

“PAD – Regulator Facility

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PCREEE

Overview of this session

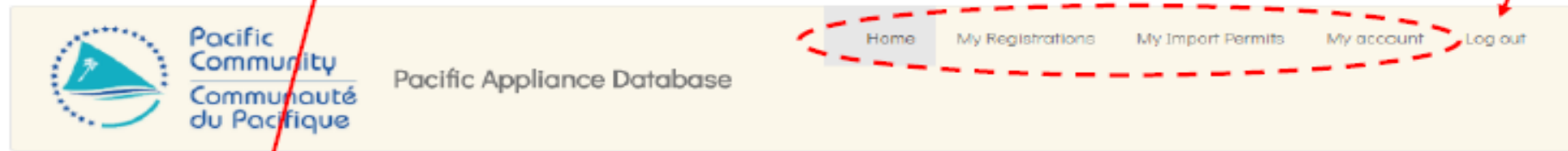
- Search for, view and approve (or refuse) an application to either register a product for energy labelling/MEPS or to import a regulated product.
- Set up an account for an applicant and undertake an application on their behalf to either gain approval to register a product or gain approval to import a regulated product.
- View and or down load various databases including:
 - Database of registered products
 - Database of import permit applications
 - Applicants details
 - Product brand name details

The Home Page

Account ID

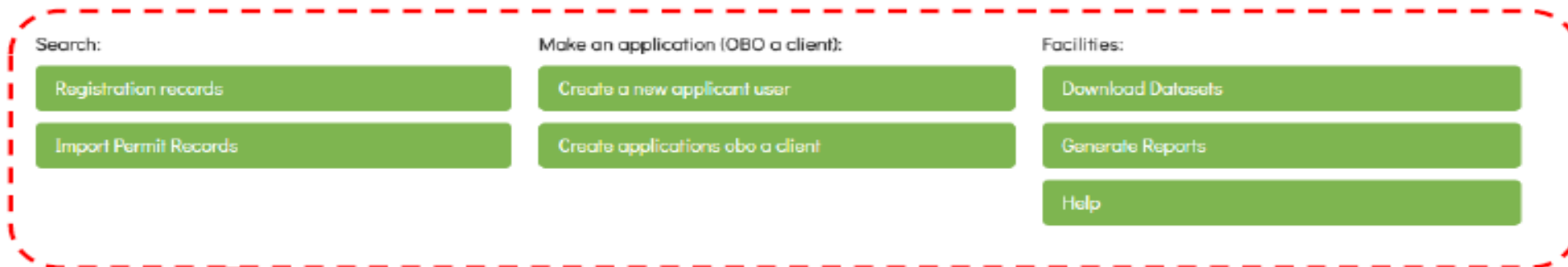
Navigation Buttons

Logout



The navigation bar features the Pacific Community logo on the left, followed by the text "Pacific Appliance Database". On the right, there is a horizontal menu with five buttons: "Home", "My Registrations", "My Import Permits", "My account", and "Log out". A red dashed oval highlights the "Home", "My Registrations", "My Import Permits", and "My account" buttons. A red arrow points from the "Logout" label above to the "Log out" button.

Welcome : wsm_regulator



The "Key Functions" section is enclosed in a red dashed rounded rectangle and contains three columns of green buttons. The first column, titled "Search:", has two buttons: "Registration records" and "Import Permit Records". The second column, titled "Make an application (OBO a client):", has two buttons: "Create a new applicant user" and "Create applications obo a client". The third column, titled "Facilities:", has three buttons: "Download Datasets", "Generate Reports", and "Help". A red arrow points from the "Key Functions" label below to the top-left corner of this section.

