



## New Feature #2: Copy Project

Nov. 2018

The Building EQ Portal has added a new feature, the Copy Project button. The Copy Project button is located on the Manage Projects page. This feature creates a new project with the exact information as the original file. The new file is automatically created with "Copy 1" added to the end of the original file name. The new project can be renamed and edited as needed. This feature can be used to copy any project at any time during the data entry process or after the project has been submitted.

### Why use the copy project button?

- Update a previously submitted project with new Utility, EEM, and/or IEQ information.
- Create an As Designed (AD) project for a building that has previously been submitted as an In Operation (IO) project, but needs to have different information under the Building Characteristics tab.
- Enter historical data on a building without having to update the static building information with each new project. Start a new project with similar information to reduce required data entry.

Check out this new feature in the Building EQ Portal at [ashrae.org/BuildingEQ](http://ashrae.org/BuildingEQ).