How To – Utility
SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. All buildings and rooms, including room supervisors, must be defined using **CONFIGURATION>Buildings and Structures**.

User Rights for Utility:

- **isUtilitySuperAdmin** – Add/Edit/Delete utility meters and assign meters to buildings or structures. Grant this right to only trusted utility administrative users. Users with this right can modify utility meters and assignments using **CONFIGURATION>Utility Meter Assignments**. This is typically the business manager.
- **isUtilityAdmin** – Add/Edit/Delete utility meter usage readings and costs PLUS Add/Edit/Delete staff payments and allowances if building is used for staff housing using **UTILITY>Meter Log**. This is typically the business manager. The business manager should be assigned both **isUtilitySuperAdmin** and **isUtilityAdmin** rights.
- **isUtilityMonitor** – Generate detailed utility reports using **REPORTS>Buildings and Structures** and choose report type **Utility.** This right is typically assigned to administrators, maintenance director and staff, business managers, and possibly school board personnel.

How To Use Utility:

1. Users having the right **isUtilitySuperAdmin** will create/edit/deactivate meters for electricity, propane, natural gas, water, or waste disposal and assign the meters to a building or structure using **CONFIGURATION>Utility Meter Assignments**. Be sure to keep this database current (unavailable, ID changes, etc.) and mark meters as unavailable when meters are decommissioned or no longer functional on district property.
2. Users having the right **isUtilityAdmin** will create/edit/delete monthly (or other interval) meter usage readings and costs as well as staff payments and allowances if building is used for staff housing using **UTILITY>Meter Log**. Staff members living in school housing will have access to their usage and payment records using **MY APPS>My Housing**.
3. Users having the right **isUtilityMonitor** will print detailed utility reports using **REPORTS>Buildings and Structures** and choose report type **Utility**.