Content

Chapter 1. Introduction ........................................................................................................... 3
Chapter 2. Supported Browsers ............................................................................................. 4
Chapter 3. How to Login ......................................................................................................... 5
Chapter 4. Home Page .......................................................................................................... 10
Chapter 5. UI description ...................................................................................................... 11
  5.1 Common toolbar legend: .............................................................................................. 11
  5.2 Description of the Home Page work space .................................................................. 12
Chapter 6. Change settings ................................................................................................. 14
  6.1 Other Settings .............................................................................................................. 15
  6.1.1 Setting a Favorite Application Group or App ......................................................... 15
  6.2 Trash bin ...................................................................................................................... 16
  6.3 Help button .................................................................................................................. 17
Chapter 7. Working with an Application Group ............................................................... 18
  7.1 Create a New App ........................................................................................................ 18
  7.2 Add an existing App to an App Group ....................................................................... 20
  7.3 Search function .......................................................................................................... 21
  7.4 Filter function ............................................................................................................. 24
  7.5 Widgets & views ......................................................................................................... 26
  7.5.1 Linking widgets ...................................................................................................... 26
  7.5.2 Saving an App ....................................................................................................... 27
  7.5.3 Renaming your App .............................................................................................. 28
  7.5.4 Add widgets to your App ..................................................................................... 28
  7.6 How to configure a widget: ......................................................................................... 31
Chapter 8. Multi-Dimensions ............................................................................................ 34
Chapter 9. Asset tree view hierarchy .................................................................................. 35
Chapter 10. Generating reports .......................................................................................... 35
  10.1 Report output formats: ............................................................................................. 36
  10.2 Generating a report ................................................................................................... 36
  10.3 Understanding Consumption and Comparison Reports ......................................... 37
  10.3.1 Consumption Reports ......................................................................................... 37
  10.4 Comparison Reports ............................................................................................... 40
Chapter 11. Favorite and subscribed reports ..................................................................... 45
  11.1 Favorite report options ............................................................................................. 46
Chapter 12. Meters and entering meter data ...................................................................... 47
  12.1 Entering meter data .................................................................................................. 47
    12.1.1 Editing a meter reading: ...................................................................................... 48
    12.1.2 Deleting a meter reading: .................................................................................. 49
Chapter 1. Introduction

Welcome to Siemens Navigator.

Navigator is a cloud-based energy and sustainability management platform designed turning data into results across your entire building portfolio. The platform is customizable, allowing the user to achieve: energy, sustainability, and system performance targets. The purpose of this quick start guide is to give you a basic understanding of concepts with regard to the usage of each of the Siemens Navigator functions. The intention it to enable you to quickly come to grips with the more complex functionality as you gain experience in using Siemens Navigator. Simple steps are provided to help you in the following areas:

- Login
- The Common Toolbar
- Favorite tools
- View assets
- Change password
- Change Dimension
- Navigate and use Apps
- Meter types and entering meter readings
- Generate reports & Favorite/subscribed reports
- Use Analyze and create graphs

As a user you may have the following rights to the system which have been assigned to you. These will depend on the user level you have been given. If you require a different user level please contact your supporting Advanced Service Centre (ASC).

- Reading - Generate and subscribe to reports and display meter lists
- Writing - Enter and edit meter readings only (no meter exchange)
- Customize – dashboard

Navigator – the cloud-based energy and sustainability platform

Turning data into results across your entire building portfolio

If you require further functionality or support please contact your Advanced Service Centre (ASC).
Chapter 2.  Supported Browsers

The current version of Navigator is supported and compatible with the following browsers.

<table>
<thead>
<tr>
<th>Browser</th>
<th>Version</th>
<th>Compatibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>8</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>&gt; 10</td>
<td>Yes</td>
</tr>
<tr>
<td>Firefox</td>
<td>Current</td>
<td>Yes</td>
</tr>
<tr>
<td>Chrome</td>
<td>Current</td>
<td>Yes</td>
</tr>
<tr>
<td>Others</td>
<td>Not tested</td>
<td>-</td>
</tr>
</tbody>
</table>
Chapter 3. How to Login

Username and password are provided by your Advanced Service Centre (ASC).

Go to: https://eadvantage.siemens.com/

The Navigator login page: As an external user you must use your Username and Password to login.

