UNITED REPUBLIC OF TANZANIA
MINISTRY OF ENERGY
ENERGY AND WATER UTILITIES REGULATORY AUTHORITY
(EWURA)

The Energy and Water Utilities Regulatory Authority

Development of the National Petroleum and Gas Information System (NPGIS) – Petroleum Act, 2015

USER MANUALS

CNG INSTALLATION WORKSHOP OPERATIONS

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1 INTRODUCTION

EWURA has the legal authority and is mandated, according to Section 124 of the Petroleum Act of 2015, is to establish and maintain a National Petroleum and Gas Information System (NPGIS) as a strategic planning tool in the energy sector for the Government of the United Republic of Tanzania. Softnet Technologies has been contracted to implement the NPGIS.

2 CNG INSTALLATION WORKSHOP MODULE

This module is used by all the Installation Workshop operators to record their daily Workshops activities and submit to EWURA for record tracking.

3 SYSTEM ACCESS

The NPGIS is hosted at the secure site: https://npgis.ewura.go.tz/. To begin using the system, the Workshops Operator (User) should visit the site using a web browser and login using the designated credentials to begin using the system. Upon successful connection to the hosting site the system will be redirected to the landing Page as seen below

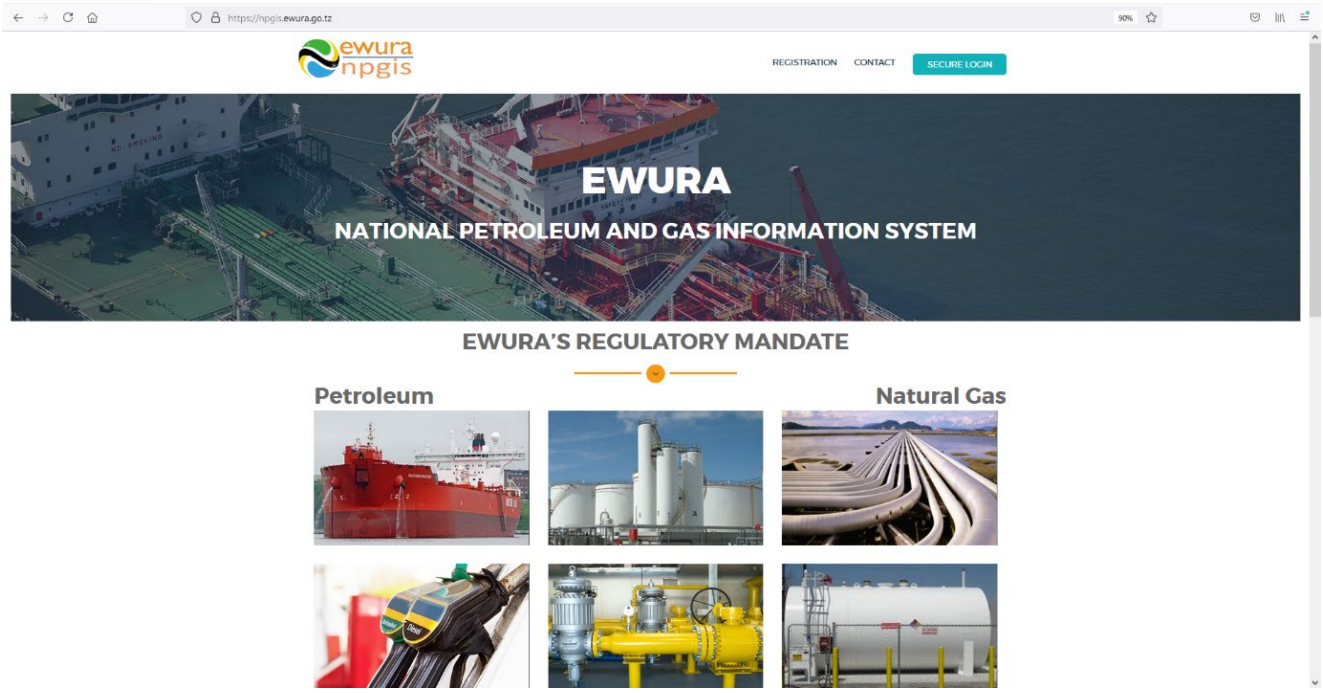

FIGURE 1:LANDING PAGE

4 WORKSHOP OPERATIONS

To begin with uploads of the Workshops Operations, all the Workshops operators have to log in into the system

