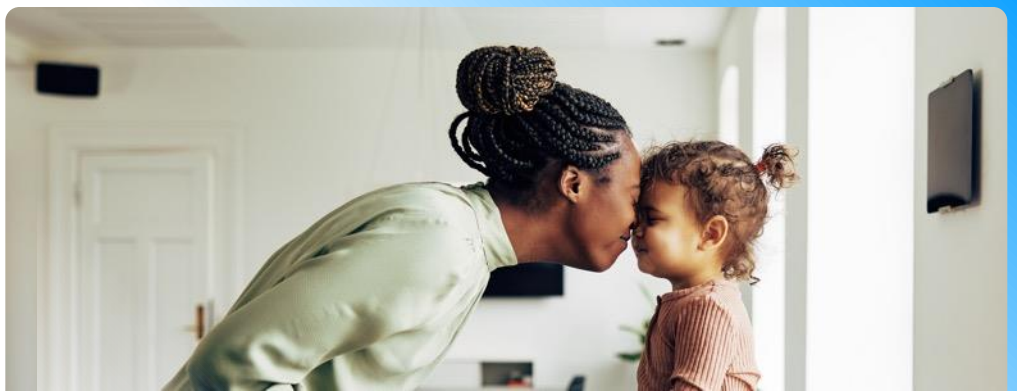
CSUK User Guide

Creating a Commissioning

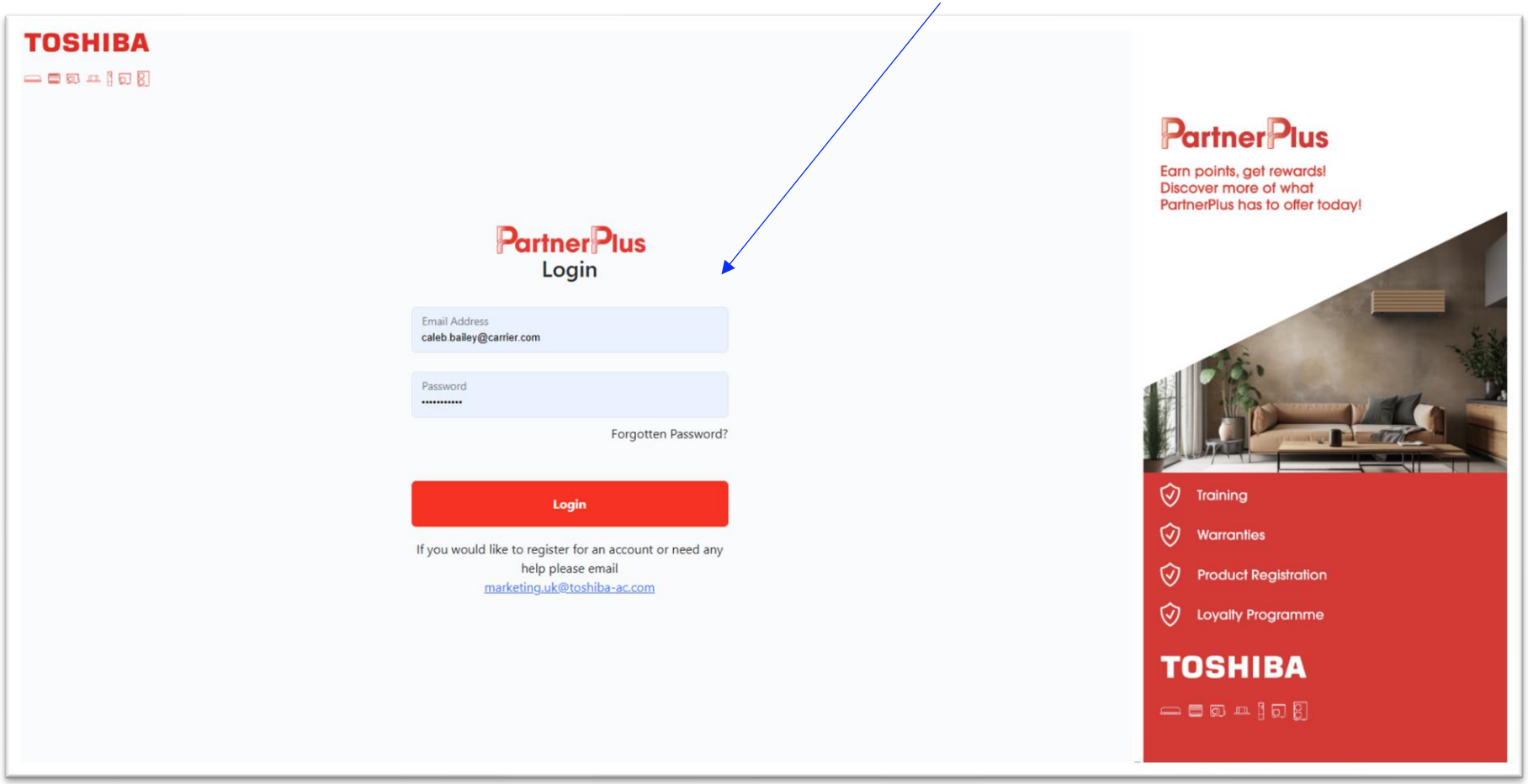
A step-by-step walk through the creation of a commissioning sheet in the CSUK PartnerPlus Portal.



