

**USER PROCEDURE MANUAL**

**ON**

**DATA MANAGEMENT SYSTEM**

**FOR**

**BUILDINGS ENERGY EFFICIENCY ORDINANCE**

**FOR**

**ENERGY EFFICIENCY OFFICE**

**OF**

**ELECTRICAL AND MECHANICAL SERVICES  
DEPARTMENT (EMSD)**



By



Version: 0.1

**July 2022**

© The Government of the Hong Kong Special Administrative Region

The contents of this document remain the property of and may not be reproduced in whole or in part without the express permission of the Government of the HKSAR.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY  
EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND  
MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

<b>Distribution</b>	
<b>Copy No.</b>	<b>Holder</b>
1	Electrical and Mechanical Services Department (EMSD)
2	Automated Systems (HK) Limited (ASL)

Prepared By: \_\_\_\_\_ Endorsed By: \_\_\_\_\_  
Christine LAM Kenneth Fung  
Automated Systems (HK) Ltd. Electrical and Mechanical Services  
[Project Manager] Department [EE/ITD/3]

Date: \_\_\_\_\_ Date: \_\_\_\_\_

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY  
EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND  
MECHANICAL SERVICES DEPARTMENT (EMSD)

---

Amendment History				
Change Number	Revision Description	Section Affected	Revision Number	Date
1	Draft Version	All	0.1	06/07/2022

## **Table of Contents**

1.	Login to the system.....	6
2.	Inbox Page .....	7
3.	Assignment .....	8
3.1	Create Assignment.....	8
3.2	Create Assignment With File No Selected .....	9
3.3	Create Assignment and Task from WBRS Record.....	11
3.4	Create Assignment and Task from REA WBRS Record.....	12
4.	Case - EA, FOC, COCR, INSP and REA .....	13
4.1	Create Case from Assignment .....	13
4.2	View Submission Page .....	14
4.3	Select Building for Submission .....	15
4.4	Create Building for Submission.....	16
4.5	Change Action .....	18
4.6	Attachment for Submission.....	19
4.7	Attachment for Action .....	22
4.8	Submission Detail .....	23
4.9	Add Building Owner/Developer to Submission .....	24
4.10	Select Subject Engineer (REA).....	25
4.11	Change Action Officer .....	26
4.12	Close a Submission .....	28
4.13	Close REA .....	29
4.14	Cancel a Submission .....	31
4.15	Change Status.....	32
4.16	Endorsement by Senior Engineer.....	33
4.17	Log History .....	34
4.18	Create Submission from Used Assignment .....	35
4.19	Create Inspection from EA, FOC, COCR Submission .....	36
4.20	Related Inspection/Submission .....	37
4.21	View WBRS Record .....	38
4.22	Searching Case.....	39
4.23	Improvement Notice - Create.....	41
4.24	Improvement Notice - Edit .....	46
4.25	Improvement Notice - Copy .....	47
4.26	Improvement Notice - EditInfo.....	48
4.27	Improvement Notice - Action .....	49
4.28	Improvement Notice - Search .....	52
4.29	General Checklist.....	54
4.30	Add Technical Form - FOC - Lighting Installation - Primary.....	56
4.31	Add Technical Form - FOC - Lighting Installation - Supplementary .....	57
4.32	Add Technical Form - FOC - Electrical Installation - Primary .....	57
4.33	Add Technical Form - FOC - Electrical Installation - Supplementary.....	58
4.34	Add Technical Form - FOC - Air Conditioning Installation - Primary ....	59
4.35	Add Technical Form - FOC - Air Conditioning Installation - - Supplementary .....	60
4.36	Add Technical Form - FOC - Lift and Escalator Installation - Primary ...	61
4.37	Add Technical Form - FOC - Lift and Escalator Installation - - Supplementary .....	62

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY  
EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND  
MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

4.38	Add Technical Form - FOC - Performance-based Approach - Primary ...	63
4.39	Add Technical Form - FOC - Performance-based Approach - Supplementary .....	64
4.40	Delete Technical Form - FOC - Supplementary .....	65
4.41	Delete Technical Form - FOC - Primary .....	67
4.42	Add Technical Form – Energy Audit Form .....	68
4.43	Delete Technical Form – Energy Audit Form .....	69
5.	REA.....	70
5.1	Search REA.....	70
6.	Mobile Inspection .....	71
6.1	Inspection Compliance Check List - Create .....	72
6.2	Inspection Compliance Check List - Edit .....	83
6.3	Inspection Compliance Check List - Copy .....	83
6.4	Inspection Compliance Check List - Delete .....	85
6.5	Inspection Compliance Check List - Generate record to Mobile device ..	86
6.6	Login Mobile Device .....	86
6.7	Check Inspection List in Mobile Apps .....	88
6.8	Edit Inspection record in Mobile Apps .....	88
6.9	Send edited Inspection record to DMS .....	91
6.10	Inspection Compliance Check List - Retrieve result record from Mobile device	92
7.	Buildings.....	93
7.1	Create Building Record.....	93
7.2	Search Building.....	93
7.3	Search Building - Ext. Ref. - EORS .....	95
7.4	Search Building - Ext. Ref. - LEOS.....	96
7.5	Search Building - Geo Reference Assignment .....	98
8.	Investigation and Prosecution .....	100
8.1	Add Referral.....	100
8.2	Search Referral.....	101
8.3	Edit Referral .....	102
8.4	Add Summons.....	103
8.5	Search Summons.....	109
8.6	Edit Summons.....	111
8.7	Add Scheduled hearing details.....	113
8.8	Edit/Delete Scheduled hearing details .....	114
8.9	Export Summon to flat file .....	116
9.	Random Site Selection.....	118
9.1	Generate Building List .....	118
9.2	Generate Inspection .....	119
9.3	Create User Defined Selection Type.....	120
9.4	Delete User Defined Selection Type.....	122
9.5	Searching Batch Job.....	123
10.	BringUp and Reminder .....	125
10.1	User defined reminder.....	125
10.2	Report type reminder .....	126
10.3	Event driven reminder.....	127
10.4	Batch generate reminder .....	128
11.	Letter .....	129

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY  
EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND  
MECHANICAL SERVICES DEPARTMENT (EMSD)**

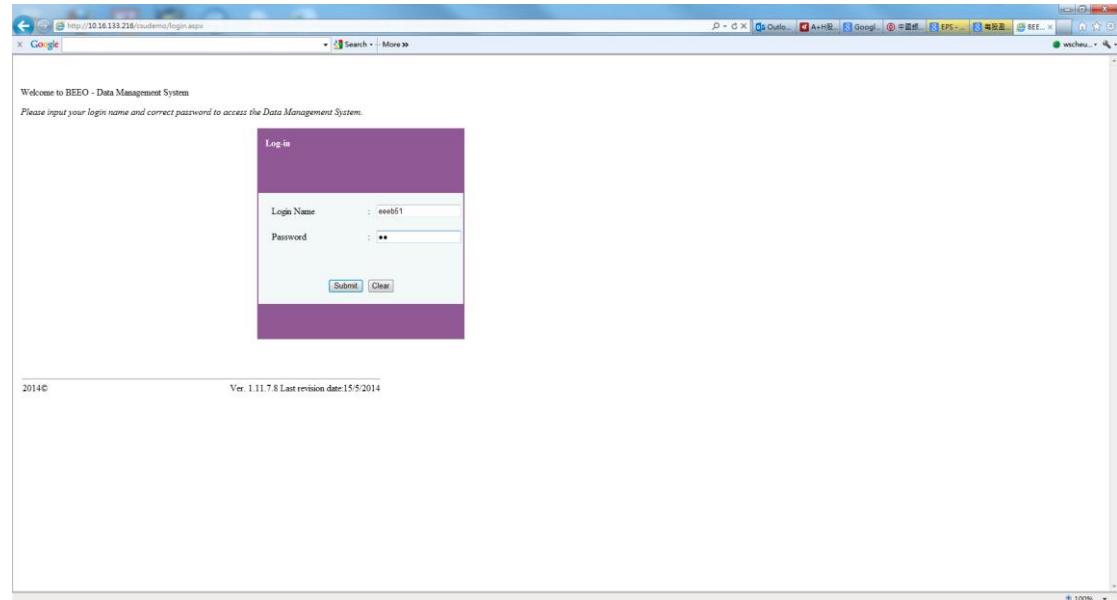
---

11.1	Letter - Create .....	129
11.2	Letter - Edit.....	132
11.3	Letter - Copy .....	134
11.4	Letter - EditInfo .....	135
11.5	Letter - Action.....	136
11.6	Letter - Search.....	138
11.7	Batch Generation of Advisory Letter - Create.....	139
11.8	Batch Generation of Advisory Letter - Search .....	143
11.9	Batch Generation of Advisory Letter - Print.....	144
11.10	Batch Generation of Advisory Letter - Edit Supplementary information	
	145	
11.11	Batch Generation of Advisory Letter - Action .....	146
12.	Report.....	148
12.1	Generation of Report.....	148
13.	Label .....	149
13.1	Building Label .....	149
13.2	REA Label .....	150
14.	User Option .....	151
14.1	Change Password.....	151
15.	E-submission (WBRS).....	152
15.1	Assign WBRS - EE1 - Display WBRS Record .....	152
15.2	Assign WBRS - EE1 Assignment.....	152
15.3	Assign WBRS – EE2 - Display WBRS Record.....	154
15.4	Assign WBRS – EE2 Assignment .....	154
15.5	Assign WBRS – EE4 - Display WBRS Record.....	156
15.6	Assign WBRS – EE4 Assignment .....	158
15.7	Assign WBRS – EE5 - Display WBRS Record.....	160
15.8	Assign WBRS – EE5 Assignment .....	161
15.9	Assign WBRS – EE7 - Display WBRS Record.....	161
15.10	Assign WBRS – EE7 Assignment .....	162
15.11	Assign WBRS – EEEEX - Display WBRS Record .....	162
15.12	Assign WBRS – EEEEX Assignment.....	163
15.13	Assign WBRS – EEET - Display WBRS Record.....	164
15.14	Assign WBRS – EEET Assignment .....	164
15.15	Assign REA WBRS – REA1 - Display WBRS Record .....	165
15.16	Assign REA WBRS – REA1 Assignment .....	165
15.17	Assign REA WBRS – REA2 - Display WBRS Record .....	170
15.18	Assign REA WBRS – REA2 Assignment .....	170

## 1. Login to the system

System Url

<b>Development site</b>	<a href="http://10.16.133.216/csudemo/login.aspx">http://10.16.133.216/csudemo/login.aspx</a>
<b>UAT site</b>	<a href="http://10.16.133.213/csudemo/login.aspx">http://10.16.133.213/csudemo/login.aspx</a>
<b>Production site</b>	<a href="http://10.16.133.214/csudemo/login.aspx">http://10.16.133.214/csudemo/login.aspx</a>



Input Login Name, Password and press [Submit]  
After Login, the Home page is Inbox Page

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 2. Inbox Page

Inbox Page Contain 4 parts

- Inbox Statistics
- Bring Up
- New Assignment Received
- Works in progress

Data Management System (BEOO) - Inbox (E/EEB7/1)												User:E/EEB7/1			
<b>Inbox Statistics</b>															
Current Status	Energy Audit			Form of Compliance			Certificate of Compliance Registration					REA			
	Submission	Exemption	Duplicate	Submission	Extension	Exemption	Duplicate	Stage 1 Declaration Form	Stage 2 Declaration Form	Extension	Exemption	Duplicate	Registration as REA	Duplicate	Registration of Public Officer
Initial Screening Outstanding	103	1		126		3		34							
Initial Screening Completed															
File Closed	102	1		129				60						1	
Total:	205	2		255		3		94						1	
<b>Inspection</b>															
Current Status	Energy Audit			Form of Compliance			Visit		Route Sampling		Report & Complaint				
	Energy Audit	Form of Compliance	Visit	Route Sampling	Report & Complaint										
Inspection Conducted							1								
Inspection Planned but Still Outstanding							3	4							
Inspection Report Completed							3	1	1						
Total:							6	6	1						
<b>Bring Up</b>															
Case File No.	Bring Up Message					Generated Date & Time			Initiated By						
	BEOO DMS Case Status Change - File No:					9/5/2014 14:19:52	E/EEB7/1								
EMSD/EEO/BC/34-01323	BEOO DMS Assignment No 3681					7/5/2014 9:58:08	STO/EEB2								
EMSD/EEO/BC/34-01216	BEOO DMS Assignment No 3657					3/3/2014 9:23:54	E/EEB5/1								
EMSD/EEO/BC/34-00634	BEOO DMS Assignment No 3650					3/3/2014 9:23:54	E/EEB5/1								
<b>New Assignment Received</b>															
Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name/REA Name			Street Name				
								Building Name/REA Name	Street Name	Address	City	Region	Country		
3644	E/EEB7/1	BSU/EEB7/1	E/EEB7/1	E/EEB7/1	27/2/2014 13:57:00	COCR		Low Rise Residential R3, Proposed Residential/Commercial Development at TCTL 36							
3470	E/EEB7/1	toeobps91	E/EEB7/1	SE/EEB5	10/2/2014 13:25:29	EA		Youth Square ( Commercial Proportion )							
3476	E/EEB7/1	toeobps91	E/EEB7/1	SE/EEB5	10/2/2014 13:18:20	EA		Hua Fu Commercial Building							
3267	E/EEB7/1	toeobps91	E/EEB7/1	SE/EEB7	13/1/2014 11:27:48	COCR		Utility Building (KMB Yuen Long Depot)							
3266	E/EEB7/1	toeobps91	E/EEB7/1	SE/EEB7	13/1/2014 11:26:30	COCR		Office Building (KMB Yuen Long Depot)							
3265	E/EEB7/1	toeobps91	E/EEB7/1	SE/EEB7	13/1/2014 11:25:18	COCR		Proposed Residential Development at Kau To Shan							
2607	E/EEB7/1	toeobps91	E/EEB7/1	SE/EEB5	21/10/2013 14:39:24	FOC		Kornhill							
1023	E/EEB7/1	BSU/EEB7/1	E/EEB7/1	SE/EEB5	20/6/2013 13:05:26	FOC		Yuet Bor House							
<b>Assignment No.</b>								<b>Create Work Record</b>							
<b>Works in progress</b>															
<b>Filter</b>															
File No. (Assignment No.)	Building Name/REA Name		Submission Type		Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date			
	Building Name/REA Name	Street Name	Address	City									Region		
EMSD/EEO/BC/34-01958 (1109)	Hing Tin Shopping Centre		EA-Energy Audit Form		27/6/2013	E/EEB7/1	BSU/EEB7/1	General Checking in progress	E/EEB7/1	322	BSU/EEB7/1	9/5/2014 16:09:07			
EMSD/EEO/BC/34-01216 (3657)	Knutsford Commercial Building		INSP-Energy Audit Inspection		3/3/2014	E/EEB7/1	toeobps91	Inspection under Arrangement	E/EEB7/1	73	E/EEB5/1	3/3/2014 9:23:54			
EMSD/EEO/BC/34-00634 (3657)	AT TOWER		INSP-Energy Audit Inspection		3/3/2014	E/EEB7/1	BSU/EEB7/1	Inspection under Arrangement	E/EEB7/1	73	E/EEB5/1	3/3/2014 9:23:54			
EMSD/EEO/BC/34-03969 (1033)	Wai Tsuen Sports Centre		FOC-Form of Compliance		11/6/2013	E/EEB7/1	BSU/EEB7/1	General Checking in progress	E/EEB7/1	338	BSU/EEB7/1	7/2/2014 16:01:49			
EMSD/EEO/BC/34-01258	Fu Kwai House		FOC-Form of Compliance		31/1/2013	E/EEB7/1	BSU/EEB7/1	General Checking in progress	E/EEB7/1	469	BSU/EEB7/1	7/2/2014 16:01:49			

Click + or – may show or hidden the corresponding parts

Data Management System (BEOO) - Inbox (E/EEB5/1)												User:E/EEB5/1
<b>+ Inbox Statistics</b>												
<b>- Bring Up</b>												
Case File No.	Bring Up Message											
	BEOO DMS Assignment No 3749											

Filter can set criteria for filtering the case shown in “Works in progress”

Data Management System (BEOO) - Inbox (E/EEB5/1)												User:E/EEB5/1
<b>- Works in progress</b>												
<b>Filter</b>												
File No. (Assignment No.)	Building Name/REA Name				Submission Type			Received Date	Subject Engineer	BSI/TO		
	Building Name/REA Name	Street Name	Address	City	Region	Submission Type	Received Date					Subject Engineer
EMSD/EEO/BC/19/01/06123 (3749)	CHAN Siu Man				REA-Duplicate of Certificate of Registration			21/5/2014	E/EEB5/1	BSI/EEB/P5		
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2				FOC-Form of Compliance			15/5/2014	E/EEB5/1	BSI/EEB7/1		
FMSD/FFO/BC/34-02332	..				INSP-Form of Compliance			..	..	..	..	

## **3. Assignment**

### **3.1 Create Assignment**

1. Login in a STO account
2. Assignment->Assign Job



Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:STO/EEB2

**Data Management System (BEOO) - Inbox (STO/EEB2)**

+ Inbox Search - Assign REA WBRs record

- Bring Up
- New Assignment Received

- Works in progress

Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:STO/EEB2

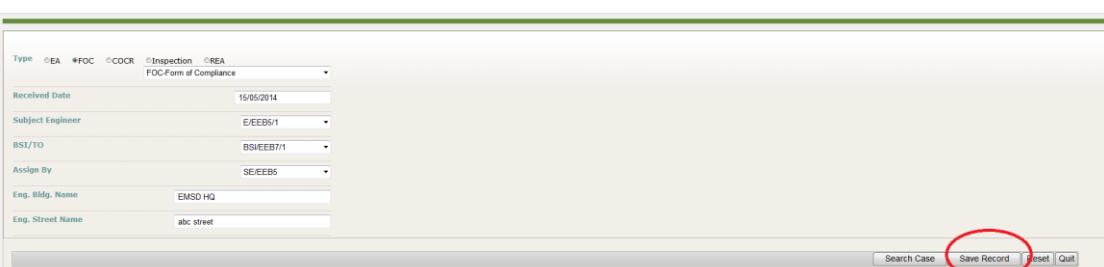
**Data Management System (BEOO) - Assignment**

Works Statistics

User	In Progress/ Closed/ Total	Energy Audit	Form of Compliance	Certificate of Compliance Registration	Inspection	REA
BSI/EEB/PSB/3	2/ 4/ 6	0/ 3/ 3	0/ 0/ 0	2/ 1/ 3	0/ 0/ 0	0/ 0/ 0
BSI/EEB/5/1	186/ 270/ 456	36/ 52/ 88	95/ 113/ 208	35/ 26/ 61	12/ 78/ 90	8/ 1/ 9
BSI/EEB/5/2	165/ 270/ 435	43/ 58/ 101	97/ 98/ 195	21/ 36/ 57	4/ 77/ 81	0/ 1/ 1
BSI/EEB/7/1	296/ 176/ 472	58/ 33/ 91	146/ 47/ 193	53/ 14/ 67	34/ 80/ 114	5/ 2/ 7
BSI/EEB/7/2	5/ 0/ 5	3/ 0/ 3	0/ 0/ 0	1/ 0/ 1	1/ 0/ 1	0/ 0/ 0
bsieebps/91	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0
E/EEB/4/5	264/ 11/ 275	264/ 11/ 275	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0
E/EEB/5/1	731/ 754/ 1485	342/ 293/ 635	313/ 175/ 488	51/ 59/ 110	17/ 225/ 242	8/ 2/ 10
E/EEB/5/2	1048/ 390/ 1438	506/ 152/ 658	447/ 183/ 630	58/ 49/ 107	36/ 5/ 41	1/ 1/ 2
E/EEB/7/1	345/ 298/ 643	155/ 103/ 258	131/ 129/ 260	51/ 60/ 111	8/ 5/ 13	0/ 1/ 1
TC/EEB/3	445/ 161/ 606	352/ 86/ 438	78/ 55/ 133	9/ 20/ 29	5/ 0/ 5	1/ 0/ 1
toebbps/92	645/ 326/ 971	315/ 232/ 547	303/ 67/ 370	24/ 27/ 51	3/ 0/ 3	0/ 0/ 0
toebbps/91	646/ 245/ 891	459/ 94/ 553	170/ 107/ 277	15/ 44/ 59	2/ 0/ 2	0/ 0/ 0

Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name	Street Name	REA Name
3715	E/EEB/5/2	BSI/EEB/7/1	E/EEB/5/2	SE/EEB5	8/5/2014 16:20:08	FOC				
3713	E/EEB/5/2	BSI/EEB/7/1	E/EEB/5/2	SE/EEB5	8/5/2014 15:41:29	EA				
3603	E/EEB/5/1	toebbps/92	E/EEB/5/1	SE/EEB5	24/3/2014 13:59:26	EA	Cambon Court			

### **3. Click Add Assignment**



Type  EA  FOC  COCR  Inspection  REA  
FOC-Form of Compliance

Received Date: 15/05/2014

Subject Engineer: E/EEB/5/1

BSI/TO: BSI/EEB/7/1

Assign By: SE/EEB5

Eng. Bldg. Name: EMSD HQ

Eng. Street Name: abc street

Search Case Save Record Reset Quit

4. Input Details and then click Save Record

(Note: For REA Type Assignment, only BSI can be selected)

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

The screenshot shows a confirmation dialog box titled "網頁訊息" (Web Message) with the message "Assignment No.3732 Saved". Below the message is a blue "確定" (Confirm) button. The background shows the main application interface with a navigation bar at the top and a table titled "Works Statistics" below it.

User	In Progress/ Closed/ Total	Energy Audit	Form of Compliance	Certificate of Compliance Registration	Inspection	REA
BSI/EEB/PS9/3	2/ 4/ 6	0/ 3/ 3	0/ 0/ 0	2/ 1/ 3	0/ 0/ 0	0/ 0/ 0
BSI/EEB/5/1	186/ 270/ 456	36/ 52/ 88	95/ 113/ 208	35/ 26/ 61	12/ 78/ 90	8/ 1/ 9
BSI/EEB/5/2	165/ 270/ 435	43/ 58/ 101	97/ 98/ 195	21/ 36/ 57	4/ 77/ 81	0/ 1/ 1
BSI/EEB/7/1	297/ 176/ 473	58/ 33/ 91	147/ 47/ 194	53/ 14/ 67	34/ 80/ 114	5/ 2/ 7
BSI/EEB/7/2	5/ 0/ 5	3/ 0/ 3	0/ 0/ 0	1/ 0/ 1	1/ 0/ 1	0/ 0/ 0
bsieebps91	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0
E/EEB/4/5	Add Assignment	264/ 11/ 275	264/ 11/ 275	0/ 0/ 0	0/ 0/ 0	0/ 0/ 0
E/EEB/5/1	Add Assignment	732/ 754/ 1486	342/ 293/ 635	314/ 175/ 489	51/ 59/ 110	17/ 225/ 242
E/EEB/5/2	Add Assignment	1048/ 390/ 1438	506/ 152/ 658	447/ 183/ 630	58/ 49/ 107	36/ 5/ 41
E/EEB/7/1	Add Assignment	345/ 298/ 643	155/ 103/ 258	131/ 129/ 260	51/ 60/ 111	8/ 5/ 13
TO/EEB/3		445/ 161/ 606	352/ 86/ 438	78/ 55/ 133	9/ 20/ 29	5/ 0/ 5
toeeb3ps92		645/ 326/ 971	315/ 232/ 547	303/ 67/ 370	24/ 27/ 51	3/ 0/ 3
toeebgs91		646/ 245/ 891	459/ 94/ 553	170/ 107/ 277	15/ 44/ 59	2/ 0/ 2

Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name	Street Name	REA Name
3732	E/EEB/5/1	BSI/EEB/7/1	E/EEB/5/1	SE/EEB5	15/5/2014 16:57:30	FOC		EMSD HQ	abc street	
3715	E/EEB/5/2	BSI/EEB/7/1	E/EEB/5/2	SE/EEB5	8/5/2014 16:20:08	FOC				
3713	E/EEB/5/2	BSI/EEB/7/1	E/EEB/5/2	SE/EEB5	8/5/2014 15:41:29	EA				

Assignment Created

The new assignment will be also shown in inbox of Subject Engineer and BSI

The screenshot shows the inbox for Subject Engineer E/EEB/5/1. The newly created assignment (Assignment No. 3732) is highlighted with a red box. The inbox table has columns: Assignment No., Subject Engineer, BSI/TO, Action Officer, Assign By, Assign Date, Category, File No., Building Name/REA Name, and Street Name.

Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name/REA Name	Street Name
3734	E/EEB/5/1	BSI/EEB/5/2	E/EEB/5/1	SE/EEB5	20/5/2014 9:27:20	COCR	EMSD/EEO/BC/34-00123	Chong Hing Square	Nathan Road
3733	E/EEB/5/1	BSI/EEB/5/2	E/EEB/5/1	SE/EEB5	15/5/2014 17:26:57	COCR	EMSD/EEO/BC/34-00123	Chong Hing Square	Nathan Road
3732	E/EEB/5/1	BSI/EEB/7/1	E/EEB/5/1	SE/EEB5	15/5/2014 16:57:30	FOC		EMSD HQ	abc street
3631	E/EEB/5/1	BSI/EEB/5/1	E/EEB/5/1	SE/EEB5	27/2/2014 13:31:06	FOC		CHOI WAH HOUSE (BLOCK 5)	

## 3.2 Create Assignment With File No Selected

From Step 3.1 (1 to 3)

The screenshot shows the "Create Assignment" form. At the bottom right, there is a row of buttons: "Search Case", "Save Record", "Reset", and "Quit". The "Search Case" button is circled in red.

1. Click Search Case

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**2. Search previous case**

Data Management System (BEEO) - Search Case (EA,FOR,COCR,INSP)

File No.	EMSD/EEO/BC/34- 123	Assignment No.	
Eng. Bldg. Name		Eng. Street Name	
Chi. Bldg. Name		Chi. Street Name	
Lot No.		Building Type	
<input type="button" value="Search"/> <input type="button" value="Back to create assignment"/>			

Input Search Criteria and click Search

**3. Select previous case**

Data Management System (BEEO) - Search Case (EA,FOR,COCR,INSP)

Bldg. Name	Address	Submission Type	Subject Engineer	BSI/TO	Building Type	File No.	Assignment No.	Assign By	Assign Date	Status	Received Date	Work Location
Chong Hing Square 利興廣場	Chong Hing Square, 593-601 Nathan Road 漁歌連593-601號 利興廣場	INSP-Visit	E/EEBS/1	BSI/EEBS/2	Commercial	EMSD/EEO/BC/34-00123	819	SE/EEBS	17/6/2013 17:59:13	Closed	26/10/2012	
Chong Hing Square 利興廣場	Chong Hing Square, 593-601 Nathan Road 漁歌連593-601號 利興廣場	EA-Energy Audit Form	E/EEBS/2	toeepbs91	Commercial	EMSD/EEO/BC/34-00123	2406	SE/EEBS	2/10/2013 14:11:58	General Checking in progress	26/09/2013	

If record found, click on the row will select the Subject Engineer, BSI/TO, and Building for the assignment

Click on the case preferred.

**4. The File No, Engineer and BSI for the new assignment will be set as the previous case**

Type:  EA  FOC  COCR  Inspection  REA

Received Date:

Subject Engineer	E/EEBS/1
BSI/TO	BSI/EEBS/2
Assign By	SE/EEBS
Eng. Bldg. Name	Chong Hing Square
Eng. Street Name	Nathan Road
File No.	EMSD/EEO/BC/34-00123

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## 5. Input Type, Received Date and Click Save Record



## 3.3 Create Assignment and Task from WBRs Record

1. Login in a STO account
2. Assignment->Assign WBRs Job

List of WBRs records (Click on the Application No can view detail of the record)

Select to Assign	Submission Type	Application No.	SEQ	Building Name	Building Address	Receive Date	Status
<input type="checkbox"/>	EE1	L13000055	1	231321	321321, Admiralty, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000058	1	1111	2222, Chai Wan, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000060	1	54354	54354, Central, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000063	2	321312	3213, Lamma Island, New Territories	27/03/2014	0
<input type="checkbox"/>	EE1	L13000065	1	01	3033-41044 05 Yuen Long, New Territories	27/03/2014	0
<input type="checkbox"/>	EE1	L13000068	2	876	87-87 878 8787, Lam Tin, Kowloon	27/03/2014	0
<input type="checkbox"/>	EE1	L13000073	1	ABC's building	1-9 EFG&#039;s street, Tai Hang, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L14000001	1	ABC5 building	1-9 EFG&#039;s street, Tai Hang, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000053	1	111	222, Chai Wan, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000054	1	1111	2222, Causeway Bay, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000056	1	3213	3213, Causeway Bay, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000059	1	321321	321321, Central, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L13000061	2	56654	6546, Causeway Bay, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE1	L14000002	1	ABC5 building	1-9 EFG&#039;s street, Tai Hang, Hong Kong	27/03/2014	0
<input type="checkbox"/>	EE2	L14000094	2	654654	56 654 6, Chai Wan, Hong Kong	05/05/2014	0
<input type="checkbox"/>	EE2	L13000062	2	654654	0-0 65464 , Lei King, Kowloon	15/04/2014	0
<input type="checkbox"/>	EE2	L13000064	2	98797	0-0 98797 , Tin Shui Wai, New Territories	15/04/2014	0
<input type="checkbox"/>	EE2	L13000070	1	Abc	1-0 Df , Chai Wan, Hong Kong	15/04/2014	0
<input type="checkbox"/>	EE4	L14000105	1	Building Name(English)	18-2b Street Name(English) , Aberdeen, Hong Kong	05/05/2014	0
<input type="checkbox"/>	EE4	L13000015	4	01		15/04/2014	0
<input type="checkbox"/>	EE4	L13000016	1	11		15/04/2014	0
<input type="checkbox"/>	EE4	L13000017	1	99		15/04/2014	0

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**3. Select WBRS records and create assignment.**

<input type="checkbox"/>	EE4	L13000050	1	1	2A-22B 3 , Kennedy Town, Hong Kong	15/04/2014	0
<input type="checkbox"/>	EE4	L13000052	1	01	11.1-21.2 02 , Causeway Bay, Hong Kong	15/04/2014	0
<input type="checkbox"/>	EE4	L14000029	1	1	3-4 S , Aberdeen, Hong Kong	15/04/2014	0
<input type="checkbox"/>	EE4	L14000055	1	Building Name(English)	3a-4A Street Name(English) , Causeway Bay, Hong Kong	15/04/2014	0
<input checked="" type="checkbox"/>	EE4	L14000070	1	Building Name(English)	3a-4A Street Name(English) , Causeway Bay, Hong Kong	15/04/2014	0
<input type="checkbox"/>	EE4	L14000072	1	Building Name(English)	1a-2b Street Name(English) , Aberdeen, Hong Kong	15/04/2014	0
<input type="checkbox"/>	EE7	L13000104	1	302	30430A-30530B 306 , Admiralty	20/04/2014	0
<input type="checkbox"/>	EE7	L13000105	1	402	40440A-40540B 406 , Admiralty	20/04/2014	0

Assign selected submission to:

Engineer: E/EEBS/1

Inspector: BSI/EEB7/2

Check WBRS records, select Engineer and Inspector. Then Click Assign.

**4. Task Created and shown in the inbox of Subject Engineer and Subject BSI**

Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout	User:E/EEBS/1																																												
Data Management System (BEOO) - Inbox (E/EEBS/1)																																																						
+ Inbox Statistics																																																						
+ Bring Up																																																						
+ New Assignment Received																																																						
Assignment No.: <input type="text"/> Create Work Record																																																						
- Works in progress <input type="button" value="Filter"/>																																																						
<table border="1"> <thead> <tr> <th>File No. (Assignment No.)</th> <th>Building Name/REA Name</th> <th>Submission Type</th> <th>Received Date</th> <th>Subject Engineer</th> <th>BSI/TO</th> <th>Current Status</th> <th>Action Officer</th> <th>No. of calendar days since received</th> <th>Update By</th> <th>Update Date</th> </tr> </thead> <tbody> <tr> <td>(3735)</td> <td></td> <td>FOC-Form of Compliance</td> <td>20/5/2014</td> <td>E/EEBS/1</td> <td>BSI/EEB7/2</td> <td>General Checking in progress</td> <td>E/EEBS/1</td> <td>0</td> <td>STO/EEB2</td> <td>20/5/2014 10:15:04</td> </tr> <tr> <td>EMSD/EEO/BC/19/01/06</td> <td>Chan Tai Man</td> <td>REA-Registration as Registered Energy Assessor</td> <td>13/5/2014</td> <td>E/EEBS/1</td> <td>BSI/EEB7/1</td> <td>General Checking in progress</td> <td>E/EEBS/1</td> <td>7</td> <td>E/EEBS/1</td> <td>13/5/2014 14:40:26</td> </tr> <tr> <td>EMSD/EEO/BC/19/01/06</td> <td>CHAN Man Man</td> <td>REA-Registration as Registered Energy Assessor</td> <td>8/5/2014</td> <td>E/EEBS/1</td> <td>BSI/EEBS/1</td> <td>General Checking in</td> <td>E/EEBS/1</td> <td>12</td> <td>E/EEBS/1</td> <td>13/5/2014 13:24:43</td> </tr> </tbody> </table>											File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	(3735)		FOC-Form of Compliance	20/5/2014	E/EEBS/1	BSI/EEB7/2	General Checking in progress	E/EEBS/1	0	STO/EEB2	20/5/2014 10:15:04	EMSD/EEO/BC/19/01/06	Chan Tai Man	REA-Registration as Registered Energy Assessor	13/5/2014	E/EEBS/1	BSI/EEB7/1	General Checking in progress	E/EEBS/1	7	E/EEBS/1	13/5/2014 14:40:26	EMSD/EEO/BC/19/01/06	CHAN Man Man	REA-Registration as Registered Energy Assessor	8/5/2014	E/EEBS/1	BSI/EEBS/1	General Checking in	E/EEBS/1	12	E/EEBS/1	13/5/2014 13:24:43
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date																																												
(3735)		FOC-Form of Compliance	20/5/2014	E/EEBS/1	BSI/EEB7/2	General Checking in progress	E/EEBS/1	0	STO/EEB2	20/5/2014 10:15:04																																												
EMSD/EEO/BC/19/01/06	Chan Tai Man	REA-Registration as Registered Energy Assessor	13/5/2014	E/EEBS/1	BSI/EEB7/1	General Checking in progress	E/EEBS/1	7	E/EEBS/1	13/5/2014 14:40:26																																												
EMSD/EEO/BC/19/01/06	CHAN Man Man	REA-Registration as Registered Energy Assessor	8/5/2014	E/EEBS/1	BSI/EEBS/1	General Checking in	E/EEBS/1	12	E/EEBS/1	13/5/2014 13:24:43																																												

### 3.4 Create Assignment and Task from REA WBRS Record

1. Login in a STO account
2. Assignment->Assign REA WBRS Job
3. Remaining would be the same as in section 3.3

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## **4. Case - EA, FOC, COCR, INSP and REA**

### **4.1 Create Case from Assignment**

Login as Engineer or BSI

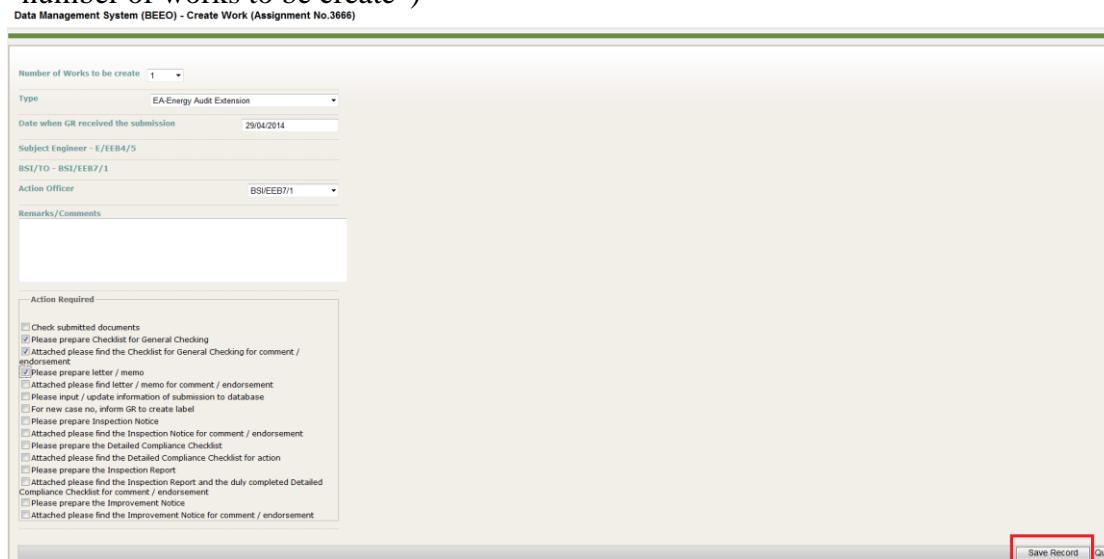
In Inbox, Click on the new Assignment Received



Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name/REA Name	Street Name
3732	E/EEB5/1	BSI/EEB7/1	E/EEB5/1	SE/EEB5	15/5/2014 16:57:30	FOC		EMSD HQ	abc street
3715	E/EEB5/2	BSI/EEB7/1	E/EEB5/2	SE/EEB5	8/5/2014 16:20:08	FOC			
3713	E/EEB5/2	BSI/EEB7/1	E/EEB5/2	SE/EEB5	8/5/2014 15:41:29	EA			
3666	E/EEB4/5	BSI/EEB7/1	E/EEB4/5	SE/EEB5	29/4/2014 14:14:02	EA		EMSD HQ	Kai Shing Street
3644	E/EEB7/1	BSI/EEB7/1	E/EEB7/1	SE/EEB7	27/2/2014 13:57:00	COCR		Low Rise Residential R3, Proposed Residential/Commercial Development at TCTL 36	
3643	E/EEB7/1	BSI/EEB7/1	E/EEB7/1	SE/EEB5	27/2/2014 13:55:49	COCR		Low Rise Residential R2, Proposed Residential/Commercial Development at TCTL 36	

In Create Work Page, check the action required, input Type , received date , select Action Officer and then click save record.

( Note:for create more than 1 task for one assignment, change the option “number of works to be create”)



Number of Works to be create 1

Type EA-Energy Audit Extension

Date when GR received the submission 29/04/2014

Subject Engineer - E/EEB4/5

BSI/TO - BSI/EEB7/1

Action Officer BSI/EEB7/1

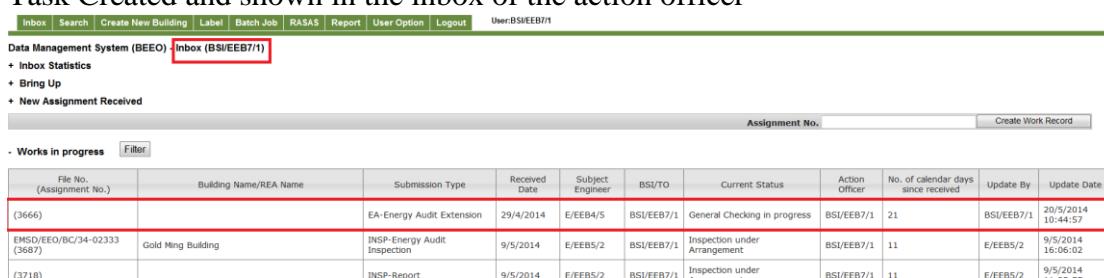
Remarks/Comments

Action Required

- Check submitted documents
- Attached please find the Checklist for General Checking / endorsement
- Please prepare letter / memo for comment / endorsement
- Attached please find letter / memo for comment / endorsement
- Please input / update information of submission to database
- For new case no, inform GR to create label
- Please prepare Inspection Notice
- Attached please find the Inspection Notice for comment / endorsement
- Please prepare the Detailed Compliance Checklist
- Attached please find the Detailed Compliance Checklist for action
- Please prepare the Improvement Notice
- Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement
- Please prepare the Improvement Notice
- Attached please find the Improvement Notice for comment / endorsement

Save Record Quilt

Task Created and shown in the inbox of the action officer



Assignment No.	File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
(3666)			EA-Energy Audit Extension	29/4/2014	E/EEB4/5	BSI/EEB7/1	General Checking in progress	BSI/EEB7/1	21	BSI/EEB7/1	20/5/2014 10:44:57
EMSD/EO/BC/34-20333 (3687)	Gold Ming Building		INSP-Energy Audit Inspection	9/5/2014	E/EEB5/2	BSI/EEB7/1	Inspection under Arrangement	BSI/EEB7/1	11	E/EEB5/2	9/5/2014 10:06:02
(3718)			INSP-Report	9/5/2014	E/EEB5/2	BSI/EEB7/1	Inspection under	BSI/EEB7/1	11	E/EEB5/2	9/5/2014

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.2 View Submission Page

In Inbox, Click on the task under “Works in Progress” will go the submission page

Data Management System (BEOO) - Work (Assignment No.3666)																																																																																			
Assignment ID - 3666																																																																																			
File No. (Assignment No.)		Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received																																																																										
(3666)			EA-Energy Audit Extension	29/4/2014	E/EEB4/5	BSI/EEB7/1	General Checking in progress	BSI/EEB7/1	21																																																																										
EMSD/EEO/BC/34-02333 (3687)		Gold Ming Building	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/2	BSI/EEB7/1	Inspection under Arrangement	BSI/EEB7/1	11																																																																										
(3718)			INSP-Report	9/5/2014	E/EEB5/2	BSI/EEB7/1	Inspection under	BSI/EEB7/1	11																																																																										
Status - General Checking in progress																																																																																			
Date when GR received the submission - 29/04/2014																																																																																			
Subject Engineer - E/EEB4/5																																																																																			
BSI/TO - BSI/EEB7/1																																																																																			
Action Officer - BSI/EEB7/1																																																																																			
<table border="1"> <tr> <td colspan="2">Attachment</td> <td><a href="#">Add attachment</a></td> <td><a href="#">Template</a></td> </tr> <tr> <td colspan="2">Instrument Notice</td> <td colspan="8"></td> </tr> <tr> <td colspan="2">Letter List</td> <td colspan="8"></td> </tr> <tr> <td colspan="2">Check List</td> <td colspan="8"></td> </tr> <tr> <td colspan="2">Technical Data Sheet</td> <td colspan="8"></td> </tr> <tr> <td colspan="10"> <table border="1"> <tr> <td colspan="2">Action Required</td> <td colspan="8">Completed</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Check submitted documents  <input checked="" type="checkbox"/> Please prepare Checklist for General Checking  <input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement  <input checked="" type="checkbox"/> Please prepare letter / memo  <input type="checkbox"/> Attached please find letter / memo for comment / endorsement  <input type="checkbox"/> Please input / update information of submission to database  <input type="checkbox"/> For new case no, inform GR to create label  <input type="checkbox"/> Please prepare Inspection Notice  <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement  <input type="checkbox"/> Please prepare the Detailed Compliance Checklist  <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action  <input type="checkbox"/> Please prepare the Inspection Report  <input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement  <input type="checkbox"/> Please prepare the Improvement Notice  <input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement         </td> <td colspan="2"><a href="#">attach</a></td> <td colspan="6"><a href="#">Save Action</a></td> </tr> </table> </td> </tr> </table>										Attachment		<a href="#">Add attachment</a>	<a href="#">Template</a>	Instrument Notice										Letter List										Check List										Technical Data Sheet										<table border="1"> <tr> <td colspan="2">Action Required</td> <td colspan="8">Completed</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Check submitted documents  <input checked="" type="checkbox"/> Please prepare Checklist for General Checking  <input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement  <input checked="" type="checkbox"/> Please prepare letter / memo  <input type="checkbox"/> Attached please find letter / memo for comment / endorsement  <input type="checkbox"/> Please input / update information of submission to database  <input type="checkbox"/> For new case no, inform GR to create label  <input type="checkbox"/> Please prepare Inspection Notice  <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement  <input type="checkbox"/> Please prepare the Detailed Compliance Checklist  <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action  <input type="checkbox"/> Please prepare the Inspection Report  <input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement  <input type="checkbox"/> Please prepare the Improvement Notice  <input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement         </td> <td colspan="2"><a href="#">attach</a></td> <td colspan="6"><a href="#">Save Action</a></td> </tr> </table>										Action Required		Completed								<input type="checkbox"/> Check submitted documents <input checked="" type="checkbox"/> Please prepare Checklist for General Checking <input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement <input checked="" type="checkbox"/> Please prepare letter / memo <input type="checkbox"/> Attached please find letter / memo for comment / endorsement <input type="checkbox"/> Please input / update information of submission to database <input type="checkbox"/> For new case no, inform GR to create label <input type="checkbox"/> Please prepare Inspection Notice <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement <input type="checkbox"/> Please prepare the Detailed Compliance Checklist <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action <input type="checkbox"/> Please prepare the Inspection Report <input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement <input type="checkbox"/> Please prepare the Improvement Notice <input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement		<a href="#">attach</a>		<a href="#">Save Action</a>					
Attachment		<a href="#">Add attachment</a>	<a href="#">Template</a>																																																																																
Instrument Notice																																																																																			
Letter List																																																																																			
Check List																																																																																			
Technical Data Sheet																																																																																			
<table border="1"> <tr> <td colspan="2">Action Required</td> <td colspan="8">Completed</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Check submitted documents  <input checked="" type="checkbox"/> Please prepare Checklist for General Checking  <input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement  <input checked="" type="checkbox"/> Please prepare letter / memo  <input type="checkbox"/> Attached please find letter / memo for comment / endorsement  <input type="checkbox"/> Please input / update information of submission to database  <input type="checkbox"/> For new case no, inform GR to create label  <input type="checkbox"/> Please prepare Inspection Notice  <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement  <input type="checkbox"/> Please prepare the Detailed Compliance Checklist  <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action  <input type="checkbox"/> Please prepare the Inspection Report  <input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement  <input type="checkbox"/> Please prepare the Improvement Notice  <input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement         </td> <td colspan="2"><a href="#">attach</a></td> <td colspan="6"><a href="#">Save Action</a></td> </tr> </table>										Action Required		Completed								<input type="checkbox"/> Check submitted documents <input checked="" type="checkbox"/> Please prepare Checklist for General Checking <input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement <input checked="" type="checkbox"/> Please prepare letter / memo <input type="checkbox"/> Attached please find letter / memo for comment / endorsement <input type="checkbox"/> Please input / update information of submission to database <input type="checkbox"/> For new case no, inform GR to create label <input type="checkbox"/> Please prepare Inspection Notice <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement <input type="checkbox"/> Please prepare the Detailed Compliance Checklist <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action <input type="checkbox"/> Please prepare the Inspection Report <input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement <input type="checkbox"/> Please prepare the Improvement Notice <input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement		<a href="#">attach</a>		<a href="#">Save Action</a>																																																											
Action Required		Completed																																																																																	
<input type="checkbox"/> Check submitted documents <input checked="" type="checkbox"/> Please prepare Checklist for General Checking <input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement <input checked="" type="checkbox"/> Please prepare letter / memo <input type="checkbox"/> Attached please find letter / memo for comment / endorsement <input type="checkbox"/> Please input / update information of submission to database <input type="checkbox"/> For new case no, inform GR to create label <input type="checkbox"/> Please prepare Inspection Notice <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement <input type="checkbox"/> Please prepare the Detailed Compliance Checklist <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action <input type="checkbox"/> Please prepare the Inspection Report <input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement <input type="checkbox"/> Please prepare the Improvement Notice <input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement		<a href="#">attach</a>		<a href="#">Save Action</a>																																																																															
<table border="1"> <tr> <td>User</td> <td>Action</td> <td>Remarks/Comments</td> <td>Date</td> </tr> <tr> <td>BSI/EEB7/1</td> <td>Action Start</td> <td>Please prepare letter / memo</td> <td>20/5/2014 10:44:57</td> </tr> <tr> <td>BSI/EEB7/1</td> <td>Action Start</td> <td>Attached please find the Checklist for General Checking for comment / endorsement</td> <td>20/5/2014 10:44:57</td> </tr> <tr> <td>BSI/EEB7/1</td> <td>Action Start</td> <td>Please prepare Checklist for General Checking</td> <td>20/5/2014 10:44:57</td> </tr> </table>										User	Action	Remarks/Comments	Date	BSI/EEB7/1	Action Start	Please prepare letter / memo	20/5/2014 10:44:57	BSI/EEB7/1	Action Start	Attached please find the Checklist for General Checking for comment / endorsement	20/5/2014 10:44:57	BSI/EEB7/1	Action Start	Please prepare Checklist for General Checking	20/5/2014 10:44:57																																																										
User	Action	Remarks/Comments	Date																																																																																
BSI/EEB7/1	Action Start	Please prepare letter / memo	20/5/2014 10:44:57																																																																																
BSI/EEB7/1	Action Start	Attached please find the Checklist for General Checking for comment / endorsement	20/5/2014 10:44:57																																																																																
BSI/EEB7/1	Action Start	Please prepare Checklist for General Checking	20/5/2014 10:44:57																																																																																
<table border="1"> <tr> <td><a href="#">Log History</a></td> <td><a href="#">Filter</a></td> <td><a href="#">Action Report</a></td> </tr> </table>										<a href="#">Log History</a>	<a href="#">Filter</a>	<a href="#">Action Report</a>																																																																							
<a href="#">Log History</a>	<a href="#">Filter</a>	<a href="#">Action Report</a>																																																																																	
<table border="1"> <tr> <td><a href="#">Bring Up Management</a></td> <td><a href="#">Submit to E/EEB4/5</a></td> <td><a href="#">Select Building</a></td> <td><a href="#">Close</a></td> </tr> </table>										<a href="#">Bring Up Management</a>	<a href="#">Submit to E/EEB4/5</a>	<a href="#">Select Building</a>	<a href="#">Close</a>																																																																						
<a href="#">Bring Up Management</a>	<a href="#">Submit to E/EEB4/5</a>	<a href="#">Select Building</a>	<a href="#">Close</a>																																																																																

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## **4.3 Select Building for Submission**

In Submission page, Click Select Building  
(Only for submission without Building assigned)

Assignment ID - 3666  
Type - EA-Energy Audit Extension  
ID: 1800 (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission - 29/04/2014  
Subject Engineer - E/EEB4/5  
BSI/TO - BSI/EEB7/1  
Action Officer - BSI/EEB7/1

Action	Completed
<input type="checkbox"/> Check submitted documents	<input type="checkbox"/>
<input checked="" type="checkbox"/> Please prepare Checklist for General Checking	<input type="checkbox"/>
<input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement	<input type="checkbox"/>
<input checked="" type="checkbox"/> Please prepare letter / memo	<input type="checkbox"/>
<input type="checkbox"/> Attached please find letter / memo for comment / endorsement	<input type="checkbox"/>
<input type="checkbox"/> Please input / update information of submission to database	<input type="checkbox"/>
<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>
<input type="checkbox"/> Please prepare Inspection Notice	<input type="checkbox"/>
<input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement	<input type="checkbox"/>
<input type="checkbox"/> Please prepare the Detailed Compliance Checklist	<input type="checkbox"/>
<input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action	<input type="checkbox"/>
<input type="checkbox"/> Please prepare the Inspection Report	<input type="checkbox"/>
<input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement	<input type="checkbox"/>
<input type="checkbox"/> Please prepare the Improvement Notice	<input type="checkbox"/>
<input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement	<input type="checkbox"/>

Log History Filter Action Report

User	Action	Remarks/Comments	Date
BSI/EEB7/1	Action Start	Please prepare letter / memo	20/5/2014 10:44:57
BSI/EEB7/1	Action Start	Attached please find the Checklist for General Checking for comment / endorsement	20/5/2014 10:44:57
BSI/EEB7/1	Action Start	Please prepare Checklist for General Checking	20/5/2014 10:44:57

Save Action

Bring Up Management Submit to E/EEB4/5 Select Building Close

Input the searching criteria and click search

Inbox Search Create New Building Label Batch Job RASAS Report User Option Logout User:BSI/EEB7/1

Data Management System (BEEO) - Search Building for Work

File No.	EMSD/EEO/BC/34-	Chi. Bldg. Name	
Eng. Bldg. Name	EMSD HQ	Chi. Street Name	
Eng. Street Name	Kai Shing Street	Lot No.	
Building Type		Group	

**Search**

If required building in the search result, click on the list. And Building will be assigned for the submission.

