Form EIA-63A, "Annual Solar Thermal Collector Manufacturers Report," Internet Data Collection (EIA63A-IDC) User's Manual

> June 6, 2005 Updated January 13, 2006 Updated August 13, 2007 Updated February 26, 2008

# TABLE OF CONTENTS

| Overview  | 1   |
|---|---|
| Logon Window  | 2   |
| Register for a Userid   | 3   |
|   |   |
| Frequently Asked Questions  | 5   |
|   |   |
| User Services Center  | 7   |
| CNEAF Help Center   | 7   |
| Applications Survey Window  | 8   |
| Form EIA-63A, Annual Solar Thermal Collector Manufacturers Report | 9   |
| Company Detail Window 1   | 2   |
| Section 1 and 2 tab 1   | 3   |
| Section 3 1   | 4   |
| Section 4.1 – 4.7 Tab 1   | 5   |
| Section 4.8 – 4.10 Tab 1  | 6   |
|   |   |
|   |   |
| Comments 1  | 9   |
| Process Tab2  | 20  |
|   | Overview       Logon Window         Register for a Userid       Forgot the password?         Frequently Asked Questions       Security and Privacy Statement         User Services Center       CNEAF Help Center         Applications Survey Window       Form EIA-63A, Annual Solar Thermal Collector Manufacturers Report.         Company Detail Window       1         Section 1 and 2 tab       1         Section 3.       1         Section 4.1 – 4.7 Tab       1         Section 5 Tab       1         Section 6       1         Comments       1         Process Tab       2 |

## **TABLE OF FIGURES**

## 1. Overview

The Form EIA-63A Internet Data Collection (EIA63A-IDC) application is used as a web-based front end for the annual renewable survey Form EIA-63A. It provides an efficient and effective method for receiving respondent data via the Internet. Users of the system are classified into a single type of user called IDC Respondents. After entering all appropriate data, the respondent will submit his / her data. On submission, the EIA database will be immediately updated with the respondent's current cycle data. The application performs three types of data editing. The first type of edit is form validation to prevent incorrect or invalid data and data format. The second type of edit is called tier one edits. These edits are performed at the data field level and do not allow the respondent to leave the data field until the data are correct. Data errors are indicated with an informative message describing the type of error that has been made. The third type of error is called tier two edits. These edits are run using the review edits link provided under the "Process Tab", see Figure 16. The results of these edits are viewed using the error log as shown in Figure 17. This submission will not be processed until all edits have been resolved or an explanation is provided. The application allows users to save partially completed forms by selecting the save button located on the right hand corner of each tab once data entry for a tab is complete. The application allows users to save partially completed forms by selecting the save button located on the right hand corner of each tab. Also, it gives the user the availability of previewing a printer-friendly version of the on-line submission. When the data are received by EIA, an e-mail notification will be sent to the respondent indicating that his / her submission was successful.

It is used by outside users (Survey Respondents) only in collecting and editing survey data from the annual survey Form EIA-63A, "Annual Solar Thermal Collector Manufacturers Report." It is developed using Oracle PL SQL, Oracle JDeveloper, and Java Developer Tool Kit. It resides on a web application survey on the EIA Internet Screen Subnet. This is the second release and version 1.1 of the application.

# 2. Logon Window

To access the SSO logon window, the following URL should be entered into the web browser address box: https://signon.eia.doe.gov/ssoserver/login

In order to use the EIA63A-IDC Web application, the respondent must first register and log on to the EIA SSO application. In order to be able to logon, the respondent must receive two e-mails with the logon credentials as well as the link to the application. These e-mails will be developed after the system is released for production and will be included in this document at that point in time. The following links are found on the logon window:

- Register for a Userid
- Forgot the password?
- Frequently Asked Questions
- Security and Privacy Statement
- User Services Center

