

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

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## Document Change History

Version	Date	Description of Changes	Editor
1.0	11/13/2014	Initial publication.	N/A
1.1	08/29/2016	New pages, user roles and privileges, screenshot adjustments.	N/A



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This guide provides a basic introduction to the core functionality of the DOE Sustainability Dashboard (Dashboard) which may be accessed at the 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.

The Dashboard's latest updates includes nine new pages that are ready for use in the FY 2016. Those pages are as follows:

1. Green Buildings
2. Metering & Benchmarking
3. Building Inventory Change
4. Facility Goal Category
5. Fleet Vehicle Mileage
6. Appropriations/Direct Obligations
7. Training & Education
8. Climate Resilience
9. Site-Level Policy Tracker

Future build outs include the following areas: Audits & Evaluations, Performance Contracts, Conservation & Efficiency Measures, Supply Chain GHG Management, Data Centers, and integration with EPA's Portfolio Manager. Other pages may also be developed as Federal reporting requirements are revised and updated.

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) is also available on the home page of the Dashboard at <https://doegrit.energy.gov/SustainabilityDashboard>.

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.

The screenshot shows the DOE Sustainability Dashboard interface. At the top left is the DOE logo. The main header reads "DOE Sustainability Dashboard" and "Managed by DOE's Sustainability Performance Office". Below this is a blue navigation bar with a home icon (labeled '1'), "Reports", "Data", "SPOFOA", and "Help" menus. On the right of the navigation bar, it shows the date "Tuesday, June" and a "Log in" button. The main content area is divided into five sections: 1. A green "QUICK-START LINKS" section with the question "What would you like to do?" and six icons: "Enter Data", "Review Flagged Data", "Create a Report", "View OMB Scorecard", "View Completion Status", and "Manage Profile". 2. A "3 Notification Center" section with a message: "Please Log In to view any active notifications" and a "Message to Users" box containing information about the dashboard's update for FY 2016 reporting and contact information for the Sustainability Performance Office (SPO). 3. A "4 IMPORTANT DATES" section listing: "11/10/2015 - FIMS closes for Data Entry", "11/20/2015 - FAST closes for Data Entry", and "12/07/2015 - All sustainability data due to SPO". 4. A "RESOURCES 5" section listing: "Dashboard User Guide", "Dashboard Quick Start Guide", "2016 SSP Guidance", and "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 the OMB Scorecard, Comprehensive Scorecard, Performance Graphs, and 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.
- **SPOFOA Menu** provides information on the SPO Funding Opportunity Announcement.

- **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 Links	Description	Navigation Alternative
	Opens the <b>Data Entry Module</b> . Refer to <a href="#">Chapter 4 Data Entry Module</a> for more information.	On the <b>Data Menu</b> , select <i>Enter Data</i> .
	Opens the <b>QA/QC Module</b> . Refer to <a href="#">Section 3.2 QA/QC Module</a> for more information.	In the <b>Data Entry Module</b> , choose “Full QA/QC” button.
	Opens the <b>Create a Report</b> page. Refer to <a href="#">Section 5.4 Create a Report</a> for more information.	From the <b>Reports Menu</b> select <i>Create a Report</i> .
	Opens the <b>OMB Scorecard Module</b> . Refer to <a href="#">Section 5.1 OMB Scorecard</a>	From the <b>Reports Menu</b> select <i>OMB Scorecard</i> .
	Allows user to see for their approved site(s) reporting completion status. Refer to <a href="#">Section 3.3 Completion Status</a> .	From the <b>Data Menu</b> select <i>Completion Status</i> .
	Brings up the <b>Edit User</b> page. Refer to <a href="#">Section 2.3 User Profile</a> .	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

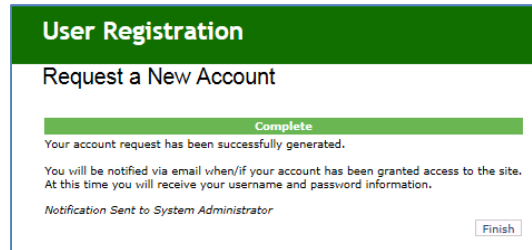
To request a user account:

The screenshot shows a web form titled "User Registration" with a sub-header "Request a New Account". The form includes the following fields and options:

- Account Information:** First Name, Last Name, E-mail, Phone, Address, Address 2, City, Zip Code, Ext., and State (dropdown menu).
- Employment Type?:** Radio buttons for Federal (selected), Contractor, DOE HQ, Site Office, Site Manager, and Site User.
- Role:** Radio buttons for DOE HQ, Site Office, Site Manager, and Site User.
- DOE Program Office:** A dropdown menu with options including Federal Energy Regulatory Commission, National Nuclear Security Administration, Naval Reactors, Office of Energy Efficiency and Renewable Energy, Office of Enterprise Assessments, Office of Environmental Management, Office of Fossil Energy, Office of Legacy Management, Office of Management, and Office of Nuclear Energy.
- DOE Site(s):** A dropdown menu with options including Albuquerque Complex, Ames Laboratory, Argonne National Laboratory, Bettis Atomic Power Laboratory - PA, Bonneville Power Administration, Brookhaven National Laboratory, East Tennessee Technology Park, Environmental Management Consolidated Busi, Federal Energy Regulatory Commission, and Fermi National Accelerator Laboratory.
- Primary Responsibility:** Checkboxes for Facility Energy Management, Fugitives & Refrigerants, Data Centers & Electronics, Water Management, Travel & Commute, Procurement, Fleet Management, Waste Management, and Other.
- Message For Administrator:** A text area for providing additional information.
- Submit Request:** A button at the bottom of the form.

