

April

# User guide

# 2023

Energy Management System Dashboard



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## 1- INTRODUCTION

The Saudi Energy Efficiency Center (SEEC) aims to rationalize and increase energy efficiency in order to preserve natural resources of Saudi Arabia. SEEC works collaboratively with local and international stakeholders in both government and private sector to develop knowledge and experience in energy efficiency field by applying the best practices.

The Energy Management (EM) Program designed to offer an approach to support the energy efficiency culture of all facilities in various sectors and the implementation of energy management systems. Energy management (EM) can be broadly defined as the proactive, organized, and systematic management of energy use in an organization/facility to satisfy both environmental and economic requirements.

An Energy Management System (EnMS) integrates energy management into existing business systems, enabling facilities to establish energy efficiency culture, and ultimately reduce their specific energy consumption and sustain the achieved savings.

Energy Management Program dashboard aims to digitalize the Energy Management verification process and facilitate the communication between SEEC and Users. The EnMP Dashboard offers access to a variety of energy management system application options for facilities to choose from (ISO 50001, SEEC 50001 Ready, and Internal Energy Management System).

The dashboard also provides an access to a Learning Management System that provides training modules on energy efficiency. As well as offers a placeholder for Facility information and Energy consumption reporting.

This guide provides information on how to use SEEC EnMP dashboard, and highlight the main functions and features:

- Website overview
- Registration and log in to EnMP
- Navigate around the EnMP Dashboard
- Access your Energy Management System Options
- EnMS applications and Documentations
- Access the E-learning portal (Capacity Building)
- Facility Information
- Energy Consumption Data

## 2- WEBSITE OVERVIEW

The EnMP website <https://www.enms.seec.gov.sa> provides an introductory information to SEEC energy management program, and it is consisting of the following:

**2.1 Home Page:** provides visitors with a general description on the Energy Management Program pillars and the benefits that the program brings.

**2.2 Energy Management Program page:** provides an overview of EM program, including a description on energy management system and capacity building. In addition to access to a library of documents and guidelines which is updated as needed.

**2.3 Energy Management System page:** provides an overview of the general approach to implement an EnMS as well as the different implementation options.

**2.4 Capacity Building page:** provides an overview on learning objectives and outlines as well as a brief description of the training modules available in the platform.

**2.5 Technical support page:** At the footer of each page, there is a Technical Support button that will redirect you to a form page where the visitor can contact SEEC to provide the needed support to resolve the issues.

[Home](#) | [Contact Us](#)

## Contact Us

<b>First Name*</b>	<b>Last Name*</b>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<b>Facility Name*</b>	<b>Email*</b>
<input type="text" value="Facility Name"/>	<input type="text" value="Email"/>
<b>Phone Number*</b>	
<input type="text" value="Phone Number"/>	
<b>Subject*</b>	<b>Category*</b>
<input type="text" value="Subject"/>	<input type="text" value="Select"/>
<b>Message*</b>	
<input type="text" value="Message"/>	

I agree to the [terms and conditions](#)

[Send Message](#)

### Important Links

- > [Saudi Energy Efficiency Center](#)
- > [Frequently Asked Questions](#)

### Contact Us

- > [ENMS-Info@seec.gov.sa](mailto:ENMS-Info@seec.gov.sa)
- > 920002724
- > [Technical support](#)

### Follow Us



### 3- USER REGISTRATION & LOGIN

EnMP platform designed for both facilities and individuals to register and access the material available by clicking on [Join us](#) or [sign in](#) from the website.

#### 3.1 Registration:

Join us and Sign in action buttons will redirect users to the log in page. From their users can sign in for users with existing accounts or choose to create and account based on a facility or individual as it shown below:

**Login**

Email

Password

Remember me [Forgot password?](#)

Login

Don't have an account? Sign up as

**A** Facility or Individual **B**

Privacy - Terms

After filling up the required fields and ticking on the conditional acceptance of terms and conditions press submit form to create the intended account, in this case we have chosen Facility registration option as an example:

## Facility User Registration

Please complete the required details to create your account.