Logging In

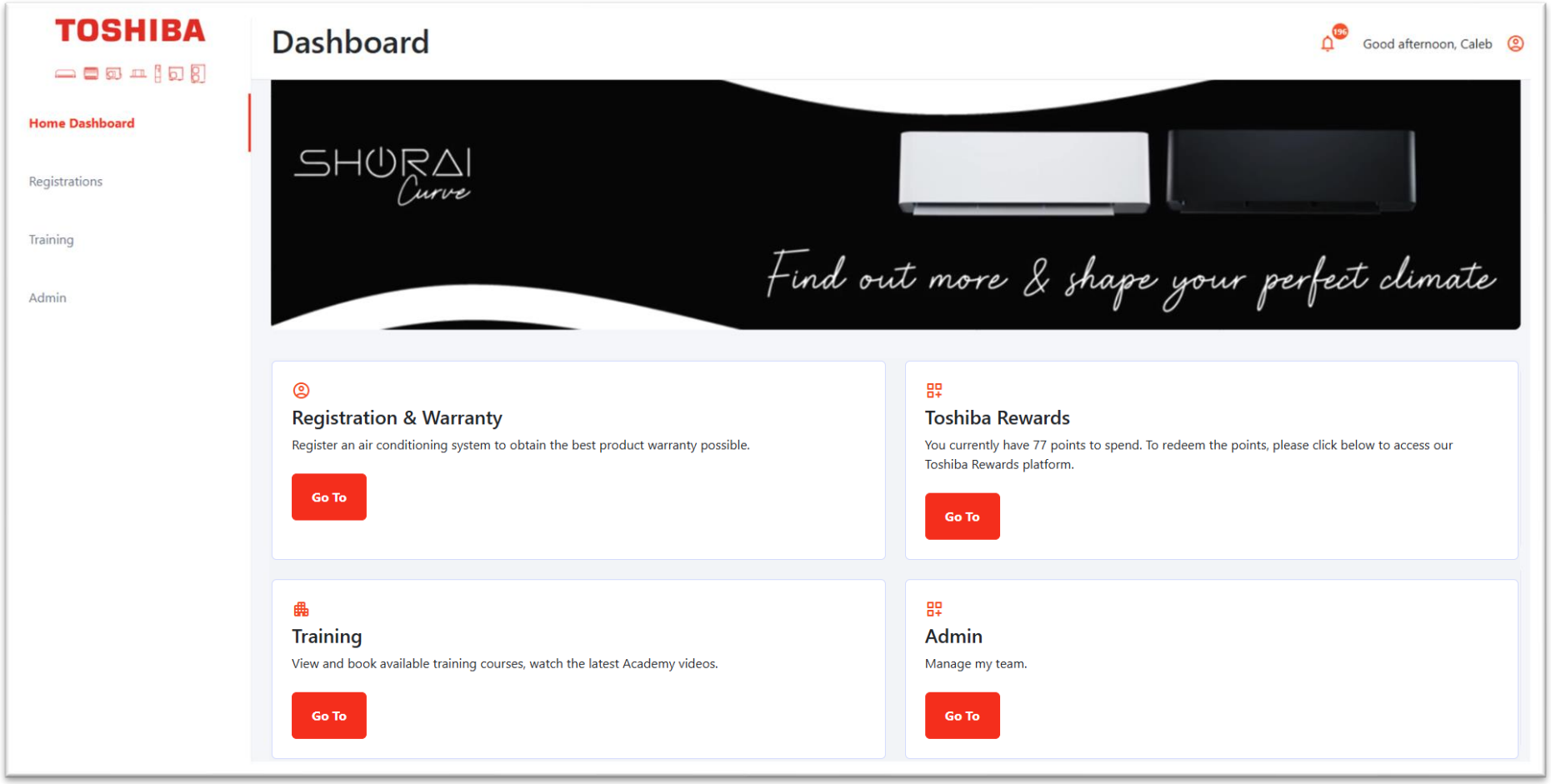
On the landing page, enter your Email and Password.

If you have forgotten your login details, please select ‘Forgotten Password’ or, contact marketing.uk@toshiba-ac.com.



