

CBE Occupant IEQ Survey Building Scorecard User Guide

Accessing the Individual Building Report

To access the report, please visit the link below and enter your user name and password provided to you by CBE in the report notification Email.

<http://www.cbesurvey.org/scorecard>

If you do not have a user name and password, contact cbe-survey@berkeley.edu.

Home tab: Survey Summary

Once you access the online report you will see the Home page, which you can always refer back to by clicking on the Home tab on the top banner. The Home page shows a summary chart of all satisfaction scores for each of the survey areas (lighting, thermal, etc.). The average satisfaction score for a given survey area is calculated from all satisfaction scale questions for that topic except for the "Overall, does the _____ enhance or interfere with your ability to get your job done?" question. This summary chart is dynamically generated, and can be updated using the filtering feature described below.

Viewing Survey Responses

To view responses to each of the survey questions in aggregate charts, click on the survey page links in the menu bar at left. Comments and "Other" responses can be viewed in text format in a popup window by clicking on the appropriate link.

Filters tab: Filtering Survey Responses

*Please note that **Internet Explorer 5** or above is required for this feature.*

Click on the Filters tab on the top banner to sort results based on your preferred criteria. To apply filters, perform the following steps:

1. Create one or more filters based on an answer to a question.
2. Enable the filter(s) you wish to apply to the data.
3. Turn filtering on.
4. View the filtered survey results by clicking on the survey report page links from the left menu bar.

As an example, let's say you want to see only the data for respondents who were satisfied with the temperature in their workspace, and work near an exterior wall.

1. Click the "Filters" tab.
2. Click the "New..." button.
3. Give the filter a name, such as "Temp Satisfaction".
4. Set "Category" to "Thermal Comfort".
5. Set "Question" to "How satisfied are you with the temperature..."
6. Set "Condition" to "Greater than".
7. Set "Answer" to "0:Neutral".
8. Click the "Save" button. (Note that if you leave the "Turn filter on" checkbox checked, the filter has been automatically enabled.)
9. Create another filter in the same manner:
Name = "Exterior Wall"
Category = "Personal Workspace Location"

Question = "Are you near an exterior wall..."

Condition = "Equal to"

Answer = "Yes"

10. Once both filters have been created, make sure they are both in the "Enabled Filters" list (using the "Enable" button if needed to move them from the "Disabled Filters" list).

11. Click the "Turn filters ON" button.

12. Use the menu bar at left to view the report pages. The charts now show data only for those respondents who meet the filter criteria.

13. The summary chart, which is dynamically generated based on the applied filter, can be viewed by clicking the Home tab on the top banner.

Options tab: chart options and printing instructions

Click on the Options tab on the top banner to see instructions on how to change the appearance of your charts. You can change the y-axis scale for satisfaction charts to show the full 100% population span instead of 50%. You will also find instructions on how to generate a PDF document from the online report for printing purposes.

Please contact cbe-survey@berkeley.edu with any questions or comments.

Thank you for using the CBE Occupant IEQ Survey!