

How to Share a Building or Campus with DES

1. Connect with Others

In order to share a property with DES, you must first be “connected” to DES in Portfolio Manager. To send a connection request to DES, follow these steps:

Process for Sharing:

- Connect with Others
- Share the properties
- Manage your shared properties

- 1) Click Contacts in the upper right-hand corner of the screen, to go to the Contacts page. The directory shows your current list of contacts, including those with whom you are currently “connected.”
- 2) Click Add Contact.
- 3) In the Username field, search for WASTATEGENERALADMINISTRATION. (The name has not been updated to DES, due to limitations of the Portfolio Manager program.)
- 4) Click “Connect” to send a connection request. Once DES accepts your request, you will receive a notice that you are connected.

2. Share Properties

1. Click the Sharing tab.
2. Click on Share a Property. Share each campus and each building on the campus with DES. Buildings on campuses are not shared automatically when the campus is shared, and campuses are not shared automatically when a building on the campus is shared.
3. Select the Properties you want to share from the drop-down menu.
4. Select WASTATEGENERALADMINISTRATION.
5. Choose Read Only Access.
6. Click on Share Properties at the bottom of the page, to save your choices.
7. You will see notifications on your MyPortfolio and Sharing tabs that the sharing request was sent. You will also receive notice when DES has accepted your sharing request.

3. Manage Your Shared Properties

1. On the Sharing tab, view all of your sharing contacts and the properties you have shared in the table at the bottom of the page.
2. On the property’s Summary tab, you can view the Sharing this Property table and use the Action drop-down menu to edit a user’s permissions or remove their access.

For more on Sharing, go to:

http://www.energystar.gov/sites/default/files/tools/Print_Resource_Sharing_Properties_080514_508.pdf

If you have any difficulty, please call Donna Albert, at 360-489-2420.