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**National
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Review / Revision History			
Revision No.	Date	Description	Approved By
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1.0 OBJECTIVE

This end-user manual aims to assist EC Users with the NEA Web Portal system functionalities. Specifically, it provides EC users the steps on how to navigate the NEA Web Portal to properly execute the EC User role.

2.0 SCOPE

This manual covers the NEA Web Portal system guide and system navigation for EC User.

3.0 DEFINITION OF TERMS

- Acknowledge Receipt¹ - Status of the DET when a DET is successfully received by the NEA DET Reviewer.
- Button - It is an object normally seen as icon or text which does a desired function in the system when clicked.
- Data Entry Template (DET) - Input Templates used to fill out information and submitted by the ECs to the Web Portal for NEA acknowledgement and reports generation. These templates serve as inputs in the generation of reports.
- Dropdown List - A tool that displays items or options which can be selected by scrolling the pointer over the list and clicking the desired item.
- EC Profile - Master Data that contains the data profiling of the ECs.
- Field - It is the space where information is filled in. Each field is differentiated by field names.
- For Revision - Status of a DET when revision is needed after checking the completeness of the data by the NEA DET Reviewer.
- Geography - Master Data that contains EC franchise area data on island group, region, province, barangay/city, and

¹ There is recognition of the possibility of change in the status from "Validated" to "Acknowledge Receipt".

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- Hyperlink - A text that is usually changes format when the pointer is being hovered over, and re-directs to another page or displays a section when clicked.
- Master Data (MD) - Data representing standard business information which are common and shared across users and managed centrally at NEA. These can be modified as requested by the Users for the addition of new values, updating or revisions and deactivation.
- NEA Web Portal - The centralized repository of data that enables ECs to submit the accomplished DETs for data warehouse processing and for the generation of Operational Reports.
- Operational Reports (ORs) - Reports required by NEA as mandated by RA 10531 or other operational information which are generated as outputs after collecting data from the ECs through the DETs.
- RA 10531 - An act strengthening the National Electrification Administration, further amending for the purpose Presidential Decree No. 269, as amended, otherwise known as the “National Electrification Administration” decree.
- Reporting Date - The date of DET submission.
- Reporting Month - The month covered by the data being reported. This is the data for the month earlier than the current month (Month X – 1).
- Request - A formal request for service, information or change in the NEA BIT functionalities made through Helpdesk Support.
- Subject Area - Composed of Finance, Institutional, Technical, and Projects groups classifying the ownership.
- Submitted ² - Status of the DET when it is successfully submitted in the NEA Web Portal by the EC.

² There is recognition of the possibility of change in the status from "For Validation" to "Submitted".

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- Substation - Master Data that contains the information of the Substation of the ECs.
- System Prompt - A message or symbol used to represent the system's readiness to perform the next command.

4.0 ROLES AND RESPONSIBILITIES

- Electric Cooperatives (ECs) - Responsible for accomplishing, submitting, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs.
- Helpdesk Support - Responsible for receiving and assessing the information on reported incident and request Helpdesk tickets.
- Master Data (MD) Manager - Responsible for maintaining assigned Master Data in the NEA Web Portal. May also acknowledge EC submissions and has access to operational reports, as assigned.
- NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

5.0 REFERENCES

- 5.1.1 System Procedure on the Implementation of the National Electrification Administration Business Intelligence Technology (NEA BIT)
- 5.1.2 NEA BIT Go-Live Kit
- 5.1.3 NEA BIT Support Process

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6.0 SYSTEM GUIDE

This section presents the system requirements to run the NEA Web Portal and the elements of its user interface that enable the execution of commands in the system.

6.1 System Requirements

6.1.1 Access to NEA Web Portal

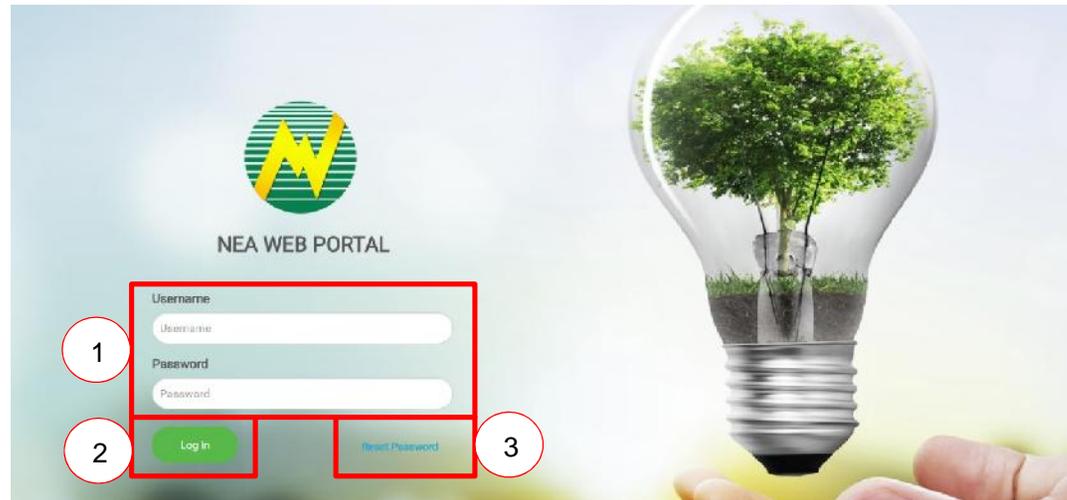
1. NEA Web Portal is a web-based facility with a need to use a standard internet browser. The NEA Web Portal URL is <https://nea.trafficmanager.net>. Below are the necessary software needed in your computer to be able to use the NEA Web Portal:
 - Web Browser (Recommended: Google Chrome)
 - Microsoft Excel 2003-2010
 - PDF Reader
2. Certification import is required prior to accessing the NEA Web Portal for the first time. Refer to *NEA BIT Go-Live Kit - Certificate Import Guide* for reference.

6.2 System User Interface

Access to NEA Web Portal functionalities seen in the home page depend on the User's role assignment. Some features may not be visible due to user role restriction.

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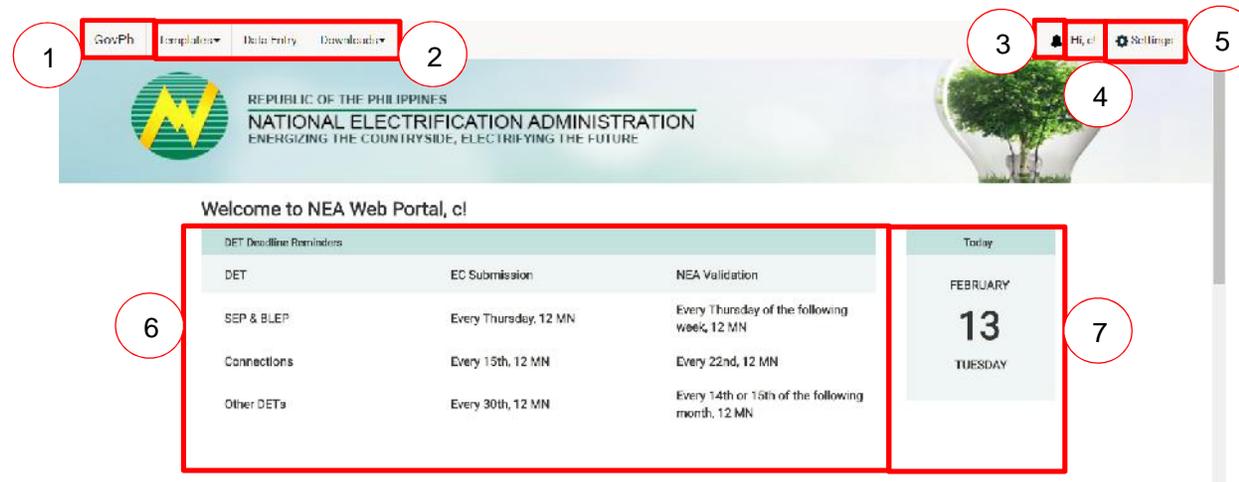
6.2.1 Log In Page



Object Name	Object Number	Description
User Credentials	1	It is the unique security access details used to log into the system.
Log In button	2	It is a button that lets the user enter the system.
Reset Password	3	It is the link where the user can change its password.

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6.2.2 Home Page



The screenshot shows the NEA Web Portal Home Page. At the top, there is a navigation bar with a 'GovPH' tab (1), a menu (2), a notification icon (3), a 'Hi, [username]' link (4), and a 'Settings' tab (5). Below the navigation bar is the NEA logo and the text 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. The main content area starts with 'Welcome to NEA Web Portal, c!'. Below this is a table of 'DET Deadline Reminders' (6) and a calendar widget (7) showing 'Today' as 'FEBRUARY 13 TUESDAY'.

