DEVELOPMENT OF A WEB-BASED APPLICATION SYSTEM FOR NATIONAL ENERGY BENCHMARKING PORTAL (NEBP)

User Training Guide

Anticipated Energy Performance Module – Anticipated Energy Manager

Document Version – V1.1
Last edited: 03rd April 2023

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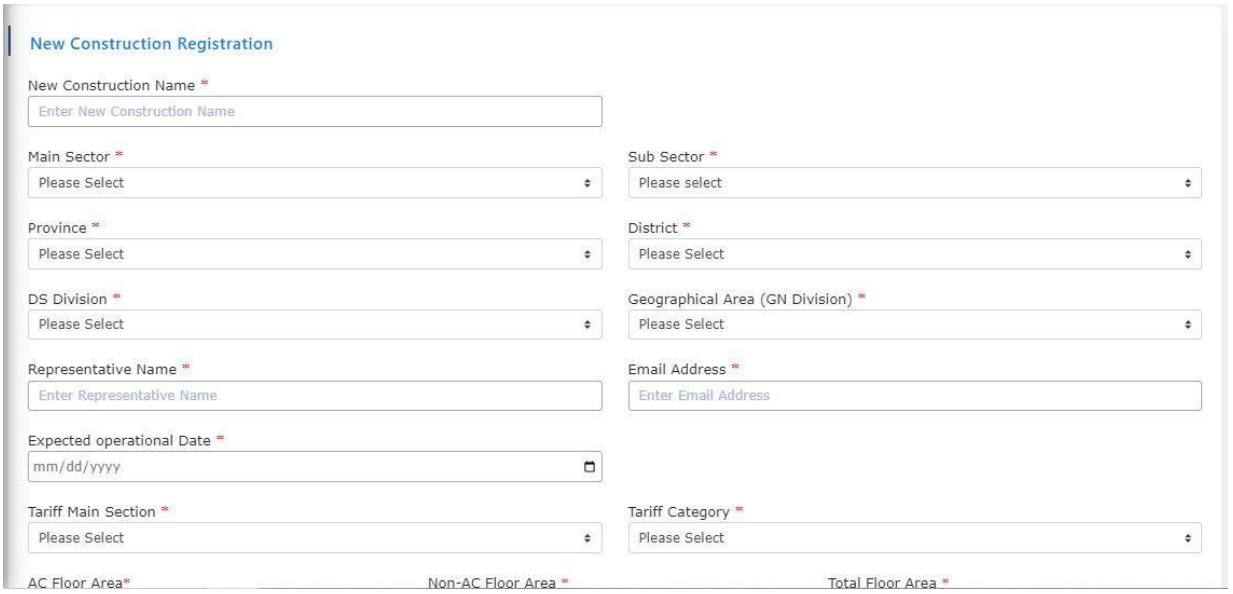
1. New Construction Registration

Click the Construction Registration button under Benchmarking section on the http://benchmark.energy.gov.lk/ public web URL.

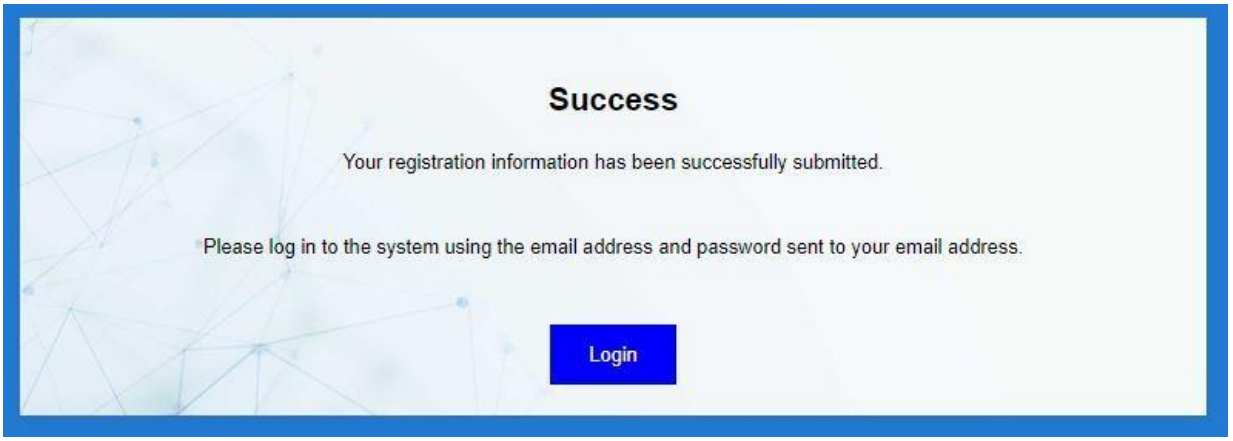
It includes the New Construction Registration Form.



1. Enter New Construction Name in the new construction name textbox.
2. Select Main Sector, Sub Sector, Province, District, DS Division and Geographical Area in the dropdown lists.
3. Enter Representative Name in the representative name textbox.
4. Enter your Email Address in the email address textbox.
5. Enter Expected Operational Date.
6. Select Tariff Main Section and Tariff Category in the dropdown lists.
7. Enter AC Floor Area and Non-AC Floor Area in the textbox.
8. If you want to add the floor area section, click the "Add" button.

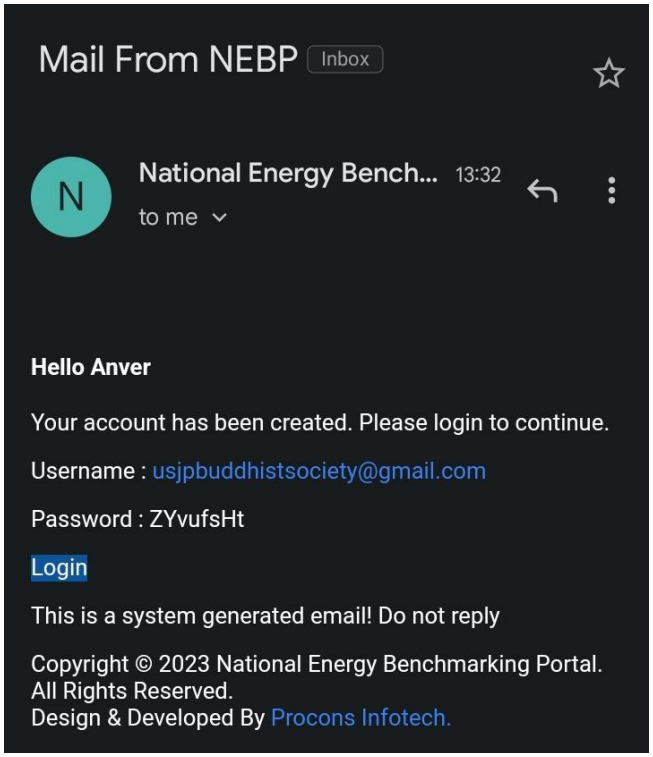
9. Click the Submit button.

Then, a success message will be displayed.



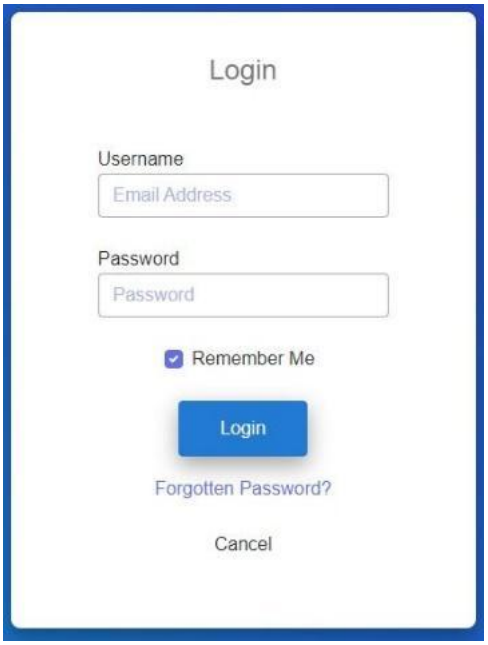
After clicking the "Login" button, you will be redirected to the login page.

