# EECA Rightware Registration Tool

## User Guide

The Rightware Product Registration Tool enables manufacturers and importers to edit their products' details and decide if they would like them displayed on EECA's Rightware Tool. The Rightware Tool enables consumers to compare the energy efficiency of products to help them make informed decisions when considering purchasing new products.

This User Guide gives you step-by-step instructions on how to edit and submit products you would like displayed on the EECA Rightware Tool.

## Who to contact if you need help

If you need assistance at any stage of the data entry process, please email star@eeca.govt.nz or call 04 470 2200.

## Please read the table of contents on the next page before starting.

# Contents

**NOTE:** *If you need assistance at any stage of the data entry process, please call the Standards and Regulations Team at EECA on 04 470 2200*

## Overview

A. Below is an example of what your company's home page will look like. It provides you with information on what has been approved, what has been submitted and what you are editing. It is also how you edit your products that will go onto the Rightware Tool. <u>Please take a moment to read the following information that will explain some key details to help you to understand and use the tool.</u>

### Rightware registration

The Rightware registration tool allows you to up
wish to be displayed on the upcoming Energywis
For further information on how to use this tool to update and con

⤓ Rightware registration tool user guide

### Test Company

| Category | Approved | Submitted | Editing |
|---|---|---|---|
| Heat Pumps | View approved [0 - products] | | Edit products [5 - products] |
| Building Chillers | | | Edit products [0 - products] |
| Close Control Air Conditioners | View approved [3 - products] | View submitted [3 - products] | Edit products [3 - products] |
| Clothes Dryers | View approved [0 - products] | | Edit products [1 - products] |
| Clothes Washers | View approved [0 - products] | | Edit products [3 - products] |
| Computer Monitors | | | Edit products [12 - products] |
| Dishwashers | View approved [0 - products] | | Edit products [1 - products] |
| Electric Storage Water Heaters | | | Edit products [1 - products] |
| Gas Water Heaters | | | Edit products [0 - products] |
| Household Refrigerator/Freezer | View approved [0 - products] | | Edit products [5 - products] |
| Televisions | View approved [0 - products] | | Edit products [1 - products] |

*The link to the list of products that have been approved and are on the Rightware tool.*

*The link to the list of products that you have submitted to EECA for review.*

*The list of categories you want to submit data for.*

*The link to the list of products that you can edit before submitting to EECA.*

### Add category

▾ | Add

*The drop down and button to add categories.*

B.  Below is an example of the screen that lets you edit before submitting to EECA. The Submitted page and Approved page have similar layouts.



*'View/Edit', allows you to view and edit the fields that will appear on the Rightware Tool.*

*'Submit' submits the category to EECA for review.*

*'Download' downloads a CSV (Excel) file that has the product details in this list.*

## Editable Fields Format

A. In all categories, there are editable fields. These must be in a particular format for the product to be accepted and displayed on the Rightware Tool.

| Attribute | Unit | Format | Example |
|---|---|---|---|
| Height | mm | Whole number | 562 |
| Width | mm | Whole number | 623 |
| Depth | mm | Whole number | 777 |
| Model number | - | - | JFG125543 |
| Total freezer volume | L | Whole number | 360 |
| Total fridge volume | L | Whole number | 120 |
| Total volume | L | Whole number | 600 |
| Dryer type | - | 'Condenser', 'Vented', 'Heat pump' | Heat pump |
| Screen resolution | - | '4K UHD', 'Full HD', 'HD' | Full HD |
| Screen tech | - | 'LCD', 'LCD (LED)', 'Plasma' | LCD (LED) |
| Display area | $m^2$ | 2 decimal places | 4.56 |
| Mount type | - | User selectable | High wall |

## Categories on Rightware

The categories currently on Rightware are listed below:

- Clothes dryers
- Dishwashers
- Clothes washers
- Televisions
- Computer monitors
- Air conditioners / heat pumps
- Household fridges and freezers

## Step 1 - Logging in to the website

A. Go to the EECA website: https://tools.eeca.govt.nz/Security/login?BackURL=%2Frightware-registration%2F

B. If you have never used the registration tool, you need to set up an account in order to log in: https://www.eeca.govt.nz/our-work/product-regulations/equipment-energy-efficiency/update-the-rightware-tool/apply-for-a-rightware-registration-tool-account/. The Standards and Regulations Team will then be in contact with you once your account has been set up.

C. On the EECA website enter your email and password, and click the "Log in" button to log into the Rightware tool.

**Log in**

Email *

Password *

[ Log in ]

I've lost my password

> **NOTE:** Depending on a company's email security setting, the reset password email may automatically go to the junk/spam inbox. Be sure to check these if the email does not appear in your main inbox.