### Facility Information

English Facility Name*	Arabic Facility Name*
CR Number*	Industrial code
Sectors*	Sub Sector*

### Location Details

Street *	Building Number *
Secondary number	Postal code (P.O Box) *
Region *	City *

District

### Contact Information

Email*	+966 Mobile Number *
Landline	

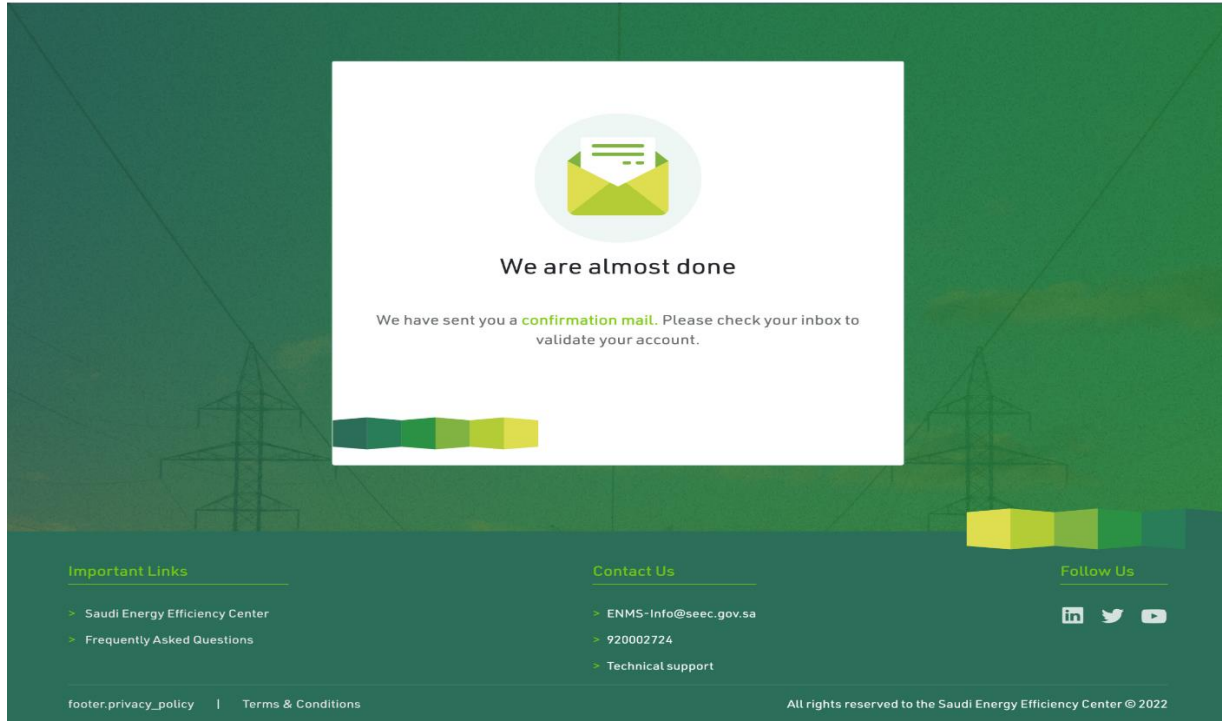
### Create Your Password

Type password *	Re-type password *
-----------------	--------------------

- Uppercase       Lowercase       Number  
 8 characters minimum       Special character

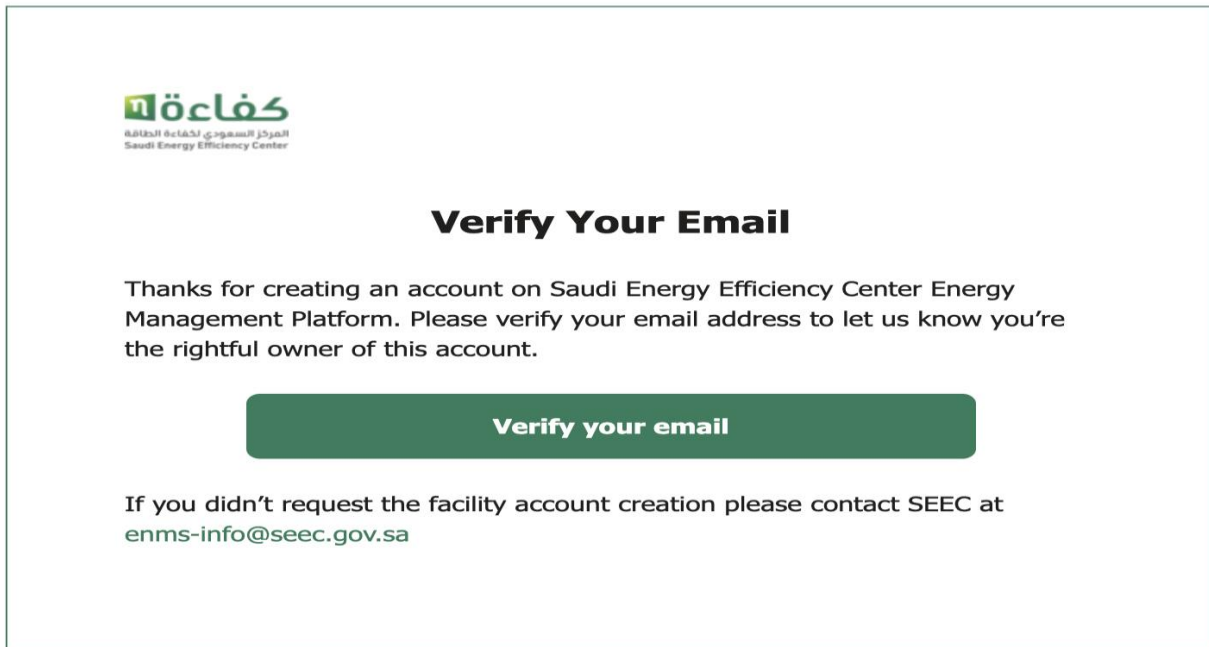
I agree on [Terms & Conditions](#) and [Privacy Policy](#)