You are directed to your landing page.

If you forget your password click Forgot password and you are given directions as to what to do next.
As an internal user you must use the Siemens user login:

You are directed to the CES login page

After your login is authenticated you are logged in. If you have multiple accounts, you are logged in through the account with the highest authorized level of access.
If you wish to change accounts immediately or at a later time click the **Settings** arrow and then click **Change user**.

Click the account you wish to change to in the **Change user** dialog box that opens.
The Submit button is shown. Click Submit

Your maximum login session is eight hours, however a session times-out after two hours of inactivity. Five minutes before the end of a session you get a reminder of the pending end of session. After eight hours you are automatically logged out and asked to re-authenticate.

If your user account has the SMS authentication option enabled, you must enter a one-time password, in addition to the normal username and password.
The one-time password/code is transmitted as an SMS to the mobile phone that is registered to the account.

To log in click **first log in** and a one-time password (OTP) editor with an OTP ID is shown. Within a few minutes you receive an SMS with the OTP that corresponds to this ID.

Type in the **OTP** received per SMS and click **log in**. When you are logged on, Navigator displays the applications and functions that are allocated to you. To logout click **Logout**.
Chapter 4. Home Page

On successful login your landing page by default is the lead application group in the favorites list assigned to you. Here in our example the Monitoring & Control overview. The currently displayed favorite is underlined in white.

Click the Home icon to display the Home Page. Your Home Page displays the Application Groups assigned to you. These are seen in the rows of tiles on your screen divided into groups set one above the other. These groups are titled with names that correspond with the horizontal list in the Common Toolbar above the Home Page. You can, however customize this Home Page further to suit your preferences.

The Application Groups within the Home Page are assigned to you by your administrator. All Application Groups that are available are shown within this view. The Application Groups shown depend on your access level and your service level agreement.

Click the home icon marked B as seen in the figure below. This opens/returns you to your home page.
### Chapter 5. UI description

#### 5.1 Common toolbar legend:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Common Toolbar</td>
</tr>
<tr>
<td>B</td>
<td>Home button</td>
</tr>
<tr>
<td>C</td>
<td>Favorites</td>
</tr>
<tr>
<td>D</td>
<td>Intranet</td>
</tr>
<tr>
<td>E</td>
<td>cRSP</td>
</tr>
<tr>
<td>F</td>
<td>Trash</td>
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<tr>
<td>H</td>
<td>My Account</td>
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<td>I</td>
<td>Help</td>
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<td>J</td>
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<td>K</td>
<td>Home Page</td>
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<td>L</td>
<td>Filter by</td>
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<td>M</td>
<td>Order by</td>
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<tr>
<td>N</td>
<td>Favorite button</td>
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<tr>
<td>O</td>
<td>Create new App</td>
</tr>
<tr>
<td>P</td>
<td>Favorite not selected</td>
</tr>
<tr>
<td>Q</td>
<td>Settings icon</td>
</tr>
<tr>
<td>R</td>
<td>Search Filter</td>
</tr>
</tbody>
</table>
5.2 Description of the Home Page work space

The Home Page shows all the Application Groups that are available to you. If you click a tile or a favor-ite, this then replaces the Home Page. Click an App in the Sidebar of an App overview and this App is displayed in your workspace.

You can search and filter Apps and you can bookmark any App as a favorite. The Apps are color coded for quick and easy search and recognition. The color of each App corresponds to its category. Tags are added to each App so that you can search for them easily.

It is possible to add Apps represented by the tiles in your Home Page according to your own specification. This is a specific feature of Navigator, you can configure a personal App to display available features in a customized format, for example Reports. You can add Apps to any of the displayed Application Groups with the exception of Monitoring & Control and Administration.
In Navigator Apps, widgets are used to display information (for example, a tree structure or a report). The widgets can be positioned and resized to suit your own preferences. Point the cursor at the abutting widgets and a line appears. Drag the line in the desired direction to resize the widget.

The App Sidebar displays the activation buttons for all the Apps contained in the App Group. To create more workspace on the screen for your widgets you can hide the App Sidebar by clicking the hide/unhide sidebar arrows.
Chapter 6. Change settings

You can make settings to your personal data in My Account, which is situated in the top right of the Common Toolbar.

Click the username to open the My Account drop-down then click My Account to open the My Account dialog box.

