



Systems Link user guide

Version 2

January 2024

Accessibility note:

This document contains screenshots from System Link platform. If you require support for accessibility reasons, please contact energyteam@admin.ox.ac.uk to arrange a training session.

Systems Link user guide

Systems Link is an effective utility management software that helps you monitor and control resource consumption, identify issues, reduce emissions and save on bills.

Through System Link you can monitor your energy bills (gas and electricity), water and waste disposal.

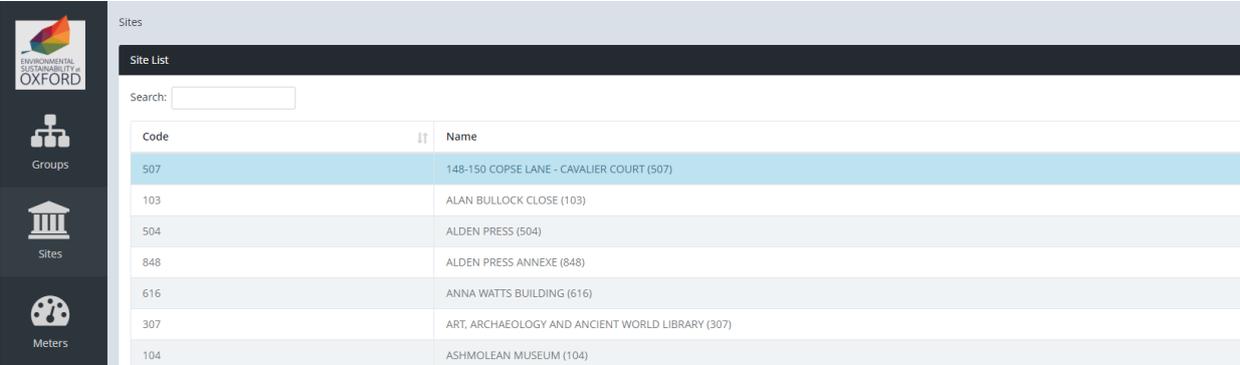
How to access Systems Link

To access the platform, please email energyteam@admin.ox.ac.uk. You should request the specific building(s) you would like access to. Please state the building code if you know it. You will only be given access to the building(s) that are relevant to your role.

You will be provided with a username and temporary password which you will need to change when you first log on to the system. Use these credentials to login to the platform.

How to navigate Systems Link

Once you have logged in, on the left-hand side, you can select 'My Sites' and choose which building you want to look at.

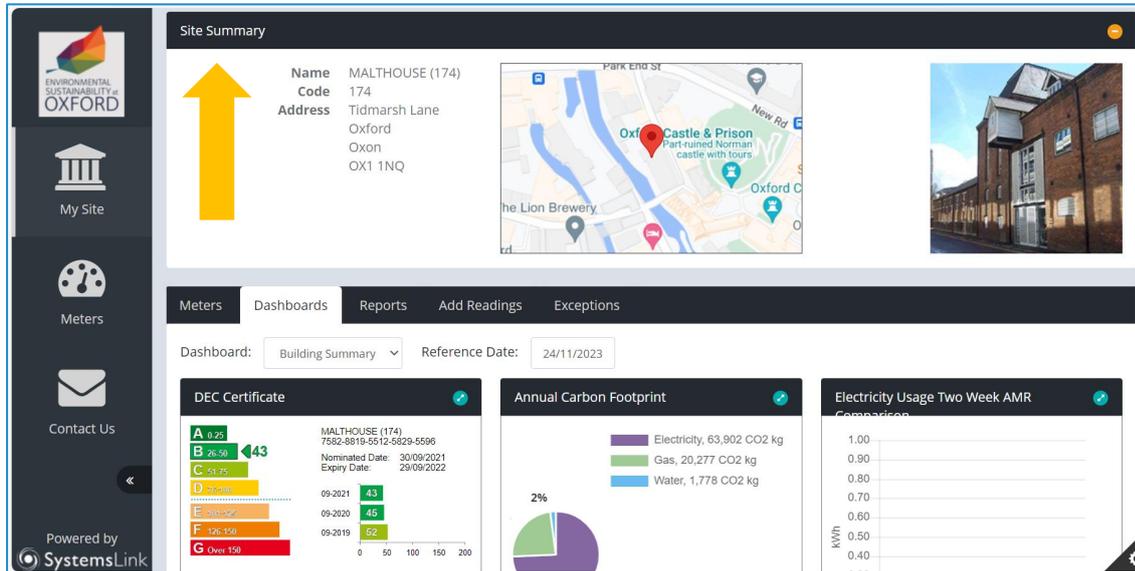


The screenshot shows the 'Site List' interface in the Systems Link application. On the left is a dark sidebar with three icons: a group of people for 'Groups', a building for 'Sites', and a meter for 'Meters'. The 'Sites' icon is highlighted. The main content area is titled 'Site List' and features a search input field. Below the search field is a table with two columns: 'Code' and 'Name'. The table contains the following data:

Code	Name
507	148-150 COPSE LANE - CAVALIER COURT (507)
103	ALAN BULLOCK CLOSE (103)
504	ALDEN PRESS (504)
848	ALDEN PRESS ANNEXE (848)
616	ANNA WATTS BUILDING (616)
307	ART, ARCHAEOLOGY AND ANCIENT WORLD LIBRARY (307)
104	ASHMOLEAN MUSEUM (104)

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Under 'Site Summary' it will show you the building name, code, address and location on the map.



Site Summary

Name MALHOUSE (174)
Code 174
Address Tidmarsh Lane
 Oxford
 Oxon
 OX1 1NQ

DEC Certificate

Grade	Score
A	0-25
B	26-50
C	51-75
D	76-100
E	101-125
F	126-150
G	Over 150

MALHOUSE (174)
 7582-8819-5512-5629-5596
 Nominated Date: 30/09/2021
 Expiry Date: 29/09/2022

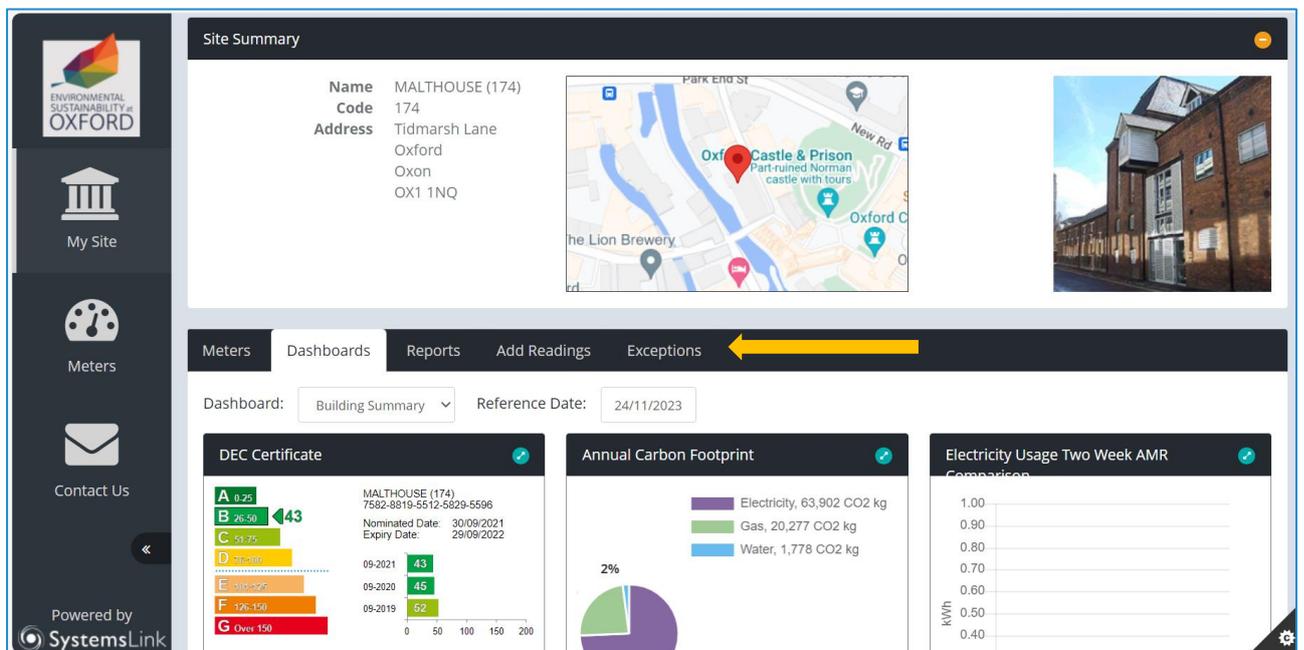
Annual Carbon Footprint

Category	CO2 kg
Electricity	63,902
Gas	20,277
Water	1,778

Electricity Usage Two Week AMR Comparison

Reference Date: 24/11/2023

Below 'Site Summary', you can access the metres, dashboards and reports for that building.



