Systems Link user guide

Version 2

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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.
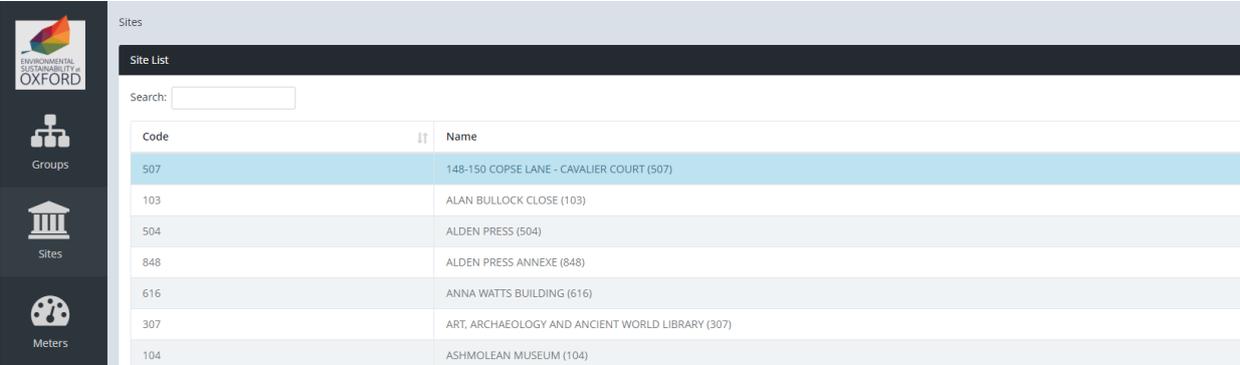
How to access Systems Link

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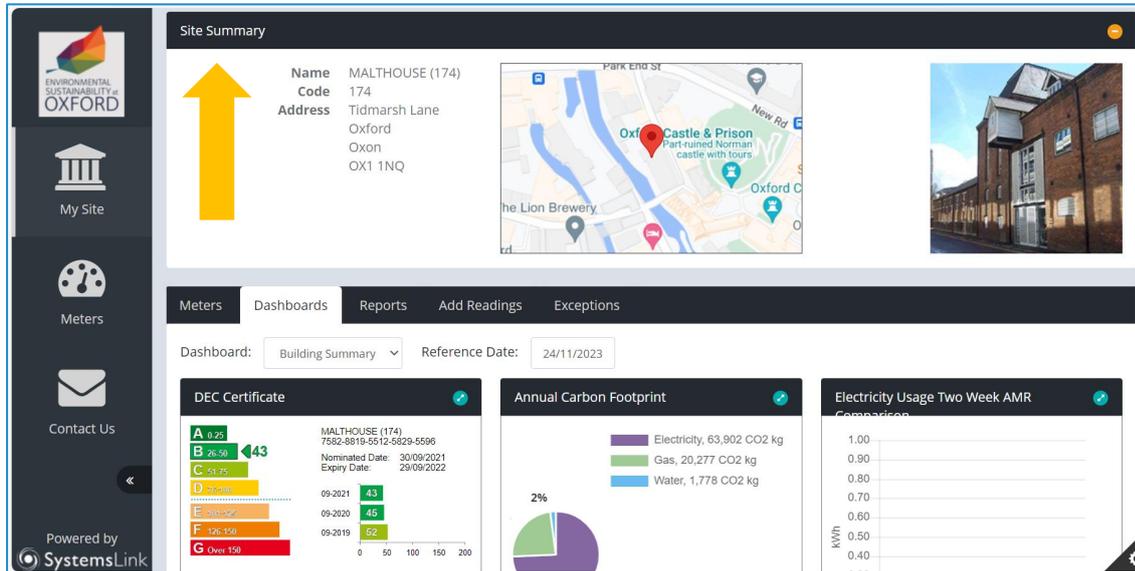
Under 'Site Summary' it will show you the building name, code, address and location on the map.

