US Army Corps of Engineers

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2022-5 **Issuing Office:** CECW-EC **Issued:** 01 Aug 22 **Expires:** 01 Aug 24

SUBJECT: Utilizing Offline Forms for LEED Online

CATEGORY: For Information

1. **Purpose.** This Engineering and Construction Bulletin (ECB) provides information on how to utilize offline forms for LEED Online.

2. **Applicability.** This ECB applies to all projects using the LEED rating system as their Third-Party Compliance (TPC).

3. **Background.** At this time, Internet Explorer (IE) is the only USACE-approved browser that is fully compatible with the LEED Online website. On 15 June 2022, Microsoft (MS) ended support to IE and it will likely be removed as a USACE-approved desktop application. Concurrently, U.S. Green Building Council (USGBC) will be shifting from their Adobe-based online forms to a HTML-based form, temporarily making their online forms inaccessible.

4. **Offline Forms.** To resolve this issue, USGBC has introduced HTML-based forms for LEED v4.1 and an offline form option for LEED v2009 and LEED v4 projects that are functional in browsers that are currently incompatible with LEED Online (i.e. Google Chrome and MS Edge). Offline forms require team members to download the credit's form, enter form data, save, and upload it back to the Credit tab in LEED Online. Attachment A provides instructions on how to complete the LEED offline forms. Formal communication will be sent out from USGBC regarding LEED's online form functionality. However, LEED v2009 projects will remain with offline forms and will not migrate to HTML-based forms.

5. **Date of Applicability.** This ECB is effective immediately.

6. **Point of Contact.** HQUSACE point of contact for this ECB is Edward Citzler, CECW-EC, (817) 886-1769.

//S//
PETE G. PEREZ, P.E., SES
Chief, Engineering and Construction
U.S. Army Corps of Engineers

Encl Attachment A – How to document LEED Credits offline

Attachment A

LEED

How to document LEED credits offline

Shahul Mohammed

Mar 18, 2022

4 minute read

Project teams: Learn how to use offline forms in LEED Online.

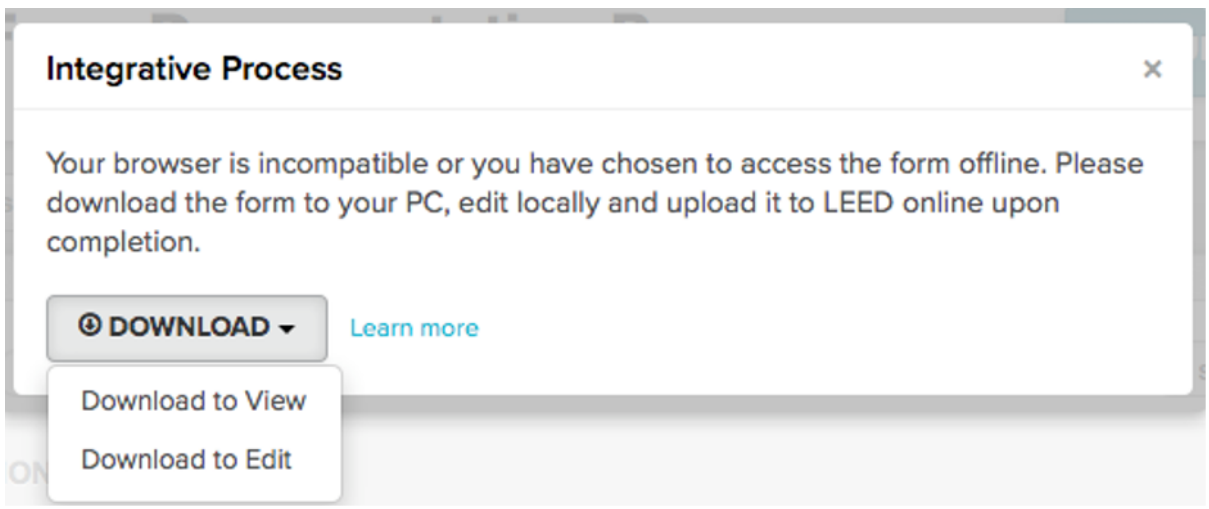
While Adobe has been a critical component of LEED Online, the software is no longer able to support the LEED Online forms and is now incompatible with many browsers, resulting in challenges for LEED projects.