Site Summary

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Address Tidmarsh Lane
 Oxford
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 OX1 1NQ

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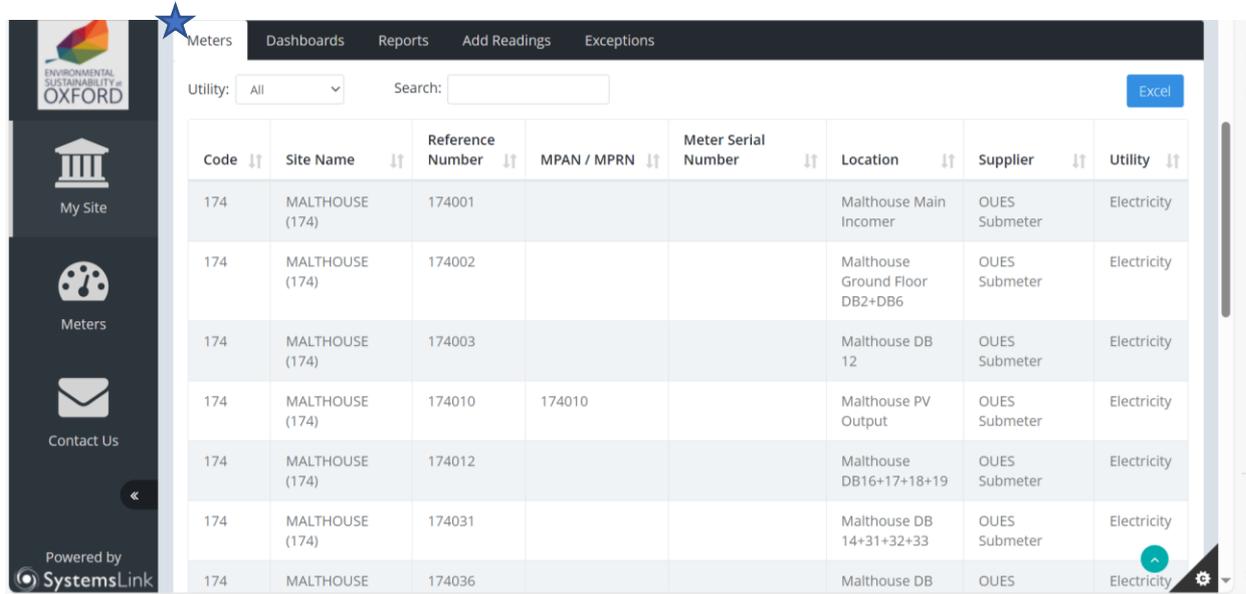
Electricity Usage Two Week AMR Comparison

Reference Date: 24/11/2023

To access all the metres in the building, click 'Meters' and you will see this page. You can view the reference number, location, supplier and utility of the meter here. You can also

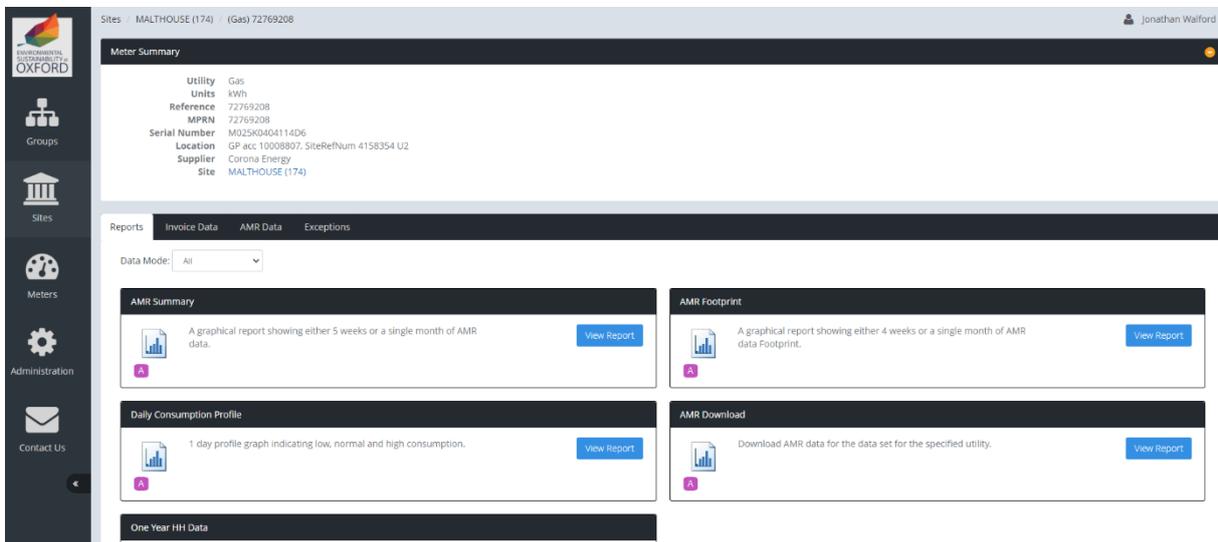
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view this data in an Excel file by clicking the blue 'Excel' button on the right-hand side of the page. The meters link to invoice and AMR (Automatic Meter Read) information.