| 🗿 ELA Single Sign On Login Screen - M   | licrosoft Internet Explorer  |  |                       |            | _ # ×    |
|---|--|--|-----------------------|------------|----------|
| File Edit View Favorites Tools  | Help   | ↓ Back + ≫ Address Links   | * Google -            |            | • • 訳    |
| energy  | y information admi   | inistration  |                       |            | 1        |
| v   | Velcome to the EIA Single Sign On Log  | in System  |                       |            |          |
| until fur   | idgetary constraints, the EIA-412 survey has been susper<br>ther notice. If, in the future, you are required to file, you wi<br>ection applications are unavailable from Saturday at   | If be notified by EIA.   |                       |            |          |
| eic   | Userid:<br>Password:   | ogon   |                       |            |          |
|   | Ereasently A   | Register for a Userid   Europtyn<br>sked Questions   Security and Priv   |                       |            |          |
| lf you expe   | erience problems logging on, please call 202-586-8953  | ) or send an email to the User Se  | rvices Center.        |            |          |
| If you experience problems wh   | ile in a coal or electricity survey form, please call 202  | 287-1333 or send an email to the   | CNEAF Help<br>Center. |            |          |
|   | User Notification  |  |                       |            |          |
| expectation of privacy.<br>With the exception of ind<br>confidentially (i.e. data p<br>2002, Public Law 107-34<br>intercepted, montored,<br>enforcement personnel,<br>user consents to lawful | ter system and is the property of the United States Government.<br>stvidually identifiable data or information cotected exclusively for<br>protected from disclosure by the Confidential Information Protecti<br>47), in accordance with applicable law any use of this system a<br>recorded, copied, audited, inspected, and disclosed to authorized<br>as well as authorized officials of other agencies both domestic<br>interception, monitoring, recording, copying, auditing, inspection,<br>theret of Energy personnel. | statistical purposes under a pledge of<br>on and Statistical Efficiency Act of<br>nd all files on this system may be<br>is site, Department of Energy, and law<br>and foreign. By using this system, the |                       |            |          |
| (a) Done  |  |  |                       | 🔒 😅 Intern | <u>*</u> |

Figure 1. SSO Login Window

## 2.1. Register for a Userid

This window is used to gather information which is used to assign the respondent's Single Sign-on credentials. The user will fill this form out and click the Submit button.

| A SSO Registration - Update Your Account Profile - Microsoft Inter<br>e Edit View Favorites Tools Help           | net Explorer<br>  |  |
|--|---|--|
|  | gn-On Registration  |  |
| ► Update Your Account Profile  | Date: 01/05/2006  |  |
| Password: use a special<br>use at least o<br>Retype Password: use at least o<br>use of least o<br>use of least o | n of 9 characters<br>character (@#\$%%%)<br>ne lowercosse letter<br>ne uppercosse letter<br>en useric character<br>is to facilitate remembering your hint<br>is to facilitate remembering your hint<br>( that you will be able to remember. |  |
|  |   |  |

Figure 2. EIA Single Sign-On Registration

### 2.2. Forgot the password?

This window is used to assign a new password if the original password has been lost or has become unavailable. The user is prompted to answer a secret question that was first determined when he / she was assigned a userid. The user will enter a new password twice following the prescribed formats in the bulleted list below. The user will then click on the Logon button.

| 🐴 EIA Single Sign On Password Help - Microsoft Internet Explorer   |   | X |
|--|---|---|
| File Edit View Favorites Tools Help  | ↓ Back + ≫ Address   Links ≫   Google + 💽 ≫ 🔳 | R |
| energy information adn<br>Password Help  | ninistration                                  | * |
| Logon Name: CHANNELE<br>Question: What year were you born<br>Answer:<br>Enter a New Password:<br>Re-enter New Password:  | ?   |   |
| Password Rules<br>Use a minimum of 9 characters.<br>Use a special character (@#\$%*8*)<br>Use at least one lower case letter.<br>Use at least one upper case letter.<br>Use at least one upper case letter.<br>Do not include the userid in the pass |   |   |
| Logon Cancel   |   |   |
| Done   | A Diternet                                    | × |

Figure 3. Forgot Password window

### 2.3. Frequently Asked Questions

This window contains frequently asked questions about the EIA web application and provides answers to those questions.

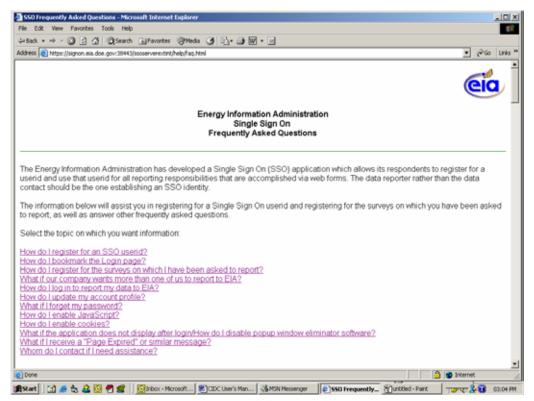


Figure 4. Frequently Asked Questions window

#### 2.4. Security and Privacy Statement

This page contains a security notice and the website privacy policy. We request that the user read all sections to become familiar with security and privacy relating to this website.