Object Name	Object Number	Description
GovPH tab	1	It redirects the user to the NEA Website
Menu tab	2	It shows all submenus/functionalities available to the user.
Notification icon	3	It shows all alerts and notifications sent by the NEA Web Portal to the user. It also shows a list of tasks to be executed by the user.
Username link	4	It is a link to the Home Page.
Settings tab	5	It is used for user profile update and log-out.
Reminders	6	A section used to display reminders for the user.
Calendar	7	It shows the current date.

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6.3 System Navigation Guide

What do I want to do?	What do I use?
Manager User Accounts	This can be done through Settings tab.
Update EC Profile	This can be done through the EC Profile menu tab.
Download DET Template	This can be done through the Templates menu tab.
Upload accomplished DET	This can be done through the Data Entry menu tab.
View selected Operational Reports	This can be done through the Download > Reports menu tab.
View All Notifications	This can be through Notifications link.

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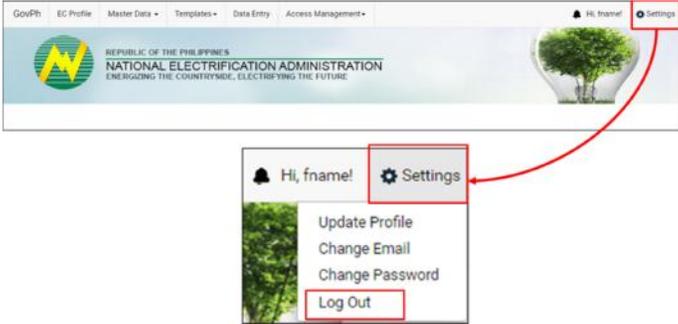
6.4 User Account Management

6.4.1 Log In

System Details	System Screen/ Button
<p>Each user will be given a unique <i>Username</i> and a <i>Password</i> that will be used to log into the system by the Helpdesk Support. Each <i>Username</i> will have different access to the functionalities of the NEA Web Portal.</p> <p>Follow the steps given below to login to <i>NEA Web Portal</i>:</p> <ol style="list-style-type: none"> 1. Type-in a valid <i>Username</i> and <i>Password</i>. 2. Click on the Log In button or press the <i>ENTER</i> key on the keyboard. 	
<p>If the <i>Username</i> or <i>Password</i> is incorrect, an error message will appear on the screen.</p> <ul style="list-style-type: none"> • <i>Username</i> and <i>Password</i> are case sensitive. • After logging in for the first time, change the <i>Password</i> immediately to a unique user-defined <i>Password</i>. (See Section 6.4.3 <i>Update Password</i> for details.) 	

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6.4.2 Log Out

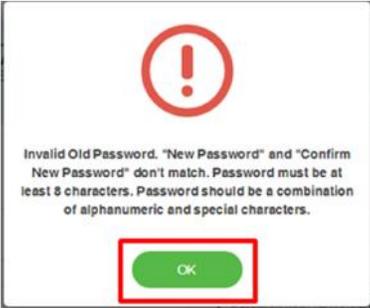
System Details	System Screen/ Button
<p>This sub-section illustrates how to log out of the system:</p> <ol style="list-style-type: none"> 1. Click the Settings > Logout on the upper right-side of the screen. 	
<ol style="list-style-type: none"> 2. A message will appear confirming the action of logging out which will then divert to the <i>Log In</i> screen. 3. To continue logging out, click on the Yes button. Otherwise, click on No button to go back to the Home page. 	

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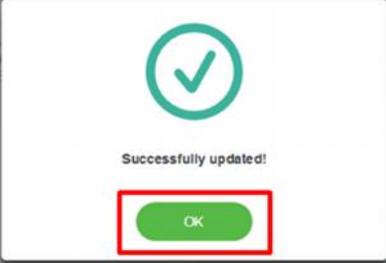
6.4.3 Update Password

System Details	System Screen/ Button
<p>This section will demonstrate how to update a <i>Password</i>:</p> <ol style="list-style-type: none"> On the upper right-side of the screen, click on Settings > Update Password. This will show the screen wherein changes to the user account passwords can be made. 	
<ol style="list-style-type: none"> Update Password screen will be displayed upon clicking Update Password. Type in the current password in the Old Password box. Type in the new password on the New Password box. <p><u>Password Policy:</u></p> <ul style="list-style-type: none"> Password is case sensitive. Password must be at least 8 characters. Password must be updated every 6 months. 	

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<ul style="list-style-type: none"> • You cannot reuse password of the previous ten times. • Password should be a combination of alphanumeric and special characters. <p>5. Re-type the new password in the <i>Confirm New Password</i> box.</p> <p>6. After filling out the mandatory fields, click Save button.</p>	
<p>An error message will appear if the following errors are encountered:</p> <ul style="list-style-type: none"> • Old Password is incorrect. • “New Password” and “Confirm New Password” do not match. • New password format is incorrect. <p>Click OK button to go back to the <i>Update Password</i> screen.</p>	

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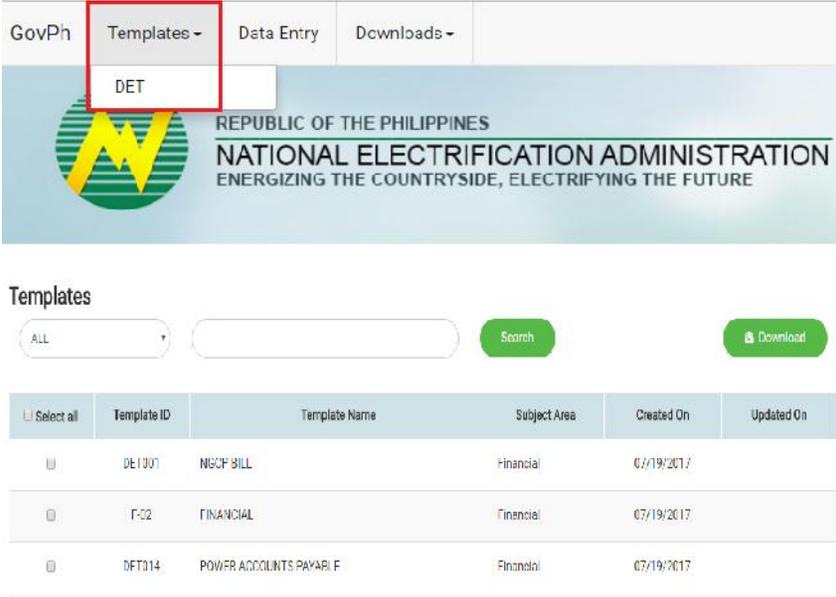
<p>7. Click Yes button on the system prompt to confirm new password.</p>	
<p>8. Click OK button on the system prompt. User will be re-directed to the <i>Home Page</i>.</p>	

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7.0 NEA Web Portal Navigation for EC User

This section shall guide the EC Users in navigating the Templates, Data Entry, and Downloads modules to be able to download and upload the Data Entry Templates (DETs), and view and download generated Operational Reports.

7.1 Templates Menu Tab

System Details	System Screen/ Button																								
<ol style="list-style-type: none"> 1. Select Templates > DET from the Menu tab. 2. <i>Templates list</i> will be displayed. 	 <p>The screenshot shows the NEA Web Portal interface. At the top, there are navigation tabs: 'GovPh', 'Templates -', 'Data Entry', and 'Downloads -'. The 'Templates -' tab is active, and its dropdown menu is open, showing 'DET' as the selected option. Below the navigation is a banner for the 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION' with the tagline 'ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. Underneath the banner is a 'Templates' section with a search bar, a 'Search' button, and a 'Download' button. Below this is a table of templates:</p> <table border="1"> <thead> <tr> <th>Select all</th> <th>Template ID</th> <th>Template Name</th> <th>Subject Area</th> <th>Created On</th> <th>Updated On</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>DE1007</td> <td>NSCP BILL</td> <td>Financial</td> <td>07/19/2017</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>F-02</td> <td>FINANCIAL</td> <td>Financial</td> <td>07/19/2017</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>DFT014</td> <td>POWER ACCOUNTS PAYABLE</td> <td>Financial</td> <td>07/19/2017</td> <td></td> </tr> </tbody> </table>	Select all	Template ID	Template Name	Subject Area	Created On	Updated On	<input type="checkbox"/>	DE1007	NSCP BILL	Financial	07/19/2017		<input type="checkbox"/>	F-02	FINANCIAL	Financial	07/19/2017		<input type="checkbox"/>	DFT014	POWER ACCOUNTS PAYABLE	Financial	07/19/2017	
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7.1.1 Search a Template