To resolve this issue, USGBC introduced HTML-based forms for LEED v4.1 and an offline form option for LEED 2009 and LEED v4 projects.

Here's how to use the offline forms to document credits for your LEED v2009 or LEED v4 project:

1. Log in to leedonline.com and access the credit form from the Credits tab of the project.

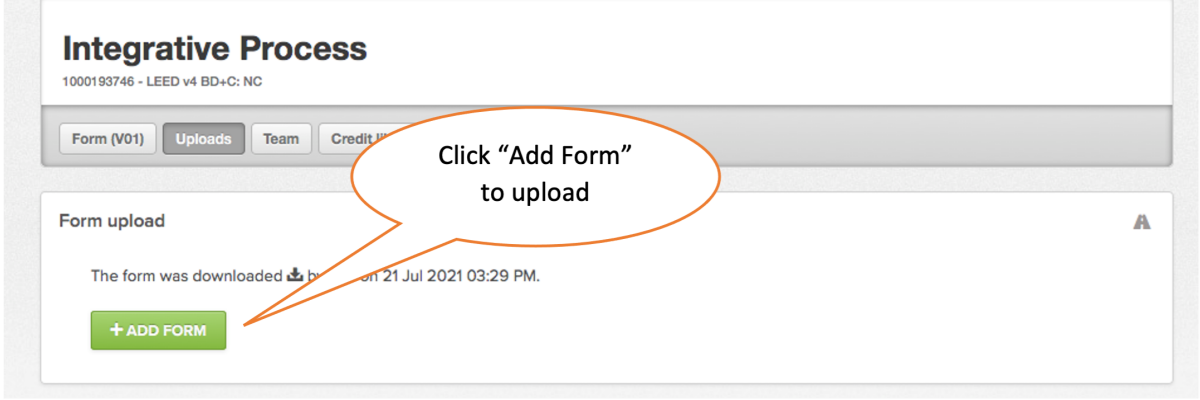
2. If an incompatible browser is detected, the following message will prompt you to download the form to your computer:



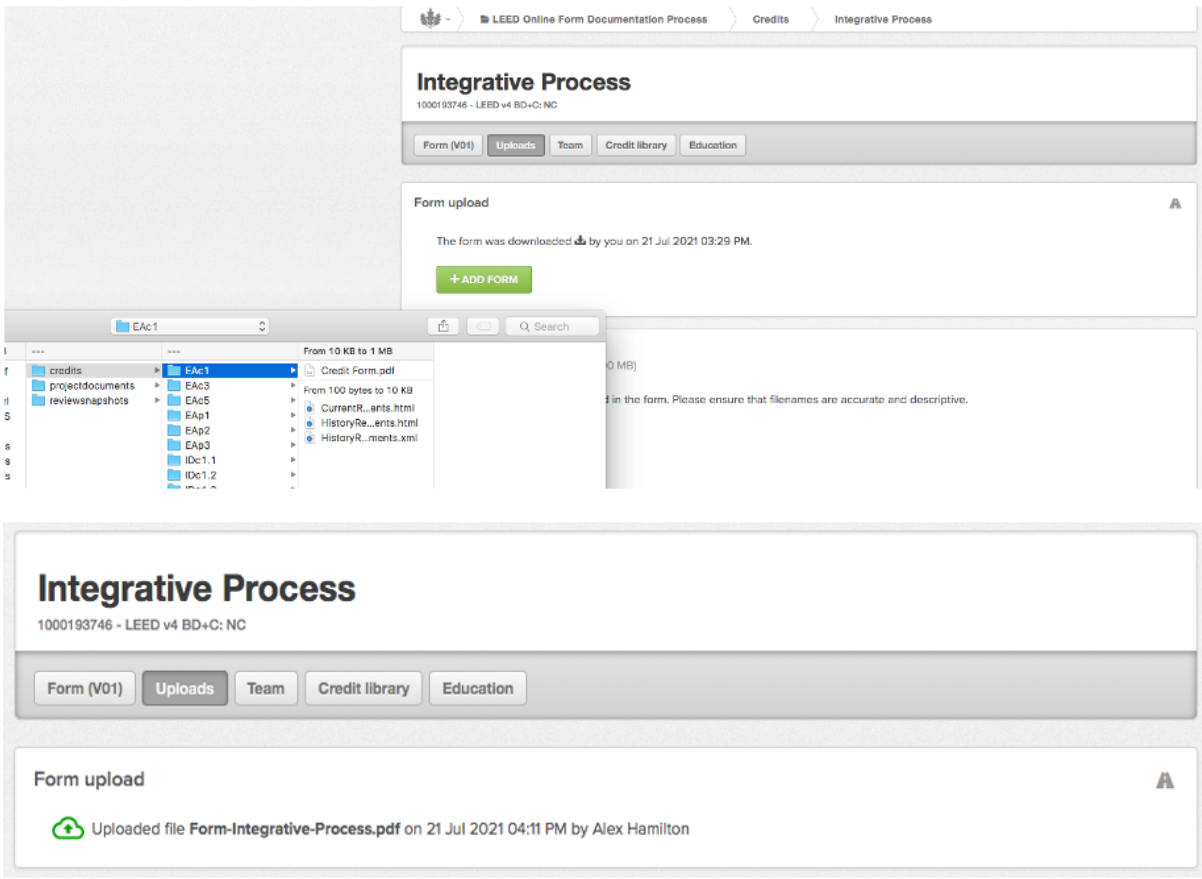
3. "Download to View" means that you will not be able to edit or enter data into the form—you will only be able to view the data that was already entered.

4. "Download to Edit" means you can download the form, enter form data, save the form and upload it back to the Credits tab in LEED Online.

5. Once the form is filled with requested data (the form should be edited in Adobe Reader), click the credit's Uploads tab and proceed with uploading the credit form by clicking the Add Form button.



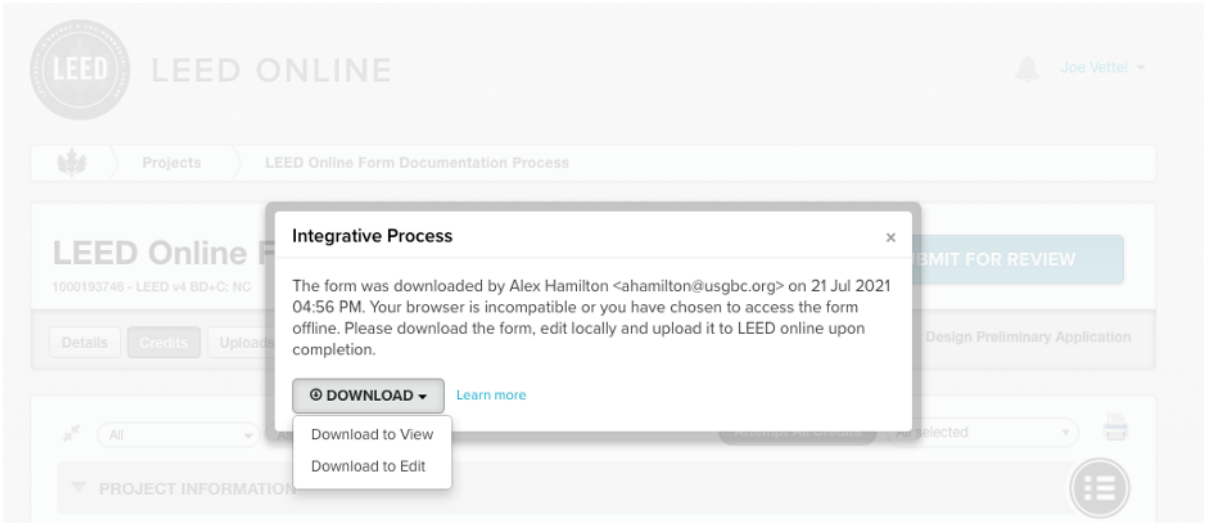
6. Select the credit form from your computer as shown below. LEED Online will automatically upload the form and provide a confirmation message.



