User Tip #7: Using Campus and Portfolio
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The Building EQ Portal allows you to group the projects in your account into campuses and portfolios. You can use these two designations to organize and group your projects.

To create a Campus or Portfolio:

1. Open the Campus or Portfolio screen from the left-hand menu.
2. Click on the "Add Campus" or "Add Portfolio" button to create the grouping.
3. Enter the name of the Campus or Portfolio that you wish to create.

To add projects to your Campus or Portfolio:

1. Open the Campus or Portfolio screen from the left-hand menu.
2. Click on "Projects" in under the "Action" column.
3. Select a project from the drop-down menu.
4. Click "Assign Project" to add that project to the group.

Check out these features in the Building EQ Portal at
ashrae.org/BuildingEQ.