

Energy Management Information System (EMIS)

Installation-User Manual

Version 2.1



Important Notes

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

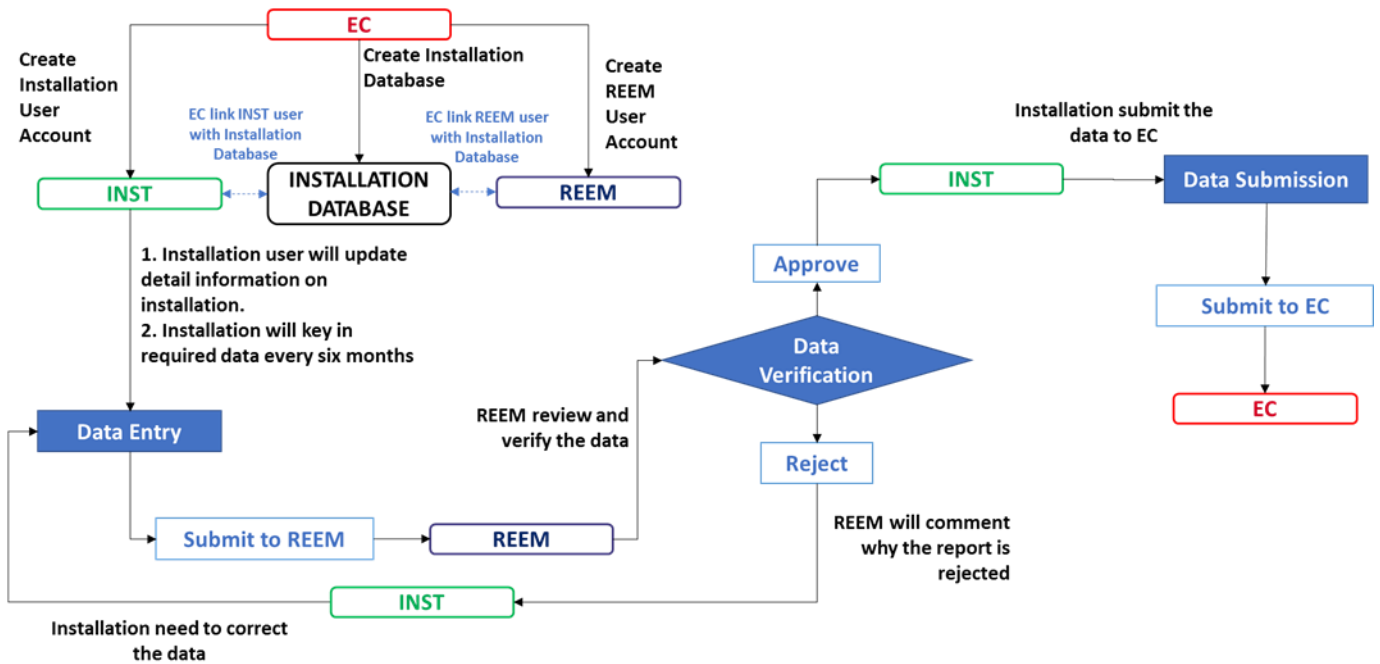
Table of Contents

Important Notes	1
1. Introduction.....	4
1.1 Reporting Flow	4
1.2 Privileges for Installation User	4
2. Accessing the System.....	5
2.1 Login.....	6
2.2 Changing Password	7
2.3 Email Verification.....	8
2.4 Forgot Password	10
3. Homepage	13
3.1 Overview	13
3.2 User's Setting	14
4. Installation.....	16
4.1 Overview	16
4.2 Creating Labels.....	17
4.3 Updating Installation's Data.....	20
4.3.1 Updating Installation's Details.....	21
4.3.2 Updating Installation's Electricity Account Number	24
4.3.3 Updating Installation's Variables.....	26
4.3.4 Updating Installation's Fuels (if applicable)	29
4.3.5 Updating Installation's Products (for Industry Sector only).....	31
4.4 Report Submission.....	34
4.4.1 Reports Grid Overview	34
4.4.2 Create Historical Reports.....	35
4.4.3 Create Next Reports	46
4.4.4 Refresh Dates & Attributes	57
4.4.5 Reports Table.....	65
5. Reports.....	66
5.1 Overview	66
5.2 Generate Form A and Form B.....	67
5.3 Generate PDF Report	69
6. Charts	72
6.1 Overview	72
6.2 Analysis.....	73

7. Alerts	78
7.1 Overview	78
8. Messaging	80
8.1 Overview	80
8.2 Create New Message Thread	81
9. Contact Us	84

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

UNDP
Empowered. Better.
Brilliant nation.

**ENERGY MANAGEMENT INFORMATION SYSTEM
(EMIS)**

Username :

Password :

[Forgot password](#)

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Note:

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

2.1 Login

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Energy Commission

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ENERGY MANAGEMENT INFORMATION SYSTEM (EMIS)

Username : 1
Password :
 2
[Forgot password](#)

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

Note:

- 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 Installation [demo.inst]! You have to change your initial password

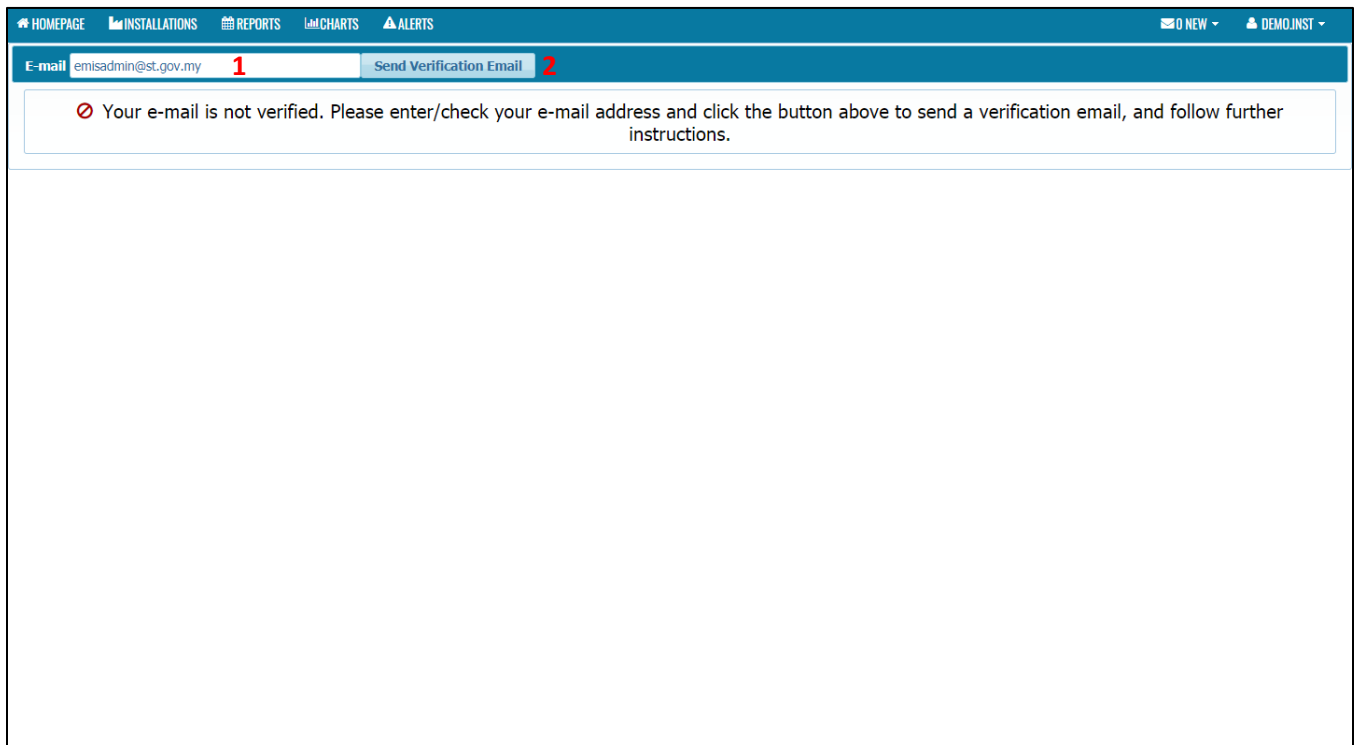
Change Password	
Old Password	*****
New Password	*****
New Password (again)	*****
<input type="button" value="Change Password"/>	

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.

Note:

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

2.3 Email Verification

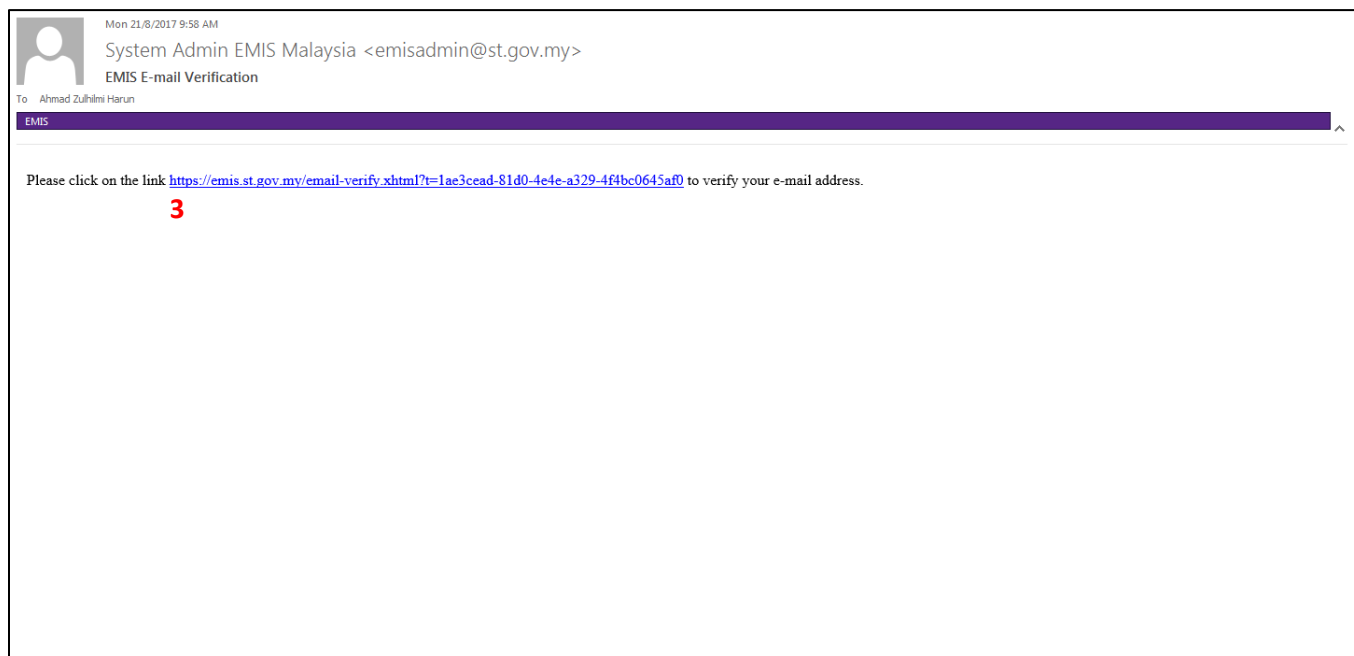


HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS 0 NEW DEMO.INST

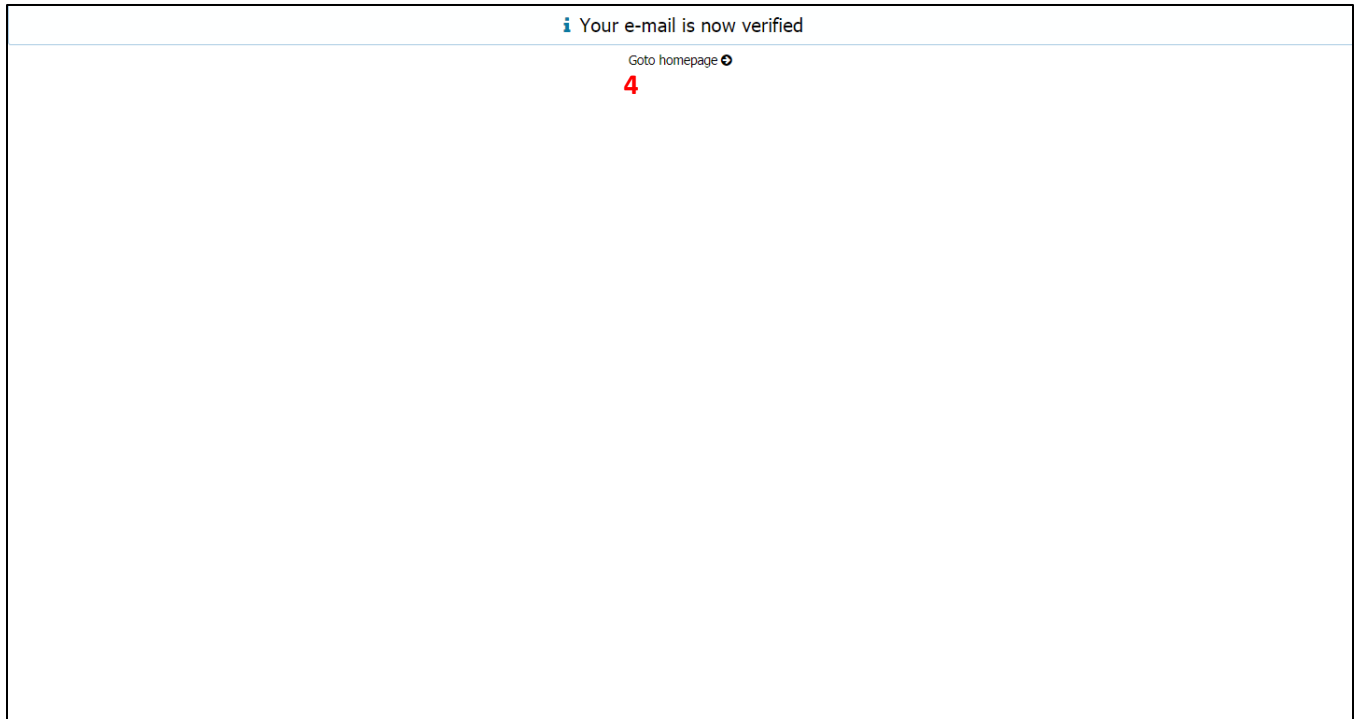
E-mail **1** **2**

⊘ Your e-mail is not verified. Please enter/check your e-mail address and click the button above to send a verification email, and follow further instructions.

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



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



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

Note:

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

2.4 Forgot Password

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ENERGY MANAGEMENT INFORMATION SYSTEM (EMIS)

Username :

Password :

Login

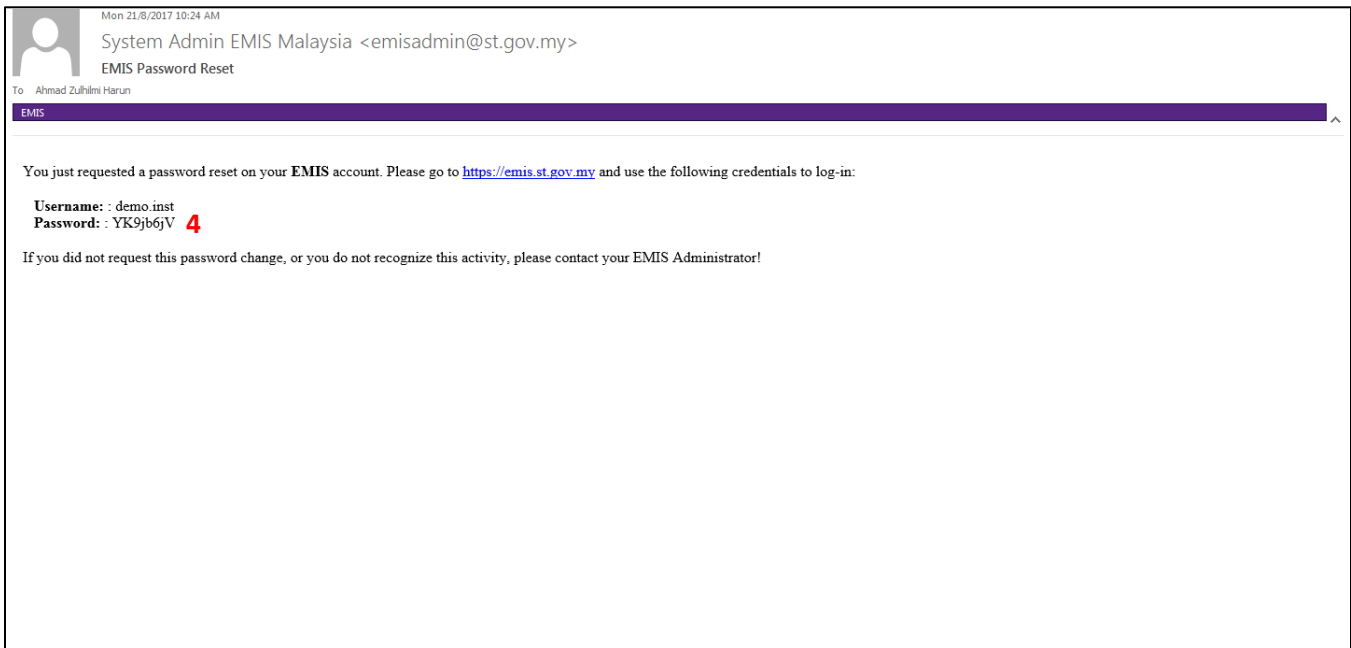
[Forgot password](#)

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

Password Reset	
2 Username	<input type="text"/>
3 Email	<input type="text"/>
<input type="button" value="Reset Password"/>	

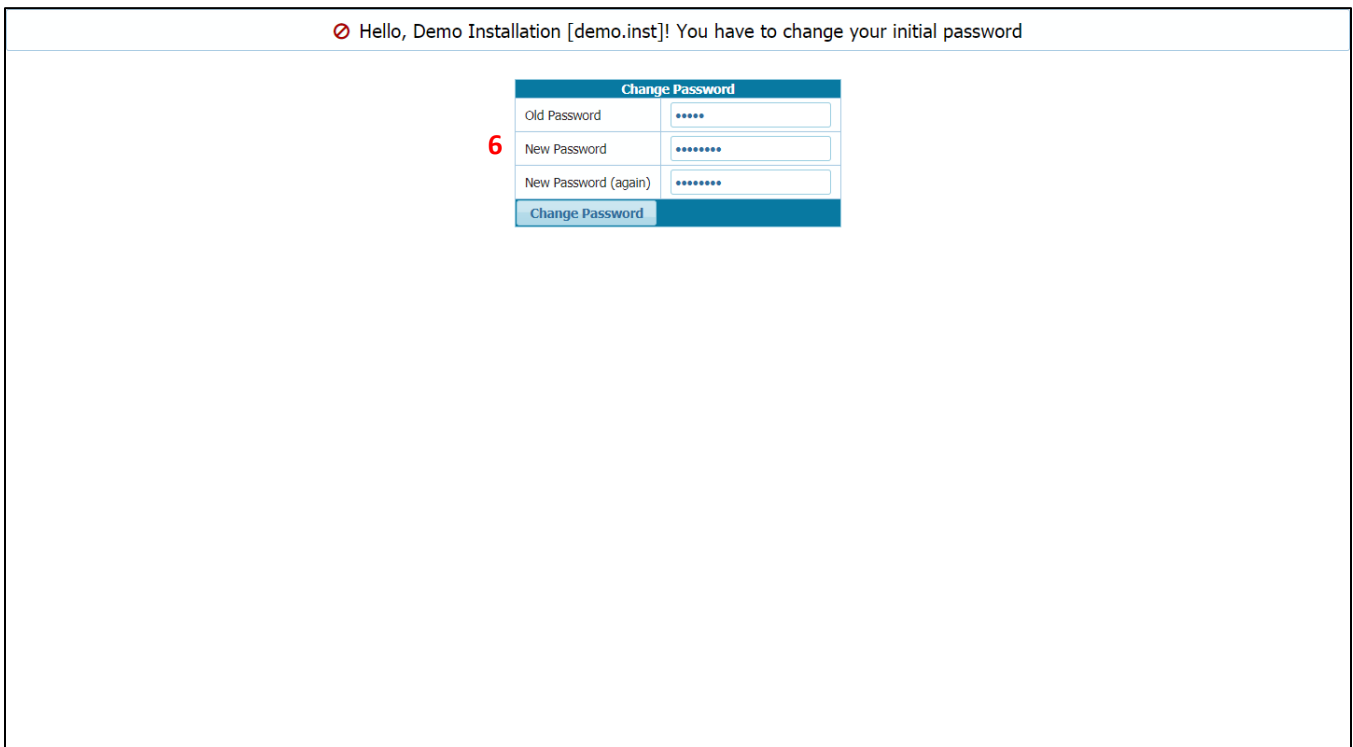
2. Enter the Username and Email Address (email that has been verified with EMIS).
3. Click on the Reset Password. An email will be sent to you which contain the temporary password.



