

Digital Energy User Guide

1. Introduction

When you log in to Digital Energy, you will be presented with the page shown in Section 2.

At the top of the page there is information about your site. The name, address, and a photo if present. It also gives a summary of how many utility meters are in the building, what type these are and if they are active or not.

2. Using the Platform

There are 3 main tabs on the Lite page. Utility Summary, Meter readings and Invoice Entry (this one is not used).

2.1 Utility Summary

Contained within this page are two graphs.

The first graph is titled **Consumption Profile Vs Previous Year (kWh)**. The graph shows how you are performing in the current time period against the same time period from last year.


The Green bars show if you are currently under the consumption from last year, the Orange line shows your consumption from last year and the Red bar shows if you are currently over consumption compared to this time last year.

The next graph is the **Current Week vs Previous Week (Half Hourly kWh)**. This graph compares consumption from the previous week to the current week.

If you hover over any of the bars in the graph, it will show you your consumption figure as per the picture below. (circled in Blue)

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Utility Summary
Meter Readings
Invoice Entry



Ty Dewi Sant
 Flintshire County Council
 Ty Dewi Sant, St. Davids Park
 Ewloe
 DEESIDE
 CH5 3FF

Quick Reference

UPRN: 717011240000

Main Electricity Meters: 1

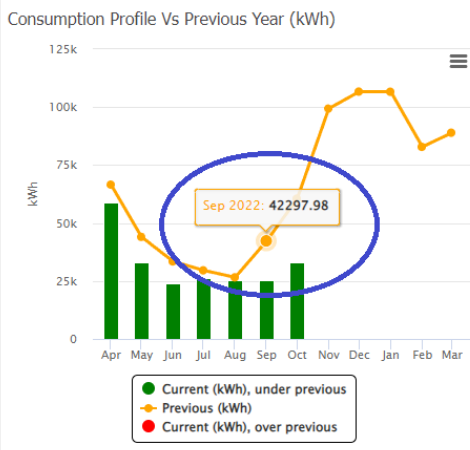
Main Gas Meters: 1

Main Water Meters: 1

Active Meters: 4 Electric, N604J31179, M

Inactive Meters: 1 Main Gas, 9224351, Mai

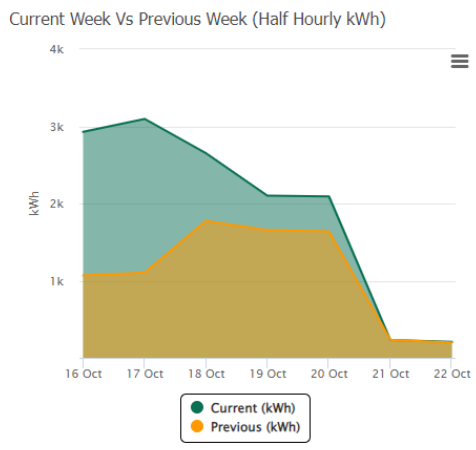
Consumption Profile Vs Previous Year (kWh)



Legend:
● Current (kWh), under previous
● Previous (kWh)
● Current (kWh), over previous

Select Utility: All (kWh Fuels Only)

Current Week Vs Previous Week (Half Hourly kWh)



Legend:
■ Current (kWh)
■ Previous (kWh)

Select Meter: All

On both graphs, if you click on the blue arrows, you can go back or forwards through time periods. These reports can be downloaded as either a Excel file or simply as a JPEG image for a visual snapshot.

Next, we will look at the Meter Readings tab.

2.2 Meter Readings

In this tab, meter readings can be added to Digital Energy.

Installed Meter Reading Capture Show Inactive Meters

The meter readings were taken on the : 02/10/2023

Name	Serial Number	Fuel Type	Last Reading	Reading Date	New Value	Add Consumption	Wrap Round	Reset	
Electric_Single Rate	N604J31179	Electricity	526480	02/10/2023	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	Add
Main Gas_Single Rate	M0160D219519B7	Natural Gas	202645	02/10/2023	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	Add
Water_Single Rate	02TF061278	Water	46847	02/10/2023	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	Add
Solar PV_Single Rate	20015406	Generation	164892	02/10/2023	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	Add

[Add All Readings](#)

Quick Reference Tips

On clicking 'add all readings' readings will be updated on the system, an empty field will be assumed to not being updated.

- A **Date** is needed for each reading entry and should be the date the reading was taken. The field for this can be found above the meter listings.
- **Last Reading** – Shows the last reading total.

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- **Reading Date** – Shows the last reading date.
- **New Value** - Numerical readings can be entered here.
- **Add consumption** – this is not used as it adds the value to the previous reading.
- **Reset** – this is not used as it resets the value of the meter to zero.
- **Add** – Inputs a reading for the individual meter.
- **Add All Readings** - Can be found at the bottom of the list and inputs new readings for all meters at once.

3. Support

A link to the Digital Energy site can be found below:

<https://www.digitalenergy.uk.com/NewLogin/NewLogin.aspx?ReturnUrl=%2f>

If you require a account to be set up or have any queries or issues with the use of the site please contact the Energy Conservation Unit via the following email address:

energy.unit@flintshire.gov.uk

Note: any meter reads submitted are not sent directly to the supplier, the reads are for monitoring purposes only.