System Details	System Screen/ Button																												
<ol style="list-style-type: none"> 1. From the <i>Template list</i>, select Filter. <ul style="list-style-type: none"> • ALL • Financial • Institutional • Technical • Projects 2. Enter <i>keyword</i>. 3. Click Search button. 4. Click Previous or Next button to view search results in other pages. 	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Templates 1 2 3</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> ALL All Financial Institutional Technical Projects </div> <div style="border: 1px solid #ccc; width: 150px; height: 25px;"></div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #4CAF50; color: white; border-radius: 5px;">Search</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #4CAF50; color: white; border-radius: 5px; display: flex; align-items: center; justify-content: center;"> Download </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0f2f1;"> <th>Template Name</th> <th>Subject Area</th> <th>Created On</th> <th>Updated On</th> </tr> </thead> <tbody> <tr> <td>DET001 NCCP BILL</td> <td>Financial</td> <td>07/19/2017</td> <td></td> </tr> <tr> <td>F.02 FINANCIAL</td> <td>Financial</td> <td>07/19/2017</td> <td></td> </tr> <tr> <td>DET014 POWER ACCOUNTS PAYABLE</td> <td>Financial</td> <td>07/19/2017</td> <td></td> </tr> </tbody> </table> <p>Templates</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;"> All </div> <div style="border: 1px solid #ccc; width: 150px; height: 25px; padding: 2px;">sep</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #4CAF50; color: white; border-radius: 5px;">Search</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #4CAF50; color: white; border-radius: 5px; display: flex; align-items: center; justify-content: center;"> Download </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr style="background-color: #e0f2f1;"> <th>Select all</th> <th>Template ID</th> <th>Template Name</th> <th>Subject Area</th> <th>Created On</th> <th>Updated On</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DET039</td> <td>SEP & BLEP</td> <td>Projects</td> <td>07/19/2017</td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> Prev 1 Next </div> </div>	Template Name	Subject Area	Created On	Updated On	DET001 NCCP BILL	Financial	07/19/2017		F.02 FINANCIAL	Financial	07/19/2017		DET014 POWER ACCOUNTS PAYABLE	Financial	07/19/2017		Select all	Template ID	Template Name	Subject Area	Created On	Updated On	<input type="checkbox"/>	DET039	SEP & BLEP	Projects	07/19/2017	
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7.1.2 Sort Search Result

System Details	System Screen/ Button																								
<p>1. From the <i>Template list</i>, click <i>Column Header</i> of the column to be sorted.</p> <ul style="list-style-type: none"> • Template ID • Template Name • Subject Area • Created On • Updated On <p>Sorting rearranges the entries alphabetically A-Z or Z-A. Click to <i>sort</i> again in the reverse order.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Templates</p> <p>ALL <input type="text"/> Search Download</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="border: 2px solid red;"> <th style="text-align: left;">Select all</th> <th style="text-align: left;">Template ID</th> <th style="text-align: left;">Template Name</th> <th style="text-align: left;">Subject Area</th> <th style="text-align: left;">Created On</th> <th style="text-align: left;">Updated On</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DET001</td> <td>NGCP OILL</td> <td>Financial</td> <td>02/15/2017</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>F-02</td> <td>FINANCIAL</td> <td>Financial</td> <td>02/15/2017</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DET014</td> <td>POWER ACCOUNTS PAYABLE</td> <td>Financial</td> <td>02/15/2017</td> <td></td> </tr> </tbody> </table> </div>	Select all	Template ID	Template Name	Subject Area	Created On	Updated On	<input type="checkbox"/>	DET001	NGCP OILL	Financial	02/15/2017		<input type="checkbox"/>	F-02	FINANCIAL	Financial	02/15/2017		<input type="checkbox"/>	DET014	POWER ACCOUNTS PAYABLE	Financial	02/15/2017	
Select all	Template ID	Template Name	Subject Area	Created On	Updated On																				
<input type="checkbox"/>	DET001	NGCP OILL	Financial	02/15/2017																					
<input type="checkbox"/>	F-02	FINANCIAL	Financial	02/15/2017																					
<input type="checkbox"/>	DET014	POWER ACCOUNTS PAYABLE	Financial	02/15/2017																					

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7.1.3 Download Template

System Details	System Screen/ Button																								
<ol style="list-style-type: none"> 1. From the <i>Template list</i>, user may opt to: <ol style="list-style-type: none"> a. Download a single template by ticking the check box of the desired template, if a single template is to be downloaded. b. Download multiple templates by ticking several check boxes. c. Download all templates by ticking the Select all check box. 2. Click the Download button 	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Templates</p> <p> <input type="text" value="ALL"/> <input style="width: 150px;" type="text"/> <input type="button" value="Search"/> <input type="button" value="Download"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 5%;"><input type="checkbox"/> Select all</th> <th style="width: 10%;">Template ID</th> <th style="width: 30%;">Template Name ▼</th> <th style="width: 15%;">Subject Area</th> <th style="width: 10%;">Created On</th> <th style="width: 10%;">Updated On</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DET014</td> <td>POWER ACCOUNTS PAYABLE</td> <td>Financial</td> <td>06/13/2017</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DL1001</td> <td>NGCP BILL</td> <td>Financial</td> <td>06/13/2017</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>DET029</td> <td>MSEAC</td> <td>Institutional</td> <td>06/13/2017</td> <td></td> </tr> </tbody> </table> </div>	<input type="checkbox"/> Select all	Template ID	Template Name ▼	Subject Area	Created On	Updated On	<input type="checkbox"/>	DET014	POWER ACCOUNTS PAYABLE	Financial	06/13/2017		<input type="checkbox"/>	DL1001	NGCP BILL	Financial	06/13/2017		<input type="checkbox"/>	DET029	MSEAC	Institutional	06/13/2017	
<input type="checkbox"/> Select all	Template ID	Template Name ▼	Subject Area	Created On	Updated On																				
<input type="checkbox"/>	DET014	POWER ACCOUNTS PAYABLE	Financial	06/13/2017																					
<input type="checkbox"/>	DL1001	NGCP BILL	Financial	06/13/2017																					
<input type="checkbox"/>	DET029	MSEAC	Institutional	06/13/2017																					



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3. **DET Template** will be downloaded in an excel format.

4. Click the **file** to open and save in computer.

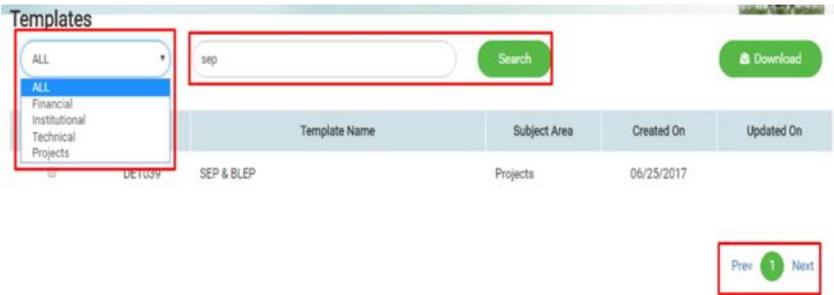
- For multiple files, files will be downloaded in a compressed folder. Open compressed folder and save in computer.
- File will be automatically saved to your local folder when using Chrome browser. Other browsers may require you to specify the folder destination.

The screenshot shows the 'Templates' page with a table of templates. The table has columns for 'Select all', 'Template ID', 'Template Name', 'Subject Area', 'Created On', and 'Updated On'. The first row is selected, and a context menu is open over it, showing options: 'Open', 'Always open files of this type', 'Show in folder', and 'Cancel'. The file name in the dropdown is 'SEP & BLEP (1).xls'. Below this, another screenshot shows the same page with a different row selected, and a context menu open over it, showing options: 'Open', 'Always open files of this type', 'Show in folder', and 'Cancel'. The file name in the dropdown is 'Template List_0616...zip'.

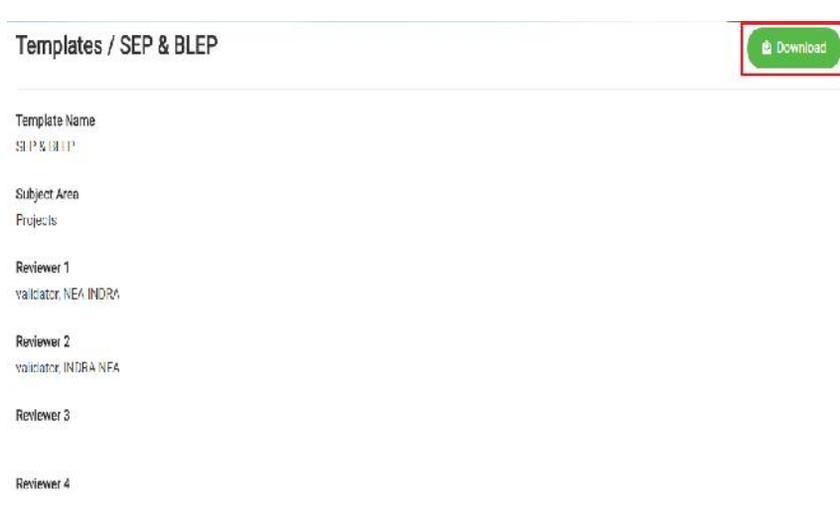
Select all	Template ID	Template Name	Subject Area	Created On	Updated On
<input checked="" type="checkbox"/>	DET039	SEP & BLEP	Projects	06/13/2017	
<input checked="" type="checkbox"/>	DET040	CONNECTIONS	Projects	06/13/2017	
<input checked="" type="checkbox"/>	DET039	SEP & BLEP	Projects	06/13/2017	
<input checked="" type="checkbox"/>		SUPPLIER AGREEMENT	Technical	06/13/2017	
<input checked="" type="checkbox"/>		ANCE TO PGC	Technical	06/13/2017	

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7.1.4 View Template Details

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. Search desired template. 2. From the <i>Templates list</i> search screen, select filter (optional). <ul style="list-style-type: none"> • ALL • Financial • Institutional • Technical • Projects 3. Enter keyword in the Keyword box. 4. Click Search button 5. Click Previous or Next button to view search results in other pages.. 	