1. **Open** the NPGIS Home Page at *"https://npgis.ewura.go,tz/:*
2. **Click** the SECURE LOGIN and log into the NPGIS using:
   - User Name:
   - Password:

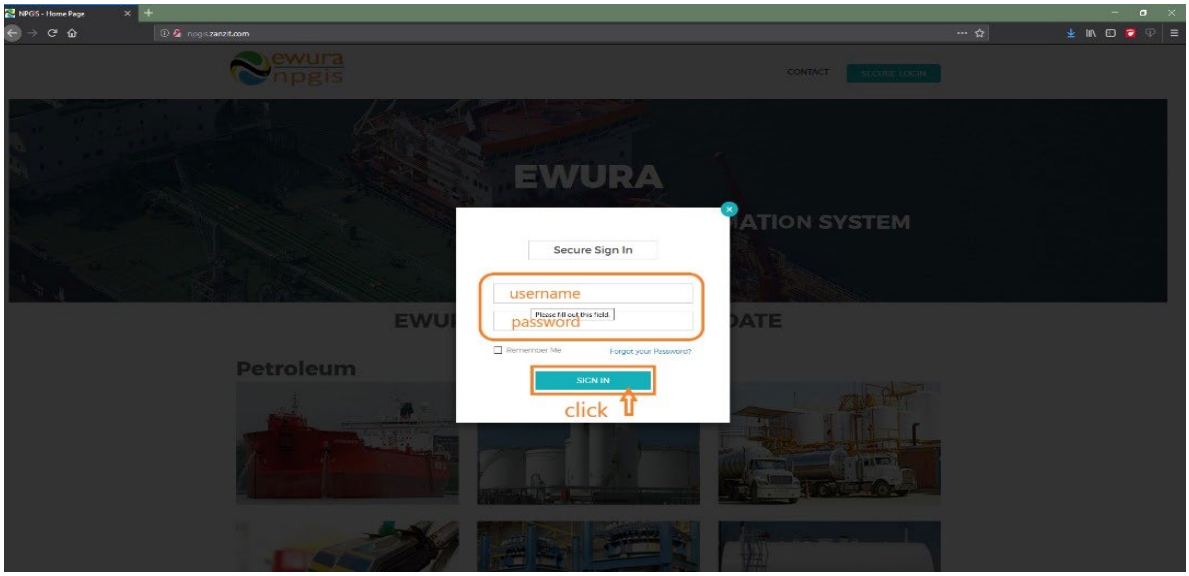

FIGURE 2:SIGN IN

4.1 CNG Installation Workshop Records:

1. **Select** Compressed Natural Gas(CNG) ->CNG Installation Workshops

The Workshop user logged in will be displayed

2. **Click** Installation Workshop name to open

WORKSHOP INFORMATION will be displayed

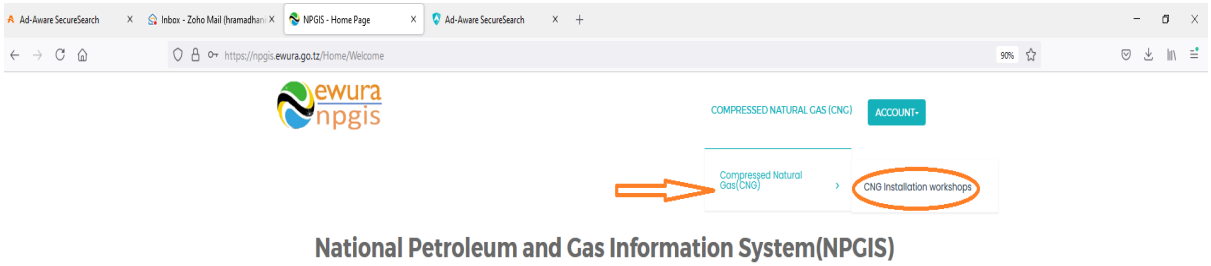

FIGURE 3:INSTALLATION WORKSHOP

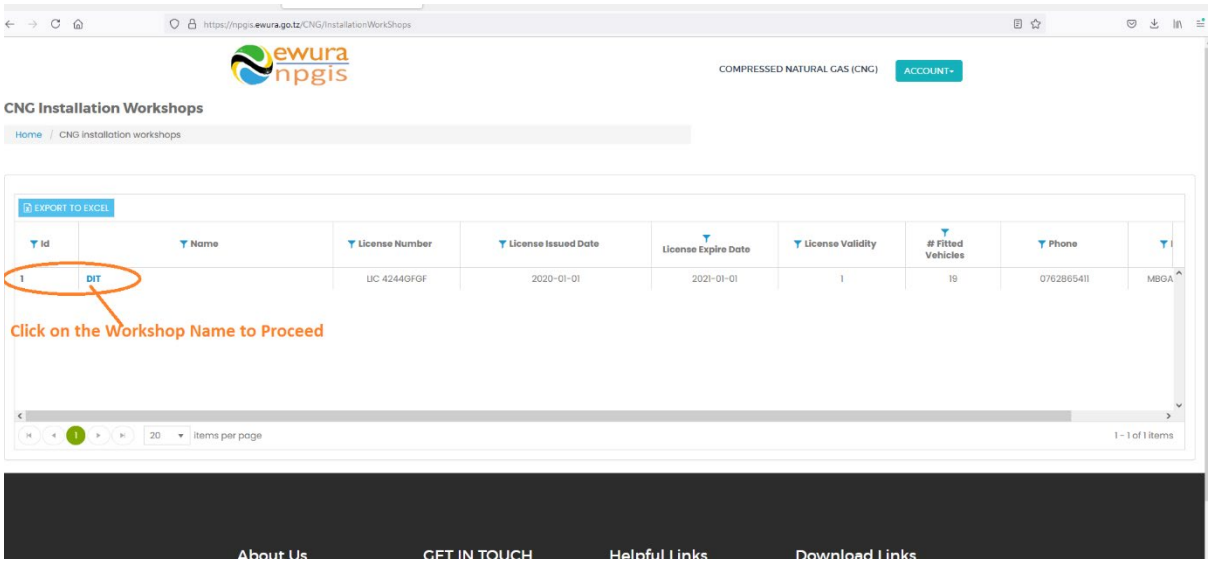

FIGURE 4:INSTALLATION WORKSHOP SELECTION

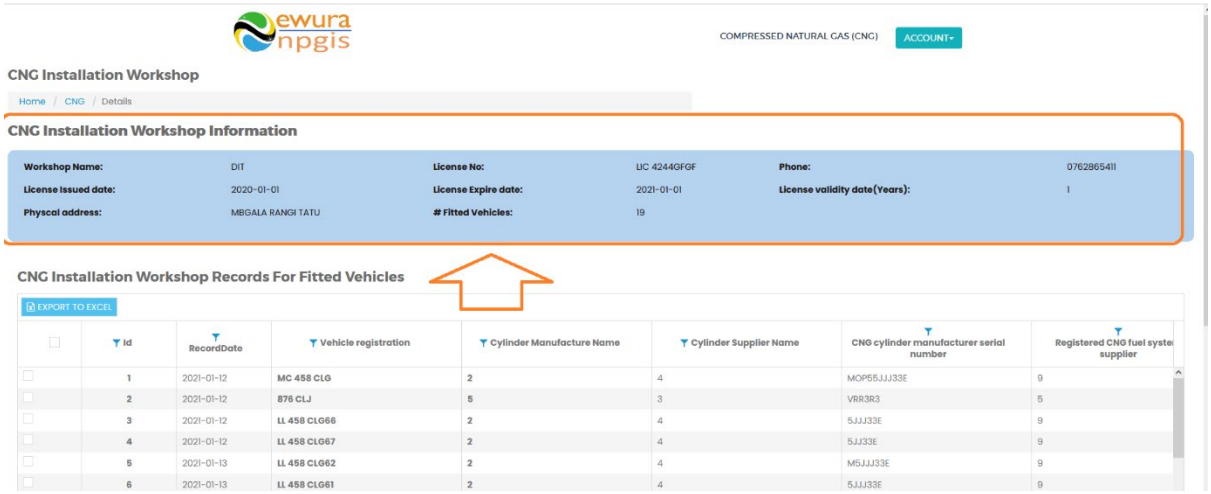

FIGURE 5:INSTALLATION WORKSHOP DETAILS

UPLOADING INSTALLATION WORKSHOP RECORDS FILE

- **Click** Upload CNG Installation Workshops Transaction File at the bottom right-hand corner of Installation Workshop Registration information page
- Next, upload Installation Workshop Excel File using the following steps
    - **Step 1: Download Excel Template,** fill in the records and save the excel document.
    - **Click** **Select Files** and navigate to where the download excel is saved
    - **Step 2:** Select the upload file
    - **Step 3:** Click "***Upload Transactions***"
- If all goes well you will be notified that the file has been **Uploaded Successfully**!
- **Close** the upload window

