



Portfolio Manager 101: Navigating Portfolio Manager, Adding a New Property and Entering Use Details, Analyzing Progress Using



Learning Objectives

In this session, you will become familiar with EPA's ENERGY STAR® Portfolio Manager® tool and learn how to:

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Analyze progress using performance documents, charts and graphs and reports

Note: ENERGY STAR also has short 5-minute videos on these introductory topics available for quick view at www.energystar.gov/buildings/training





Management Tool



Assess whole building energy and water consumption, plus waste



Track green power purchase



Share/report data with others



Track changes in energy, water, greenhouse gas emissions, and cost over time



Create custom reports



Apply for ENERGY STAR certification





Hundreds of metrics, including:



Energy use Source, site, weather normalized, demand



Water use Water use intensity, Water Score (for Multifamily)



Waste & Materials Waste intensity, diversion rate



1-100 ENERGY STAR score



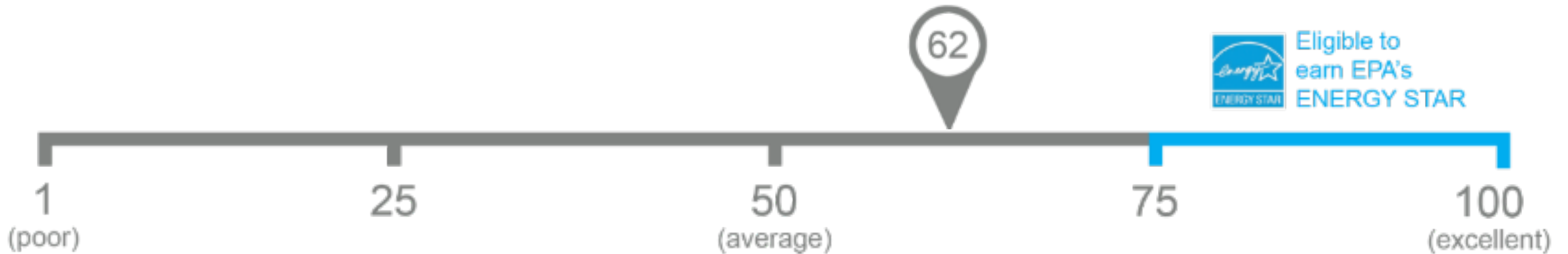
GHG emissions Indirect, direct, total, avoided

Benchmarking is the process of comparing use to gain valuable perspective about building performance

Use Portfolio Manager to:	Energy	Water	Waste & Materials
Establish a baseline:	✓	✓	✓
• Compare current use to baseline over time.	✓	✓	✓
• Compare median of national sample of similar buildings to baseline.	✓		
• Compare normalized national sample of similar buildings to baseline.	✓ (ENERGY STAR 1-100 Score)	✓ (Multifamily 1-100 Score)	
Set target reduction goal.	✓		
Compare properties in portfolio to each other.	✓	✓	✓
Apply for recognition (eligible space types).	✓ (ENERGY STAR Certification)		



The 1-100 ENERGY STAR Score



One simple number
understood by ALL stakeholders.



Property types with 1-100 ENERGY STAR scores



Bank Branch



Barracks*



Convenience Stores



Courthouses



Data Centers



Distribution Centers



Financial Offices



Hospitals



Hotels



K-12 Schools



Medical Offices



Multifamily Housing



Office Buildings



Residence Hall/Dormitory*



Retail Stores



Senior Living Communities



Single-Family Homes*



Supermarkets



Vehicle Dealerships



Warehouses



Wastewater Treatment Plants*



Wholesale club/ Supercenters



Worship Facilities

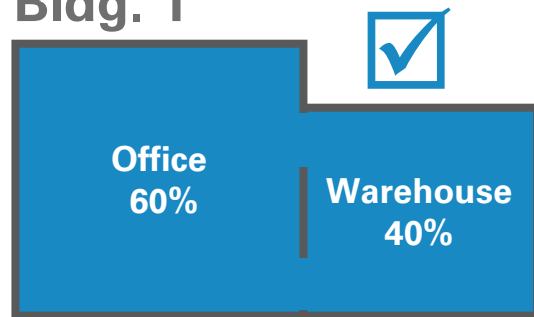


ENERGY STAR Score for Multi-Use Properties

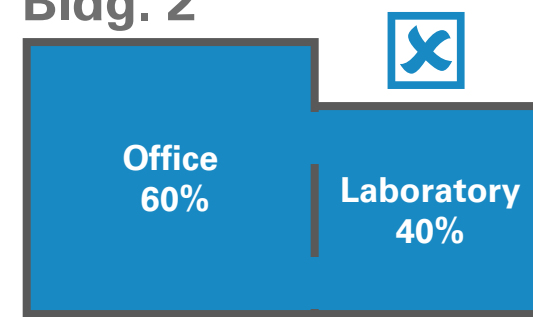
Eligible for Score

Ineligible for Score

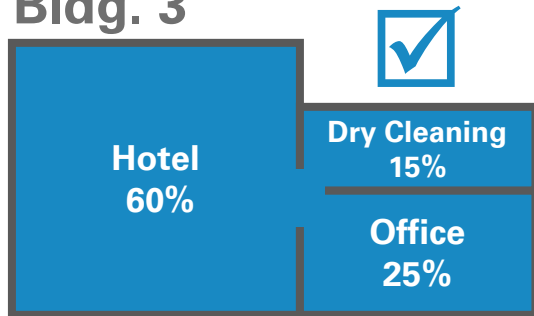
Bldg. 1



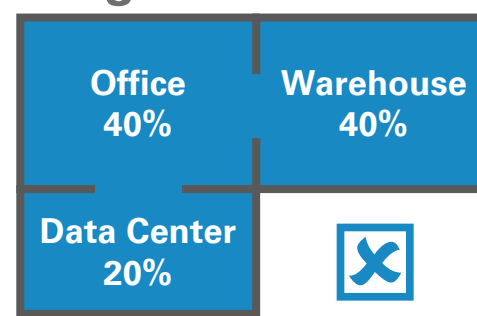
Bldg. 2



Bldg. 3



Bldg. 4





ENERGY STAR Portfolio Manager - Canada

- The tool has been adapted to include Canadian weather data, postal codes, both official languages, the metric system and other data specific to Canada.
- Scores are based on a model developed by Natural Resources Canada using data from Canadian buildings.

Please direct all questions about Canadian properties to [Natural Resources Canada](#)

Property types include:

- Distribution Center
- Financial Office
- Hotels/Motels
- K-12 School
- Hospitals
- Ice Rinks/Curling Rinks
- Medical Office
- Non-Refrigerated Warehouse
- Office
- Residential Care Facility
- Self-Storage Facility
- Senior Care Community
- Supermarket/Grocery Store
- Multifamily Housing



Pop Quiz!

1. Portfolio Manager can be used to benchmark building performance for which resource types?
 - a. Energy
 - b. Water
 - c. Waste
 - d. All of the above

2. True or False: If your building is not eligible for the 1-100 ENERGY STAR score, you cannot benchmark in Portfolio Manager.
 - a. True
 - b. False

Pop Quiz!

1. Portfolio Manager can be used to benchmark building performance for which resource types?

- a. Energy
- b. Water
- c. Waste
- d. All of the above

You can benchmark any combination of these three resources in Portfolio Manager!

2. True or False: If your building is not eligible for the 1-100 ENERGY STAR score, you cannot benchmark in Portfolio Manager.

- a. True
- b. False

For property types not eligible for the ENERGY STAR score, there are a variety of other metrics that you can use to track performance, including:

- Site and Source Energy Use Intensity
- Weather Normalized Energy Use
- Greenhouse Gas Emissions
- And dozens more!



To get started in Portfolio Manager you will need:

- 1 Property information:
 - Primary function
 - Name, address, postal code
 - Year built
 - Gross floor area
- 2 Property use details, e.g.:
 - Operating hours
 - No. of computers
 - No. of workers, etc.
- 3 At least 12 mos. of consumption data for resources you want to track:
 - Property-specific utility bills for all purchased and on-site generated energy and water
 - Quantity of waste and materials recycled, disposed, donated etc.

Use Portfolio Manager's [data collection worksheet](#) to gather data upfront for your property type/s

<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>





How To

- [Navigate Portfolio Manager](#)
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Generate reports to assess progress



Commercial Buildings

Benchmark

- Get Started
- Understand Metrics
- Document Performance
- Analyze Results
- COVID-19 Updates
- Portfolio Manager Login

Save Energy

Earn Recognition

Resources by Audience

Resources by Topic

Training

About Us

JOIN MAILING LIST



Sign up to receive updates from ENERGY STAR BUILDINGS & PLANTS on Portfolio Manager and program news.

