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المركز السعودي لكفاءة الطاقة
Saudi Energy Efficiency Center

April

User guide

2023

Energy Management System Dashboard

CONTENTS

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

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.

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Saudi Energy Efficiency Center

Home   Energy Management Program   EnMS Options   Capacity Building

VISION
2030
KINGDOM OF SAUDI ARABIA

Home | Contact Us

Contact Us

First Name*
First Name

Last Name*
Last Name

Facility Name*
Facility Name

Email*
Email

Phone Number*
Phone Number

Subject*
Subject

Category*
Select

Message*
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

> 920002724

> Technical support

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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:

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
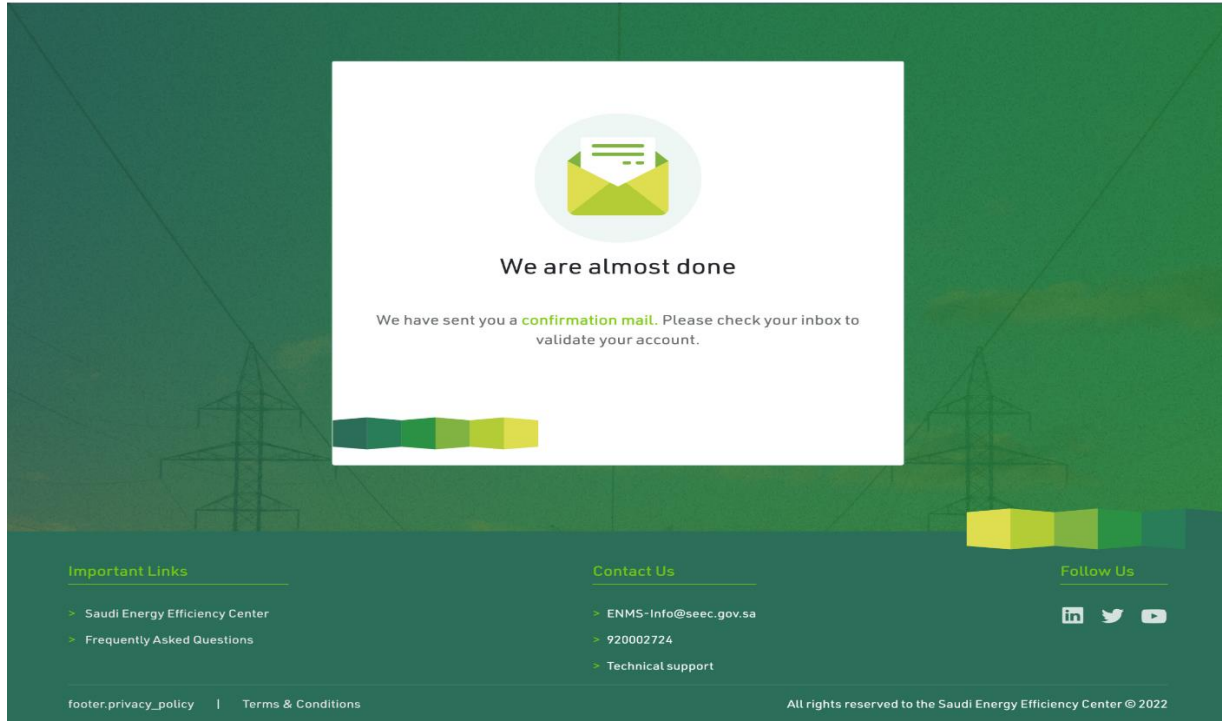
Email confirmation

