ENERJ web platform user manual

Annex to D. 3.4.1

Contents

The ENERJ web platform

The ENERJ web platform is designed to help local authorities and enterprises to be aware of the energy characteristics of the local public buildings, and of the actions that local authorities have committed to undertake, such as those included in their Sustainable Energy Action Plans (SEAPs).

The web platform gives access to two geographic databases:

– database of the energy characteristics of public buildings;
– database of the energy retrofit actions contained in the SEAPs.

This manual provides an overview on the main functions of the platform.

1 Types of users

Any user can freely view the data entered in the platform, with no need for registration.

Institutional users, such as local authorities' civil servants, can access the data input functions after logging in with their own specific accounts. To activate an account, please contact Mr. Roberto Pomettini at r.pomettini@cittametropolitanaroma.gov.it.
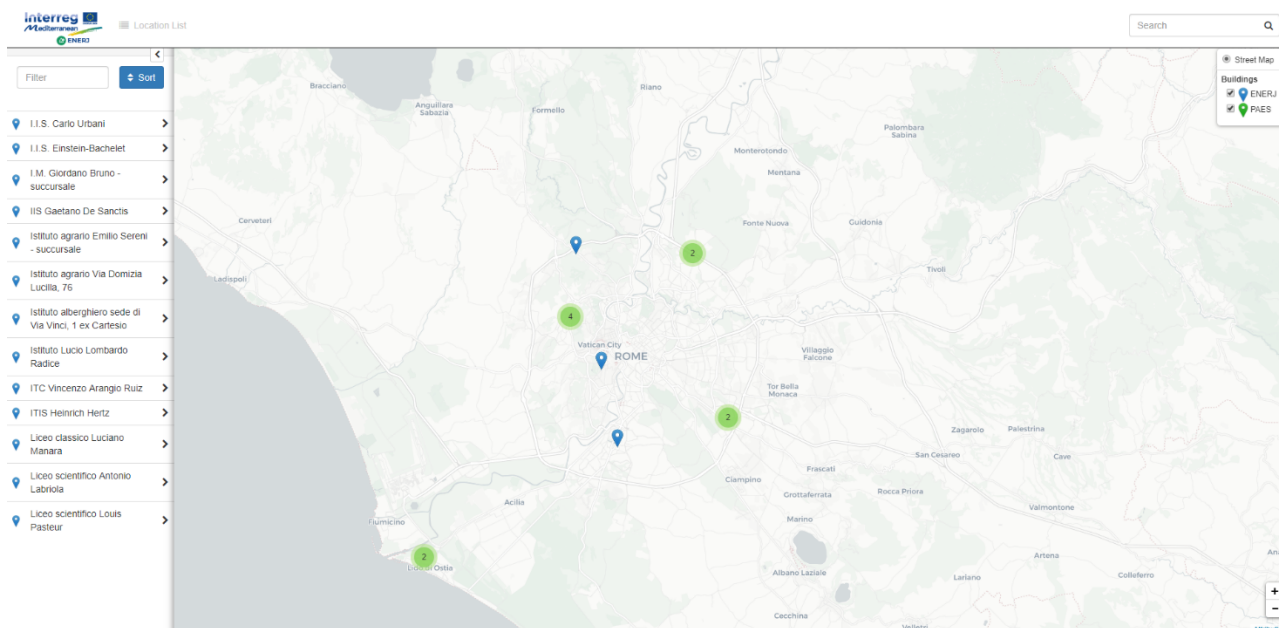

Home page

2 Accessing the platform

The platform can be accessed at www.enerj-platform.eu.

The home page gives generic information on the platform and the ENERJ project, with links to the project partners' institutional home pages.

By clicking on "WEB MAPPING PLATFORM" in the main menu, any user can access the mapping platform, and freely explore and view the data records on a map. The mapping platform will open in a new tab.
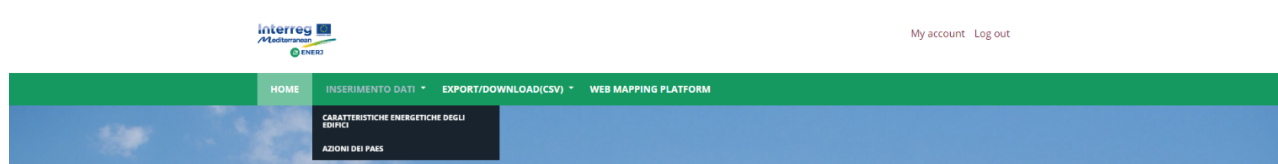

Web mapping application

3 Logging in

To log in, click "Log in" in the upper right side of the page. A log in page will open. After logging in, a new menu item ("DATA INPUT") will appear for entering the data input sections. The two sub-items refer to the two available databases:

- – energy characteristics of public buildings;
- – energy retrofit actions contained in the SEAPs.

