

FREQUENTLY ASKED QUESTIONS

Online Energy Audit Template Tool

- Q. How can I complete the Lighting table for building spaces without a common area?**
- A. If the Percentage of Common Area for a Use Type is '0', select '0' for the Area Served and Number of Fixtures fields for every lighting fixture entered, and check N/A for the 'Lighting specified ..' selection field on the Lighting screen.
- Q. Is there a way to upload the lighting data from a spreadsheet rather than keying in the data?**
- A. Presently there is not a way to upload, however the development team is exploring ways to add this as a feature for a future release.
- Q. Is there a way to import my building details (lighting, HVAC, etc.) from Asset Score to the Audit Templates?**
- A. Presently there is not a way to import/upload data from **Asset Score**, however the development team is exploring ways to add this as a feature for a future release. We are in the process of developing the capability to convert an Audit Template report entry to an Asset Score building for Audit Template users interested in generating asset score reports for their buildings.
- Q. Is there a way to upload an audit report from another data source?**
- A. Presently the tool only has the capability to upload audit reports from the BuildingSync[®] XML file format. These files may be generated by downloading from previously entered buildings in the **Audit Template** or generated from other software applications. See details available at <https://help.buildingenergyscore.com/support/solutions/articles/8000042032-import-buildings>.
- Q. Is there a way to duplicate an audit report?**
- A. Presently, the Audit Template has a limited capability to export building data to an .xml file, and then import the xml to create a building copy, however not all the fields have been built in yet. Our developers are actively working toward being able to export/import all of the fields in the template, and hope to have available in the next few months. Visit the following **User Guide** for more information on importing xml files at <https://help.buildingenergyscore.com/support/solutions/articles/8000042032-import-buildings>.
- Q. How do I make the yellow warnings 'There are fields on this screen that need to be filled out for city reporting' go away?**

- A. Data entry screens or sections may contain yellow warning symbols if there are fields on a screen that need to be completed and/or a section is incomplete. Fields marked with a red star are required for city reporting. If warnings are present, select the **Validation Errors** link near the top of the screen to view a list of input fields that may be missing entries.
- Q. Can I edit multiple buildings at once (i.e. can Audit Team entries apply to all buildings on a BBL)?**
- A. The Audit Template does not have a mass edit feature -- building reports must be completed one at a time. Individuals and companies may be added on the Contacts screen which may help to save a few steps by allowing you to enter a contact only once, and then use for any Audit Team role and for any building in your account.
- Q. How do I enter a heating or cooling source for a system that is not listed in the drop-down menus?**
- A. Select **N/A** for any fields where inputs do not apply, or if you do not have access the requested input. You may include an attachment with a description and additional details about the system from the submit page.
- Q. We have created a BBL property and added three separate buildings that share base building systems to the property. Is there a way to submit all the buildings on a single property (BBL)?**
- A. The Audit Template tool presently does not have a mechanism to submit multiple buildings at once, so you will need to submit one building at a time. Note that the tool will attach a prefix to the submitted pdf report which will include the BBL and the EER letter that was entered on the Building Information screen, which will identify the designation of buildings as including shared base building systems.
- Q. How do you import energy use data from Energy Star Portfolio Manager?**
- A. Building energy use data entered in **ENERGY STAR Portfolio Manager (ESPM)** may be imported in bulk to populate the **Building Metered Energy** and/or **Building Delivered Energy** sections from the **Energy Reporting Years & Data Import** screen. See the User Guide instructions at <https://help.buildingenergyscore.com/support/solutions/articles/8000053374-importing-energy-use-data-from-portfolio-manager>.

NOTE: The file used to import must be in the same format as the file generated from ESPM.

Q. I downloaded metered energy use data from ESPM, but I don't see my data?

A. When you import data from an .xlsx file, it auto populates the tables on the **Metered and Delivered Energy** screens. If the yellow **Hide un-required fields** button has been selected, the Metered and Delivered Energy screens will not be displayed. If you uncheck the yellow button, all of your imported data will appear. Importing subsequent times will add records vs. overwrite existing records, which may inadvertently result in duplicate entries if importing multiple times. You may remove individual records by using the **Remove** button to the right of each record, or you may remove all records at once by selecting the **Remove All** button.

Q. An audit report was submitted for my building, but I have not received a confirmation email?

A. Email confirmations for asset score reports are sent to the email address of the user that submits the building. Your building was shared with and submitted by another user, and the confirmation was sent to that user's email.

Q. How can I share access to my buildings with a colleague?

A. The **Audit Template** has a sharing feature which will allow other users who are part of an approved list of contacts, to view and edit your buildings. Follow the steps to create contacts and building shares from the **User Guide** page at <https://help.buildingenergyscore.com/support/solutions/articles/8000025865-groups-contacts-and-sharing>.