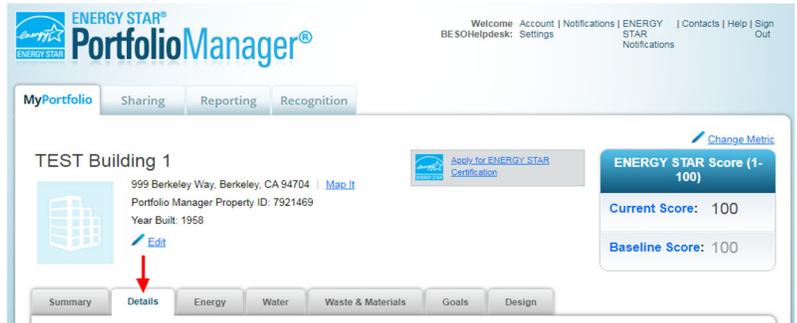


Correcting “Default” & Temporary Values in ENERGY STAR Portfolio Manager

The Building Emissions Saving Ordinance (BESO) requires large buildings (over 15,000 sqft) to track how much energy their building uses each year. For more information on the ordinance, please visit BerkeleyCA.gov/BESO. The City of Berkeley can not accept benchmarks that contain default and temporary values. This guide shows how to update the default or temporary values to actual values.

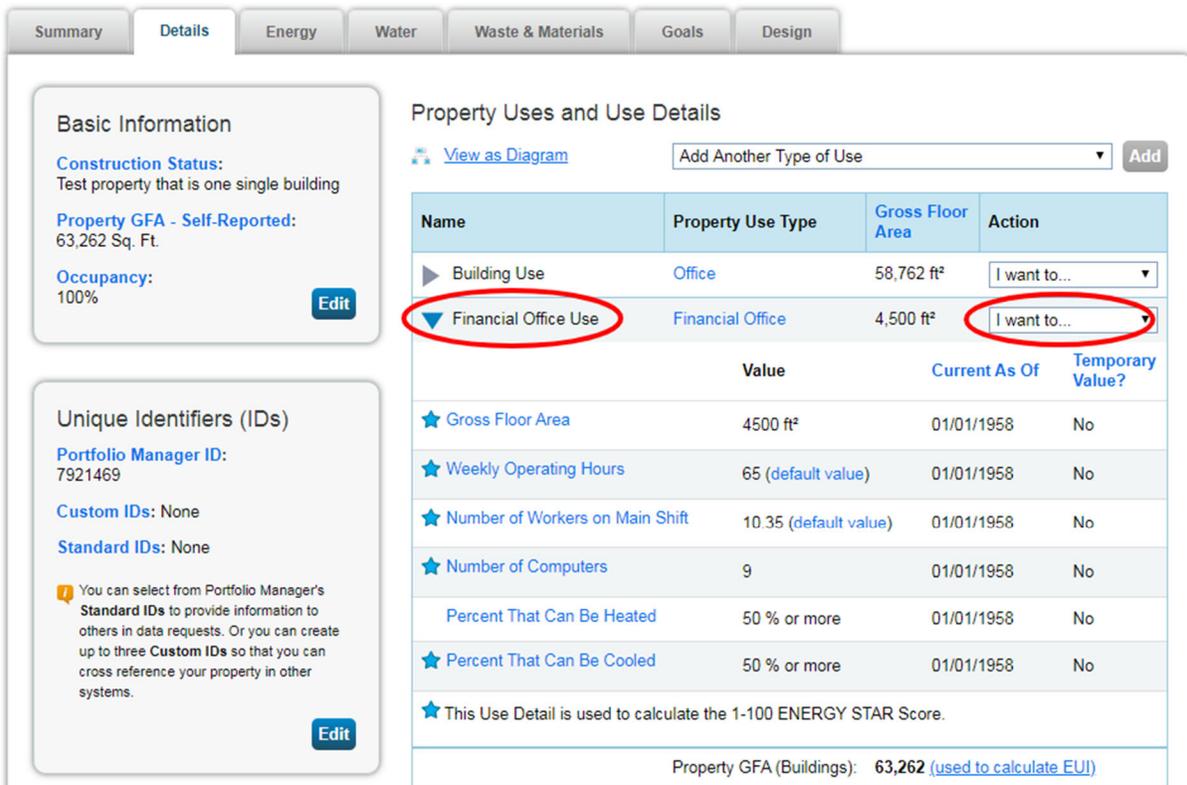
1. Login into Portfolio Manager:

- Log into www.energystar.com/portfoliomanager with your Portfolio Manager username and password.
- Click on the property that contains default or temporary values to open its summary page.
- Click on the details tab.



2. Correcting Property Details:

- Under “Property Uses and Use Details” click on the right facing triangles to show the property use details for each property use type. (You may only have one property use type)
- A property use type contains “default” or temporary values if “default value” is in parentheses adjacent to a value or if the temporary value field says “Yes”. (All of these values need to be updated.)
- Once you determine which property use has the default/temporary values, under the “Action” drop down menu, select “I want to ... Correct Mistakes”.



Correcting “Default” & Temporary Values in ENERGY STAR Portfolio Manager

3. Unchecking Default and Temporary Values and Value Checking:

- The history log has now opened up. Go through each of the boxes and uncheck the “temporary value” boxes and “Use a default” boxes and update values with the correct information.

History Log for Financial Office Use

Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to [update these Property Use Details in BOTH the parent and child properties.](#)

★ **Gross Floor Area**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1958 (to present)	4,500 Sq. Ft.	<input checked="" type="checkbox"/>	BESO Helpdesk	09/13/2019

✗ Delete Selected Entries

★ **Weekly Operating Hours**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1958 (to present)	65	<input checked="" type="checkbox"/>	BESO Helpdesk	09/13/2019

✗ Delete Selected Entries

★ **Number of Workers on Main Shift**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1958 (to present)	10.35 <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	BESO Helpdesk	09/13/2019

✗ Delete Selected Entries

★ **Number of Computers**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1958 (to present)	9	<input type="checkbox"/>	BESO Helpdesk	09/13/2019

✗ Delete Selected Entries

- Once the boxes have been unchecked and the values have been replaced with actual values. Click “Save Corrections”.
- Repeat for other property use types for this building, then resubmit the energy benchmark.