

Energy Management Information System (EMIS)

Installation-User Manual

Version 2.1



ßE

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 R² (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.

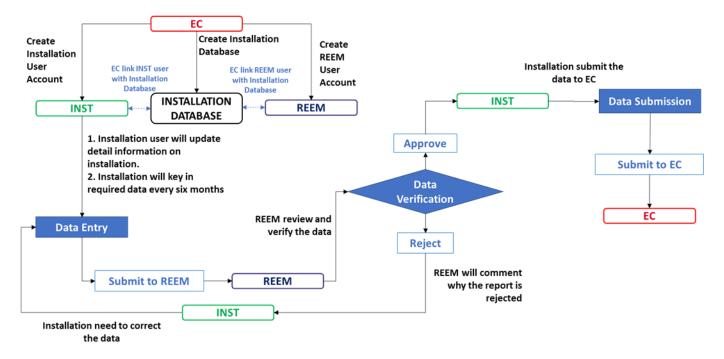
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1. Introduction

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.

ABOUT FAQ CONTACT MANUALS -		
	Suruhanjaya Tenaga Energy Commission	
	ENERGY MANAGEMENT INFORMATION SYSTEM (EMIS)	
	Username : Password : Password Eorgot password	
Copyright © 2017 of Energy Commission. All Rights Reser	ved. EMIS v3.0.4	8 MAL

- 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

🖉 Hello, Demo Insta	allation [demo.inst]	! You have to chan
	Chang	e Password
	Old Password	••••
1	New Password	•••••
	New Password (again)	•••••
	Change 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.

- 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

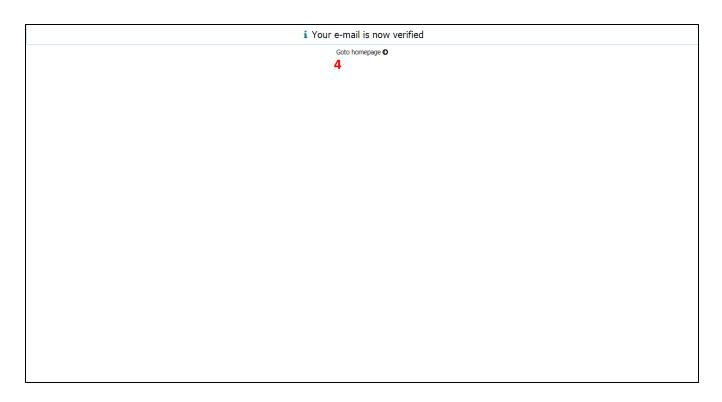
2.3 Email Verification

HOMEPAGE	Installations	mail REPORTS	LILL CHARTS	▲ ALERTS	🖂 O NEW 👻	🛎 DEMO.INST 👻
-mail emis	admin@st.gov.my	1		Send Verification Email 2		
0	Your e-mail i	is not verif	fied. Plea	e enter/check your e-mail address and click the button above to send instructions.	a verification email, and follow f	further

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

Mon 21.6/2017 9:58 AM										
System Admin EMIS Malaysia <emisadmin@st.gov.my></emisadmin@st.gov.my>										
EMIS E-mail Verification										
To Ahmad Zuhlini Harun										
EMIS										
Please click on the link https://emis.st.gov.my/email-verify.xhtml?t=1ae3cead-81d0-4e4e-a329-4f4bc0645af0 to verify your e-mail address.										
3										

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

- 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

ABOUT	FAQ	CONTACT	MANUALS -	
				ENERGY MANAGEMENT INFORMATION SYSTEM (EMIS)
				Username : Password : Login 1 Forgot password
Copyrigh	it © 201	7 of Energy (Commission, All Rights Reserve	d. Emis v3.0.8 mal

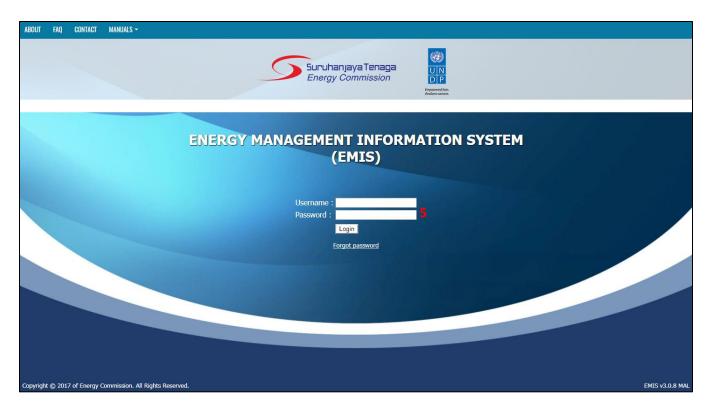
1. At the login page, click on the Forgot Password.

	Decrywell Decet
	Password Reset
2	Usemame
	Email
I	Reset 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.

Non 21/8/2017 10:24 AM System Admin EMIS Malaysia <emisadmin@st.gov.my> EMIS Password Reset To Ahmed Zuhlim Harun</emisadmin@st.gov.my>	
EMIS	
You just requested a password reset on your EMIS account. Please go to https://emis.st.gov.my and use the following credentials to log-in:	
Username: : demo inst Password: : YK9jb6jV 4	
If you did not request this password change, or you do not recognize this activity, please contact your EMIS Administrator!	

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.

	Chang	e Password
	Old Password	•••••
6	New Password	•••••
	New Password (again)	•••••
	Change Password	

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

LINSTALLATIONS HEPORTS	Lui CHARTS 🔺 ALERTS				™0 NEW -	♣ DEMO.II
		Demo Inst	allation		ن Log Out	
Statistics of R	anorte					_
Total reports submitted	0	REEM Pr	ofile			
Previous reporting period	07/2016 - 12/2016	Name	Demo REEM			
Date of last submitted report		Certificate Number	PTE-1234-5678		Juick Links	
Current reporting period	01/2017 - 06/2017	Certificate Expiration	20/12/2017	1111100-1111022-031	: Demo Installation O	
Due date of submission	30/07/2017	Email		Reports overv	iew for the installation O	
Next reporting period	07/2017 - 12/2017	Telephone				
Report overdue days	22					

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

# HOMEPAGE	Installations	🛍 REPORTS	LILICHARTS	A LERTS					🖂 O NEW 👻	🛎 DEMOJINST 👻
						Change Password				
					Old Password					
				3	New Password					
					New Password (again)					
					Change Password					
								-		
					General	data R:MAL_INST - 1	Installation			
					Full Name	Demo Installation				
					Telephone					
				4	Mobile Phone					
					Fax					
					E-Mail	emisadmin@st.gov.n	ny			
					Send Messages to e-mail					
					Save					
								_		
					Use this data wh Logged in user	en reporting a proble	em with application: demo.inst			
						Current Date and Time	21/08/2017 10:57:53			
						rrent Date and Time	21/08/2017 10:57:54			

- 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

- 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

	NSTALLATIONS 🕅 REPORTS		A LERTS									🖂 O NEW 👻	🔺 DEMO,	ast -
llations 3 La	bels Sub/Sector: All			•						i	* *	Global Search		0 (t
📄 💠 File n				♦ Installation Labe	el 🗇 Address	City/Municipality	ZIP	🗇 County name / G	OProject Name	Sector	or	Subsector	Contact Per	son - 🛇
demo 2	Demo Installation 7 Demo Installation 2				123 Jalan Kecekapa	WP Putrajaya	62100		Demo Demo	Indust Comm		Manufacture of Non Office Building	Ahmad bin Mo	ohama El
	Donio Installation 2	renaga Nasional De							Danio	Comm	creior	Office building		

- 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.

i. Working with tables:

Search by field criteria	Sort Ascending / Descending		Load additional 1000 entries	Search	typical fields
A HOMEPAGE 🖌 INSTALLATIONS 📾 REPORTS 💷 CHARTS 🔺 ALERT				🖂 O NEW 🚽	🛎 DEMO.INST 👻
Installations Labels Sub/Sector: All	-			i 🕨 🖄 Global Search	C 3
Q O File number Installation Name Ucencee Supply & Accounts contains contains contains contains contains	✓ Installation Label ◇ Address ✓ contains ▼ contains ▼	City/Municipality City/Municipality Contains ▼ contains ▼	♦ County name / G ♦ Project Name contains ▼ contains ▼	♦ Sector ♦ Subsector Contains ▼ Contains ▼	♦ Contact Person - ♦ Contact
○ ■ demo Demo Installation Tenaga Nasional Be 123456789 ○ ■ demo 2 Demo Installation 2 Tenaga Nasional Be	123 Jalan Kecekapa	a WP Putrajaya 62100	Putrajaya Demo Demo	Industry Manufacture of Nor Commercial Office Building	n Ahmad bin Mohama Electr
Open Options					

4.2 Creating Labels

A HOMEPAGE	I MINSTALLA	TIONS 🗰 REPORTS 💷 CHARTS	A ALERTS										⊠O NEW ▼	🔺 DEMO.	NST 🕶
Installations	2 Labels	Sub/Sector: All		- v -						i	₩ -	🛎 Glo	bal Search		ເງ
	File number	♦ Installation Name ♦ Licencee Supply A		Installation Label	*	City/Municipality		🔷 County name / G	Project Name	Sec	tor		Subsector	Contact Per	
		Demo Installation Tenaga Nasional Be : Demo Installation 2 Tenaga Nasional Be	123456789	demo	123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo Demo	Indus Comn			lanufacture of Non Iffice Building	Ahmad bin Mo	hama Electr

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

🕈 HOMEPAGE 🛛 🕍 INSTAL	ATIONS 🗰 REPORTS 💷 CHARTS	A ALERTS		🔤 O NEW 👻	🛎 Demo.inst 🚽
Installations Labels	Sub/Sector: All	•	i ⊮ ≛	Global Search	C 3
		Tags * am		Global Search	
		New Label demo 3 Apply new label 4			
		,			

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

# HOMEPAGE Installations meports incharts	▲ ALERTS		🖾 O NEW 👻	🔺 DEMO.INST 👻
Installations II Labels Sub/Sector: All	·	i ⊯ ≛	Global Search	C 3
Q C File number Installation Name Elencee Supply Q E demo Demo Installation 2 Tenaga Nasional 8 Q E demo 2 Demo Installation 2 Tenaga Nasional 8	Tags 6 × Existing labels demo @ Set □ Remove • Manage 5 5	Sector Industry Commercial		Contact Person - Co Ahmad bin Mohama Electr

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

A HOMEPAG	GE 🌆 INSTALLAT	TIONS 🛍 REPORT	'S Leecharts	A LERTS									🖂 O NEW 👻	📥 DEMO	JNST -
Installations	s Labels	Sub/Sector: Al									i 🕨	*	Global Search		C 3
Q .	🛇 File number	Installation Name	Licencee Supply A	Accounts	Installation Label	Address	City/Municipality	♦ ZIP	County name / G	Project Name	Sector		Subsector	Contact Pe	erson - 🔷 Cor
○ = □		Demo Installation	Tenaga Nasional Be	123456789		123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo	Industry		Manufacture of Non	Ahmad bin M	Johama Electr
0 =	demo 2	Demo Installation 2	Tenaga Nasional Be		7					Demo	Commer	cial	Office Building		

7. Installation is now labelled.

- 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

HOMEPAGE MINSTALLA	TIONS 🗰 REPORTS 💷 CHARTS	ALERTS								🖂 O NEW 👻	🚔 DEMO.INS	st -
tallations I Labels	Sub/Sector: All		- *						i 🕨	🛓 Global Search	0	3
Q 📄 🔷 File number	Installation Name Clicencee Supply A	Accounts	Installation Label	Address	City/Municipality	🗇 ZIP	🔷 County name / G	Project Name	Sector	♦ Subsector	Contact Perso	on - 🔿
demo demo 2	Demo Installation Tenaga Nasional Be Demo Installation 2 Tenaga Nasional Be		demo	123 Jalan Kecekapa	WP Putrajaya	62100		Demo Demo	Industry Commercial	Manufacture of Nor Office Building	n Ahmad bin Moha	ama El

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

O Installations : Demo Installation Ind 1	
DETAILS ELECTRICITY VARIABLES FUELS PRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE	
5 Update Cancel	
General Data	Contact Information
File number demo 1	Contact Person - Name Ahmad bin Mohamad
Installation Name 1 Demo Installation Ind 1	Contact Person - Designation Electrical Engineer
Address 123 Jalan Kecekapan Tenaga	Contact Person - Email emisadmin@st.gov.my
State Putrajaya 👻	Contact Person - Telephone 03-88708500
City Putrajaya -	Contact Person - Fax 03-88886637
ZIP ID 62100 -	Building Usage (for Commercial & Government Sector only)
Subsector ID Industry / Manufacture of Non-Metallic Mineral Pro	Gross Floor Area (7)
Project -	Globa Fildh Area *** Persent of Gross Filon Area That is Air Conditioned
Reporting period 6	Server Area
Start of Reporting Regime (7) 01/01/2019	Parking Area That is Enclosed
Start of Reporting Period (7) 01/01/2021 Name: Demo REEM	Net Floor Area ⁽⁷⁾
Certificate: PTE-1234-5678	Design Occupant Load Unit
REEM Date of Expiry: 01/12/2022 Email: azulhilmi_89@yahoo.com	Design Occupant Load
Electricity Tariff Category E2	Actual Occupant Load
Licencee/Supply Authorities Tenaga Nasional Berhad 🔹	Efficient Electrical Energy Hanagement
Installation Registration No ST(THL)PIS/SGR/00000	Entro from a ford and on private to use strength in the most responsible manner possible. Under the policy entropy management will be a terr of a magnet of durp plus a
	products. Our efforts to reduce energy use will also support our commitment to our employees, the environment, and the communities in which we are a part.
	1. Ahmad Demo - General Hanager Efficient Electrical Energy Management Commitse. Mobilità Demo - Grief Elegineer 4. Si Demo - Mainterance Objertment
	1. Maximite energy performance, reduce operating expenses and increases handbode value by activity and reprosibly managing energy increases and increases handbode value by activity and reprosibly managing energy 2. Demonstrate commitment to our community and leadership in our indicatiny in yeaking environmental impacts associated with energy use

- 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. Licensee/Supply Authorities
 - h. Installation Registration No. (example is ST(TKL)P/S/SGR/XXXXX. If you have more than one number, please put comma (,) after each number. If you are unsure what is your installation registration number, please contact Energy Commission Regional Office.)

