



# Complex Help Guide

## Adding a Complex in EnergyCAP

### Description

A Complex is a group of buildings that share one or more meters but no meters are shared outside of that group. Complexes are created as part of an organizational hierarchy. The tree hierarchy includes nodes representing organization subdivisions (departments, agencies, business units, etc.), as well as individual buildings associated with each division.

### This topic will...

- Describe the process for adding a complex to the tree hierarchy.

## Adding a Complex

To build a Complex, begin here. A Complex is a group of buildings that share one or more meters but no meters are shared outside of that group. For EnergyCAP, a Complex will be treated like a building.

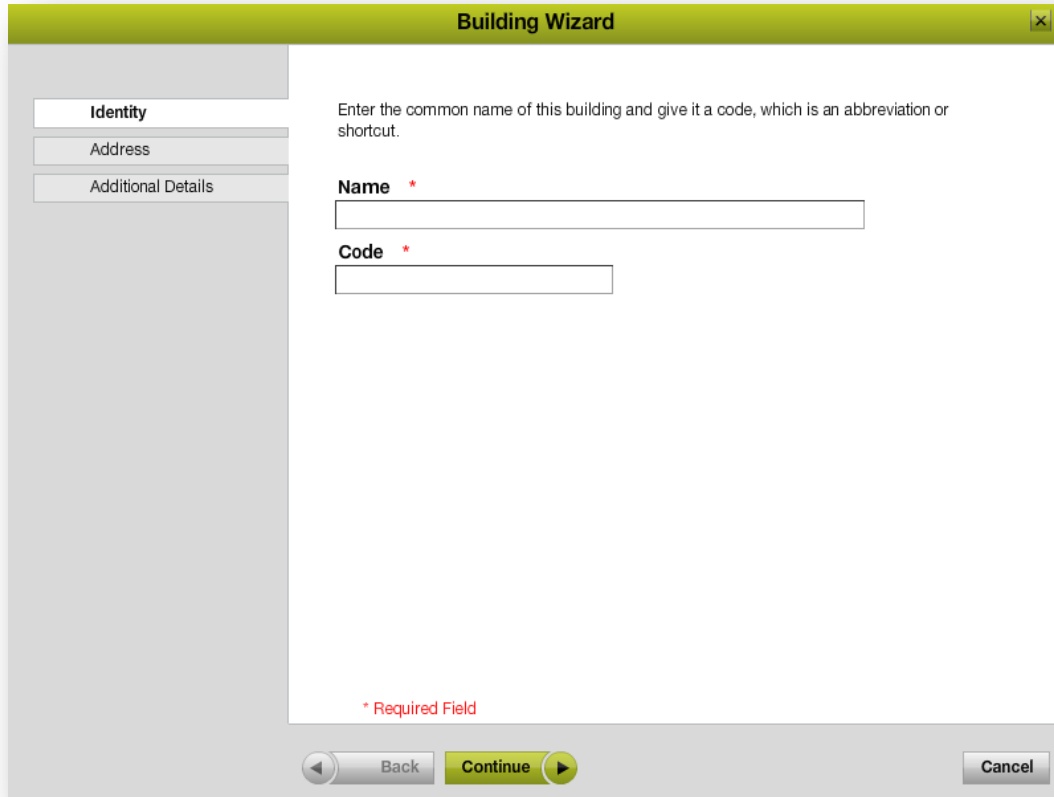
1. Select **Buildings & Meters** from the Main Menu. The Buildings navigation Tree View will be displayed on the left.
2. Click the **Add** button below the Tree View. Click the **Add Building** menu option.

The screenshot displays the EnergyCAP interface. On the left, a navigation tree under 'Buildings & Meters' shows a hierarchy: Demo > Academic > Administration > Athletics > Housing > Parking (selected) > Adam Street Garage > Booth Garage > Irving Garage > University Ave. Garage. The main content area is titled 'Fiscal Year Summary (FY ends in Jun of year shown)' and includes a search bar, tabs for 'Actual Data', 'Calendarized Data', 'Normalized Data', 'Savings', and 'Organization Properties'. Below these are sub-tabs for 'Summary', 'Commodity', 'Monthly', and 'Greenhouse Gas'. The 'Total Cost Summary' section features a bar chart with data for 2010 (~200,000), 2011 (~210,000), and 2012 (~90,000). The 'Daily Average Cost' section shows a table with 'N/A' for the current year and '\$508.00' for the previous year. A context menu is open at the bottom left, with 'Add Building' highlighted.