If you find discrepancies, you can correct the information and click Submit to save your changes. Click Reset to undo any changes that you have made in the immediate dialog box.
6.1 Other Settings

6.1.1 Setting a Favorite Application Group or App

To set an Application Group as a Favorite, simply click the unfilled star above the Application Group. A solid star signifies that the Application is already a Favorite:

You can also set an App as a Favorite. Simply click the unfilled star above the App:
6.2 Trash bin

The Trash bin is the collection point for deleted meters. Meters that are deleted from the Trash bin are only then irrevocably deleted from the application. All deleted meters are recorded in the Trash bin table seen in the Trash dialog box. The Trash bin table contains columns with the following headings:

- **ID** - Deleted meter identification
- **Icon** - The icon of the meter
- **Name** - Meter name
- **Node** - The last node to which the meter was attached
- **Path** - The path of the node to which the meter was last attached
- **Dimension** - The dimension from which the meter was deleted
- **Client** - The client to which the meter was attached
- **Deleted by** - The user who deleted the meter
- **Deleted at** - Date and time of deletion
6.3 Help button

The Help button gives you the following information:

- **Information:** Server version and Navigator version
- **My Contact:** Your administrator’s contact information
- **Handbooks:** Any documentation that your administrator makes readily available to you per download
Chapter 7. Working with an Application Group

7.1 Create a New App

Application Groups or App Groups are a specific feature of Navigator. Each App Group comes with a standard set of Apps but you can add your self-configured Apps to the App Groups. Click an App to open the dashboard, which is your workspace. You can configure your personal Apps based on features assigned to your account, for example assigned reports.

Step 1. To create a new App, click the Home button.
   The Home Page opens showing all the App Groups assigned to your account

Step 2. Navigate to the required App Group, for example Efficiency

Step 3. Click the Add App button

The Create new app dialog box opens. Here settings are made as follows:

1. Name: The name of the App
   Category: To assign the App to a selected category
   Public Tags: To tag 3rd Apps for ease of search
   Private Tags: To tag own Apps for ease of search

2. New App - Select existing App
3. Name
   Name the new App

4. Click Category to create or select a category from the drop-down list

5. Public tags are for Apps inherited through the system or assigned to you through, for example a package. Mark the App here with a hash tag # and unique self-explanatory name. This tag greatly facilitates the Search function.

6. Private tags are for Apps that belong to you. Mark the App here with a hash tag # and unique self-explanatory name. This tag greatly facilitates the Search function.

Note: Apps that you create are owned by you and can be edited at any time by you. You cannot edit Apps that you do not own. Apps that you inherit are owned by their creators.

Step 4. Click Save to confirm your settings.
7.2 Add an existing App to an App Group

Add an existing App to an App Group as follows:

Step 1. Click the Home button to open the Home Page

Step 2. Select the required App Group for our example Efficiency

Step 3. Click the Add App button

The Create new app dialog box opens

Step 4. Click the new App drop-down arrow and select the App from the list
Step 5. Click Save to confirm

7.3 Search function

Navigator offers the possibility to search for Apps, meter, nodes and tagged entries using the Search editor in the top right of the main window. The search engine searches the currently displayed view. Thus, for example a search started in the Home Page considers App Group names, App names and tags.

In the Home Page, as you write the search function returns findings that correspond to your entries.
Click the X search cancellation button and the view returns the Home Page.

It is important to tag all newly created or assigned Apps as this greatly facilitates the search function.
Another search example in the Asset tree:

The search is performed hierarchically from the search starting point, which is indicated by a check mark.
Search findings are displayed in a detailed table that provides information that is more individual with regard to your search parameters. You are able to carry out a search across an entire client.

### 7.4 Filter function

You can filter by different options to simplify a search for a particular App:

Select the option **Filter by Categories** and the categories control buttons are shown.
Clicking the **Category** option opens an accordion of buttons allowing you to choose from the different **App** categories. The accordion of buttons is filtered according to their categories and color-coded for easy recognition.

Clicking the **Favorites** option gives you a list of all **Apps** and **Application Groups** that you assigned as **Favorites** in the **Common Toolbar**.
7.5 Widgets & views

7.5.1 Linking widgets

It is good practice to make one Reporting widget the primary widget by linking your other widgets to it and setting up through this one widget thus all adjustments made to this widget is automatically carried out in the connected widgets, for example the resolution period set in the primary widget is automatically followed by all the widgets connected to it.

