



User Manual

BREEAM In-Use

Property Management System

www.breaminuse.org.uk

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1. About this guide

We are continually improving the BREEAM In-Use self assessment tool, and therefore, some of the screens in this manual may not reflect the latest changes.

Any comments or suggested improvements regarding this user guide can be emailed to the BREEAM In-Use mailbox at biu@bre.co.uk

2. Introduction to our new automated asset management system

This User Manual provides BREEAM In-Use users with a step by step guide on how to use the new self assessment system.

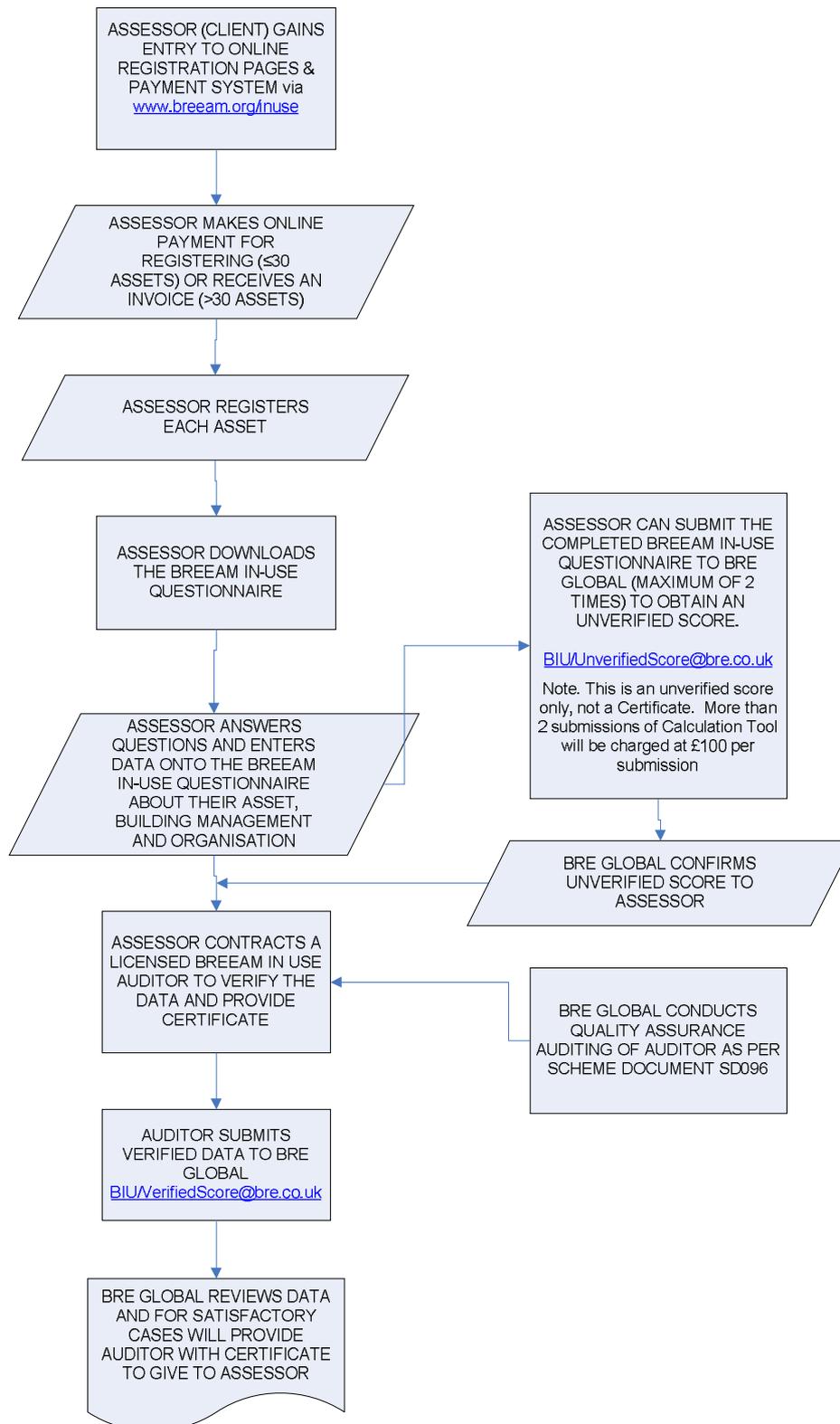
Historically, all BREEAM assessments were completed using a paper based system supported by a spreadsheet tool.

This new system is a web based software tool, which can be accessed from any internet enabled computer platform, making it possible to rate existing buildings that are currently in use.

The system will enable portfolio owners and managers to monitor all of their BREEAM In-Use assessments from the registration stage, all the way through to the issuing of the final certificate.

Portfolio owners can register a portfolio, complete and submit assets using the system. After the asset has been registered an electronic copy of the self assessment tool can be downloaded.

2.1 The BREEAM In-Use Process for registration to certification



2.2 Who can use the system

The main users of the BREEAM In-Use system will be portfolio owners, portfolio managers and asset managers.

The system will allow portfolio owners to begin the assessment process by registering themselves, followed by the details of their portfolio.

In addition, portfolio owners will also be able to enter the details of other users, and assign them a particular access level.

There are 3 types of user access level;

- Portfolio Owner
- Portfolio Manager
- Asset Manager

2.3 Overview of system features

- This new system will enable portfolio owners to:
- Register a portfolio.
- Billing/Payment
- Create portfolio manager & asset manager accounts.
- Register assets.
- Download & Submit Questionnaire.

2.4 System queries and support

- For support with the BREEAM In-Use System, please refer to this guide in the first instance.

2.5 Technical guidance

- For technical guidance and general queries relating to BREEAM In-Use please email the BREEAM In-Use inbox at biu@bre.co.uk.

2.6 Help with the automated system

- For help and support using the BREEAM In-Use system email the BREEAM In-Use inbox at biu@bre.co.uk.

