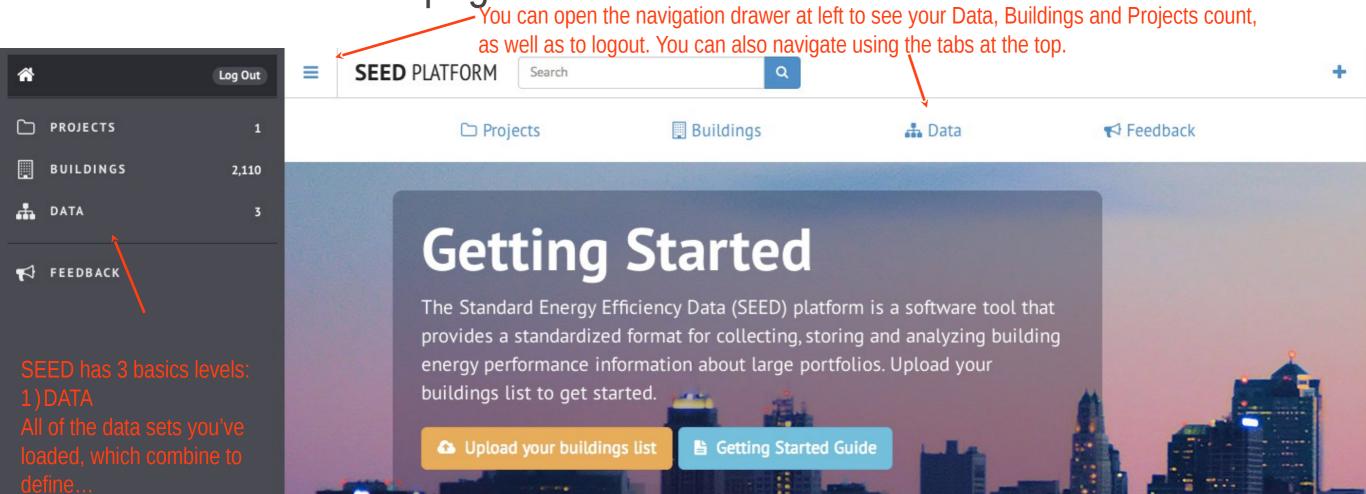
# **SEED** PLATFORM

Version 1.1 User Guide

## SEED PLATFORM V1.1

The Standard Energy Efficiency Data (SEED) platform is a software tool that provides a standardized format for collecting, storing and analyzing building energy performance information about large portfolios. The platform provides an easy, flexible, and cost effective method to analyze data about large portfolios of buildings and demonstrate the economic and environmental benefits of energy efficiency.

This is the SEED homepage.



## Highlights of SEED



manage compliance or for other user-defined purposes



#### Upload your data

Get started using SEED by uploading your buildings list (city tax assessor data) and then your EPA Portfolio Manager data. Make sure these files are each in .csv format. The SEED platform will help you map and



#### Match your data

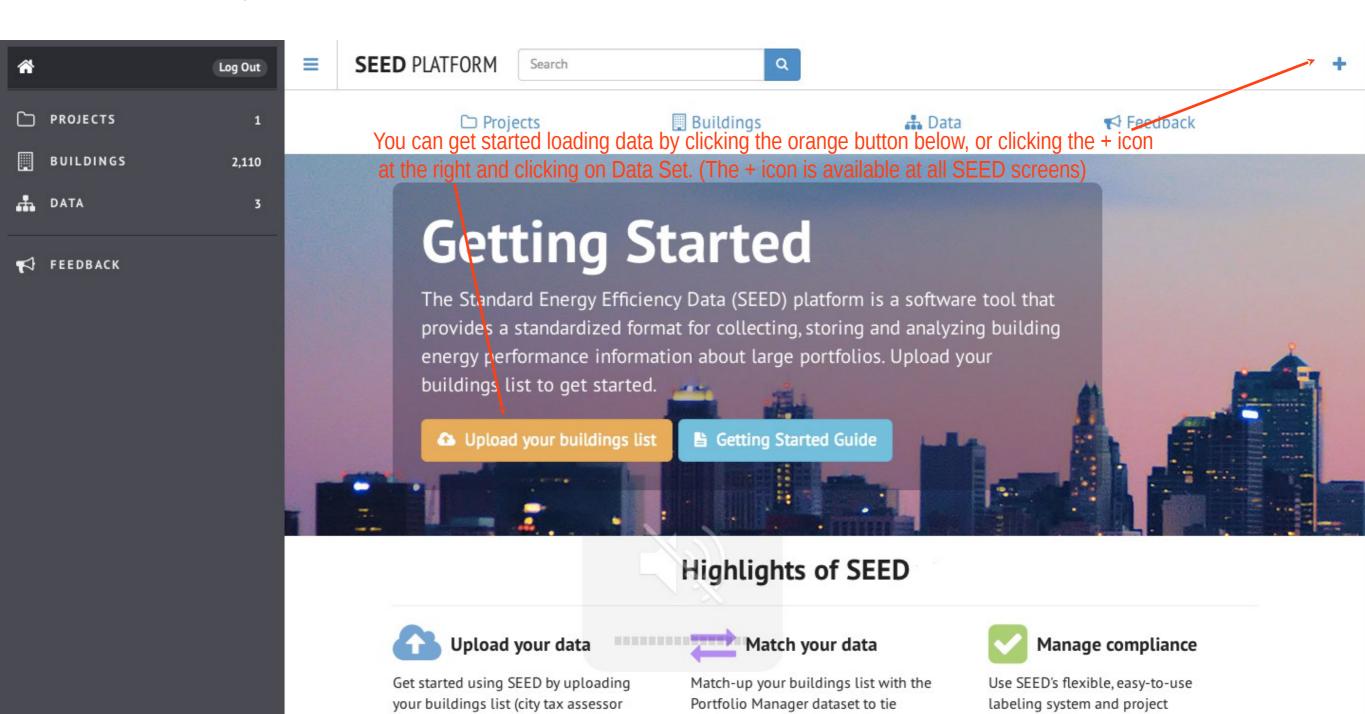
Match-up your buildings list with the Portfolio Manager dataset to tie building records together. SEED will help you by auto-matching high confidence pairings and then provide you with tools to match the rest of



#### Manage compliance

Use SEED's flexible, easy-to-use labeling system and project groupings to track the status of data submission, review, and compliance.

## Start loading data!



building records together. SEED will

confidence pairings and then provide

you with tools to match the rest of

help you by auto-matching high

groupings to track the status of data

submission, review, and compliance.

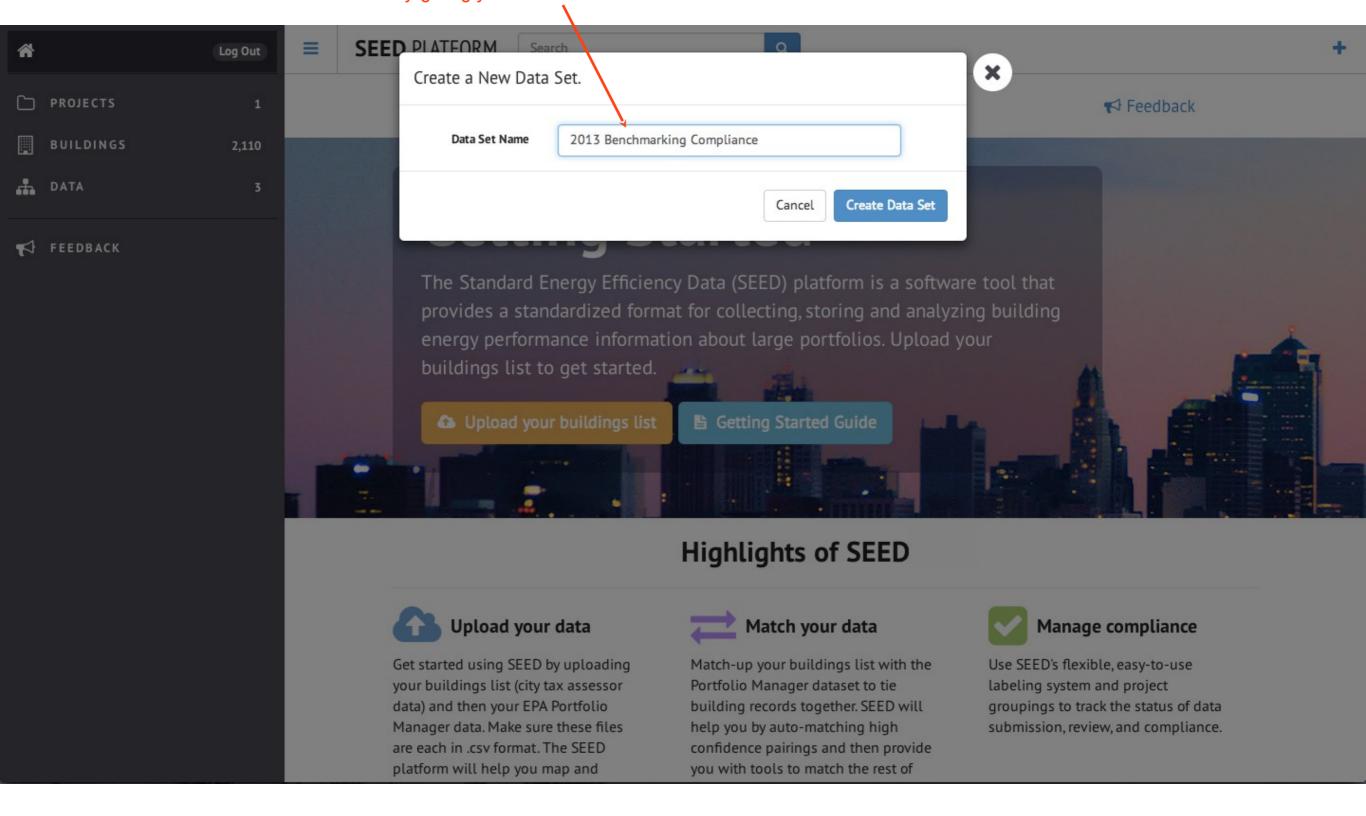
data) and then your EPA Portfolio

are each in .csv format. The SEED

platform will help you map and

Manager data. Make sure these files

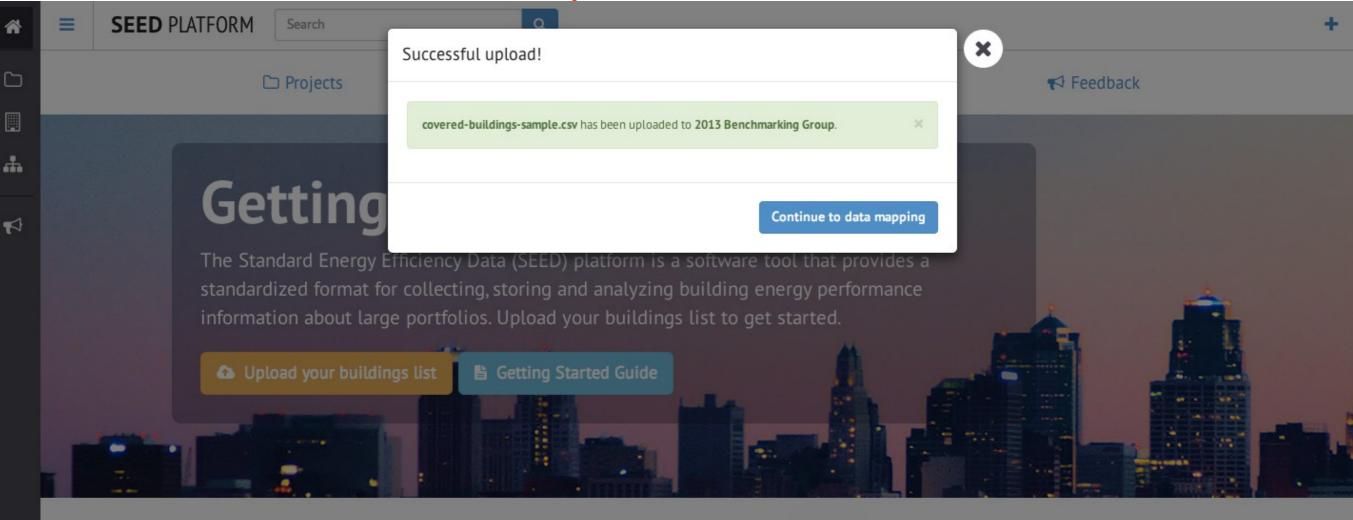
Start by giving your data set a name.



