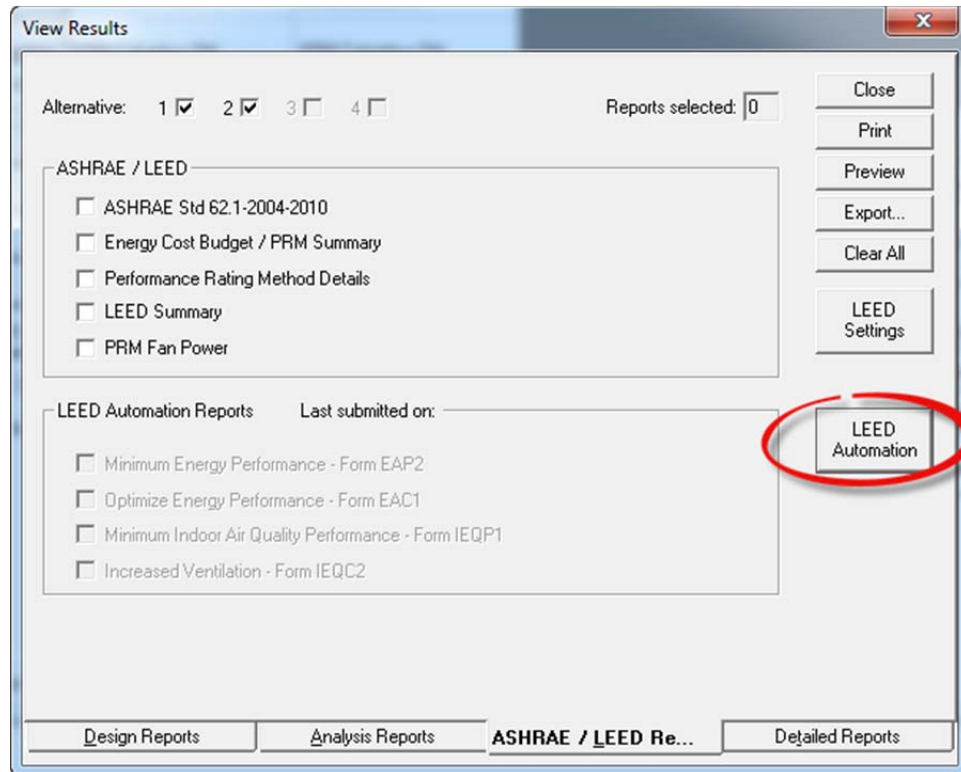


# **TRACE™ 700 v6.3.1.1 LEED Automation Help**

LEED Automation – Automatically submit project data for EAp2, EAc1, IEQp1, and IEQc2.

## **Running LEED Automation**



Press the LEED Automation button on the ASHRAE / LEED Reports tab. The project login box will appear. Login with your USGBC User ID. The User ID will be stored with the file, but the password will need to be entered each time you use LEED Automation.

The 'LEED Automation Wizard - Step 1' dialog box is shown. It contains a text field for 'USGBC User Id' with the value 'Example@trane.com|', a text field for 'Password', and two buttons: 'Login' and 'Cancel'. There is also an empty text field at the bottom of the dialog.

The following screen will appear:

**LEED Automation Wizard - Step 2**

Please select your USGBC project CDS TESTING 1

Submit TRACE 700 results to USGBC project 2

☒ Minimum Energy Performance - Form EAP2  
☒ Minimum Indoor Air Quality Performance - Form IEQP1

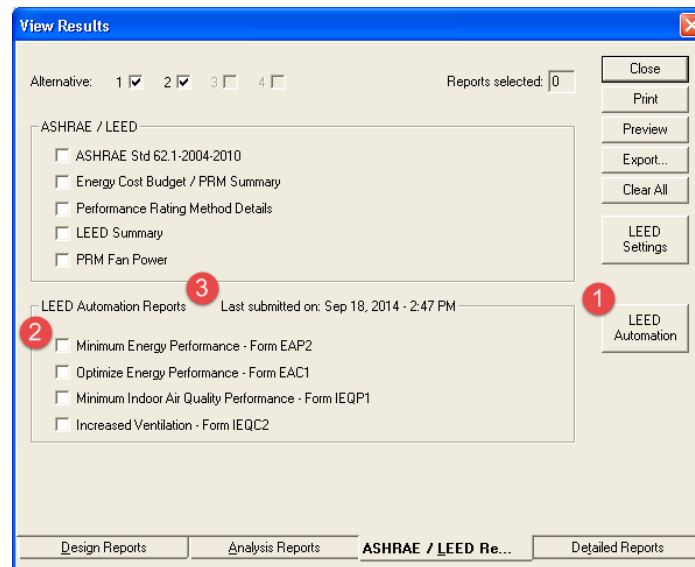
**Note: Clicking submit will overwrite any manual changes you have made to the selected LEED online templates.**

3 Submit Cancel

4 Uploading USGBC EAP2 Credit Form Xml

1. Select the project to which you would like to submit data. The name of the selected project will be saved in the TRACE™ file. Please note that LEED projects must be created in LEED Online before they will be available for use in the TRACE™ LEED Automation Wizard.
2. Select which credits to upload
3. Submits the selected information to LEED Online.
4. Displays step-by-step submission progress as well as any errors encountered during submission.

Once TRACE™ data has been submitted using the LEED Automation Wizard, the ASHRAE \ LEED Report tab will be updated in TRACE™ and new options and information will be available.



1. The LEED Automation button is still available to be used for submitting new or updated information. Please note that any data previously submitted will be overwritten if you re-submit.
2. Credit reports will be available for viewing after the first LEED Automation submission.
  - a. If you have not yet submitted data from a particular TRACE™ file, the checkboxes will be greyed out.
  - b. These reports are being pulled from local PDF copies of the data submitted to LEED Online. If the LEED Online data is manually updated, the changes will not be reflected in these reports.
3. The date and time of the last LEED Automation submission is recorded and displayed here.

Please note that the normal LEED report prerequisites also apply to the LEED Automation functionality:

1. Full year weather
2. PRM Fan Power calculations activated
3. Two alternatives
4. Baseline rotated along the four cardinal directions