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



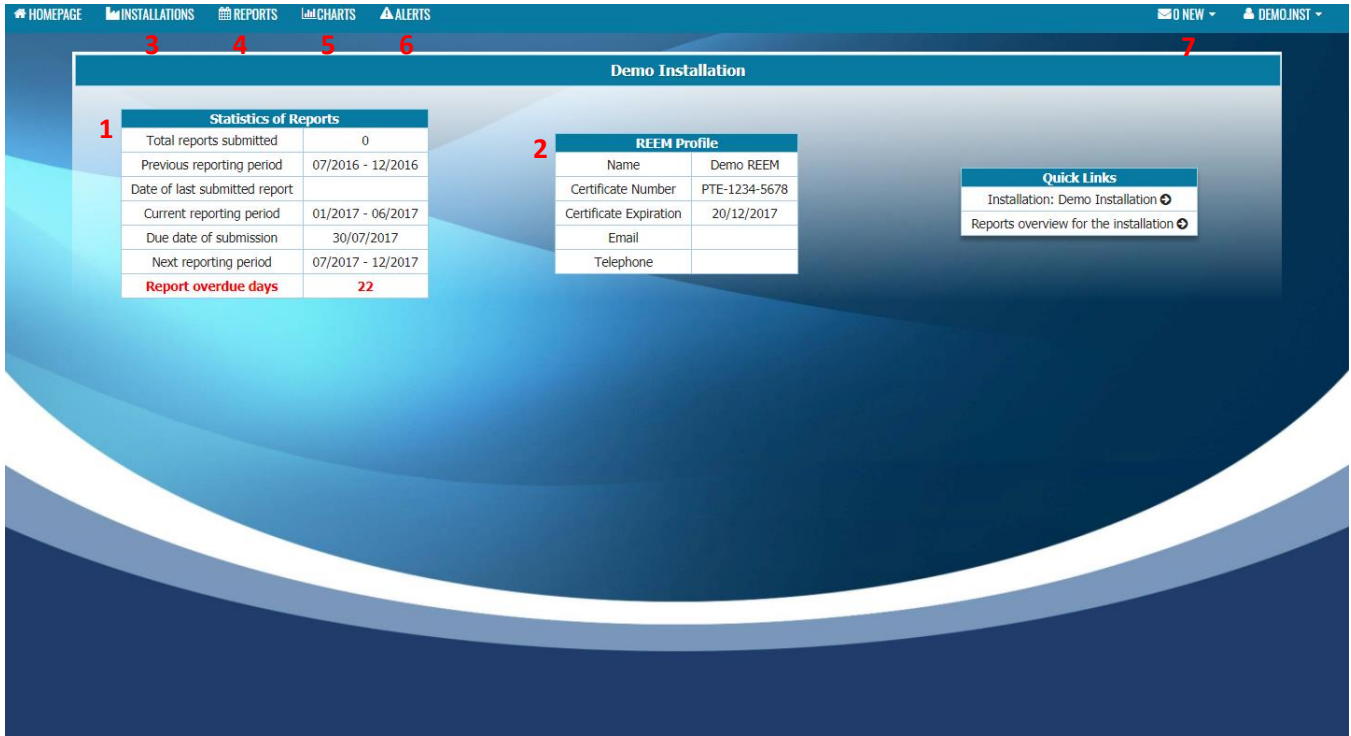
5. Login into EMIS using the temporary password provided in the email.



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

3. Homepage

3.1 Overview



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

3.2 User's Setting

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS

0 NEW DEMO.INST

My Settings 2
Log Out

Demo Installation

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

REEM Profile	
Name	Demo REEM
Certificate Number	PTE-1234-5678
Certificate Expiration	20/12/2017
Email	
Telephone	

Quick Links	
Installation: Demo Installation	
Reports overview for the installation	

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

[HOME PAGE](#)
[INSTALLATIONS](#)
[REPORTS](#)
[CHARTS](#)
[ALERTS](#)

[NEW](#)
[DEMO.INST](#)

Change Password

Old Password	<input type="text"/>
New Password	<input type="text"/>
New Password (again)	<input type="text"/>
<input type="button" value="Change Password"/>	

General data R:MAL_INST - Installation

Full Name	Demo Installation
Telephone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail	emisadmin@st.gov.my
Send Messages to e-mail	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>	

Use this data when reporting a problem with application:

Logged in user	demo.inst
Application Server Current Date and Time	21/08/2017 10:57:53
Database Server Current 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

Note:

- i. If the user change their email address, the user need to update their email address in this section.
- ii. If the Send Messages to e-mail is ticked, user will receive a notification email whenever a message is received by the user.
- iii. For Installation User, **do not change** the Full Name to your own name. This field must be the Installation's name not your own name.

4. Installation

4.1 Overview

File number	Installation Name	Licencee Supply	Accounts	Installation Label	Address	City/Municipality	ZIP	County name / G	Project Name	Sector	Subsector	Contact Person	Co
demo	Demo Installation	Tenaga Nasional Be	123456789		123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo	Industry	Manufacture of Non	Ahmad bin Mohama	Electr
demo 2	Demo Installation 2	Tenaga Nasional Be							Demo	Commercial	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.

Note:

i. Working with tables:

The screenshot shows a software interface with a table. Callouts point to various features: 'Search by field criteria' points to the search dropdowns; 'Sort Ascending / Descending' points to the sort icon; 'Load additional 1000 entries' points to the refresh icon; 'Search typical fields' points to the global search bar; 'Open' points to the expand icon; and 'Options' points to the menu icon.

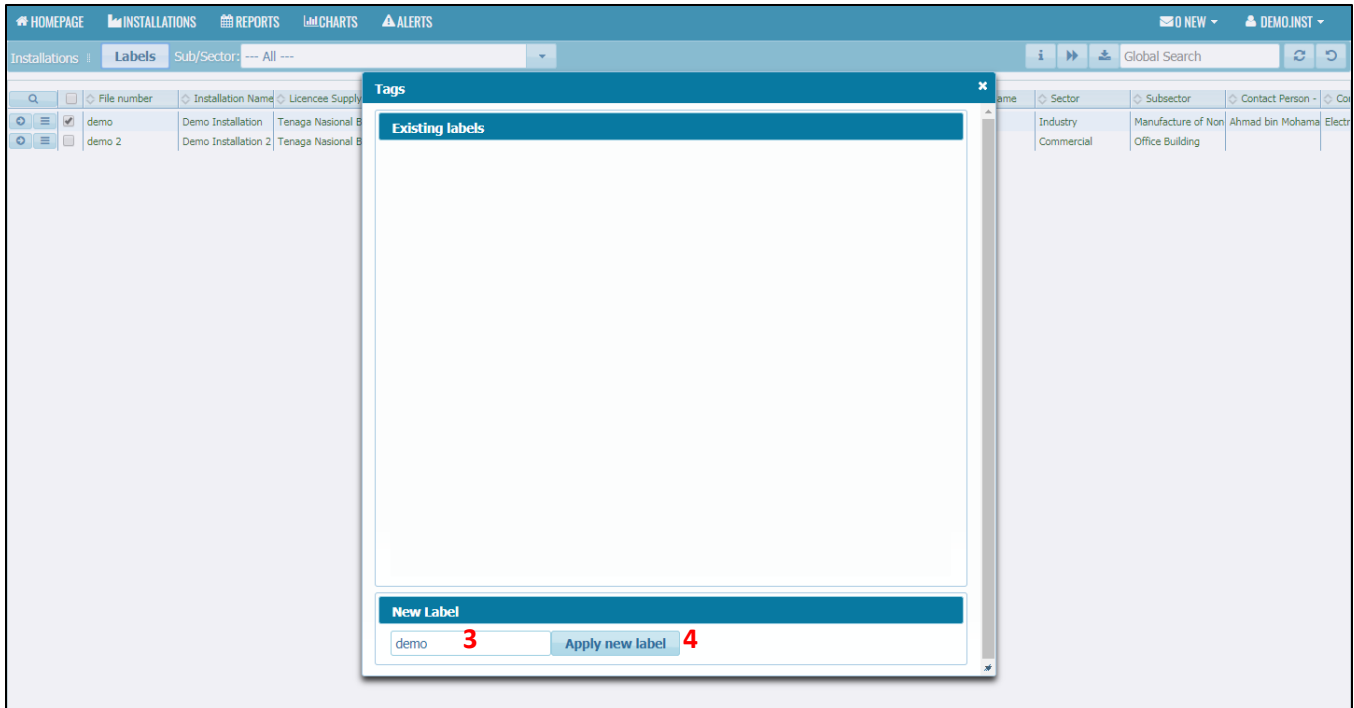
File number	Installation Name	Licencee Supply	Accounts	Installation Label	Address	City/Municipality	ZIP	County name / G	Project Name	Sector	Subsector	Contact Person	Co
demo	Demo Installation	Tenaga Nasional Be	123456789		123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo	Industry	Manufacture of Non	Ahmad bin Mohame	Electr
demo 2	Demo Installation 2	Tenaga Nasional Be							Demo	Commercial	Office Building		

4.2 Creating Labels

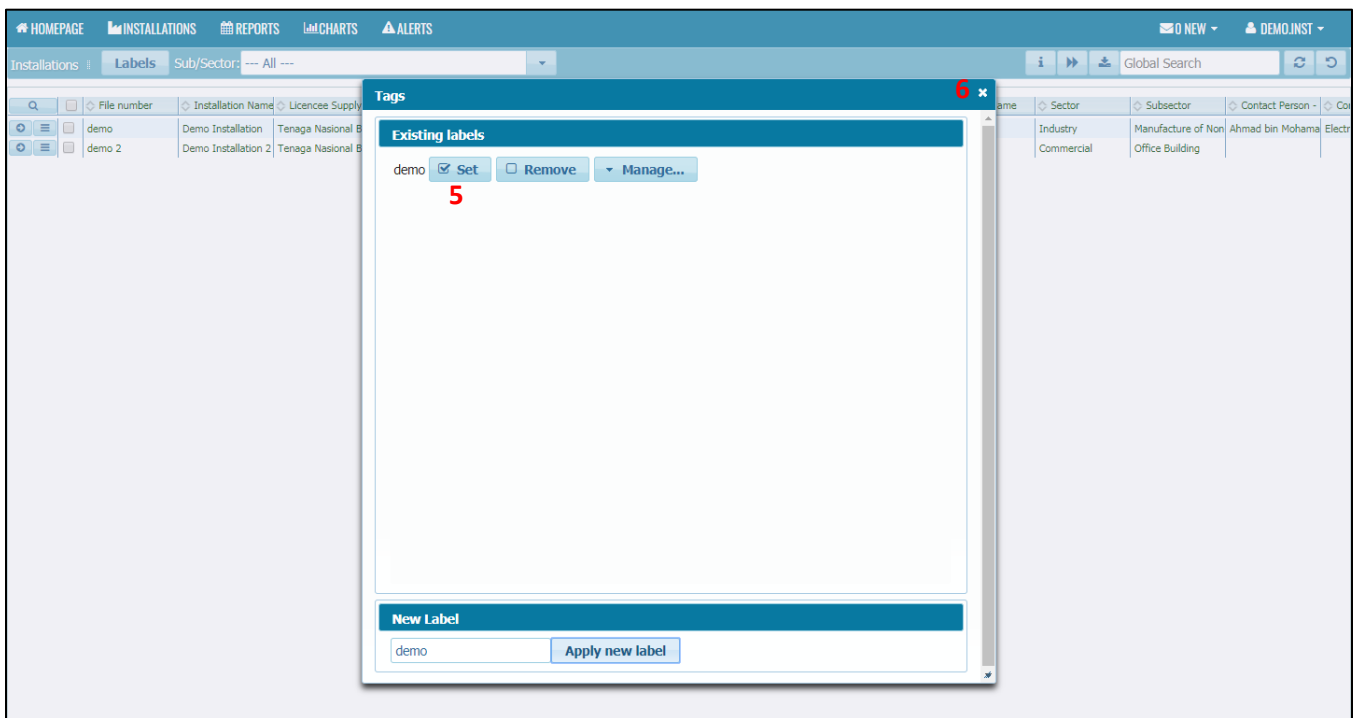
The screenshot shows the software interface with the 'Labels' button highlighted. A red '1' is placed next to the checkbox in the first row of the table, indicating the step to tick the box for labeling.

File number	Installation Name	Licencee Supply	Accounts	Installation Label	Address	City/Municipality	ZIP	County name / G	Project Name	Sector	Subsector	Contact Person	Co	
<input checked="" type="checkbox"/>	demo	Demo Installation	Tenaga Nasional Be	123456789	demo	123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo	Industry	Manufacture of Non	Ahmad bin Mohame	Electr
<input type="checkbox"/>	demo 2	Demo Installation 2	Tenaga Nasional Be						Demo	Commercial	Office Building			

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



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



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

File number	Installation Name	Licencee Supply	Accounts	Installation Label	Address	City/Municipality	ZIP	County name / G	Project Name	Sector	Subsector	Contact Person	Co
demo	Demo Installation	Tenaga Nasional Be	123456789	demo	123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo	Industry	Manufacture of Non	Ahmad bin Mohama	Electr
demo 2	Demo Installation 2	Tenaga Nasional Be		7					Demo	Commercial	Office Building		



7. Installation is now labelled.

Note:

- i. To remove the label from the selected installation, click button.
- ii. To rename the label, click button and select Rename.
- iii. To delete the label, click button and select Delete.

4.3 Updating Installation's Data

File number	Installation Name	Licencee Supply	Accounts	Installation Label	Address	City/Municipality	ZIP	County name / G	Project Name	Sector	Subsector	Contact Person	Company
demo	Demo Installation	Tenaga Nasional Berhad	123456789	demo	123 Jalan Kecekapa	WP Putrajaya	62100	Putrajaya	Demo	Industry	Manufacture of Non	Ahmad bin Mohamad	Electrical
demo 2	Demo Installation 2	Tenaga Nasional Berhad							Demo	Commercial	Office Building		

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

The screenshot shows a web-based form for updating installation details. The form is titled 'Demo Installation Ind 1' and has a navigation bar with tabs for 'DETAILS', 'ELECTRICITY', 'VARIABLES', 'FUELS', 'PRODUCTS', 'REPORTS GRID OVERVIEW', and 'REPORTS TABLE'. The 'DETAILS' tab is active, and there are 'Update' and 'Cancel' buttons at the top left. The form is divided into four main sections:

- General Data:** Contains fields for File number (demo 1), Installation Name (demo 1), Address (123 Jalan Keokapan Tenaga), State (Putrajaya), City (Putrajaya), ZIP ID (62100), Subsector ID (Industry / Manufacture of Non-Metallic Mineral Pro), Project (Demo), Reporting period (6), Start of Reporting Regime (01/01/2019), Start of Reporting Period (01/01/2021), REEM (Name: Demo REEM, Certificate: PTE-1234-5678, Date of Expiry: 01/12/2022, Email: azuhelmi_89@yahoo.com), Electricity Tariff Category (E2), Licensee/Supply Authorities (Tenaga Nasional Berhad), and Installation Registration No (ST(TKL)P/S/SGR/0000X).
- Contact Information:** Contains fields for Contact Person - Name (Ahmad bin Mohamad), Contact Person - Designation (Electrical Engineer), Contact Person - Email (emisadmin@st.gov.my), Contact Person - Telephone (03-88708500), and Contact Person - Fax (03-88886637).
- Building Usage (for Commercial & Government Sector only):** Contains fields for Gross Floor Area, Percent of Gross Floor Area That is Air Conditioned, Server Area, Parking Area That is Enclosed, Net Floor Area, Design Occupant Load Unit, Design Occupant Load, and Actual Occupant Load.
- Efficient Electrical Energy Management:** Contains a text area for the policy, a list for the committee members, and a text area for the objectives.

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.)

