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## Welcome

This is the second appliance online newsletter designed to keep on line users of the registration facility abreast of the latest developments. The on-line facility has now been successfully operating for more than 18 months, in that time nearly 250 users have signed on to use the site. Almost 80% of all applications for energy labelling or MEPS are now done electronically, indicating a high level of acceptance of the system.

We shall continue to develop and improve the site and welcome suggestions for improvement from all users. If you have a problem with the system or would simply like to offer a suggestion for improvement please contact Robert Foster (System Administrator) on 03 56 266333 or email to [rwfoster@energyefficient.com.au](mailto:rwfoster@energyefficient.com.au)

## What's New

Since the last newsletter in December 2002 several new features have been added, you may not be familiar with some of these. Following is a brief summary of the main new features:

### Major System Upgrade – November 2003

In November 2003 a major upgrade was carried out on the system. Most users will now have used the new system but for those who haven't here is a summary the major new features:

- The ability for users to alter their user name and password details.
- The ability for users to add new brands to their custom list at any time
- A new opening page (home page) that does away with the need to initiate brand and appliance types. All brands and appliance types are now permanently available to the user from the home page.
- An improved search function is now incorporated into the opening (home) page.

Those wanting further details on these new functions should refer to the latest user manual which is downloadable from your homepage.

### Expiring Status

All records have a status, for example records awaiting submission have a "hold" status, records that have been submitted and have been accepted have an "approved" status. This record status can be viewed on the listings available on your home page (third column from the left). Recently a new status has been added, this status is called "expiring". Expiring records are current registrations that are within 100 days of reaching their expiry date. Expiring records will be displayed whenever the search field for status is set to "in progress" (this is the default setting) or if the "Expiring" status is specially selected when conducting a search.

Each time you open your database we suggest that you check to see if any of your records are about to expire.

## Tip for Working More Quickly (working without a mouse)

Here is an old tip for new users: - When filling in a registration form the fastest way to move from one field to the next is by using the tab key. When you tab to a field with a drop down box simply press F4 to display the dropdown list, then use your down arrow to move to your selection then press enter to select the desired option.

When you get to the bottom of the page simply continue to press the tab key (usually 2 more times) until the "next" button is highlighted - now press enter, this will bring up the next page.

## Attachments

A reminder from regulators that it is best if you use the facility on the last page of each application form to electronically attach supporting documentation such as test reports, labels etc. Using this facility to email your supporting documentation ensures that the regulator receives the application and the supporting documentation together and that the supporting documentation is tagged with the correct record ID.

The screenshot shows the 'Energyrating Appliance Registration' web application. Annotations include:

- Your user ID number:** Points to the 'User ID: 119' at the top left.
- Add brand & edit applicant details:** Points to the 'Add Brands' button in the 'Create a New Application' section.
- Edit your contact details:** Points to the 'Edit User Details' button at the top right.
- Download the latest user manual:** Points to the 'User Guide' button at the top right.
- Record Status Column:** Points to the 'Status' column header in the table below.
- Indicates product is eligible for a TESA Award:** Points to the 'Elegible' status in the table row for Record ID 14478.

Action	Record ID	Status	Appliance	Reg. Number	Reg. Date	Off Market	Brand	Model	Award	State
select	14542	On Hold	BA				EES TEST	xxxxxxx		REGTEST
select	14541	On Hold	CD				EES TEST	xxxx	Elegible	REGTEST
select	14478	On Hold	AC				EES TEST	FDC308HES3B-FDKN308H		VIC
select	14476	On Hold	BA				EES TEST	XX		REGTEST
select	14444	On Hold	CD				EES TEST			REGTEST
select	14438	On Hold	BA				EES TEST	2342424		REGTEST
select	14331	On Hold	BA				EES TEST	43		REGTEST

## Access Management

A new system of access management has been provided in the software. This system allows an applicant to share access to a particular record with another nominated user. For consultants who register on behalf of other companies this will allow the consultant to provide access to the registration they input for their client (assuming their client has their own access provision).