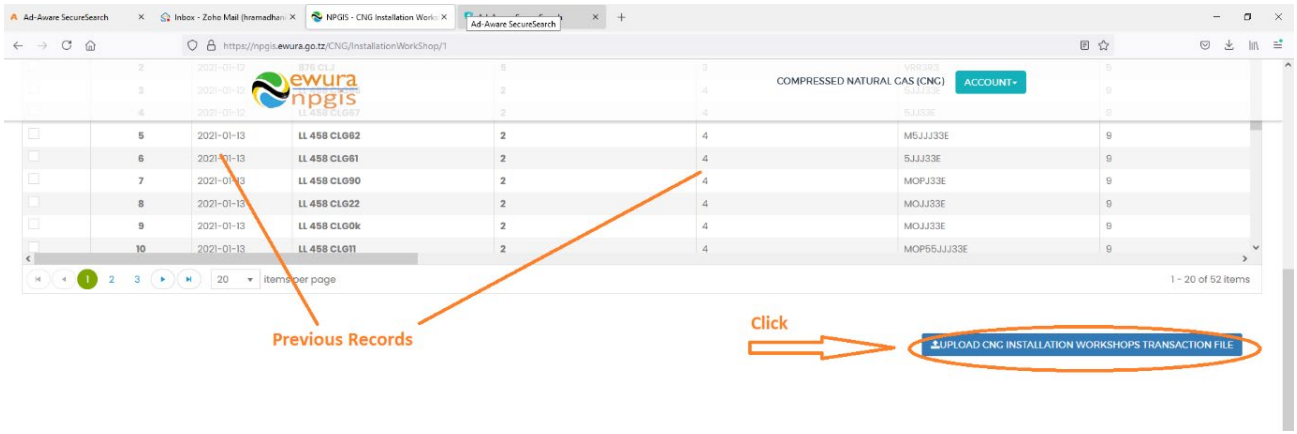

FIGURE 6:CNG INSTALLATION WORKSHOP UPLOAD BUTTON

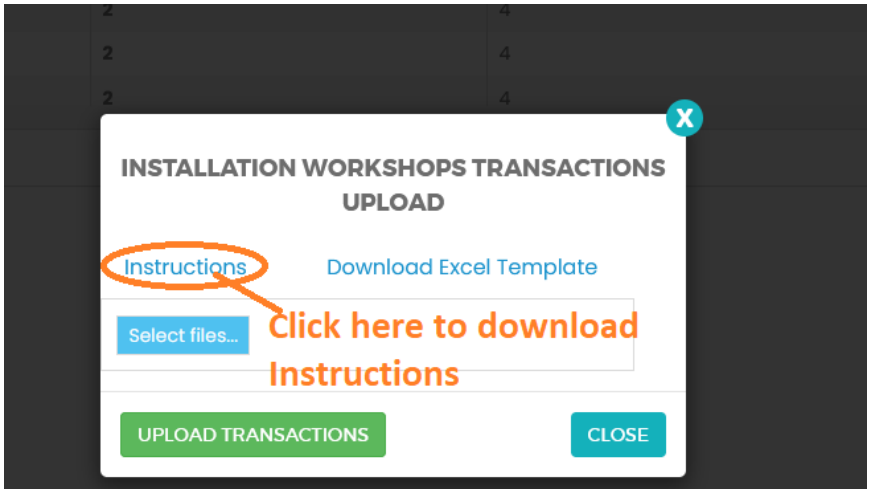

FIGURE 7:INSTRUCTIONS

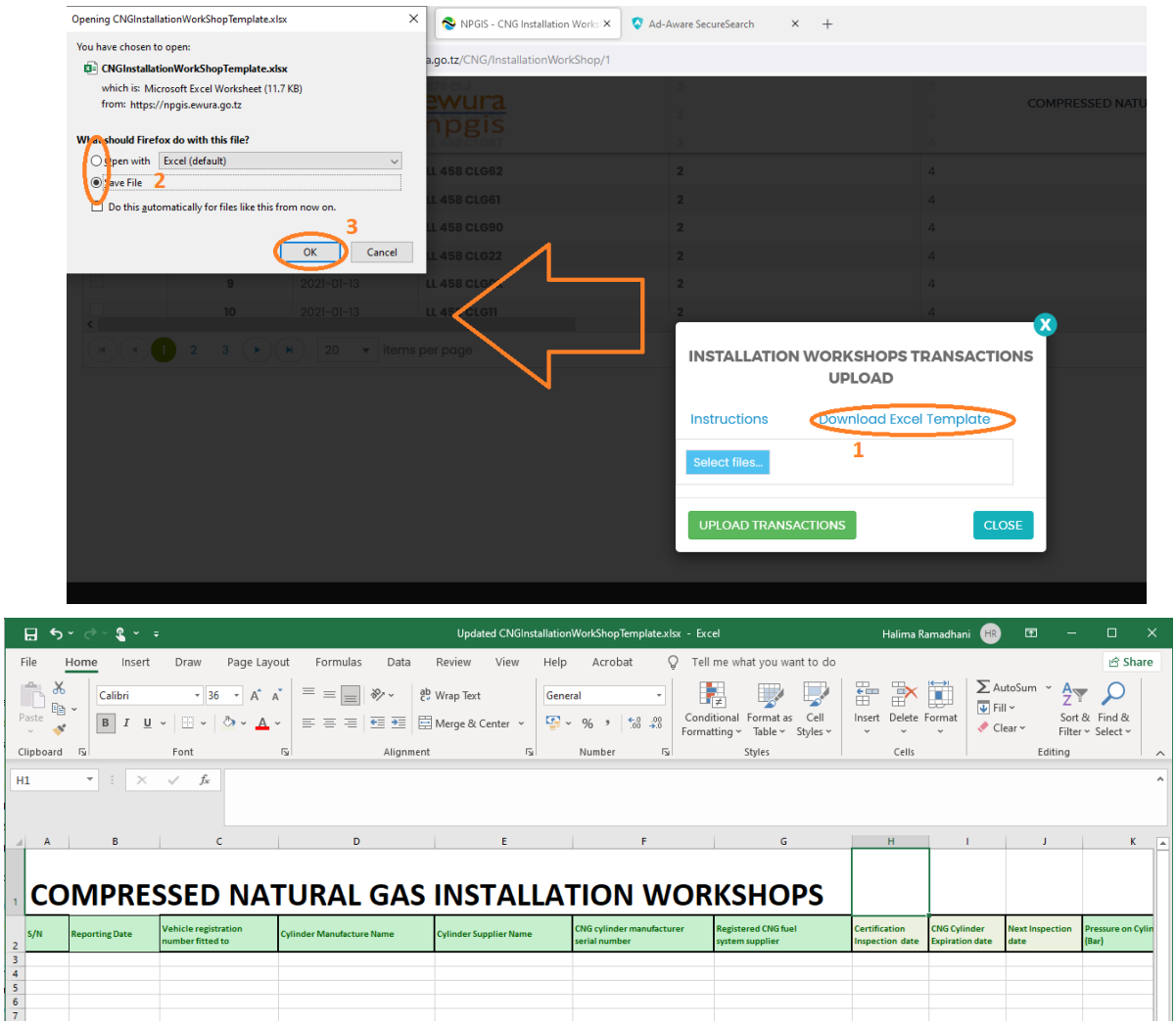