Note:

- i. If the installation falls under the industry sector, please refer to the “**Guide on Selecting Subsectors and Product Types**” and select **carefully** the **subsector** based on the **product types** produce by the installation as this product types will be defined in the Products Tab.
2. In the Contact Information section, installation user is required to update the following:
 - a. Name of the contact person
 - b. Designation of the contact person
 - c. Email of the contact person
 - d. Telephone number of the contact person
 - e. Fax number of the contact person

Note:

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

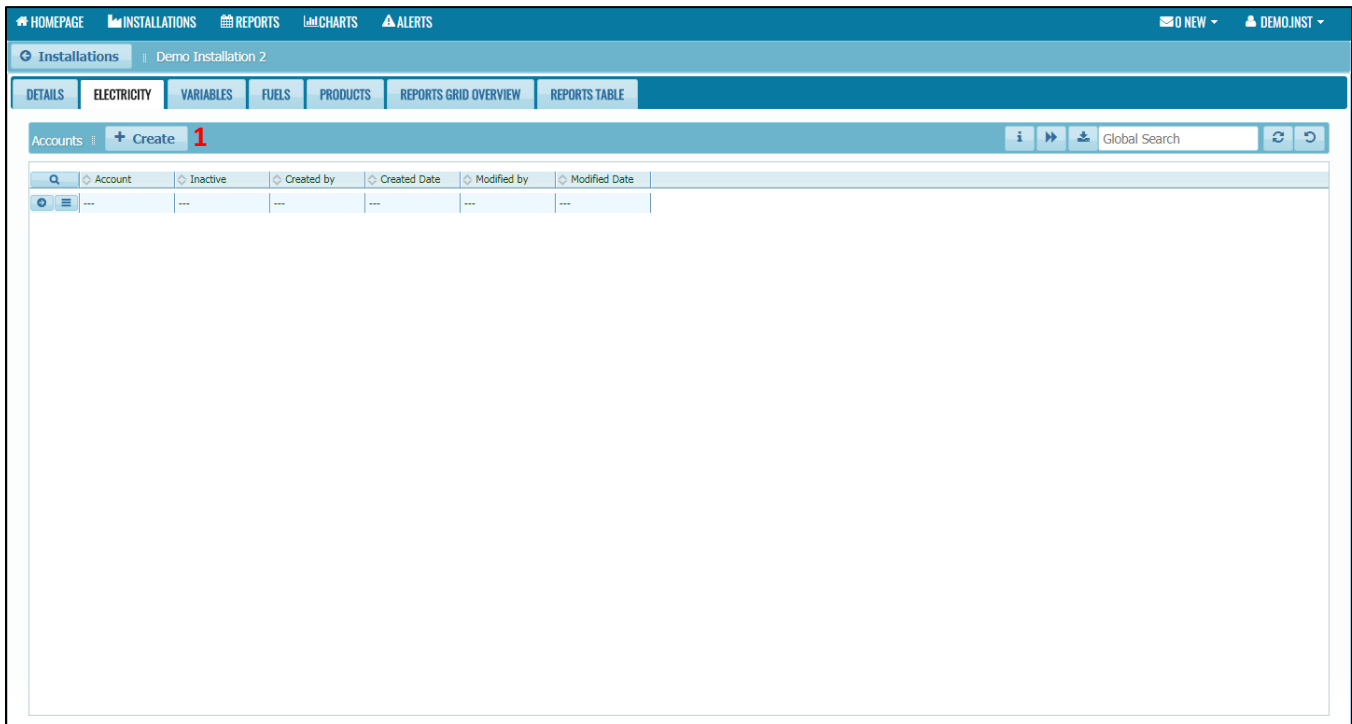
Note:

- i. The Gross Floor Area is defined as the floor area of a building covering the entire built-up floor area of the building.
 - ii. The Net Floor Area is defined as the floor area of a building covering the entire built-up floor area of the building exclude the parking space and the outer corridor.
4. In the Efficient Electrical Energy Management section, installation user is required to update the following:
- a. Efficient Electrical Energy Management Policy
 - b. Efficient Electrical Energy Management Committee
 - c. Efficient Electrical Energy Management Objective

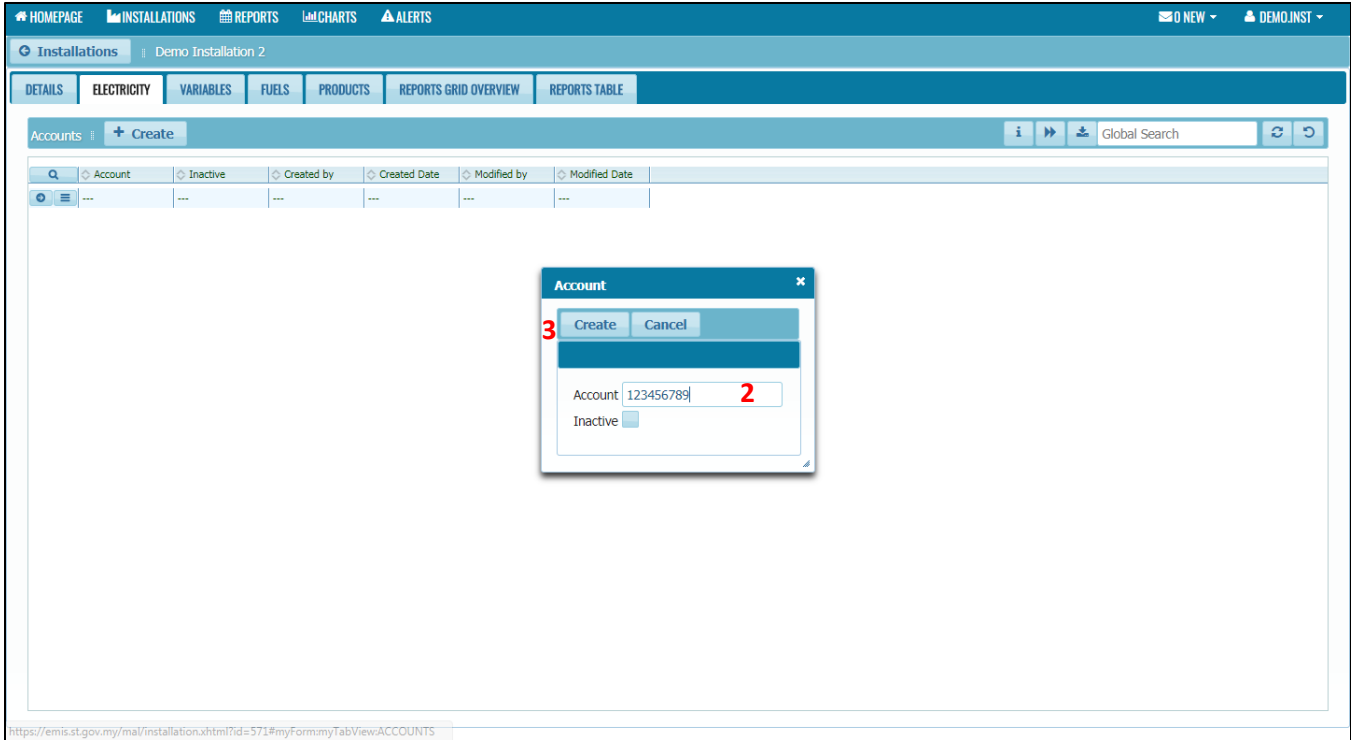
Note:

- i. The Efficient Electrical Energy Management Policy, Committee and Objective is mentioned in the Regulations 6 (1) of Efficient Management of Electrical Energy Regulations 2008 (EMEER 2008). Failure to comply with this subregulation means the installation commits an offence under EMEER 2008.
5. After all information has been reviewed and update, click on the Update button to update the information.

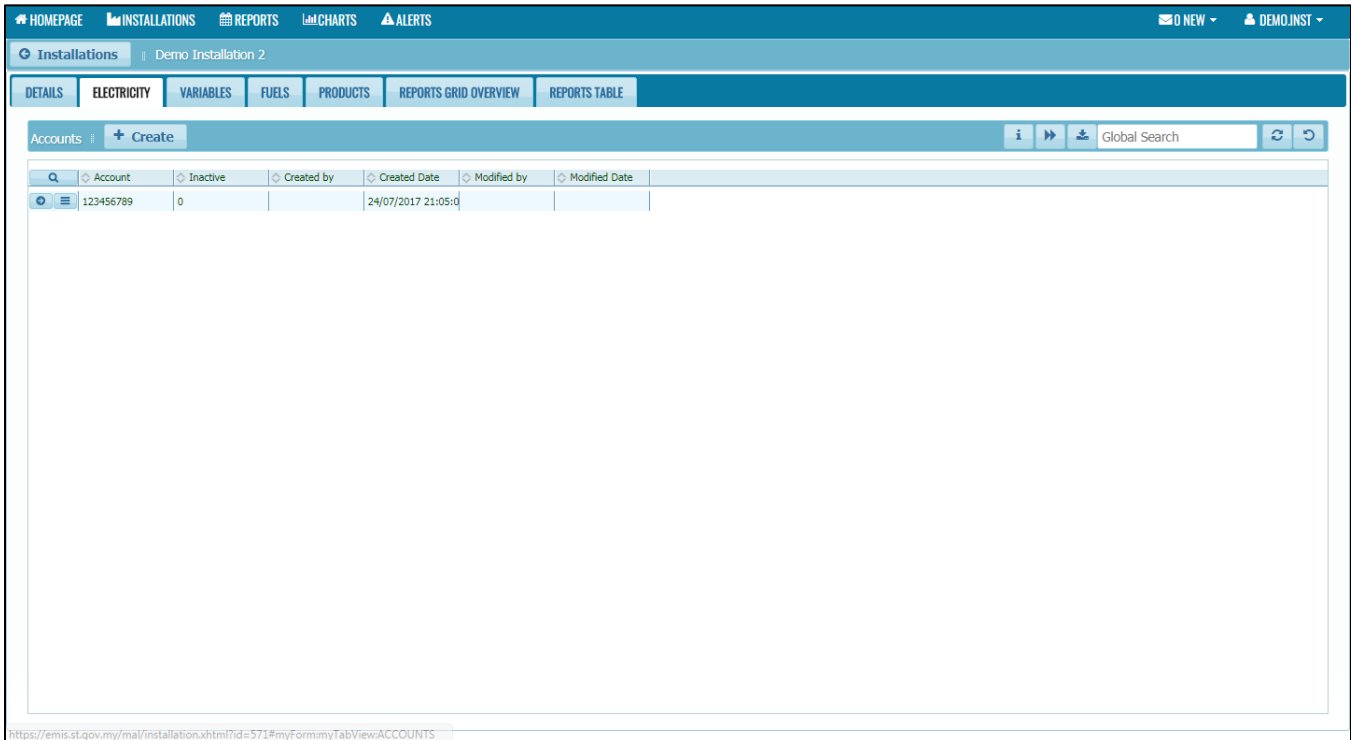
4.3.2 Updating Installation's Electricity Account Number



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



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



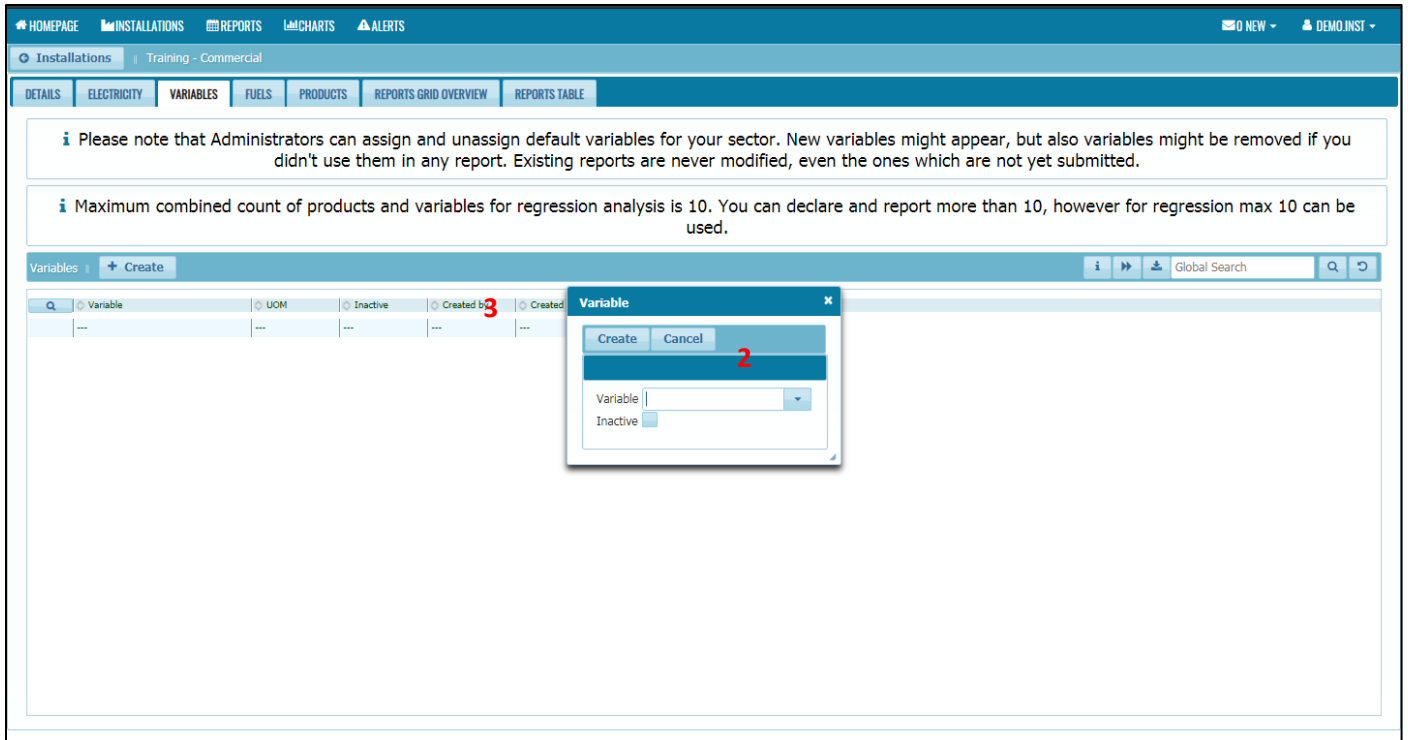
Note:

- i. Some installation may have more than one Licencee/Supply Authorities account number. Just repeat the steps above for other account number. Please note that Installation can only add the account that belong to the same complexes, do not add account that is in the different places.
- ii. Only tick the inactive box if the account number is no longer in use or when the installation change to a new Licencee/Supply Authorities account number.
- iii. When creating a report for accounts, only the active ones will be available for entering new data on report. If an account should not be on a report (because it is permanently or temporarily inactive), it should be marked as inactive (it can be reactivated at any time by 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.

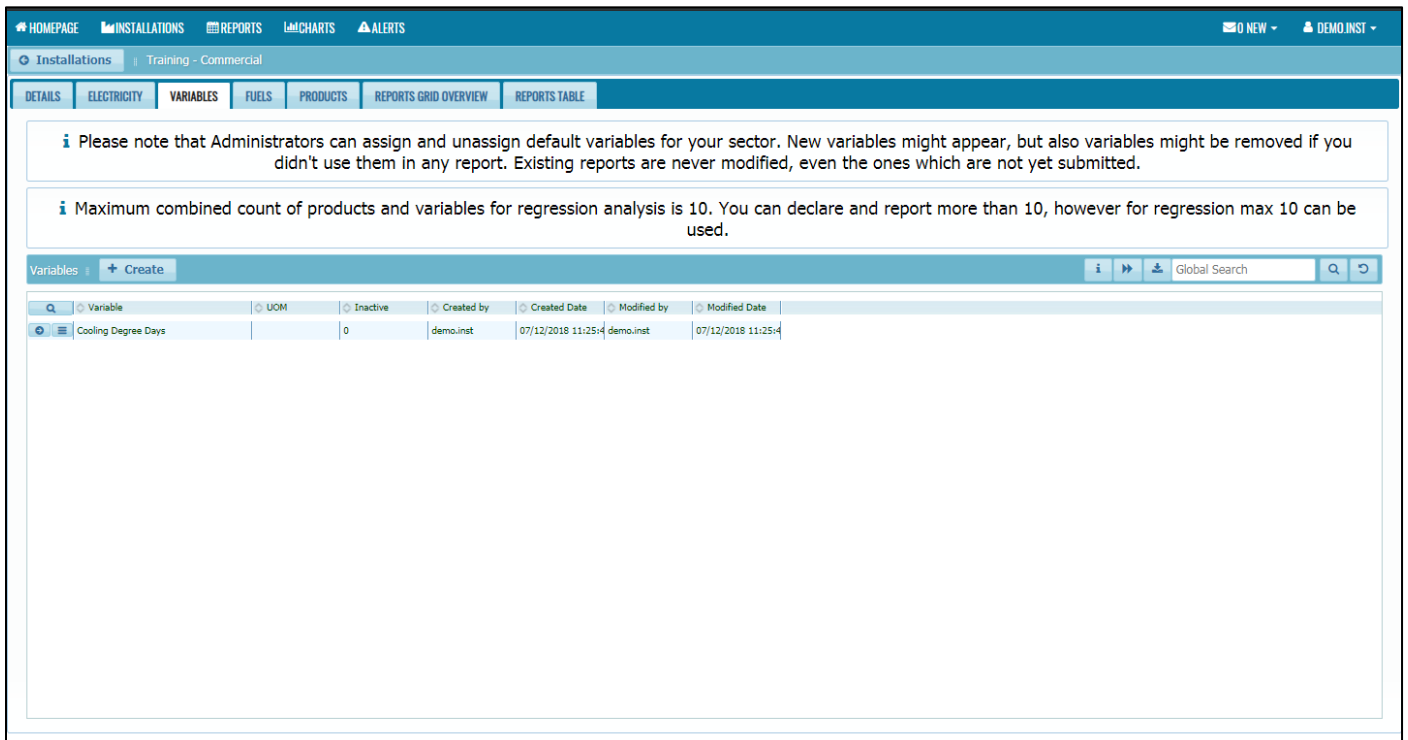
4.3.3 Updating Installation's Variables

1

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



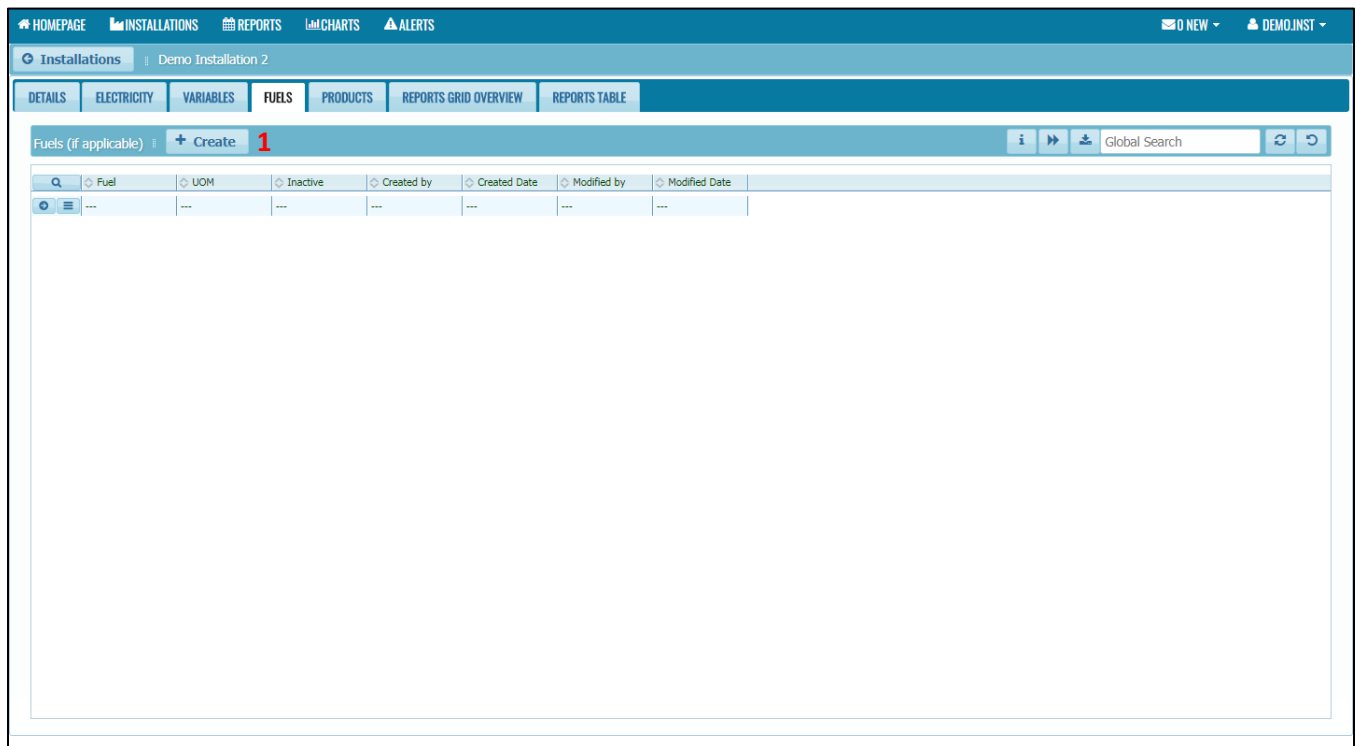
2. Select the variables that affect the electricity consumption of the installation from the dropdown list.
3. Click Create button.