Once the registration details are completed, your facility will receive an email confirmation
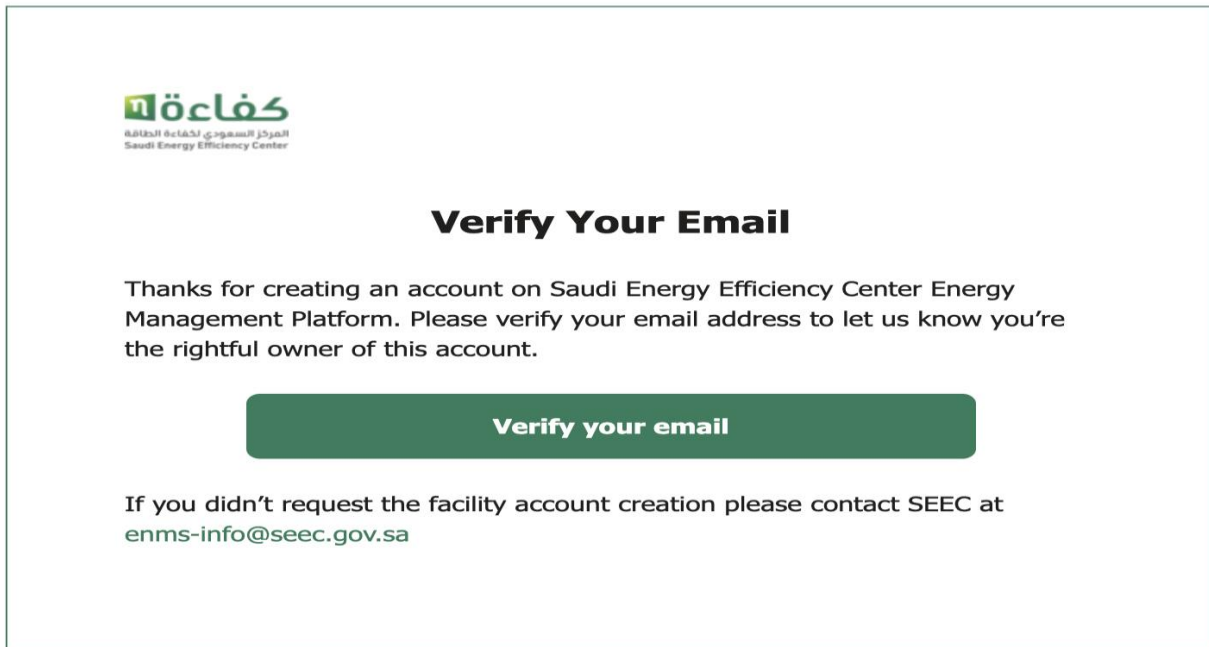
Please confirm the email by clicking on **verify your email** button, to be directed to the login page.

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.

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)**

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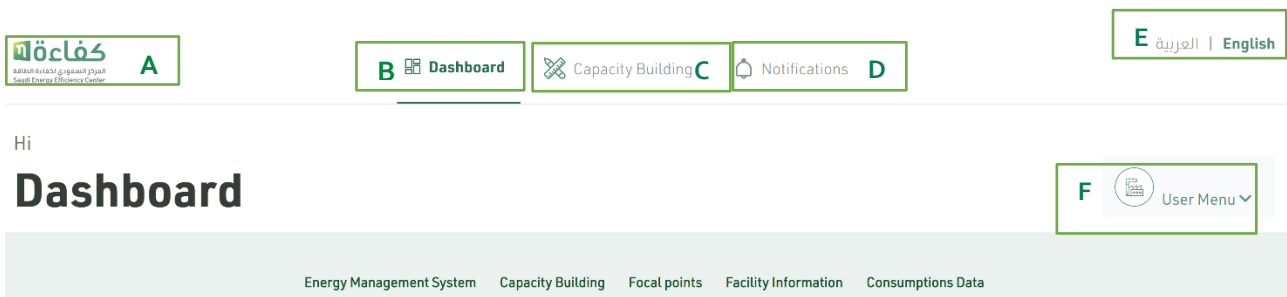
The Navigation Header facilitates the fast reach to different sections in the dashboard as shown in the picture above. It offers the following:

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.

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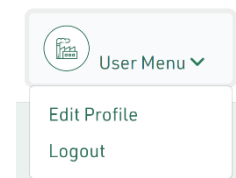
4.2 **Navigational Bar:** that works as a quick mover to the section required.