Click the Reporting widget’s Settings icon followed by the Communications button.

The Reporting view changes to the Communication settings - Reporting view: shown below. In Node selection click the Connect button then move (not drag) the cursor to the map or navigation tree or widget. In our example we use the map. The cursor changes when it crosses the boundary into the map widget thus:

Click once to confirm the connection when the cursor changes.
The **Node selection** changes to indicate the node to which it is linked. Click the close settings icon **X** to return to the **Reporting** widget view.

Point the cursor at the **Communications** button and a list of nodes linked to is shown. In our example the site map is shown.

### 7.5.2 Saving an App

- Save your changes to an **App** by clicking the **Save App** button.
- Select **Save view** as The **Save** view as text editor opens:
- Type a self-explanatory name into the text editor **View** name.
- Click **Save** to confirm. The new **App** appears in the **App** navigation bar.
7.5.3 Renaming your App

To save an App that you have customized click Save app as
Type a self-explanatory name for your App into the App name editor starting with a # tag and click save.

7.5.4 Add widgets to your App

When you have created an App in your Dashboard, the App is of course empty and must be populated with widgets. To do this carry out the following:

Click the Add widget button
The widget control bar appears. Click the widget you want in your App workspace, for example the Navigation tree widget.

This Widget tree opens immediately to full size in the work space.
Add a second widget to your **App** by simply dragging the icon of the widget you want, for example the **Reporting** widget, to the approximate required position in the workspace.

Once in the workspace the cursor changes thus while being dragged:

![Cursor while dragging](image)

When it arrives at a place where it can be dropped it changes thus:

![Cursor when dropped](image)

Now you can drop it in place.

There are now two widgets in the **App workspace**.
To delete a widget click the **Settings** icon to open the widget controls. Click the **Trash** icon.

7.6 How to configure a widget:

Once the selected widgets have been created and saved within the App, the widgets are now ready for configuration.

Avoid 

Following the steps to create the report will differ depending on the report you have selected.

Click the **Reporting** widget’s **Report** button (it looks like a magic wand): You are directed to the **Settings – Reporting** view. Here you complete the information:
Click the **Node selection Tree** to set the required report level within the **Tree** structure.

The **Generate reports** view opens. Select the report that you require from the drop-down list.

Under **Generate Reports** set the following:
- Period mode
- Start date
- Period
- Resolution
- Meter type

Click **Next**
Under **Select benchmark** make your benchmark settings and click **Generate report**.
Chapter 8. Multi-Dimensions

The multi-dimensional feature allows you to see the different Context node structures. Click on a different 'Dimension' and the current Context node structure is replaced in the view with a Context node structure based on the criteria of the dimension chosen. You can change the views according to the Context node structure that you want to see.

Follow the steps below to select the dimension you wish to view:

Step 1. Click the home button
Step 2. Click the Assets App
Step 3. Click the list of dimensions drop-down arrow

Step 4. Select the dimension you wish to use from the drop-down list.

The Context node structure changes to the selected view in the Asset tree.

Example: Select the available Dimension from the drop down box
Chapter 9.  Asset tree view hierarchy

The Asset tree view contains all of your data points and allows you to navigate through your data in an organized fashion.

Navigator has several different node types to visualize your data. The following is a display of the levels and their names:

Customer: Highest level node context, which displays the name of your company or organization.

Country: This node type is used as an additional node type for reporting. (This is only available when using a Multinational dimension and is used for comparison reporting).

There are other node types available here, for example Business unit & Region.

Building Pool: Typically a town, urban district, or is geographically where a number of sites are located.

Site: Usually comprises a number of separate buildings with all of the objects contained within the site grouped together.

Object: Typically an individual building belonging to a site. However, it can also represent an organizational unit or cost center.

There are other node types available here, for example System Subsystem & Equipment.

Element: Any specific part of an object.

Sub elements 1 & 2: Are used for supply (supplier and utilities and then cost and account meters).

Meter: A physical point of measure.

Chapter 10. Generating reports

Within Navigator you can, generate and subscribe to energy consumption and comparison reports or environmental reports.

You can generate reports for individual meters or for nodes (including any sub-nodes they contain), where meters of the same type are automatically summarized.

