

### WHAT IS IN THIS GUIDE?

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This guide aims to provide an easy reference for activities relating to NEA BIT. This guide covers Institutional, Projects, Technical and Finance.

The **Phase 2 of NEA BIT Go-Live** includes **Rates and Technical**.  
**Effective date: Feb 19, 2018**

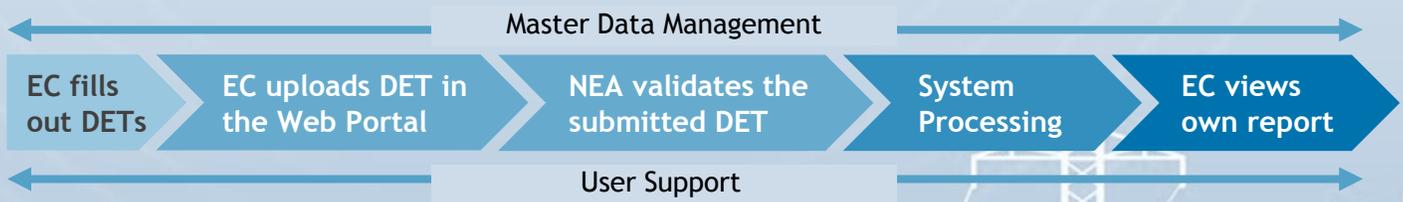
### OVERVIEW

#### WHAT IS NEA BIT?

NEA BIT (Business Intelligence Technology) aims to **deliver better diagnostics necessary to support and provide intervention to Electric Cooperatives** towards the realization of rural electrification and sustainable development.



#### GENERAL PROCESS



#### DEFINITION OF TERMS

Term	Definition
NEA BIT Web Portal	An internet-based system where DETs will be uploaded and reports will be posted. The Web Portal can be accessed in your browser (e.g. Chrome, Firefox), no need for installation. You will need an internet connection to access the Web Portal.
DET or Data Entry Template	This will contain the EC’s input data for the operational reports such as MIR, MFSR, PSMR, and etc. This is not the report yet, as this contains the specific and unbundled data of the EC. The DETs are excel files, which you can accomplish without internet connection.
NEA BIT Helpdesk	This is where inquiries and concerns can be raised by sending an email to the Helpdesk.

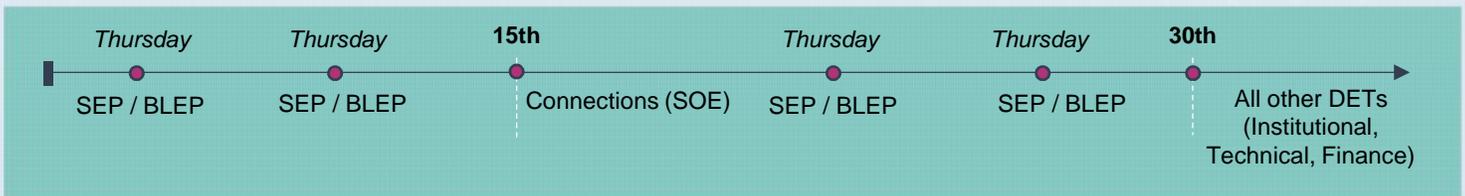
## GUIDELINES & DEADLINES

### IMPORTANT REMINDERS

- Only submissions done through the Web Portal will be considered the **OFFICIAL** submission.
- All uploaded DETs in the Web Portal are considered **confirmed and approved by the General Manager**.
- The system will take the upload date as the official submission date.

### DET SUBMISSION DEADLINE

*\*DET submission will follow the same reporting schedule.*



## WEB PORTAL NAVIGATION

### WEB PORTAL SETUP

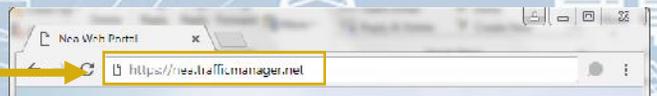
To experience the full functionalities of the system, security certificates must be installed. Note that this step will only be done **ONCE**. Security certificates are required for all PCs / laptops that will be used to access the Web Portal. Here are the steps:

1. In the **NEA BIT Infopedia References > Security Certificate**, open the **Web Portal Certificate** folder.
2. Open the **Certificate Import Guide** file in PDF.
3. Follow the steps indicated.

