

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

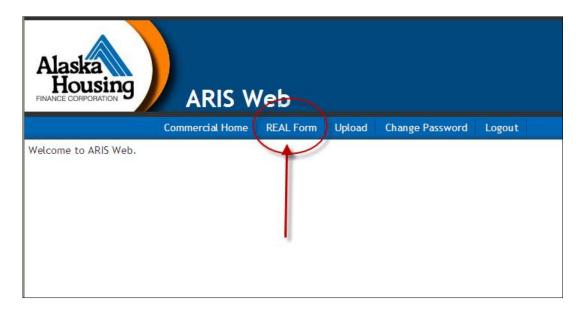
Section 1 General Over View

This section will provide a general overview of ARIS Web. Clarification: All Images relate to the text directly above them

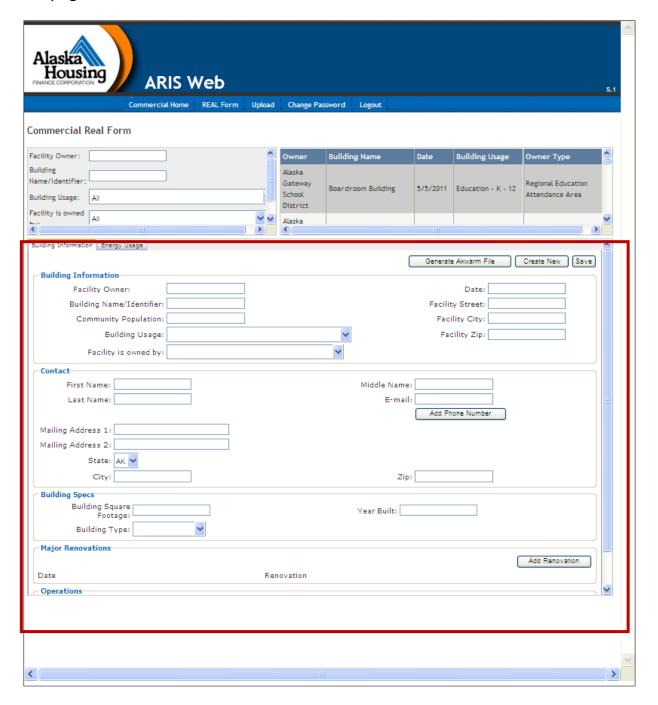
a) Log In: Go to: https://www.akrebate.com/Login.aspx and enter your user name and password.



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.



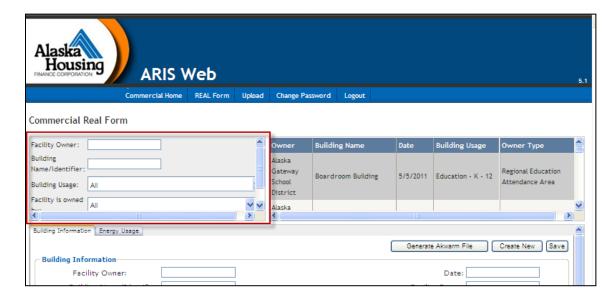
c) Commercial REAL Form: This form will appear below with several other boxes. Form may take a few moments to load. The bottom portion of this page is the actual REAL Form.



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

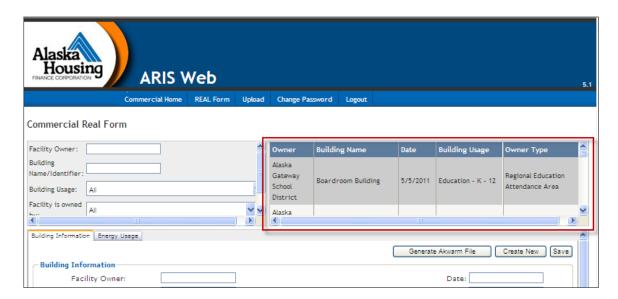
The Apply Filter Box – This box allows you to search for and open previously entered buildings. Allowing you to filter buildings by:

- Facility Owner
- Building Name/Identifier
- Building Usage



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



d) Upload

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



e) Change Password

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



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.