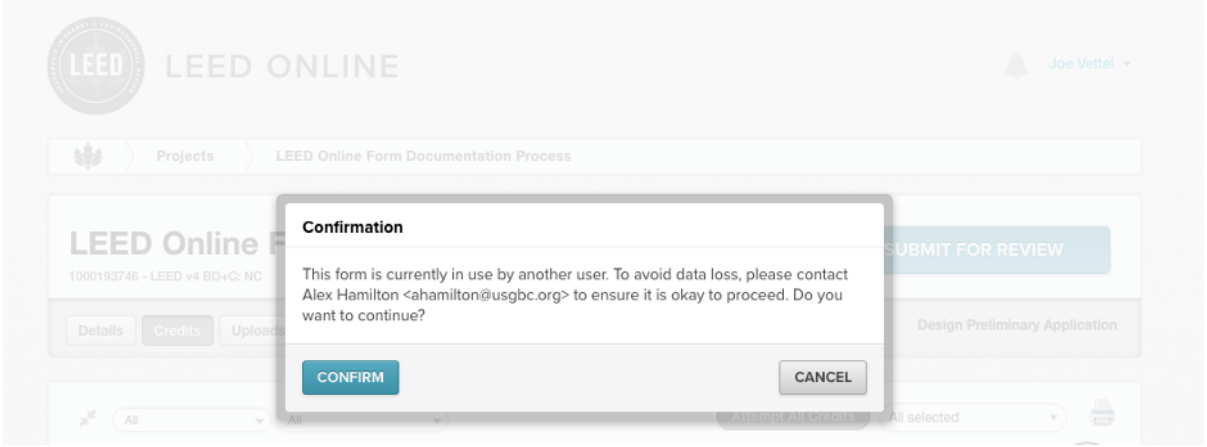
Q: What if LEED Project Team Member A (Alex Hamilton) has already downloaded the form for documentation, and LEED Project Team Member B (Joe Vettel) is trying to download the same form?

A: Multiple users can view the form by using the Download to View option.

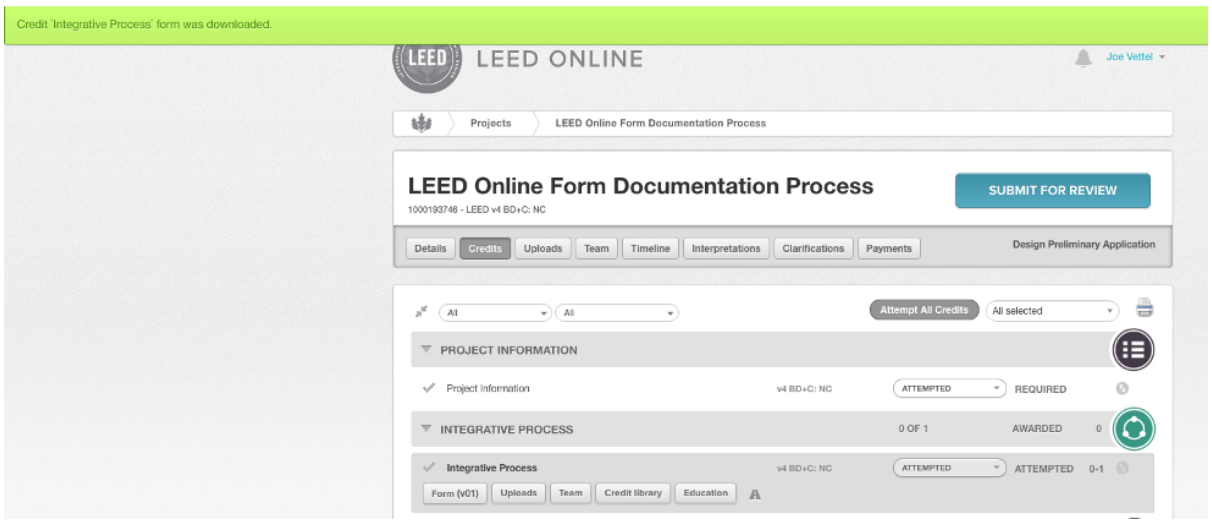
However, if Team Member B (Joe) selects the Download to Edit option after Team Member A has already selected Download to Edit, he will be prompted with a message as shown below. Joe may proceed further by acknowledging the message, indicating that he is taking control of the credit form. Then, Joe will control the form.



