

CSI User Guides - Electricity Meters - V1

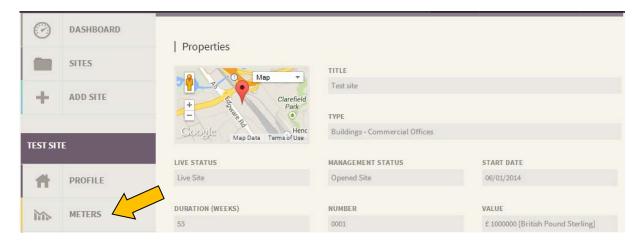
How does the Electricity Meters works?

Introduction

The CSI tool allow you to add as many meter as you like and cover many aspects of your site impacts such as:

- Electricity use
- Fuel consumption From generators, heavy plant machinery and any other combustion engines.
- Transport- Here you can measure commercial transport to and from site as well as employees and subcontractors working on site. The site has a long list of transport modes to cover most travel.
- Waste The tool measures the carbon emissions that arise from waste produced on site.
- Water Water use on site activities

From "Site" page go and click on "Meters"

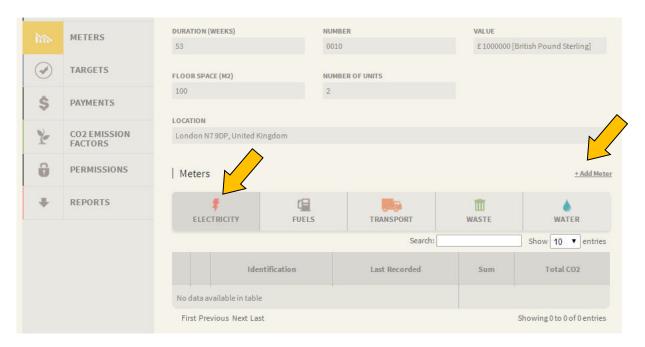


You will then be directed to the "Meters" page where you can see all the meters used on site.

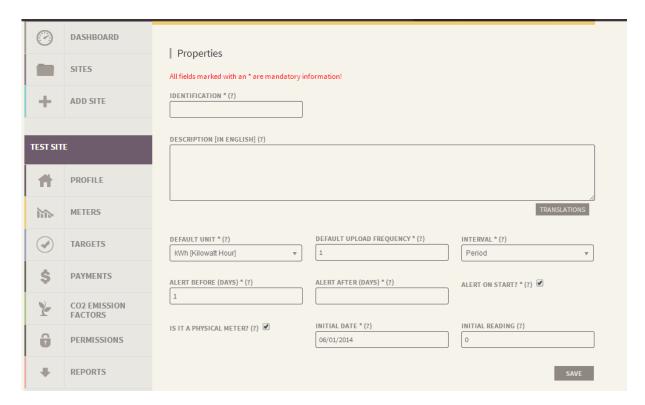


"Meters" page

Adding an Electricity Meter



The tool defaults to the electricity meter. Click on "+Add Meter" on the right hand side of the screen. You are then taken to the add electricity meter page.



Page 2of 7 Version 1: 29/01/2014



Fill out all the fields.

Identification – Enter the meter number here

Description – Enter any meaningful information in this field such as where is the meter located, or what part of the site the meter is supplying, such as site office or drying room for example.

Default unit – Enter the meter measurement unit, usually kWh

Default upload frequency – Enter how often you are taking meter readings. Normally you should enter 1 here and complete the next field.

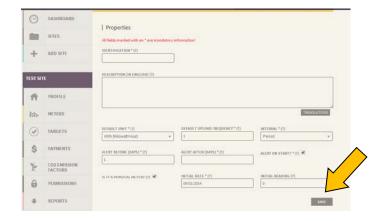
Interval – From the drop down menu you have:

- Period Choose period when the interval between meter reading spans several months. The tool will divide by the number of days between the 2 readings.
- Day For everyday readings.
- Week Every week.
- Month Once a month.
- Year Once a year.

Alert before and after – the tool will send an email to the registered user reminding him to take the meter reading.

Is it a physical meter? When this box is ticked the tool will ask the Initial date (the date the meter was installed) and the initial meter reading. A new meter will usually start from zero.

Once all fields are completed click on "Save".

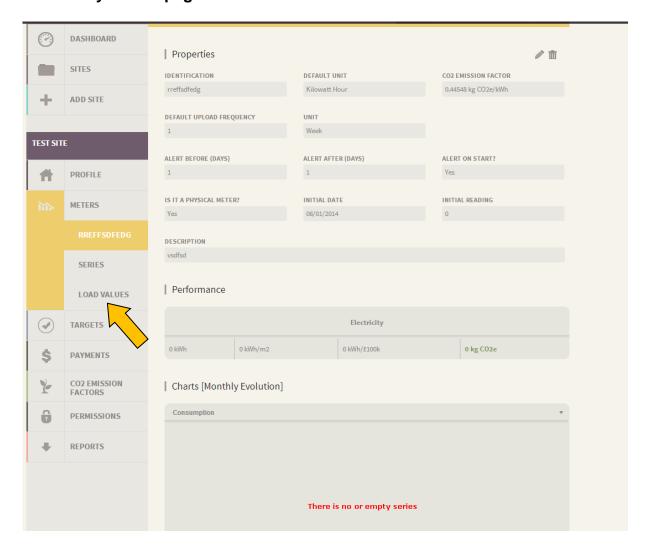


You have now added a new electricity meter to the CSI tool and you will be redirected to the new "Electricity Meter" page.