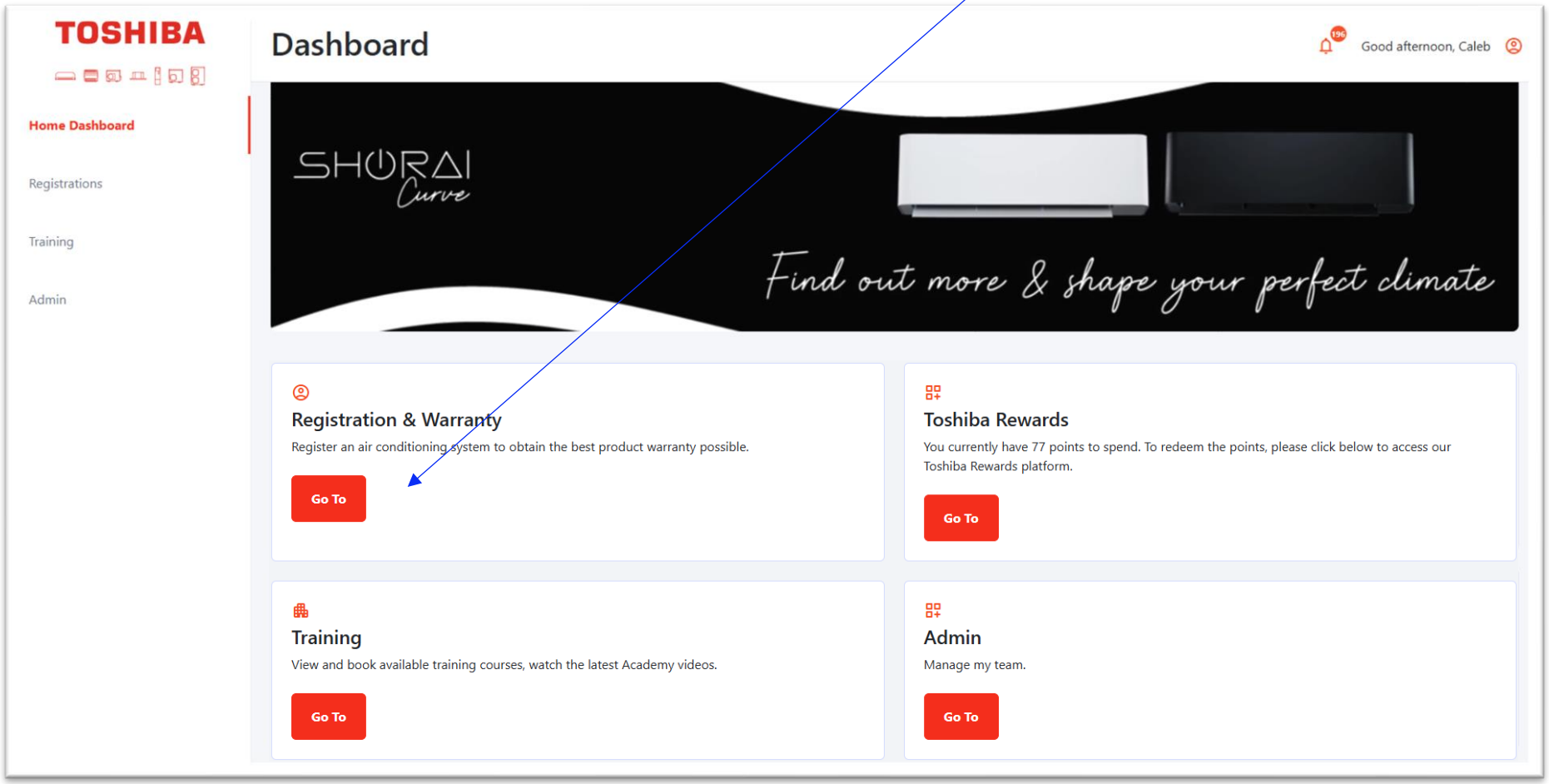
Dashboard

Once logged in, you will be taken to the user dashboard. On this screen, you will see the four categories which are linked **directly to your company**.



Dashboard

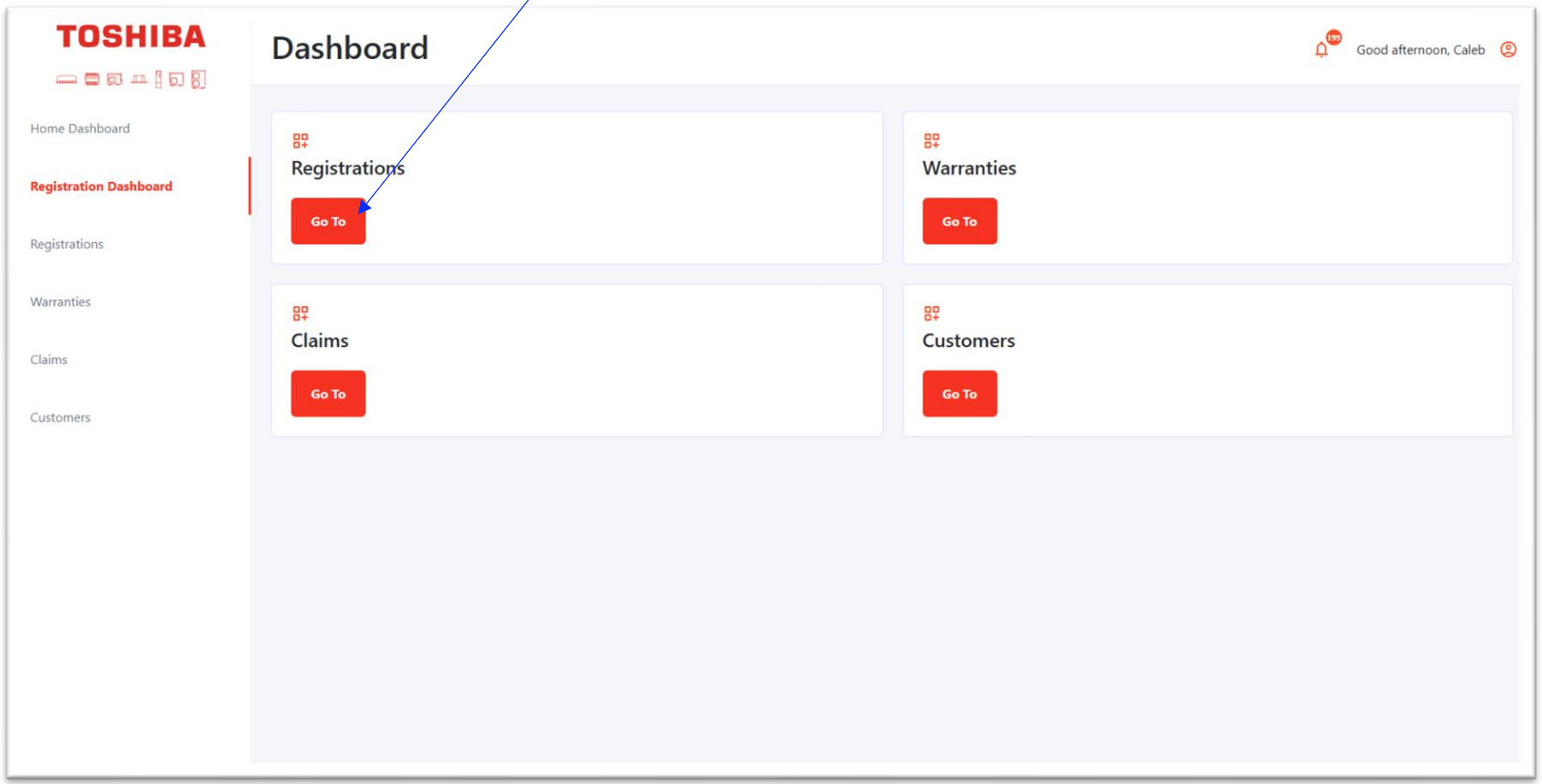
To Register a Commissioning Sheet, please select '**Registration & Warranty**'.