.xls data. DOE **SEED** PLATFORM Fun Org -× Upload your building list. □ Projects ★ Feedback Upload a spreadsheet Don't have your buildings list file ready now? Do you have your Portfolio Manger energy data ready 4 to upload? If you do, you can upload your energy data now. **Getting Started** The DOE developed the Standard Energy Efficiency Data (St provides a standardized format for N collecting, storing and analyzing building energy performance information about large portfolios. Upload your buildings list to get started. **Highlights of SEED** Upload your data Match your data Manage compliance Match-up your buildings list with the Portfolio Manager dataset to Get started using SEED by uploading your buildings list (city tax Use SEED's flexible, easy-to-use labeling system and project assessor data) and then your EPA Portfolio Manager data. Make sure tie building records together. SEED will help you by auto-matching groupings to track the status of data submission, review, and these files are each in .csv, .xls, .xlsx format. The SEED platform will high confidence pairings and then provide you with tools to match compliance. help you map and validate your data in the process of loading. the rest of your dataset.

Next upload your buildings list (e.g., tax assessor building list) — In 1.1 it can be .csv or

After your buildings list is loaded, continue to map your data into SEED.



### **Highlights of SEED**



#### Upload your data

Get started using SEED by uploading your buildings list (city tax assessor data) and then your EPA Portfolio Manager data. Make sure these files are each in .csv format. The SEED platform will help you map and validate your data in the process of loading.



#### Match your data

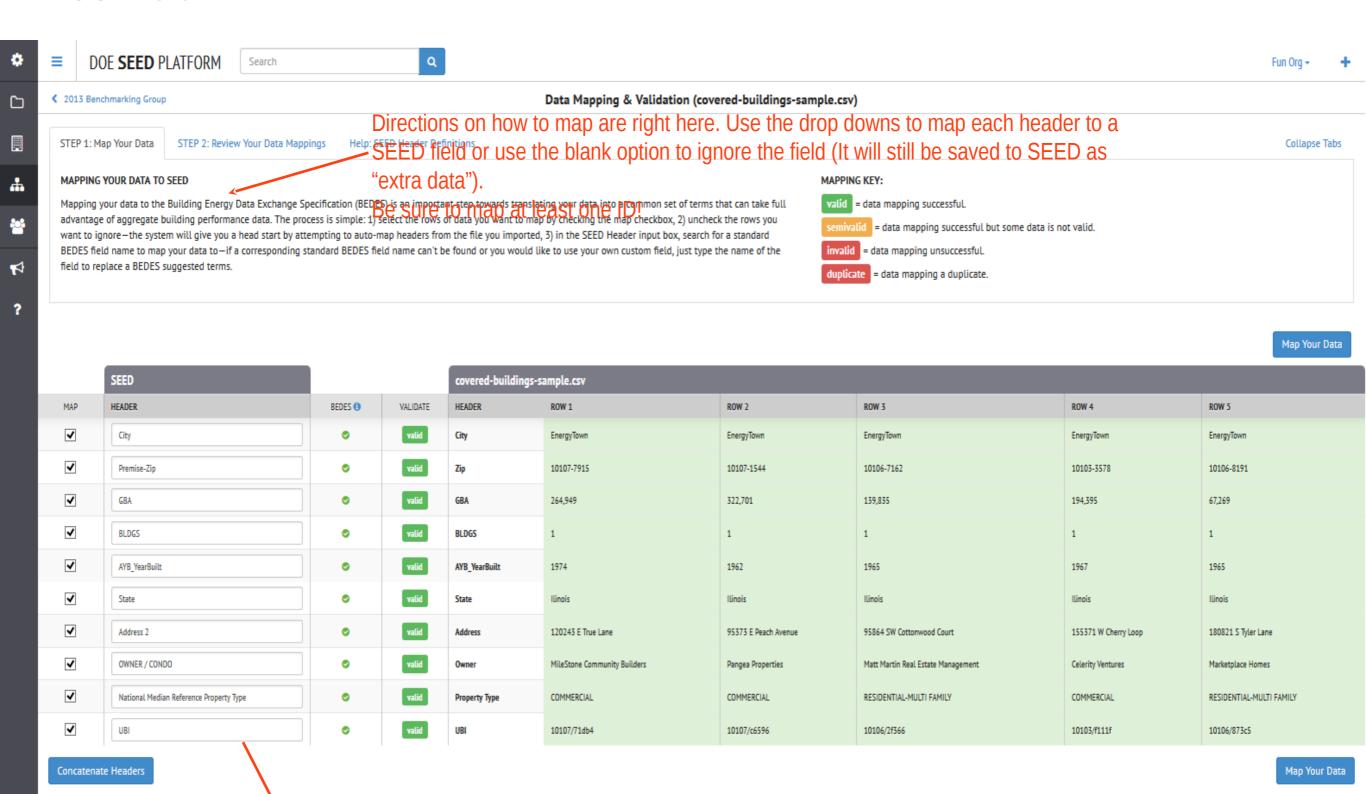
Match-up your buildings list with the Portfolio Manager dataset to tie building records together. SEED will help you by auto-matching high confidence pairings and then provide you with tools to match the rest of your dataset.



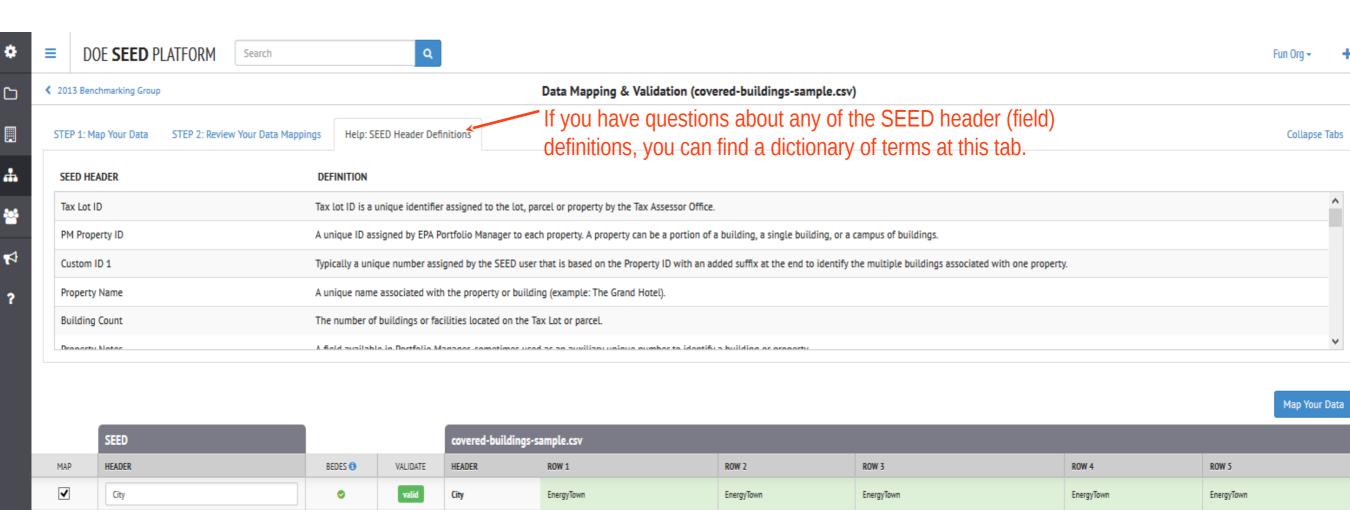
#### Manage compliance

Use SEED's flexible, easy-to-use labeling system and project groupings to track the status of data submission, review, and compliance.

## Mapping your data into SEED.



BEDES schema is now available in SEED v1.1. The BEDES column identifies any BEDES compliant column in the imported data. The user can either use BEDES or custom field for each SEED field.



	SEED			covered-buildings-s	overed-buildings-sample.csv					
MAP	HEADER	BEDES 📵	VALIDATE	HEADER	ROW 1	ROW 2	ROW 3	ROW 4	ROW 5	
•	City	•	valid	City	EnergyTown	EnergyTown	EnergyTown	EnergyTown	EnergyTown	
•	Premise-Zip	•	valid	Zip	10107-7915	10107-1544	10106-7162	10103-3578	10106-8191	
•	GBA	•	valid	GBA	264,949	322,701	139,835	194,395	67,269	
•	BLDGS	•	valid	BLDGS	1	1	1	1	1	
•	AYB_YearBuilt	•	valid	AYB_YearBuilt	1974	1962	1965	1967	1965	
•	State	•	valid	State	Ilinois	Ilinois	Ilinois	Ilinois	Ilinois	
•	Address 2	•	valid	Address	120243 E True Lane	95373 E Peach Avenue	95864 SW Cottonwood Court	155371 W Cherry Loop	180821 S Tyler Lane	
•	OWNER / CONDO	•	valid	Owner	MileStone Community Builders	Pangea Properties	Matt Martin Real Estate Management	Celerity Ventures	Marketplace Homes	
•	National Median Reference Property Type	•	valid	Property Type	COMMERCIAL	COMMERCIAL	RESIDENTIAL-MULTI FAMILY	COMMERCIAL	RESIDENTIAL-MULTI FAMILY	
<b>✓</b>	UBI	0	valid	UBI	10107/71db4	10107/c6596	10106/2f366	10103/f111f	10106/873c5	

STEP 1: Mapping Your Data

STEP 2: Review Your Mappings

Help: SEED Header Definitions

Collapse Tabs

#### MAPPING YOUR DATA TO SEED

For each row in the table below select a SEED header that best maps to the header of the file you uploaded. SEED will then attempt to map this row of data and surface any validation errors it finds. The 'map' column indicates if a successful mapping was created and whether your data has validation errors or not.