Inbox Search Create New Building Label Batch Job RASAS Report User Option Logout User:BSI/EEB7/1

Data Management System (BEEO) - Search Building for Work

File No.	EMSD/EEO/BC/34-	Chi. Bldg. Name	
Eng. Bldg. Name	EMSD HQ	Chi. Street Name	
Eng. Street Name	Kai Shing Street	Lot No.	
Building Type		Group	

**Search**

**Create New Building for Work**

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
EMSD HQ, Kai Shing Street	EMSD HQ				EMSD/EEO/BC/34-06068	

Prev Page: 1 Next

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

#### **4.4 Create Building for Submission**

Go to Submission page (which without building assigned), Click select Building

**Data Management System (BEEO) - Work (Assignment No.3715)**

---

Assignment ID - 3715	<input type="button" value="Attachment"/> <input type="button" value="Add attachment"/> <input type="button" value="Template"/> <input type="button" value="Improvement Notice"/> <input type="button" value="Letter List"/> <input type="button" value="Check List"/> <input type="button" value="Technical Data Sheet"/>																																																
Type - FOC-Form of Compliance																																																	
ID: <a href="#">1325</a> (Please Click to view Detail)																																																	
Status - General Checking in progress																																																	
Date when GR received the submission - 08/05/2014																																																	
Subject Engineer - E/EEB5/2																																																	
BSI/IO - BSI/EEB7/1																																																	
Action Officer - BSI/EEB7/1																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Action</th> <th style="text-align: right; padding: 5px;">Required</th> <th style="text-align: right; padding: 5px;">Completed</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Check submitted documents</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Please prepare Checklist for General Checking</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Please prepare letter / memo</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached please find letter / memo for comment / endorsement</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached input / update information of submission to database</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> For new case no, inform GR to create label</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Please prepare Inspection Notice</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Please prepare the Detailed Compliance Checklist</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Please prepare the Inspection Report</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Please prepare the Improvement Notice</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> </tbody> </table>		Action	Required	Completed	<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Please prepare Checklist for General Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Please prepare letter / memo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached please find letter / memo for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached input / update information of submission to database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Please prepare Inspection Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Please prepare the Detailed Compliance Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Please prepare the Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Please prepare the Improvement Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>
Action	Required	Completed																																															
<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input checked="" type="checkbox"/> Please prepare Checklist for General Checking	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Please prepare letter / memo	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached please find letter / memo for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached input / update information of submission to database	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Please prepare Inspection Notice	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Please prepare the Detailed Compliance Checklist	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Please prepare the Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached please find the Inspection Report and the duly completed Detailed Compliance Checklist for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Please prepare the Improvement Notice	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="checkbox"/> Attached please find the Improvement Notice for comment / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																															
<input type="button" value="Save Action"/>																																																	

---

Log History	Filter	Action Report			
User	Action	Remarks/Comments			
BSI/EEB7/1	Action Start	Please prepare Checklist for General Checking	Date		
BSI/EEB7/1	Action Start	Check submitted documents	20/5/2014 11:53:34		

Bring Up Management
Submit to E/EEB5/2
Select Building

Input search criteria and then click search

Input search criteria and then click search

<a href="#">Inbox</a>	<a href="#">Search</a>	<a href="#">Create New Building</a>	<a href="#">Label</a>	<a href="#">Batch Job</a>	<a href="#">RASAS</a>	<a href="#">Report</a>	<a href="#">User Option</a>	<a href="#">Logout</a>	User:BSI/EEB7/1
-----------------------	------------------------	-------------------------------------	-----------------------	---------------------------	-----------------------	------------------------	-----------------------------	------------------------	-----------------

### Data Management System (BEEO) - Search Building for Work

File No.	EMSD/EEO/BC/34-	<input type="text"/>
Eng. Bldg. Name	<input type="text" value="my building"/>	
Eng. Street Name	<input type="text"/>	
Building Type	<input type="text"/>	
<input type="button" value="Search"/>		
Chi. Bldg. Name	<input type="text"/>	
Chi. Street Name	<input type="text"/>	
Lot No.	<input type="text"/>	
Group	<input type="text"/>	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

**Data Management System (BEOO) - Search Building for Work**

File No.	EMSD/EEO/BC/34-	Chi. Bldg. Name	
Eng. Bldg. Name	my building	Chi. Street Name	
Eng. Street Name		Lot No.	
Building Type		Group	

No building record found, Create New Building for work?

**Click for create new building**

Input building detail and click “save building information” will create building record for the submission. (Remarks: if not input the File No, a new File No will be assigned)

**Data Management System (BEOO) - Input Information of New Building for Work (Assignment No.3715)**

Eng. Bldg. Name <input type="checkbox" value="Not Provided"/> my building	File No. <input type="text" value="EMSD/EEO/BC/34-"/> <small>(Input an existing File No. or click the button to generate a File No. automatically)</small>												
Chi. Bldg. Name <input type="checkbox" value="Not Provided"/>	Assignment ID - 3715												
Eng. Street Name abcd street	Type - FOC-Form of Compliance												
Chi. Street Name	ID-1325 <small>(Please Click to view Detail)</small>												
Lot No.	Status - General Checking in progress												
Street Start No. 12	Date when GR received the submission - 08/05/2014												
Street Start No Alpha.	Subject Engineer - E/EEB5/2												
Street End No. 14	BSI/TO - BSI/EEB7/1												
Street End No Alpha.	Action Officer - BSI/EEB7/1												
District Lai King													
Building Type Commercial													
Billing Group <input type="button" value="Add to Building Group"/>													
Log History <input type="button" value="Filter"/> <input type="button" value="Action Report"/> <table border="1"> <thead> <tr> <th>User</th> <th>Action</th> <th>Remarks/Comments</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>BSI/EEB7/1</td> <td>Action Start</td> <td>Please prepare Checklist for General Checking</td> <td>20/5/2014 11:53:34</td> </tr> <tr> <td>BSI/EEB7/1</td> <td>Action Start</td> <td>Check submitted documents</td> <td>20/5/2014 11:53:34</td> </tr> </tbody> </table>		User	Action	Remarks/Comments	Date	BSI/EEB7/1	Action Start	Please prepare Checklist for General Checking	20/5/2014 11:53:34	BSI/EEB7/1	Action Start	Check submitted documents	20/5/2014 11:53:34
User	Action	Remarks/Comments	Date										
BSI/EEB7/1	Action Start	Please prepare Checklist for General Checking	20/5/2014 11:53:34										
BSI/EEB7/1	Action Start	Check submitted documents	20/5/2014 11:53:34										
<input type="button" value="Bring Up Management"/> <input type="button" value="Select Building"/> <input checked="" type="button" value="Save Building Information"/> <input type="button" value="Cancel"/>													

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

**Data Management System (BEOO) - Work (Assignment No.3715)**

Building Type - Commercial File No. - EMSD/EEO/BC/34-06114	my building, 12-14 abcd street , Lai King, Kowloon 九龍新界12-14號
---	--

Assignment ID - 3715	Attachment <input type="button" value="Add attachment"/> Template <input type="button" value="Create New Improvement Notice"/>
Type - FOC-Form of Compliance	Improvement Notice <input type="button" value="Create New Improvement Notice"/>
ID-1325 <small>(Please Click to view Detail)</small>	Letter List <input type="button" value="Add Letter List"/>
Status - General Checking in progress	Check List <input type="button" value="Add Technical Sheet attachment"/>
Date when GR received the submission - 08/05/2014	Technical Data Sheet
Subject Engineer - E/EEB5/2	
BSI/TO - BSI/EEB7/1	
Action Officer - BSI/EEB7/1	
Action Required <input type="checkbox" value="Completed"/> <input type="checkbox" value="Required"/> Check submitted documents <input type="checkbox"/> Please prepare Checklist for General Checking <input type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement <input type="checkbox"/> Please prepare letter / memo <input type="checkbox"/> Attached please find letter / memo for comment / endorsement <input type="checkbox"/> Please input / update information of submission to database <input type="checkbox"/> For never case no, inform GR to create label <input type="checkbox"/> Please prepare Inspection Notice <input type="checkbox"/> Attached please find the Inspection Notice for comment / endorsement <input type="checkbox"/> Please prepare the Detailed Compliance Checklist <input type="checkbox"/> Attached please find the Detailed Compliance Checklist for action	

## 4.5 Change Action

(Note: Change Action only be done by subject Engineer, BSI, and Action Office of the Submission)

In Submission Page

Check the Required and Completed checkbox for the action and then click save action.

Data Management System (BEEO) - Work (Assignment No.3666)

The screenshot shows the 'Data Management System (BEEO) - Work (Assignment No.3666)' interface. At the top, there are fields for 'Building Type' (EMSD HQ, Kai Shing Street), 'File No.' (EMSD/EEO/BC/34-06068), and 'Assignment ID' (3666). Below these are sections for 'Type' (EA-Energy Audit Extension), 'ID' (1809), 'Status' (General Checking in progress), 'Date when GR received the submission' (29/04/2014), 'Subject Engineer' (E/EEB4/5), 'BSI/TO' (BSI/EEB7/1), and 'Action Officer' (BSI/EEB7/1). On the right, there are buttons for 'Attachment' (Add attachment, Template, Create New Improvement Notice, Letter List, Add Letter List, Check List, Add Check List, Technical Data Sheet, Add Technical Sheet attachment), 'Action Required' (checkboxes for various tasks like 'Check submitted documents', 'Please prepare Checklist for General Checking', etc.), and 'Completed' (checkboxes for tasks marked as completed). A red box highlights the 'Completed' checkboxes for the first three items under 'Action Required'. Another red box highlights the 'Save Action' button at the bottom right. The 'attach' button is also highlighted with a red box.

## 4.6 Attachment for Submission

### 1. Add Attachment

In submission page, Click Add Attachment

Data Management System (BEEO) - Work (Assignment No.3666)

The screenshot shows a submission form for Assignment ID 3666. The 'Type' field is set to 'EA-Energy Audit Extension'. The 'Status' is 'General Checking in progress'. The 'Date when GR received the submission' is 29/04/2014. The 'Subject Engineer' is E/EEB4/5. The 'BSI/TO' is BSI/EEB7/1. The 'Action Officer' is BSI/EEB7/1. On the right, there is a sidebar with various buttons: 'Attachment' (highlighted with a red box), 'Template', 'Improvement Notice' (disabled), 'Create New Improvement Notice', 'Letter List', 'Add Letter List', 'Check List', 'Add Check List', 'Technical Data Sheet', and 'Add Technical Sheet attachment'. Below these are 'Action Required' checkboxes for 'Check submitted documents' (unchecked) and 'Please prepare Checklist for General Checking' (checked).

Click Upload file to select file

The screenshot shows the 'Add Attachment' page. It includes fields for 'Building Type' (EMSD HQ, Kai Shing Street) and 'File No.' (EMSD/EEO/BC/34-06068). A 'Document' tab is selected. Under 'Document - Add Record', there are fields for 'Document Category' (EA), 'Submission ID' (1809), 'Document Name' (empty input field), 'Type' (dropdown menu), and an 'Upload File' button (highlighted with an orange box). There is also a 'Scan Document' section.

Select type and then click attach to record and attachment will be added to the submission.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

Data Management System (BEEO) - Add Attachment

EMSD HQ, Kai Shing Street  
Building Type -  
File No. - EMSD/EEO/BC/34-06068

**Document**

Document - Add Record  
Document Category - EA  
Submission ID - 1809  
Document Name  
Type **Checklist for general Checking**  
Upload File  
C:\Users\08406\Desktop\EA Checklist for General Checking r1.doc  
Scan Document

**Attach to Record** **Cancel**

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

Data Management System (BEEO) - Work (Assignment No.3666)

Building Type - EMSD HQ, Kai Shing Street  
File No. - EMSD/EEO/BC/34-06068

**Assignment ID - 3666**  
**Type - EA-Energy Audit Extension**  
**ID- 1809** (Please Click to view Detail)  
**Status - General Checking in progress**  
**Date when GR received the submission - 29/04/2014**  
**Subject Engineer - E/EEB4/5**  
**BSI/TO - BSI/EEB7/1**  
**Action Officer - BSI/EEB7/1**

**Attachment**  
Add attachment | Template | **Checklist for general Checking**  
**EA Checklist for General Checking r1.doc** **edit** **delete**

**Improvement Notice**  
Create New Improvement Notice  
Letter List  
Add Letter List  
Check List  
Add Check List  
Technical Data Sheet  
Add Technical Sheet attachment

Action Required

## 2. Edit Attachment

In submission page, click on “edit” beside the attachment

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

Data Management System (BEEO) - Work (Assignment No.3666)

Building Type - EMSD HQ, Kai Shing Street  
File No. - EMSD/EEO/BC/34-06068

**Assignment ID - 3666**  
**Type - EA-Energy Audit Extension**  
**ID- 1809** (Please Click to view Detail)  
**Status - General Checking in progress**  
**Date when GR received the submission - 29/04/2014**  
**Subject Engineer - E/EEB4/5**  
**BSI/TO - BSI/EEB7/1**  
**Action Officer - BSI/EEB7/1**

**Attachment**  
Add attachment | Template | **Checklist for general Checking**  
**EA Checklist for General Checking r1.doc** **edit** **delete**

**Improvement Notice**  
Create New Improvement Notice  
Letter List  
Add Letter List  
Check List  
Add Check List  
Technical Data Sheet  
Add Technical Sheet attachment

Action Required

Click on Upload File to upload your modified document and then Click Attach to Record. Your modified document will be upload and replace the old one.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The screenshot shows a web-based application for managing building attachments. At the top, there's a navigation bar with links for Inbox, Search, Create New Building, Label, Batch Job, RASAS, Report, User Option, and Logout. The current user is identified as User:BSI/EEB7/1. Below the navigation is a header for "Data Management System (BEEO) - Attachment". The main content area is titled "Document" and contains a form for "Document - Edit Record". The form includes fields for Document Name (EA Checklist for General Checking r1.doc), Type (Checklist for general Checking), and a file input field labeled "Upload File" which has "EA Checklist for General Checking r1.doc" selected. At the bottom right of the form are buttons for "Attach to Record" and "Cancel", with "Attach to Record" also being highlighted with a red box.

### 3. Delete Attachment

In submission page, Click delete

The screenshot shows the "Data Management System (BEEO) - Work (Assignment No.3666)" page. At the top, there's a navigation bar with links for Inbox, Search, Create New Building, Label, Batch Job, RASAS, Report, User Option, and Logout. The current user is identified as User:BSI/EEB7/1. Below the navigation is a header for "Data Management System (BEEO) - Work (Assignment No.3666)". The main content area displays assignment details: Building Type - EMSD HQ, Kai Shing Street; File No. - EMSD/EEO/BC/34-06068. To the right of these details is a sidebar with sections for "Attachment" (Add attachment, Template), "Checklist for general Checking" (EA Checklist for General Checking r1.doc, edit, delete), "Improvement Notice" (Create New Improvement Notice), "Letter List" (Add Letter List), and "Check List". A confirmation dialog box titled "網頁訊息" (Webpage Message) is overlaid on the page, asking "Confirm to delete record EA Checklist for General Checking r1.doc". It has two buttons: "確定" (Confirm) and "取消" (Cancel).

Confirm will delete the attachment.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## **4.7 Attachment for Action**

For action allow add attachment, a “attach” button will be shown beside the action.

Click on the attach button allow to add attachment

Inbox Search Create New Building Label Batch Job RASAS Report User Option Logout User:BSI/EEB/1

### Data Management System (BEEO) - Add Attachment

my building, 12-14 abcd street , Lai King, Kowloon  
九龍荔枝角12-14號

Building Type : Commercial

File No. : EMSD/EEO/BC/34-06114

**Document**

---

Document - Add Record

Document Category : FOC

Submission ID : 1325

Document Name :

Type : Checklist for general Checking

**Upload File**

C:\Users\08406\Desktop\FOC Checklist for General Checking r1.doc

Scan Document

Upload file and click “attach to record” will add the attachment. And the action become a link to the uploaded attachment

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

### Data Management System (BEO) - Work (Assignment No.3715)

Building Type - Commercial File No. - EMSD/EEO/BC/34-06114	my building, 12-14 abcd street , Lai King, Kowloon 九龍荔枝角12-14號
---	---

---

<b>Assignment ID - 3715</b>	<b>Type - FOC-Form of Compliance</b>
ID: <a href="#">1325</a> (Please Click to view Detail)	<input type="button" value="Attachment"/> <input type="button" value="Add attachment"/> <input type="button" value="Template"/> <b>Checklist for general Checking</b> <a href="#">FOC Checklist for General Checking r1.doc</a> <input type="button" value="edit"/> <input type="button" value="delete"/>
Status - General Checking in progress	<input type="button" value="Import Previous Works"/> <input type="button" value="Create New Improvement Notice"/> <input type="button" value="Letter List"/> <input type="button" value="Add Letter List"/> <input type="button" value="Check List"/> <input type="button" value="Technical Data Sheet"/> <input type="button" value="Add Technical Sheet attachment"/>
Action Officer - BSI/EEB7/1	<b>Action Required</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Check submitted documents</li> <li><input checked="" type="checkbox"/> Please prepare Checklist for General Checking</li> <li><input checked="" type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement</li> <li><input type="checkbox"/> Please prepare letter / memo</li> <li><input type="checkbox"/> Attached please find letter / memo for comment / endorsement</li> <li><input type="checkbox"/> Please input / update information of submission to database</li> </ul> <div style="float: right;"> <span>Completed</span> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <span>attach</span> </div>

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## **4.8 Submission Detail**

In Submission page, Click the ID will go to the submission Detail page

Building Type - Commercial  
File No. - EMSD/EO/BC/34-06114 my building, 12-14 abcd street , Lai King, Kowloon  
九龍城12-14號

Type - FOC-Form of Compliance  
Status - General Checking in progress  
Date when GR received the submission - 08/05/2014  
Subject Engineer - E/EEB5/2  
BSI/TO - BSI/EEB7/1  
Action Officer - BSI/EEB7/1

Attachment  
   
Improvement Notice  
  
Letter List  
  
Check List

Action Required	Completed
<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>
<input checked="" type="checkbox"/> Please prepare Checklist for General Checking	<input type="checkbox"/>
<input type="checkbox"/> Attached please find the Checklist for General Checking for comment / endorsement	<input type="checkbox"/>
<input type="checkbox"/> Please prepare letter / memo	<input type="checkbox"/>
<input type="checkbox"/> Attached please find letter / memo for comment / endorsement	<input type="checkbox"/>
<input type="checkbox"/> Please input / update information of submission to database	<input type="checkbox"/>
<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>

Building Type - Commercial  
File No. - EMSD/EO/BC/34-06114 my building, 12-14 abcd street , Lai King, Kowloon  
九龍城12-14號

Type of Submission - FOC - Form of Compliance Record ID - 1325  
Subject Engineer - E/EEB5/2 BSI/TO - BSI/EEB7/1 Action Officer - BSI/EEB7/1  
Status - General Checking in progress

**FOC - Record**

Received Date (dd/mm/yyyy)	08/05/2014	B/E/C Edition	Review By
Issue Date (dd/mm/yyyy)		REA Inspect Date (dd/mm/yyyy)	Review Date (dd/mm/yyyy)
REA Reg. No.		Ack. Date (dd/mm/yyyy)	File Closure Date (dd/mm/yyyy) -
REA Name	CHAN Man Man	Screen By	Last Clarify Date (dd/mm/yyyy)
		Screen Date (dd/mm/yyyy)	

**Information of Relevant Unit / Common Area**

English Name	Room/Flat	Floor	Block
Chinese Name	Other Description		

**Responsible Company/Person**

Developer of the building	<input type="button" value="Add"/>
Major Work	<input type="button" value="Add Work Location"/>

**Work Location**  Its Common Area  Its Unit

Work Area	Commence Date (dd/mm/yyyy)
Installation Type <input type="checkbox"/> Lighting <input type="checkbox"/> Air-Conditioning <input type="checkbox"/> Electrical <input type="checkbox"/> Lift <input type="checkbox"/> Escalator	Completion Date (dd/mm/yyyy)
<input type="button" value="delete work location"/>	

**Supplementary Information**

Enclosed Technical Form  
Form EE-EL  Yes  NA Form EE-LG  Yes  NA Form EE-AC  Yes  NA Form EE-LE  Yes  NA Form EE-PB  Yes  NA

Exemption previously granted by the Director under sections 15, 20 or 25 of this Ordinance for this work :  Yes  NA

Reference No. and date of the Director's exemption letter :  
Reference No. \_\_\_\_\_ Date: \_\_\_\_\_

Installation(s) exempted : \_\_\_\_\_

Date for signature of the Developer/Owner/Responsible Person \_\_\_\_\_  
Date for signature of Registered Energy Assessor \_\_\_\_\_

Comments & Re-submission

Edit the data and click save record will save the change.

Click Back to work will go back to submission page.

Click Quit will go to inbox.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## **4.9 Add Building Owner/Developer to Submission**

In submission detail page, user can add Building Owner/Developer.

**Data Management System (BEOO) - Work (Detail)**

Building Type - Commercial  
File No. - EMSD/BEOO/BC/34-06114 my building, 12-14 abc street , Lai King, Kowloon 九龍城12-14號

Type of Submission - FOC - Form of Compliance Record ID - 1325  
Subject Engineer - E/EEB5/2 BSU/TO - BSU/EEB7/1 Action Officer - BSU/EEB7/1 Status - General Checking in progress

**FOC - Record**

Received Date (dd/mm/yyyy)	08/05/2014	BEC Edition	Review By
Issue Date (dd/mm/yyyy)		REA Inspect Date (dd/mm/yyyy)	Review Date (dd/mm/yyyy)
REA Reg. No.		Ack. Date (dd/mm/yyyy)	File Closure Date (dd/mm/yyyy) -
REA Name	CHAN Man Man	Screen By	Last Clarify Date (dd/mm/yyyy)
		Screen Date (dd/mm/yyyy)	

**Information of Relevant Unit / Common Area**

English Name	Room/Flat	Floor	Block
Chinese Name	Other Description		

**Responsible Company/Person**

Developer of the building **Add**

- Developer of the building
- Incorporated Owner of the building
- Occupier of the unit
- Owner of the building
- Owner of the relevant central building installation
- Owner of the relevant common area
- Owner of the unit
- Property Management Co.
- tenant of the unit

**Work Area**

Work Area	Commence Date (dd/mm/yyyy)
Installation Type	Completion Date (dd/mm/yyyy)
<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/> Air-Conditioning
<input type="checkbox"/> Electrical	<input type="checkbox"/> Lift
<input type="checkbox"/> Escalator	

**delete work location**

Select the type of responsible company/person and then Click Add.

**Data Management System (BEOO) - ADD Owner of the building**

Type: Company Address: abc example co.

**Search Person/Company**

**Address**

**Search**

Input criteria and then click search

If required company find, click on it will add to the submission.  
Otherwise click create new to create new company/person record.

**Add Person/Company**

Type: Company Address:

Mr. / Miss / Ms. (if applicable)

English Name: abc example co.

Chinese Name:

Mr. / Miss / Ms.

Represent Name: cheung tai man

Chi. Represent Name:

Address Language: English

Represent Position:

**Save Record**

Input detail for new record and click save.

**Data Management System (BEOO) - Work (Detail)**

Building Type - Commercial  
File No. - EMSD/BEOO/BC/34-06114 my building, 12-14 abc street , Lai King, Kowloon 九龍城12-14號

Type of Submission - FOC - Form of Compliance Record ID - 1325  
Subject Engineer - E/EEB5/2 BSU/TO - BSU/EEB7/1 Action Officer - BSU/EEB7/1 Status - General Checking in progress

**FOC - Record**

Received Date (dd/mm/yyyy)	08/05/2014	BEC Edition	Review By
Issue Date (dd/mm/yyyy)		REA Inspect Date (dd/mm/yyyy)	Review Date (dd/mm/yyyy)
REA Reg. No.		Ack. Date (dd/mm/yyyy)	File Closure Date (dd/mm/yyyy) -
REA Name	CHAN Man Man	Screen By	Last Clarify Date (dd/mm/yyyy)
		Screen Date (dd/mm/yyyy)	

**Information of Relevant Unit / Common Area**

English Name	Room/Flat	Floor	Block
Chinese Name	Other Description		

**Responsible Company/Person**

Developer of the building **Add**

Type - Company	Address: abc example co., 12-14 abc street , Lai King, Kowloon 九龍城12-14號	Phone No.: 23345678
English Name - abc example co.		Fax No.:
Chinese Name -		Email Address:
Represent Name - Mr. cheung tai man		<b>Remove</b>
Chi. Represent Name -		<b>Edit</b>
Represent Position -		

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## **4.10 Select Subject Engineer (REA)**

As REA type assignment only selected BSI/TO, after creating the REA task, the subject Engineer need to be assigned.

Data Management System (BEEO) - Work (Assignment No.3665)

File No. - EMSD/EEO/BC/19/01/06	Attachment	Add attachment	Template
REA Name - abctest	Improvement Notice		
Assignment ID - 3665	Letter List		
Type - REA-Registration as Registered Energy Assessor	Check List		
ID- 5 (Please Click to view Detail)	Action	Completed	
Status - General Checking in progress	Required	<input type="checkbox"/> Prepare Acknowledgement Letter <input checked="" type="checkbox"/> Check submitted documents <input type="checkbox"/> Prepare Checklist for General Checking <input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement <input type="checkbox"/> Prepare Letter of Request for Supplementary Information <input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement <input type="checkbox"/> Input / Update Information of application / submission <input type="checkbox"/> For new case no, inform GR to create label	
Date when GR received the submission - 24/04/2014		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Subject Engineer -		<input type="button" value="attach"/>	
BSI/TO - BSI/EEB7/1			
Action Officer - BSI/EEB7/1			
<input type="button" value="Save Action"/>			
<a href="#">Log History</a> <a href="#">Filter</a> <a href="#">Action Report</a>			
User	Action	Remarks/Comments	Date
BSI/EEB7/1	Action Start	Attach Checklist for General Checking for comments / endorsement	24/4/2014 15:04:54
BSI/EEB7/1	Action Start	Check submitted documents	24/4/2014 15:04:54
<input type="button" value="Assignment Engineer"/> <input type="button" value="Bring Up Management"/> <input type="button" value="Close"/>			

Click Assignment Engineer

Data Management System (BEEO) - Work (Assignment No.3665)

Assign Subject Engineer

Subject Engineer	E/EEB5/1
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

Select Subject Engineer and click confirm

Inbox | Search | Create New Building | Label | Batch Job | RASAS | Report | User Option | Logout | User:BSI/EEB7/1

Data Management System (BEEO) - Work (Assignment No.3665)

File No. - EMSD/EEO/BC/19/01/06	Attachment	Add attachment	Template
REA Name - abctest	Improvement Notice		
Assignment ID - 3665	Letter List		
Type - REA-Registration as Registered Energy Assessor	Check List		
ID- 5 (Please Click to view Detail)	Action	Completed	
Status - General Checking in progress	Required	<input type="checkbox"/> Prepare Acknowledgement Letter <input checked="" type="checkbox"/> Check submitted documents <input type="checkbox"/> Prepare Checklist for General Checking <input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement <input type="checkbox"/> Prepare Letter of Request for Supplementary Information <input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement <input type="checkbox"/> Input / Update Information of application / submission <input type="checkbox"/> For new case no, inform GR to create label	
Date when GR received the submission - 24/04/2014		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Subject Engineer - E/EEB5/1		<input type="button" value="attach"/>	
BSI/TO - BSI/EEB7/1			
Action Officer - BSI/EEB7/1			
<input type="button" value="Save Action"/>			
<a href="#">Log History</a> <a href="#">Filter</a> <a href="#">Action Report</a>			
User	Action	Remarks/Comments	Date
BSI/EEB7/1	Action Start	Attach Checklist for General Checking for comments / endorsement	24/4/2014 15:04:54
BSI/EEB7/1	Action Start	Check submitted documents	24/4/2014 15:04:54
<input type="button" value="Bring Up Management"/> <input type="button" value="Submit to E/EEB5/1"/> <input type="button" value="Close"/>			

Engineer assigned.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

#### **4.11 Change Action Officer**

From BSI/TO to Engineer  
If the action officer is BSI/TO, Click Submit to Engineer

Inbox Search Create New Building Label Batch Job RASAS Report User Option Logout User:BSI/EEB7/1

### Data Management System (BEOO) - Work (Assignment No.3665)

---

File No. - EMSD/EEO/BC/19/01/06	<input type="button" value="Attachment"/> <input type="button" value="Add attachment"/> <input type="button" value="Template"/> <input type="button" value="Improvement Notice"/> <input type="button" value="Letter List"/> <input type="button" value="Check List"/>
REA Name - abctest	
Assignment ID - 3665	
Type - REA- Registration as Registered Energy Assessor	
ID- 5 (Please Click to view Detail)	
Status - General Checking in progress	
Date when GR received the submission - 24/04/2014	
Subject Engineer - E/EEB5/1	
BSI/TO - BSI/EEB7/1	
Action Officer - BSI/EEB7/1	

---

Action

Required	Completed
<input type="checkbox"/> Prepare Acknowledgement Letter	<input type="checkbox"/>
<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>
<input type="checkbox"/> Prepare Checklist for General Checking	<input type="checkbox"/>
<input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/> attach.
<input type="checkbox"/> Prepare Letter of Request for Supplementary Information	<input type="checkbox"/>
<input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>
<input type="checkbox"/> Input / Update Information of application / submission	<input type="checkbox"/>
<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>

---

Log History

User	Action	Remarks/Comments	Date
BSI/EEB7/1	Action Start	Attach Checklist for General Checking for comments / endorsement	24/4/2014 15:04:54
BSI/EEB7/1	Action Start	Check submitted documents	24/4/2014 15:04:54

Data Management System (BEEO) - Work (Assignment No.3665)

---

Change Action Officer File No. : EMSD/EEO/BC/19/01/06 REA Name : abctest Assignment ID : 3665 Type - REA-Registration as Registered Energy Assessor ID: <a href="#">5</a> (Please Click to view Detail) Status - General Checking in progress Date when GR received the submission - 24/04/2014 Subject Engineer - E/EEBS/1 BSI/TO - BSI/EEB7/1 Next Action Officer - E/EEBS/1	Remarks/Comments <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
--	---

Click confirm will change the action officer to engineer

Data Management System (BEEO) - Work (Assignment No.3665)

File No. - EMSD/EEO/BC/19/01/06	<input type="button" value="Attachment"/> <input type="button" value="Add attachment"/> <input type="button" value="Template"/> <input type="button" value="Implementation Notice"/> <input type="button" value="Letter List"/> <input type="button" value="Check List"/>																																	
REA Name - abctest																																		
Assignment ID - 3665																																		
Type - REA-Registration as Registered Energy Assessor																																		
ID - 5 (Please Click to view Detail)																																		
Status - General Checking in progress																																		
Date when GR received the submission - 24/04/2014																																		
Subject Engineer - U/EEBS/1																																		
BSI/TO - BSI/EEBZ/1																																		
Action Officer - U/EEBS/1																																		
<table border="1"> <tr> <td>Action</td> <td>Required</td> <td>Completed</td> </tr> <tr> <td><input type="checkbox"/> Prepare Acknowledgement Letter</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Check submitted documents</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Prepare Checklist for General Checking</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Prepare Letter of Request for Supplementary Information</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Input / Update Information of application / submission</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> For new case no, inform GR to create label</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td><input type="button" value="attach"/></td> </tr> <tr> <td colspan="3" style="text-align: right;"><input type="button" value="Save Action"/></td> </tr> </table>		Action	Required	Completed	<input type="checkbox"/> Prepare Acknowledgement Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Prepare Checklist for General Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Prepare Letter of Request for Supplementary Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Input / Update Information of application / submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="attach"/>	<input type="button" value="Save Action"/>		
Action	Required	Completed																																
<input type="checkbox"/> Prepare Acknowledgement Letter	<input type="checkbox"/>	<input type="checkbox"/>																																
<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>	<input type="checkbox"/>																																
<input type="checkbox"/> Prepare Checklist for General Checking	<input type="checkbox"/>	<input type="checkbox"/>																																
<input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																
<input type="checkbox"/> Prepare Letter of Request for Supplementary Information	<input type="checkbox"/>	<input type="checkbox"/>																																
<input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>	<input type="checkbox"/>																																
<input type="checkbox"/> Input / Update Information of application / submission	<input type="checkbox"/>	<input type="checkbox"/>																																
<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>	<input type="checkbox"/>																																
		<input type="button" value="attach"/>																																
<input type="button" value="Save Action"/>																																		

## From Engineer to BSI/TO

If the action officer is Engineer, click “last action officer for review”

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Data Management System (BEEO) - Work (Assignment No.3665)																															
<p>File No. - EMSD/EEO/BC/19/01/06 REA Name - abctest Assignment ID - 3665</p> <p>Type - REA-Registration as Registered Energy Assessor ID- 5 (Please Click to view Detail) Status - General Checking in progress Date when GR received the submission - 24/04/2014 Subject Engineer - E/EEBS/1 BSI/TO - BSI/EEB7/1 Action Officer - E/EEBS/1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Action Required</th> <th style="text-align: left; padding: 5px;">Completed</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/> Prepare Acknowledgement Letter</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Check submitted documents</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Prepare Checklist for General Checking</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attach Letter of Request for Supplementary Information</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Input/ Update Information of application / submission</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> For new case no, inform GR to create label</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: -10px;"><input type="button" value="Save Action"/></p> <p><b>Log History</b> <input type="button" value="Filter"/> <input type="button" value="Action Report"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">User</th> <th style="text-align: center; padding: 5px;">Action</th> <th style="text-align: center; padding: 5px;">Remarks/Comments</th> <th style="text-align: center; padding: 5px;">Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">BSI/EEB7/1</td> <td style="padding: 5px;">Action Start</td> <td style="padding: 5px;">Attach Checklist for General Checking for comments / endorsement</td> <td style="padding: 5px;">24/4/2014 15:04:54</td> </tr> <tr> <td style="padding: 5px;">BSI/EEB7/1</td> <td style="padding: 5px;">Action Start</td> <td style="padding: 5px;">Check submitted documents</td> <td style="padding: 5px;">24/4/2014 15:04:54</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: -10px;"><input type="button" value="Bring Up Management"/> <span style="border: 1px solid red; padding: 2px; margin: 0 5px;">Last action officer for review</span> <input type="button" value="Proceed"/> <input type="button" value="Close"/> <input type="button" value="Cancel"/></p>		Action Required	Completed	<input type="checkbox"/> Prepare Acknowledgement Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>	<input type="checkbox"/> Prepare Checklist for General Checking	<input type="checkbox"/>	<input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/>	<input type="checkbox"/> Attach Letter of Request for Supplementary Information	<input type="checkbox"/>	<input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>	<input type="checkbox"/> Input/ Update Information of application / submission	<input type="checkbox"/>	<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>	User	Action	Remarks/Comments	Date	BSI/EEB7/1	Action Start	Attach Checklist for General Checking for comments / endorsement	24/4/2014 15:04:54	BSI/EEB7/1	Action Start	Check submitted documents	24/4/2014 15:04:54
Action Required	Completed																														
<input type="checkbox"/> Prepare Acknowledgement Letter	<input type="checkbox"/>																														
<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>																														
<input type="checkbox"/> Prepare Checklist for General Checking	<input type="checkbox"/>																														
<input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/>																														
<input type="checkbox"/> Attach Letter of Request for Supplementary Information	<input type="checkbox"/>																														
<input type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>																														
<input type="checkbox"/> Input/ Update Information of application / submission	<input type="checkbox"/>																														
<input type="checkbox"/> For new case no, inform GR to create label	<input type="checkbox"/>																														
User	Action	Remarks/Comments	Date																												
BSI/EEB7/1	Action Start	Attach Checklist for General Checking for comments / endorsement	24/4/2014 15:04:54																												
BSI/EEB7/1	Action Start	Check submitted documents	24/4/2014 15:04:54																												
Data Management System (BEEO) - Work (Assignment No.3665)																															
<p>Change Action Officer</p> <p>File No. - EMSD/EEO/BC/19/01/06 REA Name - abctest Assignment ID - 3665</p> <p>Type - REA-Registration as Registered Energy Assessor ID- 5 (Please Click to view Detail) Status - General Checking in progress Date when GR received the submission - 24/04/2014 Subject Engineer - E/EEBS/1 BSI/TO - BSI/EEB7/1 Next Action Officer - BSI/EEB7/1</p> <p style="text-align: right; margin-top: -10px;"><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>																															

Click confirm will change the action officer to last action officer  
(i.e. BSI/TO)

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.12 Close a Submission

Action officer has the right to close the submission

Data Management System (BEEO) - Work (Assignment No.3656)

Building Type - Commercial File No. - EMSD/ECO/BC/34-00491	WORKINGBERG COMMERCIAL BUILDING, 41-47 MARBLE ROAD 馬頭圍41-47號 營業地點大廈																
<p>Assignment ID - 3656 Type - INSP-Energy Audit Inspection ID: 266 (Please Click to view Detail) Status - Inspection under Arrangement Scheduled Date of Inspection - 04/04/2014 Subject Engineer - E/EEBS/1 BSI/TO - toeebs3ps92 Action Officer - E/EEBS/1 Related Submission: <a href="#">EA-Energy Audit Form-1780</a></p> <p>Attachment <input type="button" value="Add attachment"/> <input type="button" value="Template"/> <input type="button" value="Create New Improvement Notice"/> <input type="button" value="Letter List"/> <input type="button" value="Add Letter List"/> <input type="button" value="Check List"/> <input type="button" value="Add Check List"/></p> <p>Inspection Compliance Checklist for EA 20140303 <input type="button" value="Del"/> <input type="button" value="Gen"/> <input type="button" value="Ref"/></p> <p>Inspection Compliance Checklist for EA 20140303 <input type="button" value="Del"/> <input type="button" value="Gen"/> <input type="button" value="Ref"/></p> <p>Action Required <input checked="" type="checkbox"/> Arrange inspection <input checked="" type="checkbox"/> Attach Detailed Compliance Checklist for action by Inspector <input type="button" value="Attach"/> <input type="button" value="Save Action"/></p> <p>Log History <input type="button" value="Filter"/> <input type="button" value="Action Report"/></p> <table border="1"><thead><tr><th>User</th><th>Action</th><th>Remarks/Comments</th><th>Date</th></tr></thead><tbody><tr><td>E/EEBS/1</td><td>Action Completed</td><td>Arrange inspection</td><td>30/4/2014 10:47:07</td></tr><tr><td>E/EEBS/1</td><td>Action Start</td><td>Arrange inspection</td><td>3/3/2014 9:23:54</td></tr><tr><td>E/EEBS/1</td><td>Action Start</td><td>Attach Detailed Compliance Checklist for action by Inspector</td><td>3/3/2014 9:23:54</td></tr></tbody></table> <p align="right">Bring Up Management   Last action officer for review   Proceed <input type="button" value="Close"/> <input type="button" value="Cancel"/></p>		User	Action	Remarks/Comments	Date	E/EEBS/1	Action Completed	Arrange inspection	30/4/2014 10:47:07	E/EEBS/1	Action Start	Arrange inspection	3/3/2014 9:23:54	E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	3/3/2014 9:23:54
User	Action	Remarks/Comments	Date														
E/EEBS/1	Action Completed	Arrange inspection	30/4/2014 10:47:07														
E/EEBS/1	Action Start	Arrange inspection	3/3/2014 9:23:54														
E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	3/3/2014 9:23:54														

Click Close

Data Management System (BEEO) - Work (Assignment No.3656)

Building Type - Commercial File No. - EMSD/ECO/BC/34-00491	WORKINGBERG COMMERCIAL BUILDING, 41-47 MARBLE ROAD 馬頭圍41-47號 營業地點大廈
<p>Close the work Assignment ID - 3656 Type - INSP-Energy Audit Inspection ID: 266 (Please Click to view Detail) Status - Inspection under Arrangement Scheduled Date of Inspection - 04/04/2014 Subject Engineer - E/EEBS/1 BSI/TO - toeebs3ps92 Related Submission: <a href="#">EA-Energy Audit Form-1780</a></p> <p>Close Stage <input type="button" value="INSP-Close case"/></p> <p>Remarks/Comments</p> <p align="right"><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>	

Click confirm

The submission will change to close status and will not be shown in inbox.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## 4.13 Close REA

For submission type of “Registration as Registered Energy Assessor” or “Registration of Public Officer”, when set submission to status “Closed (Approved)”, If it is a new application. A new REA record will be created for this application.

**Data Management System (BEOO) - Work (Detail)**

Type of Submission - REA - Registration of Public Officer	BSI/TO - BSI/EEB7/1
Case No. - EMSD/EEO/BC/19/01/06131	Action Officer - BSI/EEB7/1
Subject Engineer - E/EEB5/1	Status - General Checking in progress

**REA - Record**

Received Date (dd/mm/yyyy) 22/05/2014	Review By
REA Reg. No. EA009990	Review Date (dd/mm/yyyy)
REA Name	Handled By
Issue Date (dd/mm/yyyy)	Date To BSI for DCI(dd/mm/yyyy)
Ack. Date (dd/mm/yyyy)	Issue Date of DCI(dd/mm/yyyy)
Screen By	Letter return Date of DCI (dd/mm/yyyy)
Screen Date (dd/mm/yyyy)	Receipt Date (dd/mm/yyyy)
Agree to disclosure of Email <input checked="" type="checkbox"/>	Agree to disclosure of Tel. no <input type="checkbox"/>
Practical Experience A <input type="checkbox"/>	Practical Experience B <input type="checkbox"/>
Practical Experience C <input type="checkbox"/>	Withdrawn Date (dd/mm/yyyy)
Withdrawn Reason A <input type="checkbox"/>	Withdrawn Reason B <input type="checkbox"/>
Withdrawn Remark	Remark
Status	Trade

**Form Detail**

Application No: 3752-24
-------------------------

Please read the “Notes to this form” attached and complete all the items in block letters.  
To the Director of Electrical & Mechanical Services :

I hereby apply for the following (Please tick in the appropriate box(s)) : -

**For new applicant only**

New Application for Registration as a Registered Energy Assessor

**For current Registered Energy Assessor**

Registration No.: <input type="text"/>	Name <input type="checkbox"/>
<input type="radio"/> Change or Particulars	Correspondence Address <input type="checkbox"/>

**Section A**

Name (surname first): English rename e Chinese reabane c	Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/>	Date of Birth: 22/05/2014	
HKID b8660833	Flat	Floor	Block
Building	Start Street No.:	Alpha:	
Correspondence Address:	End Street No.:	Alpha:	
Email:			

**Data Management System (BEOO) - Work (Assignment No.3752)**

File No.: EMSD/EEO/BC/19/01/06131	Attachment <input type="checkbox"/> Template <input type="checkbox"/>
REA Name:	Improvement Notice <input type="checkbox"/>
Assignment ID: 3752	Letter <input type="checkbox"/> Check List <input type="checkbox"/>
Type: REA-Registration of Public Officer	Action Required <input checked="" type="checkbox"/>
ID-24 (Please Click to view Detail)	Prepared <input checked="" type="checkbox"/> Approved/Acknowledgement Letter <input type="checkbox"/> Check submitted documents <input type="checkbox"/> Prepare Checklist for General Checking <input type="checkbox"/> Attach Checklist for General Checking for comments / endorsement <input type="checkbox"/> Prepare Letter of Request for Supplementary Information <input type="checkbox"/> Check if the letter is ready for submission <input type="checkbox"/> Endorsement <input type="checkbox"/> Input / Update Information of application / submission <input type="checkbox"/> For new case no, inform OR to create label <input type="checkbox"/>
Status: General Checking in progress	Completed <input type="checkbox"/>
Date when GR received the submission - 22/05/2014	
Subject Engineer - E/EEB5/1	
BSI/TO - BSI/EEB7/1	
Action Officer - BSI/EEB7/1	
Save Action	

**Log History**

User BSI/EEB7/1	Action Action Start	Remarks/Comments Prepare Acknowledgement Letter	Date 22/05/2014 11:23:23
-----------------	---------------------	---	--------------------------

**Action Buttons**

Bring Up Management	Submit to E/EEB5/1	<input checked="" type="button"/> Close
---------------------	--------------------	---

**Data Management System (BEOO) - Work (Assignment No.3752)**

Close the work	Close Stage <input type="text"/> REA-Closed (Approved)
File No.: EMSD/EEO/BC/19/01/06131	Close Date (dd/mm/yyyy) 22/05/2014
REA Name:	Remarks/Close Date can not be modified after close
Assignment ID: 3752	
Type: REA-Registration of Public Officer	
ID-24 (Please Click to view Detail)	
Status: General Checking in progress	
Date when GR received the submission - 22/05/2014	
Subject Engineer - E/EEB5/1	
BSI/TO - BSI/EEB7/1	
<input type="button"/> Confirm <input type="button"/> Cancel	

After confirm close (Approved), A REA record created.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Data Management System (BEOO) Edit REA

REA Registered No:	6A00999G	English Name:	rename e
Chinese Name:	reabane c	Status:	Enable
Registered Date:	22/5/2014	Expiry Date:	22/5/2024
Contact Telephone:		Email Address:	
Display Contact Telephone:	<input type="checkbox"/>	Display Email Address:	<input type="checkbox"/>
English Remarks:			
Chinese Remarks:			

Procedure to view detail of REA can be find in section 5.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.14 Cancel a Submission

Only Engineer Action Officer has right to cancel a submission.