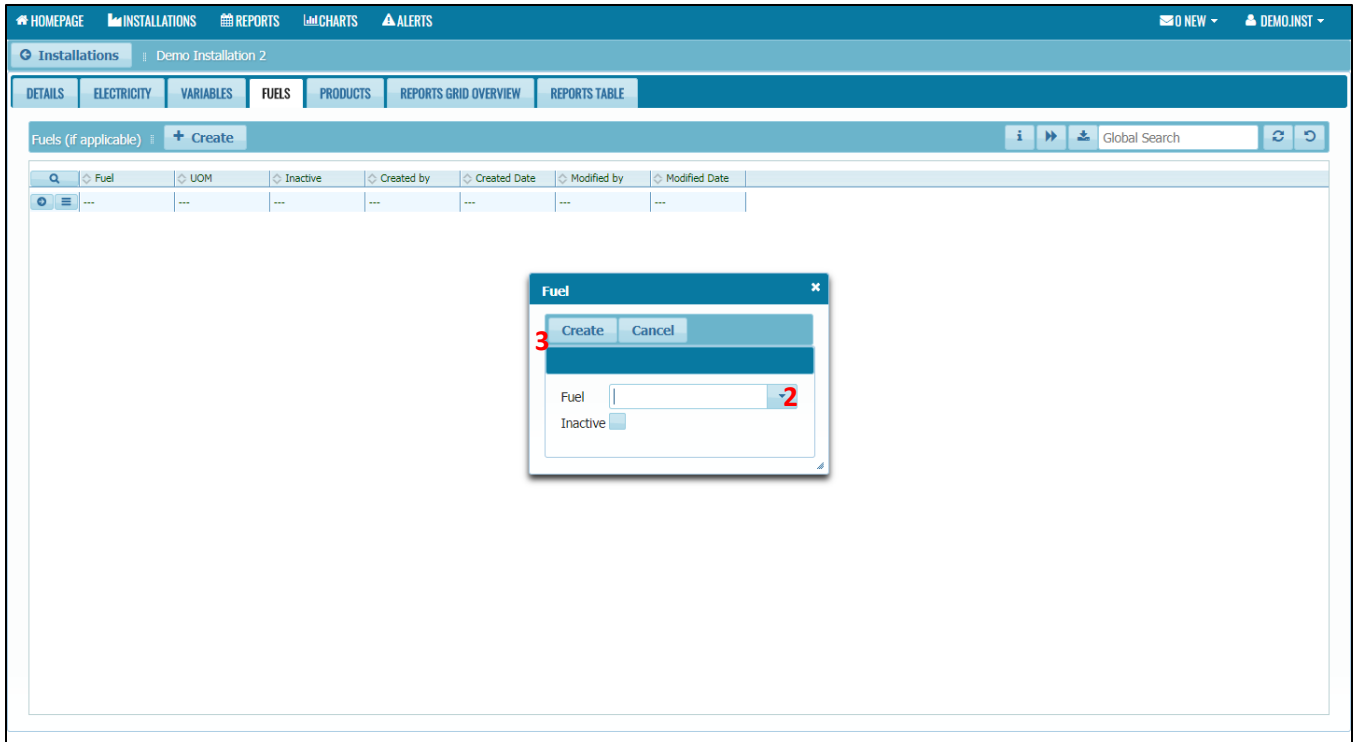
Note:

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

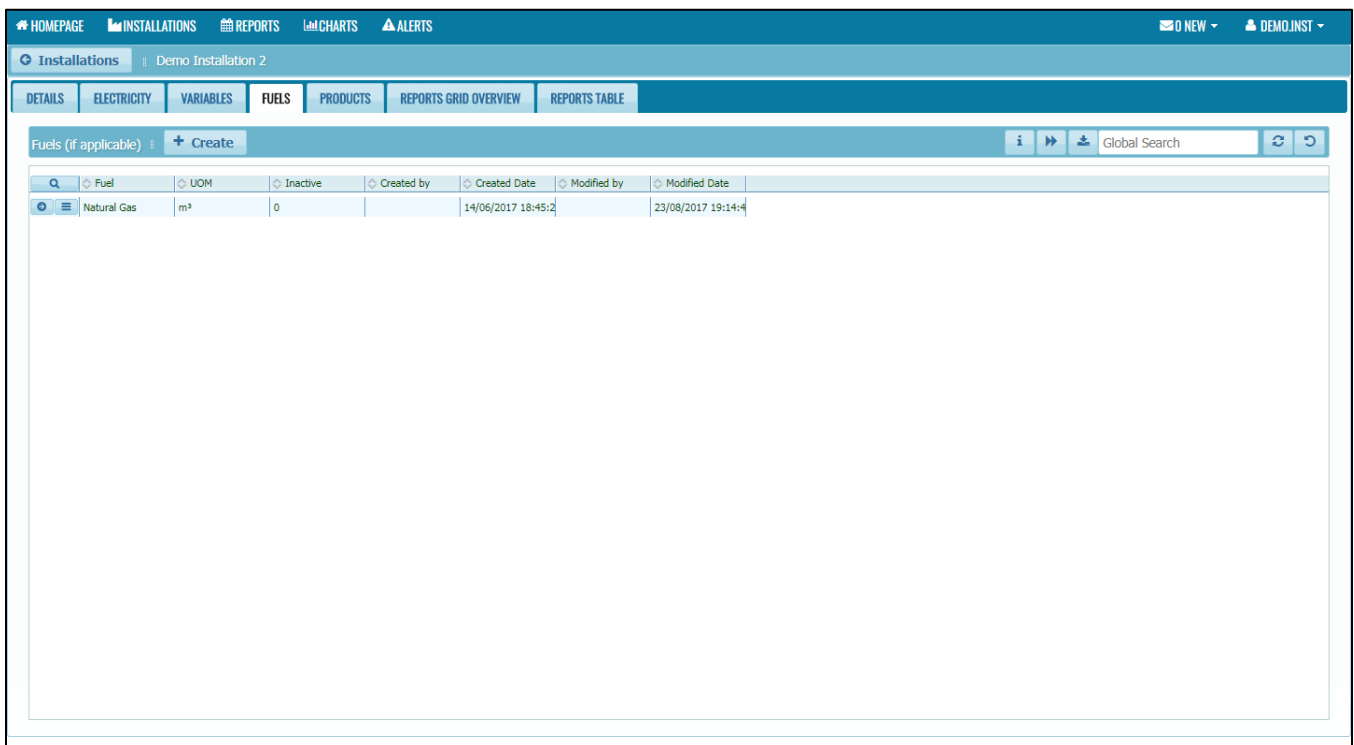
4.3.4 Updating Installation's Fuels (if applicable)



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



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



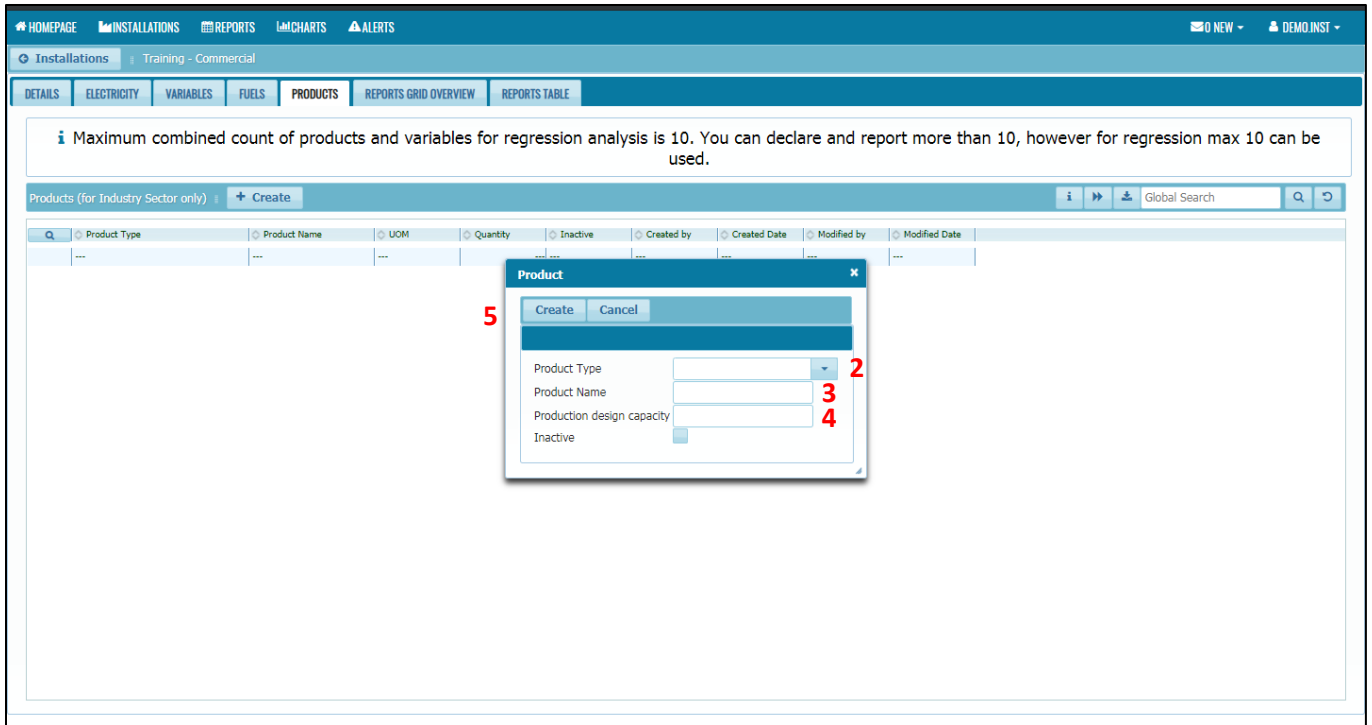
Note:

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

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

The screenshot displays a software interface for managing products. At the top, there is a navigation bar with tabs for 'HOME PAGE', 'INSTALLATIONS', 'REPORTS', 'CHARTS', and 'ALERTS'. Below this, a sub-navigation bar shows 'DETAILS', 'ELECTRICITY', 'VARIABLES', 'FUELS', 'PRODUCTS', 'REPORTS GRID OVERVIEW', and 'REPORTS TABLE'. A message box indicates a limit on the number of products and variables for regression analysis. The main content area is titled 'Products (for Industry Sector only)' and features a '+ Create' button, which is highlighted with a red '1'. Below the button is a table with the following columns: Product Type, Product Name, UOM, Quantity, Inactive, Created by, Created Date, Modified by, and Modified Date. The table currently contains no data rows.

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



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

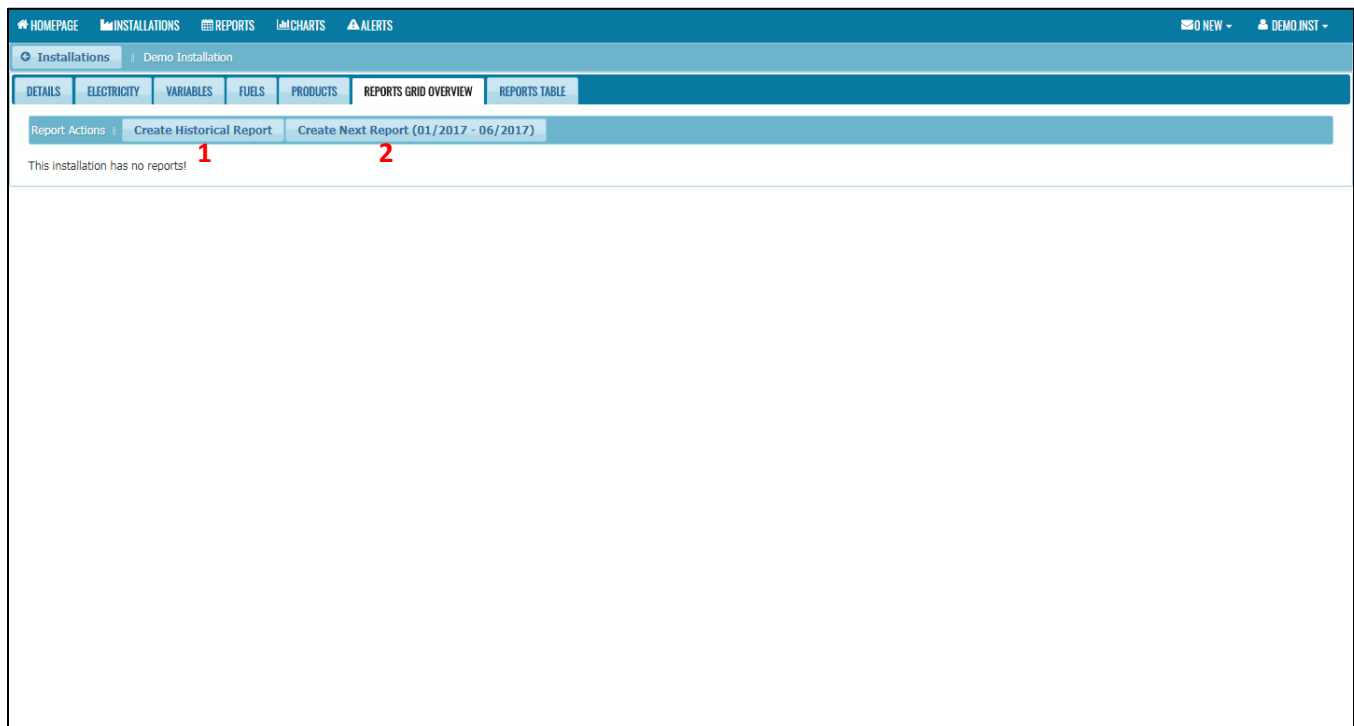


Note:

- i. This section is **only for Industry Sector**. For Commercial and Government sector, leave this section blank.
- ii. Please refer to the “**Guide on Selecting Subsectors and Product Types**” first when choosing the product type. The **product type** must be **related** to the **subsector** (product type must be in the subsector’s group) defined in the EMIS as in the guideline.
- iii. If the desired product type as well as Unit of Measure (UOM) for that product are not in the dropdown list, please contact EC Administrator. We will review the request and add the product type or UOM in the registry if necessary.
- iv. Installation may have more than one product. Just repeat the steps above for other product.
- v. Only tick the inactive box if the product is no longer applicable.
- vi. When creating a report for products, only the active ones will be available for entering new data on report. If a product should not be on a report (because it was not produced in current reporting period), it should be marked as inactive (it can be reactivated at any time by 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.

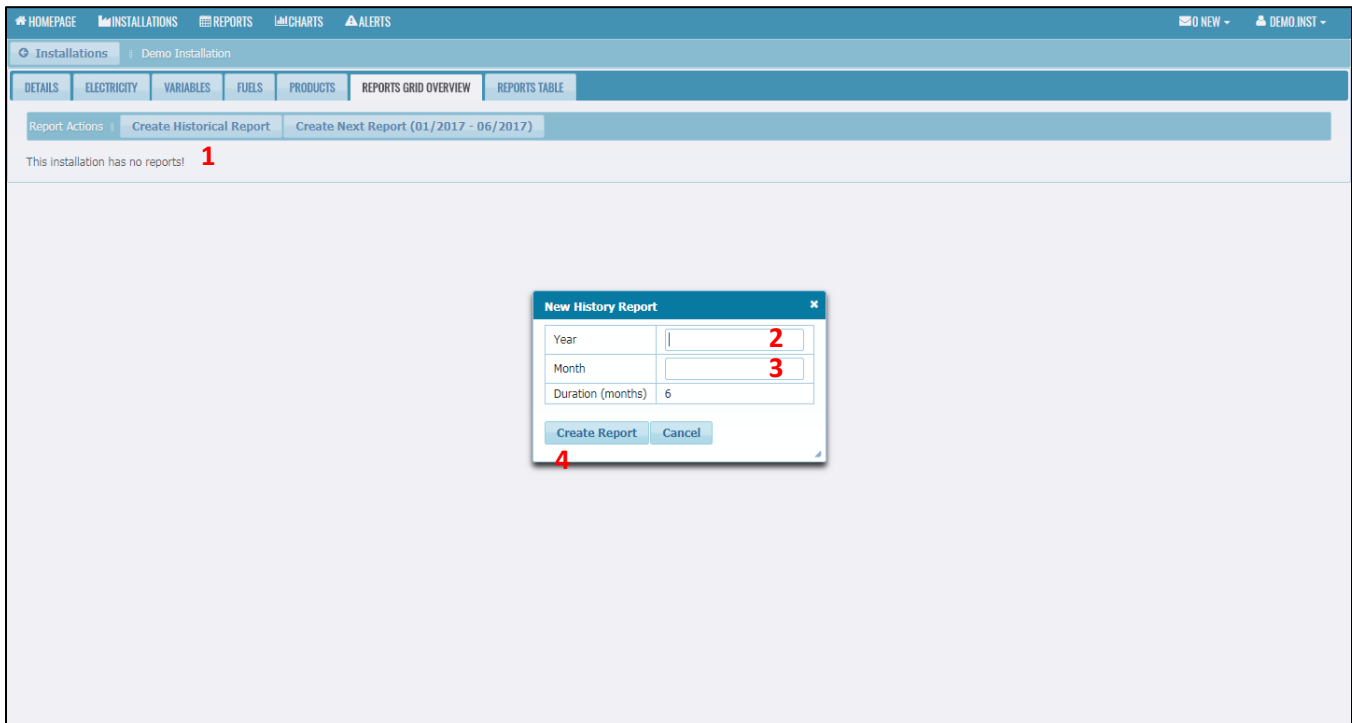
4.4 Report Submission

4.4.1 Reports Grid Overview



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

4.4.2 Create Historical Reports



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

Note:

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

[HOME PAGE](#) | [INSTALLATIONS](#) | [REPORTS](#) | [CHARTS](#) | [ALERTS](#)
0 NEW | DEMO.INST

[Edit](#) | [Refresh Dates & Attrs](#) | [Delete](#) | [Submit to REEM](#)

Report ID	162	Warnings All fields in Electricity 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) must be entered for sector Industry	Quick Links Installation: Demo Installation Reports overview for the installation								
Installation	Demo Installation										
Type	Report										
Start Date	01/07/2017										
Reporting duration [months]	6										
Reporting period	07/2017 - 12/2017										
Status	Draft	Status History <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>User</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Date	Status	User	Comment				
Date	Status	User	Comment								
Comment											

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	7		0
2017	8		0
2017	9		0
2017	10		0
2017	11		0
2017	12		0
Total		0	0

[Export](#)

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2017	7						
2017	8						
2017	9						
2017	10						
2017	11						
2017	12						
Total							

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.

[HOME PAGE](#) | [INSTALLATIONS](#) | [REPORTS](#) | [CHARTS](#) | [ALERTS](#)
NEW - DEMO INST -

[Save](#) | [Cancel](#) | [Delete](#)

Report ID	163
Installation	Demo Installation
Type	<input type="radio"/> Report <input type="radio"/> Baseline-only 6
Start Date	01/07/2016
Reporting duration [months]	6
Reporting period	07/2016 - 12/2016
Status	Draft
Comment	

Quick Links
[Installation: Demo Installation](#)
[Reports overview for the installation](#)

Status History			
Date	Status	User	Comment

Warnings
All fields in Electricity must be entered for sector Industry
All fields in Products and Specific Energy Consumption (SEC) must be entered for sector Industry
All fields in Variables must be entered for sector Industry

Electricity 7

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	<input type="text" value="510000"/>	0
2016	8	<input type="text" value="520000"/>	0
2016	9	<input type="text" value="530000"/>	0
2016	10	<input type="text" value="520000"/>	0
2016	11	<input type="text" value="550000"/>	0
2016	12	<input type="text" value="540000"/>	0
Total		0	0

[Export](#)

Products and Specific Energy Consumption (SEC)

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

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

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

Example (Case of more than one product defined):

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

From 450,000kWh, how many percent electricity is used to produce Hardisk & Diskette for Month 1/2017. Total percentage of weightage must be 100%

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

- i. Weightage is the percentage of electricity consumed to produce that product for that particular month. Total percentage of weightage must be 100%
- ii. For industry, office area and common facilities is not production area but during operation both areas also running. For reporting under EMEER 2008, Specific Energy Consumption (SEC) will include all energy usage regardless either it is coming from production area or non-production area.

