

**MOM WSH eServices**

**User Guide - MAS Hygiene Monitoring (Noise  
Monitoring Report) eServices**

**Version 1.1**

**REVISION HISTORY**

<b>Version</b>	<b>Effective Date</b>	<b>SUMMARY OF CHANGES</b>	<b>Remarks</b>
0.1	17 Feb 2018	Initial guide document of MAS Noise Monitoring Report eServices.	
1.0	22 Mar 2018	Update the Landing page	
1.1	15 Jul 2021	Updated Landing page URL Changed Singpass logo/Text/Labels. Removed Corppass.	

## Contents

<b>1. NOISE MONITORING ESERVICE LOGIN .....</b>	<b>4</b>
1.1 Steps to access Noise Monitoring eServices.....	4
1.2 Login to Noise Monitoring eService.....	5
<b>2. SUBMIT REPORT .....</b>	<b>10</b>
2.1 Create Report .....	10
2.2 Contact Details .....	10
2.3 Workplace Monitoring .....	11
2.4 Preview & Declare .....	19
2.5 Acknowledgement .....	22
<b>3. DRAFT REPORT .....</b>	<b>23</b>
3.1 Button to Save Draft.....	23
3.2 Workplace Exposure Assessment Detail Upload .....	23
3.3 Returned Report .....	24
<b>4. VIEW SUBMITTED REPORT .....</b>	<b>25</b>

## 1. Noise Monitoring eService Login

### 1.1 Steps to access Noise Monitoring eServices.

- 1.1.1 Go to [www.mom.gov.sg](http://www.mom.gov.sg). In the search box, fill in “submit noise” and click on [\[Submit a noise monitoring report\]](#) (Figure 1) from the drop down list

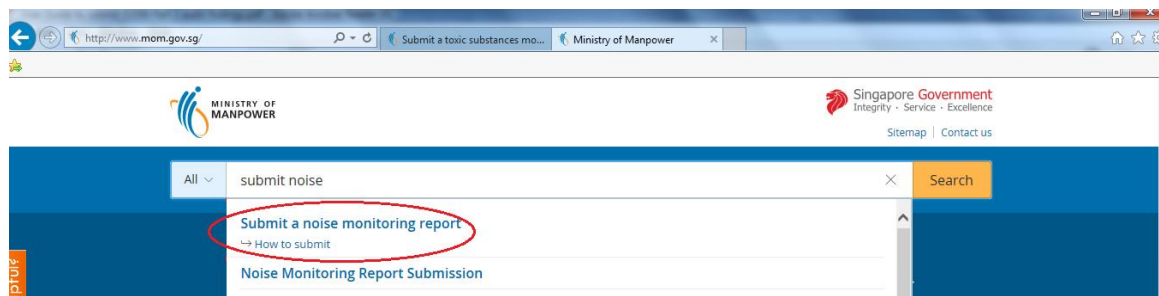


Figure 1

- 1.1.2 This will redirect to [\[Submit and manage noise monitoring reports\]](#) landing page. Click [\[Log in to WSH eServices\]](#) hyperlink (Figure 2).

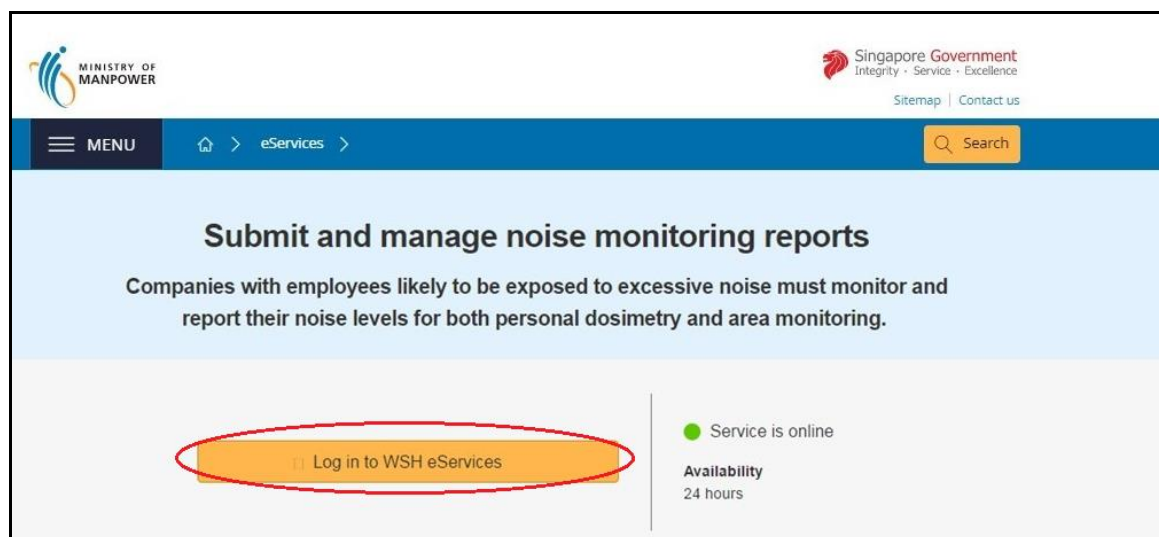


Figure 2

- 1.1.3 This will be redirect to [\[For Business Users and For Individual Users\]](#) login page (Figure 3)



Figure 3

## 1.2 Login to Noise Monitoring eService

### 1.2.1 Monitoring Officer Dashboard.

- Click the hyperlink on [\[For Individual Users\]](#) (Figure 4)

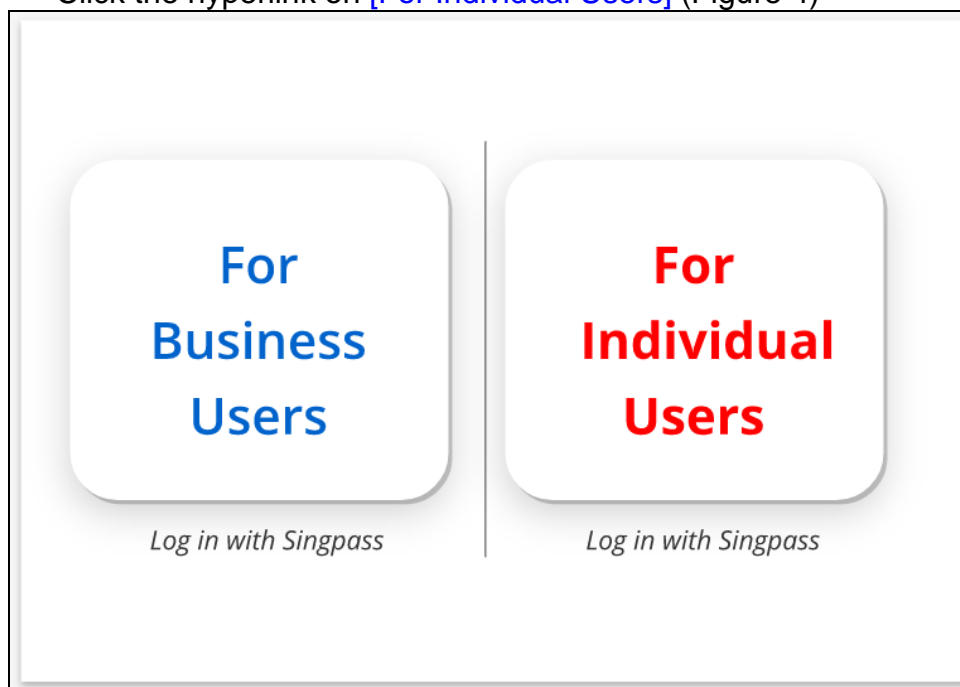


Figure 4

- Fill in [Singpass ID] and [Password], then click [Log in] button (Figure 5).