Assignment ID - 3698  
Type - INSP-Energy Audit Inspection  
ID- 265 (Please Click to view Detail)  
Status - Inspection under Arrangement  
Scheduled Date of Inspection -  
Subject Engineer - E/EEBS/2  
BSI/TO - BSI/EEBS/1  
Action Officer - E/EEBS/2  
Related Submission:  
EA-Energy Audit Form-1134

Action Required

<input checked="" type="checkbox"/> Arrange inspection	Completed
<input checked="" type="checkbox"/> Attach Detailed Compliance Checklist for action by Inspector	<input type="checkbox"/> attach

Save Action

Log History Filter Action Report

User	Action	Remarks/Comments	Date
E/EEBS/2	Action Start	Attach Detailed Compliance Checklist for action by Inspector	8/5/2014 9:16:52
E/EEBS/2	Action Start	Arrange inspection	8/5/2014 9:16:52

Bring Up Management Last action officer for review Proceed Close **Cancel**

Click cancel

Cancel the work

Assignment ID - 3698  
Type - INSP-Energy Audit Inspection  
ID- 265 (Please Click to view Detail)  
Status - Inspection under Arrangement  
Scheduled Date of Inspection -  
Subject Engineer - E/EEBS/2  
BSI/TO - BSI/EEBS/1  
Related Submission:  
EA-Energy Audit Form-1134

Remarks/Comments

**Confirm** **Cancel**

Click Confirm

The submission will change to cancel status.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## 4.15 Change Status

Only Action Officer (Subject Engineer or Senior Engineer) has right to change status.

The screenshot shows the 'Data Management System (BEOO) - Work (Assignment No.3661)' interface. At the top, it displays 'Building Type - Educational' and 'File No. - EMSD/EEO/BC/34-01185'. Below this, there's a toolbar with buttons like 'Add attachment', 'Template', 'Improvement Notice', 'Create New Improvement Notice', 'Letter List', 'Print List', 'Check List', and 'Add Check List'. The main area shows assignment details: 'Assignment ID - 3661', 'Type - INSP-COCR Inspection', 'ID- 272 (Please Click to view Detail)', 'Status - Inspection under Arrangement', 'Scheduled Date of Inspection -', 'Subject Engineer - E/EEBS/1', 'BSI/TO - TO/EEBS', 'Action Officer - E/EEBS/1', and 'Related Submission: COCR-Stage Two Declaration-292'. On the right, there are sections for 'Attachment' (with 'Add attachment' and 'Template' buttons), 'Completed' (checkboxes for 'Arrange inspection' and 'Attach Detailed Compliance Checklist for action by Inspector'), and 'Save Action'. Below this is a 'Log History' table with two entries:

User	Action	Remarks/Comments	Date
E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	29/4/2014 14:39:56
E/EEBS/1	Action Start	Arrange inspection	29/4/2014 14:39:56

At the bottom right of the interface, there are buttons: 'Bring Up Management', 'Last action officer for review', 'Proceed' (which is highlighted with a red box), 'Close', and 'Cancel'.

Click Proceed

The screenshot shows a 'Transit To Next Stage' dialog box. It includes fields for 'Assignment ID - 3661', 'Type - INSP-COCR Inspection', 'ID- 272 (Please Click to view Detail)', 'Status - Inspection under Arrangement' (which is highlighted with a red box), 'Scheduled Date of Inspection -', 'Subject Engineer - E/EEBS/1', 'BSI/TO - TO/EEBS', and 'Related Submission: COCR-Stage Two Declaration-292'. Below these, there's a 'Next Stage Action' section with checkboxes for 'Schedule Date/Time of inspection', 'Prepare Inspection Notice', 'Attach Inspection Notice for comments / endorsement', and 'Input / Update Information of inspection'. There's also a 'Remarks/Comments' text area. At the bottom right, there are 'Confirm' and 'Cancel' buttons, with 'Confirm' highlighted with a red box.

After confirm, the status of the submission will change to the next stage and the action officer will change to next action officer. And the next stage required action will be set too.

**Status Flow**

<u>EA</u>	<u>FOC</u>	<u>COCR</u>	<u>INSP</u>	<u>REA</u>
General Checking in progress	General Checking in progress	General Checking in progress	Inspection under Arrangement	General Checking in progress
Closed	Closed	Closed	Date/Time for inspection under Schedule	Recommend for Accepted registration/ Recommend for Reject registration
			Inspection Scheduled / To be carried out	(if Accepted) Issue Certificate
			Inspection conducted / Results under preparation	Closed
			Inspection Result under Endorsement	
			Closed	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.16 Endorsement by Senior Engineer

In status need endorsement from Senior Engineer.  
SE login as an action officer

User:SE/EEBS

Data Management System (BEOO) - Work (Assignment No.3724)

File No. - EMSD/EEO/BC/19/01/06  
REA Name - Chan Tai Man  
Assignment ID - 3724  
Type - REA-Registration as Registered Energy Assessor  
[ID: 17 \(Please Click to view Detail\)](#)  
Status - Recommend for Accepted registration  
Date when GR received the submission - 13/05/2014  
Subject Engineer - E/EEBS/1  
BSI/TO - BSI/EEB7/1  
Action Officer - SE/EEBS

Attachment  
   
Improvement Notice

Action  
 Recommend for acceptance of registration

Log History

User	Action	Remarks/Comments	Date
E/EEBS/1	Action Start	Recommend for acceptance of registration	20/5/2014 16:29:11
E/EEBS/1	Action Start	Attach Letter of Request for Supplementary Information for comments / endorsement	13/5/2014 14:40:26
E/EEBS/1	Action Start	Input / Update Information of application / submission	13/5/2014 14:40:26
E/EEBS/1	Action Start	For new case no, inform GR to create label	13/5/2014 14:40:26
E/EEBS/1	Action Start	Prepare Acknowledgement Letter	13/5/2014 14:40:26
E/EEBS/1	Action Start	Check submitted documents	13/5/2014 14:40:26
E/EEBS/1	Action Start	Prepare Checklist for General Checking	13/5/2014 14:40:26
E/EEBS/1	Action Start	Attach Checklist for General Checking for comments / endorsement	13/5/2014 14:40:26
E/EEBS/1	Action Start	Prepare Letter of Request for Supplementary Information	13/5/2014 14:40:26

WBR3 Record Bring Up Management Last action officer for review

Click Endorse

User:SE/EEBS

Data Management System (BEOO) - Work (Assignment No.3724)

File No. - EMSD/EEO/BC/19/01/06  
REA Name - Chan Tai Man  
Assignment ID - 3724  
Type - REA-Registration as Registered Energy Assessor  
[ID: 17 \(Please Click to view Detail\)](#)  
Status - Recommend for Accepted registration  
Date when GR received the submission - 13/05/2014  
Subject Engineer - E/EEBS/1  
BSI/TO - BSI/EEB7/1

Transit To Next Stage

Next Action Officer

Next Stage

Next Stage Action  
 Prepare confirmation letter and registration certificate

Remarks/Comments

WBR3 Record

Click confirm

The submission will change to next status and pass to next action officer.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.17 Log History

Log history is located in submission page.

Data Management System (BEOO) - Work (Assignment No.1120)

Building Type - Government  
File No. - EMSD/EEO/BC/24-01961  
Sai Kung Government Office Building, 34 Chan Man Street , Sai Kung, New Territories  
新界西貢政府辦公室34號 賽馬新界

---

Assignment ID - 1120  
Type - INSP-Form of Compliance (FOC) Inspection  
ID: [223](#) (Please Click to view Detail)  
Status - Inspection under Arrangement  
Scheduled Date of Inspection -  
Subject Engineer - E/EEBS/1  
BSI/TO - BSI/EEB7/1  
Action Officer - E/EEBS/1  
Related Submission:  
[FOC-Form of Compliance-507](#)

Action Required  
 Arrange inspection  
 Attach Detailed Compliance Checklist for action by Inspector

Completed  
 Attach Detailed Compliance Checklist for action by Inspector

Attachment  
[Add attachment](#) [Template](#)  
[Create New Improvement Notice](#)  
[Letter List](#)  
[Add Letter List](#)  
[1786\\_Letter\\_Acknowledgement\\_20140430102435.doc \(Created\)](#) [Action](#) [Edit](#) [EditInfo](#) [Copy](#)  
[1786\\_Letter\\_Acknowledgement\\_20140430101850.doc \(Saved\)](#) [Action](#) [Edit](#) [EditInfo](#) [Copy](#)  
[Check List](#)  
[Add Check List](#)  
[Inspection Compliance Checklist for COOC/FOC\\_20140428](#) [Del](#) [Gen](#) [Rev](#)  
['達成行動方案申請' - 檔案 + 完成由工程處諮詢部於2014年4月28日上傳](#) [Del](#)

Save Action

Log History [Filter](#) [Action Report](#)

User	Action	Remarks/Comments	Date
E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	29/4/2014 14:41:02
E/EEBS/1	Action Start	Arrange inspection	29/4/2014 14:41:02

Bring Up Management Last action officer for review Proceed Close Cancel

Click Filter can filter different kind of logs

Click Action Report will show the action summary

---

Action Log

Process	Has Uploaded Document (Yes/No)	Action Date/Time	Performed By	Complete Date/Time	Completed By
Arrange inspection	No	29/4/2014 14:41:02	E/EEBS/1		
Attach Detailed Compliance Checklist for action by Inspector	No	29/4/2014 14:41:02	E/EEBS/1		

Print

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.18 Create Submission from Used Assignment

Login as Engineer and BSI/TO

In Inbox page, input the used assignment no. and click create work record

Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name/REA Name	Street Name
3734	E/EEBS/1	BSI/EEBS/2	E/EEBS/1	SE/EEBS	20/5/2014 9:27:20	COCR	EMSD/EEO/BC/34-00123	Chong Hing Square	Nathan Road
3733	E/EEBS/1	BSI/EEBS/2	E/EEBS/1	SE/EEBS	15/5/2014 17:26:57	COCR	EMSD/EEO/BC/34-00123	Chong Hing Square	Nathan Road
3645	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 14:13:39	FOC		Library, 2/F Red Zone at Amenities Building, City University of Hong Kong	
3624	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 11:44:11	FOC		Kam Chung Factory Building	
3623	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 11:42:21	FOC		Golden Sunflower Industrial Building	
3621	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 11:35:39	FOC		Shek Wu Hui Municipal Services Building	
3619	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 11:28:10	FOC		Mult-storey Car Park, Wah Fu (II) Estate	
3618	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 11:26:23	FOC		DCH Commercial Centre	
3617	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 11:24:12	FOC		S/F Citicorp Centre	
3615	E/EEBS/1	BSI/EEBS/2	E/EEBS/1	SE/EEBS	27/2/2014 11:18:17	FOC		CATHAY PACIFIC CITY	
3607	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	27/2/2014 10:09:15	FOC		Granville Garden	
3589	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	21/2/2014 13:54:35	FOC		Kai Him Lau	
3588	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	21/2/2014 13:53:01	FOC		Kai Hang Lau	
3587	E/EEBS/2	BSI/EEBS/2	E/EEBS/2	SE/EEBS	21/2/2014 13:49:23	FOC		Kai Min Lau	
3584	E/EEBS/1	BSI/EEBS/2	E/EEBS/1	SE/EEBS	21/2/2014 13:27:08	FOC		B Commercial Tower	
3583	E/EEBS/1	BSI/EEBS/2	E/EEBS/1	SE/EEBS	21/2/2014 13:22:25	FOC		Sino Favour Centre	

Assignment No. 3592

Data Management System (BEOO) - Create Work (Assignment No.3592)

Number of Works to be create	1
Type	(dropdown)
Date when GR received the submission	(dropdown)
Subject Engineer - E/EEBS/2	
BSI/TO - BSI/EEBS/2	
Action Officer	BSI/EEBS/2
Remarks/Comments	(text area)
Action Required	(text area)

Save Record

The system will go to the Create Work page.

And the remaining will be the same as in section 4.1

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.19 Create Inspection from EA, FOC, COCR Submission

Login as Engineer.

In Submission page, click create inspection

Data Management System (BEOO) - Work (Assignment No.1313)

Building Type - Composite (commercial & residential)  
File No. - EMSD/BEOO/BC/24-01773  
Proposed Residential Development at 186-198 Fuk Wing Street, Kowloon, 186-198 Fuk Wing Street , Sham Shui Po, Kowloon

Assignment ID - 1313  
Type - COCR Stage One Declaration  
ID - 168 (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission - 02/08/2013  
Subject Engineer - E/EERS/1  
BSU/TO - toeeb3ps92  
Action Officer - E/EERS/1

Action  
Required  
Completed  
 Prepare Acknowledgement Letter to Developer  
 Attach submitted documents  
 Please prepare Checklist for General Checking  
 Attached please find the Checklist for General Checking for comment / endorsement  
 Please prepare letter / memo  
 Attached please find letter / memo for comment / endorsement  
 Please read / update information of submission to database  
 For new case no, when to create label  
 Save Action

If Inspection required for detail checking  Creating Inspection Creating Inspection

Log History

User	Action	Remarks/Comments	Date
toeeb3ps92	Action Completed	Attach Checklist for General Checking for comments / endorsement	5/9/2013 11:55:20
toeeb3ps92	Action Completed	Input / Update Information of application / endorsement	5/9/2013 11:55:20
toeeb3ps92	Action Completed	Prepare Acknowledgement Letter to Developer	5/9/2013 11:55:20

Data Management System (BEOO) - Work (Assignment No.1313)

Building Type - Composite (commercial & residential)  
File No. - EMSD/BEOO/BC/24-01773  
Proposed Residential Development at 186-198 Fuk Wing Street, Kowloon, 186-198 Fuk Wing Street , Sham Shui Po, Kowloon

Assignment ID - 1313  
Type - COCR Stage One Declaration  
ID - 168 (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission - 02/08/2013  
Subject Engineer - E/EERS/1  
BSU/TO - toeeb3ps92

Create Assignment for Inspection  
Subject Engineer   
BSU/TO   
Confirm Create

Click confirm will create an inspection

The submission will change to status “Pending for Inspection”  
Which will not be shown in the inbox.

Data Management System (BEOO) - Work (Assignment No.1313)

Building Type - Composite (commercial & residential)  
File No. - EMSD/BEOO/BC/24-01773  
Proposed Residential Development at 186-198 Fuk Wing Street, Kowloon, 186-198 Fuk Wing Street , Sham Shui Po, Kowloon

Assignment ID - 1313  
Type - COCR Stage One Declaration  
ID - 168 (Please Click to view Detail)  
Status - Pending for Inspection  
Date when GR received the submission - 02/08/2013  
Subject Engineer - E/EERS/1  
BSU/TO - toeeb3ps92  
Action Officer - E/EERS/1  
Related Inspection:  
**INS-P-COCR Inspection-308**

Action  
Attachment

Log History

User	Action	Remarks/Comments	Date
toeeb3ps92	Action Completed	Attach Checklist for General Checking for comments / endorsement	5/9/2013 11:55:20

When the inspection closed. The submission will change back to status “General Checking in progress” and show in the inbox again.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.20 Related Inspection/Submission

For Inspection:

If it is related to a submission, a link will be shown in the submission page.

Data Management System (BEOO) - Work (Assignment No.3667)

Building Type - File No. - EMSD/EEO/BC/34-06068	EMSD HQ, Kai Shing Street												
<hr/>													
Assignment ID - 3667 Type - INSPI-Energy Audit Inspection <b>ID-296</b> (Please Click to view Detail) Status - Inspection under Arrangement Scheduled Date of Inspection - Subject Engineer - E/EEBS/1 BSI/TO - BSI/EEB/1 Action Officer - E/EEBS/1													
Attachment <input type="button" value="Add attachment"/> <input type="button" value="Template"/> <input type="button" value="Improvement Notice"/> <input type="button" value="Create New Improvement Notice"/> <input type="button" value="Letter List"/> <input type="button" value="Add Letter List"/> <input type="button" value="Check List"/> <input type="button" value="Add Check List"/> <input type="button" value="Technical Data Sheet"/> <input type="button" value="Add Technical Sheet attachment"/>													
Related Submission: <b>EA-Energy Audit Extension-1901</b>													
Action Required <input checked="" type="checkbox"/> Arrange inspection <input checked="" type="checkbox"/> Attach Detailed Compliance Checklist for action by Inspector													
Completed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> attach <input type="button" value="Save Action"/>													
Log History <input type="button" value="Filter"/> <input type="button" value="Action Report"/> <table border="1"><thead><tr><th>User</th><th>Action</th><th>Remarks/Comments</th><th>Date</th></tr></thead><tbody><tr><td>E/EEBS/1</td><td>Action Start</td><td>Attach Detailed Compliance Checklist for action by Inspector</td><td>9/5/2014 16:19:15</td></tr><tr><td>E/EEBS/1</td><td>Action Start</td><td>Arrange inspection</td><td>9/5/2014 16:19:15</td></tr></tbody></table>		User	Action	Remarks/Comments	Date	E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	9/5/2014 16:19:15	E/EEBS/1	Action Start	Arrange inspection	9/5/2014 16:19:15
User	Action	Remarks/Comments	Date										
E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	9/5/2014 16:19:15										
E/EEBS/1	Action Start	Arrange inspection	9/5/2014 16:19:15										
<input type="button" value="Bring Up Management"/> <input type="button" value="Last action officer for review"/> <input type="button" value="Proceed"/> <input type="button" value="Close"/> <input type="button" value="Cancel"/>													

Click on the link will go into the submission.

Data Management System (BEOO) - Work (Assignment No.3667)

Building Type - File No. - EMSD/EEO/BC/34-06068	EMSD HQ, Kai Shing Street				
<hr/>					
Assignment ID - 3667 Type - EA-Energy Audit Extension <b>ID-1901</b> (Please Click to view Detail) Status - Pending for Inspection Date when GR received the submission - 29/04/2014 Subject Engineer - E/EEBS/1 BSI/TO - BSI/EEB/1 Action Officer - BSI/EEB/1					
Related Inspection: <b>INSPI-Energy Audit Inspection-296</b>					
Action					
Log History <input type="button" value="Filter"/> <input type="button" value="Action Report"/> <table border="1"><thead><tr><th>User</th><th>Action</th><th>Remarks/Comments</th><th>Date</th></tr></thead></table>		User	Action	Remarks/Comments	Date
User	Action	Remarks/Comments	Date		
<input type="button" value="Bring Up Management"/>					

For the submission, it also has the link point to its related Inspection.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.21 View WBRS Record

If the submission is created from WBRS Record (Refer to section 3.4), the submission page will contain a button “WBRS Record”. Click on the button will show the original WBRS Record.

Data Management System (BEEO) - Work (Assignment No.3736)

File No. - EMSD/EEO/BC/19/01/06	Attachment	Add attachment	Template
REA Name - CHAN Siu Man	Improvement Notice		
Assignment ID - 3736	Letter List		
Type - REA-Duplicate of Certificate of Registration	Check List		
ID- <a href="#">19</a> (Please Click to view Detail)	Action	Completed	
Status - General Checking in progress	Required		
Date when GR received the submission - 21/05/2014	Prepare Acknowledgement Letter	<input type="checkbox"/>	
Subject Engineer - E/EEBS/1	Check submitted documents	<input type="checkbox"/>	
BSI/TO - BSI/EEB2/1	Prepare Checklist for General Checking	<input type="checkbox"/>	
Action Officer - E/EEBS/1	Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/>	attach
	Prepare Letter of Request for Supplementary Information	<input type="checkbox"/>	
	Check Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>	attach
	Input / Update Information of application / submission	<input type="checkbox"/>	
	For new case no, inform GR to create label	<input type="checkbox"/>	
Save Action			
<a href="#">Log History</a> <a href="#">Filter</a> <a href="#">Action Report</a>			
User	Action	Remarks/Comments	
STO/EEB2	Action Start	Input / Update Information of application / submission	
STO/EEB2	Action Start	For new case no, inform GR to create label	
STO/EEB2	Action Start	Attach Letter of Request for Supplementary Information for comments / endorsement	
STO/EEB2	Action Start	Prepare Letter of Request for Supplementary Information	
STO/EEB2	Action Start	Prepare Checklist for General Checking	
STO/EEB2	Action Start	Attach Checklist for General Checking for comments / endorsement	
STO/EEB2	Action Start	Check submitted documents	
STO/EEB2	Action Start	Prepare Acknowledgement Letter	
<a href="#">WBRS Record</a> <a href="#">Bring Up Management</a> <a href="#">Last action officer for review</a> <a href="#">Proceed</a> <a href="#">Close</a> <a href="#">Cancel</a>			

Click on the button will show the original WBRS Record.

Data Management System (BEEO) WBRS - REA2

Application No	L120000186	Receive Date	22/4/2014 11:20:44
No. of Duplicate	1		
<b>Personal Details</b>			
HKID	J222229	Registration No.	EX00004G
Name (English)	Mr. CHAN Siu Man	Name (Chinese)	先生
Correspondence Address	Flat A	Floor	12
	Building TESTING BUILDING		Block 3
Street	TESTING STREET		
District	MONG KOK	Region	Kowloon
Contact Phone	12312312		

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## 4.22 Searching Case

For search EA, FOC, COCR, INSP

**Click Search->Search Case (EA,FOC,COCR,INSP)**

Data Management System		User:E/EEB5/1
<a href="#">Inbox</a> <a href="#">Assignment</a> <a href="#">Search</a> <a href="#">Create New Building</a> <a href="#">Label</a> <a href="#">Batch Job</a> <a href="#">RASAS</a> <a href="#">Report</a> <a href="#">User Option</a> <a href="#">Logout</a>		
<b>Search Case (EA,FOC,COCR,INSP)</b>		
<a href="#">Search Building</a> <a href="#">Search Case (REA)</a> <input type="button" value="Search Case"/>		
<a href="#">Search REA</a> <a href="#">Search Letter</a> <a href="#">Search Batch Job - Batch Letter Generation</a> <a href="#">Search Batch Job - Random Generation of Building List</a> <a href="#">Search Referral</a> <a href="#">Search Summons</a>		
<b>Bring Up Message</b> BEEO DMS Case Status Change - File No: EMSD/EEO/BC/34-01185 BEEO DMS Assignment No 3736		
Case File No.      EMSD/EEO/BC/34-0118		
BEEO DMS Case Status Change - File No: EMSD/EEO/BC/34-00491      BEEO DMS Case Status Change - File No: EMSD/EEO/BC/34-00491 EMSD/EEO/BC/34-00491      BEEO DMS Assignment No 3735 EMSD/EEO/BC/34-00123      BEEO DMS Assignment No 3734		

**Data Management System (BEEO) - Search Case (EA,FOC,COCR,INSP)**

File No.	EMSD/EEO/BC/34-	Submission Type
Assignment No.		District
Eng. Bldg. Name		Status
Eng. Street Name		Received Date Range (dd/mm/yyyy)
Chi. Bldg. Name		Subject Engineer
Chi. Street Name		E/EEB5/1
Lot No.		BSI/TO
Building Type		
<input type="button" value="Search"/>		

**Input search criteria and click search**

Bldg. Name	Address	Submission Type	Subject Engineer	BSI/TO	Building Type	File No.	Assignment No.	Assign By	Assign Date	Status	Received Date	Work Location
EA-Energy Audit Exemption	E/EEB5/1	BSI/EEB/PS9/3				3727	E/EEB5/1	13/5/2014 15:02:31	Closed	13/05/2014		
EA-Energy Audit Exemption	E/EEB5/1	BSI/EEB/PS9/3				3730	E/EEB5/1	13/5/2014 15:57:08	Closed	13/05/2014		
COCR-COCR Extension	E/EEB5/1	BSI/EEB5/1				3722	E/EEB5/1	13/5/2014 11:01:21	General Checking in progress	13/05/2014		
COCR-Stage One Declaration	E/EEB5/1	BSI/EEB5/1				3673	E/EEB5/1	2/5/2014 15:28:20	General Checking in progress	02/05/2014		
COCR-Stage One Declaration	E/EEB5/1	BSI/EEB5/1				3714	E/EEB5/1	8/5/2014 15:55:34	General Checking in progress	08/05/2014		
COCR-Stage Two Declaration	E/EEB5/1	BSI/EEB5/1				3674	E/EEB5/1	2/5/2014 15:34:06	General Checking in progress	02/05/2014		

**Click on the search result will go to submission.**

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Data Management System (BEEO) - Work (Assignment No.3722)

User	Action	Remarks/Comments	Date
E/EEB5/1	Action Start	Attached please find the Improvement Notice for comment / endorsement	13/5/2014 11:01:22
E/EEB5/1	Action Start	Please prepare the Improvement Notice	13/5/2014 11:01:22

For search REA case,  
Click Search->Search Case(REA)

Generated Date & Time	Initiated By
21/5/2014 10:23:00	E/EEB5/1
21/5/2014 10:14:18	STO/EEB2
20/5/2014 16:33:18	SE/EEB5
20/5/2014 16:29:11	E/EEB5/1
20/5/2014 16:17:11	E/EEB5/1
20/5/2014 10:15:03	STO/EEB2
20/5/2014 9:27:21	STO/EEB2
19/5/2014 17:26:57	STO/EEB2
19/5/2014 16:57:31	STO/EEB2
13/5/2014 15:59:48	E/EEB5/1
13/5/2014 15:57:09	E/EEB5/1
13/5/2014 15:49:11	E/EEB5/1

Input Criteria and Click Search

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Data Management System (BEOO) - Search Case (REA)

File No.	EMSD/EEO/BC/19/01/	Submission Type						
Assignment No.		Status						
REA Name		Received Date Range (dd/mm/yyyy)						
Subject Engineer	E/EEBS/1	BSI/TO						
abc		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3717	SE/EEBS	9/5/2014 11:03:56	General Checking in progress 09/05/2014	
abctest		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3665	SE/EEBS	24/4/2014 15:04:11	General Checking in progress 24/04/2014	
CHAN Man Man		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3707	E/EEBS/1	8/5/2014 10:25:15	General Checking in progress 08/05/2014	
CHAN Siu Man		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3686	E/EEBS/1	7/5/2014 16:44:28	General Checking in progress 07/05/2014	
CHAN Siu Man		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3708	E/EEBS/1	8/5/2014 10:31:46	General Checking in progress 08/05/2014	
CHAN Siu Man		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3709	E/EEBS/1	8/5/2014 10:54:42	General Checking in progress 08/05/2014	
CHAN Siu Man		BSI/EEBS/1	EMSD/EEO/BC/19/01/06	3710	E/EEBS/1	8/5/2014 10:58:13	General Checking in progress 08/05/2014	

Click on the search result will go to the submission

**Data Management System (BEOO) - Work (Assignment No.3707)**

File No. - EMSD/EEO/BC/19/01/06	Attachment															
REA Name - CHAN Man Man	Add attachment															
Assignment ID - 3707	Template															
Type - REA-Registration as Registered Energy Assessor	Improvement Notice															
ID- <a href="#">Z</a> (Please Click to view Detail)	Letter List															
Status - Closed (Approved)	Check List															
Date when GR received the submission - 08/05/2014																
Close Date (dd/mm/yyyy) -																
Subject Engineer - E/EEBS/1																
BSI/TO - BSI/EEBS/1																
Action Officer - E/EEBS/1																
<table border="1"> <tr> <td>Log History</td> <td>Filter</td> <td>Action Report</td> </tr> <tr> <td>User</td> <td>Action</td> <td>Remarks/Comments</td> </tr> <tr> <td>E/EEBS/1</td> <td>Action Start</td> <td>Recommend for acceptance of registration</td> </tr> <tr> <td>E/EEBS/1</td> <td>Action Start</td> <td>For new case no, inform GR to create label</td> </tr> <tr> <td>E/EEBS/1</td> <td>Action Start</td> <td>Input / Update Information of application / submission</td> </tr> </table>		Log History	Filter	Action Report	User	Action	Remarks/Comments	E/EEBS/1	Action Start	Recommend for acceptance of registration	E/EEBS/1	Action Start	For new case no, inform GR to create label	E/EEBS/1	Action Start	Input / Update Information of application / submission
Log History	Filter	Action Report														
User	Action	Remarks/Comments														
E/EEBS/1	Action Start	Recommend for acceptance of registration														
E/EEBS/1	Action Start	For new case no, inform GR to create label														
E/EEBS/1	Action Start	Input / Update Information of application / submission														

## 4.23 Improvement Notice - Create

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case must has a building assigned.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Create New Improvement Notice" button in Improvement Notice Section



**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

# Enter relative information in Improvement Notice page

NewData Management System (BEEO) Improvement Notice

User can select the Recipient from drop down list if there are Responsible Company/Person information in this form.

<b>Recipient</b>	<input type="text" value="1676, Tai Shing Service Limited"/>	<a href="#">Add Recipient</a>
<b>Tesching Channel</b>	<input checked="" type="checkbox"/> By Fax <input type="checkbox"/> By Email <input type="checkbox"/> By Post    Post Rec. No.	

Or user can add one or more recipient information by click “Add Recipient” button and click “Delete” button to delete these recipient information

<b>Recipient</b>	<input style="width: 150px; height: 25px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #0072BC; padding: 2px 10px; border-radius: 5px; color: #0072BC; font-weight: bold;">Add Recipient</span>				
	<span style="border: 1px solid red; border-radius: 50%; padding: 5px 10px; margin-right: 10px;">RecAddr</span> <span style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">Delete</span>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">RecName</th> <th style="width: 90%;"></th> </tr> </thead> <tbody> <tr> <td>Chan Tai Ming</td> <td style="text-align: right; vertical-align: bottom;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▲</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▼</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">◀</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▶</span> </td> </tr> </tbody> </table>	RecName		Chan Tai Ming	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▲</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▼</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">◀</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▶</span>
RecName					
Chan Tai Ming	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▲</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▼</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">◀</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;">▶</span>				

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

---

There are three template which user can select.

Template	Template
	Improvement Notice_sample_r2a
Template Parmaters	IN_fail to carry out energy audit_template_r2a
	IN_fail to exhibit energy audit_template

After user selected template, the template parameter should be filled

Template	Template												
	Improvement Notice_sample_r2a												
Template Parmaters	<table><tr><td>Business Reg. Cert. No.</td><td>Runs Business [Eng]</td><td>[Chi]</td></tr><tr><td>Assessor No.</td><td>Assessor Date</td><td>InspectedDate</td></tr><tr><td>Full-load efficiency [%]</td><td>dd/MM/yyyy</td><td>dd/MM/yyyy</td></tr><tr><td></td><td>Rated Output</td><td>Unit[Eng] Unit[Chi]</td></tr></table>	Business Reg. Cert. No.	Runs Business [Eng]	[Chi]	Assessor No.	Assessor Date	InspectedDate	Full-load efficiency [%]	dd/MM/yyyy	dd/MM/yyyy		Rated Output	Unit[Eng] Unit[Chi]
Business Reg. Cert. No.	Runs Business [Eng]	[Chi]											
Assessor No.	Assessor Date	InspectedDate											
Full-load efficiency [%]	dd/MM/yyyy	dd/MM/yyyy											
	Rated Output	Unit[Eng] Unit[Chi]											
	<input type="button" value="Load the Template"/>												
Template	Template												
	IN_fail to carry out energy audit_template_r2a												
Template Parmaters	<table><tr><td>Letter Ref.</td><td>Letter Date</td></tr><tr><td>Reply Date</td><td>dd/MM/yyyy</td></tr><tr><td></td><td>First Energy Audit Date</td></tr><tr><td></td><td>dd/MM/yyyy</td></tr></table>	Letter Ref.	Letter Date	Reply Date	dd/MM/yyyy		First Energy Audit Date		dd/MM/yyyy				
Letter Ref.	Letter Date												
Reply Date	dd/MM/yyyy												
	First Energy Audit Date												
	dd/MM/yyyy												
	<input type="button" value="Load the Template"/>												
Template	Template												
	IN_fail to exhibit energy audit_template												
Template Parmaters	<table><tr><td>Ref. No.</td><td>Registered Energy Assessor [Eng] [Chi]</td></tr><tr><td>Assessor Registration No.</td><td></td></tr><tr><td>Assessor Date</td><td>dd/MM/yyyy</td></tr><tr><td>Conducted Date</td><td>dd/MM/yyyy</td></tr></table>	Ref. No.	Registered Energy Assessor [Eng] [Chi]	Assessor Registration No.		Assessor Date	dd/MM/yyyy	Conducted Date	dd/MM/yyyy				
Ref. No.	Registered Energy Assessor [Eng] [Chi]												
Assessor Registration No.													
Assessor Date	dd/MM/yyyy												
Conducted Date	dd/MM/yyyy												
	<input type="button" value="Load the Template"/>												

Click “Load the Template” button when the related information was filled.  
And then the template will be shown.



**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

User can modify the text if necessary. Click “Generate Letter” button to generate the letter

Here is the example of letter generated by Improvement Notice



6596\_letter\_ImprovementNotice\_201

## **4.24 Improvement Notice - Edit**

Login as Subject Officer Account

Inbox

Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout	User:E/EEB5/1																						
Data Management System (BEOO) - Inbox (E/EEB5/1)																																
<ul style="list-style-type: none"> <li>+ Inbox Statistics</li> <li>+ Bring Up</li> <li>+ New Assignment Received</li> </ul>																																
<input style="width: 40%;" type="text" value="Assignment No."/> <input type="button" value="Create Work Record"/>																																
<input type="button" value="- Works in progress"/> <input type="button" value="Filter"/>																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>File No. (Assignment No.)</th> <th>Building Name/REA Name</th> <th>Submission Type</th> <th>Received Date</th> <th>Subject Engineer</th> <th>BSI/TO</th> <th>Current Status</th> <th>Action Officer</th> <th>No. of calendar days since received</th> <th>Update By</th> <th>Update Date</th> </tr> </thead> <tbody> <tr> <td>EMSD/EEO/BC/19/01/06 (3665)</td> <td>abctest</td> <td>REA- Registration as Registered</td> <td>24/4/2014</td> <td>E/EEB5/1</td> <td>BSI/EEB7/1</td> <td>General Checking in</td> <td>E/EEB5/1</td> <td>26</td> <td>BSI/EEB7/1</td> <td>20/5/2014 16:01:00</td> </tr> </tbody> </table>											File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date																						
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00																						

Select a Case at "Work in progress" which case should has an improvement notice created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Edit" to edit the improvement Notice.

**Improvement Notice**

<b>Create New Improvement Notice</b>	
1400_improvementNotice_20140522143818.doc IN-0007 (Created)	
<input type="button" value="Action"/> <input style="outline: 2px solid red; border-radius: 10px; border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Edit"/> <input type="button" value="EditInfo"/> <input type="button" value="Copy"/>	

Improvement Notice screen will be shown for editing

**Edit Data Management System (BEOO) Improvement Notice**

Building	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍頭路9號青山發電廠A廠行政大樓	
	<input type="button" value="Add Recipient"/> <b>RecAddr</b> 1, testing raid	
	<b>RecName</b> Chan Tai Ming	

After modified the Improvement Notice information, click 'Generate Letter' to re-generate the improvement Notice.

	<input style="outline: 2px solid red; border-radius: 10px; border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Generate Letter"/> <input type="button" value="Back"/>
--	--

## **4.25 Improvement Notice - Copy**

Login as Subject Officer Account

### Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case should has an improvement notice created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Copy" to copy the improvement Notice.

A new improvement Notice will be shown with new Notice Number. User can modify the copied improvement Notice content.

CopyData Management System (BEOO) Improvement Notice

After modified the Improvement Notice information, click 'Generate Letter' to generate the new improvement Notice.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## **4.26 Improvement Notice - EditInfo**

Login as Subject Officer Account

### Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case should has an improvement notice created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "EditInfo" to edit the improvement Notice.

Improvement Notice Supplementary Information screen will be shown for editing

#### Data Management System (BEEO) Improvement Notice - Supplementary Information

Letter ID: 51 Letter No: IN-0007 Current Status: Created Future Status: -	Action Date: 22/05/2014 Action By: 22/5/2014 Issue Date: - Issue By:
Building	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門路石角龍躍街9號 青山發電廠A廠行政大樓
Recipient	Name NameChi Addr
Supplementary information	Issuing Channel: <input checked="" type="checkbox"/> By fax <input type="checkbox"/> By email <input type="checkbox"/> By Post Post Reg. No. <input type="checkbox"/> Installation: <input checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Electrical <input type="checkbox"/> Escalator <input type="checkbox"/> Lift <input type="checkbox"/> Lighting
	<input type="button" value="Save"/> <input type="button" value="Back"/>

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

After modified the Supplementary Information, click 'Save' button to update the modified information.



## 4.27 Improvement Notice - Action

Login as Subject Officer Account

### Inbox

The screenshot shows the 'Inbox' section of the Data Management System. At the top, there is a navigation bar with links: 'Assignment', 'Search', 'Create New Building', 'Label', 'Batch Job', 'RASAS', 'Report', 'User Option', and 'Logout'. The 'Inbox' link is highlighted with a red oval. To the right of the navigation bar, it says 'User:E/EEB5/1'. Below the navigation bar, the title 'Data Management System (BEEO) - Inbox (E/EEB5/1)' is displayed. There are three expandable sections: '+ Inbox Statistics', '+ Bring Up', and '+ New Assignment Received'. Under '+ Bring Up', there is a search bar labeled 'Assignment No.' and a 'Create Work Record' button. Below the search bar, there are two buttons: '- Works in progress' and 'Filter'. A table follows, with columns: File No. (Assignment No.), Building Name/REA Name, Submission Type, Received Date, Subject Engineer, BSI/TO, Current Status, Action Officer, No. of calendar days since received, Update By, and Update Date. One row is visible, showing: EMSD/EEO/BC/19/01/06 (3665), abctest, REA-Registration as Registered, 24/4/2014, E/EEB5/1, BSI/EEB7/1, General Checking in, E/EEB5/1, 26, BSI/EEB7/1, 20/5/2014 16:01:00.

Select a Case at "Work in progress" which case should has an improvement notice created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Action" to make an action of improvement Notice.

The screenshot shows the 'Improvement Notice' creation page. At the top, it says 'Create New Improvement Notice'. Below that, there is a file path: '1400\_letter\_ImprovementNotice\_20140522143818.doc IN 0007 (Created)'. At the bottom right, there are four buttons: 'Action', 'Edit', 'EditInfo', and 'Copy'. The 'Action' button is highlighted with a red oval.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Action screen will be shown and the followings are the action which user can make an action in the improvement notice and related information should be filled.

**Data Management System (BEEO) Improvement Notice - Action**

Letter ID: 51 Letter No: IN-0007 Current Status: Created Future Status: -	Action Date: 22/05/2014 Action By: E/EEB5/1 Issue Date: - Issue By: -						
Building	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門路石角龍躍街9號 青山發電廠A廠行政大樓						
Recipient	<table border="1"><thead><tr><th>Name</th><th>NameChi</th><th>Addr</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Name	NameChi	Addr			
Name	NameChi	Addr					
Action	Action Date: dd/MM/yyyy Action Remark:						
	<input type="button" value="Issue"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/> <input type="button" value="Withdrawn"/> <input type="button" value="Back"/>						

- **“Issue”**: User is required to input IN Issue Date. Once user confirms, the status of the improvement notice record would be automatically updated as “Issued”, which also represents that senior approval to issue the IN has already been obtained. If the input issue date is before today, the IN status will be changed to “Issued” after the button “Issue” is clicked; if the input issue date is today or after today, the IN status will be changed by a daily schedule job. The IN status will be changed to “Issued” only when the issue date is before the schedule job running date. The handling will be the same for Cancel Date and Close Date.
- **“Cancel”**: User is required to input IN Cancel Date and enter remarks (in free text) of the reason for cancellation. Once user confirms, the status of the improvement notice record would be automatically updated as “Cancelled”, which also represents that senior approval to cancel the IN has already been obtained.
- **“Close”**: User is required to enter remarks (in free text) of IN rectification that have been made by the IN recipient, IN rectification date and IN closure date. Once user confirms, the status of the improvement notice record would be automatically updated as “Closed”, which also represents that senior approval to close the IN has already been obtained.
- **“Withdraw”**: User is required to enter reasons (in free text) of IN withdrawal and date of withdrawal. Once user confirms, the status of the improvement notice record would be automatically updated as “Withdrawn”, which also represents that senior approval to withdraw the IN has already been obtained.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The action buttons would be enabled according to current status of the improvement notice and is documented as below:

<b>IN Status</b>	<b>Triggered Action</b>	<b>Status Action</b>	<b>IN Modify?</b>
New (Only displayed in IN input screen before IN record is actually creation)	IN creation	N/A	Yes
Created	After IN record is created	Issue Cancel	Yes
Issued	After “Issue” action is completed	Cancel Close Withdraw	No
Issued / Uploaded to Website	Under “Issued” status and after automatic generation of IN list for website upload	Cancel Close Withdraw	No
Cancelled	After “Cancel” action is completed	N/A	No
Closed	After “Close” action is completed	N/A	No
Closed / Removed from Website	Under “Closed” status and after automatic generation of IN list for website upload	N/A	No
Withdrawn	After “Withdraw” action is completed	N/A	No
Withdrawn / Removed from Website	Under “Withdrawn” status and after automatic generation of IN list for website upload	N/A	No

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Click either one button (“Issue” or “Cancel” or “Close” or “Withdrawn”) to make an action of improvement notice.

**Issue**

**Cancel**

**Close**

**Withdrawn**

## 4.28 Improvement Notice - Search

Login as Subject Officer Account

Search->Search Letter

The screenshot shows the BEEO system's search interface. On the left, there's a sidebar with 'Inbox Statistics' and 'Bring Up' sections. The main area has tabs for 'Search', 'Create New Building', 'Label', 'Batch Job', 'RASAS', 'Report', 'User Option', and 'Logout'. A user ID 'User:E/EEB5/1' is at the top right. A red circle highlights the 'Search Letter' option in the dropdown menu under the 'Search' tab. Below the menu, there's a search form with fields for 'Case File No.', 'Search Letter', 'Message', 'Generated Date & Time', and 'Initiated By'. Other options like 'Search Batch Job', 'Search Referral', and 'Search Summons' are also visible.

Select “Letter of Improvement Notice” in Letter/Report Type

### Data Management System (BEEO) - Search Letter or Report

This screenshot shows the 'Letter/Report Type' search criteria section. It includes a dropdown menu where 'Letter of Improvement Notice' is selected, indicated by a blue background and white text. The dropdown is part of a larger search interface with other fields like 'Letter Situation' and 'Action Date Range'.

Enter relative information in search criteria section and then click “Search” button to search the result.

This screenshot shows the detailed search criteria section. It includes fields for 'Letter Situation', 'Issue Date Range', 'Letter Date Range', 'Issuing Channel', 'Eng. Bldg. Name', 'Eng. Bldg. Street Name', 'Bldg. Region', 'Bldg. Type', 'Bldg. Group', 'Recipient Name', 'Action Date Range', 'Letter By', 'Chi. Bldg. Name', 'Chi. Bldg. Street Name', 'Bldg. District', 'Lot No.', 'Submission Type', 'Recipient Address', 'Notice No.', and 'Installation'. A red circle highlights the 'Search' button at the bottom center of the form.

User can click the record to go to the case directly.

This screenshot shows a table of search results. The columns include ID, Notice, Bldg Name Eng, Bldg Name Chi, Recip Name, Install, Channel, Report Date, Action Date, Status, and several icons. A red circle highlights the first row, which corresponds to the record mentioned in the previous step. Another red circle highlights the 'View Case' icon in the last column of the same row.

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

---

Download the letter by click the circled icon

ID	Notice	Bldg Name Eng	Bldg Name Chi	Recip Name	Install	Channel	Report Date	Action Date	Status		
44	IN-0006	EMSD HQ2		MR. Chan	Air Conditioning, Post,		26/05/2014	22/05/2014	Is used		

You are viewing page 1 of 1

Make an action of improvement notice by click the circled icon

ID	Notice	Bldg Name Eng	Bldg Name Chi	Recip Name	Install	Channel	Report Date	Action Date	Status		
44	IN-0006	EMSD HQ2		MR. Chan	Air Conditioning, Post,		26/05/2014	22/05/2014	Is used		

You are viewing page 1 of 1

Edit the supplementary information of improvement notice by click the circled icon

ID	Notice	Bldg Name Eng	Bldg Name Chi	Recip Name	Install	Channel	Report Date	Action Date	Status		
44	IN-0006	EMSD HQ2		MR. Chan	Air Conditioning, Post,		26/05/2014	22/05/2014	Is used		

You are viewing page 1 of 1

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## 4.29 General Checklist

Add Checklist:

In submission page, click add check list

Data Management System (BEEO) - Work (Assignment No.558)

Building Type - Commercial  
File No. - EMSD/EEO/BC/34-00831 Siki Centre, 23 JARDINE'S BAZAAR  
渣甸街23號 洗基商業中心

Assignment ID - 558  
Type - EA-Energy Audit Form  
ID: [183](#) (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission - 06/06/2013  
Subject Engineer - E/EEBS/1  
BSI/TO - BSI/EEBS/2  
Action Officer - E/EEBS/1

Action Required  
 Check submitted documents  
 Please prepare Checklist for General Checking

Attachment  
Add attachment | Template  
Improvement Notice  
Create New Improvement Notice  
Letter List  
Add Letter List  
Check List  
**Add Check List** (highlighted)  
Technical Data Sheet  
Add Technical Sheet attachment

Data Management System (BEEO) - Work (Assignment No.558)

Building Type - Commercial  
File No. - EMSD/EEO/BC/34-00831 Siki Centre, 23 JARDINE'S BAZAAR  
渣甸街23號 洗基商業中心

Assignment ID - 558  
Type - EA-Energy Audit Form  
ID: [183](#) (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission - 06/06/2013  
Subject Engineer - E/EEBS/1  
BSI/TO - BSI/EEBS/2  
Action Officer - E/EEBS/1

Action Required  
 Check submitted documents

Attachment  
Add attachment | Template  
Improvement Notice  
Create New Improvement Notice  
Letter List  
Add Letter List  
Check List  
**Select Template** (highlighted)  
Checklist for General Checking of Energy Audit Submission  
Create | Cancel  
Technical Data Sheet  
Add Technical Sheet attachment

Select Template and then click create

Checklist for General Checking of Energy Audit Submission

Building Type - Commercial  
File No. - EMSD/EEO/BC/34-00831 Siki Centre, 23 JARDINE'S BAZAAR  
渣甸街23號 洗基商業中心

1. Energy Audit Form (Form EES)  
1.1 Section A (General Information)  
1.1.1 Is name of building provided?  
 Yes  No

Remarks

1.1.2 Is address of building provided?  
 Yes  No

Remarks

1.2 Section B (Declaration)  
1.2.1 Are full name and registration number of REA provided and valid?  
 Yes  No

Remarks

1.2.2 Is completion date of energy audit filed in accordance with clause 8.1(m) of EAC 2012?  
 Yes  No

Remarks

1.2.3 Is completion date of energy audit within the period specified in Section 22 and schedule 5 of the Ordinance?  
 Yes  No

Fill in the form.

4.1.1 Is energy audit report submitted and duly completed?  
 Yes  No

Remarks

4.1.2 Is energy audit report reference no. provided in accordance with clause 8.1(m) of EAC 2012?  
 Yes  No

Remarks

**Save Record** (highlighted)

Click save

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Data Management System (BEEO) - Work (Assignment No.558)

Building Type - Commercial File No. - EMSQ/EEO/BC/34-00831 Saki Centre, 23 JARDINE'S BAZAAR 金利來23號, 士基蘭中心

---

Assignment ID - 558  
Type - EA-Energy Audit Form  
ID- [103](#) (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission - 06/06/2013  
Subject Engineer - E/EEBS/1  
BSI/TO - BSI/EEBS/2  
Action Officer - E/EEBS/1

Attachment  
[Add attachment](#) [Template](#)  
[Improvement Notice](#)  
[Create New Improvement Notice](#)  
[Letter List](#)  
[Add Letter List](#)  
[Check List](#)  
[Add Check List](#)

[Checklist for General Checking of Energy Audit Submission\\_20100523.xls](#) [20100523.xls]  
[Add Technical Sheet attachment](#)

Action Required  
 Check submitted documents  
 Please prepare Checklist for General Checking  
 Attached please find the Checklist for General Checking for comment / endorsement  
 Please prepare letter / memo  
 Attached please find letter / memo for comment / endorsement  
 Please input / update information of submission to database  
 For new case no, inform GR to create label

Completed  
  
  
  
  
  
  
  
[attach](#)

[Save Action](#)

If Inspection required for detail checking [Creating Inspection](#)

For delete the check list, click Del

## 4.30 Add Technical Form - FOC - Lighting Installation - Primary

Login as Subject Officer Account

### Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



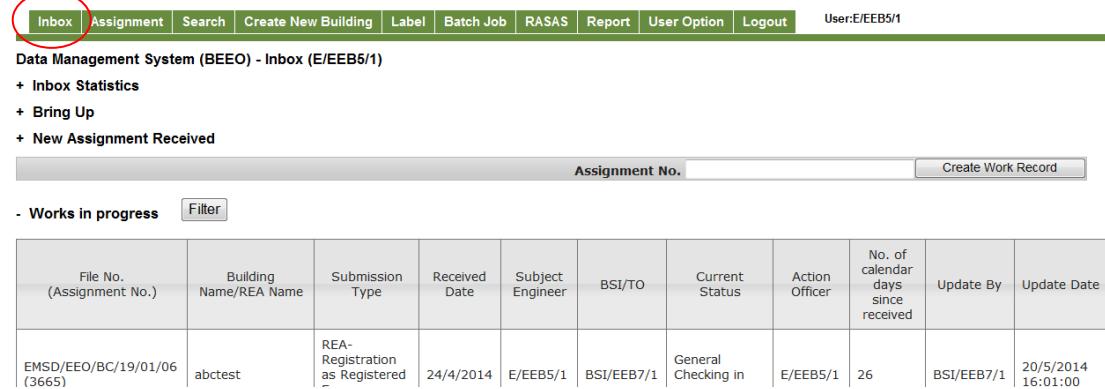
Select Type "Lighting Installation", "Primary" and Document Path. And then click “Attach to Record” to complete the data upload.

