



# Meter Validation Reports

# **A guide to understanding Meter Validation reports.**

You can use Meter Validation reports to check that Real-Time Online is reporting accurately on your meter readings and detect any discrepancies. This guide will take you through the steps of running a report to validate your meter readings.

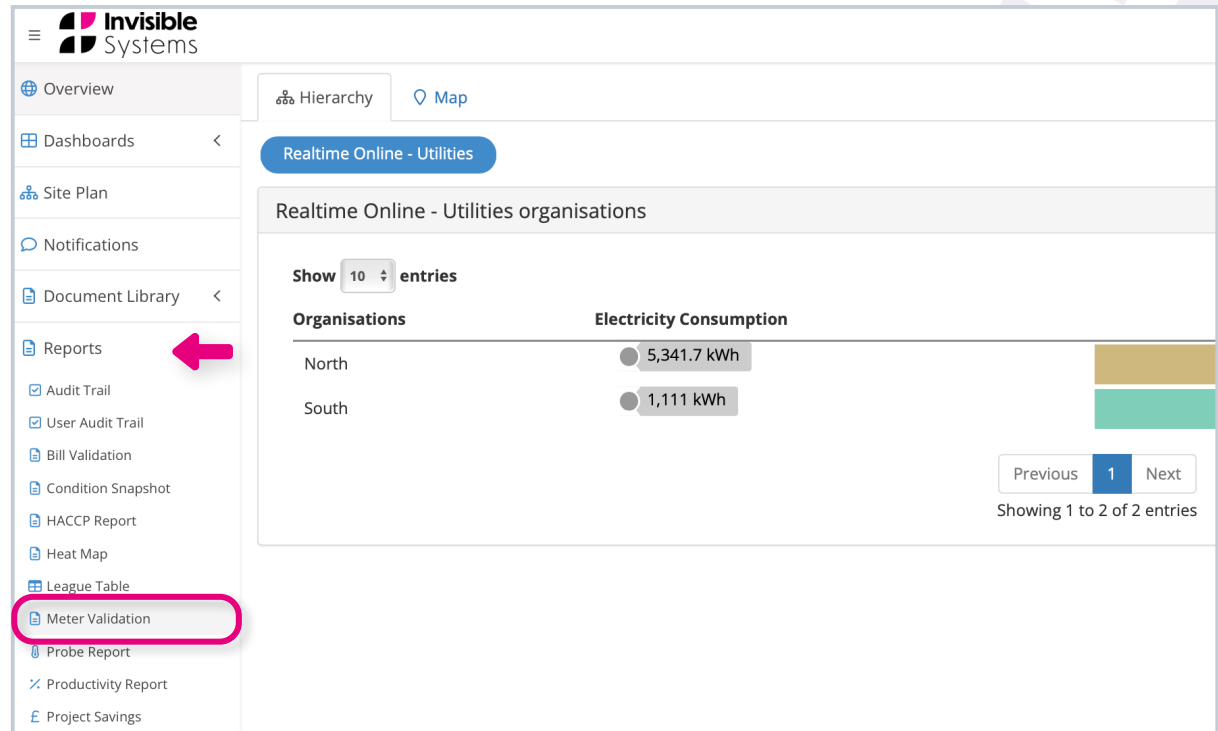
# Step 1

Click 'Reports' in the side menu, then select 'Meter Validation'.

# Step 2

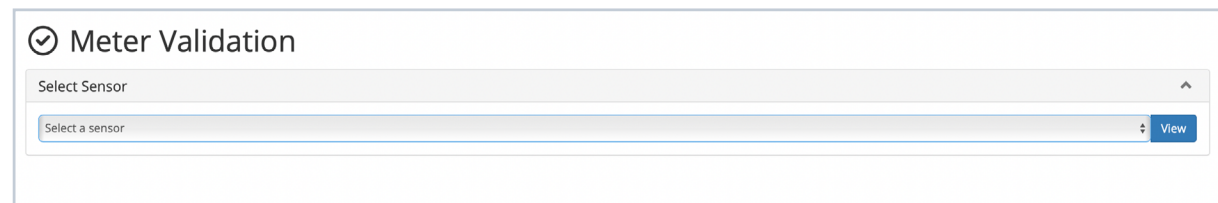
Use the drop-down menu to select which sensor you want to validate readings for.

