State of California – Natural Resources Agency

Edmund G. Brown Jr., Governor

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Modernized Appliance Efficiency Database System (MAEDBS)

Instruction Manual

California Energy Commission

August 2015

Table of Contents

1 Overview

Two training sessions were held at the California Energy Commission for MAEDBS. The first session was held on April 1, 2015 from 12:30pm-4:30pm and the second session was held on April 6, 2015 from 8:00am-12:00pm. Each session discussed and walked through the following topics: Introduction, Validation Rules, Create and Submit Data Submittals, Create and Submit Applications, Processing, Public Search, Account Management/Reports and Enforcement. The following CEC Staff participated in the training sessions: Carolyn McCormack, Ben Fischel, Christine Awtrey, Betty Chrisman, John Nuffer, Bruce Helft, Maunee Berenstein and Consuelo Martinez.

1.1 Goals

The goal of the MAEDBS Training Manual is to provide a quick reference guide to the functions of MAEDBS. This training manual has been designed to guide the user through a simple step-by-step process of completing different application processing tasks.

In this manual, users will learn how to:

- Create an External Account
- Add Users to the Company Account
- Recover User ID and Password
- Submit Appliance Information
- Submit Approval Application
- Review Submittal Information
- Staff Entry of Submittal Information
- Staff Processing of Submittals & Applications
- Search for Information
- Account Management
- Enforcement
- Generate Reports
- Validate Rules
- Update Master Data

1.2 Assumptions

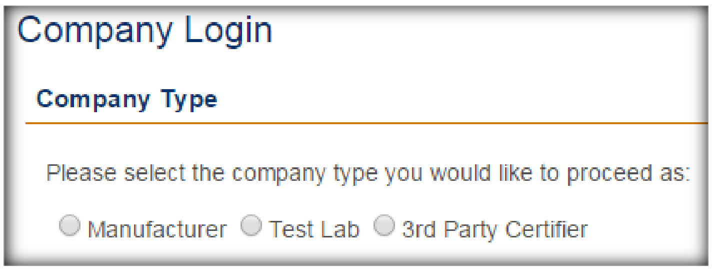
It is assumed that those who use this quick reference guide meet the below criteria prior to use of the guide:

- Have a thorough understanding of CEC business processes specific to their job.
- Have a basic, working knowledge of a Windows/ GUI environment (e.g., using computer mouse) and familiarity with computer usage terms: click, double click, field, select, copy, paste, drop-down, drag-and-drop, scrolling, cursor, (mouse) pointer, save, delete, cancel, and clear.

2 Non-CEC Staff Layout

2.1 External Login – Select Company Type

When a company is added to the MAEDBS system, company type is selected in the account creation process. The company can be a Manufacturer, Test Lab and/or 3rd Party Certifier. Their account can include any or all of the company types. This selection is important because if multiple company types are selected, then every time they log in to the system, they will need to select which company type they will be acting as to do their business.

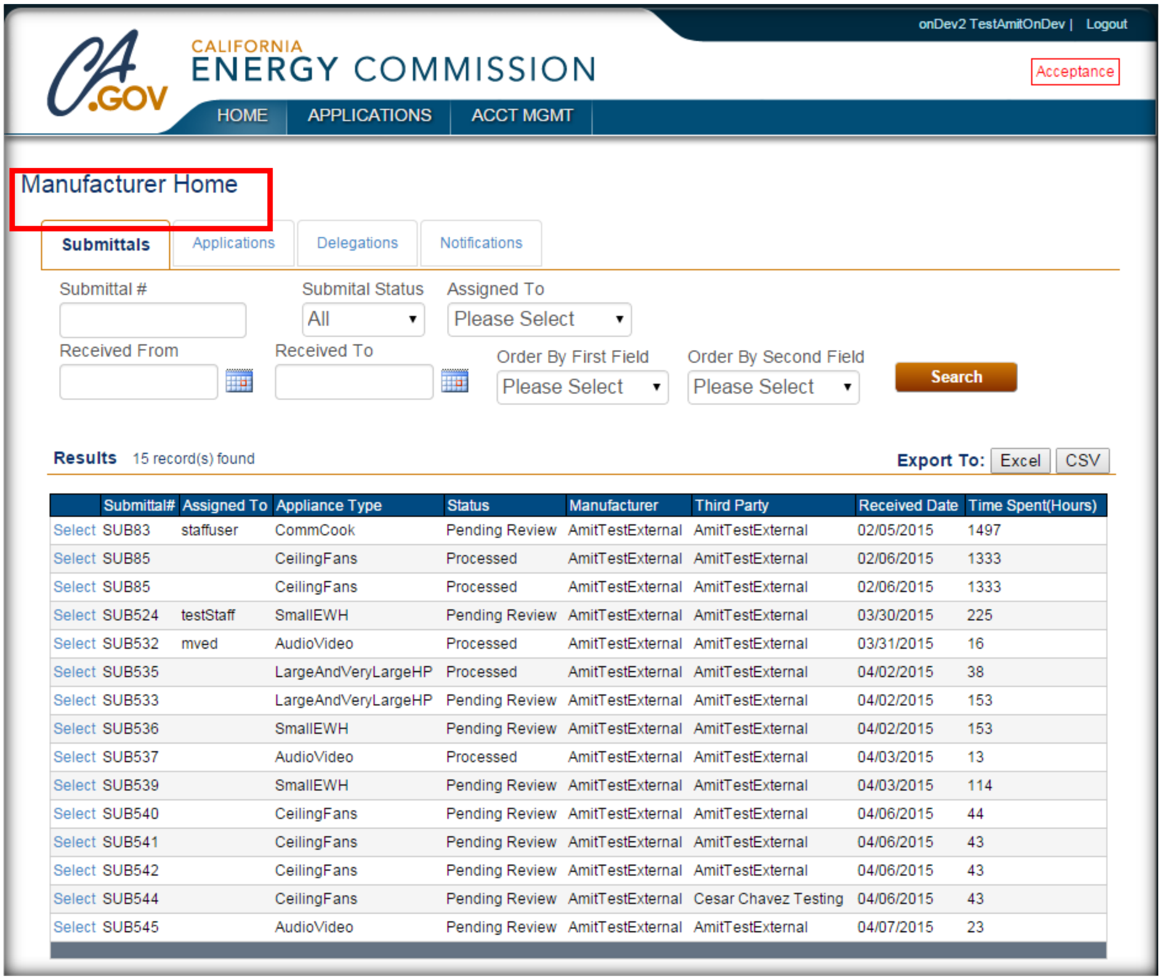


2.2 Global Home Tab

Once the company has logged in and selected the Company Type, the Home Page is displayed.

2.2.1 Manufacturer Home Page

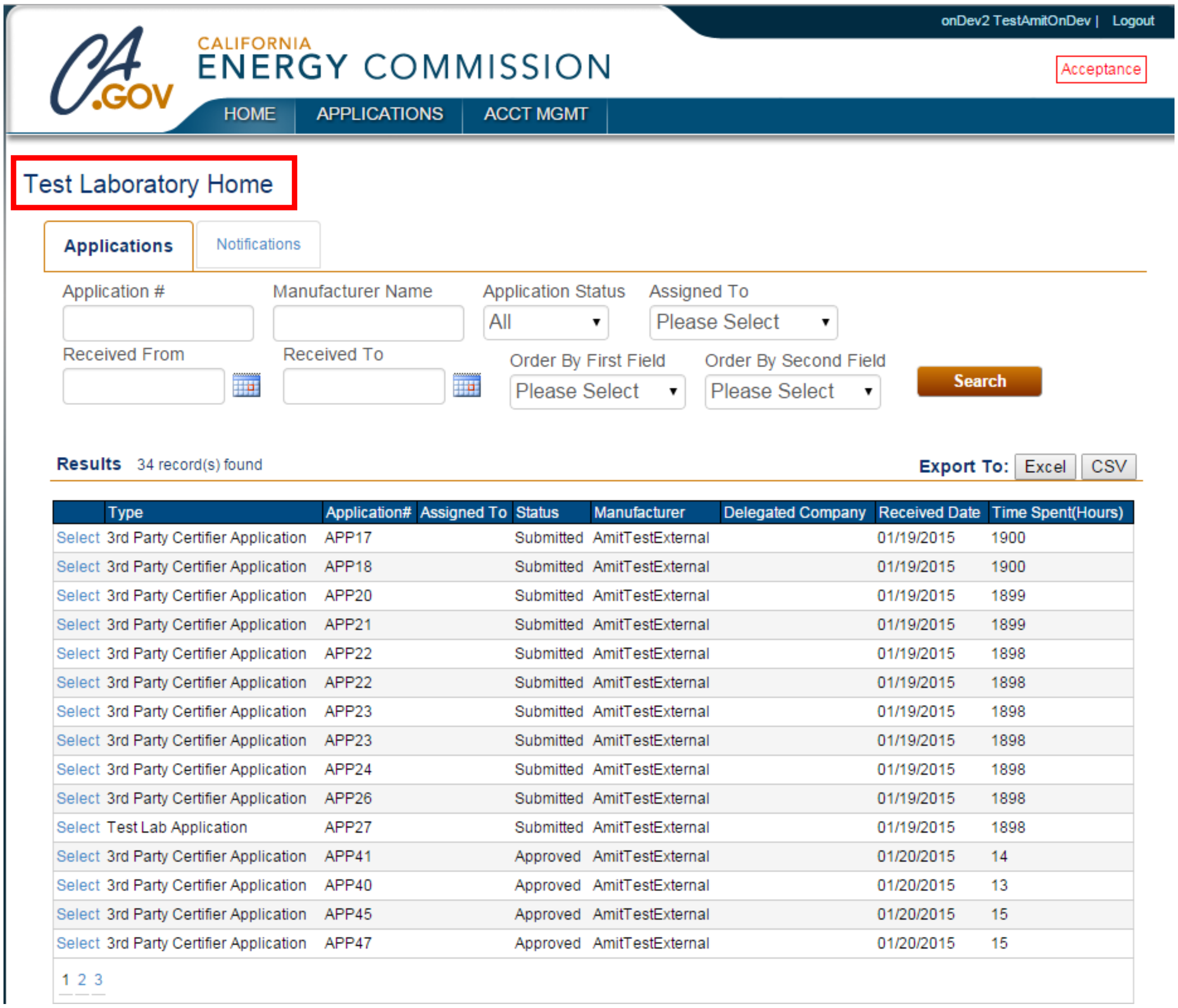
If the Company Type selected was “Manufacturer”, then the following Home Page displays:



	Submittal#	Assigned To	Appliance Type	Status	Manufacturer	Third Party	Received Date	Time Spent(Hours)
Select	SUB83	staffuser	CommCook	Pending Review	AmitTestExternal	AmitTestExternal	02/05/2015	1497
Select	SUB85		CeilingFans	Processed	AmitTestExternal	AmitTestExternal	02/06/2015	1333
Select	SUB85		CeilingFans	Processed	AmitTestExternal	AmitTestExternal	02/06/2015	1333
Select	SUB524	testStaff	SmallEWH	Pending Review	AmitTestExternal	AmitTestExternal	03/30/2015	225
Select	SUB532	mved	AudioVideo	Processed	AmitTestExternal	AmitTestExternal	03/31/2015	16
Select	SUB535		LargeAndVeryLargeHP	Processed	AmitTestExternal	AmitTestExternal	04/02/2015	38
Select	SUB533		LargeAndVeryLargeHP	Pending Review	AmitTestExternal	AmitTestExternal	04/02/2015	153
Select	SUB536		SmallEWH	Pending Review	AmitTestExternal	AmitTestExternal	04/02/2015	153
Select	SUB537		AudioVideo	Processed	AmitTestExternal	AmitTestExternal	04/03/2015	13
Select	SUB539		SmallEWH	Pending Review	AmitTestExternal	AmitTestExternal	04/03/2015	114
Select	SUB540		CeilingFans	Pending Review	AmitTestExternal	AmitTestExternal	04/06/2015	44
Select	SUB541		CeilingFans	Pending Review	AmitTestExternal	AmitTestExternal	04/06/2015	43
Select	SUB542		CeilingFans	Pending Review	AmitTestExternal	AmitTestExternal	04/06/2015	43
Select	SUB544		CeilingFans	Pending Review	AmitTestExternal	Cesar Chavez Testing	04/06/2015	43
Select	SUB545		AudioVideo	Pending Review	AmitTestExternal	AmitTestExternal	04/07/2015	23

2.2.2 Test Lab Home Page

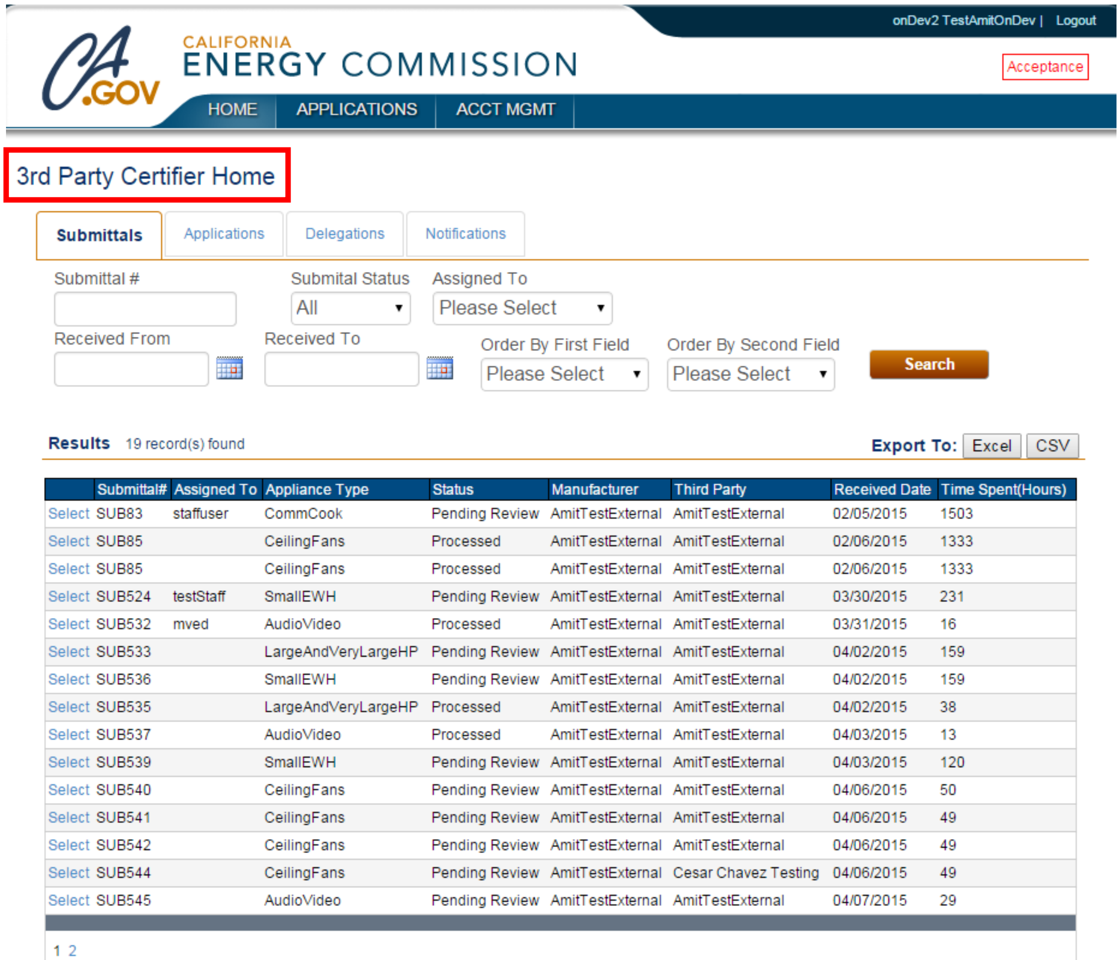
If the Company Type selected was "Test Lab", then the following Home Page displays:



	Type	Application#	Assigned To	Status	Manufacturer	Delegated Company	Received Date	Time Spent(Hours)
Select	3rd Party Certifier Application	APP17		Submitted	AmitTestExternal		01/19/2015	1900
Select	3rd Party Certifier Application	APP18		Submitted	AmitTestExternal		01/19/2015	1900
Select	3rd Party Certifier Application	APP20		Submitted	AmitTestExternal		01/19/2015	1899
Select	3rd Party Certifier Application	APP21		Submitted	AmitTestExternal		01/19/2015	1899
Select	3rd Party Certifier Application	APP22		Submitted	AmitTestExternal		01/19/2015	1898
Select	3rd Party Certifier Application	APP22		Submitted	AmitTestExternal		01/19/2015	1898
Select	3rd Party Certifier Application	APP23		Submitted	AmitTestExternal		01/19/2015	1898
Select	3rd Party Certifier Application	APP23		Submitted	AmitTestExternal		01/19/2015	1898
Select	3rd Party Certifier Application	APP24		Submitted	AmitTestExternal		01/19/2015	1898
Select	3rd Party Certifier Application	APP26		Submitted	AmitTestExternal		01/19/2015	1898
Select	Test Lab Application	APP27		Submitted	AmitTestExternal		01/19/2015	1898
Select	3rd Party Certifier Application	APP41		Approved	AmitTestExternal		01/20/2015	14
Select	3rd Party Certifier Application	APP40		Approved	AmitTestExternal		01/20/2015	13
Select	3rd Party Certifier Application	APP45		Approved	AmitTestExternal		01/20/2015	15
Select	3rd Party Certifier Application	APP47		Approved	AmitTestExternal		01/20/2015	15

2.2.3 3rd Party Certifier Home Page

If the Company Type selected was "3rd Party Certifier", then the following Home Page displays:



2.3 Global Applications Tab

Hover over the applications button to view and access application types that are available to the user for submission. The type of applications available to the user will differ based on company type selected at login.

2.3.1 Manufacturer Applications Tab Options

2.3.2 Test Lab Applications Tab Options

2.3.3 3rd Party Applications Tab Options

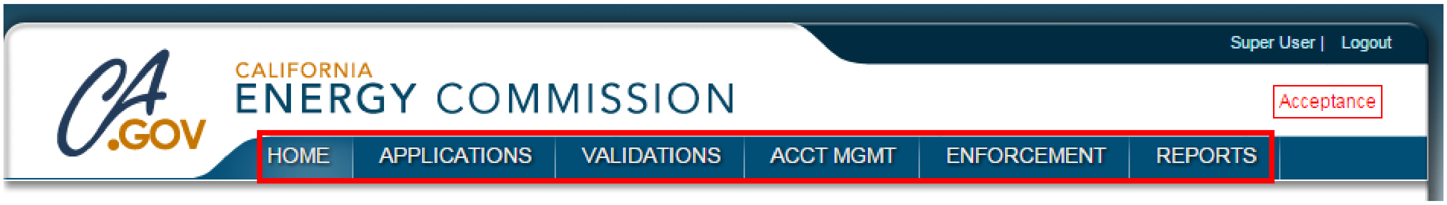
2.4 Global ACCT MGMT Tab

Hover over the acct mgmt button to view options related to appliance search, advanced search, company information and profile information.

2.4.1 ACCT MGMT Tab Options

3 CEC Staff Layout

The following screen shot displays each global tab option available to CEC Staff users:



Home: Hover over the home button to select "Staff Home Page", this will allow a user to navigate back to the logged in user's account home page.

Applications: Hover over the applications button to view and access different application types that staff can submit on behalf of a company as well as the ability to submit appliance data on behalf of a company.

Validations: Hover over the validations button to view options relating to the management of business rules, master data and decision order.

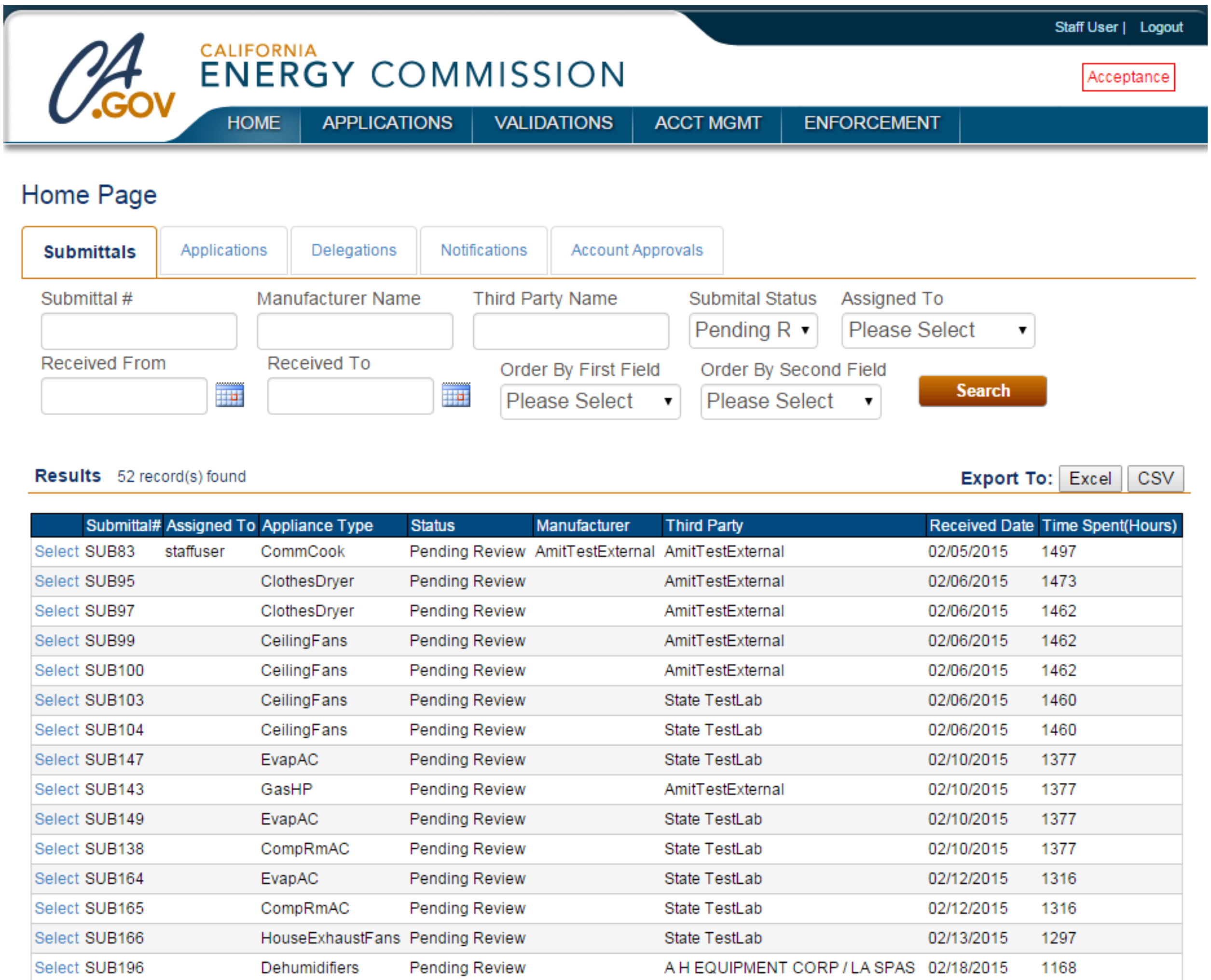
ACCT MGMT: Hover over the acct mgmt button to view options related to appliance search, advanced search, user search, company search, company information and profile information.

Enforcement: Hover over the enforcement button to view and search a current list of enforcement files, edit an existing file, or create a new file.

Reports: Hover over the reports button to view the types of canned reports that can be generated by staff.

3.1 CEC Staff Home Page View

CEC staff will have access to the following tabs: the Submittal tab this is the master view of all appliance data that has been submitted for certification and is ready to be reviewed by CEC staff. The Applications tab has a master view of all Third Party Applications and Test Laboratory Applications that have been submitted for CEC staff approval. The Delegations tab displays all Delegations of Authority that have been submitted by manufacturer accounts. The Notifications tab provides a list of communications to external accounts. The Account Approvals tab displays all new company account requests awaiting processing by CEC staff.



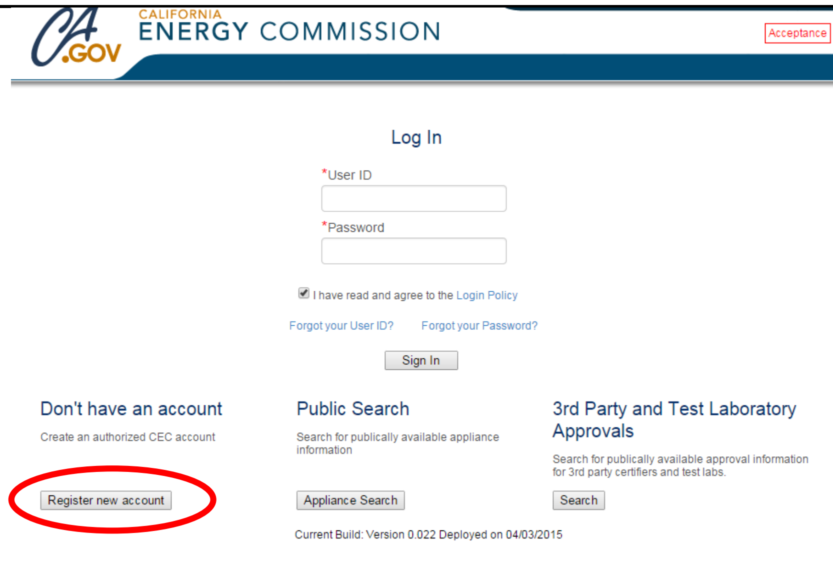
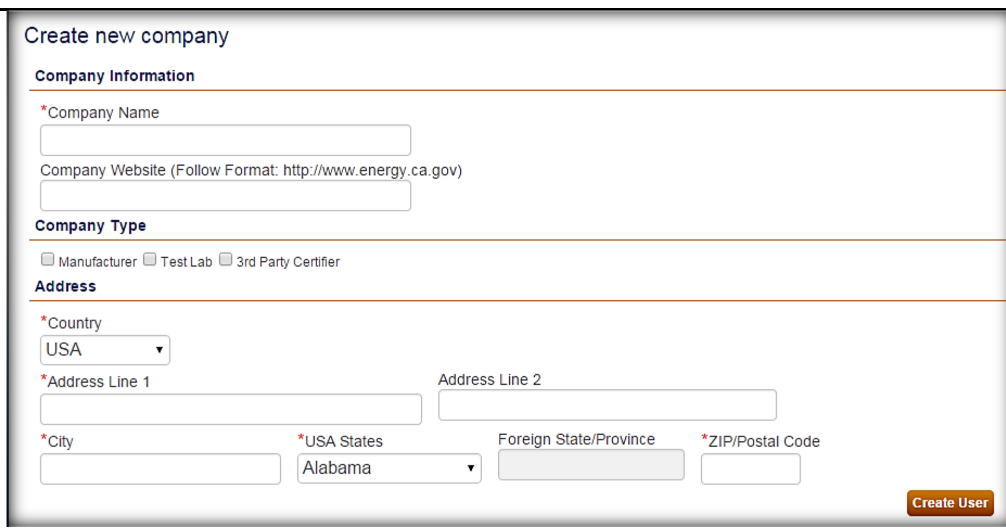
	Submittal#	Assigned To	Appliance Type	Status	Manufacturer	Third Party	Received Date	Time Spent(Hours)
Select	SUB83	staffuser	CommCook	Pending Review	AmitTestExternal	AmitTestExternal	02/05/2015	1497
Select	SUB95		ClothesDryer	Pending Review		AmitTestExternal	02/06/2015	1473
Select	SUB97		ClothesDryer	Pending Review		AmitTestExternal	02/06/2015	1462
Select	SUB99		CeilingFans	Pending Review		AmitTestExternal	02/06/2015	1462
Select	SUB100		CeilingFans	Pending Review		AmitTestExternal	02/06/2015	1462
Select	SUB103		CeilingFans	Pending Review		State TestLab	02/06/2015	1460
Select	SUB104		CeilingFans	Pending Review		State TestLab	02/06/2015	1460
Select	SUB147		EvapAC	Pending Review		State TestLab	02/10/2015	1377
Select	SUB143		GasHP	Pending Review		AmitTestExternal	02/10/2015	1377
Select	SUB149		EvapAC	Pending Review		State TestLab	02/10/2015	1377
Select	SUB138		CompRmAC	Pending Review		State TestLab	02/10/2015	1377
Select	SUB164		EvapAC	Pending Review		State TestLab	02/12/2015	1316
Select	SUB165		CompRmAC	Pending Review		State TestLab	02/12/2015	1316
Select	SUB166		HouseExhaustFans	Pending Review		State TestLab	02/13/2015	1297
Select	SUB196		Dehumidifiers	Pending Review		A H EQUIPMENT CORP / LA SPAS	02/18/2015	1168

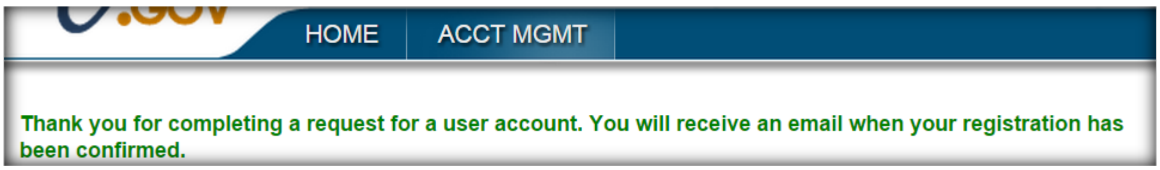
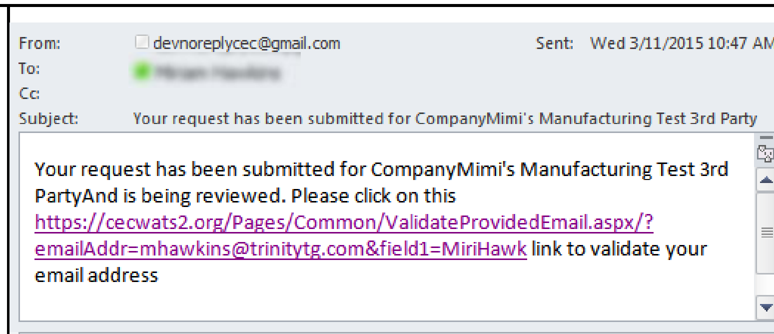
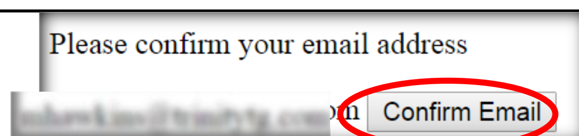
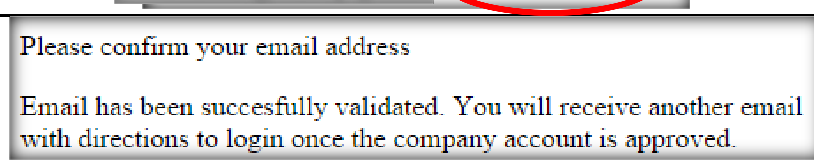
4 Reference Guide

4.1 Creating an External Account

4.1.1 Enter Company and User Information

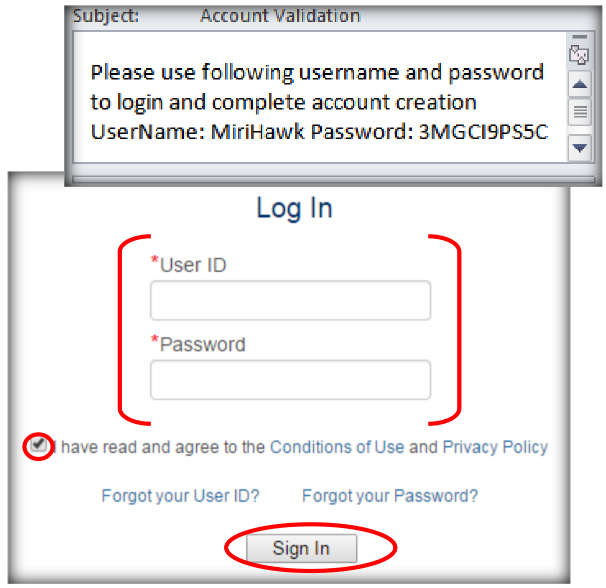
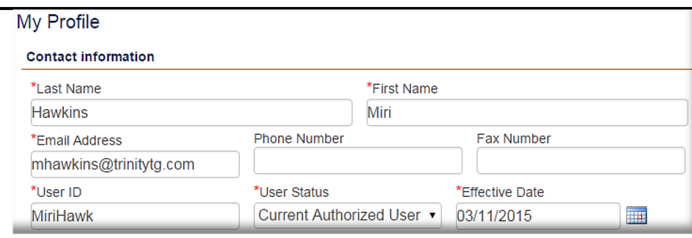
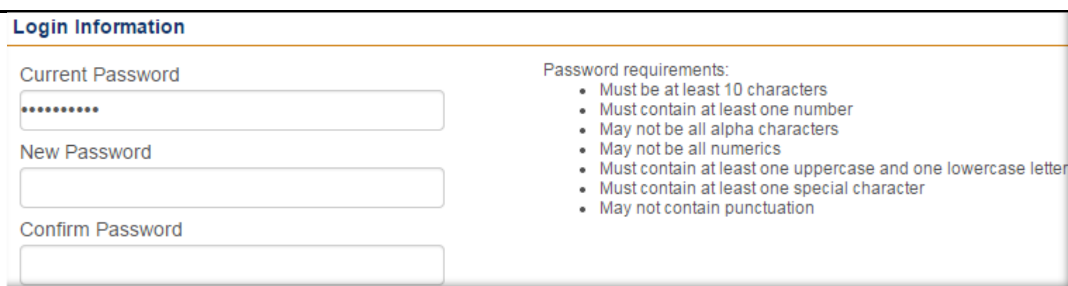
To create a new company account follow these steps:

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Click the “Register New Account” button located on bottom left of the homepage screen.</td><td>
</td></tr>
<tr><td colspan="2">2. Input company information in the fields provided. Be sure to select all company types that apply.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>3. Click the “Create User” button in the bottom right of the screen.</td><td>
</td></tr>
</table>

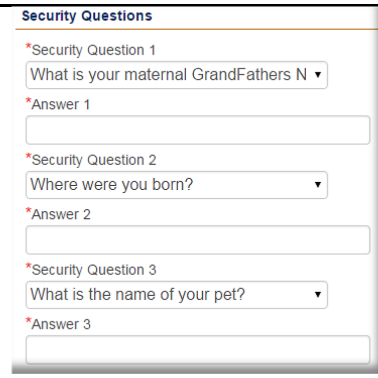
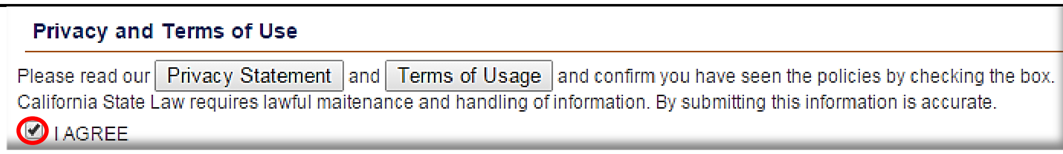
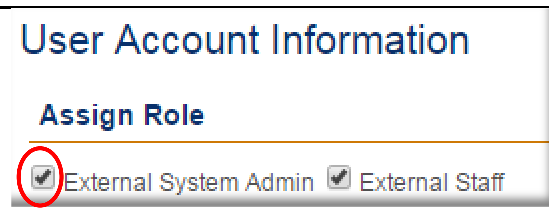
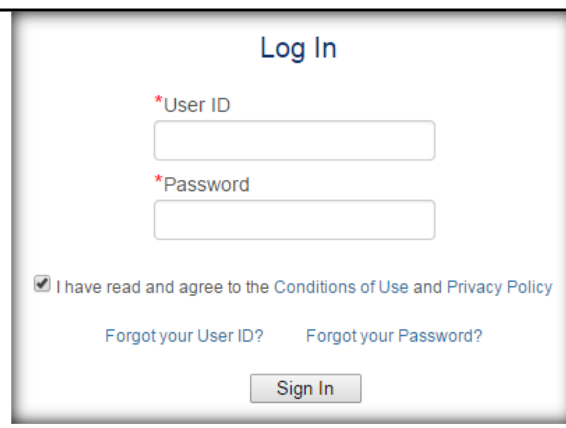
<table>
<tr><td>4. Enter user information in the fields provided, including a unique User ID.</td><td>
</td></tr>
<tr><td>5. Click “Save” button in the top right corner of the screen.</td><td>
</td></tr>
<tr><td colspan="2">Note: After clicking “Save” the system will display the note shown below. You will receive an email that confirms your submittal of information and requests validation of the user email address.

</td></tr>
<tr><td>6. Open the email sent from the system and click on the link to validate your email address.</td><td>
</td></tr>
<tr><td>7. Click the “Confirm Email” button.</td><td>
</td></tr>
<tr><td>8. After confirming the email address a message will be displayed to inform the user that the email was successfully validated.</td><td>
</td></tr>
</table>

4.1.2 Complete Account Registration

Once CEC staff members have approved the company account, the user will receive an email informing them that their account is active and they can now login to the system with their User ID and temporary password.

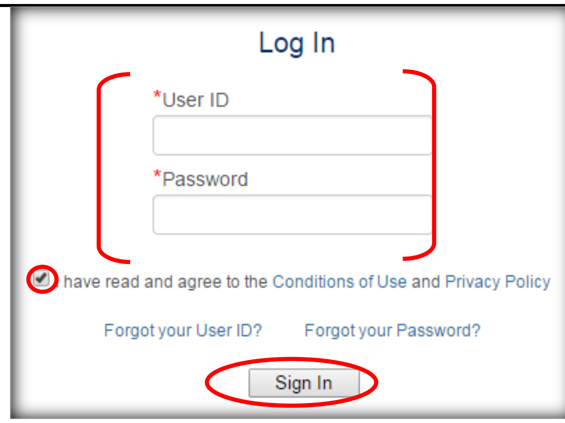
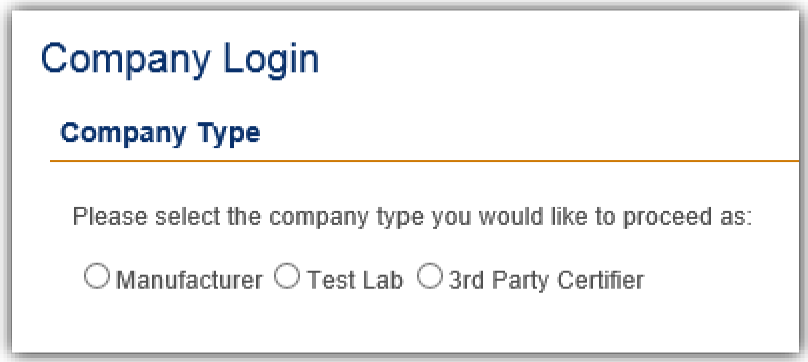
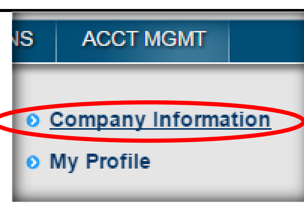
Steps to Complete Process	
1. Referring to the confirmation email received from the system, enter User ID and the temporary password in the fields provided.	
2. Check the box for Conditions of Use and Privacy Policy.	
3. Click on the "Sign In" button to sign in and begin the process of completing the account registration.	
4. Confirm that information listed on the "My Profile" page is correct.	
5. Enter the temporary password provided as well as new password information that meets the password requirements displayed on the screen.	
	

