



ARIS Commercial User Tutorial

Alaska Retrofit Information System (ARIS)

The following tutorial has been put together for State Users who will be responsible for entering and tracking State Facility Energy Usage.

Table of Contents:

Section 1: General Over View	2
Log in.....	2
Commercial Home.....	2
Commercial REAL Form.....	3
Upload	5
Change Password.....	5
Log Out.....	5
Section 2: How to Enter a New Building	6
Section 3: Search and Editing Existing Building Files	11

Section 1

General Over View

This section will provide a general overview of ARIS Web.

Clarification: All Images relate to the text directly above them

- a) **Log In:** Go to: <https://www.akrebate.com/Login.aspx> and enter your user name and password.



Alaska Housing
FINANCE CORPORATION

ARIS Web

Login

UserName:

Password:

Login Email me my Password

Admin Contact Information
**
webmaster@akrebate.com

- b) **Commercial Home:** This will automatically bring you to the Commercial home page (Screen Shot below). So enter a building or edit a previously entered building, click in the “REAL Form” tab.



Alaska Housing
FINANCE CORPORATION

ARIS Web

Commercial Home REAL Form Upload Change Password Logout

Welcome to ARIS Web.

c) **Commercial REAL Form:** This form will appear below with several other boxes. Form may take a few moments to load. The bottom portion of this page is the actual REAL Form.

Alaska Housing
FINANCE CORPORATION

ARIS Web

Commercial Home REAL Form Upload Change Password Logout

Commercial Real Form

Owner	Building Name	Date	Building Usage	Owner Type
Alaska Gateway School District	Boardroom Building	5/5/2011	Education - K - 12	Regional Education Attendance Area
Alaska				

Building Information Energy Usage

Generate Akwarm File Create New Save

Building Information

Facility Owner: Date:
 Building Name/Identifier: Facility Street:
 Community Population: Facility City:
 Building Usage: Facility Zip:
 Facility is owned by:

Contact

First Name: Middle Name:
 Last Name: E-mail:

 Mailing Address 1:
 Mailing Address 2:
 State: AK City: Zip:

Building Specs

Building Square Footage: Year Built:
 Building Type:

Major Renovations

Date	Renovation

Operations

On the REAL Form page, there are several other components to note:

The Apply Filter Box – This box allows you to search for and open previously entered buildings. Allowing you to filter buildings by:

- Facility Owner
- Building Name/Identifier
- Building Usage

Alaska Housing FINANCE CORPORATION ARIS Web 5.1

Commercial Home REAL Form Upload Change Password Logout

Commercial Real Form

Facility Owner:
Building Name/Identifier:
Building Usage: All
Facility is owned: All

Owner	Building Name	Date	Building Usage	Owner Type
Alaska Gateway School District	Boardroom Building	5/5/2011	Education - K - 12	Regional Education Attendance Area

Building Information Energy Usage

Generate Akiwarm File Create New Save

Building Information

Facility Owner: Date:

A List of previously entered buildings – This list will show buildings that have previously been entered into ARIS. Depending on your permissions, you may see buildings that have been entered by other State entities. Buildings will show up in columns by:

- Owner
- Building Name
- Date (This date is the date the file was created)
- Building Usage
- Owner Type

Alaska Housing FINANCE CORPORATION ARIS Web 5.1

Commercial Home REAL Form Upload Change Password Logout

Commercial Real Form

Facility Owner:
Building Name/Identifier:
Building Usage: All
Facility is owned: All

Owner	Building Name	Date	Building Usage	Owner Type
Alaska Gateway School District	Boardroom Building	5/5/2011	Education - K - 12	Regional Education Attendance Area

Building Information Energy Usage

Generate Akiwarm File Create New Save

Building Information

Facility Owner: Date:

d) Upload

If you have been entering all of your data into the ARIS Excel form, you can upload the files here.

Alaska Housing FINANCE CORPORATION

ARIS Web

5.1

Commercial Home REAL Form **Upload** Change Password Logout

Upload Commercial REAL Data

Hold the control key while selecting files to select multiple files.
After selecting files, press the upload files button.

Select **Upload files**

e) Change Password

To change your password, you will be prompted for your old password and then asked to enter your new password twice.