You can also subscribe to any report at a given interval. Favorite reports can be configured by all users and allow the option of having a report sent directly to their mailbox at a defined period.
10.1 Report output formats:

- **HTML**: The report is presented in a separate browser window, and is not downloadable. Optimized for quick, on-screen viewing.

- **PDF**: Depending on browser settings, the report is presented in a separate browser window or offered for download. Graphics are displayed on separate pages. Optimized for printing and archiving.

- **CSV**: The report is presented in a separate browser window, and can be downloaded and stored. Optimized for further use in other programs (presented without formatting in ASCII format), e.g. for import into databases and spreadsheets.

10.2 Generating a report

First select an object in the tree that you would like to report on, in our example a Meter report. Once you select an object the Generate reports option is shown on the right hand side.

Select the meter that you want a report on and click the Generate reports button. Select your meter from the meter drop-down list.

Enter the **Start date** and **End date** using the calendar editor to select the report period.

Mandatory settings are marked with an asterisk (*).

Set the **Resolution** i.e. the regularity of reading times within the generated report, daily, weekly, monthly, etc.

Set the **Output format** (examples see above).

Click **Finish**.

The report is presented in a separate window and offered for download.
10.3 Understanding Consumption and Comparison Reports

There are many report types available within Navigator. For the purpose of this document we will show the two basic report types Consumption Reports and Comparison Reports.

10.3.1 Consumption Reports

Consumption reports aggregate/sum-up data below the object you have selected in Navigator’s Tree View. For example, if you select a Site and Sub-meters you sum up all Sub-meters within that site into a single report.

If you click the Aabachastrasse object and run a report you aggregate all the data from the meters within it. In this case just Wärme AA18 a+b.

Should you wish to run a level higher in the tree simply click that level for example, if you click the Schweiz pool you aggregate all data for all sites found within the Schweiz pool.

The most common consumption reports:

- Main Consumption
- CO2 Emissions
- Detailed Consumption
- Electricity Load Profile Day, Week, Month, Year
Example: **Main consumption** report (Consumption Overview Report US)
First select an object in the tree that you would like to report on. The **Generate reports** option is shown on the right hand side. Find the **Main consumption** report. Click **Generate reports**.

⚠️ **Mandatory settings are marked with an asterisk (*)**.

---

Enter the **Start date** and **End date** using the calendar editor to select the report period.
Set the **Resolution** i.e. the regularity of reading times within the generated report, daily, weekly, monthly, etc.

Set the **Meter type**.

Set the **Output format** (examples see above).

Click **Next**.
Keep reference area in m²/ft², and click **Finish**. If there is m²/ft² entered into Navigator then the main consumption will provide energy per m²/ft².

The report is generated.

---

**Report Note:** Some reports will provide different resolution options this depends on the report, rolling and static are examples of this and are explained below.

- **Rolling** - Reports use today's date in combination with the period. If the period of the report is less than the time from the start date, then the start date is taken as today's date period.
- **Static** - Reports will have the resolution taken from the start and end date period.
Example of generated report Main consumption
1. **Headers** - Shows Report Name, Start/End date, Resolution, and Node Level.

2. **Overview and Media Tabs**

   - Provides an overview of all media chosen for main consumption meters and shows all energy types converted to a measuring unit in order to stack consumption for the specific time period.
   - Performance Indicator Tab – Gives consumption per square foot (Square foot must be included within the property of the node).
   - Create PDF – The Create PDF button is at the top of all HTML reports. This is useful for converting reports to PDF form to print/email/share with others.
   - Sorting data – HTML reports are sortable by clicking on the green column headings in the table.

3. **Headers** - Shows Report Name, Start/End date, Resolution, and Node Level.

4. **Overview and Media Tabs**

### 10.4 Comparison Reports

Compare specific data points or objects within the tree. For example, if you select a building pool you can compare all the sites within the building pool.

If you run a comparison report on the **Site Zug** you are able to compare all the objects that are within that specific node from **Aabachstrasse** through **zyx_test_budget**.