Code	Site Name	Reference Number	MPAN / MPRN	Meter Serial Number	Location	Supplier	Utility
174	MALTHOUSE (174)	174001			Malthouse Main Incomer	OUES Submeter	Electricity
174	MALTHOUSE (174)	174002			Malthouse Ground Floor DB2+DB6	OUES Submeter	Electricity
174	MALTHOUSE (174)	174003			Malthouse DB 12	OUES Submeter	Electricity
174	MALTHOUSE (174)	174010	174010		Malthouse PV Output	OUES Submeter	Electricity
174	MALTHOUSE (174)	174012			Malthouse DB16+17+18+19	OUES Submeter	Electricity
174	MALTHOUSE (174)	174031			Malthouse DB 14+31+32+33	OUES Submeter	Electricity
174	MALTHOUSE (174)	174036			Malthouse DB	OUES	Electricity

To view AMR information, you will need to click on a meter that has AMR data, you will be given the reports to view if there is AMR.



Sites MALTHOUSE (174) / (Gas) 72769208 Jonathan Walford

Meter Summary

Utility: Gas
 Units: kWh
 Reference: 72769208
 MPRN: 72769208
 Serial Number: M025K0404114D6
 Location: GP acc 10008807, SiteRefNum 4158354 U2
 Supplier: Corona Energy
 Site: MALTHOUSE (174)

Reports Invoice Data AMR Data Exceptions

Data Mode: All

AMR Summary
 A graphical report showing either 5 weeks or a single month of AMR data. [View Report](#)

AMR Footprint
 A graphical report showing either 4 weeks or a single month of AMR data Footprint. [View Report](#)

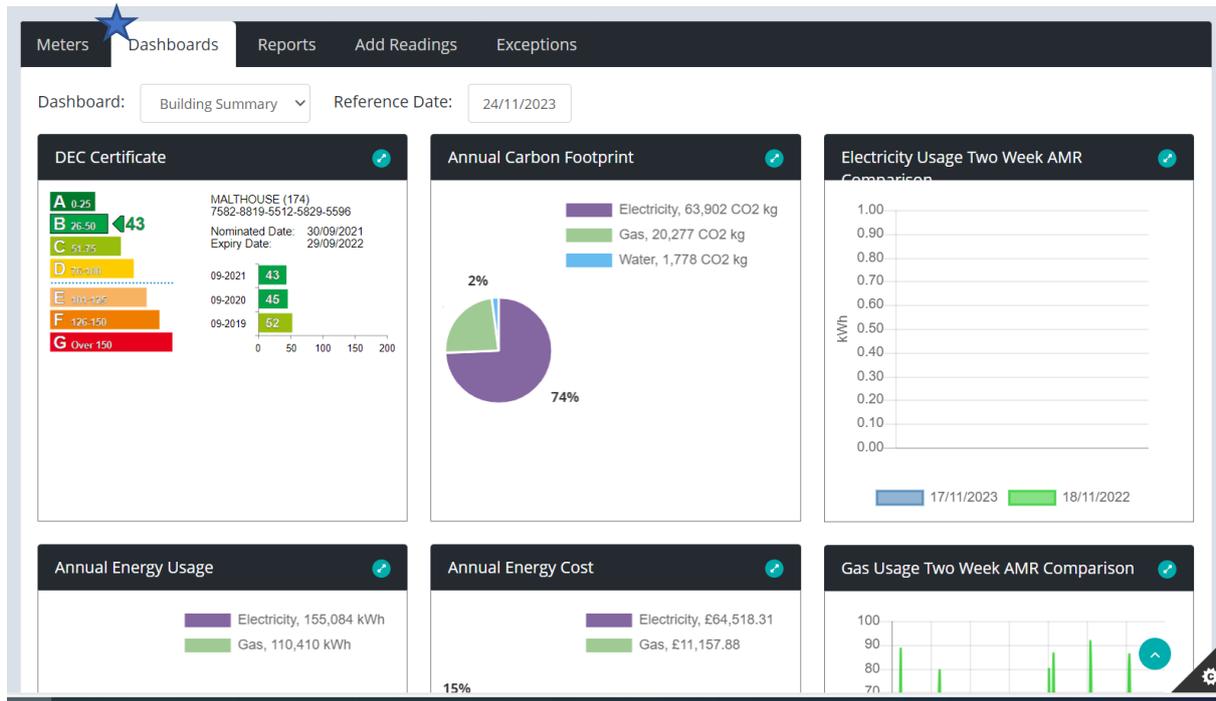
Daily Consumption Profile
 1 day profile graph indicating low, normal and high consumption. [View Report](#)