Year	Total Cost (\$)
2010	~200,000
2011	~210,000
2012	~90,000

Category	Value
Percentage Change from Previous Year To Current Year	N/A
Current Year: Feb 2012 - Jan 2013	\$
Previous Year: Feb 2011 - Jan 2012	\$508.00

3. From the Identity tab, complete all relevant fields and then click **Continue**.
  - a. Complete the required **Name** field and press the Tab key.
  - b. In the **Code** field, a code based on the name will be automatically created. This field can be edited if desired.



The screenshot shows a dialog box titled "Building Wizard" with a close button in the top right corner. On the left side, there is a vertical navigation pane with three tabs: "Identity" (which is selected and highlighted), "Address", and "Additional Details". The main area of the dialog contains the following text: "Enter the common name of this building and give it a code, which is an abbreviation or shortcut." Below this text are two input fields. The first field is labeled "Name" with a red asterisk indicating it is required. The second field is labeled "Code" with a red asterisk. At the bottom of the dialog, there are three buttons: "Back" (with a left arrow), "Continue" (with a right arrow), and "Cancel". A red asterisk with the text "\* Required Field" is located at the bottom center of the dialog.

**Name:** Name the Complex based on what's included in the building.

**Ex:** Kerr-Drummond Complex (Includes Kerr, Drummond and K-D Dining)

**Code:** agency#\_ AbbreviatedName

**Ex:** 0010\_KD

4. Complete desired address information in the fields provided. Then click **Continue**.

The screenshot shows a software window titled "Building Wizard" with a close button in the top right corner. On the left side, there is a vertical navigation pane with three buttons: "Identity", "Address" (which is highlighted), and "Additional Details". The main content area contains the following text and form fields:

Enter the address for this building. The ZIP/Postal Code is used for the US and Canada to automatically link this building with the most appropriate weather station.

**Country**  
 ▼

**Street Address**

**City**

**State/Province/Region**

**ZIP/Postal Code \***

\* Required Field

At the bottom of the window, there are three buttons: "Back" (with a left arrow), "Continue" (with a right arrow and highlighted in green), and "Cancel".

**Street Address:** Use the most central address or nearest equivalent.

**ZIP/Postal Code** is required.

5. From the Additional Details tab, complete all relevant fields and then click **Continue**. Radio options are:
- Select the building **Primary Use** from the drop-down list OR
  - Add a new Primary Use by clicking the **Add** button and following the prompts to define the new Primary Use.
  - Complete the **Floor Area** and **Area Unit of Measure** fields.

The screenshot shows a dialog box titled "Building Wizard" with a close button (X) in the top right corner. On the left side, there is a vertical navigation pane with three tabs: "Identity", "Address", and "Additional Details". The "Additional Details" tab is currently selected. The main area of the dialog contains three fields:

- Primary Use:** A text box containing "Select or Click + to Add" with a dropdown arrow and a "+" button to its right.
- Floor Area:** A text box containing the number "0" with a small up/down arrow to its right.
- Area Unit of Measure:** A dropdown menu currently showing "SqFt".

At the bottom left of the main area, there is a red asterisk followed by the text "\* Required Field". At the bottom of the dialog, there are three buttons: "Back" (with a left arrow), "Finish" (highlighted in green), and "Cancel".

The square footage for a Complex is the total square footage for all buildings included in the Complex.

Ex: 134,179 –Drummond  
134,179 –Kerr  
61,393 –K-D Dining  
**329,751 Kerr-Drummond Complex**

6. Click **Finish**. The **Building/Organization Wizard** will close and the new building will be added to the tree hierarchy.

**Rules & Restrictions**

- Multiple organizational levels can be created by adding organizations under other organizations. Organizations cannot be created below buildings.
- Buildings can only be created below organizations, not under other buildings.

**Additional Information**

- City and State will automatically be compared to the zip code entered. If the zip code does not match the city and state, an alternate address will be suggested.
- After the address is save the Organization or Building will automatically be connected to the appropriate weather station based on zip code.
- The Primary Use is referenced when creating auto-groups in Groups & Benchmarking. The primary use auto-group display data for all buildings of the same primary use.