After submitting the New Construction Registration Form, you will receive a notification and password to access the system at the email address you entered.



- Click the Login button.

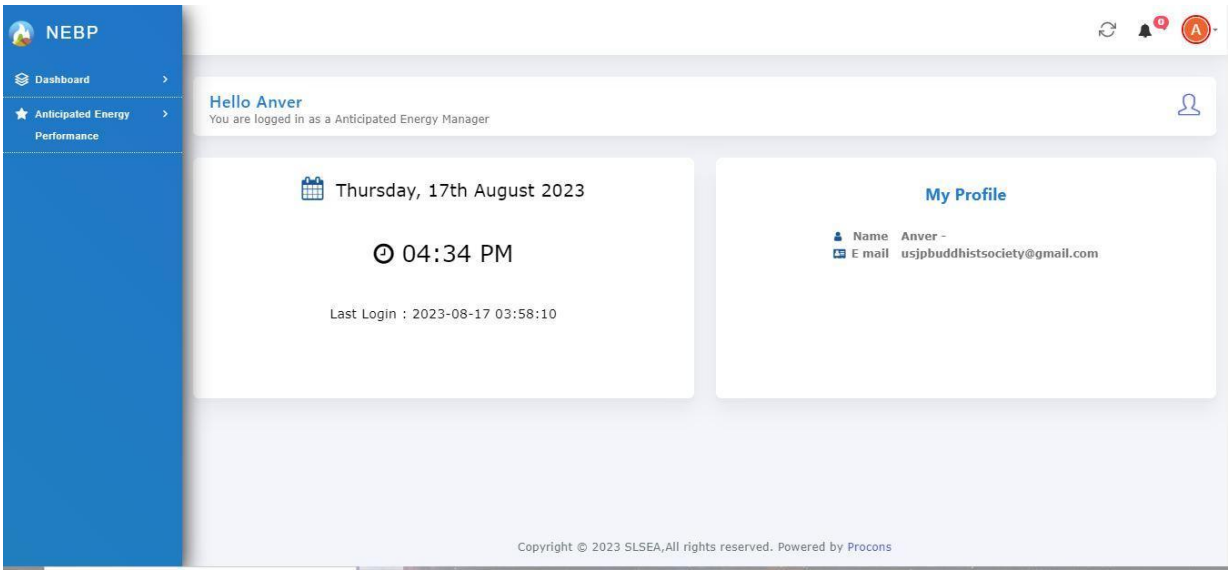
Then you will be redirected to the login Page.



1. Use the email you entered in the New Construction Registration form as the username.
2. Use the password generated by the system as the password.
3. Click the login button.
4. If the user needs the system to remember the username & password click remember me checkbox

2. Dashboard

You can view the dashboard as shown below.



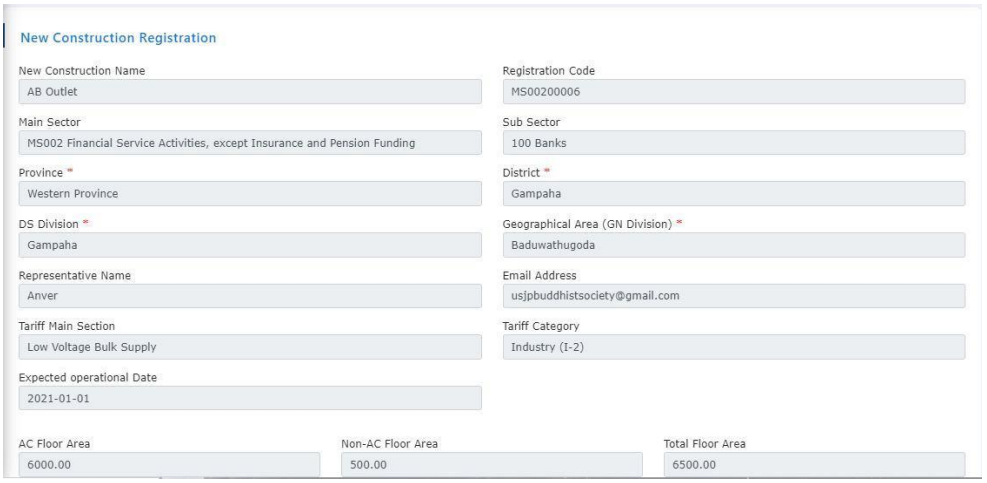
It will display date, time, and last login time information.

Under My Profile, the Energy Auditor Name and Official Email Address are included.

3. View New Construction Registration

Manu Name: Anticipated Energy Performance
Sub Menu Name: View Registration

It should load the Energy Auditor Registration Form.



You can view the information you have entered under new construction registration form.

4. Add Consumption Data

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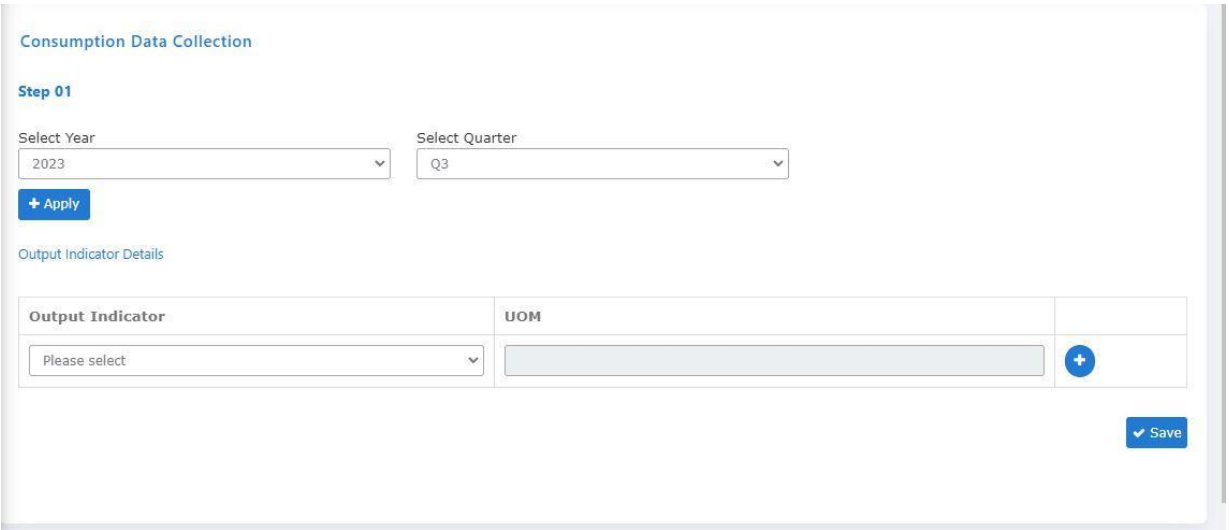
Menu Name: Anticipated Energy Performance
Sub Menu Name: Consumption Data Collection

This process will consist of main 08 steps where you can save each and later submit the full dataset to SEA. Keep remembering to click on save and next each time, if not data you entered will not be saved.

4.1 Consumption Data Collection – Step 01

It should load a window of the Consumption Data Collection – Step 01 (Output Indicator).