Alaska Housing FINANCE CORPORATION

ARIS Web

5.1

Commercial Home REAL Form Upload **Change Password** Logout

Change Password

Old Password:

New Password:

Repeat Password:

Change Password

f) Log Out

To log out, click the log out tab and you will be logged out of the system and redirect you to the log in page shown above. The system automatically logs you out after a period of inactivity, so be sure to save your entries before you start a new project.

Section 2

How to Enter a New Building

This next section will walk you through how to enter in a new building. When entering a new building, the boxes above the "Building Information" and "Fuel Usage" tabs can be ignored.

Step 1: Start with a bank REAL Form

If information appears from an existing building search, this can be cleared by clicking the "REAL Form" tab to refresh the page, or by clicking the "Create New."

The screenshot shows the ARIS Web interface for entering a new building. The top navigation bar includes "Commercial Home", "REAL Form", "Upload", "Change Password", and "Logout". The "REAL Form" tab is highlighted with a red circle and an arrow. Below the navigation bar, there is a "Commercial Real Form" section with input fields for "Facility Owner", "Building Name/Identifier", "Building Usage", and "Facility is owned by". To the right of these fields is a table with columns: "Owner", "Building Name", "Date", "Building Usage", and "Owner Type". The table contains three rows of data:

Owner	Building Name	Date	Building Usage	Owner Type
Alaska Gateway School District	Boardroom Building	5/5/2011	Education - K - 12	Regional Education Attendance Area
Alaska Gateway School District	District Wide Storage	5/5/2011	Education - K - 12	Regional Education Attendance Area
Alaska Gateway	Dot Lake School	5/5/2011	Education - K - 12	Regional Education

Below the table, there are tabs for "Building Information" and "Energy Usage". The "Building Information" tab is active, and the "Create New" button is highlighted with a red circle and an arrow. The form includes sections for "Building Information", "Contact", "Building Specs", "Major Renovations", and "Operations".

Step 2: Entering Building Information

Enter general building information into the blank fields provided. Please note the following:

- For future searching purposes, it will be important to enter correct building names and uses. Use drop down menus where provided.
- Under Major renovations and operations, you will need to hit the “Add” button to add fields if you have numerous renovations or days with varying operational hours/occupants.
- For purposes of this tutorial, we will be using the Kenny Lake K-12 Facility as an example building. *Confidential data and information have been hidden in these examples.*

The screenshot displays the Alaska Housing ARIS Web interface. The header includes the Alaska Housing Finance Corporation logo and the text "ARIS Web" with a version number "5.1". A navigation bar contains links for "Commercial Home", "REAL Form", "Upload", "Change Password", and "Logout".

The main content area is titled "Commercial Real Form" and is divided into several sections:

- Facility Owner:** A text field containing "copper river".
- Building Name/Identifier:** A text field.
- Building Usage:** A dropdown menu set to "All".
- Facility is owned by:** A dropdown menu set to "All".
- Apply Filter:** A button.
- Table:** A table with columns: Owner, Building Name, Date, Building Usage, and Owner Type. It lists three entries for Copper River School District buildings.
- Building Information:** A section with tabs for "Building Information" and "Energy Usage". It contains fields for Facility Owner (Copper River School Dis), Building Name/Identifier (Kenny Lake K-12), Community Population (410), Building Usage (Education - K - 12), Facility Street (HC 80 BOX 224), Facility City (Copper Center), Facility Zip (99573), and Date (2/2/2011). Buttons for "Generate Akwarm File", "Create New", and "Save" are present.
- Contact:** A section with fields for First Name (Loreen), Last Name (Kramer), Middle Name, E-mail (kramer@orsd.k12.ak.us), Phone # (9078223234), Mailing Address 1 (PO Box 108), Mailing Address 2, State (AK), City (Glenallen), and Zip (99588). There are "Add Phone Number" and "Delete" buttons.
- Building Specs:** A section with fields for Building Square Footage (34170), Year Built (2000), and Building Type (Mixed).
- Major Renovations:** A section with a table for Date and Renovation, and an "Add Renovation" button.
- Operations:** A section with a table for Day, Operating Time, and # Occupants, and an "Add Operating Day" button.

Step 3: Enter in Fuel Usage Information.

To enter in the fuel information follow steps a. through f.

a. Go to the "Energy Usage" Tab on the REAL Form.