AMR Download
 Download AMR data for the data set for the specified utility. [View Report](#)

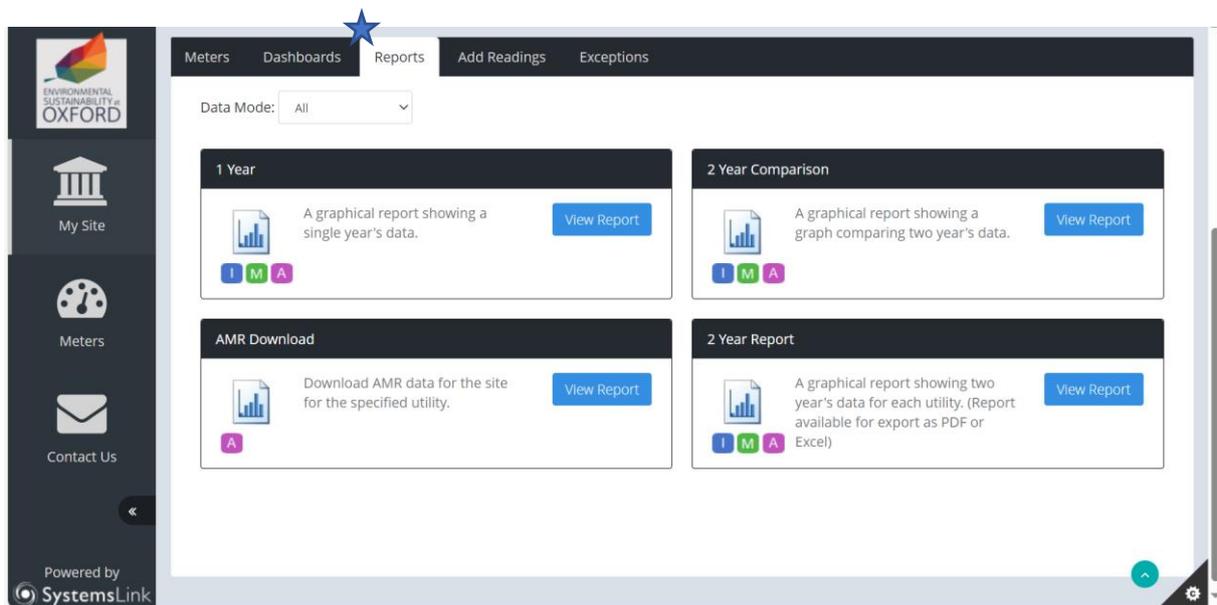
One Year HH Data

By clicking 'Dashboards', you can view different data about your building's energy, including its DEC (Display Energy Certificate), annual carbon footprint, annual energy usage and annual energy cost. You can also use the drop-down choice next to Dashboard to view invoices and utilities and alter the reference date to the period you want to view.

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By clicking 'Reports' you can access energy reports for the building.





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The Environmentally Sustainability team can offer support in engaging your building occupiers and communicating responsible resource consumption. Contact Sustainability@admin.ox.ac.uk for more information.

For any problems or questions with the System Link platform please email energyteam@admin.ox.ac.uk.