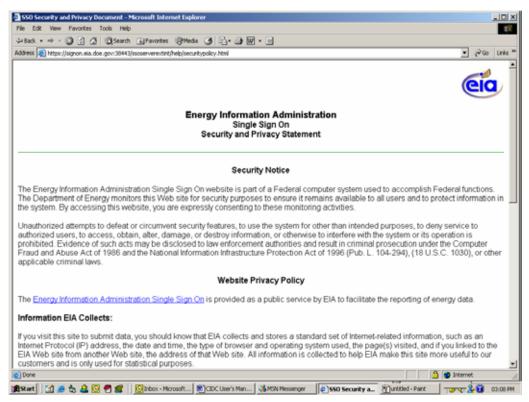


Figure 5. Security and Privacy Statement window

### **2.5. User Services Center**

The respondent will click on this link to send e-mail to the User Services Center. The email subject should be about web-related difficulties or questions and answers not found in the Frequently Asked Questions page. Any other matters not related to the website should not be directed through this e-mail address.

## 2.6. CNEAF Help Center

The user will click on this link if he / she has specific survey data issues such as a question or problems, including permissions to access specific surveys.

# 3. Applications Survey Window

The Applications Survey window displays a list of all reports available, including the EIA63A-IDC application. Also available are links for adding coal, nuclear and other survey reporting capability, updating the respondent's account profile and changing the respondent's password.

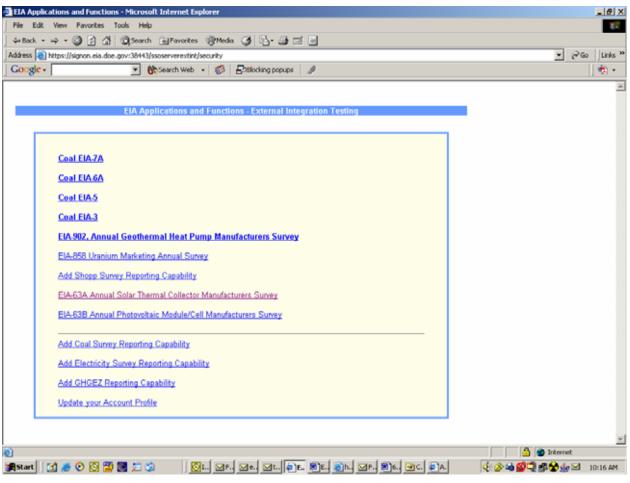


Figure 6. Applications Survey Window

# 4. Form EIA-63A, Annual Solar Thermal Collector Manufacturers Report.

The Annual Solar Thermal Collector Manufacturers Report main window contains several areas that will be explained.

- 1. There is a popup menu as displayed in Figure 7. To access this popup window, the respondent may use the mouse pointer to move over the report name link (i.e. Select COMPANY) or the picture(s) on the left side of the window to cause the popup menu to appear as in Figure 8. The respondent can then see the Company and percentage of completion for each submission. The respondent can click on any of the COMPANY links to access the detail of the form.
- 2. The Division Director's latest notice regarding the renewable surveys can be found in the middle of the page.
- 3. To read instructions regarding filling out the survey, click the EIA-63A Help link in the lower right corner of the screen. A window will appear containing instructions on filling out the form.
- 4. To submit feedback regarding the Web site, click the Feedback link at the bottom center of the window. A feedback box will appear allowing the user to submit feedback text.
- 5. To update the user profile, click the link below the Welcome message.
- 6. To view a text only version of the Company ID List, click the "Text only Company Id list" link. (Figure 9)

