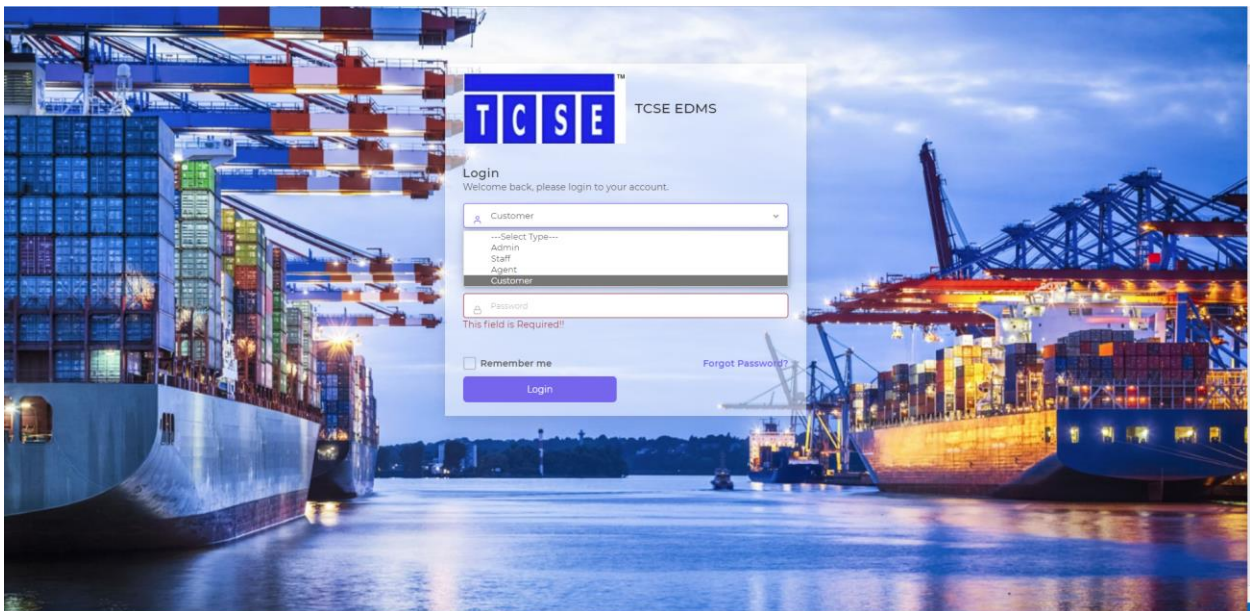


1. Access EDMS System at <https://edms.tcse.com.sg>



2. Select Type of account. (Staff/Agent/Client)
3. Login via email address and password provided by our IT Support Team
4. After login, it will direct to the main page.
Click on the page you would like to access (Inspection Tickets, Search Reports, Documents Authentication, Announcements)
5. Inspection Tickets is still undergoing UAT, hence temporary not available.

The screenshot shows the TCSE Inspections dashboard. On the left is a navigation menu with items: Inspection Tickets, Search Report Doc..., Documents Authen..., Announcements, and Logout. The main area is titled 'Inspections' and shows 'Showing 1 - 25 of 2'. Below this is a 'Filters' section with input fields for 'Equipment Number', 'Start Date', 'End Date', and a dropdown for '---Select Type---'. A 'Filter' button is on the right. Below the filters is a table with the following data:

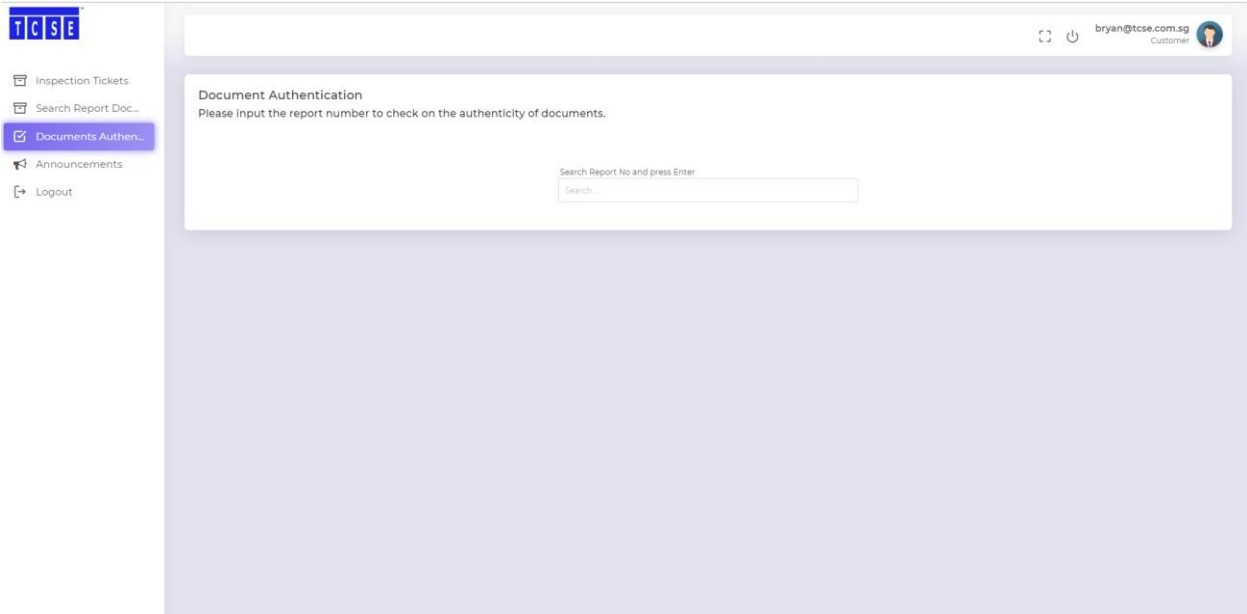
EQUIPMENT NO	DATE	INSPECTION TYPE	COUNTRY OF INSPECTION	ACTION
RLTU 300505-7	22-Mar-2022	Cleanliness Inspection	Singapore	
RLTU 300885-8	21-Mar-2022	Cleanliness Inspection	Singapore	
RLTU 300873-4	21-Mar-2022	Cleanliness Inspection	Singapore	
RFCU 821571-5	21-Mar-2022	Cleanliness Inspection	Singapore	
RLTU 201775-2	21-Mar-2022	Cleanliness Inspection	Singapore	
EOLU 888848-8	18-Mar-2022	Cleanliness Inspection	Singapore	