D. You will be required to reset your password the **first time** you log into the website. To do this use the 'I've lost my password' link, enter the email address used to create the account with EECA and you will receive an email to that email address with instructions to reset your password.

E. Once logged in, you will see 'Partner Section' appear in the menu bar.

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## Step 2 - Adding/Removing your Product Categories

A. Once in the Registration Tool, your company's home page will appear with the list of product categories previously provided to EECA.

   NOTE: *If you have not provided data to EECA before, you won't have any categories in your list.*

B. Scroll down and click on the 'Add category' bar to add or remove product categories to reflect what you want to put on the Rightware Tool.

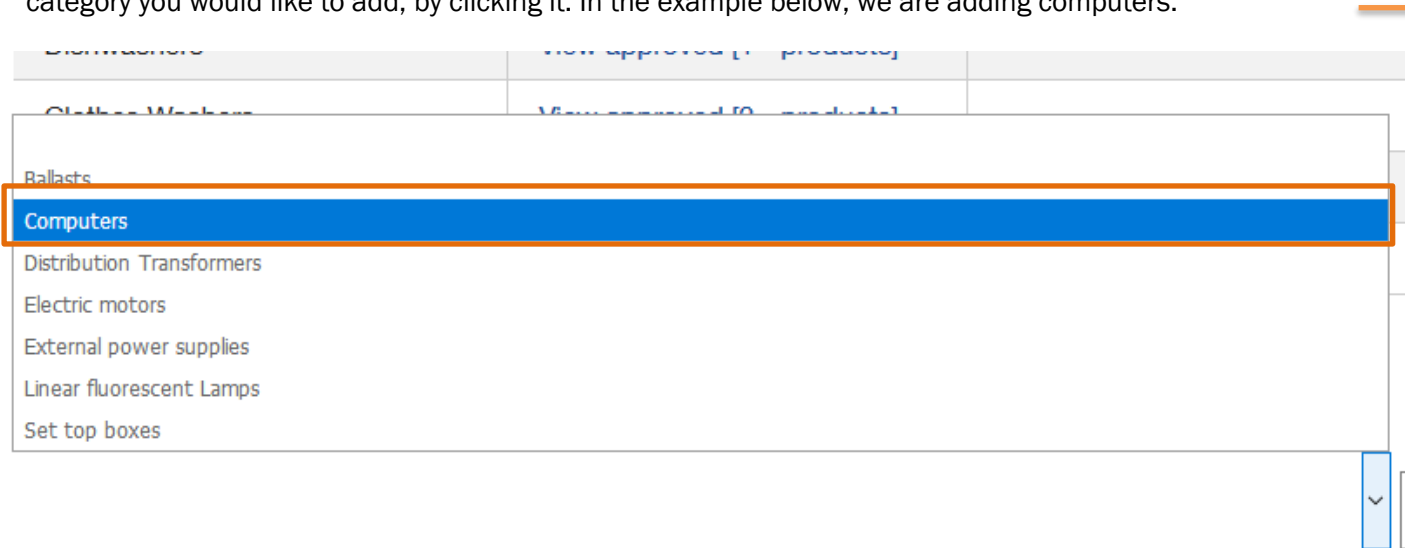Rightware registration
Main content area

### Test Company

| Category | Approved | Submitted | Editing |
|---|---|---|---|
| Televisions | View approved [2 - products] | | Edit products [1 - products] |
| Household Refrigerator/Freezer | View approved [9 - products] | | Edit products [7 - products] |
| Gas Water Heaters | View approved [3 - products] | | Edit products [3 - products] |
| Commercial Refrigerators | | View submitted [2 - products] | Edit products [2 - products] |
| Computer Monitors | | View submitted [3 - products] | Edit products [3 - products] |
| Electric Storage Water Heaters | | View submitted [3 - products] | Edit products [3 - products] |
| Building Chillers | | View submitted [4 - products] | Edit products [4 - products] |
| Clothes Dryers | | | Edit products [0 - products] |
| Dishwashers | View approved [1 - products] | | Edit products [1 - products] |
| Clothes Washers | View approved [2 - products] | | Edit products [2 - products] |
| Close Control Air Conditioners | View approved [1 - products] | | Edit products [1 - products] |
| Air Conditioners | | View submitted [1 - products] | Edit products [1 - products] |

Add category

[                                        ⌄] [ Add ]

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C. Once you have clicked on the 'Add category' bar a drop down list of the categories that you don't already have will appear. Select the product category you would like to add, by clicking it. In the example below, we are adding computers.