1. Select Year from the Select Year dropdown list.

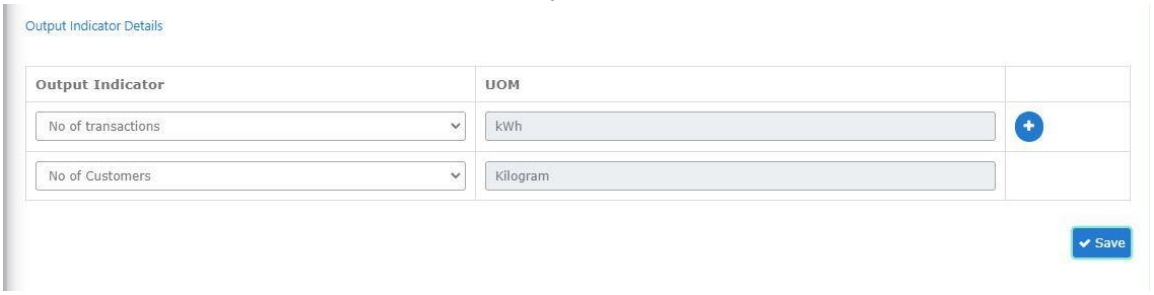
2. Select Quarter from the Select Quarter dropdown list.

3. Click the Apply button.

4. Automatically output Indicator Details table is displayed.

5. Select the output indicator from the table in the output indicator dropdown list.

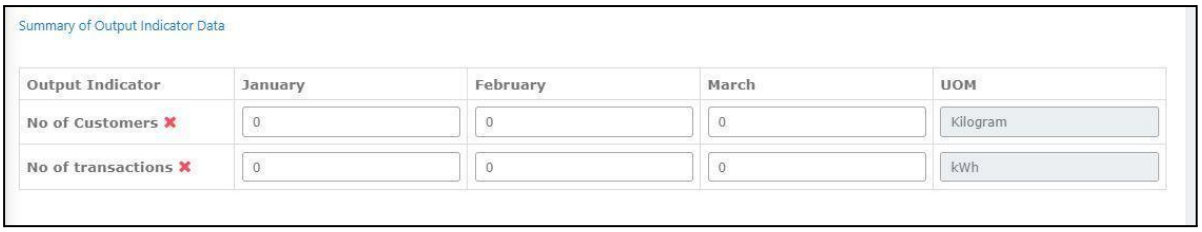
6. Then the UOM will be added automatically.



7. A new Output Indicator can be entered by clicking the plus button.

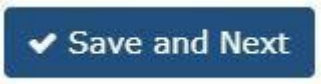
8. Click the Save Button.

9. It should load a Summary of Output Indicator Data for your selected quarter.



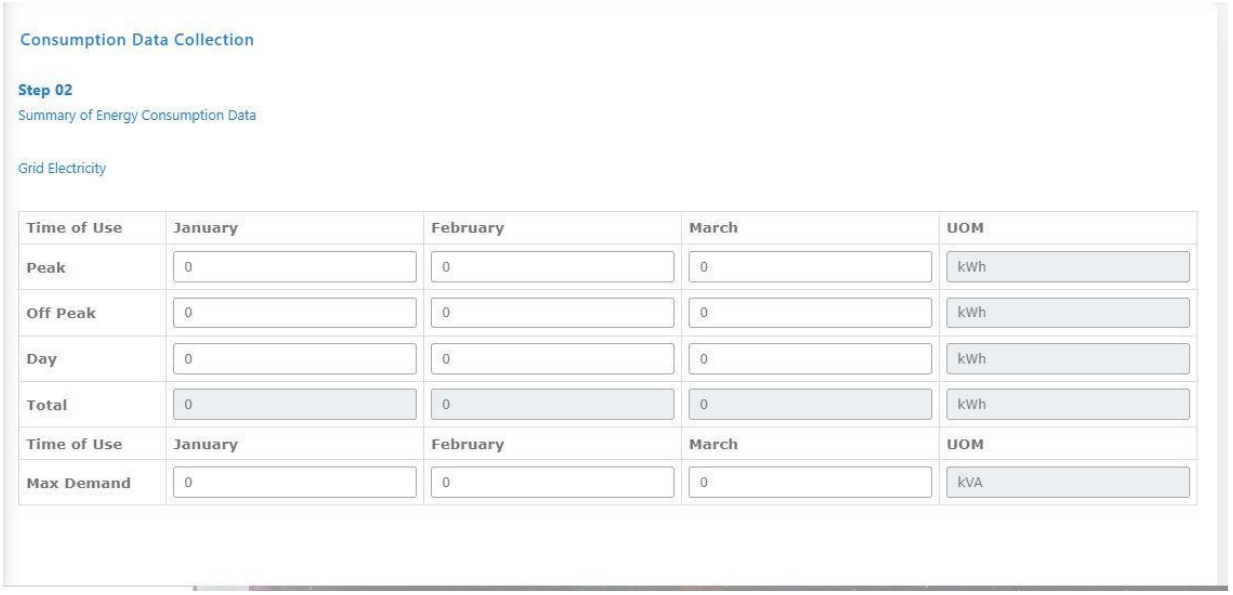
10. You can remove that type by clicking the icon in the Output Indicator type. 
11. Enter the data related to the selected quarter manually.
12. Click on save and next to save the dataset.

When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 02.

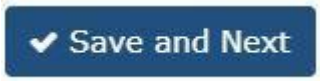


4.2 Consumption Data Collection – Step 02

It should load a window of the Consumption Data Collection – Step 02 (Grid Electricity).



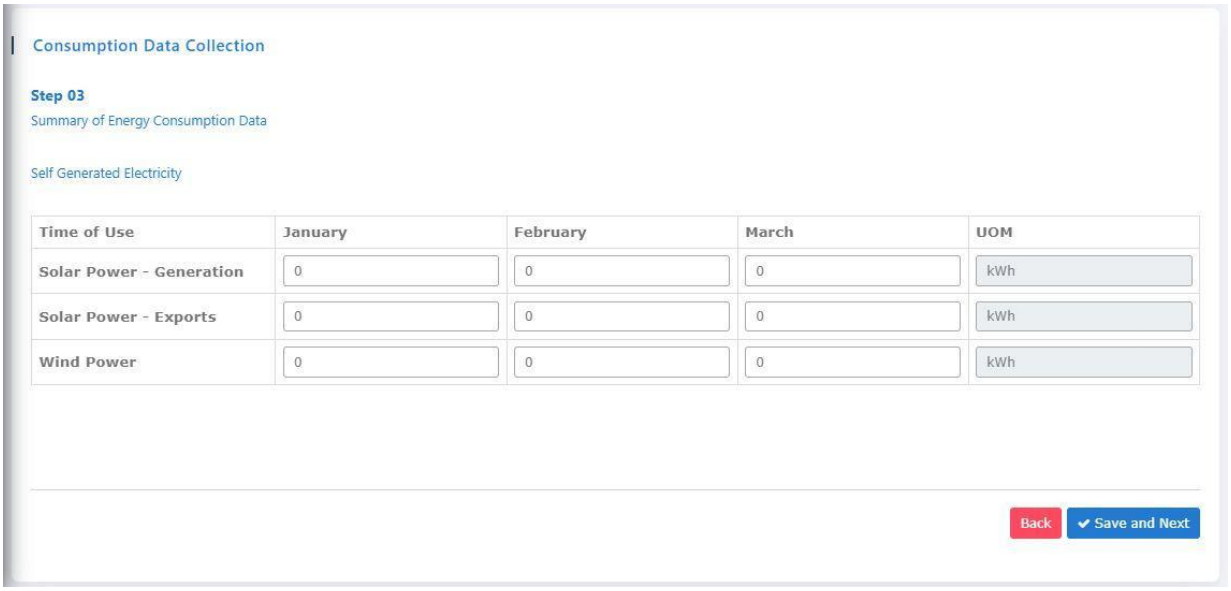
1. Enter the data related to the selected quarter manually.
2. When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 03.



