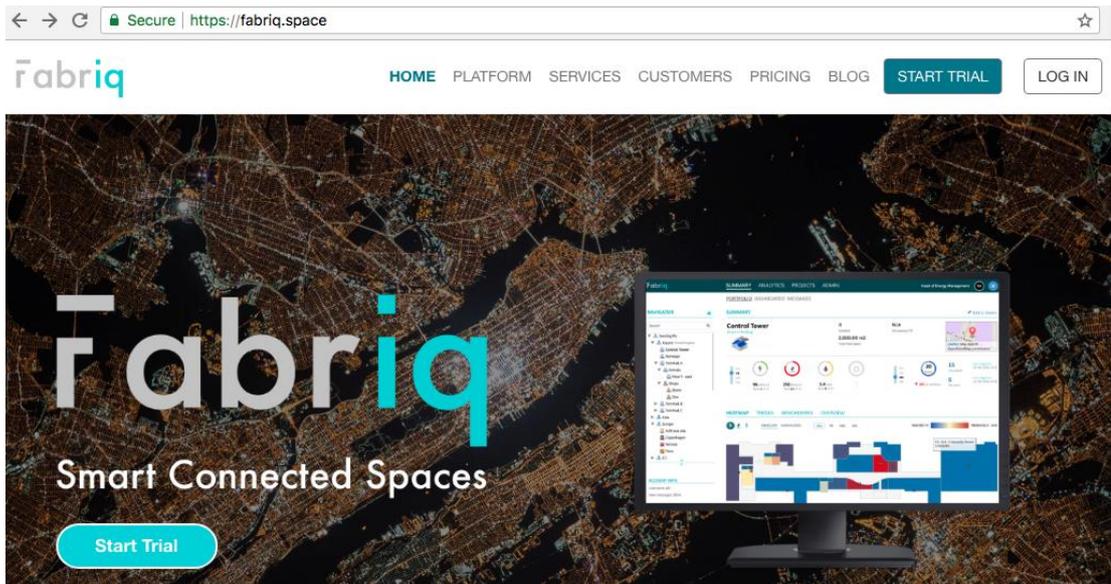


You will be provided access to your site by an administrator or you can sign up for your own account. After access is granted or registration is completed, use the designated user name and password to log in.

Signing In

- You will need to log into the platform from your browser. Navigate to fabriq.space and click the **Log In** button to progress.



- When you reach the sign-in page, enter your user name and password and click the **Sign In** button.



SIGN-IN

Username or E-Mail

Password

[Sign In](#)

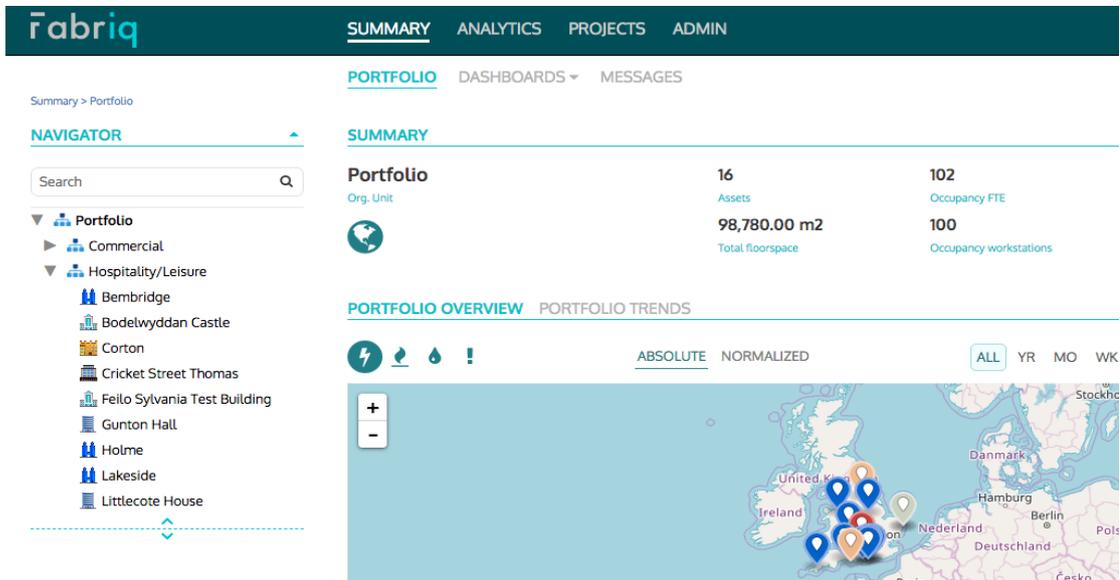
[Forgotten password?](#)

