NEA BIT

Quick Reference Guide
for the Web Portal and
Business Intelligence System

FOR EC USERS

Reminders

1. Once you have joined the meeting, please send your name and email address through the Zoom chat box. We will collate this to serve as our attendance sheet.
2. The goal of this orientation is to provide a refresher on how to use NEA BIT.
3. To maximize the time allotted for the orientation, please send any inquiries regarding the discussion through the Zoom chat box. We will collate the questions and answer them sequentially. If there is not much time left for all the unanswered questions, we will email you the response.
4. After the orientation, all users in our attendance sheet will receive an email containing their user credentials for NEA BIT Web Portal and Reports Portal.

WHAT'S IN THIS GUIDE?
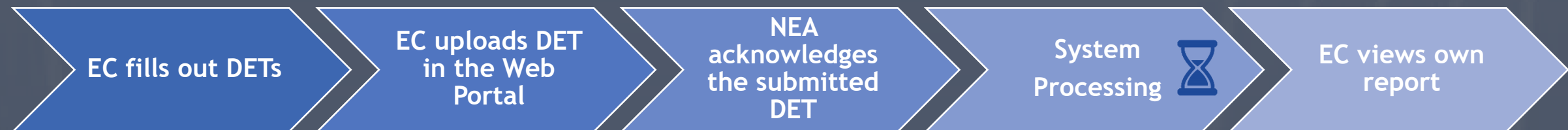
NEA BIT

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.

OVERVIEW

GENERAL PROCESS

EC fills out DETs → EC uploads DET in the Web Portal → NEA acknowledges the submitted DET → System Processing → EC views own report

DEFINITION OF TERMS

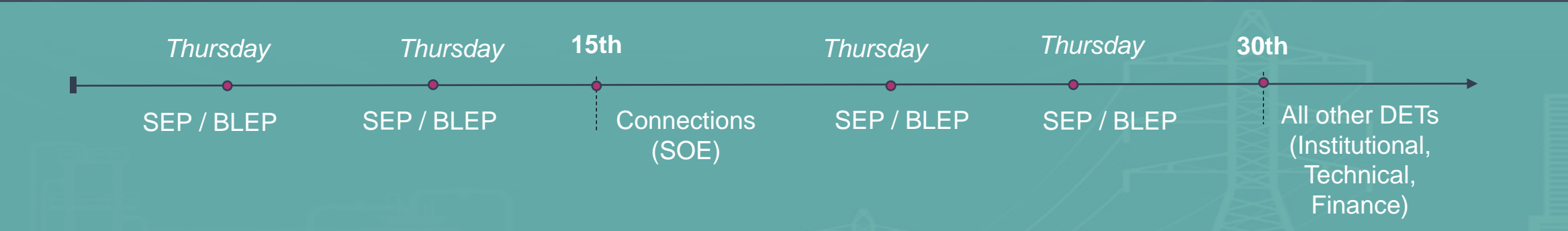| Term	Definition
NEA BIT Web Portal	An internet-based system where DETs will be uploaded and reports will be posted. The Web Portal can be accessed in your browser (e.g. Chrome, Firefox), no need for installation. You will need an internet connection to access the Web Portal.
DET or Data Entry Template	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 Service Desk	This is where inquiries and concerns can be raised thru call, making an OTRS ticket or sending an email to the Service Desk.

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.

Thursday	*Thursday*	**15th**	*Thursday*	*Thursday*	**30th**
SEP / BLEP	SEP / BLEP	Connections (SOE)	SEP / BLEP	SEP / BLEP	All other DETs (Institutional, Technical, Finance)

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 <u>ONCE</u>. Security certificates are required for all PCs / laptops that will be used to access the Web Portal. Here are the steps:
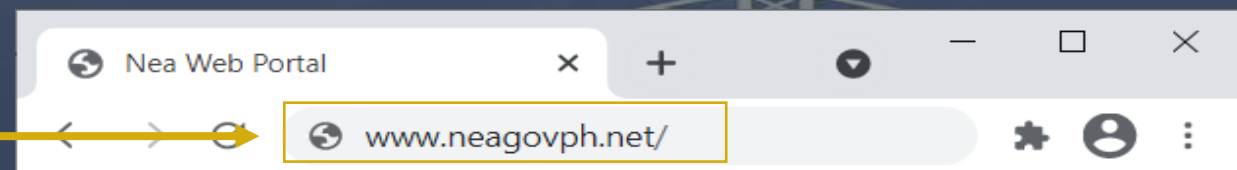
1. In the reference provided, open the **NEA BIT Portal Certificates** folder.
2. Open the **Web Portal Security Certificate Installation Guide** file in PDF.
3. Follow the steps indicated.

