

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

**User Training Guide**

**Energy Auditor Management Module – Energy Auditor  
Side**

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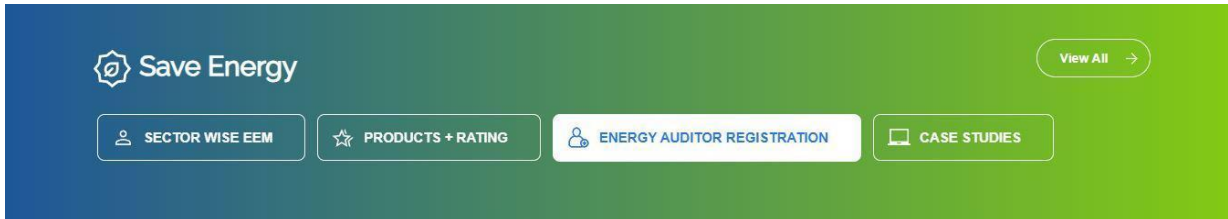
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## 1. Energy Auditor Registration

Click on the Energy Auditor self-registration link provided by SLSEA.

or

Click the Energy Auditor Registration button under Save Energy section on the [web.nebp.procons.lk](http://web.nebp.procons.lk) public web URL.



It includes the Energy Auditor Registration Form.

Under the Personal Information Section

1. Enter First Name and Last Name in the textboxes.
2. Select Gender in the dropdown list.
3. Enter Date of Birth.
4. Enter NIC Number in the NIC Number textbox.
5. Enter the NIC copy of the respective Energy Auditor.
6. Enter the Profile Picture of the respective Energy Auditor.

**Academic Qualification**

Academic Level \*

University/Institute \*

Document Evidence ⓘ\*

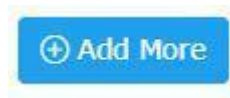
Choose File No file chosen

Remarks

[+ Add More](#)

#### Under the Academic Qualification Section

1. Enter the Academic Level in the academic level textbox.
2. Enter the University/Institute Name in the University/Institute textbox.
3. Enter the Document Evidence in the document evidence selection box.
4. Enter Remarks in the remark's textbox. – It is not mandatory
5. If you want to add another Academic Qualification section, click the "Add More" button.



**Professional Qualification**

Qualification Name \*

Awarding Body \*

Document Evidence ⓘ\*

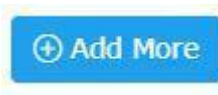
Choose File No file chosen

Remarks

[+ Add More](#)

#### Under the Professional Qualification Section

1. Enter the Qualification Name in the qualification name textbox.
2. Enter the Awarding Body in the awarding body textbox.
3. Enter the Document Evidence in the document evidence selection box.
4. Enter Remarks in the remark's textbox. – It is not mandatory
5. If you want to add another Professional Qualification section, click the "Add More" button.



**A Industry Experience**

How many assignments have you completed related to energy auditing?

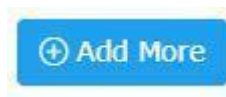
Please specify the latest 05 assignments you have completed.

1. Energy Auditor must have completed at least 05 assignments under Industry Experience.
2. Also, depending on the number of assignments you enter, data must be entered in the Industry Experience section.

Company Name *	
<input type="text"/>	
Designation *	
<input type="text"/>	
From Date *	To Date *
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Job Role *	
<input type="text"/>	
Job Type *	
<input type="text" value="Please Select"/>	
Remarks	
<input type="text"/>	
<a href="#">+ Add More</a>	

### Under the Industry Experience Section

1. Enter the Company Name in the company name textbox.
2. Enter the Designation in the designation textbox.
3. Select the From Date and To Date.
4. Enter your Job Role.
5. Select the Job Type in the job type dropdown list.
6. Enter Remarks in the remark's textbox. – It is not mandatory
7. If you want to add another Industry Experience section, click the "Add More" button.



**License & Certification**

Name \*

Authority \*

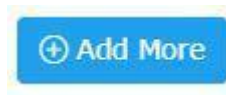
Issued Date \* mm/dd/yyyy

Expiration Date \* mm/dd/yyyy

[+ Add More](#)

#### Under the License and Certification Section

1. Enter the Name in the name textbox.
2. Enter the Authority in the authority textbox.
3. Select the License and Certification Issued Date and Expiration Date
4. If you want to add another License and Certification section, click the "Add More" button.