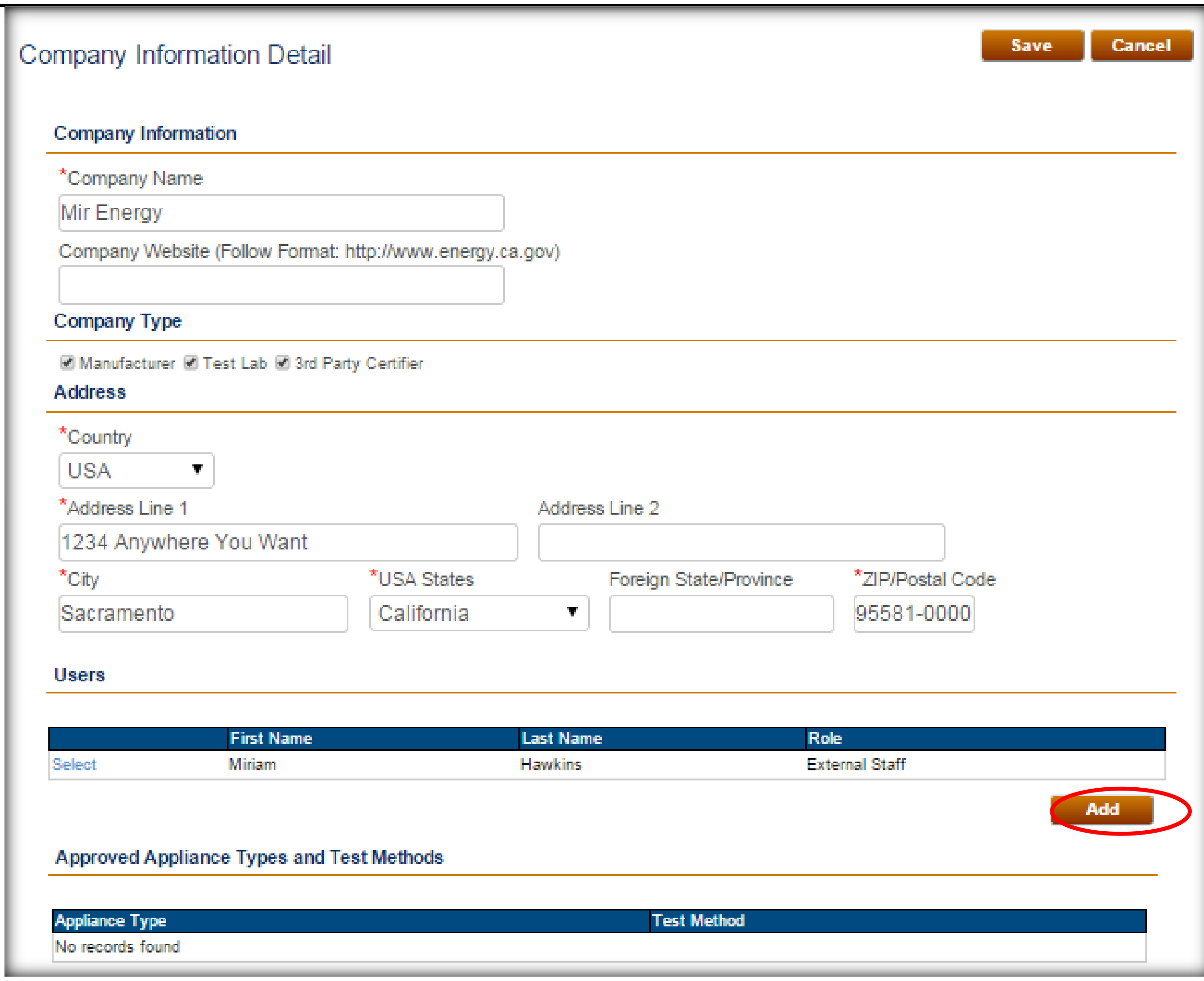
<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>6. Select and answer the Security Questions.

Note: Be sure to retain these answers as they will be used to retrieve your ID & password should you forget them.</td><td>
</td></tr>
<tr><td colspan="2">7. Check the box indicating agreement to the Privacy Statement and the Terms of Usage.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>8. Click the “Save” button in the top right corner of the screen.</td><td>
</td></tr>
<tr><td>9. If you are the company user who will be adding other users from your company to the system, then you will need to select “External System Admin” as your role.</td><td>
</td></tr>
<tr><td>10. Click the “Save” button in the top right corner of the screen.</td><td>
</td></tr>
<tr><td>11. After clicking the Save button, a message will be displayed at the top of the screen notifying the user that the record was saved successfully.</td><td>
</td></tr>
<tr><td>12. The account has now been activated and the user is now able to login with their new password.</td><td>
</td></tr>
</table>

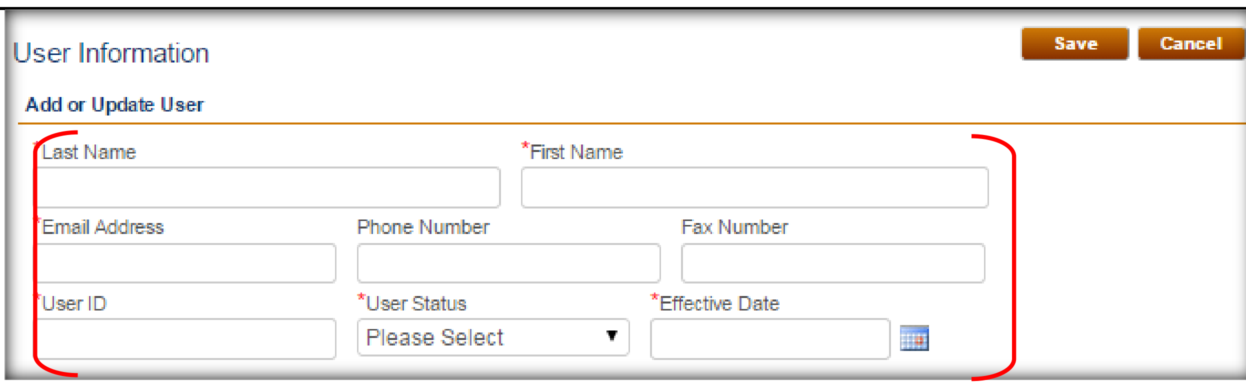
4.2 Add Users to Company Account

Once the company account has been created, the system administrator for the company account can add additional users. To add additional users to an existing external company account, follow these steps:

Steps to Complete Process	
1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	
2. Select the company type. **Note:** This will only be displayed if the company was created with more than one company type.	
3. Click on the "ACCT MGMT" tab at the top of the screen.	
4. Select the "Company Information" link.	
5. Scroll down to the Users grid and click the "Add" button to the bottom right.	

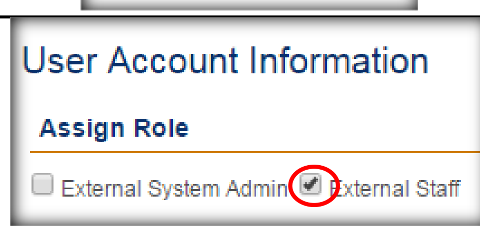


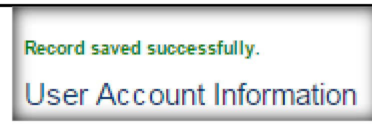
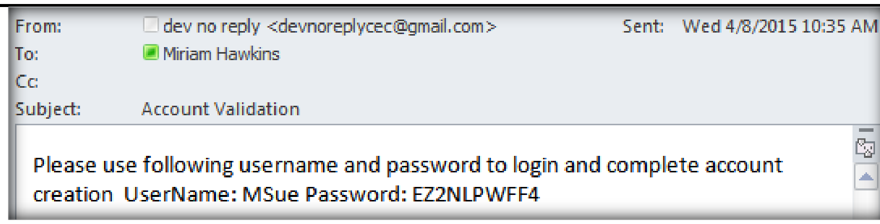
6. Enter the new user information.



7. Click on the “Save” button in the top right corner of the User Information page.

8. Assign the security role for the user by selecting the appropriate boxes.

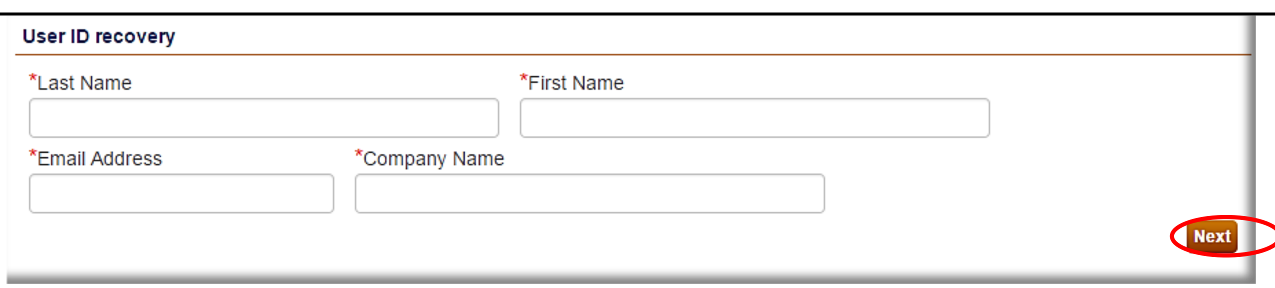


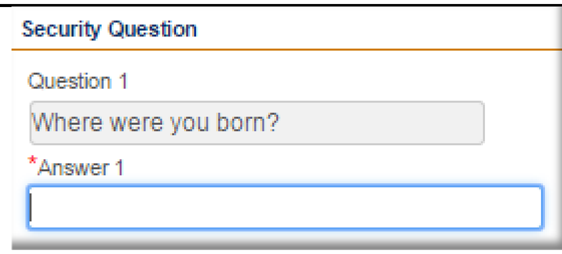
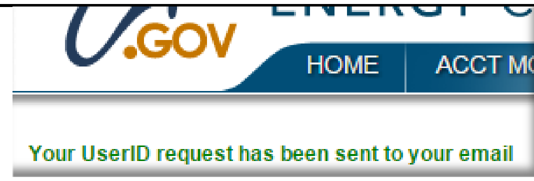
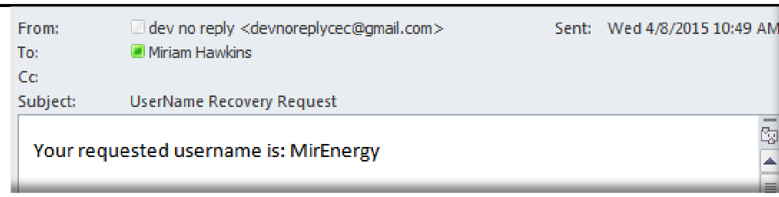
9. Click on the “Save” button in the top right corner of the User Account Information page.	
10. The system will display a message at the top of the screen to inform you that the record was saved successfully.	
Note: Once saved, the system will send the new user their ID and a temporary password via email. Once you login with your temporary password, be sure to change it and keep a record of the new password.	
	

4.3 User ID and Password Recovery

4.3.1 User ID Recovery Process

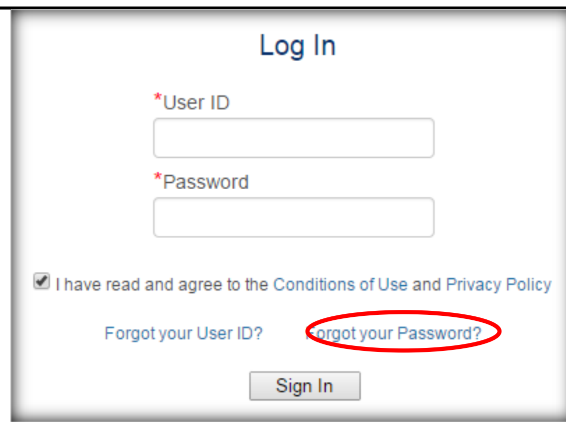
To retrieve a forgotten User ID and Password the process is the same for external users as well as CEC Staff. If a user forgets their User ID, complete the following steps:

Steps to Complete Process	
1. From the Log In screen, click on “Forgot your User ID” link.	
2. Enter user information and then click the “Next” button in the bottom right of the screen.	
	

3. Answer the Security Question.	
4. Click the "Save" button in the top right corner.	
5. The system will display a message to let you know that your User ID request has been sent to your email.	
6. System will confirm User ID retrieval and send an email to the account associated to user.	

4.3.2 Password Recovery Process

When a user has forgotten their password, follow the steps below to recover it.

Steps to Complete Process	
1. From the Log In screen, click on the "Forgot your Password" link.	
2. Enter the User ID and the associated Email Address (created when the company account was created) and then click the "Next" button in the bottom right of the screen.	
	

3. Answer the Security Question that was first answered when the user profile was created (see Section 4.1.3) and then click the “Save” button in the top right corner.

4. The system will confirm that a password request has been sent to the email address associated to the user account.

5. The user will receive an email with a temporary password. The user will then have to login and access the profile page to create a new password, otherwise the temporary password will be the designated password.

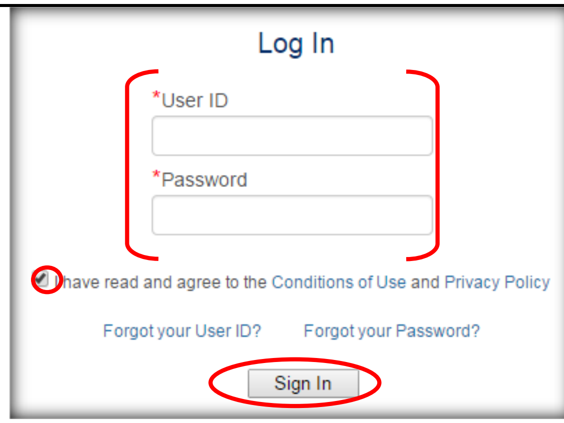
-----Original Message-----
From: dev no reply [mailto:devnoreplycec@gmail.com]
Sent: Monday, April 06, 2015 2:33 PM
To: Amee Sheldon
Subject: Password Recovery Request

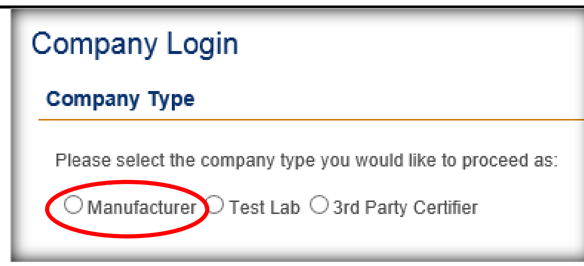
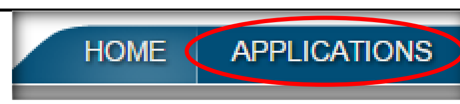
Please use this password to login:DD23LR119Q

4.4 Submit Appliance Information

4.4.1 Complete Delegation of Authority

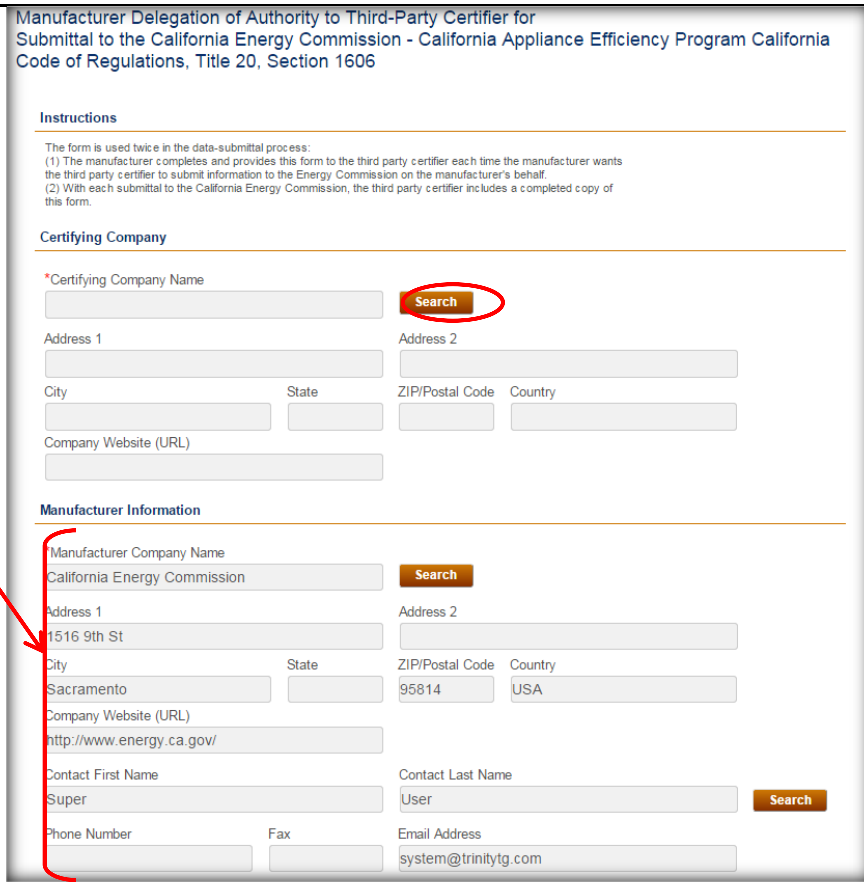
To complete a delegation of authority to a third party certifier, perform the following steps. Proceed to the next section if a delegation is not needed.

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.</td><td>
</td></tr>
<tr><td>2. Select the company type as Manufacturer.

Note: This screen will only be displayed if the company was created with more than one company type.</td><td>
</td></tr>
<tr><td>3. Click the “Applications” tab at the top of the screen.</td><td>
</td></tr>
<tr><td>4. Click on the “Delegation of Authority Application” link.

Note: Delegation of Authority will only display as an option if the company type is “Manufacturer”.</td><td>
</td></tr>
<tr><td colspan="2">5. Click the “Search” button in the Certifying Company section to add the Third-Party Certifier information from an existing list. Enter the application information in the fields provided.</td></tr>
</table>

This information will be automatically populated with the company information of the logged in user.



Manufacturer Delegation of Authority to Third-Party Certifier for Submittal to the California Energy Commission - California Appliance Efficiency Program California Code of Regulations, Title 20, Section 1606

Instructions

The form is used twice in the data-submittal process:
(1) The manufacturer completes and provides this form to the third party certifier each time the manufacturer wants the third party certifier to submit information to the Energy Commission on the manufacturer's behalf.
(2) With each submittal to the California Energy Commission, the third party certifier includes a completed copy of this form.

Certifying Company

*Certifying Company Name — Search

Address 1 — Address 2

City — State — ZIP/Postal Code — Country

Company Website (URL)

Manufacturer Information

*Manufacturer Company Name: California Energy Commission — Search

Address 1: 1516 9th St — Address 2

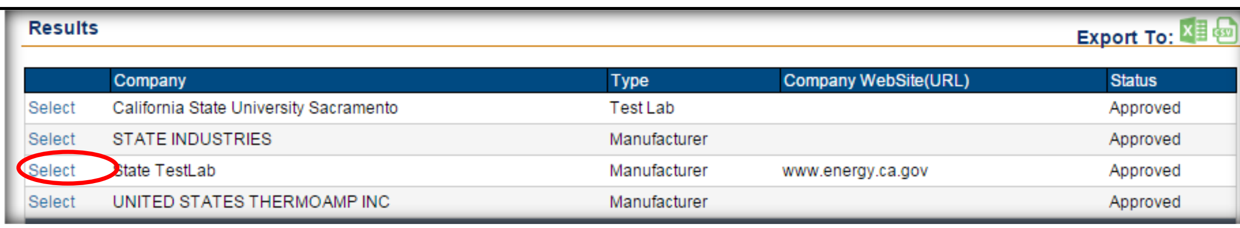
City: Sacramento — State — ZIP/Postal Code: 95814 — Country: USA

Company Website (URL): http://www.energy.ca.gov/

Contact First Name: Super — Contact Last Name: User — Search

Phone Number — Fax — Email Address: system@trinitytg.com

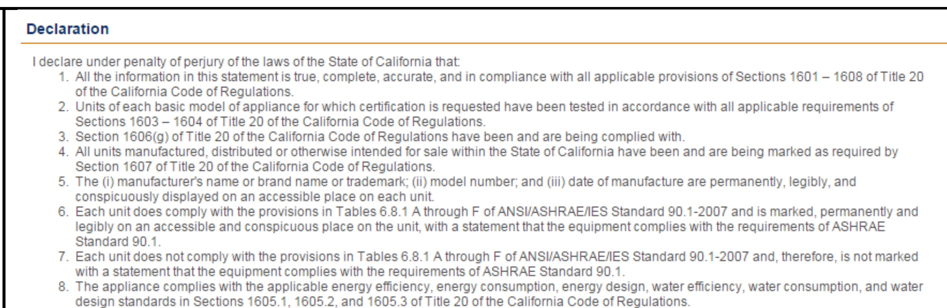
6. Select the name of third party certifier from the company list by clicking the “Select” link to the left of the Company name.



Results — Export To:

	Company	Type	Company WebSite(URL)	Status
Select	California State University Sacramento	Test Lab		Approved
Select	STATE INDUSTRIES	Manufacturer		Approved
Select	State TestLab	Manufacturer	www.energy.ca.gov	Approved
Select	UNITED STATES THERMOAMP INC	Manufacturer		Approved

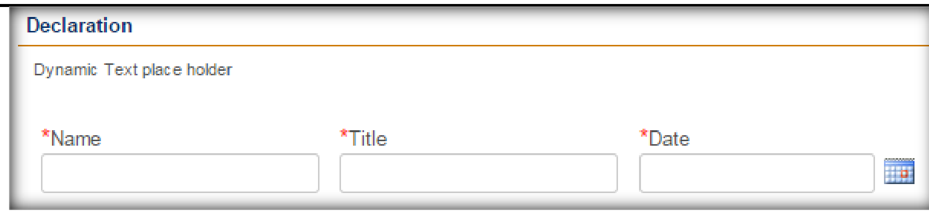
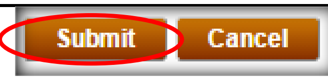
7. Read the declaration section.



Declaration

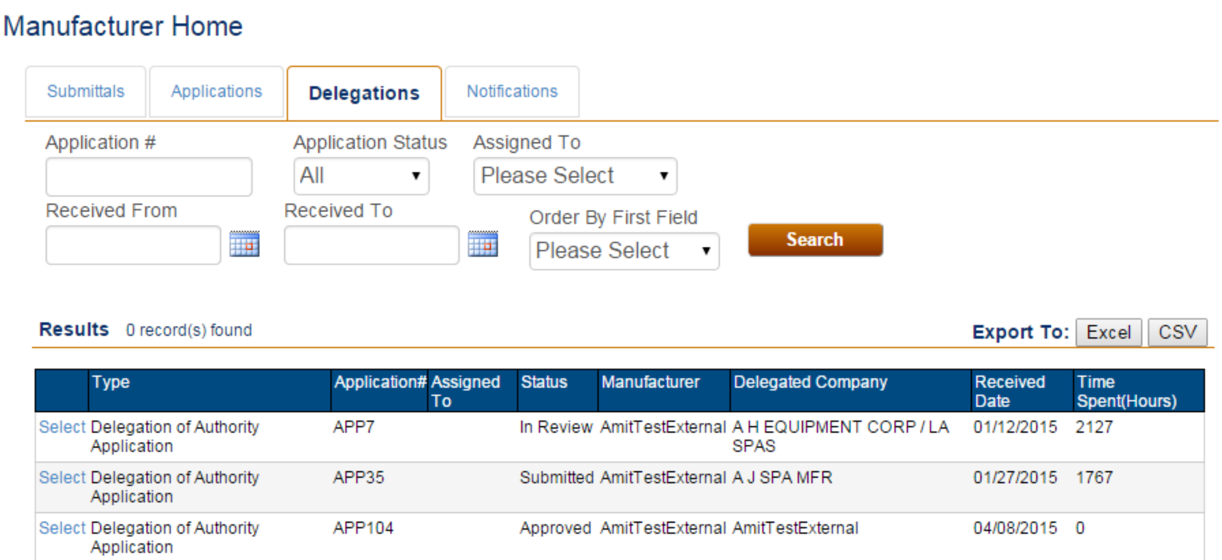
I declare under penalty of perjury of the laws of the State of California that:

1. All the information in this statement is true, complete, accurate, and in compliance with all applicable provisions of Sections 1601 – 1608 of Title 20 of the California Code of Regulations.
2. Units of each basic model of appliance for which certification is requested have been tested in accordance with all applicable requirements of Sections 1603 – 1604 of Title 20 of the California Code of Regulations.
3. Section 1606(g) of Title 20 of the California Code of Regulations have been and are being complied with.
4. All units manufactured, distributed or otherwise intended for sale within the State of California have been and are being marked as required by Section 1607 of Title 20 of the California Code of Regulations.
5. The (i) manufacturer's name or brand name or trademark; (ii) model number; and (iii) date of manufacture are permanently, legibly, and conspicuously displayed on an accessible place on each unit.
6. Each unit does comply with the provisions in Tables 6.8.1 A through F of ANSI/ASHRAE/IES Standard 90.1-2007 and is marked, permanently and legibly on an accessible and conspicuous place on the unit, with a statement that the equipment complies with the requirements of ASHRAE Standard 90.1.
7. Each unit does not comply with the provisions in Tables 6.8.1 A through F of ANSI/ASHRAE/IES Standard 90.1-2007 and, therefore, is not marked with a statement that the equipment complies with the requirements of ASHRAE Standard 90.1.
8. The appliance complies with the applicable energy efficiency, energy consumption, energy design, water efficiency, water consumption, and water design standards in Sections 1605.1, 1605.2, and 1605.3 of Title 20 of the California Code of Regulations.

8. Sign the declaration section.	
9. Click the "Submit" button at the top right of the screen. NOTE: When searching for a Certifying Company, that company must already have a valid/approved 3rd Party Certifier application in order for the Delegation of Authority to be accepted.	

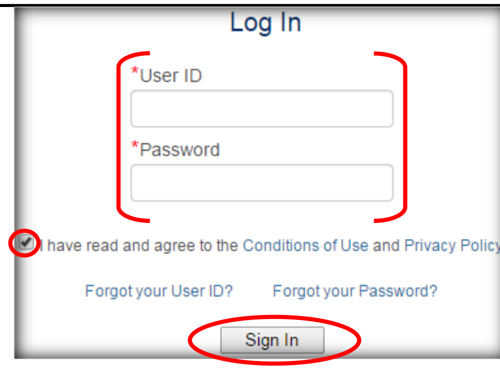
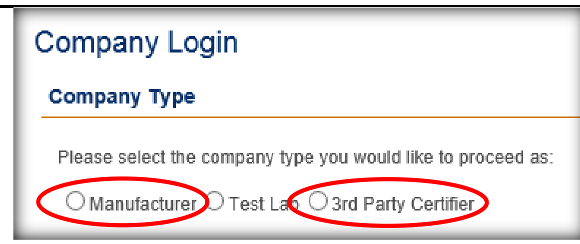
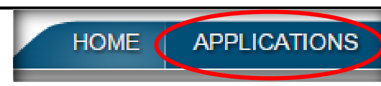
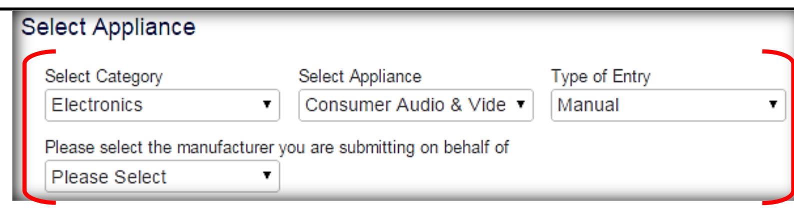
10. Once submitted, the system will display a message to inform the user that the record was saved successfully.

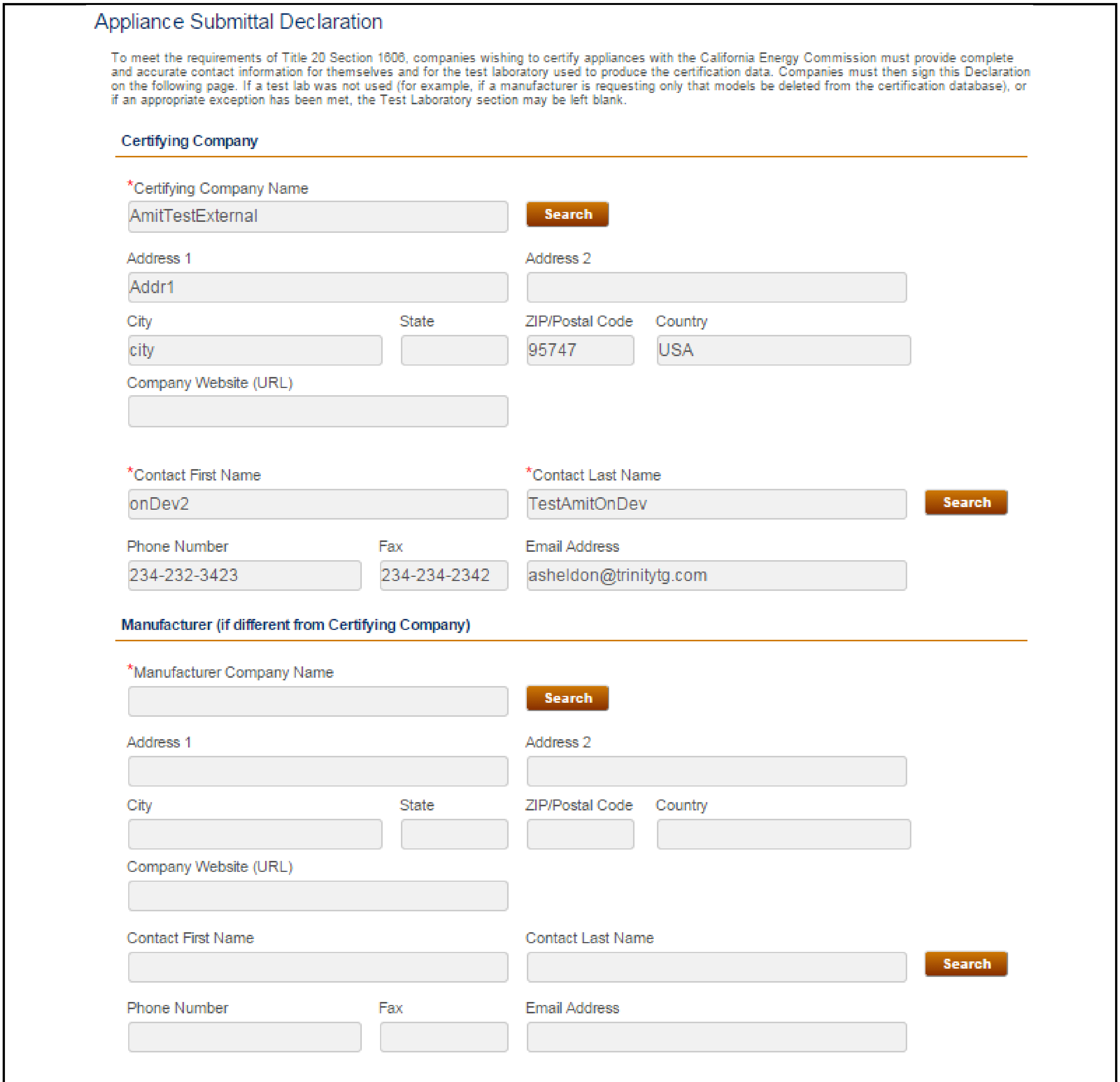
11. The submitted delegation of authority application will then appear under the delegations tab in the home page



4.4.2 Submit Data - Complete Declaration Page

To submit data, a declaration must first be completed by the user. To complete a declaration and to begin the appliance data submission process, follow the steps below:

Steps to Complete Process	
1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.	
2. Select the Company Type as either Manufacturer or 3rd Party Certifier. **Note:** This screen will only be displayed if the company was created with more than one company type.	
3. Click the “Applications” tab at the top of the screen.	
4. Select the “Submit Appliance Data” link.	
5. Select Appliance Category, Type and Type of Entry. If your submission is a manual submission select “Manual” from the dropdown for Type of Entry. If you are submitting appliance data via excel upload, select the “Upload” option from the dropdown. **Note:** If the user is a 3rd Party Certifier, then they will also need to select the Manufacturer they are submitting on behalf of.	
6. Click the “Next” button located at the bottom right corner of the Select Appliance screen.	
7. Review the information on the Appliance Submittal Declaration screen. The Certifying Company information will be prepopulated with the third party certifier information entered in section 4.4.1.	



Appliance Submittal Declaration

To meet the requirements of Title 20 Section 1606, companies wishing to certify appliances with the California Energy Commission must provide complete and accurate contact information for themselves and for the test laboratory used to produce the certification data. Companies must then sign this Declaration on the following page. If a test lab was not used (for example, if a manufacturer is requesting only that models be deleted from the certification database), or if an appropriate exception has been met, the Test Laboratory section may be left blank.

Certifying Company

*Certifying Company Name: AmitTestExternal [Search]

Address 1: Addr1
Address 2:
City: city
State:
ZIP/Postal Code: 95747
Country: USA
Company Website (URL):

*Contact First Name: onDev2
*Contact Last Name: TestAmitOnDev [Search]
Phone Number: 234-232-3423
Fax: 234-234-2342
Email Address: asheldon@trinitytg.com

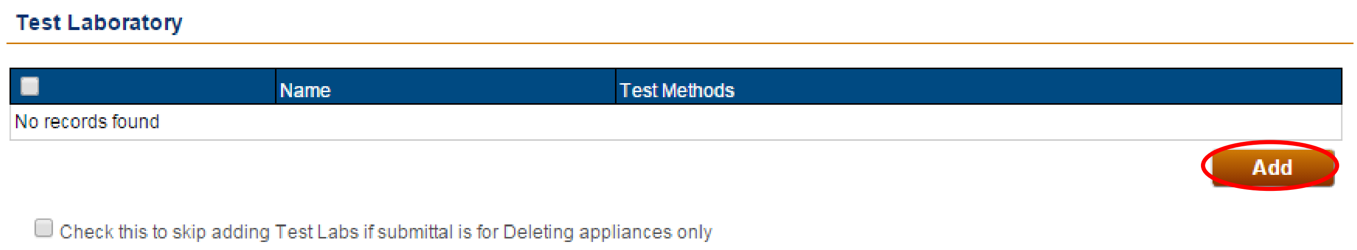
Manufacturer (if different from Certifying Company)

*Manufacturer Company Name: [Search]

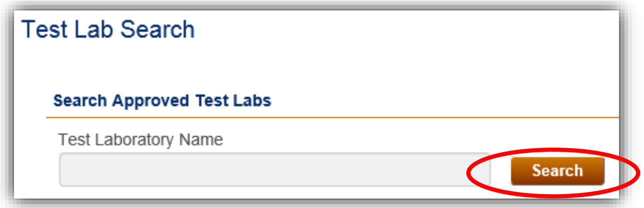
Address 1:
Address 2:
City:
State:
ZIP/Postal Code:
Country:
Company Website (URL):

Contact First Name:
Contact Last Name: [Search]
Phone Number:
Fax:
Email Address:

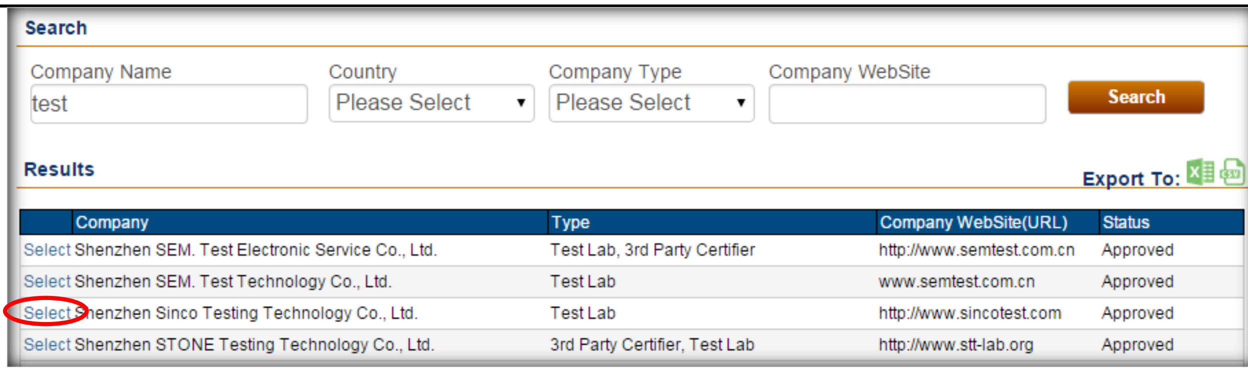
8. Click the “Add” button located at the bottom right of the Test Laboratory grid. Check the box if submitting appliances to “Delete” in this scenario, there will be no need to add approved Test Labs to the declaration page.



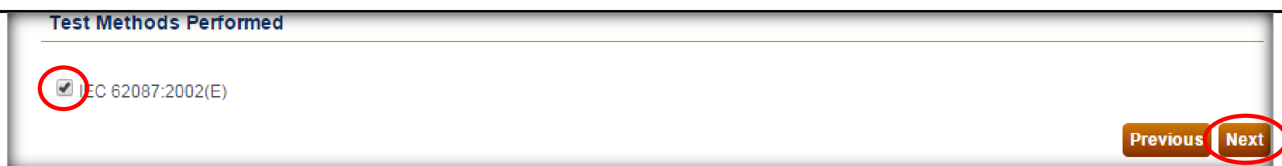
9. Click the “Search” button in the center of the screen to select an approved Test Lab.



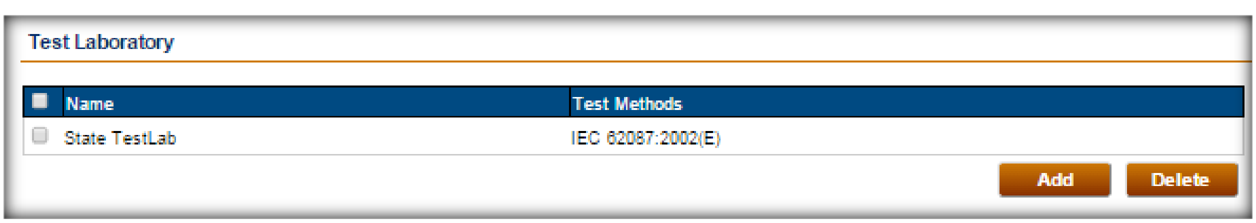
10. Enter search criteria to narrow down results and click the “Select” link next to the desired Test Lab.



11. Select the “Test Methods Performed” and then click the “Next” button to see the selected test lab and test method listed on the Appliance Submittal Declaration screen.



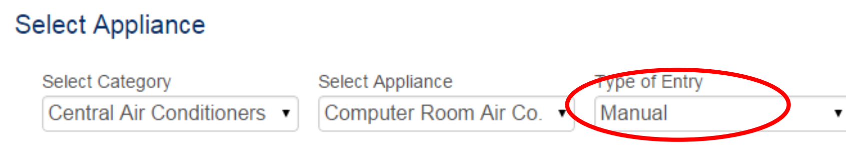
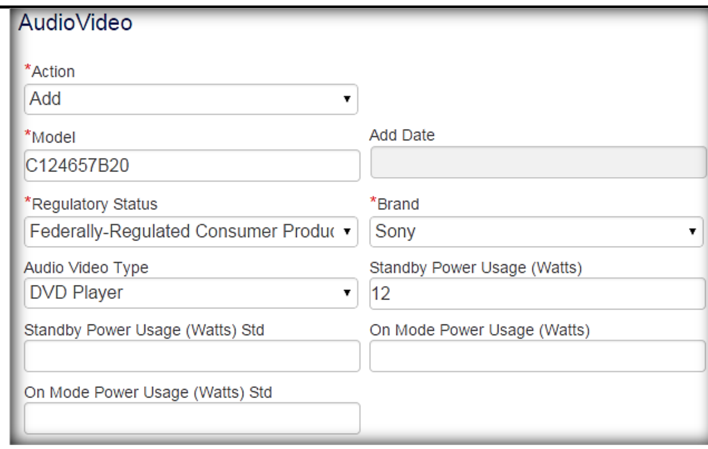
The selected test lab will appear on the declaration page as shown below:

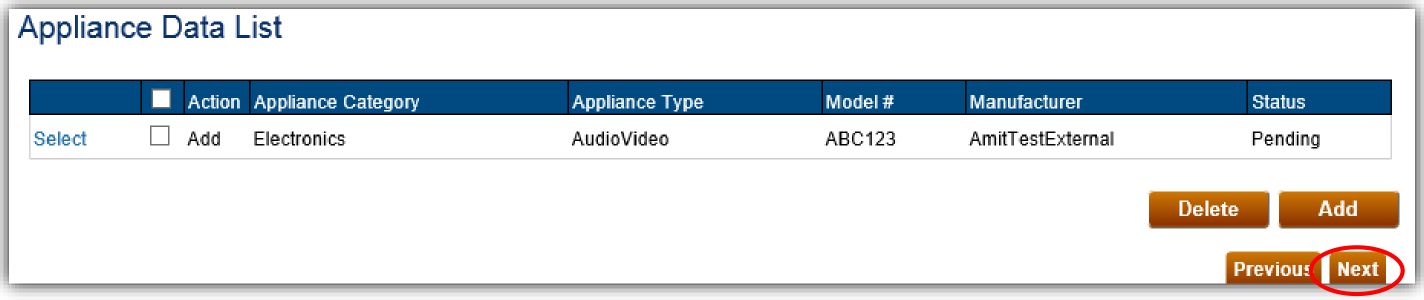


12. Enter declaration information at the bottom of the page and then click the “Next” button.

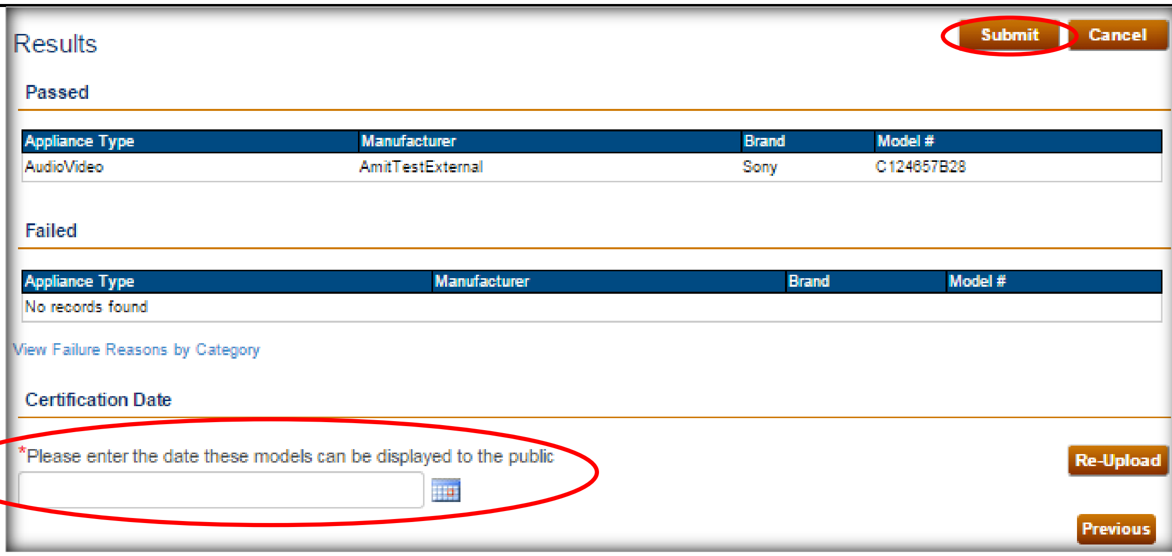

4.4.3 Manually Enter Appliance Data

After completing an appliance submittal declaration, to submit appliance data manually, follow these steps:

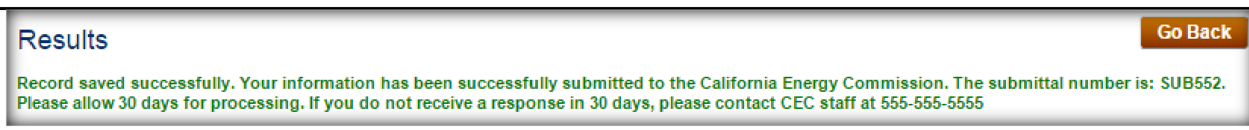
Steps to Complete Process	
1. When completing the appliance submittal declaration check that “Type of Entry- Manual” was chosen in the dropdown menu. This will prompt the manual form of entry for the selected appliance type when the user selects “Next” from the declaration page.	
2. Enter appliance information on detail page by selecting values from the dropdown menus and/or entering values in the text box fields.	
3. Click the “Save” button.	
4. If you wish to add additional models to the Appliance Data List, click the “Add” button located at the bottom right corner of the Appliance Data List grid. Click the “Next” button in the bottom right corner of the Appliance Data List screen to proceed to the Results screen which displays passed and failed models.	



