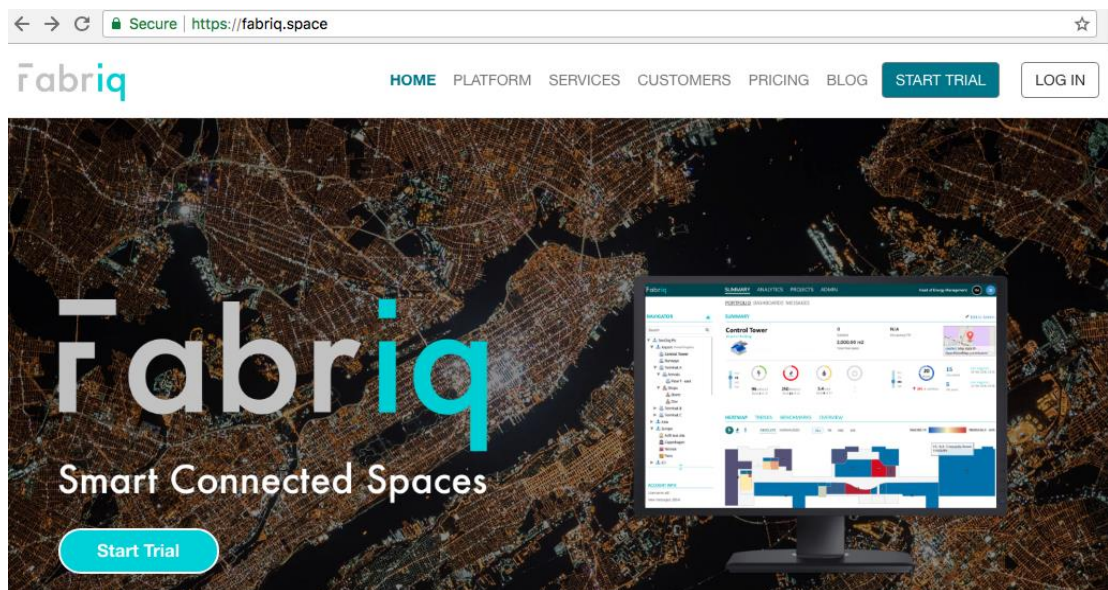


You will be provided access to your site by an administrator or you can sign up for your own account. After access is granted or registration is completed, use the designated user name and password to log in.

### Signing In

- You will need to log into the platform from your browser. Navigate to [fabriq.space](https://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.

Fabriq

[Sign In](#)
[Sign Up](#)
[Mobile](#)

SIGN-IN

Username or E-Mail

Password

Sign In

[Forgotten password?](#)

