

B3 Enterprises

# B3 UtiliTrack

User's Guide

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## Welcome to UtiliTrack! Let's get started.

We're so glad you're here. If you have any questions at all please don't hesitate to click on the 'Contact' link at the top right of any of the pages and we'll be happy to help in any way we can.

### Signing up

When you first get to the site the first thing that you want to do is click 'Register' to get signed up.



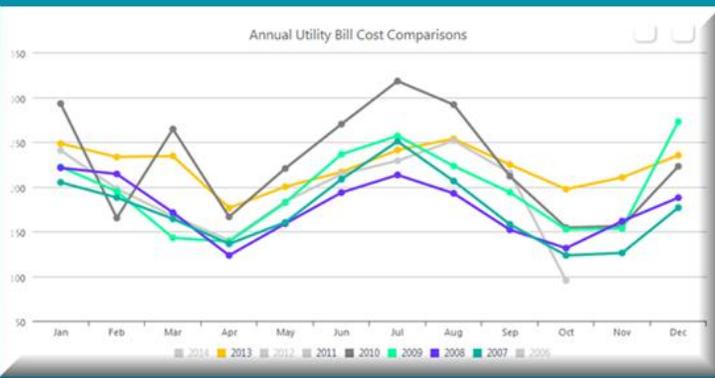
Click here to get started 

[Register](#) [Log in](#)

[ABOUT](#) [CONTACT](#)

## Save Energy

Have the tools to track, analyze, and share your energy usage and costs, right at your fingertips.



Annual Utility Bill Cost Comparisons

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	150	140	135	130	135	140	145	140	135	130	135	140
2013	155	145	140	135	140	145	150	145	140	135	140	145
2012	145	135	130	125	130	135	140	135	130	125	130	135
2011	140	130	125	120	125	130	135	130	125	120	125	130
2010	135	125	120	115	120	125	130	125	120	115	120	125
2009	130	120	115	110	115	120	125	120	115	110	115	120
2008	125	115	110	105	110	115	120	115	110	105	110	115
2007	120	110	105	100	105	110	115	110	105	100	105	110
2006	115	105	100	95	100	105	110	105	100	95	100	105

B3E UtiliTrack's web-based utility tracking makes it easy to enter, view and compare your household utilities from any device, anywhere at any time.

This will take you to the registration page. On this page, all of the fields are required to be filled in. Once you enter your information you'll need to create a password for your account and type it a second time to verify it. When you finish that then click on the Register button and you're all set. You're ready to enter some property information.

The image shows a registration form for B&E UtiliTrack. The form includes the following fields: User name, First Name, Last Name, Email Address, City, State (a dropdown menu), Zip Code, Password, and Confirm password. A 'Register' button is located at the bottom left of the form. Annotations in red text and arrows provide instructions: 'All fields are required' points to the asterisks on each field; 'These two fields must be identical' points to the Password and Confirm password fields; and 'When finished, click the Register Button' points to the Register button.