**Submit Form**



## Email confirmation

Once the registration details are completed, your facility will receive an email confirmation





Please confirm the email by clicking on **verify your email** button, to be directed to the login page.

In case a confirmation e-mail not received, please:

- Make sure the email entered is correct.
- Refresh the inbox.
- Check the junk folder.
- Or contact SEEC on [enms-info@seec.gov.sa](mailto:enms-info@seec.gov.sa).

### 3.2 LOGIN:

Login as a Facility representative or individual use the registered account to access the facility profile using the following Login link: <https://login.enms.seec.gov.sa/Identity/Account/Login>

Before login, please make sure that you have the correct credentials (**email address and password**)

**Login**

Email

Password

Remember me [Forgot password?](#)

Login

Don't have an account? Sign up as

Facility or Individual

[Privacy - Terms](#)

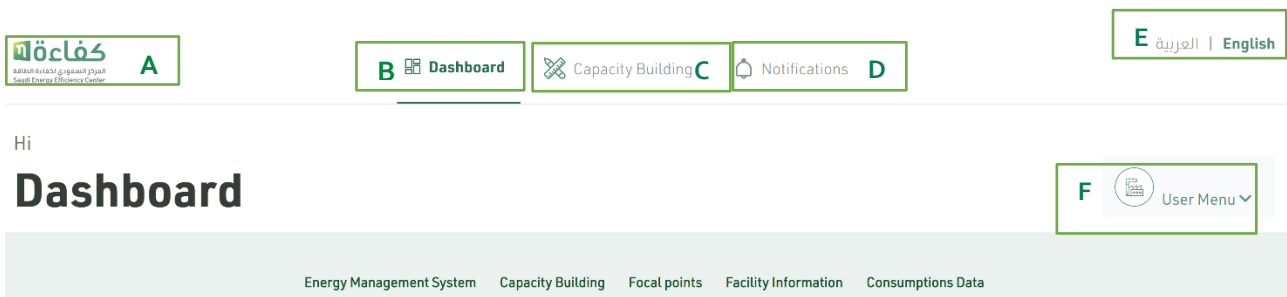
## 4- DASHBOARD

The first view when log in into the EnMP is the facility dashboard, which has two main sections and five subsections in the navigator bar:

### 4.1 Navigation Header.

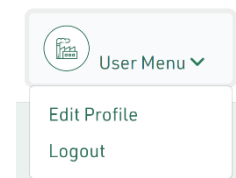
### 4.2 Navigator Bar.

### 4.1 Navigation Header:



The Navigation Header facilitates the fast reach to different sections in the dashboard as shown in the picture above. It offers the following:

- A. **SEEC logo:** that takes you back to EnMP website.
- B. **Dashboard button:** takes you back to the home page.
- C. **The Capacity building:** It will redirect you to the learning management system.
- D. **Notifications button:** that takes you to the notification center.
- E. **Language switch:** (Arabic – English)
- F. **User Menu:** That provides you a drop down with an option to Edit profile and Log Out.



**4.2 Navigational Bar:** that works as a quick mover to the section required.

- 4.2.1 Energy Management System.
- 4.2.2 Capacity Building.
- 4.2.3 Focal Point.
- 4.2.4 Facility Information.
- 4.2.5 Consumption Data.

Note: A Mandating Message that explains what section your facility will be mostly concerned about fulfilling its requirements (EnMS or Capacity Building).