Figure 5

- User will be redirect to [Noise Monitoring Report] dashboard. He/she will only be able to view/update Reports that are created or submitted by him/her, regardless of the UEN/workplace number(s) [Figure 6]

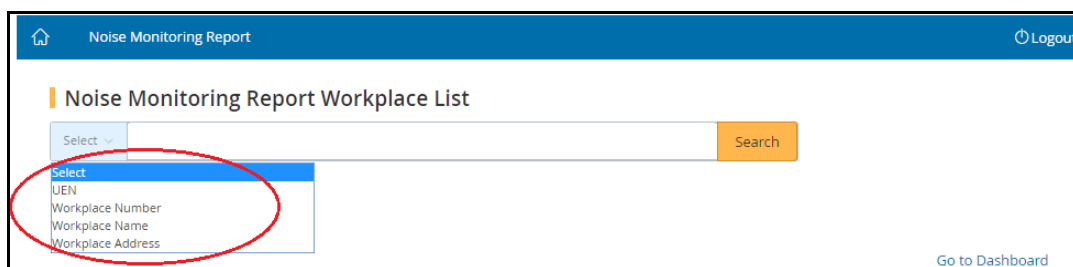
Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
T99ZZ0002I004	FMI SERVICES PTE LTD	KEPPEL BENOI	30/01/2018	Returned	Not Applicable	Edit Delete
00000000C0001	Workplace Name 1	111 STREET 51 SINGAPORE 111111	20/01/2018	Draft	Completed	Edit Delete

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status
T99ZZ0002I001	ECO SPECIAL WASTE MANAGEMENT PTE LTD	38 QUALITY ROAD	11/02/2018	Completed
00001500L0006	K SYED MOHAMED COMPANY	111111 1111111111 SINGAPORE 111111	21/01/2018	Completed

Figure 6

- User can search by UEN or Workplace Number or Workplace Name or Workplace Address (Figure 7)
  - The search term can be
    - Partial search term for Workplace Name/Workplace Address
    - Complete search term for Workplace Number/UEN



Noise Monitoring Report

Logout

### Noise Monitoring Report Workplace List

Select  Search

- Select
- UEN
- Workplace Number
- Workplace Name
- Workplace Address

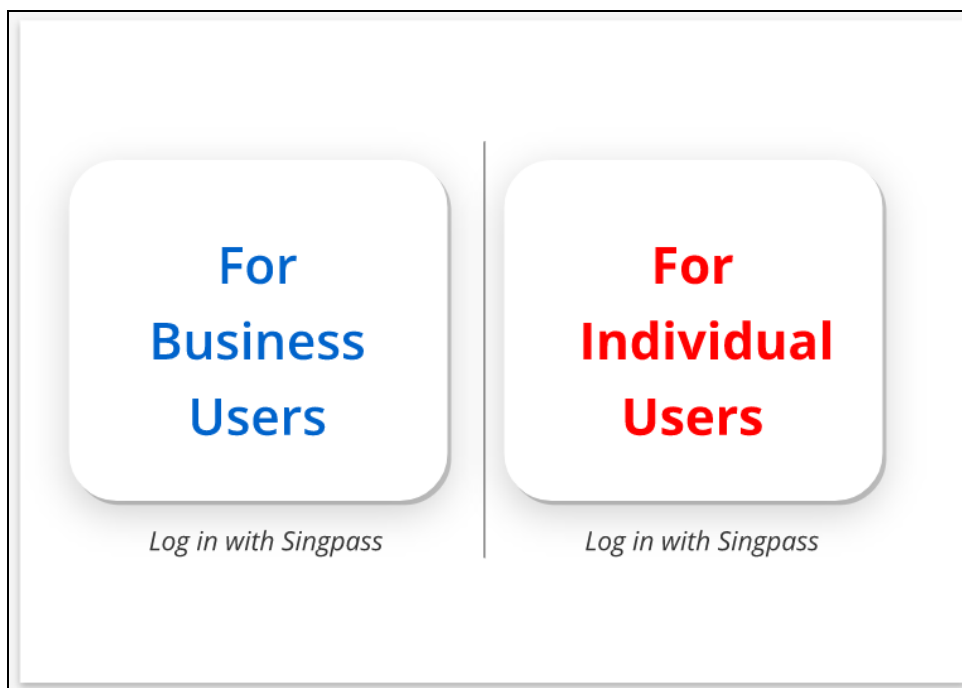
Go to Dashboard

**Figure 7**

- When creating a report, the [\[Authorised Personnel\]](#) and [\[Organisation conducting the assessment\]](#) would be auto populated. It is optional for him/her to update his/her contact detail

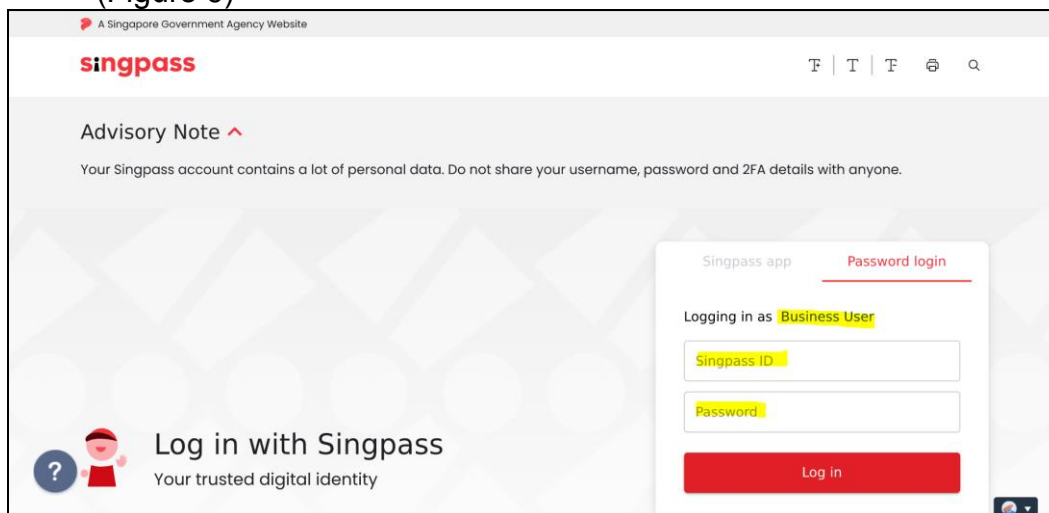
### 1.2.2 Company Representative Dashboard

