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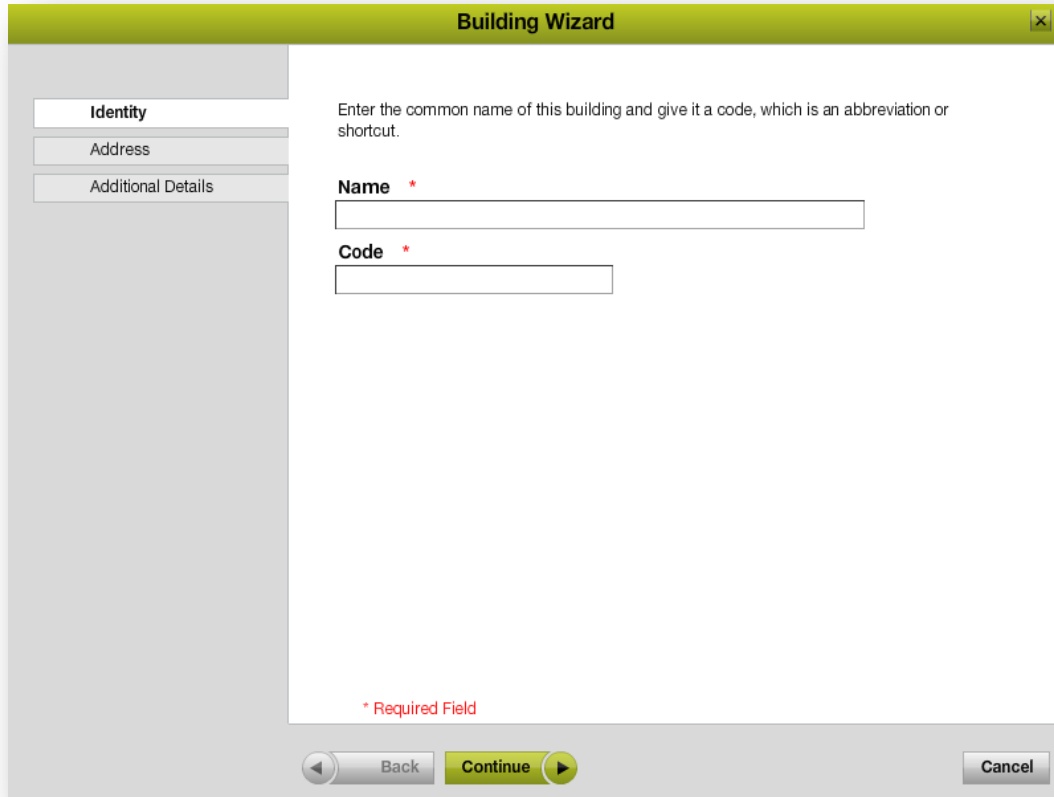
1. Select **Buildings & Meters** from the Main Menu. The Buildings navigation Tree View will be displayed on the left.
2. Click the **Add** button below the Tree View. Click the **Add Building** menu option.

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.

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**.

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 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.