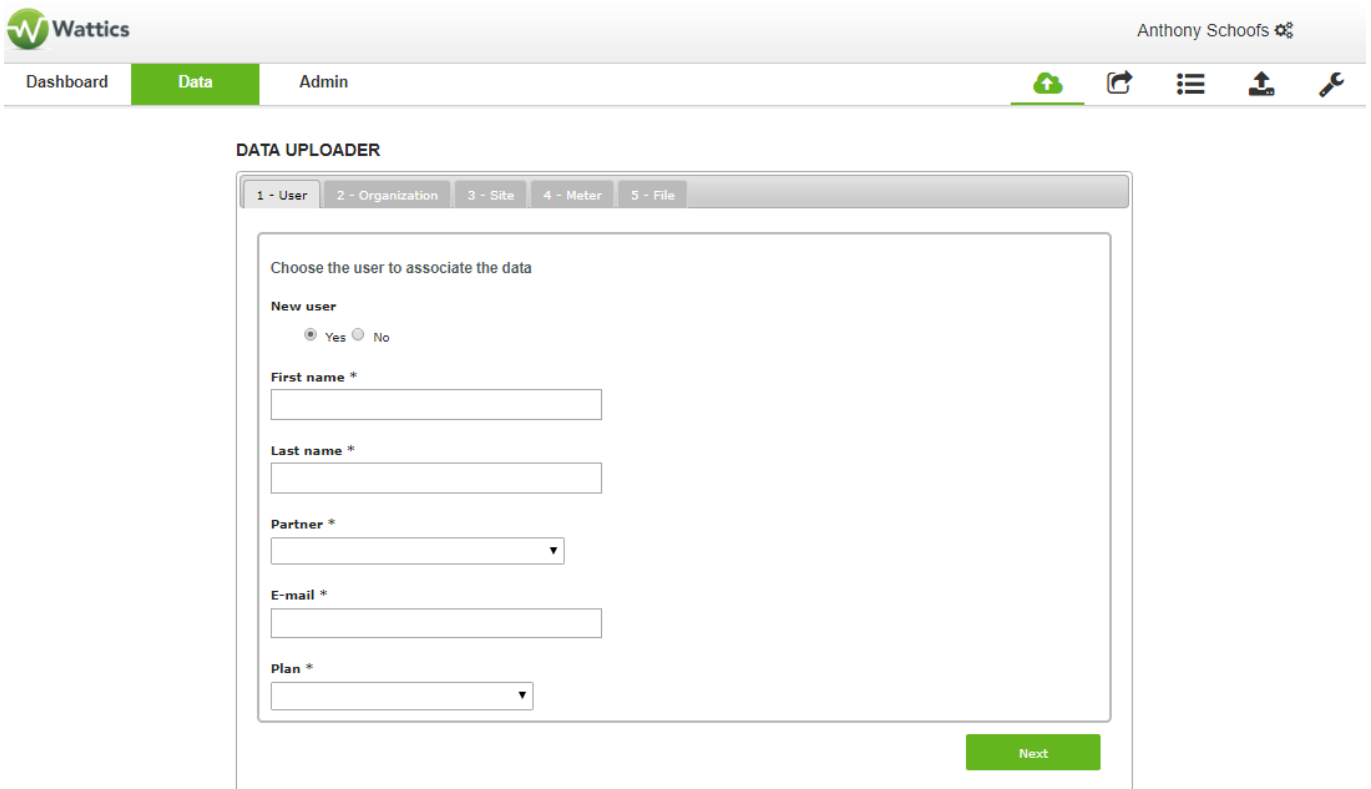


This posts documents how to upload CSV data to your Wattics Dashboard.

STEP 1:

Log in to the dashboard and click on your name in the top right hand corner of the dashboard to select **Import Data**.



The screenshot shows the Wattics dashboard interface. At the top left is the Wattics logo. At the top right, the user's name 'Anthony Schoofs' is displayed next to a settings gear icon. Below the header is a navigation bar with 'Dashboard', 'Data' (highlighted in green), and 'Admin' tabs. To the right of the navigation bar are several utility icons: a green cloud with a plus sign, a refresh icon, a menu icon, an upload icon, and a wrench icon. The main content area is titled 'DATA UPLOADER' and contains a multi-step form. The first step, '1 - User', is active and shows a form titled 'Choose the user to associate the data'. The form includes a 'New user' section with radio buttons for 'Yes' (selected) and 'No'. Below this are input fields for 'First name *', 'Last name *', 'Partner *' (a dropdown menu), 'E-mail *', and 'Plan *' (a dropdown menu). A green 'Next' button is located at the bottom right of the form.



STEP 2:

In the **User** tab, you can either

1) Create a new user if you want a person with no dashboard account to be notified of that

data import and be given access to the dashboard (e.g. you upload historical data for a new customer installation)

DATA UPLOADER

1 - User 2 - Organization 3 - Site 4 - Meter 5 - File

Choose the user to associate the data

New user

Yes No

First name *

Last name *

E-mail *

Plan *

2) Select an existing Wattics user to which that data import will be associated to (e.g. yourself or the person in charge at the site).

DATA UPLOADER

1 - User 2 - Organization 3 - Site 4 - Meter 5 - File

Choose the user to associate the data

New user

Yes No

E-mail *

STEP 3:

You must then fill in the details about where the data should be located in your dashboard. For that you will need to link the data to an existing organisation, site or meter, or create new ones.



