



Ecopliant

Improving Ecodesign Market Surveillance across the EU

ECOPLIANT DATABASE User Manual

Version 1.0



Co-funded by the Intelligent Energy Europe
Programme of the European Union



CONTENTS

1. INTRODUCTION	3
2. ACCESSING THE ECOPLIANT DATABASE.....	4
2.1. The Ecopliant Database.....	4
2.2. Signing on.....	4
2.3. Signing off	4
2.4. Change password	4
2.5. Forgot Password	5
3. USER PROFILE.....	7
3.1. New User.....	7
3.2. View your User Profile	7
3.3. Edit user information	7
3.4. Remove User.....	8
4. MSA HOMEPAGE.....	9
4.1. View MSA Homepage.....	9
4.2. View other MSA's Homepage	9
4.3. Edit MSA / Contact Details.....	10
4.4. Upload MSA Test Plan.....	10
4.5. View other MSA's Test Plans.....	11
5. SEARCH PRODUCT DATABASE.....	12
5.1. Search for product	12
5.2. Search for products with the same Basis model number	13
5.3. Search for products by a Manufacturer.....	14
5.4. Search for products in product category	14
5.5. Search for products registered by an MSA.....	15
5.6. Filter search results.....	16
6. REGISTER NEW PRODUCT	17
6.1. Check if model already exists.....	17
6.2. Register new product.....	17
7. DOCUMENT INSPECTION	20
7.1. New Document Inspection	20
7.2. View Saved Document Inspection	22
7.3. To delete a saved report.....	23
7.4. To retrieve an uncompleted Document Inspection.....	24

8. COMPLIANCE TEST	25
8.1. New Compliance Test	25
8.2. View Saved Compliance Test	27
8.3. To delete a saved report	28
8.4. To retrieve an uncompleted Compliance Test.....	29
9. ENFORCEMENT ACTIONS	30
9.1. New Enforcement Action.....	30
9.2. Update Enforcement Action	31
ANNEX 1 – USER CHANGE REQUEST FORM	32
ANNEX 2 – MSA CHANGE REQUEST FORM	33



1. INTRODUCTION

The European Ecodesign Compliance Project (Ecopliant) was granted financial support by the Intelligent Energy Europe (IEE) programme in early 2012. The project consortium consists of ten ecodesign market surveillance authorities (MSAs) from across Europe – namely Denmark, Finland, Germany, Hungary, Ireland, Italy, the Netherlands, Spain, Sweden and the UK.

The main objective of Ecopliant is to help deliver the intended economic and environmental benefits of the Ecodesign directive by strengthening market surveillance and so increasing compliance with the directive and the relevant implementing measures. Ecopliant will achieve this by:

- establishing systems to coordinate the monitoring, verification and enforcement (MV&E) of ecodesign requirements across the European Single Market, and
- by increasing knowledge and experience of best practice amongst Ecodesign MSAs.

The sharing of information is considered key to effective market surveillance and a major output from the Ecopliant project is the creation of an electronic system which will allow MSAs share plans and results of market surveillance activities in confidence. A standalone, ecodesign-specific system – the Ecopliant database – has been developed as part of the project to provide access to such information.

This user manual is designed as a guide to assist ecodesign market surveillance staff in using the Ecopliant database. Due to the potentially confidential and / or commercially sensitive information contained within the database, access is strictly restricted to ecodesign MSAs only.

Support on the database is provided by Ireland’s Department of Communications, Energy and Natural Resources (DCENR). For further information or assistance please email energy.efficiency@dcenr.gov.ie.

2. ACCESSING THE ECOPLIANT DATABASE

2.1. The Ecopliant Database

- a. Click on the link below or type **https://db.ecopliant.eu** into the address bar on your browser to access the Ecopliant database

db.ecopliant.eu.

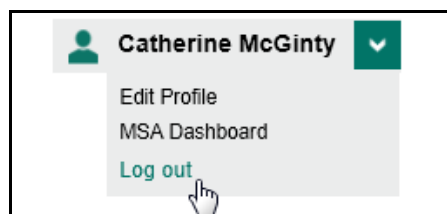
2.2. Signing on

- a. Enter your **Username** and **Password** and click **Login**

A screenshot of the Ecopliant login page. At the top is the Ecopliant logo and tagline "Improving Ecodesign Market Surveillance across the EU". Below this are two input fields: "Username:" with the text "Catherine" and "Password:" with masked characters "*****". A "Forgot my password" link is located below the password field. A red "Login" button is at the bottom right, with a mouse cursor hovering over it.

2.3. Signing off

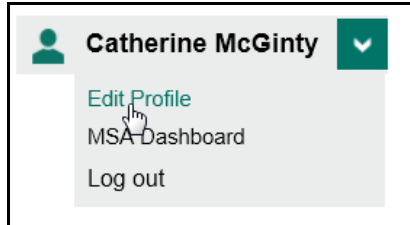
- a. To log out of the Ecopliant database, go to the top right-hand corner of the screen, click the down arrow opposite your name and select **Log out**



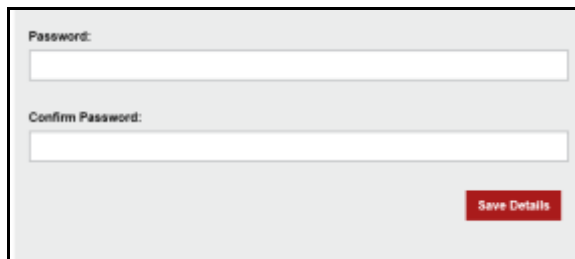
2.4. Change password

- a. To change your password sign-in to Ecopliant as set out in Section 2.2.

- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **Edit Profile**



- c. Type your new password into the **Password** and **Confirm Password** fields and press **Save Details**.