2.7 Email

- Emails should be sent to the BREEAM In-Use inbox at biu@bre.co.uk.

2.8 System time out

- After approximately 10 minutes of system inactivity the system will automatically log you out. You will be required to log in again to access your records.

3. Registering an account

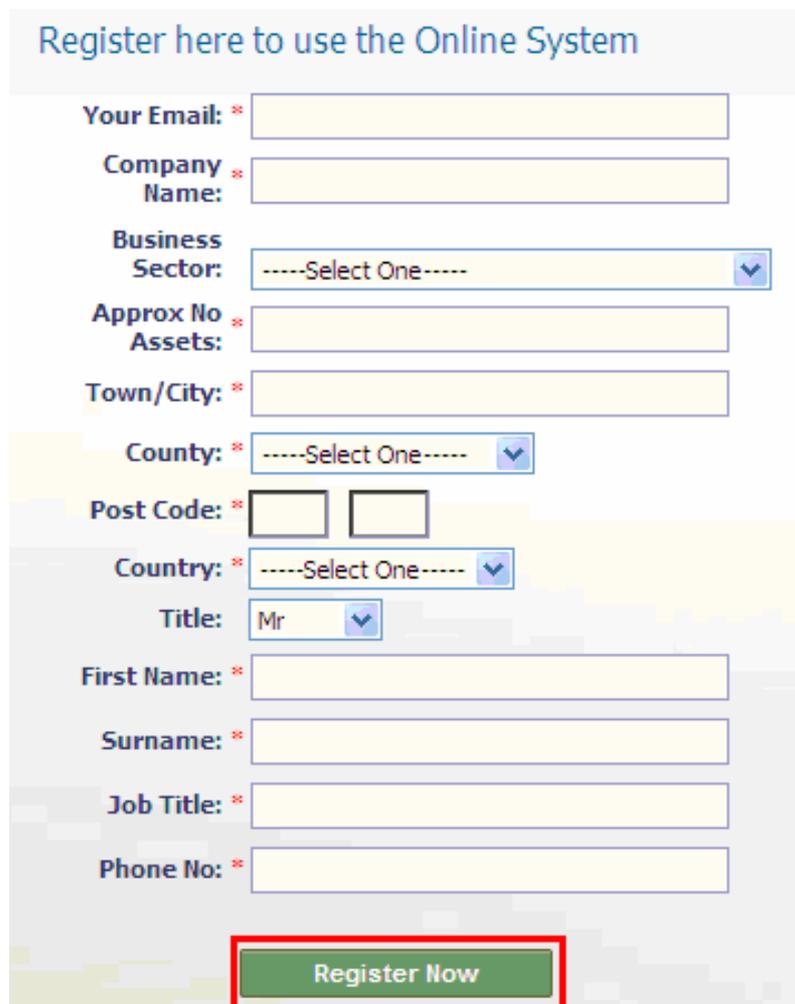
- Before the system can be used, you must create a user account. Below is a description of what is involved in this process:

3.1 The account registration form

- Open your internet browser and go to the following address:

www.breaminuse.org.uk

- Complete the registration form on the home page:



The image shows a registration form titled "Register here to use the Online System". The form contains the following fields:

- Your Email:** * [Text input field]
- Company Name:** * [Text input field]
- Business Sector:** [Dropdown menu with "-----Select One-----" and a downward arrow]
- Approx No Assets:** * [Text input field]
- Town/City:** * [Text input field]
- County:** * [Dropdown menu with "-----Select One-----" and a downward arrow]
- Post Code:** * [Two separate text input fields]
- Country:** * [Dropdown menu with "-----Select One-----" and a downward arrow]
- Title:** [Dropdown menu with "Mr" and a downward arrow]
- First Name:** * [Text input field]
- Surname:** * [Text input field]
- Job Title:** * [Text input field]
- Phone No:** * [Text input field]

At the bottom of the form, there is a green button labeled "Register Now" which is highlighted with a red rectangular border.

- Fields with red stars against them are mandatory for completion.
- Once you have completed all mandatory fields, click Register Now to continue.

PLEASE NOTE: The number of assets you wish to register (and pay for in this transaction) should be entered in the field titled **Approx no assets**. Additional payments to register more assets can be made within the system at any time.

3.2 Register your details – further information

- Once the initial registration form is completed, you will be asked to complete additional information about yourself.
- This will include entering a password, which you will then have to confirm.

REGISTER: Your Details

Organisation: BREGlobal Ltd

Address line 1: Bucknalls Lane

Address line 2: Garston

Address line 3:

Address line 4:

Town / City: Watford

County: Hertfordshire

Post Code: WD 25 9XX

Country: UK

Title: Mr

First Name: Joe

Surname: Bloggs

Job title: Portfolio Owner

Job Role: Building Owner

Department: n/a

Division: n/a

Contact No - Office: 01923 660000

Contact No - Mobile: 07876 123456

Username(Email): joe.bloggs@bre.co.uk

Password: ****

Confirm Password: ****

Business Sector: Construction

Approx No Assets: 1

2nd Contact Name:

2nd Contact Email:

2nd Contact No:

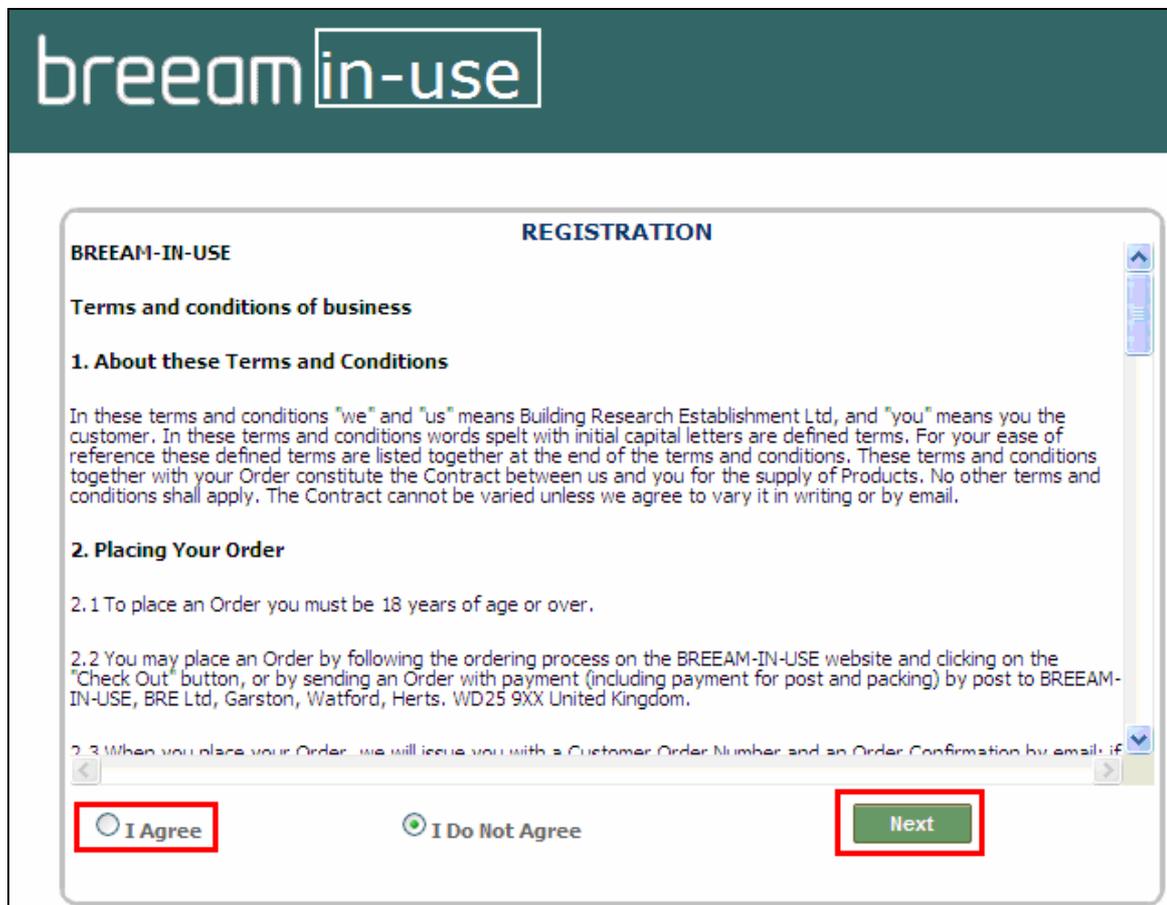
Buttons: Back, Continue

- Once you have completed the form, please click Continue to advance past the log in process.

PLEASE NOTE: Not all of the information requested on this form is mandatory for completion. Also, this form can be updated at any time after this step in the process.

3.3 Accepting the BREEAM in-use terms and conditions

- Once the additional registration form has been completed, a new screen will appear detailing terms and conditions associated with various aspects of BREEAM In-Use. All terms and conditions must be accepted if you wish to continue with your registration.
- In order to show that you agree with the terms and conditions, check the box marked 'I agree', then click 'Next', as shown in the screen shot below:



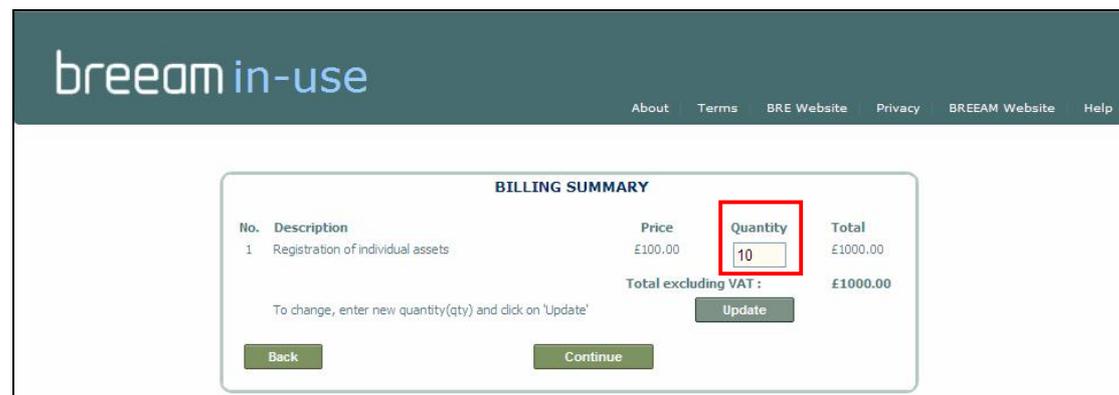
The screenshot shows a web browser window displaying the BREEAM in-use registration page. The page title is "BREEAM-IN-USE REGISTRATION". The main heading is "Terms and conditions of business". The first section is "1. About these Terms and Conditions", which contains a paragraph of text explaining the terms and conditions. The second section is "2. Placing Your Order", which contains three sub-sections: "2.1 To place an Order you must be 18 years of age or over.", "2.2 You may place an Order by following the ordering process on the BREEAM-IN-USE website and clicking on the 'Check Out' button, or by sending an Order with payment (including payment for post and packing) by post to BREEAM-IN-USE, BRE Ltd, Garston, Watford, Herts. WD25 9XX United Kingdom.", and "2.3 When you place your Order, we will issue you with a Customer Order Number and an Order Confirmation by email if". At the bottom of the page, there are three buttons: "I Agree" (with a radio button selected), "I Do Not Agree" (with a radio button unselected), and "Next" (a green button).

- Your account will then be made live automatically, and you will be able to log into the BREEAM In-Use online system.

