

# The University of Vermont - Physical Plant Department

## Tutorial: Using SchoolDude.com to lookup building utility usage and cost information

Go to <http://www.schooldude.com>

Click on “Login” button and enter the following:

Login Name: **uvm\_guest**

Password: **energy**

Go To: **UtilityDirect** (select from drop down menu)

Click “Sign In” button.



Click on the “Report” tab, and you will be prompted to select an item to report.




Select which type of report you wish to query. These two (2) generic reports are the most useful for getting building data:

**Building Total Use**

**Building Total Cost**

- Select an item**
- Building Reports
- > Building Use Per Sq Foot
  - > Building Cost Per Sq Foot
  - > Use By Building
  - > Cost By Building
  - > Building Total Use
  - > Building Total Cost
  - > Use By Occupants
  - > Cost By Occupants
  - > Building Use Comparison
  - > Building Cost Comparison
  - > Global Building Use Summary
  - > Global Building Cost Summary

For either report, select the following fields in the scroll bar:

- 1. Select Report:** “Building Total Use” or “Building Total Cost”
- 2. Saved Reports:** *Leave blank*
- 3. Building Type:** *Leave blank*
- 4. Utility Type:** Select one of these from the scroll bar:  
**Electric**  
**Water/Sewer**  
**Natural Gas**
- 5. Unit:** *Select the appropriate unit for Utility Type:*  
**KWH** for Electric (kilowatt hours)  
**CF** for Water/Sewer (cubic feet)  
**CCF** for Natural Gas (100’s of cubic feet)
- 6. Years:** Select One Year [or] Use the “Ctrl Key” to select and highlight Multiple Years.  
*(Note: Schooldude data is organized by Fiscal Year (July 1 – June 30) and not by calendar year)*
- 7. Building Report Criteria:** *Leave blank*
- 8. Building:** Click on the Binocular Icon  And select which building(s) to include in your report by checking each checkbox.

**Building Total Use**

1. Select Report  
Building Total Use


~~2. Saved Reports~~  
-- Select a Saved Report --

~~3. Building Type~~  
-- Select All Building Types --  
Academic  
Administration  
Ambulatory Care  
Animal Shelter  
Apartment Building  
Aquatic Center  
Area Light  
Assisted Living Facility  
Athletic Bldg.  
Athletic Field

4. Utility Type  
-- Select a Utility Type --

5. Unit  
-- Select a Unit --

6. Years  
-- Select All Years --  
2000  
2001  
2002  
2003  
2004  
2005  
2006  
2007  
2008  
2009





**Report Criteria**

~~7. Building Report Criteria~~

Do Not Use  
-- Select Do Not Use --  
Fuel Oil 2

~~Do Not Use~~  
-- Select Do Not Use --  
Natural Gas  
#2 Fuel Oil  
#6 Fuel Oil

8. Building  
-- Select All Buildings --  

**9. Report Format:** Select *Excel* format

**10. Saved Report Title:** *Leave blank*

After making all selections, click on the **“Print”** icon.

This will generate an **Excel (.xls)** file. *(Note: Click “Allow” if your browser gives a Pop Up Blocker error)* You will be prompted to **“Open”** or **“Save”** the file.

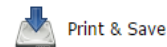
**Choose “Save As”, and specify a location on your own computer to save this file.** *(Hint: you may want to give it a logical file name such as “blundell-electricity-2013.xls”)*

**9. Report Format**

- PDF
- Excel**

**10. Saved Report Title**

Building Total Use



**Now, using Excel:**

When you open the (.xls) file in **Excel**, be sure to click on **“Enable Editing”** at the top of the spreadsheet so that you can edit the rows, columns, add titles, etc. as you wish.

Tabs at bottom of spreadsheet offer 3 ways of viewing the data. **“Report”**, **“Chart”** or **“Raw Data.”**

16	2014	September	1,529,000		
17	2014	October	1,734,000		
18	2014	November	2,512,000		
19	2014	December	3,592,990		
20	2014	January	3,801,990		
21	2014	February	3,865,000		
22	2014	March	3,678,990		
23	2014	April	2,708,980		
24	2014	May	1,800,000		
25	2014	June	794,000		
26	2015	July	859,000		
27	2015	August	968,000		
28	2015	September	1,178,000		
29	2015	October	1,742,000		
30	2015	November	2,197,000		

Report | Chart | **RawData** | +

READY

Go back to the **“Report”** tab in Schooldude.com for other generic reports. For reports about utility **“Use”**, there is one *extra* selection denoted as **“Unit”** for you to select. For reports about **“Cost”**, you do *not* have to enter units, as the report data is in Dollars (\$).

**Select an item**

Building Reports

- > Building Use Per Sq Foot
- > Building Cost Per Sq Foot
- > Use By Building
- > Cost By Building
- > **Building Total Use**
- > **Building Total Cost**
- > Use By Occupants
- > Cost By Occupants
- > Building Use Comparison
- > Building Cost Comparison
- > Global Building Use Summary
- > Global Building Cost Summary

Please be sure to **Logout** of Schooldude.com when you are finished.

If you need additional help, contact  
UVM Energy Management Office  
(802) 656-8213 or email: [energy@uvm.edu](mailto:energy@uvm.edu)