A screenshot of a form for updating a password. It features two input fields: "Password:" and "Confirm Password:". Below the second field is a red button with the text "Save Details" in white.

2.5. Forgot Password

- a. If you have forgot your password, open the Ecopliant login page as per Section 2.1.

A screenshot of the Ecopliant login page. At the top is the Ecopliant logo and tagline "Improving Ecodesign Market Surveillance across the EU". Below this are two input fields: "Username:" and "Password:". A link "Forgot my password" is located below the password field. At the bottom right is a red "Login" button.

- b. Click on the **Forgot my password** link, enter your email address and press **Reset Password**



The screenshot shows a web form for password reset. In the top left corner, there is the Ecopliant logo, which consists of four vertical bars of increasing height (red, orange, yellow, green) with a green arrow pointing upwards to the right of the tallest bar. Below the logo is the text "Ecopliant". To the right of the logo, the text "Registered Email Address:" is displayed above a single-line text input field. In the bottom right corner of the form, there is a red rectangular button with the white text "Reset Password".

- c. An email will be sent to you. Follow the link and instructions in the email to create a new password.

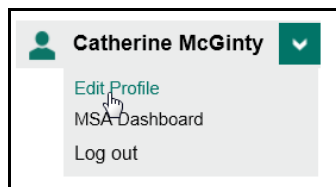
3. USER PROFILE

3.1. New User

- a. To add a new MSA user please complete the form at **Annex 1** and return to energy.encyency@dceur.gov.ie.

3.2. View your User Profile

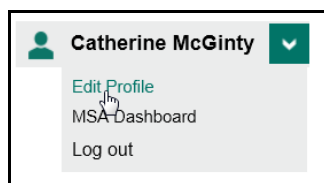
- a. Login to the Ecopliant database using your username and password
- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **Edit Profile**



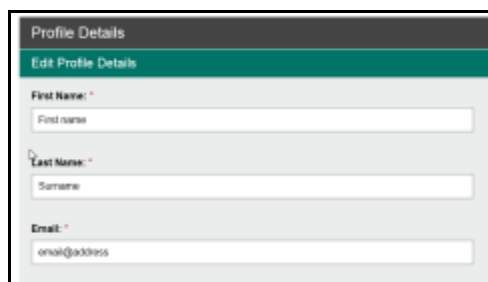
- c. Your user information will be displayed on screen

3.3. Edit user information

- a. Login to the Ecopliant database using your username and password
- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **Edit Profile**



- c. Overtypc the information you wish to change and press **save changes**



3.4. Remove User

- a. To remove an MSA user please complete the form **at Annex 1** and return to energy.efficiency@dceur.gov.ie.

Please note the user will not be deleted from the database but their account will be closed and further access will be denied.

4. MSA HOMEPAGE

4.1. View MSA Homepage

- a. Login to the Ecopliant database using your username and password
- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **MSA Dashboard**



- c. Your MSA information will be displayed on screen

4.2. View other MSA's Homepage

- a. Login to the Ecopliant database using your username and password
- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **MSA Dashboard**



- c. Select the MSA you wish to view from the drop-down list at the bottom of the page and their details will be displayed.



4.3. Edit MSA / Contact Details

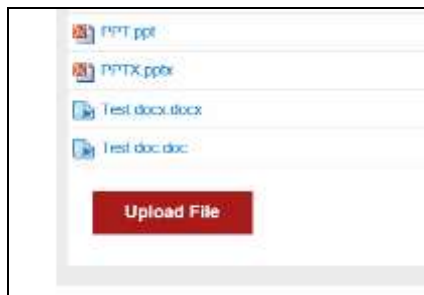
- a. To amend your MSA details please complete the form at **Annex 2** and return to energy.ffiiciency@dceur.gov.ie.

4.4. Upload MSA Test Plan

- a. Login to the Ecopliant database using your username and password
- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **MSA Dashboard**



- c. Your MSA information will be displayed on screen
- d. Click on the **Upload File** button



- e. Choose the file you want to upload and click **Open**



- f. The file will appear at the top of the Uploaded files list

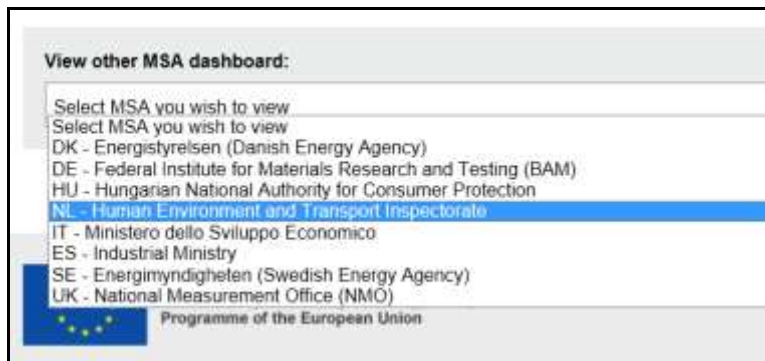


4.5. View other MSA's Test Plans

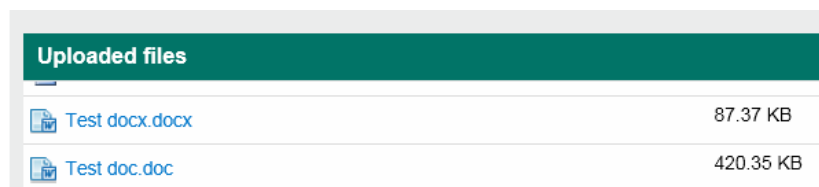
- a. Login to the Ecopliant database using your username and password
- b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **MSA Dashboard**



- c. Select the MSA you wish to view from the drop-down list at the bottom of the page and their details will be displayed.