Registrations

Once you have selected the '**Registrations & Warranty**' button, you will be taken to the screen displayed below.

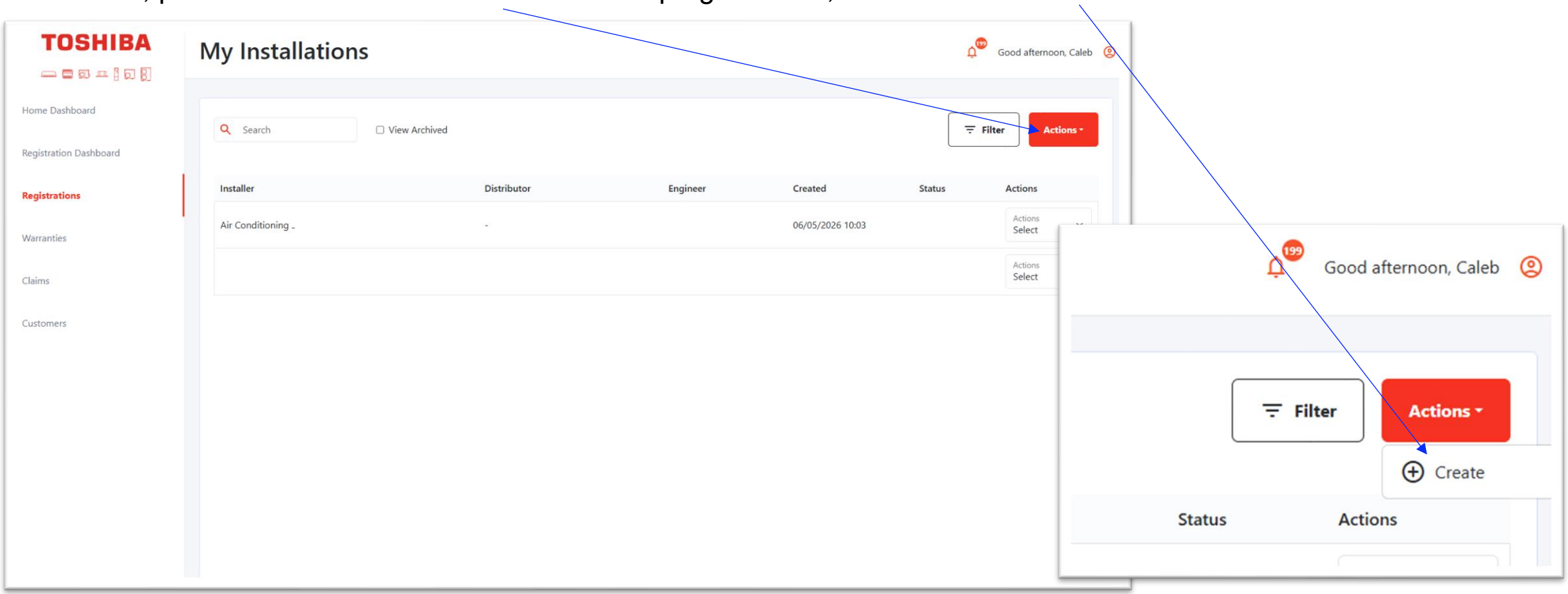
Once here, please select '**Registrations**'



My Installations

Once you have selected the '**Registrations**' button, you will be taken to the screen displayed below, showing all installations submitted by your company.

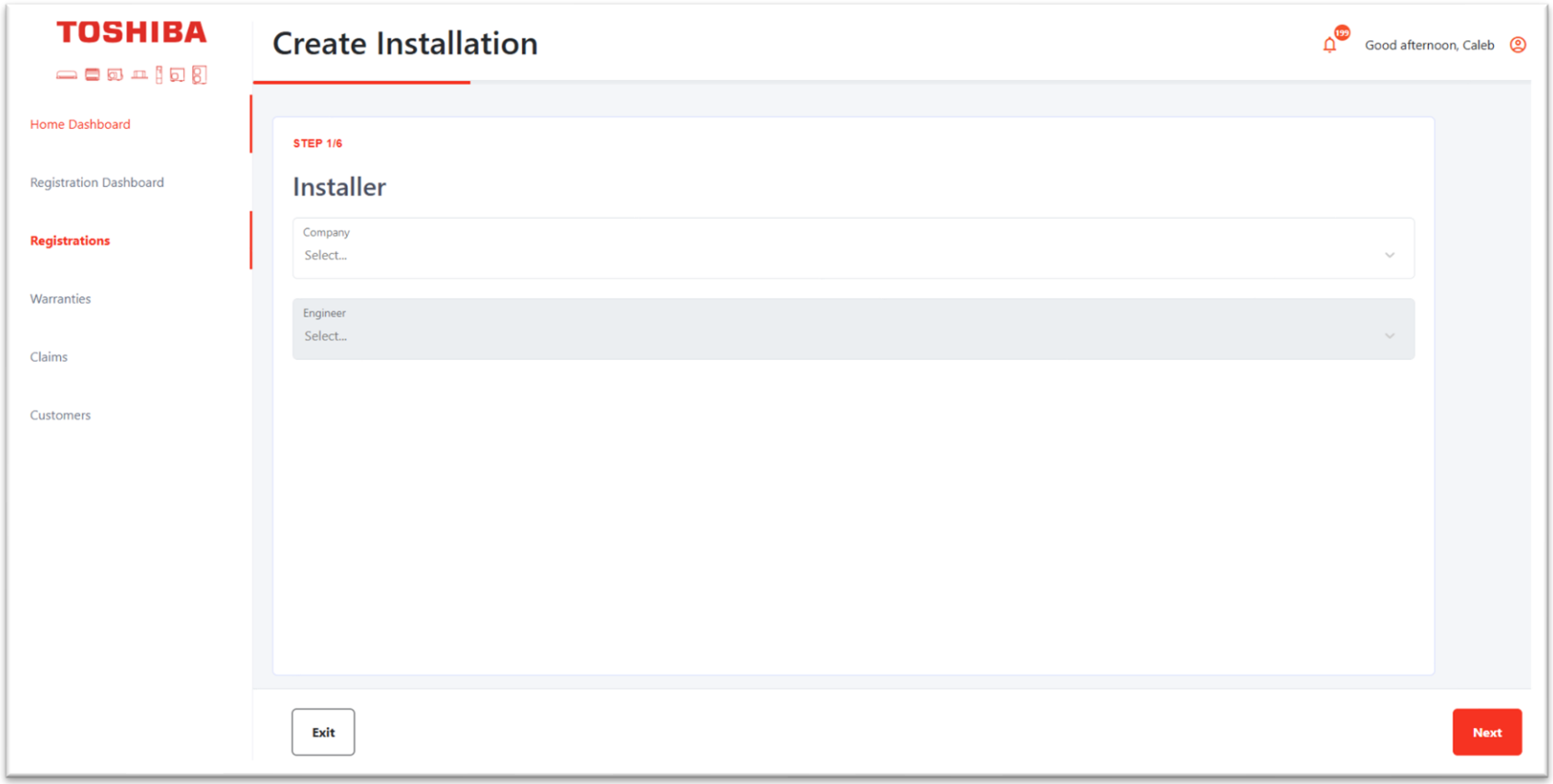
Once here, please select the red '**Actions**' in the top right corner, and then click '**Create**'.