The screenshot shows the ARIS Web interface for the Commercial Real Form. The top navigation bar includes 'Commercial Home', 'REAL Form', 'Upload', 'Change Password', and 'Logout'. The main content area is titled 'Commercial Real Form' and contains several sections:

- Facility Owner:** copper river
- Building Name/Identifier:** [empty]
- Building Usage:** All
- Facility is owned by:** All
- Apply Filter** button

On the right, there is a table with the following data:

Owner	Building Name	Date	Building Usage	Owner Type
Copper River School District	Chistochina	2/2/2011	Education - K - 12	Regional Education Attendance Area
Copper River School District	Copper Center	2/2/2011	Education - K - 12	Regional Education Attendance Area
Copper River School District	District Office	2/2/2011	Office	Regional Education Attendance Area

Below the table, the 'Building Information' tab is selected and highlighted with a red circle and arrow. The 'Energy Usage' sub-tab is also highlighted with a red circle. The 'Building Information' section contains the following fields:

- Facility Owner:** Copper River School Di
- Date:** 2/2/2011
- Building Name/Identifier:** Kenny Lake K-12
- Facility Street:** HC RD BOX 224
- Community Population:** 410
- Facility City:** Copper Center
- Building Usage:** Education - K - 12
- Facility Zip:** 99573
- Facility is owned by:** Regional Education Attendance Area

The 'Contact' section includes:

- First Name:** Loreen
- Last Name:** Kramer
- Middle Name:** [empty]
- E-mail:** kramer@crsd.k12.ak.us
- Phone #:** 9078223234
- Type:** Unknown
- Mailing Address 1:** PO Box 108
- Mailing Address 2:** [empty]
- State:** AK
- City:** Glenallen
- Zip:** 99588

The 'Building Specs' section includes:

- Building Square Footage:** 34170
- Year Built:** 2000
- Building Type:** Mixed

b. Once this tab loads, click the enter Energy Usage

The screenshot shows the ARIS Web interface for the Commercial Real Form, specifically the 'Energy Usage' tab. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Commercial Real Form' and contains the following sections:

- Facility Owner:** [empty]
- Building Name/Identifier:** [empty]
- Building Usage:** All
- Facility is owned by:** All
- Apply Filter** button

On the right, there is a table with the following data:

Owner	Building Name	Date	Building Usage	Owner Type
Alaska Gateway School District	Boardroom Building	5/5/2011	Education - K - 12	Regional Education Attendance Area
Alaska Gateway School District	District Wide Storage	5/5/2011	Education - K - 12	Regional Education Attendance Area
Alaska Gateway School District	Dot Lake School	5/5/2011	Education - K - 12	Regional Education

Below the table, the 'Energy Usage' tab is selected. The 'Add Energy Usage' button is highlighted with a red box. The 'Energy Usage' section includes:

- Month #:** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
- Add Energy Usage** button
- Generate Month and Year** button
- Save** button

c. You will be prompted with an “Add energy Usage” Box; select appropriate types and units.

Commercial Real Form

Facility Owner:

Building Name/Identifier:

Building Usage: All

Facility is owned by: All

Apply Filter

Owner	Building Name	Date	Building Usage	Owner Type
Alaska Gateway School District	Boardroom Building	5/5/2011	Education - K - 12	Regional Education Attendance Area

Building Information | Energy Usage

Month # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Add Energy Usage

Generate Month and Year

Save

Add Energy Usage

Energy Type: Electric

Energy Unit: kWh

Add Cancel

Energy Usage

Month # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Add Energy Usage

Generate Month and Year

Save

Add Energy Usage

Energy Type: Electric

Energy Unit: kWh

- Electric
- Natural Gas
- Propane
- Coal
- Demand - Electric
- Demand - Nat Gas
- Steam District Ht
- Hot Wtr District Ht
- Spruce Wood
- Birch Wood
- Fuel Oil
- Fuel Oil

- d. Once the Energy Type and Energy Unit are selected, select “Add.” You will then see a grid as shown below. From here you can select “Generate Month and Year.” By selecting Generate Month and year, you can choose the appropriate timeline for your data.
- For “Beginning Month,” enter a number between 1 and 12.
 - For “Beginning Year,” enter a 4 digit year.
 - Click Generate and the dates will be automatically entered into the sheet below.