- 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

- 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

- 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

- 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

GE L einstall	ATIONS 🛗 REI	PORTS Lulchar	TS ALERTS			⊠O NEW →
ations	emo Installatio	n 2				
ELECTRICITY	VARIABLES	FUELS PROD	UCTS REPORTS	GRID OVERVIEW	REPORTS TABLE	
ts + Crea	te 1					i 🕨 鈭 Global Search
	♦ Inactive	Created by	♦ Created Date	Odd Modified by	♦ Modified Date	
	Inactive	○ Created by	Created Date	Modified by	Modified Date	

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

MEPAGE	INSTALLA	TIONS 🗰 REF	PORTS Leechar	TS 🔺 ALERTS		Service and the	V 👻 🔺 DEMO.INS
nstalla	itions 🛛 🔅 D	emo Installatio					
VILS	ELECTRICITY	VARIABLES	FUELS PROD	UCTS REPORTS	GRID OVERVIEW	REPORTS TABLE	
counts	+ Creat	e				i 🕨 🕹 Global Search	0
0	> Account	Inactive	Oreated by	Created Date	Modified by	♦ Modified Date	
						V Howing Date	
_			1				
						Account ×	
						3 Create Cancel	
						Account 123456789 2	
						Inactive	

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

↔ HOMEPAGE MINISTALLATIONS	🖂 O NEW 👻	🏝 DEMOJINST 👻
G Installations Demo Installation 2		
DETAILS ELECTRICITY VARIABLES FUELS PRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE		
Accounts + Create	i 🅨 초 Global Search	8 9
Q ♦ Account ♦ Inactive ♦ Created Date ♦ Modified Date Q ■ 123456789 0 24/07/2017 21:05:0 ■ 0		
https://emis.st.gov.my/mal/installation.xhtml?id=571#myForm.myTabView:ACCOUNTS		

- 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 unchecking 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.

# HOMEPA	GE I minstalla	TIONS 🗰 RE	EPORTS L	INCHARTS	ALERTS									≥0	NEW 👻	🚔 Demo.inst 👻
O Insta	llations Tr	aining - Comn	nercial													
DETAILS	ELECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORTS	GRID OVERVIEW	REPORTS TABLE									
i	Please not	e that Ad								New variables d, even the one				s might be r	emoved	if you
i	Maximum	combined	l count o	of produ	ucts and v	variables fo	r regression		10. You can used.	declare and re	port more than	n 10, hov	vever for	regression	max 10	can be
Variabl	es i 🕇 Creat	2											i 🕨	🕹 Global Searc	ı	C 2
Q	🔿 Variable		O UOM	0	Inactive	Created by	Created Date	O Modified by	Modified Date							

4.3.3 Updating Installation's Variables

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

MEPAGE INSTALLATION		IS 🔺 ALERTS				⊠O NEW →	🛎 DEMO.INST
	ng - Commercial						
ILS ELECTRICITY V	ARIABLES FUELS PRODU	UCTS REPORTS GRID OVERVII	REPORTS TABLE				
i Please note					might appear, but also variables might s which are not yet submitted.	be remove	d if you
i Maximum co	mbined count of pro	oducts and variable		10. You can declare and rep ised.	oort more than 10, however for regress	ion max 10) can be
ables + Create					i 🕨 🛓 Global	Search	Q :
🗘 🔿 Variable	O UOM	♦ Inactive ♦ Created	b2 Created Variable	×			
			Variable Inactive				

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

# HO	MEPAGE	E MINSTALLAT	IONS 🗰 R	EPORTS 🗳	MCHARTS 🔺 ALERTS						⊠O NEW →	🛎 DEMO.INST 👻
0 1	nstalla	ations Tra	aining - Comr	nercial								
DET	AILS	ELECTRICITY	VARIABLES	FUELS	PRODUCTS REPORT	IS GRID OVERVIEW	REPORTS TABLE					
	i	Please note	e that Ac						your sector. New variables might appear, but als ever modified, even the ones which are not yet s			red if you
	i	Maximum c	combined	l count d	of products and	l variables fo	r regression a	nalysis is	10. You can declare and report more than 10, ho used.	wever fo	or regression max	10 can be
Vā	riables	+ Create	2							i 🕨	🔹 Global Search	C D
	۹	🔿 Variable		O UOM	Inactive	Created by	Created Date	Modified by	Modified Date			
C		Cooling Degree Days	s		0	demolinst	07/12/2018 11:25:4 de	emo.inst	07/12/2018 11:25:4			

- 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)

HOMEPAGE Munistallations	⊠O NEW →	🔺 DEMO.INST 👻
Installations Demo Installation 2		
DETAILS ELECTRICITY VARIABLES FUELS PRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE		
Fuels (if applicable) 🛙 🕈 Create 👖 🚺 🕹 Global S	earch	8 5
Q ♦ Fuel ♦ UOM ♦ Inactive ♦ Created by ♦ Modified by ♦ Modified Date		

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

MEPAGE INSTALL	ATIONS 🛛 🛗 REP	ORTS MUCHART	S 🔺 ALERTS							🖂 O NEW 👻	🚔 DEMO.INST
nstallations	Demo Installation	12									
AILS ELECTRICITY	VARIABLES	FUELS PRODU	CTS REPORTS	GRID OVERVIEW	REPORTS TABLE						
els (if applicable) 🛙	+ Create								i) → 📩 G	obal Search	0 0
Q 🗘 Fuel	⇔ uom	Inactive	♦ Created by	♦ Created Date	O Modified by	Oddified Date					
					Fuel		×				
					Courts I.			1			
					Create	Cancel					
					Fuel		-2				
					Inactive						
				-				·			

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

A HOME	AGE MINSTALI	LATIONS 🛗 RI	EPORTS	LEECHARTS	A LERTS							🖂 O NEW 👻	🛎 DEMO.INST 👻
G Inst	allations	Demo Installatio	on 2										
DETAILS	ELECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORTS G	RID OVERVIEW	REPORTS TABLE						
Fuels	(if applicable) 🛛	+ Create								i 🕨	📥 Global Se	earch	C C
Q	Fuel	♦ UOM	🗘 Inac	tive	Oreated by	Created Date	\diamondsuit Modified by	Modified Date					
0	Natural Gas	m ^a	0			14/06/2017 18:45	:2	23/08/2017 19:14:4					

- 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.
- 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)

HOMEPAGI	Iminstallatio	ONS 🗰 REPOR	RTS Leucharts	▲ ALERTS							⊠0 NEW •	A DEMO.INST -
Install	ations Trai	ining - Commerc	cial									
ETAILS	ELECTRICITY	VARIABLES F	FUELS PRODUCTS	REPORTS GRID OVE	RVIEW REPO	ORTS TABLE						
i	Maximum co	ombined co	ount of produc	ts and variab	oles for re	gression an	alysis is 10. ` used		lare and re	port more th	aan 10, however for regression max	10 can be
Products	(for Industry Sec	tor only) 👔 🕇	Create								i 🕨 🖄 Global Search	C D
۹	O Product Type		O Product Name	O UOM	Quantity	Inactive	Created by	Created Date	O Modified by	Modified Date		

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

OMEPAGE IMINSTALLATIONS IREPORTS IMICHARTS	Allerts	🜌 O NEW 🔶 🔺 DEMO INST
Installations I Training - Commercial TALLS ELECTRICITY VARIABLES RUELS PRODUC Maximum combined count of pro	TS REPORTS GRID OVERVIEW REPORTS TABLE ducts and variables for regression analysis is 10. You can declare and used.	report more than 10, however for regression max 10 can be
roducts (for Industry Sector only) 🕴 🕇 Create		i 🏕 Global Search Q 🤉
Q O Product Type O Product Name	UDM Quantity Inactive Created by Created Date Modified	

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

# HOMEPAGE	INSTALLATIONS 🗰 REPO	ORTS LAUCHARTS 🔺	ALERTS				🖂 O NEW 🕶	🛎 Demo.inst 👻
© Installations	# Training - Commer	rcial						
DETAILS ELECT	RICITY VARIABLES	FUELS PRODUCTS	REPORTS GRID OVERVIEW REPO	RTS TABLE				
i Maxi	mum combined c	count of products	s and variables for re <u>c</u>	ression analysis is 10 use		port more than 10, he	owever for regression max 10	0 can be
Products (for Ir	dustry Sector only) 🛛 🔤	+ Create					i 🕨 🛓 Global Search	C D
Q O Produ	ict Type	O Product Name	O UOM O Quantity	Inactive Created by	♦ Created Date ♦ Modified by	O Modified Date		
Cement		White Cement	Metric Tonne (MT)	0 demo.inst	07/12/2018 11:30:5 demo.inst	07/12/2018 11:30:5		

- 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 unchecking 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

A HOMEPAG	E MINSTALL	ATIONS 🗰 R	EPORTS	Lel CHARTS	▲ ALERTS						🖾 O NEW 🗝	📥 DEMO.INST 🗸
O Install	lations I	emo Installati	on									
DETAILS	ELECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORTS GRID OVERVIEW	REPORTS TABLE						
Report A	Actions Cro	eate Historic	al Report	Create N	lext Report (01/2017 - 0	6/2017)						
	allation has no i	1		1	2							
1115 1150	silation has no i	eports										

- 1. Create Historical Report To create previous report. For example, if you want to create baseline report before the appointment of REEM.
- 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

HOMEPAGE MAINSTALLATIONS ERPORTS MACHARTS ALLERTS	🖾 O NEW 🗸	📥 DEMO.INST 🛩
O Installations Demo Installation		
DETAILS ELECTRICITY VARIABLES FUELS FRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE		
Report Actions Create Historical Report Create Next Report (01/2017 - 06/2017)		
This installation has no reports!		
New History Report ×		
Year 2		
Month 3		
Duration (months) 6		
Create Report Cancel		
- <mark>-4</mark>		

- 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).
- 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:

 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.

HOMEPAG	GE L arins	STALLATIONS	III REPORT	S 🔟 CHART	S 🔺 ALERTS							🖂 O NEW 🗸 🔺 DEMO.INS
Edit	Refres	h Dates &	Attrs De	elete i S	Submit to REEM							
epert II	D		162						Wa	rnings		Quick Links
ıstallati	ion		Demo Ins	stallation 😡				All fields in Elect	ricity must be entered for secto	or Industry		Installation: Demo Installation O
уре			Report					All fields in Varia	ables must be entered for secto	r Industry		Reports overview for the installation
tart Dat	ie		01/07/20	17				All fields in Prod	ucts and Specific Energy Consu	mption (SEC) mu	ist be entered for sector Indu	istry
eportin	g duration	n [months] 6									
eportin	g period		07/2017	- 12/2017								
tatus			Draft		Sta	itus Histo	D ry					
ommen	t				Date Statu	s User	Comment					
Electrici	ty											
Year	Month		Accoun	t								
Teal	rional	123456	789 [kWh]	Total [kWh	1							
2017	7				0							
2017	8				0							
2017	9				0							
2017	10				0							
2017	11				0							
2017	12				0							
To	otal		0		0							
Exp	aut											
x Exp	ort											
Product	s and Spe	cific Ener	gy Consumpl	tion (SEC)								
				Product					SEC			
Year	Month	Cement	- White Cen		ent - Coloured Ce	ment						
		MT	Weightage [%] MT	Weightage [%]	Cement - White C	ement [kWh/MT]	Cement - Coloured Ceme	nt [kWh/MT]		
2017	7											
2017	8											
2017	9											
2017	10											
	11											
2017	11											

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.

希 HOMEPAG	ie L uin	ISTALLATIONS	# REPORTS	Le CHARTS	▲ ALERT
Save	Cance	el Delete	1.		
Report II			163		
Installati	on		Demo Installat	-	nlv
Туре				Baseline-o	nly
Start Dat		n (months)	01/07/2016		
Reportin		- [instituto]	07/2016 - 12/3	2016	
Status			Draft		
Commen					
Electrici	ty 7				
			Account		
Year	Month	123456	6789 [kWh]	Total [k	Vh]
2016	7	510000			0
2016	8	520000			0
2016	9	530000			0
2016	10	520000			0
2016	11	550000			0
2016	12	540000			0
	otal		0		0
Exp	ort				
Product	s and Spe	cific Energy	Consumption	(SEC)	

- 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.

ouucc	s and Spec	cific Energy Consumption ((SEC)				
				oduct			SEC
Year	Month	Cement - V MT	White Cement Weightage [%]	Cement - Co MT	loured Cement Weightage [%]	Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
2016		220000 8		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		
Т	otal	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.

lectrici	ty										
Year	Month	Accour	nt								
rear	Monu	1234567890 [kWh]	Total [kWh]								
2017	1	450,000	450,000								
2017	2	430,000	430,000			From 450,000kWh, how many percent					
2017	3	440,000	440,000			electricity is used to produce Hardisk					
2017	4	450,000	450,000			Diskette for Month 1/2017. Total perc					
2017	5	500,000	500,000				entage of				
2017	6	440,000	440,000			weightage must be 100%					
T	otal	2,710,000	2,710,000								
Exp		rific Energy Concump	tion (SEC)								
		cific Energy Consumpl		oduct			SEC				
		Magnetic and Optic			Optical Recording Me dia Diskette	Magnetic and Optical Recording Media - Hardis	k Magnetic and Optical Recording Media - Diskette				
roduct	s and Spe	Magnetic and Optic Har	Pr al Recording M edia -			- Hagnetic and Optical Recording Media - Hardis [kWh/pcs]					
Product	s and Spe	Magnetic and Optic Har	Pro al Recording Madia - disk	Magnetic and pcs	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardis [kWh/pcs]	k Magnetic and Optical Recording Media - Diskette				
Product Year	s and Sper	Magnetic and Optic Har pcs	Pro al Recording M adia - disk Weightage [% }	Magnetic and pcs 2,500	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardis [kWh/pcs]	k Magnetic and Optical Recording Media - Diskette [kWh/pcs] 90 7 1.5 4				
Product Year 2017	s and Spee Month	Magnetic and Optic Har pcs 1,500	al Recording M adia - disk Weightage [% } 60	Magnetic and pcs 2,500 3,000	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardis [kWh/pcs] 10	k Magnetic and Optical Recording Media - Diskette [kWh/pcs] 20.5 4				
Product Year 2017 2017	s and Spea Month	Magnetic and Optic Har pcs 1,500 2,000	Pr al Recording M dia - disk Weightage [%] 60 70	Magnetic and pcs 2,500 3,000 1,500	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardis [kWh/pcs] 10 10 15	k Magnetic and Optical Recording Media - Diskette [kWh/pcs] 80 7 1.5 4 7.6 26				
Product Year 2017 2017 2017	Month	Magnetic and Optic Har pcs 1,500 2,000 2,500	Al Recording M sdia - disk Weightage (%) 60 70 10	Magnetic and pcs 2,500 3,000 1,500 2,500	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardis [kWh/pcs] 10 13 15 15 15 15 16 16	k Magnetic and Optical Recording Media - Diskette [kWh/pcs] 80 7 1.5 4 7.6 26				
Product Year 2017 2017 2017 2017	Month	Magnetic and Optic/Har pcs 1,500 2,000 2,500 3,000	al Recording M sdia - disk Weightage (%) 60 70 10 41	Magnetic and pcs 2,500 3,000 1,500 2,500 2,000	Diskette Weightage (%)	Magnetic and Optical Recording Media - Hardis [kWh/pcs] 10 13 15 15 15 15 16 16	k Magnetic and Optical Recording Media - Diskette [kWh/pcs] 80 5.5 4 7.6 226 1.5 106 75 7 7				

Example (Case of more than one product defined):

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

# HOMEPAG	E 🖬 IN	STALLATIONS	REPORTS	Lee CHARTS	A LERTS	⊠O NEW -	🔺 DEMO.INST 👻
Building	Energy I	ntensity (BEI)					
Net Flo	or Area [m²]		9			
Year	Month	BEI [kWh/m	12]				
2017	7						
2017	8						
2017	9						
2017	10						
2017	11						
2017	12						
x Expo	ort						

9. For Commercial sector and Government sector, enter the Net Floor Area (m²) 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.