- d. Click on the uploaded file to view.




5. SEARCH PRODUCT DATABASE

5.1. Search for product

- a. On the Ecopliant toolbar click on **Search Products**



- b. Enter full or part of the product model number in the **Model Number** field and press **Filter Results**



- c. If found product information is displayed on screen

Model Number	Basis Model	Type	Manufacturer	MSA	EU Market Date	View
WMI14617 	012345	Washing machine	another	 DCENR	2014-02-04	View Details

- d. Click on ‘i’ opposite the Model Number to view details of basis model and equivalent product numbers



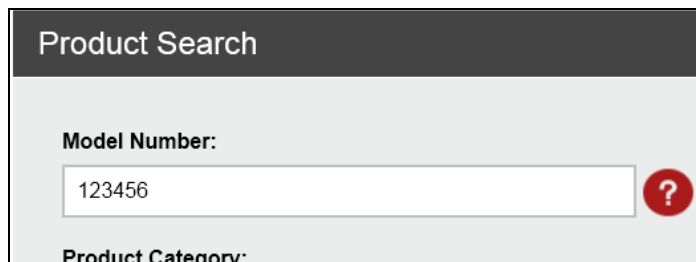
- e. Click on **View Details** to see details of the products history.

5.2. Search for products with the same Basis model number

- a. On the Ecopliant toolbar click on **Search Products**



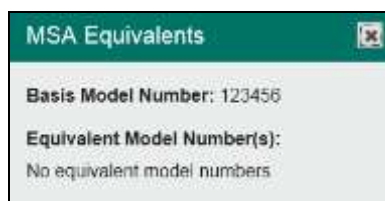
- b. Enter full or part of the basis model number in the **Model Number** field and press **Filter Results**



- c. If found product information is displayed on screen

Model Number	Basis Model	Type	Manufacturer	MSA	EU Market Date	View
882963 ⓘ	123456	Directional Lighting	another	OCENR	2012-02-16	View Details
EMTest9123 ⓘ	123456	Electric Motors	Beko	OCENR	2014-09-03	View Details
123456 ⓘ	123456	Water Pump	ACOME snc	OCENR	2014-07-09	View Details
123456 ⓘ	1234567	Washing Machine	another	OCENR	2014-04-14	View Details

- d. Click on ‘i’ under Model Number to view details of equivalent product numbers



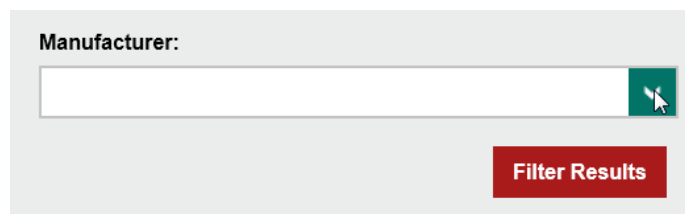
- e. Click on **View Details** to see details of the products history.

5.3. Search for products by a Manufacturer

- a. On the Ecopliant toolbar click on **Search Products**

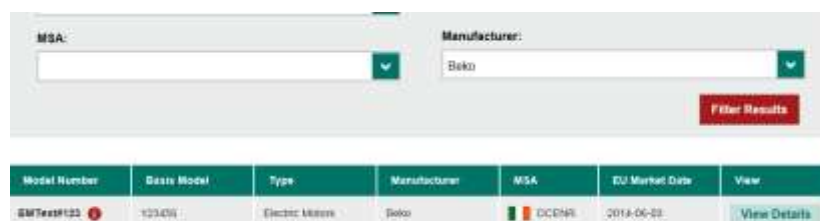


- b. Select the manufacturer from the dropdown list and press **Filter Results**



The screenshot shows a form with the label 'Manufacturer:' above a text input field. A teal dropdown arrow is on the right side of the input field. Below the input field is a red button labeled 'Filter Results'.

- c. All products registered under that Manufacturer will be displayed on screen



The screenshot shows the search results page. At the top, there are two dropdown menus: 'MSA:' and 'Manufacturer:' (with 'Beko' selected). A red 'Filter Results' button is to the right. Below is a table with the following data:

Model Number	Basic Model	Type	Manufacturer	MSA	EU Market Date	View
BM720F123	123456	Electric Motor	Beko	CCENR	2014-06-01	View Details

5.4. Search for products in product category

- a. On the Ecopliant toolbar click on **Search Products**



- b. Select the product category from the dropdown list and press **Filter Results**

Product Search

Model Number:
 ?

Product Category:
 v

MSA:
 v

- c. All products registered under that product category will be displayed on screen

Model Number	Basic Model	Type	Manufacturer	MSA	EU Market Date	View
TeeVee800 !	001TV	Television	TVCo	DCENR	2006-07-09	View Details
TV_038714 !	030714-iv	Television	Toshiba	DCENR	2012-01-01	View Details
TV_040724 !	040714	Television	Zafuski	DCENR	2010-01-01	View Details
tv-15-jul !	12	Television	AMD Limited	DCENR	2003-06-03	View Details
new_monitor !	1267	Television	amd	DCENR	2013-07-01	View Details
TV_jul_18 !	10	Television	44444	DCENR	2014-02-01	View Details
TV123348 !	2352	Television	AMD Limited	DCENR	2014-07-01	View Details
Mega-Gloze60" !	Mega-Gloze60"	Television	Toshiba	BAfM	2013-07-31	View Details
UE40F6220 !	UE40F6220	Television	Beko	DCENR	2015-06-20	View Details