D. Lastly, once the category has been selected, click the 'Add' button to add the category to your list.



Note: You must add a product to a category after you have added the category, before adding another category. If you have not added a product, the category will disappear and you will need to re-add it.

## Step 3 - Adding Products to a Category

**A.** Click on '*Edit products*' to add a product to that category.

# Rightware registration

Rightware registration
Main content area

## Test Company

| Category | Approved | Submitted | Editing |
|---|---|---|---|
| Televisions | View approved [2 - products] | | Edit products [1 - products] |
| Household Refrigerator/Freezer | View approved [9 - products] | | Edit products [7 - products] |
| Gas Water Heaters | View approved [3 - products] | | Edit products [3 - products] |
| Commercial Refrigerators | | View submitted [2 - products] | Edit products [2 - products] |
| Computer Monitors | | View submitted [3 - products] | Edit products [3 - products] |
| Electric Storage Water Heaters | | View submitted [3 - products] | Edit products [3 - products] |
| Building Chillers | | View submitted [4 - products] | Edit products [4 - products] |
| Clothes Dryers | | | Edit products [0 - products] |
| Dishwashers | View approved [1 - products] | | Edit products [1 - products] |

**B.** Once in a category's editable list click the 'Add Products' button to add a product.

**NOTE:** *If you have not provided data in this category before, then there will not be any products listed.*

**C.** To add a product that is already registered with E3 you can search for it by registration using 'Registration ID / Registration Number' if known and clicking, or by 'BRAND / MODEL'.



**NOTE:** *Registration ID/Number is the E3 MEPS identification a model receives when it is registered through the E3 website – see:* *Suppliers | Energy Rating*

**NOTE:** *Remember to click the 'Search' button*

**D.** Select the products from the drop down list using the check boxes, scroll to the bottom and use the '<u>Add Products'</u> button.

## Step 4 - Editing Product Details

**A.** After adding a product to a category, you can edit some of the details of the product by clicking 'View/Edit'.

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### Test Company :: Close Control Air Conditioners :: Editing

**Add Products**   **Delete Products**

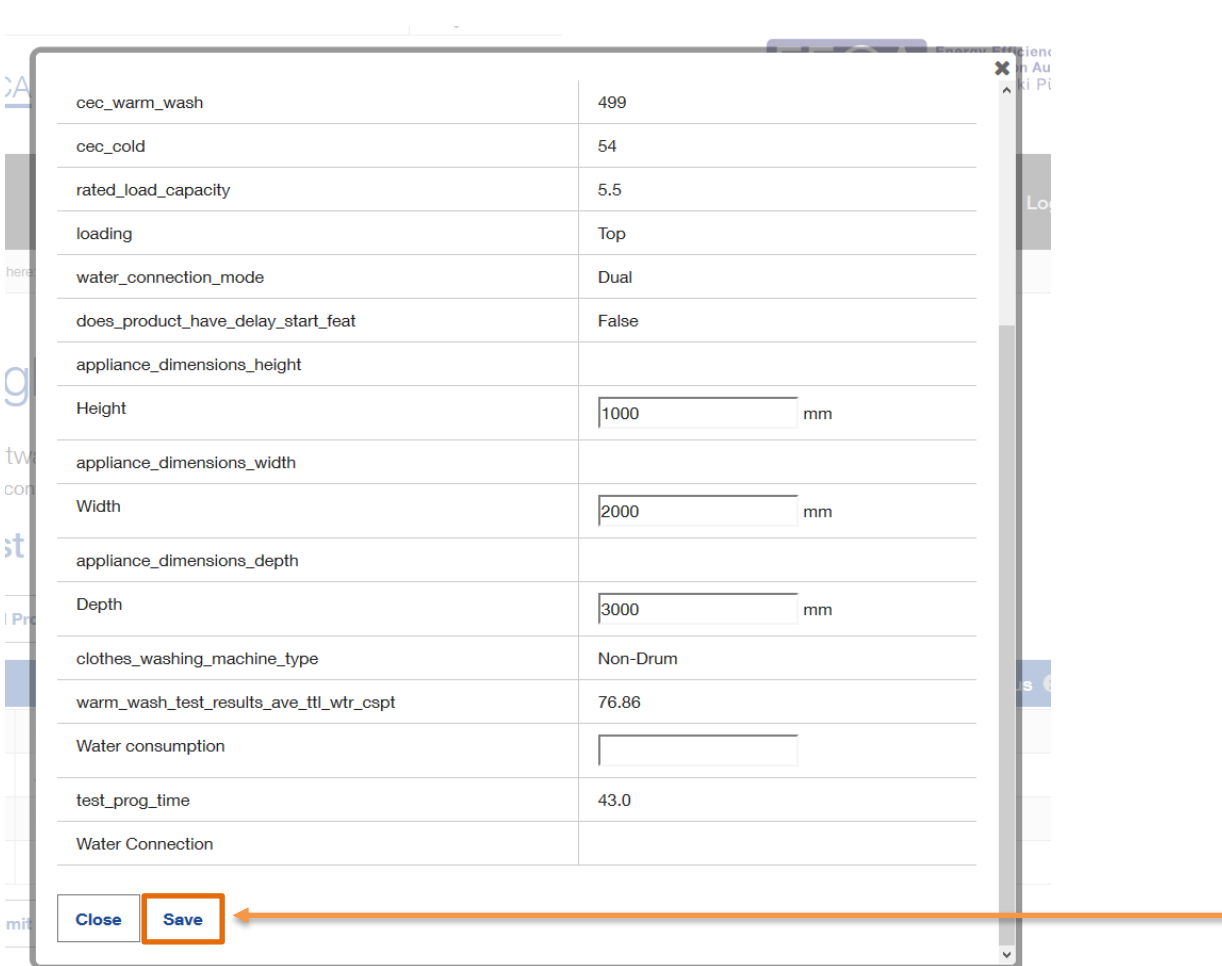| | Brand | Model | Reg. ID | E3 Reg. Status | |
|---|---|---|---|---|---|
| ☐ | Airedale | DF10WX-EZRE-0 | 73651 | Approved | View/Edit |
| ☐ | Airedale | SC09D023-X100-0 | 74039 | Approved | View/Edit |
| ☐ | Airedale | SC09D026-X100-0 | 74040 | Approved | View/Edit |