SIGN UP

Benchmark Your Building Using ENERGY STAR® Portfolio Manager®



What is Benchmarking?

The first step to saving energy at your building is to benchmark – that is, to measure and compare your building's energy to similar buildings, past consumption, or a reference performance level.

Benchmarking turns the information on your utility bill into knowledge you can act on.

ENERGY STAR Portfolio Manager – the Industry Standard for Benchmarking Commercial Buildings

Portfolio Manager is an interactive resource management tool that enables you to benchmark the energy use of any type of building, all in a secure online environment. Nearly 25% of U.S. commercial building space is already actively benchmarking in Portfolio Manager, making it the industry-leading benchmarking tool. It also serves as the national benchmarking tool in Canada.



Use Portfolio Manager metrics to compare your building's energy use to a yearly baseline, national medians, or similar buildings in your portfolio.

Many buildings can also receive a 1-100 ENERGY STAR SCORE.

COVID-19 Program Impacts:

EPA has made several changes to the certification rules. See this FAQ for the latest updates.

GET HELP

Looking for Portfolio Manager technical support? Visit our help center.



[Energystar.gov/portfoliomanager](https://energystar.gov/portfoliomanager)

Create a username and password, then log in

MANAGE ENERGY, WATER, WASTE, AND GHGS





Navigate Portfolio Manager

4 portfolio level tabs



7 property level tabs




Intuitive navigation – multiple ways to get to the same place

Navigate Portfolio Manager

Portfolio level view



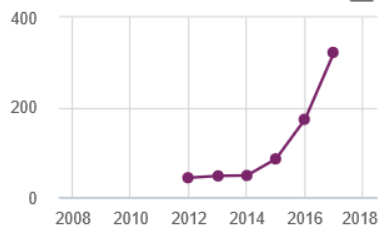
**ENERGY STAR®**
PortfolioManager®

Welcome ninaberlin: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

Properties (14)
[Add a Property](#)

ENERGY STAR Score Trend
[Change Metric](#)



(Chart current as of 05/08/2019 04:27 PM EDT) [Refresh Chart](#)

Manage Portfolio

[Transfer ownership](#) of a property that you manage to another Portfolio Manager user.

Portfolio Manager Metric Updates

On August 27, 2018 performance metrics in Portfolio Manager were updated for U.S. buildings to reflect current market data. You may notice a change in your current and historic 1-100 ENERGY STAR score or other metrics. After logging in for the first time after these updates have been made, you'll need to click the "Refresh Metrics" button to see your new metrics within the Dashboard. For more information, visit www.energystar.gov/scoreupdates.

[Clear Message](#)

Dashboard (Metrics current as of 03/11/2019 12:05 PM EDT) [Refresh](#)

Search by ID or Name

View All Properties (14) | Energy Highlights | [Refresh Metrics](#)

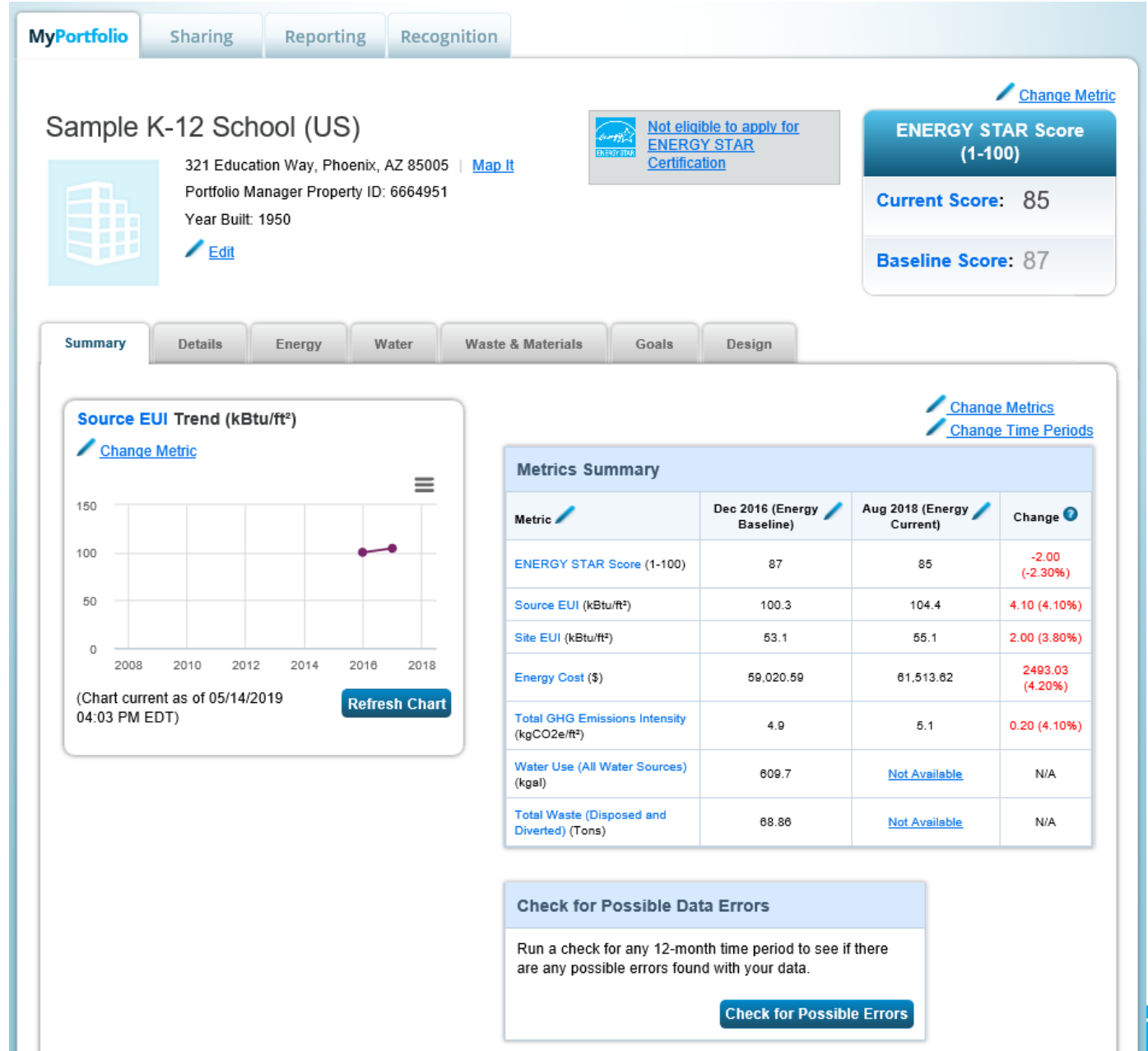
[Add/Edit/Delete Groups](#) | [Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
Antonio Office Building 6652215	NA	NA	NA	NA
Company HQ 6466285	04/30/2018	63	62.5	150.2
Corporate Office 6650503	10/31/2018	64	55.8	154.0
Hotel & Suites 6652206	08/31/2018	25	79.4	222.4
Little Falls Elementary School 6466039	04/30/2018	61	62.0	109.7



Navigate Portfolio Manager

Property level view 



MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)

Sample K-12 School (US)

321 Education Way, Phoenix, AZ 85005 | [Map It](#)
Portfolio Manager Property ID: 6664951
Year Built: 1950
[Edit](#)

[Not eligible to apply for ENERGY STAR Certification](#)

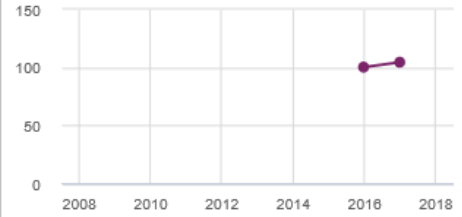
[Change Metric](#)

ENERGY STAR Score (1-100)
Current Score: 85
Baseline Score: 87

Summary | [Details](#) | [Energy](#) | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

Source EUI Trend (kBtu/ft²)

[Change Metric](#)



(Chart current as of 05/14/2019 04:03 PM EDT) [Refresh Chart](#)

Metrics Summary

[Change Metrics](#)
[Change Time Periods](#)

Metric	Dec 2016 (Energy Baseline)	Aug 2018 (Energy Current)	Change
ENERGY STAR Score (1-100)	87	85	-2.00 (-2.30%)
Source EUI (kBtu/ft ²)	100.3	104.4	4.10 (4.10%)
Site EUI (kBtu/ft ²)	53.1	55.1	2.00 (3.80%)
Energy Cost (\$)	59,020.59	61,513.82	2493.03 (4.20%)
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	4.9	5.1	0.20 (4.10%)
Water Use (All Water Sources) (kgal)	609.7	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	68.86	Not Available	N/A

Check for Possible Data Errors

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)



How To

- Navigate Portfolio Manager
- [Add a property and enter its use details](#)
- Enter energy, water, and waste & materials data
- Generate reports to assess progress



Add a Property

The screenshot shows the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo. To its right is the text "ENERGY STAR®" in a smaller font, followed by "PortfolioManager®" in a large, bold, blue font. Below this is a navigation bar with four buttons: "MyPortfolio" (highlighted in white), "Sharing", "Reporting", and "Recognition". In the main content area, there is a white rounded rectangle containing the text "Properties (14)" and a blue button with the text "Add a Property". This button is circled in red. To the right of this rectangle is a grey rounded rectangle containing a blue pushpin icon and the text "Portfolio M" followed by "On August" and "reflect curr" and "STAR scor".



