



Snapshot Reports

A guide to understanding Snapshot reports.

Snapshot Reports let you look at the energy consumption of meters or counters over a certain period of time. This guide will take you through the steps of generating a report, as well as show you how to schedule a report to be sent to the relevant people.

Step 1

Click 'Reports' in the side menu, then select 'Snapshot Report'.

Step 2

You will be taken to the Snapshot Report page. This is where you'll be able to generate data for your meters and counters within a set time period.

Under 'Report Options', you can generate your report...

The screenshot shows the Invisible Systems dashboard. On the left, the 'Reports' menu is highlighted with a red arrow. The main content area displays 'Realtime Online - Utilities organisations'. It features a table with two columns: 'Organisations' and 'Electricity Consumption'. The table shows data for 'North' (3,657.9 kWh) and 'South' (1,934.8 kWh). A search bar is visible on the right, and pagination controls at the bottom indicate 'Showing 1 to 2 of 2 entries'.

Organisations	Electricity Consumption
North	3,657.9 kWh
South	1,934.8 kWh

The screenshot shows the '£ Snapshot Report' page. The 'Report Options' section is highlighted with a red box. It includes a description of the snapshot reports, a date range selector (Period: 2023-01-04 - 2023-01-04), a sensor selector (Sensors: Nothing selected), and a 'Generate Report' button. Below this, a table header is visible, but the table is empty, displaying 'There is no data to display for this report'. A footer section provides additional information about the report's date range and links for more details.

Report Options

The snapshot reports allows a date range and set of sensors to be selected, and then displays the usage and cost of usage over that time period for the given sensors.

Period: 2023-01-04 - 2023-01-04 Sensors: Nothing selected Generate Report

Snapshot report for Hospital : Tuesday 3rd January 2023 to Wednesday 4th January 2023

Name	Utility Type	Units	CO ₂ e	Est. Value
There is no data to display for this report				

The snapshot reports displays the usage and cost of usage over time, for the selected sensors.

The date range represents the bounds of the report, from midnight of the start date, Tuesday 3rd January 2023 00:00 until midnight of the end date, Wednesday 4th January 2023 00:00. For example 1st Jan to 2nd Jan would represent 1 day's usage, covering only 1st Jan.

For producing individual snapshot reports [click here](#)
For configuring the email schedule [click here](#)

To tailor your report:

- Next to 'Period', **choose the time period you want to focus on** by selecting a start and end date. To make a selection, first click on your desired start date, then click on an end date. Your time period will be highlighted in blue. Once you're happy, **click 'Apply'**.

Please note: The selection you make will be from midnight of the start date until midnight of the end date. So, if you wanted to see the usage for a single day, e.g. the 1st January, you should pick a start date of 1st January and an end date of 2nd January.

£ Snapshot Report

Report Options

The snapshot reports allows a date range and set of sensors to be selected, and then displays the usage and cost of usage.

Period: 2023-01-04 - 2023-01-04 Sensors: Nothing selected Generate Report

< Nov 2022 Dec 2022 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

2022-11-01 - 2022-11-30 Cancel Apply

Wednesday 4th January 2023

Units
There is no data to display for this
selected sensors.
update, Tuesday 3rd January 2023 00:00:00
Jan.

- Next, **choose which sensors you want to see energy usage for**. Click **'Select all'** at the top of the drop-down menu to select all of the sensors, and click **'Deselect All'** to remove the selection.

Please note: When doing this, your drop-down list may also contain totals for certain sensors, e.g. if you had three sensor points in one location, the list may show the three separate sensor points PLUS the total for these three sensors. In these cases, you should deselect the 'total' option to avoid double counting.

- Click **'Generate Report'**.

£ Snapshot Report

Report Options

The snapshot reports allows a date range and set of sensors to be selected, and then displays the usage and cost of usage over that time period.

Period: 2022-11-01 - 2022-11-30 Sensors: Main Electric, Main Gas, Mai ▾ Generate Report

Snapshot report for Utilities - Birmir

Select All Deselect All

Name	Utility Ty	Units	CO ₂ e
	Main Electric	✓	
	Main Gas	✓	
	Main Water	✓	

There is no data to display for this report

£ Snapshot Report

Report Options

The snapshot reports allows a date range and set of sensors to be selected, and then displays the usage and cost of usage over that time period.

Period: 2022-11-01 - 2022-11-30 Sensors: Main Electric, Main Gas, Mai ▾ Generate Report

Step 3

Real-Time Online will produce a simple report pulling information about all the selected sensors within the chosen time frame.

