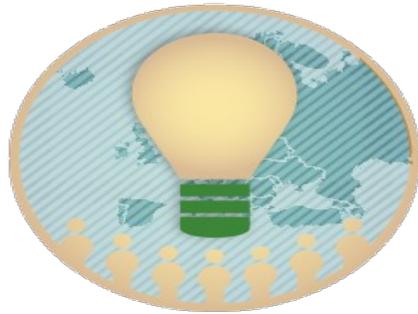
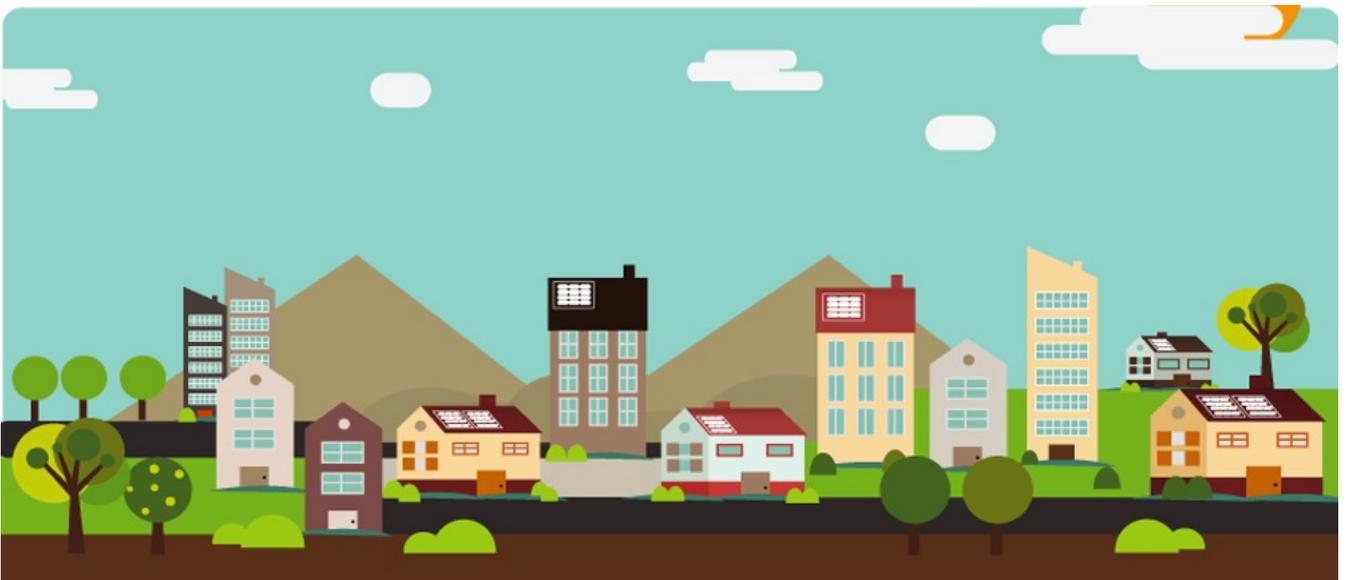


USER MANUAL



SOCIAL ELECTRICITY



Welcome to the user manual of the Social Electricity application!

1. What Social Electricity is about

Social Electricity is an online application which aims to motivate users to become more aware about their energy consumption, helping them to save energy through better management of personal consumption. It also targets to be used as a healthy competition, through which each user competes with his friends or other users for less consumed energy. People are encouraged to cooperate to reduce their consumption and help others to do the same!

2. How to visit Social Electricity

To visit the Social Electricity application, open a web browser (please avoid older versions of Internet Explorer, prefer latest versions of Firefox, Chrome or Safari) and type the following link:

<http://www.social-electricity.com/>

By typing the above link at your browser, you will see the following welcome menu loaded at your computer screen:



