



MyPortfolio

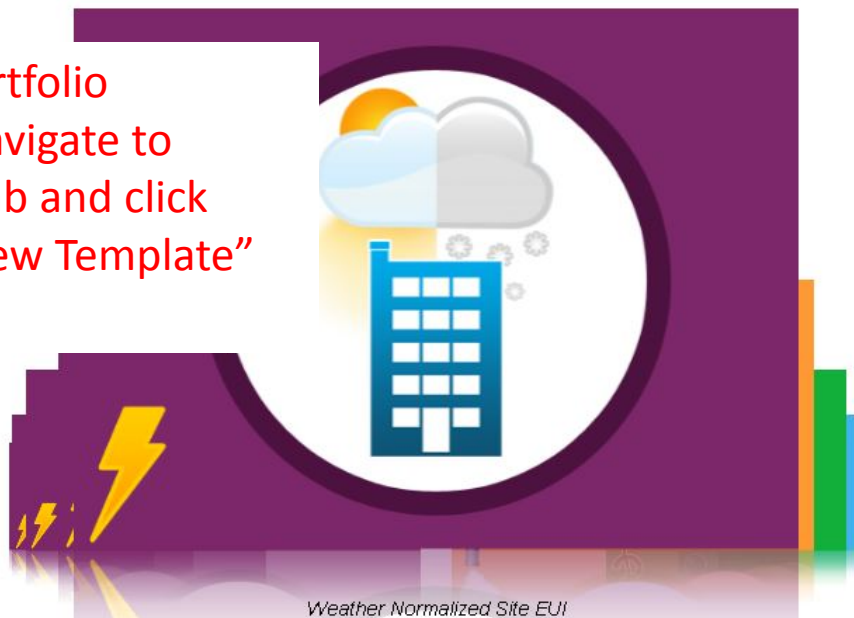
Sharing

Planning

Reporting

Recognition

Charts & Graphs



How much energy would be reported on my bills, under average weather conditions?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Score Card](#)

Templates & Reports (18)

Create a New Template



Your new report(s) has been generated

◆ Name	◆ Status	▼ Action
Current Year	Generated: 7/23/2015 4:14 PM	I want to... <input type="text"/>

MyPortfolio

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Create a Report Template

Report templates provide you with an easy way to regularly access information and metrics. You can regularly prepare reports or graphs using Excel. You can also use your custom report template to collect data from other Portfolio Manager users. You can even share templates that you create with other people who may have similar needs with their properties.

1 Name Your Template

Name: *
Please provide a unique name for this template

← Enter Name

**Tip**

As you create and save your templates, they will appear in the Templates & Reports section of the Reporting tab. Keeping the names unique will make it easier for you to find and use your

2 Select Timeframe

Timeframe: *
Each property displayed in your report will be calculated for the period that you want to compare.

- Current Year
- Baseline Year
- Single Year
- Compare Two Years
- Compare Baseline Year
- Compare Current Year
- Current Year vs. Baseline Year
- Date Range

← Select "Current Year" Time frame

3 Select Properties

Properties: *

4 Select Information & Metrics

Information & Metrics: * [Select Information & Metrics](#) Selected Items: [4](#)

[Save Template](#) [Cancel](#)Follow Us    [Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

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1 Name Your Template

Name: *

Please provide a unique name for this template

2 Select Timeframe

Timeframe: *

 Each property must have 12 full months of data for metrics to be calculated. If metrics cannot be calculated, "N/A" will be displayed in your report. Pick the **last day** of the 12 month period that you want.

3 Select Properties

Properties: *

4 Select Information & Metrics

Information & Metrics: *

- Select Number of Property(ies) -
- Select Number of Property(ies) -
- One Property
- Multiple Properties**
- All Properties
- Properties in a Group

← Select "Multiple Properties"



Tip

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Tip

If you are planning to use your report template to request information from other people, you only need to select the timeframe and information/metrics. When the people respond to your request, they will select the properties to include.

Save Template

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3 Select Properties

Properties: *

Select Properties

Selected Items: 0

4 Select Information & Metrics

Information & Metrics: *

Selected Items: 4



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Save Template [Cancel](#)

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Create a Report Template

Report
use
simil

1

2

3

4

For

Select Properties

<input type="checkbox"/>	Name	Part of Larger Property	Primary Function	State/Province
<input type="checkbox"/>	Algonquin Wastewater Treatment Facility	Not Applicable: Single Building	Wastewater Treatment Plant	IL
<input type="checkbox"/>	Allstate Arena	Not Applicable: Single Building	Performing Arts	IL
<input type="checkbox"/>	Alpha Park Public Library	Not Applicable: Single Building	Library	IL
<input type="checkbox"/>	Arthur Sewage Plant	Not Applicable: Single Building	Wastewater Treatment Plant	IL
<input type="checkbox"/>	Canaryville Public Library	Not Applicable: Single Building	Library	IL
<input type="checkbox"/>	Carol Stream Water Reclamation Plant	Not Applicable: Single Building	Wastewater Treatment Plant	IL
<input type="checkbox"/>	Central Athletic Center - Wheaton Park District	Not Applicable: Single Building	Fitness Center/Health Club/Gym	IL
<input type="checkbox"/>	Creve Coeur Waste Water Treatment Plant	Not Applicable: Single Building	Wastewater Treatment Plant	IL

