Suruhanjaya Tenaga
Energy Commission

Energy Management Information System (EMIS)

Installation-User Manual

Version 2.0

Important Notes

1. User only can key in 3 times wrong password before the account being blocked by the system. If your account being blocked by the system, please contact the System Administrator for further assistance.
2. Please check in the junk email folder in your email if the verification email does not go into the inbox
3. For installation user, **do not** change the Full Name in the "My Settings" menu to your own name. This field must be the Installation's name not your own name.
4. Please refer to the "Guide on Selecting Subsectors and Product Types" when selecting the subsector. If predefined subsector different from the actual subsector, please change it and ensure that the product type produce by the installation is within the subsector (for Industry sector only). If there is no predefined subsector set, please select the subsector based on the Guide on Selecting Subsectors and Product Types. If you think your subsector is not in the Guide on Selecting Subsectors and Product Types, please contact System Administrator.
5. If the installation falls under the **industry sector**, please refer to the "Guide on Selecting Subsectors and Product Types" first when choosing the product type. The product type must be related to the subsector (product type must be in the subsector's group) defined in the EMIS as in the guideline.
6. If the desired product type as well as Unit of Measure (UOM) for that product are not in the dropdown list, please contact EC Administrator. We will review the request and add the product type or UOM in the registry if necessary.
7. For **Commercial & Government sector**, in the variables tab there is already **pre-defined variables** which are **cooling degree days and occupancy**. If the user thinks that these variables does not related to the installation they may deleted it and defined other variables.
8. The Efficient Electrical Energy Management Policy, Committee and Objective is compulsory to have as this is mentioned in the Regulations 6 (1) of Efficient Management of Electrical Energy Regulations 2008 (EMEER 2008). Failure to comply with this subregulation means the installation commits an offence under EMEER 2008.
9. When fill in the report, for the Energy Saving Measures (ESM) part (List, Summary of Implemented ESM & Proposed ESM) please only include those ESM for that period reported only.
10. PDF report generated from EMIS does not need to be sent to EC. Only signed Form A and Form B is sent to EC (hardcopy).
11. Baseline year is only available to be selected in PDF Report and Charts if all data for that year is complete one year. For example, year that the data is only from July – December will not be available to be selected as baseline year. The data must be completed 12 months then only the year will appear in the selection.
12. Regression analysis can only be considered if the R^2 (Coefficient of Determination) value is equal or greater than 0.75.
13. It is responsibility of Installation and REEM user to ensure timely submission of report.

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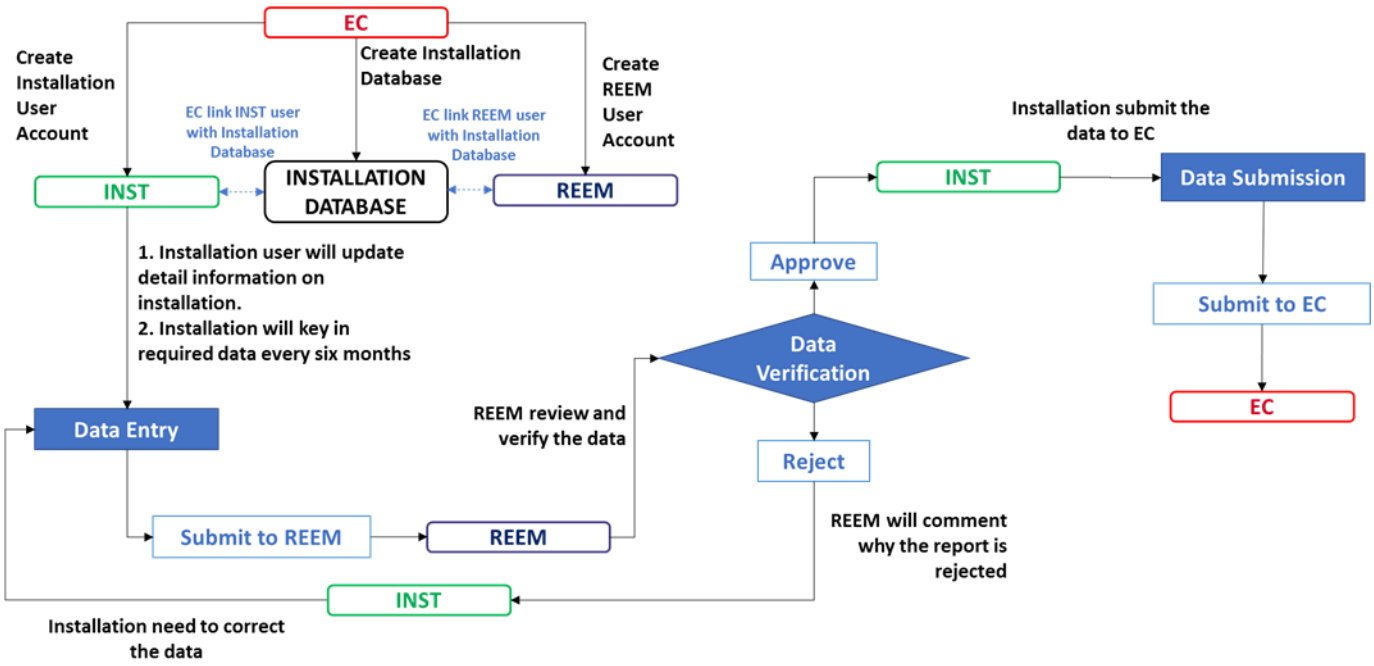
1. Introduction

1.1 Reporting Flow



Note:

EC: Energy Commission

INST: Installation

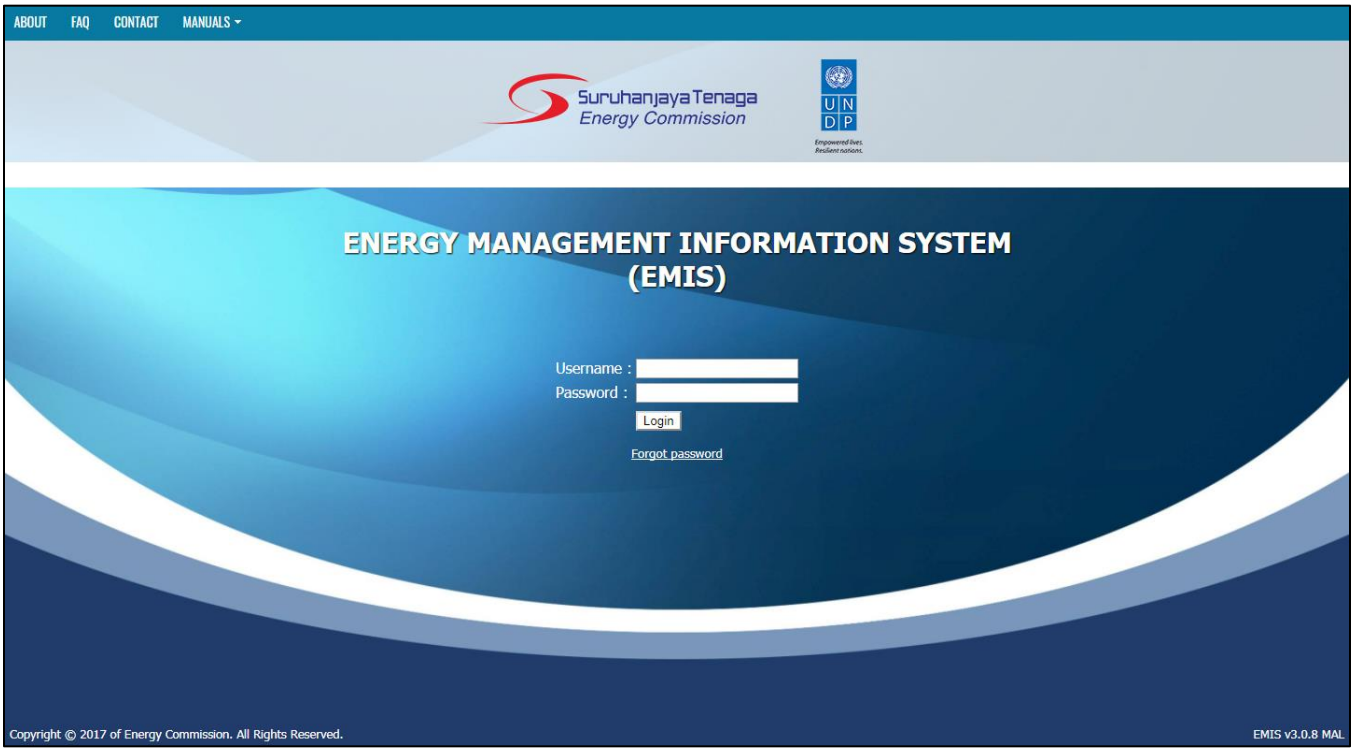
REEM: Registered Electrical Energy Manager

1.2 Privileges for Installation User

i. Viewing analysis for its assigned installations
ii. Viewing and editing its installations
iii. Viewing, editing, and submitting reports
iv. Viewing alerts for its assigned installation
v. EMIS messaging
vi. Changing personal settings
    a. Password
    b. Name, telephone
    c. E-mail
vii. Turning EMIS messages to email on and off

2. Accessing the System

1. To access the login page, please type **emis.st.gov.my** in the URL.
2. Energy Commission (EC) Administrator will provide the installation with the username and temporary password through the official letter. Only installation that have appoint REEM will be grant an access to the system.



Note:

i. About Menu – Gives an overview of the EMIS.
ii. FAQ Menu – Gives a list of Frequently Asked Question related to EMIS.
iii. Contact Menu – Gives a contact details of EC Administrator.
iv. Manuals Menu – Contain manuals for:
    a. Installation user
    b. Registered Electrical Energy Manager user
    c. Guide on selecting subsectors and product types

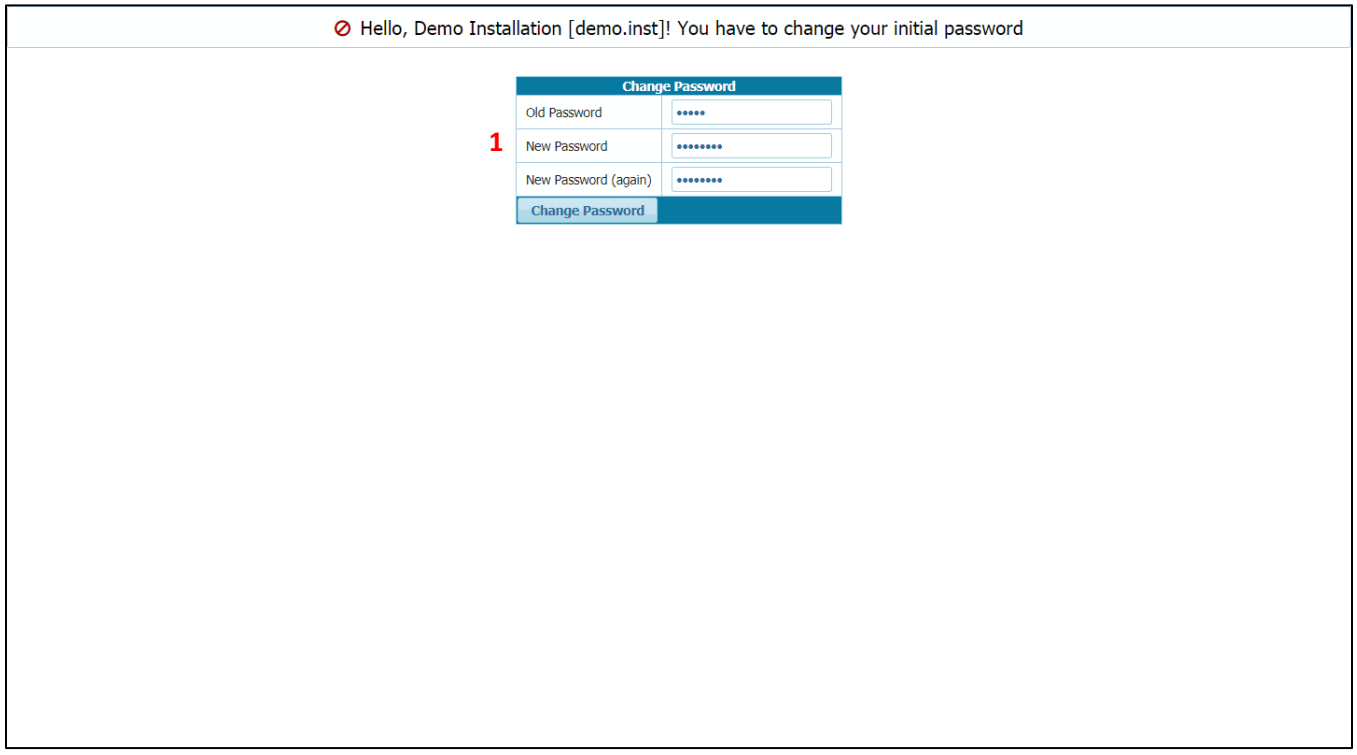
2.1 Login

1. Insert the username and temporary password provided by EC Administrator.
2. Click Login.

Note:

i. **Maximum number of attempts to log in is three times**. If the user enters a wrong password more than three times, the user will get blocked. The user then need to contact EC Administrator to gain access back to the system. EC Administrator will unblock the user.

2.2 Changing Password

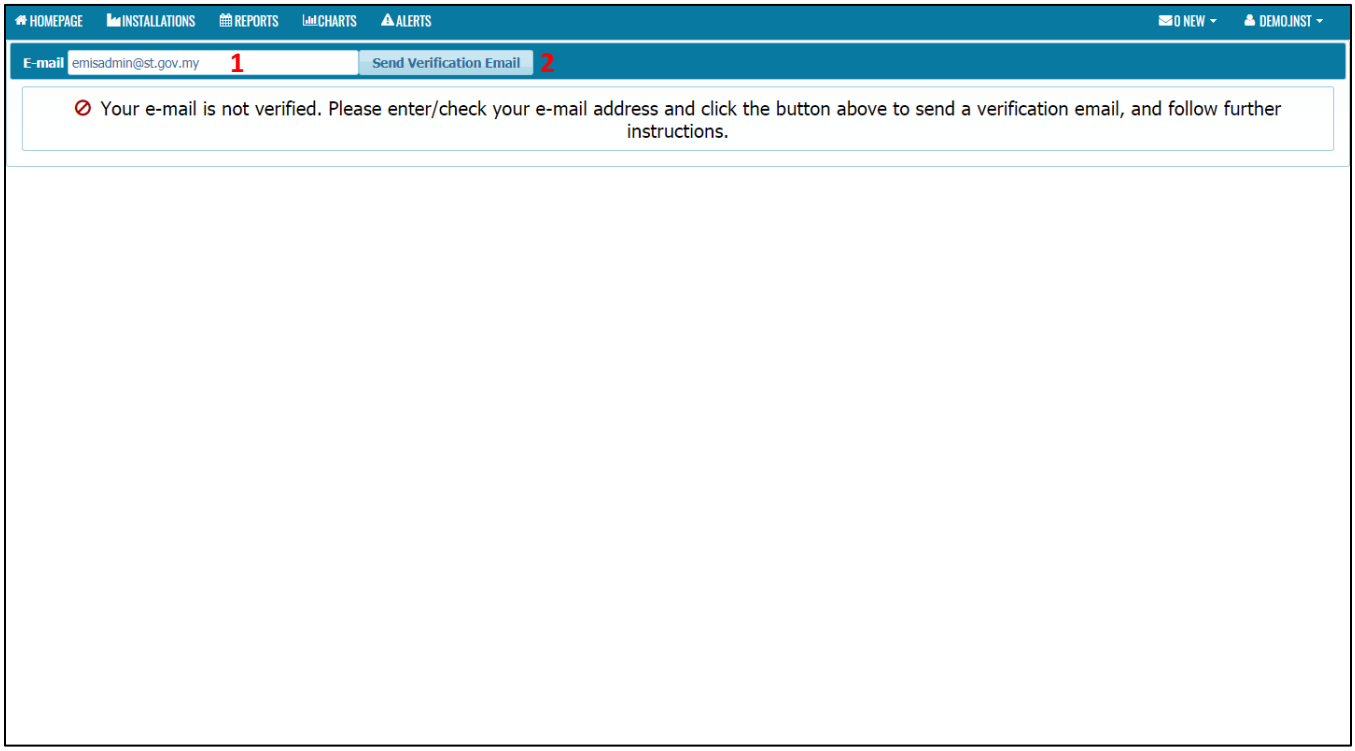


1. For the first log-in, a user is required to change the initial password. Please key in the old password and the new desired password.

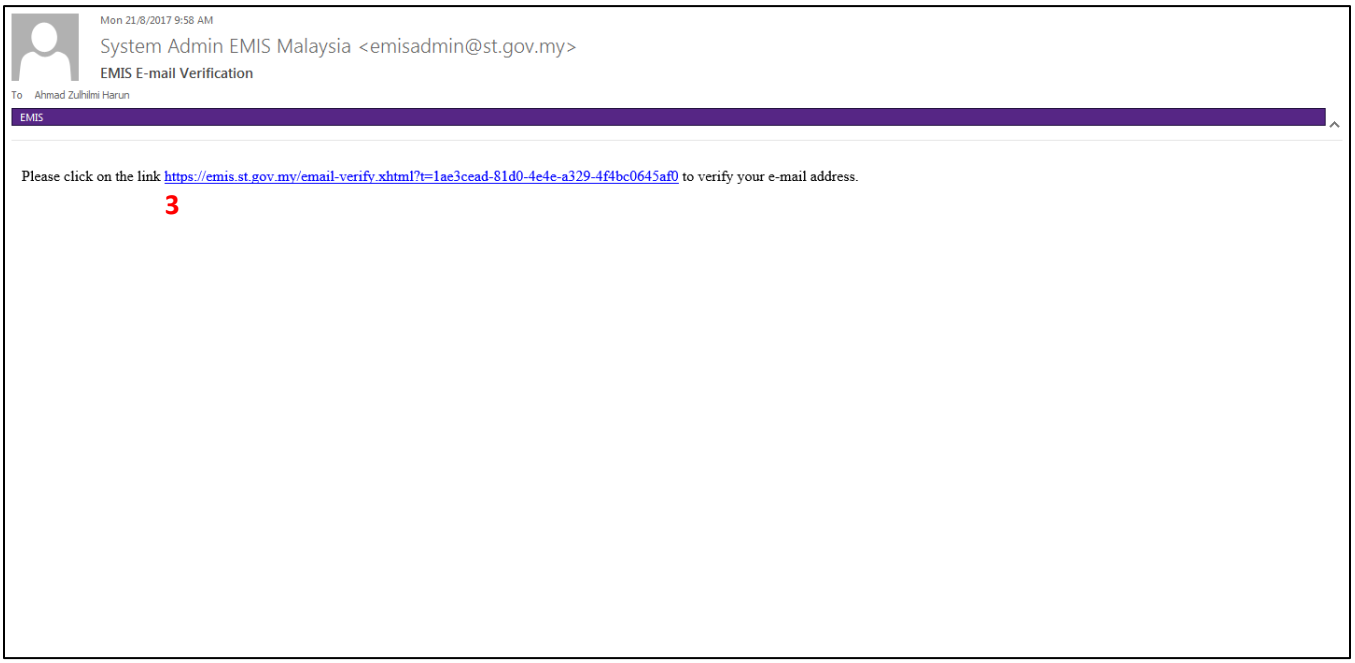
Note:

i. Password must meet the required complexity criteria:
   a. Minimum 8 characters
   b. Characters have to be from at least 2 of the following types
      - Lowercase letters
      - Digits

2.3 Email Verification



1. Please enter your email address.
2. Click on Send Verification Email.



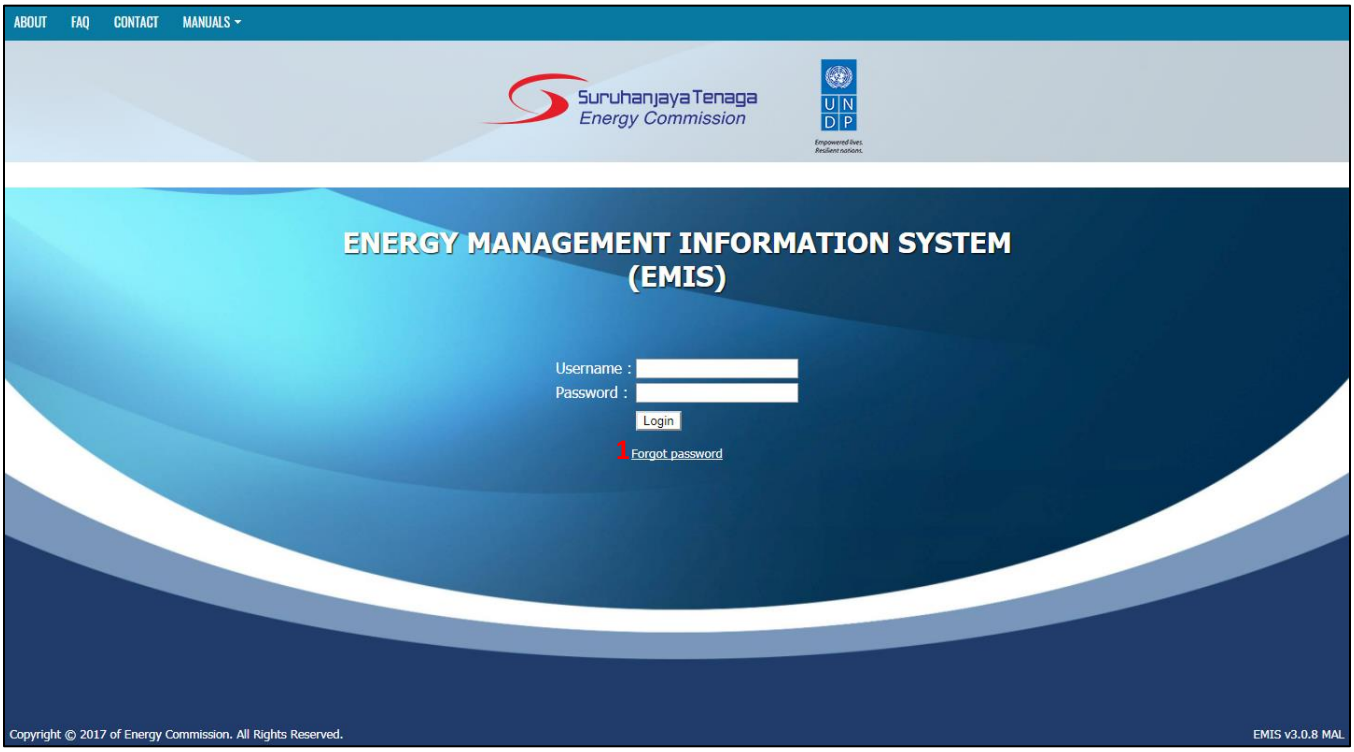
3. Check your inbox and opened the email. Click on the link in the email.

4. Your email is now verified. Click Go to Homepage

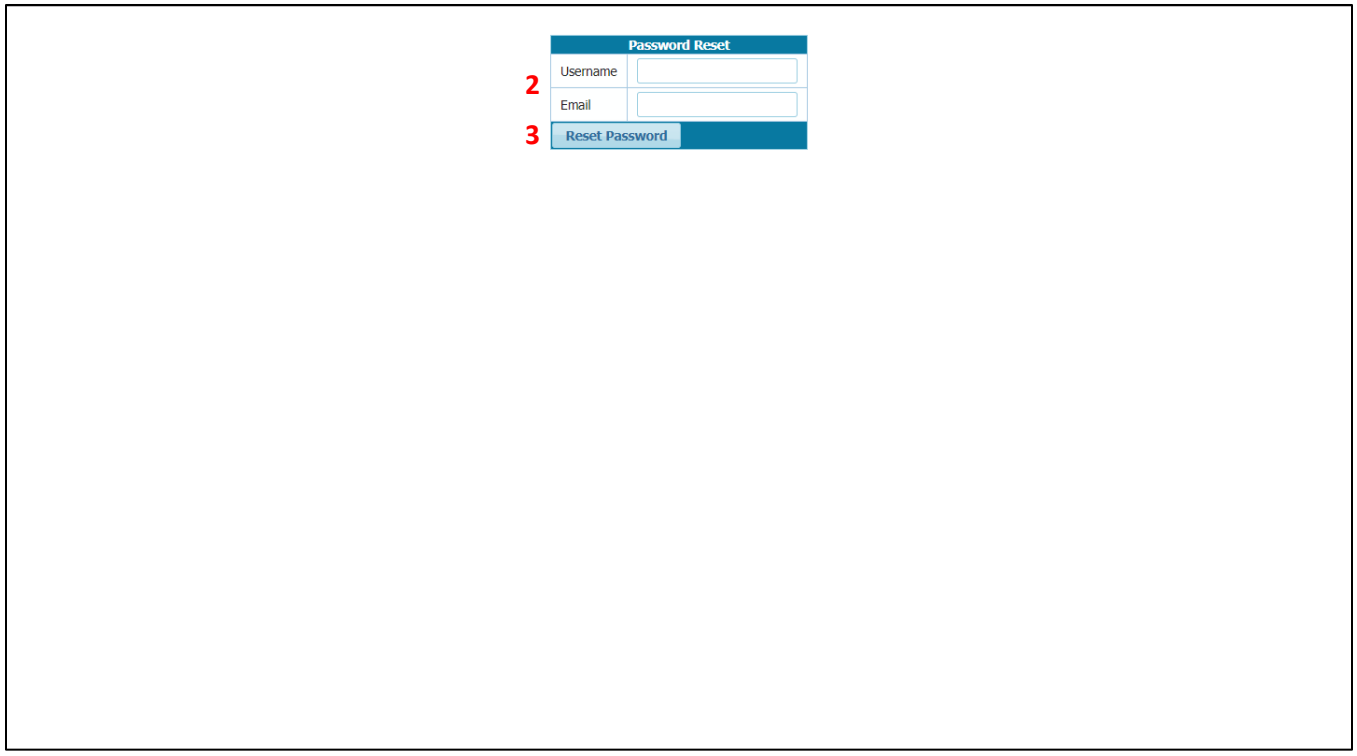
Note:

i. All menus will be blocked until the verification is completed
ii. Please check in the junk email folder in your email if the verification email does not go into the inbox.
iii. Please note that whenever the email address is changed, the new address must be verified.

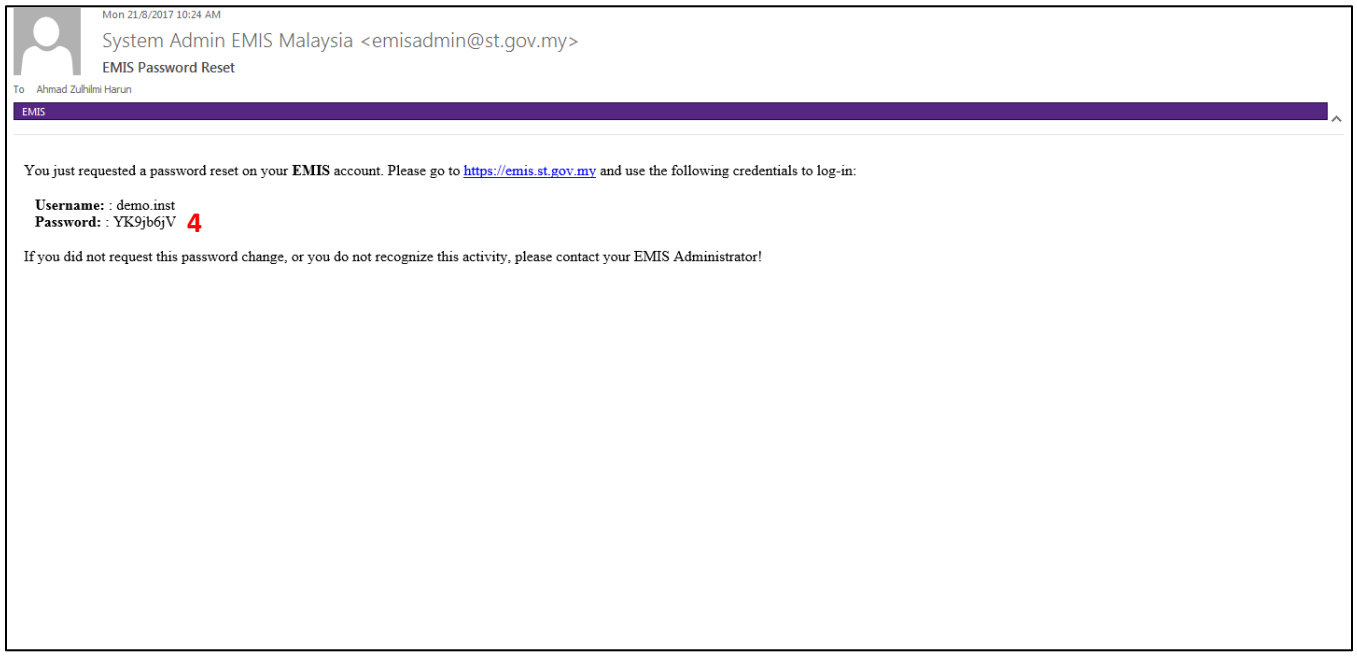
2.4 Forgot Password



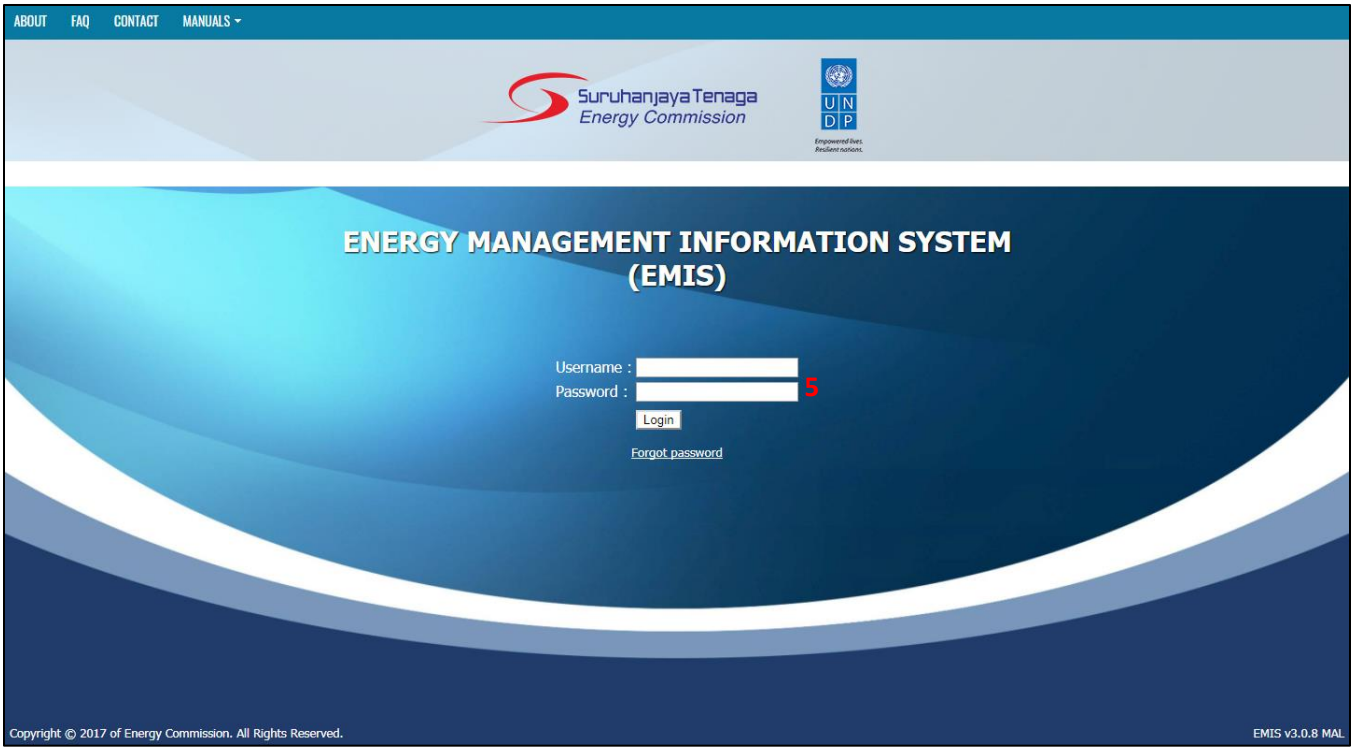
1. At the login page, click on the Forgot Password.



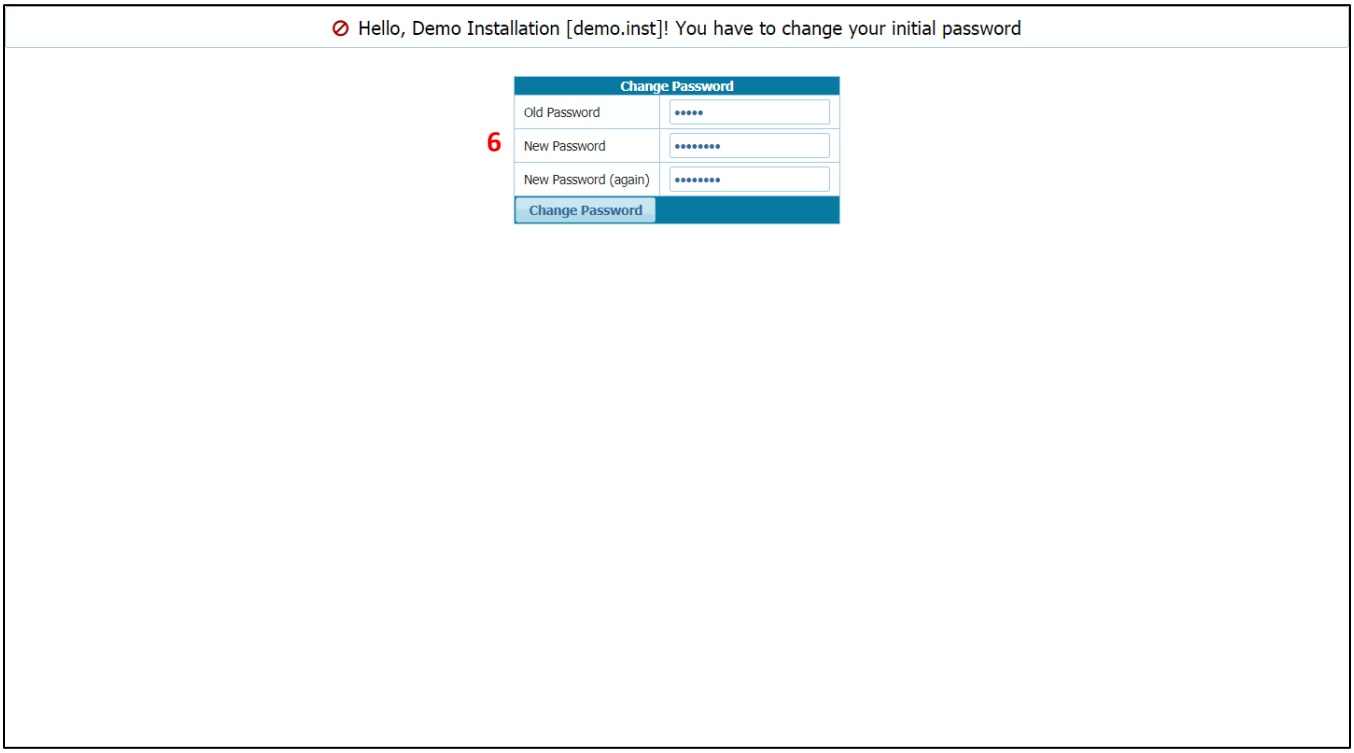
2. Enter the Username and Email Address (email that has been verified with EMIS).
3. Click on the Reset Password. An email will be sent to you which contain the temporary password.



4. Open the email and please find the temporary password in the email.



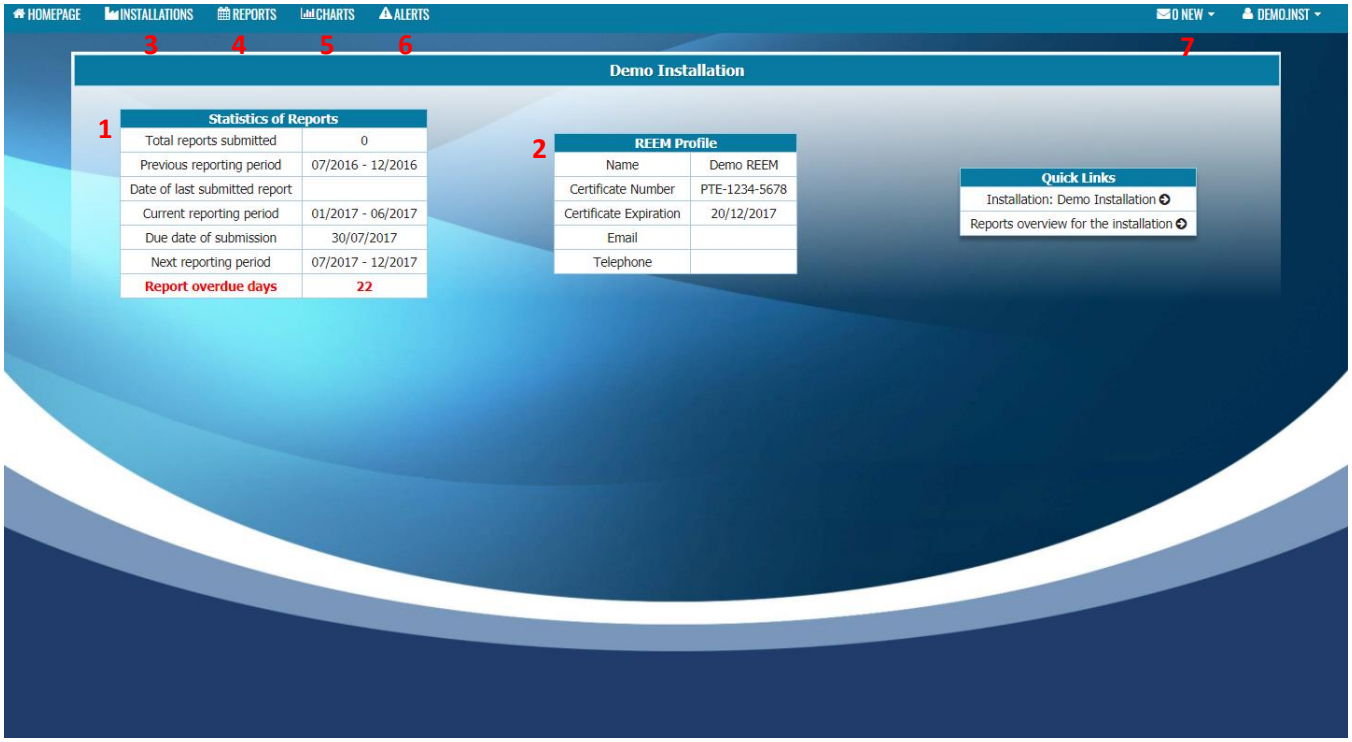
5. Login into EMIS using the temporary password provided in the email.



6. User is required to change the temporary password. Please key in the temporary password and the new desired password (as per section 2.2).

3. Homepage

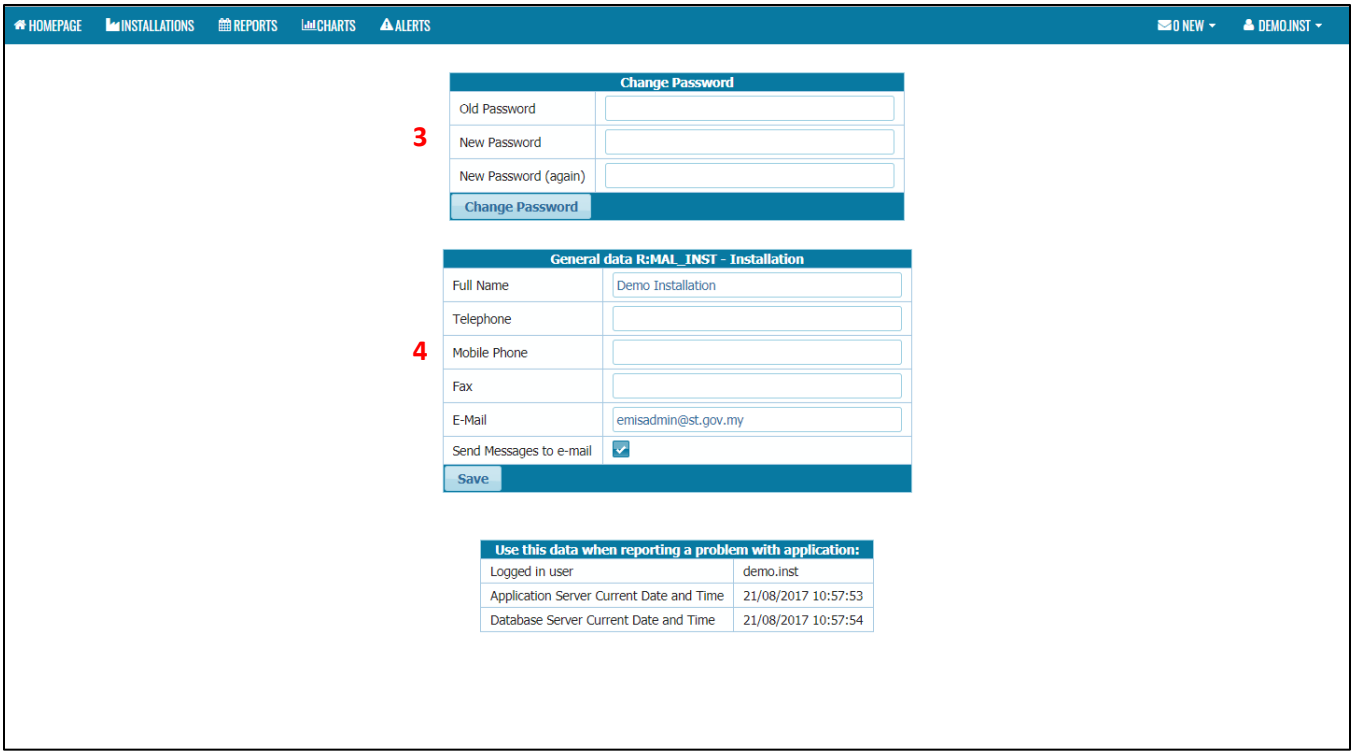
3.1 Overview



1. Statistics of Reports gives an overview of the report submitted by the installation user.
2. REEM Profile gives an information of the appointed REEM for the installation.
3. Installation tab will direct the user to their installation list.
4. Reports tab will direct the user to the list of report submitted.
5. Charts tab will direct the user to the analysis section.
6. Alerts tab will direct the user to the alerts received by the installation.
7. Messages tab will direct the user to the messaging functionality.