- Click the hyperlink on [\[For Business Users\]](#) (Figure 8)



**Figure 8**

- Fill in [\[Singpass ID\]](#) and [\[Password\]](#), and then click [\[Log in\]](#) button (Figure 9)



**Figure 9**

- User will be redirect to [\[Noise Monitoring Report\]](#) dashboard. He/she will only be able to view/update Reports that belongs to the UEN or Entity ID he/she has used to login (Figure 10)



The screenshot shows the 'Noise Monitoring Report' dashboard. At the top, there is a header with the Ministry of Manpower logo and the Singapore Government logo. The user is logged in as TAN AH LENG. The main heading is 'Noise Monitoring Report' with a 'Create Report' button. Below this, there are two sections: 'Draft / Returned Submission' and 'Past Submission'. Each section has a search bar with a 'Select' dropdown and a 'Search' button. The 'Draft / Returned Submission' section shows a table with one item: Workplace Number 200512395Z0003, Workplace Name TESTEL SOLUTIONS PTE. LTD., Workplace Address DEPOT ROAD, Date of Monitoring 09/02/2018, Status Draft, File Uploaded Status Not Applicable, and Action Edit Delete. The 'Past Submission' section shows a table with one item: Workplace Number 200512395Z0003, Workplace Name TESTEL SOLUTIONS PTE. LTD., Workplace Address DEPOT ROAD, Date of Monitoring 01/02/2018, and Status Pending Review.

Figure 10

- User can search by Workplace Number, Name and Address (Figure 11)
  - The search term can be
    - Partial search term for Workplace Name/Workplace Address
    - Complete search term for Workplace Number

The screenshot shows the 'Noise Monitoring Report Workplace List' page. It features a search bar with a 'Select' dropdown menu. The dropdown menu is open, showing options: 'Workplace Number', 'Workplace Name', and 'Workplace Address'. The 'Workplace Number' option is circled in red. Below the search bar, there is a table with three items. The table has columns for Workplace Number, Workplace Name, and Workplace Address. The first item has Workplace Number 200512395Z 200512395Z0001, Workplace Name 111400\_Fty\_Name, and Workplace Address 1200 DEPOT ROAD,,#04-01/02/03/04/05/06/07/08/09/17/18,AND #07-01/02/03/04/05/06. The second item has Workplace Number 200512395Z 200512395Z0002, Workplace Name 116505\_Fty\_Name, and Workplace Address 2 CLEMENTI LOOP #01-03,LOGISHUP@CLEMENTI. The third item has Workplace Number 200512395Z 200512395Z0003, Workplace Name TESTEL SOLUTIONS PTE. LTD., and Workplace Address DEPOT ROAD. There is a 'Go to Dashboard' link at the bottom right.

Figure 11

- When user create a report, he/she needs to select the [Authorised Personnel] from the drop down list box and the [Organisation conducting the assessment] will be populated

## 2. Submit Report

### 2.1 Create Report

2.1.1 Click [\[Create Report\]](#) at the [\[Dashboard\]](#) to create new report (Figure 12)

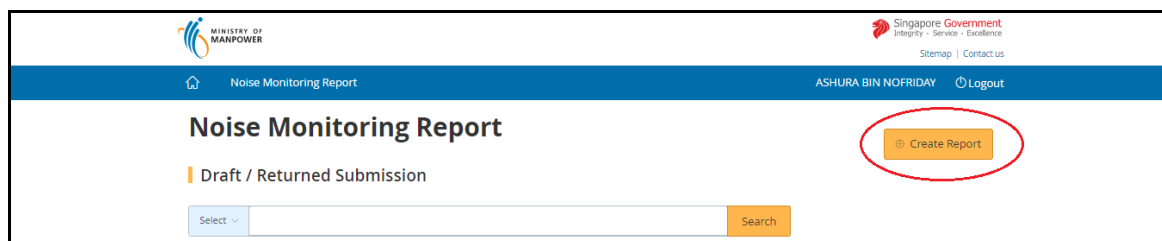


Figure 12

2.1.2 Fill in the search box to filter the workplace and then click [\[Search\]](#) (Figure 13). The search term can be

- (a) Partial search term for Workplace Name/Workplace Address
- (b) Complete search term for Workplace Number/UEN

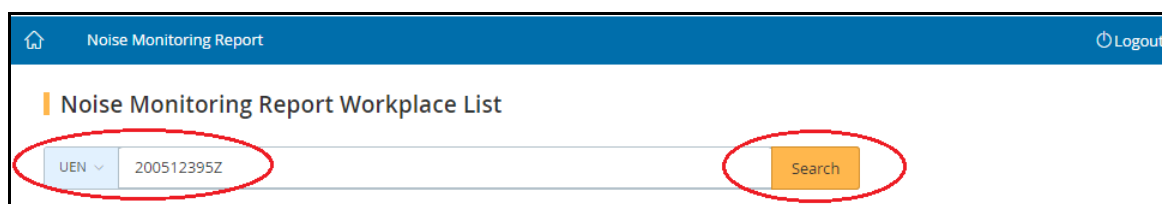
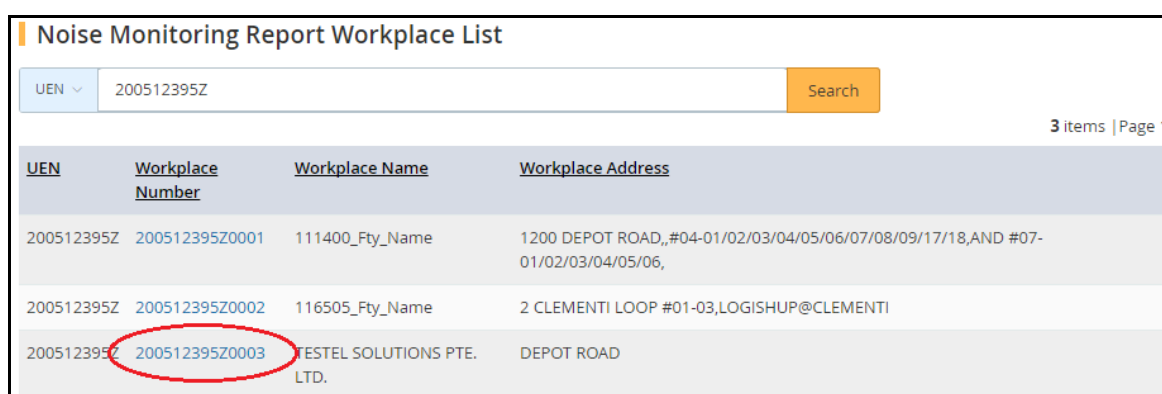