5.5. Search for products registered by an MSA

- a. On the Ecopliant toolbar click on **Search Products**



- b. Select the MSA from the dropdown list and press **Filter Results**



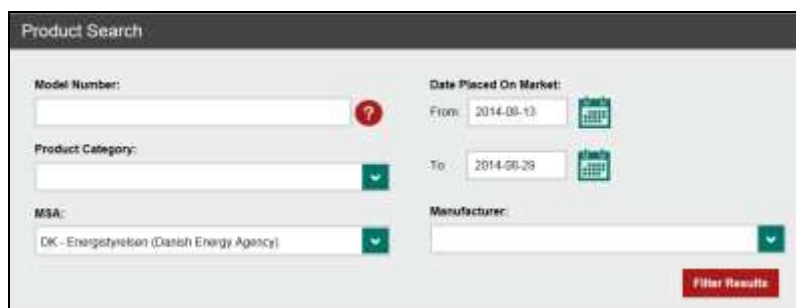
- c. The results will be displayed on Screen

Model Number	RoHS Model	Type	Manufacturer	MSA	EU Market Date	View
gasproduct 1	111	Washing Machine	New Focus Item	DEA	2014-04-15	View Details
WA61412 1	Gorenje WA61412	Washing Machine	Gorenje Group Nor.	DEA	2011-08-09	View Details
BoschWAQ14462...	WAQ24462SM	Washing Machine	Bosch Siemens Hst.	DEA	2015-04-15	View Details

5.6. Filter search results

- a. Entering additional information into any of the fields on the Product Search screen will filter your results.

Please note that the more filtering options you use will reduce the number of products returned



The screenshot shows the 'Product Search' interface with the following fields and values:

- Model Number:** [Empty field with a red question mark icon]
- Product Category:** [Empty dropdown menu]
- MSA:** DK - Energistyrelsen (Danish Energy Agency)
- Date Placed On Market:** From: 2014-08-13, To: 2014-08-29
- Manufacturer:** [Empty dropdown menu]
- Filter Results:** [Red button]

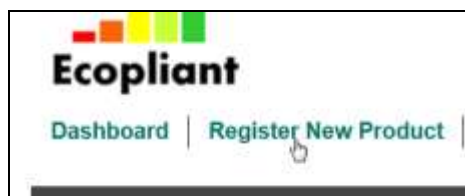
6. REGISTER NEW PRODUCT

6.1. Check if model already exists

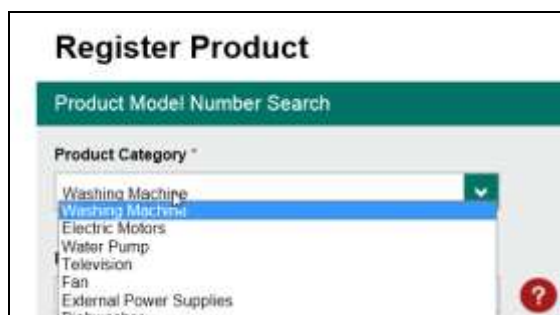
- a. Follow steps at Section 5.1 to check if the product is already registered

6.2. Register new product

- a. Click on **Register Product**



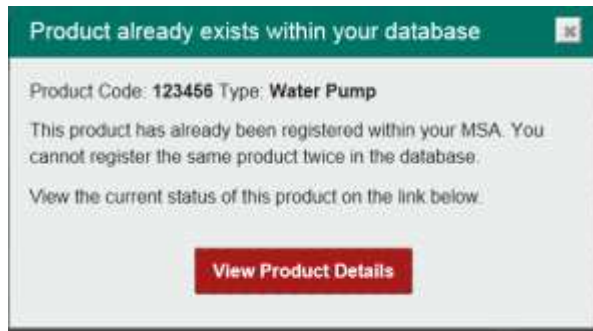
- b. Select the product category from the dropdown list



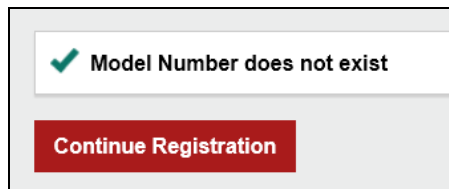
- c. Enter the product number and press **Check Model No**



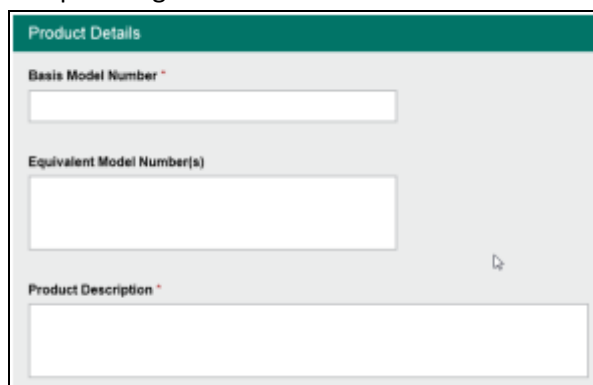
- d. If the products is already registered you will get a message with the details. You will not be allowed to register an product twice within the same MSA.



- e. If the product is not found, you can continue with the registration.



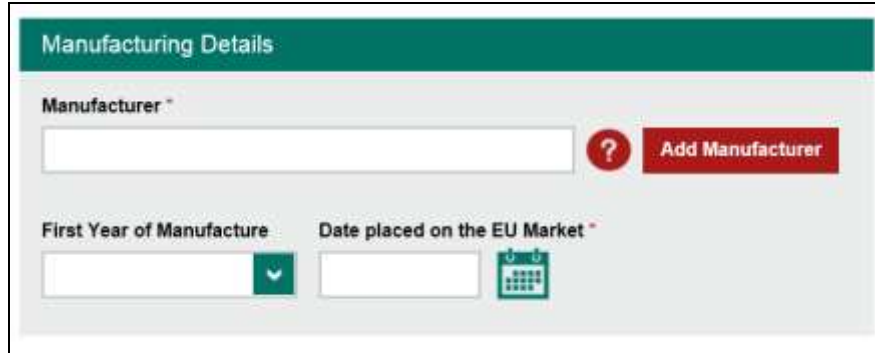
- f. Complete the product details
Fields marked with an asterick (*) are mandatory and you will not be allowed complete registration until details have been entered.



