# How to use the

# Paste http://buildingdashboard.net/tulane/#/tulane into your internet search bar. This page should load.

The buildings are listed in alphabetical order.
Scroll to the right to find your building.
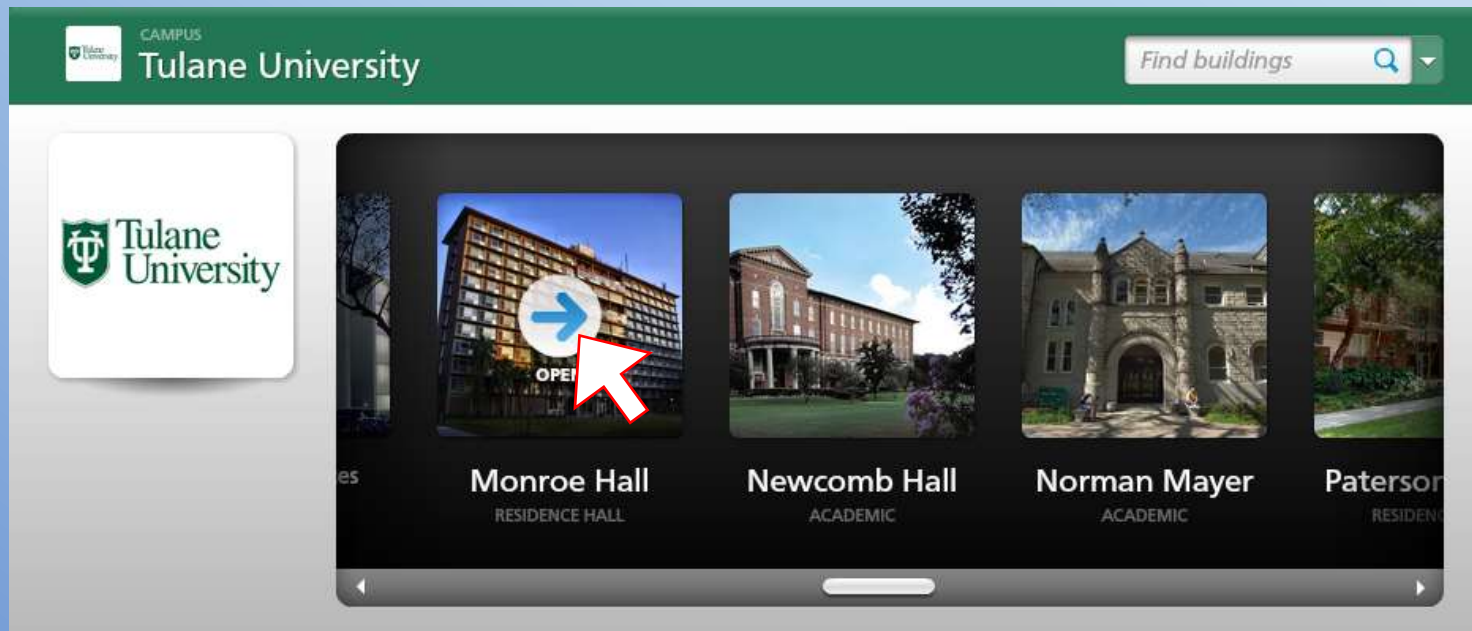
Once you have found your building, click on its picture.
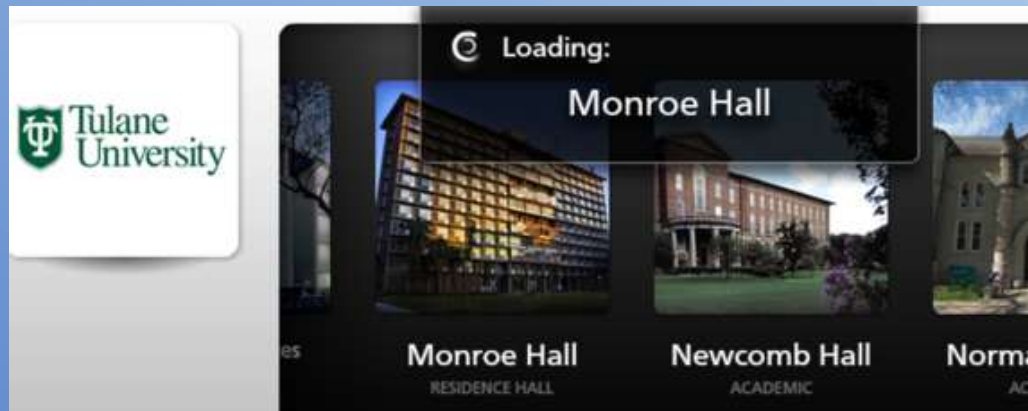


Be patient! Sometimes the page will take a few extra moments to load. It should not be necessary to click multiple times or refresh the page.

# The page you open should look like this.
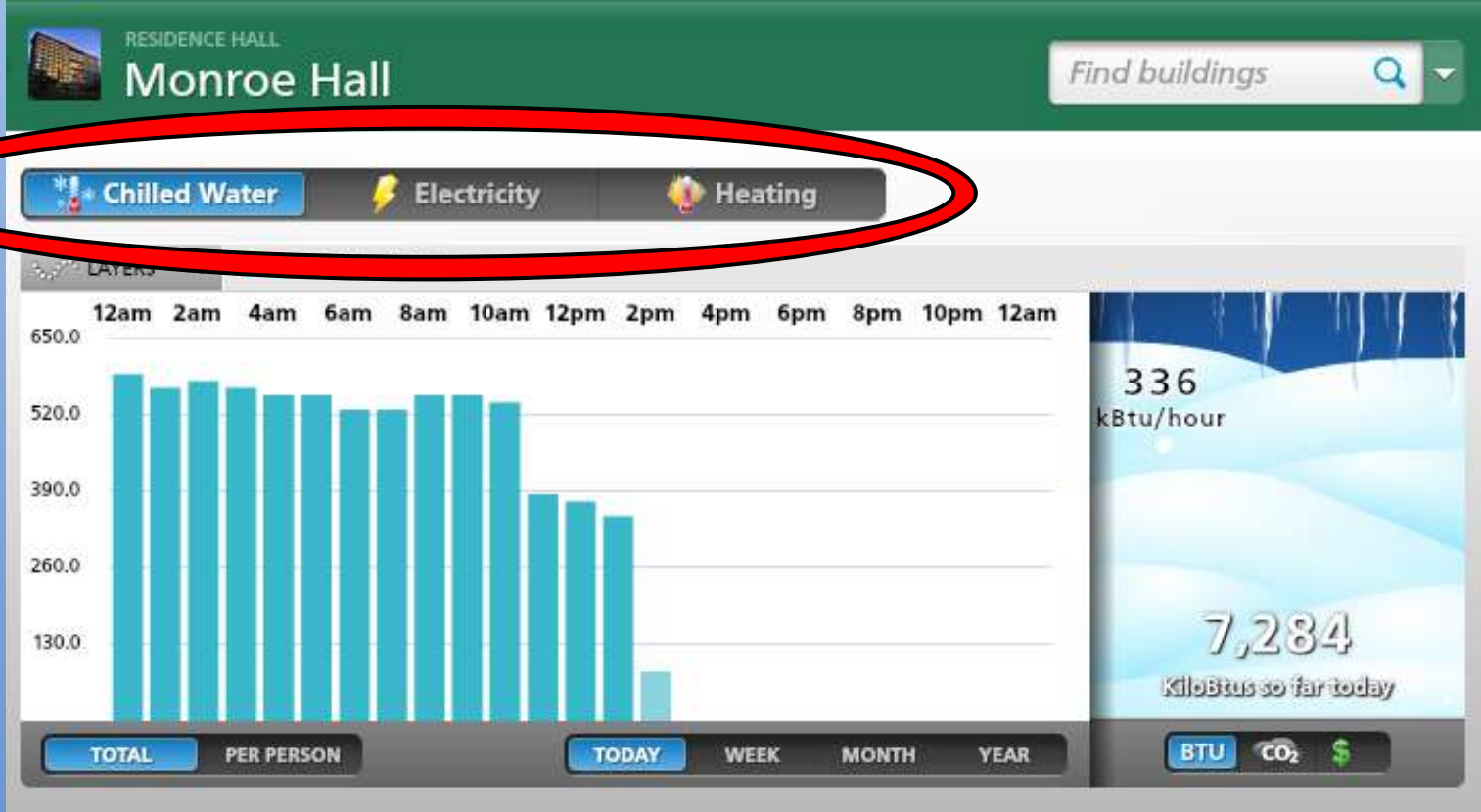
Most Tulane buildings use three types of energy:

1. Chilled water for cooling.

2. Electricity to power the lights, elevators, electronics, etc.
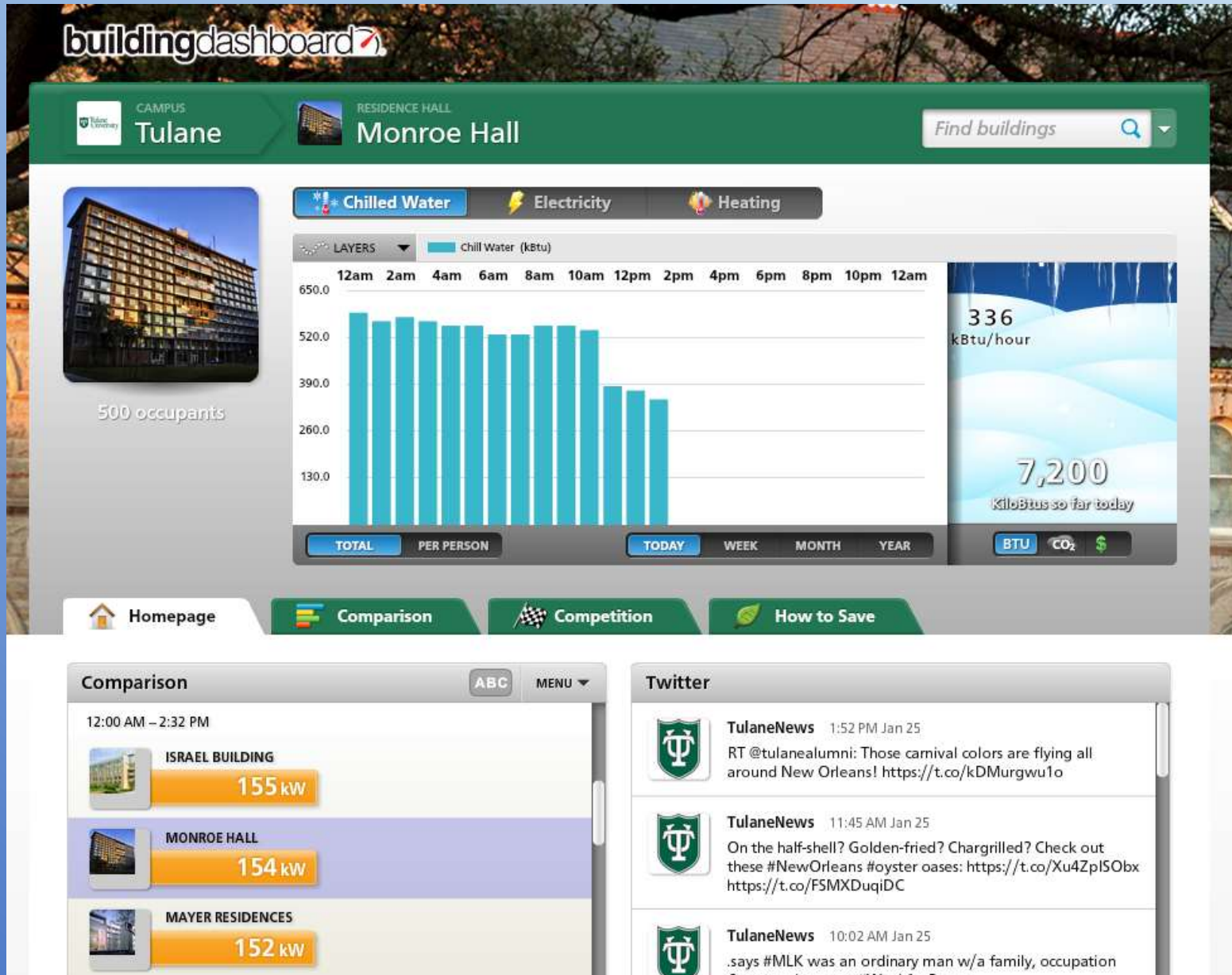
3. Steam for hot air and hot water.

Some buildings only have 1 or 2 of these on the Dashboard. Every building has an Electricity measure, which is what the Tulane Unplugged competition is based on.