Page 3of 7 Version 1: 29/01/2014



"Electricity Meter" page



You are now ready to load electricity values to the tool.

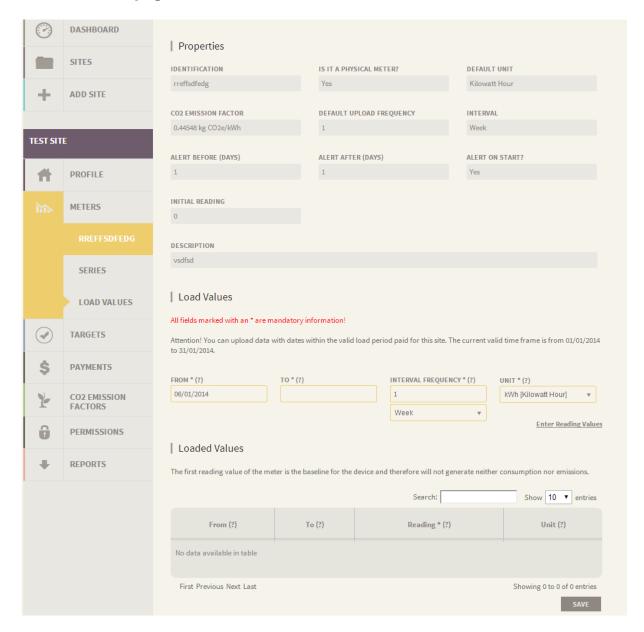
Now to input meter readings click in the LOAD VALUES button on the left hand side menu.

The tool will take you to the "Load Values" page where you can input your electricity meter readings.

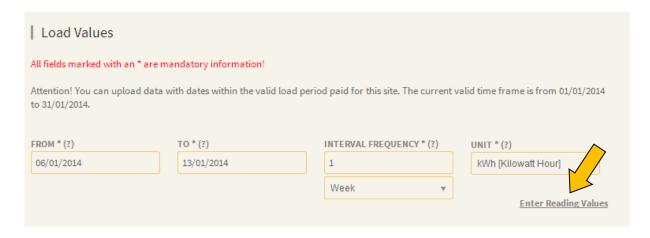
Page 4of 7 Version 1: 29/01/2014



"Load Values" page



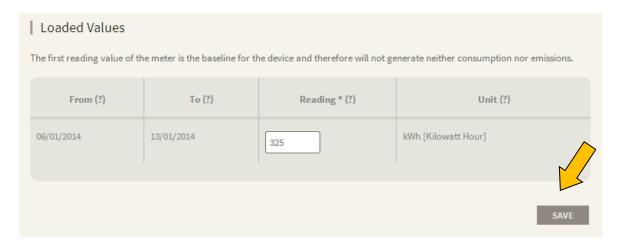
The tool defaults to the previous meter reading and you input the date when the reading is taken and hit "Enter reading values".



Page 5of 7 Version 1: 29/01/2014

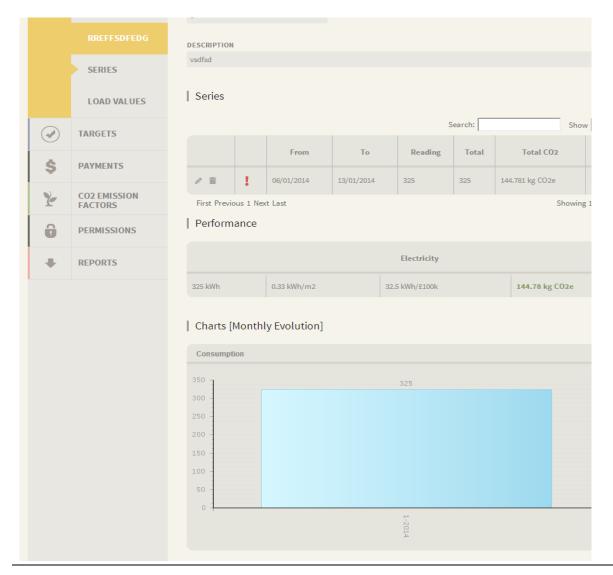


The screen will reload and a new field will appear for you to enter the actual meter reading.



Enter the value in the blank box and hit the "Save" button.

You will be redirected to the "SERIES" page to view your first meter readings and correspondent emissions.

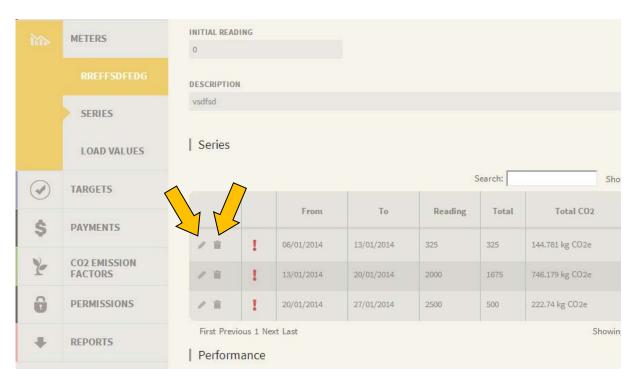


Page 6of 7 Version 1: 29/01/2014



Repeat the process as often as you like but remember to use the correct interval.

If you make a mistake click in SERIES and the tool will take you to the page with the load values. You can either edit the value (click in the pencil icon) or delete it (click in the bin icon).



If you have any queries please contact us via <u>www.siteimpacts.com</u> and we will be happy to help.

Page 7 of 7 Version 1: 29/01/2014