

## description using the tool “GB+\_DCT\_Template\_...xls”

Sometimes there are difficulties by using the tool and you cannot choose the elements in the dropdown list on spreadsheet #8, #9 ... Than you have to check your security settings and follow **step 1**.

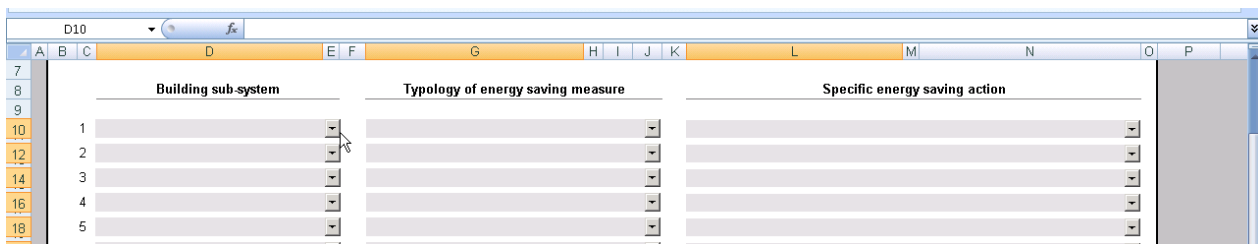


Figure 1 (Excel 2007)

## 1 Sign macro and change security configurations

### 1.1 Centralized IT-Network

In some companies with an centralized IT-Network it is only allowed to use digital-signed-macros and you can't change these configurations on your personal computer. So at first you have to ask the IT-Administration to sign the macro and send them the file.

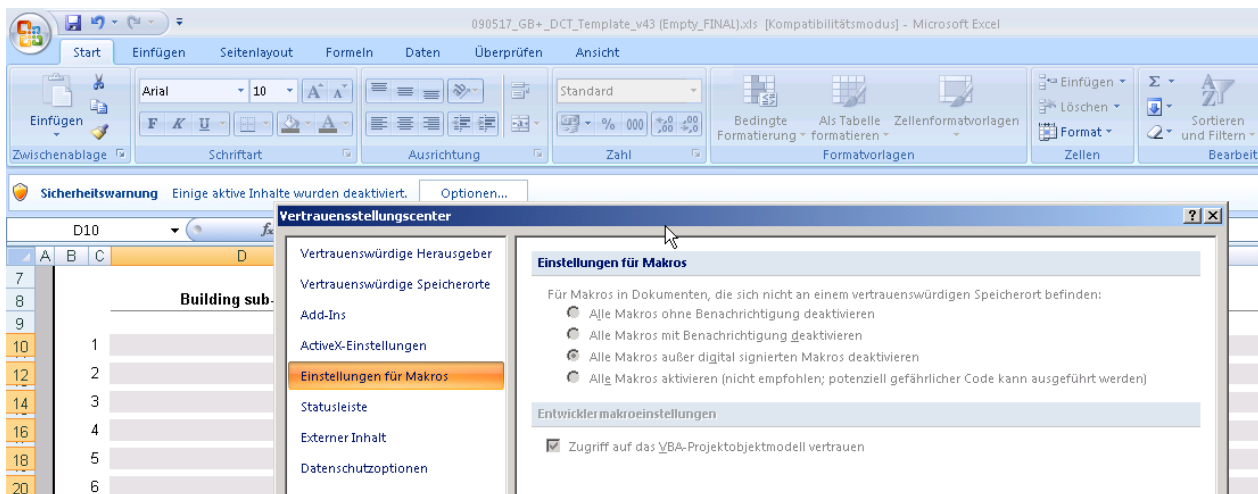


Figure 2 (Excel 2007)

Using the data collection tool

Getting back the file with a signed-macro, open the file and excel will show a dialog or a safety warning in the status bar.