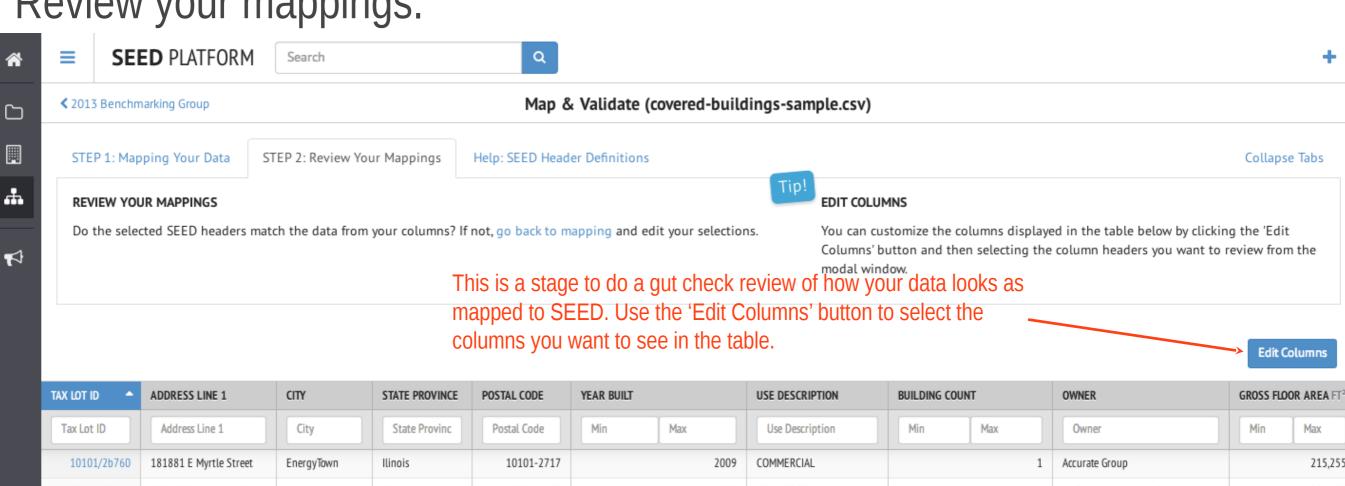
#### MAPPING KEY:

- = mapping successful.
- = mapping successful but some data is not valid.
- A = mapping unsuccessful or a duplicate.

	SEED										
	HEADER	MAP	HEADER	ROW 1	ROW 2	ROW 3	ROW 4	ROW 5			
1	City	•	City	EnergyTown	EnergyTown	EnergyTown	EnergyTown	EnergyTown			
2	Postal Code 💠	<b>②</b>	Zip	10107-7915	10107-1544	10106-7162	10103-3578	10106-8191			
3	Gross Floor Area	0	GBA	264,949	322,701	139,835	194,395	67,269			
4	Building Count \$	•	BLDGS	1	1	1	1	1			
5	Year Built 💠	•	AYB_YearBuilt	1974	1962	1965	1967	1965			
6	State Province	•	State	Ilinois	Ilinois	Ilinois	Ilinois	Ilinois			
7	Address Line 1 💠	•	Address	120243 E True Lane	95373 E Peach Avenue	95864 SW Cottonwood Court	155371 W Cherry Loop	180821 S Tyler Lane			
8	Owner 💠	•	Owner	MileStone Community Builders	Pangea Properties	Matt Martin Real Estate Management	Celerity Ventures	Marketplace Homes			
9	Use Description \$	•	Property Type	COMMERCIAL	COMMERCIAL	RESIDENTIAL-MULTI FAMILY	COMMERCIAL	RESIDENTIAL-MULTI FAMILY			
10	Tax Lot Id 💠	•	UBI	10107/71db4	10107/c6596	10106/2f366	10103/f111f	10106/873c5			

Save & Review Mappings

## Review your mappings.



Tax Lot ID	Address Line 1	City	State Provinc	Postal Code	Min Max	Use Description	Min	Max	Owner	Min	Max
10101/2b760	181881 E Myrtle Street	EnergyTown	Ilinois	10101-2717	2009	COMMERCIAL		1	Accurate Group		215,255
10101/55160	3649 W Washington Way	EnergyTown	Ilinois	10101-1632	1980	COMMERCIAL		1	McGeough Lamacchia Realty		299,174
10101/9c91a	190412 S Jefferson Lane	EnergyTown	Ilinois	10101-8791	1962	COMMERCIAL		1	Pro Teck Valuation Services		201,228
10102/e38f0	38102 W Madison Lane	EnergyTown	Ilinois	10102-4608	1927	RESIDENTIAL-MULTI FAMILY		1	Memphis Invest		92,739
10102/feaac	22305 W California Way	EnergyTown	Ilinois	10102-1794	1962	COMMERCIAL		1	NathanTabor.com		187,528
10103/a6deb	58847 W Lincoln Lane	EnergyTown	Ilinois	10103-2443		COMMERCIAL CONDO		1	Nest Realty		271,570
10104/71c4c	179851 E Jefferson Lane	EnergyTown	Ilinois	10104-8339	1977	COMMERCIAL		1	Levrose Commercial Real Estate		246,691
10105/26c8f	165382 W Chestnut Street	EnergyTown	Ilinois	10105-3212	1910	COMMERCIAL		1	US Appraisal Group		150,208
10106/38a23	3154 SE Pears Street	EnergyTown	Ilinois	10106-4952	2003	COMMERCIAL		1	Maximum One Realty Greater Atlanta		94,517
10108/7e35b	117368 W Walnut Street	EnergyTown	Ilinois	10108-2197	1962	COMMERCIAL		1	Asset Realty Group		155,963

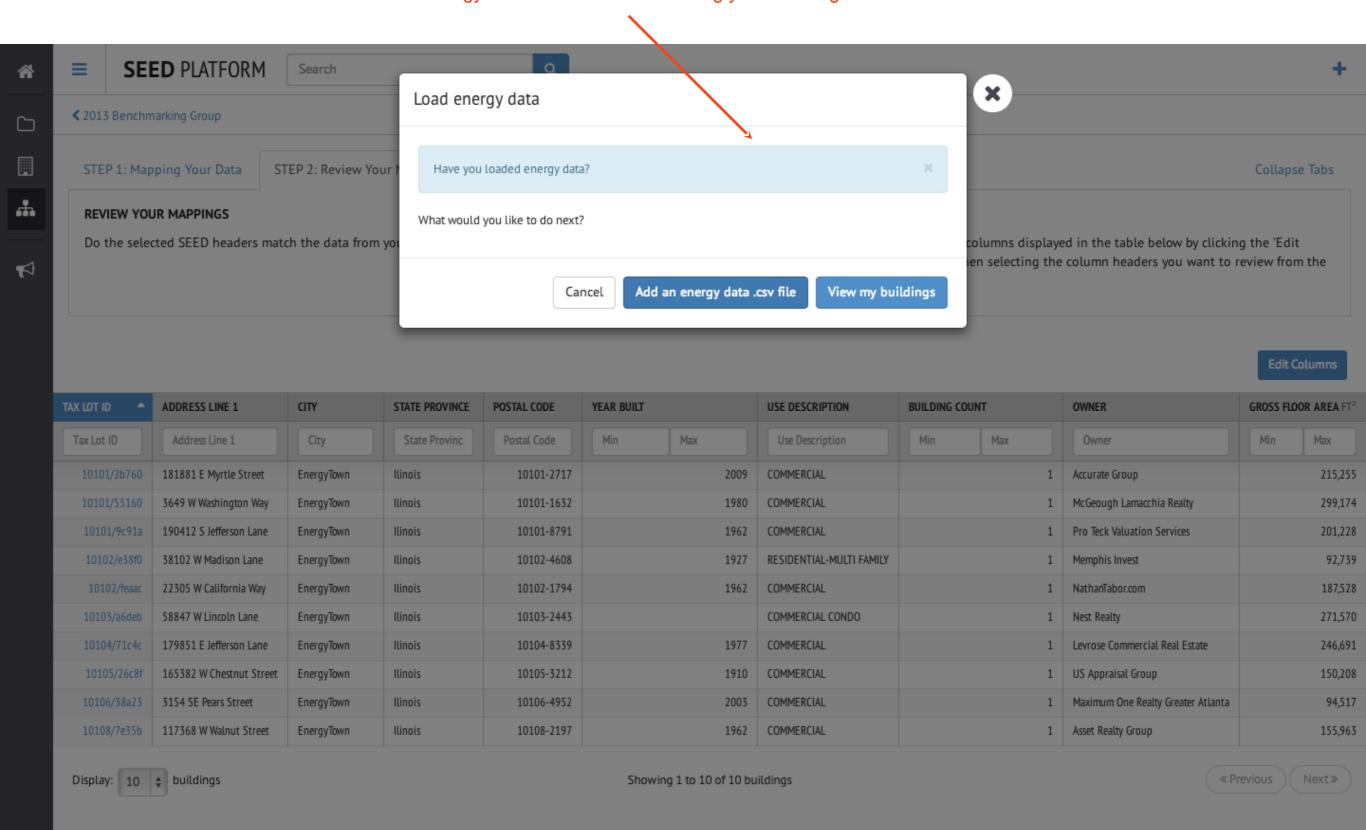
Display: 10 \$ buildings

Showing 1 to 10 of 10 buildings

If all looks good click though to continue to Matching!



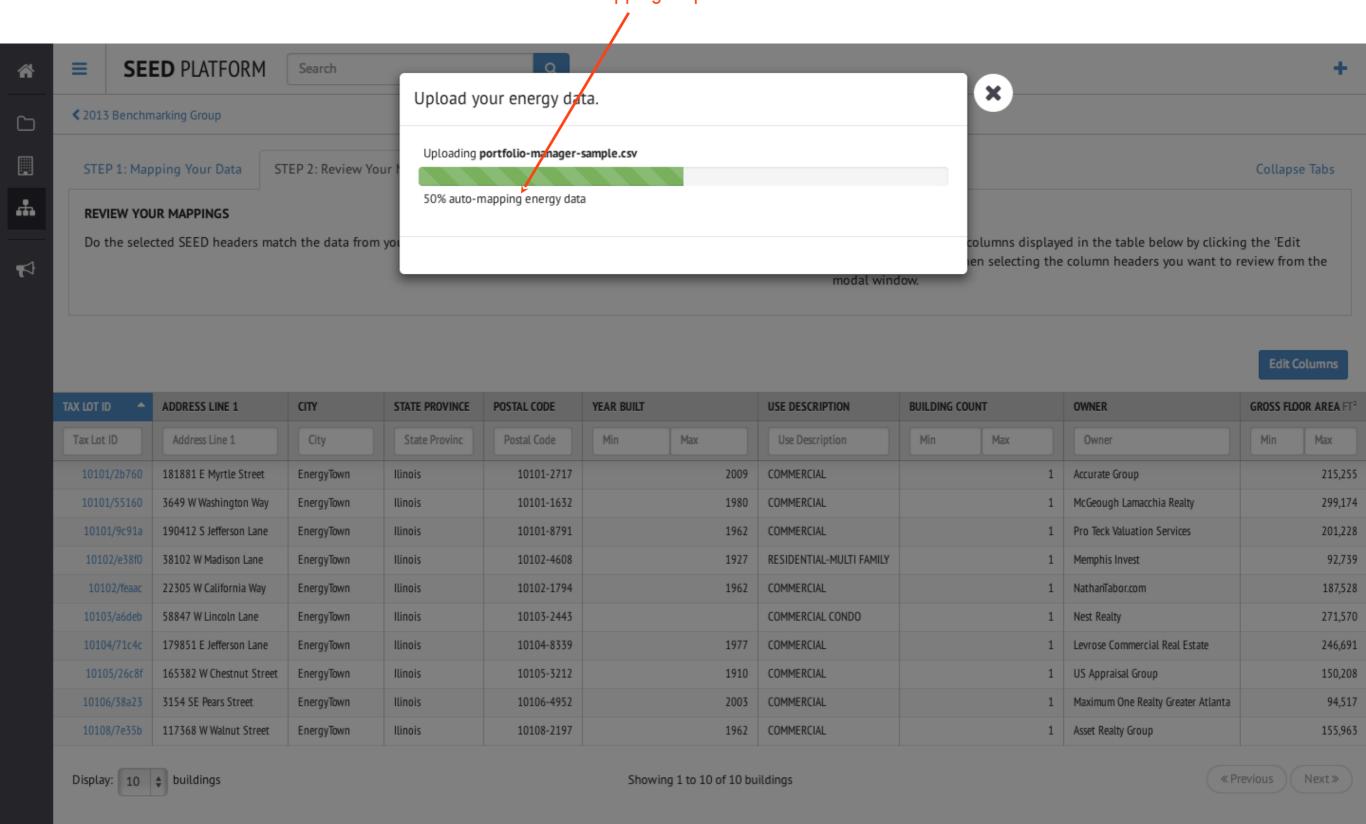
If you are just starting to use SEED and have not previously loaded any energy data, SEED will ask you whether you'd like to load energy data or move on to viewing your buildings.



