

## **Data Quality Checker Not Run**

Your benchmarking report submission prompted a data quality check because you did not run the Data Quality Checker in ENERGY STAR Portfolio Manager before submitting your benchmarking report. For information on the Data Quality Checker, visit: <u>What is the Data Quality Checker</u>.

## To use the Data Quality Checker, please follow the steps below:

1. Log in to your <u>ENERGY STAR</u> <u>Portfolio Manager account</u> and select the profile for your building.



2. In the "Summary" tab, scroll down and find the "Data Quality Checker" box, then select the "Check for Possible Errors" button.

## **Data Quality Checker**

Run a check for any 12-month time period to see if there are any possible errors found with your data.



**3.** In the "Select Timeframe & Run Checker" box, set the timeframe for 'Dec 31' and 'the reporting year', and click 'Run Checker'. This will identify red stop sign errors in the report and suggest corrections.

## Data Quality Checker for 001 Testing Site



NOTE: Yellow hazard error warnings regarding missing waste and water can be ignored.

If you need additional assistance on steps 1–3, visit <u>Portfolio Manager 201: Editing Property Details, Data Quality Checker,</u> <u>and Sharing Property Data 2023.</u> If not, please move to step 4.

- **4.** After reviewing and correcting error messages, you will need to resubmit your data to CEC.
- **5.** To resubmit, please select the appropriate reporting link below:
  - Use this link to report 2024 energy use data.
  - Use this link to report 2024 energy use data and optional water use data.

**NOTE:** You must still be logged into your account to access the links.

- **6.** Follow the instructions on the page to resubmit your data to the CEC.
- 7. You will receive a receipt email immediately following your submission and a confirmation email the next morning.