Variable	s		
Year	Month	Variable	
real	Fiontin	Cooling Degree Days	
2016	7	534	
2016	8	513	
2016	9	577	
2016	10	561	
2016	11	550	
2016	12	520	
Exp	ort		
Fuel			ĺ
		F	ļ

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

# HOMEPA	GE 上	INSTALLATIONS 🗂	A REPORTS 🛛 🖬	MCHARTS 🔺 ALERTS							SO NEW -	≜ DEMO.INST →	^
E Exp	oort	_											
Fuel													
			Fue										
Year	Mont	h	Natural	Gas Cost [MYR]									
2016	_	100000		20000									
2016	8	150000		30000	Ξ.								
2016		100000		20000									
2016	10	150000		30000									
2016	11	100000		20000									
2016	12	150000		30000									
Т	otal	0			0								
🕞 Exp	oort												
Energy	Saving	Measures (ESM)											
List			12										
			iype		Description	Investment Cost [M	YR]	Status		Comment			
=	8			*					•				
Add r	iew	Copy completed t	to Summary										
Sum	nary	of Impleme	nted ESN	1									
			Туре		Description	Yearly Savings [kWh]	Yearly Savings Cost [N	IVR] Return on Invest	ment [Years] Month	Completed Vear Completed	1	Comment	
= g				•									
4												•	
Add r													
Prop	osed												
			Туре		Description	Estimated Yearly Saving	s [kWh] Estimated Ye	early Savings Cost [MYR]	Investment Cost [MYF	R] Return on Investment [Years]		Comment	
= :				•									
												•	
Add r	iew e	pty lines are automatically do	deted when saving rep	ort.									

- 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:

- 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.

A HOMEPAG	E MIN	STALLATIONS f	REPORTS	Leicharts 🕰 Ai
I Save	Cance	Delete	1	
Report R			63	
Installati	on		emo Installat	
Туре				Baseline-only
Start Date Reporting		0 n [months] 6	1/07/2016	
Reporting			7/2016 - 12/2	2016
Status		D	raft	
Comment				
Electrici	y			
Year	Month	40045670	Account	
2016	7	12345678 510000	ia [kmu]	Total [kWh]
2016	8			0
		520000		
2016		530000		0
2016	10	520000		0
2016	11	550000		0
2016	12	540000		0
Το	tal	0	l.	0
Expo	ort			
Products	and Spe	cific Energy Co	nsumption ((SEC)

13. Scroll up the page and click Save button.

veport II	L23456789 [5 5 5 5 5 5 5 5 5 5 5 5 5	63 Demo Installation G Jaseline-only D1/07/2016 5 D7/2016 - 12/2016 Draft Kwh] Total [k 10,000 510 20,000 520 20,000 520 20,000 520	0 Date wh] ,000 ,000 ,000	Status Histo Status User				_		Quick Installation: Demo Reports overview fo	Installation O
stallation pe Jean Date porting duration [mi porting period atus mment lectricity Year Month 12 2016 7 12 2016 8 2016 10 2016 11 2016 11 2016 12 2016 12 2016 20 2016 20 20 20 20 20 20 20 20 20 20	L23456789 [5 5 5 5 5 5 5 5 5 5 5 5 5	Account [kwh] Total [k 0,000 510 0,000 510 0,000 520 0,000 520 0,000 520 0,000 520 0,000 520 0,000 520 50,000 550	0 Date wh] ,000 ,000 ,000							Installation: Demo	Installation O or the installation G
pe part Date seporting period tatus seporting period tatus seporting period tatus seporting period tatus seporting period tatus seporting period tatus t	E C C C C C C C C C C C C C C C C C C C	Account Account (kwh) Total [k 10,000 510 20,000 520 30,000 530 50,000 550	0 Date wh] ,000 ,000 ,000								or the installation G
tart Date eporting duration [me eporting epide tatus =	0 months] 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Account [kwh] Total [k 10,000 510 20,000 520 30,000 520 50,000 550	Comparison of the second secon							Reports overview fo	
Apporting Juration [mt tatus tatus comment Electricity Year Month 12 2016 7 2016 9 2016 10 2016 11 2016 12 2016 12 2016 12 2016 12 2016 12 2016 12 Products and Specific	months] 6 0 2 4 4 4 2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Account [kwh] Total [k 10,000 510 20,000 520 30,0000 30,000 520 30,000 520 30,000 520 30,000 520 30	Comparison of the second secon					_			
Vear Month 12 2016 7 2016 9 2016 9 2016 10 2016 11 2016 12 2016 9 2016 10 2016 11 2016 12 Products and Specific	0 123456789 [123456789 [5 5 5 5 5 5 5 5 5 5 5 5 5	Account [kwh] Total [k 10,000 510 20,000 520 30,000 530 50,000 530 50,000 550	Comparison of the second secon								
tatus comment	L23456789 [5 5 5 5 5 5 5 5 5	Account (kwh) Total [k 20,000 510 30,000 520 30,000 520	Comparison of the second secon						_		
enement Flectricitiv Year Month 1 2016 7 2016 8 2016 9 2016 10 2016 11 2016 11 2016 12 Protut ■ Specific	1 23456789 [5 5: 5: 5: 5: 5: 5:	Account [kWh] Total [k 10,000 510 20,000 520 30,000 520 50,000 550	xwh] ,000 ,000 ,000 ,000 ,000								_
Electricity Year Month 12 2016 7 12 2016 9 2 2016 10 2 2016 11 2 2016 11 2 2016 11 2 2016 2 10 2 2016 11 2 2016 2	123456789 [5: 5: 5: 5: 5: 5: 5: 5:	Kwh] Total [k 10,000 510 20,000 520 30,000 530 20,000 520 50,000 550	xwh] ,000 ,000 ,000 ,000 ,000	Status User	r Comment						
Year Month 12 2016 7 20 2016 8 20 2016 10 20 2016 11 20 2016 11 20 2016 11 20 Total Products and Specific 20	123456789 [5: 5: 5: 5: 5: 5: 5: 5:	Kwh] Total [k 10,000 510 20,000 520 30,000 530 20,000 520 50,000 550),000),000),000),000								
Year Month 12 2016 7 20 2016 8 20 2016 10 20 2016 11 20 2016 11 20 2016 11 20 Total Products and Specific 20	123456789 [5: 5: 5: 5: 5: 5: 5: 5:	Kwh] Total [k 10,000 510 20,000 520 30,000 530 20,000 520 50,000 550),000),000),000),000								
0 7 2016 7 2016 9 2016 10 2016 10 2016 11 2016 12 Total 1	123456789 [5: 5: 5: 5: 5: 5: 5: 5:	Kwh] Total [k 10,000 510 20,000 520 30,000 530 20,000 520 50,000 550),000),000),000),000								
0 7 2016 7 2016 9 2016 2016 2016 10 2016 2016 2016 10 2016 2016 2016 10 2016 2016 2016 10 2016 2016 2016 10 2016 2016 2016 12 2016 2016 Products and Specific 2016 2016	5: 5: 5: 5: 5: 5: 5:	10,000 510 20,000 520 30,000 530 20,000 520 50,000 520),000),000),000),000								
2016 8 2016 9 2016 10 2016 12 2016 12 016 12 Total Products and Specific	5: 5: 5: 5:	20,000 520 30,000 530 20,000 520 50,000 550),000),000),000								
2016 9 2016 10 2016 11 2016 12 Total Products and Specific	5: 5: 5: 5:	30,000 530 20,000 520 50,000 550),000),000),000								
2016 10 2016 11 2016 12 TU-U Export Products and Specific	5: 5: 54	20,000 520 50,000 550),000),000								
2016 11 2016 12 Total இ Export	5	50,000 550	,000								
2016 12 Total	5		-								
Total Export Products and Specific		40,000 540	000								
Export Products and Specific			,000								
Products and Specific	3,170,00	3,170	,000								
Products and Specific											
		12 (050)									
Year Month	ic Energy Co	onsumption (SEC)								
Year Month			oduct				SEC				
		White Cement		- Coloured Ceme	Cement - V	White Cement [kWh/MT]	Cement - Coloured Cement [kWh/M	m			
	MT	Weightage [%]	MT	Weightage [[%]						
2016 7	220,000	50			50	1.15909091	1.214285				
2016 8	230,000	60		0	40	1.35652174	1.				
	250,000	70			30	1.484	0.836842				
	240,000	60			40	1.3		04			
2016 11		50	220,000		50						
2016 12	230,000			·	30	1.19565217	1.	25			

14. Click on the Submit to REEM button.

HOMEPAG	GE MINS	TALLATIONS	EREPORTS	Le CHARTS	ALER1				📨 NEW 🗸 🔺 DEMO.INST 🕇
Edit	Refrest	n Dates & Atl	trs Del	ete i S	ubmit to R	EEM			
port II	D		163						Quick Links
stallati	ion		Demo Inst	allation 😡					Installation: Demo Installation O
pe			Baseline-or	nly					Reports overview for the installation O
art Dat	te		01/07/201	6					
portin	g duration	[months]	6						
portin	g period		07/2016 -	12/2016					
tatus			Draft			Status History			
ommen	t				Date	Status User	Comment		
Electrici	ity								
			Account						
Year	Month	12345678		Total [kWh]	1	_			
2016			510,000	510,000		Cont	irm status change of this report to: "Su	bmitted to REEM" ×	
2016	8		520,000	520,000		Com	nent		
2016			530,000	530,000		15			
2016	10		520,000	520,000					
2016	11		550,000	550,000			nfirm Cancel		
2016	12		540,000	540,000			Cancel		
	otal	3,170,		3,170,000		_			
		0/11/0/		5/17 0/000					
Exp	ort								
roduct	s and Spe	cific Energy (Consumpti	on (SEC)					
				Produc	ct			SEC	
Year	Month	Cement	- White Ce	ment	Cement - C	Coloured Cement			
		МТ	Weighta	age [%]	МТ	Weightage [%	Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]	
2016		220,000		50	210,000	5	1.15909091	1.21428571	
2016		230,000		60	200,000	4	1.35652174	1.04	
2016		250,000		70	190,000	3	1.484	0.83684211	
2016	10	240,000		60	200,000	4	1.3	1.04	
2016		230,000		50	220,000	5	1.19565217	1.25	
2016	12	200,000		40	230,000	6	1.08	1.40869565	

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

🗥 HOMEPAG	r Lan	STALLATIONS	# REPORTS	LILICHART	S 🗛 ALFRT	0						⊠O NEW →	📥 DEMO INST 👻
		STALLATIONS	IIII REPORTS	GHARI	S ALEKI	5							DEMU.INSI -
16													
Report II Installati			163 Dama Iaat	allation O								Quick	
	on		Demo Inst Baseline-o									Installation: Demo I Reports overview fo	
Fype Start Dat	-		01/07/201								1	Reports overview fo	r the installation 😡
			6	0									
	j uurauoi j period	n [monuis]	07/2016 -	12/2016			Statu	s History					
tatus	j penou		Submitted			ate	Status	User	Comment				
Commen			Submitted	IU REEM			ubmitted to REEM	Demo Installation [MAL I					
ommen					23/00/20	17 11.40.55 50	John Ced to REEM	Deno Installation [MAL_1	451]				
Electrici	ly												=
		1	Account										
Year	Month	123456789		Total [kWl	1								
2016	7		510,000	510,00									
2016	8		520,000	520,00									
2016	9		530,000	530,00									
2016	10		520,000	520,00									
2016	11		550,000	550,00									
2016	12		540,000	540,00									
	otal	3,170,		3,170,00									
Exp	ort												
Product	s and Spe	cific Energy (Consumpti	on (SEC)									•
_				Produ	ıct				SEC		1		
Year	Month	Cement	- White Ce			oloured Cemen	t						
		MT	Weight	age [%]	MT	Weightage [%	Cement - V	/hite Cement [kWh/MT]	Cement - Colou	red Cement [kWh/MT]			
2016		220,000		50	210,000		50	1.15909091		1.21428571			
2016	8	230,000		60	200,000		40	1.35652174		1.04			
2016	9	250,000		70	190,000		30	1.484		0.83684211			
2016	10	240,000		60	200,000		40	1.3		1.04			
2016	11	230,000		50	220,000	:	50	1.19565217		1.25			
2016	12	200,000		40	230,000		50	1.08		1.40869565			
Т	otal	1,370,000			1,250,000								

- 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.

🏟 HOMEPAGE		TIONS 🗰 RE	EPORTS	Land CHARTS	▲ ALERTS							⊠O NEW - 🔺	DEMO.INST -
O Installatio	ons i De												
DETAILS	LECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORTS GRID OVERVIEW	REPORTS TABLE							
Report Action	ons i Crea	ate Historica	al Report	Create	Next Report (01/2017	06/2017)							
				Ren	orts for Current Install	ntion						Leg	gend
Year 2016	1	2	3		5 6 7	8	9 10 07/2016 ♥	11 18	12			Submitte	raft ed to REEM d by REEM
												Submitt	ted to EC
ACCOUNT	PRODUCT	VARIABLE	FUEL										
					123456789 [kW	1					Legend		
Year	1	2	3	4	5 6	7 8		10 11	12	Green	Minimal v	alue	
2016					5	0,000 520,000	530,000 520	0,000 550,000	540,000	Yellow	Average v	alue	
										Red	Maximal v	alue	
										Color gradient	Proportional in range betwee and maximal value	en minimal, average, in the table	
										Average, min and	max are calculated for each table individ Baseline values are not include		values.

18. Report status now is Submitted to REEM.

↔ Homepage Iministaliations @ Reports Imicharts Alerts	🜌 D NEW 🗸 🔺 DEMO JNST 🗸
O Installation	
DETAILS ELECTRICITY VARIABLES FUELS PRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE	
Report Actions Create Historical Report Create Next Report (01/2017 - 06/2017)	
Reports for Current Installation	Legend
Year 1 2 3 4 5 6 7 8 9 10 11 12 2016 19 07/2016 ♀ 20	Draft Submitted to REEM Approved by REEM Rejected by REEM Submitted to EC Rejected by EC
ACCOUNT PRODUCT VARIABLE FUEL	
123456789 [kWh]	Legend
Year 1 2 3 4 5 6 7 8 9 10 11 12	Green Minimal value
2016 510,000 520,000 530,000 550,000 540,000	Yellow Average value
	Red Maximal value
	Color gradient Proportional in range between minimal, average, and maximal value in the table
	Average, min and max are calculated for each table individually using only report values. Baseline values are not included.