### ACCESSING THE NEA BIT WEB PORTAL

Once the certification has been applied, you can now access the Web Portal.

1. Open Google Chrome 
2. Input this URL: **<https://nea.trafficmanager.net>**



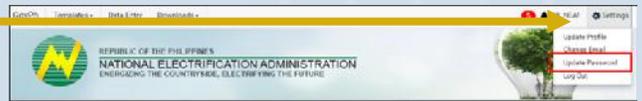
**Note:** The Web Portal is available from **7AM to 1AM daily**. You may download blank DET templates and fill them out offline.

## WEB PORTAL NAVIGATION

### LOGGING IN

The initial password given is generic. It is **REQUIRED** to have your password changed for security.

1. Enter given **Username** and **Password**
2. Click **LOGIN**.
3. In the upper right corner, click **SETTINGS**.
4. Select **UPDATE PASSWORD**.
5. Enter the preferred password. Note that password is case sensitive and must be updated every 6 months.



### THE DASHBOARD

The Dashboard contains the summary of activities in the Web Portal.

1. This contains the submission deadlines
2. Below the deadline reminders is the list of notifications corresponding to the DET submissions.



### DOWNLOADING DATA ENTRY TEMPLATES

To ensure that the template you will use is updated, download the file from the Web Portal.

1. Click **TEMPLATES**.
2. Select **DET**.
3. The list of DETs will be displayed. Select the templates and click **DOWNLOAD**.



**Note:** You will receive notifications for updates in the templates. Make sure to download the updated file to ensure successful submission.

## WEB PORTAL NAVIGATION

### UPLOADING ACCOMPLISHED DATA ENTRY TEMPLATES

Once you have filled out the DETs, it can now be uploaded in the Web Portal.

1. Click **DATA ENTRY**.



2. Click **UPLOAD DATA ENTRY**.

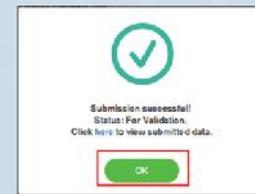


3. Fill out the corresponding fields.

4. Select the file to be uploaded. Make sure that it is in .xls or .xlsx format.

5. Once fields are filled, click **SUBMIT DATA ENTRY**.

6. A message will appear once your submission is successful.



7. A message will also appear for unsuccessful submission. There will be an error log that will contain the changes needed in the uploaded DET.

### SUBMISSION STATUS

To know the progress of your submission, there will be status updates in the Web Portal.

#### FOR VALIDATION

All uploaded DETs will have a status of **FOR VALIDATION** by default. This means that NEA will have to review and validate the file.

#### FOR REVISION

After NEA's review of your DET and there are items that need to be modified, the submission will be tagged as **FOR REVISION**. NEA will coordinate with the EC for clarifications on the submission.

#### VALIDATED

Once DET has been reviewed by NEA and the content is validated, the submitted DET will be tagged as **VALIDATED**.

## WEB PORTAL NAVIGATION

### SUBMISSION STATUS



#### NOTE:

- The system accepts one version of your DET at a time. For example, if your Energy and Interruption DET is still For Validation, you cannot upload another Energy and Interruption DET.
- Once the DET has been reviewed by NEA - either tagged as For Revision or Validated, the system will allow submission of a new version of the same DET.
- The system will allow submission of DETs even beyond the deadline, but the upload date will be considered as the OFFICIAL submission date. The same applies for resubmissions; the new upload date will be the new official submission date.