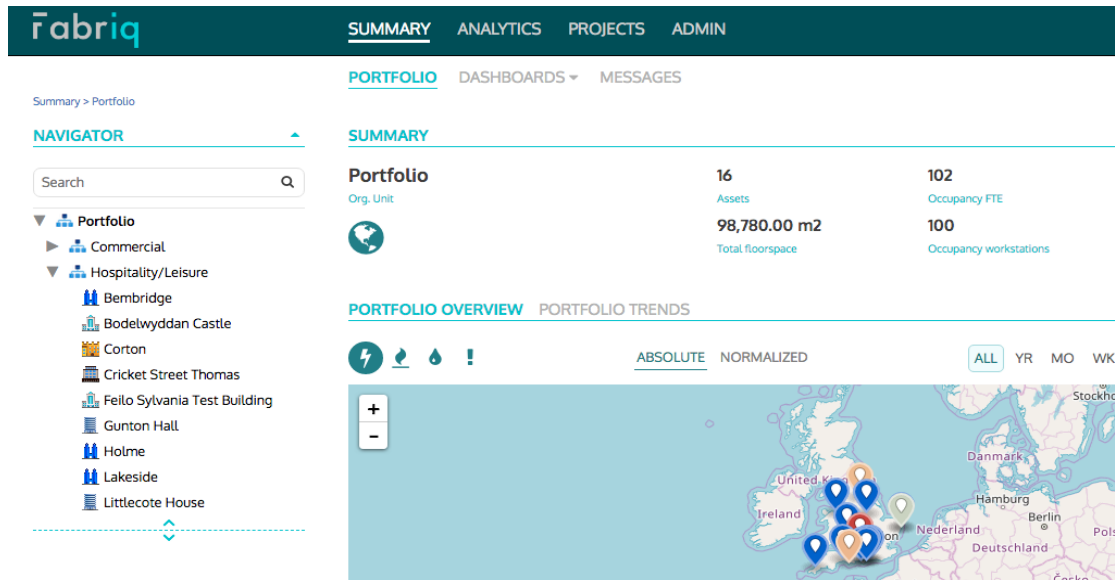
Sign Up

No account yet?

Click here and create a free trial account in minutes.

### Portfolio Summary Page

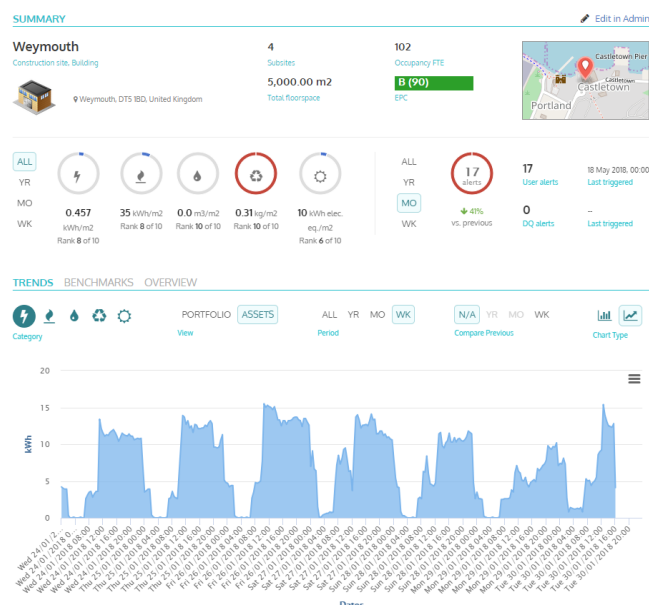
- Upon successfully signing in, you will be presented a summary page of your portfolio of sites. You can view data for all your sites at a high level on this page.



- 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:

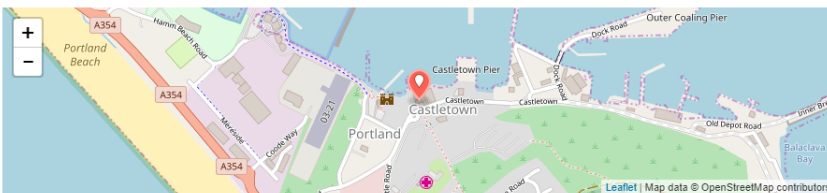
- Edit basic details of site by clicking on the **Edit** button under **Summary** section.
- Export details of site into a CSV file by clicking the **Export to CSV** link.
- Add sub-sites by clicking on the **Create New Building Part** button.

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

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

 Weymouth, DT5 1BD, 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**




**Sub-sites (floors, etc.)** [Create New Building Part](#)

Sub-site	Type	Building Part	Common Area	Occupants	Floorspace
CHP (Gas turbine)	Manufacturing site	Building Part	Building Services Area	Occupants: N/A	Floorspace: N/A
First Floor	Office	Building Part	Common Area	Occupants: 10, FTEs: 10, Workstations: 10	Floorspace: 1,500.00 m2
Ground Floor	Office	Building Part	Common Area	Occupants: 25, FTEs: 25, Workstations: 25	Floorspace: 1,500.00 m2
Top Floor	Office	Building Part	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** Construction site, Building **XAS123** UARN **FTEs: 102, Workstations: 100** [Edit](#)

 Weymouth, DT5 1BD, United Kingdom **5,000.00 m2** Total floorspace **Isle Of Portland, ENG, GB / 03857** Weather station  
Heating base T: 15.5 °C  
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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