Selected Properties: 0 ([View Selection](#))

Check box to
Select all filtered properties

Filter Properties (2161)

Filter by Group ([Create New Group](#))

- ☐ Arizona (67)
- ☐ Hawaii (224)
- ☐ Illinois (36)
- ☐ Iowa (1184)

Filter by Primary Function

- ☐ Adult Education (1)
- ☐ College/University (48)
- ☐ Courthouse (47)
- ☐ Data Center (2)

Filter by Construction Status

- ☐ Existing (2161)

Filter by State/Province

- ☐ Arizona (67)
- ☐ Hawaii (224)
- ☒ Illinois (36)
- ☐ Iowa (1184)

Filter by Shared from

- ☐ B3 Benchmarking (1184)
- ☐ Barbara Meyer (65)
- ☐ Daniel Hagan (24)
- ☐ David St. Jean (63)

Using filters, choose
properties to
include in report

[Apply Selection](#) [Cancel](#)

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Timeframe: *

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3 Select Properties

Properties: *

[Select Properties](#)Selected Items: [36](#)

4 Select Information & Metrics

Information & Metrics: [Select Information & Metrics](#) Selected Items: [4](#)



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[Save Template](#)[Cancel](#)

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- ☒ Property Name
- ☒ Parent Property Name
- ☒ Portfolio Manager Property ID
- ☒ Portfolio Manager Parent Property ID
- ☒ Primary Property Type - Self Selected
- ☒ Primary Property Type - EPA Calculated
- ☒ Year Built
- ☒ State/Province
- ☒ Number of Buildings
- ☒ Property Floor Area (Building(s)) (ft²)
- ☒ National Median Reference Property Type
- ☒ Energy Baseline Date
- ☒ Energy Current Date
- ☒ National Median Source EUI (kBtu/ft²)
- ☒ National Median Water/Wastewater Source EUI (kBtu/gpd)
- ☒ Source Energy Use (kBtu)
- ☒ Weather Normalized Source EUI (kBtu/ft²)
- ☒ ENERGY STAR Score
- ☒ Difference from National Median Water/Wastewater Source EUI
- ☒ Difference from National Median Source EUI
- ☒ Alert - Data Center does not have an IT Meter
- ☒ Alert - Gross Floor Area is 0 ft²
- ☒ Alert - Individual monthly meter entry is more than 65 days long
- ☒ Alert - Meter has overlaps
- ☒ Alert - Meter has gaps
- ☒ Alert - Meter has less than 12 full calendar months of data
- ☒ Alert - No meters are associated with this property
- ☒ Alert - Property has no uses
- ☒ Water/Wastewater Source EUI (kBtu/gpd)

Select these
reporting items
for the template



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Edit Report Template: Current Year

1 Name Your Template

Name: *

Please provide a unique name for this template

2 Select Timeframe

Timeframe: *

Each property must have 12 full months of data for metrics to be calculated. If metrics cannot be calculated, "N/A" will be displayed in your report. Pick the **last day** of the 12 month period that you want.

3 Select Properties

Properties: *

[Select Properties](#)

Selected Items: [36](#)

4 Select Information & Metrics

Information & Metrics: * [Select Information & Metrics](#)

Selected Items: [29](#)



Tip

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Tip

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[Save Template](#)

[Cancel](#)

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Charts & Graphs



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Templates & Reports (18)

Create a New Template

Name	Status	Action
SEP LBE report template	Generated: 6/17/2014 1:03 PM	I want to...
test	Generated: 1/15/2014 1:36 PM	I want to...
Current Year	No Report Generated	I want to...
mandatory items report	No Report Generated	I want to... Generate New Report Edit this Template Share this Template Request Data using this Template Delete this Template
Emissions Performance	No Report Generated	I want to...
Water Performance	No Report Generated	I want to...
Fuel Performance	No Report Generated	I want to...
ENERGY STAR Certification Status	No Report Generated	I want to...
Partner of the Year Report	No Report Generated	I want to...

Generated reports will only be available for 30 days. After that time you will need to generate a new report to obtain data with your template.

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Once the report has
been generated,
download it as an
Excel file

Weather Normalized Site EUI

How much energy would be reported on my bills, under average weather conditions?