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://www.neagovph.net/

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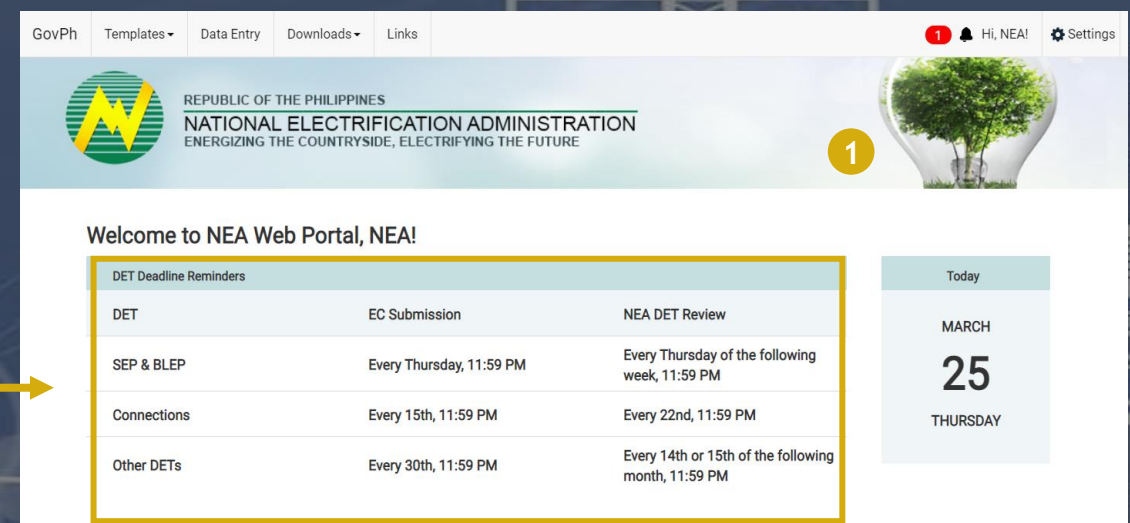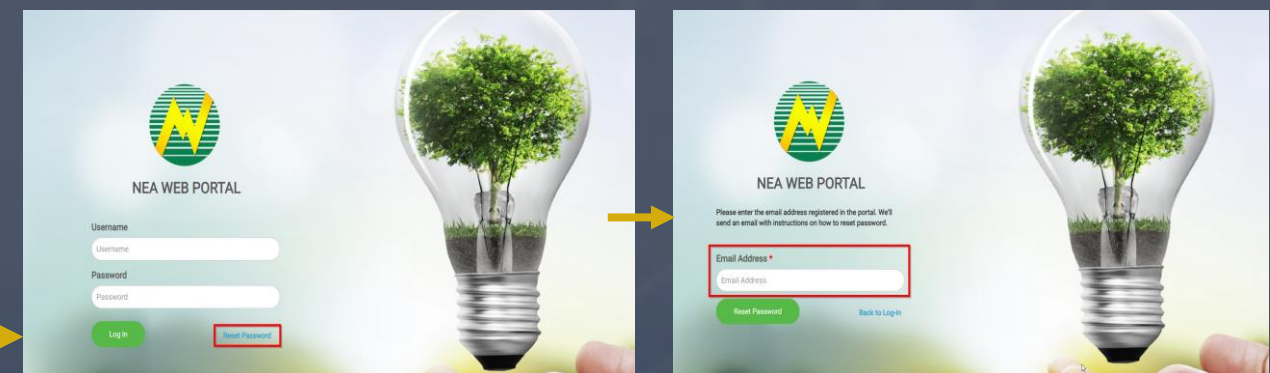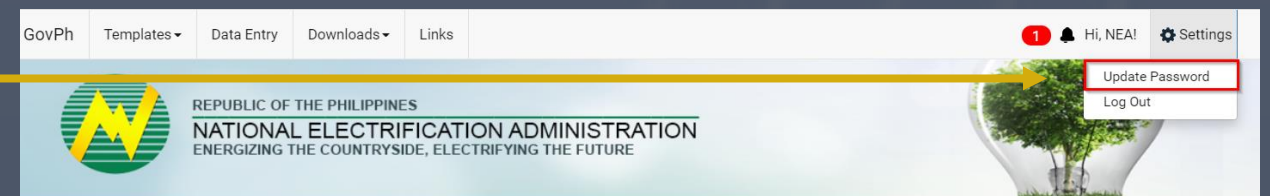
WEB PORTAL NAVIGATION

