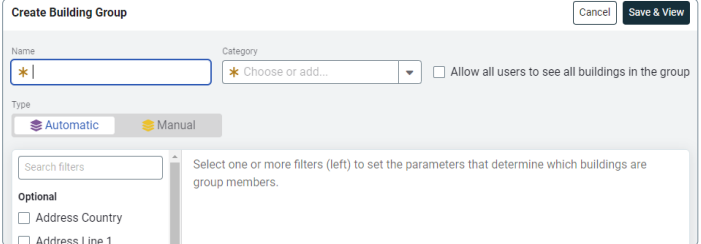


Groups and Benchmarks

The Groups and Benchmarks module is a powerful tool that highlights buildings and meters that have abnormal cost, use, or demand. These buildings or meters often offer the greatest opportunity for cost reduction and energy savings.

Create a custom group

1. Create a new building or meter group.
2. Select or create a category.
3. Name the group.
4. Use filter to select automatic group members.



Custom Groups



Automatic

Group membership is automatically maintained by using group filters.





Manual Groups

Group members must be manually added or removed.

Exclude a Group Member

Occasionally, you may not be able to improve performance of a group member, click **Hide** to exclude the group member from benchmark calculations.

To reinclude the member, click the **Show** button at the bottom of the list under the **Meters** or **Buildings** tab.

HIDDEN FROM BENCHMARKS	
	Records Center and Archives [2224]
	Vehicle Storage [2271]

Use and Cost Reporting

Billing data displayed in the benchmark charts is determined by the selected benchmark.

Calendarization allocates utility bill use and cost to the appropriate calendar month by prorating the cost and use by day. This is required because most utility bill's start and end dates don't correspond to the exact calendar month or may vary in length.

Normalization is better for year-to-year comparisons of use because it removes weather variations. For meters that are not weather-sensitive, normalized data equals calendarized data.

Building Groups

- Cost/Area–Calendarized
- Use/Area–Normalized
- Demand/Area–Actual



- Cost/Day–Actual
- Use/Day–Normalized
- Demand/Day–Actual



Meter Groups

- Cost/Day–Actual
- Use/Day–Normalized

- Cost/Unit–Actual
- Use/Unit–Normalized

- Demand–Actual

Use	Area	High to Low	Filters
January 2021–November 2021 (Calendarized)			
Organic Farm		0.139 MMBtu/ft ²	
Communications Center		0.121 MMBtu/ft ²	

Cost	Area	High to Low	Filters
January 2021–November 2021 (Calendarized)			
Organic Farm		\$4.73/ft ²	
Communications Center		\$3.50/ft ²	

Custom Fields Overview

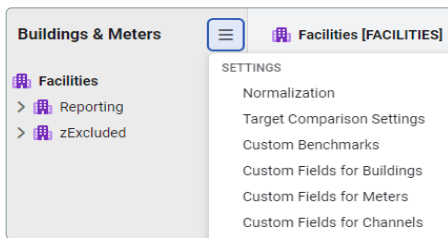
Do you need a report for meters or buildings but the group or attribute isn't available by default? Create your own groups based on your custom fields and use the new group in a filter in dashboards, reports, or bill lists.

Steps for creating and using a group

1. Create and populate custom fields.
2. Create a category or use an existing one. (A category helps organize your groups.)
3. Create groups using the custom fields you just created.
4. Add the building group or meter group filter to your report or dashboard.

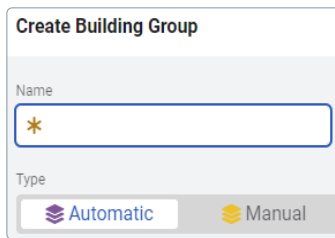
Module Menu

Use the module menu for each object to manage custom fields.

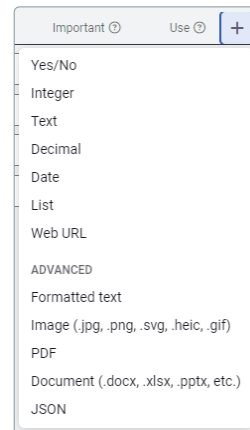


Create Groups and Filters

Use filters to create automatic groups. Automatic groups are preferred because EnergyCAP keeps the groups updated for you.

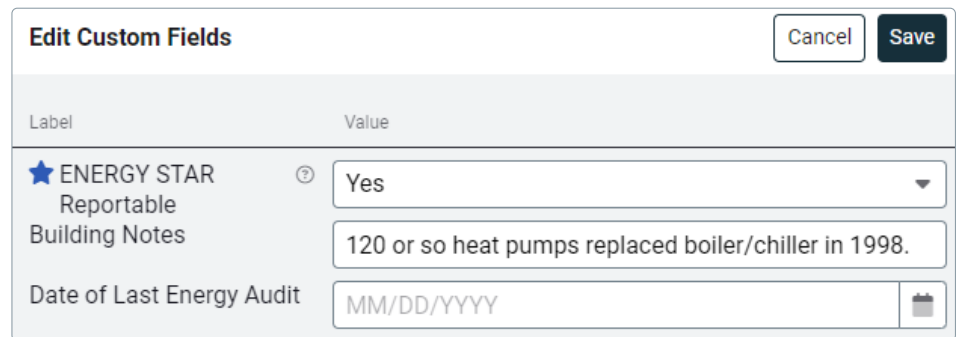


Types of Custom Fields



Assign and Manage Custom Fields

After custom fields are created, populate the values on the Properties tab of the object. Setup spreadsheets let you update most custom fields. Advanced custom fields, that let you store more complex information, can only be updated in the application.



Bulk Edits using Setup Spreadsheets

To edit standard custom fields, download an Update Spreadsheet.

Add, edit, and remove many custom fields with one file.

D	E	F	G	H	I	J
Place Name	ENERGY STAR Reportable	ENERGY STAR Reportable Update	Remove Value	Building Notes	Building Notes Update	Remove Value
	Yes/No	Yes/No	X removes value	255 Characters	255 Characters	X removes value
City Buildings						
Communication Towers						
EnergyCAP						
Facilities						

