

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 filters to select automatic group members.

Custom Groups



Automatic

- User created by adding custom field attributes
- 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.

\$7.01/ft ²	
\$6.74/ft ²	
\$3.88/ft ²	
\$3.53/ft ²	

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

Use	/	Area	High to Low	Filters
Last 12 Months (Normalized)				
One Parkway Building			0.094 MMBtu/ft ²	
City Hall			0.093 MMBtu/ft ²	

Cost	/	Area	High to Low	Filters
Last 12 Months (Calendarized)				
Criminal Justice Center (CJC)			\$1.60/ft ²	
One Parkway Building			\$1.32/ft ²	

Meter Groups

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

Custom Fields Overview

Custom fields are client created attributes available for EnergyCAP objects.

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.

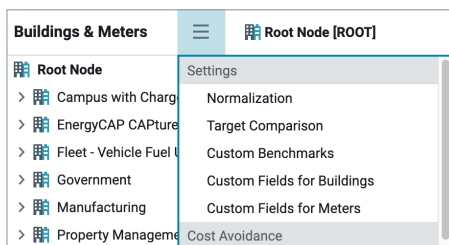
Steps for creating and using a group

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.

Edit Custom Fields for Buildings				Cancel	Save
Label	Data type	Used	+		
Review Quarterly	boolean (yes/no)	1 buildings			
LEED Certification Level	list (5 items)	57 buildings			

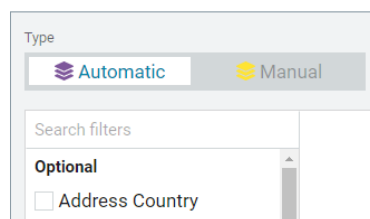
Module Menu

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

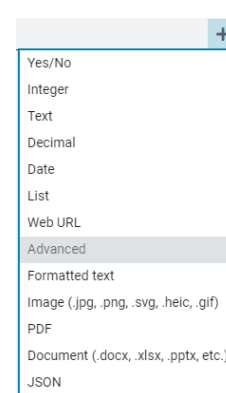


Create Groups and Filters

Use filters to create automatic groups. Automatic groups are preferred because they don't require user maintenance.

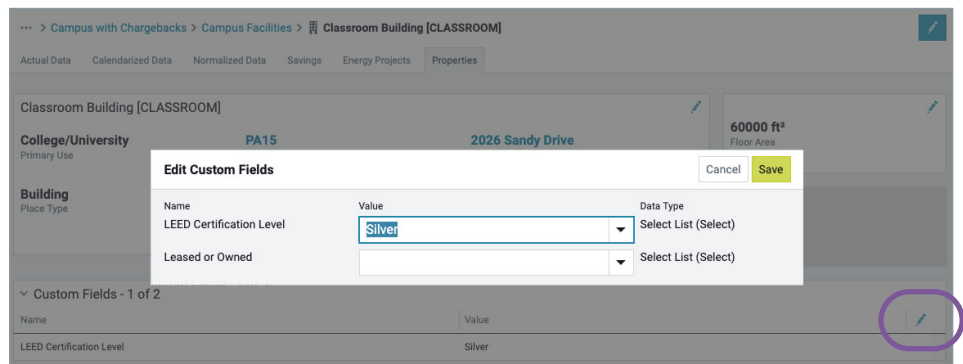


Types of Custom Fields



Assign and Manage Custom Fields

Once 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 hundreds of custom fields with one file.

Place Name	Is building leased?	Is building leased? Update	Remove Value
	Yes/No		
	Bit	Bit	X removes value
Building 1			
Building 2			
Building 3			

