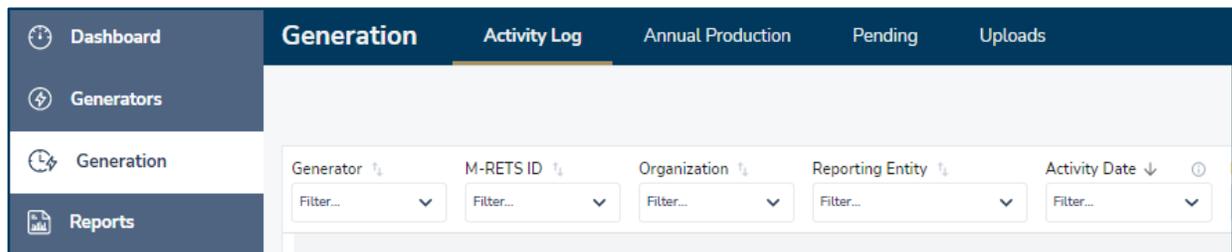


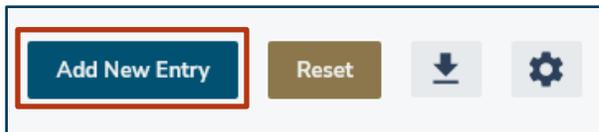
This document gives instructions on uploading generation data in WREGIS through the User Interface (UI). WREGIS metering standards for generation data are outlined in Section 9 of the WREGIS Operating Rules. Contact [wregishelp@wecc.org](mailto:wregishelp@wecc.org) with any questions.

## Process

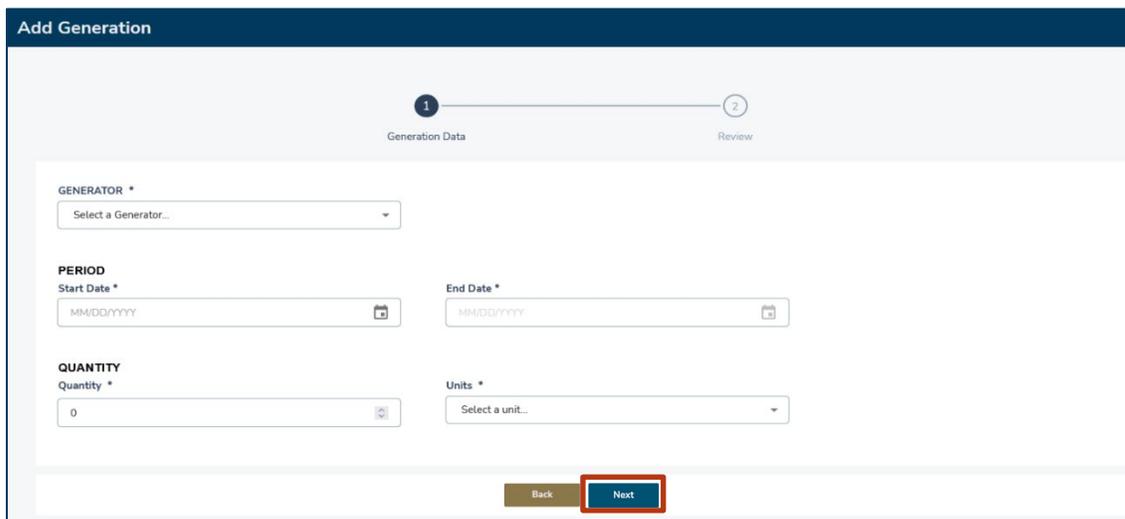
1. Navigate to the **Generation** section. You will see your organization's history of uploaded and pending generation on the **Activity Log** tab.