**4.2.1 The Energy Management System:**

**Energy Management System**

**SEEC requirements**  
 Dear, Your facility must complete "Energy Management" to fulfil the Saudi energy efficiency center requirements

**ISO 50001**  
International Organization for Standardization

Your facility is required to obtain a valid ISO 50001 certification from accredited body and submit the required documents to SEEC.

[Learn more](#)
[Start](#)

**SEEC 50001 Ready**  
SAUDI ENERGY EFFICIENCY CENTER

Your facility is required to complete the SEEC50001 Ready program, and submit the required documents to SEEC.

[Learn more](#)
[Start](#)

**Internal EnMS**  
Internal Energy Management System

Your facility can develop and implement its own EnMS, but it is required to demonstrate that it is aligned with ISO 50001 and/or other best practices and guidelines, and submit the required documents to SEEC.

[Learn more](#)
[Start](#)

The Energy Management System section provides an easy access to three options provided for your facility to implement its own EnMS:

The [Learn more](#) button will redirect you to a full explanation about the options available to choose from as shown below:

Dashboard / [Learn more](#)

# Certificates

←

## EnMS Implementation Options

Facilities can implement EnMS through one of the following options

**ISO** International Organization for Standardization

### Obtaining ISO 50001 Certificate

ISO 50001 is an international standard for EnMS to align facilities' EnMS with industry best practices. It is a set of requirements that:

- Enable organizations to establish the systems and processes necessary to continually improve energy performance,
- Provide a framework to define energy policies and procedures to continuously achieve energy performance throughout energy objectives and targets
- Align company with industry best practices & international standards, and can be integrated with other ISO management system standards (e.g., ISO 9001, ISO 14001, etc...)
- Helps organizations to cost-effectively accelerate and sustain energy savings
- Set requirements for demonstration of an effective EnMS

Third party audits are conducted by third party accredited certification bodies in order to evaluate conformity against the requirements of ISO 50001 so that organizations can obtain an accredited certificate

### Documents required to be submitted

- ISO 50001 accredited certificate information and copy
- Energy Performance Status Report (.xls)

[Start](#)

**50001 Ready** SAUDI ENERGY EFFICIENCY CENTER

### Completing SEEC50001 Ready

The SEEC 50001 Ready program is developed by SEEC to help facilities in implementing the EnMS and:

- Provides a free, SEEC-supported tool with a step-by-step process to evaluate the company's current energy management system (EnMS)
- Provides a gap analysis of your existing management system versus industry best practice
- Helps to organize the existing management system around industry best practice
- Allows self-declaration to an ISO 50001 structure without third-party audits or verification
- More details about the SEEC ready program can be found at <https://50001ready.seec.gov.sa>

### Documents required to be submitted

- SEEC Recognition of completion
- Energy Performance Status Report
- Evidence of 10 tasks completion

Start



### Implementing and Internal EnMS

Facilities can opt to develop and implement their own EnMS, demonstrating that it is aligned with ISO 50001 and / or other best practices and guidelines.

### Documents required to be submitted:

- Energy Performance Status Report
- Evidence of 10 tasks completion
- Internal EnMS Declaration Form

Start

### Assessment Process

#### Assessment process by SEEC

- SEEC will check the scope and boundaries of the implemented EnMS.
- SEEC will check if all the required documents are provided.
- SEEC will verify if all the submitted documents are as per the requirements.

#### Compliance process with the requirements

- If all of the above elements are deemed compliant, then the facility is considered to have met the key compliance criteria.

#### Important Links


- > [Saudi Energy Efficiency Center](#)
- > [Frequently Asked Questions](#)