3. When the click on the Cancel button, the user will be redirected to the Consumption Data Collection –Step 01.

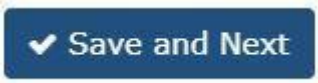
4.3 Consumption Data Collection – Step 03

It should load a window of the Consumption Data Collection – Step 03 (Self-Generated Electricity).



*If any category mentioned here is not valid for your facility, you can keep it 0 and move forward.

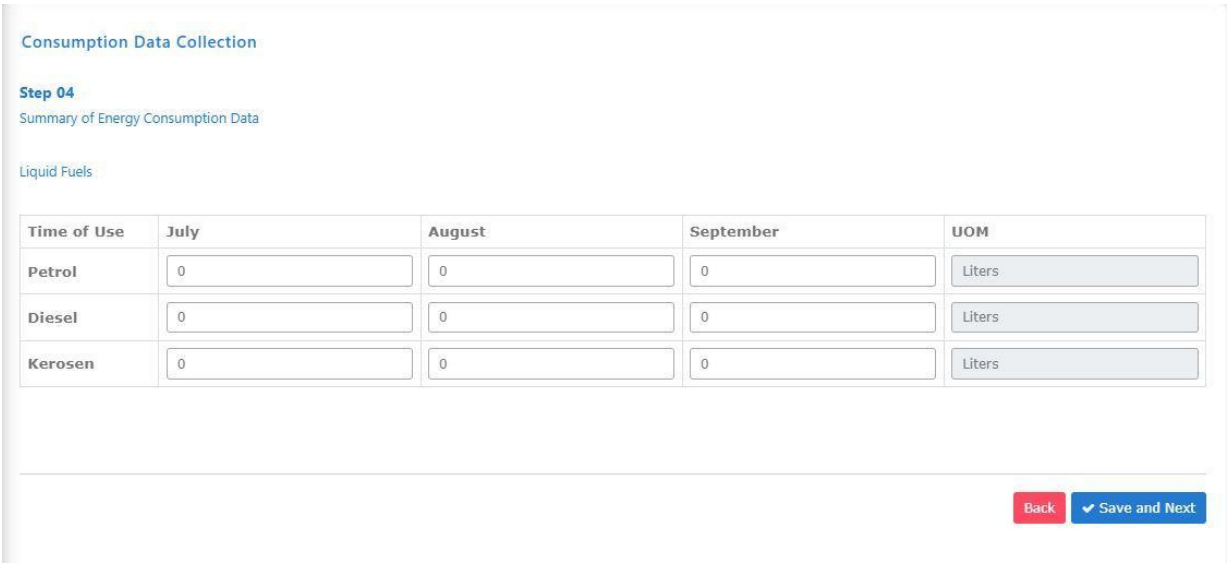
1. Enter the data related to the selected quarter manually.
2. When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 04.



3. When the click on the Cancel button, the user will be redirected to the Consumption Data Collection –Step 02.

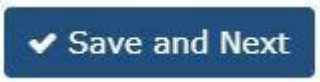
4.4 Consumption Data Collection – Step 04

It should load a window of the Consumption Data Collection – Step 04 (Liquid Fuels).



*If any category mentioned here is not valid for your facility, you can keep it 0 and move forward.

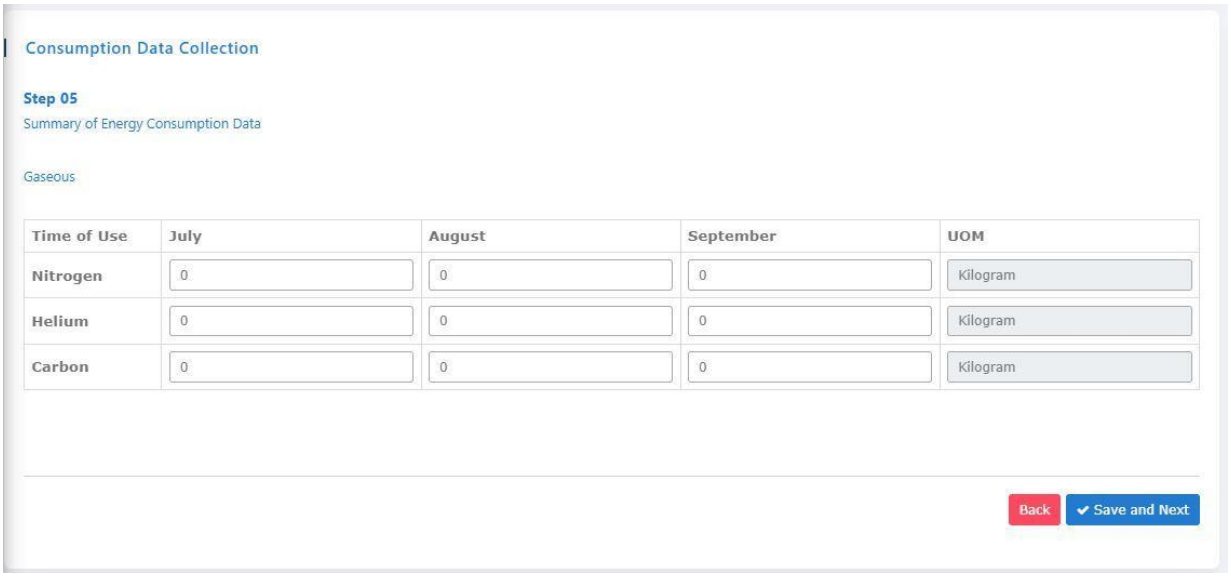
1. Enter the data related to the selected quarter manually.
2. When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 05.



3. When the click on the Cancel button, the user will be redirected to the Consumption Data Collection –Step 03.

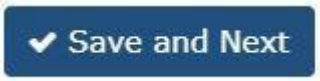
4.5 Consumption Data Collection – Step 05

It should load a window of the Consumption Data Collection – Step 05 (Gaseous).



*If any category mentioned here is not valid for your facility, you can keep it 0 and move forward.

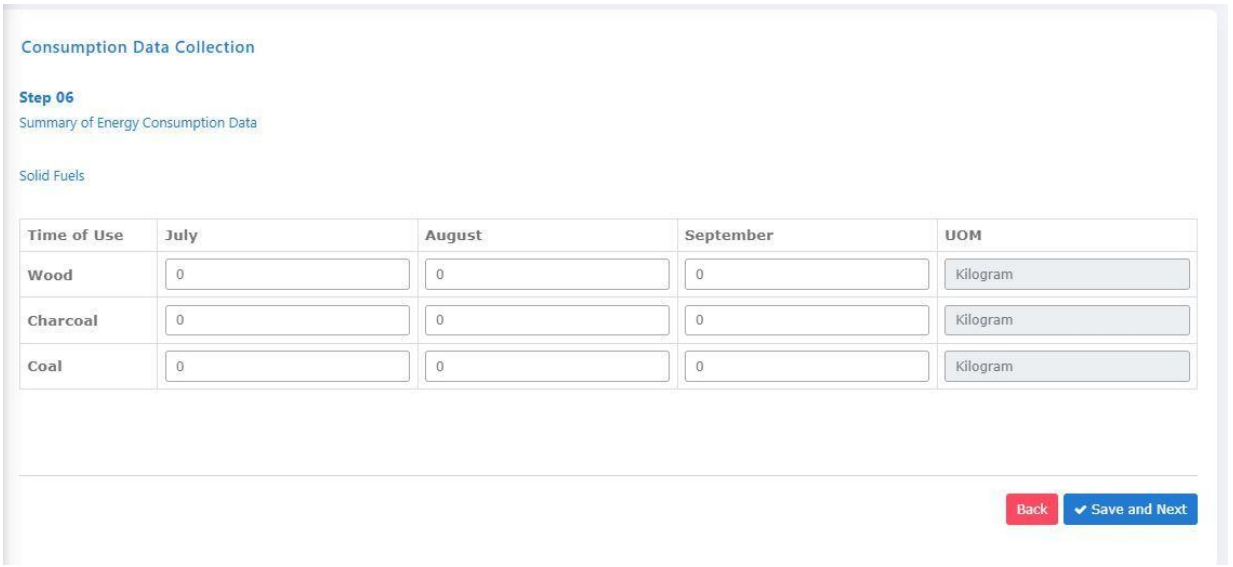
1. Enter the data related to the selected quarter manually.
2. When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 06.



