How to Add and Edit Projects

As you create a DDx account and Login, you will be able to add your own projects or projects you are a part of. There are three ways to add projects or data to the DDx: direct input, bulk upload, or via your energy modeling software.

Project and data input options

Direct input through the DDx

1. Login to your account.
2. After you login, in the main screen you will see three tiles "Projects, Progress, Profile"
3. Under the tiles you will see a green button labeled "Create New Projects"
4. Click "Create New Projects"
5. You will be taken to a new page where you enter the project main information (project name, project number, construction type, country, city, climate zone, project status, project type, office location, state, zip code). Enter all required fields (starred).
6. Click "Create Your Project".
7. You should be directed to the "Extended Project Data" section.
8. In the "Extended Project Data" Section, enter: estimated occupancy year, number of occupants, energy code used, onsite renewable energy, construction cost, estimated building cost, and estimated site work cost.
9. Select yes or no to indicate operational energy tracking option.
10. At any point now, you can scroll up and click "Save Project" to finish later.
11. After completing the "Extended Project Data Section" click on "Configure Use Type"
12. In the "Configure Your Use Type" section select use type, enter project area then click on "Define Project Baseline"
13. In the "Baseline Energy Use" section, enter the baseline EUI and source if you have them. If you don't have the baseline and source, the system will calculate the baseline based on the CBECS 2003 data and rationality.
14. Click "Save" or continue by clicking "Set Target Energy Use".
15. At any point, you can click on the 'Back:' button to go back to the previous section and make any changes.

Bulk Upload

Rather than entering project information individually into the AIA 2030 DDx, companies may instead choose to use the bulk import feature to bring their data into the DDx. To use bulk import, project data must be added to the CSV bulk import template, with a recommended maximum size of 5,000 projects.

For more information on how to successfully bulk upload your projects, explore the latest Bulk Import Guide. This guide provides a step-by-step walkthrough of how the bulk import feature is used, including details on required formatting, potential errors, and special cases, such as projects with multiple use types or design phases.

NOTE: The bulk import feature is only available to employees with Administrator privileges.

Via energy modeling software (API)

The AIA 2030 DDx Automated Programming Interface (API) gives users the ability to import a set of project data fields directly from an energy modeling tool. These energy modeling tools can directly import project data into the DDx:

- Autodesk Insight 360
- Sefaira Architecture
- Sefaira Systems
- Cove Tool
- PlanItImpac
- IESVE
- ClimateStudio
- NEO Net Energy Optimizer

Learn more about importing from energy modeling software here.

Related articles

- How to Add and Edit Projects
- How to Manage Your Account
- How to Add an Office or Studio
- How to Upload a Sustainability Action Plan (for admins)
- How to Upload a Commitment Letter (for admins)