Add a Property: Existing

Select property type

Select number
of buildings

Select construction
status

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!



Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)



Your Property's Buildings

How many physical buildings do you consider part of your property?

- None:** My property is part of a building (e.g., a Tenant Space)
- One:** My property is a single building
- More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?



Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

- Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started!

[Cancel](#)



Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).



Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.



Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).



Entering Basic Property Information

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

State/Province: *

Postal Code: *

[Year Built](#): *

Gross Floor Area: * [Temporary Value](#)

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. [Details on what to include.](#)

[Irrigated Area](#):

Occupancy: * %





Check the statements that apply

Do any of these apply?

- My property's energy consumption includes **parking** areas
- My property has a **Data Center** that requires a constant power load of 75 kW or more
- My property has one or more retail stores
- My property has one or more restaurants/cafeterias

Back

Continue

[Cancel](#)

Answering these simple questions will help us guide you in entering your property correctly.



These use details will change depending on the property type you specify.

Enter Values for Property Use Details

Add Another Type of Use

▼ Building Use / [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* 100,000 <input type="text"/> Sq. Ft. <input type="text"/>	1/1/1990 <input type="text"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
Number of Cash Registers	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Number of Open or Closed Refrigeration/Freezer Units	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
Length of All Open or Closed Refrigeration/Freezer Units	<input type="text"/> Ft. <input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Number of Walk-in Refrigeration/Freezer Units	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
Area of All Walk-in Refrigeration/Freezer Units	<input type="text"/> Sq. Ft. <input type="text"/>	1/1/1992 <input type="text"/>	<input type="checkbox"/>
Cooking Facilities	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1990 <input type="text"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

▼ Building Use / [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.


Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* 12,000 <input type="text"/> Sq. Ft. <input type="text"/>	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1992 <input type="text"/>	<input type="checkbox"/>

Property Summary Tab

MyPortfolio
Sharing
Reporting
Recognition

Supermarket A-1




1214 Main Street, Arlington, VA 22201 | [Map It](#)

Portfolio Manager Property ID: 6836065

Year Built: 1992

[Edit](#)



Not eligible to apply for
ENERGY STAR
Certification

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

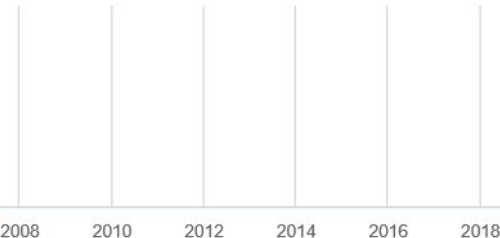
Current: N/A

Baseline: N/A

Summary
Details
Energy
Water
Waste & Materials
Goals
Design

[Refresh](#) to see **Source EUI Trend**

[Change Metric](#)



[Change Metrics](#)
[Change Time Periods](#)


Metric <small>?</small>	Not Available (Energy Baseline) <small>?</small>	Not Available (Energy Current) <small>?</small>	Change <small>?</small>
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Property Summary Tab: Customized Metric Displays

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

 Not eligible to apply for ENERGY STAR Certification

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?
Current: [N/A](#)
Baseline: [N/A](#)

Summary | Details | Energy | Water | Waste & Materials | Goals | Design

[Refresh](#) to see **Source EUI Trend**
[Change Metric](#)

[Change Metrics](#)
[Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Which of the following metrics would you like to display?

- ENERGY STAR Score
- Source EUI (kBtu/ft²)
- Site EUI (kBtu/ft²)
- Weather Normalized Site EUI (kBtu/ft²)
- Weather Normalized Source EUI (kBtu/ft²)
- Water/Wastewater Site EUI (kBtu/gpd)
- Water/Wastewater Source EUI (kBtu/gpd)
- Source Energy Use (kBtu)
- Water Use (All Water Sources) (kgal)
- Total Waste (Disposed and Diverted) (Tons)
- Energy Cost (\$)
- Total Water Cost (All Water Sources) (\$)
- Total Waste (Disposed and Diverted) - Cost (\$)
- Total GHG Emissions (Metric Tons CO₂e)
- Total GHG Emissions Intensity (kgCO₂e/ft²)

[Select Metric](#) [Cancel](#)

Add and Set Up a Property: More than One Building (Campus)



Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!



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Tip

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Your Property's Buildings

How many physical buildings do you consider part of your property?

- None: My property is part of a building
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[Get Started!](#)

[Cancel](#)

Campus Configurations

MyPortfolio | Sharing | Reporting | Recognition

Campus

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

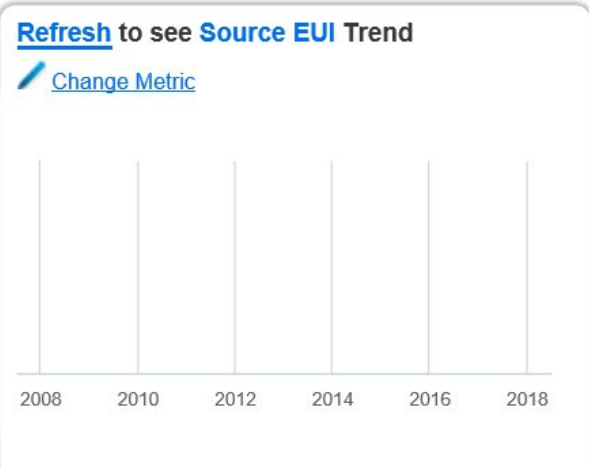
Current: [N/A](#)

Baseline: [N/A](#)

Not eligible to apply for ENERGY STAR Certification

Summary | Details | Energy | Water | Waste & Materials | G

[Refresh](#) to see **Source EUI Trend**
[Change Metric](#)



Metric			
ENERGY STAR Score			
Source EUI (kBtu/ft ²)			
Site EUI (kBtu/ft ²)			
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A



More About Individual Buildings

This property is a multi-building property, and you haven't added any individual buildings. This is optional. You don't have to add individual buildings unless you would like to track performance separately. This will only be possible if you have your buildings metered individually. Also keep in mind that if you enter individual buildings, you will still need to keep use and meter information about the property as a whole up to date in order to receive accurate metrics about your property (and, in some cases, to apply for the ENERGY STAR). [Learn more about tracking multi-building properties.](#)



How To

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Generate reports to assess progress

Meters Tabs

MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

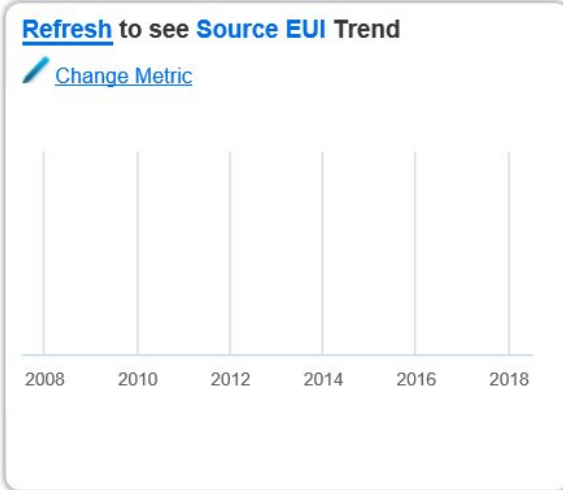
[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?
Current: [N/A](#)
Baseline: [N/A](#)

[Not eligible to apply for ENERGY STAR Certification](#)

[Summary](#) | [Details](#) | **[Energy](#)** | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

[Refresh](#) to see **Source EUI Trend**
[Change Metric](#)



Metrics Summary [Change Metrics](#) [Change Time Periods](#)


Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Water Tab

MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

 [Not eligible to apply for ENERGY STAR Certification](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

Current:	N/A
Baseline:	N/A

[Summary](#) | [Details](#) | [Energy](#) | **[Water](#)** | [Waste & Materials](#) | [Goals](#) | [Design](#)

Water Use Intensity (All Water Sources) (gal/ft²)

Current WUI:	N/A
Baseline WUI:	N/A

Water Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

[Add A Meter](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.

