



Building EQ

Be an Energy Genius 



User Tip #1: Importing ENERGY STAR data

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Has the utility data for your building's energy information already been entered into ENERGY STAR (E*) Portfolio Manager? If so, that same data can be easily imported into the Building EQ Portal.

The "non-delivered" fuel type (electricity, natural gas, etc.) utility data that already exists in Energy Star's Portfolio Manager can be imported into the Building EQ Portal:

Export utility data from ENERGY STAR Portfolio Manager:

1. Open ENERGY STAR Portfolio Manager. In the Energy tab, select the fuel meter that you wish to export.
2. Under the Basic Metered Information section, select the units that you wish to export. Make sure they are the same units that you selected in the Building EQ Portal for the particular fuel type.
3. Below the metered data that you entered in the Monthly Entries section, click the Download to Excel link to save a .csv file to your file system.

Import utility data into the Building EQ Portal:

4. Open the Building EQ Portal and select the Energy tab in your project. Under the Utility Information accordion of the same fuel type you just exported, press the Import PM Excel button within that accordion.
5. In the open dialog box that appears, select the .csv file to import the utility data that you just saved. All of the rows of monthly data will appear.
6. Click the Save button to save this data.

Check out this new feature in the Building EQ Portal at [ashrae.org/BuildingEQ](https://www.ashrae.org/BuildingEQ).