[Sign Up](#)

No account yet?
[Click here and create a free trial account in minutes.](#)

Portfolio Summary Page

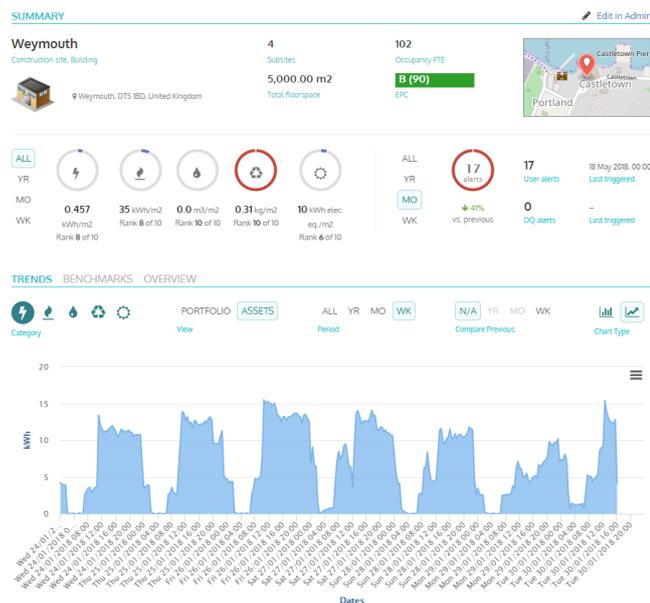
- Upon successfully signing in, you will be presented a summary page of your portfolio of sites. You can view data for all your sites at a high level on this page.



- Click on a specific site or an organisation unit under **Navigator** section to drill down into a specific site or a group of sites. It is also possible to open the summary page for a specific site by clicking on any location on the map or any link.

Site Summary Page

- On the summary page of a site, you will be presented performance data for the site specifically and can select which metrics to display under **Trends**. Also click on **Benchmarks** or **Overview** to assess the performance of the site.



BASIC USER GUIDE

- For users with the appropriate level of access, click **Edit in Admin** link on the summary page of a site to edit the details of the site.

A user (with sufficient privileges) can perform the following on the page for any site:

- Edit basic details of site by clicking on the **Edit** button under **Summary** section.
- Export details of site into a CSV file by clicking the **Export to CSV** link.
- Add sub-sites by clicking on the **Create New Building Part** button.

SUMMARY [Export to CSV](#) [View in Summary](#)

Weymouth XAS123 FTEs: 102, Workstations: 100 [Edit](#)
Construction site, Building UARN Occupancy

 Weymouth, DTS IBD, United Kingdom 5,000.00 m2 Total floorspace
 Isle Of Portland, ENG, GB / 03857
 Weather station
 Heating base T: 15.5 °C
 Cooling base T: 18.5 °C

[MAIN](#) [METERS \(12\)](#) [USERS \(4\)](#) [ALERTS \(1\)](#) [OPERATIONS](#) [RATINGS & AUDITS](#) [SERVICES](#) [FABRIC](#)



[Create New Building Part](#)

Sub-sites (floors, etc.)