19. After REEM has approved the report, the status will change to Approved by REEM

20. Click on the report

OMEPAG	E MINS	TALLATIONS	🗰 REPORTS 🛛 🖬	CHARTS	A LERTS	;					🖂 O NEW 🗸	🚔 DEMO.INST 🗸
Edit	Refrest	Dates & Att	rs Delete	i Su	Ibmit to EC	1						
port IC)		163		21						Quick Li	nks
tallati	on		Demo Installatio	on 🖸							Installation: Demo Installation	stallation 😡
e			Baseline-only								Reports overview for	the installation O
rt Dat	е		01/07/2016									
orting	j duration	[months]	6				Status	History				
orting	j period		07/2016 - 12/20	016	Da	ate	Status	User	Comment			
us			Approved by RE	EM	23/08/201	7 11:48:55 S	ubmitted to REEM	Demo Installation [MAL_I	NST]			
ment					23/08/201	7 12:00:23 A	oproved by REEM	Demo REEM [MAL_REEM]	Ok			
ctrici	y											1
			Account									
ear	Month	123456789	[kWh] Tota	l [kWh]								
)16	7		510,000	510,000								
)16	8		520,000	520,000								
)16	9		530,000	530,000								
016	10		520,000	520,000								
016	11		550,000	550,000								
)16	12		540,000	540,000								
То	tal	3,170,0	00 3,:	170,000								
Expo	ort											
ducts	and Spee	cific Energy (Consumption (S	SEC)								
				Produc					SEC			
ear	Month		White Cemen			oloured Cemen	Cement - W	/hite Cement [kWh/MT]	Cement - Colour	red Cement [kWh/MT]		
		MT	Weightage [Weightage [%	-					
016		220,000		50	210,000		50	1.15909091		1.21428571		
D16	8	230,000		60	200,000		40	1.35652174		1.04		
016	9	250,000		70	190,000		30	1.484		0.83684211		
016	10	240,000		60	200,000		40	1.3		1.04		
016	11	230,000		50	220,000		50	1.19565217		1.25		
016	12			40	230,000		50	1.08		1.40869565		

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

HOMEPA	E MINS	STALLATIONS	EREPORTS	IRTS 🔺 ALERT	'S					⊠O NEW → 🔺 DEMO.I
Edit	Refres	h Dates & Att	rs Delete I	Submit to E						
Report I)		163							Quick Links
nstallat	on		Demo Installation 🛇							Installation: Demo Installation O
уре			Baseline-only							Reports overview for the installati
tart Dai	e		01/07/2016						_	
eportin	g duratior	n [months]	6			Status	History			
eportin	g period		07/2016 - 12/2016		Date	Status	User	Comment		
tatus			Approved by REEM	23/08/20	17 11:48:55 Sub	mitted to REEM	Demo Installation [MAL_INS	Τ]		
ommen	t			23/08/20	17 12:00:23 App	roved by REEM	Demo REEM [MAL_REEM]	Ok		
_	_									
Electrici	ty									
Year	Month		Account							
real	Pionui	123456789	[kWh] Total [k	Nh]	Confi	im ctatuc char	ige of this report to: "Subm	vitted to EC"	×	
2016			510,000 510 ,	000			ige of this report to. Subir	itted to EC		
2016	8		520,000 520 ,	000	Comm					
2016			530,000 530 ,	000	22 Histo	rical report for 0	7/2016 - 12/2016			
2016	10		520,000 520 ,	000						
2016	11		550,000 550,	000	Co	nfirm Cano	el			
2016	12		540,000 540 ,			1				
Т	otal	3,170,	000 3,170,	000						
Exp	ort									
Con comp	one									
Product	s and Spe	cific Energy (Consumption (SEC)							
			Pro	duct			SI	C.		
Year	Month	Cement	- White Cement	Cement - (Coloured Cement	Comont - W	hite Cement [kWh/MT]	Comont - Colour	red Cement [kWh/MT]	
		MT	Weightage [%]	MT	Weightage [%]	cement - w		coment colour		
2016		220,000	50	210,000	50		1.15909091		1.21428571	
		230,000	60	200,000	40		1.35652174		1.04	
2016		250,000	70	190,000	30		1.484		0.83684211	
2016 2016		250,000								
	9 10	240,000	60	200,000	40		1.3		1.04	
2016				200,000 220,000	40 50		1.3 1.19565217		1.04 1.25	

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

HOMEPAG	E MINS	STALLATIONS	EREPORTS	S Leicharts	S 🔺 ALERT	5					🖂 O NEW 🗸	📥 DEMO.INST ·
I PD	F Form A	PDF For	n B Pl	DF Report	2	3						
eport II)		163								Quick L	inks
nstallati	on		Demo Ins	stallation 😡							Installation: Demo In	stallation 😡
уре			Baseline-	only							Reports overview for	the installation (
tart Dat	e		01/07/20	16				Status History				
Reporting	g duration	n [months]	6		C	ate	Status	User		Comment		
eporting	j period		07/2016 -	12/2016	23/08/20	17 11:48:55 Su	ibmitted to REEM	Demo Installation [MAL_II	NST]			
tatus			Submittee	d to EC	23/08/20	17 12:00:23 Ap	proved by REEM	Demo REEM [MAL_REEM]	0	0k		
omment	ŧ				23/08/20	17 12:10:40 St	ibmitted to EC	Demo Installation [MAL_II	NST] H	Historical report for 07/2016 - 12/2016		
Electrici	v											
			Account	ŧ								
Year	Month	12345678		- Total [kWh	1							
2016			510,000	510,00	0							
2016	8		520,000	520,00	0							
2016	9		530,000	530,00	0							
2016	10		520,000	520,00	0							
2016	11		550,000	550,00	0							
2016	12		540,000	540,00	0							
Тс	otal	3,170,	000	3,170,00	0							
Exp	ort											
Products	s and Spe	cific Energy	Consumpt									
				Produ					SEC			
Year	Month	Cement	- White C	tage [%]	Cement - C MT	oloured Cemen Weightage [%	Cement - W	'hite Cement [kWh/MT]	Cemer	nt - Coloured Cement [kWh/MT]		
2016	7	220,000	_	50	210,000		i0	1.15909091		1.21428571		
2016	8	230,000		60	200,000		10	1.35652174		1.04		
2016	9	250,000	_	70	190,000		10	1.484		0.83684211		
2016	10	240,000		60	200,000		10	1.3		1.04		
2016	11	230,000	_	50	220,000		i0	1.19565217		1.25		
2016	12	200,000		40	230,000		i0	1.08		1.40869565		
	4-1	1 370 000			1 350 000			1.00				

23. Report is now submitted to EC.

# HOMEPAGE MINISTALLATIONS ERPORTS MICHARTS	▲ ALERTS	🜌 D NEW + 🔺 DEMO INST +
O Installation		
DETAILS ELECTRICITY VARIABLES FUELS PRODUCT	S REPORTS GRID OVERVIEW REPORTS TABLE	
Report Actions Create Historical Report Create	e Next Report (01/2017 - 06/2017)	
Year 1 2 3 4 2 2016	eports for Current Installation 5 6 7 8 9 10 11 12 24 07/2016 €	Legend Draft Submitted to REEM Approved by REEM Rejected by REEM
		Submitted to EC Rejected by EC
ACCOUNT PRODUCT VARIABLE FUEL		
	123456789 [kWh]	Legend
Year 1 2 3 4	5 6 7 8 9 10 11 12	Green Minimal value
2016	510,000 520,000 530,000 520,000 550,000 540,000	Yellow Average value
		Red Maximal value
		Color gradient Proportional in range between minimal, average, and maximal value in the table
		Average, min and max are calculated for each table individually using only report values. Baseline values are not included.

24. Report status now is Submitted to EC.

4.4.3 Create Next Reports

# HOMEPAGE	MINSTAL	LATIONS f	REPORTS	Leucharts	▲ ALER	TS									⊠O NEW → 🔺 DEMO	.INST -
O Installa	tions	Demo Install	ation													
DETAILS	ELECTRICITY	VARIABLE	S FUE	.S PRODUC	CTS REPO	ORTS GRID OVERVI	W REP	ORTS TABLE								
Report Ac	tions C	eate Histor	rical Rep	ort Crea	te Next Re	eport (01/201	7 - 06/20	17) 1								
					Reports fo	r Current Inst	allation								Legend	
Year 2016	1	2	3	4	5		7	8	9 07/	1 2016 O		11	12		Draft Submitted to F Approved by F Rejected by R Submitted to Rejected by	EEM EC
ACCOUN	IT PRODU	CT VARIA	BLE FL	IEL												
					1	123456789 [k	Wh]								Legend	
Yea		2	3	4	5	6	7	8		9	10	11	12	Green	Minimal value	
201	.6						510,000	520,000	530,	,000	520,000	550,00	0 540,000	Yellow	Average value	
														Red	Maximal value	
														Color gradient	Proportional in range between minimal, average, and maximal value in the table	
														Average, min and ma	ax are calculated for each table individually using only report values Baseline values are not included.	

1. Click on Create Next Report button.

HOMEPAG	E MINS	TALLATIONS	REPORTS		ALERTS				🔤 O NEW 👻 🔺 DEMO.INST
Edit	Refrest	n Dates & Att	rs Delete	I S	ubmit to REEM				
leport II)		164				Warnings		Quick Links
nstallati	on		Demo Installa	tion 📀		All fields in	Products and Specific Energy Consumption (SEC) m	nust be entered for sector Industry	Installation: Demo Installation O
уре			Report			All fields in	Variables must be entered for sector Industry		Reports overview for the installation G
tart Dat	e		01/01/2017			All fields in	Electricity must be entered for sector Industry		
eportin	, duration	[months]	6						
eportin	j period		01/2017 - 06/	2017					
tatus			Draft		Status Hi	story			
ommen	1				Date Status Us	ser Comment			
Electrici	y								
	Month		Account						
Year	Month	123456789	[kWh] To	tal [kWh	1				
2017	1			()				
2017	2			(
2017	3			(1				
2017	4			(
2017	5			()				
2017	6			(1				
Te	tal	0		(
Exp									
IX Exp	DIL								
Product	and Snee	cific Energy C	onsumption	(SEC)					
		,		Product			SEC		
Year	Month	Cement - W	hite Cement		nt - Coloured Cement				
			ghtage [%]	MT	Weightage [%]	Cement - White Cement [kWh/	MT] Cement - Coloured Cement [kWh/MT]		
2017	1								
2017	2								
2017	3			-					
2017	4								
	5								
2017									

2. Click on Edit button.

# HOMEPAG	E M INS	STALLATIONS 6	REPORTS	Lel CHARTS	▲ AL
i Save	Cance		1		
Report II			164		
Installati	on		Demo Installat		
Туре		3		Baseline-or	ily
Start Dat			01/01/2017 5		
Reportin			, 01/2017 - 06/2	2017	
Status			Draft		
Commen					
Commen					
Electrici	v 4				
			Account		
Year	Month	1234567		Total [kV	Vh]
2017	1	500000			0
2017	2	570000			0
2017	3	560000			0
2017	4	540000			0
2017	5	550000			0
2017	6	530000			0
	tal	550000)		0
	_		,		
Exp	ort				
Product	and Spee	cific Energy Co	onsumption ((SEC)	

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

IOMEPA	ie 🖬 🔤	TALLATIONS III REPORTS	Lelicharts 🔺 Alerts				🖂 O NEW
ð Exp	ort						
white	and Snor	ific Energy Consumpti	ion (SEC)				
ouuci	s and oper	and Energy Consumpti		oduct			SEC
Year	Month	Cemen	t - White Cement	Cement - Co	loured Cement	Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]	Cement - white Cement [kwn/M1]	Cement - Coloured Cement [kwn/M1]
2017	1	250000 5	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		
Т	otal	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.

	ty						
	Month	Accou	nt				
Year	Monu	1234567890 [kWh]	Total [kWh]				
2017	1	450,000	450,000				
2017	2	430,000	430,000			From 450,000kWh, how many percent	
2017	3	440,000	440,000			electricity is used to produce Hardisk &	
2017	4	450,000	450,000				
2017	5	500,000	500,000			Diskette for Month 1/2017. Total percen	lage of
2017	6	440,000	440,000		1	weightage must be 100%	
Т	otal	2,710,000	2,710,000				
Exp		cific Energy Consump	tion (SEC)				
		cific Energy Consump		oduct		s	sec .
		Magnetic and Optic			Optical Recording Me dia - Diskette	Magnetic and Optical Recording Media - Hardisk	Magnetic and Optical Recording Media - Diskette
roduct	s and Spe	Magnetic and Optic	Pro al Recording M edia -				
roduct	s and Spe	Magnetic and Optic Ha	Pro al Recording M zdia - rdisk	Magnetic and pcs	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardisk	Magnetic and Optical Recording Media - Diskette
Product: Year	s and Spe Month	Magnetic and Optic Ha	Pro al Recording M sdia - rdisk Weightage [%]	Magnetic and pcs 2,500	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardisk [kWh/pcs]	Magnetic and Optical Recording Media - Disketto [kWh/pcs]
Product: Year 2017 2017	s and Spe Month	Magnetic and Optic Ha pcs 1,500	Pro al Recording M sdia - rdisk Weightage [% } 60	Magnetic and pcs 2,500 3,000	Diskette Weightage [%]	Magnetic and Optical Recording Media - Hardisk [kWh/pcs] 180 150.5	Magnetic and Optical Recording Media - Disketto [kWh/pcs]
Product Year 2017	s and Spe Month 1 2	Magnetic and Optic Ha pcs 1,500 2,000	Pro al Recording M adia - rdisk Weightage [%] 60 70	Magnetic and pcs 2,500 3,000	Diskette Weightage [%] 4 3	Magnetic and Optical Recording Media - Hardisk [kWh/pcs] 180 0 150.5 17.6	Magnetic and Optical Recording Media - Disketto [kWh/pcs]
Product: Year 2017 2017 2017	s and Spe Month	Magnetic and Optic Ha pcs 1,500 2,000 2,500	al Recording M sdia - rdisk Weightage [%] 60 70 10	Magnetic and pcs 2,500 3,000 1,500 2,500	Diskette Weightage [%] 4 3 9	Magnetic and Optical Recording Media - Hardisk [kWh/pcs] 0 1300 0 150.5 0 17.6 9 61.5	Magnetic and Optical Recording Media - Diskette [kWh/pcs]
Product: Year 2017 2017 2017 2017	Month	Magnetic and Optio pcs 1,500 2,000 2,500 3,000	al Recording M sdia - rdisk Weightage [%] 60 70 10 41	Magnetic and pcs 2,500 3,000 1,500 2,500 2,000	Diskette Weightage [%] 4 3 9 5	Magnetic and Optical Recording Media - Hardisk [kWh/pcs] 180 0 1150.5 0 17.6 9 61.5 175	Magnetic and Optical Recording Media - Diskette [kWh/pcs] 24 24 106

Example (Case of more than one product defined):

- 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.