5. Enter the Certification Date and then click the "Submit" button in the top right corner.

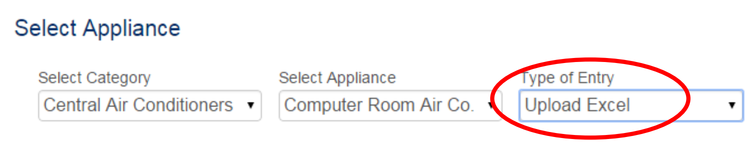
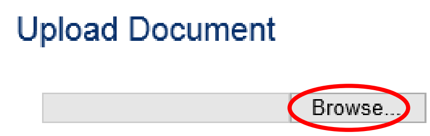
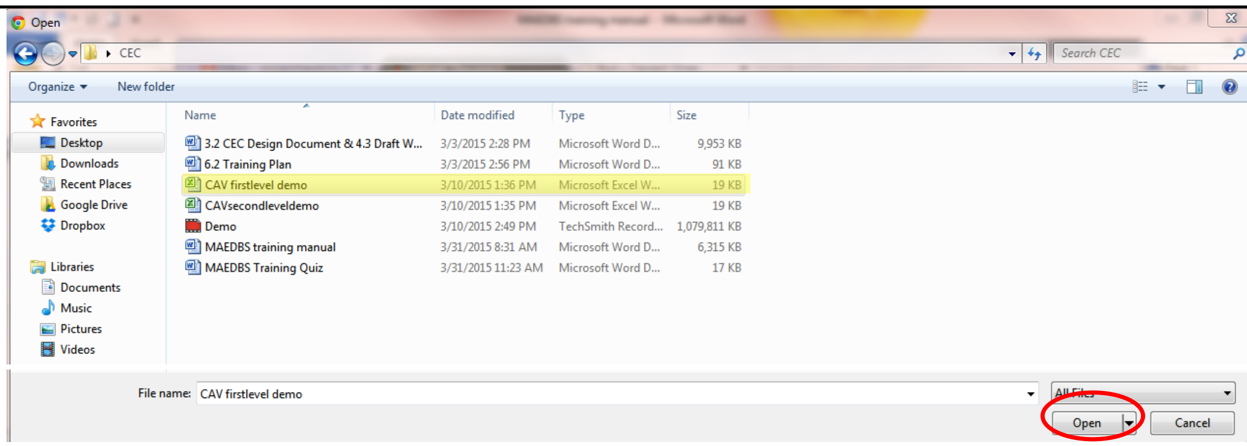


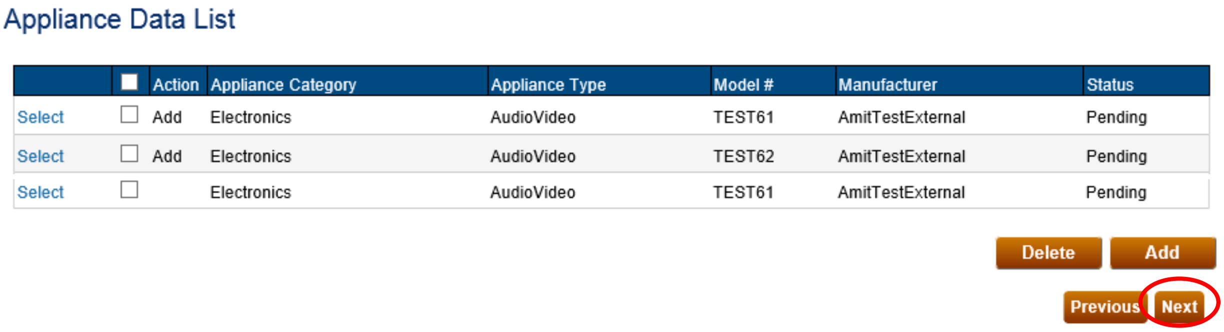
6. Once submitted, the system will display a message at the top of the screen informing the user that the record was saved successfully.



4.4.4 Excel Upload Appliance Data

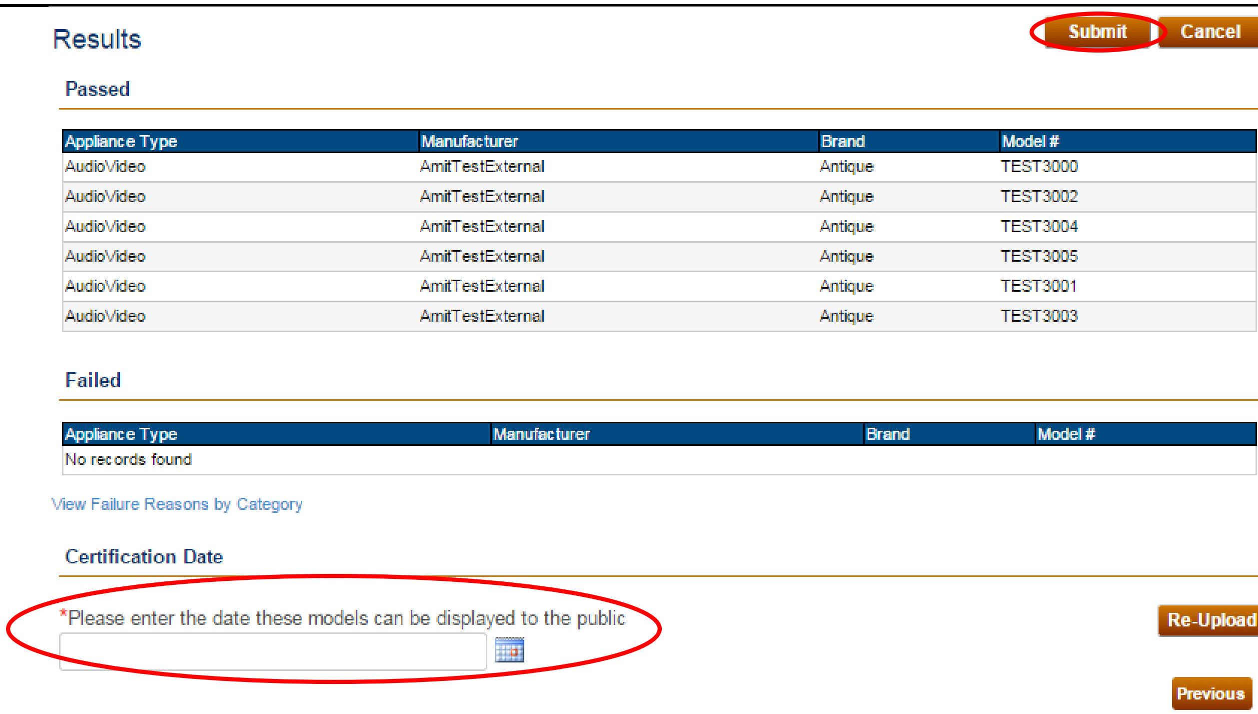
To submit appliance data via an Excel upload, follow the steps below:

Steps to Complete Process	
1. During completion of the appliance submittal declaration check that "Type of Entry- Upload Excel" is chosen in the dropdown menu. This will prompt the upload entry for the selected appliance type when the user selects "Next" from the declaration page.	
2. Click the "Browse/Choose File" button and select the file to upload. NOTE: Model data must be processed and added to the database prior to submitting a change or delete request.	
3. Select the Excel file from your computer and click the "Open" button.	
 	
4. Click the "Next" button in the bottom right corner of the Upload Document screen.	
5. The list of models from the Excel spreadsheet should display on the Appliance Data List screen. Click the "Next" button in the bottom right corner of the Appliance Data List screen to proceed to the Results screen which displays passed and failed models.	

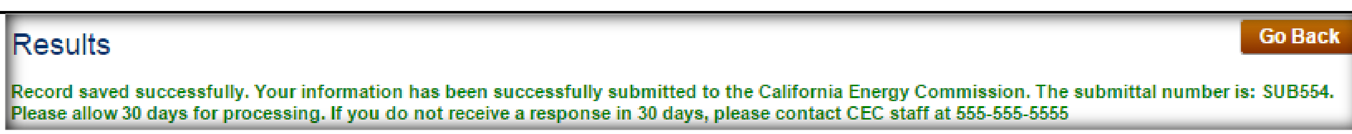


NOTE: Only one excel file can be uploaded at a time. To add additional models to a spreadsheet, re-upload the excel sheet or add models manually.

6. Enter the Certification Date and then click the "Submit" button in the top right corner.



7. Once submitted, the system will display a message at the top of the screen informing the user that the record was saved successfully.



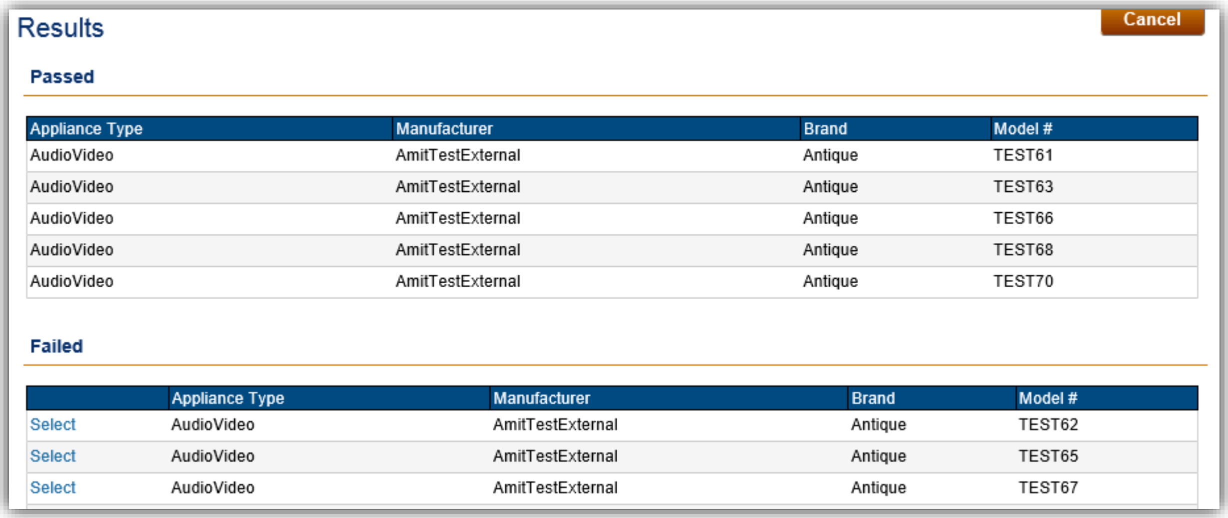
8. The user will then receive a confirmation email once data has been submitted stating the following:

Your appliance data certification submission has been received. Your submittal # SUB725. You will receive a response within 30 days. For assistance, please email appliances@energy.ca.gov or call 1-800- XXX-XXXX.

4.4.5 Review Validation Results

Steps to Complete Process

1. Once data has been entered into the system either manually or by Excel upload, the system will validate the data and display appliance models that have passed and failed validation.



Results

Cancel

Passed

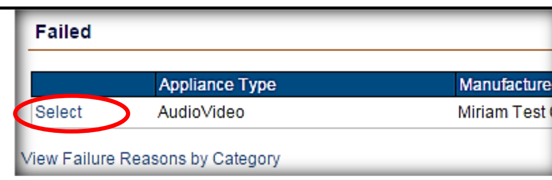
Appliance Type	Manufacturer	Brand	Model #
AudioVideo	AmitTestExternal	Antique	TEST61
AudioVideo	AmitTestExternal	Antique	TEST63
AudioVideo	AmitTestExternal	Antique	TEST66
AudioVideo	AmitTestExternal	Antique	TEST68
AudioVideo	AmitTestExternal	Antique	TEST70

Failed

	Appliance Type	Manufacturer	Brand	Model #
Select	AudioVideo	AmitTestExternal	Antique	TEST62
Select	AudioVideo	AmitTestExternal	Antique	TEST65
Select	AudioVideo	AmitTestExternal	Antique	TEST67

2. Users can click the “Select” link next to a failed model to manually edit the entry.

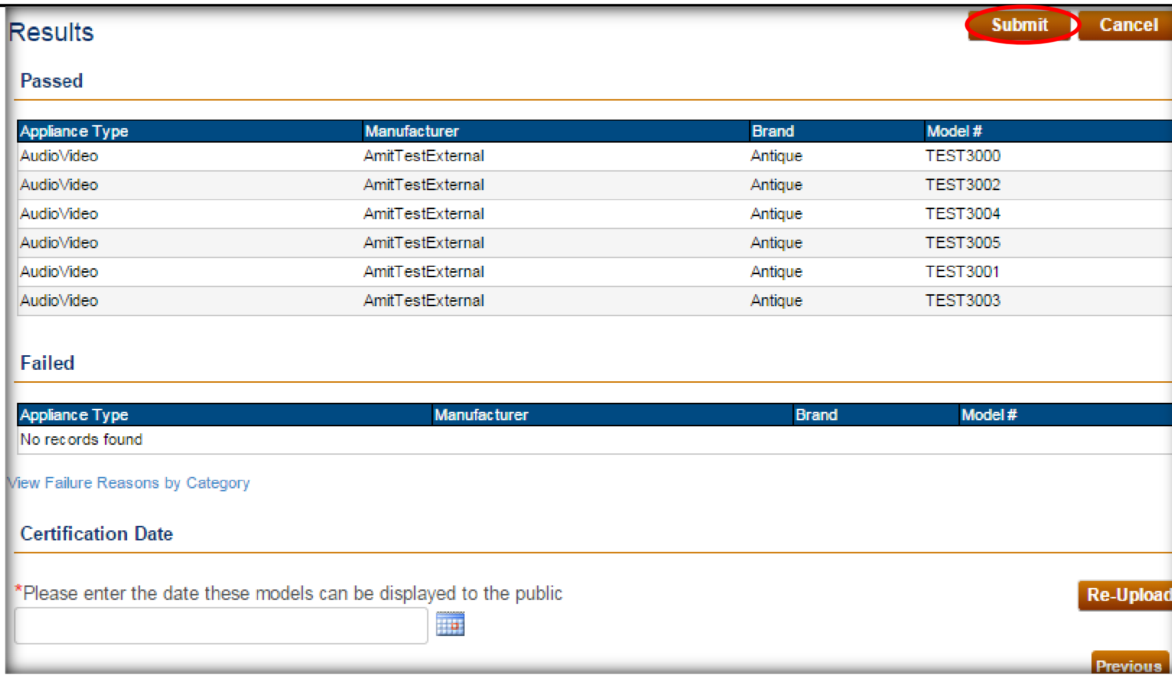
Note: If a large number of items have failed, it may be easier to review the list of failure reasons by category. Click the link “View Failure Reasons by Category” to view a complete list of failures that are sorted by reason for failure.



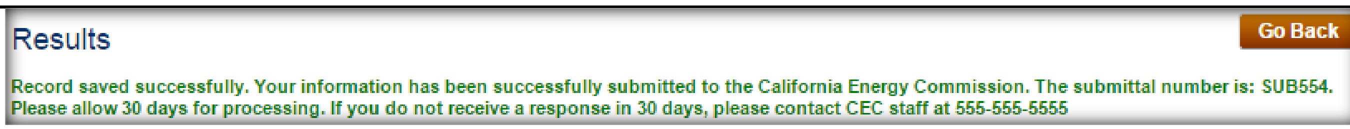
3. Another option to edit appliance data is to click “Re-Upload” to re-upload a corrected spreadsheet after editing failed models.

4. Once all models have passed validation, enter the certification date and then click “Submit” to send data to CEC for processing.

Note: The “Submit” button will only appear if all models have passed.



5. Once submitted, the system will display a message at the top of the screen informing the user that the record was saved successfully.

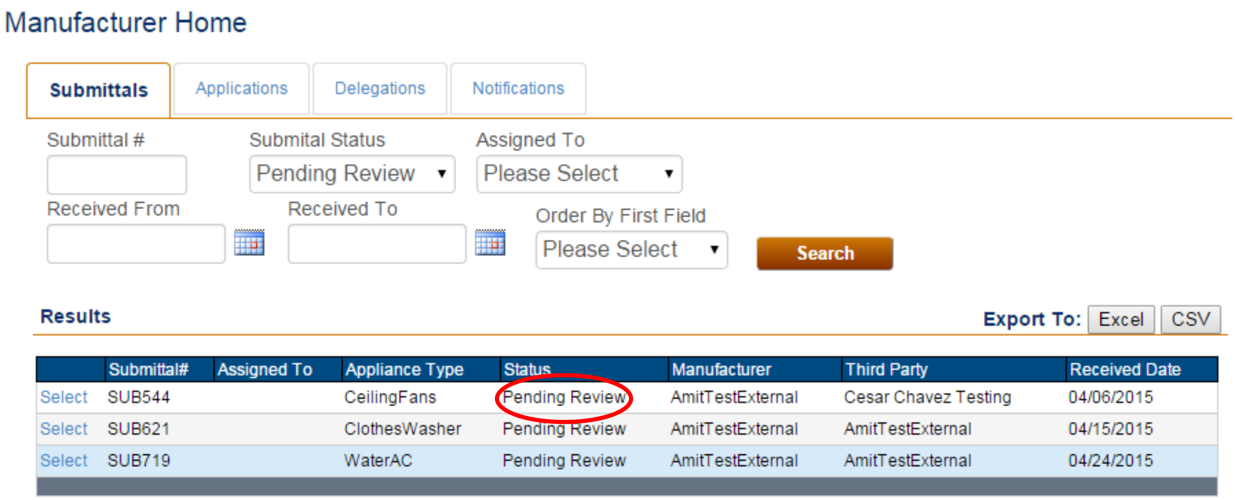


NOTE: Once data has been submitted, the user can no longer make changes to data. If the submittal is rejected or specific models fail, they will have to complete the appliance data submission process again.

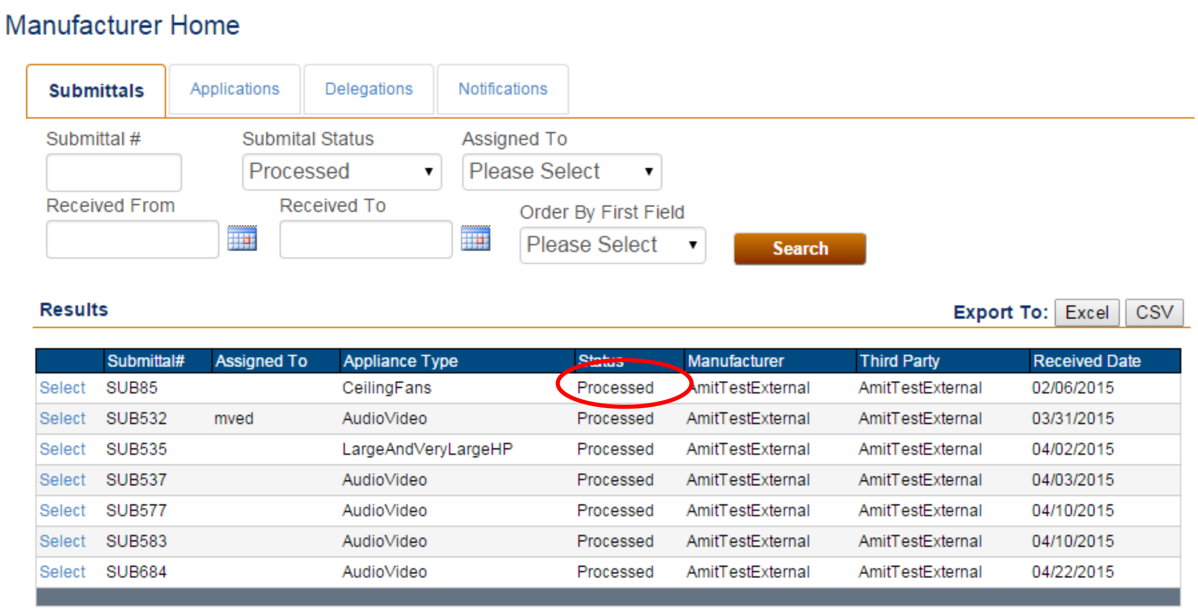
6. The user will then receive a confirmation email once data has been submitted stating the following:

   Your appliance data certification submission has been received. Your submittal # SUB725. You will receive a response within 30 days. For assistance, please email appliances@energy.ca.gov or call 1-800- XXX-XXXX.

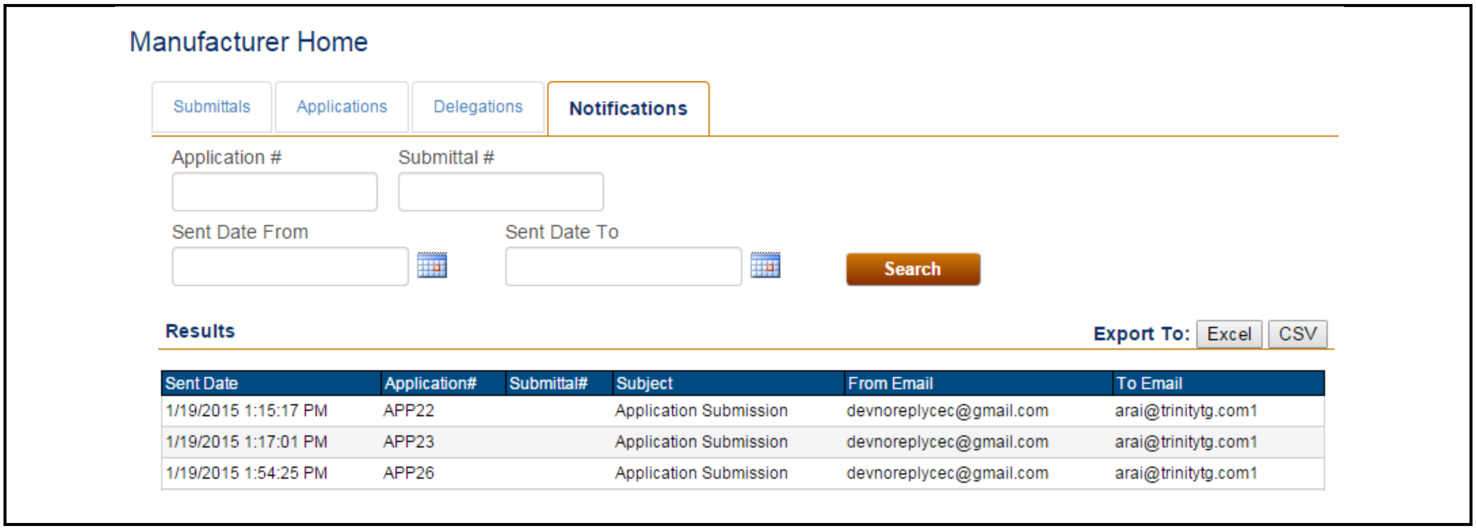
7. Once the user logs in after submitting appliance data, the status of the submittal will be listed in the "Submittals" tab on the company home page. The status will be set to "Pending Review" after initial submission and is now awaiting CEC staff approval.



8. Once CEC staff processes the submittal the status will display as "Processed" in the company home page. The user is able to sort by status by selecting "Submittal Status" and clicking the "Search" button. If the submittal is in this status, this confirms that the processed appliance data is now searchable in the database.



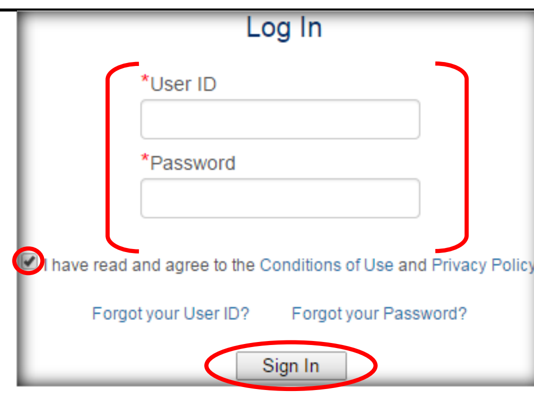
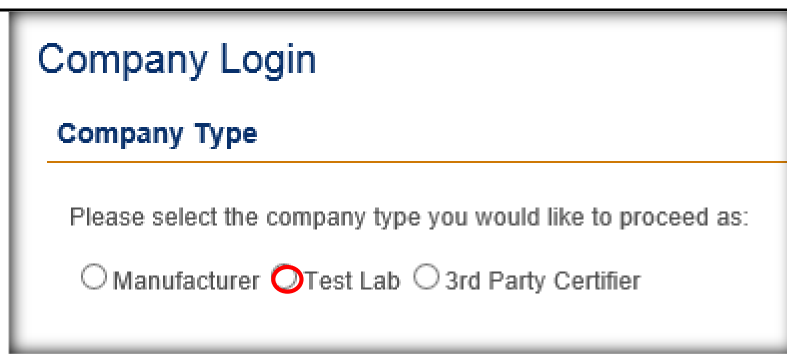
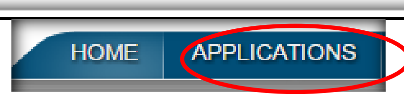
9. Any notifications sent from the system to the user will be displayed in the "Notifications" tab accessed from the company home page.



4.5 Submit Approval Application

4.5.1 Submit Test Laboratory Approval Application Process

To submit a test lab application, follow these steps:

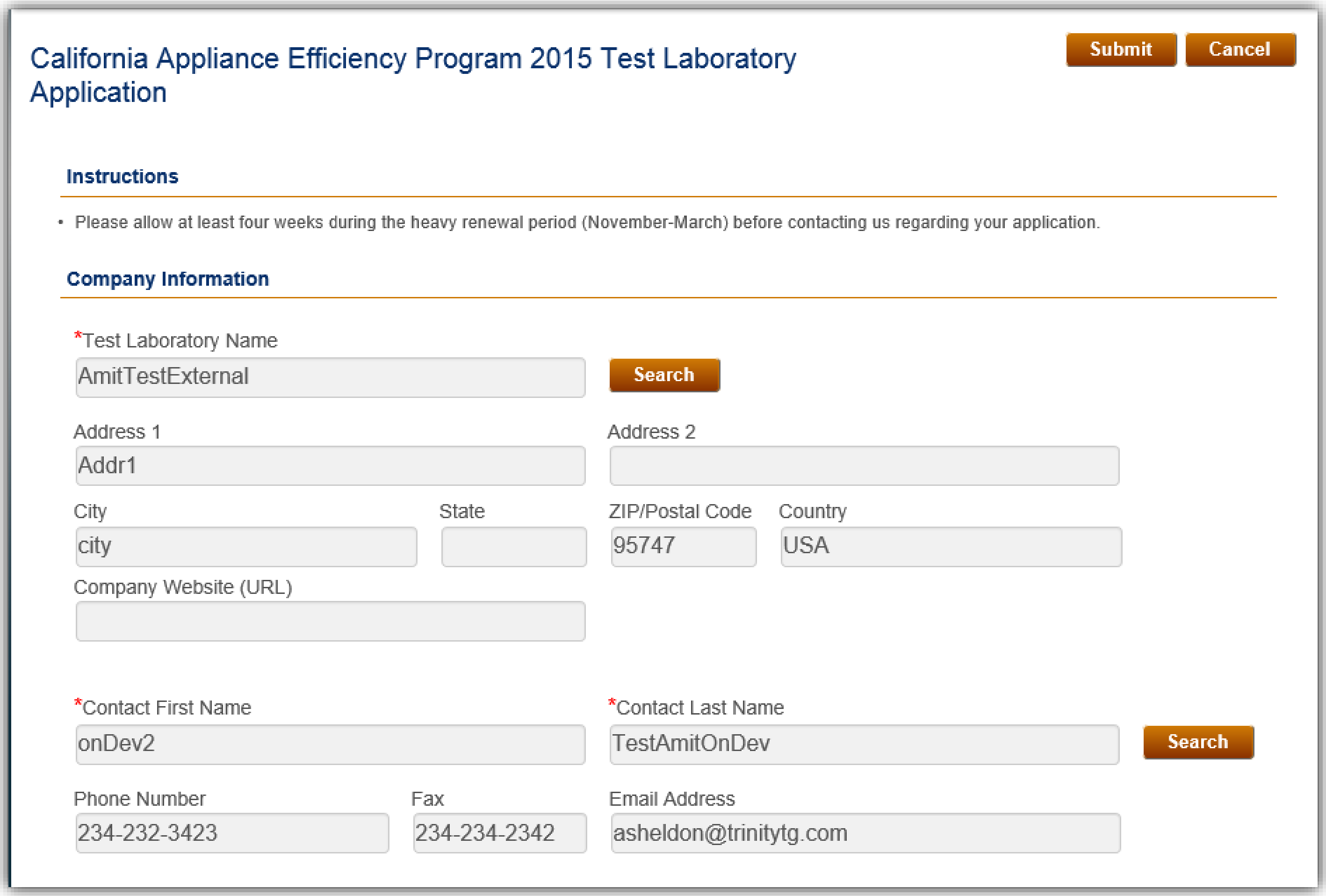
Steps to Complete Process	
1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.	
2. Select the company type as Test Lab. **Note:** This screen will only be displayed if the company was created with more than one company type.	
3. Once logged in to the Test Lab homepage, click the “Applications” tab at the top of the screen.	

Steps to Complete Process

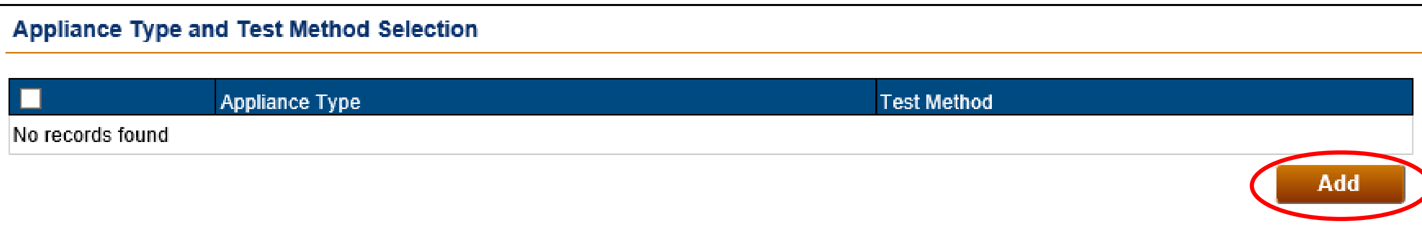
4. Click on the “Test Laboratory Application” link.

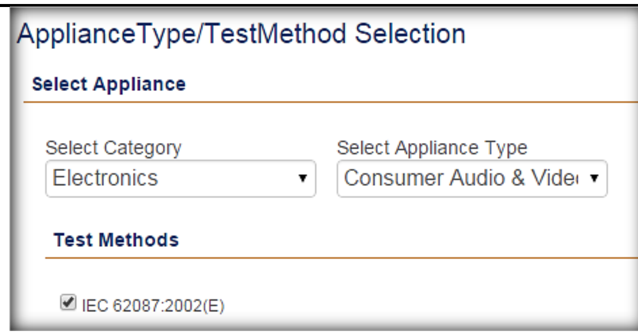
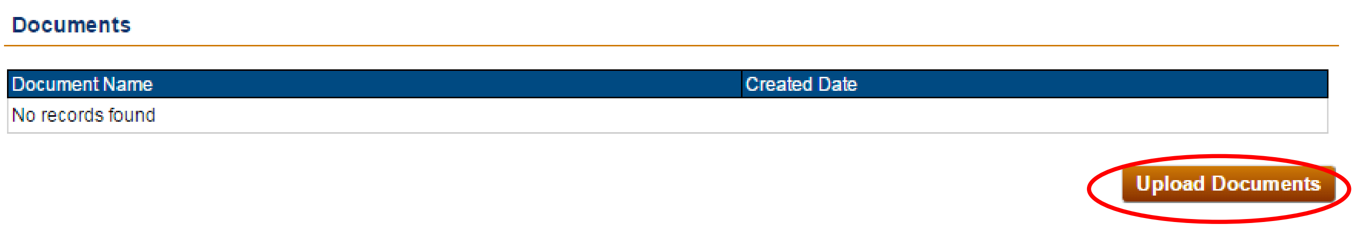
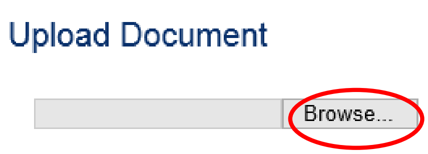
5. Verify that the information on the Test Lab application is correct.

Note: The application will auto populate with the company information of the logged in user.

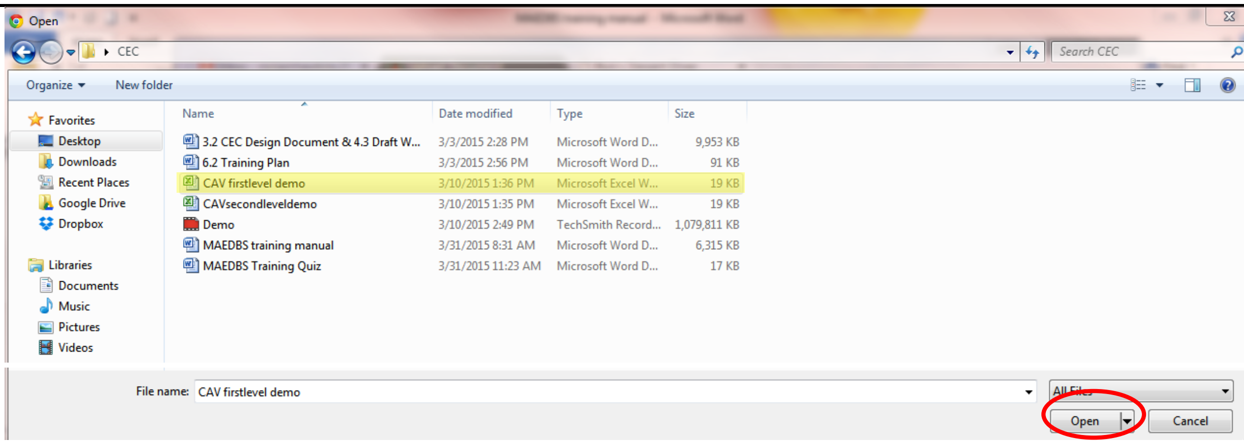


6. Click the “Add” button to the bottom right of the Appliance Type and Test Method Selection grid.



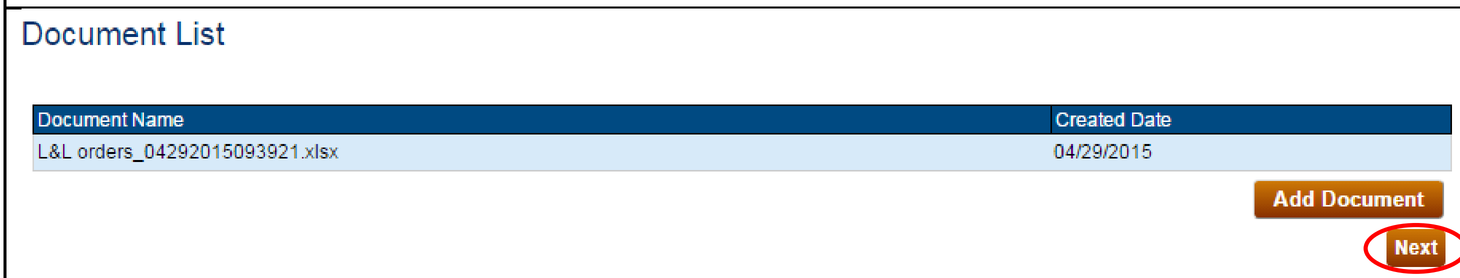
Steps to Complete Process	
7. Select appliance category, type and test methods being used. Note: Continue this same process to add additional test methods to appliances.	
8. Click the “Next” button in the bottom right corner of the screen.	
9. Upload any additional documents by clicking the “Upload Documents” button 	
10. From the document list, click on “Add Document” to upload a document to associate to the application. 	
1. Click the “Browse/Choose File” button and select the file to upload. 	
2. Select the Excel file from your computer and click the “Open” button.	

Steps to Complete Process

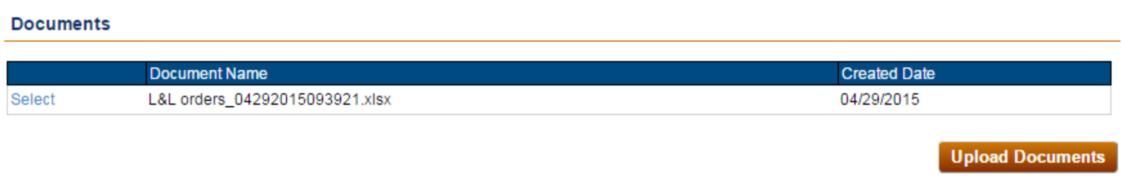


3. Click the "Next" button in the bottom right corner of the Upload Document screen.

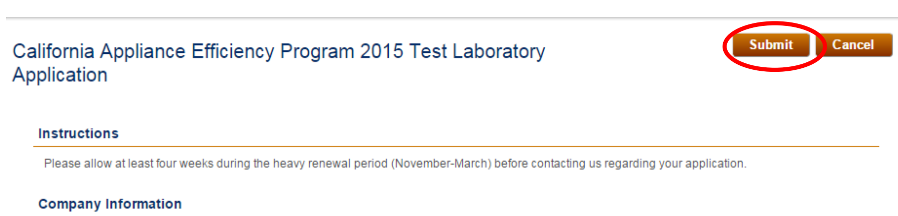
4. The document will now appear in the document list. Select "Next" to return to the application.



5. The uploaded document now appears in the "Documents" section of the application



6. Once all information has been entered click the "Submit" button.



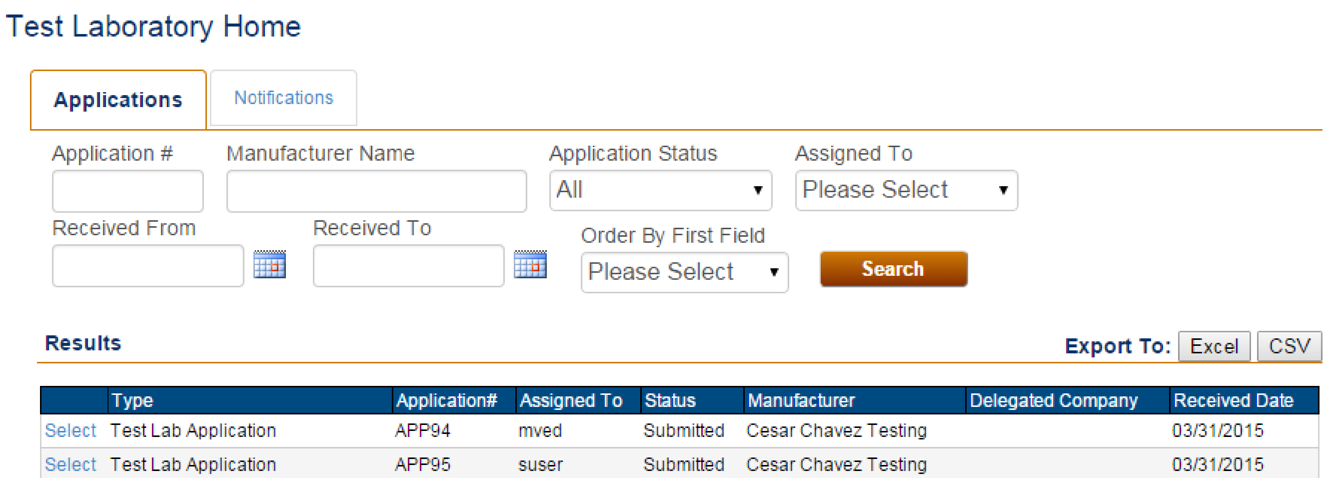
Steps to Complete Process

7. Once the application is submitted, the system will display a message at the top of the screen to let the user know the record was saved successfully.

