ECOPLIANT DATABASE

User Manual

Version 1.0

CONTENTS

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
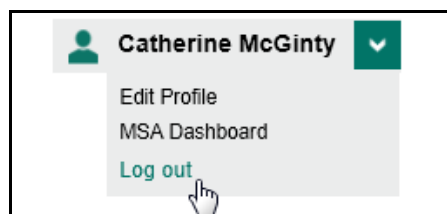
db.ecopliant.eu.

2.2. Signing on

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

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**
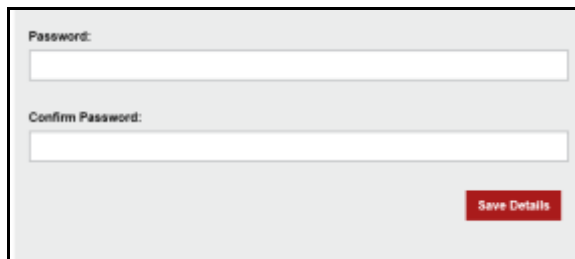

2.4. Change password

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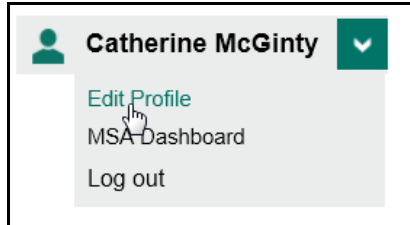
c. Type your new password into the **Password** and **Confirm Password** fields and press **Save Details**.

2.5.   Forgot Password

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

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

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

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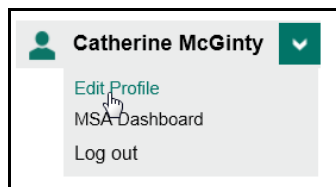Programme of the European Union

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.effiency@dcenr.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**

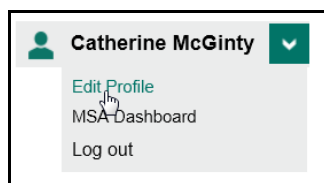c. Your user information will be displayed on screen

3.3. Edit user information

a. Login to the Ecopliant database using your username and password

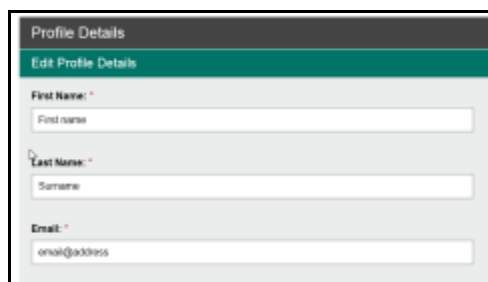b. On the top right-hand corner of the screen, click the down arrow opposite your name and select **Edit Profile**

c. Overtype 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.effiency@dcenr.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.

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

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.effiency@dcenr.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
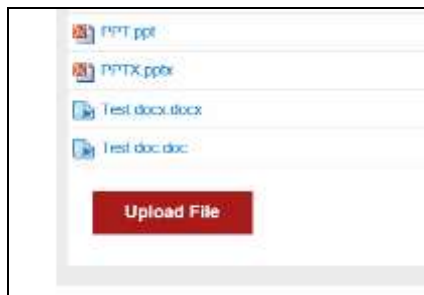
e. Choose the file you want to upload and click **Open**

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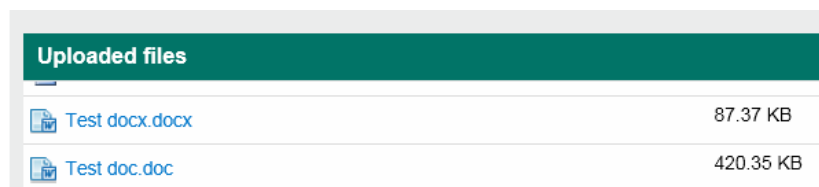

4.5. View other MSA's Test Plans

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.
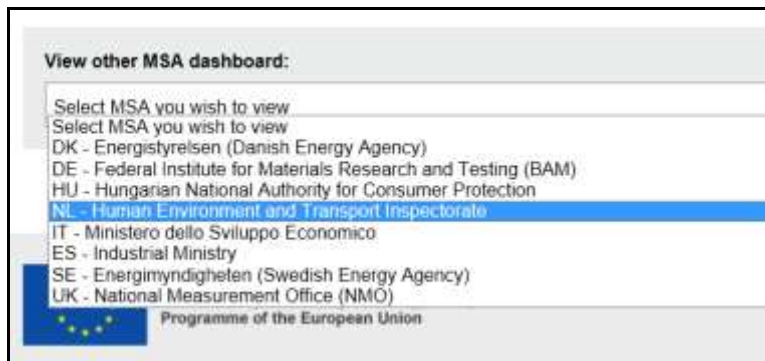
d. Click on the uploaded file to view.

