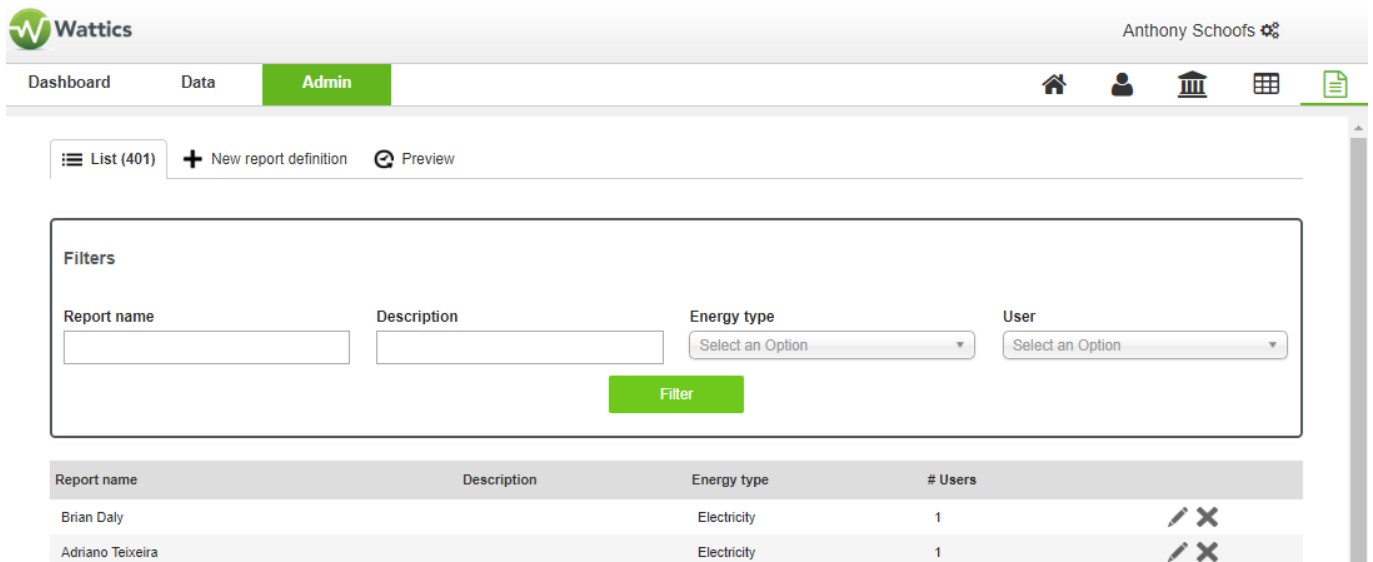






*You must have Admin rights for managing reports. Please require access from your company's account manager.*

Log in to the dashboard and click on the **Admin** in the top left menu, and click on **Report definitions** icon on the top right corner to access the report management page.



Report name	Description	Energy type	# Users	
Brian Daly		Electricity	1	 
Adriano Teixeira		Electricity	1	 

## Create a new report


To create a new report, click on the **+ New report definition** tab.

You must create a new report template and associate it to a number of users. That report will then be created for each site active within the users' dashboard and sent to them by e-mail every month based on your settings.

You must first provide specific information for the configuration of the report:

- **Name:** The name of your report
- **Description:** A short description with keywords to quickly find your report later on
- **Energy type:** Electricity or Gas readings
- **Transmission day:** Day of the month when the report must be sent

- **Time shift in months:** The time shift in months between the transmission month and the data period to be considered (e.g. a value of 2 means that the June report will use data from April)

 List  **New report definition**


## New report definition


Such a report will be created for each site active within the users' dashboard and sent by e-mail every month.

Report name\*

Description

























Energy type\*

Transmission day\*  

Time shift in months\*  

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Select pages to be included in the report

<input checked="" type="checkbox"/>		Trend analysis	• Shows the month consumption, compares with previous month and 	
<input type="checkbox"/>		Trend analysis & compare chart	• Shows the month consumption, compares with previous month and 	
<input type="checkbox"/>		Active power & weekdays	• Shows the load demand variations over the month and breakdown of 	
<input type="checkbox"/>		Heatmap & operations analyser	• Shows month heatmap and the wastage analysis. 	
<input type="checkbox"/>		Operations analyser & weekdays	• Shows consumption per weekday and breakdown of consumption and 	
<input checked="" type="checkbox"/>		Top 3 consuming areas	• Shows top consumers for a site. 	
<input checked="" type="checkbox"/>		Top 3 consuming sub-areas	• Shows top consumers (appliance, level 4) for top 3 consuming meters. 	
<input checked="" type="checkbox"/>		Deployment	• Shows which points are monitored with physical meters. 	



You must then select the template pages you want to include in the report. You can preview the pages and read the descriptions to decide which page to add to your report. Some pages may only be available for electricity or gas readings.

Some of the template pages allow you to add generic comments at the bottom of the page (e.g. Heatmap & operations analyser and Operations analyser & weekdays). This is useful if

you want to add custom marketing messages calling for action.