6. Search Documents – You will be able to search your inspection reports/certificate and/or Test Certificate (if it is carried out by TCSE).
7. Click on the “action” button if you require to download the reports/certificate

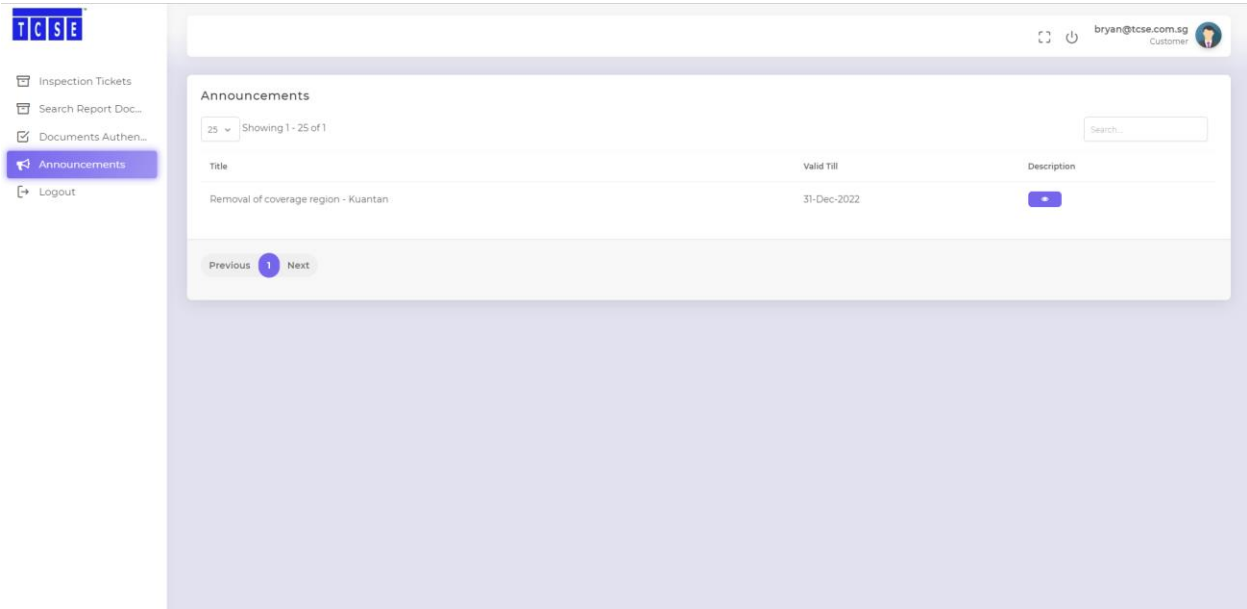
The screenshot shows the TCSE Search Result page. The left navigation menu is the same as in the previous screenshot. The main area is titled 'Search Result' and displays the following details:

Date of Inspection	22-Mar-2022
Equipment Number	RLTU 300505-7
Inspection Type	Cleanliness Inspection
Place of Inspection	Green Earth Tank Hub
Country of Inspection	Singapore
Download Reports	

8. Click on the file icon to download the reports/certificate



- An added feature for our client to check if the inspection report is Genuine issued by TCSE through our Document Authentication page.



- Any official announcement will be made via this channel as well as via email too.
- To view the announcement message, click on the “Description” icon to view the announcement message.

If you faced any difficulties login in, accessing or retrieval of inspection reports, please contact our support team at support@tcse.com.sg

**For webpage security measures, all TCSE webpage is protected by SSL (Secure Sockets Layer), therefore, if you saw the URL on the web browser showing/indicating “Not Secure” / “http://” , please do not proceed further and inform our IT support team immediately at support@tcse.com.sg.