(Note: If Basis model number is not known enter the product model number again)

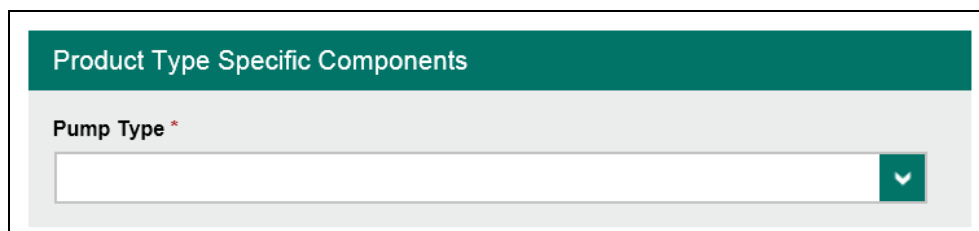
- g. Complete the Manufacturer details.

The manufacturer can be selected from the dropdown list or a new one can be added using the Add Manufacturer button.

A screenshot of a web form titled "Manufacturing Details" with a dark green header. Below the header, there is a "Manufacturer *" field with a white input box and a red button with a white question mark and the text "Add Manufacturer". Below this, there are two fields: "First Year of Manufacture" with a white input box and a green dropdown arrow, and "Date placed on the EU Market *" with a white input box and a calendar icon.

- h. Complete the product category specific details.

These fields are used to calculate the rules for a product and will vary depending on the product being registered.

A screenshot of a web form titled "Product Type Specific Components" with a dark green header. Below the header, there is a "Pump Type *" field with a white input box and a green dropdown arrow.

- i. Click the Register Product to complete the registration

A screenshot of a large red button with the text "Register Product" in white, bold, sans-serif font. A white mouse cursor is pointing at the bottom center of the button.

7. DOCUMENT INSPECTION

7.1. New Document Inspection

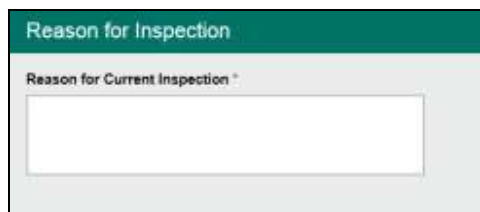
- a) Click on the **Document Inspection** tab to open the inspection template.



Product: AC12345 - Washing Machine

Overview Edit Details **Document Inspection** Compliance Testing E

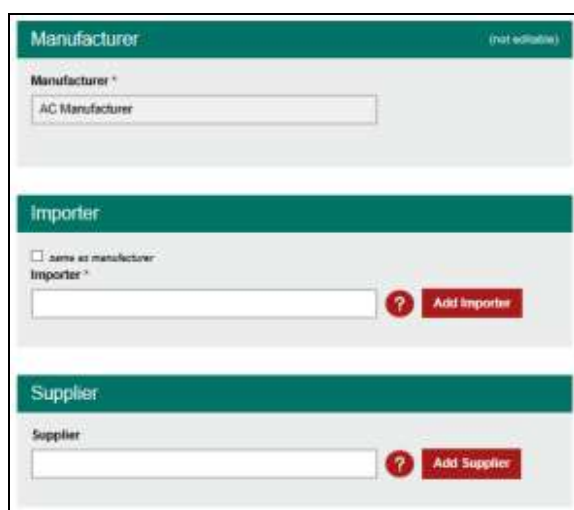
- b) Provide a reason for the inspection.



Reason for Inspection

Reason for Current Inspection *

- c) Review the Product Properties. These values were entered when the product was registered. If incorrect, click the **Edit Details** tab on the menu bar and amend the product properties before commencing the inspection.
- d) Enter the economic operator(s) information. The manufacturer is not editable in this screen (Click on **Edit Details** tab to amend). Enter details of importer or tick same as manufacturer and if relevant enter a Supplier.



Manufacturer (not editable)

Manufacturer *

AC Manufacturer

Importer

same as manufacturer

Importer *

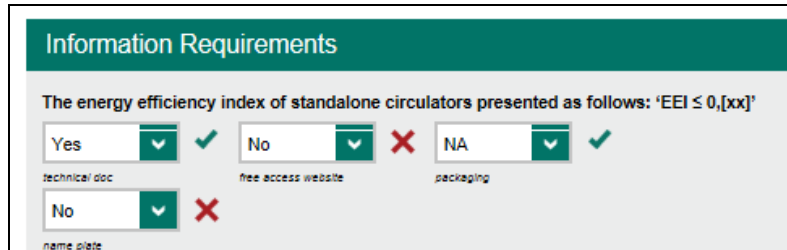
? Add Importer

Supplier

Supplier

? Add Supplier

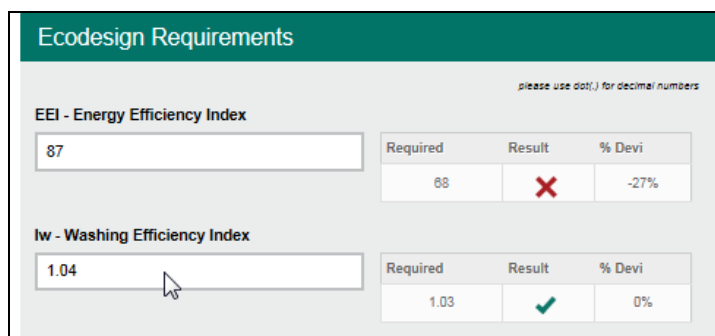
- e) Complete the **Information Requirements** Section. The data source required is shown for each information requirement. Select Yes, No or NA as applicable for each requirement. A pass or fail result will be displayed where the requirement is applicable. Where the requirement is not applicable (i.e. due to date) a pass result will be given regardless of the selection made.



