Login Screen

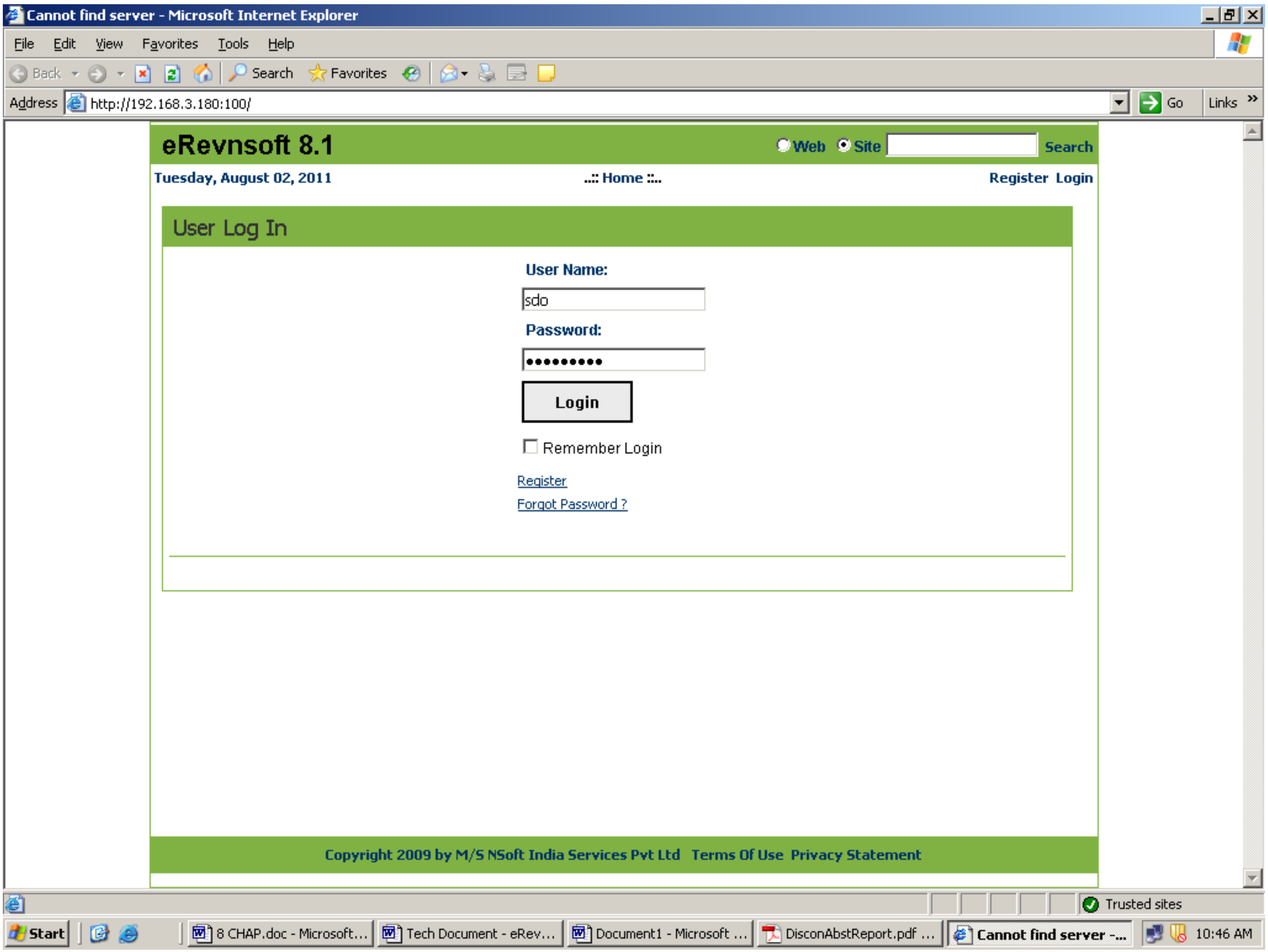


Fig 1.1 Screen shot showing Login Screen.

Every user is required to login in to the application before starting to use the application. Fig 1.1 shows the Login Screen page. User has to log in by entering their login ID and Password. Every user will be pre mapped with the particular Subdivision, Division, Circle, Zone and Company according their authority. Fig 1.1 shows the Screen shot of Login Screen

Steps to Follow:

1) Open the Application by typing the URL in the browser.
2) User Login page will be displayed
3) Enter User Name and Password and Click on Login.
4) User will be logged into the application

1.1) Retrieve Password

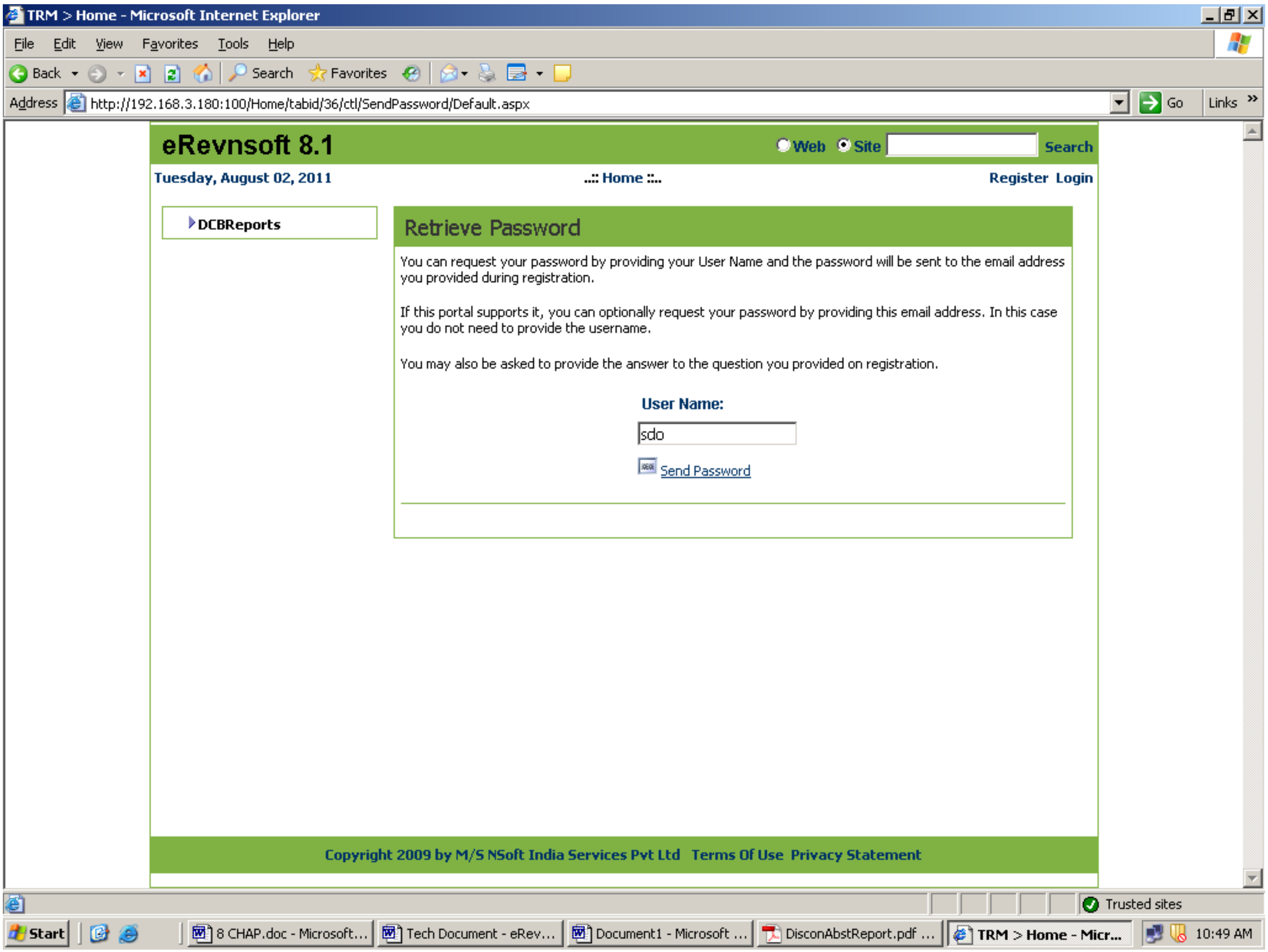


Fig 1.1 Screen shot showing Retrieve Password Screen

If password is forgotten you can request your password by providing your username. Password will be sent to the email address that you have provided during registration. If this portal supports it, you can optionally request your password by providing this email address. In this case you do not need to provide the username. You may also be asked to provide the answer to the question you provided during registration. Fig 1.1 showing the screen shot of Retrieve Password Screen

Steps to Follow:

1) Click on forgot Password
2) Retrieve password screen will be opened
3) Type the user Name and click on Send Password
4) Message will be displayed as **'Password Has Been Sent To Your Email Address'**.
5) Password will be sent to your Email Address that you have provided during registration

1.2) Password Change

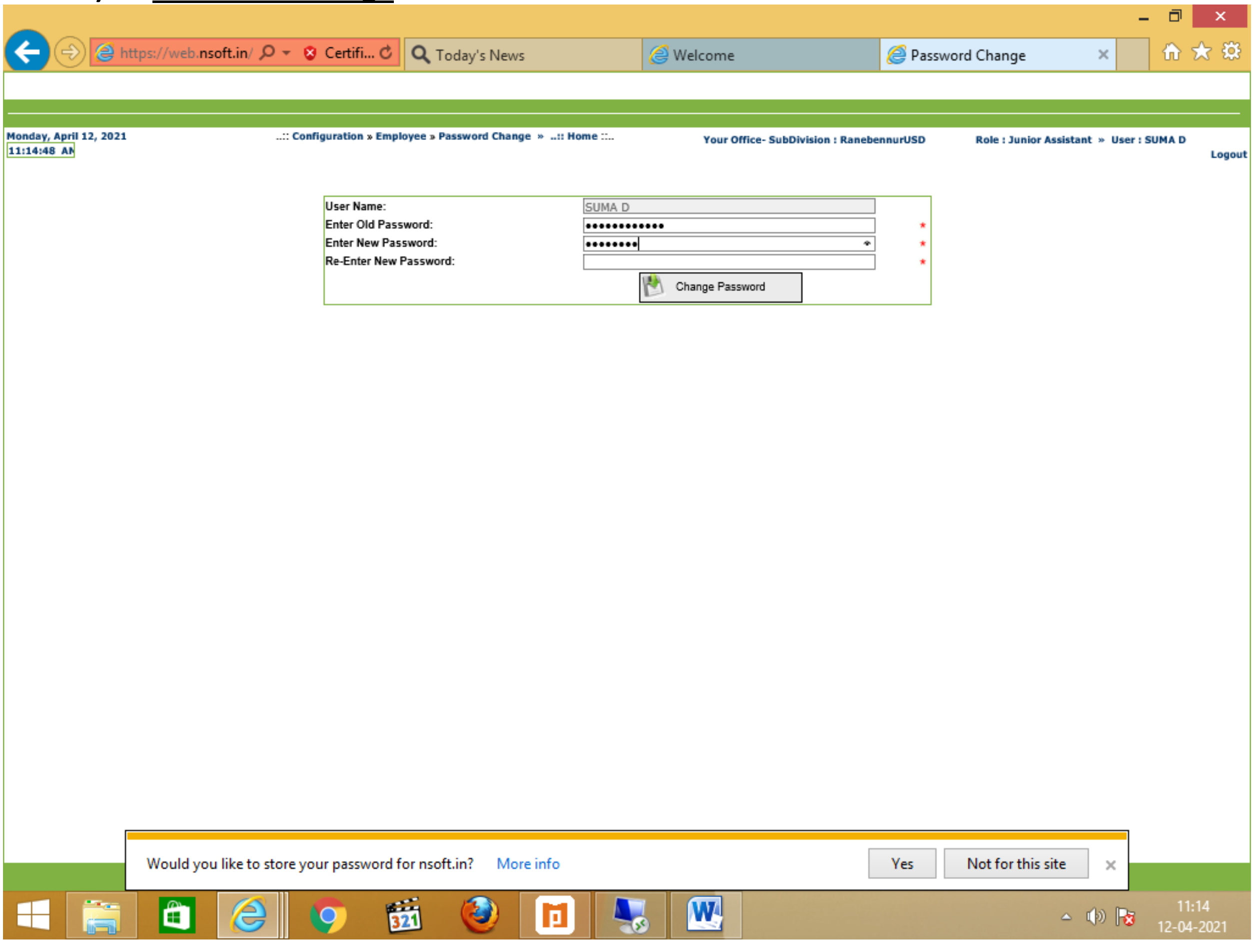


Fig 1.2 Screen shot showing Password Change Screen

If password is forgotten you can request your password by providing your Old Password. then enter your new password and Confirm the password by re-entering it. Hence Password gets changed Fig 1.2 showing the screen shot of Password Change

Steps to Follow:

1) Enter Username
2) Enter old password
3) Enter new password
4) Re-Enter new password
5) Click on Change password

1) Configuration

2.1) Location Settings

Area Master

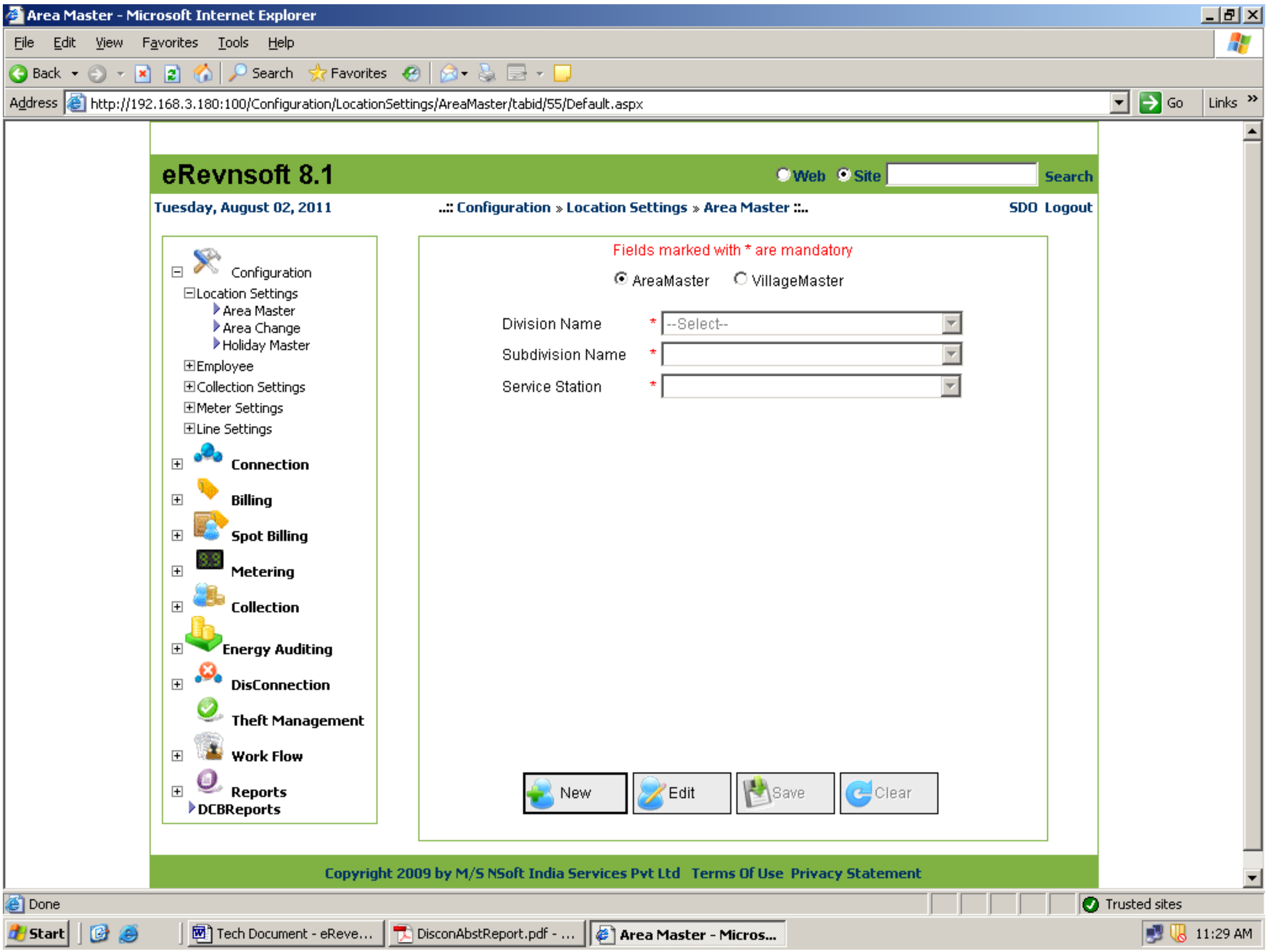


Fig 2.1.1.1 Screen shot showing Area Master Screen.

Area Master screen is used to add & change the area of consumers. Fig 2.1.1.1 shows the screen shot of Area Master screen

Steps to Follow:

1) Go to Configuration → Location Setting→ Area Master.
2) In Area Master Screen there are two radio buttons options 1) Area Master 2) Village Master

Area Master: -

3) If user wants to add new area then click on new button or else if he wants to edit the area then click on edit button.
4) If user want to add a new area then Select division name, subdivision name, and service station name & Type the one or more area name which user want to add. if the urban flag is check means area belong to the urban place, if not checked that means area belong to the rural place.
5) If user want to edit the existing area then select division name, subdivision name, service station name, area name then modified the area name and urban flag.

6) Click on save to save the entered data
7) Click on Clear button then all fields value is empty.after that add new record or edit saved record.
8) Repeat step 3 to 6.

2.1.1.2) Village Master

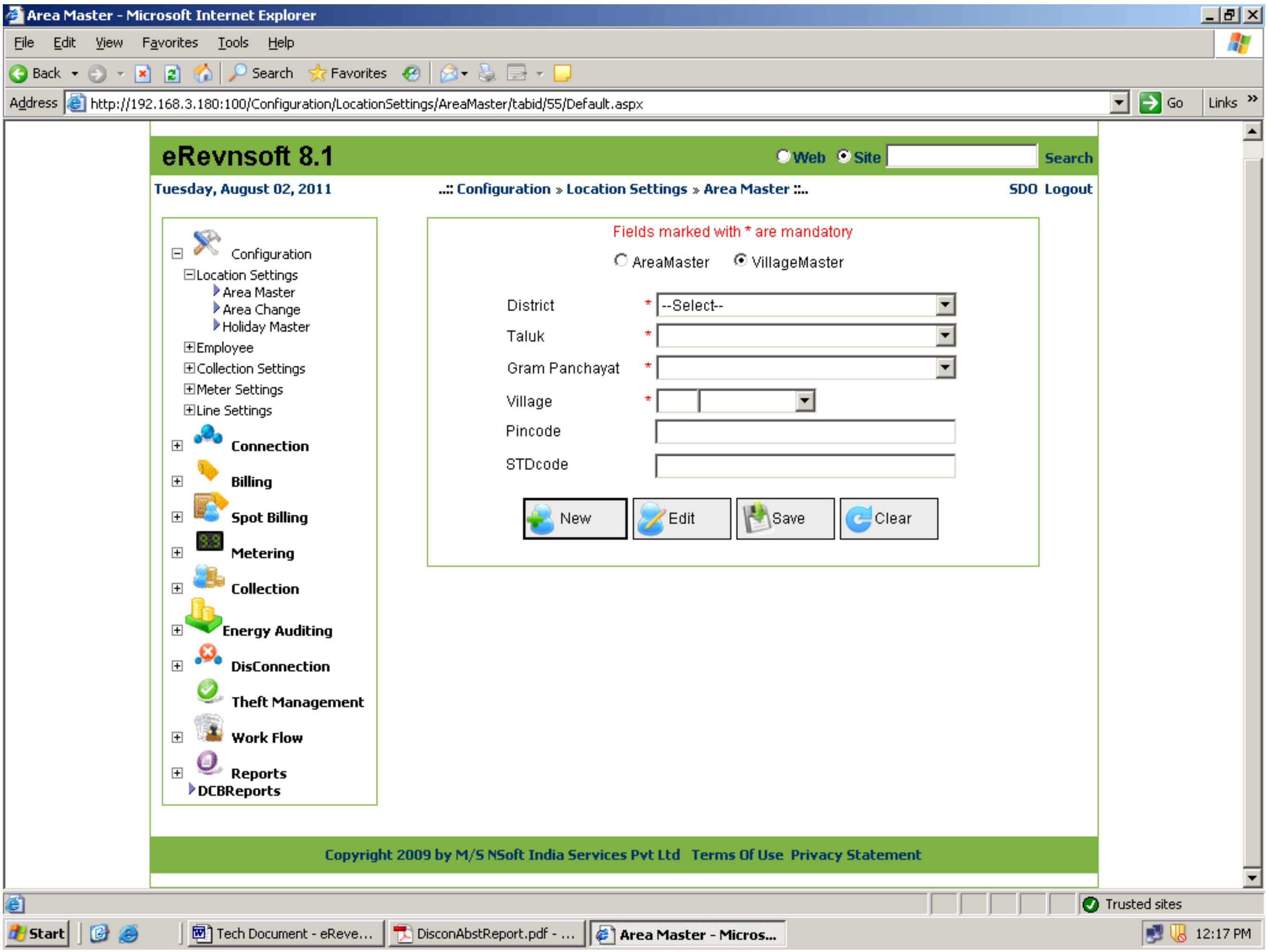


Fig 2.1.1.2 Screen shot showing Village Master Screen.

Village Master screen is used to add & change the village of consumers. Fig 2.1.1.2 shows the screen shot of Village Master screen

Steps to Follow:

1) Go to Configuration → Location Setting→ Area Master.
2) In Area Master Screen there are two radio buttons options 1) Area Master 2) Village Master

Village Master: -

3) If user wants to add new area then click on new button or else if he wants to edit the area then click on edit button.
4) If user want to add a new village then Select District, Taluk, Gram Panchayat & Type the Village name, Pin Code & STD Code which user want to add..
5) If user want to edit the existing village then select District, Taluk, Gram Panchayat, Village name, which user want to edit.
6) Click on save to save the entered data

7) Click on Clear button then all fields' value is empty. After that add new record or edit saved record.
8) Repeat step 3 to 6.

2.1.2.1) Area Change for Single Connection

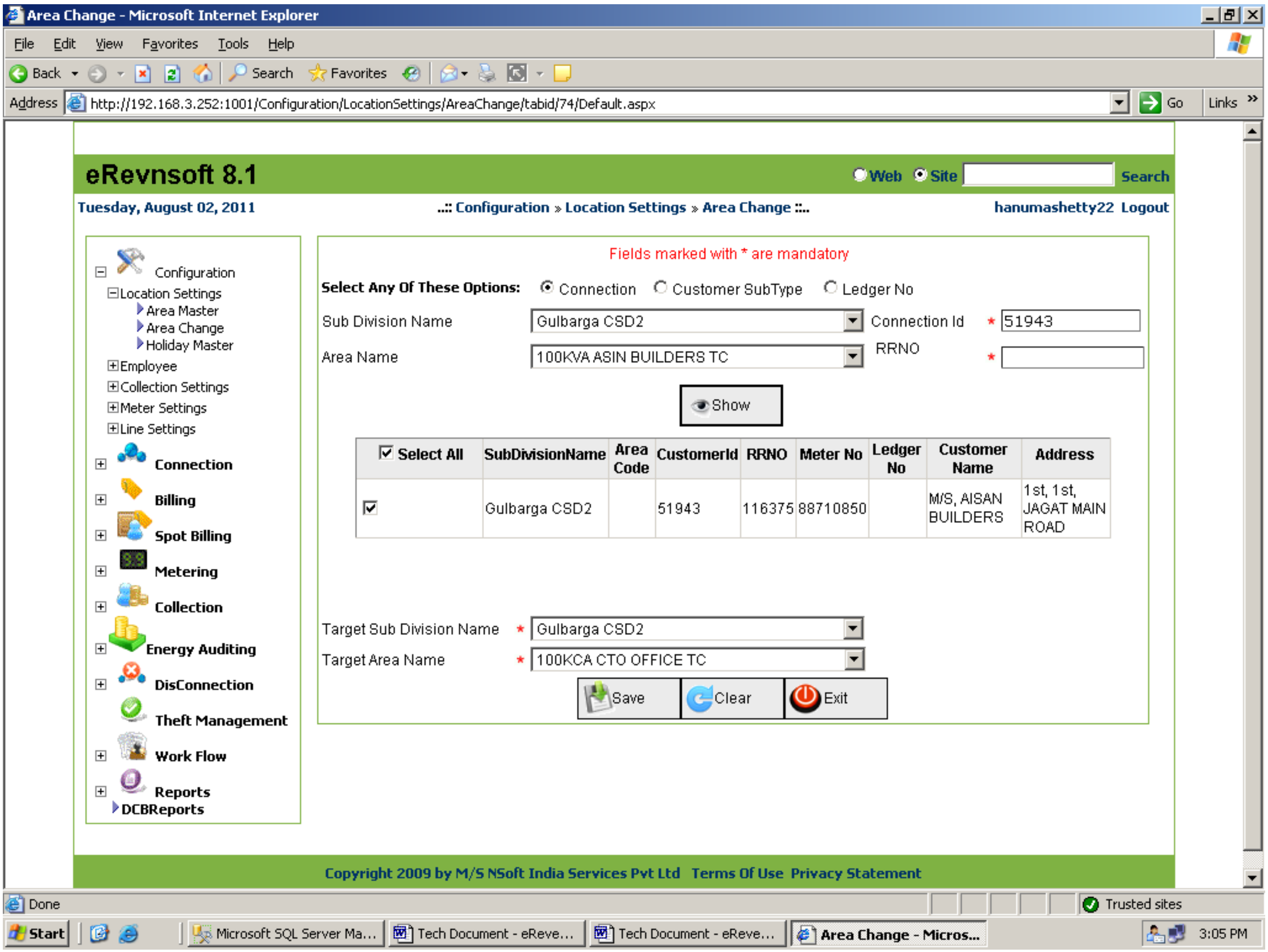


Fig 2.1.2.1 Screen shot showing Area Change for Single Connection

This screen is used to Change the area of single connection from one area to another area. Fig 2.1.2.1 shows the screen shot of Area change for single Connection

Steps to Follow:

1) Go to Configuration → Location Setting→ Area Change
2) Select Radio button Connection and click on New to add new record
3) Select Subdivision name and Area name of the Connection.
4) Enter Connection ID or RRNo and click show to view the area details of the Connection.

5) Select Target Subdivision Name and Target Area name to which connection has to be transferred.

6) Click on Save to save the record entered

2.1.2.2) Area Change for Sub Tariff

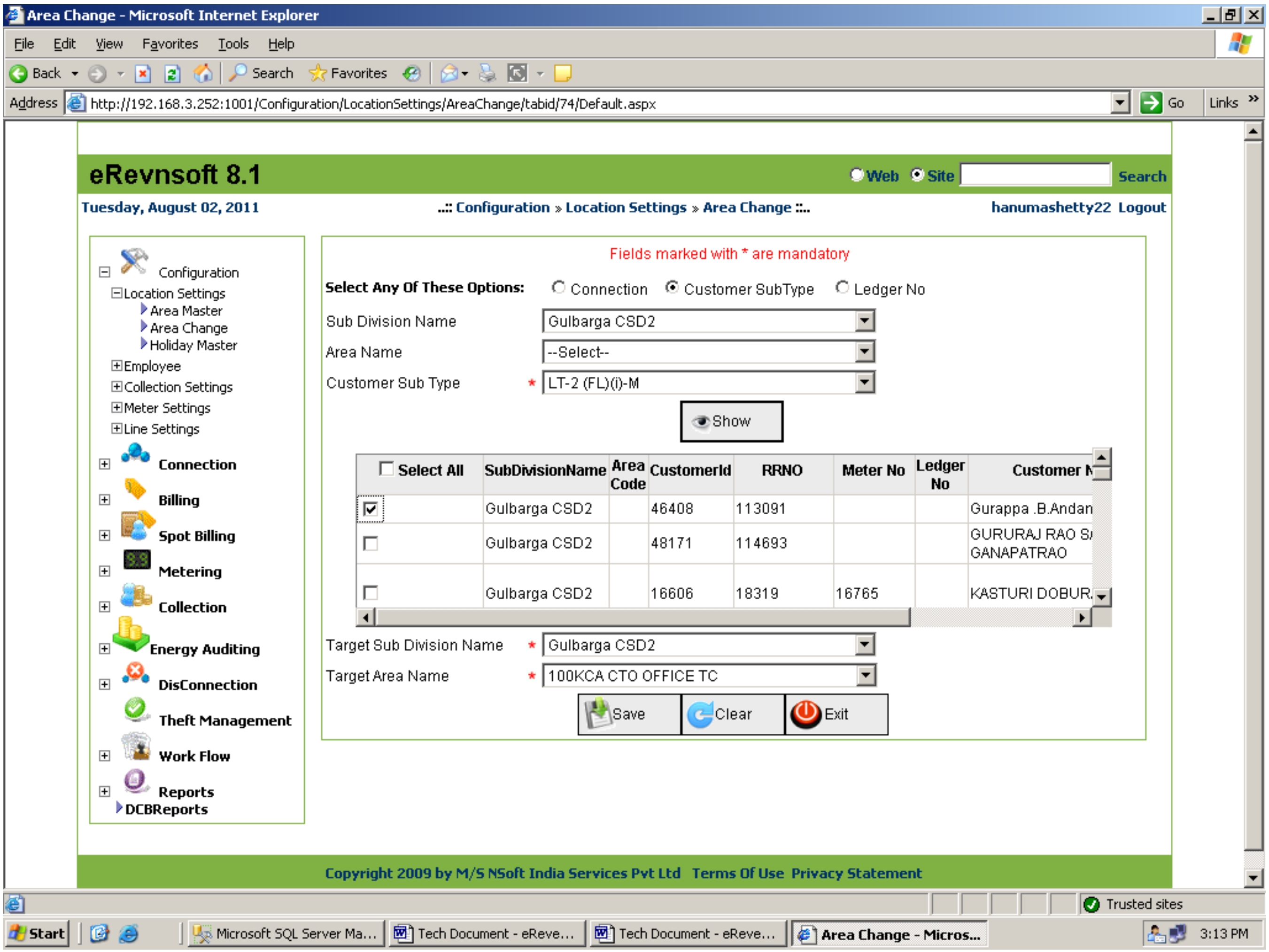


Fig 2.1.2.2 Screen shot showing Area Change for Customer Sub Type

This screen is used to Change the area of all the connections of any particular sub tariff within selected area to another area. All Installations of any particular sub tariff in that area can be moved to particular area within the Subdivision Fig 2.1.2.2 show the screen shot of Area change for Sub Tariff

Steps to Follow:

1) Go to Configuration → Location Setting→ Area Change

2) Select Radio button Customer Sub Type and click on New to add new record

3) Select Subdivision name, Area name and Customer Sub type.

4) Click on Show to view the area details of the selected option

5) Click on Select All button to transfer all Installations or select individual connection.

6) Select Target Subdivision Name and Target Area name to which the selected Installations has to be transferred

7) Click on Save to save the record selected.

2.1.2.3) Area Change For Ledger No

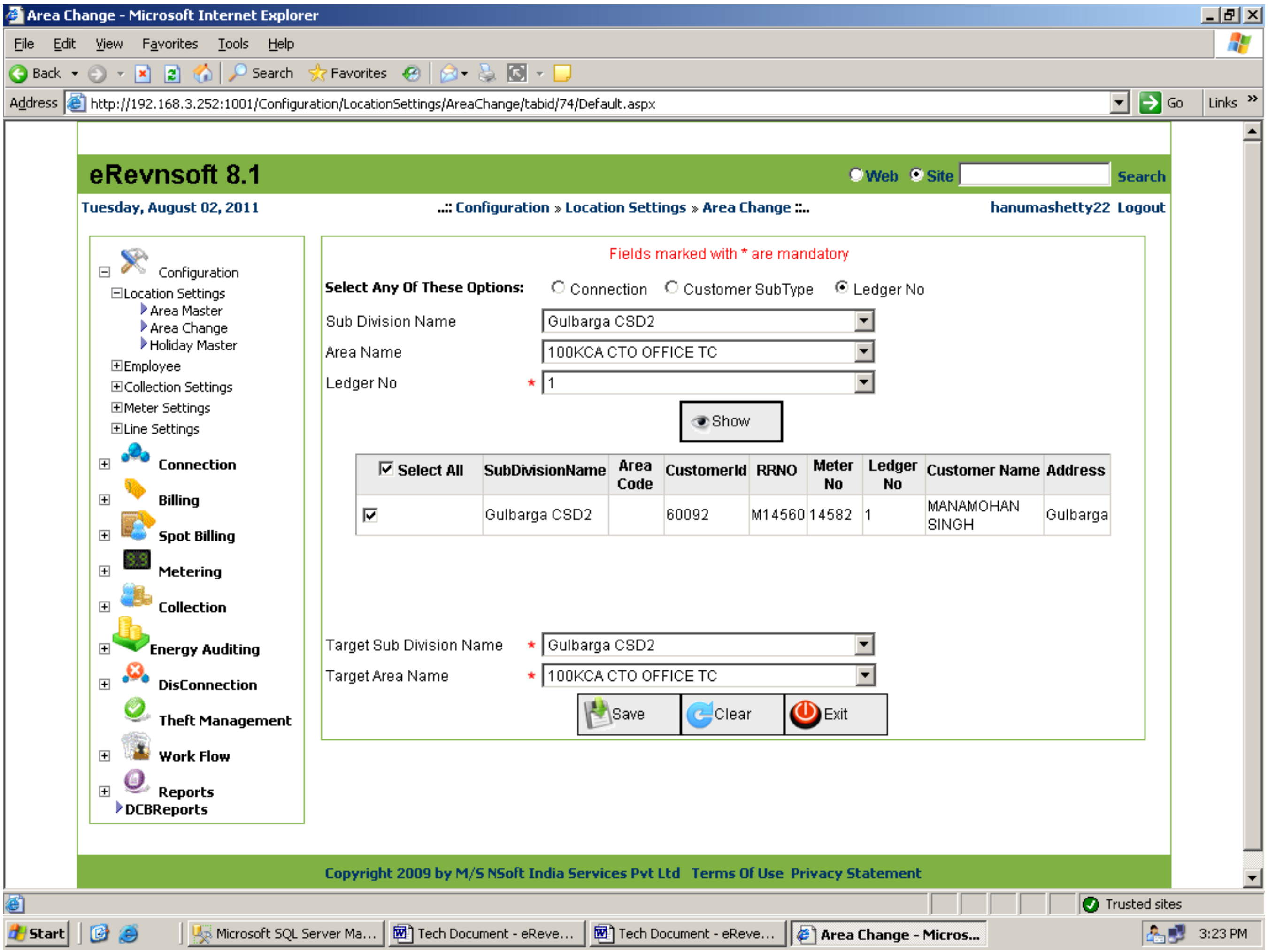


Fig 2.1.2.3 Screen Shot Showing Area Change For Ledger No

This screen is used to Change the area of all the connections of any particular Ledger within selected area to another area. All Installations of any particular Ledger in that area can be moved to particular area within the Subdivision Fig 2.1.2.3 show the screen shot of Area change for Ledger No

Steps to Follow:

1) Go to Configuration → Location Setting→ Area Change
2) Select Radio button Ledger No and click on New to add new record
3) Select Subdivision name, Area name and Ledger No.
4) Click on Show to view the details of the selected option
5) Click on Select All button to transfer all Installations or select individual connection.

6) Select Target Subdivision Name and Target Area name to which the selected Installations has to be transferred
7) Click on Save to save the record selected.

2.1.3) <u>Holiday Master</u>

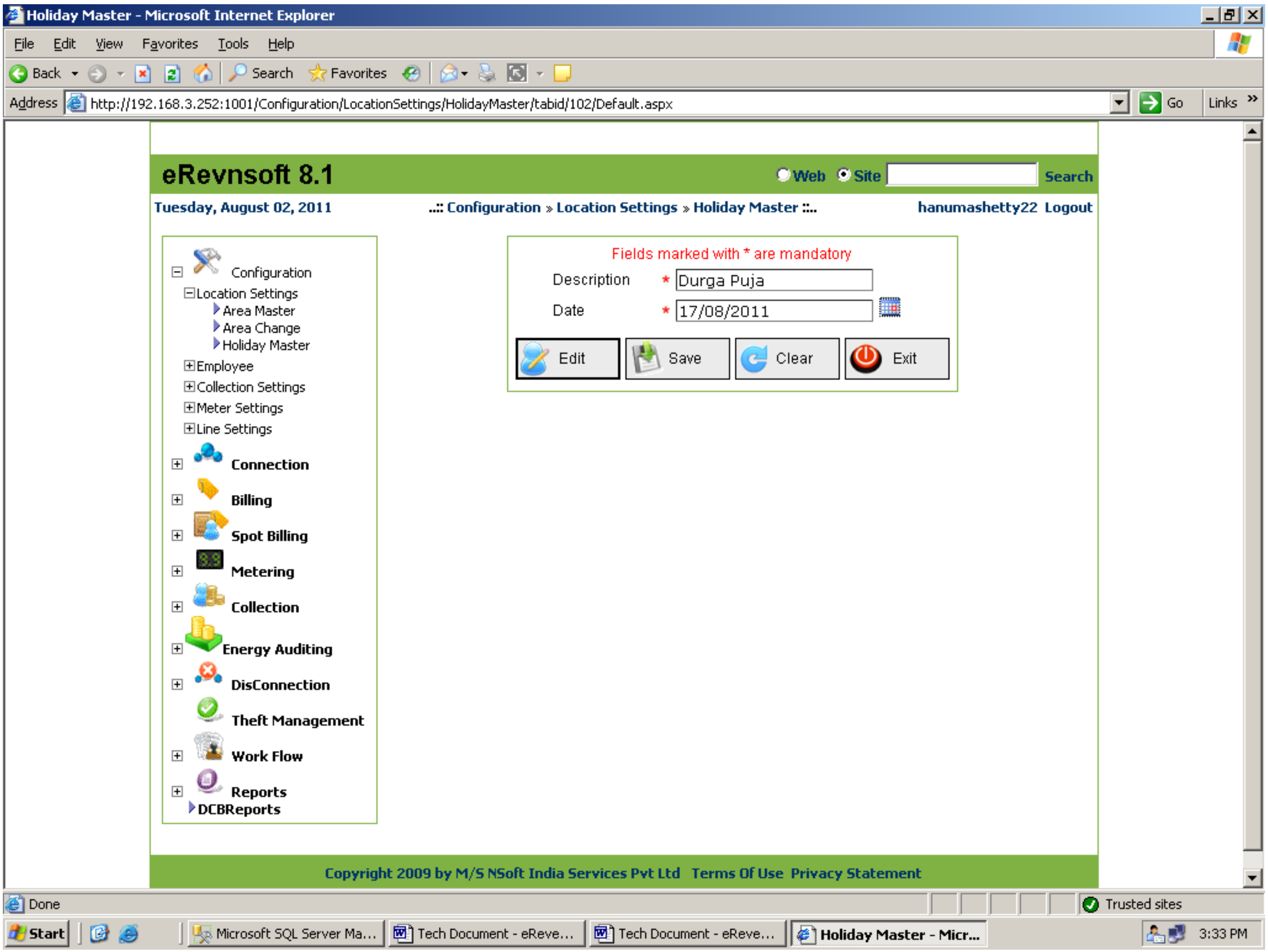


Fig 2.1.3 Screen shot showing Holiday Master Screen

Steps to follow:

1) Go to Configuration → Location Setting→ Holiday Master
2) Enter Description of the Holiday and date.
3) Click on Save to save the record.
4) Click on Edit to change the existing Holiday details
5) Click on Save to save the changed record.

2.1.4) GP Master

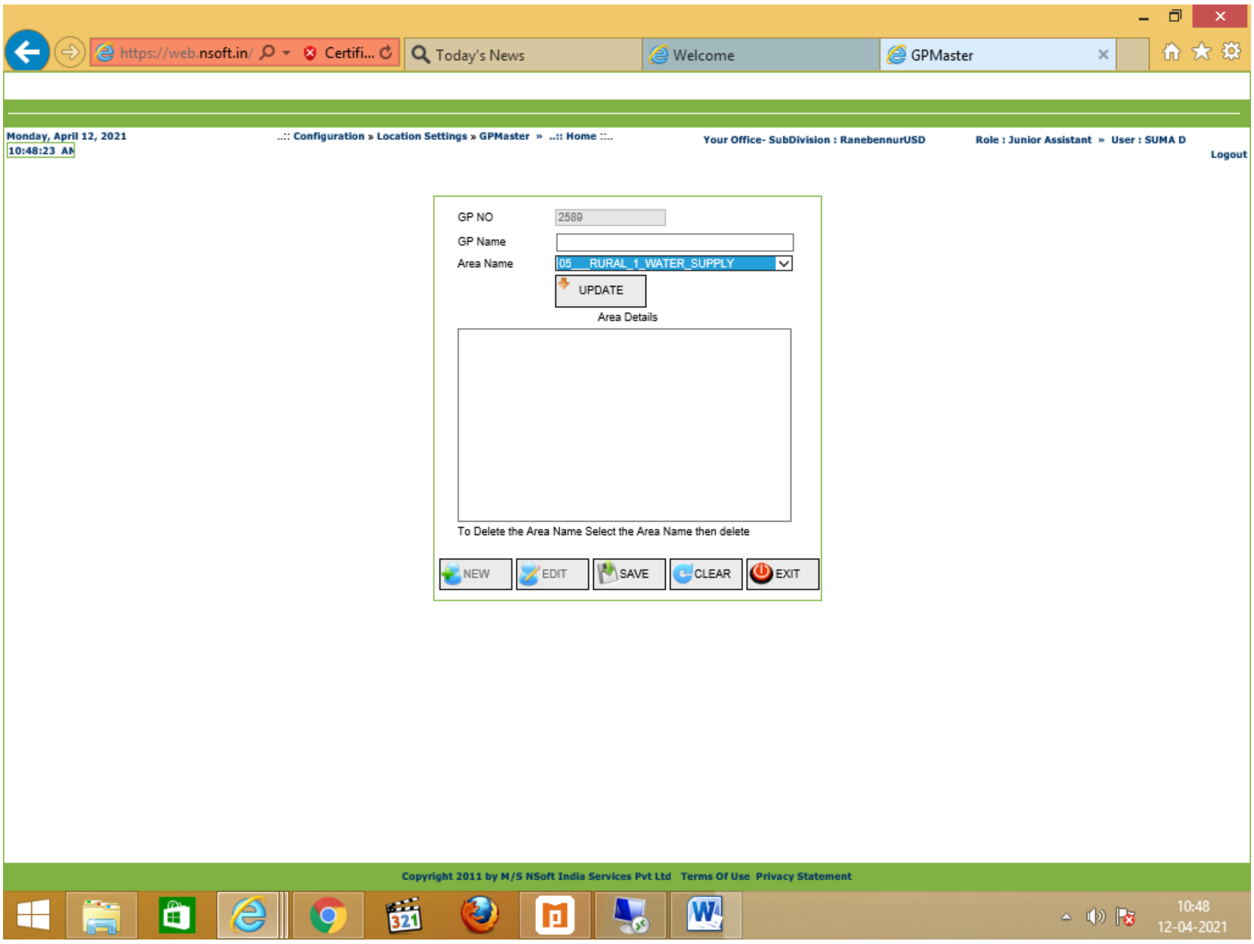


Fig 2.1.4 Screen shot showing GP Master Screen

Steps to follow:

1) Go to Configuration → GP Master
2) Click on new to add
3) GP No gets Automatically loaded
4) Enter GP Name
5) Select area name
6) Click on update button area details get updated
7) To delete, select area name and click on delete
8) Click on Save to save the entered details
9) Click on Edit button
10) Select GP Name
11) Select Area Name
12) Modify the changes required

13) Click on Update button to Update the details
14) Click on Clear button to clear the entered details

2.1.5) Line Man Master

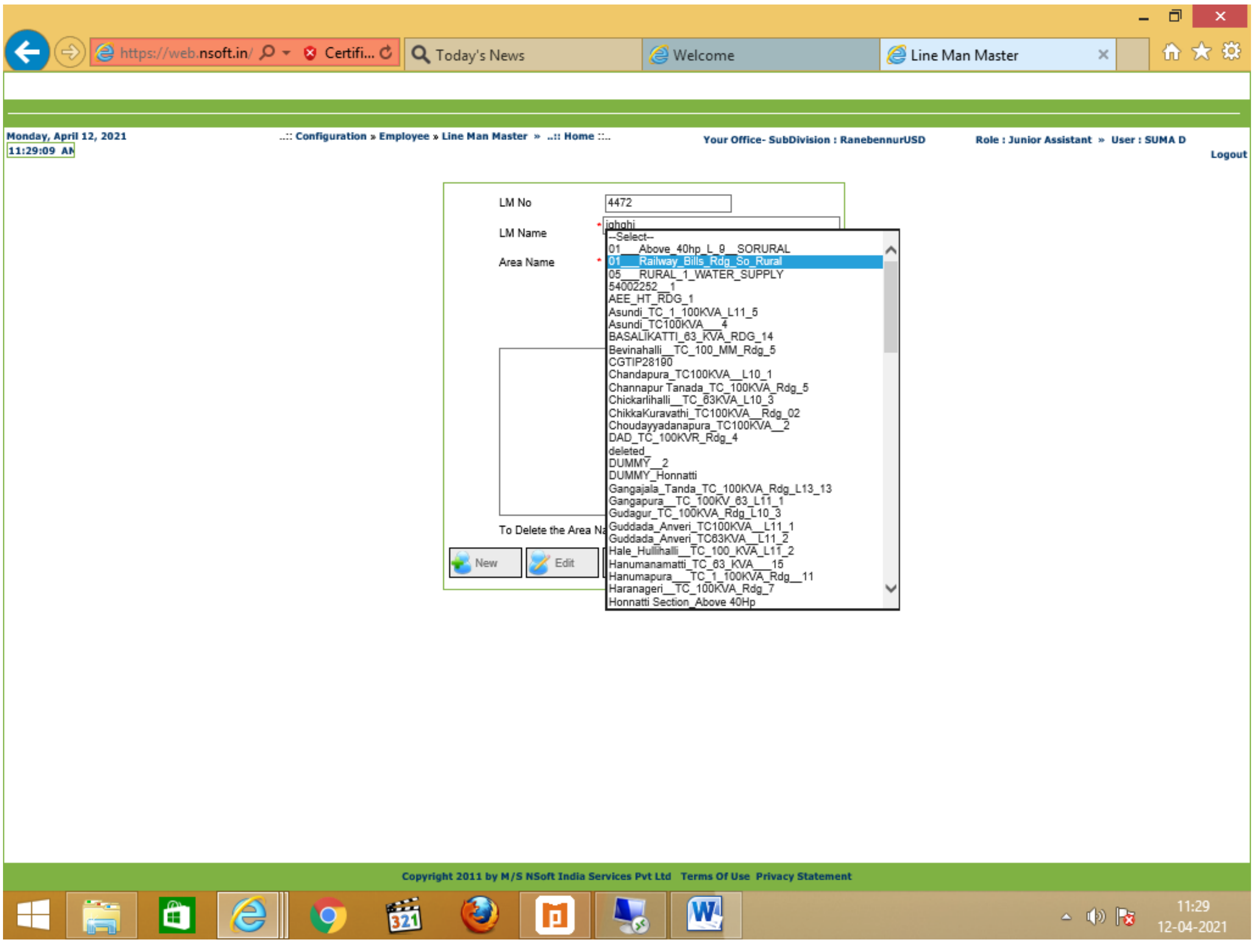


Fig 2.1.5 Screen shot showing Line Man Master Screen

Steps to follow:

1) Go to Configuration → Line Man Master
2) Click on new to add
3) GP No gets Automatically loaded
4) Enter LM No
5) Enter LM Name
6) Select Area name
7) Click on update button area details get updated
8) To delete, select area name and click on delete
9) Click on Save to save the entered details
10) Click on Edit button

11) Select LM NO
12) Select LM Name
13) Select Area Name
14) Modify the changes required
15) Click on Update button to Update the details
16) Click on Clear button to clear the entered details

2.1.6) DTC Mapping

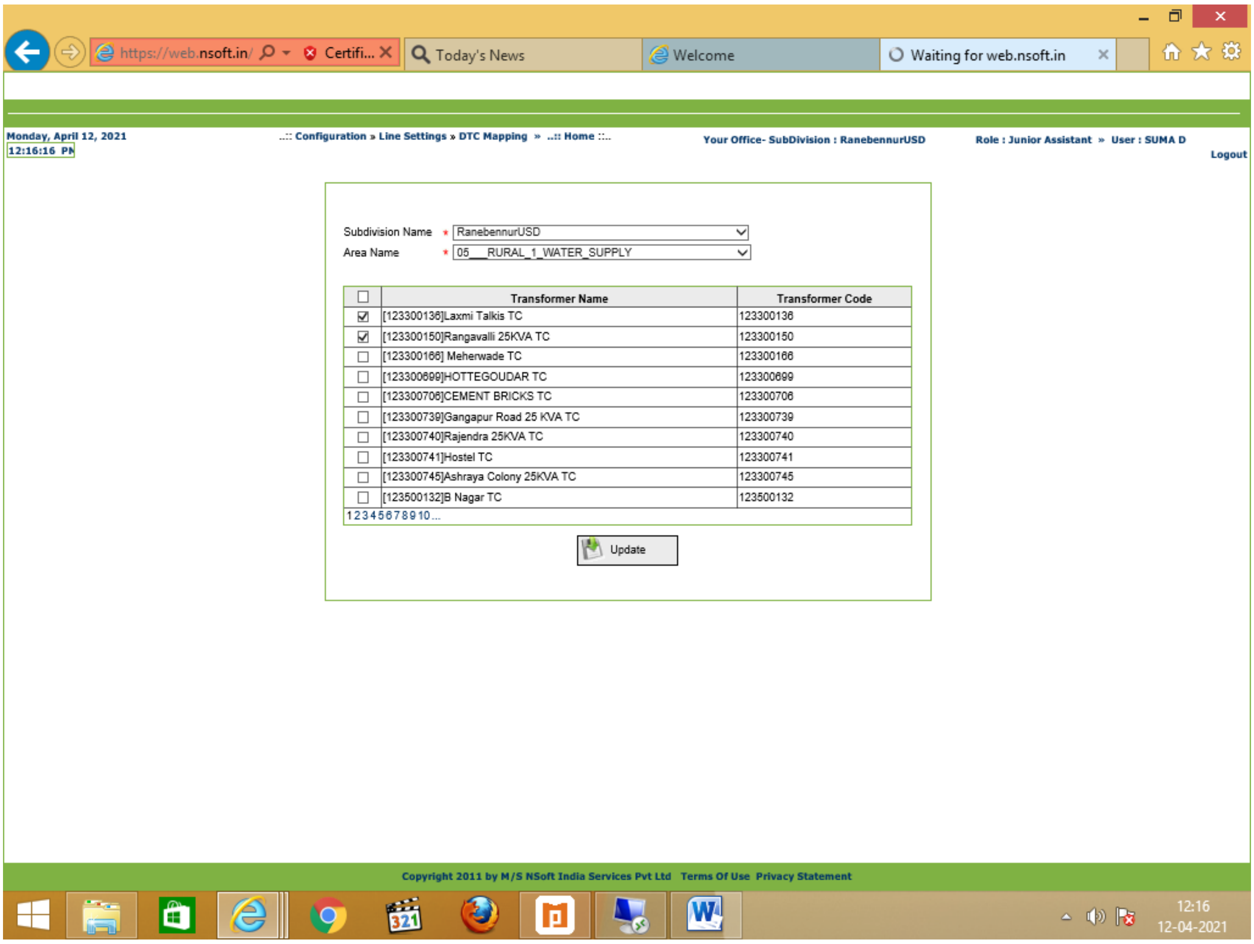


Fig 2.1.6 Screen shot showing DTC Mapping Screen

Steps to follow:

1) Go to Configuration → DTC Mapping
2) Select Sub Division Name
3) Select Area Name
4) Select one transformer
5) Click on update button

2.1.7) DTC Transfer

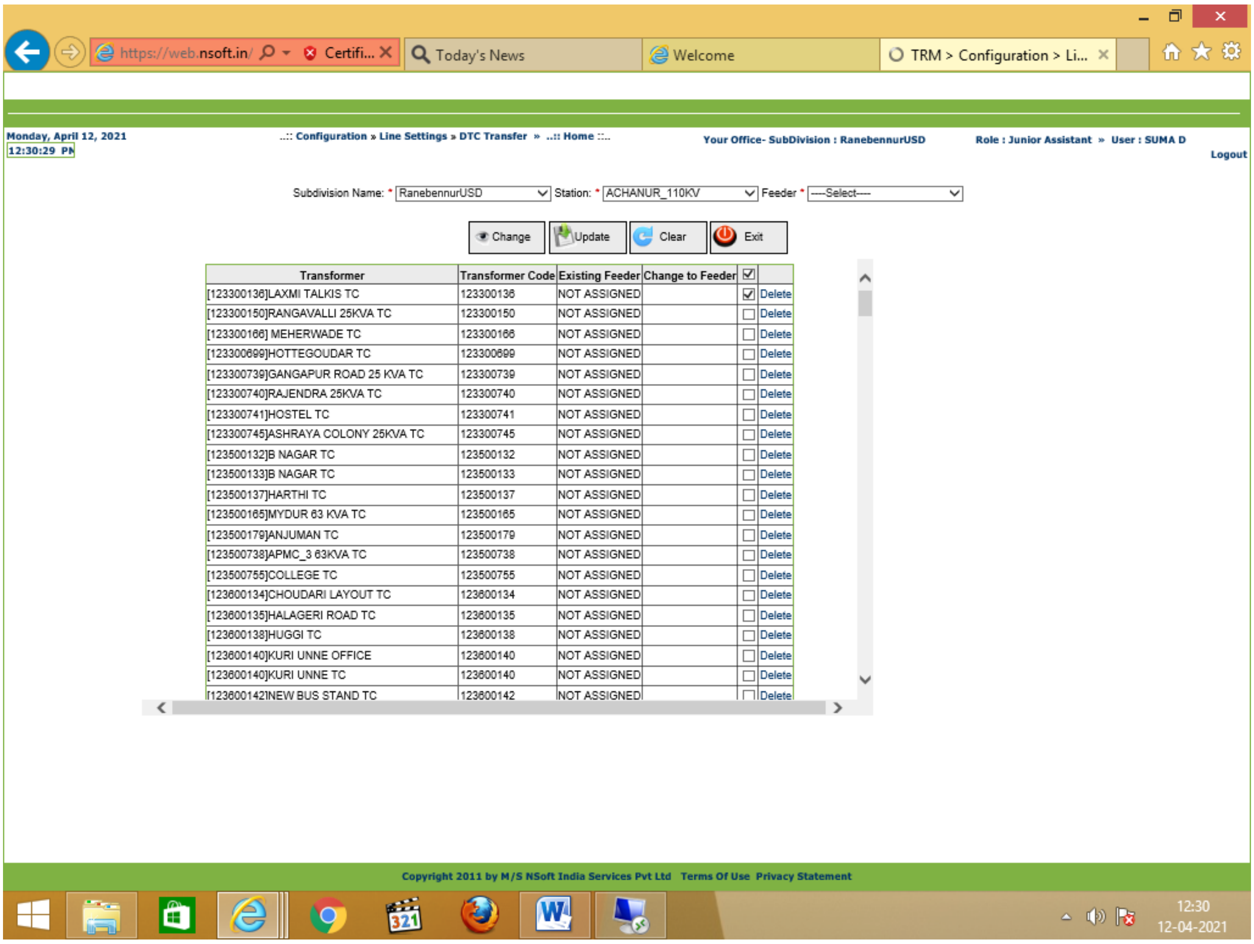


Fig 2.1.7 Screen shot showing DTC Transfer Screen

Steps to follow:

1) Go to Configuration → DTC Transfer
2) Select Sub Division Name
3) Select Station
4) Select Feeder
5) Click on Change
6) Click on update button it updates the entered data
7) Click on Clear button it clears the entered details

2.1.8) Report File Download

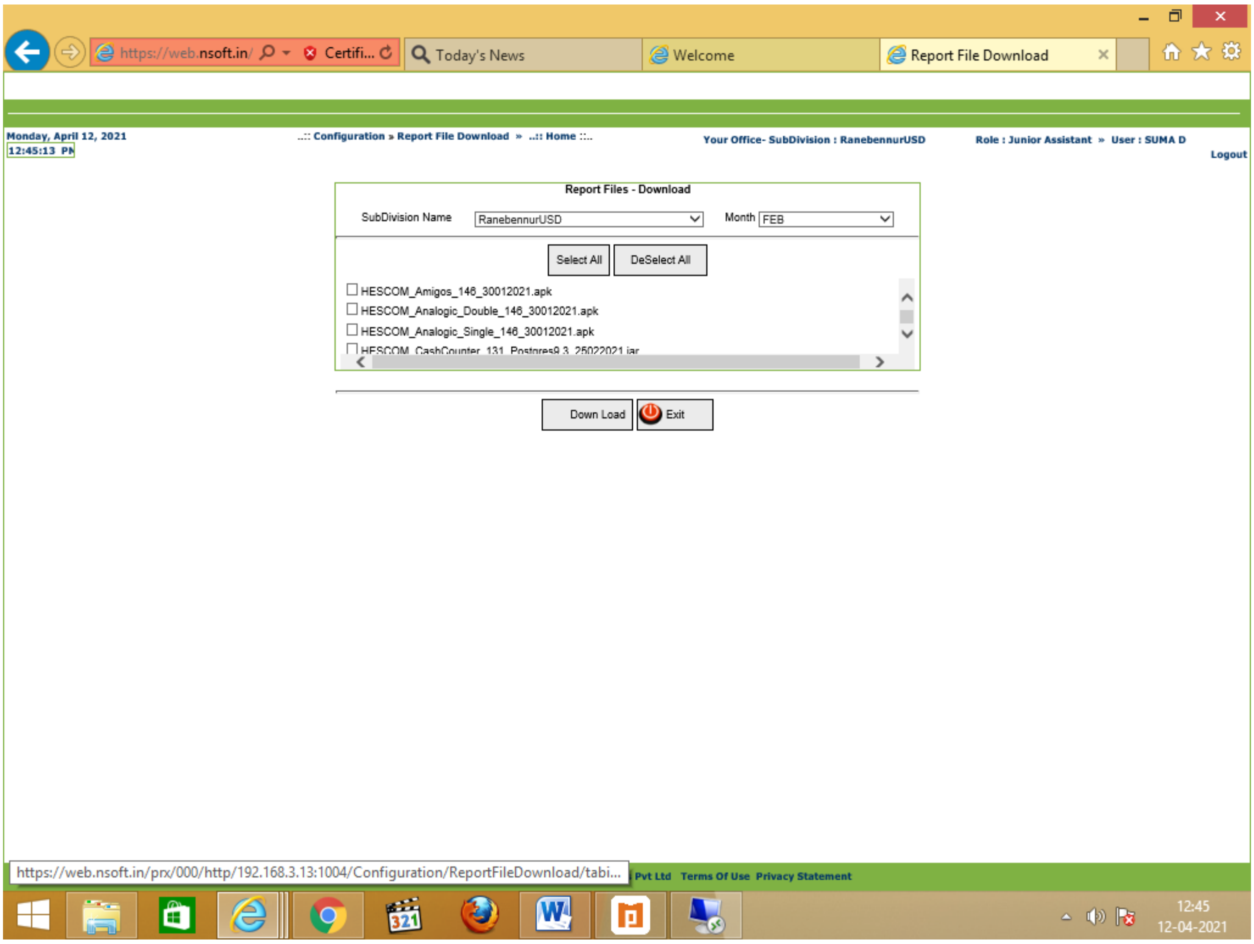


Fig 2.1.8 Screen shot showing Report File Download Screen

Steps to follow:

1) Go to Configuration → Report File Download
2) Select Sub Division Name
3) Select Month
4) Click on Select all checkbox
5) Click on De-select all Checkbox
6) Select the file and click on Download
7) **2.1.9) MAC ID Registration**

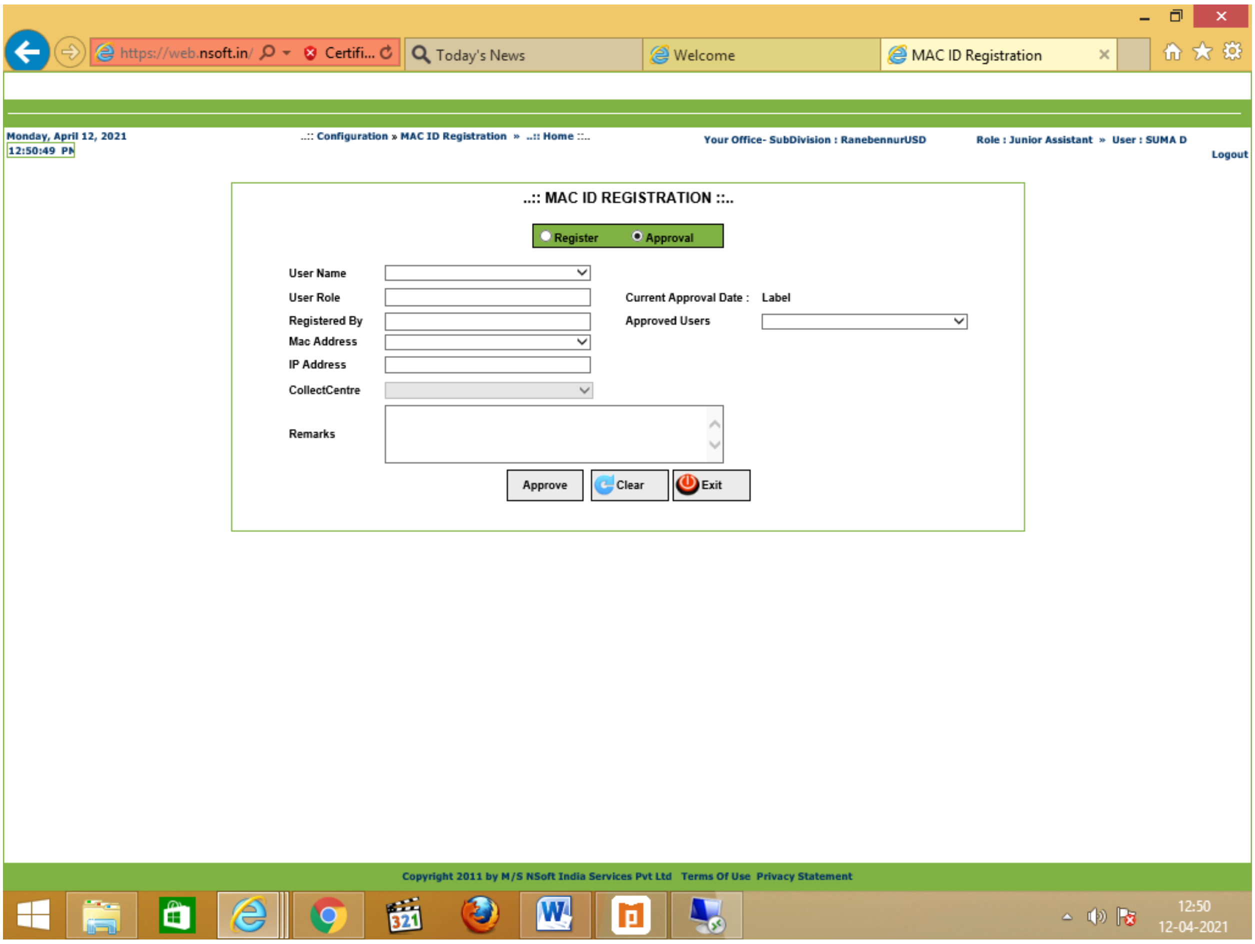


Fig 2.1.9 Screen shot showing MAC ID Registration Screen

Steps to follow:

1) Go to Configuration → Mac Id Registration
2) Two Radio buttons

   1.Register 2.Approval
3) Select User Name
4) Enter User Role
5) Enter Registered By
6) Select Mac Address
7) Enter IP Address
8) Select Collect Centre
9) Select Approved User
10) Enter Remarks
11) Click on Approve button

12) Click on Clear to clear all the entered details

2.1.10) Master Mapping

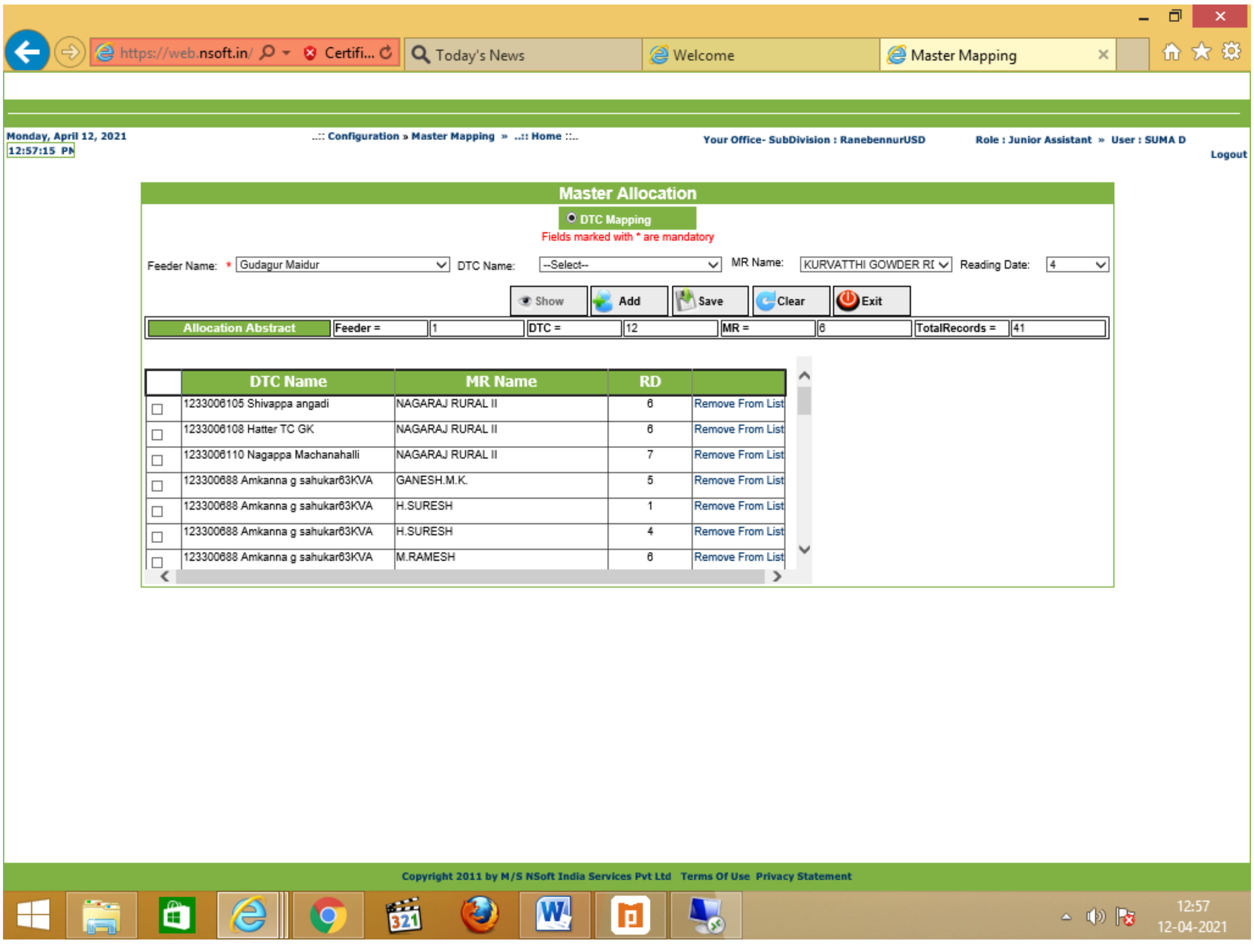


Fig 2.1.10 Screen shot showing Master Mapping Screen

Steps to follow:

1) Go to Configuration → Master Mapping Screen
2) One Radio button

   1.DTC Mapping
3) Select Feeder Name
4) Select DTC Name
5) Select MR Name
6) Select Reading Date
7) Click on show button to view the details
8) Click on Add button to add new details
9) Click on save to save all the entered details

10) Select DTC Name Check box and click on Remove from list
11) Click on Clear button to clear the entered details

2.2) Employee

2.2.1) Staff Master

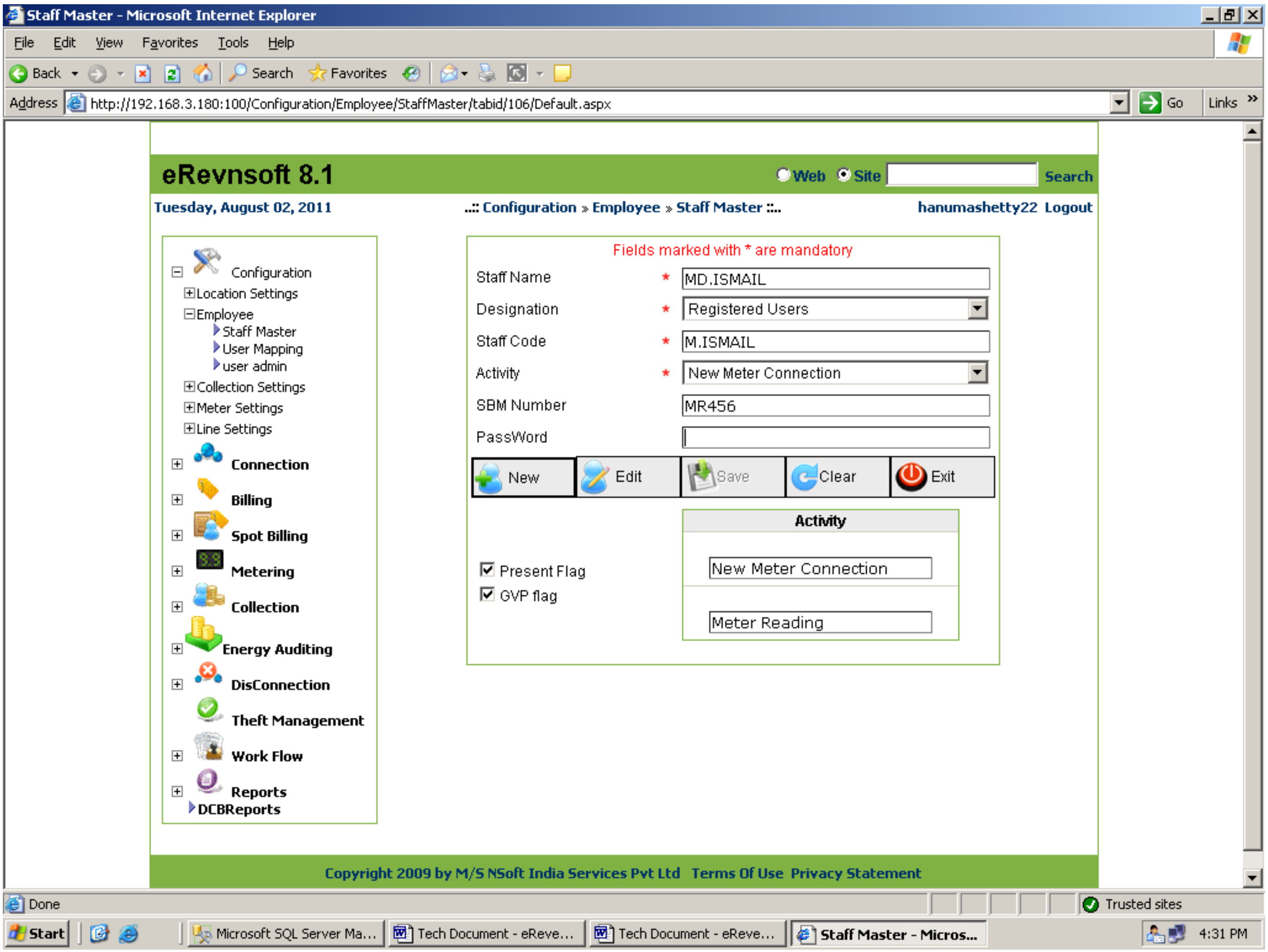


Fig 2.2.1 Screen shot showing Staff Master Setting Screen

Staff Master screen is used to create new staff and assign the role or edit the existing staff and assign the role to the existing staff. It allows password Protection – supervisory level for functions of starting and closing the meter reading. Fig 2.2.1 shows the screen shot of Staff Master for new meter reader entry..

Steps to follow:

1) Go to Configuration → Employee → Staff Master

2) Click on New to enter New record
3) Enter the Staff Name
4) Select the Designation
5) Enter the Staff Code
6) Select the activity of the staff
7) Enter SBM Number and password
8) Select the Flags for GVP or Present Flag
9) Click on Save to save the entered record
10) Click on Edit to change the existing staff record.
11) Select/Enter the changes required.
12) Click on Save to save the edited record.

2.2.2) User Mapping

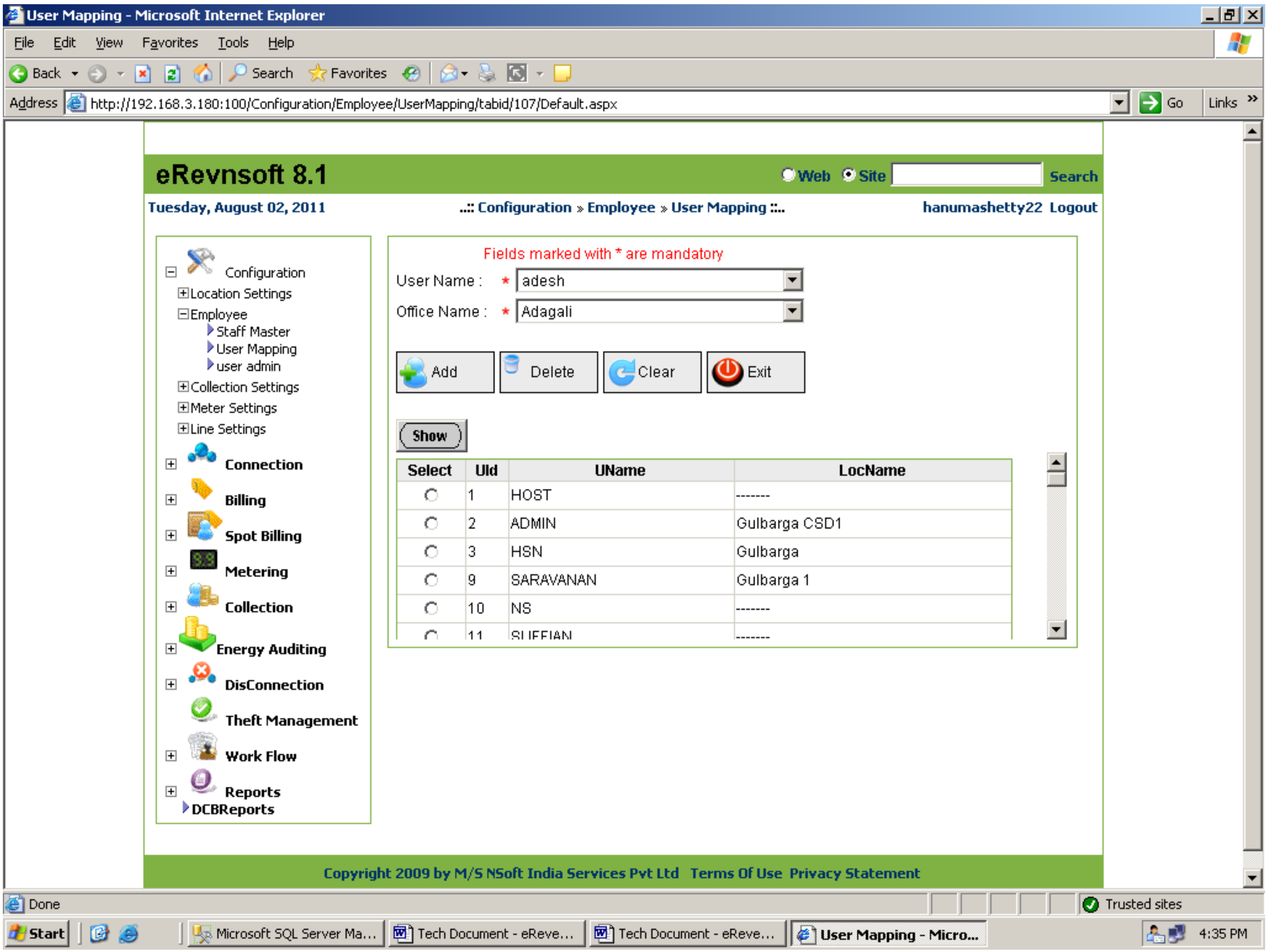


Fig 2.2.2 Screen shot showing User Mapping Screen

User Mapping screen is used to assign/remove any user to the particular location .Fig 2.2.2 shows the screen shot of User Mapping Screen

Steps to follow:

1) Go to Configuration → Employee→ User Mapping
2) Select User Name and Office Name
3) Click on Show All to view all records
4) Click on Add to add the select user to selected office
5) Click on Delete to delete selected record from selected office

2.2.3) User Admin

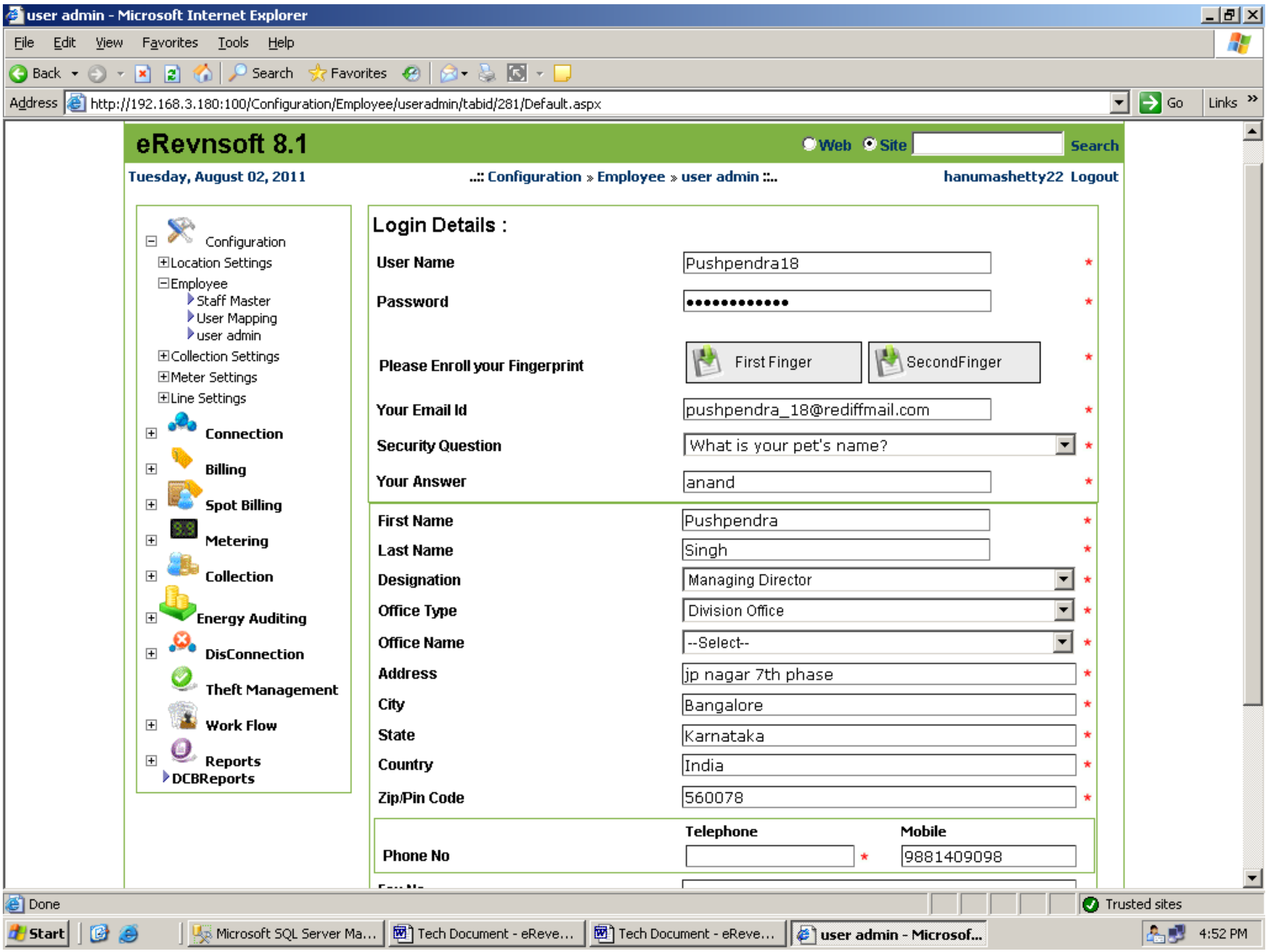


Fig 2.2.3 Screen shot showing User Admin Screen

User Admin screen is used to create a new user to the particular location .Fig 2.2.3 shows the screen shot of User Admin Screen

Steps to follow:

1) Go to Configuration → Employee→ User Admin
2) Enter all the fields in the page.
3) Click save button

2.3) Collection Setting

2.3.1) Collection Center

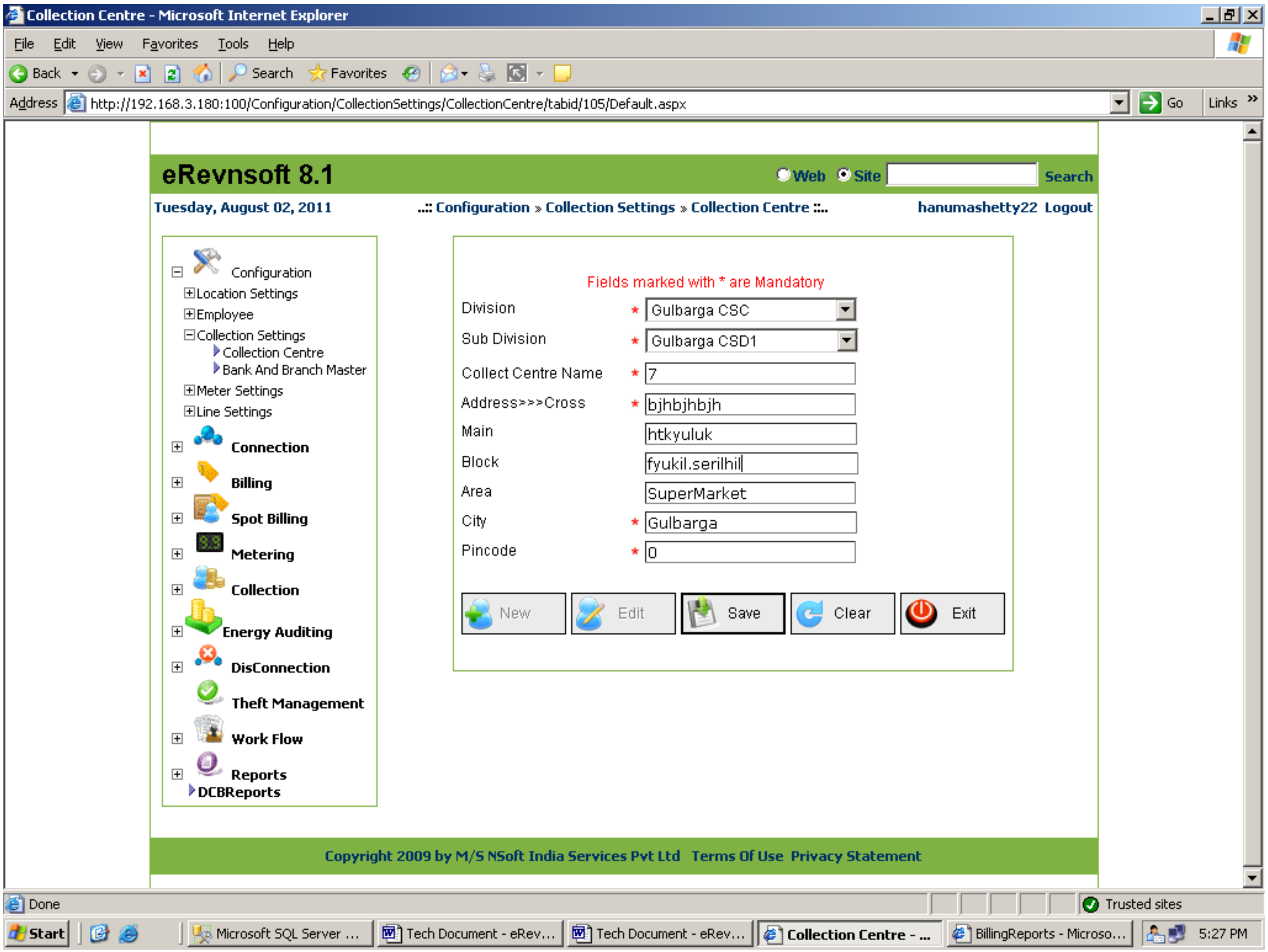


Fig 2.3.1 Screen shot showing Collection Center Screen

Collection Center Screen is used to create new collection centers and edit the Collection centers existing details. Fig 2.3.1 Screen shot showing Collection Center Screen

Steps to follow:

1) Go to Configuration → Collection Setting→ Collection Center
2) Click on New to add new record
3) Select Division Name and Subdivision Name.

4) Enter the Collect Center Name.
5) Enter Address, Main, Block, Area, City, Pin code.
6) Click on save to save the entered record .
7) Click on edit to change the existing record.
8) Existing record will be displayed
9) Enter the required changes required
10) Click on save to save the edited record

2.3.2) Bank And Branch Master

2.3.2.1) Bank Master

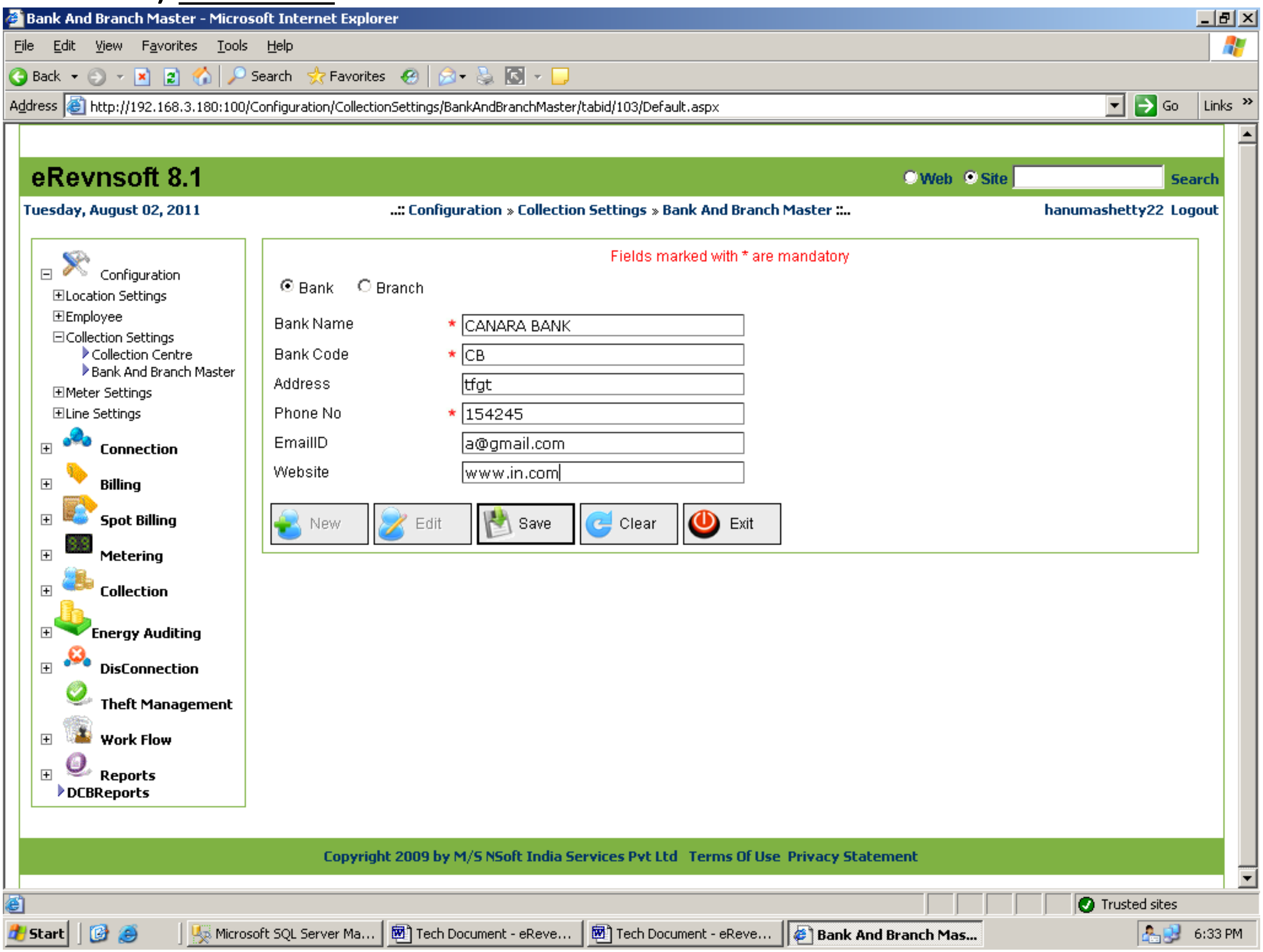


Fig 2.3.2.1 Screen shot Showing Bank Master Screen

Bank Master Screen is used to create new Bank or edit existing Bank details Fig 2.3.2.1 Screen shot of Bank Master Screen

Steps to follow:

1) Go to Configuration → Collection Setting→ Bank and Branch Master
2) Select the radio button Bank
3) Click on New to add new record
4) Enter the Bank Name and Bank code
5) Enter Address, Phone No and Email ID
6) Enter Bank Website
7) Click on save to save the entered record
8) To edit existing Bank details select radio button Bank and click on edit
9) Change the required changes to be made
10) Click on Save to save the edited record

2.3.2.2) Branch Master

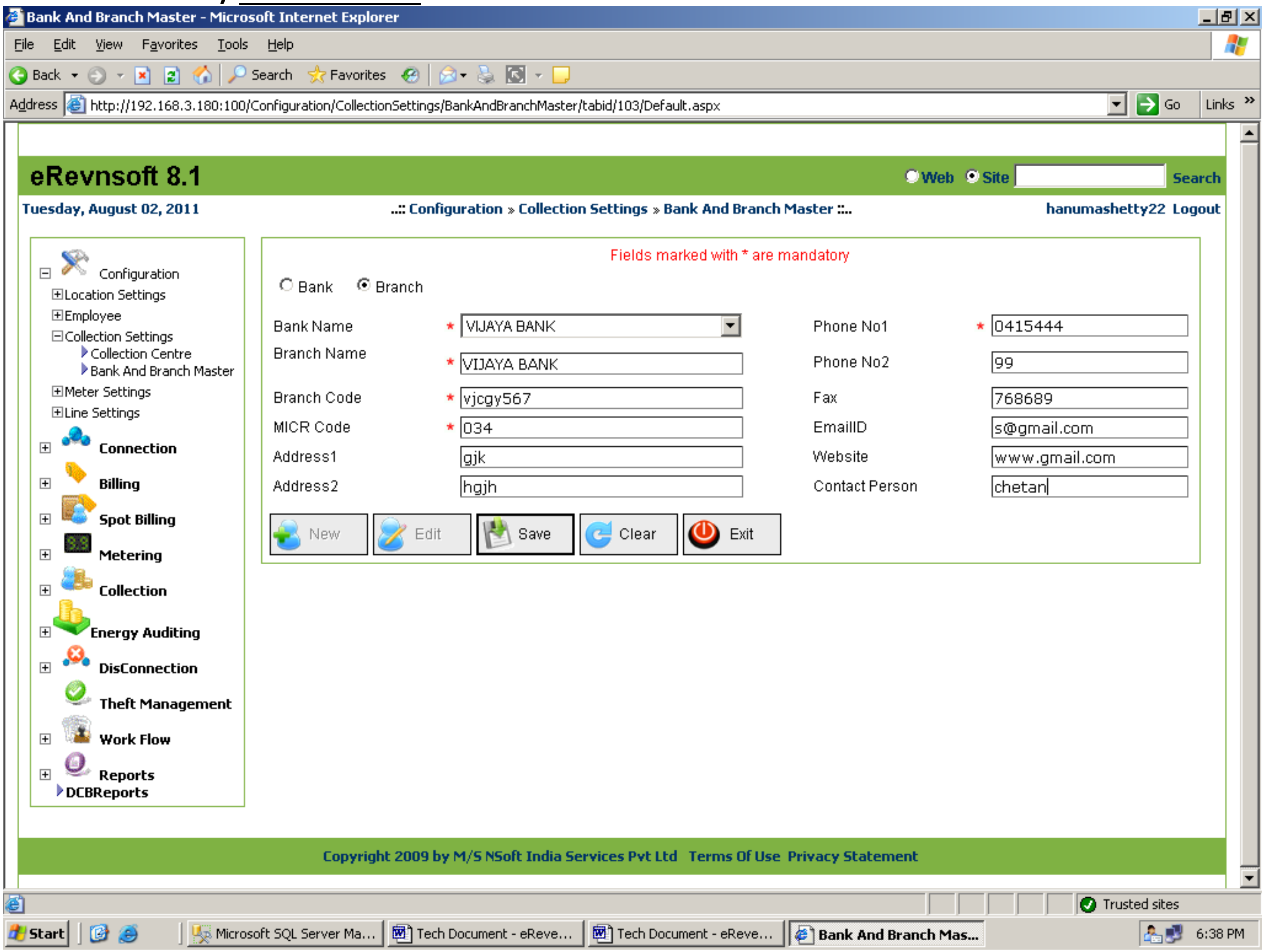


Fig 2.3.2.2 Screen shot showing Branch Master Screen

Branch Master Screen is used to create new Branch or edit existing Branch details Fig 2.3.2.2 Screen shot Branch Master Screen

Steps to follow:

1) Go to Configuration → Collection Setting→ Bank and Branch Master
2) Select the radio button Branch
3) Click on New to add new record
4) Select the Bank name in which Branch is to be created
5) Enter the Branch Name and Branch code
6) Enter Address, Phone No and Email ID
7) Enter Bank Website
8) Enter Name of the contact person
9) Click on save to save the entered record

2.4) Meter Setting

2.4.1) Meter Maker Master

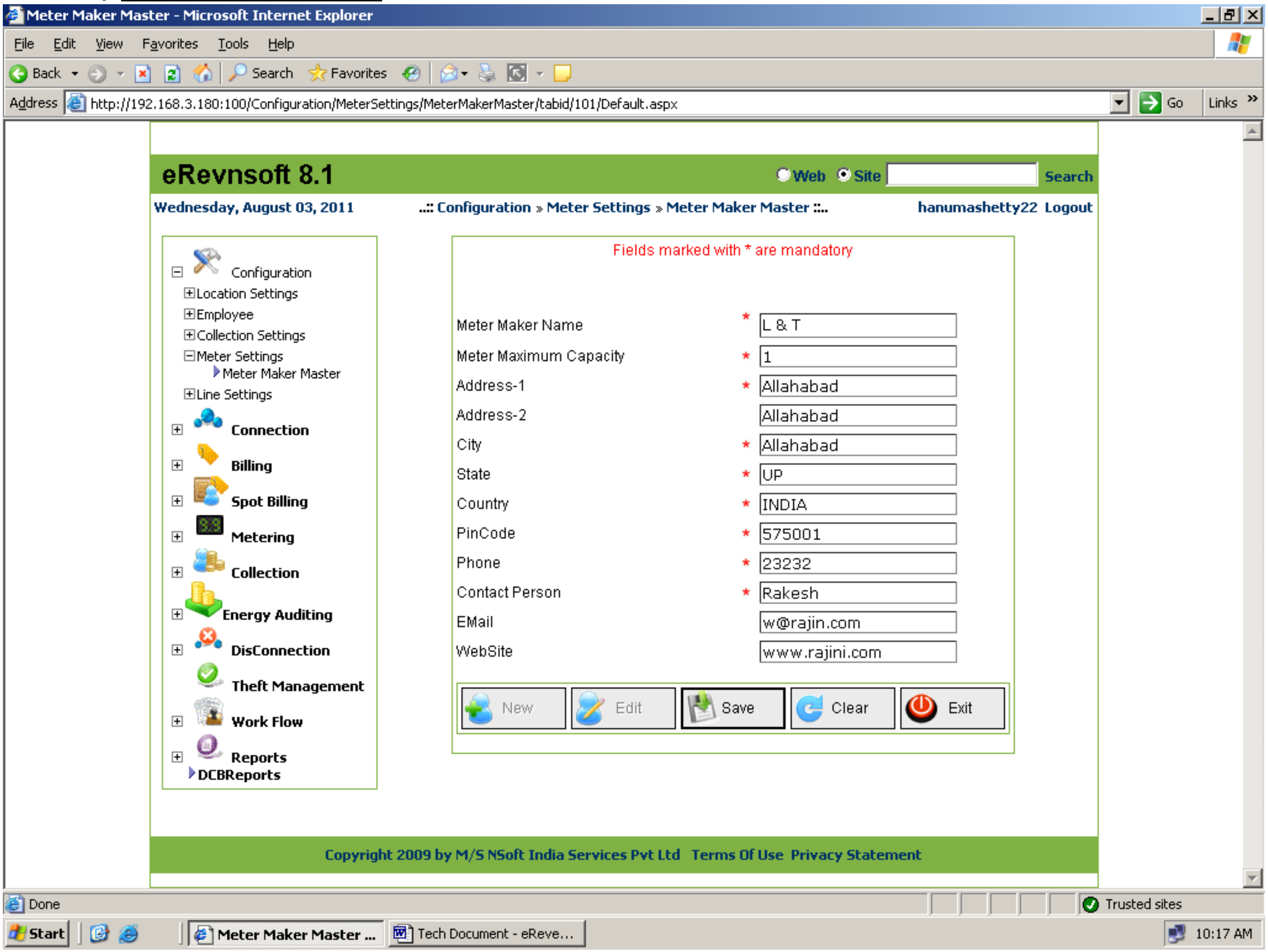


Fig 2.4.1 Screen shot showing Meter Maker Master Screen

Meter Maker Master screen is used to add new Meter Maker Details in to the database. Fig 2.4.1 Screen shot showing Meter Maker Master Screen

Steps to follow:

1) Go to Configuration → Meter Setting→ Meter Setting Master
2) Click on New to add new record
3) Enter Meter Maker Name
4) Enter Meter maximum capacity in Amperes
5) Enter adress1, adress2, city, state, country, pin code and phone number
6) Enter Name of the contact person and his Email ID
7) Enter company website
8) Click on save to save entered record
9) Click on edit to modify the existing record
10) Select Meter Maker ID
11) Modify the changes required
12) Click on save to save the modified record

2.5) Line Settings

2.5.1) Feeder Master

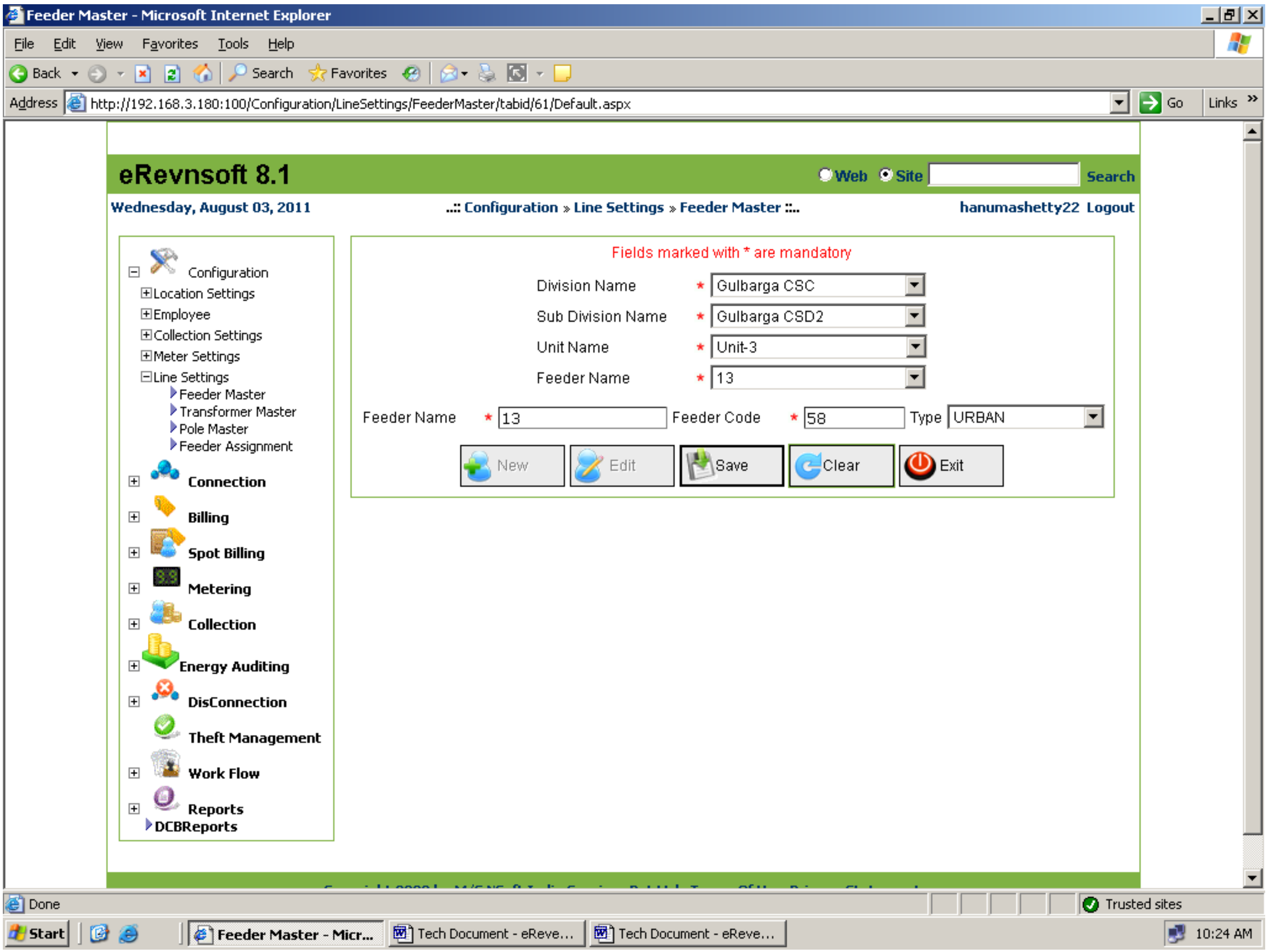


Fig 2.5.1 Screen shot showing Feeder Master Screen

Feeder Master screen is used to enter New Feeder details and to edit existing feeder details. Fig 2.5.1 shows the screen shot of Feeder Master screen

Steps to follow:

1) Go to Configuration → Line Setting→ Feeder Master
2) Click on New to add new record
3) Select Division, Subdivision and Unit
4) Enter Feeder Name, Feeder Code and Type of feeder (Urban or Rural)
5) Click on Save to save the record.
6) Click on edit to modify the existing record
7) Select Division, Subdivision and Unit
8) Enter the modifications required
9) Click on save to save the modified record

2.5.2) Transformer Master

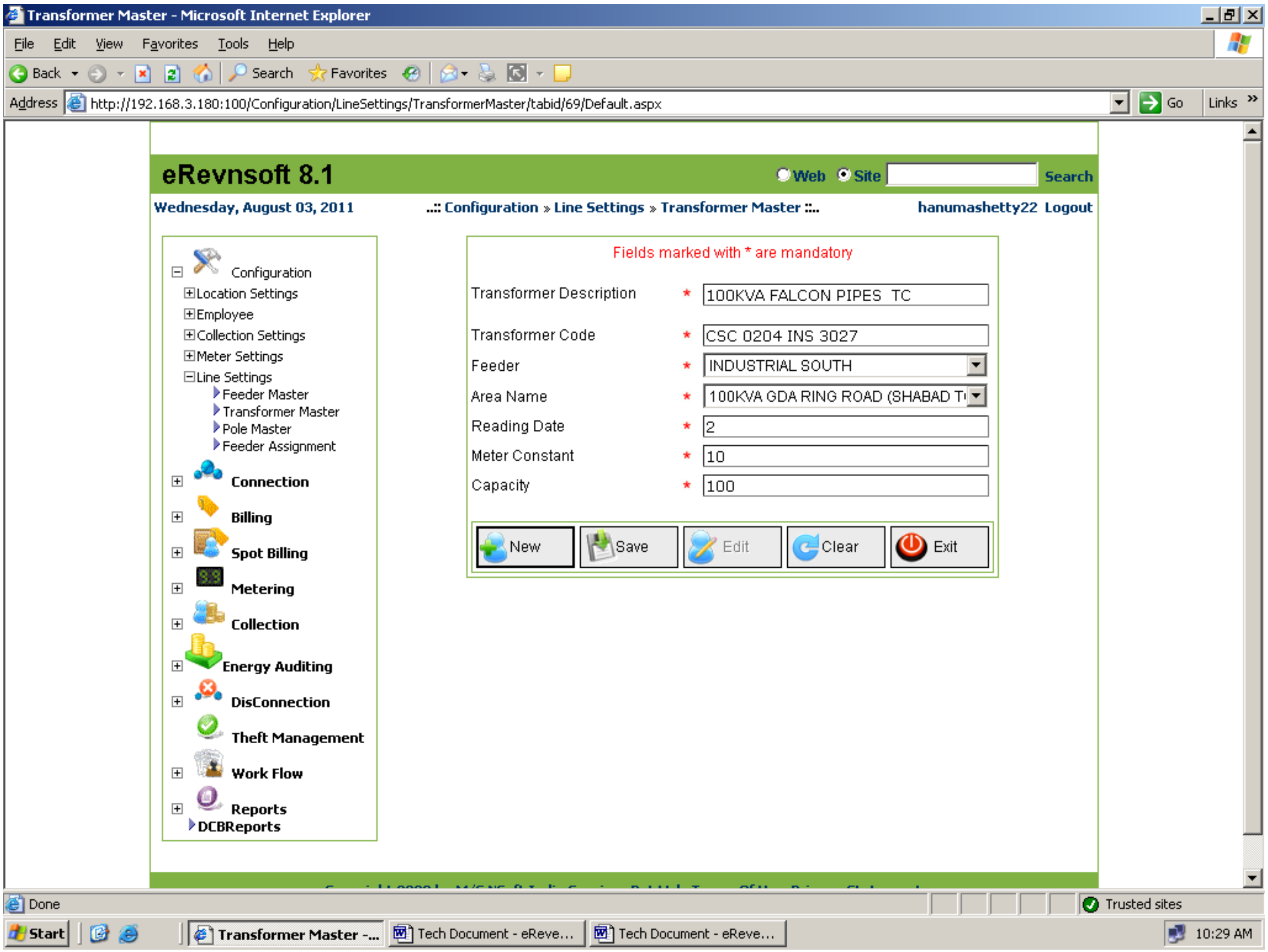


Fig 2.5.2 Screen shot showing Transformer Master Screen

This Screen is used to Enter the details of New transformer installed to a particular area, the date to read the transformer installed, it s meter constant, capacity etc. This Screen can also be used to edit the details of an existing transformer. Fig 2.5.2 Screen shot showing Transformer Master Screen

Steps to follow:

1) Go to Configuration → Line Setting→ Transformer Master
2) Enter Transformer Description and Transformer code
3) Select Feeder and Area Name
4) Enter reading date, Meter Constant and Capacity of the Transformer
5) Click on Save to save the record.
6) Click on edit to modify the existing record
7) Select Transformer description
8) All records of the Transformer will be displayed
9) Modify the changes
10) Click on save to save the modified record

2.5.3) Pole Master

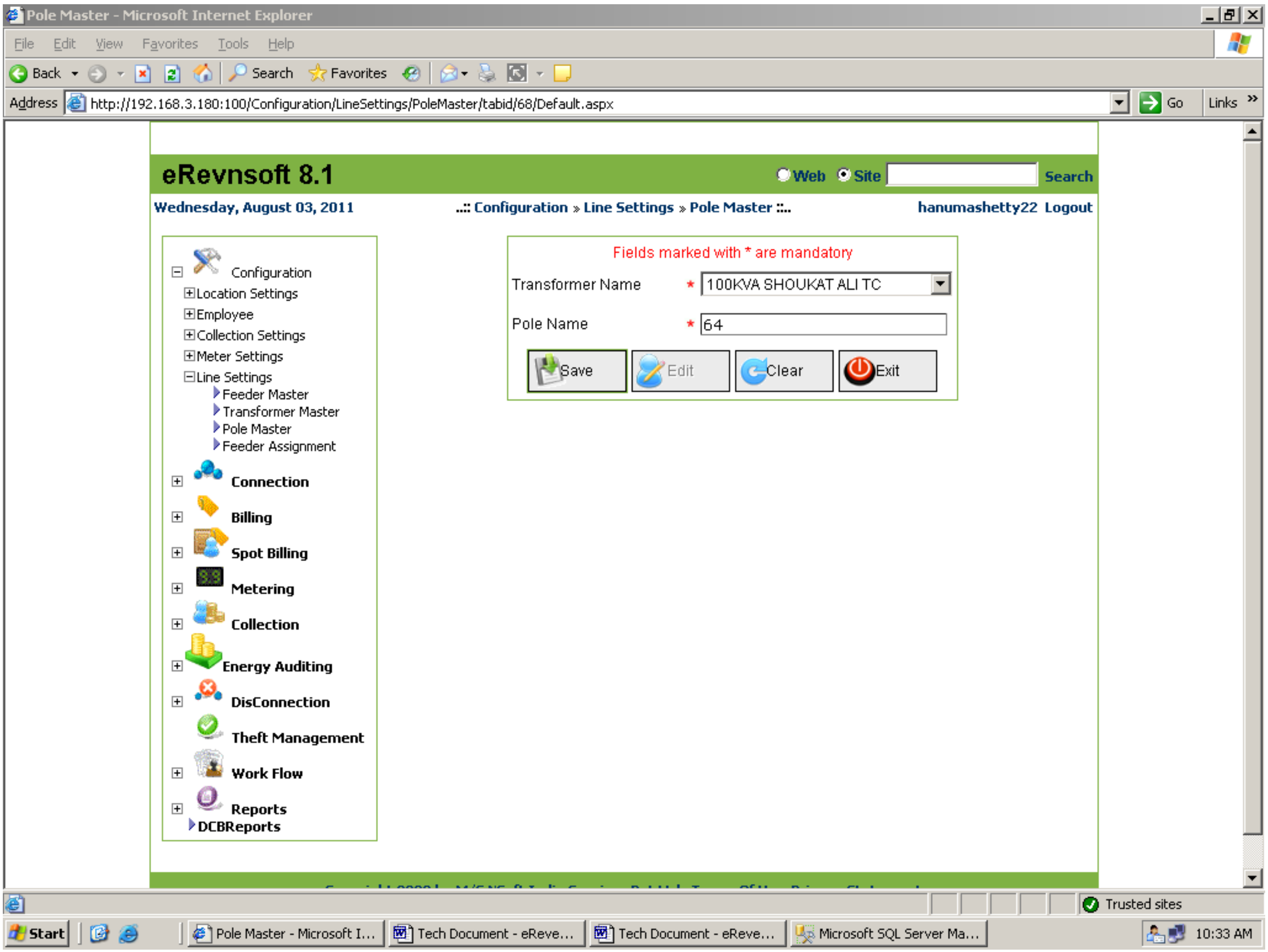


Fig 2.5.3 Screen shot showing Pole Master Screen

Pole Master screen is used to enter new pole details for a particular transformer or to edit existing pole details.