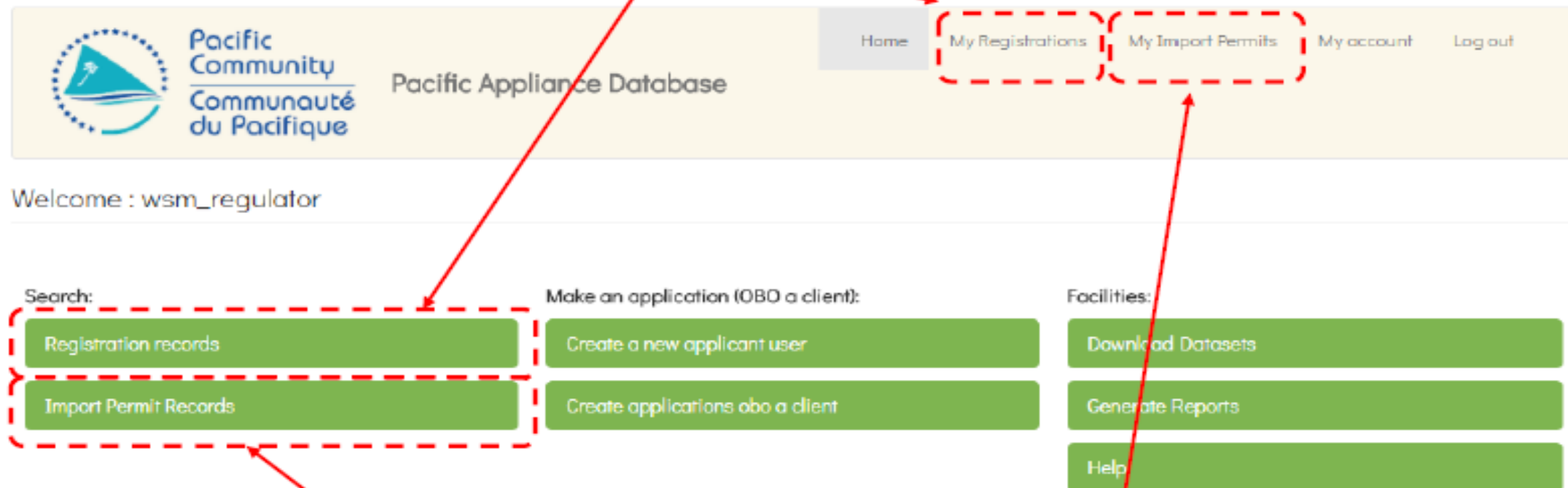
Key Functions (Search/Process, Apply OBO, Facilities)

Key Functions (available from the home page)

- Search for then process registration applications
- Search for then process import permit applications
- Set up an account obo a client
- Create applications obo a client
- Download datasets
- Generate reports (future function)
- Help (user guide)

Searching/Processing Records

Search for registration records



The screenshot shows the Pacific Appliance Database website. At the top left is the Pacific Community logo. The main header includes the text 'Pacific Appliance Database' and a navigation menu with 'Home', 'My Registrations', 'My Import Permits', 'My account', and 'Log out'. Below the header, a welcome message reads 'Welcome : wsm_regulator'. The main content area is divided into three sections: 'Search:', 'Make an application (OBO a client):', and 'Facilities:'. The 'Search:' section contains two buttons: 'Registration records' and 'Import Permit Records'. The 'Make an application (OBO a client):' section contains two buttons: 'Create a new applicant user' and 'Create applications obo a client'. The 'Facilities:' section contains three buttons: 'Download Datasets', 'Generate Reports', and 'Help'. Red dashed boxes and arrows highlight the 'My Registrations' and 'My Import Permits' links in the navigation menu, and the 'Registration records' and 'Import Permit Records' buttons in the search section.