Meter Summary




Waste and Materials Tab

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

 [Not eligible to apply for ENERGY STAR Certification](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

Current: [N/A](#)

Baseline: [N/A](#)

Summary | Details | Energy | Water | **Waste & Materials** | Goals | Design

Meter Summary

0 Waste and Materials Meters Total
In order to receive metrics for your property, you must provide meters. You haven't entered any waste or materials meters yet.

[Add a meter](#)

Current Waste and Materials Date:
[Not Available](#)

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[Add A Meter](#)

Welcome to Waste and Materials Tracking!

Benchmarking your waste and materials (like recycling and donations) is an important part of a comprehensive sustainability strategy. [Learn more about waste and materials tracking.](#)

[Set Up Waste and Materials](#)

Energy Tab

MyPortfolio | Sharing | Reporting | Recognition

Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

[Change Metric](#)

Not eligible to apply for ENERGY STAR Certification

Weather Normalized Source EUI (kBtu/ft²) Why not score?

Current: [N/A](#)

Baseline: [N/A](#)

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

0 Energy Meters Total
In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

[Add A Meter](#)

! There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).

For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

Four Ways to Enter Bill Data

1. Manually



Entering Additional Information

Get Started Setting Up Meters for Supermarket A-1

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

Get Started!

[Cancel](#)

About Your Meters

About Your Meters for Supermarket A-1

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

2 Energy Meters for Supermarket A-1 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	C
<input type="checkbox"/>	Natural Gas	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>	1
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

- ccf (hundred cubic feet)
- cf (cubic feet)
- Cubic meters
- GJ
- kBtu (thousand Btu)
- kcf (thousand cubic feet)
- MBtu/MMBtu (million Btu)
- MCF (million cubic feet)
- therms

[Delete Selected Entries](#)

[Add Another Entry](#)

Back

Create Meters

[Cancel](#)

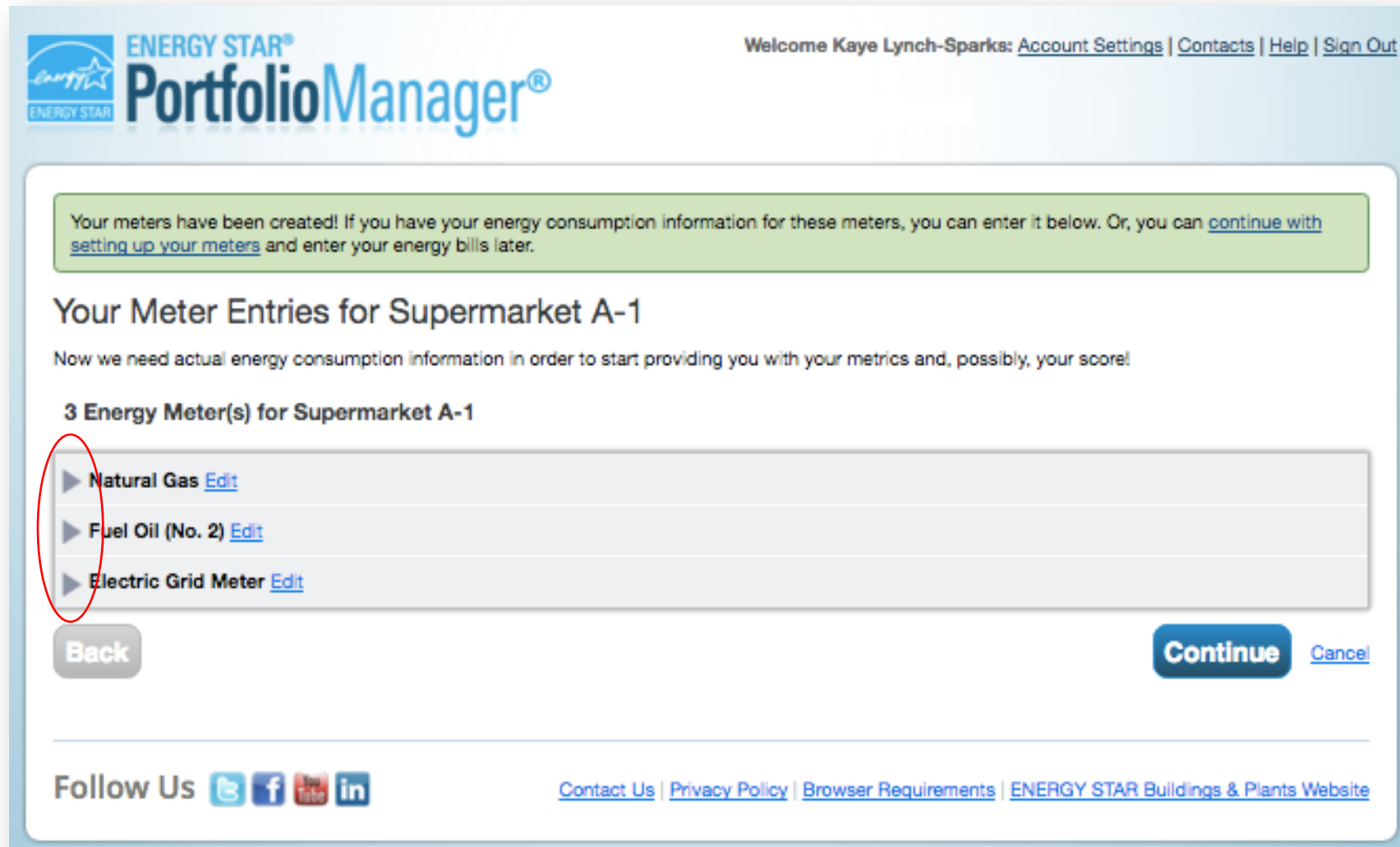
Follow Us    

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



Add Energy Consumption Information

Expand meter by clicking arrow



The screenshot shows the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo and the text "ENERGY STAR® PortfolioManager®". At the top right, it says "Welcome Kaye Lynch-Sparks: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)". A green message box states: "Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later." Below this is the heading "Your Meter Entries for Supermarket A-1" and the text "Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!". Underneath, it says "3 Energy Meter(s) for Supermarket A-1". A list of three meters is shown: "Natural Gas [Edit](#)", "Fuel Oil (No. 2) [Edit](#)", and "Electric Grid Meter [Edit](#)". Each meter entry has a right-pointing arrow icon. A red circle highlights the arrow for "Natural Gas". At the bottom left is a "Back" button, and at the bottom right are "Continue" and "Cancel" buttons. The footer includes "Follow Us" with social media icons for Twitter, Facebook, YouTube, and LinkedIn, and links for "Contact Us", "Privacy Policy", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".

ENERGY STAR®
PortfolioManager®

Welcome Kaye Lynch-Sparks: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Your Meter Entries for Supermarket A-1

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

3 Energy Meter(s) for Supermarket A-1

- ▶ Natural Gas [Edit](#)
- ▶ Fuel Oil (No. 2) [Edit](#)
- ▶ Electric Grid Meter [Edit](#)

[Back](#) [Continue](#) [Cancel](#)

Follow Us [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#) [Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)



Add Meter Entries and Fill in Data

Add another entry

Basic Meter Information

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#)

No file chosen

[Cancel](#)

How To Guide:
Electric Demand Tracking
<https://www.energystar.gov/buildings/tools-and-resources/how-track-electric-demand-portfolio-manager>.

Use a spreadsheet to upload or copy and paste



Meters to Add to Total Consumption

MyPortfolio | Sharing | Reporting | Recognition

Your meter entries have been added to your meters!

Select Energy Meters to Include in Metrics

Tell us which meters to include when calculating the Energy metrics for [Supermarket A-1](#) so that we can provide you with the most accurate metrics possible.

Summary

3

Please tell us what your meters represent.

Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Fuel Oil (No. 2) 30521002	Fuel Oil (No. 2)
<input checked="" type="checkbox"/>	Natural Gas 30521001	Natural Gas
<input checked="" type="checkbox"/>	Electric Grid Meter 30521003	Electric - Grid

Total of 3 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [Supermarket A-1](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Supermarket A-1](#) (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

.....