**Contact information**

Address Line 01 \*

Address Line 02 \*

Province \* Please Select

District \* Please Select

City \*

Email Address \*

Contact Number \*

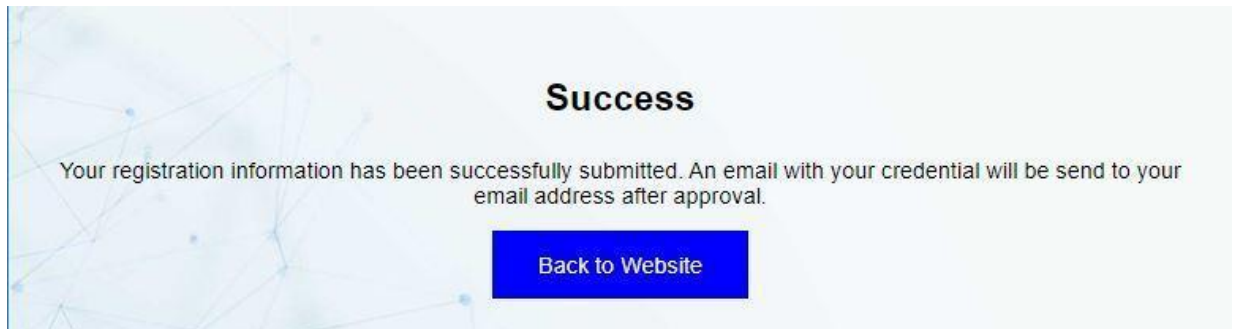
[Cancel](#) [Submit](#)

#### Under the Contact Information Section

1. Enter Address Line 01 in the address line 01 textbox.
2. Enter Address Line 02 in the address line 02 textbox.
3. Select Province
4. Select District
5. Enter the City in the city textbox.
6. Enter Energy Auditor Official Email Address in the email address textbox.
7. Enter the Contact Number in the contact number textbox.
8. And Click the Submit button.



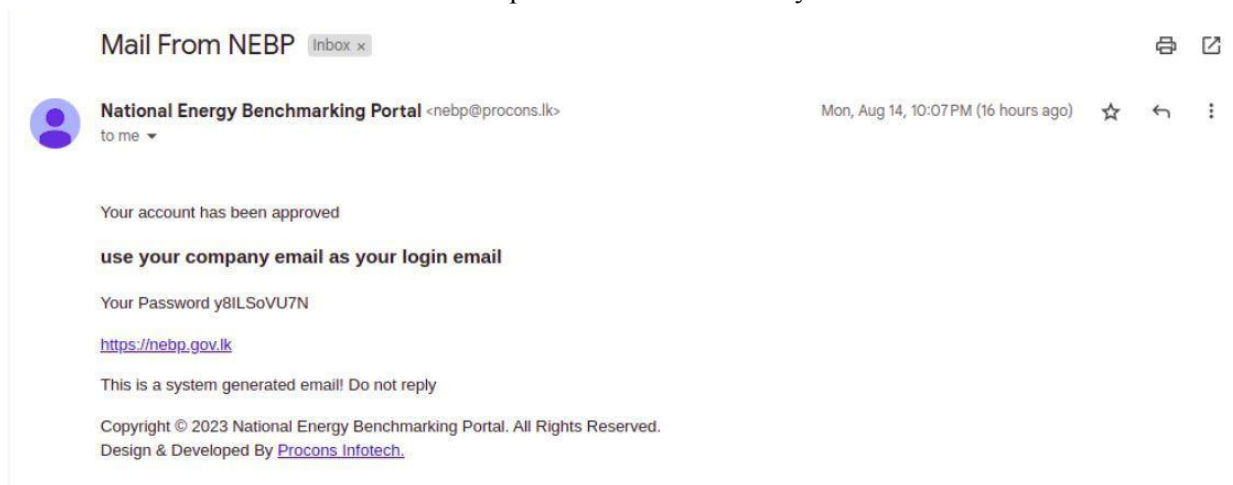
Then, a success message will be displayed.