Please Note! Your username is the e-mail address you used to register your portfolio. Please ensure you keep your password secure. Do not allow any other person to know your password or to use your BREEAM In-Use System account.

4. Billing/ payment

- A billing summary screen will open
- On this screen you will see the approximate number of assets that you specified upon registering your portfolio.
- If this number of assets still applies then check the amount.
- The Registration of assets is charged at £100 per asset registered.
- If the number of assets you require to register has changed since registering your portfolio click in the 'quantity' box and increase/reduce the number of assets.



breeam in-use

About Terms BRE Website Privacy BREEAM Website Help

BILLING SUMMARY

No.	Description	Price	Quantity	Total
1	Registration of individual assets	£100.00	10	£1000.00

Total excluding VAT : £1000.00

To change, enter new quantity(qty) and click on 'Update'

Update

Back Continue

- Once you have changed the number of assets, click the update button to refresh the total amount to pay.
- Then click the 'Continue' button.
- You can either pay by invoice or online using your credit or debit card.
- The method of payment will default to invoice if you require registering over 30 assessments.
- Any submissions of 30 assets or less you will need to pay for online using your debit or credit card.
- The system will generate a statement. (This is not an invoice.)
- Check all the amounts on the statement thoroughly.
- If you are happy with all the details shown on the statement click 'Complete Transaction'. If you notice anything incorrect on the statement click 'Amend above Details' to go back a step and re-enter the information on the previous screen. If you have decided against registering your portfolio at this time click 'Cancel'.

BREEAM In-Use

STATEMENT

**BREEAM In-Use,
BRE Global Ltd,**
Bucknalls Lane,
Garston, Watford,
United Kingdom WD25 9CC.

To,

Mr.Jo Bloggs
BRE,
Bucknalls Lane, Garston, - WD25 9CC,
Watford, Hertfordshire, UK.

Date : 05/06/2009

SlNo.	Description	Price	Qty	Net Amount	VAT	Total Amount
1	Registration of individual assets	£100.00	29	£2900.00	£435.00	£3335.00
Statement Total :						£3335.00

4.1 Credit/ debit card payments

- This option is only available for the registration of portfolios with less than 30 units.

BRE excellence and innovation in the built environment

Credit card payment for BREEAM In Use

Please check the details below then click the 'Go to checkout' button to make your payment.

Billing address [edit address]

Mr.Jo Bloggs
BRE
Bucknalls Lane
Garston
Watford
Hertfordshire
WD25 9CC
United Kingdom

Delivery to [edit address]

Mr.Jo Bloggs
BRE
Bucknalls Lane
Garston
Watford
Hertfordshire
WD25 9CC
United Kingdom

Order details

Description	Qty	Price
BIUSEcredit	29	£100.00

Totals

Sub-total :	£2900.00
VAT :	£435.00
Total :	£3335.00

Please check these details carefully – this is your last opportunity to correct them. If you need to alter the billing or delivery address, select the 'edit address' button.

When you press 'go to checkout' you will move onto a 128-bit encrypted secure server, run and managed by Netbanx.

To confirm that you are using a secure link and that your credit card details will be safe in transit, look for the 'padlock' icon at the bottom left of the screen, and for the secure address starting https in the address bar.

- Please check one final time that all of the information on the Credit card payment screen is correct before clicking 'Go to checkout'.
- Another new window will open asking you to enter your card details.

BRE | [who we are](#) | [what we do](#) | [what's new](#) | [a-z of services](#) | [contact us](#) | [Go>](#)

Credit card payment

This transaction is being carried out over a secure link. NetBanx transactions are encoded for your security.

NetBanx will carry out an online authorisation of your card and will debit **£3335.00** from your account if it is cleared.

Your transaction will be approved in a few seconds.

Please complete the form below

Cardholder's name:

Cardholder's e-mail address:

Cardholder's post/zipcode:

Card number:

Card issue number (if applicable):

Card start date:

Card expiry date:

Please click 'Transmit' once, then wait for a response from the server.

NETBANX

we accept the following cards

VISA
EUROCARD
MasterCard
SWIFT
DELTA
C

- Complete the information required then click 'Transmit' to complete the transaction.

4.2 Invoicing

- This method of payment is mandatory for any portfolios with more than 30 assets.
- A window will open requesting you to enter you preferred invoicing address.
- Complete all the fields in this form.

PREFERRED BILLING/INVOICE ADDRESS

Company Registered Country ▾

Company registration number

Company's Purchase Order number

Address line 1

Address line 2

Address line 3

Address line 4

Town /City

County ▾

Post Code

Country ▾

Name of the Person Invoice to be addressed

Contact No of the Person invoice to be sent

Fax No of the Person invoice to be sent

Email-id of the Person invoice to be sent

- Once you have completed all of the required information, click 'Continue'.
- A statement will show, and an invoice will be sent out in the post.

BREEAM In-Use

STATEMENT

**BREEAM In-Use,
BRE Global Ltd,
Bucknalls Lane,
Garston, Watford,
United Kingdom WD25 9XX.**

To,

Jo bloggs
BRE,
Bucknalls Lane,
Garston, ,
, Watford, Hertfordshire- WD25 9XX,
UK.

Date : 05/06/2009

Purchase Order Number :

SlNo.	Description	Price	Qty	Net Amount	VAT	Total Amount
1	Registration of individual assets	£100.00	31	£3100.00	£465.00	£3565.00
Statement Total :						£3565.00

5. Logging onto the system

- Open your internet browser and go to www.breeaminuse.org.uk
- Enter your Username.
- Enter your Password.
- Click the Login button.
- Your user login panel will then be displayed:

Please Note! Please ensure you keep your password secure. Do not allow any other person to know your password or to use BREEAM In-Use System account.