3. When the click on the Cancel button, the user will be redirected to the Consumption Data Collection –Step 04.

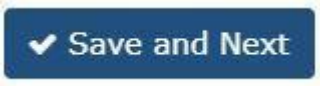
4.6 Consumption Data Collection – Step 06

It should load a window of the Consumption Data Collection – Step 06 (Solid Fuels).



*If any category mentioned here is not valid for your facility, you can keep it 0 and move forward.

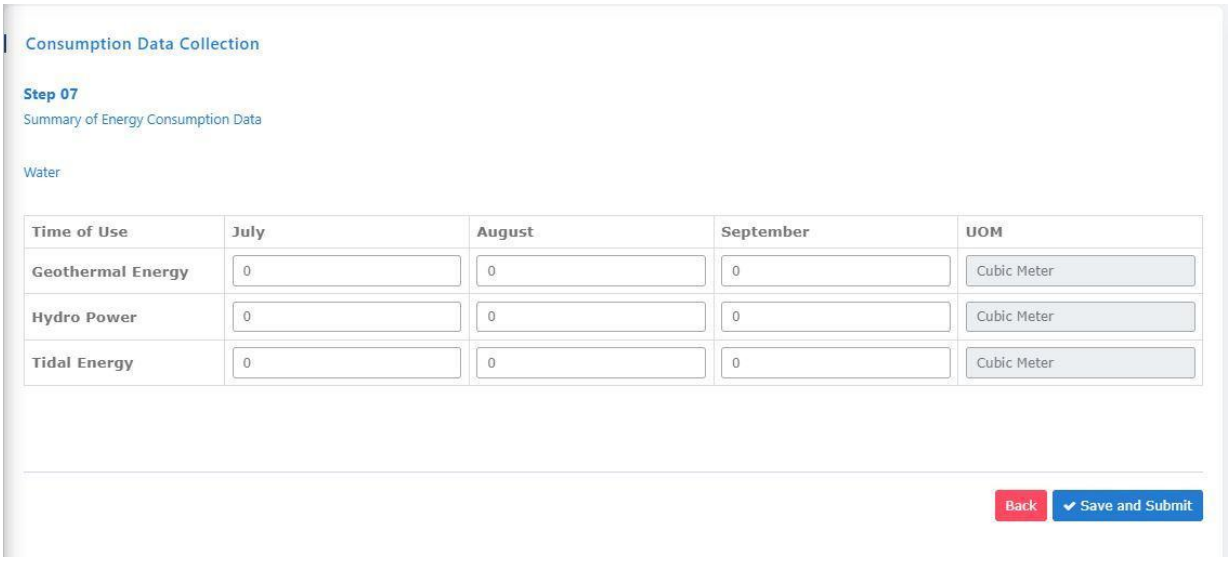
1. Enter the data related to the selected quarter manually.
2. When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 07.



3. When the click on the Cancel button, the user will be redirected to the Consumption Data Collection –Step 05.

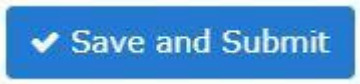
4.7 Consumption Data Collection – Step 07

It should load a window of the Consumption Data Collection – Step 07 (Water).



*If any category mentioned here is not valid for your facility, you can keep it 0 and move forward.

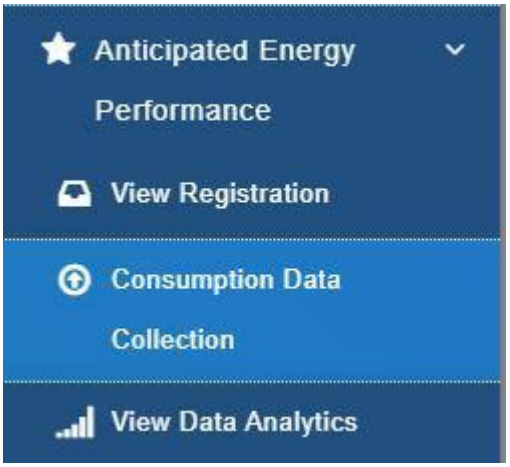
1. Enter the data related to the selected quarter manually.
2. When the click on the Save and Next button, the user will be redirected to the Consumption Data Collection –Step 01.