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Register Log in

ABOUT CONTACT

**Register.** Create a new account.

User name \*

First Name \*

Last Name \*

Email Address \*

City \*

State (select) \*

Zip Code \*

Password \*

Confirm password \*

Register

All fields are required

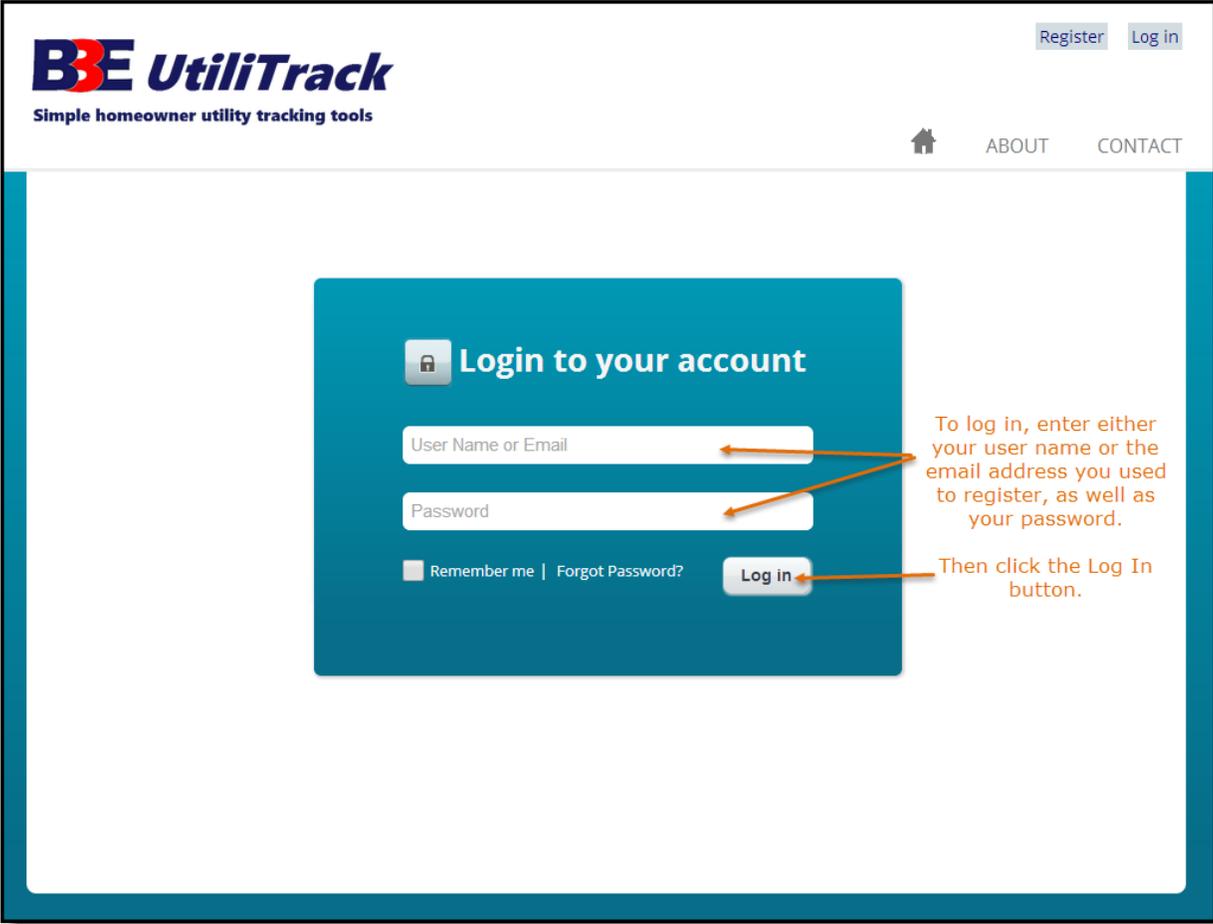
These two fields must be identical

When finished, click the Register Button

## Logging In

From the Log In page simply enter your username or email address and your password and click the Log In button.