1. Open the DOE Sustainability Dashboard  
<https://doegrit.energy.gov/SustainabilityDashboard>
2. Click the *Register* tab in the upper right hand corner of the **Home Page**.
3. Complete the required fields ("First Name", "Last Name", "E-mail", "Phone", "Site", and "Message to Administrator").
4. Complete the address fields (optional).
5. Self-identify "Employment Type" (*Federal* or *Contractor*), "Role" (*Site User*, *Site Manager*, *Site Office*, *DOE HQ*), "Program Office", and "Site".

6. Check the boxes denoting your “Primary Responsibility” from a data entry perspective (*Facility Energy Management, Water Management, Fleet Management, Fugitives & Refrigerants, Travel & Commute, Data Centers & Electronics, Procurement, Waste Management, Other*) (optional).
7. The “Message for Administrator” field may be used to include important notes regarding your registration. An example may be to add notes justifying your selection of Site(s) or Program(s).
8. Select the “Submit Request” button at the bottom of the screen, and a confirmation message appears. Click the “Finish” button.



9. 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.
10. In the *Log In* tab, enter your Username (your email address) and the temporary Password.
11. Click on the “Log In” button.
12. Immediately upon log in, you will be prompted to change your password. Insert the temporary password in the Old Password field, then create and confirm your new password.



## 2.2. User Roles and Privileges

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

User Role	General Description	General Rights
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.).	<input checked="" type="checkbox"/> Read/View <input checked="" type="checkbox"/> Write/Enter Data <input type="checkbox"/> Approve/Reject
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.	<input checked="" type="checkbox"/> Read/View <input checked="" type="checkbox"/> Write/Enter Data <input checked="" type="checkbox"/> Approve/Reject
Site Office	Site Office personnel responsible for overseeing the Management and Operation (M&O) contract for a site and approving data sets prior to submission to HQ.	<input checked="" type="checkbox"/> Read/View <input type="checkbox"/> Write/Enter Data <input checked="" type="checkbox"/> Approve/Reject
DOE HQ	DOE HQ personnel, typically with responsibilities of overseeing and managing sustainability activities.	<input checked="" type="checkbox"/> Read/View <input type="checkbox"/> Write/Enter Data <input checked="" type="checkbox"/> Approve/Reject

**Note:** Should there be a need for exceptions to the rights associated with each role, they can be accommodated. If you have role/rights exception requests please contact the Sustainability Performance Office at [sustainability@hq.doe.gov](mailto:sustainability@hq.doe.gov).

## 2.3. User Profile

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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. See [Section 2.1 Create an Account](#) for more information on creating a new account.

## Edit User

Last Updated: 1/1/1900 12:00:00 AM

Name:

Email:

Username:

Phone:  Ext:

Address:

Address 2:

City:  State:  Zip:

Employment Type:  Federal  Contractor

Role:  DOE HQ  Site Office  Site Manager  Site User

DOE Program Office: 

- National Nuclear Security Administration
- Naval Reactors
- Office of Energy Efficiency and Renewable Ener
- Office of Enterprise Assessments
- Office of Environmental Management
- Office of Fossil Energy
- Office of Legacy Management
- Office of Management
- Office of Nuclear Energy

DOE Site / Access Types:

Site	Program	Read	Write	Data Approval
Albuquerque Complex	National Nuclear Security Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ames Laboratory	Office of Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Argonne National Laboratory	Office of Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bettis Atomic Power Laboratory - PA	Naval Reactors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonneville Power Administration	Power Marketing Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brookhaven National Laboratorv	Office of Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Jefferson National Accelerator Facility	Office of Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Isolation Pilot Plant	Office of Environmental Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West Valley	Office of Environmental Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Western Area Power Administration	Power Marketing Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y-12 Site Office	National Nuclear Security Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Primary Responsibility:

Facility Energy Management  Fugitives & Refrigerants  Data Centers & Electronics

Water Management  Travel & Commute  Procurement

Fleet Management  Waste Management  Other

Please refer to *Section 4.2 User Profile* in the *DOE Sustainability Dashboard User Guide* for additional instructions for editing the user profile.

