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

ewura
Energy and Water Utilities Regulatory Authority
ISO 9001:2015 Certified

ewura npgis

The Energy and Water Utilities Regulatory Authority

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

USER MANUALS

PROCESSING PLANTS 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 PROCESSING PLANTS MODULE

This module is used by all the processing plants operators to record their daily plants activities and submit to EWURA for record tracking, these activities include

- Gas Production records
- Condensate sales records
- Plant HSE Incidents records
- Plant Operations & Maintenance records

3 SYSTEM ACCESS

The NPGIS is hosted at the secure site: https://npgis.ewura.go.tz/. To begin using the system, the Plants 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

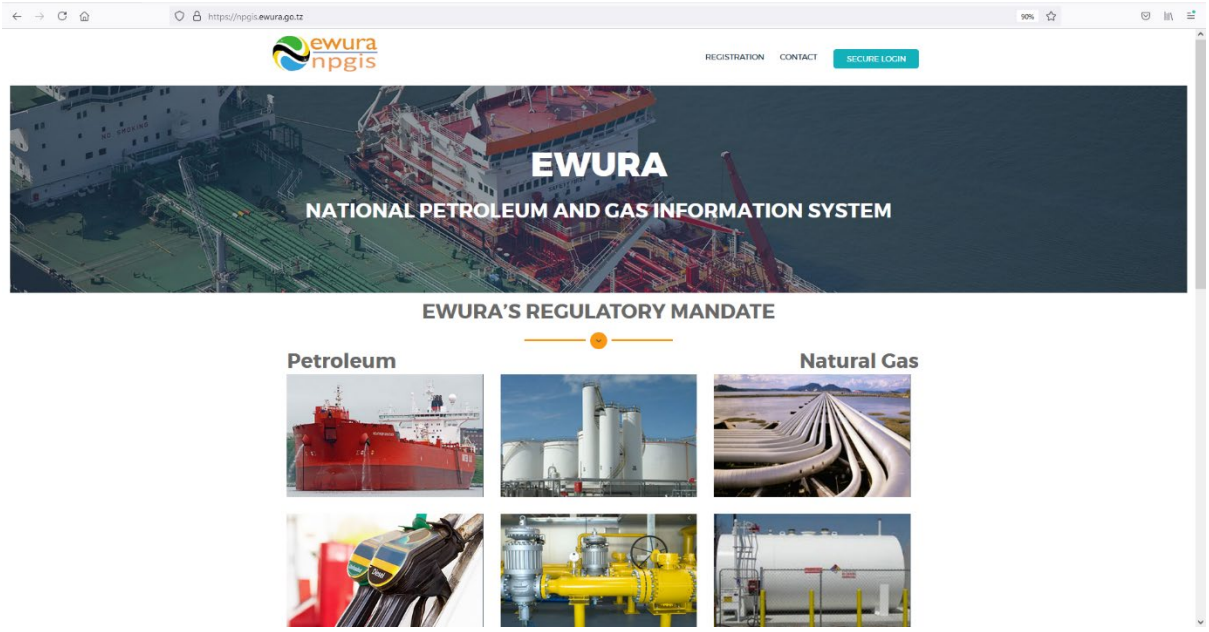


FIGURE 1:LANDING PAGE

4 PLANT OPERATIONS

To begin with uploads of the Plants Operations, all the plants 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:

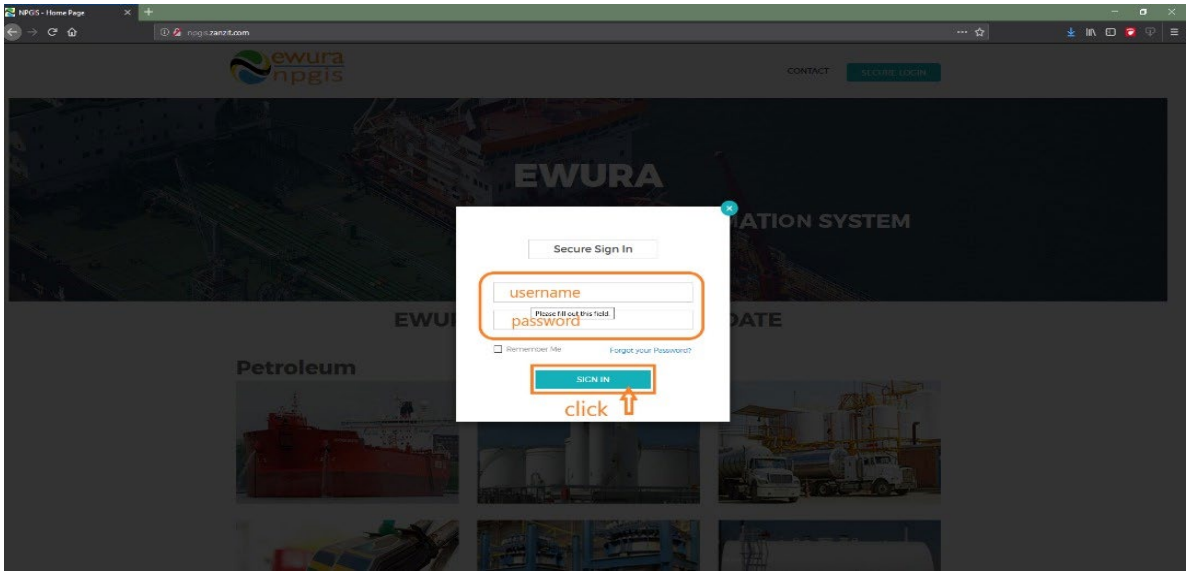


FIGURE 2:SIGN IN

4.1 Gas Processing Plants Production Records:

1. **Select** NATURAL GAS OPERATIONS ->Gas Processing plants -> Processing plants