<b>Water</b> <small>Meter: Water</small> 	<b>Weymouth</b> <small>Site</small> <b>Mix</b> <small>Metered</small> <b>N/A</b> <small>Current tariff</small>	<b>Relative</b> <small>Type of readings</small> <b>m3</b> <small>Unit</small> <b>0.3441 kg CO2 / m3</b> <small>Emission factor</small>	<b>N/A</b> <small>SPD</small>	<a href="#">Edit</a>
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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		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	<a href="#">Edit</a>
End: 31/01/2018 Start: 01/01/2018		1789.00 m3	213.0 GBP	 08/03/2018 23:32 by Fabriq Demo	<a href="#">Edit</a>
End: 31/12/2017 Start: 01/10/2017		5789.00 m3	780.0 GBP	 08/03/2018 23:32 by Fabriq Demo	<a href="#">Edit</a>
End: 30/09/2017 Start: 01/09/2017		2123.00 m3	300.0 GBP	 08/03/2018 23:31 by Fabriq Demo	<a href="#">Edit</a>
End: 31/08/2017 Start: 01/08/2017		1234.00 m3	250.0 GBP	 07/03/2018 23:44 by Fabriq Demo	<a href="#">1</a> <a href="#">Edit</a>

- 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](#)

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

### Manage Alerts

Required fields \*

ALERT DESCRIPTION

Title \*

Consumption outside threshold

Meter

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

ALERT CONFIGURATION

Lower limit

Upper limit

Unit

1

10000

kWh

Period \*

1

Day

Note that you can leave either the lower or the upper limit empty.

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](#)

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

### Site Ratings

[Add new rating](#)

Type of rating: <b>England &amp; Wales Domestic EPC</b>	<a href="#">Edit</a>
EPC type: <b>England &amp; Wales Domestic EPC</b>	<a href="#">1</a>
Current rating: <b>90</b>	
Current band: <b>B</b>	
Date of certificate: <b>01 Jan 2018</b>	
Type of rating: <b>BREEAM</b>	<a href="#">Edit</a>
Score (%): <b>85</b>	<a href="#">0</a>
BREEAM rating: <b>Outstanding</b>	
Date of certificate: <b>01 Sep 2017</b>	

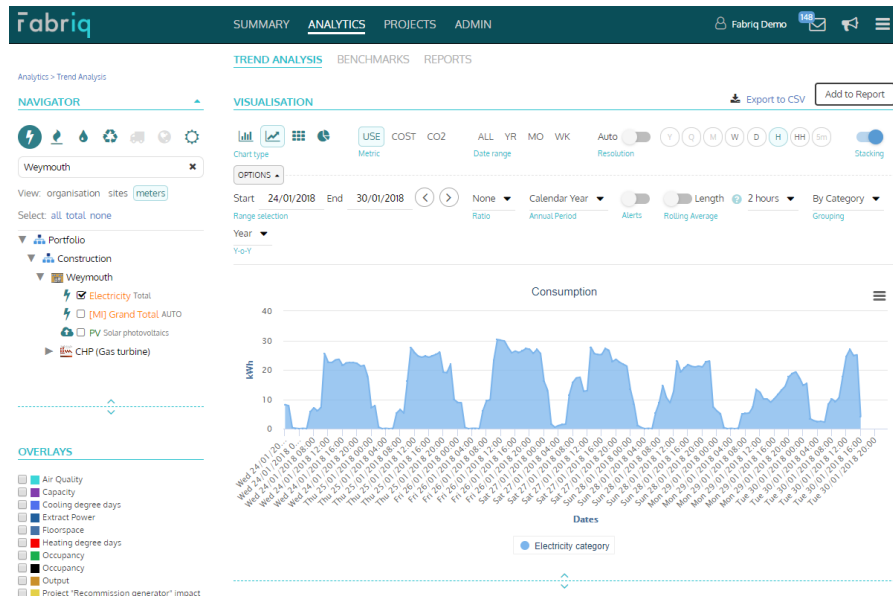
### Site Audits

[Add new audit](#)