8. The user will also receive a confirmation email.

Your application has been received. Your Application Type is Test Lab Application and your application number is APP138. You will receive a response within 30 days. For assistance, please email appliances@energy.ca.gov or call 1-800-XXX-XXXX.

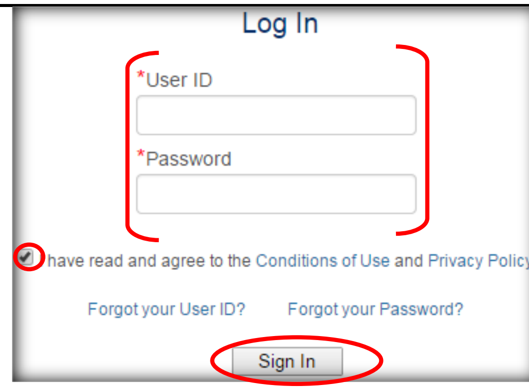
9. The user can check the application status and review the submitted application in the Test Laboratory Home Page under the Applications tab

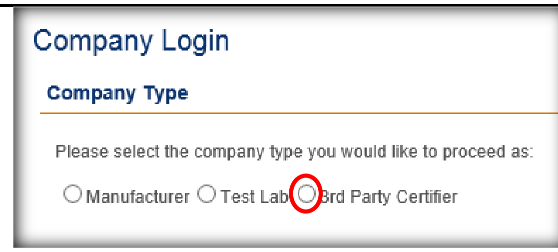
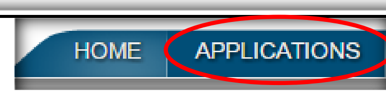


	Type	Application#	Assigned To	Status	Manufacturer	Delegated Company	Received Date
Select	Test Lab Application	APP94	mved	Submitted	Cesar Chavez Testing		03/31/2015
Select	Test Lab Application	APP95	suser	Submitted	Cesar Chavez Testing		03/31/2015

4.5.2 Submit Third Party Certifier Application

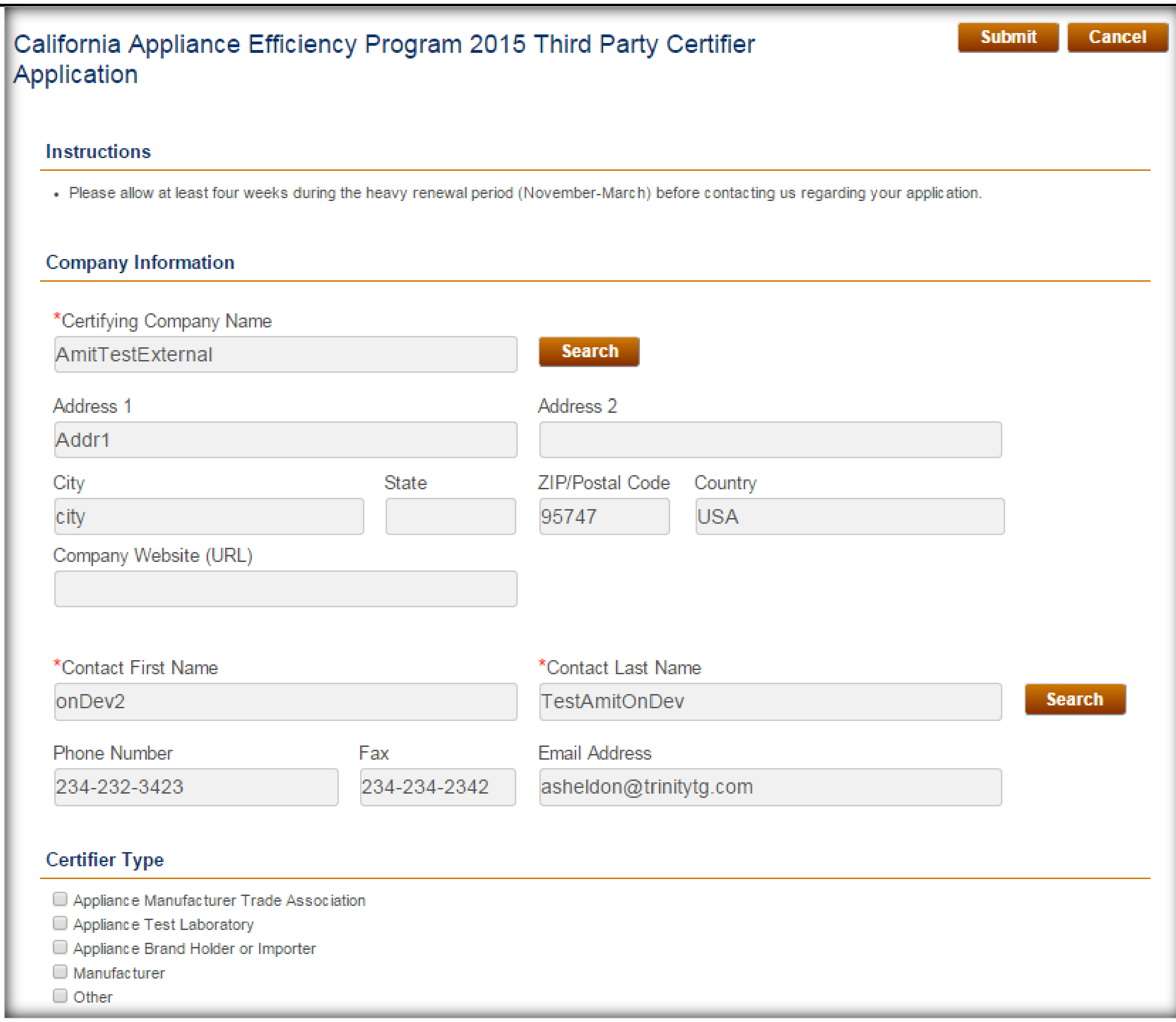
To submit a third party certifier application, follow these steps:

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.</td><td>
</td></tr>
<tr><td>2. Select the company type as 3rd Party Certifier.

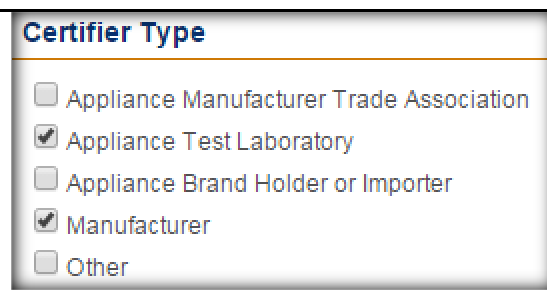
Note: This screen will only be displayed if the company was created with more than one company type.</td><td>
</td></tr>
<tr><td>3. Click the “Applications” tab at the top of the screen.</td><td>
</td></tr>
<tr><td>4. Click on the “Third Party Certifier Application” link.</td><td>
</td></tr>
<tr><td colspan="2">5. Confirm that the listed Certifying Company Information is correct.

Note: The application will auto populate with the company information of the logged in user.</td></tr>
</table>

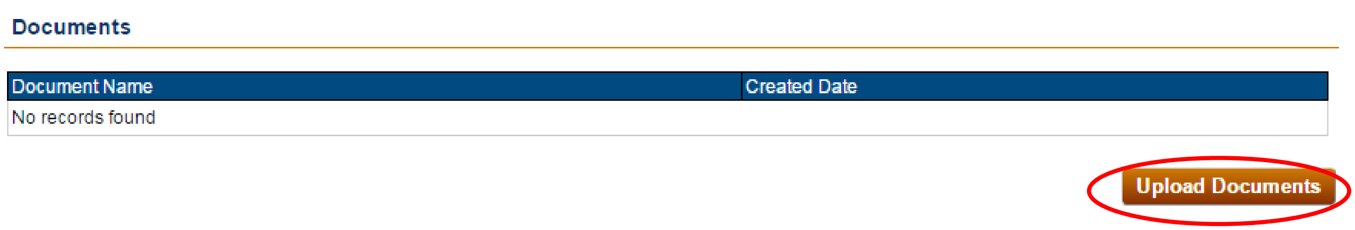
Steps to Complete Process



6. Mark each applicable checkbox for the Certifier Type.



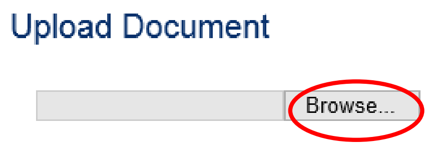
11. Upload any additional documents by clicking the "Upload Documents" button



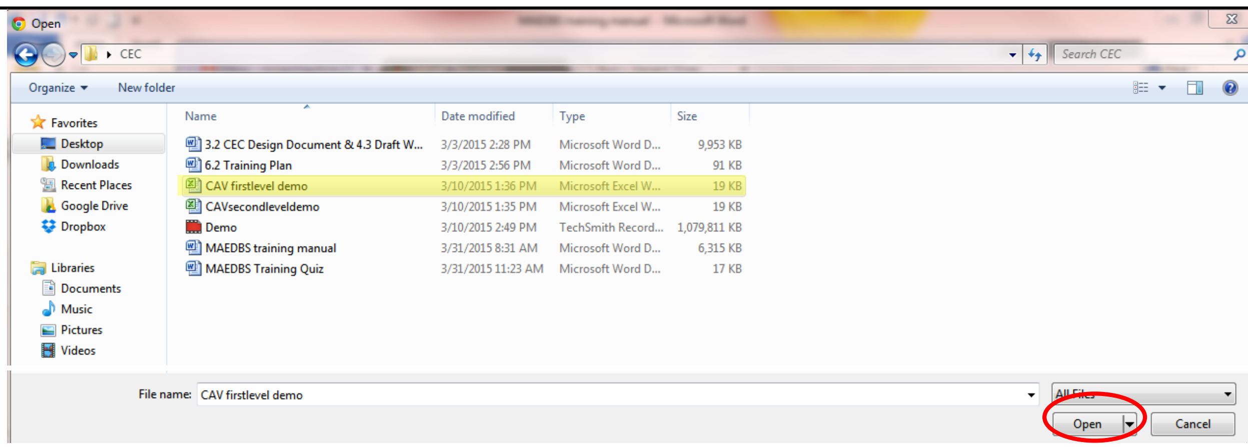
Steps to Complete Process

12. From the document list, click on “Add Document” to upload a document to associate to the application.

13. Click the “Browse/Choose File” button and select the file to upload.

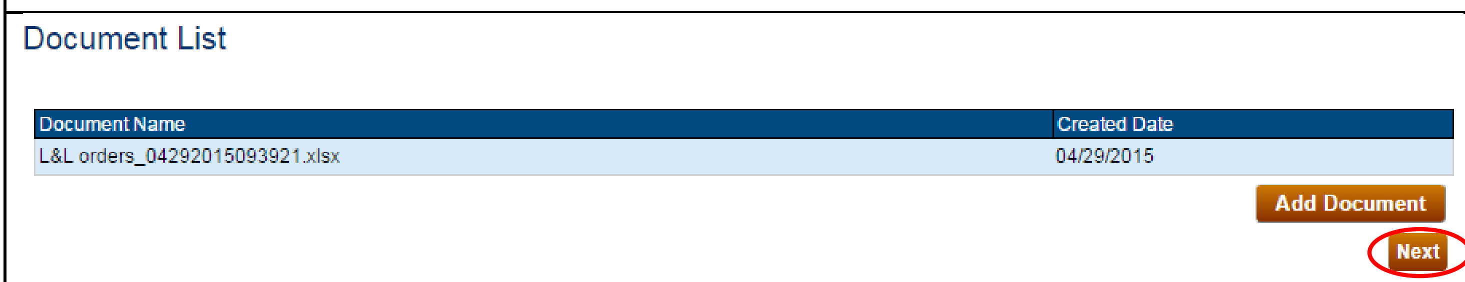


14. Select the Excel file from your computer and click the “Open” button.



15. Click the “Next” button in the bottom right corner of the Upload Document screen.

16. The document will now appear in the document list. Select “Next” to return to the application.



Steps to Complete Process

17. The uploaded document now appears in the "Documents" section of the application

Documents

	Document Name	Created Date
Select	L&L orders_04292015093921.xlsx	04/29/2015

Upload Documents

18. Once all information has been entered click the "Submit" button.

Submit Cancel

California Appliance Efficiency Program 2015 Third Party Certifier Application

Instructions

Please allow at least four weeks during the heavy renewal period (November-March) before contacting us regarding your application.

Company Information

19. Once the application is submitted, the system will display a message at the top of the screen to let the user know the record was saved successfully.

California Appliance Efficiency Program 2015 Third Party Certifier Application

Record saved successfully. The application number is: APP144

20. Once the application has been submitted, the user will also receive a confirmation email.

Your application has been received. Your Application Type is 3rd Party Certifier Application and your application number is APP140. You will receive a response within 30 days. For assistance, please email appliances@energy.ca.gov or call 1-800-XXX-XXXX.

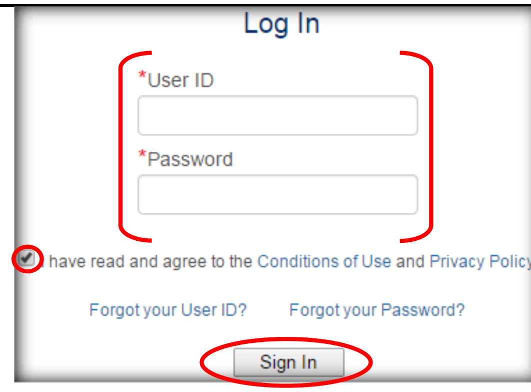
4.6 Review Submitted Information

After applications and data have been submitted, follow the steps below to review the submitted information:

Steps to Complete Process

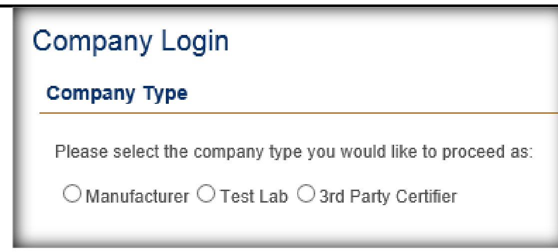
1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.

Note: Once logged in, the grids on the Home Page will display submittals.

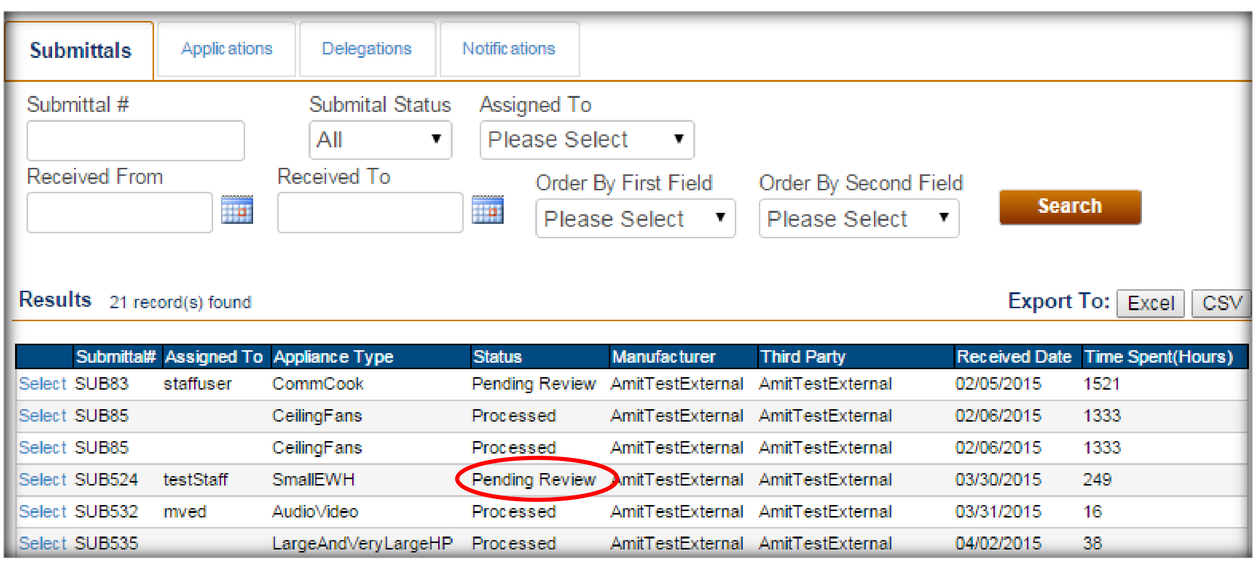


2. Select the company type associated to the submittal(s) you wish to view.

Note: This screen will only be displayed if the company was created with more than one company type.



The 3rd Party Certifier Home Page, Manufacturer and Test Laboratory Home Page allows a user to check statuses of Data Submittals, 3rd Party Approval Applications, Delegations and view any notifications that have been sent to the user by navigating through each tab.



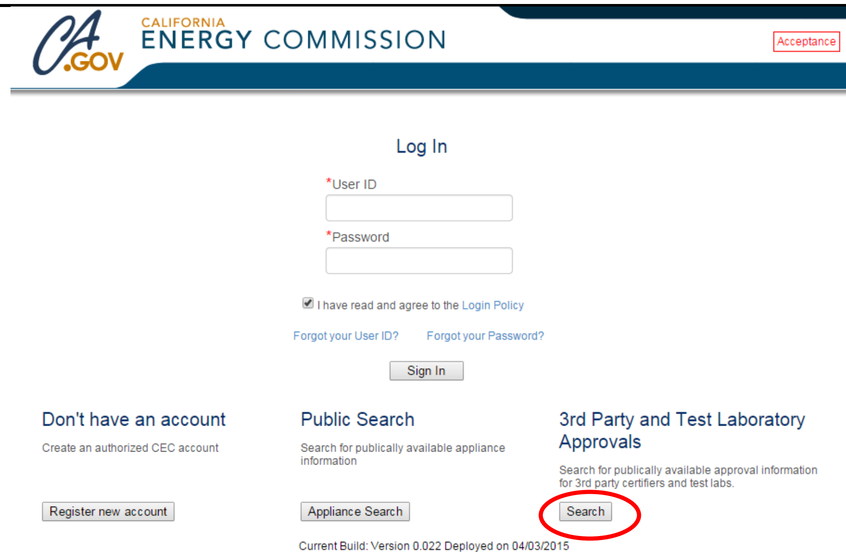
4.7 Public Search for Information

4.7.1 Company Search

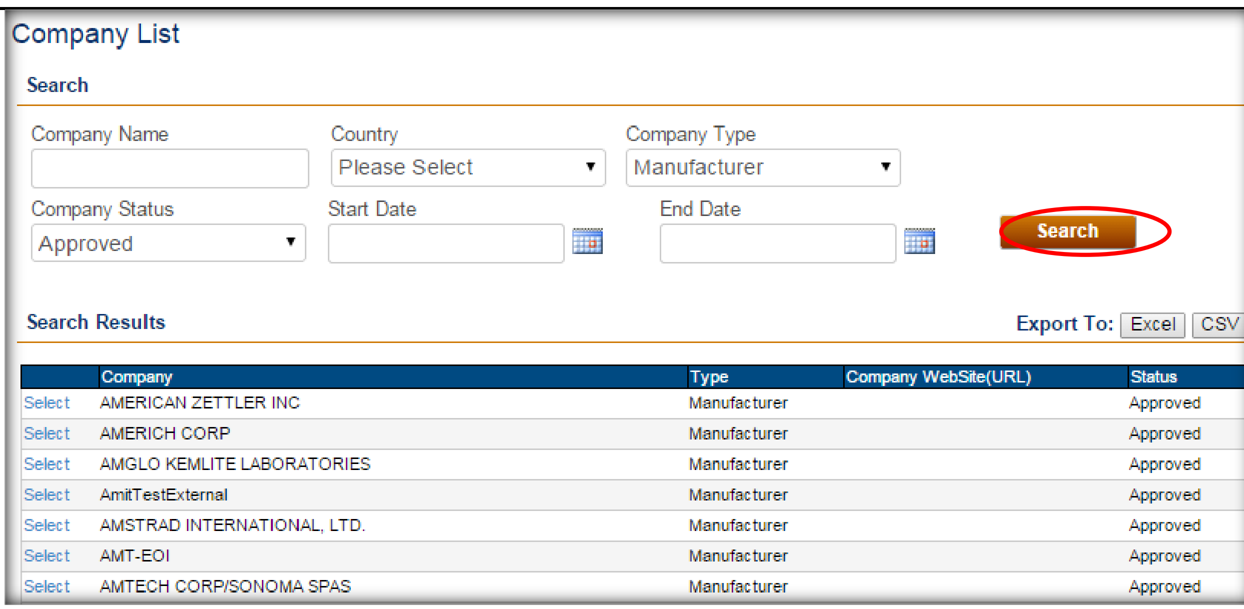
To conduct a search for CEC approved companies, a company account is not needed. This feature can be accessed from the login page and is open to the general public.

Steps to Complete Process

1. From the login page click the "Search" button located under Third Party and Test Laboratory Approvals header.



2. Enter search parameters in the fields provided and then click the "Search" button to the right. The system will display search results based on the criteria provided.



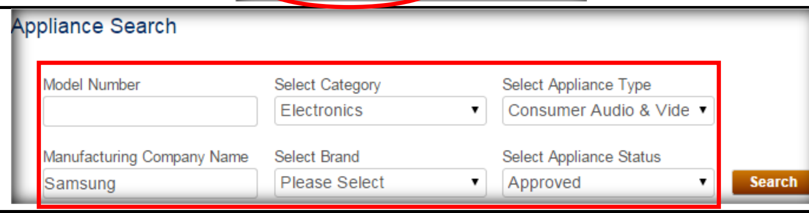
4.7.2 Appliance Quick Search

The appliance search allows the public to search for and view detailed appliance data.

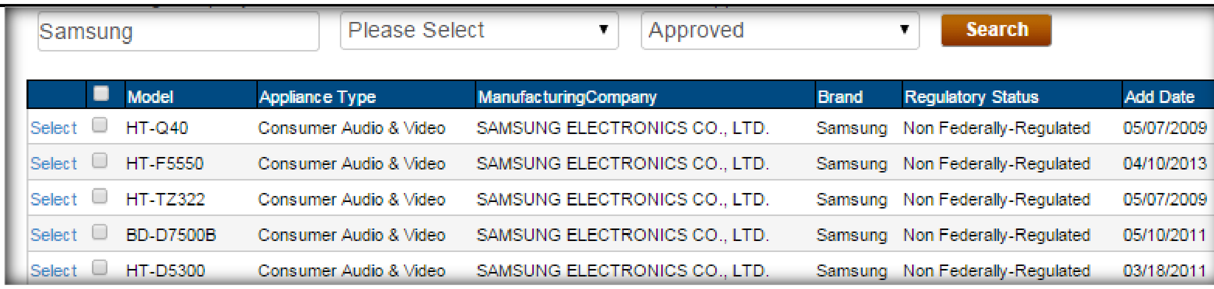
Steps to Complete Process

1. Click the “Appliance Search” button located under the Public Search header on the login screen.

2. 2. Enter the appliance search parameters and then click the “Search button.



3. The system will display results based on the criteria provided.



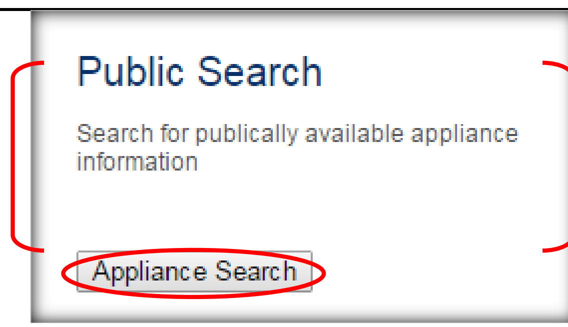
Samsung | Please Select | Approved | Search

		Model	Appliance Type	ManufacturingCompany	Brand	Regulatory Status	Add Date
Select		HT-Q40	Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Non Federally-Regulated	05/07/2009
Select		HT-F5550	Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Non Federally-Regulated	04/10/2013
Select		HT-TZ322	Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Non Federally-Regulated	05/07/2009
Select		BD-D7500B	Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Non Federally-Regulated	05/10/2011
Select		HT-D5300	Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Non Federally-Regulated	03/18/2011

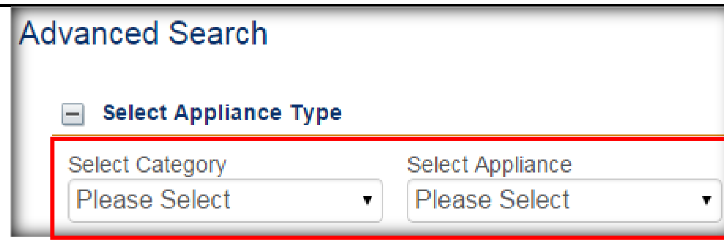
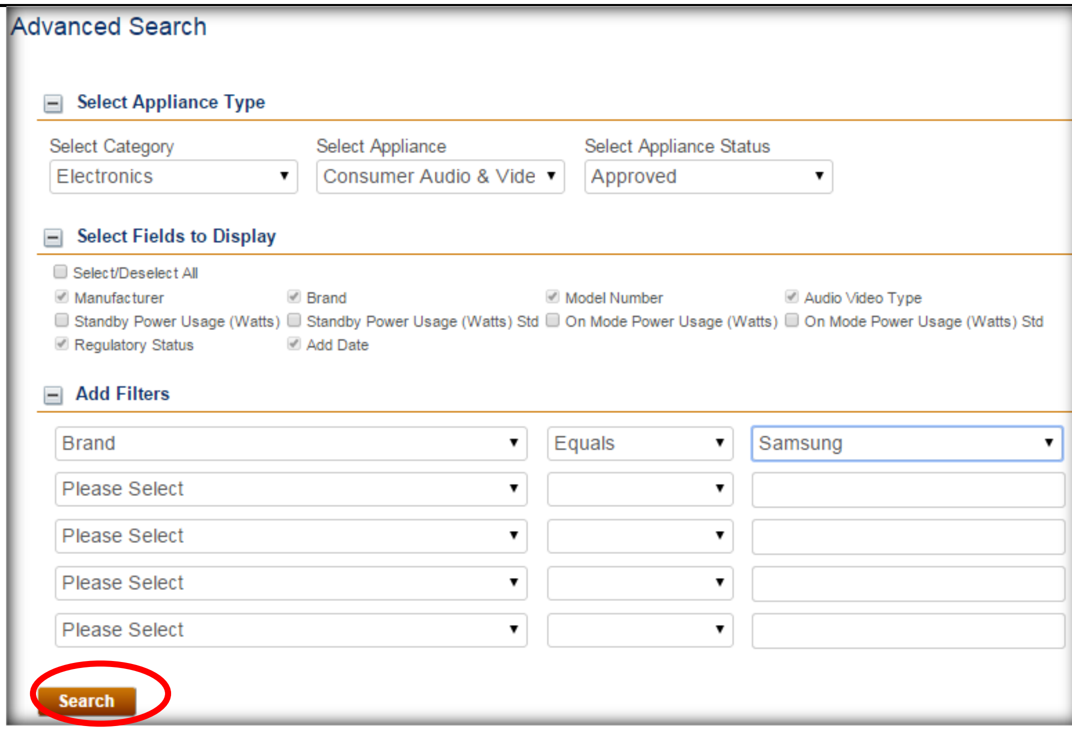
4.7.3 Appliance Advanced Search

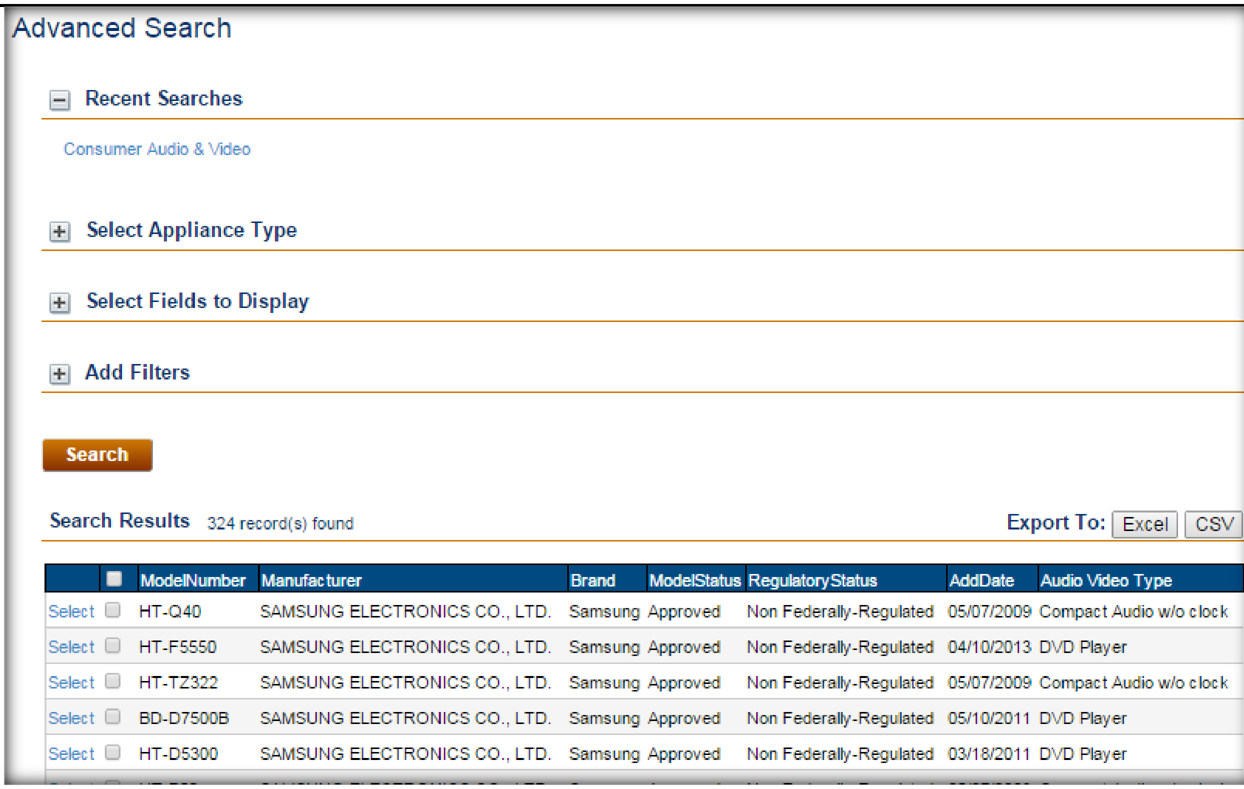
Steps to Complete Process

1. From the Login page click the “Appliance Search” button.



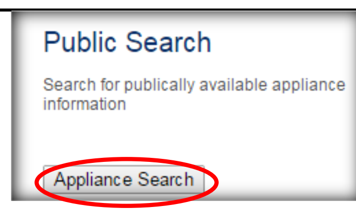
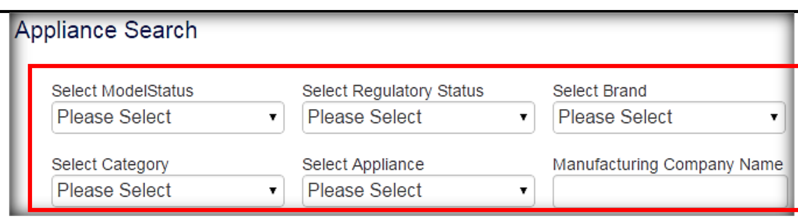
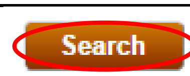
2. Click the “ACCT MGMT” tab in the top menu.

3. Select the “Advanced Search” link.	
4. Select the Appliance Type. Once the Appliance Type is selected additional filters and fields will be made available to create a more detailed search.	
5. Enter the remaining search criteria and then click the “Search” button at the bottom of the screen to display your search results.	
	
6. The system will display results based on the criteria provided.	



4.7.4 Compare Appliance Models

Using the appliance search, a user is able to compare appliance data for up to 5 models at once.

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Click the “Appliance Search” button located under the Public Search header on the login screen</td><td>
</td></tr>
<tr><td>2. Enter appliance search parameters</td><td>
</td></tr>
<tr><td>3. Click the “Search” button and the system will display results based on the criteria provided.</td><td>
</td></tr>
<tr><td colspan="2">4. Place a checkmark in the boxes of the appliances to be compared and then click the “Compare” button.</td></tr>
</table>

Steps to Complete Process

Note: Not all appliance types are available for comparison. A user can only compare 5 appliance types at a time.

		Model	Appliance Type	ManufacturingCompany	Brand	Regulatory Status	Add Date
Select	☑	DW80F800***	Dish Washers	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Federally-Regulated Consumer Product	10/18/2013
Select	☑	DW80F600***	Dish Washers	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Federally-Regulated Consumer Product	10/18/2013
Select	☑	DW80H99**U*	Dish Washers	SAMSUNG ELECTRONICS CO., LTD.	Samsung	Federally-Regulated Consumer Product	03/31/2014

Compare

5. The system will display appliance model information side-by-side for comparison.

Compare Appliances - DishWasher

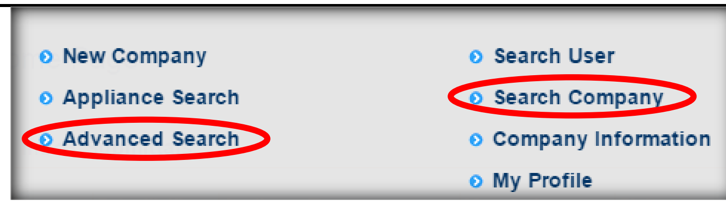
Cancel

Model Number	DW80F800***	DW80F600***	DW80H99**U*
Manufacturer	SAMSUNG ELECTRONICS CO., LTD.	SAMSUNG ELECTRONICS CO., LTD.	SAMSUNG ELECTRONICS CO., LTD.
Brand	Samsung	Samsung	Samsung
Dishwasher Type	Standard	Standard	Standard
Total Place Settings	15.00000	15.00000	15.00000
Per Cycle KWH	1.12000	1.12000	1.20000
Water Heating?	True	True	True
Truncated Cycle Capable?	False	False	False
Annual Energy Use KWH	265.00000	265.00000	258.00000
Annual Energy Use KWH Std	307.00000	307.00000	307.00000
WaterUse Gallons per Cycle	3.60000	3.60000	3.00000
Water Use Std Gallons per Cycle	5.00000	5.00000	5.00000
Regulatory Status	Federally-Regulated Consumer Product	Federally-Regulated Consumer Product	Federally-Regulated Consumer Product
Add Date			

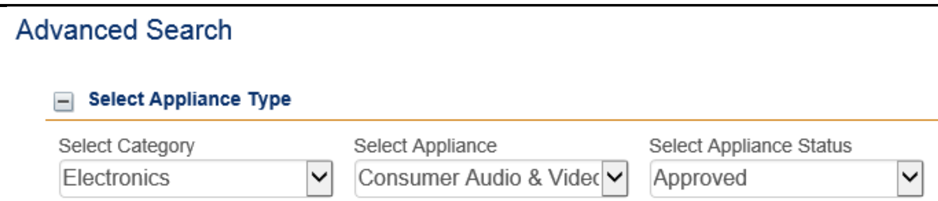
4.7.5 Export Data

Users will have the option to export data to a CSV or Excel file. This includes data from a company search or advanced search.

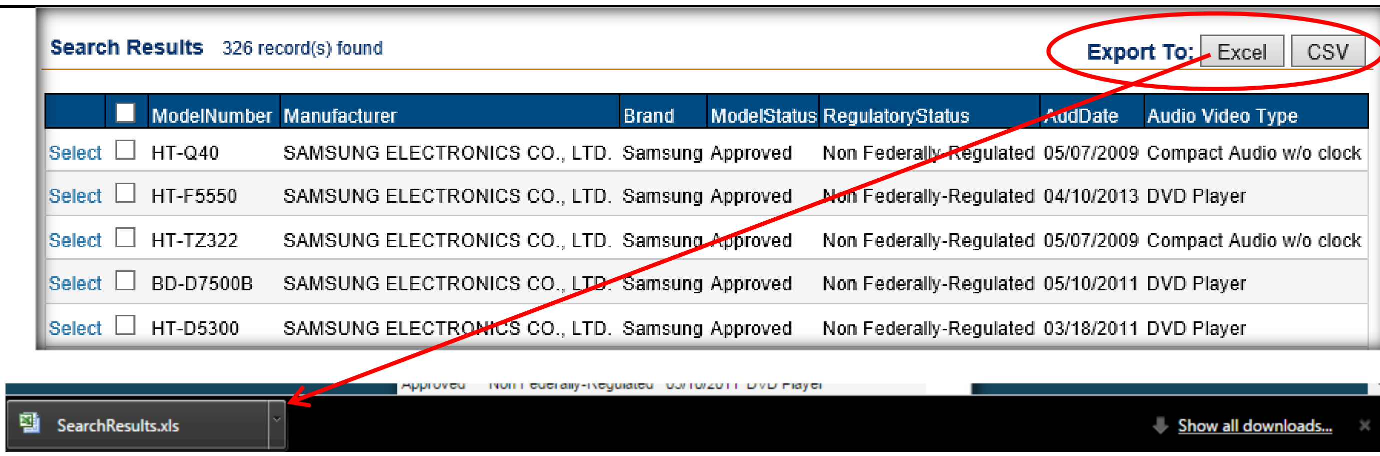
1. Select the “Advanced Search” link or the “Search Company” link



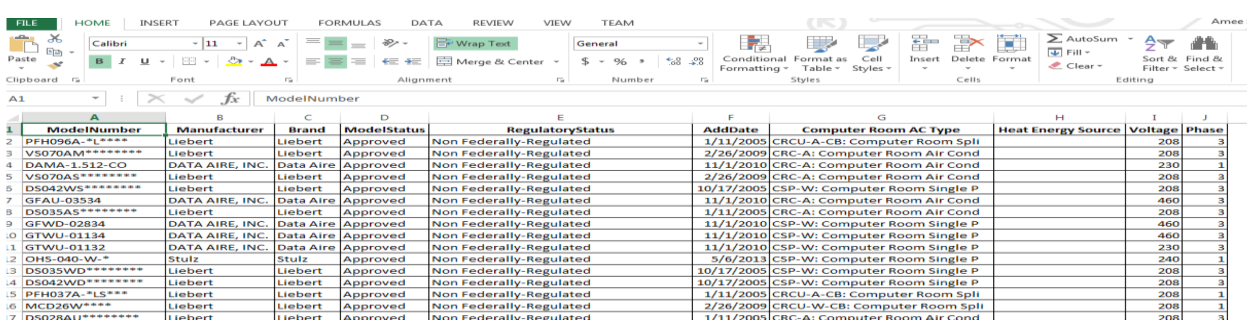
2. Enter search parameters in the fields provided and then click the “Search” button to the right. The system will display search results based on the criteria provided.



3. Click either the Excel icon or the CSV icon at the top right of the search result grid. Note: The system will automatically export the data to the selected file type and should be available in your download folder.



4. Double-click the downloaded item to open the exported file to view results.



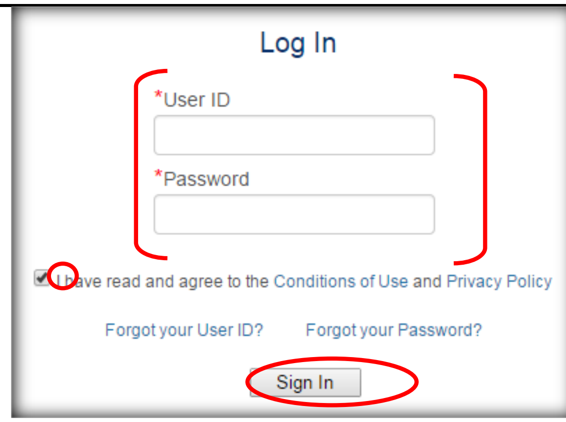
4.8 Account Management (Internal)

4.8.1 Staff Account Approval

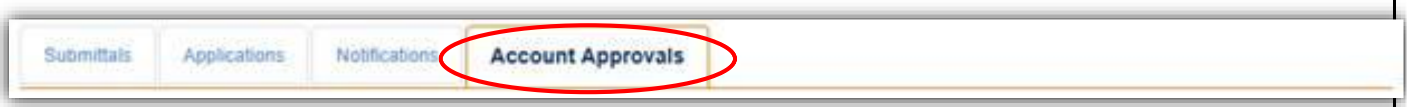
CEC staff must approve all new company account requests. Once a request has been submitted, staff may access the request through the Staff Home Page, view the new company information and either approve or reject the account request.

