

## Manual Data Upload Instructions

1. Open the Excel spreadsheet for the data category you would like to upload
2. Change the Timestamp. All monthly data is time stamped midnight the last day of the month. Monthly electricity data for October 2019 would be time stamped as follows:

31-10-2019 00:00:00

3. Enter/Paste the values in the value cell corresponding to the correct PI Tag
  - a. MAKE SURE THE VALUES HAVE NO COMMAS (TO CORRECT THIS HIGHLIGHT THE COLUMN AND SWITCH THE FORMAT TO GENERAL)
    - i. Incorrect: 32,000
    - ii. Correct: 32000
4. Doublecheck the values correspond to the correct PI-Tag
5. Save the upload tab on the Excel spreadsheet as a .csv file in the following location on the dual monitor desktop computer on the first floor of the Office of Sustainability:

Windows(C:) drive-----> "Project-pi" folder