3.2 User's Setting

1. Go to the user's profile tab.
2. Click My Settings.



3. User can change their password in this page (if required).
4. User need to update their:
    a. Telephone number
    b. Mobile Phone number
    c. Fax number

Note:

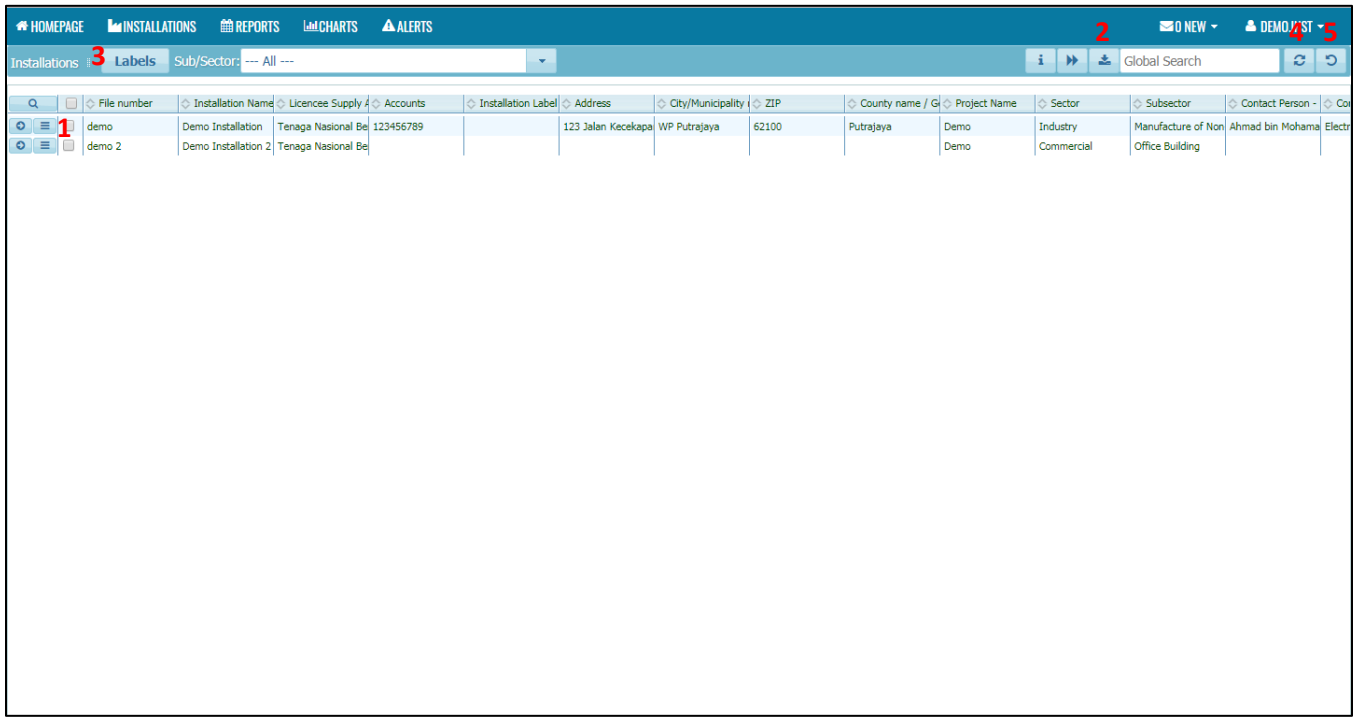
i. If the user change their email address, the user need to update their email address in this section.

ii. If the Send Messages to e-mail is ticked, user will receive a notification email whenever a message is received by the user.

iii. For Installation User, **do not change** the Full Name to your own name. This field must be the Installation's name not your own name.

4. Installation

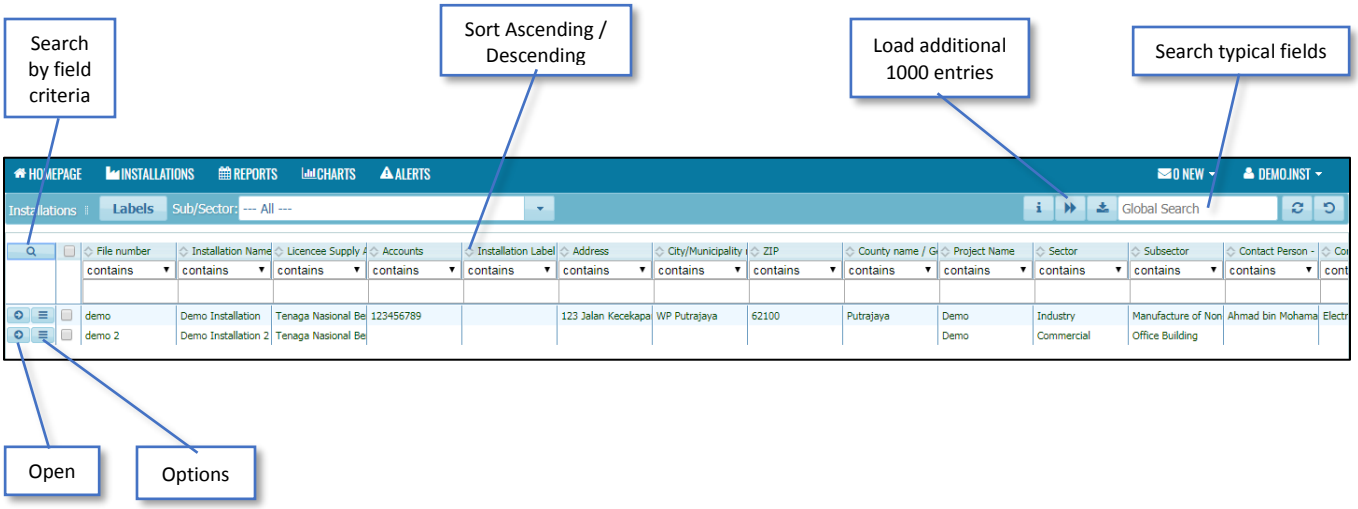
4.1 Overview



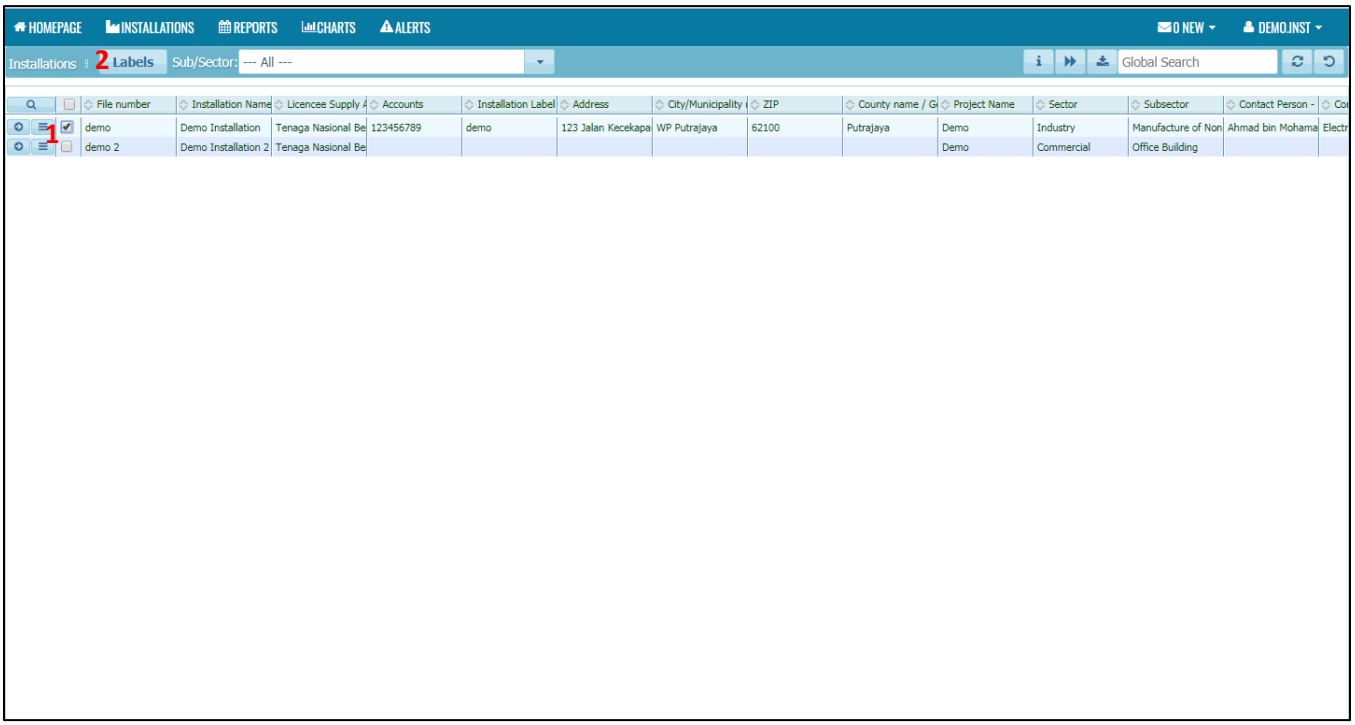
1. This section will show list of user's installation.
2. Export button allows the user to export the table to Excel or CSV format.
3. Labels button allows the user to label any installation to specific label/tag.
4. Refresh button allows user to refresh the data in the table.
5. Reset Table allows user to reset the table to its original state.

Note:

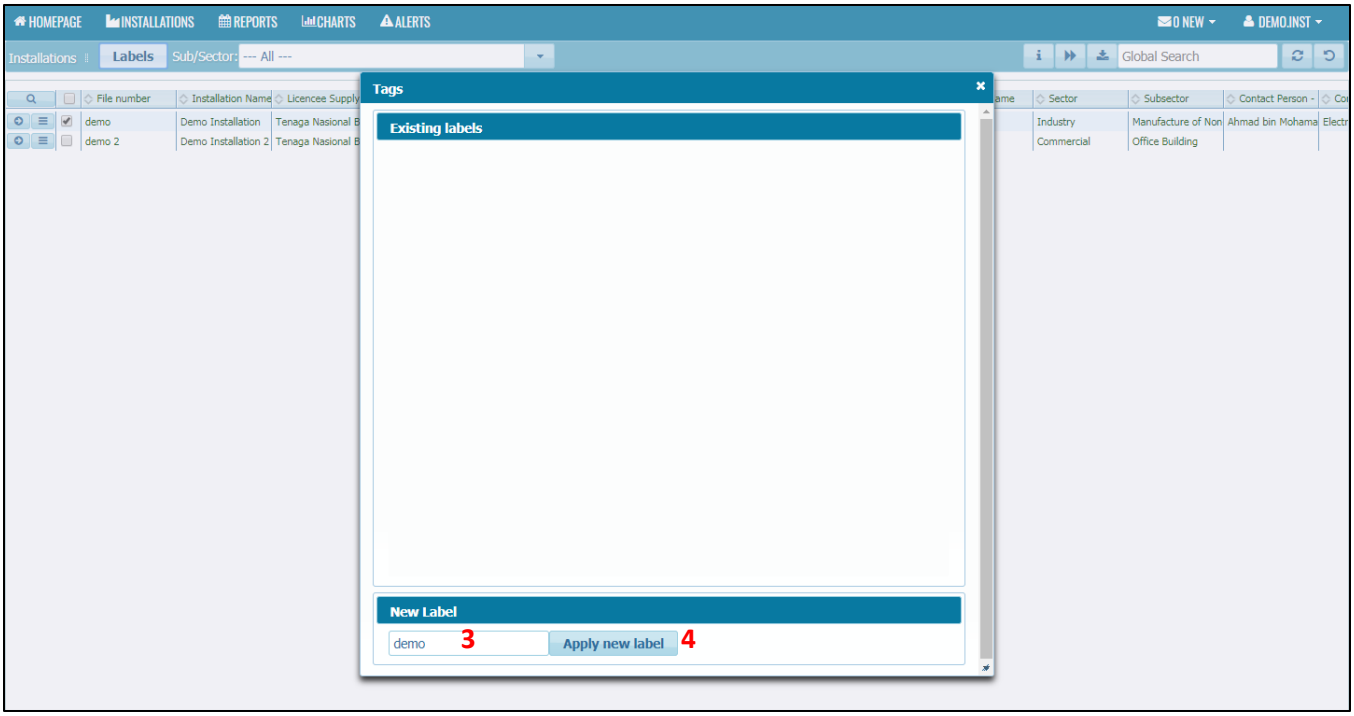
i. Working with tables:



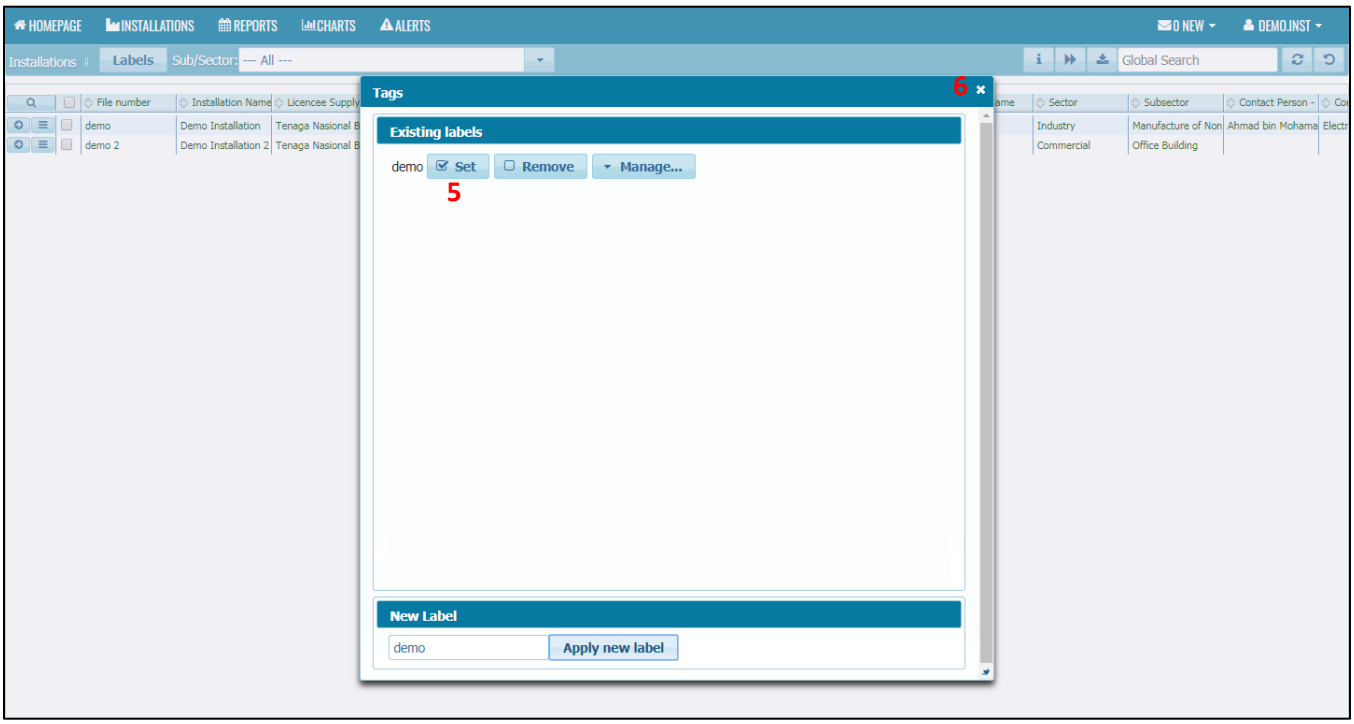
4.2 Creating Labels



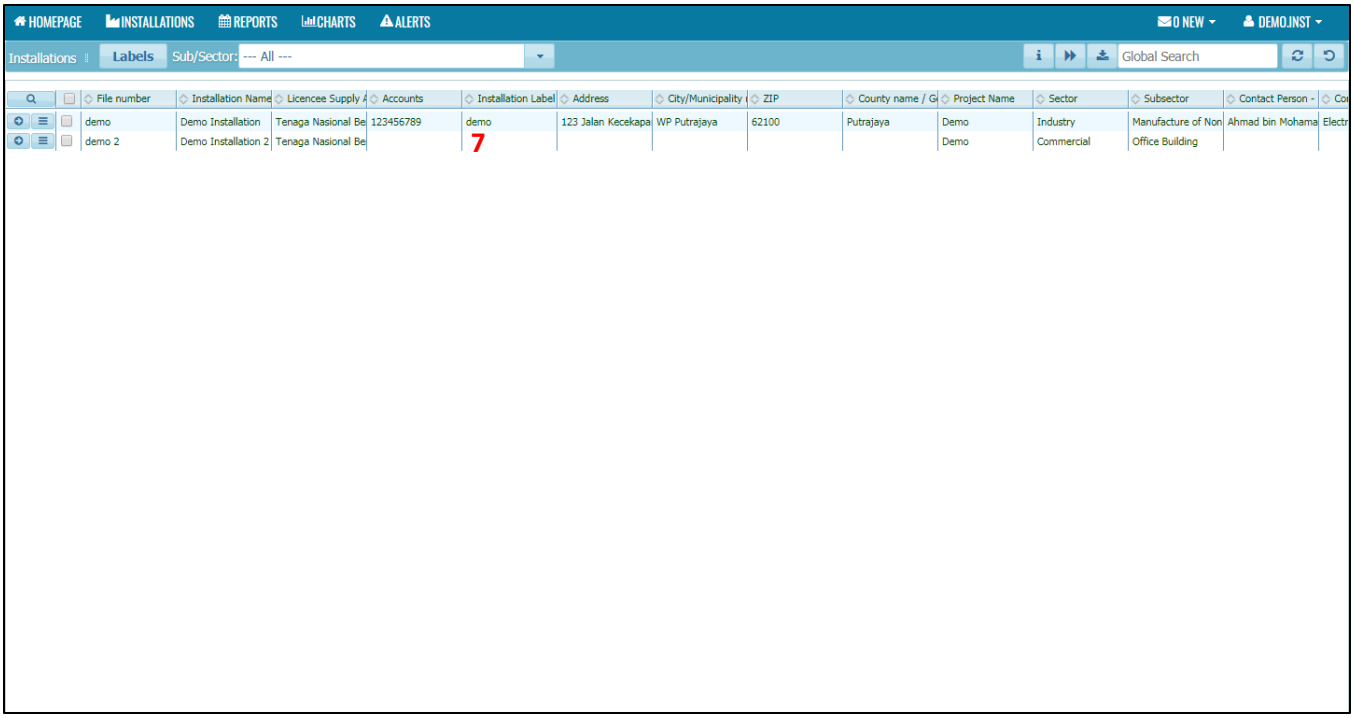
1. Tick the box for which you want to label the installation
2. Click on Labels button.



3. Enter the desired label.
4. Click apply new label.



5. Click Set to assign the label to the installation.
6. Click the close button.



7. Installation is now labelled.

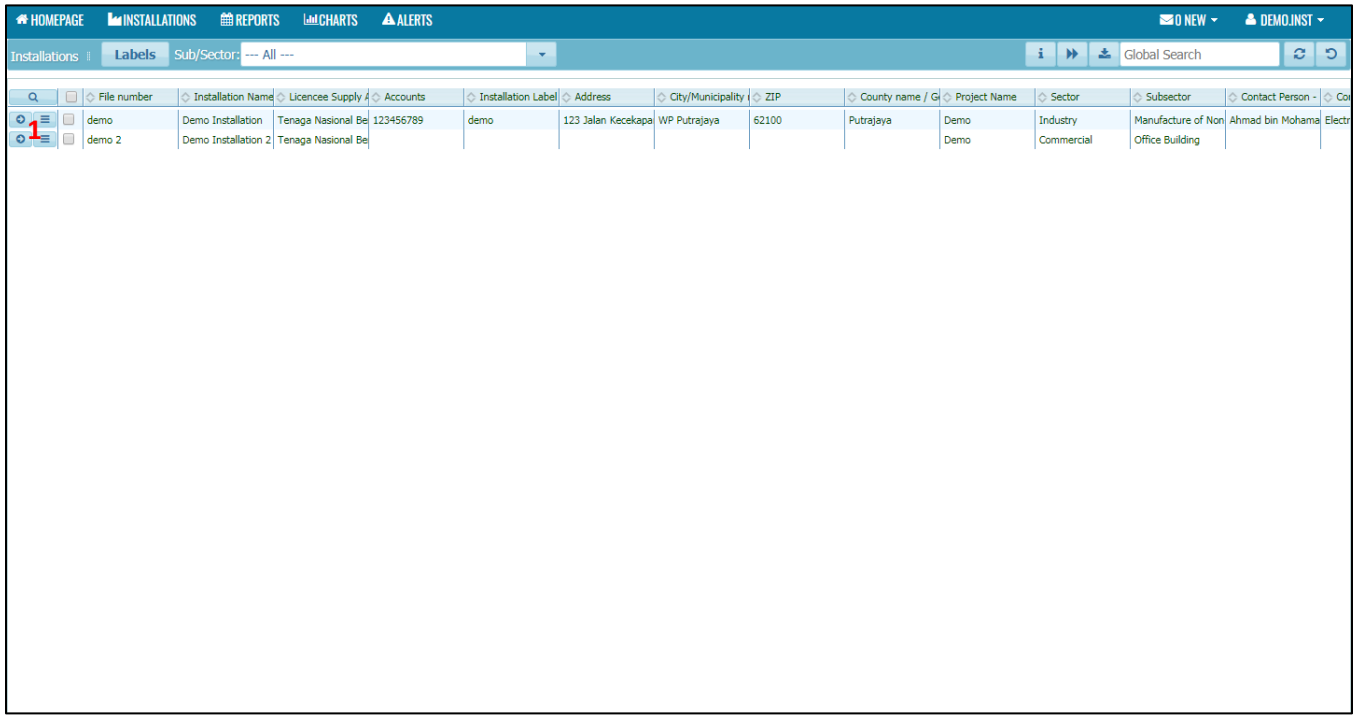
Note:

i. To remove the label from the selected installation, click Remove button.

ii. To rename the label, click Manage... button and select Rename.

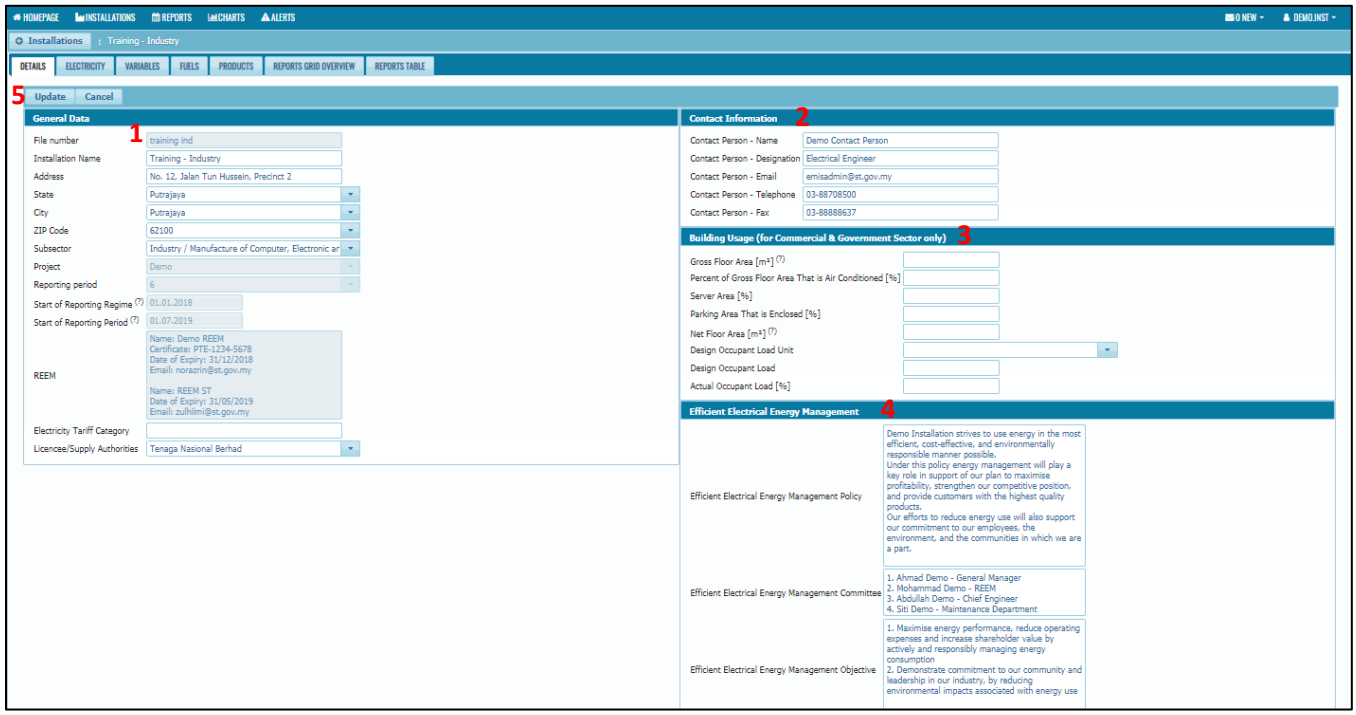
iii. To delete the label, click Manage... button and select Delete.

4.3 Updating Installation's Data



1. Access the installation either by clicking on the button or button and click Open. User also can access the installation by double click on the installation's row.

4.3.1 Updating Installation's Details



1. In the General Data section, installation user is required to check and update the following:
    a. Installation Name (only if predefined installation name is different from the actual installation name or if the installation has change the company's name).
    b. Address (if the predefined address is different from the actual address).
    c. Subsector (please refer to the "**Guide on Selecting Subsectors and Product Types**" when checking the subsector. If predefined subsector different from the actual subsector, please change it and ensure that the product type produce by the installation is within the subsector. If there is no predefined subsector set, please select the subsector based on the guideline mentioned before.)
    d. Check the predefined Start of Reporting Regime and Start of Reporting Period.
    e. Check the REEM for the installation (if there is a change in appointed REEM, please inform EC Administrator as soon as possible either through email (emisadmin@st.gov.my), EMIS Messaging (to EC Administrator user) or official letter to Energy Commission (attention to: Energy Efficiency & Conservation Unit))
    f. Electricity Tariff Category
    g. Licencee/Supply Authorities

Note:

i. If the installation falls under the industry sector, please refer to the "**Guide on Selecting Subsectors and Product Types**" and select **carefully** the **subsector** based on the **product types** produce by the installation as this product types will be defined in the Products Tab.

2. In the Contact Information section, installation user is required to update the following:
    a. Name of the contact person
    b. Designation of the contact person
    c. Email of the contact person
    d. Telephone number of the contact person
    e. Fax number of the contact person

    Note:

    i. If the predefine contact person is different from the actual, please update the name of the correct person in charge)

3. In the Building Usage section, this section is **only for installation that falls under Commercial and Government sector**. For installation that falls under both of this sector, the installation user is required to update the following:
    a. Gross Floor Area
    b. Percent of Gross Floor Area That is Air Conditioned
    c. Server Area
    d. Parking Area That is Enclosed
    e. Net Floor Area
    f. Design Occupant Load Unit (please contact EC Administrator if the desired Unit of Measure (UOM) is not in the list)
    g. Design Occupant Load
    h. Actual Occupant Load

Note:

i. The Gross Floor Area is defined as the floor area of a building covering the entire built-up floor area of the building.

ii. The Net Floor Area is defined as the floor area of a building covering the entire built-up floor area of the building exclude the parking space and the outer corridor.

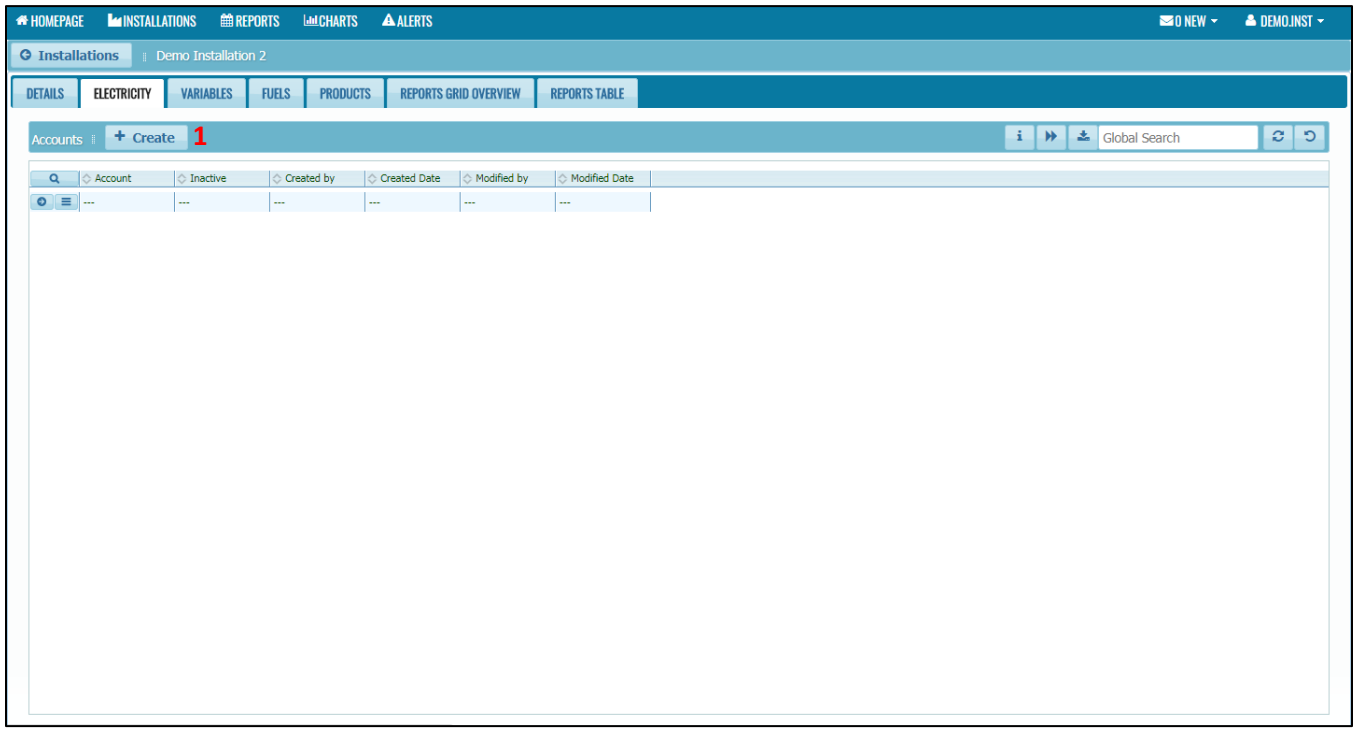
4. In the Efficient Electrical Energy Management section, installation user is required to update the following:
    a. Efficient Electrical Energy Management Policy
    b. Efficient Electrical Energy Management Committee
    c. Efficient Electrical Energy Management Objective

Note:

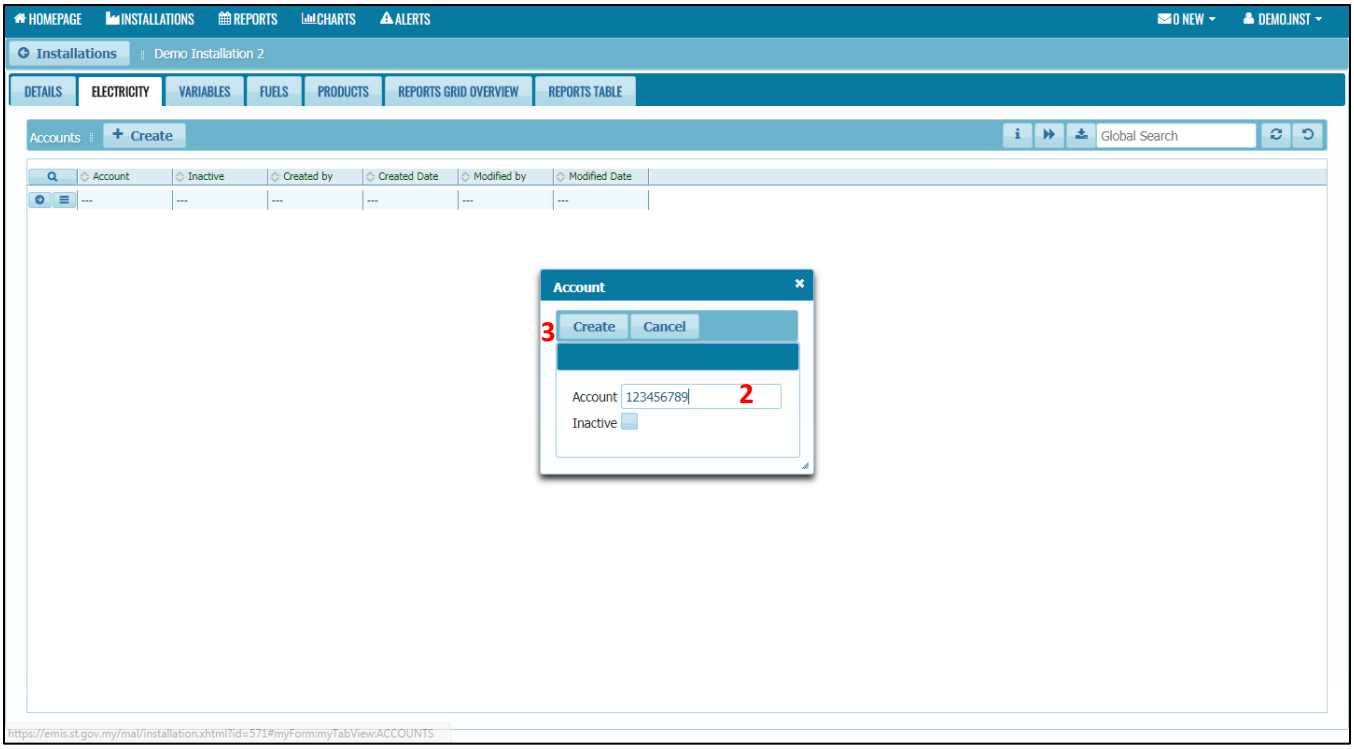
i. The Efficient Electrical Energy Management Policy, Committee and Objective is mentioned in the Regulations 6 (1) of Efficient Management of Electrical Energy Regulations 2008 (EMEER 2008). Failure to comply with this subregulation means the installation commits an offence under EMEER 2008.

5. After all information has been reviewed and update, click on the Update button to update the information.

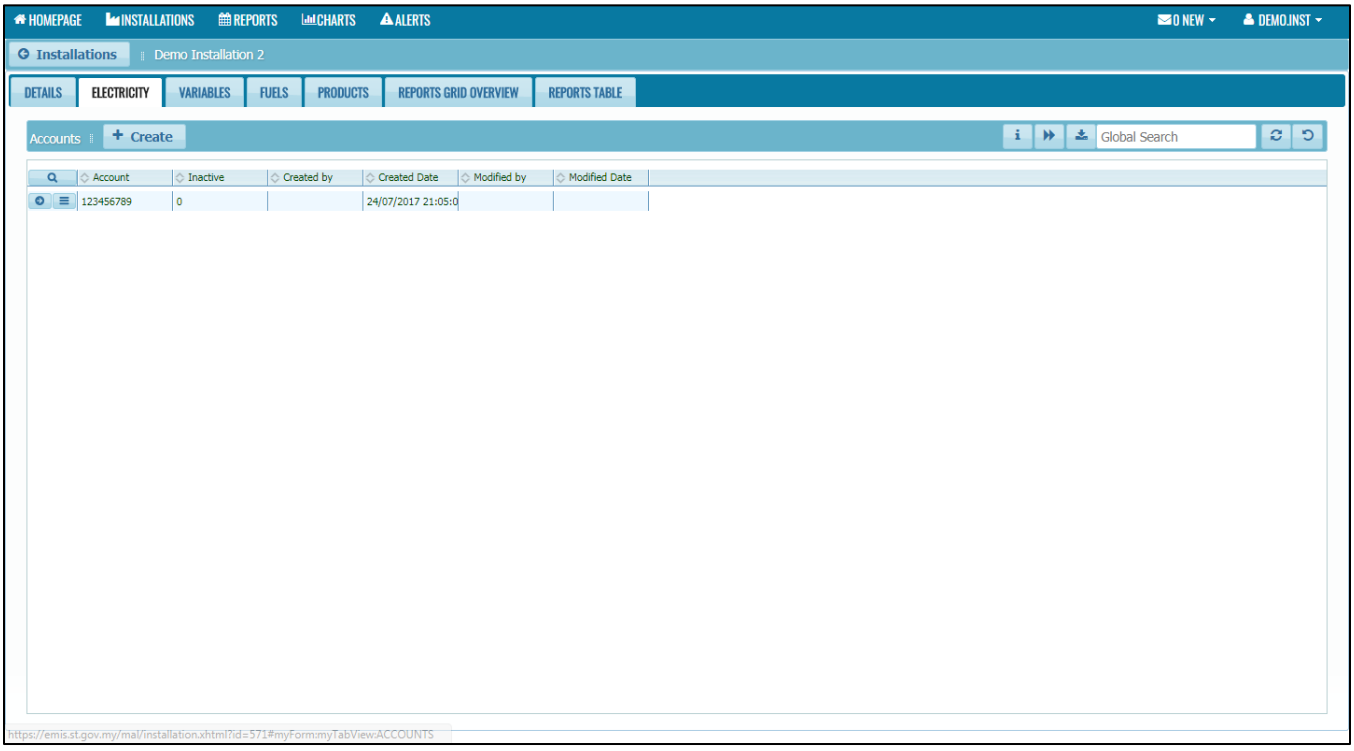
4.3.2 Updating Installation's Electricity Account Number



1. In the Electricity tab, click on the Create button.



2. Enter the Licencee/Supply Authorities account number (Eg: TNB account number, SESB account number, etc)
3. Click Create.



Note:

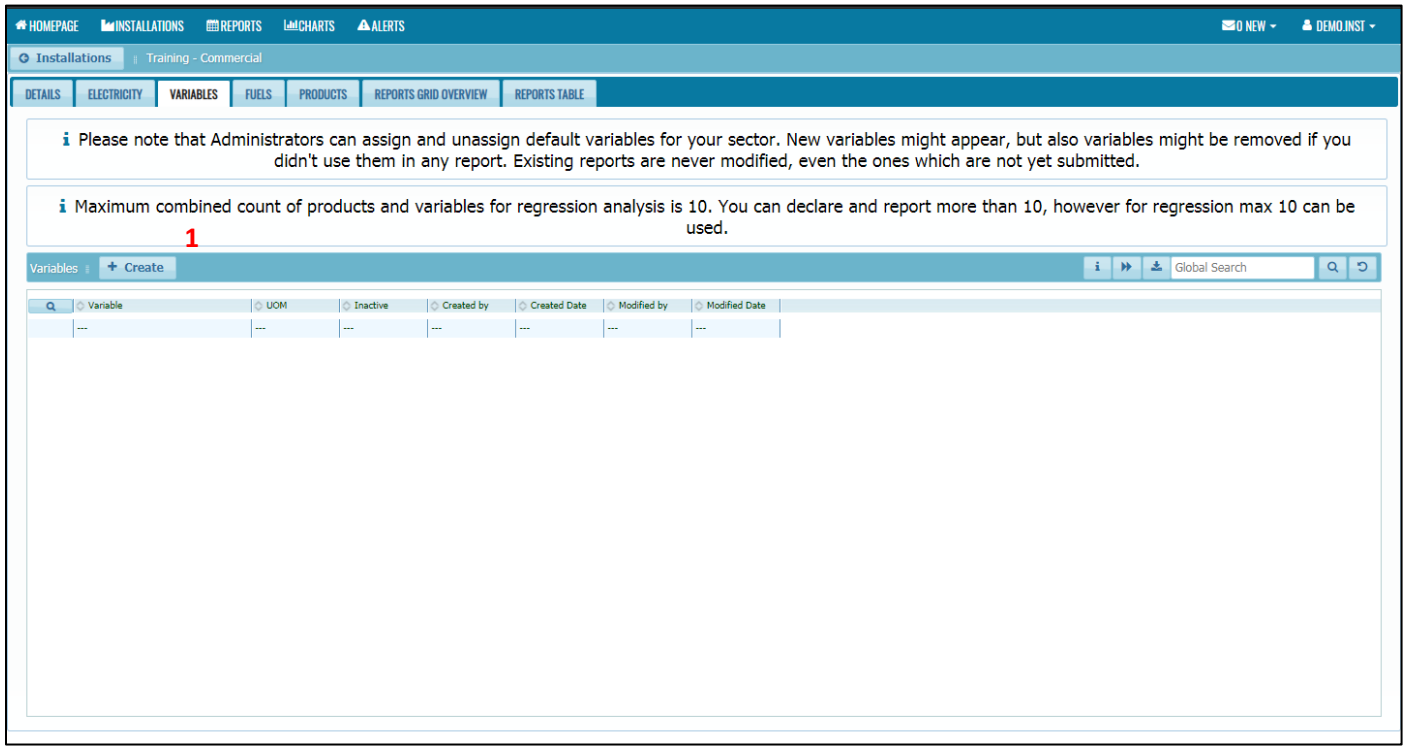
i. Some installation may have more than one Licencee/Supply Authorities account number. Just repeat the steps above for other account number. Please note that Installation can only add the account that belong to the same complexes, do not add account that is in the different places.

ii. Only tick the inactive box if the account number is no longer in use or when the installation change to a new Licencee/Supply Authorities account number.