希 HOMEPAG	GE LIN	STALLATIONS 📾 REPORTS	Le CHARTS	A ALERTS		⊠0 NEW →	🛎 demo.inst 👻
Building	Energy I	ntensity (BEI)					
Net Flo	oor Area [m²]	6				
Year	Month	BEI [kWh/m²]					
2017	7						
2017	8						
2017	9						
2017	10						
2017	11						
2017	12						
Expo	ort						

6. For Commercial sector and Government sector, enter the Net Floor Area (m²) 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.

Variable	s	
Year	Month	Variable
		Cooling Degree Days
2017	1	524
2017	2	540
2017	3	530
2017	4	550
2017	5	516
2017	6	526
Exp	ort	
	ore	

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

# HOM	PAGE	L einsi	TALLATIONS 🛗 REPORTS 🖬	LCHARTS 🔺 ALERTS											🖾 O NEW 🝷	🔺 DEMO.INST 🕶	1
Fuel	۶	2														-	Î.
Yei		onth	Fuel Natural														
			m ³	Cost [MYR]													
201		1	120000	25000													
201		2		26000													
201		3		27000													
201		4		26000													
201		5		25000													
201	7 Total	6	150000	28000	0												
R I	xport		l.														
Ener	y Savi	ng Mea	isures (ESM)														i
List			9														1
			Туре		Description	Investment Cost [M	VR1	s	tatus				Comm	ent			
≡	Ē	Ligi	iting		Change to LED light	100,000.00		ompleted		-							
=	â	Mot	pr		Change to High Efficiency Motor	300,000.00	In	Progress		•							
			y completed to Summary														
Sur	nmar	y of	Implemented ESM	I													
			Туре		Description	Yearly Savings [kWh]	Yearly S	Savings Cost [MYR]	Return on Investm	ent [Years]	Month Co	mpleted	Year Comple	ted		Comment	
=	e [Lighting		- (hange to LED light	50,000.00	80,000.	00	1.00		5		2017				
4																	
	d new															,	
	pose	d															
	pose	u	Туре		Description	Estimated Yearly Saving	- Flath1	Fatimated Vasalu C	wines Cest [MVD]	Tauastasaat	Cost [MVD]	Patron on	Tauasta est Mas		0	mment	
							te (waanj		avings Cost [PIYK]		cost [PITK]		anvestment (Yea			em	
≡	B	Inverter	/ VSD / VFD	* I	nstall VFD	20,000.00		20,000.00		20,000.00		1.00					
•								1		1		1				÷	
Ad	l new	Empty is	nas are automatically deleted when saving repo	ri.													-

- 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:

- 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.

A HOMEPAC	GE L ains	STALLATIONS 📾 REPORTS	Lul CHARTS 🔺 ALERTS						🖂 O NEW 👻	🔺 DEMO.INS
10 ^{ve}	Cance	I Delete								
Report I		164							Quick Lir	ıks
Installat	ion	Demo Instal	lation 🕢					Installat	ion: Demo Inst	allation 📀
Туре		Report	Baseline-only					Reports	overview for the	ne installation
Start Da	te	01/01/2017								
Reportin	ig duratio	n [months] 6								
	g period	01/2017 - 06	5/2017							
Status		Draft								
Commen	ut .					Statu	s History			
Commen						Date Status	User Comme	ıt		
							·			
					All fields is	n Products and Specifi	Warnir	-	he entered for	costor Toduct
						n Variables must be e			be entered for	Sector Indust
						n Electricity must be e				
Electrici	ity									
Year										
	Month	Accoun	t							
	Month	Accoun 123456789 [kWh]	nt Total [kWh]							
2017	Month 1									
		123456789 [kWh]	Total [kWh]							
2017 2017	1 2	123456789 [kwh] 500000 570000	Total [kWh] 0 0							
2017 2017 2017	1 2 3	123456789 [kWh] 500000 570000 560000	Total [kwh] Total [kwh] Total [kwh] Total							
2017 2017	1 2	123456789 [kwh] 500000 570000	Total [kWh] 0 0							
2017 2017 2017	1 2 3	123456789 [kWh] 500000 570000 560000	Total [kwh] Total [kwh] Total [kwh] Total							

10. Scroll up the page and click Save button.

📾 HOMEPAG	GE 🖬 INS	TALLATIONS 🛛 🛍 RE	PORTS LALCHAR	TS 🔺 ALER	ſS					🖂 O NEW 🝷	📤 DEMO.INST 👻
Edit	Refresh	Dates & Attrs	Delete	Submit to R	EEM						
Report I	D	164		11						Quick Li	ıks
Installat	ion	Den	no Installation 🕢							Installation: Demo Ins	allation 🕢
Туре		Rep	ort							Reports overview for t	ne installation 📀
Start Da	te	01/0	01/2017								
Reportin	g duration	[months] 6									
Reportin	g period	01/2	2017 - 06/2017				_				
Status		Draf	ft		Status Histor						
Commen	t			Date	Status User	Comment					
Electrici	ty										8
Year	Month		count								
		123456789 [kW									
2017	1	500,0									
2017	2	570,0									
2017	3	560,0									
2017	4	540,0									
2017 2017	5 6	550,0									
	otal	3,250,000	3,250,0								
x Exp		0/200/000									
		·									
Product	s and Spec	tific Energy Const	umption (SEC) Prod	uct				SEC			
Year	Month	Cement - Wh	ite Cement	Cement - (Coloured Cement						
		MT W	eightage [%]	МТ	Weightage [%	Cement	- White Cement [kWh/MT]	Cemen	t - Coloured Cement [kWh/MT]		
2017	1	250,000	50	260,000	5	0	1		0.96153846		

11. Click on the Submit to REEM button.

希 HOMEPAG	GE 🖬 INS	STALLATIONS	🗰 REPORTS 📖 📖	CHARTS 🔺 ALEF	ITS				🖂 O NEW 🔫	🔺 Demo.inst 👻	1
Edit	Refrest	n Dates & Att	trs Delete	Submit to I	REEM						Ī
Report I	D		164						Quick Lin	ks	
Installat	ion		Demo Installation	o					Installation: Demo Insta	allation 📀	
Туре			Report						Reports overview for the	e installation 📀	
Start Da	te		01/01/2017								
		n [months]	6								
Reportin	g period		01/2017 - 06/201	7							
Status			Draft	_	Status History						
Commen	t			Date	Status User C	omment					
Electrici	ty		•	_	Confirm status cha	ange of this report to: "Submitted to R	EEM" ×			۵	Ī
Year	Month	100155300	Account		Comment						
2017	1	123456789			Please verify and ap	pprove					
2017	2			0,000 12							
2017	3			0,000	Confirm Car	icel					
2017	4			0,000							
2017	5			0,000							
2017	6			0,000							
Т	otal	3,250,0	000 3,25	0,000							
Exp	ort										
Product	s and Spe	cific Energy (Consumption (SE	C)						8	
			P	roduct		:	SEC				
Year	Month	Cement	- White Cement	Cement -	Coloured Cement	Cement - White Cement [kWh/MT]	Cement - Coloured Cemen	t [kWh/MT]			
		MT	Weightage [%	-	Weightage [%]						
2017	1	250,000	5	60 260,000	50	1		0.96153846			-

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

HOMEPAC	E MIN	STALLATIONS	m REPORTS	LILCHAR	'S 🔺 ALER	rs					🖂 O NEW 🔫	🔺 DEMO.INST
1	13											
Report I	D		164								Quick Li	nks
installati	ion		Demo Ins	tallation 📀							Installation: Demo Installation	stallation 📀
уре			Report							14	4 Reports overview for	the installation G
tart Dal			01/01/201	17								
		n [months]	6									
teportin	g period		01/2017 -					Status History				
tatus			Submitted	d to REEM		Date	Status	User	Comment			
Commen	t				23/08/20	017 12:42:02 Sub	mitted to REEM	Demo Installation [MAL_I	NST] Please verify and app	prove		
Electrici	ty											
Year	Month		Account									
		123456789		Total [kW	-							
2017	1		500,000	500,00								
2017	2		570,000	570,00								
2017	3		560,000	560,00								
2017	4		540,000	540,00								
2017	5		550,000	550,00								
2017	6		530,000	530,00								
To	otal	3,250,0	000	3,250,00	0							
Exp	ort											
Product	s and Spe	cific Energy (Consumpti	ion (SEC)								
				Prod	ıct				SEC			
Year	Month	Cement	- White Ce	ement	Cement - O	Coloured Cement	Comont W	hite Cement [kWh/MT]	Cement - Coloured Cem	opt [Mth/hft]		
		МТ	Weight	age [%]	MT	Weightage [%]	Cement - Wi	inte cemenc [kwn/m1]	Cement - Coloureu Cem	enc [kwn/MT]		
2017	1	250,000		50	260,000	50		1		0.96153846		
2017	2	240.000		40	270.000	60		0.95		1.26666667		

- 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.

# HOMEPAGE	Installa	tions 🗰	REPORTS	Lee Charts	A LERTS								📨 O NEW 👻 🔺 DEMOJNST 👻
G Installati	ions 🛛 🗎 De												
DETAILS	ELECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORTS	S GRID OVERVI	EW REP	ORTS TABLE					
Report Acti	ons Cre	ate Historio	al Report	Create	Next Repo	rt (01/201	7 - 06/20	17)					
				Re	ports for C	urrent Inst	allation						Legend
Year 2016	1	2	3	4	5	6	7	8	9 07/2016	10 බ	11	12	Draft Submitted to REEM
	15		01/2017	0									Approved by REEM Rejected by REEM
													Submitted to EC
													Rejected by EC
ACCOUNT	PRODUCT	VARIABL	E FUEL										
					12	3456789 [k	wh]						
Year	r 1	2	3	4	5	6	7	8	9	10	11	12	
2016		570,000	560,000	540,000	550,000	530,000	510,000	520,000	530,000	520,000	550,000	540,000	
2017	500,000	570,000	560,000	540,000	550,000	530,000							
													Legend
											Gre	een	Minimal value
											Yel	llow	Average value
											R	ed	Maximal value
											Color g	gradient	Proportional in range between minimal, average, and maximal value in the table
											Average,	min and ma	ax are calculated for each table individually using only report values. Baseline values are not included.

15. Report status now is Submitted to REEM.

MEPAGE		STALLATI	IONS 🗰 F	REPORTS	LEECHARTS	A ALERTS								⊠0 NEW → 🔺 DEMO.IN
nstalla	tions			ion										
AILS	ELECTRIC	ITY	VARIABLES	FUELS	PRODUCTS	REPORT	'S GRID OVERVI	EW REPO	ORTS TABLE					
port Act	tions :	Crea	te Historic	al Report	Create	Next Repo	ort (01/201	-	17)					
					1				,					
							Current Inst							Legend
ear	1		2	3	4	5	6	7	8		10	11	12	Draft Submitted to REI
016	4.0				- 1 7					07/2016	•			Approved by REE
17	16			01/2017	ω1/									Rejected by REE
														Submitted to E
														Rejected by EC
COUN	T PDr		VARIABI		1									
CCOUN	IT PRO	ODUCT	VARIABLI	FUEL										
CCOUN	IT PRO	ODUCT	VARIABLI	FUEL		12	3456789 [kWh]						
CCOUN Yea		ODUCT 1	VARIABLI 2	E FUEL	4	12 5	3456789 [l 6	kWh] 7	8	9	10	11	12	
	ar				4				8 520,000	9 530,000	10 520,000	11 550,000	12 540,000	
Yea	ar is				4 540,000			7						
Yea 201	ar is	1	2	3		5	6	7						
Yea 201	ar is	1	2	3		5	6	7				550,000	540,000	Legend
Yea 201	ar is	1	2	3		5	6	7					540,000	Legend Minimal value
Yea 201	ar is	1	2	3		5	6	7				550,000	540,000 een	
Yea 201	ar is	1	2	3		5	6	7				550,000 Gre	540,000 een	Minimal value
201	ar is	1	2	3		5	6	7				550,000 Gre	een low ed	Minimal value Average value

16. After REEM has approved the report, the status will change to Approved by REEM

17. Click on the report

HOMEPAG	E MINS	TALLATIONS	🛍 REPORT	S 💷CHART	S 🔺 ALER	15					🔤 O NEW 👻	🔺 DEMO.INST 🕤
Edit	Refresh	Dates & Att	rs De	lete	Submit to E	с						
Report II)		164		18						Quick Lin	ks
Installati	on		Demo Ins	stallation 🖸							Installation: Demo Inst	allation 📀
уре			Report								Reports overview for th	e installation G
tart Dat	e		01/01/20	17						_		
eportin	g duration	[months]	6					Status History				
eportin	g period		01/2017	- 06/2017		Date	Status	User	Comment			
tatus			Approved	d by REEM		017 12:42:02	Submitted to REEM	• -		9		
ommen	t				23/08/20	017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM] Ok			
Electrici	У											
Year	Month		Accoun	t								
TCal	Month	123456789	[kWh]	Total [kWi	1							
2017	1		500,000	500,00	0							
2017	2		570,000	570,00								
2017	3		560,000	560,00								
2017	4		540,000	540,00								
2017	5		550,000	550,00								
2017	6 Ital		530,000	530,00								
10		3,250,0	00	3,250,00	U							
La Expo	ort											
Products	and Spec	ific Energy (Consumpt	tion (SEC)								
				Produ	ict				SEC			
Year	Month	Cement	White C	ement	Cement - O	Coloured Cem	ent Coment 1	Vhite Cement [kWh/MT]	Cement - Coloured Cement	wb/MT1		
		МТ	Weight	tage [%]	МТ	Weightage	[%]	mile cenenc [kwn/M1]	Content - Coloureu Cement			
2017	1	250,000		50	260,000		50	1	0.	96153846		

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

# HOMEPAG	E MINS	TALLATIONS	🛍 REPORTS	LILCHART	S 🔺 ALERI	8					🖾 O NEW 👻	🛎 DEMO.INST 👻
Edit	Refresh	Dates & Att	rs Dele	ete	Submit to E	C						
Report II	D		164								Quick Lin	iks
Installati	ion		Demo Inst	allation 📀							Installation: Demo Inst	allation 📀
Туре			Report								Reports overview for th	e installation 📀
Start Dat	te		01/01/201	7								
Reporting	g duration	[months]	6					Status History				
Reporting	g period		01/2017 -	06/2017		Date	Status	User	Comment			
Status			Approved I	by REEM	23/08/20	017 12:42:02	Submitted to REEM	Demo Installation [MAL_I	NST] Please verify and approv	ve		
Comment	t				23/08/20	017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok			
2017 2017 2017 2017 2017 2017 2017	1 2 3 4 5 6 0tal		500,000 570,000 560,000 540,000 550,000 530,000	Total [kWf 500,00 570,00 560,00 540,00 550,00 530,00 3,250,00	0 19 0 0 0 0 0 0	Confirm	cancel	/2017				
	s and Spec	ific Energy (Consumptio	Produ					SEC			8
Year	Month	MT	Weighta	ige [%]	МТ	Coloured Ceme Weightage [4	Cement - W	hite Cement [kWh/MT]	Cement - Coloured Cement			
2017	1	250,000		50	260,000		50		0	0.96153846		