LOGGING IN

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

1. Enter given **Username** and **Password.**

   • **Generic Password: nea12345**

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.

*Note: User may also use the **Reset Password** link on the Login Page to change password.*

THE DASHBOARD

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

1. This contains the submission deadlines

2. Next to the submission deadlines is the Date Today calendar.

WEB PORTAL NAVIGATION
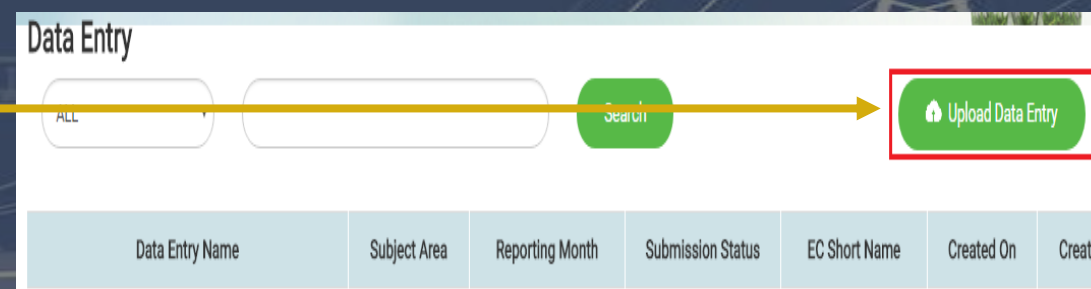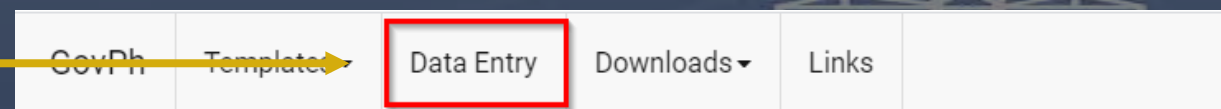
DOWNLOADING DATA ENTRY TEMPLATES

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

GovPh	Templates ▾	Data Entry	Downloads ▾
	DET		

REPUBLIC OF THE PHILIPPINES
NATIONAL ELECTRIFI

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

UPLOADING ACCOMPLISHED DATA ENTRY TEMPLATES

1. Click **DATA ENTRY**.

GovPh	Templates ▾	Data Entry	Downloads ▾	Links

2. Click **UPLOAD DATA ENTRY.**

Data Entry

ALL ▾ | Search | ⬆ Upload Data Entry

Data Entry Name	Subject Area	Reporting Month	Submission Status	EC Short Name	Created On	Create

WEB PORTAL NAVIGATION

UPLOADING ACCOMPLISHED DATA ENTRY TEMPLATES

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.

Data Entry / Upload Data Entry

EC Short Name *
BATELEC I

Template Name *

Reporting Month *

Reporting Year *

Reason for Late Submission

Data Entry / Upload Data Entry

EC Short Name *

Template Name *
Salary

Reporting Month *
January

Reporting Year *
2016

Reason for Late Submission *

Error/s found. Please resubmit a corrected file.

*Line(2) EC Short Name: Incorrect value.
*Line(3) Reporting Year: Incorrect value.
*Line(4) Reporting Month: Incorrect value.

Download Error Log

Errors (1).txt

Submission successful!
Status: Submitted
Click here to view submitted data.