Steps to follow:

1) Go to Configuration → Line Setting→ Pole Master
2) Select the Transformer Name in which pole has to be created
3) Enter the Pole No
4) Click on Save to save the record.
5) Click on edit to modify the existing record
6) Select the Transformer and select pole No which is to be modified
7) Modify the changes required
8) Click on save to save the modified record

2.5.4) Feeder Assignment

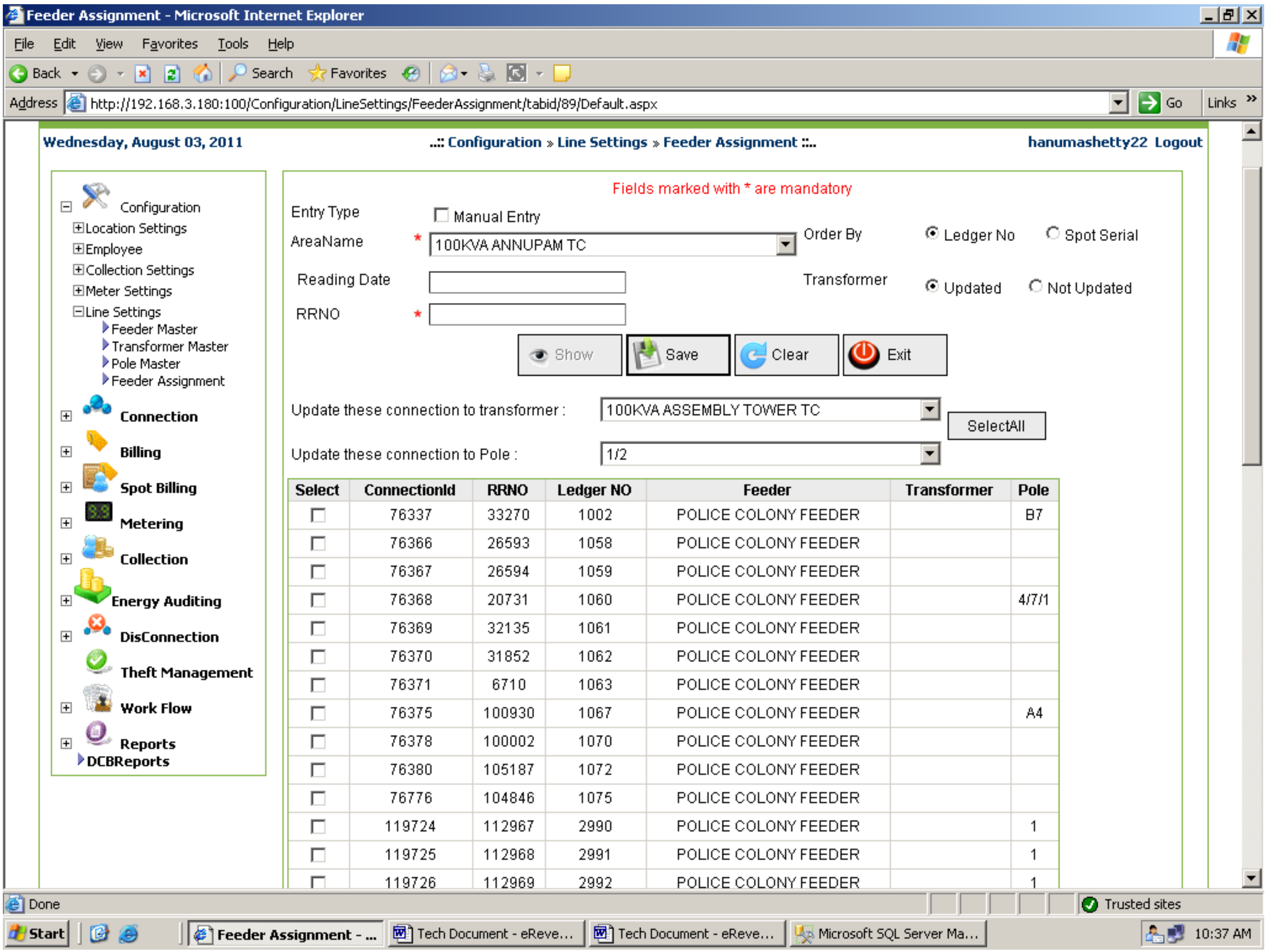


Fig 2.5.4 Screen shot showing Feeder Assignment Screen

Feeder Assignment screen is used to assign transformer and pole to the Connections. It assigns any particular connection or No of connections in any area to the relevant Transformer and Pole Fig 2.5.4 shows the Screen shot of Feeder Assignment Screen

Steps to follow:

1) Go to Configuration → Line Setting→ Feeder Assignment
2) Select the Area name
3) Click on Show to view the records
4) Select Transformer No in update these connections to Transformer
5) Select pole No in update these connections to pole.
6) Click on Save to save the record

3) Connection

3.1) Consumer Information Change

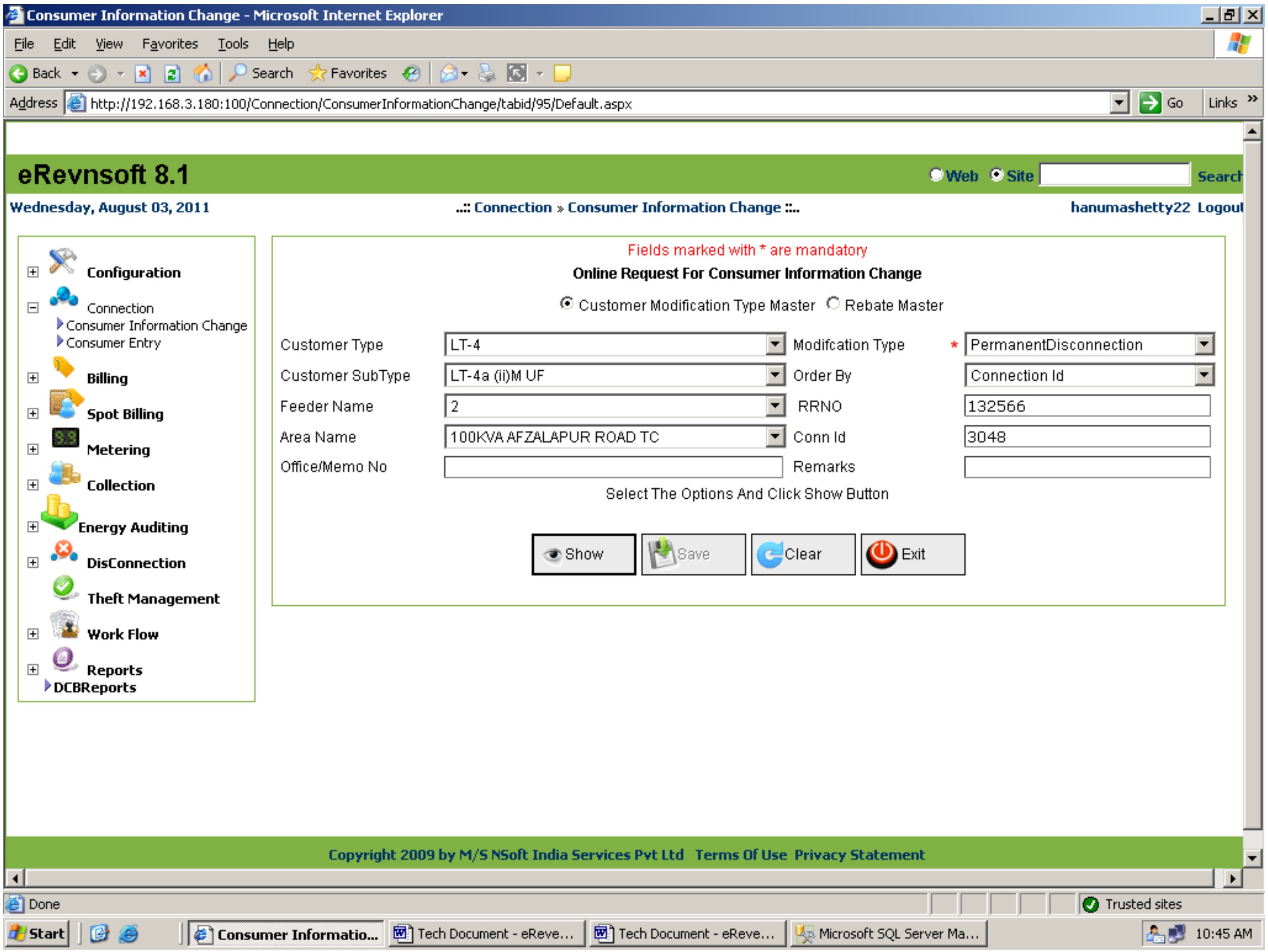


Fig. 3.1 Screen Shot Showing Consumer Information Change Screen

This Screen is used to change Customer Information like Load, Tariff, Name, Adress etc and update these changes on time to time. Fig. 2.1.5.5.1 shows the Screen Shot of Consumer Information Change Screen

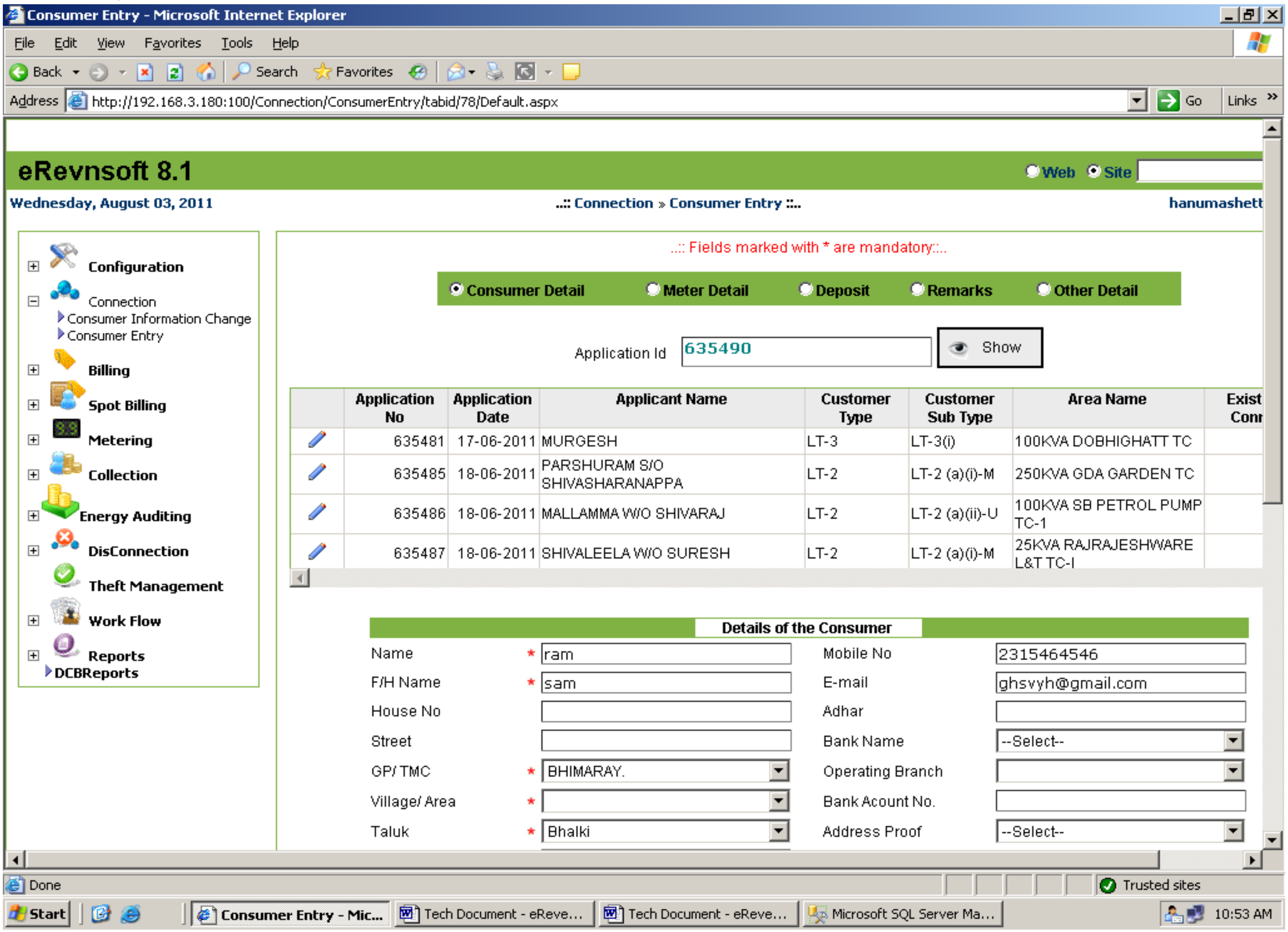
Steps to Follow:

Go to Connection → Consumer Information Change

1) Select the radio button for choose the request
2) Select the required options and click show button
3) Click on Save Button to save the Information

3.2) Consumer Entry

3.2.1)Consumer Detail



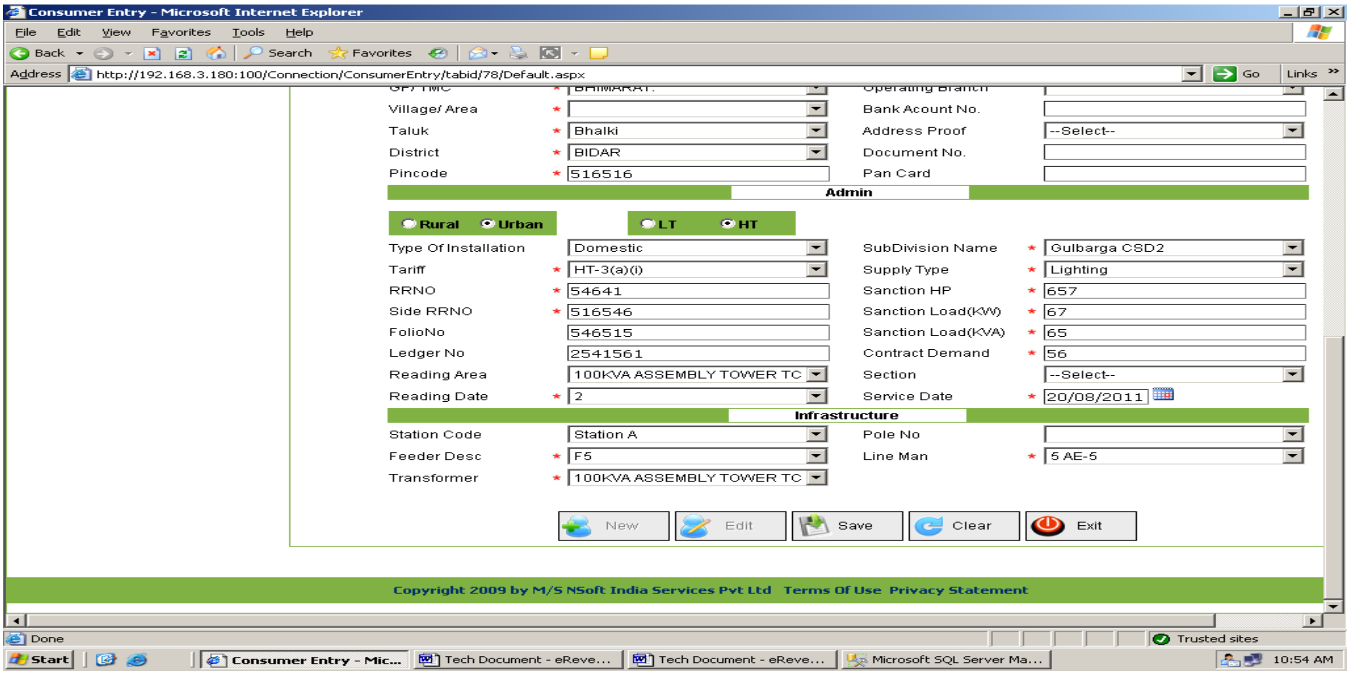


Fig. 3.2.1 Screen Shot Showing Consumer Detail Screen

This screen is used to enter details of new customers. It provides options to enter Master details related to the installation.

Steps to Follow:

Go to Connection → <u>Consumer Entry</u> → Consumer Detail

1) Click on New Button and enter all the necessary details in the corresponding fields.
   a) An Application ID is generated; Not Approved Radio Button is set and allowed to enter new consumer details.
   b) RRNo should be of 6 digits.
   c) Entering Customer Name, Father Name, Age City and Pin code are mandatory.
   d) Area Name and Feeder Name combo box are listed based on the selected Sub Division in Sub Division Name Combo box.
   e) Transformer list is listed on selected feeder; Pole list is listed on selected Transformer.
   f) Customer Sub Type is listed based on the selected Customer Type.
   g) Category Code is listed based on selected Customer Sub Type.
   h) Ledger number and Book number are of length 4 digits.
   i) Reading date is taken automatically for the selected area.
   j) Service date cannot be greater than current date.
   k) Contract demand is same as entered Sanction Load or Sanction HP.
2) Go to Consumer Details tab and Click on Save Button. A message displaying the Application ID is saved.

Editing a Non Approved Application:

3) Select Not Approved Radio button and Click on Edit Button.

a) Application ID is allowed to Enter.

4) Enter not approved Application ID and click on Show Button.
   a) All the details of that application ID are displayed in the corresponding fields.
   b) Mandatory fields like RRNo, Name, Sub Division, Area, Tariff, Service Date, Load and Meter Constant are not allowed to alter.

5) Alter the details to be changed and click on Save Button.

Editing Approved consumer details:

6) Select Approved Radio button and click on Edit Button.
   a) Connection ID is allowed to enter.

7) Enter Connection ID to be edited and click on Show Button.

8) Enter the details to be modified and click on Save Button.
   a) All the validations explained in point 5 is applicable here also.

3.3) Old Deposit Entry

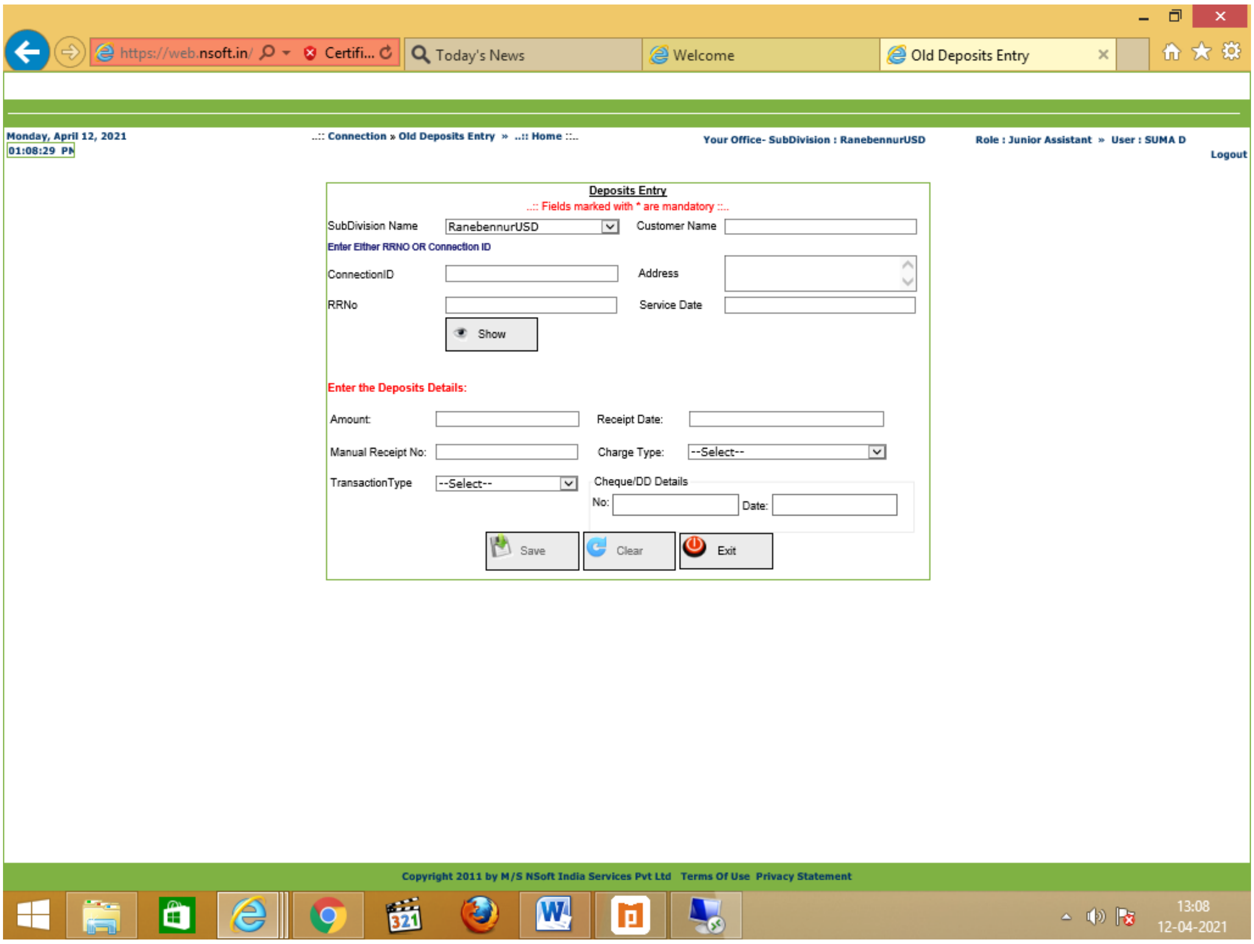


Fig. 3.3 Screen Shot Showing Old Deposit Entry Screen

This Screen is used to Save the details of old entry Deposit. Fig. 3.3 shows the Screen Shot of Old Entry Screen

Steps to Follow:

Go to Connection → Old Deposit Entry

1) Select Sub Division Name
2) Enter Customer Name
3) Enter either connectionid or rrno
4) Enter Address
5) Enter Service Date
   Deposit Details
6) Enter Amount
7) Enter Receipt Date
8) Enter Manual Receipt No
9) Select Charge Type
10) Select Transaction Type
11) Enter Cheque /dd details
12) Enter Cheque no
13) Enter Cheque date
14) Click on Save Button to save all the entered details
15) Click on Clear button to Clear the entered details

3.4) Deposit Mapping

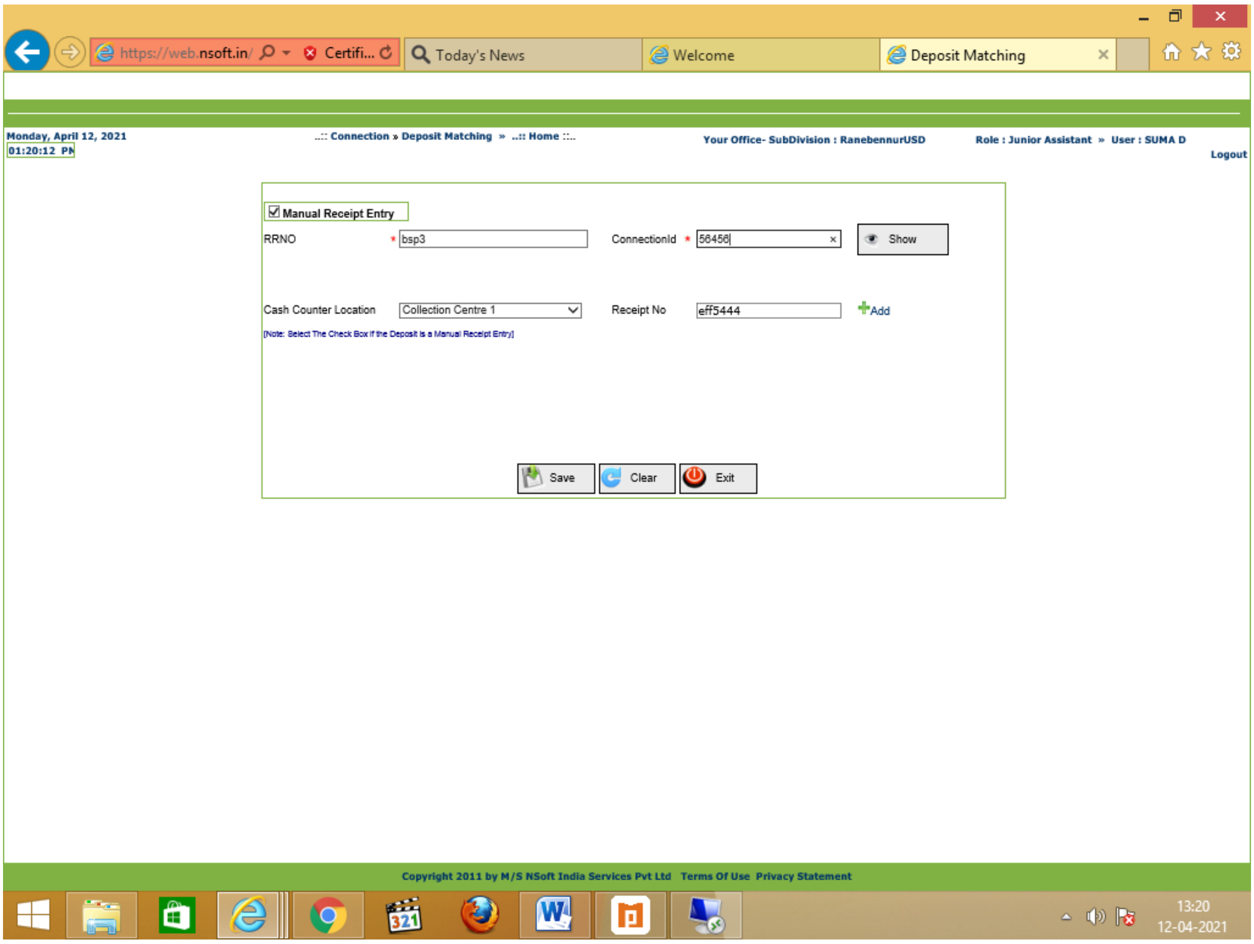


Fig. 3.4 Screen Shot Showing Deposit Mapping Screen

This Screen is used to Save the Mapping details of Deposit Mapping . Fig. 3.3 shows the Screen Shot of Deposit Mapping Screen

Steps to Follow:

Go to Connection → Deposit Mapping Screen

1) Click on Manual entry Receipt Checkbox
2) Enter RRNO
3) Enter Connection Id
4) Click on show Button
5) Select Cash Counter Collection
6) Enter Receipt No
7) Click on Add button
8) Click on Save to save all the entered details

3.5) New Connection Excel Import

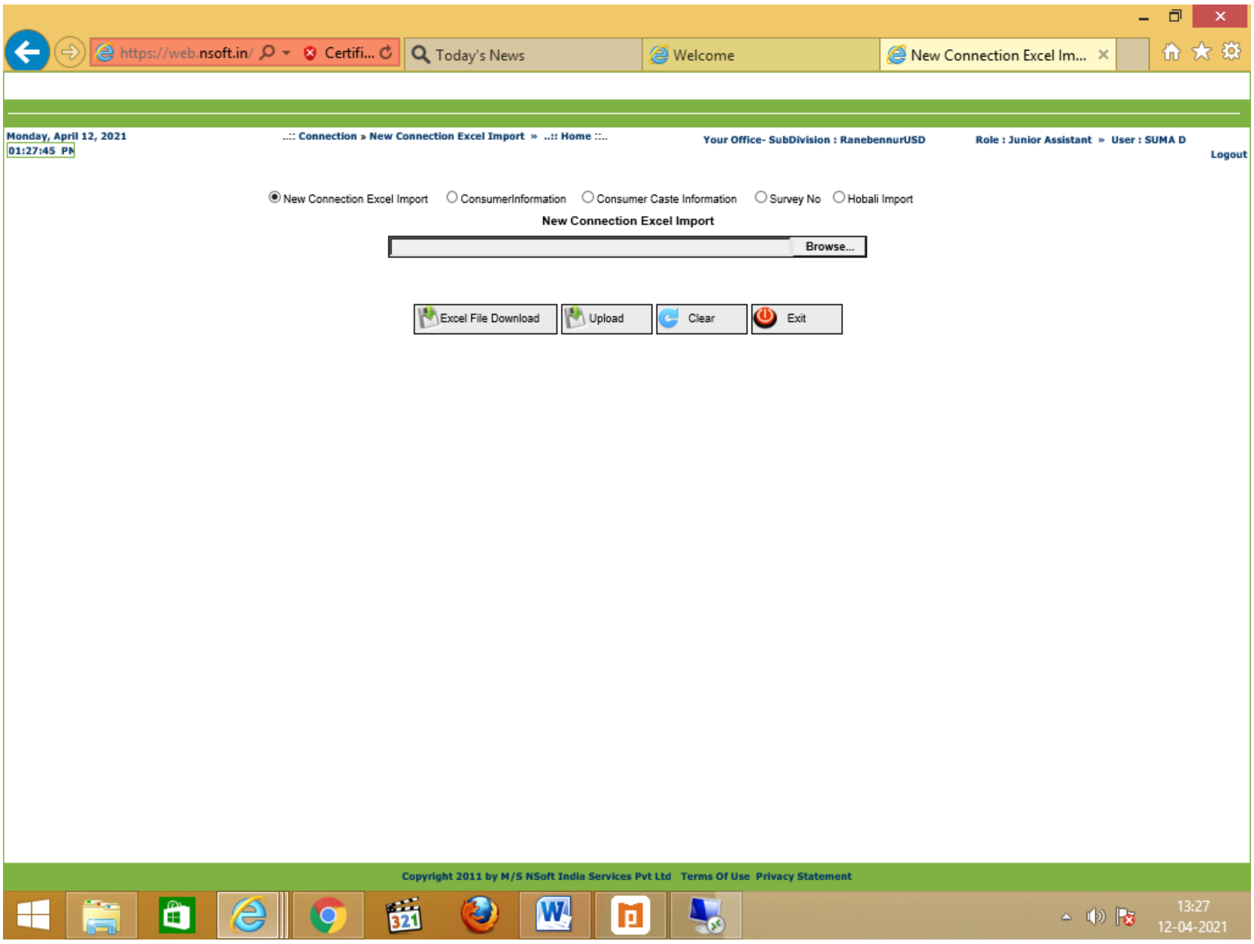


Fig. 3.5 Screen Shot Showing New Connection Excel Import Screen

This Screen is used to upload the excel import details . Fig. 3.3 shows the Screen Shot of New Connection Excel Import Screen

Steps to Follow:

Go to Connection → New Connection Excel Import Screen

1) Select radio buttons
   1.New Connection Excel Import
   2.Consumer information
   3.Consumer Caste Information
   4.Survey Number

5.Hobali Import

2) Click on browse to browse the file
3) Click on Excel file download to download the file
4) Click on upload button to upload the file
5) Click on Clear button to Clear all the details

3.2.2) Meter Detail

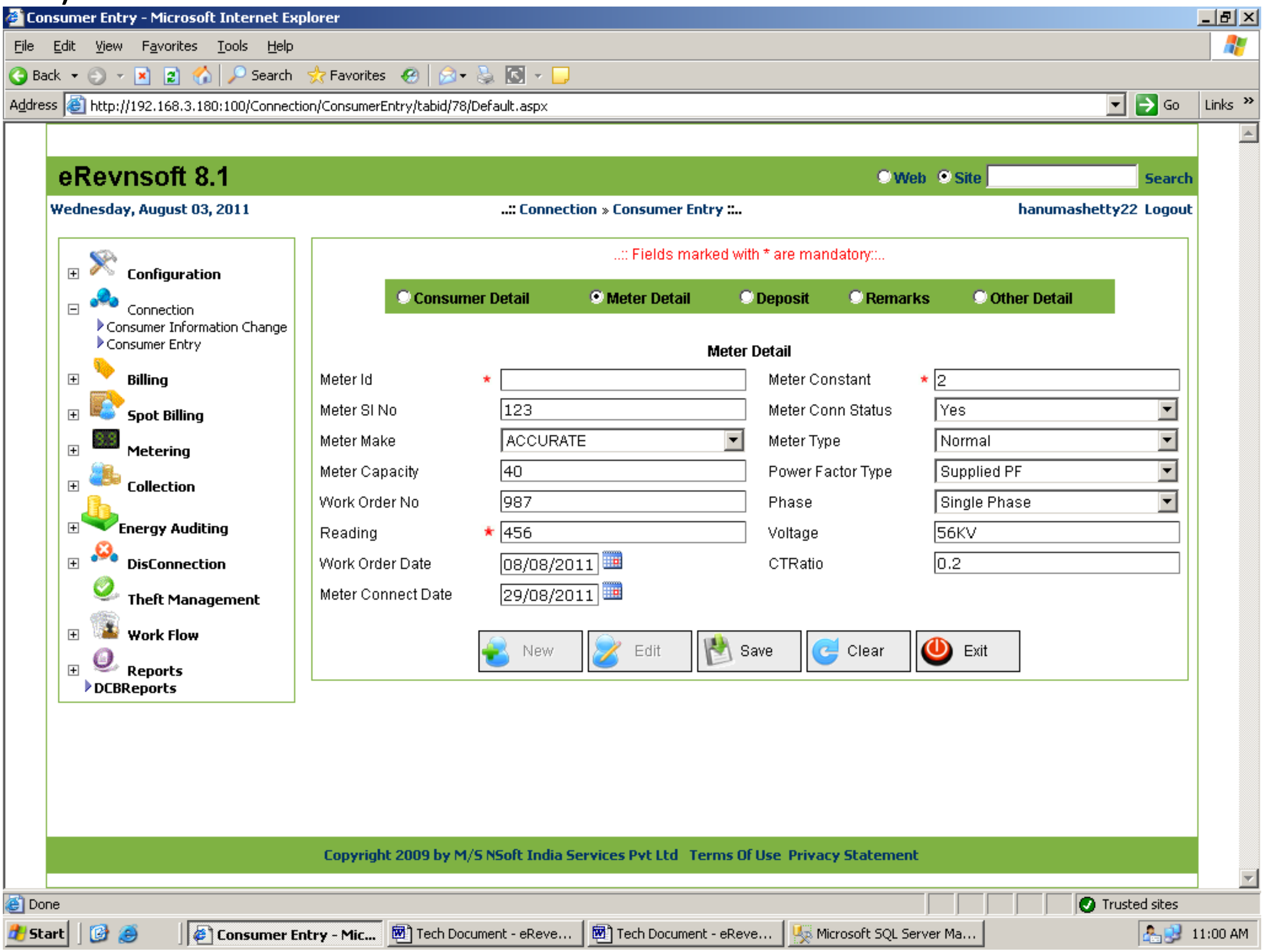


Fig. 3.2.2 Screen Shot Showing Meter Detail Screen

This screen is used to enter Meter details related to the installation.

Steps to Follow:

Go to Connection ➔➔ Consumer Entry → Meter Detail

1) Entering Meter details, Remarks and Other Details are optional.

3.2.3) Deposit

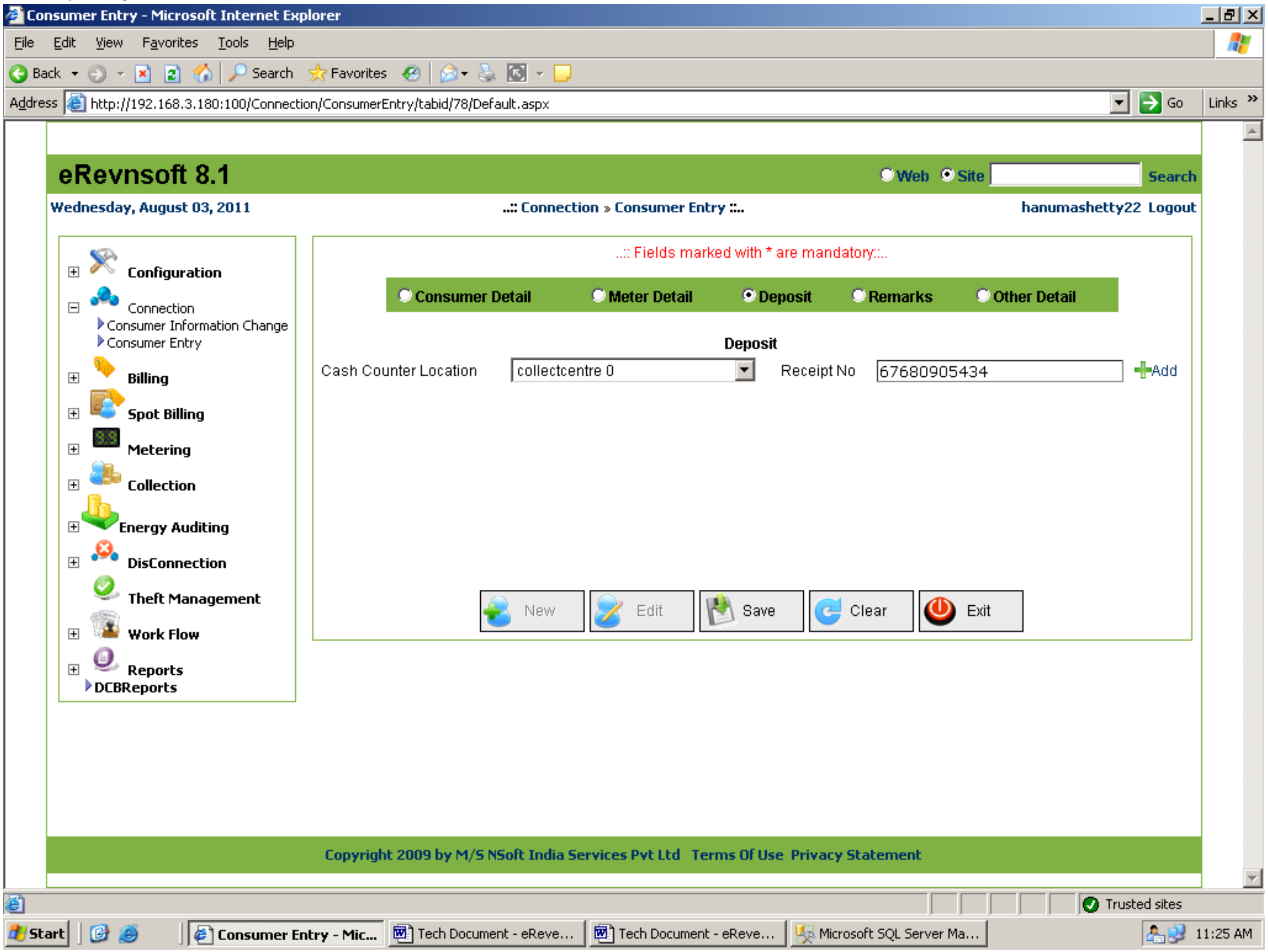


Fig. 3.2.3 Screen Shot Showing Meter Detail Screen

This screen is used to enter Meter details related to the installation.

Steps to Follow:
Go to Connection → Consumer Entry → Deposit

1) Select cash counter location and enter Receipt No.

3.2.4) Remarks

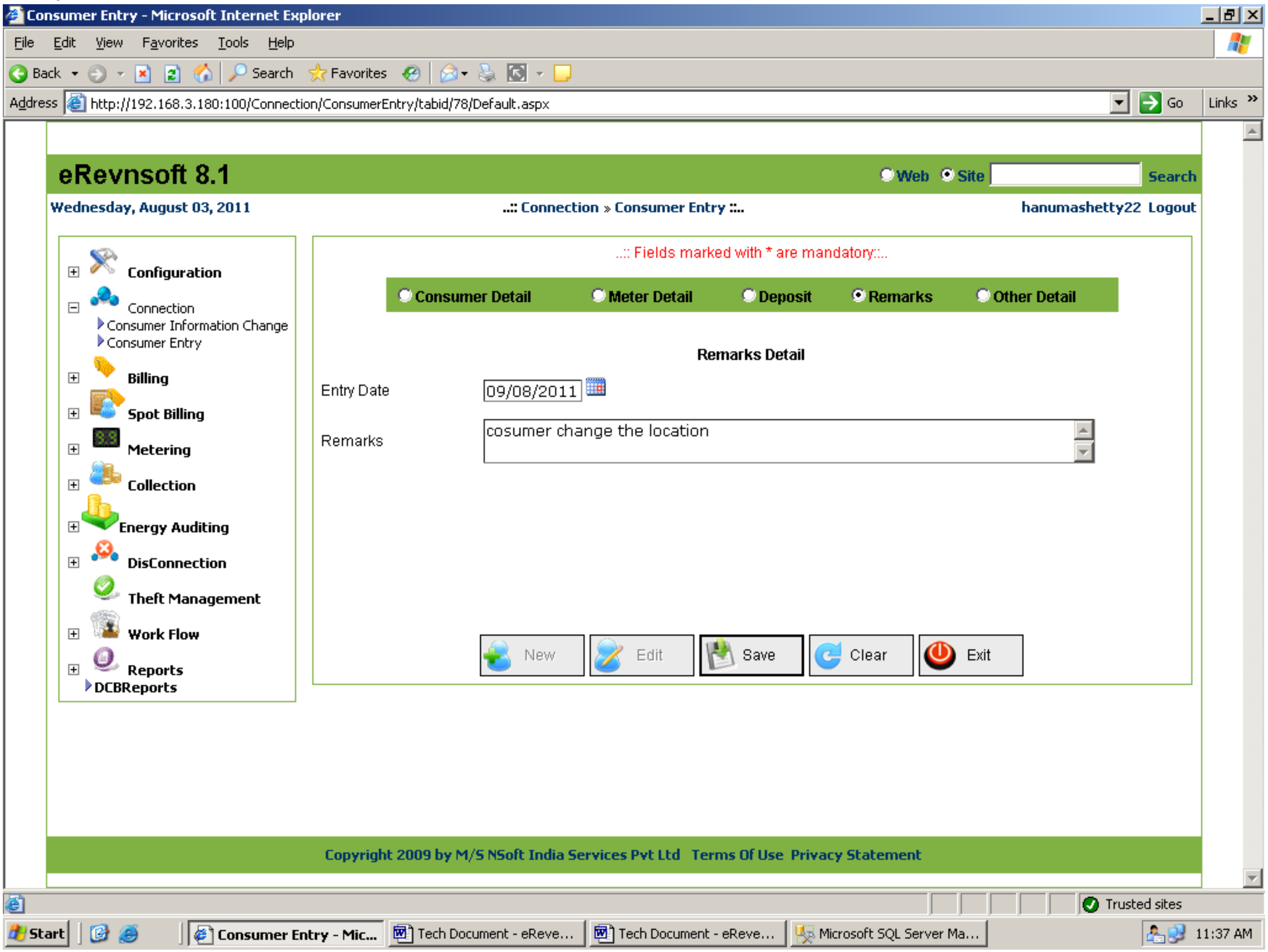


Fig. 3.2.4 Screen Shot Showing Remarks Screen

This screen is used to Remarks Entry related to the installation.

Steps to Follow:
Go to Connection → <u>Consumer Entry</u> → Remarks

1) Entering Remarks Details are optional

2) Click on calender hyper link ,select the date from it.

3.2.5) Other Detail

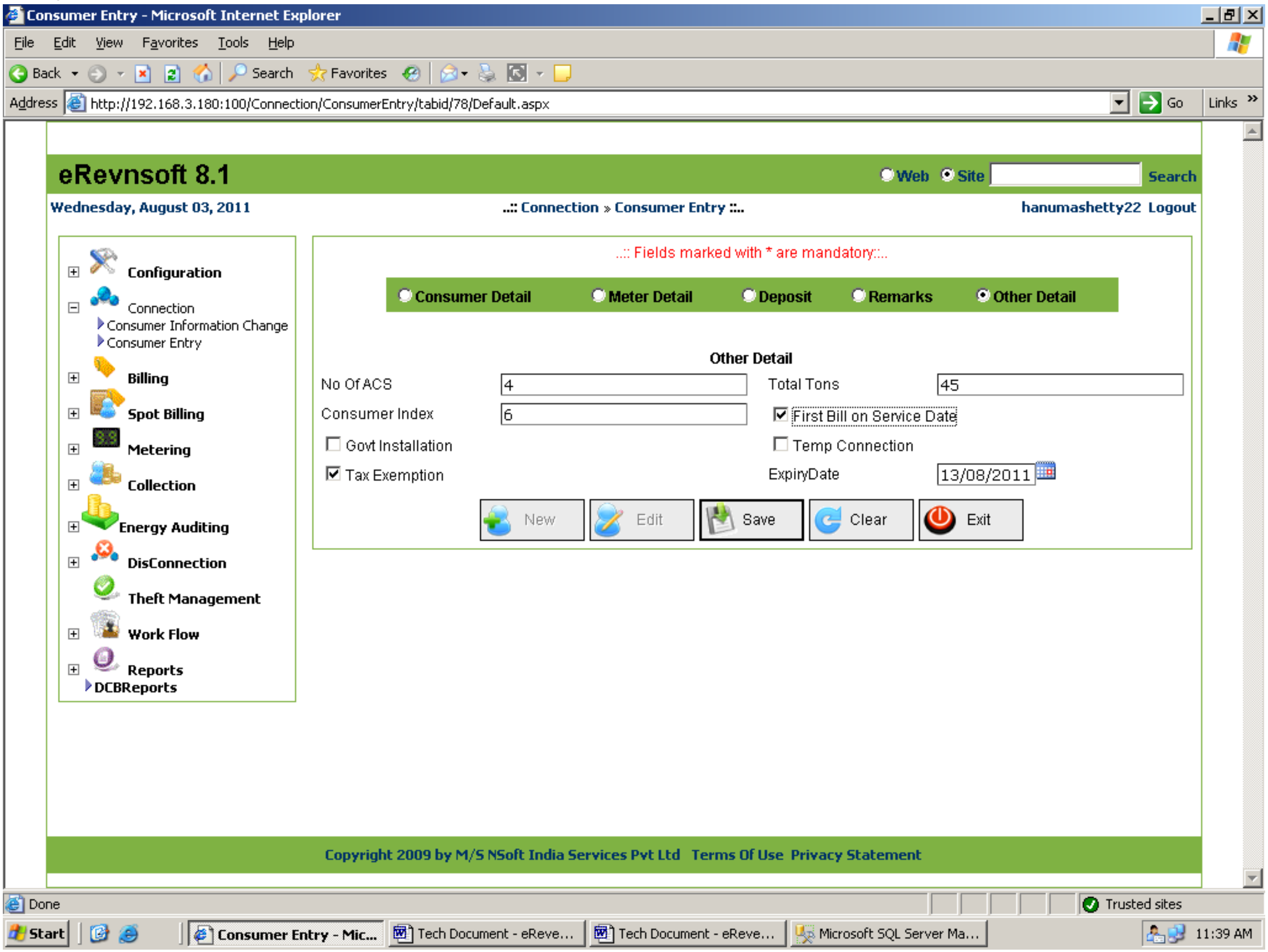


Fig. 3.2.5 Screen Shot Showing Other Detail Screen

This screen is used to other details related to the installation.

Steps to Follow:

Go to Connection → <u>Consumer Entry</u> → Other Detail

1) Entering the Other Details are optional.

4) Billing

4.1) Month Start Process

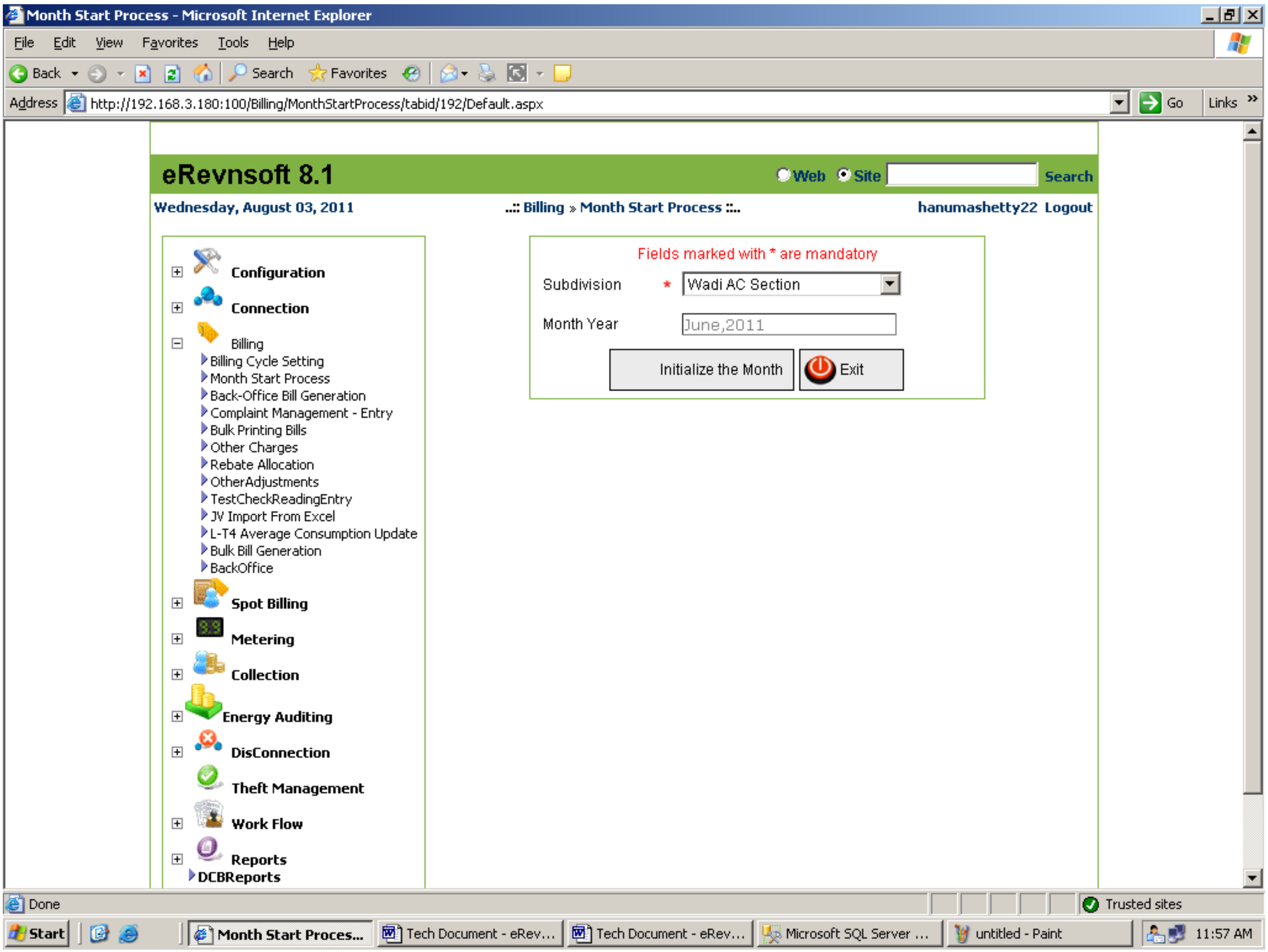


Fig 4.1 Screen shot showing Month Start Process Screen

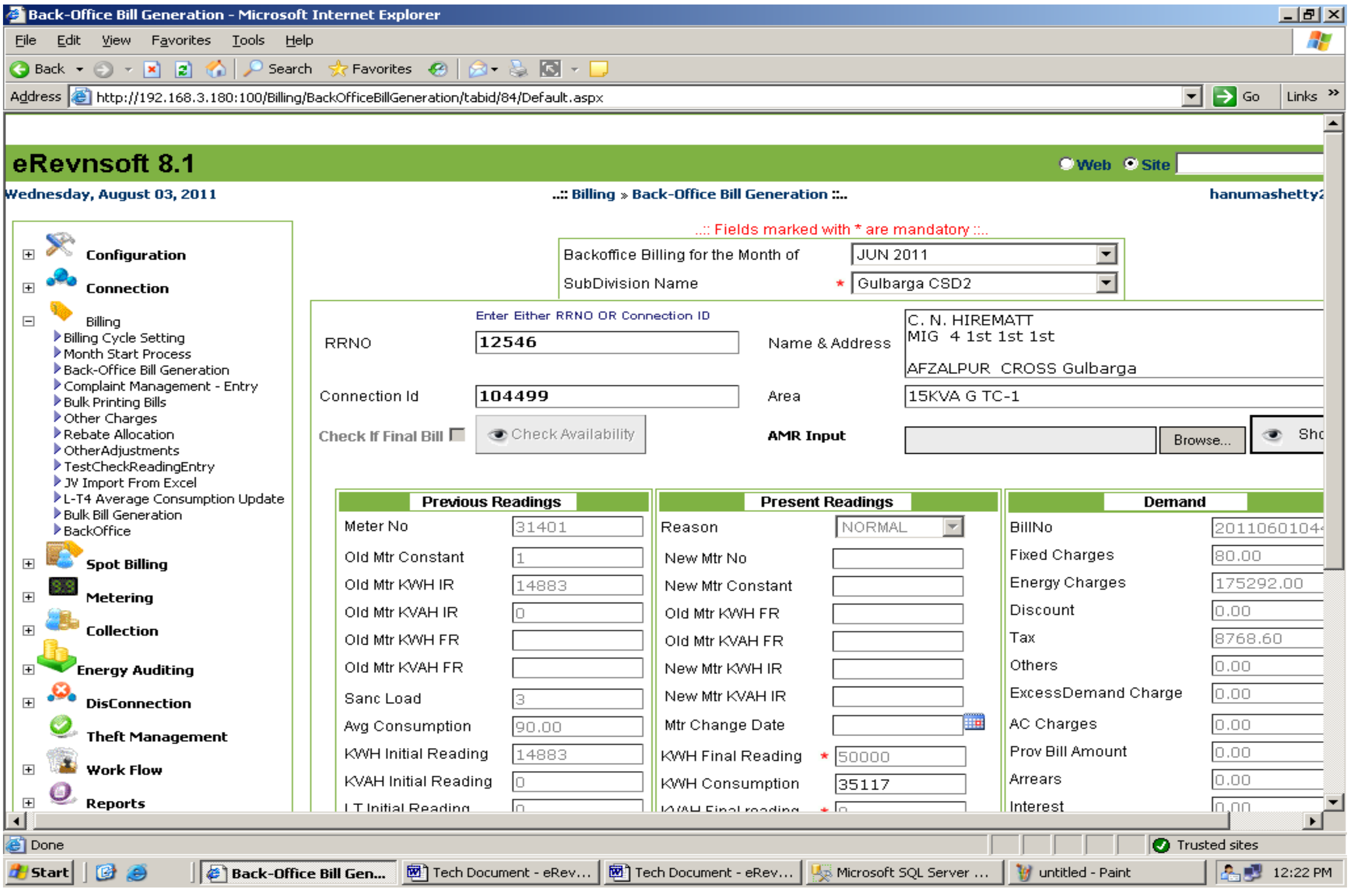
Month start process is used to initialize the billing process for any billing cycle. In this process tourplan and billing data for each area/transformer will be generated for the selected Subdivision. Transaction of all the operative consumers for the selected month and year will be initialized in this process. Fig 4.1 shows the Screen shot of Month Start Process Screen

Steps to Follow:

1) Go to Billing → Month start Process
2) Select The Subdivision Name

3) Click Initialize the month After Few minutes current month billing data will be created

4.2) HT Bill Generation



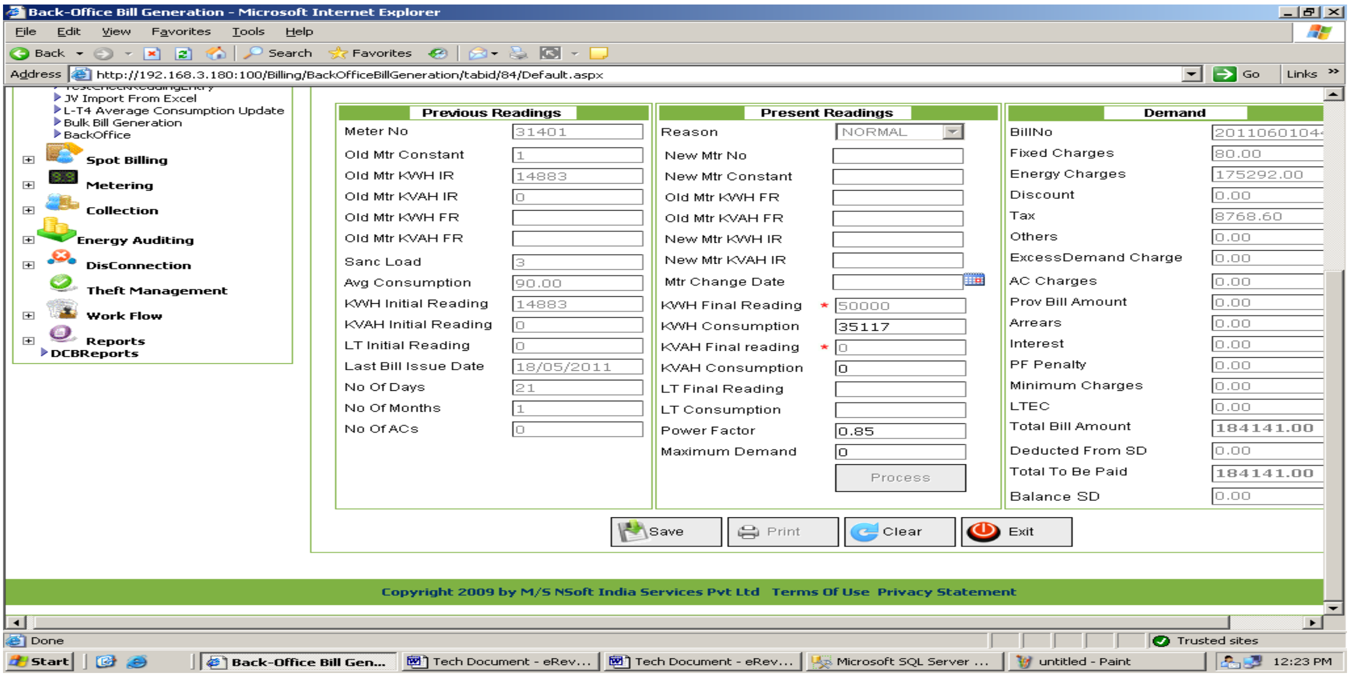


Fig 4.2 Screen shot showing HT Bill Generation Screen

This screen is used the issue Consumer bills in Back office. It has the flexibility of capturing inputs manually to update the customer database on bills that have been manually generated, with a reason for the same, such are limited to specific logins Fig 4.2 shows the Screen shot of HT Bill Generation Screen

Steps to Follow:

Go to Billing → HT Bill Generation

1) Enter Connection ID or RRNo and Click on Check Button.
2) Validation is done to check the existence of the entered Connection ID or the RRNo.
3) If RRNo is entered and duplicate of that RRNO exists then a message is displayed to enter Connection ID of the corresponding RRNo for which billing has to be done.
4) If the Consumer is taken for billing with in 15 days of last bill then a message is displayed which says billing is not recommended now.
5) Consumer details necessary for billing are filled in the corresponding fields after all the above validations.
6) Select appropriate meter Status from the Reasons Combo Box.
7) Validations:
8) If Reason Normal or Dial Over is selected then Final Reading is allowed to enter. And the bill is generated on consumed units.
9) If Reason ADF, IDF, RDF or NA is selected then billing is done on average consumption. Reading is allowed to enter.
10) If reason MCH is selected then options are provided to enter Old and New meter details.
11) Enter appropriate reading and press Tab.
12) Validations:
13) For Normal Reason if entered reading is less than IR then a message is displayed asking to enter proper reading.

14) For Dial Over Reason if entered reading is greater than IR then a message is displayed saying Abnormal Consumption and billing is not allowed to generate.
15) After the above validations consumption is calculated for Normal, Dial Over and MCH reasons.
16) Enter appropriate PF and press Tab.
17) Validations:
18) If entered PF is greater than 1 then a message is displayed asking to enter PF less than 1.
19) Enter appropriate Recorded Demand and click on Process button.
20) Validations:
21) Validation is provided to check weather the entered Demand is less than 200 or not.
22) After the above validation all the billing charges are calculated and displayed in the corresponding fields.
23) Click on Save Button to generate bill and save the records in corresponding tables.

Click on Print Button to get a printout of the bill.