Figure 13

2.1.3 The search output will display the list of respective Workplaces, click on the [\[Workplace No\]](#) hyperlink to create report (Figure 14)



UEN	Workplace Number	Workplace Name	Workplace Address
200512395Z	200512395Z0001	111400_Fty_Name	1200 DEPOT ROAD, #04-01/02/03/04/05/06/07/08/09/17/18, AND #07-01/02/03/04/05/06,
200512395Z	200512395Z0002	116505_Fty_Name	2 CLEMENTI LOOP #01-03, LOGISHUP@CLEMENTI
200512395Z	200512395Z0003	FESTEL SOLUTIONS PTE. LTD.	DEPOT ROAD

Figure 14

## 2.2 Contact Details

2.2.1 Noise Monitoring Report screen displayed information based on the personnel login

- Monitoring Officer (login via SingPass) does not need to enter the Authorised Personnel

- Company Representative (login via CorpPass) need to select the Authorised Personnel from drop down list box

2.2.2 Provide Company Representative’s details. Then click the [\[Continue\]](#) button (Figure 15)

**Figure 15**

## 2.3 Workplace Monitoring

2.3.1 System will display the Workplace Details on the top session of the page. (Figure 16)

**Figure 16**

2.3.2 Provide the [\[Workplace Exposure Assessment\]](#) details either via file upload (refer to section 2.3.2.1) or manual entry (refer to section 2.3.2.2) as Figure 17

Figure 17

2.3.2.1 Upload Workplace Exposure Assessment Details

- i) Prepare the Upload Excel. It has 2 tab pages:
  - Noise Monitoring Report INSTRU for [Instrumentation] and
  - Noise Monitoring Report ASSESS for Workplace Exposure Assessment

It is recommended to upload a maximum of 500 records per tab page. Fields highlighted in red are mandatory entries for report submission (Figure 18)

<b>WORKPLACE DETAILS</b>					
Company Name/Business : _____					
Address : _____					
Workplace No. : <span style="background-color: red; color: red;">[REDACTED]</span>					
Contact No. : _____			Fax No. : _____		
<b>INSTRUMENTATION</b>					
Date Of Monitoring : <span style="background-color: red; color: red;">[REDACTED]</span>					
Workplace Representative Present During Monitoring : _____					
Instrument	Brand	Model	Serial No.	Type	Date of last calibrat

Figure 18

- ii) Click [[Select a excel file to add Instrumentation and Workplace Exposure Assessment](#)] hyperlink (Figure 19)

### Workplace Exposure Assessment

\* Date of Monitoring

Workplace Representative Present During  
\* Monitoring

### Instrumentation

[Enter Instrumentation Details](#)

Select a excel file to add Instrumentation and Workolace Exposue Assessment  
For uploading documents, the maximum limit file size should be less or equal 2MB.

### Workplace Exposure Assessment

[Enter Workplace Exposure Data](#)

Figure 19

iii) Select the file to upload (Figure 20)

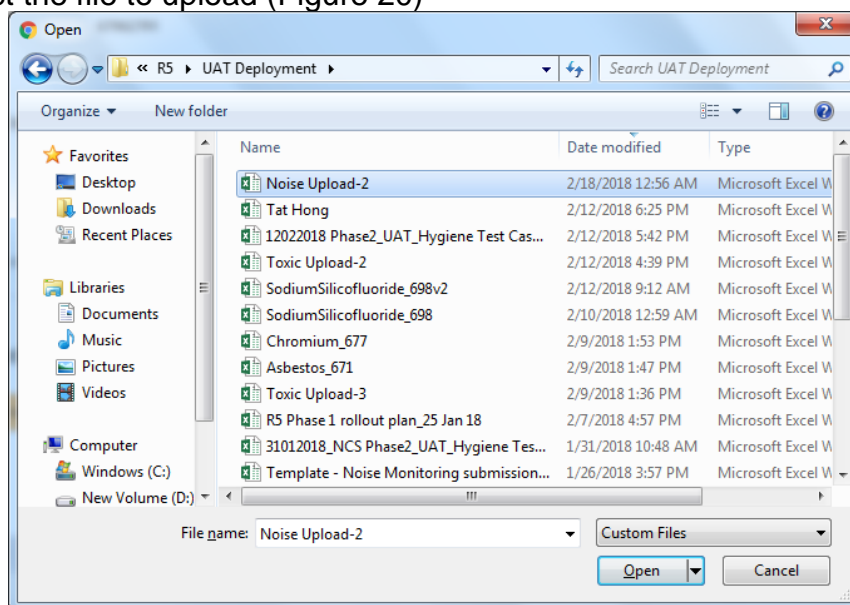


Figure 20

iv) System return back to [\[Dashboard\]](#) with the “Status” as Draft and the “File Uploaded Status” is “In Progress” (Figure 21)

### Draft / Returned Submission

Your draft is saved and system is processing the uploaded file. This may take up to one working day. You will be notified by email once the data is imported and draft is ready for review and submission. You may continue to edit other drafts, create a new report for submission or log out from the system.

Select  [Search](#)

2 items | Page 1

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
200512395Z0003	TESTEL SOLUTIONS PTE. LTD.	DEPOT ROAD	09/02/2018	Draft	In Progress	

Figure 21

- v) After the batch job runs, the status will update to “Completed”. Click [\[Edit\]](#) to complete the report submission (Figure 22)

Draft / Returned Submission						
Select ▾						Search
2 items   Page 1						
Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
200512395Z0003	TESTEL SOLUTIONS PTE. LTD.	DEPOT ROAD	09/02/2018	Draft	Completed	Edit Delete

Figure 22

### 2.3.2.2 Manual Entry of Workplace Exposure Assessment Details

Proceed to enter the following fields. Mandatory fields are denote by an asterisk.

- i) Date of monitoring (mandatory field)
  - Enter the date in dd/mm/yyyy format
  - Alternatively, click the calendar beside the date field to select the date
- ii) Workplace Representative Present During Monitoring (mandatory field)
  - Enter the workplace representative who is present during the monitoring, in plain text
- iii) Instrumentation (mandatory information)
  - To add instrument details, click [\[Enter Instrumentation Details\]](#) button (Figure 23)

