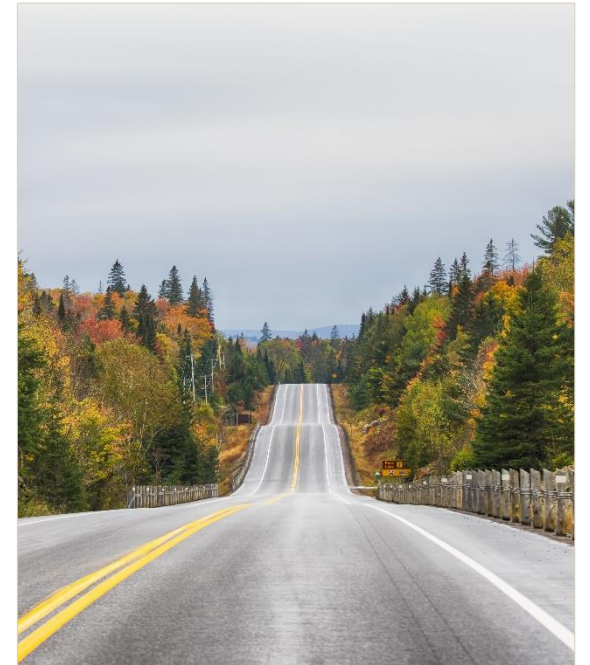


June 2021

# Infrastructure Ontario

## MAG Indoor Air Quality (IAQ) Monitoring Portal – Quick Start Guide



# Registration & Logging In

- ❑ This “Quick Start” guide will assist users with first-time access and portal navigation

EM CONNECT

Username  
MAGIAQData

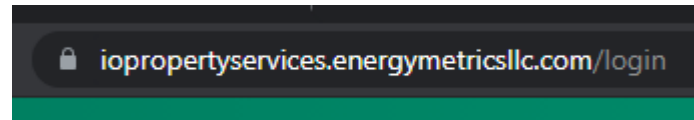
Password  
.....

Sign In  Remember Me

Enterprise Single Sign-On

© 2021 Energy Metrics, LLC | v5.24.21 [Forgot Password?](#)

- ❑ <https://ioproperyservices.energymetricsllc.com/login>



Navigate to the dedicated  
MAG IAQ data portal

Enter the pre-defined  
username and password, on  
the login screen:

**Username = MAGIAQData**  
**Password = Summer2021!!**

Enterprise Single Sign-On is  
NOT enabled for IO and MAG  
accounts

# Portal Homepage (Portfolio View)

The combined average of all program buildings are represented in the three bar charts (Temp, RH & CO<sub>2</sub>)

**EM CONNECT** Portfolio

**PORTFOLIO** REPORTING

Overview Questions? Daily IAQ Rep

Up To 5/28/2021

**Portfolio View tab**

**IAQ target threshold reference lines:**  
 $T_{max} = 26^{\circ}\text{C}$  /  $\text{RH}_{min} = 25\%$  /  $\text{RH}_{max} = 60\%$  /  $\text{CO}_2_{max} = 800 \text{ ppm}$

Metric	Upper	Lower
Temperature (°C)	26	20
RH (%)	60	25
CO <sub>2</sub> (ppm)	800	

**Average Temperature**

Date	10:30 AM	12:00 PM	3:30 PM
5/24/2021	23.0	23.0	23.2
5/25/2021	22.7	22.7	22.7
5/26/2021	22.6	22.6	22.5
5/27/2021	22.1	22.2	22.2
5/28/2021	21.8	21.8	21.8

**Average Relative Humidity**

Date	10:30 AM	12:00 PM	3:30 PM
5/24/2021	36.8	37.0	37.7
5/25/2021	48.0	49.2	50.2
5/26/2021	51.7	51.1	51.1
5/27/2021	33.6	32.8	31.6
5/28/2021	29.3	29.2	28.7

**Average CO2**

Date	10:30 AM	12:00 PM	3:30 PM
5/24/2021	442	440	439
5/25/2021	498	504	502
5/26/2021	498	503	504
5/27/2021	479	480	476
5/28/2021	475	477	475

**TIP:** The easiest and quickest way to locate a particulate courthouse and location within a courthouse is to select and filter on the building.