### 3. Data Menu Overview

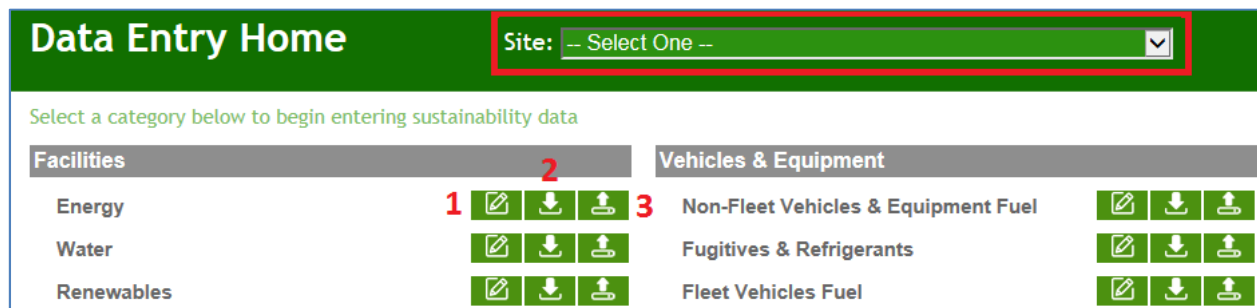
The following chapter covers the processes for entering sustainability data and tracking completion status.

For a detailed description of reporting requirements, refer to the [Introduction Section](#), the *Guidance for DOE Site Sustainability Plans*, or the *DOE Sustainability Dashboard User Guide*.

#### 3.1. Data Entry Home Page

To access the data entry home page, click on the **Data Menu** in the top navigation bar, and choose *Enter Data*.

The Data Entry Home page lists all the data entry categories available to view or edit. See the image and descriptions below for details on accessing data entry pages, downloading templates, or uploading data.



1. Select a site from the drop-down menu on the upper right hand side of the screen (highlighted in red above).
2. Navigate to the desired data category and select the applicable icon to the right of the category as defined below:
  1. **Enter Data** – Enter sustainability data through the **Data Entry Module**. Refer to [Section 4.1 Enter Data](#).
  2. **Download Template** – Download template for file upload (Microsoft Excel file). Refer to [Section 4.2 Get Upload Templates](#).
  3. **Bulk Data Upload** – Upload sustainability data through file upload (Microsoft Excel file). Refer to [Section 4.3 Upload via Bulk Data Upload](#).

#### 3.2. QA/QC Module

The QA/QC Module is a way for users to view historical data and enables users to see trends and easily identify errors, anomalies, or significant data variances. It is recommended that users review data using the **QA/QC Module** prior to submission.

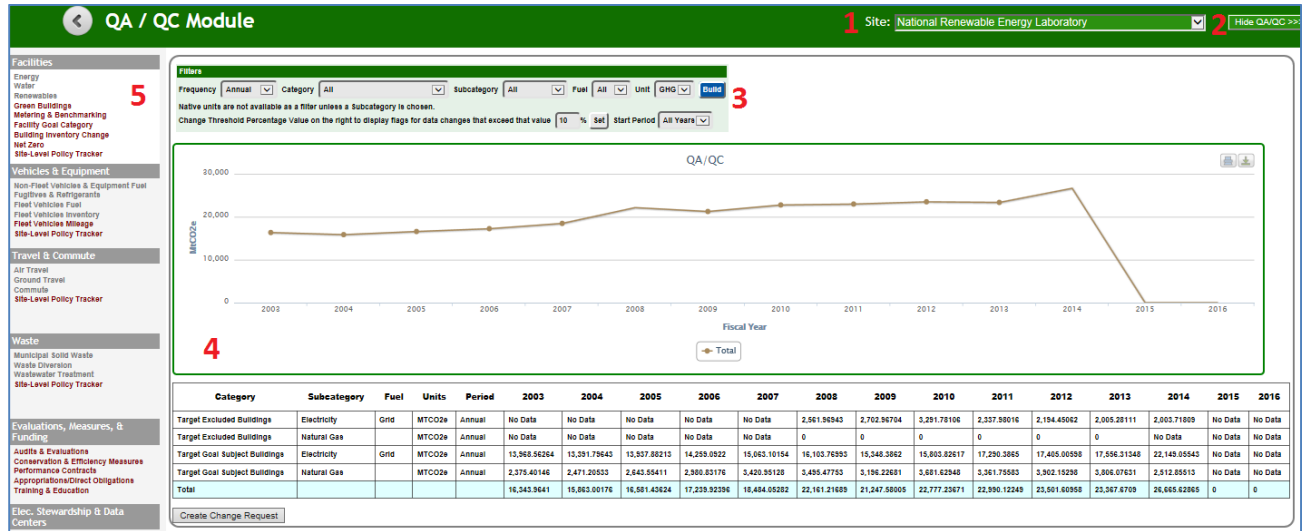
The QA/QC Module can be accessed in two different ways:

1. Navigate to the Data Menu and select “QA/QC”.

**OR**

- In the **Data Entry Module** for a given data category, click on the “View Full QA/QC” button at the upper right hand corner of the screen.