Sub-site	Building Part	Common Area	Occupants	Floorspace
CHP (Gas turbine)	Manufacturing site	Building Services Area	Occupants: N/A	Floorspace: N/A
First Floor	Office	Common Area	Occupants: 10, FTEs: 10, Workstations: 10	Floorspace: 1,500.00 m2
Ground Floor	Office	Common Area	Occupants: 25, FTEs: 25, Workstations: 25	Floorspace: 1,500.00 m2
Top Floor	Office	Common Area	Occupants: 38, FTEs: 38, Workstations: 50	Floorspace: 2,000.00 m2

- Add new meters or input readings for meters in **Meters** section.

SUMMARY [Export to CSV](#) [View in Summary](#)

Weymouth XAS123 FTEs: 102, Workstations: 100 [Edit](#)
Construction site, Building UARN Occupancy

 Weymouth, DTS IBD, United Kingdom 5,000.00 m2 Total floorspace
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[MAIN](#) [METERS \(12\)](#) [USERS \(4\)](#) [ALERTS \(1\)](#) [OPERATIONS](#) [RATINGS & AUDITS](#) [SERVICES](#) [FABRIC](#)

[Consumption Meters](#) [Create new Virtual Meter](#) [Create new Meter](#)

Electricity Meters

Type Name	Metered	Unit	Frequency	Type of reading	Tariff	AMR Status
 Electricity	Total	kWh	High	Absolute	2018	Manual

Fuel and Heat Meters

Type Name	Metered	Unit	Frequency	Type of reading	Tariff	AMR Status
 1576003 (All)	Virtual	kWh	-	-	-	Manual
 1576003 (Estimated)	Mix / Natural Gas	kWh	Low	Relative	2018 (Green)	Manual
 1576003 (Metered, Actual)	Mix / Natural Gas	kWh	High	Relative	2018 (Green)	Error

Water Meters

Type Name	Metered	Unit	Frequency	Type of reading	Tariff	AMR Status
 Water	Mix	m3	Low	Relative	-	Manual

BASIC USER GUIDE

SUMMARY

Water Meter: Water 	Weymouth Site Mix Metered N/A Current tariff	Relative Type of readings m3 Unit 0.3441 kg CO2 / m3 Emission factor	N/A SPID	<input type="button" value="Edit"/>
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DATA CHART TARIFFS ALERTS REGRESSION LOGS [Export to CSV](#) [Import from CSV](#)

End: Start	Later	01/03/2018	Add new readings here		<input type="button" value="Add new reading"/>
End: 28/02/2018 Start: 01/02/2018		2231.00 m3	215.0 GBP	08/03/2018 23:32 by Fabriq Demo	<input type="button" value="Edit"/>
End: 31/01/2018 Start: 01/01/2018		1789.00 m3	213.0 GBP	08/03/2018 23:32 by Fabriq Demo	<input type="button" value="Edit"/>
End: 31/12/2017 Start: 01/10/2017		5789.00 m3	780.0 GBP	08/03/2018 23:32 by Fabriq Demo	<input type="button" value="Edit"/>
End: 30/09/2017 Start: 01/09/2017		2123.00 m3	300.0 GBP	08/03/2018 23:31 by Fabriq Demo	<input type="button" value="Edit"/>
End: 31/08/2017 Start: 01/08/2017		1234.00 m3	250.0 GBP	07/03/2018 23:44 by Fabriq Demo	<input type="button" value="Print"/> <input type="button" value="Edit"/>

- Provide access to site's information to users in **Users** section.
- Set automated alerts for out-of-range consumption levels in **Alerts** section.