**Chart legend**

- Click on charts/table/lists to make selection(s)
- Dark Blue bars: Current selection
- Light Blue bars: Current Building(s)
- Blue bars taller & narrow: Selected Location > Building(s) Average
- Blue bars short & wide: Selection Location < Building(s) Average
- Charts show last five working days

**Data disclaimer**

Note  
 IOPS continues to manage the MAG portfolio within owned and leased buildings according to applicable ASHRAE and industry standards and codes. Landlords are

Sensor Name	LocalName	LocationType
B10639-CAF-01-01	Dinning RM, 3Flr	Cafeteria (for larger courthouse facilities)
B20705-CAF-01-01	Cafeteria lounge area	Cafeteria (for larger courthouse facilities)
B20893-CAF-01-4.5FL	Cafeteria	Cafeteria (for larger courthouse facilities)
B10577-CRD-01-01	Lobby, Main Hall	Corridor or Hallway
B10639-CRD-01-01	Corridor, Printing Area	Corridor or Hallway
B10639-CRD-02-01	Hall way; Library Galary	Corridor or Hallway
B11586-WAR-01-2FL	Hallway	Corridor or Hallway
B11589-CRD-01-01	O/S COURTROOM B	Corridor or Hallway
B11589-CRD-BM-01	Hallway	Corridor or Hallway
B11589-WAR-0A-01	O/S COURTROOM A	Corridor or Hallway
B11589-WAR-0H-01	Hallway	Corridor or Hallway

**Complete sensor inventory (all buildings) with associated Building ID Number...CLICK to select a Sensor Name, Local Name or Location Type**

# Building View – Search and Select the Building of Interest

**EM CONNECT**

Q [Filter] [Sort]

PORTFOLIO

- PropID B10000: 426 Queen St E, Sault Ste...
- PropID B10002: 445 Albert St, Sault Ste. M...
- PropID B10246: 393 Main St, Haileybury, ON
- PropID B10577: 55 Munsee St N, Cayuga, ...
- PropID B10639: 130 Queen St W, Toronto,...
- PropID B10991: 440 Kent St W, Lindsay, ON
- PropID B11228: 44 Union St, Picton, ON
- PropID B11586: 27 Phipps St, Gore Bay, ON
- PropID B11589: 155 Elm St, Sudbury, ON
- PropID B12948: 297 Pembroke St E, Pem...
- PropID B12955: 333 Church St, Fort Franc...
- PropID B13049: 216 Water St, Kenora, ON
- PropID B13095: 220 Main St, Kenora, ON
- PropID B13268: 115 Howey St, Red Lake, ...
- PropID B13269: 185 Forth Ave N, Sioux Lo...
- PropID B14164: 311 Jarvis St, Toronto, ON**
- PropID B14209: 89 James St, Parry Sound...
- PropID B14210: 28 Miller St, Parry Sound, ...
- PropID B14434: 208 Beamish Ave, Gerald...
- PropID B14660: 700 Memorial Ave, Orillia, ...
- PropID B14895: 149 Fourth Ave, Cochrane...
- PropID B14945: 122 Government Rd, Kap...
- PropID B15646: 245 Windsor Ave, Windsor...
- PropID B16187: 3 Dominion St, Bracebridg...
- PropID B17477: 50 Frederick Hobson VC ...
- PropID B18343: 80 Dundas St F, London...

**SITE**

B14164 - Juvenile & Family Court  
311 Jarvis St  
Toronto, ON, M5B 2C4  
Property ID: B14164

Site IAQ Chart Site IAQ

#Sensors 1

Location Type All

**Average Temperature**

**Average Relative Humidity**

**Sensor Name**      **LocalName**

B14164-CRD-01-01	Hallway; Crown Autorny Offi
B14164-CRT-09-01	Court First Apearance Office 9
<b>B14164-CRT-01-01</b>	<b>Court RM 1</b>
B14164-CRT-02-01	Court RM 2
B14164-CRT-03-01	Court RM 3
B14164-CRT-04-01	Court RM 4
B14164-CRT-05-01	Court RM 5

Blue bars short & wide: Selection Location < Building(s) Average  
Charts show last five working days

**EM CONNECT**

Q [Filter] [Sort]

Q 311

PORTFOLIO

- PropID B14164: 311 Jarvis St, Toronto, ON**
- PropID B70311: 127 Raglan St S, Renfrew, ON
- PropID B90756: 311 George St N, Peterborou...