Apply Selections [Cancel](#)

Energy Meters Tab: Meters Added and Displayed

Notification

Add or
update bills

MyPortfolio | Sharing | Reporting | Recognition

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

Supermarket A-1
1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992
[Edit](#)

[Change Metric](#)

Not eligible to apply for ENERGY STAR Certification

Weather Normalized Source EUI (kBtu/ft²)
Current: [N/A](#)
Baseline: [N/A](#)

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary
5 Energy Meters Total
3 - Used to Compute Metrics
2 - Not Used in Metrics
[Add A Meter](#)
Current Energy Date Not Available
[Enter Your Bills](#)

Meters - Used to Compute Metrics (3) [Add A Meter](#)
[Change Meter Selections](#)
[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 56291144	Electric - Grid		Yes
Fuel Oil (No. 2) 56291143	Fuel Oil (No. 2)		Yes
Natural Gas 56291142	Natural Gas		Yes

[Download Annual Totals by Meter](#)

Four Ways to Enter Bill Data

View Meter Data and Manage Bills for Your Property

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Update
<input type="checkbox"/>	1/1/2019	2/1/2019	532,173	39,900.00	<input type="checkbox"/>	<input type="checkbox"/>	1,293	13,304.00	
<input type="checkbox"/>	2/1/2019	3/1/2019	518,833	37,500.00	<input type="checkbox"/>	<input type="checkbox"/>	1,261	12,970.00	
<input type="checkbox"/>	3/1/2019	4/1/2019	516,496	37,245.00	<input type="checkbox"/>	<input type="checkbox"/>	1,255	12,912.00	
<input type="checkbox"/>	4/1/2019	5/1/2019	500,123	35,689.00	<input type="checkbox"/>	<input type="checkbox"/>	1,214	12,503.00	

[X Delete Selected Entries](#)
[+ Add Another Entry](#)
[📄 Learn how to copy/paste](#)
[X Delete All Entries](#)

Upload data in bulk for this meter:

i You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this [single-meter spreadsheet template](#).

[Cancel](#)

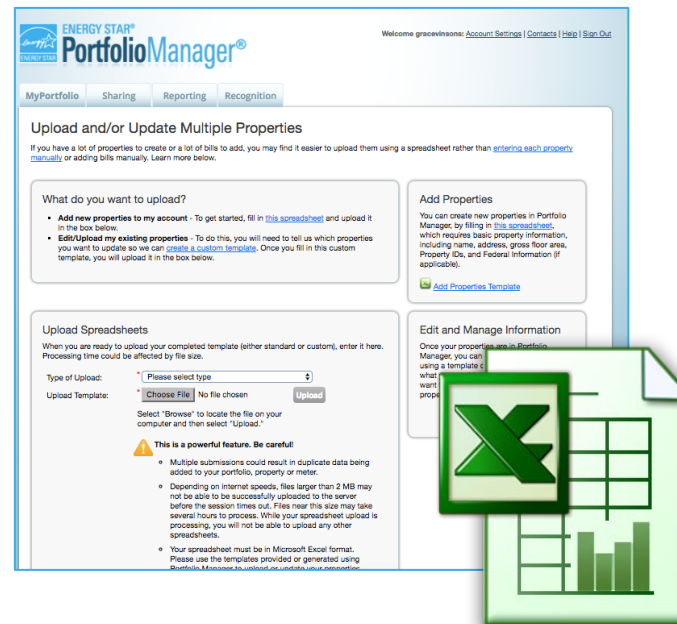
Get Data Into Portfolio Manager

Choose the best data management method.

Manual entry



Spreadsheet upload



ENERGY STAR PortfolioManager®

Welcome gracevino: Account Settings | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Upload and/or Update Multiple Properties

If you have a lot of properties to create or a lot of bills to add, you may find it easier to upload them using a spreadsheet rather than [enter each property manually](#) or adding bills manually. Learn more below.

What do you want to upload?

- **Add new properties to my account** - To get started, fill in [this spreadsheet](#) and upload it in the box below.
- **Edit/Upload my existing properties** - To do this, you will need to tell us which properties you want to update so we can [create a custom template](#). Once you fill in this custom template, you will upload it in the box below.

Add Properties

You can create new properties in Portfolio Manager by filling in [this spreadsheet](#), which requires basic property information, including name, address, gross floor area, Property ID, and Federal information (if applicable).

[Add Properties Template](#)

Upload Spreadsheets

When you are ready to upload your completed template (either standard or custom), enter it here. Processing time could be affected by file size.

Type of Upload:

Upload Template: No file chosen

Select "Browse" to locate the file on your computer and then select "Upload."

This is a powerful feature. Be careful!

- Multiple submissions could result in duplicate data being added to your portfolio, property or meter.
- Depending on internet speeds, files larger than 2 MB may not be able to be successfully uploaded to the server before the session times out. Files near this size may take several hours to process. While your spreadsheet is being processed, you will not be able to upload any other spreadsheets.
- Your spreadsheet must be in Microsoft Excel format. Please use the templates provided or generated using Portfolio Manager to upload or update your properties.

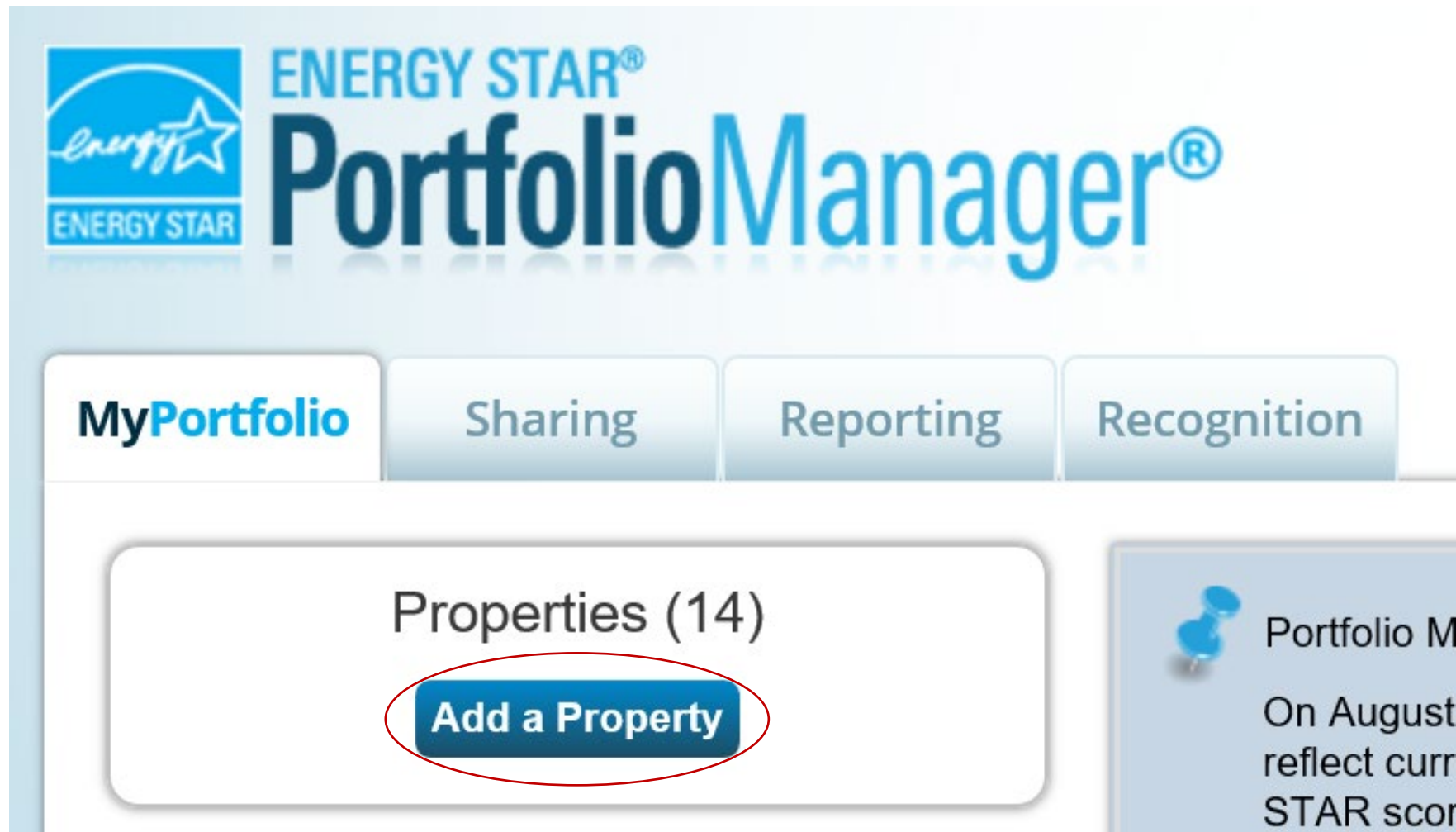
Edit and Manage Information

Once your properties are in Portfolio Manager, you can use a template to what want prop

Web services



Get Data In: Manually



The screenshot displays the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo, followed by the text "ENERGY STAR® PortfolioManager®". Below this is a navigation bar with four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "MyPortfolio" tab is active. In the main content area, there is a white box containing the text "Properties (14)" and a blue button labeled "Add a Property" which is circled in red. To the right of this box is a grey box with a blue pushpin icon and text that reads "Portfolio M" and "On August reflect curr STAR scor".