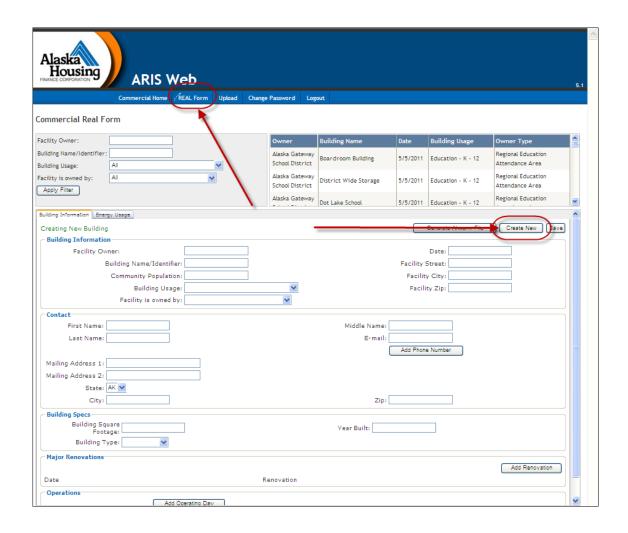
Section 2

How to Enter a New Building

This next section will walk you though 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

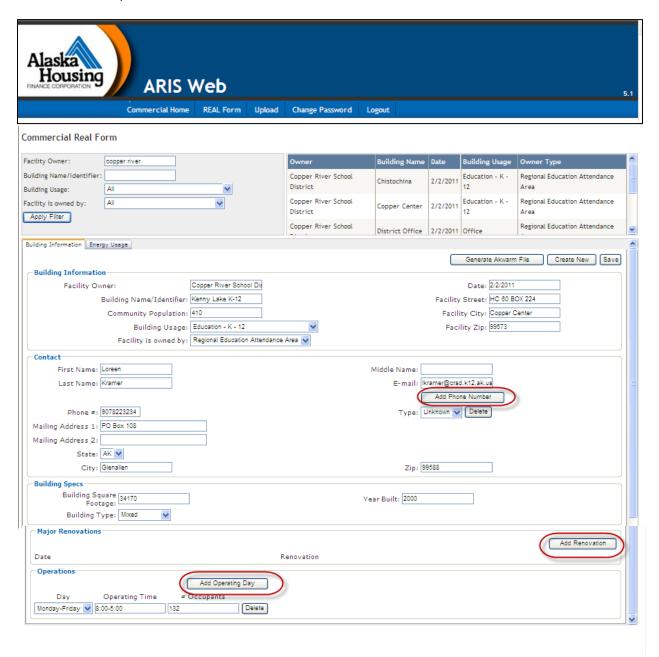
If information appears from an existing building search, this can be cleared by clicking the "REAL Form" tab to refresh the page, or by clicking the "Create New."



Step 2: Entering Building Information

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

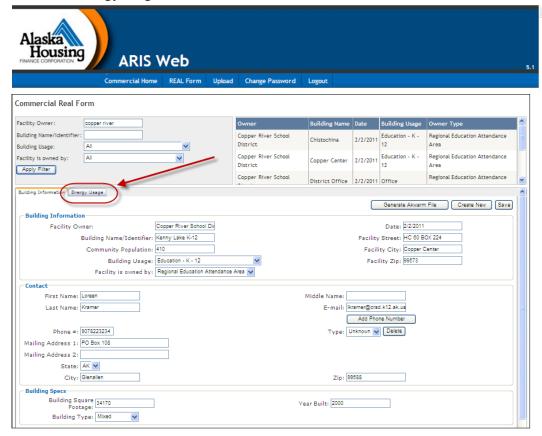
- For future searching purposes, it will be important to enter correct building names and uses. Use drop down menus where provided.
- Under Major renovations and operations, you will need to hit the "Add" button to add fields if you have numerous renovations or days with varying operational hours/occupants.
- 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.



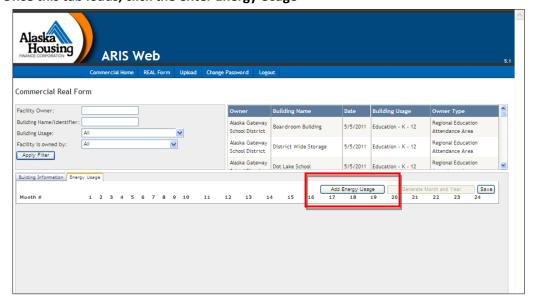
Step 3: Enter in Fuel Usage Information.