4.3) LT Bill Generation

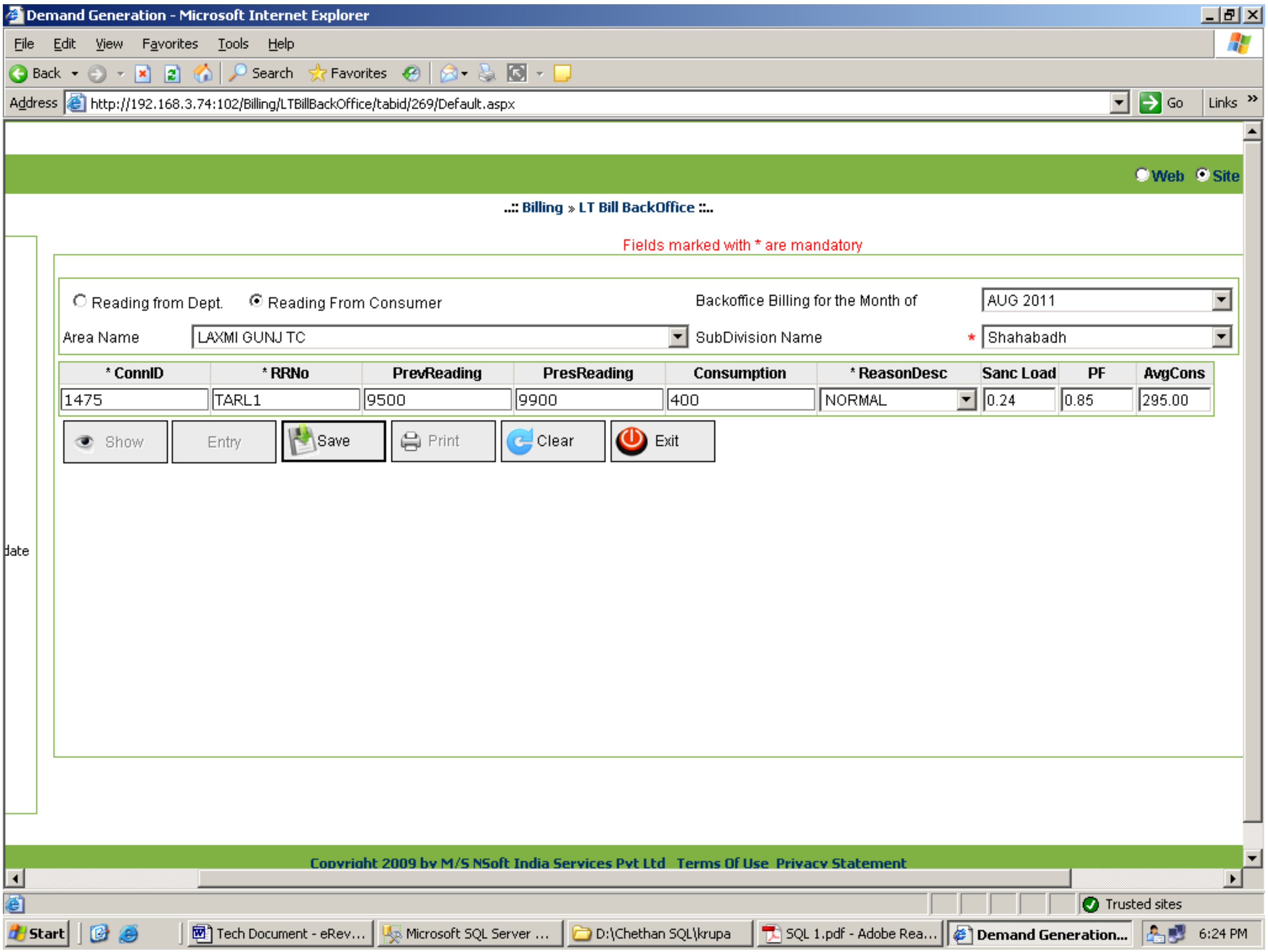


Fig 4.3 Screen shot showing LT Bill Generation Screen

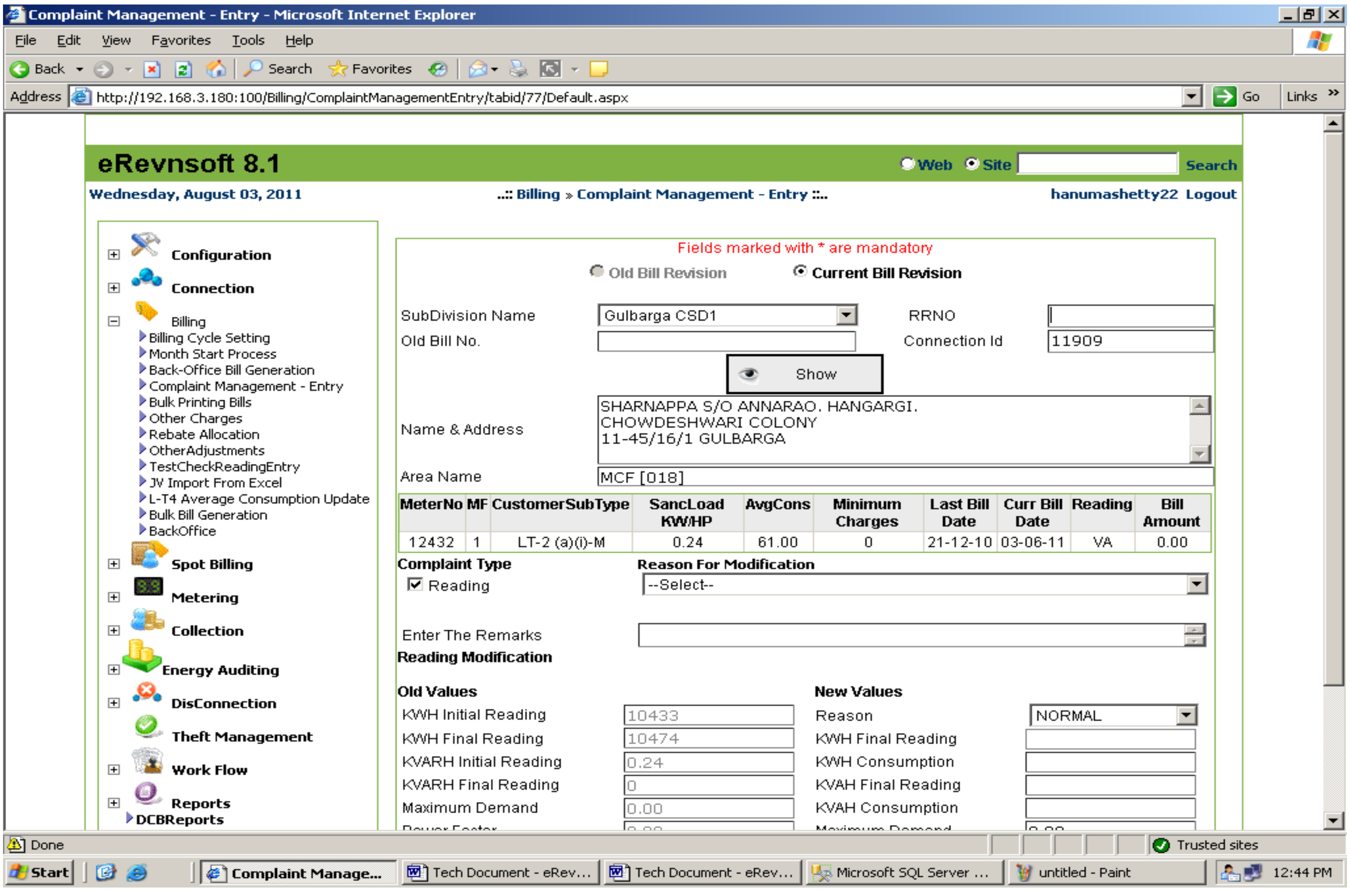
This screen is used the issue Consumer bills in Back office. It has the flexibility of capturing inputs manually to update the customer database on bills that have been manually generated, with a reason for the same, such are limited to specific logins Fig 4.3 shows the Screen shot of LT Bill Generation Screen

Steps to Follow:
Go to Billing → LT Bill Generation

24) Enter Connection ID or RRNo and Click on Check Button.
25) Validation is done to check the existence of the entered Connection ID or the RRNo.
26) If RRNo is entered and duplicate of that RRNO exists then a message is displayed to enter Connection ID of the corresponding RRNo for which billing has to be done.
27) If the Consumer is taken for billing with in 15 days of last bill then a message is displayed which says billing is not recommended now.
28) Consumer details necessary for billing are filled in the corresponding fields after all the above validations.
29) Select appropriate meter Status from the Reasons Combo Box.
30) Validations:
31) If Reason Normal or Dial Over is selected then Final Reading is allowed to enter. And the bill is generated on consumed units.
32) If Reason ADF, IDF, RDF or NA is selected then billing is done on average consumption. Reading is allowed to enter.
33) If reason MCH is selected then options are provided to enter Old and New meter details.
34) Enter appropriate reading and press Tab.
35) Validations:
36) For Normal Reason if entered reading is less than IR then a message is displayed asking to enter proper reading.
37) For Dial Over Reason if entered reading is greater than IR then a message is displayed saying Abnormal Consumption and billing is not allowed to generate.
38) After the above validations consumption is calculated for Normal, Dial Over and MCH reasons.
39) Enter appropriate PF and press Tab.
40) Validations:
41) If entered PF is greater than 1 then a message is displayed asking to enter PF less than 1.
42) Enter appropriate Recorded Demand and click on Process button.
43) Validations:
44) Validation is provided to check weather the entered Demand is less than 200 or not.
45) After the above validation all the billing charges are calculated and displayed in the corresponding fields.
46) Click on Save Button to generate bill and save the records in corresponding tables.

Click on Print Button to get a printout of the bill.

4.4) Complaint Management - Entry



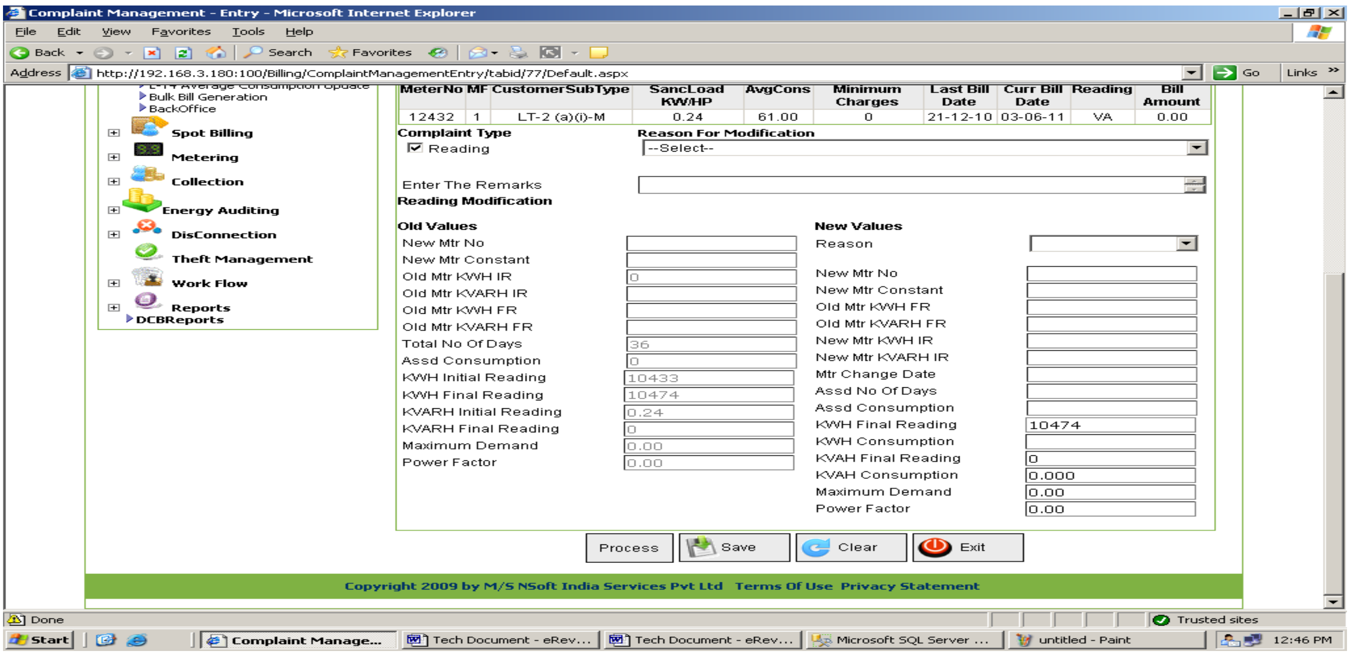


Fig 4.4 Screen Shot showing Complaint Management Entry Screen

This screen is used for Bill correction / amendment manually to update / modify the customer billing database, with a reason for the same. Such bill amendments are limited to specific logins. This screen performs the task of Bill Revision. Parameters like Consumption, Reading, Arrears and Interest of a particular bill can be changed and changed bill print can be taken in this screen Fig 4.4 shows the Screen Shot of Complaint Management Entry Screen

Steps to Follow:
Go to Billing → Complaint Management - Entry

1) Enter RRNO or Connection ID and click on Show Button.
2) Validation is done to check the existence of the entered Connection ID or the RRNo.
3) If RRNO is entered and duplicate of that RRNO exists then a message is displayed to enter Connection ID of the corresponding RRNO for which billing has to be done.
4) Consumer details necessary for bill verification for the select issue type are filled in the corresponding fields after all the above validations and issue types are allowed to select.
5) Select appropriate Issue Type.
6) Remarks list is listed according to the selected Issue Type.
7) Fields necessary for the selected issue type are enabled bellow. If Arrears type is selected then existing revenue, tax and interest are displayed in the corresponding fields and new values are allowed to enter. If Interest type is selected then existing LPS is displayed and new LPS is allowed to enter. If Reading type is selected then existing Status, Reading and Recorded Demand are displayed and new values r allowed entering. If Consumption type is selected then existing Reading, Consumption etc are displayed and new reading, consumption, No of Days and adjustment amount are allowed to enter.
8) Enter new values for the selected issue type and click on Process Button.
9) All the validations done in Back Office bill generation process is done here also.
10) Click on Save Button to save the issue details.

4.5) Bulk Printing Bills

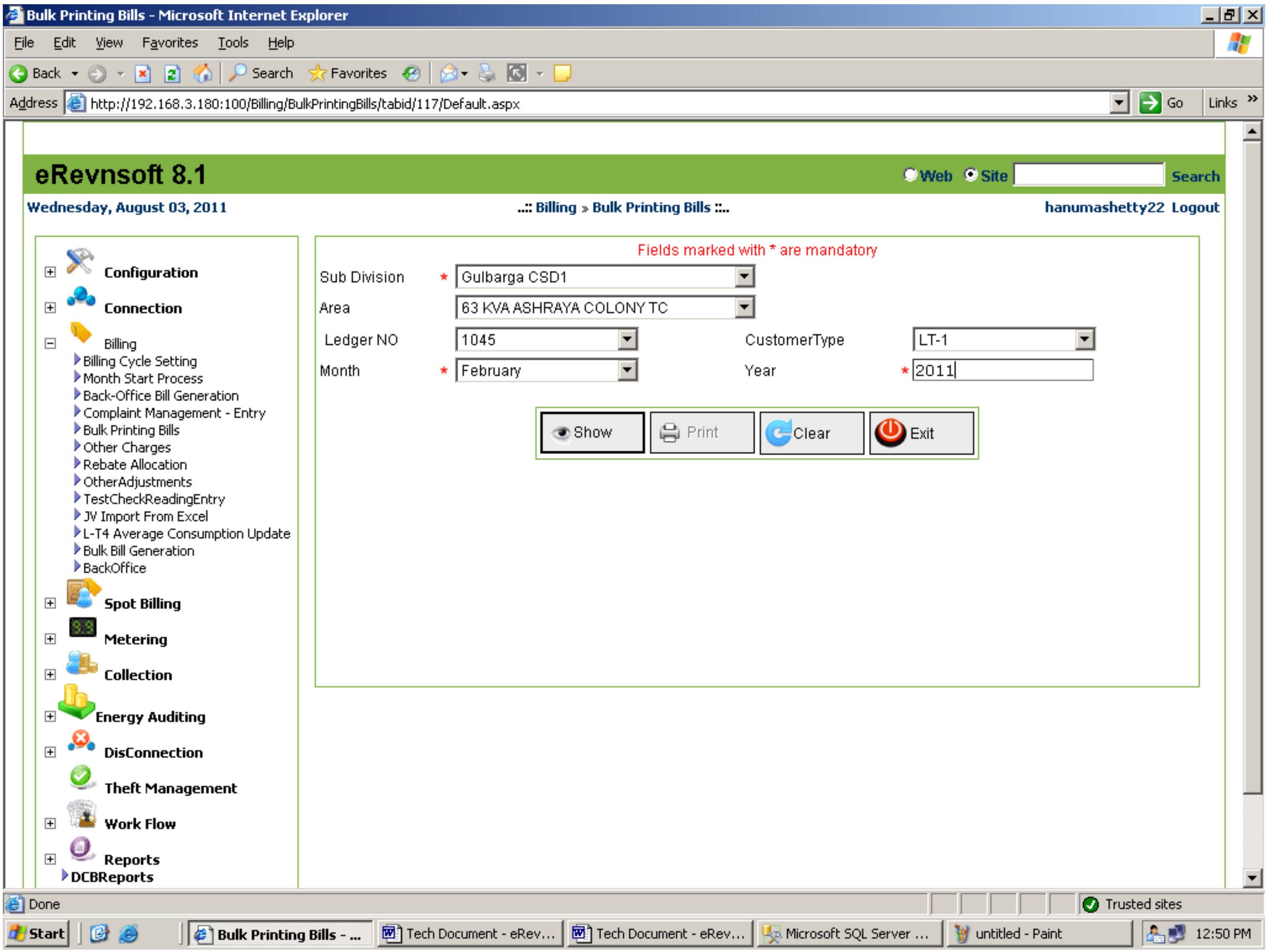


Fig 4.5 Screen Shot showing Bulk Printing Bills Screen

This screen is used for Bulk Printing of Bills. Bill generated for connections belonging to any particular area, bookNo can be printed. Fig 4.6 shows the Screen Shot of Bulk Printing Bills Screen

Steps to Follow:

Go to Billing → Bulk Printing Bills

1) Select the Subdivision name, month, year, area name, Legder no and Customer type
2) Click the show to view the records
3) Click on print to print the selected records

4.6) Other Charges

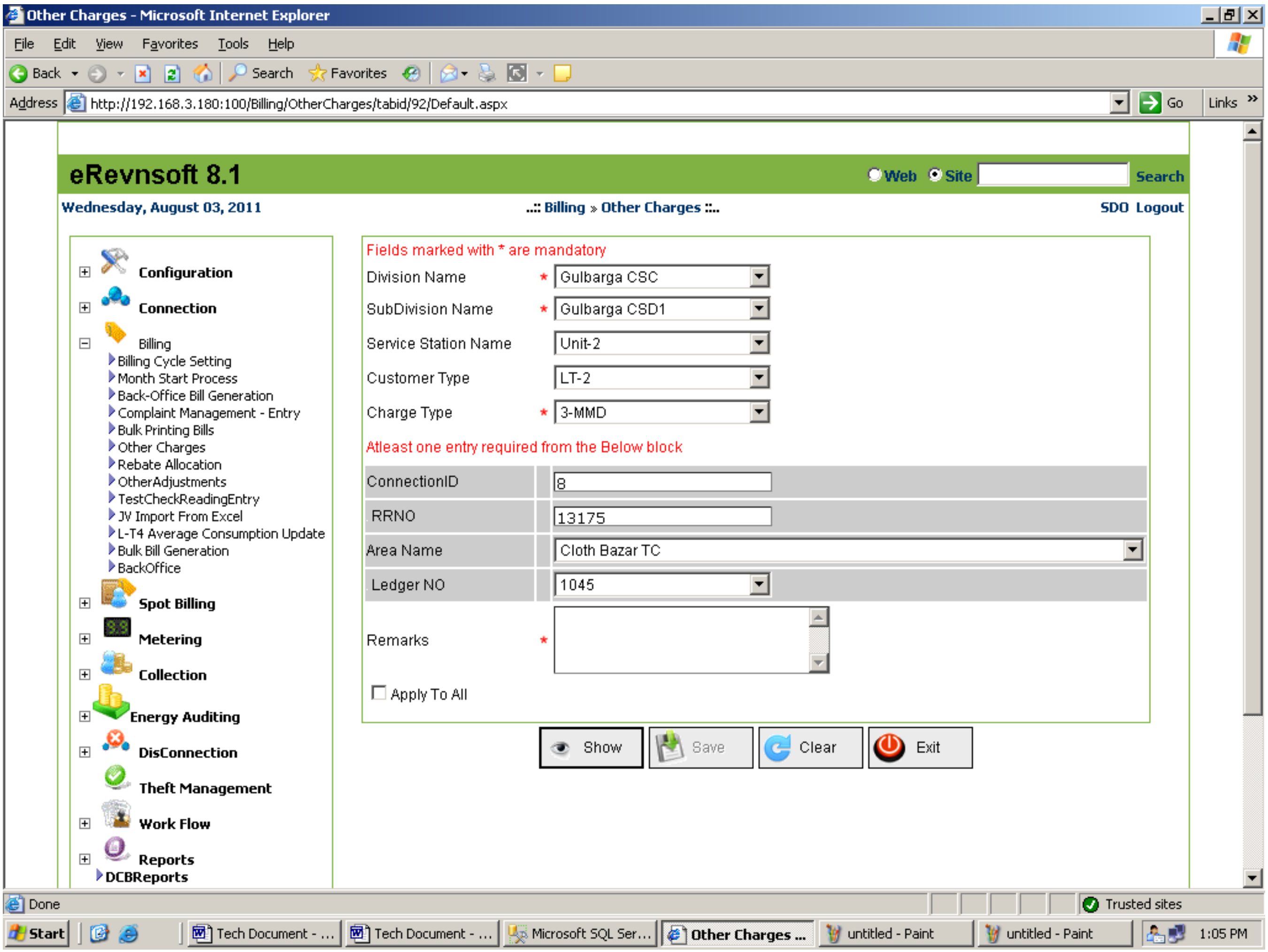


Fig 4.6 Screen Shot showing Other Charges Screen

The Other Charges Screen is used to Update the assessments of the Consumer with any other Charges Applicable. This should be added before generating the bill of the particular month, so that consumer bill will have these charges. This screen allows adding the Charges for all the connections of an area of particular Tariff in one shot. Fig 4.6 shoes Screen Shot of Other Charges Screen

Steps to Follow:

Go to Billing → Other Charges

1) Select Division Name and Sub Division Name are displayed according to the user logged in.
2) Selecting filter options Unit, Area and Customer type is optional.
3) Selecting Charge type and Connection ID or Ledger No is mandatory.
4) Select appropriate filter options and click on Show Button. Records for the selected criteria are displayed in the grid bellow with options to enter Amount, Remarks and Repeat flag.

5) Enter Amount and Remarks and select Repeat flag if necessary for the corresponding connection.
6) Click on Save Button to save the details for approval.
7) Approval has to be done for the entered other charges in Approval of Authentication screen.

4.7) Rebate Allocation

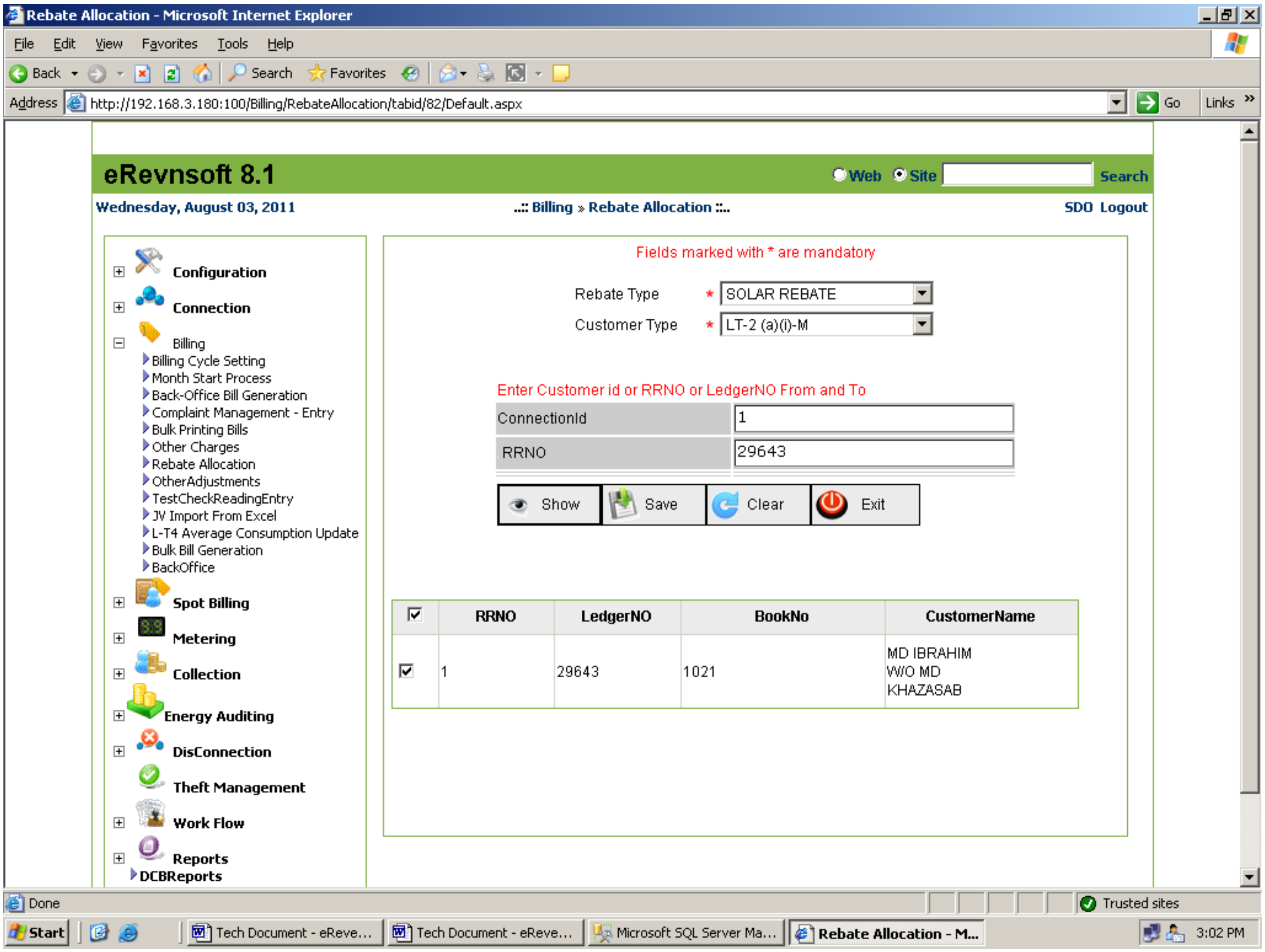


Fig 4.7 Screen Shot showing Rebate Allocation Screen

This Rebate Entry Screen is used to allocate different types of Rebates for Consumers of particular Tariffs. Fig 4.7 shows the Screen Shot of Other Charges Screen

Steps to Follow:

Go to Billing → Rebate Allocation

1) Select the Rebate type and customer type
2) Enter the connection id Connectionid OR RRNO From and To
3) Click the show button

4.8) Other Adjustment

4.8.1) Customer

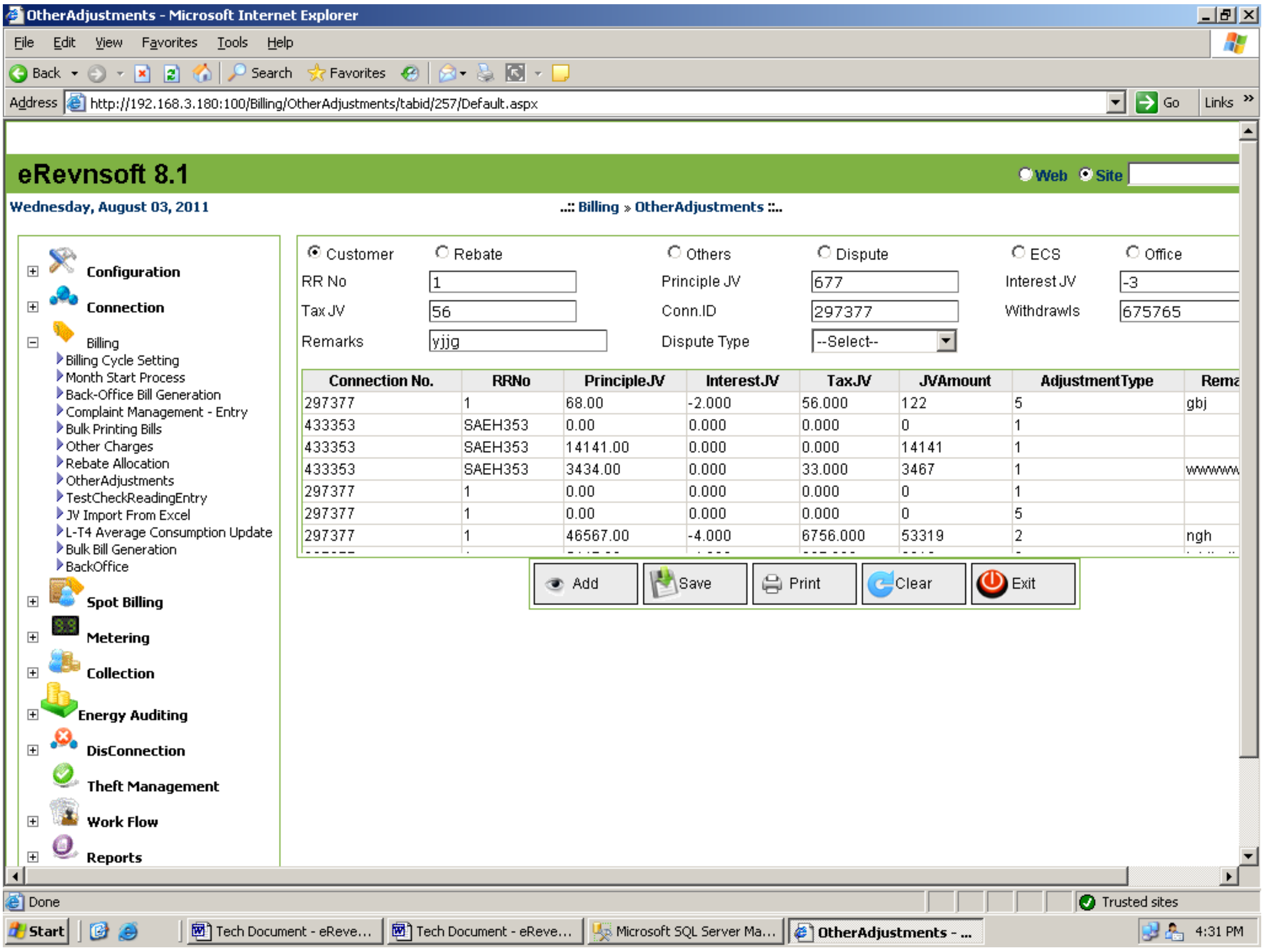


Fig 4.8.1 Screen Shot showing Other Adjustment Screen For Customer

Steps to Follow:

Go to Billing → Other Adjustment → Customer

1) Select the customer radio button.
2) Enter the rrno & fill all the text fields except the connection id for the particular customer
3) Click on Add it ill Add the particular customer
4) Click save button

.

4.8.2) Rebate

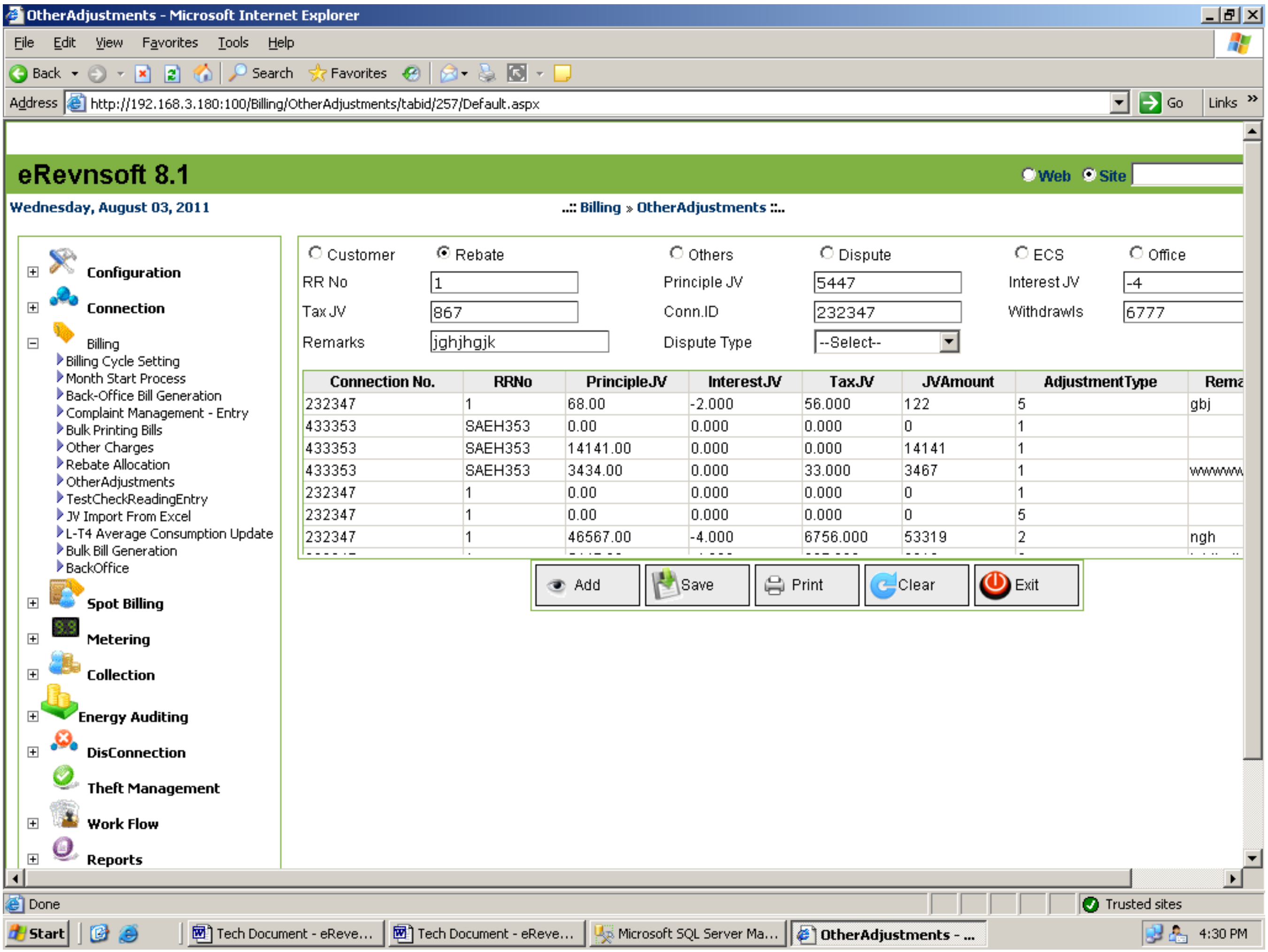


Fig 4.8.2 Screen Shot showing Other Adjustment Screen For Rebate

Steps to Follow:

Go to Billing → Other Adjustment →Rebate

1) Select the rebate radio button.
2) Enter the rrno & fill all the text fields except the connection id for the particular customer
3) Click on Add it ill Add the particular customer
4) Click save button

4.8.3) Other

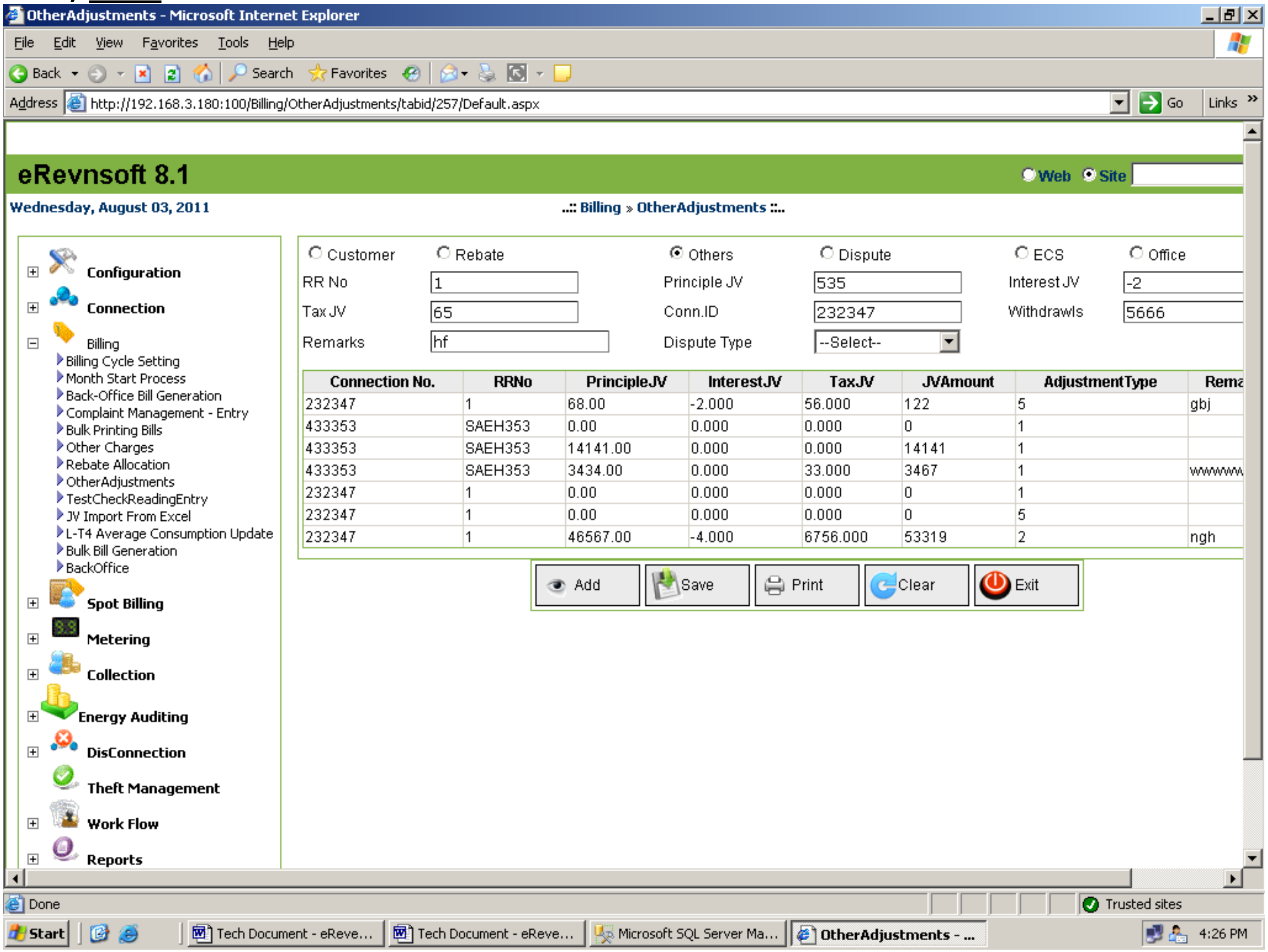


Fig 4.8.3 Screen Shot showing Other Adjustment Screen For other

Steps to Follow:

Go to Billing → Other Adjustment → Other

1) Select the other radio button.
2) Enter the rrno & fill all the text fields except the connection id for the particular customer
3) Click on Add it ill Add the particular customer
4) Click save button

4.8.4) Dispute

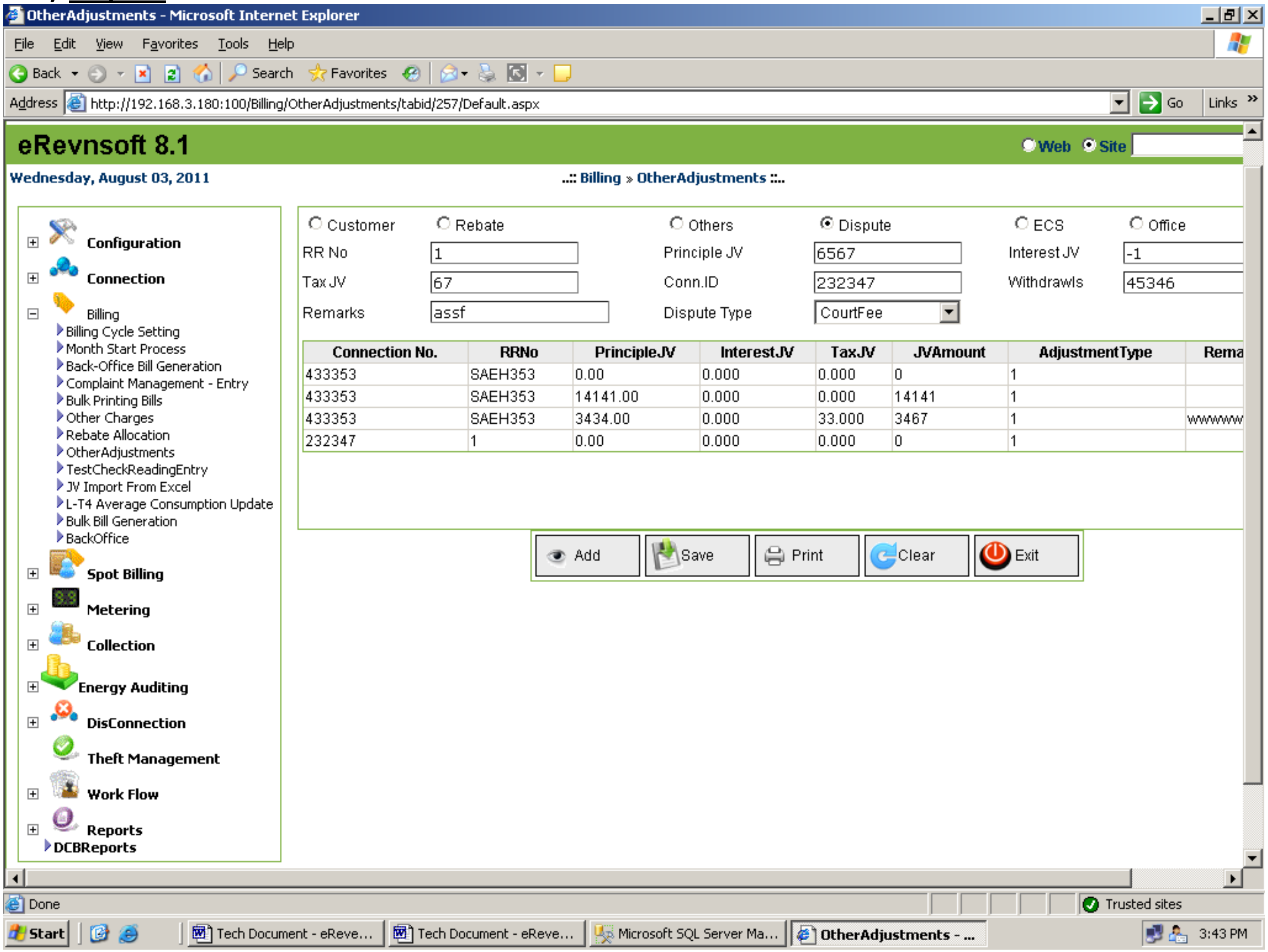


Fig 4.8.4 Screen Shot showing Other Adjustment Screen For Dispute

Steps to Follow:

Go to Billing → Other Adjustment → Dispute

1) Select the dispute radio button.
2) Enter the rrno & fill all the text fields except the connection id for the particular customer
3) Click on Add it ill Add the particular customer
4) Click save button

4.8.5) ECS

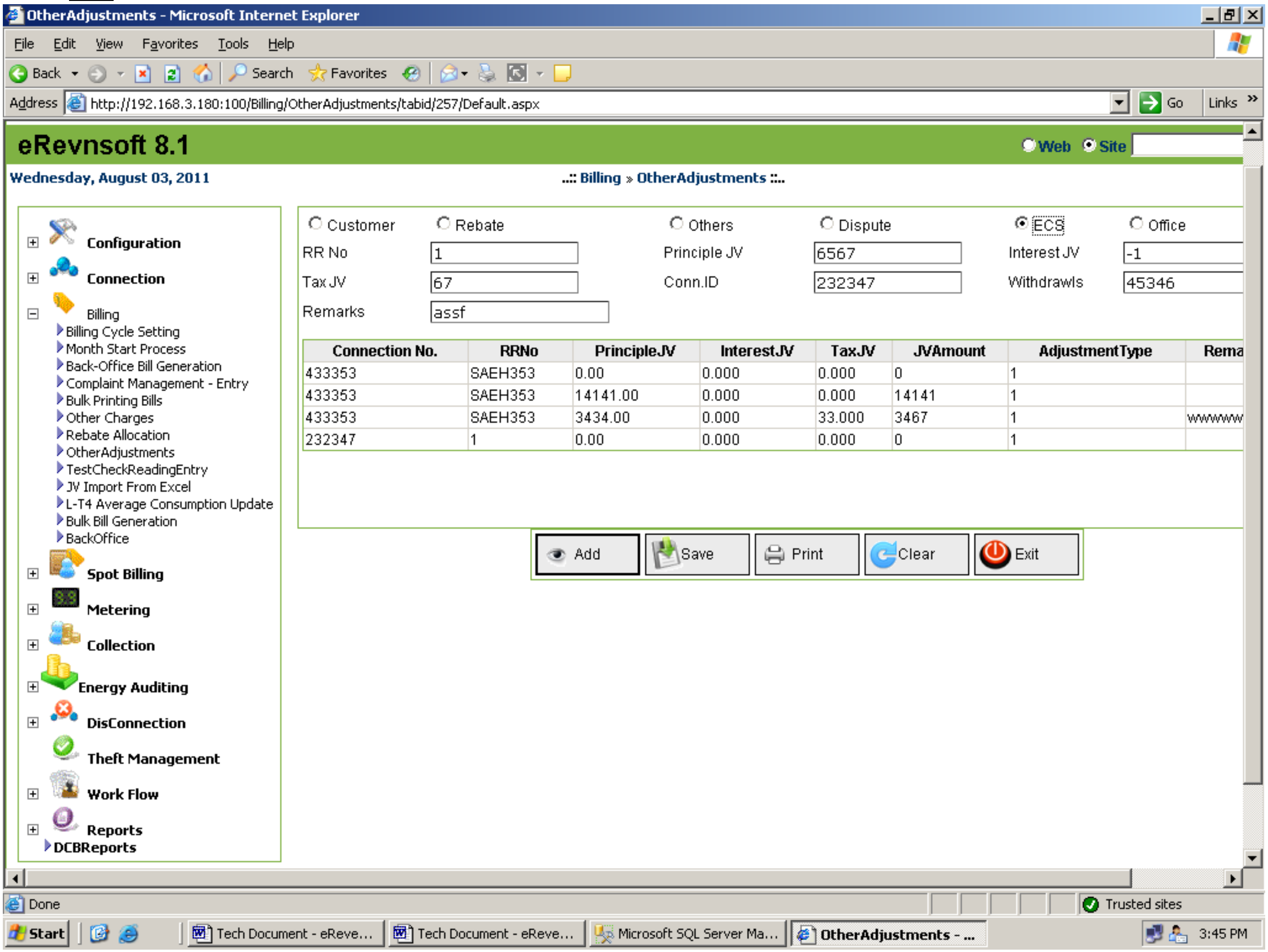


Fig 4.8.5 Screen Shot showing Other Adjustment Screen For ECS

Steps to Follow:

Go to Billing → Other Adjustment → ECS

1) Select the ECS radio button.
2) Enter the rrno & fill all the text fields except the connection id for the particular customer
3) Click on Add it ill Add the particular customer
4) Click save button

4.8.6) Office

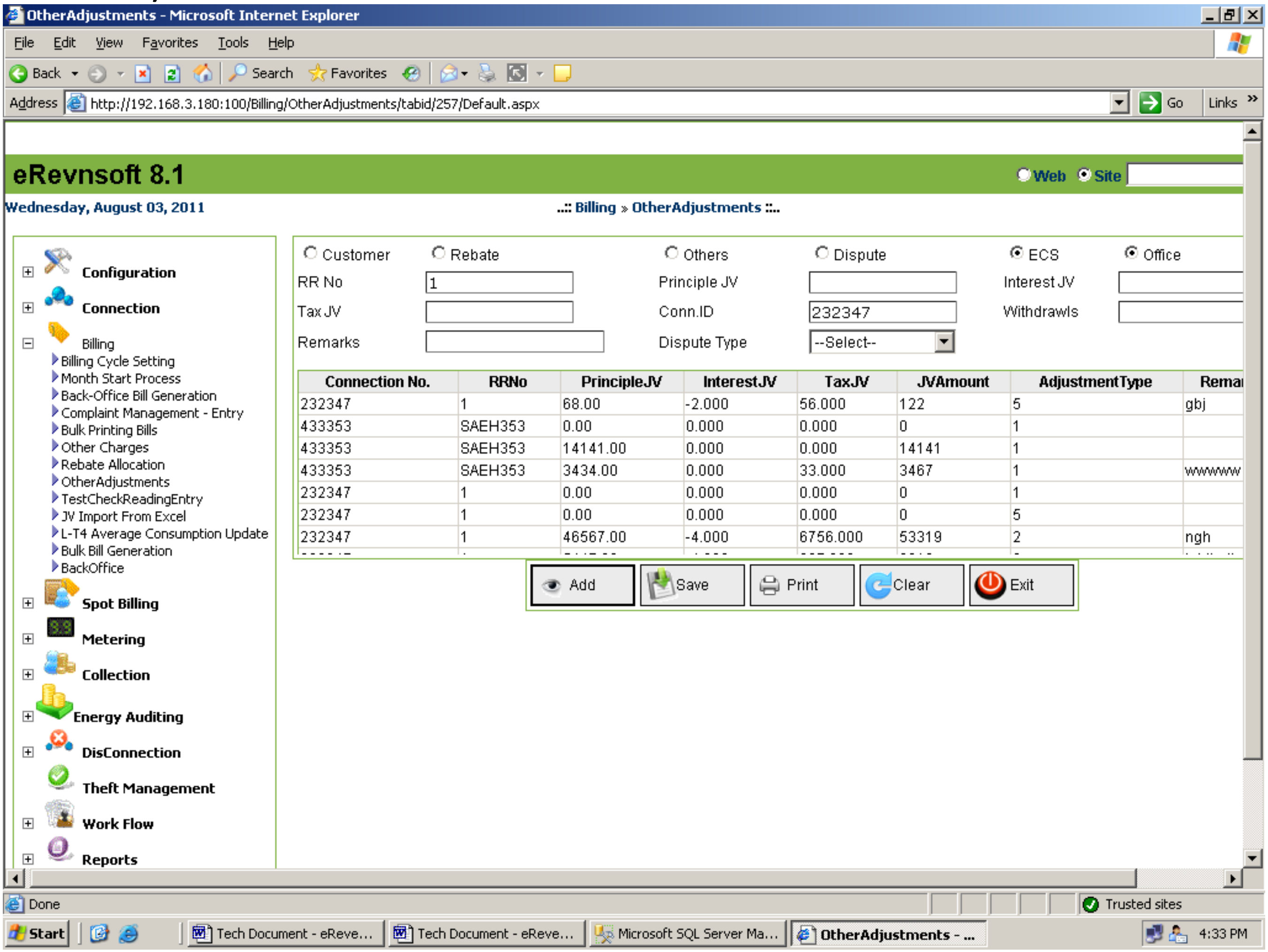


Fig 4.8.6 Screen Shot showing Other Adjustment Screen For Office

Steps to Follow:

Go to Billing → Other Adjustment →Office

1) Select the office radio button.
2) Enter the rrno & fill all the text fields except the connection id for the particular customer
3) Click on Add it ill Add the particular customer
4) Click save button

4.9) TestCheckReadingEntry

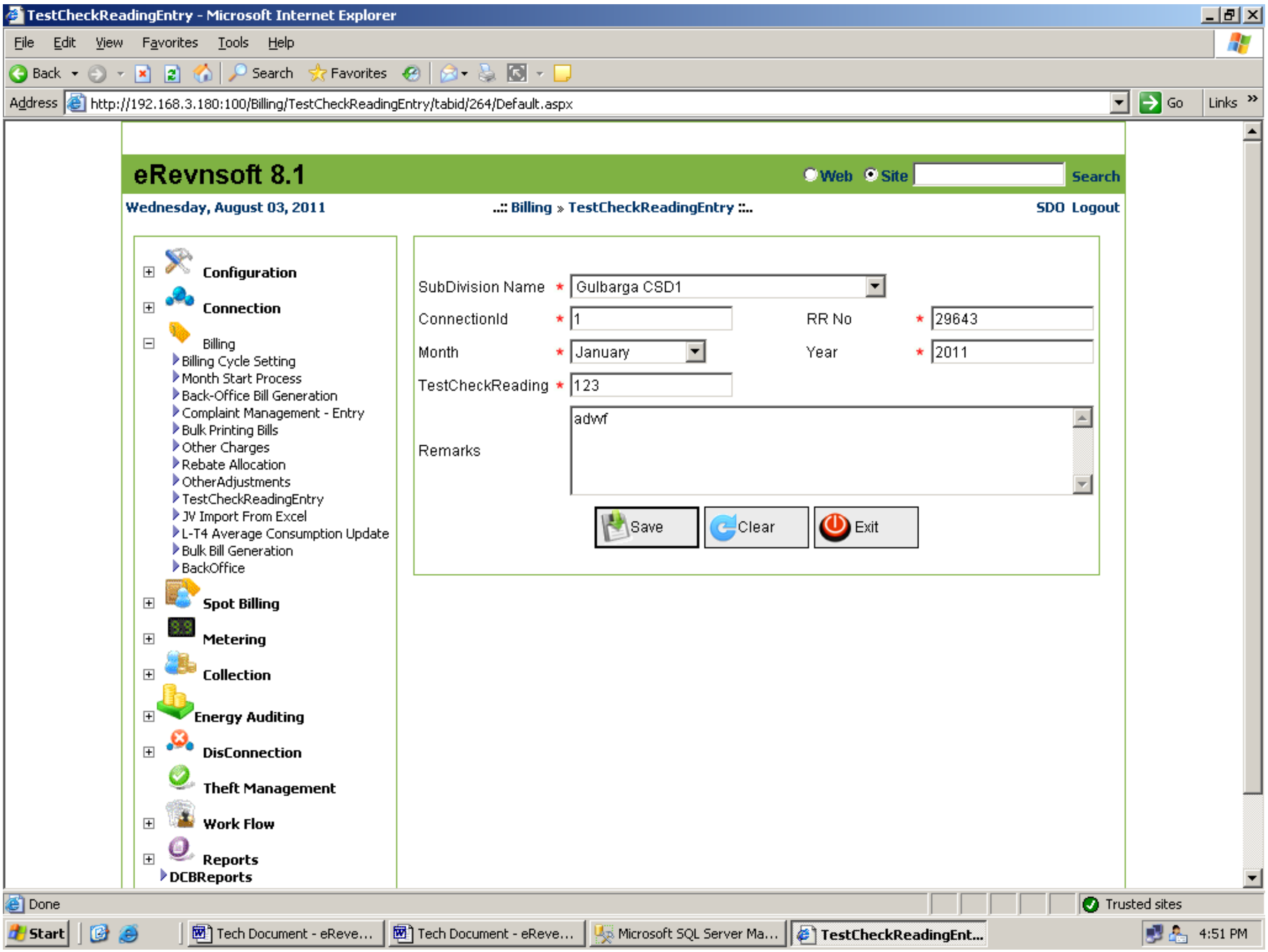


Fig 4.9 Screen Shot showing TestCheckReadingEntry Screen

Steps to Follow:

Go to Billing → TestCheckReadingEntry

1)Select Subdivision Name & month .

2) Enter the rrno & fill all the text fields except the connection id for the particular customer.

3) Click save button.

4)Click clear button.

4.10) JV Import From Excel

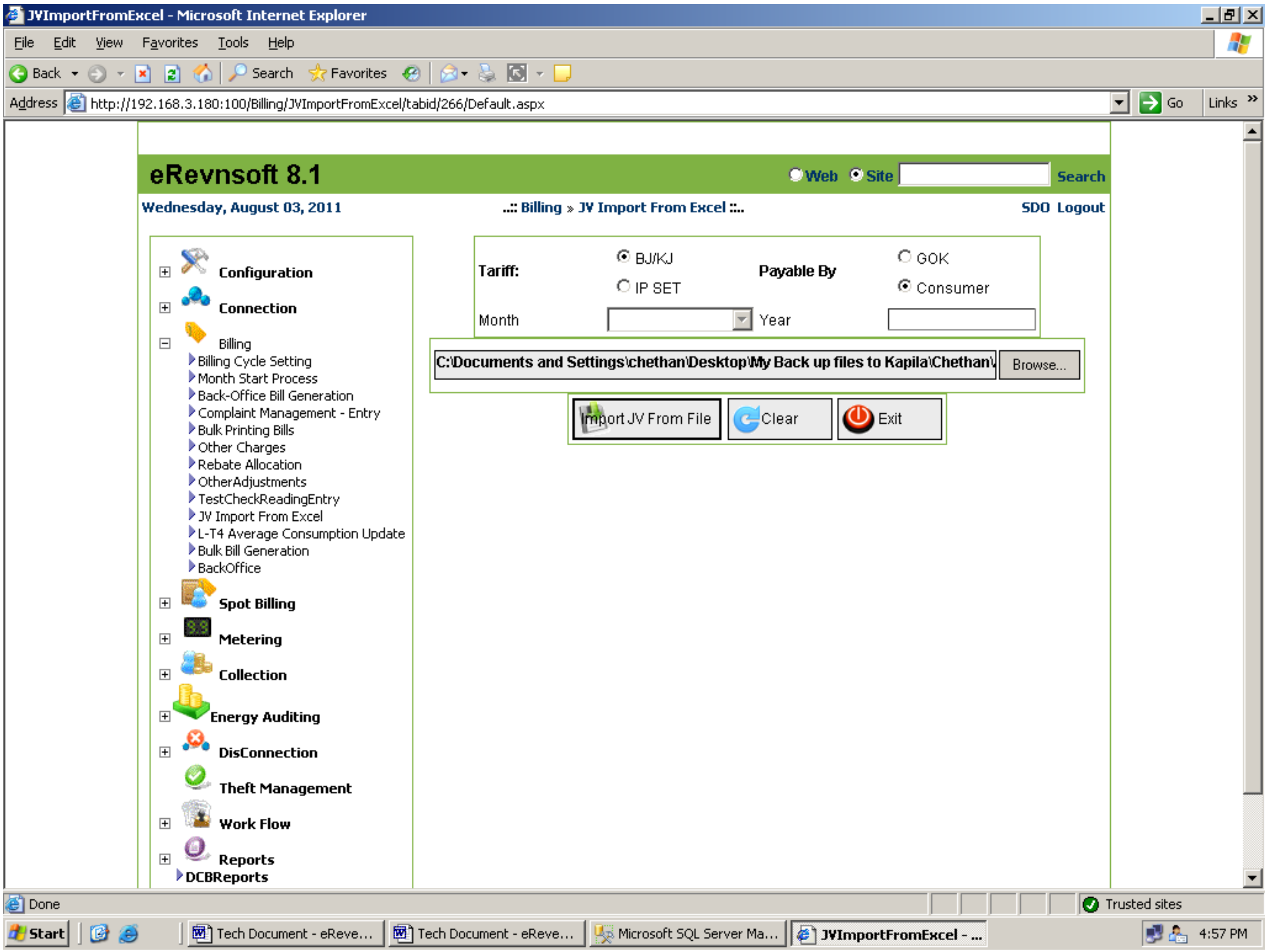


Fig 4.10 Screen Shot showing JV Import From Excel Screen

Steps to Follow:

Go to Billing → JV Import From Excel

1) Select the month.
2) Select any Tariff & any payable by radio button.
3) Browse the file by clicking on browse button.
4) Click Import JV From File.