Form of Compliance Technical data upload	
<b>Document Category - FOC</b>	
<b>Submission ID - 1326</b>	
Type -	Lighting Installation
<input checked="" type="radio"/> Primary <input type="radio"/> Supplementary	
Document Name	Technical Forms\TEST\EE-LG(ENG) (Draft) v2_revised_TEST_PRIMARY_3.xls <a href="#">瀏覽...</a>
<input type="button" value="Attach to Record"/> <input type="button" value="Back"/>	

## 4.31 Add Technical Form - FOC - Lighting Installation - Supplementary

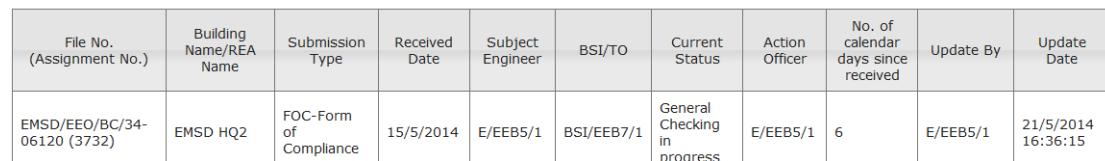
Login as Subject Officer Account

### Inbox



Data Management System (BEOO) - Inbox (E/EEB5/1)											User:E/EEB5/1
<a href="#">+ Inbox Statistics</a> <a href="#">+ Bring Up</a> <a href="#">+ New Assignment Received</a>											
<a href="#">Assignment No.</a> <span style="float: right;"><a href="#">Create Work Record</a></span>											
<a href="#">- Works in progress</a> <span style="float: right;"><a href="#">Filter</a></span>											
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00	

In “Work in progress” section, select a case which is 'Form of Compliance'.

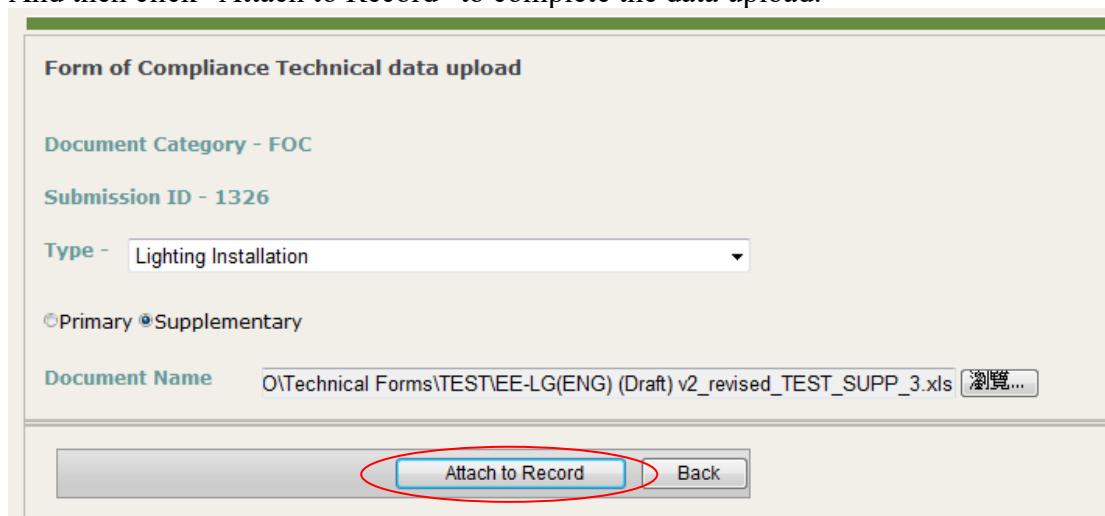


File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type "Lighting Installation", "Supplementary" and Document Path. And then click “Attach to Record” to complete the data upload.



Form of Compliance Technical data upload

Document Category - FOC

Submission ID - 1326

Type -

Primary  Supplementary

Document Name

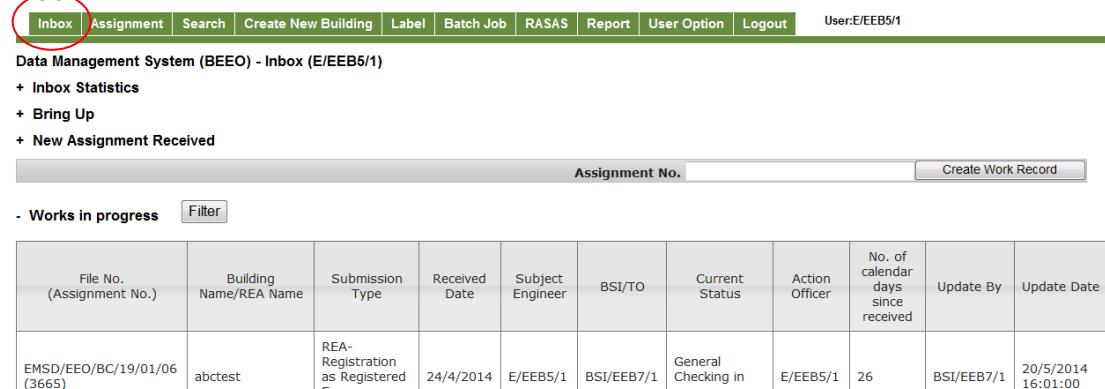
## 4.32 Add Technical Form - FOC - Electrical Installation - Primary

Login as Subject Officer Account

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**Inbox**

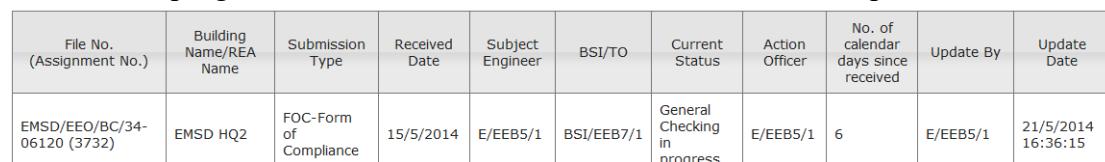


Data Management System (BEEO) - Inbox (E/EEB5/1)

- + Inbox Statistics
- + Bring Up
- + New Assignment Received

Assignment No.										<a href="#">Create Work Record</a>
<input type="checkbox"/> Works in progress <input type="button" value="Filter"/>										
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

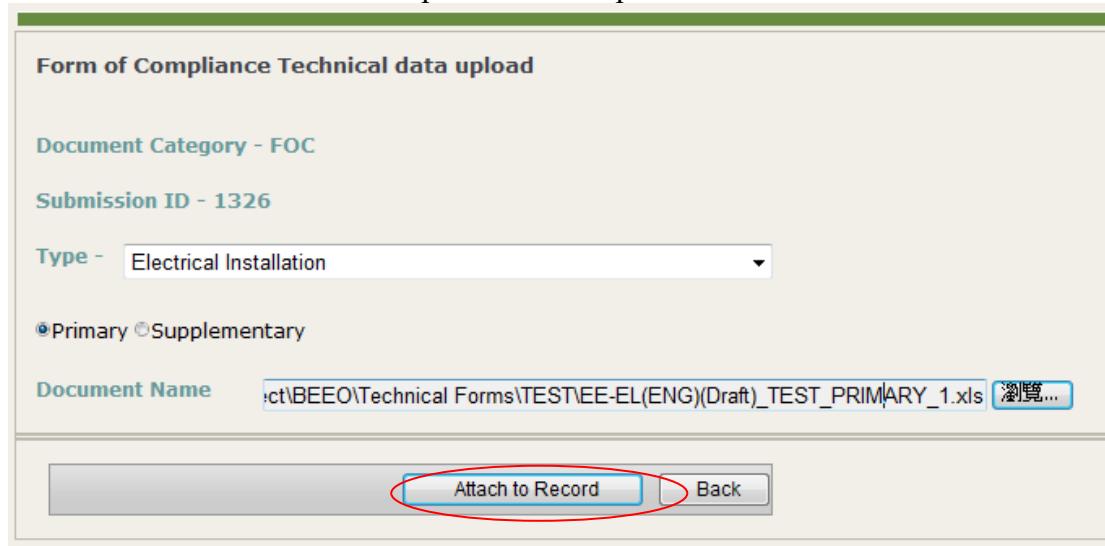


File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type "Electrical Installation", "Primary" and Document Path. And then click “Attach to Record” to complete the data upload.



**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

Type -

Primary  Supplementary

Document Name :

### 4.33 Add Technical Form - FOC - Electrical Installation - Supplementary

Login as Subject Officer Account

**Inbox**

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type "Electrical Installation", "Supplementary" and Document Path. And then click “Attach to Record” to complete the data upload.

**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

Type - Electrical Installation

Primary  Supplementary

Document Name project\BEEO\Technical Forms\TEST\EE-EL(ENG)(Draft)\_TEST\_SUPP\_3.xls

#### 4.34 Add Technical Form - FOC - Air Conditioning Installation - Primary

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type “Air Conditioning Installation”, "Primary" and Document Path. And then click “Attach to Record” to complete the data upload.

Form of Compliance Technical data upload	
Document Category - FOC	
Submission ID - 1326	
Type -	Air Conditioning Installation
<input checked="" type="radio"/> Primary <input type="radio"/> Supplementary	
Document Name	Project\BEEO\Technical Forms\TEST\EE-AC(ENG)(Draft) v2_revised_TEST_F <input type="button" value="瀏覽..."/>
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 150px; height: 30px; border-radius: 5px; font-weight: bold; font-size: 10pt; margin-right: 10px;" type="button" value="Attach to Record"/> <input style="border: 1px solid #0070C0; padding: 5px; width: 150px; height: 30px; border-radius: 5px; font-weight: bold; font-size: 10pt;" type="button" value="Back"/>	

#### 4.35 Add Technical Form - FOC - Air Conditioning Installation - Supplementary

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type “Air Conditioning Installation”, "Supplementary" and Document Path. And then click “Attach to Record” to complete the data upload.

**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

Type - Air Conditioning Installation

Primary  Supplementary

Document Name project\BEEO\Technical Forms\TEST\EE-AC(ENG)(Draft) v2\_revised\_TEST\_F

#### 4.36 Add Technical Form - FOC - Lift and Escalator Installation - Primary

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type “Lift and Escalator Installation”, “Primary” and Document Path. And then click “Attach to Record” to complete the data upload.

**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

Type - Lift and Escalator Installation

Primary  Supplementary

Document Name: c:\BEEO\Technical Forms\TEST\EE-LE(ENG)(Draft)\_TEST\_PRIMARY\_1.xls [瀏覽...]

**Attach to Record** **Back**

#### 4.37 Add Technical Form - FOC - Lift and Escalator Installation - Supplementary

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type “Lift and Escalator Installation”, "Supplementary" and Document Path. And then click “Attach to Record” to complete the data upload.

**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

**Type - Lift and Escalator Installation**

Primary  Supplementary

**Document Name** D:\project\BEEO\Technical Forms\TEST\EE-LE(ENG)(Draft)\_TEST\_SUPP\_2.xls

#### **4.38 Add Technical Form - FOC - Performance-based Approach - Primary**

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Data Management System (BEEO) - Inbox (E/EEB5/1)

- + Inbox Statistics
- + Bring Up
- + New Assignment Received

Assignment No.										<a href="#">Create Work Record</a>	
- Works in progress		<a href="#">Filter</a>									
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00	

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type “Performance-based Approach”, "Primary" and Document Path. And then click “Attach to Record” to complete the data upload.

**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

Type -

Primary  Supplementary

**Document Name**

[Attach to Record](#) [Back](#)

#### 4.39 Add Technical Form - FOC - Performance-based Approach - Supplementary

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Data Management System (BEEO) - Inbox (E/EEB5/1)

- + Inbox Statistics
- + Bring Up
- + New Assignment Received

Assignment No.										<a href="#">Create Work Record</a>	
- Works in progress		<a href="#">Filter</a>									
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00	

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Type “Performance-based Approach”, "Supplementary" and Document Path. And then click “Attach to Record” to complete the data upload.

**Form of Compliance Technical data upload**

**Document Category - FOC**

**Submission ID - 1326**

Type -

Primary  Supplementary

**Document Name**

#### 4.40 Delete Technical Form - FOC - Supplementary

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

The screenshot shows the 'Inbox' section of the Data Management System. At the top, there is a navigation bar with links: Assignment, Search, Create New Building, Label, Batch Job, RASAS, Report, User Option, and Logout. The user is logged in as 'User:E/EEB5/1'. Below the navigation bar, a message says 'Data Management System (BEEO) - Inbox (E/EEB5/1)' with options: '+ Inbox Statistics', '+ Bring Up', and '+ New Assignment Received'. A search bar labeled 'Assignment No.' and a 'Create Work Record' button are present. Under the heading '- Works in progress', there is a table with the following data:

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

The screenshot shows the 'Inbox' section of the Data Management System. The table from the previous screenshot is shown again, but the second row is highlighted to indicate it is selected. The table data is as follows:

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

In Technical Data Sheet Section, click “Supplementary” button in the attachment record

The screenshot shows the 'Technical Data Sheet' section. It includes a button 'Add Technical Sheet attachment' and a list of attachments. One attachment is shown: 'EE-LG(ENG) (Draft) v2\_revised\_TEST\_PRIMARY\_4.xls (21/5/2014 17:25:16)'. To the right of the attachment name are two buttons: 'Delete' and 'Supplementary'. The 'Supplementary' button is highlighted with a red circle.

In Supplementary dialog box, click “Delete” button in the attachment record to delete the supplementary attachment.

The screenshot shows a 'Delete Supplementary attachment' dialog box. It contains the file name 'EE-LG(ENG) (Draft) v2\_revised\_TEST\_SUPP\_3.xls (21/5/2014 17:25:36)' and a 'Delete' button, which is highlighted with a red circle. There is also a 'Back' button at the bottom right.

## **4.41 Delete Technical Form - FOC - Primary**

Login as Subject Officer Account

Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Form of Compliance'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 06120 (3732)	EMSD HQ2	FOC-Form of Compliance	15/5/2014	E/EEB5/1	BSI/EEB7/1	General Checking in progress	E/EEB5/1	6	E/EEB5/1	21/5/2014 16:36:15

In Technical Data Sheet Section, click “Delete” button in the attachment record to delete the primary attachment.

Technical Data Sheet

## 4.42 Add Technical Form – Energy Audit Form

Login as Subject Officer Account

Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Energy Audit Form'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click “Add Technical Sheet Attachment” button in Technical Data Sheet Section



Select Document Path. And then click “Attach to Record” to complete the data upload.

Form EE- EAes Technical data upload

Document Category - EA

Submission ID - 135

Document Name EO\Technical Forms\LATEST\_FORM\EA\_Form\_testing\_v2\_revised\_2014.xls

## 4.43 Delete Technical Form – Energy Audit Form

Login as Subject Officer Account

### Inbox

Data Management System (BEEO) - Inbox (E/EEB5/1)										User:E/EEB5/1
<a href="#">Inbox Statistics</a>										
<a href="#">Bring Up</a>										
<a href="#">New Assignment Received</a>										
<a href="#">Assignment No.</a>										<a href="#">Create Work Record</a>
<a href="#">- Works in progress</a>										<a href="#">Filter</a>
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Energy Audit Form'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

In Technical Data Sheet Section, click “Delete” button in the attachment record to delete the attachment.

**Technical Data Sheet**

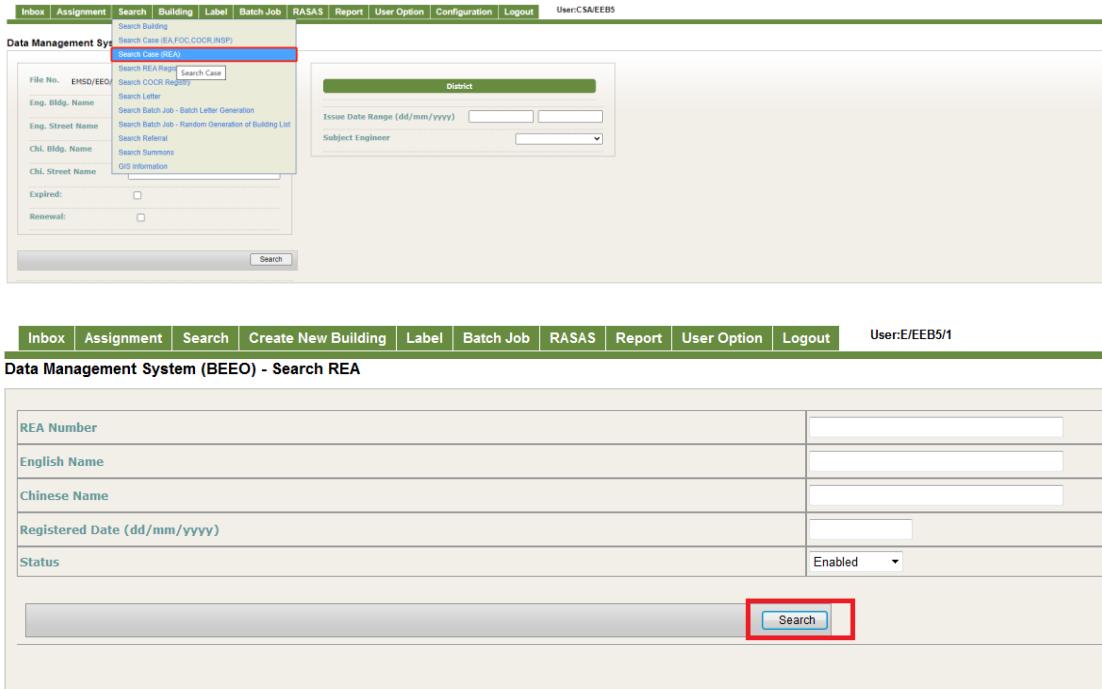
Add Technical Sheet attachment

S4.6-Building\_531\_EE-EAes-(V.1.2)-20131202-133003.xls  
(21/5/2014 17:50:49)

**Delete**

## **5. REA**

### **5.1 Search REA**

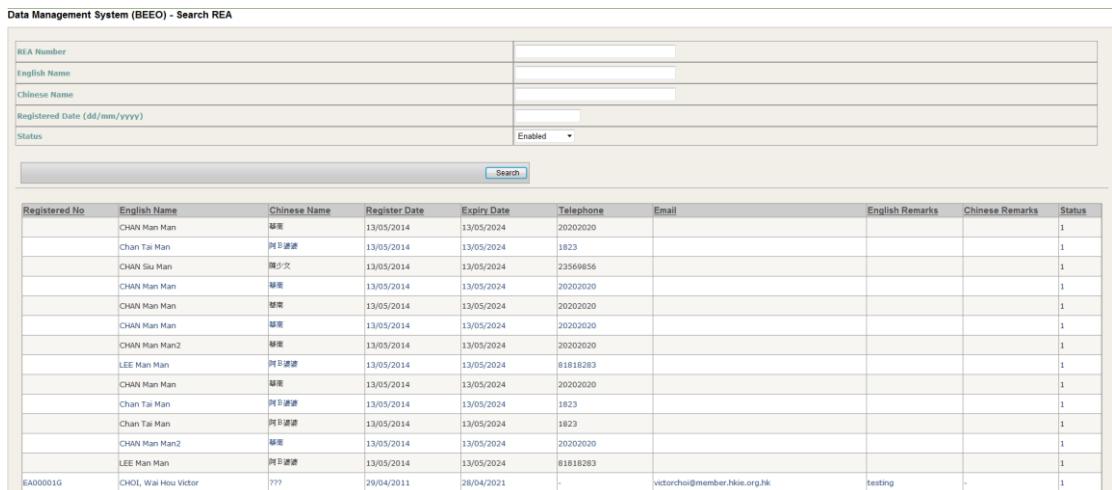


**Data Management System (BEEO) - Search REA**

REA Number	
English Name	
Chinese Name	
Registered Date (dd/mm/yyyy)	
Status	Enabled

**Search**

Input criteria and click search



**Data Management System (BEEO) - Search REA**

Registered No	English Name	Chinese Name	Register Date	Expiry Date	Telephone	Email	English Remarks	Chinese Remarks	Status
CHAN Man Man	CHAN Man Man	陳南	13/05/2014	13/05/2024	20202020				1
Chan Tai Man	Chan Tai Man	陳泰	13/05/2014	13/05/2024	1823				1
CHAN Siu Man	CHAN Siu Man	陳少文	13/05/2014	13/05/2024	23569856				1
CHAN Man Man	CHAN Man Man	陳南	13/05/2014	13/05/2024	20202020				1
CHAN Man Man	CHAN Man Man	陳南	13/05/2014	13/05/2024	20202020				1
CHAN Man Man	CHAN Man Man	陳南	13/05/2014	13/05/2024	20202020				1
CHAN Man Man2	CHAN Man Man2	陳南	13/03/2014	13/03/2024	20202020				1
LEE Man Man	LEE Man Man	李南	13/05/2014	13/05/2024	81818283				1
CHAN Man Man	CHAN Man Man	陳南	13/05/2014	13/05/2024	20202020				1
Chan Tai Man	Chan Tai Man	陳泰	13/05/2014	13/05/2024	1823				1
Chan Tai Man	Chan Tai Man	陳泰	13/05/2014	13/05/2024	1823				1
CHAN Man Man2	CHAN Man Man2	陳南	13/03/2014	13/03/2024	20202020				1
LEE Man Man	LEE Man Man	李南	13/05/2014	13/05/2024	81818283				1
EA000001G	CHOI, Wai Hou Victor	???	29/04/2011	29/04/2021		victorchoi@member.hkis.org.hk	testing		1

List of REA show, click on the REA can edit the REA detail

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Data Management System (BEEO) Edit REA

REA Registered No:	EA00002G	English Name:	CHN. Ronald Sydney
Chinese Name:	陳正暉	Status:	Enable
Registered Date:	29/4/2011	Expiry Date:	28/4/2021
Contact Telephone:		Email Address:	
Display Contact Telephone:	<input type="checkbox"/>	Display Email Address:	<input type="checkbox"/>
English Remarks:			
Chinese Remarks:			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Input Detail and click save will modify the REA.

## 6. COCR

### 6.1 Search COCR

Data Management System (BEEO) - Search COCR Registry

File No. EMSD/EO/BC/34	<input type="button" value="Search Case"/>	District
Eng. Bldg. Name	Search Letter	Issue Date Range (dd/mm/yyyy)
Eng. Street Name	Search Batch Job	<input type="text"/> <input type="text"/>
Chl. Bldg. Name	Random Generation of Building List	Subject Engineer
Chl. Street Name	Search Summary	<input type="button" value="▼"/>
Expired:	<input type="checkbox"/>	
Renewal:	<input type="checkbox"/>	
<input type="button" value="Search"/>		

Input criteria and click search

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

File No. (COCR No.)	Issue Date Expiry Date	BEC Edition	Subject Engineer	REA	Expired	Renewal
CaseNo (COCRNO) EMSD/EEO/BC/34-20468 (03012022)	03/12/2021 03/12/2021	BECEdition	E/EEB2/1	REARegNo	Y	N
	03/01/2022 26/01/2022	2012	E/EEB1/2		Y	N

List of COCR show, click on the COCR can edit the COCR detail

Input Detail and click save will modify the REA.

## **7. Mobile Inspection**

### **7.1 Inspection Compliance Check List - Create**

Login as Subject Officer Account

Inbox

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

The screenshot shows the 'Inbox' section of the BEEO system. At the top, there is a navigation bar with links: Assignment, Search, Create New Building, Label, Batch Job, RASAS, Report, User Option, and Logout. The user is logged in as 'User:E/EEB5/1'. Below the navigation bar, the title 'Data Management System (BEEO) - Inbox (E/EEB5/1)' is displayed. Underneath, there are three expandable sections: '+ Inbox Statistics', '+ Bring Up', and '+ New Assignment Received'. A search bar labeled 'Assignment No.' and a 'Create Work Record' button are present. Below these, a table titled '- Works in progress' lists one case:

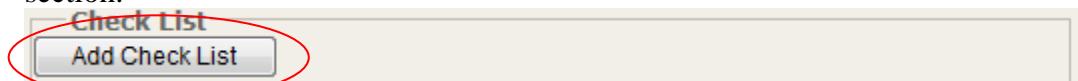
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Energy Audit Inspection', 'Form of Compliance (FOC) Inspection' or 'COCR Inspection'.

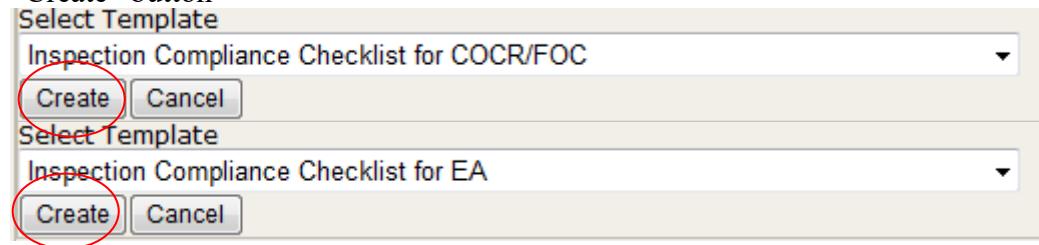
The screenshot shows the 'Work in progress' section with three cases listed in a table:

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06068 (3667)	EMSD HQ	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	12	E/EEB5/1	9/5/2014 16:19:15
EMSD/EEO/BC/34-01961 (1120)	Sai Kung Government Office Building	INSP-Form of Compliance (FOC) Inspection	29/4/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	22	E/EEB5/1	29/4/2014 14:41:02
EMSD/EEO/BC/34-00352 (3659)	Park Hovan Commercial Building	INSP-COCR Inspection	3/3/2014	E/EEB5/1	BSI/EEB7/1	Date/Time for Inspection under Schedule	E/EEB5/1	79	E/EEB5/1	5/3/2014 13:35:41

Select case. In case screen, click “Add Check List” Button in Check List section.



Select Template “Inspection Compliance Checklist for COCR/FOC” for 'Form of Compliance (FOC) Inspection' or 'COCR Inspection' and ‘Inspection Compliance Checklist for EA’ for 'Energy Audit Inspection'. And then click “Create” button



Enter the relative information in Compliance Checklist for EA or Compliance Checklist for COCR/FOC. (Mandatory field: *Date & time of Inspection*). In Details of items to be checked Section,

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**Data Management System (BEEO) - Compliance Checklist for EA      Label-NEW**

<p>Name of Building - EMSD HQ EMSD HQ, Kai Shing Street</p> <p>Building Type -</p> <p>File No. - EMSD/EEO/BC/34-06068</p> <p>Name of Inspecting Officer - BSI/EEB7/1</p> <p>Date &amp; time of Inspection - <input type="text"/> <input type="button"/> <input type="button"/></p> <p>Date of Relevant Submission - 09-05-2014</p>											
<b>Details of items to be checked</b>											
<p><b>Inventories of the energy consuming equipment, and manuals or technical brochures indicating their configurations and characteristics (EAC 7.2(b))</b></p> <p align="right"><b>Add</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To be completed by Subject Engineer</td> <td colspan="3">To be completed by Inspecting Officer</td> </tr> <tr> <td>Items to be checked</td> <td>Inspected or not?(Y/N)</td> <td>Remarks if no inspection conducted</td> <td></td> </tr> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer			Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
To be completed by Subject Engineer	To be completed by Inspecting Officer										
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted									
<p><b>Drawings and system schematics showing the layouts of the energy consuming equipment and systems, and drawings showing the layout of the building (EAC 7.2(c))</b></p> <p align="right"><b>Add</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To be completed by Subject Engineer</td> <td colspan="3">To be completed by Inspecting Officer</td> </tr> <tr> <td>Items to be checked</td> <td>Inspected or not?(Y/N)</td> <td>Remarks if no inspection conducted</td> <td></td> </tr> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer			Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
To be completed by Subject Engineer	To be completed by Inspecting Officer										
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted									
<p><b>Equipment day-to-day operation records (EAC 7.2(d))</b> <b>Add</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To be completed by Subject Engineer</td> <td colspan="3">To be completed by Inspecting Officer</td> </tr> <tr> <td>Items to be checked</td> <td>Inspected or not?(Y/N)</td> <td>Remarks if no inspection conducted</td> <td></td> </tr> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer			Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
To be completed by Subject Engineer	To be completed by Inspecting Officer										
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted									
<p><b>Energy consumption data in last 36-month or since operation of the building should such period be less than 36-month (EAC 7.2(e))</b></p> <p align="right"><b>Add</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To be completed by Subject Engineer</td> <td colspan="3">To be completed by Inspecting Officer</td> </tr> <tr> <td>Items to be checked</td> <td>Inspected or not?(Y/N)</td> <td>Remarks if no inspection conducted</td> <td></td> </tr> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer			Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
To be completed by Subject Engineer	To be completed by Inspecting Officer										
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted									
<p><b>Operation &amp; maintenance programmes including timing of major alterations, additions or replacements for the building (EAC 7.2(f))</b></p> <p align="right"><b>Add</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To be completed by Subject Engineer</td> <td colspan="3">To be completed by Inspecting Officer</td> </tr> <tr> <td>Items to be checked</td> <td>Inspected or not?(Y/N)</td> <td>Remarks if no inspection conducted</td> <td></td> </tr> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer			Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
To be completed by Subject Engineer	To be completed by Inspecting Officer										
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted									
<p><b>Areas of relevant spaces attributing to the internal floor area of the building (EAC 7.2(g))</b> <b>Add</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To be completed by Subject Engineer</td> <td colspan="3">To be completed by Inspecting Officer</td> </tr> <tr> <td>Items to be checked</td> <td>Inspected or not?(Y/N)</td> <td>Remarks if no inspection conducted</td> <td></td> </tr> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer			Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
To be completed by Subject Engineer	To be completed by Inspecting Officer										
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted									

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Total internal floor area of the building (EAC 7.2(h))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of the characteristics of air conditioning systems and their components (EAC 7.3.1(a))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of the characteristics of chillers and/or unitary air-conditioners, their capacity ratings and operating characteristics (EAC 7.3.1(b))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of the characteristics of air handling units (AHU) and fans, their capacity ratings and operating characteristics (EAC 7.3.1(c))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of the characteristics of air conditioning water pumps, their capacity ratings and operating characteristics (EAC 7.3.1(d))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of the characteristics of luminaires, their ratings and operating characteristics (EAC 7.3.1(e))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of the characteristics of lift and escalator installation, their capacity ratings, and operating characteristics (EAC 7.3.1(i))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of operating characteristics of other building services energy consuming equipment/systems (EAC 7.3.1(j))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Records of utilization pattern of the areas served by the energy consuming equipment/systems (EAC 7.3.1(f))</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Records of control mechanisms, electrical power quality, metering provision and other characteristics of the building affecting building energy consumption (EAC clauses 7.3.1(g), 7.3.1(h), 7.3.1(k))</b>			
<b>Add</b>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Identification and calculation of building energy consumptions</b> <b>Add</b>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Record of EMO already implemented in the last 36-month or to be implemented, and corresponding energy audit report (EAC 7.2(a))</b>			
<b>Add</b>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Identification of EMO</b> <b>Add</b>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Save Record</b> <b>Cancel</b>			

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**Data Management System (BEOO) - Compliance Checklist for COCR / FOC      Label-NEW**

Name of Building - Sai Kung Government Office Building  Sai Kung Government Office Building, 34 Chan Man Street , Sai Kung, New Territories 新界西貢親民街34號 西貢政府合署			
Building Type - Government			
File No. - EMSD/EEO/BC/34-01961			
Name of Inspecting Officer - BSI/EEB7/1			
Date & time of Inspection - <input type="text"/> <input type="button"/> <input type="button"/>			
Date of Relevant Submission - 29-04-2014			
<b>Details of items to be checked</b>			
<b>Lighting Installation</b>			
<b>Maximum Allowable Lighting Power Density (BEC table 5.4)</b> <input type="button" value="Add"/>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Minimum Number of Lighting Control Points (BEC table 5.5)</b> <input type="button" value="Add"/>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>System Load Calculation in accordance with established internationally recognized procedures and methods (BEC6.4.1)</b> <input type="button" value="Add"/>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Indoor Design Conditions for Air-Conditioning System Load Calculation (BEC6.4.2)</b> <input type="button" value="Add"/>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Outdoor Design Conditions for Air-Conditioning System Load Calculation (BEC6.4.2)</b> <input type="button" value="Add"/>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Separate Air Distribution System for Process Zone (BEC 6.5)</b> <input type="button" value="Add"/>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Air Distribution Ductwork Leakage Limit (BEC 6.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Air Distribution System Fan Power (BEC 6.7)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Air-Conditioning Installation</b>			
<b>System Load Calculation in accordance with established internationally recognized procedures and methods (BEC 6.4.1)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Indoor Design Conditions for Air-conditioning System Load Calculation (BEC 6.4.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Outdoor Design Conditions for Air-conditioning System Load Calculation (BEC 6.4.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Separate Air Distribution System for Process Zone (BEC 6.5)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Air Distribution Ductwork Leakage Limit (BEC 6.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Air Distribution System Fan Power (BEC 6.7)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Pumping System (BEC 6.8)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Frictional Loss of Water Piping System (BEC 6.9)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Temperature Control (BEC 6.10.1)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Humidity Control (BEC 6.10.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Zone Control (BEC 6.10.3)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Off Hours Control (BEC 6.10.4.1 &amp; 6.10.4.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Off Hours Control for Guest Rooms in Hotel, Guest House and Hostel (BEC 6.10.4.3)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Thermal Insulation (BEC 6.11)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Air-Conditioning Equipment Efficiency (BEC 6.12)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Energy Metering for chiller, heat pump or unitary air-conditioner (BEC 6.13.1)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Energy Metering for chilled/heated water plant (BEC 6.13.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Energy Metering for obtaining chilled water flow rate (BEC 6.13.3)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Energy Metering for determining chilled water plant's power &amp; energy inputs (BEC 6.13.4)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Electrical Installation</b>			
<b>Minimum Transformer Efficiency (BEC 7.4.1)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Main Circuit Copper Loss (BEC 7.4.2 &amp; 7.4.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Feeder Circuit Copper Loss (BEC 7.4.3 &amp; 7.4.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Sub-Main Circuit Copper Loss for non-residential buildings (BEC 7.4.4.1, 7.4.4.2 &amp; 7.4.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Sub-Main Circuit Copper Loss for residential buildings (BEC 7.4.4.3 &amp; 7.4.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Final Circuit Copper Loss (BEC 7.4.5 &amp; 7.4.6)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Motor for Air-Conditioning Equipment, Distribution Transformer, Lift and Escalator (BEC 7.5.3)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Motor Efficiency (BEC 7.5.1)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Motor with above 5kW output power rating (BEC 7.5.2)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Total Power Factor (BEC 7.6.1)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Total Harmonics Current (BEC 7.6.2)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Single-phase Load Balancing (BEC 7.6.3)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Main Circuit Metering Device (BEC 7.7.1)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Metering Device for Feeder and Sub-main Circuit Exceeding 200A and Below 400A Current Rating (BEC 7.7.2.1)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Metering Device for Feeder and Sub-main Circuit Above 400A Current Rating (BEC 7.7.2.2)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Life &amp; Escalator Installation</b>			
<b>Traction Lift Maximum Allowable Electrical Power (BEC tables 8.4.1)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Hydraulic Lift / Escalator / Conveyor Maximum Allowable Electrical Power (BEC tables 8.4.2, 8.4.3 &amp; 8.4.4)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Total Power Factor for Lift (BEC 8.5.1.1)</b> <a href="#" style="float: right;">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Total Power Factor for Escalator and Conveyor (BEC 8.5.1.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Lift Decoration Load (BEC 8.5.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Lift Parking Mode at Off-peak (BEC 8.5.3)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Lift Ventilation and Air-conditioning (BEC 8.5.4)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Lift Total Harmonic Distortion (BEC tables 8.6.1)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Escalator / Conveyor Total Harmonic Distortion (BEC tables 8.6.2)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<b>Metering and Monitoring Facilities for Lift and Escalator Installation (BEC 8.7)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<a href="#">Save Record</a>		<a href="#">Cancel</a>	

Click 'Add' button to add the check item at section of 'Details of items to be checked'.

<b>Maximum Allowable Lighting Power Density (BEC table 5.4)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or	Remarks if no inspection	

Click 'Delete' button to delete the check item at section of 'Details of items to be checked'.

<b>Maximum Allowable Lighting Power Density (BEC table 5.4)</b> <a href="#">Add</a>			
To be completed by Subject Engineer	To be completed by Inspecting Officer		
Items to be checked	Inspected or not?(Y/N)	Remarks if no inspection conducted	
<input type="button" value="Y"/> <input type="checkbox"/> <input type="button" value="N"/> <input type="checkbox"/>		<input type="button" value="Delete"/>	

Click “Save Record” button to complete the Inspection compliance Checklist creation.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**



## 7.2 Inspection Compliance Check List - Edit

Login as Subject Officer Account

Inbox

**Inbox** Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

Data Management System (BEOO) - Inbox (E/EEB5/1)

- + Inbox Statistics
- + Bring Up
- + New Assignment Received

Assignment No.										Create Work Record	
- Works in progress Filter											
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00	

In "Work in progress" section, select a case which is 'Energy Audit Inspection', 'Form of Compliance (FOC) Inspection' or 'COCR Inspection'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06068 (3667)	EMSD HQ	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	12	E/EEB5/1	9/5/2014 16:19:15
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01961 (1120)	Sai Kung Government Office Building	INSP-Form of Compliance (FOC) Inspection	29/4/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	22	E/EEB5/1	29/4/2014 14:41:02
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-00352 (3659)	Park Hovan Commercial Building	INSP-COCR Inspection	3/3/2014	E/EEB5/1	BSI/EEB7/1	Date/Time for Inspection under Schedule	E/EEB5/1	79	E/EEB5/1	5/3/2014 13:35:41

Click the record which shown in Check List Section. Only record is not generate to mobile which can be edited.

**Check List**

Add Check List

Inspection Compliance Checklist for COCR/FOC\_20140521

Del Gene Retv

After modified the checklist, click "Save Record" button to complete the checklist editing



## 7.3 Inspection Compliance Check List - Copy

Login as Subject Officer Account

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**Inbox**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Energy Audit Inspection', 'Form of Compliance (FOC) Inspection' or 'COCR Inspection'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06068 (3667)	EMSD HQ	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	12	E/EEB5/1	9/5/2014 16:19:15
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01961 (1120)	Sai Kung Government Office Building	INSP-Form of Compliance (FOC) Inspection	29/4/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	22	E/EEB5/1	29/4/2014 14:41:02
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-00352 (3659)	Park Hovan Commercial Building	INSP-COCR Inspection	3/3/2014	E/EEB5/1	BSI/EEB7/1	Date/Time for inspection under Schedule	E/EEB5/1	79	E/EEB5/1	5/3/2014 13:35:41

Click the record which shown in Check List Section

Click “Copy Record” button to complete the checklist copying

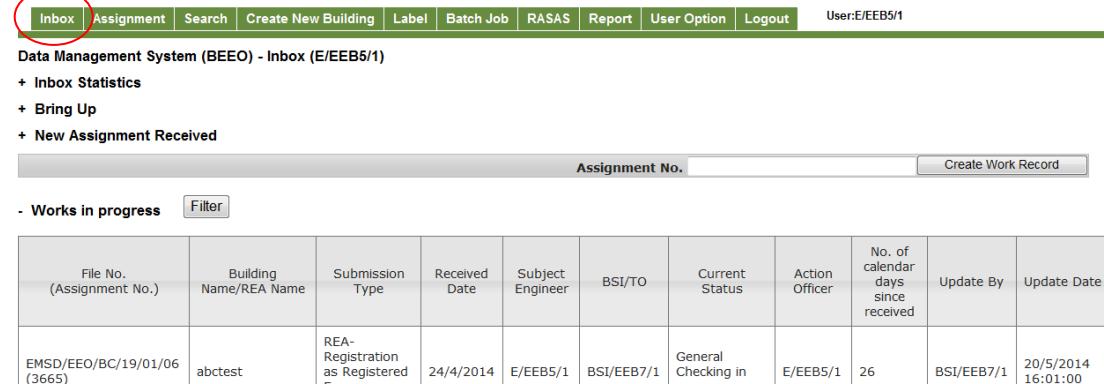
**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

## **7.4 Inspection Compliance Check List - Delete**

Login as Subject Officer Account

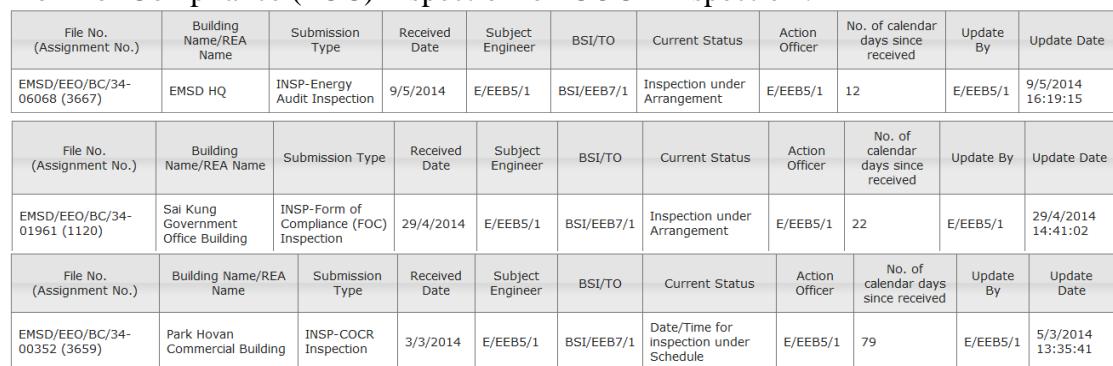
### Inbox



The screenshot shows the 'Inbox' page of the Data Management System. At the top, there is a navigation bar with links: 'Inbox' (highlighted with a red circle), 'Assignment', 'Search', 'Create New Building', 'Label', 'Batch Job', 'RASAS', 'Report', 'User Option', and 'Logout'. To the right of the navigation bar, it says 'User:E/EEB5/1'. Below the navigation bar, the title 'Data Management System (BEEO) - Inbox (E/EEB5/1)' is displayed. Underneath the title, there are three bullet points: '+ Inbox Statistics', '+ Bring Up', and '+ New Assignment Received'. A search bar at the bottom has 'Assignment No.' and 'Create Work Record' buttons. Below the search bar, there are two buttons: '- Works in progress' and 'Filter'. The main table contains one row of data:

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In "Work in progress" section, select a case which is 'Energy Audit Inspection', 'Form of Compliance (FOC) Inspection' or 'COCR Inspection'.



The screenshot shows the 'Inbox' page of the Data Management System. It displays two tables of data. The first table has one row of data:

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06068 (3667)	EMSD HQ	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	12	E/EEB5/1	9/5/2014 16:19:15

The second table has three rows of data:

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01961 (1120)	Sai Kung Government Office Building	INSP-Form of Compliance (FOC) Inspection	29/4/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	22	E/EEB5/1	29/4/2014 14:41:02
EMSD/EEO/BC/34-00352 (3659)	Park Hovan Commercial Building	INSP-COCR Inspection	3/3/2014	E/EEB5/1	BSI/EEB7/1	Date/Time for inspection under Schedule	E/EEB5/1	79	E/EEB5/1	5/3/2014 13:35:41

Click "Del" button of in Check List Section to complete the Inspection Compliance Checklist deletion. Only record is not generate to mobile which can be deleted.



The screenshot shows the 'Check List' section of the Data Management System. It includes a header with 'Check List' and 'Add Check List' buttons. Below the header, the text 'Inspection Compliance Checklist for COCR/FOC\_20140521' is displayed. At the bottom right, there are three buttons: 'Del' (highlighted with a red circle), 'Gen' (Generate), and 'Retv' (Retrieve).

## **7.5 Inspection Compliance Check List - Generate record to Mobile device**

Login as Subject Officer Account

### Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Energy Audit Inspection', 'Form of Compliance (FOC) Inspection' or 'COCR Inspection'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06068 (3667)	EMSD HQ	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	12	E/EEB5/1	9/5/2014 16:19:15
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01961 (1120)	Sai Kung Government Office Building	INSP-Form of Compliance (FOC) Inspection	29/4/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	22	E/EEB5/1	29/4/2014 14:41:02
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-00352 (3659)	Park Hovan Commercial Building	INSP-COCR Inspection	3/3/2014	E/EEB5/1	BSI/EEB7/1	Date/Time for Inspection under Schedule	E/EEB5/1	79	E/EEB5/1	5/3/2014 13:35:41

Click “Gene” button of in Check List Section to generate record to Mobile device. Only record is not generated to mobile before which can be generated.

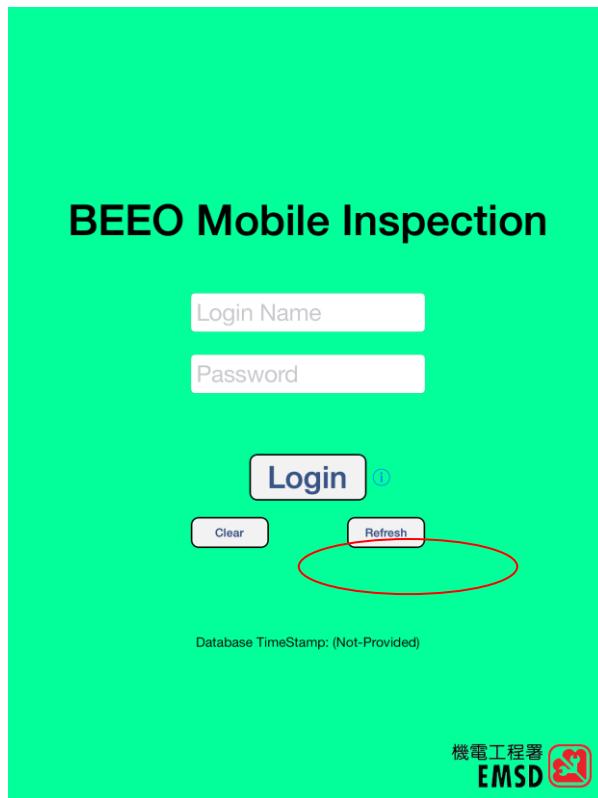
## **7.6 Login Mobile Device**

Ensure the internet connection was established in mobile.