SUMMARY [Export to CSV](#) [View in Summary](#)

Weymouth Construction site, Building Weymouth, DTS IBD, United Kingdom	XAS123 UARN 5,000.00 m2 Total floorpace	FTEs: 102, Workstations: 100 Occupancy Isle Of Portland, ENG, GB / 03857 Weather station Heating base T: 18.5 °C Cooling base T: 18.5 °C	<input type="button" value="Edit"/>
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MAIN METERS (12) USERS (4) **ALERTS (1)** OPERATIONS RATINGS & AUDITS SERVICES FABRIC

Manage Alerts

ALERT DESCRIPTION Required fields *

Title *

Meter: 1576003 (Metered, Actual) (Mix / Natural Gas)

ALERT CONFIGURATION

Lower limit: Upper limit: Unit:

Raise an alert when the consumption of the meter falls outside of the lower and upper limit range. Note that you can leave either the lower or the upper limit empty.

Period:

The period over which the consumption occurs.

- Enter other pertinent information about the site in **Operations, Ratings & Audits, Services, and Fabric** sections.

SUMMARY [Export to CSV](#) [View in Summary](#)

Weymouth Construction site, Building Weymouth, DTS IBD, United Kingdom	XAS123 UARN 5,000.00 m2 Total floorpace	FTEs: 102, Workstations: 100 Occupancy Isle Of Portland, ENG, GB / 03857 Weather station Heating base T: 18.5 °C Cooling base T: 18.5 °C	<input type="button" value="Edit"/>
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MAIN METERS (12) USERS (4) ALERTS (1) **RATINGS & AUDITS** SERVICES FABRIC