Search for import permit records

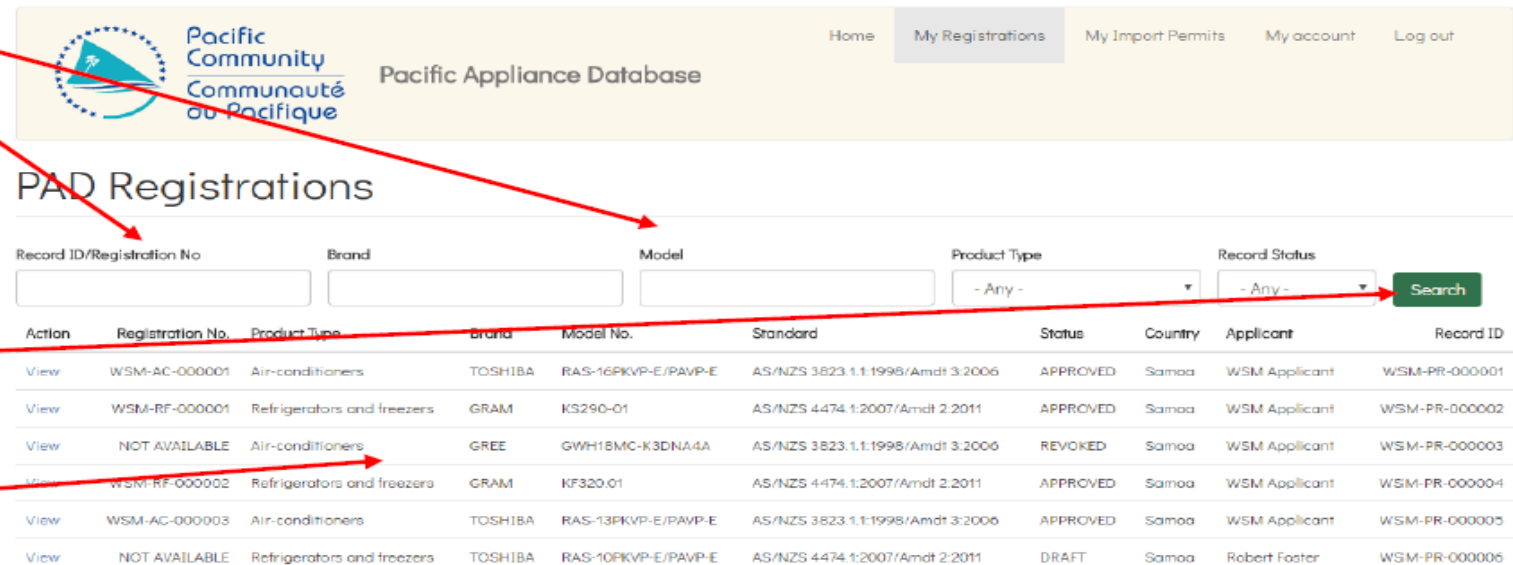
Search Facility – Product Registrations

Set search parameters
Using these fields

Then left mouse click
On the “Search” Button

Summary details for
each record that meets
the search criteria are
listed (1 per row)

Select “View” to review
The entire record



Action	Registration No.	Product Type	Brand	Model No.	Standard	Status	Country	Applicant	Record ID
View	WSM-AC-000001	Air-conditioners	TOSHIBA	RAS-16PKVP-E/PAVP-E	AS/NZS 3823.1.1:1998/Amdt 3:2006	APPROVED	Samoa	WSM Applicant	WSM-PR-000001
View	WSM-RF-000001	Refrigerators and freezers	GRAM	KS290-01	AS/NZS 4474.1:2007/Amdt 2:2011	APPROVED	Samoa	WSM Applicant	WSM-PR-000002
View	NOT AVAILABLE	Air-conditioners	GREE	GWH18MC-K3DNA4A	AS/NZS 3823.1.1:1998/Amdt 3:2006	REVOKED	Samoa	WSM Applicant	WSM-PR-000003
View	WSM-RF-000002	Refrigerators and freezers	GRAM	KF320.01	AS/NZS 4474.1:2007/Amdt 2:2011	APPROVED	Samoa	WSM Applicant	WSM-PR-000004
View	WSM-AC-000003	Air-conditioners	TOSHIBA	RAS-13PKVP-E/PAVP-E	AS/NZS 3823.1.1:1998/Amdt 3:2006	APPROVED	Samoa	WSM Applicant	WSM-PR-000005
View	NOT AVAILABLE	Refrigerators and freezers	TOSHIBA	RAS-10PKVP-E/PAVP-E	AS/NZS 4474.1:2007/Amdt 2:2011	DRAFT	Samoa	Robert Foster	WSM-PR-000006