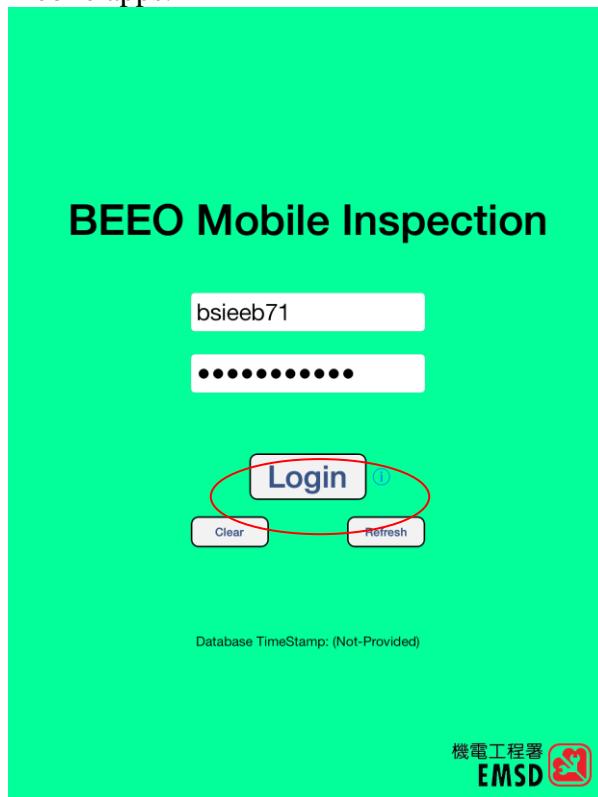
Start the Mobile Apps



Click “Refresh” button to refresh user database



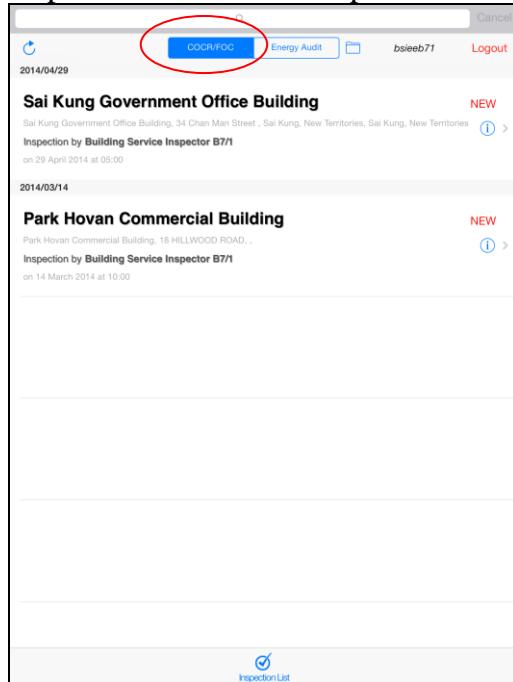
Enter Login Name and Password and then click “Login” button to login the mobile apps.



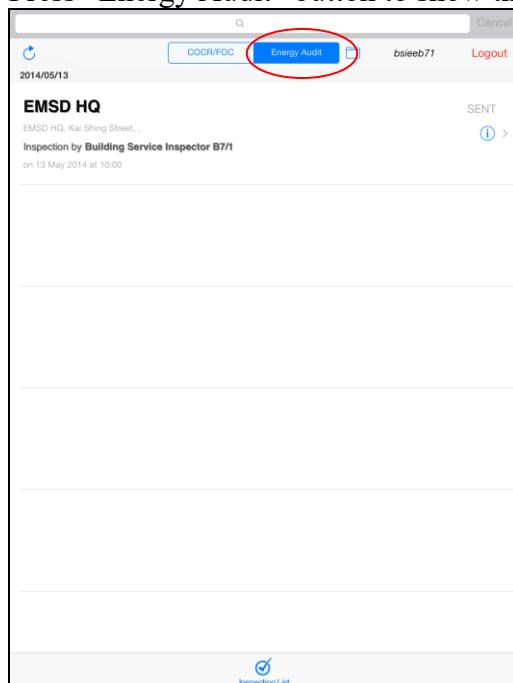
## 7.7 Check Inspection List in Mobile Apps

Login as Subject Officer Account in mobile apps

Press “COCR/FOC” button to show the ‘Form of Compliance (FOC) Inspection’ and ‘COCR Inspection’ record



Press “Energy Audit” button to show the ‘Energy Audit Inspection’ record



## 7.8 Edit Inspection record in Mobile Apps

Login as Subject Officer Account in mobile apps

Press 'Form of Compliance (FOC) Inspection' or 'COCR Inspection' record shown in "COCR/FOC" page or 'Energy Audit Inspection' record shown in "Energy Audit" page.

The screenshot displays a web-based application interface for managing building inspections. At the top, there is a navigation bar with icons for refresh, COCR/FOC (selected), Energy Audit, a folder, user ID 'bsieeb71', and a 'Logout' link. Below the navigation bar, the date '2014/04/29' is shown. The main content area contains two entries, each with a circular red outline around its title and details:

**Sai Kung Government Office Building** NEW  
Sai Kung Government Office Building, 34 Chan Man Street , Sai Kung, New Territories, Sai Kung, New Territories (i) >  
**Inspection by Building Service Inspector B7/1**  
on 29 April 2014 at 05:00

**EMSD HQ** NEW  
EMSD HQ, Kai Shing Street, ,  
**Inspection by Building Service Inspector B7/1**  
on 13 May 2014 at 10:00

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**Edit the record for COCR/FOC or Energy Audit**

<a href="#">X</a>	Please fill in the form below.	<a href="#">Send</a>	<a href="#">Save</a>																				
<b>Detailed Compliance Checklist for COCR/FOC (Restricted For Internal User Only) (Building Energy Code 2012 Edition)</b>																							
<b>General Information of Inspection</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name of Building</td><td colspan="3">Park Hovan Commercial Building</td></tr> <tr><td>Address of Building</td><td colspan="3">Park Hovan Commercial Building, 18 HILLWOOD ROAD</td></tr> <tr><td>Name of Inspecting Officer</td><td colspan="3">Building Service Inspector B7/1</td></tr> <tr><td>Date &amp; Time of Inspection</td><td colspan="3">14 March 2014, 10:00</td></tr> <tr><td>Date of Relevant Submission</td><td colspan="3"></td></tr> </table>				Name of Building	Park Hovan Commercial Building			Address of Building	Park Hovan Commercial Building, 18 HILLWOOD ROAD			Name of Inspecting Officer	Building Service Inspector B7/1			Date & Time of Inspection	14 March 2014, 10:00			Date of Relevant Submission			
Name of Building	Park Hovan Commercial Building																						
Address of Building	Park Hovan Commercial Building, 18 HILLWOOD ROAD																						
Name of Inspecting Officer	Building Service Inspector B7/1																						
Date & Time of Inspection	14 March 2014, 10:00																						
Date of Relevant Submission																							
<b>Details of items to be checked</b>																							
<b>Maximum Allowable Lighting Power Density (BEC table 5.4)</b>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>To be completed by Subject Engineer</th><th>To be completed by Inspecting Officer</th></tr> </thead> <tbody> <tr><td>Items to be checked</td><td>Inspected or not?      Remark(s) if no inspection conducted</td></tr> <tr><td colspan="2"><input type="checkbox"/> Yes</td></tr> <tr><td colspan="2"><input type="checkbox"/> No</td></tr> </tbody> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer	Items to be checked	Inspected or not?      Remark(s) if no inspection conducted	<input type="checkbox"/> Yes		<input type="checkbox"/> No													
To be completed by Subject Engineer	To be completed by Inspecting Officer																						
Items to be checked	Inspected or not?      Remark(s) if no inspection conducted																						
<input type="checkbox"/> Yes																							
<input type="checkbox"/> No																							
<b>System Load Calculation in accordance with established internationally recognized procedures and methods (BEC6.4.1)</b>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>To be completed by Subject Engineer</th><th>To be completed by Inspecting Officer</th></tr> </thead> <tbody> <tr><td>Items to be checked</td><td>Inspected or not?      Remark(s) if no inspection conducted</td></tr> <tr><td colspan="2"><input type="checkbox"/> Yes</td></tr> <tr><td colspan="2"><input type="checkbox"/> No</td></tr> </tbody> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer	Items to be checked	Inspected or not?      Remark(s) if no inspection conducted	<input type="checkbox"/> Yes		<input type="checkbox"/> No													
To be completed by Subject Engineer	To be completed by Inspecting Officer																						
Items to be checked	Inspected or not?      Remark(s) if no inspection conducted																						
<input type="checkbox"/> Yes																							
<input type="checkbox"/> No																							
<b>Please check LPD</b>																							
<b>Please check SLC</b>																							
<b>Please fill in the form below.</b>																							
<a href="#">X</a>	Send	<a href="#">Save</a>																					
<b>Detailed Compliance Checklist for Energy Audit (Restricted For Internal User Only) (Building Audit Code 2012 Edition)</b>																							
<b>General Information of Visit/Inspection</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name of Building</td><td colspan="3">EMSD HQ</td></tr> <tr><td>Address of Building</td><td colspan="3">EMSD HQ, Kai Shing Street</td></tr> <tr><td>Name of Inspecting Officer</td><td colspan="3">Building Service Inspector B7/1</td></tr> <tr><td>Date &amp; Time of Inspection</td><td colspan="3">13 May 2014, 10:00</td></tr> <tr><td>Date of Relevant Submission</td><td colspan="3"></td></tr> </table>				Name of Building	EMSD HQ			Address of Building	EMSD HQ, Kai Shing Street			Name of Inspecting Officer	Building Service Inspector B7/1			Date & Time of Inspection	13 May 2014, 10:00			Date of Relevant Submission			
Name of Building	EMSD HQ																						
Address of Building	EMSD HQ, Kai Shing Street																						
Name of Inspecting Officer	Building Service Inspector B7/1																						
Date & Time of Inspection	13 May 2014, 10:00																						
Date of Relevant Submission																							
<b>Details of items to be checked</b>																							
<b>Inventories of the energy consuming equipment, and manuals or technical brochures indicating their configurations and characteristics (EAC 7.2(b))</b>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>To be completed by Subject Engineer</th><th>To be completed by Inspecting Officer</th></tr> </thead> <tbody> <tr><td>Items to be checked</td><td>Inspected or not?      Remark(s) if no inspection conducted</td></tr> <tr><td colspan="2"><input checked="" type="radio"/> Yes      Aaa</td></tr> <tr><td colspan="2"><input type="radio"/> No</td></tr> </tbody> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer	Items to be checked	Inspected or not?      Remark(s) if no inspection conducted	<input checked="" type="radio"/> Yes      Aaa		<input type="radio"/> No													
To be completed by Subject Engineer	To be completed by Inspecting Officer																						
Items to be checked	Inspected or not?      Remark(s) if no inspection conducted																						
<input checked="" type="radio"/> Yes      Aaa																							
<input type="radio"/> No																							
<b>Equipment day-to-day operation records (EAC 7.2(d))</b>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>To be completed by Subject Engineer</th><th>To be completed by Inspecting Officer</th></tr> </thead> <tbody> <tr><td>Items to be checked</td><td>Inspected or not?      Remark(s) if no inspection conducted</td></tr> <tr><td colspan="2"><input type="checkbox"/> Yes</td></tr> <tr><td colspan="2"><input type="checkbox"/> No</td></tr> </tbody> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer	Items to be checked	Inspected or not?      Remark(s) if no inspection conducted	<input type="checkbox"/> Yes		<input type="checkbox"/> No													
To be completed by Subject Engineer	To be completed by Inspecting Officer																						
Items to be checked	Inspected or not?      Remark(s) if no inspection conducted																						
<input type="checkbox"/> Yes																							
<input type="checkbox"/> No																							
<b>Records of the characteristics of air conditioning systems and their components (EAC 7.3.1(a))</b>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>To be completed by Subject Engineer</th><th>To be completed by Inspecting Officer</th></tr> </thead> <tbody> <tr><td>Items to be checked</td><td>Inspected or not?      Remark(s) if no inspection conducted</td></tr> <tr><td colspan="2"><input type="checkbox"/> Yes</td></tr> <tr><td colspan="2"><input type="checkbox"/> No</td></tr> </tbody> </table>				To be completed by Subject Engineer	To be completed by Inspecting Officer	Items to be checked	Inspected or not?      Remark(s) if no inspection conducted	<input type="checkbox"/> Yes		<input type="checkbox"/> No													
To be completed by Subject Engineer	To be completed by Inspecting Officer																						
Items to be checked	Inspected or not?      Remark(s) if no inspection conducted																						
<input type="checkbox"/> Yes																							
<input type="checkbox"/> No																							
<b>Please fill in the form below.</b>																							
<a href="#">X</a>	Send	<a href="#">Save</a>																					

Click “Save” button to complete the Inspection record updating in mobile apps



Please fill in the form below.

Send

Save

## 7.9 Send edited Inspection record to DMS

Login as Subject Officer Account in mobile apps

Press 'Form of Compliance (FOC) Inspection' or 'COCR Inspection' record shown in "COCR/FOC" page or 'Energy Audit Inspection' record shown in "Energy Audit" page.

The screenshot shows two inspection records. The top record is for "Sai Kung Government Office Building" on 29 April 2014 at 05:00, listed under "COCR/FOC". The bottom record is for "EMSD HQ" on 13 May 2014 at 10:00, listed under "Energy Audit". Both records include details like location, inspector, and date/time. Red ovals highlight the record titles and the "NEW" status indicator for the top record, and the entire bottom record area.

Click “Send” button to send the Inspection record to DMS.



Please fill in the form below.

Send

Save

After sent, the record would be marked as Sent.

The screenshot shows the same two inspection records as before, but now the "SENT" status is indicated next to the "NEW" status for the top record, and a blue info icon is present for the bottom record. A red oval highlights the "SENT" status for the top record.

## **7.10 Inspection Compliance Check List - Retrieve result record from Mobile device**

Login as Subject Officer Account

### Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

In “Work in progress” section, select a case which is 'Energy Audit Inspection', 'Form of Compliance (FOC) Inspection' or 'COCR Inspection'.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-06068 (3667)	EMSD HQ	INSP-Energy Audit Inspection	9/5/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	12	E/EEB5/1	9/5/2014 16:19:15
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01961 (1120)	Sai Kung Government Office Building	INSP-Form of Compliance (FOC) Inspection	29/4/2014	E/EEB5/1	BSI/EEB7/1	Inspection under Arrangement	E/EEB5/1	22	E/EEB5/1	29/4/2014 14:41:02
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-00352 (3659)	Park Hovan Commercial Building	INSP-COCR Inspection	3/3/2014	E/EEB5/1	BSI/EEB7/1	Date/Time for inspection under Schedule	E/EEB5/1	79	E/EEB5/1	5/3/2014 13:35:41

Click “Retv” button of in Check List Section to retrieve record from Mobile device. Only record is generated to mobile before which can be retrieved.

Inspection Compliance Checklist for COCR/FOC_20140429	Del	Gen	Retv
---	-----	-----	------

## 8. Buildings

### 8.1 Create Building Record

Login as Subject Officer Account

Click "Create New Building" in Menu

Inbox Assignment Search **Create New Building** Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

Data Management System (BEEO) - Inbox (E/EEB5/1)

+ Inbox Statistics  
- Bring Up

Fill in Building information

Data Management System (BEEO) - Create New Building

File No. EMSD/EEO/BC/34- 00001  N/A  
(Input an existing File No. or let it blank for system to generate a File No. automatically)

Eng. Bldg. Name ( Not Provided) Times Square

Eng. Street Name Matheson Street

Chi. Bldg. Name ( Not Provided) 時代廣場

Chi. Street Name 罗素街

Lot No.

Street Start No. 1

Street Start No Alpha.

Street End No.

Street End No Alpha.

District

AREA -

Building Type Commercial

**Save Record**

Company/Person  
Developer of the building

Click save Record

AREA -

Building Type Commercial

**Save Record**

### 8.2 Search Building

Login as Subject Officer Account

Search->Search Building

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

**Data Management System** Search Building Search Case (EA FOC, CDR, INSP)

Fill in Building information

Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

**Data Management System (BEEO) - Search Building**

File No. EMSD/EEO/BC/34-	Chi. Bldg. Name
Eng. Bldg. Name	Chi. Street Name
Eng. Street Name	Lot No.
Building Type Commercial	Group
<b>Search</b>	

Click Search Button

Building Type Commercial	Group
<b>Search</b>	

Searching Result will be shown

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	Commercial	EMSD/EEO/BC/34-00002	EA1
MTR Headquarters Building ( Telford Plaza ), 33 Wai Yip Street , Kowloon Bay, Kowloon	MTR Headquarters Building ( Telford Plaza )	九龍九龍灣偉業街33號 德福廣場港鐵總部大樓	德福廣場港鐵總部大樓	Commercial	EMSD/EEO/BC/34-00003	EA1
Hong Kong Convention and	Hong Kong	香港灣仔海港道1號 香港會議展覽			EMSD/EEO/BC/34-	

## 8.3 Search Building - Ext. Ref. - EORS

Login as Subject Officer Account

Search->Search Building

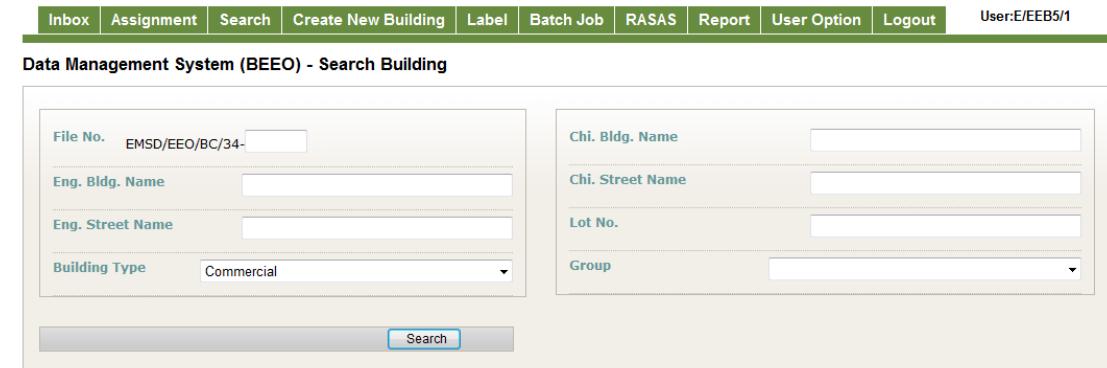


Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

**Data Management System**

Search Case (EA FOC/COLIC/NSP)

Fill in Building information



Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

**Data Management System (BEEO) - Search Building**

File No.	EMSD/EEO/BC/34-	Chi. Bldg. Name	
Eng. Bldg. Name		Chi. Street Name	
Eng. Street Name		Lot No.	
Building Type	Commercial	Group	
<input type="button" value="Search"/>			

Click Search Button



Building Type	Commercial	Group
<input type="button" value="Search"/>		

Searching Result will be shown

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	Commercial	EMSD/EEO/BC/34-00002	EA1
MTR Headquarters Building ( Telford Plaza ), 33 Wai Yip Street , Kowloon Bay, Kowloon	MTR Headquarters Building ( Telford Plaza )	九龍九龍灣偉業街33號 德福廣場港鐵總部大樓	德福廣場港鐵總部大樓	Commercial	EMSD/EEO/BC/34-00003	EA1
Hong Kong Convention and	Hong Kong	香港會議展覽中心	香港會議展覽中心		EMSD/EEO/BC/34-	

Select Building



<input type="button" value="Ext. Ref."/> <input type="button" value="Case"/> <input type="button" value="Letter"/> <input type="button" value="Edit"/>						
Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-	Hong Kong Science	新界沙田科技大道				

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Click "Ext.Ref." Button



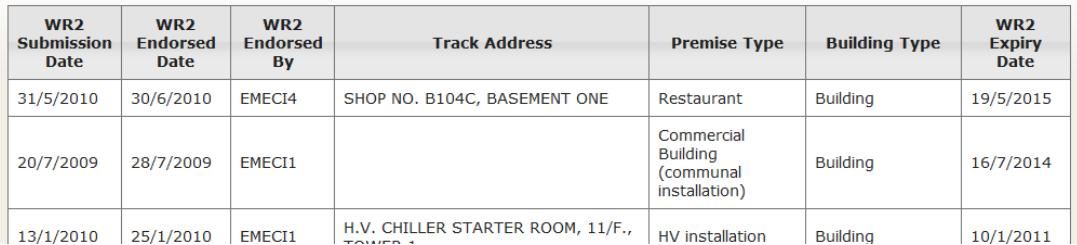
Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-	Hong Kong Science	新界沙田科特大道				

Click "EORS" link




WR2 Submission Date	WR2 Endorsed Date	WR2 Endorsed By	Track Address	Premise Type	Building Type	WR2 Expiry Date
31/5/2010	30/6/2010	EMECI4	SHOP NO. B104C. BASEMENT ONE	Restaurant	Building	19/5/2015

EORS information will be shown



WR2 Submission Date	WR2 Endorsed Date	WR2 Endorsed By	Track Address	Premise Type	Building Type	WR2 Expiry Date
31/5/2010	30/6/2010	EMECI4	SHOP NO. B104C, BASEMENT ONE	Restaurant	Building	19/5/2015
20/7/2009	28/7/2009	EMECI1		Commercial Building (communal installation)	Building	16/7/2014
13/1/2010	25/1/2010	EMECI1	H.V. CHILLER STARTER ROOM, 11/F., TOWER 1	HV installation	Building	10/1/2011

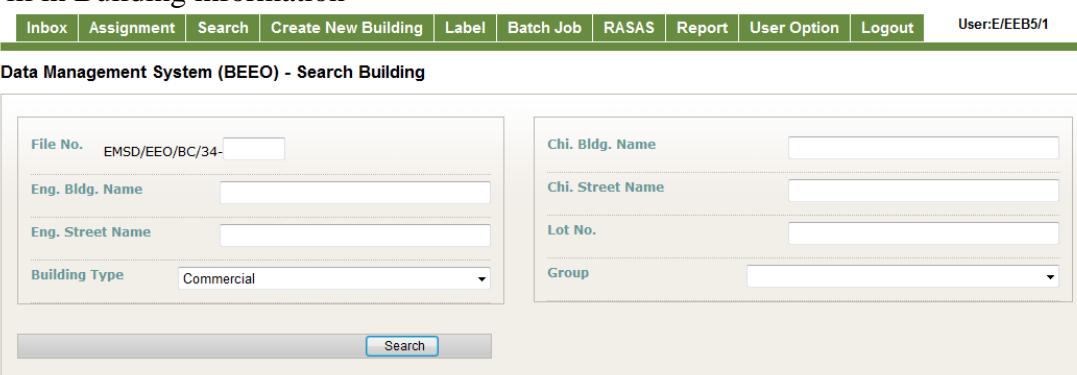
## 8.4 Search Building - Ext. Ref. - LEOS

Login as Subject Officer Account

Search->Search Building



Fill in Building information



File No.	EMSD/EEO/BC/34-	Chi. Bldg. Name	
Eng. Bldg. Name		Chi. Street Name	
Eng. Street Name		Lot No.	
Building Type	Commercial	Group	
<input type="button" value="Search"/>			

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**Click Search Button**

**Searching Result will be shown**

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	Commercial	EMSD/EEO/BC/34-00002	EA1
MTR Headquarters Building ( Telford Plaza ), 33 Wai Yip Street , Kowloon Bay, Kowloon	MTR Headquarters Building ( Telford Plaza )	九龍九龍灣德忌利士街33號 德福廣場港鐵總部大樓	德福廣場港鐵總部大樓	Commercial	EMSD/EEO/BC/34-00003	EA1
Hong Kong Convention and	Hong Kong	香港灣仔港聲道1號	香港會議展覽		EMSD/EEO/BC/34-	

**Select Building**

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-	Hong Kong Science	新界沙田科技大道				

**Click "Ext.Ref." Button**

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-	Hong Kong Science	新界沙田科技大道				

**Click "LEOS" link**

WR2 Submission Date	WR2 Endorsed Date	WR2 Endorsed By	Track Address	Premise Type	Building Type	WR2 Expiry Date
31/5/2010	30/6/2010	EMECI4	SHOP NO. B104C. BASEMENT ONE	Restaurant	Building	19/5/2015

**LEOS information will be shown**

Form	Apply Date	Authorization Date	Authorization By	Type
F5	3/11/2009	10/11/2009	CEMEGL	Escalator
F5	3/11/2009	10/11/2009	CEMEGL	Escalator
F5	3/11/2009	10/11/2009	CEMEGL	Escalator
FF	7/11/2009	10/11/2009	CFMFGI	Escalator

## 8.5 Search Building - Geo Reference Assignment

Login as Subject Officer Account

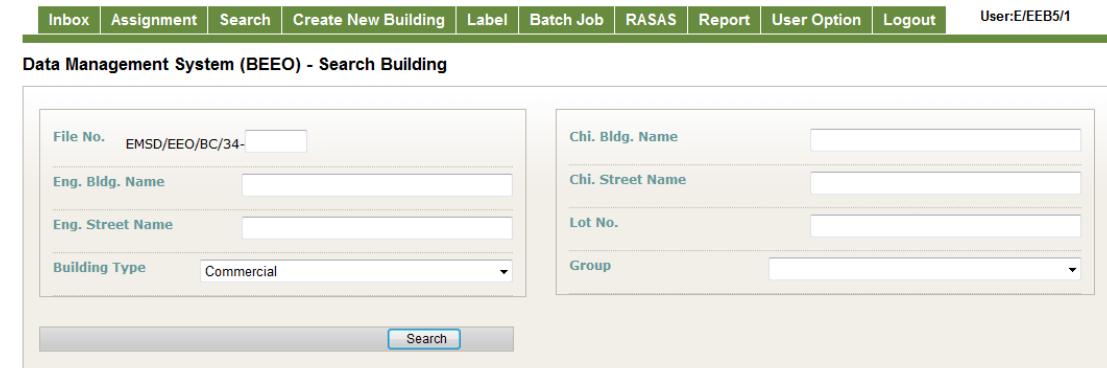
Search->Search Building



Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

Data Management System (BESS) Search Case (EA EOC CODE:RSP)

Fill in Building information



Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

Data Management System (BESS) - Search Building

File No.	EMSD/EEO/BC/34-	Chi. Bldg. Name	
Eng. Bldg. Name		Chi. Street Name	
Eng. Street Name		Lot No.	
Building Type	Commercial	Group	
<input type="button" value="Search"/>			

Click Search Button



Building Type	Commercial	Group
<input type="button" value="Search"/>		

Searching Result will be shown

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	Commercial	EMSD/EEO/BC/34-00002	EA1
MTR Headquarters Building ( Telford Plaza ), 33 Wai Yip Street , Kowloon Bay, Kowloon	MTR Headquarters Building ( Telford Plaza )	九龍九龍灣德忌利士街33號 德福廣場港鐵總部大樓	德福廣場港鐵總部大樓	Commercial	EMSD/EEO/BC/34-00003	EA1
Hong Kong Convention and	Hong Kong	香港會議展覽中心	香港會議展覽中心		EMSD/EEO/BC/34-	

Select Building



<input type="button" value="Ext. Ref."/> <input type="button" value="Case"/> <input type="button" value="Letter"/> <input type="button" value="Edit"/>						
Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-	Hong Kong Science	新界沙田科技大道				

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**Click "Edit" Button**

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	Group
Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	Commercial	EMSD/EEO/BC/34-00001	EA1
Hong Kong Science Park ( Bio-	Hong Kong Science	新界沙田科特大道				

**Click "Find" Button**

**Geo Reference**

**OP No.**

**Find**

**Fill the building information and then click “Search” Button**

**Location Selection**

**DMS-BEEO Building Information**

Eng. Bldg. Name	Times Square
Eng. Street Name	Matheson Street
Chi. Bldg. Name	時代廣場
Chi. Street Name	羅素街
Street Start No.	1

**Building Search**

Eng. Bldg. Name	Times Square
Eng. Street Name	Matheson Street
Chi. Bldg. Name	
Chi. Street Name	
Street No.	
Geo Reference	

**Search**

**Select record and then Click “Confirm” Button to complete Geo. Ref. Assignment**

Building Name	Building Name (Chinese)	Street Name	Street Name (Chinese)	Start No.	End No.	Geo Reference	District
TIMES SQUARE	時代廣場	MATHESON STREET	勿地臣街	1	1	3673915475	

Prev Page 1 Next

## **9. Investigation and Prosecution**

### **9.1 Add Referral**

Login as Subject Officer Account

RASAS->Add Referral

<a href="#">Inbox</a>	<a href="#">Assignment</a>	<a href="#">Search</a>	<a href="#">Create New Building</a>	<a href="#">Label</a>	<a href="#">Batch Job</a>	<a href="#">RASAS</a>	<a href="#">Report</a>	<a href="#">User Option</a>	<a href="#">Logout</a>
User:E/EEB5/1									
<a href="#">Add Referral</a>									

**Data Management System (BEEO) - Inbox (E/EEB5/1)**

- + [Inbox Statistics](#)
- [Bring Up](#)

Case File No.	Bring Up Message	Generated Date & Time	Initiated By
		20/05/2014	

Enter the relative information (Mandatory fields: *File Reference, First Known Date, Open Date, and Estimated No. of Summons*)

**Data Management System (BEEO) Referral Detail**

Referral No.	File Reference	_B	
First Date Known to DEMS	20/05/2014	Save Bar Date	<a href="#">Calculate</a>
Open Date	20/05/2014	Complete Date	27/05/2014
Nature	EELPO		
Senior Case Engineer	SE/EEB5		
Responsible Inspector (Investigation)	BSI/EEB/PS9/3	Responsible Engineer (Investigation)	E/EEB4/5
Responsible Inspector (Prosecution)	BSI/EEB/PS9/3	Responsible Engineer (Prosecution)	E/EEB4/5
Referral Description	Referral Description		
Status	New Record	Total No. of Summons Drafted	
Estimated No. of Summons	2	Actual No. of Summons Uploaded	
Remark	Remark		
	<a href="#">Save</a>		

Click "Calculate" button to calculate save bar date and then the date will be shown

**Data Management System (BEEO) Referral Detail**

Referral No.	File Reference	_B	
First Date Known to DEMS	20/05/2014	Save Bar Date	20/11/2014 <a href="#">Calculate</a>
Open Date	20/05/2014	Complete Date	27/05/2014
Nature	EELPO		

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

Click "Save" button to save the referral information for Add Referral

The screenshot shows a table with two columns: 'Remark' and 'Summons Uploaded'. In the 'Remark' column, there is a text area labeled 'Remark'. At the bottom of the table, there is a 'Save' button, which is highlighted with a red oval.

## 9.2 Search Referral

Login as Subject Officer Account

Search->Search Referral

The screenshot shows a navigation menu on the left with options like 'Inbox', 'Assignment', 'Search', 'Create New Building', 'Label', 'Batch Job', 'RASAS', 'Report', 'User Option', and 'Logout'. The 'Search' option is selected. Below the menu, there is a sidebar with 'Data Management System' and links for 'Inbox Statistics', 'Bring Up', 'Search Building', 'Search Case (EA,FOC,COCR,INSPI)', 'Search Case (REA)', 'Search REA', 'Search Letter', 'Search Batch Job - Batch Letter Generation', 'Search Batch Job - Random Generation of Building List', 'Search Referral' (which is circled), and 'Search Summons'. To the right, there is a table with columns 'Case File No.', 'Generated Date & Time', and 'Initiated By'. One row is visible with values 'EEEO DMS Assignment No 3734', '20/5/2014 10:15:03', and 'STO/EEB2'.

Enter the search criteria and then click “Search” Button

Data Management System (BEEO) - Search Referral

The screenshot shows a form with fields for 'Referral No.' (containing 'EEA-20140507-00006'), 'File Reference', 'First Date Known to DEMS', 'File Open Date', 'Nature' (set to 'EELPO'), and 'Referral Description'. At the bottom, there is a 'Search' button, which is highlighted with a red oval.

The search result will be shown. Click “Referral No.” which shown in result grid.

The screenshot shows a table with columns 'Referral No', 'File Reference', 'First Known Date', 'File Open Date', 'Complete Date', 'Nature', and 'Referral Description'. One row is visible with values 'EEA-20140507-00006', 'Ref\_1', '01/05/2014', '02/05/2014', '05/05/2014', 'EELPO', and 'Testing Referral Description'. The 'Referral No.' column is circled with a red oval.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

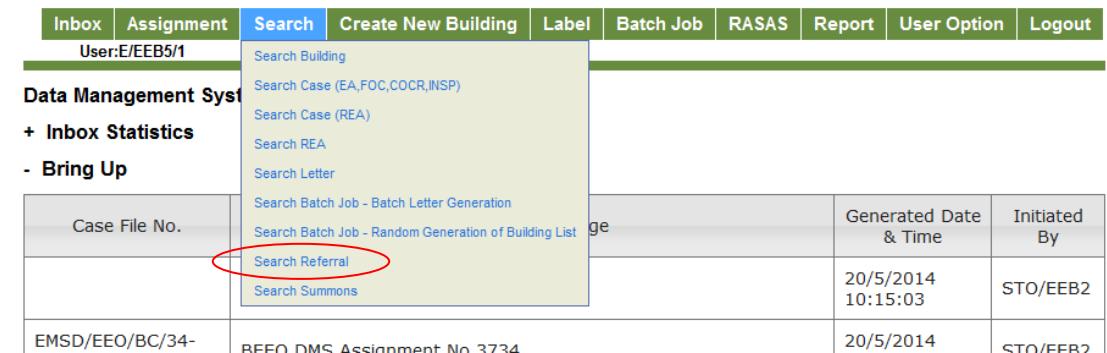
The referral detail will be shown  
**Data Management System (BEEO) Referral Detail**

<b>Referral No.</b>	EEA-20140507-00006	<b>File Reference</b>	Ref_1
<b>First Date Known to DEMS</b>	01/05/2014	<b>Save Bar Date</b>	31/10/2014 <input type="button" value="Calculate"/>
<b>Open Date</b>	02/05/2014	<b>Complete Date</b>	05/05/2014

## 9.3 Edit Referral

Login as Subject Officer Account

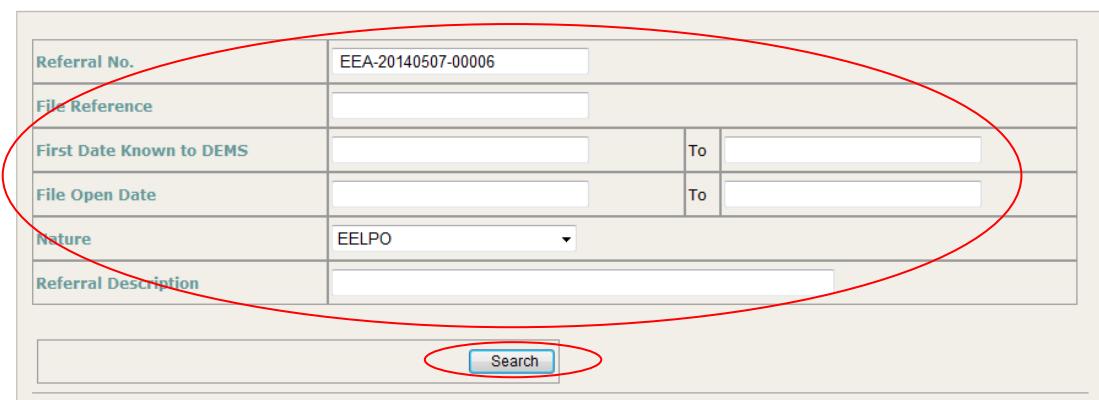
Search->Search Referral



Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout
User:E/EEB5/1									
Data Management System									
<b>+ Inbox Statistics</b> <b>- Bring Up</b>									
Case File No. <input type="text"/>		Search Building Search Case (EA,FOC,COCR,INS) Search Case (REA) Search REA Search Letter Search Batch Job - Batch Letter Generation Search Batch Job - Random Generation of Building List <a href="#">Search Referral</a> Search Summons							
EMSD/EEO/BC/34-		Generated Date & Time 20/5/2014 10:15:03 Initiated By STO/EEB2							
REFEO DMS Assignment No. 3734		Generated Date & Time 20/5/2014 Initiated By STO/EEB2							

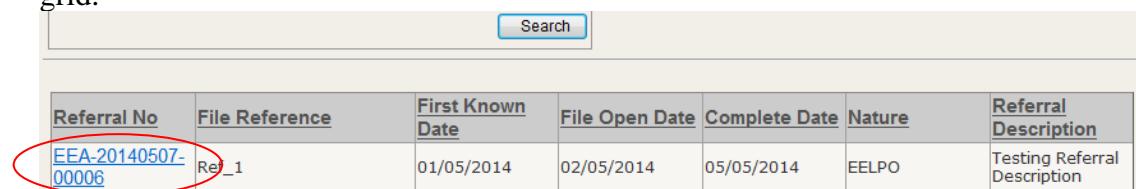
Enter the search criteria and then click “Search” Button

**Data Management System (BEEO) - Search Referral**



<b>Referral No.</b>	EEA-20140507-00006		
<b>File Reference</b>			
<b>First Date Known to DEMS</b>		To	
<b>File Open Date</b>		To	
<b>Nature</b>	EELPO		
<b>Referral Description</b>			
<input type="button" value="Search"/>			

The search result will be shown. Click “Referral No.” which shown in result grid.



Referral No	File Reference	First Known Date	File Open Date	Complete Date	Nature	Referral Description
<a href="#">EEA-20140507-00006</a>	Ref_1	01/05/2014	02/05/2014	05/05/2014	EELPO	Testing Referral Description

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

In referral detail screen, click “Edit” button to change to edit mode for update the referral information

The screenshot shows a software interface for managing referrals. At the top, there is a header with the text "Remark" and "Testing Case 1234". Below the header is a large text area containing the text "Testing Case 1234". At the bottom of the screen, there is a horizontal toolbar with two buttons: "Edit" and "Add Summons". The "Edit" button is highlighted with a red oval.

After modified the referral information, click “Save” button to complete the referral editing

The screenshot shows the same software interface as the previous one, but the text area at the top now contains "Testing Case 1234 5678". The horizontal toolbar at the bottom still has the "Edit" and "Add Summons" buttons, but the "Save" button is highlighted with a red oval.

## 9.4 Add Summons

Login as Subject Officer Account

Search->Search Referral

The screenshot shows a web-based application for managing referrals. At the top, there is a navigation bar with links for "Inbox", "Assignment", "Search", "Create New Building", "Label", "Batch Job", "RASAS", "Report", "User Option", and "Logout". The "Search" link is highlighted. A dropdown menu is open under the "Search" link, listing several search options: "Search Building", "Search Case (EA,FOC,COCR,INSPE)", "Search Case (REA)", "Search REA", "Search Letter", "Search Batch Job - Batch Letter Generation", "Search Batch Job - Random Generation of Building List", "Search Referral" (which is highlighted with a red oval), and "Search Summons". Below the search menu, there is a table with two rows of data. The first row contains columns for "Case File No.", "Generated Date & Time", and "Initiated By". The second row contains the value "EEA-20140507-00006" for Case File No., "20/5/2014 10:15:03" for Generated Date & Time, and "STO/EEB2" for Initiated By. At the bottom of the table, it says "BEEO DMS Assignment No. 3734".

Enter the search criteria and then click “Search” Button

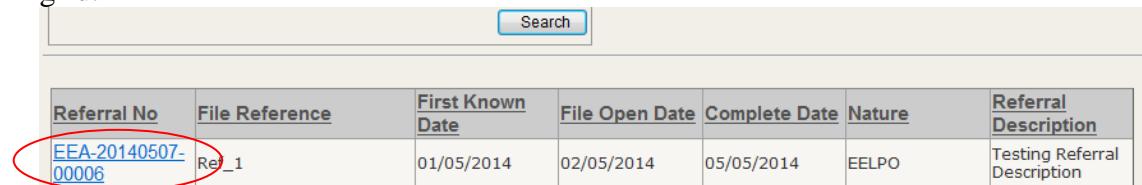
Data Management System (BEEO) - Search Referral

The screenshot shows the "Data Management System (BEEO) - Search Referral" page. It features a form with several input fields: "Referral No." (containing "EEA-20140507-00006"), "File Reference" (empty), "First Date Known to DEMS" (empty), "To" (empty), "File Open Date" (empty), "To" (empty), "Nature" (containing "EELPO"), and "Referral Description" (empty). At the bottom of the form, there is a "Search" button, which is highlighted with a red oval.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

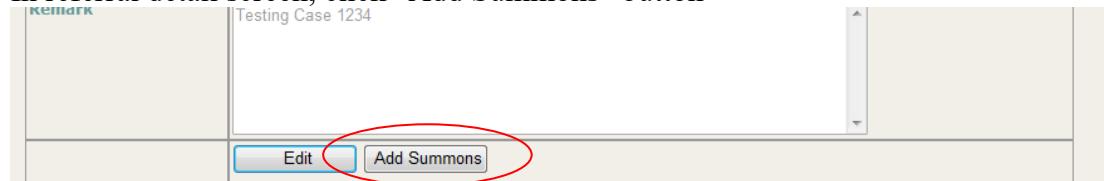
---

The search result will be shown. Click “Referral No.” which shown in result grid.



Referral No	File Reference	First Known Date	File Open Date	Complete Date	Nature	Referral Description
EEA-20140507-00006	Ref_1	01/05/2014	02/05/2014	05/05/2014	EELPO	Testing Referral Description

In referral detail screen, click “Add Summons” button



REMARK Testing Case 1234

Edit **Add Summons**

Enter the relative information (Mandatory field: *Summon No*)

**Part 1**

Def. Ref. No.	EEA-20140507-00006	Summon No	
Case No			
Offence Type	EELPO		
<b>Information of Summon Result</b>			
Summons Result	A.S.D.		
Counting Date			
Upload Date		Summon Result Date	
Fine		Imprisonment (month)	
Identifier Type	BRC		
Defendant Identifier (HKID/BRC/etc.)			
Serving Mode	<input type="radio"/> By Post <input type="radio"/> By Hand		
Offence Location			
Offence Location in Chinese			
Offence District	HKI - Central and Western		
To	s4(1)(a)&(b) of Cap. 598		
Remark			

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The followings are details of each field of Part 1.

Summon No	A unique no. for identifying this summon within the case.
Case No	The no. returned from CASEMAN
Offence Type	EELPO
Summons Result	Result of this result after hearing
Counting Date	Other division use this field for Close Date
Upload Date	Date for uploading the summon to CASEMAN
Summon Result Date	Date of getting summon result
Action Date	Date of action taken
Fine	Fine for the defendant
Imprisonment (month)	Imprisonment for the defendant
Identifier Type	Defendant's ID Type
Defendant Identifier	Defendant's ID No.
Serving Mode	Either the summon is served by Post or by Hand
Offence Location	Offence location in English
Offence Location in Chinese	Offence location in Chinese
Offence District	Offence District
To	The ordinance that the defendant contrary to. This selection affects some input fields in later page
Remark	Any remark for the summon

### Part 2

Prosecution Department	EMS Electrical & Mechanical Services Department	Dept Ref. No.	EEA-20140507-00006
Informant			
Chinese Name		CCC Code	
Manual Schedule Required	<input type="radio"/> Yes	<input type="radio"/> No	
Hearing Group ID			
Attachment to Summons	<input type="radio"/> Yes	<input type="radio"/> No	
Offence Description Format			
Time Bar Calculation Based On	<input type="radio"/> Discover date	<input type="radio"/> Offence date	
Discover Date			
Offence Date Format	On *Date1		
Date1		Date2	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The followings are details of each field of Part 2.

Informant	The informant responsible for the case
Manual Schedule Required	Whether manual scheduling of hearing is required
Hearing Group ID	A group ID used in CASEMAN
Attachment to Summons	Whether attachment exists for this summon
Time Bar Calculation Based On	Choose whether the bar date is calculated from Discover Date or Offence Date
Offence Date Format	Select the best description of Offence Date
Date1 & Date2	Dates used in Offence Date Format

**Part 3**

Prosecution Department	EMS Electrical & Mechanical Services Department			Dept Ref. No.	EEA-20140507-00006
Defendant Type	<input type="radio"/> Limited Company	<input type="radio"/> Adult	<input type="radio"/> Juvenile		
Defendant					
Chinese Name					
CCC Code					
Sex	<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Unknown		
Age					
District	HKI - Central and Western		Territory	Hong Kong Island	
Address					
Address in Chinese					
Contact Phone No					
Dialect/Language Interpret	JAP Japanese				

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The followings are details of each field of Part 3.

Defendant Type	Select defendant type
Defendant	Defendant English name
Chinese Name	Defendant Chinese name
CCC Code	CCC Code of Defendant's name
Sex	Sex of the defendant
Age	Age of the defendant
District	District of Defendant's Address
Territory	Territory of Defendant's Address
Address	Defendant's Address in English
Address in Chinese	Defendant's Address in Chinese
Contact Phone No	Defendant's Contact No.
Dialect / Language Interpret	Specify any Dialect used by the Defendant

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**Part 4**

Prosecution Department	EMS Electrical & Mechanical Services Department	Dept Ref. No.	EEA-20140507-00006		
Chapter		Sub Leg.			
Section		Subsection			
Paragraph		Sub Paragraph			
Hearing Time Weight	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
Penalty Weight	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3		
PGBL Allowed	<input type="radio"/> Yes	<input type="radio"/> No			
Contrary to Law					
Contrary to Law (in Chinese)					
Short Description					
Short Description (in Chinese)					
Offence Description					
Offence Description (in Chinese)					
	<b>Export</b>	<b>Save</b>			

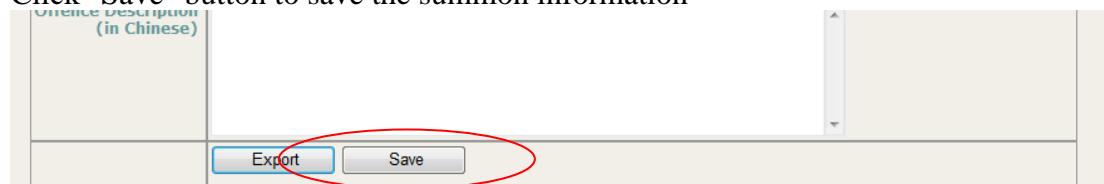
**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The followings are details of each field of Part 4.

Hearing Time Weight	Weight of Hearing Time
Penalty Weight	Weight of Penalty
PGBL Allowed	Attribute in CASEMAN
Contrary to Law	Description of the Ordinance in English the Defendant Contrary to, which is automatically filled in when user selects the field "To" in Part 1
Contrary to Law (in Chinese)	Description of the Ordinance in Chinese the Defendant Contrary to, which is automatically filled in when user selects the field "To" in Part 1
Short Description	Short Description of the Offence in English, which is automatically filled in when user selects the field "To" in Part 1
Short Description (in Chinese)	Short Description of the Offence in Chinese, which is automatically filled in when user selects the field "To" in Part 1
Offence Description	Offence Description in English
Offence Description (in Chinese)	Offence Description in Chinese

Click "Save" button to save the summon information



## 9.5 Search Summons

Login as Subject Officer Account

Search->Search Summons

Case File No.	ge	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	RFFO DMS Assignment No. 3734	20/5/2014 10:15:03	STO/EEB2
		20/5/2014	STO/EEB2

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Enter the search criteria and then click “Search” Button  
**Data Management System (BEEO) - Search Summons**

Referral No.		Dept Ref No.	
Case No.			
Offence Type	EELPO		
Summons Result			
Upload Date		To	
Summons Result Date		To	
Counting Date		To	
Action Date		To	
Fine		Imprisonment	
Defendant Identifier			
Offence Location		Offence Location in Chinese	
Offence District			
Informant		Defendant	
<input type="button" value="Search"/>			

The search result will be shown. Click “ID” which shown in result grid.

