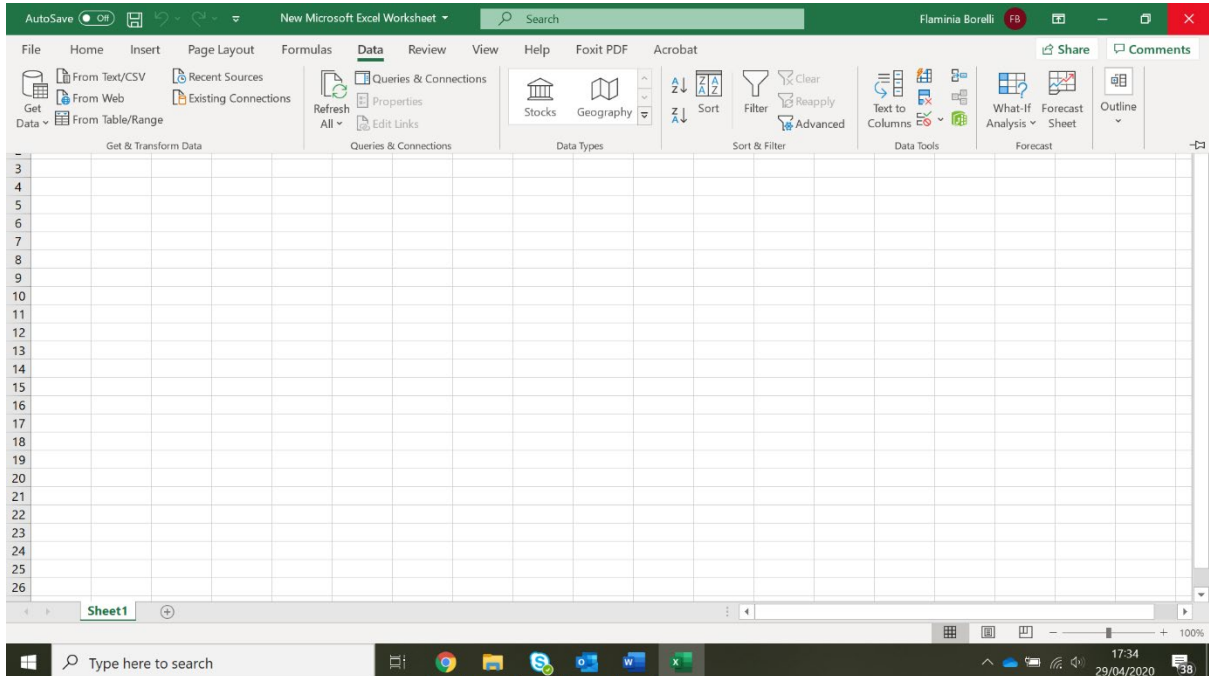
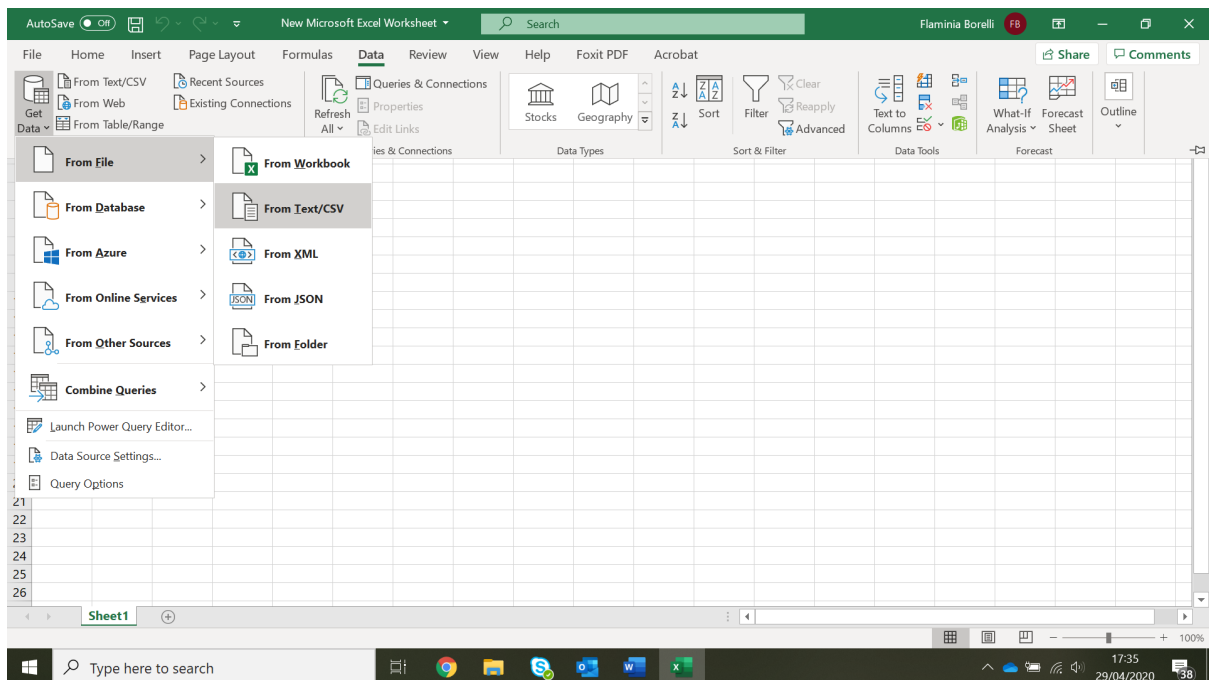


