

# U.S. DEPARTMENT OF ENERGY SUSTAINABILITY DASHBOARD QUICK START GUIDE

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This guide provides a basic introduction to the core functionality of the DOE Sustainability Dashboard (Dashboard) which may be accessed following location: <https://doegrit.energy.gov/SustainabilityDashboard>. It covers user roles and responsibilities, the mechanics of entering sustainability data, and the process for viewing DOE sustainability performance.

Please reference the comprehensive [DOE Sustainability Dashboard User Guide](#) for details on data categories, available filters, and reporting capabilities.

## Introduction

The U.S. Department of Energy (DOE) is required to meet sustainability goals mandated by statute and related Executive Orders (E.O.), including goals for greenhouse gas (GHG) emissions, energy and water use, fleet petroleum use, green buildings, and renewable energy. Each year, DOE tracks performance and reports progress towards these goals by providing the annual Greenhouse Gas Inventory, Annual Energy Report, Strategic Sustainability Performance Plan (SSPP), and related reports to the Office of Management and Budget (OMB), the White House Council for Environmental Quality (CEQ), and Congress.

Since 2009, the Sustainability Performance Office (SPO) has utilized the Consolidated Energy Data Report (CEDR) in Microsoft Excel to collect DOE site-level sustainability data and consolidate these data sets on behalf of the Department. In October 2014, the SPO launched the web-based DOE Sustainability Dashboard (Dashboard) to serve the same functions as the CEDR and add analysis capabilities for DOE sustainability data reporting. The Dashboard maintains historical data sets for each DOE site and national laboratory and collects current year data, consistent with processes established for the previous years' reporting cycles. The Dashboard also features analytics to provide DOE sustainability personnel with tools for managing sustainability at their site or within their program.

At this time, the Dashboard does not include all required DOE sustainability data categories that are required. SPO is planning to supplement the Dashboard with all of the required data categories for Fiscal Year (FY) 2015 sustainability reporting.

As such, DOE sites are presented with two options for reporting FY 2014 sustainability data:

- 1) CEDR Approach: Complete all CEDR tabs using instructions outlined in the [CEDR Technical Support Document](#). This approach is consistent with the prior years' reporting processes.
- 2) Hybrid Approach: Complete all data entry categories available in the Dashboard and the following tabs in the CEDR:
  - 2.1 Funds, Metering, Training
  - 3.3a Conservation and Renewable Energy Measures
  - 3.4 Building Inventory Changes
  - 4.1 Source Energy Savings
  - 5.1 Data Centers
  - 11 Covered Facilities

For detailed instructions on the FY 2014 reporting process, please reference the [CEDR Technical Support Document](#) and the [Guidance for FY 2015 DOE Site Sustainability Plans \(SSP\)](#).

Additional features in the Dashboard will be added on an ongoing basis. Revisions to this guide will be published as necessary. A list of Frequently Asked Questions (FAQ) will also be developed.

For more information on the Dashboard or the DOE sustainability reporting process, please contact the Sustainability Performance Office at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

## 1. Home Page

The Dashboard **Home Page** is divided into five sections: Top Navigation Bar, Quick Start Links, Notification Center, Important Dates, and Resources.

**DOE Sustainability Dashboard**  
Managed by DOE's Sustainability Performance Office

Welcome | Sunday, October 19, 2014

**2 QUICK-START LINKS** What would you like to do?

- Enter Data
- Review Flagged Data
- Create a Report
- View Dashboard
- View Completion Status
- Manage Profile

**3 Notification Center**

**Message to Users**

The DOE Sustainability Dashboard is now open for reporting and analysis. A User Guide is available in the Help section to assist with requesting an account and navigating the site. To log-in or request an account to the Dashboard, click "Log in" or "Register" in the upper right-hand corner of the screen.

The Sustainability Performance Office (SPO) will be hosting webinars to demo the Dashboard and assist with the annual sustainability reporting process. For a schedule of events, visit: <http://energy.gov/eere/spo/calendars/spo-calendar>.

Please contact the SPO for assistance.

DOE Sustainability Performance Office  
[sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov)

**4 IMPORTANT DATES**

- 11/07/2014 - FIMS closes for Data Entry
- 11/20/2014 - FAST closes for Data Entry
- 11/26/2014 - DOEGRIT Snapshot
- 12/08/2014 - All sustainability data due to SPO (Dashboard and/or CEDR)

**5 RESOURCES**

- Dashboard User Guide
- 2015 SSP Guidance
- CEDR Technical Support Document

### 1. Top Navigation Bar

The Top Navigation Bar (in blue) allows the user to navigate through the Dashboard and is described below:

- **Home Page** is represented by an icon that resembles a house and results in a return to the Home Page.
- **Reports Menu** presents options to view site- and program-level sustainability performance through the Dashboard Module and Performance Graphs Module. Users may also export data from the system through Create a Report.
- **Data Menu** provides the ability to Enter Data and review sustainability reporting Completion Status.
- **Administration Menu** allows the user to edit their profile and change their password. Site Managers are permitted to edit their site profile.
- **Help Menu** provides useful resources, including reporting guidance, templates, and user guides.

## 2. Quick Start Links

The Quick Start Links provide easy access to key system functions. Site Users may also access the same pages using alternate navigation methods as referenced in the table below.

Quick Start Icon	Description	Navigation Alternative
	Opens the <b>Data Entry Home</b> page. Refer to <i>Chapter 4 Data Entry Module</i> for more information.	From the <b>Data Menu</b> , select <i>Enter Data</i> .
	Opens the <b>QA/QC Module</b> . Refer to <i>Section 4.2 QA/QC Module</i> for more information.	From the <b>Data Entry Module</b> , select the “View Full QA/QC” button.
	Opens the <b>Create a Report</b> page. Refer to <i>Section 5.3 Create a Report</i> for more information.	From the <b>Reports Menu</b> , select <i>Create a Report</i> .
	Opens the <b>Dashboard Module</b> . Refer to <i>Section 5.1 Dashboard Module</i>	From the <b>Reports Menu</b> , select <i>Dashboard</i> .
	Allows user to view their reporting completion status. Refer to <i>Section 3.2 Completion Status</i> .	From the <b>Data Menu</b> , select <i>Completion Status</i> .
	Brings up the <b>Edit User</b> page. Refer to <i>Section 2.3 User Profile</i> .	From the <b>Administration Menu</b> , select <i>User Profile</i> .