### VIEWING OF REPORTS

Once DETs have been validated, the reports will be available after system processing. To download:

1. Click **DOWNLOADS**.
2. Select **REPORTS**.
3. List of available reports will be displayed.  
Select the report that you wish to download.



### NOTIFICATIONS AND UPDATES

There will be notifications and updates in the Web Portal and through your email.

#### When can you expect a notification?

- For updates in the Data Entry Templates
- For submission updates - if the DET is for revision or validated. There will be separate notifications for every DET submission.

#### Where can you see the notifications?

- Through the Web Portal - Click the bell icon to view updates in the Web Portal.
- Through Email - An email will be sent to the account that uploaded the DET.



## DATA ENTRY TEMPLATES

### ELEMENTS OF THE TEMPLATE

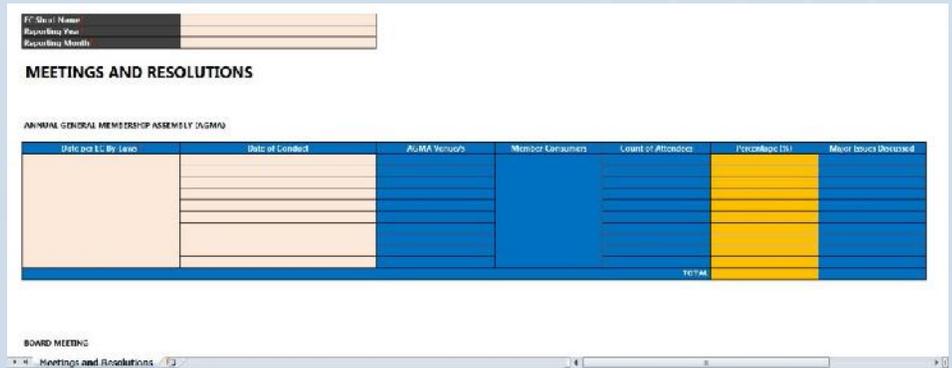
The Data Entry Template is a protected excel file. **Tampering of the DET is strictly prohibited.** Important items to note are the following:



*Note: Ensure that you enable the DET to be able to input data.*

#### DET Fields

- Only the fields in **PINK** are editable.
- Fields in **BLUE** are fixed and should not be tampered.
- Fields in **ORANGE** contain the computed data - this will be automatic depending on your inputs in the PINK fields.



*Note: Some fields may change color depending on the value you input on other fields. Make sure you review before uploading.*

The Web Portal can detect format changes in the DET. If modified, DET will not be uploaded successfully. Inform NEA should there be updates needed in the format or structure of the DET.

#### Content Formatting

Element	Description
Asterisk (*)	This is a required filled. It MUST be filled out.
Date Format	The default format for ALL date fields is MM/DD/YYYY. However, kindly note the format of the system time in your PC as this affects the input in the excel file.
Numerical Values	For fields which require numerical data, enter the number as-is. No need to enter comma (,).  For fields requiring TIN, enter the 12-digit number WITHOUT the dashes (e.g. TIN 123-456-789-000 should be entered as 123456789000)

## DATA ENTRY TEMPLATES

### Content Formatting

Element	Description
Drop-down Lists	Ensure that you are inputting or selecting only the values that are in the drop-down lists. If desired value is not in the list, it is possible that you have to request for update of master data (see NEA BIT Helpdesk section of the QRG)
Remarks and other free-text fields	Enter short but complete remarks / descriptions / summaries. Whenever possible, limit them to 1-2 sentences.



### NOTE:

- For fields that are not applicable to the EC but identified as required, input the following:  
for numerical fields = enter "0"  
for free text fields = enter "0" or "N/A"
- For fields that are not applicable to the EC but is not required, leave the field BLANK.

### File Name and Saving

This is the recommended file name where date refers to the REPORTING DATE. It is highly recommended to have all DETs for upload saved in one folder.