Integration Export for users of EPRA's sBPR Database csv report

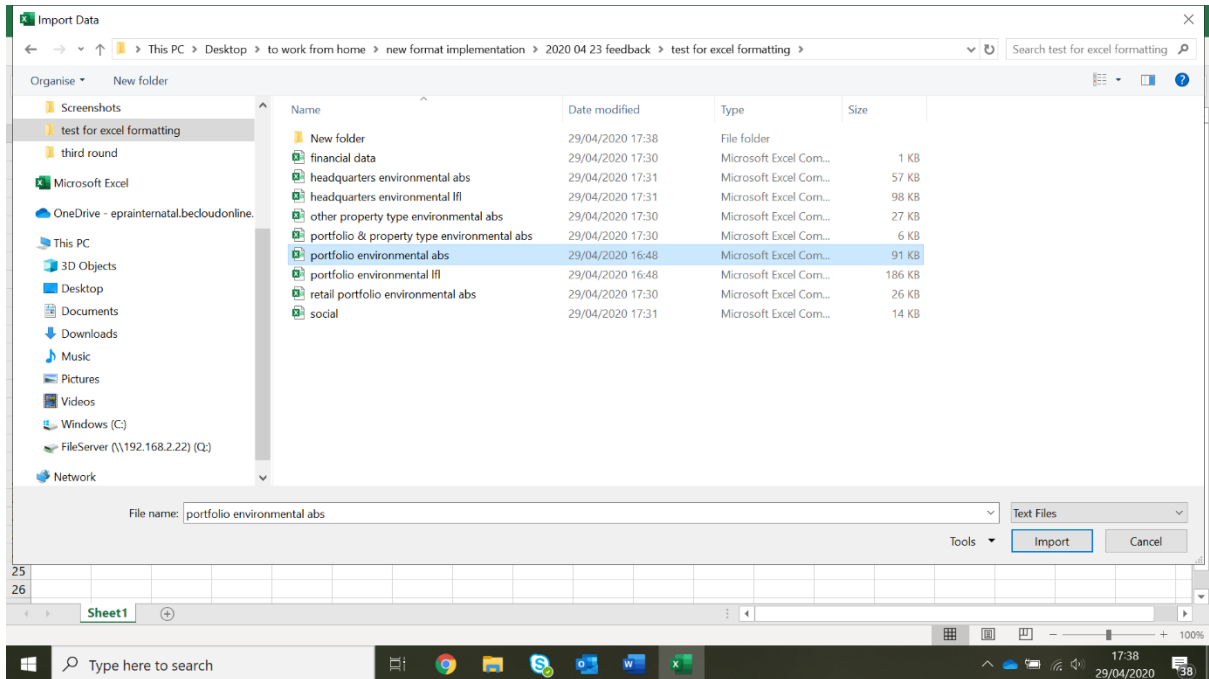
1. If you use **csv** to read the data, no action required.
2. If you use **excel** to read the data, then you should:
 - a. Open excel