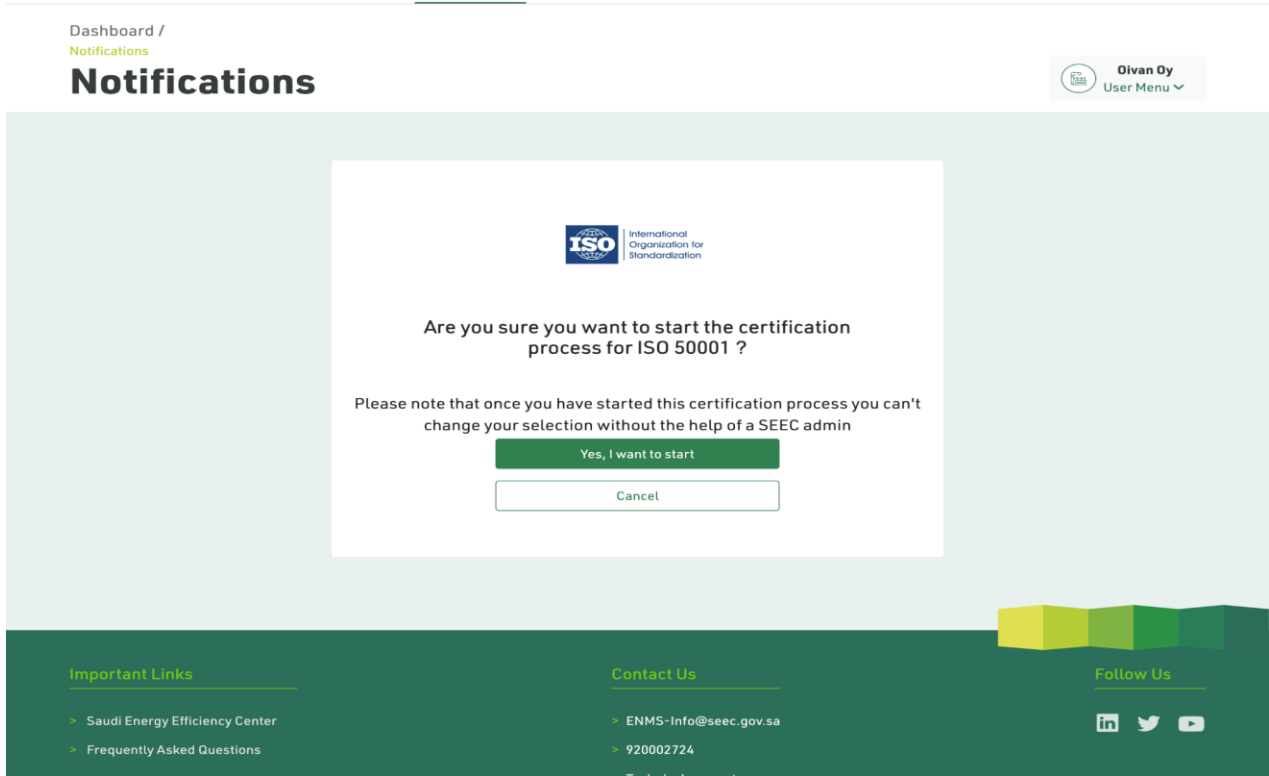
#### Contact Us

- > [ENMS-Info@seec.gov.sa](mailto:ENMS-Info@seec.gov.sa)
- > 920002724
- > [Technical support](#)

#### Follow Us



You can press on the  button for your preferred EnMS option to begin receiving the requirements to fulfil. Once you click on the start button you will be redirected to a confirmation message as shown below:




**Note:** Please read the confirmation message and make sure your choice is correct, once your action is confirmed you cannot undo it unless you contact SEEC.

Once you press on the confirmation message (Yes, I want to start), you will be redirected to the required documents page as shown in the next section.

In this case we have chosen the **ISO 50001** option as an example:

Dashboard /  
ISO 50001

## ISO 50001 Requirements


 **Oivan Oy**  
User Menu

**A** Saudi Energy Efficiency Center's Feedback


No Feedback

Facility Admin or Focal Point Uploaded Files


**B** ISO 50001 accredited certificate

 [Click here](#) to upload your file. Please use ( pdf, excel, word, png ) 5 MB


Energy Performance Status Report

 Download the template

**C**



 [Click here](#) to upload your file. Please use ( pdf, excel, word, png ) 5 MB

Other documents (optional)

 [Click here](#) to upload your file. Please use ( pdf, excel, word, png ) 5 MB

**D** **Certificate/Recognition date**

Please fill in the validity start and expiry dates as mentioned in the certificate file uploaded

25/03/2023  24/03/2024 

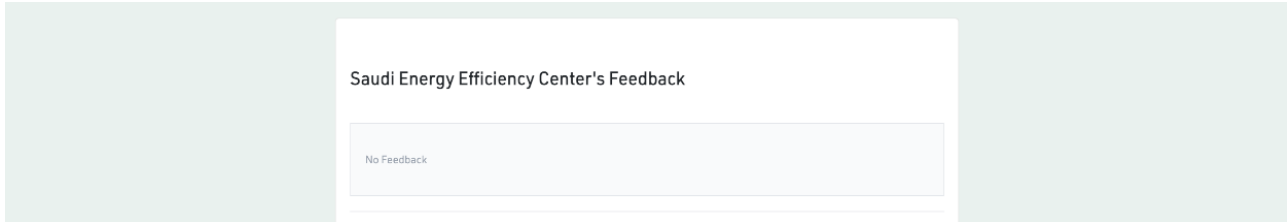
**E** Comments (optional) (0/500)