## 3. Notification Center

This section provides the user with important notifications, including system settings and system maintenance. Future development of this section will include user-specific messages, such as required actions (e.g., data entry, approval, etc.).

## 4. Important Dates

The section communicates important dates, including reporting schedules and deadlines for submitting data.

## 5. Resources

This section includes links to important documents such as the *DOE Sustainability Dashboard User Guide* and the *Guidance for DOE Site Sustainability Plans*.

## 2. Administration

### 2.1. Create an Account

Follow these steps to create an account:

1. Enter the address of the DOE Sustainability Dashboard, <https://doegrit.energy.gov/SustainabilityDashboard/>
2. Select *Register* in the upper right-hand corner of the Home Screen.
3. Complete the required fields (“First Name,” “Last Name,” “Email,” “Phone Number,” and “Site(s)”), and self-identify “Employment Type,” “Role,” and “Program Office.” Information on user roles may be found in *Section 2.2 User Roles and Privileges*.
4. Click “Submit Request” at the bottom of the screen (highlighted in red below).
5. Upon account approval, you will receive a confirmation email with a temporary password. Site administrators will work quickly to approve your account. If you do not receive an email confirming your request within one day of submission, please contact [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov) for assistance.

### Request a New Account

Use the form below to create a new account request.

First Name is required.  
Last Name is required.  
E-mail is required.  
Phone is required.  
DOE Site is required.

Account Information

First Name:  \*

Last Name:  \*

E-mail:  \*

Phone:  \* Ext:

Address:

Address 2:

City:  State:

Zip Code:

Employment Type?:  Federal  Contractor

Role:  Site User  Manager  Site Office  HQ Program

DOE Program Office:   
National Nuclear Security Administration  
Naval Reactors  
Office of Civilian Radioactive Waste Management  
Office of Energy Efficiency and Renewable Energy  
Office of Environment, Health, Safety and Security  
Office of Environmental Management  
Office of Fossil Energy  
Office of Legacy Management  
Office of Management

DOE Site(s):   
Ames Laboratory  
Argonne National Laboratory  
Bettis Atomic Power Laboratory - PA  
Bonneville Power Administration  
Brookhaven National Laboratory  
East Tennessee Technology Park  
Environmental Management Consolidated Business  
Federal Energy Regulatory Commission  
Fermi National Accelerator Laboratory

Primary Responsibility:  Facility Energy Management  Fugitives & Refrigerants  Procurement  
 Water Management  Travel & Commute  Other  
 Fleet Management  Data Centers & Electronics

Message For Administrator:

**Submit Request**

## 2.2. User Roles and Privileges

The table below summarizes the user roles, access rights, and privileges for each level of access to the Dashboard. Data sets will be protected according to user roles and program/site affiliation.

User Role	Description	Access Rights	Privileges
Site User	Site level personnel with sustainability data reporting responsibilities. May be involved with one or many data categories (e.g., a site may have multiple Site Users, with separate responsibilities for energy, water, waste, etc.).	Read/write to assigned site(s).	Ability to enter data for their assigned site and submit to Site Manager for review.  After submission, the Site User is locked out from editing data sets further. The Site Manager/Site Office/ Headquarters (HQ) Program must reject data set to allow Site User or Site Manager to modify data.
Site Manager	Site level personnel who oversee sustainability reporting for their site. Site manager reviews (approves/rejects) data sets submitted by Site Users and subsequently submits data sets for Site Office review. The Site Manager may also have sustainability data reporting responsibilities. Site Managers may be contractors or Federal employees.	Read/write access to assigned site(s).	Ability to review (approve/reject/edit) data sets submitted by Site Users. Ability to submit data sets for Site Office review.
Site Office	Entity responsible for approving data sets prior to submission to HQ. Site Office Users are typically Federal employees.	Read access of assigned site(s).	Ability to review (approve/reject) data sets submitted by Site Managers.
HQ Program	HQ program personnel with responsibilities of overseeing and managing sustainability activities. HQ Program personnel are typically Federal employees.	Read access to respective sites. Administrative access to update user and site profiles.	Ability to review (approve/reject) data sets.

## 2.3. User Profile

User profiles contain basic information for each Dashboard user, including name, email address, phone number, physical address, employment type, role, sites, and DOE Program Office. This information is collected and stored when accounts are created and may be modified as needed.

### Edit User

Name	<input type="text" value="DOE Site User"/>
Email	<input type="text" value="doesite@doe.gov"/>
Username	<input type="text" value="doesite@doe.gov"/>
Phone	<input type="text" value="555-555-5555"/> Ext <input type="text"/>
Address	<input type="text" value="123 Technology Drive"/>
Address 2	<input type="text"/>
City	<input type="text" value="Washington"/> State <input type="text" value="District of Columbia"/> Zip <input type="text"/>
Employment Type	<input type="radio"/> Federal <input checked="" type="radio"/> Contractor <input type="button" value="Request Employment Change"/>
Role	<input type="checkbox"/> Admin <input type="checkbox"/> HQ Program <input type="checkbox"/> Manager <input type="checkbox"/> Site Office <input checked="" type="checkbox"/> Site User <input type="button" value="Request Role Change"/>
	<input type="text" value="Federal Energy Regulatory Commission"/> <input type="text" value="National Nuclear Security Administration"/> <input type="text" value="Naval Reactors"/> <input type="text" value="Office of Civilian Radioactive Waste Management"/> <input type="text" value="Office of Energy Efficiency and Renewable Energy"/> <input type="text" value="Office of Environmental Management"/> <input type="text" value="Office of Fossil Energy"/> <input type="text" value="Office of Legacy Management"/> <input type="text" value="Office of Management"/> <input type="button" value="Request Program Office Change"/>
DOE Program Office	
DOE Sites:	<input type="button" value="Request DOE Sites Change"/>
<b>Available</b>	<b>Assigned</b>
<input type="text" value="Albuquerque Complex"/> <input type="text" value="Ames Laboratory"/> <input type="text" value="Argonne National Laboratory"/> <input type="text" value="Bettis Atomic Power Laboratory - PA"/> <input type="text" value="Bonneville Power Administration"/> <input type="text" value="Brookhaven National Laboratory"/> <input type="text" value="East Tennessee Technology Park"/> <input type="text" value="Environmental Management Consolidated Busi"/> <input type="text" value="Federal Energy Regulatory Commission"/> <input type="text" value="Fermi National Accelerator Laboratory"/>	<input type="text" value="National Renewable Energy Laboratory"/>
<input type="button" value="Add -&gt;"/> <input type="button" value="- Remove"/>	
<b>Primary Responsibility</b>	
<input checked="" type="checkbox"/> Facility Energy Management <input checked="" type="checkbox"/> Fugitives & Refrigerants <input checked="" type="checkbox"/> Procurement	
<input checked="" type="checkbox"/> Water Management <input checked="" type="checkbox"/> Travel & Commute <input type="checkbox"/> Other	
<input checked="" type="checkbox"/> Fleet Management <input checked="" type="checkbox"/> Data Centers & Electronics	
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