Steps to Complete Process

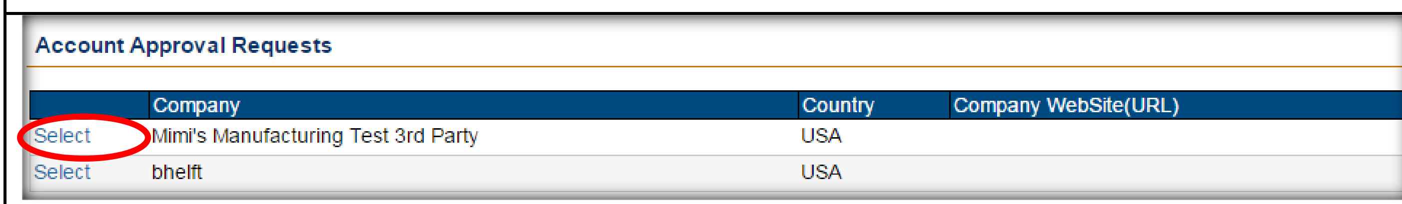
1. Enter Internal Staff User ID, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.



2. Click the "Account Approvals" tab on the home page.

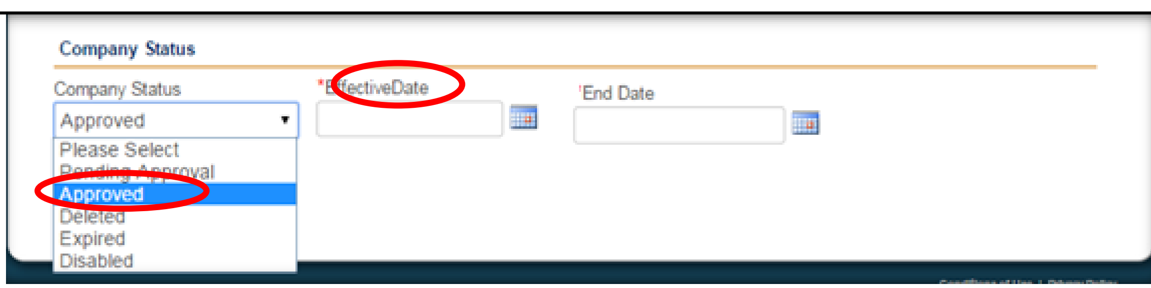


3. Click the "Select" link next to the company to be reviewed.


Account Approval Requests

	Company	Country	Company WebSite(URL)
Select	Mimi's Manufacturing Test 3rd Party	USA	
Select	bhelft	USA	

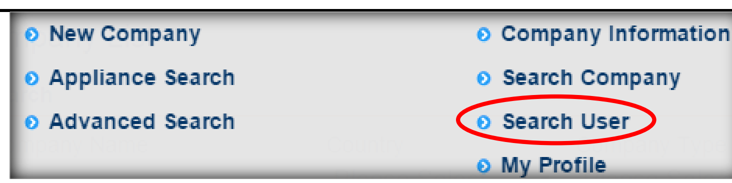
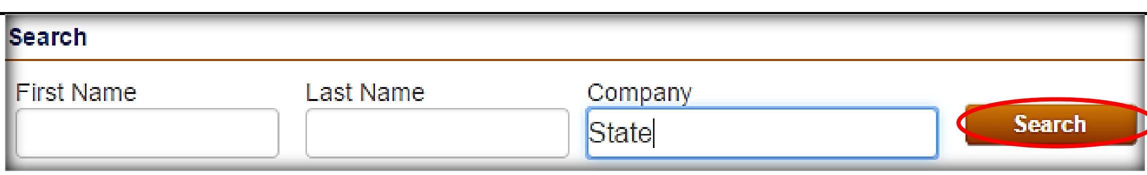
4. Review the company information and then select "Approved" from the Company Status dropdown and enter an "Effective Date" to approve the account request.



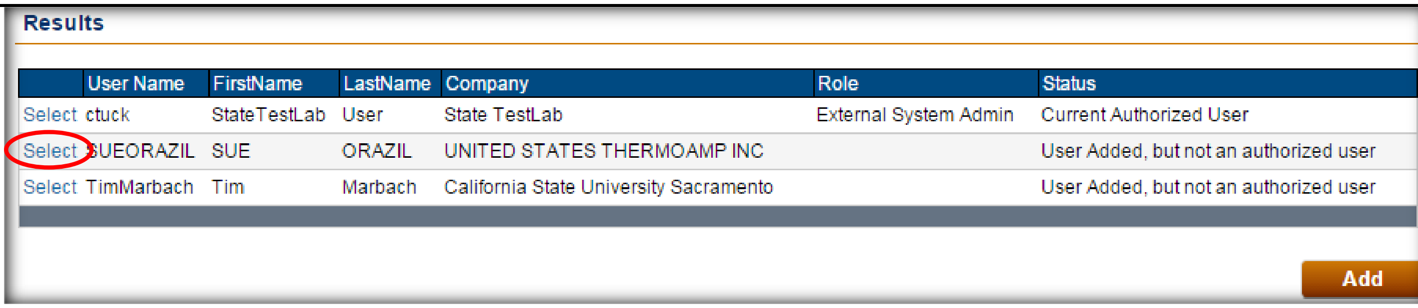
5. Click the “Save” button in the top right corner of the screen.	
6. After clicking save, the system will display a message at the top of the screen to inform the user of the fact that the record was saved successfully.	
Note: The system will generate an automatic account confirmation email and send it to the new user along with a temporary password for them to login to the system.	

4.8.2 Search for and Edit User Information

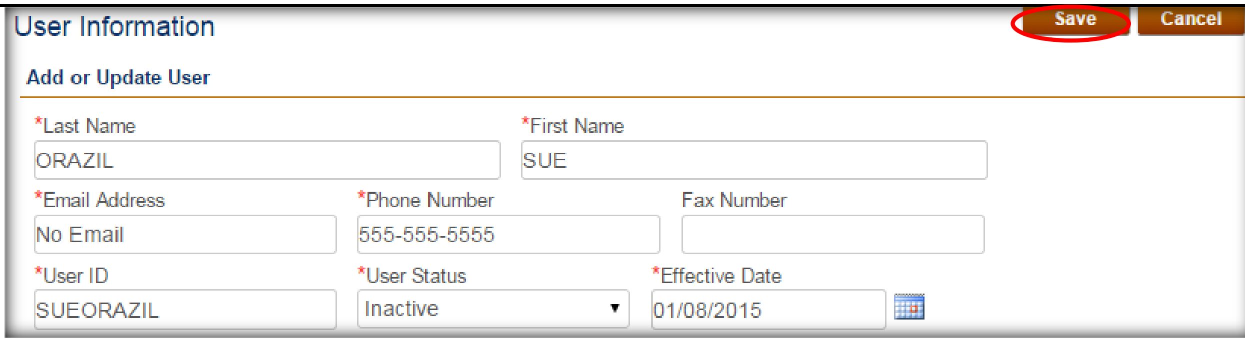
To edit a current user’s information, staff logs into the system and searches for a user, opens their existing user detail, makes changes and selects save.

Steps to Complete Process	
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.	
2. Click the “ACCT MGMT” tab in the top menu.	
3. Click on the “Search User” link.	
4. Enter user information and then click the “Search” button.	
	

5. Click the “Select” link to the left of the user’s name to view the user information detail.



6. Make changes to user information as needed and then click the “Save” button in the top right corner.

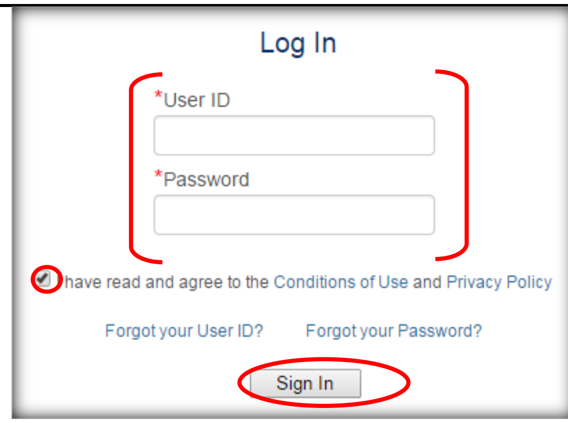
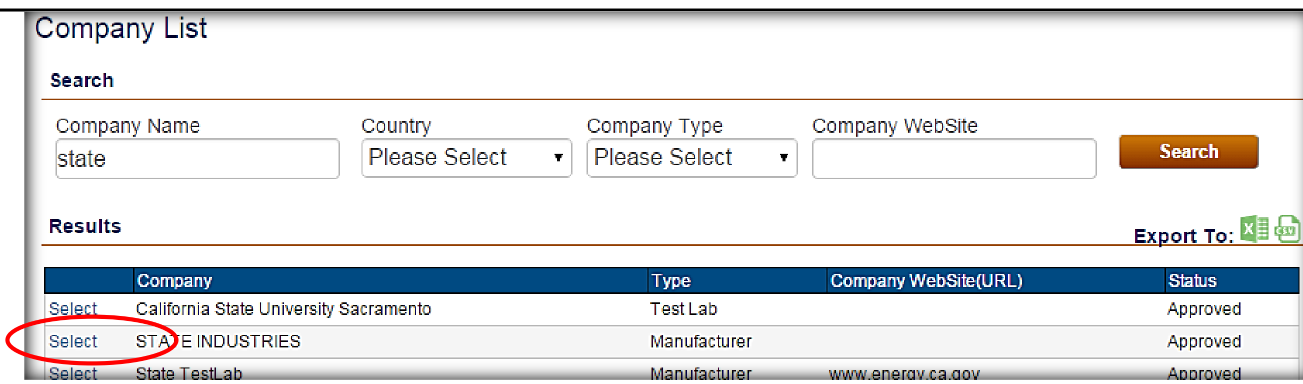


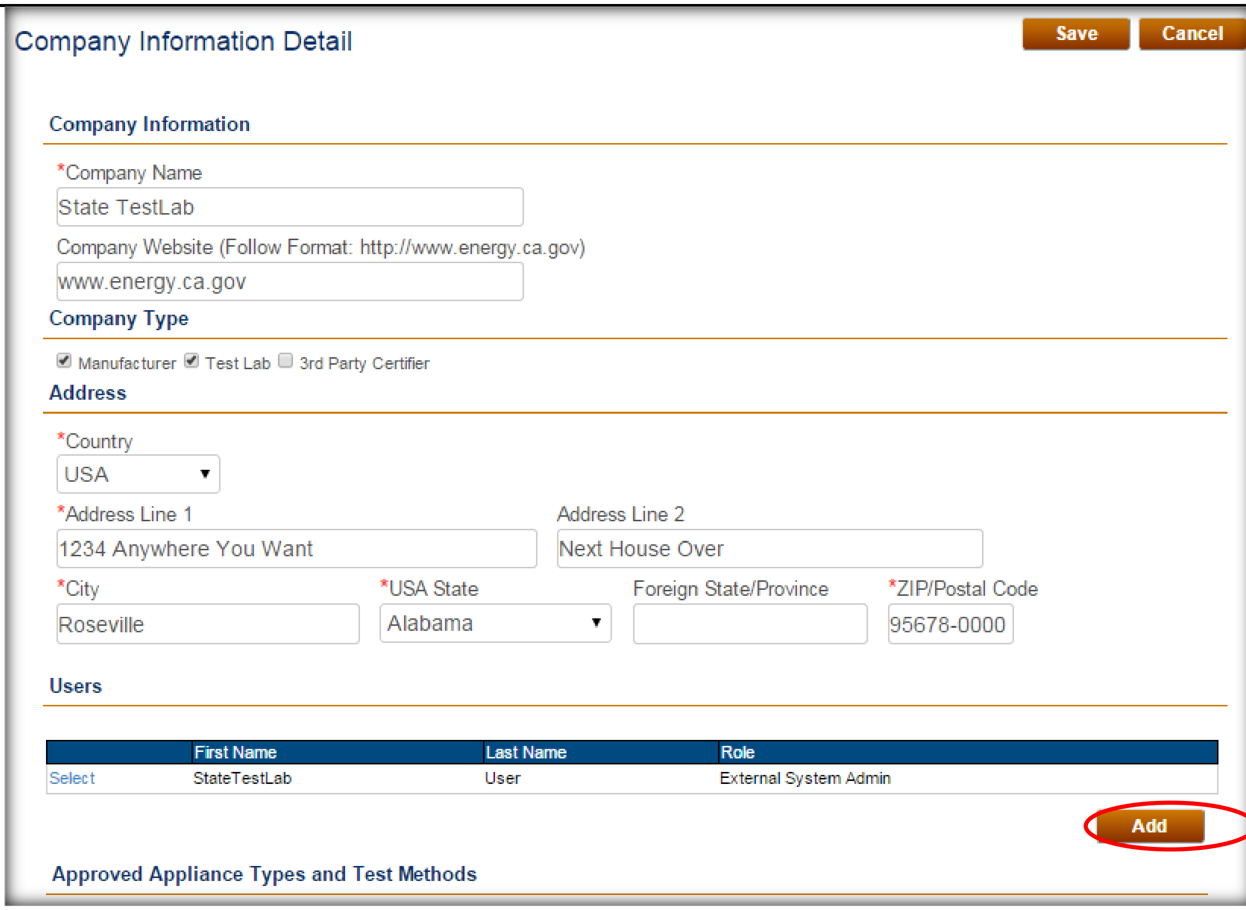
7. If needed, make changes to the user role and then click the “Save” button in the top right corner.

8. After clicking “Save”, the system will display a message stating that record was saved successfully.

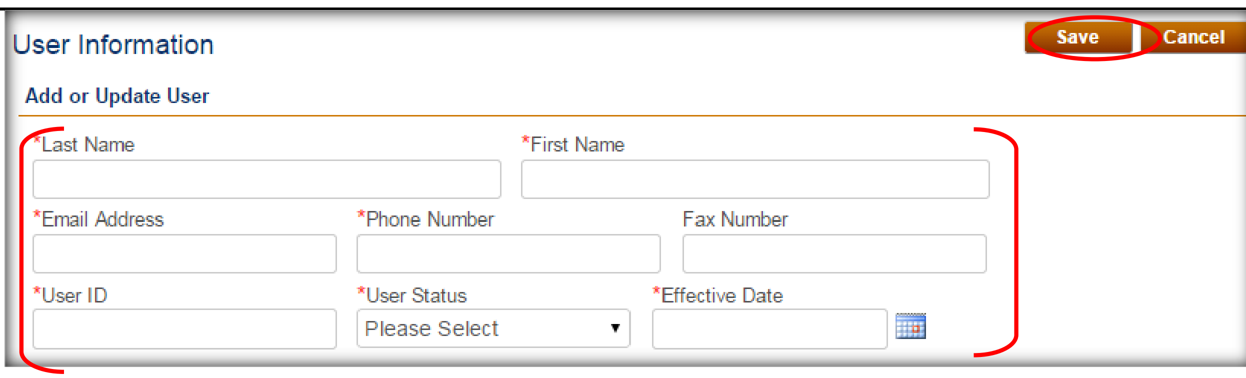
4.8.3 Add User to an Existing Company

Once the company account has been created, internal staff can add additional users to the account when requested. This is done by navigating to the account management tab to add users to the account. The system then sends an email to the new user notifying them of their account information and instructing them to login and complete the user registration the process.

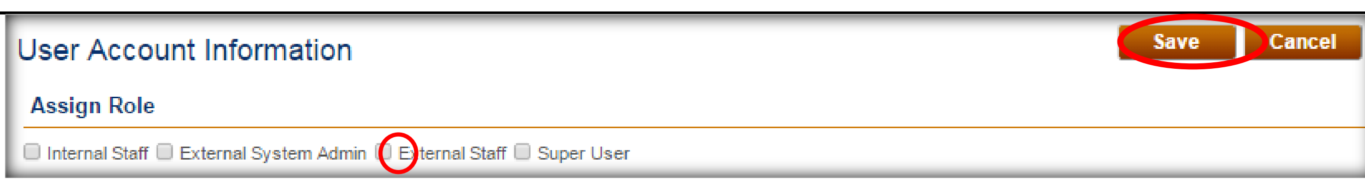
Steps to Complete Process	
1. Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	
2. Click on the "ACCT MGMT" tab at the top of the screen.	
3. Select the "Search Company" link.	
4. Search for the company and click the "Select" hyperlink.	
	
5. Scroll down to the Users grid and click the "Add" button to the bottom right.	



6. Enter the new user information and then click the "Save" button in the top right corner.



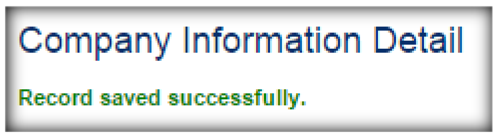
7. Assign the security role for the user by selecting the appropriate boxes and then click "Save" in the top right corner.



8. The system will display a message stating that the record was saved successfully.
9. Click the "Go Back" button in the top right corner to return to the company information detail screen.

10. Click the “Save” button in the top right corner of the User Information page.

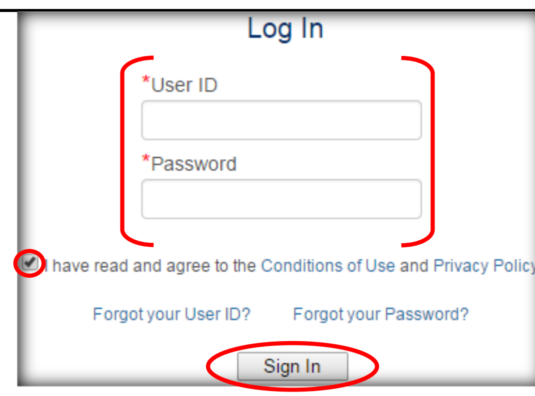
Note: Once saved, the system will display a message at the top of the screen and will send the new user their ID and a temporary password via email.



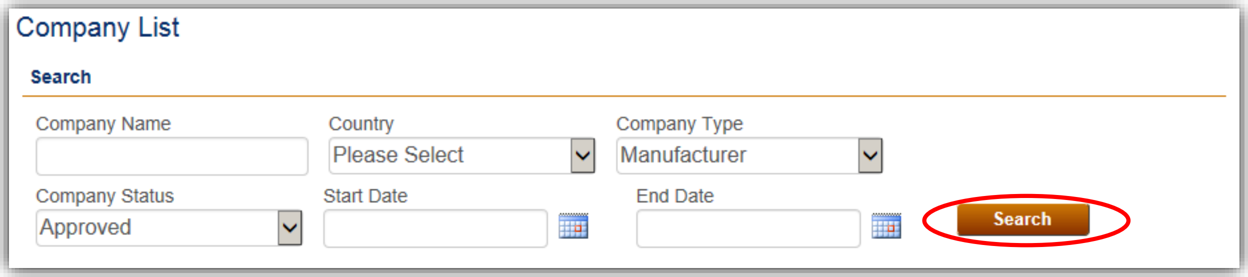
4.9 Staff Entry of Submittal Information

4.9.1 Search and Edit Company Information

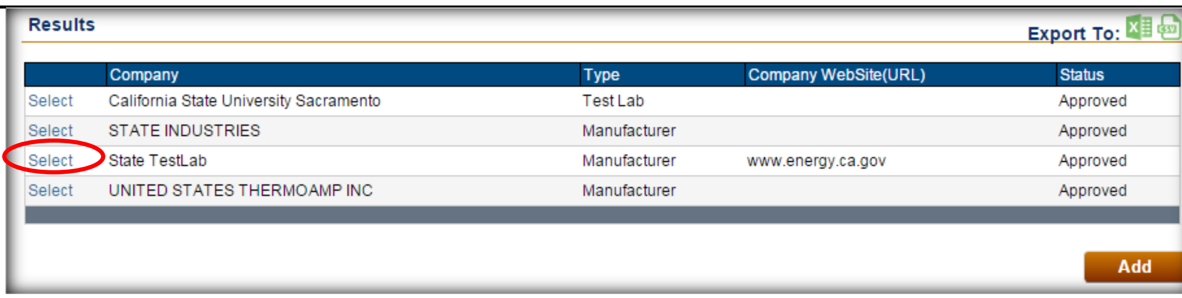
To search for and edit company information, follow the steps below:

Steps to Complete Process	
1. Enter staff User ID and Password, and then click the “Sign In” button.	
2. Click on the “ACCT MGMT” tab at the top of the screen.	

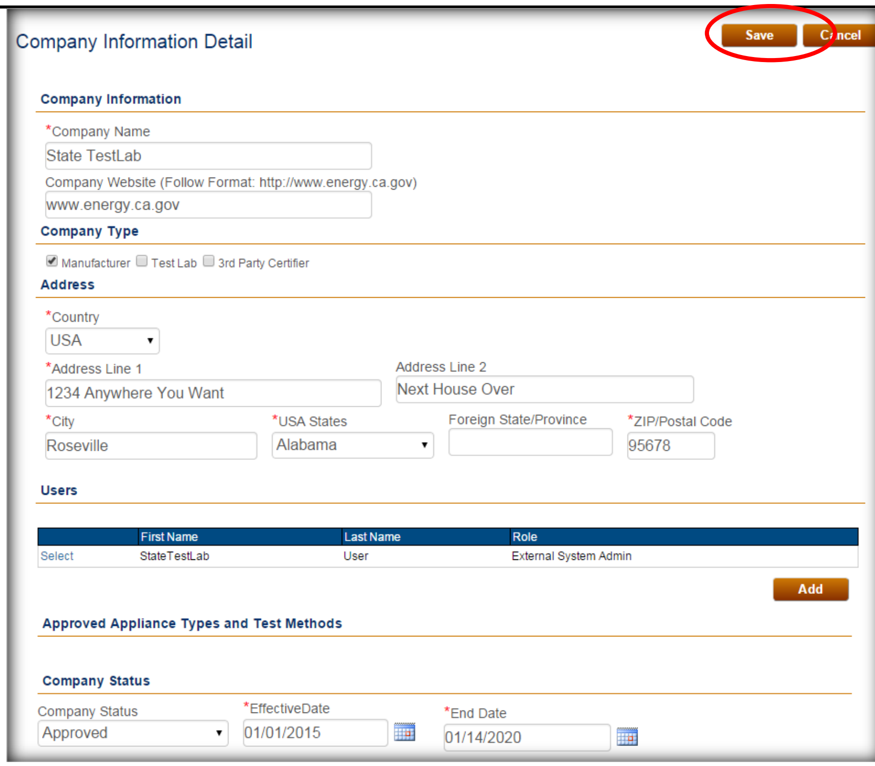
Steps to Complete Process	
3. Select the “Search Company” link.	
4. Enter search criteria and then click the “Search” button.	



5. Click the “Select” link to the left of the desired Company.



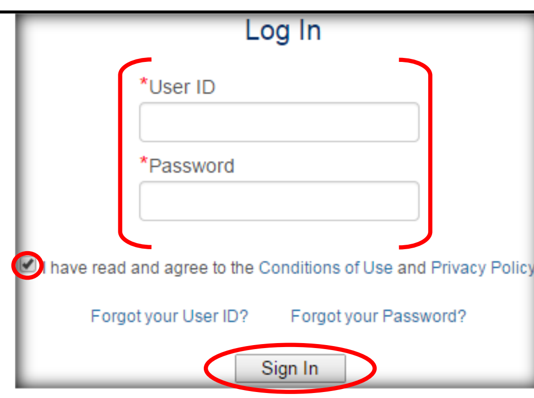
6. Enter company information and then click the “Save” button in the top right corner of the screen.

<table>
<tr><th>Steps to Complete Process</th></tr>
<tr><td>


</td></tr>
</table>

4.9.2 Add a New Company

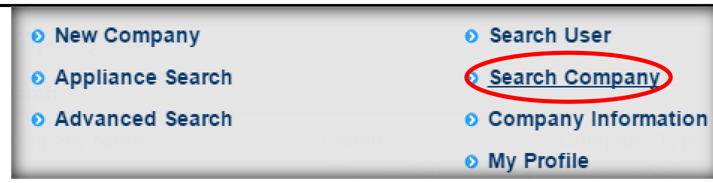
If the company is new and does not have an existing account with the CEC, staff users will follow these steps before beginning an approval application:

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.</td><td>


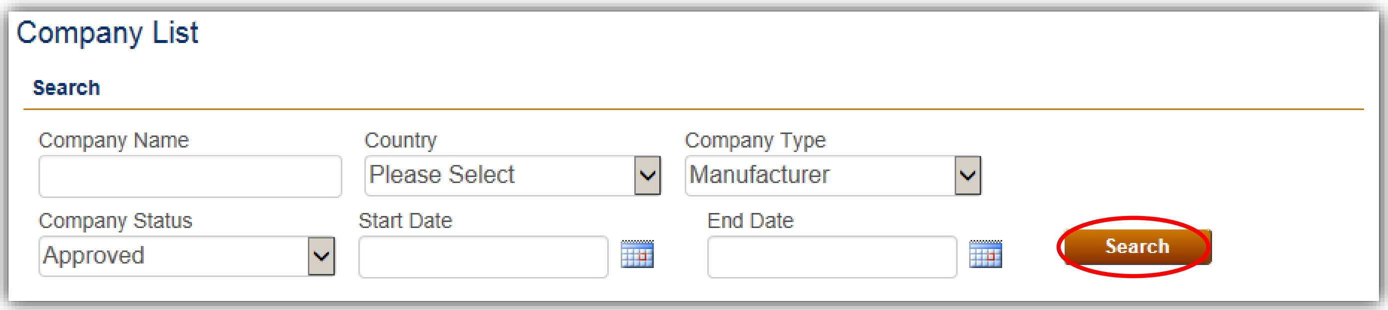
</td></tr>
<tr><td>2. Click on the “ACCT MGMT” tab at the top of the screen.</td><td>


</td></tr>
</table>

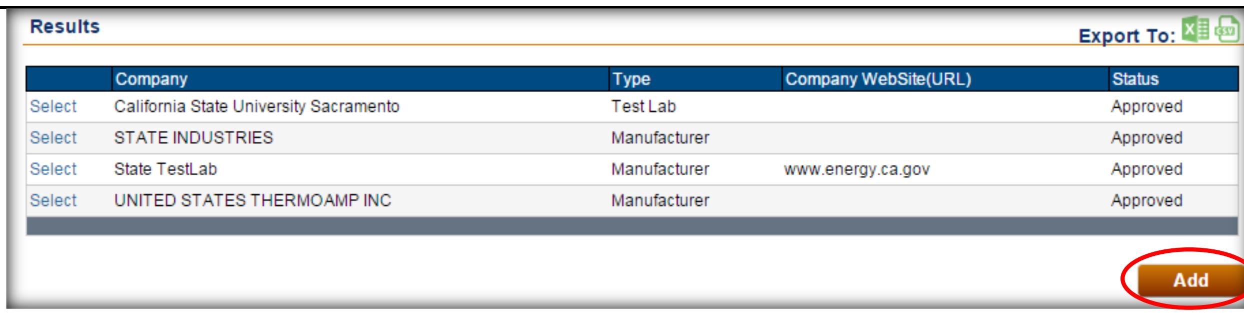
3. Select the “Search Company” link.



4. Enter the name of the company in the “Company Name” search field and then click the “Search” button on the right of the screen.

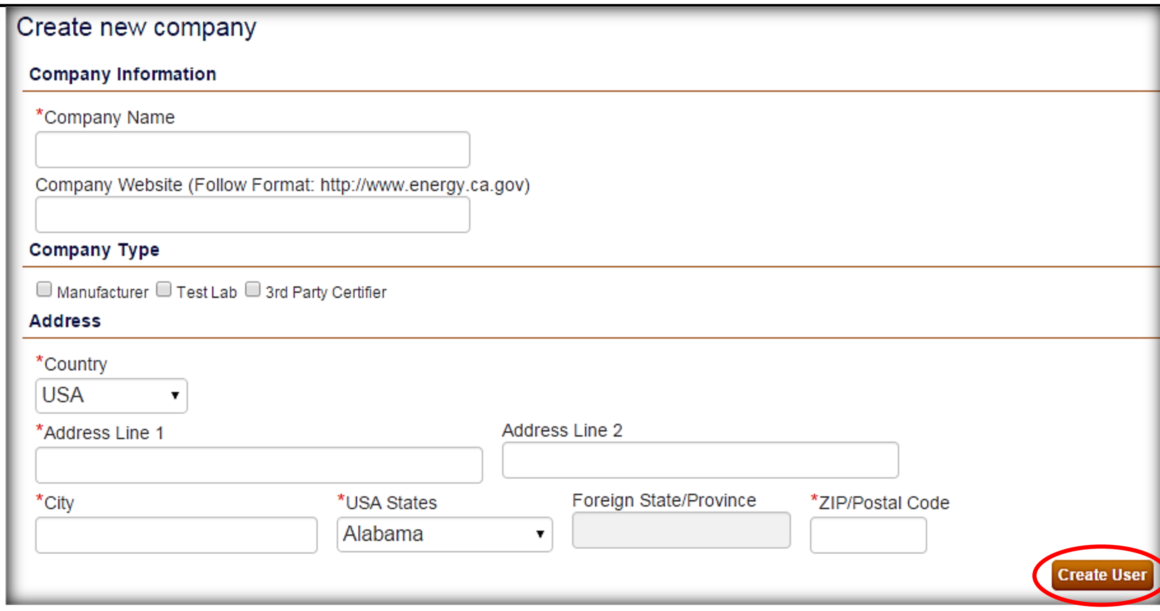


5. If the company does not display, then click the “Add” button in the bottom right of the screen.

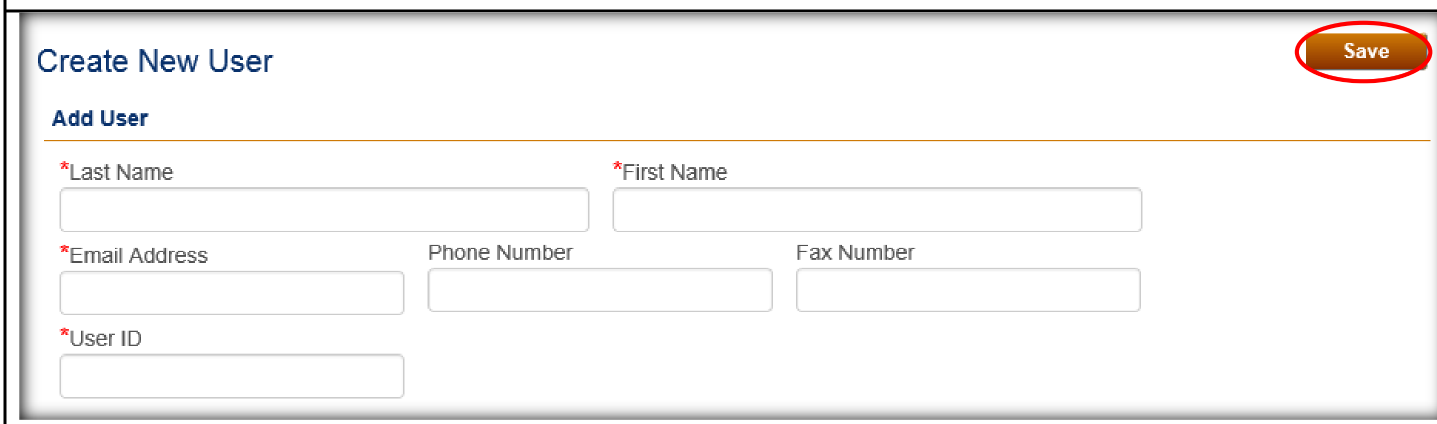


6. Enter new company information into the provided fields and then click the “Create User” button in the bottom right corner of the screen.

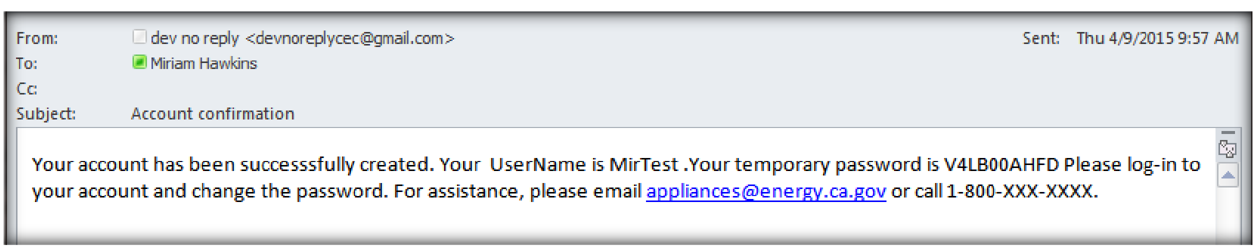
Note: A company cannot be created without also creating a user associated to the company.



7. Enter the user information and click “Save”.



NOTE: Once a user is created they will be emailed a temporary password and User ID. They will then need to complete the new user account creation process.



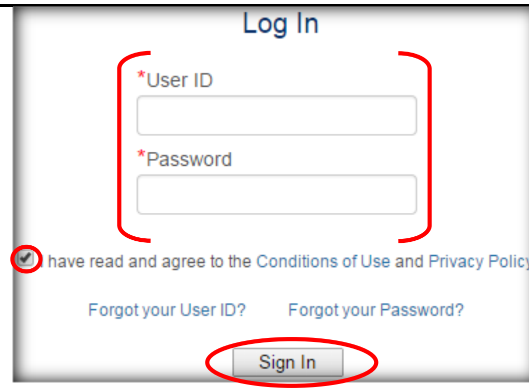
4.9.3 Entry of 3rd Party Application Information

In this scenario, CEC staff enters new application information on behalf of the company by selecting the type of application and entering company information.

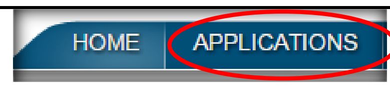
Note: The company and contact information need to exist in the system before the application can be completed. To search for and add a new company, please see section 4.9.1 and 4.9.2.

Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.

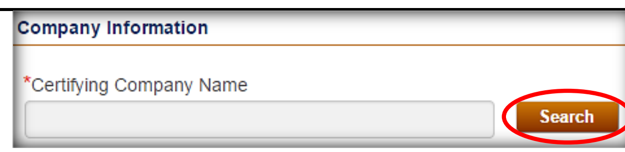


2. Click the "Applications" tab at the top of the screen.

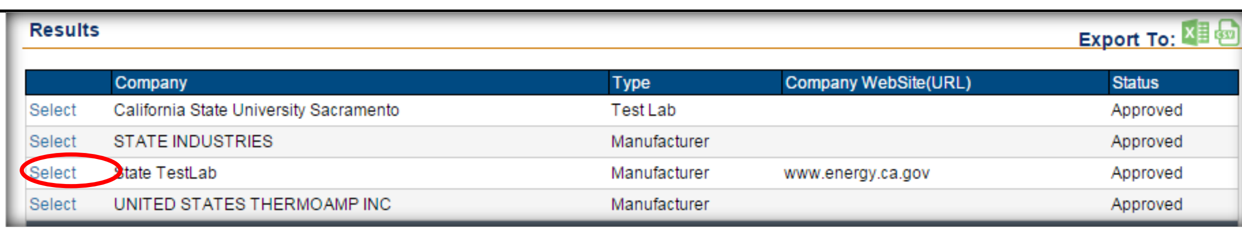


3. Click on the "Third Party Certifier Application" link.

4. Click the "Search" button in the Company Information section to search through Third Party Certifiers.



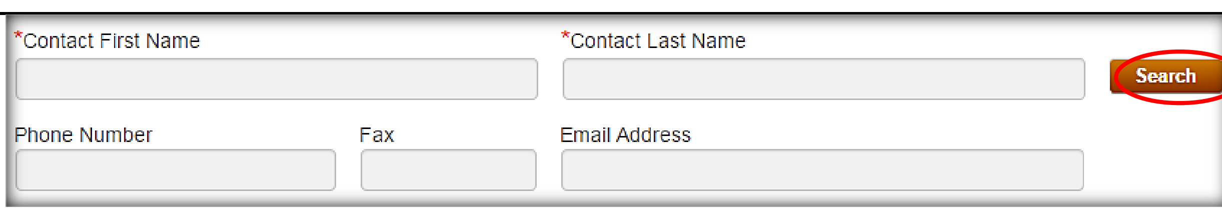
5. Select name of company from the company list by clicking the "Select" link to the left of the Company name.


Results

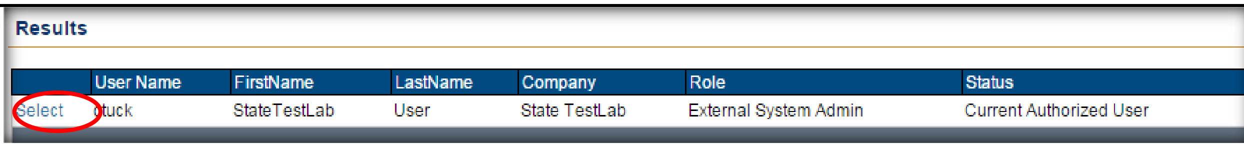
Export To:

	Company	Type	Company WebSite(URL)	Status
Select	California State University Sacramento	Test Lab		Approved
Select	STATE INDUSTRIES	Manufacturer		Approved
Select	State TestLab	Manufacturer	www.energy.ca.gov	Approved
Select	UNITED STATES THERMOAMP INC	Manufacturer		Approved

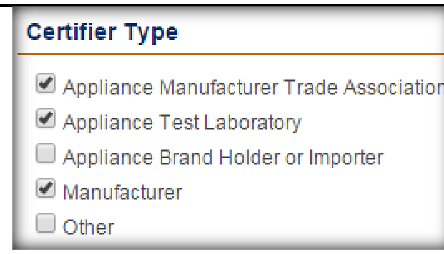
6. Click the "Search" button in the Contact section to search for the Contact Person and their information.



7. Select the Contact by clicking on the "Select" link to the left of the Contact User Name.

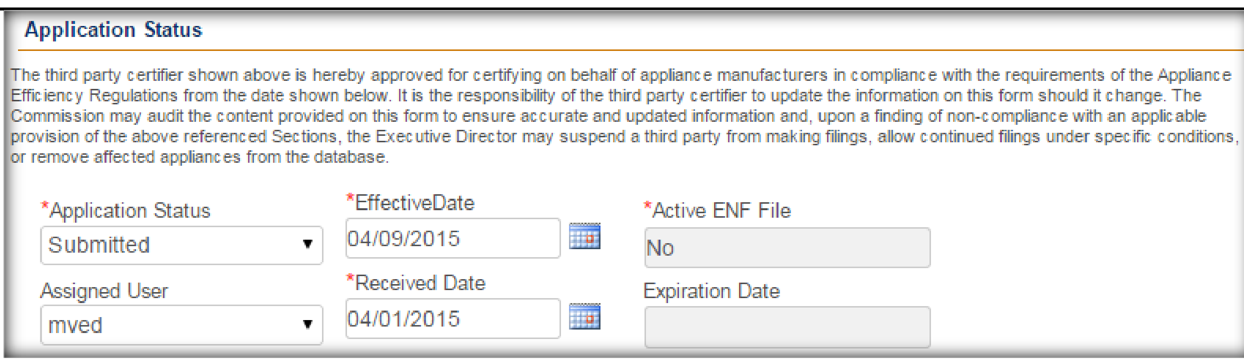


8. Place a checkmark next to the applicable Certifier Type(s).



9. Mark the Declaration checkboxes and enter the appropriate Name, Title and Declaration Date.

10. Select the Application Status from the dropdown menu. Enter the Received Date and Effective Date.

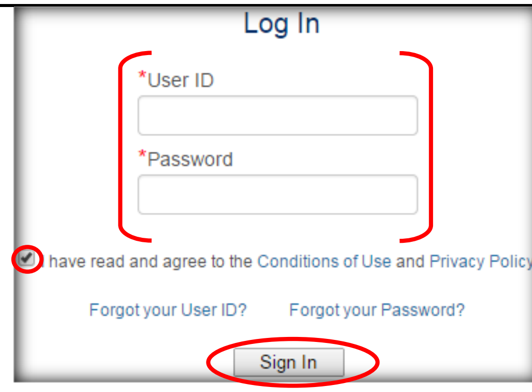
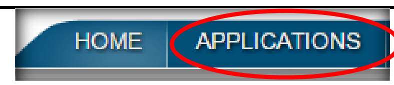
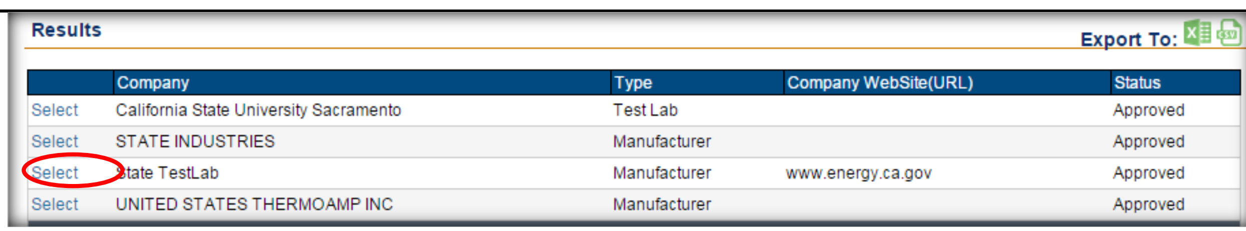
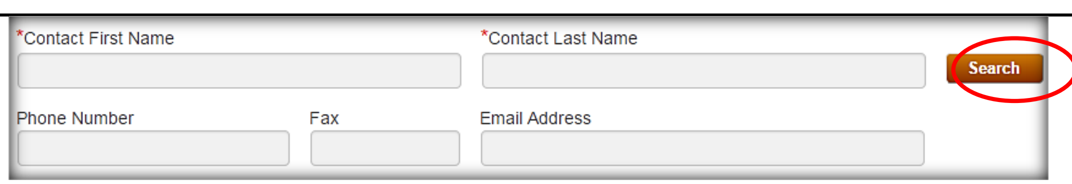


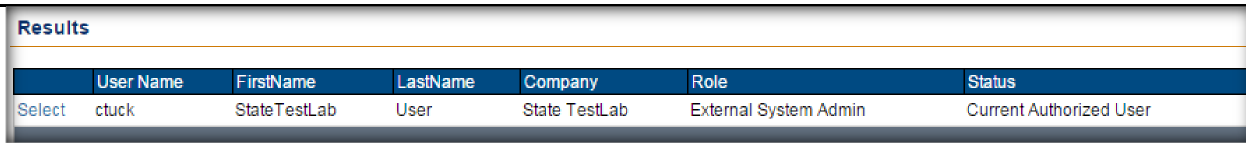
11. Click the "Submit" button at the top right corner of the screen.

