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

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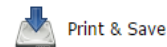
Choose "Save As", and specify a location <u>on your own computer</u> to save this file. *(Hint: you may want to give it a logical file name such as "blundell-electricity-2013.xls")*

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.**"

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 ($).

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 <u>or</u> email: energy@uvm.edu