Get Data In: Spreadsheet Upload



Manage Portfolio

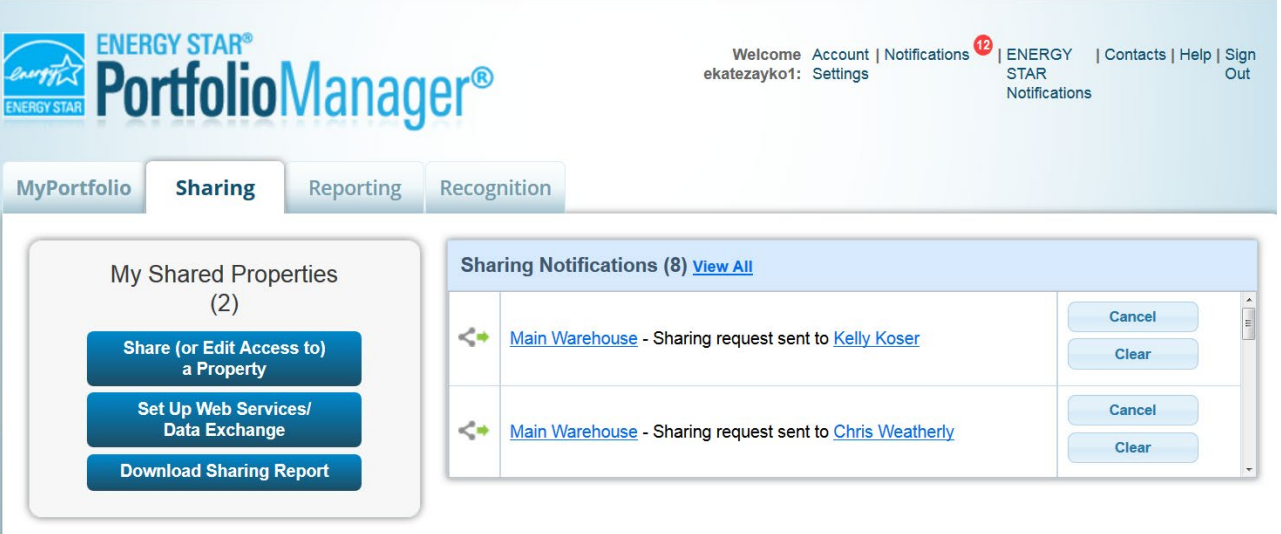
- [Transfer ownership](#) of a property that you manage to another Portfolio Manager user.
- [Upload and/or update multiple properties](#) at once using an Excel spreadsheet if you are a pro. This can be done to create new properties, add use details, create meters and add meter consumption data.
- [Download your entire portfolio to Excel](#) or create a [custom download](#).
- [Set a portfolio baseline and/or target](#) to help measure progress.
- [Add sample properties](#) to your account. Up to five sample properties with pre-populated data will be added to your portfolio for testing purposes.



The screenshot shows the "Upload and/or Update Multiple Properties" page in the Portfolio Manager interface. The "MyPortfolio" tab is selected and circled in red. The page title "Upload and/or Update Multiple Properties" is also circled in red. Below the title, there is a paragraph explaining that users can upload multiple properties using a spreadsheet instead of entering them manually. The page is divided into three main sections: "What do you want to upload?", "Upload Spreadsheets", and "Add Properties". The "Upload Spreadsheets" section contains a form with a "Type of Upload" dropdown menu (set to "Please select type"), an "Upload Template" field with a "Browse..." button, and an "Upload" button. A warning icon and text state: "This is a powerful feature. Be careful!" followed by three bullet points: 1) Multiple submissions could result in duplicate data being added to your portfolio, property or meter. 2) Depending on internet speeds, files larger than 2 MB may not be able to be successfully uploaded to the server before the session times out. Files near this size may take several hours to process. While your spreadsheet upload is processing, you will not be able to upload any other spreadsheets. 3) Your spreadsheet must be in Microsoft Excel format. Please use the templates provided or generated using Portfolio Manager to upload or update your properties. The "Add Properties" section on the right explains that users can create new properties by filling in a spreadsheet, which requires basic property information, including name, address, gross floor area, Property IDs, and Federal Information (if applicable). It includes a link to "Add Properties Template" and a "Create an Upload Template" button.

Get Data In: ENERGY STAR Web Services

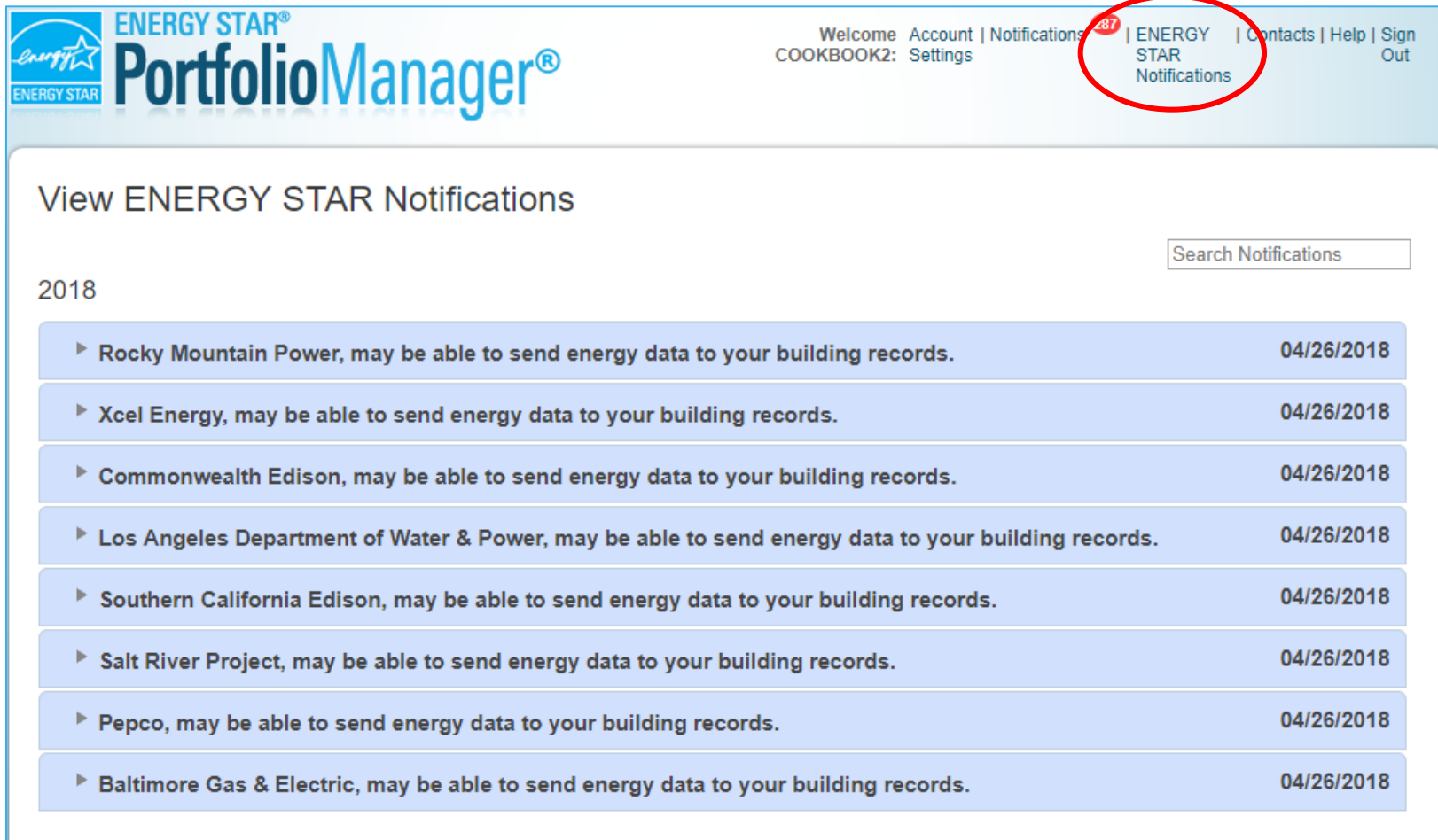
- Some energy service companies and utilities exchange data with Portfolio Manager to:
 - Manage building and utility data for customers
 - Access the ENERGY STAR score and other performance metrics
- To use web services, “**connect**” and “**share**” your properties with your web service provider from the Sharing tab



The screenshot displays the ENERGY STAR Portfolio Manager interface. The top navigation bar includes the ENERGY STAR logo, the text "ENERGY STAR PortfolioManager", and user information: "Welcome Account | Notifications 12 | ekatezayko1: Settings | ENERGY STAR Notifications | Contacts | Help | Sign Out". Below the navigation bar are tabs for "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "Sharing" tab is active, showing "My Shared Properties (2)" with three buttons: "Share (or Edit Access to) a Property", "Set Up Web Services/ Data Exchange", and "Download Sharing Report". To the right, a "Sharing Notifications (8) View All" section contains a table with two rows of notifications, each with "Cancel" and "Clear" buttons.