**Workplace Exposure Assessment**

\* Date of Monitoring 📅  
 dd/mm/yyyy

Workplace Representative Present During  
 \* Monitoring

**Instrumentation**

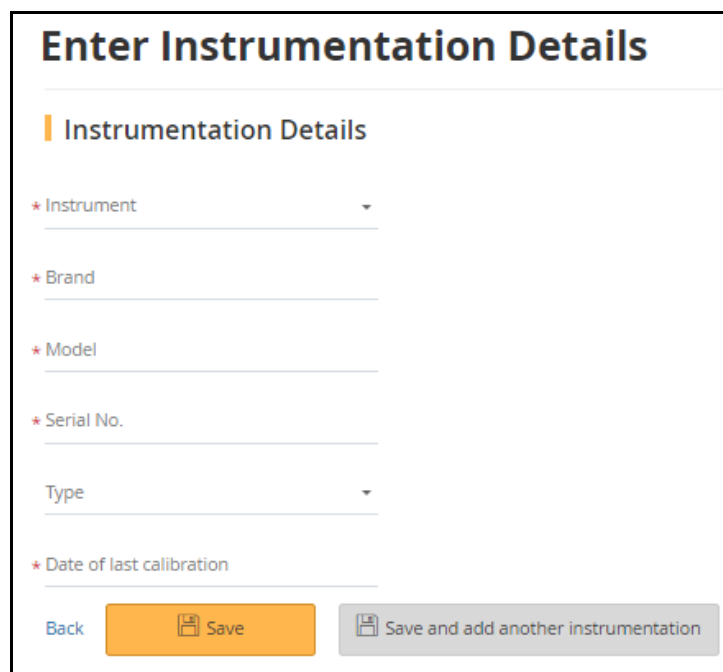
[Enter Instrumentation Details](#)

Select a excel file to add Instrumentation and Workplace Exposure Assessment  
 For uploading documents, the maximum limit file size should be less or equal 2MB.

**Workplace Exposure Assessment**

[Enter Workplace Exposure Data](#)

Figure 23



**Enter Instrumentation Details**

Instrumentation Details

\* Instrument

\* Brand

\* Model

\* Serial No.

Type

\* Date of last calibration

Back Save Save and add another instrumentation

**Figure 24**

Proceed to enter the following fields. Mandatory fields are denoted with asterisk

- Instrument (mandatory field)
  - Choose from the drop down list
  - Each Noise Monitoring Report requires at least 2 instruments details; in which “Calibrator” must be one of it
- Brand (mandatory field)
  - Enter the brand, up to a maximum of 50 characters
- Model (mandatory field)
  - Enter the model, up to a maximum of 50 characters
- Serial No (mandatory field)
  - Enter the serial number, up to a maximum of 50 characters
- Type (mandatory/optional)
  - Select the type from the drop down list
  - Instrument Type is mandatory only when it is a “Sound Level Meter”
- Date of Calibration (mandatory field)
  - Enter date format in dd/mm/yyyy
  - Calibrate date must be earlier than monitoring date
- Click [\[Save\]](#) to save the details and return to the [\[Noise Monitoring Report\]](#) page.

If user would like to continue adding additional records, click [\[Save and add another instrumentation\]](#) and fill in the details as required. (Figure 24)

- Click [\[Back\]](#) to abort changes and return to the [\[Noise Monitoring Report\]](#). The added records will be retrieved and displayed in the page under [\[Instrumentation\]](#) section (Figure 25)

iv) Workplace Exposure Data

- To add exposure assessment details, click [\[Enter Workplace Exposure Data\]](#) (Figure 25)

**Workplace Exposure Assessment**

Date of Monitoring  
\* 09/02/2018

Workplace Representative Present During Monitoring  
\* Donovan

**Instrumentation**

Enter Instrumentation Details

Select a excel file to add Instrumentation and Workplace Exposure Assessment  
For uploading documents, the maximum limit file size should be less or equal 2MB.

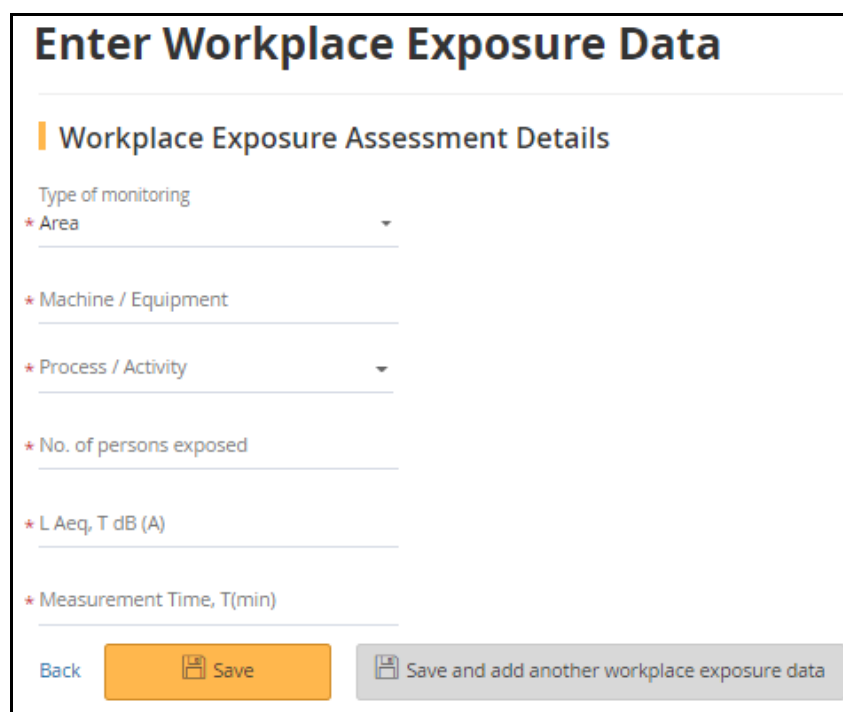
S/N	Instrument	Brand	Model	Serial No	Type	Date of last calibration	Action
1	Calibrator	PHILIPS	AXN23	95WCW001		01/02/2018	Edit Delete
2	Sound Level Meter	ACQURIS	TES-52A	62TCP022	II	29/01/2018	Edit Delete

**Workplace Exposure Assessment**

Enter Workplace Exposure Data

Figure 25





## Enter Workplace Exposure Data

### Workplace Exposure Assessment Details

Type of monitoring

\* Area

\* Machine / Equipment

\* Process / Activity

\* No. of persons exposed

\* L Aeq, T dB (A)

\* Measurement Time, T(min)

Back Save Save and add another workplace exposure data

**Figure 26**

Proceed to enter the following fields. Mandatory fields are denote by an asterisk

- Type of monitoring (mandatory field)
  - Choose from the drop down list
- Machine/Equipment (mandatory field)
  - Maximum 200 characters
- Process/Activity (mandatory field)
  - Choose from the drop down list
  - If select Process as “Others”, a text box will appear for entry
- No. of person exposed (mandatory field)
  - Enter a whole number greater than “0”
- Job Description of persons exposed (mandatory field)
  - Field is enabled only when Type of Monitoring is “Personal”
  - Max 50 characters
- Name of person monitored (optional field)
  - Field is enabled only when Type of Monitoring is “Personal”
  - Max 50 characters
- NRIC/FIN no of person monitored (optional field)
  - Field is enabled only when Type of Monitoring is “Personal”
  - This field is validated and must be valid NRIC/FIN


- L. Aeq, T dB (A) (optional field)
  - In the range of 40 to 140 inclusively
- Measurement time, T(min) (optional field)
  - Enter measurement time in minutes
- Duration of exposure per day (min) (mandatory field)
  - Enter duration of exposure per day in minutes
- L Aeq, 8hr dB(A) (mandatory field)
  - In the range of 40 to 140 inclusively
- Click [\[Save\]](#) to save the details and return to the [\[Noise Monitoring Report\]](#) page

If user would like to continue adding additional records, click [\[Save and add another workplace exposure data\]](#) and fill in the details as required. (Figure 26)

- Click [\[Back\]](#) to abort changes and return to the [\[Noise Monitoring Report\]](#). The added records will be retrieved and displayed in the page under [\[Workplace Exposure Assessment\]](#) section (Figure 27)

### Instrumentation

⊕ Enter Instrumentation Details



Select a excel file to add Instrumentation and Workplace Exposure Assessment  
For uploading documents, the maximum limit file size should be less or equal 2MB.