The plant user logged in will be displayed

2. **Click** Processing Plant name to open

PLANT INFORMATION will be displayed

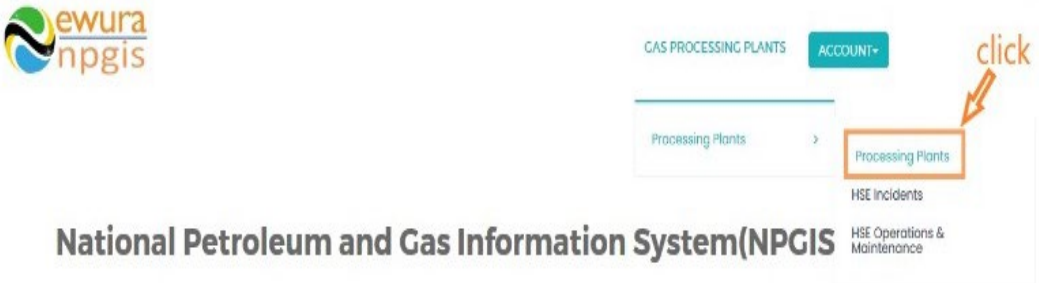


FIGURE 3:PROCESSING PLANTS

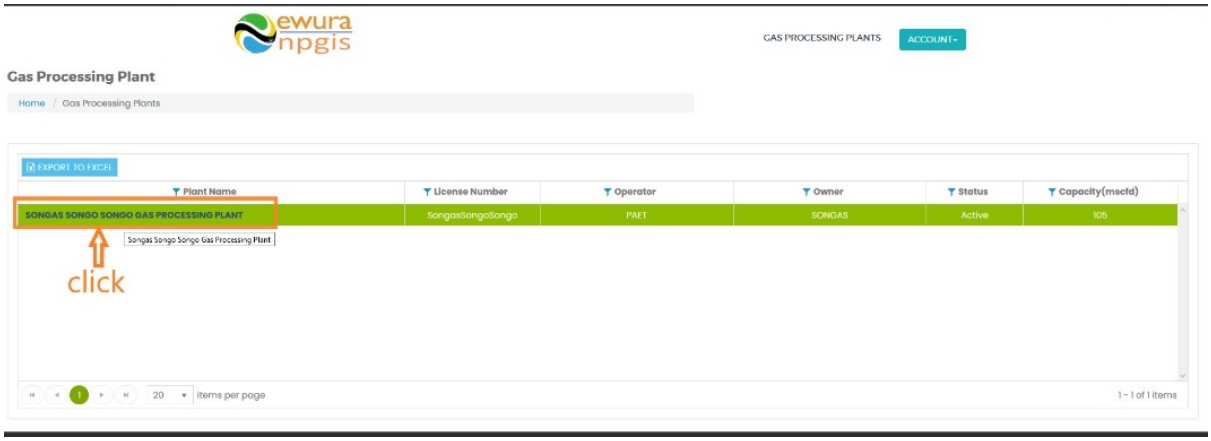


FIGURE 4:PROCESSING PLANTS SELECTION

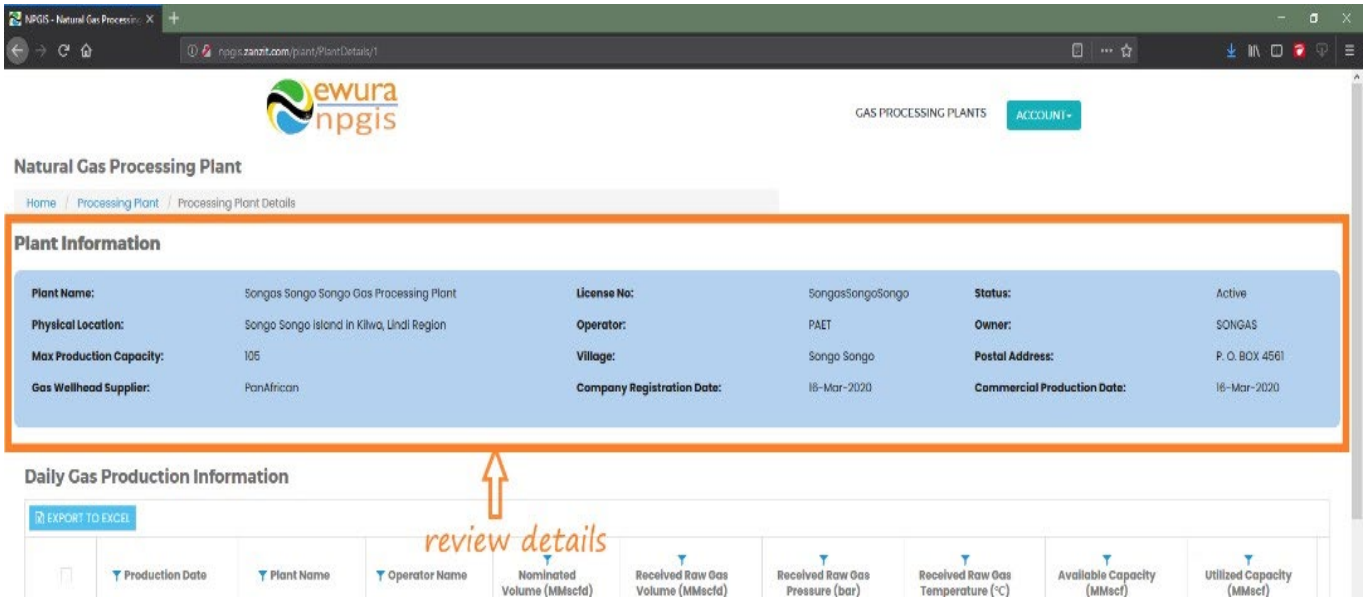


FIGURE 5:PROCESSING PLANTS DETAILS

VIEWING PREVIOUS PRODUCTION INFO

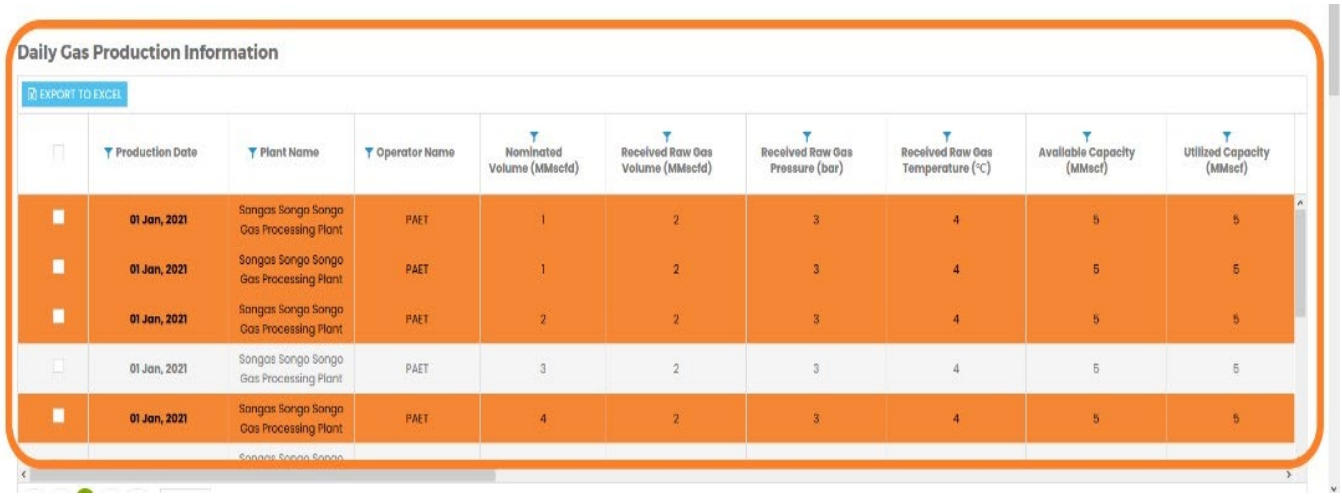
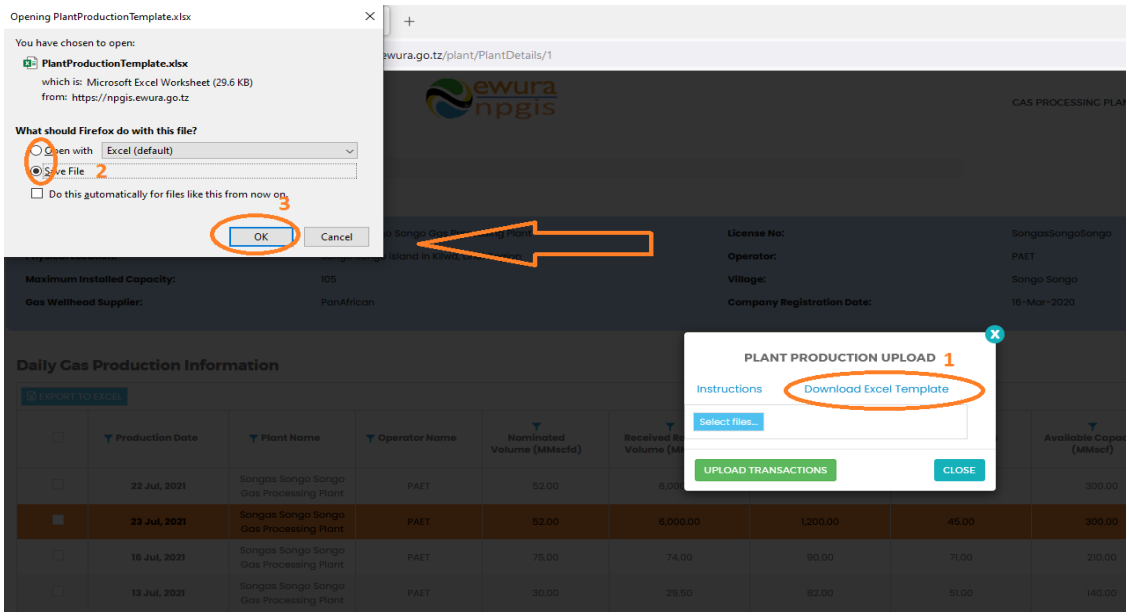


FIGURE 6:PREVIOUS PRODUCTION INFORMATION

UPLOADING PROCESSING PLANT PRODUCTION FILE

- **Click** Upload Plant Production File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant Production Excel File using the following steps
  - **Step 1: Download Excel Template,** fill in the production 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 Plant Production File***"
- If all goes well you will be notified that the file has been **Uploaded Successfully**!
- **Close** the upload window