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:**

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:

Documents required to be submitted

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

[Start]

Internal Energy
Management System

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

> 920002724

> Technical support

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You can press on the [Start] 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:
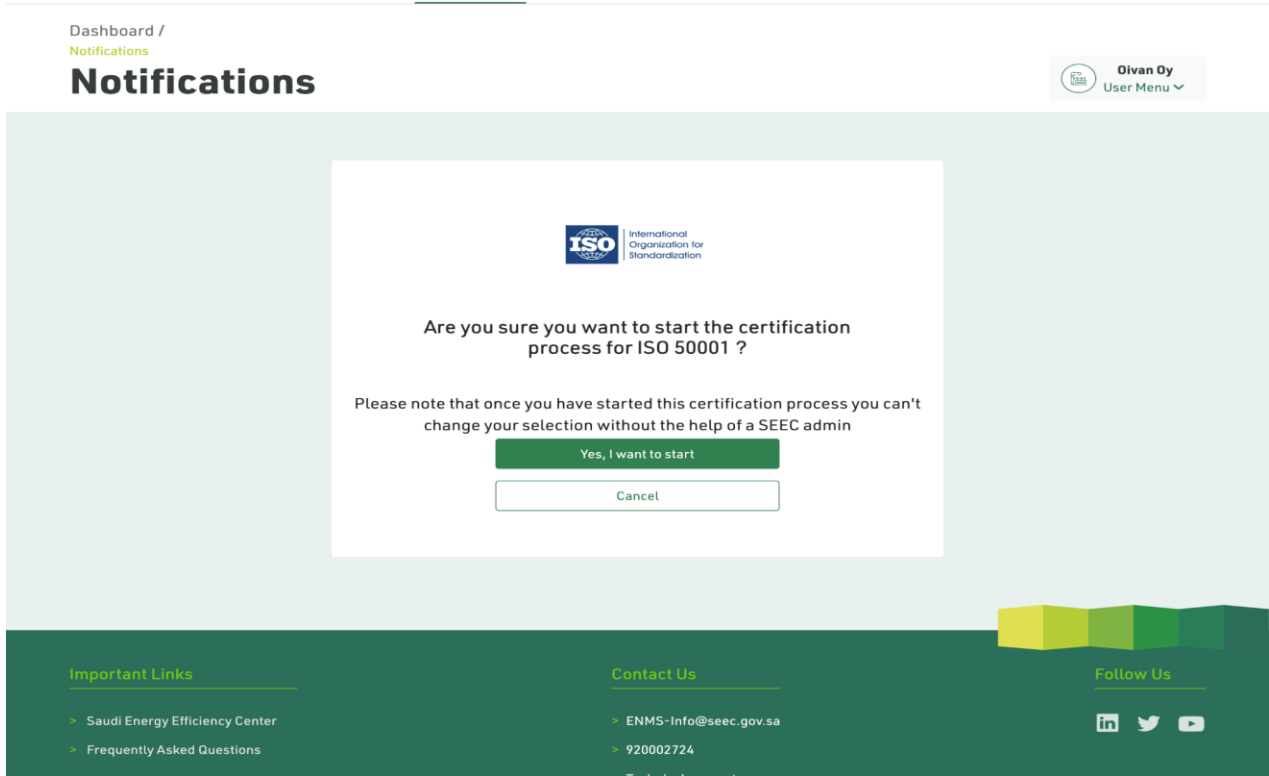
Note: Please read the confirmation message and make sure your choice is correct, once your action is confirmed you cannot undo it unless you contact SEEC.

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:

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

C

Energy Performance Status Report

⬇ Download the template

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
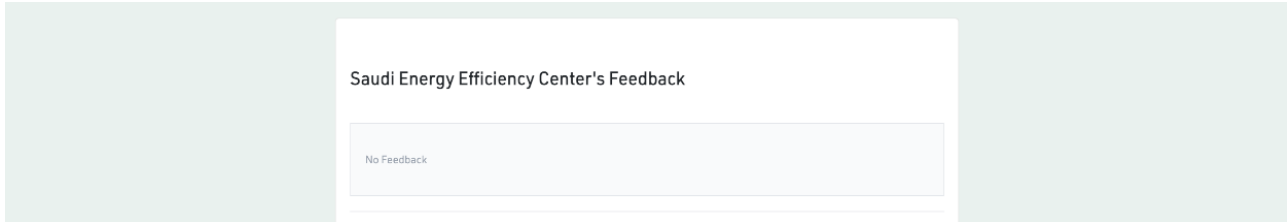
| 25/03/2023 | 📅 | | 24/03/2024 | 📅 |