3. When the click on the Cancel button, the user will be redirected to the Consumption Data Collection –Step 06.

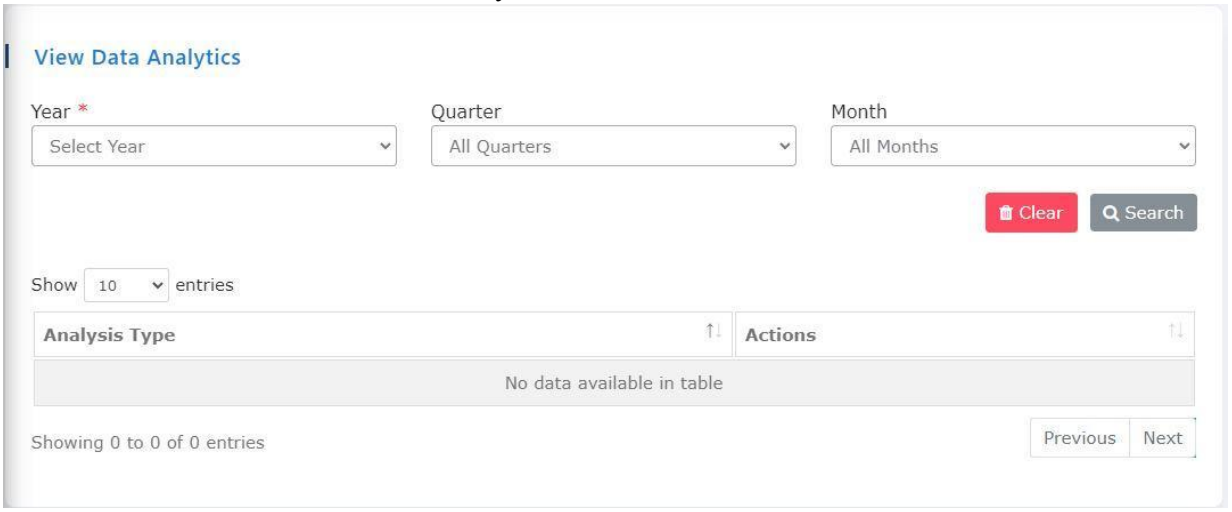
5. View Data Analytics

Menu Name: Anticipated Energy Performance
Sub Menu Name: View Data Analytics



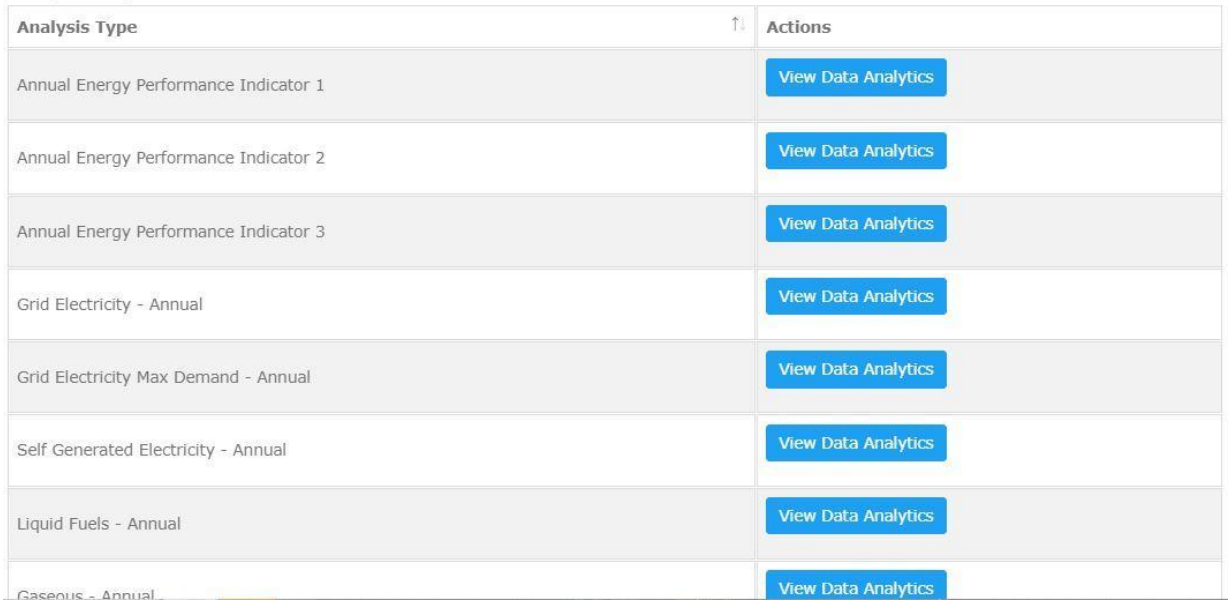
5.1 Annual Data Analytics Chart

It should load the View Data Analytics Screen.



1. Select Year in the dropdown list.
2. Click the Search Button.

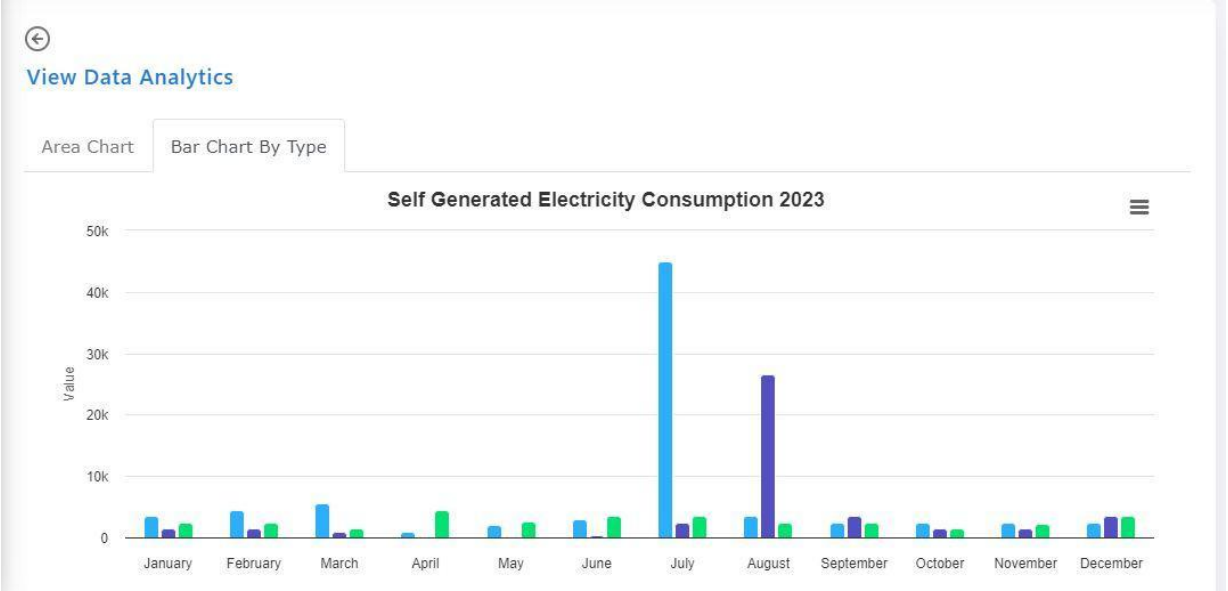
It should load the Analysis Type - Annual window.



Click the View Data Analytics button in the action column of the Analysis Type you want to view.

It should load the Analysis Type chart view.

For Ex: When you click the View Data Analytic button in Self-Generated Electricity - Annual, you get the Self-Generated Electricity Consumption Chart view.



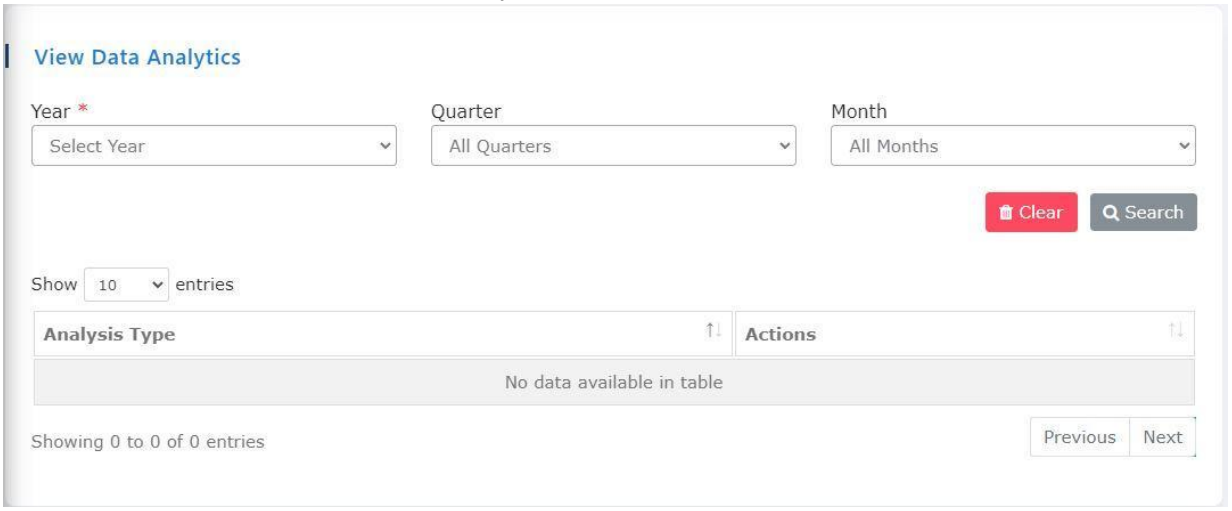
- You can get View in full screen, Print Chart, Download PNG image, Download JPEG image, Download PDF document, and Download SVG vector image facilities by clicking the chart context menu button.

You can view the Annual Analysis Charts below by selecting the year in the year dropdown list.

