



WEB PLATFORM USER GUIDE



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1.- INTRODUCTION

USER GUIDE

EuropeAid/135-429/DH/ACT/RMD (ENPI)



1.1.- Description of the project:

The overall goal of the project is to improve the performance of local authorities involved in (SUDEP) supporting the Southern European Neighborhood and Partnership cities in the implementation of Sustainable Urban Demonstration Energy Projects programme. The project specifically aims to increase energy efficiency, energy savings and promotes the use of renewable energy sources. This will generate a pool of demonstration actions which can be replicated in the region and increase awareness among local populations regarding sustainable development policies and actions.

Main actions:

- Project management.
- Gap analysis, Roadmap and performance indicators.
- Installation of photovoltaic net metering systems in public buildings at Tubas municipality.
- Design and developing of an Energy Web Platform with two different functionalities: networking and predictive management monitoring tool of the installations.
- Project dissemination and local training activities.

Members:

Name of the organisation	Role	Country
Europe Aid Development and Cooperation Office	Organisational structure	http://ec.europa.eu/contact/local_offices_en.htm
Applied Research Institute Jerusalem (ARIJ)	Applicant	Palestine
Tubas municipality	Co-applicant	Palestine
Geredis Society	Co-applicant	Spain

The project is co-funded by the European Union through SUDEP supporting the Southern Neighbourhood Partnership cities in the implementation of Sustainable Urban Demonstration Energy Projects programme.

The estimated total eligible costs of the project is **547561,8€**

1.2.- General description and main purposes of the energy platform.



The proposed innovative web platform will manage two important tasks regarding the project; On the one hand the platform will be a useful tool to monitor and control the energy consumptions system and ensure efficient performance of the implemented systems in order to ensure efficient performance of the PV systems.

2.- REQUIRED TOOLS TO USE THE WEB PLATFORM:

What does the user need to make the best use of the web platform utilities?

What the users need make the best of this website are:

- Basic Internet knowledge.
- Internet access.
- Email account.
- Softwares recommended:
 - Microsoft Office.
 - Acrobat Reader.¹ Application software to create, manipulate, print and manage files in Portable Document Format (PDF).
 - Winzip/Winrar.² It can create archives in RAR or ZIP file formats,[4] and unpack numerous archive file formats.

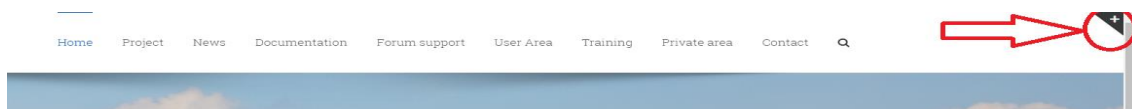
3.- WEB PLATFORM ACCESS:

The user should be connected to the internet and go directly to the below link:

<http://www.tubasenergy.com>

4.- LOG IN:

If you are a registered user and you have your own account, do the following steps:



¹ Acrobat reader: <https://www.adobe.com/support/downloads/thankyou.jsp?fileID=5519&ftpID=5507>

² Winrar: <http://www.win-rar.com/download.html> Winzip: <http://www.winzip.com/win/en/downwz.html>

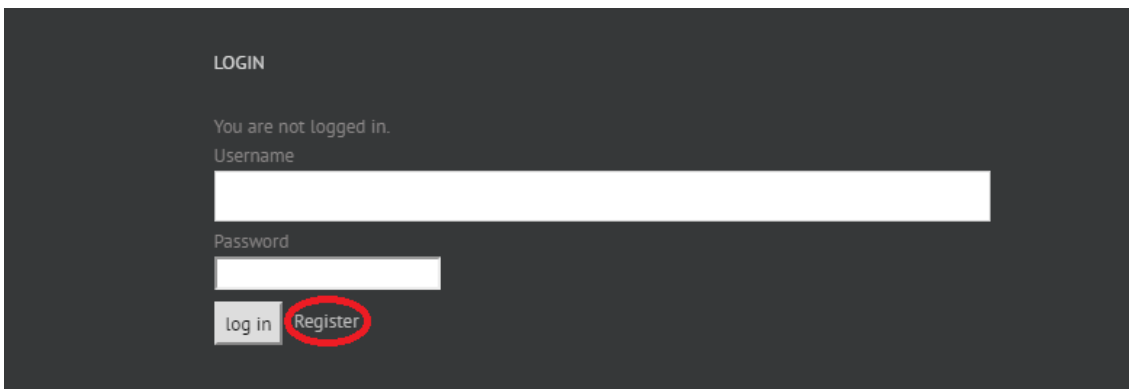
The web user will register or log in on the website depending on the condition.



