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 with any questions.
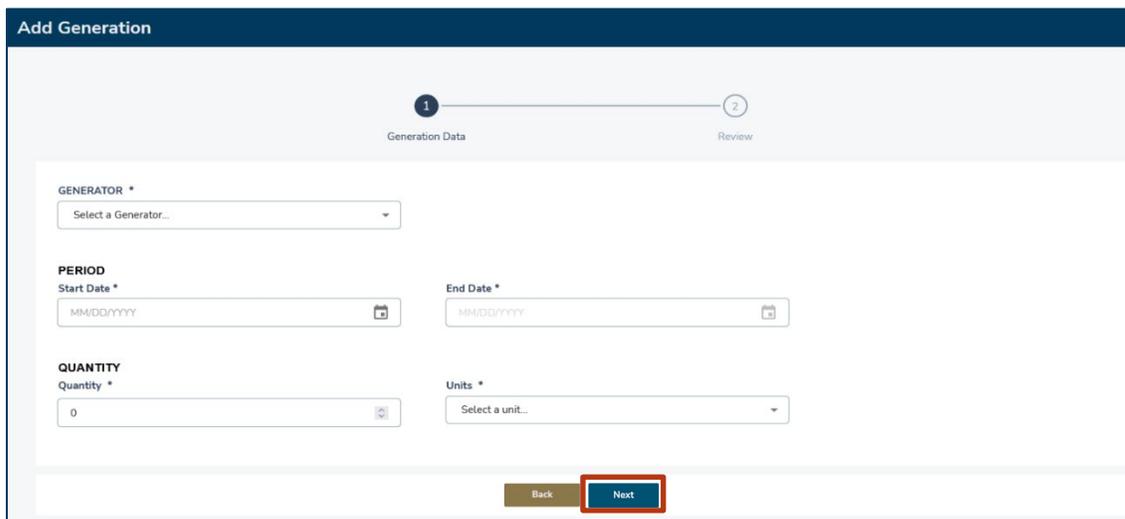
## Process

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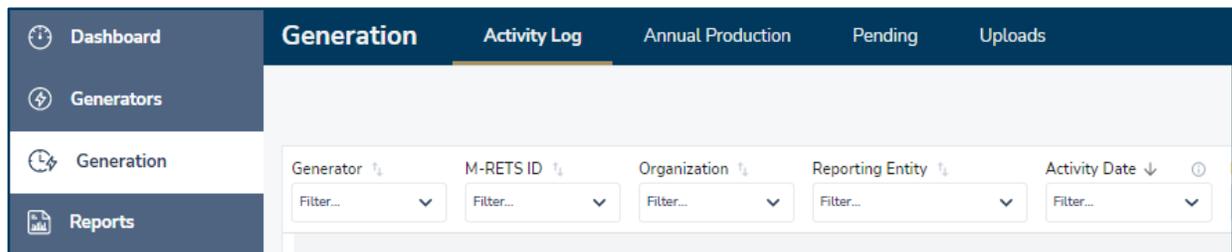


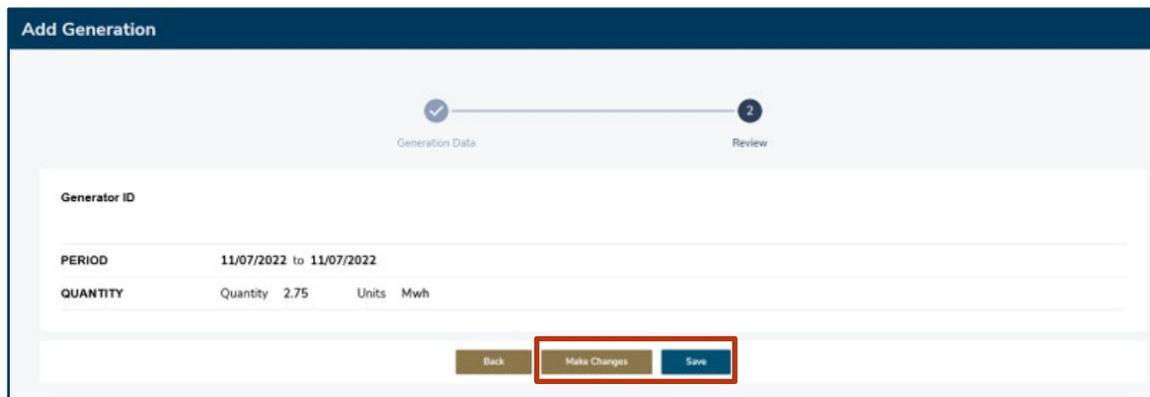2. Click **Add New Entry** in the top-right of the screen.
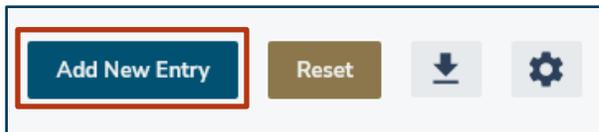


3. Choose the **Generator** and generation **Period.** Enter the **Quantity** and indicate the **Unit** (MWh or kWh), then click **Next**.

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



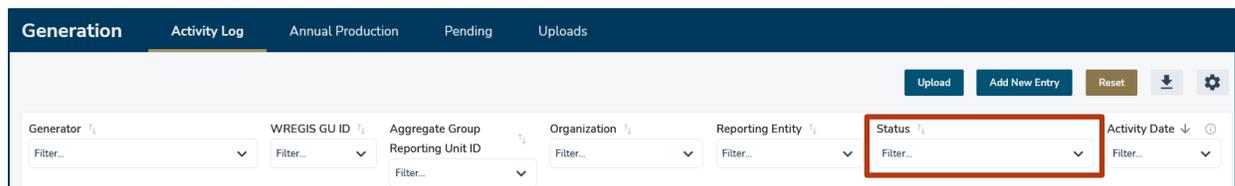5. WREGIS requires that you report 100% of the Generator's generation output. Click **Submit** to confirm that generation data has been reported in its entirety, or click **Go Back** to make changes.



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



# 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.