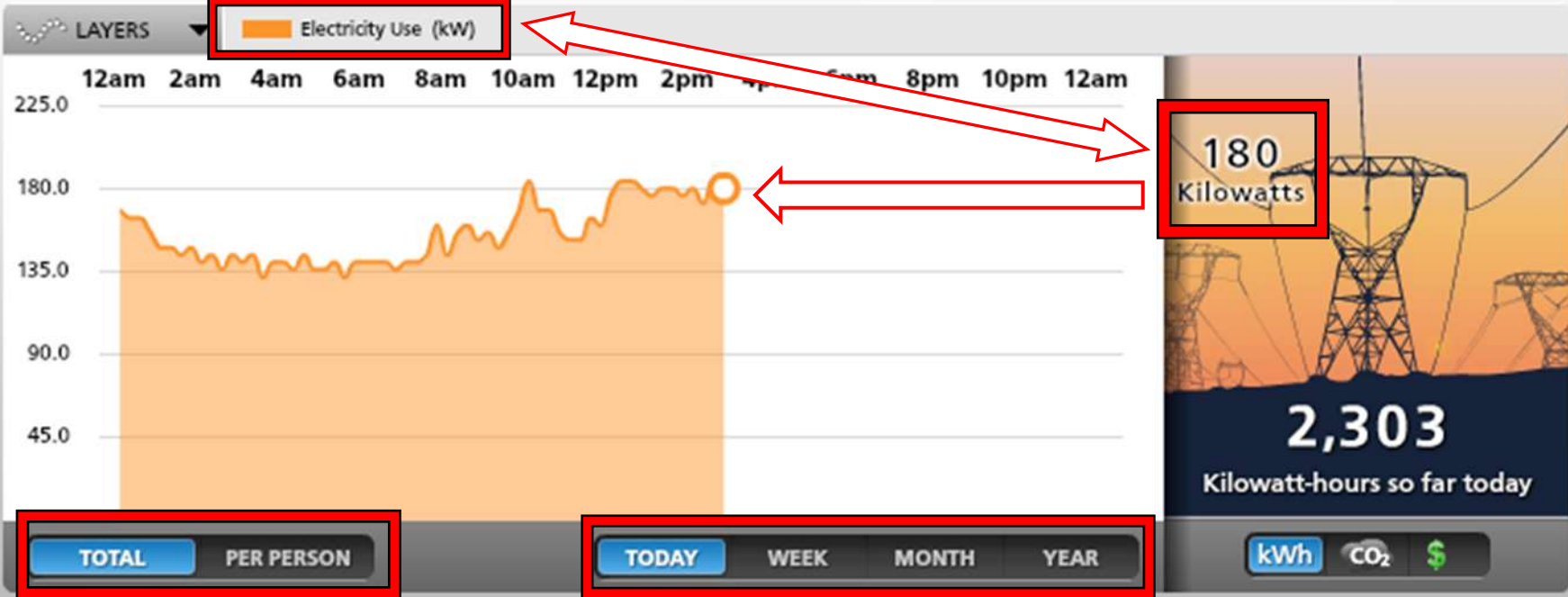From here on out, this tutorial will be using Monroe Hall's page as an example, and focusing on its Electricity measurement, since that is what the Tulane Unplugged competition is based on.



You can view the Electricity measurement by clicking on the tab at the top of the graph.

The default settings for electricity use are "Total" and "Today".

On these settings, the graph shows electricity demand in kW, or kiloWatts, which is the usage of that very minute.

The electricity meter takes a measurement of the demand in kW every 15 minutes. Put your cursor on the graph at the time you would like to see, and the exact number will be shown past the upper-right side of the graph.

The total kWh, or kiloWatt hours of electricity used that day is located at the bottom left of the graph.

