

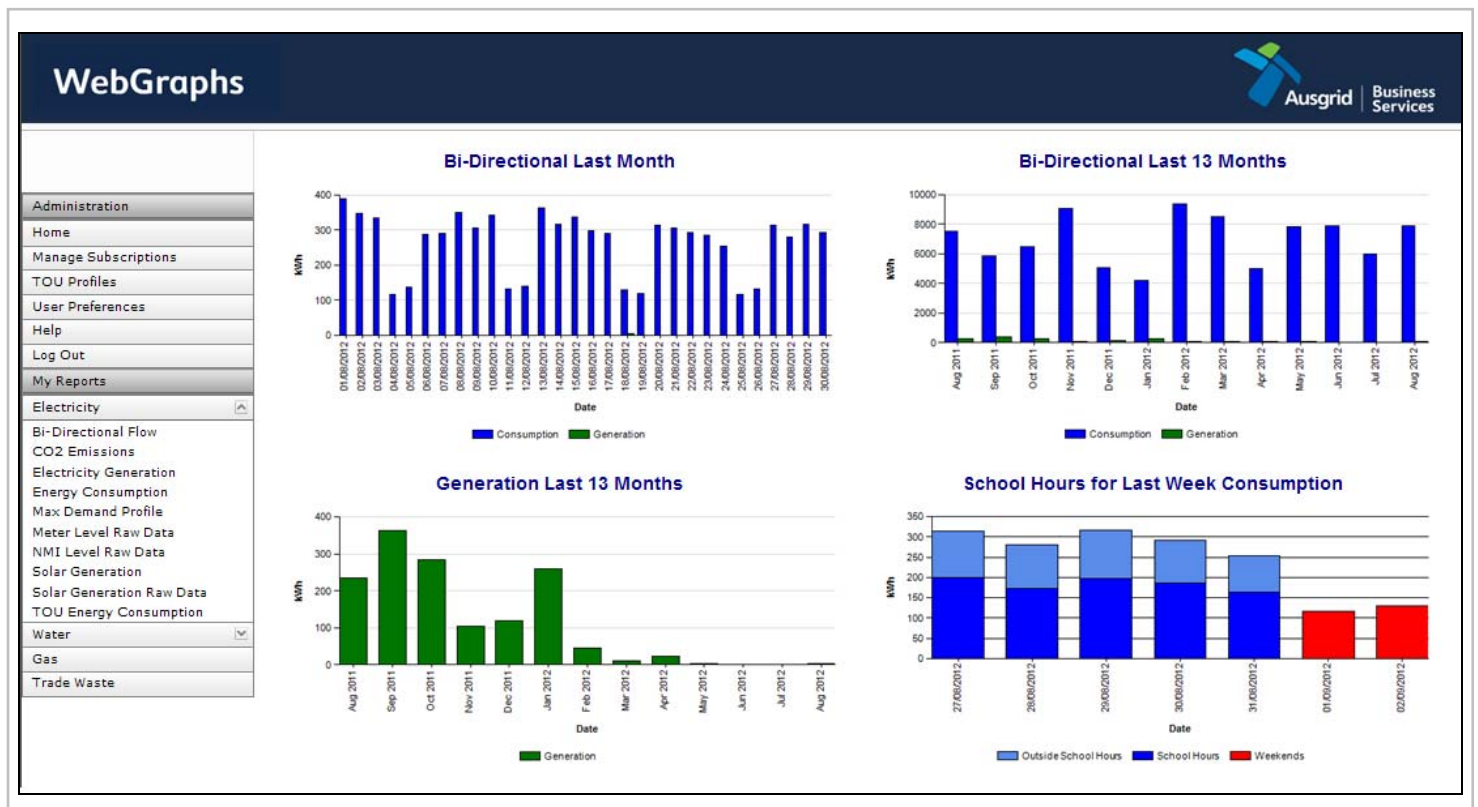
NSW Department of Education and Communities Dashboard User Guide

Webgraphs is an online resource allowing schools to understand their energy usage while developing and enhancing the knowledge of school student's. Webgraphs provides accurate and timely availability of energy usage data available through a secure online website. Webgraphs aids in the learning process allowing teachers and students to see the results of initiatives undertaken at a school level. Through understanding and increased personal commitment it is believed that behavioural changes learnt in the benefits of energy efficiency/usage extend beyond the school gate.