4.11) L-T4 Average Consumption Update

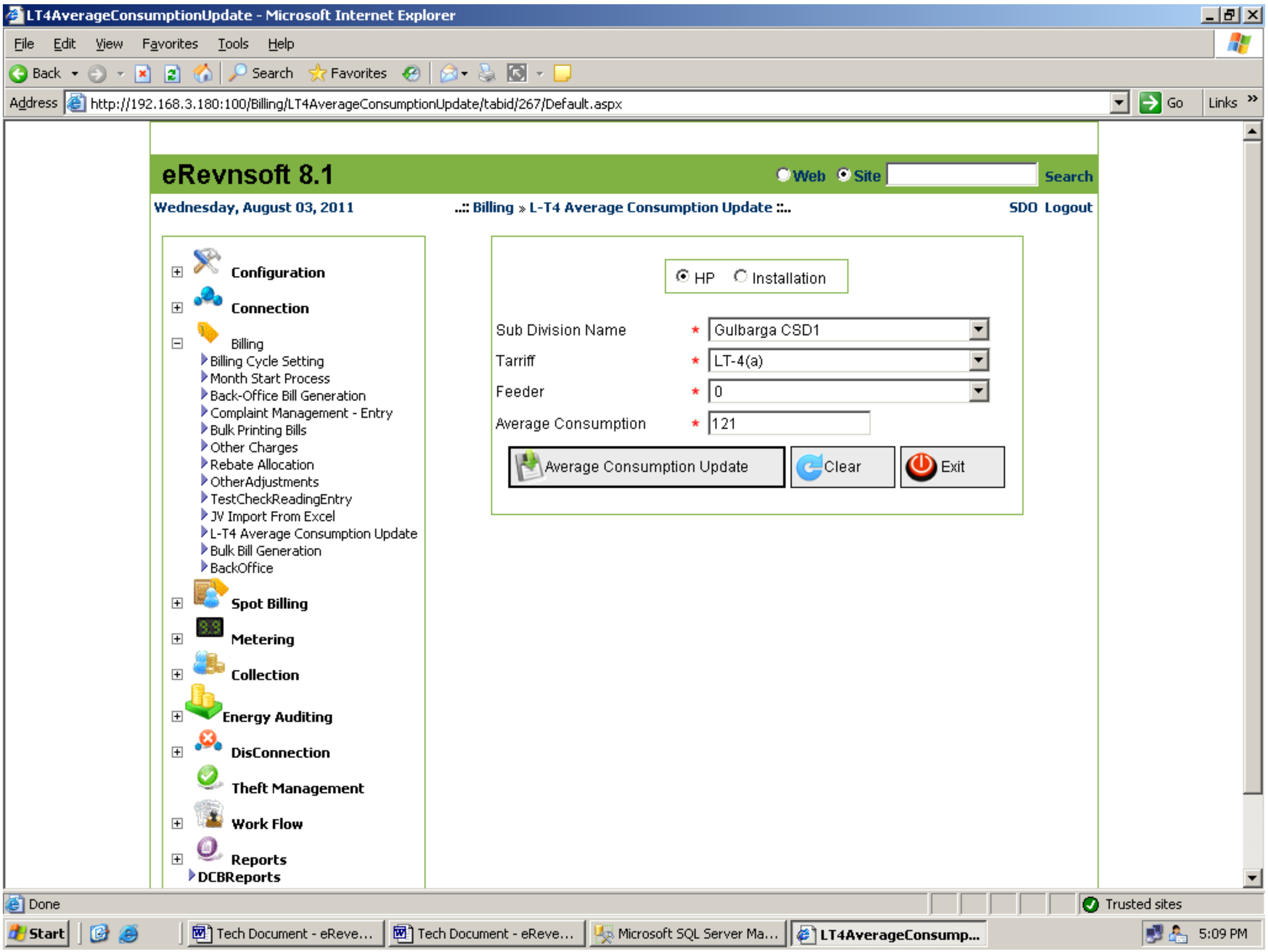


Fig 4.11 Screen Shot showing L-T4 Average Consumption Update Screen

Steps to Follow:

Go to Billing → L-T4 Average Consumption Update

1) Select Division Name , Tarriff & Feeder.
2) Enter the Average Consumption
3) Click on Average Consumption update button.

4.12) Bulk Bill Generation

4.12.1) IPset

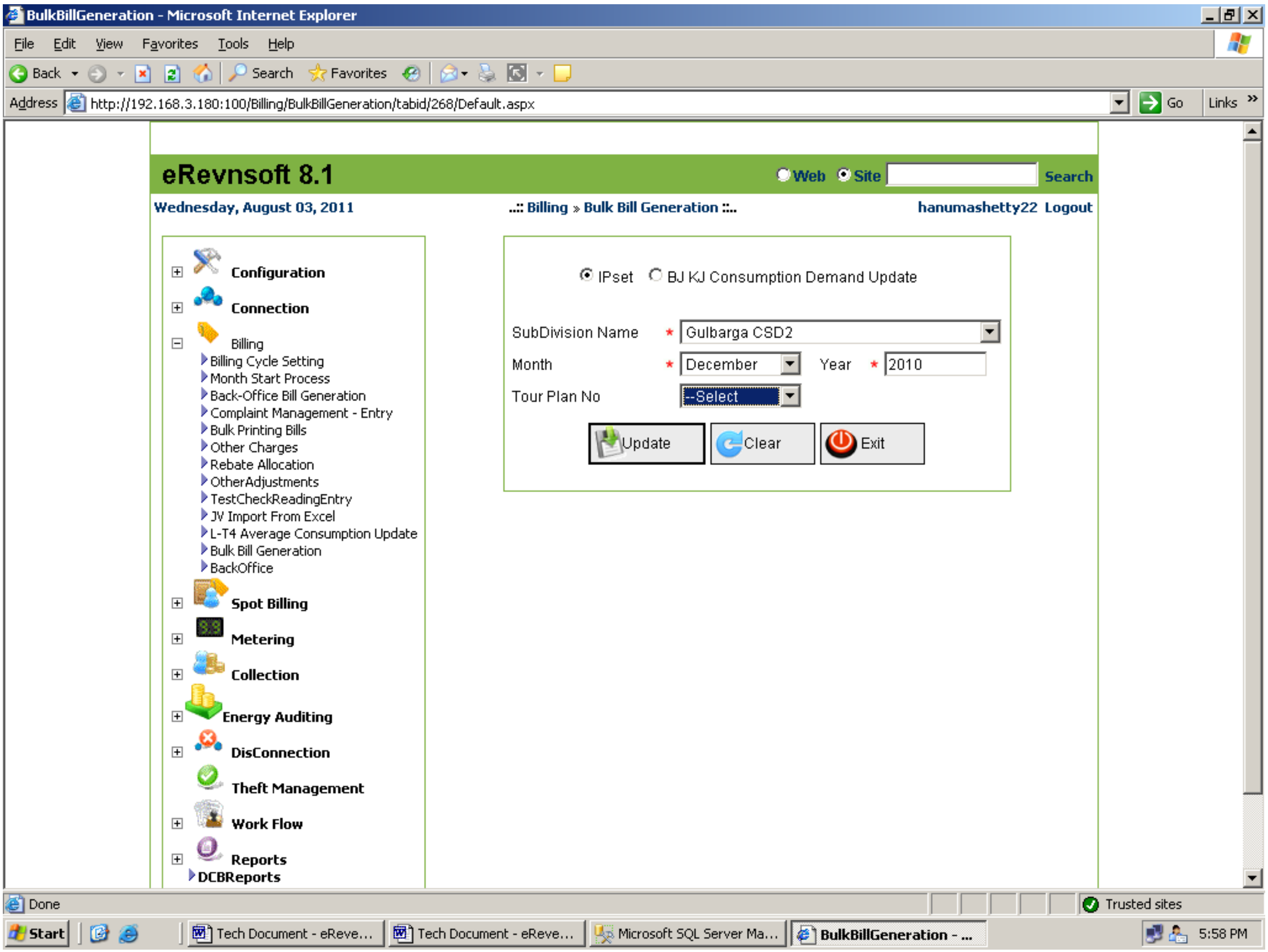


Fig 4.12.1 Screen Shot showing Bulk Bill Generation Screen for IPset

Steps to Follow:

Go to Billing → Bulk Bill Generation → IPset

1) Select the Subdivision Name , month & tour plan no.
2) Enter the year
3) Click on Update button.
4) Click clear button.

4.12.2) BJ KJ Consumption Demand Update

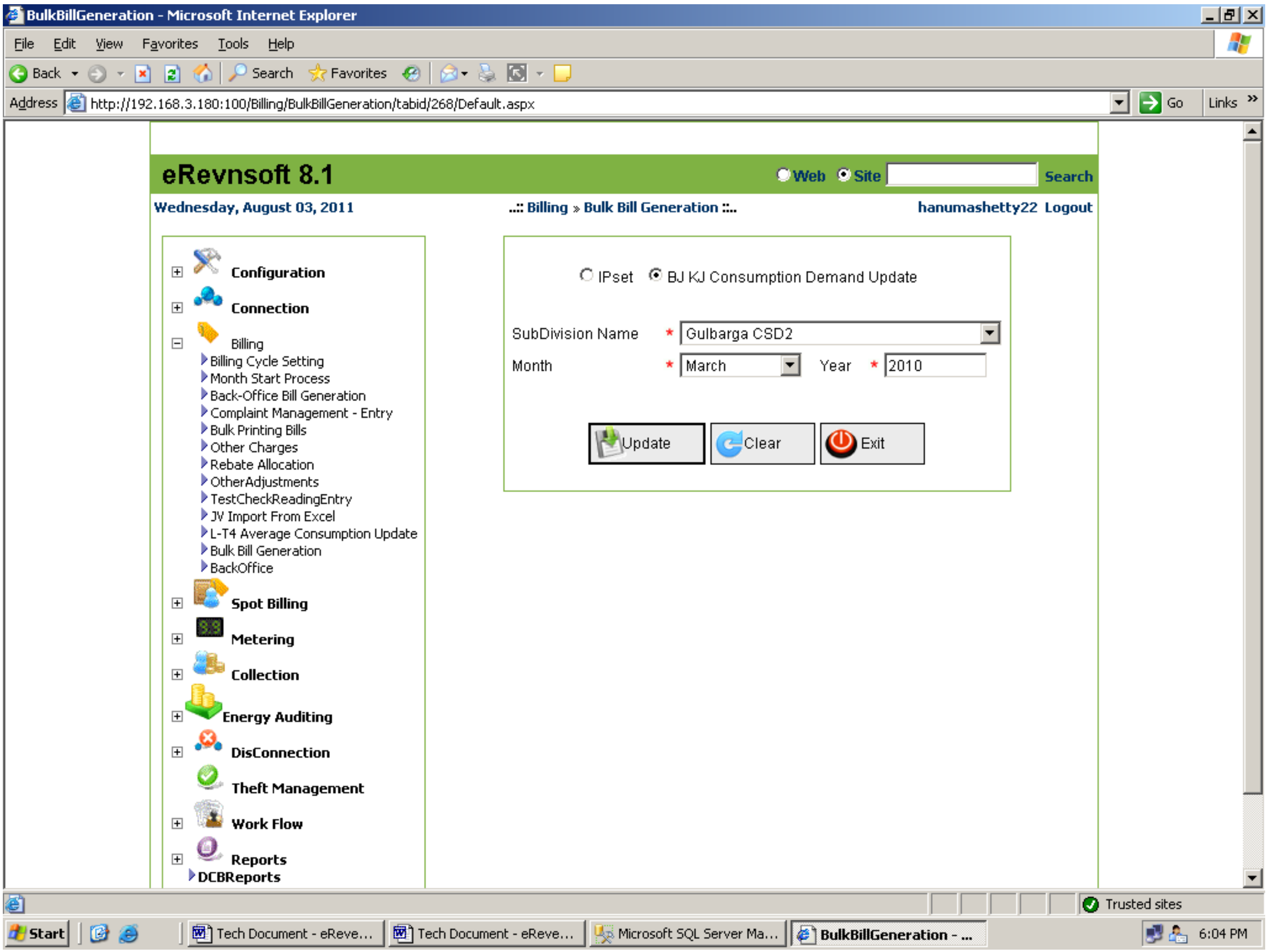


Fig 4.12.2 Screen Shot showing Bulk Bill Generation Screen for BJ KJ Consumption Demand Update

Steps to Follow:

Go to Billing→ Bulk Bill Generation → BJ KJ Consumption Demand Update

1) Select the Subdivision Name, month & year.
2) Click update button
3) Click clear button.

4.13) Bill Upload

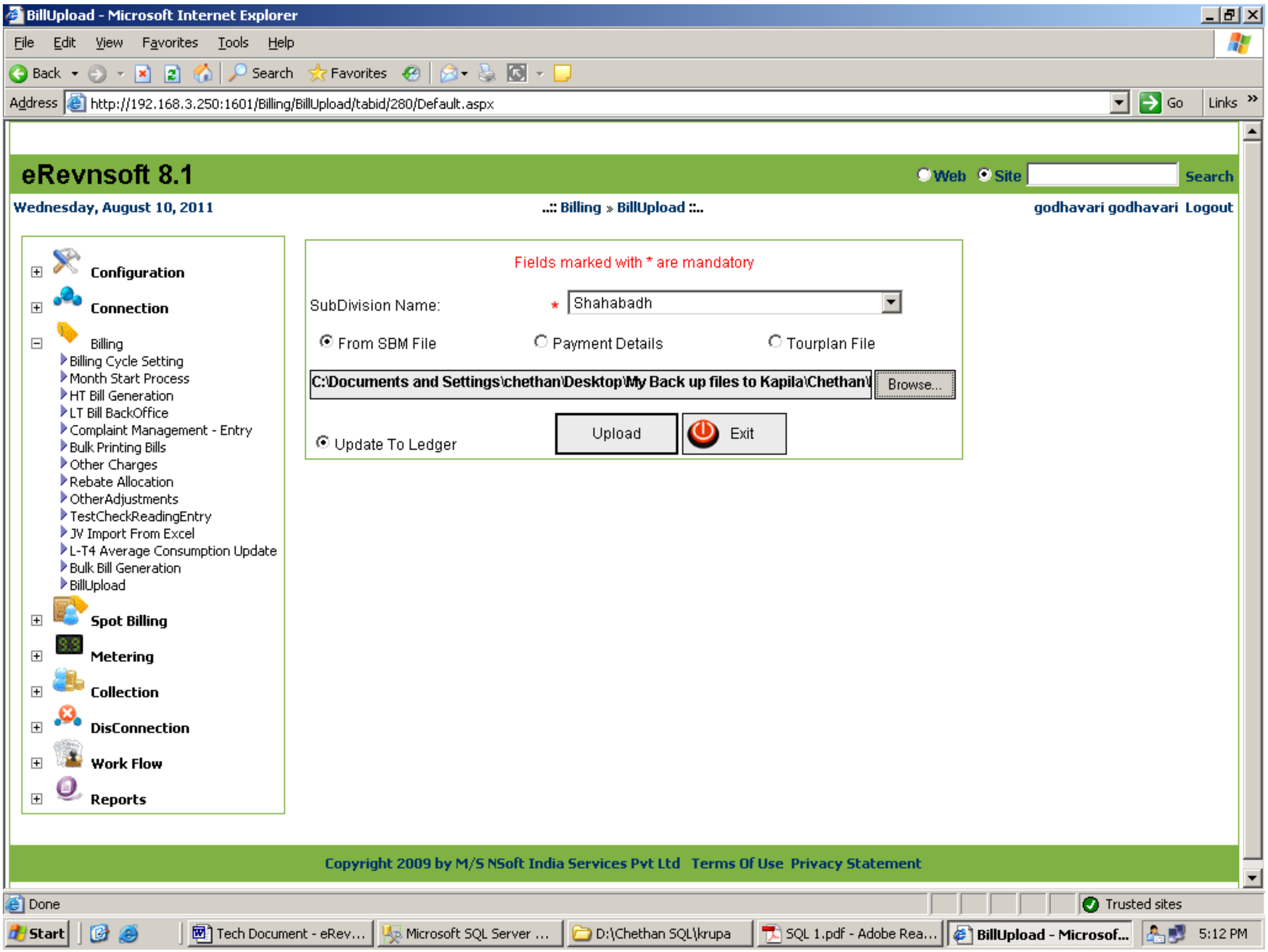


Fig 4.13 Screen Shot showing Bill Upload Generation Screen.

Steps to Follow:

Go to Billing→ Bill Upload

1) Select SubdivisionName from the drop down .
2) Select any one among the radio buttons.
3) Click on browse & select the file which you want to upload.
4) Click on upload button then it will shows a msg saying Successfully updated.

4.14) Back Office

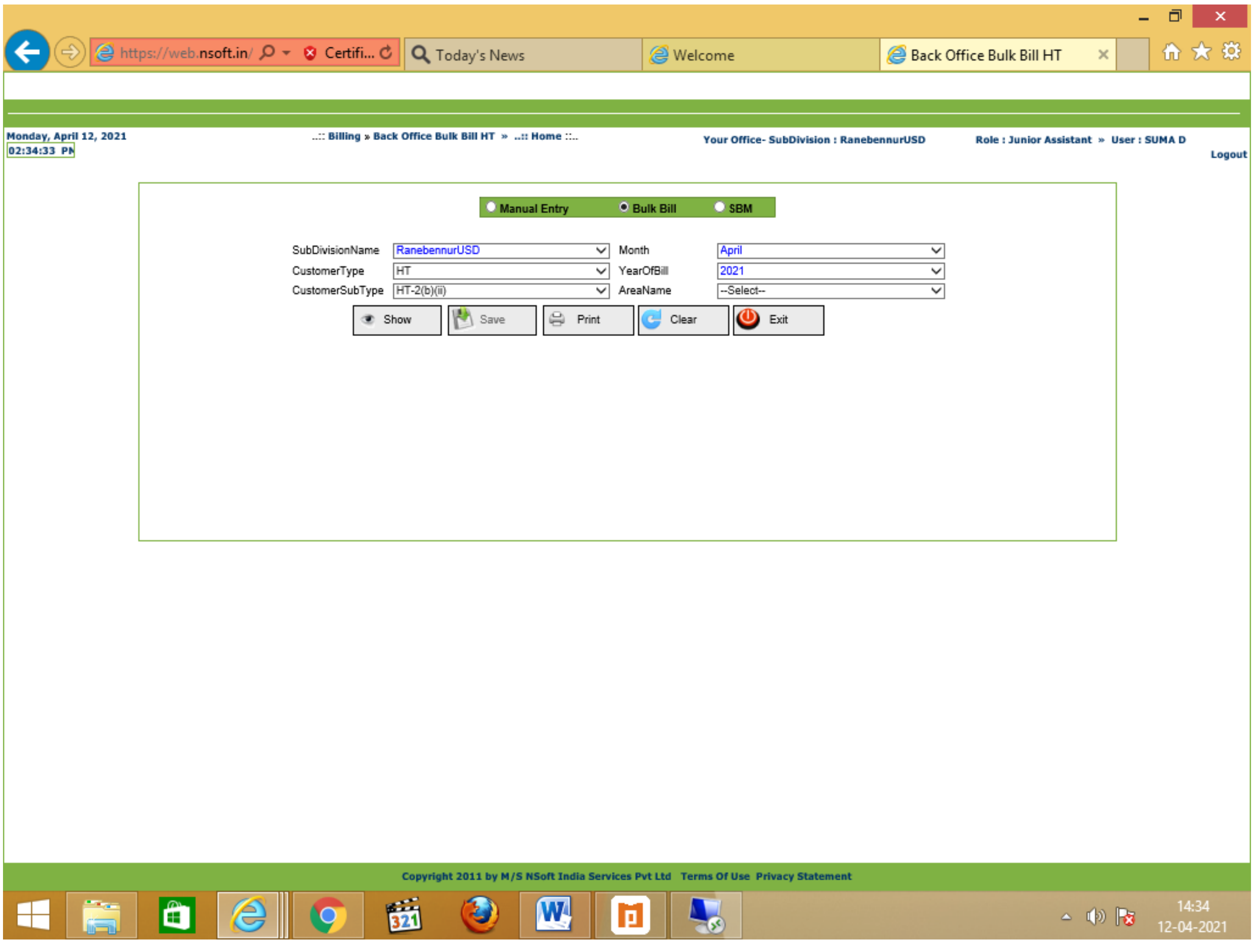


Fig 4.14 Screen Shot showing Back Office Screen.

Steps to Follow:

Go to Billing→ Back Office Screen

1) Select Radio buttons
   1.Manual Entry 2.Bulk Bill 3.SBM
2) Select Sub Division Name
3) Select Month.
4) Select Customer Type
5) Select Year of Bill
6) Select Customer Sub Type
7) Select Area Name
8) Click on Show Button
9) Click on Print Button to Print the details
10) Click on Save button to save all the entered details
11) Click on Clear Button to clear all the entered details

4.15) Other Charges Import From Excel

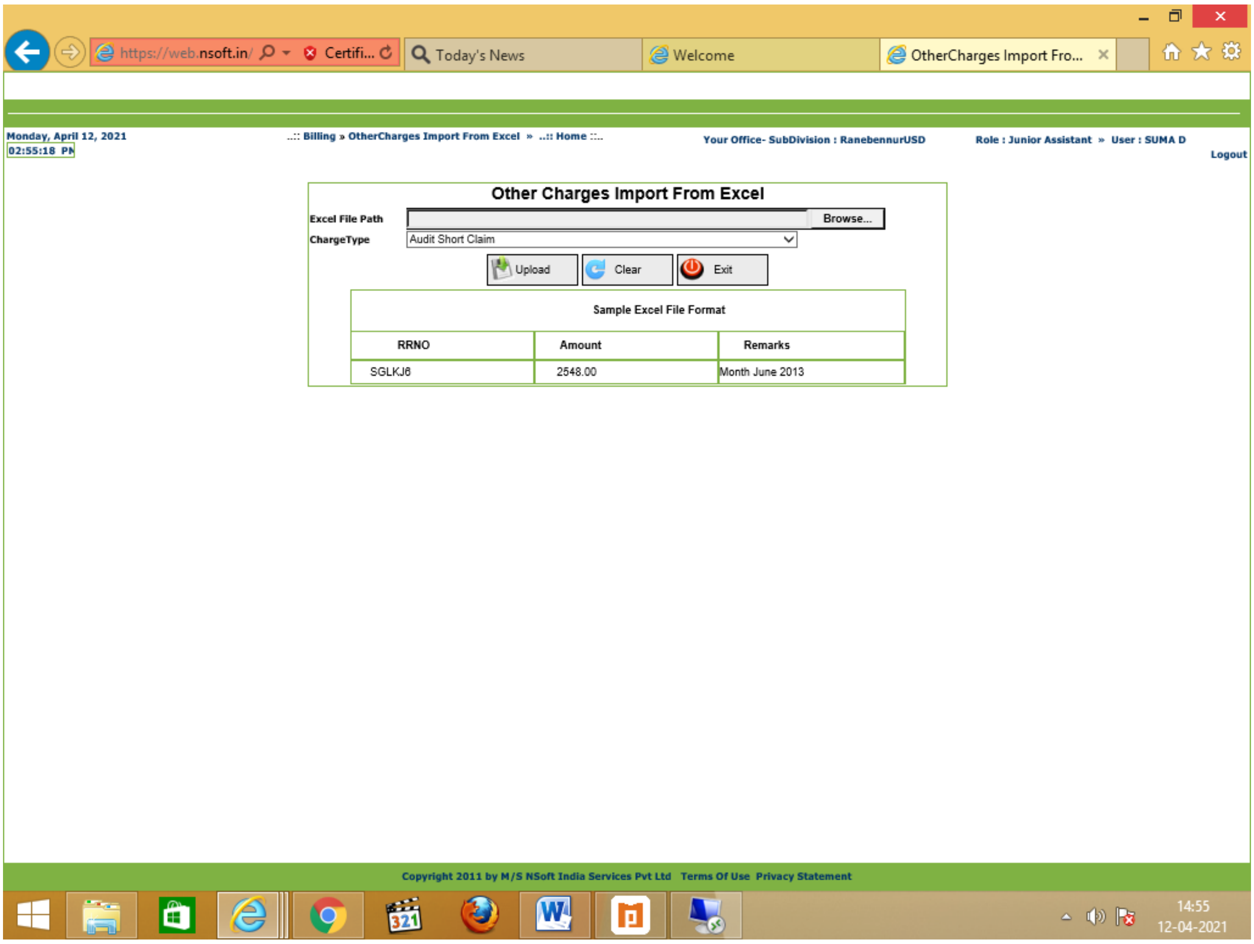


Fig 4.15 Screen Shot showing Other Charges Import From Excel Screen.

Steps to Follow:

Go to Billing→ Other Charges Import From Excel

1) Select Excel File Path
2) Select Charge Type
3) Click on Upload to upload the File
4) Click on Clear Button to clear all the entered details

4.16) LT Bill Back Office

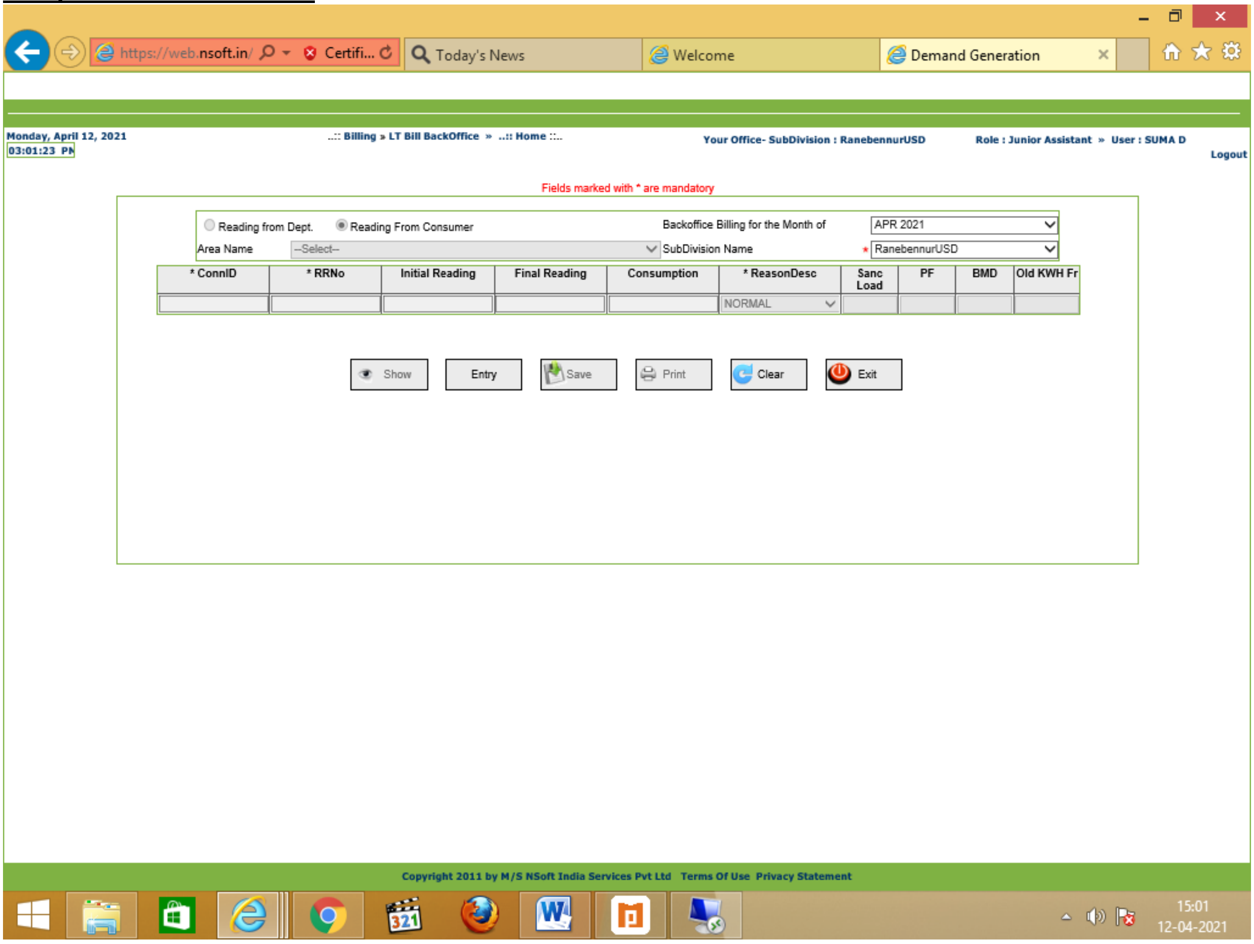


Fig 4.16 Screen Shot showing LT Bill Back Office Screen.

Steps to Follow:

Go to Billing→ LT Bill Back Office

1) Select radio buttons
   1.Reading From Dept 2.Reading From Consumer
2) Select Backoffice Billing for the Month of
3) Select Sub Division name
4) Click on Show button
5) Click on entry button
6) Click on Save to save all the entered details
7) Click on print Button
8) Click on clear button to clear all the entered details

4.17) Month Close

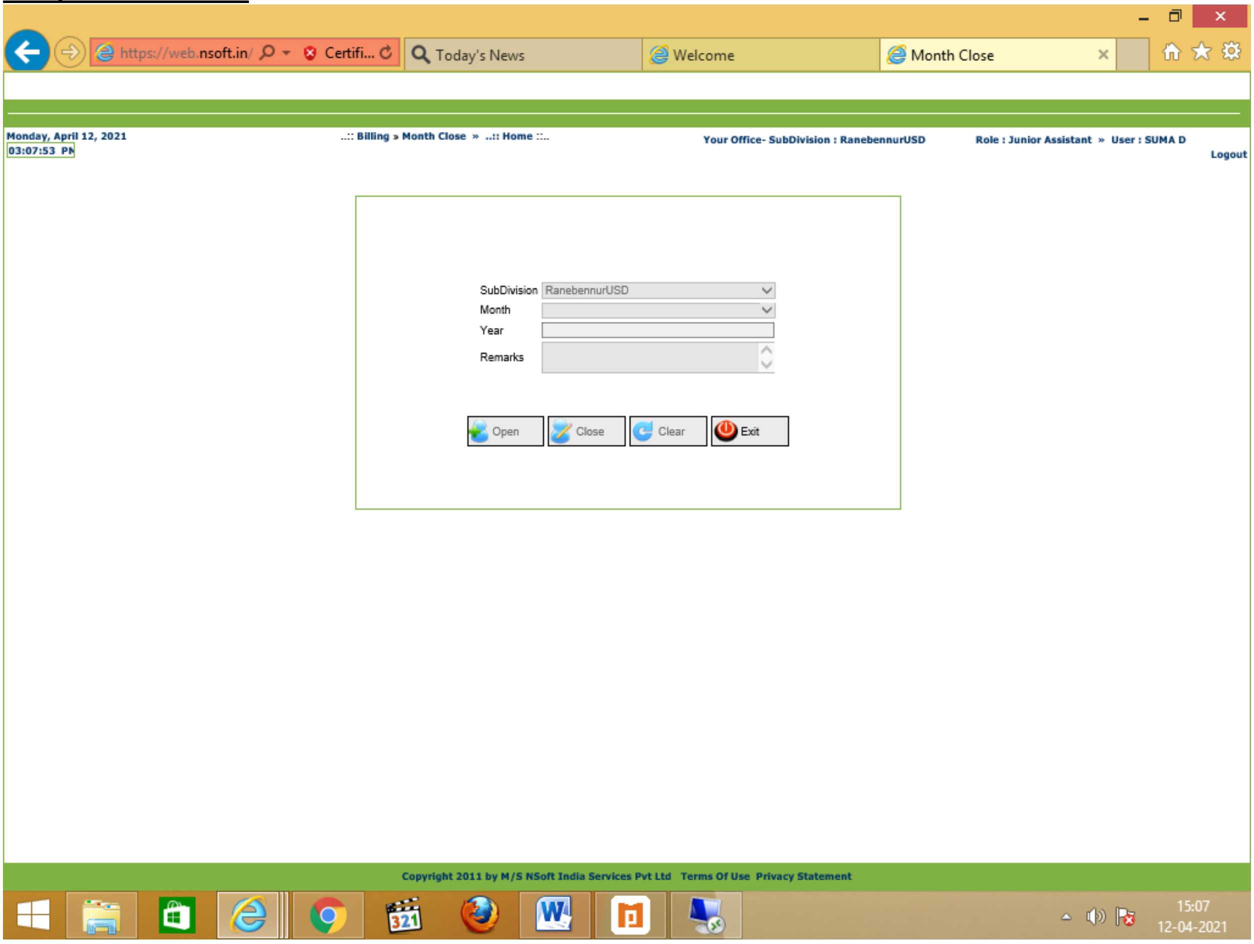


Fig 4.17 Screen Shot showing Month Close Screen.

Steps to Follow:

Go to Billing→ Month Close

1) Select Subdivision
2) Select Month
3) Select Year
4) Enter Remarks
5) Click on open button
6) Click on Close button
7) Click on clear button to clear all the entered details

4.18) Remarks Entry

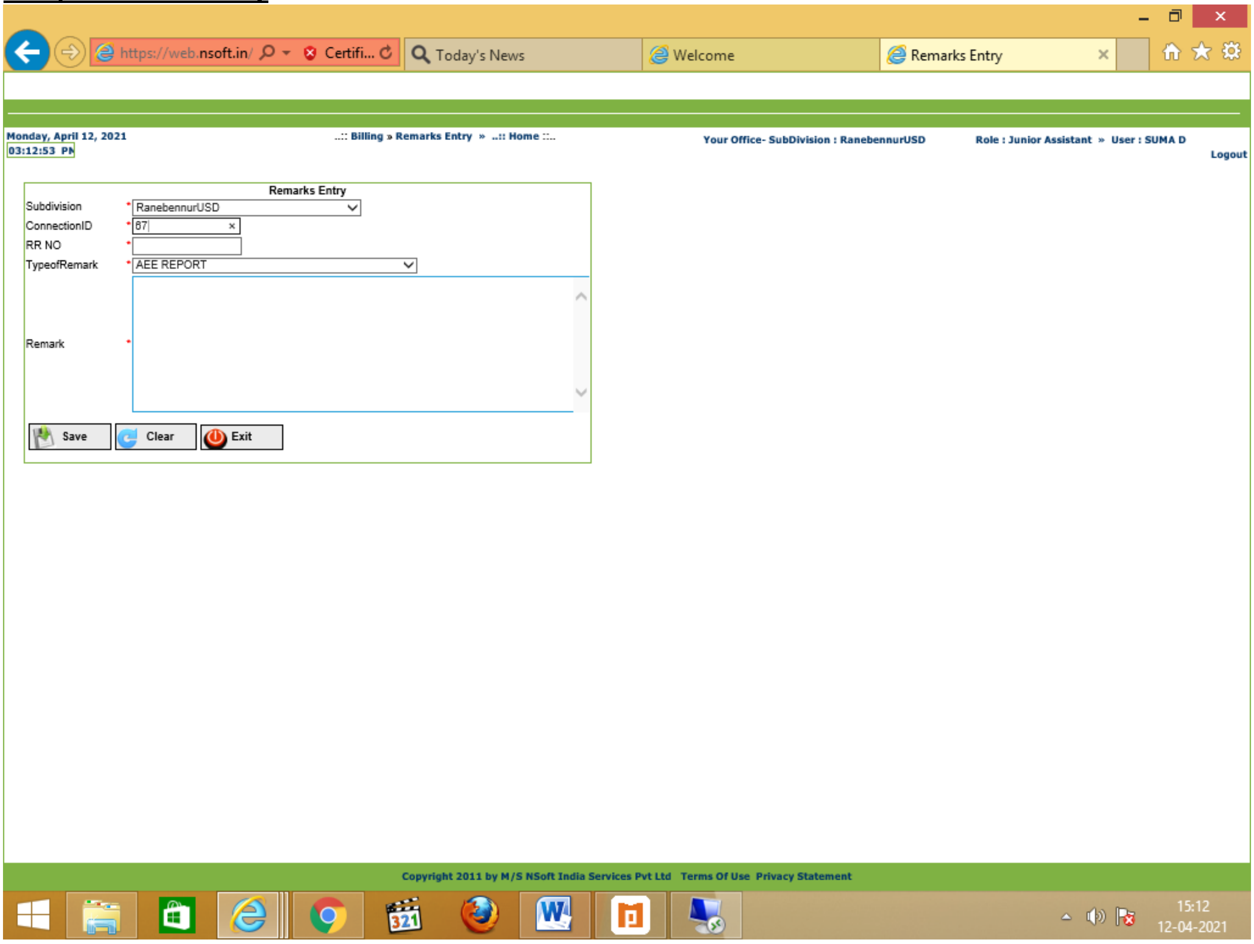


Fig 4.18 Screen Shot showing Remarks Entry Screen.

Steps to Follow:

Go to Billing→ Remarks Entry Screen

1) Select Subdivision
2) Enter Connectionid
3) Enter RRNO
4) Select Typeof Remarks
5) Enter Remarks
6) Click on Save to Save all the Entered Details
7) Click on clear button to clear all the entered details

5) Spot Billing

5.1) Staff Area Allocation

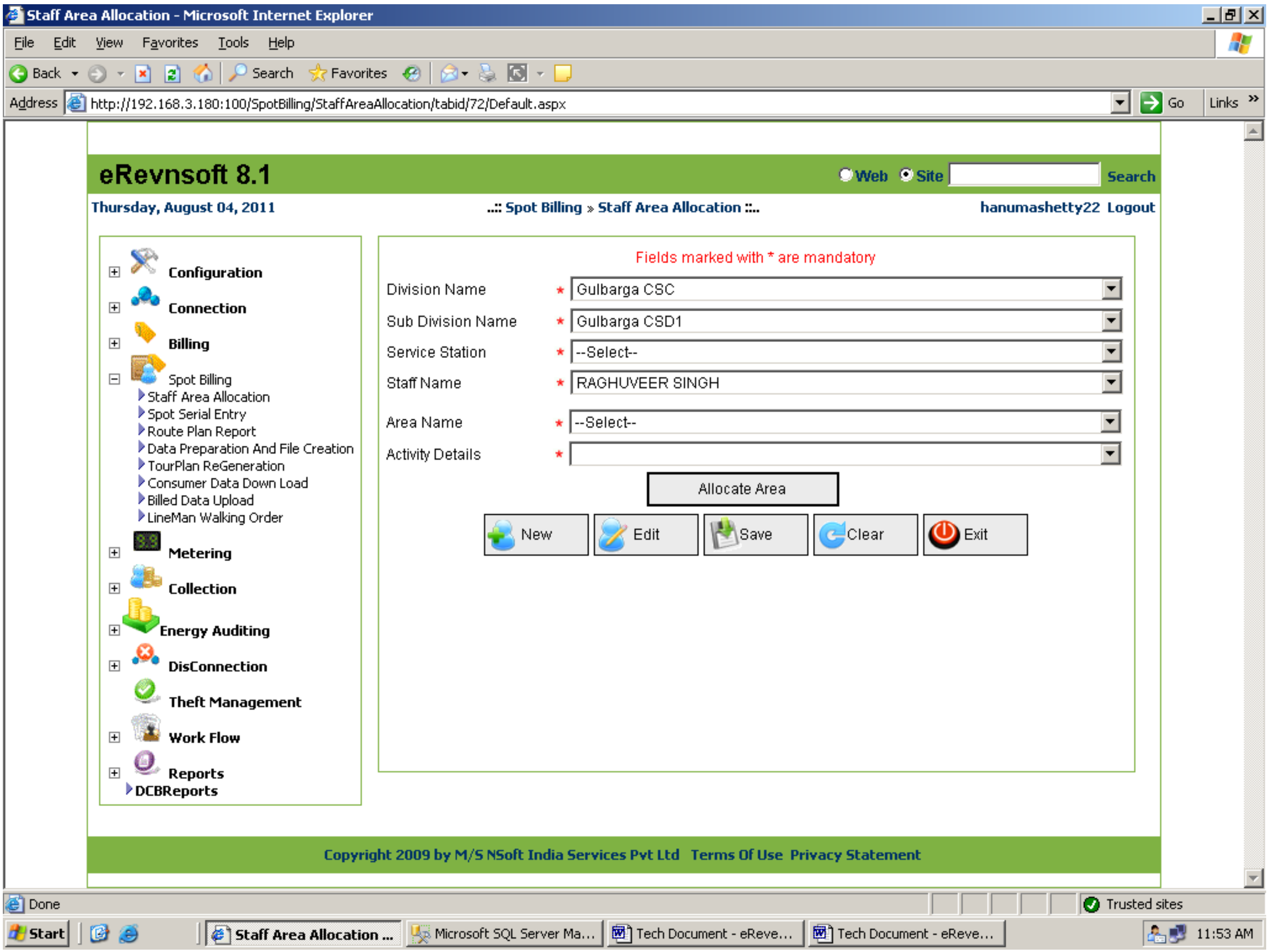


Fig 5.1 Screen Shot showing Staff Area Allocation Screen

This screen is used to allocate area and assign activity for meter readers. Meter reader will go for billing, cash collection this assigned date for a particular area. Fig 5.1 shows the Screen Shot of Staff Area Allocation Screen

Steps to Follow:

Go to Spot Billing → Staff Area Allocation

1) Click New Button.
2) Select Division Name, Subdivision Name, Service Station, Staff name , Area name and activity Details .
3) Click the Allocate Area Button and then click the save button.

5.2) Spot Serial Entry

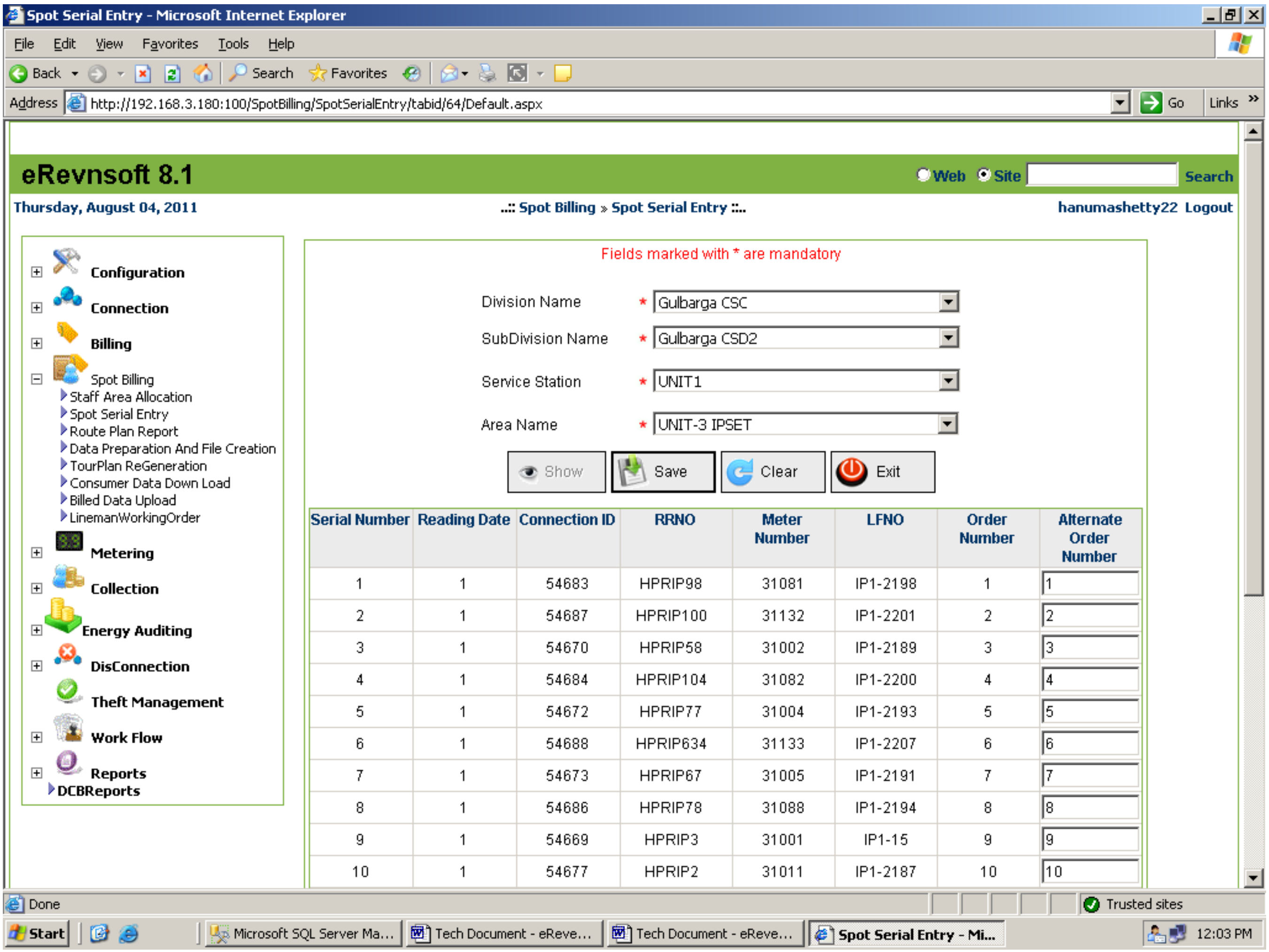


Fig 5.2 Screen Shot showing Spot Serial Entry Screen

This screen is used to enter/modify the meter reading order for the consumers in a particular area. Order no can also be modified by providing alternate order no's thereby sorting the spot serial Fig 5.2 shows the Screen Shot of Spot Serial Entry Screen

Steps to Follow:

Go to Spot Billing → Spot Serial Entry

1) Select Division Name, Subdivision Name , Service Station and Area name
2) Click the Show Button .
3) After complete the Spot Serial Entry Click the Save Button

5.3) Route Plan Report

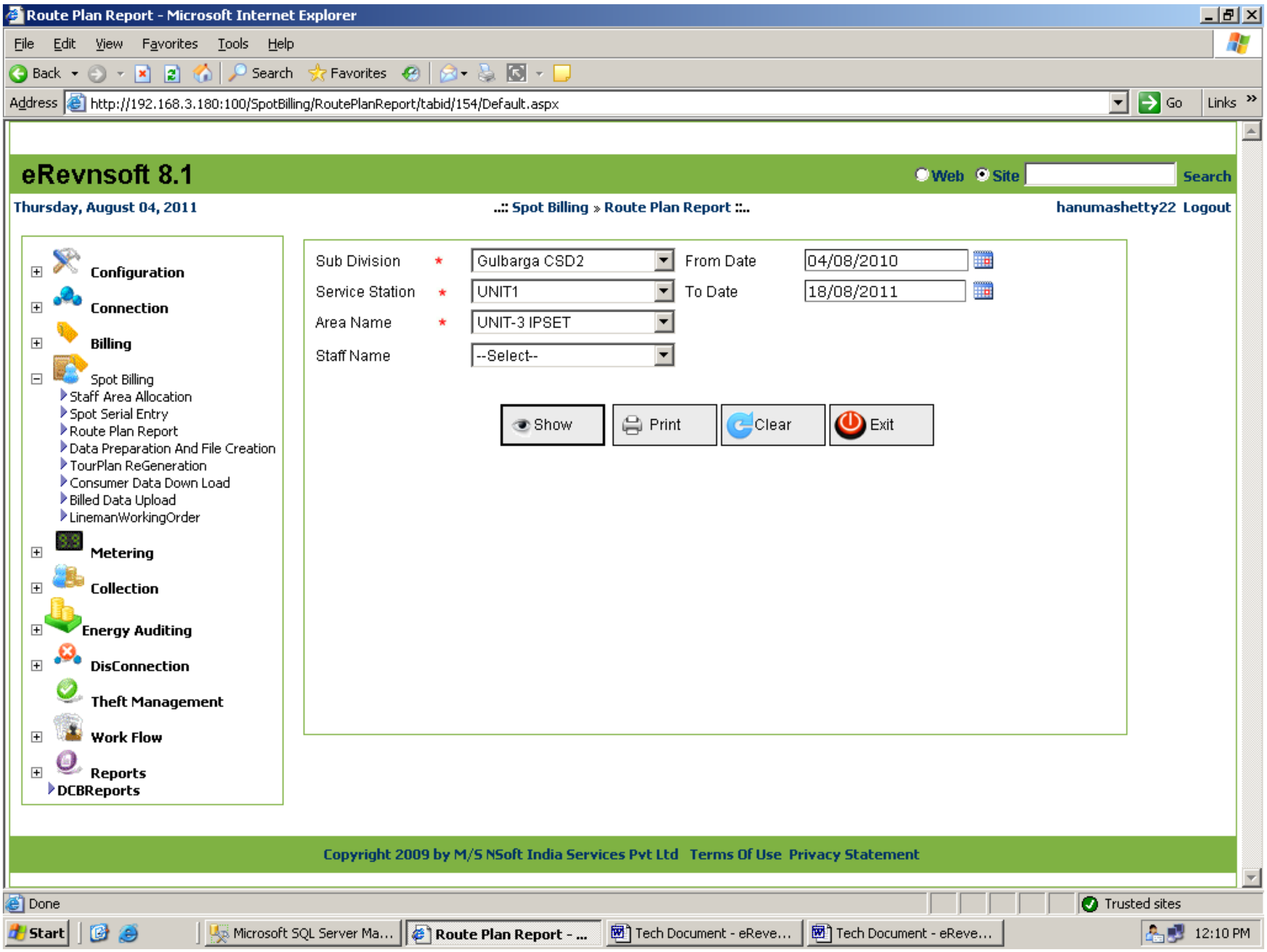


Fig 5.3 Screen Shot showing Route plan Report Screen

This Screen is used to guide the meter readers regarding their route plan for meter reading. Route plan report is generated based on spot serial entry. Fig 5.3 Shows the Screen Shot of Route plan Report Screen

Steps to Follow:

Go to Spot Billing → Route Plan Report

1) Select Subdivision name, Service station name, Area name, Staff name, and from to date to date.
2) After select the all fields click the show button and the click print report is displayed

5.4) Data Preparation And File Creation

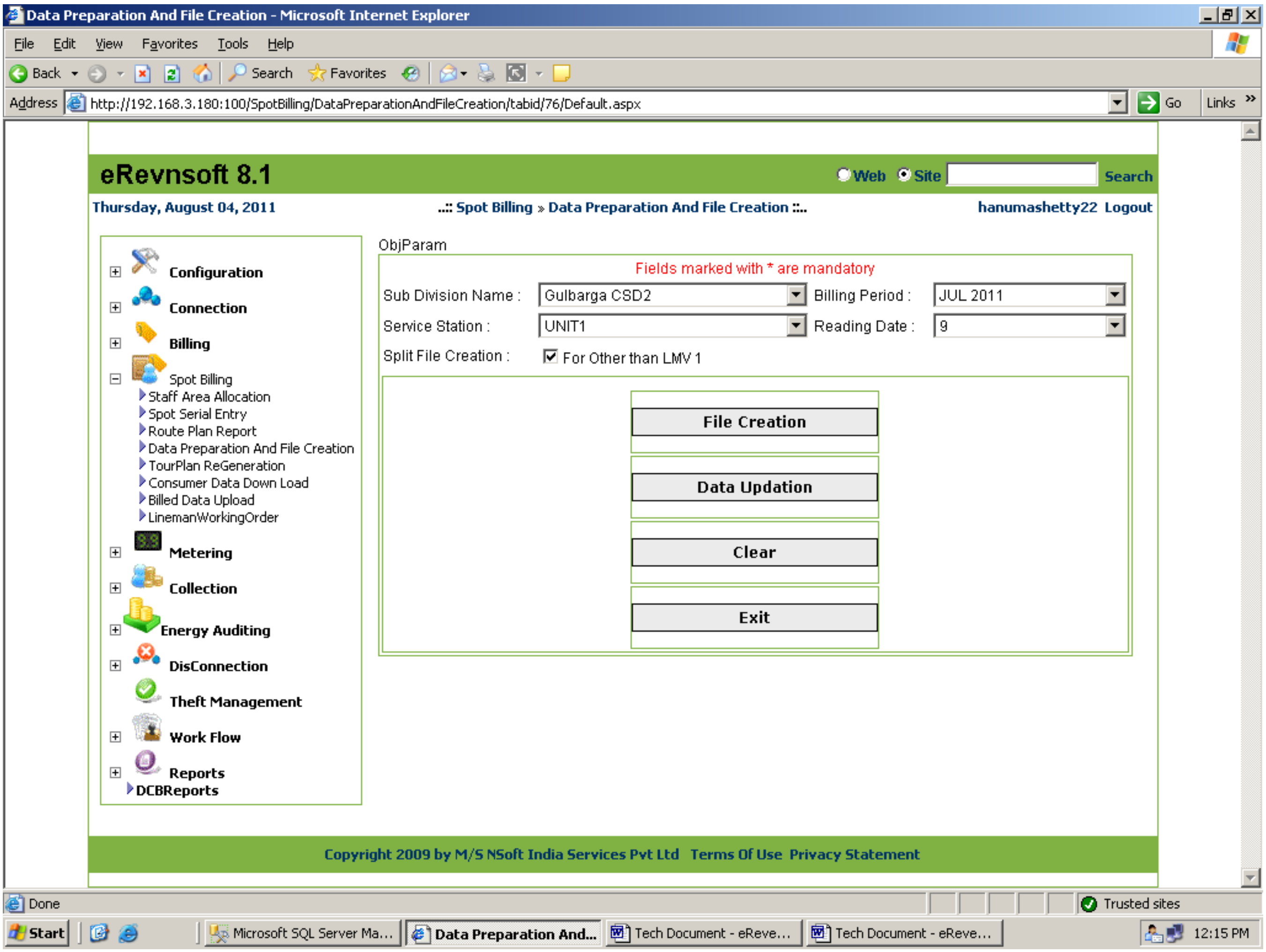


Fig 5.4 Screen Shot showing Data Preparation and File creation Screen

This transaction will create the To SBM files for meter reading according to tourplans generated in Month start process. Files created will be loaded to SBM Machine for Meter Reading. Data updation process will update the billed details to ledger accounts. Fig 5.4 shows the Screen Shot of Data Preparation and File creation Screen.

Steps to Follow:

Go to Spot Billing → Data Preparation And File Creation

1) Select Subdivision Name, Billing period and Reading Date
2) Click file creation button.
3) Click data updation button.

5.5) Tour Plan Re Generation

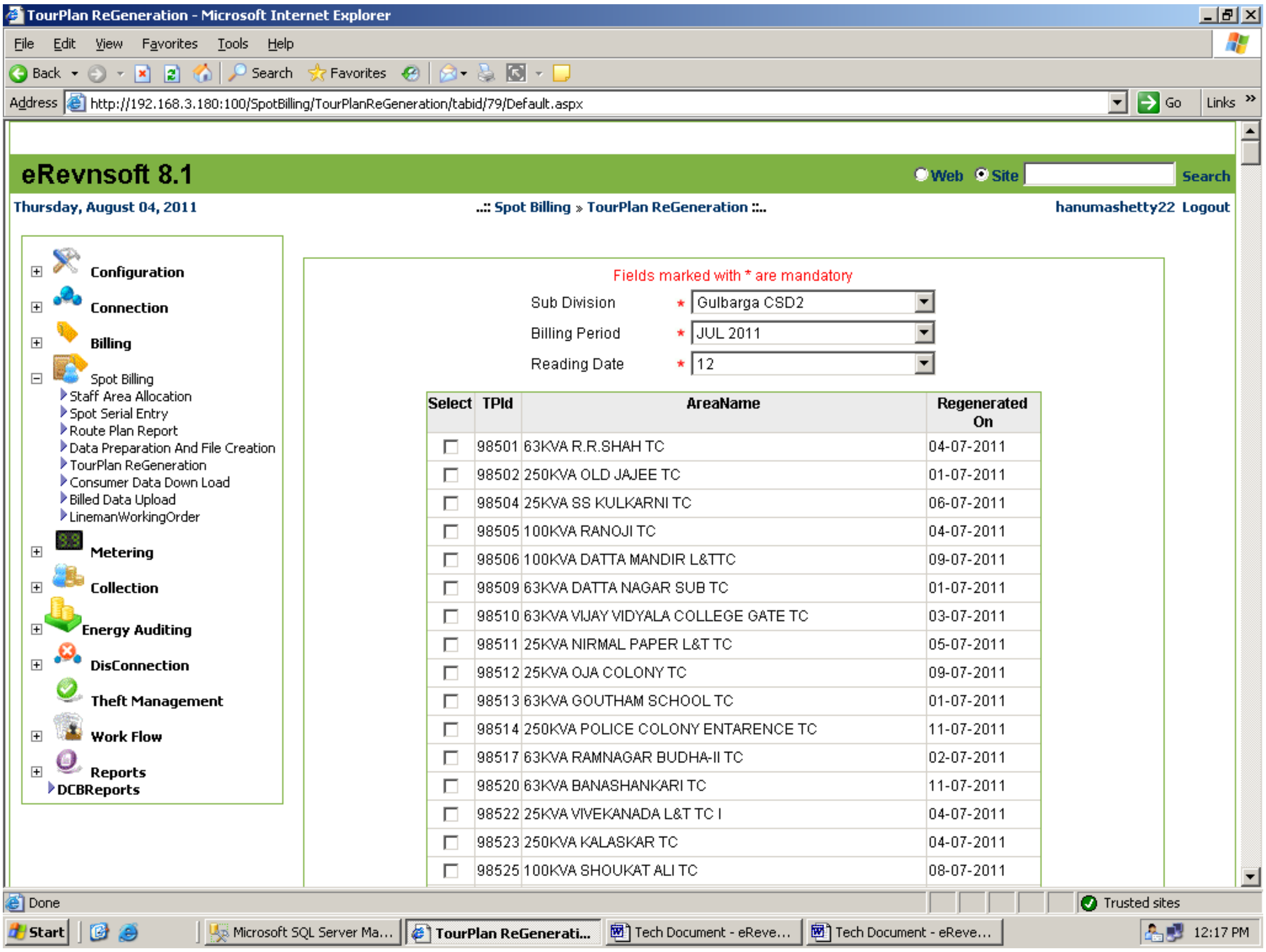


Fig 5.5 Screen Shot showing Tour plan Regeneration Screen

This screen is used to regenerate tour plans. Tour plan will be regenerated daily for latest changes in the billing data or master data .Any changes in consumer master data or billing data will be updated. File has to be created for every regenerated tour plan. Fig 5.5 shows the Screen Shot of Tour plan Regeneration Screen

Steps to Follow:

Go to Spot Billing → Tour Plan Regeneration

1) Select subdivision, billing period and Reading date
2) Area wise tour plan list will be displayed for selected subdivision
3) Select the tour plans which area to be regenerated
4) Click on regenerate to regenerate the selected tour plans.