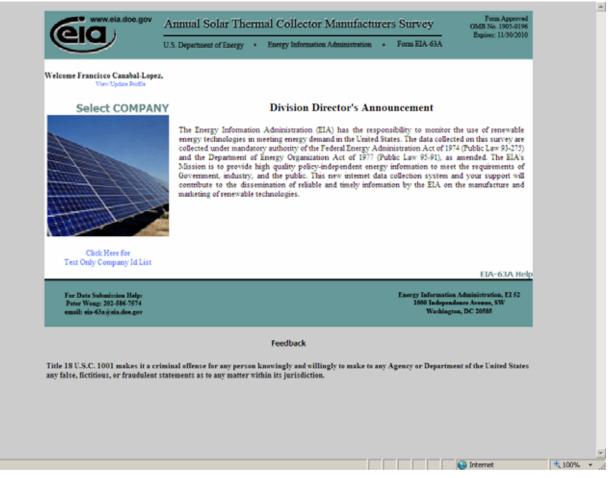


Figure 7. EIA63A Annual Solar Thermal Collector Manufacturers Report main window

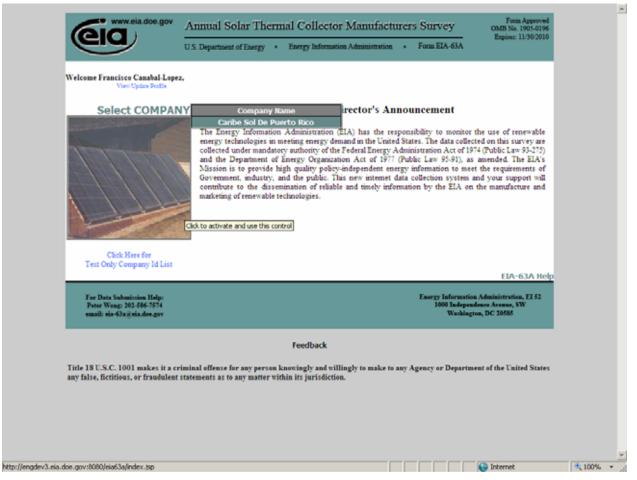


Figure 8. EIA63A Annual Solar Thermal Collector Manufacturers Report Detail Window



Figure 9. EIA63A Company Text Only Detail Window

### 4.1. Company Detail Window

After clicking on a Company, the Section 1 and 2 Page will appear (see Figure 10). This page contains all the data elements in section 1 and section 2 of the form.

This page contains tabs to access different sections of the form. Figure 10 shows the upper portion of the form. If the respondent's computer screen setting does not allow for a view of the entire form section on a single screen, the respondent can use the scrollbar located on the right side of the window to scroll down to the end of the displayed window. These tabs correspond to the areas found on the printed version of the form. If a certain section is not required for a particular operation, that portion of the form will be read-only and shaded. A glossary is available for keywords in the form. Each keyword is highlighted in blue. To access the glossary, the user will move the mouse over the blue text. The text will turn red and an underline will appear beneath the text. The user will click on the text and a window will appear explaining the meaning. Each page has a link to go back to the main report page and link for form instructions.

## 4.2. Section 1 and 2 tab

The user will enter all the information pertinent to the company manufacturing status. If the company address information needs to be updated, the user will click on the link indicated. The company address link is available by clicking on the Update Company Info link in the header of each section.

| 6                              | ww.eia.doe.gov                               | Annual Solar Thermal Col  | lector Manufa           | cturers Survey           | Form Approved<br>OMB No. 1905-0196    |  |
|--------------------------------|--|---|-------------------------|--------------------------|---------------------------------------|--|
| er                             | /  | U.S. Department of Energy   Energy  | aformation Administrati | ion • Form EIA-63A       | Expires: 11/30/2010<br>Home           |  |
| Section 1 & 2                  | Section 3                                    | Section 4.1 - 4.7 Section 4.8 - 4.10  | Section 5               | Section 6 Comm           |                                       |  |
|                                | Company Id                                   | Company Name  | Section 5               | Contract of Contract     | Save                                  |  |
|                                | 262  | Canbe Sol De Puerto Rico  |                         |                          | Save                                  |  |
|                                |  | Section 1. Compar   | y Identification        |                          |                                       |  |
|                                | Company Car<br>Name:                         | ibe Sol De Puerto Rico  |                         |                          |                                       |  |
|                                |  | 00 Washington Street  |                         |                          |                                       |  |
|                                | City, State, Wa<br>Zip:                      | ashington District o  | fColumbia               | 20005 4444               | 1                                     |  |
|                                |  | e consul Peter. Wong Beia. doe. gov so charge   | company name.           |                          |                                       |  |
|                                |  |   |                         |                          |                                       |  |
|                                |  | Section 2. Manuf<br>Please refer to the "definitions" section   |                         | for key words            |                                       |  |
|                                |  | eriod, did your company:  |                         |                          |                                       |  |
|                                | and ship solar then<br>acturing but continu  | nar conectors?<br>ae to ship solar themal collectors?   |                         |                          | Yes -<br>No -                         |  |
|                                | ip solar thermal col                         | -   |                         |                          | Yes -                                 |  |
| d. Manufacture                 | and export solar th                          | emal collectors?  |                         |                          | Yes •                                 |  |
| Jyou answered<br>Comments tab, | l "No" to all parts o<br>then click the proc | part of question 2.1, please complete th<br>of question 2.1, please complete question<br>ess tab to complete your submission. | 2.2 and enter any con   | nments regarding your si | ubmission on the                      |  |
|                                | ered "No" to ALL p<br>hermal collectors i    | arts of question 2.1, do you plan to manuf<br>n the future?   | icture, import, export  | •                        | No                                    |  |
| If Yes, when? (e               | nter year)                                   |   |                         |                          |                                       |  |
|                                |  | Click the next tab to continu   | e with your submissi    | on.                      | EIA-63A Helt                          |  |
| For Data S                     | ubmission Helps                              |   |                         |                          | tion Administration, EI 52            |  |
|                                | g: 202-586-7574<br>63a/j/eia.dos.gov         |   |                         |                          | endence Avenue, SW<br>agton, DC 20585 |  |
|                                |  |   |                         |                          |                                       |  |