To provide access to a third party simply left click on the "Manage Access" button found at the top of each record (in view mode). This will open a dialogue box. Simply type in the user ID of the third

party and left click on the "Add User" button. User IDs can be found at the top of your (or your third parties) home page. Should you need to, the same dialogue box also allows you to delete a third parties access to your record.

## Print in PDF format

For those who wish to print a copy of their application the print facility can be found at the top of each record (in view mode). The button is called "Print Form (in PDF)". Previously the print button would print in MS-Word which occasionally caused problems for some users with older versions of MS-Word.

The screenshot shows the 'ClothesDryer - VIEW' web application. Annotations include:

- Print in PDF Button:** Points to the 'Print Form (in PDF)' button at the top right of the record view.
- Manage Access Button:** Points to the 'Manage Access' button below the 'Print Form (in PDF)' button.

Record details shown:

- Record ID: 14541
- Submitted To: REGTEST
- Status: On Hold

## TESAW Awards

Whenever you make an application for the registration of a labelled product the on line system will now assess your application to see if you are eligible for the new Top Energy Saver Award (TESAW). If your product is eligible, an application form will automatically display, complete this form and the award will be immediately granted upon registration of the product.

Some of your already registered products may be eligible for an award. This can be checked by viewing a list of all your registered products. Those that are eligible for an award will have an "Eligible" icon in the "awards" column (second column from the right). Click on this icon, complete the application form and your award will be granted immediately (appearing on [www.energyrating.gov.au](http://www.energyrating.gov.au) the following day). For further information on the TESAW awards go to [www.energyrating.gov.au/tesaw-main.html](http://www.energyrating.gov.au/tesaw-main.html).

## House Keeping

### Keep your details up to date

Your applicant and contact person details are stored in the on-line system (for some users the applicant and the contact person are different entities). It is important that these details are kept up to date. Should staff, address or contact detail changes occur you should alter your details in the online system accordingly. These changes will be written in to all your subsequent applications and will assist us when it is necessary to contact you.

*Contact Details* – These can be accessed by left mouse clicking on the "Edit User Details" button at the top of the home page and altering the details as required.

*Applicant Details* – Applicant details are associated with each brand that you register. These details can be accessed by left mouse clicking on the "Add Brands" button on the home page. A new window will open. Left mouse click on the particular brand in the custom list

of brands you want to amend and you can then edit the details of the applicant for that brand. To save the changes, make sure you left click on the "update" button at the bottom of the window before exiting this window.

### Security

User names and access codes should remain confidential. To alter your username or password for reasons of security or convenience simply left mouse click on the "Edit User Details" button on the home page and edit the username and or password details as required. We strongly recommend that access codes should be altered each time a new user takes over responsibility for your registrations.

### Off Market Date

A reminder to all users that your product will remain on the energyrating website as long as it remains registered. Many products come off the market before their registration expiry date (usually 5 years after registration). This means that many products on the website are no longer available in the market, a fact that causes some concern and frustration to consumers who use the site.

When strongly recommend that when one of your products is withdrawn from the market that you enter the database and activate the "off market date" function. By inputting a date after which the particular product will no longer be available for sale you can ensure that the model will no longer appear on the public website, it will however remain as a registered product until its registration is cancelled by the regulator.

To access this function simply conduct a search on your home page for the particular product. In the "action" column (far left hand column) next to the particular product select "Off Market" from the drop down list. A dialogue box will open, fill in the date (in the format noted) that you want the product to come off the market and submit. At any time you can re enter the record and amend or remove the off market date.

# Trouble Shooting

## Screen Refresh

Whenever you return to your home page (eg after viewing a record) the page will automatically refresh (a process that normally takes 5-10 seconds). During the refresh stage you should not attempt to change settings (eg on the search engine) as these changed settings will not be retained following the refresh of the screen.