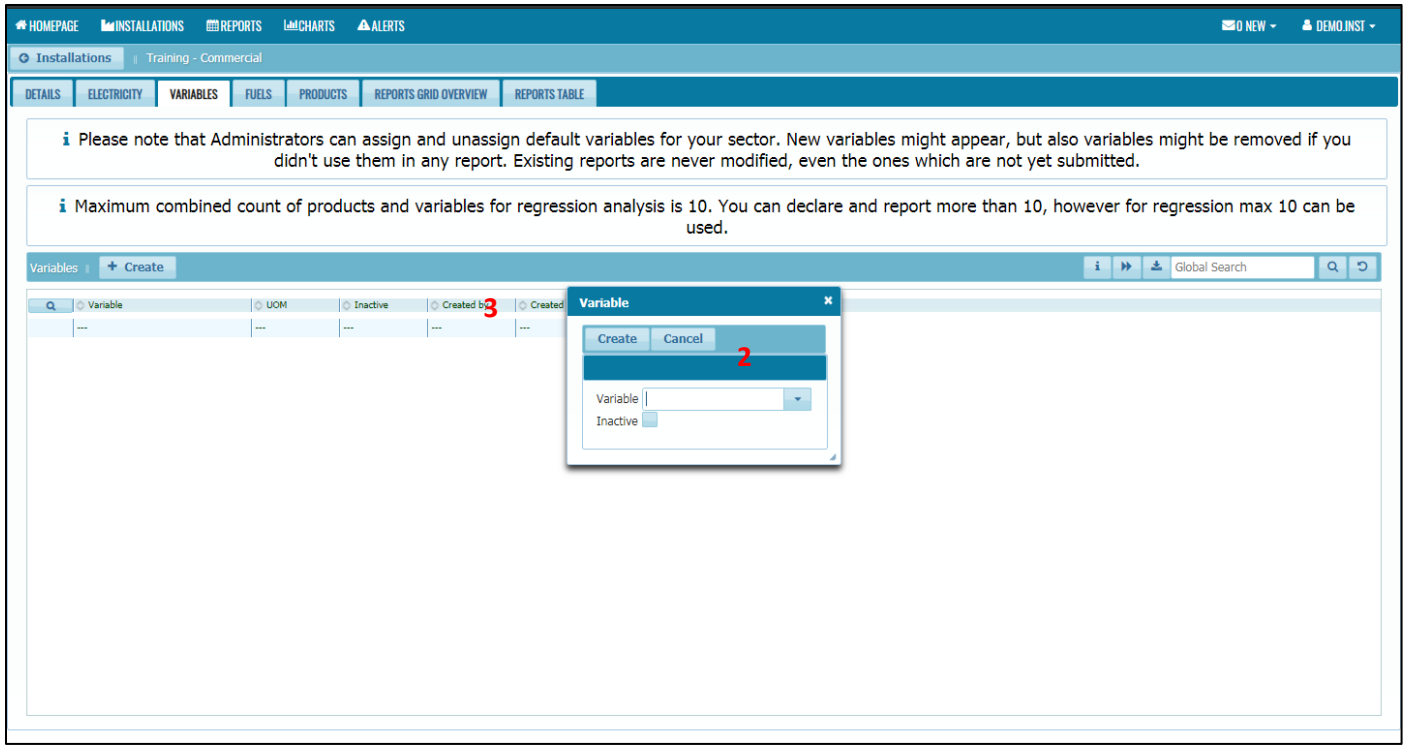
iii. When creating a report for accounts, only the active ones will be available for entering new data on report. If an account should not be on a report (because it is permanently or temporarily inactive), it should be marked as inactive (it can be reactivated at any time by un-checking the box). All historical data, on already accepted reports will always be available for analysis, even if account is marked as inactive.

iv. If an account was previously referenced in a report, its number cannot be changed.

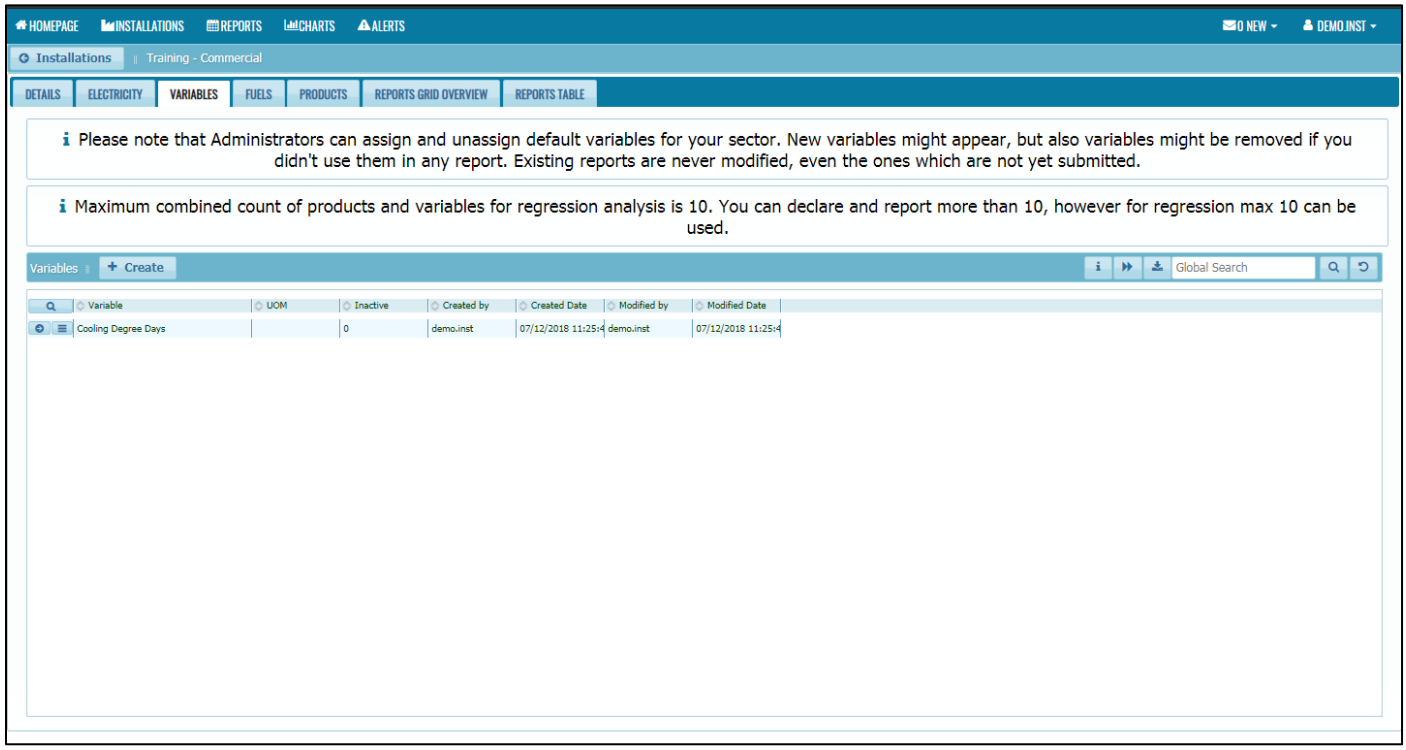
4.3.3 Updating Installation's Variables



1. In the Variables tab, click on the Create button.



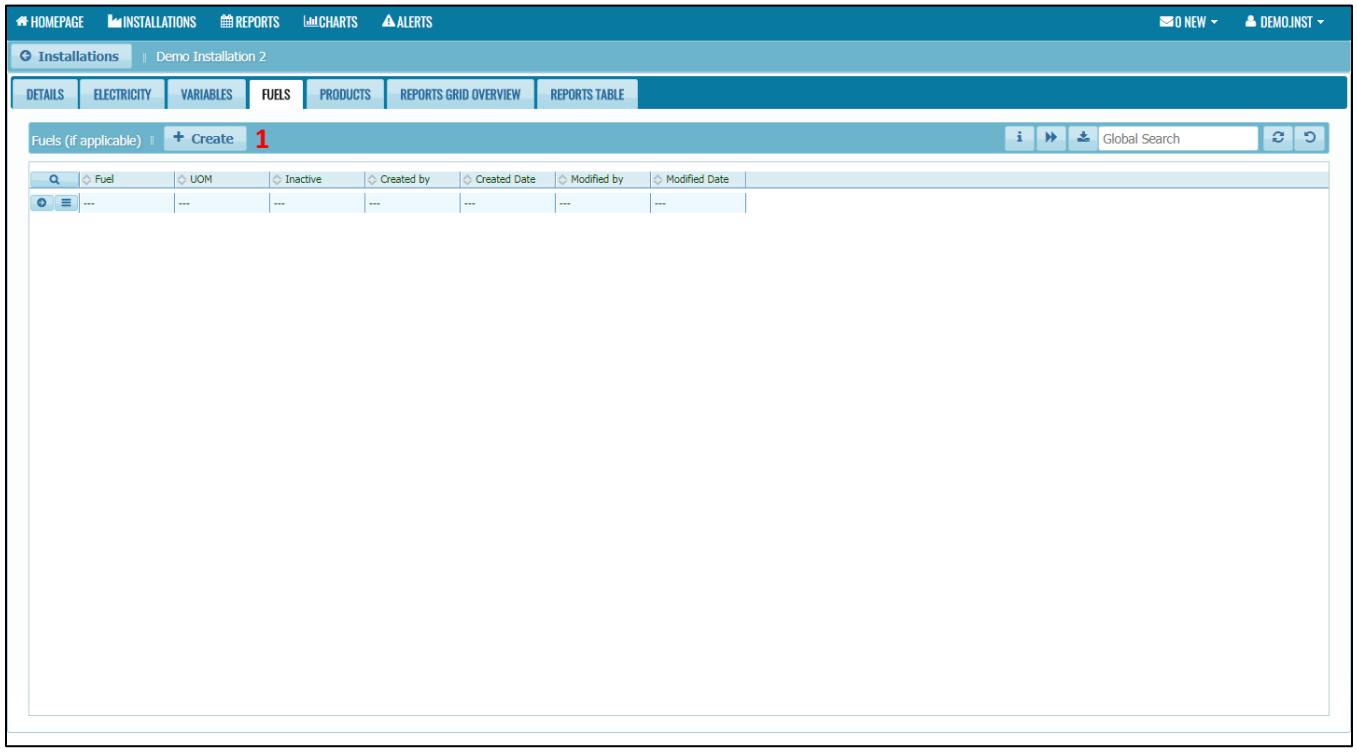
2. Select the variables that affect the electricity consumption of the installation from the dropdown list.
3. Click Create button.



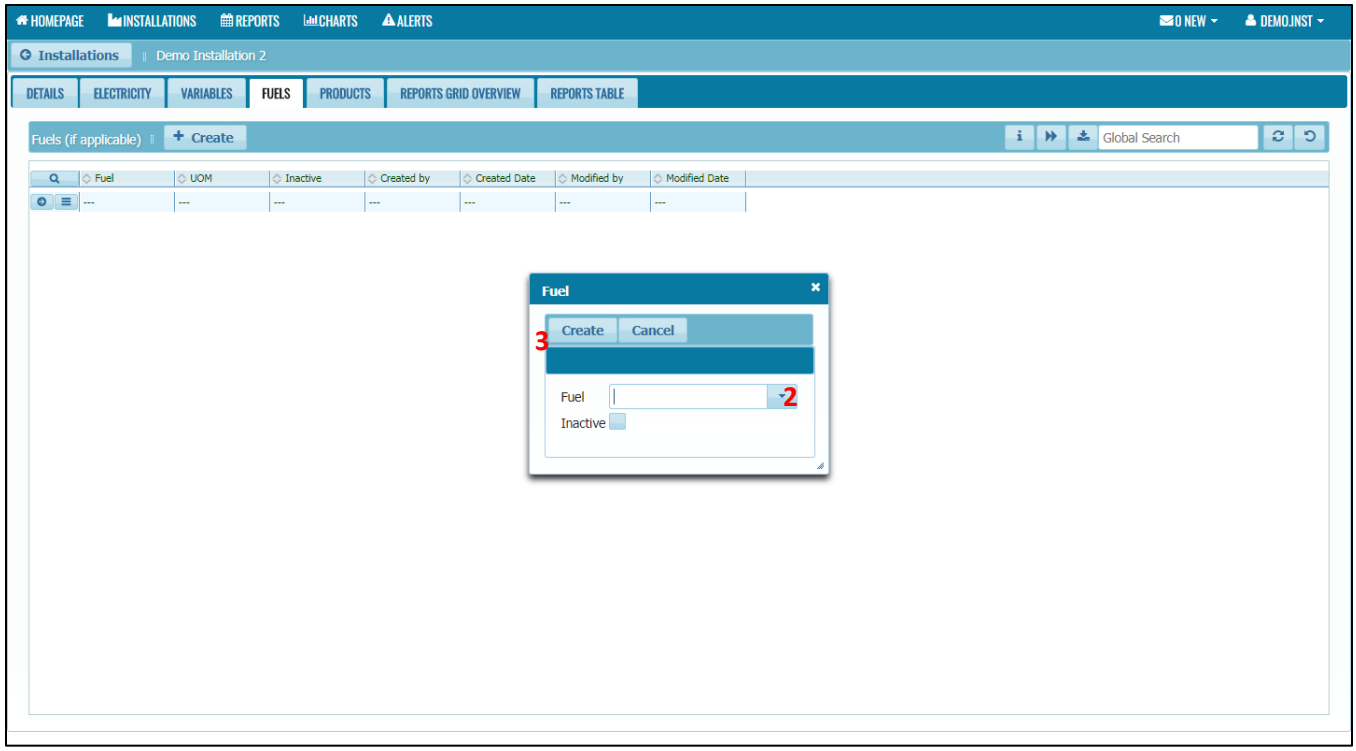
Note:

i. If the desired variables (as well as Unit of Measure (UOM) for that variables) are not in the dropdown list, please contact EC Administrator and we will add it in the registry.
ii. Installation user is advised to consult and discuss with their REEM to determine the suitable variables which affecting the electricity usage at the installation.
iii. Installation may have more than one variables. Just repeat the steps above for other variables.
iv. Only tick the inactive box if the variables are no longer applicable.
v. When creating a report for variables, only the active ones will be available for entering new data on report. If a variable should not be on a report (because it is permanently or temporarily inactive), it should be marked as inactive (it can be reactivated at any time by un-checking the box). All historical data, on already accepted reports will always be available for analysis, even if variable is marked as inactive.
vi. If a variable was previously referenced in a report, it cannot be deleted from this list, it can only be marked as inactive (and can be reactivated at any time).
vii. EC Administrators can assign and unassigned default variables for specific sector. New variables might appear, but also variables might be removed if you didn't use them in any report. Existing reports are never modified, even the ones which are not yet submitted.
viii. Maximum combined count of products and variables for regression analysis is 10. You can declare and report more than 10, however for regression max 10 can be used.
ix. For **Commercial & Government sector**, in the variables tab there is already pre-defined variables which are **cooling degree days and occupancy**. If the user thinks that these variables does not related to the installation they may deleted it and defined other variables.

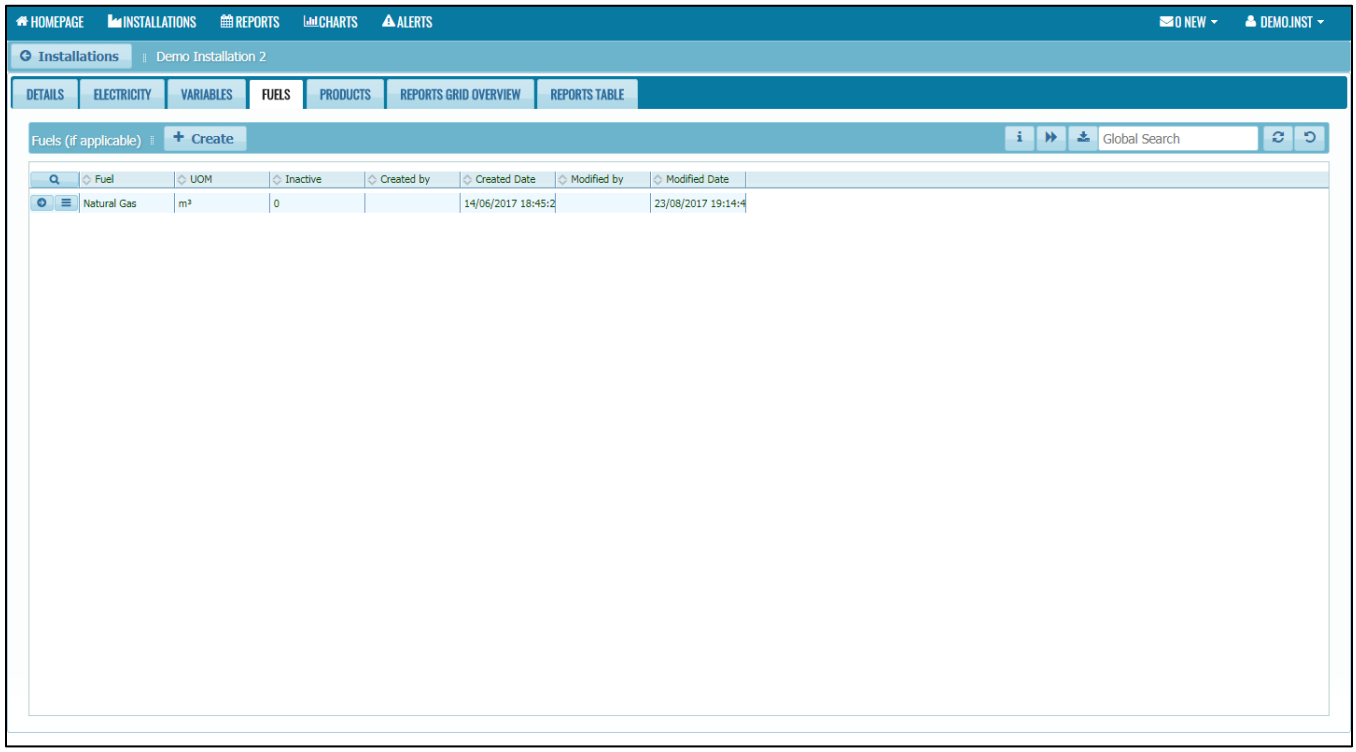
4.3.4 Updating Installation's Fuels (if applicable)



1. In the Fuels tab, click on the Create button.



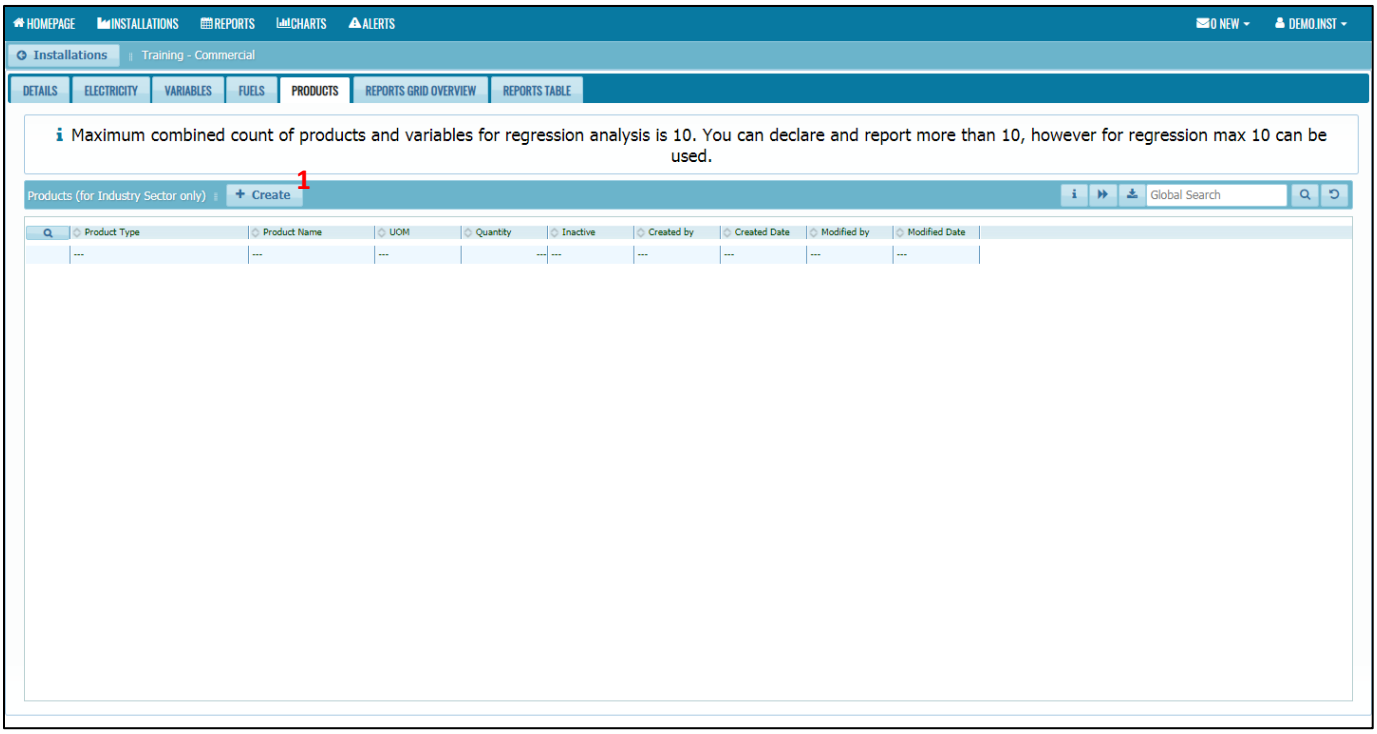
2. Select the fuels that the installation using from the dropdown list.
3. Click Create button.



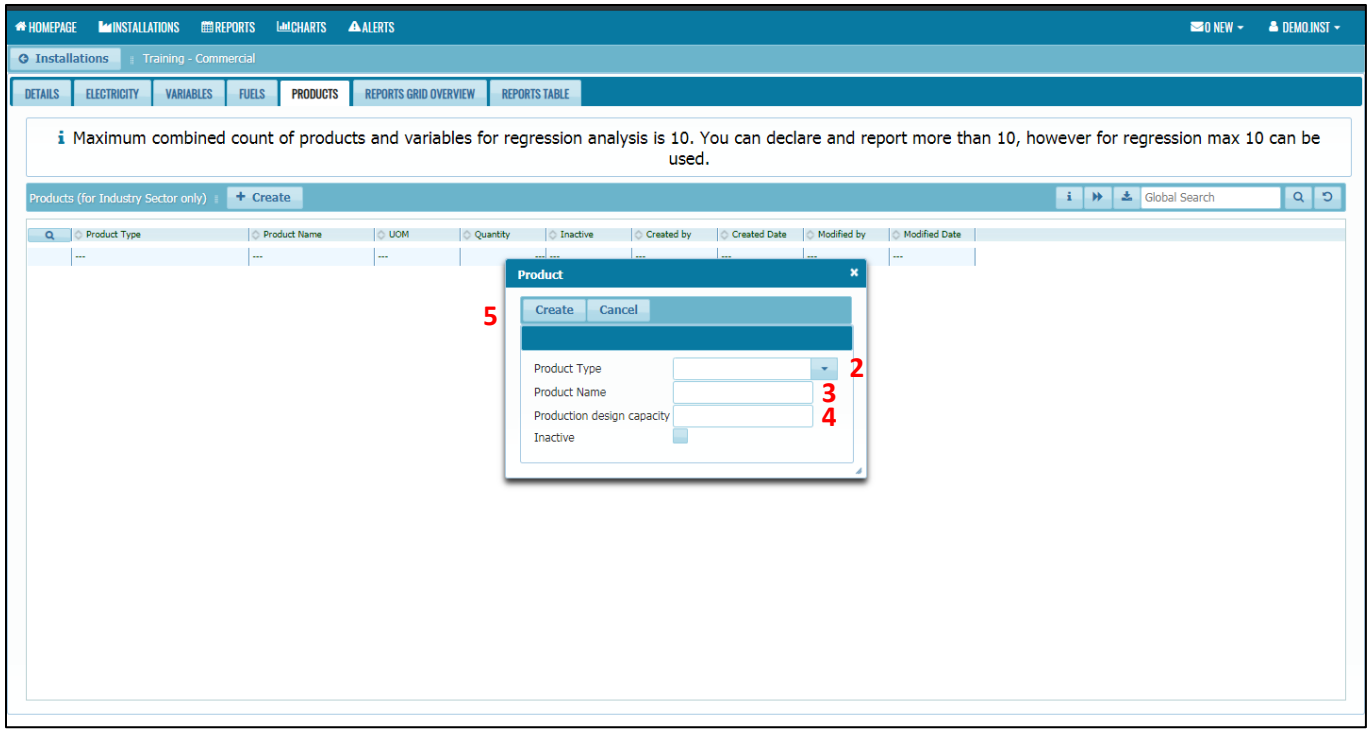
Note:

i. Only update this section if your installation is using fuel to produce electricity. If not, just leave it blank.
ii. If the desired fuels (as well as Unit of Measure (UOM) for that fuels) are not in the dropdown list, please contact EC Administrator and we will add it in the registry.
iii. Installation may have more than one fuels. Just repeat the steps above for other fuels.
iv. Only tick the inactive box if the fuels are no longer applicable.
v. When creating a report for fuel, only the active ones will be available for entering new data on report. If a fuel should not be on a report (because it is permanently or temporarily inactive), it should be marked as inactive (it can be reactivated at any time by un-checking the box). All historical data, on already accepted reports will always be available for analysis, even if fuel is marked as inactive.
vi. If a fuel was previously referenced in a report, it cannot be deleted, it can only be marked as inactive (and can be reactivated at any time)

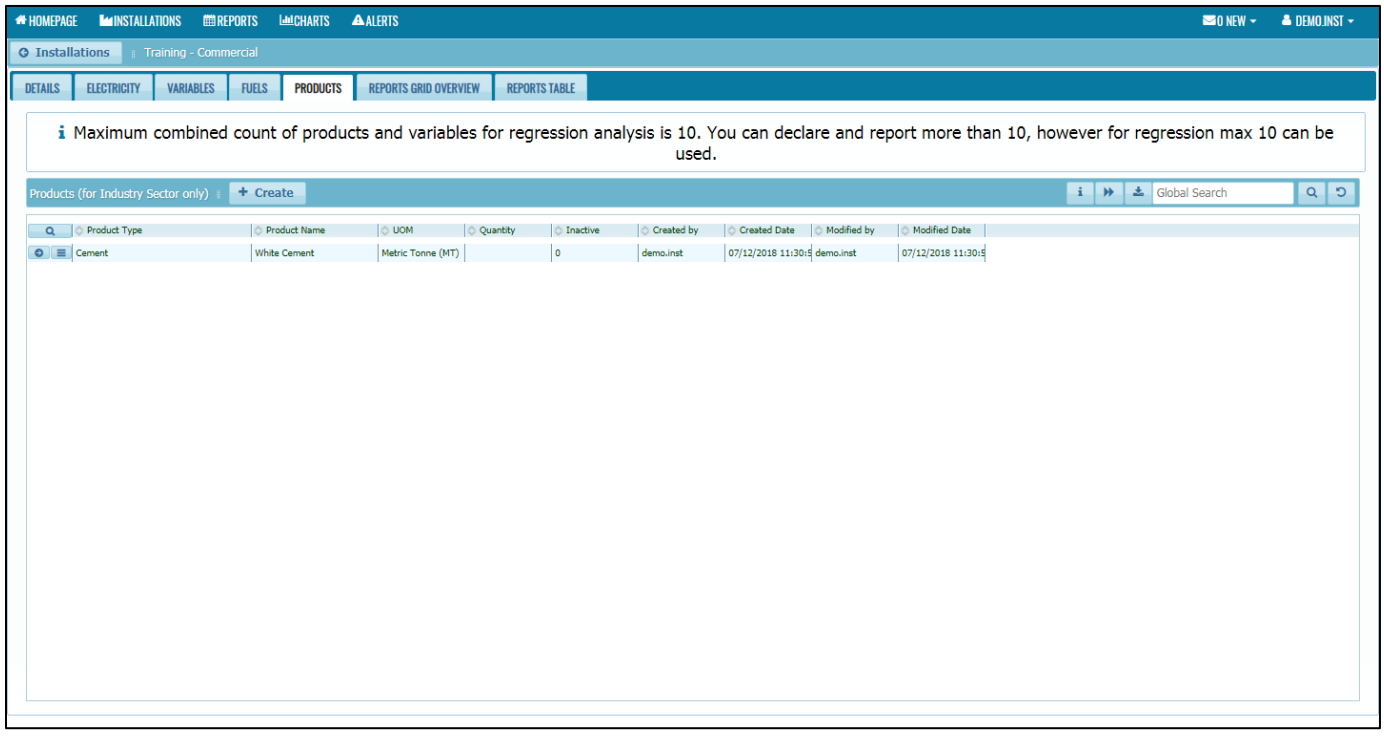
4.3.5 Updating Installation's Products (for Industry Sector only)



1. In the Products tab, click on the Create button.



2. Select the Product Type from the dropdown list.
3. Enter the Product Name.
4. Enter the Production design capacity.
5. Click Create button.

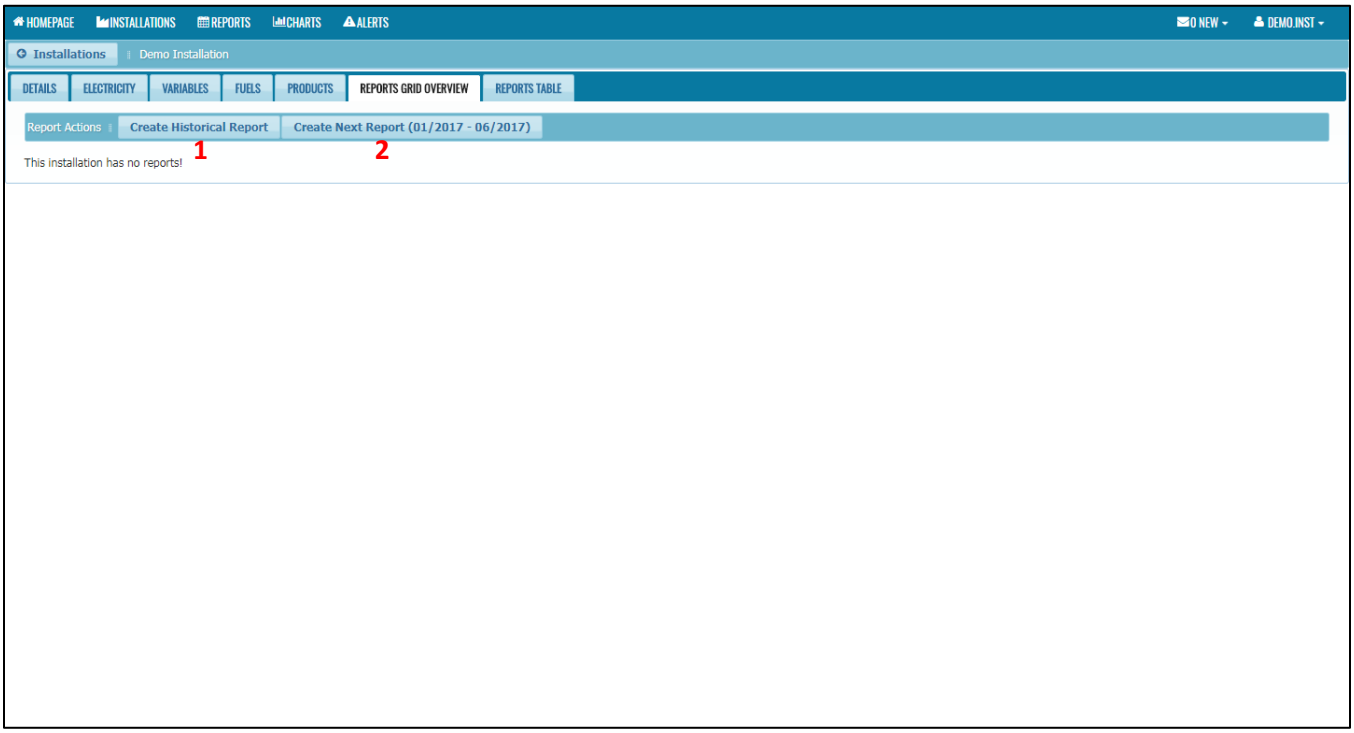


Note:

i. This section is **only for Industry Sector**. For Commercial and Government sector, leave this section blank.
ii. Please refer to the "**Guide on Selecting Subsectors and Product Types"** first when choosing the product type. The **product type** must be **related** to the **subsector** (product type must be in the subsector's group) defined in the EMIS as in the guideline.
iii. If the desired product type as well as Unit of Measure (UOM) for that product are not in the dropdown list, please contact EC Administrator. We will review the request and add the product type or UOM in the registry if necessary.
iv. Installation may have more than one product. Just repeat the steps above for other product.
v. Only tick the inactive box if the product is no longer applicable.
vi. When creating a report for products, only the active ones will be available for entering new data on report. If a product should not be on a report (because it was not produced in current reporting period), it should be marked as inactive (it can be reactivated at any time by un-checking the box). All historical data, on already accepted reports will always be available for analysis, even if product is marked as inactive.
vii. If a product was previously referenced in a report, its name and UOM cannot be changed. If UOM needs to be changed a new product with the same name and different UOM should be created, and the old one should be marked as inactive. Product can be deleted if it doesn't exist on any report.
viii. Maximum combined count of products and variables for regression analysis is 10. You can declare and report more than 10, however for regression max 10 can be used.

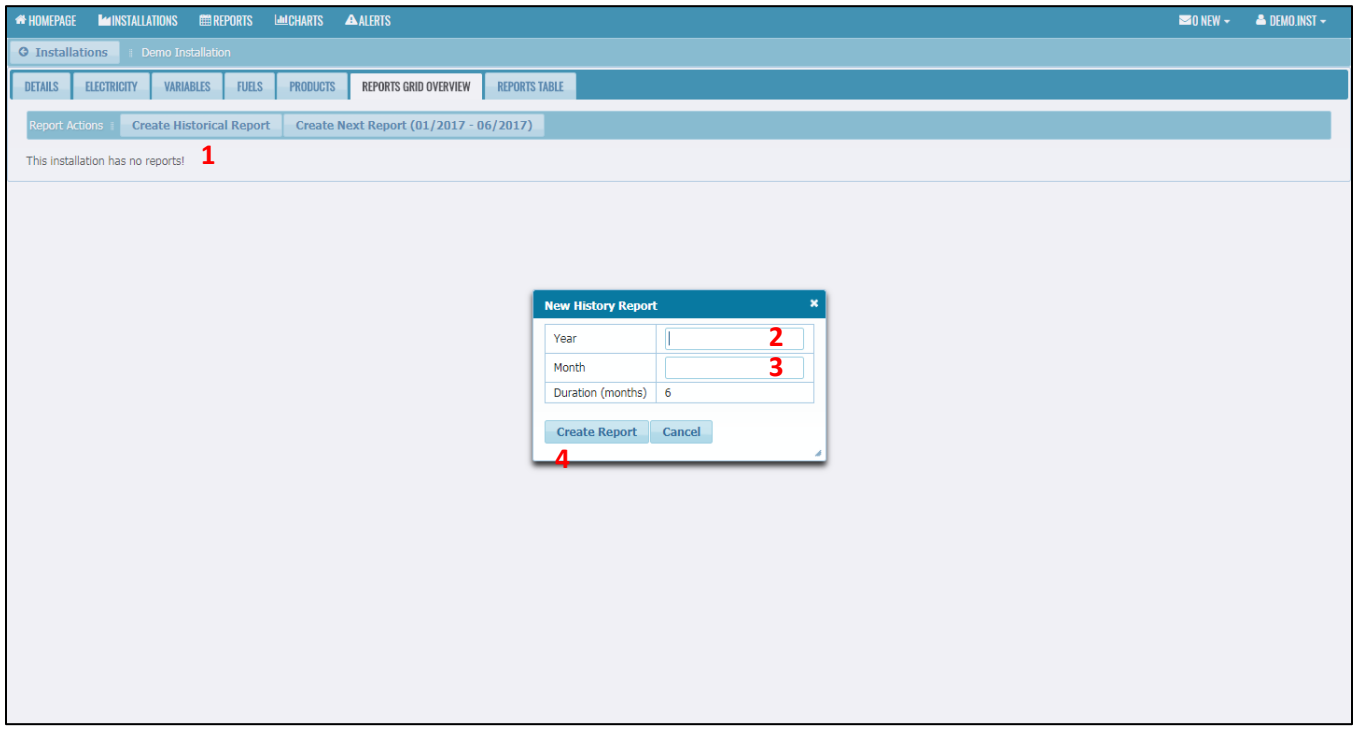
4.4 Report Submission

4.4.1 Reports Grid Overview



1. Create Historical Report – To create previous report. For example, if you want to create baseline report before the appointment of REEM.
2. Create Next Report – To create six months report under EMEER 2008. By default, starting month of the report will start from the month of REEM appointed. For example, if REEM was appointed in January 2017, the six months report will start from January 2017 – Jun 2017.

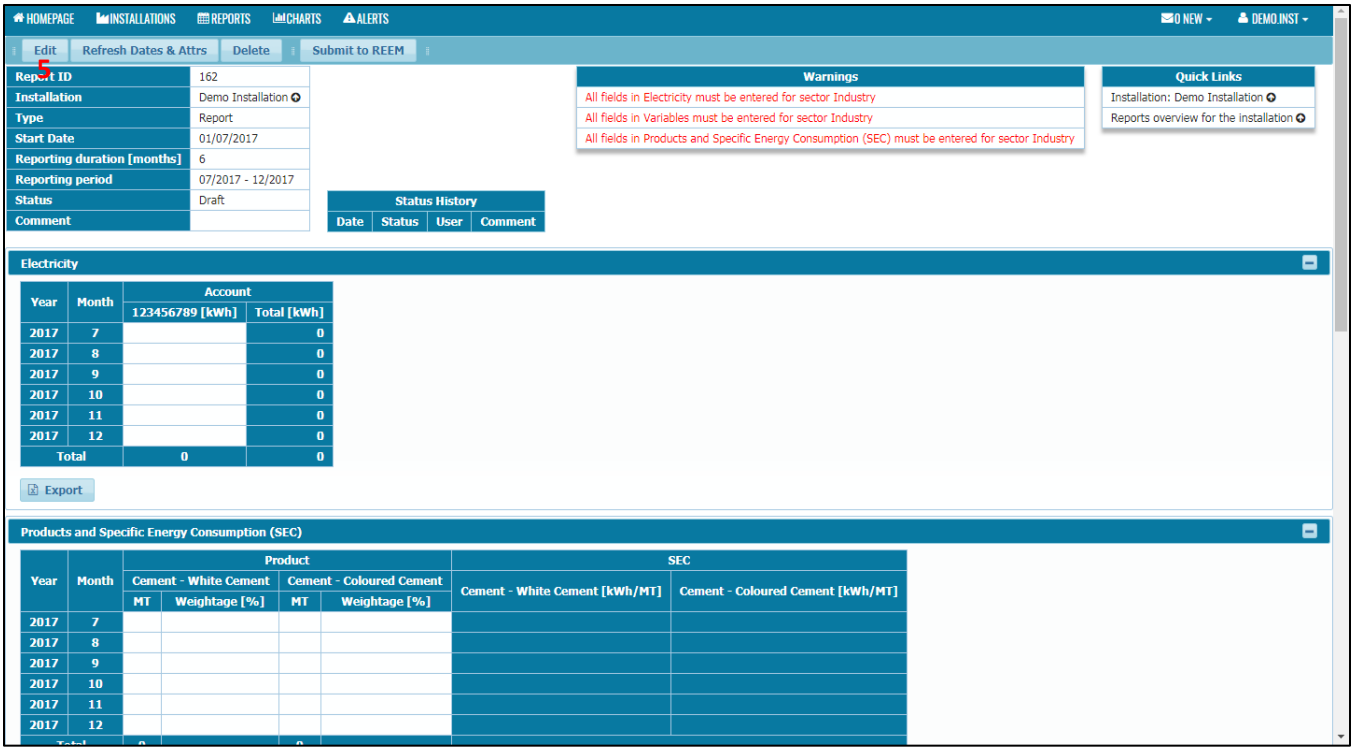
4.4.2 Create Historical Reports



1. Click on Create Historical Report button.
2. Enter the Year of historical report (example, historical report for 07/2016 – 12/2016, enter 2016 in the field).
3. Enter the start of the month for the report (example, historical report for 07/2016 – 12/2016, enter 7 in the field).
4. Click on Create Report.