Figure 10. Section 1 and 2 Tab

### 4.3. Section 3.

The user will enter or indicate all pertinent manufacturer and marketing data information for the company. The user may be required depending on the display resolution settings to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form. See Figure 11 for details.

| b. ☐ Medium-Temperature Collector<br>c. ☐ High-Temperature Collector<br>d. ☐ Noncollector Solar Systems Components<br>e. ☞ Other (describe) NA<br>3.3 Please enter the number of person-years expended in your company in solar-related activities during the survey year.<br>@Please enter person-years, for clarification of "person-year" see the instructions.)<br>999.87 | Section 1 & 2 Section 3  | Section 4.1 - 4.7 Section 4.8 - 4.10 Section 5                        | Section 6 Comments                 | Process      |
|---|--|---|------------------------------------|--------------|
| Section 3.0 Manufacturer and Marketing Data 3.1 Check the appropriate box or boxes to indicate all the solar-related in which your company was engaged during the survey year. Mark only those that apply to your solar activities.   |  |   | S                                  | ave          |
| Mark endy these that apply to your solar activities.  | 2000 202   |   | keting Data                        |              |
| Low-Temperature Collector     Medium-Temperature Collector     Medium-Temperature Collector     Medium-Temperature Collector     Noncollector Solar Systems Components     Other (describe) NA     Solar-related activities during the survey year. Please enter person-years, for clarification of "person-year" see the instructions.) 999.87                               | fark only those that apply to your s<br>. Collector manufacturing<br>. Collector or systems design<br>. Prototype collector developme<br>. Prototype systems developme<br>. Notesale distribution<br>. Retail distribution<br>. Instalation<br>. Manufacture of system-compo   | olar activities.<br>nt<br>nt  | pany was engaged during the survey | 'year.       |
| 3.4 what percentage of your comapny's total sales revenue do solar-related activities compose?  | 3.2 If you are planning to introduce<br>a. V. Low-Temperature Collector<br>b. Mcdium-Temperature Collector<br>c. High-Temperature Collector<br>d. Noncollector Solar Systems Co<br>et al. Noncollector Solar Systems Co<br>et al. Other (describe) NA<br>3.3 Please enter the number of person-<br>(Please enter person-years, for Clar<br>1999.87 | r<br>mponents<br>on-years expended in your company in solar-related a | ectivities during the survey year. |              |
|   |  |   |                                    | EIA-63A Help |

Figure 11. Section 3 Tab

### 4.4. Section 4.1 – 4.7 Tab

The respondent will enter all information pertaining to the company's solar thermal collector as listed in Figure 12. This tab corresponds to Section 4 of the form, questions 4.1 through 4.7. The user will be required to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form.