Click 'View'.

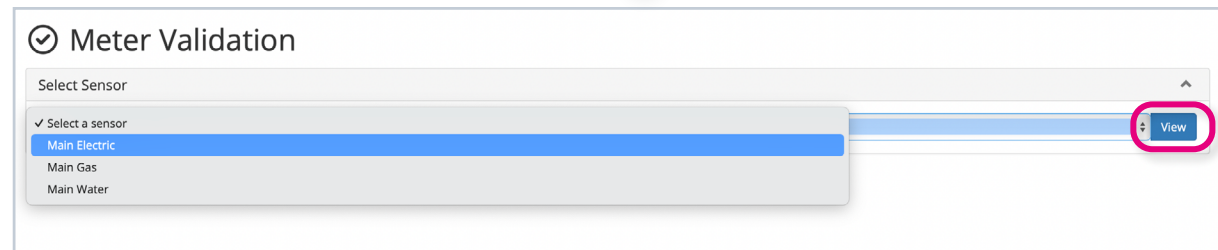


The screenshot shows the Invisible Systems dashboard. On the left, the 'Reports' menu is highlighted with a red arrow, and 'Meter Validation' is circled in red. On the right, the 'Realtime Online - Utilities' section displays a table of electricity consumption for 'North' and 'South' regions. The 'North' region shows 5,341.7 kWh and the 'South' region shows 1,111 kWh. A 'View' button is visible in the bottom right corner of the table.

Organisations	Electricity Consumption
North	5,341.7 kWh
South	1,111 kWh



The screenshot shows the 'Meter Validation' form. The 'Select Sensor' dropdown menu is open, showing a list of sensors: 'Main Electric', 'Main Gas', and 'Main Water'. The 'View' button is visible in the bottom right corner of the form.



The screenshot shows the 'Meter Validation' form with the 'Main Electric' sensor selected. The 'View' button is circled in red, indicating the next step in the process.

## Step 3

On this page, you will see a table containing your previous meter readings.

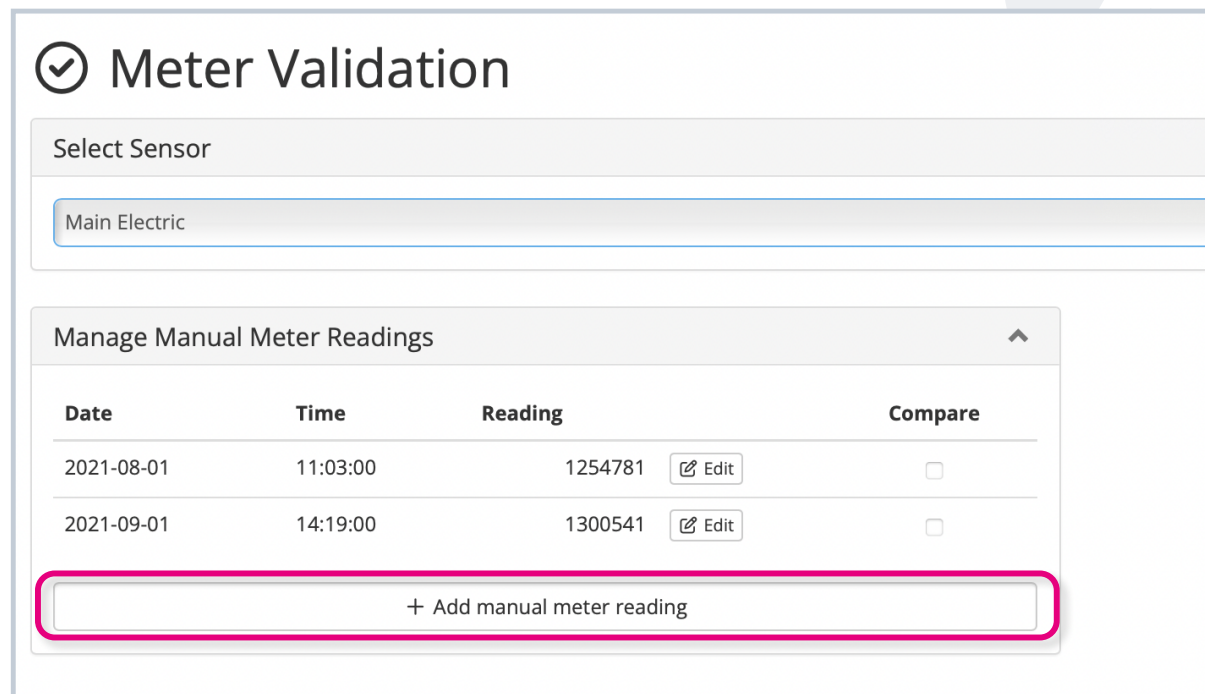
You should take readings at an agreed interval of time (e.g. on the 1st of every month) and upload each reading to this page.