Below 'Site Summary', you can access the metres, dashboards and reports for that building.
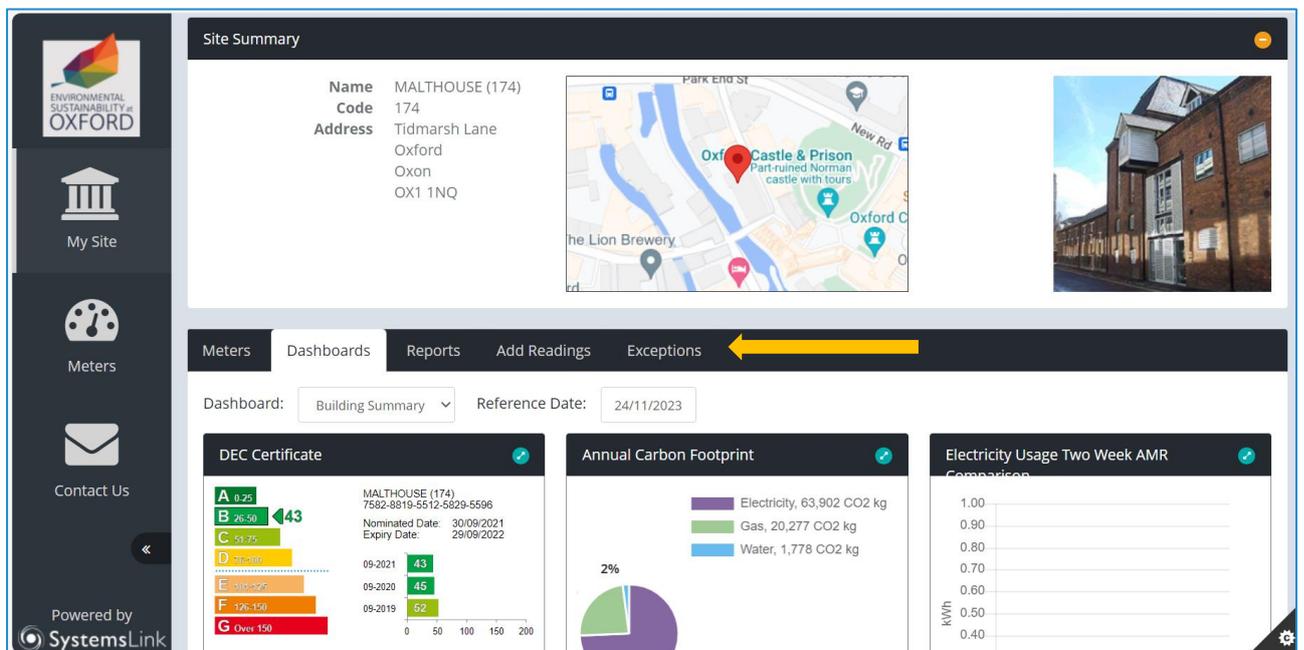
To access all the meters in the building, click 'Meters' and you will see this page. You can view the reference number, location, supplier and utility of the meter here. You can also
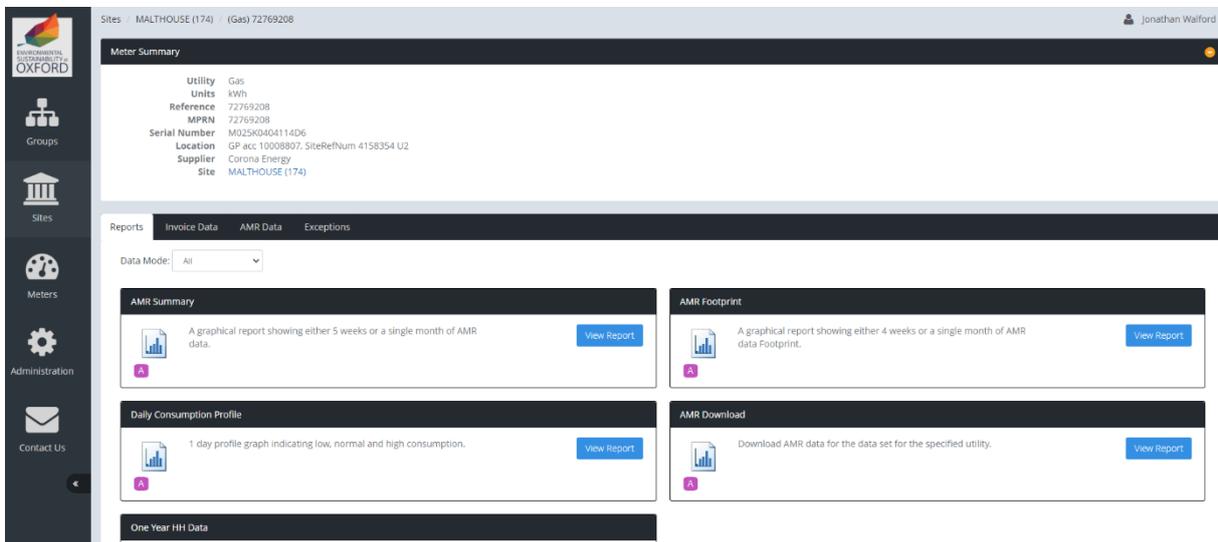
view this data in an Excel file by clicking the blue 'Excel' button on the right-hand side of the page. The meters link to invoice and AMR (Automatic Meter Read) information.

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.