Please refer to *Section 3.2 User Profile* in the [DOE Sustainability Dashboard User Guide](#) for additional instructions for editing the user profile.

### 3. Data Menu Overview

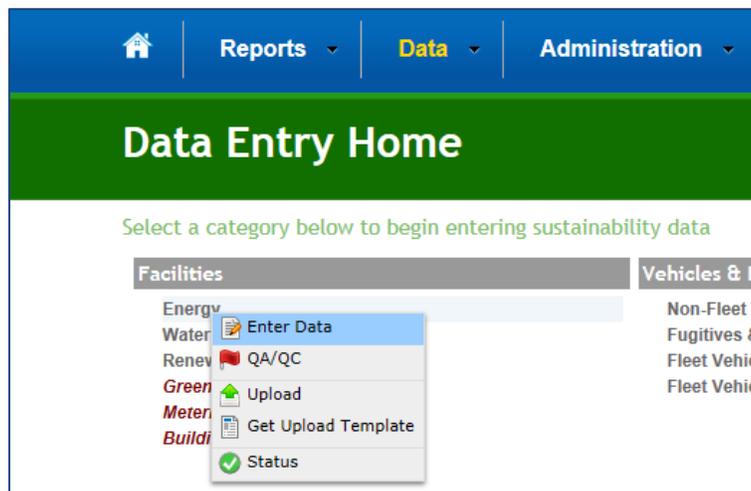
The following chapter covers the processes for entering sustainability data and tracking completion status. The Dashboard mirrors the data categories and processes for data collection established through the CEDR.

For a description of reporting requirements, refer to the *Introduction Section* of this document, the [Guidance for FY 2015 DOE Site Sustainability Plans](#), or the [CEDR Technical Support Document](#).

#### 3.1. Enter Data

To access the **Data Entry Module**, follow the steps outlined below:

1. Click on the **Data Menu** in the top navigation bar, and choose *Enter Data*.
2. Select a site from the drop-down menu on the upper right hand side of the screen.
3. Rolling your cursor over a data category presents the following options, as presented in the right side menu displayed below:



- *Enter Data* – Enter sustainability data through the **Data Entry Module**. Refer to *Section 4.1 Enter Data*.
- *QA/QC* – Review sustainability data to view data variances, identify errors and anomalies, and prepare change requests for historical data sets. Refer to *Section 4.2 QA/QC Module*.
- *Upload* – Upload sustainability data through file upload (Microsoft Excel file). Refer to *Section 4.4 Upload via Upload template*.
- *Get Upload Template* – Download template for file upload (Microsoft Excel file). Refer to *Section 4.3 Get Upload Template*.
- *Status* – View completion status for current year sustainability reporting. Refer to *Section 3.2 Completion Status*.

Note: If the data category is inadvertently clicked before the right side menu appears, the user is directed to the **Data Entry Module**.

## 3.2. Completion Status

The **Completion Status** page allows users to view the completion and approval status for each sustainability data category. There are three ways to navigate to the **Completion Status** page: 1) from the **Data Menu**, choose *Completion Status*; 2) from the **Data Entry Home** page, hover over a data category and select *Status* from the right side menu; and 3) from the **Home Page**, select the *View Completion Status* Quick-Start Link.

On the **Completion Status** page, users must first select a “Site” as shown below. Users may scroll through the “Site” drop down menu and view their assigned sites.

Category	Input Status	Manager Review	Site Office Review	DOE HQ - PSO Review	DOE HQ - Admin Review
<b>Facilities</b>					
Energy	Submitted 10/15/2014	In Progress			
Water	Submitted 10/14/2014	Approved 10/20/2014	In Progress		
<b>Renewables</b>					
(Disabled)					
(Disabled)					
NewBuildings (Disabled)					
<b>Vehicles &amp; Equipment</b>					
NonFleetVehiclesEquipmentFuel	Submitted 10/13/2014	Rejected 10/16/2014			
FugitivesRefrigerants	Not Started				
FleetVehiclesFuel	N/A	N/A	N/A	N/A	N/A
FleetAcquisition	N/A	N/A	N/A	N/A	N/A
<b>Travel &amp; Commute</b>					
AirTravel	Not Started				
GroundTravel	Submitted 10/09/2014	In Progress			
Commute	Not Started				
CommuterSurvey (Disabled)					
<b>Waste</b>					

Users may click or roll over a data category to be directed to the **Data Entry Module** or **QA/QC Module** for that data category.

Please refer to *Section 4.2 Completion Status* in the [DOE Sustainability Dashboard User Guide](#) for an explanation of the status fields for the data collection and approval processes.