To add a new meter reading, **click 'Add manual meter reading'**.

## Step 4

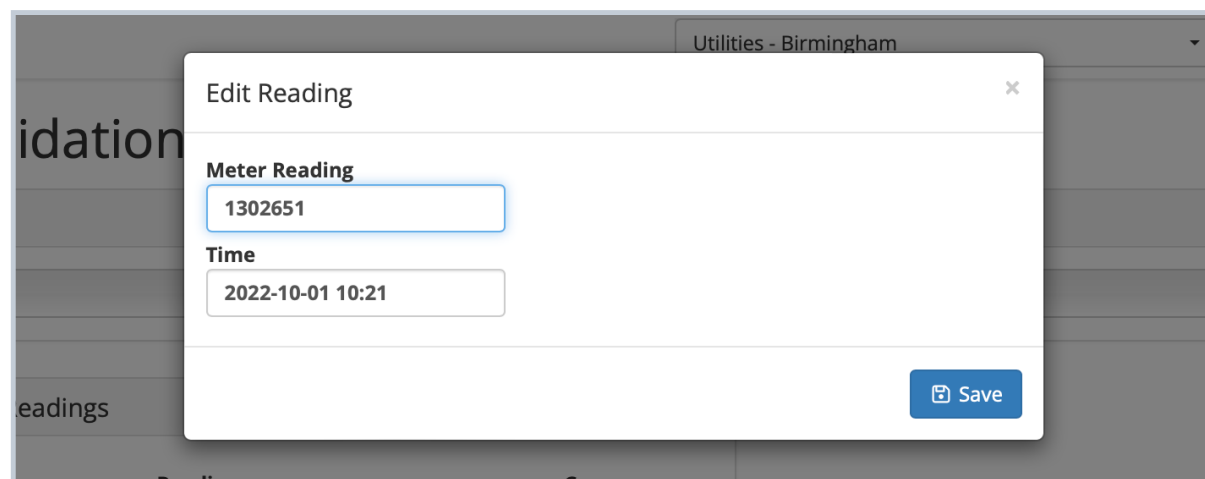
**Type in the meter reading.** You can also **change the time and date** if the reading was taken at another time.

Once you've entered the reading details, **click 'Save'**.



The screenshot shows the 'Meter Validation' page. At the top, there's a 'Select Sensor' dropdown menu with 'Main Electric' selected. Below this is a section titled 'Manage Manual Meter Readings' which contains a table of previous readings. At the bottom of this section is a button labeled '+ Add manual meter reading' which is highlighted with a red rectangle.

Date	Time	Reading		Compare
2021-08-01	11:03:00	1254781	<a href="#">Edit</a>	<input type="checkbox"/>
2021-09-01	14:19:00	1300541	<a href="#">Edit</a>	<input type="checkbox"/>



The screenshot shows an 'Edit Reading' modal window. It has two input fields: 'Meter Reading' with the value '1302651' and 'Time' with the value '2022-10-01 10:21'. A 'Save' button is located at the bottom right of the modal.