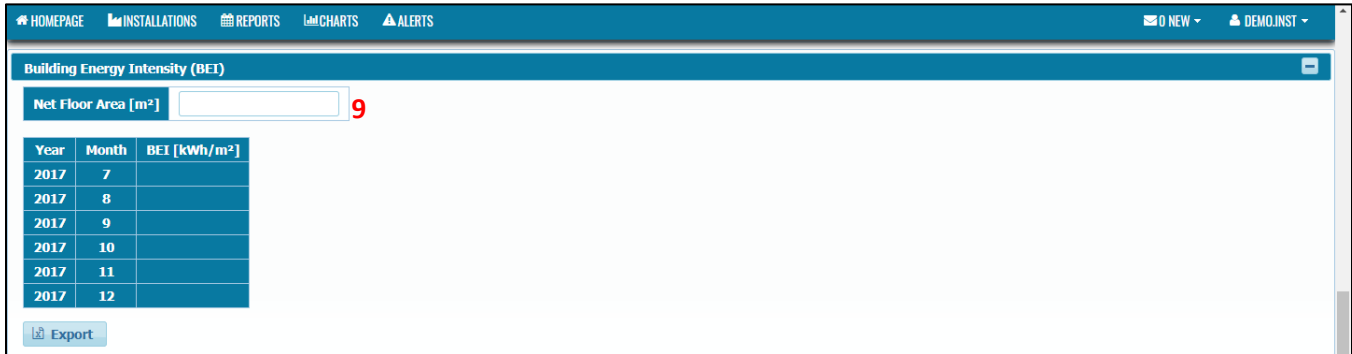
Note:

- i. Formula to calculate SEC:

$$SEC = \frac{E * \frac{W}{100}}{P}$$

Where:

- E = Electricity (kWh)
- W = Weightage (%)
- P = Production



- 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.
- ii. Formula to calculate Building Energy Intensity (BEI):

$$BEI = \frac{E}{NFA}$$

Where:

- E = Electricity (kWh)
- NFA = Net Floor Area (m²)



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

The screenshot displays a software interface with a top navigation bar containing 'HOME PAGE', 'INSTALLATIONS', 'REPORTS', 'CHARTS', and 'ALERTS'. Below the navigation bar, there are three main sections:

- Fuel:** A table with columns 'Year', 'Month', 'Natural Gas' (subdivided into 'm³' and 'Cost [MYR]'), and 'Total'. The data rows show months 7 through 12 for the year 2016, with values for consumption and cost.
- Energy Saving Measures (ESM):** This section contains three tables:
 - List:** A table with columns 'Type', 'Description', 'Investment Cost [MYR]', 'Status', and 'Comment'. A red '12' is written over the 'Type' field.
 - Summary of Implemented ESM:** A table with columns 'Type', 'Description', 'Yearly Savings [kWh]', 'Yearly Savings Cost [MYR]', 'Return on Investment [Years]', 'Month Completed', 'Year Completed', and 'Comment'.
 - Proposed:** A table with columns 'Type', 'Description', 'Estimated Yearly Savings [kWh]', 'Estimated Yearly Savings Cost [MYR]', 'Investment Cost [MYR]', 'Return on Investment [Years]', and 'Comment'.

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

Note:

- i. List Table – This is the list of all ESM in the period reported (In progress, Completed, Rejected, Under Study / Approved by Management). If there is an ESM already completed, click the Copy completed to Summary button after filling in the data of the ESM.
- ii. Summary of Implemented ESM Table – This table is only for ESM that already **completed during the period of reporting**. When fill in the Yearly Savings (kWh) and Yearly Savings Cost (MYR), you can estimate it for one year if the data for one year savings is not available (example, you measure the savings for one month, and then times the savings with 12 to get estimated savings for one year). Completed ESM is only required to be reported only once, if the Completed ESM already reported in the previous report, please do not put it again to avoid double counting in the analysis chart. **Month Completed** must be in 1-12 format (example month January please write 1) while **Year Completed** must be in YYYY format (example 2017 please write 2017 not 17).
- iii. Proposed Table – This table is for the ESM planned in the future.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

Save Cancel Delete

Report ID: 163

Installation: Demo Installation

Type: Report Baseline-only

Start Date: 01/07/2016

Reporting duration [months]: 6

Reporting period: 07/2016 - 12/2016

Status: Draft

Comment:

Quick Links

- Installation: Demo Installation
- Reports overview for the installation

Status History

Date	Status	User	Comment
------	--------	------	---------

Warnings

- All fields in Electricity must be entered for sector Industry
- All fields in Products and Specific Energy Consumption (SEC) must be entered for sector Industry
- All fields in Variables must be entered for sector Industry

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510000	0
2016	8	520000	0
2016	9	530000	0
2016	10	520000	0
2016	11	550000	0
2016	12	540000	0
Total		0	0

Export

Products and Specific Energy Consumption (SEC)

13. Scroll up the page and click Save button.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

Edit Refresh Dates & Attrs Delete Submit to REEM 14

Report ID: 163

Installation: Demo Installation

Type: Baseline-only

Start Date: 01/07/2016

Reporting duration [months]: 6

Reporting period: 07/2016 - 12/2016

Status: Draft

Comment:

Status History

Date	Status	User	Comment
------	--------	------	---------

Quick Links

- Installation: Demo Installation
- Reports overview for the installation

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510,000	510,000
2016	8	520,000	520,000
2016	9	530,000	530,000
2016	10	520,000	520,000
2016	11	550,000	550,000
2016	12	540,000	540,000
Total		3,170,000	3,170,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2016	7	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	60	1.08	1.40869565

14. Click on the Submit to REEM button.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

Edit Refresh Dates & Attrs Delete Submit to REEM

Report ID: 163
 Installation: Demo Installation
 Type: Baseline-only
 Start Date: 01/07/2016
 Reporting duration [months]: 6
 Reporting period: 07/2016 - 12/2016
 Status: Draft
 Comment:

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History

Date	Status	User	Comment

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510,000	510,000
2016	8	520,000	520,000
2016	9	530,000	530,000
2016	10	520,000	520,000
2016	11	550,000	550,000
2016	12	540,000	540,000
Total		3,170,000	3,170,000

Export

Confirm status change of this report to: "Submitted to REEM"

Comment

Confirm Cancel

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2016	7	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	60	1.08	1.40869565
Total		1,370,000		1,250,000			

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

16

Report ID: 163
 Installation: Demo Installation
 Type: Baseline-only
 Start Date: 01/07/2016
 Reporting duration [months]: 6
 Reporting period: 07/2016 - 12/2016
 Status: Submitted to REEM
 Comment: Submitted to REEM

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History

Date	Status	User	Comment
23/08/2017 11:48:55	Submitted to REEM	Demo Installation [MAL_INST]	

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510,000	510,000
2016	8	520,000	520,000
2016	9	530,000	530,000
2016	10	520,000	520,000
2016	11	550,000	550,000
2016	12	540,000	540,000
Total		3,170,000	3,170,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2016	7	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	60	1.08	1.40869565
Total		1,370,000		1,250,000			

17

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.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

Installations Demo 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												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016										07/2016	18	

Legend

- Draft
- Submitted to REEM
- Approved by REEM
- Rejected by REEM
- Submitted to EC
- Rejected by EC

ACCOUNT PRODUCT VARIABLE FUEL

123456789 [kWh]												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							\$10,000	\$20,000	\$30,000	\$20,000	\$50,000	\$40,000

Legend

- Green: Minimal value
- 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.

18. Report status now is Submitted to REEM.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

Installations Demo 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												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							19			07/2016	20	

Legend

- Draft
- Submitted to REEM
- Approved by REEM
- Rejected by REEM
- Submitted to EC
- Rejected by EC

ACCOUNT PRODUCT VARIABLE FUEL


123456789 [kWh]												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							\$10,000	\$20,000	\$30,000	\$20,000	\$50,000	\$40,000

Legend

- Green: Minimal value
- 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 

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

Edit Refresh Dates & Attrs Delete Submit to EC

Report ID: 163
 Installation: Demo Installation
 Type: Baseline-only
 Start Date: 01/07/2016
 Reporting duration [months]: 6
 Reporting period: 07/2016 - 12/2016
 Status: Approved by REEM
 Comment:

21

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History				
Date	Status	User	Comment	
23/08/2017 11:48:55	Submitted to REEM	Demo Installation [MAL_INST]		
23/08/2017 12:00:23	Approved by REEM	Demo REEM [MAL_REEM]	Ok	

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510,000	510,000
2016	8	520,000	520,000
2016	9	530,000	530,000
2016	10	520,000	520,000
2016	11	550,000	550,000
2016	12	540,000	540,000
Total		3,170,000	3,170,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2016	7	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	60	1.08	1.40869565

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

Edit Refresh Dates & Attrs Delete Submit to EC

Report ID: 163
 Installation: Demo Installation
 Type: Baseline-only
 Start Date: 01/07/2016
 Reporting duration [months]: 6
 Reporting period: 07/2016 - 12/2016
 Status: Approved by REEM
 Comment:

22

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History				
Date	Status	User	Comment	
23/08/2017 11:48:55	Submitted to REEM	Demo Installation [MAL_INST]		
23/08/2017 12:00:23	Approved by REEM	Demo REEM [MAL_REEM]	Ok	

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510,000	510,000
2016	8	520,000	520,000
2016	9	530,000	530,000
2016	10	520,000	520,000
2016	11	550,000	550,000
2016	12	540,000	540,000
Total		3,170,000	3,170,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2016	7	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	60	1.08	1.40869565

Confirm status change of this report to: "Submitted to EC"

Comment
 Historical report for 07/2016 - 12/2016

Confirm Cancel

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

PDF Form A PDF Form B PDF Report 23

Report ID: 163
 Installation: Demo Installation
 Type: Baseline-only
 Start Date: 01/07/2016
 Reporting duration [months]: 6
 Reporting period: 07/2016 - 12/2016
 Status: Submitted to EC
 Comment:

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History

Date	Status	User	Comment
23/08/2017 11:48:55	Submitted to REEM	Demo Installation [MAL_INST]	
23/08/2017 12:00:23	Approved by REEM	Demo REEM [MAL_REEM]	Ok
23/08/2017 12:10:40	Submitted to EC	Demo Installation [MAL_INST]	Historical report for 07/2016 - 12/2016

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2016	7	510,000	510,000
2016	8	520,000	520,000
2016	9	530,000	530,000
2016	10	520,000	520,000
2016	11	550,000	550,000
2016	12	540,000	540,000
Total		3,170,000	3,170,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2016	7	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	60	1.08	1.40869565

23. Report is now submitted to EC.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO INST

Installations Demo 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

Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							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]

Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							510,000	520,000	530,000	520,000	550,000	540,000

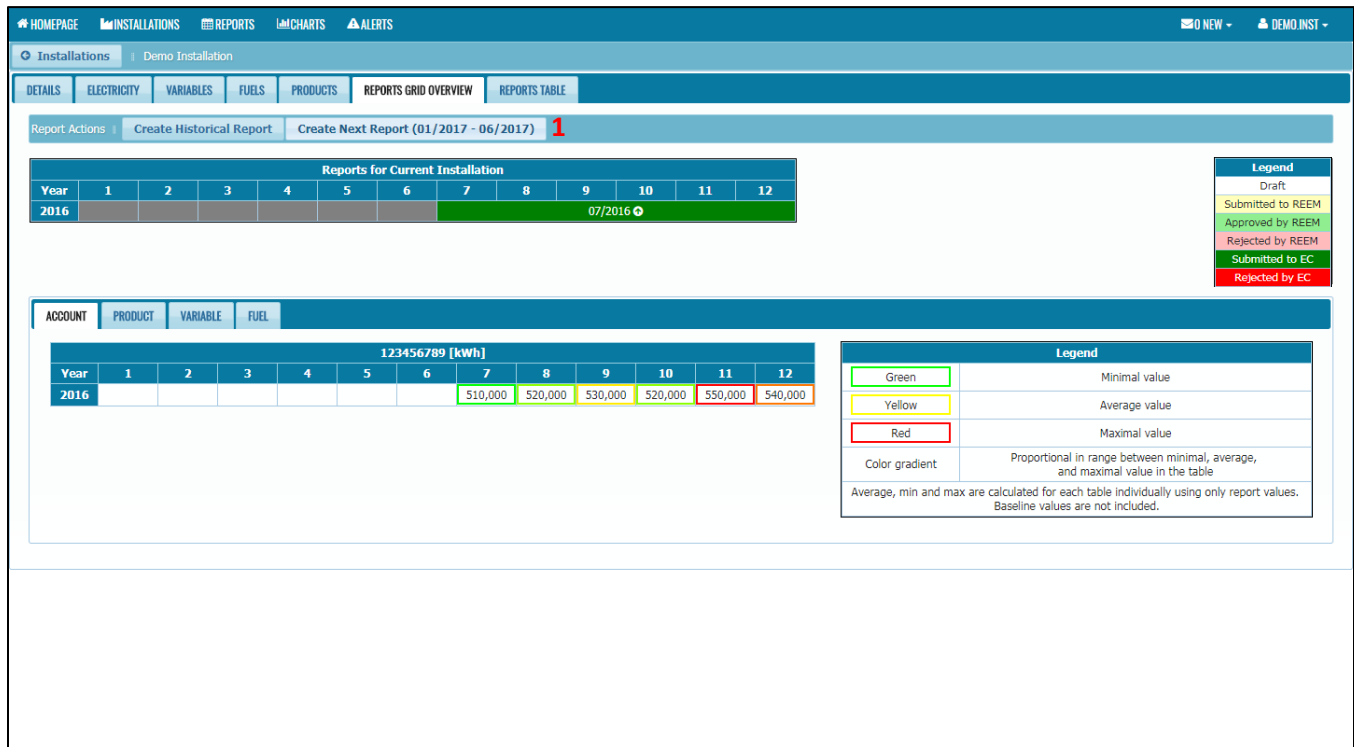
Legend

Green	Minimal value
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



Report Actions : Create Historical Report Create Next Report (01/2017 - 06/2017) **1**

Reports for Current Installation												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							07/2016					

ACCOUNT	PRODUCT	VARIABLE	FUEL									
123456789 [kWh]												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							510,000	520,000	530,000	520,000	550,000	540,000

Legend	
Green	Minimal value
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.	

1. Click on Create Next Report button.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS 0 NEW DEMO.INST

Edit Refresh Dates & Attrs Delete Submit to REEM

Report ID: 164
 Installation: Demo Installation
 Type: Report
 Start Date: 01/01/2017
 Reporting duration [months]: 6
 Reporting period: 01/2017 - 06/2017
 Status: Draft
 Comment:

Warnings
 All fields in Products and Specific Energy Consumption (SEC) must be entered for sector Industry
 All fields in Variables must be entered for sector Industry
 All fields in Electricity must be entered for sector Industry

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History
 Date Status User Comment

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1		0
2017	2		0
2017	3		0
2017	4		0
2017	5		0
2017	6		0
Total		0	0

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product		SEC	
		Cement - White Cement MT	Cement - Coloured Cement Weightage [%]	Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
2017	1				
2017	2				
2017	3				
2017	4				
2017	5				
2017	6				
Total					

2. Click on Edit button.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS 0 NEW DEMO.INST

Save Cancel Delete

Report ID: 164
 Installation: Demo Installation
 Type: Report Baseline-only
 Start Date: 01/01/2017
 Reporting duration [months]: 6
 Reporting period: 01/2017 - 06/2017
 Status: Draft
 Comment:

Warnings
 All fields in Products and Specific Energy Consumption (SEC) must be entered for sector Industry
 All fields in Variables must be entered for sector Industry
 All fields in Electricity must be entered for sector Industry

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History
 Date Status User Comment

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500000	0
2017	2	570000	0
2017	3	560000	0
2017	4	540000	0
2017	5	550000	0
2017	6	530000	0
Total		0	0

Export

Products and Specific Energy Consumption (SEC)

3. Type of report must be "Report"

4. Fill in the electricity consumption in table under the Electricity section.

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

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

Example (Case of more than one product defined):

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

From 450,000kWh, how many percent electricity is used to produce Hardisk & Diskette for Month 1/2017. Total percentage of weightage must be 100%

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

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

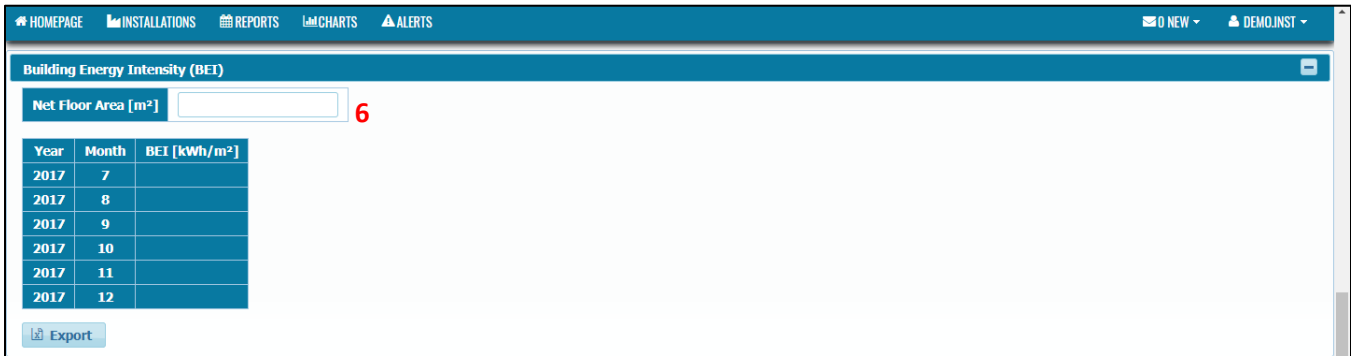
Note:

- i. Formula to calculate SEC:

$$SEC = \frac{E * \frac{W}{100}}{P}$$

Where:

- E = Electricity (kWh)
- W = Weightage (%)
- P = Production



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

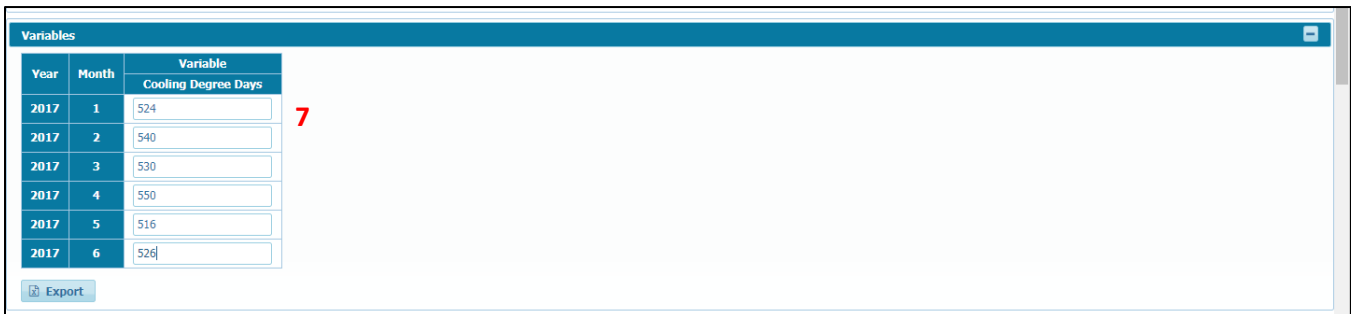
Note:

- 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.
- ii. Formula to calculate Building Energy Intensity (BEI):

$$BEI = \frac{E}{NFA}$$

Where:

- E = Electricity (kWh)
- NFA = Net Floor Area (m²)



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

8

Year	Month	Fuel	
		Natural Gas m ³	Cost [MYR]
2017	1	120000	25000
2017	2	130000	26000
2017	3	140000	27000
2017	4	130000	26000
2017	5	120000	25000
2017	6	150000	28000
Total		0	0

9

List

Type	Description	Investment Cost [MYR]	Status	Comment
Lighting	Change to LED light	100,000.00	Completed	
Motor	Change to High Efficiency Motor	300,000.00	In Progress	

Summary of Implemented ESM

Type	Description	Yearly Savings [kWh]	Yearly Savings Cost [MYR]	Return on Investment [Years]	Month Completed	Year Completed	Comment
Lighting	Change to LED light	50,000.00	80,000.00	1.00	5	2017	

Proposed

Type	Description	Estimated Yearly Savings [kWh]	Estimated Yearly Savings Cost [MYR]	Investment Cost [MYR]	Return on Investment [Years]	Comment
Inverter / VSD / VFD	Install VFD	20,000.00	20,000.00	20,000.00	1.00	

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

Note:

- i. List Table – This is the list of all ESM in the period reported (In progress, Completed, Rejected, Under Study / Approved by Management). If there is an ESM already completed, click the Copy completed to Summary button after filling in the data of the ESM.
- ii. Summary of Implemented ESM Table – This table is only for ESM that already **completed during the period of reporting**. When fill in the Yearly Savings (kWh) and Yearly Savings Cost (MYR), you can estimate it for one year if the data for one year savings is not available (example, you measure the savings for one month, and then times the savings with 12 to get estimated savings for one year). Completed ESM is only required to be reported only once, if the Completed ESM already reported in the previous report, please do not put it again to avoid double counting in the analysis chart. **Month Completed** must be in 1-12 format (example month January please write 1) while **Year Completed** must be in YYYY format (example 2017 please write 2017 not 17).
- iii. Proposed Table – This table is for the ESM planned in the future.