Note:

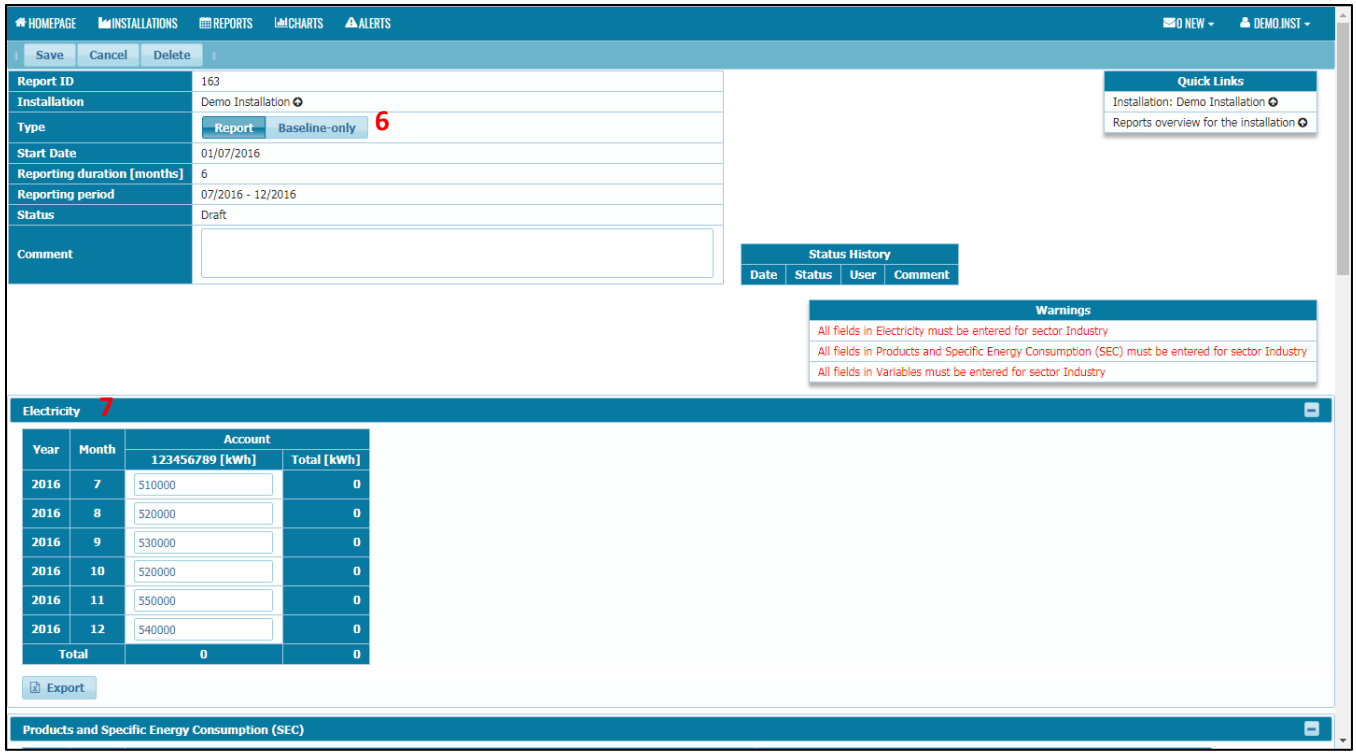
i. By default, Duration (months) is fix to 6 months. If you wish to create historical report other than 6 months (example if you want to create historical report for baseline for 1 year (12 months) or if the current reporting period start from February until July and you wish to create historical report for one month for that January month), please contact the EC Administrator. EC Administrator will create that report for you.



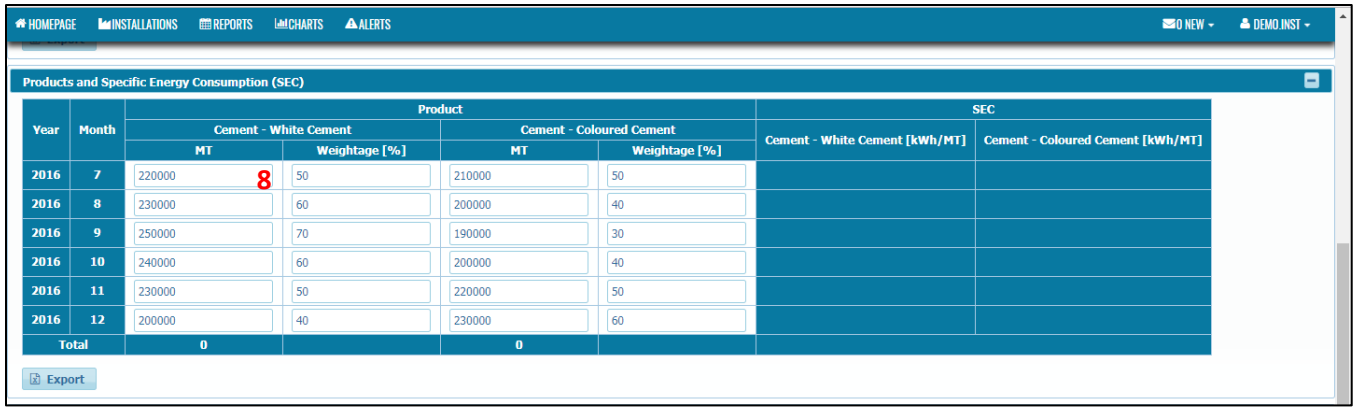
5. Click on Edit button.

Note:

i. Refresh Dates & Attrs button – This button is used in a case of after a report is created (and before submitting) you want to change its date range or a list of attributes. For historical report, you only can modify year and month.



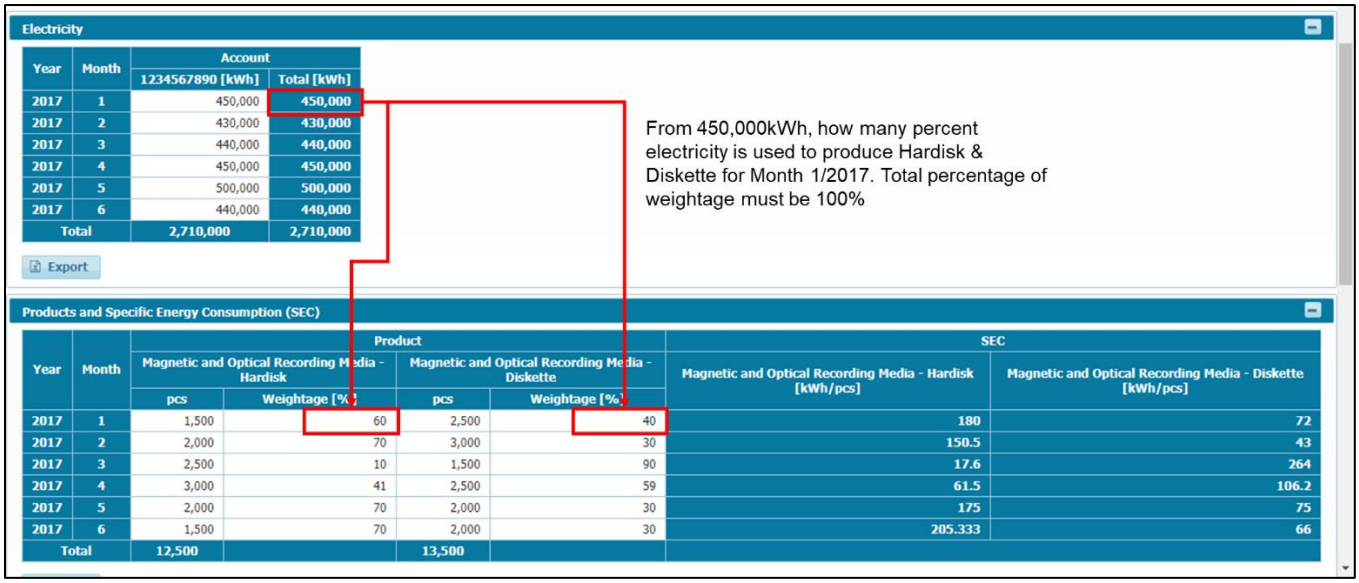
6. Select type of report. For type “Report”, it is previous historical six months report under EMEER 2008 that you want to submit. For type “Baseline-only”, it is the baseline report that you wish to submit (example, for years before the obligation to submit reports became effective and it is for reference and analysis only).
7. Fill in the electricity consumption in table under the Electricity section.



Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement			
		MT	Weightage [%]	MT	Weightage [%]	Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
2016	7	220000	50	210000	50		
2016	8	230000	60	200000	40		
2016	9	250000	70	190000	30		
2016	10	240000	60	200000	40		
2016	11	230000	50	220000	50		
2016	12	200000	40	230000	60		
Total		0		0			

8. For Industry sector, enter the production data for each product as well as the weightage of electricity consume to produce that product for that month. Please note that the sum of the weightage must be 100%. If your installation only produce one product, please put 100 as the weightage. If you already have electricity consumption for each product, you can get the weightage by dividing the electricity consumption for the product with the total electricity consumption and times it with 100.

Example (Case of more than one product defined):



Year	Month	Account	
		1234567890 [kWh]	Total [kWh]
2017	1	450,000	450,000
2017	2	430,000	430,000
2017	3	440,000	440,000
2017	4	450,000	450,000
2017	5	500,000	500,000
2017	6	440,000	440,000
Total		2,710,000	2,710,000

Year	Month	Product				SEC	
		Magnetic and Optical Recording Media - Hardisk		Magnetic and Optical Recording Media - Diskette			
		pcs	Weightage [%]	pcs	Weightage [%]	Magnetic and Optical Recording Media - Hardisk [kWh/pcs]	Magnetic and Optical Recording Media - Diskette [kWh/pcs]
2017	1	1,500	60	2,500	40	180	72
2017	2	2,000	70	3,000	30	150.5	43
2017	3	2,500	10	1,500	90	17.6	264
2017	4	3,000	41	2,500	59	61.5	106.2
2017	5	2,000	70	2,000	30	175	75
2017	6	1,500	70	2,000	30	205.333	66
Total		12,500		13,500			

i. Weightage is the percentage of electricity consumed to produce that product for that particular month. Total percentage of weightage must be 100%

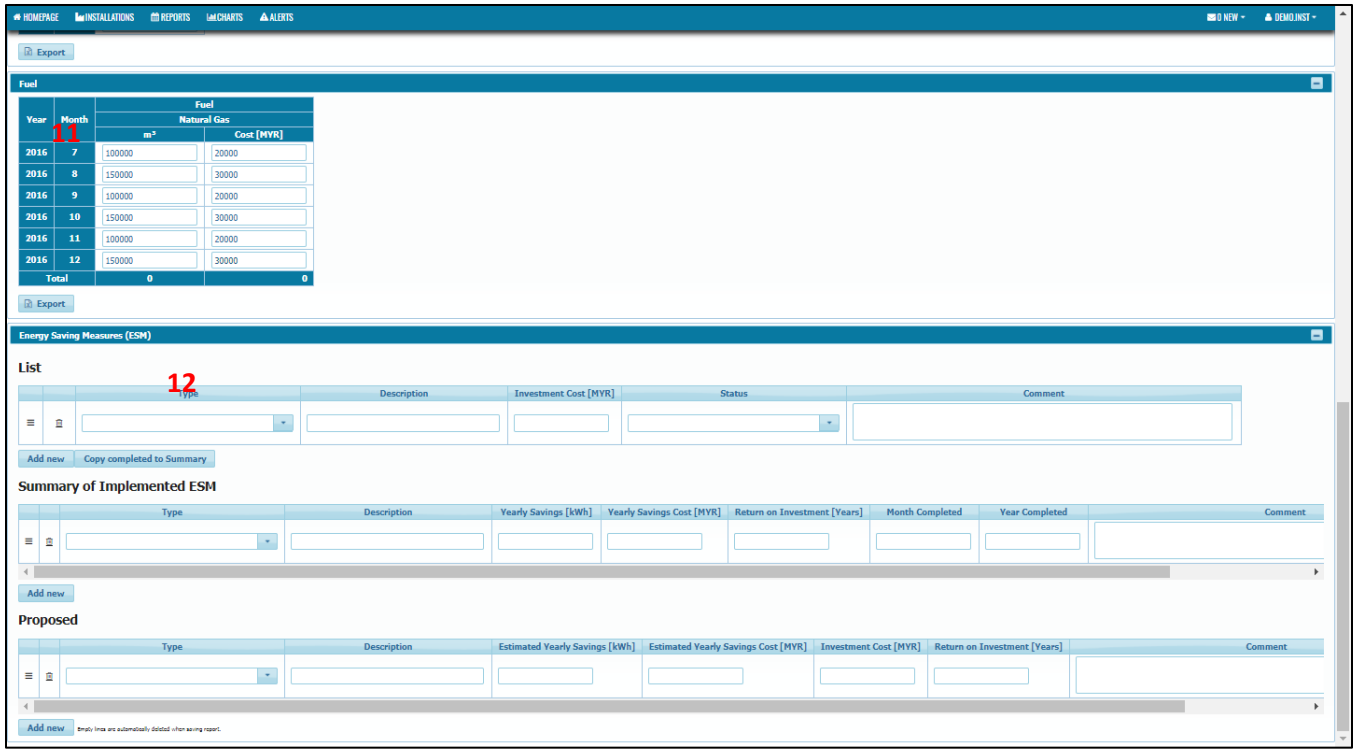
ii. For industry, office area and common facilities is not production area but during operation both areas also running. For reporting under EMEER 2008, Specific Energy Consumption (SEC) will include all energy usage regardless either it is coming from production area or non-production area.

9. For Commercial sector and Government sector, enter the Net Floor Area (m^2) of the installation.

   Note:

   i. The Net Floor Area is defined as the floor area of a building covering the entire built-up floor area of the building exclude the parking space and the outer corridor.

10. Enter the variables data in the tables under the variables section.



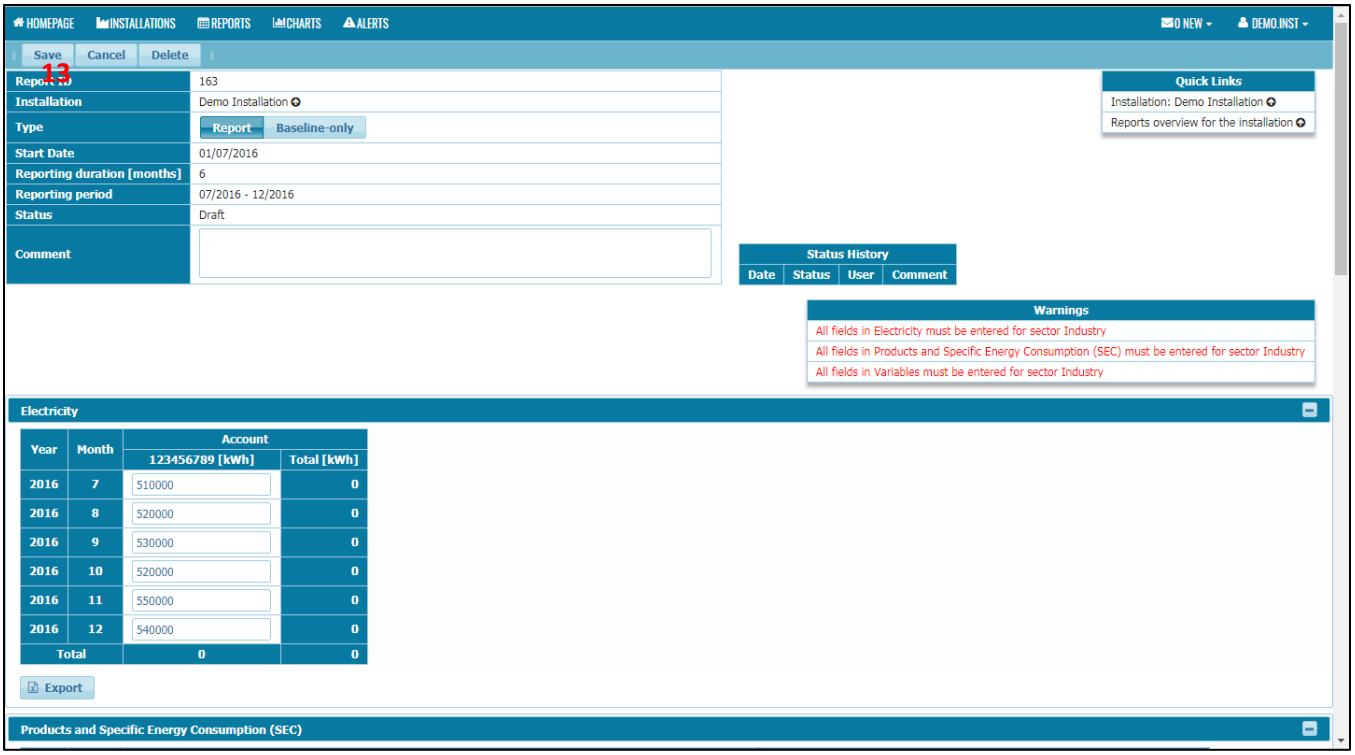
11. If your installation is using fuel as well, key in the fuel data (consumption and cost (MYR)) in the table under the fuel section.
12. If there is an Energy Saving Measures (ESM) have been implemented in the period reported, please fill in the data in the table under the ESM section.

Note:

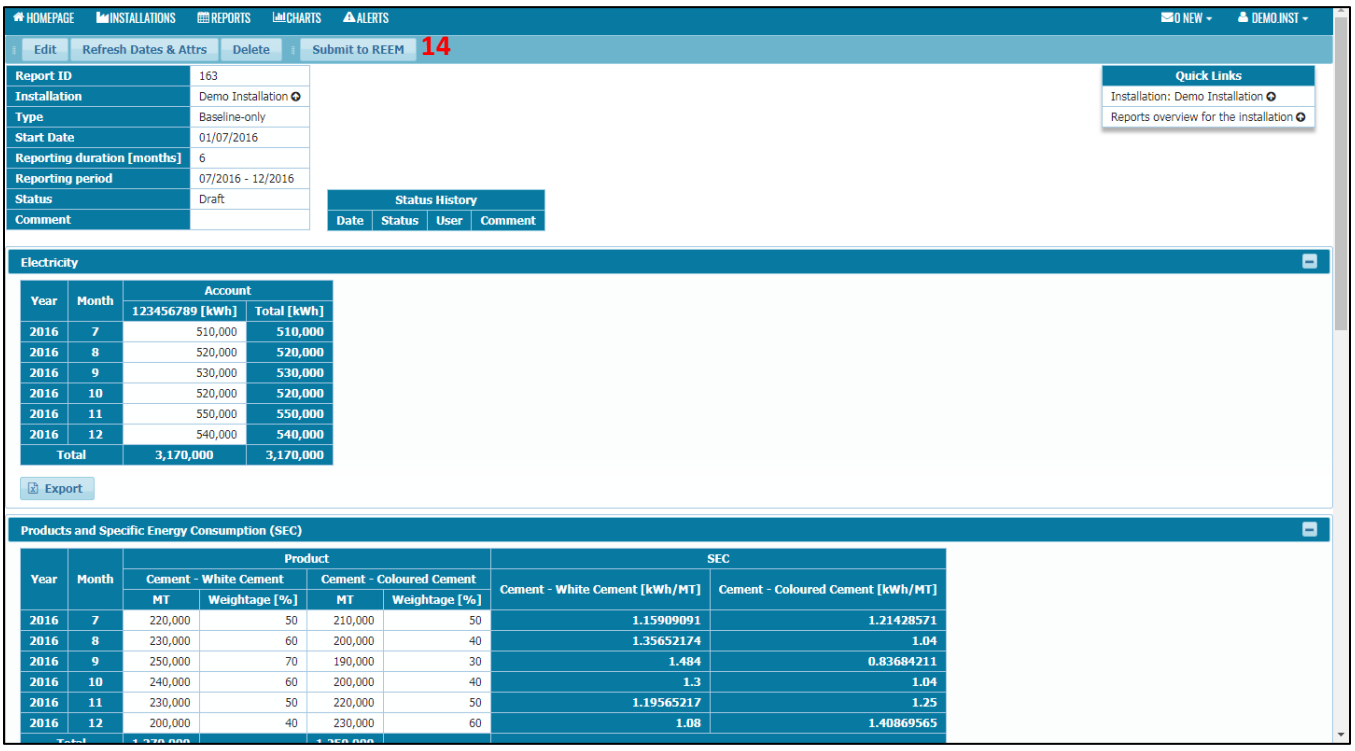
i. List Table – This is the list of all ESM in the period reported (In progress, Completed, Rejected, Under Study / Approved by Management). If there is an ESM already completed, click the Copy completed to Summary button after filling in the data of the ESM.

ii. Summary of Implemented ESM Table – This table is only for ESM that already **completed during the period of reporting**. When fill in the Yearly Savings (kWh) and Yearly Savings Cost (MYR), you can estimate it for one year if the data for one year savings is not available (example, you measure the savings for one month, and then times the savings with 12 to get estimated savings for one year). Completed ESM is only required to be reported only once, if the Completed ESM already reported in the previous report, please do not put it again to avoid double counting in the analysis chart. **Month Completed** must be in 1-12 format (example month January please write 1) while **Year Completed** must be in YYYY format (example 2017 please write 2017 not 17).

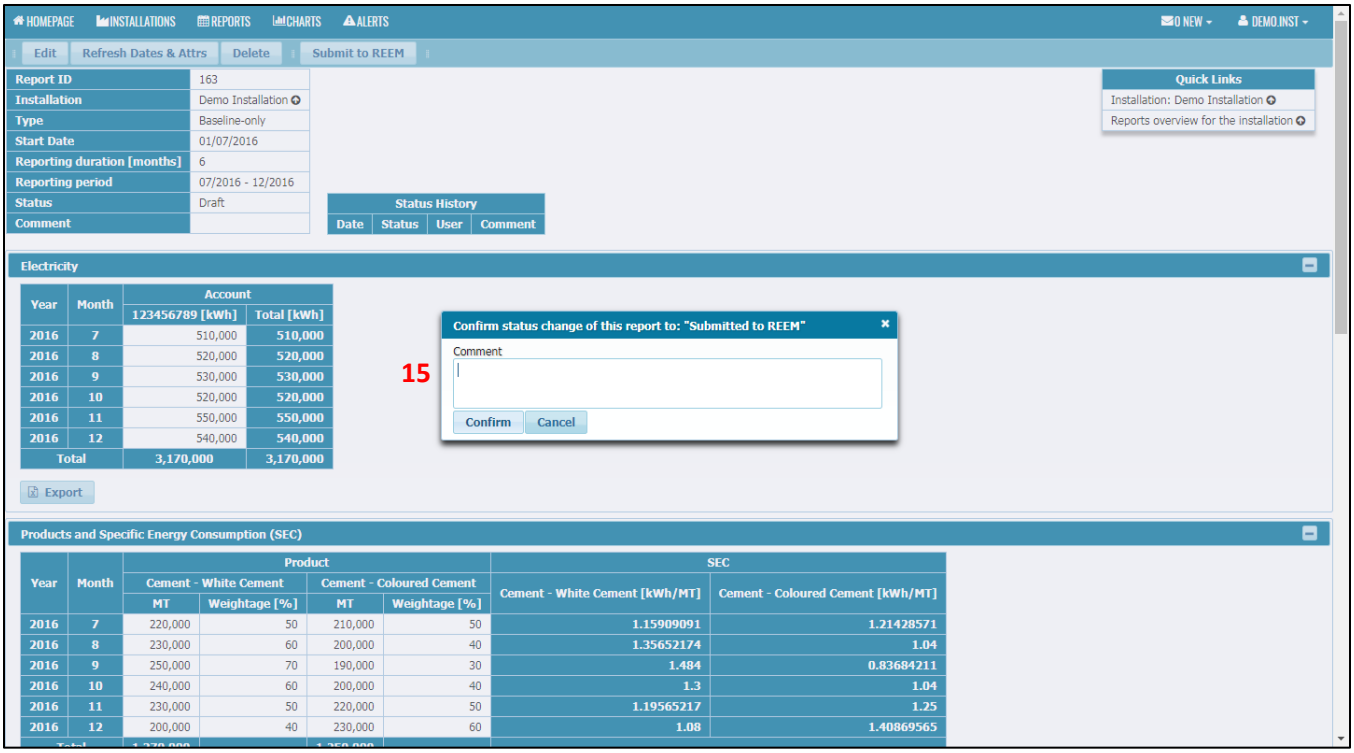
iii. Proposed Table – This table is for the ESM planned in the future.



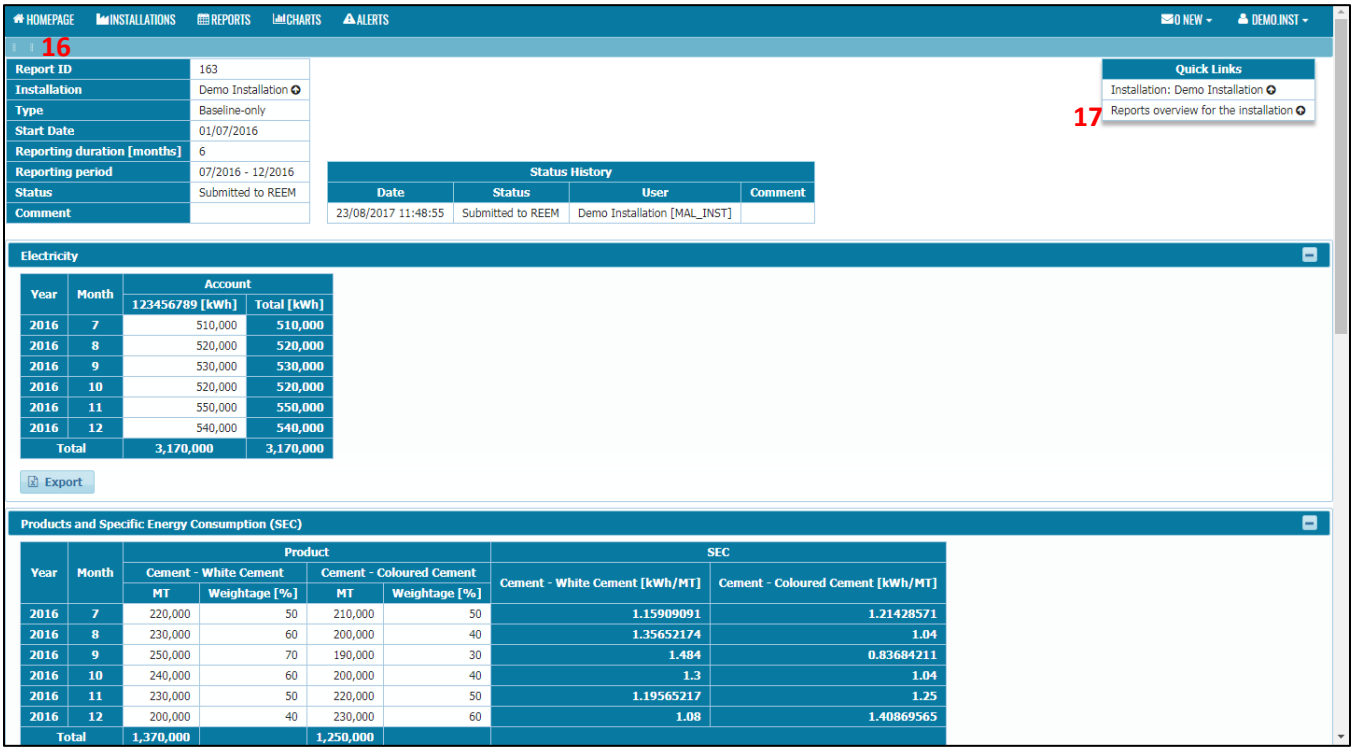
13. Scroll up the page and click Save button.



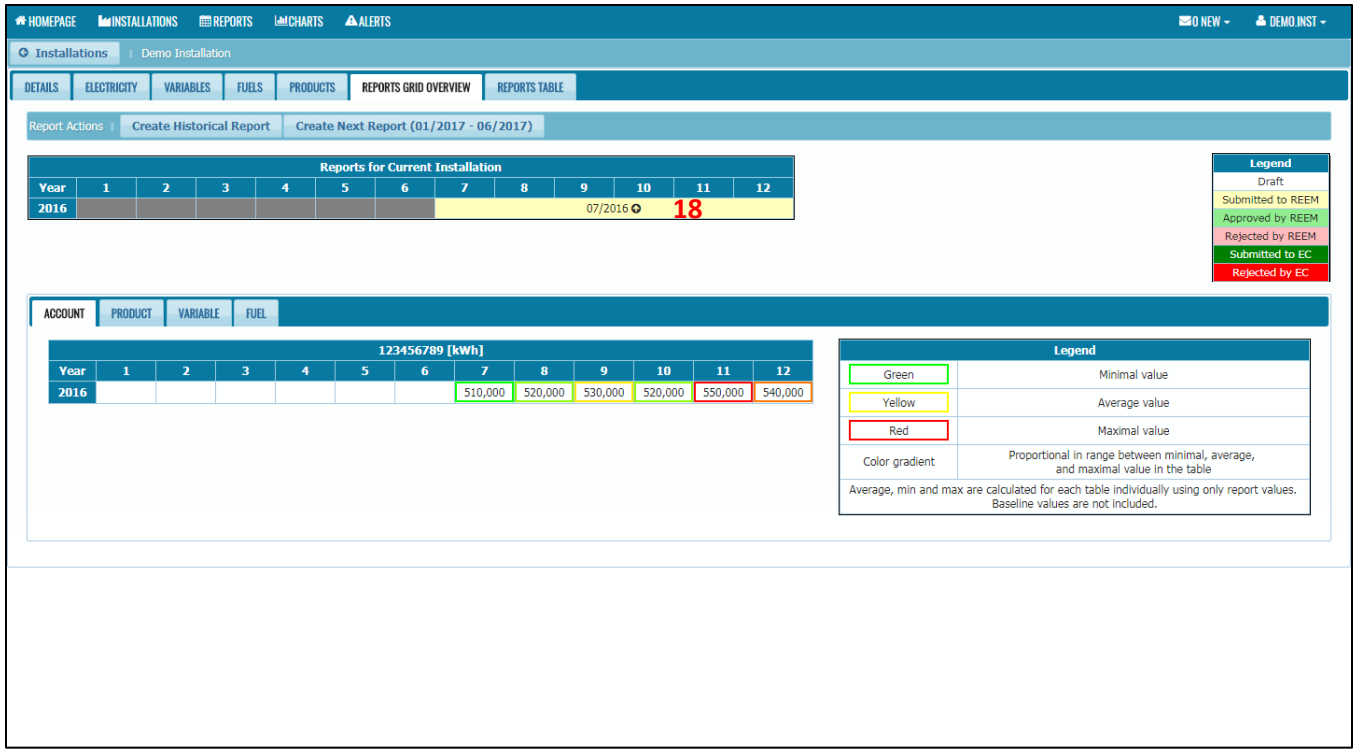
14. Click on the Submit to REEM button.



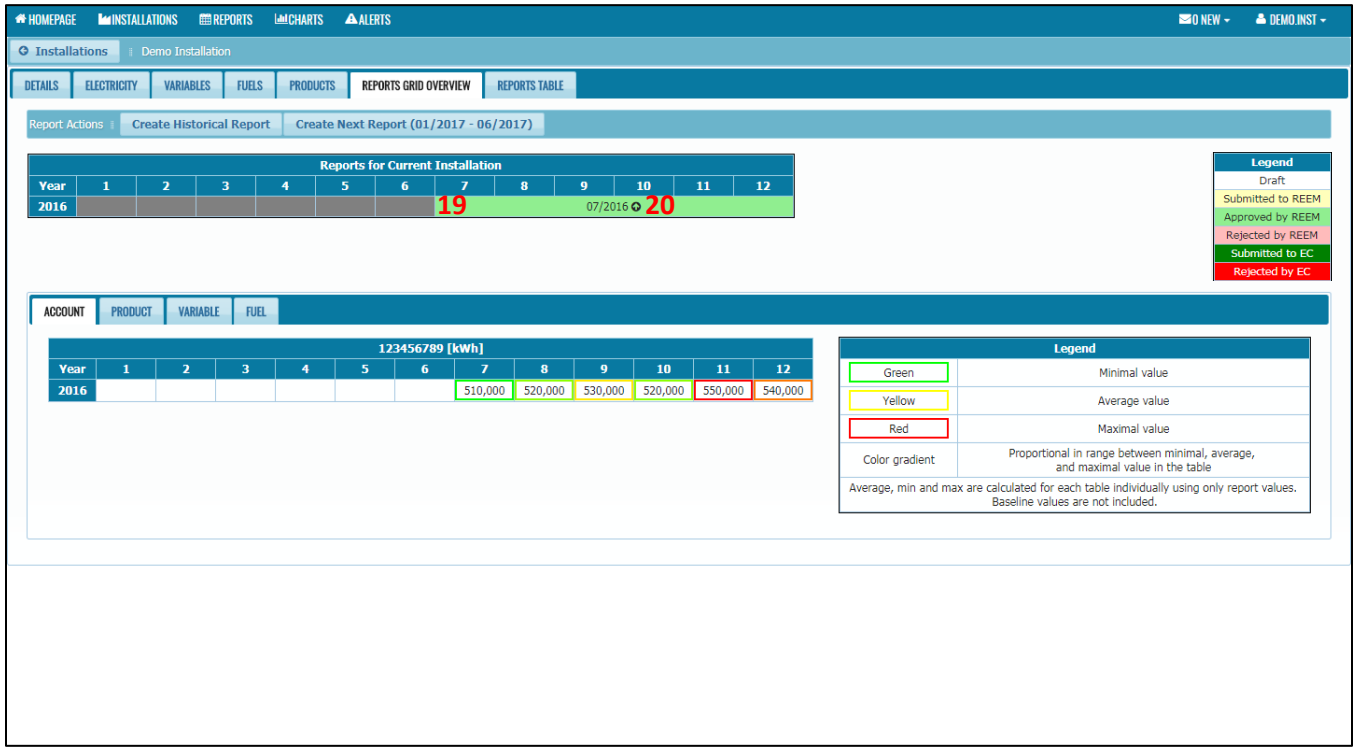
15. Enter any comment if necessary and click the Confirm button.



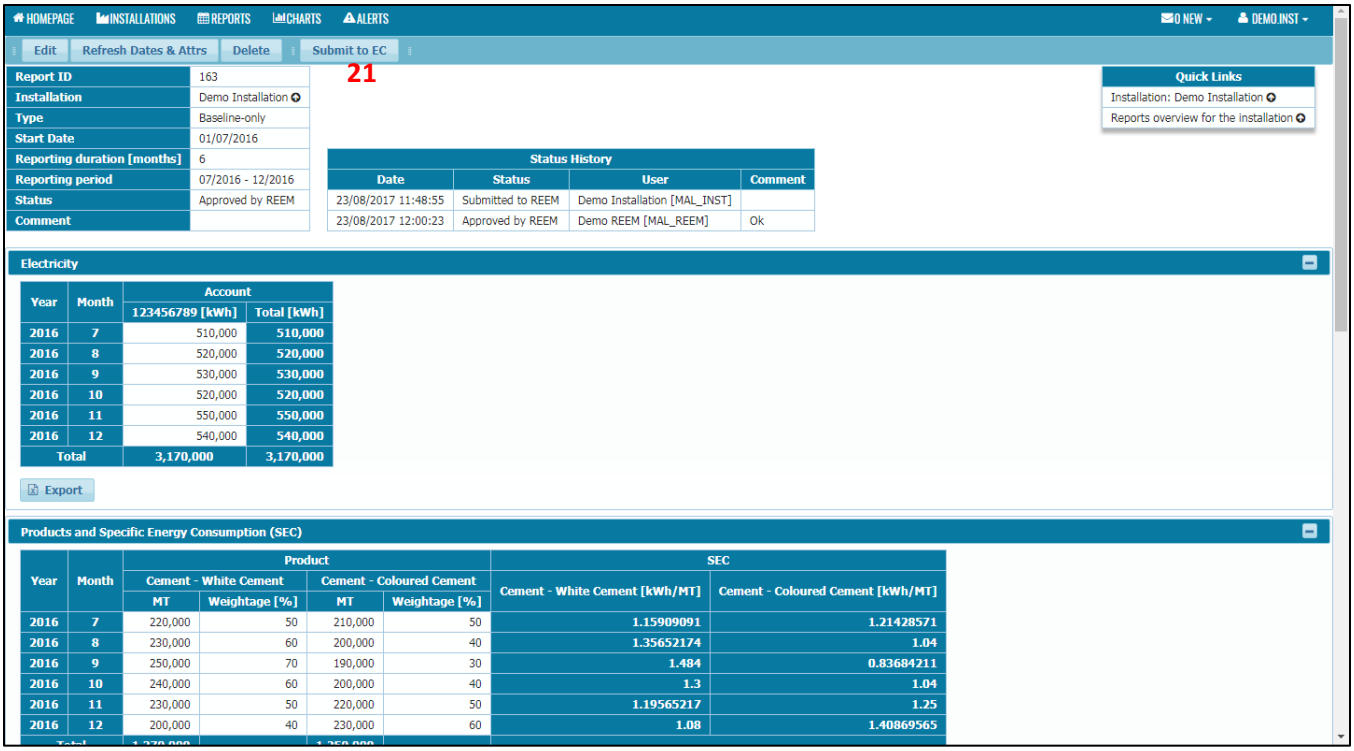
16. Report is now submitted to REEM for approval. REEM will review the report and approve it.
17. Click on the Reports overview for the installation button.



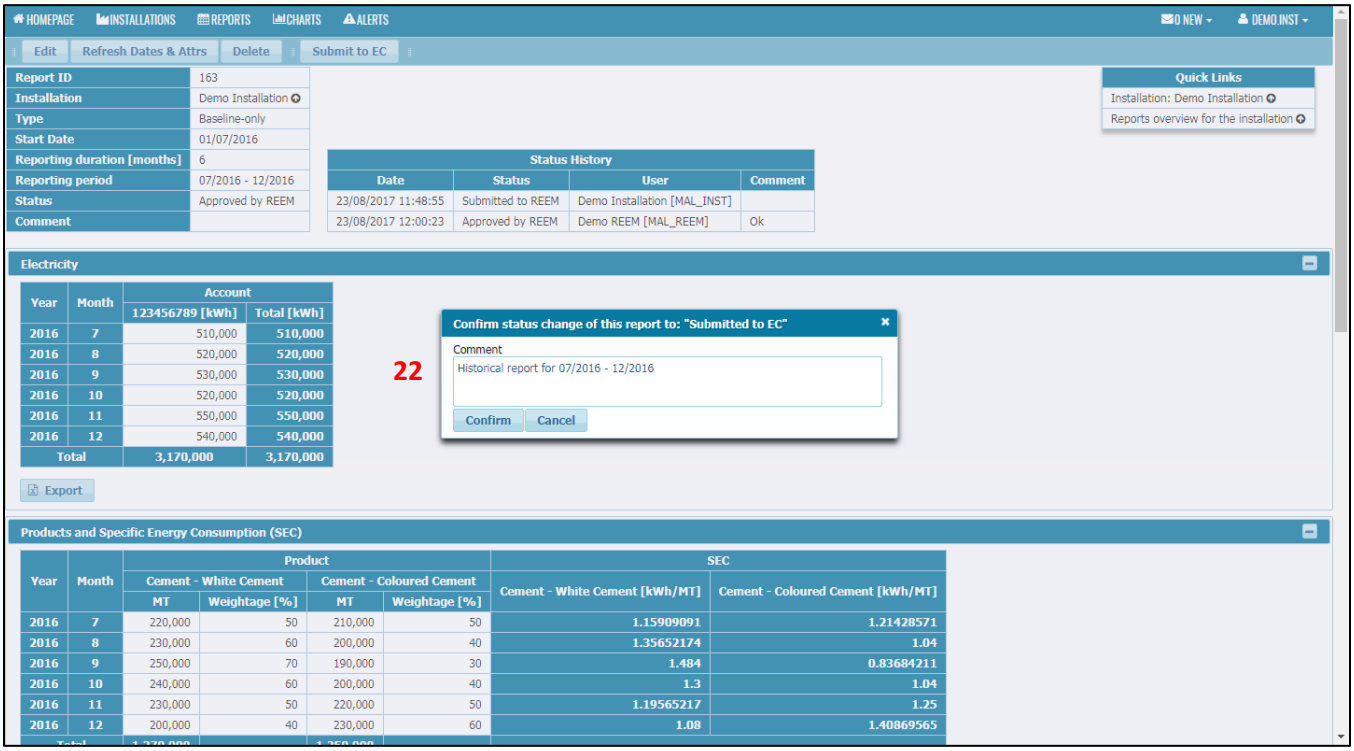
18. Report status now is Submitted to REEM.