Commissioning Sheet

Now you are in the Commissioning Sheet Form. Fill out all information accurately and then click '**Next**'.

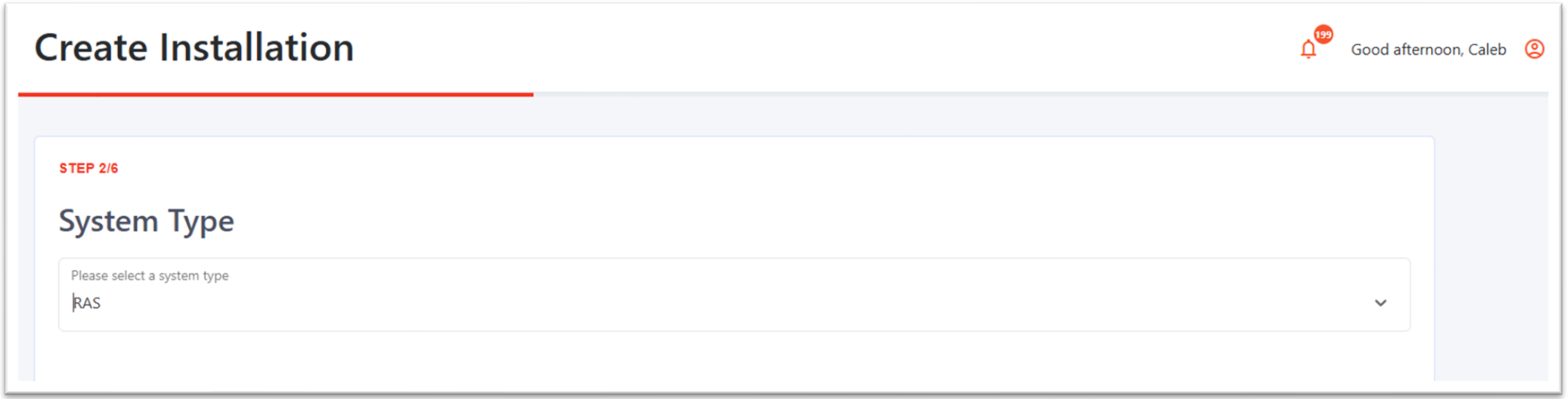
Please note, all information must be filled out in chronological order. If you do not complete each box step-by-step, an error message will occur.



Commissioning Sheet Continued

Next, you will be asked to fill out the system type.

Select the dropdown box and choose from 5 options (RAS, RAV, VRF, Estia & A2A).