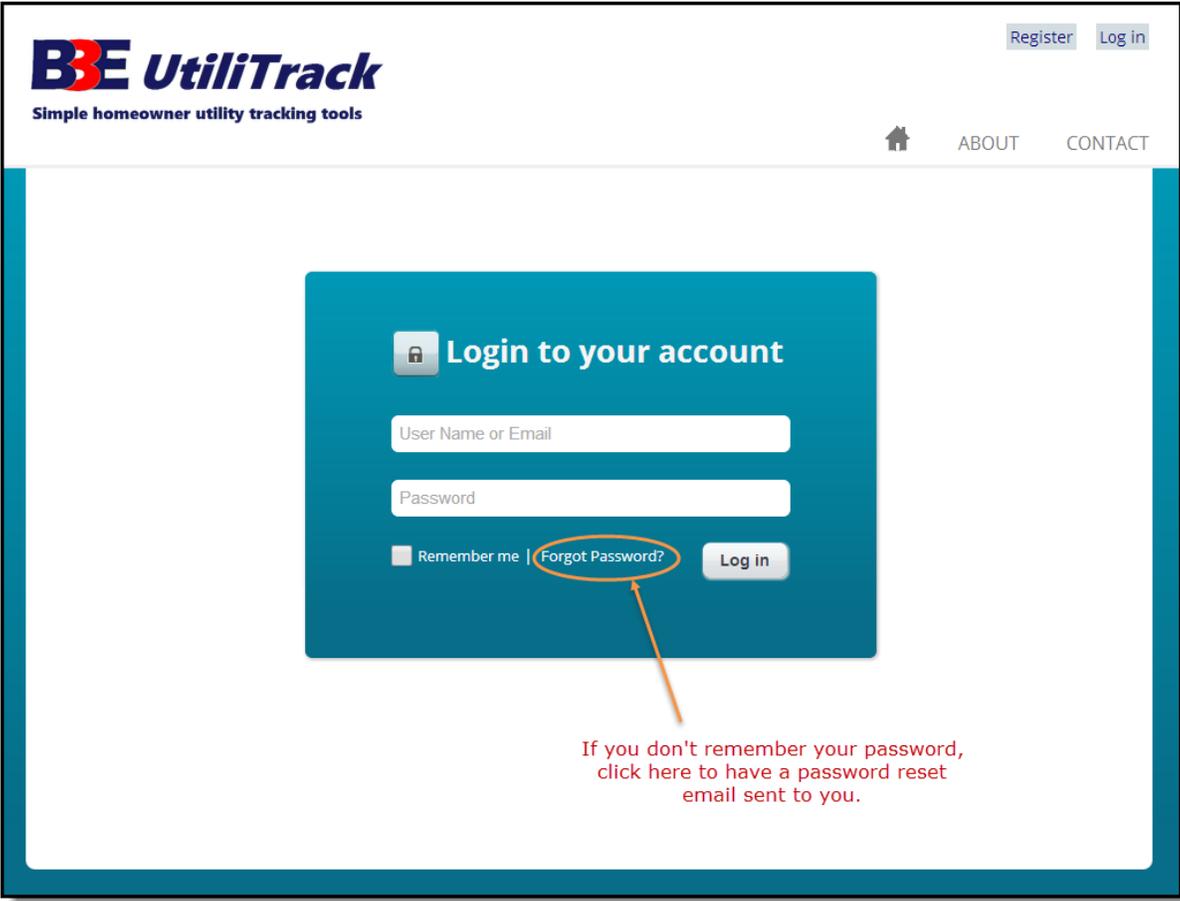
Note: If you want your user name saved in a browser cookie, click the “Remember me” checkbox before you click the “Log In” button.



The image shows a screenshot of the BBE UtiliTrack website's login page. The page header includes the BBE UtiliTrack logo with the tagline "Simple homeowner utility tracking tools", a home icon, and navigation links for "ABOUT" and "CONTACT". In the top right corner, there are "Register" and "Log in" buttons. The main content area features a teal-colored login box with the heading "Login to your account" and a lock icon. Inside the box are two input fields: "User Name or Email" and "Password". Below the fields are a "Remember me" checkbox and a "Forgot Password?" link, followed by a "Log in" button. Three orange arrows point from the input fields and the "Log in" button to a text box on the right that provides instructions: "To log in, enter either your user name or the email address you used to register, as well as your password." and "Then click the Log In button."

## Password Recovery

If you don't remember your password then click on the 'Forgot Password?' link and we'll see if we can help you get that resolved.



The image shows a screenshot of the B3E UtiliTrack website's login page. The page has a white header with the B3E UtiliTrack logo on the left, which includes the text "Simple homeowner utility tracking tools". On the right side of the header, there are links for "Register" and "Log in", and a navigation menu with a home icon, "ABOUT", and "CONTACT". The main content area features a teal-colored login box with the heading "Login to your account" and a lock icon. Below the heading are two input fields: "User Name or Email" and "Password". At the bottom of the login box, there is a "Remember me" checkbox, a "Forgot Password?" link (circled in orange), and a "Log in" button. An orange arrow points from the "Forgot Password?" link to a red text box below the login box that reads: "If you don't remember your password, click here to have a password reset email sent to you."