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<p>6. Click desired Template from the <i>Templates list</i>.</p>	
<p>7. System will display the <i>Template details</i> page.</p> <p>8. From the <i>Template details</i> page, click Download button.</p>	

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7.2 Data Entry Menu Tab

System Details	System Screen/ Button																												
<ol style="list-style-type: none"> Select Data Entry from the Menu tab. <i>Data Entry list</i> will be displayed. 	 <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELCO II</td> <td>07/31/2017</td> <td>ecus</td> </tr> <tr> <td>Salary</td> <td>Institutional</td> <td>May 2017</td> <td>For Validation</td> <td>CAGELCO II</td> <td>07/31/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus	Salary	Institutional	May 2017	For Validation	CAGELCO II	07/31/2017	ecus	Connections	Projects	September 2017	Validated	CAGELCO II	07/26/2017	ecus
Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create																							
Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus																							
Salary	Institutional	May 2017	For Validation	CAGELCO II	07/31/2017	ecus																							
Connections	Projects	September 2017	Validated	CAGELCO II	07/26/2017	ecus																							

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7.2.1 Upload Data Entry

System Details	System Screen/ Button																												
<p>1. From the <i>Data Entry</i> search screen, click Upload Data Entry button.</p>	 <p>The screenshot shows a 'Data Entry' search interface. At the top, there is a dropdown menu set to 'ALL', a search input field, and a green 'Search' button. To the right, a green button with a plus icon and the text 'Upload Data Entry' is highlighted with a red rectangular box. Below the search area is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELOC II</td> <td>07/31/2017</td> <td>eous</td> </tr> <tr> <td>Salary</td> <td>Institutional</td> <td>May 2017</td> <td>For Validation</td> <td>CAGELOC II</td> <td>07/31/2017</td> <td>eous</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELOC II</td> <td>07/26/2017</td> <td>eous</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELOC II	07/31/2017	eous	Salary	Institutional	May 2017	For Validation	CAGELOC II	07/31/2017	eous	Connections	Projects	September 2017	Validated	CAGELOC II	07/26/2017	eous
Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create																							
Connections	Projects	July 2017	For Validation	CAGELOC II	07/31/2017	eous																							
Salary	Institutional	May 2017	For Validation	CAGELOC II	07/31/2017	eous																							
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2. In the *Data Entry/Upload Data Entry* screen, fill-out required fields:

- Template Name
- Reporting Month
- Reporting Year

Fields with asterisk (*) are required to be filled-out.
EC Short Name is automatically populated.

Data Entry / Upload Data Entry

EC Short Name *

CAGELCO II

Template Name *

Reporting Month *

Reporting Year *

Reason for Late Submission

File Upload (.xls or .xlsx format only) *

Choose File

No file chosen

Comments

Submit Data Entry

Leave Page

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FOR LATE SUBMISSION

The Web Portal is able to identify a late submission based on the Reporting Month and Year entered by the user.

- If DET is identified late, system will display a *prompt* for late submission.
- Click **OK** button on the prompt.





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- **Reason for Late Submission** field will be enabled and is required to be filled out.
- Select value from the **Reason for Late Submission** field. Options:
 - a. Force Majeure
 - b. Others

Data Entry / Upload Data Entry

EC Short Name *

CAGELCO II

Template Name *

Salary

Reporting Month *

January

Reporting Year *

2017

Reason for Late Submission *

Force Majeure

File Upload (.xls or .xlsx format only) *

Choose File

No file chosen

Comments

Submit Data Entry

Leave Page



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- Comments **textbox** will be required if Reason is "Others". Enter comments for late submission.

Data Entry / Upload Data Entry

EC Short Name *

CAGELCO II

Template Name *

Salary

Reporting Month *

January

Reporting Year *

2017

Reason for Late Submission *

Others

File Upload (.xls or .xlsx format only) *

Choose File

No file chosen

Comments *

Submit Data Entry

Leave Page



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3. Once all required fields are filled out, click **Choose File** button and select the accomplished DET file from the local computer's storage.

Data Entry / Upload Data Entry

EC Short Name *
CAGELCO II

Template Name *
Salary

Reporting Month *
January

Reporting Year *
2017

Reason for Late Submission *
Others

File Upload (.xls or .xlsx format only) *
Choose File No file chosen

Comments *

Submit Data Entry **Leave Page**



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4. Click **Submit Data Entry** button.

Click **Leave Page** button to revert back to the Data Entry list.

Data Entry / Upload Data Entry

EC Short Name *

CAGELCO II

Template Name *

Salary

Reporting Month *

January

Reporting Year *

2017

Reason for Late Submission *

Others

File Upload (.xls or .xlsx format only) *

Choose File

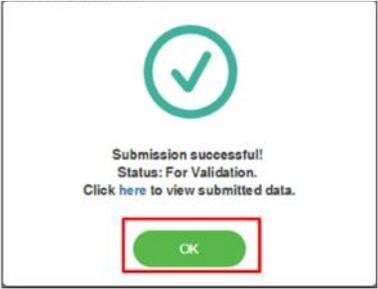
No file chosen

Comments *

Submit Data Entry

Leave Page

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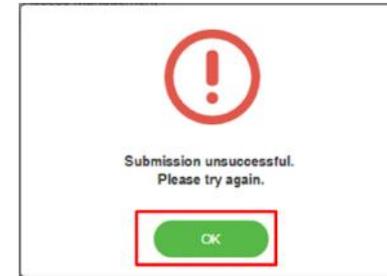
<p><u>FOR SUBMISSION WITH NO DATA ERROR</u></p> <ul style="list-style-type: none"> System will display a <i>prompt</i> for successful submission. Click OK button on the prompt. 																					
<ul style="list-style-type: none"> System will revert back to the <i>Data Entry list</i> screen. DET status for successful submission is “Submitted”. 	<p>Data Entry</p> <p>ALL <input type="text"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Sho</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELOC</td> </tr> <tr> <td>Salary</td> <td>Institutional</td> <td>May 2017</td> <td>For Validation</td> <td>CAGELOC</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELOC</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Sho	Connections	Projects	July 2017	For Validation	CAGELOC	Salary	Institutional	May 2017	For Validation	CAGELOC	Connections	Projects	September 2017	Validated	CAGELOC
Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Sho																	
Connections	Projects	July 2017	For Validation	CAGELOC																	
Salary	Institutional	May 2017	For Validation	CAGELOC																	
Connections	Projects	September 2017	Validated	CAGELOC																	

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FOR SUBMISSION WITH DATA ERROR

- System will display a *prompt* for unsuccessful submission.
- Click **OK** button on the prompt.

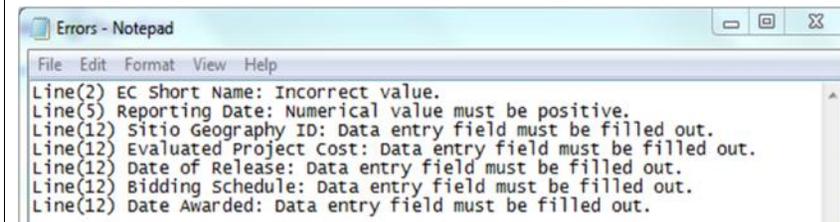
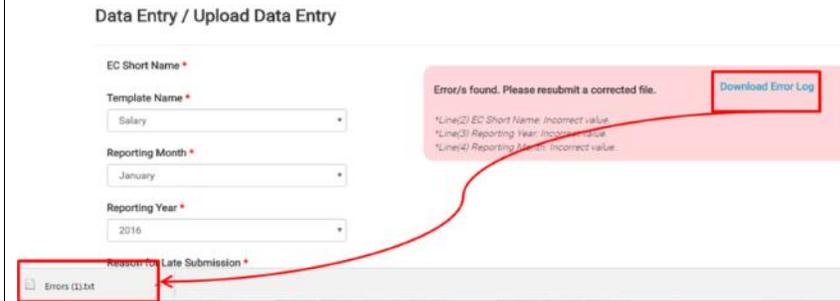
Unsuccessful submissions due to data errors will not be saved in the Web Portal.