FIGURE 8:DOWNLOAD TEMPLATE

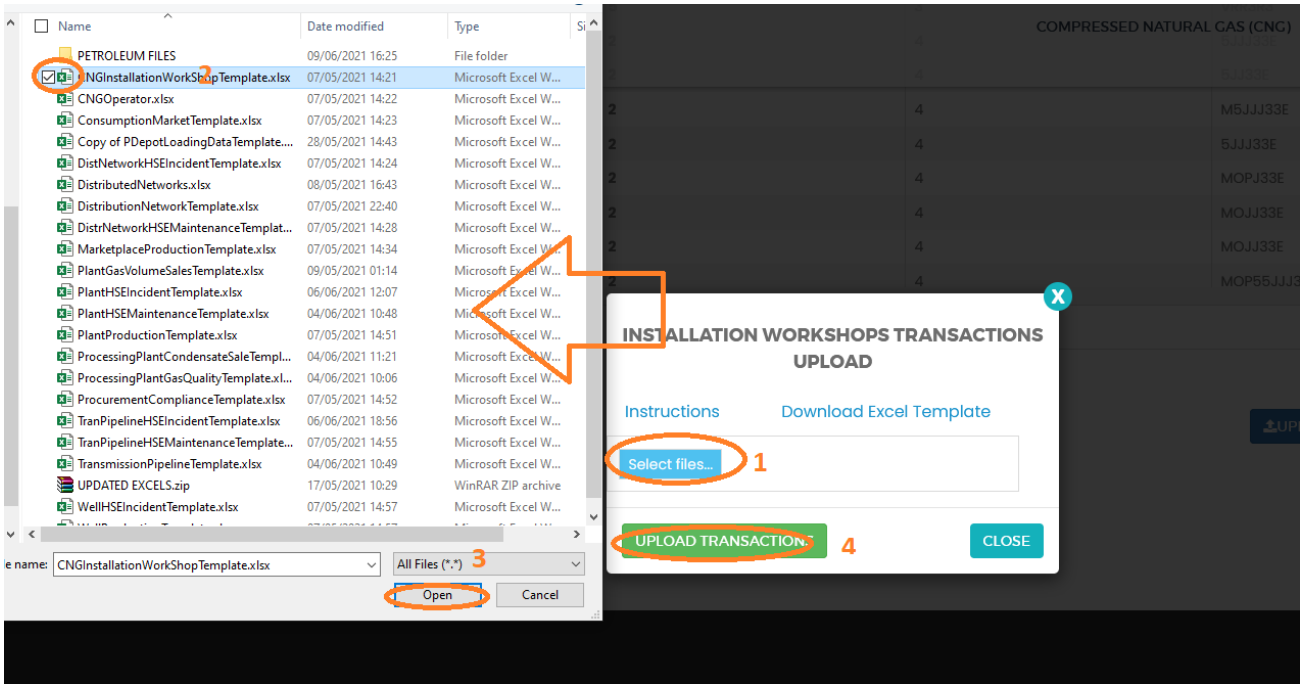

FIGURE 9: UPLOAD WORKSHOP FILE

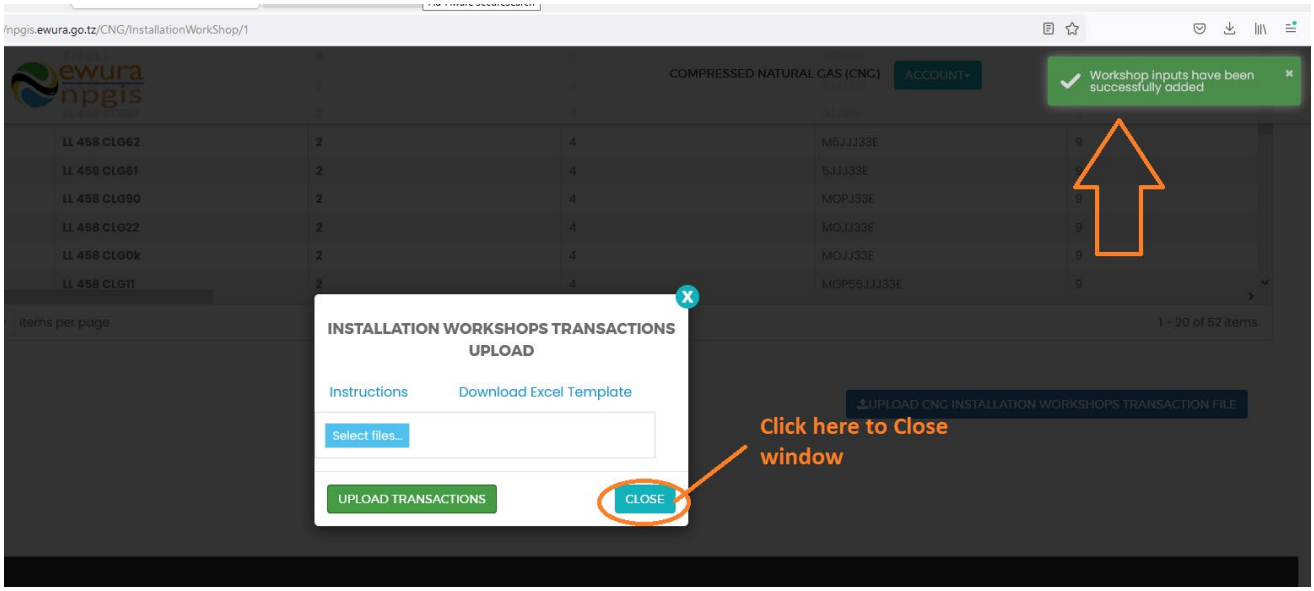

FIGURE 10:SUCCESSFUL WORKSHOP FILE UPLOAD

5 TROUBLESHOOTING & SUPPORT

5.1 Error Messages

When user uploads excel file without completing filling all the columns and uploads it into the system, NPGIS will Point out which columns to correct