Just enter the email address that you used to sign up for your account and we'll send you an email with a link to reset your password. Click on the link in the email you receive, and you will be taken to a page where you can reset your password.

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[Register](#) [Log in](#)

[Home](#) [About](#) [Contact](#)

### Reset Password

Your account email

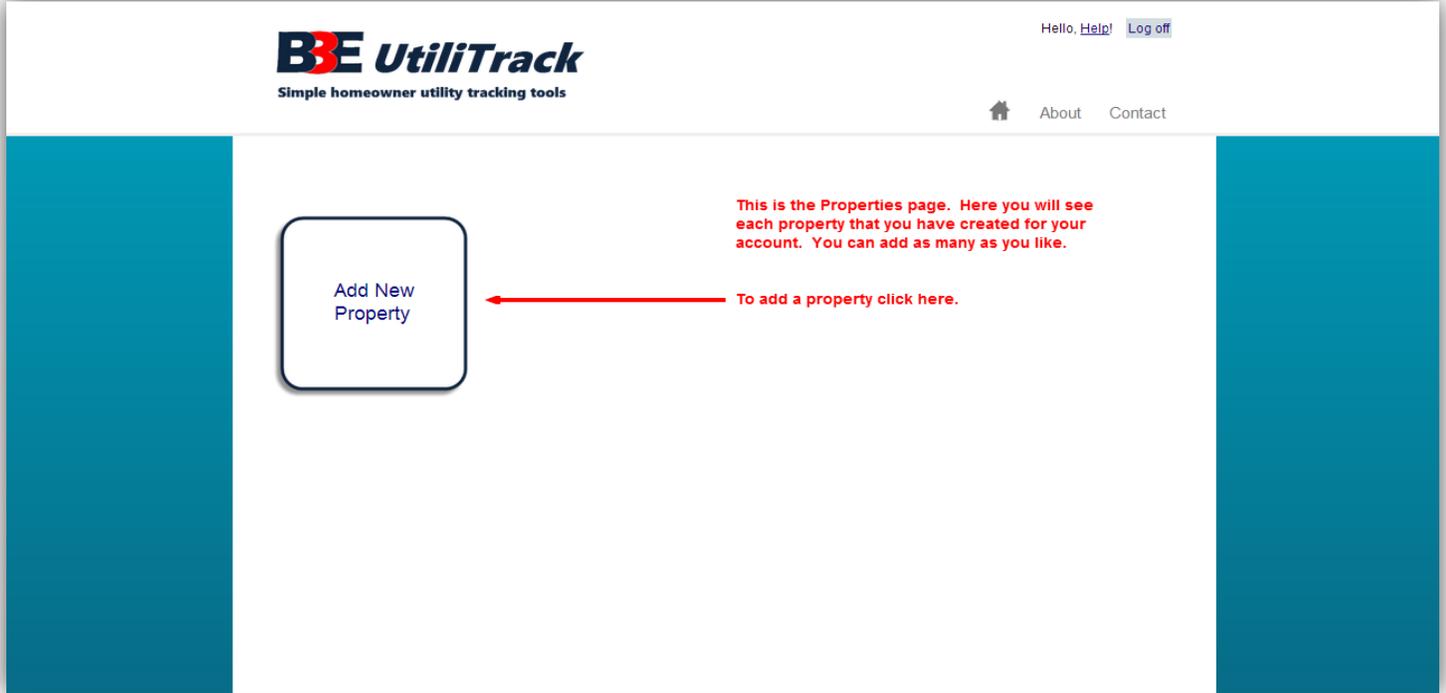
[Recover Account](#)

Enter email address here and a password reset email will be sent for the corresponding account.

After the reset, you can log in with your user name or email address and new password and you should be ready to go.

## Creating Properties

Once you are logged in your properties page should look like this before you have added any properties to track. Click on the 'Add New Property' button to enter your first property.



That will take you to the Create Property page.

Here you will name your property, select the billing type, and enter the property address.

There are two types of billing to choose from. **Combined** is for properties that get only one bill that includes all the utilities for that property. **Individual** is for properties that get a separate bill for each utility. Click the Create button when you are finished.

