How to Confirm That Your Data is Ready for a Successful Download
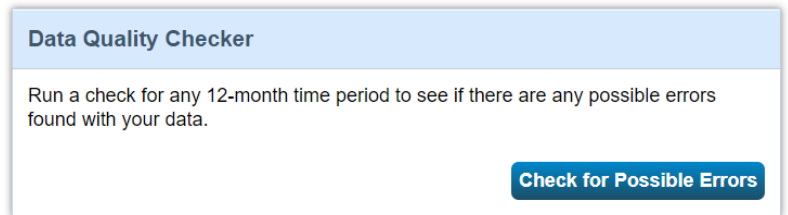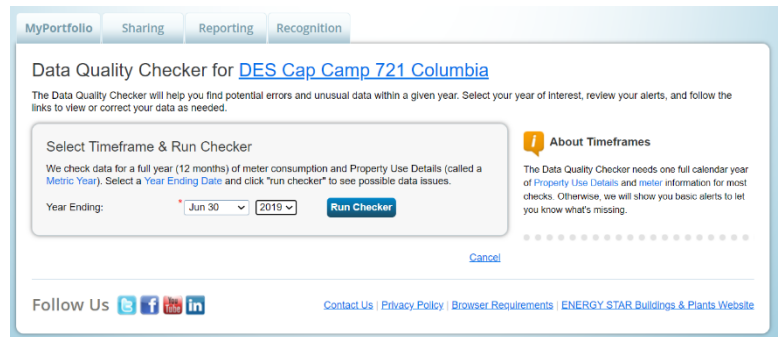
After logging in, follow these step for each facility that you are tracking in Portfolio Manager.
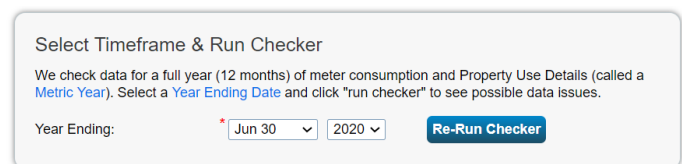
1. From the "MyPortfolio" tab, select the first facility that is listed on the Dashboard. A summary of the facility will open.

2. Scroll down the right side of the page and below the Metrics Summary and in the Data Quality Checker box select "Check for Possible Errors."
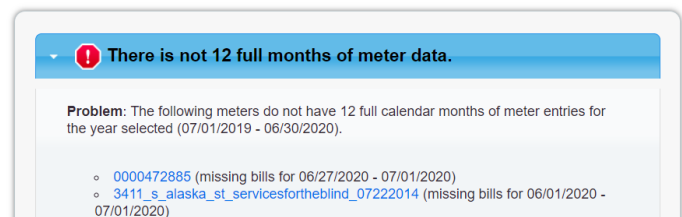
   Data Quality Checker

   Run a check for any 12-month time period to see if there are any possible errors found with your data.

   Check for Possible Errors

3. Select the last day of the year that you want check from the dropdown menu and run the checker.

   MyPortfolio | Sharing | Reporting | Recognition

   Data Quality Checker for DES Cap Camp 721 Columbia
   The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

   Select Timeframe & Run Checker
   We check data for a full year (12 months) of meter consumption and Property Use Details (called a Metric Year). Select a Year Ending Date and click "run checker" to see possible data issues.

   Year Ending: * Jun 30 ∨ 2019 ∨   **Run Checker**

   About Timeframes
   The Data Quality Checker needs one full calendar year of Property Use Details and meter information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

   Cancel

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4. After the checker runs, if there is an error, there will be a red ! with a description of any errors that have been made. Fix the errors identified.

   Select Timeframe & Run Checker
   We check data for a full year (12 months) of meter consumption and Property Use Details (called a Metric Year). Select a Year Ending Date and click "run checker" to see possible data issues.

   Year Ending: * Jun 30 ∨ 2020 ∨   **Re-Run Checker**

   ! **There is not 12 full months of meter data.**

   Problem: The following meters do not have 12 full calendar months of meter entries for the year selected (07/01/2019 - 06/30/2020).

   ○ 0000472885 (missing bills for 06/27/2020 - 07/01/2020)
   ○ 3411_s_alaska_st_servicesfortheblind_07222014 (missing bills for 06/01/2020 - 07/01/2020)

5. Go back to the top of the page and enter the second year of the report and run the check again.

6. Once all of the errors are corrected, go back to the "MyPortfolio" page and complete the steps of this page for each remaining property until all errors have been corrected.

If you need additional help on this subject, you can find more answers in the FQAs on the Portfolio Manage webpage or contact Sharon Nyberg at 360 701-8185 or sharon.nyberg@des.wa.gov.