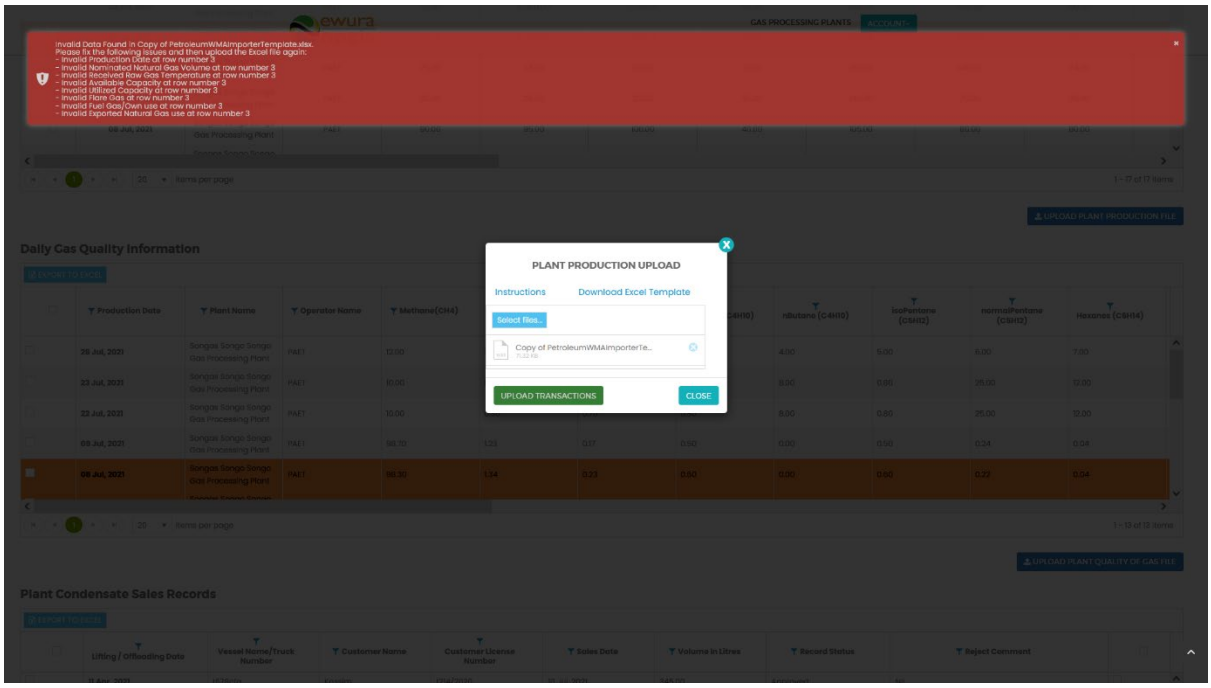

FIGURE 11ERROR MESSAGES

5.2 No Internet Messages

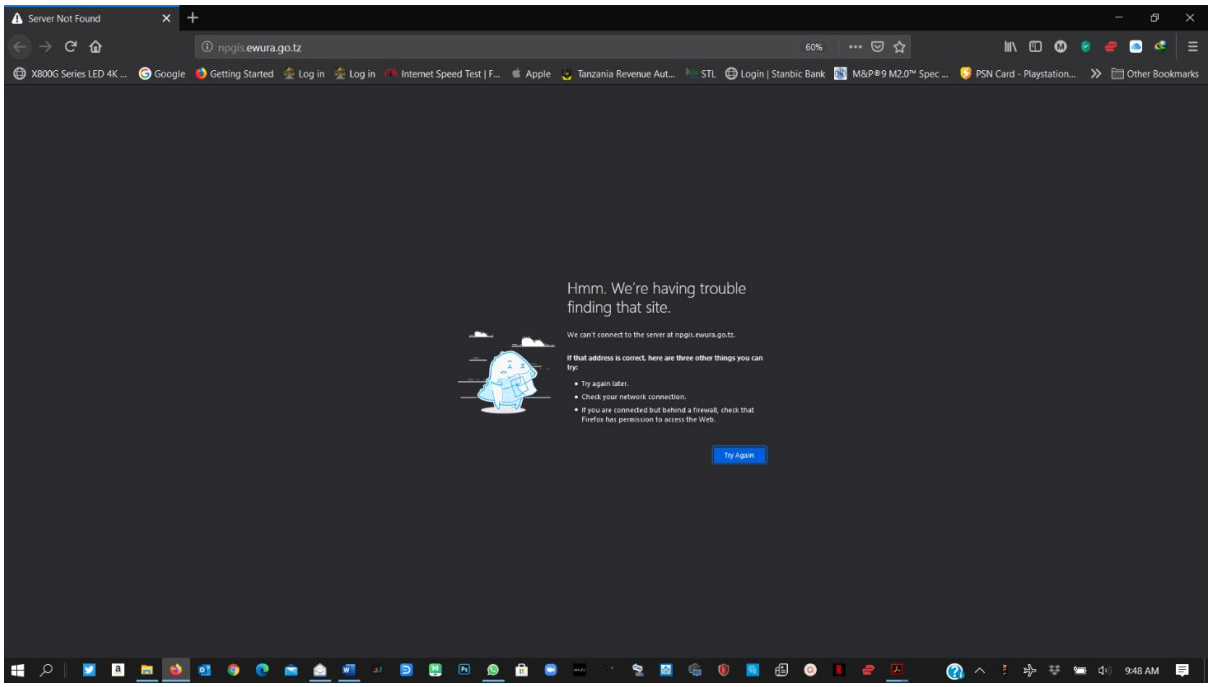

FIGURE 12 NO INTERNET MESSAGES

When this error appears try these steps

- check your internet connection
- Click the refresh button
- Close and re open the browser later