- After clicking the "Back to Website" button, you will be redirected to the public web portal.

After the Energy Auditor enters the data and submits the self-registration form, it is submitted to SLSEA.

When SLSEA approves the self-registration form, the respective energy manager's email address will receive a notification and password to access the system.



- Click the URL link.

Then you will be redirected to the login Page.

The login form is titled "Login" and is enclosed in a blue border. It contains the following elements:

- Username:** A text input field with the placeholder text "Email Address".
- Password:** A text input field with the placeholder text "Password".
- Remember Me:** A checked checkbox with the label "Remember Me".
- Login Button:** A blue button with the text "Login".
- Forgotten Password?:** A text link below the login button.
- Cancel:** A text link at the bottom of the form.

1. Use the email you entered in the Energy Auditor 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.

The dashboard is titled "NEBP" and features a blue sidebar with the following navigation items:

- Dashboard
- Energy Auditor Profile
- Energy Auditor's Management

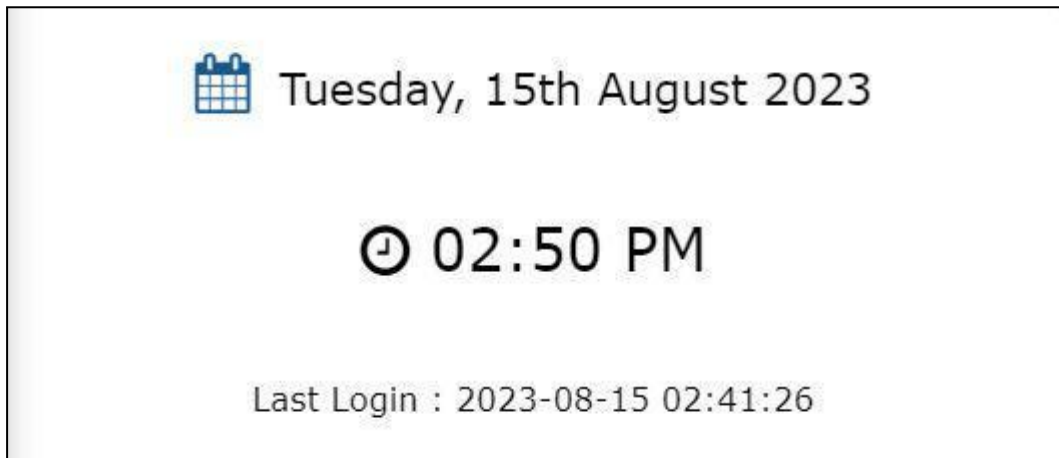
The main content area displays the following information:

- Greeting:** "Hello Alive" with a sub-message "You are logged in as a Energy Auditor" and a user profile icon.
- Date:** "Tuesday, 15th August 2023" with a calendar icon.
- Time:** "02:50 PM" with a clock icon.
- Last Login:** "Last Login : 2023-08-15 02:41:26".
- My Profile:** A section showing user details:
  - Name: Alive Pathirana
  - E mail: tharangad.pipl@gmail.com

At the bottom of the dashboard, the footer reads: "Copyright © 2023 SLSEA, All rights reserved. Powered by Procons".



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



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



### 3. Edit Energy Auditor Registration Form

Manu Name: Energy Auditor Profile

Sub Menu Name: Create Energy Auditor Profile Registration



It should load the Energy Auditor Registration Form.

The screenshot displays the 'Energy Auditor Registration' form. At the top right, there is a green 'Approved' button. The form is divided into two main sections: 'Personal Information' and 'Academic Qualification'. Under 'Personal Information', there are input fields for 'First Name' (containing 'Alive'), 'Last Name' (containing 'Pathirana'), 'Gender' (a dropdown menu set to 'Male'), and 'Date of Birth' (containing '10/10/1995'). There are also fields for 'NIC Number' (containing '952913735v') and 'NIC Copy' (with a 'View NIC' button). A 'Profile Picture' section includes a 'View Profile Picture' button. The 'Academic Qualification' section is currently empty.

- Here you can enter new Academic qualifications, professional qualifications, Industry Experience, License and Certificate related information.
- It is also possible to update other information except the email address under contact information.
- Make the relevant updates and click the submit button.
- Then SLSEA will review your updated energy auditor registration form and approve or reject it.

