

This document gives instructions on uploading generation data in WREGIS using a file. WREGIS metering standards for generation data are outlined in Section 9 of the WREGIS Operating Rules. Contact wregishelp@wecc.org with any questions.

Data File Specifications

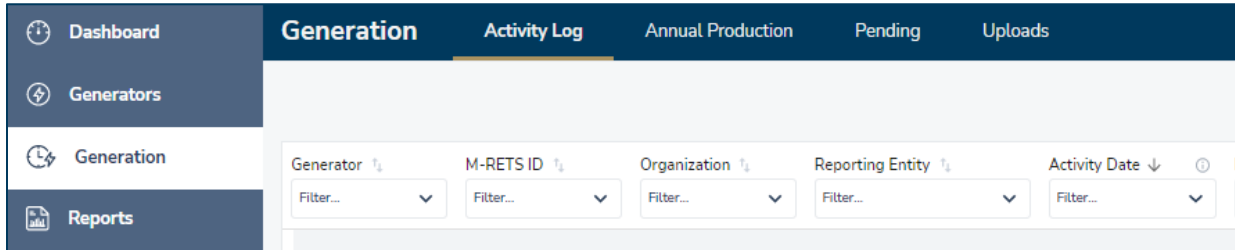
All generation data upload files must be in .CSV format. Required fields are outlined below.

| Field | Definition | Notes |
|-------------------|---|---|
| Generator ID * | The ID assigned by the system when the generator is initially registered. | While all WREGIS Generator IDs begin with a 'W,' the W must not be included in the field. |
| Reporting Unit ID | The unique ID assigned by the Qualified Reporting Entity (QRE) and provided on the generator form during generator registration. | |
| Vintage | The month and year of the generation period. If the generation period covers multiple months, use the vintage that corresponds to the End Date. | Required Format: MM/YYYY |
| Start Date | The first day of the generation period included in the upload. | Required Format: MM/DD/YYYY |
| End Date | The last day of the generation period included in the upload. | Required Format: MM/DD/YYYY |
| Total Quantity | The total megawatt or kilowatt hours included in the generation period. | You will select kWh or MWh during the upload process. |

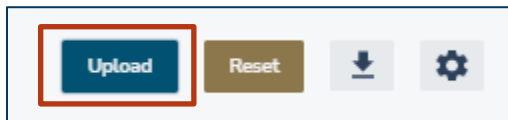
* When reporting generation data for an aggregated meter group (when two or more generators use the same meter for WREGIS data reporting), you must leave the Generator ID field blank on the upload file.

Process

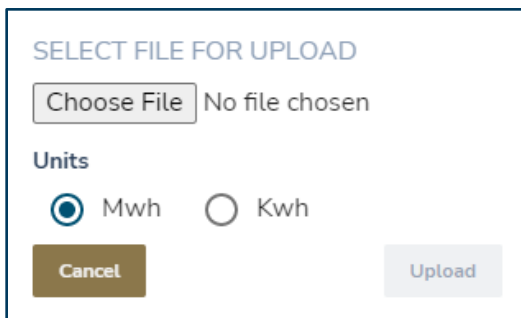
1. Navigate to the **Generation** section. You will see your organization’s history of uploaded and pending generation on the **Activity Log** tab.



2. Click **Upload** in the top-right of the screen.



3. Choose the file you wish to upload and indicate the **Unit** (MWh or kWh) in the dialogue box. Click **Upload**.



4. You may continue with other WREGIS activities as the system processes the file. WREGIS will send a confirmation email once processing is complete. If there are any issues with the file, details will be listed in the email.

Troubleshooting Tips

The system performs several validations on both the file and the data. Here are a few common reasons that files fail:

- There are blank spaces or empty rows in the file; this causes loading issues.
- The file is not in .CSV (comma delimited) format.



Uploading Generation Data—File

- The dates are not formatted correctly or do not contain the correct number of characters. This may be easier to see in a text editor such as Notepad.
- The number of days in the reporting period month are not correct. Example: Using 01/01/2022 as both the Start and End Date, but including a full month of generation data.
- There is an impossible date listed, such as 02/30/2022 or 04/31/2022.
- You are not using the right Unit. Make sure to select the correct Unit for your data during the upload process.
- There is a gap between the Start Date in the file you are uploading and the End Date of the most recent vintage for that generator. WREGIS does not allow for any gaps in data reporting.