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

10

Report ID: 164
 Installation: Demo Installation
 Type: Report (Baseline-only)
 Start Date: 01/01/2017
 Reporting duration [months]: 6
 Reporting period: 01/2017 - 06/2017
 Status: Draft
 Comment: [Empty text area]

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History

Date	Status	User	Comment

Warnings
 All fields in Products and Specific Energy Consumption (SEC) must be entered for sector Industry
 All fields in Variables must be entered for sector Industry
 All fields in Electricity must be entered for sector Industry

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500000	0
2017	2	570000	0
2017	3	560000	0
2017	4	540000	0
2017	5	550000	0
2017	6	530000	0

10. Scroll up the page and click Save button.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

Edit Refresh Dates & Attrs Delete Submit to REEM

Report ID: 164 **11**

Installation: Demo Installation

Type: Report

Start Date: 01/01/2017

Reporting duration [months]: 6

Reporting period: 01/2017 - 06/2017

Status: Draft

Comment:

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History

Date	Status	User	Comment

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2017	1	250,000	50	260,000	50	1	0.96153846

11. Click on the Submit to REEM button.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

Edit Refresh Dates & Attrs Delete Submit to REEM

Report ID: 164

Installation: Demo Installation

Type: Report

Start Date: 01/01/2017

Reporting duration [months]: 6

Reporting period: 01/2017 - 06/2017

Status: Draft

Comment:

Quick Links
 Installation: Demo Installation
 Reports overview for the installation

Status History

Date	Status	User	Comment

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2017	1	250,000	50	260,000	50	1	0.96153846

Confirm status change of this report to: "Submitted to REEM"

Comment
 Please verify and approve

Confirm Cancel

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

13

Report ID	164
Installation	Demo Installation
Type	Report
Start Date	01/01/2017
Reporting duration [months]	6
Reporting period	01/2017 - 06/2017
Status	Submitted to REEM
Comment	

Quick Links

Installation: Demo Installation

Reports overview for the installation

14

Status History			
Date	Status	User	Comment
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
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.

15

Installations Demo Installation

REPORTS GRID OVERVIEW

Report Actions: Create Historical Report, Create Next Report (01/2017 - 06/2017)

Reports for Current Installation

Year	1	2	3	4	5	6	7	8	9	10	11	12
2016										07/2016		
2017	15			01/2017								

Legend

- Draft
- Submitted to REEM
- Approved by REEM
- Rejected by REEM
- Submitted to EC
- Rejected by EC

ACCOUNT PRODUCT VARIABLE FUEL

123456789 [kWh]

Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							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

- Green: Minimal value
- 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.

15. Report status now is Submitted to REEM.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS

Installations Demo 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

Year	1	2	3	4	5	6	7	8	9	10	11	12
2016										07/2016		
2017	16		01/2017									

Legend

- Draft
- Submitted to REEM
- Approved by REEM
- Rejected by REEM
- Submitted to EC
- Rejected by EC

ACCOUNT PRODUCT VARIABLE FUEL

123456789 [kWh]


Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							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

- Green: Minimal value
- 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.

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

17. Click on the report 

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS

Edit Refresh Dates & Attrs Delete Submit to EC

Report ID: 164 **18**

Installation: Demo Installation

Type: Report

Start Date: 01/01/2017

Reporting duration [months]: 6

Reporting period: 01/2017 - 06/2017

Status: Approved by REEM

Comment:

Quick Links

- Installation: Demo Installation
- Reports overview for the installation

Status History

Date	Status	User	Comment
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve
23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	OK

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

Export

Products and Specific Energy Consumption (SEC)

Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
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.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

Edit Refresh Dates & Attrs Delete Submit to EC

Report ID	164
Installation	Demo Installation
Type	Report
Start Date	01/01/2017
Reporting duration [months]	6
Reporting period	01/2017 - 06/2017
Status	Approved by REEM
Comment	

Quick Links

Installation: Demo Installation

Reports overview for the installation

Status History			
Date	Status	User	Comment
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve
23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok

Confirm status change of this report to: "Submitted to EC"

Comment
Report submission for 01/2017 - 06/2017

Confirm Cancel

Electricity			
Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

Export

Products and Specific Energy Consumption (SEC)							
Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2017	1	250,000	50	260,000	50	1	0.96153846

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

PDF Form A PDF Form B PDF Report 20

Report ID	164
Installation	Demo Installation
Type	Report
Start Date	01/01/2017
Reporting duration [months]	6
Reporting period	01/2017 - 06/2017
Status	Submitted to EC
Comment	

Status History			
Date	Status	User	Comment
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve
23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok
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

Electricity			
Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

Export

Products and Specific Energy Consumption (SEC)							
Year	Month	Product				SEC	
		Cement - White Cement		Cement - Coloured Cement		Cement - White Cement [kWh/MT]	Cement - Coloured Cement [kWh/MT]
		MT	Weightage [%]	MT	Weightage [%]		
2017	1	250,000	50	260,000	50	1	0.96153846

20. Report is now submitted to EC.

[HOME PAGE](#)
[INSTALLATIONS](#)
[REPORTS](#)
[CHARTS](#)
[ALERTS](#)

[NEW](#)
[DEMO.INST](#)

[Installations](#) | Demo Installation

[DETAILS](#)
[ELECTRICITY](#)
[VARIABLES](#)
[FUELS](#)
[PRODUCTS](#)
[REPORTS GRID OVERVIEW](#)
[REPORTS TABLE](#)

Report Actions: [Create Historical Report](#) [Create Next Report \(07/2017 - 12/2017\)](#)

Reports for Current Installation													
Year	1	2	3	4	5	6	7	8	9	10	11	12	
2016									07/2016 ↻				
2017	01/2017 ↻												

Legend

- Draft
- Submitted to REEM
- Approved by REEM
- Rejected by REEM
- Submitted to EC
- Rejected by EC

[ACCOUNT](#)
[PRODUCT](#)
[VARIABLE](#)
[FUEL](#)

123456789 [kWh]												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2016							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						

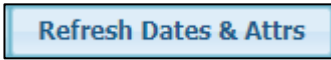
Legend

Green	Minimal value
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.

21. Report status now is Submitted to EC.

4.4.4 Refresh Dates & Attributes



→ 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

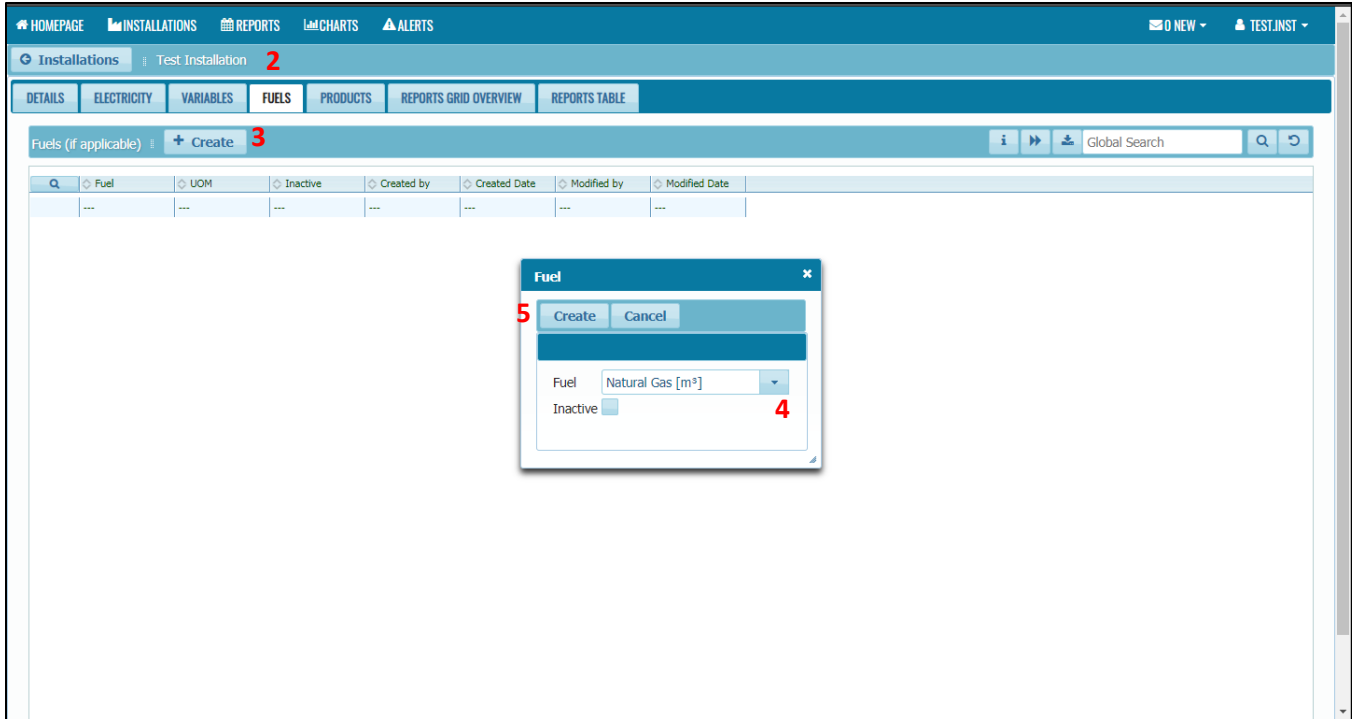
Adding Newly Defined Attributes to the Draft Report

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

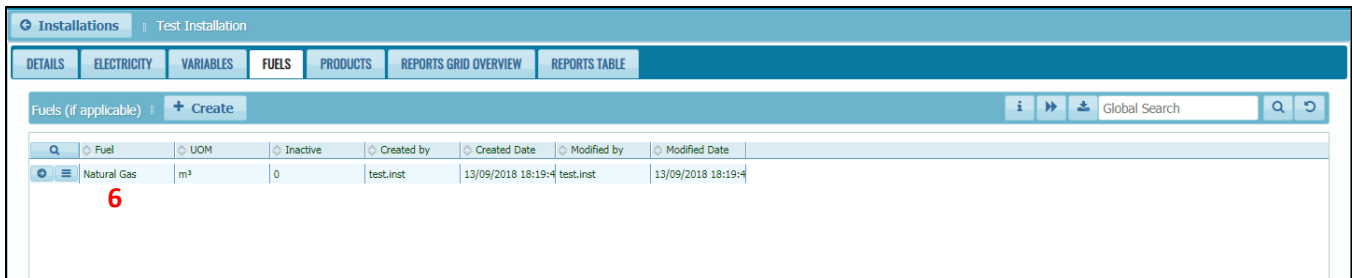
The screenshot shows a software interface with a navigation bar at the top containing 'HOME PAGE', 'INSTALLATIONS', 'REPORTS', 'DASHBOARDS', and 'ALERTS'. Below the navigation bar, there are three main sections:

- Products and Specific Energy Consumption (SEC):** A table with columns for Year, Month, Product (Basic Precious and Other Non-Ferrous Metals), and SEC (Basic Precious and Other Non-Ferrous Metals [kWh/Metric Tonne (MT)]). The table shows data for years 2018 (months 7-12) and a Total row with a value of 0.
- Variables:** A table with columns for Year, Month, and Variable (No of Shutdown Days). The table shows data for years 2018 (months 7-12).
- Energy Saving Measures (ESM):** A section with three sub-sections: 'List', 'Summary of Implemented ESM (?)', and 'Proposed'. Each sub-section has a table with columns for Type, Description, Investment Cost [MYR], Status, Comment, etc. All three sub-sections currently show 'No records found.'

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



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



6. Fuel is now defined

Installations | Test Installation

DETAILS | ELECTRICITY | VARIABLES | FUELS | PRODUCTS | **REPORTS GRID OVERVIEW** | REPORTS TABLE

Report Actions | Create Historical Report | Create Next Report (07/2018 - 12/2018)

Reports for Current Installation

Year	1	2	3	4	5	6	7	8	9	10	11	12
2017	01/2017						07/2017					
2018	01/2018						07/2018					

7

Legend

- Draft
- Submitted to REEM
- Approved by REEM
- Rejected by REEM
- Submitted to EC
- Rejected by EC

ACCOUNT | PRODUCT | VARIABLE

11111111 [kWh]

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

- Green: Minimal value
- 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.

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

Edit | Refresh Dates & Attrs | Delete | Submit to REEM

Report ID 6930

Installation Test Installation

Type Report

Start Date 01/07/2018

Reporting duration [months] 6

Reporting period 07/2018 - 12/2018

Status Draft

Comment

Quick Links

- Installation: Test Installation
- Reports overview for the installation

Status History

Date	Status	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

Electricity

Year	Month	Account	
		11111111 [kWh]	Total [kWh]
2018	7		0
2018	8		0
2018	9		0
2018	10		0
2018	11		0
2018	12		0
Total		0	0

Export

8. Click at the Refresh Dates & Attrs. Button

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW TEST_INST

Edit Refresh Dates & Attrs Delete Submit to REEM

Report ID: 6930
 Installation: Test Installation
 Type: Report
 Start Date: 01/07/2018
 Reporting duration [months]: 6
 Reporting period: 07
 Status: D
 Comment:

Quick Links
 Installation: Test Installation
 Reports overview for the installation

Refresh Dates & Attrs

Dates can be modified only for historical reports (not for current reports)

Refresh

After a report is created (and before submitting) you might need to change its date range or a list of attributes.

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 - it is not possible to modify dates (they are defined by on installation: start of current reporting period and its duration)
 - Current report is the one with the same starting date as start of current reporting period on installation!

Period can be modified only by administrator.

Attributes cannot be explicitly modified on this form, but they will be updated according to the current list of active 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 button 'Confirm Changes'

To modify attributes on a report, [edit the attributes on the installation](#), 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.

Confirm Changes Cancel

Pending Changes		
Type	Change	Name
Fuel	Create	Natural Gas [m³]

9

Electricity

Year	Month	Active
2018	7	11111111 [kW]
2018	8	
2018	9	
2018	10	
2018	11	
2018	12	
Total		0

Export

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW TEST_INST

Year	Month	Active
2018	12	
Total		0

Export

Variables

Year	Month	Variable
2018	7	No of Shutdown Days
2018	8	
2018	9	
2018	10	
2018	11	
2018	12	

Export

Fuel

Year	Month	Fuel	
		Natural Gas	Cost [MYR]
2018	7		
2018	8		
2018	9		
2018	10		
2018	11		
2018	12		
Total		0	0

Export

Energy Saving Measures (ESM)

10

10. Fuel is now added to the report.

Removing Inactive Attributes from the Draft Report

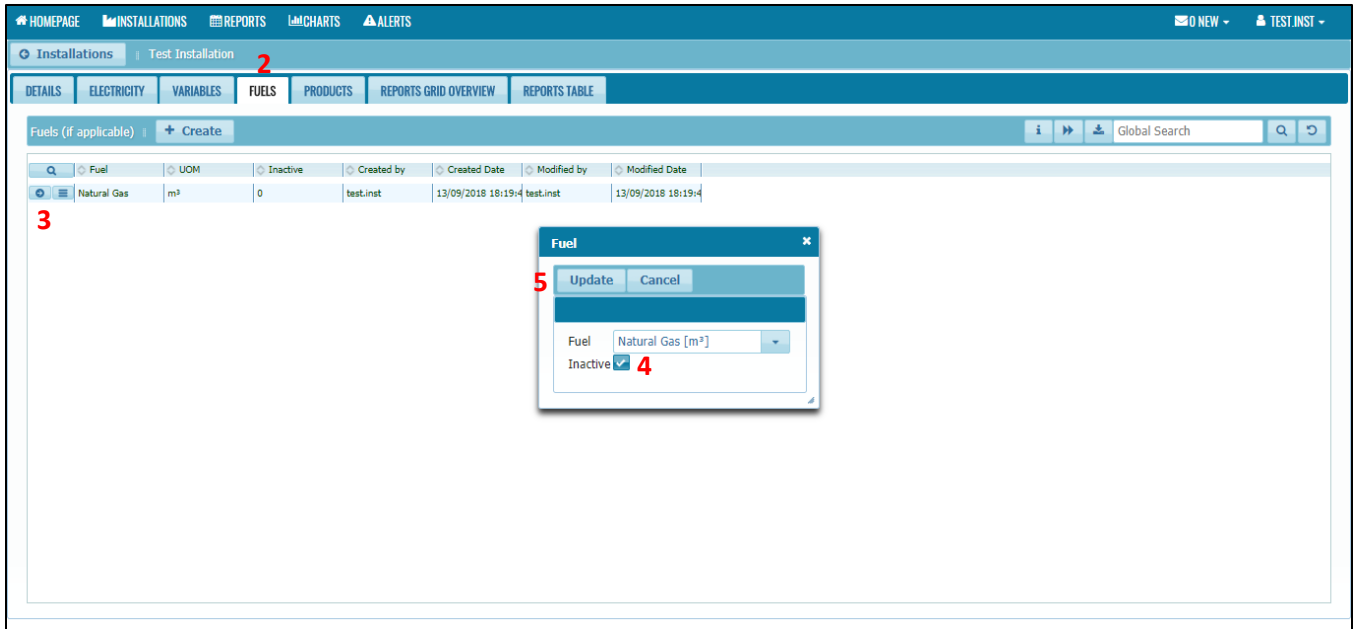
In this example, we want to remove Fuel from the existing report.

The screenshot displays a software interface with a navigation bar at the top containing 'HOME PAGE', 'INSTALLATIONS', 'REPORTS', 'CHARTS', and 'ALERTS'. On the right side of the navigation bar, there are 'NEW' and 'TEST INST' buttons. Below the navigation bar, there are three main sections:

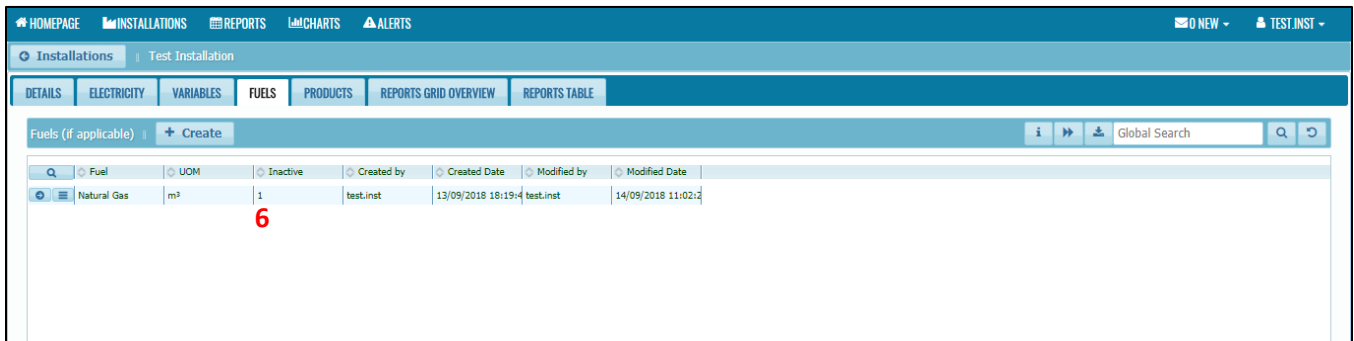
- Variables:** A table with columns 'Year', 'Month', and 'Variable'. The 'Variable' column has a sub-column 'No of Shutdown Days'. The data rows are for the year 2018, months 7 through 12. All cells in this table are empty.
- Fuel:** A table with columns 'Year', 'Month', and 'Fuel'. The 'Fuel' column has sub-columns 'Natural Gas' and 'Cost [MYR]'. The 'Natural Gas' sub-column has a sub-sub-column 'm³'. The data rows are for the year 2018, months 7 through 12. The 'Total' row shows '0' for 'm³' and '0' for 'Cost [MYR]'. All other cells are empty.
- Energy Saving Measures (ESM):** A section header with a minus sign icon on the right.