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

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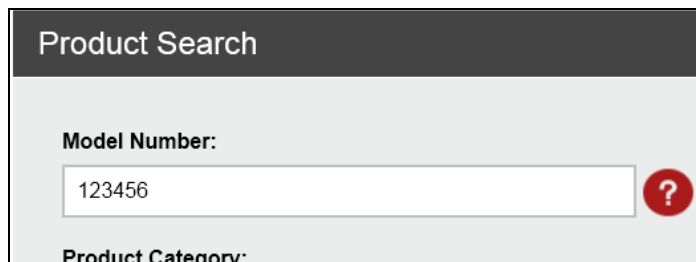

e. Click on **View Details** to see details of the products history.

5.2. Search for products with the same Basis model number

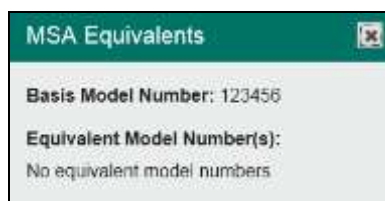a. On the Ecopliant toolbar click on **Search Products**

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

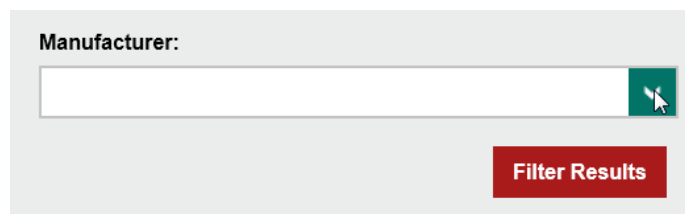d. Click on 'i' under Model Number to view details of equivalent product numbers

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

5.3. Search for products by a Manufacturer

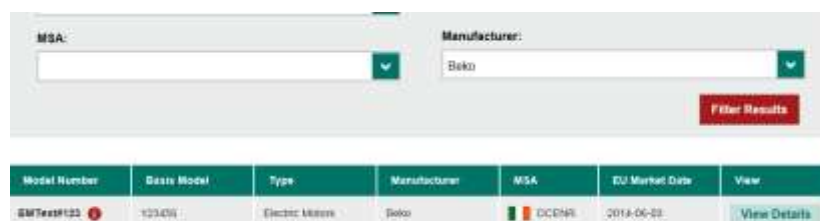a. On the Ecopliant toolbar click on **Search Products**

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

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

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**

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

5.5. <u>Search for products registered by an MSA</u>

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

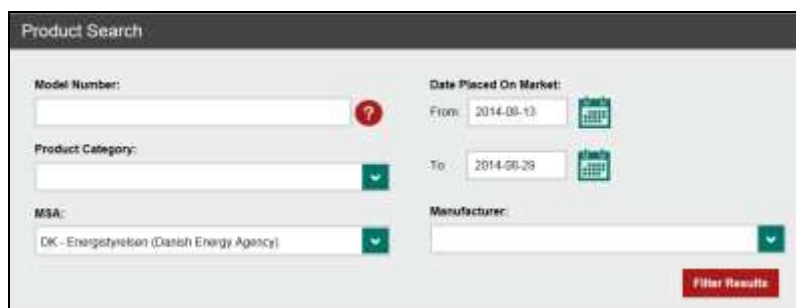b. Select the MSA from the dropdown list and press **Filter Results**

MSA:

DK - Energistyrelsen (Danish Energy Agency)

c. The results will be displayed on Screen

Model Number	Basis Model	Type	Manufacturer	MSA	EU Market Date	View
paulproduct ❶	111	Washing Machine	New Focus Item	DEA	2014-04-15	View Details
WA81412 ❶	Gorenje WA81412	Washing Machine	Gorenje Group Nor...	DEA	2011-06-03	View Details
BoschWAQI4462...	WAQ2446285N	Washing Machine	Bosch Siemens Ho...	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
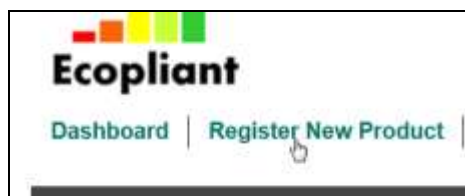
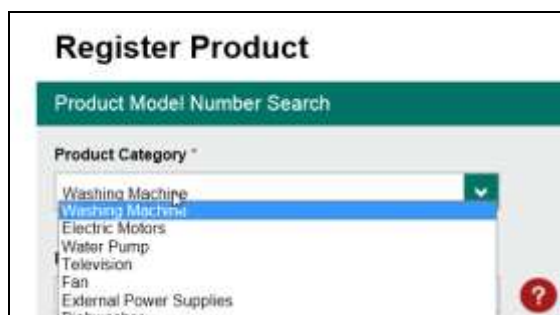# 6. REGISTER NEW PRODUCT