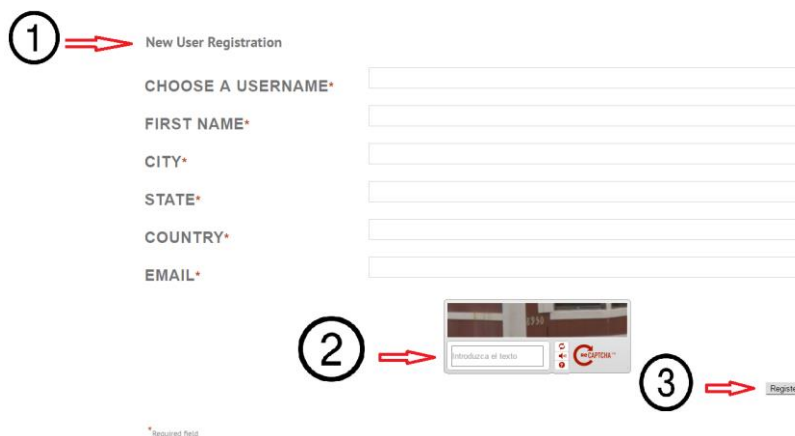
Next section will detail the procedure for a new user.



5.- REGISTER:



- 1.- New user Registration: Fill out your personal data.
- 2.- Please enter the code (Captcha file).
- 3.- Click on the register button to finish the process.



Let's take a look at the different sections structuring the web platform:

6.- HOME:

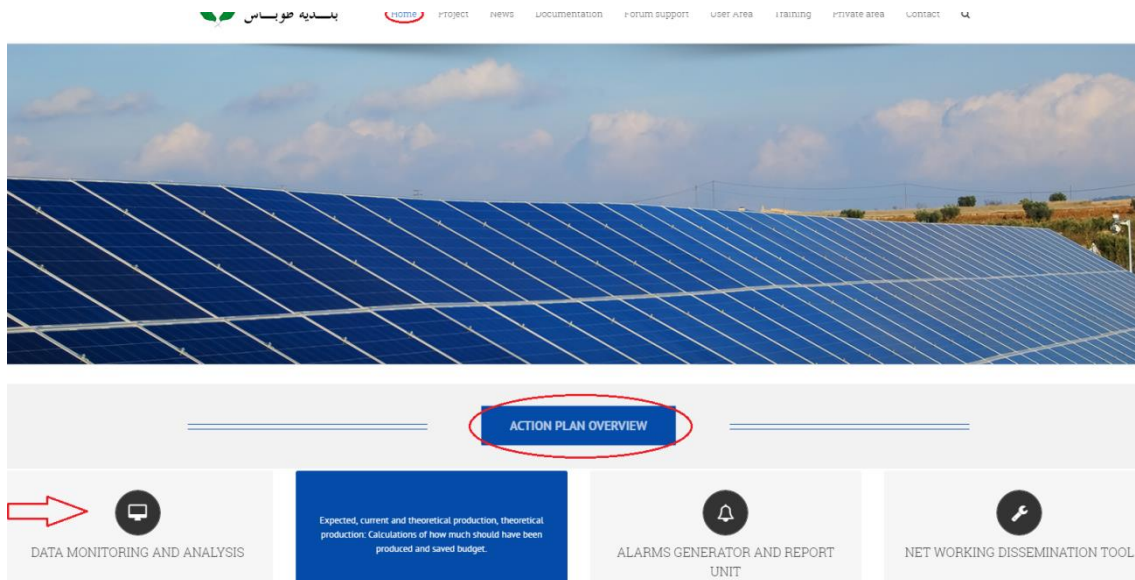
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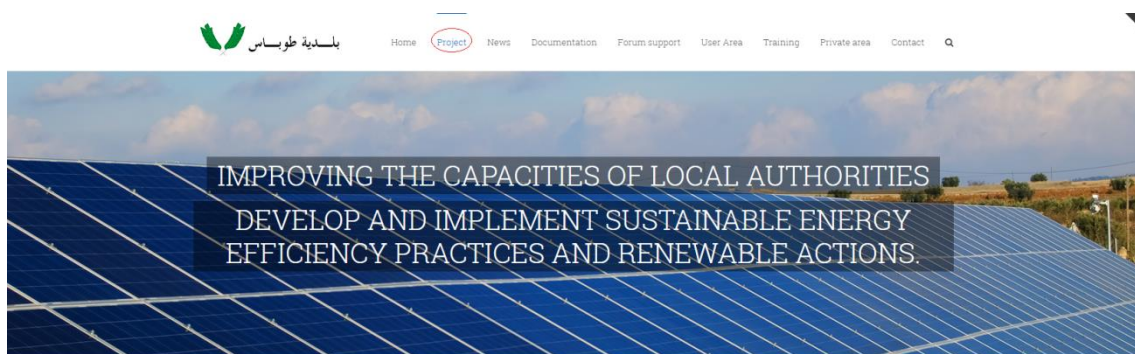
Action plan overview and technical functionalities of the web platform monitoring tool. The action plan overview tab shows the scope of the web platform through a simple graph.