The energy efficiency index of standalone circulators presented as follows: 'EEI ≤ 0,[xx]'

Yes	✓	No	✗	NA	✓
technical doc		free access website		packaging	
No	✗				
name plate					

- f) Complete the **Ecodesign Requirements** Section. Values entered as compared to the required values and a pass / fail result is displayed where the requirement is applicable. Where the requirement is not applicable NA will be displayed in the Required field.



please use dot(.) for decimal numbers

EEI - Energy Efficiency Index	Required	Result	% Devi
87	88	✗	-27%

Iw - Washing Efficiency Index	Required	Result	% Devi
1.04	1.03	✓	0%

- g) Once all the information has been entered a Summary of the Report can be given. You can upload documents in support of your results. To do this click on the Files button on the Menu bar or at the bottom left-hand corner of the screen



Click on **Upload file** and choose the file you wish to upload.

- h) A choice is then made between whether the product has passed or failed the inspection. Click the relevant button and press **Save Report**. If you wish to save an uncompleted report tick Undecided and press Save Report.

Report Outcome

Report Summary

Result

Undecided
 Pass
 Fail

Save Report

7.2. View Saved Document Inspection

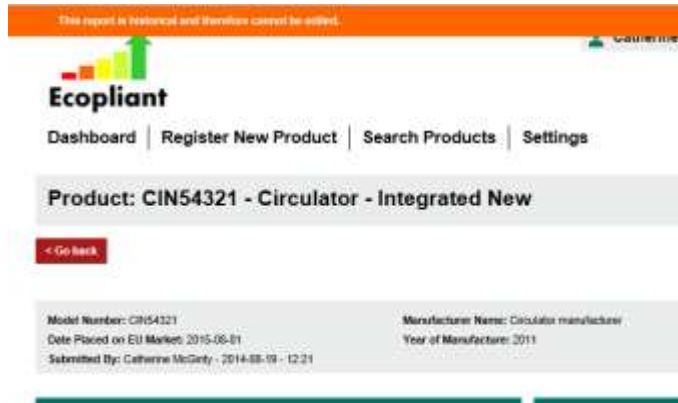
- a. Follow Section 5 to search for the required product.
- b. Click on the Overview tab on the menu bar



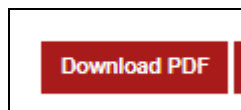
- c. Under Current Compliance History click on View Details of the report you wish to view

Current Compliance History				
Type	Date	Result	MSA	View
Compliance Test	2014-08-19 - 1221	✓ Pass	 DCEHR	View Details
Document Inspection	2014-08-19 - 1221	✓ Pass	 DCEHR	View Details

- d. A copy of the report is displayed on screen and includes details of the MSA user who conducted the inspection and the date.



- e. To print or save a copy of the report click on the **Download PDF** button. The report will open in a new window as a PDF.

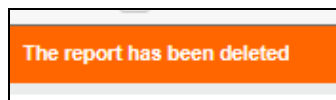


7.3. To delete a saved report

- a. Once a report has been saved it cannot be edited by another user. To delete a report saved in error, follow the steps at 8.2 to retrieve the Document Inspection report. At the bottom of the report click the **Delete Report** button.



- b. A message will be displayed indicating that the report has been deleted



- c. Please note you can only delete a report that was carried out within your MSA.

7.4. To retrieve an uncompleted Document Inspection

- a. Click on the **Dashboard** button on the menu bar



- b. Select the report you wish to retrieve from the list of **Your Uncompleted Inspections/Tests**

Your Uncompleted Inspections/Tests				
Model Number	Product Type	Inspection Type	Create Date	View
C554321	Circulator - Standalone	Compliance Test	2014-08-19	View Details
CF54321	Comfort Fans	Document Inspection	2014-08-19	View Details
BC121234	Washing Machine	Document Inspection	2014-07-15	View Details

- c. The report will be displayed on screen

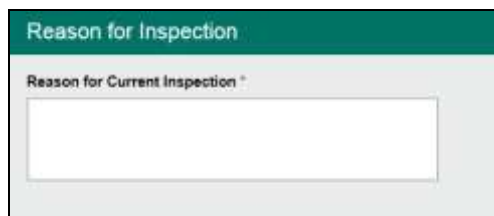
8. COMPLIANCE TEST

8.1. New Compliance Test

- a) Click on the **Compliance Testing** tab to open the inspection template.



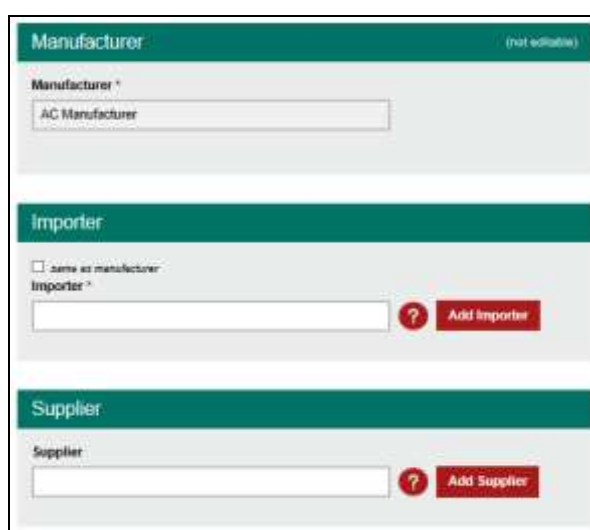
- b) Provide a reason for the inspection.