- System will display *errors* on the screen.
- User may opt to download the error log by clicking **Download Error Log** link.
- Click the *error log* to open the file.

Possible Data Errors:

- Incorrect format
 - DET should be in .xls or .xlsx format only.
- Required fields not filled-out.
 - Fields with asterisk (*) are required.
- Values in DET do not match with the details encoded in the Data Entry screen
 - EC Short Name, Template Name, Reporting Month, Reporting Year

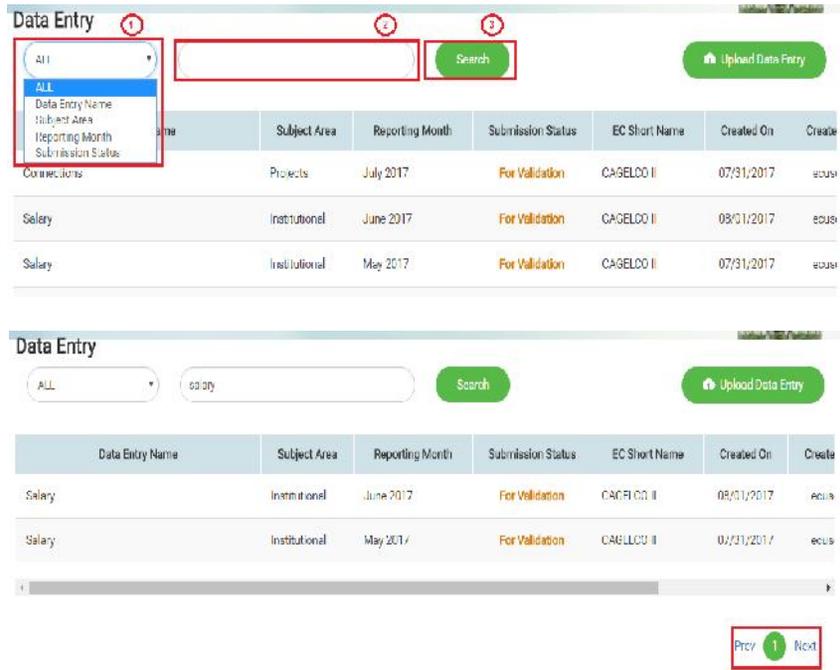


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<p><u>FOR RESUBMISSION WITH NO DATA ERROR</u></p> <ul style="list-style-type: none"> System will display a confirmation <i>prompt</i> for resubmission. Click Yes button on the prompt. 	
<ul style="list-style-type: none"> System will revert back to the <i>Data Entry list</i> screen. DET status for successful resubmission is “Submitted”. 	

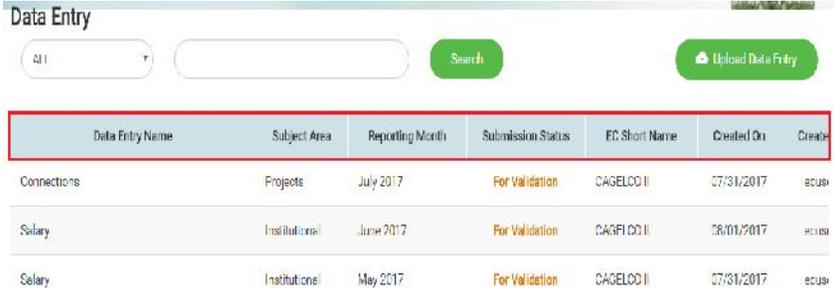
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7.2.2 Search a Data Entry

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. From the <i>Data Entry list</i>, select Filter. <ul style="list-style-type: none"> • ALL • Data Entry Name • Subject Area • Reporting Month • Submission Status • EC Short Name 2. Enter <i>keyword</i>. 3. Click Search button. <p>Click Previous or Next button to view search results in other pages.</p>	

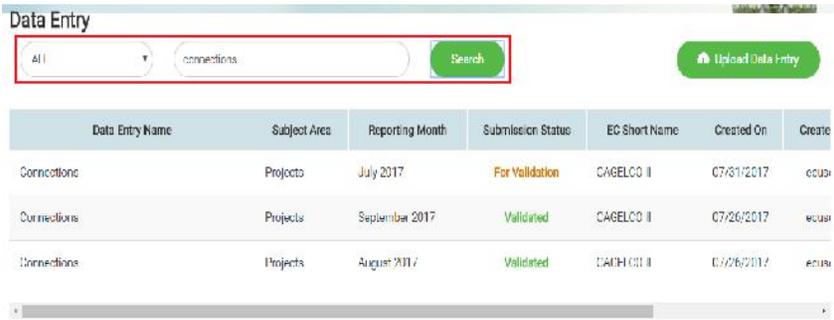
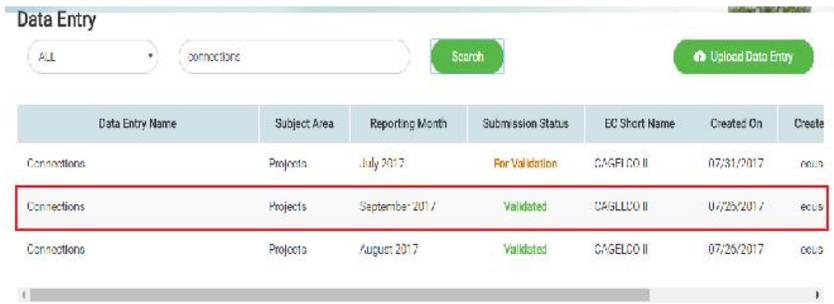
 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">34 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.2.3 Sort Search Result

System Details	System Screen/ Button																												
<p>1. From the <i>Data Entry list</i>, click <i>Column Header</i> of the column to be sorted.</p> <ul style="list-style-type: none"> • Data Entry Name • Subject Area • Reporting Month • Submission Status • EC Short Name • Created On • Created By • Updated On • Updated By <p>Sorting rearranges the entries alphabetically A-Z or Z-A. Click to <i>sort</i> again in the reverse order.</p>	 <p>The screenshot shows a web interface titled "Data Entry". At the top, there is a search bar with a dropdown menu set to "All", a search input field, a green "Search" button, and a green "Upload Data Entry" button. Below the search bar is a table with the following columns: Data Entry Name, Subject Area, Reporting Month, Submission Status, EC Short Name, Created On, and Create. The table contains three rows of data:</p> <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELOO II</td> <td>07/31/2017</td> <td>ecusa</td> </tr> <tr> <td>Salary</td> <td>Institutional</td> <td>June 2017</td> <td>For Validation</td> <td>CAGFICO II</td> <td>08/01/2017</td> <td>ecusa</td> </tr> <tr> <td>Salary</td> <td>Institutional</td> <td>May 2017</td> <td>For Validation</td> <td>CAGELOO II</td> <td>07/31/2017</td> <td>ecusa</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELOO II	07/31/2017	ecusa	Salary	Institutional	June 2017	For Validation	CAGFICO II	08/01/2017	ecusa	Salary	Institutional	May 2017	For Validation	CAGELOO II	07/31/2017	ecusa
Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create																							
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 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">35 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

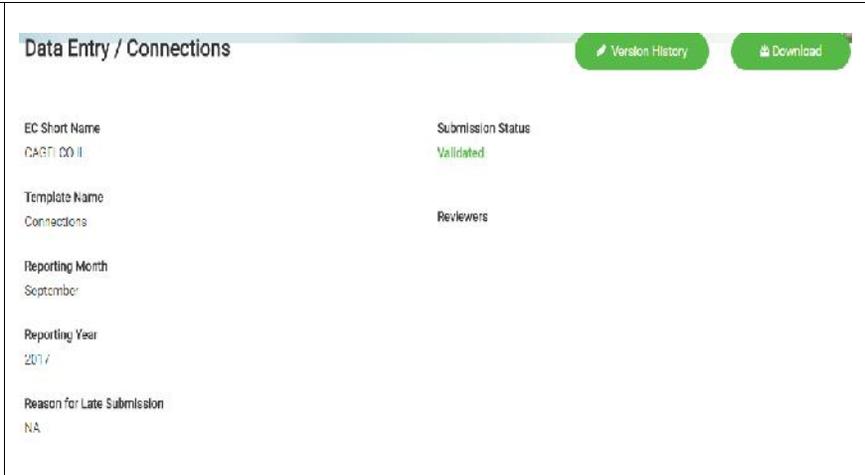
7.2.4 View Data Entry Details

System Details	System Screen/ Button																												
<p>1. From the Data Entry list, search the DET.</p> <p><u>Submission Status:</u></p> <ul style="list-style-type: none"> • Submitted³ – a successfully submitted DET to be reviewed by NEA • For Revision – DET rejected by NEA to be revised by EC • Acknowledge Receipt⁴– DET that passed the review of NEA 	 <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELCO II</td> <td>07/31/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>August 2017</td> <td>Validated</td> <td>DACH CO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus	Connections	Projects	September 2017	Validated	CAGELCO II	07/26/2017	ecus	Connections	Projects	August 2017	Validated	DACH CO II	07/26/2017	ecus
Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create																							
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Connections	Projects	August 2017	Validated	DACH CO II	07/26/2017	ecus																							
<p>2. Click desired DET from the Data Entry list.</p>	 <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELCO II</td> <td>07/31/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/25/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>August 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/25/2017</td> <td>ecus</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus	Connections	Projects	September 2017	Validated	CAGELCO II	07/25/2017	ecus	Connections	Projects	August 2017	Validated	CAGELCO II	07/25/2017	ecus
Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create																							
Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus																							
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Connections	Projects	August 2017	Validated	CAGELCO II	07/25/2017	ecus																							

³ There is recognition of the possibility of change in the status from "For Validation" to "Submitted".