By clicking on the two other tabs next to kWh, you can see the equivalent total lbs of CO2 emitted, as well as the total Dollars spent over the course of the day.
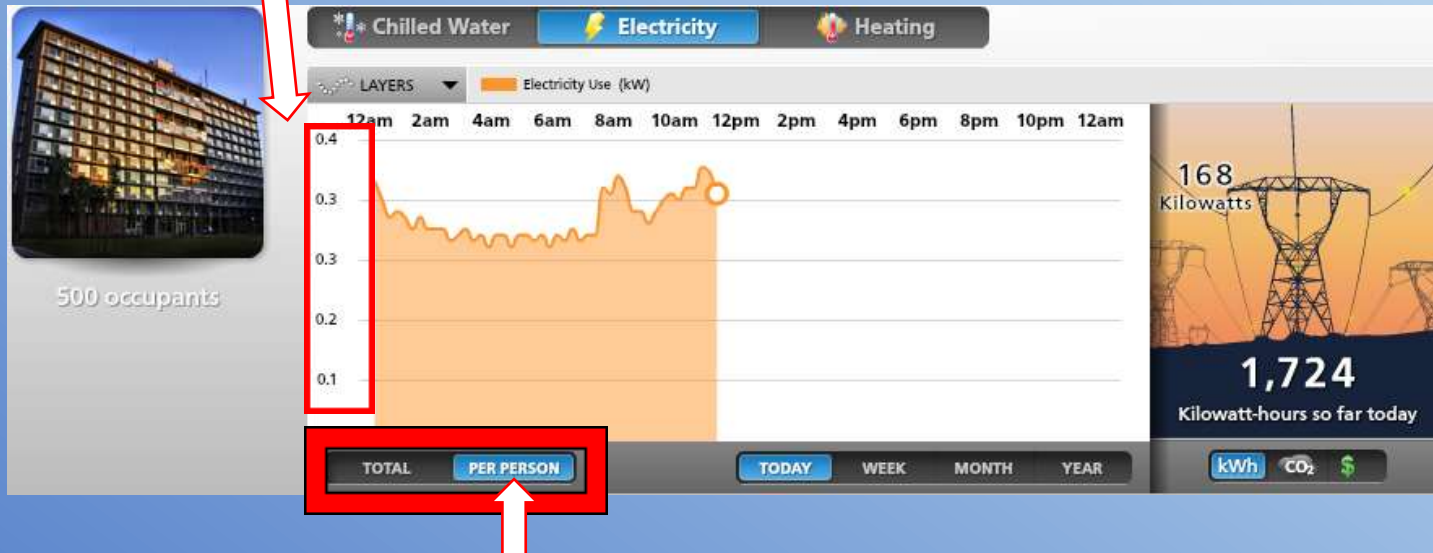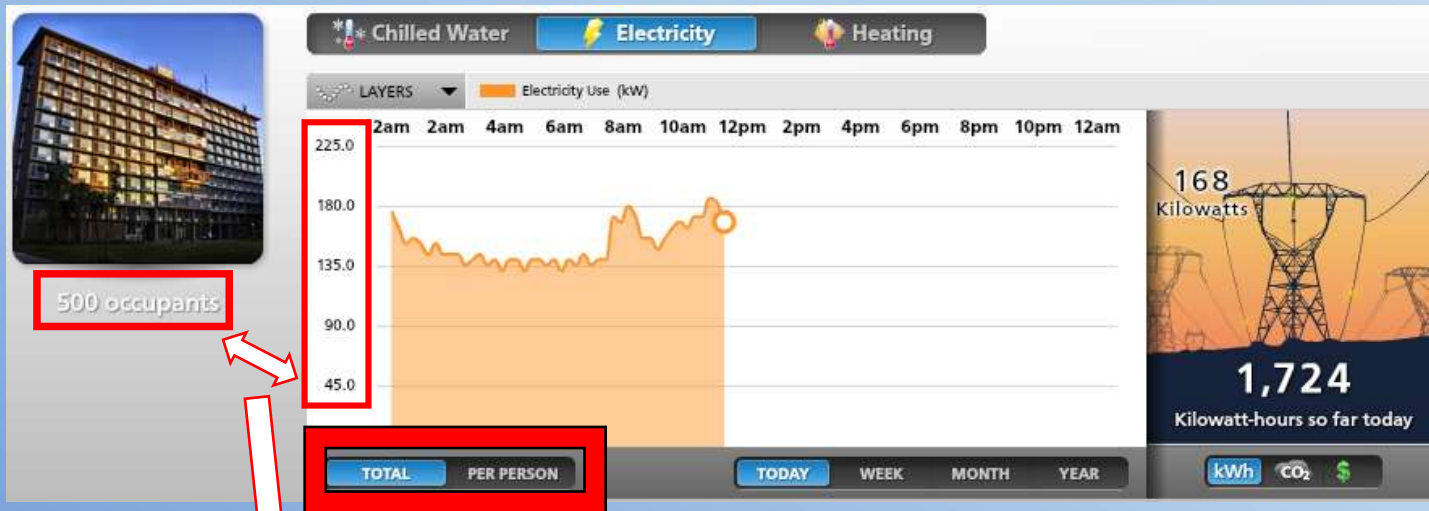
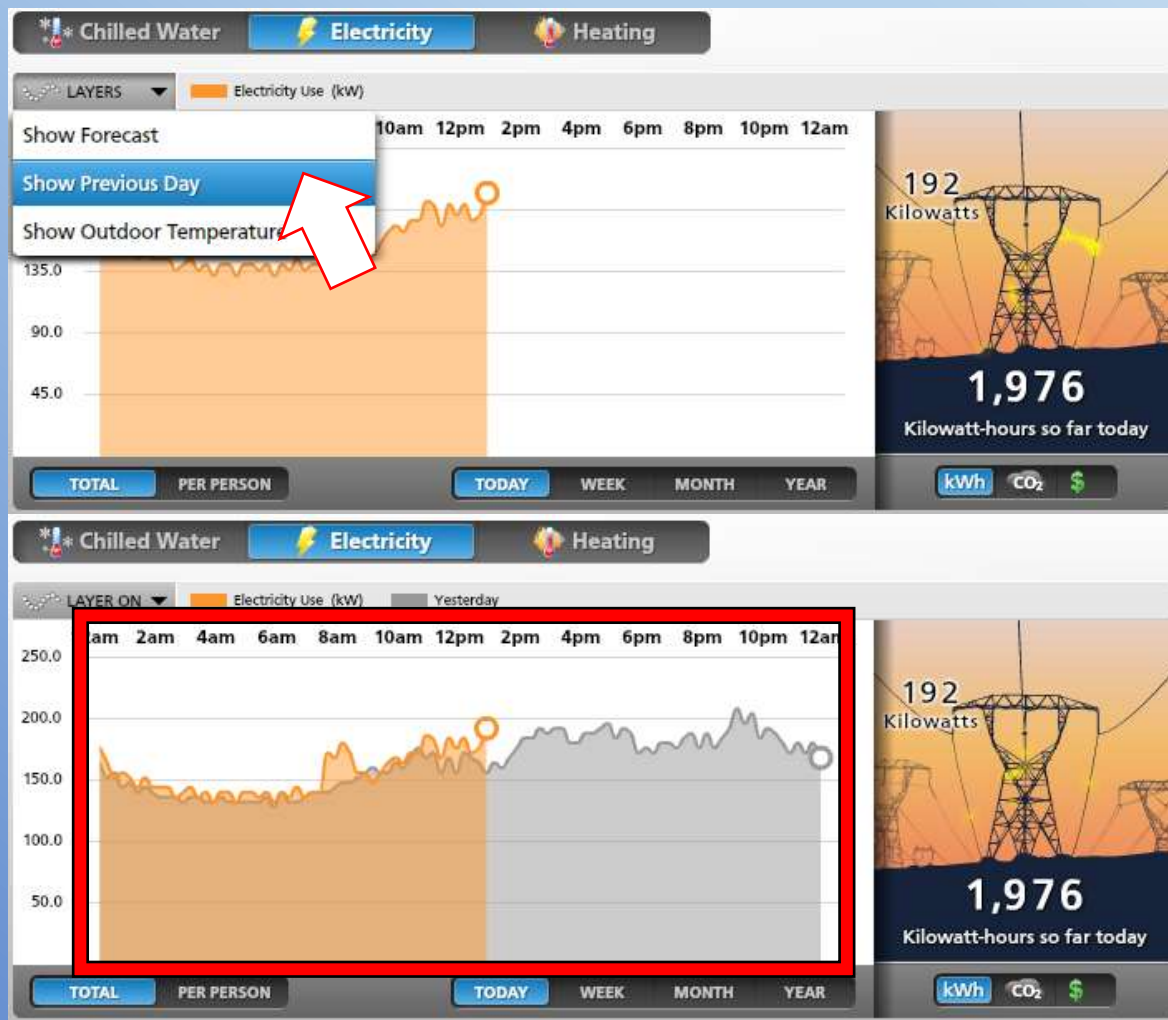By clicking on the "Per Person" tab on the bottom left corner of the graph, you can also see the kW demand per building occupant.
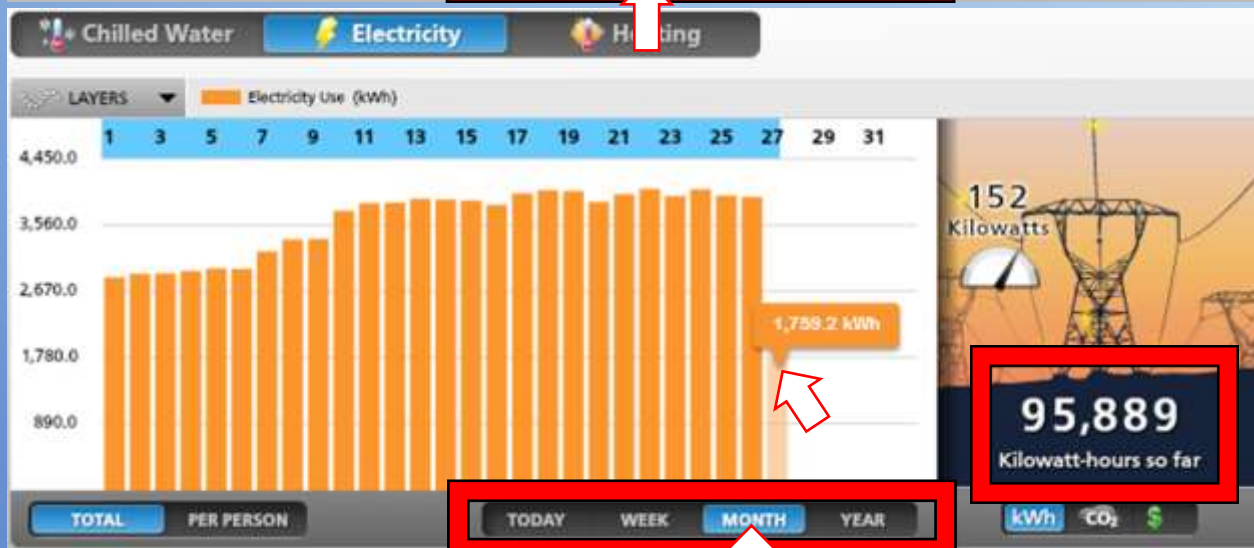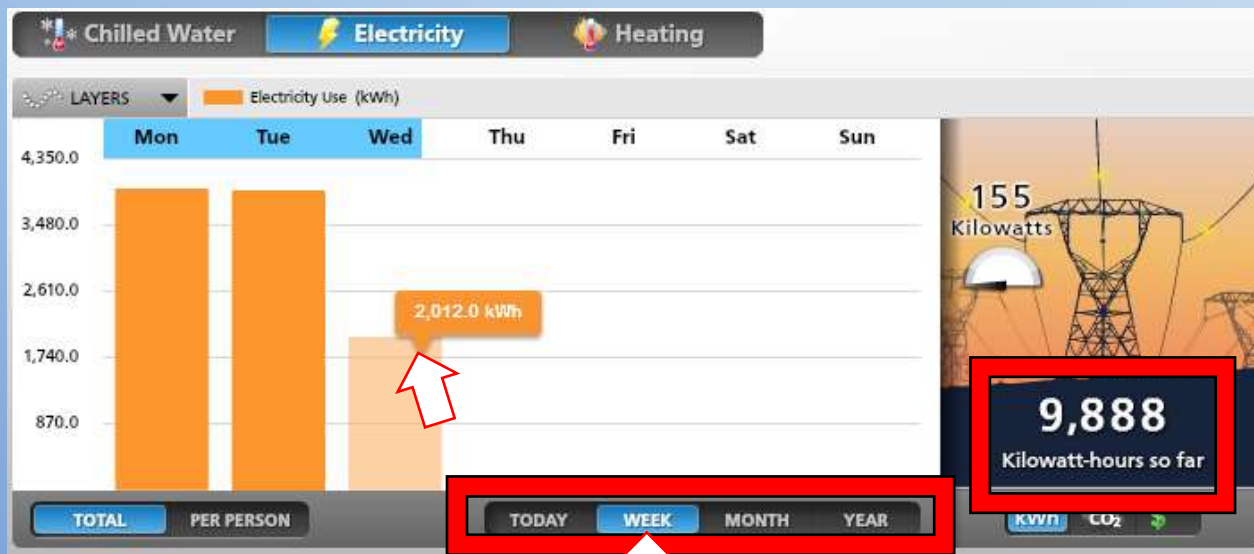
By clicking on the "Week", "Month", or "Year" tab at the bottom right of the graph, you can see total usage per week month, and year. Put your cursor on each bar to see the kWh.