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

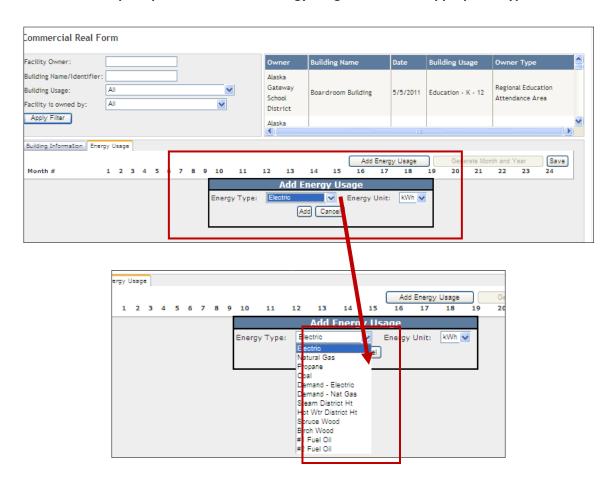
a. Go to the "Energy Usage" Tab on the REAL Form.



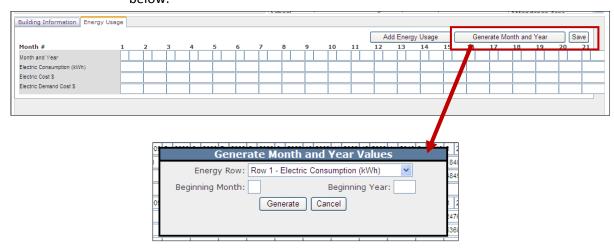
b. Once this tab loads, click the enter Energy Usage



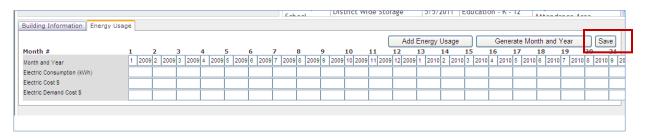
c. You will be prompted with an "Add energy Usage" Box; select appropriate types and units.



- **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.
 - a. For "Beginning Month," enter a number between 1 and 12.
 - b. For "Beginning Year," enter a 4 digit year.
 - c. Click Generate and the dates will be automatically entered into the sheet below.



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.

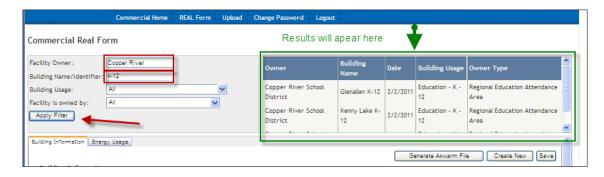


f. To add another Energy type or time period, simple select "Add Energy Usage." And follow steps I-V.

Search and Edit an Existing Building File

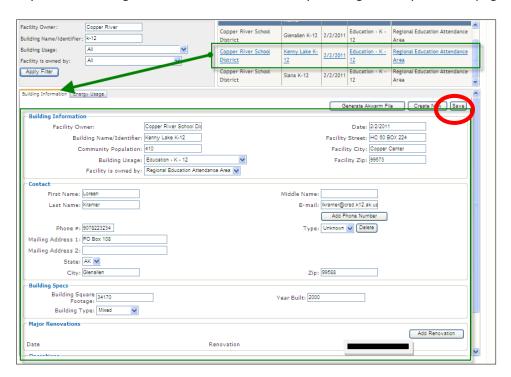
In this example we will search for "K-12" facilities owned by "Copper River."

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



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

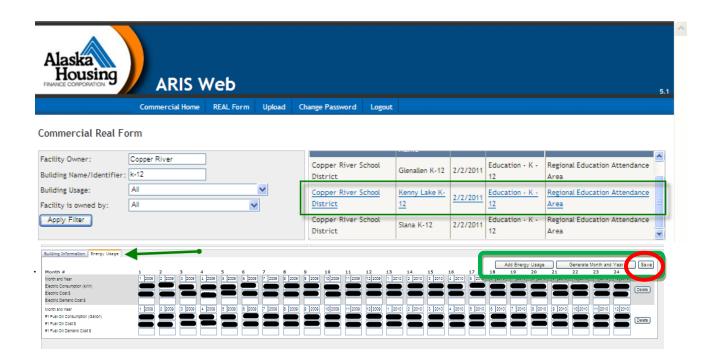
- We will be selecting "The Kenny Lake K-12."
- Once selected the related building text will turn blue and be underlined and the
 information available on this building will show up in the building information section of
 the REAL Form. Confidential data and information have been hidden in these examples.
- 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



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
 - Add Energy Usage (Add Rows across)
 - o Generate Month and year (Apply date ranges to Added Energy Usage)
 - Save added data



For further assistance, contact AHFC Staff:

Rebekah Luhrs <u>rluhrs@ahfc.us</u> 907-330-8141

Scott Waterman <u>swaterman@ahfc.us</u> 907-3308195