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

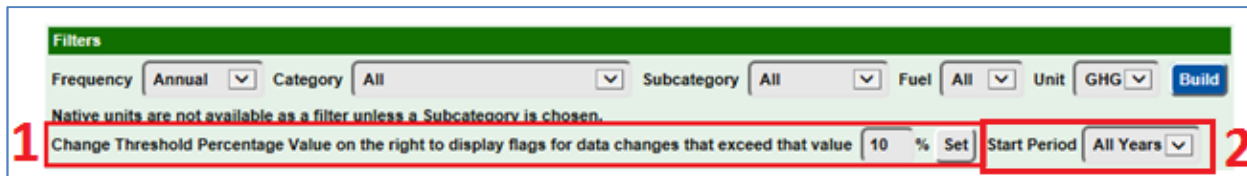


- Site Selection Drop-Down Menu: This field provides a drop-down menu for selecting a site.
- Hide QA/QC Button: This button toggles between the **QA/QC Module** and the associated **Data Entry Module** for that same category. Clicking this button on the **QA/QC Module** for Energy will take the user to the **Data Entry Module** page for Energy.
- 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.
- Graphical Display Area and Associated Data Table: As defined by the selection of the filters, a graph appears and the associated data table.
- 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.

**Note:** Some “Units” filters will give the user the option to display data in *Native Units*. *Native Units* are the unconverted raw numbers inputted by the site. Data may only be viewed as native units for some data categories.

### 3.2.1. QA/QC 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.



1. 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.
2. You are also able to adjust the starting period for the data you wish to view. Use the Start Period filter to select the year you wish the graph to begin with.

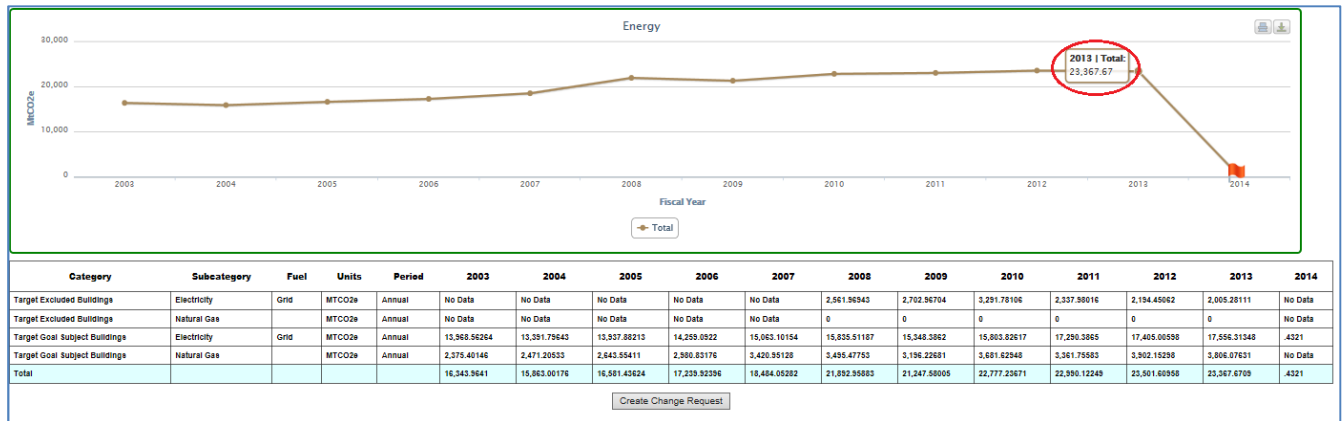
When you have completed setting the filters to your desired configuration, click the “Build” button at the end of the filter row. This will cause the **QA/QC Module** to calculate the data set that meets the requirements established by the filters and present a graph and associated data table in the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

**Note 1.** 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.

**Note 2.** 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.

### 3.2.2. Graphical Display Area & 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). Hovering over a data point on the graph shows the actual totals for a given fiscal year.



Clicking on any value in the data table will present a pop-up dialog box. Detailed information for that data point will be displayed, including “Month,” “Usage” and “Cost”.

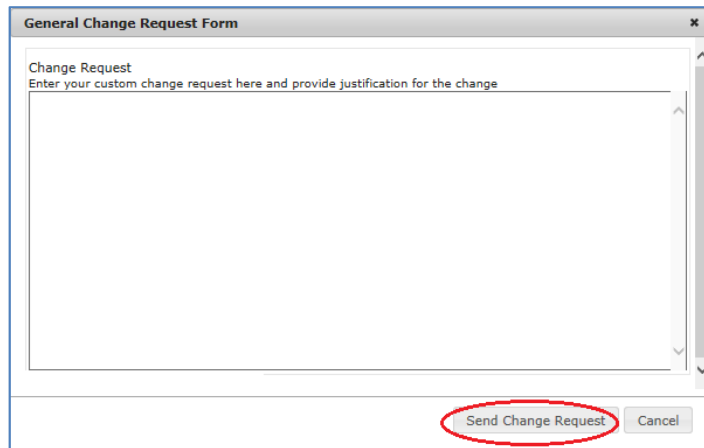
**Data Details**
✕

**Breakdown of 2013 FY Data for Target Goal Subject Buildings**

Month	Usage	Cost
<b>Fiscal Year Q1 (October - December)</b>	<b>552,509.03</b>	<b>\$63.58</b>
<b>Fiscal Year Q2 (January - March)</b>	<b>1,748,366.18</b>	<b>\$173.38</b>
<b>Fiscal Year Q3 (April - June)</b>	<b>940,634.75</b>	<b>\$106.39</b>
<b>Fiscal Year Q4 (July - September)</b>	<b>564,566.35</b>	<b>\$67.77</b>
<b>Total</b>	<b>3,806,076.31</b>	<b>\$411.11</b>

### 3.2.3. Submitting Historical Data Change Requests

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**. 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 and green building data pulled from FIMS can not be changed in the Dashboard. Fleet and green building data changes can only be made in FAST and FIMS, respectively.