**Submit**   **Download**   **Back**

**B.** This will now show a list of the fields that will be displayed on the Rightware Tool for that product. The editable fields can be identified by the boxes. You can edit these fields if they are incorrect or you would like them changed. Below is an example of a household refrigerator/freezer.

| Property | Value |
|---|---|
| Brand Name | |
| Model number | MW513 |
| Model Number | MW513 |
| Star rating | stars |
| Cost 52 uses | $/y |
| cec_warm_wash | 499 |
| cec_cold | 54 |
| rated_load_capacity | 5.5 |
| loading | Top |
| water_connection_mode | Dual |
| does_product_have_delay_start_feat | False |
| appliance_dimensions_height | |
| Height | 1000 mm |
| appliance_dimensions_width | |
| Width | 2000 mm |
| appliance_dimensions_depth | |
| Depth | 3000 mm |
| clothes_washing_machine_type | Non-Drum |

**NOTE**: *The editable fields are normally 'Model number' and dimensions. The section 'Editable Fields Format' can provide more information.*

*The Model number that can be edited here is the model number that will be <u>displayed to consumers</u> so they can find your product - often referred to as the "retail model number". It does not change the model number of the product in our database.*

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**C.** Once you have edited and checked all the product details, scroll to the bottom and **SAVE** the changes.

| | |
|---|---|
| cec_warm_wash | 499 |
| cec_cold | 54 |
| rated_load_capacity | 5.5 |
| loading | Top |
| water_connection_mode | Dual |
| does_product_have_delay_start_feat | False |
| appliance_dimensions_height | |
| Height | 1000   mm |
| appliance_dimensions_width | |
| Width | 2000   mm |
| appliance_dimensions_depth | |
| Depth | 3000   mm |
| clothes_washing_machine_type | Non-Drum |
| warm_wash_test_results_ave_ttl_wtr_cspt | 76.86 |
| Water consumption | |
| test_prog_time | 43.0 |
| Water Connection | |

Close   **Save**

## Step 5 - Deleting Products from a Category

A. Once you are in a product category's editable list, select the products you wish to delete using the tick boxes, and then use the 'Delete Products' button to delete them.

## Step 6 - Getting out of a Category

**A.** To get out of a category, click on your company's name to go back to all categories at the beginning. This will work for getting out of editing, submitted and approved lists. You can also use the 'Back' button.



# Test Company :: Close Control Air Conditioners :: Editing

| | Brand | Model | Reg. ID | E3 Reg. Status | |
|---|---|---|---|---|---|
| ☑ | Airedale | DF10WX-EZRE-0 | 73651 | Approved | View/Edit |
| ☐ | Airedale | SC09D023-X100-0 | 74039 | Approved | View/Edit |
| ☐ | Airedale | SC09D026-X100-0 | 74040 | Approved | View/Edit |

**Add Products**  **Delete Products**

**Submit**  **Download**  **Back**

## Step 7 - Submitting to EECA

**A.** Inside the editable list make sure you have check all details for the products, then hit the 'Submit' to submit it to EECA for review.