The screenshot shows the 'Create Property' form on the BBE UtiliTrack website. The form includes the following fields and annotations:

- Property Name:** An empty text input field with the annotation: "Give your property a unique identifying name."
- Utility Bill Type:** A dropdown menu currently set to "Combined" with a red arrow pointing to it and the annotation: "Select which type of utility billing you use."
- Address Line 1:** An empty text input field.
- Address Line 2:** An empty text input field.
- City:** A text input field containing "greenville" with the annotation: "Enter the property address. These fields are required."
- State:** A dropdown menu currently set to "SC".
- Zip Code:** A text input field containing "29601".
- Heated/Cooled Sq Ft:** An empty text input field with the annotation: "Enter the square footage of the property. This field is optional."
- Buttons:** "Create" and "Cancel" buttons. The "Create" button is circled in red with the annotation: "Click Create to save this property to your profile."

At the top of the page, there is a navigation bar with the BBE UtiliTrack logo, the tagline "Simple homeowner utility tracking tools", and links for "Hello, Help!", "Log off", "About", and "Contact". A "Previous Page" link is also visible above the form.

This will take you to the Edit Property page.

Here you can change any information previously entered, add or edit the utility types that you'd like to track for this property, or add or edit any milestones that you'd like to have for this property. This page can also be reached by clicking edit on the Property Details page.

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Hello, Help! [Log off](#)

[Home](#) [Reports](#) [About](#) [Contact](#)

### Edit Property Information [Previous Page](#)

Property Name:

Utility Bill Type:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Heated/Cooled Sq Ft:

**Add/Edit Household Utility Types**

[add record](#)

**Add utility types here.**

**Next you will be taken to the Edit Property page. Here you can make any changes that you need to and add the utility types that you'll be tracking for this property.**

**You can also add certain important events to your property that you may want to see in reporting such as a new furnace or new windows.**

**Add/Edit Milestone Events**

Event Date	Description	
<input type="text"/>	<input type="text"/>	<a href="#">add record</a>

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There are many different utility types that you can track for each property in UtiliTrack. You can select those here.

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### Edit Property Information [Previous Page](#)

Property Name:

Utility Bill Type:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Heated/Cooled Sq Ft:

Add/Edit Household Utility Types	
Electricity	<a href="#">edit</a>   <a href="#">delete</a>
Gas (Natural)	<a href="#">edit</a>   <a href="#">delete</a>
Water	<a href="#">edit</a>   <a href="#">delete</a>
(select)	<a href="#">add record</a>

**You can add as many utility types as are available for each property. You can also change or delete utility types for the property.**

Click the Save button when you're finished and your property will be created. Once you've created your property or properties your home page will look like this. You can add as many as you'd like.

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Hello, [Help!](#) [Log off](#)

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Help 1

Help 2

Add New Property

**Here is your home page with the properties that have been created. All properties created for an account can be accessed from here.**

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To edit a property, enter billing information, or run reports just click on the property box that you'd like to work with. Now you're ready to enter some billing information for your property.

## Entering Utility Bills

For now, utility bills are entered manually. To begin adding data for a new bill click on the 'New Utility Bill' button on the Property Details page.

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[Home](#) [Reports](#) [About](#) [Contact](#)

### Help 1 Property Details

Property Name: **Help 1**  
Utility Bill Type: **Individual**  
Address Line 1: **100 Main Street**  
Address Line 2:  
City: **Greenville**  
State: **SC**  
Zip Code: **29601**

**From the Property Details page you can edit or delete your property or add utility bills to the property.**

[Edit](#) [Delete](#) [Cancel](#)

**Utilities**

- Electricity
- Gas (Natural)
- Water

**Utility Bills**

**Click here to add a new utility bill.** [New Utility Bill](#)

From Date	Thru Date	Utility	Bill Total
No billing records exist yet. Use the "New Utility Bill" button to add an entry.			

Now you will enter the beginning and ending date for the bill that you are entering. If your property is set to Individual billing then you'll also need to pick which utility the bill is for. If your property is set to Combined billing then you won't need to choose.