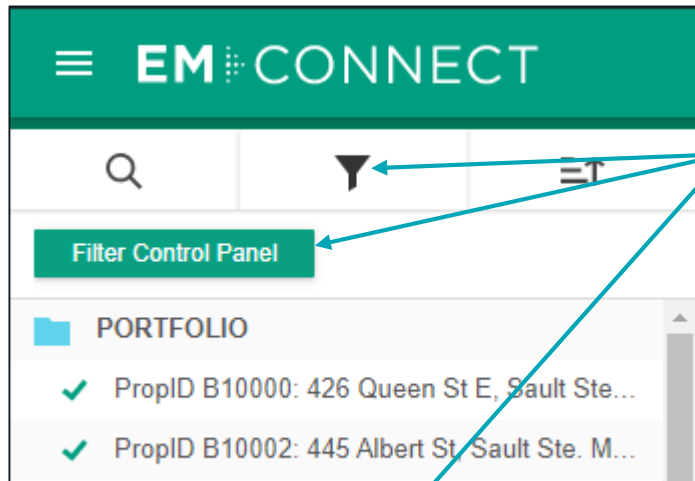
Building ID and address of selected property appears here

Select a property from the list of available portfolio buildings, or CLICK the search option to type a Building ID or address

Selecting an individual sensor from the building-specific inventory provides a focused view of the corresponding IAQ data relative to the building as a whole

Sensor-specific IAQ data is displayed as a darker shade of blue overlaid on building-wide average reference data in the lighter shade of blue

# Create a Custom Filter to Focus on Multiple Buildings

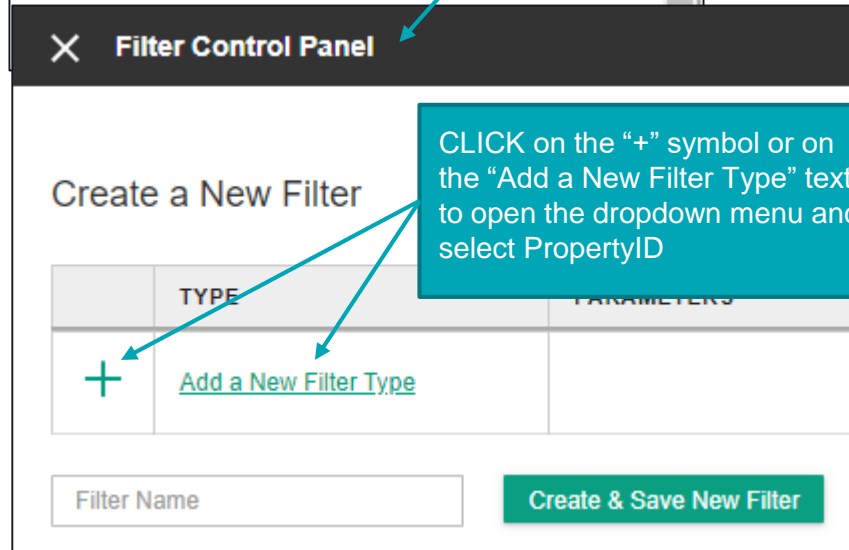


CLICK on the "filter" icon to open the Filter Control Panel button...

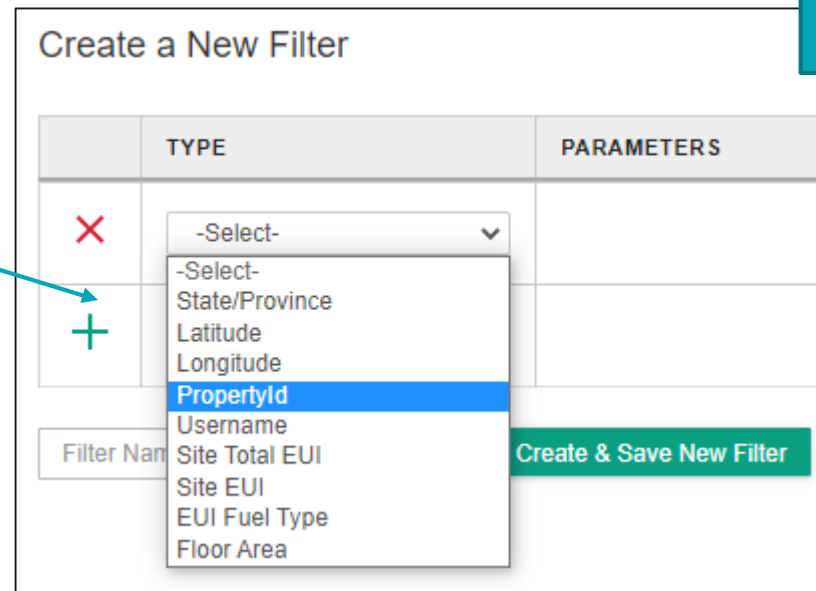
CLICK on the button to open the Filter Control Panel