This is comment an another line of comments

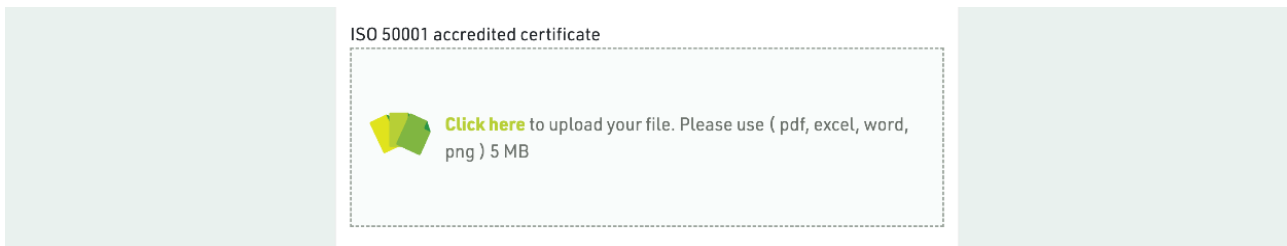
**F**

[Back to Dashboard](#) [Save & Continue Later](#) [Submit](#)

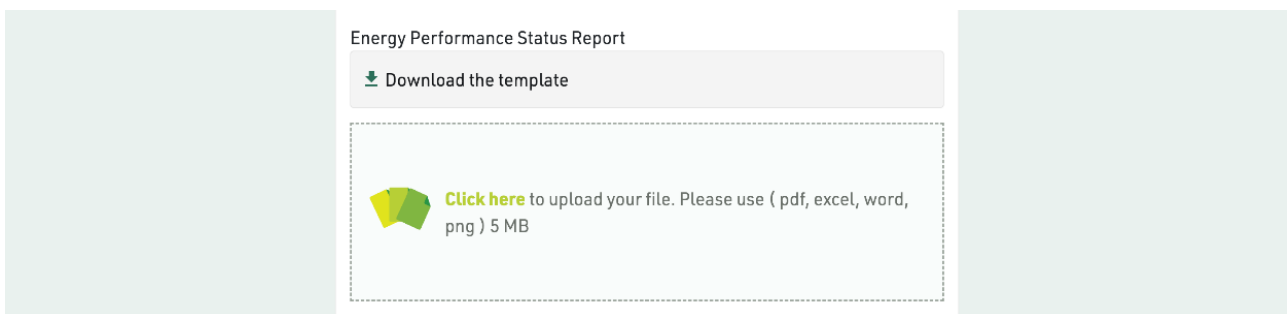
- A. SEEC Feedback:** In the first section of the page, you will find the place holder for SEEC feedback. at your first selection this place will be empty.



- B. Uploading required document:** In the second section of the page, you find a place holder where you will upload your first required document, in the **ISO 50001** case, the required document is the certificate (if the chosen option requires) supported in different format (PDF, Excel, Word, and PNG).

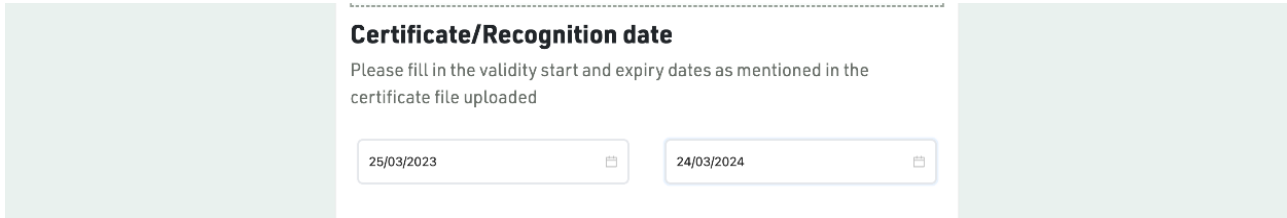


- C. Download, fill and upload required document:** In the third section, you will find the Energy Performance report, which you can download its template through [Download the template](#) button, you then have to fill it up in your computer and upload it again in the designated place holder (PDF, Excel, Word, or PNG).