ID	Referral No	Dept. Ref. No.	Case No.	Offence Type	Fine	Imprisonment	Upload Date	Summons Result Date	Counting Date	Action Date
1	EEA-20140502-444 00005			20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
3	EEA-20140502-343 00005			20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
5	EEA-20140507-sm1 00006	sm1	case1	20	22.03	20	01/05/2014	03/05/2014	01/05/2014	
8	EEA-20140507-△			20	0.00	0	01/01/1900	01/01/1900	01/01/1900	

The summons detail will be shown

**Data Management System (BEEO) Summons Detail**

**Part 1**

Def. Ref. No.	EEA-20140507-00006	Summon No	sm1
Case No	case1		
Offence Type	EELPO		

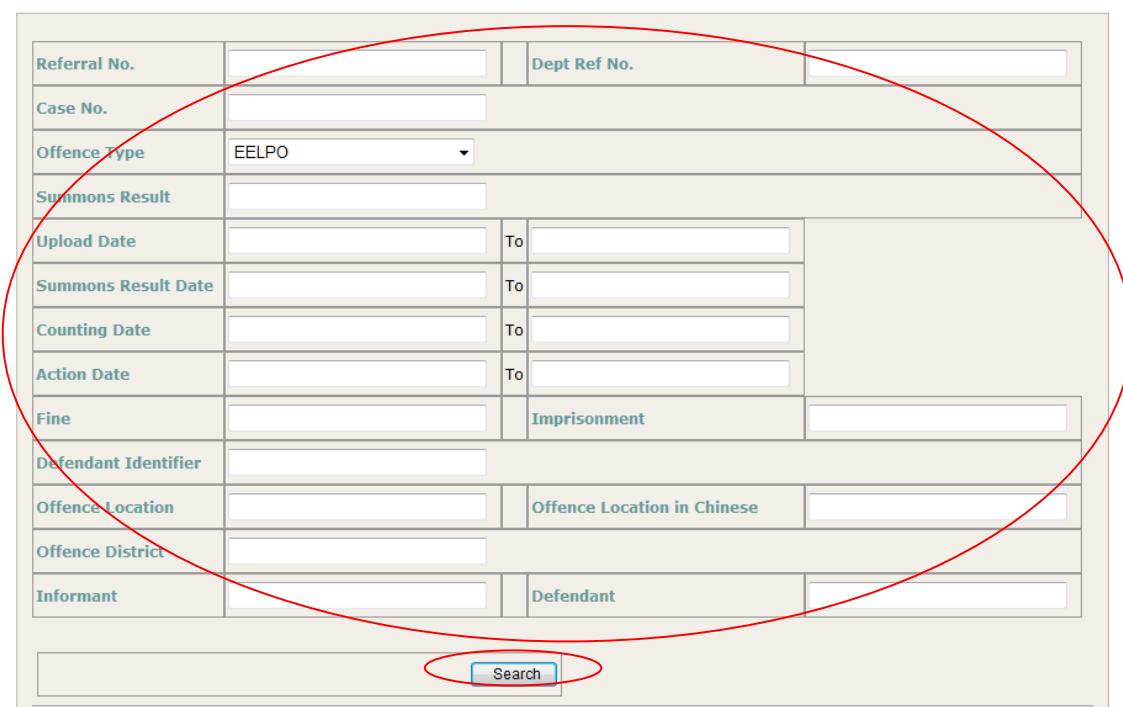
## **9.6 Edit Summons**

Login as Subject Officer Account

Search->Search Summons

Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout												
User:E/EEB5/1																					
<b>Data Management System</b> + Inbox Statistics - Bring Up <table border="1"> <tr> <td>Case File No.</td> <td>ge</td> <td>Generated Date &amp; Time</td> <td>Initiated By</td> </tr> <tr> <td></td> <td>20/5/2014 10:15:03</td> <td>STO/EEB2</td> <td></td> </tr> <tr> <td>EMSD/EEO/BC/34-</td> <td>RFFO DMS Assignment No 3734</td> <td>20/5/2014</td> <td>STO/EEB2</td> </tr> </table>										Case File No.	ge	Generated Date & Time	Initiated By		20/5/2014 10:15:03	STO/EEB2		EMSD/EEO/BC/34-	RFFO DMS Assignment No 3734	20/5/2014	STO/EEB2
Case File No.	ge	Generated Date & Time	Initiated By																		
	20/5/2014 10:15:03	STO/EEB2																			
EMSD/EEO/BC/34-	RFFO DMS Assignment No 3734	20/5/2014	STO/EEB2																		
<a href="#">Search Building</a> <a href="#">Search Case (EA,FOC,COCR,INSP)</a> <a href="#">Search Case (REA)</a> <a href="#">Search REA</a> <a href="#">Search Letter</a> <a href="#">Search Batch Job - Batch Letter Generation</a> <a href="#">Search Batch Job - Random Generation of Building List</a> <a href="#">Search Referral</a> <a href="#">Search Summons</a>																					

Enter the search criteria and then click “Search” Button  
**Data Management System (BEEO) - Search Summons**



Referral No.		Dept Ref No.	
Case No.			
Offence Type	EELPO		
Summons Result			
Upload Date	To		
Summons Result Date	To		
Counting Date	To		
Action Date	To		
Fine	Imprisonment		
Defendant Identifier			
Offence Location	Offence Location in Chinese		
Offence District			
Informant	Defendant		
<input type="button" value="Search"/>			

The search result will be shown. Click “ID” which shown in result grid.

ID	Referral No	Dept. Ref. No.	Case No.	Offence Type	Fine	Imprisonment	Upload Date	Summons Result Date	Counting Date	Action Date
1	EEA-20140502-444	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
3	EEA-20140502-343	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
5	EEA-20140507-sm1	00006	case1	20	22.03	20	01/05/2014	03/05/2014	01/05/2014	
6	EEA-20140520-A			20	0.00	0	01/01/1900	01/01/1900	01/01/1900	

In summons detail screen, click “Edit” button to change to edit mode

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

---



After modified the summons information, click “Save” button to complete the summons editing



## 9.7 Add Scheduled hearing details

Login as Subject Officer Account

Search->Search Summons

Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout
User:E/EEB5/1									
<b>Data Management System</b> + Inbox Statistics - Bring Up Case File No. Search Referral Search Summons EMSD/EEO/BC/34- RFFO DMS Assignment No 3734									
				ge	Generated Date & Time	Initiated By			
					20/5/2014 10:15:03	STO/EEB2			
					20/5/2014	STO/EEB2			

Enter the search criteria and then click “Search” Button  
**Data Management System (BEEO) - Search Summons**

Referral No.		Dept Ref No.	
Case No.			
Offence Type	EELPO		
Summons Result			
Upload Date	To		
Summons Result Date	To		
Counting Date	To		
Action Date	To		
Fine	Imprisonment		
Defendant Identifier			
Offence Location	Offence Location in Chinese		
Offence District			
Informant	Defendant		
<input type="button" value="Search"/>			

The search result will be shown. Click “ID” which shown in result grid.

ID	Referral No	Dept. Ref. No.	Case No.	Offence Type	Fine	Imprisonment	Upload Date	Summons Result Date	Counting Date	Action Date
1	EEA-20140502-444	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
3	EEA-20140502-343	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
5	EEA-20140507-sm1	00006	case1	20	22.03	20	01/05/2014	03/05/2014	01/05/2014	
6	EEA-20140520-A			20	0.00	0	01/01/1900	01/01/1900	01/01/1900	

In summons detail screen, click “Edit” button to change to edit mode



Click “Add” button in Scheduled hearing details



Enter the relative information

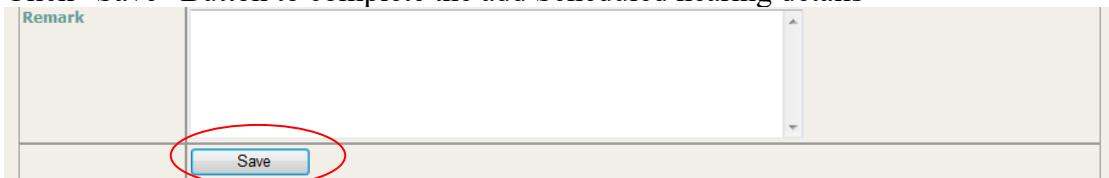
Data Management System (BEEO) Scheduled hearing details

Day	
Hearing Date	
Hearing Time	00 : 00
Verdict Mode	Appeal
Magistracy	ES Eastern
Court No.	
Prosecutor	
Plea / Trail	<input type="radio"/> Trial <input checked="" type="radio"/> Plea
Remark	
	<input type="button" value="Save"/>

The followings are details of each field.

Hearing Date	Hearing Date as scheduled by CASEMAN
Hearing Time	Hearing Time as scheduled by CASEMAN
Verdict Mode	Select the Verdict Mode of the Hearing
Magistracy	Select the Magistracy of this Hearing
Court No.	Court Room No.
Prosecutor	Name of Prosecutor
Plea / Trail	Select whether this Hearing is a Plea or a Trail
Remark	Remark of this Hearing

Click “Save” Button to complete the add Scheduled hearing details



## 9.8 Edit/Delete Scheduled hearing details

Login as Subject Officer Account

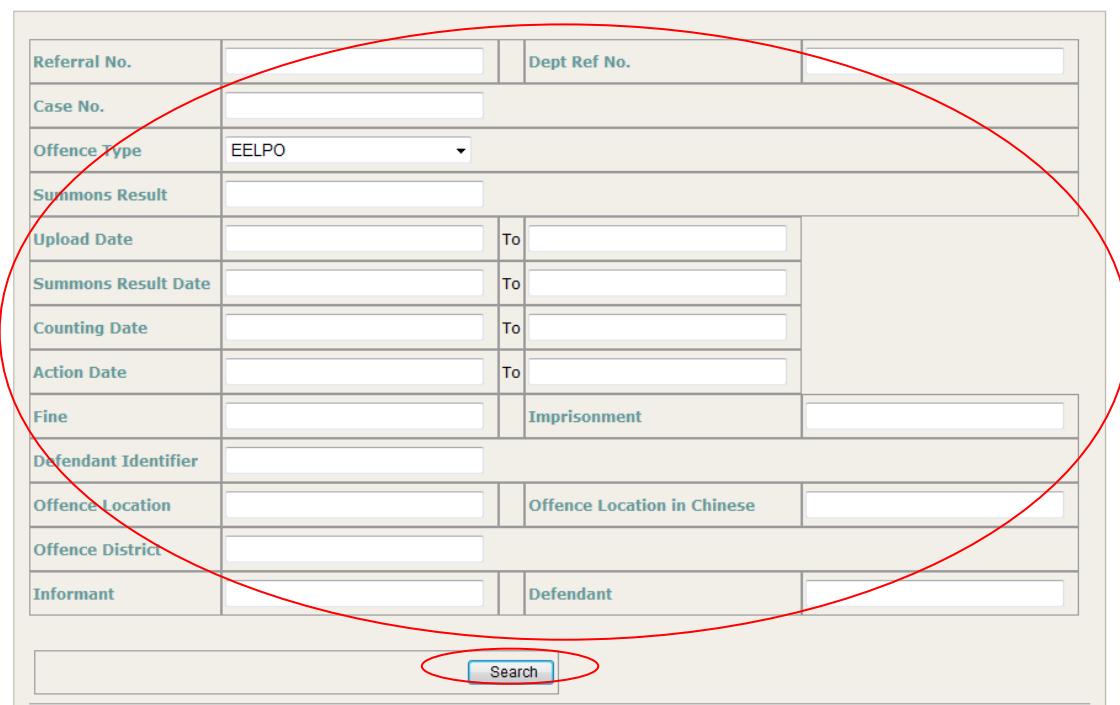
Search->Search Summons

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

<b>Inbox</b>	<b>Assignment</b>	<b>Search</b>	<b>Create New Building</b>	<b>Label</b>	<b>Batch Job</b>	<b>RASAS</b>	<b>Report</b>	<b>User Option</b>	<b>Logout</b>
User:E/EEB5/1									
<b>Data Management System</b> + Inbox Statistics - Bring Up		<a href="#">Search Building</a> <a href="#">Search Case (EA,FOC,COCR,INSPE)</a> <a href="#">Search Case (REA)</a> <a href="#">Search REA</a> <a href="#">Search Letter</a> <a href="#">Search Batch Job - Batch Letter Generation</a> <a href="#">Search Batch Job - Random Generation of Building List</a> <a href="#">Search Referral</a> <a href="#">Search Summons</a>							
		Case File No.	Generated Date & Time	Initiated By					
					20/5/2014 10:15:03	STO/EEB2			
EMSD/EEO/BC/34-		REF ID: DMS Assignment No. 3734		20/5/2014		STO/EEB2			

Enter the search criteria and then click “Search” Button

**Data Management System (BEEO) - Search Summons**

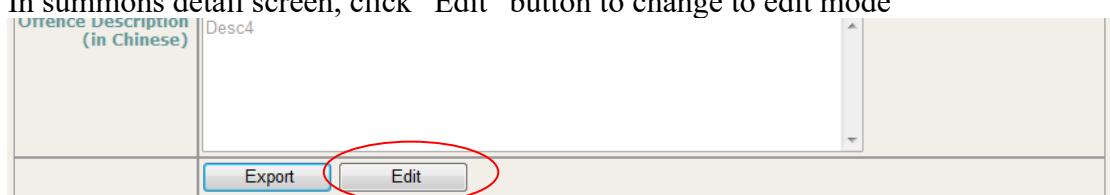


Referral No.	Dept Ref No.	
Case No.		
Offence Type	EELPO	
Summons Result		
Upload Date	To	
Summons Result Date	To	
Counting Date	To	
Action Date	To	
Fine	Imprisonment	
Defendant Identifier		
Offence Location		Offence Location in Chinese
Offence District		
Informant	Defendant	
<input type="button" value="Search"/>		

The search result will be shown. Click “ID” which shown in result grid.

ID	Referral No	Dept. Ref. No.	Case No.	Offence Type	Fine	Imprisonment	Upload Date	Summons Result Date	Counting Date	Action Date
1	EEA-20140502-444	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
3	EEA-20140502-343	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
5	EEA-20140507-sm1	00006	case1	20	22.03	20	01/05/2014	03/05/2014	01/05/2014	
6	EEA-20140520-4	00007		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	

In summons detail screen, click “Edit” button to change to edit mode



Offence Description (in Chinese)	Desc4
<input type="button" value="Export"/> <input type="button" value="Edit"/>	

Click “Day” which shown in result grid of Scheduled hearing details.

Scheduled hearing details								
<input type="button" value="Add"/>								
Day	Hearing Date	Hearing Time	Verdict Mode	Magistracy	Court No.	Prosecutor	Plea/Trial	Remarks
1	09/05/2014	11:25	Appeal	ES Eastern	1	Prosecutor1	Trial	Remark2
2	01/01/1900	nn:nn	Appeal	ES Eastern	0			

In Scheduled hearing details screen, Click “Edit” button to change to edit mode or click “Delete” button to delete this record



After modified the Schedule hearing details information on clicked “Edit” button, click “Save” button to complete the Scheduled hearing details editing



## 9.9 Export Summon to flat file

Login as Subject Officer Account

Search->Search Summons

The screenshot shows a navigation menu with 'Assignment' selected. A dropdown menu for 'Search' is open, showing options like 'Search Building', 'Search Case (EA,FOC,COCR,INSP)', 'Search Case (REA)', 'Search REA', 'Search Letter', 'Search Batch Job - Batch Letter Generation', 'Search Batch Job - Random Generation of Building List', 'Search Referral', and 'Search Summons'. The 'Search Referral' option is circled in red.

Case File No.	Generated Date & Time	Initiated By
	20/5/2014 10:15:03	STO/EEB2
EMSD/EEO/BC/34-	20/5/2014	STO/EEB2

RFFO DMS Assignment No. 3734

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

Enter the search criteria and then click “Search” Button  
**Data Management System (BEEO) - Search Summons**

The screenshot shows a search form for summons. The fields include:

- Referral No.
- Dept Ref No.
- Case No.
- Offence Type: EELPO
- Summons Result
- Upload Date
- To
- Summons Result Date
- To
- Counting Date
- To
- Action Date
- To
- Fine
- Imprisonment
- Defendant Identifier
- Offence Location
- Offence Location in Chinese
- Offence District
- Informant
- Defendant

At the bottom is a blue "Search" button.

The search result will be shown. Click “ID” which shown in result grid.

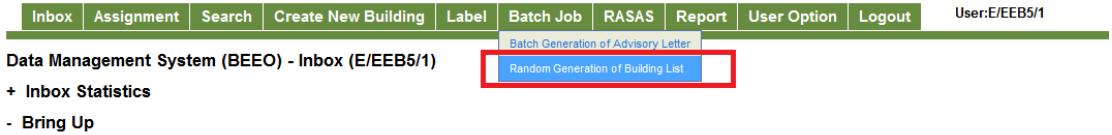
ID	Referral No	Dept. Ref. No.	Case No.	Offence Type	Fine	Imprisonment	Upload Date	Summons Result Date	Counting Date	Action Date
1	EEA-20140502-444	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
3	EEA-20140502-343	00005		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	
5	EEA-20140507-sm1	00006	case1	20	22.03	20	01/05/2014	03/05/2014	01/05/2014	
6	EEA-20140507-4	00007		20	0.00	0	01/01/1900	01/01/1900	01/01/1900	

In summons detail screen, Click "Export" button to export summons information to text file

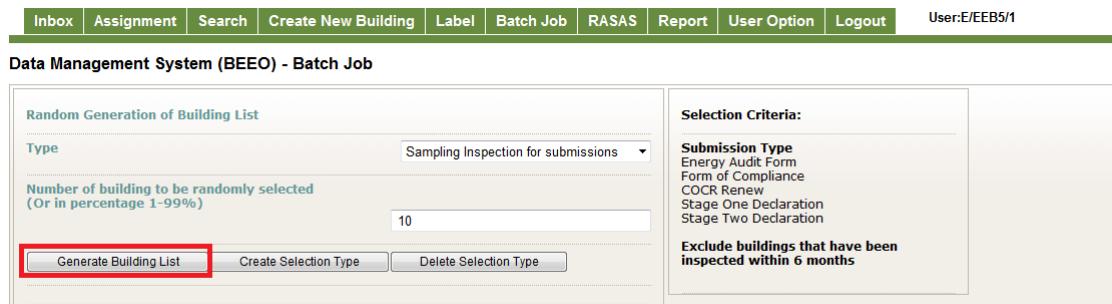
The screenshot shows a summons detail screen with a "Export" button highlighted by a red circle at the bottom left.

## **10. Random Site Selection**

### **10.1 Generate Building List**

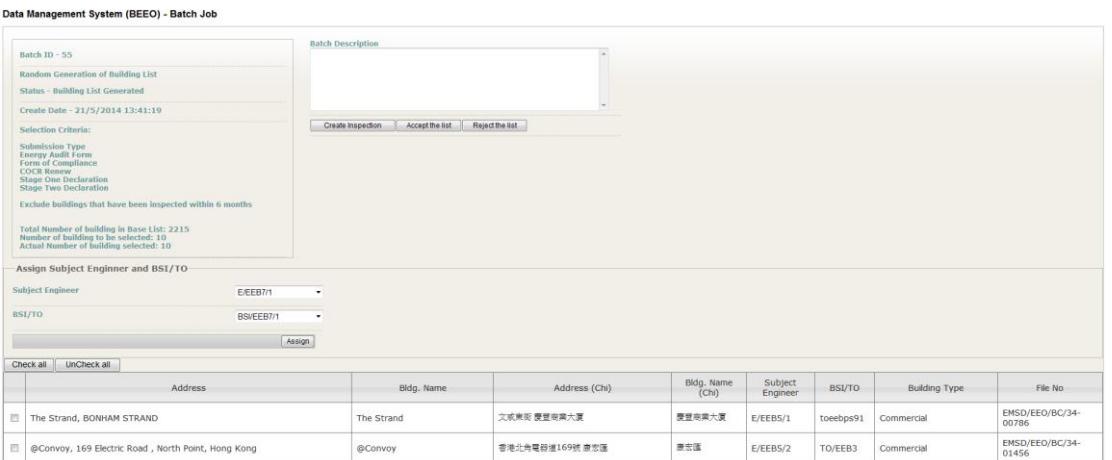


**Data Management System (BEEO) - Batch Job**



The screenshot shows the 'Data Management System (BEEO) - Batch Job' interface. On the left, there is a form titled 'Random Generation of Building List'. It has fields for 'Type' (set to 'Sampling Inspection for submissions'), 'Number of building to be randomly selected (Or in percentage 1-99%)' (set to '10'), and three buttons: 'Generate Building List' (highlighted with a red box), 'Create Selection Type', and 'Delete Selection Type'. To the right, there is a 'Selection Criteria:' section with a list of submission types: Energy Audit Form, Form of Compliance, COCOM Renew, Stage One Declaration, and Stage Two Declaration. Below this is a box labeled 'Exclude buildings that have been inspected within 6 months'.

Select type, Number of building (Integer or in percentage), then click Generate Building List.



**Data Management System (BEEO) - Batch Job**

The screenshot shows the 'Data Management System (BEEO) - Batch Job' interface after generating a building list. It displays a table of selected buildings:

Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Subject Engineer	BSI/TO	Building Type	File No
The Strand, BONHAM STRAND	The Strand	文咸東街 蘇亞連大廈	蘇亞連大廈	E/EEB5/1	toeebps91	Commercial	EMSD/EEO/BC/34-00786
@Convoy, 169 Electric Road, North Point, Hong Kong	@Convoy	香港北角電器街169號 廣志匯	廣志匯	E/EEB5/2	TO/EEB3	Commercial	EMSD/EEO/BC/34-01456

After Building List Generated,  
If Click Accept the list, the batch job status will change to accepted  
If Click Reject the list, the batch job status will change to rejected.  
If user want to create inspection for the selected building, follow the instruction in selection 9.2

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## 10.2 Generate Inspection

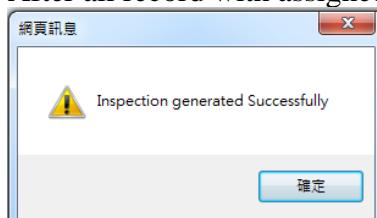
Change of subject Subject Engineer or BSI/TO for the inspection

Assign Subject Engineer and BSI/TO							
Subject Engineer	E/EEB7/1	BSI/TO	BSI/EEB7/1	<input type="button" value="Assign"/>			
<input type="checkbox"/> Check all <input type="checkbox"/> UnCheck all							
Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Subject Engineer	BSI/TO	Building Type	File No
<input type="checkbox"/> The Strand, BONHAM STRAND	The Strand	文咸東街 廣豐商業大廈	慶豐商業大廈	E/EEB5/1	toeebps91	Commercial	EMSD/EO/BC/34-00786
<input checked="" type="checkbox"/> @Convoy, 169 Electric Road , North Point, Hong Kong	@Convoy	香港北角電銅街169號 廣宏匯	廣宏匯	E/EEB5/2	TO/EEB3	Commercial	EMSD/EO/BC/34-01456
<input checked="" type="checkbox"/> Tin King Estate Car park, 10 Tin King Road, Tuen Mun, New Territories , Tuen Mun, New Territories	Tin King Estate Car park	新界屯門新界屯門田景路10號 田景邨停車場	田景邨停車場	E/EEB5/2	TO/EEB3	Composite (commercial & residential)	EMSD/EO/BC/34-01918
<input type="checkbox"/> Miramar Shopping Centre & Miramar Tower, 132-134 Nathan Road & 1-23 Kimberley Road , Tsim Sha Tsui, Kowloon	Miramar Shopping Centre & Miramar Tower	九龍尖沙咀彌敦道132-134 及金巴頓1-23 英皇御歌德及英皇歌德大廈	英皇御歌德及英皇歌德大廈	E/EEB5/2	TO/EEB3	Commercial	EMSD/EO/BC/34-02130
<input type="checkbox"/> Hopewell Centre, 183 Queen's Road East , Wan Chai, Hong Kong	Hopewell Centre	香港灣仔皇后大道東183號 合和中心	合和中心	E/EEB5/1	TO/EEB3	Commercial	EMSD/EO/BC/34-02332

Select the record to be change, select Subject Engineer , BSI/TO and then click assign

Batch ID - 55							
Random Generation of Building List							
Status - Building List Generated							
Create Date - 21/5/2014 13:41:19							
Selection Criteria:							
Submission Type Energy Audit Form Audit Committee COCK Renew Building Declaration Stage Two Declaration							
Exclude buildings that have been inspected within 6 months							
Total Number of building in Base List: 2215 Number of building to be selected: 10 Actual Number of building selected: 10							
Assign Subject Engineer and BSI/TO							
Subject Engineer	E/EEB7/1	BSI/TO	BSI/EEB7/1	<input type="button" value="Assign"/>			
<input type="checkbox"/> Check all <input type="checkbox"/> UnCheck all							
Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Subject Engineer	BSI/TO	Building Type	File No
<input type="checkbox"/> The Strand, BONHAM STRAND	The Strand	文咸東街 廣豐商業大廈	慶豐商業大廈	E/EEB5/1	toeebps91	Commercial	EMSD/EO/BC/34-00786
<input type="checkbox"/> @Convoy, 169 Electric Road , North Point, Hong Kong	@Convoy	香港北角電銅街169號 廣宏匯	廣宏匯	E/EEB7/1	BSI/EEB7/1	Commercial	EMSD/EO/BC/34-01456
<input type="checkbox"/> Tin King Estate Car park, 10 Tin King Road, Tuen Mun, New Territories , Tuen Mun, New Territories	Tin King Estate Car park	新界屯門新界屯門田景路10號 田景邨停車場	田景邨停車場	E/EEB7/1	BSI/EEB7/1	Composite (commercial & residential)	EMSD/EO/BC/34-01918
<input type="checkbox"/> Miramar Shopping Centre & Miramar Tower, 132-134 Nathan Road & 1-23 Kimberley Road , Tsim Sha Tsui, Kowloon	Miramar Shopping Centre & Miramar Tower	九龍尖沙咀彌敦道132-134 及金巴頓1-23 英皇御歌德及英皇御歌德大廈	英皇御歌德及英皇御歌德大廈	E/EEB5/2	TO/EEB3	Commercial	EMSD/EO/BC/34-02130
<input type="checkbox"/> Hopewell Centre, 183 Queen's Road East , Wan Chai, Hong Kong	Hopewell Centre	香港灣仔皇后大道東183號 合和中心	合和中心	E/EEB5/1	TO/EEB3	Commercial	EMSD/EO/BC/34-02332

After all record with assigned Engineer and BSI/TO. Click Create Inspection.



**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**Inspection for the buildings are created**

Data Management System (BEEO) - Batch Job

Batch ID - 55 Random Generation of Building List Status - Building List Accepted Create Date - 21/5/2014 13:41:19	Batch Description  Selection Criteria: Submission Type Energy Audit Form of Compliance COC Renewal Stage One Declaration Stage Two Declaration Exclude buildings that have been inspected within 6 months  Total Number of Building in Base List: 2215 Number of building to be selected: 10 Actual Number of Building selected: 10																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Address</th> <th style="text-align: left;">Bldg. Name</th> <th style="text-align: left;">Address (Chi)</th> <th style="text-align: left;">Bldg. Name (Chi)</th> <th style="text-align: left;">Building Type</th> <th style="text-align: left;">File No</th> </tr> </thead> <tbody> <tr> <td>The Strand, BONHAM STRAND</td> <td>The Strand</td> <td>文武東街 永豐商業大廈</td> <td>永豐商業大廈</td> <td>Commercial</td> <td>EMSD/EEO/BC/34-00786</td> </tr> <tr> <td>@Convoy, 169 Electric Road , North Point, Hong Kong</td> <td>@Convoy</td> <td>香港北角電銳路169號 嘉慶匯</td> <td>嘉慶匯</td> <td>Commercial</td> <td>EMSD/EEO/BC/34-01456</td> </tr> <tr> <td>Tin King Estate Car park, 10 Tin King Road, Tuen Mun, New Territories</td> <td>Tin King Estate Car park</td> <td>新界屯門新界屯門田頭路10號 田頭停車場</td> <td>田頭停車場</td> <td>Composite (commercial &amp; residential)</td> <td>EMSD/EEO/BC/34-01918</td> </tr> <tr> <td>Miramar Shopping Centre &amp; Miramar Tower, 132-134 Nathan Road &amp; 1-23 Kimberley Road , Tsim Sha Tsui, Kowloon</td> <td>Miramar Shopping Centre &amp; Miramar Tower</td> <td>九龍尖沙咀彌敦道132-134 及金巴打1-23 美麗華 橋及尖沙咀大廈</td> <td>美麗華商場及美麗華 大廈</td> <td>Commercial</td> <td>EMSD/EEO/BC/34-02130</td> </tr> <tr> <td>Hopewell Centre, 183 Queen's Road East , Wan Chai, Hong Kong</td> <td>Hopewell Centre</td> <td>香港灣仔皇后大道東183號 合和中心</td> <td>合和中心</td> <td>Commercial</td> <td>EMSD/EEO/BC/34-02332</td> </tr> <tr> <td>Grand Blossom, 123 Bulkeley Street , Hung Hom, Kowloon</td> <td>Grand Blossom</td> <td>九龍紅磡寶其利街123號 盛宏華庭</td> <td>盛宏華庭</td> <td>Composite (commercial &amp; residential)</td> <td>EMSD/EEO/BC/34-02697</td> </tr> <tr> <td>Wing On Building, 250-252 Cheung Sha Wan Road , Sham Shui Po, Kowloon</td> <td>Wing On Building</td> <td>九龍深水埗長沙灣道250-252號 永安大廈</td> <td>永安大廈</td> <td>Residential</td> <td>EMSD/EEO/BC/34-02754</td> </tr> <tr> <td>Banyan Mansions, Site 10, Whampoa Garden, 8 Wan Hoi street , Hung Hom, Kowloon</td> <td>Banyan Mansions, Site 10,</td> <td>九龍紅磡渡船街8號 黃地花園10期綠苑</td> <td>黃地花園10期綠苑</td> <td>Composite (commercial &amp; residential)</td> <td>EMSD/EEO/BC/34-02755</td> </tr> </tbody> </table>		Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No	The Strand, BONHAM STRAND	The Strand	文武東街 永豐商業大廈	永豐商業大廈	Commercial	EMSD/EEO/BC/34-00786	@Convoy, 169 Electric Road , North Point, Hong Kong	@Convoy	香港北角電銳路169號 嘉慶匯	嘉慶匯	Commercial	EMSD/EEO/BC/34-01456	Tin King Estate Car park, 10 Tin King Road, Tuen Mun, New Territories	Tin King Estate Car park	新界屯門新界屯門田頭路10號 田頭停車場	田頭停車場	Composite (commercial & residential)	EMSD/EEO/BC/34-01918	Miramar Shopping Centre & Miramar Tower, 132-134 Nathan Road & 1-23 Kimberley Road , Tsim Sha Tsui, Kowloon	Miramar Shopping Centre & Miramar Tower	九龍尖沙咀彌敦道132-134 及金巴打1-23 美麗華 橋及尖沙咀大廈	美麗華商場及美麗華 大廈	Commercial	EMSD/EEO/BC/34-02130	Hopewell Centre, 183 Queen's Road East , Wan Chai, Hong Kong	Hopewell Centre	香港灣仔皇后大道東183號 合和中心	合和中心	Commercial	EMSD/EEO/BC/34-02332	Grand Blossom, 123 Bulkeley Street , Hung Hom, Kowloon	Grand Blossom	九龍紅磡寶其利街123號 盛宏華庭	盛宏華庭	Composite (commercial & residential)	EMSD/EEO/BC/34-02697	Wing On Building, 250-252 Cheung Sha Wan Road , Sham Shui Po, Kowloon	Wing On Building	九龍深水埗長沙灣道250-252號 永安大廈	永安大廈	Residential	EMSD/EEO/BC/34-02754	Banyan Mansions, Site 10, Whampoa Garden, 8 Wan Hoi street , Hung Hom, Kowloon	Banyan Mansions, Site 10,	九龍紅磡渡船街8號 黃地花園10期綠苑	黃地花園10期綠苑	Composite (commercial & residential)	EMSD/EEO/BC/34-02755
Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	Building Type	File No																																																		
The Strand, BONHAM STRAND	The Strand	文武東街 永豐商業大廈	永豐商業大廈	Commercial	EMSD/EEO/BC/34-00786																																																		
@Convoy, 169 Electric Road , North Point, Hong Kong	@Convoy	香港北角電銳路169號 嘉慶匯	嘉慶匯	Commercial	EMSD/EEO/BC/34-01456																																																		
Tin King Estate Car park, 10 Tin King Road, Tuen Mun, New Territories	Tin King Estate Car park	新界屯門新界屯門田頭路10號 田頭停車場	田頭停車場	Composite (commercial & residential)	EMSD/EEO/BC/34-01918																																																		
Miramar Shopping Centre & Miramar Tower, 132-134 Nathan Road & 1-23 Kimberley Road , Tsim Sha Tsui, Kowloon	Miramar Shopping Centre & Miramar Tower	九龍尖沙咀彌敦道132-134 及金巴打1-23 美麗華 橋及尖沙咀大廈	美麗華商場及美麗華 大廈	Commercial	EMSD/EEO/BC/34-02130																																																		
Hopewell Centre, 183 Queen's Road East , Wan Chai, Hong Kong	Hopewell Centre	香港灣仔皇后大道東183號 合和中心	合和中心	Commercial	EMSD/EEO/BC/34-02332																																																		
Grand Blossom, 123 Bulkeley Street , Hung Hom, Kowloon	Grand Blossom	九龍紅磡寶其利街123號 盛宏華庭	盛宏華庭	Composite (commercial & residential)	EMSD/EEO/BC/34-02697																																																		
Wing On Building, 250-252 Cheung Sha Wan Road , Sham Shui Po, Kowloon	Wing On Building	九龍深水埗長沙灣道250-252號 永安大廈	永安大廈	Residential	EMSD/EEO/BC/34-02754																																																		
Banyan Mansions, Site 10, Whampoa Garden, 8 Wan Hoi street , Hung Hom, Kowloon	Banyan Mansions, Site 10,	九龍紅磡渡船街8號 黃地花園10期綠苑	黃地花園10期綠苑	Composite (commercial & residential)	EMSD/EEO/BC/34-02755																																																		

In the Inbox of the Subject Engineer or BSI/TO, inspection will be found.

Data Management System (BEEO) - Inbox (E/EEB/1) + Inbox Statistics + Bring Up + New Assignment Received  - Works in progress <a href="#">Filter</a>	Assignment No. <a href="#">Create Work Record</a>																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">File No. (Assignment No.)</th> <th style="text-align: left;">Building Name/REA Name</th> <th style="text-align: left;">Submission Type</th> <th style="text-align: left;">Received Date</th> <th style="text-align: left;">Subject Engineer</th> <th style="text-align: left;">BSI/TO</th> <th style="text-align: left;">Current Status</th> <th style="text-align: left;">Action Officer</th> <th style="text-align: left;">No. of calendar days since received</th> <th style="text-align: left;">Update by</th> <th style="text-align: left;">Update Date</th> </tr> </thead> <tbody> <tr> <td>EMSD/EEO/BC/34-01918 (3742)</td> <td>Tin King Estate Car park</td> <td>INSP-Energy Audit Inspection</td> <td>21/5/2014</td> <td>E/EEB/1</td> <td>BSI/EEB/1</td> <td>Inspection under Arrangement</td> <td>E/EEB/1</td> <td>0</td> <td>E/EEB/1</td> <td>21/5/2014 13:52:25</td> </tr> <tr> <td>EMSD/EEO/BC/34-01456 (3740)</td> <td>@Convoy</td> <td>INSP-Energy Audit Inspection</td> <td>21/5/2014</td> <td>E/EEB/1</td> <td>BSI/EEB/1</td> <td>Inspection under Arrangement</td> <td>E/EEB/1</td> <td>0</td> <td>E/EEB/1</td> <td>21/5/2014 13:52:25</td> </tr> <tr> <td>EMSD/EEO/BC/34-01958 (1109)</td> <td>Hing Tin Shopping Centre</td> <td>EA-Energy Audit Form</td> <td>27/6/2013</td> <td>E/EEB/1</td> <td>BSI/EEB/1</td> <td>General Checking in progress</td> <td>E/EEB/1</td> <td>328</td> <td>BSI/EEB/1</td> <td>9/5/2014 16:09:07</td> </tr> <tr> <td>EMSD/EEO/BC/34-01216 (3637)</td> <td>Knutsford Commercial Building</td> <td>INSP-Energy Audit Inspection</td> <td>3/3/2014</td> <td>E/EEB/1</td> <td>toeebps91</td> <td>Inspection under Arrangement</td> <td>E/EEB/1</td> <td>79</td> <td>E/EEB/1</td> <td>3/3/2014 9:23:54</td> </tr> </tbody> </table>		File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update by	Update Date	EMSD/EEO/BC/34-01918 (3742)	Tin King Estate Car park	INSP-Energy Audit Inspection	21/5/2014	E/EEB/1	BSI/EEB/1	Inspection under Arrangement	E/EEB/1	0	E/EEB/1	21/5/2014 13:52:25	EMSD/EEO/BC/34-01456 (3740)	@Convoy	INSP-Energy Audit Inspection	21/5/2014	E/EEB/1	BSI/EEB/1	Inspection under Arrangement	E/EEB/1	0	E/EEB/1	21/5/2014 13:52:25	EMSD/EEO/BC/34-01958 (1109)	Hing Tin Shopping Centre	EA-Energy Audit Form	27/6/2013	E/EEB/1	BSI/EEB/1	General Checking in progress	E/EEB/1	328	BSI/EEB/1	9/5/2014 16:09:07	EMSD/EEO/BC/34-01216 (3637)	Knutsford Commercial Building	INSP-Energy Audit Inspection	3/3/2014	E/EEB/1	toeebps91	Inspection under Arrangement	E/EEB/1	79	E/EEB/1	3/3/2014 9:23:54
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update by	Update Date																																														
EMSD/EEO/BC/34-01918 (3742)	Tin King Estate Car park	INSP-Energy Audit Inspection	21/5/2014	E/EEB/1	BSI/EEB/1	Inspection under Arrangement	E/EEB/1	0	E/EEB/1	21/5/2014 13:52:25																																														
EMSD/EEO/BC/34-01456 (3740)	@Convoy	INSP-Energy Audit Inspection	21/5/2014	E/EEB/1	BSI/EEB/1	Inspection under Arrangement	E/EEB/1	0	E/EEB/1	21/5/2014 13:52:25																																														
EMSD/EEO/BC/34-01958 (1109)	Hing Tin Shopping Centre	EA-Energy Audit Form	27/6/2013	E/EEB/1	BSI/EEB/1	General Checking in progress	E/EEB/1	328	BSI/EEB/1	9/5/2014 16:09:07																																														
EMSD/EEO/BC/34-01216 (3637)	Knutsford Commercial Building	INSP-Energy Audit Inspection	3/3/2014	E/EEB/1	toeebps91	Inspection under Arrangement	E/EEB/1	79	E/EEB/1	3/3/2014 9:23:54																																														

## 10.3 Create User Defined Selection Type

Data Management System (BEEO) - Batch Job

Random Generation of Building List  <b>Type</b> Routine Sampling Inspection  <b>Number of building to be randomly selected (Or in percentage 1-99%)</b> 10  Generate Building List <b>Create Selection Type</b> Delete Selection Type	<b>Selection Criteria:</b>  Exclude buildings that have been inspected within 6 months
---	--

Click Create Selection Type

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**Data Management System (BEOO) - Batch Job**

**Random Inspection - Selection Type Creation**

<b>Name</b>	COCR 1 and 2
<b>Type of submission</b>	<input type="checkbox"/> EA-Energy Audit Extension <input type="checkbox"/> EA-Energy Audit Improvement Notice <input type="checkbox"/> EA-Enquiry (Energy Audit) <input type="checkbox"/> EA-Energy Audit Supplementary <input type="checkbox"/> EA-Energy Audit Exemption <input type="checkbox"/> EA-Energy Audit Form <input type="checkbox"/> EA-Energy Audit Form Duplicate <input type="checkbox"/> FOC-FOC Extension <input type="checkbox"/> FOC-FOC Exemption <input type="checkbox"/> FOC-Form of Compliance <input type="checkbox"/> FOC-FOC Duplicate <input type="checkbox"/> COCR-COCR Improvement Notice <input type="checkbox"/> COCR-COCR Renew <input type="checkbox"/> COCR-Enquiry (COCR) <input type="checkbox"/> COCR-COCR Extension <input type="checkbox"/> COCR-COCR Exemption <input checked="" type="checkbox"/> COCR-Stage One Declaration <input checked="" type="checkbox"/> COCR-Stage Two Declaration <input type="checkbox"/> COCR-COCR Duplicate <input type="checkbox"/> INSP-Visit <input type="checkbox"/> INSP-Routine Sampling <input type="checkbox"/> INSP-Energy Audit Inspection <input type="checkbox"/> INSP-Form of Compliance (FOC) Inspection <input type="checkbox"/> INSP-COCR Inspection <input type="checkbox"/> INSP-Report <input type="checkbox"/> INSP-Complaint <input type="checkbox"/> INSP-Investigation
<b>Building Type</b>	<input type="checkbox"/> Commercial <input type="checkbox"/> Composite (commercial & industrial) <input type="checkbox"/> Hotel and guesthouse <input type="checkbox"/> Residential <input type="checkbox"/> Composite (commercial & residential) <input type="checkbox"/> Industrial <input type="checkbox"/> Educational <input type="checkbox"/> Community <input type="checkbox"/> Municipal <input type="checkbox"/> Hospital, clinic or rehabilitation center <input type="checkbox"/> Government <input type="checkbox"/> Passenger terminal building of an airport <input type="checkbox"/> Railway station <input type="checkbox"/> Other composite use
<b>With In</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Building Group</b>	<input type="checkbox"/> EA1-1st batch for Energy Audit <input type="checkbox"/> EA10-Energy Audit Exemption Requested <input type="checkbox"/> EA2-2nd batch for Energy Audit <input type="checkbox"/> EA3-3rd batch for Energy Audit <input type="checkbox"/> EA4-4th batch for Energy Audit <input type="checkbox"/> EA5-Energy Audit Not Required (Contractor) <input type="checkbox"/> EA6-Energy Audit Not Required (BSI) <input type="checkbox"/> EA7-Energy Audit Required (BSI) <input type="checkbox"/> EA8-Energy Audit can be exempted (BSI) <input type="checkbox"/> EA9-Energy Audit In Progress
<b>Exclude buildings that have been inspected within</b>	<input type="text"/> Months
<b>Exclude buildings that have been included in previous selection of same selection type</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Create</b>	

Set the criteria, input the name and then click create.

Data Management System (BEEO) - Batch Job

The screenshot shows the 'Random Generation of Building List' section of the BEEO Batch Job interface. It includes fields for 'Type' (set to 'COCR 1 and 2'), 'Number of building to be randomly selected (Or in percentage 1-99%)' (set to 10), and 'Submission Date' (with 'From' and 'To' fields). On the right, there is a 'Selection Criteria' panel with 'Submission Type' (COCR-Stage One Declaration, COCR-Stage Two Declaration) and a 'Delete Selection Type' button.

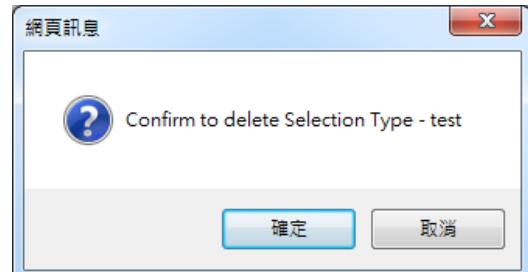
Selection type create and can be set for generate building list.

## 10.4 Delete User Defined Selection Type

Data Management System (BEEO) - Batch Job

The screenshot shows the 'Random Generation of Building List' section of the BEEO Batch Job interface. It includes fields for 'Type' (set to 'test'), 'Number of building to be randomly selected (Or in percentage 1-99%)' (set to 10), and 'Submission Date' (with 'From' and 'To' fields). On the right, there is a 'Selection Criteria' panel with 'Submission Type' (EA-Energy Audit Form, FOC-FOC Duplicate), 'Building Type' (Commercial), and a checkbox for 'Exclude buildings that have been inspected within 4 months'. A red box highlights the 'Delete Selection Type' button.

Select the Type to be deleted and then click Delete Selection Type.



Confirm will delete the type

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

## 10.5 Searching Batch Job

Search-> Search Batch Job – Random Generation of Building List

User: E/EEB5/1

**Data Management System (BEEO) - Search Batch Job**

**Type - Random Generation of Building List**

Batch No.

Status

Create Date Range(dd/mm/yyyy)  
21/05/2014 -

**Search**

**Selection Criteria:**  
Exclude buildings that have been inspected within 6 months

Data Management System (BEEO) - Search Batch Job

**Type - Random Generation of Building List**

Batch No.

Status

Create Date Range(dd/mm/yyyy)  
21/05/2014 -

**Search**

Input search criteria and click search

**Data Management System (BEEO) - Search Batch Job**

Batch ID	Type	Batch Description	Status	Create Date
55	Random Generation of Building List	Building List Generated	Building List Generated	21/5/2014 13:41:19

Click on the batch job will go to the batch job detail

**Data Management System (BEEO) - Batch Job**

**Batch ID - 55**

Random Generation of Building List  
Status - Building List Generated  
Create Date - 21/5/2014 13:41:19

Selection Criteria:  
Submission Type  
Energy Audit Form  
Form of Compliance  
COC  
Stage One Declaration  
Stage Two Declaration  
Exclude buildings that have been inspected within 6 months

Total Number of Building in Base List: 2215  
Number of building to be selected: 10  
Actual Number of building selected: 10

Assign Subject Engineer and BSI/TO

Subject Engineer: E/EEB7/1  
BSI/TO: BSI/EEB7/1

**Address**

Address	Bldg. Name	Address (Ch)	Bldg. Name (Ch)	Subject Engineer	BSI/TO	Building Type	File No
The Strand, BONHAM STRAND	The Strand	文咸東街 廣豐商業大廈	廣豐商業大廈	E/EEB5/1	toeebps91	Commercial	EMSD/EO/BC/34-00786
@Convoy, 169 Electric Road , North Point, Hong Kong	@Convoy	香港北角電召道169號 聚志匯	聚志匯	E/EEB7/1	BSI/EEB7/1	Commercial	EMSD/EO/BC/34-01456
Tin King Estate Car park, 10 Tin King Road, Tuen Mun, New Territories , Tuen Mun, New Territories	Tin King Estate Car park	新界屯門新界屯門三號路10號 田景邨停車場	田景邨停車場	E/EEB7/1	BSI/EEB7/1	Composite (commercial & residential)	EMSD/EO/BC/34-01918
Miramar Shopping Centre & Miramar Tower, 123-134 Nathan Road & 1-23 Kimberley Road , Tsim Sha Tsui, Kowloon	Miramar Shopping Centre & Miramar Tower	九龍尖沙咀彌敦道123-134 及金巴打1-23 美麗華商場及美麗華大廈	美麗華商場及美麗華大廈	E/EEB5/2	TO/EEB3	Commercial	EMSD/EO/BC/34-02130

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

In general the Base List Excel will be generated after 30 mins of the building list generated, if the excel is available, the button “Obtain Base List Excel” will be shown. Click on it will download the excel.

## **11. BringUp and Reminder**

There are 4 types of reminder:

- User defined reminder
- Report type reminder
- Event driven reminder
- Batch generate reminder

### **11.1 User defined reminder**

In submission page, click Bring Up Management

Assignment ID - 3741  
Type - INSP- Form of Compliance (FOC) Inspection  
ID- 301 (Please Click to view Detail)  
Status - Inspection under Arrangement  
Scheduled Date of Inspection  
Subject Engineer - E/EEBS/1  
BSI/TO - TO/EEBS  
Action Officer - E/EEBS/1  
Related Submissions:  
**FOC Form of Compliance-484**

User	Action	Remarks/Comments	Date
E/EEBS/1	Action Start	Arrange inspection	21/5/2014 13:52:25
E/EEBS/1	Action Start	Attach Detailed Compliance Checklist for action by Inspector	21/5/2014 13:52:25

**Bring Up Management**

Case File No.	EMSD/EEO/BC/34-02332	Bring Up Date	22/05/2014
Bring Up Name	test	Bring Up Time	10 : 10
Generate Reminder	<input checked="" type="checkbox"/>	Recipients	E/EEBS/1 <input type="button" value="Add"/> <input type="button" value="Delete"/>
Bring Up Message	test bring up message		

**Add** **Close**

Input detail and then click add, a bring up will be Added.

(Note: If Generate Reminder is checked, email will be sent to the the recipients.)

Case File No.	EMSD/EEO/BC/34-02332	Bring Up Date	22/05/2014
Bring Up Name		Bring Up Time	10 : 16
Generate Reminder	<input type="checkbox"/>	Recipients	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Bring Up Message			

**Add** **Close**

ID	Name	Message	Date	Time	Recipients	Status	Edit
242	test	test bring up message	22/05/2014	10 : 10	E/EEBS/1	Pending	<b>Edit</b>

If the status of the bring up is pending, user can still modify the bring up by click Edit. When bring up date time come, the bring up will change to effective and will not allow modification anymore.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Click Edit will go to the bring up detail, user can modify the detail and click save to confirm change or click cancel message to delete the bring up.

Data Management System (BEEO) Bring Up Management

Case File No.	EMSD/EEO/BC/34-02332	Bring Up Date	22/05/2014			
Bring Up Name	test	Bring Up Time	10 : 10			
Generate Reminder	<input checked="" type="checkbox"/>	Recipients	<a href="#">Add</a> <a href="#">Delete</a>			
Bring Up Message	test bring up message					
	<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Cancel Message"/>					
ID	Name	Message	Date			
242	test	test bring up message	22/05/2014			
		Date	Time	Recipients	Status	Edit
				E/EEBS/1	Pending	<a href="#">Edit</a>

At bring up time, bring up message shown in Inbox of the recipient  
(Note: bring up may be shown at 15 mins later than bring up time)

Data Management System (BEEO) [Inbox \(E/EEBS/1\)](#)

+ Inbox Statistics

- Bring Up

Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-02332	test bring up message	22/5/2014 10:16:29	E/EEBS/1
BEEO DMS Case Status Change - File No:			

Click on the bring up will go to the corresponding submission.

## 11.2 Report type reminder

Report type reminder will be generated at scheduled time. An Excel report will be generated and email to the corresponding recipients.

