

Standard Energy Efficiency Data Platform™



U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy



SEED

December 15, 2014

SEED-Platform Home Page

You can open the Navigation Drawer to see your Data, Buildings and Projects count.

You can also navigate using the tabs at the top.

The screenshot shows the SEED-Platform Home Page. On the left is a dark sidebar with icons and labels: ROBIN LBL 1 (Log Out), PROJECTS (0), BUILDINGS (0), DATA (0), ORGANIZATIONS (1), CONTACT, and ABOUT. Below this is a section titled "SEED has three basic levels:" with three numbered items: 1. DATA (All of the data sets you load, which combine to form), 2. BUILDINGS (The authoritative list of your buildings as defined by one or more datasets, which can be grouped into), and 3. PROJECTS (Groups of buildings used to manage compliance or for other user-defined purposes). The main content area features a "Getting Started" section with a city skyline background. It includes a "Upload your buildings list" button, a "Getting Started Guide" button, and a "Download Sample Data" button. At the top of the main content area are three tabs: Projects, Buildings, and Data. A search bar and a navigation drawer icon are also present at the top. A legend on the right side of the page indicates that red arrows point to specific features: one arrow points to the "Buildings" tab, another to the "Data" tab, and a third to the "Buildings" icon in the navigation drawer. A green box highlights the "Download Sample Data" button, and a green table below it shows the contents of the sample data set.

SEED has three basic levels:

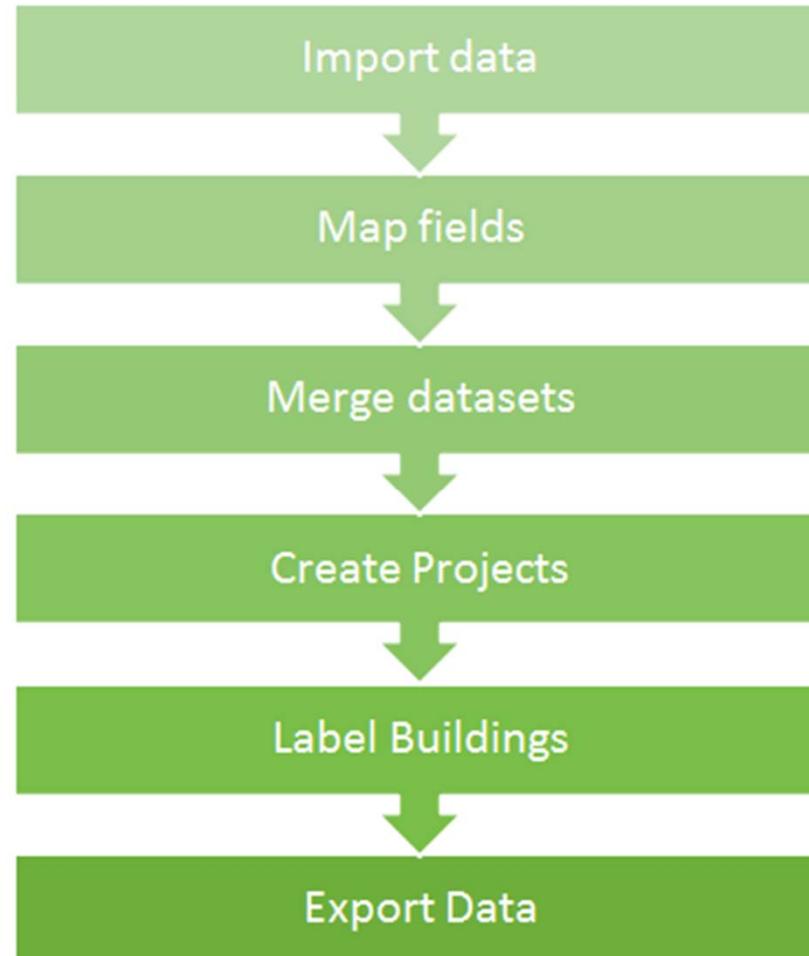
- 1. DATA**
All of the data sets you load, which combine to form
- 2. BUILDINGS**
The authoritative list of your buildings as defined by one or more datasets, which can be grouped into
- 3. PROJECTS**
Groups of buildings used to manage compliance or for other user-defined purposes

You can download a sample data set ([seed-sample-data.zip](#)) which contains two files:

- [Covered-buildings-sample.csv](#)
(tax assessor building list)
- [Portfolio-manager-sample.csv](#)
(custom report data from ENERGY STAR Portfolio Manager)

Folders	Name
[seed-sample-data.zip]	covered-buildings-sample.csv
seed-sample-data	portfolio-manager-sample.csv

Workflow



Upload Data

To start loading data, click the blue button labeled “Upload your buildings list”

Or click the “+” icon at the top right and then select “Data Set”

The screenshot shows the SEED Platform homepage. On the left is a dark sidebar with user information (ROBIN LBL 1, Log Out) and links for Projects (0), Buildings (0), Data (0), Organizations (1), Contact, and About. At the top center is the SEED logo and a search bar. Below the header are three main navigation buttons: Projects, Buildings, and Data. A large banner in the center says "Getting Started" and describes the platform's purpose. It features a blue "Upload your buildings list" button with a cloud icon and an orange "Getting Started Guide" button with a document icon. Red arrows point from the text instructions to these two buttons. In the top right corner, there is a dropdown menu for "LBL 1" with options like "Create a New..." (highlighted in red), "Project", and "Data Set". A red arrow also points from the "Data Set" option in the dropdown to the text "Or click the ‘+’ icon at the top right and then select ‘Data Set’".

ROBIN LBL 1 Log Out

SEED

U.S. DEPARTMENT OF ENERGY

Search

Projects

Buildings

Data

Contact

Create a New...

Project

Data Set

LBL 1 +

Getting Started

The DOE developed the Standard Energy Efficiency Data (SEED) Platform™ as a free software tool that provides a standardized format for collecting, storing and analyzing building energy performance information about large portfolios.

Upload your buildings list

Getting Started Guide

Highlights of SEED Platform™

Upload your data

Get started using SEED Platform™ by uploading your buildings list (city tax assessor data) and then your EPA Portfolio Manager data. Make sure these files are each in .csv, .xls, .xlsx, or .xml 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 Platform will help you by automatically matching high confidence pairings and then provide you with tools to match the rest of your dataset.

Manage compliance

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

Download Sample Data

Upload Data

Give the new data set a name.

The screenshot shows the SEED Platform dashboard. On the left, there's a sidebar with icons for ROBIN LBL 1 (Log Out), PROJECTS (0), BUILDINGS (0), DATA (0), ORGANIZATIONS (1), CONTACT, and ABOUT. The main area has a "Getting Started" banner with text about the DOE's Standard Energy Efficiency Data (SEED) Platform and buttons for "Upload your buildings list" and "Getting Started Guide". A city skyline is visible in the background. A central modal dialog box is open, titled "Create a New Data Set." It contains a "Data Set Name" input field with the value "2013 Benchmarking Compliance", a "Cancel" button, and a "Create Data Set" button. A red arrow points from the text "Give the new data set a name." to the "Data Set Name" input field.

Highlights of SEED Platform™



Upload your data

Get started using SEED Platform™ by uploading your buildings list (city tax assessor data) and then your EPA Portfolio Manager data. Make sure these files are each in .csv, .xls, .xlsx, or .xml format. The SEED Platform will