FIGURE 7:PRODUCTION UPLOAD BUTTON



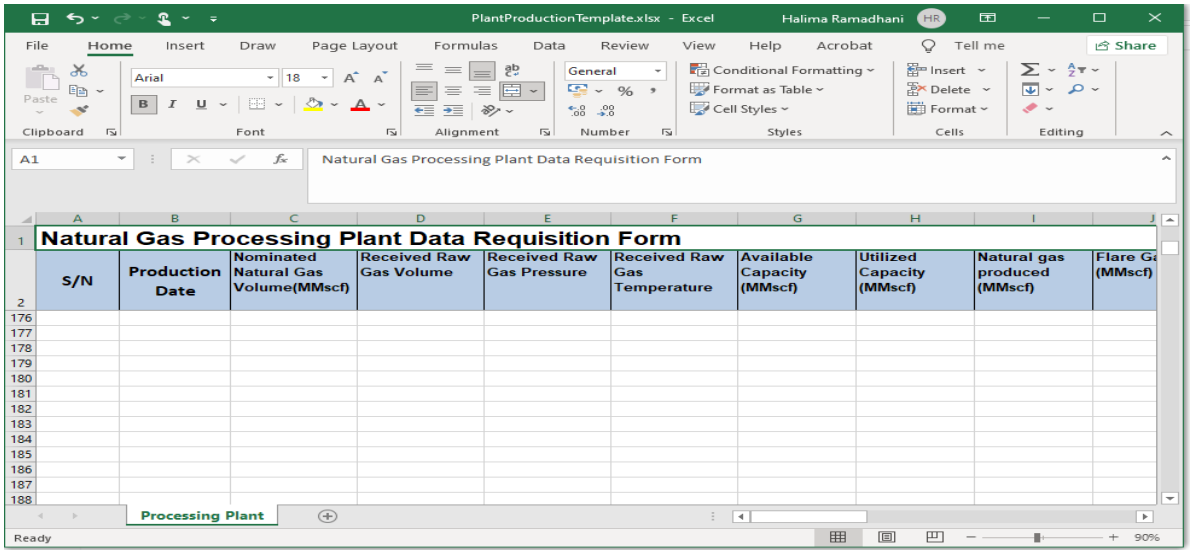


FIGURE 8:DOWNLOAD PRODUCTION TEMPLATE

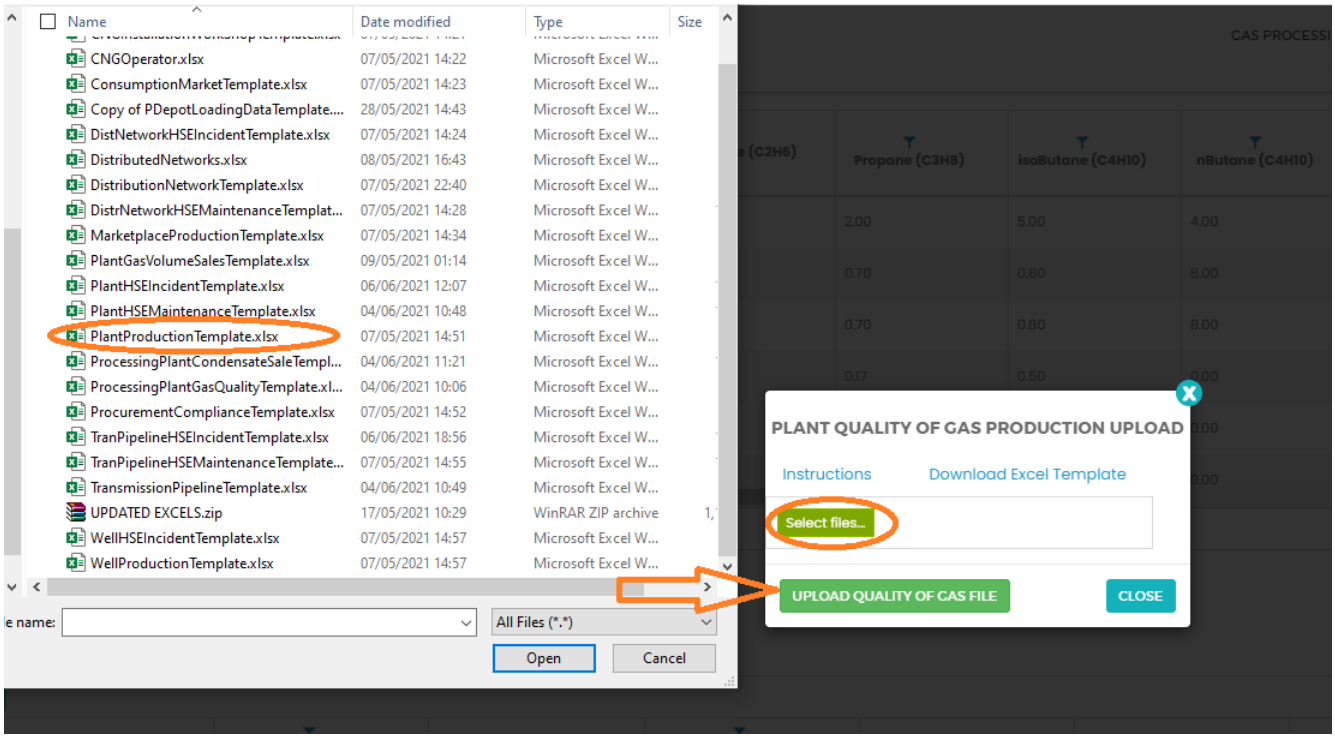


FIGURE 9: UPLOAD PRODUCTION FILE

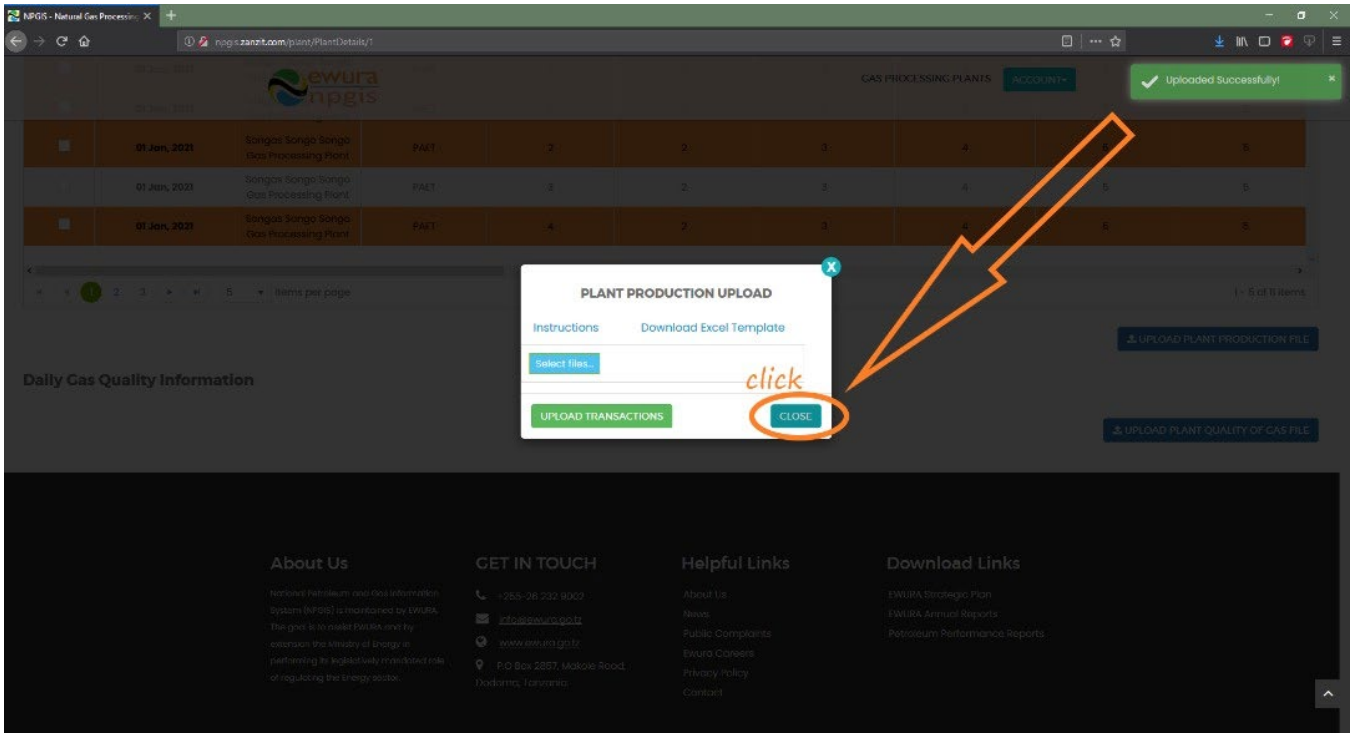


FIGURE 10:SUCCESSFUL GAS PRODUCTION UPLOAD

UPLOADING PLANT GAS QUALITY FILE

- **Click** Upload Plant Quality of Gas File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant Production Excel File using the following steps
    - **Step 1: Download Excel Template,** fill in the Gas Quality 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 quality of gas file"***
- If all goes well you will be notified that the file has been **Uploaded Successfully**!