Note: The submitted application should now be viewable in the Staff Home Page and the Company's Home Page.

4.9.4 Entry of Test Laboratory Application Information

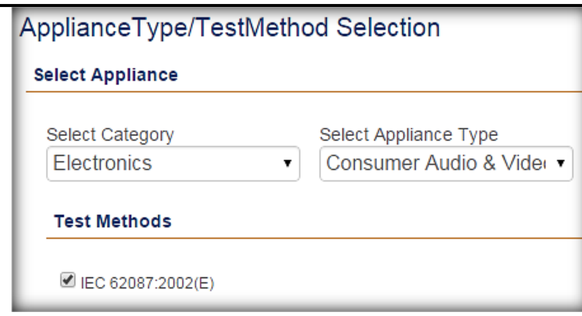
Note: The company and contact information need to exist in the system before the application can be completed. To search for and enter a new company, please see section 4.9.1 and 4.9.2.

<table>
<tr><th colspan="2">Steps to Complete Process</th></tr>
<tr><td>1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.</td><td>
</td></tr>
<tr><td>2. Click the “Applications” tab at the top of the screen.</td><td>
</td></tr>
<tr><td>3. Click on the “Test Laboratory Application” link.</td><td>
</td></tr>
<tr><td>4. Click “Search” button to search through Test Laboratories.</td><td>
</td></tr>
<tr><td colspan="2">5. Select name of company from the company list by clicking the “Select” link to the left of the Company name.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td colspan="2">6. Click the “Search” button in the Contact section to search for the Contact Person and their information.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td colspan="2">7. Click the “Search” button in the Contact section to search for the Contact Person and their information.</td></tr>
</table>



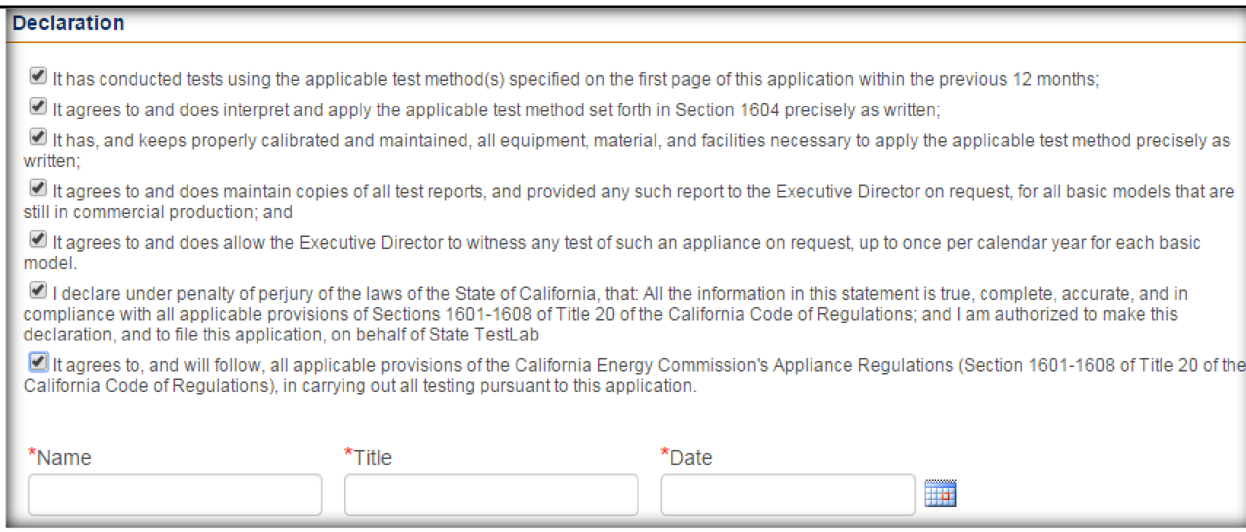
8. Click the add button to the bottom right of the Appliance Type and Method Selection section grid.

9. Select the Appliance Category and Type from the dropdown menus and then place a checkmark next to the applicable Test Methods.

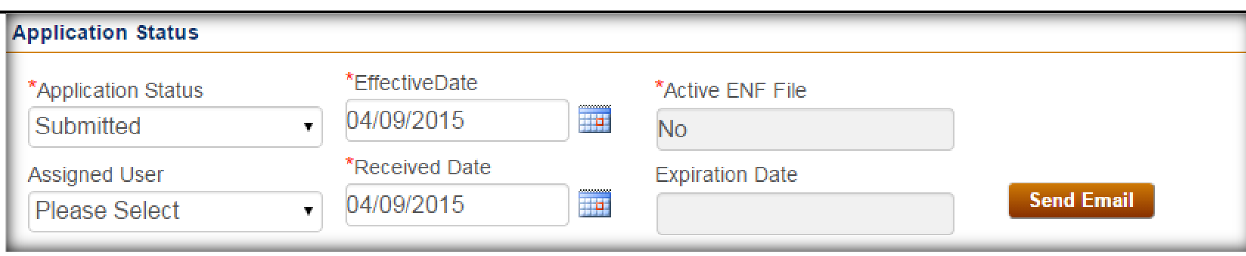


10. Click the "Next" button at the bottom right of the screen.

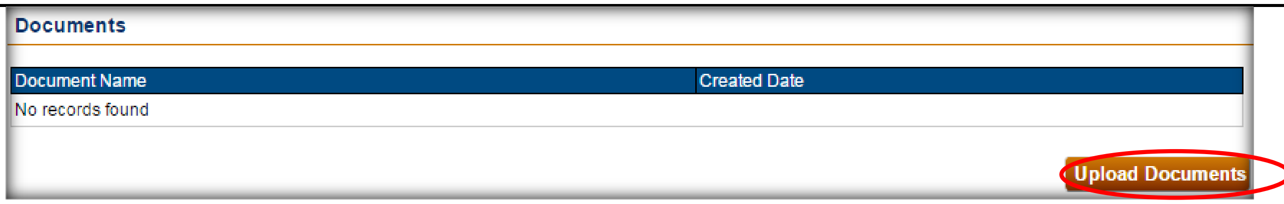
11. Mark the Declaration checkboxes and enter the appropriate Name, Title and Date.



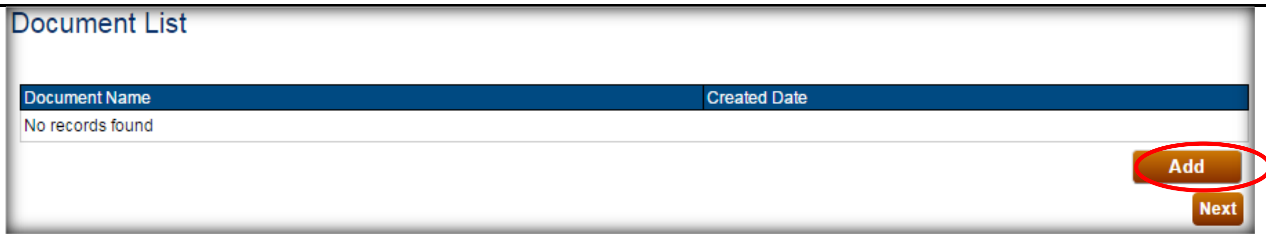
12. Select the Application Status from the dropdown menu. Enter the Received Date and Effective Date.



13. Scroll to the Documents section of the application page and click on the “Upload Documents” to the bottom right of the documents grid.

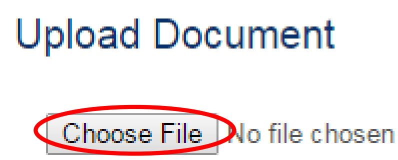


14. Click the “Add” button at the bottom right corner of the Document List page.



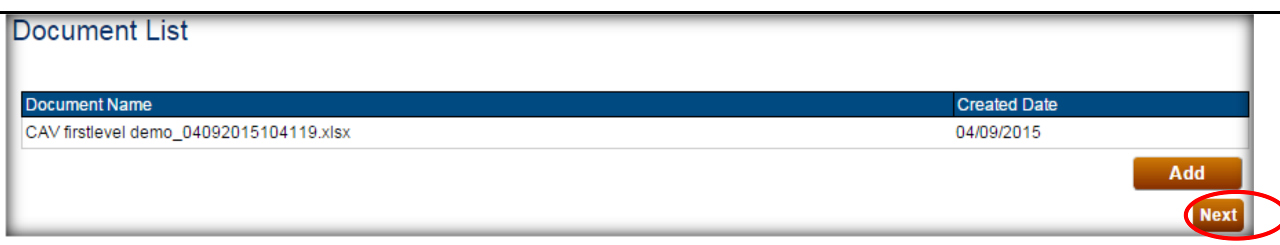
15. Click the “Choose File” button to select a file to upload.

Note: Once uploaded, the name of the file will appear in the field.

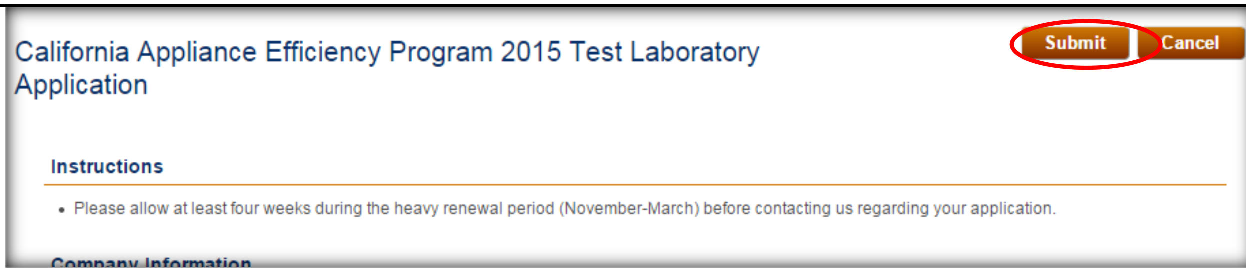


16. Click “Next” to view the document in the document list

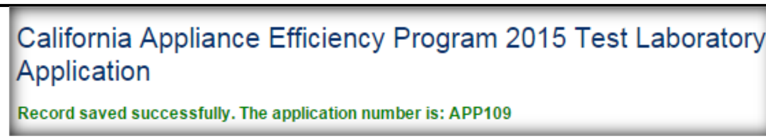
17. Click “Next” to return to submitting the application.



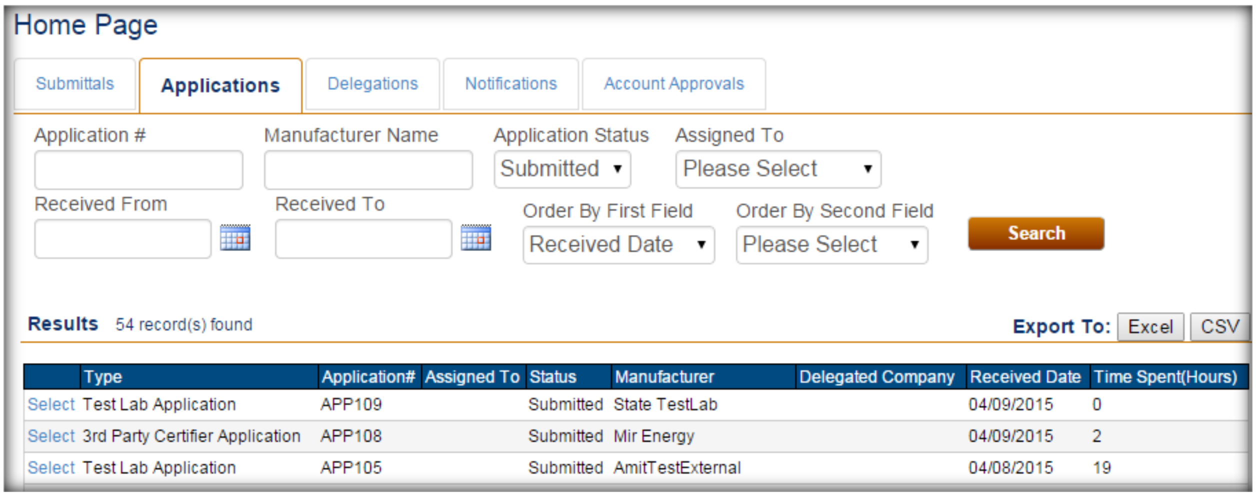
18. Click the “Submit” button at the top right corner of the screen.



19. Once submitted, the system will display a message at the top of the screen stating that the record was saved successfully.

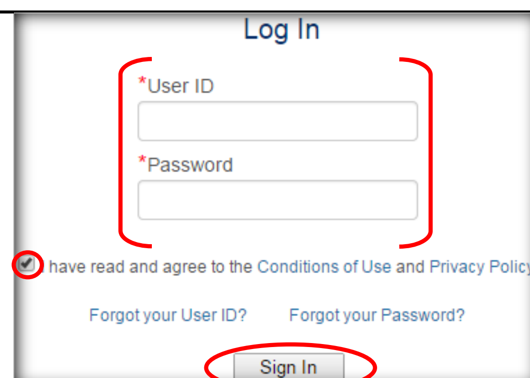
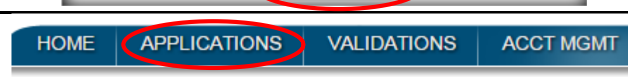


Note: The submitted application should now be viewable in the Staff Home Page and the Company's Home Page.



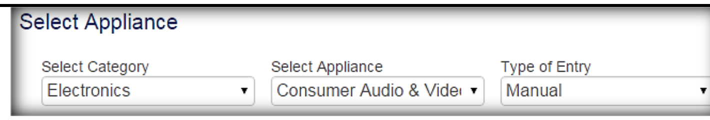
4.9.5 Entry of Appliance Data

Follow the steps below to have staff users submit appliance data on behalf of a company.

Steps to Complete Process	
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	
2. Click on the "Applications" tab at the top of the screen.	

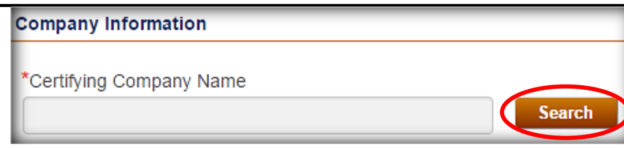
3. Click on the “Submit Appliance Data” link.

4. Select the Appliance Category, the Appliance and the Type of Entry. If “Manual” is selected, the user will have to manually enter appliance data, if “Upload” is selected the system will prompt the user to upload an excel file.

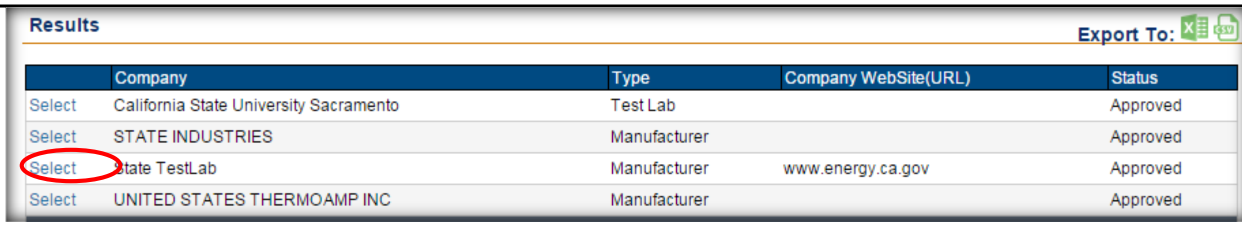


5. Click the “Next” button on the right side of the screen.

6. On the appliance declaration page, click the “Search” button to find the company for whom you are submitting an application.



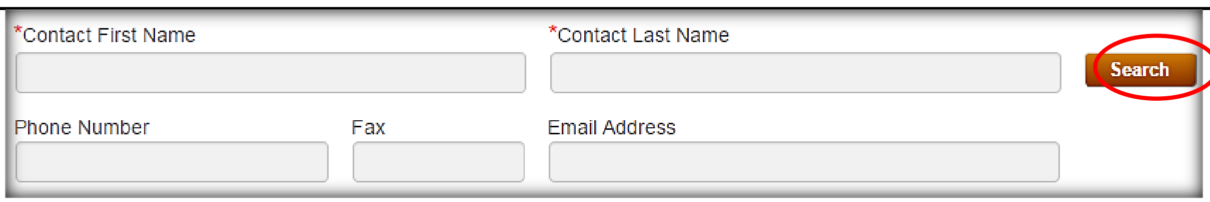
7. Select name of company from the company list by clicking the “Select” link to the left of the Company name.


Results

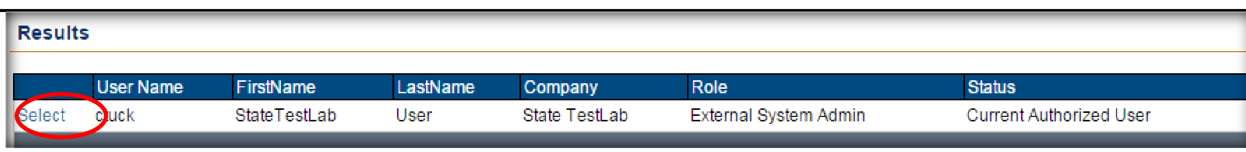
Export To:

	Company	Type	Company WebSite(URL)	Status
Select	California State University Sacramento	Test Lab		Approved
Select	STATE INDUSTRIES	Manufacturer		Approved
Select	State TestLab	Manufacturer	www.energy.ca.gov	Approved
Select	UNITED STATES THERMOAMP INC	Manufacturer		Approved

8. Click the “Search” button in the Contact section to search for the Contact Person and their information.

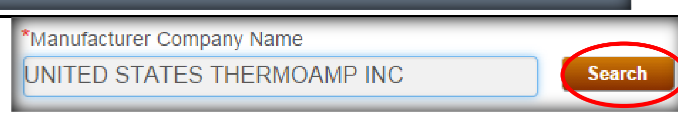


9. Select name of company from the company list by clicking the “Select” link to the left of the Company name.

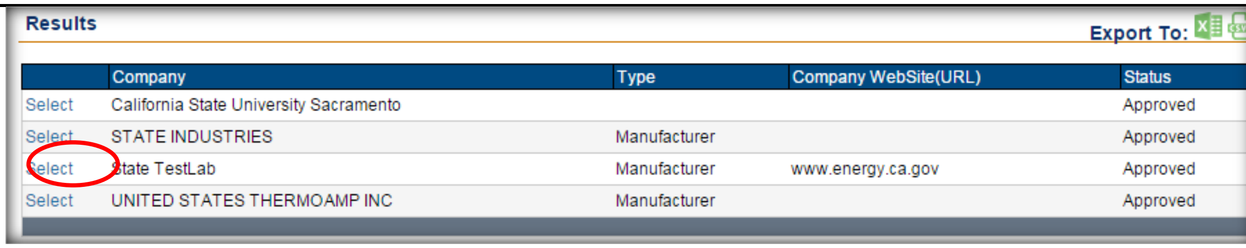

Results

	User Name	FirstName	LastName	Company	Role	Status
Select	cuck	StateTestLab	User	State TestLab	External System Admin	Current Authorized User

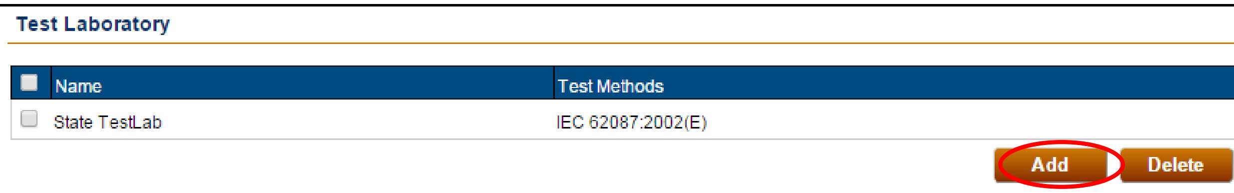
10. Click the “Search” button in the Manufacturer section to add a manufacturer different from the certifying party.



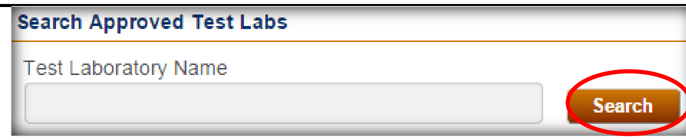
11. Click the “Select” link next to the name of the Manufacturer.



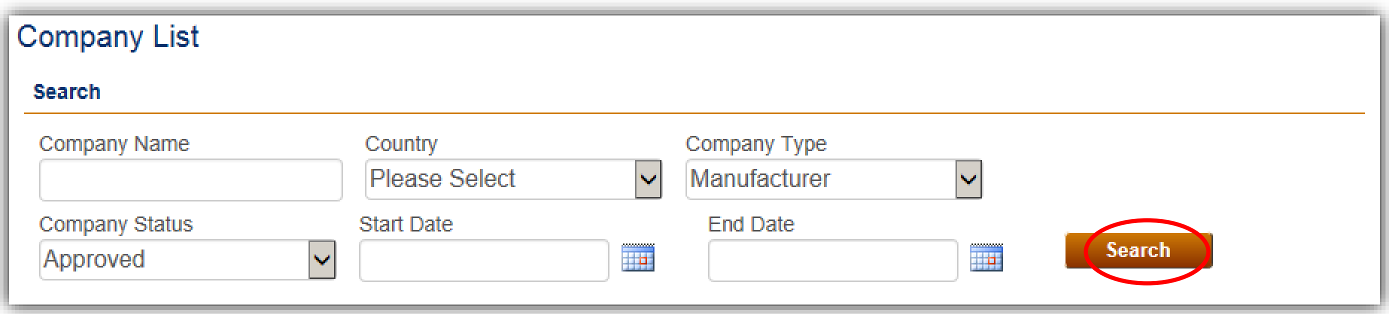
12. Click “Add” below the Test Lab grid to add a CEC approved Test Lab



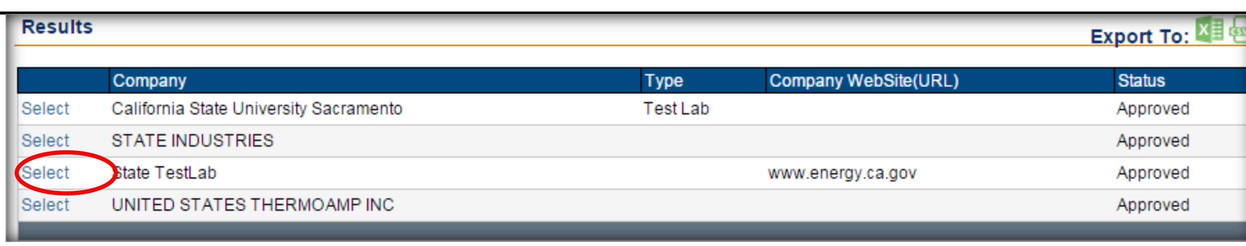
13. Click the “Search” button next to the Test Laboratory Name field.



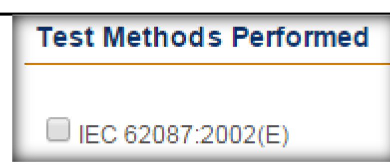
14. Enter search criteria in the Company Search section and then click “Search” to display a list of Test Labs to select from.



15. Click the “Select” link to the left of the desired Test Lab.

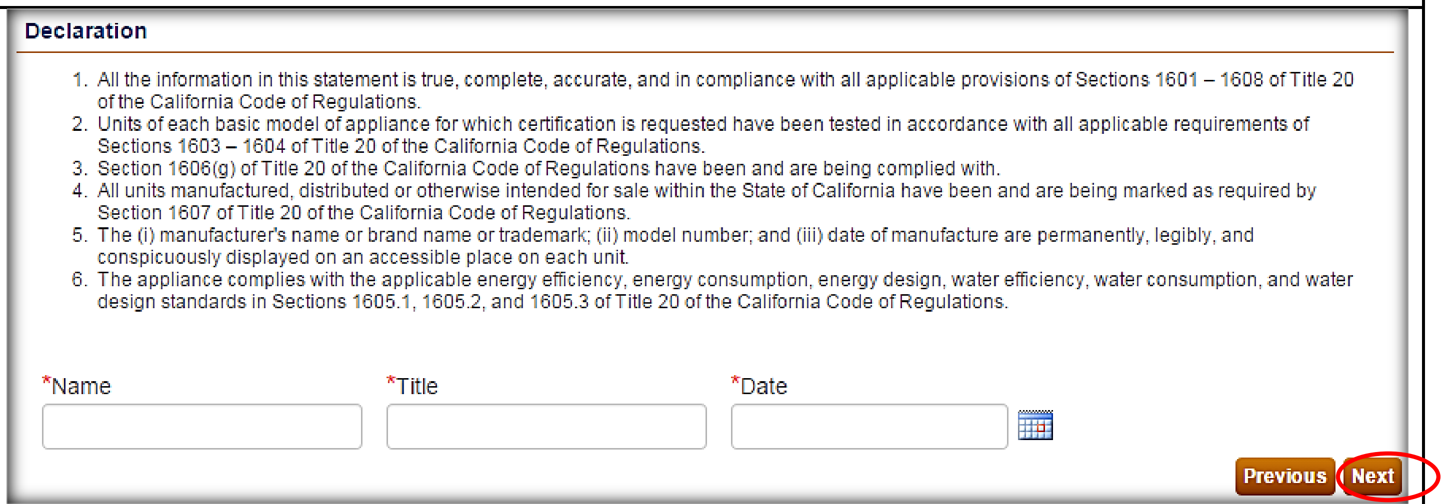


16. Mark the applicable test methods.

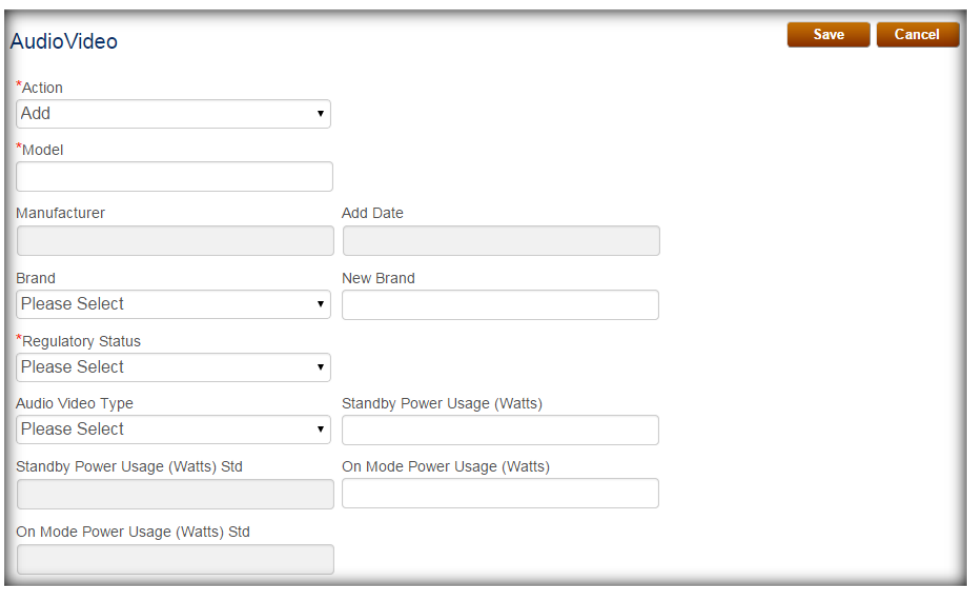


17. Click the “Next” button in the bottom right corner of the screen.

18. Enter the appropriate Name, Title and Date and then click the “Next” button in the bottom right corner.



Note: If “Manual” entry was selected the system will display an appliance detail page- refer to Submit Appliance Data – Manual Entry process in 4.4.2.1



Note: If “Upload” entry was selected the system will display a document upload page, refer to the Submit Appliance Data – Excel Upload process in 4.4.2.2

NOTE: Model data must be processed and added to the database prior to submitting a change or delete request.

4.10 Staff Processing of Submittals & Applications

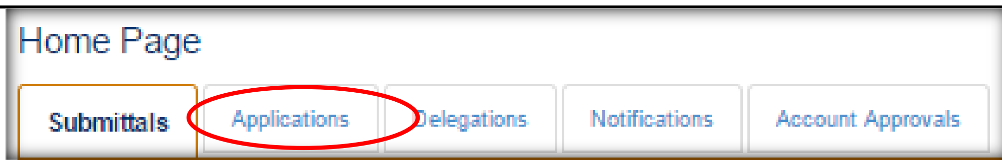
4.10.1 3rd Party Approval Applications

Follow the steps below for staff users to process a 3rd Party Certifier Application. Once the application is processed, the system will automatically send an email to the company, once the status is updated and saved.

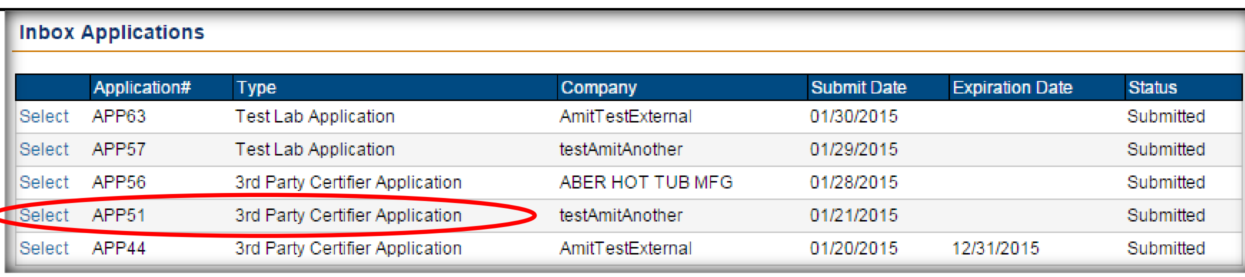
Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.

2. From the staff homepage, click the "Applications" tab to review a list of applications that need processing.



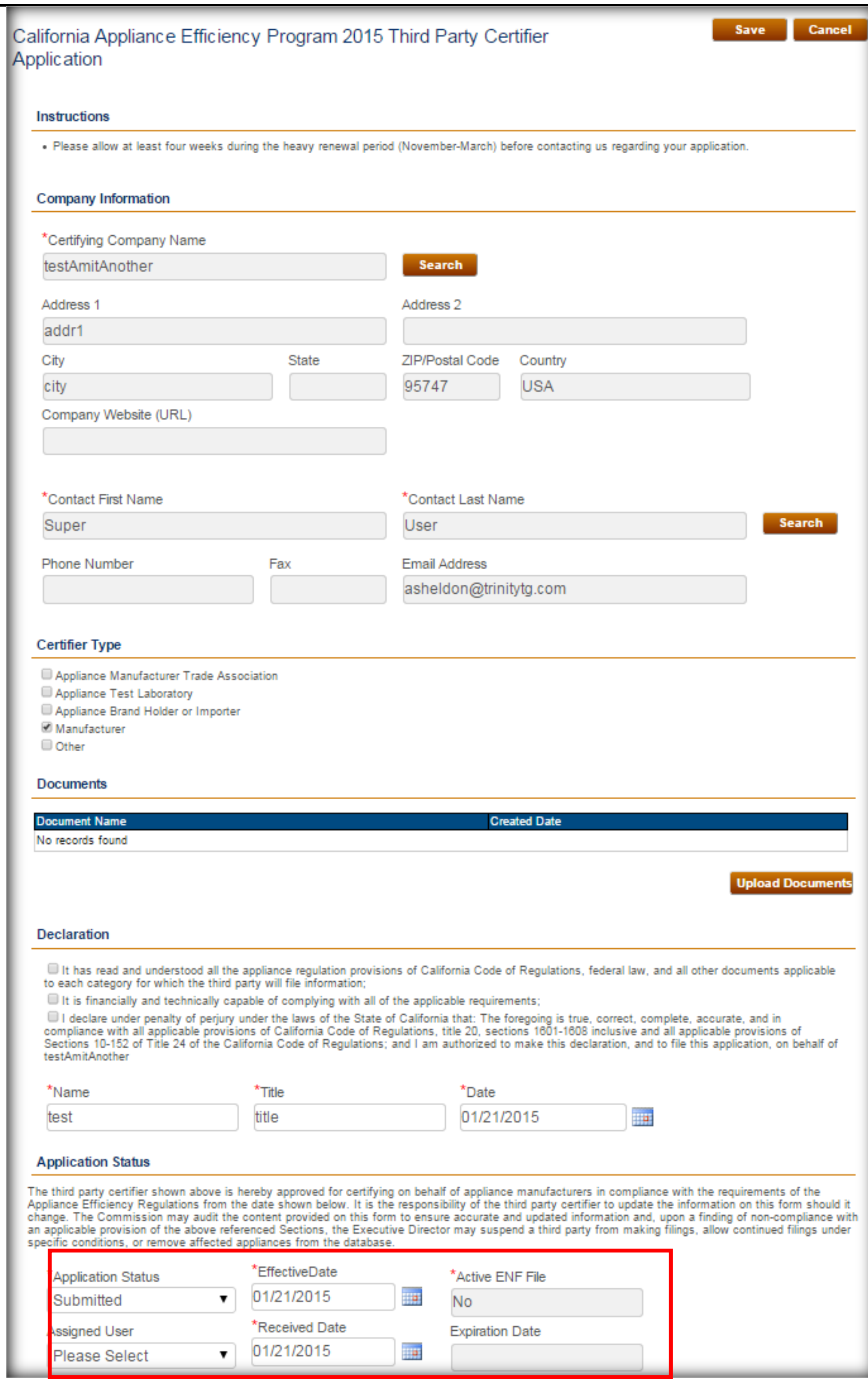
3. Click the "Select" link next to the application to review.



Inbox Applications

	Application#	Type	Company	Submit Date	Expiration Date	Status
Select	APP63	Test Lab Application	AmitTestExternal	01/30/2015		Submitted
Select	APP57	Test Lab Application	testAmitAnother	01/29/2015		Submitted
Select	APP56	3rd Party Certifier Application	ABER HOT TUB MFG	01/28/2015		Submitted
Select	APP51	3rd Party Certifier Application	testAmitAnother	01/21/2015		Submitted
Select	APP44	3rd Party Certifier Application	AmitTestExternal	01/20/2015	12/31/2015	Submitted

4. Review the Application information and then scroll to the bottom of the application and select the appropriate status from the Application Status dropdown menu.



California Appliance Efficiency Program 2015 Third Party Certifier Application

Save | Cancel

Instructions

- Please allow at least four weeks during the heavy renewal period (November-March) before contacting us regarding your application.

Company Information

*Certifying Company Name: testAmitAnother [Search]

Address 1: addr1

Address 2:

City: city

State:

ZIP/Postal Code: 95747

Country: USA

Company Website (URL):

*Contact First Name: Super

*Contact Last Name: User [Search]

Phone Number:

Fax:

Email Address: asheldon@trinitytg.com

Certifier Type

- [ ] Appliance Manufacturer Trade Association
- [ ] Appliance Test Laboratory
- [ ] Appliance Brand Holder or Importer
- [x] Manufacturer
- [ ] Other

Documents

Document Name	Created Date
No records found	

[Upload Documents]

Declaration

- [ ] It has read and understood all the appliance regulation provisions of California Code of Regulations, federal law, and all other documents applicable to each category for which the third party will file information;
- [ ] It is financially and technically capable of complying with all of the applicable requirements;
- [ ] I declare under penalty of perjury under the laws of the State of California that: The foregoing is true, correct, complete, accurate, and in compliance with all applicable provisions of California Code of Regulations, title 20, sections 1601-1608 inclusive and all applicable provisions of Sections 10-152 of Title 24 of the California Code of Regulations; and I am authorized to make this declaration, and to file this application, on behalf of testAmitAnother

*Name: test

*Title: title

*Date: 01/21/2015

Application Status

The third party certifier shown above is hereby approved for certifying on behalf of appliance manufacturers in compliance with the requirements of the Appliance Efficiency Regulations from the date shown below. It is the responsibility of the third party certifier to update the information on this form should it change. The Commission may audit the content provided on this form to ensure accurate and updated information and, upon a finding of non-compliance with an applicable provision of the above referenced Sections, the Executive Director may suspend a third party from making filings, allow continued filings under specific conditions, or remove affected appliances from the database.

Application Status: Submitted

*EffectiveDate: 01/21/2015

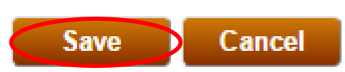
*Active ENF File: No

Assigned User: Please Select

*Received Date: 01/21/2015

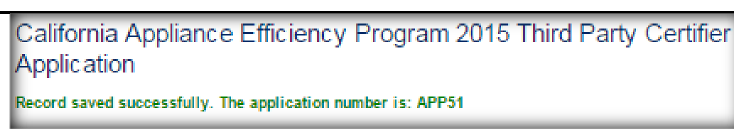
Expiration Date:

5. Click the "Save" button in the top right corner to save changes to the application.



Save | Cancel

6. Once saved, the system will display a message stating that the record was saved successfully.



California Appliance Efficiency Program 2015 Third Party Certifier Application

Record saved successfully. The application number is: APP51

4.10.2 Test Lab Approval Applications

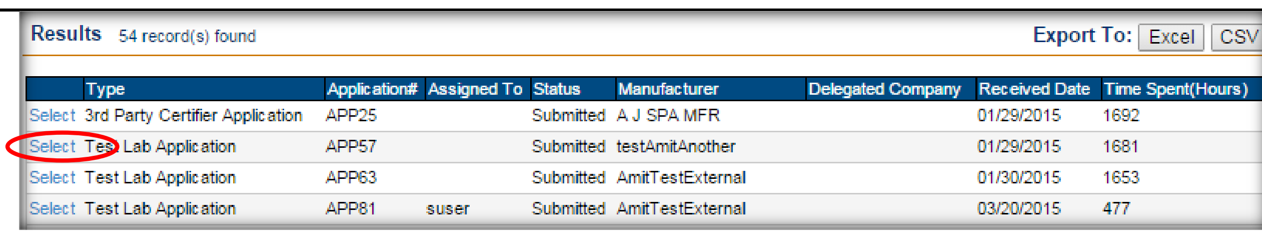
Follow the steps below for staff users to process a Test Laboratory Application. Once the application is processed, the system will automatically send an email to the company, once the status is updated and saved.

Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.

2. Click the “Applications” tab to review a list of applications that need processing.

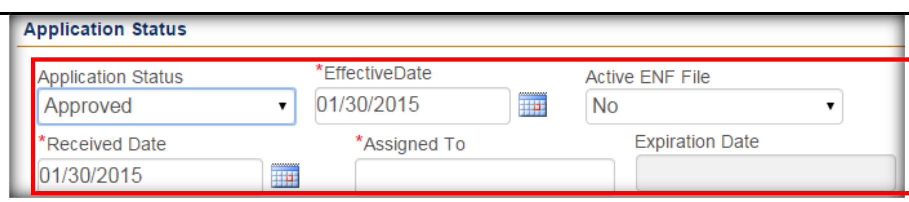
3. Click “Select” next to the application in order to view application details.



Results 54 record(s) found Export To: Excel CSV

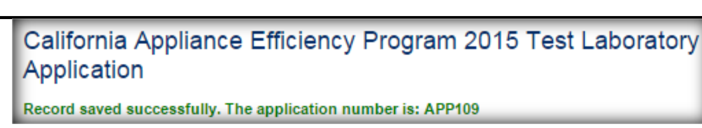
	Type	Application#	Assigned To	Status	Manufacturer	Delegated Company	Received Date	Time Spent(Hours)
Select	3rd Party Certifier Application	APP25		Submitted	A J SPA MFR		01/29/2015	1692
Select	Test Lab Application	APP57		Submitted	testAmitAnother		01/29/2015	1681
Select	Test Lab Application	APP63		Submitted	AmitTestExternal		01/30/2015	1653
Select	Test Lab Application	APP81	suser	Submitted	AmitTestExternal		03/20/2015	477

4. Review the Application information and then scroll to the bottom of the application and select the appropriate status from the Application Status dropdown menu.