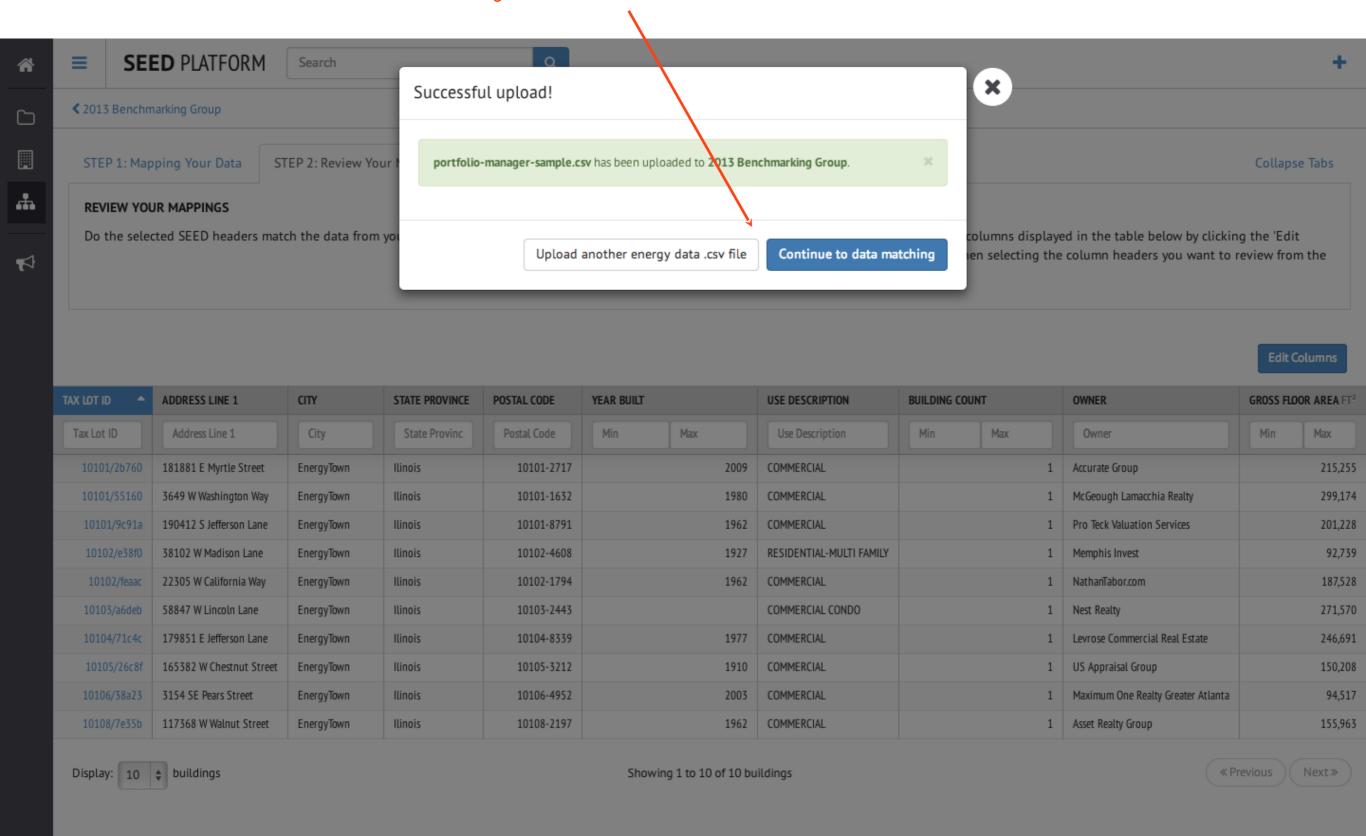
Back to Mapping

Continue to Matching

Portfolio Manager energy data is auto-mapped into SEED. You do not need to do the mapping step with this data set!

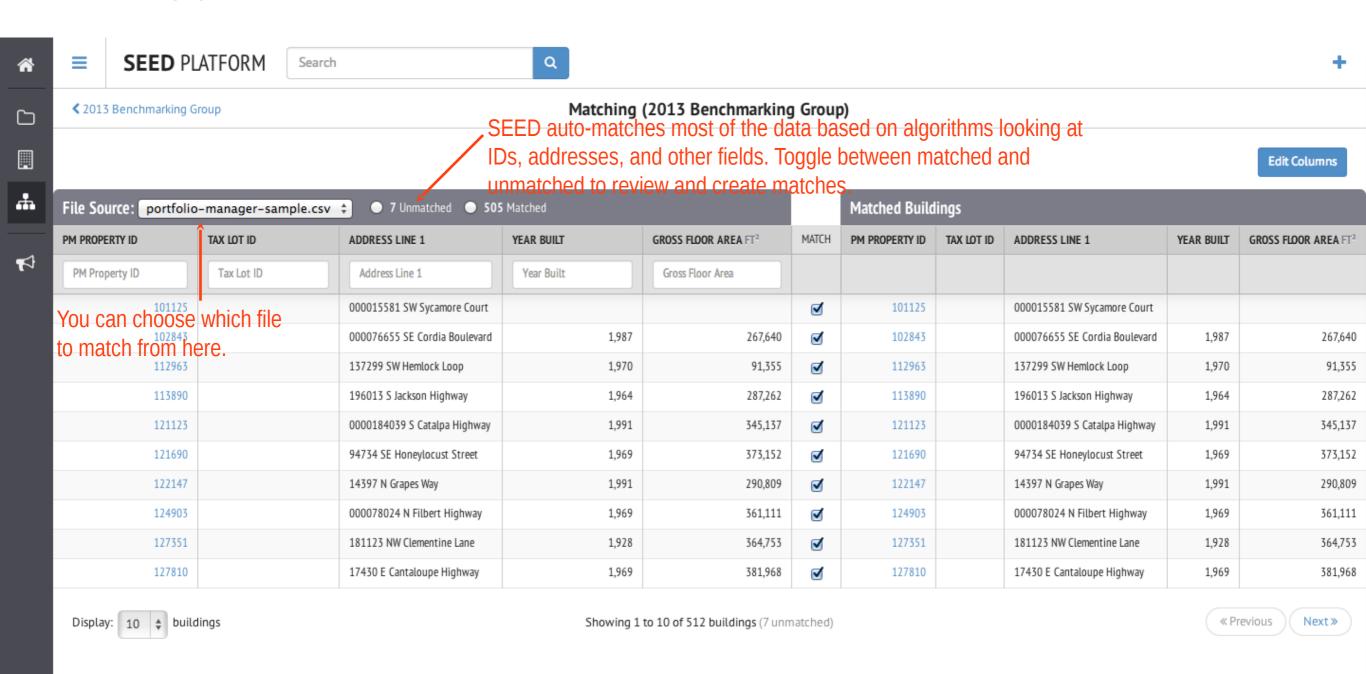


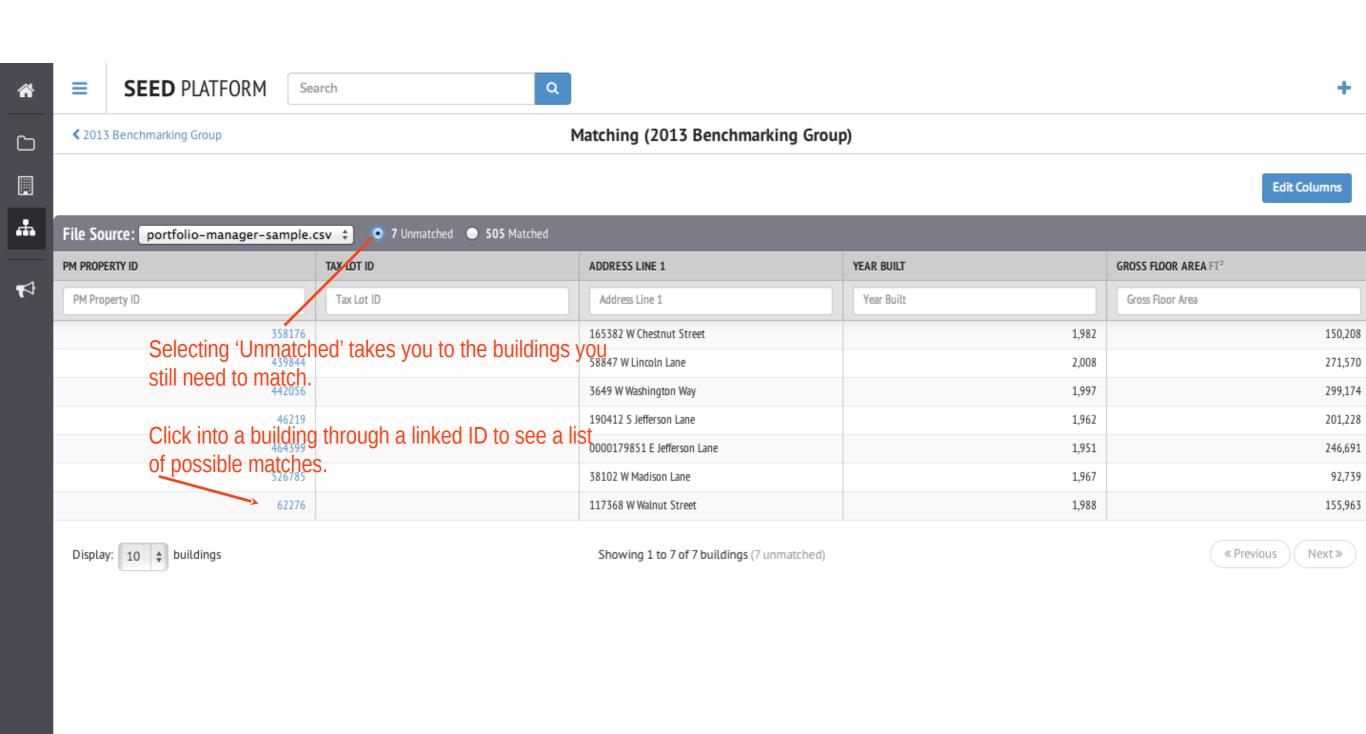
On successful upload of your energy data you can continue to matching or add another file.