S/N	Instrument	Brand	Model	Serial No	Type	Date of last calibration	Action
1	Calibrator	PHILIPS	AXN23	95WCW001		01/02/2018	<a href="#">Edit</a> <a href="#">Delete</a>
2	Sound Level Meter	ACQURIS	TES-52A	62TCP022	II	29/01/2018	<a href="#">Edit</a> <a href="#">Delete</a>

### Workplace Exposure Assessment

⊕ Enter Workplace Exposure Data

Type of monitoring	Machine/Equipment	Process/Activity	No. of persons exposed	Similar Exposure Group No.	Name of person monitored	NRIC/FIN No of person monitored	L Aeq T dB (A)	Measurement Time T(min)	Duration of Exposure per day(min)	L Aeq 8hrs dB(A)	Action
Area	Grinde...	Grinding	22				40	10	480	40	<a href="#">Edit</a> <a href="#">Delete</a>

**Figure 27**

2.3.3 Update the questionnaires and then click [<Continue>](#) (Figure 28).

**Questionnaire**

S/N	Question	Response
1	Is a Noise Control Officer appointed when more than 50 workers exposed to excessive noise? *Note: Choose N/A if less than 50 workers are exposed to excessive noise. asfasfasfasf	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
2	Are workers who are exposed to excessive noise included in the list of workers to be examined for hearing loss(including audiometric examinations) annually? test123	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
3	Are workers who are exposed to excessive noise included in the list of workers to be trained annually on the required topics under the WSH(Noise) Regulations?	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
4	Are warning signs displaying the requirement to wear hearing protectors when working or entering the area displayed?	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
5	Are workers working in the indentified noisy areas provided with the hearing protectors?	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
6	Are workers instructed on the proper use, care, maintenance and change of the hearing protectors?	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes

HCP Implementation Status : **Full**

[Back](#)
[Continue](#)
[Save As Draft](#)
[Go to Dashboard](#)

Figure 28

## 2.4 Preview & Declare

### 2.4.1 System will load the [Preview & Declare] information (Figure 29)

Note: When an Excel is uploaded (as refer to section 2.3.2.1 Workplace Exposure Assessment Detail), the “Upload supporting documents” section in this report will display the uploaded file, with document type as “Hygiene monitoring report”

**Noise Monitoring Report**

Contact Details
  Workplace Monitoring
  **3 Preview & Declare**
 4 Acknowledgement

**Authorised Personnel** [Edit](#)

Authorised Personnel: **Ng M L**  
 Organisation conducting the assessment: **Ministry of manpower**  
 Mobile Number: **91234567**  
 Email: **feixiang@ncsi.com.cn**

**Company Representative**

Name of Company Representative: **Co.Rep**  
 Mobile Number: **88888888**  
 Email: **co.rep@ncs.com.sg**

## Workplace Details

[Edit](#)

Company Name: **WAH SEONG PRESS**  
 UEN: **00012700X**  
 SSIC: **41009**  
 Workplace Name: **WAH SEONG PRESS**  
 Number of Workplaces: **8**  
 Workplace Address: **270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270**  
 Workplace Number: **00012700X0005**  
 Contact Number: **11111111**  
 Fax Number:  
 Date of Monitoring: **09/02/2018**  
 Workplace Representative Present During Monitoring: **Mr Lee**

## Instrumentation

S/N	Instrument	Brand	Model	Serial No	Type	Date of last calibration
1	Dosimeter	Brand001	Model001	Serial001	I	01/12/2017
2	Calibrator	Brand002	Model002	Serial002	I	01/12/2017

## Workplace Exposure Assessment

Type of monitoring	Machine/ Equipment	Process/ Activity	No. of persons exposed	Similar Exposure Group No.	Name of person monitored	NRIC/FIN No of person monitored	L Aeq T Measurement dB (A)	Time T(min)	Duration of Exposure per day(min)	L Aeq 8hrs dB(A)
Area	Test1	Assembling	5				45	30		45
Area	Test2	Buffing	50				51.1	30		51.1

## Questionnaire

S/N	Question	Response
1	Is a Noise Control Officer appointed when more than 50 workers exposed to excessive noise? *Note: Choose N/A if less than 50 workers are exposed to excessive noise. asfasfasfasf	Yes
2	Are workers who are exposed to excessive noise included in the list of workers to be examined for hearing loss(including audiometric examinations) annually? test123	Yes
3	Are workers who are exposed to excessive noise included in the list of workers to be trained annually on the required topics under the WSH(Noise) Regulations?	Yes
4	Are warning signs displaying the requirement to wear hearing protectors when working or entering the area displayed?	Yes
5	Are workers working in the identified noisy areas provided with the hearing protectors?	Yes
6	Are workers instructed on the proper use, care, maintenance and change of the hearing protectors?	Yes

HCP Implementation Status : **Full**

**Upload supporting documents**

Please upload these documents:

1. Hygiene monitoring report
2. Supporting documents (e.g. layout map with sampling points locations)

Select a file from your computer  
Documents uploaded should be less than 2MB.

Document	Document Type	Action
Noise Upload-20180227.xlsx	Please select document title Hygiene monitoring report	- X Remove

**Declaration**

I hereby certify that the information given in this submission is true and correct to the best of my knowledge and belief.

Back  [Go to Dashboard](#)

Figure 29

2.4.2 To upload a document, click [\[Select a file from your computer\]](#) to select the file to upload (Figure 30)

**Upload supporting documents**

Please upload these documents:

1. Hygiene monitoring report
2. Supporting documents (e.g. layout map with sampling points locations)

Select a file from your computer  
Documents uploaded should be less than 2MB.