5. Click the “Save” button in the top right corner to save changes to the application.

6. Once saved, the system will display a message stating that the record was saved successfully.



4.10.3 Appliance Data

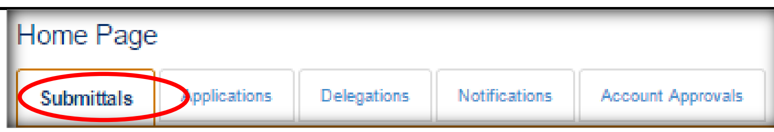
Staff will access data submittals from the Staff Home page. The submittal detail page will display a grid of all passed models and a grid of models that have failed validation. Staff will review the submittal information and update the status accordingly (e.g. Processed/Re-Validate). If all of the models have passed validation, the appliance data notification email will automatically be sent by the system when the status is updated and saved. If there is at least one model that failed, staff will need to generate, review, edit and send the appliance data notification email.

For submittals with a status of “re-validate”, the system will re-run 2nd stage validation rules and display the results in the Inbox on the Staff home page for processing.

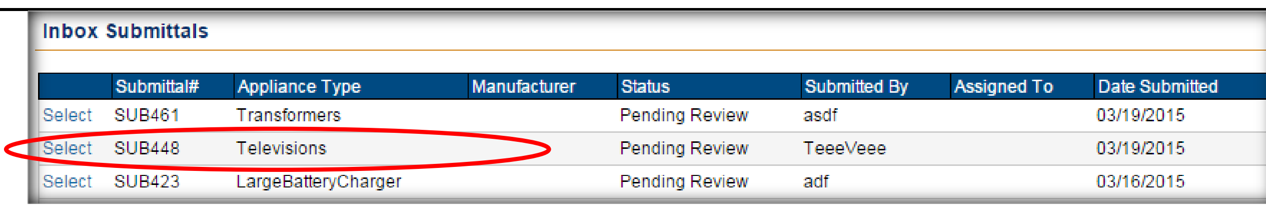
Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.

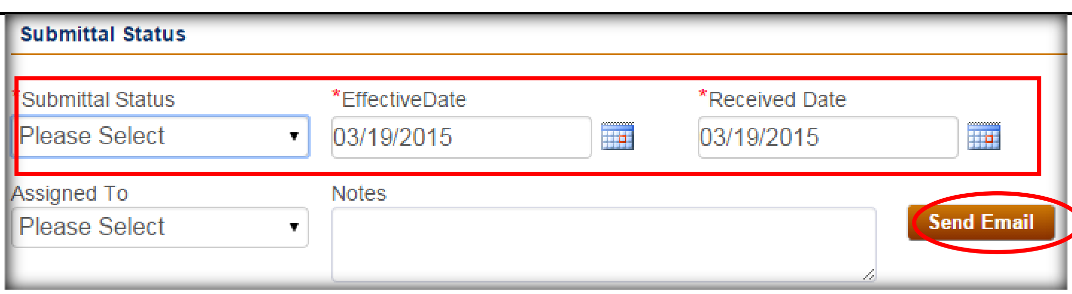
2. From the home page, click the “Submittals” tab to review a list of appliance data submittals that need processing.

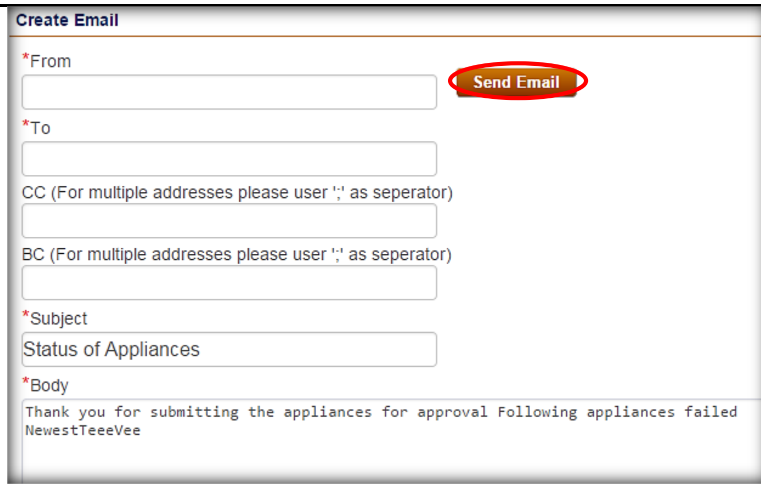
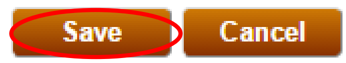


3. Click “Select” next to the application in order to view application details.



4. Review the Submittal information and then scroll to the bottom of the Submittal screen. Select the appropriate status from the Submittal Status dropdown menu and enter the Effective Date and other applicable information.



5. Users can draft the email to the company, citing reasons why the submittal was rejected and then click the “Send Email” button.	
6. Click the “Go Back” button in the top right corner.	
7. Click the “Save” button in the top right corner to save changes to the application.	
8. Once saved, the system will display a message stating that the record was saved successfully.	

4.11 Validation Rules

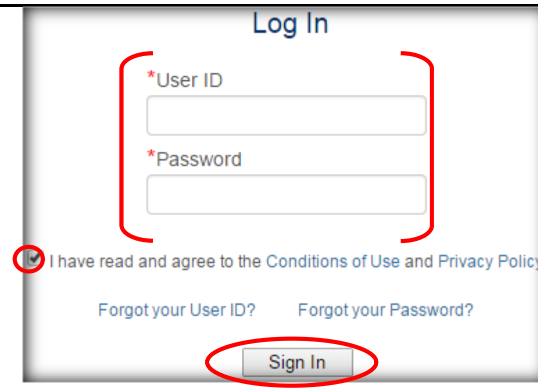
The business rule engine is accessed by CEC staff who have obtained specific security priveleges to add and edit validation rules. Most of these changes can be made via the user interface, but for more complex changes, the IT department must be contacted (this will be described in further detail in upcoming sections). To make simple changes to rules such as decision order, a change in a value or operator for a specific rule, complete the steps outlined below.

4.11.1 View Decision Order

The Decision Order for an appliance type indicates the way the order in which the system reads each column of appliance data entered into the system. MAEDBS utilizes decision order to determine which combination of data matches a specific validation rule. This aspect of the Business Rule Engine will rarely need to be updated, only in cases where there are additional columns added to validation rules, new policy or an updated standard that needs to be used in matching appliance data to a specific validation rule.

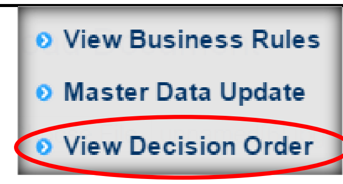
Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.

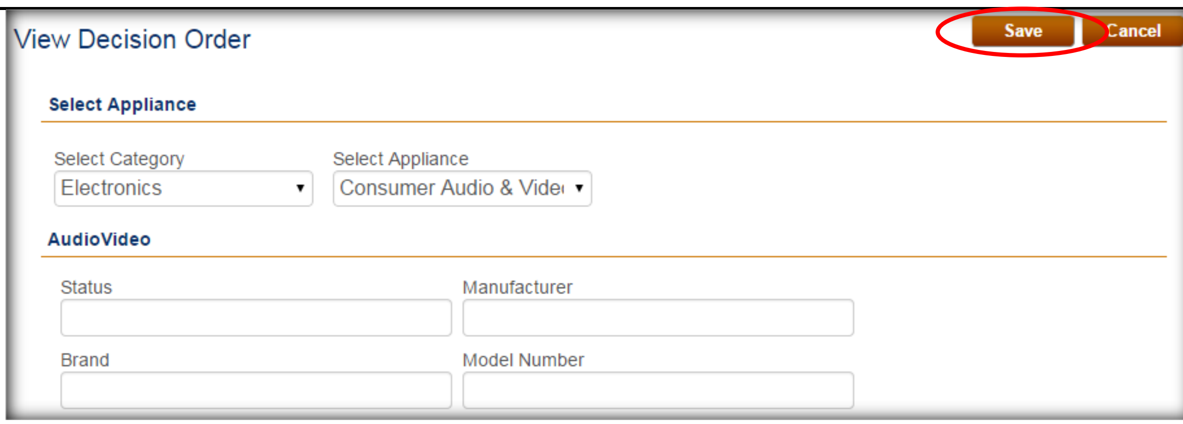


2. Click on the “Validations” tab in the top menu.

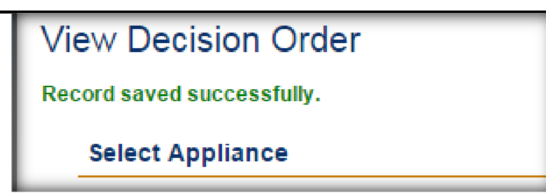
3. Click “View Decision Order”



4. Select the Category and Appliance from the dropdown to view the decision order for the selected appliance. Make any updates by entering a corresponding number (i.e. 1, 2, 3) and click the “Save” button.



5. After clicking “Save” a message will be displayed near the top of the screen that lets the user know the decision order information was saved successfully.

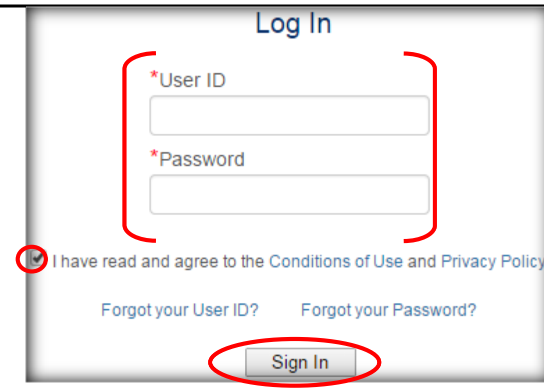


4.11.2 Add a Group

Each validation rule belongs to a rule group which will be listed as i.e. Import Template line 1, Validation Line 1. Once a rule group has been added, users will not be able to delete an entire grouping from the list manually but there will be an option to set an end date for a rule group which will render it archived. This archived rule group will still display in the rule group list. If users wish to remove the rule group from the listing completely, they must contact IT to have it permanently deleted. To add a rule group, complete the steps below.

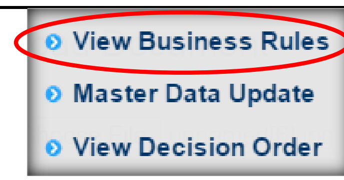
Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.

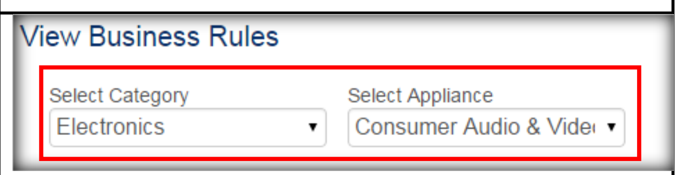


2. Click on the "Validations" tab in the top menu.

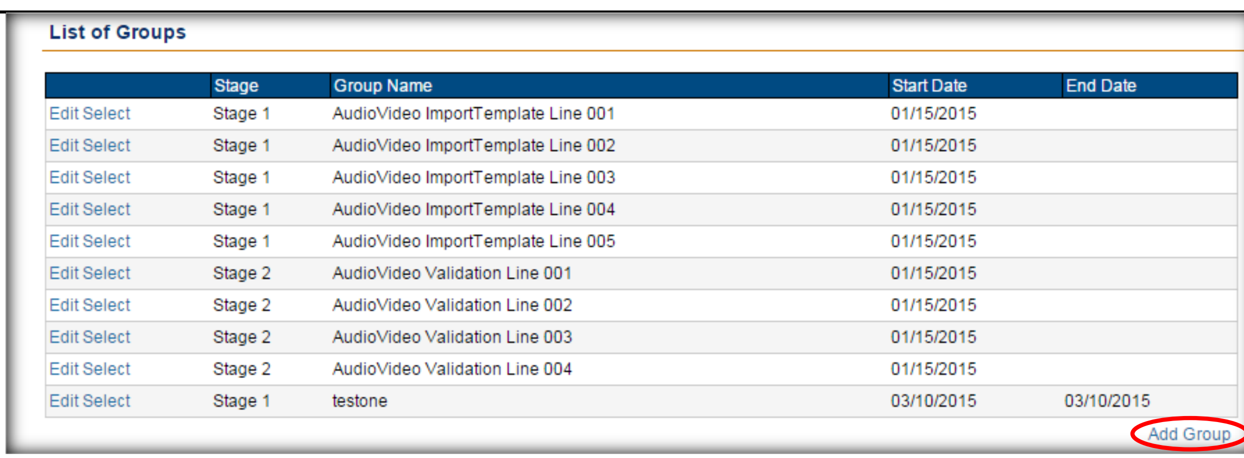
3. Click "View Business Rules"



4. Select the Appliance Category and Type from the dropdown menus.



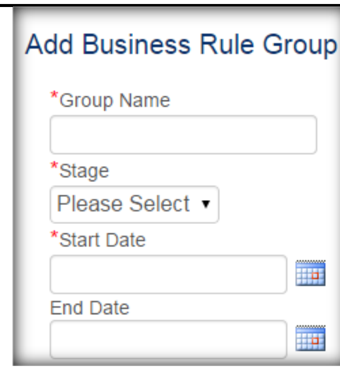
5. Click on the "Add Group" link at the bottom right of the Groups grid.



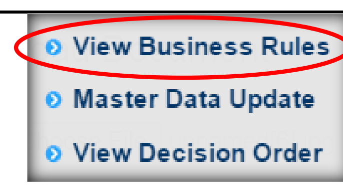
List of Groups

	Stage	Group Name	Start Date	End Date
Edit Select	Stage 1	AudioVideo ImportTemplate Line 001	01/15/2015	
Edit Select	Stage 1	AudioVideo ImportTemplate Line 002	01/15/2015	
Edit Select	Stage 1	AudioVideo ImportTemplate Line 003	01/15/2015	
Edit Select	Stage 1	AudioVideo ImportTemplate Line 004	01/15/2015	
Edit Select	Stage 1	AudioVideo ImportTemplate Line 005	01/15/2015	
Edit Select	Stage 2	AudioVideo Validation Line 001	01/15/2015	
Edit Select	Stage 2	AudioVideo Validation Line 002	01/15/2015	
Edit Select	Stage 2	AudioVideo Validation Line 003	01/15/2015	
Edit Select	Stage 2	AudioVideo Validation Line 004	01/15/2015	
Edit Select	Stage 1	testone	03/10/2015	03/10/2015

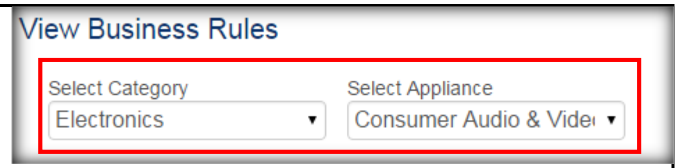
Add Group

6. Enter new Business Rule Group information in the fields provided.	
7. Click the “Save” button in the top right corner. Note: After clicking “Save” you will return to the View Business Rules screen where the newly added group will be displayed in the List of Groups. The system will now allow additional rules to be added to the rule group.	

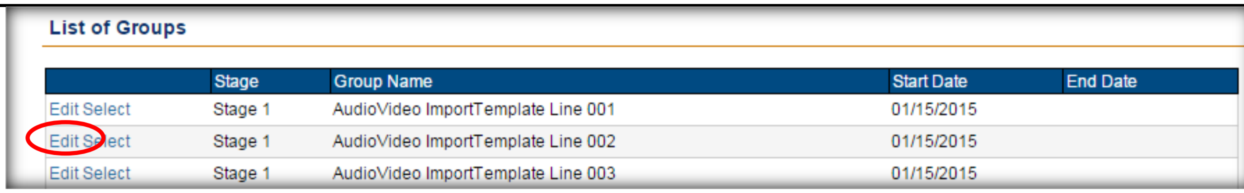
4.11.3 Edit an Existing Group

Steps to Complete Process	
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.	
2. Click on the “Validations” tab in the top menu.	
3. Click “View Business Rules”	

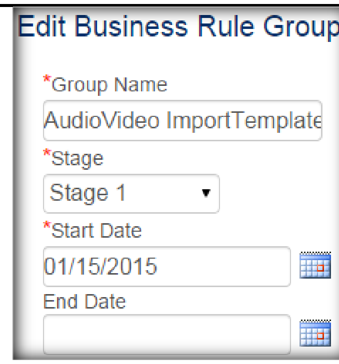
4. Select the Appliance Category and Type from the dropdown menus.



5. Click on the “Edit” link to the left of the Group that is to be edited.



6. Change the Business Rule Group information as needed.



7. Click the “Save” button in the top right corner.

Note: After clicking “Save” you will return to the View Business Rules screen where you will see the newly edited group information displayed in the List of Groups.

4.11.4 Add a Rule

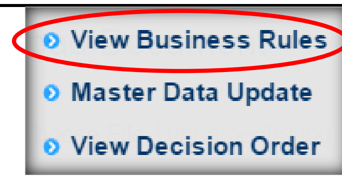
To edit validation rules, staff will login and navigate to the validation rules page. Staff will be able to edit current validation rules or create new ones if appliance standards have changed. There will also be an option to archive previous validation rules if necessary by using the end date function.

Steps to Complete Process

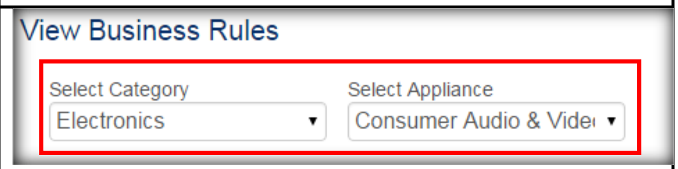
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.

2. Click on the “Validations” tab in the top menu.

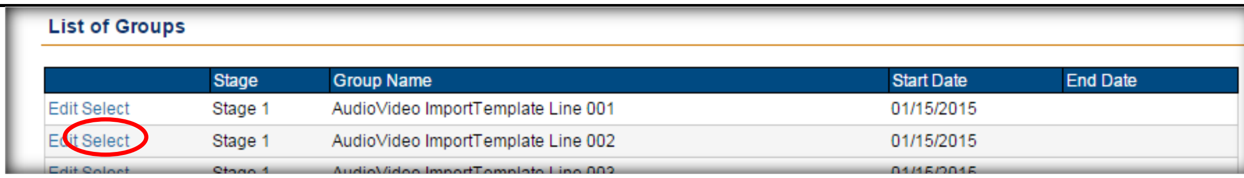
3. Select the “View Business Rules” link.



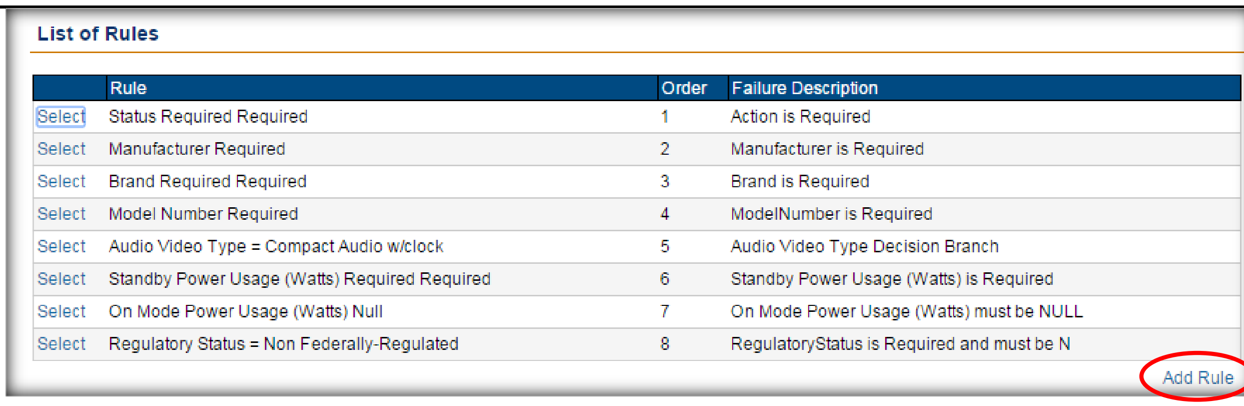
4. Select the Appliance Category and Type from the dropdown menus.



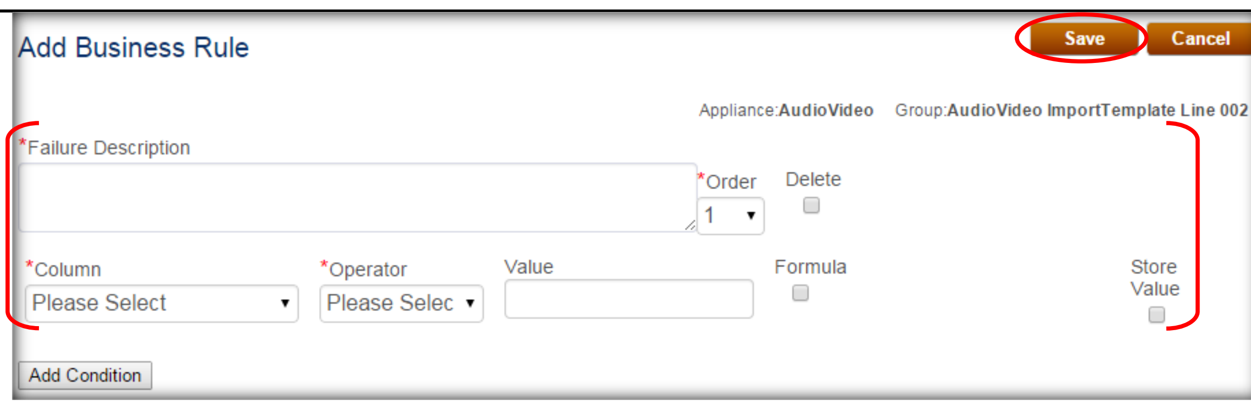
5. Click the “Select” link to the left of the Group to which a rule will be added.



6. Click on the “Add Rule” hyperlink located at the bottom right of the Rules grid.



7. Enter the new rule information in the fields provided and then click the “Save” button in the top right corner.

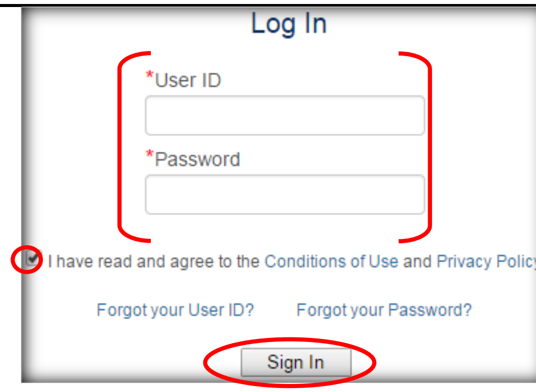


8. After clicking “Save” a message will be displayed near the top of the screen that lets the user know the new business rule was saved successfully.	

4.11.5 Edit a Rule

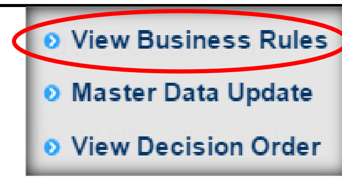
Steps to Complete Process

1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.

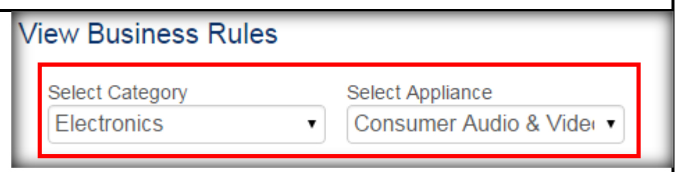


2. Click on the "Validations" tab in the top menu.

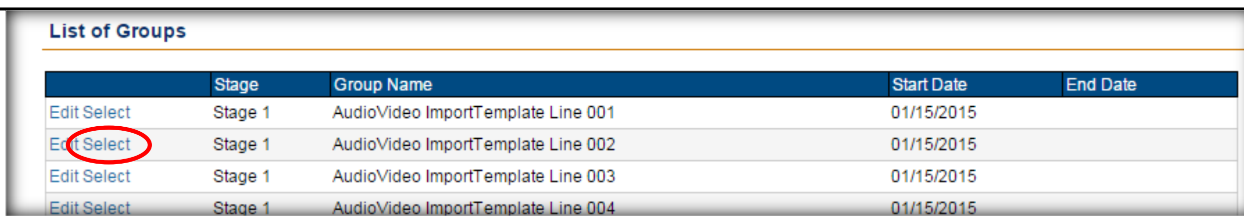
3. Click "View Business Rules"



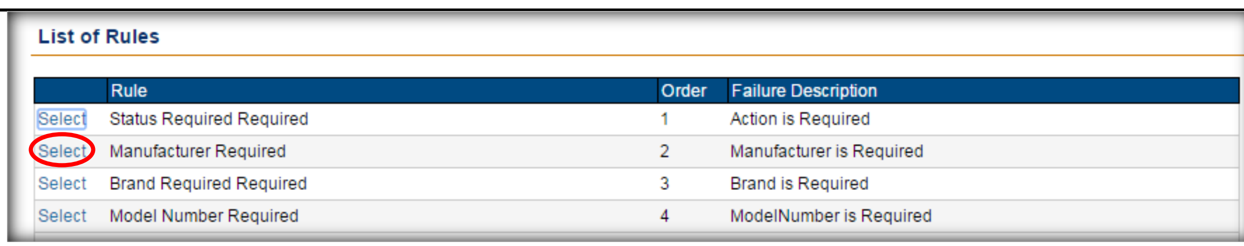
4. Select the Appliance Category and Type from the dropdown menus.



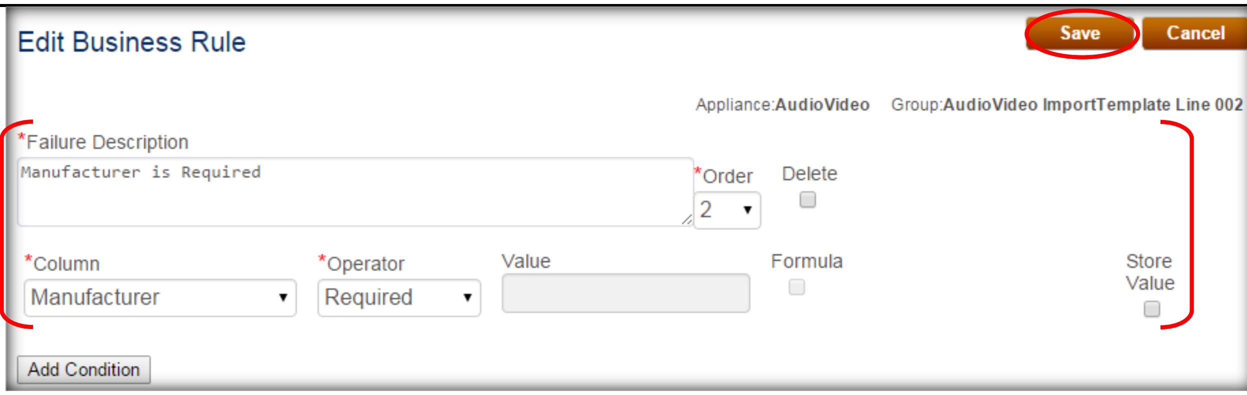
5. Click the "Select" link to the left of the Group to which a rule will be added.



6. Click on the "Select" hyperlink located to the left of the desired rule.



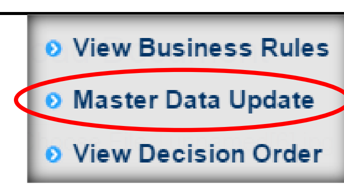
7. Enter the changes to the rule information and then click the "Save" button in the top right corner.

	
8. After clicking "Save" a message will be displayed near the top of the screen that lets the user know the newly edited business rule was saved successfully.	

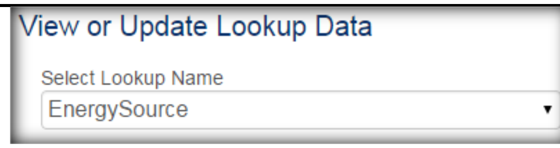
4.12 Master Data Update

This section allows staff users to add additional lookup values that are utilized in MAEDBS which is displayed as data in dropdown menus. While staff users are able to add values, they are not able to delete from the user interface and will need to contact IT for any permanent deletion of lookup values. To make changes to existing lookup values or to add a new lookup value complete the steps below.

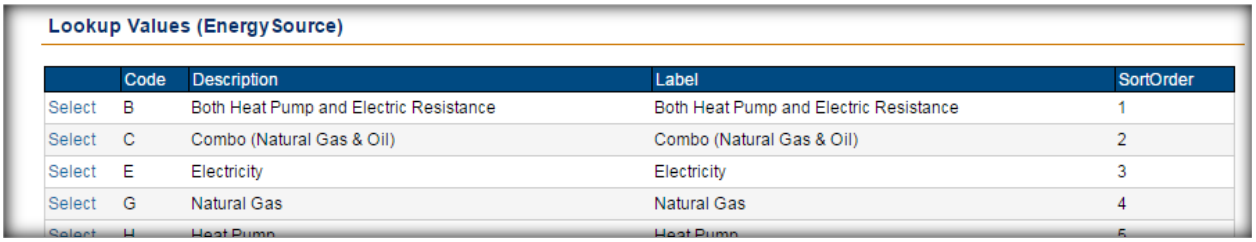
4.12.1 Edit Master Data

Steps to Complete Process	
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	
2. Click on the "Validations" tab in the top menu.	
3. Select the "Master Data Update" link.	

4. Select a Lookup Name from the dropdown menu.



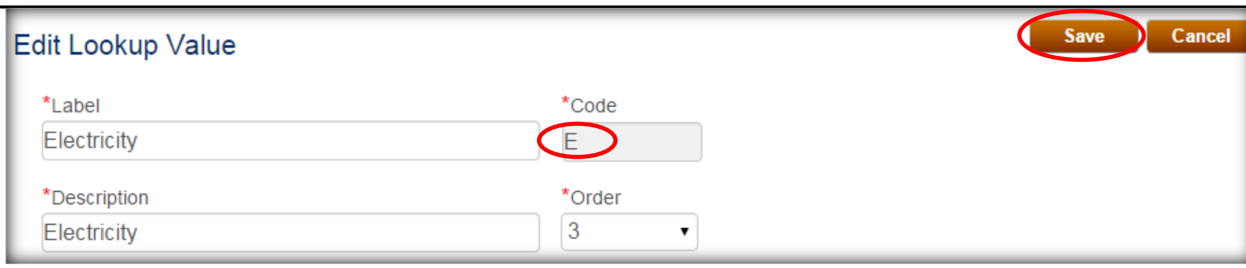
5. Click the “Select” link next to the Lookup Value to be edited.



	Code	Description	Label	SortOrder
Select	B	Both Heat Pump and Electric Resistance	Both Heat Pump and Electric Resistance	1
Select	C	Combo (Natural Gas & Oil)	Combo (Natural Gas & Oil)	2
Select	E	Electricity	Electricity	3
Select	G	Natural Gas	Natural Gas	4
Select	H	Heat Pump	Heat Pump	5

6. Change the Lookup Value information as needed and then click the “Save” button in the top right corner of the screen.

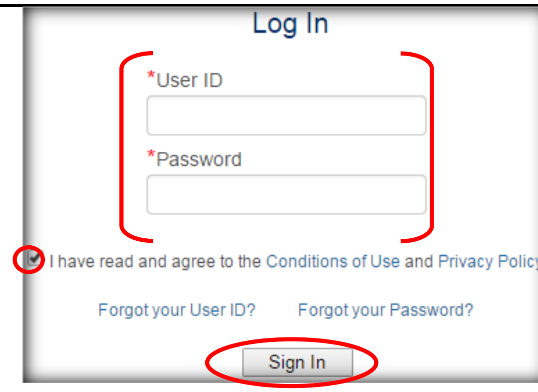
Note: After clicking “Save” you will return to the “View or Update Lookup Data” screen where you will see the newly edited master data displayed in the Lookup Value list.



4.12.2 Add Master Data

Steps to Complete Process

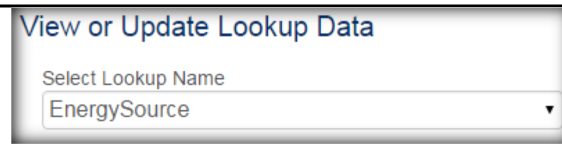
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.



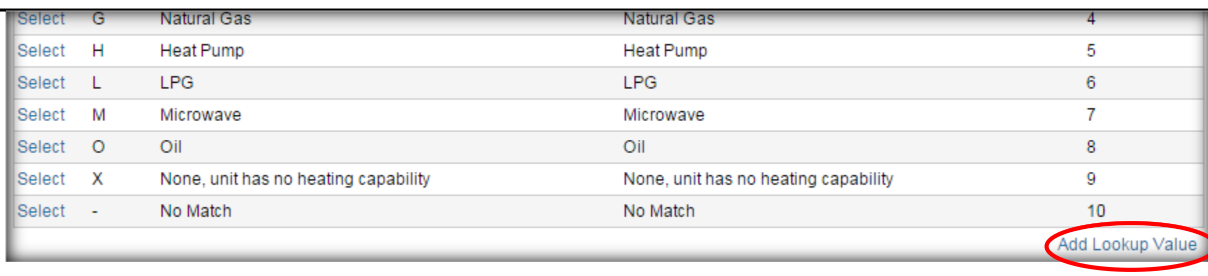
2. Click on the “Validations” tab in the top menu.

3. Select the “Master Data Update” link.

4. Select a Lookup Name from the dropdown menu.



5. Click on the “Add Lookup Value” hyperlink located at the bottom right corner of the Lookup Value grid.

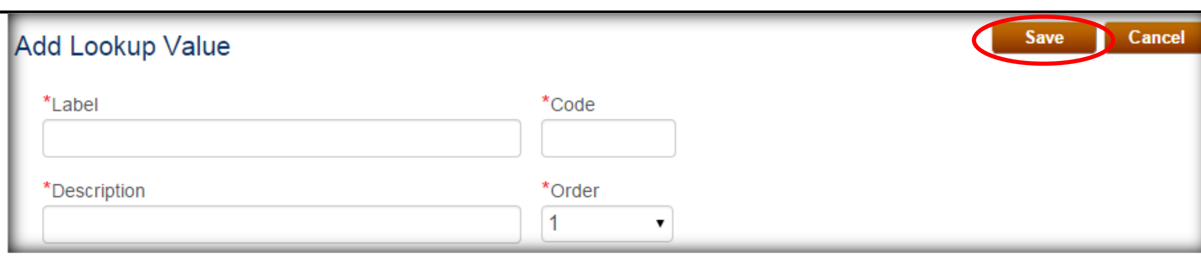


Select	G	Natural Gas	Natural Gas	4
Select	H	Heat Pump	Heat Pump	5
Select	L	LPG	LPG	6
Select	M	Microwave	Microwave	7
Select	O	Oil	Oil	8
Select	X	None, unit has no heating capability	None, unit has no heating capability	9
Select	-	No Match	No Match	10

Add Lookup Value

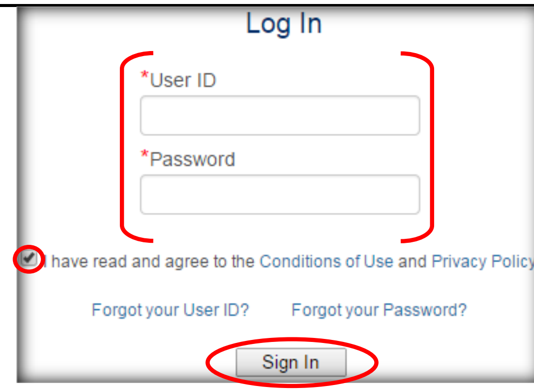
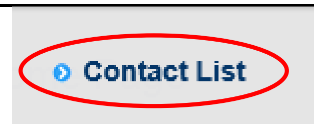
6. Enter the new Lookup Value information and then click the “Save” button in the top right corner.

Note: After clicking “Save” you will return to the “View or Update Lookup Data” screen where you will see the new lookup value displayed in the Lookup Value list.



4.13 Generate Reports

To generate a canned report staff logs in to the system and navigates to the reports tab. The user can select the type of report they wish to generate. Once the type of report is selected, staff can enter report parameters and the system will then generate the report.

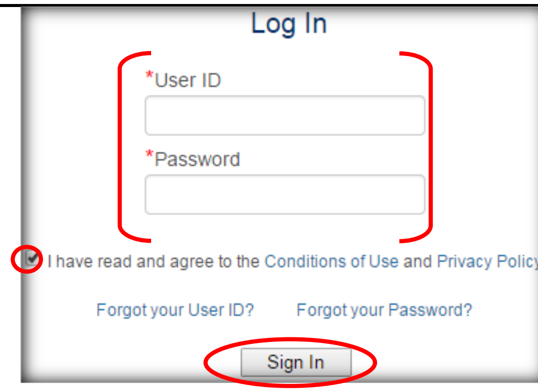
Steps to Complete Process	
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.	
2. Click the “Reports” tab	
3. Select the report to generate by clicking the hyperlink	

4.14 Create Enforcement File

Once staff receives a compliance concern they will log into the system to create a new enforcement file. A user is able to link one or more manufacturers, appliance listings, test labs or certifiers to one file. The user is then able to append any notes associated with the compliance concern to the enforcement file.

Steps to Complete Process

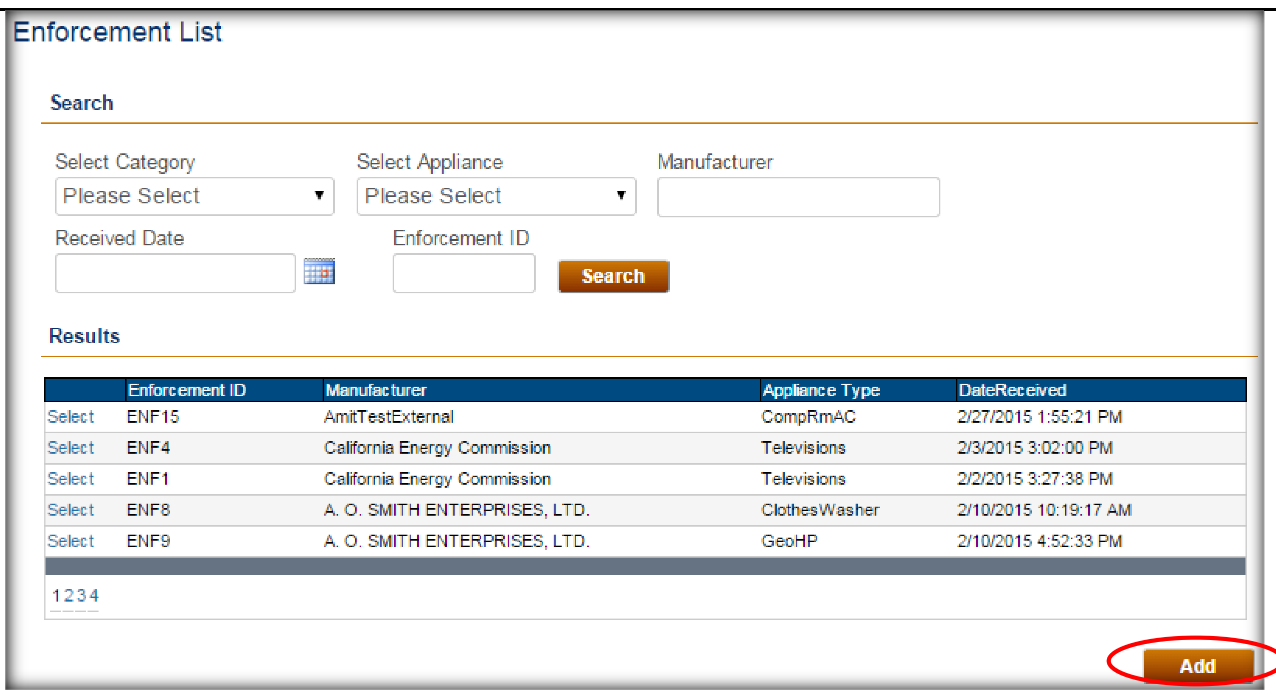
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the “Sign In” button.