	TYPE	PARAMETERS
×	PropertyId	B92306, B92282, B92310, B92259,
+	<a href="#">Add a New Filter Type</a>	

Separate Building IDs with a comma and a space to include multiple buildings in a custom filter



CLICK on the "+" symbol or on the "Add a New Filter Type" text to open the dropdown menu and select PropertyID



# Create a Custom Filter to Focus on Multiple Buildings

**Filter Control Panel**

Create a New Filter

TYPE
<a href="#">Add a New Filter Type</a>

Filter Name  **Create & Save New Filter**

Saved Filters

**P3 Courthouses**

**Apply Filter**

TYPE	PARAMETERS
<input type="checkbox"/> PropertyId	B92306, B92282, B92310, B92259
<a href="#">Add a New Filter Type</a>	

**P3 Courthouses** **Update Filter**

[Delete](#) | [Apply](#) | [Edit](#)

**EM CONNECT**

**Filter Control Panel**  Toggle filters On / Off to update graphics and tables

**Applied Filter:**  
P3 Courthouses ([Edit](#) | [Remove](#))

**PORTFOLIO**

- PropID B92259: 85 Frederick St, Kitchener, ON
- PropID B92282: 15 Bridge St W, Belleville, ON
- PropID B92306: 125 Brodie St N, Thunder Ba...
- PropID B92310: 4 Wellington St, St. Thomas, ...
- PropID B96522: 150 Bond St E, Oshawa, ON

**B92306 - Thunder Bay Consolidated Court**

**SITE**

B92306 - Thunder Bay Consolidated Court  
125 Brodie St N  
Thunder Bay, ON, P7C 3S6  
Property ID: B92306

**Site IAQ Chart** **Site IAQ Report**

#Sensors	Up To
39	5/31/2021

**CLICK "Apply" on the newly created filter**

**CLICK Site IAQ Report to view detailed tabular data**

**Select specific Building ID from filter-limited Portfolio list to update five-day graphic and corresponding sensor list**

# Select Building/Site IAQ Report to View the Daily Readings Data

**EM CONNECT** Portfolio Chris ▾

Applied Filter: P3 Courthouses (Edit | Remove)

**PORTFOLIO**

- PropID B92259: 85 Frederick St, Kitchener, ON
- PropID B92282: 15 Bridge St W, Belleville, ON
- PropID B92306: 125 Brodie St N, Thunder Ba...
- PropID B92310: 4 Wellington St, St. Thomas, ...
- PropID B96522: 150 Bond St E, Oshawa, ON

**SITE**

B92306 - Thunder Bay Consolidated Court  
125 Brodie St N  
Thunder Bay, ON, P7C 3S6  
Property ID: B92306