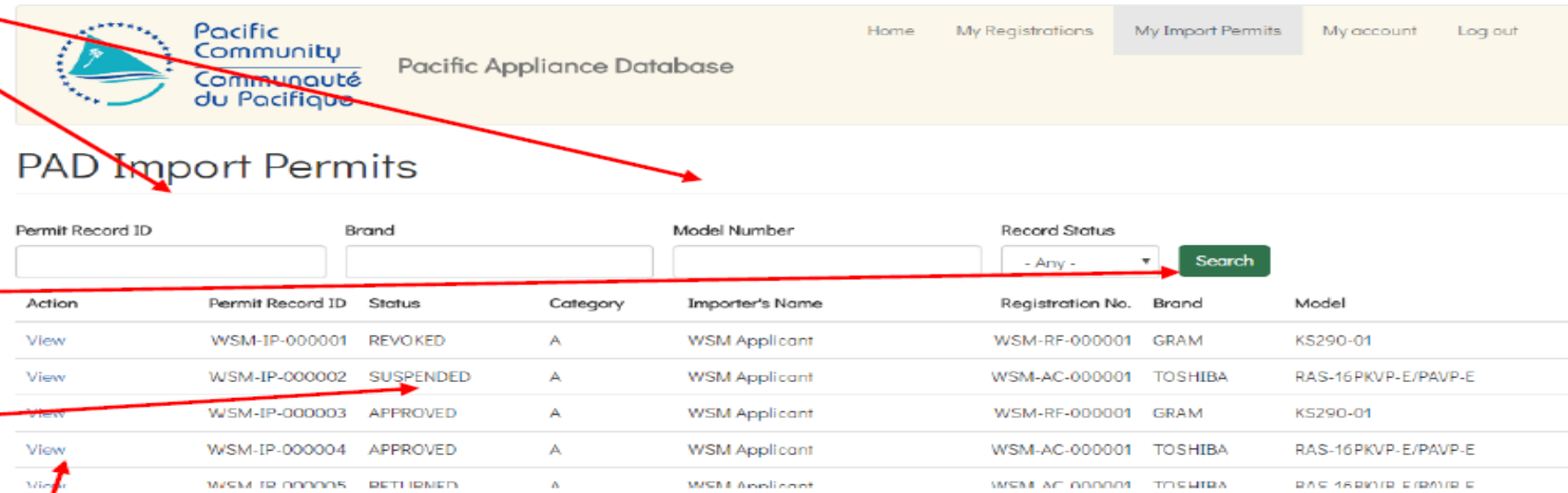
Search Facility – Import Permits

Set search parameters
Using these fields

Then left mouse click
On the “Search” Button

Summary details for
each record that meets
the search criteria are
listed (1 per row)

Select “View” to review
The entire record



Action	Permit Record ID	Status	Category	Importer's Name	Registration No.	Brand	Model
View	WSM-IP-000001	REVOKED	A	WSM Applicant	WSM-RF-000001	GRAM	KS290-01
View	WSM-IP-000002	SUSPENDED	A	WSM Applicant	WSM-AC-000001	TOSHIBA	RAS-16PKVP-E/PAVP-E
View	WSM-IP-000003	APPROVED	A	WSM Applicant	WSM-RF-000001	GRAM	KS290-01
View	WSM-IP-000004	APPROVED	A	WSM Applicant	WSM-AC-000001	TOSHIBA	RAS-16PKVP-E/PAVP-E
View	WSM-IP-000005	RETURNED	A	WSM Applicant	WSM-AC-000001	TOSHIBA	RAS-16PKVP-E/PAVP-E

Viewing / Processing a record (sample = Import Permit, Registration record similar)