1. Upon clicking Download to Edit, Joe will be prompted with the confirmation message.

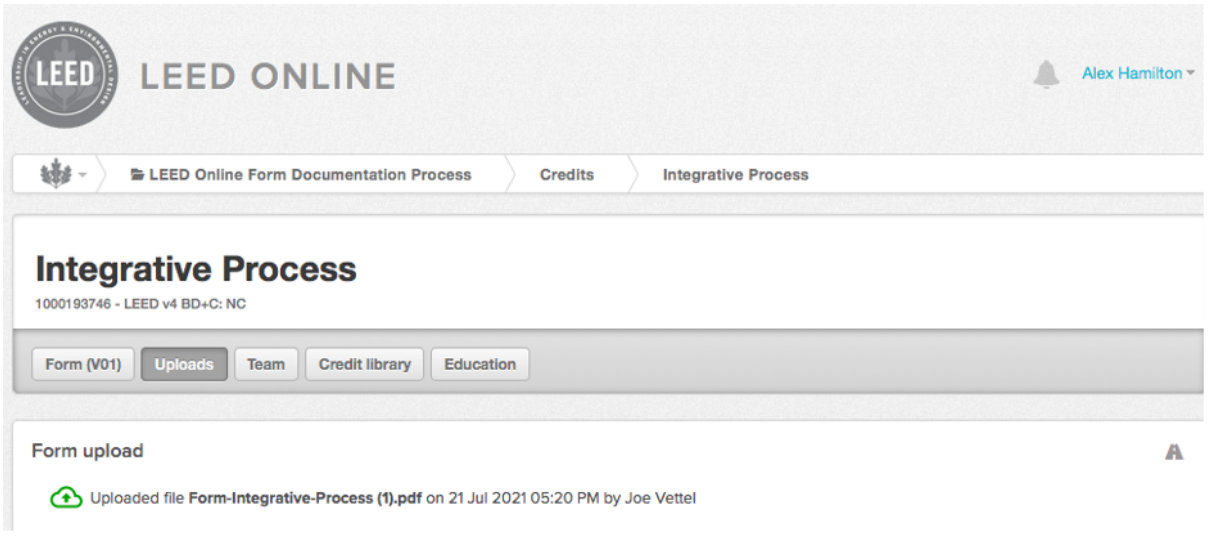


2. By selecting the Confirm button, Joe will take control of the form from Alex. The form will download to Joe's computer, and he can continue working on the form.



3. Since Joe has taken control, Alex will no longer be able to upload the form he had initially downloaded. Alex, and all other LEED project team members, will see the below message, indicating that Joe has currently downloaded the form for editing.