### 3.3. Completion Status

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

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

*(See Image on next page)*

Completion Status						
Select Site: DOE Site						Reporting Period: FY 2014
View test the current completion status for each sustainability data category below. Hover over a data category to perform additional actions: edit data; review and approve data; and view historical data trends.						
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			
Renewables	Not Started					
(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	N/A
FleetAcquisition	N/A	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>						

Once the Site User submits the data for the Site Manager’s review, the data category is labeled with the submission date.

Please refer to *Section 5.3 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. The process for the other data categories is identical in terms of major steps, although there are variations in the fields and menus for each data category. The following data categories have a slightly different data entry process: Fleet Vehicle Fuel, Fleet Vehicle Inventory Fleet Vehicle Mileage, Green Buildings, and the On-Site Renewable Generation System within the Renewables data category. Please note, fleet vehicle and green building data are not open for editing and data must be edited in FAST or FIMS respectively. For instructions on entering data in a specific category, please refer to *Chapter 7 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**.

From the **Data Entry Home** page, click on the *Enter Data* icon: 

1. The **Data Entry Module** is displayed below for the Energy data category. Enter site data in the provided data entry fields.
2. Select “Save Energy Consumption and Cost Data” to save progress to the Dashboard.
3. You may navigate between data categories using the left hand column.
4. Once all data has been entered and verified by the site, Site Users may submit completed data sets for approval by selecting the “Complete Energy Consumption and Cost” button.
5. As data is saved to the Dashboard, a review table is generated on the on the right hand panel. The Dashboard arranges data in alphabetical order according to Subcategory.

*(See Image on next page)*

**Data Entry Module** Site: National Renewable Energy Laboratory <<< View Full QA/QC

**1** Facilities Energy Consumption and Cost

Site: National Renewable Energy Laboratory  
 PSC: EE  
 Site #: 5001  
 Category: Target Goal Subject Buildings  
 Subcategory: -- Choose a Category --  
 Main Site Zip Code: 80401  
 Square Feet: 1138.92

Purchased or On-Site Generated Non-Renewable: Purchased  
 Fuel/Material: -- Choose a Subcategory --  
 Transmission and Distribution (T&D) Losses (Optional):  
 Data Entry Period Type:  Fiscal Year by Quarter  Fiscal Year by Month  
 Fiscal Year: 2018  
 Usage Unit: Megawatt Hour (MWh)

Q1 (October - December) Amount: Q1 Cost (1,000 \$):  
 Q2 (January - March) Amount: Q2 Cost (1,000 \$):  
 Q3 (April - June) Amount: Q3 Cost (1,000 \$):  
 Q4 (July - September) Amount: Q4 Cost (1,000 \$):

Billing Reference (Optional):  
 Additional Information (Optional):

**2** Save Energy Consumption and Cost Data

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.

**3** Complete Energy Consumption and Cost **4**

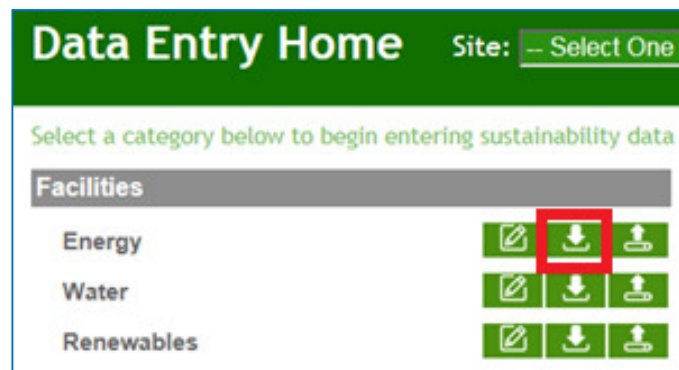
**5** Has Comments Subcategory Category Purchased/Fuel/Units Usage Cost GHG

Select	Has Comments	Subcategory	Category	Purchased/Fuel/Units	Usage	Cost	GHG
<input type="checkbox"/>		Electricity	Target Goal Subject Buildings	Purchased	Q1 0.00	\$0.00	0.00
<input type="checkbox"/>				Grid	Q2 0.00	\$0.00	0.00
<input type="checkbox"/>				Megawatt Hour	Q3 0.00	\$0.00	0.00
					Q4 0.00	\$0.00	0.00
					Total 0.00	\$0.00	0.00

## 4.2. 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. Keep in mind data cannot be uploaded for data that is pulled from other systems, such as FAST or FIMS.