Menu bar after logging in

4 Choosing your language

After entering one of the data input sections, a language selection menu will appear on the upper right side of the page. After choosing your language, the data field names will be shown accordingly.

Data input page in Croatian

5 Energy characteristics of buildings

The database "Energy characteristics of buildings" contains technical information on the single buildings.

It must be populated through several steps.

"NAME OF BUILDING" and "ADDRESS" are mandatory fields. An auto-fill function is available for the address. After entering the address and street number, the latitude and longitude fields will be populated automatically. Please note that this is a geographic database, therefore the address is essential to locate each data record in its right position.

Some of the fields are free-text fields; some others have drop-down menus with items to select. If your desired input is not included among the pre-set items, in most cases you can select "other" and an additional, free text field will appear.

At the end of each step, click "Next" to go to the following step.

After completing the "Energy audit report" step, click on "Preview" and the system will show the data you have just entered. Then click "Apply" to save the record.

At any step, you can click on "Save draft" to save the data you have entered.

	Some notes
-	"General data" step: you can multiply the fields "Year of construction" and "Year of renovation/retrofit" if the building has undergone more than one construction and/or renovation phases. If this is the case, you can add fields by clicking on the "+" sign under "YEAR OF CONSTRUCTION STAGE" and "YEAR OF RENOVATION/RETROFIT STAGE".
-	"Data on consumptions" step: for each of the three fields "YEARLY PRIMARY ENERGY CONSUMPTIONS", "YEARLY ELECTRIC ENERGY CONSUMPTIONS", and "YEARLY CONSUMPTIONS FOR HEATING", please insert the unit of measure in the dedicated fields.
-	"Energy audit report" step: this step is about the energy audit report concerning the building, if available. If you upload the file of the energy audit report here, it will be freely downloadable from the web mapping platform.

First data input page for "Energy characteristics of buildings"

6 SEAP actions

The database "SEAP actions" contains information of the actions of the Sustainable Energy Action Plans of local authorities, in particular those concerning public buildings.

"ADDRESS" is a mandatory field. An auto-fill function is available. After entering the address and street number, the latitude and longitude fields will be populated automatically. Please note that this is a geographic database, therefore the address is essential to locate each data record in its right position. If the SEAP action you are about to enter concerns more than one building, you can enter only the name of the city.

<table>
<tr><td colspan="2" align="center">**Some notes**</td></tr>
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- "TYPE OF BUILDINGS": if the action involves only one building or if the involved buildings are of the same type, please select the relevant type from the drop-down menu; if the buildings are of different types, you can select "Buildings of different types".
- "PRESENCE OF ENERGY AUDIT/ANALYSIS": the "Y" and "N" buttons are suitable if for all involved buildings an energy audit is or is not available. If energy audits are available only for some of the involved buildings, please press the "PARTIAL" button.
- "AREA OF INTERVENTION (ENERGY EFFICIENCY MEASURES)" and "AREA IF INTERVENTION (RENEWABLE ENERGY PRODUCTION MEASURES)": these fields are about the type of measure planned for the involved buildings, in the energy efficiency and energy production sectors. If the measure concerns more than one area of intervention for each building, and/or if the areas of intervention differ from building to building within the same measure, please choose "Integrated actions/varies".
- "UPLOAD SEAP": for more detailed information, you can upload the SEAP file, which will be freely downloadable from the web mapping platform.

7 Downloading data

Databases can be downloaded. Click "EXPORT/DOWNLOAD s(CSV)" from the main menu, and two sub-items will appear:

- ALL EXPORT/DOWNLOAD. By clicking on this item, a list will appear with the records entered by all users. You can view the details of all records, but you can modify or delete only those entered by you.
- USER EXPORT/DOWNLOAD. By clicking on this item, the system will show only the records entered by you.

Download page