5.6) Consumer Data Down Load

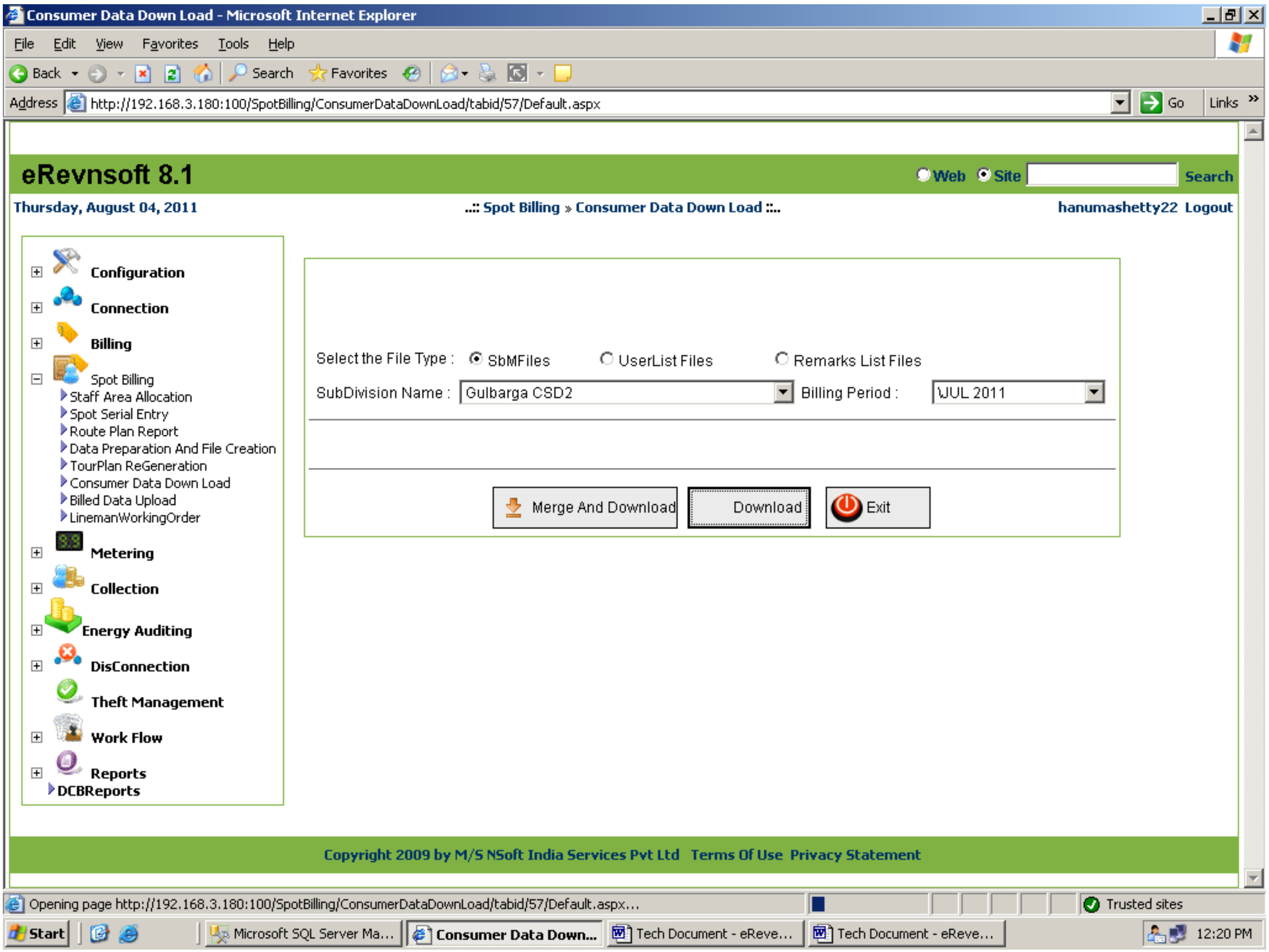


Fig 5.6 Screen Shot showing Consumer Data Download Screen

This screen is used to download generated/Regenerated Sbm Files The SBM Files will be available in the following format " **SubdivisionName_TourplanID_Areaname_Readingdate.ToSbmenc**" Fig 5.6 shows the Screen Shot of Consumer Data Download Screen

Steps to Follow:
Spot Billing → Consumer Data Down Load

1) Select the files to be downloaded by checking the checkbox against the file name.
2) Click on Merge and Download to download by merging the selected files into a single file or Download button to download individually.

5.7) Billed Data Upload

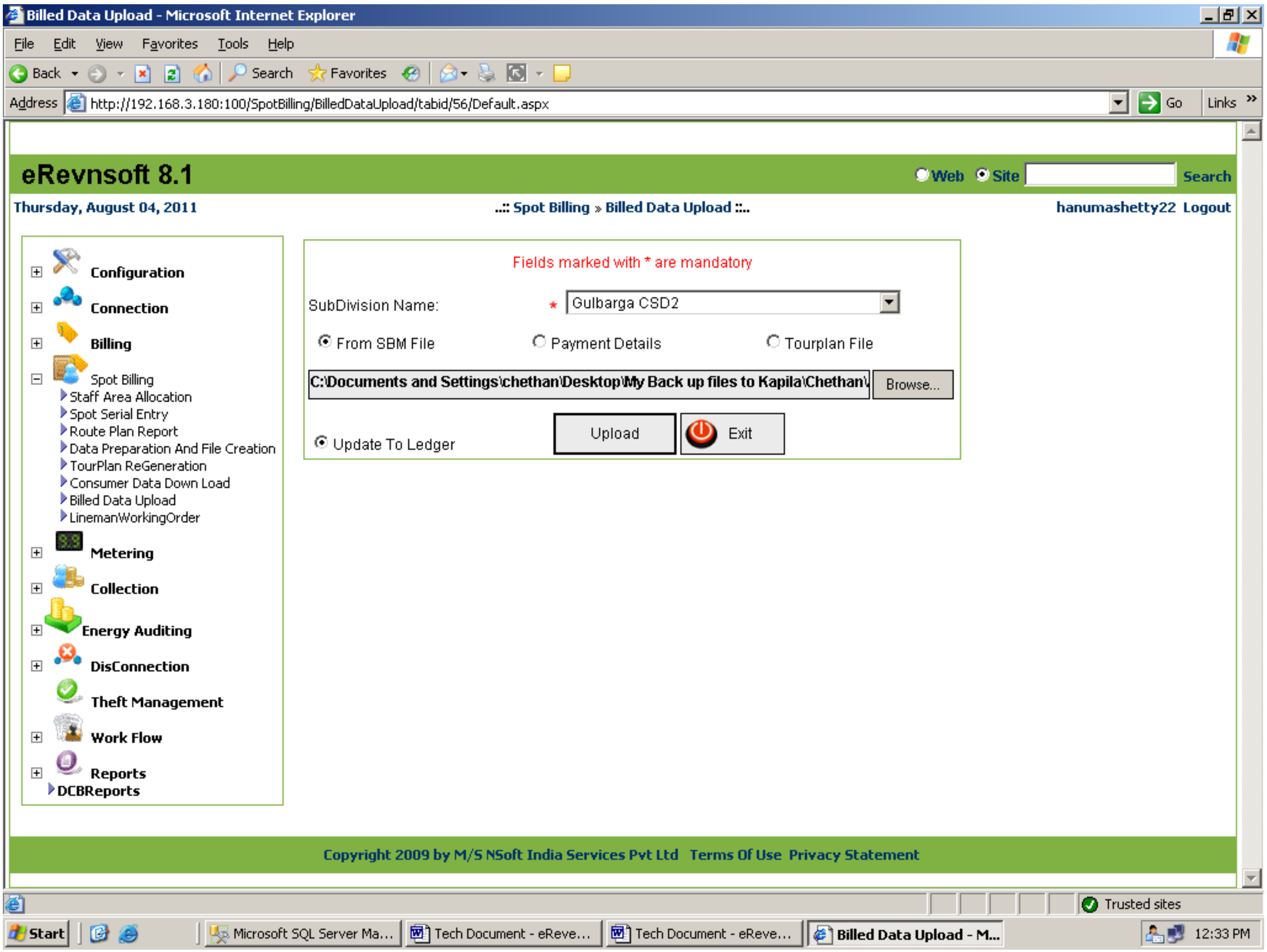


Fig 5.7 Screen Shot showing Billed Data Upload Screen

This screen is used to upload the billed data (FromSbm file), Cash data and Tourplan file into the database. Billed details will be updated to consumer ledgers. Fig 5.7 Shows the Screen Shot of Billed Data Upload Screen.

Steps to Follow:

Go to Files → Billed Data Upload

1) Select the zipped FromSbmEnc file to be uploaded by clicking on Browse button.
2) Select Update To Ledger radio button if required to update bill details to corresponding tables.
3) Click on Upload button to upload the details.

5.8) Lineman Walking Order

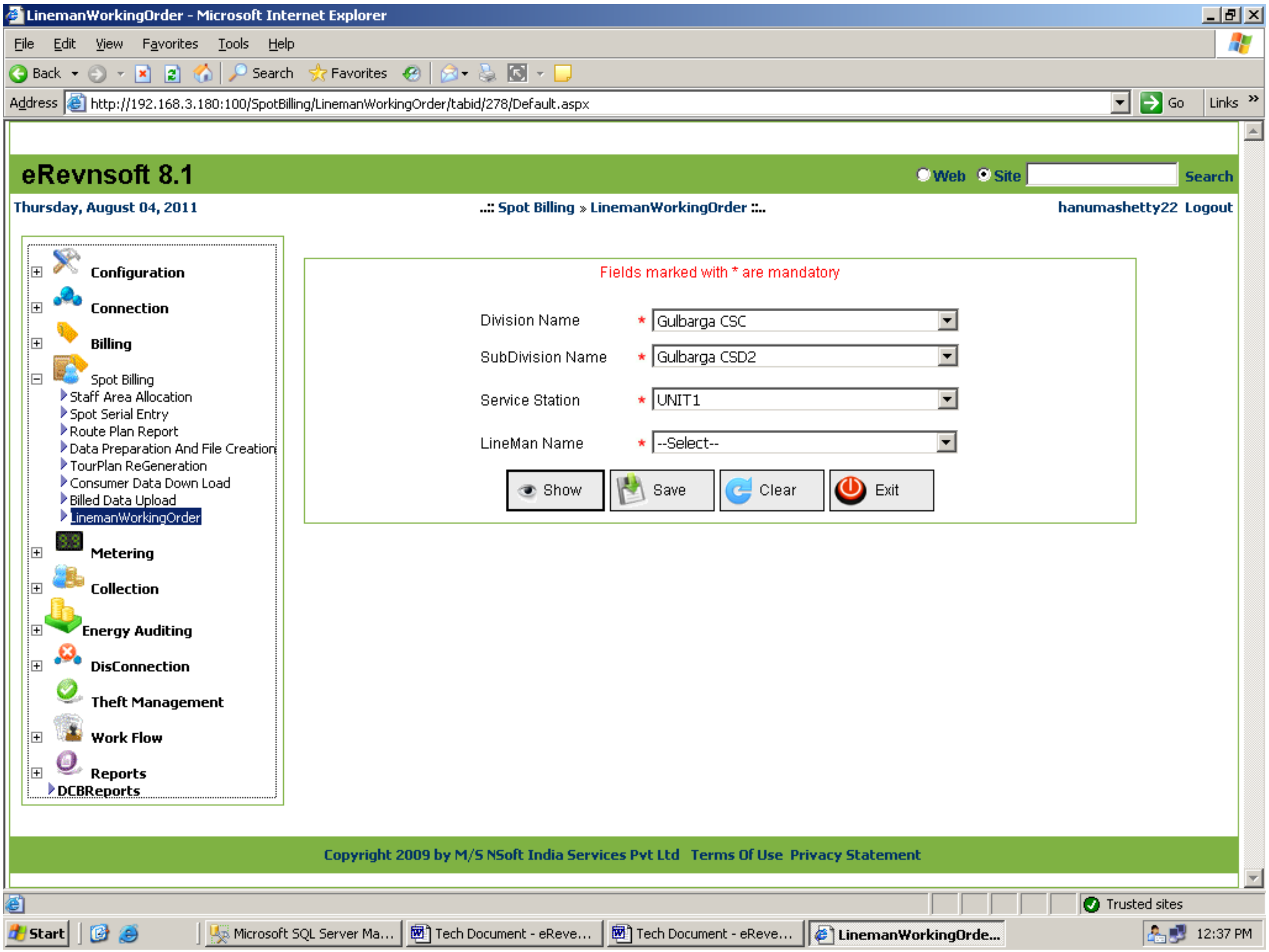


Fig 5.8 Screen Shot showing Lineman Walking Order Screen

Steps to Follow:

Go to Files → Lineman Walking Order

1) Select Division Name , Sub division name, Service station & line man.
2) Click on show button.
3) Click on save button.

5.9) TOD IR Capturing

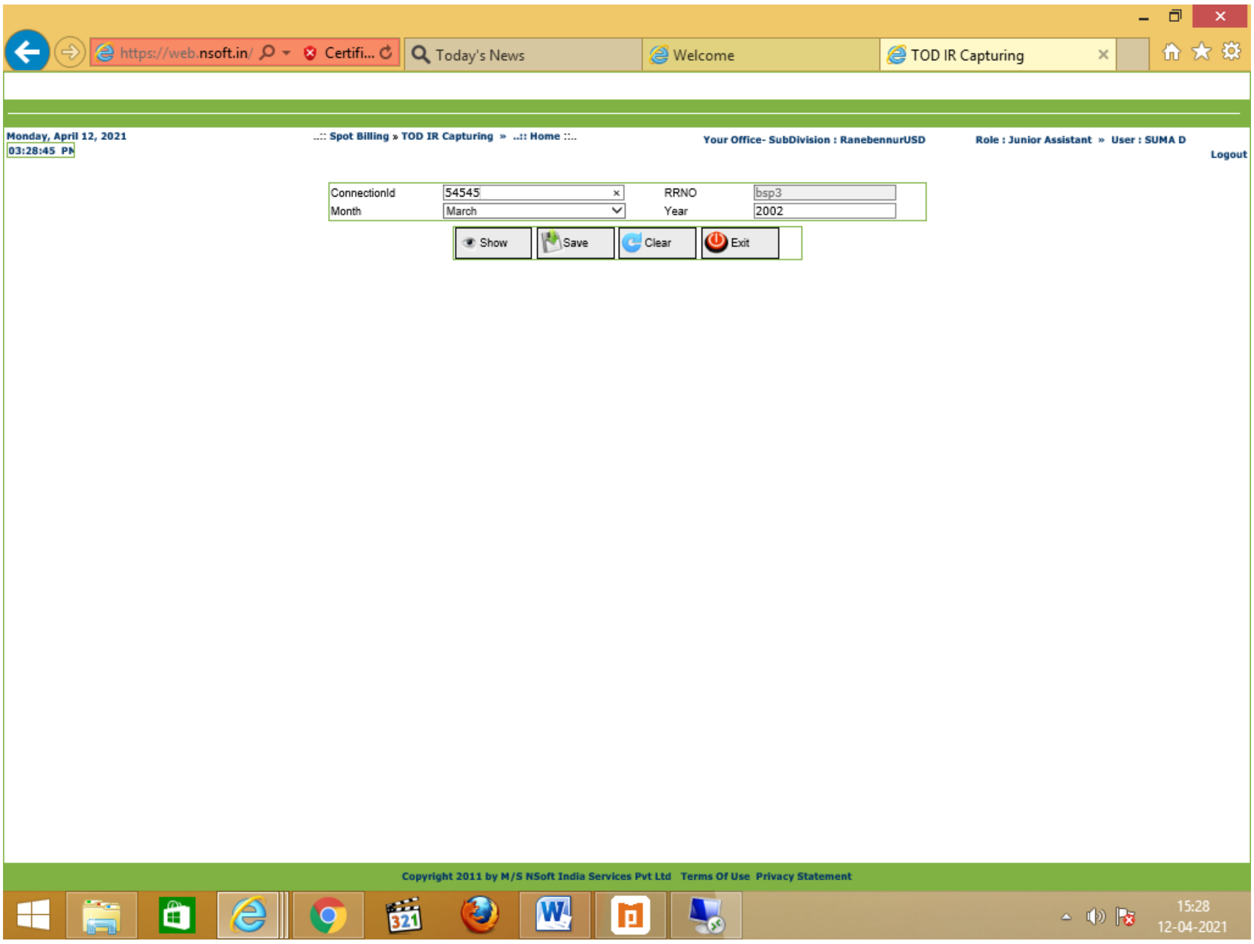


Fig 5.9 Screen Shot showing TOD IR Capturing Screen

Steps to Follow:

Go to Spot Billing → TOD IR Capturing

1) Enter Connection Id
2) Enter RRNO
3) Select Month
4) Select Year
5) Click on show
6) Click on Save To save all the entered details
7) Click on Clear button to clear all the entered details

5.10) Test Check Reading Entry

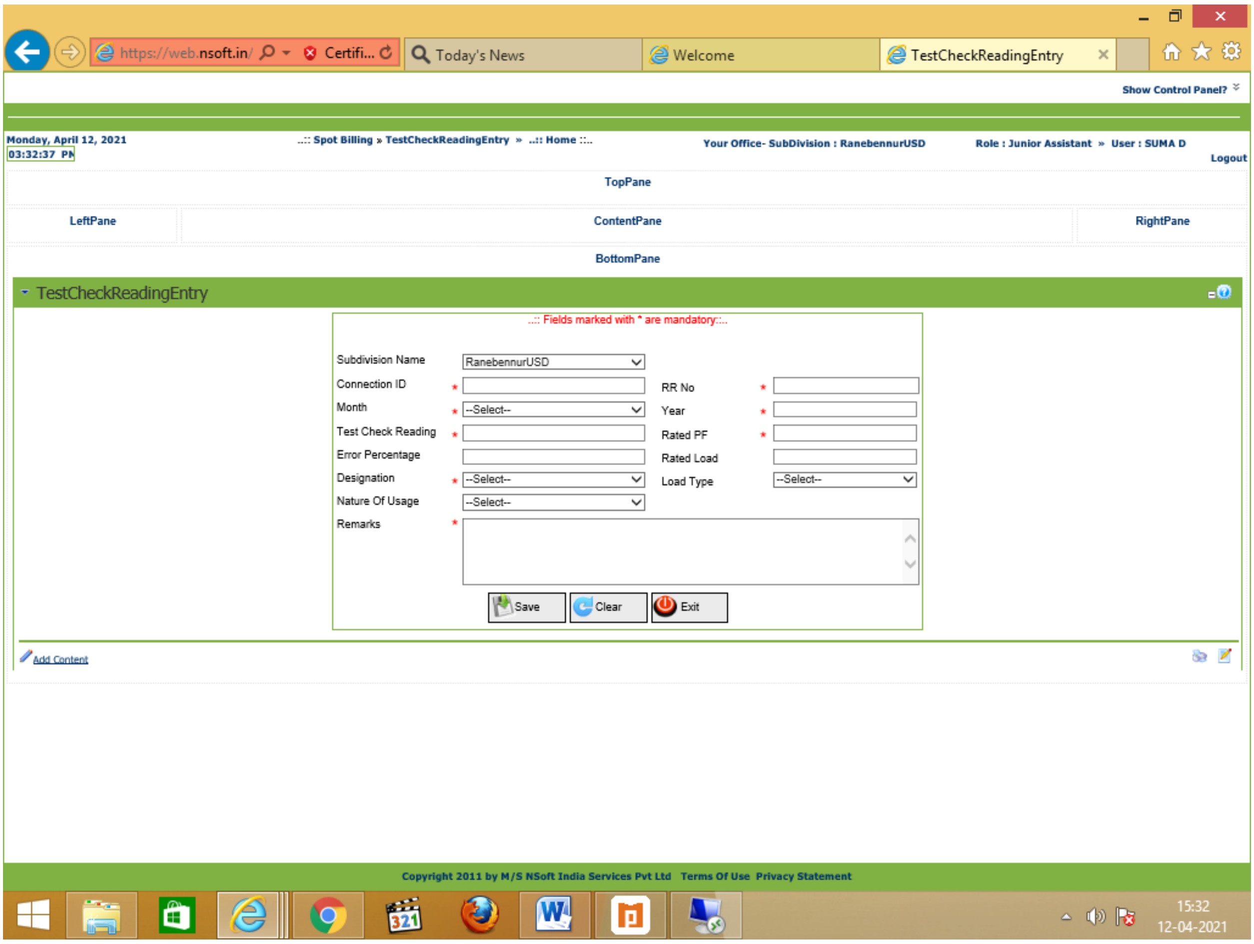


Fig 5.9 Screen Shot showing Test Check Reading Entry Screen

Steps to Follow:

Go to Spot Billing → Test Check Reading Entry

1) Select Sub Division Name
2) Enter Connection ID
3) Enter RRNO
4) Select Month
5) Enter Year
6) Enter Test Check reading
7) Enter Rated PF
8) Enter Error Percentage
9) Enter Rated Load
10) Select Designation
11) Select Load Type
12) Select Nature Of Usage
13) Enter Remarks
14) Click on Save To save all the entered details
15) Click on Clear button to clear all the entered details

6) Metering

6.1) Slow Rotation:Direct Entry

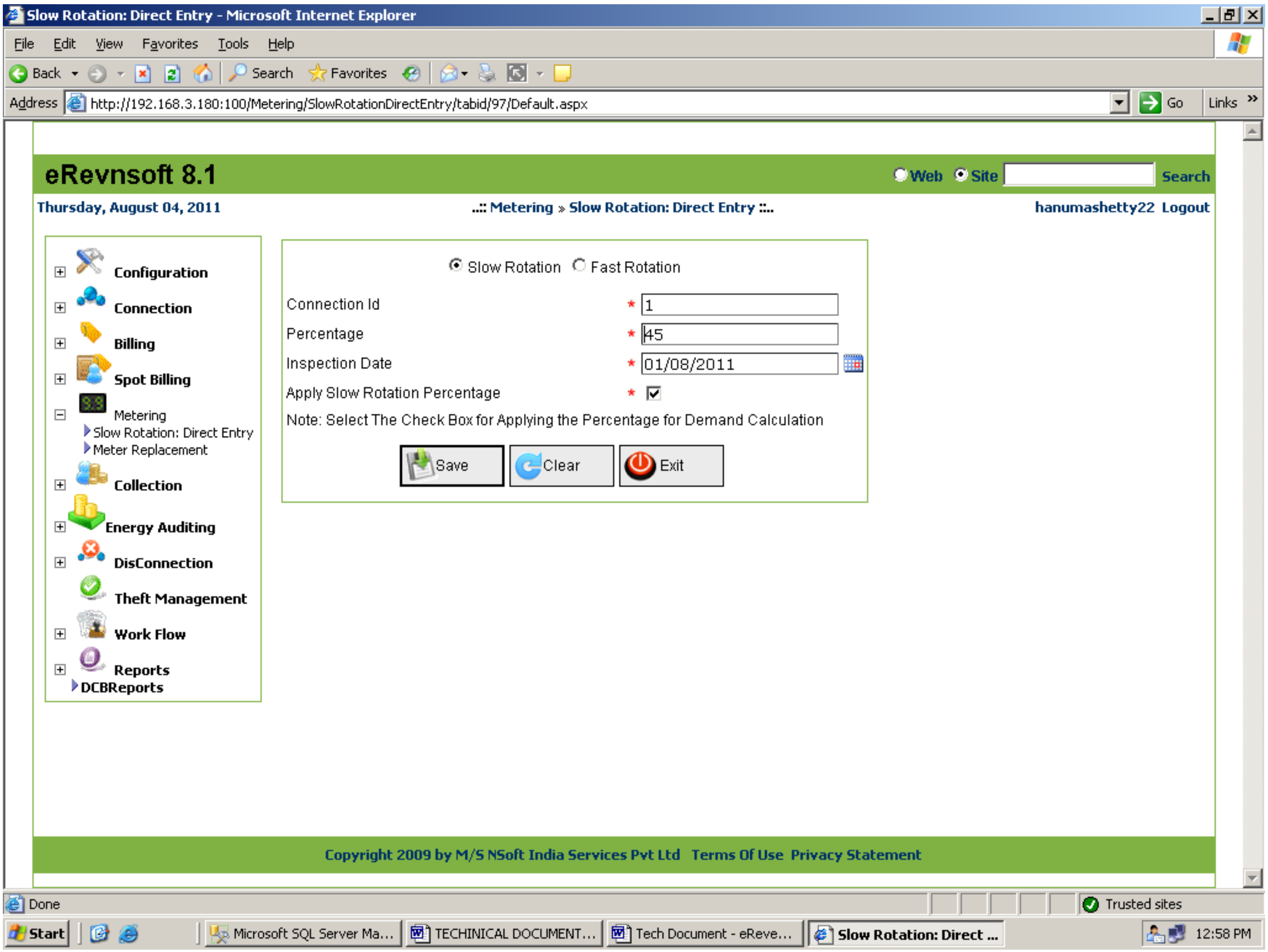


Fig 6.1 Screen shot showing Slow Rotation Direct Entry Screen

The Slow/Fast Rotation Percentage Entry Screen is used to add or subtract no of units for the meter with Slow or Fast rotation of Meter's disc in terms of percentage. This is added because if the Meter disc rotates fast then Meter reading will be more and hence Consumption will be more and if it rotates slowly then Consumption will be less. Fig 6.1 shows the Screen shot of Slow Rotation Direct Entry Screen

Steps to Follow:

Go to Metering→ Slow Rotation: Direct Entry

1) Select the Slow Rotation or Fast Rotation radio button
2) Enter the Connection ID Percentage of the Slow/Fast And meter inspect date
3) Select The Check Box for Applying the Percentage for Demand Calculation and then click the save button

6.2) Meter Replacement

6.2.1) Replacement for Consumer

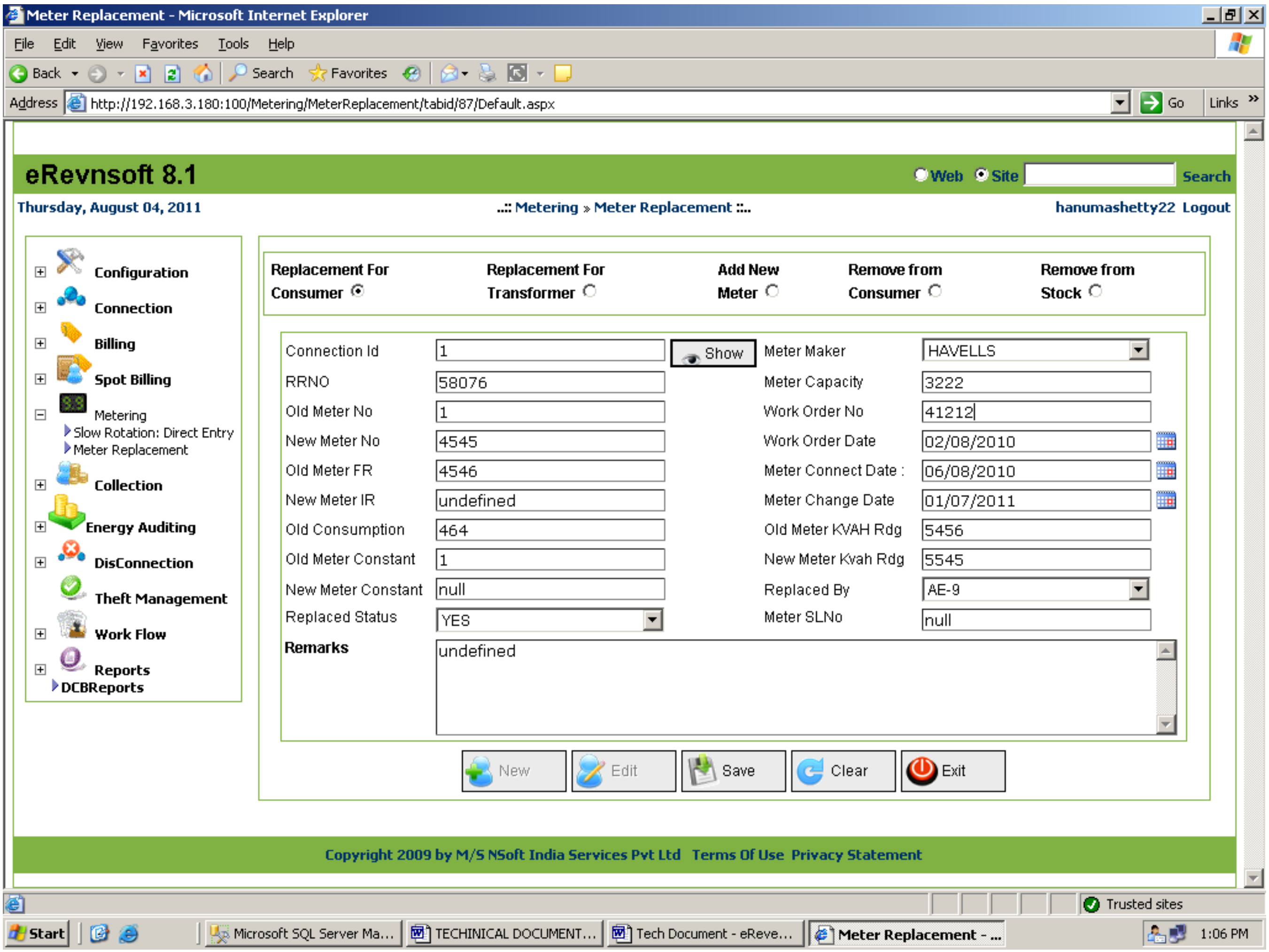


Fig 6.2.1 Screen shot showing Meter Replacement for Consumer Screen

Meter Replacement Screen is used enter the details of new meter and old meters in case of meter replacement. Fig 6.2.1 shows the Screen shot of Meter Replacement for Consumer Screen

Steps to Follow:

Go to Metering → Replacement for consumer

1) Select the Replacement For consumer radio button
2) Enter the RR No or Connection ID and then click the Show button

3) After showing enter the new meter reading meter details like meter make slno work order no work order date meter replaced by replaced status and enter the reason of meter replace
4) Enter the all fields Click the Save button

6.2.2) Replacement for Transformer

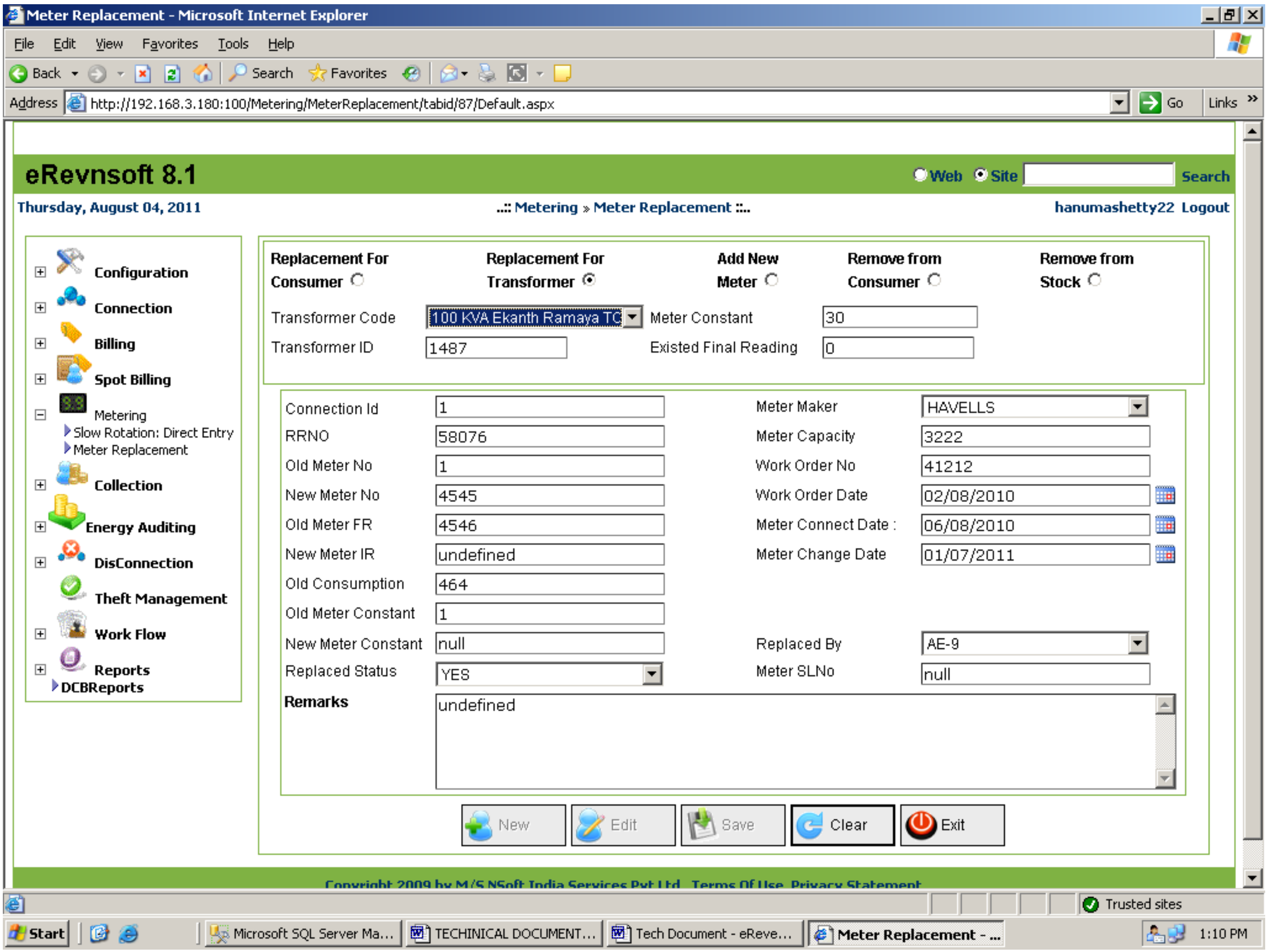


Fig 6.2.2 Screen shot showing Meter Replacement for Transformer Screen

Transformer Meter Replacement Screen is used enter the details of new meter and old meter of transformers due to damage or false display. Replaced meter details to be entered here before the next TC Reading. Fig 6.2.2 Screen shot showing Meter Replacement for Transformer Screen

Steps to Follow:

Go to Metering → Replacement For Transformer

1) Select the Replacement For Transformer radio button
2) Select the Transformer Code
3) After showing enter the new Transformer reading meter details like meter make slno work order no work order date meter replaced by replaced status and enter the reason of meter replace
4) Enter the all fields Click the Save button

6.2.3) Add New Meter

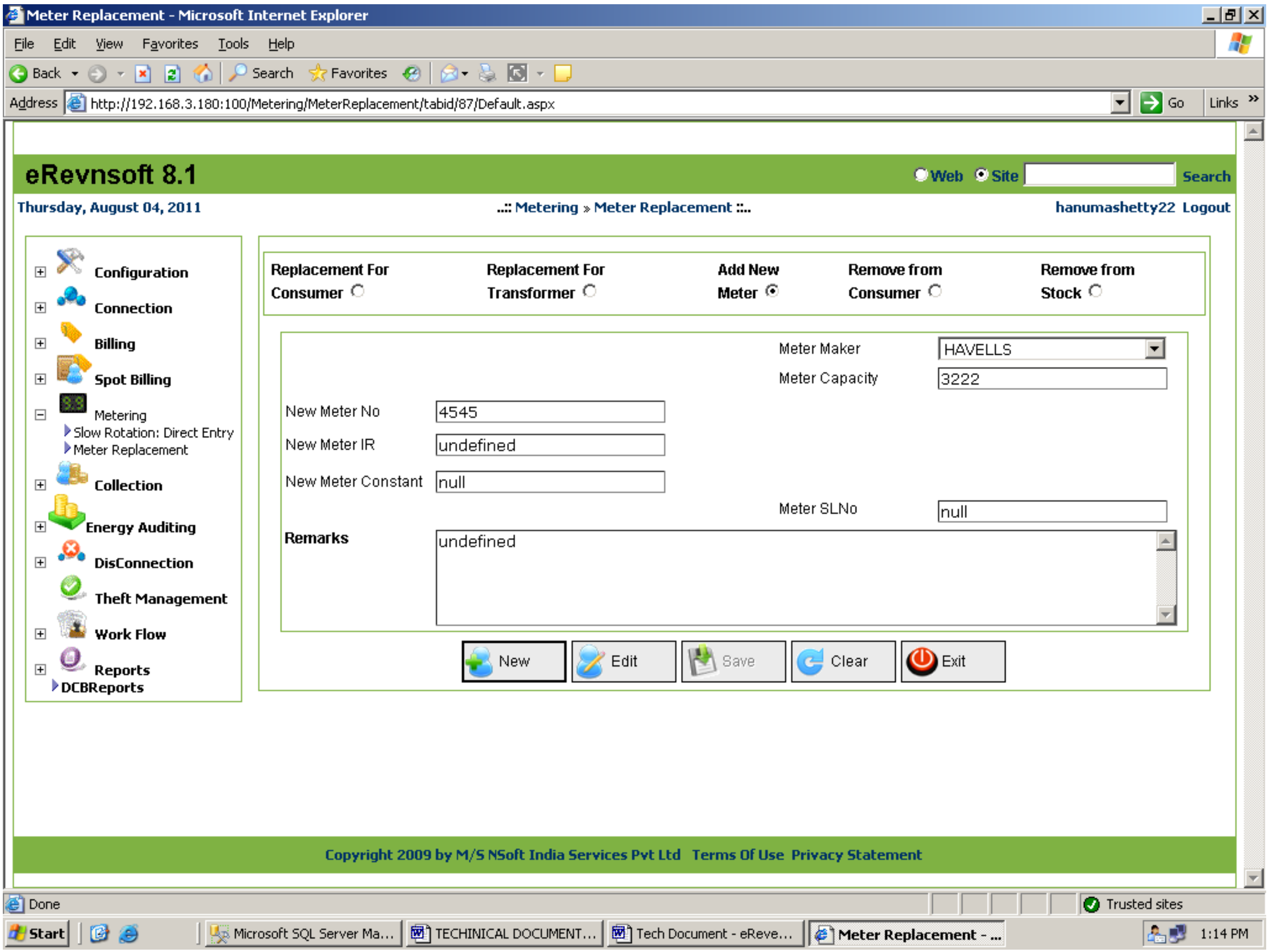


Fig 6.2.3 Screen shot showing Add New Meter Screen

This screen is used to enter the new meter details into the database Fig 6.2.3 Screen shot showing Add New Meter Screen

Steps to Follow:

Go to Metering → Add New Meter

1) Select the Add New Meter radio button
2) Click the new button and enter the enter the all meter details and then click save button

6.2.4) Remove from Consumer

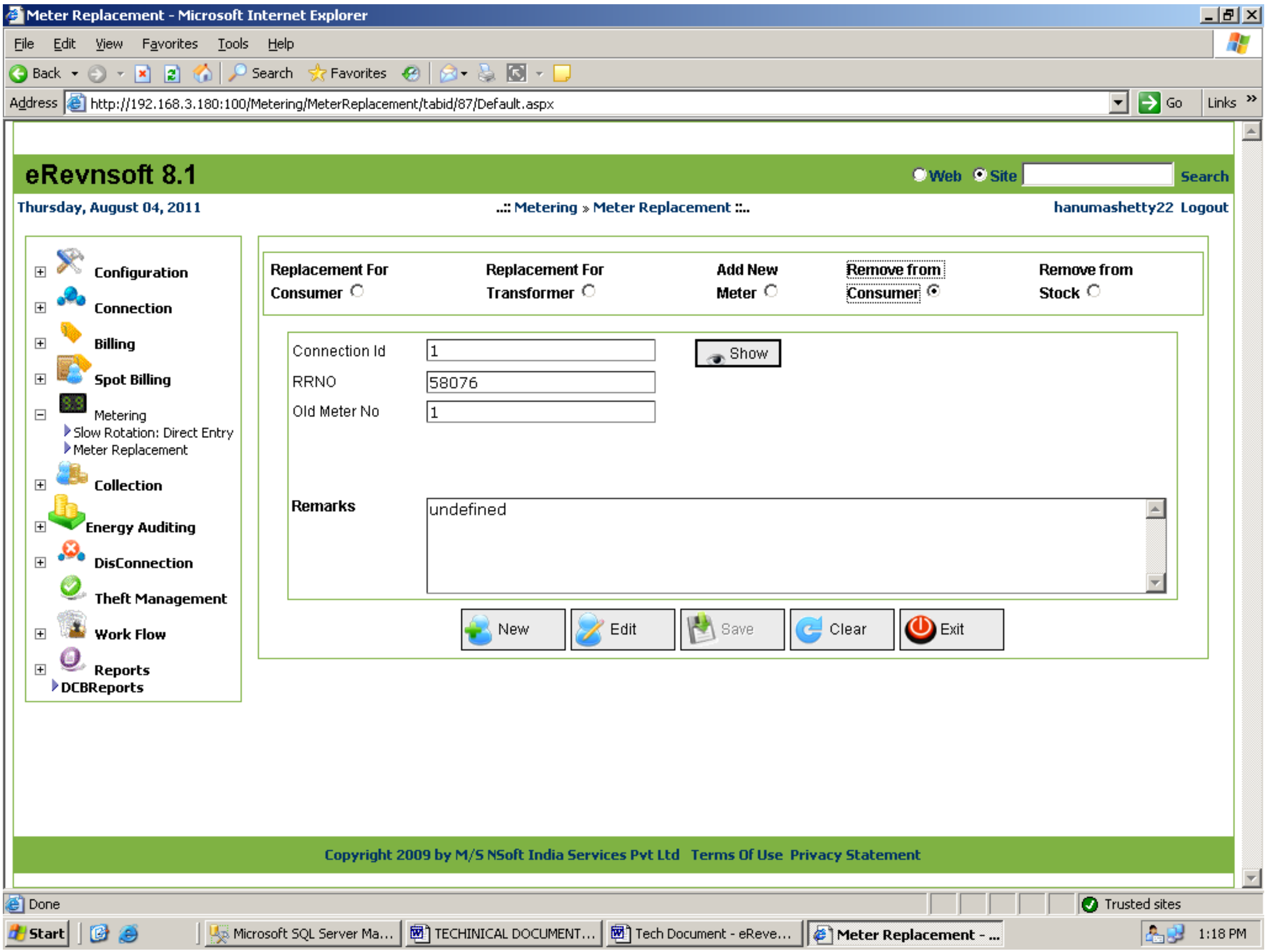


Fig 6.2.4 Screen shot showing Meter Remove from Consumer Screen

This screen is used to enter the details of meter removed from consumer premises. Fig 6.2.4 shows the Screen shot of Meter Remove from Consumer Screen

Steps to Follow:
Go to Metering → Remove from Consumer

1) Select the Remove from Consumer radio button
2) Click the new button

3) Enter the RR No or connection id click the show button
4) Enter the meter Details then click the save button

6.2.5) Remove from Stock

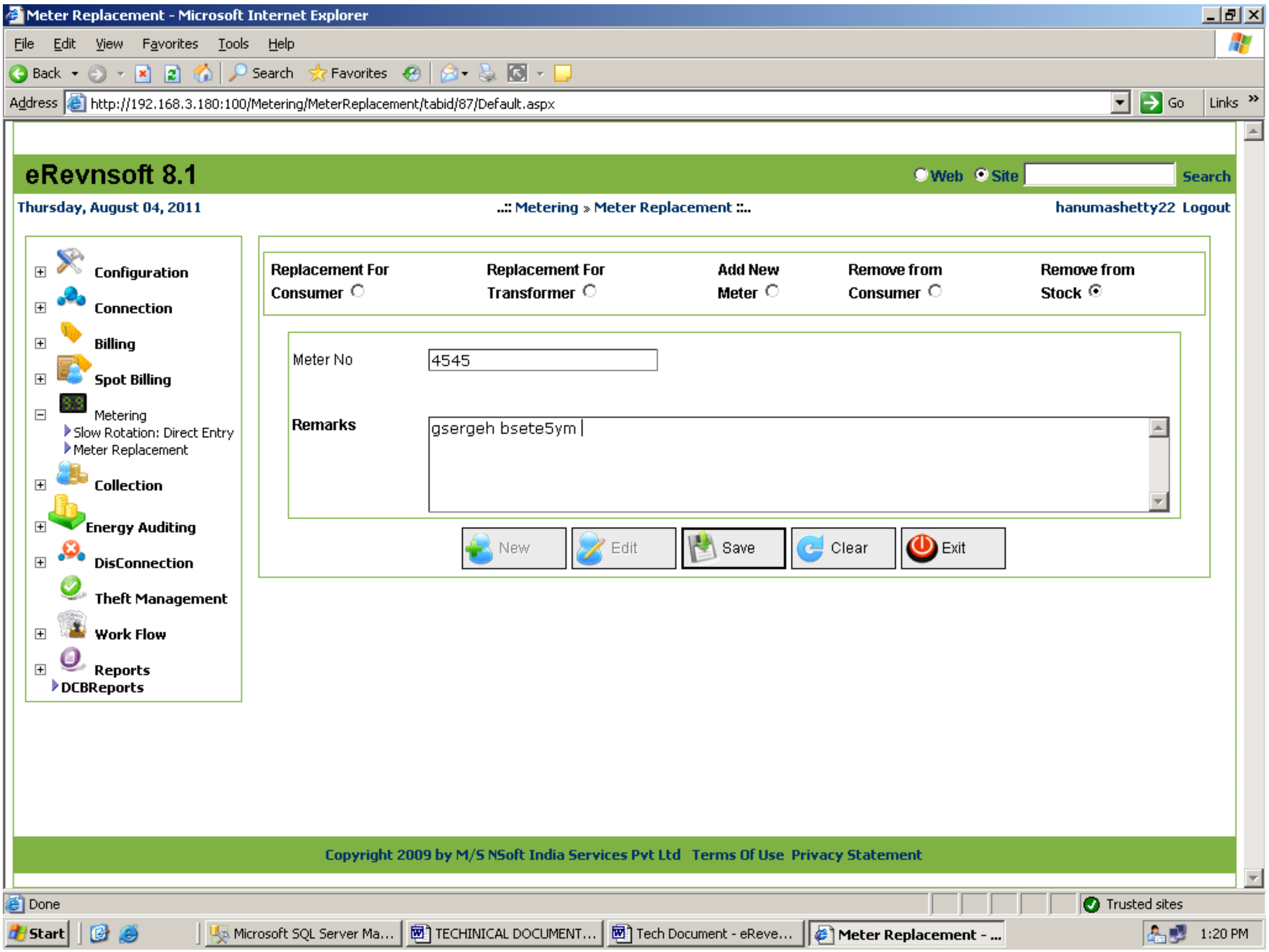


Fig 6.2.5 Screen shot showing Meter Remove from Stock Screen

This screen is used to enter the details of meter removed from consumer premises. Fig 6.2.5 shows the Screen shot of Meter Remove from Consumer Screen

Steps to Follow:
Go to Metering → Remove from Stock

1) Enter Meter No
2) Write Remarks.
3) Click save button.

7) Collection

7.1) Dishonour Cheques

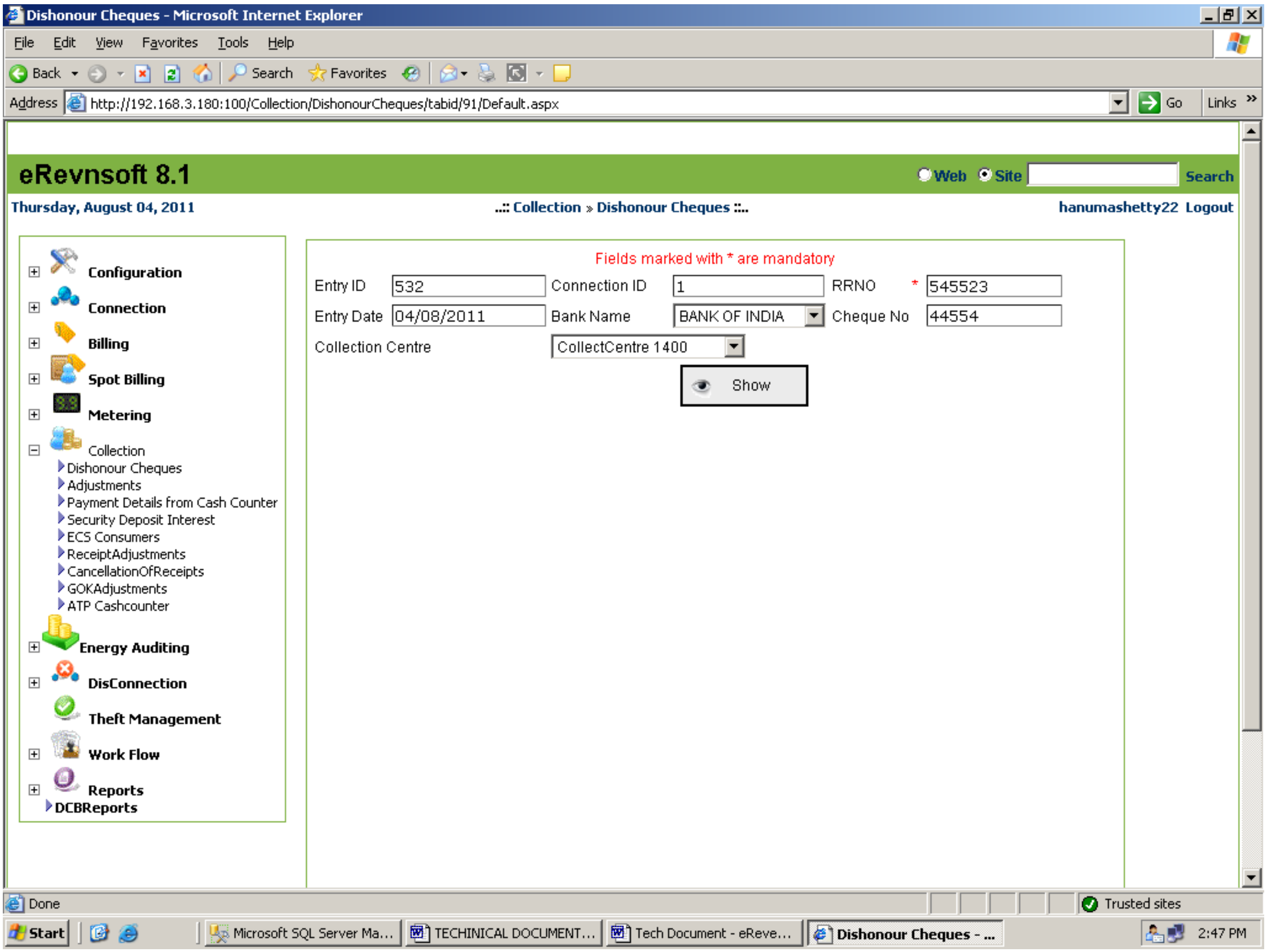


Fig 7.1 Screen shot showing Dishonored Cheques Entry Screen

Dishonored Cheques screen is used to enter Dishonored Cheque Fig 7.1shows the Screen shot of Dishonored Cheques Entry Screen

Steps to Follow:

Go to Collection → Dishonors Cheques

1) Entered the connection id or RR No OR Cheque no And Click the show button

2) After showing Cheque details ids displayed and select radio button your dishonor Connection ID

3) Enter the penalty amount and outstation cheque amount

4) Enter the all fields Click the save button

7.2) Adjustments

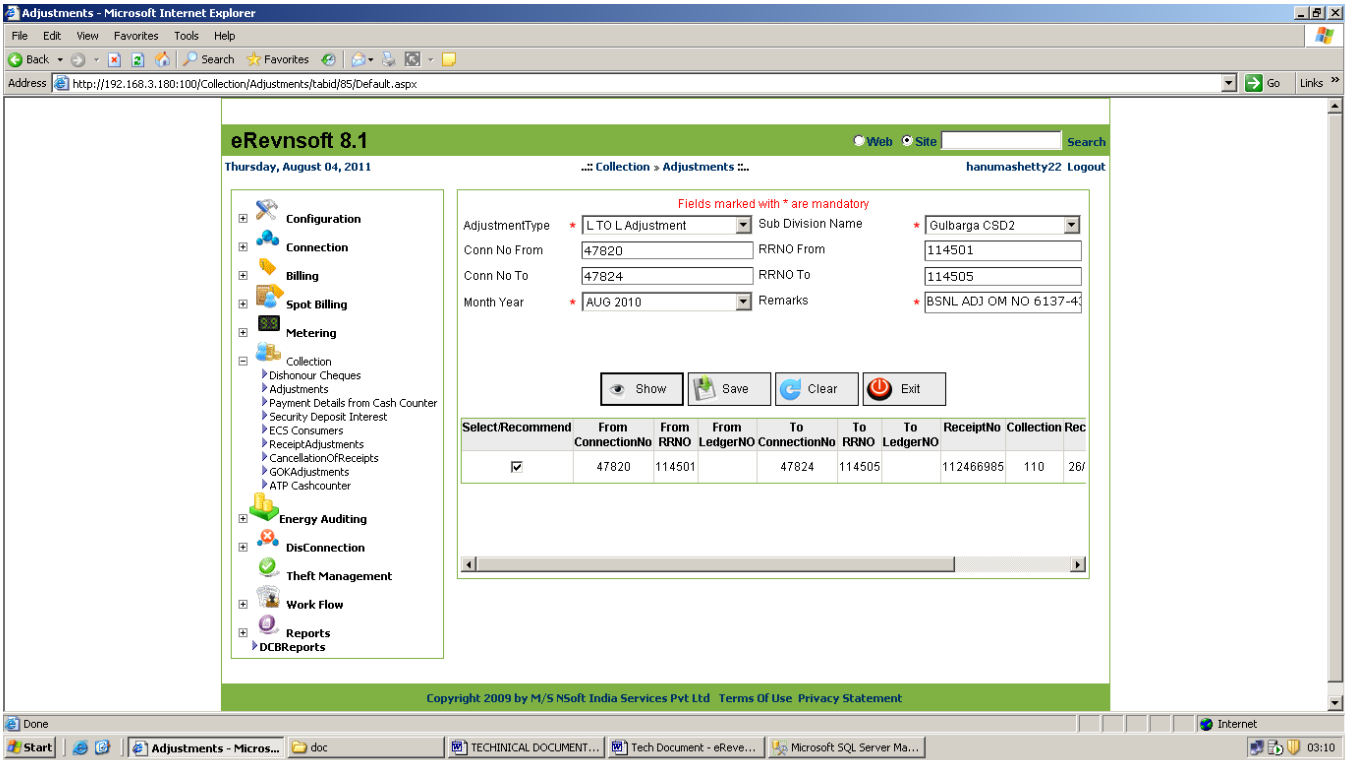


Fig 7.2 Screen shot showing Adjustments Entry Screen

This screen is used to perform Adjustment transactions like Disputed amount to consumer to L to L and Deposit to Revenue etc. Fig 7.2 shows the Screen shot of Adjustments Entry Screen the transaction entered in this screen must be approved in Approval of Authentication screen.

Steps to Follow:

Go to Collection → Adjustments

1) Select any one filtration like Adjustment type, Subdivision Name from RR No And To RR No Receipt Month year and enter the exact remarks of adjustment and the click show button.
2) Select the flag and click the Save button
2) After Saved approved the another user.

7.3) Payment Details from Cash Counter

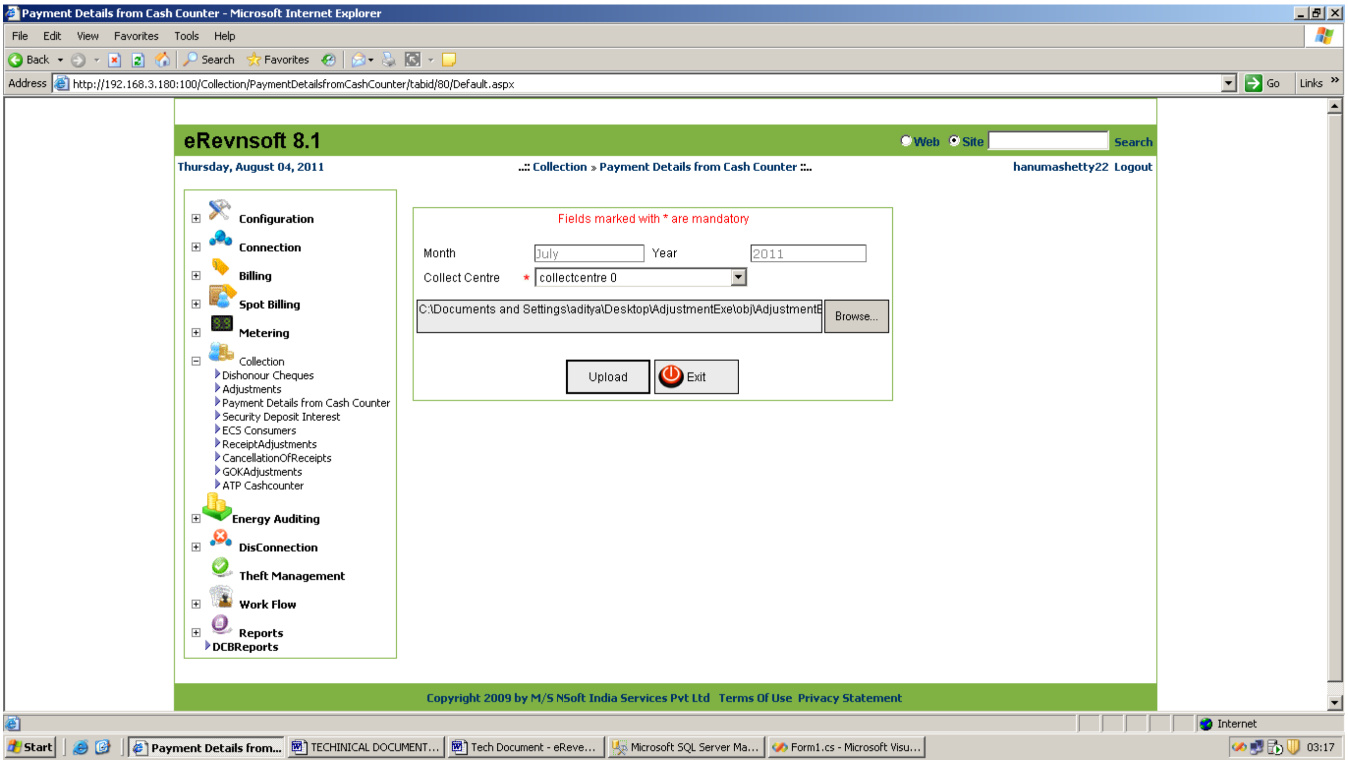


Fig 7.3 Screen shot showing Penalty Detail from Cash Counter Screen

This screen is used to upload payment detail received from different cash counters. The collection details will be updated to the Central Database. This screen is available only for those users who have assigned the cash data receive authority. Fig 7.3 shows the Screen shot of Penalty Detail from Cash Counter Screen.