Report reminder summary:

(RPT-COCR-13) Weekly report of buildings with stage two declaration received, COCR not yet issued (or not yet refused) and the deadlines

(RPT-COCR-14) Monthly report of buildings with stage two declaration received, COCR not yet issued (or not yet refused) and the deadlines are to be expired in 1 month(s)

(RPT-EA-2) Weekly report of buildings without energy audit form received but first energy audit deadlines have already expired

(RPT-EA-3) Monthly report of buildings without energy audit form received but first energy audit deadlines will be expired in 6 month(s)

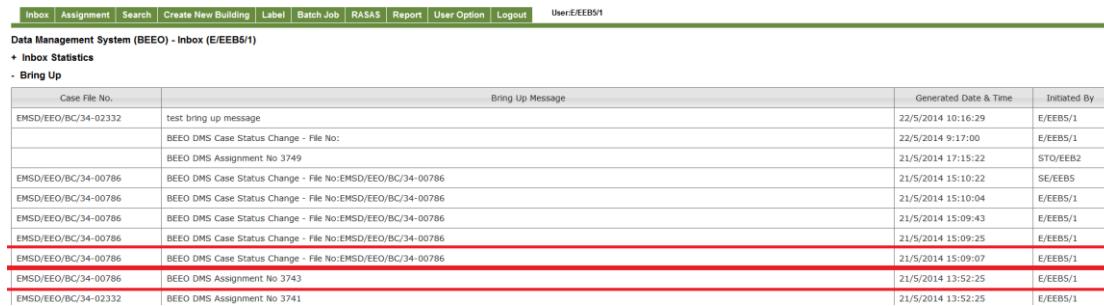
(RPT-EA-4) Weekly report of buildings with energy audit forms already expired but still without valid energy audit forms in force

(RPT-EA-5) Monthly report of buildings with energy audit forms which are currently in force are to be expired in 6 month(s)

## **11.3 Event driven reminder**

### **Event driven reminder summary**

(EVENT-CA) Case Assignment Created	Bring up generated when user create an assignment
(EVENT-CSC) Case Status Change	Bring up generated when user change status of a submission
(EVENT-ISC) Inspection Status Change	Bring up generated when user change status of an inspection



Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EOO/BC/34-02332	test bring up message	22/5/2014 10:16:29	E/EEBS/1
	BEOO DMS Case Status Change - File No:	22/5/2014 9:17:00	E/EEBS/1
	BEOO DMS Assignment No 3749	21/5/2014 17:15:22	STO/EEB2
EMSD/EOO/BC/34-00786	BEOO DMS Case Status Change - File No:EMSD/EOO/BC/34-00786	21/5/2014 15:10:22	SE/EEBS
EMSD/EOO/BC/34-00786	BEOO DMS Case Status Change - File No:EMSD/EOO/BC/34-00786	21/5/2014 15:10:43	E/EEBS/1
EMSD/EOO/BC/34-00786	BEOO DMS Case Status Change - File No:EMSD/EOO/BC/34-00786	21/5/2014 15:09:43	E/EEBS/1
EMSD/EOO/BC/34-00786	BEOO DMS Case Status Change - File No:EMSD/EOO/BC/34-00786	21/5/2014 15:09:25	E/EEBS/1
EMSD/EOO/BC/34-00786	BEOO DMS Case Status Change - File No:EMSD/EOO/BC/34-00786	21/5/2014 15:09:07	E/EEBS/1
EMSD/EOO/BC/34-00786	BEOO DMS Assignment No 3743	21/5/2014 13:52:25	E/EEBS/1
EMSD/EOO/BC/34-02332	BEOO DMS Assignment No 3741	21/5/2014 13:52:25	E/EEBS/1

Bring Up would be shown in the inbox of the corresponding Subject Engineer, BSI and Action Officer.

## 11.4 Batch generate reminder

At scheduled time, system will select submissions which fulfil a certain criteria. Bring Up will be generated for the selected submissions and send to the corresponding Subject Engineer and BSI.

### Batch generate reminder summary

(BG-COCR-13) buildings with stage two declaration received, COCR not yet issued (or not yet refused) and the deadlines
(BG-COCR-14) buildings with stage two declaration received, COCR not yet issued (or not yet refused) and the deadlines are to be expired in 1 month(s)
(BG-EA-4) buildings with energy audit forms already expired but still without valid energy audit forms in force
(BG-EA-5) buildings with energy audit forms which are currently in force are to be expired in 6 month(s)
(BG-INSP-1) buildings to be inspected in 1 month(s)

### Bring up shown in the Inbox

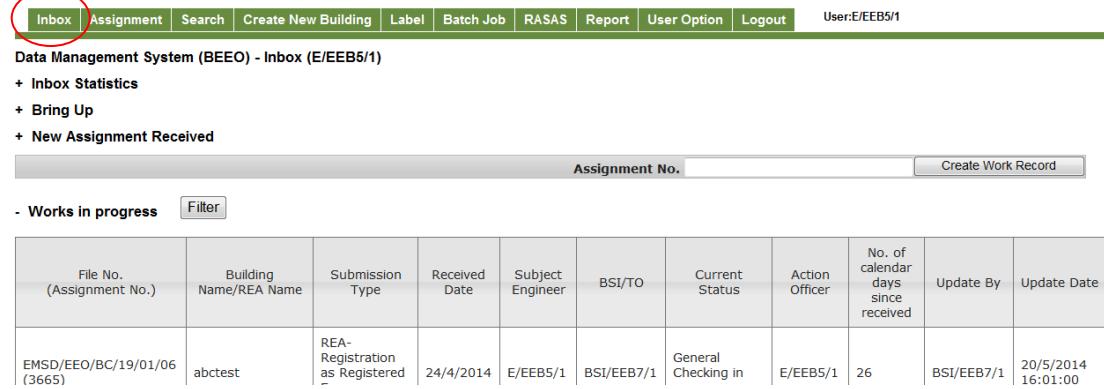
BEEO DMS Assignment No 3722			
	BEEO DMS Assignment No 3721	13/5/2014 11:01:21	E/EEBS/1
EMSD/EEO/BC/34-06068	BEEO DMS Case Status Change - File No:EMSD/EEO/BC/34-06068	9/5/2014 16:19:16	E/EEBS/1
	BEEO DMS Assignment No 3714	8/5/2014 15:55:34	E/EEBS/1
EMSD/EEO/BC/34-01185	BEEO DMS Reminder - buildings with stage two declaration received, COCR not yet issued and the deadlines are to be in 1 month(s)	8/5/2014 14:39:49	SYS
EMSD/EEO/BC/34-01325	BEEO DMS Reminder - buildings with stage two declaration received, COCR not yet issued and the deadlines are to be in 1 month(s)	8/5/2014 14:39:49	SYS
	BEEO DMS Assignment No 3711	8/5/2014 10:58:43	E/EEBS/1

## **12. Letter**

### **12.1 Letter - Create**

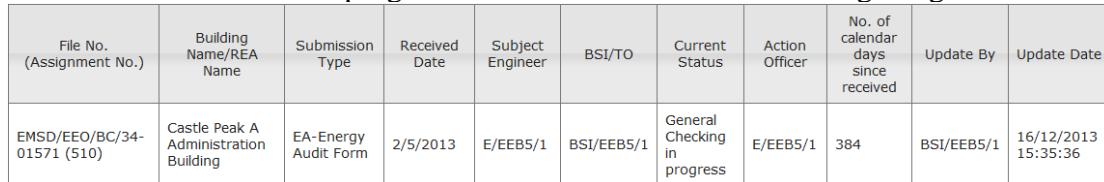
Login as Subject Officer Account

#### **Inbox**



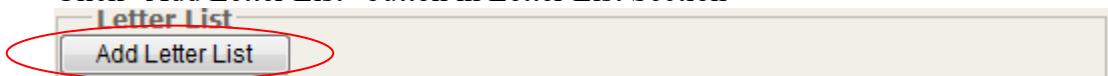
Assignment No.											Create Work Record	
<input type="checkbox"/> Works in progress <input type="button" value="Filter"/>												
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date		
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00		

Select a Case at "Work in progress" which case must has a building assigned.

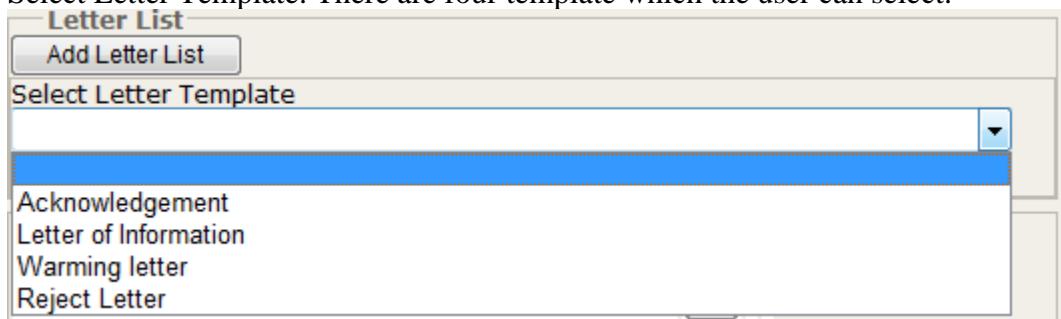


File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34- 01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Add Letter List" button in Letter List Section



Select Letter Template. There are four template which the user can select.



Click "Create" button to go to related template screen for further information input



The followings is letter generation screen for "Acknowledgement" template.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**NEW Data Management System (BEEO) - Letter Generation**

<b>Building</b>	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍頭石角龍躍街9號 青山發電廠A廠行政大樓	
<b>File No.</b>	EMSD/EEO/BC/34-01571	
<b>Name of Building / Premises</b>	Castle Peak A Administration Building, Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories	
<b>Recipient</b>	<input type="button" value="Add Recipient"/>	<input type="button" value="Fill CC Recipient"/>
<b>CC Recipient</b>	<input type="button" value="Fill CC Recipient"/>	
<b>Issuing Channel</b>	<input type="checkbox"/> By fax <input type="checkbox"/> By email <input type="checkbox"/> By Post   Post Reg. No. <input type="text"/>	
<b>Letter Date/By</b>	<b>Letter date</b> 26/05/2014	<b>Letter By</b> dd/MM/yyyy <input type="button" value=""/>
<b>Letter Content</b>	<b>acknowledge receipt Date</b> dd/MM/yyyy	
	<input type="button" value="Generate Letter"/>	<input type="button" value="Back"/>

The followings is letter generation screen for “Letter of Information” template.  
**NEW Data Management System (BEEO) - Letter Generation**

<b>Building</b>	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍頭石角龍躍街9號 青山發電廠A廠行政大樓	
<b>File No.</b>	EMSD/EEO/BC/34-01571	
<b>Name of Building</b>	Castle Peak A Administration Building	
<b>Recipient</b>	<input type="button" value="Add Recipient"/>	<input type="button" value="Fill CC Recipient"/>
<b>CC Recipient</b>	<input type="button" value="Fill CC Recipient"/>	
<b>Issuing Channel</b>	<input type="checkbox"/> By fax <input type="checkbox"/> By email <input type="checkbox"/> By Post   Post Reg. No. <input type="text"/>	
<b>Letter Date/By</b>	<b>Letter date</b> 26/05/2014	<b>Letter By</b> dd/MM/yyyy <input type="button" value=""/>
<b>Letter Content</b>	<b>Your Letter Ref.</b> <input type="text"/> <b>Scheduled Date</b> dd/MM/yyyy	<b>Letter received Date</b> dd/MM/yyyy <b>Scheduled Time</b> <input type="button"/> : <input type="button"/> <input type="button"/> <b>Case Officer</b> <input type="button"/>
	<input type="button" value="Generate Letter"/>	<input type="button" value="Back"/>

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

The followings is letter generation screen for “Warning Letter” template.

**NEW Data Management System (BEOO) - Letter Generation**

<b>Building</b>	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍頭街9號 青山發電廠A廠行政大樓	
<b>File No.</b>	EMSD/EEO/BC/34-01571	
<b>Name of Building / Address</b>	<b>Building Name</b> Castle Peak A Administration Building	<b>Building Address</b> Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍頭街9號 青山發電廠A廠行政大樓
<b>Recipient</b>	<input type="button" value="Add Recipient"/>	
<b>CC Recipient</b>	<input type="button" value="Fill CC Recipient"/>	
<b>Issuing Channel</b>	<input type="checkbox"/> By fax <input type="checkbox"/> By email <input type="checkbox"/> By Post   Post Reg. No. <input type="text"/>	
<b>Letter Date/By</b>	<b>Letter date</b> 26/05/2014	<b>Letter By</b> dd/MM/yyyy <input type="button"/>
<b>Letter Content</b>	<b>Your Letter Date</b>  <input type="text" value="dd/MM/yyyy"/>	
	<input type="button" value="Generate Letter"/> <input type="button" value="Back"/>	

The followings is letter generation screen for “Reject Letter” template.

**NEW Data Management System (BEOO) - Letter Generation**

<b>Building</b>	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍頭街9號 青山發電廠A廠行政大樓	
<b>File No.</b>	EMSD/EEO/BC/34-01571	
<b>Name of Building / Premises</b>	Castle Peak A Administration Building, Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories	
<b>Recipient</b>	<input type="button" value="Add Recipient"/>	
<b>CC Recipient</b>	<input type="button" value="Fill CC Recipient"/>	
<b>Issuing Channel</b>	<input type="checkbox"/> By fax <input type="checkbox"/> By email <input type="checkbox"/> By Post   Post Reg. No. <input type="text"/>	
<b>Letter Date/By</b>	<b>Letter date</b> 26/05/2014	<b>Letter By</b> dd/MM/yyyy <input type="button"/>
<b>Letter Content</b>	<b>Your Letter Date</b> dd/MM/yyyy	<b>Not Later than Date</b> dd/MM/yyyy
	<input type="button" value="Generate Letter"/> <input type="button" value="Back"/>	

User can select the Recipient from drop down list if there are Responsible Company/Person information in this form.

<b>Recipient</b>	<input type="button"/>	<input type="button" value="Add Recipient"/>
<b>CC Recipient</b>	<input type="button" value="1676, Tai Shing Service Limited"/>	<input type="button" value="Fill CC Recipient"/>

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

---

Or user can add one or more recipient information by click “Add Recipient” button and click “Delete” button to delete these recipient information

For CC Recipient, user can select the information from drop down list if there are Responsible Company/Person information in this form. And then click “Fill CC Recipient” to fill the information to CC Recipient.

After information filled, click “Generate Letter” button to generate the letter.

Here is the example of letter generated by select “Acknowledgement” template



1400\_letter\_Acknowledgement\_2014

Here is the example of letter generated by select “Letter of Information” template



1400\_letter\_Letter\_of\_Information\_2014

Here is the example of letter generated by select “Warning Letter” template



1400\_letter\_Warning\_letter\_20140522

Here is the example of letter generated by select “Reject Letter” template



1400\_letter\_Reject\_Letter\_201405221

## 12.2 Letter - Edit

Login as Subject Officer Account

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**Inbox**

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA-Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case should has a letter created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Edit" to edit the Letter.

Letter Generation screen will be shown for editing

**EDIT Data Management System (BEEO) - Letter Generation**

Building	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍角頭街9號青山發電廠A廠行政大樓
File No.	EMSD/EEO/BC/34-01571
Name of Building / Premises	Castle Peak A Administration Building, Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories

After modified the letter information, click 'Save Edit and Generate new Letter' to save and re-generate the letter.

## 12.3 Letter - Copy

Login as Subject Officer Account

Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case should has a letter created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Copy" to copy the letter.

**Letter List**

Add Letter List

1400\_letter Reject Letter 20140522154734.doc (Created) Action Edit EditInfo Copy

A new Letter Generation will be shown with new Letter ID. User can modify the copied letter content.

COPY Data Management System (BEEO) - Letter Generation

Building	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門龍躍石角龍躍街9號 青山發電廠A廠行政大樓
File No.	EMSD/EEO/BC/34-01571
Name of Building / Premises	Castle Peak A Administration Building, Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories

After modified the letter information, click 'Copy and Generate new Letter' to copy and generate the letter.

Copy and Generate new Letter Back

## **12.4 Letter - EditInfo**

Login as Subject Officer Account

### Inbox

Data Management System (BEEO) - Inbox (E/EEB5/1)										User:E/EEB5/1
<a href="#">+ Inbox Statistics</a> <a href="#">+ Bring Up</a> <a href="#">+ New Assignment Received</a>										
										<a href="#">Assignment No.</a>
										<a href="#">Create Work Record</a>
- Works in progress	Filter									
File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case should has a letter created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "EditInfo" to edit the letter.

<a href="#">Action</a>	<a href="#">Edit</a>	<a href="#">EditInfo</a>	<a href="#">Copy</a>
------------------------	----------------------	--------------------------	----------------------

Letter Supplementary Information screen will be shown for editing

### Data Management System (BEEO) Letter - Supplementary Information

Letter ID: 56 Case No: EMSD/EEO/BC/34-01571 Current Status: Created Future Status: -	Action Date: 22/05/2014 Action By: 22/5/2014 Issue Date: - Issue By:
Building	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門踏石角龍躍街9號青山發電廠A廠行政大樓
Recipient	
Supplementary information	Issuing Channel: <input checked="" type="checkbox"/> By fax <input type="checkbox"/> By email <input type="checkbox"/> By Post Post Reg. No. <input type="checkbox"/>
	<a href="#">Save</a> <a href="#">Back</a>

After modified the Supplementary Information, click 'Save' button to update the modified information.

<a href="#">Save</a>	<a href="#">Back</a>
----------------------	----------------------

## **12.5 Letter - Action**

Login as Subject Officer Account

### Inbox

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/19/01/06 (3665)	abctest	REA- Registration as Registered	24/4/2014	E/EEB5/1	BSI/EEB7/1	General Checking in	E/EEB5/1	26	BSI/EEB7/1	20/5/2014 16:01:00

Select a Case at "Work in progress" which case should has a letter created.

File No. (Assignment No.)	Building Name/REA Name	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date
EMSD/EEO/BC/34-01571 (510)	Castle Peak A Administration Building	EA-Energy Audit Form	2/5/2013	E/EEB5/1	BSI/EEB5/1	General Checking in progress	E/EEB5/1	384	BSI/EEB5/1	16/12/2013 15:35:36

Click "Action" to make an action of letter.

Action screen will be shown and the followings are the action which user can make an action in the letter and related information should be filled.

### Data Management System (BEEO) Letter - Action

<b>Letter ID:</b> 56 <b>Case No:</b> EMSD/EEO/BC/34-01571 <b>Current Status:</b> Created <b>Future Status:</b> -	<b>Action Date:</b> 22/05/2014 <b>Action By:</b> E/EEB5/1 <b>Issue Date:</b> - <b>Issue By:</b>
<b>Building</b>	Building Type: Composite (commercial & industrial) Castle Peak A Administration Building 青山發電廠A廠行政大樓 Castle Peak A Administration Building, 9 Lung Yiu Street, Tap Shek Kok, Tuen Mun, New Territories 新界屯門諸石角龍躍街9號 青山發電廠A廠行政大樓
<b>Recipient</b>	Action Date: dd/MM/yyyy
<b>Action</b>	Action Remark:
	<b>Issue</b> <b>Cancel</b>  <b>Back</b>

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

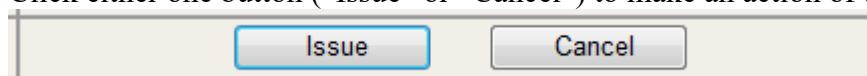
---

- “**Issue**”: User is required to input Issue Date. The status of the letter record would be automatically updated as “Issued”, which also represents that senior approval (if required) to issue the letter has already been obtained. DMS-BEO would automatically send the current attached copy of letter to the workstation default printer for online printing. If the input issue date is before today, the IN status will be changed to “Issued” after the button “Issue” is clicked; if the input issue date is today or after today, the IN status will be changed by a daily schedule job. The IN status will be changed to “Issued” only when the issue date is before the schedule job running date. The handling will be the same for Cancel Date.
- “**Cancel**”: User is required to input cancel date and enter remarks (in free text) of the reason for cancellation. Once user confirms, the status of the letter record would be automatically updated as “Cancelled”, which also represents that senior approval (if required) to cancel the letter has already been obtained.

The action buttons would be enabled according to current status of the letter and is documented as below:

<b>Letter Status</b>	<b>Triggered Action</b>	<b>Status Action</b>	<b>Allow Modify?</b>
New (Only displayed in letter generation UI before the letter is actually created)	Letter creation	N/A	Yes
Created	After letter is created	Issue Cancel	Yes
Issued	After “Issue” action is completed	Cancel	No
Error	If the letter is failed to be generated	N/A	No
Cancelled	After “Cancel” action is completed	N/A	No

Click either one button (“Issue” or “Cancel”) to make an action of the letter.



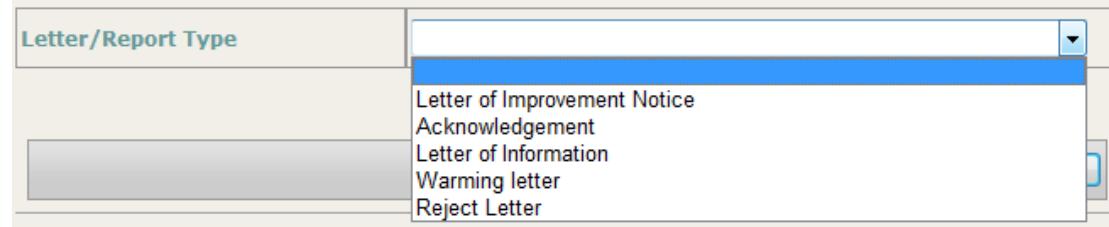
## 12.6 Letter - Search

Login as Subject Officer Account

Search->Search Letter

The screenshot shows a menu bar with links like Inbox, Assignment, Search, Create New Building, Label, Batch Job, RASAS, Report, User Option, and Logout. A user 'User:E/EEB5/1' is logged in. On the left, there's a sidebar with 'Data Management System' and 'Inbox Statistics'. A red circle highlights the 'Search Letter' option under the 'Search' menu. The main area shows a table with columns for Case File No., Generated Date & Time, and Initiated By. The table contains several rows of data.

Select “Acknowledgement” or “Letter of Information” or “Warning letter” or “Reject Letter” in Letter/Report Type



Enter relative information in search criteria section and then click “Search” button to search the result.

This screenshot shows a complex search form with many fields. The fields include: Letter Situation (dropdown), Issue Date Range (dd/mm/yyyy), Letter Date Range (dd/mm/yyyy), Issuing Channel (checkboxes for Any, By fax, By email, By Post), Eng. Bldg. Name, Eng. Bldg. Street Name, Bldg. Region (dropdown), Bldg. Type (dropdown), Bldg. Group (dropdown), Recipient Name, Letter Status (dropdown), Notice No. (text input IN-), Action Date Range (dd/mm/yyyy), Letter By (dropdown), Chi. Bldg. Name, Chi. Bldg. Street Name, Bldg. District (dropdown), Lot No. (text input), Submission Type (dropdown), Recipient Address, Installation (checkboxes for Any, Air Conditioning, Electrical, Escalator, Lift, Lighting), and a 'Search' button at the bottom. A red circle highlights the 'Search' button.

User can click the record to go to the case directly.

A table displays search results with columns: ID, Case No, Bldg Name Eng, Bldg Name Chi, Recip Name, Channel, Report Date, Action Date, Status, and two icons. The first row is highlighted with a red circle. The table has a footer message 'You are viewing page 1 of 1'.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Download the letter by click the circled icon

ID	Case No	Bldg Name Eng	Bldg Name Chi	Recip Name	Channel	Report Date	Action Date	Status	
54	EMSD/EEO/BC/34-01571	Castle Peak A Administration Building	青山發電廠A廠行政大樓	Chan Tai Ming	Fax,	26/05/2014	22/05/2014	Created	  

You are viewing page 1 of 1

Make an action of letter by click the circled icon

ID	Case No	Bldg Name Eng	Bldg Name Chi	Recip Name	Channel	Report Date	Action Date	Status	
54	EMSD/EEO/BC/34-01571	Castle Peak A Administration Building	青山發電廠A廠行政大樓	Chan Tai Ming	Fax,	26/05/2014	22/05/2014	Created	  

You are viewing page 1 of 1

Edit the supplementary information of letter by click the circled icon

ID	Case No	Bldg Name Eng	Bldg Name Chi	Recip Name	Channel	Report Date	Action Date	Status	
54	EMSD/EEO/BC/34-01571	Castle Peak A Administration Building	青山發電廠A廠行政大樓	Chan Tai Ming	Fax,	26/05/2014	22/05/2014	Created	  

You are viewing page 1 of 1

## 12.7 Batch Generation of Advisory Letter - Create

Login as Subject Officer Account

Batch Job->Batch Generation of Advisory Letter

Inbox	Assignment	Search	Create New Building	Label	<b>Batch Job</b>	RASAS	Report	User Option	Logout	User:E/EEB5/1
-------	------------	--------	---------------------	-------	------------------	-------	--------	-------------	--------	---------------

Data Management System (BEEO) - Inbox (E/EEB5/1)

- + Inbox Statistics
- Bring Up

Batch Generation of Advisory Letter  
Random Generation of Building List

Enter relative information in search criteria section and then click “Search” button to search the building record.

Data Management System (BEEO) - Batch Generation of Advisory Letter

File No. EMSD/EEO/BC/34-	Chi. Bldg. Name
Eng. Bldg. Name	Chi. Street Name
Eng. Street Name	Lot No.
District	Improvement Notice Situation
Building Type	Consent Date Range(dd/mm/yyyy)
Building Group	OP Date Range(dd/mm/yyyy)
Submission Type	Last Letter Issue Date Range(dd/mm/yyyy)
<b>Search</b>	

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Select one or more building record in Search Result and then click “Add to list” for Batch Generation. User can “Select All” button to select all the building record in Search Result of “Un - Select All” button to de-select all the selected building record.

**Search Result** Building List For Generation of Advisory Letter

	Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	File No
<input checked="" type="checkbox"/>	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	EMSD/EEO/BC/34-00001
<input type="checkbox"/>	Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	EMSD/EEO/BC/34-00002
<input type="checkbox"/>	MTR Headquarters Building ( Telford Plaza ), 33 Wai	MTR Headquarters Building	九龍九龍灣偉業街33號 德福廣	德福廣	EMSD/EEO/BC/34-

Selected record will be inserted into Building List for Generation of Advisory Letter. User can confirm their selection of selected record and then click “Next” button to the next step. Or user can remove the selected building record from the list by click “Remove From List” button.

**Search Result** Building List For Generation of Advisory Letter

	Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	File No
<input checked="" type="checkbox"/>	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	EMSD/EEO/BC/34-00001
<input checked="" type="checkbox"/>	Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	EMSD/EEO/BC/34-00002

After click “Next” button, drop down list “Send to” will be shown. Batch Generation of Advisory letter will use these information of building to generate the letter.

**Send To**

Occupier of the unit

Developer of the building

Incorporated Owner of the building

**Occupier of the unit**

Owner of the building

Owner of the relevant central build

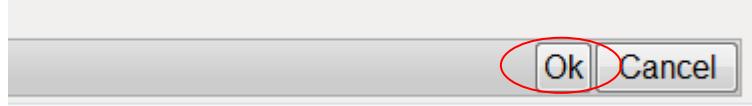
Owner of the relevant comon area

Owner of the unit

Property Management Co.

Tenant of the unit

Click “OK” button to next step after select drop down list “Send To”



**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Review the List with recipient information and then click 'Next' button

Select Letter and Click Next							Next
	Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	File No	Send To	Send To (Chi)
<input checked="" type="checkbox"/>	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	EMSD/EEO/BC/34-00001	Tai Ming Limit	大明公司
<input checked="" type="checkbox"/>	Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	EMSD/EEO/BC/34-00002	Tai Ming Limit	大明公司

Fill the Advisory Letter Information.

Data Management System (BEEO) - Batch Generation of Advisory Letter

Letter Date (dd/mm/yyyy)	26/05/2014	Send To - Developer of the building
Letter By	E/EEB5/1	Batch Description
Cap. 610		
Issued advisory letter Date (dd/mm/yyyy)		
Post Channel	<input type="checkbox"/> By Fax <input type="checkbox"/> By email <input type="checkbox"/> By Post	
Post Delivery		
	<input type="button" value="Set Post Delivery Number"/>	<input type="button" value="Clear Post Delivery Number"/>
	<input type="button" value="Generate the letter"/>	

HK Post Delivery	Address	Bldg. Name	Address (Chi)	Bldg. Name (Chi)	File No	Send To	Send To (Chi)
	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	Times Square	香港銅鑼灣羅素街1號 時代廣場	時代廣場	EMSD/EEO/BC/34-00001	Tai Ming Limit	大明公司
	Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	Hong Kong Science Park ( Bio-informatics Centre )	新界沙田科技大道西2號 香港科學園生物資訊中心	香港科學園生物資訊中心	EMSD/EEO/BC/34-00002	Tai Ming Limit	大明公司

If there are Post Delivery Number, you can fill a prefix and range of number into “Post Delivery” field and then click “Set Post Delivery Number”. For clear the Post Delivery Number, you can click “Clear Post Delivery Number”.

Post Delivery	N 00000001 - 00000002
<input type="button" value="Set Post Delivery Number"/>	<input type="button" value="Clear Post Delivery Number"/>
HK Post Delivery	Address
N00000001	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong
N00000002	Hong Kong Science Park ( Bio-informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Click 'Generate the Letter' button to start the batch generation process.



Confirm the action before the process start



In Batch Job screen, user can monitor the progress of batch job and click "Refresh Data" to retrieve the latest status.

Data Management System (BEEO) - Batch Job

ID	BuildingName	PartyName	Address	caseno	Channel	Action Date	ActionBy	Status	Future Status	Status Code
66	Times Square	Tai Ming Limit	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	EMSD/EEO/BC/34- 00001		22/05/2014	E/EEB5/1	Letter Generation Start		9000
67	Hong Kong Science Park ( Bio- informatics Centre )	Tai Ming Limit	Hong Kong Science Park ( Bio- informatics Centre ), 2 Science Park West Avenue, Sha Tin, New Territories	EMSD/EEO/BC/34- 00002		22/05/2014	E/EEB5/1	Letter Generation Start		9000

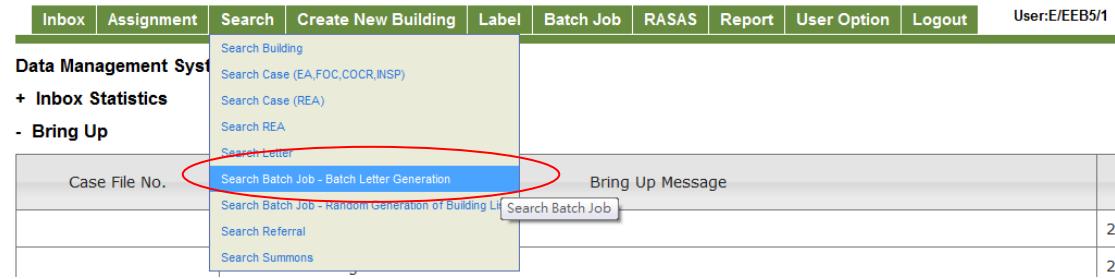
If the letters generated, the status of record would be “Letter Generated” and the document icon would be shown on the record. User can click the document icon to download the letter.

ID	BuildingName	PartyName	Address	caseno	Channel	Action Date	ActionBy	Status	Future Status	Status Code
66	Times Square	Tai Ming Limit	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	EMSD/EEO/BC/34- 00001	Post,	22/05/2014	E/EEB5/1	Letter Generated		9000

## 12.8 Batch Generation of Advisory Letter - Search

Login as Subject Officer Account

Search->Search Batch Job – Batch Letter Generation



Select “Advisory Letter Generation” in Batch Letter / Job Type

### Data Management System (BEEO) - Search Batch Job

This screenshot shows a search form for 'Batch Letter / Job Type'. A dropdown menu is open, showing 'Advisory Letter Generation' as the selected option, indicated by a blue highlight and a red oval.

Enter relative information in search criteria section and then click “Search” button to search the result.

This screenshot shows a search criteria section with the following fields:  
- 'Type -Advisory Letter Generation' (highlighted in green)  
- 'Batch No.' input field  
- 'Status' dropdown menu  
- 'Create Date Range(dd/mm/yyyy)' input fields  
- A large search button at the bottom right with a red oval around it.

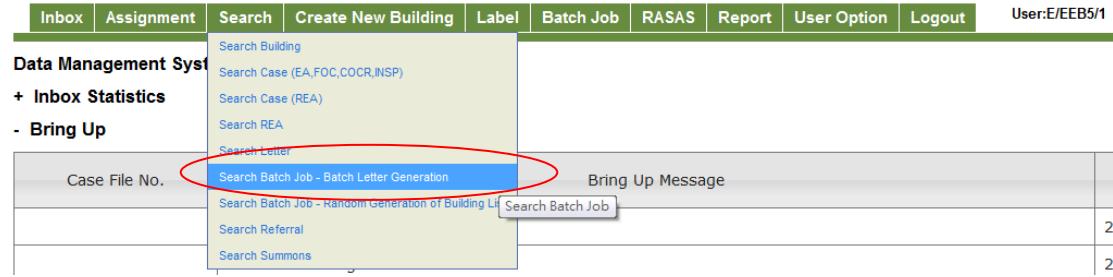
Select the Batch Job for Advisory Letter Generation and then the screen of Batch Job for Advisory Letter Generation will be shown.

Batch ID	Type	Batch Description	Status	Create Date
58	Advisory Letter Generation		Letter Generated	22/5/2014 17:44:19
57	Advisory Letter Generation		Letter Generated	22/5/2014 17:36:52

## 12.9 Batch Generation of Advisory Letter - Print

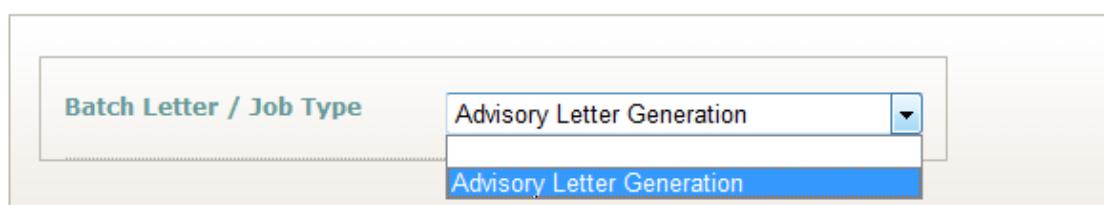
Login as Subject Officer Account

Search->Search Batch Job – Batch Letter Generation



Select “Advisory Letter Generation” in Batch Letter / Job Type

### Data Management System (BEEO) - Search Batch Job



Enter relative information in search criteria section and then click “Search” button to search the result.

The screenshot shows a search form with fields for 'Batch No.' and 'Status', and a date range selector for 'Create Date Range(dd/mm/yyyy)'. At the bottom is a 'Search' button, which is circled in red.

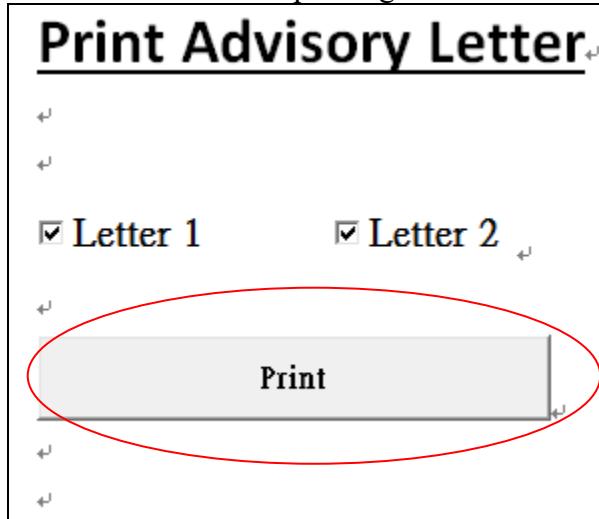
Select the Batch Job for Advisory Letter Generation and then the screen of Batch Job for Advisory Letter Generation will be shown.

Batch ID	Type	Batch Description	Status	Create Date
58	Advisory Letter Generation		Letter Generated	22/5/2014 17:44:19
57	Advisory Letter Generation		Letter Generated	22/5/2014 17:36:52

Click “Print” button and then download a .docm file in word format



Open the .docm file by Microsoft Word and the screen will be shown. User can select which letter for printing and click “Print” button to batch print the letters.



## 12.10 Batch Generation of Advisory Letter - Edit Supplementary information

Login as Subject Officer Account

Search->Search Batch Job – Batch Letter Generation

A screenshot of the "Data Management System (BEEO)" interface. At the top, there is a navigation bar with links like "Inbox", "Assignment", "Search", "Create New Building", "Label", "Batch Job", "RASAS", "Report", "User Option", and "Logout". The user is logged in as "User:E/EEB5/1". On the left, there is a sidebar with "Data Management System" and "Inbox Statistics" sections. The main area shows a "Case File No." input field and a dropdown menu with several options. One option, "Search Batch Job - Batch Letter Generation", is highlighted with a red oval. A "Bring Up Message" window is visible at the bottom right.

Select “Advisory Letter Generation” in Batch Letter / Job Type

**Data Management System (BEEO) - Search Batch Job**

A screenshot of a dropdown menu titled "Batch Letter / Job Type". The menu contains two entries: "Advisory Letter Generation" and another entry that is partially visible below it. The first entry is highlighted with a red oval.

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Enter relative information in search criteria section and then click “Search” button to search the result.

Type -Advisory Letter Generation

**Batch No.**

**Status**

**Create Date Range(dd/mm/yyyy)**  
 -

**Search**  

Select the Batch Job for Advisory Letter Generation and then the screen of Batch Job for Advisory Letter Generation will be shown.

Batch ID	Type	Batch Description	Status	Create Date
58	Advisory Letter Generation		Letter Generated	22/5/2014 17:44:19
57	Advisory Letter Generation		Letter Generated	22/5/2014 17:36:52

Select letter and then fill the related information about supplementary information. Click “Save Supplementary infor” to update the supplementary information.

**Supplementary Information**

By fax  By email  By Post  Post Reg.  
No.

**Action Process**

Action Date: dd/MM/yyyy Action Remark:

**Save Supplementary infor**  

ID	BuildingName	PartyName	Address	caseno	Channel	Action Date	ActionBy	Status	FutureStatus	ie	DOC1	DOC2	DOC1	DOC2
66	Times Square	Tai Ming Limit	Times Square, 1 Matheson Street , Causeway Bay, Hong Kong	EMSD/EEO/BC/34- 00001	Post,	22/05/2014	E/EEB5/1	Letter Generated		<input type="button" value="DOC1"/>	<input type="button" value="DOC1"/>	<input type="button" value="DOC1"/>	<input type="button" value="DOC2"/>	

## 12.11 Batch Generation of Advisory Letter - Action

Login as Subject Officer Account

Search->Search Batch Job – Batch Letter Generation

Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

**Data Management System**

- + Inbox Statistics
- Bring Up

Case File No.

Search Building  
Search Case (EA,FOC,COCR,INSPE)  
Search Case (REA)  
Search REA  
Search Letter  
**Search Batch Job - Batch Letter Generation**  

Search Batch Job - Random Generation of Building L

Search Referral  
Search Summons

Bring Up Message

Select “Advisory Letter Generation” in Batch Letter / Job Type

## Data Management System (BEEO) - Search Batch Job

The screenshot shows a dropdown menu titled 'Batch Letter / Job Type'. The option 'Advisory Letter Generation' is highlighted with a blue selection bar at the bottom of the list.

Enter relative information in search criteria section and then click “Search” button to search the result.

The screenshot shows a search form with the following fields:

- Type -Advisory Letter Generation**: A title label.
- Batch No.**: An input field.
- Status**: A dropdown menu.
- Create Date Range(dd/mm/yyyy)**: Two input fields separated by a dash.
- Search**: A button at the bottom right of the search area, circled in red.

Select letter and then fill the “Action Date” and “Action Remark”. Click “Issue” button or “Cancel” button to make an action of letter.

The screenshot shows the 'Action Process' screen with the following components:

- Supplementary information**: Fields for 'By fax', 'By email', 'By Post', and 'Post Reg.' with checkboxes. A 'Save Supplementary infor' button is also present.
- Action Date**: A date input field with a calendar icon, circled in red.
- Action Remark**: A text input field.
- Action Process**: A table with columns for 'Action Date' and 'Action Remark'. It includes 'Issue' and 'Cancel' buttons, both circled in red.
- Select All** and **Un-Select All** buttons.
- Table View**: A grid showing building details like ID, Building Name, Party Name, Address, caseno, Channel, Action Date, Action By, Status, and Future Status. One row is selected, showing Times Square, Tai Ming Limit, and Hong Kong.

## 13. Report

### 13.1 Generation of Report

Click Report and click on the report to be generated

The screenshot shows a navigation bar with links: Inbox, Assignment, Search, Create New Building, Label, Batch Job, RASAS, Report, User Option, Logout, and User:SE/EEBS. The 'Report' link is highlighted. A dropdown menu for 'Report' is open, listing several report types: COCR Report - List of Received COCR Stage One Declaration per Reporting Period, COCR Report - List of Received COCR Stage Two Declaration per Reporting Period, COCR Report - List of Received COCR Renewal per Reporting Period, FOC Report - List of Received FOC per Reporting Period, EA Report - List of Received Energy Audit Form per Reporting Period, EA Report - List of Received Applications for EA Exemptions per Reporting Period, INSP Report - List of Buildings being inspected in past 12 months / 6 months / 3 months, INSP Report - List of Buildings to be inspected in next 12 months / 6 months / 3 months, REA Report - List of REA to be expired within 12 months / 6 months / 3 months, and REA Statistics Summary Report. The 'FOC Report - List of Received FOC per Reporting Period' option is highlighted.

#### Data Management System (BEEO) - FOC Report - List of Received FOC per Reporting Period

The screenshot shows a form for generating an FOC report. It includes fields for 'Submission Received Date Range(dd/mm/yyyy)', 'District', 'Building Type', 'Building Group', 'Subject Engineer', and 'BSI/TO'. Below these fields is a section labeled 'Output' containing checkboxes for 'PDF' and 'Excel', with 'Excel' checked. A red box highlights the 'Output' section and the 'Generate Report' button below it. The 'Generate Report' button is also highlighted with a red box.

Setting filtering criteria and click “Generate Report” will generate the report.  
(Remarks: If PDF is checked, output report will be in pdf format.  
IF Excel is checked, output report will be in Excel format.  
If both are checked, report will be output in both format)

## 14. Label

### 14.1 Building Label

When new building record is created, a label record is created

Label->Building Label

The screenshot shows the 'Label' tab highlighted in red. Below it, a sub-menu for 'Label' is open, with 'REA Label' also highlighted in red.

Data Management System (BEEO) - Work (Assignment)

Building Label

REA Label

Label

Data Management System (BEEO) - Building Label

File No.	Content	Create By	Create Date	PrintedBy	PrintedDate
EMSD/EEO/BC/34-06120	EMSD HQ2, 1 abc street	E/EEB5/1	21/5/2014 16:36:15		

List of unprinted label

Click View Label

A modal window is displayed, showing the file number 'EMSD/EEO/BC/34-06120' and the content 'EMSD HQ2, 1 abc street'. A red box highlights the entire modal window.

Data Management System (BEEO) - Building Label

Close

EMSD/EEO/BC/34-06120      EMSD/EEO/BC/34-06120

Buildings Energy Efficiency Ordinance - EMSD HQ2, 1 abc street

User may copy the content to a word document for printing.  
After that, click close

The 'Mark Label as printed' button is highlighted in red. The table below shows the label record with the 'PrintedBy' field populated with 'E/EEB5/1'.

Data Management System (BEEO) - Building Label

File No.	Content	Create By	Create Date	PrintedBy	PrintedDate
EMSD/EEO/BC/34-06120	EMSD HQ2, 1 abc street	E/EEB5/1	21/5/2014 16:36:15		

“Mark Label as printed” button appear.  
Click on the button will mark all unprinted label listed as printed.

Data Management System (BEEO) - Building Label

The 'File No.' input field contains 'EMSD/EEO/BC/34- 00123' and the 'Search' button is highlighted in red.

File No. EMSD/EEO/BC/34- 00123

Search

Input File No and Click Search may find out printed Label

## 14.2 REA Label

When a REA case is created, a REA Label will be created.

Label->REA Label

Data Management System (BEEO) - REA Label

File No. (REA)	Content	Create By	Create Date	PrintedBy	PrintedDate
EMSD/EEO/BC/19/01/06124	chan titi	BSI/EEB7/1	21/5/2014 17:20:27		

List of unprinted label

Click View Label

Data Management System (BEEO) - REA Label

EMSD/EEO/BC/19/01/06124      EMSD/EEO/BC/19/01/06124

Buildings Energy Efficiency Ordinance - chan titi

User may copy the content to a word document for printing.  
After that, click close

Data Management System (BEEO) - REA Label

File No.	Content	Create By	Create Date	PrintedBy	PrintedDate
EMSD/EEO/BC/19/01/06124	chan titi	BSI/EEB7/1	21/5/2014 17:20:27		

“Mark Label as printed” button appear.  
Click on the button will mark all unprinted label listed as printed.

Data Management System (BEEO) - REA Label

File No. (REA) EMSD/EEO/BC/19/0 / 06124

Search

Input File No and Click Search may find out printed Label

## 15. User Option

### 15.1 Change Password

Click User Option



#### Data Management System (BEEO) - User Option

The screenshot shows a 'Change Password' form. It has fields for 'Login Name - eeeb52', 'New Password' (containing six dots), and 'Confirm New Password' (also containing six dots). A 'Save' button is at the bottom right. The entire form is enclosed in a light gray box.

Input New Password and click save

#### Data Management System (BEEO) - User Option

The screenshot shows the same 'Change Password' form as before. At the bottom, there is a red message box containing the text 'Password changed successfully'. The form fields are empty again.

Password changed successfully.