- b. From the toolbar choose **Data>Get data > From File > From Text/csv**

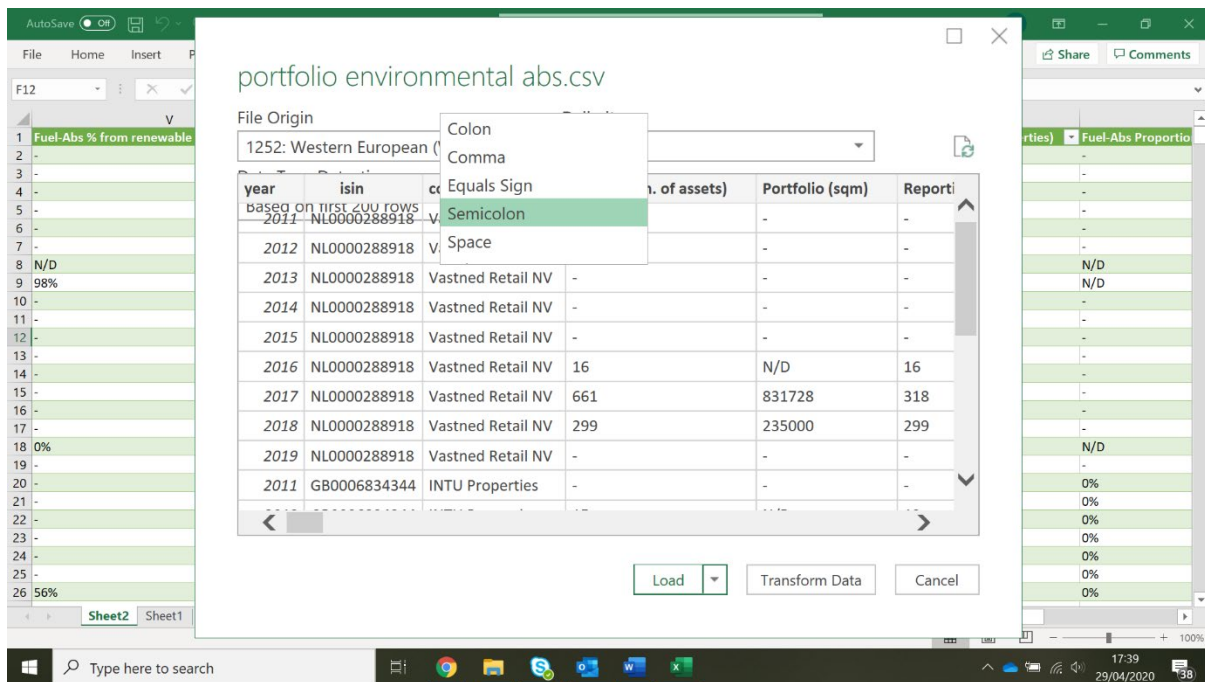


c. Browse and choose the file



d. Dialogue window > choose the right delimiter to read the file correctly

i. Delimiter: semicolon.

