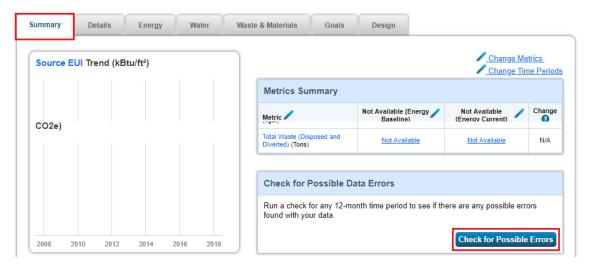
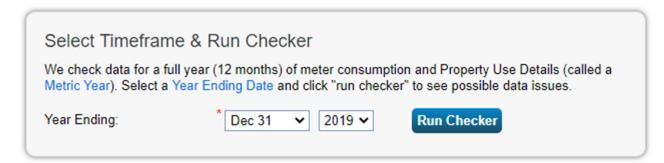
## HOW TO RUN THE ENERGY STAR DATA QUALITY CHECKER?

Benchmarks must be complete and accurate before submitting them to the City. If there are errors with the benchmark it will not be approved. Please use the following guide to check for errors with your benchmark before submitting.

1) Click on the properties **Summary** tab and select **Check for Possible Errors**.



2) Select calendar year of the benchmark needed with the year ending in <u>December 31</u> and click **Run Checker**.

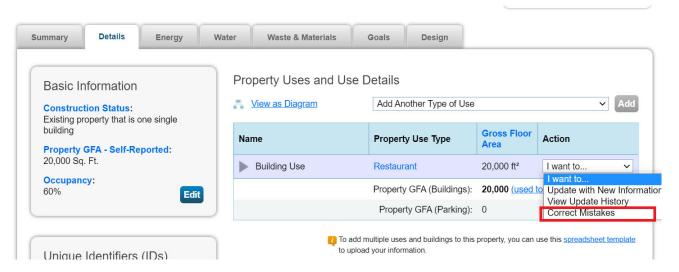


If there is an error, an alert icon will appear in the field that contains the error. **All errors labeled with the RED Stop Sign** must be corrected before submitting the benchmark.

- Indicates data is incomplete or missing. Most likely at least some metrics are not able to be calculated as a result. Issue should be resolved as soon as possible.
- Indicates data is atypical for the type of property and its associated use. Data should be checked for errors to ensure metrics are correct for the property
- 3) Review the list of alerts (if any) and follow Portfolio Manager's suggestions to address the issue(s).
- To fix an error with property uses and details, navigate to the detail section and select "Correct Mistakes" from the drop-down Action menu.



## HOW TO RUN THE ENERGY STAR DATA QUALITY CHECKER?



- If there is an alert regarding energy metrics, navigate to the energy tab and select "enter your bills" or "add a meter" depending on the alert raised.
- 4) Check other fields and verify the information is correct.
- 5) Once you have made all applicable changes, run the data checker again to ensure that all alerts have been addressed.