



Portfolio Manager Meter Maintenance

After monthly consumption data has been uploaded to [Portfolio Manager](#) by Con Edison, a few tasks may be required within Portfolio Manager to ensure that the data is usable and included within Metrics.

Please note that meter maintenance within Energy Star Portfolio Manager, is not Con Edison's responsibility.

1. Monitor your meters within Energy Star portfolio Manager: If you have moved meter out of metrics, you will need to monitor them to ensure that consumption has not been uploaded to meters that are no longer being utilized for metrics. If Con Edison has uploaded consumption to a meter that is not included within metrics and the meter should be associated with the property, follow the steps to move meters into/out of metrics as needed. **Follow the instructions in Section 1 below.**
2. Ensure that there are no gaps or overlaps within consumption data: After meters are properly included within your metrics, there may be gaps and overlaps between the historical and aggregated meters. **Follow the instructions in Section 2 below.**

1. Including Meters in My Metrics

Within Energy Star Portfolio Manager (ESPM), on the Energy tab, you will find your Con Edison aggregated meters and consumption data. These meters may be located under the “Additional Meters – Not Used in Metrics” Section within the “Energy” Tab.

Meters located under the “Additional Meters – Not Used in Metrics” that are receiving consumption provided by Con Edison and should be part of the property will need to be recategorized to allow these meters to be used to Compute Metrics. Please follow these steps:

Step 1: Recategorize these meters manually by clicking on the “Change Meter Selections” link within the “Additional Meters – Not Used in Metrics” Section.

The screenshot shows the Energy Star Portfolio Manager interface for ABC Company. The 'Energy' tab is selected and highlighted with a red box. The 'Meters - Used to Compute Metrics (0)' section is also highlighted with a red box and contains a message: 'No meters selected for performance metrics. You have not selected any meters to be included in your energy metric calculations. Learn more about choosing meters to be included in your metrics. What to do: Tell us which meters to include in your performance metrics.' The 'Additional Meters - Not Used in Metrics (1)' section is highlighted with a red box and contains a table with one meter entry. A red box highlights the 'Change Meter Selections' link above the table. The table has columns for Name Meter ID, Energy Type, Most Recent Bill Date, and In Use? (Inactive Date). The meter entry is 'CLEVELAND STRE 334/E/9 36955311', Electric - Grid, 12/14/2016, and Yes. There is also a 'Download Annual Totals by Meter' link at the bottom right of the table.

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
CLEVELAND STRE 334/E/9 36955311	Electric - Grid	12/14/2016	Yes

Step 2: After selecting “Change Meter Selections”, select the meters that you want included within your metrics, along with selecting whether those meters account for all the property’s energy. Most property managers will check the boxes for all meters and select the option stating that these meters account for the total energy consumption for the building.

Step 3: Click “Apply Selections”.

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Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for **ABC Company** so that we can provide you with the most accurate metrics possible.

Summary

0

Please select at least one meter and tell us what it represents.

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

Name	Meter ID	Type
<input type="checkbox"/>	CLEVELAND STRE 334/E/S 36955311	Electric - Grid

Total of 0 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for **ABC Company** (a single building).
- These meter(s) do not account for the total energy consumption for **ABC Company** (a single building).

Apply Selections [Cancel](#)

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Your meter(s) are now included in your metrics.

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Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

ABC Company
4 Irving Place, New York, NY 10003 | [Map It](#)
Portfolio Manager Property ID: 6178832
Year Built: 2000
[Edit](#)

Not eligible to apply for ENERGY STAR certification

Weather-Normalized Source EUI (kBtu/ft²)

Current EUI: 17.7
(74.7% better than median.)

Baseline EUI: 15.5
(77.5% better than median.)

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

1 Energy Meters Total

1 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date
Nov 30, 2016

[Enter Your Bills](#)

Four Ways to Enter Bill Data

- Manually
- Use our [simple spreadsheet](#) (one meter) to upload or Copy/Paste
- Use our [complex spreadsheet](#) (multiple meters + multiple properties)
- [Find an authorization](#) to electronically enter your data into Portfolio Manager

Your Property is: [Edit](#)

- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

Energy Use by Calendar Month

Export Data by Calendar Month

Meters - Used to Compute Metrics (1)

[Change Meter Selections](#) | [Add A Meter](#)

[View as a Dropdown](#)

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<input checked="" type="checkbox"/>	CLEVELAND STRE 334/S/S 36955311	Electric - Grid	12/14/2016	Yes

[Download Annual Totals by Meter](#)

2. Handling Historical and Aggregated Meters

The meters generated by the Con Edison Building Energy Usage Portal are aggregated meters that reflect total consumption across multiple accounts, which allows reporting for whole-building consumption data. It is assumed that the customer's existing Portfolio Manager Account may contain existing/historical meters that are not the same as the newly generated aggregate meters. It is imperative to ensure that the transition from the historical meter to Con Edison's aggregate meter is captured cleanly in Portfolio Manager and that there are no instances of meter data gaps or instances of duplicate consumption being created.

To ensure that the transition is handled smoothly, within Energy Star Portfolio Manager, under the "Energy" Tab, find the date the aggregated meter became active. This can be found under "Basic Meter Information". This date will be used to inactivate the existing/historical meter(s).

Step 1: Start by going to the "Energy" tab and clicking on the name of the aggregated meter that you are needing to move to inactive. Click on the caret next to the Basic Meter Information header to display the following.

The screenshot shows the 'Manage Bills (Meter Entries) for ABC Company' page in Energy Star Portfolio Manager. The 'Basic Meter Information' section is expanded, showing details for meter 'CLEVELAND STRE 334/E/9'. The 'Date Meter became Active' field is highlighted with a red box and contains the date 12/15/2014. A 'Save Changes' button is located at the bottom right of the form.

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Updated
12/15/2015	1/14/2016	12.960						12/22/2017 Con Edison

In this example, the aggregated meter became active on Dec 15, 2014. This will be the inactive date for any existing/historical meter(s) on the account.

Note: deleting consumption data is permissible, but you will want to verify that there is no active aggregated consumption that is being sent to these meters prior to deletion, and that the meters are not set up to receive aggregated consumption for any reason in the future.

Step 2: For the existing/historical meter(s), uncheck the “Still In Use” checkbox and add the active date from the aggregated meter as the inactive date for the historical meter(s). This will establish continuity between historical and aggregated meters.

Step 3: Click “Save Changes”.

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Manage Bills (Meter Entries) for [ABC Company](#)

Meter Selection: Historical Electric Grid Meter - 380...

Basic Meter Information

Name: ✖ Delete Meter

Meter ID: 38016141

Type: Electric - Grid [Need to change?](#)

Units:

Date Meter became Active: Still In Use

Date Meter became Inactive:

Save Changes

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Updated
<input type="checkbox"/>	11/1/2014	12/15/2014	20,000		<input type="checkbox"/>	<input type="checkbox"/>			1/19/2018 ConedSplitTest1

Step 4: Once this is completed, please review the data for any gaps or double-counting and make appropriate changes as required.