Figure 30

2.4.3 Select the Document Type from the drop down list box (Figure 31)

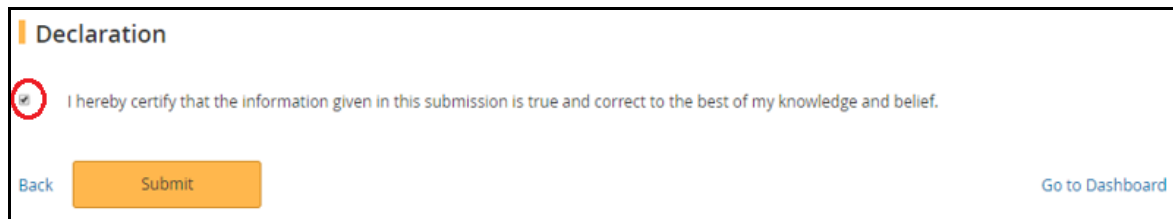
Document	Document Type	Action
Noise Upload-20180227.xlsx	Please select document title Hygiene monitoring report	- X Remove
SC_04142000D0001_S0105004D_2018_02_23 (2) (1).pdf	Please select document title < Select > Hygiene monitoring report Supporting Documents	- X Remove

**Declaration**

I hereby certify that the information given in this submission is true and correct to the best of my knowledge and belief.

Figure 31

2.4.4 To submit the report, tick the checkbox under the [\[Declaration\]](#) section and then click [\[Submit\]](#). (Figure 32)



**Declaration**

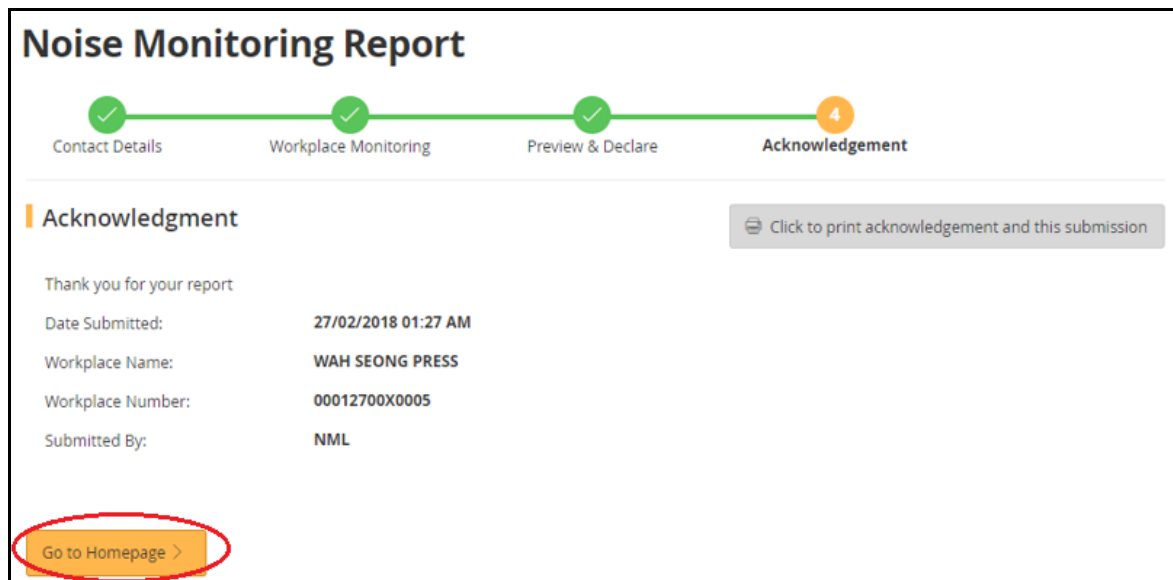
I hereby certify that the information given in this submission is true and correct to the best of my knowledge and belief.

Back Submit Go to Dashboard

Figure 32

## 2.5 Acknowledgement

2.5.1 An acknowledgement page is display. Click [\[Go to Homepage\]](#) to return to [\[Dashboard\]](#) (Figure 33)



**Noise Monitoring Report**

Contact Details Workplace Monitoring Preview & Declare Acknowledgement

**Acknowledgment**

Click to print acknowledgement and this submission

Thank you for your report

Date Submitted: 27/02/2018 01:27 AM

Workplace Name: WAH SEONG PRESS

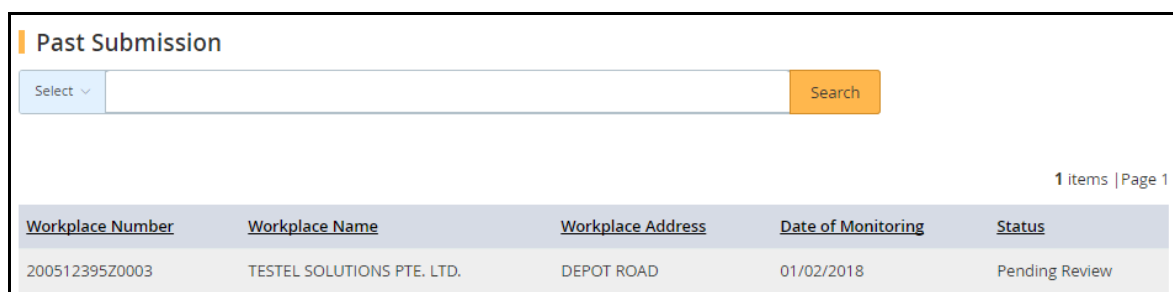
Workplace Number: 00012700X0005

Submitted By: NML

Go to Homepage >

Figure 33

2.5.2 At [\[Dashboard\]](#), the report is retrieved under [\[Past Submission\]](#) with status as "Pending Review" (Figure 34)



**Past Submission**

Select Search

1 items | Page 1

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status
200512395Z0003	TESTEL SOLUTIONS PTE. LTD.	DEPOT ROAD	01/02/2018	Pending Review

Figure 34

### 3. Draft Report

User can save Noise Monitoring Report as Draft before he/she confirm to submit. At the [\[Dashboard\]](#) under [\[Draft / Returned Submission\]](#), user can click

- [\[Edit\]](#) to retrieve the report for update and submission
- [\[Delete\]](#) to remove the report from [\[Dashboard\]](#)

#### 3.1 Button to Save Draft

##### 3.1.1 Click [\[Go to Dashboard\]](#) button

- When clicked [\[Go to Dashboard\]](#) at the [\[Contact Details\]](#) and [\[Workplace Monitoring\]](#) pages, system will save the changes without validation check; and then return to [\[Dashboard\]](#) as “Draft” status. Report can then be [\[Edit\]](#) or [\[Delete\]](#)

##### 3.1.2 Click [\[Save As Draft\]](#) button

- When click [\[Save As Draft\]](#) at the [\[Contact Details\]](#) and [\[Workplace Monitoring\]](#) pages, system will save the changes without validation check; and display a “Draft Saved” acknowledgement page (Figure 35)

