

# wegowise Guide for Housing Authorities

Now that your portfolio is set up in WegoWise, what's next? Check in with your WegoWise account just once a month to keep it updated and recognize problems before they get worse.

## Monthly Check List

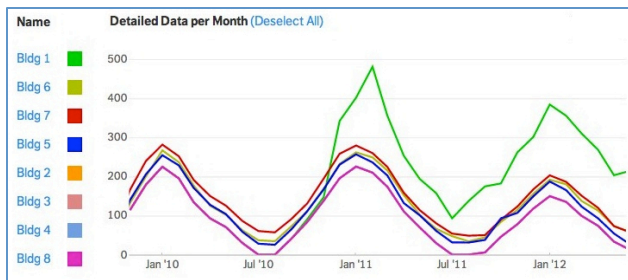
*Spend just 15 minutes with your WegoWise account each month to do the following:*

### Add utility data to those accounts that are not automatically updated

Watch a support video on how to add data points at this link: [http://youtu.be/\\_tfi8JmHQbM](http://youtu.be/_tfi8JmHQbM)

### Check for spikes

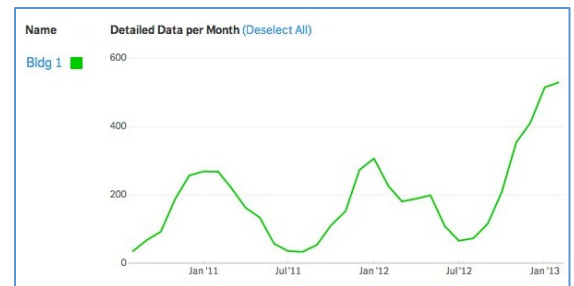
1. Enter the Properties Tab or click into a development to view a comparison plot
2. Pull down from Total Energy Use and separately view water, gas, & electricity usage
3. If you notice sharp increases in usage relative to previous years or your other buildings, click into the building & navigate to the View Data tab. Here you can identify whether gas or electric usage is spiking.



Establish a 'Threshold for Action' for each utility. For example, buildings using more than 10 BTU per sq.ft. per Heating Degree Day (BTU/ft<sup>2</sup>/HDD) require action. You can view this number in the full-year sum column by clicking into a development and choosing Heating Energy in the dropdown menu.

### Track Trends

1. Compare the current year's water, gas, & electric usage to previous years using the pull down menu at the top of the graph in the properties or development view
2. If there are large discrepancies, the equipment in your building might be failing. Water leaks or heating system problems require further investigation in your buildings.



### Keep an eye on Building Upgrade Reports

If your building has undergone a water or energy upgrade, you can track your savings by defining the upgrade in our system. You can learn how to do this by watching our support video at this link: <http://youtu.be/UBH2qIEe3rY>

## Questions?

Check out our Support Center at <http://support.wegowise.com>. If you can't get answers there, just file a support ticket and we'll get back to you as soon as possible. Request our Quarterly Checklist for a guide to a more in-depth analysis of the buildings in your portfolio. You can also call us at 617-367-9346.