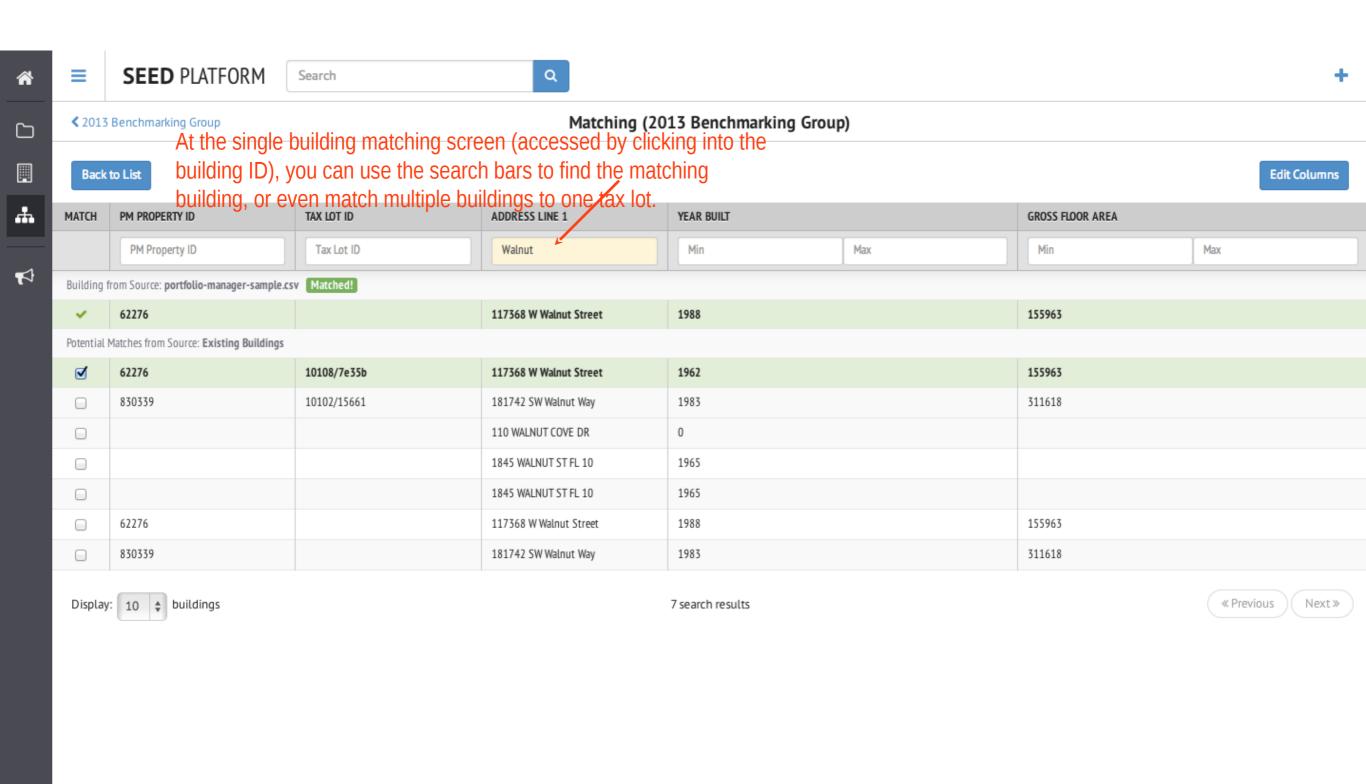


Back to Mapping

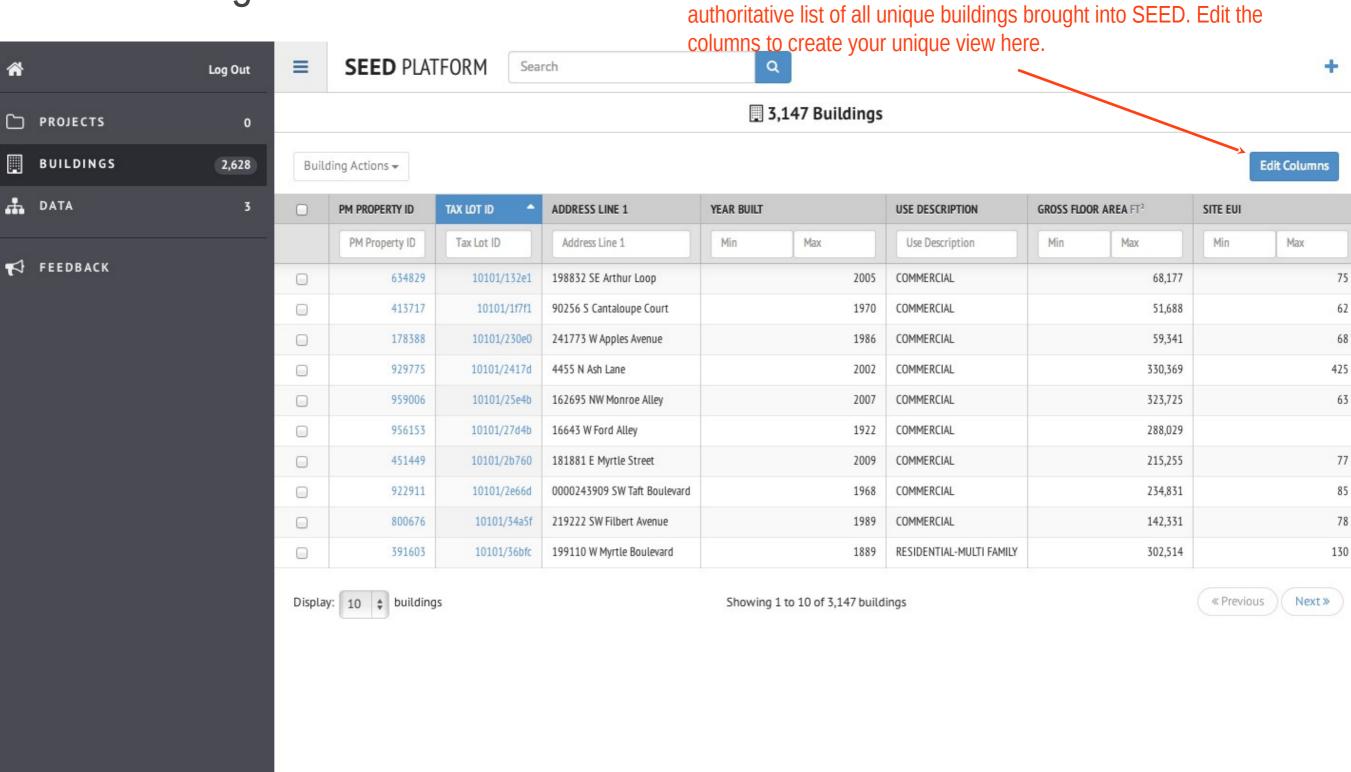
## Matching your data sets.