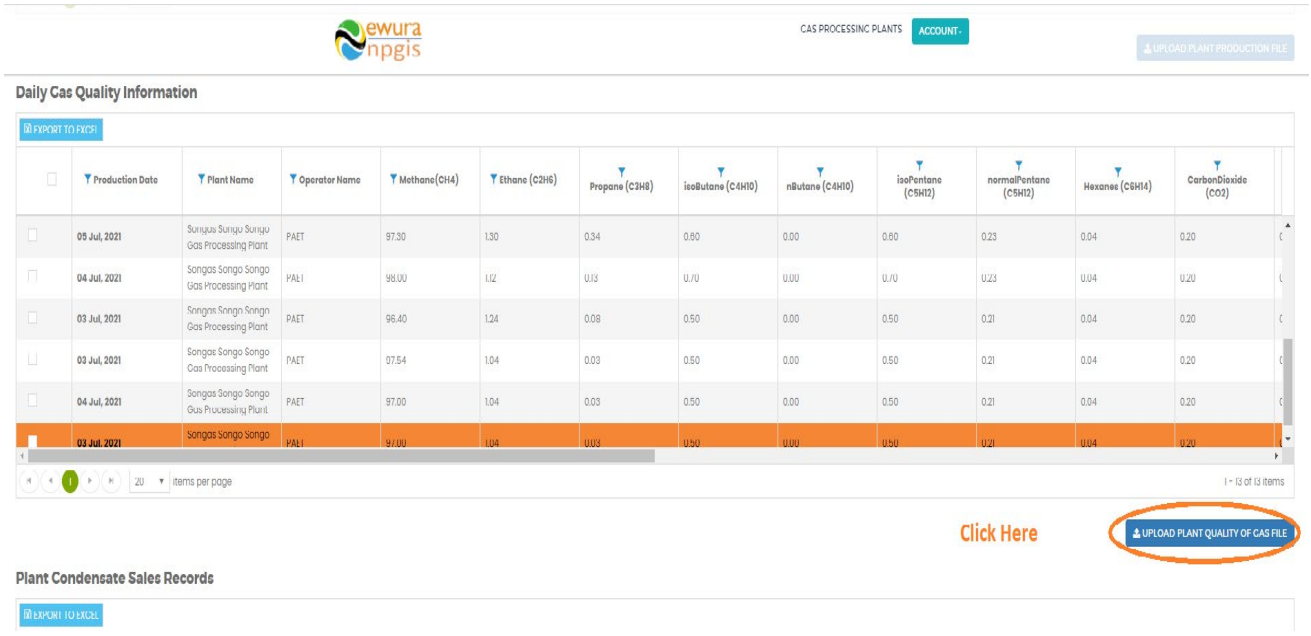


FIGURE 11GAS QUALITY UPLOAD BUTTON

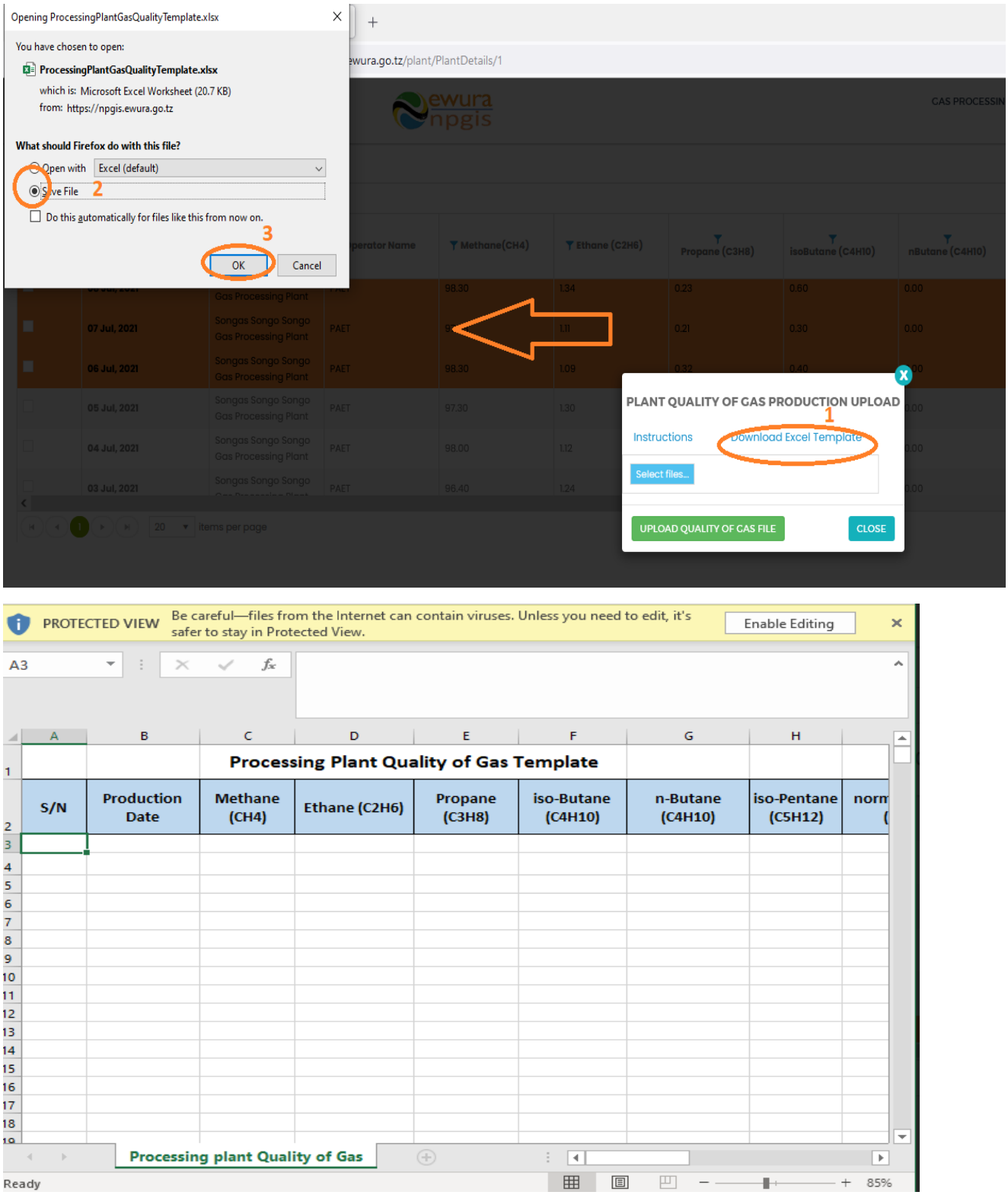


FIGURE 12: DOWNLOAD GAS QUALITY TEMPLATE

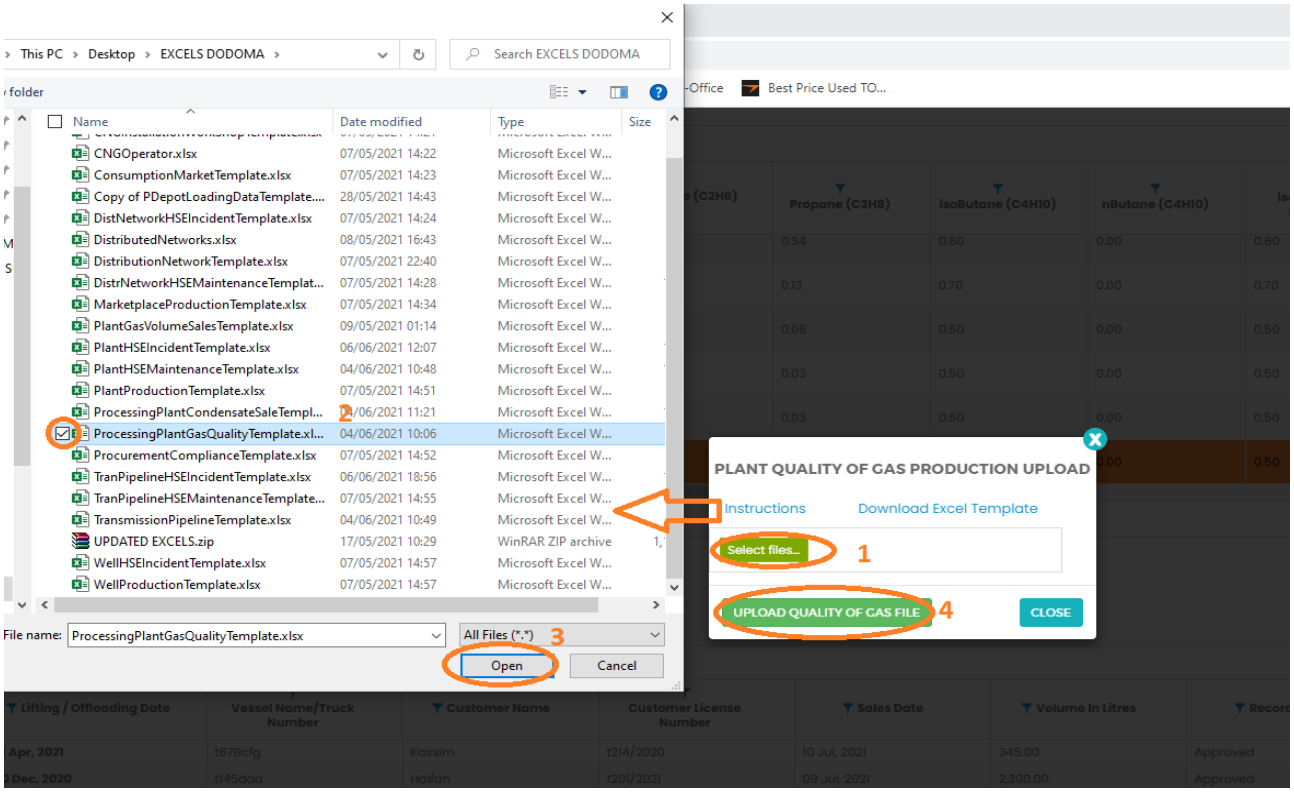


FIGURE 13: UPLOAD GAS QUALITY FILE

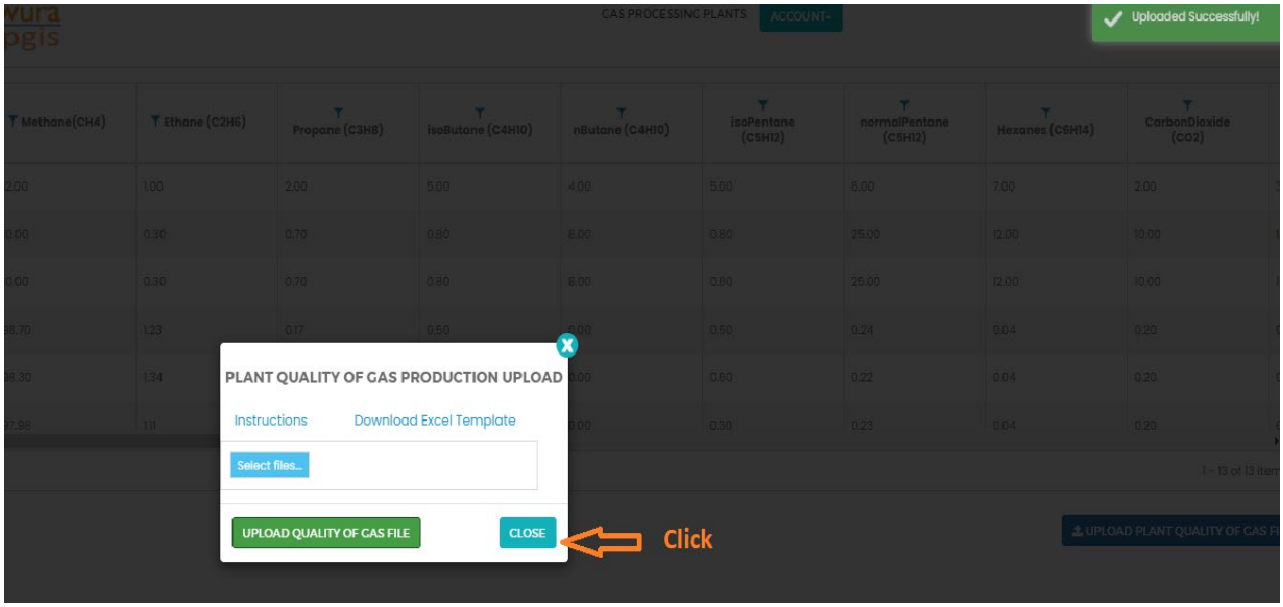


FIGURE 14:SUCCESSFUL GAS QUALITY FILE UPLOAD

UPLOADING CONDENSATE SALES FILE

- **Click** Upload Processing Plant Condensate Sales at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Condensate Sales Excel File using the following steps
  - **Step 1: Download Excel Template,** fill in the sales 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**!

