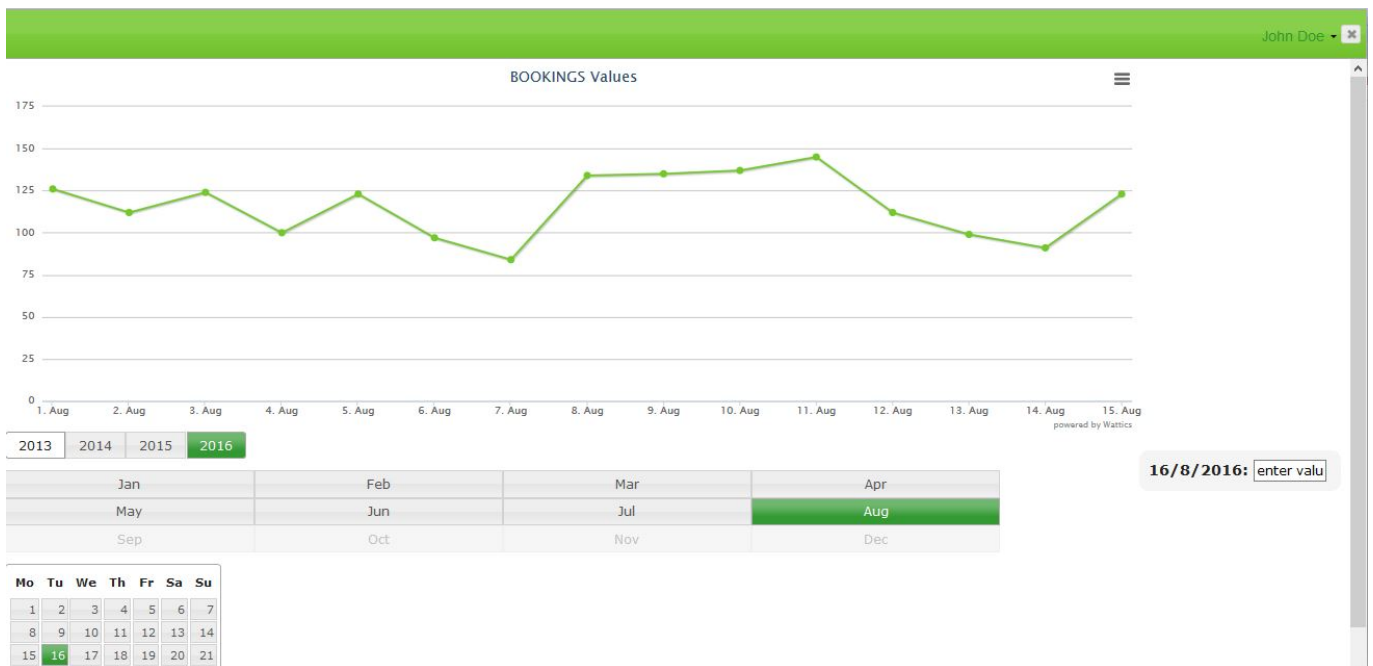
A few examples are given below to illustrate:



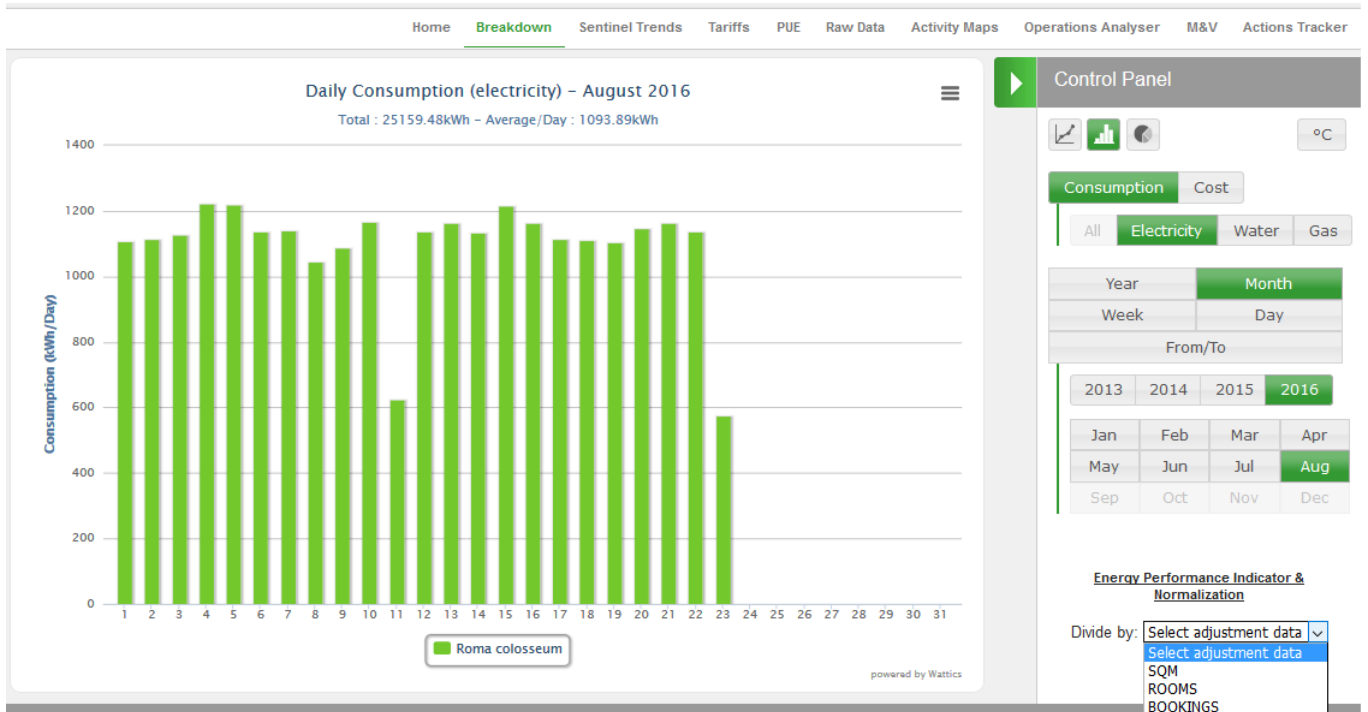
The screenshot shows the "Adjustment Data" section with a "New Adjustment" button and three data cards:

- SQM:**
 - Description:** Area of the hotel in square meters
 - Frequency:** permanent
 - Value:** 36000
 - Public:** true
 - Created by:** me
- ROOMS:**
 - Description:** Number of rooms in the hotel
 - Frequency:** permanent
 - Value:** 145
 - Public:** true
 - Created by:** me
- Form:**
 - Name*:** BOOKINGS
 - Description:** Number of rooms booked per night
 - Frequency*:** Daily
 - Public:**
 - Required*:**
 - Buttons:** Cancel, Save