Each section has an 'Export' button below it.

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



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



6. Fuel is now set to inactive

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS 0 NEW TEST INST

Installations Test Installation

DETAILS ELECTRICITY VARIABLES FUELS PRODUCTS REPORTS GRID OVERVIEW REPORTS TABLE

Report Actions Create Historical Report Create Next Report (07/2018 - 12/2018)

Reports for Current Installation												
Year	1	2	3	4	5	6	7	8	9	10	11	12
2017			01/2017							07/2017		
2018			01/2018							07/2018		

7

ACCOUNT PRODUCT VARIABLE

11111111 [kWh]												
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	
Draft	
Submitted to REEM	
Approved by REEM	
Rejected by REEM	
Submitted to EC	
Rejected by EC	

Legend	
Green	Minimal value
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.

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

Edit Refresh Dates & Attrs Delete Submit to REEM

8

Report ID	6930
Installation	Test Installation
Type	Report
Start Date	01/07/2018
Reporting duration [months]	6
Reporting period	07/2018 - 12/2018
Status	Draft
Comment	

Quick Links

- Installation: Test Installation
- Reports overview for the installation

Status History

Date	Status	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

Electricity

Year	Month	Account	
		11111111 [kWh]	Total [kWh]
2018	7		0
2018	8		0
2018	9		0
2018	10		0
2018	11		0
2018	12		0
Total		0	0

Export

8. Click at the Refresh Dates & Attrs. Button

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS

0 NEW TEST.INST

Edit Refresh Dates & Attrs Delete Submit to REEM

Report ID: 6930
 Installation: Test Installation
 Type: Report
 Start Date: 01/07/2018
 Reporting duration [months]: 6
 Reporting period: 07/2018
 Status: Draft
 Comment:

Refresh Dates & Attrs

Dates can be modified only for historical reports (not for current reports)

After a report is created (and before submitting) you might need to change its date range or a list of attributes.

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 - it is not possible to modify dates (they are defined by on installation: start of current reporting period and its duration)
 - Current report is the one with the same starting date as start of current reporting period on installation!

Period can be modified only by administrator.

Attributes cannot be explicitly modified on this form, but they will be updated according to the current list of active 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 button 'Confirm Changes'

To modify attributes on a report, edit the attributes on the installation, 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.

Pending Changes

Type	Change	Name
Fuel	Delete	Natural Gas [m³]

Confirm Changes Cancel

Electricity

Year	Month	Account	
		11111111 [kWh]	
2018	7		
2018	8		
2018	9		
2018	10		0
2018	11		0
2018	12		0
Total		0	0

Export

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS

0 NEW TEST.INST

Export

Variables

Year	Month	Variable
		No of Shutdown Days
2018	7	
2018	8	
2018	9	
2018	10	
2018	11	
2018	12	

Export

Energy Saving Measures (ESM)

List

Type	Description	Investment Cost [MYR]	Status	Comment
No records found.				

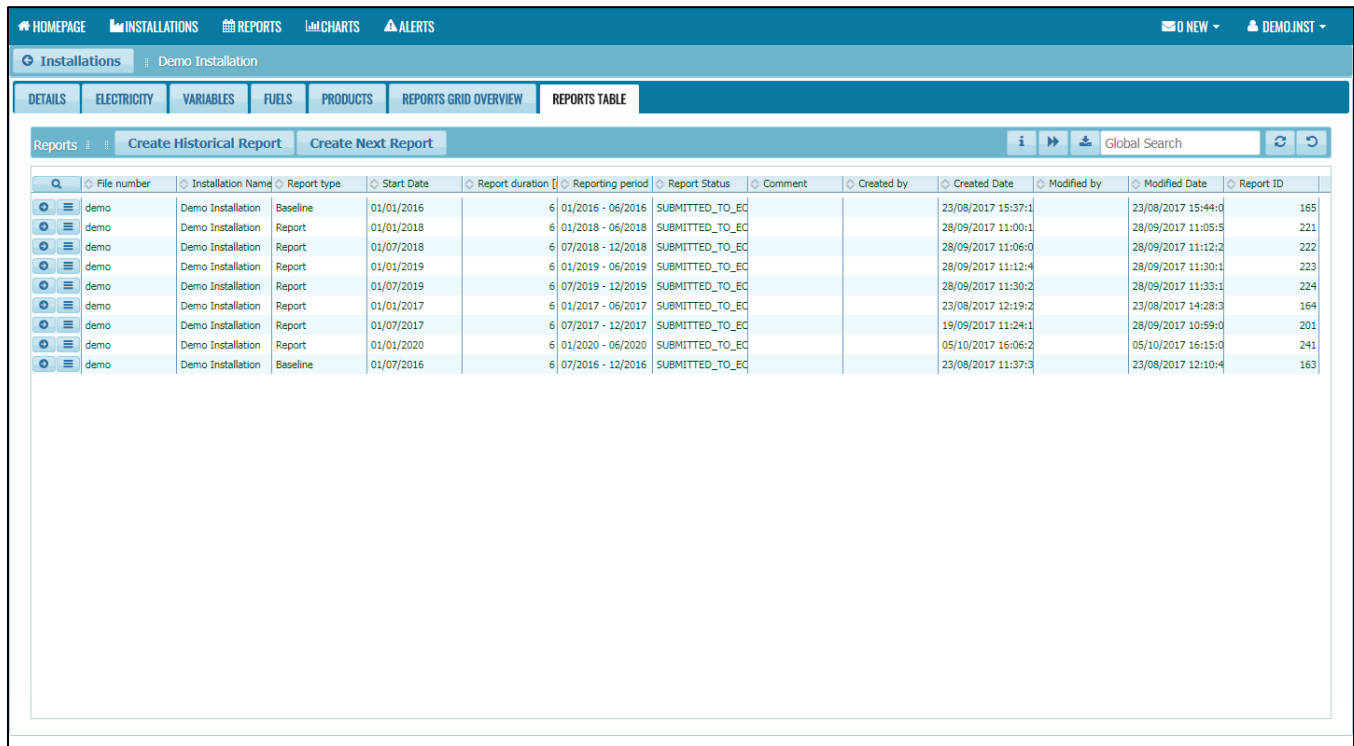
Summary of Implemented ESM (?)

Type	Description	Yearly Savings [kWh]	Yearly Savings Cost [MYR]	Return on Investment [Years]	Month Completed	Year Completed	Comment
No records found.							

Proposed

10. Fuel is now removed from the report.

4.4.5 Reports Table



File number	Installation Name	Report type	Start Date	Report duration	Reporting period	Report Status	Comment	Created by	Created Date	Modified by	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	165
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	01/07/2018	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	01/01/2019	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 11:30:2		28/09/2017 11:33:1	224
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
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. Reports Table section contain list of report with its status for the installation.

5. Reports

5.1 Overview

File number	Installation Name	Report type	Start Date	Report duration	Reporting period	Report Status	Comment	Created by	Created Date	Modified by	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	165
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 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	01/01/2019	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 11:30:2		28/09/2017 11:33:1	224
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
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

The screenshot shows a web application interface with a navigation bar at the top containing 'HOME PAGE', 'INSTALLATIONS', 'REPORTS', 'CHARTS', and 'ALERTS'. Below the navigation bar, there are tabs for 'PDF Form A', 'PDF Form B', and 'PDF Report'. The main content area is divided into several sections:

- Report Details:** A table with fields for Report ID (164), Installation (Demo Installation), Type (Report), Start Date (01/01/2017), Reporting duration [months] (6), Reporting period (01/2017 - 06/2017), Status (Submitted to EC), and Comment.
- Status History:** A table with columns for Date, Status, User, and Comment. It contains three entries:

Date	Status	User	Comment
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve
23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok
23/08/2017 14:28:37	Submitted to EC	Demo Installation [MAL_INST]	Report submission for 01/2017 - 06/2017
- Quick Links:** A small box with two links: 'Installation: Demo Installation' and 'Reports overview for the installation'.
- Electricity:** A table showing electricity consumption data for the year 2017, broken down by month.

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000
- Products and Specific Energy Consumption (SEC):** A table with columns for Product and SEC.

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

The screenshot shows a PDF document titled 'FORM A' generated by the Suruhanjaya Tenaga Energy Commission. The document is titled 'SECOND SCHEDULE FORM A' and is related to the 'ELECTRICITY SUPPLY ACT 1990'. It is a 'REPORT ON EFFICIENT MANAGEMENT OF ELECTRICAL ENERGY FOR THE YEAR 2017' for a private installation licensee/consumer named 'Demo Installation' located at '123 Jalan Kecokapan Tenaga, 62100, WP Putrajaya, Putrajaya'.

The report includes the following information:

- Name of Private Installation Licensee/Consumer:** Demo Installation
- Address of Private Installation Licensee/Consumer:** 123 Jalan Kecokapan Tenaga, 62100, WP Putrajaya, Putrajaya
- Telephone No.:**
- Fax No.:**
- Email Address:**
- Installation Registration No.:**
- Total consumption of electrical energy/ total net generation of electrical energy* for six consecutive months in the period reported 01/2017 - 06/2017 :** 3,250,000 kWh.
- Total consumption of electrical energy/ total net generation of electrical energy* for six consecutive months in the previous period reported null :** kWh.
- Efficient management of electrical energy improvement measures implemented in the period reported:**
 - Change to LED light
- Efficient management of electrical energy improvement measures proposed but not implemented together with reasons for not implementing them:**

2. Form A will be generated.

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS NEW DEMO.INST

PDF Form A **3** PDF Form B PDF Report

Report ID	164
Installation	Demo Installation
Type	Report
Start Date	01/01/2017
Reporting duration [months]	6
Reporting period	01/2017 - 06/2017
Status	Submitted to EC
Comment	

Status History			
Date	Status	User	Comment
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve
23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	OK
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

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000


Export

Products and Specific Energy Consumption (SEC)

Product	SEC

3. Click on the PDF Form B button.

4


 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 license/consumer* **Demo Installation**, hereby declare and confirm that:

- I have been given sufficient access to the records of the private installation license/consumer* to enable me to confirm the report in Form A of the Second Schedule;
- 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;
- I have evaluated the efficient management of electrical energy performance and costs at the installation; and
-
(any other information deemed suitable)

Date: **23/08/2017**

Signed by: _____

Name: **Demo REEM**
Registration No.: **PTE-1234-5678**

Note:

- If the space is insufficient to provide the information or particulars, please attach annexes. Every annex shall be initiated by the above signatory.
- * Delete whichever is not applicable.

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

The screenshot displays a web application interface with a navigation bar at the top containing 'HOME PAGE', 'INSTALLATIONS', 'REPORTS', 'CHARTS', and 'ALERTS'. The main content area is titled 'PDF Form A', 'PDF Form B', and 'PDF Report'. It features a summary table for report details and a 'Status History' table.

Report ID	164
Installation	Demo Installation
Type	Report
Start Date	01/01/2017
Reporting duration [months]	6
Reporting period	01/2017 - 06/2017
Status	Submitted to EC
Comment	

Status History				
Date	Status	User	Comment	
23/08/2017 12:42:02	Submitted to REEM	Demo Installation [MAL_INST]	Please verify and approve	
23/08/2017 14:21:33	Approved by REEM	Demo REEM [MAL_REEM]	Ok	
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

Electricity

Year	Month	Account	
		123456789 [kWh]	Total [kWh]
2017	1	500,000	500,000
2017	2	570,000	570,000
2017	3	560,000	560,000
2017	4	540,000	540,000
2017	5	550,000	550,000
2017	6	530,000	530,000
Total		3,250,000	3,250,000

[Export](#)

Products and Specific Energy Consumption (SEC)

Product	SEC
---------	-----

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

The screenshot shows a software interface for generating a PDF report. The interface includes a navigation bar at the top with options like HOME PAGE, INSTALLATIONS, REPORTS, CHARTS, and ALERTS. Below the navigation bar, there are tabs for PDF Form A, PDF Form B, and PDF Report. The main content area is divided into several sections:

- Report Details:** A table with fields for Report ID (164), Installation (Demo Installation), Type (Report), Start Date (01/01/2017), Reporting duration (6 months), Reporting period (01/2017 - 06/2017), Status (Submitted to EC), and Comment.
- Status History:** A table with columns for Date, Status, User, and Comment. It shows three entries: Submitted to REEM, Approved by REEM, and Submitted to EC.
- Report parameters dialog box:** A modal window with fields for Baseline year (set to [Automatic] with a red '2' next to it) and Regression variables (set to Regression variables with a red '3' next to it). A red '4' is next to the 'Generate report PDF' button.
- Quick Links:** A box with links for Installation: Demo Installation and Reports overview for the installation.
- Electricity:** A table with columns for Year, Month, and Account (123456789 [kWh] and Total [kWh]). It shows data for the year 2017 from month 1 to 6, with a total of 3,250,000 kWh.
- Products and Specific Energy Consumption (SEC):** A table with columns for Product and 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.

COMPANY PROFILE	
Installation Name	Demo Installation Ind 1
Address	123 Jalan Kecekapan Tenaga 62100, Putrajaya, Putrajaya
Licensee/Supply Authority	
Licensee/Supply Authority Account Number	123456789
Installation Registration No	ST(TKL)PIS/SGR/XXXX
Person(s) in-charge	
Name:	Ahmad bin Mohamad
Designation:	Electrical Engineer
Telephone:	03-88708500
Fax:	03-88888637
Email:	emisadmin@st.gov.my
Registered Electrical Energy Manager (REEM)	
Name:	Demo REEM
Certificate:	PTE-1234-5678
Telephone:	
Email:	azuhielmi_89@yahoo.com
Sector	Industry
Subsector	Manufacture of Non-Metallic Mineral Products
Electricity tariff category	E2
Date of Report	26/01/2021

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

EFFICIENT ELECTRICAL ENERGY MANAGEMENT POLICY

Demo Installation strives to use energy in the most efficient, cost-effective, and environmentally responsible manner possible.

Under this policy energy management will play a key role in support of our plan to maximise profitability, strengthen our competitive position, and provide customers with the highest quality products.

Our efforts to reduce energy use will also support our commitment to our employees, the environment, and

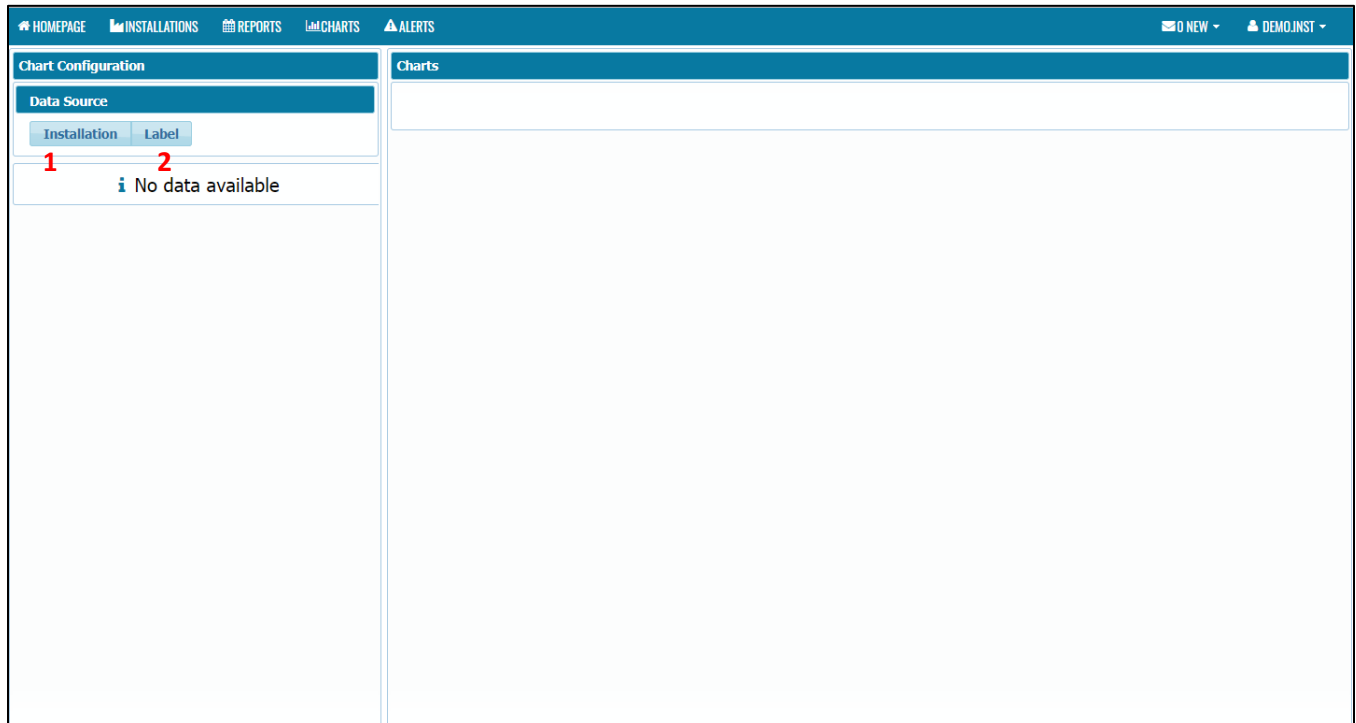
5. PDF report will be generated.