#### 4. Facility Auditing Request

Manu Name: Energy Auditor's Management

Sub Menu Name: Facility Auditing Request



It should load the Facility Auditing Request List Screen.

Facility Auditing - Request List

Facility Code  Facility Name  Status

Show  entries

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00007	ABCD Bank - Delgoda	Chamara Madushan	0778748163	Pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
00012	IFC Bank - Delgoda	Chamara Madushan	0778748163	Pending	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Showing 1 to 2 of 2 entries

Data can be filtered through Facility Code, Facility Name search box and Status dropdown list.

Facility Code  Facility Name  Status

Click on the Search button at the top right.

Then the Facility Auditing Request list will be filtered according to your selection or search result.

Click on the Clear button at the top right.

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

The Facility Auditing Request list can be exported in CSV or Excel format by clicking on the relevant action button.

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

Show  entries

Pagination can be used to move to the next page.

When a request is made to the energy auditor for energy auditing related to the facility, it is entered under the pending status of the facility auditing request list.

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00007	ABCD Bank - Delgoda	Chamara Madushan	0778748163	Pending	Approve Reject

If you want to approve the facility auditing request, click the Approve button.



It should load the Approve Facility Auditing Request popup window.

✕

**Hello Alive Pathirana,**

---

You have been selected as Energy Auditor of *IFC Bank - Delgoda*.

Do you want to accept this Selection?

Your acceptance will be communicated to the Energy Manager of the respective facility.

No
Yes

1. If you want to Approve the Facility Auditing Request, click on the “Yes” button.
2. Then you will be included as the energy auditor of the respective facility.

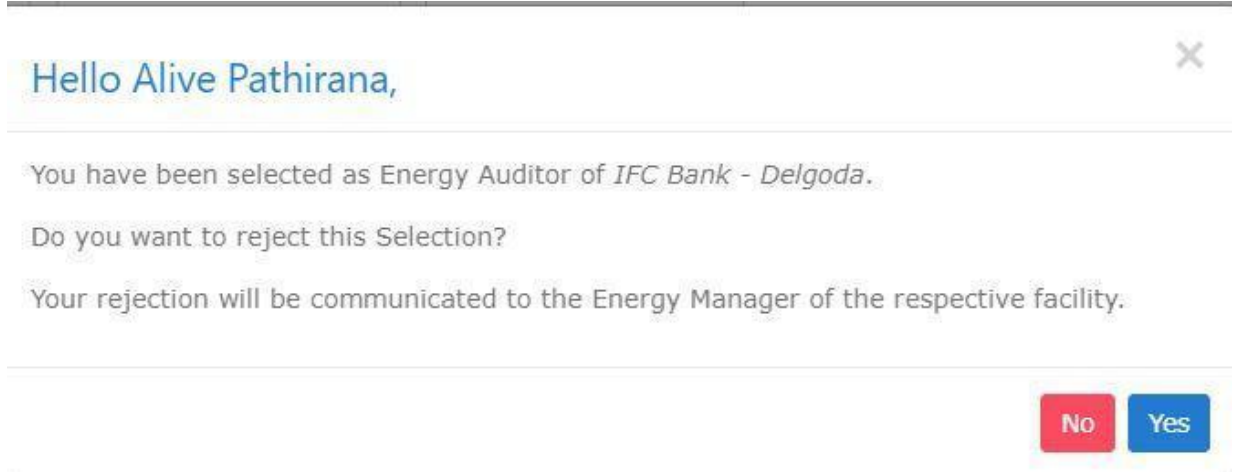
00012	IFC Bank - Delgoda	Chamara Madushan	0778748163	Approved
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3. When the click on the No button, the user will be redirected to the Facility Auditing Request list.

If you want to reject the facility auditing request, click the Reject button.



It should load the Reject Facility Auditing Request popup window.



1. If you want to reject the facility auditing request, click on the “Yes” button.
2. The changes should appear in the facility auditing request list.

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00007	ABCD Bank - Delgoda	Chamara Madushan	0778748163	Rejected	

3. When the click on the No button, the user will be redirected to the Facility Auditing Request list.

If a facility auditing request approved by you is removed from auditing the facility, it will be included in the facility auditing request list under Revoked status.