Tabs at top open different sections

Information

- Record ID Number &
- Record Status Details

Function buttons

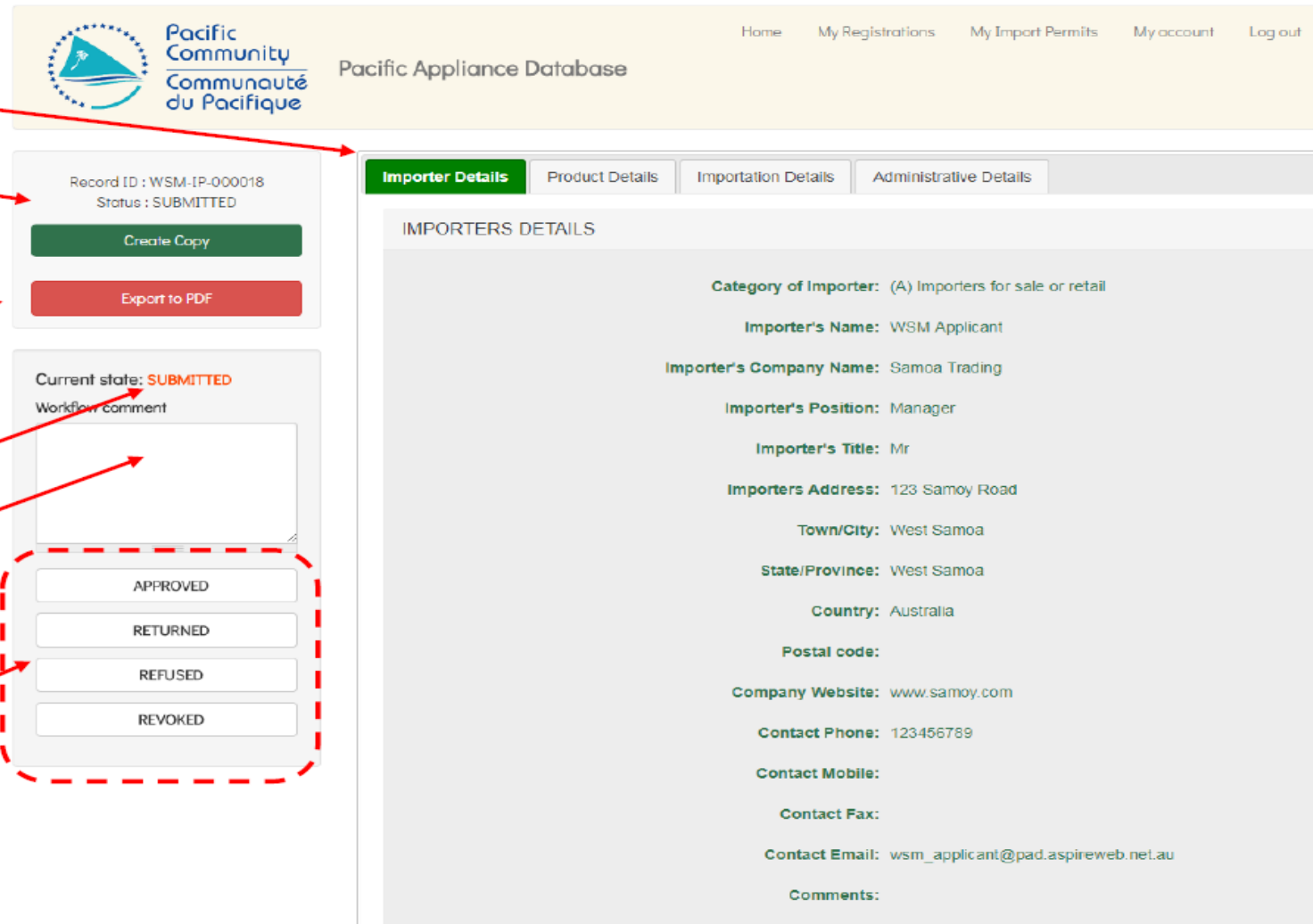
- Export to pdf (for printing)
- Download certificate

Current Status

Comment Box

Who processed?