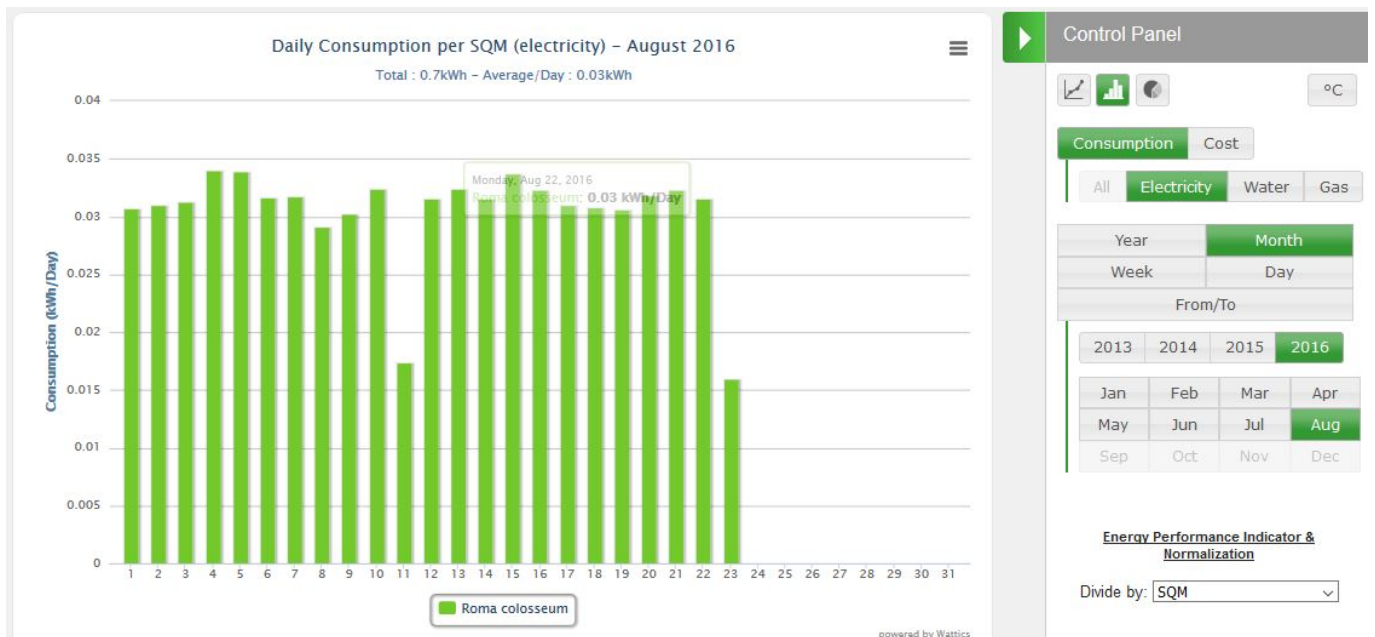
Variables that change on a regular basis (daily, monthly, yearly) are updated by clicking on the widget and entering values for each period, as shown below:

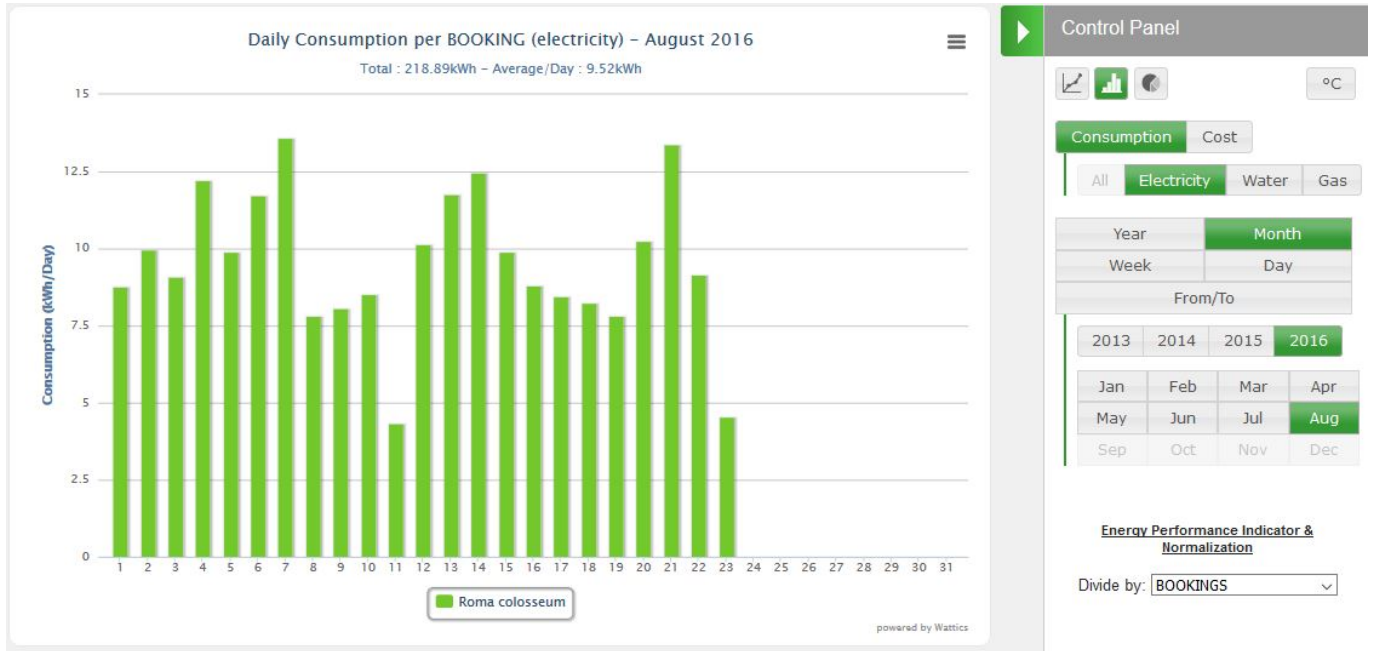


You can now go back to the Breakdown tab, and access these adjustment variables from the drop down menu at the bottom right of the screen:



You just need to select how you want to adjust your energy use based on your benchmark requirements.



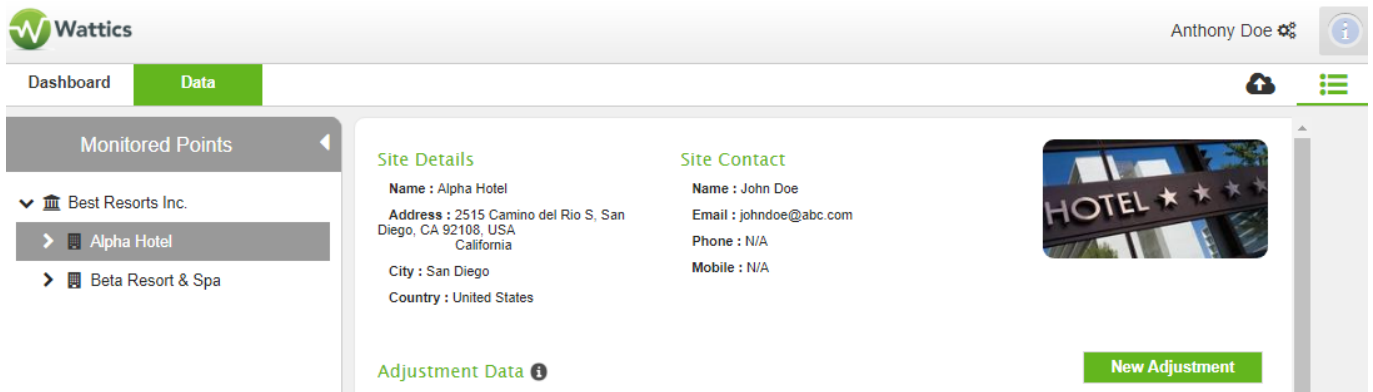


Option 2: Bulk import of normalisation data via CSV file

Once logged in, click on the Data tab at the top left corner and select the 'Attributes' page from the top right corner.



The 'Attributes' page displays general information about your organisation, site and monitored points. You must select the organisation, site or circuit of interest, and then click on "New Adjustment" to register the new variable that will be used to adjust your energy use.



You must now enter information about your new adjustment variable:

- **Name:** the label of the data you want to input
- **Description:** a finer description of what the data is
- **Frequency:** the data granularity (permanent, half hourly, hourly, daily, monthly, yearly)
- **Value:** only for permanent values
- **Public:** tick to allow other users with access to data point to use this adjustment variable
- **Use for report:** tick to allow this data to be used for reporting normalised energy use

A few examples are given below to illustrate:

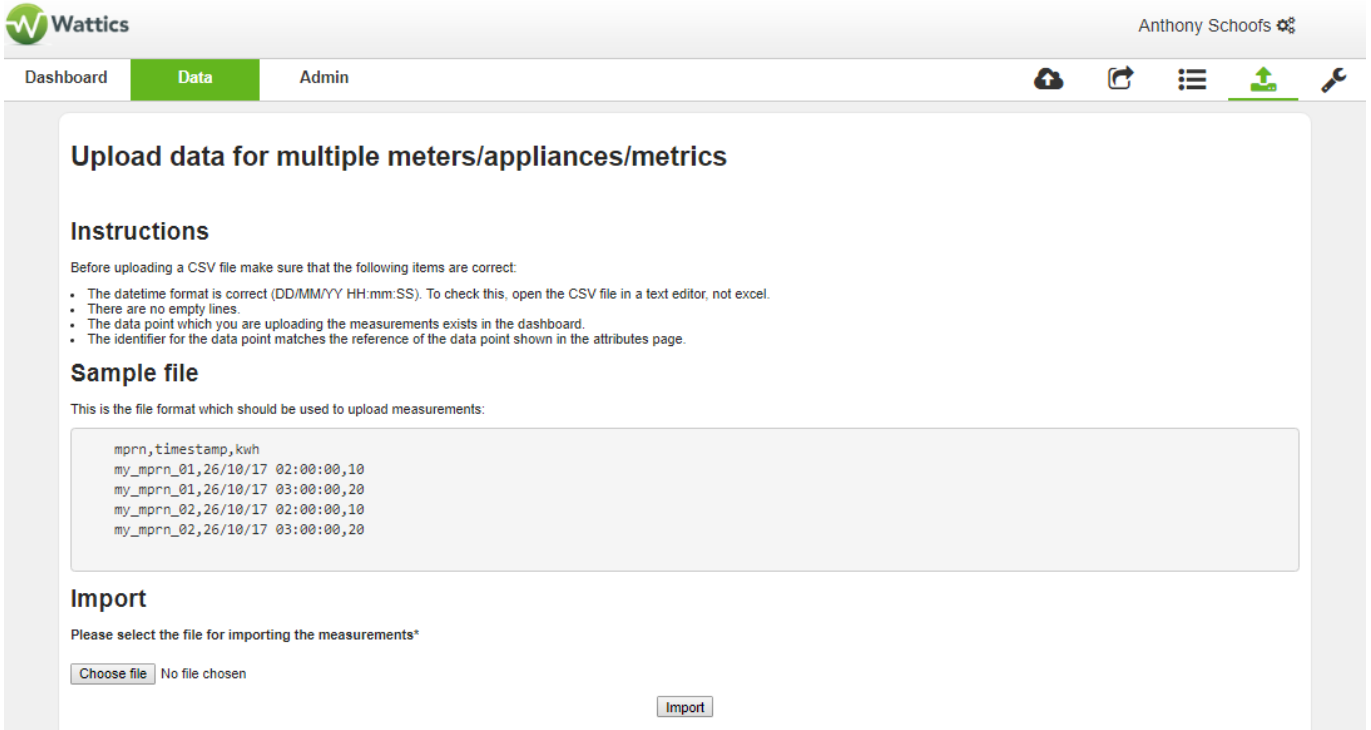
Adjustment Data 1[New Adjustment](#)

SQM Edit Delete Description: Area of the hotel in square meters Frequency: permanent Value: 36000 Public : true <i>Created by me</i>	ROOMS Edit Delete Description: Number of rooms in the hotel Frequency: permanent Value: 145 Public : true <i>Created by me</i>	Name* BOOKINGS Description Number of rooms booked per night Frequency* Daily i Public <input checked="" type="checkbox"/> i Required* <input type="button" value="Cancel"/> <input type="button" value="Save"/>
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Once your adjustment variable is created, you must copy its reference, which will be used as unique identifier in the CSV file that will upload next.

NEW ADJUSTMENT
Reference: [kpi_41e990fe-c91f-494b-b2ac-a661a88f0591](#)
Description: N/A
Frequency: Monthly
Public : yes
Use for report : no
Created by Michael Brannon

Click on your name in the top right corner and select 'Upload bulk data' from the dropdown menu. You will need Importer rights to view and access that functionality, please get in touch with your contact person at Wattics to get it enabled if required.