1. Annual Energy Performance Indicator 1 Utilization Chart
2. Annual Energy Performance Indicator 2 Utilization Chart
3. Annual Energy Performance Indicator 3 Utilization Chart
4. Grid Electricity – Annual Consumption Chart
5. Grid Electricity Max Demand-Annual Consumption Chart
6. Self-Generated Electricity-Annual Consumption Chart
7. Liquid Fuels-Annual Consumption Chart
8. Gaseous-Annual Consumption Chart
9. Solid Fuels-Annual Consumption Chart
10. Water-Annual Consumption Chart

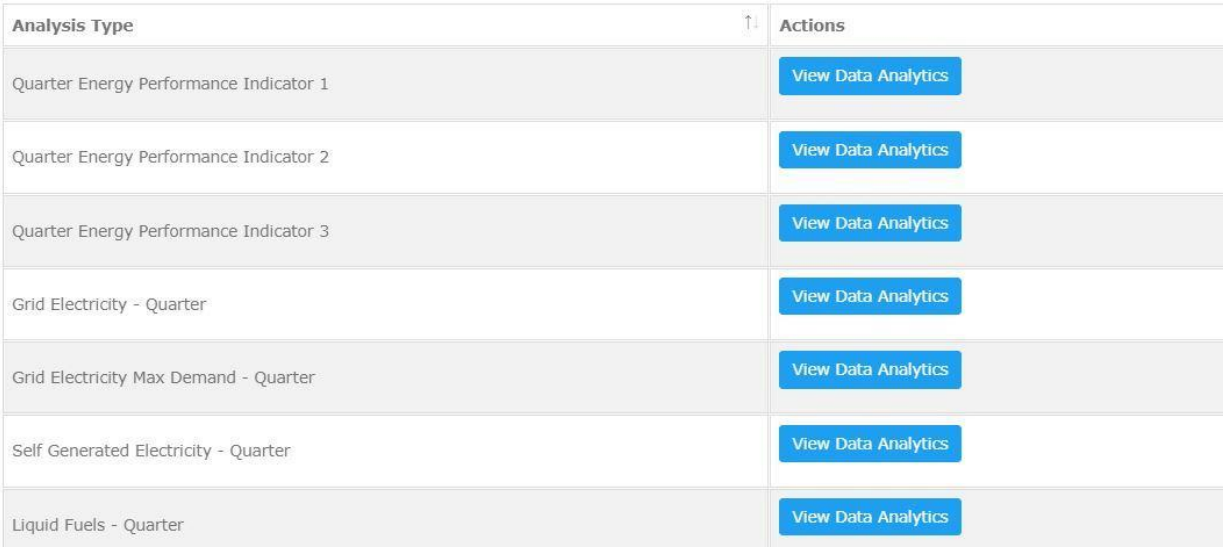
5.2 Quarter Data Analytics Chart

It should load the View Data Analytics Screen.

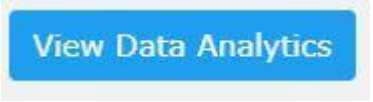


1. Select Year in the Year dropdown list.
2. Select Quarter in the Quarter dropdown list.
3. Click the Search Button.

It should load the Analysis Type - Quarter window.

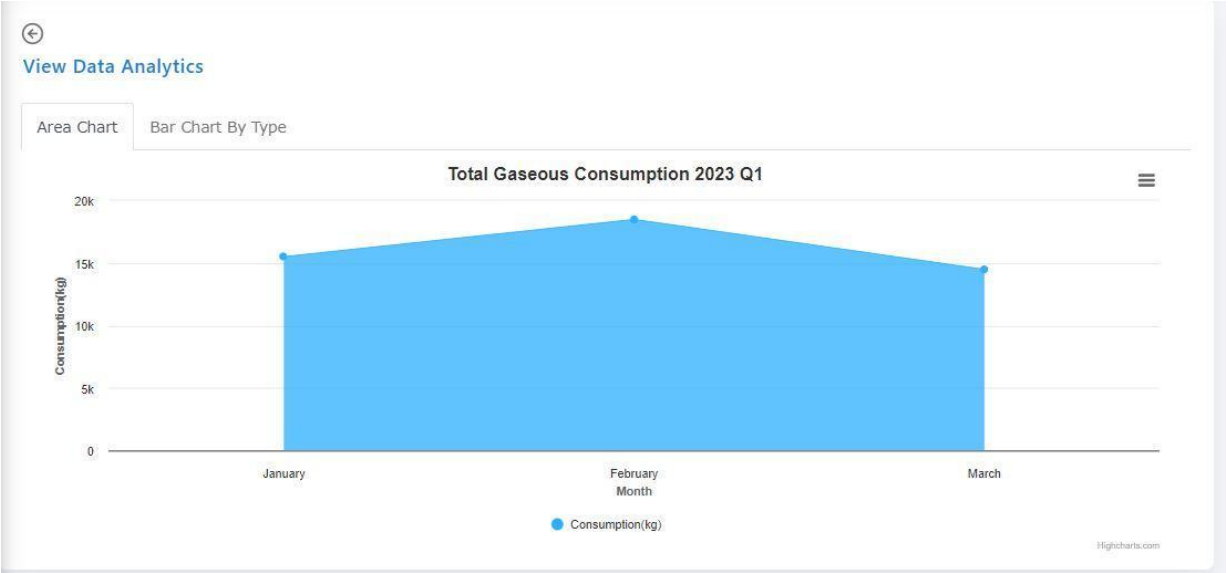


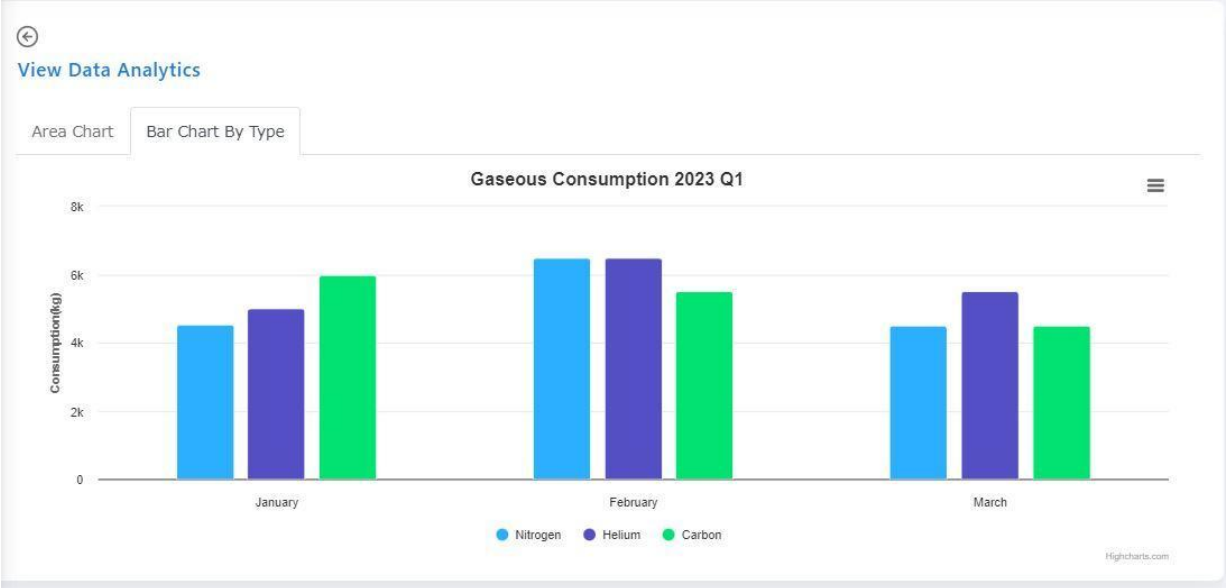
Click the View Data Analytics button in the action column of the Analysis Type you want to view.



