

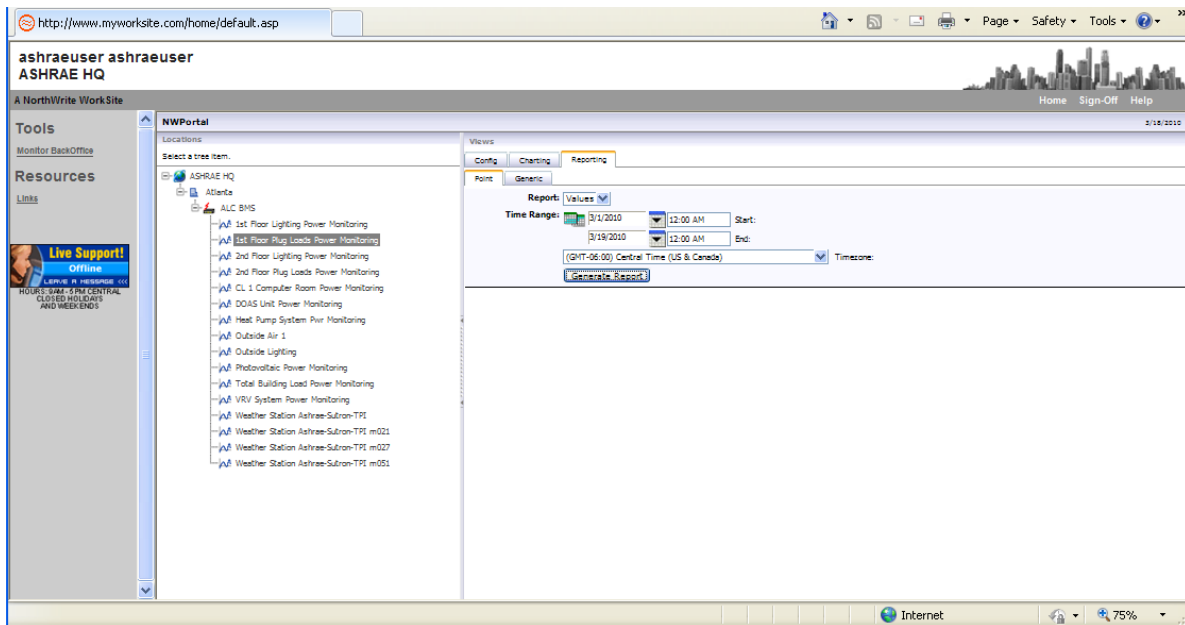
Instructions for Downloading Data from the ASHRAE Headquarters Building

1. Click on the link listed for the ASHRAE Living Laboratory. This will open your browser on the MyWorkSite login web page.
2. Enter the user name (ashraeuser) and password (password) provided for downloading data and click on the "Submit" button. This will open an ASHRAE HQ web page.
3. Click on "Monitor BackOffice" under Tools in the grey menu bar on the left-hand side of the web page. If another login dialog box opens re-enter the user name and password and click on the "Submit" button. This will open the web page shown in the figure below, except with the various items in the directory tree unexpanded and only the three tabs for Config, Charting, and Reporting appearing in the right-hand pane, which labeled "Views."
4. In the directory expand the directory tree by clicking in sequence on the + signs preceding "ASHRAE HQ," then "Atlanta," and then "ALC BMS." A list of 16 sensor points will appear at the lowest level of the directory tree. Eleven of these points represent electric power use in kW, one (Outside Air 1) is the outdoor air CO₂ concentration in ppm, and four (currently inactive) points are measurements by the weather.
5. Click on the point for which you wish to download data, highlighting it. Only one point can currently be downloaded at a time currently.
6. In the right-hand pane, click on the "Reporting" tab. A second row of two tabs will appear under the first row of three tabs.
7. Select the "Point" tab in the second tab row.
8. Select the starting and ending dates and times for the starting and ending dates of the time period for which you wish to download the data. If during this process a "Date Format" box pops up, close it.
9. Change the time zone to the zone which you desire (e.g., Eastern Time (US & Canada)) by selecting it from the drop-down menu next to the time zone shown initially (Central Time).
10. Click on the "Generate Report" button. The window will refresh, and a progress indicator will appear with the label "Report is being generated" below it. This progress indicator will appear for anywhere from a few seconds to several minutes, the specific length of time depending on date range for which data are being downloaded and how many other users are using the WorkSite server at the time. When the report is complete, the progress indicator will disappear and some labels and part of a data table will appear in the right-hand pane.
11. Find the drop-down menu box labeled "Select a format" in the horizontal row set off by a line above and line below the row, which is immediately below the "Generate Report" button used in step 10. Click on the arrow to expand the drop-down menu, and select the desired file format (e.g., Excel or csv) for the data file by clicking on it.
12. Click on the word "Export" that is immediately to the right of the drop-down menu box.
13. A new browser window and a "File Download" dialog box will open. In the dialog box, select the "Open" button to view the data file, select the "Save" button to save the file (following the usual procedure for saving a file in Windows), or select the "Cancel" button to cancel your data download.

14. If “Open” is selected, the data file will open for viewing. After viewing it, the file can be saved using ordinary procedures for saving a file in the application corresponding to the selected file format.
15. If “Save” is selected, when the saving process is completed, the saved file can be opened and viewed by navigating to the folder in which it was saved and opening the corresponding file using the usual procedures for opening a file (e.g., double clicking on the file icon or name).
16. The same data can be exported in a different file format by repeating steps 11 through 15, simply changing the selected file format in step 11 and clicking on “Export” again.
17. To download the data for other points, repeat steps 5 through 15, starting with selecting the next point in step 5.
18. Sign off the web page when done with your data downloads.

Notes:

1. Although only one point can be downloaded at a time currently, plans exist to provide the capability to streamline the process for downloading data for multiple points.
2. The weather station is currently disabled for repairs. Data will be available for download as soon as parts are received and repairs are made.
3. Plans exist to add a large number of additional data points from the building.



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