6.1. Check if model already exists

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

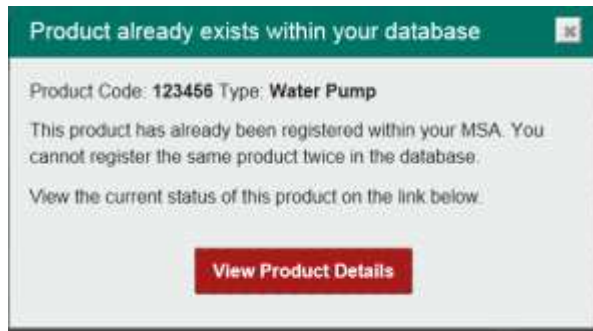### 6.2. Register new product

a. Click on **Register Product**

b. Select the product category from the dropdown list

c. Enter the product number and press **Check Model No**
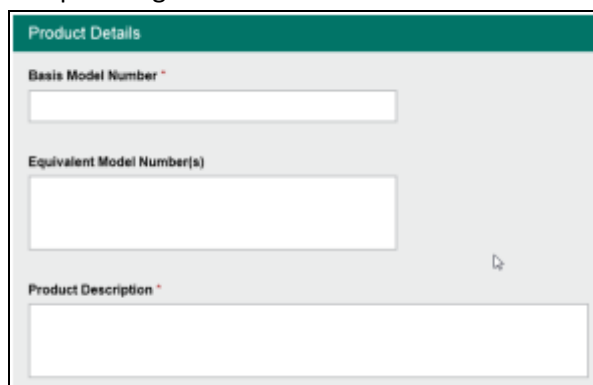
d. If the products is already registered you will get a message with the details. You will not be allowed to register an product twice within the same MSA.

e. If the product is not found, you can continue with the registration.
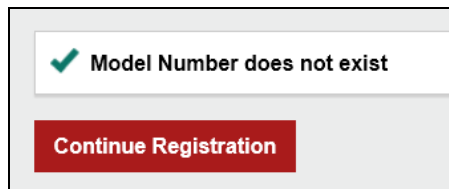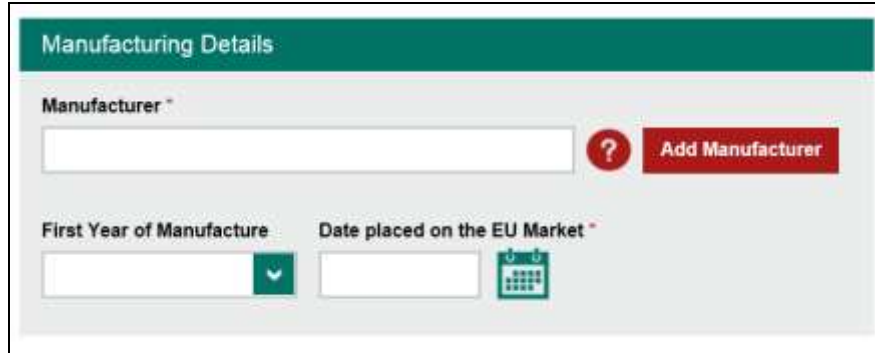
f. Complete the product details
Fields marked with an asterick (*) are mandatory and you will not be allowed complete registration until details have been entered.

(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.

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.

i. Click the Register Product to complete the registration

7. DOCUMENT INSPECTION

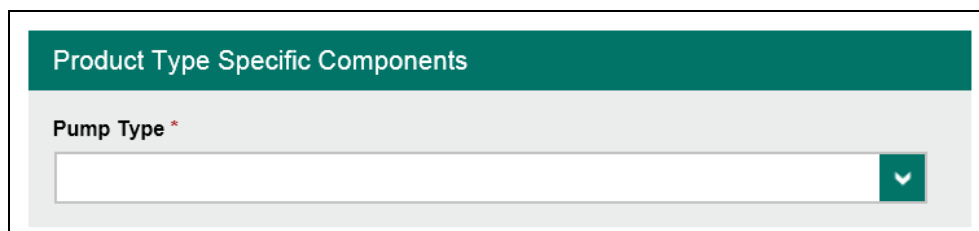### 7.1.   New Document Inspection

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

b)   Provide a reason for the 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.