Status change buttons



The screenshot displays the Pacific Appliance Database interface. At the top, there is a navigation bar with links for Home, My Registrations, My Import Permits, My account, and Log out. The main header includes the Pacific Community logo and the title 'Pacific Appliance Database'. Below this, there are four tabs: 'Importer Details' (highlighted in green), 'Product Details', 'Importation Details', and 'Administrative Details'. The 'Importer Details' tab is active, showing a form with the following information:

- Record ID : WSM-IP-000018
- Status : SUBMITTED
- Buttons: 'Create Copy' (green) and 'Export to PDF' (red)
- Current state: **SUBMITTED**
- Workflow comment: (empty text area)
- Status change buttons: APPROVED, RETURNED, REFUSED, REVOKED (grouped in a dashed red box)

Below the form, the 'IMPORTERS DETAILS' section lists the following information:

- Category of Importer: (A) Importers for sale or retail
- Importer's Name: WSM Applicant
- Importer's Company Name: Samoa Trading
- Importer's Position: Manager
- Importer's Title: Mr
- Importers Address: 123 Samoy Road
- Town/City: West Samoa
- State/Province: West Samoa
- Country: Australia
- Postal code: (empty)
- Company Website: www.samoy.com
- Contact Phone: 123456789
- Contact Mobile: (empty)
- Contact Fax: (empty)
- Contact Email: wsm_applicant@pad.aspireweb.net.au
- Comments: (empty)

Main Processes

- **Approved** – Allows you to approve a submitted application.
- **Returned** – Allows you to return a submitted application to the applicant for correction
- **Refused** – Allows you to refuse a submitted application.
- **Revoked** – Allows you to revoke (cancel) a previously approved application.

Certificates

Record ID : WSM-PR-000071
Status : APPROVED

Create Copy

Export to PDF

Download Registration Certificate



<Government Act>

Certificate of Registration of Regulated Electrical Product Issued by the Regulator

Certificate Issued to:	Name Company	Applicant 1 Company 1
Issuing Jurisdiction:	Samoa	
Product Type:	Refrigerators and freezers	
Product Category (as applicable):	GROUP5T	
Certificate (Registration) Number:	WSM-RF-000003	
Electronic ID number:	WSM-PR-000071	
Date Issued:	07/11/2017	
Date Of Expiry:	07/11/2022	

Product Details

Brand Name:	ELECTROLUX
Model Numbers:	MODEL 1234
Family Name (as applicable):	SUPER COOL RANGE

Certified by the Regulator (all applicable fees having been paid)

This certificate remains valid and may be used to import the named product/s as many times as the holder wishes, up to the date of expiry noted above, or the Regulator deregisters that model and advises the certificate holder accordingly.



<Government Act>

Certificate of Approval to Import a Regulated Electrical Product Jurisdiction: Samoa Permit Number: WSM-IP-000021 Issue Date: : 10/31/2017

Key Product Details (see over page for further technical detail)

Product type to be imported?	Air-conditioners
Product Registration number	WSM-AC-000003
Brand Name	TOSHIBA
Model Number	RAS-13PKVP-E/PAVP-E

Shipping Details

Number of units to be imported	100
Number of units to be re-exported to another country	10
Name of shipping agent (if applicable)	AGENT 1
Shipping agents address (if applicable)	1 The street
Shipping agents phone contact (if applicable)	2156313216354
Port of loading	Australia
Port of discharge	No 1 port Samoa
Country of origin for shipment	Australia
Date of consignment arrival	2017-10-19

Importers Details

Rated Cooling Power Input	0.77
Rated Total Cooling Capacity	3.50
Rated Effective Heating Power Input	0.84
Rated Total Heating Capacity	4.00
Cooling: Star Rating	4.0
Heating: Star Rating	4.5

Importers for sale or retail

SM Applicant
SAMOA TRADING
23 Semoy Road
West Samoa
West Samoa
Australia
23456789
sm_applicant@pad.aspiroweb.net.au

CLE

ID
IT SYSTEM

Making Applications OBO a Client

- In circumstances where an applicant is unable to use the website to complete their own product and or import permit applications facility exists for regulators to input the necessary information on behalf of (obo) the applicant.
- Step 1: Set up a user account specifically for that particular client. Once set up, any future applications can be made by simply opening the previously set up account and adding further applications.
- If at some point in the future a client for whom you have set up an account gains access to the internet then the access details for the account you have set up on their behalf can simply be handed over to the client who can then operate the account themselves (make their own applications).