5.2 User – login panel

- A link titled Control Panel exists at the top of all pages within the system. Once on the Control Panel main page, the user can perform a number of functions. Below is the control panel view available to the portfolio owner:



Please Note! This screen will differ slightly depending on what level of access you have to the system i.e. Portfolio Owner, Portfolio Manager or Asset Manager.

a. Portfolio Owner

This allows the portfolio owner to register a new portfolio, view and update portfolio details and monitor their portfolio performance.

b. Portfolio manager

This option available to both portfolio owners and portfolio managers can be used to register a new asset in a portfolio, view and amend asset details, download questionnaires and monitor certified assets performance.

c. Asset manager

Here the asset manager can upload questionnaires and monitor certified asset performance.

d. User logon maintenance

This link opens a window listing all users and their logon details and can be used by portfolio owners to create portfolio manager accounts or portfolio managers to create or amend new asset manager's login id.

e. Log off

Securely exit the system.

5.3 Logging out

- It is important for data security that you do not remain logged in to the system if leaving your personal computer unattended. (The system will automatically log you out after 10 minutes system inactivity).
- Click on the Log Off text at the top right hand corner of the page:



6. Portfolio owner

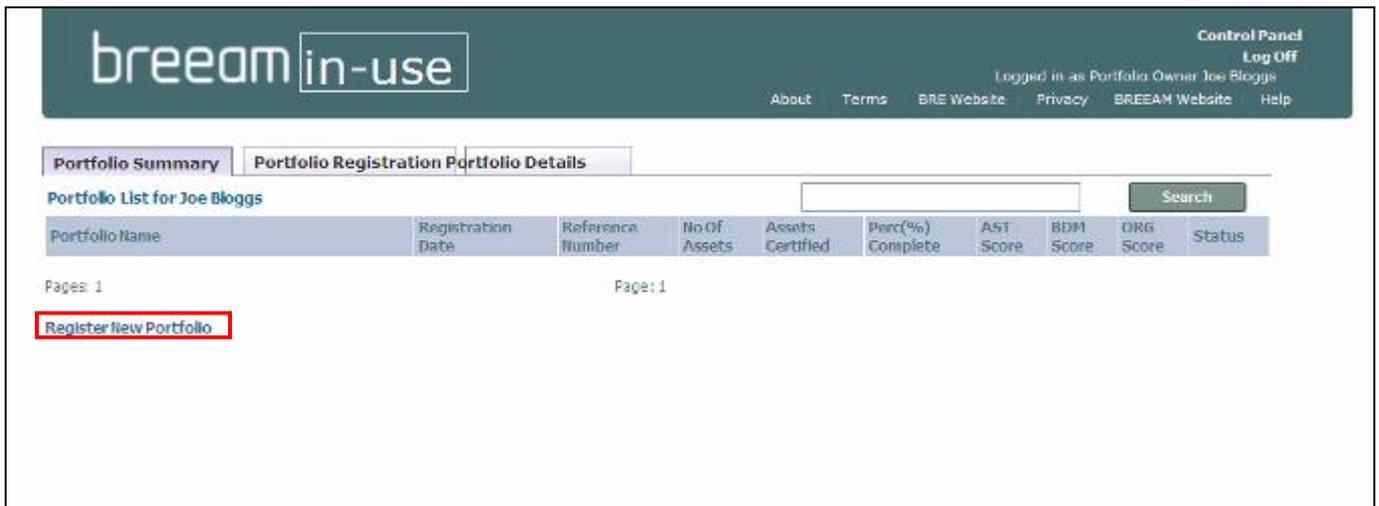
- The initial user of the system is the Portfolio Owner. From this screen the portfolio owner can;
 - Register a new portfolio.
 - View / update portfolio details.
 - Monitor portfolio status.
 - Register a new asset in a portfolio.
 - View / update asset details.
 - Download questionnaire.
 - Monitor certified asset performance.
 - Create user logons.
 - Update user details.

6.1 Registering a new portfolio – option only available to portfolio owners

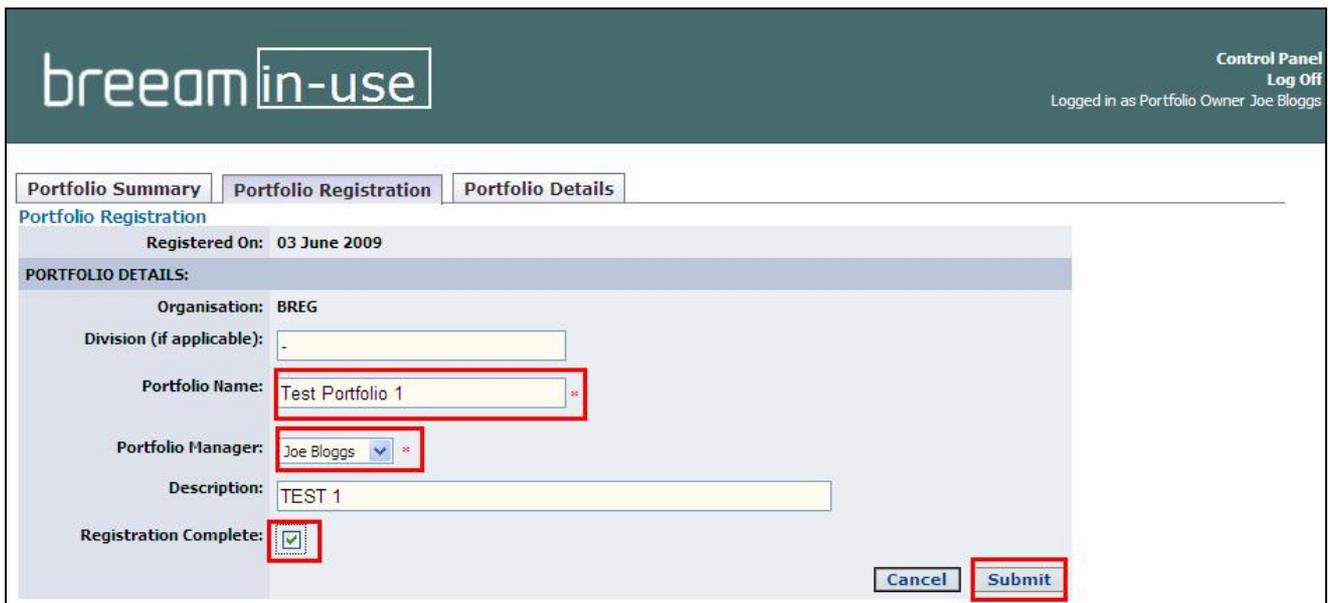
- To register a new portfolio, click 'enter' in the 'portfolio owner' box.