You will be able to see the **utility type**, the **energy usage in units**, the **CO2 equivalent** (if set up on your system) and the **estimated cost**.

At the bottom of the table, you can also see **the total cost of all sensors**.

£ Snapshot Report

Report Options

The snapshot reports allows a date range and set of sensors to be selected, and then displays the usage and cost of usage over that time period for the given sensors.

Period: 2022-11-01 - 2022-11-30 Sensors: Main Electric, Main Gas, Mai ▼ Generate Report

Snapshot report for Utilities - Birmingham : 2022-11-01 to 2022-11-30

Print CSV Search:

Name	Utility Type	Units	CO ₂ e	Est. Value
Main Electric	Electric	31500.2 kwh	7343.95	£3239.79
Main Gas	Gas	0.0 m ³	0.00	£0.00
Main Water	Water	5058.6 m ³	0.00	£431.22
Total				£3671.01

Showing 1 to 3 of 3 entries



Name	Utility Type	Units	CO ₂ e	Est. Value
Main Electric	Electric	31500.2 kwh	7343.95	£3239.79
Main Gas	Gas	0.0 m ³	0.00	£0.00
Main Water	Water	5058.6 m ³	0.00	£431.22
Total				£3671.01

Step 4

To schedule Snapshot Reports and choose which users you want to send them to, **click on the link** at the bottom of the page that says 'For configuring the email schedule click here'.

Alternatively, **click 'System Setup'** in the side menu, then **select 'Schedule Email Reports'**.

Showing 1 to 3 of 3 entries

The snapshot reports displays the usage and cost of usage over time, for the selected sensors.

The date range represents the bounds of the report, from midnight of the start date, Tuesday 3rd January 2023 00:00 until mid
For example 1st Jan to 2nd Jan would represent 1 day's usage, covering only 1st Jan.

For producing individual snapshot reports [click here](#)

For configuring the email schedule [click here](#)

OR

Invisible Systems Utilities - Birmingham

Overview Dashboards Site Plan Notifications Document Library Reports System Setup Alarm Recipients Alarm Suppression Alarm Thresholds Escalations Gateway Management Green Energy Slide Input Historical Consumption Production Meters Productivity Target Setup Report Builder Runtime Service Manager **Schedule Email Reports** Sensor Setup Sensor Setup (Virtual)

£ Snapshot Report

Report Options

The snapshot reports allows a date range and set of sensors to be selected, and then displays the usage and cost of us

Period 2022-11-01 - 2022-11-30 Sensors Main Electric, Main Gas, Ma Generate Report

Snapshot report for Utilities - Birmingham : 2022-11-01 to 2022-11-30

Print CSV

Name	Utility Type	Units
Main Electric	Electric	31500.2 kwh
Main Gas	Gas	0.0 m ³
Main Water	Water	5058.6 m ³
Total		

Showing 1 to 3 of 3 entries

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For producing individual snapshot reports [click here](#)
For configuring the email schedule [click here](#)

To schedule a new Snapshot Report:

- First **select 'Snapshot Report' from the drop-down menu** next to 'Add New Report'. **Click 'Add New'**.
- A window will appear allowing you to tailor your report schedule. You will be able to **choose how often the report should be sent out**, as well as the **recurring day or date** if you're sending it weekly, monthly or annually.
- To add recipients, simply **type in their email address into the 'Recipients' field**. More fields will appear once you start typing, so you can add multiple recipients.

Email Report Schedule

Email Type	Email Period	Start Date	Recipients
No data available in table			
Showing 0 to 0 of 0 entries			

Add New Report

- ✓ Energy Report
- Legionella Monthly Report
- Runtime Report
- Snapshot Report**
- Productivity Report
- System Info Report

+ Add New

Snapshot Report Email

Email Period: Monthly

Recurring Day: 1

Recipients:

Meters: Select Probes

Enable Save Changes Close

Snapshot Report Email

Email Period: Monthly

Recurring Day: 1

Recipients:

user1@invisible-systems.co.uk

user2@invisible-systems.co.uk

user3@invisible-systems.co.uk

Meters: Select Probes

- Next, **select which meters you want the report to look at**. You can select all probes by **clicking 'Select all'** at the top of the drop-down menu.
- Make sure **the 'Enable' box is ticked** if you're ready to schedule these reports immediately, then **click 'Save Changes'**.