Before Setting up an Account obo a Client

- Before setting up an account on behalf of a client, it is most important to check that an account has not already been set up in that clients name previously
- To do this, from the home page left mouse click on the **create applications obo a client** button. This will open a search page where you can check to see if the particular applicant already exists

Search:

Registration records

Import Permit Records

Make an application (OBO a client):

Create a new applicant user

Create applications obo a client

Facilities:

Download Datasets

Generate Reports

Help

Setting up a new account obo a client

 Pacific Community
Communauté du Pacifique

Pacific Appliance Database

Home My Registrations My Import Permits My account Log out

Welcome : wsm_regulator

Search:

- Registration records
- Import Permit Records

Make an application (OBO a client):

- Create a new applicant user
- Create applications obo a client

Facilities:

- Download Datasets
- Generate Reports
- Help



 Pacific Community
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Pacific Appliance Database

Home My Registrations My Import Permits My account Log out


Create a new applicant user

Name*

Company Name

Position

Functions that can be undertaken obo a client

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Pacific Appliance Database

Home My Registrations My Import Permits My account Log out

Welcome : wsm_regulator

Search:

Registration records

Import Permit Records

Make an application (OBO a client):

Create a new applicant user

Create applications obo a client

Facilities:

Download Datasets

Generate Reports

Help

From the “create applications obo a client” button you can:

- Create a new product registration for the client
- Create a new import permit application for the client
- Edit the applicants details (if required)
- Enter the applicants account

Functions that can be undertaken obo a client



Select an applicant

Search name

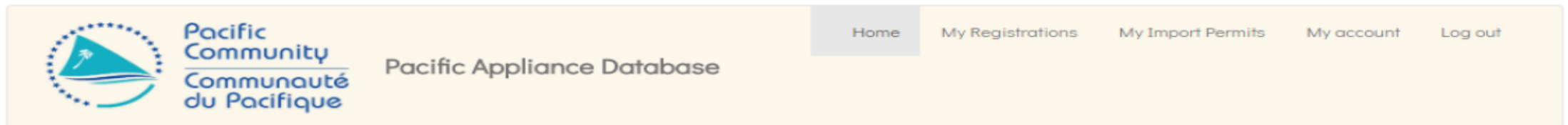
Search

Name	Active	Country	Company Name	Address	E-mail	
Dona Catherina	No	Australia	Don Company	123 Doncaster Road	don.cath@pad.aspireweb.net.au	ACTIONS ▾
R Smith	Yes	Australia	Smith	123 XYZ Road	ssss@pad.aspireweb.net.au	ACTIONS ▾
Robert Foster	Yes	Australia	Foster corporation	2 The Avenue	rwfoster@energyefficient.com.au	ACTIONS ▾
R Smith	Yes	New Zealand	Smith	123 XYZ Road	rsmith@pad.aspireweb.net.au	ACTIONS ▾
Simon Jardin	Yes	Australia	Jardin Holdings	238 Jing Road	jardin@pad.aspireweb.net.au	ACTIONS ▾

- Create new Product Registration
- Create new Import Permit
- Edit Applicant
- Login as Applicant

Download Function

- A range of database download options are available from the home page.
- Data is downloaded in CSV format (can be saved as MS – Excel)
- This can facilitate data analysis tasks as well as record keeping and reporting functions



Welcome : wsm_regulator

Search:

Registration records

Import Permit Records

Make an application (OBO a client):

Create a new applicant user

Create applications obo a client

Facilities:

Download Datasets

Generate Reports

Help

Data set download page



Download Datasets

General:

[Applicants](#)

[Brands](#)

Registrations:

[Air-conditioners](#)

[Refrigerators](#)

[Televisions](#)

THANK YOU!!

HANDS-ON Exercise [PAD Regulator Account]

Link: <http://pad.previewsite.com.au>

Username and password will be provided