Type of audit: <b>ESOS</b>	<a href="#">Edit</a>
Reference: <b>ESOS</b>	<a href="#">1</a>
Auditor: <b>Edward Jones</b>	
Company: <b>ESOS Co.</b>	
Date of audit: <b>01 Sep 2017</b>	

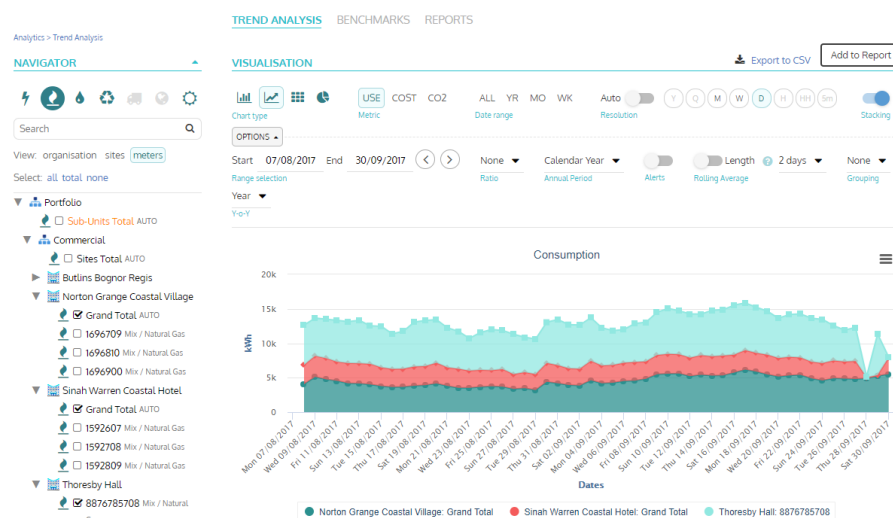
## Analytics – Trend Analysis

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



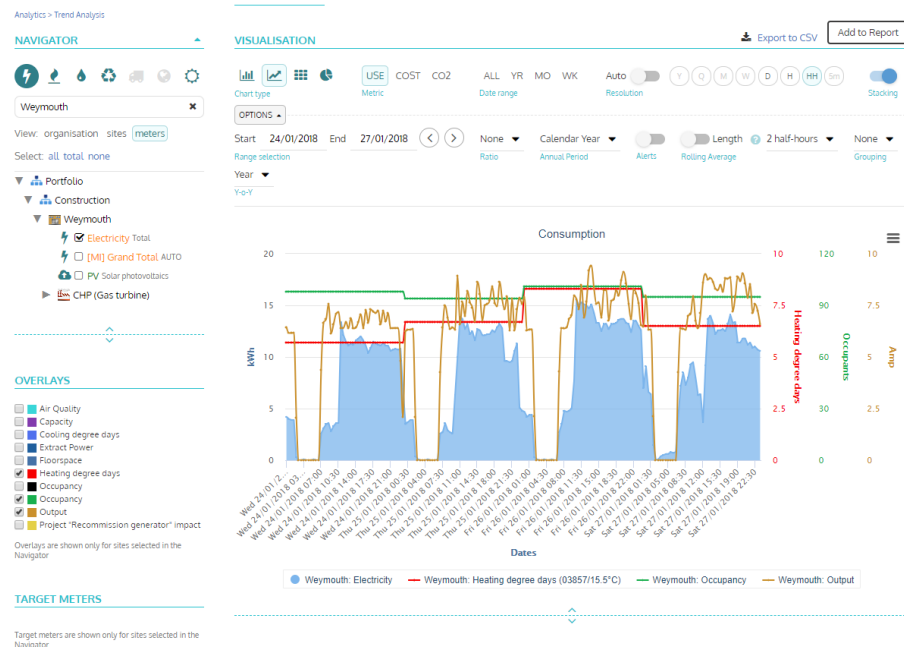
The following are some of the options available for configuring a report:

- 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.