**DET FILE NAME: DET name - yyymmdd - V1**

**Example: Energy and Interruption - 20180220 - V1 (where date is the VERSION DATE)**

## NEA BIT HELPDESK

### SUPPORT PROCESS

The NEA BIT Helpdesk aims to support the full availability of the system. It is the channel by which ECs and NEA communicate inquiries and/or concerns about the system.

You can raise questions or concerns such as, but not limited to:

- System login concerns
- Updating of Master Data
- Web Portal concerns



**Note:** The helpdesk is solely for concerns relating to the Web Portal and update requests. For specific concerns and clarifications on the DETs and process, contact the corresponding NEA department.

DET / Functional Area	Department
Institutional	IDD Department
Projects (SEP/BLEP)	ATEO Department
Projects (Connections)	ITCSD
Technical	Engineering Department
Rates	Corporate Planning Department

### Accessing the Helpdesk

1. Open your web browser.
2. Enter the URL: <http://neaotrs.indracompany.com.ph/otrs/customer.pl>
3. Enter **Username** and **Password**. The Username is the name before the @ symbol (e.g. juandelacruz@yahoo.com = **username is juandelacruz**)
4. Click **LOGIN**.
5. Alternatively, you may also reach the NEA BIT Support by calling Helpdesk No. **09992200319**.



**Note:** Username is based on the provided email addresses in the user list. The password is the generic one provided for the portal, make sure to update your password.

### NEA BIT HELPDESK

#### Update Requests

There are three (5) types of templates for update requests. This is required for update requests to ensure the correctness of data.

Template	Description	DETs Affected
<b>User Access Request</b> Template	This is submitted for additional user access requests. This contains the information of the account to be added.	-
<b>Geography Master Data</b> Request Template	This is submitted for updates in your location e.g. there is a new sitio. It is important to inform NEA for changes in your area to ensure the standardization of data across all entities.	SEP BLEP Connections MSEAC
<b>BOD Profile Master Data</b> Request Template	This is submitted for changes in your Board of Directors.	BOD
<b>Power Plant Master Data</b> Request Template	Template used to request for updates (new or modification) in the master list of all power plants for all ECs.	DLSPQ PSR Power Supply
<b>Power Supplier Master Data</b> Request Template	Template used to request for updates (new or modification) in the master list of power suppliers for all ECs.	PSR Power Supply
<b>Substation Master Data</b> Request Template	Template used to request for updates (new or modification) in the master list of substation for all ECs.	DLSPQ
<b>Transformer Master Data</b> Request Template	Template used for updating the MD of all transformers of the EC in the NEA Web Portal.	DLSPQ



**Note:** Requested Master Data are reflected in the fields of the affected DETs. It is important to regularly inform NEA for changes within your EC to apply the corresponding updates in the DETs.

#### Reporting of Incidents Encountered

For concerns encountered in the Web Portal, provide screenshots of the errors encountered in the Web Portal and/or in the Data Entry Templates. Refer to **NEA BIT Infopedia - NEA BIT Quick Tips** section for more detailed instructions.

## NEA BIT INFOPEDIA

NEA BIT INFOPEDIA is your one-stop online source of NEA BIT - related information and references.

### Accessing the NEA BIT Infopedia

There are two ways to access it:

1. Click the **NEA BIT logo** on the left portion of the NEA website
2. Enter the URL on your web browser:  
<http://www.nea.gov.ph/whats-latest-in-nea-bit>

**WANT TO KNOW MORE ABOUT NEA BIT?**

**Access the NEA BIT INFOPEDIA NOW from the NEA website!**

### Sections of the NEA BIT Infopedia

- **NEA BIT Overview** - Background on the NEA BIT Project
- **What's latest in NEA BIT?** - NEA BIT Newsletters
- **NEA BIT Quick Tips** - Tips on using NEA BIT and accomplishing DETs
- **Frequently Asked Questions** - NEA BIT / DET Frequently Asked Questions
- **NEA BIT References** - NEA BIT Web Portal and DET Quick Reference Guides