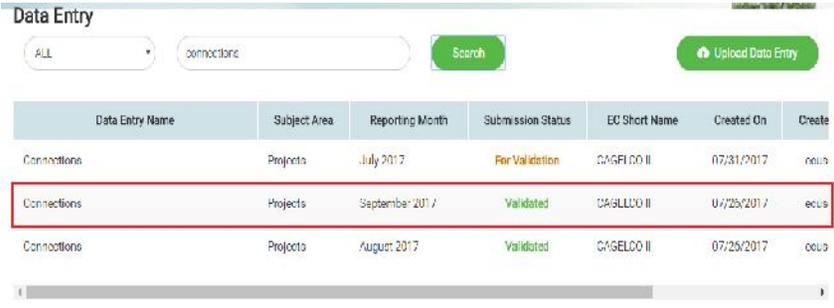
⁴ There is recognition of the possibility of change in the status from "Validated" to "Acknowledge Receipt".

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	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

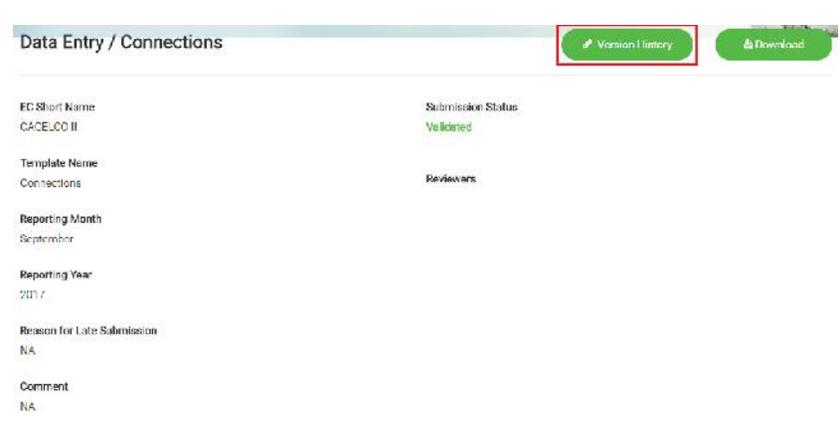
<p>3. System will display the <i>Data Entry details</i> page.</p>	
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 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">37 of 48</p>
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7.2.5 View Data Entry Version History

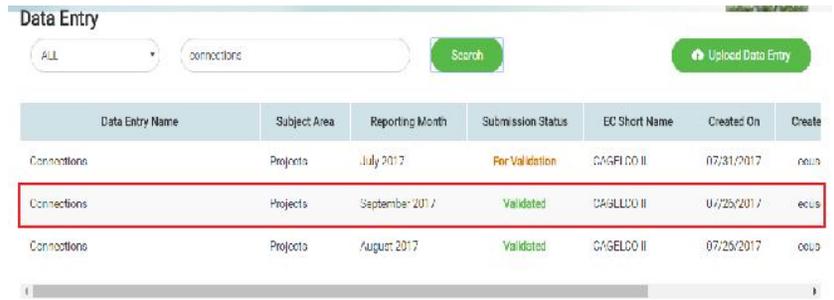
System Details	System Screen/ Button
<p>1. From the <i>Data Entry list</i>, search the DET to be viewed.</p>	
<p>2. Click desired DET from the <i>Data Entry list</i>.</p>	

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">38 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

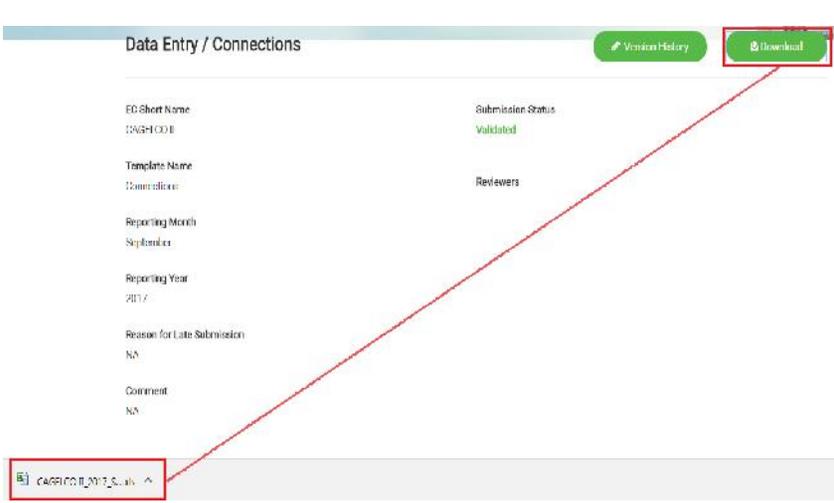
<p>3. System will display the <i>Data Entry details</i> page.</p> <p>4. From the <i>Data Entry details</i> page, click Version History button.</p>	 <p>The screenshot shows the 'Data Entry / Connections' page. At the top right, there are two buttons: 'Version History' (highlighted with a red box) and 'Download'. Below the buttons, the page displays details for a specific data entry:</p> <ul style="list-style-type: none"> EC Short Name: CACEJCO II Submission Status: Validated Template Name: Connections Reviewers: Reporting Month: September Reporting Year: 2017 Reason for Late Submission: N/A Comment: N/A 														
<p>5. System will display the <i>history of submissions</i> for the DET.</p> <p>6. System assigns an incremented version for every submission.</p>	 <p>The screenshot shows the 'Data Entry / Connections / Version History' page. It features a table with the following columns: Data Entry Name, Version No., Reporting Month, Submission Status, Created On, Created By, and Updated On. The 'Version No.' column is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Version No.</th> <th>Reporting Month</th> <th>Submission Status</th> <th>Created On</th> <th>Created By</th> <th>Updated On</th> </tr> </thead> <tbody> <tr> <td>20170726075147_CONNECTIONS_201709_V1.xls</td> <td>1.0</td> <td>September 2017</td> <td>Validated</td> <td>07/26/2017</td> <td>erused1</td> <td></td> </tr> </tbody> </table> <p>At the bottom right of the page, there are navigation buttons: 'Prev' and 'Next' (highlighted with a green circle).</p>	Data Entry Name	Version No.	Reporting Month	Submission Status	Created On	Created By	Updated On	20170726075147_CONNECTIONS_201709_V1.xls	1.0	September 2017	Validated	07/26/2017	erused1	
Data Entry Name	Version No.	Reporting Month	Submission Status	Created On	Created By	Updated On									
20170726075147_CONNECTIONS_201709_V1.xls	1.0	September 2017	Validated	07/26/2017	erused1										

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">39 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.2.6 Download Data Entry

System Details	System Screen/ Button																												
<p>1. From the <i>Data Entry list</i>, search the DET to be downloaded.</p>	 <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELCO II</td> <td>07/31/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>August 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus	Connections	Projects	September 2017	Validated	CAGELCO II	07/26/2017	ecus	Connections	Projects	August 2017	Validated	CAGELCO II	07/26/2017	ecus
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<p>2. Click desired DET from the <i>Data Entry list</i>.</p>	 <table border="1"> <thead> <tr> <th>Data Entry Name</th> <th>Subject Area</th> <th>Reporting Month</th> <th>Submission Status</th> <th>EC Short Name</th> <th>Created On</th> <th>Create</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>Projects</td> <td>July 2017</td> <td>For Validation</td> <td>CAGELCO II</td> <td>07/31/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>September 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> <tr> <td>Connections</td> <td>Projects</td> <td>August 2017</td> <td>Validated</td> <td>CAGELCO II</td> <td>07/26/2017</td> <td>ecus</td> </tr> </tbody> </table>	Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create	Connections	Projects	July 2017	For Validation	CAGELCO II	07/31/2017	ecus	Connections	Projects	September 2017	Validated	CAGELCO II	07/26/2017	ecus	Connections	Projects	August 2017	Validated	CAGELCO II	07/26/2017	ecus
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	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