**Most Common Comparison Reports:**

- Detailed Consumption Week Profile Portfolio Compare Standard PI
- Meter Compare Trend Portfolio Compare
- Portfolio Compare CO2
- Portfolio Budget
- Portfolio Budget Cumulative
- Portfolio Cost Budget
- Energy Star Score Tend
- Portfolio Compare Energy Star Weather Normalization
- Demand Flow Plant Performance
Example: Portfolio Compare Report

Begin by selecting a building pool in the tree that you would like to report on. Once selected, the Generate reports option is shown on the right.

Click Generate reports.

General report information required for all report generation:

Step 1. In the drop down menu select Portfolio Compare report.
Step 2. Select Start and End date.
Step 3. Select Meter type (This will take into consideration only these meters for this report).
Step 4. Select Output format (HTML, PDF, CSV, XLS, PPT).
Step 5. Select KPI (Reference Area in ft²)

Step 6. Click Next

Step 7. Select the object type – refers to the comparison of the building pool node, the site node, the object node or the element node.

Click next.
Step 8. Select filter type – If this is configured for your account you can filter specific building types for your report. You can pick and choose which buildings you want to see based on the filter that is applied to it. Filters must be set up in the site node for this selection. If you do not select any filters, all applicable buildings will appear in the report.

Step 9. Click Finish.
1. Header – Displays report name, start/end date, resolution and node context.

2. Overview tab – Shows all energy types (electricity and heat totals) converted to a common unit of kBtu in order to stack consumption for the specific time period.

3. Fuels, district heating tab – Only shows gas in units of MMBTU.

4. Electricity tab – Only shows electricity in units of kWh, this report is run on the main meters so it gives a breakdown of on/off peak consumption.

5. Water – here shown in gallons.

6. Performance indicator tab – Gives consumption per square foot. (square foot must be included within the property of the node).

7. Create PDF – The Create pdf button is at the top of all HTML reports. This is useful for printing/emailing/sharing with others.

8. Sorting data – HTML reports are sortable by clicking the green column -headers.
Chapter 11. Favorite and subscribed reports

Favorite reports can be configured at the node or meter level. They allow the option of having a report sent directly to your mailbox at a defined period. Reports can be subscribed to in the form of hourly, daily, weekly, monthly, quarterly, half-yearly or annual e-mails. The reports are transmitted as PDF files for saving and printing, or in CSV format (ASCII) for further editing.

The steps for the actual resolution for the report will differ as this depends on the report type for example to generate a main consumption report there are 3 steps, for a detailed consumption report there are 6. This does not alter the steps below.

Simple steps to create a favorite and a subscribed report:

Step 1. In the Asset Tree, click the desired node (such as a Pool) or meter. To the right of the Asset Tree, under the tabs Data and Details, meter (or node) specific information is shown.

Step 2. Under the Data tab, click Favorite reports.

Step 3. The Favorite reports table is shown.

Step 4. Click Add, the Favorite reports editor is shown, the edit box layout varies depending on the type of report required.

Step 5. Select your report from the drop down box.

Step 6. Complete the fields up to the Send check mark box option (at this point you may decide to subscribe to this report for yourself and several other recipients) if yes go to step 7, if not click Next and move to step 8.

Step 7. Select E-Mail option (further options appear below) complete these options. To add a recipient, Click Add and an additional recipients window appears, insert e-mail address of all recipients.

Step 8. Click Next after which the Select benchmark indicator is shown, make your benchmark settings and click Next.

Step 9. Make sure your settings are correct and click Finish (Window will return to Favorite reports).

Step 10. Your new favorite report appears in the Favorite reports table.
11.1 Favorite report options

- **Send to**: Name of the person to whom the report should be sent by e-mail. Various people can be selected depending on the role of the user adding the report.
- **Meter type**: Type of meter to be included in the report.
- **Creation interval**: How often should the report be generated.
- **Period**: For what amount of time should the report be created.
- **Resolution**: How often should the report be created?
- **Start date**: The date the first report should be generated.
- **Offset**: This only has an effect when the content is rolling. This configures the end date of the report. So if '1 month' is set then the end date will be today minus one month.
• **Content:** 'Rolling' reports use today's date in combination with the period. If the period of the report is less than the time from the start date, then the start date is taken as today's date - period. When 'Fixed' is selected, the period is always from the start date. From 'Year to Date' the period is always from the 1st January of the current year

• **Send:** Place a check mark here to send the report by email.

• **Output Format:** Defines the format of the report.

• **First Delivery:** Sets the date and time of the first delivery.