- Then click where it says 'Register new portfolio'.



- A new screen will open called 'Portfolio registration' here the Portfolio owner should enter some basic information for the creation of their portfolio.



- Once all the necessary portfolio information has been completed, click submit to create the portfolio.

6.2 Viewing/ editing an existing portfolio

- To view an existing portfolio, from the Login Panel click on the portfolio owner button.

Portfolio Summary | Portfolio Registration | Portfolio Details

Portfolio List for Joe Bloggs

Portfolio Name	Registration Date	Reference Number	No Of Assets	Assets Certified	Perc(%) Complete	AST Score	BDM Score	ORG Score	Status
Test Portfolio 1	03/06/2009		0	0	0	0	0	0	InComplete
Test Portfolio 2	03/06/2009		0	0	0	0	0	0	InComplete

Pages: 1

Page : 1

[Register New Portfolio](#)

- The Portfolio Summary page (above) displays a table detailing all portfolio's that are currently assigned to you.
- Click on the portfolio name.
- A tab called 'Update portfolio details' will open; here you can view or amend the portfolio title and manager.

Please Note! The Portfolio manager drop down list will only display the names of users that have had accounts created and activated with the user access level of portfolio manager.

Portfolio Summary | Portfolio Registration | Portfolio Details

Portfolio Contents

Update Portfolio Details | Assets | Questionnaire

Update Portfolio details of Test Portfolio 1

Registered On: 03 June 2009

PORTFOLIO DETAILS:

Organisation: BREG
Division (if applicable):
Portfolio Manager: Joe Bloggs **
Portfolio Name: **
Description:
Registration Complete:

- When you have completed making amendments click 'Update'.

6.3 Search for a portfolio

- To search for a portfolio click in the search box provided, then type in the name of the portfolio.

Portfolio Summary | Portfolio Registration | Portfolio Details

Portfolio List for Joe Bloggs

Test Portfolio 2

Portfolio Name	Registration Date	Reference Number	No Of Assets	Assets Certified	Perc(%) Complete	AST Score	BDM Score	ORG Score	Status
Test Portfolio 1	03/06/2009		0	0	0	0	0	0	InComplete
Test Portfolio 2	03/06/2009		0	0	0	0	0	0	InComplete
Test Portfolio 3	03/06/2009		0	0	0	0	0	0	InComplete

Pages: 1

Page : 1

[Register New Portfolio](#)

- Now click the 'Search' button.
- Provided that the portfolio you searched for exists, the screen will refresh and will now show only that portfolio.

Portfolio Summary | Portfolio Registration | Portfolio Details

Portfolio List for Joe Bloggs

Test Portfolio 2

Portfolio Name	Registration Date	Reference Number	No Of Assets	Assets Certified	Perc(%) Complete	AST Score	BDM Score	ORG Score	Status
Test Portfolio 2	03/06/2009		0	0	0	0	0	0	InComplete

Pages: 1

Page : 1

[Register New Portfolio](#)

6. Creating user login ID's

- To create a user profile and login ID for other BREEAM In-Use users, click the 'Enter' button in the User Logon Maintenance box.

USER - LOGIN PANEL

Name: Mr. Joe Bloggs

Portfolio Owner

- Register a new portfolio.
- View / update portfolio details.
- Monitor portfolio status.

[Access Now](#)

Portfolio Manager

- Register a new asset in a portfolio.
- View / update asset details.
- Download questionnaire.
- Monitor certified asset performance.

[Access Now](#)

Asset Manager

- Upload questionnaire.
- Monitor certified asset performance.

[Access Now](#)

User Logon Maintenance

- Create user logons.
- Update user details.

[Access Now](#)

- A new window will open listing all users.

REGISTERED USERS - ADMIN

Sl.No.	First Name	Surname	UserName	PM	AM	QE	Aud	Activate
<input type="checkbox"/>								

[Back](#) [Add New User](#) [Update Users](#)

7.1 Adding a new user

- To add a new user account, first click the 'Add New User' button.
- The user registration form will appear:

USER REGISTRATION FORM

Title Mrs

First Name Jane *

Surname Bloggs *

Job Title -

Responsibility -

Department -

Contact number - Office -

Contact Number - Mobile -

Username (Email) jane.bloggs@bre.co.uk *

Password test *

Confirm Password test *

Back Register Now

Enter all *indicated fields

- Enter the required fields then click Register Now.
- You can now see the newly created user on the registered users list, shown in the screen shot below.

SLNo	First Name	Surname	Username	PH	AM	QC	Aud	Activate
1	Jane	Bloggs	jane.bloggs@bre.co.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.2 Granting user access levels

- You must now decide what level of access to give the new user. At present there are two choices:
 - Portfolio Manager
 - Asset Manager

- To do this click in the appropriate tick box, under PM for portfolio manager, or AM for asset manager.

8. The portfolio manager

- Portfolio managers can only be created by the portfolio owner.
- A portfolio owner may assign a portfolio manager to each of his/her portfolios.
- The portfolio manager is then responsible for adding assets.
- To add an asset to a portfolio, first you must assign the portfolio to one of your portfolio managers.
- To do this you must be logged in as the portfolio owner.
- Once logged in as the portfolio owner, access the portfolio owner menu from the user login panel to view a list of your portfolios.