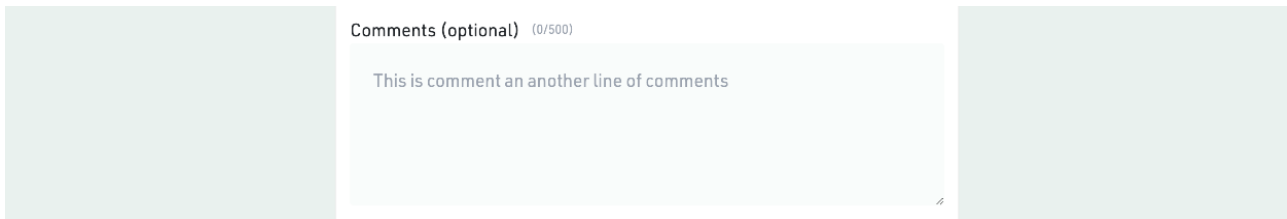
**D. Setting validity dates:** In this section and if your chosen certificate option requires it, you will have to put your certificate validity in place. Please make sure the certificate you're uploading is valid.



**Certificate/Recognition date**  
Please fill in the validity start and expiry dates as mentioned in the certificate file uploaded

25/03/2023 24/03/2024

**E. Comments:** In this section, you will be able to provide your comments either at your first submission or also after receiving a feedback on your previous submissions

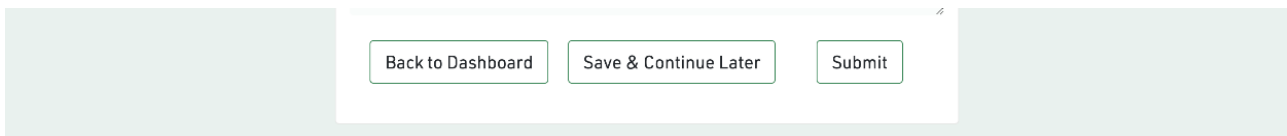


Comments (optional) (0/500)

This is comment an another line of comments

**F. Submission:** In this section, you will have three options to choose from:


- Back to Dashboard (**please be careful on pressing this button without saving your work**).
- Save & continue later.
- Submit your final version for SEEC's review.



Back to Dashboard Save & Continue Later Submit

## 4.2.2 The Capacity Building (Training Modules):

### Capacity Building (Training Modules)




**Basic Level**

Basic level module covers awareness of EnMS fundamentals, requirements and high-level benefits.

Responsible Person	Mandated	Status
Tester Test	No	Not Started

[Learn more](#)
[Enroll](#)




**Advanced Level**

Advanced level module covers EnMS requirements and components

Responsible Person	Mandated	Status
Tester Test	No	Not Started

[Learn more](#)
[Enroll](#)




**Expert Level**

Expert level module covers required knowledge and skills to support the implementation of an EnMS.

Responsible Person	Mandated	Status
Tester Test	No	Not Started

[Learn more](#)
[Enroll](#)



**General EE measures**

General Energy Efficiency Measures covers awareness and understanding of general energy efficiency fundamentals

Responsible Person	Mandated	Status
Tester Test	No	Not Started

[Learn more](#)
[Enroll](#)

The Capacity Building Offers you an easy access experience to the Learning Management System through easy and comprehensive steps:

1. Choose one of the listed courses in the menu.
2. Click on [Learn more](#) to have a course Overview before enrolling.
3. Click on [Enroll](#) button to start your learning journey.
4. If you are already enrolled in a course, click on [Continue](#)

**4.2.3 Focal Point:** This functionality of a focal point is available for Facility accounts only.

[Add](#)

**Focal Point Information**

There is no assigned or appointed focal point currently. As facility admin, you will be automatically be assigned as the focal point as well.

If you wish to have a focal point, then please press on add button to assign a focal point

The facility admin can add a focal point to monitor and manage the facility account and requirements. Facility mandate is the responsibility of the focal point (EnMS or Capacity building), if the facility do not have a focal point, then the admin user will be assigned automatically as a focal point.

To add a focal point, click on [Add](#) button then fill up the required information as it is shown in the below figure.

**Focal Point Information**

**Focal Point Detail**

The following detail will automatically will be the assigned focal point once you save.

<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>	+966	<input type="text" value="Mobile Number *"/>
---	--	------	--

**Focal Point Email**

<input type="text" value="Email *"/>	<input type="text" value="Re-type email *"/>
--------------------------------------	--

The system will send an invitation to the focal point to continue registration and create a password then by that the focal point will get the permission to access the facility profile.

**Admin and Focal point Roles and responsibilities:**

Before adding a focal point, the admin user will have the full authority and responsibility of the account in both EnMS applications and capacity building. In EnMS the responsibility covers from choosing EnMS type, Providing required documents, communication with SEEC team and submitting the application. In the capacity building the responsibility is course enrollment and course completion.