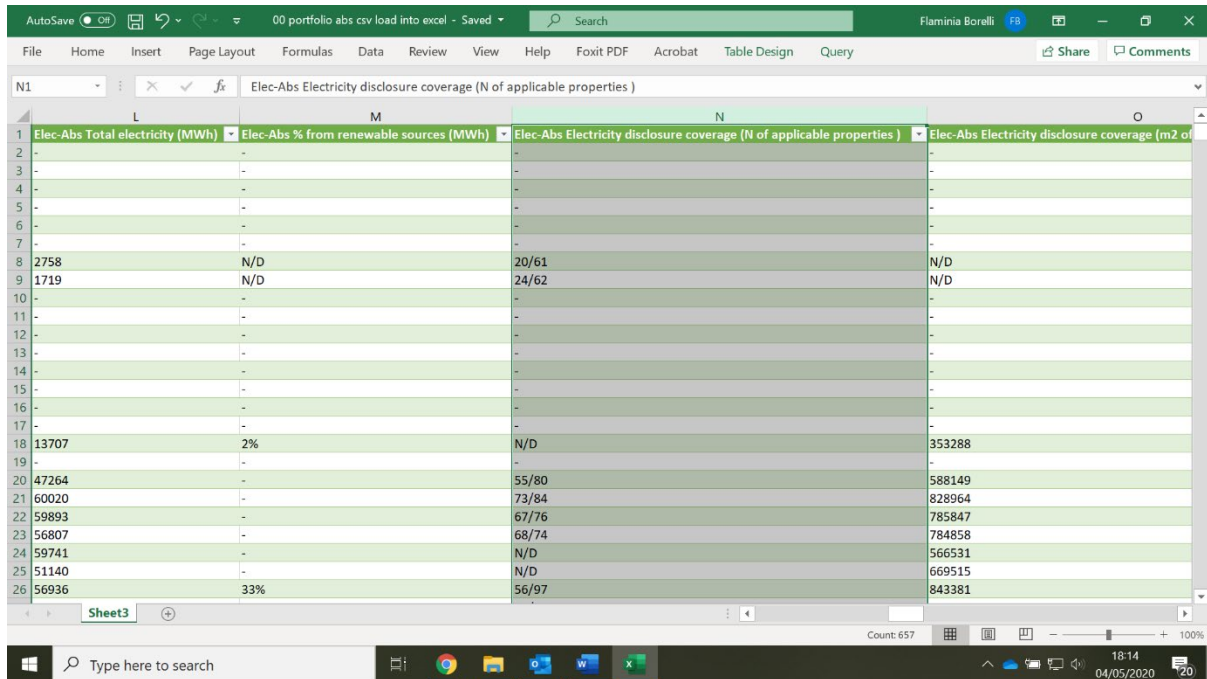


e. Save the file in excel workbook

Additional instructions once the file is load in excel

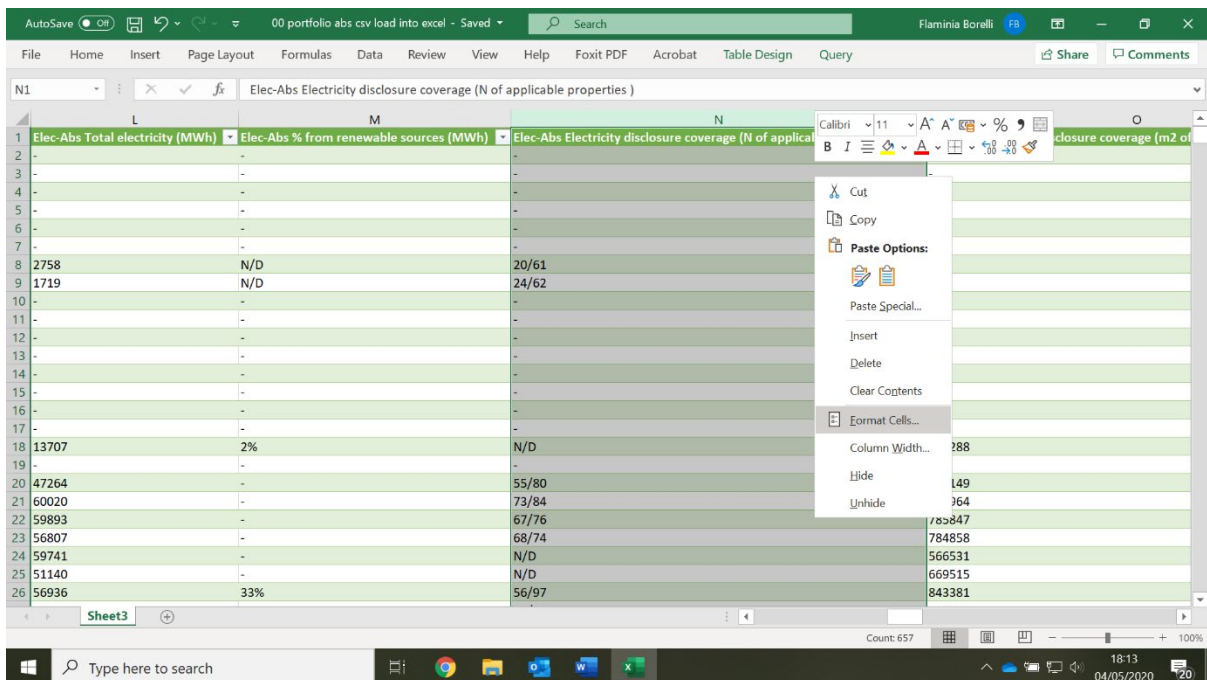
For Excel to read specific figures included in the Environmental impact category file, we suggest undertaking the following actions:

- a) Energy, GHG, Water and Waste Disclosure Coverage (N. of Applicable Properties), please select the column for the interested utility