3. How to register/login to Social Electricity

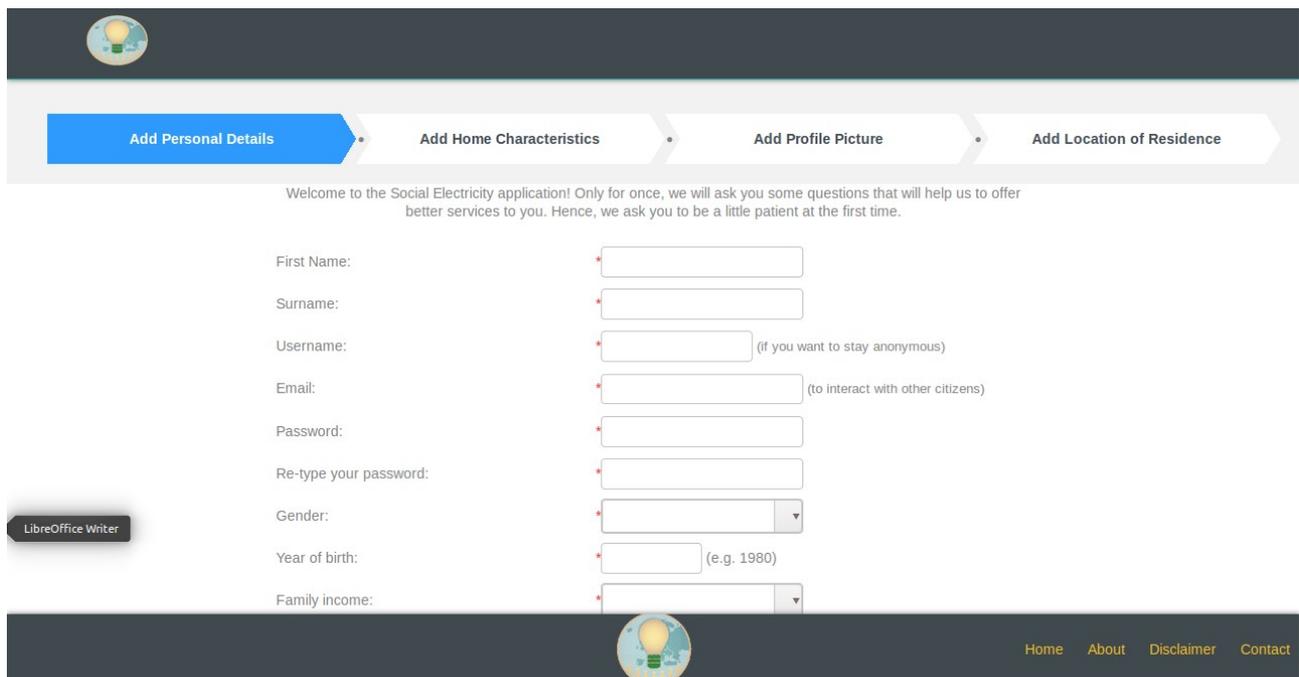
There are two possible ways to register. You can either click on the “Register” button to register locally to the application, or you can click on the “connect with Facebook” button, to register through Facebook. You are strongly encouraged to register through Facebook, because in this case you would be able to collaborate and compare your consumption also with your online Facebook friends who also use the application, and participate in social games and rankings!

In case you decide to register through Facebook, you can click on the “connect with Facebook” button every time you want to use the application.

If you register locally through the “Register” button, then you need to enter your email and password each time you wish to log in, and then click on the “Log in!” button to enter the app. Only for this case, in case you forget your password at some point, you can click on the “Forgot your password?” link and follow the procedure to retrieve it.

4. Registration Procedure Step-By-Step

When you register for first time (or when you click the “connect with Facebook” button for first time), a 4-step registration procedure will take place, starting from the first step as shown below:



The screenshot shows the registration interface for the Social Electricity application. At the top, there is a navigation bar with four steps: "Add Personal Details" (highlighted in blue), "Add Home Characteristics", "Add Profile Picture", and "Add Location of Residence". Below the navigation bar, a welcome message reads: "Welcome to the Social Electricity application! Only for once, we will ask you some questions that will help us to offer better services to you. Hence, we ask you to be a little patient at the first time." The form contains the following fields:

- First Name:
- Surname:
- Username: (if you want to stay anonymous)
- Email: (to interact with other citizens)
- Password:
- Re-type your password:
- Gender:
- Year of birth: (e.g. 1980)
- Family income:

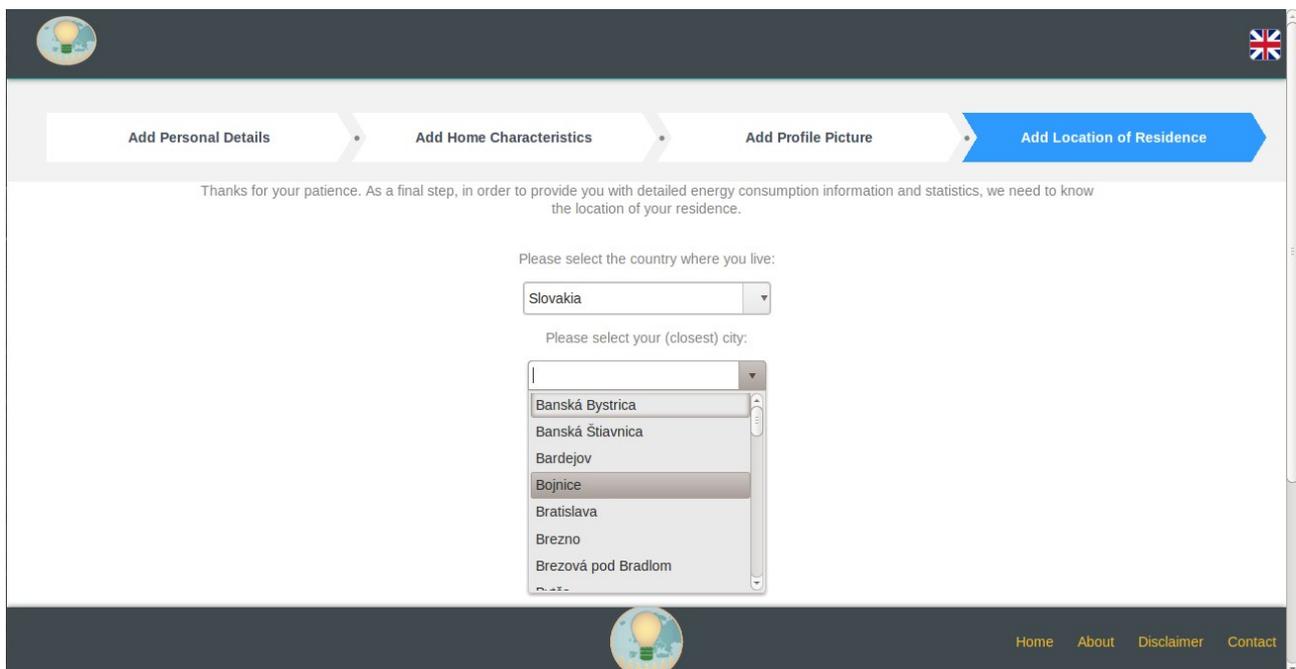
At the bottom right, there is a navigation menu with links for "Home", "About", "Disclaimer", and "Contact". A "LibreOffice Writer" watermark is visible on the left side of the form.

At the first step, you need to add your personal details, including name, username, email, gender and year of birth. Near the end of Step 1, there are some questions we use for statistic reasons anonymously, and which we ask you to answer. You can proceed by clicking on the “Next” button. Note: For email, please give us the email you are using more often, as this would be our frequent and most common channel of communication during this study! The username is only used in case you wish to stay anonymous during the study for some reason.

Step 2 is more straight-forward, and involves questions regarding the characteristics of your home. This information will be used later on to locate similar citizens from your country (i.e. with similar home characteristics), with whom you can compare your consumption, for more meaningful and fair comparisons.

At Step 3, you need to add a profile picture. It is highly recommended that you add one, although not compulsory. In case you register through Facebook, you will have the option to keep your Facebook profile picture if you wish.

Finally, at Step 4, you need to set the location where you live. Please make sure to select correctly your country, and then select the city in your country where your house is located, as shown in the figure below (in this example, the user lives in Slovakia):



The screenshot shows a registration form with four steps: 'Add Personal Details', 'Add Home Characteristics', 'Add Profile Picture', and 'Add Location of Residence'. The 'Add Location of Residence' step is active. The form contains the following text and elements:

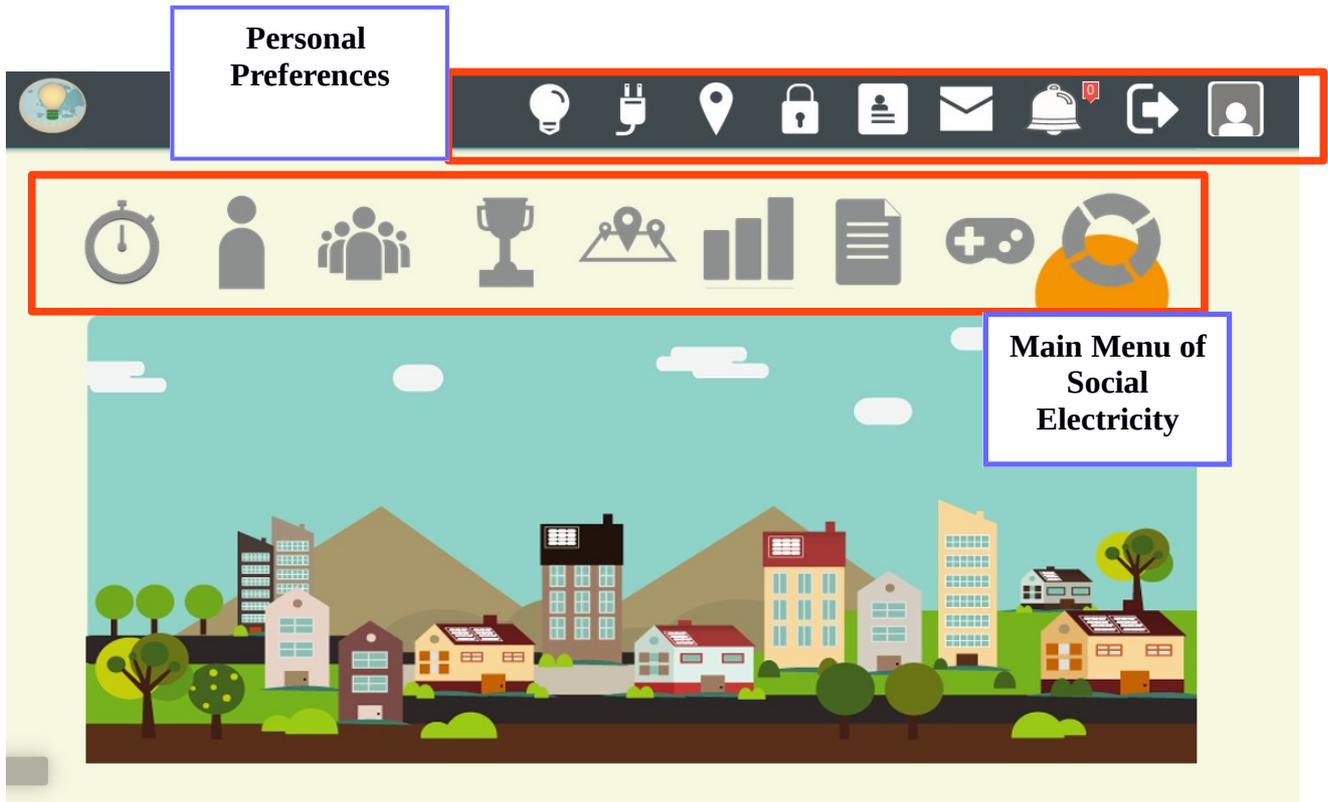
- Message: "Thanks for your patience. As a final step, in order to provide you with detailed energy consumption information and statistics, we need to know the location of your residence."
- Label: "Please select the country where you live:"
- Dropdown menu: "Slovakia"
- Label: "Please select your (closest) city:"
- Dropdown menu (open):
 - Banská Bystrica
 - Banská Štiavnica
 - Bardejov
 - Bojnice
 - Bratislava
 - Brezno
 - Brezová pod Bradlom

The footer contains a logo and navigation links: Home, About, Disclaimer, Contact.