Steps to Follow:
Go to Collection → Payment Details from Cash Counter

1) Select Collect Centre from the drop down list.
2) Click on browse button select the file you want to upload.
3) Click on upload button.

7.4) Security Deposit Interest

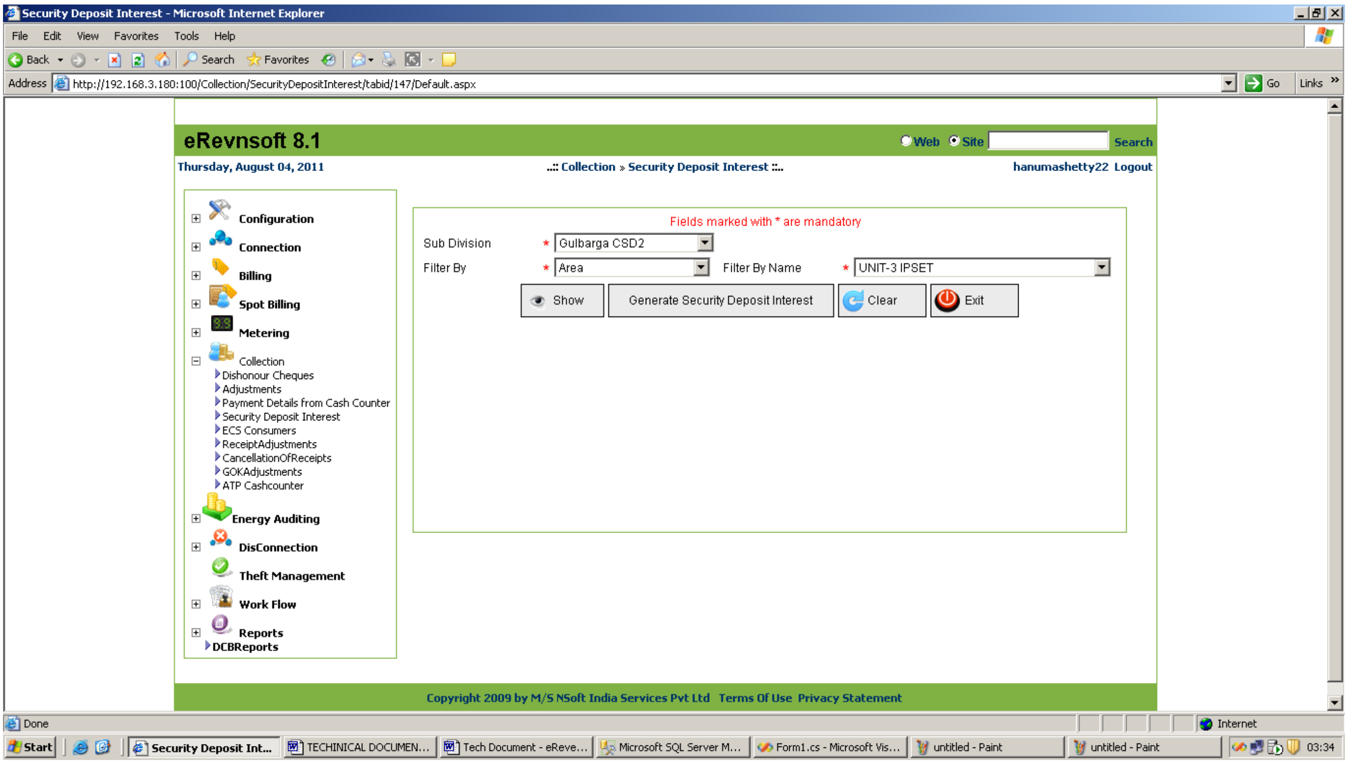


Fig 7.4 Screen shot showing Security Deposit Interest Screen

This screen is used to generate interest on deposits. Percentage of Credit to be given to consumers after every financial year on their security deposits will be generated here. Fig 6.4 shows the Screen shot of Security Deposit Interest Screen

Steps to Follow:

Go to Collection → Security Deposit Interest

1) Select Subdivision and filter by any one Ex: Division Subdivision area
2) Click the Show button
3) After showing the details click the Generate Security Deposit interest Button

7.5) ECS Consumers

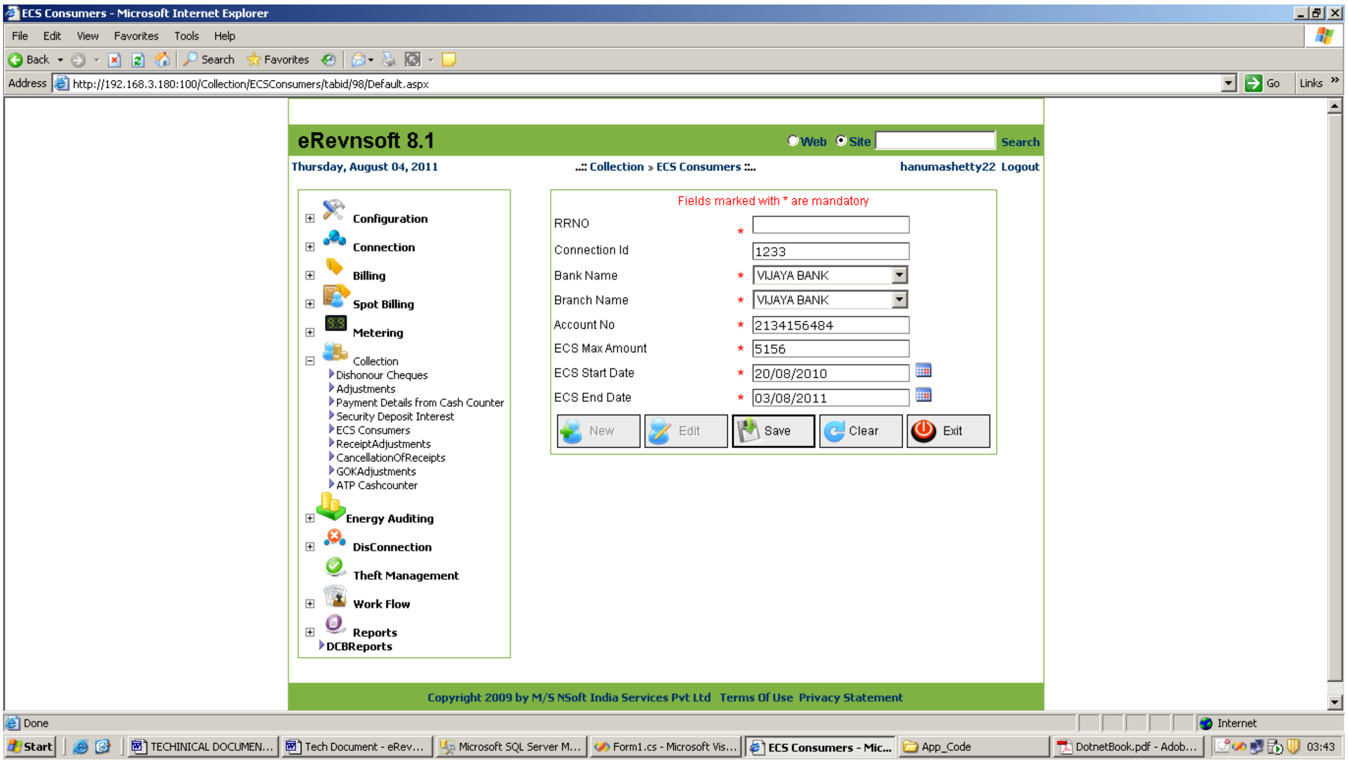


Fig 7.5 Screen shot showing ECS Consumers Screen

This Screen is used to enter the Connections paying the bills through Electronic Clearing Scheme. Fig 7.5 shows the Screen shot of ECS Consumers Screen

Steps to Follow:

Go to Collection → ECS Consumers

1) Click the new button and enter the RR No or Connectionid, Bank Details, Account no, ECS Max Amount, ECS Start and end date.
2) After Entering all the data click the save button.
3) It will display MSG Successfully saved.

7.6) Receipt Adjustments

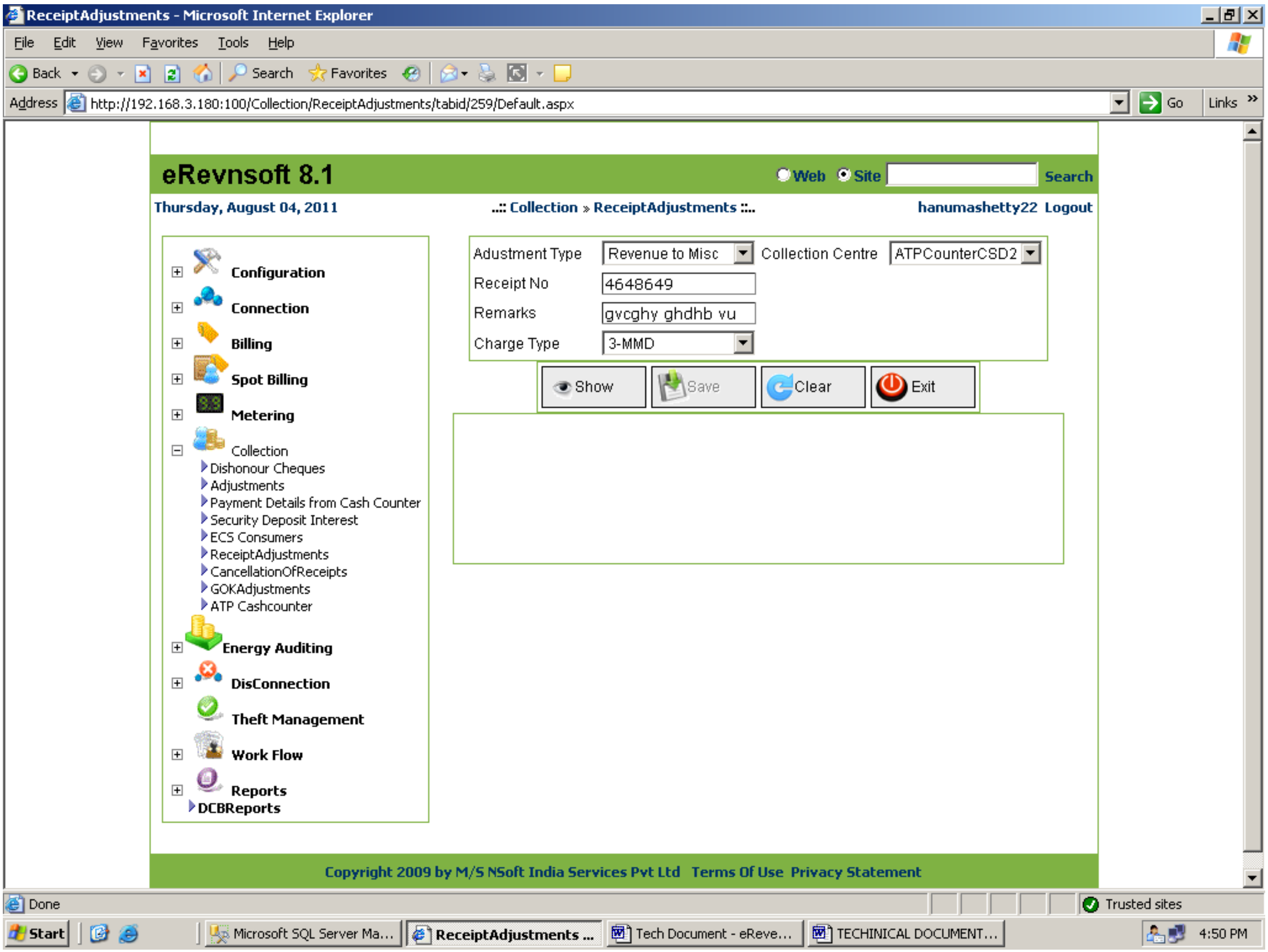


Fig 7.6 Screen shot showing Receipt Adjustments Screen

This Screen is used to enter the Connections paying the bills through Electronic Clearing Scheme. Fig 7.6shows the Screen shot of ECS Consumers Screen

Steps to Follow:

Go to Collection → Receipt Adjustments

1) Select Adjustment Type, Collection Center & Charge Type.
2) Enter Receipt No & Remarks.
3) Click show button.
4) Click save button.

7.7) Cancellation of Receipts

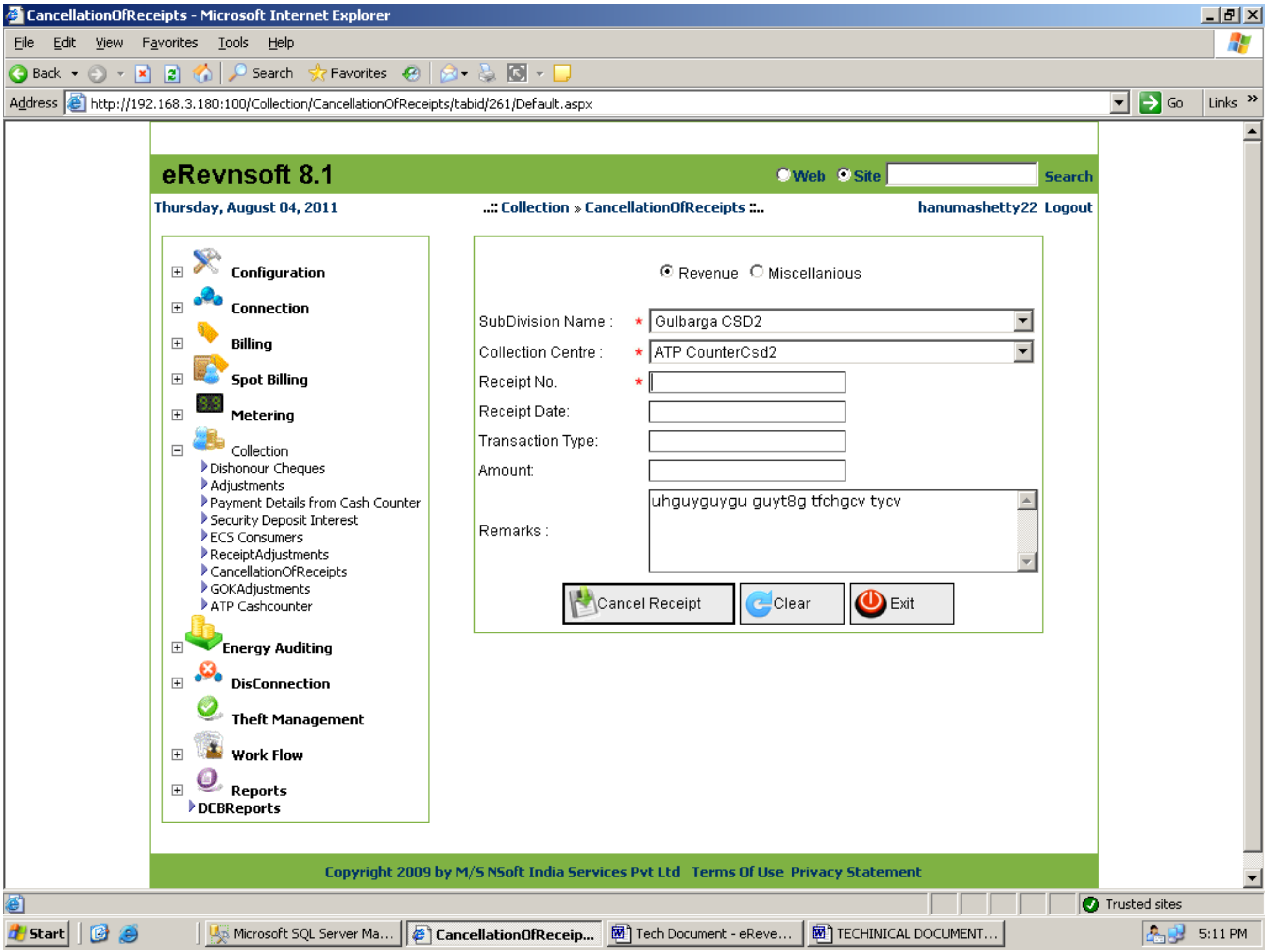


Fig 7.7 Screen shot showing Cancellation of Receipts Screen

Steps to Follow:

Go to Collection → Cancellation of Receipt

1) Select Subdivision Name, Collection Center.
2) Enter Receipt No, Receipt Date, Transaction type, Amount & remarks.
3) Click on Cancel receipt.

7.8) GOK Adjustments

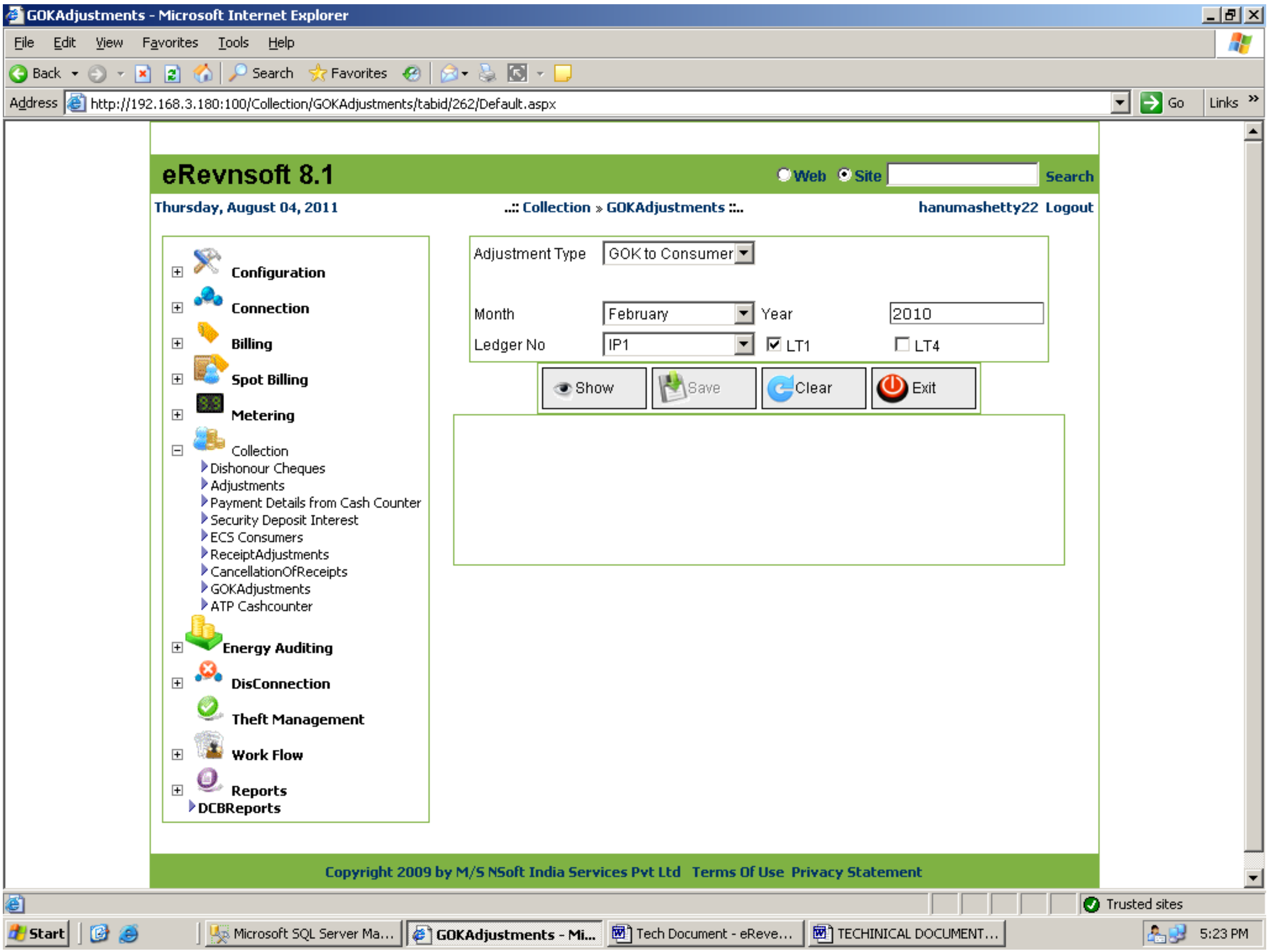


Fig 7.8 Screen shot showing GOK Adjustments Screen

Steps to Follow:

Go to Collection → GOK Adjustments

1) Select Adjustment type, Month, Ledger No.
2) Enter the year.
3) Click on show button.
4) Click save button.

7.9) ATP Cash Counter

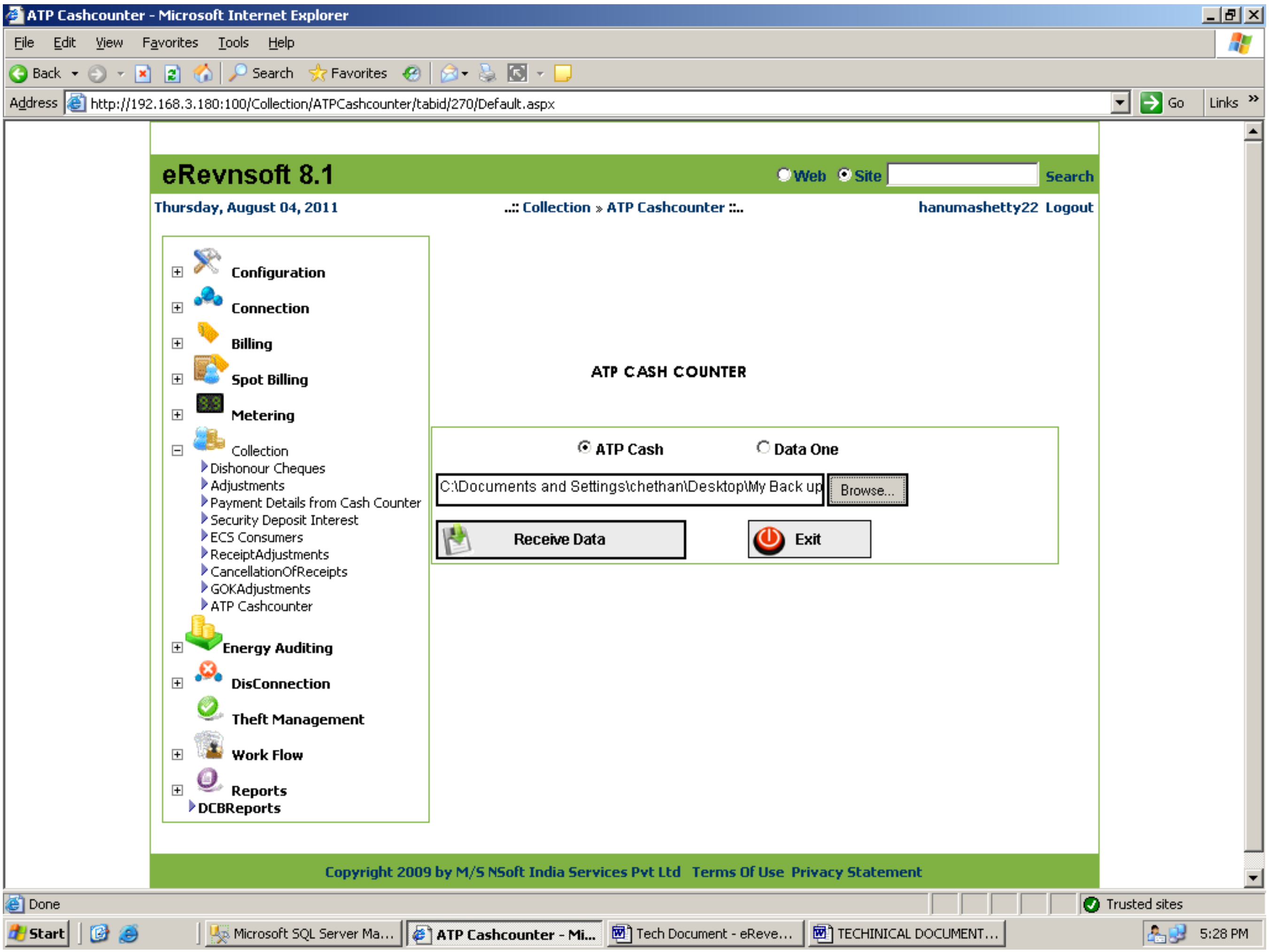


Fig 7.9 Screen shot showing ATP Cash Counter Screen

Steps to Follow:

Go to Collection → ATP Cash Counter

1) Select the ATP cash file which as to be received by browsing it.
2) Click on Receive data Button.

7.10) Cancellation of Receipts

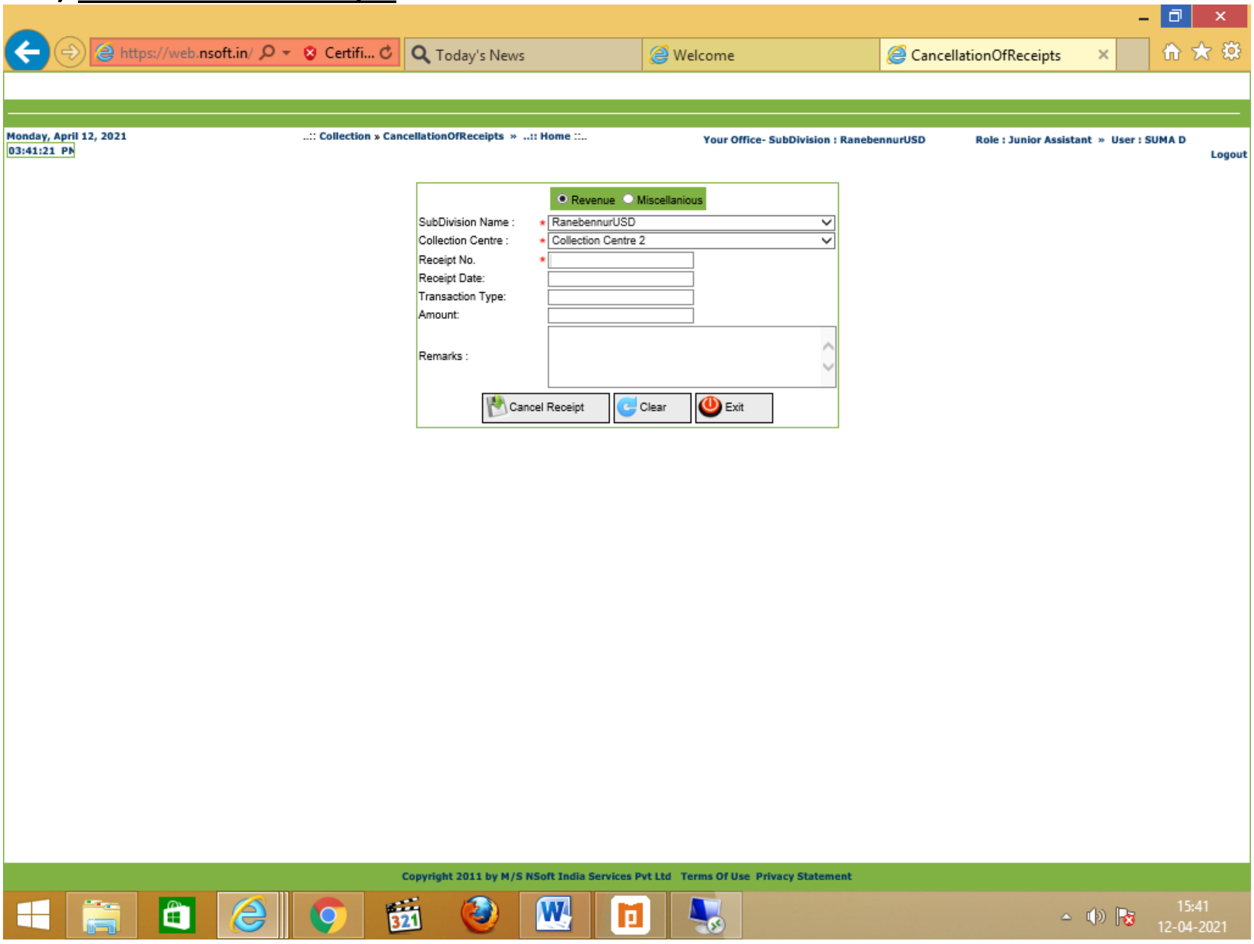


Fig 7.10 Screen shot showing of Cancellation of receipts Screen

Steps to Follow:

Go to Collection → Cancellation Of Receipts

1) Select radio buttons
   1.Revenue 2.Miscellaneous
2) Select Sub Division Name
3) Select Collection Centre
4) Enter Receipt No
5) Enter Receipt Date
6) Enter Transactions type
7) Enter Amount
8) Enter Remarks
9) Click on Cancel Receipt to cancel the request
10) Click on Clear button to clear all the entered details

7.11) Account Head Change

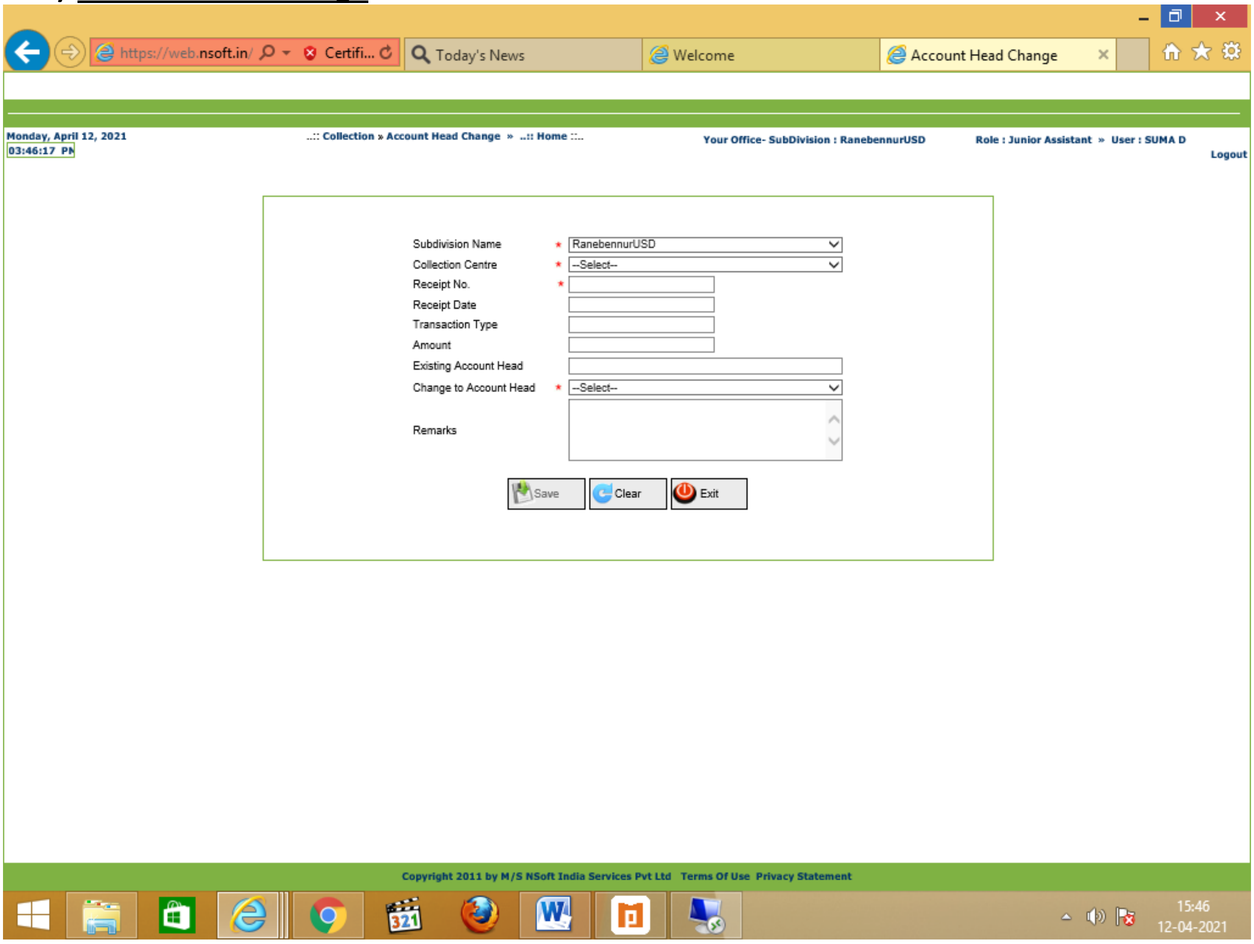


Fig 7.11 Screen shot showing of Account Head Change Screen

Steps to Follow:

Go to Collection → Account Head Change

1) Select Sub Division Name
2) Select Collection Centre
3) Enter Receipt No
4) Enter Receipt Date
5) Enter Transactions type
6) Enter Amount
7) Enter Existing Account Head
8) Select Change to Account Head
9) Enter Remarks
10) Click on save to save all the entered details
11) Click on Clear button to clear all the entered details

7.12)2 MMD Deposit

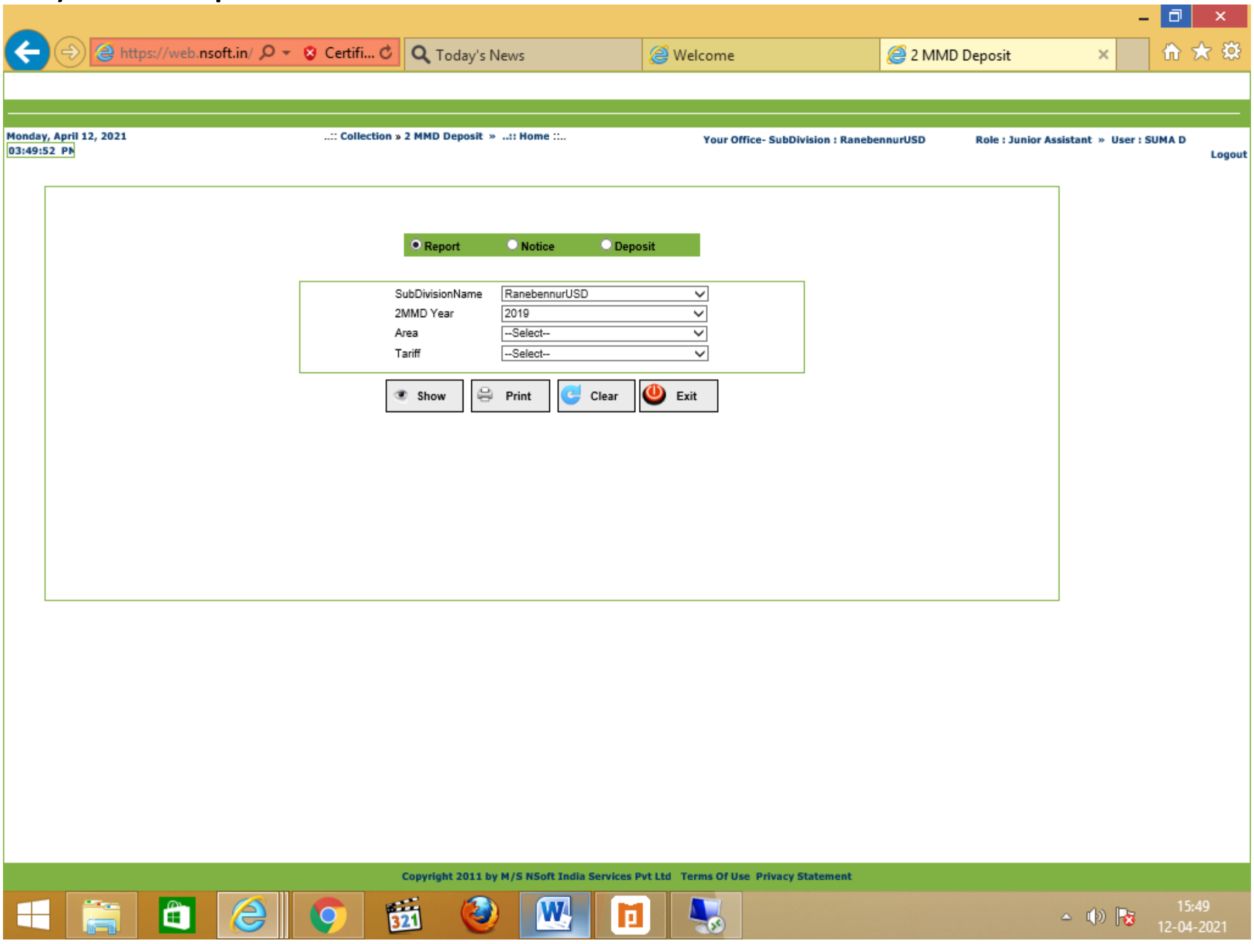


Fig 7.11 Screen shot showing of 2 MMD Deposit Screen

Steps to Follow:

Go to Collection → 2 MMD Deposit Screen

Select Radio Buttons-1.Report 2.Notice 3.Deposit

1) Select Sub Division Name
2) Select 2 MMD Year
3) Select Area
4) Select Tariff
5) Click on show button
6) Click on Print Button
7) Click on Clear button to clear all the entered details
8) Click on Clear button to clear all the entered details

7.12) Cash Report

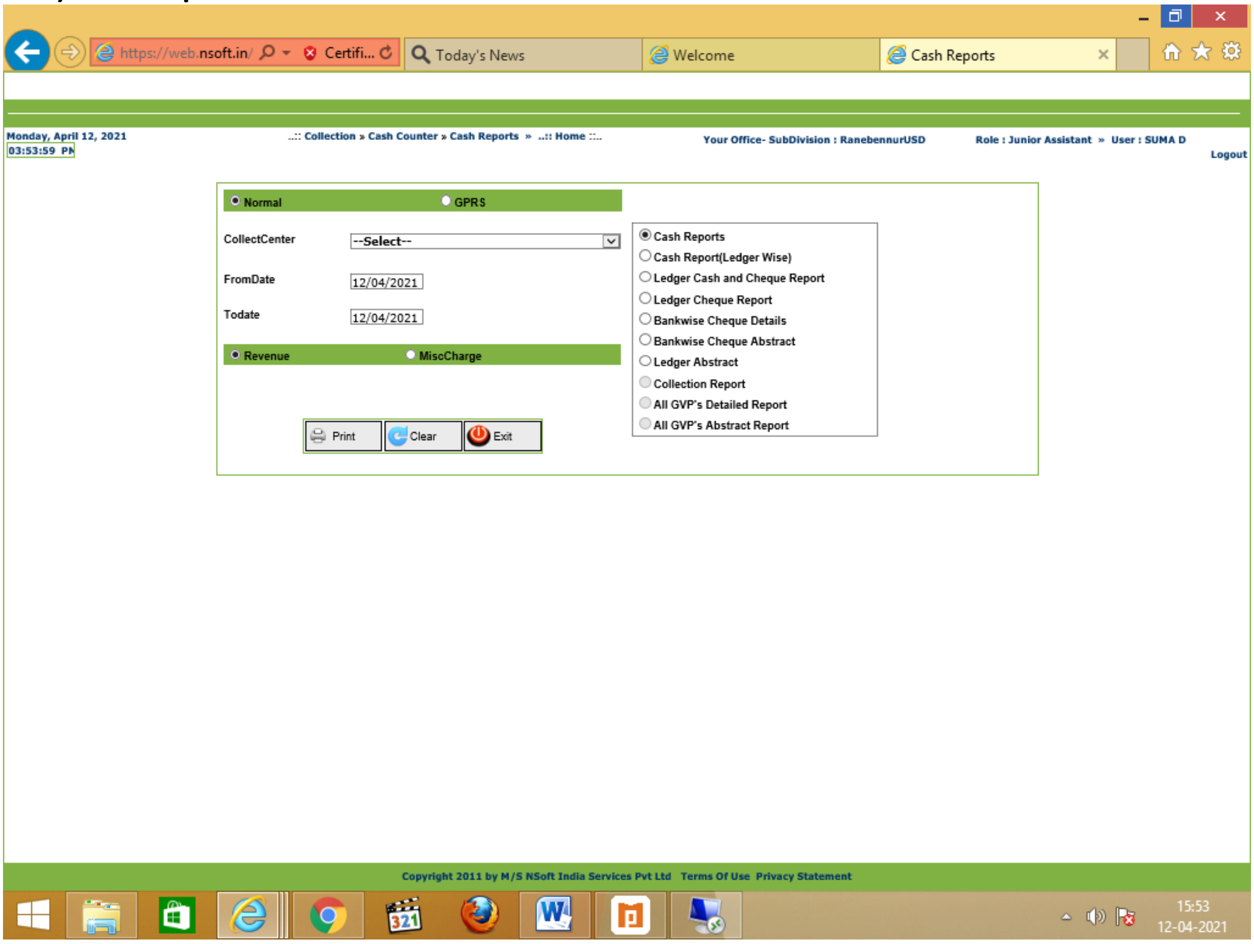


Fig 7.12 Screen shot showing of Cash report Screen

Steps to Follow:

Go to Collection → Cash Rport Screen

Select radio buttons-1.Normal 2.GPRS

1) Select Collect Center
2) Enter from date
3) Enter to date

   Select radio buttons -1.Revenue 2.Mischarge
4) Click on Print Button
5) Click on Clear button to clear all the entered details

7.13) Parked Arreaers Adjustment

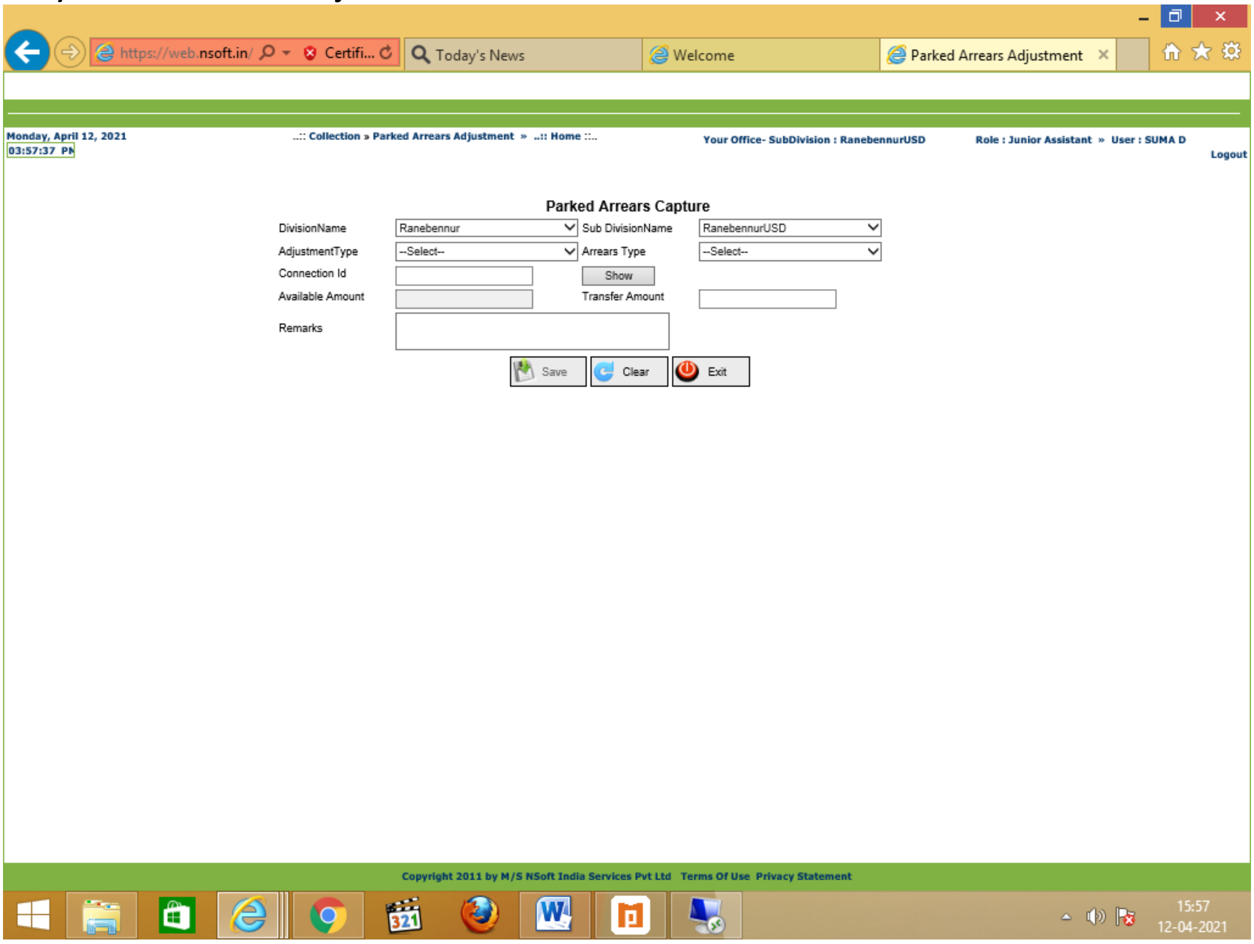


Fig 7.13 Screen shot showing of Parked Arrears Adjustment Screen

Steps to Follow:

Go to Collection → Parked Arrears Adjustment screen

1) Select Division name
2) Select Sub Division Name
3) Select Adjustment Type
4) Select arrears type
5) Enter Connection id
6) Click on show button
7) Enter available amount
8) Enter Transfer Amount
9) Enter Remarks
10) Click on save to save all the entered details
11) Click on Clear button to clear all the entered details

8) Energy Audit

8.1) Reading Capture

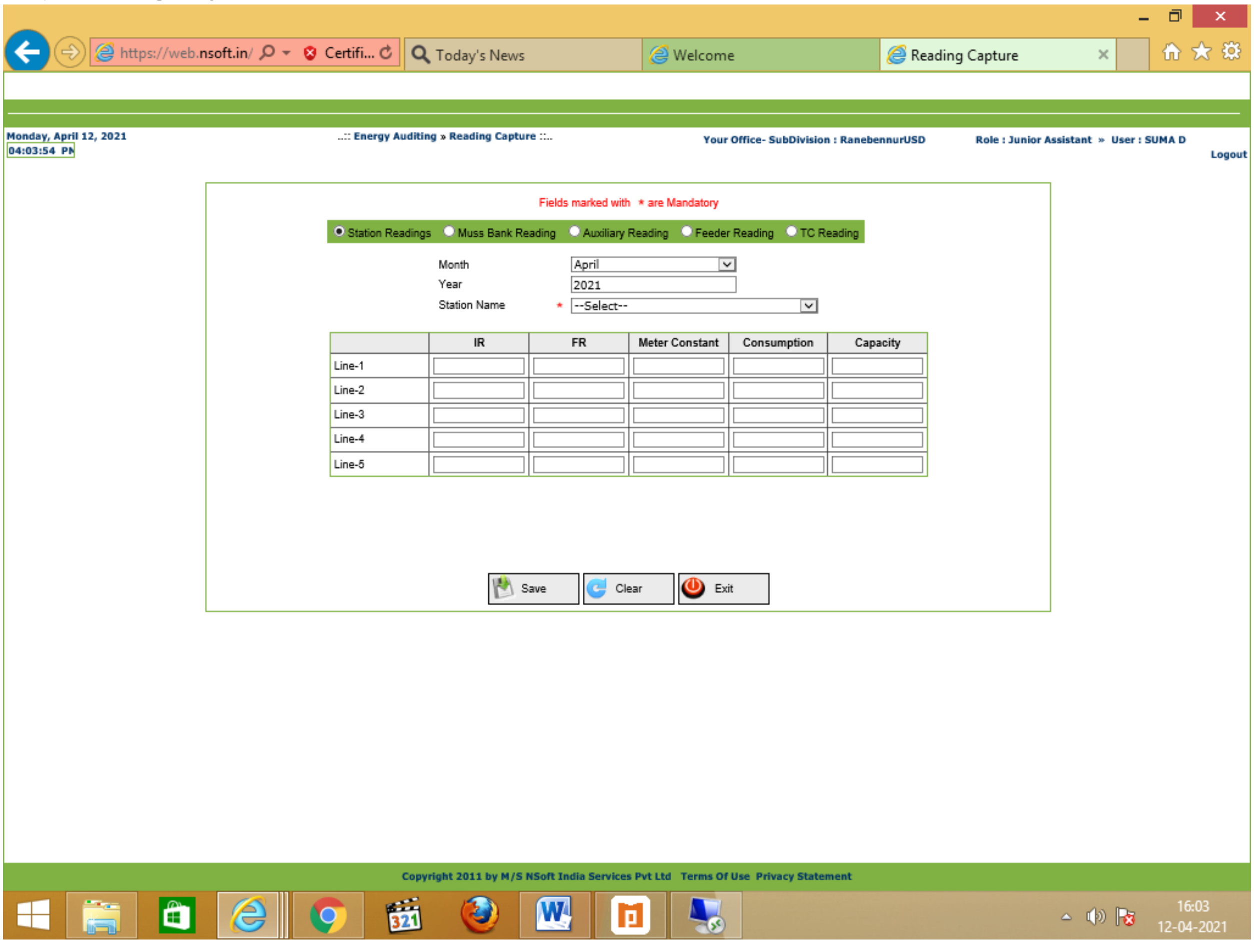


Fig 8.1 Screen shot showing of Reading Capture Screen

Steps to Follow:

Go to Collection → Reding Capture screen

1) Select Radio buttons
   1.Stations readings 2.muss bank reading 3.auxiliary reading 4.feeder reading 5.tc reading
2) Select month
3) Enter Year
4) Select Station Name
5) Click on save to save all the entered details
6) Click on Clear button to clear all the entered details

9) Disconnection

9.1) Disconnection Process

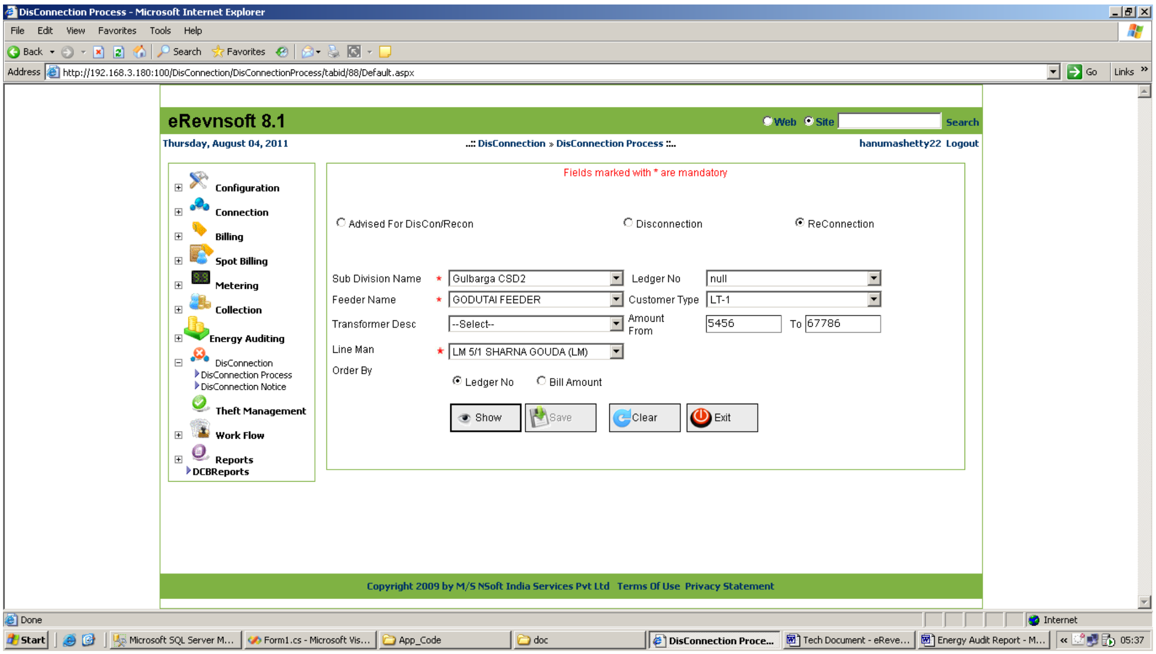


Fig. 9.1 Screen Shot Showing Reconnection Screen

The Reconnection Screen is used to update reconnection status after disconnection. Fig. 9.1 shows the Screen Shot of Reconnection Screen

Steps to Follow:

Go to Disconnection → Disconnection Process

1) Select Advised for Dis/Recon Radio Button.
2) Select Subdivision, Feeder name, Transformer, Area, Book No, Customer type as per required.
3) Enter the range of amount.
4) Enter Disconnection Date From & To.
5) Click on show to get the details.
6) Click on save to update the date.

9.2) Disconnection Notice

9.2.1) Disconnection Notice

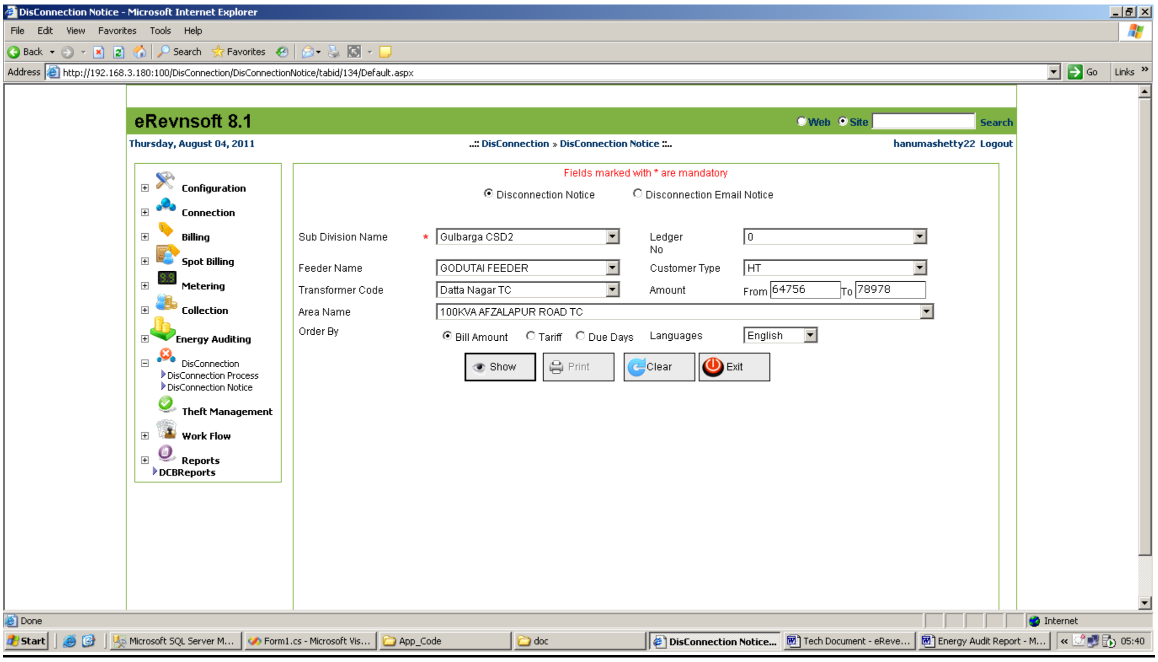


Fig. 9.2.1 Screen Shot Showing Disconnection Notice Screen

The Reconnection Screen is used to update reconnection status after disconnection. Fig. 9.2.1 shows the Screen Shot of Reconnection Screen

Steps to Follow:

Go to Disconnection → Disconnection Process

1) Select Advised for Dis/Recon Radio Button.
2) Select Subdivision, Feeder name, Transformer, Area, Book No, Customer type as per required.
3) Enter the range of amount.
4) Enter Disconnection Date From & To.
5) Click on show to get the details.
6) Click on print button

9.2.2) Disconnection Email Notice

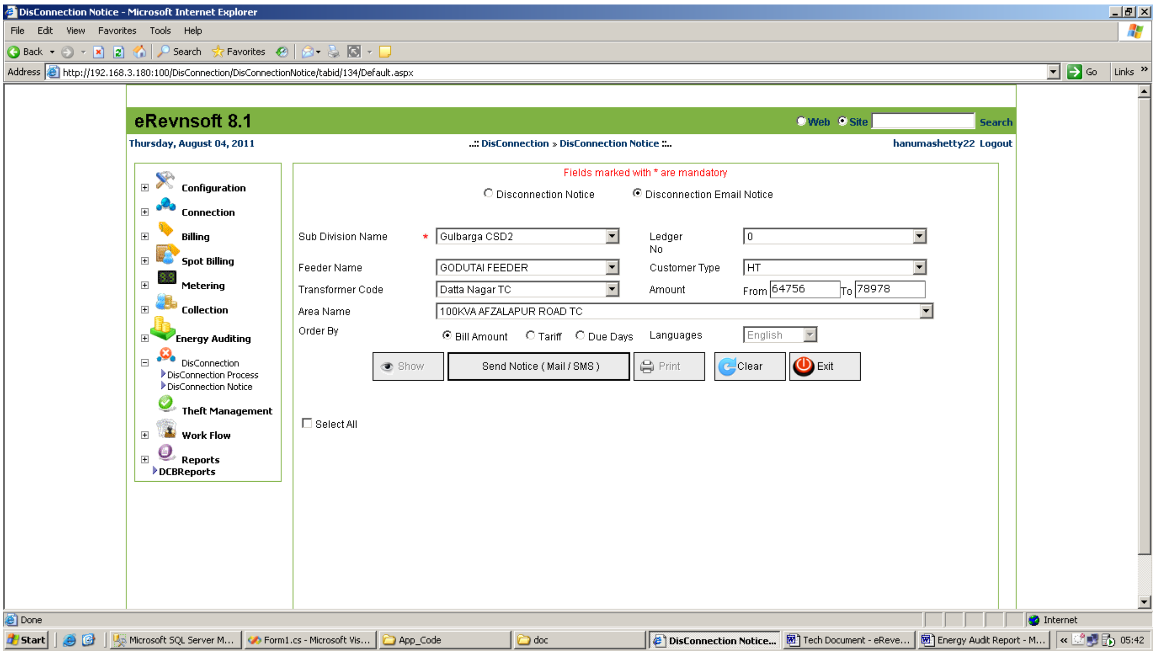


Fig. 9.2.2 Screen Shot Showing Disconnection Email Notice Screen

The disconnection notice screen is used to issue the notice to consumers through Email or SMS. Fig. 9.2.2 shows the Screen Shot of Disconnection Email Notice Screen

Steps to Follow:

Go to Disconnection → Disconnection Email Notice

1) Select any one filtration like Subdivision, Feeder, Area Name, transformer Code or Book No
2) Click show and print button, Records are displaying excel report
3) Click on Send Notice to Issue the notice send to consumer through Email.