By clicking on the "Layers" tab and the "Show Previous Day" option, you can see how the building's electricity usage compared to the previous day.

(The other two Layers options are not considered useful for the Tulane Unplugged competition.)
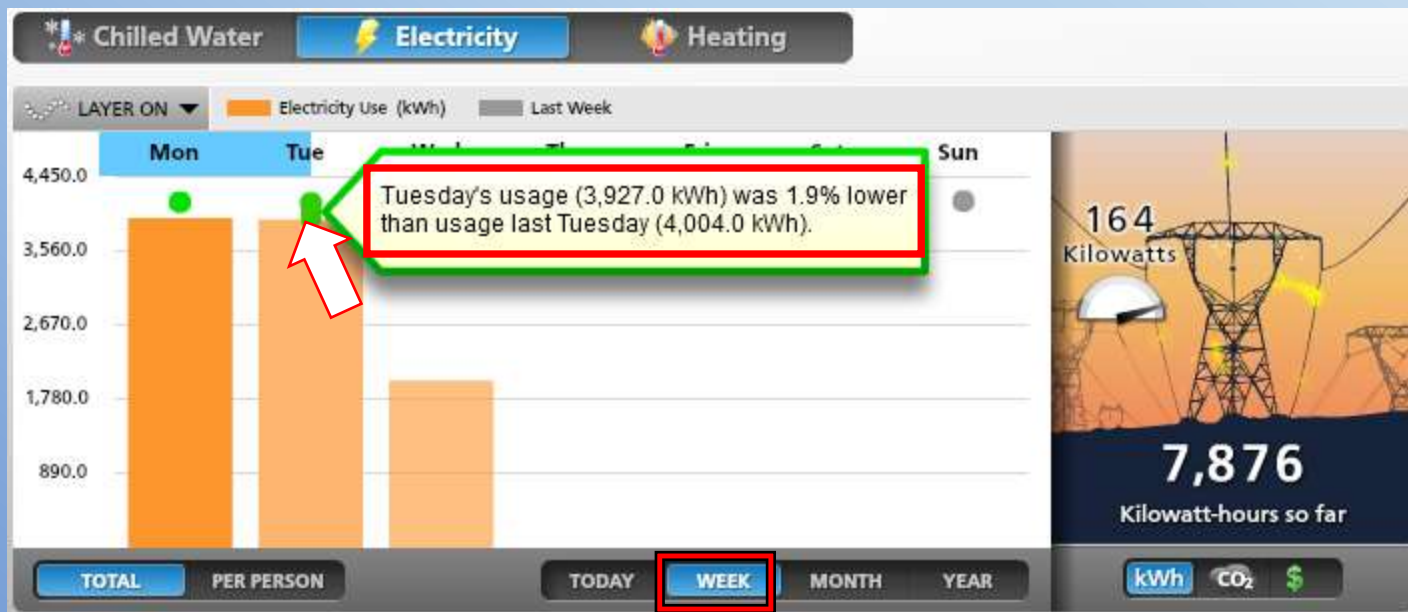
The "Show Previous" Layer can also be useful for seeing how this week's, month's, and year's electricity usage compared to the last.

By putting your cursor on the dot, you can see the exact numbers and percentages of electricity used as compared to the last week, month, or year.