Below are the main functionalities of the web platform and a brief description can be easily consulted.



7.- PROJECT:

Description and main purpose of the action



In the same way data of the buildings and simulation of the solar systems can be accessed.

USER GUIDE

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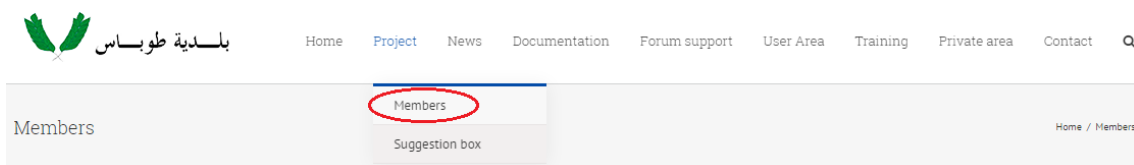


Project funded by the
EUROPEAN UNION

The screenshot displays two charts and a 3D model. The top chart is a bar graph titled 'Solar energy production (kWh)' showing production for five categories: Municipality, Public, Dinor-met, Youth Centre, and Storage Building. The second chart is a line graph titled 'Theoretical solar production model' showing monthly production from January to December. The 3D model shows a grey building with a blue solar panel array on its roof, titled 'Cafeteria building transportation'.

Also it should be noted that this section will be composed of two subsections:

The “**Members**” section providing information about the entities that enable the develop of the project. The user will be able to visit the project’s partners’ websites and refer to data information about them. In the same way the European Comission’s website which acts as a donor is also available as well as its program and other relevant activities.



The project is implemented by ARJ as the main applicant in partnership with Tubas Municipality and GEREDIS as co-applicants. The European Union is the stronger global actor and is the primary donor/funder of the action. Please kindly refer to the websites of the integral parts.

- ★ Applied Research Institute – Jerusalem (ARJ)
- ★ GEREDIS SOCIETY
- ★ Tubas Municipality
- ★ Europe Aid Development and Cooperation Office



The “**Suggestion box**” section, for users to share proposals or comments, in order to improve the web platform and its functionalities. It will be needed to fill out the user data “name and email” and your message.

8.- NEWS:

This section will contain the latest published news and attached files about the project and other different renewable tasks in different categories. The user can upload documentation which would be considered interesting in order to exchange knowledge and keep up with the latest energy news. The user admin will validate it before publishing it.

9.- DOCUMENTATION:

This area will focused on renewable energy projects implemented in Palestine and other interesting documentation valuable for users (renewable legislation, data installations,



etc.) In this section, the website's administrator will be the responsible for managing the documentation.

10.- FORUM SUPPORT:

It is important to highlight the proposed contents and its targeted groups in the project, however the main objective is to approach the renewable tasks and its benefits to all citizens of Tubas and ensure its compliance to interested people who want to learn. This section will be used to promote dialogue and knowledge sharing between users as it is a dynamic section enabling comments and propositions.

Forum support

Welcome to the forum support which will contain questions and comments about the Project and renewable tasks in general you might have. Please ask or suggest answers to questions posted by others. In this way, we will increase together our knowledge about renewable and energy efficiency and its profits as well as specific details about the project objectives to achieve.

Search the Forum...

Forum	Topics	Posts	Freshness
General questions	0	0	No Topics
Net metering solar systems	2	4	5 days, 21 hours ago admin

This section will contain a web browser to find easily the required information.

11.- USER AREA:

Click on user area tab to register and benefit from the functionalities of the web platform from the very beginning.

New users should click on the register option and follow the steps as detailed in the above section.

Existing Users Log In

USERNAME

PASSWORD

Remember Me

New User? [Click here to register](#)



If you are a registered user, all your settings are stored in the database and you should fill out your username and password.

Existing Users Log In

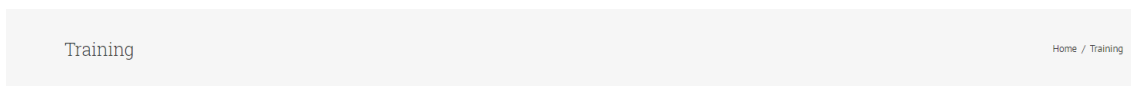
USERNAME
PASSWORD

Remember Me

[New User? Click here to register](#)

12.- TRAINING:

The course is composed of three different modules with their corresponding lessons. The platform will enable the preparation and conduction of surveys to ensure the learning of energy tasks. In this way, one of the main objectives to create an efficient net-working tool will be guaranteed.



New Courses

Energy efficiency and renewable tasks

7 Lessons in Category course 1

In this section you will learn and review concepts about energy matters. Please test your awareness online and improve your acknowledge. Save energy, save the world!