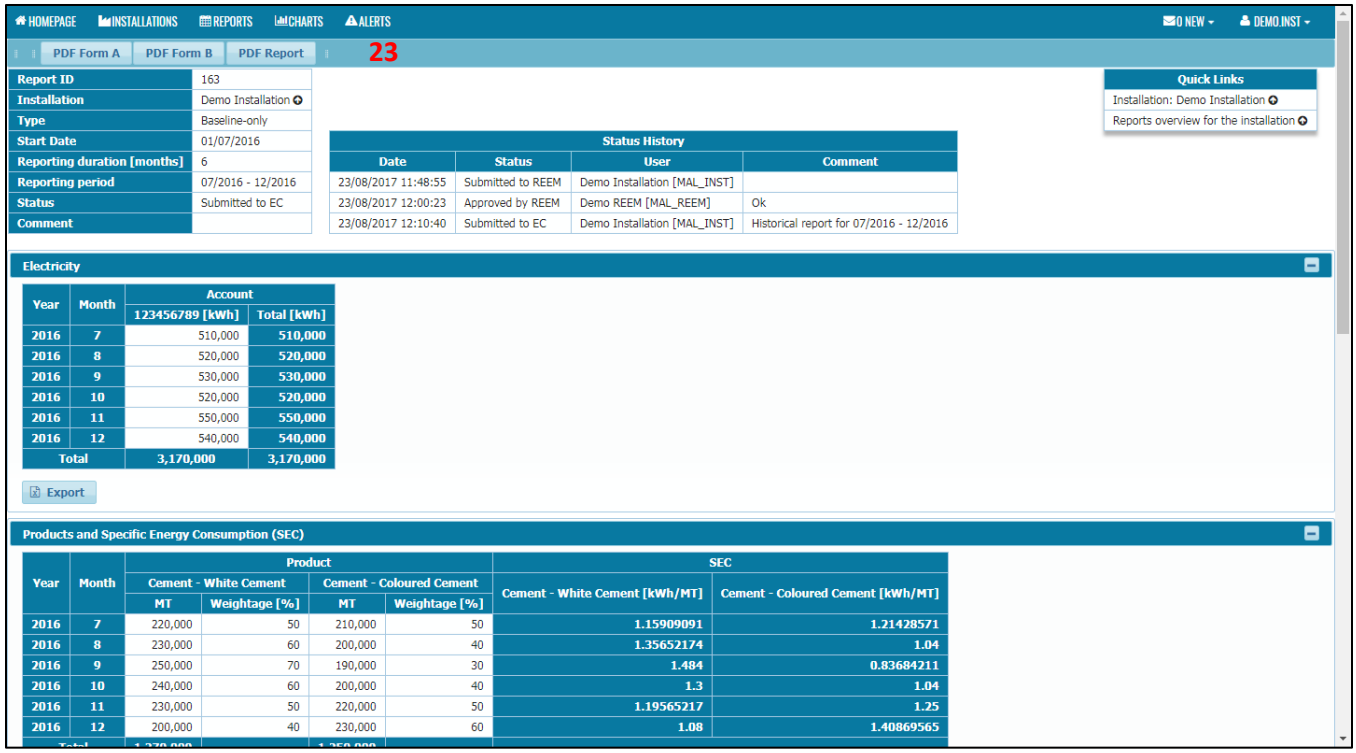
19. **After REEM has approved the report**, the status will change to Approved by REEM
20. Click on the report



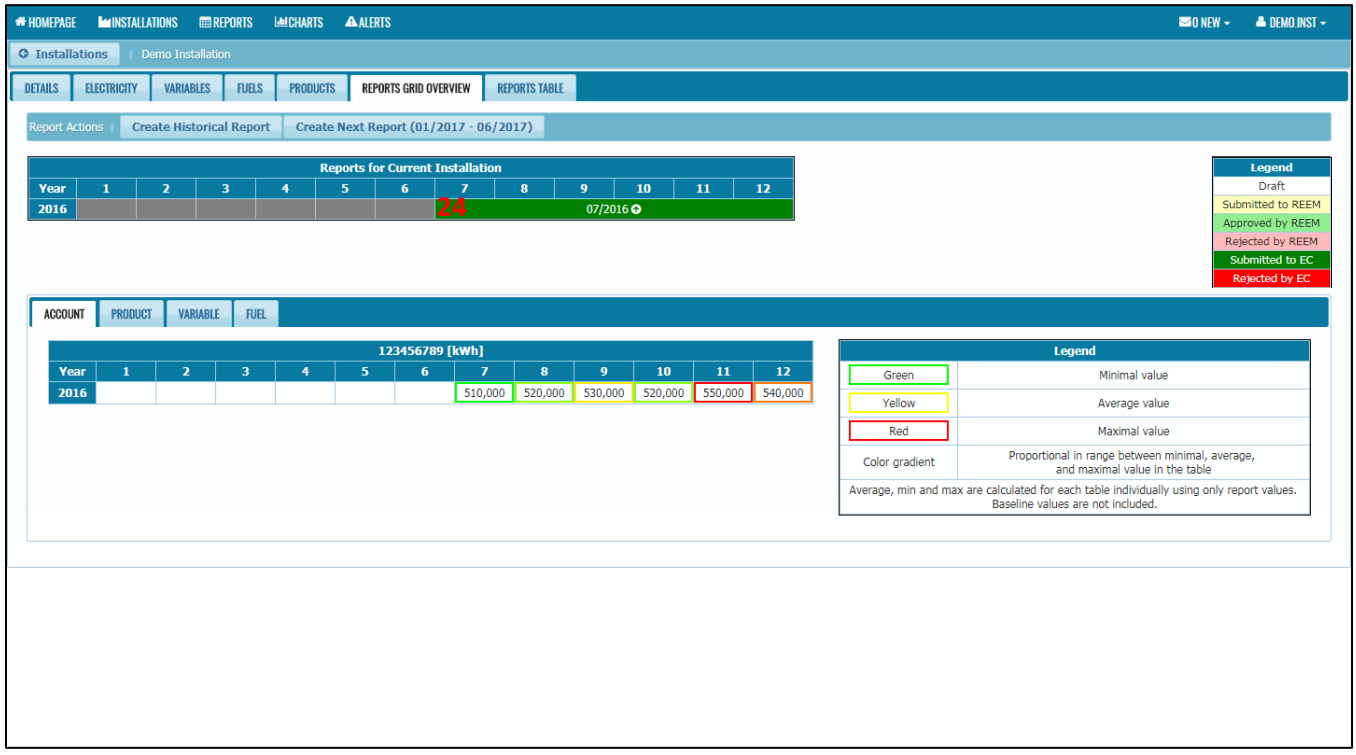
21. Click on the submit to EC button to submit the report to EC.



22. Enter any comment if necessary and click the Confirm button.

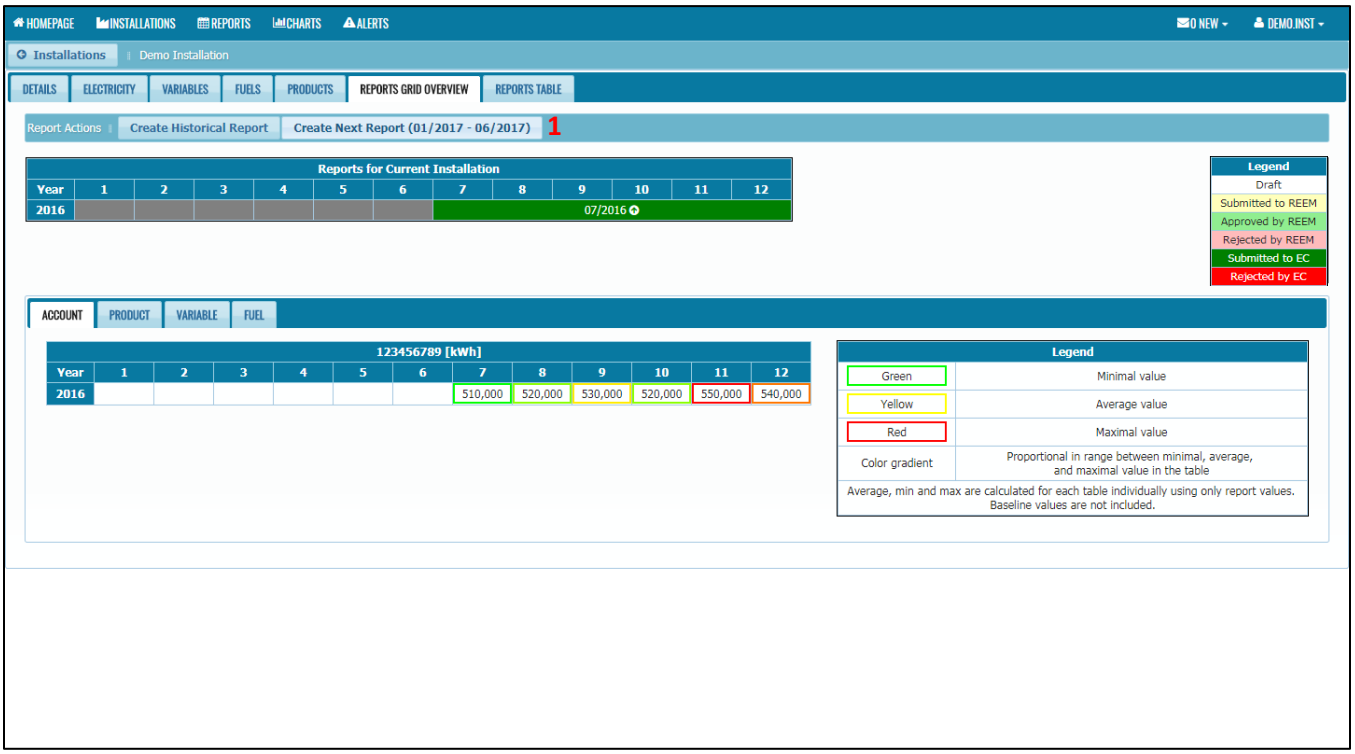


23. Report is now submitted to EC.

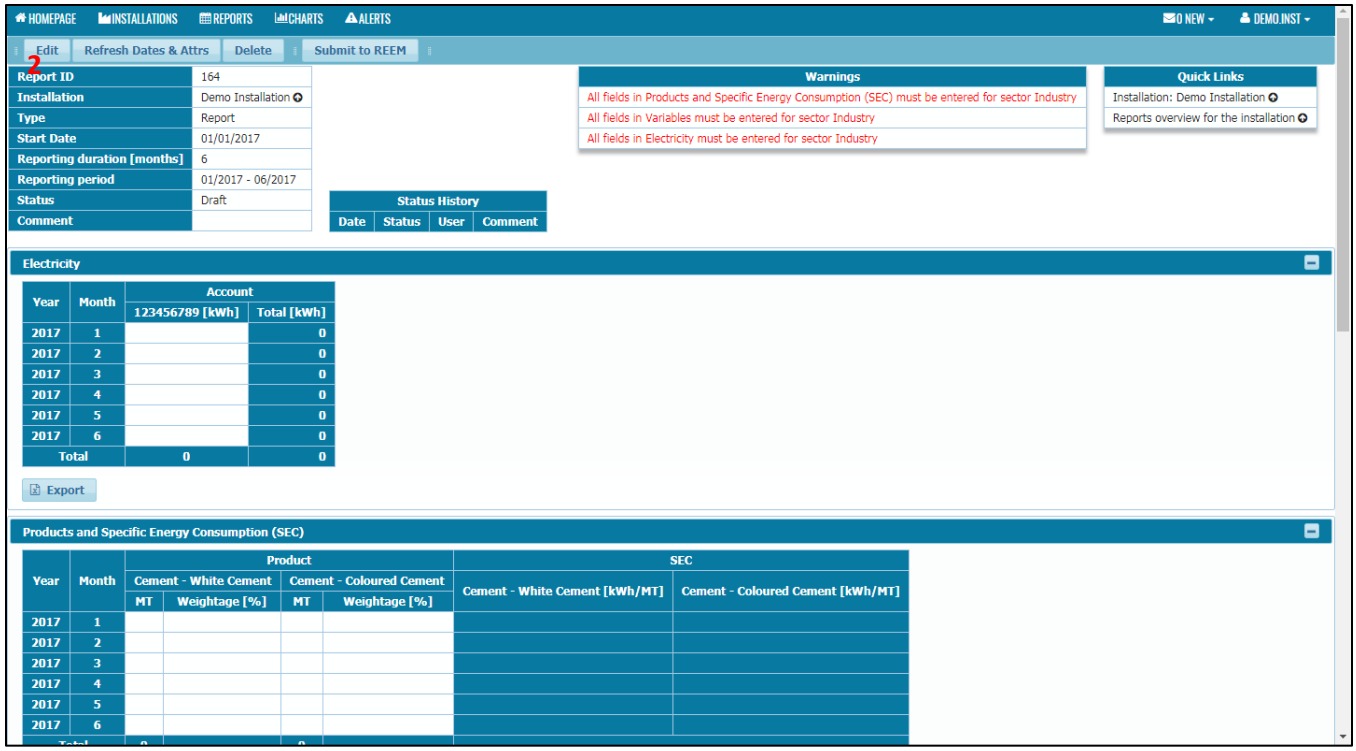


24. Report status now is Submitted to EC.

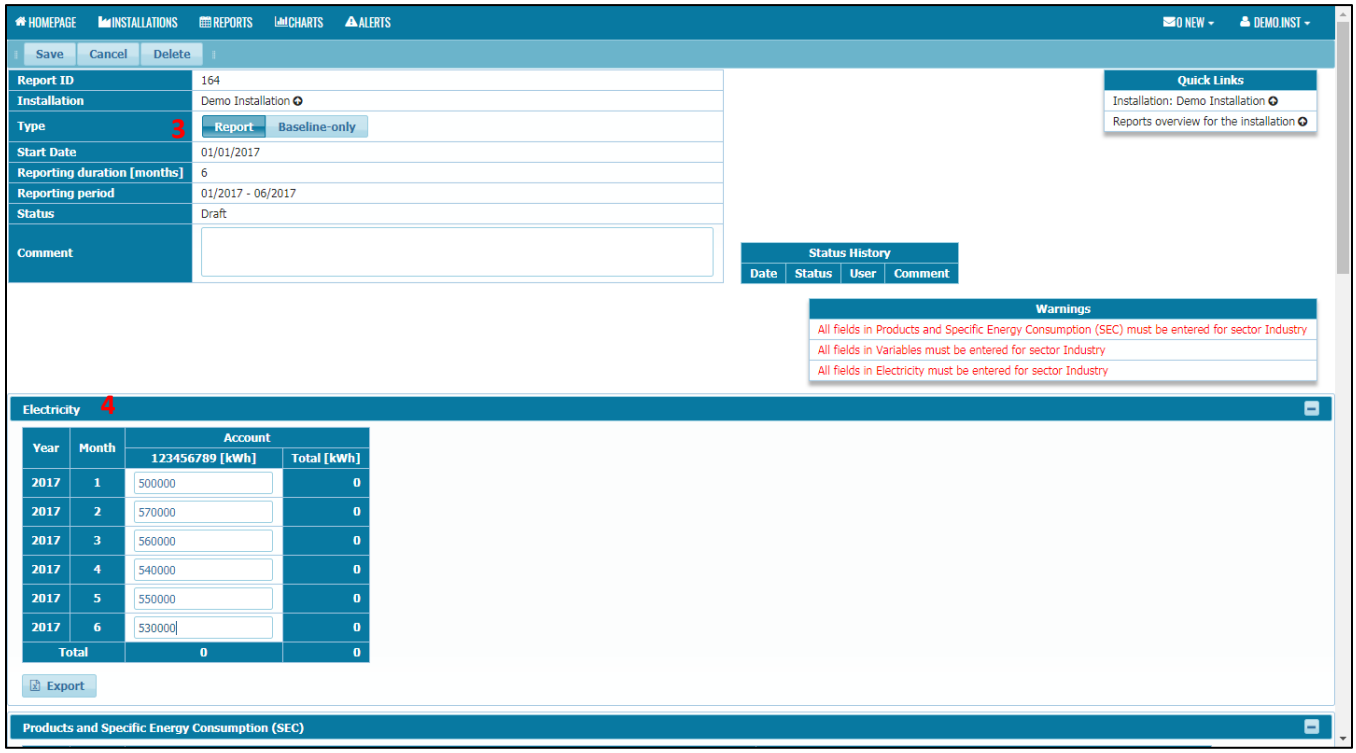
4.4.3 Create Next Reports



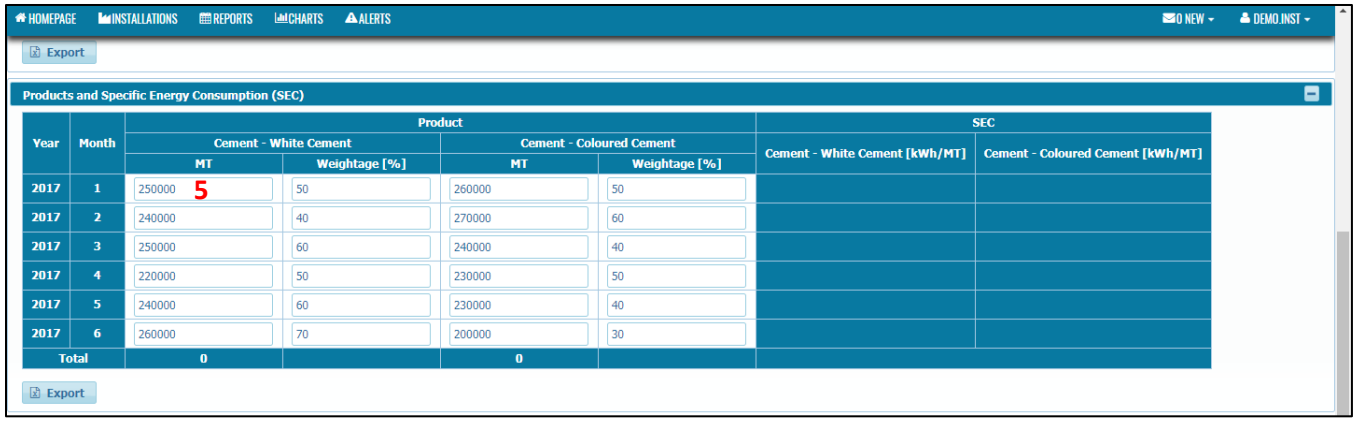
1. Click on Create Next Report button.



2. Click on Edit button.



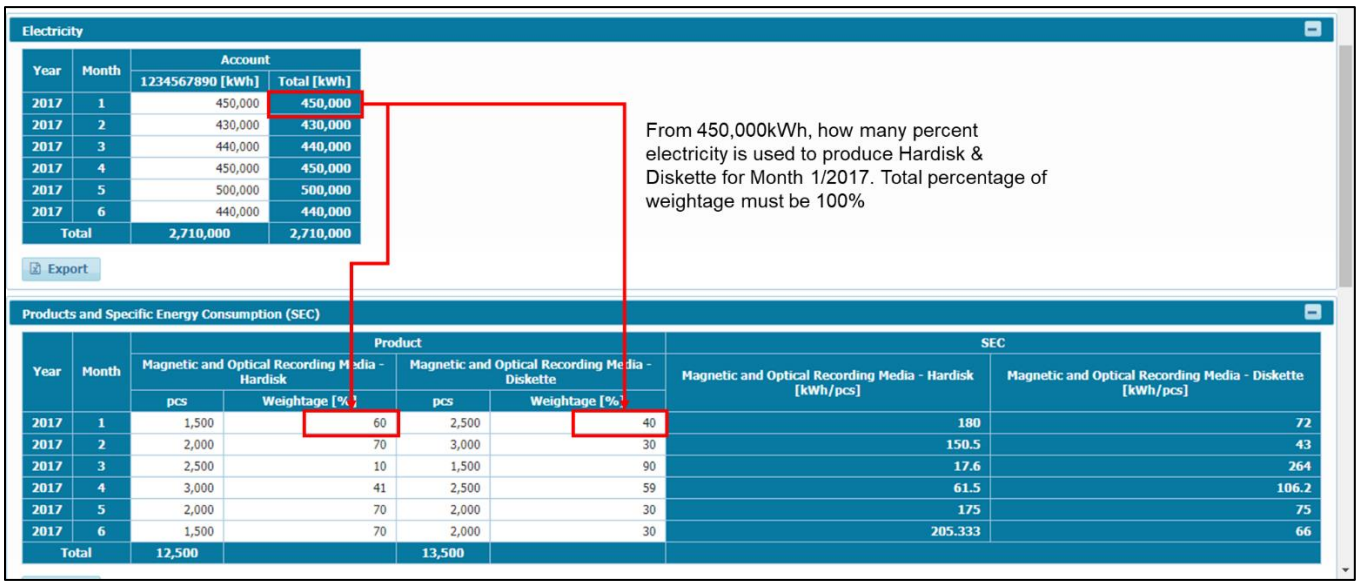
3. Type of report must be “Report”
4. Fill in the electricity consumption in table under the Electricity section.



Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement			
		MT	Weightage [%]	MT	Weightage [%]	Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
2017	1	250000	50	260000	50		
2017	2	240000	40	270000	60		
2017	3	250000	60	240000	40		
2017	4	220000	50	230000	50		
2017	5	240000	60	230000	40		
2017	6	260000	70	200000	30		
Total		0		0			

5. For Industry sector, enter the production data for each product as well as the weightage of electricity consume to produce that product for that month. Please note that the sum of the weightage must be 100%. If your installation only produce one product, please put 100 as the weightage. If you already have electricity consumption for each product, you can get the weightage by dividing the electricity consumption for the product with the total electricity consumption and times it with 100.

Example (Case of more than one product defined):



Year	Month	Account	
		1234567890 [kWh]	Total [kWh]
2017	1	450,000	450,000
2017	2	430,000	430,000
2017	3	440,000	440,000
2017	4	450,000	450,000
2017	5	500,000	500,000
2017	6	440,000	440,000
Total		2,710,000	2,710,000

Year	Month	Product				SEC	
		Magnetic and Optical Recording Media - Hardisk		Magnetic and Optical Recording Media - Diskette		Magnetic and Optical Recording Media - Hardisk [kWh/pcs]	Magnetic and Optical Recording Media - Diskette [kWh/pcs]
		pcs	Weightage [%]	pcs	Weightage [%]		
2017	1	1,500	60	2,500	40	180	72
2017	2	2,000	70	3,000	30	150.5	43
2017	3	2,500	10	1,500	90	17.6	264
2017	4	3,000	41	2,500	59	61.5	106.2
2017	5	2,000	70	2,000	30	175	75
2017	6	1,500	70	2,000	30	205.333	66
Total		12,500		13,500			

i. Weightage is the percentage of electricity consumed to produce that product for that particular month. Total percentage of weightage must be 100%

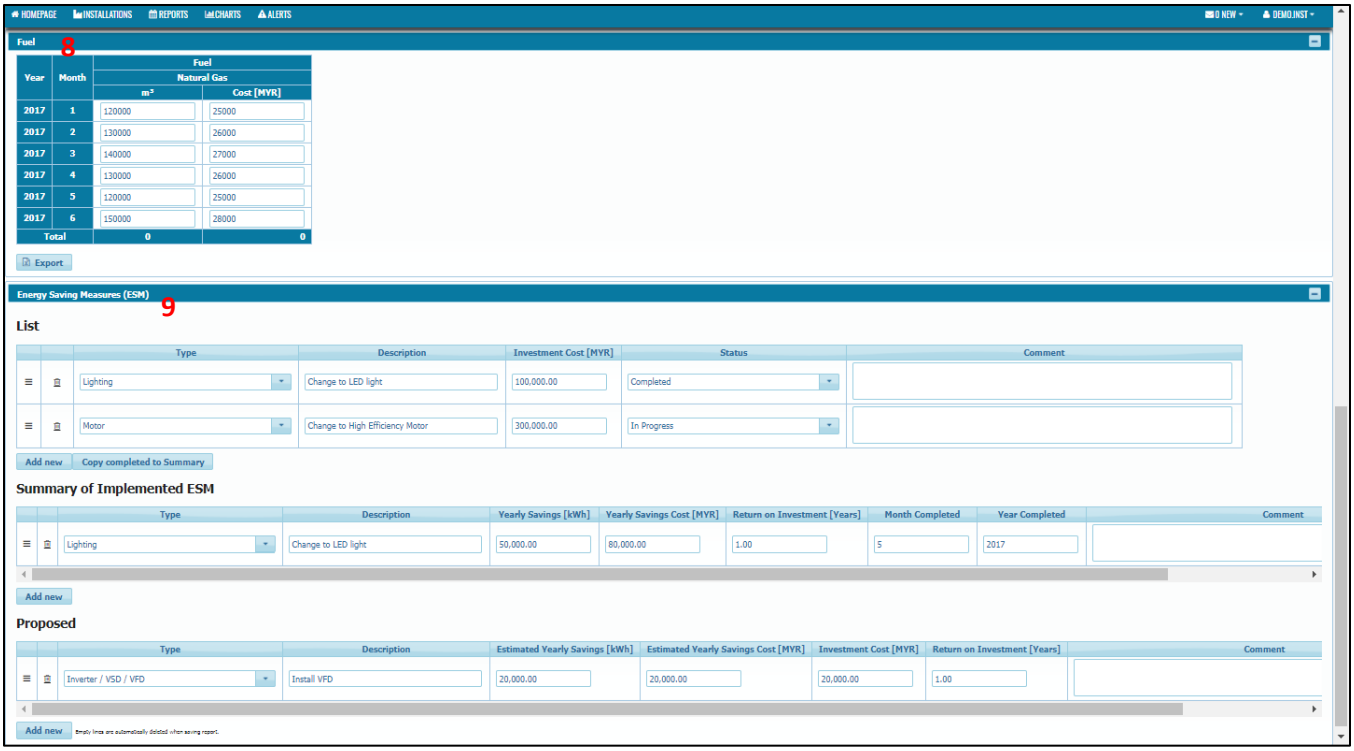
ii. For industry, office area and common facilities is not production area but during operation both areas also running. For reporting under EMEER 2008, Specific Energy Consumption (SEC) will include all energy usage regardless either it is coming from production area or non-production area.

6. For Commercial sector and Government sector, enter the Net Floor Area (m^2) of the installation.

   Note:

   i. The Net Floor Area is defined as the floor area of a building covering the entire built-up floor area of the building exclude the parking space and the outer corridor.

7. Enter the variables data in the tables under the variables section.



8. If your installation is using fuel as well, key in the fuel data (consumption and cost (MYR)) in the table under the fuel section.
9. If there is an Energy Saving Measures (ESM) have been implemented in the period reported, please fill in the data in the table under the ESM section.

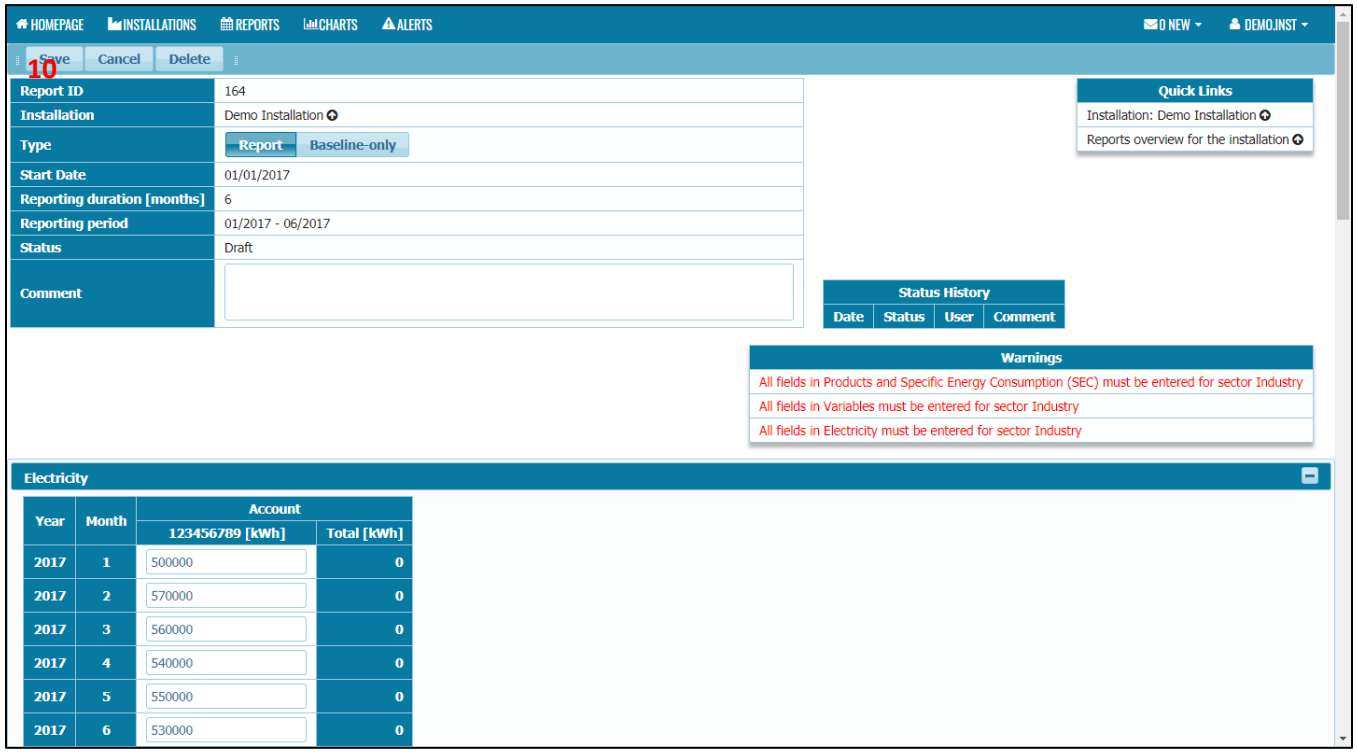
Note:

i. List Table – This is the list of all ESM in the period reported (In progress, Completed, Rejected, Under Study / Approved by Management). If there is an ESM already completed, click the Copy completed to Summary button after filling in the data of the ESM.

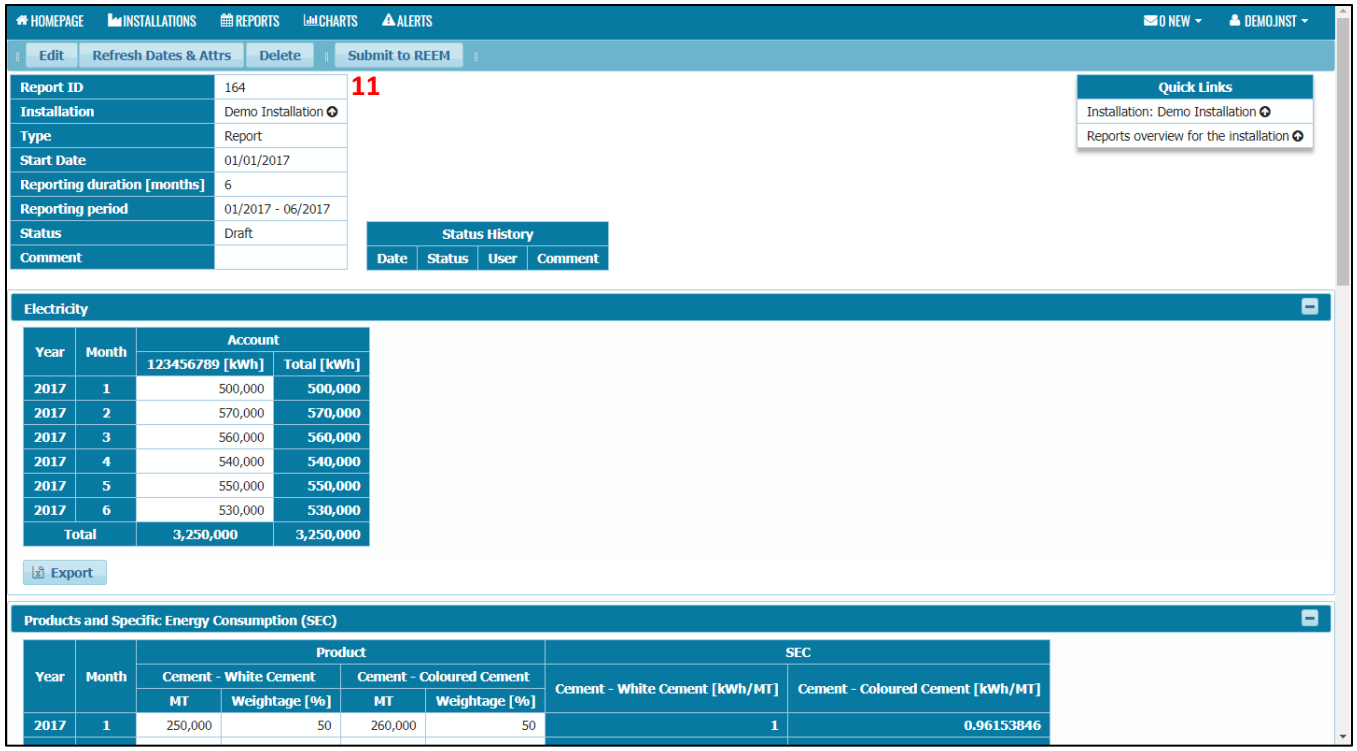
ii. Summary of Implemented ESM Table – This table is only for ESM that already **completed during the period of reporting**. When fill in the Yearly Savings (kWh) and Yearly Savings Cost (MYR), you can estimate it for one year if the data for one year savings is not available (example, you measure the savings for one month, and then times the savings with 12 to get estimated savings for one year). Completed ESM is only required to be reported only once, if the Completed ESM already reported in the previous report, please do not put it again to avoid double counting in the analysis chart. **Month Completed** must be in 1-12 format (example month January please write 1) while **Year Completed** must be in YYYY format (example 2017 please write 2017 not 17).

iii. Proposed Table – This table is for the ESM planned in the future.

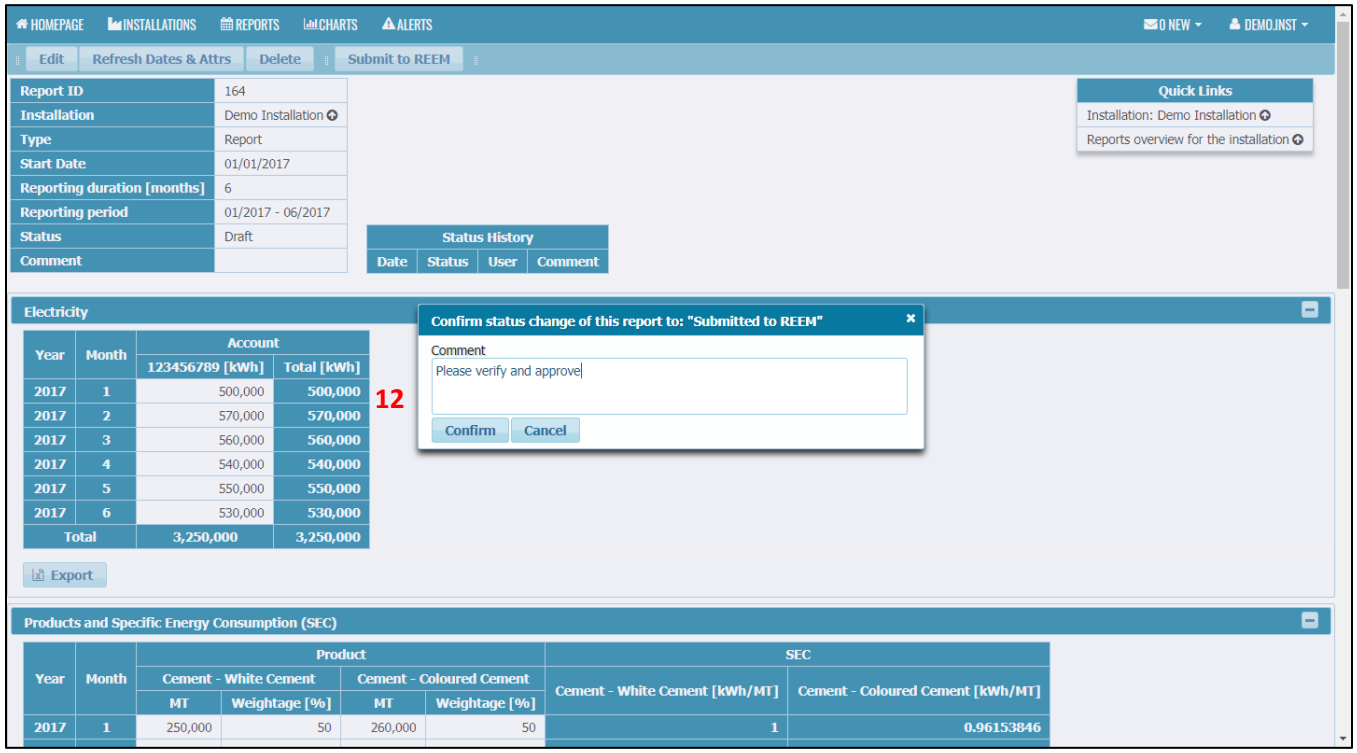
iv. ESM with status “In Progress” & “Under Study / Approved by Management” in the List Table and ESM from the Proposed Table will be carry forward to the **Next Report** under the List Table.



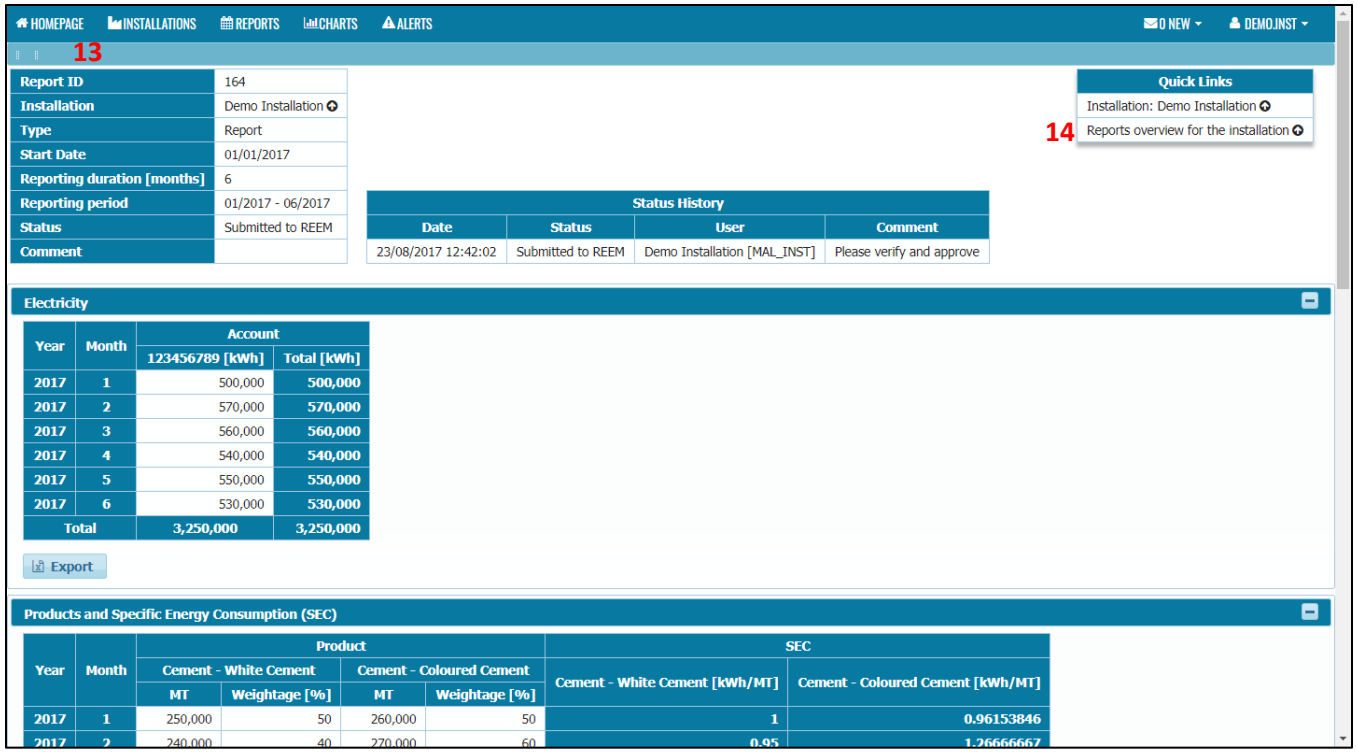
10. Scroll up the page and click Save button.



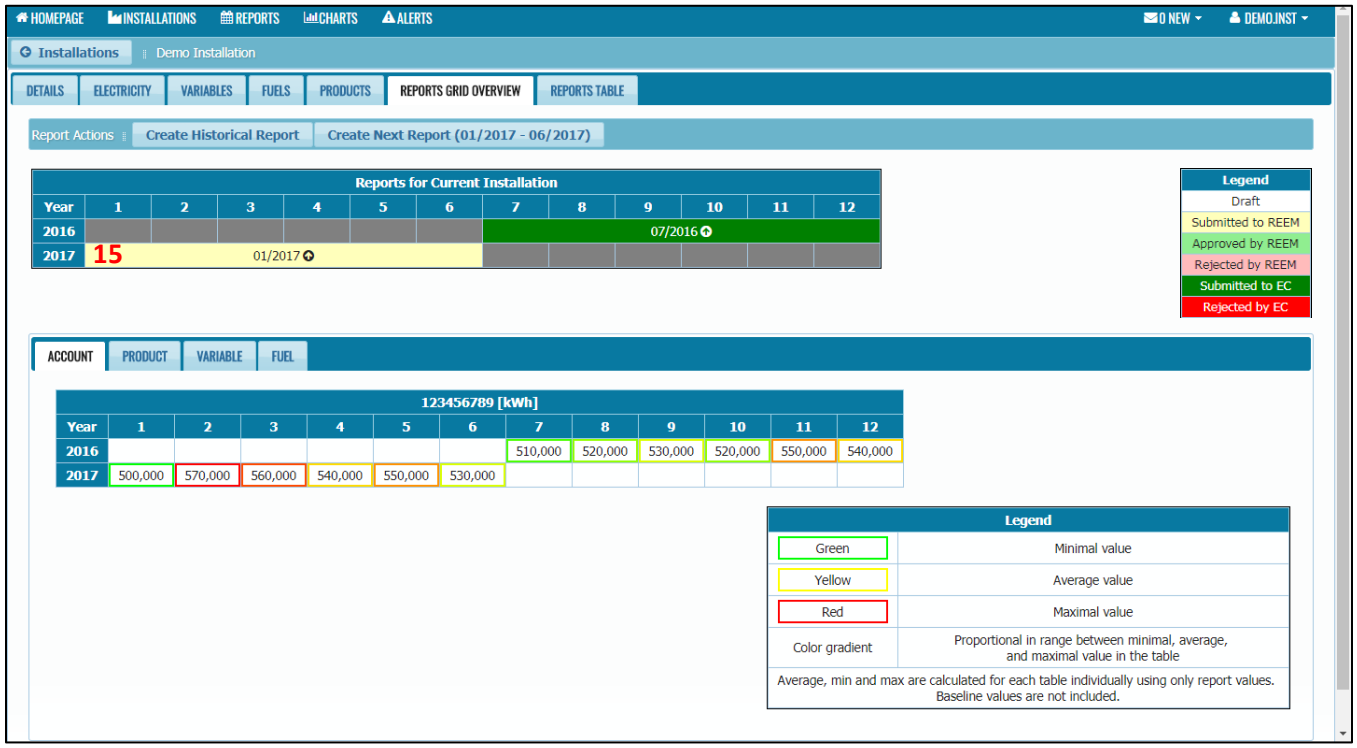
11. Click on the Submit to REEM button.