ENERGY STAR Performance Documents

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Templates & Reports (18)

Create a New Template

Your new report(s) has been generated

Name	Status	Action
Current Year	Generated: 7/24/2015 5:05 PM	I want to... I want to... View Current Report Download Current Report in Excel Download Current Report in XML Generate New Report Edit this Template Share this Template Request Data using this Template Delete this Template
Data Request: SEP LBE report template (Request from Chris Stratton)	No Response Preview Generated	
Data Request: test (Request from Jason Powers)	No Response Preview Generated	
Data Request: mandatory items report (Request from Chris Stratton)	No Response Preview Generated	
Data Request: SEP LBE report template (Request from Jason Powers)	No Response Preview Generated	I want to...
Baseline Year	Generated: 7/13/2015 1:27 PM	I want to...
Date range	Generated: 7/10/2015 4:16 PM	I want to...

Current Year

Date Generated: 07/24/2015 05:05 PM EDT

Number of properties in report: 36

Property ID	Property Name	Year Ending	Primary Property Type - Self Selected	Primary Property Type - EPA Calculated	Year Built	State/Province
3643864	proviso math	12/31/2011	K-12 School	K-12 School	1991	Illinois
3644118	Westmont Junior High School	12/31/2012	K-12 School	K-12 School	1974	Illinois
3644143	Fossil Ridge Public Library	6/30/2013	Library	Library	1983	Illinois
3644168	Hillside Public Library	3/31/2013	Library	Library	1975	Illinois
3644175	Riverside Public Library					Illinois
3644187	Alpha Pa Library					Illinois
3666198	Algonqu Wastew					Illinois
3670722	Arthur S					Illinois
3670740	Carol Str Redama					Illinois
3670782	Crystal L Wastew					Illinois
3672915	LaSalle V Treatme					Illinois
3673303	Creve Co Water Tr					Illinois
3673561	Park District of Franklin Park Service	10/31/2011	Vehicle, Shoe	Vehicle, Shoe	1969	Illinois
3673778	Millennium Centre Condo	No Current Year Ending Date	Multifamily Housing	Not Available	2003	Illinois
3681538	McMillan Pavilion - MWRD Floors 1-7	12/31/2011	Office	Office	1984	Illinois
3681615	Van Cleef Hair Studio	4/30/2012	Personal Services (Health/Beauty, Dry Fitness	Personal Services (Health/Beauty, Dry Fitness	1912	Illinois
3681846	Central Athletic Center - Wheaton	12/31/2011	Center/Health	Center/Health	1953	Illinois
3685581	Canaryville Public Library	10/31/2012	Library	Library	2000	Illinois
3685613	Orland Hills Community Center	12/31/2012	Other - Recreation	Other - Recreation	2001	Illinois
3685639	Niles West High School	No Current Year Ending Date	K-12 School	Not Available	1956	Illinois
3685675	Stickney Forest View Library	No Current Year Ending Date	Library	Not Available	1950	Illinois
3685697	Markham Police and Fire	12/31/2012	Police Station	Police Station	1955	Illinois
	Lake Barrington					

Information and Metrics

Average: 2372020.332 Count: 3833 Sum: 476776846.5

Open downloaded "Current Year" report, select all and copy

Current Year

Date Generated: 07/23/2015 04:14 PM EDT

Number of properties in report: 36

Property ID	Property Name	Year Ending	Primary Property Type - Self Selected	Primary Property Type - EPA Calculated	Year Built	State/Province	Property Floor Area (Building(s) (ft²))	National Median Reference Property Type
3643864	proviso math	12/31/2011	K-12 School	K-12 School	1991	Illinois	226047	CBCEs - Elementary/Middle
3644118	Westmont Junior High School						89000	CBCEs - Elementary/Middle
3644143	Fossil Ridge Public Library						13412	CBCEs - Library
3644168	Hillside Public Lib						13800	CBCEs - Library
3644175	Riverside Public Library						17500	CBCEs - Library
3644187	Alpha Park Public Library						20520	CBCEs - Library
3666198	Algonquin Wastewater						Not Available	Not Available
3670722	Arthur Sewage Pl						Not Available	Not Available
3670740	Carol Stream Wat Reclamation Plan						15000	AWWA - Wastewater Plant
3670782	Crystal Lake Wastewater						15000	AWWA - Wastewater Plant
3672915	LaSalle Wastewater Treatment Plant						Not Available	Not Available
3673303	Creve Coeur Waste Water Treatment	7/31/2010	Wastewater Treatment Plant	Not Available	1984	Illinois	Not Available	Not Available
3673561	Park District of Franklin Park Service	10/31/2011	Repair Services (Vehicle, Shoe)	Repair Services (Vehicle, Shoe)	1969	Illinois	11050	CBCEs - Service
3673778	Millennium Centre Condo	No Current Year Ending Date	Multifamily Housing	Not Available	2003	Illinois	Not Available	Not Available
3681538	McMillan Pavilion - MWRD Floors 1-7	12/31/2011	Office	Office	1984	Illinois	93000	CBCEs - Offices & Bank/Financial

Ready

Average: 288553.345 Count: 1862 Sum: 476775978.5

In report spreadsheet, choose the "Current Year" tab, select all and paste content from downloaded report

Graphs and tables in all tabs should then update automatically