The dot is green when less electricity has been used in comparison, and red when more electricity has been used.
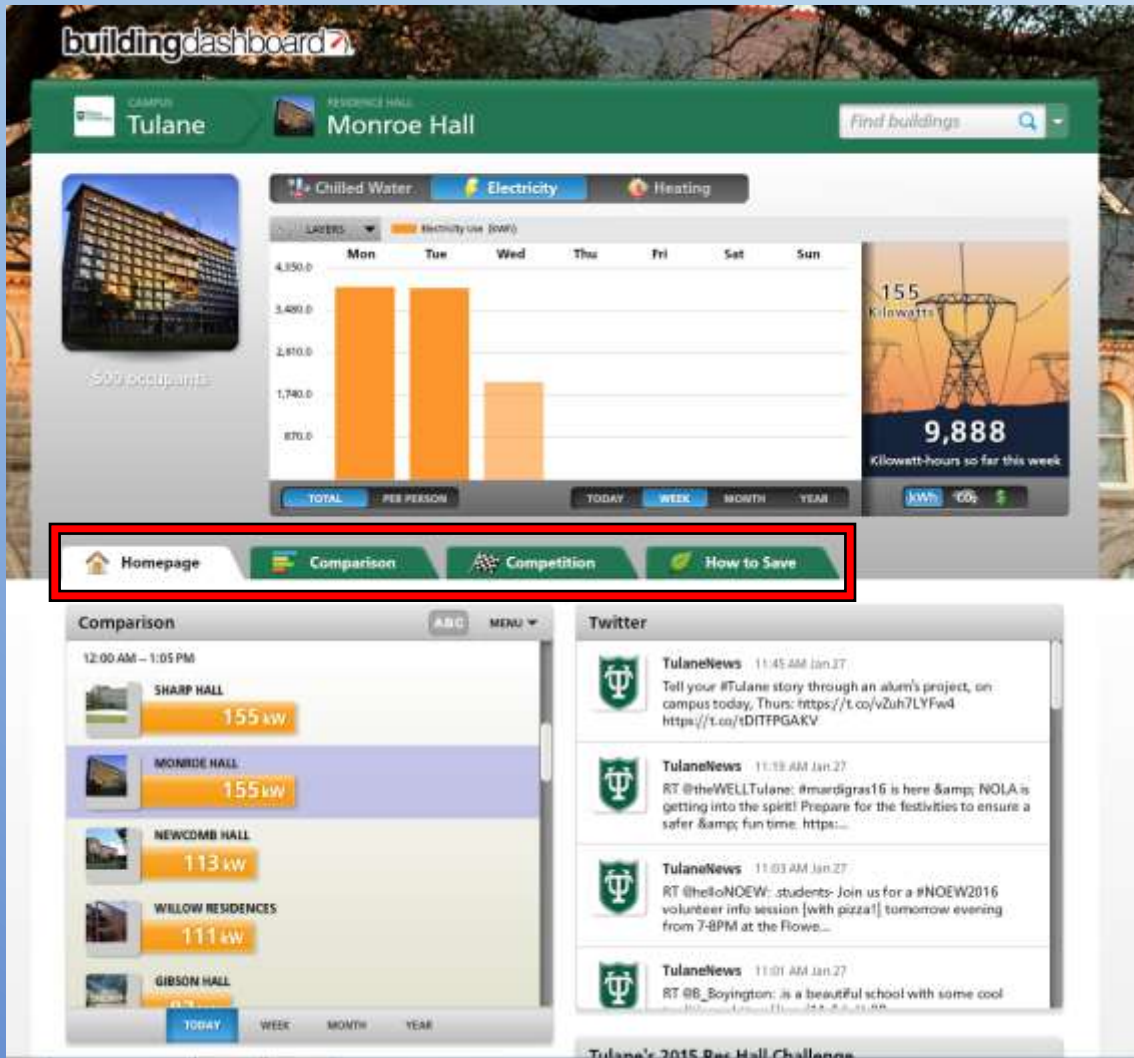
Below the Dashboard are tabs for other tools you can use to help understand the data and the progress of the Tulane Unplugged competition.

Scroll down to see the entire "Homepage" tab, which has useful widgets to help understand the data and the progress of the Tulane Unplugged competition.

On the top right is the "Comparison" widget. It should be automatically focused on the Residence Hall your Dashboard is focused on, and the other buildings should be automatically listed in order of most energy used to least.
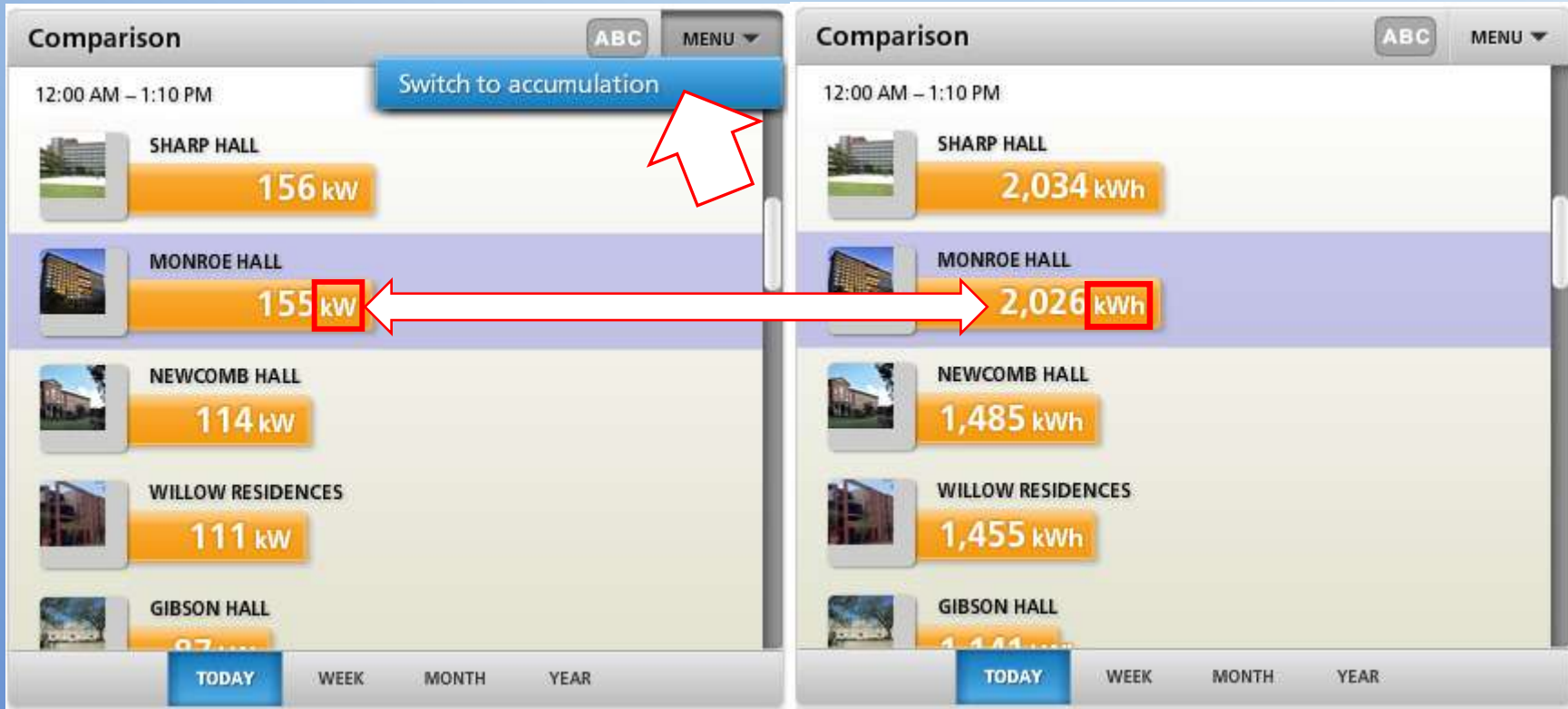
The data shown in the default "Comparison" widget is in kW, which is the current electricity demand, which is not useful for the overall comparison during the Tulane Unplugged competition.

Click "Menu" on the top right corner, then "Switch to accumulation" to change the units to kWh, which shows the overall electricity usage of all buildings during the current day.

After switching the units of measurement to kWh, you can see the overall electricity usage for the week (starting on Monday) or the month by clicking the tabs at the bottom of the widget.

In the top right of the "Homepage" tab is the "Twitter" widget. This shows all the tweets sent out in real-time by the @TulaneNews Twitter account.