|  | Tunda                              | 1.50m 1.                         | nermal C   | offector                      | Manufa              | callers 5               | arvey                            |                 | No. 1905-0196<br>es: 11/30/2010 |
|--|------------------------------------|----------------------------------|--|-------------------------------|---------------------|-------------------------|----------------------------------|-----------------|---------------------------------|
|  | U.S. Depart                        | ment of Energ                    | y • Ener   | gy Informatio                 | n Administrati      | on • Fo                 | rm EIA-63A                       |                 | Home                            |
| Section 1 & 2 Section 3  | Section                            | 4.1 - 4.7 Se                     | ction 4.8 - 4.1  | 0 Section                     | m 5                 | Section 6               | Comme                            | mis             | Process                         |
| Year Company Id<br>2005 262  |                                    | Company<br>Caribe Sol            | Name<br>I De Puerto R                                    | ico                           |                     |                         |                                  | Save            |                                 |
|  |                                    | 4.0 S                            | olar Ther  | nal Collec                    | tor Data            |                         |                                  |                 |                                 |
|  |                                    |                                  |  |                               |                     |                         |                                  |                 |                                 |
| For each type of co  | llector mai                        | nufactured                       | or importe   | nd, and shi                   | pped enter          | the data fo             | or this repo                     | rting perio     | d.                              |
|  |                                    |                                  |  |                               | Collector Type      |                         |                                  |                 |                                 |
|  | Low<br>Temperature                 |                                  | N  | idium Tempera                 |                     |                         | High                             |                 |                                 |
| Item   | (Liquid and<br>Air)                | Air                              |  | Li                            | quid                |                         | Temperature                      | Other           | Total                           |
|  | Metallic and<br>Nonmetallic<br>(X) | All Medium<br>Temperature<br>(3) | Integral<br>Collector<br>Storage'<br>Thermosiphon<br>(0) | Flat Plate<br>(Pumped)<br>(d) | Concentrator<br>(8) | Evacuated<br>Tube<br>(3 | Parabolic Dish/<br>Trough<br>(g) | (3peci5)<br>(b) | 0                               |
| 4.1 Total Collector Shipments(square feet)   | 50.000                             | 50.000                           | 50.000   | 50,000                        | 50,000              | 50,000                  | 50.000                           | 50.000          | 400,000                         |
| 4.2 Total Value of Collector Shipments<br>(dollars)                                      | 500,000                            | 500,000                          | 500,000  | 500,000                       | 500,000             | 500,000                 | 500,000                          | 500,000         | 4,000,000                       |
| 4.3 Average Thermal Performance Rating<br>of Collector in 4.1 (Bro (2 <sup>2</sup> day)) | 1.000                              | 10                               | 1,500  | 2,000                         | 1,800               | 9,999                   | 2,100                            | 1.000           |                                 |
| 4.4 Domestic Shipments by Sector (square   | See()                              |                                  |  |                               |                     |                         |                                  |                 |                                 |
| 1. Residential   | 29,500                             | 29.500                           | 29,500   | 29,500                        | 29,500              | 29,500                  | 29,500                           | 29.500          | 236.000                         |
| 2. Commercial  | 10.000                             | 10,000                           | 10,000   | 10,000                        | 10,000              | 10,000                  | 10,000                           | 10.000          | 80,000                          |
| ). Industrial  | 500                                | 500                              | 500  | 500                           | 500                 | 500                     | 500                              | 500             | 4.000                           |
| 4. Electric Power  | 500                                | 500                              | 500  | 500                           | 500                 | 500                     | 500                              | 500             | 4,000                           |
| 5. Transportation  | 1.000                              | 1.000                            | 1.000  | 1.000                         | 1.000               | 1.000                   | 1.000                            | 1.000           | 8000                            |
| 5. Total domestic shipments by sector*   | 41,500                             | 41,500                           | 41,500   | 41,500                        | 41,500              | 41,500                  | 41,500                           | 41,500          | 332,000                         |
|  | re feel)                           |                                  |  |                               |                     |                         |                                  |                 |                                 |
| 4.f Domestic Shipments by End Use (squa  |                                    | 10000                            | 19,500   | 19,500                        | 19,500              | 19,500                  | 19,500                           | 19,500          | 156,000                         |
| 4.6 Domestic Shipments by End Use (squa<br>). Pool Hearing                               | 19,500                             | 19,500                           |  |                               |                     | -                       | -                                |                 | -                               |
|  | 19.500<br>9.000                    | 9.000                            | 9.000  | 9.000                         | 9.000               | 9.000                   | 9.000                            | 9.000           | 72,000                          |

Figure 12. Section 4.1 – 4.7 Tab

#### 4.5. Section 4.8 – 4.10 Tab

The respondent will enter all pertinent information on solar collectors manufactured by the company, including country(ies) of origin, country(ies) of destination for exports and square footage of collectors from Section 4.1 (i) which were shipped. The user may delete, add or save information using the buttons indicated on the form for questions 4.8 and 4.9. The user will be required to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form.