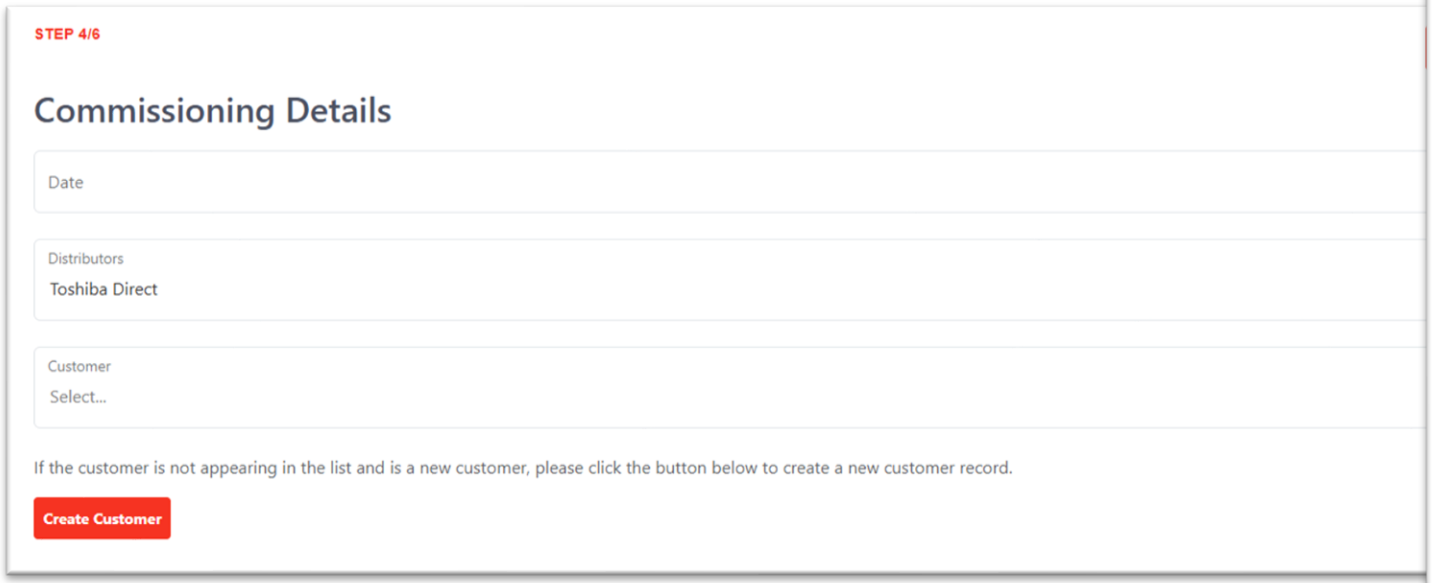
Commissioning Sheet Continued

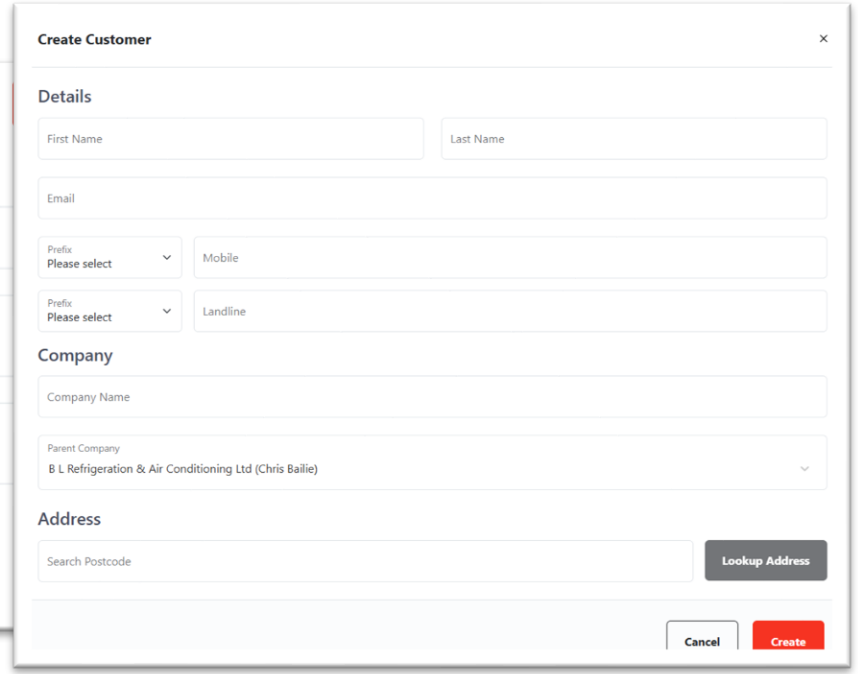
After filling out some more information to specify your system type, you will be asked to fill in the commissioning details.

You're are required to fill in the commissioning date, your distributor and the customer.

If you have not already created this customer, you can select the '**Create Customer**' button.

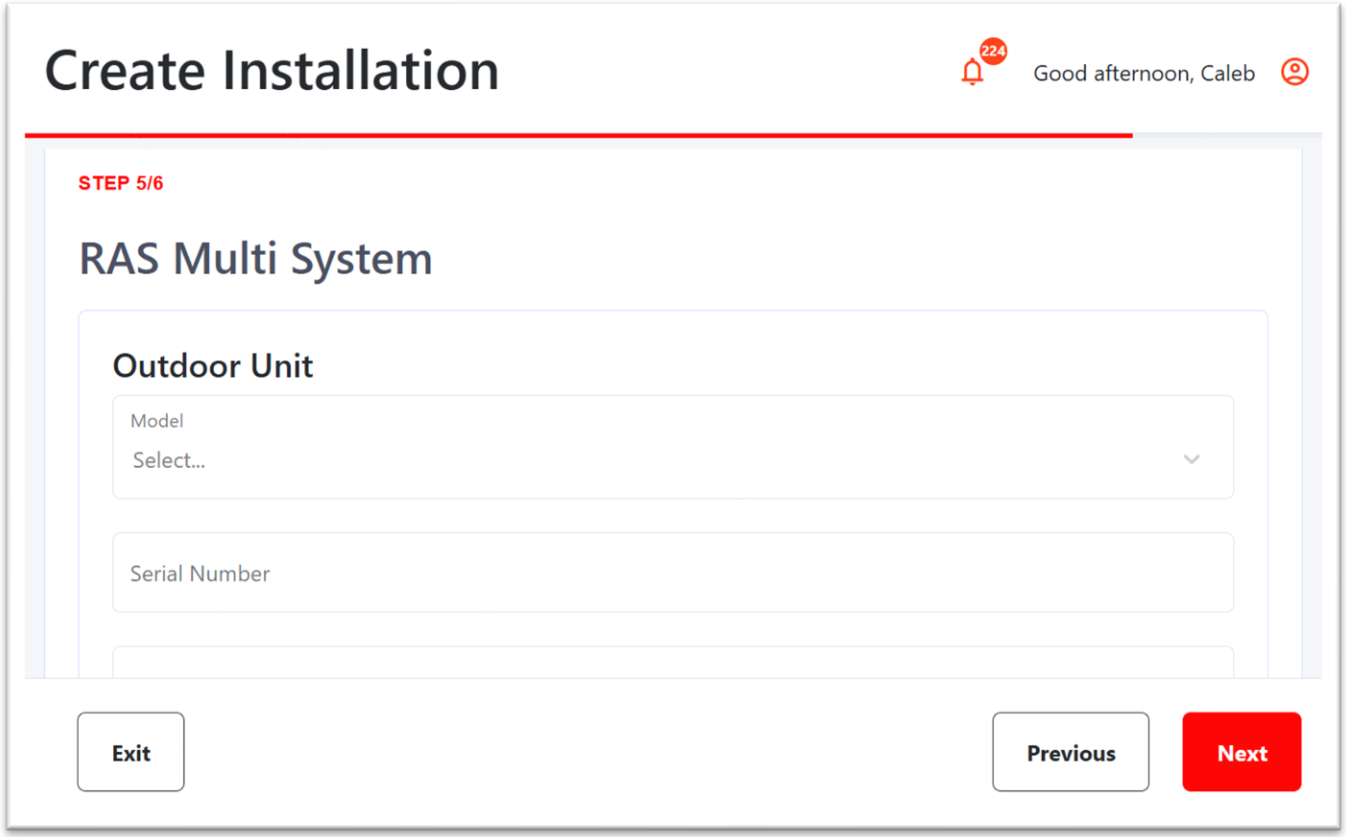
To create a customer, you will be asked for some key pieces of information such as Company Name, Email Address, Business Address, and more.