Upload data for multiple meters/appliances/metrics

Instructions

Before uploading a CSV file make sure that the following items are correct:

- The datetime format is correct (DD/MM/YY HH:mm:SS). To check this, open the CSV file in a text editor, not excel.
- There are no empty lines.
- The data point which you are uploading the measurements exists in the dashboard.
- The identifier for the data point matches the reference of the data point shown in the attributes page.

Sample file

This is the file format which should be used to upload measurements:

```
mprn,timestamp,kwh
my_mprn_01,26/10/17 02:00:00,10
my_mprn_01,26/10/17 03:00:00,20
my_mprn_02,26/10/17 02:00:00,10
my_mprn_02,26/10/17 03:00:00,20
```

Import

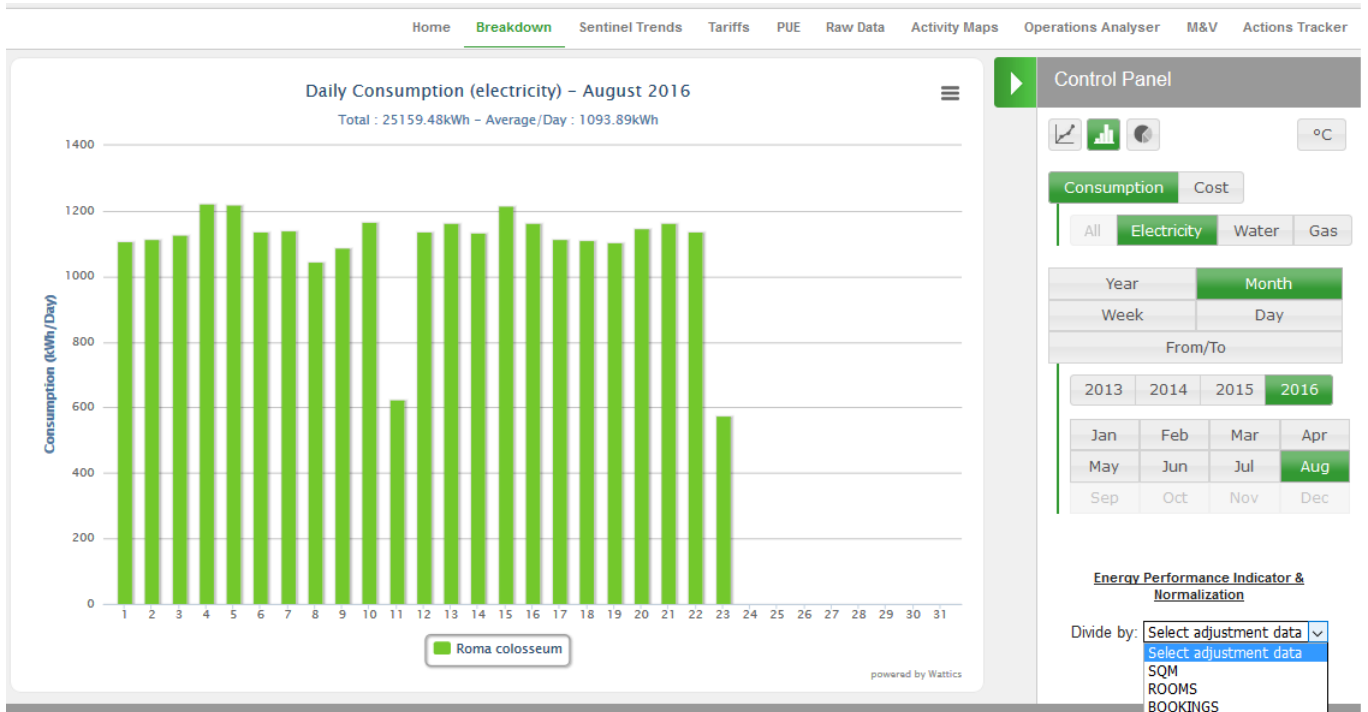
Please select the file for importing the measurements*

No file chosen

The 'Upload bulk data' page provides instructions as to the format of the CSV file that must be strictly respected when uploading data. The first column of the CSV file must contain the reference of your adjustment variable, to allow our system to correctly allocate the readings for normalisation. Please use a text editor or Excel to modify your file format as necessary.