Sharing Notifications (8) View All	
↔ Main Warehouse - Sharing request sent to Kelly Koser	<input type="button" value="Cancel"/> <input type="button" value="Clear"/>
↔ Main Warehouse - Sharing request sent to Chris Weatherly	<input type="button" value="Cancel"/> <input type="button" value="Clear"/>

Get Data In: ENERGY STAR Web Services



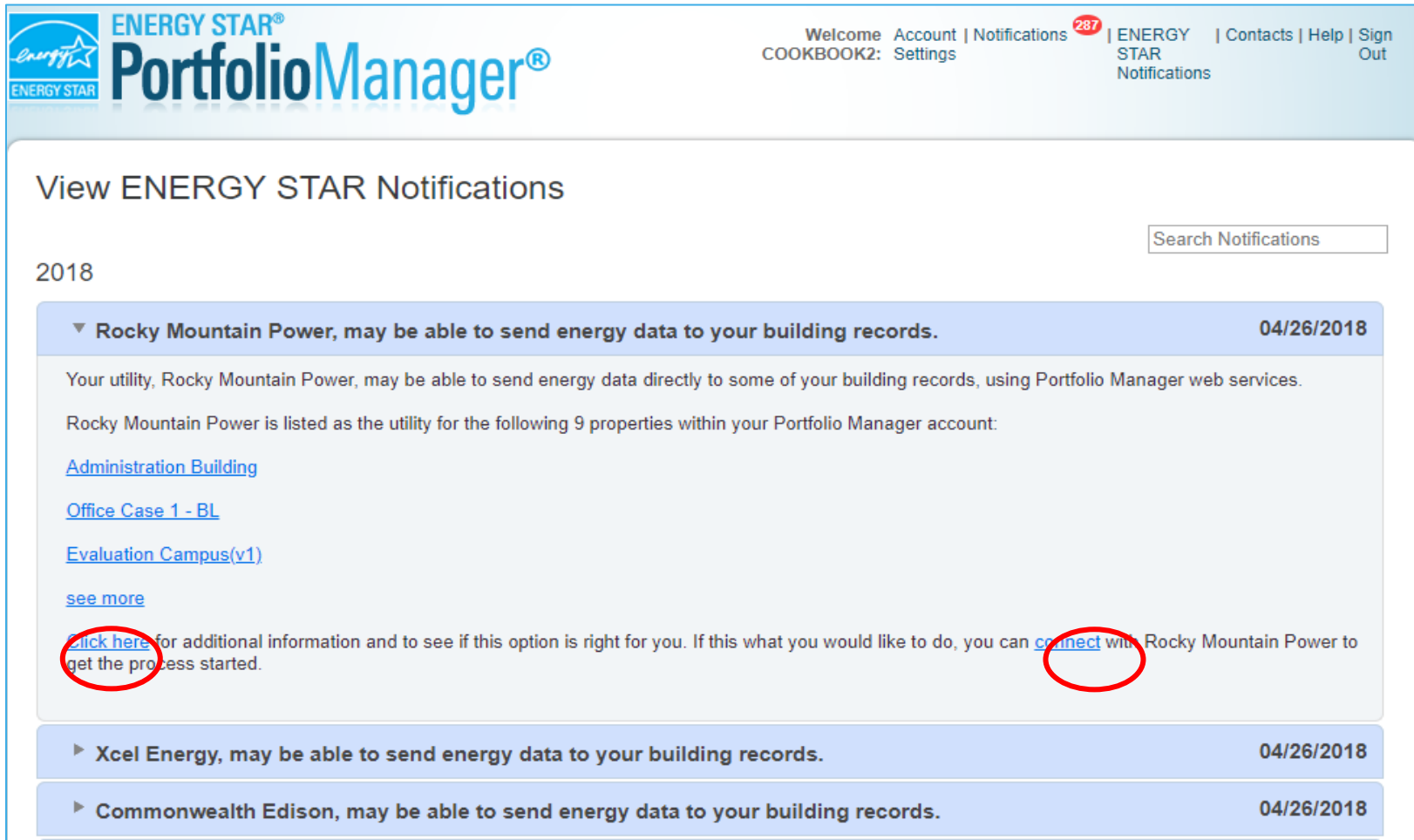
The screenshot shows the ENERGY STAR Portfolio Manager interface. The top navigation bar includes links for Welcome, Account, Notifications (with a red circle around it and a '287' badge), ENERGY STAR, Notifications, Contacts, Help, and Sign Out. The main content area is titled 'View ENERGY STAR Notifications' and features a search box labeled 'Search Notifications'. Below the search box, a list of notifications for the year 2018 is displayed, each with a right-pointing arrow icon and a date of 04/26/2018.

Notification	Date
▶ Rocky Mountain Power, may be able to send energy data to your building records.	04/26/2018
▶ Xcel Energy, may be able to send energy data to your building records.	04/26/2018
▶ Commonwealth Edison, may be able to send energy data to your building records.	04/26/2018
▶ Los Angeles Department of Water & Power, may be able to send energy data to your building records.	04/26/2018
▶ Southern California Edison, may be able to send energy data to your building records.	04/26/2018
▶ Salt River Project, may be able to send energy data to your building records.	04/26/2018
▶ Pepco, may be able to send energy data to your building records.	04/26/2018
▶ Baltimore Gas & Electric, may be able to send energy data to your building records.	04/26/2018

Users will have an ENERGY STAR Notification when web services are available for a property



Get Data In: ENERGY STAR Web Services



The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR® PortfolioManager®". At the top right, there is a navigation menu with links for "Welcome", "Account", "Notifications" (with a red badge showing "287"), "ENERGY STAR Notifications", "Settings", "COOKBOOK2:", "Contacts", "Help", and "Sign Out". Below the navigation is a search bar labeled "Search Notifications". The main content area is titled "View ENERGY STAR Notifications" and shows a list of notifications for the year 2018. The first notification is from Rocky Mountain Power, dated 04/26/2018, with a subject line: "Rocky Mountain Power, may be able to send energy data to your building records." The notification body contains the following text: "Your utility, Rocky Mountain Power, may be able to send energy data directly to some of your building records, using Portfolio Manager web services. Rocky Mountain Power is listed as the utility for the following 9 properties within your Portfolio Manager account: Administration Building, Office Case 1 - BL, Evaluation Campus(v1), see more. [Click here](#) for additional information and to see if this option is right for you. If this what you would like to do, you can [connect](#) with Rocky Mountain Power to get the process started." The words "click here" and "connect" are circled in red. Below this notification are two more notifications from Xcel Energy and Commonwealth Edison, both dated 04/26/2018.

Expand the notification for more information or to connect with the utility; connecting is the first step for using web services.



Pop Quiz!

3. How many ways are there to get data into Portfolio Manager?
 - a. One
 - b. Two
 - c. Three
 - d. Four or more

Pop Quiz!

3. How many ways are there to get data into Portfolio Manager?
- a. One
 - b. Two
 - c. **Three**
 - d. Four or more

For property types not eligible for the ENERGY STAR score, there are a variety of other metrics that you can use to track performance, including:

- Site and Source Energy Use Intensity
- Weather Normalized Energy Use
- Greenhouse Gas Emissions
- And dozens more!



How To

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- [Generate reports to assess progress](#)

Reporting Tab

Choose from pre-set chart & graph options

The screenshot shows the 'Reporting' tab selected in a navigation bar with other tabs: MyPortfolio, Sharing, Reporting, Recognition, Admin, and Processing. Below the navigation bar, there are two main sections. The left section is titled 'Charts & Graphs' and features a large graphic with the text 'Total GHG Emissions Intensity' and the question 'What is the carbon footprint resulting from my properties' energy use?'. The right section is titled 'ENERGY STAR Performance Documents' and lists several document types: Statement of Energy Performance (SEP), Statement of Energy Design Intent (SEDI), Data Verification Checklist, Progress & Goals Report, ENERGY STAR Scorecard, and Water Scorecard. Below these sections, there are two tabs: 'My Custom Reports' and 'ENERGY STAR Reports', with a 'Create a New Template' button to the right. The 'ENERGY STAR Reports' tab is active, displaying a table with columns for Name, Status, and Action.

Name	Status	Action
Energy Performance	Last Modified: 1/28/2020 10:52 AM	I want to...
Waste Performance	Last Modified: 1/28/2020 5:59 AM	I want to...
Partner of the Year Report	Last Modified: 1/27/2020 1:42 PM	I want to...
ENERGY STAR Certification Status	Last Modified: 1/27/2020 10:10 AM	I want to...
Emissions Performance	Last Modified: 1/26/2020 12:01 PM	I want to...
Water Performance	Last Modified: 1/24/2020 11:36 AM	I want to...