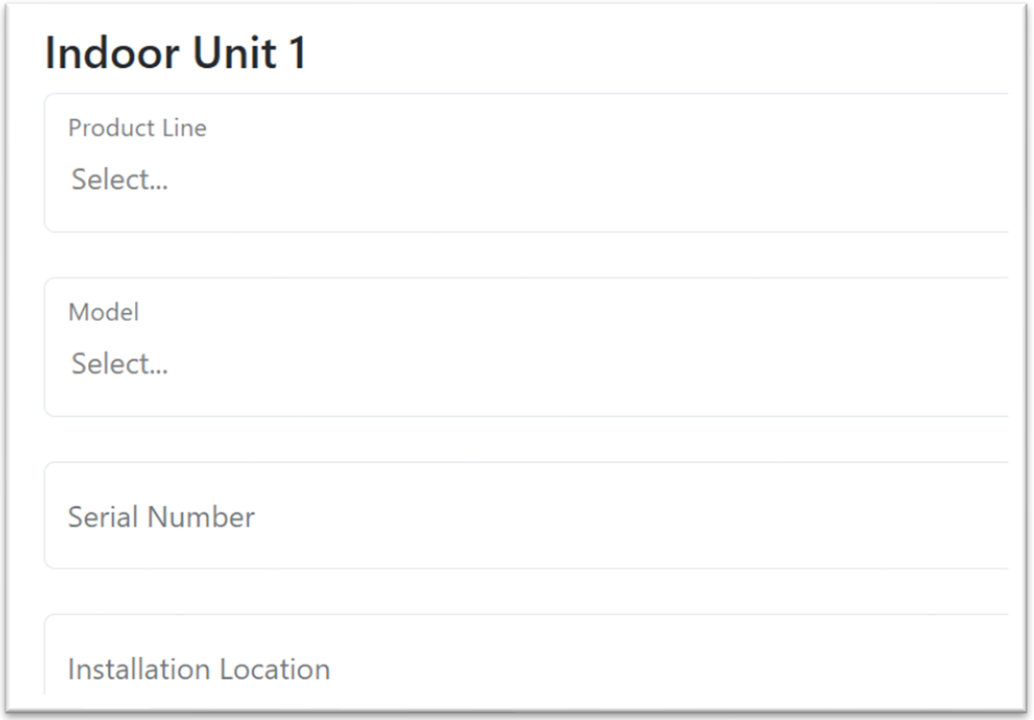




Commissioning Sheet Continued

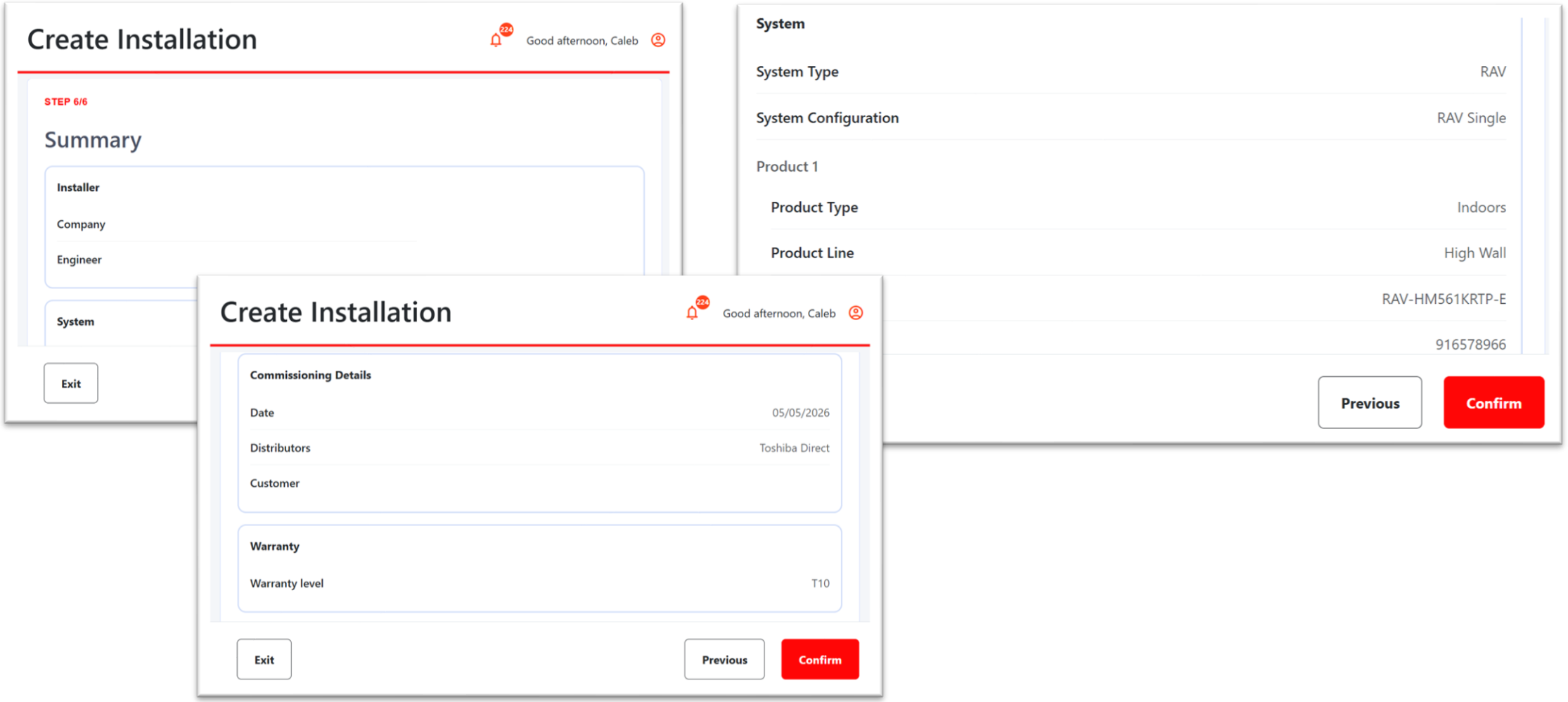
Next, you will be asked to fill out the system details, such as the product line, model, product serial number, etc.