In the bottom left corner of the "Homepage" tab are two widgets. The top is a real-time weather forecast, and the bottom shows various Green Tips from the U.S. EPA and other sources.
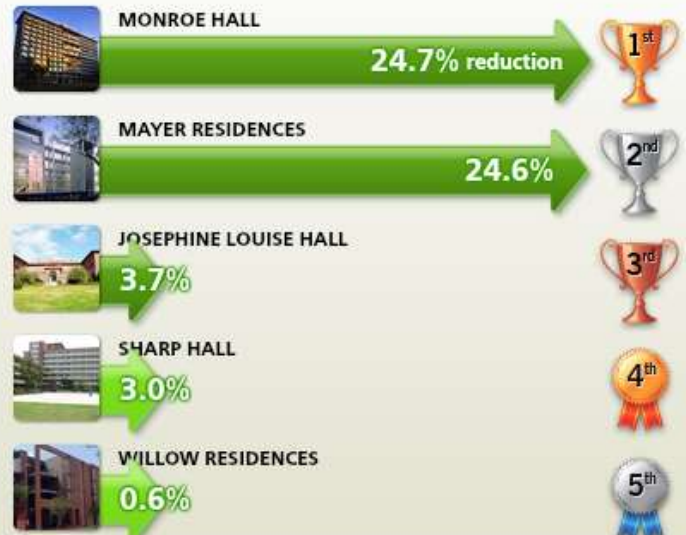
The bottom-right widget shows the data from the Res Hall competition. This screenshot was taken at the end of January, when it still was showing the data from last year's competition. This will be updated to show the data from the 2016 competition, starting on February 22 and ending on March 13.
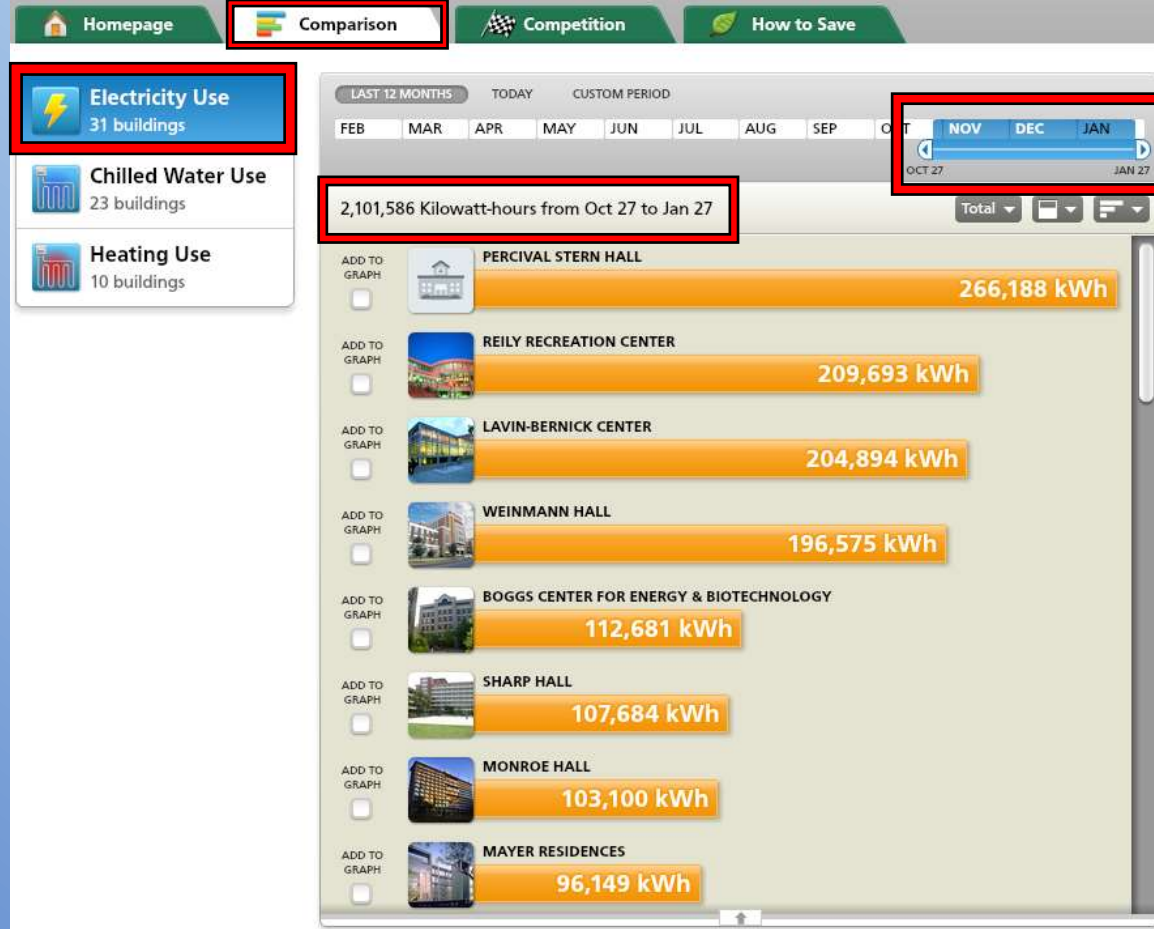
The second tab below the Dashboard is the "Comparison" tab. Here, you can see a more detailed record of energy usage over a more customized period of time than you can with the smaller "Comparison" widget on the "Homepage" tab.

The default is set on Electricity Use, and data is automatically shown from the 3 months before the current date (which here is incorrect, since there was no data uploaded until December 28, 2015).

To get a more specific reading, toggle the dates at the top-left corner.