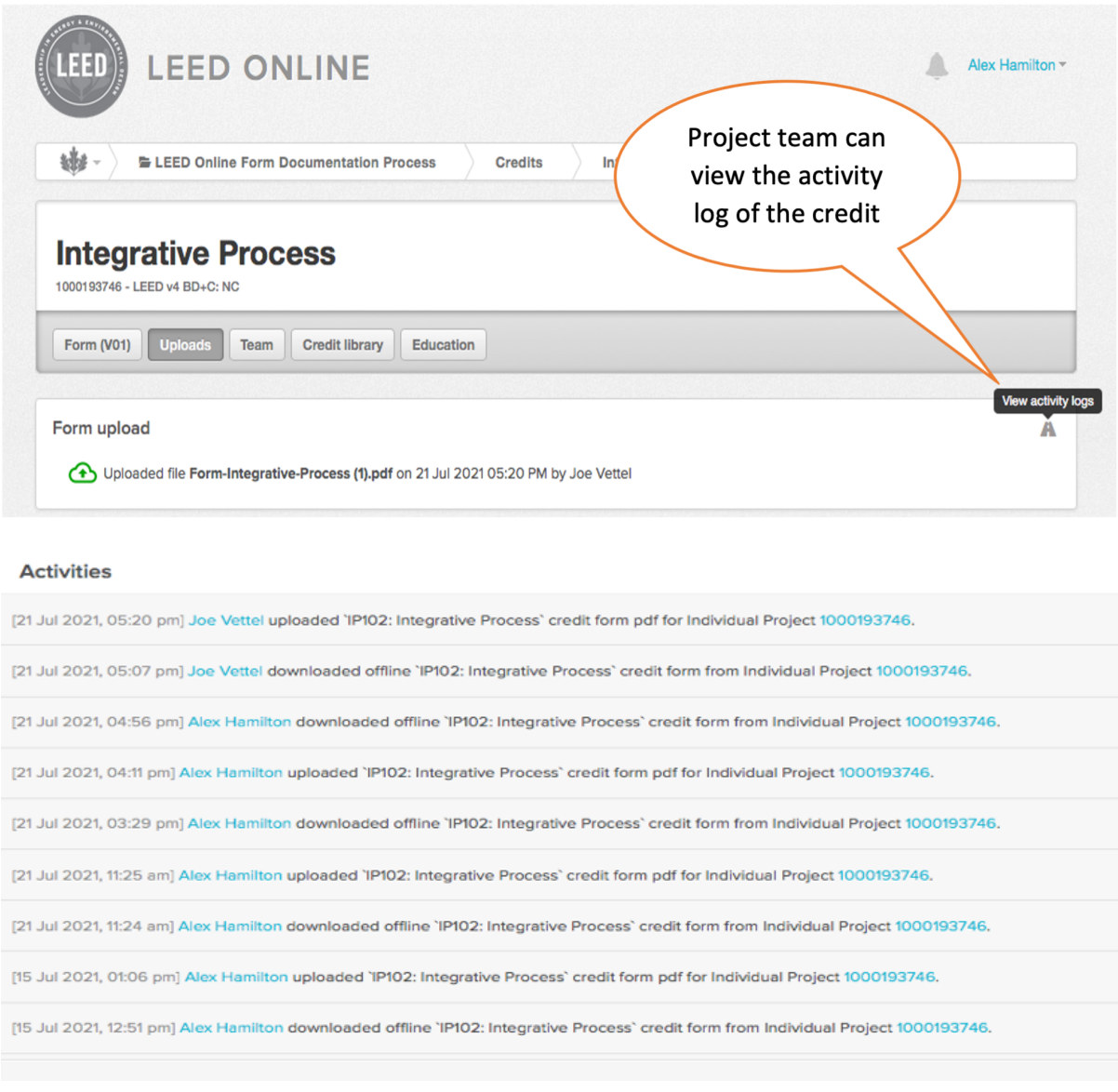
4. Once Joe has uploaded the form back to LEED Online, all LEED project team members will be able to see the update that Joe has made to the form.



Note that Joe will need to keep the file name the same. He should not change the name of the file, and it should be saved in the Adobe Reader PDF format.

Further, the last version of the downloaded form is the only version that LEED Online will recognize when the project team member uploads the form to LEED Online.

5. LEED project team members can also use the activity log feature to view the history of the credit form download and subsequent upload.