Note:

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

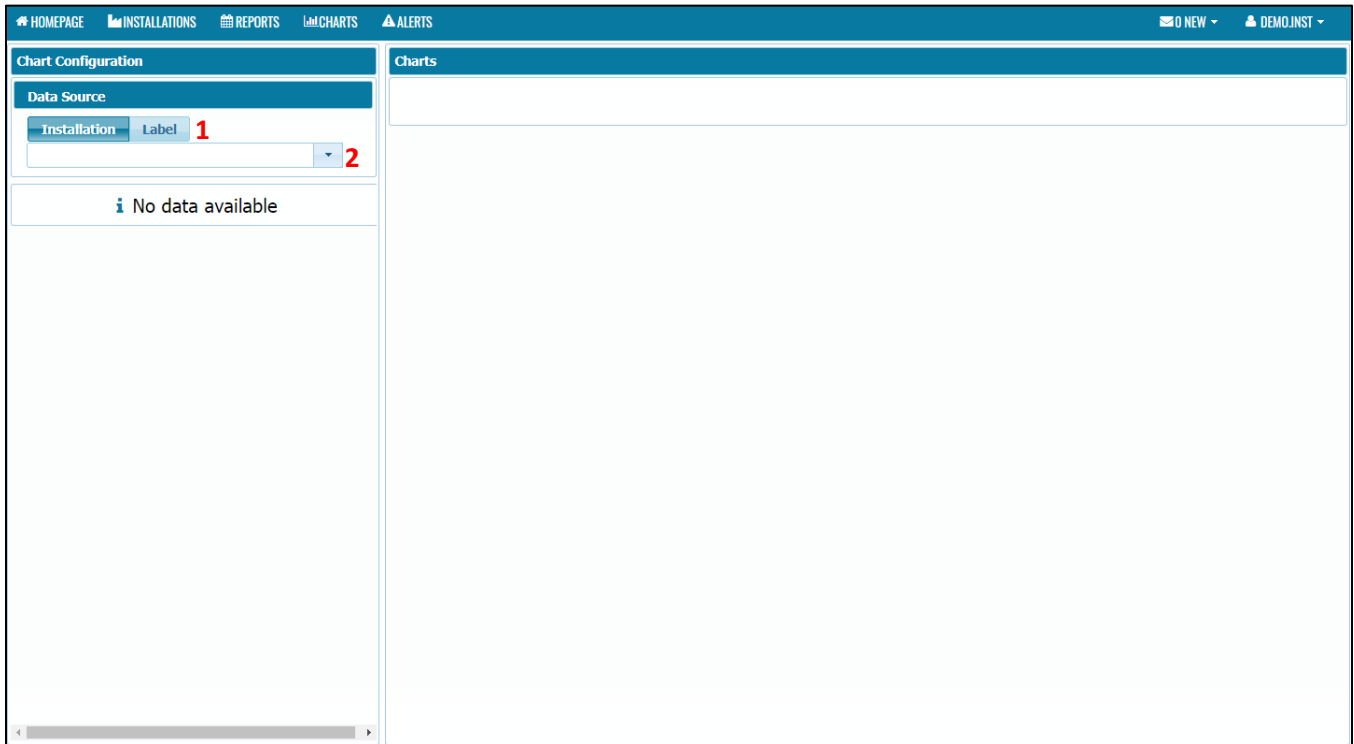
6. Charts

6.1 Overview



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

6.2 Analysis

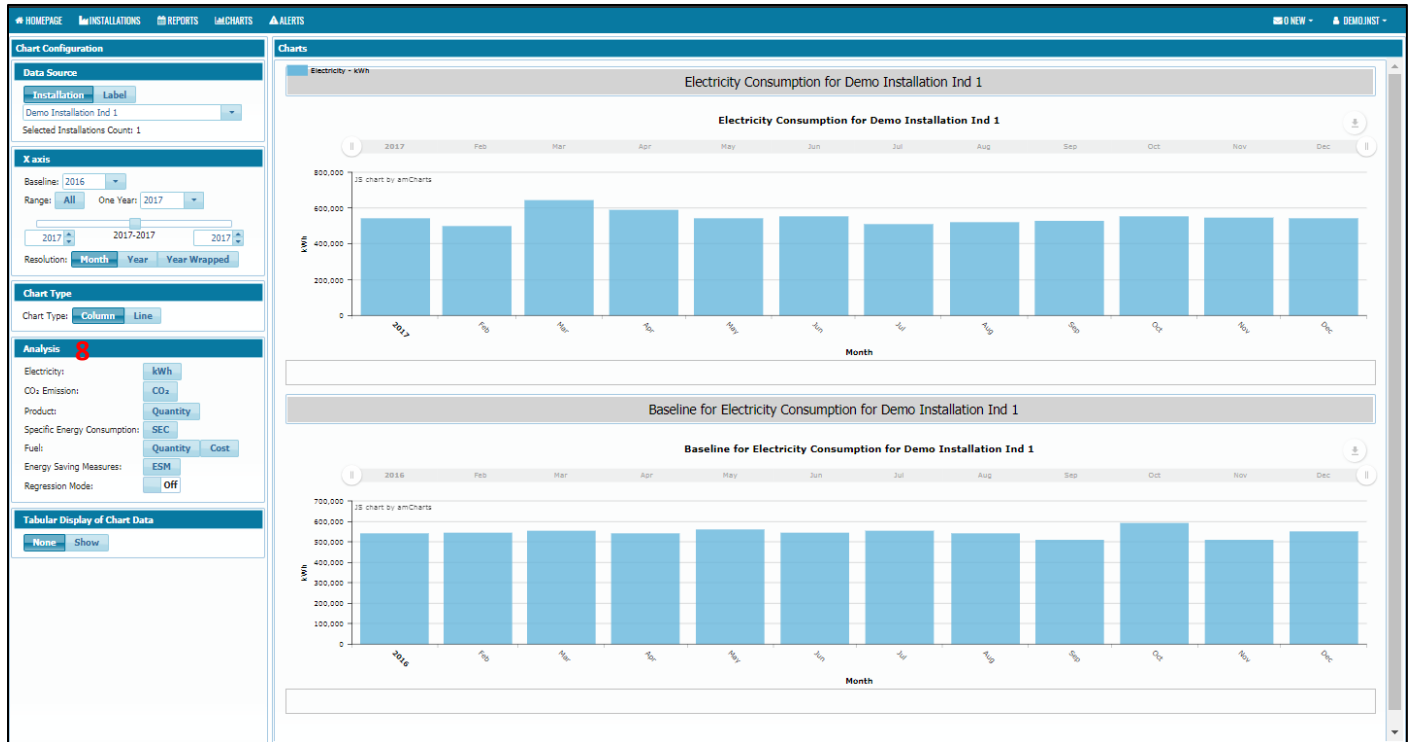


1. Select analysis by installation or label.
2. Select the installation (if analysis by installation) or label (if analysis by label)

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

Note:

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



8. Select type of analysis.

Note:

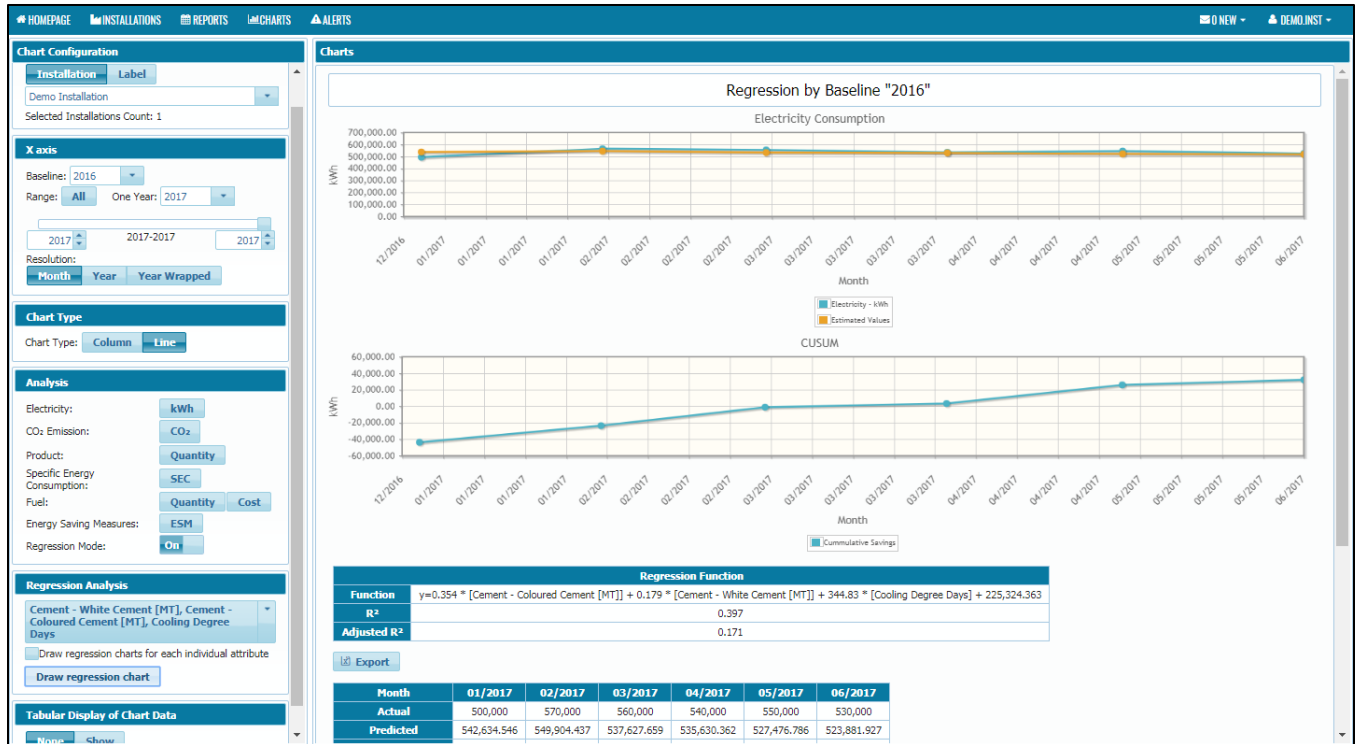
- i. For **Industry Sector**, type of analysis available is Electricity, CO₂ Emission, Product, Specific Energy Consumption, Fuel (if defined by the installation), Energy Saving Measures and Regression (need to turn on first).
- ii. For **Commercial and Government Sector**, type of analysis available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

The screenshot shows a software interface for configuring charts. The left sidebar contains the following sections:

- Chart Configuration:** Includes 'Installation' (Label) and 'Demo Installation'.
- X axis:** Includes 'Baseline' (2016), 'Range' (All, One Year: 2017), and 'Resolution' (Month, Year, Year Wrapped).
- Chart Type:** Includes 'Chart Type' (Column, Line).
- Analysis:** Includes 'Electricity' (kWh), 'CO₂ Emission' (CO₂), 'Product' (Quantity), 'Specific Energy Consumption' (SEC), 'Fuel' (Quantity, Cost), 'Energy Saving Measures' (ESM), and 'Regression Mode' (On **9**).
- Regression Analysis:** Includes 'Select independent variables' (10 **10**), '1:1 regression charts for each individual attribute' (checkbox), and 'Draw regression chart' (12 **12**).
- Tabular Display of Chart Data:** Includes 'None' and 'Show' buttons.

The main area on the right is labeled 'Charts' and is currently empty.

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



Note:

- i. To perform regression, baseline year must be before starting year.
- ii. Regression can only be performed if the variables (product and variables) in selected baseline year is the same as year selected.
- iii. 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

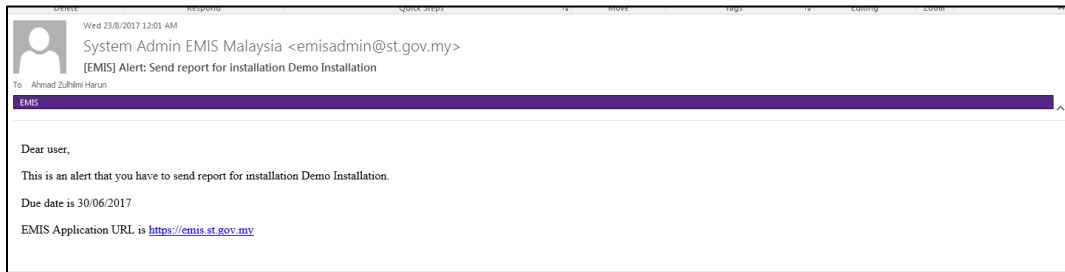
End Of Reporting	Reporting Days	Mail Sent to	Mail Not (Yet) Sei	Reporting Overdue Status	Start of Reporting	Reporting period	File number	Installation Name	Installation Label	Address	City/Municipality	ZIP
30/06/2017	72			Alert: Demo Installa	01/01/2017		6	demo 2	Demo Installation 2			

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



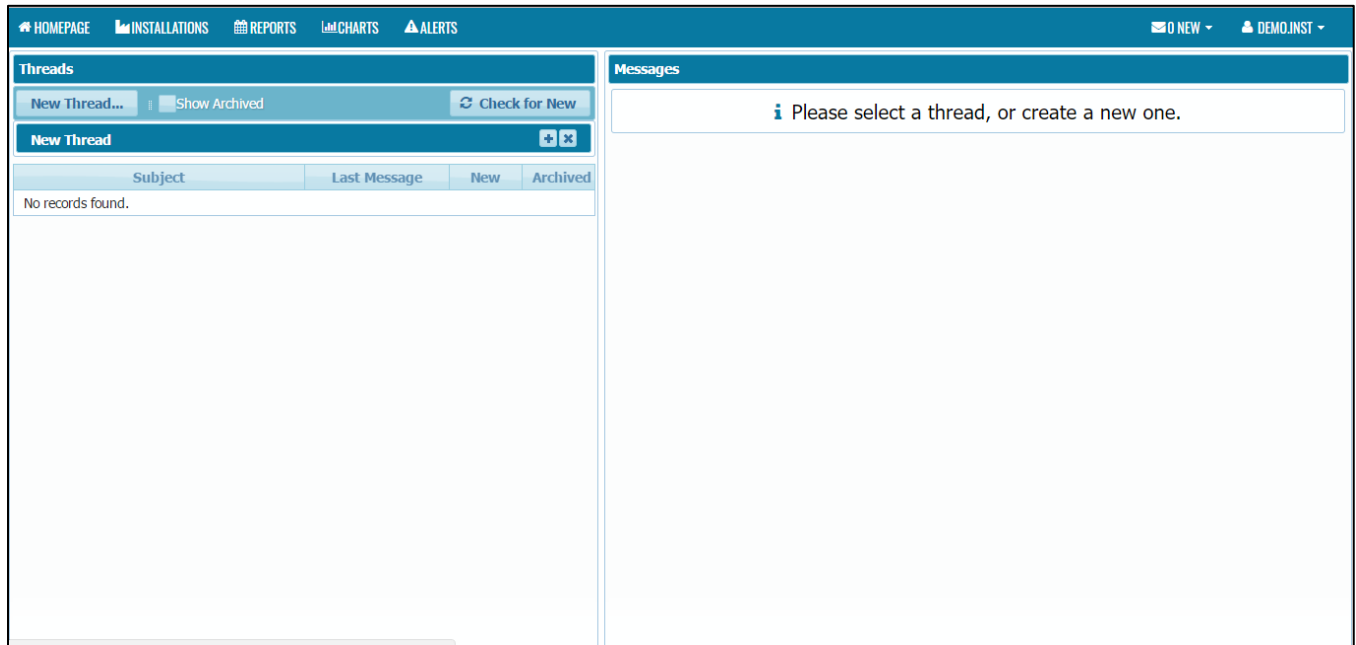
- b. Displayed on Installation Homepage

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.

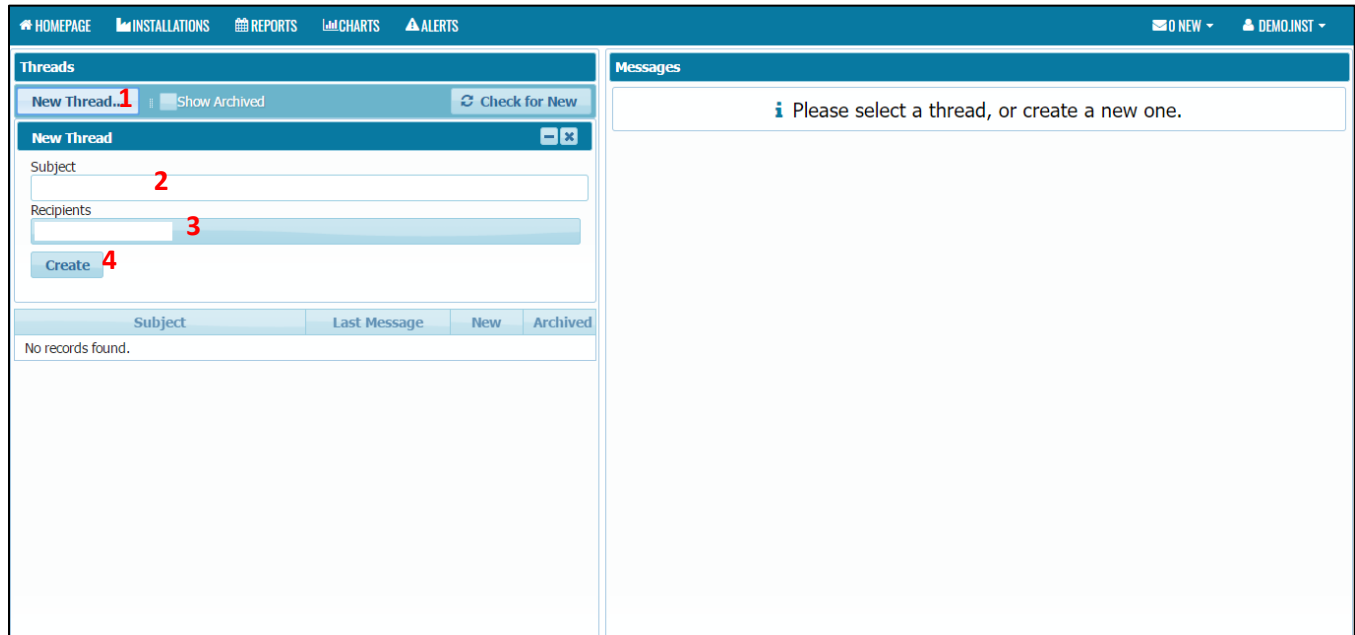
8. Messaging

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



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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS 0 NEW DEMO.INST

Threads

New Thread... Show Archived Check for New

New Thread

Subject

Recipients

Create

Subject	Last Message	New	Archived
Demo Messages 5	23/08/2017 17:36:26	0	<input type="checkbox"/>

Messages

Test **6**

Send **7**

Demo Installation
[Installation]
23/08/2017 17:36:26
Follow up

Demo Installation
[Installation]
23/08/2017 16:58:20
Hi,
report for January 2017 - Jun 2017 has been submitted. Please review and approve ASAP

Thread

Demo Messages

Active Participants

Demo Installation [Installation] x Demo REEM [REEM] x

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

HOME PAGE INSTALLATIONS REPORTS CHARTS ALERTS 0 NEW DEMO.INST

Threads

New Thread... Show Archived Check for New

New Thread

Subject

Recipients

Create

Subject	Last Message	New	Archived
Demo Messages	23/08/2017 17:36:26	0	<input type="checkbox"/>

Messages

Send

Demo Installation
[Installation]
04/09/2017 22:13:04
Test

Demo Installation
[Installation]
23/08/2017 17:36:26
Follow up

Demo Installation
[Installation]
23/08/2017 16:58:20
Hi,
report for January 2017 - Jun 2017 has been submitted. Please review and approve ASAP

Thread

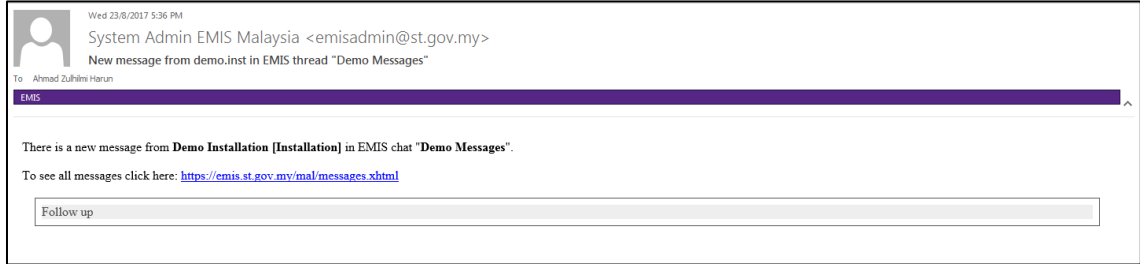
Demo Messages

Active Participants

Demo Installation [Installation] x Demo REEM [REEM] x

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	<input type="checkbox"/>

9. Contact Us

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

**Energy Efficiency and Conservation Department
Suruhanjaya Tenaga (Energy Commission)
No. 12, Jalan Tun Hussein
Precinct 2,
62100, Putrajaya.**

Tel No: 03-8870 8680/8693/8762