Match your data

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



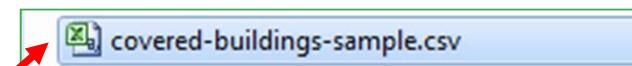
Manage compliance

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

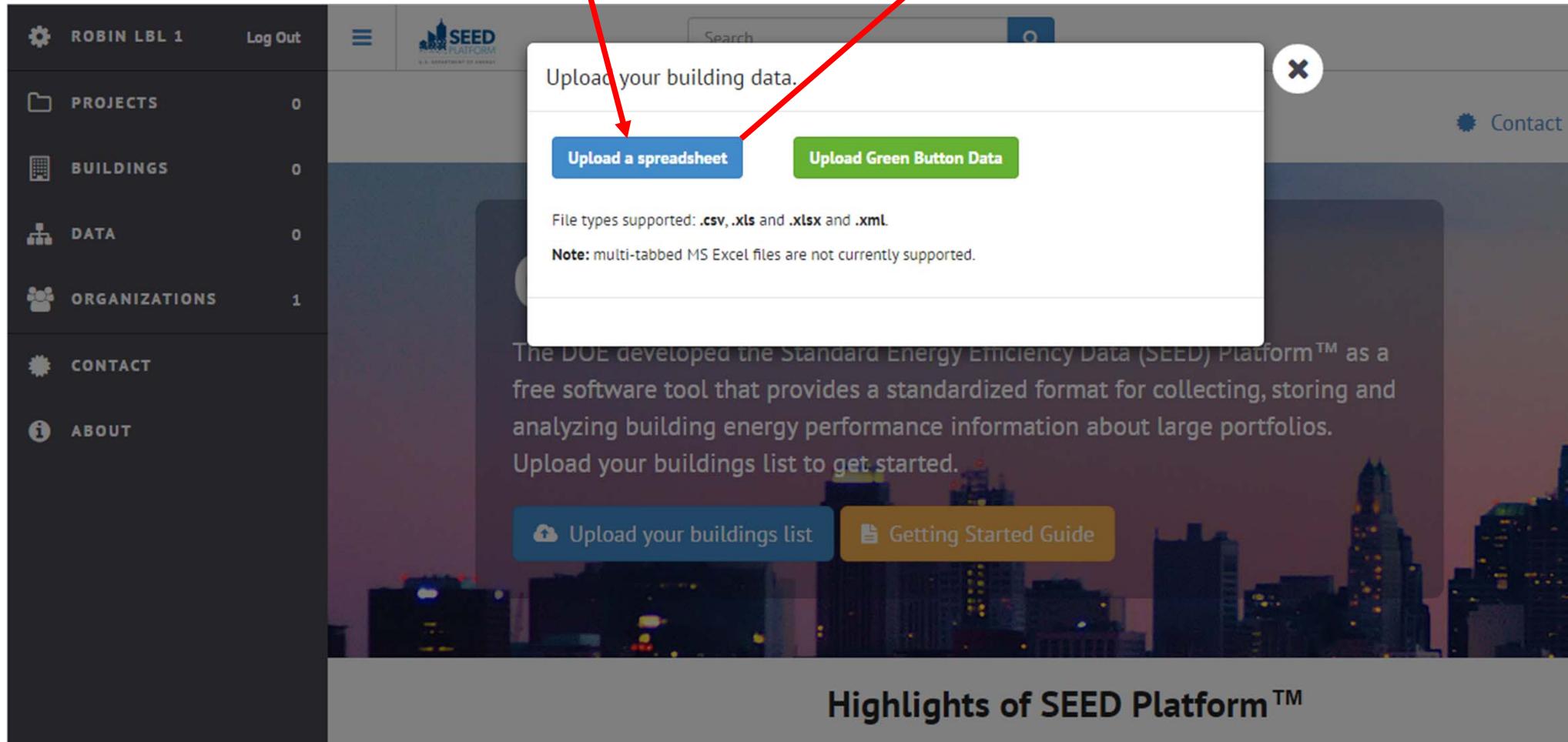
Upload Data – List of Buildings (Tax Assessor data)

Select the data type to upload, either:

- Spreadsheet (CSV, XLS, XLSX)
- or
- Green Button Data (XML)



Browse to the appropriate file to upload



The screenshot shows the SEED Platform interface. On the left, there's a sidebar with navigation links: ROBIN LBL 1 (Log Out), PROJECTS (0), BUILDINGS (0), DATA (0), ORGANIZATIONS (1), CONTACT, and ABOUT. The main area has a city skyline background. A central modal window is open, titled "Upload your building data." It contains two buttons: "Upload a spreadsheet" (blue) and "Upload Green Button Data" (green). Below the buttons, text specifies supported file types: ".csv, .xls and .xlsx and .xml." A note states: "Note: multi-tabbed MS Excel files are not currently supported." At the bottom of the modal, there's descriptive text about the SEED Platform and a call to action: "Upload your buildings list to get started." Two buttons at the very bottom are "Upload your buildings list" (blue) and "Getting Started Guide" (yellow).

ROBIN LBL 1 Log Out

SEED
DATA PLATFORM

PROJECTS 0

BUILDINGS 0

DATA 0

ORGANIZATIONS 1

CONTACT

ABOUT

Upload your building data.

Upload a spreadsheet Upload Green Button Data

File types supported: .csv, .xls and .xlsx and .xml.

Note: multi-tabbed MS Excel files are not currently supported.

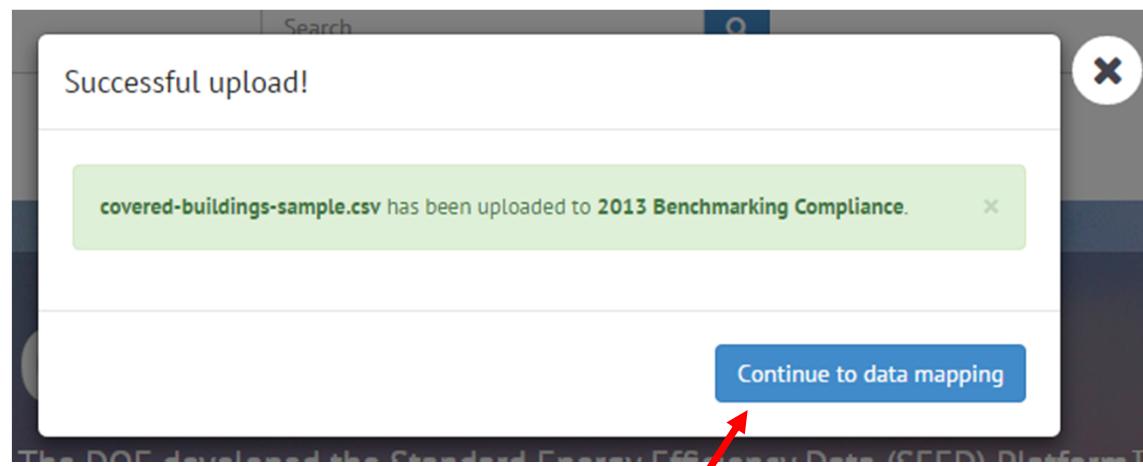
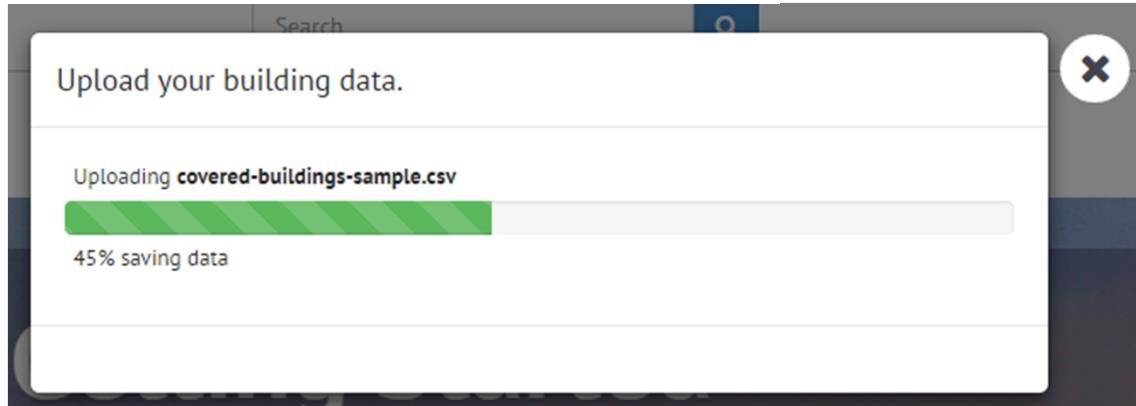
The DOE developed the Standard Energy Efficiency Data (SEED) Platform™ as a free software tool that provides a standardized format for collecting, storing and analyzing building energy performance information about large portfolios. Upload your buildings list to get started.

Upload your buildings list Getting Started Guide

Highlights of SEED Platform™

Upload Data

During the data upload, SEED reports the progress and the success of the upload



When the data upload is complete, click the
"Continue to data mapping" button

Data Mapping

Directions for mapping data are at the top of the Mapping page.

Sample Data Data Mapping & Validation (covered-buildings-sample.csv)

STEP 1: Map Your Data STEP 2: Review Your Data Mappings Help: SEED Header Definitions Collapse Tabs

MAPPING YOUR DATA TO SEED

Mapping your data to the Building Energy Data Exchange Specification (BEDES) is an important step towards translating your data into a common set of terms that can take full advantage of aggregate building performance data. The process is simple: 1) select the rows of data you want to map by checking the map checkbox, 2) uncheck the rows you want to ignore—the system will give you a head start by attempting to auto-map headers from the file you imported, 3) in the SEED Header input box, search for a standard BEDES field name to map your data to—if a corresponding standard BEDES field name can't be found or you would like to use your own custom field, just type the name of the field to replace a BEDES suggested terms.

Important: to improve results in matching buildings across different data files, map as many of the following four (4) fields as possible: **Tax Lot ID, PM Property ID, Custom ID, Address Line 1.**

MAPPING KEY:

- valid** = data mapping successful.
- semivalid** = data mapping successful but some data is not valid.
- invalid** = data mapping unsuccessful.
- duplicate** = data mapping a duplicate.

SEED matches records between files (such as Building lists and ENERGY STAR Portfolio Manager data) based on these four fields so it is **very important** to map your data's fields to at least one of these SEED fields.