Site IAQ Chart | **Site IAQ Report**

Date Range: 5/24/2021 | 5/28/2021

Sensor Name: All

Location Type: All

Date	Time	B#	Address-City	Floor	LocalName	METER ID	Temperature (c)	Relative Humidity (%)	CO2 (ppm)
5/28/2021	10:30 AM	B92306	125 Brodie St N, Thunder Bay	4	Crown attorney administration office	B92306-ADM-01-01	21.83	42.04	456.21
5/28/2021	12:00 PM	B92306	125 Brodie St N, Thunder Bay	4	Crown attorney administration office	B92306-ADM-01-01	21.77	41.96	440.79
5/28/2021	3:30 PM	B92306	125 Brodie St N, Thunder Bay	4	Crown attorney administration office	B92306-ADM-01-01	21.83	41.30	436.79
5/28/2021	10:30 AM				Cell office	B92306-CEL-01-01	21.77	36.40	629.84
	12:00 PM				Cell office	B92306-CEL-01-01	21.80	35.61	585.19
	3:30 PM				Cell office	B92306-CEL-01-01	21.80	35.69	620.56
	10:30 AM	B92306	125 Brodie St N, Thunder Bay				21.80	38.67	306.69
5/28/2021	12:00 PM	B92306	125 Brodie St N, Thunder Bay				21.80	38.49	299.77
5/28/2021	3:30 PM	B92306	125 Brodie St N, Thunder Bay				21.80	38.61	297.94
5/28/2021	10:30 AM	B92306	125 Brodie St N, Thunder Bay	1	Hallway outside Court rm 1	B92306-CRD-03-01	21.60	37.61	448.87
5/28/2021	12:00 PM	B92306	125 Brodie St N, Thunder Bay	1	Hallway outside Court rm 1	B92306-CRD-03-01	21.60	35.37	437.54
5/28/2021	3:30 PM	B92306	125 Brodie St N, Thunder Bay	1	Hallway outside Court rm 1	B92306-CRD-03-01	21.56	33.80	431.94
5/28/2021	10:30 AM	B92306	125 Brodie St N, Thunder Bay	2	Hallway beside rm 2146	B92306-CRD-06-01	21.51	38.49	432.44
5/28/2021	12:00 PM	B92306	125 Brodie St N, Thunder Bay	2	Hallway beside rm 2146	B92306-CRD-06-01	21.40	35.84	423.71
5/28/2021	3:30 PM	B92306	125 Brodie St N, Thunder Bay	2	Hallway beside rm 2146	B92306-CRD-06-01	21.36	33.93	423.59
5/28/2021	10:30 AM	B92306	125 Brodie St N, Thunder Bay	3	Hallway outside room 302	B92306-CRD-07-01	21.89	31.79	446.49
5/28/2021	12:00 PM	B92306	125 Brodie St N, Thunder Bay	3	Hallway outside room 302	B92306-CRD-07-01	21.73	27.99	438.64
5/28/2021	3:30 PM	B92306	125 Brodie St N, Thunder Bay	3	Hallway outside room 302	B92306-CRD-07-01	21.73	28.09	435.29
5/28/2021	10:30 AM	B92306	125 Brodie St N, Thunder Bay	5	Hallway outside room 502	B92306-CRD-08-01	22.06	37.34	450.81
5/28/2021	12:00 PM	B92306	125 Brodie St N, Thunder Bay	5	Hallway outside room 502	B92306-CRD-08-01	22.17	34.23	442.19
5/28/2021	3:30 PM	B92306	125 Brodie St N, Thunder Bay	5	Hallway outside room 502	B92306-CRD-08-01	22.11	30.59	432.34

# Trend Data Download – Export Daily Readings to Excel

Location Type

All

Temperature (c)	Relative Humidity (%)	CO2 (ppm)
21.83	42.04	456.21
21.77	41.96	440.79
21.70	41.90	436.79

Hover cursor scroll arrow, here

Hovering reveals three "dots" for More Options

- Export data
- Show as a table
- Spotlight
- Sort descending
- Sort ascending
- Sort by

CLICK More Options to review data menu

Export data

Which data would you like to export?

Summarized data

Underlying data ⓘ

File format:

.xlsx (Excel 150,000-row max) ▼

Export

Cancel

Selecting Export Data enables an Excel download



# Question Intake Portal – For Inquiries Related to Daily Readings

The screenshot shows a web application interface. At the top left, there is a 'Portfolio' header. Below it, a navigation bar contains 'PORTFOLIO' and 'REPORTING' tabs. A secondary navigation bar includes 'Overview', 'Questions?' (highlighted with a red underline and a red arrow), 'Daily IAQ Report CBRE', 'Daily IAQ Report CBRE 3HR', and 'CBRE User Usage Analysis'. In the top right corner, there is a filter box showing 'Applied Filter: P3 Courthouses' with 'Edit' and 'Remove' options. The main content area has a dark blue background with the 'smartsheet' logo and the title 'Question Intake Portal'. Below the title is the instruction 'Please fill the form to submit your Queries.' The form contains the following fields: 'Full Name \*' (text input), 'Email \*' (text input), 'Organization \*' (dropdown menu with 'Select' option), 'Office Location \*' (dropdown menu with 'Select or enter value' option), 'Subject \*' (dropdown menu with 'Select' option), and 'Question \*' (text input). A red arrow points from the 'Questions?' menu item to a callout box on the left. Another callout box on the right contains an email address.

Portfolio

Applied Filter:  
P3 Courthouses  
Edit | Remove

PORTFOLIO REPORTING

Overview Questions? Daily IAQ Report CBRE Daily IAQ Report CBRE 3HR CBRE User Usage Analysis

smartsheet

## Question Intake Portal

Please fill the form to submit your Queries.

Full Name \*

Email \*

Organization \*

Office Location \*

Please type your question in the following section

Subject \*

Question \*

If you have questions for the IAQ team, CLICK “Questions?” on the upper menu (just below the Portfolio and Reporting tab labels).

Questions submitted through in the Intake Portal will be automatically recorded and directed to the appropriate subject matter expert

The IAQ team also maintains a dedicated inbox for help with access and use of the portal

[lopropertyservices.iaqwebportal@cbre.com](mailto:lopropertyservices.iaqwebportal@cbre.com)



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