Site Ratings

Type of rating: **England & Wales Domestic EPC**

EPC type: **England & Wales Domestic EPC**

Current rating: **90**

Current band: **B**

Date of certificate: **01 Jan 2018**

Type of rating: **BREEAM**

Score (%): **85**

BREEAM rating: **Outstanding**

Date of certificate: **01 Sep 2017**

Site Audits

Type of audit: **ESOS**

Reference: **ESOS**

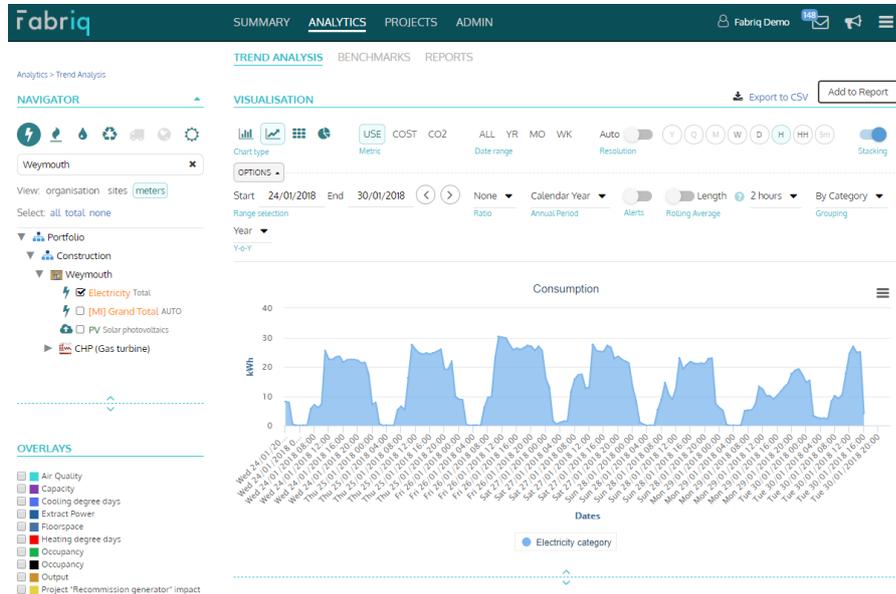
Auditor: **Edward Jones**

Company: **ESOS Co.**

Date of audit: **01 Sep 2017**

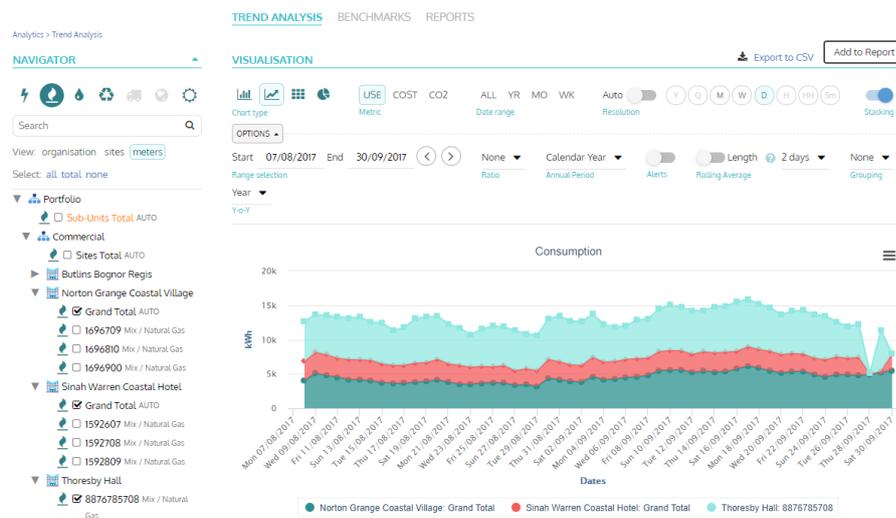
Analytics – Trend Analysis

- For users with the appropriate level of access, click **Analytics** link on the top banner and navigate to **Trend Analysis** to create bespoke reports.



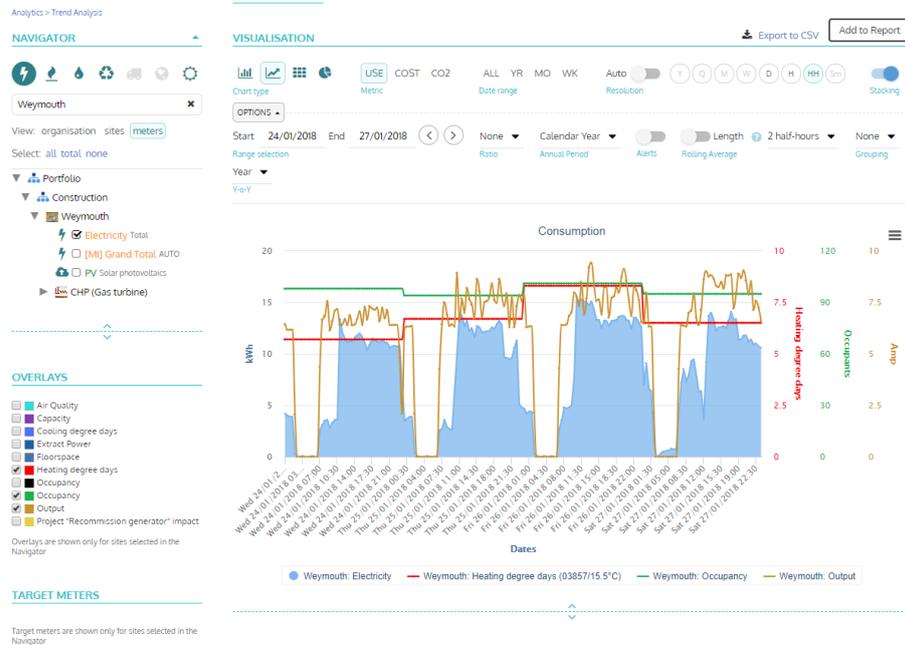
The following are some of the options available for configuring a report:

- Use **Navigator** to select data from meters to include to generate chart under **Visualisation** section. Also use this section to select specific metrics to include by clicking on icons available. Also use search box as needed to find specific sites or meters.
- Use console under **Visualisation** to configure chart to specifications. **Resolution**, **chart type**, and **time range** are some of the configuration options available. Click **Options** tab to see all configuration options available.



BASIC USER GUIDE

- Select **Overlays** options to display heating degree days, cooling degree days, and other data streams available (e.g. as specified within environmental meters for specific sites) alongside consumption figures from meters selected in **Navigator** section. Similarly, selections can also be made under **Target Meters** if targets had been set for specific metrics.