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 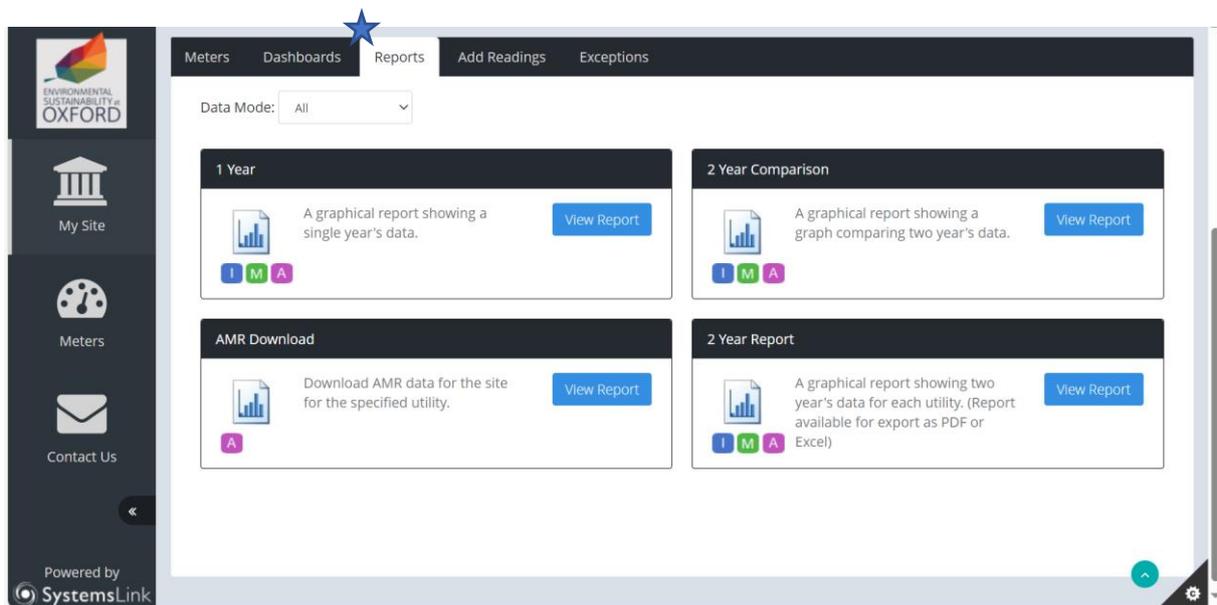use the drop-down choice next to Dashboard to view invoices and utilities and alter the reference date to the period you want to view.
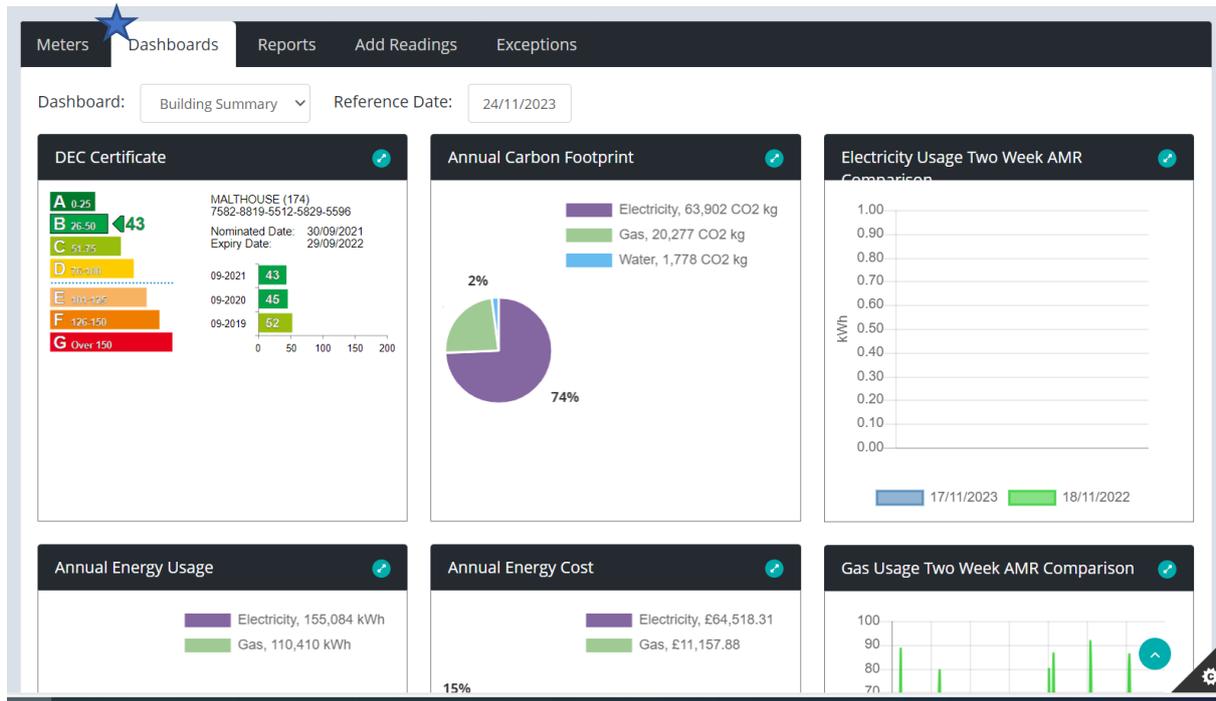
By clicking 'Reports' you can access energy reports for the building.

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 of questions with the System Link platform please email energyteam@admin.ox.ac.uk.