## 4. Data Entry Module

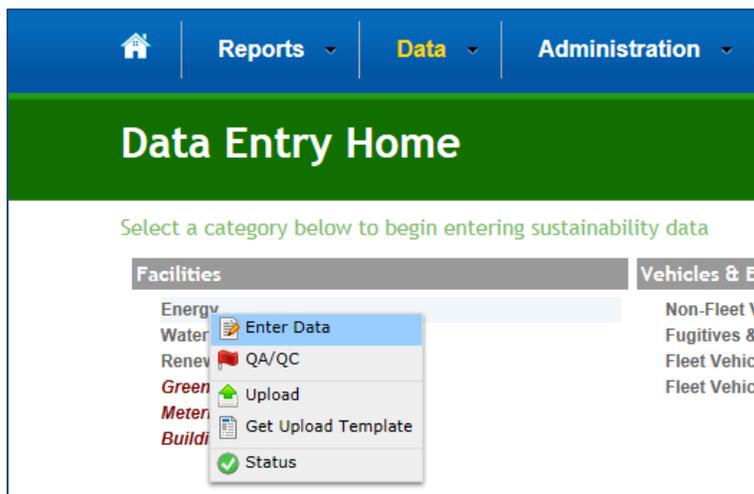
The **Data Entry Module** allows users to enter data for each data category through a series of entry fields and drop-down menus. As current year data is saved to the Dashboard, a review table is generated on the right hand panel to confirm successful data entry. When data entry is complete, Site Users submit complete data sets for Site Manager approval.

In the examples below, the Energy data category within the Facilities data set is used to demonstrate the process of data entry. While the general process for the other data categories is identical, users should be aware that variations exist in the fields for each data category. For instructions on entering data in a specific category, please refer to *Chapter 6 Detailed Description of Data Categories* in the [DOE Sustainability Dashboard User Guide](#).

### 4.1. Enter Data

This section outlines the steps for entering data through the **Data Entry Module**.

1. From the **Data Entry Home** page, roll over a data category and a side menu will appear. Select *Enter Data*.



2. If you have not already selected a "Site" to edit, you will be prompted to select one before the **Data Entry Module** appears.

- The **Data Entry Module** is displayed below for the Energy data category. Enter site data in the provided data entry fields. Select “Save Energy Consumption and Cost Data” to save progress to the Dashboard (highlighted in red at the bottom of the screen). Also, you may navigate between data categories using the left hand column (highlighted in red).

**Data Entry Module** Site:

**Facilities Energy Consumption and Cost**

Site: Albuquerque Complex

PSO: NNSA

Site #: 102

Main Site Zip Code: 87118

Category: -- Choose One --

Square Feet:

Subcategory: -- Choose a Category --

Purchased or On-Site Generated Non-Renewable: Purchased

Fuel/Material: -- Choose a Category --

Data Entry Period Type:
   
 Fiscal Year by Quarter
   
 Fiscal Year by Month

Fiscal Year: 2014

Usage Unit: Choose a Category first

Q1 (October - December) Amount:	<input type="text" value="0"/>	Q1 Cost (1,000 \$):	<input type="text" value="0"/>
Q2 (January - March) Amount:	<input type="text" value="0"/>	Q2 Cost (1,000 \$):	<input type="text" value="0"/>
Q3 (April - June) Amount:	<input type="text" value="0"/>	Q3 Cost (1,000 \$):	<input type="text" value="0"/>
Q4 (July - September) Amount:	<input type="text" value="0"/>	Q4 Cost (1,000 \$):	<input type="text" value="0"/>

Billing Reference (Optional):

Additional Information (Optional):

**Save Energy Consumption and Cost Data**

- As data is saved to the Dashboard, a review table is generated on the right hand panel. The Dashboard arranges data in alphabetical order according to Subcategory. An example where the user has entered data follows (highlighted in red).

		Has Comments	Subcategory	Category	Purchased/Fuel/Units	Usage	Cost	GHG	
Select Delete	<input type="checkbox"/>		Electricity	Target Goal Subject Buildings	On-Site Generated Non-Renewable Grid Megawatt Hour (MWh)	Q1	5,555.00	\$0.00	1,888.04
						Q2	0.00	\$0.00	0.00
						Q3	0.00	\$0.00	0.00
						Q4	0.00	\$0.00	0.00
						Total	5,555.00	\$0.00	1,888.04
Select Delete	<input checked="" type="checkbox"/>		Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased 1,000 Gallons	Q1	4,557.00	\$830.00	19,952.55
						Q2	3,000.00	\$678.00	13,135.32
						Q3	0.00	\$0.00	0.00
						Q4	4,700.00	\$900.00	20,578.67
						Total	12,257.00	\$2,408.00	53,666.54
Select Delete	<input type="checkbox"/>		Steam	Target Excluded Buildings	On-Site Generated Non-Renewable Natural Gas 1,000 Cubic Feet (Mcf)	Q1	23.00	\$3.00	-0.02
						Q2	34.00	\$4.00	-0.03
						Q3	47.00	\$4.00	-0.05
						Q4	50.00	\$5.00	-0.05
						Total	154.00	\$18.00	-0.15

- After current year data is entered, data may be saved again by selecting “Save Energy Consumption and Cost Data.” Once all data has been entered and verified by the site, Site Users may submit completed data sets for Site Manager approval by selecting the “Complete Energy Consumption and Cost” button (see button highlighted in red).

**Save Energy Consumption and Cost Data**

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By clicking this button you will no longer be able to add/edit anything from this category, and this data will be marked to go to a higher level for review.

**Complete Energy Consumption and Cost**

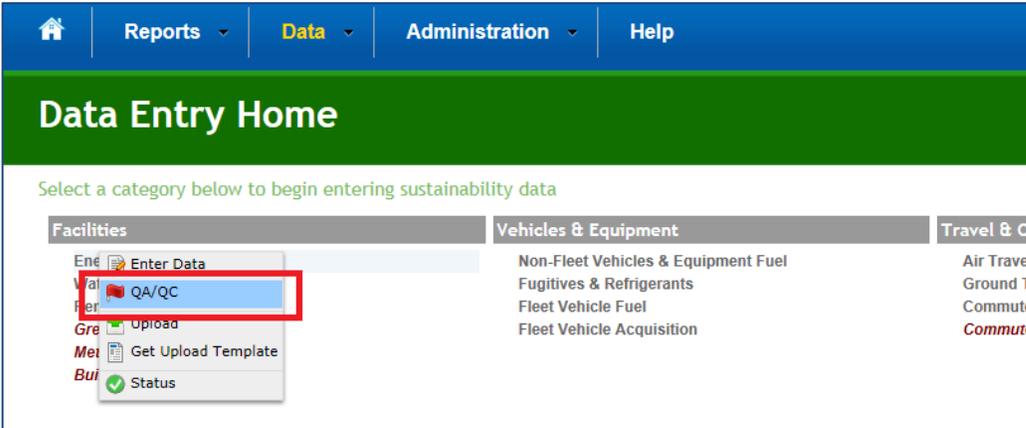
- After selecting the “Complete Energy Consumption and Cost” button a confirmation message is presented (see below).