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).
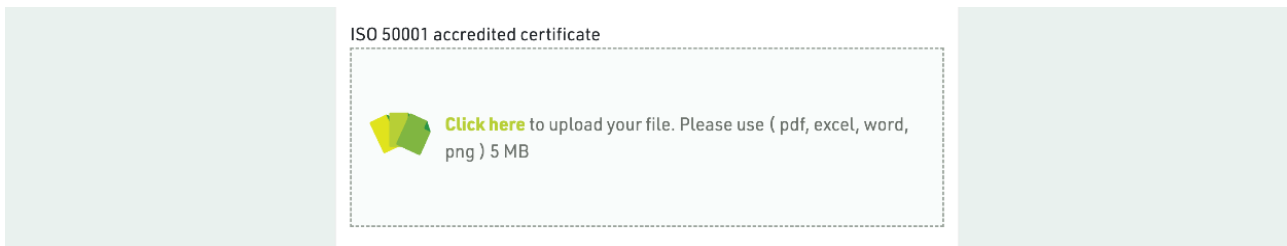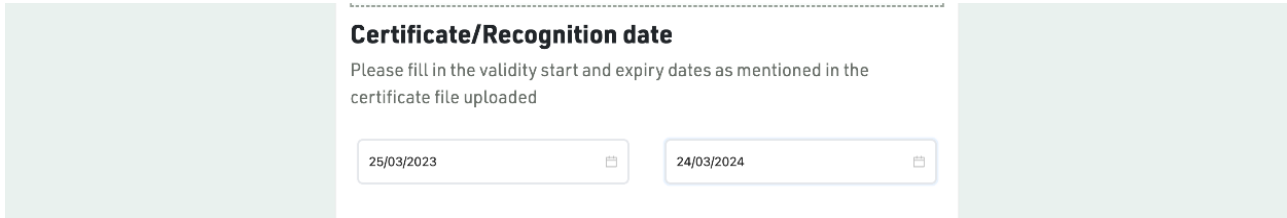

C. **Download, fill and upload required document:** In the third section, you will find the Energy Performance report, which you can download its template through ⟨Download the template⟩ button, you then have to fill it up in your computer and upload it again in the designated place holder (PDF, Excel, Word, or PNG).
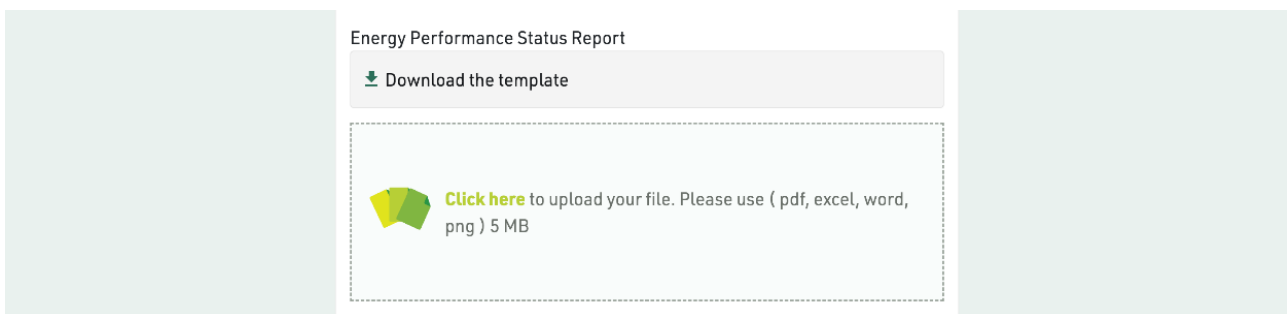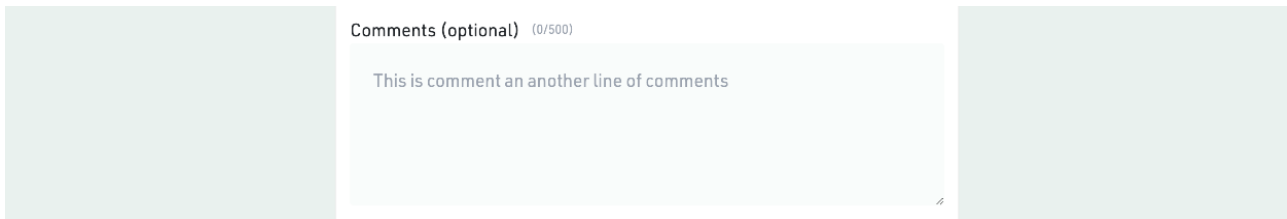
D. Setting validity dates: In this section and if your chosen certificate option requires it, you will have to put your certificate validity in place. Please make sure the certificate you're uploading is valid.

