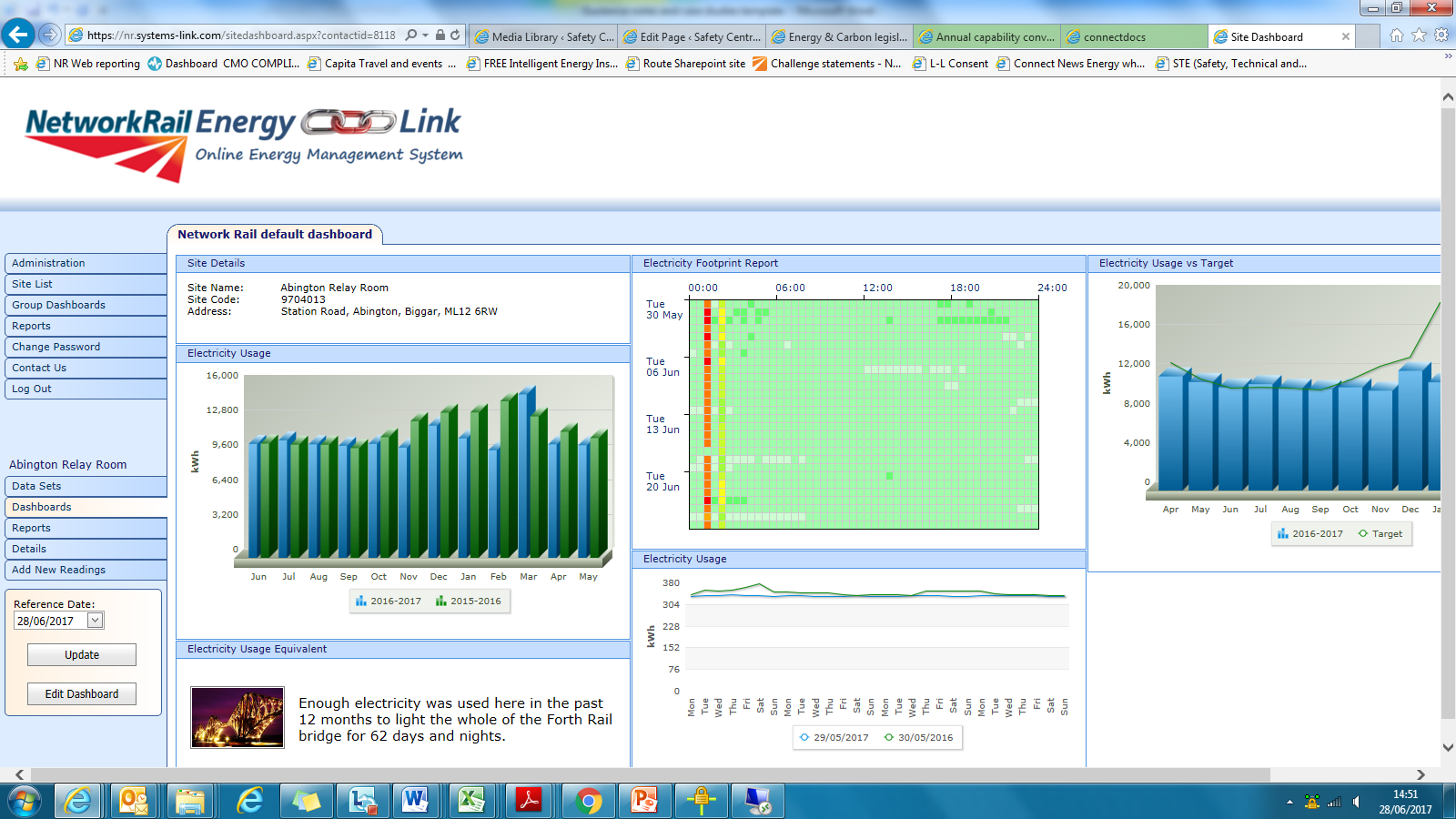
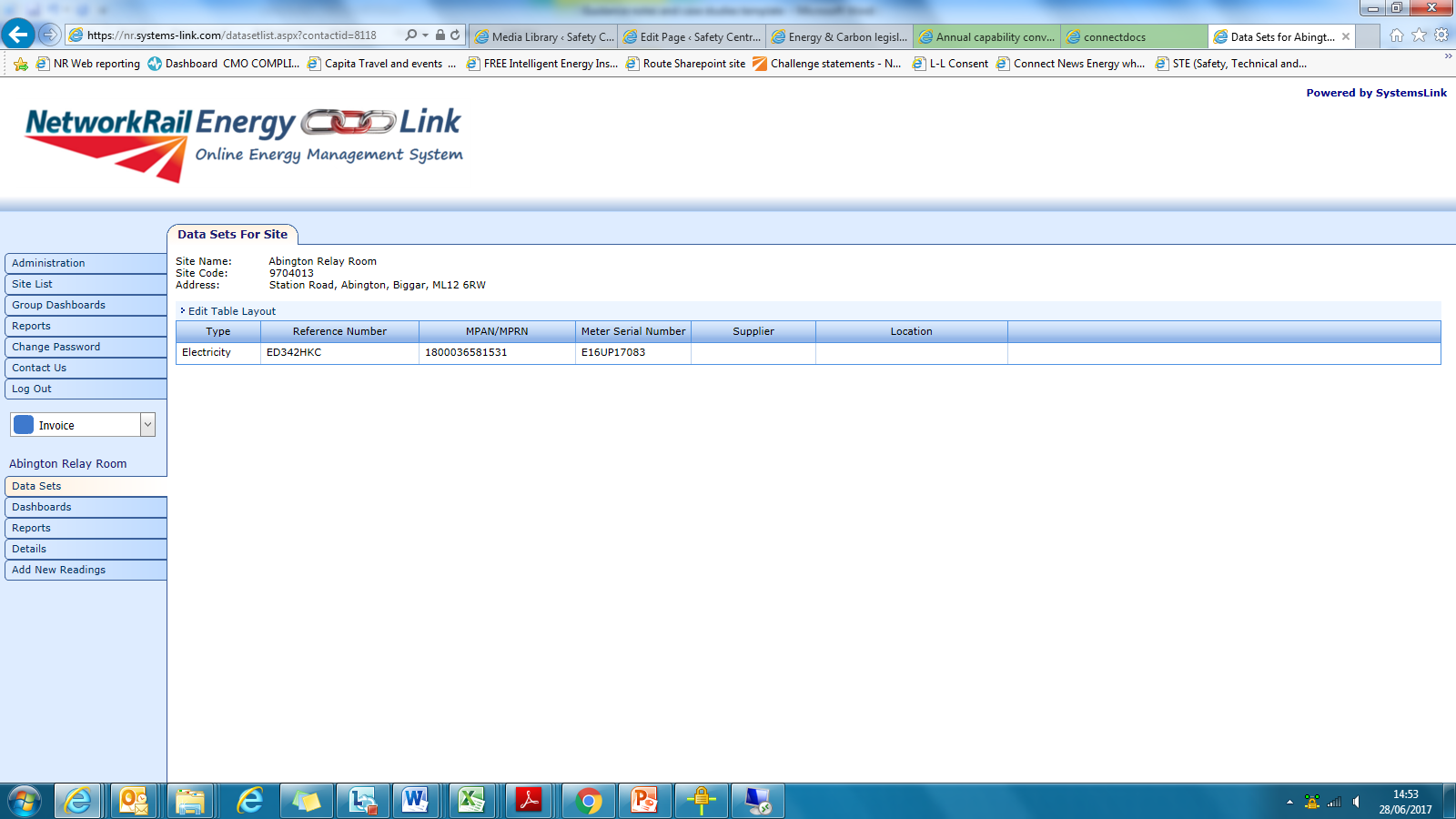
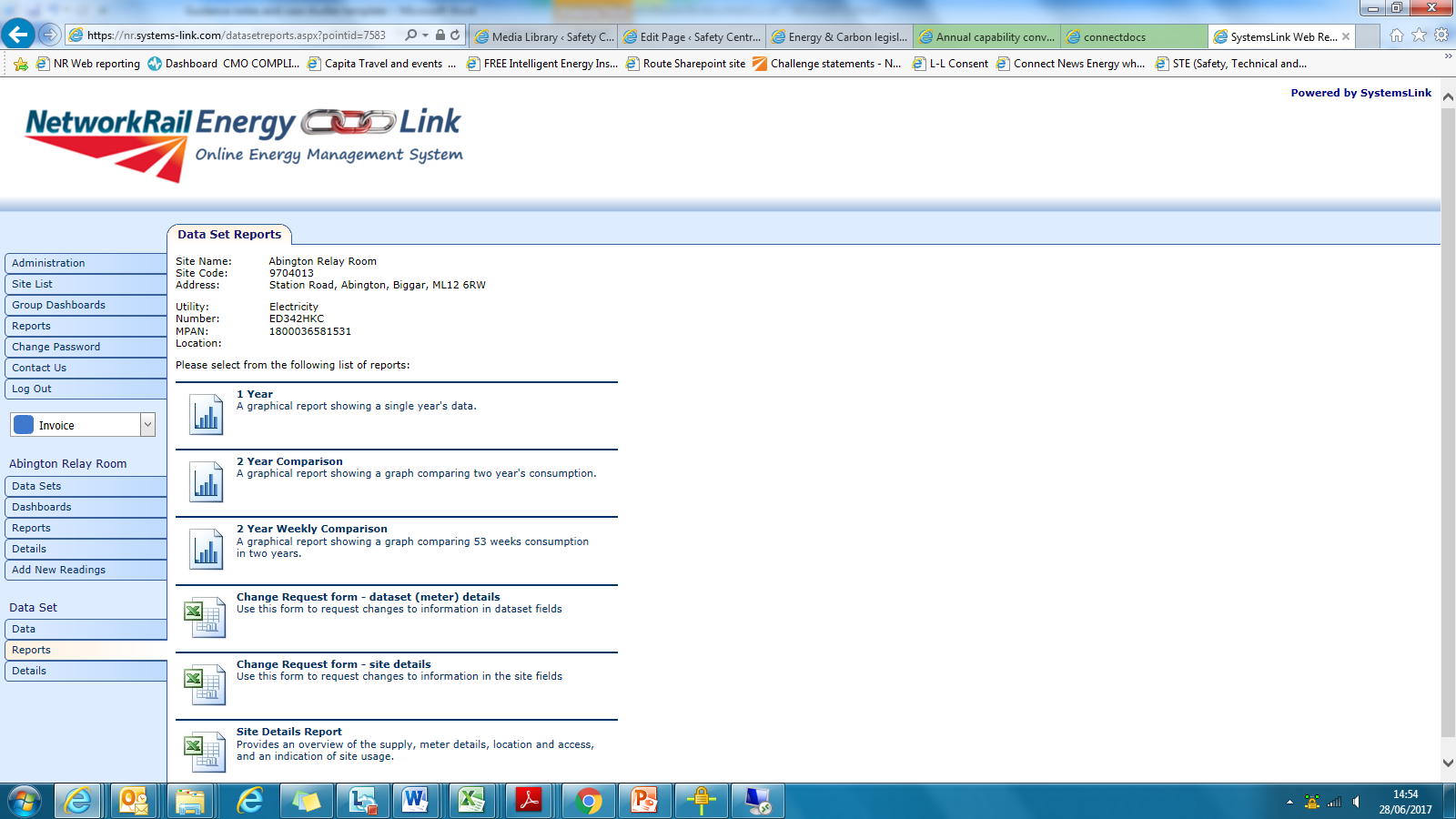
**Requesting changes to data held in Energy-Link**

All of the data held in Energy-Link is controlled by the Energy Bureau. The information included in the site and dataset (meter) records is data that has been collected over a long period of time and so it is accepted that changes may be required from time to time, to more accurately reflect the current position. This guidance note details the change request process for data held in Energy-Link.

Change request forms are held in Energy-Link and are opened directly from the record in question. There are two different forms – one for the site details, such as site name, address, location etc, and one for the dataset, or meter, records such as meter numbers, etc.

From the site dashboard, click the Data Sets menu item, and then select the meter itself.

This will open up the Data Set menu. Select Reports. The two change request forms can be found on this screen. Run the desired report using any date, and the report will open in Excel with all existing database values shown in the left hand column.

In the right hand column, type the new details ONLY IN THE FIELDS THAT YOU WANT TO CHANGE.

Make sure that you add your name and contact details, save the form locally and send it to [energy.bureau@networkrail.co.uk](mailto:energy.bureau@networkrail.co.uk)

All change requests will be validated by the Energy Bureau and the Route Utility Specialist before being applied to the database.