OK

WEB PORTAL NAVIGATION

SUBMISSION STATUS

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

| SUBMITTED | All uploaded DETs will have a status of **SUBMITTED** by default. This means that NEA will have to review 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. |

| ACKNOWLEDGED RECEIPT | Once DET has been reviewed by NEA and the content is reviewed, the submitted DET will be tagged as **ACKNOWLEDGED RECEIPT**. |

NOTE:

- The system accepts one version of your DET at a time. For example, if your Energy and Interruption Data DET is still Submitted, you cannot upload another Energy and Interruption Data DET.

- Once the DET has been reviewed by NEA – either tagged as For Revision or Acknowledged Receipt, 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.

WEB PORTAL NAVIGATION

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 acknowledged receipt. 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.
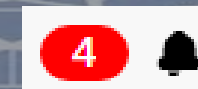
DATA ENTRY TEMPLATES

ELEMENTS OF THE TEMPLATE

DET 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.

DATA ENTRY TEMPLATES

ELEMENTS OF THE TEMPLATE

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)
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 – yyyymmdd – V1

Example: Energy and Interruption – 20180220 – V1 (where V1 is the **VERSION NUMBER**)

NEA BIT SERVICE DESK

SUPPORT PROCESS

The Service Desk 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

DET / Functional Area	Department
Institutional	IDD
Projects (SEP/BLEP)	TEREDD
Projects (Connections)	ITCSD
Technical	Engineering Department
Rates	RAO

Note: The service desk 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.

Note: There is no master data for finance. Request to update LOVs in finance DET will be coursed thru the System Admin.

NEA BIT SERVICE DESK

Accessing the Service Desk

1. Open your web browser.

2. Enter the URL: https://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.**

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.

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 SERVICE DESK

Update Requests

Template	Description	DETs Affected
User Access Request Template	This is submitted for additional user access requests. This contains the information of the account to be added.	-
Geography Master Data 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
BOD Profile Master Data Request Template	This is submitted for changes in your Board of Directors.	BOD
Power Plant Master Data 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
Power Supplier Master Data Request Template	Template used to request for updates (new or modification) in the master list of power suppliers for all ECs.	PSR Power Supply
Substation Master Data Request Template	Template used to request for updates (new or modification) in the master list of substation for all ECs.	DLSPQ
Transformer Master Data 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.

NEA BIT INFOPEDIA

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

There are two ways to access it:

Accessing the NEA BIT Infopedia

1. Click the **NEA BIT logo** on the left portion of the NEA website
2. Enter the URL on your web browser: **https://www.nea.gov.ph/ao39/what-s-latest-in-nea-bit**

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

WANT TO KNOW MORE ABOUT NEA BIT?

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

NEA B.I.T.

NEA BIT

NEA BIT Infopedia

- NEA BIT Overview
- --------- ~ Ô ~ ----------
- What's Latest in NEA BIT
- --------- ~ Ô ~ ----------
- NEA BIT Quick Tips
- --------- ~ Ô ~ ----------
- Frequently Asked Questions
- --------- ~ Ô ~ ----------
- NEA BIT References
- --------- ~ Ô ~ ----------
- Any NEA BIT Concerns?

See previous News Letter here:

WHAT'S LATEST IN NEA BIT

Save the Date: NEA BIT – "GO LIVE WITH THE ECS"

- NEA BIT OPERATIONS WILL SOON BE OPERATIONAL! Did you know that......
- NEA BIT's new Operations and Maintenance provider is QUESTRONIX CORPORATION-INDRA.O&M services include enhancements, correctives and OTRS.
- NEA BIT's Cloud Service Provider (CSP) is Software Ventures International (SVI) Technologies using Microsoft Azure Platform (the same with the previous NEA-BIT cloud platform)
- NEA-BIT is now funded through the NEA's Internally Generated Funds (IGF) which was previously given in the form of Technical Assistance/grant by the EU and administered by the World Bank.
- NEA BIT underwent User Review (UAT on Operations) at the NEA level which ended April 16, 2021. Questronix is currently cleansing systems operations.
- **Save the Date: Go Live with the ECs in May 2021!** Orientation on the NEA-BIT User operations to follow.

NEA BIT Advisory

- New MFSR DET and Guidelines
- Download the Operational Reports from the Web Portal
- System Availability
- New Helpdesk Number

Quick Links

- NEA BIT Web Portal
- OTRS (for issues/requests)
- OTRS (for MD Mgrs and SMEs)
- Reports Portal

THANK YOU!