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
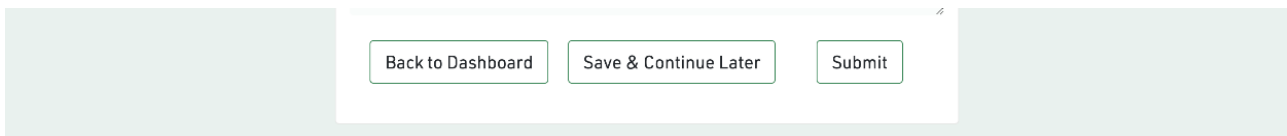
Comments (optional) (0/500)

This is comment an another line of comments

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

    a. Back to Dashboard **(please be careful on pressing this button without saving your work).**

    b. Save & continue later.

    c. Submit your final version for SEEC's review.

Back to Dashboard	Save & Continue Later	Submit

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4.2.2   The Capacity Building (Training Modules):

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.

Focal Point Information | Add

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 assgin 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.

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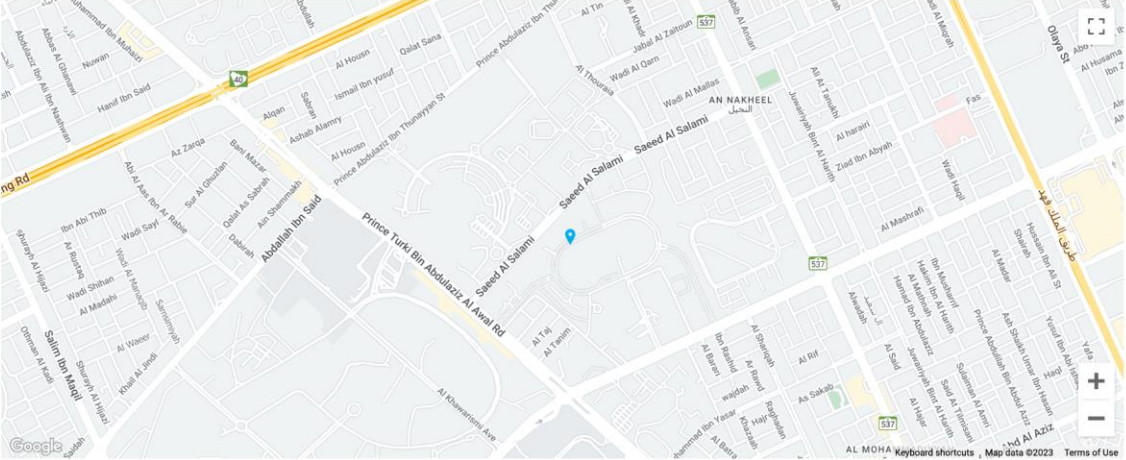
When adding a focal point, the responsibility of Capacity building is transferred to the focal point from the admin automatically. In the other hand EnMS responsibility will be available for both Admin and focal point at the same time.

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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:

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 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 ⎡ **+ Add more** ⎤ as shown in the below picture:

Consumptions Data | 2020 ⌄

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

Source 1

Marafiq ▾	Service provider account number	Energy Source ▾
Consumption (Yearly) 0	Energy Units kWh	Delete

Source 2

Saudi Electricity Company ▾	Service provider account number	Energy Source ▾
Consumption (Yearly) 0	Energy Units kWh	Delete

Source 3

Aramco ▾	Service provider account number	Energy Source ▾
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**).