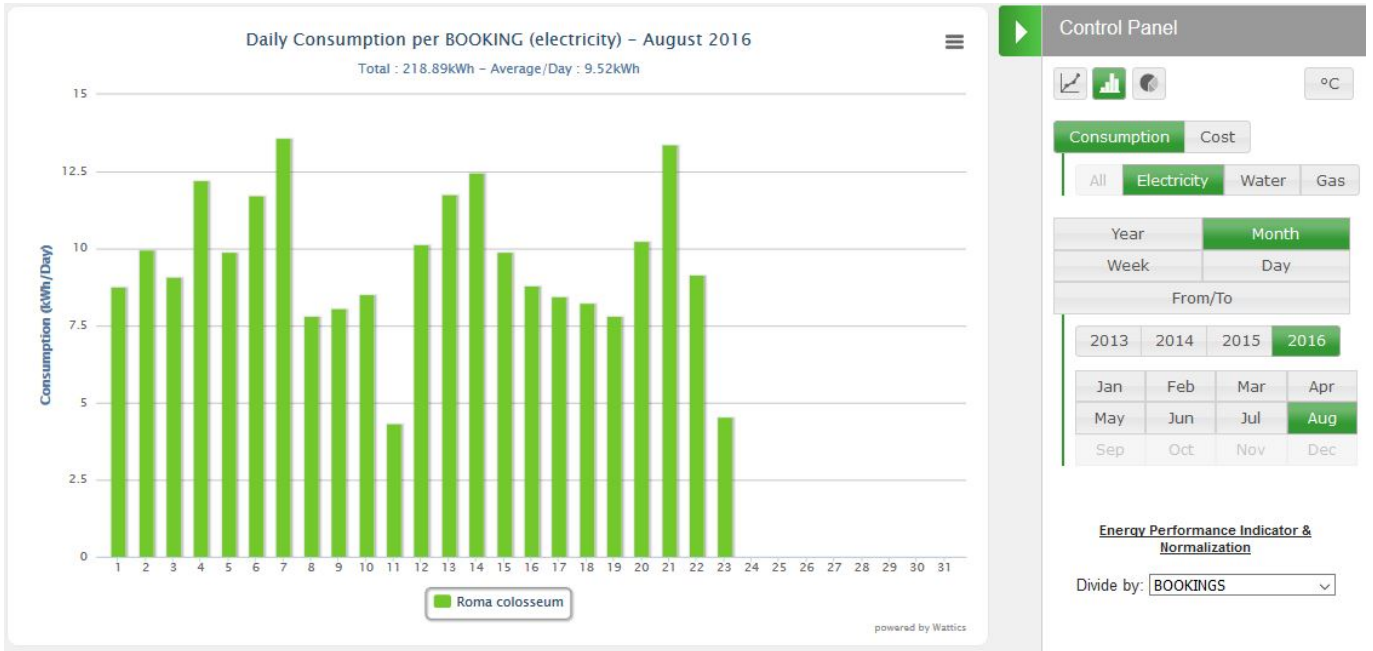
```
mprn,timestamp,kwh
my_mprn_01,26/10/17 02:00:00,10
my_mprn_01,26/10/17 03:00:00,20
my_mprn_02,26/10/17 02:00:00,10
my_mprn_02,26/10/17 03:00:00,20
```

You must then upload the file, and the data will be automatically imported into our platform and made available to you in the Breakdown tab. You can now click on the Breakdown tab, and access these adjustment variables from the drop down menu at the bottom right of the screen:



You just need to select how you want to adjust your energy use based on your benchmark requirements.





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