Portfolio Manager provides two options to edit building uses to maintain the accuracy of your benchmark report. These include **making updates to Property Use Details to reflect recent changes** to a building's use or operations (*change in space use, change in operating hours, etc*) or **correcting Property Uses or Use-details** because they were entered incorrectly or used default or temporary values.

To Edit a Property Use or Property Use Details:

☐ Log into your Portfolio Manager account using your **username** and **password**.

☐ Go to the **Details** tab for the property that you want to edit

☐ Go to the **Property Use Type** that you want to update, and under the **Action** column to the right select: Click the drop down **I want to**... , then select **Edit Use Details**.

This will **open the "Edit Use Details"** page where you can either **make updates** to property use details where building operations changed, or **correct historical data** that is inaccurate.

1. Make pdates to Property Use Details:

• Select **"Add a New Row"** to update with new information. *For example, if your Number of Workers went up from 50 to 100 on Jan 1, 2023, you would "Add a New Row".*

• Enter **updated value**, and the **current as of date**. When complete, **scroll to the bottom** and click **Save**.
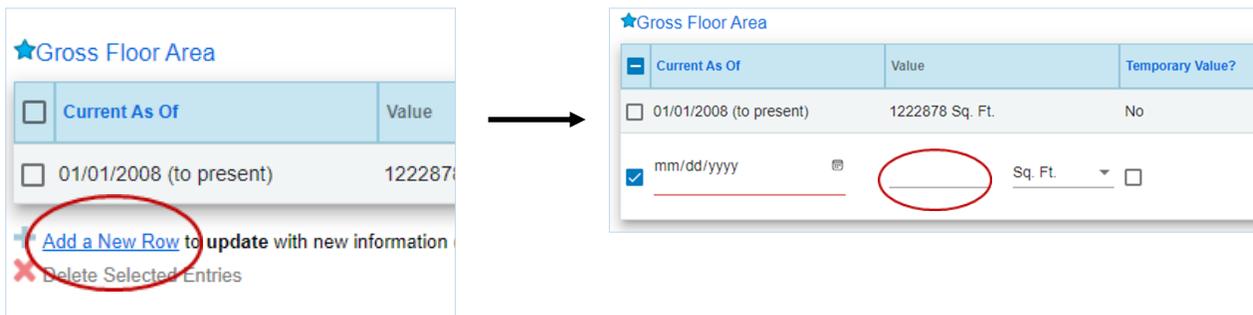
Your Property Use Details are now updated with new information. You should see all historical data and updates listed in order under the most current value.
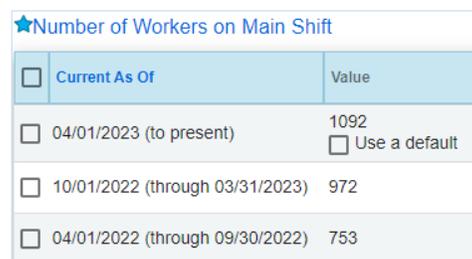
2. Correct historical Property Use Details or default value:

- **Click** in the box of the **value you want to fix**, enter the **correct** value.

- When corrected, **un-check** any places where **"Use a default"** or temporary values were checked.

- **DO NOT change**, current as of date. When complete, **scroll to the bottom** and click **Save**.

NOTE *You cannot edit a Property Use Type. (e.g. change your retail store into an office) if entered incorrectly. You may only edit the Property Use Details (Gross Floor Area, Workers on Main Shift, etc.). If you need to change a Property Use Type, you'll need to add a new Property Use Type and delete the current Property Use Type.*

Additional Resources

⇒ Annual Update Checklist

⇒ Correcting Default Values

Seattle
Office of Sustainability
& Environment

How do I get help?

Email us at energybenchmarking@seattle.gov

Attend our weekly group virtual office hours

Make a virtual appointment for technical assistance