

Loading Home Energy Score into an existing listing

1. Go to Back Office, then Listing Load

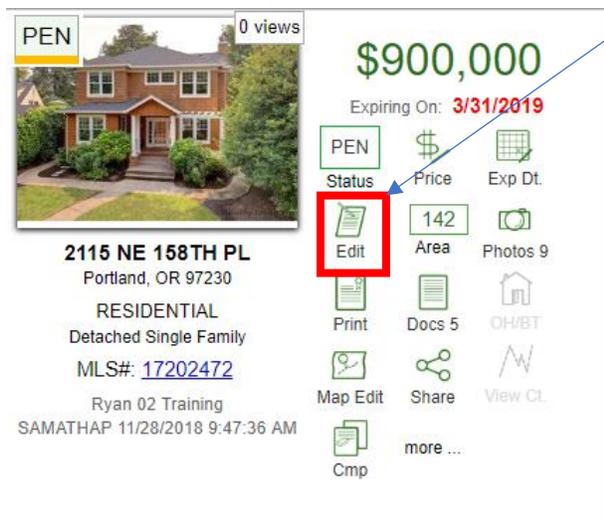


The screenshot shows the 'Back Office' menu with 'Listing Load' highlighted. The 'Listing Load' sub-menu is open, showing options like 'Inventory' and 'Submit Excluded Listing'. A table displays listing statistics:

Listing(s) Expiring:	
In Next 7 Days:	0
In Next 8-14 Days:	0

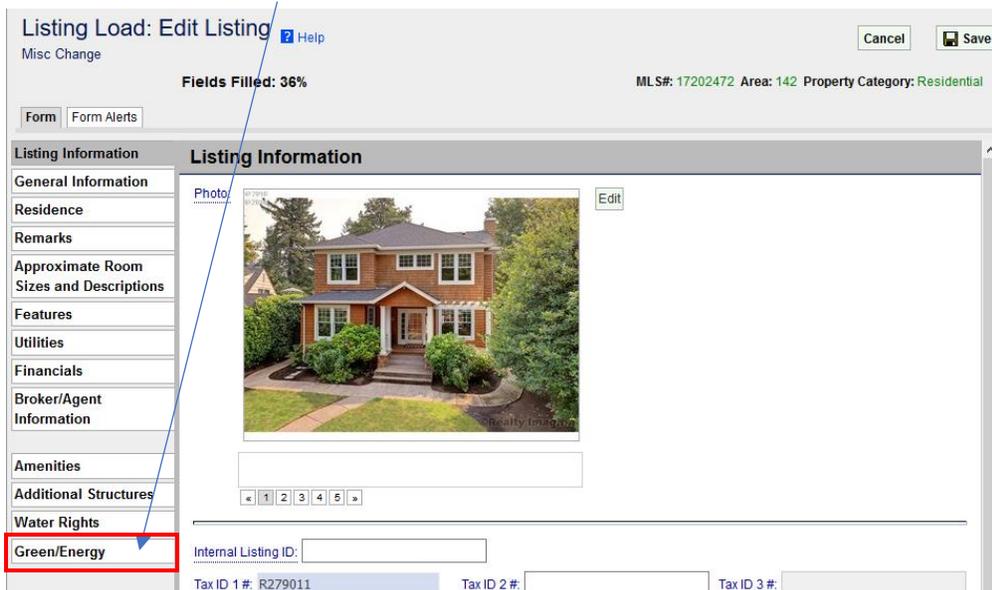
Listing(s) in status:	
Active:	3
Pending:	5

2. Locate the listing you wish to edit and click the Edit button



The screenshot shows a listing card for a property at 2115 NE 158TH PL, Portland, OR 97230. The price is \$900,000, and it expires on 3/31/2019. The listing is categorized as Residential, Detached Single Family. The MLS# is 17202472. The listing is currently in 'PEN' status. The 'Edit' button is highlighted with a red box.

3. Click the Green/Energy tab



The screenshot shows the 'Listing Load: Edit Listing' form. The 'Green/Energy' tab is highlighted with a red box. The form displays listing information, including a photo of the property and various fields for editing. The 'Green/Energy' section is currently empty.

4. Click the Load From Green Building Registry button

Form Form Alerts

Green/Energy Supplement Form *include*

Green Verification Type

Load From Green Building Registry

Auto-populate Home Energy Score (HES) and report URL

Type 1:

5. You will receive a warning that it will overwrite previous data. Click OK

WARNING: If there is Green Building Registry data, this will overwrite all your current green verification types.

OK Cancel

6. The Home Energy Score will autofill into Type 1: with the score, date and a link to the PDF. Click Save to finish updating the listing

Listing Load: Edit Listing [Help](#)

Misc Change

Fields Filled: 36% **MLS#: 17202472 Area: 142 Property Category: Residential**

Form Form Alerts

Green/Energy Supplement Form *include*

Green Verification Type

Load From Green Building Registry

Auto-populate Home Energy Score (HES) and report URL

Type 1: Home Energy Score Energy Score: Date:

Source: <https://api.greenbuildingregistry.com/report/pdf/R279011-20180328.pdf>