- **Address Line 1**
- **PM Property ID**
- **Custom ID**
- **Tax Lot ID**

Data Mapping

Map the field names in the **imported file** to standardized field names in the **SEED database**

SEED database				Imported file			Map Your Data
MAP	HEADER	BEDES	VALIDATE	HEADER	ROW 1	ROW 2	ROW 3
<input checked="" type="checkbox"/>	Premises City	<input checked="" type="checkbox"/>	valid	City	EnergyTown	EnergyTown	EnergyTown
<input checked="" type="checkbox"/>	Premises Postal Code	<input checked="" type="checkbox"/>	valid	Zip	10107-7915	10107-1544	10106-7162
<input checked="" type="checkbox"/>	Premises Gross Floor Area	<input checked="" type="checkbox"/>	valid	GBA	264,949	322,701	139,835
<input checked="" type="checkbox"/>	Building Count	<input checked="" type="checkbox"/>	valid	BLDGs	1	1	1
<input checked="" type="checkbox"/>	Premises Year Completed	<input checked="" type="checkbox"/>	valid	AYB_YearBuilt	1974	1962	1965
<input checked="" type="checkbox"/>	Premises State	<input checked="" type="checkbox"/>	valid	State	Illinois	Illinois	Illinois
<input checked="" type="checkbox"/>	Address Line 1	<input checked="" type="checkbox"/>	valid	Address	120243 E True Lane	95373 E Peach Avenue	95864 SW Cottonwood Court
<input checked="" type="checkbox"/>	Owner	<input checked="" type="checkbox"/>	valid	Owner	MileStone Community Builders	Pangea Properties	Matt Martin Real Estate Management
<input checked="" type="checkbox"/>	Premises Occupancy Classification	<input checked="" type="checkbox"/>	valid	Property Type	COMMERCIAL	COMMERCIAL	RESIDENTIAL-MULTI FAMILY
<input checked="" type="checkbox"/>	Tax Lot Id	<input checked="" type="checkbox"/>	valid	UBI	10107/71db4	10107/c6596	10106/2f366

Concatenate Headers Map Your Data

Key fields that SEED will use to match records between data files

Start typing in the SEED field input to see a list of fields containing that word

SEED	BEDES
premises	Premises Block Number
	Premises City
	Premises Conditioned Floor Area
	Premises Count
	Premises County
	Premises Custom ID
	Premises Gross Floor Area
	Premises Name
	Premises Notes
	Premises Occupancy Classification
	Premises Occupied Floor Area
	Premises Postal Code
	Premises State

Map Your Data

Click **Map Your Data** when the field mapping is set

Data Mapping

Unchecking the Map field means the program will not map the field

The Validate field indicates whether the program thinks the data in the field matches the field type, or if the field value is blank

MAPPING KEY:

valid = data mapping successful.

semivalid = data mapping successful but some data is not valid.

invalid = data mapping unsuccessful.

duplicate = data mapping a duplicate.

SEED				covered-buildings-sample.csv			
MAP <small>i</small>	HEADER	BEDES <small>i</small>	VALIDATE <small>i</small>	HEADER	ROW 1	ROW 2	ROW 3
<input checked="" type="checkbox"/>	Premises City		valid	City	EnergyTown	EnergyTown	EnergyTown
<input checked="" type="checkbox"/>	Premises Postal Code		valid	Zip	10107-7915	10107-1544	10106-7162
<input checked="" type="checkbox"/>	Premises Gross Floor Area		valid	GBA	264,949	322,701	139,835
<input checked="" type="checkbox"/>	Building Count		valid	BLDGs	1	1	1
<input checked="" type="checkbox"/>	Premises Year Completed		valid	AYB_YearBuilt	1974	1962	1965
<input checked="" type="checkbox"/>	Premises State		valid	State	Illinois	Illinois	Illinois
<input checked="" type="checkbox"/>	Address Line 1		valid	Address	120243 E True Lane	95373 E Peach Avenue	95864 SW Cottonwood Court
<input checked="" type="checkbox"/>	Owner		valid	Owner	MileStone Community Builders	Pangea Properties	Matt Martin Real Estate Management
<input checked="" type="checkbox"/>	Premises Occupancy Classification		valid	Property Type	COMMERCIAL	COMMERCIAL	RESIDENTIAL-MULTI FAMILY
<input checked="" type="checkbox"/>	Tax Lot Id		valid	UBI	10107/71db4	10107/c6596	10106/2f366

Concatenate Headers **Map Your Data**

A green checkmark in the BEDES column indicates the SEED field is BEDES compliant

Data Mapping -- Review

From the Mapping screen, clicking **Map Your Data** brings you to this **Mapping Review** screen



Map Your Data

Click **Save Mappings** if the mapping is correct

You can click **Back to Mapping** if it is not correct



< Back to Mapping



Click **Edit Columns** to control what columns are displayed



Edit Columns



Save Mappings

View the mapped fields populated with the data

ADDRESS LINE 1	OWNER	PREMISES GROSS FLOOR AREA		PREMISES OCCUPANCY CLASSIFICATION	PREMISES POSTAL CODE	TAX LOT ID
Address Line 1	Owner	Min	Max	Premises Occupancy Classification	Premises Postal Code	Tax Lot Id
99348 NE Locust Street	Hipercept		261,765	COMMERCIAL	10104-2416	10104/7ef71
131175 SW Chestnut Road	Trust Field Services		224,362	COMMERCIAL CONDO	10105-6695	10105/3f900
181881 E Myrtle Street	Accurate Group		215,255	COMMERCIAL	10101-2717	10101/2b760
170525 E Pine Way	GRS Group		191,472	RESIDENTIAL-MULTI FAMILY	10102-8531	10102/a5c26
27214 E McKinley Boulevard	Nest Realty		94,310	COMMERCIAL	10102-7954	10102/b874e
192896 SE Peach Court	Renters Warehouse		327,974	CONDO	10101-5570	10101/f67f2
147589 S Buckthorn Way	JWB Real Estate Companies		230,146	COMMERCIAL	10110-1921	10110/2591d
194087 SE Fillmore Street	Reliant Realty		195,267	HOTELS/MOTELS	10101-1978	10101/99db8
11722 SW Cottonwood Avenue	Real Property Management		256,055	COMMERCIAL	10102-6814	10102/bb665
108393 N Grapefruit Court	Clear Title Agency of AZ		258,869	HOTELS/MOTELS	10105-8589	10105/ce1a8

Display: 10 buildings

Showing 1 to 10 of 512 buildings

« Previous

Next »

< Back to Mapping

Save Mappings

Data Mapping -- Confirm

Confirm Save Mappings?

Did you review your mappings? It's a good idea to double check your mappings. Once SEED matches your buildings you can not undo or edit these mappings.

You have one more chance to review the mapping

[Let me review again.](#)

Confirm mappings & start matching

Program checks to see if any records match within the file (such as Address or ID)

Load More Data

SEED could not locate any matches. Would you like to add another file?

Click Add another file to upload ENERGY STAR Portfolio Manager data (or other data)

[Cancel](#)

Add another file

Click View my buildings to see the Building list

View my buildings

You can upload more data to match to the existing data

Upload your building data.

Upload a spreadsheet

Upload Green Button Data

File types supported: **.csv**, **.xls** and **.xlsx** and **.xml**.

Note: multi-tabbed MS Excel files are not currently supported.

Click **Confirm mappings and start matching** if you are happy with the data mapping

SEED will check to see if any records match within the file (or across other files if they have already been imported)

After a data file has been mapped and matched, the program makes the Building list.

512 Buildings						
		Buildings List		List Settings		
Building Actions ▾		ADDRESS LINE 1	OWNER	PREMISES GROSS FLOOR AREA	PREMISES OCCUPANCY CLASSIFICATION	PREMISES POSTAL CODE
		Address Line 1	Owner	Min	Max	Premises Occupancy Classification
<input type="checkbox"/>	198832 SE Arthur Loop	Econohomes	68,177			COMMERCIAL
<input type="checkbox"/>	90256 S Cantaloupe Court	Conservice	\$1,688			COMMERCIAL
<input type="checkbox"/>	241773 W Apples Avenue	LGI Development	59,341			COMMERCIAL
<input type="checkbox"/>	4455 N Ash Lane	Asset Realty Group	330,369			COMMERCIAL
<input type="checkbox"/>	162695 NW Monroe Alley	Memphis Invest	323,725			COMMERCIAL
<input type="checkbox"/>	16643 W Ford Alley	Keller Williams Capital Properties	288,029			COMMERCIAL
<input type="checkbox"/>	181881 E Myrtle Street	Accurate Group	215,255			COMMERCIAL
<input type="checkbox"/>	243909 SW Tat Boulevard	@Properties	234,831			COMMERCIAL
<input type="checkbox"/>	219222 SW Filbert Avenue	Pangea Properties	142,331			COMMERCIAL
<input type="checkbox"/>	199110 W Myrtle Boulevard	Econohomes	302,514		RESIDENTIAL-MULTI FAMILY	10101-9430

Upload Data – ENERGY STAR Portfolio Manager data

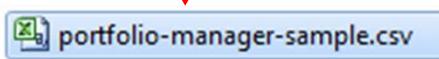
Upload your building data.