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.

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.

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.

7.2. <u>View Saved Document Inspection</u>

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

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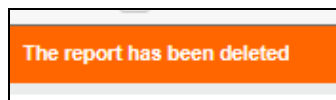
c. Please note you can only delete a report that was carried out within your MSA.

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
CS54321	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
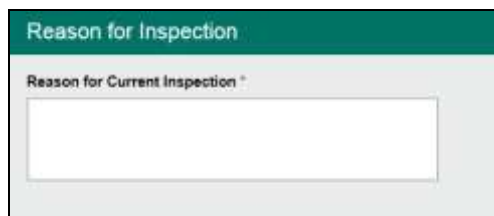
8. COMPLIANCE TEST

8.1.   New Compliance Test

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

b) Provide a reason for the inspection.

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.

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

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.

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.

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

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.
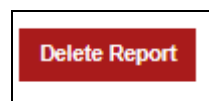
b. A message will be displayed indicating that the report has been deleted
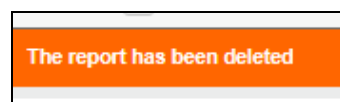
c. Please note you can only delete a report that was carried out within your MSA.

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**
CS54321	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
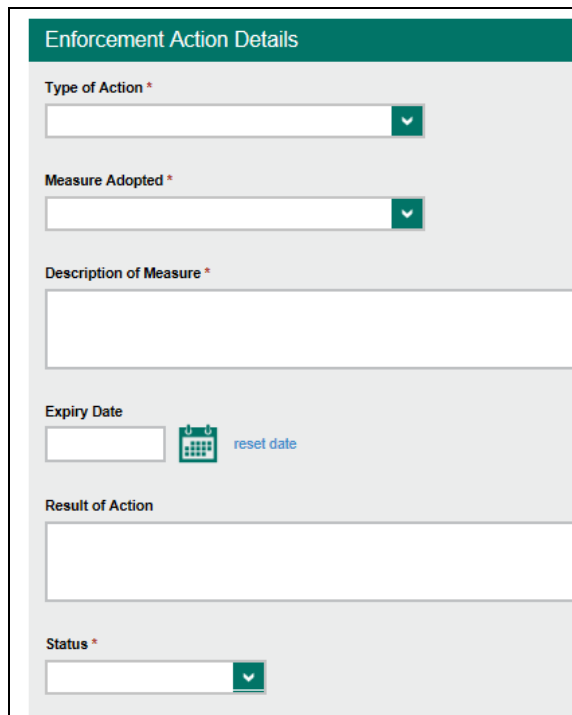
a. Click on the Enforcement tab on the menu bar

| Overview | Edit Details | Document Inspection | Compliance Testing | Enforcement⁰ | Files⁰ |

b. Click on New Enforcement Action

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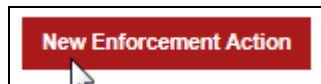
c. Enter the required details from the dropdown lists for Type of Action and Measure Adopted. A brief description of the measure adopted should also be provided. If relevant an expiry date for the measure can be selected from the date picker. A note describing the result of the action can be provided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

Enforcement Action Details

Type of Action *

Measure Adopted *

Description of Measure *

Expiry Date   reset date

Result of Action

Status *

d. Press **Update Enforcement Action** to save the details.
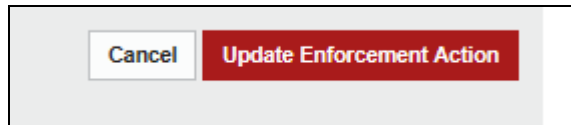
9.2.   <u>Update Enforcement Action</u>

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
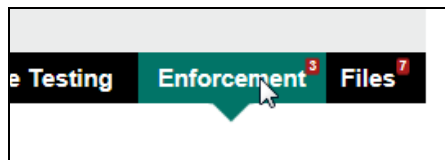
c. Click on the Enforcement Action you wish to update

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.
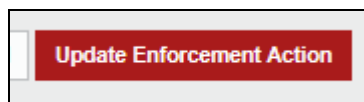
ANNEX 1 – USER CHANGE REQUEST FORM

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

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	