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

HOMEPA	IGE 🕍 IN	STALLATIONS	MREPORTS	S Luichart	S 🔺 ALERTS				🖂 O NEW 👻 🔺 DEMO.INS
PE	DF Form A	PDF For	m B PE	OF Report	20				
Report I	(D		164						
Installa	tion		Demo Ins	stallation 📀					
Туре			Report						
Start Da	ite		01/01/20	17			Status History		
Reportir	ng duratio	n [months]	6		Date	Status	User	Comment	
Reportir	ng period		01/2017 ·	- 06/2017	23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve	
Status			Submitte	d to EC	23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok	
Commer	nt				23/08/2017 14:28:37	Submitted to EC	Demo Installation [MAL_INST]	Report submission for 01/2017 - 06/2017	
									Reports overview for the installation
Electric			Account						Reports overview for the installation
Electric Year	ity Month	12345678	Account 9 [kWh]	t Total [kWh					Reports overview for the installation (
		12345678							Reports overview for the installation (
Year	Month	12345678	9 [kWh]	Total [kWh	D				Reports overview for the installation of
Year 2017	Month	12345678	9 [kWh] 500,000	Total [kWh 500,00	D				Reports overview for the installation (
Year 2017 2017	Month 1 2	12345678	9 [kWh] 500,000 570,000	Total [kWh 500,00 570,00					Reports overview for the installation of
Year 2017 2017 2017	Month 1 2 3	12345678	9 [kWh] 500,000 570,000 560,000	Total [kWh 500,00 570,00 560,00					Reports overview for the installation of
Year 2017 2017 2017 2017	Month 1 2 3 4		9 [kwh] 500,000 570,000 560,000 540,000 550,000 530,000	Total [kWh 500,00 570,00 560,00 540,00 550,00 530,00					Reports overview for the installation
Year 2017 2017 2017 2017 2017 2017	Month 1 2 3 4 5	12345678	9 [kwh] 500,000 570,000 560,000 540,000 550,000 530,000	Total [kWh 500,00 570,00 560,00 540,00 550,00					Reports overview for the installation (
Year 2017 2017 2017 2017 2017 2017	Month 1 2 3 4 5 6 otal		9 [kwh] 500,000 570,000 560,000 540,000 550,000 530,000	Total [kWh 500,00 570,00 560,00 540,00 550,00 530,00					Reports overview for the installation of
Year 2017 2017 2017 2017 2017 2017 T	Month 1 2 3 4 5 6 otal		9 [kwh] 500,000 570,000 560,000 540,000 550,000 530,000 000	Total [kWh 500,00 570,00 560,00 540,00 550,00 530,00 3,250,00					Reports overview for the installation of

20. Report is now submitted to EC.

MEPAGE	MINSTALLAT	IONS 🟥 🛱	REPORTS	LILCHARTS	A LERTS								📨 O NEW 👻 🚔 DEMOJINST
nstallatio	ns De	mo Installati	ion										
AILS EL	LECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORT	'S GRID OVERVI	EW REP	ORTS TABLE					
			10.1			. (07/004	7 40/00	4.73	_				
port Actio	ns Crea	ate Historic	al Report	Create	Next Repo	rt (07/201	.7 - 12/20	17)					
				Re	eports for C	urrent Ins	tallation						Legend
/ear	1	2	3	4	5	6	7	8	9	10	11	12	Draft Submitted to REEM
2016							_		07/2016	•	_		Approved by REEM
2017			01/2017	•									Rejected by REEM
													Submitted to EC Rejected by EC
ACCOUNT	PRODUCT	VARIABLE	E FUEL										
_				_									
Year	1	2	3	4	12 5	3456789 [l	cWhj 7	8	9	10	11	12	
2016	_	~	3				510,000	520,000	530,000	520,000	550,000	540,000	
2017		570,000	560,000	540,000	550,000	530,000							-
													Legend
											Gre	een	Minimal value
											Gre Yel		Minimal value Average value
												low	
											Yel	low ed	Average value
											Yell Re Color g	low ed radient	Average value Maximal value Proportional in range between minimal, average,

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.

+ HOMEP	IGE L ains	STALLATIONS 🛗 I	REPORTS LALC	HARTS 🛦 ALERTS			🔤 0 NEW 🕶	🛔 TEST.INST 🕶	^
R Ex	port								
Produc	ts and Spe	cific Energy Con	sumption (SE	C)				=	
			Product		SEC				
Year	Month	Basic Precious Metric Tonn		on-Ferrous Metals Weightage [%]	Basic Precious and Other Non-Ferrous Metals [kWh/Metric Tonne (MT)]				
2018									
2018									
2018									
2018									
2018									
	Total	0							
E Ex	port								
Variab	es							6	
2018 2018 2018 2018 2018 2018	8 9 10 11 12 port	Variabl							
Energy	Saving Me	asures (ESM)						=	
List									
	Descript ords found.		nt Cost [MYR] Status Comm	nent.				
Sum	ma <mark>ry</mark> of	f Implemer	ted ESM	(?)					
	Descript ords found.		vings [kWh]	Yearly Savings Co	ost [MYR] Return on Investment [Years] Month Completed Year Co	mpleted Comment			
Prop	osed								
	Descript		d Yearly Savin	igs [kWh] Estima	ted Yearly Savings Cost [MYR] Investment Cost [MYR] Return on Inv	astment [Years] Comment			
		deleted when saving report.							

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

# HOMEPAGE	I INSTALLA	TIONS 🛍 REPO	DRTS Land Char	TS ALERTS								⊠O NEW ▼	🛎 test.inst 👻	^
G Installa	itions Te	est Installation	2											
DETAILS	ELECTRICITY	VARIABLES	FUELS PROD	UCTS REPORTS G	RID OVERVIEW	REPORTS TABLE								
Fuels (if a	applicable) #	+ Create	3							i 🕨	📥 Global	l Search	C D	
Q	🗘 Fuel	OM UOM	Inactive	Created by	Created Date	Modified by	Odified Date							
·														
					5		ncel al Gas [m ²]	×						

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

G Installatio	ions 🛛 👔 Test Installatio	n					
DETAILS E	ELECTRICITY VARIABLES	FUELS PRODU	JCTS REPORTS GRID OV	REPORTS TABLE			
Fuels (if app	plicable) + Create					i 🂓 📥 Global Search	C D
Q 0 F	Fuel 🔷 UOM	Inactive	♦ Created by	reated Date 🔷 Modified by	♦ Modified Date		
O ≡ Nation	tural Gas m ³	0	test.inst 13/0	19/2018 18:19:4 test.inst	13/09/2018 18:19:4		
	6						

6. Fuel is now defined

Installatio	ns Te	est Installatio	n										
ETAILS ELI	ECTRICITY	VARIABLES	FUELS	PRODUCTS	REPORTS	S GRID OVERVI	EW REP	ORTS TABLE					
Report Actior	ns Cre	ate Historic	al Report	Create	Next Repo	rt (07/201	8 - 12/20	18)					
								_					
Maga	•	2	2		ports for C				•	10	11	12	Legend Draft
Year 2017	1	2	3 01/2017	4	<u> </u>	6	7	8	9 07/2017	10		12	Submitted to REEM
2018			01/2018						07/2018				Approved by REEM
									7				Rejected by REEM Submitted to EC
													Rejected by EC
	-	T											
ACCOUNT	PRODUCT	VARIABL											
					11	.111111 [k	Wh]						
Year	1	2	3	4	5	6	7	8	9	10	11	12	
2017	1,242	1,521	1,241	1,512	1,214	1,242	1,356	1,254	1,236	1,326	1,333	1,566	
2018	1,232	1,424	1,423	1,235	1,111.11	1,234							
													Legend
											Gre	en	Legend Minimal value
											Gre		-
												low	Minimal value
											Yell	low ed	Minimal value Average value

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

Edit	Refres	Dates & Attr	5 Delete	Submit to REEM	
Report I	D	8	5930		Quick Links
Installat	tion	٦	Fest Installation 📀		Installation: Test Installation 🖸
Туре		F	Report		Reports overview for the installation O
Start Da	te	(01/07/2018		
Reportin	ng duration	n [months]	5		
Reportin	ng period	(07/2018 - 12/2018		
Status		[Draft	Stat	tus History
Commen	ıt			Date Status	s User Comment
					Warnings
					All fields in Variables must be entered for sector Industry
					All fields in Products and Specific Energy Consumption (SEC) must be entered for sector Industry
					All fields in Electricity must be entered for sector Industry
Electrici	ity				
		1	Account		
Year	Month	11111111 [k	Wh] Total [kW	/h]	
2018	7			0	
2018	8			0	
2018	9			0	
2018	10			0	
2018	11			0	
2018	12			0	
T					
	otal	0		0	
🖄 Exp		0		0	

8. Click at the Refresh Dates & Attrs. Button

# HOMEPAGE	₩REPORTS Leader	ARTS A ALERTS				🖾 O NEW 👻	🛎 TEST.INST 👻	^
Edit Refresh Dates & At	trs Delete	Submit to REEM						
Report ID Installation	6930 Test Installation ○				Inst	Quick Links allation: Test Installa		
Type Start Date	Report 01/07/2018				Rep	orts overview for the	installation 📀	
Reporting duration [months]	6 Refresh Date	s & Attrs			×			
Status Comment		modified only for histor ports)	ical reports (not	After a report is created (and before submitting) you might need to change its date range or a list of attributes.				
Electricity Year Month 11111111 2018 7 2018 8	Ac		Name Gas [m³]	Modification of dates is possible only in the following situations, and if you have a grant to edit them: • Historical report - you can modify all: year, month • Current report in the not possible to modify dates (they are defined by on installation: start of current report in the not possible to modify dates (they are defined by on installation: start of installation) • Ourrent report is the one with the same starting date as start of current reporting period or installation! Period can be modified on by by administrator. Attributes (accounts, variables, fuel, products) on installation. In the table 'Pending Changes' there is a list of changes that will be made to the report after you click on the bioticn' Confirm Changes'. To modify attributes on a report, <u>edit the attributes on the installation</u> , and click here on 'Refresh' button. NOTE: Active/inactive is used only when creating a new report, or when refreshing a structure of an existing one. It does not effect any already created report, even if you edit its data. 'Attribute' is a common term referring to account/product/variable/fuel.	of he	nust be entered for se	ector Industry	
2018 9 2018 10 2018 11 2018 12 Total 0 Item Export		0 0 0 0						

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

# HOMEPAGE		TALLATIONS	# REPORTS	Lelicharts	▲ ALERTS		⊠O NEW →	🛎 TEST.INST 🕶	
2018 Tot	12 tal		0						
🗴 Ехрог	rt								
									_
Variables								=	
Year	Month	Vari							
2018	7	No of Shut	down Days						
2018	8								
2018	9 10								
2018 2018	10								
2018	12								
Expo	rt								
_									
Fuel								-	
Year	Month	Fuel Natural							
		m ³ Cost		10					
2018	7								
2018 2018	8 9								
2018	10								
2018	11								
2018 Tot	12 tal	0	0						
Expo									
Expoi	it.								
Energy Sa	aving Mea	asures (ESM)					=	
Link									

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.

# HOMEPAG		STALLATIONS	m REPORTS	Leucharts	A LERTS			⊠O NE	W -	🛎 TEST.INST 🗸
2018 To	12 Ital		0							
Expo	ort									
Variable	s									
Year	Month		riable Itdown Days							
2018		NO OF SH	Itdown Days							
2018	8									
2018	9									
2018 2018	10 11									
2018	12									
🖹 Ехро	aut.									
© cxpt	л									
Fuel										
		Fu	el							
Year	Month	Natura								
2018	7	m ³ Co	st [MYR]							
2018	8									
2018	9									
2018	10									
2018 2018	11 12									
	otal	0	0							
Expo	art									
C CAPA	<i>n</i> c									
Energy S	Saving Me	asures (ES	M)							
Liet										

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

HOMEPAGE MINISTALLATIONS EREPORTS MICHARTS ALERTS	🖾 O NEW 🗸 🔺 TESTINST 🗸
O Installations Test Installation 2	
DETAILS ELECTRICITY VARIABLES FUELS PRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE	
Fuels (if applicable) + Create	i 🕨 📩 Global Search Q D
Q O Fuel O IDM O Inactive O Created by O Modified by O Modified Date	
O ■ Natural Gas m³ 0 test.inst 13/09/2018 18:19:4 test.inst 13/09/2018 18:19:4	
3	

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

*	HOMEPAG	E E MINSTALLA	TIONS 🗰 REPO	ORTS Lelicharts	ALERTS								🖂 O NEW 🗸	🛎 test.inst 🗸	
G	Instal	ations Te	est Installation												
1	ETAILS	ELECTRICITY	VARIABLES	FUELS PRODUC	IS REPORTS O	RID OVERVIEW	REPORTS TABLE								
	Fuels (if	applicable)	+ Create								i >>	📥 Global	l Search	C D	
	Q	Fuel	O UOM	Inactive	Created by	Created Date	Modified by	O Modified Date							
	⊜ ≡	Natural Gas	m ³	1	test.inst	13/09/2018 18:19:4	test.inst	14/09/2018 11:02:2							
				6											

6. Fuel is now set to inactive

OMEPAGE	MINSTALLA	TIONS 🗰	REPORTS	LILCHARTS	ALERTS									⊠O NEW → 🔒 TEST.INST •
nstallatior	ns Te	st Installatio	on											
AILS ELE	ECTRICITY	VARIABLES	FUELS	PRODUCT	s Report	'S GRID OVERV	IEW REF	ORTS TABLE						
port Action	s Crea	ate Histori	cal Report	Create	e Next Repo	ort (07/20	18 - 12/20	18)						
				R	eports for (Current Ins	tallation							Legend
Year	1	2	3	4	5	6	7	8	9	10	11	12		Draft
2017			01/2017	Ð					07/2017	•				Submitted to REEM Approved by REEM
2018			01/2018	Ð					07/2018	0				Rejected by REEM
									7					Submitted to EC
														Rejected by EC
			_											Rejected by Lo
ACCOUNT														
AGGOUNI	PRODUCT	VARIABL	E											
ACCOUNT	PRODUCT	VARIABL	E		11	111111	cWh1							
Year	PRODUCT	VARIABL	E 3	4	11 5	111111 [l	cWh]	8	9	10	11	12		
	1	2	3		5		7		9 1,236			_		
Year	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242		8 1,254		10 1,326	11 1,333	12 1,566		
Year 2017	1	2	3		5	6	7					_		
Year 2017	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242	7					_		Legend
Year 2017	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242	7					1,566	Green	Legend Minimal value
Year 2017	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242	7					1,566		Minimal value
Year 2017	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242	7					1,566	'ellow	Minimal value Average value
Year 2017	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242	7					1,566		Minimal value Average value Maximal value
Year 2017	1 1,242	2 1,521	3 1,241	1,512	5 1,214	6 1,242	7					1,566	'ellow	Minimal value Average value