[Upload a spreadsheet](#) [Upload Green Button Data](#)

File types supported: **.csv**, **.xls** and **.xlsx** and **.xml**.

Note: multi-tabbed MS Excel files are not currently supported.

↓ Browse to the appropriate file to upload



Upload your building data.

Uploading **portfolio-manager-sample.csv**

45% saving data

Successful upload!

portfolio-manager-sample.csv has been uploaded to **Sample Data**.

[Continue to data mapping](#)



Click
Continue to data mapping
(See next page)

Data Mapping – ENERGY STAR Portfolio Manager data

Map the field names in the imported file to standardized field names in the SEED database

SEED		portfolio-manager-sample.csv					
MAP 	HEADER	BEDES 	VALIDATE 	HEADER	ROW 1	ROW 2	ROW 3
<input checked="" type="checkbox"/>	Premises City			City	EnergyTown	EnergyTown	EnergyTown
<input checked="" type="checkbox"/>	ENERGY Star Score			ENERGY STAR Score	91	75	73
<input checked="" type="checkbox"/>	Premises State			State/Province	Illinois	Illinois	Illinois
<input checked="" type="checkbox"/>	Site Eui			Site EUI (kBtu/ft ²)	46.9	69.8	91.8
<input checked="" type="checkbox"/>	Year Ending			Year Ending	12/31/10	12/31/10	12/31/10
<input checked="" type="checkbox"/>	Weather Normalized Source EUI			Weather Normalized Source EUI (kBtu/ft ²)	156.6	227.1	207.3
<input checked="" type="checkbox"/>	Parking - Gross Floor Area			Parking - Gross Floor Area (ft ²)	291660	174000	89041
<input checked="" type="checkbox"/>	Address Line 1			Address 1	120243 E True Lane	95373 E Peach Avenue	95864 SW Cottonwood C
<input checked="" type="checkbox"/>	Pm Property Id			Property Id	499045	596705	477198
<input checked="" type="checkbox"/>	Address Line 2			Address 2	Not Available	Not Available	Not Available
<input checked="" type="checkbox"/>	Source Eui			Source EUI (kBtu/ft ²)	156.6	233.1	215.5
<input checked="" type="checkbox"/>	Release Date			Release Date	4/1/13 4:22 AM	3/26/13 9:40 AM	9/27/13 11:42 AM
<input checked="" type="checkbox"/>	National Median Source EUI			National Median Source EUI (kBtu/ft ²)	272.5	311.3	282.3
<input checked="" type="checkbox"/>	Weather Normalized Site EUI			Weather Normalized Site EUI (kBtu/ft ²)	46.9	68	89
<input checked="" type="checkbox"/>	National Median Site EUI			National Median Site EUI (kBtu/ft ²)	81.6	93.2	120.3
<input checked="" type="checkbox"/>	Premises Year Completed			Year Built	1990	1987	1964
<input checked="" type="checkbox"/>	Premises Postal Code			Postal Code	10107-7915	10107-1544	10106-7162
<input checked="" type="checkbox"/>	Organization			Organization	MileStone Community Builders	Pangea Properties	Matt Martin Real Estate N
<input checked="" type="checkbox"/>	Property Name			Property Name	Not Available	Not Available	Not Available
<input checked="" type="checkbox"/>	Property Floor Area (Buildings a			Property Floor Area (Buildings and Parking) (ft ²)	264,949	322,701	139,835
<input checked="" type="checkbox"/>	Total GHG Emissions			Total GHG Emissions (MtCO ₂ e)	5190.1	6223.4	2114.3
<input checked="" type="checkbox"/>	Generation Date			Generation Date	4/1/13 8:22 AM	3/26/13 1:41 PM	9/27/13 11:41 AM

Map Your Data

Click
Map Your Data
when the field
mapping is set

Key fields that SEED will
use to match records
between data files

For these two example
files (Building List and
ENERGY STAR Portfolio
Manager data) the only
common field is
Address Line 1

It must be mapped the
same for both data files.

Data Mapping – ENERGY STAR Portfolio Manager Data

Review mapping

Click **Save Mappings** if mapping is correct

[Back to Mapping](#)

ADDRESS LINE 1	ENERGY STAR SCORE	GENERATION DATE		NATIONAL MEDIAN SITE EUI		PM PROPERTY ID	PREMISES CITY	PREMISES POSTAL CODE
Address Line 1	Min Max	n	n	Min Max	Pm Property Id	Premises City	Premises Postal Code	
000015581 SW Sycamore Court						101125	EnergyTown	10108-9812
000076655 SE Cordia Boulevard	41		3/27/13		142	102843	EnergyTown	10110-1247
137299 SW Hemlock Loop			3/28/13			112963	EnergyTown	10110-9712
196013 S Jackson Highway	71		7/23/13		115	113890	EnergyTown	10107-2859
0000184039 S Catalpa Highway			3/28/13		68	121123	EnergyTown	10101-3335
94734 SE Honeylocust Street	82		4/1/13		95	121690	EnergyTown	10106-4994
14397 N Grapes Way	62		11/7/13		89	122147	EnergyTown	10102-6752
000078024 N Filbert Highway	64		11/7/13		116	124903	EnergyTown	10104-4274
181123 NW Clementine Lane	66		4/1/13		111	127351	EnergyTown	10107-1250
17430 E Cantaloupe Highway			8/16/13			127810	EnergyTown	10110-6925

Display: buildingsShowing 1 to 10 of 512 buildings[« Previous](#) [Next »](#)

[Back to Mapping](#)

Data Mapping -- Confirm

Confirm Save Mappings?

Did you review your mappings? It's a good idea to double check your mappings. Once SEED matches your buildings you can not undo or edit these mappings.

You have one more chance to review the mapping

[Let me review again.](#)

Confirm mappings & start matching

Program checks to see if any records match within the file (such as Address or ID)

Load More Data

SEED could not locate any matches. Would you like to add another file?

Click Add another file to upload ENERGY STAR Portfolio Manager data (or other data)

[Cancel](#)

Add another file

Click View my buildings to see the Building list

View my buildings

You can upload more data to match to the existing data

Upload your building data.

Upload a spreadsheet

Upload Green Button Data

File types supported: **.csv**, **.xls** and **.xlsx** and **.xml**.

Note: multi-tabbed MS Excel files are not currently supported.

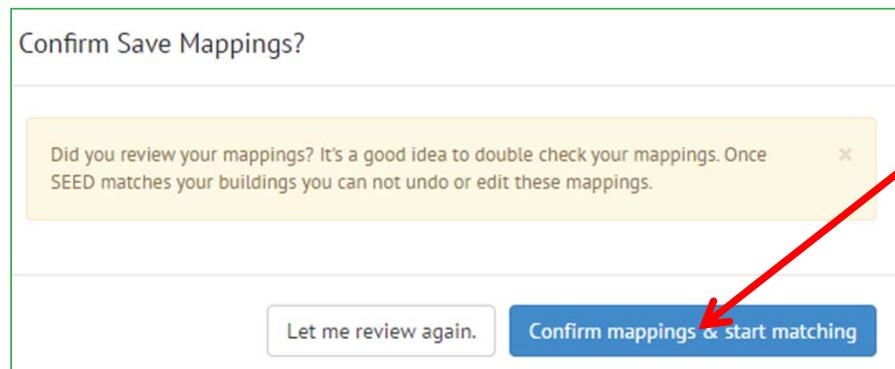
Click **Confirm mappings and start matching** if you are happy with the data mapping

SEED will check to see if any records match within the file (or across other files if they have already been imported)

After a data file has been mapped and matched, the program makes the Building list.