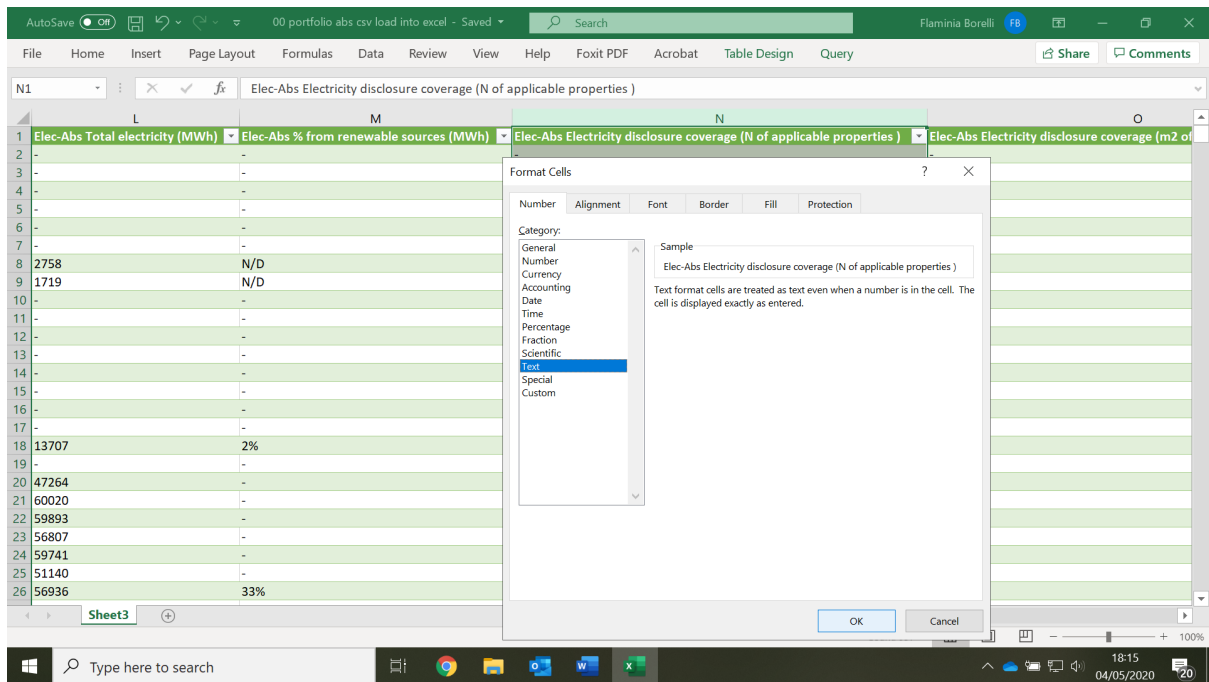
	L	M	N	O
1	Elec-Abs Total electricity (MWh)	Elec-Abs % from renewable sources (MWh)	Elec-Abs Electricity disclosure coverage (N of applicable properties)	Elec-Abs Electricity disclosure coverage (m2 of...)
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	-	-	-
6	-	-	-	-
7	-	-	-	-
8	2758	N/D	20/61	N/D
9	1719	N/D	24/62	N/D
10	-	-	-	-
11	-	-	-	-
12	-	-	-	-
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-
16	-	-	-	-
17	-	-	-	-
18	13707	2%	N/D	353288
19	-	-	-	-
20	47264	-	55/80	588149
21	60020	-	73/84	828964
22	59893	-	67/76	785847
23	56807	-	68/74	784858
24	59741	-	N/D	566531
25	51140	-	N/D	669515
26	56936	33%	56/97	843381

- b) Select Format Cells



	L	M	N	O
1	Elec-Abs Total electricity (MWh)	Elec-Abs % from renewable sources (MWh)	Elec-Abs Electricity disclosure coverage (N of applicable properties)	Elec-Abs Electricity disclosure coverage (m2 of...)
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	-	-	-
6	-	-	-	-
7	-	-	-	-
8	2758	N/D	20/61	N/D
9	1719	N/D	24/62	N/D
10	-	-	-	-
11	-	-	-	-
12	-	-	-	-
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-
16	-	-	-	-
17	-	-	-	-
18	13707	2%	N/D	388
19	-	-	-	-
20	47264	-	55/80	149
21	60020	-	73/84	364
22	59893	-	67/76	785847
23	56807	-	68/74	784858
24	59741	-	N/D	566531
25	51140	-	N/D	669515
26	56936	33%	56/97	843381

c) Select Text > OK



Sources

Excel Formatting <https://support.office.com/en-us/article/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba>

Other sources

Undo automatic formatting in Excel <https://support.microsoft.com/en-us/office/undo-automatic-formatting-in-excel-54eba206-110c-445a-89f1-c4eb67a36bd4?ui=en-us&rs=en-us&ad=us>

Ways to format a worksheet <https://support.microsoft.com/en-us/office/ways-to-format-a-worksheet-d5efbdb5-b79b-475a-8c56-99aad944b030?ui=en-us&rs=en-us&ad=us>

Web Page options <https://support.office.com/en-us/article/web-page-options-59620e8a-7244-41cc-9867-b9d20e64e653>