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

Edit	Refres	h Dates & Att	trs Delete	2 I Submit to REEM I	
Report II	D	8	6930		Quick Links
Installati	ion		Test Installati	ion O	Installation: Test Installation 📀
Туре			Report		Reports overview for the installation \mathbf{O}
Start Dat	te		01/07/2018		
Reporting	g duratio	n [months]	6		
Reporting	g period		07/2018 - 12/	/2018	
Status			Draft	Status History	
Commen	t			Date Status User Comment	
				Warnings	
				All fields in Variables must be entered for sector Industry	
				All fields in Variables must be entered for sector industry All fields in Products and Specific Energy Consumption (SEC	C) must be entered for sector Industry
				All fields in Froducts and Specific Energy Consumption (SEX All fields in Electricity must be entered for sector Industry	c) must be entered for sector muustry
				All helds in Electricity must be entered for sector industry	
Electricit	ty				
			Account		
Year	Month	11111111	[kWh] Tota	al [kwh]	
2018	7			0	
2018	8			0	
2018	9			0	
2018	10			0	
2018	11			0	
2018	12			0	
То	otal	0		0	
Expo	ort				

8. Click at the Refresh Dates & Attrs. Button

HOMEPAGE	■REPORTS Laucharts 🕰 Alerts	🖾 O NEW 🗸 🔺 TEST.INST 🗸	Â
Edit Refresh Dates & A	ttrs Delete I Submit to REEM I		
Report ID Installation Type	Report	Quick Links Installation: Test Installation ♥ Reports overview for the installation ♥	
Start Date Reporting duration [months]	01/07/20 Refresh Dates & Attrs 6 X		
Reporting period Status Comment	07/2018 Dates can be modified only for historical reports (not Draft After a report is created (and before submitting) you might need to change its date range or a list of attributes. Refresh Modification of dates is possible only in the following situations, and if you have a grant to edit them:		
Electricity Year Month 1111111 2018 7 2018 2018 2018 9 2018 10 2018 10 2018 11 2018 12 Total 0 Image: Second secon	Attributes cannot be explicitly modified on this form, put they will be updated according to the current its or active attributes (accounts, viriables, fuel, moducts) on installation. In the table "Pending Changes" there is a list of changes that will be made to the report after you click on the buton. "Confirm Changes" To modify attributes on a report, <u>add the attributes on the installation</u> , and click here on 'Refresh' button.	C) must be entered for sector Industry	Ţ

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

希 HOMEPAGE	M INSTALLATI	ONS 🗰 REPORTS	Lelicharts	▲ ALERTS					⊠O NEW →	🛎 test.inst 🗸	^
Export											
Variables										•	
Year M	1onth No.0	Variable f Shutdown Days									
2018	7	ronacaonin bayo									
2018	8										
2018	9		_								
	10 11		-								
	12		-								
Export											
Energy Sav	ring Measure	(ESM)								•	
List											
Type D	escription	Investment Cost	[MYR] Sta	tus Comment							
No records											
Summa	ry of Im	plemented I	SM ^(?)								
		Yearly Savings [(Wh] Year	y Savings Cost [MYR]	Return on Investment [Years]	Month Completed	Year Completed	Comment			
No records	found.										
Propose	ed										-

10. Fuel is now removed from the report.

4.4.5 Reports Table

AILS	ELECTRICITY	VARIABLES	FUELS PRO	IDUCTS REPORTS G	RID OVERVIEW REPORTS TABLE							
ports	Create	e Historical Repo	ort Crea	te Next Report					i	🕨 📥 Glo	bal Search	2
۹	File number	Installation Nam	e 🔿 Report type	Start Date	♦ Report duration [♦ Reporting period	Report Status	Comment	Created by	Created Date	Modified by	O Modified Date	🔉 Report ID
	demo	Demo Installation	Baseline	01/01/2016	6 01/2016 - 06/2016	SUBMITTED_TO_EC			23/08/2017 15:37:1		23/08/2017 15:44:0	16
≡	demo	Demo Installation	Report	01/01/2018	6 01/2018 - 06/2018	SUBMITTED_TO_EC			28/09/2017 11:00:1		28/09/2017 11:05:5	22
≡	demo	Demo Installation	Report	01/07/2018	6 07/2018 - 12/2018	SUBMITTED_TO_EC			28/09/2017 11:06:0		28/09/2017 11:12:2	22
	demo	Demo Installation	Report	01/01/2019	6 01/2019 - 06/2019	SUBMITTED_TO_EC			28/09/2017 11:12:4		28/09/2017 11:30:1	22
	demo	Demo Installation	Report	01/07/2019	6 07/2019 - 12/2019				28/09/2017 11:30:2		28/09/2017 11:33:1	22
	demo	Demo Installation	Report	01/01/2017	6 01/2017 - 06/2017				23/08/2017 12:19:2		23/08/2017 14:28:3	16
	demo	Demo Installation	Report	01/07/2017	6 07/2017 - 12/2017				19/09/2017 11:24:1		28/09/2017 10:59:0	20
≡	demo	Demo Installation	Report	01/01/2020 01/07/2016	6 01/2020 - 06/2020 6 07/2016 - 12/2016				05/10/2017 16:06:2 23/08/2017 11:37:3		05/10/2017 16:15:0 23/08/2017 12:10:4	24

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

5. Reports

5.1 Overview

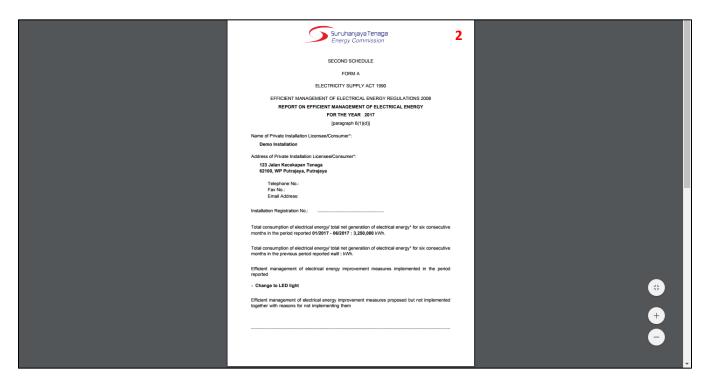
i) 2 Global Search i) 2 Global Search i)] 2 Global Search i)] 2 Global Search<	i) i) i) i i) i i) i i i i i i i i i i i i i i i i i i i	HOM	EPAGE	INSTA	LLATIONS 🛛 🛗 RE	PORTS 💷CH	ARTS 🔺 ALERTS	S							2 [™] 0 NEW →	🔺 DEMO.IN	
demo Demo Installation Baseline 01/01/2016 6 01/2016 - 06/2016 SUBMITTED_TO_EC 23/08/2017 15:37:1	demo Demo Installation Baseline 01/01/2016 6 01/2016 - 06/2016 SUBMITTED_TO_EC 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 15:37:1 23/08/2017 11:05:5 221 demo Demo Installation Report 01/07/2018 6 07/2018 - 06/2018 SUBMITTED_TO_EC 28/09/2017 11:06:0 28/09/2017 11:02:1 22/08/2017 11:02:1 22/08/2017 11:02:1 22/08/2017 11:02:1 22/08/2017 11:02:1 22/08/2017 11:02:1 22/08/2017 11:02:1 23/08	oorts	; 1											i 🕨		2	
demo Demo Installation Report 01/01/2018 6 01/2018 · 06/2018 SUBMITTED_TO_EC 28/09/2017 11:00:1	demo Demo Installation Report 01/01/2018 6 01/2018 - 06/2018 SUBMITTED_TO_EC 28/09/2017 11:00:1	Q	🔷 File nu	mber	Installation Name	Report type	🛇 Start Date	Report duration [Reporting period	Report Status	🗘 Comment	Created by	Created Date	O Modified by	Modified Date	ort ID	
Image: style	Image: style		demo		Demo Installation	Baseline	01/01/2016	6	01/2016 - 06/2016	SUBMITTED_TO_EC			23/08/2017 15:37:1		23/08/2017 15:44:0	165	
demo Demo Installation Report 01/01/2019 6 01/2019 - 06/2019 SUBMITTED_TO_EC 28/09/2017 11:2:4 28/09/2017 11:3:1 223 demo Demo Installation Report 01/07/2019 6 07/2019 - 12/2019 SUBMITTED_TO_EC 28/09/2017 11:30:1 223 28/09/2017 11:30:1 224 demo Demo Installation Report 01/01/2017 6 07/2019 - 12/2017 SUBMITTED_TO_EC 23/09/2017 11:30:1 224 23/08/2017 12:39:2<	demo Demo Installation Report 01/01/2019 6 01/2019 - 06/2019 SUBMITTED_TO_EC 28/09/2017 11:12:4 28/09/2017 11:30:1 223 demo Demo Installation Report 01/07/2019 6 07/2019 - 12/2019 SUBMITTED_TO_EC 28/09/2017 11:30:1 223 24/09/2017 11:30:1 223 demo Demo Installation Report 01/01/2017 6 07/2017 12/007 28/09/2017 11:30:1 223 24/09/2017 11:30:1 224 demo Demo Installation Report 01/01/2017 6 01/2017 0:00:7 23/08/2017 12:19:2 <		demo		Demo Installation	Report	01/01/2018	6	01/2018 - 06/2018	SUBMITTED_TO_EC			28/09/2017 11:00:1		28/09/2017 11:05:5	221	
demo Demo Installation Report 01/07/2019 6 07/2019 - 12/2019 SUBMITTED_TO_EC 28/09/2017 11:30:2	demo Demo Installation Report 01/07/2019 6 07/2019 - 12/2019 SUBMITTED_TO_EC 28/99/2017 11:30:2 28/09/2017 11:33:1 224 demo Demo Installation Report 01/01/2017 6 01/2017 - 02/2017 SUBMITTED_TO_EC 23/09/2017 11:30:2 23/09/2017 11:33:1 24 demo Demo Installation Report 01/07/2017 6 01/2017 - 02/2017 SUBMITTED_TO_EC 23/09/2017 12:19:2 23/09/2017 11:30:2	≡	demo	1	Demo Installation	Report	01/07/2018	6	07/2018 - 12/2018	SUBMITTED_TO_EC			28/09/2017 11:06:0		28/09/2017 11:12:2	222	
demo Demo Installation Report 01/01/2017 6 01/2017-06/2017 SUBMITTED_TO_EC 23/08/2017 12:19:2 23/08/2017 12:19:2 23/08/2017 11:24:13 164 demo Demo Installation Report 01/07/2017 6 07/2017-12/2017 SUBMITTED_TO_EC 19/09/2017 11:24:1 28/09/2017 10:59:0 201 demo Demo Installation Report 01/01/2020 6 01/2020-06/2020 SUBMITTED_TO_EC 05/10/2017 16:06:2 05/10/2017 16:05:0 201	demo Demo Installation Report 01/01/2017 6 01/2017-06/2017 SUBMITTED_TO_EC 23/08/2017 12:19:2 23/08/2017 12:19:2 23/08/2017 11:29:2	≡	demo	_	Demo Installation	Report	01/01/2019	6	01/2019 - 06/2019	SUBMITTED_TO_EC			28/09/2017 11:12:4		28/09/2017 11:30:1	223	
E demo Demo Installation Report 01/07/2017 G 07/2017 - 12/2017 SUBMITTED_TO_EC 19/09/2017 11:24:1 28/09/2017 10:59:0 201 demo Demo Installation Report 01/01/2020 6 01/2020 - 06/2020 SUBMITTED_TO_EC 05/10/2017 16:06:2 05/10/2017 16:05:0 201	E demo Demo Installation Report 01/07/2017 G 07/2017 - 12/2017 SUBMITTED_TO_EC 19/09/2017 11:24:1 28/09/2017 10:59:0 201 demo Demo Installation Report 01/01/2020 6 01/2020 - 06/2020 SUBMITTED_TO_EC 05/10/2017 16:05:2 05/10/2017 16:05:2 201	≡	demo		Demo Installation	Report	01/07/2019	6	07/2019 - 12/2019	SUBMITTED_TO_EC			28/09/2017 11:30:2		28/09/2017 11:33:1	224	
E demo Demo Installation Report 01/01/2020 6 01/2020 - 06/2020 SUBMITTED_TO_EC 05/10/2017 16:06:2 05/10/2017 16:15:0 241	E demo Demo Installation Report 01/01/2020 6 01/2020 - 06/2020 SUBMITTED_TO_EC 05/10/2017 16:06:2 05/10/2017 16:05:2 241	≡	demo		Demo Installation	Report	01/01/2017	6	01/2017 - 06/2017	SUBMITTED_TO_EC			23/08/2017 12:19:2		23/08/2017 14:28:3	164	
		≡	demo		Demo Installation	Report	01/07/2017	6	07/2017 - 12/2017	SUBMITTED_TO_EC			19/09/2017 11:24:1		28/09/2017 10:59:0	201	
Emo Demo Installation Baseline 01/07/2016 6 07/2016 - 12/2016 SUBMITTED_TO_EC 23/08/2017 11:37:3 23/08/2017 12:10:4 163	Beno Demo Installation Baseline 01/07/2016 6 07/2016 - 12/2016 SUBMITTED_TO_EC 23/08/2017 11:37:3 23/08/2017 12:10:4 163	≡	demo		Demo Installation	Report	01/01/2020	6	01/2020 - 06/2020	SUBMITTED_TO_EC			05/10/2017 16:06:2		05/10/2017 16:15:0	241	
		=	demo		Demo Installation	Baseline	01/07/2016	6	07/2016 - 12/2016	SUBMITTED TO EC			23/08/2017 11:37:3		23/08/2017 12:10:4	163	

- 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

HOMEPA	GE LIN	STALLATIONS	EREPORT	S 💷CHARTS	A LERTS				🔤 O NEW 👻 🔺 DEMOJINST 👻
1 PD	F Form A	PDF Form	n B 🛛 Pl	DF Report	I				
Report I	D		164						
installat	ion		Demo Ins	stallation 📀					
Гуре			Report						
Start Date 01/01/2017 Reporting duration [months] 6									
Reportin	g duratio	n [months]	6		Date	Status	User	Comment	
Reportin	g period		01/2017	- 06/2017	23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve	
Status			Submitte	d to EC	23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok	
Commen	t				23/08/2017 14:28:37	Submitted to EC	Demo Installation [MAL_INST]	Report submission for 01/2017 - 06/2017	
Electrici	ty				_				Reports overview for the installation O
Year	Month		Account						
0047		123456789	_	Total [kWh]					
2017 2017	1		500,000	500,000					
2017	2		570,000 560,000	570,000 560,000					
2017	3 4		540,000	540,000					
2017	5		550,000	550,000					
2017	6		530,000	530,000					
	otal	3,250,0		3,250,000					
k Exp	ort								
Product	s and Spe	cific Energy (Consumpt	tion (SEC)					8
				Produc	t		SEC		