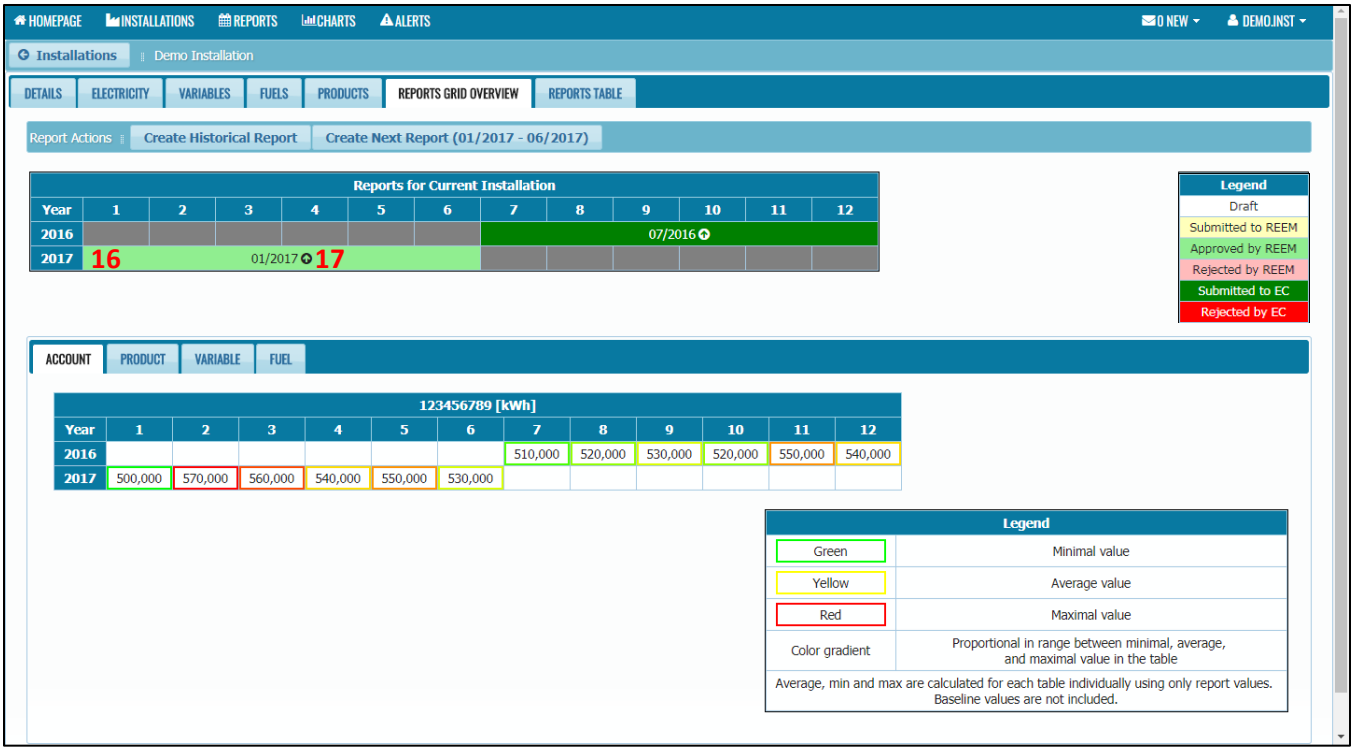
12. Enter any comment if necessary and click the Confirm button.



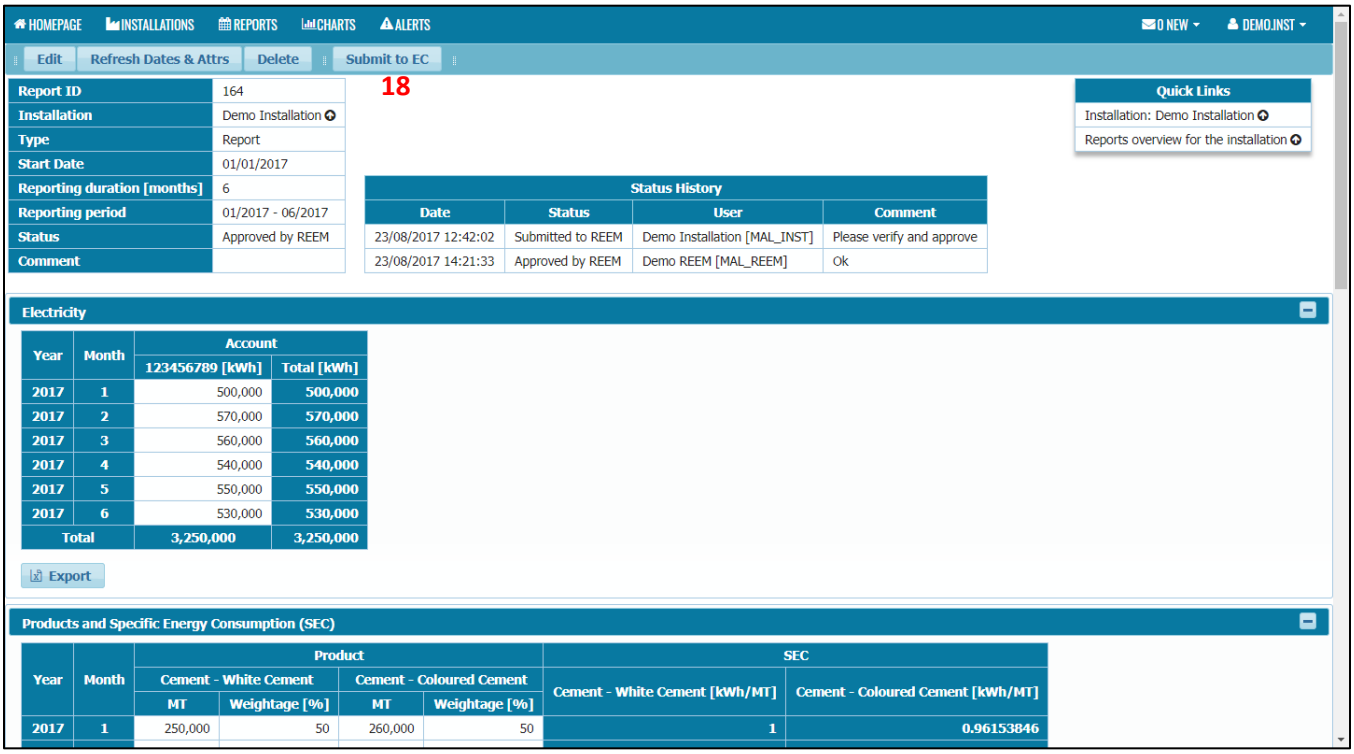
13. Report is now submitted to REEM for approval. REEM will review the report and approve it.
14. Click on the Reports overview for the installation button.



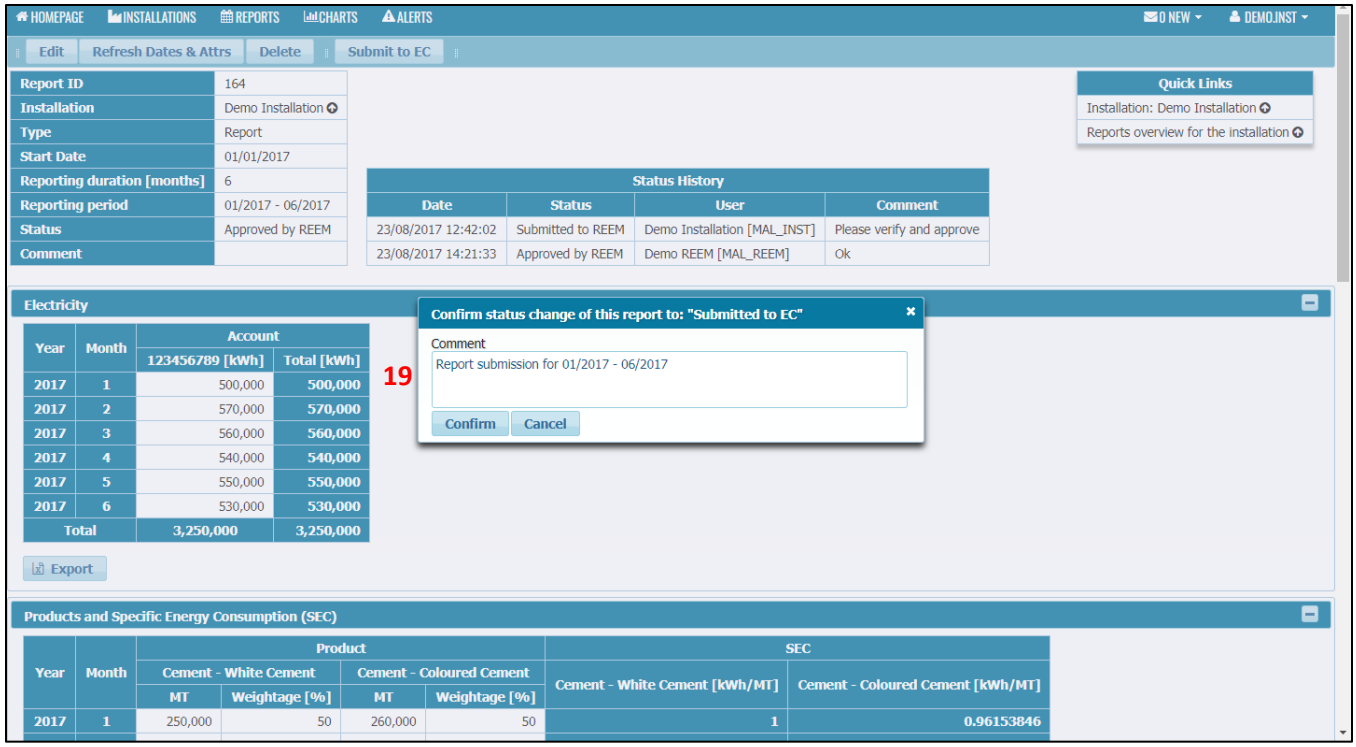
15. Report status now is Submitted to REEM.



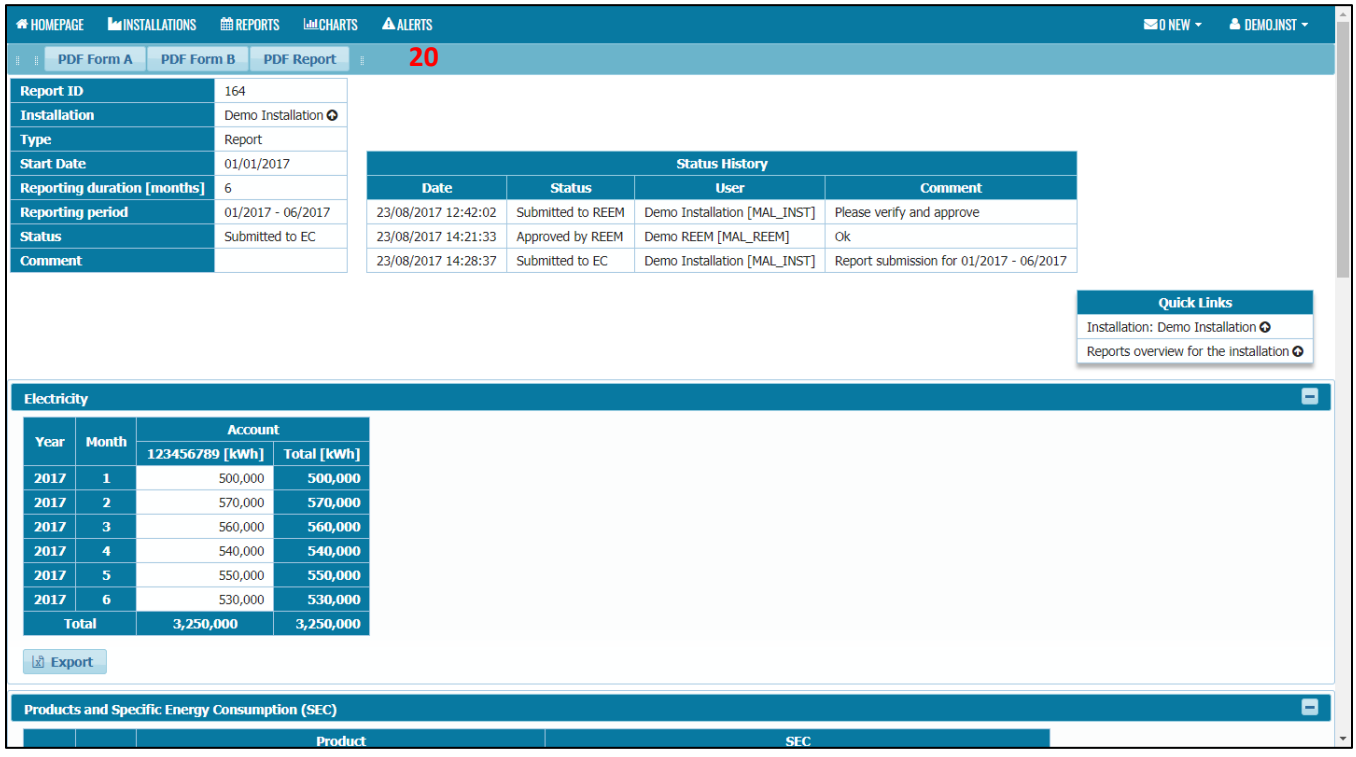
16. **After REEM has approved the report**, the status will change to Approved by REEM
17. Click on the report



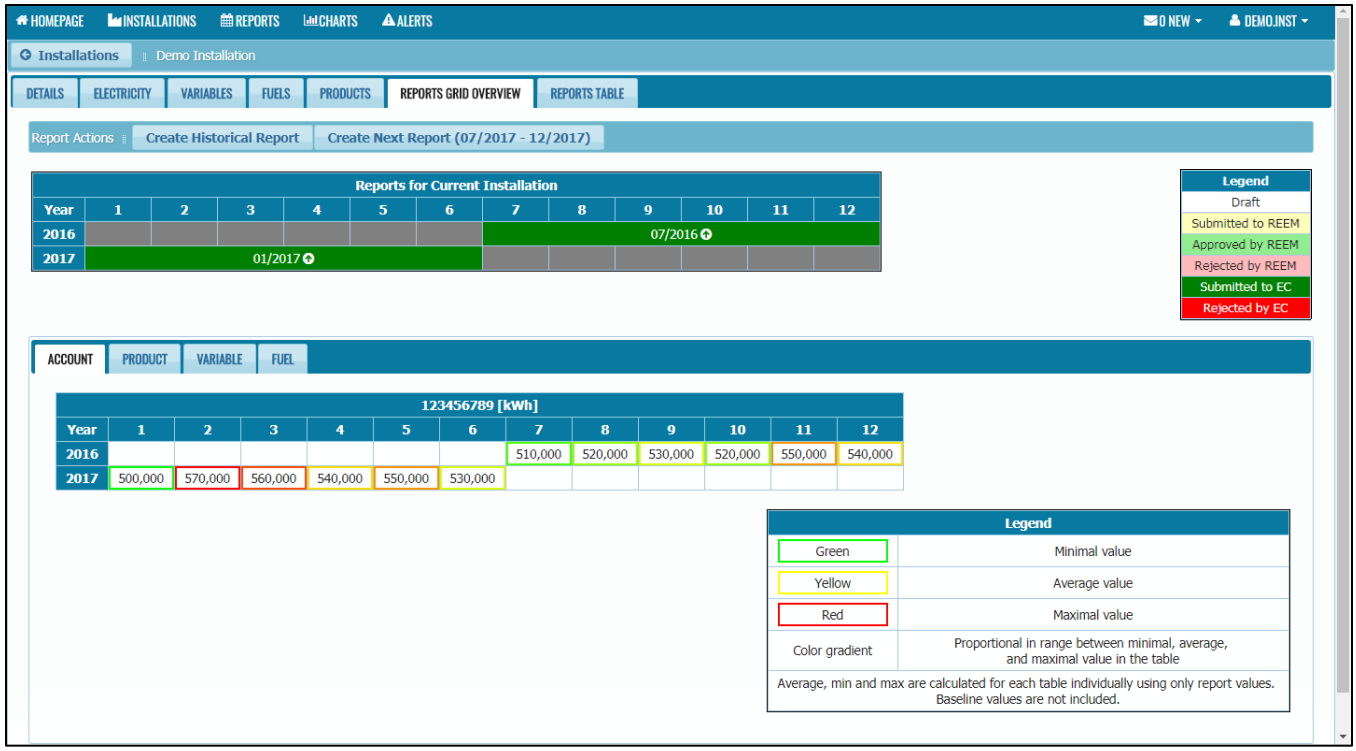
18. Click on the submit to EC button to submit the report to EC.



19. Enter any comment if necessary and click the Confirm button.



20. Report is now submitted to EC.



21. Report status now is Submitted to EC.

4.4.4 Refresh Dates & Attributes

Refresh Dates & Attrs → Refresh Dates & Attributes Button

Important Notes:

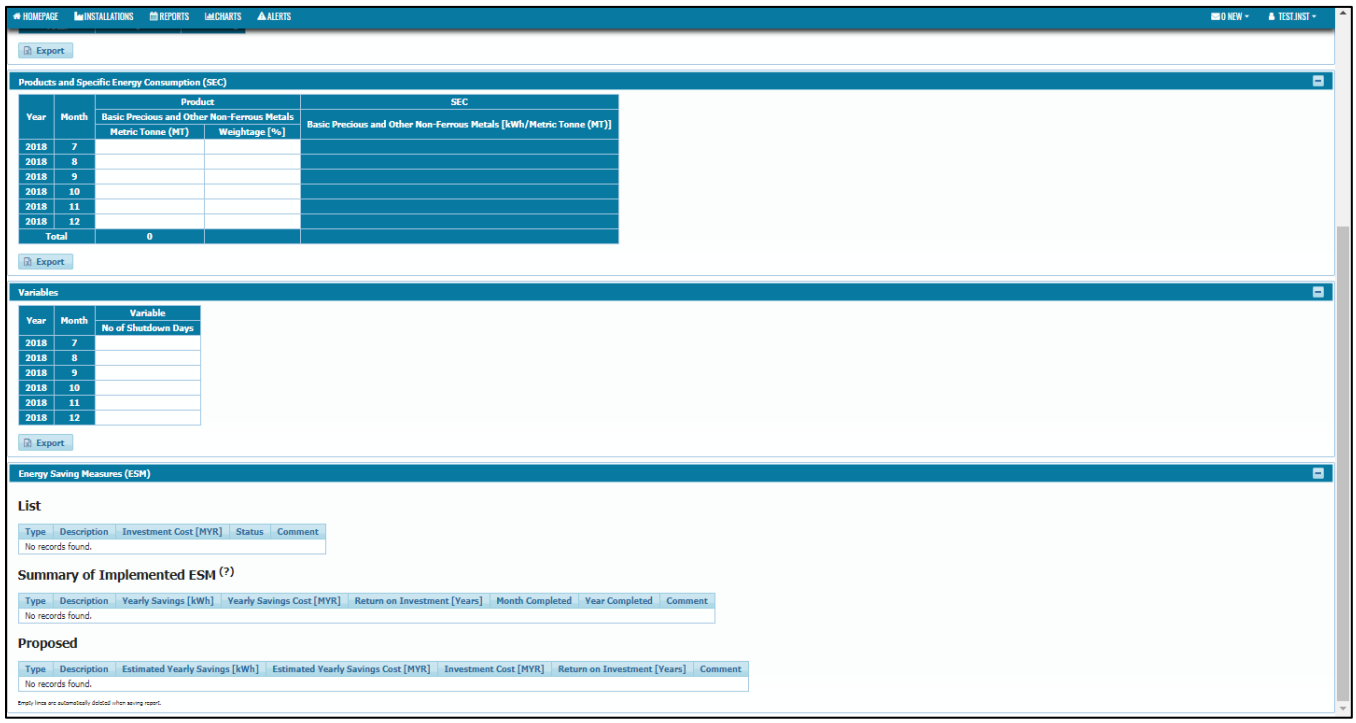
1. This section is **only** for those user who have created a report (report in draft status) and then defined a new *attributes OR inactive existing *attributes. The draft report that have been created need to be refresh to include those newly defined attributes OR remove inactive attributes.

Note:

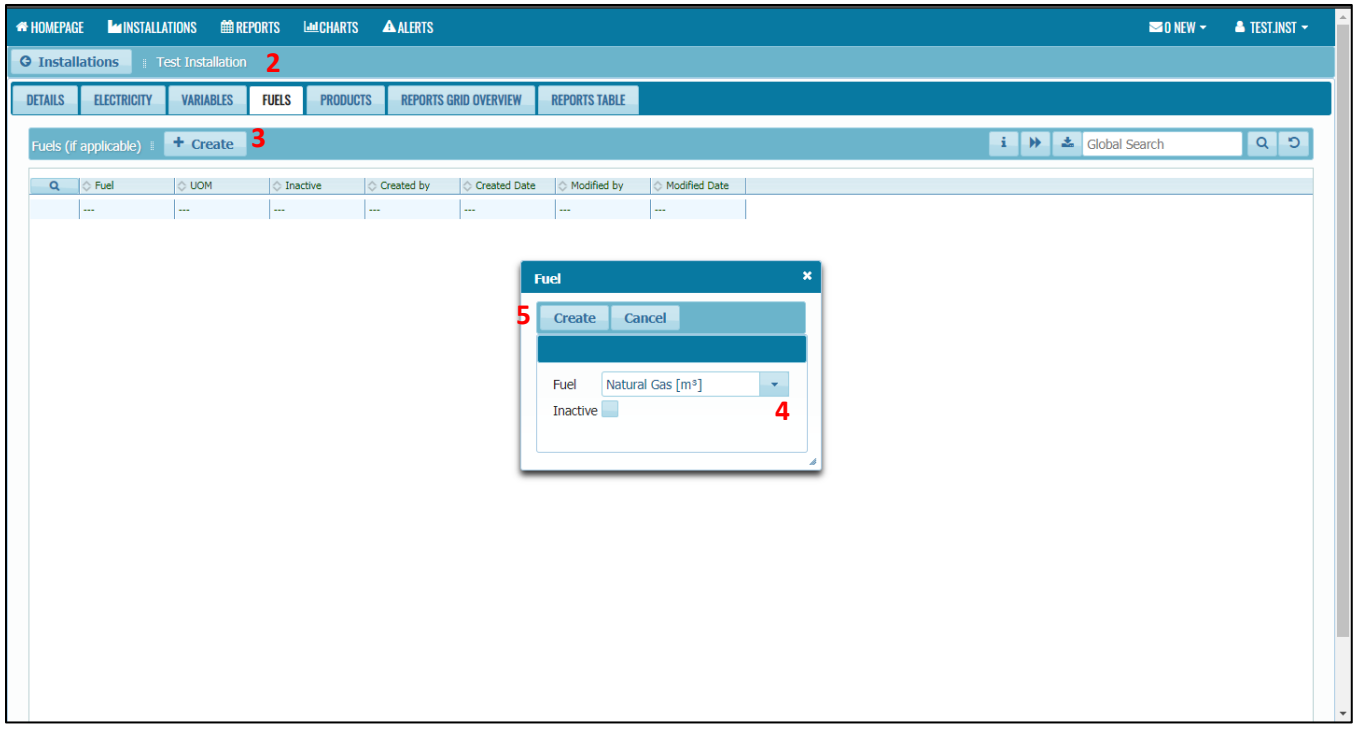
*Attributes: account/product/variable/fuel

Adding Newly Defined Attributes to the Draft Report

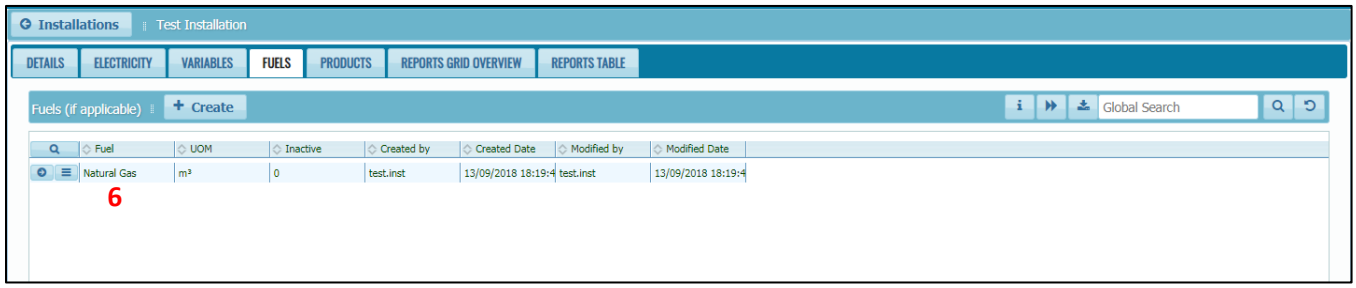
In this example, we want to add Fuel to the existing report.



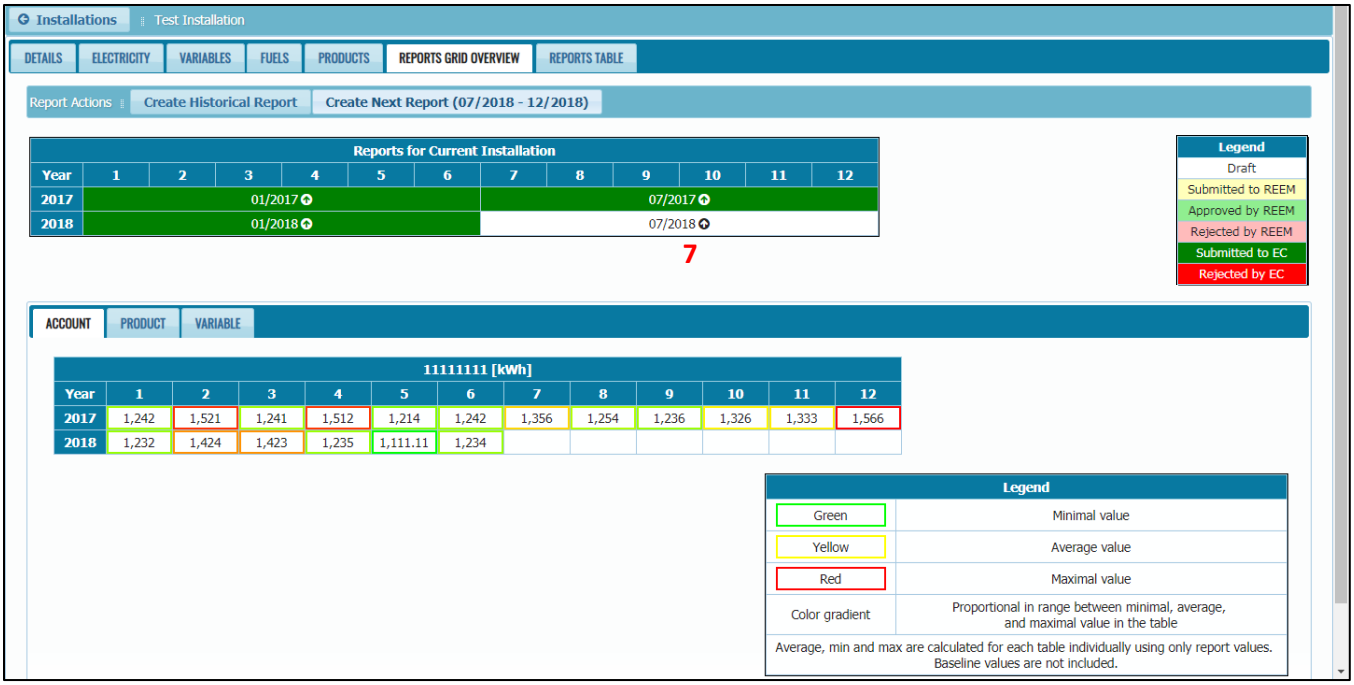
1. In this draft report does not have Fuel table. We want to add Fuel in this report.



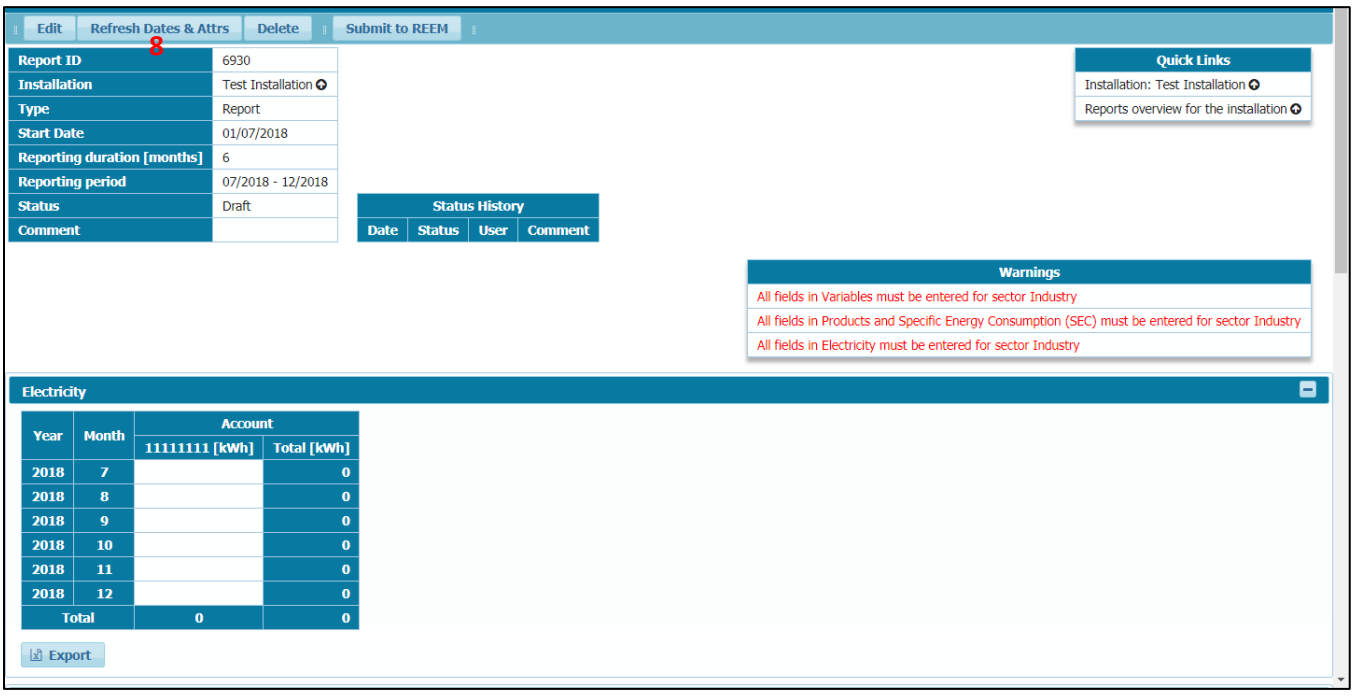
2. Go to Fuels Tab
3. Click Create Button
4. Select the Fuel
5. Click Create Button



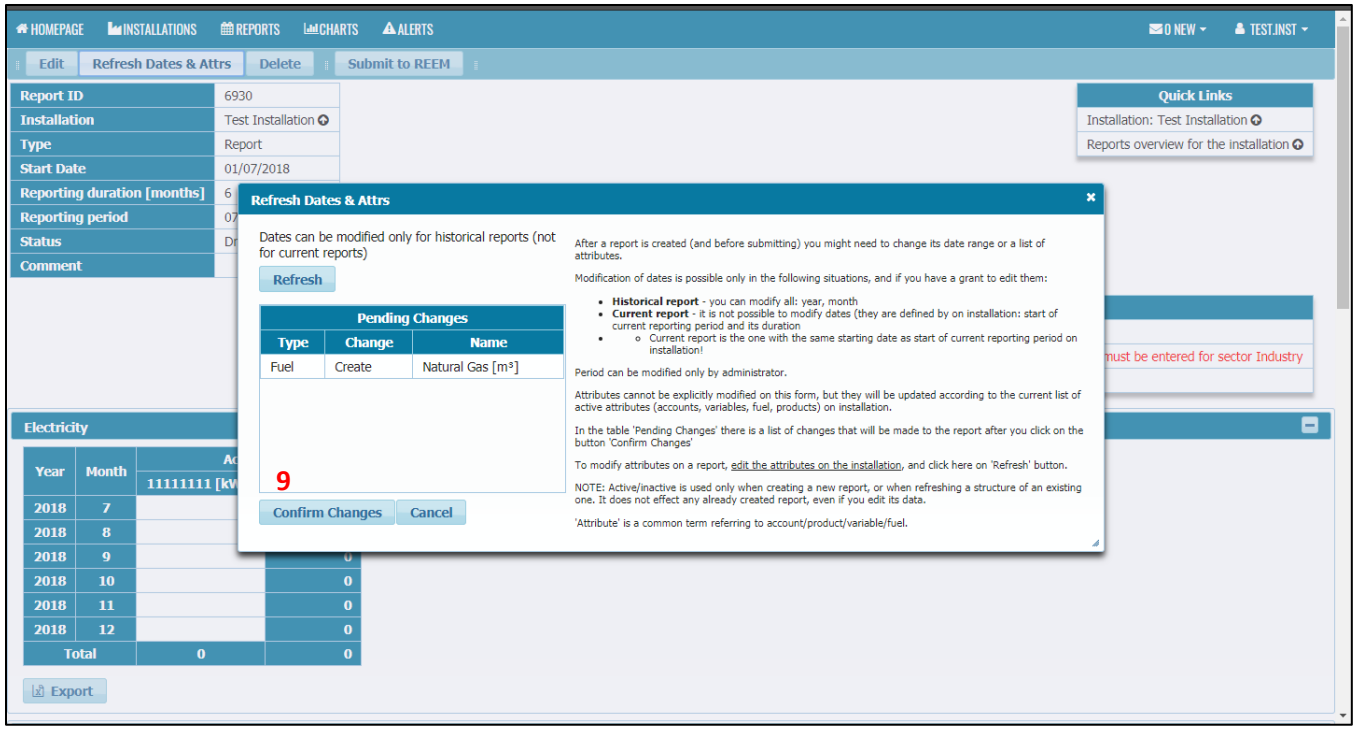
6. Fuel is now defined



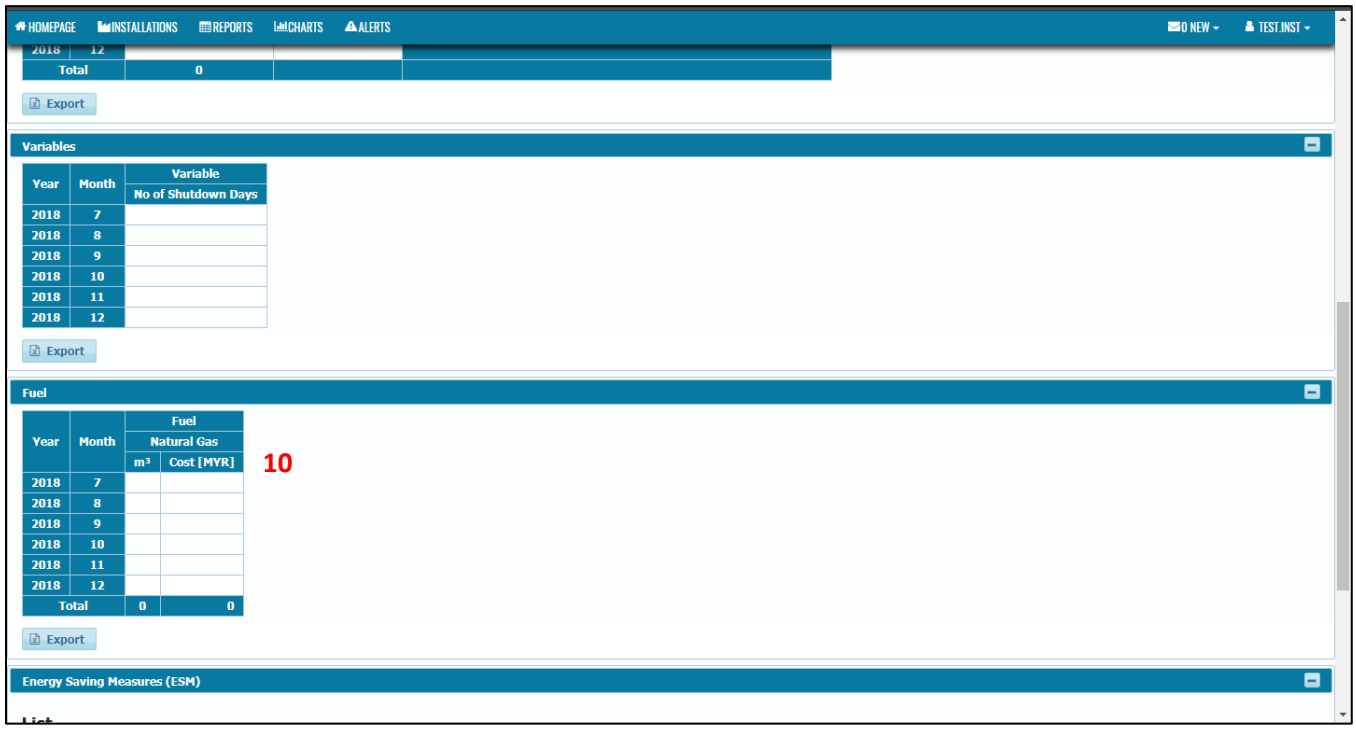
7. Go to Report Grid Overview Tab. Open back the draft report



8. Click at the Refresh Dates & Attrs. Button



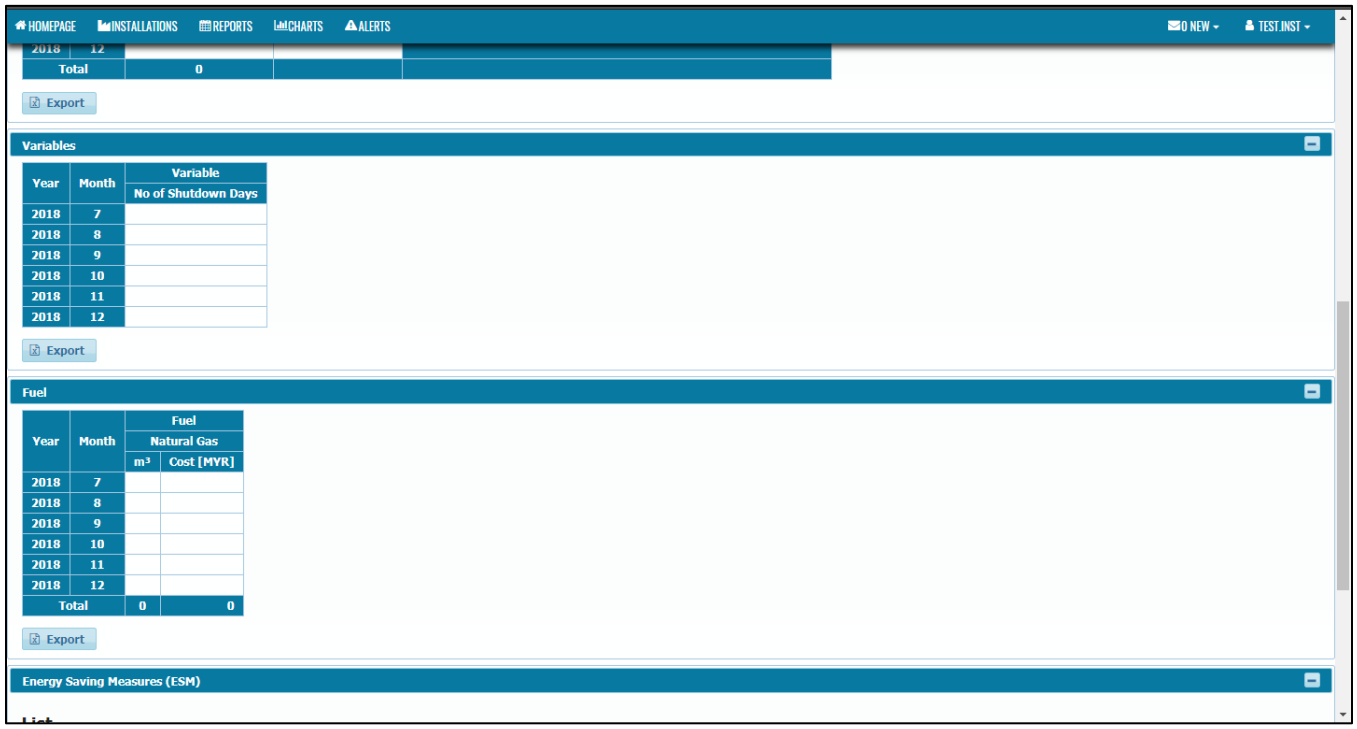
9. Check at the Pending Changes. Fuel will be created in the report. Click Confirm Changes



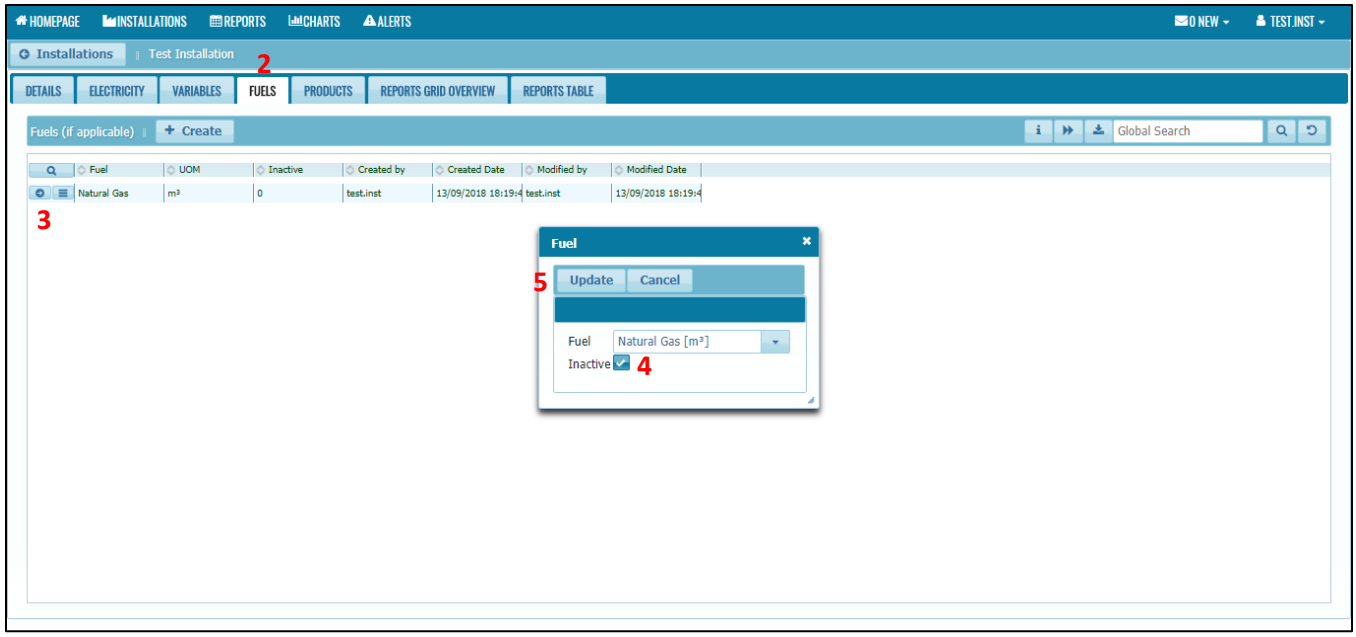
10. Fuel is now added to the report.