- Check your firewall settings
- Try again later

5.3 403 Forbidden Access

When this error appears try these steps

- Click the refresh button
- Close and re open the browser later
- Check your firewall settings
- Try again later
- Contact Ewura Technical Support

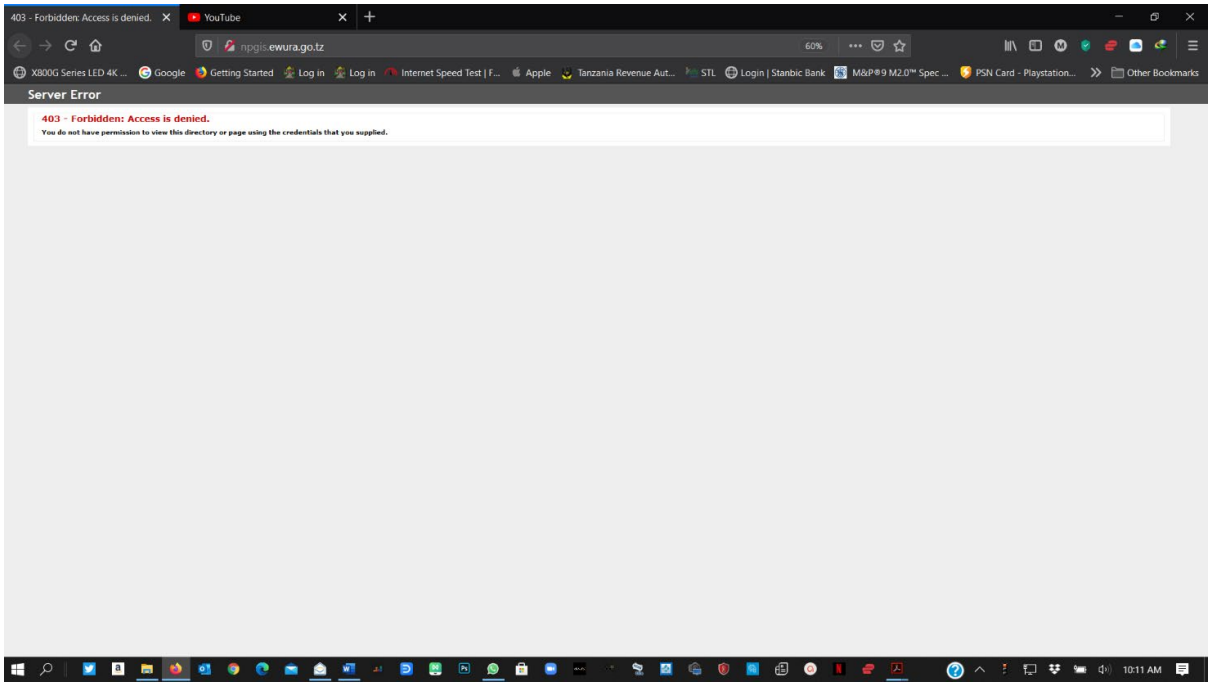

FIGURE 13 FORBIDDEN ACCESS