It should load the Analysis Type chart view.

For Ex: When you click the View Data Analytic button in Gaseous - Quarter, you get the Total Gaseous Consumption Quarter Chart and Gaseous Consumption Quarter Chart view.





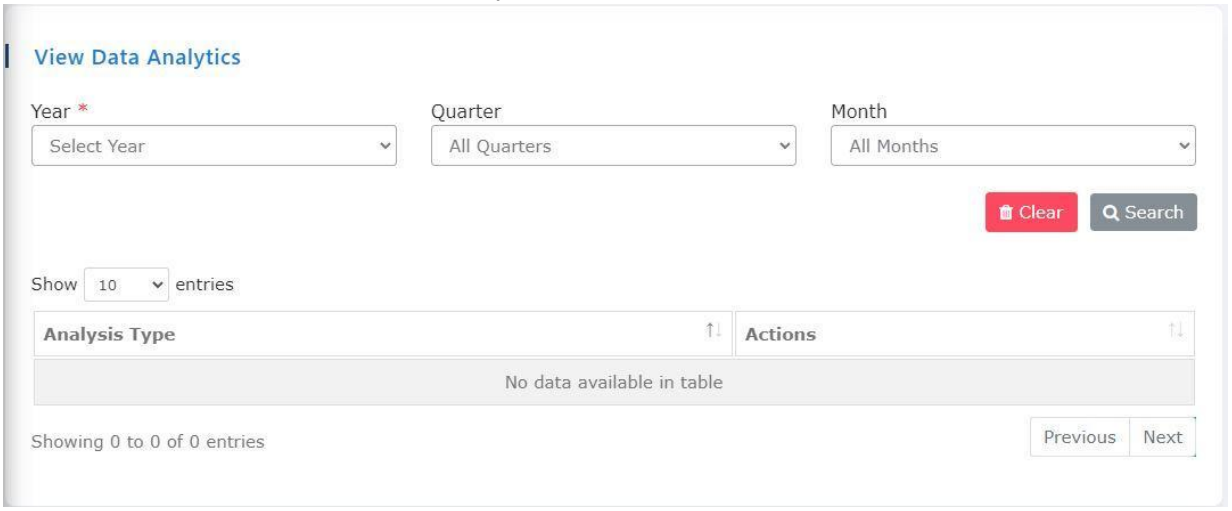
- You can get View in full screen, Print Chart, Download PNG image, Download JPEG image, Download PDF document, and Download SVG vector image facilities by clicking the chart context menu button.

You can view the Quarter Analysis Charts below by selecting the year in the year dropdown list.

1. Quarter Energy Performance Indicator 1 Utilization Chart
2. Quarter Energy Performance Indicator 2 Utilization Chart
3. Quarter Energy Performance Indicator 3 Utilization Chart
4. Grid Electricity – Quarter Consumption Chart
5. Grid Electricity Max Demand-Quarter Consumption Chart
6. Self-Generated Electricity-Quarter Consumption Chart
7. Liquid Fuels-Quarter Consumption Chart
8. Gaseous-Quarter Consumption Chart
9. Solid Fuels-Quarter Consumption Chart
10. Water-Quarter Consumption Chart

5.3 Monthly Data Analytic Chart

It should load the View Data Analytic Screen.

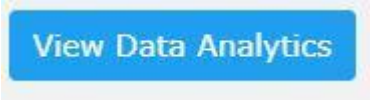


1. Select Year in the Year dropdown list.
2. Select Quarter in the Quarter dropdown list.
3. Select Month in the Month dropdown list.
4. Click the Search Button.

It should load the Analysis Type - Monthly window.

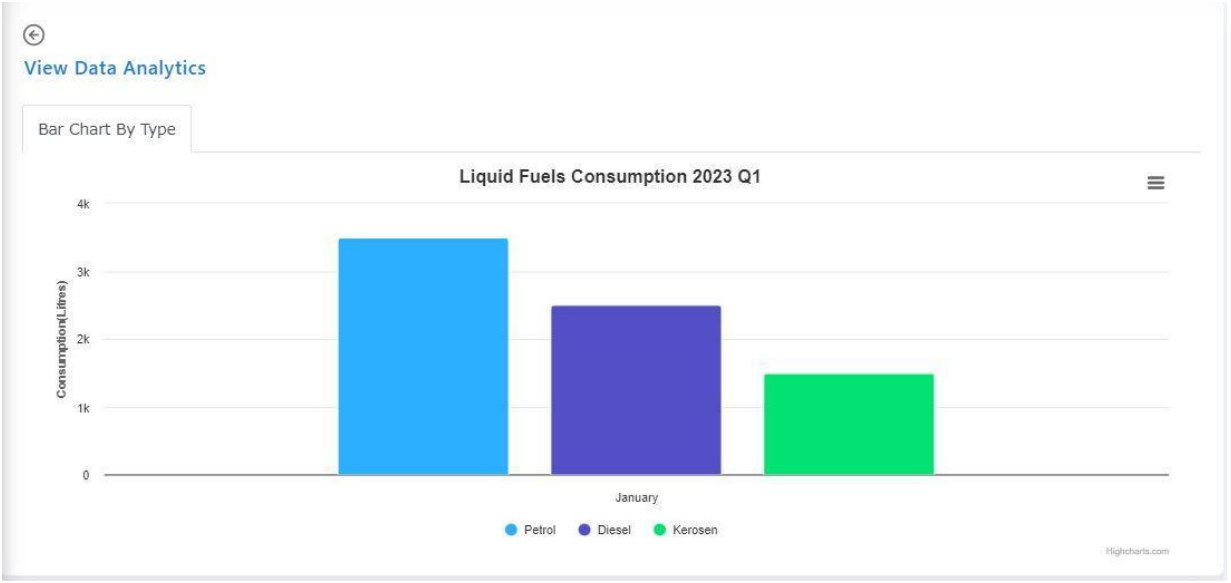
Analysis Type	Actions
Monthly Energy Performance Indicator 1	View Data Analytics
Monthly Energy Performance Indicator 2	View Data Analytics
Monthly Energy Performance Indicator 3	View Data Analytics
Grid Electricity - Monthly	View Data Analytics
Grid Electricity Max Demand - Monthly	View Data Analytics
Self Generated Electricity - Monthly	View Data Analytics
Liquid Fuels - Monthly	View Data Analytics

Click the View Data Analytics button in the action column of the Analysis Type you want to view.



It should load the Analysis Type chart view.

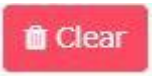
For Ex: When you click the View Data Analytic button in Liquid Fuels – Monthly, you get the Liquid Fuels Monthly Chart view.



- You can get View in full screen, Print Chart, Download PNG image, Download JPEG image, Download PDF document, and Download SVG vector image facilities by clicking the chart context menu button.

You can view the Monthly Analysis Charts below by selecting the year in the year dropdown list.

1. Monthly Energy Performance Indicator 1 Utilization Chart
2. Monthly Energy Performance Indicator 2 Utilization Chart
3. Monthly Energy Performance Indicator 3 Utilization Chart
4. Grid Electricity – Monthly Consumption Chart
5. Grid Electricity Max Demand- Monthly Consumption Chart
6. Self-Generated Electricity- Monthly Consumption Chart
7. Liquid Fuels-Monthly Consumption Chart
8. Gaseous-Monthly Consumption Chart
9. Solid Fuels-Monthly Consumption Chart
10. Water- Monthly Consumption Chart

Click on the Clear button at the top right. 

When the click on the “Clear” button, the dropdown list has returned to its previous state.

You can adjust the number of entries displayed by using the drop-down at show entries.

Pagination can be used to move to the next page.