512 Buildings						
		Buildings List		List Settings		
Building Actions ▾		ADDRESS LINE 1	OWNER	PREMISES GROSS FLOOR AREA	PREMISES OCCUPANCY CLASSIFICATION	PREMISES POSTAL CODE
		Address Line 1	Owner	Min	Max	Premises Occupancy Classification
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<input type="checkbox"/>	4455 N Ash Lane	Asset Realty Group	\$30,369			COMMERCIAL
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<input type="checkbox"/>	199110 W Myrtle Boulevard	Econohomes	302,514		RESIDENTIAL-MULTI FAMILY	10101-9430

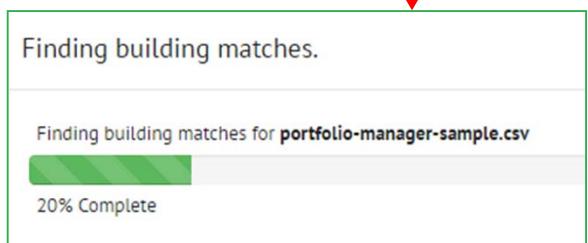
Record Matching – Buildings + Portfolio Manager Data



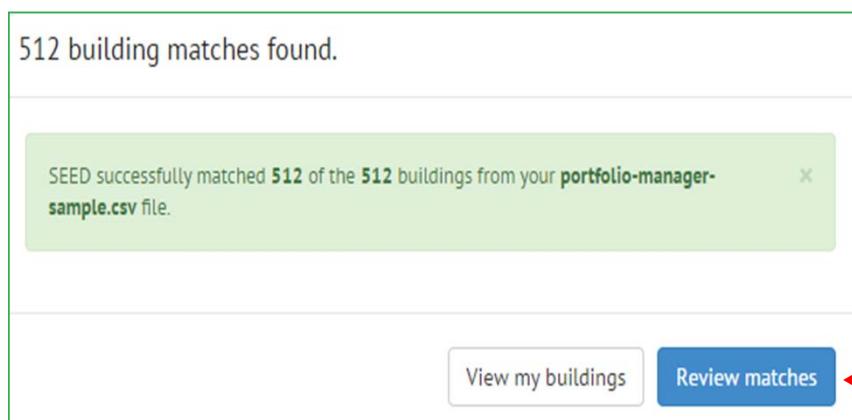
Click **Confirm mappings and start matching** if you are happy with the data mapping

SEED will check to see if any records match within the file (or across other files if they have already been imported)

Program checks to see if any records match between the data files (such as Address or Portfolio Manager ID)



Program reports the number of records matched



Click **Review matches**

To see the records (Building list and ENERGY STAR Portfolio Manager) that the program matched together

Record Matching – Review

Click **Matched** Radio button to see the matched records

Data file name being matched

The higher the Confidence %, the better the match

Building record being matched to

File Source: portfolio-manager-sample.csv			0 Unmatched	<input checked="" type="radio"/> 512 Matched	Matched Buildings			
ADDRESS LINE 1	PM PROPERTY ID	TAX LOT ID	MATCH	CONFIDENCE	ADDRESS LINE 1	PM PROPERTY ID	TAX LOT ID	
Address Line 1	Pm Property Id	Tax Lot Id						
000015581 SW Sycamore Court	101125		<input checked="" type="checkbox"/>	57%	15581 SW Sycamore Court		10108/2d867	
000076655 SE Cordia Boulevard	102845		<input checked="" type="checkbox"/>	55%	76655 SE Cordia Boulevard		10110/43a53	
137299 SW Hemlock Loop	112963		<input checked="" type="checkbox"/>	57%	137299 SW Hemlock Loop		10110/6dd4a	
196013 S Jackson Highway	113890		<input checked="" type="checkbox"/>	59%	196013 S Jackson Highway		10107/4692c	
0000184039 S Catalpa Highway	121123		<input checked="" type="checkbox"/>	54%	184039 S Catalpa Highway		10101/870d0	
94734 SE Honeylocust Street	121690		<input checked="" type="checkbox"/>	65%	94734 SE Honeylocust Street		10106/913a0	
14397 N Grapes Way	122147		<input checked="" type="checkbox"/>	53%	14397 N Grapes Way		10102/89133	
000078024 N Filbert Highway	124903		<input checked="" type="checkbox"/>	50%	78024 N Filbert Highway		10104/208f2	
181123 NW Clementine Lane	127351		<input checked="" type="checkbox"/>	60%	181123 NW Clementine Lane		10107/3a89a	
17430 E Cantaloupe Highway	127810		<input checked="" type="checkbox"/>	61%	17430 E Cantaloupe Highway		10110/a2b5d	

Click on a record (**Address Line 1**) to see the details of the record match (see next page)

Record Matching – Match by hand

File Source: portfolio-manager-sample.csv	
ADDRESS LINE 1	PM PROPERTY ID
Address Line 1	Pm Property Id
000015581 SW Sycamore Court	101125

You can override the matching done by the program if needed

Click on an Address or ID from the Matching list to see the details of the matched records

Type into the Filter box to see if there are other records you want to match “by hand”

Back to List Edit Columns

MATCH	ADDRESS LINE 1	PM PROPERTY ID	TAX LOT ID
	Sycamore	Pm Property Id	Tax Lot Id

Building from Source: portfolio-manager-sample.csv Matched!

	000015581 SW Sycamore Court	101125	
<input checked="" type="checkbox"/>	15581 SW Sycamore Court		10108/2d867
<input type="checkbox"/>	101108 SW Sycamore Avenue	396307	10101/9db07
<input type="checkbox"/>	53888 E Sycamore Loop	56338	10106/1cd18
<input type="checkbox"/>	185235 NW Sycamore Avenue	645072	10107/25337
<input type="checkbox"/>	159308 SE Sycamore Court	732677	10108/9ec27
<input type="checkbox"/>	241780 NE Sycamore Highway	456162	10109/c9e41

Potential Matches from Source: Existing Buildings

Display: 10 buildings 6 search results

« Previous Next »

You can uncheck the record the program matched, if needed

You can also check (select) multiple building records to be associated with one Portfolio Manager record and vice-versa

Buildings – List View

Click on the **Buildings** navigation tab to see the list of buildings

The screenshot shows a navigation sidebar on the left with the following items:

- PROJECTS (0)
- BUILDINGS (512)** (highlighted with a red arrow)
- DATA (1)
- ORGANIZATIONS (47)
- CONTACT
- ABOUT

The main area displays a table titled "512 Buildings" with the following columns:

	ADDRESS LINE 1	ENERGY STAR SCORE	PM PROPERTY ID	PREMISES GROSS FLOOR AREA	PREMISES OCCUPANCY CLASSIFICATION	SITE EUI	TAX LOT ID
	Address Line 1	Min Max	Pm Property Id	Min Max	Premises Occupancy Classification	Min Max	Tax Lot Id
1	198832 SE Arthur Loop	74	634829	68,177	COMMERCIAL	75	10101/132e1
2	90256 S Cantaloupe Court	86	413717	51,688	COMMERCIAL	62	10101/1f7f1
3	241773 W Apples Avenue	79	178388	59,341	COMMERCIAL	68	10101/230e0
4	4455 N Ash Lane		929775	330,369	COMMERCIAL	425	10101/2417d
5	162695 NW Monroe Alley	89	959006	323,725	COMMERCIAL	63	10101/25e4b
6	16643 W Ford Alley		956153	288,029	COMMERCIAL		10101/27d4b
7	181881 E Myrtle Street	79	451449	215,255	COMMERCIAL	77	10101/2b760
8	243909 SW Taft Boulevard	84	922911	234,831	COMMERCIAL	85	10101/2e66d
9	219222 SW Filbert Avenue	73	800676	142,331	COMMERCIAL	78	10101/34a5f
10	199110 W Myrtle Boulevard		391603	302,514	RESIDENTIAL-MULTI FAMILY	130	10101/36bf0

At the bottom of the table, there are buttons for "Display: 10 buildings", "Showing 1 to 10 of 512 buildings", and navigation arrows ("« PREVIOUS" and "NEXT »").

Click on a field highlighted in blue (**Address Line 1, PM Property ID, Tax Lot ID**) to view the details of the building record

Buildings – Detail View

From the Building List view, you can click on a record and access the Building Detail view.

SEED has combined the data from the Tax Assessor building file (covered-buildings-sample.csv) and the ENERGY STAR Portfolio Manager file (portfolio-manager-sample.csv) into a **Master** record for each matched record.

198832 SE Arthur Loop			
Building Info Projects Log & Notes			
Building Information			
FIELD	MASTER	PORTFOLIO-MANAGER-SAMPLE.CSV	COVERED-BUILDINGS-SAMPLE.CSV
Address Line 1	198832 SE Arthur Loop	198832 SE Arthur Loop	198832 SE Arthur Loop
Building Count	1	1	1
ENERGY Star Score	74	74	
Generation Date	04/01/2013	2013-04-01T11:52:00	
National Median Site EUI	95.9	95.9	
National Median Source EUI	320.4	320.4	
Organization	Econohomes	Econohomes	
Owner	Econohomes		Econohomes
Parking - Gross Floor Area	157053	157053	
Pm Property Id	634829	634829	
Premises City	EnergyTown	EnergyTown	EnergyTown
Premises Gross Floor Area	68177		68177
Premises Occupancy Classification	COMMERCIAL		COMMERCIAL
Premises Postal Code	10101-4795	10101-4795	10101-4795
Premises State	Illinois	Illinois	Illinois
Premises Year Completed	1956	2005	1956
Property Floor Area (Buildings And Parking)	68177	68177	
Release Date	04/09/2013	2013-04-09T10:15:00	
Site Eui	74.6	74.6	
Source Eui	249.2	249.2	
Tax Lot Id	10101/132e1		10101/132e1
Total GHG Emissions	4029.3	4029.3	
Weather Normalized Site EUI	74.6	74.6	
Weather Normalized Source EUI	249.2	249.2	
Year Ending	12/31/2010	2010-12-31	