Are you sure you want to complete this section?

Note that by clicking *OK* you will be prevented from further modifying this data category. A pop-up message will appear stating that if a Site User wishes to modify the data they should contact their Site Manager. Once the Site User’s manager rejects the data set, the user may edit the data in the Dashboard.

## 4.2. QA/QC Module

To utilize the **QA/QC Module** for a specific reporting category, navigate to the **Data Entry Home** page, and hover over the desired data category until the right side menu appears (see image below). Once available, select the **QA/QC** option and you will be directed to the **QA/QC Module** for that category.



The five parts of the **QA/QC Module** are depicted on the image below and are described on the next page.

The screenshot shows the 'DOE Sustainability Dashboard' managed by the DOE's Sustainability Performance Office. The navigation bar includes 'Reports', 'Data', 'Administration', and 'Help'. The main header is 'QA / QC Module'. A 'Site' dropdown is set to 'DOE Site'. A 'Change Threshold Percentage Value' is set to 50%. A line graph titled 'Energy' shows MTCO2e from 2005 to 2014. A table below the graph shows data for various categories from 2005 to 2015. Five red callouts (1-5) point to specific elements: 1. Site dropdown, 2. Hide QA/QC button, 3. Change Threshold Percentage Value, 4. Energy line graph, and 5. Facilities sidebar menu.

Category	Subcategory	Fuel	Units	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Target Excluded Buildings	Electricity	Grid	MTCO2e		No Data	No Data	2,561.96943	2,702.96704	3,291.78106	2,337.98016	2,194.45092	2,005.28111	No Data	No Data
Target Excluded Buildings	Natural Gas		MTCO2e		No Data	No Data	0	0	0	0	0	0	No Data	No Data
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	13937.88213 923.257	14,259.0922	15,063.10154	15,835.51187	15,348.3862	15,803.82617	17,290.3865	17,405.00598	17,556.31348	4321	No Data
Target Goal Subject Buildings	Natural Gas		MTCO2e	2643.55411 341.644	2,980.83176	3,420.95128	3,495.47753	3,196.22681	3,681.62948	3,361.75583	3,902.15298	3,806.07631	No Data	No Data
<b>Total</b>					17,239.92396	18,484.05282	21,892.95683	21,247.58005	22,777.23671	22,990.12249	23,591.60958	23,367.6709	4321	0

1. Site Selection Drop-Down Menu: This field provides a drop-down menu for selecting a site. The available options on this menu are directly related to the site access privileges you have been granted. There may be one or more sites, depending on your credentials.
2. Hide QA/QC Button: This button toggles between the **QA/QC Module** and the associated **Data Entry Module** for that same category. Clicking this button on the **QA/QC Module** will take the user to the **Data Entry Home** page, which will have a similar button in the same location that allows the user to switch back to the **QA/QC Module**.
3. Filters: This area contains a series of drop-down menus that allow the user to refine the data being displayed in the graphs and data table.
4. Graphical Display Area and Associated Data Table: As defined by the selection of the filters, a graph appears and the associated data table.
5. Data Categories: Along the left-hand column of the screen is a list of all data categories. This list allows the user to navigate between data categories.

### Filters

The **QA/QC Module** provides filters for each data category. The options selected for the filters will have downstream effects on subsequent filters. Therefore, there are variations in filters from data category to data category, depending on the data the site has entered and the filters chosen. Refer to *Section 5.2 QA/QC Module* in the [DOE Sustainability Dashboard User Guide](#) for information on the filters for specific data categories.

The system automatically sets flags year-over-year based on user defined percentage points. The user may control the flags that are placed by setting the threshold value in the field shown below. The default value for the field is 10 percentage points. Flags may be set by adjusting the field beneath the filters (highlighted in red below):

Filters

Period  Category  Subcategory  Fuel  Unit

Native units are not available as a filter unless a Subcategory is chosen.

Change Threshold Percentage Value on the right to display flags for data changes that exceed that value  %

When you have completed setting the filters to your desired configuration, click the “Build” button at the end of the filter row (highlighted in red below). This will cause the **QA/QC Module** to calculate the data set that meets the requirements established by the filters and present a graph and associated data table in the display area.

Filters

Period  Category  Subcategory  Fuel  Unit

Native units are not available as a filter unless a Subcategory is chosen.

Change Threshold Percentage Value on the right to display flags for data changes that exceed that value  %

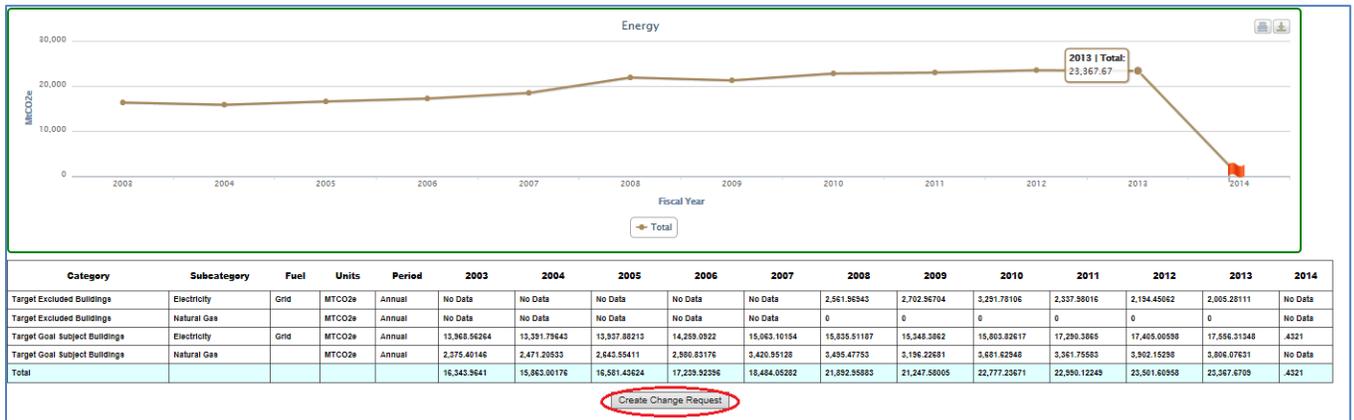
“Units” filters for specific data categories provide the user with the option to display data in *Native Units*. *Native Units* are the unconverted raw units input into the site. The **QA/QC Module** may not have an immediate option to display the data in the native units. This occurs on pages which have potentially conflicting unit types.