|                           |   |                                   |  |            | - |
|---------------------------|---|-----------------------------------|--|------------|---|
| Gun www.eia.doe.go        | Annual Solar Thermal Collector              | r Manufacturers Survey            | Form Approved<br>OMB No. 1905-0196     |            |   |
| eia                       | U.S. Department of Energy   Energy Informat | ion Administration • Form EIA-63/ | <ul> <li>Expise: 11/30/2010</li> </ul> |            |   |
|                           |   |                                   | Home                                   |            |   |
| Section 1 & 2 Section :   | 3 Section 4.1 - 4.7 Section 4.8 - 4.10 Sec  | tion 5 Section 6 Com              | ments Process                          |            |   |
| Year Company Id           | Company Name                                |                                   | Save                                   |            |   |
| 2005 262                  | Caribe Sol De Puesto Rico                   |                                   |  |            |   |
|                           | 4.8 List of Country(ies) of Origin of Imp   | orts in 4.6 and Shipments         |  |            |   |
|                           | (Square Feet)                               |                                   |  |            |   |
| Delete?                   | Country Name                                |                                   | Shipments                              |            |   |
| L []                      | Israel                                      | 7                                 | (Square Feet)<br>20.000                |            |   |
| 2                         | China                                       |                                   | 60,000                                 |            |   |
| - E-                      | -   | J<br>Total                        | 80.000                                 |            |   |
|                           |   |                                   | 100,000                                |            |   |
|                           |   |                                   |  |            |   |
| Delete Save Add 1         |   |                                   |  |            |   |
|                           |   |                                   |  |            |   |
|                           |   |                                   |  |            |   |
| 4                         | 9 List of Country(ies) of Destination for I | xports in 4.7 and Shipments       |  |            |   |
|                           | (Square Feet)                               |                                   |  |            |   |
| Delete?                   | Country Name                                |                                   | Shipments<br>(Square Feet)             |            |   |
| 1. E                      | Algeria                                     | ]                                 | 34.000                                 |            |   |
| 2.                        | Andorra                                     | ]                                 | 34,000                                 |            |   |
|                           |   | Total                             | 68,000                                 |            |   |
|                           |   |                                   |  |            |   |
| Delete Save Add 1         |   |                                   |  |            |   |
| Liefete Save Add 1        | -   |                                   |  |            |   |
|                           |   |                                   |  |            |   |
|                           |   |                                   |  |            |   |
|                           | 4.10 Domestic Shipments by<br>(Square Feet) | Customer Type                     |  |            |   |
|                           | (040001000)                                 |                                   |  |            |   |
|                           |   | (Domestic Sh                      |  |            |   |
| a. Exporters              |   | 236.000                           |  |            | _ |
| b. Wholesale Distributors |   | 80.000                            |  |            |   |
| c. Retail Distributors    |   | 4,000                             |  |            |   |
| d. Installers             |   | 4,000                             |  |            |   |
| e. End-Users              |   | 8,000                             |  |            |   |
|                           |   | Francisco -                       |  | C Internet | - |

**Figure 13. Section 4.8 – 4.10 Tab** 

## 4.6. Section 5 Tab

The respondent will enter the data requested on Section 5 of the form for the company as represented by Figure 14.

| www.eia.doe.gov                                       |   |                            |   | Form Assessed  |            | *        |
|---|---|----------------------------|---|--|------------|----------|
| (eig)   | Annual Solar Thermal Coll                       |                            |   | Form Approved<br>OMB No. 1905-0196<br>Expire: 11/30/2010 |            |          |
|   | U.S. Department of Energy   Energy Int          | formation Administration   | <ul> <li>Form ELA-63A</li> </ul>          | Home   |            |          |
| Section 1 & 2 Section 3                               | Section 4.1 - 4.7 Section 4.8 - 4.10            | Section 5 Section          | ion 6 Comments                            | Process  |            |          |
| Year Company Id<br>2005 262                           | Company Name<br>Caribe Sol De Puerto Rico       |                            | Sav                                       |  |            |          |
|   | 5.0 System                                      | s Data                     |   |  |            |          |
| 5.1 Of the total collector shipment                   | s reported in question 4.1 (i), how many com    | plete systems were shipp   | ed (number of systems)                    | 10   |            |          |
| 5.2 Of the collector shipments rep<br>(square feet)   | orted in question 4.1 (i), enter the square foo | tage that was sold as part | t of complete systems                     | 3,000  |            |          |
| 5.3 What was the value of comple                      | te systems shipped in question 5.1 (dollars)?   | ,                          |   | 100.000<br>EIA-63A Help                                  |            |          |
| For Data Submittion Help:<br>Peter Wong: 202-636-7874 |   |                            | Energy Information Ad<br>1000 Independent | ministration, EI 62<br>• Aronne, SW                      |            |          |
| emaile ein 63a gein doe gev                           |   |                            | Washington,                               | DC 20588   |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  |            |          |
|   |   |                            |   |  | 🔛 Internet | * 100% * |
|   |   |                            |   |  |            |          |

Figure 14. Section 5 Tab

#### **4.7. Section 6**

The respondent will enter the data requested on Section 6 of the form for the company as represented by Figure 14. The user may delete, add or save additional lines of geographic information for questions 6.1 and 6.2 using the buttons indicated on the form. For example, the user may add additional lines of geographic data by selecting the add button. Multiple lines can be added by increasing the number of lines to be added in the box next to the add button. The user may delete a line or multiple lines of geographic information by checking the box on the line under the column header delete and selecting the delete button. The user may save changes by selecting the save button. Any additions, deletions or changes to information must be saved prior to exiting the schedule. The user will be required to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form.