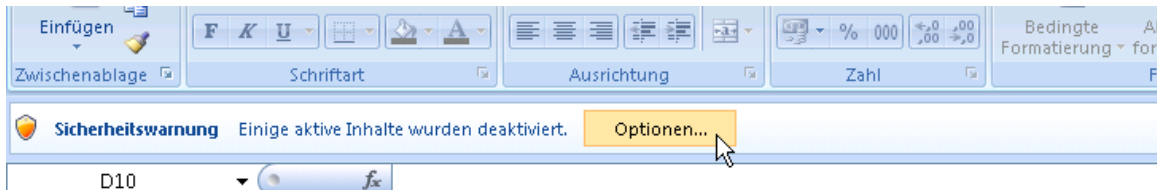


Figure 3 (Excel 2007)

Click to the pushbutton “options” and a window appears.

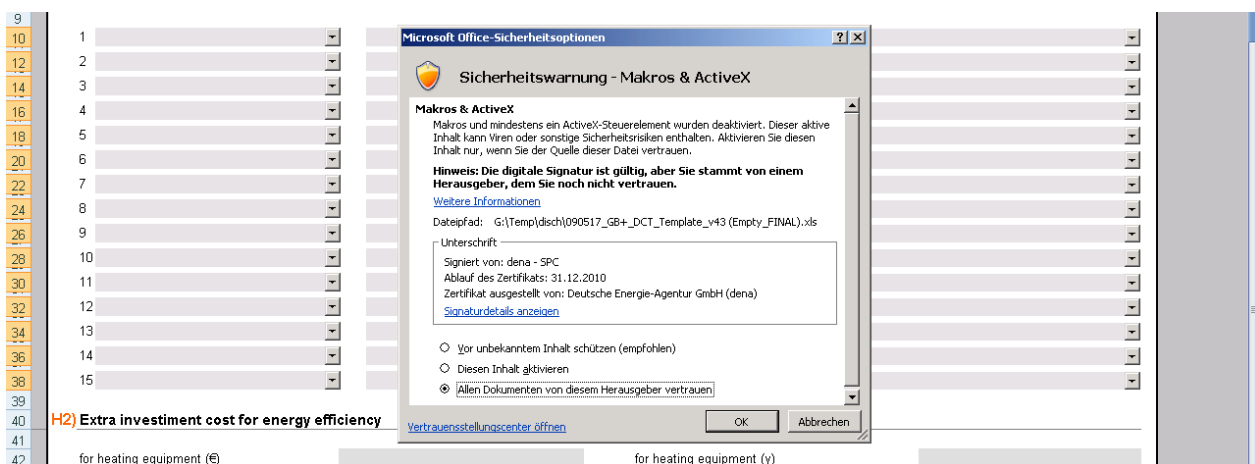


Figure 4 (Excel 2007)

Change the settings and activate and allow this macro.  
**Follow Step 2.**

## 1.2 Change configurations on your personal computer

- If you can change the macro-security-configurations on your PC you can check your configurations here:
  - **Excel 2003:** go to the application bar: Tool → Macro → Protection ... →
    - a window appears, go to the sheet “Level of protection” and there you can see your configurations
    - the level of protection can be set to “medium”, “high” ore “very high”
    - if your level is set to “high”, excel will allow only certified macros
    - or if it is set to “very high”, excel will not ask you anything and it won’t allow macros
  - **Excel 2007:** go to the pushbutton: Office (file) → Options → Security-Center ... →
    - a window appears, go to the sheet “Settings for macros” and change the settings (see above Figure 2)

Using the data collection tool

## 2 Using the tool

After macros have been allowed, the tool appears complete and is reorganising itself and the spreadsheets.

If needed, the tool asks to regulate colours, just pushing OK.

Now you can start to fill in the data.