**B.** Back on the Company page the list would have moved to the 'Submitted' column

**C.** 'Download summary' button (beside the 'Submit' button) will allow you to download spreadsheets containing all the data you have entered. This is produced as an Excel spreadsheet (CSV file).

**D.** If no further information is required, EECA will accept the products and the list will move to the 'Approved' column. The products will then appear on the Rightware tool.

**E.** If there are any issues, EECA will be in touch via email.

## Step 8 - Seeing what you have submitted

**A.** Click on 'View submitted' to see a list of all the products within that category that you have submitted to EECA for review. In the example below, we are viewing the submitted products for Commercial Refrigerators.

# Rightware registration

Rightware registration
Main content area

## Test Company

| Category | Approved | Submitted | Editing |
|---|---|---|---|
| Televisions | View approved [2 - products] | | Edit products [1 - products] |
| Household Refrigerator/Freezer | View approved [9 - products] | | Edit products [7 - products] |
| Gas Water Heaters | View approved [3 - products] | | Edit products [3 - products] |
| Commercial Refrigerators | | View submitted [2 - products] | Edit products [3 - products] |
| Computer Monitors | | View submitted [3 - products] | Edit products [3 - products] |
| Electric Storage Water Heaters | | View submitted [3 - products] | Edit products [3 - products] |
| Building Chillers | | View submitted [4 - products] | Edit products [4 - products] |
| Clothes Dryers | | | Edit products [0 - products] |
| Dishwashers | View approved [1 - products] | | Edit products [1 - products] |

*__NOTE:__ Submitted lists cannot be edited. This means you cannot add or delete products or edit a product's attributes. If you need to make a change, you can remove this list, make the changes to an editable list and resubmit. Or, you can edit the editable list and resubmit without removing the submitted list.*

**B.** Here you can see what products you have submitted to EECA. If you wish to remove the submitted list, click the 'Remove' button. On this page, you can 'View' product details but not change them.

## Test Company :: Close Control Air Conditioners :: Submitted

| Brand | Model | Reg. ID | E3 Reg. Status | |
|-------|-------|---------|----------------|------|
| Airedale | DF10WX-EZRE-0 | 73651 | Approved | View |
| Airedale | SC09D023-X100-0 | 74039 | Approved | View |
| Airedale | SC09D026-X100-0 | 74040 | Approved | View |

Remove    Download    Back

*NOTE: The 'Download' button will give you a download of the products seen on screen and their details in a CSV (Excel spreadsheet).*

*NOTE: You do not need to remove the submitted list before you submit a new list.*

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## Step 9 - Seeing what has been approved

A. Click on 'View approved' to see a list of all the products within that category that you have had approved by EECA.

# Rightware registration

Rightware registration
Main content area

## Test Company

| Category | Approved | Submitted | Editing |
|---|---|---|---|
| Televisions | View approved [2 - products] | | Edit products [1 - products] |
| Household Refrigerator/Freezer | View approved [9 - products] | | Edit products [7 - products] |
| Gas Water Heaters | View approved [3 - products] | | Edit products [3 - products] |
| Commercial Refrigerators | | View submitted [2 - products] | Edit products [2 - products] |
| Computer Monitors | | View submitted [3 - products] | Edit products [3 - products] |
| Electric Storage Water Heaters | | View submitted [3 - products] | Edit products [3 - products] |
| Building Chillers | | View submitted [4 - products] | Edit products [4 - products] |
| Clothes Dryers | | | Edit products [0 - products] |
| Dishwashers | View approved [1 - products] | | Edit products [1 - products] |

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**B.** Here you can see what products you have had approved by EECA and if they are on the Rightware Tool. On this page, you can 'View' product details but not change them. The download button will provide a CSV file of the products in this list and their details.

## Test Company :: Close Control Air Conditioners :: Approved

| Brand | Model | Reg. ID | E3 Reg. Status | |
|-------|-------|---------|----------------|------|
| Airedale | DF10WX-EZRE-0 | 73651 | Approved | View |
| Airedale | SC09D023-X100-0 | 74039 | Approved | View |
| Airedale | SC09D026-X100-0 | 74040 | Approved | View |

Download    Back

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## Step 10 - Logging out

A. Once you have finished loading your products for the Rightware Tool, select '<u>Logout</u>' at the bottom of the webpage to logout of your account.

**Add category**

<div style="text-align:right;">Add</div>

EECA Tools    Sales Data Partner Area    Warmer Kiwi Homes tool    Rightware registration    Energy end use database    Sales data tool    Logout