2. Click **Add New Entry** in the top-right of the screen.

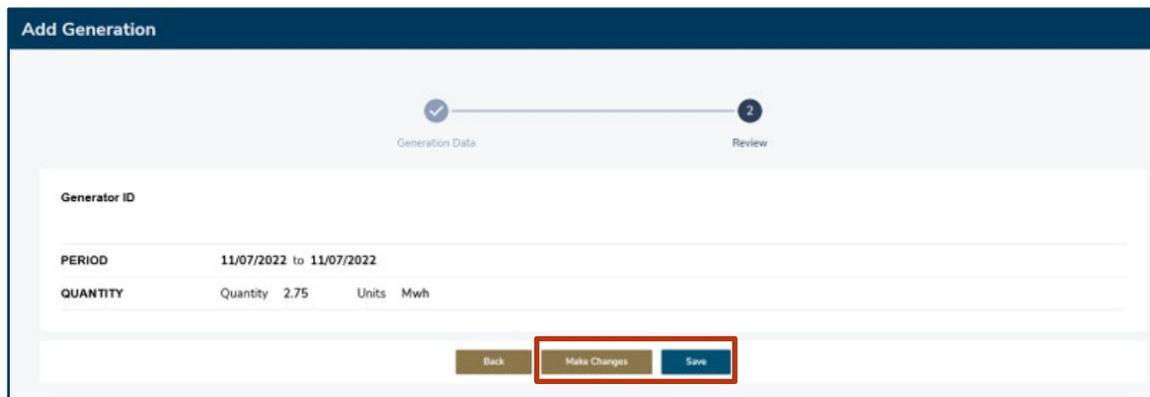


3. Choose the **Generator** and generation **Period**. Enter the **Quantity** and indicate the **Unit** (MWh or kWh), then click **Next**.

A screenshot of the 'Add Generation' form. The form is titled 'Add Generation' and has a progress indicator with two steps: '1 Generation Data' and '2 Review'. The 'Generation Data' step is active. The form contains the following fields: 'GENERATOR \*' (a dropdown menu with 'Select a Generator...' text), 'PERIOD' (with 'Start Date \*' and 'End Date \*' fields, both with date pickers), 'QUANTITY' (with 'Quantity \*' field and a numeric spinner), and 'Units \*' (a dropdown menu with 'Select a unit...' text). At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.

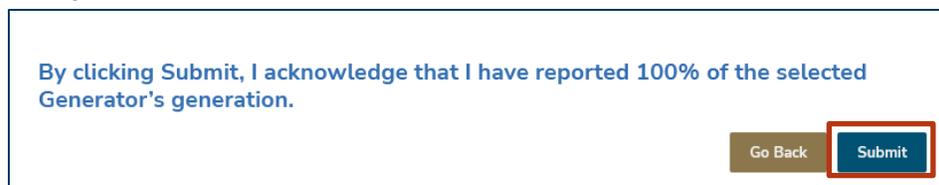
## Uploading Generation Data Using the UI

- Review the information. If everything is correct, click **Save**. If you want to make changes, click **Make Changes**.



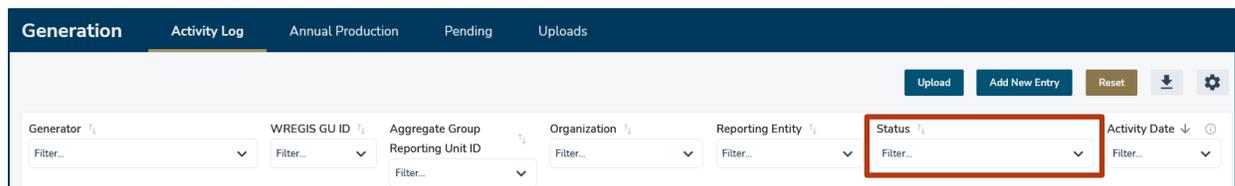
The screenshot shows the 'Add Generation' form in the 'Review' step. The form includes a progress bar with 'Generation Data' and 'Review' steps. Below the progress bar, there are fields for 'Generator ID', 'PERIOD' (11/07/2022 to 11/07/2022), and 'QUANTITY' (Quantity 2.75 Units Mwh). At the bottom of the form, there are three buttons: 'Back', 'Make Changes', and 'Save'. The 'Make Changes' button is highlighted with a red box.

- WREGIS requires that you report 100% of the Generator's generation output. Click **Submit** to confirm that generation data has been reported in its entirety, or click **Go Back** to make changes.



The screenshot shows a confirmation box with the text: "By clicking Submit, I acknowledge that I have reported 100% of the selected Generator's generation." At the bottom right of the box, there are two buttons: "Go Back" and "Submit". The "Submit" button is highlighted with a red box.

- After submitting generation data, you can check the **Status** in the **Activity Log**.



The screenshot shows the 'Activity Log' tab in the 'Generation' section. The 'Status' dropdown menu is highlighted with a red box. The 'Status' dropdown menu is currently set to 'Filter...'. Other filters include 'Generator', 'WREGIS GU ID', 'Aggregate Group', 'Organization', 'Reporting Entity', and 'Activity Date'.

## Troubleshooting Tips

The system performs several validations on generation data. Here are a few common reasons that generation data fails validation checks:

- 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 data you are entering and the End Date of the most recent vintage for that generator. WREGIS does not allow for any gaps in data reporting.