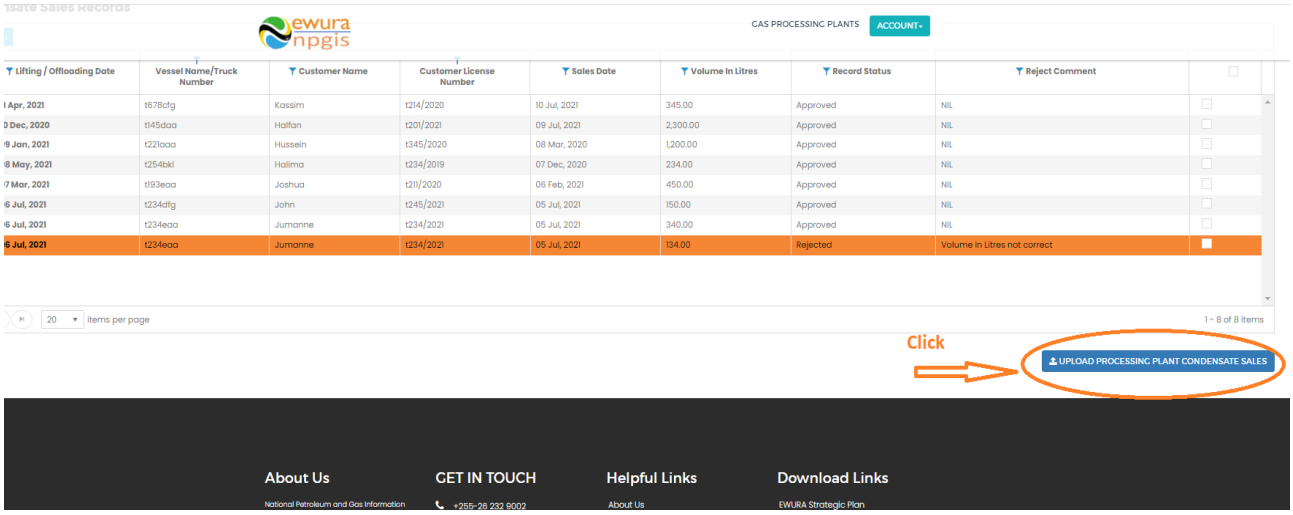


FIGURE 15:PLANT CONDENSATE SALES UPLOAD BUTTON

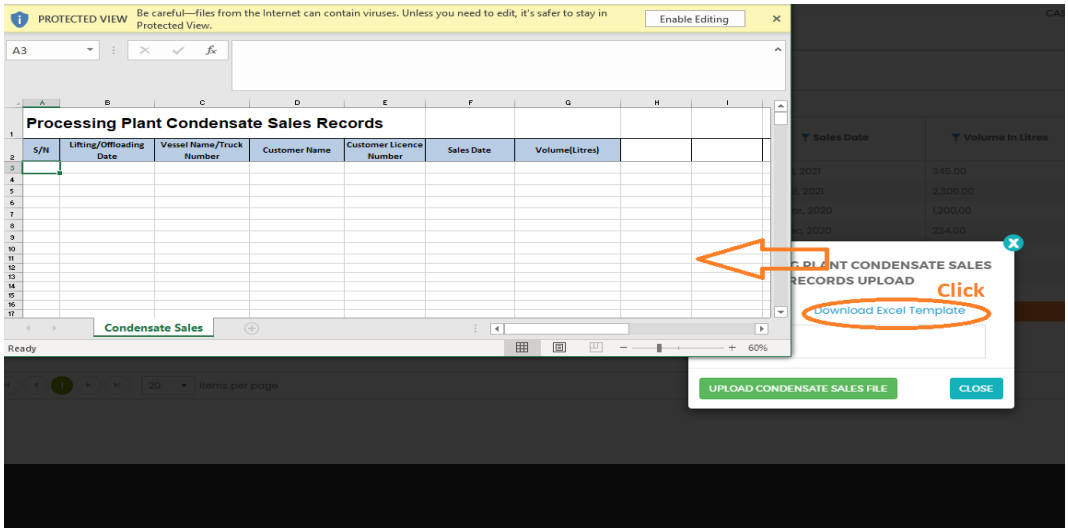


FIGURE 16: DOWNLOAD CONDENSATE SALES TEMPLATE

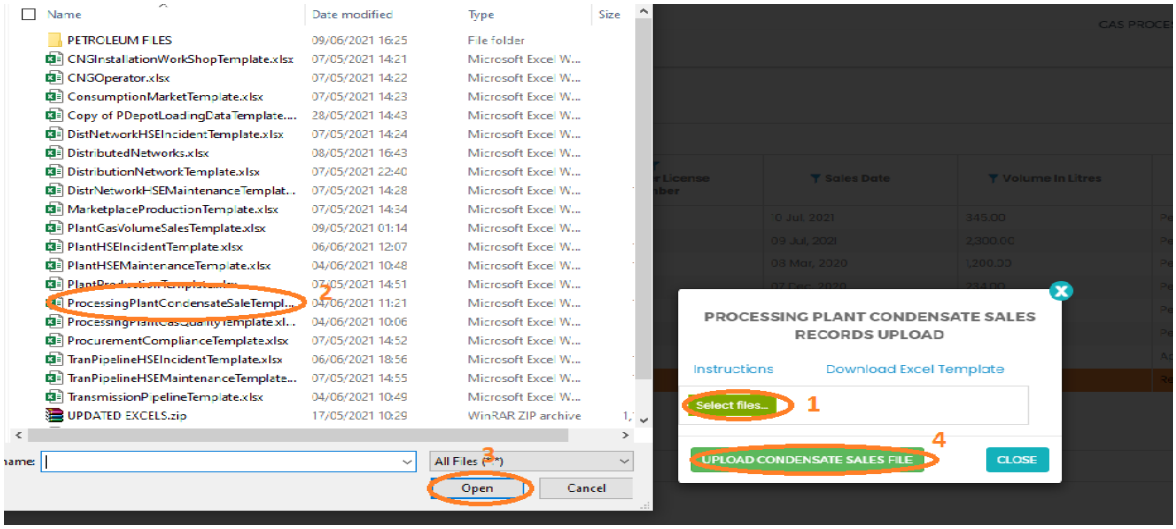


FIGURE 17: UPLOAD PLANT CONDENSATE SALES FILE

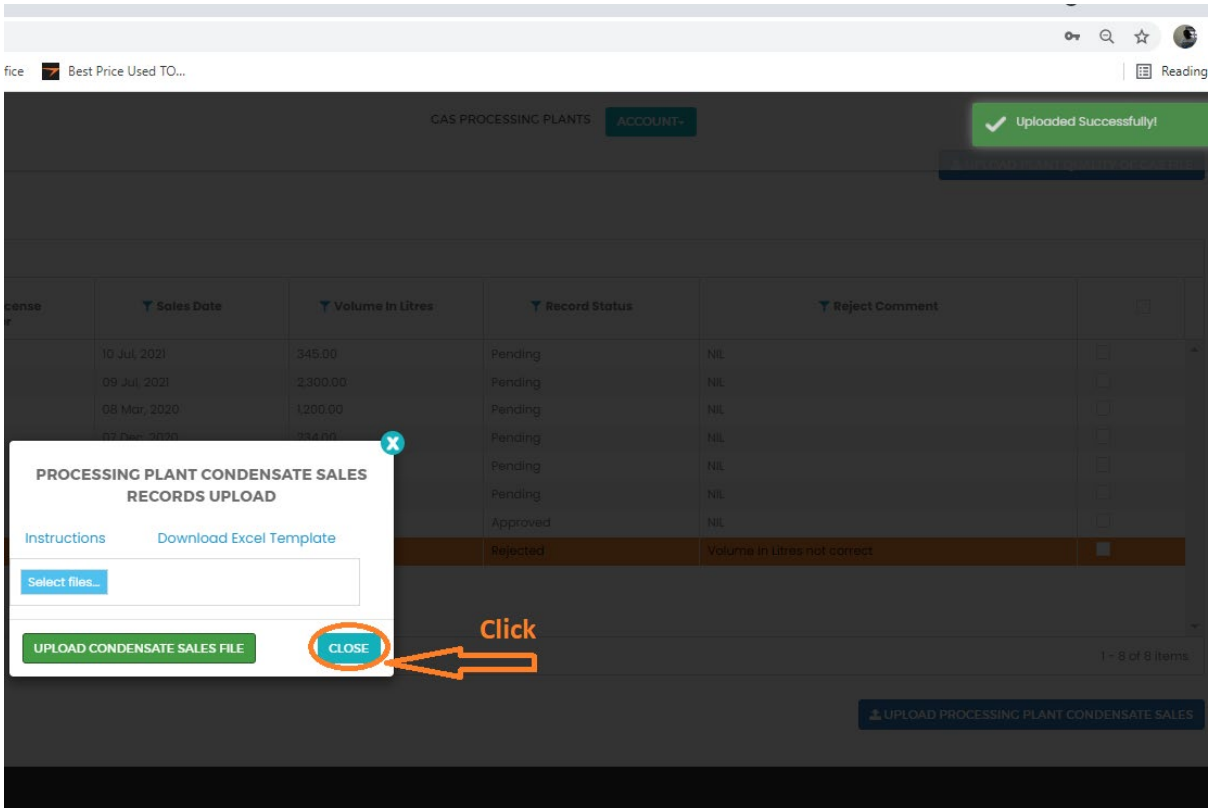


FIGURE 18:SUCCESSFUL CONDENSATE SALES FILE UPLOAD

4.2 Processing Plants HSE Incidents Records:

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:
3. **Select** NATURAL GAS OPERATIONS ->Gas Processing plants -> HSE Incidents