Reason for Inspection

Reason for Current Inspection *

- c) Review the Product Properties. These values were entered when the product was registered. If incorrect, click the **Edit Details** tab on the menu bar and amend the product properties before commencing the inspection.
- d) Enter the economic operator(s) information. The manufacturer is not editable in this screen (Click on **Edit Details** tab to amend). Enter details of importer or tick same as manufacturer and if relevant enter a Supplier.



Manufacturer (not editable)

Manufacturer *

AC Manufacturer

Importer

same as manufacturer

Importer *

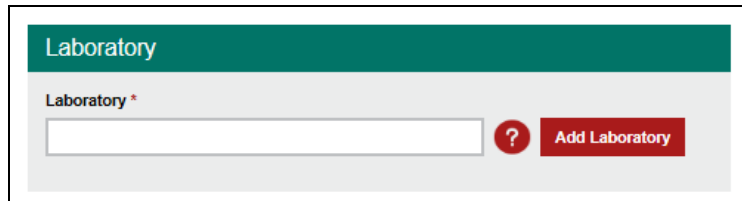
Add Importer

Supplier

Supplier

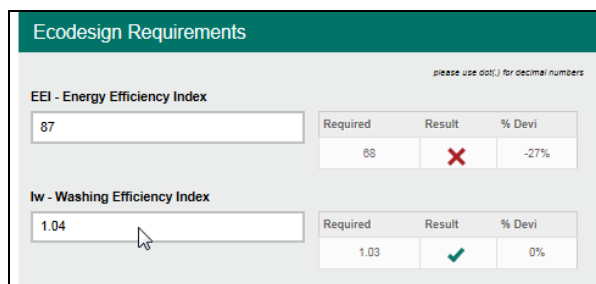
Add Supplier

- e) Enter the test lab information by selecting from the dropdown list or adding a new lab.



The screenshot shows a form titled "Laboratory" with a dropdown menu for "Laboratory *" and a red "Add Laboratory" button with a question mark icon.

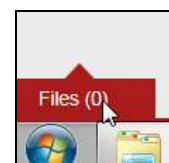
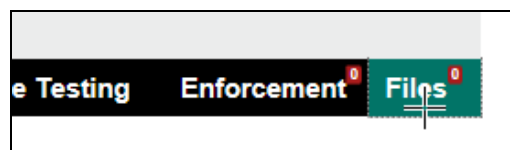
- f) Complete the **Ecodesign Requirements** Section. Values entered as compared to the required values and a pass / fail result is displayed where the requirement is applicable. Where the requirement is not applicable NA will be displayed in the Required field.



The screenshot shows the "Ecodesign Requirements" section with two rows of data. The first row is for "EEI - Energy Efficiency Index" with a required value of 88, a result of 87, and a deviation of -27%. The second row is for "Iw - Washing Efficiency Index" with a required value of 1.03, a result of 1.04, and a deviation of 0%.

	Required	Result	% Devi
EEI - Energy Efficiency Index	88	87	-27%
Iw - Washing Efficiency Index	1.03	1.04	0%

- g) Once all the information has been entered a Summary of the Report can be given. You can upload documents in support of your results. To do this click on the Files button on the Menu bar or at the bottom left-hand corner of the screen



Click on **Upload file** and choose the file you wish to upload.

- h) A choice is then made between whether the product has passed or failed the inspection. Click the relevant button and press **Save Report**. If you wish to save an uncompleted report tick Undecided and press Save Report.

Report Outcome

Report Summary

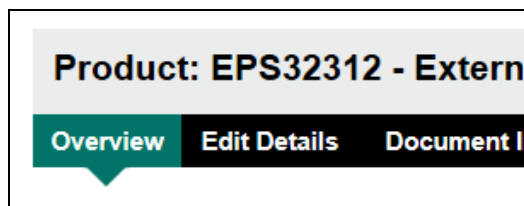
Result

Undecided Pass Fail

Save Report

8.2. View Saved Compliance Test

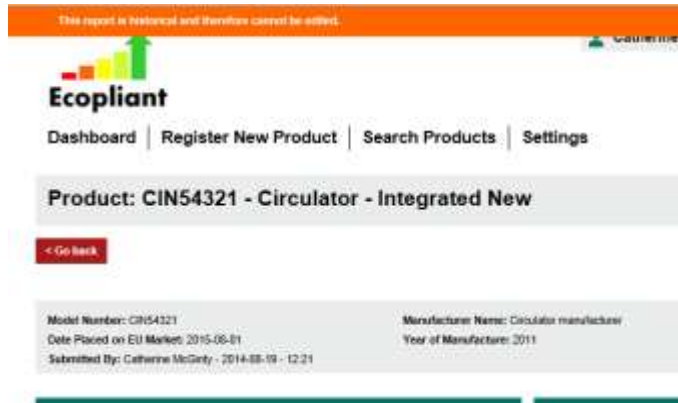
- a. Follow Section 5 to search for the required product.
- b. Click on the Overview tab on the menu bar



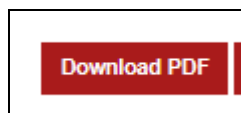
- c. Under Current Compliance History click on View Details of the report you wish to view

Current Compliance History				
Type	Date	Result	MSA	View
Compliance Test	2014-05-19 - 12:21	✓ Pass	 DCENR	View Details
Document Inspection	2014-05-19 - 12:21	✓ Pass	 DCENR	View Details

- d. A copy of the report is displayed on screen and includes details of the MSA user who conducted the inspection and the date.