The screenshot displays the 'USER - LOGIN PANEL' for a user named 'Mr. Joe Bloggs'. It features five main menu items, each with a list of functions and an 'Access Now' button. The 'Portfolio Owner' button is highlighted with a red rectangle.

Menu Item	Functions	Action
Portfolio Owner	• Register a new portfolio. • View / update portfolio details. • Monitor portfolio status.	Access Now
Portfolio Manager	• Register a new asset in a portfolio. • View / update asset details. • Download questionnaire. • Monitor certified asset performance.	Access Now
Asset Manager	• Upload questionnaire. • Monitor certified asset performance.	Access Now
User Logon Maintenance	• Create user logons. • Update user details.	Access Now
Log Off		Access Now

- Open appropriate the portfolio by clicking on its name, under the portfolio name column on the left hand side of the table.

breem in-use Control Panel
Log Off
Logged in as Portfolio Owner Joe Bloggs

About Terms BRE Website Privacy BREEAM Website Help

Portfolio Summary | Portfolio Registration | Portfolio Details

Portfolio List for Joe Bloggs Search

Portfolio Name	Registration Date	Reference Number	No Of Assets	Assets Certified	Perc(%) Complete	AST Score	BDM Score	ORG Score	Status
Test Portfolio 1	03/06/2009		0	0	0	0	0	0	InComplete
Test Portfolio 2	03/06/2009		0	0	0	0	0	0	InComplete
Test Portfolio 3	03/06/2009		0	0	0	0	0	0	InComplete

Pages: 1 Page : 1

[Register New Portfolio](#)

- Now you will see the details associated with that portfolio, on the portfolio details form. There is a field within the portfolio details form that allows you to assign a portfolio manager.
- Click in the dropdown box called portfolio manager.
- This will show a list of all users with portfolio manager status.

breem in-use Control Panel
Log Off
Logged in as Portfolio Owner Joe Bloggs

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Portfolio Summary | Portfolio Registration | Portfolio Details

Portfolio Contents

Update Portfolio Details | Assets

Update Portfolio details of Test Portfolio 1

Registered On: 03 June 2009

PORTFOLIO DETAILS:

Organisation: BREG

Division (if applicable):

Portfolio Manager: Jane Bloggs *
 UnAssigned
 Joe Bloggs
 Jane Bloggs

Portfolio Name: 1 *

Description: TEST 1

Registration Complete:

Cancel Update

- From the dropdown, select a portfolio manager, then click the “Update” button.
- You have now assigned the portfolio to the selected portfolio manager.

9. Adding an asset

- Adding assets is carried out by the portfolio manager only.
- In order to add an asset to a portfolio, first ensure that you are logged into the system as the portfolio manager.
- From the portfolio summary screen, click on the name of the portfolio to which you would like to add assets.

The screenshot shows the BREEAM in-use interface. At the top, the logo 'breeam in-use' is on the left, and 'Control Panel Log Off' and 'Logged in as Portfolio Owner Jane Bloggs' are on the right. Below the logo are links for 'About', 'Terms', 'BRE Website', 'Privacy', 'BREEAM Website', and 'Help'. The main content area has two tabs: 'Portfolio Summary' (selected) and 'Portfolio Details'. Under 'Portfolio Summary', there is a search bar and a 'Search' button. Below that is a table titled 'Portfolio List for Jane Bloggs'.

Portfolio Name	Registration Date	Reference Number	No Of Assets	Assets Certified	Perc(%) Complete	AST Score	BDM Score	ORG Score	Status
Test Portfolio 1	03/06/2009		0	0	0	0	0	0	InComplete

At the bottom left, it says 'Pages: 1' and at the bottom center, 'Page : 1'.

- You will then see the portfolio details screen, as shown below. From here, click on the 'Add New Asset' button.

The screenshot shows the BREEAM in-use interface. At the top, the logo 'breeam in-use' is on the left, and 'Control Panel Log Off' and 'Logged in as Portfolio Manager Jane Bloggs' are on the right. Below the logo are links for 'About', 'Terms', 'BRE Website', 'Privacy', 'BREEAM Website', and 'Help'. The main content area has two tabs: 'Portfolio Summary' and 'Portfolio Details' (selected). Under 'Portfolio Details', there are two sub-tabs: 'Update Portfolio Details' and 'Assets' (selected). Below the sub-tabs, it says 'Portfolio details of Test Portfolio 1' and 'Registered On: 03 June 2009'. The 'PORTFOLIO DETAILS:' section shows the following information:

- Organisation: BREG
- Division (if applicable): -
- Portfolio Manager: Jane Bloggs (dropdown menu)
- Description: TEST 1 (text input field)
- Registration Complete:

At the bottom, there are two buttons: 'Back' and 'Add New Asset' (highlighted with a red box).

- This will open the Asset summary screen for the selected portfolio, as shown on the next page:

bream in-use Control Panel
Log Off
Logged in as Portfolio Owner Porto 7

About Terms BRE Website Privacy BREEAM Website

Portfolio Summary | **Portfolio Details**

[Portfolio Contents](#)

Update Portfolio Details | **Assets**

[Add New Asset to Portfolio](#) Test 01/06/09 @ 1620

Asset Working Name	Asset Ref	Asset Manager	Date Registered	AST Score	BDM Score	ORG Score	Perc(%) Complete	Status	Questionnaire
Test Asset 10 - 03/06/09 @ 1316		Porto 7	03/06/2009	0	0	0	0	Assigned	Download

Pages: 1 Page : 1

Add New Asset to Portfolio

- Now click where it says Add New Asset to Portfolio
- Once clicked, this will open the asset registration form

Portfolio Summary | **Portfolio Details**

[Portfolio Contents](#)

Update Portfolio Details | **Assets**

Assets Details for Test Portfolio 1 Credit left in your account to register '5' assets.