For example, the **QA/QC Module** for Energy displays multiple data units (e.g. electricity in MWh and fuel oil in 1,000 gallons). As such, the **QA/QC Module** does not present an option to select native units until a “Subcategory” has been chosen. Drop down options in each filter are based on the data your site has entered, so the example may not display what every user will see depending on their data entry.

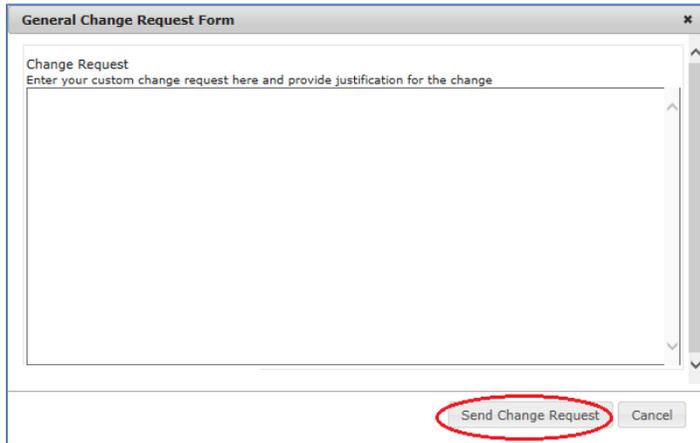
Graphical Display Area and Associated Data Table

The Dashboard offers the ability to examine historical and current data sets through trend analysis. This tool may be used to view data variances, spot anomalies, errors, and data inconsistencies. The graph display area and associated data table displays all data previously recorded (historical and current).

If corrections are required, users may submit change requests to modify historical data sets. To initiate a historical data change request, select “Create Change Request” from the **QA/QC Module** (as highlighted in red below).



The **General Change Request Form** appears where the user can enter details for their request. At minimum, changes requests should include: the site, period, cost, usage data, and a justification for the request. Additional information may be provided to help inform the review. To submit the request, click the “Send Change Request” button (highlighted in red).



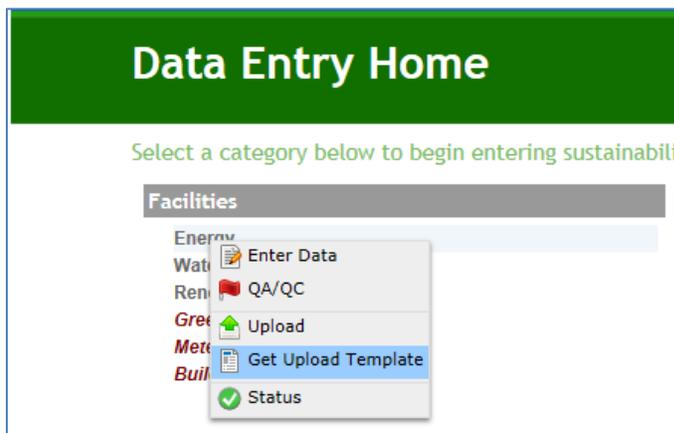
The SPO and HQ program offices will review all change requests and follow up with sites directly. Note, fleet data pulled from FAST can not be changed in the Dashboard. Fleet data changes can only be made in FAST.

### 4.3. Get Upload Templates

---

Users may input data to the Dashboard in two ways. Users may use the **Data Entry Module** (as described in *Section 4.1 Enter Data*) or upload data using a MS Excel Template.

To download an upload template, select a data category and choose *Get Upload Template* from the side menu. Note that each data category has a custom upload template. Depending on your internet browser, the file may automatically download to your computer, or you may be prompted to select a destination folder to download the Excel file.



An example of the upload template for the Electronics Operations data category follows on the next page.

1 DOE Sustainability Dashboard - Electronics Operations Upload Template												
2 Site Information			Data Entry Information			Power Management			Duplex Printing			
3 Enter site identifying information.			If Power Management is selected in Column E, choose "Computers" and/or "Displays" in Column F. If Duplex Printing is selected in Column E, choose "Printers, Copiers, MFDs" in Column F.			Enter data in this category only if "Power Management" was selected in Column E.			Enter data in this category only if "Duplex Printing" was selected in Column E.			
4 Site Name	PSO	Site #	Fiscal Year	Category	Subcategory	Number Owned	Number Exempt from Power Management	Number Using Power Management	Number Owned	Number Incapable of Duplex Printing	Number Using Duplex Printing	Additional Information
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Notes:

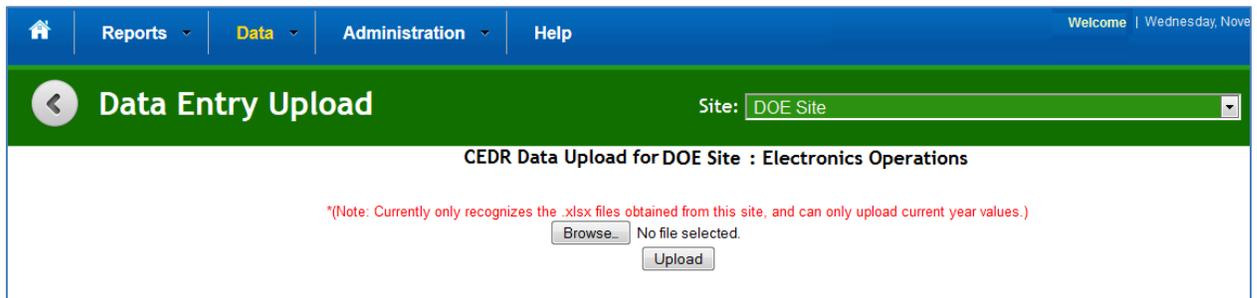
- Do not change worksheet (tab) names within the upload template. If the worksheet name is modified, the upload will fail. In this example, the tab/worksheet is by default named, "EOperations" (circled in red above).
- Drop downs must be used when available. Manual data entry in these fields will not be recognized by the system.
- The Excel file name may be modified. For example, the Electronic Operations template is named "EOperations.xlsx" by default. This may be modified to another name (e.g., SiteName\_EOperations\_FY14.xlsx).
- The upload template only accepts data for the current year reporting cycle.