<ol style="list-style-type: none"> 3. System will display the <i>Data Entry details</i> page. 4. From the <i>Data Entry details</i> page, click Download button to download the DET. <ul style="list-style-type: none"> • DET file is in excel format. • File will be automatically saved to your local folder when using Chrome browser. Other browsers may require you to specify the folder destination. 5. Click the DET file to open it. 	
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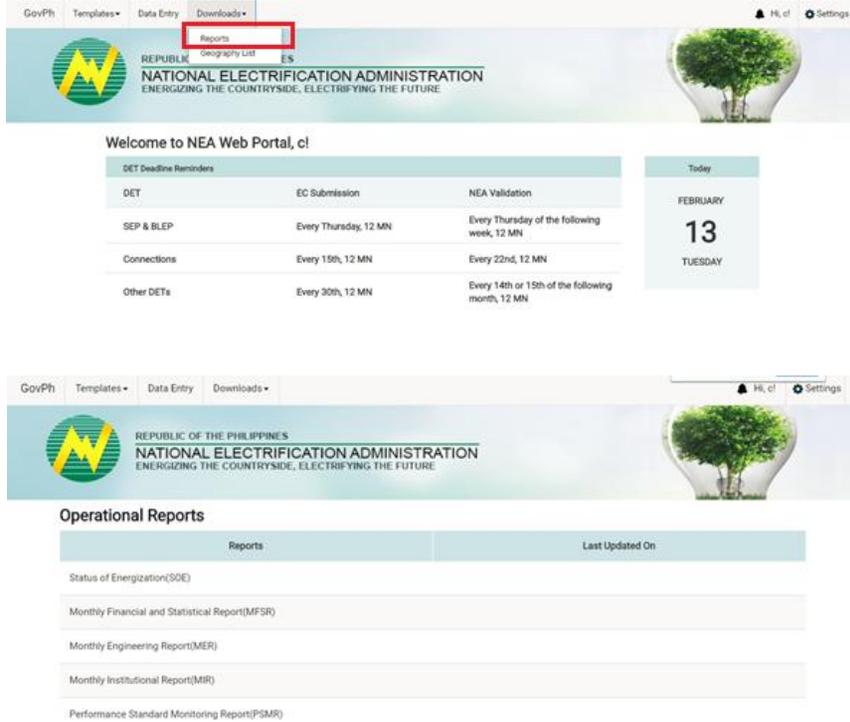
 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">41 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.3 Downloads Menu Tab

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. Select Download from the Menu tab. 2. <i>Reports and Geography List</i> tabs will be displayed. 	

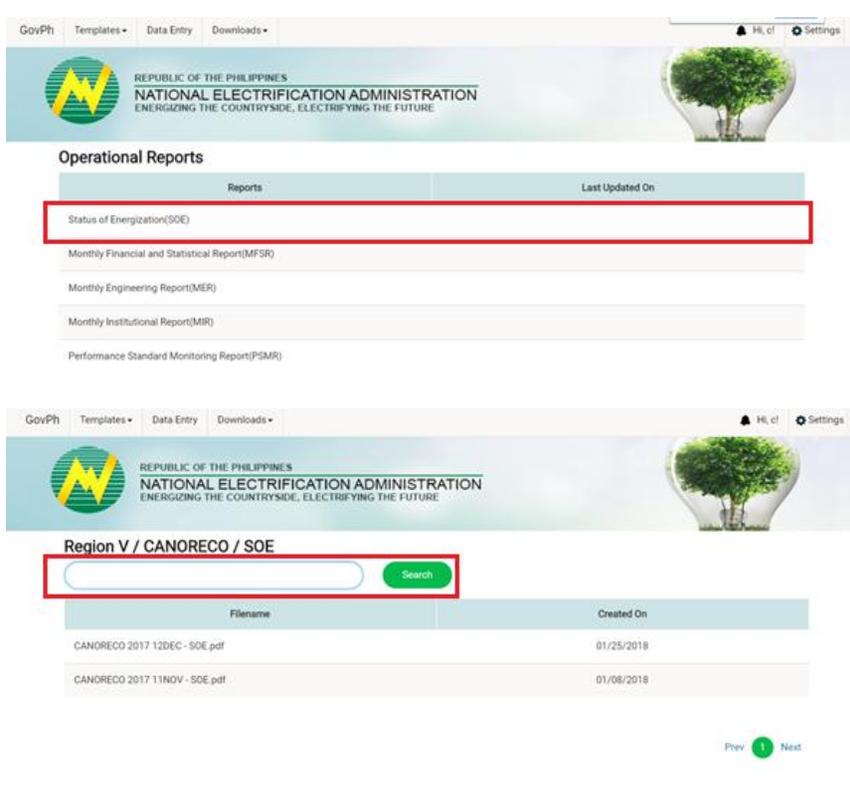
 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">42 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.3.1 Operational Reports Viewing

System Details	System Screen/ Button																								
<ol style="list-style-type: none"> 1. Select Download > Reports from the Menu tab. 2. <i>Reports list</i> will be displayed. 	 <p>The screenshot shows the NEA Web Portal interface. In the top navigation menu, the 'Reports' option is highlighted with a red box. Below the navigation, there is a 'Welcome to NEA Web Portal, c!' message and a 'DET Deadline Reminders' table. The table lists various reports and their submission frequencies:</p> <table border="1"> <thead> <tr> <th>DET</th> <th>EC Submission</th> <th>NEA Validation</th> </tr> </thead> <tbody> <tr> <td>SEP & BLEP</td> <td>Every Thursday, 12 MN</td> <td>Every Thursday of the following week, 12 MN</td> </tr> <tr> <td>Connections</td> <td>Every 15th, 12 MN</td> <td>Every 22nd, 12 MN</td> </tr> <tr> <td>Other DETs</td> <td>Every 30th, 12 MN</td> <td>Every 14th or 15th of the following month, 12 MN</td> </tr> </tbody> </table> <p>Below the table, there is a 'Today' widget showing 'FEBRUARY 13 TUESDAY'. At the bottom, the 'Operational Reports' section is visible, listing various report types:</p> <table border="1"> <thead> <tr> <th>Reports</th> <th>Last Updated On</th> </tr> </thead> <tbody> <tr> <td>Status of Energization(SOE)</td> <td></td> </tr> <tr> <td>Monthly Financial and Statistical Report(MFSR)</td> <td></td> </tr> <tr> <td>Monthly Engineering Report(MER)</td> <td></td> </tr> <tr> <td>Monthly Institutional Report(MIR)</td> <td></td> </tr> <tr> <td>Performance Standard Monitoring Report(PSMR)</td> <td></td> </tr> </tbody> </table>	DET	EC Submission	NEA Validation	SEP & BLEP	Every Thursday, 12 MN	Every Thursday of the following week, 12 MN	Connections	Every 15th, 12 MN	Every 22nd, 12 MN	Other DETs	Every 30th, 12 MN	Every 14th or 15th of the following month, 12 MN	Reports	Last Updated On	Status of Energization(SOE)		Monthly Financial and Statistical Report(MFSR)		Monthly Engineering Report(MER)		Monthly Institutional Report(MIR)		Performance Standard Monitoring Report(PSMR)	
DET	EC Submission	NEA Validation																							
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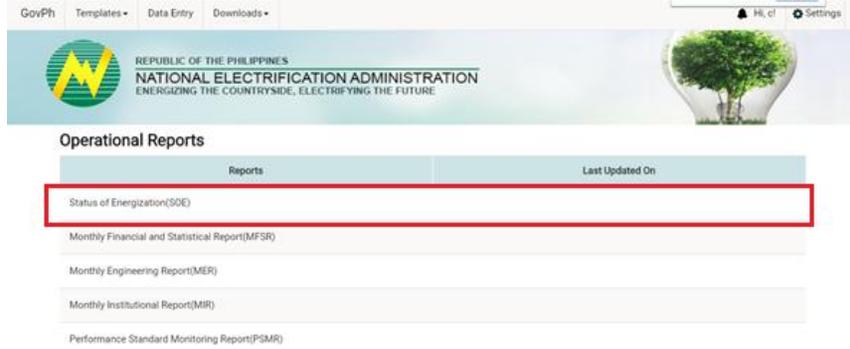
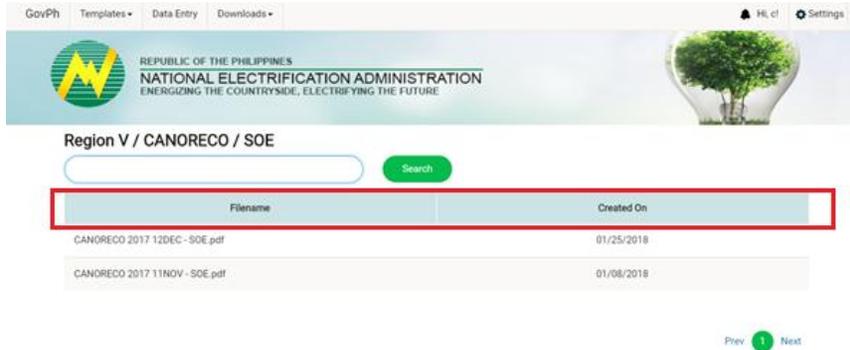
 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">43 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.3.2 Search an Operational Report