Building Information | Energy Usage

Month # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Add Energy Usage

Generate Month and Year

Save

Month and Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Electric Consumption (kWh)																					
Electric Cost \$																					
Electric Demand Cost \$																					

Generate Month and Year Values

Energy Row: Row 1 - Electric Consumption (kWh)

Beginning Month:

Beginning Year:

Generate Cancel

- e. Once you have your grid with the month and year filled out, you can begin to enter in the Consumption, Cost, and if relevant, the demand cost. Be sure to hit “Save “when you are done.

The screenshot shows a software window with a title bar containing "School", "District Wide Storage", "9/9/2011", "Education - K - 12", and "Attendance App". Below the title bar are two tabs: "Building Information" and "Energy Usage". The "Energy Usage" tab is active. At the top right of the tab are three buttons: "Add Energy Usage", "Generate Month and Year", and "Save". The "Save" button is highlighted with a red rectangular box. Below the buttons is a table with the following structure:

Month #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21																						
Month and Year	1	2009	2	2009	3	2009	4	2009	5	2009	6	2009	7	2009	8	2009	9	2009	10	2009	11	2009	12	2009	1	2010	2	2010	3	2010	4	2010	5	2010	6	2010	7	2010	8	2010	9	20	
Electric Consumption (kWh)																																											
Electric Cost \$																																											
Electric Demand Cost \$																																											

- f. To add another Energy type or time period, simple select “Add Energy Usage.” And follow steps I-V.

Section 3

Search and Edit an Existing Building File

In this example we will search for “K-12” facilities owned by “Copper River.”

Step 1: Enter in your search criteria and hit filter. Results appear in right-hand box.

Owner	Building Name	Date	Building Usage	Owner Type
Copper River School District	Glenallen K-12	2/2/2011	Education - K - 12	Regional Education Attendance Area
Copper River School District	Kenny Lake K-12	2/2/2011	Education - K - 12	Regional Education Attendance Area
Copper River School District	Slana K-12	2/2/2011	Education - K - 12	Regional Education Attendance Area

Step 2: Select the building you would like to view.

- We will be selecting “The Kenny Lake K-12.”
- Once selected the related building text will turn blue and be underlined and the information available on this building will show up in the building information section of the REAL Form. *Confidential data and information have been hidden in these examples.*
- Under the **Building Information** Tab, you will be able to view and edit all previously entered data, such as Building Information, Contact Information, Building Specs, Major Renovations, and Operations.
- If you made Changes, be sure to hit Save before you navigate away from the page

Date	Renovation

Step 3: View/Edit Energy Usage data.

Under the **Energy Usage** Tab, you can view and edit entered fuel and electrical usage and costs that have been previously entered. For further information on how to edit, review Section 2, Step 3.

- Under Energy Usage Tab, you will be able to:
 - o Edit previous data entered
 - o Add Energy Usage (Add Rows across)
 - o Generate Month and year (Apply date ranges to Added Energy Usage)
 - o Save added data

The screenshot displays the ARIS Web interface for Alaska Housing Finance Corporation. The main content area is titled "Commercial Real Form" and shows the "Energy Usage" tab selected. On the left, there are input fields for "Facility Owner" (Copper River), "Building Name/Identifier" (k-12), "Building Usage" (All), and "Facility is owned by" (All), with an "Apply Filter" button. On the right, a table lists buildings with columns for Building Name, Identifier, Date, Usage Type, and Area. The "Energy Usage" tab is active, showing a grid for entering data by month and year. A "Save" button is circled in red.

Month #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Month and Year	1 2009	2 2009	3 2009	4 2009	5 2009	6 2009	7 2009	8 2009	9 2009	10 2009	11 2009	12 2009	1 2010	2 2010	3 2010	4 2010	5 2010	6 2010	7 2010	8 2010	9 2010	10 2010	11 2010	12 2010
Electric Consumption (kwh)																								
Electric Cost \$																								
Electric Demand Cost \$																								
Month and Year	1 2009	2 2009	3 2009	4 2009	5 2009	6 2009	7 2009	8 2009	9 2009	10 2009	11 2009	12 2009	1 2010	2 2010	3 2010	4 2010	5 2010	6 2010	7 2010	8 2010	9 2010	10 2010	11 2010	12 2010
#1 Fuel Oil Consumption (Gallon)																								
#1 Fuel Oil Cost \$																								
#1 Fuel Oil Demand Cost \$																								

For further assistance, contact AHFC Staff:

Rebekah Luhrs rluhrs@ahfc.us 907-330-8141

Scott Waterman swaterman@ahfc.us 907-330-8195