Ausgrid understands that the continual development and improvement of the reporting offered by Webgraphs will enhance the usability of the system and this guide has been created to provide information regarding the changes being made.

What has changed?

When logging into your Webgraphs account you will be presented with a dashboard that will allow you to easily see your schools energy usage. Up to four (4) graphs will provide a view of your schools usage for both consumption and solar generation.



Bi-Directional Last Month: This graph shows the kWh's consumed at your school for the previous month. This report provides a 'Net' view of consumption less any solar generation created by the schools solar system. In some instances schools will see generation graphed on this report where generation exceeds consumption at any time.

Bi-Directional Last 13 Months: This graph shows the kWh's consumed at your school during the last 13 months. This will allow you to compare the current month this year to the same month last year. In instances where generation exceeds consumption you will also see this information graphed along side your consumption.

Generation Last 13 Months: Where available Webgraphs collects information directly from your schools solar system this information is graphed to show the total amount of electricity that has been generated, this is a 'gross' figure and is shown for the previous 13 months.

School Hours for Last Week Consumption: This graph shows the kWh's consumed at your school for the previous school week and is broken down in to three (3) time periods:

- **School Hours:** Monday – Friday 8:00 am to 4:00 pm
- **Outside School Hours:** Monday – Friday 4:00 pm to 8:00 am
- **Weekends:** Saturday – Sunday
- **Public Holidays:** As gazetted.

What can I do with these graphs?

The dashboard will provide an immediate view of your schools consumption and generation reports while allowing schools to click through to any report and further investigate. All Webgraphs reports can be printed and exported in various formats including Microsoft Excel, Word and Adobe Acrobat (PDF).

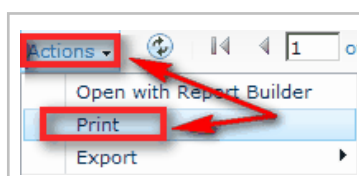
Q. How do I look at a month or a day within one of these graphs?

Clicking on any of the graphs will open a new window displaying the graph and data table for the particular report. Webgraphs stores data in 30 minute intervals therefore clicking any of the reports will provide a greater level of detail ie. Month to Week to Day.

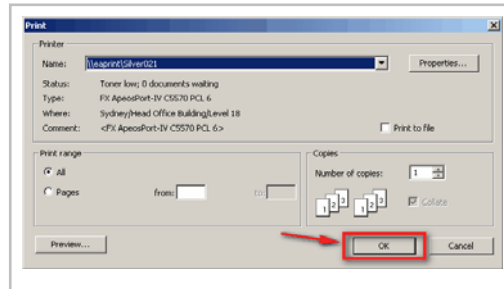


Q. How do I print one of the graphs?

Once a graph has opened in a new window you will then be able to select 'Print' from the 'Actions' menu.



This will open the **Print Properties** dialog as shown below, select the required printer and select 'OK'.

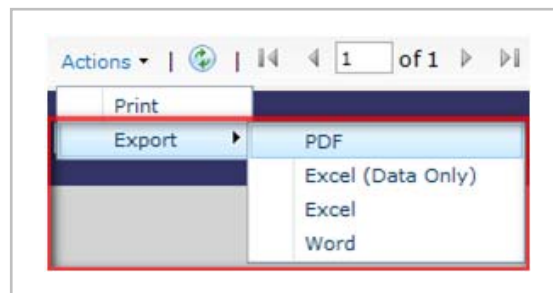


Q. How do I export one of these graphs?

Once a graph has opened in a new window you will then be able to select 'Export' from the 'Actions' menu. Reports can be exported in a number of formats including:

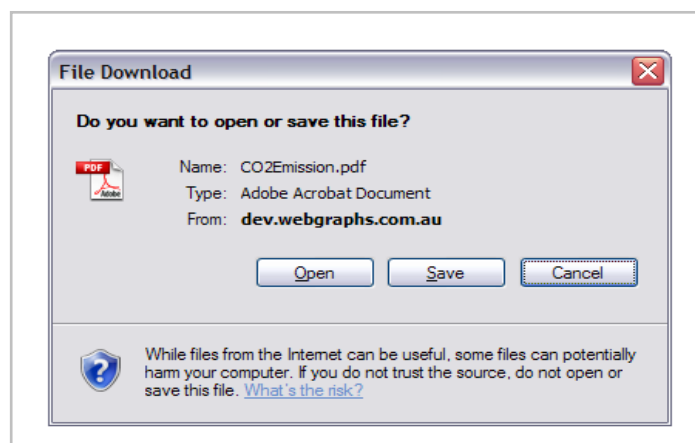
- Adobe Acrobat Reader (PDF)
- Microsoft Excel 2003 – 2007 (Data Only) (XLS)
- Microsoft Excel 2003 – 2007 (XLS)
- Microsoft Word (DOC)

From the 'Export' menu select the required format.

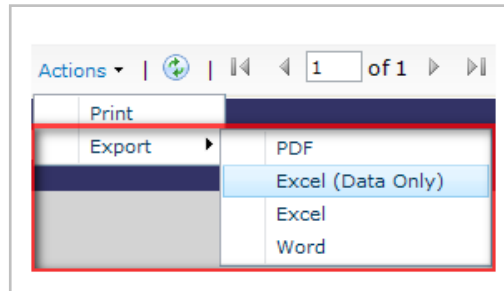


Note: This dialog window will stay open after the export has completed - If you want to export to a different File Format, you will need to close the window and repeat the process.

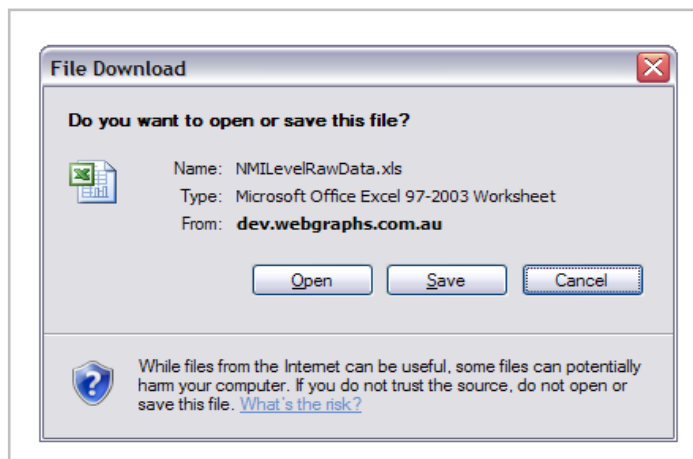
Depending on your browser and security settings, the exported file may open directly within your browser or you may be presented with a prompt to Open or Save the file as shown below. This is an example of an exported file with the "Adobe Acrobat Reader (**PDF**)" format.



You can also export the information to an **Excel** spreadsheet with or without the graph. To export the data *only* click on the **Actions** menu shown below and place your cursor on the **Export** option to display the export file format options.

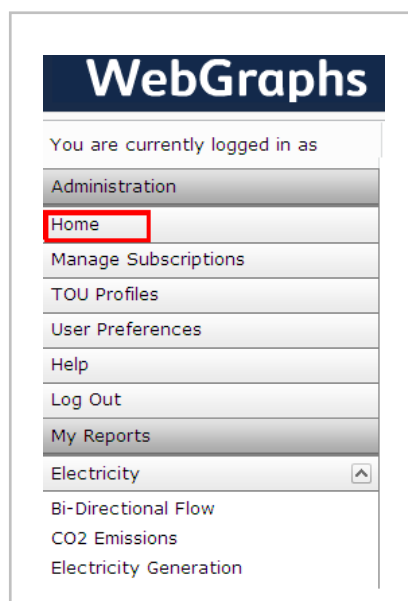


In the Export file format options, select the file format **Excel (Data Only)** from the file format list. Depending on your browser and security settings, the exported file may open directly within your browser or you may be presented with a prompt to Open or Save the file as shown below:



Q. How do I return to the dashboard?

At any stage you can return to your schools dashboard by clicking on the 'Home' button as shown below.



WebGraphs Support.

This guide provides information regarding recent changes made to Webgraphs.

If you need any additional support or have any questions then please contact Lucas Senteleky on (02) 8719 3009 or email tcams@ausgrid.com.au

Our general Webgraphs user guide can be found here; <https://www.webgraphs.com.au/help/UserGuide.pdf>