## 16. E-submission (WBRS)

### 16.1 Assign WBRS - EE1 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Select to Assign	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer
<input type="checkbox"/>	EE1	ee1210120221100	string	0string-0string string string, Kowloon Bay, Hong Kong	24/11/2021	NEW	BSI/EEB/PS9/3	E/EEB1/2

Click Hyperlink "Application No" for EE1 record

Application No.	ee1210120221100
Building Name(English)	string
Building Name(Chinese)	string
Cancel Reason	
Address of Proposed Building	

### 16.2 Assign WBRS – EE1 -Cancel WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Select to Assign	Submission Type	Application No.	Building Name	Building Address
<input type="checkbox"/>	EE1	ee1210120221100	string	0string-0string string string, Kowloon Bay, Hong Kong

The status is "NEW"

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Select the EE1 record

<input type="checkbox"/> Select to Assign select all	Submission_Type	Application_No.	Building_Name	Building_Address	Receive_Date	Status	Inspector	Engineer
<input type="checkbox"/>	EE1	ee1002	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	16/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	
<input checked="" type="checkbox"/>	EE1	ee1003	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	16/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE1	ee1004	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	16/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	

Enter Cancel Reason

Cancel Reason: Cancel

Click " Cancel " button Cancel this Record item

Cancel Reason: Cancel

### 16.3 Assign WBRS - EE1 Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox    **Assignment**    Search    Building    Label    Batch Job    RASAS    Report    User Option    Configuration    L

Assign Job    **EE1) - WBRS Record Assignment**

Assign WBRS record

Status: NEW    Assign REA WBRS record

- EE1

Select to Assign select all	Submission_Type	Application_No.	Building_Name	Building_Address
<input type="checkbox"/>	EE1	ee1210120221100	string	Ostring-Ostring str

The status is "NEW"

Status: NEW

PENDING  
NEW  
CONVERTED  
CANCELLED

- EE1

Select to Assign select all	Submission_Type	Application_No.	Building_Name	Building_Address
<input type="checkbox"/>	EE1	ee1210120221100	string	Ostrin

Select the EE1 record

<input type="checkbox"/> Select to Assign select all	Submission_Type	Application_No.	Building_Name	Building_Address	Receive_Date	Status	Inspector	Engineer
<input type="checkbox"/>	EE1	ee1002	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	16/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	
<input checked="" type="checkbox"/>	EE1	ee1003	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	16/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE1	ee1004	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	16/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	

Select "Engineer" and "Inspector"

Assign selected submission to:

Engineer: E/EEB1/2    Inspector: BSI/EEB/PS9/3

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

Click "Assign" button to complete the assignment

Assign selected submission to:

Engineer: E/EEB1/2    Inspector: BSI/EEB/PS9/3    Assign

Cancel Reason:



## 16.4 Assign WBRS – EE2 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record



- EE1

Select to Assign select all	Submission Type	Application No.	Building Name	Building Address
<input type="checkbox"/>	EE2	<a href="#">ee2002</a>	string	Ostring-Ostring string, Kowloon Bay

Click Hyperlink "Application No" for EE2 record

Select to Assign select all	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer
<input type="checkbox"/>	EE2	<a href="#">ee2002</a>	string	Ostring-Ostring string, Kowloon Bay	16/11/2021 11:00	NEW	BSI/EEB/PS9/3	E/EEB1/2

EE2 Information will be shown

Data Management System (BEOO) WBRS - EE2

Application No.	ee2002
Building Name(English)	string
Building Name(Chinese)	string
Cancel Reason	

## 16.5 Assign WBRS – EE2 -Cancel WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record



- EE1

Select to Assign select all	Submission Type	Application No.	Building Name	Building Address
<input type="checkbox"/>	EE2	<a href="#">ee2002</a>	string	Ostring-Ostring string, Kowloon Bay

Select the EE2 record

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Select to Assign select all <input type="checkbox"/>	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer
<input checked="" type="checkbox"/>	EE2	ee2002	string	Ostring-Ostring string string, Kowloon Bay	16/11/2021	NEW	BSI/EEB/PS9/3	E/EEB1/2

Enter Cancel Reason

Cancel Reason: <input type="text" value="Cancel"/>	<input type="button" value="Cancel"/>
--	---------------------------------------

Click " Cancel " button Cancel this Record item

Cancel Reason: <input type="text" value="Cancel"/>	<input type="button" value="Cancel"/>
--	---------------------------------------

## 16.6 Assign WBRS – EE2 Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox	Assignment	Search	Building	Label	Batch Job	RASAS	Report	User Option	Configuration	L
Data Man	<input type="button" value="Assign Job"/>	<input type="button" value="Assign WBRS record"/>	EEO) - WBRS Record Assignment							
Status:	<input type="text" value="N"/>	<input type="button" value="Assign REA WBRS record"/>								

- EE1	Select to Assign select all <input type="checkbox"/>	Submission Type	Application No.	Building Name	Buildling Address
					Ostring-Ostring str

The status is "NEW"

Status: <input type="text" value="NEW"/>	<input type="button" value="PENDING"/>
<input type="button" value="NEW"/>	<input type="button" value="CONVERTED"/>
<input type="button" value="EE1"/>	<input type="button" value="CANCELLED"/>
Select to Assign select all <input type="checkbox"/>	Submission Type Application No. Building Name
<input type="checkbox"/>	EE1 ee1210120221100 string

Select the EE2 record

Select to Assign select all <input type="checkbox"/>	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer
<input checked="" type="checkbox"/>	EE2	ee2002	string	Ostring-Ostring string string, Kowloon Bay	16/11/2021	NEW	BSI/EEB/PS9/3	E/EEB1/2

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Select "Engineer" and "Inspector"

Assign selected submission to:

<input type="text" value="Engineer:E/EEB1/2"/>	<input type="text" value="Inspector:BSI/EEB/PS9/3"/>
<input type="button" value="Assign"/>	

Click "Assign" button to complete the assignment

Assign selected submission to:

<input type="text" value="Engineer:E/EEB1/2"/>	<input type="text" value="Inspector:BSI/EEB/PS9/3"/>
<input type="button" value="Assign"/>	

## 16.7 Assign WBRS – EE3 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Data Management System (BEO) - WBRS Record Assignment

Status: N	<a href="#">Assign REA WBRS record</a>																											
<table border="1"> <thead> <tr> <th colspan="9">- EE1</th> </tr> <tr> <th>Select to Assign</th> <th>Submission Type</th> <th>Application No.</th> <th>Building Name</th> <th>Building Address</th> <th>Receive Date</th> <th>Status</th> <th>Inspector</th> <th>Engineer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>EE1</td> <td><a href="#">ee12012021100</a></td> <td>string</td> <td>Ostring-Ostring string string, Kowloon Bay, Hong Kong</td> <td>24/11/2021</td> <td>NEW</td> <td>BSI/EEB/PS9/3</td> <td>E/EEB1/2</td> </tr> </tbody> </table>		- EE1									Select to Assign	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer	<input type="checkbox"/>	EE1	<a href="#">ee12012021100</a>	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	24/11/2021	NEW	BSI/EEB/PS9/3	E/EEB1/2
- EE1																												
Select to Assign	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer																				
<input type="checkbox"/>	EE1	<a href="#">ee12012021100</a>	string	Ostring-Ostring string string, Kowloon Bay, Hong Kong	24/11/2021	NEW	BSI/EEB/PS9/3	E/EEB1/2																				

Click Hyperlink "Application No" for EE3 record

Select to Assign	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer
<input type="checkbox"/>	EE3	<a href="#">34-02874</a>	Lai Ping House	11-11 1 1, Kowloon Bay, Hong Kong	19/11/2021	CANCELLED	BSI/EEB/PS9/3	E/EEB1/2
<input type="checkbox"/>	EE3	<a href="#">9</a>	1	01-01 1 1, Kowloon Bay	14/12/2021	CANCELLED		

EE4 Information will be shown

Data Management System (BEO) WBRS - EE3

Application No.	34-02874
Cancel Reason	ee test cancel

## 16.8 Assign WBRS – EE3 -Cancel WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Data Management System (BEO) - WBRS Record Assignment

Status: N	<a href="#">Assign REA WBRS record</a>															
<table border="1"> <thead> <tr> <th colspan="5">- EE1</th> </tr> <tr> <th>Select to Assign</th> <th>Submission Type</th> <th>Application No.</th> <th>Building Name</th> <th>Building Address</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td>Ostring-Ostring strin</td> </tr> </tbody> </table>		- EE1					Select to Assign	Submission Type	Application No.	Building Name	Building Address	<input type="checkbox"/>				Ostring-Ostring strin
- EE1																
Select to Assign	Submission Type	Application No.	Building Name	Building Address												
<input type="checkbox"/>				Ostring-Ostring strin												

Select the EE3 record

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Select to Assign select all <input type="checkbox"/>	Submission_Type	Application_No.	Building_Name	Building_Address	Receive_Date	Status	Inspector	Engineer
<input checked="" type="checkbox"/>	EE3	34-02874	Lai Ping House	11-11 1 1, Kowloon Bay, Hong Kong	19/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE3	9	1	01-01 1 1, Kowloon Bay	14/12/2021	CANCELLED		

Enter Cancel Reason

Cancel Reason:	Cancel
----------------	--------

**Cancel**

Click " Cancel " button Cancel this Record item

Cancel Reason:	Cancel
----------------	--------

**Cancel**

## 16.9 Assign WBRS – EE3 Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox	Assignment	Search	Building	Label	Batch Job	RASAS	Report	User Option	Configuration	L
Data Man	Assign Job	EEO) - WBRS Record Assignment								
Status:	New	Assign WBRS record								
		Assign REA WBRS record								

- EE1

Select to Assign select all <input type="checkbox"/>	Submission_Type	Application_No.	Building_Name	Building_Address
				0string-0string str

The status is "NEW"

Status: NEW	PENDING		
- EE1	NEW		
Select to Assign select all <input type="checkbox"/>	CONVERTED		
	CANCELLED		
Submission_Type	Application_No.	Building_Name	Building_Address
EE1	ee1210120221100	string	0string-0string str

Select the EE3 record

Select to Assign select all <input type="checkbox"/>	Submission_Type	Application_No.	Building_Name	Building_Address	Receive_Date	Status	Inspector	Engineer
<input checked="" type="checkbox"/>	EE3	34-02874	Lai Ping House	11-11 1 1, Kowloon Bay, Hong Kong	19/11/2021	CANCELLED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE3	9	1	01-01 1 1, Kowloon Bay	14/12/2021	CANCELLED		

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Select "Engineer" and "Inspector"

Assign selected submission to:

<input type="text" value="Engineer:EEB1/2"/> <input type="button" value="Assign"/>	<input type="text" value="Inspector:BSEEBPS93"/> <input type="button" value="Assign"/>
<input type="button" value="Cancel Reason"/>	<input type="button" value="Assign"/>

Click "Assign" button to complete the assignment

Assign selected submission to:

<input type="text" value="Engineer:EEB1/2"/> <input type="button" value="Assign"/>	<input type="text" value="Inspector:BSEEBPS93"/> <input type="button" value="Assign"/>
<input type="button" value="Cancel Reason"/>	<input type="button" value="Assign"/>

## 16.10 Assign WBRS – EE4 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox Assignment Search Building Label Batch Job RASAS Report User Option Configuration L

Data Management System (BEO) - WBRS Record Assignment

Status: N	<input type="button" value="Assign Job"/>	<input type="button" value="Assign WBRS record"/>	<input type="button" value="Assign REA WBRS record"/>
<b>- EE1</b> Select to Assign <input type="checkbox"/> select all      Submission Type Application No. Building Name Building Address 98      1      01-01 1 , Kowloon Bay      19/11/2021      CANCELLED      E/EEB1/2			

Click Hyperlink "Application No" for EE4 record

EE4							
Select to Assign	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector
<input type="checkbox"/>	EE4	98	1	01-01 1 , Kowloon Bay	19/11/2021	CANCELLED	
<input type="checkbox"/>	EE4	77	1	01-01 1 , Kowloon Bay	19/11/2021	CANCELLED	E/EEB1/2

EE4 Information will be shown

Data Management System (BEO) WBRS - EE4

Application No.	98	<input type="button" value="Google Translate"/>
Cancel Reason	ee4 test cancel	
Information of Building		
Building Name(English)	1	
Building Name(Chinese)	1	
Address of Building		

## 16.11 Assign WBRS – EE4 -Cancel WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Inbox	Assignment	Search	Building	Label	Batch Job	RASAS	Report	User Option	Configuration	L																																									
Data Man	<a href="#">Assign Job</a>	<a href="#">Assign WBRS record</a>	EEO) - WBRS Record Assignment																																																
Status:N			<a href="#">Assign REA WBRS record</a>																																																
<p>- EE1</p> <table border="1"> <thead> <tr> <th>Select to Assign</th> <th>Submission Type</th> <th>Application No.</th> <th>Building Name</th> <th>Buildling Address</th> <th>Receive Date</th> <th>Status</th> <th>Inspector</th> <th>Engineer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>EE4</td> <td>12</td> <td>12</td> <td>1212-1212 12 , Kowloon Bay</td> <td>17/11/2021</td> <td>CONVERTED BSI/EEB/PS9/3</td> <td>E/EEB1/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EE4</td> <td>14</td> <td>14</td> <td>1414-1414 14 , Kowloon Bay</td> <td>17/11/2021</td> <td>CONVERTED BSI/EEB/PS9/3</td> <td>E/EEB1/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EE4</td> <td>5</td> <td>1</td> <td>121-121 1 , Kowloon Bay</td> <td>17/11/2021</td> <td>CONVERTED BSI/EEB/PS9/3</td> <td>E/EEB1/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EE4</td> <td>6</td> <td>1</td> <td>121-121 1 , Kowloon Bay</td> <td>17/11/2021</td> <td>CONVERTED BSI/EEB/PS9/3</td> <td>E/EEB1/2</td> </tr> </tbody> </table>											Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer	<input type="checkbox"/>	EE4	12	12	1212-1212 12 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	<input type="checkbox"/>	EE4	14	14	1414-1414 14 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	<input type="checkbox"/>	EE4	5	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	<input type="checkbox"/>	EE4	6	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2
Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer																																											
<input type="checkbox"/>	EE4	12	12	1212-1212 12 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2																																												
<input type="checkbox"/>	EE4	14	14	1414-1414 14 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2																																												
<input type="checkbox"/>	EE4	5	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2																																												
<input type="checkbox"/>	EE4	6	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2																																												

Select the EE4 record

Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer
<input checked="" type="checkbox"/>	EE4	12	12	1212-1212 12 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE4	14	14	1414-1414 14 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE4	5	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	
<input type="checkbox"/>	EE4	6	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	

Enter Cancel Reason

Cancel Reason:	Cancel	<input type="button" value="Cancel"/>
----------------	--------	---------------------------------------

Click " Cancel " button Cancel this Record item

Cancel Reason:	Cancel	<input type="button" value="Cancel"/>
----------------	--------	---------------------------------------

(Cancel)

## 16.12 Assign WBRS – EE4 Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox	Assignment	Search	Building	Label	Batch Job	RASAS	Report	User Option	Configuration	L																		
Data Man	<a href="#">Assign Job</a>	<a href="#">Assign WBRS record</a>	EEO) - WBRS Record Assignment																									
Status:N			<a href="#">Assign REA WBRS record</a>																									
<p>- EE1</p> <table border="1"> <thead> <tr> <th>Select to Assign</th> <th>Submission Type</th> <th>Application No.</th> <th>Building Name</th> <th>Buildling Address</th> <th>Receive Date</th> <th>Status</th> <th>Inspector</th> <th>Engineer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>EE1</td> <td>ee1210120221100</td> <td>string</td> <td>0string-0string str</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer	<input type="checkbox"/>	EE1	ee1210120221100	string	0string-0string str				
Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer																				
<input type="checkbox"/>	EE1	ee1210120221100	string	0string-0string str																								

The status is "NEW"

Status:	<input type="button" value="NEW"/>	<input type="button" value="PENDING"/>	<input type="button" value="NEW"/>	<input type="button" value="CONVERTED"/>	<input type="button" value="CANCELLED"/>																		
<p>- EE1</p> <table border="1"> <thead> <tr> <th>Select to Assign</th> <th>Submission Type</th> <th>Application No.</th> <th>Building Name</th> <th>Buildling Address</th> <th>Receive Date</th> <th>Status</th> <th>Inspector</th> <th>Engineer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>EE1</td> <td>ee1210120221100</td> <td>string</td> <td>0string-0string str</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer	<input type="checkbox"/>	EE1	ee1210120221100	string	0string-0string str				
Select to Assign	Submission Type	Application No.	Building Name	Buildling Address	Receive Date	Status	Inspector	Engineer															
<input type="checkbox"/>	EE1	ee1210120221100	string	0string-0string str																			

Select the EE4 record

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

- EE4	Select to Assign	Submission Type	Application No.	Building Name	Building Address	Receive Date	Status	Inspector	Engineer
	<input checked="" type="checkbox"/>	EE4	12	12	1212-1212 12 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	
	<input type="checkbox"/>	EE4	14	14	1414-1414 14 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	
	<input type="checkbox"/>	EE4	5	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	
	<input type="checkbox"/>	EE4	8	1	121-121 1 , Kowloon Bay	17/11/2021	CONVERTED BSI/EEB/PS9/3	E/EEB1/2	

Select "Engineer" and "Inspector"

Assign selected submission to:

Engineer: E/EEB1/2	Inspector: BSI/EEB/PS9/3	Assign
Cancel Reason:		

Click "Assign" button to complete the assignment

Assign selected submission to:

Engineer: E/EEB1/2	Inspector: BSI/EEB/PS9/3	Assign
Cancel Reason:		

## 16.13 Assign WBRS – EE5 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

Data Management System (BEOO) - Inbox (E/EEB5/1)

- + Inbox S Assign REA WBRS record
- Bring Up

Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	BEOO DMC Assignment No. 2722	15/5/2014	CTO/EEB5/1

Click Hyperlink "Application No" for EE5 record

<input type="checkbox"/>	EE5	L140000083	1 简体   繁體 Name of Building	1a-12z 11   11 Street (English) , Mid-Level, Hong Kong	05/05/2014 0
<input type="checkbox"/>	EE5	L140000077	1 Name of Building	1a-12z Street (English) , Island, New Territories	05/05/2014 0
<input type="checkbox"/>	EE5	L140000104	1 654	65-5 654 , Choi Hung, Kowloon	05/05/2014 0

EE5 Information will be shown

Data Management System (BEOO) WBRS - EE5

Application No.	L140000077	SEQ	1
Building Name(English)	Name of Building		
Building Name(Chinese)	建築物名稱		

## 16.14 Assign WBRS – EE5 Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record



Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	DEEO DMS Assignment No 2722	15/5/2014	CTO/EEO2

Select the EE5 record



<input type="checkbox"/>	EE5	L1400000771	Name of Building	Mid-Level, Hong Kong	05/05/2014 0
<input type="checkbox"/>	FF5	I 1400001041	654	1a-12z Street (English) , Island, New Territories	05/05/2014 0

Select "Engineer" and "Inspector"



Click "Assign" button to complete the assignment



## 16.15 Assign WBRS – EE7 - Display WBRS Record

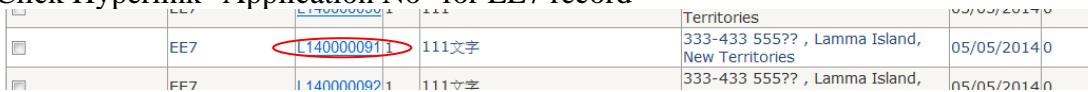
Login as Subject Officer Account

Assignment->Assign WBRS record



Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	DEEO DMS Assignment No 2722	15/5/2014	CTO/EEO2

Click Hyperlink "Application No" for EE7 record



<input type="checkbox"/>	EE7	<a href="#">L1400000911</a>	111文字	Territories	05/05/2014 0
<input type="checkbox"/>	FF7	I 1400000921	111文字	333-433 555?? , Lamma Island, New Territories	05/05/2014 0

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**EE7 Information will be shown**  
**Data Management System (BEOO) WBRS - EE7**

Application No.	L140000091
Certificate of Compliance Registration	Registration No. Of Certificate of Compliance Registration
<input checked="" type="checkbox"/> Form of Compliance	Registration No. Of Form of Compliance
<input type="checkbox"/> Energy Audit Form	Registration No. Of Energy Audit Form

## 16.16 Assign WBRS – EE7 Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout	User:E/EEB5/1
Data Manager (BEOO) - Inbox (E/EEB5/1)										
<ul style="list-style-type: none"> <li>+ Inbox S <a href="#">Assign REA WBRS record</a></li> <li>- Bring Up</li> </ul>										
Case File No.	Bring Up Message				Generated Date & Time	Initiated By				
EMSD/EEO/BC/34-	BEOO DMS Assignment No 2723				15/5/2014	CTO/EEO7				

Select the EE7 record

	EE7	L14UUUUU91	111文字	New Territories	05/05/2014 0
<input checked="" type="checkbox"/>	EE7	L140000092	111文字	333-433 555?? , Lamma Island, New Territories	05/05/2014 0
<input type="checkbox"/>	EE7	L140000095	111	333-433 555 , Lamma Island, New Territories	05/05/2014 0

Select "Engineer" and "Inspector"

Assign selected submission to:
Engineer: E/EEB1/2 <input type="button" value="Assign"/>
Cancel Reason:
Inspector: BSI/EEB/PS93 <input type="button" value="Assign"/>

Click "Assign" button to complete the assignment

Assign selected submission to:
Engineer: E/EEB1/2 <input type="button" value="Assign"/>
Cancel Reason:
Inspector: BSI/EEB/PS93 <input type="button" value="Assign"/>

## 16.17 Assign WBRS – EEEX - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record

Inbox	Assignment	Search	Create New Building	Label	Batch Job	RASAS	Report	User Option	Logout	User:E/EEB5/1
Data Manager (BEOO) - Inbox (E/EEB5/1)										
<ul style="list-style-type: none"> <li>+ Inbox S <a href="#">Assign REA WBRS record</a></li> <li>- Bring Up</li> </ul>										
Case File No.	Bring Up Message				Generated Date & Time	Initiated By				
EMSD/EEO/BC/34-	BEOO DMS Assignment No 2723				15/5/2014	CTO/EEO7				

Click Hyperlink "Application No" for EEEX record

	EEEX	L140000033	11	3344-5566 // , Aberdeen, Hong Kong	0
	EEEX	L140000034	11	3344-5566 77 , Aberdeen, Hong Kong	0
	FFFX	I 140000035	11	3344-5566 77 , Aberdeen, Hong Kong	0

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

**EEEX Information will be shown**

Data Management System (BEEO) WBRS - EEEX (COCR)

Application No.	L140000034	SEQ	1
Building Name(English)	11		
Building Name(Chinese)	22		

## 16.18 Assign WBRS – EEEX Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record



Inbox Assignment Search Create New Building Label Batch Job RASAS Report User Option Logout User:E/EEB5/1

Data Manager (BEEO) - Inbox (E/EEB5/1)

- + Inbox S Assign REA WBRS record
- Bring Up

Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	EEEO DMS Assignment No. 2722	15/5/2014	E/EEB5/1

Select the EEEX record



	Case File No.	Submission ID	SEQ	Address	Status
<input checked="" type="checkbox"/>	EEEX	L140000032	1	34-56 7 , Aberdeen, Hong Kong	0
<input type="checkbox"/>	EEEX	L140000033	11	3344-5566 77 , Aberdeen, Hong Kong	0

Select "Engineer" and "Inspector"



Assign selected submission to:

Engineer: E/EEB1/2    Inspector: BSIEEB/PS9/3

Cancel Reason:

Assign

Click "Assign" button to complete the assignment



Assign selected submission to:

Engineer: E/EEB1/2    Inspector: BSIEEB/PS9/3

Cancel Reason:

Assign

## 16.19 Assign WBRS – EEET - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign WBRS record



Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	BEEO DMS Assignment No. 2722	15/5/2014	CTO/EEO

Click Hyperlink "Application No" for EEET record

<input type="checkbox"/>	EEET	<a href="#">L140000085</a>	1	34-56 7 , Admiralty, Hong Kong	05/05/2014 0
<input type="checkbox"/>	EEET	<a href="#">L140000086</a>	1	13 2 , Lai King, Kowloon	05/05/2014 0
<input type="checkbox"/>	EEET	<a href="#">L140000088</a>	1	2 , Lamma Island, New Territories	05/05/2014 0

EEET Information will be shown

Data Management System (BEEO) WBRS - EEET (COCR)

Application No.	L140000086	SEQ	1
Building Name (English)	1		
Building Name			

## 16.20 Assign WBRS – EEET Assignment

Login as Subject Officer Account

Assignment->Assign WBRS record



Case File No.	Bring Up Message	Generated Date & Time	Initiated By
EMSD/EEO/BC/34-	BEEO DMS Assignment No. 2722	15/5/2014	CTO/EEO

Select the EEET record

<input type="checkbox"/>	EEET	<a href="#">L140000089</a>	1	2 , Lai Chi Kok, Kowloon	05/05/2014 0
<input checked="" type="checkbox"/>	EEET	<a href="#">L140000099</a>	222	1 , Lai Chi Kok, Kowloon	05/05/2014 0
<input type="checkbox"/>	EEET	<a href="#">L140000100</a>	1	2 , Lamma Island, New Territories	05/05/2014 0

Select "Engineer" and "Inspector"

Assign selected submission to:

Engineer: E/EEB5/2	Assign
Cancel Reason:	

Inspector: B/EEB/PSS/3	Assign
------------------------	--------

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

---

Click "Assign" button to complete the assignment

Assign selected submission to:

Engineer: EEEB1/2	Cancel Reason:	Inspector: BSEEPPS9/3	<input type="button" value="Assign"/>
-------------------	----------------	-----------------------	---------------------------------------

## 16.21 Assign REA WBRS – REA1 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign REA WBRS record

Inbox Assignment Search Building Label Batch Job RASAS Report User Option Configuration Logout User:CSA/EEB5

Data Man [Assign Job](#) [Assign WBRS record](#) **EEO) - WBRS Record Assignment for EA**

Status: NEW

Select to Assign	Submission	Application No.	Name	Registration No.	Receive Date
<input type="checkbox"/>	RE A1	L160000008	L16000006_ENG_NAME		03/04/2018
<input type="checkbox"/>	RE A1	L160000008	L16000008_ENG_NAME		03/04/2018
<input checked="" type="checkbox"/>	RE A1	L160000009	L16000009_ENG_NAME		03/04/2018
<input type="checkbox"/>	RE A1	L160000011	L16000011_ENG_NAME		03/04/2018
<input type="checkbox"/>	RE A1	L160000012	L16000012_ENG_NAME		03/04/2018
<input type="checkbox"/>	RE A1	L160000014	L16000014_ENG_NAME		03/04/2018

Click Hyperlink "Application No" for REA1 record

RE A1	Application No.	Name	Receive Date
<input type="checkbox"/>	L160000008	L16000006_ENG_NAME	03/04/2018
<input type="checkbox"/>	L160000008	L16000008_ENG_NAME	03/04/2018
<input checked="" type="checkbox"/>	L160000009	L16000009_ENG_NAME	03/04/2018
<input type="checkbox"/>	L160000011	L16000011_ENG_NAME	03/04/2018
<input type="checkbox"/>	L160000012	L16000012_ENG_NAME	03/04/2018
<input type="checkbox"/>	L160000014	L16000014_ENG_NAME	03/04/2018

REA1 Information will be shown

Data Management System (BEEO) WBRS - REA1

Application No.	L12000037	Receive Date	22/4/2014 11:19:07
Application Type	NEW	Change of particulars	<input type="checkbox"/> Name <input type="checkbox"/> Correspondence Address <input type="checkbox"/> Professional Qualification
Registration No.		Expiry Date	1/1/1900

## 16.22 Assign REA WBRS – REA1 Assignment

Login as Subject Officer Account

Assignment->Assign REA WBRS record

Inbox Assignment Search Building Label Batch Job RASAS Report User Option Configuration Logout User:CSA/EEB5

Data Man [Assign Job](#) [Assign WBRS record](#) **EEO) - WBRS Record Assignment for EA**

Status: NEW

Select to Assign	Submission	Application No.	Name	Registration No.	Receive Date
<input type="checkbox"/>	RE A1	@a11301/02/14N0JHN	engNameCH2	202201071613	16/11/2021
<input checked="" type="checkbox"/>	RE A1	@a1190130221422	engName		16/11/2021

Select the REA1 record

<input type="checkbox"/>	RE A1	@a11301/02/14N0JHN	engNameCH2	202201071613	16/11/2021	NEW
<input checked="" type="checkbox"/>	RE A1	@a1190130221422	engName		16/11/2021	NEW

Download

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**Select "Engineer" and "Inspector"**

Assign selected submission to:

Engineer: E/EEB1/2	Inspector: BSI/EEB/PS9/3
<input type="button" value="Assign"/>	

**Click "Assign" button to complete the assignment**

Assign selected submission to:

Engineer: E/EEB1/2	Inspector: BSI/EEB/PS9/3
<input type="button" value="Assign"/>	

**Login as STO Account**

File No. (Assignment No.)	Building Name Work Location [REA]	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	Document Check (Batch No.)
EMSD/EEO/BC/19/01/00245 (25293)	[engName]	REA-Registration as General Officer	25/2/2022	E/EEB1/2	STO/EEBS	General Checking in progress	STO/EEBS	0	CSA/EEBS	25/2/2022 13:44:01	No
EMSD/EEO/BC/19/01/01252 (23017)	[L200000003_ENG_NAME]	REA-Registration as General Officer	26/11/2021	E/EEB1/2	STO/EEBS	General Checking in progress	STO/EEBS	91	CSA/EEBS	17/2/2022 14:29:10	No

**Click record to enter the detailed page**

Data Management System (BEOO) - Work (Assignment No.25293)

File No. - EMSD/EEO/BC/19/01/00245	Attachment <input type="button" value="Add attachment"/> <input type="button" value="Template"/>																																											
REA Name - engName	Improvement Notice																																											
Assignment ID - 25293	Letter List																																											
Type - REA-Registration as General Officer	Check List																																											
ID - 3520 (Please Click to view Detail)	Action																																											
Status - General Checking in progress	Required																																											
Date when GR received the submission - 25/02/2022	<input checked="" type="checkbox"/> Prepare Acknowledgement Letter	Completed																																										
Subject Engineer - E/EEB1/2	<input checked="" type="checkbox"/> Check submitted documents	<input type="checkbox"/>																																										
BSI/TO - STO/EEBS	<input checked="" type="checkbox"/> Prepare Checklist for General Checking	<input type="checkbox"/>																																										
Action Officer - STO/EEBS	<input checked="" type="checkbox"/> Attach Checklist for General Checking for comments / endorsement	<input type="checkbox"/>																																										
	<input checked="" type="checkbox"/> Prepare Letter of Request for Supplementary Information	<input type="checkbox"/>																																										
	<input checked="" type="checkbox"/> Attach Letter of Request for Supplementary Information for comments / endorsement	<input type="checkbox"/>																																										
	<input checked="" type="checkbox"/> Input / Update Information of application / submission	<input type="checkbox"/>																																										
	<input checked="" type="checkbox"/> For new case no, Inform GR to create label	<input type="checkbox"/>																																										
	<input type="button" value="Save Action"/>																																											
<table border="1"> <tr> <td>Log History</td> <td>Action Report</td> </tr> <tr> <td>User</td> <td>Action</td> <td>Remarks/Comments</td> <td>Date</td> </tr> <tr> <td>CSA/EEBS</td> <td>Create Work assigned By - CSA/EEBS</td> <td></td> <td>25/2/2022 13:44:03</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>For new case no, Inform GR to create label</td> <td>25/2/2022 13:44:03</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Input / Update Information of application / submission</td> <td>25/2/2022 13:44:03</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Attach Letter of Request for Supplementary Information for comments / endorsement</td> <td>25/2/2022 13:44:03</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Prepare Letter of Request for Supplementary Information</td> <td>25/2/2022 13:44:03</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Attach Checklist for General Checking for comments / endorsement</td> <td>25/2/2022 13:44:02</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Prepare Checklist for General Checking</td> <td>25/2/2022 13:44:02</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Check submitted documents</td> <td>25/2/2022 13:44:02</td> </tr> <tr> <td>CSA/EEBS</td> <td>Action Start</td> <td>Prepare Acknowledgement Letter</td> <td>25/2/2022 13:44:02</td> </tr> </table>			Log History	Action Report	User	Action	Remarks/Comments	Date	CSA/EEBS	Create Work assigned By - CSA/EEBS		25/2/2022 13:44:03	CSA/EEBS	Action Start	For new case no, Inform GR to create label	25/2/2022 13:44:03	CSA/EEBS	Action Start	Input / Update Information of application / submission	25/2/2022 13:44:03	CSA/EEBS	Action Start	Attach Letter of Request for Supplementary Information for comments / endorsement	25/2/2022 13:44:03	CSA/EEBS	Action Start	Prepare Letter of Request for Supplementary Information	25/2/2022 13:44:03	CSA/EEBS	Action Start	Attach Checklist for General Checking for comments / endorsement	25/2/2022 13:44:02	CSA/EEBS	Action Start	Prepare Checklist for General Checking	25/2/2022 13:44:02	CSA/EEBS	Action Start	Check submitted documents	25/2/2022 13:44:02	CSA/EEBS	Action Start	Prepare Acknowledgement Letter	25/2/2022 13:44:02
Log History	Action Report																																											
User	Action	Remarks/Comments	Date																																									
CSA/EEBS	Create Work assigned By - CSA/EEBS		25/2/2022 13:44:03																																									
CSA/EEBS	Action Start	For new case no, Inform GR to create label	25/2/2022 13:44:03																																									
CSA/EEBS	Action Start	Input / Update Information of application / submission	25/2/2022 13:44:03																																									
CSA/EEBS	Action Start	Attach Letter of Request for Supplementary Information for comments / endorsement	25/2/2022 13:44:03																																									
CSA/EEBS	Action Start	Prepare Letter of Request for Supplementary Information	25/2/2022 13:44:03																																									
CSA/EEBS	Action Start	Attach Checklist for General Checking for comments / endorsement	25/2/2022 13:44:02																																									
CSA/EEBS	Action Start	Prepare Checklist for General Checking	25/2/2022 13:44:02																																									
CSA/EEBS	Action Start	Check submitted documents	25/2/2022 13:44:02																																									
CSA/EEBS	Action Start	Prepare Acknowledgement Letter	25/2/2022 13:44:02																																									
<input type="button" value="Re-Assignment"/> <input type="button" value="WBR Record"/> <input type="button" value="Change REA File No."/> <input type="button" value="Bring Up Management"/> <input type="button" value="Change Action Officer"/> <input type="button" value="Close"/>																																												

**Click “Change Action Officer” button Change Action Officer**

Data Management System (BEOO) - Work (Assignment No.25293)

File No. - EMSD/EEO/BC/19/01/00245	Remarks / Comments
REA Name - engName	<input type="text" value="Eng"/>
Assignment ID - 25293	
Type - REA-Registration as General Officer	
ID - 3520 (Please Click to view Detail)	
Status - General Checking in progress	
Date when GR received the submission - 25/02/2022	
Subject Engineer - E/EEB1/2	
BSI/TO - STO/EEBS	
Next Action Officer - E/EEB1/2	
	<input type="button" value="Re-Assignment"/> <input type="button" value="WBR Record"/> <input type="button" value="Change REA File No."/> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/>

**Click “Confirm” button Submit records**

Next Action Officer - E/EEB1/2

<input type="button" value="Re-Assignment"/> <input type="button" value="WBR Record"/> <input type="button" value="Change REA File No."/> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/>
--

**Click record to enter the detailed page**

Assignment No.	Subject Engineer	BSI/TO	Action Officer	Assign By	Assign Date	Category	File No.	Building Name/[REA]	Street Name	Work Location	Document Check (Batch No.)
25293	E/EEB1/2	STO/EEBS	E/EEB1/2	CSA/EEBS	25/2/2022 13:43:30	REA					No
25291	E/EEB1/2	STO/EEBS	E/EEB1/2	CSA/EEBS	25/2/2022 13:42:53	REA					No

**Select and enter corresponding information**

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Type: REA registration as General Officer  
Date when GR received the submission: 25/02/2022  
Subject Engineer - E/EEB1/2  
BSI/TO - STO/EEBS  
Action Officer: STO/EEB5  
Remarks/Comments: long

Action Required:

- Prepare Acknowledgement Letter
- Check submitted documents
- Prepare Checklist for General Checking
- Attach Checklist for General Checking for comments / endorsement
- Prepare Letter of Request for Supplementary Information
- Attach Letter of Request for Supplementary Information for comments / endorsement
- Input / Update Information of application / submission
- For new case no, inform GR to create label

Click the "save record" button to save the record

Click record to enter the detailed page

EMSD/EOO/BC/19/01/00245	BEOO DMS - Being Action Officer	25/2/2022 13:56:02	STO/EEB5	<input type="button" value="delete"/>
EMSD/EOO/BC/19/01/00233	BEOO DMS - Being Action Officer	18/2/2022 15:35:26	STO/EEB2	<input type="button" value="delete"/>
EMSD/EOO/BC/19/01/00237	BEOO DMS - Being Action Officer	18/2/2022 15:33:08	STO/EEB2	<input type="button" value="delete"/>

Click the "Proceed" button to save the record

File No.: EMSD/EOO/BC/19/01/00245  
REA Name: engName  
Assignment ID: 25293  
Type: REA-Registration as General Officer  
ID: 3520 (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission: 25/02/2022  
Subject Engineer - E/EEB1/2  
BSI/TO - STO/EEBS  
Action Officer - E/EEB1/2

Action Required:

- Prepare Acknowledgement Letter
- Check submitted documents
- Prepare Checklist for General Checking
- Attach Checklist for General Checking for comments / endorsement
- Prepare Letter of Request for Supplementary Information
- Attach Letter of Request for Supplementary Information for comments / endorsement
- Input / Update Information of application / submission
- For new case no, inform GR to create label

Completed:

Log History [Action Report]

User	Action	Remarks/Comments	Date
STO/EEB5	Pass to E/EEB1/2	long	25/2/2022 13:56:02
CSA/EEB5	Create Work assigned By - CSA/EEB5		25/2/2022 13:44:03
CSA/EEB5	Action Start	For new case no, inform GR to create label	25/2/2022 13:44:03
CSA/EEB5	Action Start	Input / Update Information of application / submission	25/2/2022 13:44:03
CSA/EEB5	Action Start	Attach Letter of Request for Supplementary Information for comments / endorsement	25/2/2022 13:44:03
CSA/EEB5	Action Start	Prepare Letter of Request for Supplementary Information	25/2/2022 13:44:03
CSA/EEB5	Action Start	Attach Checklist for General Checking for comments / endorsement	25/2/2022 13:44:02
CSA/EEB5	Action Start	Prepare Checklist for General Checking	25/2/2022 13:44:02
CSA/EEB5	Action Start	Check submitted documents	25/2/2022 13:44:02
CSA/EEB5	Action Start	Prepare Acknowledgement Letter	25/2/2022 13:44:02

WBR Record | Change REA File No. | Bring Up Management | Change Action Officer |  | Close | Cancel |

Select and enter corresponding information

Data Management System (BEOO) - Work (Assignment No.25293)

Transit To Next Stage

File No.: EMSD/EOO/BC/19/01/00245  
REA Name: engName  
Assignment ID: 25293  
Type: REA-Registration as General Officer  
ID: 3520 (Please Click to view Detail)  
Status - General Checking in progress  
Date when GR received the submission: 25/02/2022  
Subject Engineer - E/EEB1/2  
BSI/TO - STO/EEBS

Next Action Officer: SE/EEB15  
Next Stage: RE-A-Recommend for Accepted registration

Next Stage Action:

Recommend for acceptance of registration

Remarks/Comments: long

WBR Record | Change REA File No. | Confirm | Cancel |

Click "Confirm" button Submit records

Login as Subject Officer Account  
Click record to enter the detailed page

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

- Works in progress <a href="#">Filter</a>											
File No. (Assignment No.)	Building Name Work Location [REA]	Submission Type	Received Date	Subject Engineer	BSI/TO	Current Status	Action Officer	No. of calendar days since received	Update By	Update Date	Document Check (Batch No.)
EMSD/EEO/BC/19/01/00120 (23138)	[engName]	REA-Registration as General Officer	14/12/2021	E/EEB1/2	STO/EEBS	Pending for CE Confirmation	SE/EEB15	73	E/EEB1/2	25/2/2022 14:55:21	No
EMSD/EEO/BC/19/01/00245 (25293)	[engName]	REA-Registration as General Officer	25/2/2022	E/EEB1/2	STO/EEBS	Recommend for Accepted registration	SE/EEB15	0	E/EEB1/2	25/2/2022 14:53:37	No
EMSD/EEO/BC/19/01/00236 (25288)	[L160000016_ENG_NAME]	REA-Registration as General Officer	18/2/2022	E/EEB1/2	STO/EEB2	Pending for CE Confirmation	SE/EEB15	7	SE/EEB15	18/2/2022 17:44:17	No
EMSD/EEO/BC/19/01/00231 (25285)	[L170000004_ENG_NAME]	REA-Registration as General Officer	18/2/2022	E/EEB1/2	STO/EEB2	Issue Certificate	SE/EEB15	7	SE/EEB15	18/2/2022 14:43:28	No

Click the "Endorse" button to save the record

Select and enter corresponding information

Click “Confirm” button Submit records

Click record to enter the detailed page

Bring Up				
Case File No.	Bring Up Message	Generated Date & Time	Initiated By	
EMSD/EEO/BC/19/01/00120	BEOO DMS - Being Action Officer	25/2/2022 14:55:19	E/EEB1/2	<a href="#">Delete</a>
EMSD/EEO/BC/19/01/00245	BEOO DMS - Being Action Officer	25/2/2022 14:53:35	E/EEB1/2	<a href="#">Delete</a>
EMSD/EEO/BC/19/01/00236	BEOO DMS - Being Action Officer	18/2/2022 15:48:38	E/EEB1/2	<a href="#">Delete</a>
EMSD/EEO/BC/19/01/00231	BEOO DMS - Being Action Officer	18/2/2022 14:41:39	E/EEB1/2	<a href="#">Delete</a>
EMSD/EEO/BC/19/01/00270	BEOO DMS - Being Action Officer	18/2/2022 14:17:40	E/EEB1/2	<a href="#">Delete</a>

Click the hyperlink to enter the sub page

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

**File No. - EMSD/EEO/BC/19/01/00245**

**REA Name - engName**

**Assignment ID - 25293**

**Type - REA-Registration as General Officer**

**ID- 3520 (Please Click to view Detail)**

**Status - Issue Certificate**

**Date when GR received the submission - 25/02/2022**

**Subject Engineer - E/EEB1/2**

**BSI/TO - STO/EEB5**

**Attachment**

**Add attachment** **Template**

**Improvement Notice**

**Letter List**

**Check List**

**Action**

Prepare confirmation letter

**Fill in the required data with red title**

Received Date (dd/mm/yyyy)	25/02/2022	Review By	
REA Reg. No.	DSAD	Review Date (dd/mm/yyyy)	
REA Name		Handled By	
Issue Date (dd/mm/yyyy)	25/02/2022	Date To BSI for DCI(dd/mm/yyyy)	
Ack. Date (dd/mm/yyyy)		Issue Date of DCI(dd/mm/yyyy)	
Screen By		Letter return Date of DCI (dd/mm/yyyy)	
Screen Date (dd/mm/yyyy)		Receipt Date (dd/mm/yyyy)	
Agree to disclosure of email	<input type="checkbox"/>	Agree to disclosure of Tel. no	<input type="checkbox"/>
Practical Experience A	<input type="checkbox"/>	Practical Experience B	<input type="checkbox"/>
Practical Experience C	<input type="checkbox"/>	Withdrawn Date (dd/mm/yyyy)	
Withdrawn Reason A	<input type="checkbox"/>	Withdrawn Reason B	<input type="checkbox"/>
Withdrawn Remark		Remark	
Status	Disable	Trade	Contractor
Registered Date First (dd/mm/yyyy)		Expiry Date (dd/mm/yyyy)	25/02/2032

**Form Detail**

Application No.: #a1190120221422

Note :

Please read the "Notes to this Form" attached and complete all the items in block letters.

To the Director of Electrical & Mechanical Services :

I hereby apply for the following (Please tick in the appropriate box(s)) :-

For new applicant only

New Application for Registration as a Registered Energy Assessor

For current Registered Energy Assessor

Registration No.:

Expiry Date:

**Click the "generate certificate" button to generate the "e-license" information**

Save Record	Generate Certificate	Draft Version	Create/Update Register	Back To Work	Quit
-------------	----------------------	---------------	------------------------	--------------	------

**View the "e-license" information according to the address**

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

d32u5qschurz37.cloudfront.net/token/5ac3472c-c56a-4727-88d3-c202672df896  
BEEO - Data Manag...



e-Licence System

English



Certificate of Compliance Registration  
Buildings Energy Efficiency Ordinance (Cap. 610)

Registration No.	tom12345
Building Name (English)	Asia Perfect Development Limited
Building Name (Traditional Chinese)	誠邦發展有限公司
Address (English)	Times Square, 1 Matheson Street, Causeway Bay, Hong Kong
Address (Traditional Chinese)	香港銅鑼灣羅素街1號 時代廣場
BEC Edition Involved	2018
Issue Date	24/01/2022
Expiry Date	24/01/2032

## 16.23 Assign REA WBRS – REA2 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign REA WBRS record

Inbox Assignment Search Building Label Batch Job RASAS Report User Option Configuration Logout User:CSA/EEB5

Data Man Assign Job Assign WBRS record Assign REA WBRS record EEO) - WBRS Record Assignment for EA

Status: NEW

Select to Assign	Submission	Application No.	Name	Registration No.	Receive Date
------------------	------------	-----------------	------	------------------	--------------

Click Hyperlink "Application No" for REA2 record

<input type="checkbox"/> REA3	<a href="#">EA31401202211512CHA</a>	engName	EA3140120221154	22/11/2021	CONVERTED STO/EEB2	E/EEB1/2
<input type="checkbox"/> REA2	<a href="#">EA3190120221122a</a>	engName	EA3190120221154	22/11/2021	CONVERTED STO/EEB2	E/EEB1/2
<input type="checkbox"/> REA3	<a href="#">ea3190120221122c</a>	engName		22/11/2021	CONVERTED STO/EEB2	E/EEB1/2
<input type="checkbox"/> REA3	<a href="#">ea3190120221122c</a>	engName		22/11/2021	CONVERTED STO/EEB2	E/EEB1/2

REA1 Information will be shown

Data Management System (BEEO) WBRS - REA2

Application No	L120000172	Receive Date	22/4/2014 11:20:44
No. of Duplicate	2		
Personal Details			

## 16.24 Assign REA WBRS – REA2 Assignment

Login as Subject Officer Account

Assignment->Assign REA WBRS record

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

---

The screenshot shows a software interface for managing building energy efficiency records. At the top, there is a horizontal navigation bar with links: Inbox, Assignment, Search, Building, Label, Batch Job, RASAS, Report, User Option, Configuration, and Logout. To the right of the navigation bar, it says "User:CSA/EEB5". Below the navigation bar, there is a sub-menu titled "Data Man" which includes "Assign Job", "Assign WBRS record", and "Assign REA WBRS record". The "Assign WBRS record" option is highlighted with a yellow box and has a red oval drawn around it. The main title of the page is "EEO) - WBRS Record Assignment for EA". Below the title, there is a status dropdown menu set to "New". The bottom part of the screen contains several input fields: "Select to Assign", "Submission", "Application No.", "Name", "Registration No.", and "Receive Date".

**USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)**

Select the REA2 record

<input type="checkbox"/> REA3 EA3140120221512CHA engName EA31401202211154 22/11/2021 CONVERTED/STO/EEB2 E/EEB1/2
<input checked="" type="checkbox"/> REA2 EA3140120221613CHA engName EA31401202211154 22/11/2021 CONVERTED/STO/EEB2 E/EEB1/2
<input type="checkbox"/> REA3 ea319012022112e engName 22/11/2021 CONVERTED/STO/EEB2 E/EEB1/2
<input type="checkbox"/> REA3 ea319012022112c engName 22/11/2021 CONVERTED/STO/EEB2 E/EEB1/2

Select "Engineer" and "Inspector"

Assign selected submission to:

Engineer: E/EEB1/2

Cancel Reason:

Inspector: BSU/EEB/PSS3

Assign

Click "Assign" button to complete the assignment

Assign selected submission to:

Engineer: E/EEB1/2

Cancel Reason:

Inspector: BSU/EEB/PSS3

Assign

## 16.25 Assign REA WBRS – REA3 - Display WBRS Record

Login as Subject Officer Account

Assignment->Assign REA WBRS record

Inbox Assignment Search Building Label Batch Job RASAS Report User Option Configuration Logout User:CSA/EEB5

Data Manager Assign Job Assign WBRS record EEO - WBRS Record Assignment for EA

Status: NEW

Select to Assign	Submission	Application No.	Name	Registration No.	Receive Date	Status	Inspector	Engineer
<input type="checkbox"/>	REA1	L160000003	L160000003_ENG_NAME		03/04/2018	CANCELLED		
<input type="checkbox"/>	REA1	L200000002	L200000002_ENG_NAME		21/04/2020	CANCELLED STO/EEB2	E/EEB1/2	
<input type="checkbox"/>	REA3	ea3130120221454CHA	engName	EA1100120220952	22/11/2021	CANCELLED		

Click Hyperlink "Application No" for REA3 record

Select to Assign all	Submission Type	Application No.	Name	Registration No.	Receive Date	Status	Inspector	Engineer
<input type="checkbox"/>	REA1	L160000003	L160000003_ENG_NAME		03/04/2018	CANCELLED		
<input type="checkbox"/>	REA1	L200000002	L200000002_ENG_NAME		21/04/2020	CANCELLED STO/EEB2	E/EEB1/2	
<input type="checkbox"/>	REA3	ea3130120221454CHA	engName	EA1100120220952	22/11/2021	CANCELLED		

REA1 Information will be shown

Data Management System (BEEO) WBRS - REA3

Application No.	ea3130120221454CHA	Receive Date	22/11/2021
Application Type	CHANGE	Change of particulars	<input type="checkbox"/> Name <input checked="" type="checkbox"/> Correspondence Address
Registration No.	EA1100120220952		
Cancel Reason	dsa		
Personal Details			

## 16.26 Assign REA WBRS – REA3 Assignment

Login as Subject Officer Account

Assignment->Assign REA WBRS record

Inbox Assignment Search Building Label Batch Job RASAS Report User Option Configuration Logout User:CSA/EEB5

Data Manager Assign Job Assign WBRS record EEO - WBRS Record Assignment for EA

Status: NEW

Select to Assign	Submission	Application No.	Name	Registration No.	Receive Date	
<input type="checkbox"/>	REA1	L160000003	L160000003_ENG_NAME		03/04/2018	
<input type="checkbox"/>	REA1	L200000002	L200000002_ENG_NAME		21/04/2020	
<input type="checkbox"/>	REA3	ea3130120221454CHA	engName	EA1100120220952	22/11/2021	

USER PROCEDURE MANUAL ON DATA MANAGEMENT SYSTEM FOR BUILDINGS  
ENERGY EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL  
AND MECHANICAL SERVICES DEPARTMENT (EMSD)

---

Select the REA3 record

#	REAI	REFID	CREATED_BY_ENG_NAME	CREATED_DATE	CANCELLED_BY_ECD	CANCELLED_DATE
	REA3	ea3130120221454CHA	engName	EA1100120220952	22/11/2021	CANCELLED

Select "Engineer" and "Inspector"

Assign selected submission to:

Engineer: EEEB1/2  Cancel Reason:

Inspector: BSEEBS93

Click "Assign" button to complete the assignment

Assign selected submission to:

Engineer: EEEB1/2  Cancel Reason:

Inspector: BSEEBS93

- End of Document -