**Building Energy Asset Score: Audit Template Pilot Testing Guide**

The Audit Template feature of the Building Energy Asset Score tool may be used to collect, store and report building energy audit data. Please follow the instructions below for obtaining access to the beta version of this feature for pilot testing purposes.

* Register for an Asset Score account at <https://buildingenergyscore.energy.gov/>
* Request beta access by emailing the site administrator at [asset.score@pnnl.gov](mailto:asset.score@pnnl.gov)
* After approval has been granted, the green “New Audit Report” button should be available upon login in to Asset Score. Select the button to begin entering building audit data into the template.
* Review the “[Quick Start Guide - Audit Template](mailto:https://buildingenergyscore.energy.gov/documents/asset_score_quick_start_guide_audit_template.pdf)” document or the online “[Audit Template User Guide](https://help.buildingenergyscore.com/support/solutions/8000051362)” for guidance.
* Previous building audits or test audits with fictional data may be entered for testing purposes.
* During your review, please identify and note your responses to the following.
  + Ease of navigation
  + Data input labels and instructions
  + Workflow and tool structure
  + Overall understanding of required inputs and calculated fields
  + The length of time and effort required to complete each section
  + Additional comments and/or suggestions

Please note that this feature is a work in progress, and the tool will undergo periodic updates throughout the summer. However, the overall structure should remain similar enough for you to evaluate.

Please forward comments from your review and/or requests for additional information or technical support to [asset.score@pnnl.gov](mailto:asset.score@pnnl.gov). You may also request a time to discuss over the phone.

*Audit Template Pilot Testing Guide - version 8/15/17*