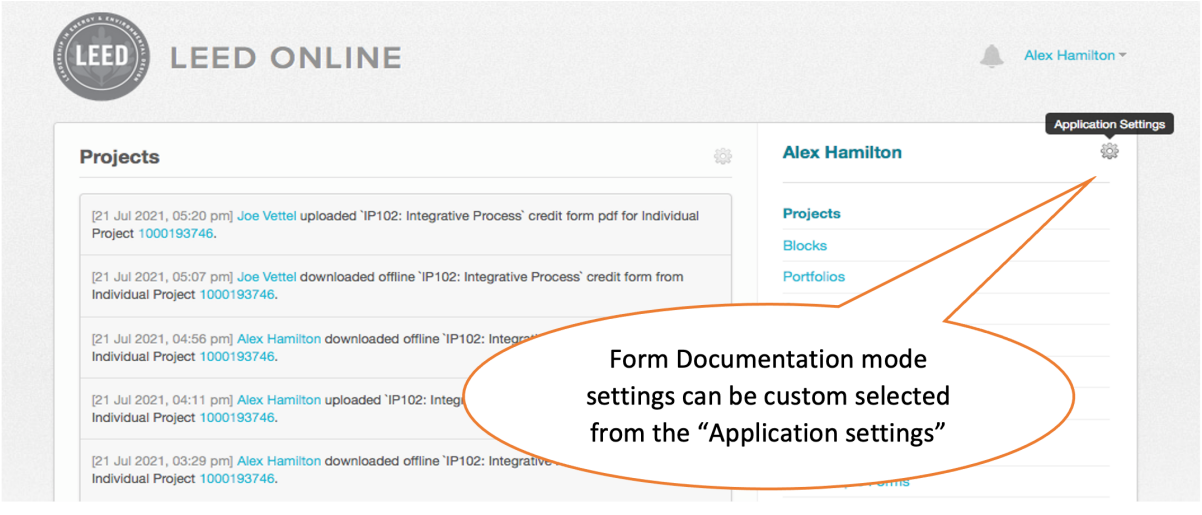
How to customize the form's documentation settings:

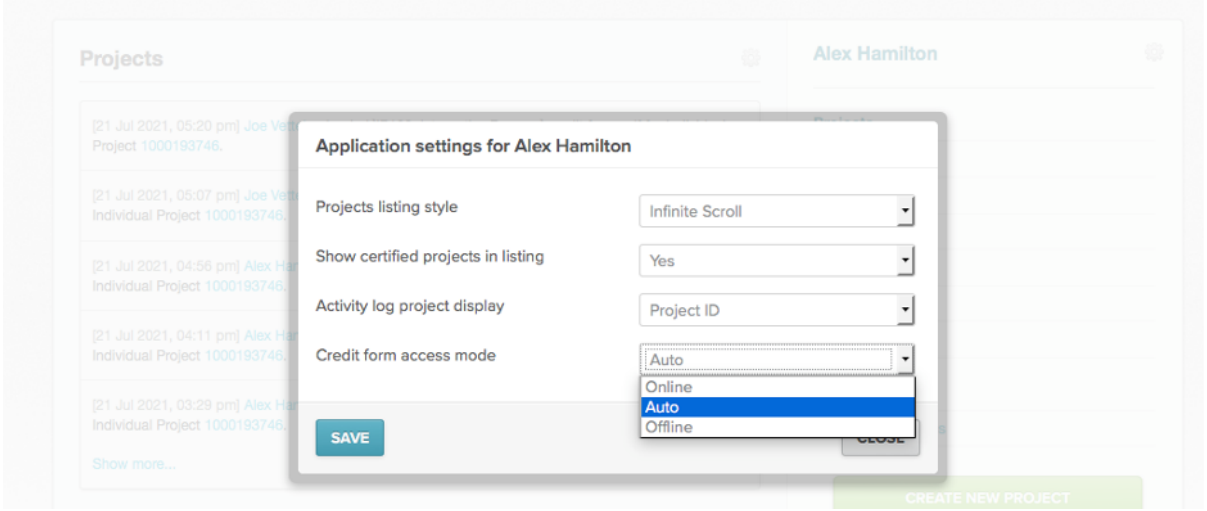
Project team members can customize their form documentation to be "offline" even if their system and browser is compatible with LEED Online. We suggest using the offline form documentation for better agility and performance. The settings can be changed from the application settings menu that is available in the Project Listing page.