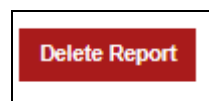


- e. To print or save a copy of the report click on the **Download PDF** button. The report will open in a new window as a PDF.

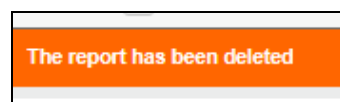


8.3. To delete a saved report

- a. Once a report has been saved it cannot be edited by another user. To delete a report saved in error, follow the steps at 8.2 to retrieve the Compliance Test report. At the bottom of the report click the **Delete Report** button.



- b. A message will be displayed indicating that the report has been deleted



- c. Please note you can only delete a report that was carried out within your MSA.

8.4. To retrieve an uncompleted Compliance Test

- a. Click on the **Dashboard** button on the menu bar



- b. Select the report you wish to retrieve from the list of **Your Uncompleted Inspections/Tests**

Your Uncompleted Inspections/Tests				
Model Number	Product Type	Inspection Type	Create Date	View
C554321	Circulator - Standalone	Compliance Test	2014-08-19	View Details
CF54321	Comfort Fans	Document Inspection	2014-08-19	View Details
BC121234	Washing Machine	Document Inspection	2014-07-15	View Details

- c. The report will be displayed on screen

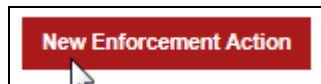
9. ENFORCEMENT ACTIONS

9.1. New Enforcement Action

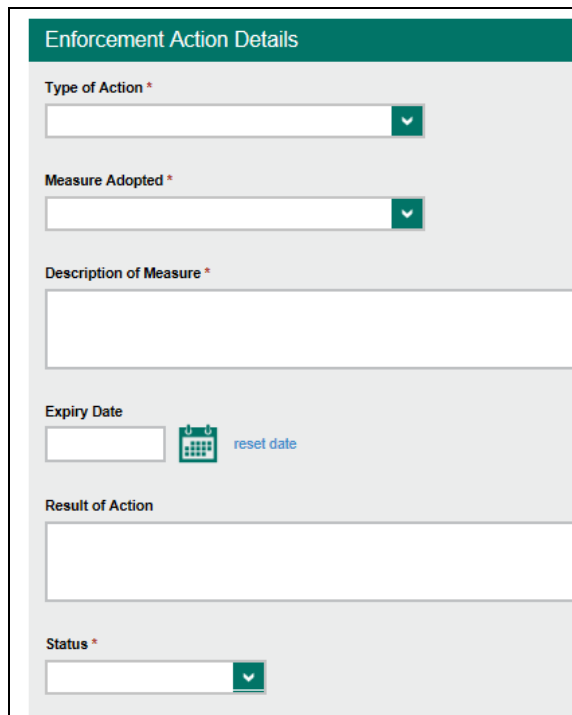
- a. Click on the Enforcement tab on the menu bar



- b. Click on New Enforcement Action



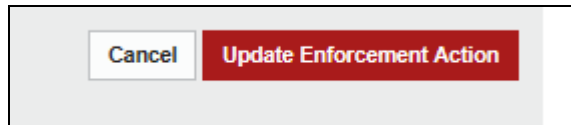
- c. Enter the required details from the dropdown lists for Type of Action and Measure Adopted. A brief description of the measure adopted should also be provided. If relevant an expiry date for the measure can be selected from the date picker. A note describing the result of the action can be provided and the Status of the action is selected from the drop down list.



The image shows a form titled 'Enforcement Action Details'. The form contains the following fields:

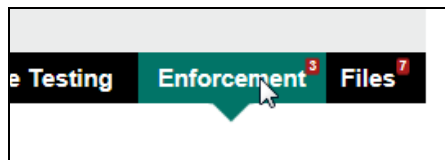
- Type of Action ***: A dropdown menu.
- Measure Adopted ***: A dropdown menu.
- Description of Measure ***: A text input field.
- Expiry Date**: A date picker with a calendar icon and a 'reset date' link.
- Result of Action**: A text input field.
- Status ***: A dropdown menu.

- d. Press **Update Enforcement Action** to save the details.



9.2. Update Enforcement Action

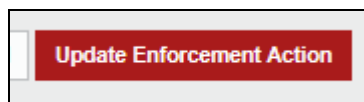
- a. Follow the steps outlined in Section 5 to find the product you wish to update.
- b. Click on the **Enforcement tab** on the menu bar



- c. Click on the Enforcement Action you wish to update

ID	Date	Status	Type	Measure Adopted	Update
21	2014-06-04 - 22:44	Open	Administrative	Warning	edit
20	2014-06-04 - 16:8	Open	Administrative	Product Recall	edit

- d. Update the required sections and press **Update Enforcement Action** to save.



ANNEX 1 – USER CHANGE REQUEST FORM

Please complete Sections 1 & 2 below and return to energy.efficiency@dceur.gov.ie

Section 1 – Change request type

- New user
 Change user details
 Close user

Section 2 – User Information

MSA	
User Name	
User Address	
Contact Email	
Contact Phone Number	

Section 3 – To be completed by System Administrator

Date received	
Requestor	
Approved by	
Change completed by	
Date	
Comments	

ANNEX 2 – MSA CHANGE REQUEST FORM

Please complete Sections 1 & 2 below and return to energy.efficiency@dcenr.gov.ie

Section 1 – Change request type

- New MSA

 Change MSA Information
 Close MSA

Section 2 – MSA Information

MSA Name	
Short Name	
Country Code	
MSA Address	
Contact Name	
Contact Email	
Contact Phone Number	
Email address for notifications	

Section 3 – To be completed by System Administrator

Date received	
Requestor	
Approved by	
Change completed by	
Date	
Comments	