<input type="checkbox"/>		Heatmap & operations analyser	<ul style="list-style-type: none"> <li>Shows month heatmap and the wastage analysis.</li> <li><a href="#">This page allows insertion of custom comments</a></li> <li>One page per meter (level 3).</li> <li>Available for electricity.</li> </ul>	
<input type="checkbox"/>		Operations analyser & weekdays	<ul style="list-style-type: none"> <li>Shows consumption per weekday and breakdown of consumption and</li> </ul>	

Some of the template pages are also designed to work with normalized energy used, using energy use and [adjustment data](#).

<input type="checkbox"/>		Energy performance	<ul style="list-style-type: none"> <li><a href="#">Shows the points with KPIs marked to be used for report</a></li> <li>One point per page.</li> <li>Available for electricity and gas.</li> </ul>	
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You can then add custom headers and footers to replace the default footer, with images in 685x100px format.

Header

Footer   (▲ 685px x 100px) 

Custom footer to replace the default one in the report pages. The image size needs to have width of 685px and height of 100px.

Finally, you must select the users which will receive the report for all the sites active within their dashboard.

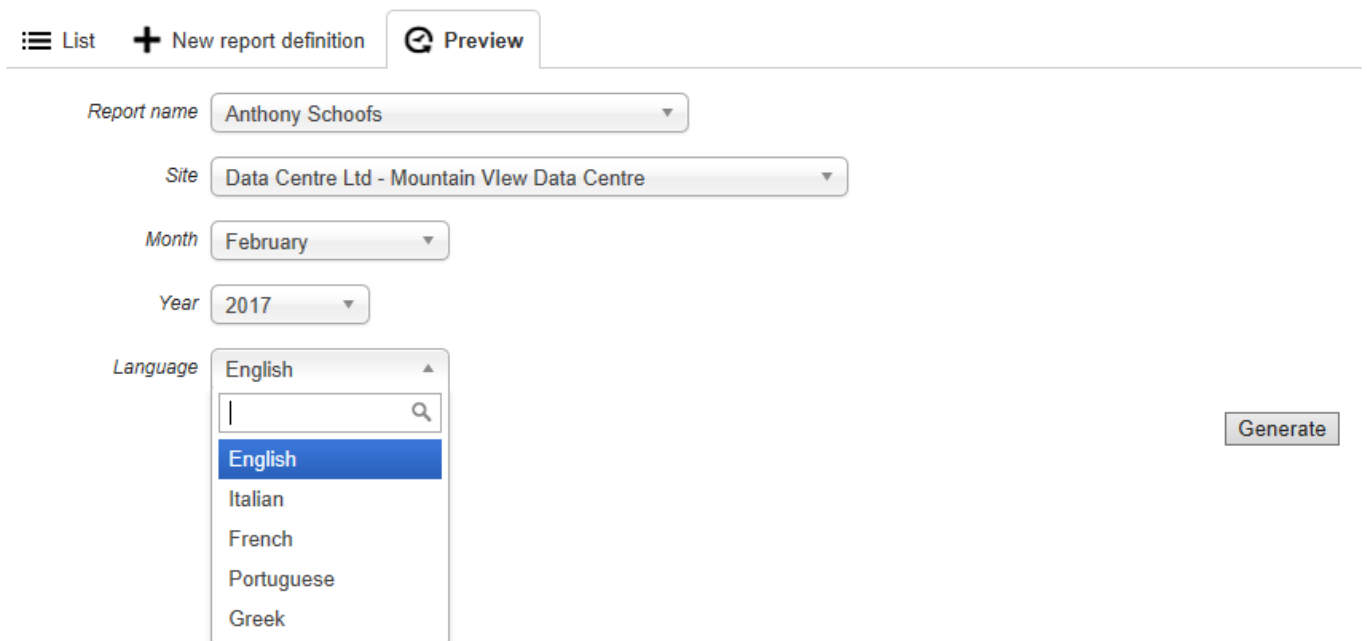
Select users to receive the report

<input checked="" type="checkbox"/>	Anthony Schoofs (anthony.schoofs@wattics.com)
<input type="checkbox"/>	Anthony Taker (anthony.taker@wattics.com)

After you create your new report, the report will appear together with other reports in the List tab, and reports will be sent monthly as per your settings.

## Preview your report

You can preview your report by clicking on the **Preview** tab. There you can select your report, one of the sites active within your dashboard account, the month and year to consider, and the language of the report. A pdf report will be created when you click on the Generate button, allowing you to double check that everything is fine before the report is issued to your customers.



☰ List   + New report definition   🔄 Preview

Report name: Anthony Schoofs

Site: Data Centre Ltd - Mountain Vlew Data Centre

Month: February

Year: 2017

Language: English (selected), Italian, French, Portuguese, Greek

Generate

## Manage your reports

You can review your reports by clicking on the **List** tab. If you are looking for a specific report, you can filter by report name, keywords, energy type or user.

All reports can be edited via the buttons on the right hand side, if you want to modify the

users that receive the reports, the settings or even delete the report altogether.

Home Users Organizations Plans **Report definitions**

List (320) + New report definition







**Filters**

Report name:

Description:

Energy type:

User:

Report name	Description	Energy type	# Users	
Brian Daly		Electricity	1	 
Adriano Teixeira		Electricity	1	 
Adrianus Ampton		Electricity	1	 

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