The program will display a column every time data is associated with this master record from a data import

Click **Edit** to edit the building data (see next page)

If there are two different values for the same field, SEED populates the Master record with the value from the first data file loaded, in this case the “Covered-Buildings-Sample.csv”

Buildings – Detail View – Edit

Buildings < 198832 SE Arthur Loop Building Info Projects Log & Notes

Building Information

FIELD	MASTER	PORTFOLIO-MANAGER-SAMPLE.CSV	COVERED-BUILDINGS-SAMPLE.CSV
Address Line 1	198832 SE Arthur Loop	198832 SE Arthur Loop	198832 SE Arthur Loop
Building Count	1		1
ENERGY Star Score	74	74	
Generation Date	04/01/2013	2013-04-01T11:52:00	
National Median Site EUI	95.9	95.9	
National Median Source EUI	320.4	320.4	
Organization	Econohomes	Econohomes	
Owner	Econohomes		Econohomes
Parking - Gross Floor Area	157053	157053	
Pm Property Id	634829	634829	
Premises City	EnergyTown	EnergyTown	EnergyTown
Premises Gross Floor Area	68177		68177
Premises Occupancy Classification	COMMERCIAL		COMMERCIAL
Premises Postal Code	10101-4795	10101-4795	10101-4795
Premises State	Illinois	Illinois	Illinois
Premises Year Completed	1956	2005	1956
Property Floor Area (Buildings And Parking)	68177	68177	
Release Date	04/09/2013	2013-04-09T10:15:00	
Site Eui	74.6	74.6	
Source Eui	249.2	249.2	
Tax Lot Id	10101/132e1		10101/132e1

Cancel Save Changes

The green bars show the source of the data in the Master record.

When you have finished editing a record, click the Save Changes button.

To Edit Data:

- Click on the non-green bar data to move it to the Master record.
- Or click on the Master Record data field and edit it directly.

Buildings - Settings

Check the box at the top to select all or de-select all the fields →

The field settings defined here also affect the field settings in the Matching screen

List Settings controls the fields displayed in the Building List view. ↗

Click the Save Changes button to keep the settings. ↗

COLUMN NAME
<input type="text"/> Search column name
<input type="checkbox"/> Account Status
<input checked="" type="checkbox"/> Address Line 1
<input type="checkbox"/> Address Line 2
<input type="checkbox"/> Block Number
<input type="checkbox"/> Building Certification
<input type="checkbox"/> Building Count
<input type="checkbox"/> City
<input type="checkbox"/> CoStar Property ID
<input type="checkbox"/> Conditioned Floor Area
<input type="checkbox"/> County
<input type="checkbox"/> Custom Id 1
<input type="checkbox"/> District

Buildings Detail View – Projects

The Projects tab in the Buildings Detail View shows you what projects each building record belongs to, as well as any labels that have been associated with the building record

Click on Projects to see the projects and labels the building record is associated with

A screenshot of a web-based application interface titled "Buildings Detail View – Projects". At the top, there is a breadcrumb navigation "Buildings" and a building address "6379 SW Guaya Road". Below the address, there are three tabs: "Building Info", "Projects" (which is selected and highlighted in grey), and "Log & Notes". Under the "Projects" tab, there is a section titled "Projects That Include This Building". A table displays the following data:

PROJECT	SUBMITTAL TYPE	YEAR ENDING	DEADLINE	STATUS
Hotels	Benchmarking	12/31/2013	01/15/2014	No or Low ENERGY STAR Score ▾

The Project column shows the projects this building record is associated with

The Status column shows the label associated with this record

Buildings Detail View – Log & Notes

The program logs the record transactions, and allows you to enter notes about the building.

Click on Log & Notes to see the Log and add Notes

A screenshot of a web-based application interface for a building detail view. At the top, there's a header with a back arrow labeled "Buildings", the building address "198832 SE Arthur Loop", and three tabs: "Building Info", "Projects", and "Log & Notes". The "Log & Notes" tab is currently selected. Below the header is a section titled "Audit Log & Notes" with a "Add a note" button. A table lists three entries:

NAME	ACTION	DATE (TIMESTAMP)
Robin Mitchell	note This building has not been vetted by Anthony.	edit 11/07/2014 at 5:08PM
Robin Mitchell	System matched building.	11/07/2014 at 4:41PM
Robin Mitchell	Created building	11/07/2014 at 4:02PM

A modal dialog box titled "Create a New Note". It contains a text input field with the placeholder "Enter note". At the bottom right are two buttons: "Cancel" and "Create New Note".

Buildings – Sorting / Filtering

Most of the lists in SEED allow you to sort and filter on the data in the columns.

Sorting

PM PROPERTY ID
Pm Property Id
101125
102843
112963
113890
121123
121690
122147
124903
127351
127810

Descending

PM PROPERTY ID
Pm Property Id
998535
996425
995590
994535
994441
993739
991988
989138
987198
979655

Filtering

Some columns allow
min/max ranges

SITE EUI
50
55
55
52
54
54
54
52
55
50
51
53

Text columns can
be filtered

Enter values into the input boxes at the top of the field in order to filter the data by those values

The program will then only display the records with values based on the filter criteria

In the example shown, only **Hotels** with **Site EUI** between **50** and **55** are displayed

Projects

Projects allow filtered data to be saved together and then labeled.

Step 2:
Select the
building records

The screenshot shows a list of buildings with various filters applied. A green box highlights the 'Building Actions' dropdown menu at the top right of the list. An arrow points from the text 'Step 2: Select the building records' to the 'Building Actions' button. Another arrow points from the text 'Step 3: Create a new project' to the 'Create a new project' option in the dropdown menu. A red arrow points from the text 'Step 1: Filter the data as needed' to the 'PREMISES OCCUPANCY CLASSIFICATION' column, specifically pointing to the cell for the first building which is highlighted in yellow and contains the value 'hotel'.

	ADDRESS LINE 1	ENERGY STAR SCORE		PM PROPERTY ID	PREMISES GROSS FLOOR AREA		PREMISES OCCUPANCY CLASSIFICATION	SITE EUI	
	Address Line 1	Min	Max	Pm Property Id	Min	Max		Min	Max
<input checked="" type="checkbox"/>	6379 SW Guava Road			39324		54,433	HOTELS/MOTELS		
<input checked="" type="checkbox"/>	32998 SW Adams Street			434382		290,191	HOTELS/MOTELS		
<input checked="" type="checkbox"/>	17837 SW Birch Way			967782		254,429	HOTELS/MOTELS		
<input checked="" type="checkbox"/>	202626 W Olive Road	82		360577		169,687	HOTELS/MOTELS		59
<input checked="" type="checkbox"/>	211374 NE Nixon Court		83	270118			HOTELS/MOTELS		61
<input checked="" type="checkbox"/>	187913 SE Apple Way		66	706633		388,106	HOTELS/MOTELS		86
<input checked="" type="checkbox"/>	74477 SW Honeylocust Road		20	485302		54,718	HOTELS/MOTELS		82
<input checked="" type="checkbox"/>	66883 SW Date Street			633448		357,695	HOTELS/MOTELS		54
<input checked="" type="checkbox"/>	108883 E Filbert Road			809698		371,595	HOTELS/MOTELS		12
<input checked="" type="checkbox"/>	101963 S Van Buren Street			930057		59,501	HOTELS/MOTELS		122

Display: 10 buildings Showing 1 to 10 of 43 buildings

« Previous Next »

Projects - Create

Create a New Project

Project Name (arrow pointing to this field)

Add compliance information.

Compliance Information

Submittal Type

Year Ending Date
Choose the year ending month for report period.

Reporting Deadline (arrow pointing to this field)

(arrow pointing to this button)

E Filbert Road	
n Buren Street	

The Create a New Project screen allows you to Name the project and add compliance information if desired.

If you check the Add compliance information box, the Compliance Information section appears.

Success!

43 buildings added to the project [Hotel Compliance](#).

(arrow pointing to this button)

When you have defined the project, click the Create Project button.