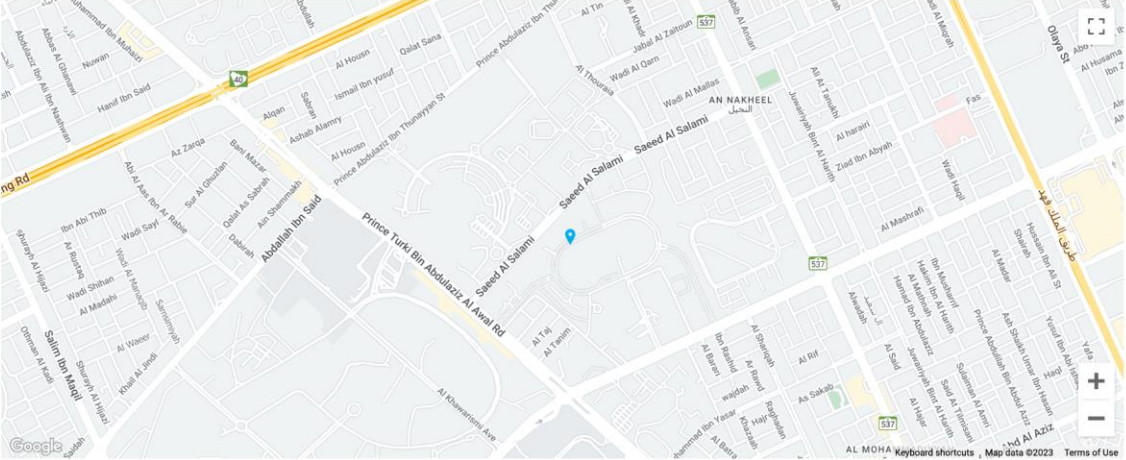
When adding a focal point, the responsibility of Capacity building is transferred to the focal point from the admin automatically. In the other hand EnMS responsibility will be available for both Admin and focal point at the same time.

Account Admin can add as many focal points as it is needed but, only one focal point at a time is active and has the authority to access the facility account.

#### 4.2.4 Facility Information:

Facility Information

Edit



**Facility Details**

<b>A</b>	Facility arabic name اويشان	Facility english name Oivan Oy	Commercial Registration No 1018763774	Sector Mining and quarrying
	Sub Sector Mining and quarrying	Industrial code -		

**Address**

<b>B</b>	Street Itämerenkatu 18	Building Number -	Secondary Number -	District -
	City Abu Jilal	Region Riyadh	Postal code (P.O Box) 67564	Short Address -

**Contact details**

<b>C</b>	Email * Hichem.benketoum.esc@gmail.com	Mobile Number +966564293509	Landline -
	Backup Contact Name -	Backup Contact Email Hichem.benketoum.esc@gmail.com	Backup Contact Mobile -


The Facility information section offers you the ability to provide information that will help SEEC identify your facility and provides the following:

- A. **Facility Location:** This is the location of your facility in the map that is included in your EnMS boundaries.
- B. **Facility Details** that include essential information about your facility.
- C. **Contact details,** and Backup contact details (**Please note that it is highly recommended to provide a backup contact information**).

#### 4.2.5 Energy Consumption Data:

The screenshot shows a web form titled 'Consumptions Data'. A dropdown menu is open, showing the year '2020' selected, with options for '2020', '2021', and '2022'. Below the dropdown, there is a red warning banner with a triangle icon and the text 'There are no records for the year 2020.'. Underneath the banner, there is a checkbox labeled 'I agree on Terms & conditions and Privacy policy'. At the bottom of the form, there is a button labeled '+ Add more'.

The Energy consumption data can be reported through the following steps:

- A- Choose the year you want to fill the energy consumption for from the drop-down list.
- B- You can add multiple energy consumption sources by clicking on  as shown in the below picture:

### Consumptions Data | 2020 v

**Total number of energy sources 3**  
Please be precise when adding the consumption data

**Source 1**

Marafiq v

Service provider account number

Energy Source v

Consumption (Yearly)  
0

Energy Units  
kWh

Delete

**Source 2**

Saudi Electricity Company v

Service provider account number

Energy Source v

Consumption (Yearly)  
0

Energy Units  
kWh

Delete

**Source 3**

Aramco v

Service provider account number

Energy Source v

Consumption (Yearly)  
0

Energy Units  
MMBTU

Delete

I agree on [Terms & conditions](#) and [Privacy policy](#)

+ Add more

Save & Continue Later

Submit

- c- Add your energy consumption details, then either **save and continue later** or **submit** the final version (**Please note that this is can be done only one time a year**).