## 4.4. Upload via Upload Template

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Data may be uploaded to the Dashboard using the upload template. Only current year data may be uploaded to the Dashboard. To perform changes to historical data sets, refer to *Section 4.2 QA/QC Module*.

1. From the **Data Entry Home** page, navigate to the desired data category.
2. Hover over the data category and select *Upload* from the right hand menu.
3. The **Data Entry Upload** page appears (see below).



Home | Reports | Data | Administration | Help | Welcome | Wednesday, Nov 14, 2018 10:58 AM

### Data Entry Upload

Site: DOE Site

CEDR Data Upload for DOE Site : Electronics Operations

*\*(Note: Currently only recognizes the .xlsx files obtained from this site, and can only upload current year values.)*

Browse... No file selected. Upload

4. Click “Browse” and select the file location from your computer.
5. Click “Upload.”

## 4.5. Status

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Data entry and progress review may be tracked on the **Completion Status** page. Refer to *Section 3.2 Completion Status* for more information.

## 5. Reports Menu

The Dashboard contains analytical tools and reports to assess performance against DOE's sustainability goals. The **Dashboard Module** and **Performance Graphs Module** highlight progress towards goals on OMB's annual Sustainability and Energy Scorecard. The **Create a Report Module** allows export of data stored in the Dashboard.

Progress against other ancillary goals may be found through the **QA/QC Module**. A comprehensive scorecard will be developed and added to a future release of the DOE Sustainability Dashboard.

### 5.1. Dashboard Module

The **Dashboard Module** highlights performance against goals on the annual OMB Sustainability and Energy Scorecard. From the Top Navigation Bar, choose *Dashboard* from the **Reports Menu** and the Dashboard displays (shown below).

Data presented on the Dashboard may be modified using the filters (highlighted in red). The Dashboard has the following filters: Departments/Under Secretaries, Program, Site, and Reporting Year. The filters can be utilized singularly or in combination. The operation of these filters is described in *Section 7.1 Dashboard Module* in the [DOE Sustainability Dashboard User Guide](#).

**DOE Sustainability Dashboard**  
Managed by DOE's Sustainability Performance Office

Welcome | Saturday, October 11, 2014

Reports | Data | Administration | Help

**Dashboard**

DOE | All Dept / Under Secretaries | All Program Offices | All Sites | 2013

<b>Scope 1 &amp; 2 Greenhouse Gas Emissions</b> Goal: Reduce direct GHG emissions by 25 percent by FY 2020 relative to FY 2008 baseline Baseline: 4,656,120.55 MTCO2e Interim Target (FY 2013): -17 % Current Performance: -34% (3,116,869.04 MTCO2e)		<b>Potable Water Intensity</b> Goal: Reduce water intensity by 26 percent by FY 2020 relative to FY 2007 baseline Baseline: 70.93 gal/GSF Interim Target (FY 2013): -12 % Current Performance: -24% (54.06 gal/GSF)	
<b>Scope 3 Greenhouse Gas Emissions</b> Goal: Reduce indirect GHG emissions by 13 percent by FY 2020 relative to FY 2008 baseline Baseline: 700,912.44 MTCO2e Interim Target (FY 2013): -4 % Current Performance: -19% (631,060.06 MTCO2e)		<b>Fleet Petroleum</b> Goal: Reduce fleet petroleum use 30 percent by FY 2020 relative to FY 2005 baseline Baseline: 7,401,460 GGEs Interim Target (FY 2013): -16 % Current Performance: -16% (6,213,853 GGEs)	
<b>Energy Intensity</b> Goal: Reduce facility energy in goal subject facilities by 30 percent relative to FY 2003 baseline Baseline: 222,647.47 Btu/GSF Interim Target (FY 2013): -24 % Current Performance: -26% (165,160.42 Btu/GSF)		<b>High Performance Sustainable Buildings</b> Under Development	
<b>Renewable Energy</b> Goal: Use 20 percent renewable energy as a percentage of overall facility electricity use Baseline: 4,942,842.65 MWh Interim Target (FY 2013): 6 % Current Performance: 17% (825,627.62 MWh)		<b>EISA Section 432</b> Under Development	

Selecting one of the goals will re-direct you to the **Performance Graphs Module** for that goal. Refer to *Section 5.2 Performance Graphs* for more information.

The OMB Sustainability and Energy Scorecard outlines specific interim goal targets developed by OMB and CEQ. The Scorecard has a green/yellow/red scoring system which is represented on the **Dashboard** page (described below).

Dashboard Icons	Goal Name	Metrics Description
	Scope 1 & 2 Greenhouse Gas Emissions	This metric displays performance against the scope 1 & 2 GHG emissions reduction goal (28 percent reduction by FY 2020). This metric is reported as a percentage change relative to the FY 2008 baseline, and as a total emissions amount measured in millions of tons of carbon dioxide equivalent (MtCO <sub>2</sub> e).
	Scope 3 Greenhouse Gas Emissions	This metric displays performance against the scope 3 GHG emissions reduction goal (13 percent reduction by FY 2020). This metric is reported as a percentage change relative to the FY 2008 baseline, and as a total emissions amount measured in MtCO <sub>2</sub> e.
	Energy Intensity	This metric displays performance against the Energy Intensity reduction goal (30 percent reduction by FY 2015). Performance is measured by Btu per gross square foot (Btu/GSF) and relative to the FY 2003 baseline.
	Renewable Energy	This metric displays performance against the Renewable Energy goal (20 percent by FY2020). Performance is measured as the percentage of renewable electric energy use relative to total electricity use (in MWh).
	Potable Water Intensity	This metric displays performance against the Potable Water Intensity goal (26 percent reduction by FY 2020). Performance is measured by gallons per gross square foot and relative to the FY 2007 baseline.
	Fleet Petroleum	This metric displays performance against the Fleet Petroleum Reduction goal (30 percent reduction by FY 2020). Performance is measured in gasoline gallons equivalent (GGE) relative to the FY 2005 baseline.
	High Performance Sustainable Buildings (HPSB)	This metric tracks progress toward the HPSB goal (15 percent by FY 2015). Performance is measured as percentage of buildings meeting the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings relative to overall building inventory. Note: The section is currently under development.
	EISA Section 432	This metric tracks compliance with EISA Section 432. Note: The section is currently under development.