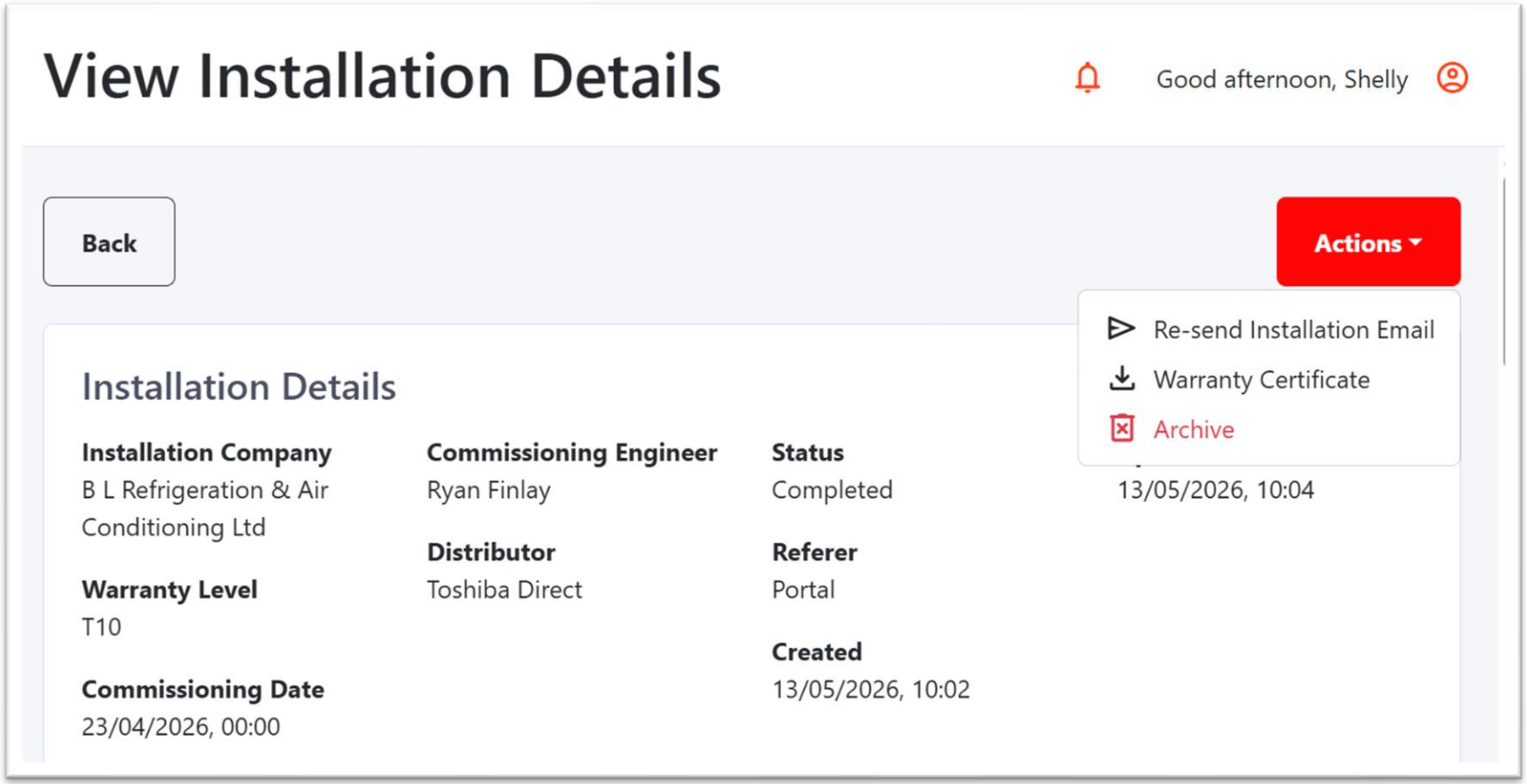
Commissioning Sheet Continued

Finally, you can review and submit your commissioning sheet by clicking ‘Confirm’.



Commissioning Sheet Certificate

You can then view your approved commissioning sheet by navigating to the ‘My Installations’ page, choosing the commissioning sheet and then clicking ‘View’ on the commissioning. In there, you can click on the red ‘Actions’ button and from there, download the commissioning certificate.



Thank You

Hopefully you found this helpful!

For any problems, contact: Commissioning.uk@toshiba-ac.com

Thank you for watching,

Carrier Solutions UK LTD