Click **Export to CSV** link to export underlying data for any chart configured to a CSV file. Any configured report can also be saved and used as the basis of auto-generated snapshots that the system can create by clicking the **Add to Report** button. Any chart can also be exported into PDF or an image file by clicking on icon at the upper-right corner of a chart.

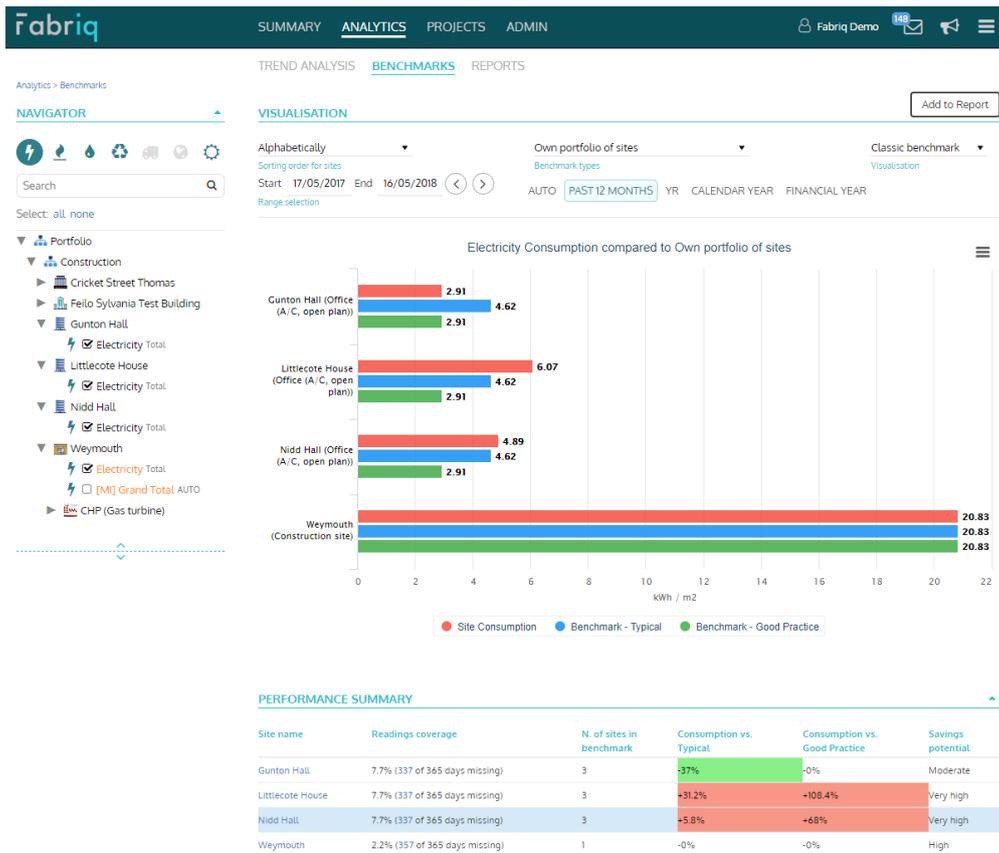
It is also possible to see the underlying data for a chart via **Summary Table**. Navigate to the table below any chart to select data represented on the chart to view in detail. Click **Export to CSV** link to export data seen on table to a CSV file.



Analytics – Benchmarks

- For users with the appropriate level of access, click **Analytics** link on the top banner and navigate to **Benchmarks** to compare performance of sites.

A user can select specific sites to be included for benchmarking as well as metrics to be used to benchmark performance via **Navigator**. Performance can be benchmarked across sites within a portfolio or using benchmarking data sets available by making a selection for **Benchmarking types**.



Additional Information and Support

For more detailed information regarding specific functionalities or additional support is required, please contact Fabriq's Customer Success team via <https://fabriq.space/feedback>.