• **Additional recipients:** Here extra email addresses may be entered for users who wish to receive the report.

• **Deleting Favorites:** A favorite may only be deleted by the owner. This will remove the report for all users and the report will no longer be sent.

**Chapter 12. Meters and entering meter data**

All meters in Navigator are tagged with a meter type to help report on the various data types. The available meter types and a brief description can be found below:

• **Billing meters:** These can be used to enter the consumption as reported in the utilities company bill.

• **Other meters:** Other meters register other consumption and media data (e.g. outdoor temperature).

• **Virtual Meter:** Often used to avoid installing a real meter for cost reasons, this meter does not physically exist but represents a calculated value. You can define virtual meters as main or sub-meters.

• **Exchange meter:** Used for meters that need to be replaced on site, Navigator includes a meter replacement function, which allows you to document the process, at the same time ensuring the continuity of the data.

• **Multi-rate meters:** These are electricity meters with separate registers for power and consumption, or for different tariffs. Selecting one meter type will group the report to include only those meters. You can select more than one by holding shift and clicking on another type.

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It is important to note that selecting more than one meter type (i.e. sub-meter and main meter) could result in double counting of your energy usage.

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**12.1 Entering meter data**

**There are two options to add meter data:**

1. If you have a limited amount of data for a single meter.
2. Entering multiple meter readings where you have many readings for many meters.

**Entering manual meter readings:**

1. In the tree view, click the meter for which you want to enter a reading. It is then highlighted.
2. Click the Meter reading button on the right-hand side of the application workspace.
3. Select the reading date by clicking the calendar editor and then enter the Meter reading.

Click **OK** to add the entered value to the list of readings for the particular meter.

The system checks the entered value for plausibility. If not, a system message is shown.

**Viewing meter readings:**

4. To view a previous reading, click the eye icon symbolizing details under options.
5. If you want to view an earlier reading, first click **Show** all readings, then click the corresponding eye icon.
12.1.1 Editing a meter reading:

1. If you want to edit one of the last three readings, click the corresponding pencil icon symbolizing Edit under options. If you want to edit an earlier reading, first click Show all readings, then click the corresponding edit icon.

2. You can edit the reading date and meter reading.

Click OK to add the changed value to the list of readings for the particular meter. The system checks the entered meter reading for plausibility. If not, the system will present a message.
12.1.2 Deleting a meter reading:

You can delete readings from meters for which you have access rights. To delete one of the last three readings:

1. Click the corresponding delete icon (X) under options.
2. The warning “Do you really want to delete this reading?” is presented.
3. Click **OK** to delete the reading, or **Cancel** to stop it being deleted.

Entering Multiple Meter readings:

In the **Monitoring & Control App Group** click the **My Meters** App

- **Meter List**: Displays the name of and path to the selected node.
- **Display options**: This is an option button provided to select which meters you want to view (within the node you have selected).
- **Reading date**: You can select a reading date that applies to the whole meter list.
- **Due date**: Choose whether to list only meters that are due for reading, or to list all meters.
- **Meter affiliation**: Display **My meters** displays only the meters within the node for which you are the contact person, or you can click **display all meters**.
- **Nodes without meters**: These can be presented in the list or not (e.g. for the purpose of an overview).
- **Print**: Click the **Print view** button to display a printable view (DIN A4) of your meter list.

To insert multiple readings:

1. Click the calendar icon under **Reading date** to select a reading date that applies to the whole list. However, you can also define an individual date for each meter.
2. Click **Update** to apply the selected criteria to the displayed list.
3. For each node, the list indicates the node type (e.g. **Site**) as well as the node’s path and address.
4. Enter your readings in the correct meter readings box.
5. Once you have completed this click **OK** found at the bottom of the page.
The first column shows the meter name and meter number (optional on entry). You can select an individual reading date for each meter: Click **Option** to the left of the date box in the new reading date column, and select a date, using the calendar icon.

- The date defined under **Reading date** (see above) applies to all other meters.
- The **Last meter reading** column shows the date and value of the last meter reading.
- You can enter a new reading for each meter in the **Meter reading** column.
- In the **Reading reminder** column you can define the reminder interval for each meter.
- **Remarks** are optional to enter.
- Click **OK** at the end of the list to confirm the entries. Click **Cancel** to discard the entries.
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