When the program has created the project, click the View Project button to view the records in the Project

Projects – Hotel Compliance Project

The filter was Premises Occupancy Classification = Hotel

43 Records were found to fit this filter

This information is from entries in the Create New Project screen

Project Actions ▾		Project Buildings List Settings										
		TYPE OF SUBMITTAL: Benchmarking YEAR ENDING: 12/31/2014 DEADLINE: 11/12/2014										
□	Status	Address Line 1	Energy Star Score		PM Property ID		Premises Gross Floor Area		Site EUI		Tax Lot Id	
	Status	Address Line 1	Min	Max	Pm Property Id	Min	Max	Min	Max		Tax Lot Id	
□		236410 NW Cedar Way			348899		388,473				10101/41bb1	
□		194087 SE Fillmore Street		81	521598		195,267		65		10101/99db8	
□		99258 S Cottonwood Alley			525207		172,192				10102/521c9	
□		139173 N Mandarin Avenue			140890		344,288		24		10102/971d8	
□		235016 SW Melon Avenue		51	811555		379,375		83		10103/14c96	
□		43598 W Tanoak Boulevard		37	192037		351,585		106		10103/16a90	
□		216971 NW True Way			189860		115,726				10103/43575	
□		6379 SW Guava Road			39324		54,433				10103/4eb74	
□		73377 W Polk Way		86	883451		310,018		68		10103/da53a	
□		206960 S Guava Loop			76677		75,130				10103/eafdd	

Display: 10 buildings Showing 1 to 10 of 43 buildings [« Previous](#) [Next »](#)

Projects – Sort and filter to find data problems

The filtering and sorting features can be used to find problems with the data

Sort by ENERGY STAR Score, in Ascending Order, in order to find records without data in that field

4 records do not have a score, and one record has too low of a number

Project Buildings							
Hotel Compliance (31 Buildings)							
Project Actions		TYPE OF SUBMITTAL: Benchmarking		YEAR ENDING: 12/31/2014		DEADLINE: 11/12/2014	
	Status	Address Line 1	ENERGY STAR SCORE	PM PROPERTY ID	Premises Gross Floor Area	Site EUI	Tax Lot ID
<input type="checkbox"/>	Status	Address Line 1	Min Max	Pm Property Id	Min Max	Min Max	Tax Lot Id
<input type="checkbox"/>		6379 SW Guava Road	2	39324	54,433		10103/4eb74
<input type="checkbox"/>		32998 SW Adams Street		434382	290,191		10110/72856
<input type="checkbox"/>		139173 N Mandarin Avenue		140890	344,288	24	10102/971d8
<input type="checkbox"/>		206960 S Guava Loop		76677	75,130		10103/eafdd
<input type="checkbox"/>		47081 SW Aspen Lane	2	489589	50,838	102	10110/35cb1
<input type="checkbox"/>		74477 SW Honeylocust Road	20	485302	54,718	82	10108/7888c
<input type="checkbox"/>		207224 W Clinton Boulevard	37	339248	293,421	113	10109/5a6d5
<input type="checkbox"/>		43598 W Tanoak Boulevard	37	192037	351,585	106	10103/16a90
<input type="checkbox"/>		235016 SW Melon Avenue	51	811555	379,375	83	10103/14c96
<input type="checkbox"/>		159308 SE Sycamore Court	60	732677	225,829	78	10108/9ec27

Display: 10 buildings

Showing 1 to 10 of 31 buildings

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Projects – Label records with data problems

You can label records with problems

Step 1:
Check the records with data problems

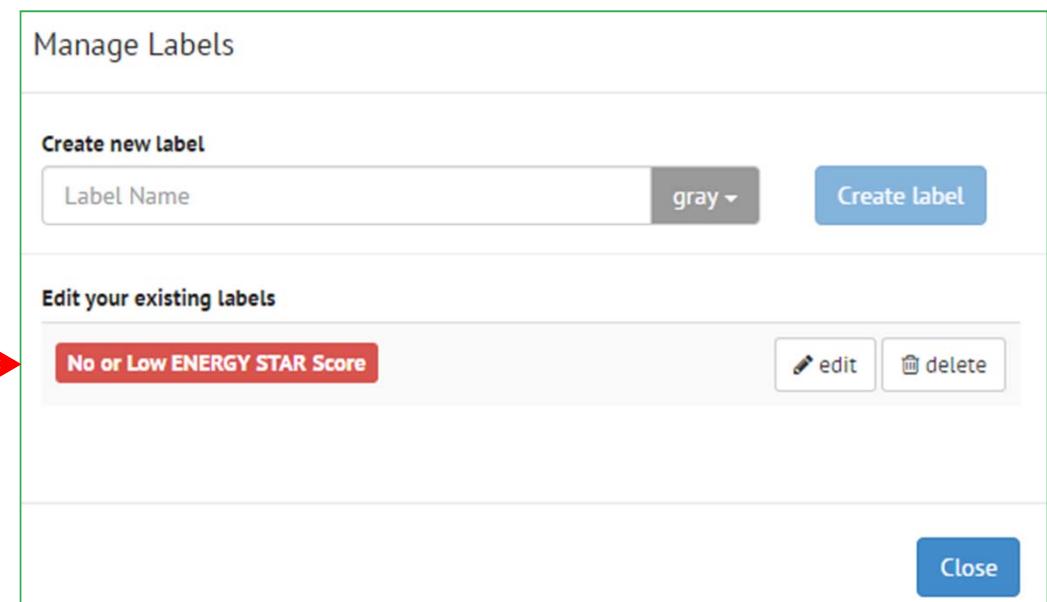
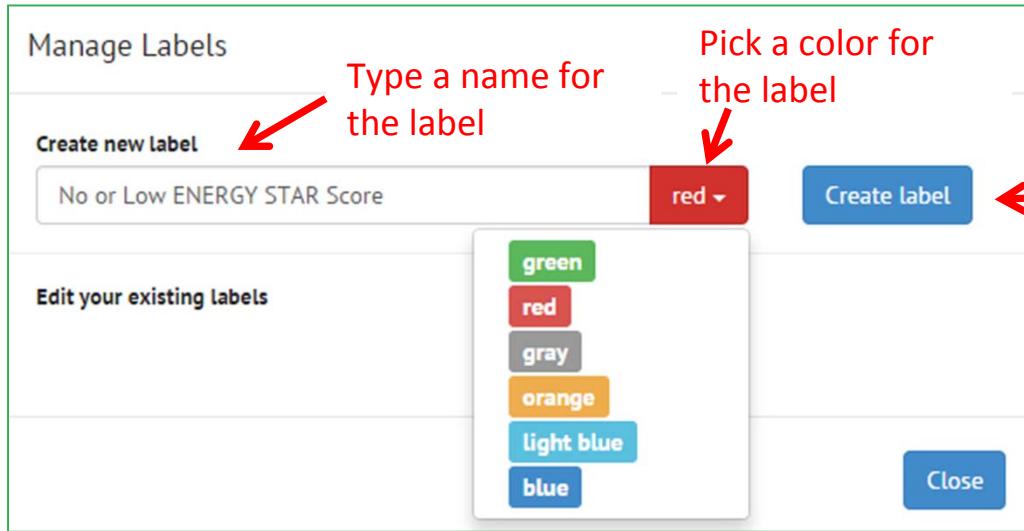
Step 2:
Click Project Actions

Step 3:
Click Manage Labels to open the
Manage Labels screen
(See next page)

	STATUS	ADDRESS LINE 1	ENERGY STAR SCORE	PM PROPERTY ID	PREMISES GROSS FLOOR AREA	SITE EUI
<input checked="" type="checkbox"/>	Status	Address Line 1	Min Max	Pm Property Id	Min Max	Min Max
<input checked="" type="checkbox"/>		6379 SW Guava Road		39324		54,433
<input checked="" type="checkbox"/>		32998 SW Adams Street		434382		290,191
<input checked="" type="checkbox"/>		139173 N Mandarin Avenue		140890		344,288
<input checked="" type="checkbox"/>		206960 S Guava Loop		76677		75,130
<input checked="" type="checkbox"/>		47081 SW Aspen Lane	2	489589		50,838
<input type="checkbox"/>				485302		102
<input type="checkbox"/>				339248		82
<input type="checkbox"/>						113

Projects – Create Labels

Create labels which can be applied to individual records in the Project



Projects – Add labels to records

Add the labels to the appropriate records in the Project

Click on Project Actions

Click on Label

Some records were checked (from previous step)

The screenshot shows a 'Project Actions' dropdown menu with options like 'Remove buildings from project' and 'Move/copy buildings to another project'. Below it, a table lists buildings with columns for 'ENERGY STAR SCORE' (Min, Max), 'PM PROPERTY ID', and address information. Several rows have checkboxes next to them, and one row has a red box around the 'No or Low ENERGY STAR Score' label.

	ADDRESS LINE 1	ENERGY STAR SCORE	PM PROPERTY ID
<input type="checkbox"/>	Road	Min	39324
<input type="checkbox"/>	street	Max	434382
<input type="checkbox"/>	venue		140890
<input type="checkbox"/>	Loop		76677
<input checked="" type="checkbox"/>	47081 SW Aspen Lane	2	489589
<input type="checkbox"/>	74477 SW Honeylocust Road	20	485302

Checked records now have that Label

The screenshot shows the same table of building records, but now all rows with checked boxes in the first column have a red box around the 'No or Low ENERGY STAR Score' label in the 'ENERGY STAR SCORE' column.