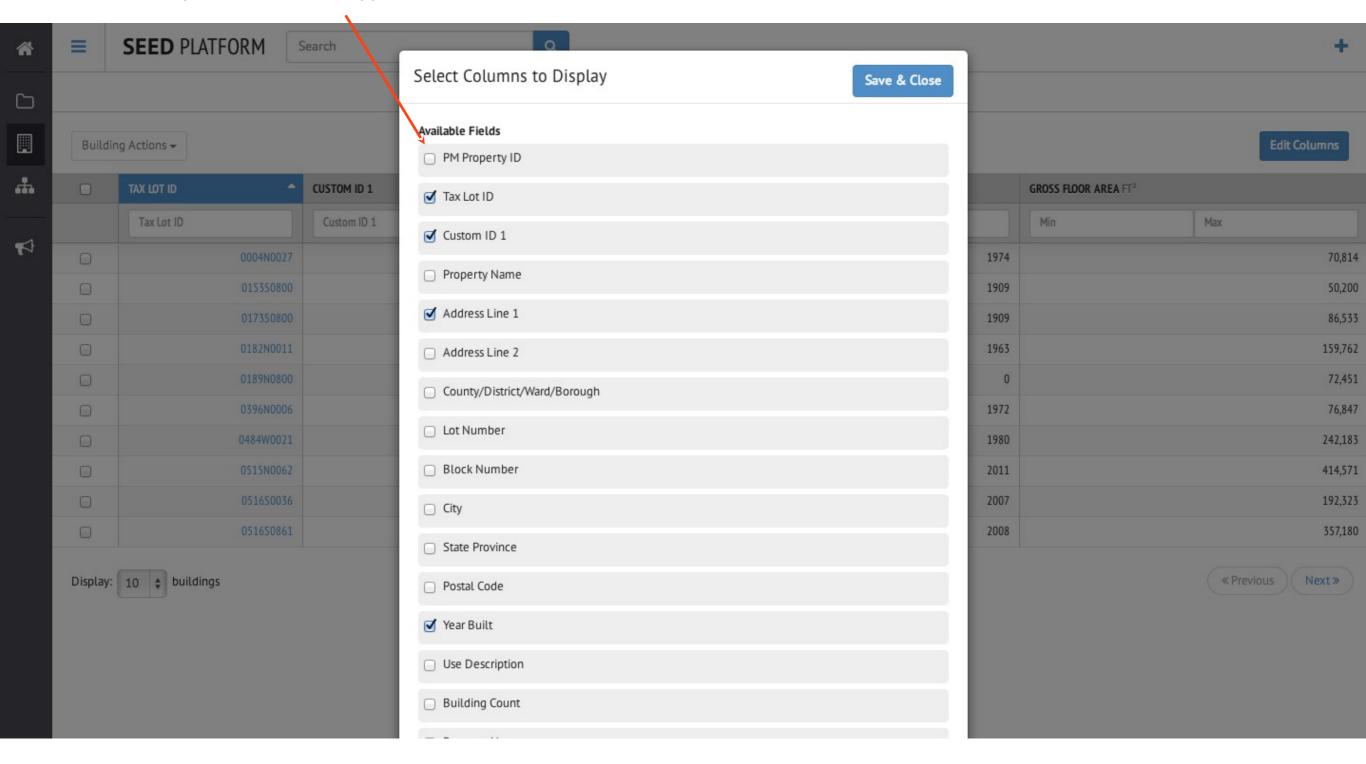


# Your buildings list.



The second layer up in SEED is your buildings list, which is your

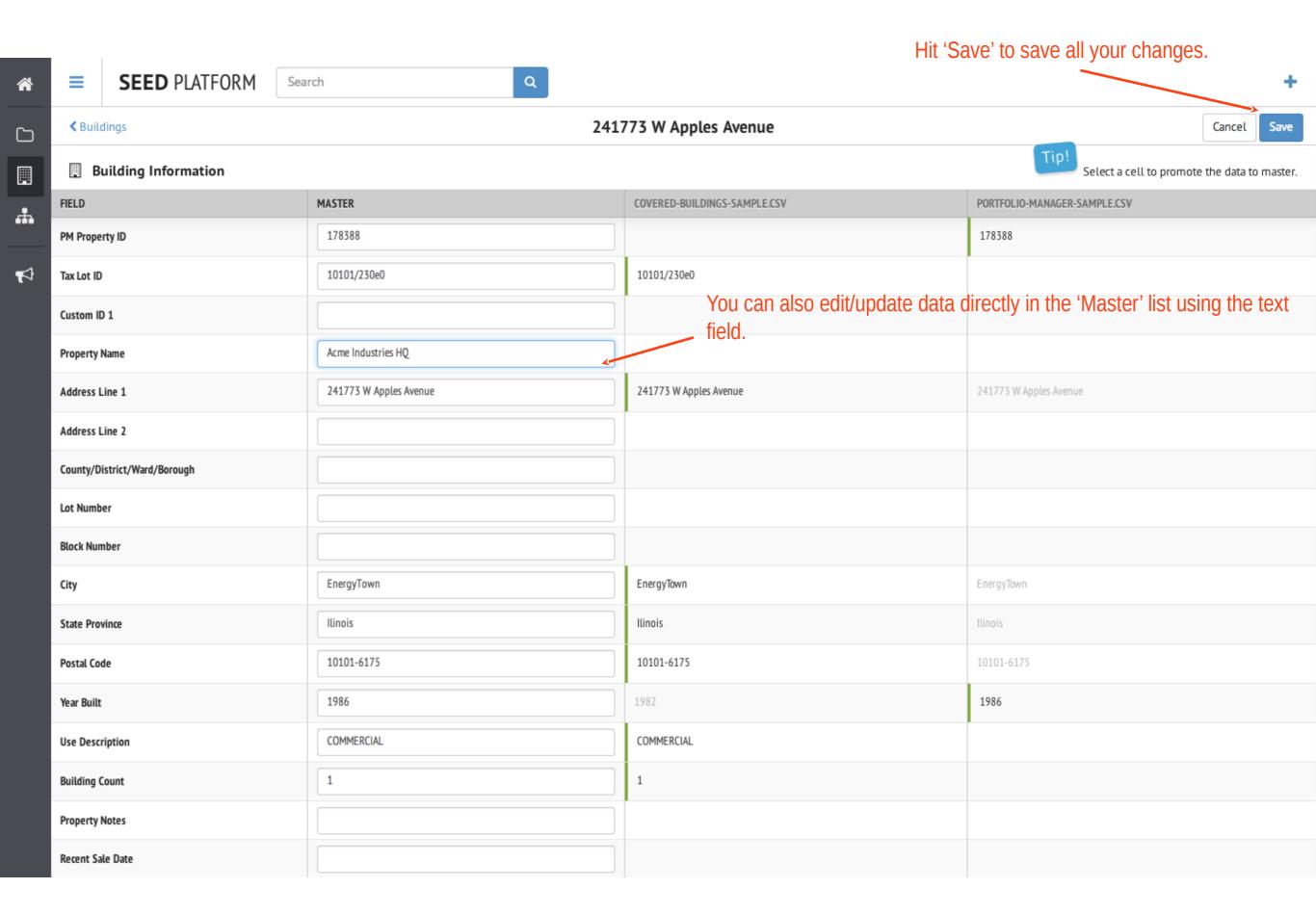
Select the columns you want to appear and unselect any default columns you do not want to appear.



# Building detail view.

Click 'Edit' to make changes to your 'Master' authoritative colum **SEED PLATFORM** Search Q To the right of 'Master' are the data Master is the authoritative column 241773 W Apples Avenue **≺** Buildings sets you've loaded for this building. with the data you want to represent Building Information this building. MASTER FIELD COVERED-BUILDINGS-SAMPLE.CSV PORTFOLIO-MANAGER-SAMPLE.CSV 4 178388 178388 PM Property ID 10101/230e0 10101/230e0 Tax Lot ID Custom ID 1 Property Name Address Line 1 241773 W Apples Avenue 241773 W Apples Avenue 241773 W Apples Avenue Address Line 2 County/District/Ward/Borough Lot Number **Block Number** EnergyTown EnergyTown EnergyTown City Ilinois Ilinois Ilinois State Province 10101-6175 10101-6175 10101-6175 Postal Code 1986 1982 1986 Year Built COMMERCIAL COMMERCIAL Use Description **Building Count Property Notes** Recent Sale Date Generation Date 03/28/2013 03/28/2013 03/28/2013 03/28/2013 Release Date 12/31/2010 12/31/2010 Year Ending 04/14/2014 04/14/2014 04/11/2014 Creation Date 04/14/2014 04/14/2014 04/11/2014 Modified Date

RELD   MASTER   COVERED-BILLIONGS-SAMPLE CSV   PORTICIO-MANGER-SAMPLE CSV	ñ	≡ SEED F	PLATFORM	Search	Q		+
Select a cell to promote the data to master.		<b>∢</b> Buildings					
FRELD   MASTER   COVERED BUILDINGS SAMPLE.CSY   PORTFOLIO-MANAGER SAMPLE.CSY		Building Infor	mation				
PAP Property ID	-	FIELD			current value mg		
Property Name		PM Property ID		178388			178388
Property Name  Address Line 1  241773 W Apples Avenue  241775 W Apples Avenue	<  →	Tax Lot ID		10101/230e0		10101/230e0	
Address Line 1  241773 W Apples Avenue  241775 W Apples Avenue  241775 W Apples Avenue  241775 W Apple		Custom ID 1					
Address Line 2  County/District/Ward/Borough  Lot Number  Block Number  City  EnergyTown  EnergyTown  EnergyTown  State Province  Ulinois  Ulinois  Ulinois  Ulinois  Ulinois  Postal Code  10101-6175  10101-6175  10101-6175  Vear Built  Use Description  COMMERCIAL  COMMERCIAL  Property Notes		Property Name					
County/District/Ward/Borough  Lot Number  Block Number  City  EnergyTown  EnergyTown  EnergyTown  Illinois  Illinois  Illinois  Illinois  Illinois  Postal Code  10101-6175  10101-6175  10101-6175  10101-6175  Use Description  COMMERCIAL  Building Count  1  Property Notes		Address Line 1		241773 W Apples Avenue		241773 W Apples Avenue	241773 W Apples Avenue
Lot Number  Block Number  City  EnergyTown  EnergyTown  Illinois  Illinois  Postal Code  10101-6175  10101-6175  1092  Use Description  COMMERCIAL  Building Count  1  Property Notes		Address Line 2					
Block Number  City EnergyTown EnergyTown EnergyTown  State Province Illinois Illinois Illinois  Postal Code 10101-6175 10101-6175  Year Built 1986 1982 1986  Use Description COMMERCIAL COMMERCIAL  Property Notes 1		County/District/Ward/Boro	ugh				
City EnergyTown EnergyTown EnergyTown EnergyTown  State Province Illinois Illinois Illinois  Postal Code 10101-6175 10101-6175  Year Built 1986 1982 1986  Use Description COMMERCIAL COMMERCIAL  Building Count 1 1 1  Property Notes		Lot Number					
State Province    Illinois   Illinois   Illinois     Postal Code   10101-6175   10101-6175   10101-6175     Year Built   1986   1982   1986     Use Description   COMMERCIAL   COMMERCIAL     Building Count   1		Block Number					
Postal Code         10101-6175         10101-6175         10101-6175         10101-6175         10101-6175         1986         1982         1986         1986         Use Description         COMMERCIAL         COMMERCIAL         COMMERCIAL         1         1         1         1         1         Property Notes         Image: Control of the		City		EnergyTown		EnergyTown	EnergyTown
Year Built     1986     1982     1986       Use Description     COMMERCIAL     COMMERCIAL       Building Count     1     1       Property Notes     —     —		State Province		Ilinois		Ilinois	Ilinois
Use Description COMMERCIAL COMMERCIAL  Building Count 1 1  Property Notes		Postal Code		10101-6175		10101-6175	10101-6175
Building Count 1 1  Property Notes		Year Built		1986		1982	1986
Property Notes		Use Description		COMMERCIAL		COMMERCIAL	
		Building Count		1		1	
Recent Sale Date		Property Notes					
		Recent Sale Date					



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Owner Email	
Owner Telephone	

#### **Square Footage**



	Г.	1		
£	,	₹	L	





FIELD	MASTER	COVERED-BUILDINGS-SAMPLE.CSV	PORTFOLIO-MANAGER-SAMPLE.CSV
Floor Area (ft²)	59,341	59,341	59,341
Floor Area - Parking (ft²)			
Hospital (General Medical & Surgical) - Gross Floor Area (ft²)			
Hotel - Gross Floor Area (ft²)			

#### 

FIELD	MASTER	COVERED-BUILDINGS-SAMPLE.CSV	PORTFOLIO-MANAGER-SAMPLE.CSV
Site EUI (kBtu/ft²)	68.1		68.1
Weather Normalized Site EUI (kBtu/ft²)	64.2		64.2
Source EUI (kBtu/ft²)	227.4		227.4
Weather Normalized Source EUI (kBtu/ft²)	214.6		214.6
Total GHG Emissions (MtC02e)	3,327		3,327
ENERGY STAR Score	79		79
Energy Alerts			
Space Alerts			
Generation Date	03/28/2013		3/28/13
Release Date	03/28/2013		3/28/13

### \* Extra Data

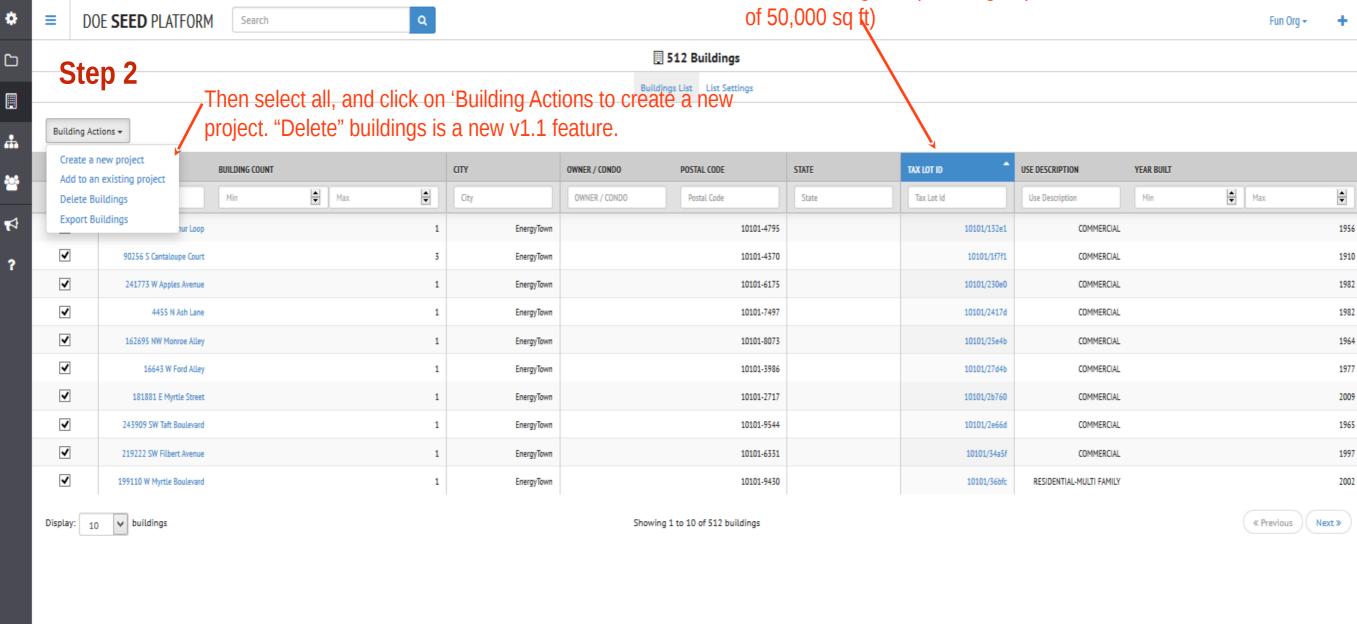
### Any "extra data" brought in during data uploads is stored and served up here.