The screenshot shows the BE UtiliTrack web application interface. At the top left is the logo "BE UtiliTrack" with the tagline "Simple homeowner utility tracking tools". At the top right, there are links for "Hello, Help!" and "Log off". Below the logo is a navigation menu with a home icon, "REPORTS", "ABOUT", and "CONTACT".

The main content area is titled "Help 2 Property Details". It contains several input fields for property information: Property Name (Help 2), Address Line 1 (101 Main Street), Address Line 2, City (Greenville), State (SC), Zip Code (29601), and Utility Bill Type (Individual). To the right of these fields are "Edit", "Delete", and "Cancel" buttons. Below the address fields is a "Utilities" dropdown menu with options: Electricity, Gas (Natural), and Water.

Below the property details, there is a red instruction: "Enter information from your utility bill below and then click Save. Click Cancel to go back." To the right of this instruction is a "New Utility Bill" button.

The "Utility Bills" section features a table with the following columns: From Date, Thru Date, Utility, and Bill Total. The table contains one row with the following data: From Date: 3/19/2014, Thru Date: 4/18/2014, Utility: Electricity (dropdown), and Bill Total: 0. To the right of the table are "Save" and "Cancel" buttons.

At the bottom of the utility bills section, there is a message: "No billing records exist yet. Use the 'New Utility Bill' button to add an entry."

## Individual Bill Detail Entry

For **Individual** billing enter the dollar amount of the bill and/or the usage amount of the bill and then click the 'Submit' button to complete the entry for this bill.

Hello, [Help!](#) [Log off](#)

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### Help 2 Property Details

Property Name: **Help 2**

Address Line 1: **101 Main Street**

Address Line 2:

City: **Greenville**

State: **SC**

Zip Code: **29601**

Utility Bill Type: **Individual**

**Utilities**

- Electricity
- Gas (Natural)
- Water

**Enter the bill's dollar amount and/or it's usage amount and click Submit to complete the billing entry.**

#### Utility Bills

From Date	Thru Date	Utility	Bill Total	
3/19/2014	4/18/2014	Electricity	0.00	<a href="#">Hide Details</a>

Utility	Amount	Usage	
Electricity	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="button" value="Submit"/>

## Combined Bill Detail Entry

For **Combined** billing you will enter all of the dollar amounts and/or usage amounts at once for the combined bill. Click the 'Submit' button when finished.

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REPORTS ABOUT CONTACT

### Help 3 Property Details

Property Name:   
Address Line 1:   
Address Line 2:   
City:   
State:   
Zip Code:   
Utility Bill Type:

**Utilities**  
Electricity  
Gas (Natural)  
Water

**For combined billing you will enter all utility bill information at once. Click Submit to complete the billing entry.**

From Date	Thru Date	Bill Total	
3/19/2014	4/18/2014	0.00	<a href="#">Hide Details</a>

Utility	Amount	Usage	
Electricity	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>
Gas (Natural)	<input type="text"/>	<input type="text"/>	
Water	<input type="text"/>	<input type="text"/>	

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## Editing and Deleting Bills

Once you've entered your utility bill's information you will see it show up on the Property Details page. You can edit or delete your bill's information from here if you need to.

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Hello, [Help!](#) [Log off](#)

REPORTS ABOUT CONTACT

### Help 1 Property Details

Property Name: **Help 1**  
Address Line 1: **100 Main Street**  
Address Line 2:  
City: **Greenville**  
State: **SC**  
Zip Code: **29601**

Utility Bill Type: **Individual**

**Utilities**  
Electricity  
Gas (Natural)  
Water

[Edit](#) [Delete](#) [Cancel](#)

**You will see all entered utility bills below. Edit Billing allows you to edit the dates or utility type. Details allows you to edit the dollar amount and usage. Delete allows you to delete the bill entry from the property.**

[New Utility Bill](#)