Download performance documents

Create and generate templates & reports



Performance Documents

ENERGY STAR Performance Documents

 [Statement of Energy Performance \(SEP\)](#)

 [Statement of Energy Design Intent \(SEDI\)](#)

 [Data Verification Checklist](#)

 [Progress & Goals Report](#)

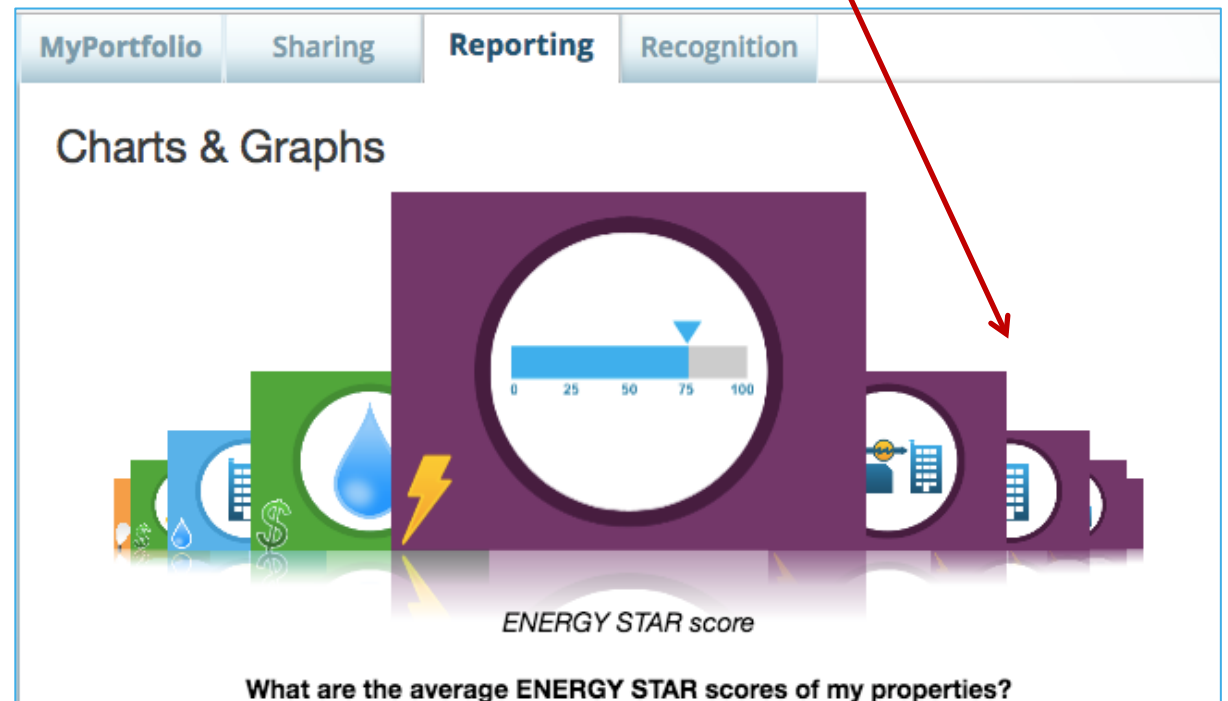
 [ENERGY STAR Scorecard](#)

 [Water Scorecard](#)

Charts and Graphs

- Source EUI
- Site EUI
- ENERGY STAR score
- Weather normalized source EUI
- Weather normalized site EUI
- Total GHG emissions intensity
- Energy cost intensity
- Indoor water intensity
- Indoor water cost intensity
- Building emissions report

Scroll through to see available Charts & Graphs.





MyPortfolio | Sharing | **Reporting** | Recognition

Source EUI Report

Source Energy Use Intensity (EUI) is a unit of measurement that describes a building's energy use relative to its size. "Source energy" is the total amount of raw fuel that is required to operate the building. In addition to what the building consumes onsite, source energy includes losses that take place during generation, transmission, and distribution of the energy, thereby enabling a complete [More...](#)

Metrics current as of 05/14/2019 04:33 PM EDT Refresh

Portfolio Average Source EUI

-5.2 ▶ Change in Average Source EUI

183.1 ▶ Current Average Source EUI

188.2 ▶ Baseline Average Source EUI

Properties Included: 6

Your Properties Compared to the National Median So

- Print chart
- Download PNG image
- Download JPEG image
- Download PDF document
- Download SVG vector image

Above the Median

Source EUI by Group

Select Groups

Source EUI (kBtu/ft²)

Legend: Baseline Source EUI, Current Source EUI

Source EUI by Property Type

Select Types

Source EUI (kBtu/ft²)

Legend: Baseline Source EUI, Current Source EUI

< Previous Report Next Report > [Cancel](#)

Charts and Graphs

Print or download figures for use externally



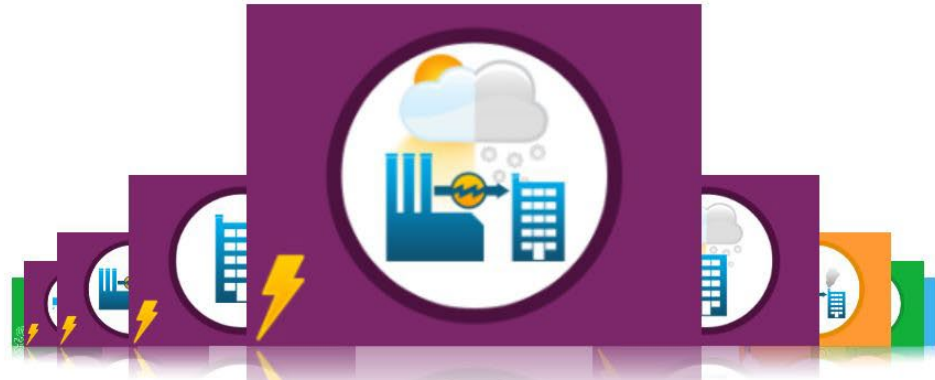
View the next chart

Scroll to bottom to view and export raw data





Charts & Graphs



Weather Normalized Source EUI

How much total primary fuel would be required by my properties, 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 Scorecard](#)
- [Water Scorecard](#)

Charts and Graphs

Data Requests from Others

My Reports and Templates

ENERGY STAR Reports

Create a New Template

Create and generate templates & reports

◆ Name	◆ Status	▲ Action
Performance Highlights	Last Modified: 6/16/2022 12:25 PM	I want to... ▾
ENERGY STAR Certification Status	Last Modified: 6/16/2022 11:35 AM	I want to... ▾
Building Emissions Calculator Import	Last Modified: 6/16/2022 10:14 AM	I want to... ▾
Waste Performance	Last Modified: 6/16/2022 10:11 AM	I want to... ▾



Standard Reports

- Performance Highlights
- Energy Performance
- Emissions Performance
- Water Performance
- Fuel Performance
- Waste Performance
- ENERGY STAR Certification Status
- Partner of the Year Report
- Sustainable Buildings Checklist Report



Pop Quiz!

4. True or False: Portfolio Manager users must define a custom template if they want to use the Reporting functionality.
 - A. True
 - B. False

Pop Quiz!

4. True or False: Portfolio Manager users must define a custom template if they want to use the Reporting functionality.
- A. True
 - B. **False**

Portfolio Manager offers a variety of standard, pre-defined Reporting features, such as ENERGY STAR Performance Documents, charts and graphs, and standard progress report templates on energy and greenhouse gas usage.



Recap

We learned how to:

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Analyze progress using performance documents, charts and graphs, and reports



Extra Help

- Visit www.energystar.gov/buildingshelp
 - Extensive list of FAQs
 - Online form to submit technical questions or comments
- Additional Portfolio Manager training resources available at: www.energystar.gov/buildings/training
 - Step-by-step documents (PDF)
 - Access to recorded trainings and short videos
 - Information on upcoming trainings
- Ask the Expert
 - Wednesdays at 12:00 noon ET. It's an open Q&A session for Portfolio Manager questions.
 - <https://energystar-mesa.force.com/PortfolioManager/s/article/When-are-the-Ask-The-Expert-webinars-1600088554111>
- Register for regular webinars at: <http://esbuildings.webex.com>
- Portfolio Manager Technical Reference Series: https://www.energystar.gov/buildings/tools-and-resources?f0=im_field_select_primary_category:1522



Thank you for attending!

Questions?

Slides will be sent to all webinar registrants after today's session

If you have any questions on Portfolio Manager
or the ENERGY STAR program, contact us at:

www.energystar.gov/BuildingsHelp