FIELD	MASTER	COVERED-BUILDINGS-SAMPLE.CSV	PORTFOLIO-MANAGER-SAMPLE.CSV
National Median Site EUI (kBtu/ft2)	95		95
National Median Source EUI (kBtu/ft2)	317.2		317.2
Organization	LGI Development		LGI Development
Parking - Gross Floor Area (ft2)	70465		70465
Total GHG Emissions (MtCO2e)	3327.22		3327.22

## Use Case: creating a compliance group

**Step 1 (starting at the Buildings List view)** 

Set a minimum floor area, or use other filters to narrow your buildings list to the set of buildings you want to group (e.g. a Benchmarking Compliance group based on minimum floor area



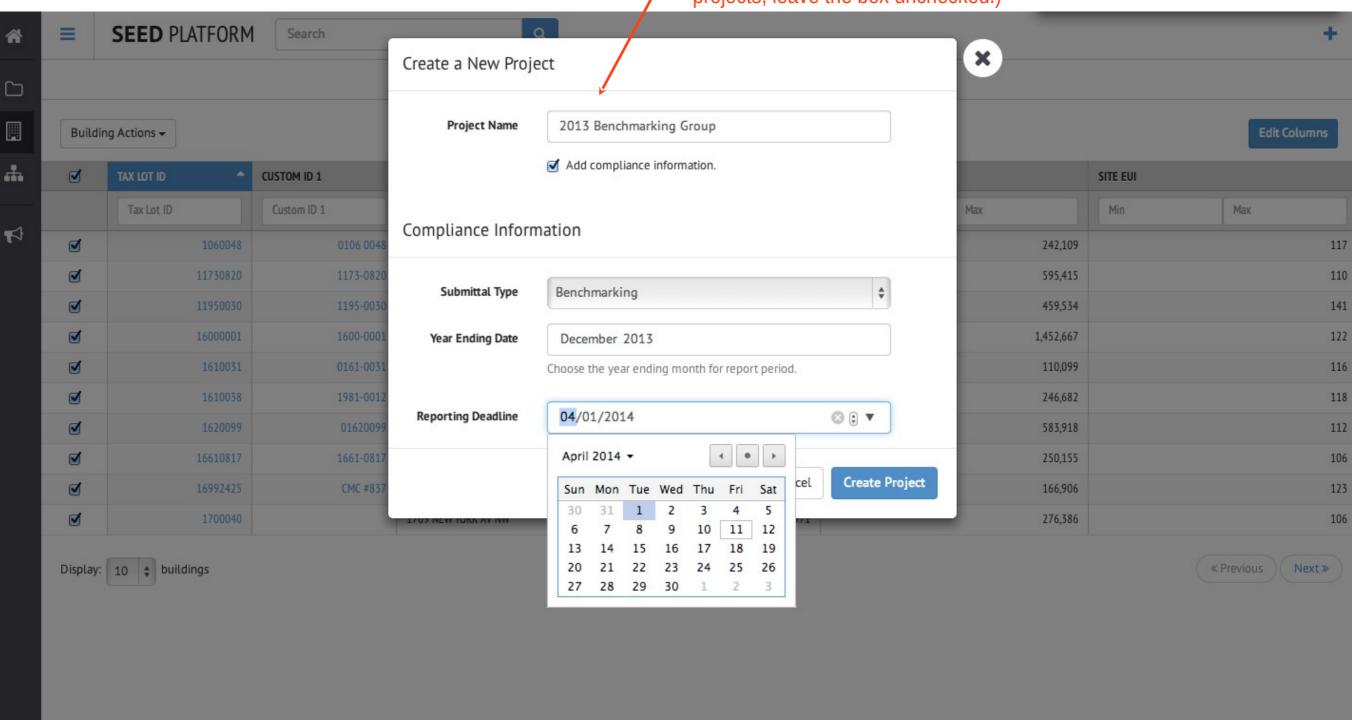




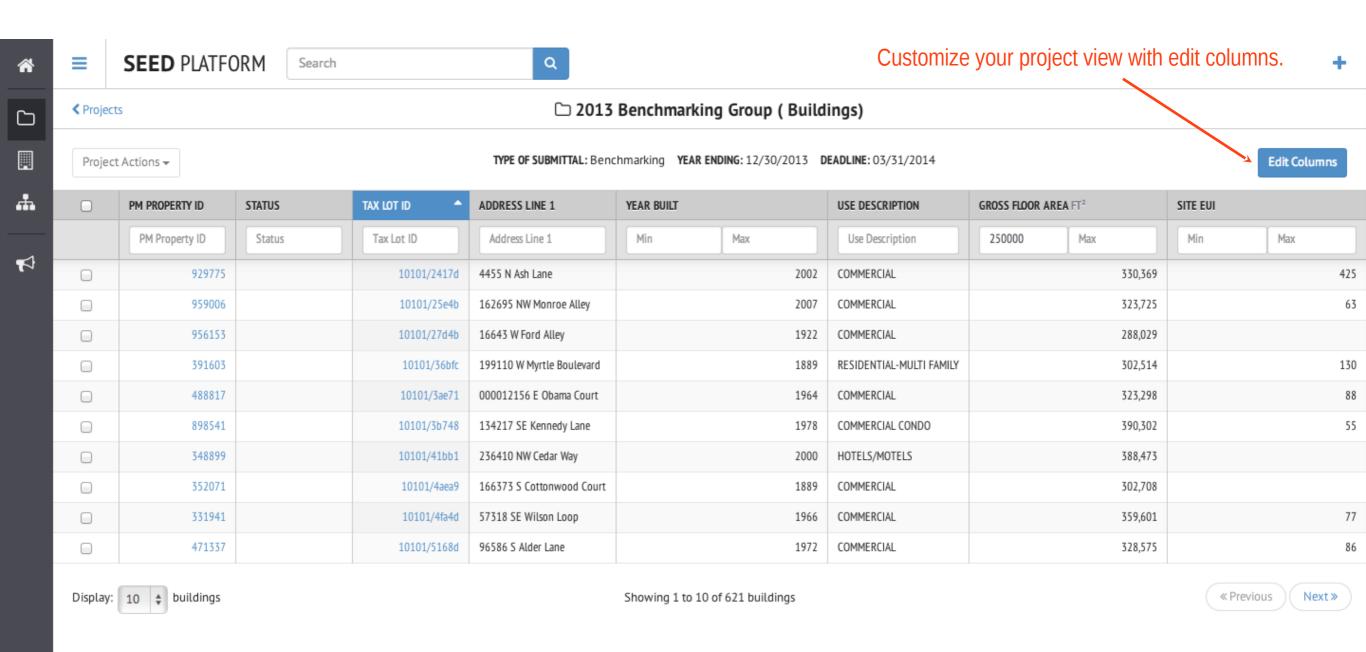


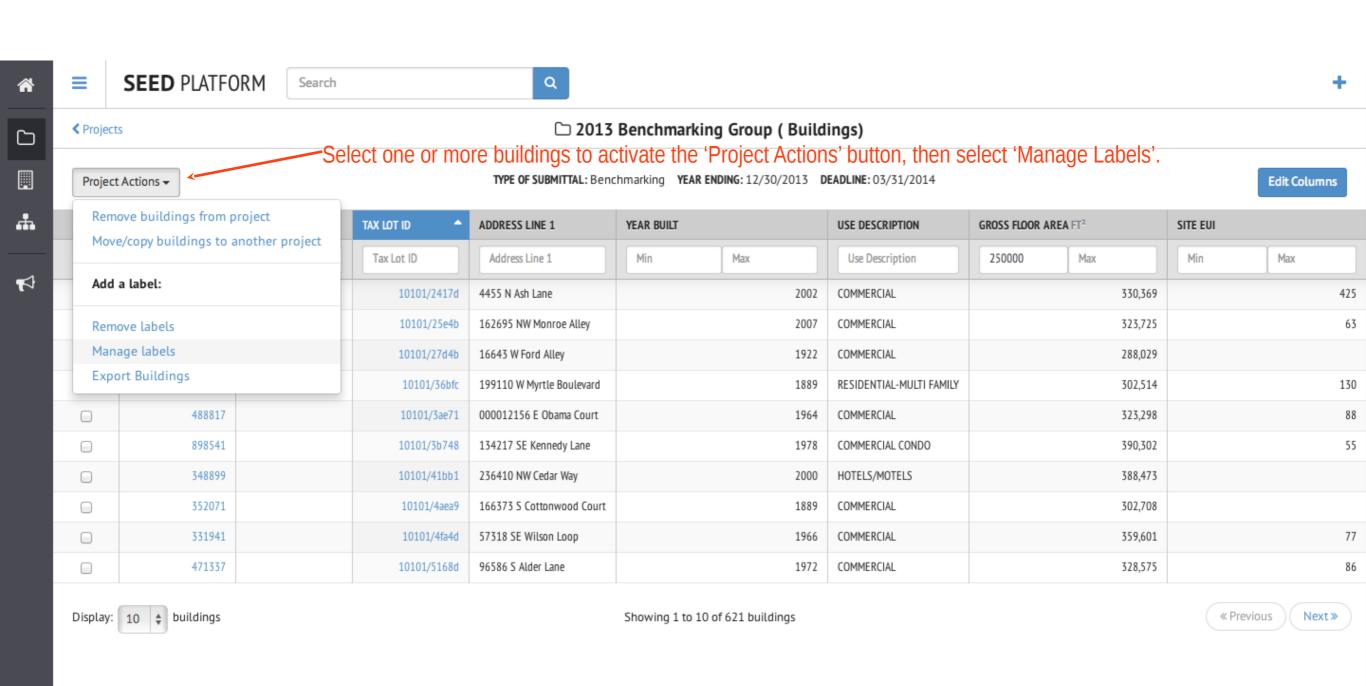
Step 3

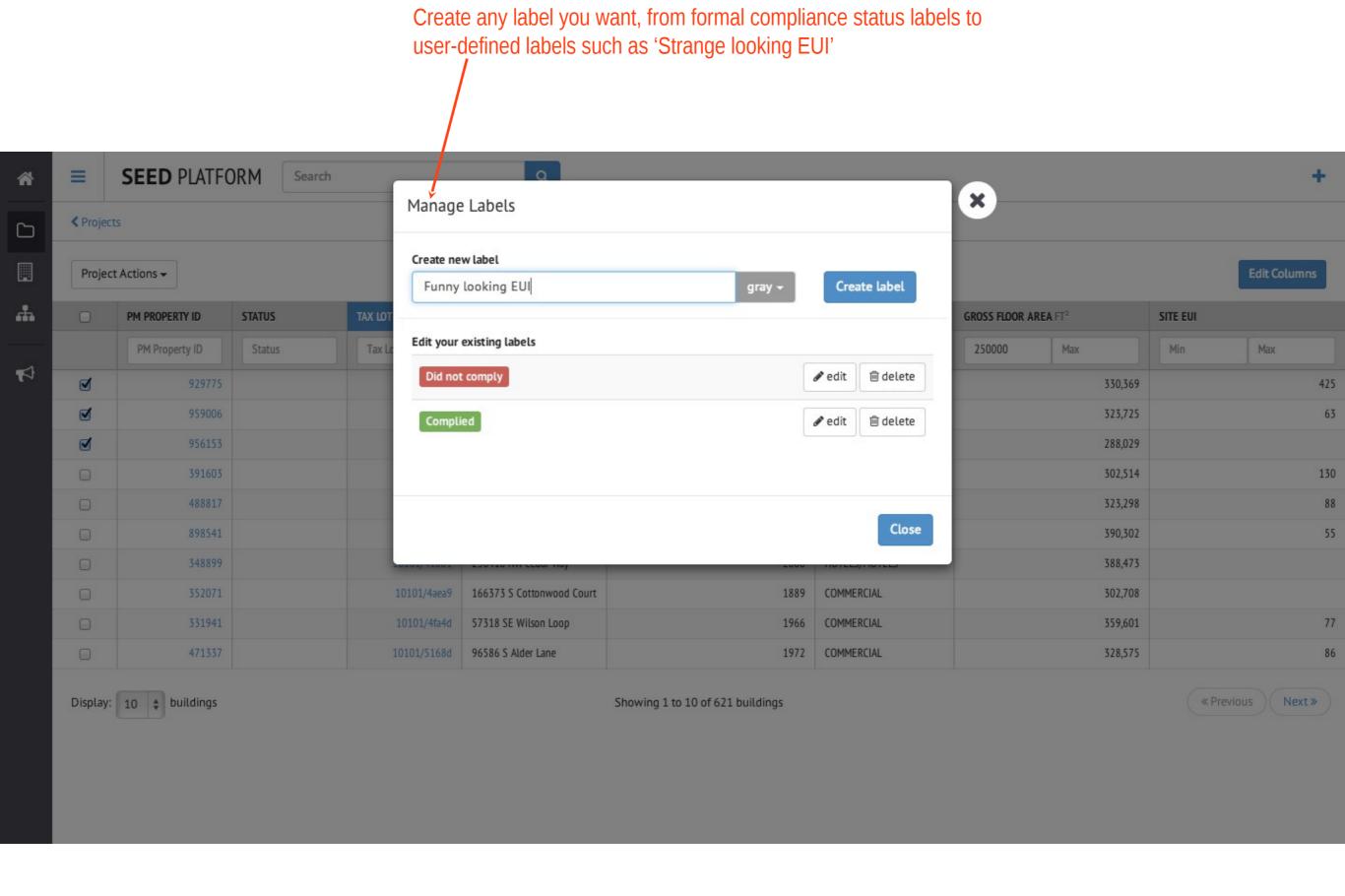
Use Case: creating a compliance group Give your project a name, check 'Add compliance information', then pick the submittal type, and relevant dates. (For non-compliance projects, leave the box unchecked.)