From Date	Thru Date	Utility	Bill Total	
4/01/2014	4/30/2014	Electricity	50.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
4/01/2014	4/30/2014	Gas (Natural)	25.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
4/01/2014	4/30/2014	Water	15.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
3/01/2014	3/31/2014	Electricity	48.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
3/01/2014	3/31/2014	Gas (Natural)	26.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
3/01/2014	3/31/2014	Water	12.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
2/01/2014	2/28/2014	Electricity	51.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
2/01/2014	2/28/2014	Gas (Natural)	24.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
2/01/2014	2/28/2014	Water	14.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
1/01/2014	1/31/2014	Electricity	45.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
1/01/2014	1/31/2014	Gas (Natural)	28.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>
1/01/2014	1/31/2014	Water	15.00	<a href="#">Edit Billing</a>   <a href="#">Details</a>   <a href="#">Delete</a>

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- Edit Billing – This allows you to change the dates and/or the utility type (if Individual bill type) of the bill.
- Details – This allows you to view and change the usage and cost associated with the bill.
- Delete – This will delete the entire bill.

## Deleting a Property

If you decide that you would like to delete one or all of your properties just click on the 'Delete' button on the Property Detail page.

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Hello, Help! Log off

REPORTS ABOUT CONTACT

### Help 3 Property Details

Property Name: Help 3  
Address Line 1: 102 Main Street  
Address Line 2:  
City: Greenville  
State: SC  
Zip Code: 29601  
Utility Bill Type: Combined

Edit Delete Cancel

Utilities  
Electricity  
Gas (Natural)  
Water

Click here to delete a property from your account.

New Utility Bill

From Date	Thru Date	Bill Total
3/19/2014	4/18/2014	19.00

[Edit Billing](#) | [Details](#) | [Delete](#)

You'll be taken to a confirmation page to make sure that you did not click Delete in error. Click the 'Delete' button to continue with the delete. Click the 'Cancel' button to return to the Property Details page.

**WARNING** – Deleting a property deletes the property and all associated billing detail for that property for your account. This cannot be undone.

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Hello, Help! Log off

REPORTS ABOUT CONTACT

### Delete Property

**WARNING: This action, once taken, cannot be undone!**

Are you SURE you want to delete this Property and all associated billing data?

UserName: Help File  
Utility Bill Type: Combined  
Property Name: Help 3  
Address Line 1: 102 Main Street  
Address Line 2:  
City: Greenville  
State: SC  
Zip Code: 29601

Delete Cancel

Take note of this!

Click Delete again to delete the property.

Click Cancel to return to the Property Details page.

## Reports

You can run reports directly from the dropdown menu, or you can click on Reports in the main navigation menu to get to a list of the available reports. This list will continue to grow, giving you ever-increasing ways of evaluating your data.

For now, there are three reports:

- Utility Usage Comparison
- Annual Cost Comparison
- Averages By Month

Since most utility bills are for a period that spans months (ie. Jan 13<sup>th</sup> through Feb 15<sup>th</sup>), we calculate the monthly usage and costs averages a little differently. We take the dates you enter from your bill, and for each date in the period---excluding the last one, since it will be the first day of the next billing period---count the number of days, then divide the usage and the cost by the number of days. We then put those dates with their averages in a table to use for reporting.

So then when you ask to see the usage for January, we would include from the reporting table any entries between January 1<sup>st</sup> and January 31<sup>st</sup>, add them together, and come up with what your actual cost and usage was for the month.

This way the system provides numbers based on a calendar month, when bills are often for periods that span months, taking all the guesswork out of which bill applies to which month, and allows us to more accurately estimate your actual usage and cost for that month.

### Utility Usage Comparison

This report shows you the monthly usage for each utility, for all years that have been entered. It is shown both in tabular form and visually with a line graph. You can remove and re-add years from the line graph by clicking on the year in the line graph's legend. This report gives you an idea of when you have the heaviest usage of any given utility that you are tracking.

### Annual Cost Comparison

This report provides a cost comparison by month for each year entered so that you can see how costs are trending.

### Averages By Month

This provides monthly averages based on the available entries. It takes the average across all years. Soon it will give you the opportunity to specify which years you want to take into account. This will give you an idea of what your utility bills will look like in the months ahead.