Removing Inactive Attributes from the Draft Report

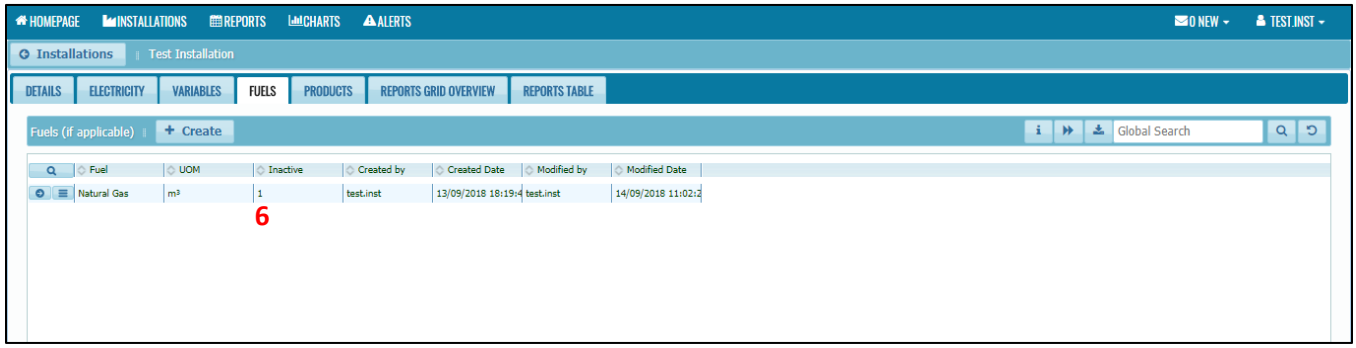
In this example, we want to remove Fuel from the existing report.



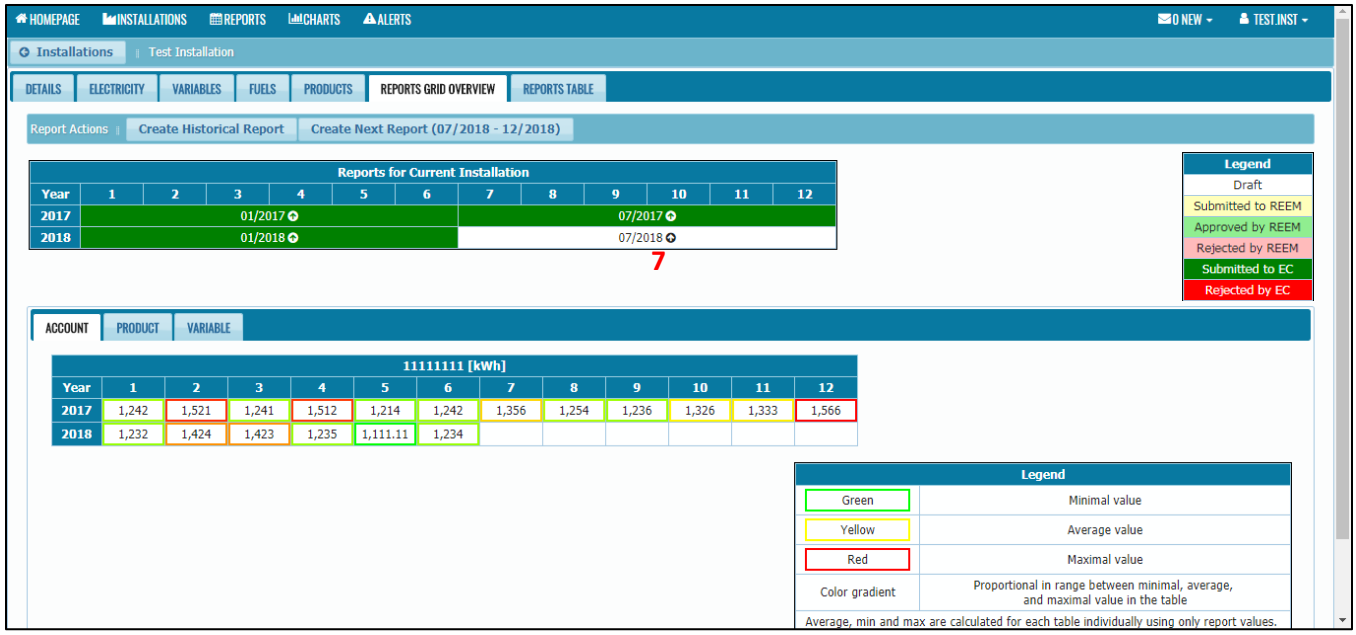
1. In this draft report, it has Fuel table. We want to remove Fuel in this report.



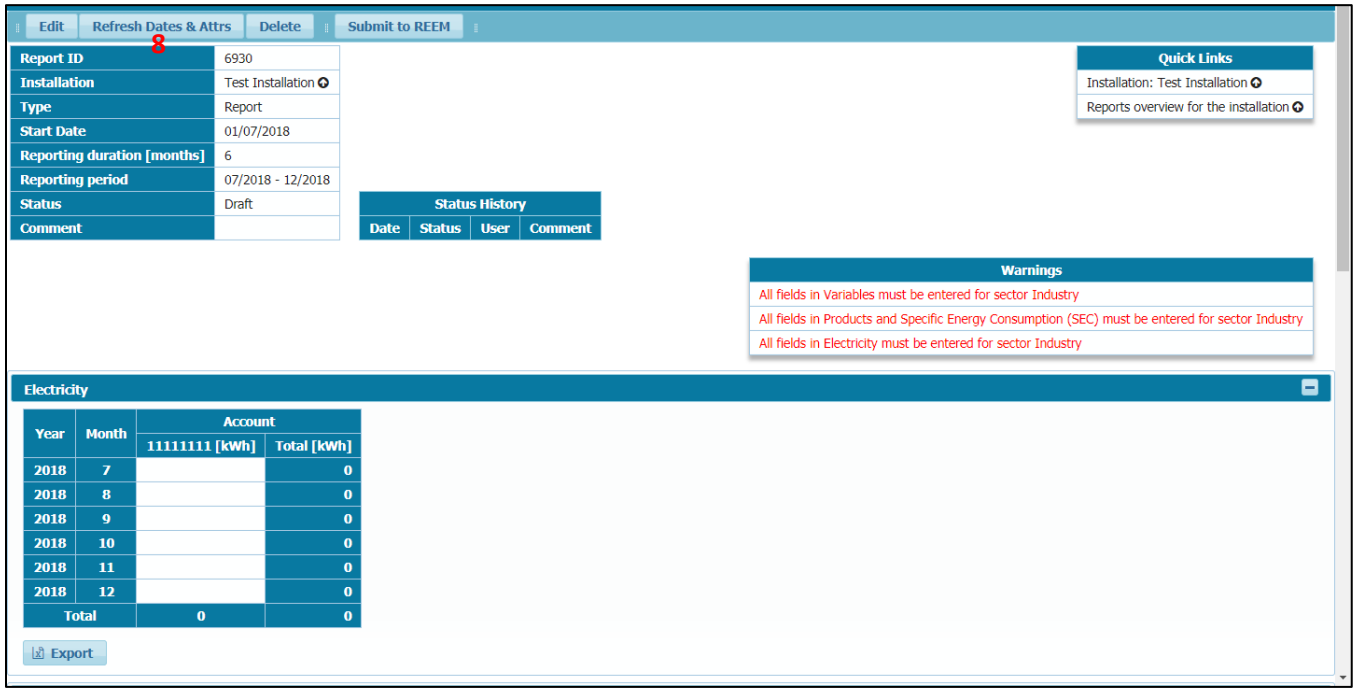
2. Go to the Fuels Tab
3. Open the Fuel dialog box
4. Tick the Inactive box
5. Click Update button



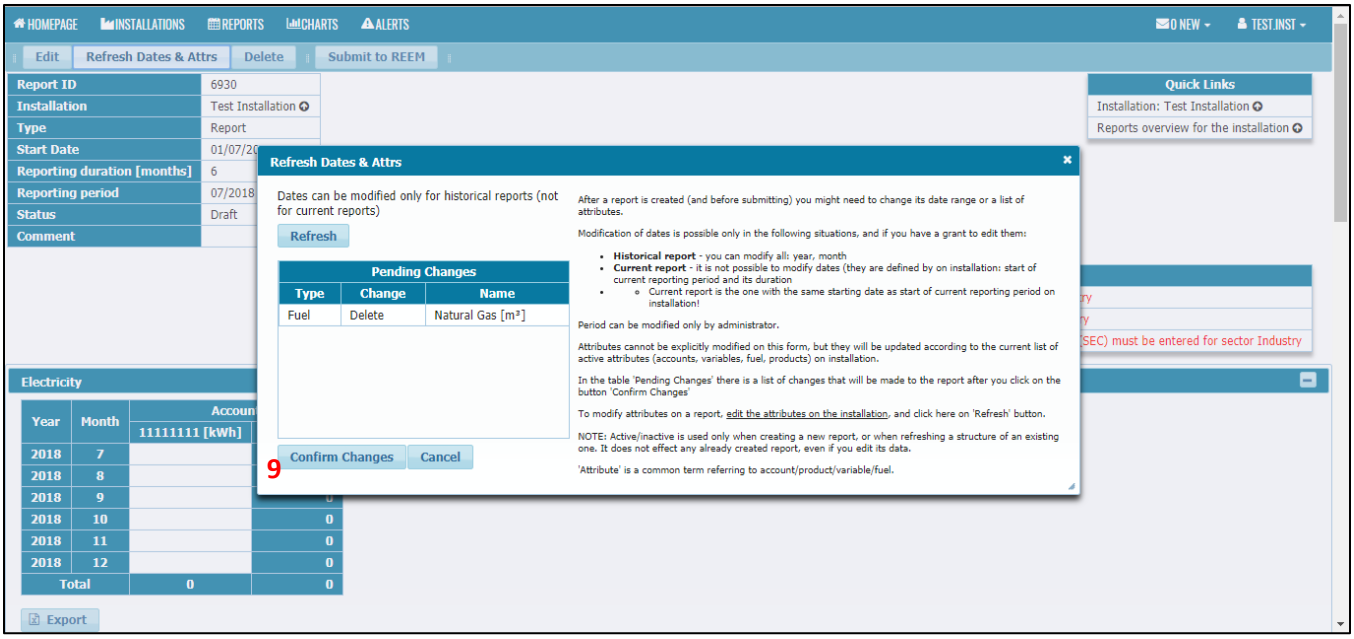
6. Fuel is now set to inactive



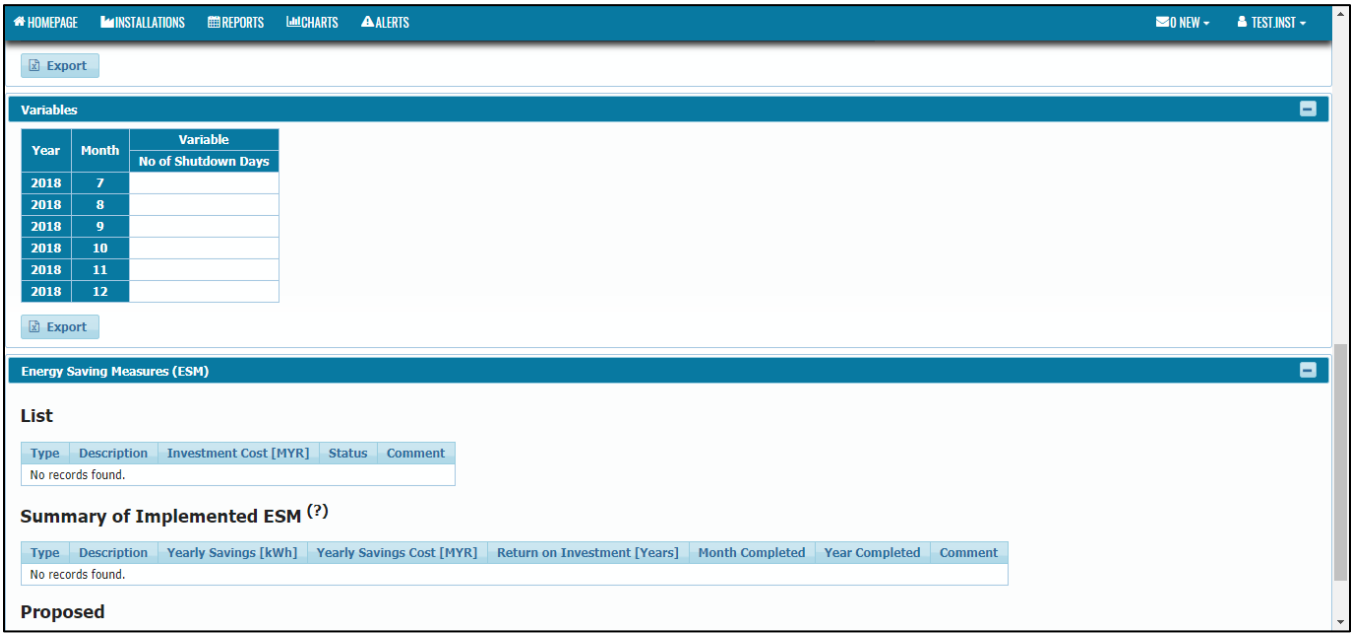
7. Go to Report Grid Overview Tab. Open back the draft report



8. Click at the Refresh Dates & Attrs. Button

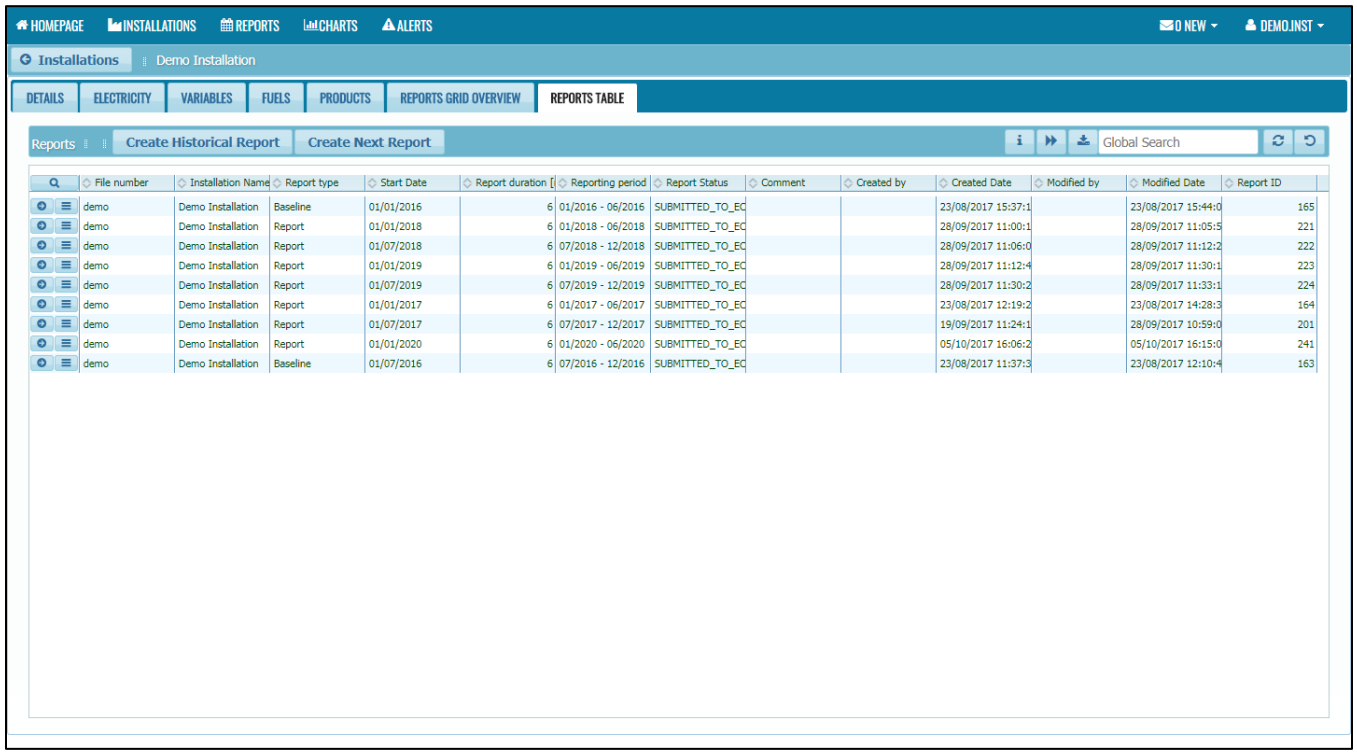


9. Check at the Pending Changes. Fuel will be deleted from the report. Click Confirm Changes



10. Fuel is now removed from the report.

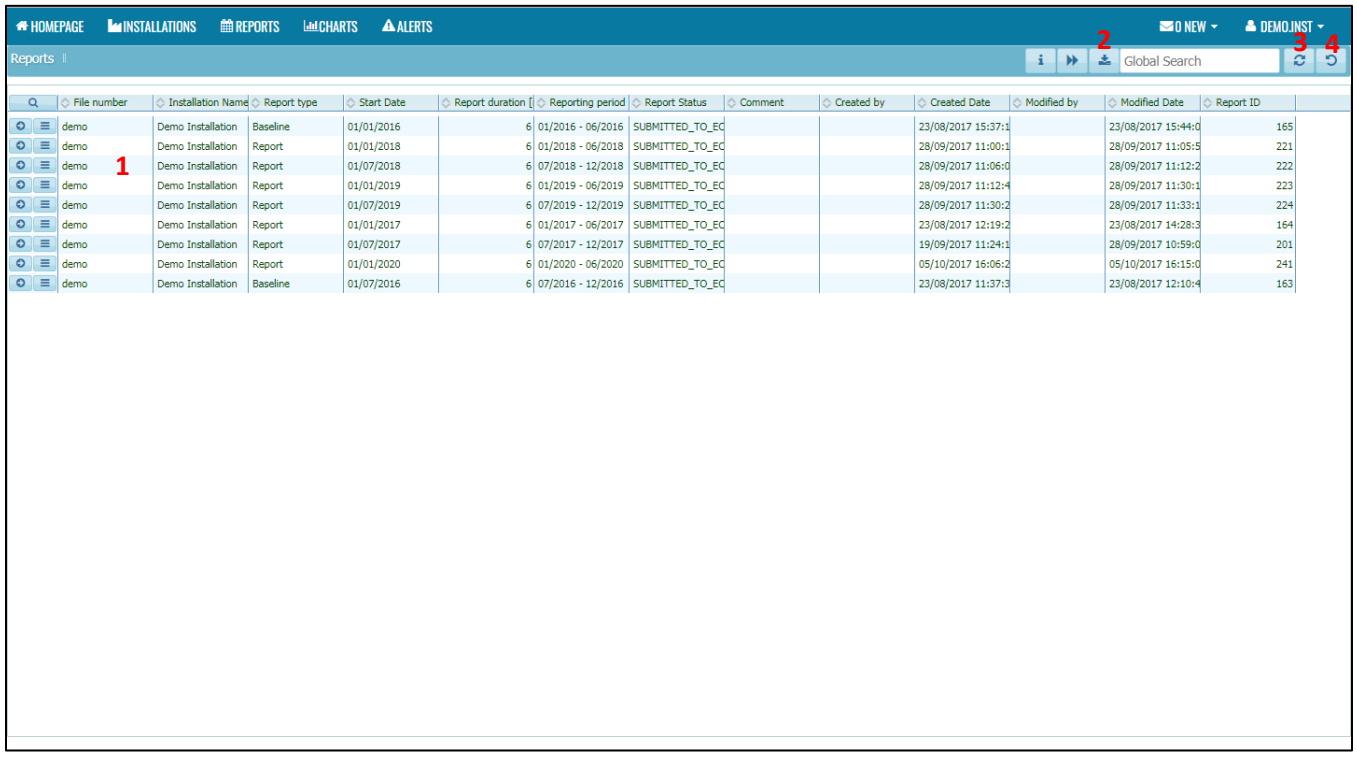
4.4.5 Reports Table



1. Reports Table section contain list of report with its status for the installation.

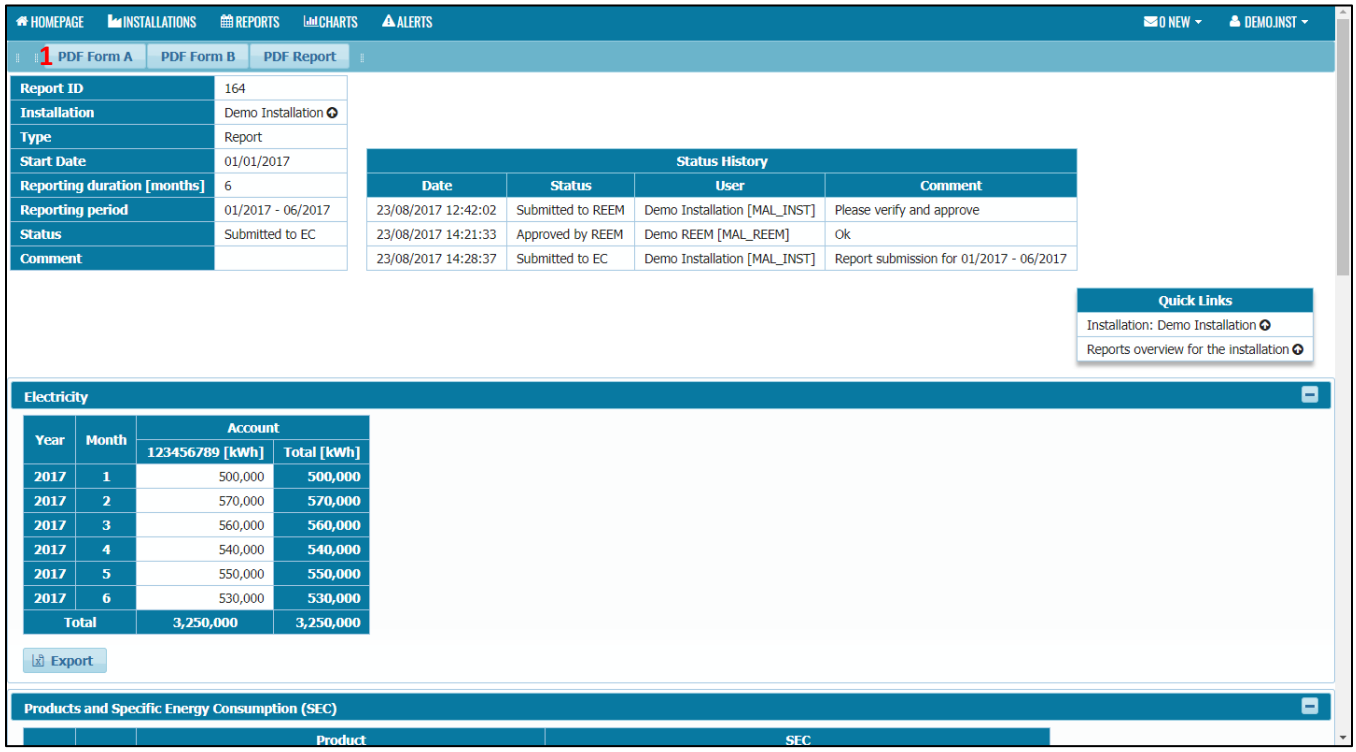
5. Reports

5.1 Overview



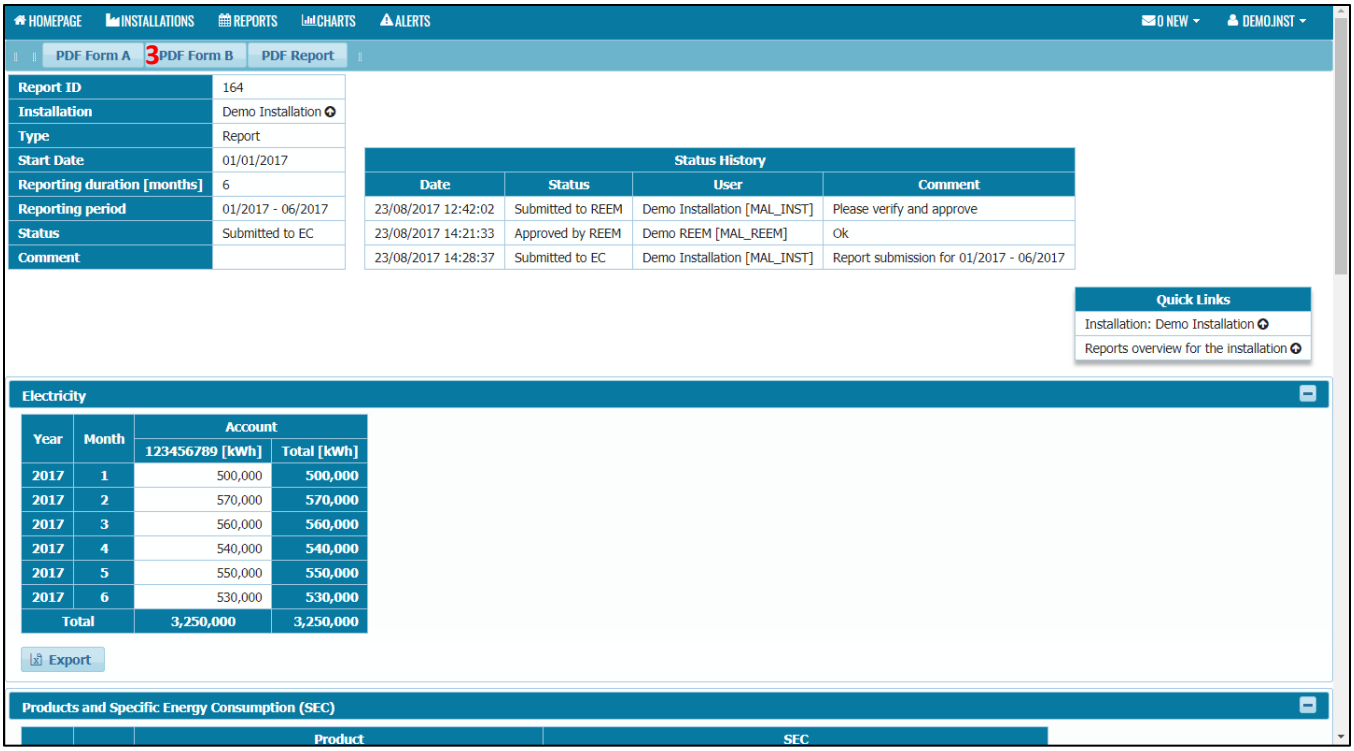
1. This section will show list of report for the installation.
2. Export button allows the user to export the table to Excel or CSV format.
3. Refresh button allows user to refresh the data in the table.
4. Reset Table allows user to reset the table to its original state.

5.2 Generate Form A and Form B

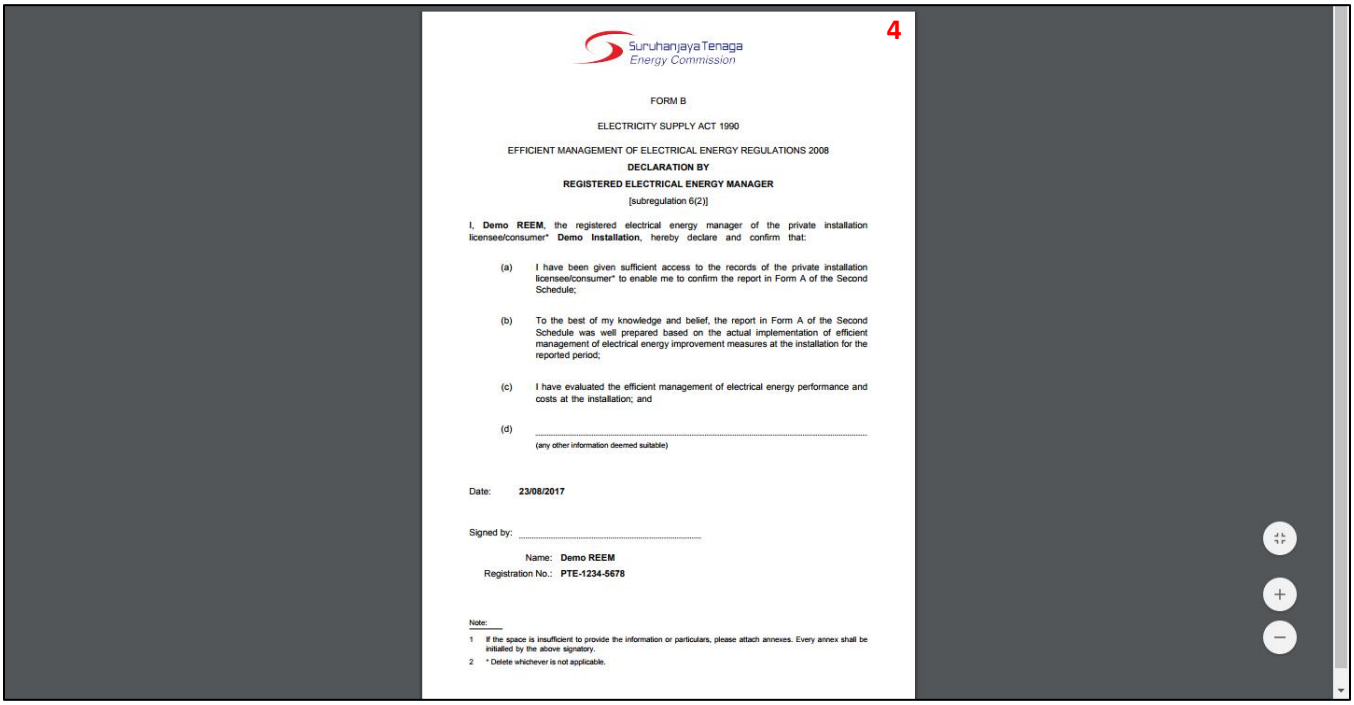


1. Opened the report that has been submitted to EC. Click on the PDF Form A button.

2. Form A will be generated.



3. Click on the PDF Form B button.



4. Form B will be generated.

Note:

i. Form A is signed by the installation.

ii. Form B is signed by the REEM.

iii. **Both signed Form A and Form B** must be **submitted to EC** to the following address:

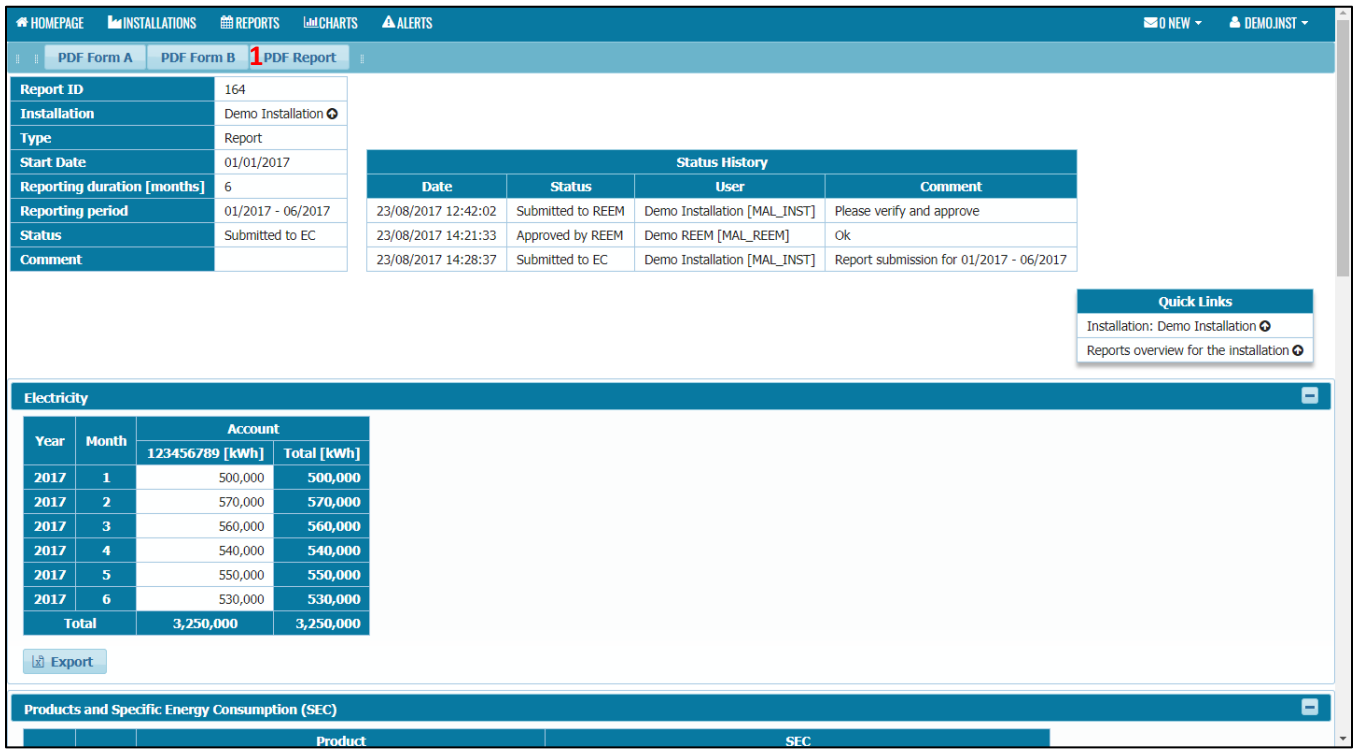
Energy Efficiency & Conservation Unit,

Industry Operations Department,

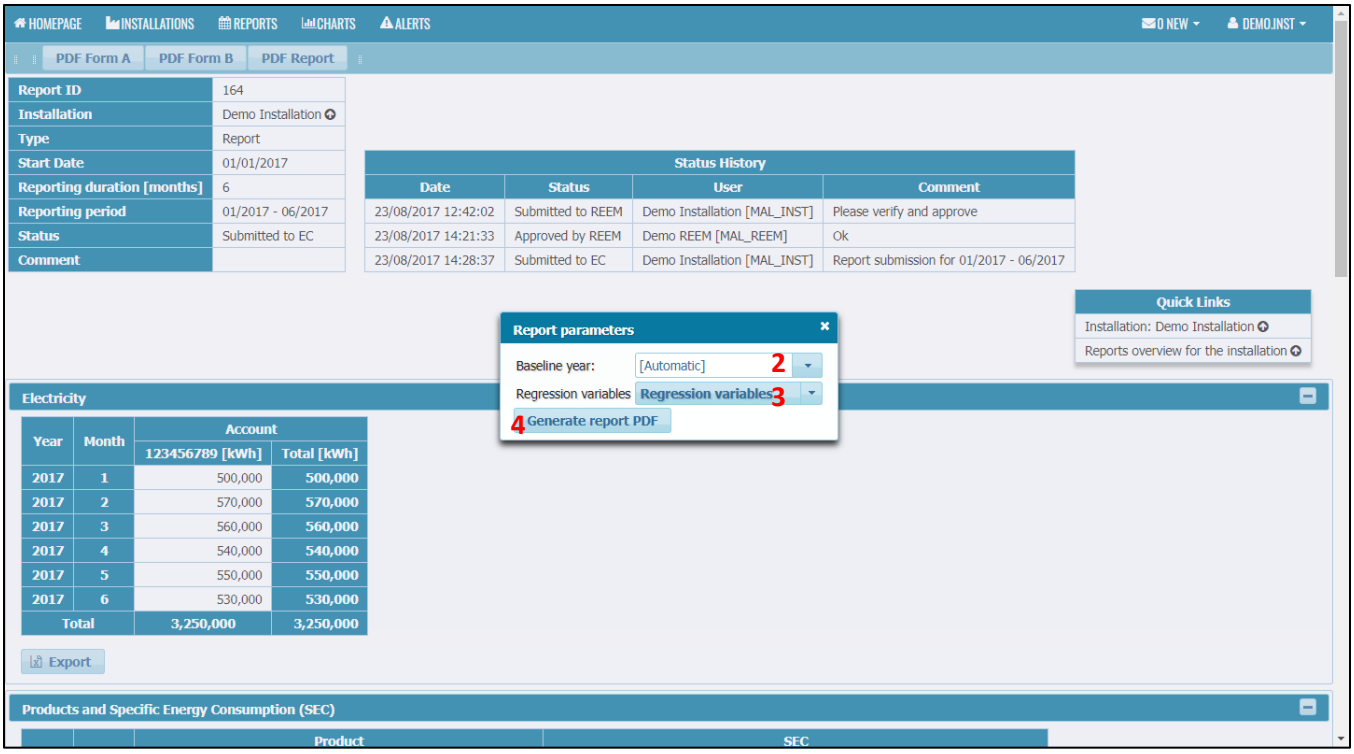
Energy Commission,

12, Jalan Tun Hussein, Precinct 2, 62100 Putrajaya

5.3 Generate PDF Report



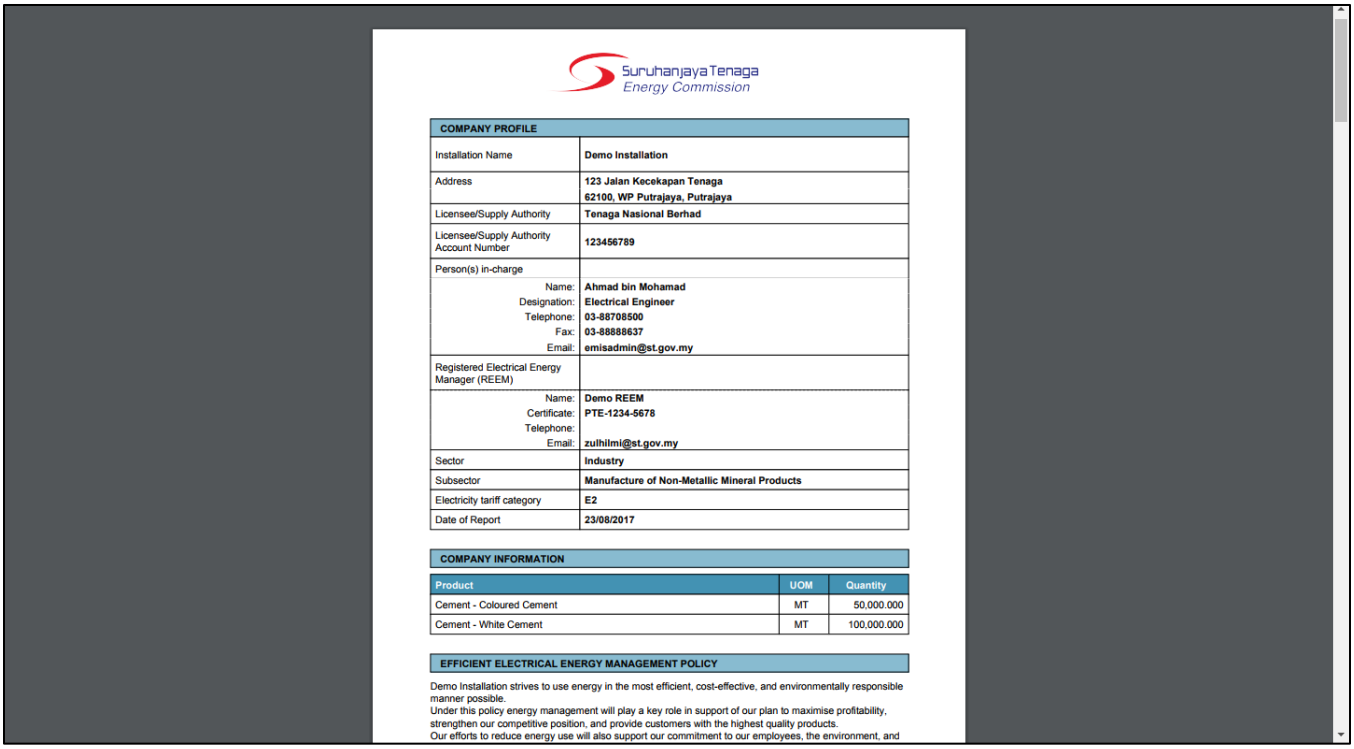
1. Opened the report that has been submitted to EC. Click on the PDF Report button.