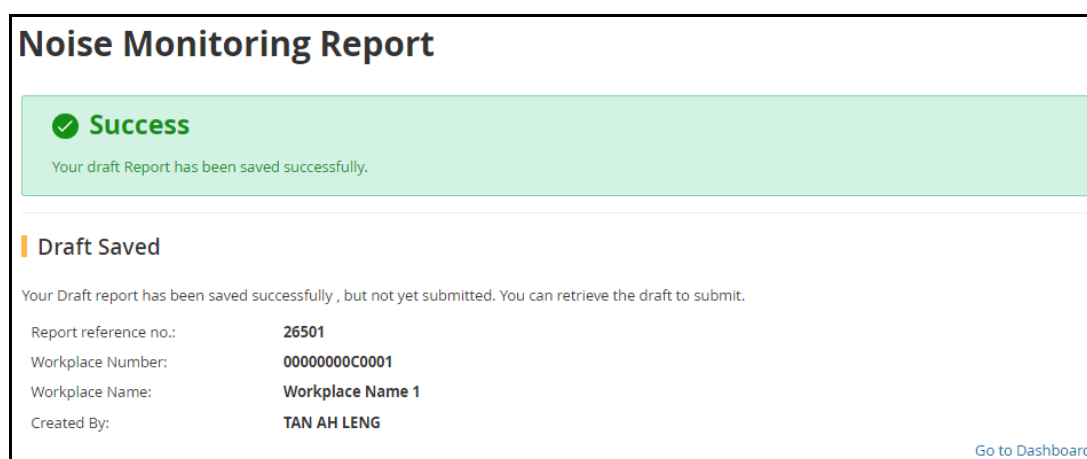


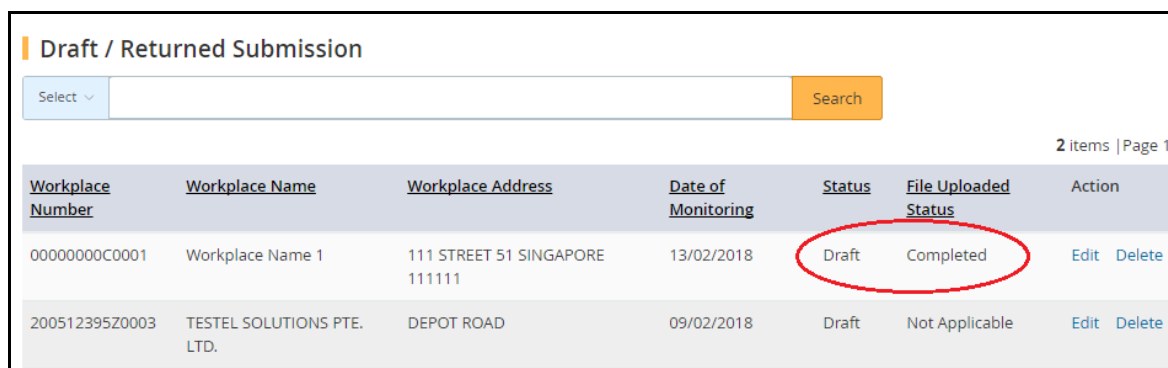
Figure 35

- 3.1.3 Click [\[Go to Dashboard\]](#) at the bottom of the acknowledgement page (Figure 35), system will return to [\[Dashboard\]](#) as “Draft” status. Report can then be [\[Edit\]](#) or [\[Delete\]](#)

#### 3.2 Workplace Exposure Assessment Detail Upload

- 3.2.1 Upon uploaded the Excel at [\[Workplace Monitoring\]](#) (refer to section 2.3.2.1), system will return to [\[Dashboard\]](#) with Status as “Draft”

- 3.2.2 After the batch job complete processing, the report can then be [\[Edit\]](#) or [\[Delete\]](#). (Figure 36)



Draft / Returned Submission

Select  Search

2 items | Page 1

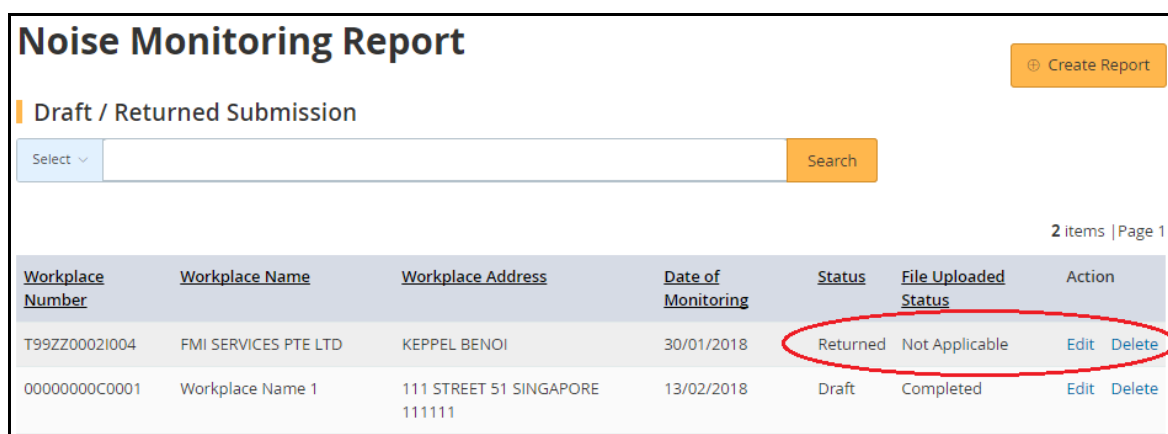
Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
0000000C0001	Workplace Name 1	111 STREET 51 SINGAPORE 111111	13/02/2018	Draft	Completed	Edit Delete
200512395Z0003	TESTEL SOLUTIONS PTE. LTD.	DEPOT ROAD	09/02/2018	Draft	Not Applicable	Edit Delete

Figure 36

### 3.3 Returned Report

3.3.1 After a report submitted, the Reviewer Officer can return it to user. An email will be send to user for follow up action

3.3.2 Report will reflect as Draft status in [Dashboard] (Figure 37), which can then be [Edit] or [Delete]



Noise Monitoring Report

Create Report

Draft / Returned Submission

Select  Search

2 items | Page 1

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
T99ZZ0002I004	FMI SERVICES PTE LTD	KEPPEL BENOI	30/01/2018	Returned	Not Applicable	Edit Delete
0000000C0001	Workplace Name 1	111 STREET 51 SINGAPORE 111111	13/02/2018	Draft	Completed	Edit Delete

Figure 37

3.3.3 Click [Edit] to retrieve the report and do the necessary update (Figure 38)



Figure 38

4. View Submitted Report

Click the [\[Workplace Number\]](#) hyperlink to view and print the report (Figure 39)

Past Submission

Select  Search

3 items | Page 1

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status
00000000C0001	Workplace Name 1	111 STREET 51 SINGAPORE 111111	13/02/2018	Pending Review
T99ZZ0002I001	ECO SPECIAL WASTE MANAGEMENT PTE LTD	38 QUALITY ROAD	11/02/2018	Completed
00001500L0006	K SYED MOHAMED COMPANY	111111 1111111111 SINGAPORE 111111	21/01/2018	Completed

Figure 39