The screenshot shows the 'Snapshot Report Email' dialog box. The 'Email Period' is set to 'Monthly' and the 'Recurring Day' is '1'. Under 'Recipients', three email addresses are listed: user1@invisible-systems.co.uk, user2@invisible-systems.co.uk, and user3@invisible-systems.co.uk. The 'Meters' dropdown menu is open, showing a list of options: '[Select all]', 'Main Gas', 'Main Electric', and 'Main Water', all of which are checked. A pink rectangle highlights the 'Meters' dropdown menu. At the bottom right, there are 'Save Changes' and 'Close' buttons.

The screenshot shows the 'Snapshot Report Email' dialog box. The 'Email Period' is set to 'Monthly' and the 'Recurring Day' is '1'. Under 'Recipients', three email addresses are listed: user1@invisible-systems.co.uk, user2@invisible-systems.co.uk, and user3@invisible-systems.co.uk. The 'Meters' dropdown menu is set to 'Main Gas, Main Electric, Main Water'. At the bottom, the 'Enable' checkbox is checked and highlighted with a pink rectangle. To the right of the 'Enable' checkbox are 'Save Changes' and 'Close' buttons.

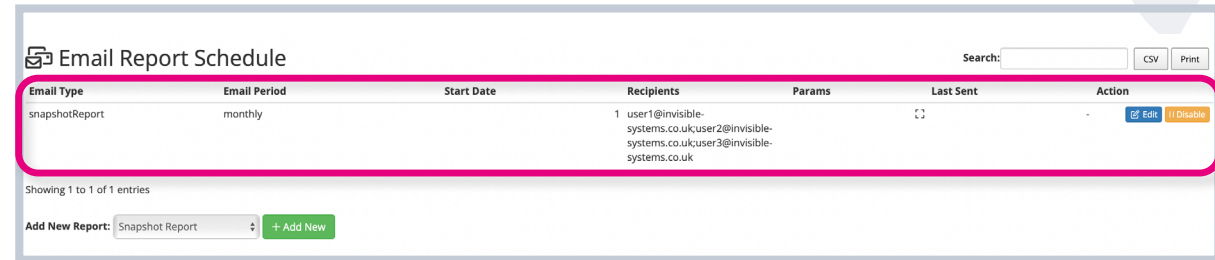
Step 5

Your report schedule will now appear on the 'Email Report Schedule' page.

You can edit a report's schedule and its recipients by **clicking 'Edit'** under the 'Action' column.

To **disable a schedule, click 'Disable'**. You can enable it at any time by **clicking the green 'Enable' button**.

To **delete the schedule completely, click the bin icon**.

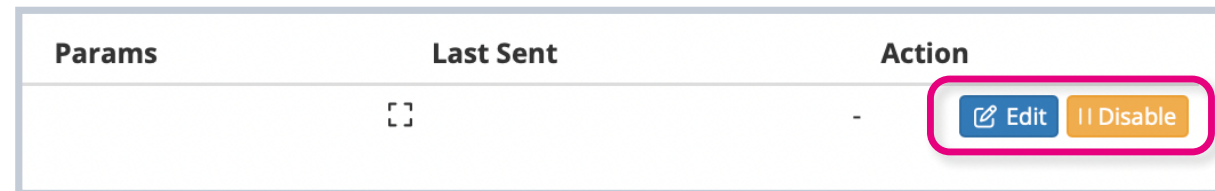


Search: CSV Print

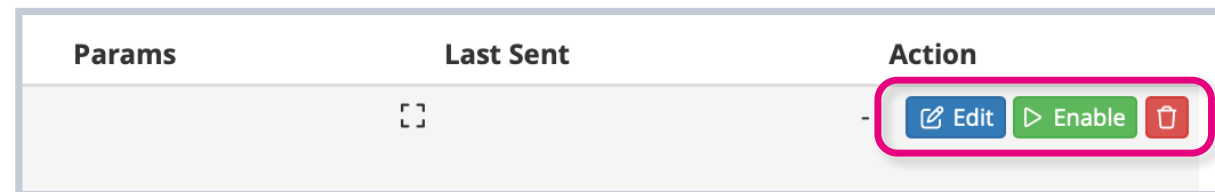
Email Type	Email Period	Start Date	Recipients	Params	Last Sent	Action
snapshotReport	monthly		1 user1@invisible-systems.co.uk;user2@invisible-systems.co.uk;user3@invisible-systems.co.uk			Edit Disable

Showing 1 to 1 of 1 entries

Add New Report: [+ Add New](#)



Params	Last Sent	Action
		Edit Disable



Params	Last Sent	Action
		Edit Enable Delete

If you require any additional training, please contact
help@invisible-systems.com