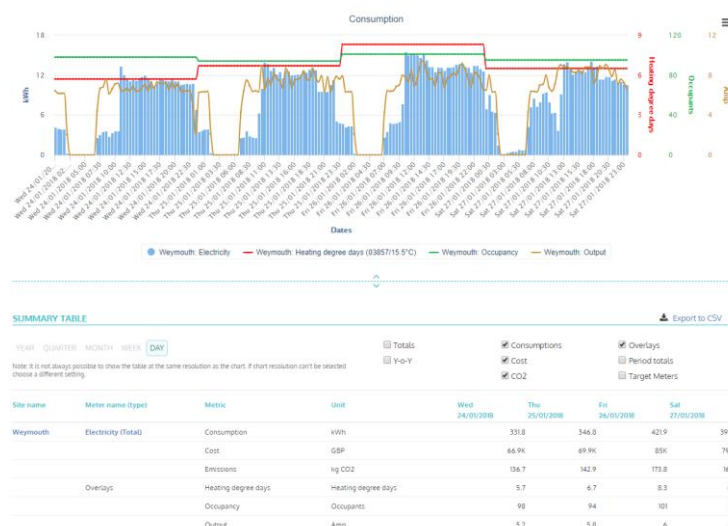
## BASIC USER GUIDE

- 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.

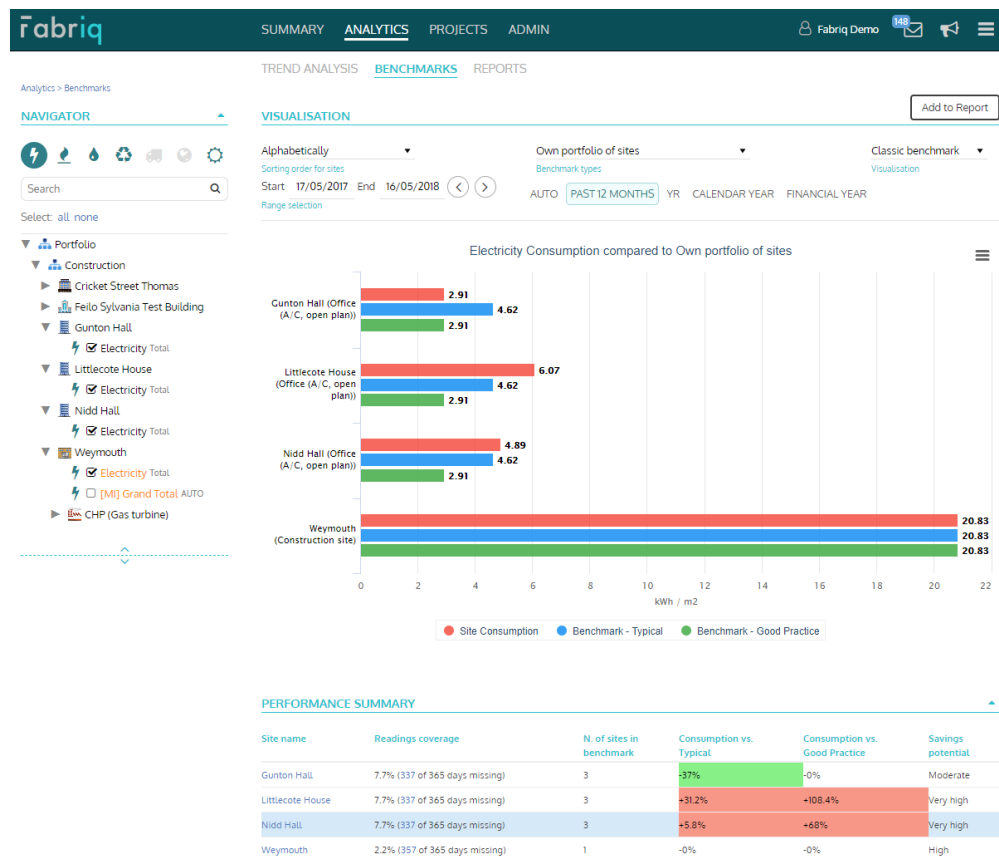
It is also possible to see the underlying data for a chart via **Summary Table**. Navigate to the table below any chart to select data represented on the chart to view in detail. Click **Export to CSV** link to export data seen on table to a CSV file.



### 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>.