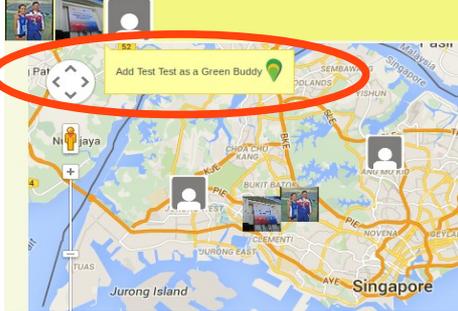
Selecting the correct city is also important, because there is a feature at which you can compare your consumption not only with other citizens from your country, but also with citizens living at the same city/area as yours. As soon as you select the right city of residence, a green button named “Enter the app” will appear. Click on it and ...congratulations! You have just registered to the Social Electricity application! :)

5. Social Electricity Main Menu

As soon as you follow the 4-step procedure and register to the app, or whenever you login, you will be navigated to the main interface of Social Electricity. This menu is the one shown in the snapshot below:



On the top-right corner, there are a number of icons you can choose for setting or editing your personal preferences.

	My Consumption: By clicking on the “My Electrical Appliances” icon (plug icon) at the application’s home screen, you are able to add, edit, delete and manage your personal electrical appliances.
	My Electrical Appliances: By entering your home electrical appliances, you would have a better understanding of your monthly electricity consumption. This will help you to make more informed decisions towards using electricity more rationally.
	My Location: By clicking on the “My Location” icon (map pointer) at the application’s home screen, you are able to change the area where you live.
	My Privacy: You can change the name, you would like others to see, while using several features of the application.
	My Profile: By clicking on the “My Profile” icon at the application’s home screen, you can edit your profile settings accordingly. Choose “Update my Profile” after editing, in order for the new settings to be saved.
	<p>My Personal Messages: By clicking on the “My Personal Messages” icon (message box), you can use a fully integrated messaging/ chatting online tool to read and reply on your personal messages and chat with your online ‘Green Buddies’. You can add a student as a green buddy by clicking on his profile picture when comparing your consumption with him.</p> 

Just below the top menu, the main menu of the application is located. Each of these options leads to a different category of features, which you can use for managing your personal consumption.

	<p>Personal Management Features: Through these features, you can manage your personal consumption towards energy savings. You can compare with previous months or at the same month in previous years, set goals for savings or view breakdowns of your consumption based on your electrical appliances.</p>
	<p>Comparisons with other Citizens: Here you can compare your monthly consumption with other citizens participating at the study. You can select some other user from the map of your country and compare your consumption with him. You can also compare with participants living at the same city, or similar others, who are citizens with similar home characteristics. Finally, you can see a ranking of your monthly total consumption and/or savings, in relation to all the other users from your country.</p>
	<p>Competition: This competition starts from the time you register to the application. The goal here is to achieve the largest percentage of savings during the pilot. The citizens with the best performance – most savings will be acknowledged and receive certificates as “energy experts”.</p>
	<p>Area comparisons and performance: Through this menu, you can observe the performance of the area/city where you live, and compare your personal consumption with the average one consumed at your area.</p>
	<p>Statistics: Here you can select a month and a year, and view statistics about the average consumption at each city around your country, or at each country around Europe, based on all the users who participate in the Social Electricity community.</p>
	<p>Education: This menu has various learning modules and educational material which would assist you in your efforts to save energy and better manage your consumption. This material includes energy-saving tips and good practices, educational videos, and specialized courses you can attend to become an energy expert!</p>
	<p>Games: Test your knowledge on energy by participating in these highly interactive games. You can compare your scores with the other users, and give your best to increase your score ranking!</p>
	<p>Help: In case you need some help about Social Electricity, here you can get it!</p>

6. Next Steps



As soon as you register successfully and you move to the main page, we strongly advice you to enter your monthly consumptions for the last one year. In this way, you can monitor your total consumption and savings, and compare your achievements with other users. We advice

you to add your consumption at the end of each month, in order to be able to take more informed decisions about the management of your personal consumption at home, towards energy savings. An email will be sent to you at the end of each month, as a reminder to add your monthly consumption to the application, in kilowatt-hours.



As a second step, you can check your privacy settings, to make sure that all your concerns about privacy are satisfied.



Then, you are welcome to enter the electrical appliances you use at home, to perform meaningful breakdowns of your consumption per appliance, and identify which devices are responsible for your total footprint and your electricity bill!



Finally, do not forget that this is a social, collaborative application! Compare your consumption with other citizens or your online Facebook friends, add some people as your first “green buddies”, and start collaborating together, exchanging knowledge and experiences towards energy-savings!!!

Thank you for your support!

The Social Electricity development team