The updated total kWh from all of the buildings in the system will be on the top right.
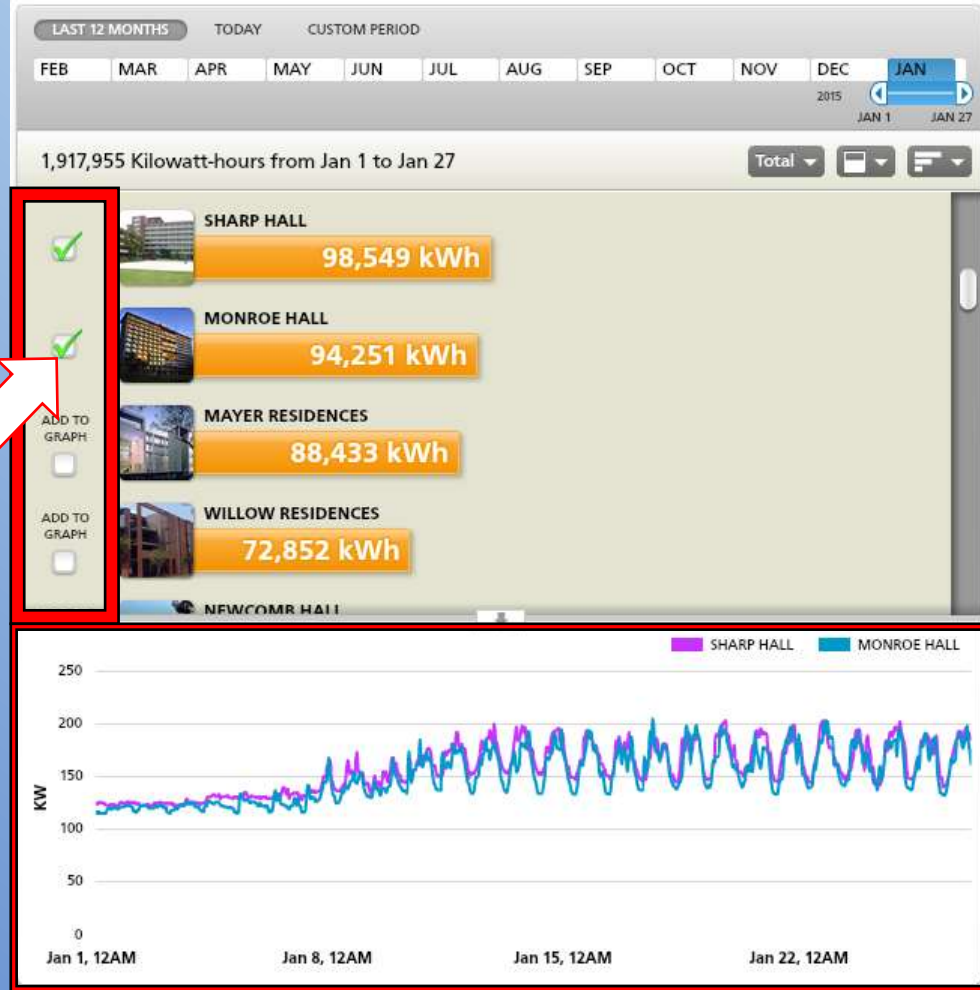
To view a graph of specific buildings' data from the selected time period, click "Add to Graph" and a graph of the data will pop up below.

Here, I selected Sharp and Monroe. On the graph below, their electricity usage is compared side-by-side.

At the top right there are 3 tabs to help customize the data shown:

1) The leftmost "Total" tab, which has options to show kWh used Per Person or Per Square Foot of the building.

2) The middle tab that looks like a box is used to switch the data from Accumulation (kWh) to Average Hourly Rate (kw).

3) The rightmost tab changes the building order from Descending (highest usage to lowest), Ascending (lowest usage to highest), or Alphabetical (by building name).
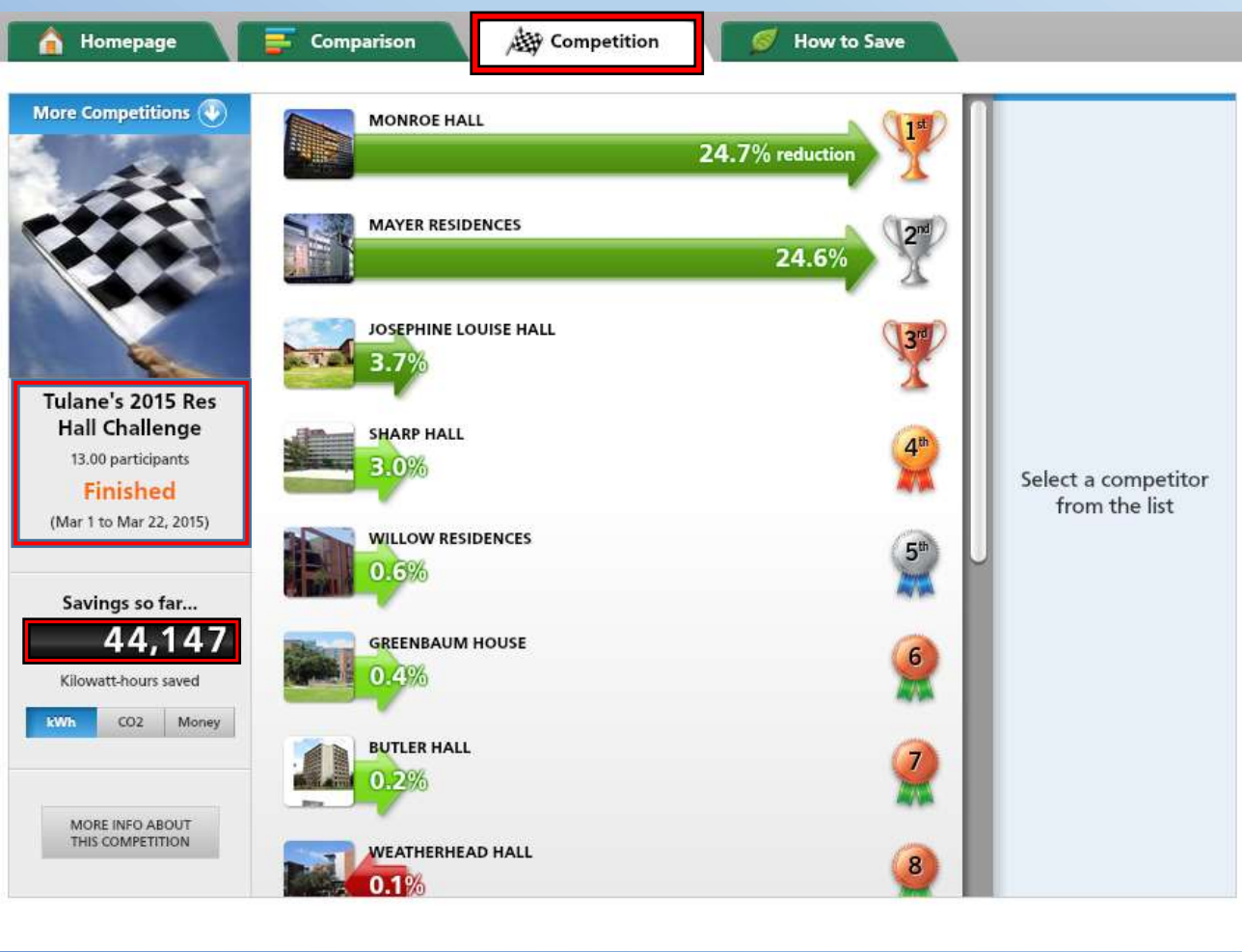
The third tab underneath the Dashboard, "Competition," shows the ongoing data from the Residence Hall Challenge.

Currently, it is showing the data from the 2015 competition, but will start showing the 2016 competition starting on February 22nd.

**By clicking on a building name, the data from the building during the competition will pop up on the right side.**

The fourth tab underneath the Dashboard, "How to Save," has a list of tips for saving electricity specifically in the Residence Halls. You can see them all by clicking on the arrows on each side of the large picture, or by clicking on the smaller thumbnails on the top right corner.

That's all! We at the Office of Sustainability hope that this tutorial helps make the Building Dashboard more understandable and easy to use.

For more information on Tulane Unplugged 2016, visit: http://recycle.tulane.edu/recyclemania.html

For any further questions, issues, or concerns about the Building Dashboard, email: recycle@Tulane.edu