To download an upload template, select a data category and and click on the *Download Template* icon (Highlighted in red below). Note that each data category has a custom upload template.



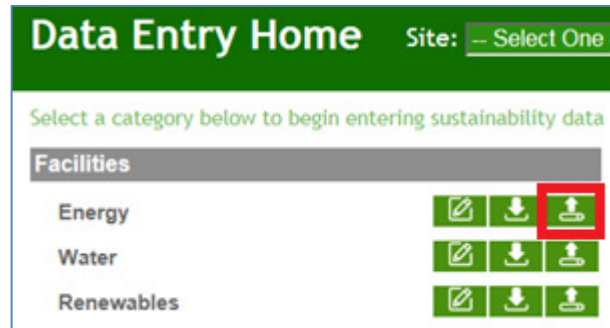
An example of the upload template for the Electronics Operations data category follows.



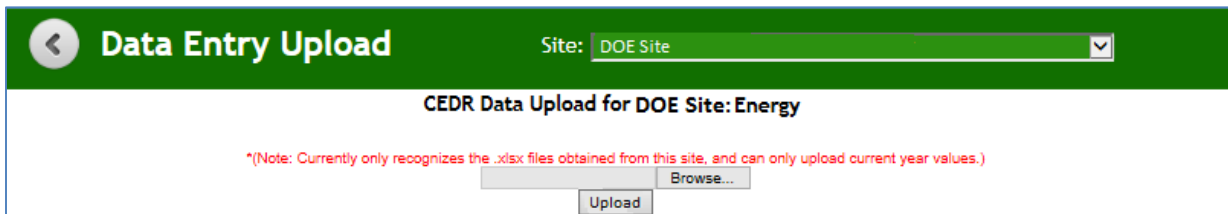
### 4.3. Upload via Bulk Data Upload

Data may be uploaded to the Dashboard using the upload template icon located in the **Data Entry Home**. Only current year data may be uploaded to the Dashboard. To perform changes to historical data sets, refer to [Section 3.2.3 Submitting Historical Data Change Requests](#).

1. From the **Data Entry Home** page, navigate to the desired data category.
2. Select the *Bulk Data Upload* icon.



3. The **Data Entry Upload** page appears (see below).



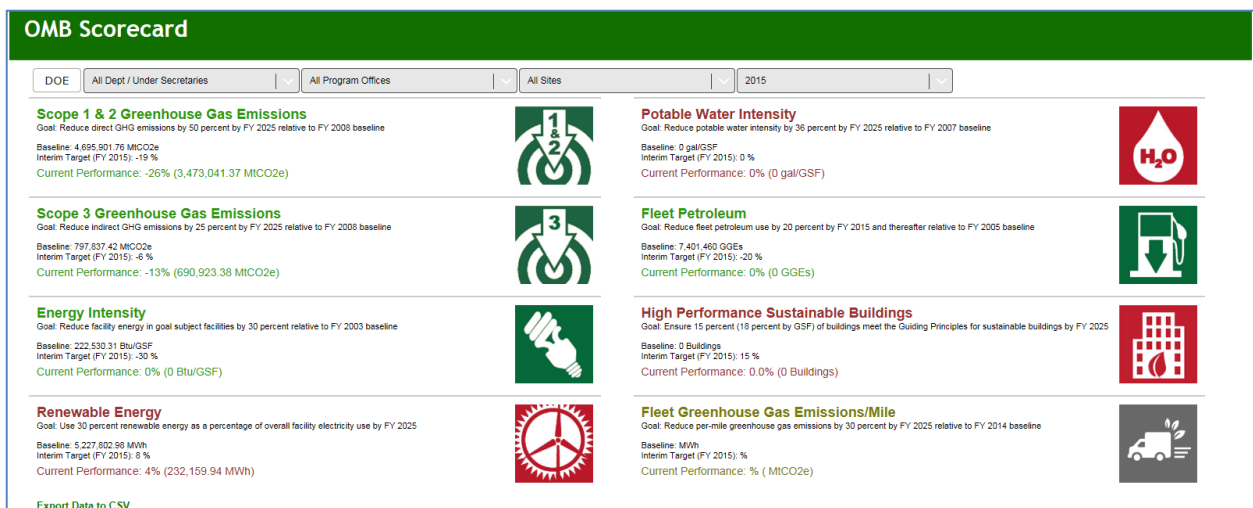
4. Click "Browse" and select the file location from your computer.
5. Click "Upload."

## 5. Reports Menu

The Dashboard contains analytical tools and reports to assess performance against DOE's sustainability goals. The **OMB Scorecard**, **Comprehensive Scorecard**, and **Performance Graphs Modules** highlight progress towards sustainability goals. The **Create a Report Module** allows the export of data stored in the Dashboard. See *Chapter 8 Reports Menu* in the *DOE Sustainability Dashboard User Guide*.









### 5.1. OMB Scorecard

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



Data presented on the scorecard may be modified using the 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 8.2 OMB Scorecard* in the *DOE Sustainability Dashboard User Guide*.