Select the mode from the dropdown.

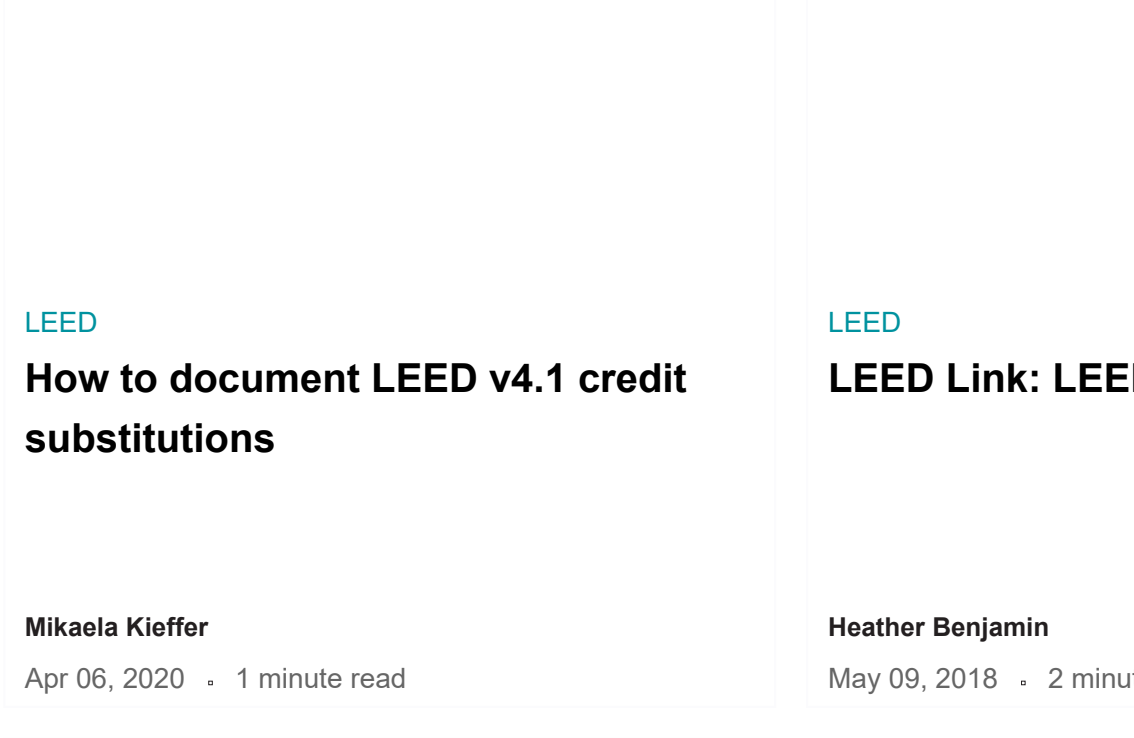
1. The settings "online" and "auto" will load the form directly in the browser, if there are no browser compatibility issues.

2. Selecting offline mode will let you document the credit form in offline documentation mode.





Watch our how-to video for more on using offline documentation:



Log in to LEED Online

Related Articles

LEED

How to document LEED v4.1 credit substitutions

Mikaela Kieffer

Apr 06, 2020 ▫ 1 minute read

LEED

LEED Link: LEED v4 submittal tips

Heather Benjamin

May 09, 2018 ▫ 2 minute read

Education

Free course of the week: LEED project documentation

Heather Benjamin

Help

Dec 09, 2021 ▫ 1 minute read

Help