**Its essential to start with the first (#1) or second (#2) spreadsheet, because the sheets are changing and rearranging by choosing “New building (legal value)” or “Renovation of existing building”, etc.pp in the dropdown lists.**

e.g. if you go to **sheet #2**

- when you choose elements in dropdown list “Type of intervention (and type of baseline)” the sheets of the tool rearrange. In particular:
  - if you choose “New building (legal value)” sheets: #1, #2, #3, #4, #5, #6, #7a, #8, #9 are on;
  - if you choose “Completely renovation of existing building (legal value)” #1, #2, #3, #4, #4a, #5, #6, #7a, #8, #9 are on;
  - if you choose “Renovation of existing building (consumption)” #1, #2, #3, #4, #4a, #5, #6, #7b, #8, #9 are on;

The screenshot shows an Excel spreadsheet with the following sections:

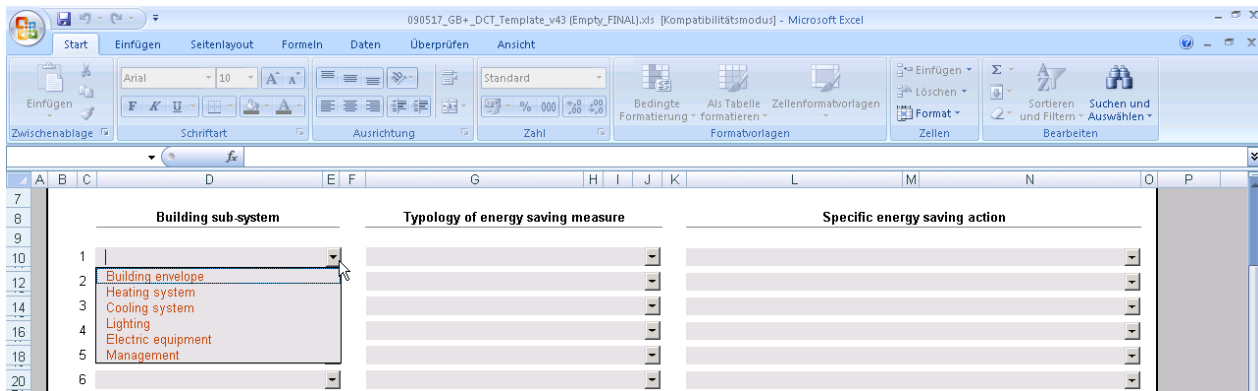
- B3) Information about intervention and use of building**
  - Actual type of use: [Text input field]
  - Year of construction: [Text input field]
  - Type of intervention (and type of baseline): [Dropdown menu showing "Completely renovation of existing building (legal value)"]
  - Year of renovation<sup>(9)</sup>: [Text input field]
  - Typical period of use: [Text input field] Days/Year [Text input field] Hours/Day
- B4) Dimensional information about new building or after renovation**
  - Heated floor surface type<sup>(9)</sup>: [Text input field] Net to Gross ratio: [Text input field]
  - Heated floor area (m<sup>2</sup>): [Text input field]
  - Cooled floor surface type<sup>(9)</sup>: [Text input field] Net to Gross ratio: [Text input field]
  - Cooled floor area (m<sup>2</sup>): [Text input field]
  - Lighted/electric equipped floor surface type<sup>(9)</sup>: [Text input field] Net to Gross ratio: [Text input field]
  - Lighted/electric floor area (m<sup>2</sup>): [Text input field]
  - Heated net volume (m<sup>3</sup>): [Text input field]
  - Heated gross volume (m<sup>3</sup>): [Text input field]
- B5) Short description of the building and intervention (maximum 200 words)**
  - [Large text area for description]

The spreadsheet interface shows sheet tabs at the bottom: #1, #2, #3, #4, #4a, #5, #6, #7a, #8, #9. The status bar indicates "Bereit" and "100%".

Figure 5 (Excel 2007)

Using the data collection tool

Go through the sheets and fill in the data. Now you can also use the dropdown list on **sheet #8**. Go to the first Combo box on the left and push on the arrow. A dropdown list appears:



**Figure 6 (Excel 2007)**

Choose one of the elements and go to the second scale and choose the other elements you want.

- elements inside this Combo box change according to what you have chosen in the “building sub-system” Combo box

We hope you can run the tool now. Tell us if you have any problems.