The first step is to select whether you want to create a new organization

DATA UPLOADER

1 - User 2 - Organization 3 - Site 4 - Meter 5 - File

Choose the organization to associate the data

New organization

Yes No

Name *

Back Next

or upload data to an existing one.

DATA UPLOADER

1 - User 2 - Organization 3 - Site 4 - Meter 5 - File

Choose the organization to associate the data

New organization

Yes No

Organization *

Back Next

Then, you must decide if the data belongs to a new site within that organization, or to an existing site.

DATA UPLOADER

1 - User 2 - Organization **3 - Site** 4 - Meter 5 - File

Choose the site to associate the data

New site

Yes No

Name *

Country *

State/County *

Address

Address 2

Address 3

DATA UPLOADER

1 - User 2 - Organization **3 - Site** 4 - Meter 5 - File

Choose the site to associate the data

New site

Yes No

Site

Beta Resort & Spa ▼

Back Next

Finally, you must decide if the data belongs to a new meter or an existing one. If you wish to create a new meter (new data point), you must give it a name, select the meter type (use Environmental Data for any single-value measurement), and the measurement unit. For existing meters, the data uploaded will be appended to existing measurements and will overwrite existing data if some periods overlap.

DATA UPLOADER

1 - User 2 - Organization 3 - Site **4 - Meter** 5 - File

Choose the meter to associate the data

New meter

Yes No

Name *

Gas Main

Type *

Gas
Electricity
Gas
Water
Numeric reading

Please note that a subscription fee will be created for the new meter

Back Next

DATA UPLOADER

1 - User 2 - Organization 3 - Site 4 - Meter 5 - File

Choose the meter to associate the data

New meter

Yes No

Name *

Gas Main

Type *

Gas

Unit *

MJ
bar
kWh
m3
m3/h
therm

that a subscription fee will be created for the new meter

Next

STEP 4:

Time to upload your CSV file to the system. Click on the CSV button to get started.

DATA UPLOADER

1 - User 2 - Organization 3 - Site 4 - Meter 5 - File

Select the file format to upload

CSV Green Button XML

You can now upload your CSV file with the Upload button, and specify the format of your file.

Select the CSV file to upload

Wattics_Temp..._and_Gas.csv

Choose the CSV file configuration

Headers **Field delimiter** **Start at line**

Choose the date and time configuration

Date and time type **Date and time format**

Choose the corresponding columns for e

Timestamp **Cost**

- The Headers button must be ticked if the first line of your CSV file contains the column headers.
- We will automatically detect the CSV parser (, ; tab), but you can specify the parser in case you use a specific character not detected.
- You can also tell the system to start parsing the file from line N, so that additional headers can be excluded from the import.
- Finally you must select the time format of your file by informing whether the date and time information are joined or split in two columns, and by choosing the exact date and time formatting.

The next step consists of selecting what column corresponds to timestamps and measurements. The raw data preview helps you avoid making any mistake.

Timestamp

Values

- MPRN
- Timestamp
- Consumption (kWh)

Cost

Preview original data

Preview parsed data

Preview cost data

MPRN	Timestamp	Consumption (kWh)
11041608	28/06/2016 01:30:00	0.019
11041608	28/06/2016 02:00:00	0.114
11041608	28/06/2016 02:30:00	0.25
11041608	28/06/2016 03:00:00	0.394
11041608	28/06/2016 03:30:00	0.56
11041608	28/06/2016 04:00:00	0.749
11041608	28/06/2016 04:30:00	1.162
11041608	28/06/2016 05:00:00	1.922
11041608	28/06/2016 05:30:00	1.935
11041608	28/06/2016 06:00:00	0.394

Click on **Preview Parsed Data** to check that your configuration is correct. Any misconfiguration will show incorrect dates or messages like Invalid Date.

Preview original data

Preview parsed data

Preview cost data

Date and time	Values	Cost
28 June 2016 01:30	0.019	
28 June 2016 02:00	0.114	
28 June 2016 02:30	0.25	
28 June 2016 03:00	0.394	
28 June 2016 03:30	0.56	
28 June 2016 04:00	0.749	
28 June 2016 04:30	1.162	
28 June 2016 05:00	1.922	
28 June 2016 05:30	1.935	
28 June 2016 06:00	0.394	

STEP 5:

Time to upload your data to Wattics. Click on the **Proceed** button and review all the information you have entered. Click on the **Confirm** button to start uploading data, or close the preview page to keep updating. Data upload may take a few minutes depending on how much data you are importing.

Please confirm the information to upload

User

E-mail	anthony.schoofs@wattics.com
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Organization

Organization	University College Dublin
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Site

Site	Student Apartment
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Meter

Meter	Main Incomer
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Preview of parsed data

Date and time	Consumption	Cost
June 28, 2016 1:30 AM	0.019	
June 28, 2016 2:00 AM	0.114	
June 28, 2016 2:30 AM	0.25	
June 28, 2016 3:00 AM	0.394	
June 28, 2016 3:30 AM	0.56	
June 28, 2016 4:00 AM	0.749	

That's it, you can now go back to your dashboard and start analyzing the measurements freshly imported!