

Tariff Editor User Guide

Energy Sparks applies a system wide average cost per unit of gas and electricity which is reviewed on an annual basis. However, school groups and individual schools are able to add the exact details of their energy tariffs in order to obtain more accurate information about costs and potential savings.

The tariff editor should be straightforward to use but this guide provides a step-by-step guide, should it be required.

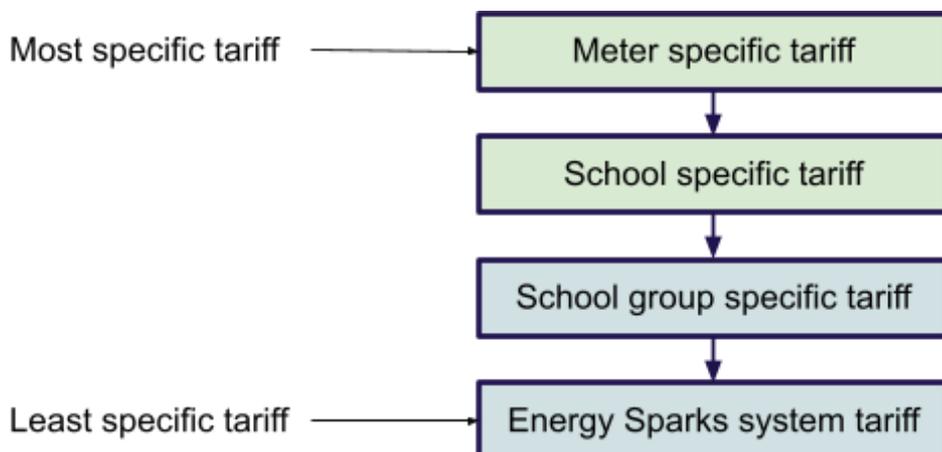
If you need more help using Energy Sparks or have feedback to share, please do contact us on hello@energysparks.uk.

1. How energy tariffs are used on Energy Sparks

Energy Sparks applies a system wide average cost per unit of gas and electricity which is reviewed on an annual basis. These tariffs are used for all schools, for all time periods, if no school or school group tariffs are specified for that time period.

Where tariffs are specified by users, the most specific tariff will be used for their school based on the hierarchy below. Where a tariff is missing for a specific meter, school, school group for any length of time, the tariff will default to the next tariff down the hierarchy (see diagram below.)

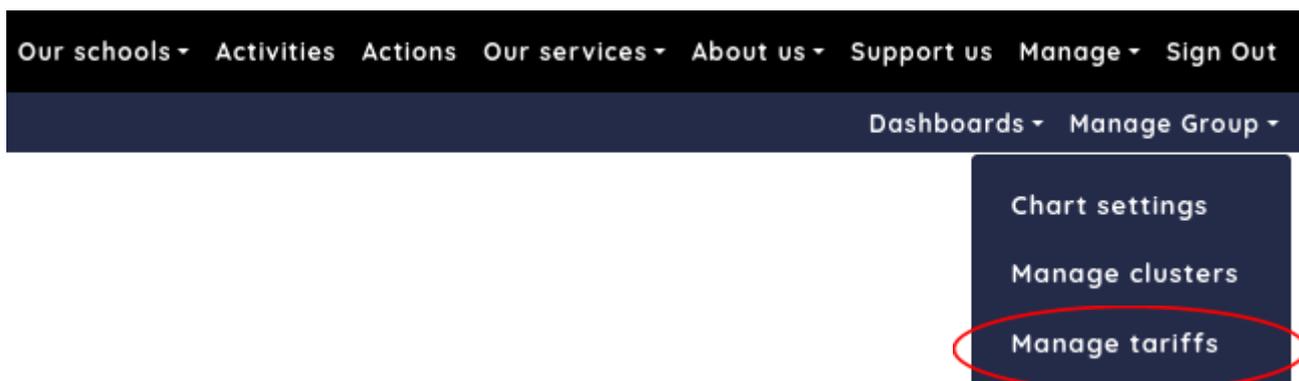
Note that if your school has smart meters and Energy Sparks is able to import tariff information directly from the smart meters, these will be used automatically.



2. Navigating to the Tariff Editor

Only those with school admin rights will be able to make changes to school tariffs and only those with group admin rights will be able to make changes to both school and group tariffs. You will need to be signed in to do this.

As a group admin - go to the **Manage Group** menu, and select **Manage Tariffs** (see below). For a school admin, select the same option from the **Manage School** drop down list.



2. Using the Tariff Editor

The tariff editor will show two or three tabs (see screenshot below).

- User supplied tariffs tab: shows any tariff information that has been supplied for the school or school group that is being edited.
- Smart meter tariffs tab: will only appear if Energy Sparks has been able to obtain tariffs from your smart meters
- Default tariffs tab: will show which tariffs are being used on Energy Sparks for that school or school group where school or school group specific tariffs are not available

To add a tariff from your energy bill, click on the **Add electricity tariff** or **Add gas tariff** buttons.

Manage and view tariffs

User supplied tariffs Smart meter tariffs Default tariffs

You can improve the accuracy of the calculations on your [cost analysis pages](#) by adding details about your real tariffs.

To add a new tariff, you will need to know the rate you are charged. You will also have the option to add any standing charges that you pay. Details of your rate and standing charges should be listed on a recent bill.

The cost calculations based on these tariffs will update overnight.

⚡ Electricity

We have no user supplied tariffs for your electricity meters.

We are currently using tariffs automatically imported from your [smart meters](#).

Add electricity tariff



🔥 Gas

We have no user supplied tariffs for your gas meters.

We are currently using tariffs automatically imported from your [smart meters](#).

Add gas tariff



Choose a name for your tariff that will help you to keep track. Add start and end dates, if appropriate. A start date can be left blank if you want the tariff to apply to all dates before the end date. An end date can be left blank if you want it to apply to all dates after the start date.

Click **continue**.

Choose a name and date range for this electricity tariff

Name *

Test primary elect tariff before April 2023

Start date

Leave blank if there is no start date

End date

31/03/2023

Leave blank if there is no end date

Continue

The tariff type allows you to change between a fixed rate tariff and a differential tariff - a rate which varies by time of day (e.g. Day/Night tariff, Economy7). Click **Edit** if you wish to add a differential tariff, otherwise it will default to a flat rate.

Choose tariff type

Type	Flat rate tariff
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Consumption charges **must** be added (cost per unit of energy). Flat rates such as standing charges can be added if you wish. Click on the **Edit** buttons to make these changes.

Consumption charges

Edit

No flat rate tariff has been set yet

Standing charges

Edit

No standing charges have been added

Click on the **Continue** button at the bottom of each page to save changes. When a tariff is complete, click on the **Finish** button at the bottom of the page.

Tariffs can be edited or deleted on the user supplied tariffs page. Any changes will be applied to your schools overnight and be visible the next day.

⚡ Electricity

Start date	End date	Name	Type	Consumption charges	
No start date	31/03/2023	Test primary elect tariff before April 2023	Flat rate tariff	£0.35 per kWh	Edit Delete