

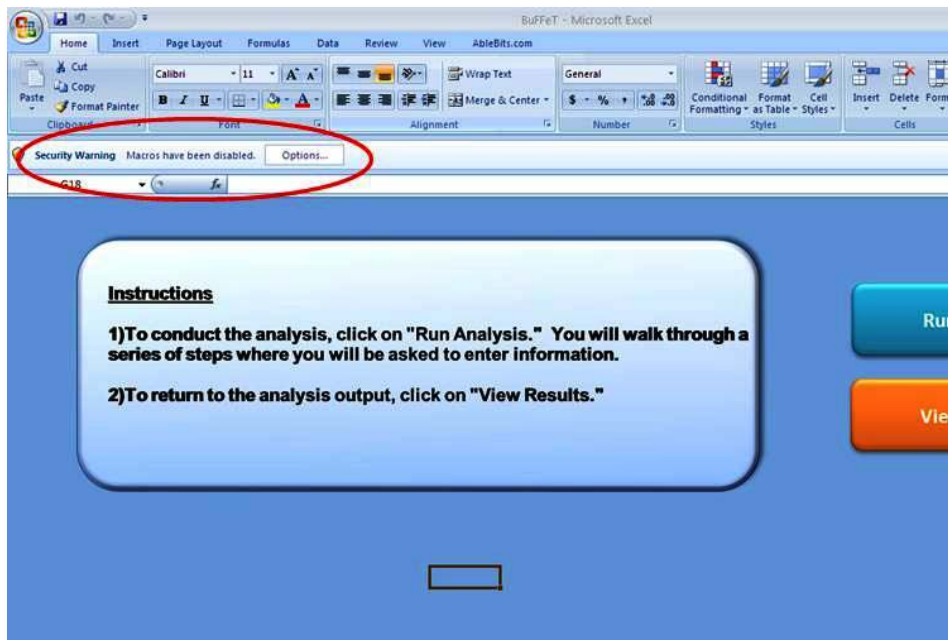
FUEL OPTIONS COST MODEL USER’S GUIDE

The analytical process described in the previous section comprises a modeling framework used to develop a sketch-planning tool that functions within a Microsoft Excel platform. The *Bus Fuels Fleet Evaluation Tool* model, or BuFFeT©, is designed to operate as a macro¹ written using Visual Basic language. The following section details how to use the application,, illustrates the user interface and describes the required inputs. Customization options within the tool are also demonstrated.

Launching the Fuel Options Cost Model

Upon launching the model, the analyst user must first enable macros for the tool to function properly². The user should notice a “Security Warning” that appears above the formula bar (see Figure 1.) Clicking on the “Options...” button displays a box containing Microsoft Office Security Options (see Figure 2.) Here, the user must click the open bubble to select “Enable this content,” and then, the user clicks “OK” to proceed, as illustrated in Figure 3.

Figure 1. BuFFeT© – Opening Screen with Security Warning



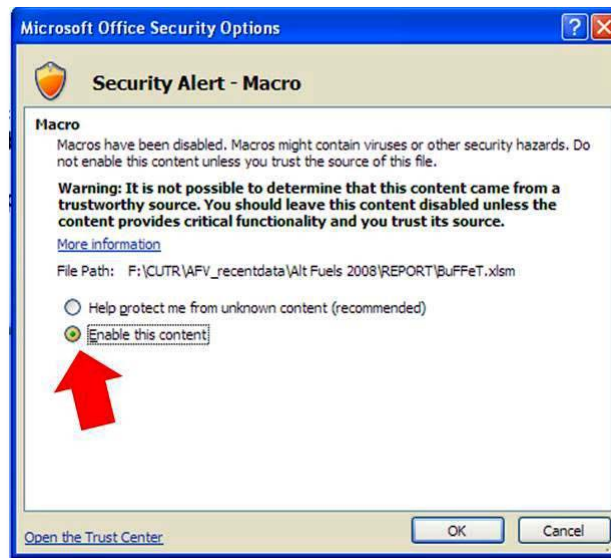
¹ A macro is a set of instructions that are recorded utilizing a graphical interface, which permits a more user-friendly analysis tool.

² It is important to note that the user guide and all screen shots refer to Microsoft Office Excel 2007. Applications of this tool in older versions of Microsoft Office may appear slightly different than shown here.

Figure 2. BuFFeT© – Macro Security Options Window



Figure 3. BuFFeT© – Enable Macro Selected



At this point, a splash screen featuring the BuFFeT© logo appears briefly while the program completely loads (see Figure 4.) After the graphic dissolves, the fuel cost options model start page is revealed, and the user may begin an analysis. Figure 5 shows the BuFFeT© ready screen and indicates that the security warning no longer appears above the formula bar. Two buttons are displayed on the right side of ready screen:

1. **Run Analysis:** Clicking this button initiates the evaluation tool.
2. **View Results:** Clicking this button toggles the user between the start page and the results page.