Some of them also provide audio videos to clarify the information.

Types of solar energy

[CONTACT LESSON TEACHER](#)

Different types of solar energy

THERMOELECTRIC SOLAR ENERGY:
Technology that uses the heat of the sun to generate electricity. This process is made in central thermoelectric plants.

Types of solar energy

✔ Congratulations! You have passed this lesson's quiz achieving 100%



This training gives the option to send messages with questions or sharing comments which will be supervised and answered by the web teacher.

Energy efficiency and renewable tasks

In Progress

[CONTACT COURSE TEACHER](#)

The below photo shows a progress bar with the advanced level of the online training material.



Modules

Green technologies

Completed

The field of "green technology" involves a continuously friendly environment technologies and energy efficiency measures for generating energy to non-toxic cleaning products with the main objective to benefit our environment and conserves natural resources.

Lessons

- ✓ Friendly environmental technologies
- ✓ Energy efficiency

Renewable energy matters

Completed

Energies which can be regenerated naturally or artificially after being used. Some of these renewable sources are subject to cycles that remain a more or less constant in nature.

Lessons

- ✓ Types of solar energy
- ✓ Good environmental practices
- ✓ Electricity concepts

Solar photovoltaic energy: Technical issues

The foundation of photovoltaic solar energy is the photoelectric or photovoltaic effect, which is the light conversion into electricity. This process is achieved with some materials which having the property of absorbing photons and emit electrons. When these free electrons are captured, the result is an electric current that can be used as electricity.

Lessons

- Maintenance of solar systems
- Operation of solar systems



The different topics included in this section are distributed as follows:

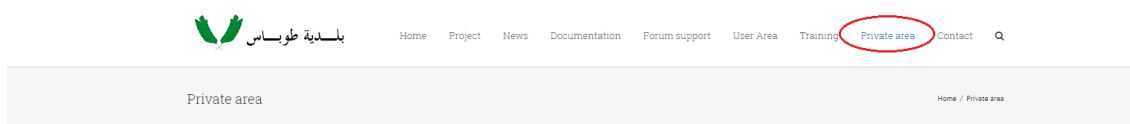
Targeted groups and proposed topics to study:

- Training for the targeted local authority “Tubas Municipality” energy technicians and professionals/installers:
 - Maintenance manual of solar systems.
 - Photovoltaic systems.
- Training for the Information Technology Personal at the targeted municipality:
 - Web platform functionalities.
 - Training for municipality employees working at the targeted main buildings.
 - Friendly environmental Technologies.
 - Energy efficiency.
- Training for the social based organizations within Tubas Governorate
 - Renewable solar.
 - Good environmental practices.
- Training about renewable energy and its benefits for schools students.
- Training for future stakeholders who showed real interest in replicating and adopting this pilot into their system.
 - Identification of calls, examples of good practices in successful similar projects.

13.- PRIVATE AREA:

This section will be designed to promote the contact among technical, local authorities and stakeholders with different local development status from different regions, sharing energy issues.

Restricting content access for users.

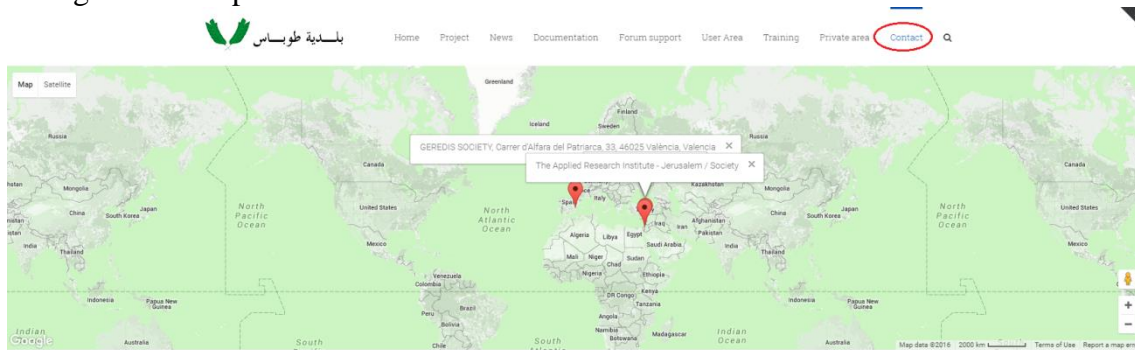


This section will be designed to promote the contact among technical, local authorities and stakeholders, with different local development status from different regions, sharing energy issues.



14.- CONTACT US:


If you had any incident or any questions, you can contact to technical support team that manages the web platform.



Please fill out the contact form with your data and submit your message, we will be delighted to support and reply to your comments.

Contact Form _____

Please complete the following form if you want to contact us.

Name (required)	Email (required)	Subject
Message		
<input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms		
SUBMIT FORM		