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



2. Form A will be generated.

HOMEPA	GE 🖬 IN	STALLATIONS	REPORT	S 💷CHART	S 🔺 ALERTS				🖂 O NEW 👻 🔺 DEMOJINST 👻
PD	OF Form A	3PDF For	m B 🛛 Pl	DF Report	I				
Report I	D		164						
Installat	tion		Demo In	stallation 😡					
Гуре			Report						
Start Da	ıte		01/01/20	017			Status History		
Reportin	ng duratio	n [months]	6		Date	Status	User	Comment	
Reportin	ng period		01/2017	- 06/2017	23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve]
Status			Submitte	ed to EC	23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok	
Commer	nt				23/08/2017 14:28:37	Submitted to EC	Demo Installation [MAL_INST]	Report submission for 01/2017 - 06/2017	
									Quick Links Installation: Demo Installation 🛇
									Reports overview for the installation \pmb{O}
Electric	ity								
			Account	ıt					
Electrici Year	ity Month	123456789		it Total [kWh					Reports overview for the installation O
Year	Month		9 [kWh]	Total [kWh	D				
Year 2017	Month 1		9 [kWh] 500,000	Total [kWh 500,00	D				
Year 2017 2017	Month 1 2		9 [kWh] 500,000 570,000	Total [kWh 500,00 570,00					
2017 2017 2017	Month 1 2 3		9 [kwh] 500,000 570,000 560,000	Total [kWh 500,00 570,00 560,00					
Year 2017 2017 2017 2017	Month 1 2 3 4		9 [kwh] 500,000 570,000 560,000 540,000	Total [kWh 500,00 570,00 560,00 540,00					
Year 2017 2017 2017 2017 2017 2017	Month 1 2 3 4 5		P [kwh] 500,000 570,000 560,000 540,000 550,000 550,000 530,000	Total [kWh 500,00 570,00 560,00 540,00 550,00					
Year 2017 2017 2017 2017 2017 2017	Month 1 2 3 4 5 6 otal		P [kwh] 500,000 570,000 560,000 540,000 550,000 550,000 530,000	Total [kWh 500,00 570,00 560,00 540,00 550,00 530,00					
Year 2017 2017 2017 2017 2017 2017 10 17 2017	Month 1 2 3 4 5 6 otal out		9 [kwh] 500,000 570,000 560,000 540,000 550,000 530,000 000	Total [kWh 500,00 570,00 560,00 540,00 550,00 330,00 3,250,00					

3. Click on the PDF Form B button.

<u> </u>	
Suruhanjaya Tenaga Energy Commission	
Energy Commission	
FORM B	
ELECTRICITY SUPPLY ACT 1990	
EFFICIENT MANAGEMENT OF ELECTRICAL ENERGY REGULATIONS 2008	
DECLARATION BY	
REGISTERED ELECTRICAL ENERGY MANAGER	
[subregulation 6(2)]	
I, Demo REEM, the registered electrical energy manager of the private installation	
licensee/consumer* Demo Installation, hereby declare and confirm that:	
(a) I have been given sufficient access to the records of the private installation	
licensee/consumer* to enable me to confirm the report in Form A of the Second	
Schedule;	
(b) To the best of my knowledge and belief, the report in Form A of the Second	
Schedule was well prepared based on the actual implementation of efficient	
management of electrical energy improvement measures at the installation for the reported period;	
reponed penda,	
(c) I have evaluated the efficient management of electrical energy performance and	
costs at the installation; and	
(d)	
(any other information deemed suitable)	
Date: 23/08/2017	
Signed by:	
Name: Demo REEM	
Registration No.: PTE-1234-5678	
	+
Note:	
1 If the space is insufficient to provide the information or particulars, please attach annexes. Every annex shall be	
initialled by the above signatory. 2 * Delete whichever is not applicable.	
 Brances in Beneficies by Held Mills 	

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

# HOMEPAG	GE MINS	STALLATIONS 🛙	BREPORTS	LILCHARTS	A LERTS				🖾 O NEW 👻 🔺 DEMO.INST 👻
PD	F Form A	PDF Form	B 1PDI	F Report					
Report I	D	1	164						
Installat	ion	[Demo Inst	allation 😡					
Туре		F	Report						
Start Da	te	(01/01/201	7			Status History		
Reportin	g duratio	n [months] 🛛 🤅	5		Date	Status	User	Comment	
Reportin	g period	(01/2017 -	06/2017	23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve	
Status		S	Submitted	to EC	23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok	
Commen	t				23/08/2017 14:28:37	Submitted to EC	Demo Installation [MAL_INST]	Report submission for 01/2017 - 06/2017	
									Quick Links Installation: Demo Installation Reports overview for the installation
Electrici	ty				-				•
Year	Month		Account						
		123456789 [Total [kWh]					
2017	1		00,000	500,000					
2017	2		70,000	570,000					
2017	3		50,000	560,000					
2017	4		40,000	540,000					
2017	5		50,000	550,000					
2017	6		30,000	530,000					
۲ گ Exp	ort	3,250,00		3,250,000					
Product	s and Spe	cific Energy Co	onsumptio	on (SEC)					8
				Product			SEC		

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

# HOMEPAGI	E L ains	STALLATIONS	🛍 REPORT	S FIICH	RTS	A ALERTS				📨 O NEW 👻 🔺 DEMO.INST 👻
PDF	F Form A	PDF For	m B P	DF Report	1					
Report ID)		164							
Installati	on		Demo In	stallation 🖸						
Туре			Report							
Start Date	e		01/01/20	017				Status History		
Reporting	y duratio	n [months]	6			Date	Status	User	Comment	
Reporting	j period		01/2017	- 06/2017	2	23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve	
Status			Submitte	ed to EC	2	23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok	
Comment	t				2	23/08/2017 14:28:37	Submitted to EC	Demo Installation [MAL_INST]	Report submission for 01/2017 - 06/2017	
										Quick Links
							Report parameters	;	× _	Installation: Demo Installation O
							Baseline year:	[Automatic] 2 -		Reports overview for the installation O
Electricit	y						Regression variables	Regression variables 3		8
			Accoun	t			4 Generate report	PDF		
Year	Month	12345678	9 [kWh]	Total [k\	vh]				_	
2017			500,000	500,	000					
2017	2		570,000	570,	000					
2017	3		560,000	560,	000					
2017			540,000	540,	000					
2017			550,000	550,	000					
2017			530,000	530,	000					
To	tal	3,250,	000	3,250,	000					
Expo	ort									
Products	and Spe	cific Energy	Consump	tion (SEC)						8
				Pro	luct			SEC		

- 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			٦		*
COMPANY PROFILE							Ľ.
Installation Name		Demo Installation Ind 1			_ 1		
Address		123 Jalan Kecekapan Tenaga 62100, Putrajaya, Putrajaya					L
Licensee/Supply Autho	rity						ы
Licensee/Supply Autho Account Number	rity	123456789					Ш
Installation Registration	No	ST(TKL)P/S/SGR/XXXXX					
Te Registered Electrical Manager (REEM) C	ignation: lephone: Fax: Email: nergy Name: ertificate: lephone: Email:	Ahmad bin Mohamad Electrical Engineer 0.3-8888637 emisadmin@st.gov.my Demo REEM PTE-1234-5678 azulhilmi_89@yahoo.com Industry Manufacture of Non-Metallic Mineral Prod E2 26/01/2021	ucts				
COMPANY INFORM	ATION						П
Product			UOM	Quantity			
Cement - Coloured Ce	ment		MT	50,000.000			
Cement - White Ceme			MT	100,000.000			
Demo Installation strive manner possible. Under this policy energy strengthen our competi	s to use e / manager ive positio	ERGY MANAGEMENT POLICY nergy in the most efficient, cost-effective, and e ment will play a key role in support of our plan n, and provide customers with the highest qua will also support our commitment to our employ	to maximis lity product	e profitability, ts.			Ţ

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

HOMEPAGE	▲ ALERTS	⊠O NEW →	🛎 DEMO.INST 👻
Chart Configuration	Charts		
Data Source			
Installation Label			
1 2 i No data available			

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

6.2 Analysis

↔ HOMEPAGE MINISTALLATIONS	▲ ALERTS	🖂 O NEW 👻	📥 DEMO.INST 👻
Chart Configuration	Charts		
Data Source			
i No data available			
4			

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

+ HOMEPAGE	₩REPORTS LetCHARTS	Aleris	⊠O NEW →	▲ DEMO.INST →
Chart Configuration		Charts		
Data Source				
Installation Label				
Demo Installation	· •			
Selected Installations Count: 1				
X axis				
3 Baseline:				
Range: All One Year:	-			
4				
2016 2016-2	2017 🗘			
5 Resolution: Month Yea	r Year Wrapped			
Chart Type				
6 Chart Type: Column	ne			
Analysis				
Electricity:	kWh			
CO2 Emission:	COz			
Product:	Quantity			
Specific Energy Consumption:				
Fuel:	Quantity Cost			
Energy Saving Measures:	ESM			
Regression Mode:	Off			
Tabular Display of Chart Da	ata			
7 None Show				

- 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:

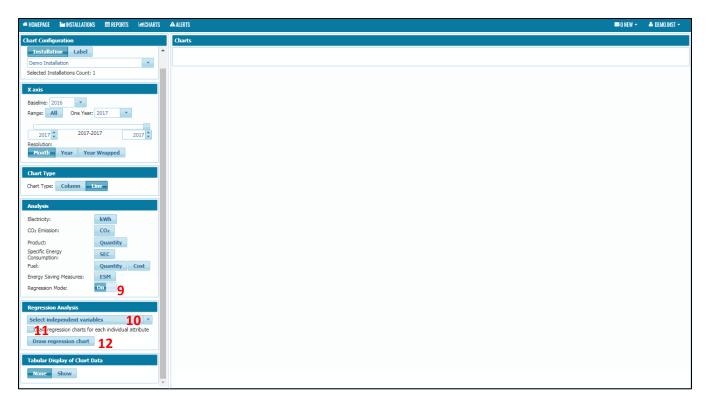
i. Baseline year is only available to be selected if all data for that year is complete one year. For example, year that the data is only from July – December will not be available to be selected as baseline year. The data must be completed 12 months then only the year will appear in the selection.



8. Select type of analysis.

Note:

- i. For **Industry Sector**, type of analysis available is Electricity, CO₂ Emission, Product, Specific Energy Consumption, Fuel (if defined by the installation), Energy Saving Measures and Regression (need to turn on first).
- For Commercial and Government Sector, type of analysis available is Electricity, CO₂
 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.

			DEMO.INST						
rt Configuration	Charts								
Installation Label	Degracsion by Paceline "2016"								
emo Installation	Regression by Baseline "2016"								
lected Installations Count: 1	Electricity Consumption								
axis									
seline: 2016	₹ 400,000.00								
inge: All One Year: 2017	200,000.00								
	00,00.00								
2017 2017-2017 2017		A	A .A						
solution:	turne areas	05/20, 05/20	06/20						
Month Year Year Wrapped	Month								
	Electricity - KWh								
art Type	Estimated Values								
art Type: Column Line	CUSUM								
	60,000.00								
alysis	20,000.00								
ectricity: kWh	20.00.00								
2 Emission: CO2	-40,000,00								
duct: Quantity	60,000.00								
ecific Energy nsumption:	tures enter	-0 ¹⁷ -0 ⁴	n						
el: Quantity Cost	the are are are are are are are are are ar	9212 0212	0/12						
ergy Saving Measures: ESM	Month								
gression Mode: On	Commutative Savings								
	Regression Function								
gression Analysis	Function y=0.354 * [Cement - Coloured Cement [MT]] + 0.179 * [Cement + Mile Cement [MT]] + 344.83 * [Cooling Degree Days] + 225,324.363								
ement - White Cement [MT], Cement - * oloured Cement [MT], Cooling Degree	R ² 0.397								
ays	Adjusted R ² 0.171								
Draw regression charts for each individual attribute	2 Export								
)raw regression chart									
	Month 01/2017 02/2017 03/2017 04/2017 05/2017 06/2017 Actual \$00,000 \$70,000 \$60,000 \$50,000 \$30,000								
ibular Display of Chart Data	Actual 500,000 570,000 560,000 540,000 550,000 530,000 Predicted 542,634.546 549,904.437 537,627.659 535,630.362 527,476.786 523,881.927								

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. R² and Adjusted R² 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

IOMEPAGE	I INSTALL		REPORTS		A LERTS						2	≥O NEW → 🔺 DEI	Mo.inst • 4 2
allations wi	ith alerts	Labels	3 Sub/Secto	r: All		·				i 🕨	📥 Global S	earch	0
			rting Days O 🔷 N		🔷 Mail Not (Yet) Sei 🔷 Re	Start of Reporting			Installation Name	Installation Lab	el 🔷 Address	City/Municipality	¢ ZIP
= 3	0/06/2017	1	72		Alert: Demo Installa Alert	01/01/2017	6	demo 2	Demo Installation 2				

- 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



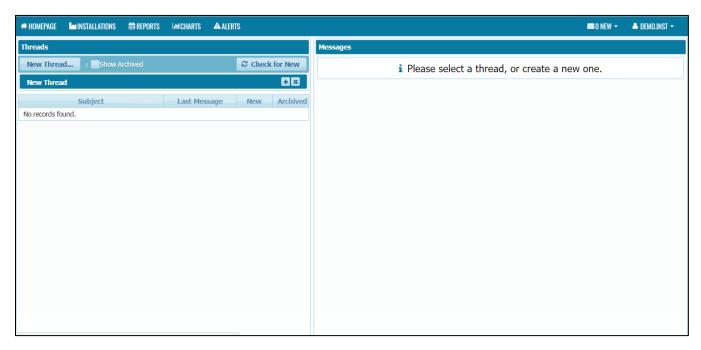
b. Displayed on Installation Homepage

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

# HOMEPAGE LINSTALLATIONS 📾 REPORTS	Lee Charts 🔺 Alerts
Threads	
New Thread1	Check for New
New Thread	- ×
Subject 2	
Recipients 3	
Create 4	
Subject No records found.	Last Message New Archive

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

Threads		Messages	Thread					
New Thread Show Archived	Check for New	Test	Demo Messages					
New Thread		6	Active Participants					
Subject		Send	Demo Installation [Installation] × Demo REEM [REEM] ×					
Recipients		Demo Installation						
		23/08/2017 17:36:26 Follow						
Create		up						
Subject	Last Message New Archived	Demo Installation [Installation]						
Demo Messages 5	23/08/2017 17:36:26 0	<i>23/08/2017 16:58:20</i> Hi,						
		report for January 2017 - Jun 2017 has been						
		submitted. Please review and approve ASAP						

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

+ HOMEPAGE	Lee CHARTS	IS		⊠O NEW → 🔺 DEMO.INST →
Threads			Messages	Thread
New Thread Show Archived		Check for New		Demo Messages
New Thread		- ×		Active Participants
Subject			Send	Demo Installation [Installation] × Demo REEM [REEM] ×
Recipients			Demo Installation [Installation]	
			04/09/2017 22:13:04 Test	
Create			Demo Installation	
Subject	Last Message	New Archived	[Installation]	
Demo Messages	23/08/2017 17:36:26	0	Follow	
			Demo Installation [Installation] 23/08/2017 16:58:20 HI, report for January 2017 - Jun 2017 has been submitted. Please review and approve ASAP	

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