Utilities - Birmingham

Edit Reading

Meter Reading  
1302651




Time  
2022-10-01 10:21

Save

## Step 5

The new reading will be added to the Meter Validation table.

You can edit a reading at any time by **clicking the 'Edit' button** next to it.

Manage Manual Meter Readings				
Date	Time	Reading		Compare
2021-08-01	11:03:00	1254781	 Edit	<input type="checkbox"/>
2021-09-01	14:19:00	1300541	 Edit	<input type="checkbox"/>
2022-10-01	10:21:00	1302651	 Edit	<input type="checkbox"/>

## Step 6




To validate the meter readings, you need to **compare two or more of them**.

Under the 'Compare' column, **check the box next to each of the sensors** you want to compare.

✓ Meter Validation

Select Sensor

Main Electric

Manage Manual Meter Readings				
Date	Time	Reading		Compare
2021-08-01	11:03:00	1254781	 Edit	<input checked="" type="checkbox"/>
2021-09-01	14:19:00	1300541	 Edit	<input checked="" type="checkbox"/>
2022-10-01	10:21:00	1302651	 Edit	<input checked="" type="checkbox"/>

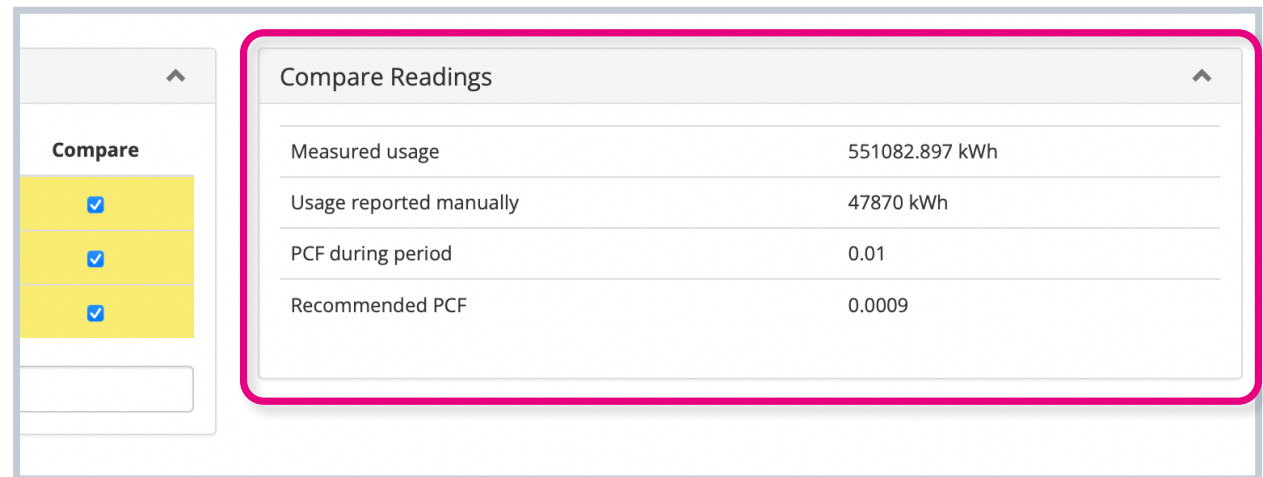
+ Add manual meter reading

# Step 7

A new section will appear on the page with **details of the compared readings**. This includes the energy usage measured by Real-Time Online and the energy usage measured by the manual meter readings.

The **'Recommended PCF'** (Pulse Conversion Factor) **indicates any discrepancy** between the two readings.

**Please note:** A very small difference is likely in all cases, e.g. here, the recommended PCF of 0.0009 is nothing to worry about.



Compare Readings	
Measured usage	551082.897 kWh
Usage reported manually	47870 kWh
PCF during period	0.01
Recommended PCF	0.0009

**If you require any additional training, please contact**  
**[help@invisible-systems.com](mailto:help@invisible-systems.com)**