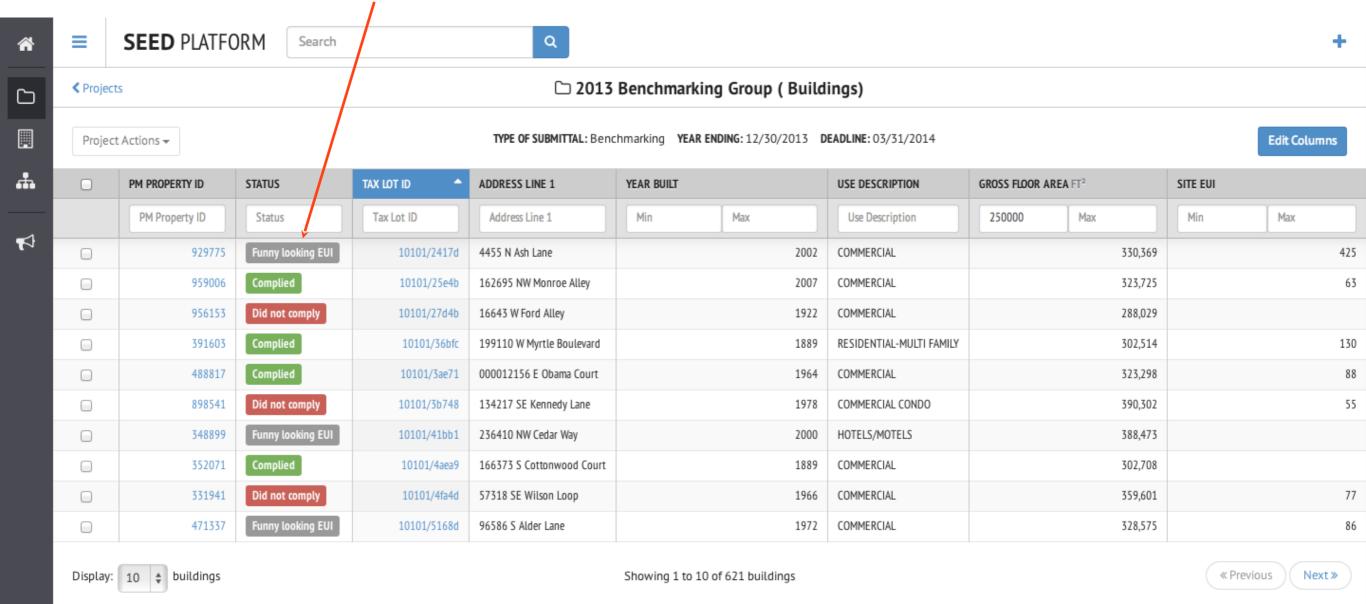
## Project view.



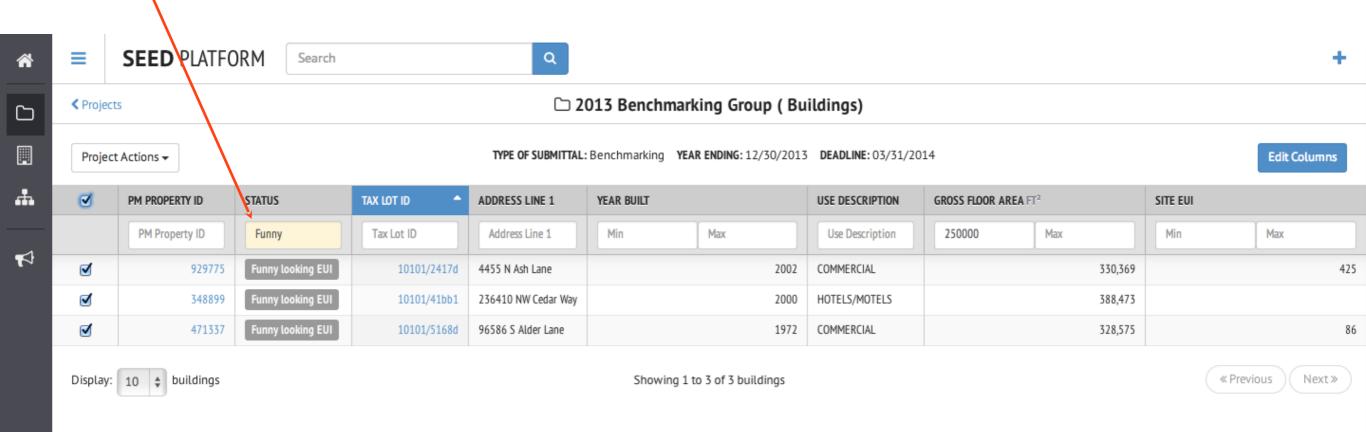


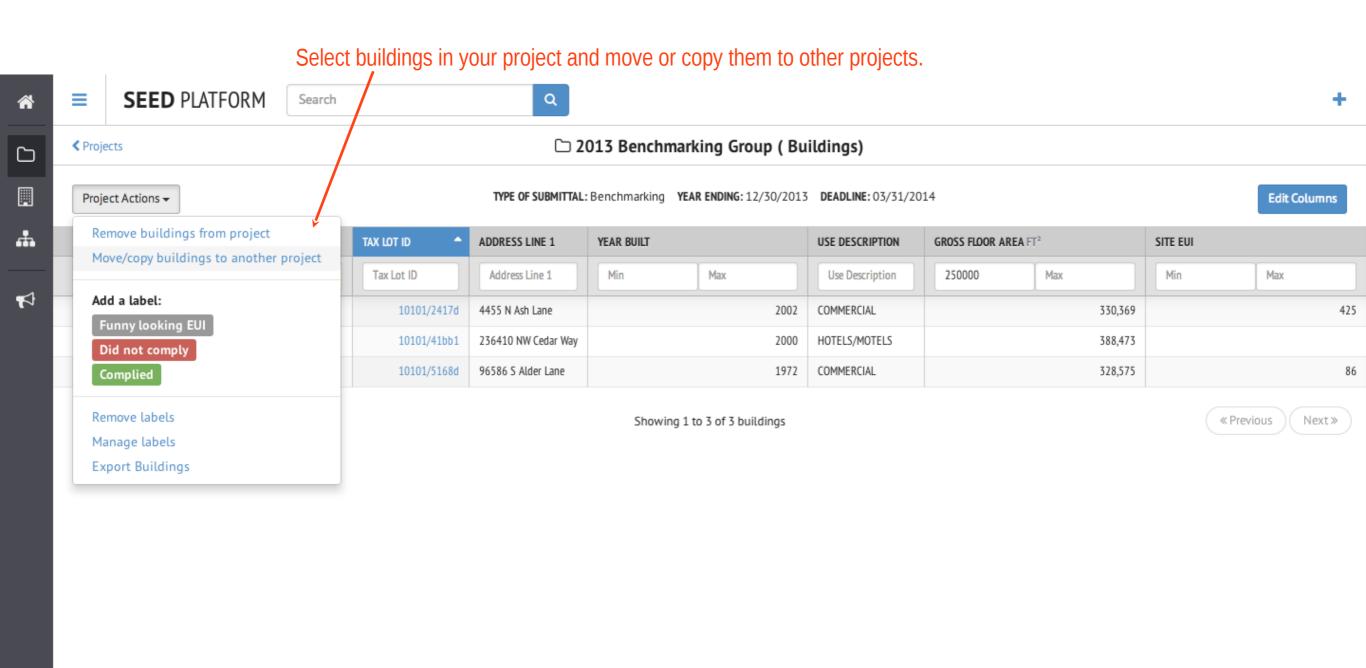


As you review your data in SEED you can update labels individually and in batch.



As with all columns in SEED you can search and filter on the status labels to easily find and group buildings by status.





*	County/District/Ward/Borough							
	Lot Number							
0	Block Number							
	City	EnergyTown	EnergyTown			EnergyTown		
Ħ	State Province	Ilinois	Ilinois			Ilinois		
#	Postal Code	10101-7497	10101-7497			10101-7497		
	Year Built	2002	1982			2002		
₽	Use Description	COMMERCIAL	COMMERCIAL					
	Building Count	1	1					
	Property Notes							
	Recent Sale Date							
	Generation Date	08/12/2013				08/12/2013		
	Release Date	08/23/2013				08/23/2013		
	Year Ending	12/31/2010				12/31/2010		
	Creation Date	04/14/2014	04/14/2014	04/14/2014				
	Modified Date	04/14/2014 VOLL 0	04/14/2014	e the label/status	of a building at	04/11/2014 the individua	1	
	☐ Compliance Projects That Include This Building buildir				o UI a bullulling at	IIIC IIIUIVIUUA	.l	
	PROJECT	SUBMITTAL TYPE YEA	AR ENDING DEADLINE ST		STATUS		CHANGED ON	CHANGED BY
	2013 Benchmarking Group	Benchmarking 12/	31/2013	1/2013 04/01/2014				
	Contact Information	Funny looking  Did not compl						
	FIELD	MASTER	COVERED-BUILDINGS-S	AMPLE.CSV	Complied	PORTFOLIO-MANAGE	R-SAMPLE.CSV	
	Owner	Asset Realty Group	Asset Realty Group		Remove label			
	Owner Address				Manage labels			
	Owner City							
	Owner Postal Code							
	Owner Email							
	Owner Telephone							

## Support.



**SEED** PLATFORM



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We invite you to join the SEED online support chat room, sit in and speak up with your questions and feedback on the software.

Search

To better foster collaboration between regions you will be able to see the conversations of your colleagues in other cities and even ping them directly!

If you prefer to use telephone for a particular issue you can reach Erik Larson of Building Energy at 503-505-0574. You can also email the SEED support team at seed-support@buildingenergy.com.

Please bear in mind that Building Energy is located in the Pacific time zone.

Join the SEED chat room

Live real-time support!