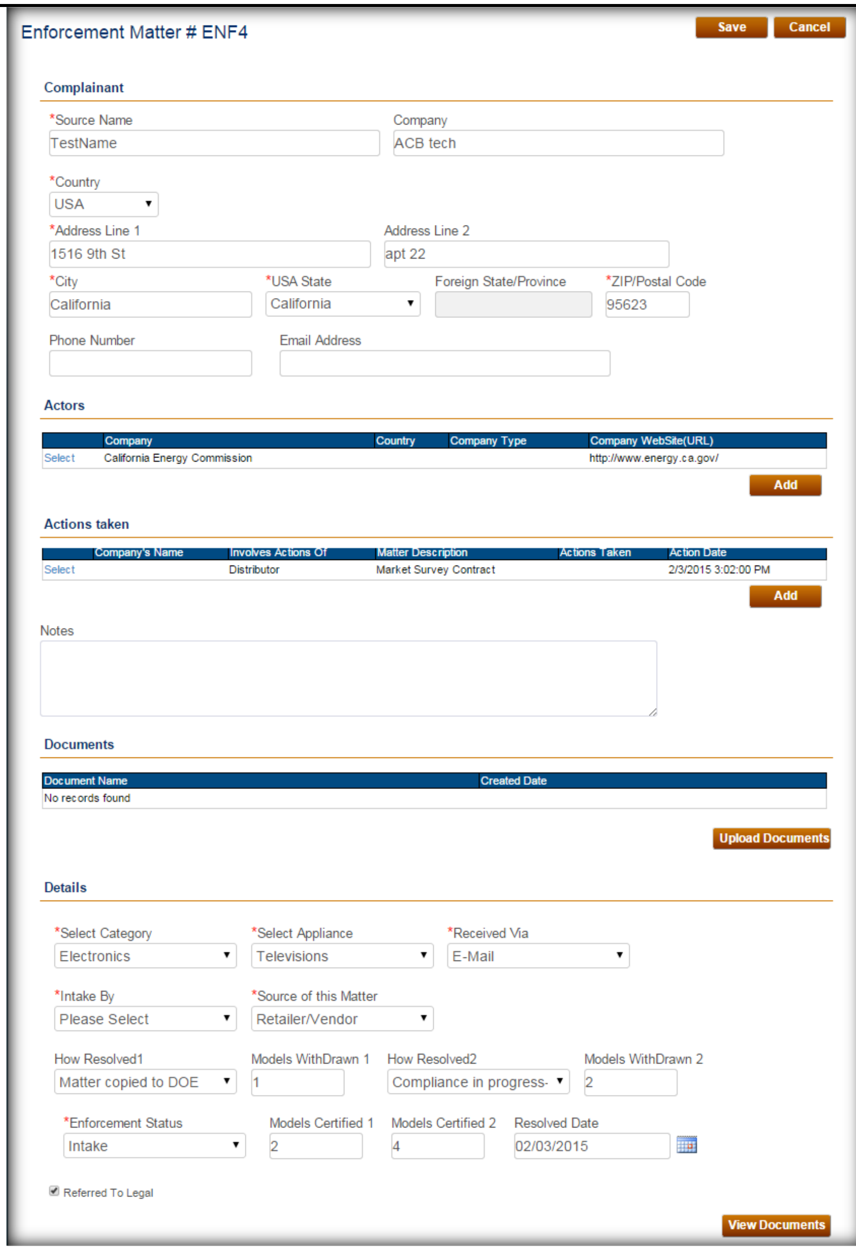
2. Click the “ENFORCEMENT” tab in the top menu.

3. Click on the “Enforcement List Search” link.

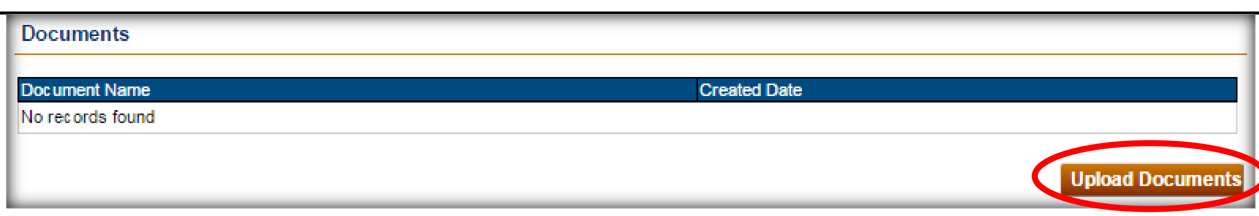
4. Click the “Add” button located at the bottom right of the enforcement search grid.



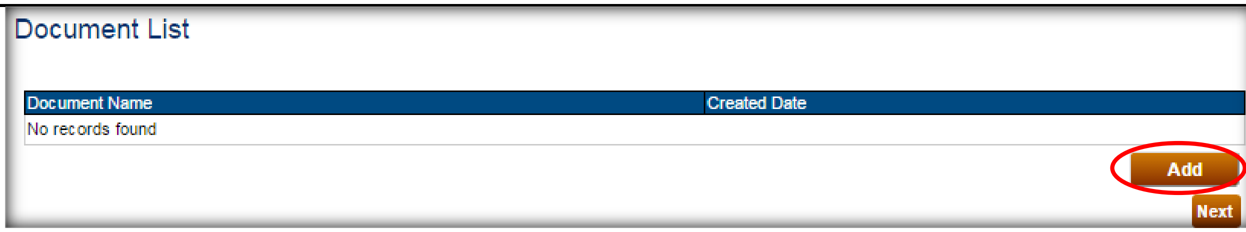
5. Enter enforcement information on enforcement file detail page.	



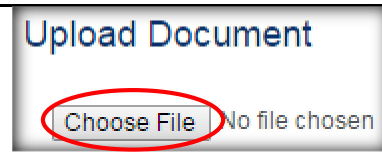
6. Scroll down to the document section and click on the "Upload Documents" button to the bottom right of the document grid.



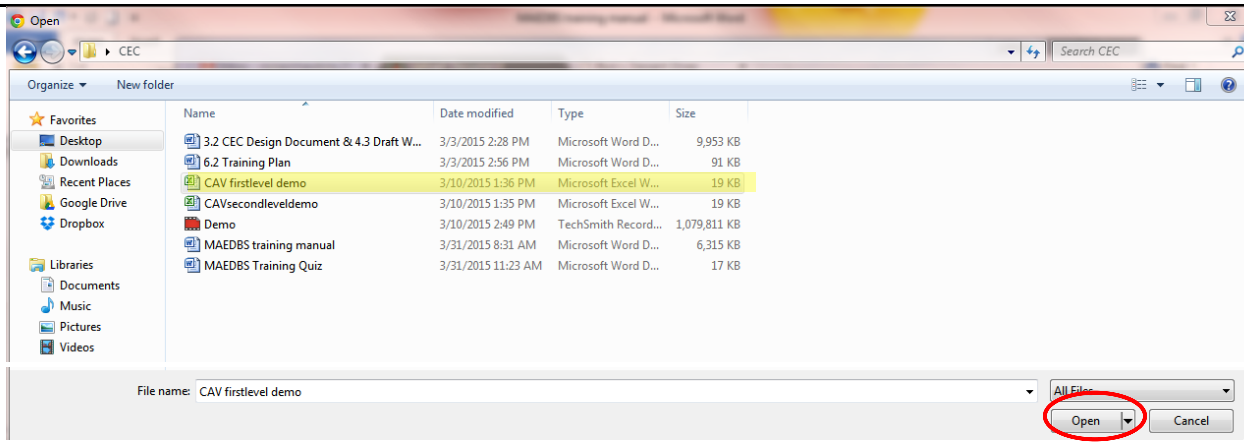
7. Click the "Add" button.



8. Click the “Choose File” button and select file to upload.

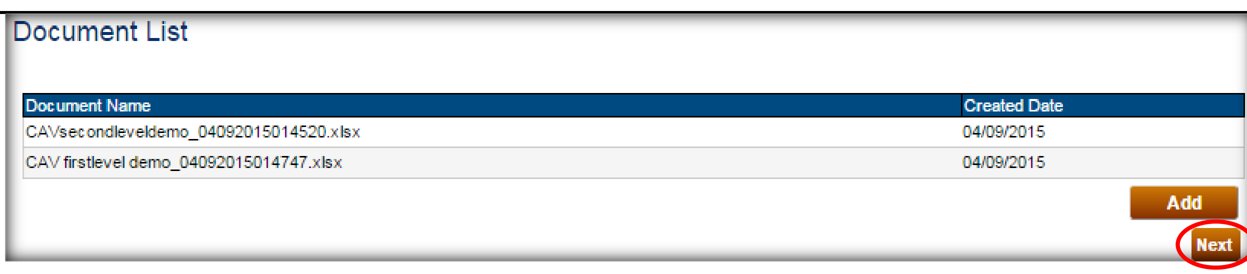


9. Select the document and click on the “Open” button in the bottom right corner.

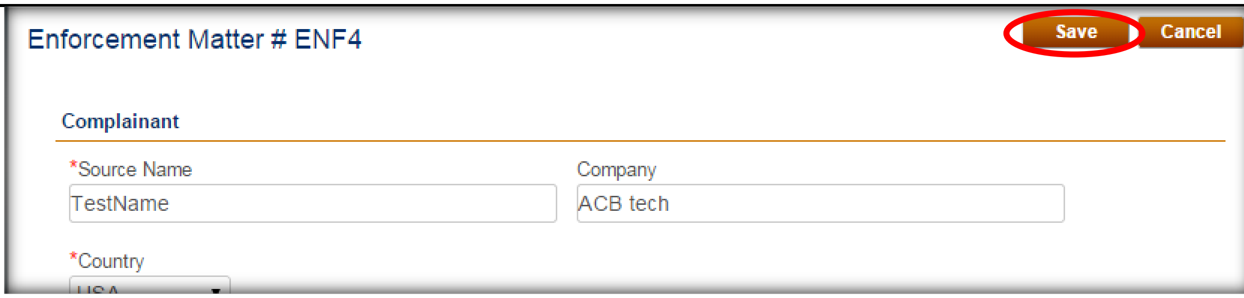


10. When the file displays in field, click “Next”.

11. Click the “Next” button to return to the enforcement file with the newly added documents.



12. Click “Save” to save enforcement file with attached documents

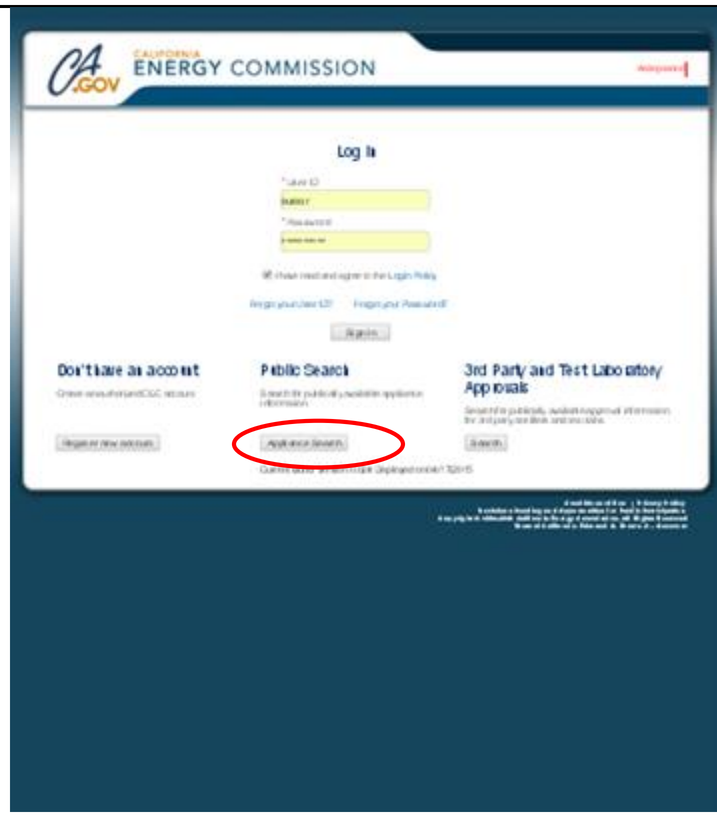


4.14 Mobile Appliance Search

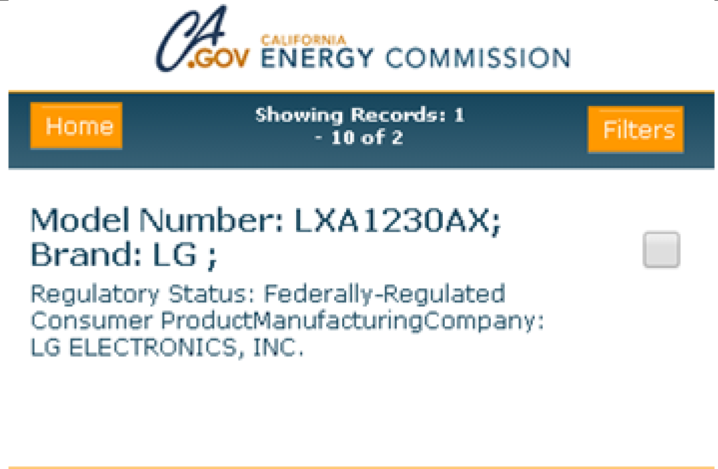
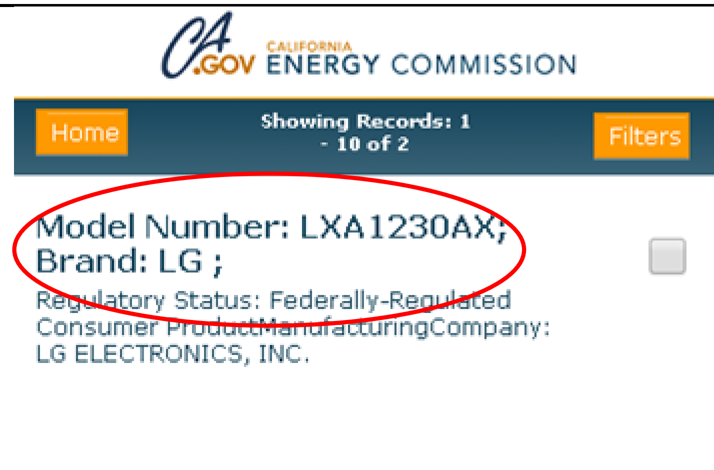
4.14.1 Appliance Search

To conduct a mobile appliance search and to view individual appliance data complete the following steps:

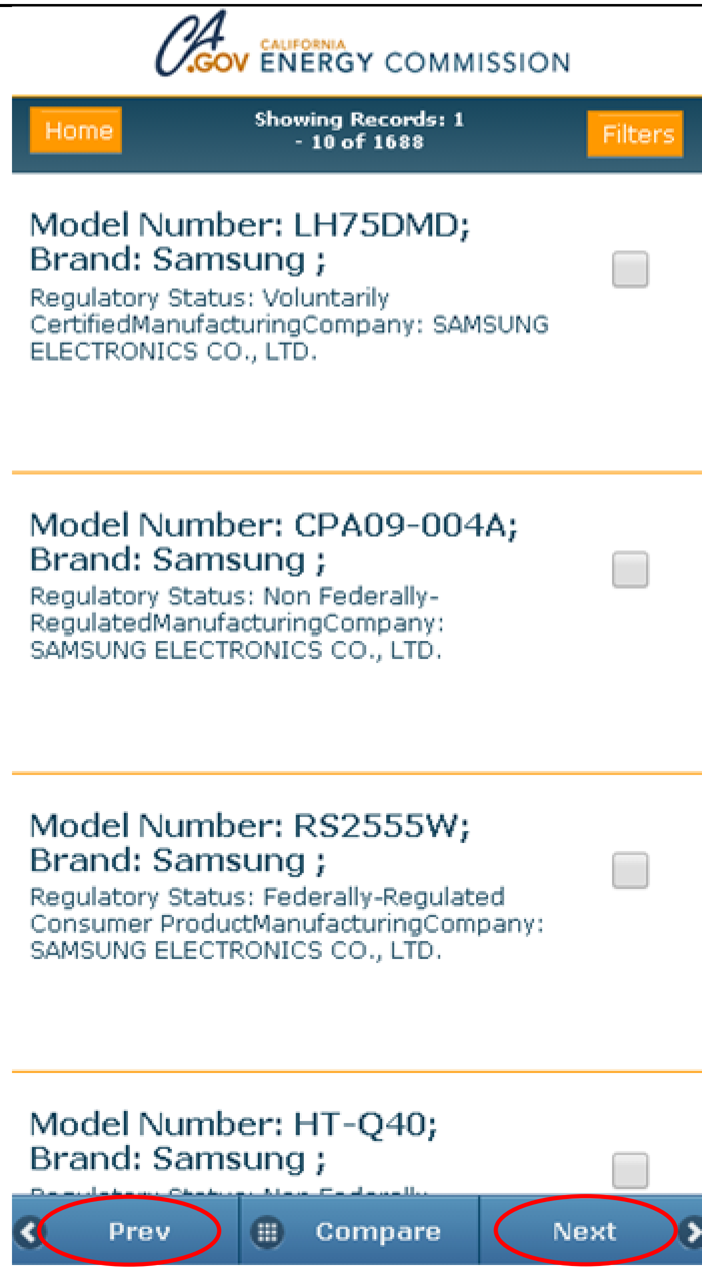
1. After accessing the site from your mobile device, the mobile home page will display select "Appliance Search"



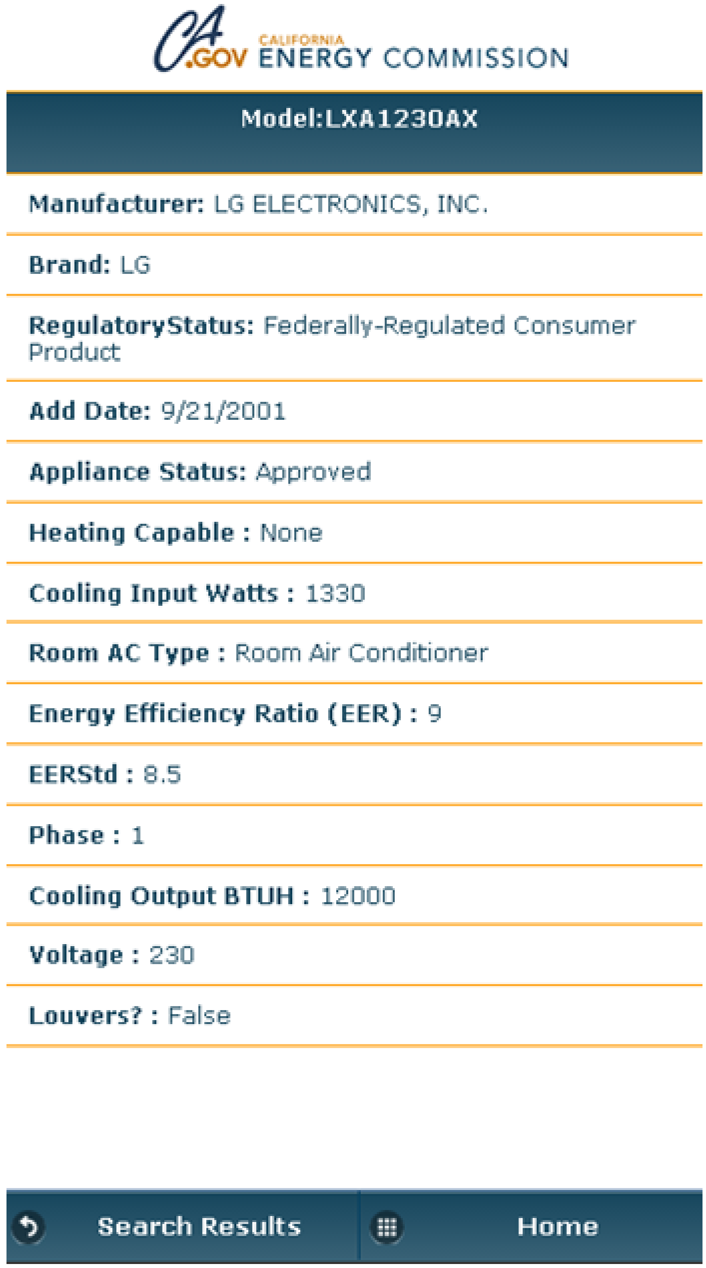
2. The system will then navigate to the mobile appliance search screen.	
3. Enter the search criteria and click the “Search” button	

<table>
<tr>
<td>4. Search results will display on the following page.</td>
<td>
</td>
</tr>
<tr>
<td>5. Click on the model number link to view the full list of unique model data.</td>
<td>
</td>
</tr>
</table>

6. Use the “Next” button to view additional search results if applicable. Use the “Previous” button to view the previous page.



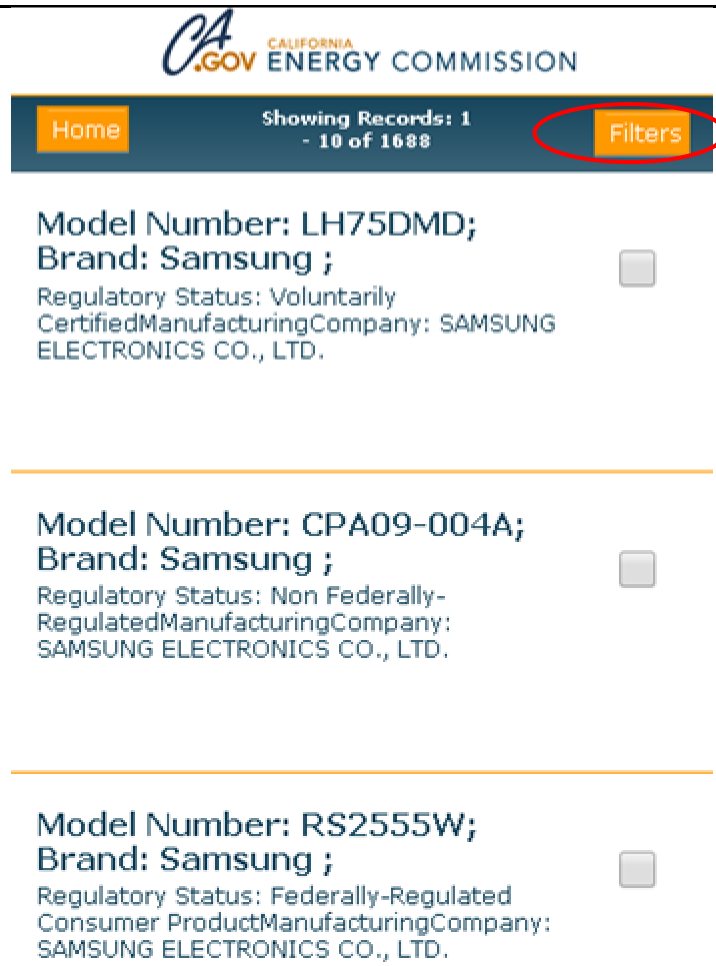
7. After selecting the model number, the following page will display all data associated to that specific model.



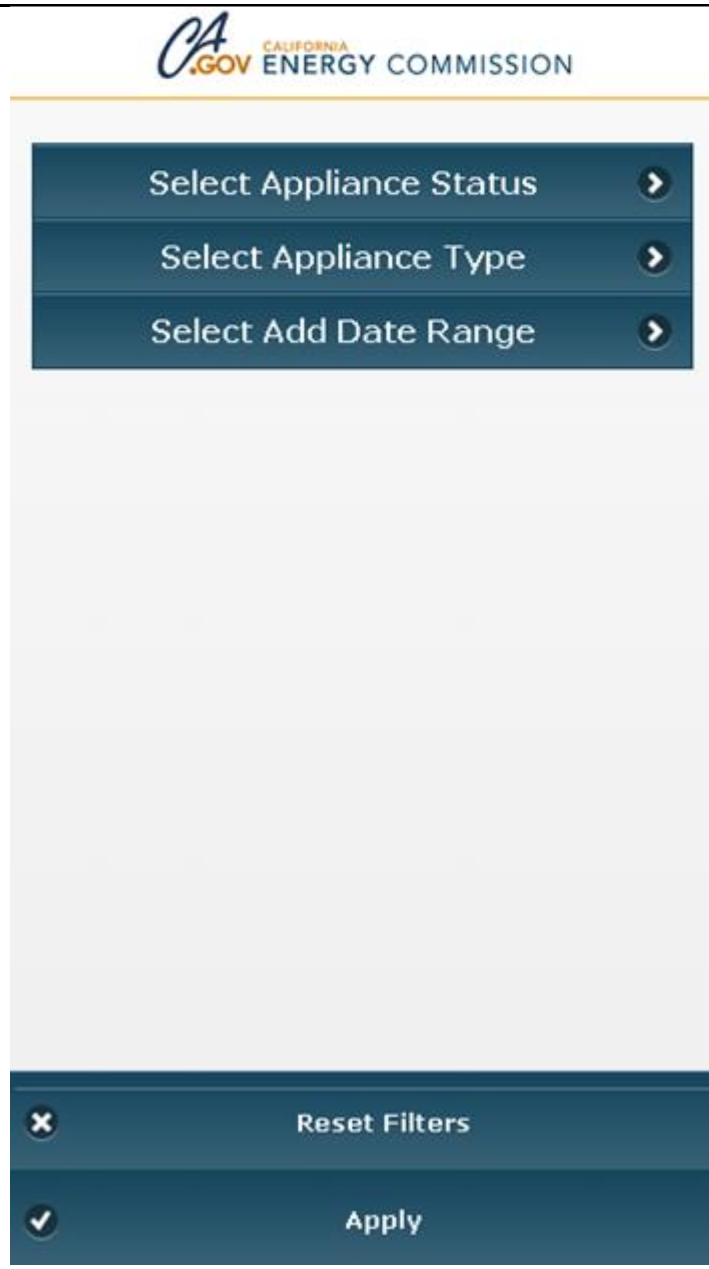
8. After viewing appliance data, select the "Search Results" button to view search results or select "Home" to navigate back to the mobile home page.	

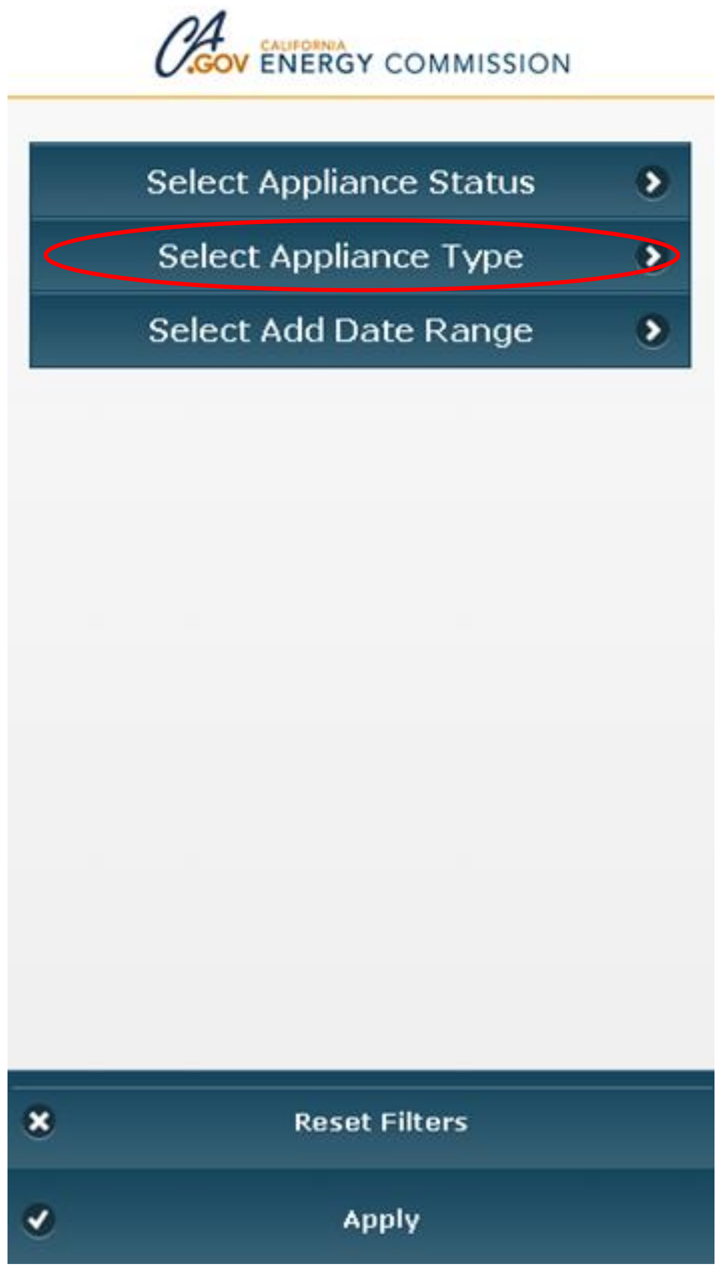
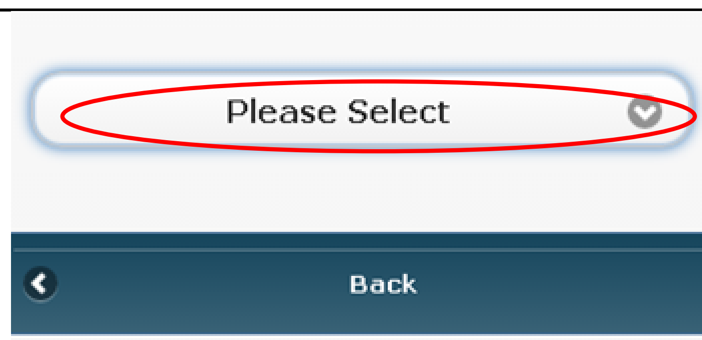
4.14.2 Search Filters

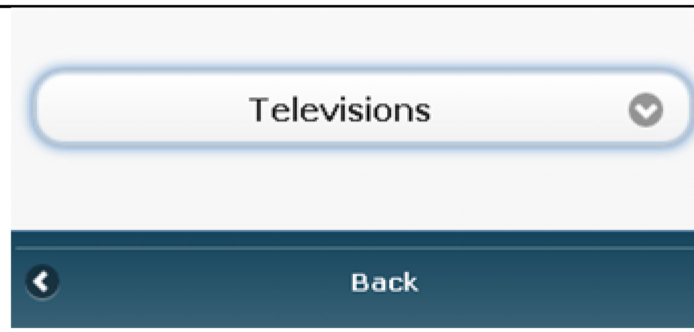
In addition to searching by model number or manufacturer, a user is able to search using filters. The mobile display allows the use of filters to narrow search results. To use filtering follow the steps below:

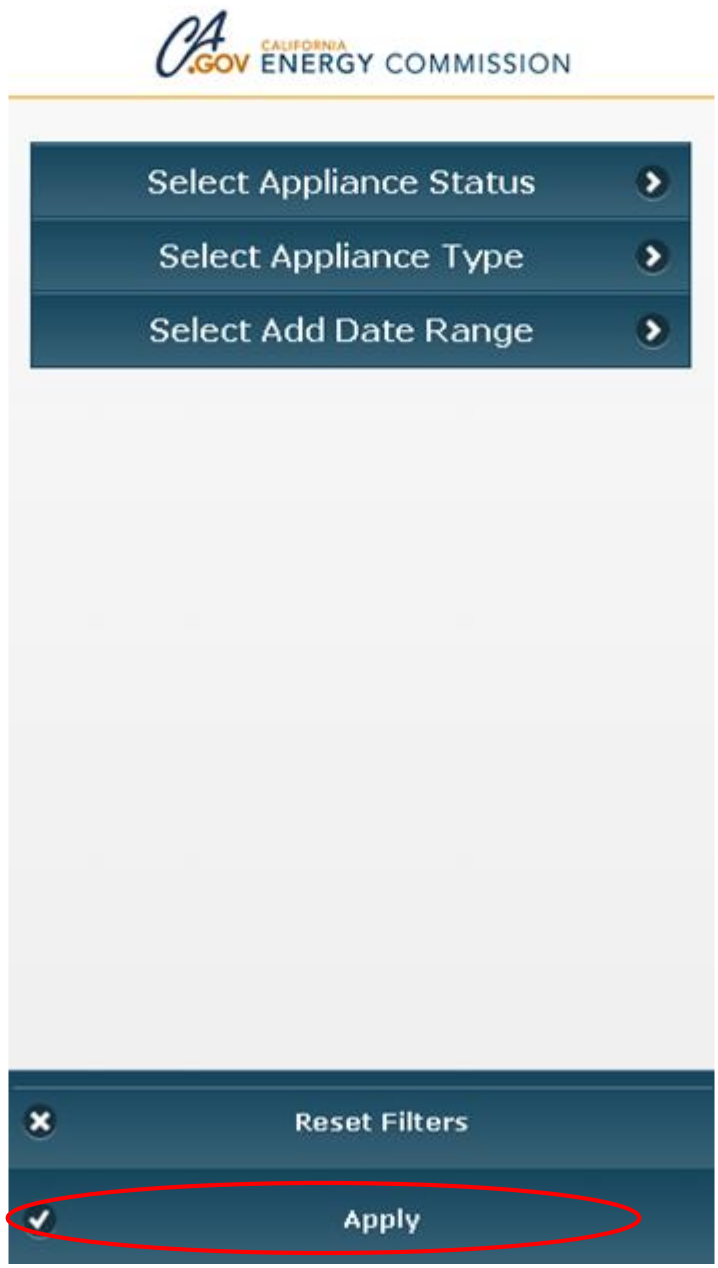
1. In this example, we will search broadly, entering i.e. Samsung in the search field and clicking "Search".	
2. The number at the top is quite large as the system has retrieved 1,688 total records (number listed at the top) that contain the word "Samsung". Click "Filters" located at the top right of the screen.	

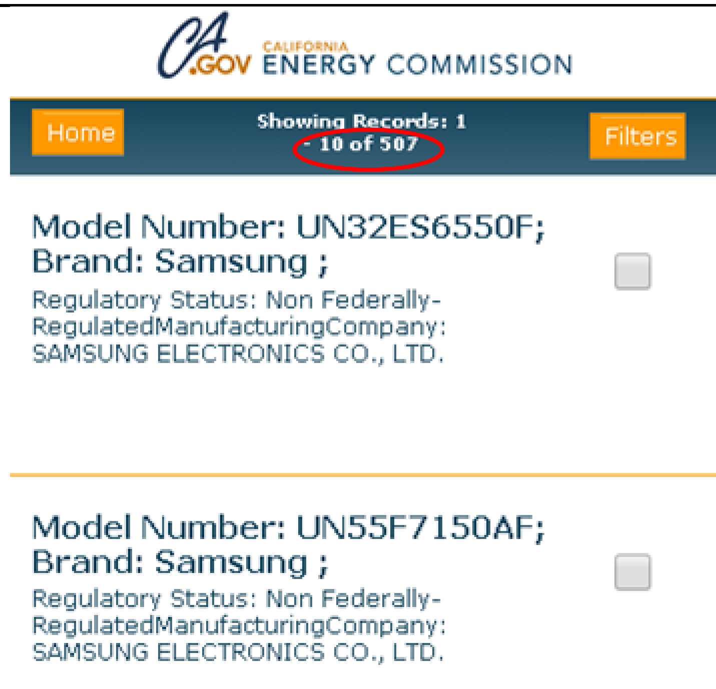
3. There are options to filter by Appliance Status, Appliance Type and Add date range. The “Reset Filters” button will clear all currently selected filters and the “Apply” button will apply selected filters.



4. In this example, we will filter by appliance type, i.e. Televisions. Click the “Select Appliance Type” filter.	
5. Click on the dropdown to view a list of appliance types to choose from.	

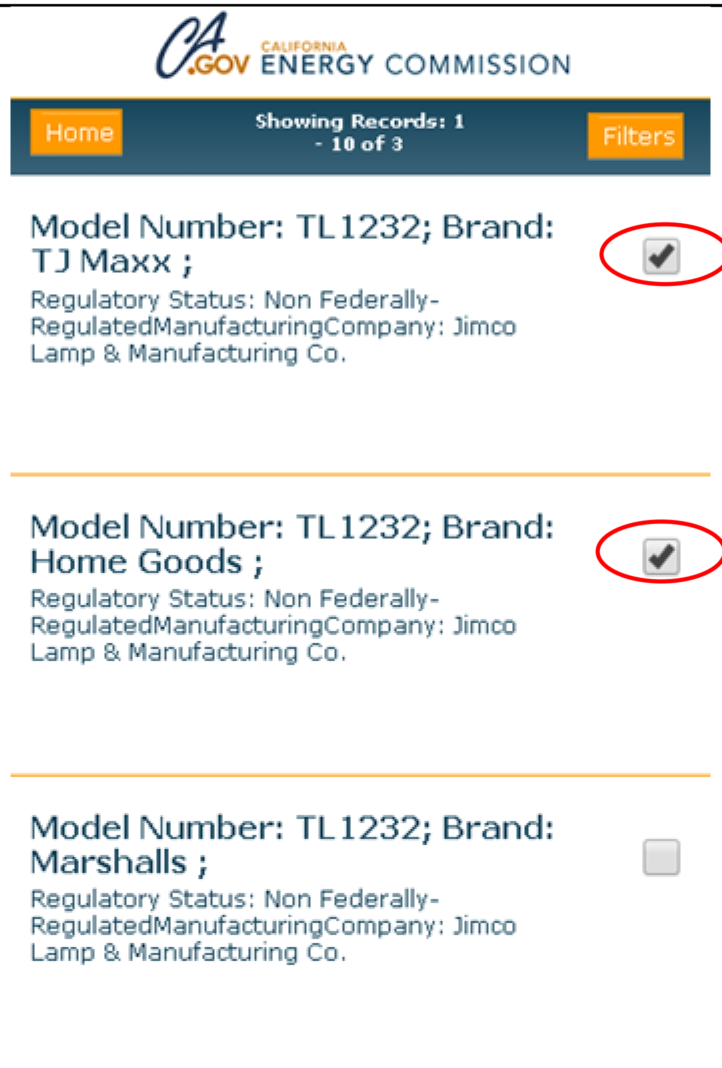
6. From the dropdown list that displays, select “Televisions”.	
7. Once the appliance type is selected the name will appear in the dropdown. Click “Back” when finished.	

8. On the next page, click “Apply”	

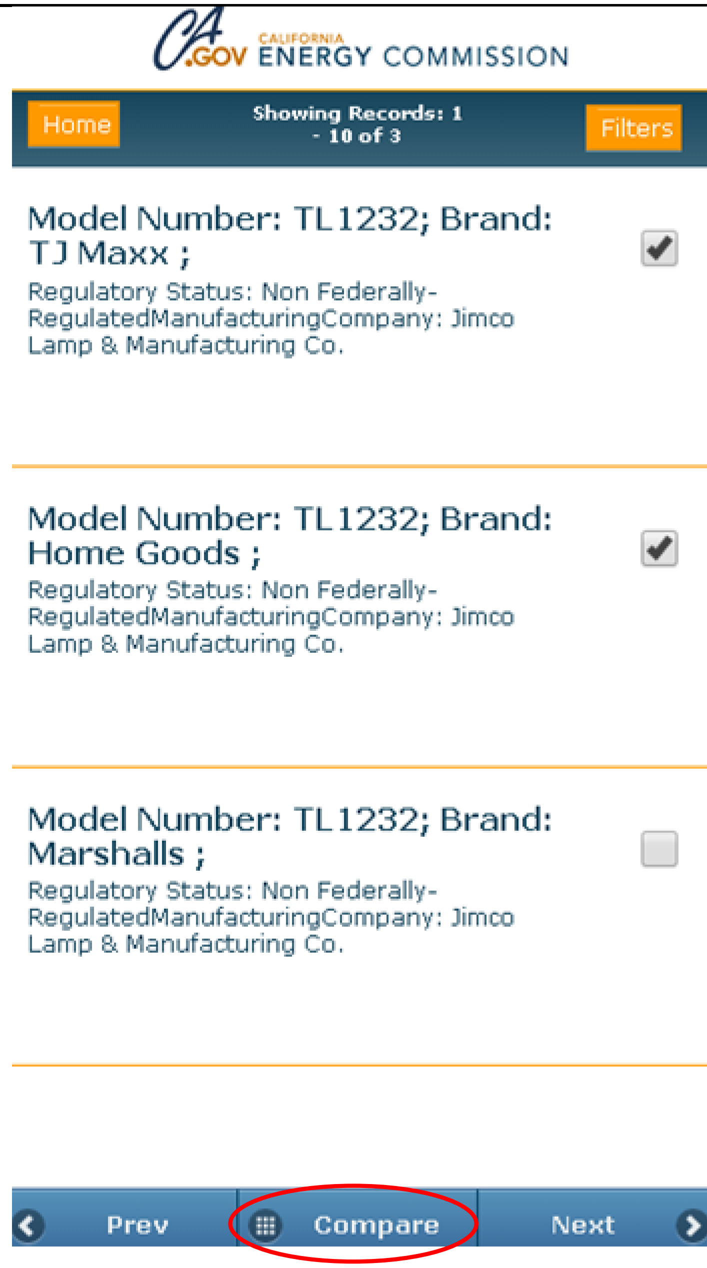
<table>
<tr>
<td>9. After clicking "Apply" the next page will display the home screen with the original search criteria, in this case "Samsung". Click the "Search" button to run the search with the newly added filter.</td>
<td>
</td>
</tr>
<tr>
<td>10. Now, the results that display are narrowed down by Appliance Type- Televisions by Samsung, yielding a fewer number of results, 507. To apply additional filters, follow the same process for each.</td>
<td>
</td>
</tr>
</table>

4.14.3 Compare Models

After conducting an appliance search, the user has an option to compare model data for up to two appliances. To select and compare two appliance models complete the following steps:

1. After conducting an appliance search and viewing the results list, select the checkbox next to the appliances for comparison.	

2. Once two appliances have been selected. Click on the “Compare” button located on the bottom of the screen.



3. The display will then show the appliance data for the selected models.   After viewing the appliance data, click on “Search Results” to navigate back to the search results page or click on “Home” to navigate back to the mobile search home page.