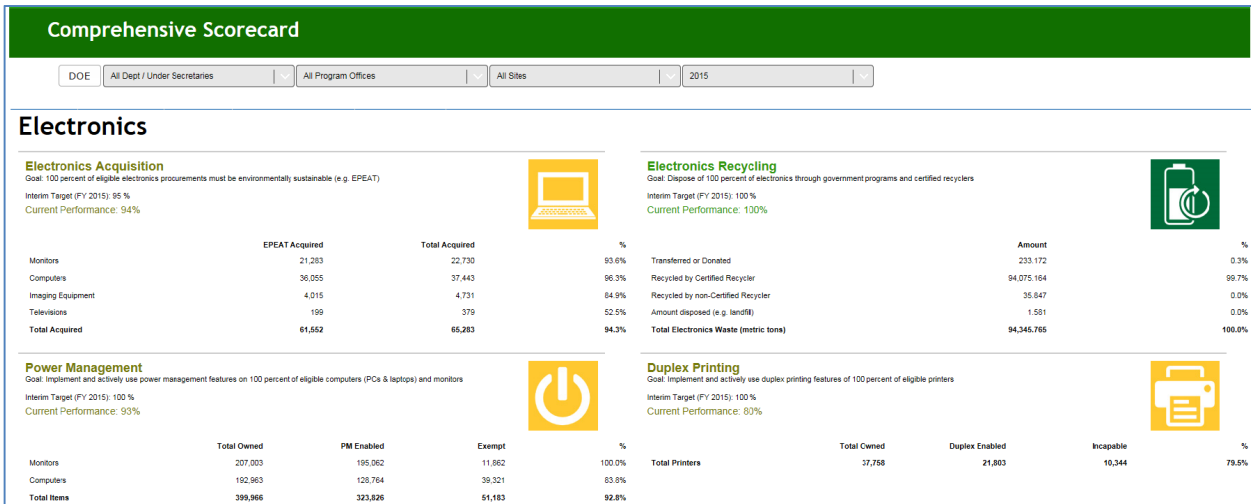
The **OMB Scorecard Module** provides a summary of progress towards goals on the annual OMB Sustainability and Energy Scorecard. The Scorecard outlines specific interim goal targets developed by Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ). The colors of the icons on the Dashboard directly correlate with the Scorecard's green/yellow/red scoring system. The following table describes the goals/icons found on the OMB Scorecard page:

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 (50 percent reduction by FY 2025). 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 (25 percent reduction by FY 2025). 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).
	Energy Intensity	This metric displays performance against the Energy Intensity reduction goal (25 percent reduction by FY 2025). Performance is measured by Btu per gross square foot (Btu/GSF) and relative to the FY 2015 baseline.
	Renewable Electricity	This metric displays performance against the Renewable Electricity goal (30 percent by FY2025). 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 (36 percent reduction by FY 2025). 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 (20 percent reduction by FY 2015 and thereafter). 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 (17 percent by FY 2025). 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.
	Fleet GHG Emissions/Mileage	This metric tracks the progress toward reducing the greenhouse gas emissions associated with the DOE's fleet vehicles (30 percent by FY 2025). This goal is measured relative to the FY 2014 baseline.

## 5.2. Comprehensive Scorecard

From the Top Navigation Bar, choose *Comprehensive Scorecard* from the **Reports Menu**.

The Comprehensive Scorecard provides a breakdown of the progress of each goal. The Comprehensive Scorecard includes additional goals not covered in the OMB Scorecard, such as Electronics Recycling, Duplex Printing, or Sustainable Acquisition. The image below shows the progress of Electronics goals as an example.



See *Section 8.3 Comprehensive Scorecard* in the *DOE Sustainability Dashboard User Guide* for more details.

## 5.3. Performance Graphs

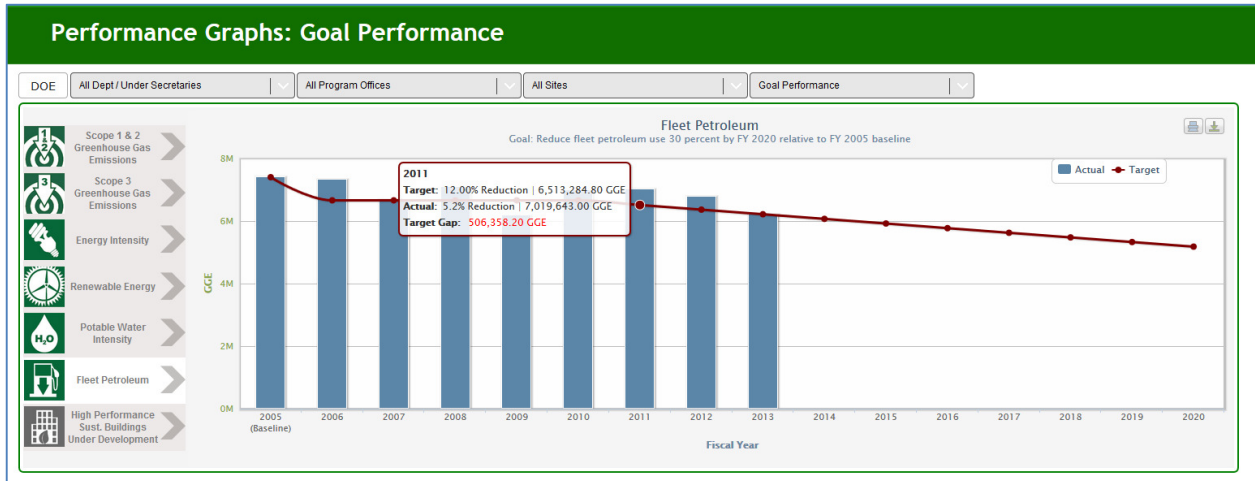
Similar to the **OMB Scorecard Module**, the **Performance Graphs Module** provides an avenue to track progress against the OMB Sustainability and Energy Scorecard goals. The Performance Graphs also present performance dating back to the baseline year, with trend lines and a graphical display of performance against interim targets. Performance Graphs are particularly useful for spotting and evaluating trends in key sustainability metrics.