00012	IFC Bank - Delgoda	Chamara Madushan	0778748163	Revoked	
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## 5. Review Consumption Data

Manu Name: Energy Auditor’s Management  
Sub Menu Name: Review Consumption Data



It should load the Consumption Data – Facility List Screen.

**Consumption Data - Facility List**

Facility Code  Facility Name  Status

Show  entries

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00011	ABC Bank - Ragama	Chamara Madushan	0778748163	Unrequested	Request Permission

Showing 1 to 1 of 1 entries

Data can be filtered through Facility Code, Facility Name search box and Status dropdown list.

Facility Code  Facility Name  Status

Click on the Search button at the top right.

Then the consumption data – facility list will be filtered according to your selection or search result.

Click on the Clear button at the top right.

When the click on the “Clear” button, the consumption data – facility list has returned to its previous state.

The consumption data – facility list can be exported in CSV or Excel format by clicking on the relevant action button.

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

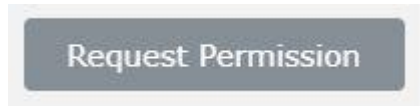
Show  entries

Pagination can be used to move to the next page.

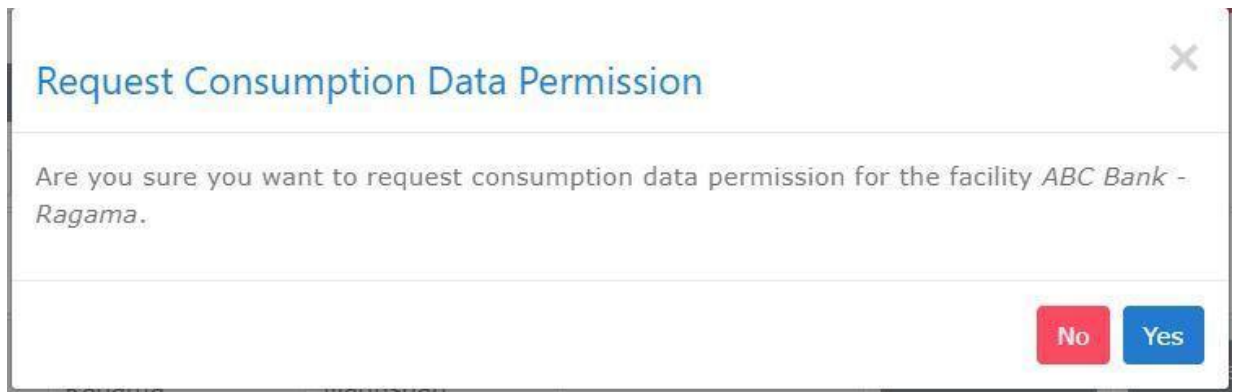
The "Unrequested" status indicates that Energy Auditor has not requested permission to view consumption data.

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00011	ABC Bank - Ragama	Chamara Madushan	0778748163	Unrequested	Request Permission

If you need to view consumption data related to a facility, click the "request permission" button.



It should load the Request Consumption Data Permission popup window.



1. When the click on the Yes button, the facility will receive a request for permission to view consumption data.
2. The changes should appear in the consumption data – facility list. It is entered under the pending status.

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00011	ABC Bank - Ragama	Chamara Madushan	0778748163	Pending	

Showing 1 to 1 of 1 entries

3. When the click on the No button, the user will be redirected to the consumption data – facility list.

After the facility gives permission to view consumption data, it is entered under the approved status.

Facility Code	Facility Name	EM Name	EM Contact Number	Status	Actions
00011	ABC Bank - Ragama	Chamara Madushan	0778748163	Approved	<a href="#">View Consumption Data</a> <a href="#">View Facility Info</a>

If you want to see facility information related to the facility, click the View Facility Info button.



It should load the Facility Registration Form.

ABC Bank - Ragama Approved

[Home](#) **Facility Information**

Sub Sector  
Banks

Facility ID: 11      Facility Code: 00011

Facility Name  
ABC Bank - Ragama

CEB/LECO Electricity Account No: 14152516v      CEB/LECO: CEB

Tariff Main Section: Low Voltage Bulk Supply      Tariff Category: Industry (I-2)

- When the click on the Back button, the user will be redirected to the consumption data – facility list.