Registered On: 04 June 2009

ASSET DETAILS

Portfolio Owner: BREG

Portfolio Manager: Jane Bloggs

Asset Working Name:

Asset Manager: UnAssigned

Asset Description:

FULL ASSET ADDRESS

Unit No(s):

Floor(s):

Building No:

Building Name:

Business park/Industrial estate:

Street1:

Street2:

Local Area Name:

Town:

- The asset registration form has to be completed in order to register an asset.

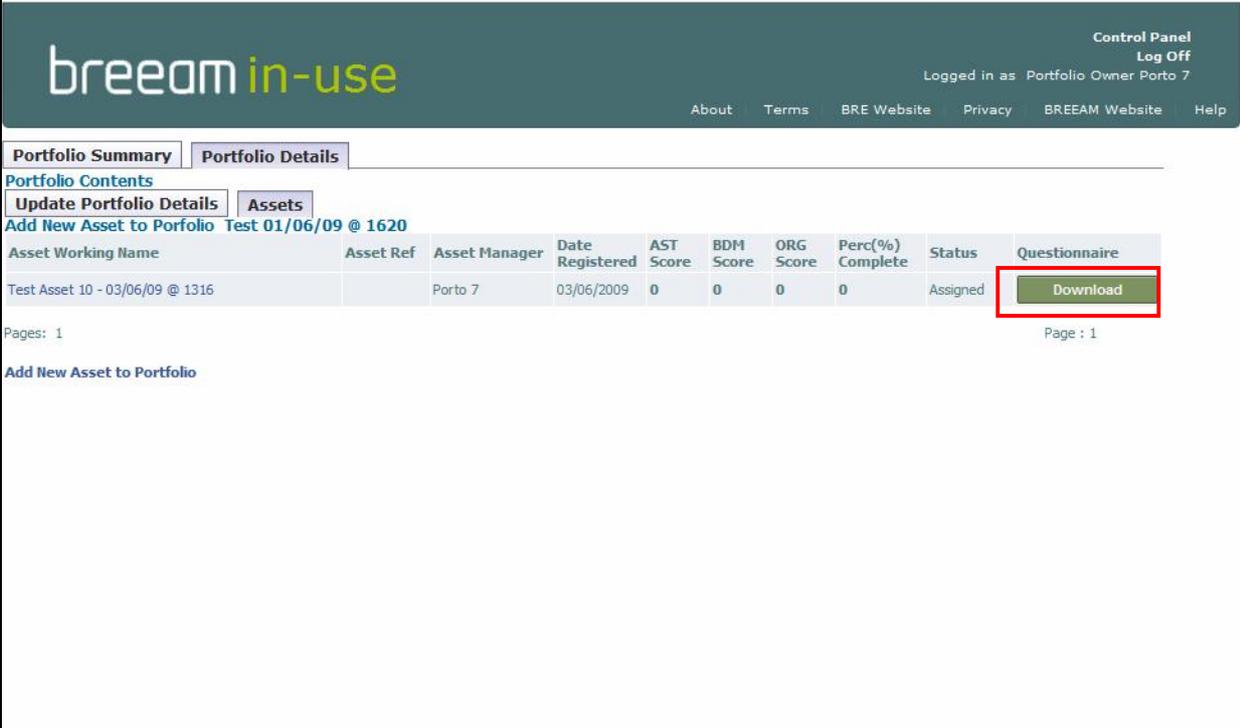
- Once all details are entered, tick the Registration Complete tick box and click the Save button in order to register the assessment.
- You will now see this asset listed under the portfolio.

The screenshot shows the BREEAM in-use Control Panel interface. At the top, the logo 'breeam in-use' is displayed on the left, and 'Control Panel' with 'Log Off' and 'Logged in as Portfolio Manager Jane Bloggs' is on the right. A navigation menu includes 'About', 'Terms', 'BRE Website', 'Privacy', 'BREEAM Website', and 'Help'. Below the header, there are tabs for 'Portfolio Summary' and 'Portfolio Details'. Under 'Portfolio Details', there are sub-tabs for 'Portfolio Contents', 'Update Portfolio Details', and 'Assets'. A link 'Add New Asset to Portfolio' is visible. A table lists assets with columns: Asset Working Name, Asset Ref, Asset Manager, Date Registered, AST Score, BDM Score, ORG Score, Perc(%) Complete, Status, and Questionnaire. One asset, 'Test Asset 1', is listed with scores of 0 and status 'Assigned'. A 'Download' button is next to it. At the bottom left, the text 'Add New Asset to Portfolio' is highlighted with a red box.

Asset Working Name	Asset Ref	Asset Manager	Date Registered	AST Score	BDM Score	ORG Score	Perc(%) Complete	Status	Questionnaire
Test Asset 1		Jane Bloggs	04/06/2009	0	0	0	0	Assigned	Download

10. Downloading a questionnaire

- Once a portfolio and an asset have been registered, the user can download a questionnaire to assess the asset.
- From the asset summary screen, a 'Download' link can be found next to each registered asset.



The screenshot displays the BREEAM in-use web application interface. At the top, the logo 'breeam in-use' is visible on the left, and the user is logged in as 'Portfolio Owner Porto 7' on the right. The main content area shows the 'Assets' tab selected, with a table listing assets. The 'Download' button for the first asset is highlighted with a red box.

Asset Working Name	Asset Ref	Asset Manager	Date Registered	AST Score	BDM Score	ORG Score	Perc(%) Complete	Status	Questionnaire
Test Asset 10 - 03/06/09 @ 1316		Porto 7	03/06/2009	0	0	0	0	Assigned	Download

- Once clicked, the system will download an excel version of the BREEAM In-Use questionnaire to the users machine.