SELECTION OF PROCESSING PLANT

Select Processing Plant Then Click **CONTINUE**

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

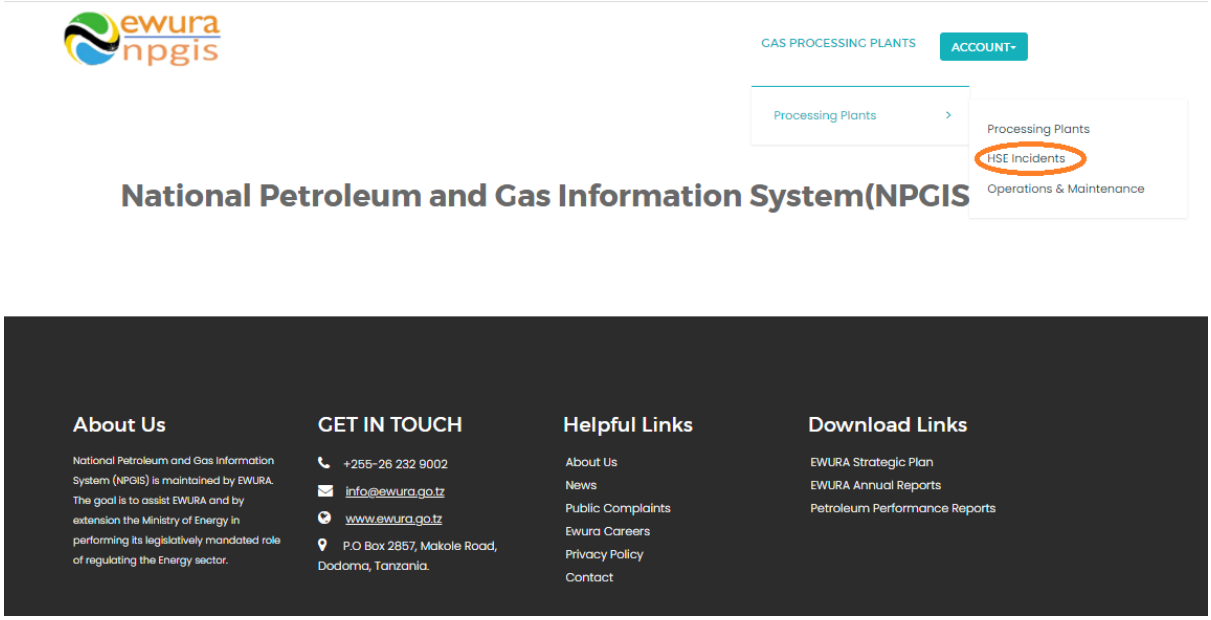


FIGURE 19:PLANT HSE INCIDENTS

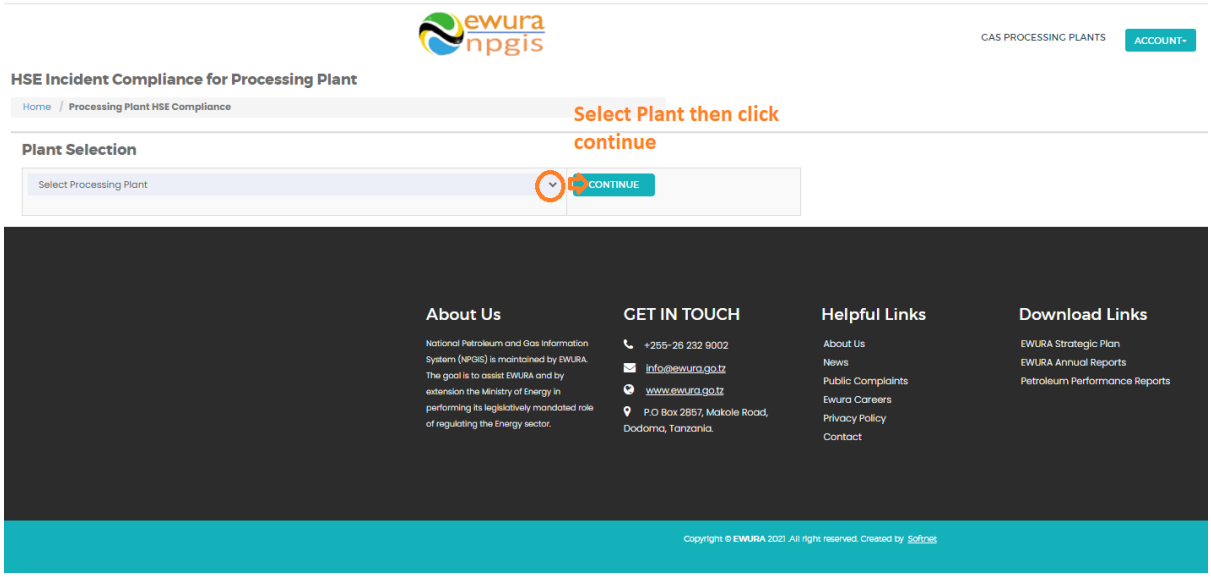


FIGURE 20:PLANT SELECTION

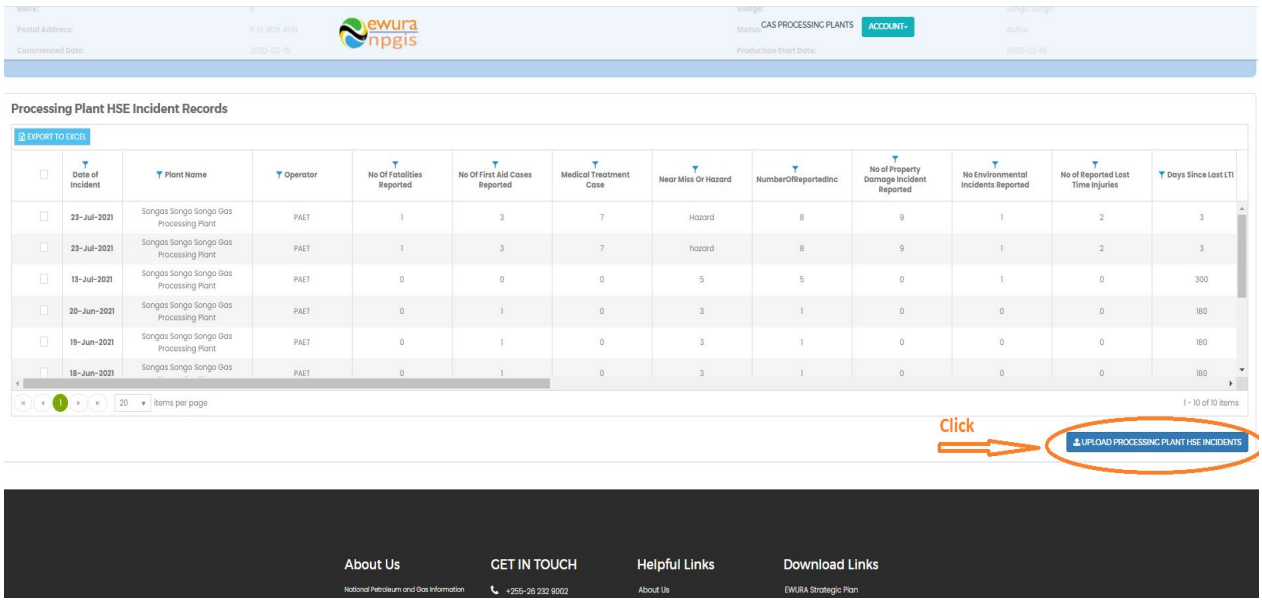


FIGURE 21:PLANT HSE INCIDENTS BUTTON

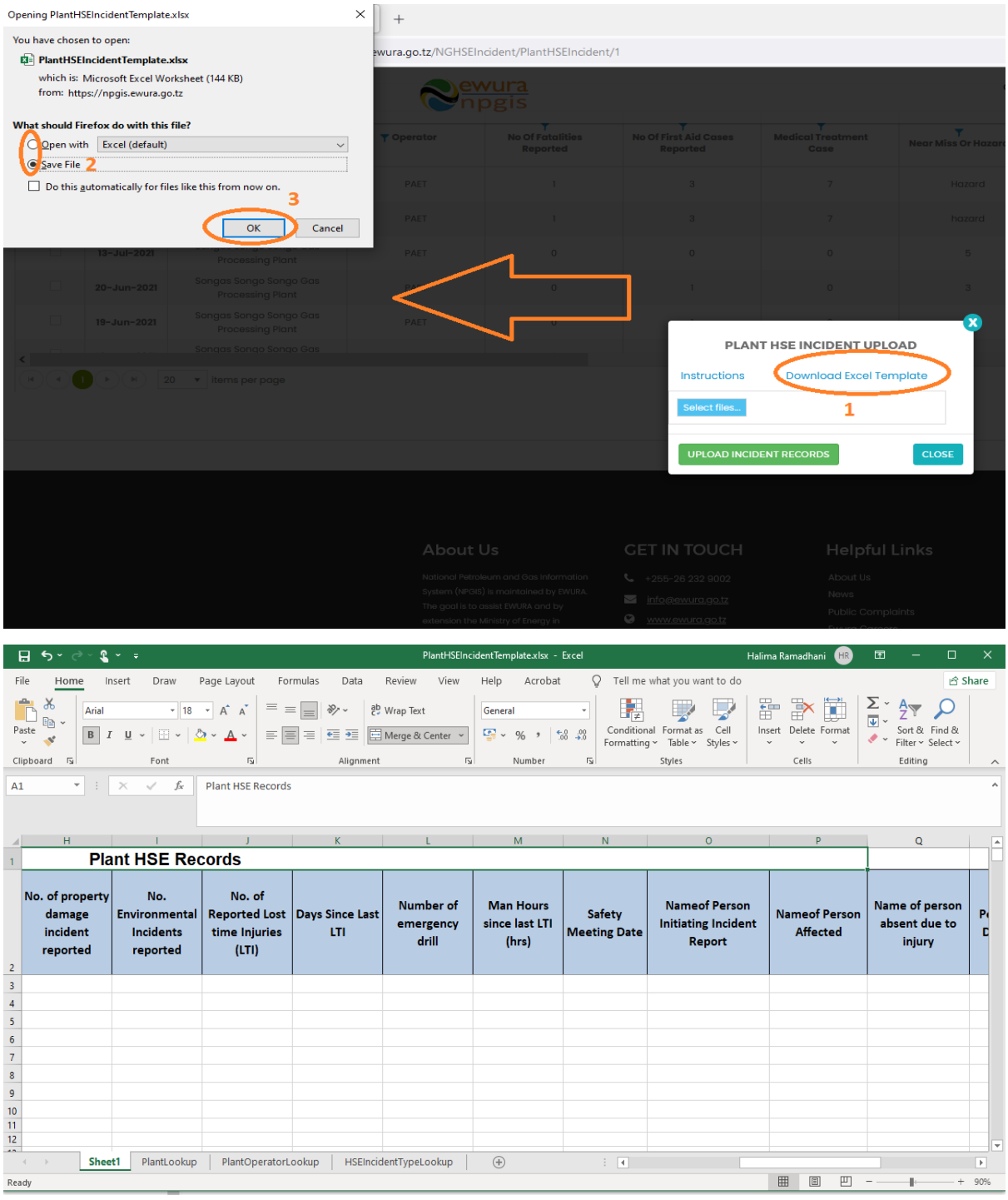


FIGURE 22: DOWNLOAD PLANT HSE INCIDENT TEMPLATE

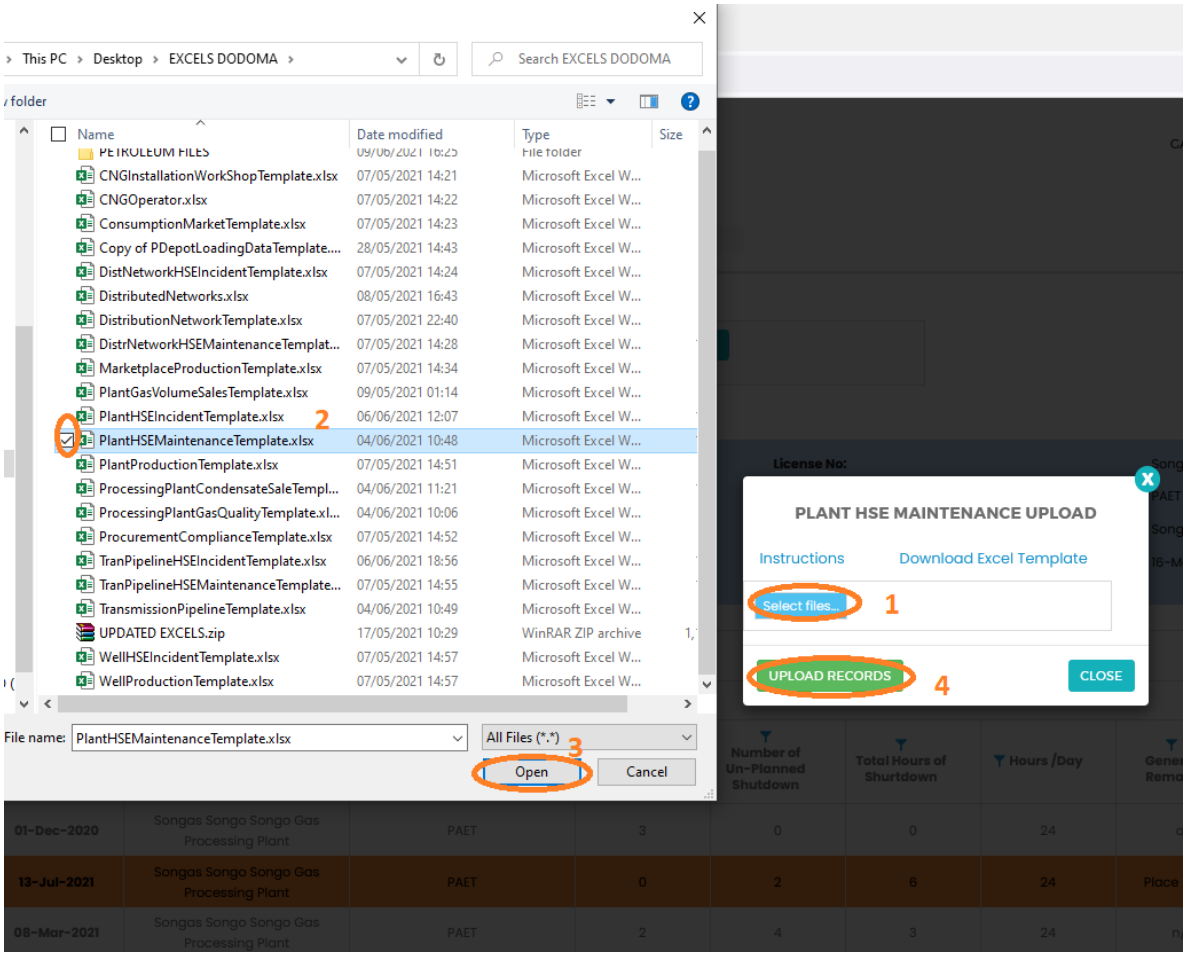


FIGURE 23: UPLOAD PLANT HSE INCIDENTS FILE

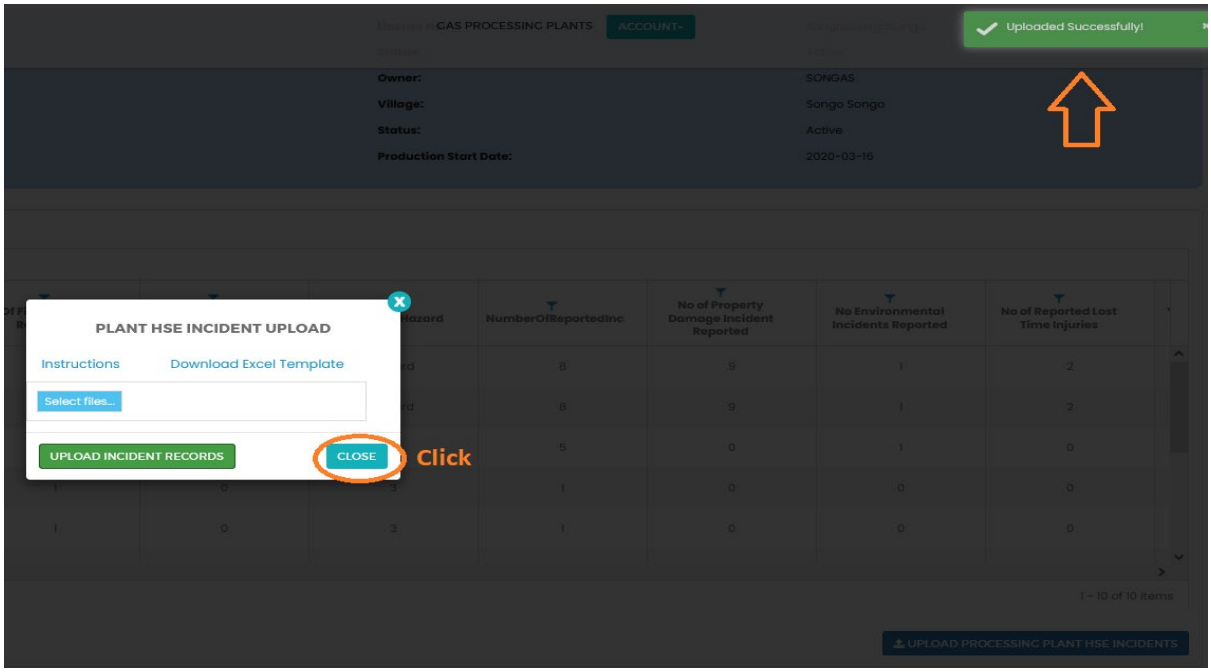


FIGURE 24: SUCCESSFUL UPLOAD PLANT HSE INCIDENTS FILE

4.3 Plant Operations & Maintenance Records:

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:
3. **Select** NATURAL GAS OPERATIONS ->Gas Processing plants -> Operations & Maintenance

SELECTION OF PROCESSING PLANT

Select Processing Plant Then Click **CONTINUE**

- **Click** Upload Plant Operations & Maintenance File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant Operations & Maintenance Excel File using the following steps
  - **Step 1: Download Excel Template,** fill in the Plant HSE Maintenance records and save the excel document.
  - **Click Select Files** and navigate to where the download excel is saved
  - **Step 2:** Select the upload file saved
  - **Step 3:** Click UPLOAD TRANSACTIONS
- If all goes well you will be notified that the file has been **Uploaded Successfully**!

- **Close** the upload window
- If all goes well you will be notified that the file has been **Uploaded Successfully**!