2. Select baseline year.
3. Select regression variables.
4. Click on the Generate PDF report.

Note:

i. Baseline year is only available to be selected if all data for that year is complete one year. For example, year that the data is only from July – December will not be available to be selected as baseline year. The data must be completed 12 months then only the year will appear in the selection.



Suruhanjaya Tenaga
Energy Commission

COMPANY PROFILE	
Installation Name	**Demo Installation**
Address	**123 Jalan Kecekapan Tenaga** **62100, WP Putrajaya, Putrajaya**
Licensee/Supply Authority	**Tenaga Nasional Berhad**
Licensee/Supply Authority Account Number	**123456789**
Person(s) in-charge	
Name: Designation: Telephone: Fax: Email:	**Ahmad bin Mohamad** **Electrical Engineer** **03-88708500** **03-88888637** **emisadmin@st.gov.my**
Registered Electrical Energy Manager (REEM)	
Name: Certificate: Telephone: Email:	**Demo REEM** **PTE-1234-5678** **zulhilmi@st.gov.my**
Sector	**Industry**
Subsector	**Manufacture of Non-Metallic Mineral Products**
Electricity tariff category	**E2**
Date of Report	**23/08/2017**

COMPANY INFORMATION

Product	UOM	Quantity
Cement - Coloured Cement	MT	50,000.000
Cement - White Cement	MT	100,000.000

EFFICIENT ELECTRICAL ENERGY MANAGEMENT POLICY

Demo Installation strives to use energy in the most efficient, cost-effective, and environmentally responsible manner possible.
Under this policy energy management will play a key role in support of our plan to maximise profitability, strengthen our competitive position, and provide customers with the highest quality products.
Our efforts to reduce energy use will also support our commitment to our employees, the environment, and

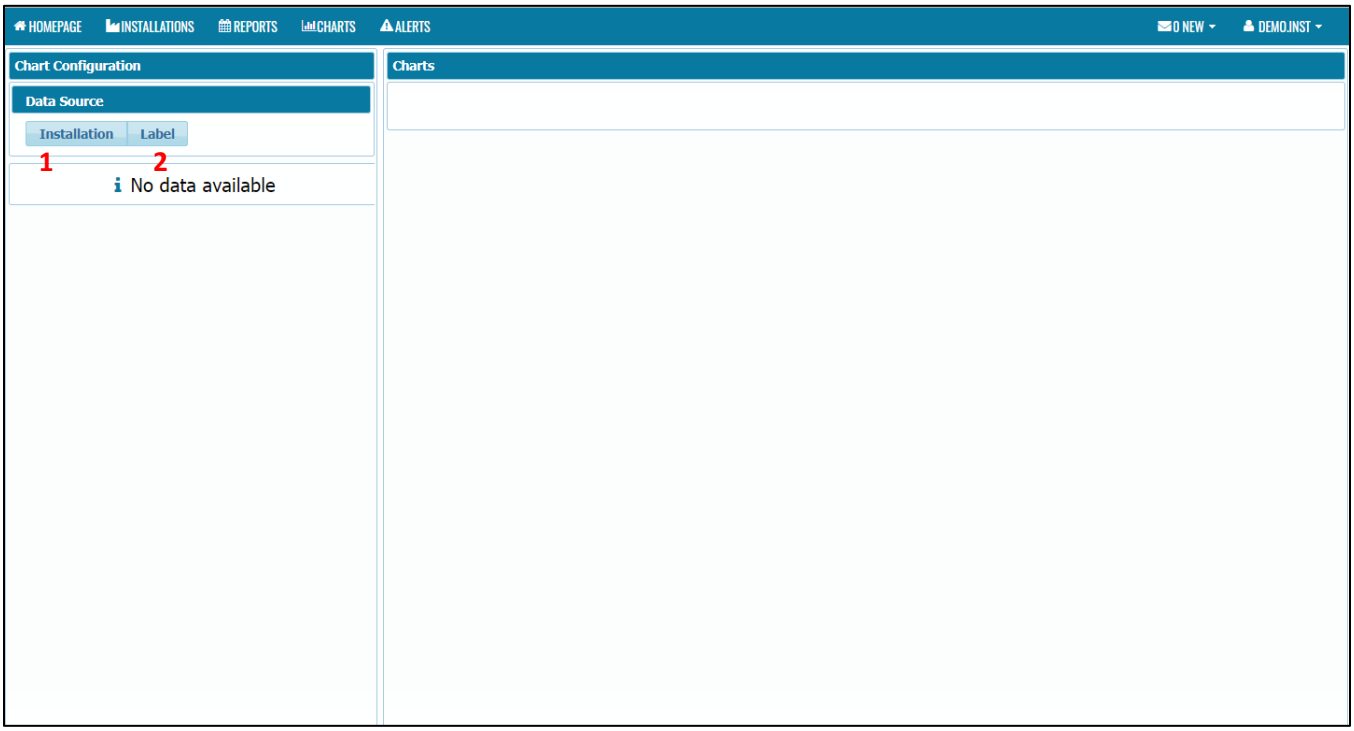
5. PDF report will be generated.

Note:

i. This **PDF report does not need to be sent to EC**. Only Signed Form A and Form B is sent to EC.

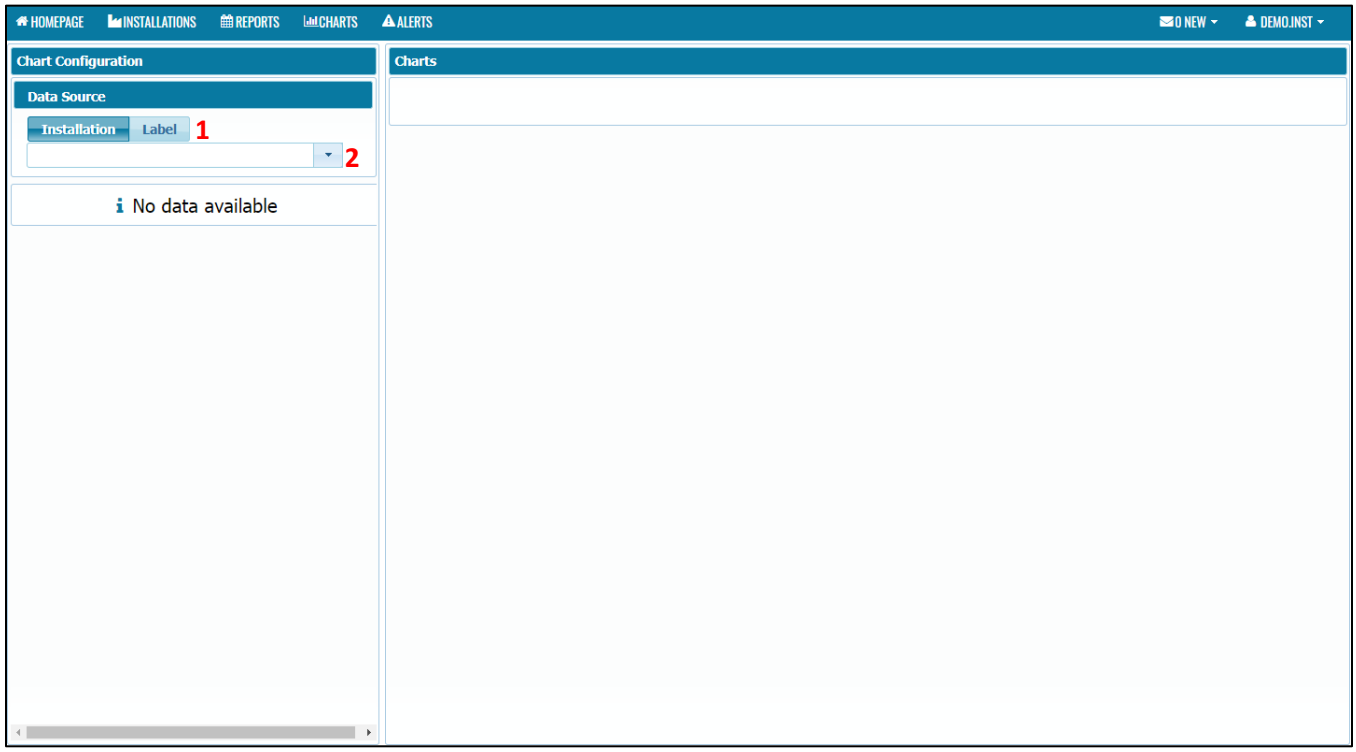
6. Charts

6.1 Overview

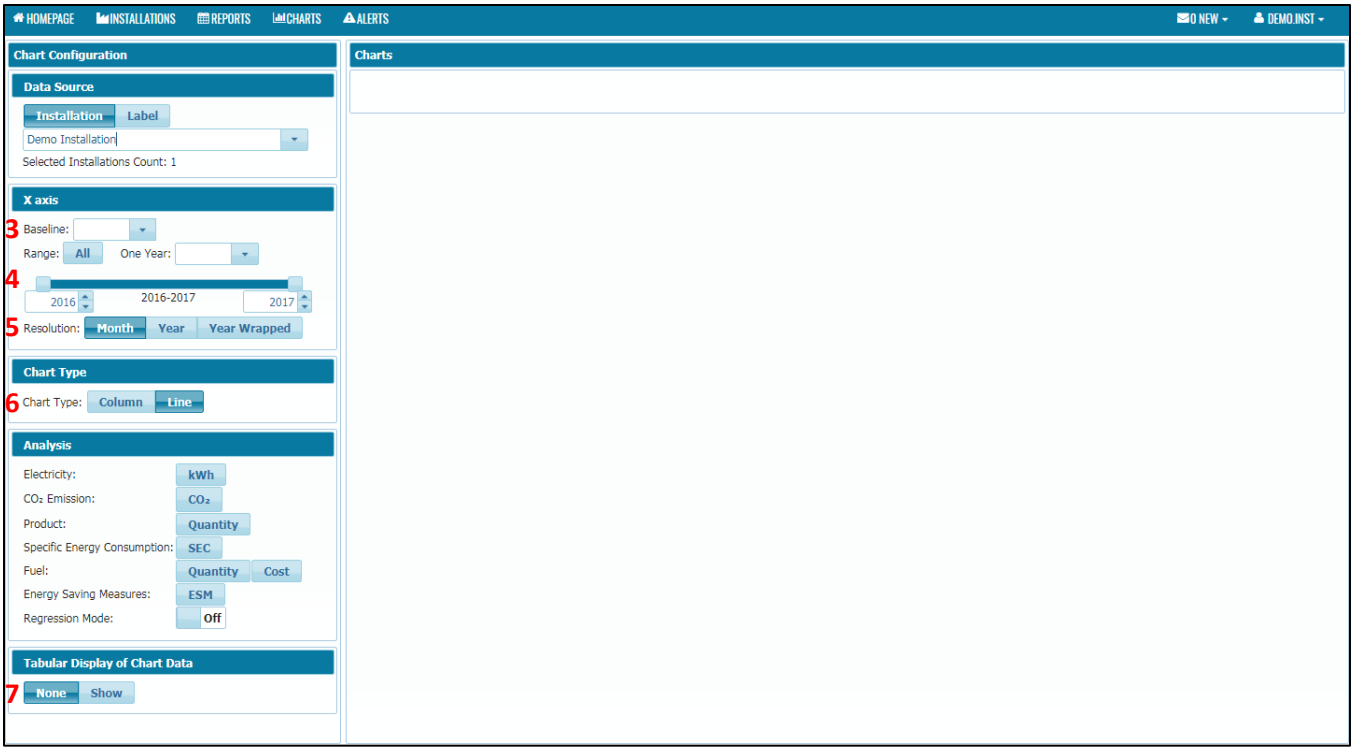


1. Installation button – Analysis for installation.
2. Label button – Analysis for installation with label.

6.2 Analysis



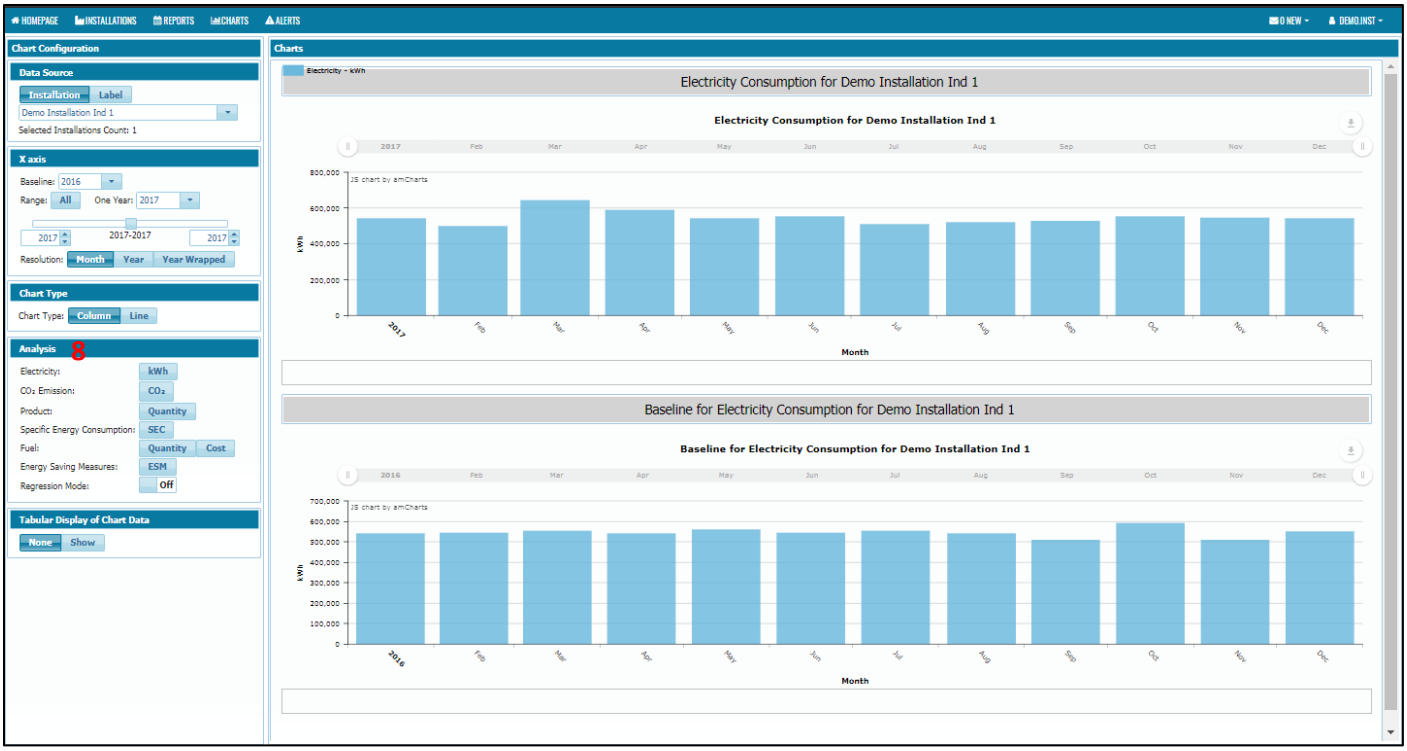
1. Select analysis by installation or label.
2. Select the installation (if analysis by installation) or label (if analysis by label)



3. Select Baseline Year.
4. Select Range type (All, One Year or Range of Years)
5. Select Resolution (Month, Year or Year Wrapped)
6. Choose chart type (Column or Line)
7. Choose whether to show data table below chart or not.

Note:

i. Baseline year is only available to be selected if all data for that year is complete one year. For example, year that the data is only from July – December will not be available to be selected as baseline year. The data must be completed 12 months then only the year will appear in the selection.



8. Select type of analysis.

Note:

i. For **Industry Sector**, type of analysis available is Electricity, CO_2 Emission, Product, Specific Energy Consumption, Fuel (if defined by the installation), Energy Saving Measures and Regression (need to turn on first).

ii. For **Commercial and Government Sector**, type of analysis available is Electricity, CO_2 Emission, Building Energy Intensity, Fuel (if defined by the installation), Energy Saving Measures and Regression (need to turn on first).

iii. To show table below the chart:

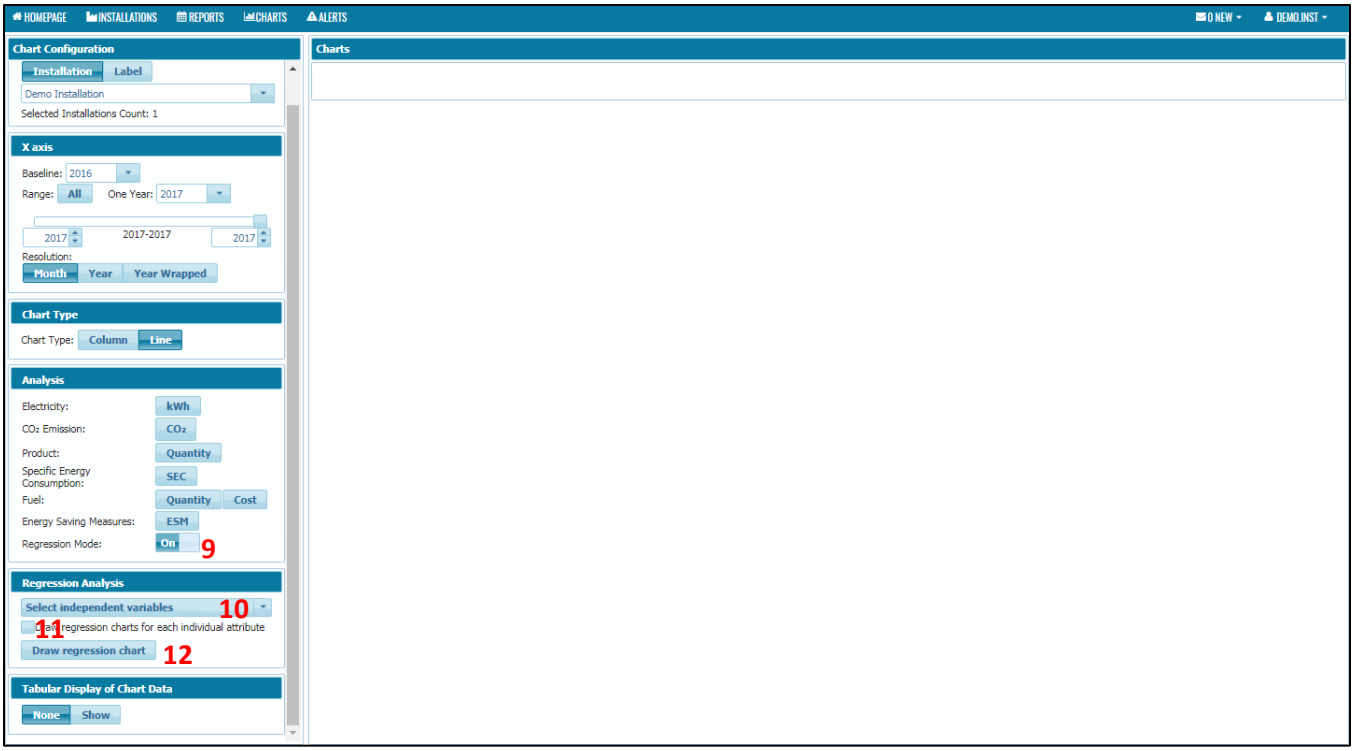
   a) Under the Tabular Display of Chart Data, click Show.

iv. To zoom in / out the chart:

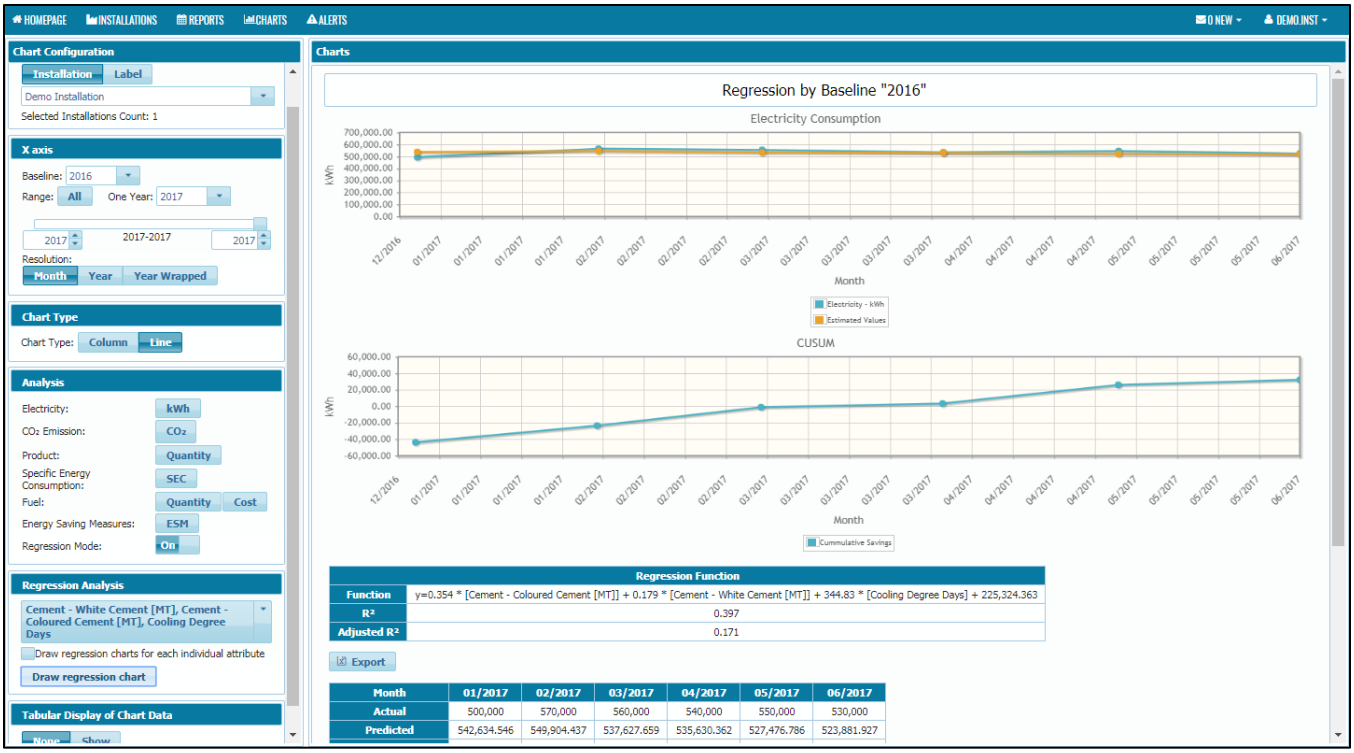
   a) Drag the slider above the chart

v. To hide any series in the chart

   a) Click on the legend of the chart.



9. To use the regression, turn on the regression mode first.
10. Select the independent variables for the regression.
11. If you would like to draw regression charts for each individual attribute, check the box.
12. Click the draw regression chart button.



Note:

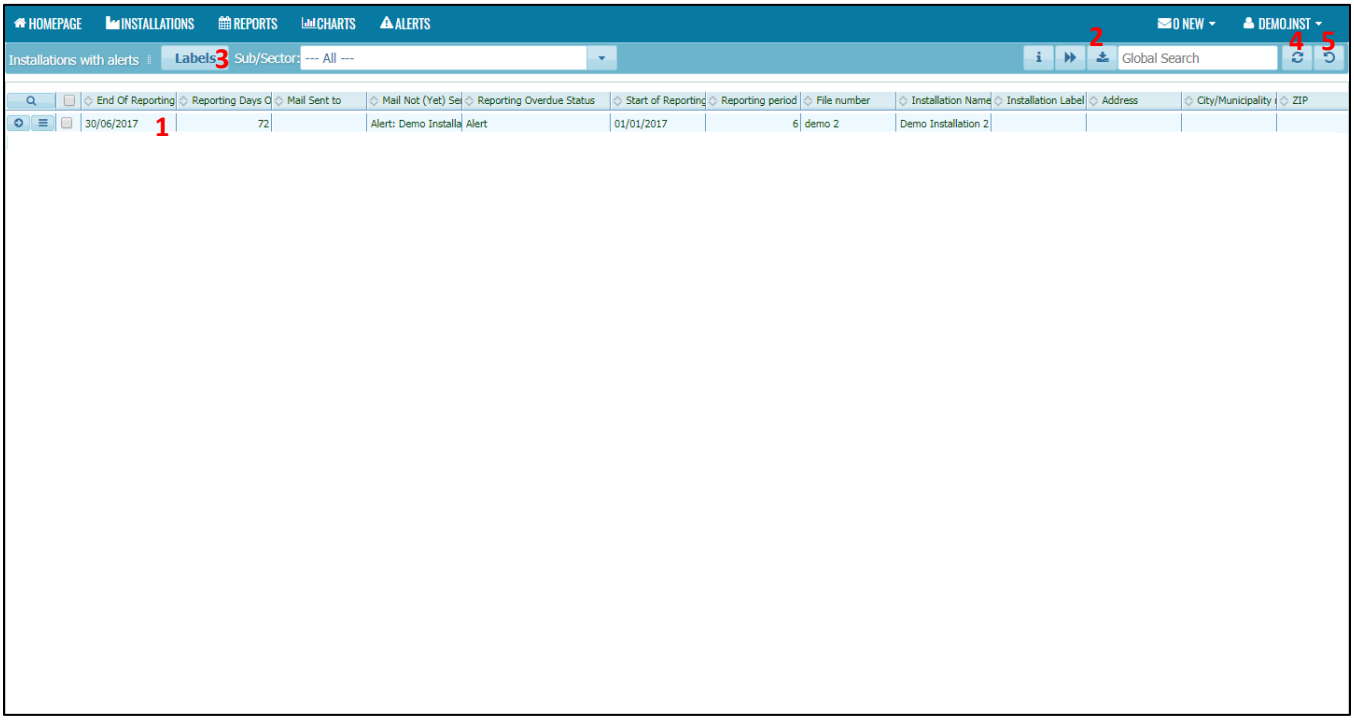
i. To perform regression, baseline year must be before starting year.

ii. Regression can only be performed if the variables (product and variables) in selected baseline year is the same as year selected.

iii. R^2 and Adjusted R^2 value should be a minimum of 0.75 as per international practices according to International Performance Measurement and Verification Protocol (IPMVP).

7. Alerts

7.1 Overview



1. This section will show list of reminders and alerts received by the installation on report submission.
2. Export button allows the user to export the table to Excel or CSV format.
3. Labels button allows the user to label any installation to specific label/tag.
4. Refresh button allows user to refresh the data in the table.
5. Reset Table allows user to reset the table to its original state.

Note:

i. Reminders about end of reporting period:
   a. The day after the reporting period expires – 1st warning
   b. 15 days after the reporting period expires – 2nd warning
   c. 30 days after the reporting period expires – Alert

ii. User will be notified on the reminders and alerts through:

a. E-mail to Installation and REEM

Wed 23/8/2017 12:01 AM

System Admin EMIS Malaysia <emisadmin@st.gov.my>

[EMIS] Alert: Send report for installation Demo Installation

To Ahmad Zulhilmi Harun

EMIS

Dear user,

This is an alert that you have to send report for installation Demo Installation.

Due date is 30/06/2017

EMIS Application URL is https://emis.st.gov.my

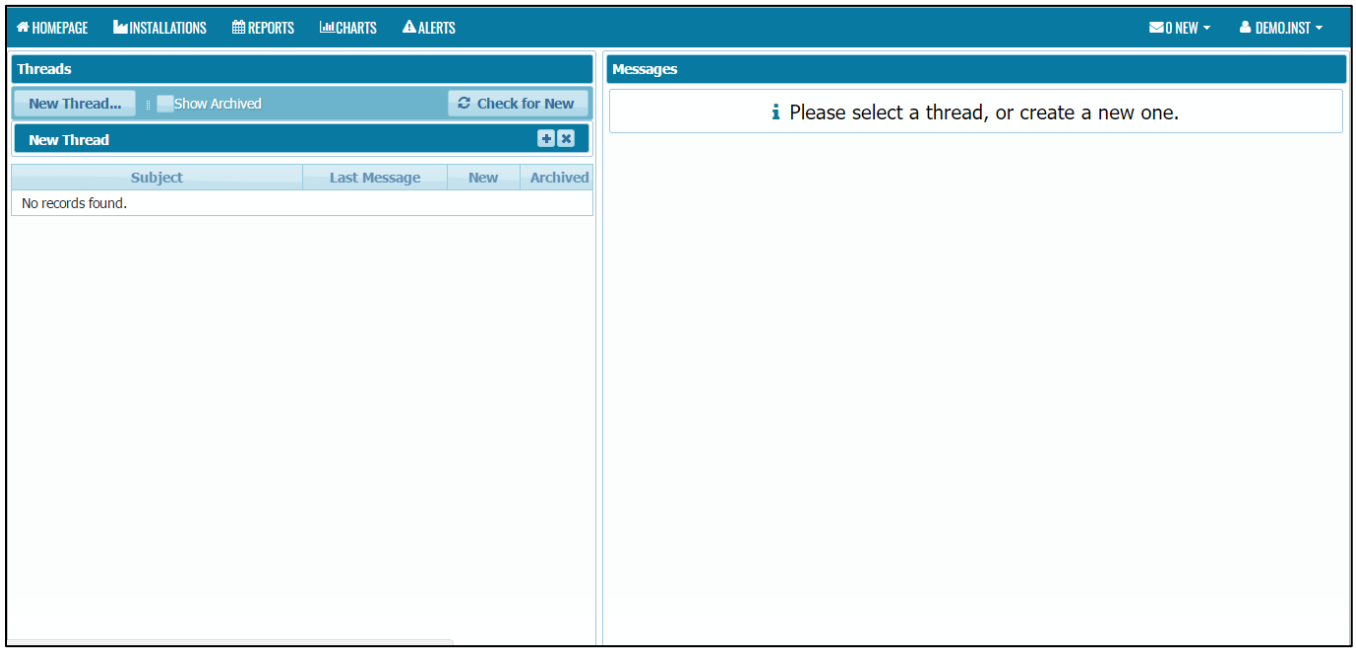
b. Displayed on Installation Homepage

Statistics of Reports	
Total reports submitted	0
Previous reporting period	07/2016 - 12/2016
Date of last submitted report	
Current reporting period	01/2017 - 06/2017
Due date of submission	30/07/2017
Next reporting period	07/2017 - 12/2017
Report overdue days	**22**

iii. It is responsibility of Installation and REEM user to ensure timely submission of report.

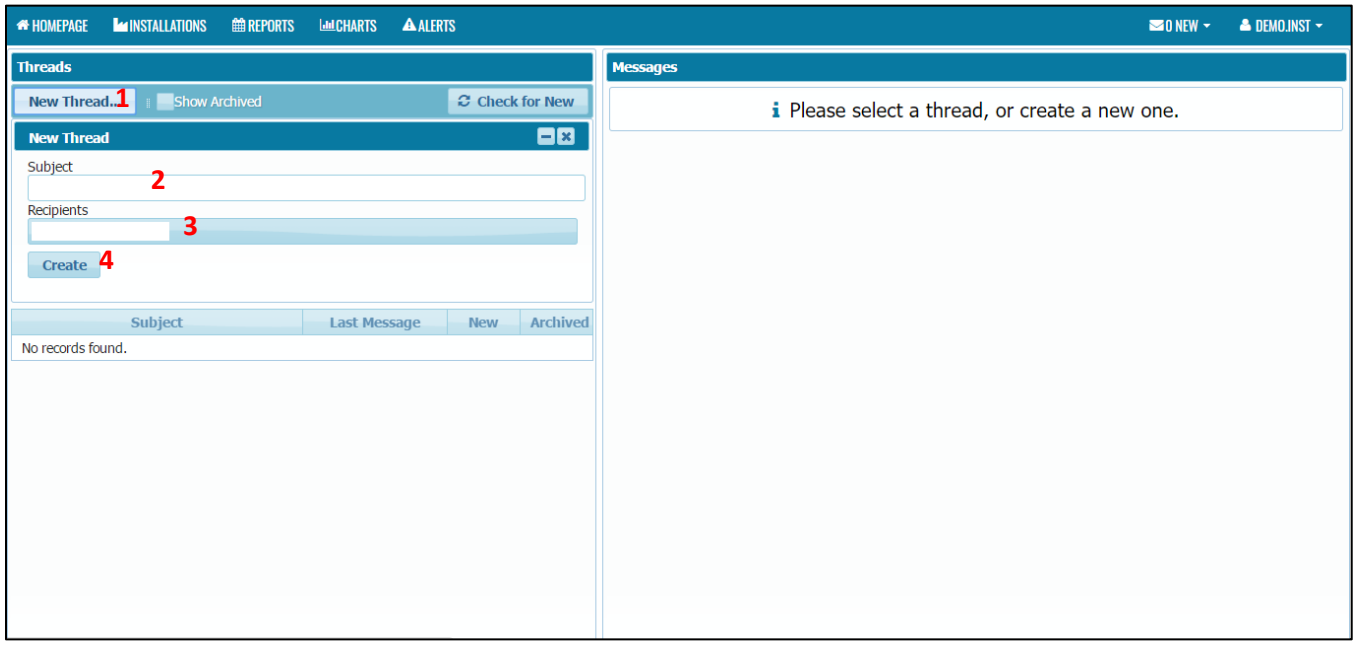
8. Messaging

8.1 Overview

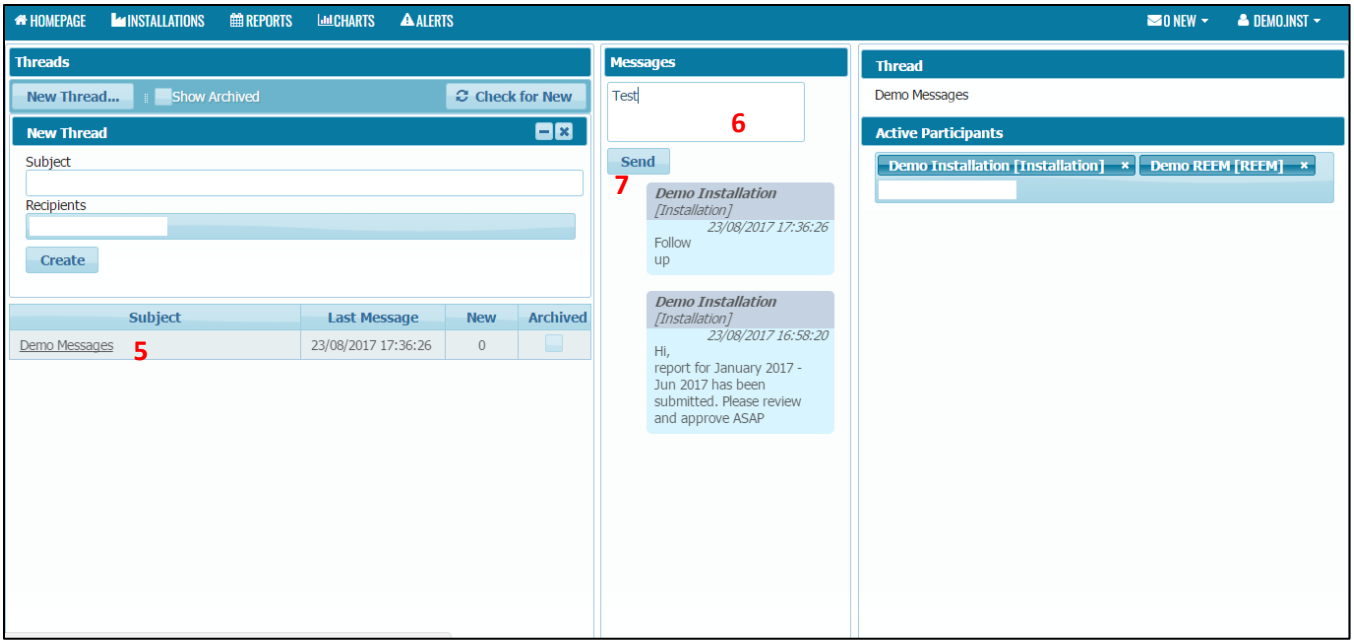


1. A forum-like messaging system for communication between EMIS users
2. Messages do NOT appear instantly – click “Check for New” to see new messages
3. Only included participants can see a thread
4. A count of all new messages is displayed in the menu bar

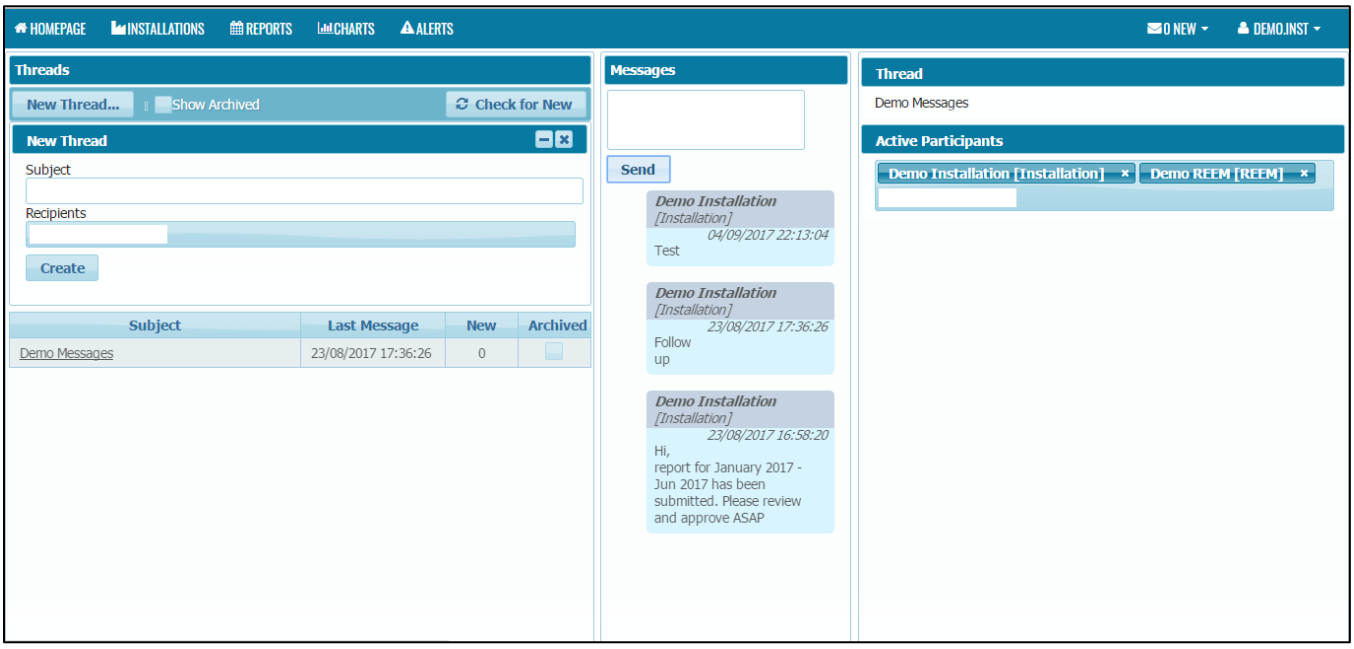
8.2 Create New Message Thread



1. Click on New Thread button.
2. Enter the subject.
3. Find the recipient.
4. Click Create button



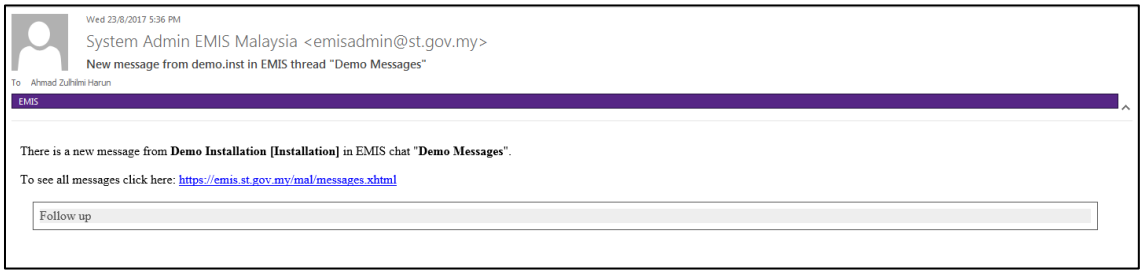
5. Click on the message thread.
6. Enter the Message in the message field.
7. Click Send button.



Note:

i. An e-mail notification can be sent for each new message received.

   a. Can be enabled/disabled in My Settings >> Send Messages to e-mail



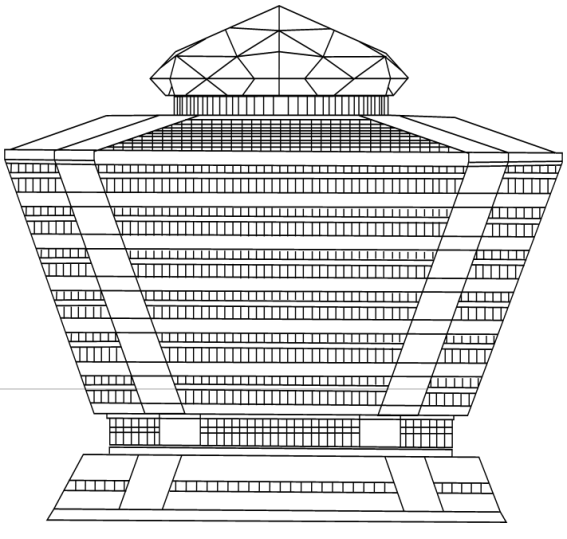
ii. A thread can be archived by ticking the archived check box.

Subject	Last Message	New	Archived
Demo Messages	23/08/2017 17:36:26	0	

9. Contact Us

For any problem related to EMIS, please email to **emisadmin@st.gov.my** or you can contact us at:

Director, Industry Operations Department
Suruhanjaya Tenaga (Energy Commission)
No. 12, Jalan Tun Hussein
Precinct 2,
62100, Putrajaya.
(Attn: Energy Efficiency & Conservation Unit)

Tel No: 03-8870 8680/8693/8630/8762

Fax No: 03-8888 8648