If you want to see consumption data related to the facility, click the View Consumption Data button.





It should load the Consumption Data Collection Screen.

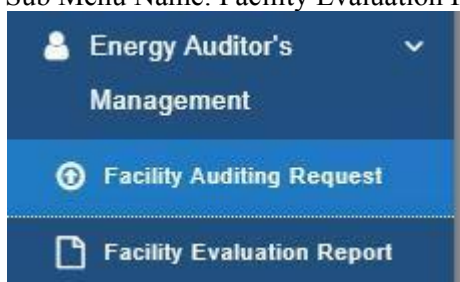
1. Select the required year and quarter to view consumption data.
2. Click the search button.
3. Then the navigation bar related to consumption data will be displayed according to your choice.

Facility Name	Action
ABC Bank - Ragama	<a href="#">View</a>

4. Consumption data can be viewed using the relevant navigation bar.
5. When the click on the Back button, the user will be redirected to the consumption data – facility list.
6. When the click on the “Clear” button, the consumption data collection screen has returned to its previous state.

## 6. Evaluation Report

Manu Name: Energy Auditor’s Management  
Sub Menu Name: Facility Evaluation Report



It should load the Evaluation Report List Screen.

Data can be filtered through Facility Code, Facility Name, Search box and From Date Dropdown list and From Date To Date date-figure option.

Click on the Search button at the top right.

Then the Evaluation Report list will be filtered according to your selection or search result.

Click on the Clear button at the top right.

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

The Evaluation Report list can be exported in CSV or Excel format by clicking on the relevant action button.

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.

## 6.1 Create Report

Click the Create Report button on the evaluation report list screen.



It should load the Evaluation Report List Screen.

**Evaluation Report - New**

Facility \*

From Date \*  To Date \*

Detailed Report ⓘ \*

1. Select facility in the facility dropdown list.
2. Enter From Date and To Date.
3. Enter detailed report in the detailed report selection box.
4. Click the Submit button.
5. The changes should appear in the Evaluation Report list.
6. When the click on the Cancel button, the user will be redirected to the Evaluation Report list.

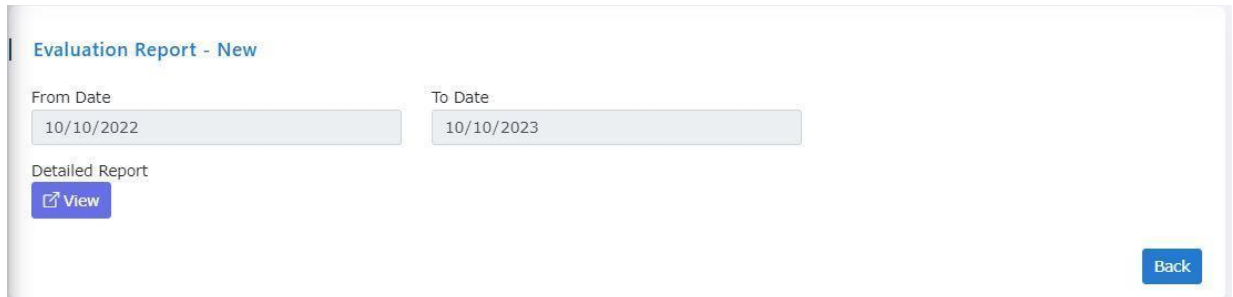
When the detailed report is submitted under the evaluation report, the information is included under the evaluation report list.

Facility Code	Facility Name	From Date	To Date	Status	Actions
00011	ABC Bank - Ragama	2022-10-10	2023-10-10	Submitted	View

If you want to view the evaluation report, click the view button in the action column.



It should load the Evaluation Report.



**Evaluation Report - New**

From Date: 10/10/2022

To Date: 10/10/2023

Detailed Report

[View](#)

[Back](#)

- The period related to the evaluation report is included in it.
- When you click the detailed report view button, you can view the detailed report for the respective facility.
- When the click on the Back button, the user will be redirected to the Evaluation Report list.