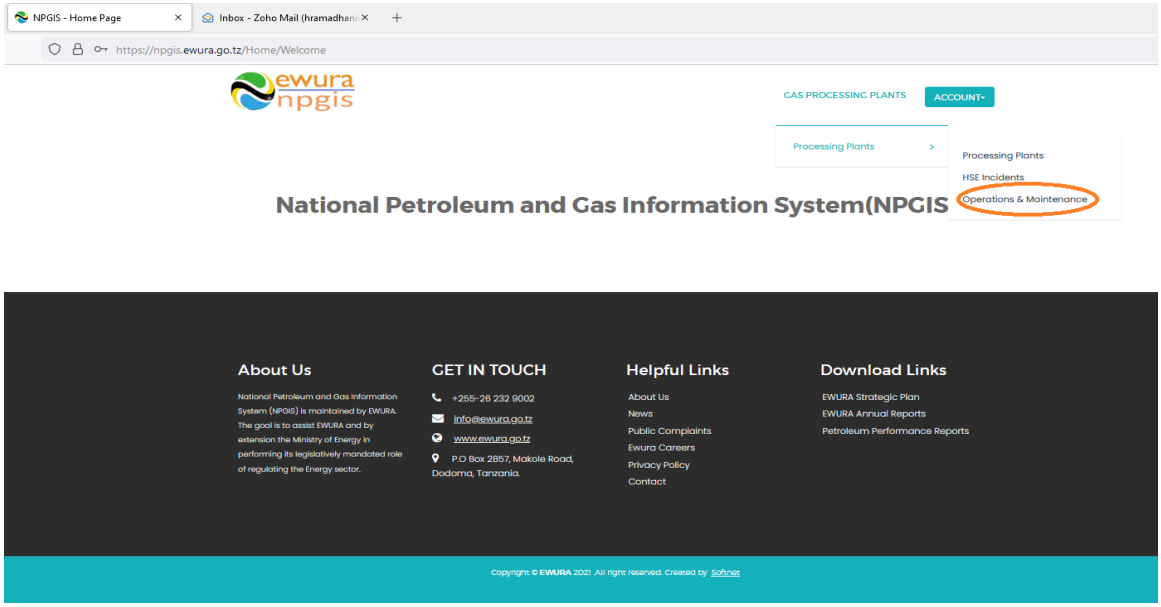


FIGURE 25:PLANT OPERATIONS & MAINTENANCE

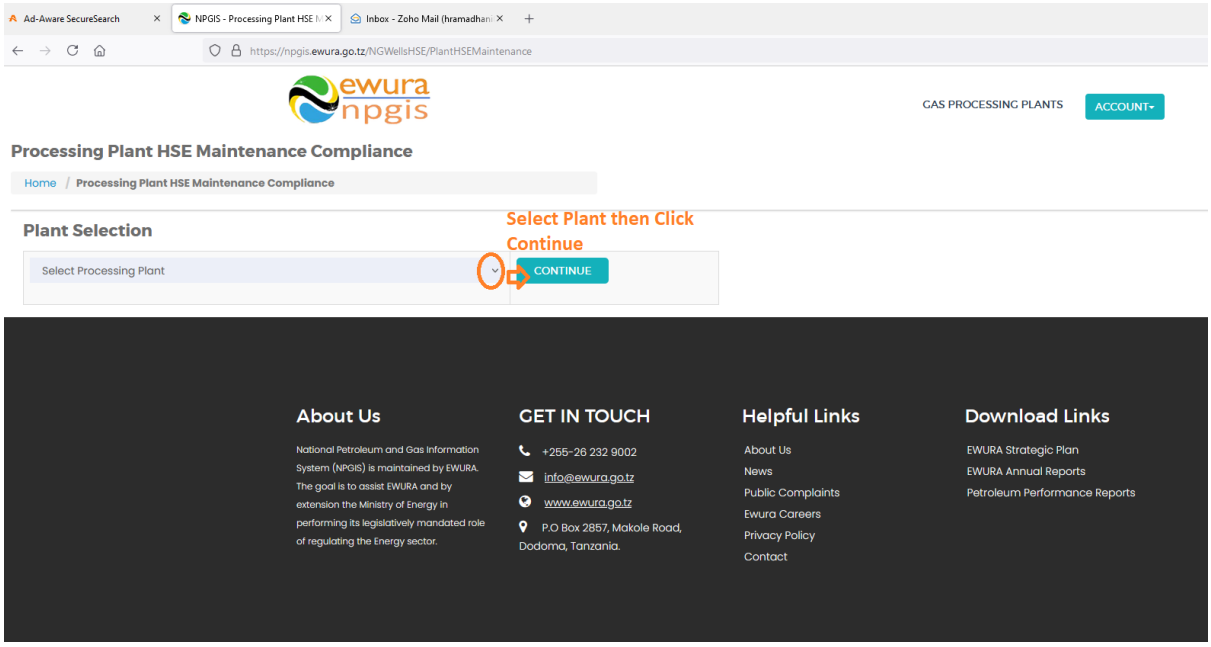


FIGURE 26:PLANT SELECTION

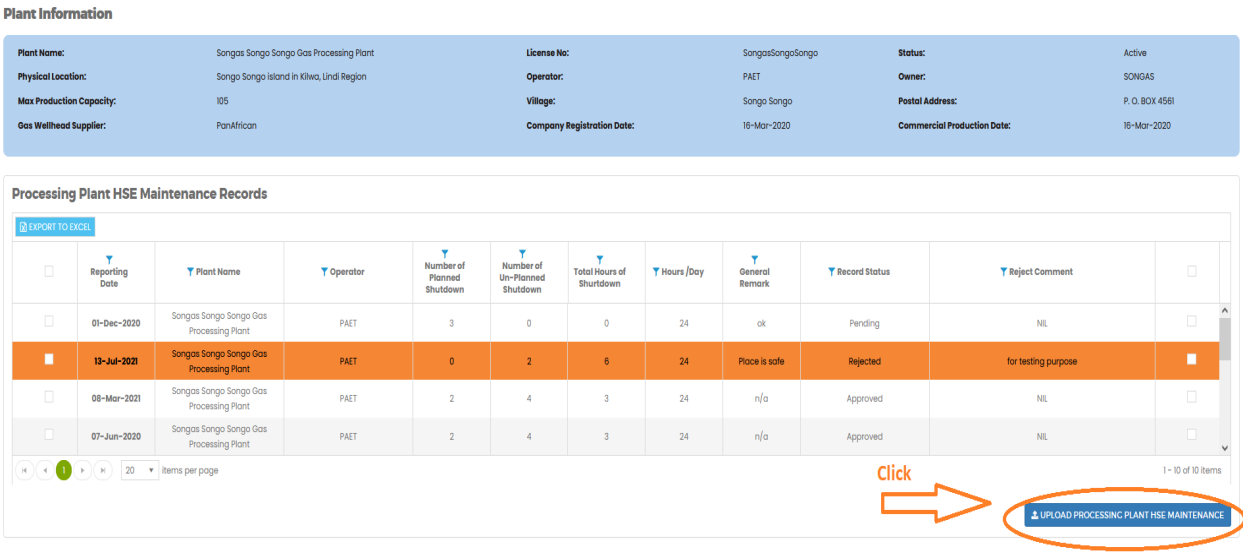
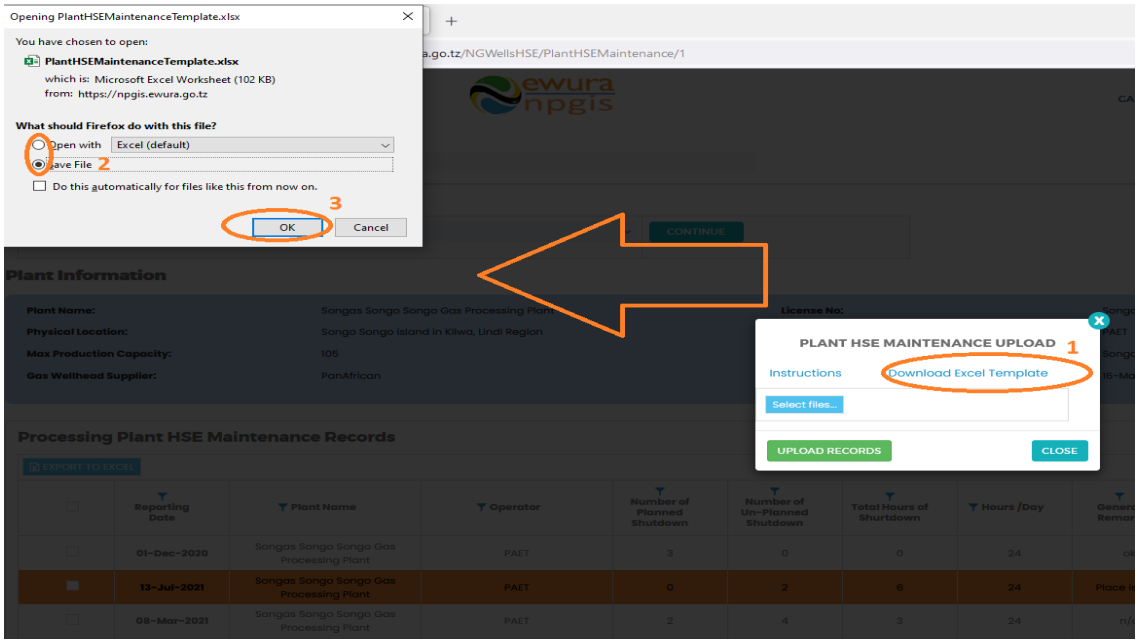