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 and close of data entry for the fiscal year. As such, performance graphs data for the current reporting year is subject to change until close of fiscal year reporting.

From Top Navigation Bar, choose *Performance Graphs* from the **Reports Menu**.

## Goal Performance

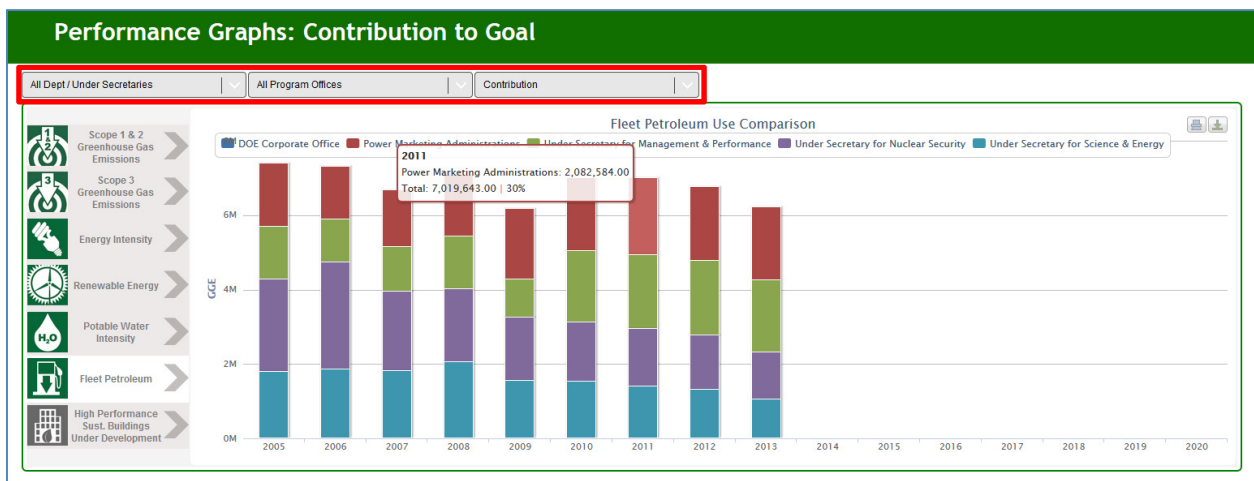


The *Goal Performance* graphs display goal performance for the selected organization and sustainability goal area. In the above image, the solid blue bars represent actual data. The red line shows the interim target as prescribed by the OMB Sustainability and Energy Scorecard.

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” (highlighted in red above), produced this stacked bar graph that shows how much each Under Secretary contributed to the total.



## 5.4. 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.

**Create a Report** Select your parameters

[Export to Excel](#)

**Corporate / Under Secretary:**

- All
- DOE Corporate Office
- Power Marketing Administrations
- Under Secretary for Management & Performance
- Under Secretary for Nuclear Security
- Under Secretary for Science & Energy

**Data Category:**

- Facilities - Energy
- Facilities - Water
- Facilities - On-Site Renewables
- Facilities - Purchased Renewables
- Vehicles & Equipment - Non-Fleet Fuel
- Vehicles & Equipment - Fleet Fuel
- Vehicles & Equipment - Fugitives & Refrigerants
- Vehicles & Equipment - Fleet Acquisition
- Travel & Commute - Air Travel

**PSO:**

- Office of Energy Efficiency and Renewable Energy
- Office of Nuclear Energy
- Office of Science

**Year:**

- 2000
- 2001
- 2002
- 2003
- 2004
- 2005
- 2006
- 2007
- 2008

**Site:**

- Ames Laboratory
- Argonne National Laboratory
- Brookhaven National Laboratory
- Fermi National Accelerator Laboratory
- Idaho National Laboratory - Idaho Falls
- Idaho National Laboratory - Scoville
- Lawrence Berkeley National Laboratory
- Massachusetts Institute Of Technology
- Material Fuels Complex

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.