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. From the <i>Reports list</i>, select a Report. 2. Enter <i>keyword</i>. 3. Click Search button. 	 <p>The screenshot shows the web portal interface. The top navigation bar includes 'GovPh', 'Templates', 'Data Entry', and 'Downloads'. The main header features the NEA logo and the text 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. The 'Operational Reports' section lists several report types: 'Status of Energization(SOE)', 'Monthly Financial and Statistical Report(MFSR)', 'Monthly Engineering Report(MER)', 'Monthly Institutional Report(MIR)', and 'Performance Standard Monitoring Report(PSMR)'. The 'Status of Energization(SOE)' report is highlighted with a red box. Below this, the 'Region V / CANORECO / SOE' search interface is shown, featuring a search input field and a green 'Search' button, both highlighted with a red box. The search results table shows two entries: 'CANORECO 2017 12DEC - SOE.pdf' (created 01/25/2018) and 'CANORECO 2017 11NOV - SOE.pdf' (created 01/06/2018). A 'Prev 1 Next' navigation bar is at the bottom right.</p>

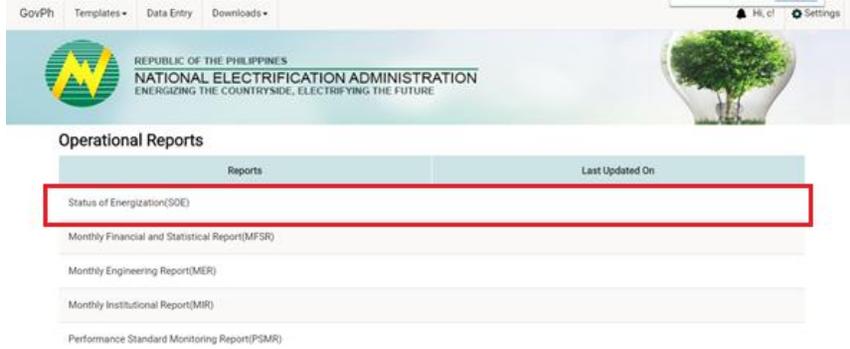
 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">44 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.3.3 Sort Search Operational Report Results

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. From the <i>Reports list</i> screen, select a Report. 2. Click a <i>column. header</i> to sort list. <ul style="list-style-type: none"> • File Name • Created On <p>Sorting rearranges the entries alphabetically A-Z or Z-A. Click to sort again in the reverse order.</p>	 

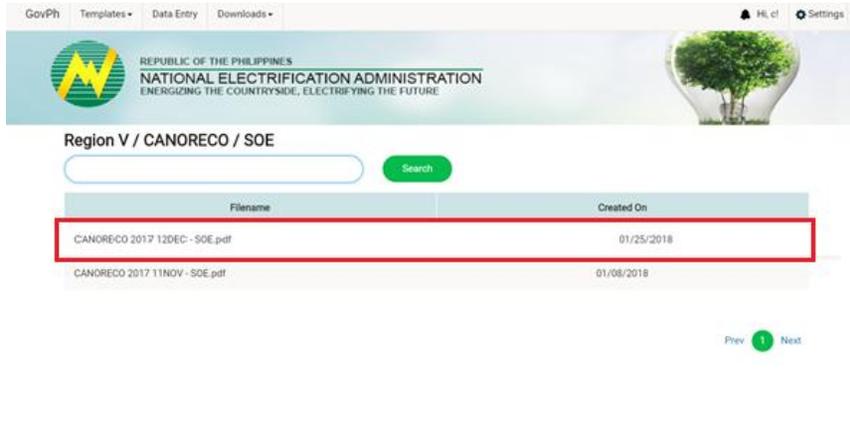
 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">45 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

7.3.4 Download Operational Report

System Details	System Screen/ Button
<p>1. From the <i>Reports list</i>, select a Report.</p>	 <p>The screenshot shows the user interface of the National Electrification Administration web portal. At the top, there is a navigation bar with 'GovPh', 'Templates', 'Data Entry', and 'Downloads'. Below this is a header with the organization's logo and name: 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION'. The main content area is titled 'Operational Reports' and contains a table with two columns: 'Reports' and 'Last Updated On'. The first row in the table, 'Status of Energization(SOE)', is highlighted with a red rectangular box.</p>

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">46 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

2. Select the desired **Operational Report**.
3. System will display the *list of generated reports*.
4. Click the **filename** to download the report.
Report will be in PDF format.
5. Click the **PDF file** to open it.



The screenshot shows the user interface of the National Electrification Administration web portal. At the top, there is a navigation bar with 'GovPh', 'Templates', 'Data Entry', and 'Downloads'. The main header features the NEA logo and the text 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. Below the header, the user is logged in as 'Hi, cl' and has access to 'Settings'. The main content area is titled 'Region V / CANORECO / SOE' and contains a search bar with a 'Search' button. A table displays a list of generated reports:

Filename	Created On
CANORECO 2017 12DEC - SOE.pdf	01/25/2018
CANORECO 2017 11NOV - SOE.pdf	01/08/2018

The first row of the table is highlighted with a red border. At the bottom right of the page, there are 'Prev' and 'Next' navigation buttons.

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">47 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

8.0 NEA Web Portal Geography List Download Navigation

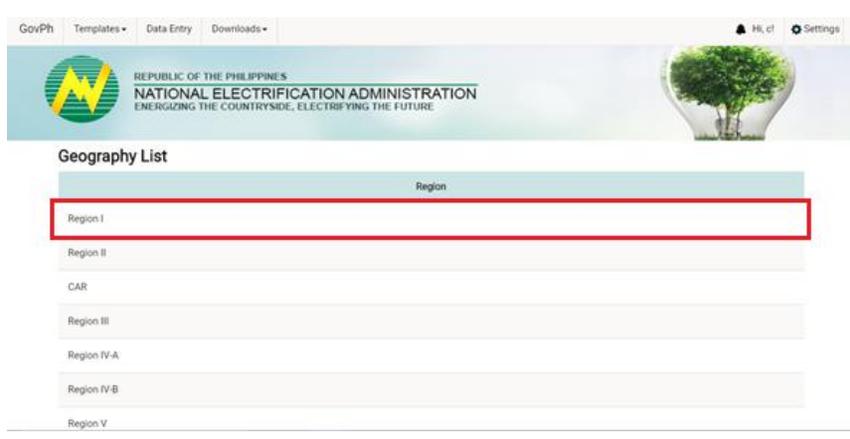
This section provides a guide for viewing and downloading Geography List based on Master Data (MD) Geography.

8.1 Geography List Viewing

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. Select Download > Geography List from the Menu tab. 2. <i>Geography List</i> will be displayed. 	 <p>The screenshot shows the NEA Web Portal interface. At the top, there is a navigation bar with 'GovPh', 'Templates', 'Data Entry', and 'Downloads'. The 'Downloads' menu is open, and 'Geography List' is highlighted with a red box. Below the navigation bar, there is a header with the NEA logo and the text 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRYFYING THE FUTURE'. The main content area displays 'Welcome to NEA Web Portal, c!' and a table of 'DET Deadline Reminders'. To the right, there is a calendar widget showing 'Today FEBRUARY 13 TUESDAY'.</p>  <p>The screenshot shows the 'Geography List' page. At the top, there is a navigation bar with 'GovPh', 'Templates', 'Data Entry', and 'Downloads'. Below the navigation bar, there is a header with the NEA logo and the text 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRYFYING THE FUTURE'. The main content area displays 'Geography List' and a list of regions: Region I, Region II, CAR, Region III, Region IV-A, Region IV-B, and Region V.</p>

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">SYSTEM NAVIGATION MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS-SP-XX</p>	<i>Page:</i> <p style="text-align: center;">48 of 48</p>
	<i>Document Title:</i> <p style="text-align: center;">NEA WEB PORTAL NAVIGATION FOR EC END-USERS</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">August 14, 2017</p>

8.1.1 Download Geography List

System Details	System Screen/ Button
<ol style="list-style-type: none"> 1. From the <i>Geography List</i>, select the desired Region. 2. Click the filename to download the report. Report will be in PDF format. 3. Click the PDF file to open it. 	 <p>The screenshot shows the web portal interface. At the top, there are navigation tabs: GovPh, Templates, Data Entry, and Downloads. Below this is the header with the NEA logo and the text: 'REPUBLIC OF THE PHILIPPINES NATIONAL ELECTRIFICATION ADMINISTRATION ENERGIZING THE COUNTRYSIDE, ELECTRIFYING THE FUTURE'. The main content area is titled 'Geography List' and contains a table with a header 'Region'. The first row, 'Region I', is highlighted with a red border. Below it are other regions: Region II, CAR, Region III, Region IV-A, Region IV-B, and Region V.</p>