FIGURE 27:PLANT OPERATIONS & MAINTENANCE BUTTON



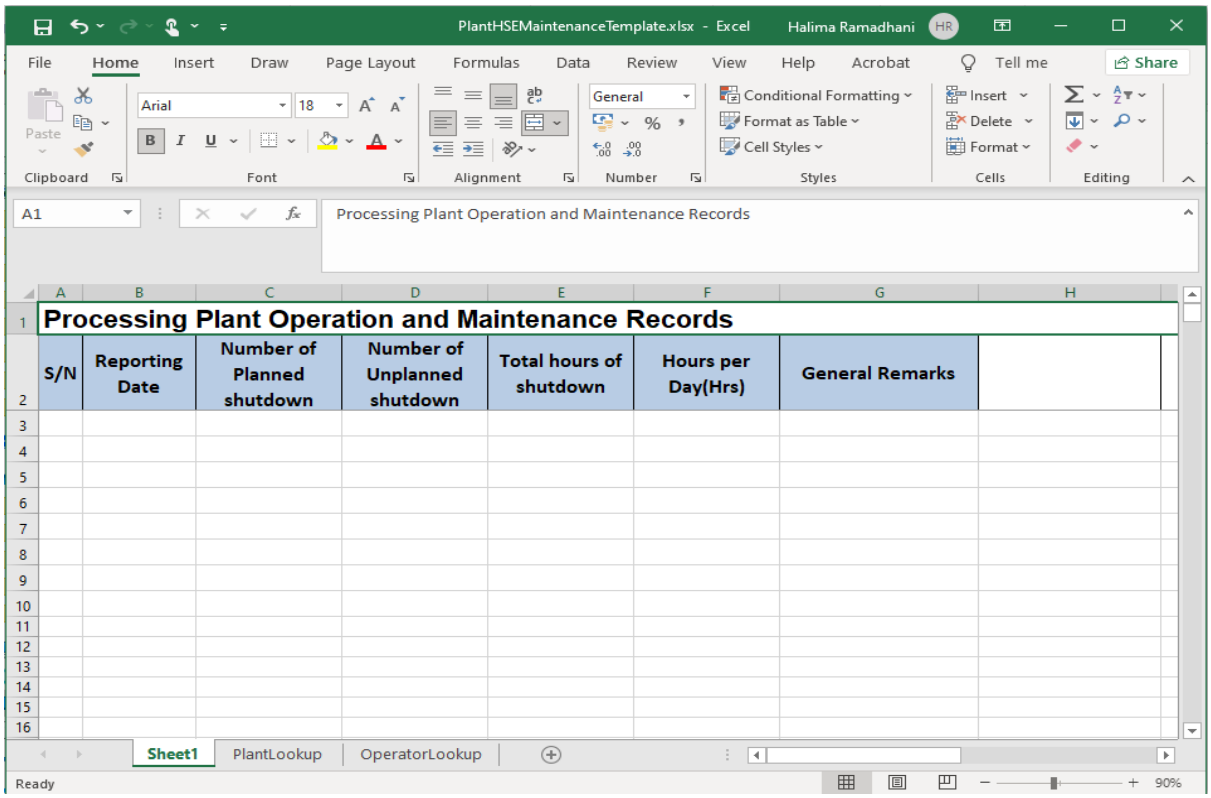


FIGURE 28:PLANT OPERATIONS & MAINTENANCE FILE TEMPLATE

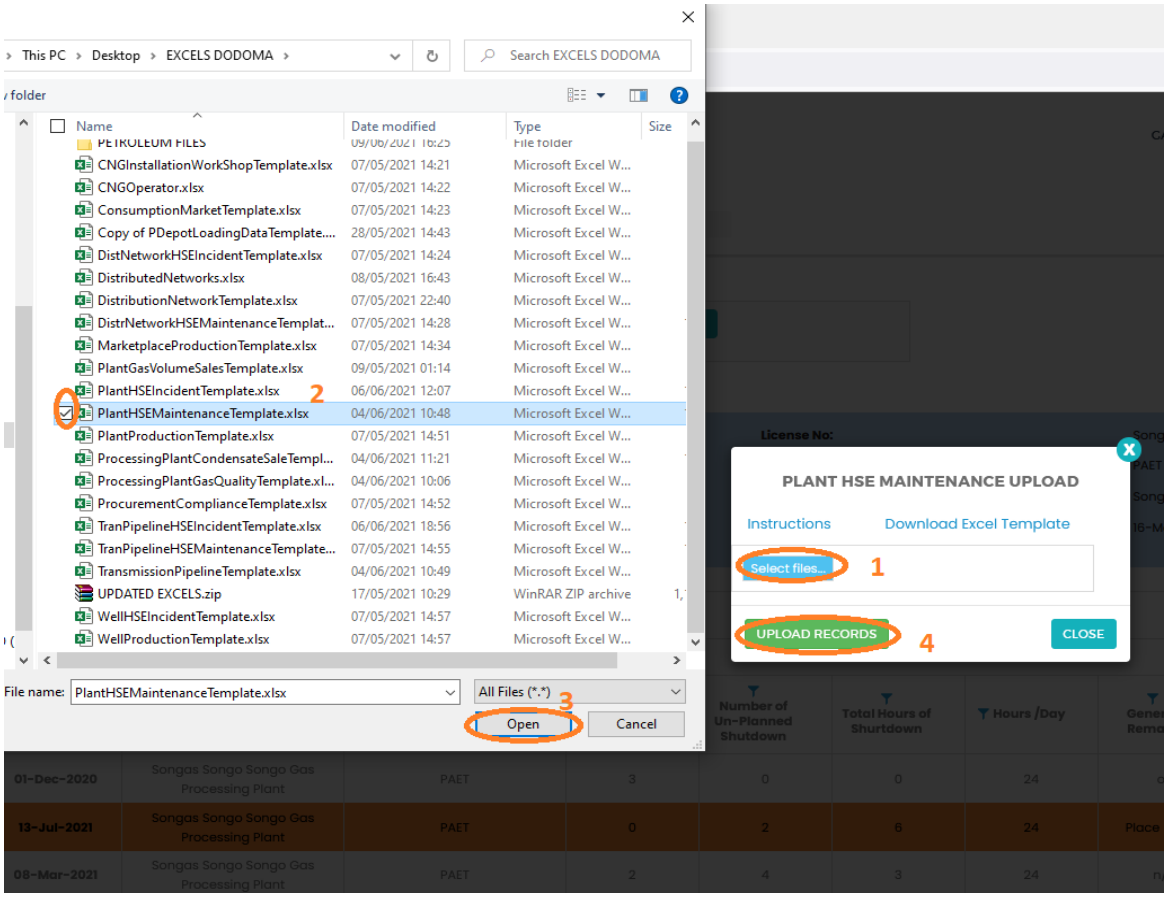


FIGURE 29: UPLOAD PLANT OPERATIONS & MAINTENANCE FILE

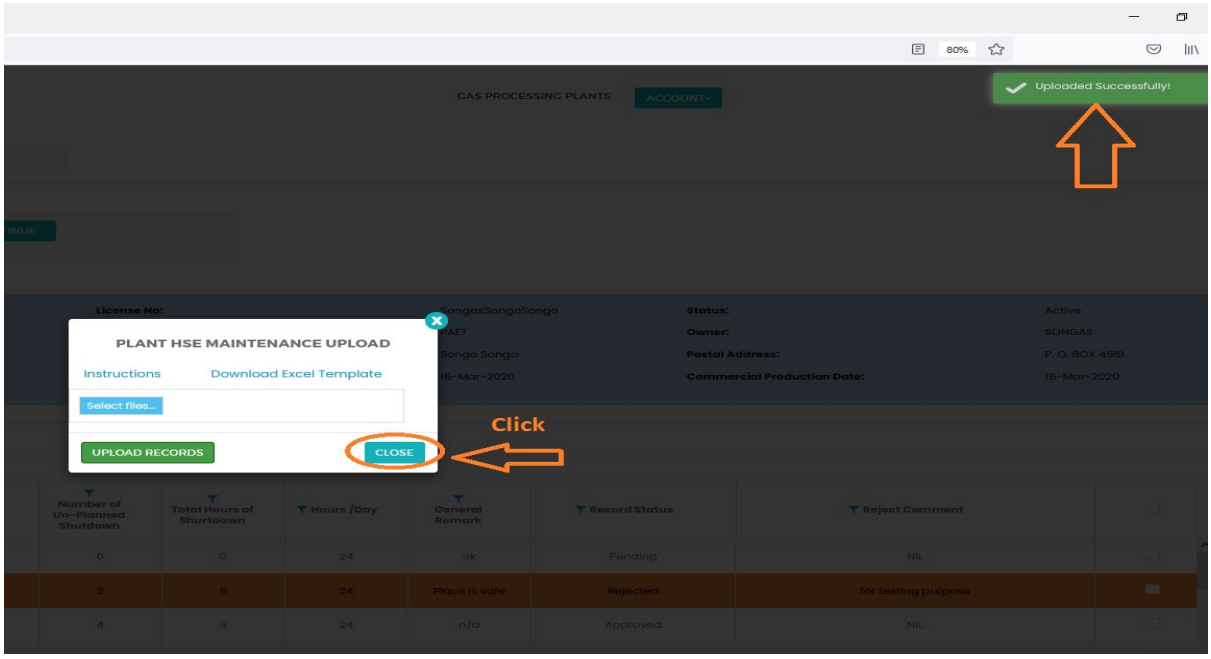


FIGURE 30: SUCCESSFUL PLANT OPERATIONS & MAINTENANCE FILE

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

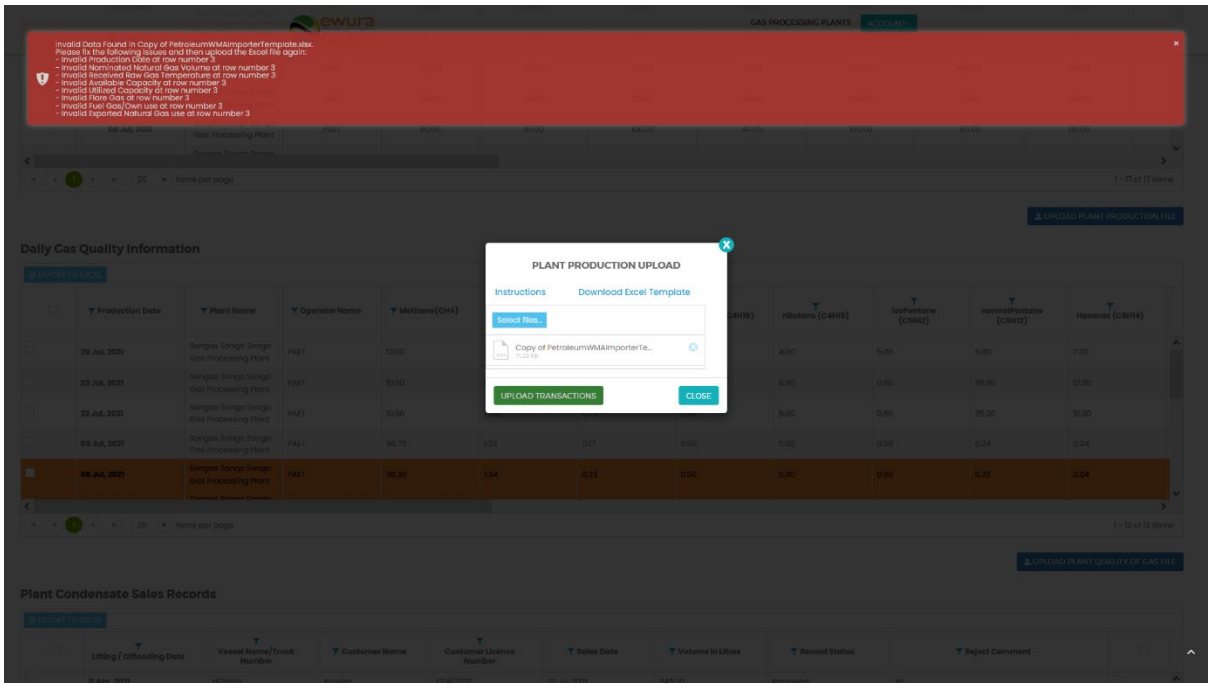


FIGURE 31ERROR MESSAGES

5.2 No Internet Messages

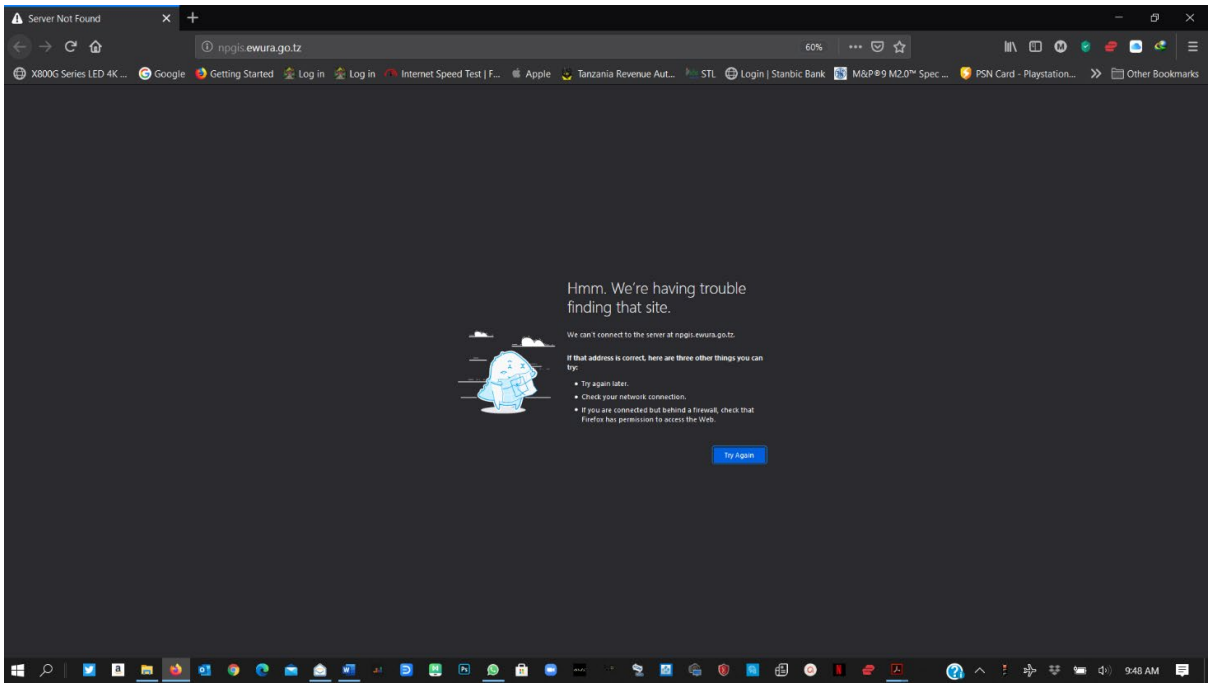


FIGURE 32 NO INTERNET MESSAGES

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

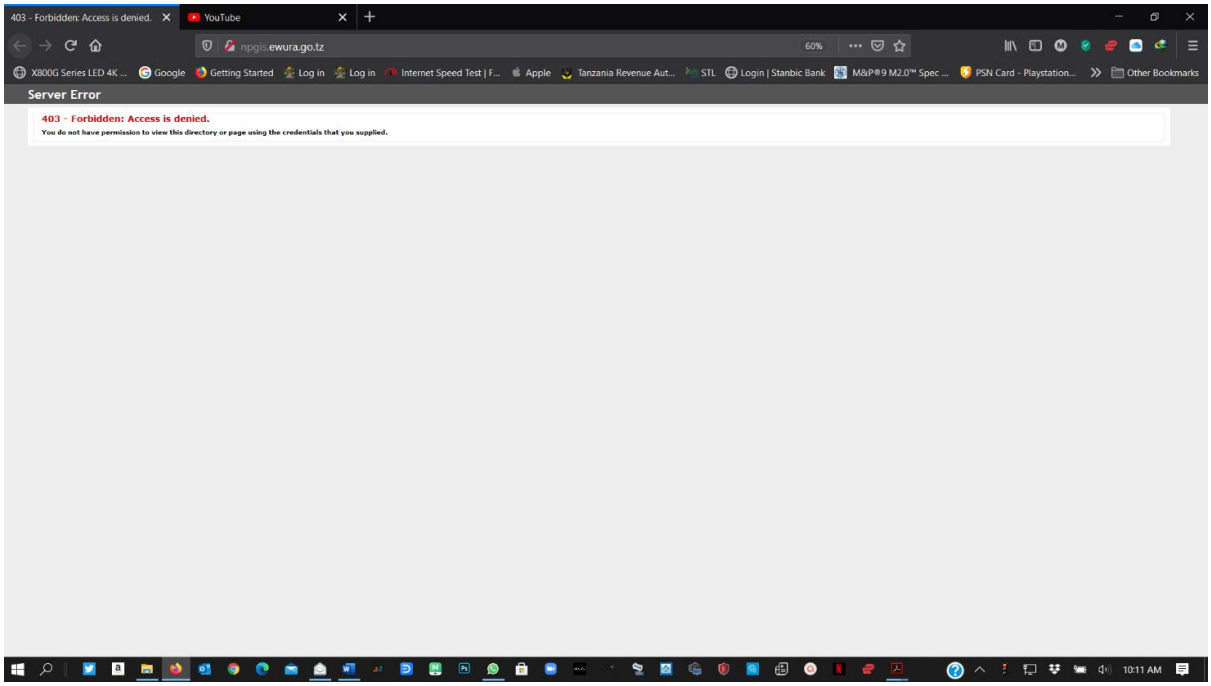


FIGURE 33 FORBIDDEN ACCESS