	ADDRESS LINE 1	ENERGY STAR SCORE	PM PROPERTY ID
<input type="checkbox"/>	Status	Address Line 1	
<input type="checkbox"/>	No or Low ENERGY STAR Score	6379 SW Guava Road	39324
<input type="checkbox"/>	No or Low ENERGY STAR Score	32998 SW Adams Street	434382
<input type="checkbox"/>	No or Low ENERGY STAR Score	139173 N Mandarin Avenue	140890
<input type="checkbox"/>	No or Low ENERGY STAR Score	206960 S Guava Loop	76677
<input type="checkbox"/>	No or Low ENERGY STAR Score	47081 SW Aspen Lane	489589
<input type="checkbox"/>		74477 SW Honeylocust Road	485302

Projects – Export to XLS

Projects can be exported to CSV or XLS files

Step 1:
Check records to be exported
(check top box for all records)

Step 2:
Click on Project Actions and select Export Buildings

Step 3:
Name the export file and specify the file format

The screenshot shows a 'Project Actions' dropdown menu open. The 'Export Buildings' option is highlighted with a red arrow. The main interface displays a table of building data with columns for ENERGY STAR SCORE, PM PROPERTY ID, and PREMISES GROSS FLOOR AREA. The table includes rows for various addresses like Guava Road, Adams Street, and Clinton Boulevard.

	ENERGY STAR SCORE	PM PROPERTY ID	PREMISES GROSS FLOOR AREA
Guava Road	39324	54,433	
Adams Street	434382	290,191	
Clinton Avenue	140890	344,288	
Guava Loop	76677	75,130	
47081 SW Aspen Lane	2	489589	
74477 SW Honeylocust Road	20	485302	
207224 W Clinton Boulevard	37	339248	
43598 W Tanoak Boulevard	37	192037	
235016 SW Melon Avenue	51	811555	
159308 SE Sycamore Court	60	732677	

The dialog box allows users to specify an export name ('Hotel Compliance') and choose between CSV and XLS formats. The 'XLS' option is selected. A red arrow points to the 'Export' button.

Export Name: Hotel Compliance

CSV XLS

Cancel Export

Step 4:
Click the Export button
The file will be saved to your **downloads** folder

Organizations

Every account holder belongs to an Organization

Most SEED users will only have a Parent Organization

SEED is structured to allow a Parent Organization along with Sub-Organizations

The screenshot shows the SEED Platform interface. On the left is a dark sidebar with navigation links: Projects (0), Buildings (0), Data (0), Organizations (46), Contact, and About. The Organizations link is highlighted with a red box. The main area is titled "SEED PLATFORM™" with a search bar. Below it is a section titled "Organizations" with a sub-section "Organizations I Manage". Under "ORGANIZATION", there is a list item "lbln" with a red arrow pointing to it from the text "There is a Parent Organization". Below this is a "Sub-Organizations" section containing four items: LBL 1, LBL 2, LBL 3, and LBL 4. A red bracket groups these four items, with a red arrow pointing to it from the text "There can also optionally be Sub-Organizations".

Organizations - Settings

In the Organization / Settings tab, you can change the name of the organization

Click on the
Settings link



lbnl

Organizations

Settings Sharing Sub-Organizations Members

Settings

Save Changes

Organization Name

lbnl

You can change the organization name

Save Changes

Organizations - Sharing

Organizations - Sharing

Sharing Your Data

Sharing link

Selecting Fields to Share

As the admin of your SEED instance you can control what data is shared throughout your organization and between your sub-organizations as well as what data is shared externally with the public-at-large. The subset of data you choose to share with the public can be different than the subset shared between your sub-organizations.

From the list below, select the fields that you want to: 1) share internally within your organization, and 2) share publicly with users outside your organization.

SHARE DATA WITH		
INTERNAL	PUBLIC	FIELD NAME
<input type="checkbox"/>	<input type="checkbox"/>	Search field name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Address Line 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Address Line 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Block Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Building Certification
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Building Count
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	City
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CoStar Property ID
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Conditioned Floor Area
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	County
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Id 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	District

Set a Query Threshold

Enter the minimum threshold count of buildings that can be returned in a shared query. The building count threshold is important for allowing other organizations to perform statistical analysis on your data without revealing information about individual buildings.

Count #

The owner of a Parent Organization can select fields to view between Sub-Organizations.

The owner of a Parent Organization can set the query threshold for viewing records between Sub-Organizations.

Organizations – Sub-Organizations

The screenshot shows the SEED Platform interface for managing organizations. At the top, the title "SEED PLATFORM™" is displayed next to a search bar and a user dropdown. Below the header, a navigation bar includes links for "Organizations", "Parent Organization" (set to "lbln"), "Settings", "Sharing", "Sub-Organizations" (which is highlighted in blue), and "Members". A red arrow points from the text "Click on the Sub-Organizations link" to the "Sub-Organizations" tab in the navigation bar. To the right of the "Sub-Organizations" tab, a red box contains the text "The owner of a Parent Organization can create Sub-Organizations" with a red arrow pointing towards it. On the far right of the navigation bar, there is a "+ Create a new sub-organization" button. The main content area shows a table of existing sub-organizations named "LBL 1", "LBL 2", "LBL 3", and "LBL 4", each associated with an owner name and email. A modal window titled "Create a New Sub-Organization" is open in the foreground. It contains fields for "Sub-Org Name" (with placeholder "Enter sub-organization name") and "Invite an Owner" (with placeholder "Enter email address"). A red arrow points from the text "The owner being invited to a Sub-Organization has to already be a member of the Parent Organization (and can be deleted from the Parent later)" to the "Invite an Owner" field. The modal also includes two notes at the bottom: "Note 1: Sub-organizations can not be deleted." and "Note 2: Parent organization members are not automatically made members of sub-organizations.". At the bottom of the modal are "Cancel" and "Create New Sub-Organization" buttons.

SUB-ORGANIZATION NAME	OWNER NAME	OWNER EMAIL
LBL 1	Robin LBL 1	rdmitchell+1@lbl.gov
LBL 2	Robin LBL 2	rdmitchell+2@lbl.gov
LBL 3	Robin LBL 3	rdmitchell+3@lbl.gov
LBL 4	Robin LBL 4	rdmitchell+4@lbl.gov

Create a New Sub-Organization

Sub-Org Name:

Invite an Owner:

Note 1: Sub-organizations can not be deleted.
Note 2: Parent organization members are not automatically made members of sub-organizations.

Parent Organization → lbln

The owner of a Parent Organization can create Sub-Organizations

Click on the Sub-Organizations link

Create a new sub-organization

The owner being invited to a Sub-Organization has to already be a member of the Parent Organization (and can be deleted from the Parent later)

Organizations - Members

Organizations - Members

Ibnl

Settings Sharing Sub-Organizations Members

You can invite new members to your organization

Members

Click on the **Members** link

Invite a new member

MEMBER NAME	MEMBER EMAIL	MEMBER ROLE
member name	member email	member role
Robin Mitchell	Invite a New Member	owner
	First Name: Enter first name	owner
	Last Name: Enter last name	owner
	Email Address: Enter Email Address	owner
	Role: Member Owner Viewer	owner
	Send Invite	Remove
		Remove

You can set the role of the new member

When you click **Send Invite** the person will receive an email, asking them to set a password for their account

Organizations -- Roles

The permissions for each Role in a Parent Organization and a Sub-Organization

	Parent	Sub Organization		
		Owner	Member	Viewer
Set fields for display between Sub-Org	X			
Create Sub Orgs	X			
Add Members	X To parent or at Sub org setup	X To own Suborg		
Remove Members	X In parent	X From own Sub org		
View Members	X In parent Owner(s) of suborg	X In own Sub org		
Change Settings • Rename Suborg • Change member role	X In parent	X In own Sub org		
Add Data (Create Datasets)	X	X	X	
Edit data	X All the Suborgs associated with it	X In own Sub org	X In own Sub org	
View data	X All the Suborgs associated with it	X In own Sub org	X In own Sub org	X In own Sub org
Make Projects		X In own Sub org	X In own Sub org	
Label records within Projects		X In own Sub org	X In own Sub org	

Contact

The screenshot shows the SEED Platform interface. On the left is a dark sidebar with a navigation menu:

- ROBIN LBL 1 (User icon)
- Log Out
- PROJECTS (1)
- BUILDINGS (512)
- DATA (1)
- ORGANIZATIONS (1)
- CONTACT** (selected, highlighted in grey)
- ABOUT (Info icon)

The main content area has a header with the SEED PLATFORM™ logo and a search bar. The main title "Contact" is displayed prominently.

Contact

For SEED-Platform Users:

Please visit our User Support website for tutorials and documentation to help you learn how to use SEED-Platform.

<https://sites.google.com/a/lbl.gov/seed/>

There is also a link to the SEED-Platform Users forum, where you can connect with other users.

<https://groups.google.com/forum/#!forum/seed-platform-users>

For direct help on a specific problem, please email:

SEED-Support@lists.lbl.gov

For SEED-Platform Developers:

The Open Source code is available on the Github organization SEED-Platform:

<https://github.com/SEED-platform>

Please join the SEED-Platform Dev forum where you can connect with other developers.

<https://groups.google.com/forum/#!forum/seed-platform-dev>