### **Building-Specific Navigation - Q&A**

1Q: How do I open a building’s dashboard?

A: Go to Buildings → [Select Building] → Dashboard.

2Q: Where can I see energy data for a building?

A: Go to Buildings → [Select Building] → Energy → Energy Data.

3Q: How can I view energy usage trends for a building?

A: Go to Buildings → [Select Building] → Energy → Energy Trend.

4Q: Where do I find energy reports for a specific building?

A: Go to Buildings → [Select Building] → Energy → Energy Report.

5Q: How do I check electricity or gas bills for a building?

A: Go to Buildings → [Select Building] → Energy → Energy Bills.

6Q: How can I see the Energy Star rating for a building?

A: Go to Buildings → [Select Building] → Energy → Energy Star.

7Q: Where do I find the Functional EUI for a building?

A: Go to Buildings → [Select Building] → Energy → Functional EUI.

8Q: How do I check performance during a demand response event?

A: Go to Buildings → [Select Building] → Demand Response → Event Performance.

9Q: Where can I find the curtailment plan for a building?

A: Go to Buildings → [Select Building] → Demand Response → Curtailment Plan.

10Q: How do I access demand response performance reports?

A: Go to Buildings → [Select Building] → Demand Response → Performance Report.

11Q: Where can I view current occupancy charts for a building?

A: Go to Buildings → [Select Building] → Occupancy → Occupancy Chart.

12Q: How do I view occupancy trends over time?

A: Go to Buildings → [Select Building] → Occupancy → Occupancy Trending.

13Q: Where can I compare occupancy across time or zones?

A: Go to Buildings → [Select Building] → Occupancy → Occupancy Compare.

14Q: How do I view occupancy sensor data?

A: Go to Buildings → [Select Building] → Occupancy → Occupancy Sensors.

15Q: Where do I find air quality details for a building?

A: Go to Buildings → [Select Building] → Air Quality.

16Q: How do I access tenant billing details for a building?

A: Go to Buildings → [Select Building] → Tenant Billing.

17Q: Where can I view notes and documents for a building?

A: Go to Buildings → [Select Building] → Notes & Docs.

18Q: How do I update settings for a building?

A: Go to Buildings → [Select Building] → Settings.

**AIR QUALITY MODULE**

19Q: How can I check real-time air quality data for a building?

A: Go to Buildings → [Select Building] → Air Quality → Air Quality.

20Q: Where can I view air quality trends over time?

A: Go to Buildings → [Select Building] → Air Quality → Trends.

21Q: How do I see the devices monitoring air quality?

A: Go to Buildings → [Select Building] → Air Quality → Devices.

22Q: How can I find air quality data by zones or rooms?

A: Go to Buildings → [Select Building] → Air Quality → Spaces.

23Q: Where can I download air quality reports?

A: Go to Buildings → [Select Building] → Air Quality → Reports.

24Q: How can I monitor the air sensors in a building?

A: Go to Buildings → [Select Building] → Air Quality → Sensors.

25Q: Where is the admin settings section for air quality devices?

A: Go to Buildings → [Select Building] → Air Quality → Admin Devices.

### **TENANT BILLING MODULE**

26Q: How do I configure tenant billing settings?

A: Go to Buildings → [Select Building] → Tenant Billing → Configure.

27Q: Where can I run a tenant billing report?

A: Go to Buildings → [Select Building] → Tenant Billing → Run Report.

28Q: How do I view past tenant billing history?

A: Go to Buildings → [Select Building] → Tenant Billing → View History.

### **NOTES AND DOCS MODULE**

29Q: Where do I add or view building notes?

A: Go to Buildings → [Select Building] → Notes and Docs → Notes.

30Q: How do I access uploaded documents for a building?

A: Go to Buildings → [Select Building] → Notes and Docs → File Vault.

31Q: Where can I perform or view a building audit?

A: Go to Buildings → [Select Building] → Notes and Docs → Building Audit.

### **SETTINGS MODULE**

32Q: How do I set or adjust the building’s budget?

A: Go to Buildings → [Select Building] → Settings → Budget.

33Q: Where can I update general building settings?

A: Go to Buildings → [Select Building] → Settings → Building Settings.

34Q: How do I debug the CBL (Customer Baseline Load) for a building?

A: Go to Buildings → [Select Building] → Settings → CBL Debug.

35Q: Where can I debug daily metric data?

A: Go to Buildings → [Select Building] → Settings → Daily Metrics Debug.

36Q: How do I view or configure specific data points?

A: Go to Buildings → [Select Building] → Settings → Data Points.

37Q: What is EIMS Configuration, and where do I find it?

A: It's used for external integration management — found under Buildings → [Select Building] → Settings → EIMS Configuration.

38Q: How do I manage or review generic equipment?

A: Go to Buildings → [Select Building] → Settings → Generic Equipment.

39Q: Where can I debug modeling issues for the building?

A: Go to Buildings → [Select Building] → Settings → Modeling Debug.

40Q: How do I register new components for the building?

A: Go to Buildings → [Select Building] → Settings → Register.

41Q: Where can I access Air Scan settings?

A: Go to Buildings → [Select Building] → Settings → Air Scan.

42Q: How do I configure startup settings for the building systems?

A: Go to Buildings → [Select Building] → Settings → Startup Settings.

43Q: How do I debug temperature metrics?

A: Go to Buildings → [Select Building] → Settings → Temperature Metrics Debug.

44Q: Where can I manage tenants for a specific building?

A: Go to Buildings → [Select Building] → Settings → Tenant Management.

### **Portfolio-Specific Navigation - Q&A**

45Q: How can I view alerts across my portfolio?

A: Go to Portfolio → Alerts.

46Q: Where do I find reporting tools or building reports?

A: Go to Portfolio → Reporting.

47Q: How do I view dashboard features?

A: Go to Portfolio → Dashboard Feature.

48Q: How do I access view data tools?

A: Go to Portfolio → View Data.

49Q: Where do I find Demand Response Event performance?

A: Go to Portfolio → Demand Response Event performance.

50Q: Where do I find Demand Response Performance Report?

A: Go to Portfolio → Demand Response Performance Report.