| www.eia.doe.gov  | Annual Solar Thermal Collector Ma   | mufacturers Survey Control No. 1905-019  |
|--|---|--|
| (eia)  | U.S. Department of Energy - Energy Information Adv  | inistration - Form ELA-63A Expire: 11/30/200   |
| $\smile$   | est operation of compy and and a  | Home   |
| Section 1 & 2 Section 3  | Section 4.1 - 4.7 Section 4.8 - 4.10 Section 5  | Section 6 Comments Process   |
| Year Company Id  | Company Name  | Save   |
| 2005 262   | Caribe Sol De Puerto Rico   |  |
|  | 6.0 Geographic Data   |  |
|  |   |  |
|  |   |  |
|  | mitory or possession in which you manufactured imports<br>itory or possesion, this indicates manufacture from the S       | d. Report the square footage of your company's collector                                       |
|  | ease select Imported and enter the square footage. Report   |  |
|  |   | Collectory Imported  |
| Delete?  | State Name  | or Manufactured<br>in the State  |
| 1 [  | West Virginia   | (Square Peet)<br>320.000   |
| 2. 🗆   | Imported .  | 80.000   |
|  |   | Terest 400,000   |
|  |   |  |
| Delete Save Add 1  | -   |  |
|  | _   |  |
|  |   |  |
|  | mitory or possession in which you shipped exported. Re  |  |
| shipped to the State U.S. territory,<br>please select Exported and indicat | . This indicates shipments to State U.S. territory or poss-<br>te the square footage exported. Report details about the c | ssion. If som collectors were exported to another country<br>ountry of export in question 4.9. |
|  |   | Collectors Exported  |
| Delete?  | State Name  | or Shipped<br>to a State   |
| 1 0  | Nebraska  | (Square Part)<br>332.000   |
| 2 0  | Exported  | 68,000   |
|  |   | Tetal: 400,000   |
|  |   |  |
| Delete Save Add 1  | -   |  |
|  | -   |  |
|  |   | EIA-63A Ne   |
|  |   |  |
| For Data Submittion Help:<br>Peter Wong: 202-556-7574                      |   | Energy Information Administration, EI 52<br>1000 Independence Arenne, SW                       |
| emaile ein 63a gein dos gev  |   | Wathington, DC 20585   |
|  |   |  |

Figure 14. Section 6 Tab

## 4.8. Comments

The user will enter any comments he / she feels will clarify entries the user has made.



Figure 15. Comments Tab

### 4.9. Process Tab

The process tab (Figure 16) is the location where the respondent can submit the final form. There are several sections worth mentioning on this tab. By clicking the Preview link, the respondent can view a printable version of the complete form. After previewing the report, the respondent can print the form by selecting File and then Print from the browser's tool bar. There is also a link for running the tier two edits referenced in the Overview Section of this manual. By clicking on the view edits link a new window is opened, allowing the respondent to view data errors in the submission via an error log. An example error log is shown in Figure 17. The user may be required to use the scroll bar on the right hand side of the page in order to view the complete error log.

To submit the completed report all edits must be resolved as referenced in the Overview Section of this manual. The respondent clicks the Final Submission button on the middle left side of the window. This button will only be available to the user after all edits are resolved.

After submission, the respondent will receive an acknowledgement e-mail from EIA, indicating that the data have been received. The application will then return to the main window. After opening the Company pop up window, the percentage of completion for this form should show 100 percent. The form has been completed and the respondent may exit the application or continue filling out additional forms for other Company Ids.



Figure 16. Process Tab

|                               |   |                                  | Close Edit Lo                      |
|-------------------------------|---|----------------------------------|------------------------------------|
| Gig www.eia.doe.g             | ov Annual Solar Thermal Collector Manufac   | turers Survey                    | Form Approved<br>CMB No. 1905-0196 |
| eia                           | U.S. Department of Energy - Energy Information Administration   | <ul> <li>Form EIA-63A</li> </ul> | Expines: 11/30/2010                |
| Year Company lo<br>2005 262   | I Company Name<br>Caribe Sol De Puerto Rico   |                                  |                                    |
|                               | EIA-63A Edit Report   |                                  |                                    |
|                               | Person-Years in not within 50% of previous year data.<br>error and close the edits window.<br>the above edit.               |                                  | Current Value:                     |
| Please provide a detail<br>OK | led explanation below.  | <u>a</u>                         |                                    |
|                               | ctor Shipments: Column (a) is not within 50% of previous year data.<br>remor and close the edits window.<br>the above edit. | ×                                | Current Value:<br>50,000           |
| Please provide a detail       |   | 8                                |                                    |
|                               |   | ×                                | Current Value:<br>50,000           |
| OK.                           | не съргализова незни.   | x<br>v                           |                                    |
|                               |   |                                  | Current Value:<br>50,000           |
| OK.                           |   | a v                              |                                    |
|                               |   |                                  | Current Value:<br>50,000           |
| OK                            |   | ×                                |                                    |
|                               |   |                                  | Current Value:<br>50,000           |
|                               |   | _                                |                                    |

Figure 17. Error Report