## 5.2. Performance Graphs

Similar to the **Dashboard Module**, the **Performance Graphs Module** provides progress against the OMB Sustainability and Energy Scorecard goals. And like the **Dashboard Module**, the graphs are by organizational element. However, the Performance Graphs also present performance dating back to the baseline year, with trend lines and a graphical display of performance against interim targets. Performance Graphs are particularly useful for spotting and evaluating trends.

Users' access privileges vary, depending on approved DOE Sustainability Dashboard user profiles. For example, Site Users may view the performance of each site that they are assigned to, their associated HQ Program and Under Secretarial Elements, and performance for DOE overall. If you have questions about your access privileges, contact the SPO at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

Current fiscal year data (and associated performance) is only considered final upon approval by the respective Site Manager, Site Office, HQ Program and the SPO Administrators. Until the data is deemed final by all parties, performance graphs data for the current reporting year is subject to change. An announcement will be made when data is finalized.

Users may select the **Reports Menu** from the Top Navigation Bar, and choose *Performance Graphs*. Alternatively, users may view performance graphs by selecting one of the goals displayed in the **Dashboard Module**.



### Goal Performance

The *Goal Performance* graphs display goal performance for the selected organization and sustainability goal area. In the above image, the solid blue bars represent actual data. The red line shows the interim target as prescribed by the OMB Sustainability and Energy Scorecard.

Placing the cursor over each solid blue bar or red dot will present the goal target, actual performance, whether the target has been met, and important notes for the fiscal year selected.

Contribution

The *Contribution* graph displays an organizational unit’s contribution to the organization as a whole (e.g., a site’s contribution to its respective HQ Program office). The graphs present raw data in stacked bar graphs.



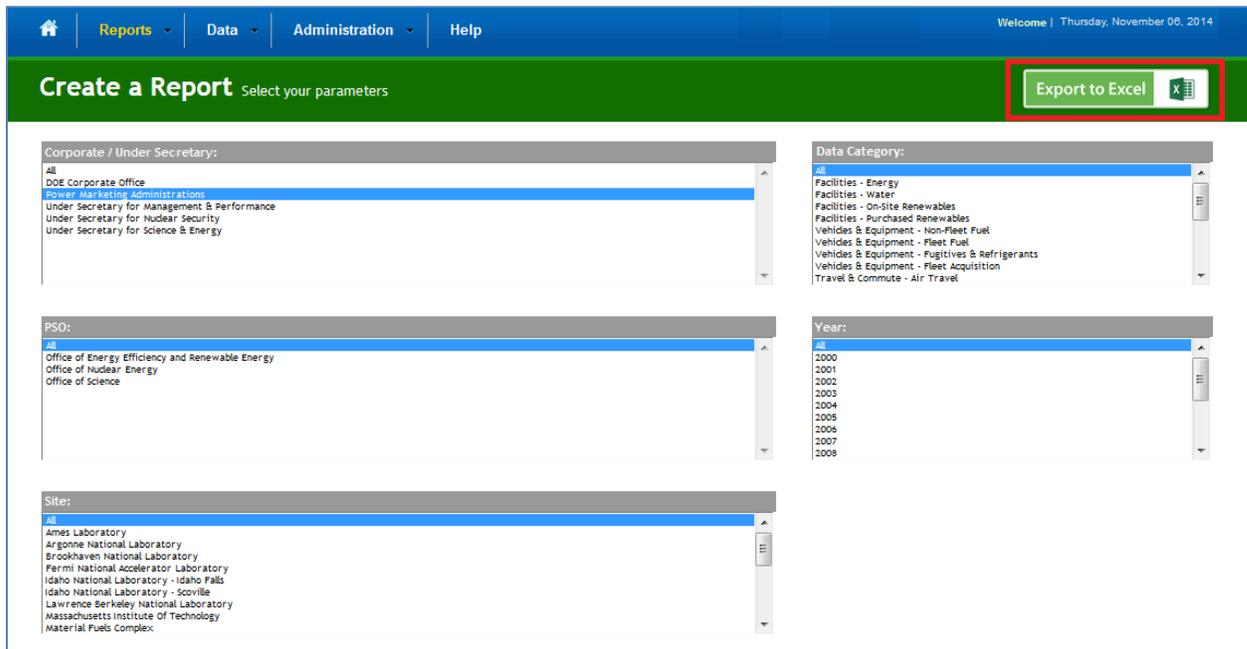
The selected filters “All Dept / Under Secretaries”, “All Program Offices” and “Contribution” produced this stacked bar graph that shows how much each Under Secretary contributed to the total.

### 5.3. Create a Report

The **Create a Report** page, located in the **Reports Menu**, allows users to download any raw data maintained by the system. Data is available for download in Microsoft Excel format for each reporting category.

Reports may be customized through a series of parameters. Users may select “Corporate/Under Secretary,” “PSO,” “Site,” “Data Category,” and “Year” prior to report generation. Users may select multiple options under each list by holding the shift or control key when selecting items.

Options are automatically updated based on the parameters selected. For instance, if you select *Under Secretary of Science and Energy* as the “Corporate/Under Secretary” parameter and *Office of Science* as the “PSO” parameter, the “Sites” options will be restricted to the sites of the Office of Science.



Once the report criterion has been selected, the “Export to Excel” button starts the download process (as highlighted in red above). The default file name given to the downloaded report is “CEDR\_Report.xlsx.” It is recommended that downloaded files are appropriately renamed.