10) Work Flow

10.1) Approval Management

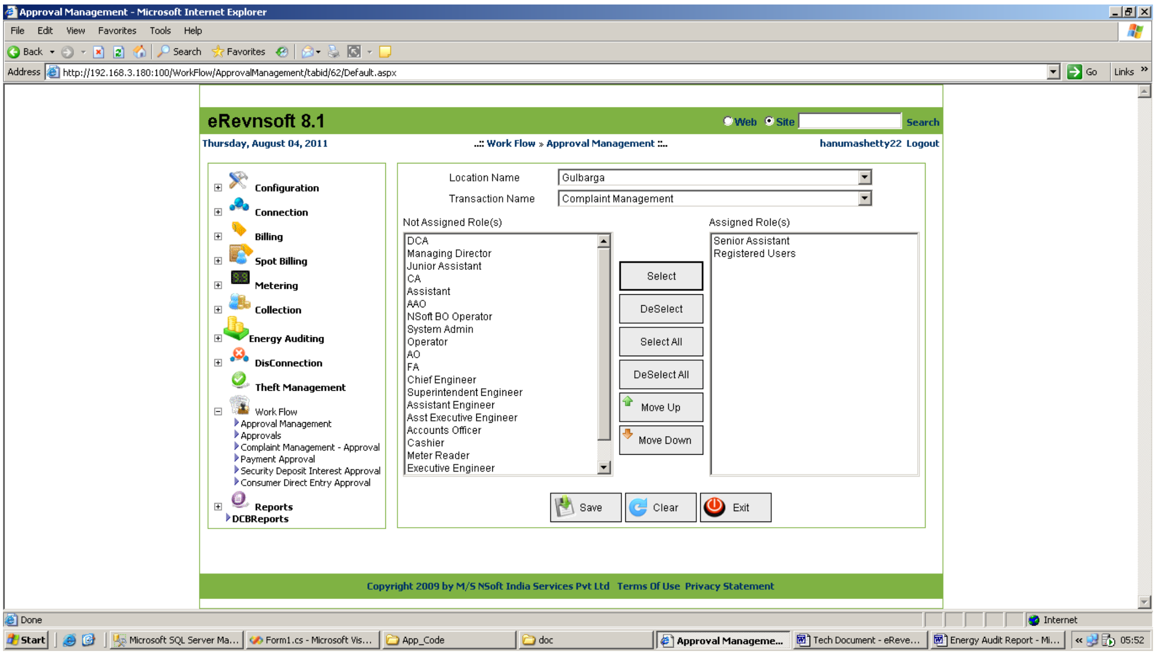


Fig: 10.1 Screen shot for Approval Management.

This screen is used for managing the Roles for the Approval for different transactions for the Particular Locations. Fig: 10.1 shows the Screen shot of Approval Management.

Steps to Follow:

Go to Work Flow → Approval Management.

1) Select the Location name and Transaction name

2) Select the roles from not assigned roles, Click the Select button, Click the Save button, Selected roles are assigned for approval for Particular Select transaction.

3) Select the roles from assigned roles, Click the Deselect button, Click the Save button, Selected roles are not assigning for approval for Particular Select transaction.

10.2) Approvals

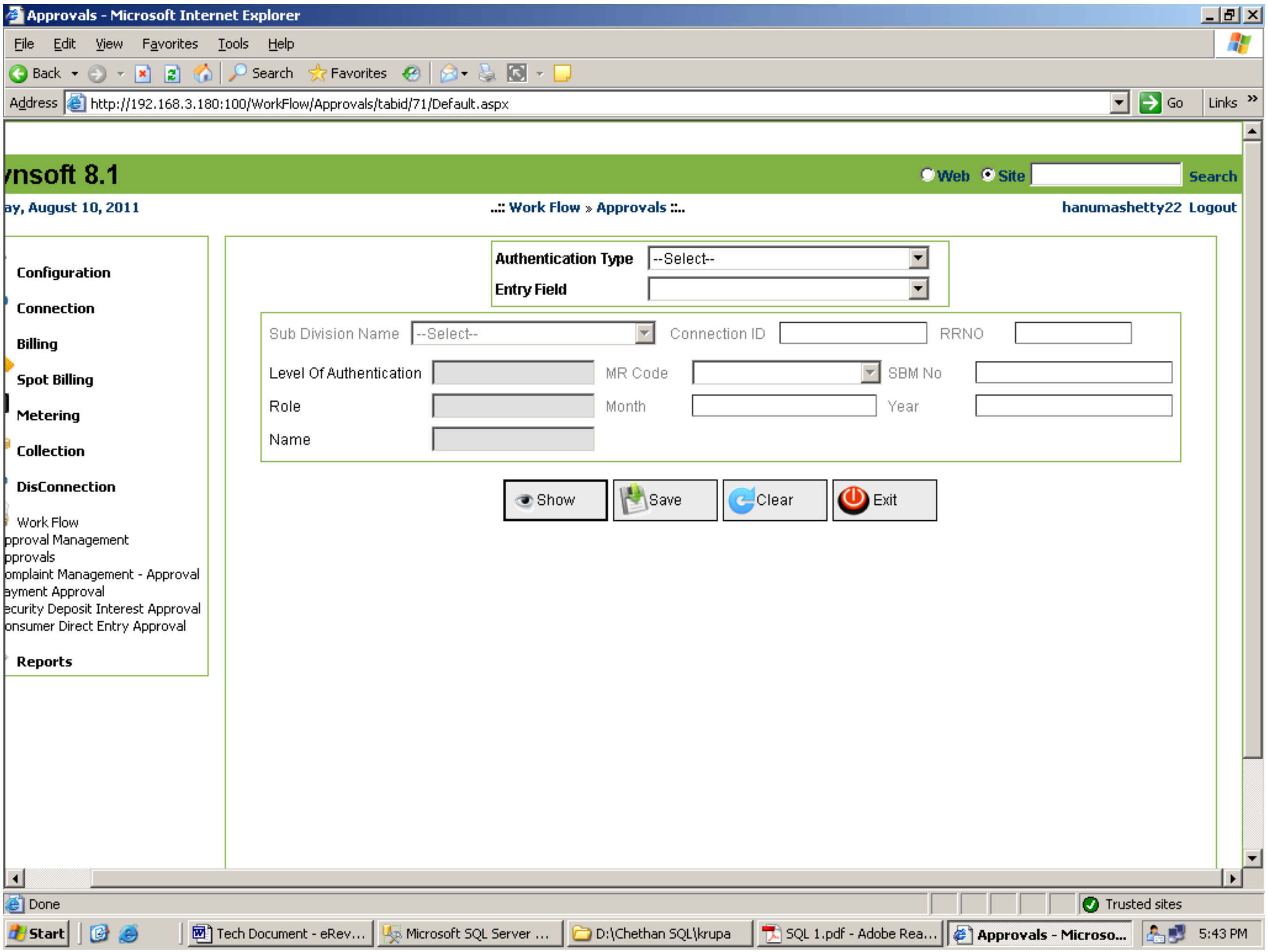


Fig: 10.2 Screen shot for approval for Dishonored Cheques.

This Screen is used to approve the different Transactions for the Particular Subdivision. It is allowing for approve the different Transactions like Approvals for Files Upload, Consumer to Disputed amount, Customer Data Alterations, Deposit to Revenue, Dishonored Cheques, Disputed amount to Consumer, L TO L.

Adjustments, Level Payment, Master file deletion, Meter Change, Online account approval, Online Payment for tenders, Other charges, Out Station Cheques, Payment on Installments, Rebate allocations, Reconnection, Service Deficiency, Service Request Approval and Theft Management. It is allowing to Approve Up to N Level depends on the Configuration in Work Management Screen.

The Users whose roles are mapped for approval, those users only having the Permission for approval.

Steps to Follow:

Go to Work Flow → Approvals

1) Select authentication Type, Select the Subdivision name, and Click the Show button.
2) Select any records by Selecting the Corresponding Check box, Click the Save button.

3) Select authentication Type, Select the Subdivision name, Enter the Connection ID or SC No, Click the Show button.
4) Select the Records by Selecting the Corresponding Check box, Click the Save button.

10.3) Complaint Management Approvals

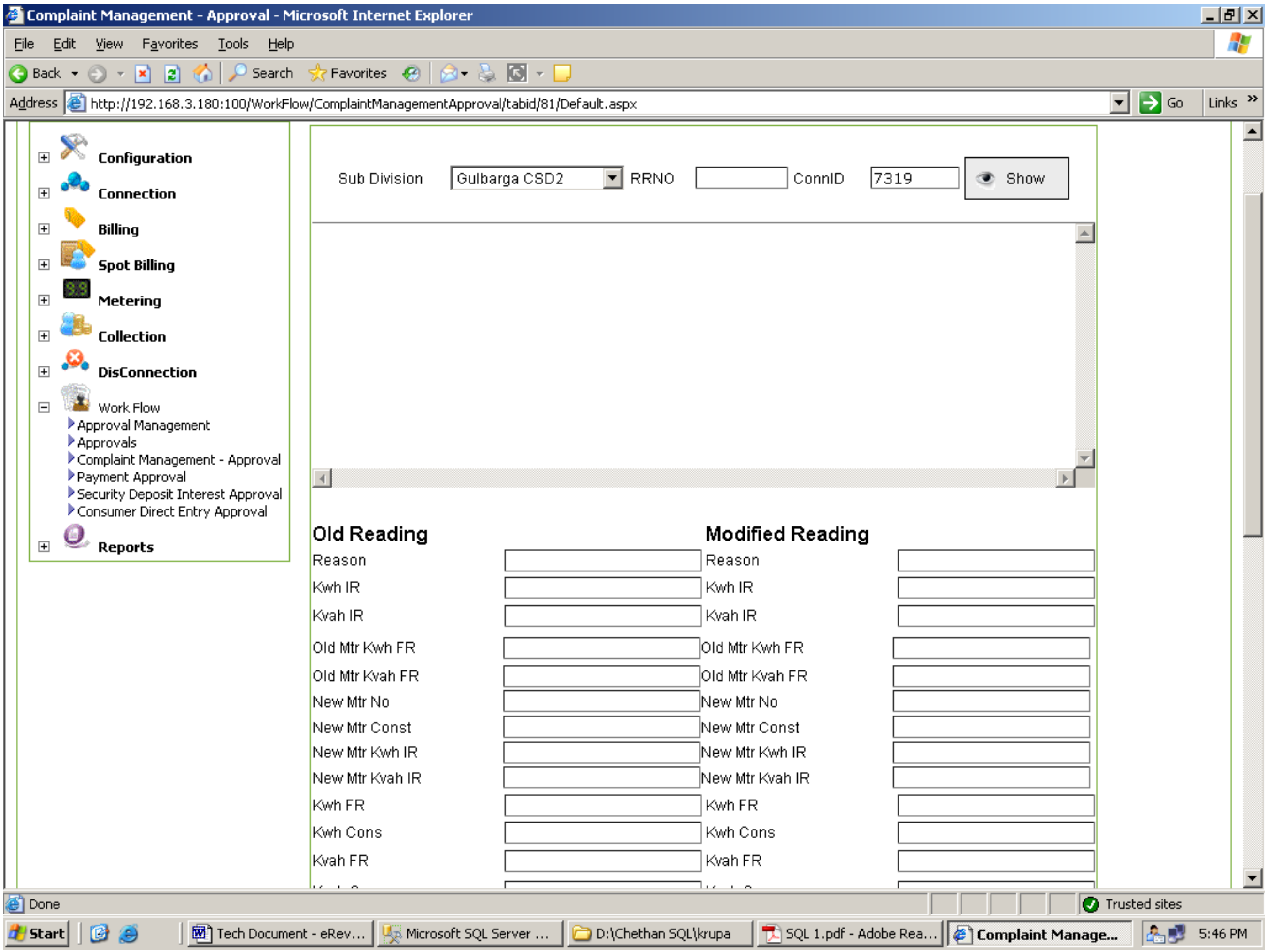


Fig: 10.3 Screen shot for approval for Complaint Management Approvals.

Steps to Follow:

1) Go to Work Flow → Complaint Management Approvals
2) Select Subdivision and enter RRNo or Connection id,
3) Click on show button.

10.4) Payment Approval

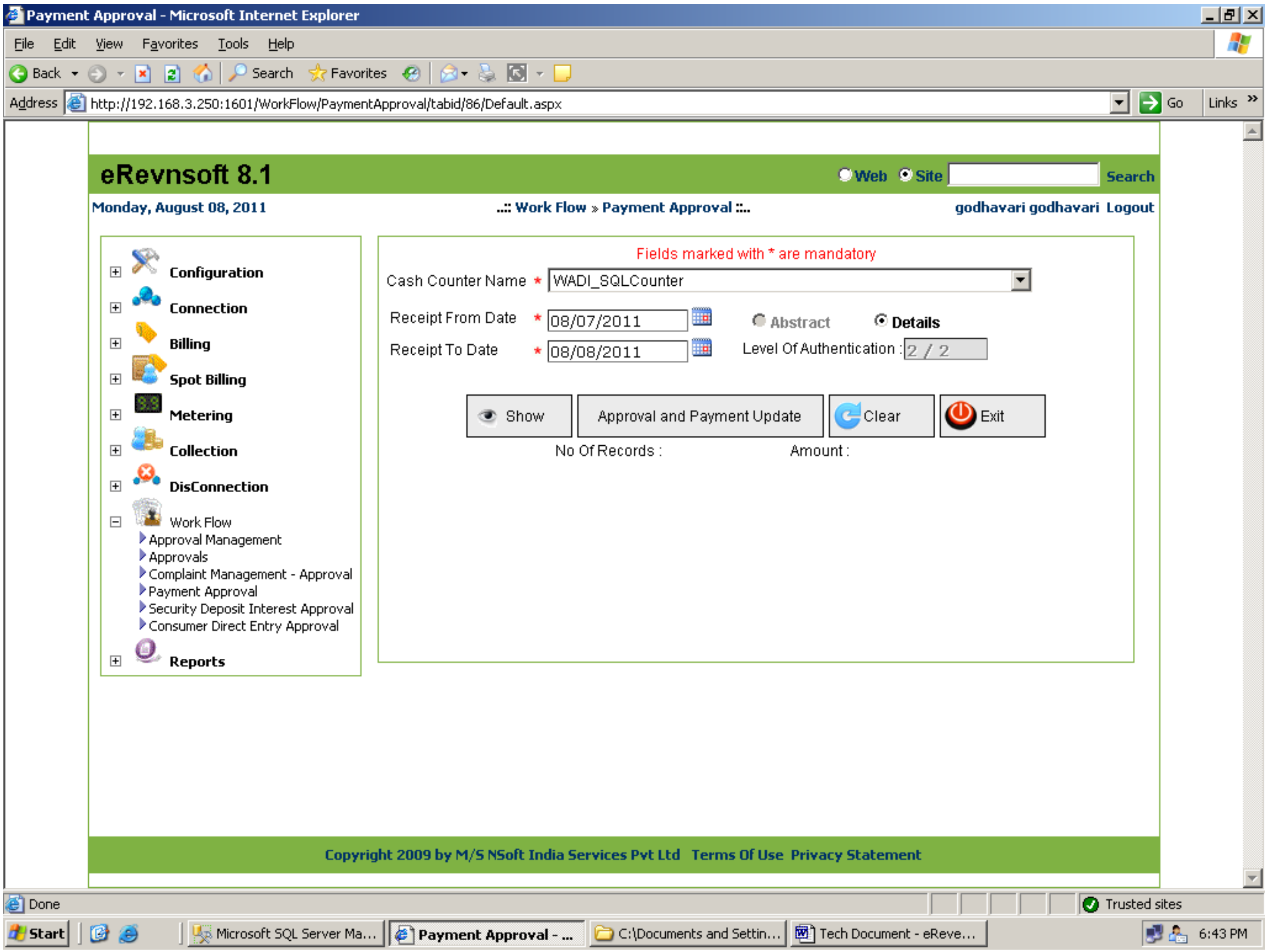


Fig: 10.4 Screen shot for Payment Approval.

Steps to Follow:

Go to Work Flow → Payment Approvals

1) Select Cash Counter Name.
2) Select Receipt From Date & Receipt To Date from calendar.
3) Click on show button.
4) Click on Approval & Payment Update button.

10.5) Security Deposit Interest Approval

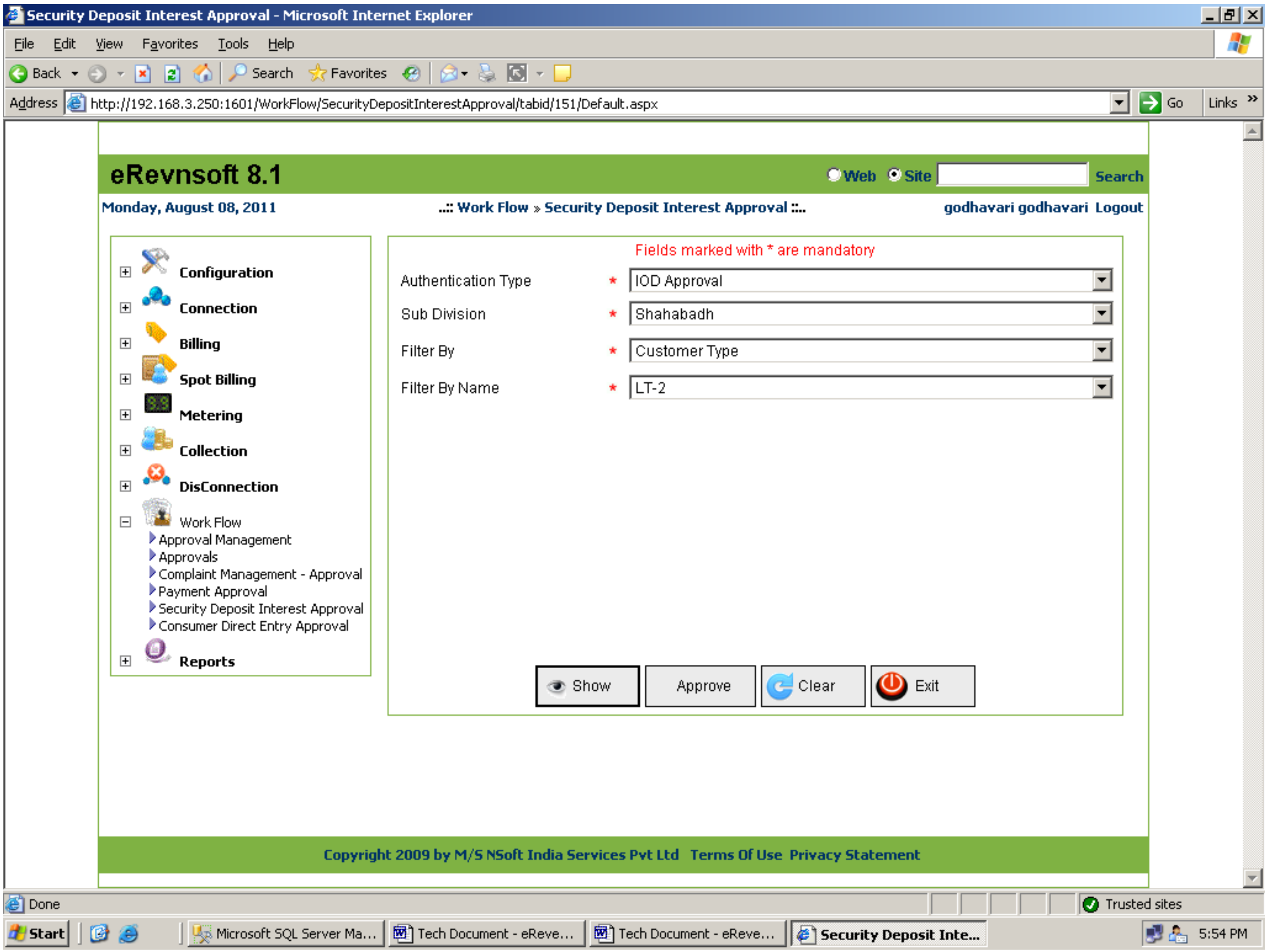


Fig: 10.5 Screen shot for Security Deposit Interest Approval

Steps to Follow:

Go to Work Flow → Security Deposit Interest Approval

1) Select authentication Type, Select the Subdivision name,
2) Select Filter By & Filter By Name and Click the Show button.
3) Then Click on Approve button for approving the above-mentioned details.

10.6) Consumers Direct Entry Approval

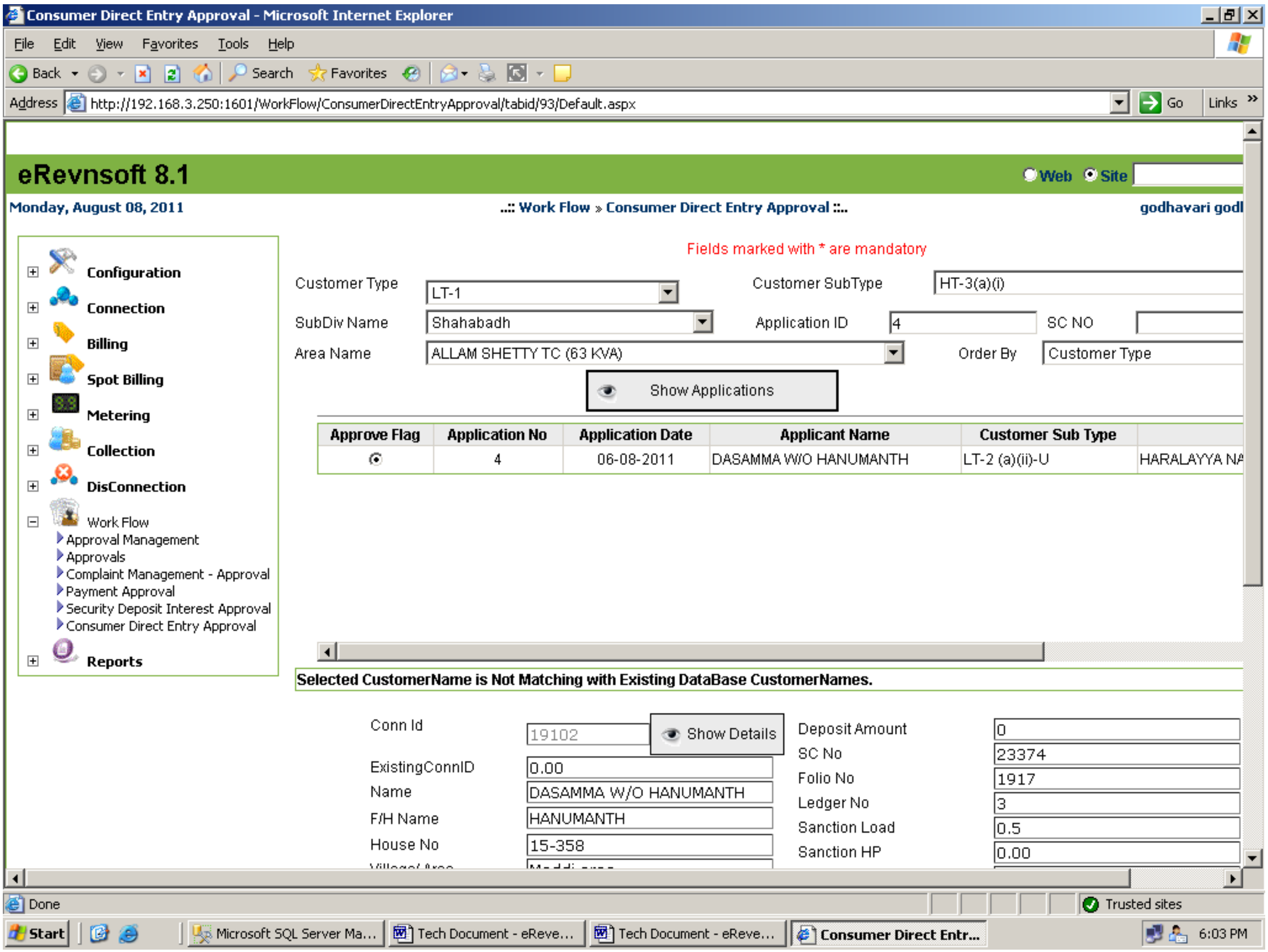


Fig: 10.6 Screen shot for Consumers Direct Entry Approval

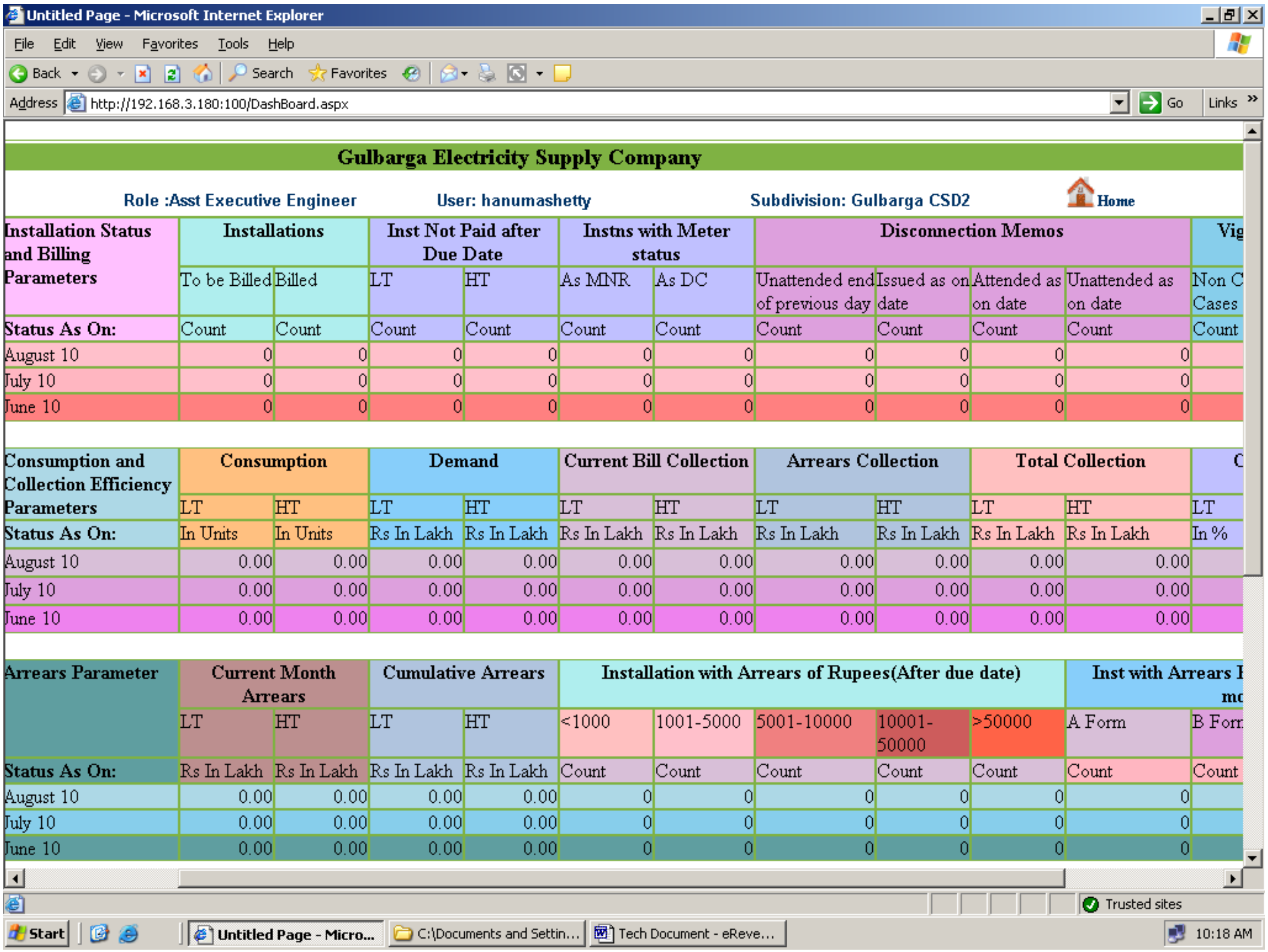
Steps to Follow:

Go to Work Flow → Consumers Direct Entry Approval

1) Select Customer Type ,Customer SubType, Subdivision name, Area Name,Order By
2) Enter RRNo and Click the Show application button.
3) Then Click on Approve button for Approving the above mentioned details.

11) Reports

11.1) Dashboard Report



Installation Status and Billing Parameters	Installations		Inst Not Paid after Due Date		Instns with Meter status		Disconnection Memos				Vig
	To be Billed	Billed	LT	HT	As MNR	As DC	Unattended end of previous day	Issued as on date	Attended as on date	Unattended as on date	Non C Cases
Status As On:	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
August 10	0	0	0	0	0	0	0	0	0	0	
July 10	0	0	0	0	0	0	0	0	0	0	
June 10	0	0	0	0	0	0	0	0	0	0	

Consumption and Collection Efficiency Parameters	Consumption		Demand		Current Bill Collection		Arrears Collection		Total Collection		C
	LT	HT	LT	HT	LT	HT	LT	HT	LT	HT	LT
Status As On:	In Units	In Units	Rs In Lakh	Rs In Lakh	Rs In Lakh	Rs In Lakh	Rs In Lakh	Rs In Lakh	Rs In Lakh	Rs In Lakh	In %
August 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
July 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
June 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Arrears Parameter	Current Month Arrears		Cumulative Arrears		Installation with Arrears of Rupees(After due date)					Inst with Arrears I mo	
	LT	HT	LT	HT	<1000	1001-5000	5001-10000	10001-50000	>50000	A Form	B Forr
Status As On:	Rs In Lakh	Rs In Lakh	Rs In Lakh	Rs In Lakh	Count	Count	Count	Count	Count	Count	Count
August 10	0.00	0.00	0.00	0.00	0	0	0	0	0	0	
July 10	0.00	0.00	0.00	0.00	0	0	0	0	0	0	
June 10	0.00	0.00	0.00	0.00	0	0	0	0	0	0	

Fig: 11.1 Screen shot for DashBoardRpt.

Steps to Follow:

Go to Reports → DashBoardRpt

1) Click on DashBoardReports.
2) Screen showing of DashBoardReports.

11.2) Arrears Reports

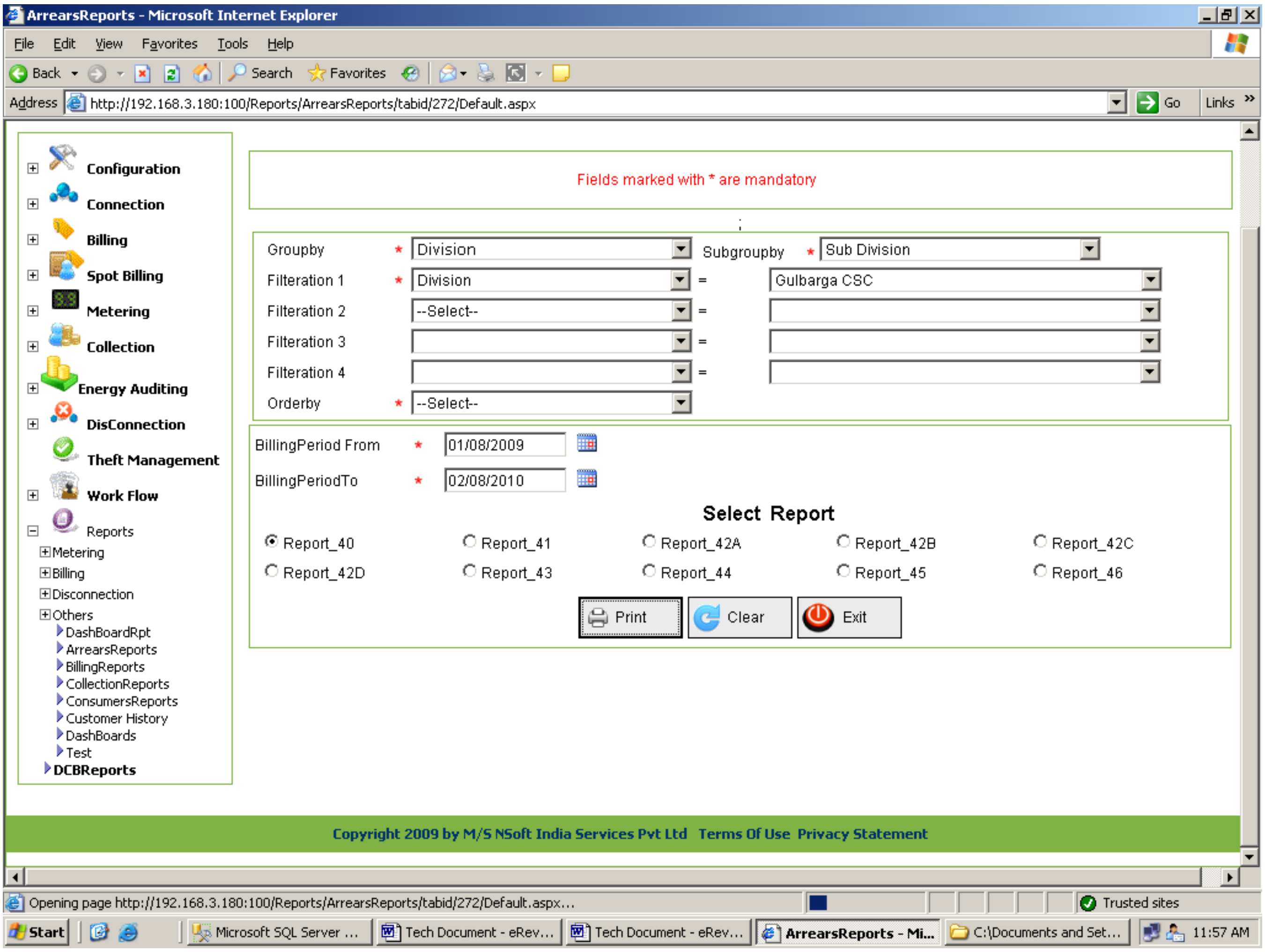


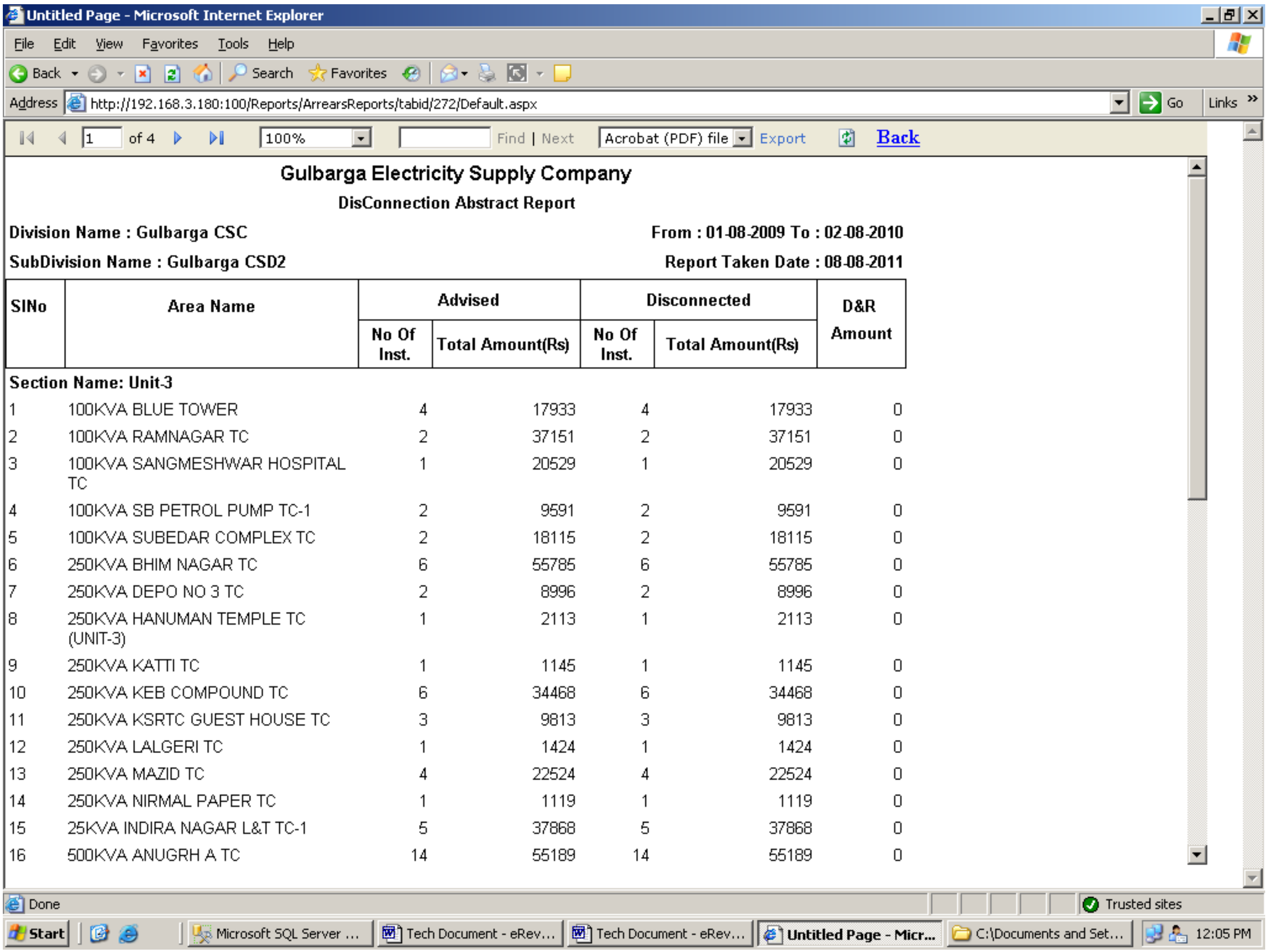
Fig: 11.2 Screen shot for Arrears Reports.

Steps to Follow:

Go to Reports → Arrears Reports

1) Select the Group by & sub groupby.
2) Select any one of the filtration required
3) Select the Billing Period from and to from the calendar
4) Select any one of the report radio buttons.
5) Click on Print.
6) Report will be generated. Select any format (Excel or PDF File) and click on Export.
7) Report will be exported on selected format

8)Repeat the above steps so can generate particular reports by selecting any of the radio buttons.



Gulbarga Electricity Supply Company

DisConnection Abstract Report

Division Name : Gulbarga CSC — From : 01-08-2009 To : 02-08-2010

SubDivision Name : Gulbarga CSD2 — Report Taken Date : 08-08-2011

SlNo	Area Name	Advised		Disconnected		D&R Amount
		No Of Inst.	Total Amount(Rs)	No Of Inst.	Total Amount(Rs)	
Section Name: Unit-3						
1	100KVA BLUE TOWER	4	17933	4	17933	0
2	100KVA RAMNAGAR TC	2	37151	2	37151	0
3	100KVA SANGMESHWAR HOSPITAL TC	1	20529	1	20529	0
4	100KVA SB PETROL PUMP TC-1	2	9591	2	9591	0
5	100KVA SUBEDAR COMPLEX TC	2	18115	2	18115	0
6	250KVA BHIM NAGAR TC	6	55785	6	55785	0
7	250KVA DEPO NO 3 TC	2	8996	2	8996	0
8	250KVA HANUMAN TEMPLE TC (UNIT-3)	1	2113	1	2113	0
9	250KVA KATTI TC	1	1145	1	1145	0
10	250KVA KEB COMPOUND TC	6	34468	6	34468	0
11	250KVA KSRTC GUEST HOUSE TC	3	9813	3	9813	0
12	250KVA LALGERI TC	1	1424	1	1424	0
13	250KVA MAZID TC	4	22524	4	22524	0
14	250KVA NIRMAL PAPER TC	1	1119	1	1119	0
15	25KVA INDIRA NAGAR L&T TC-1	5	37868	5	37868	0
16	500KVA ANUGRH A TC	14	55189	14	55189	0

Fig: 11.2 Screen shot for Arrears Reports (Report_40) in PDF Format.

11.3) Billing Reports

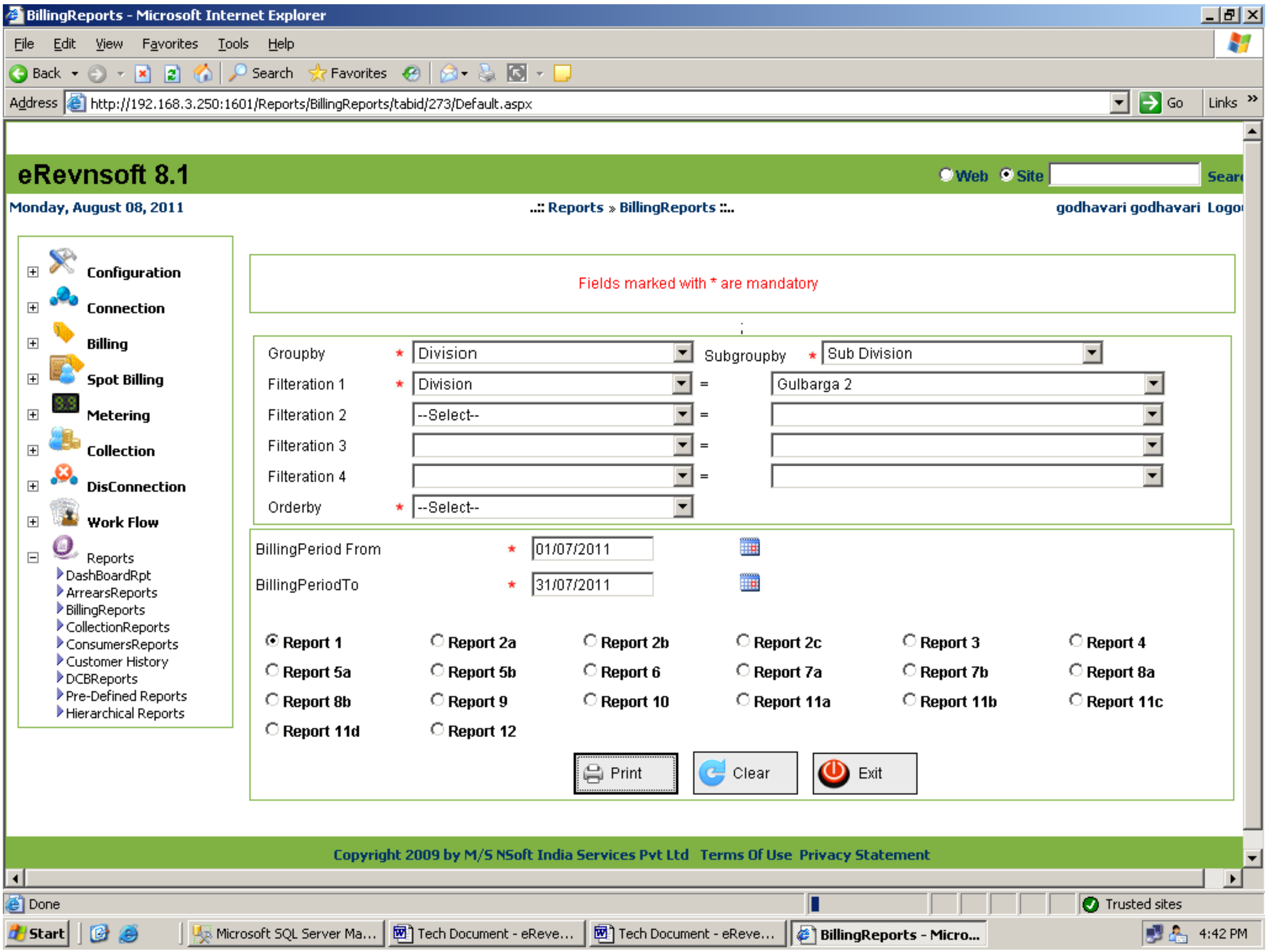
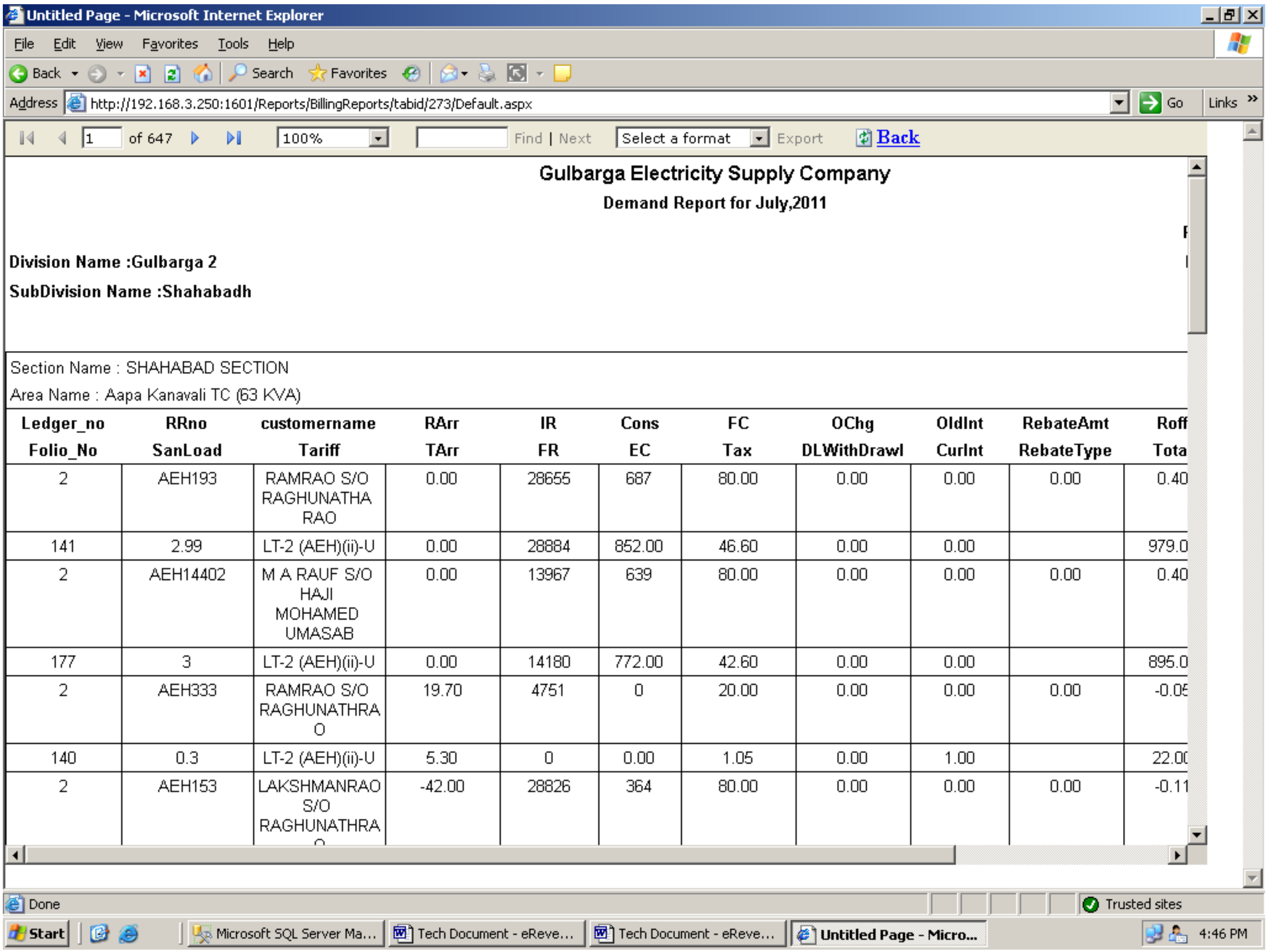


Fig: 11.3 Screen shot for Billing Reports.

Steps to Follow:

Go to Reports → Billing Reports

1) Select the Group by & sub groupby.
2) Select any one of the filtration required
3) Select the Billing Period from and to from the calendar
4) Select any one of the report radio buttons.
5) Click on Print.
6) Report will be generated. Select any format (Excel or PDF File) and click on Export.
7) Report will be exported on selected format
8) Repeat the above steps so can generate particular reports by selecting any of the radio buttons.



Gulbarga Electricity Supply Company

Demand Report for July,2011

Division Name :Gulbarga 2

SubDivision Name :Shahabadh

Section Name : SHAHABAD SECTION

Area Name : Aapa Kanavali TC (63 KVA)

Ledger_no Folio_No	RRno SanLoad	customername Tariff	RArr TArr	IR FR	Cons EC	FC Tax	OChg DLWithDrawl	OldInt CurInt	RebateAmt RebateType	Roff Tota
2	AEH193	RAMRAO S/O RAGHUNATHA RAO	0.00	28655	687	80.00	0.00	0.00	0.00	0.40
141	2.99	LT-2 (AEH)(ii)-U	0.00	28884	852.00	46.60	0.00	0.00		979.0
2	AEH14402	M A RAUF S/O HAJI MOHAMED UMASAB	0.00	13967	639	80.00	0.00	0.00	0.00	0.40
177	3	LT-2 (AEH)(ii)-U	0.00	14180	772.00	42.60	0.00	0.00		895.0
2	AEH333	RAMRAO S/O RAGHUNATHRAO	19.70	4751	0	20.00	0.00	0.00	0.00	-0.0
140	0.3	LT-2 (AEH)(ii)-U	5.30	0	0.00	1.05	0.00	1.00		22.0
2	AEH153	LAKSHMANRAO S/O RAGHUNATHRA	-42.00	28826	364	80.00	0.00	0.00	0.00	-0.11

Fig: 11.3 Screen shot for Billing Reports (Report 1) in PDF Format.

11.4) Collection Reports

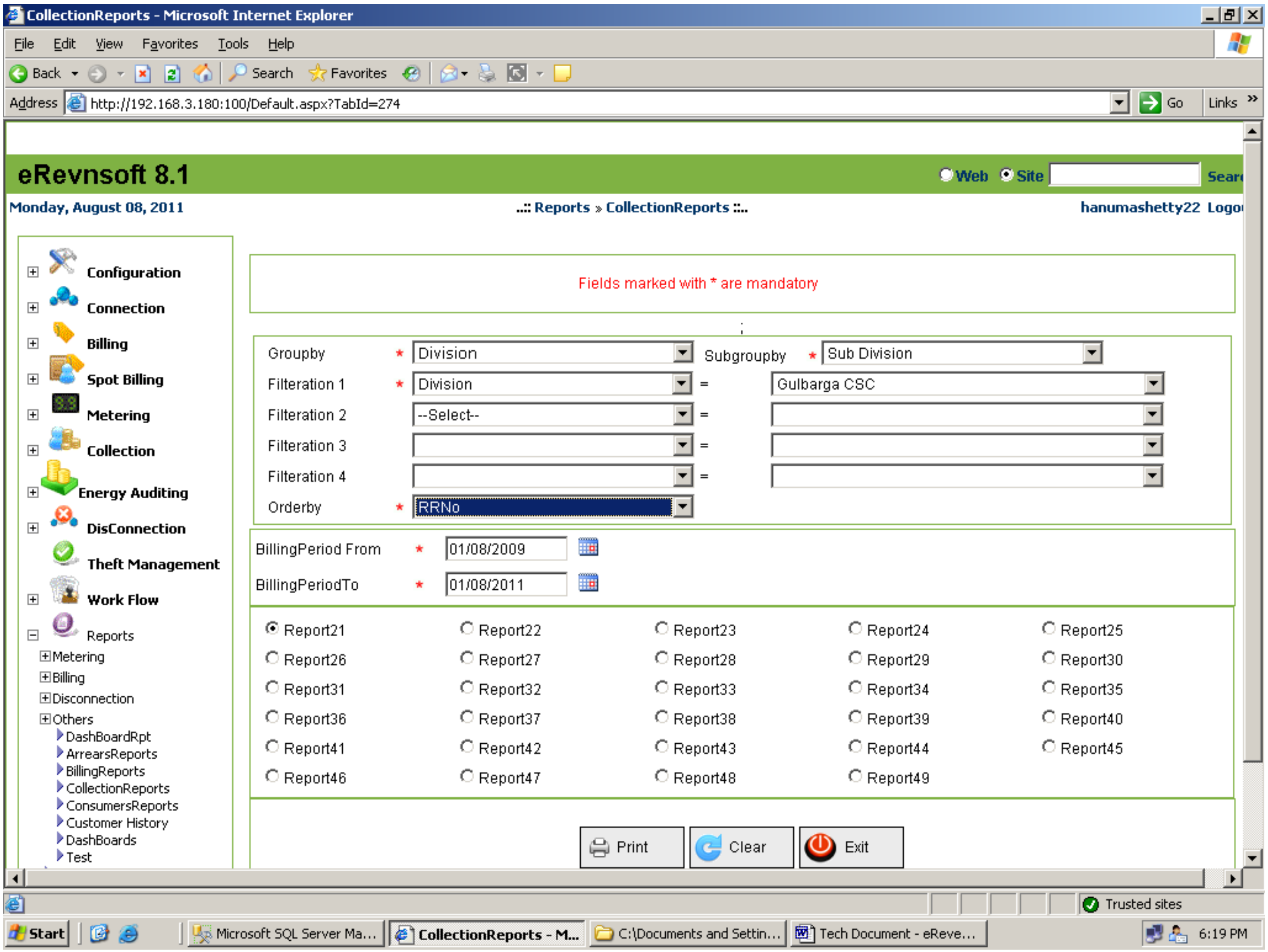
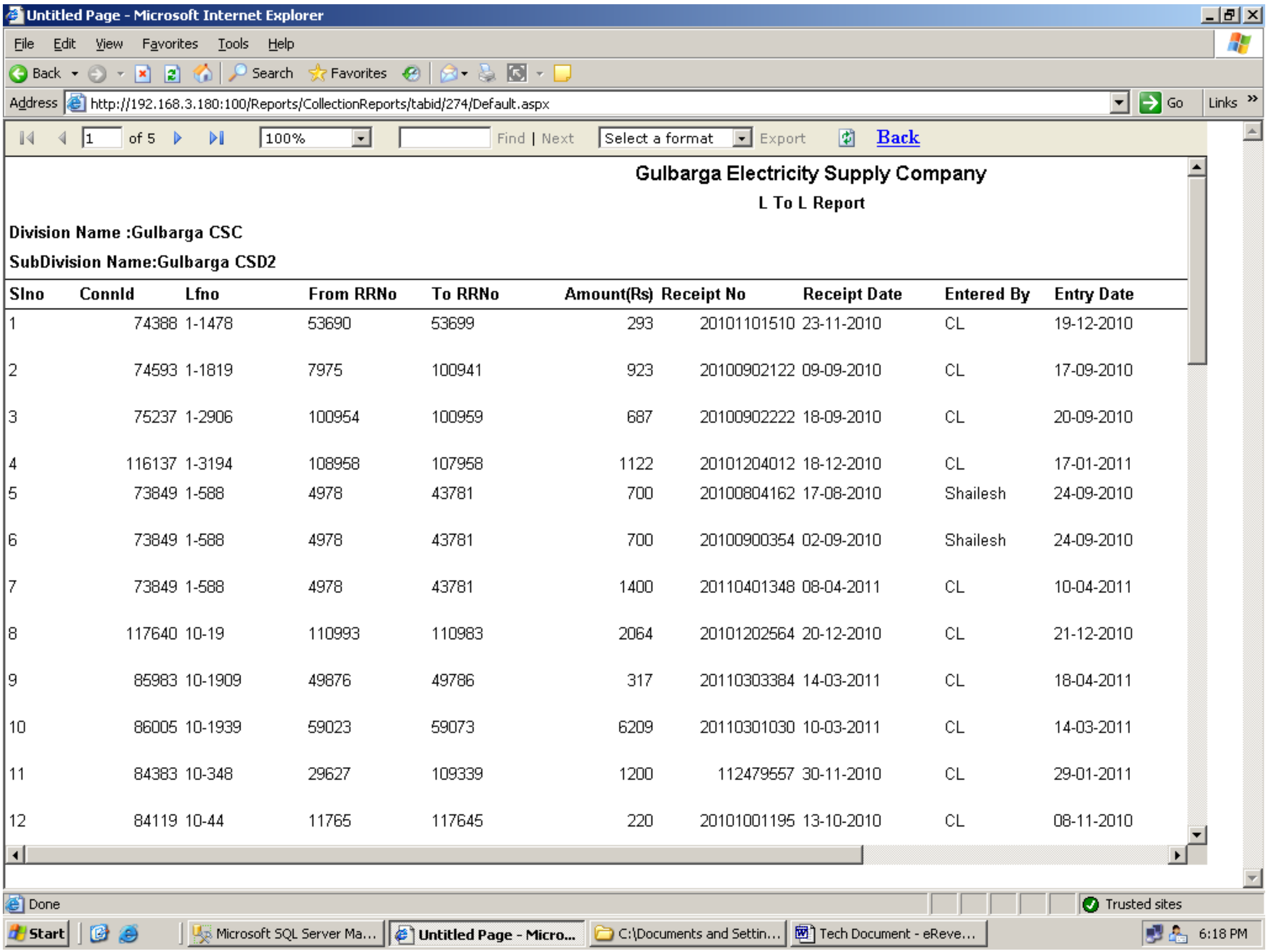


Fig: 11.4 Screen shot for Collection Reports.

Steps to Follow:

Go to Reports → Collection Reports

1) Select the Group by & sub groupby.
2) Select any one of the filtration required
3) Select the Billing Period from and to from the calendar
4) Select any one of the report radio buttons.
5) Click on Print.
6) Report will be generated. Select any format (Excel or PDF File) and click on Export.
7) Report will be exported on selected format
8) Repeat the above steps so can generate particular reports by selecting any of the radio buttons.



Gulbarga Electricity Supply Company

L To L Report

Division Name :Gulbarga CSC

SubDivision Name:Gulbarga CSD2

SlNo	ConnId	Lfno	From RRNo	To RRNo	Amount(Rs)	Receipt No	Receipt Date	Entered By	Entry Date
1	74388	1-1478	53690	53699	293	20101101510	23-11-2010	CL	19-12-2010
2	74593	1-1819	7975	100941	923	20100902122	09-09-2010	CL	17-09-2010
3	75237	1-2906	100954	100959	687	20100902222	18-09-2010	CL	20-09-2010
4	116137	1-3194	108958	107958	1122	20101204012	18-12-2010	CL	17-01-2011
5	73849	1-588	4978	43781	700	20100804162	17-08-2010	Shailesh	24-09-2010
6	73849	1-588	4978	43781	700	20100900354	02-09-2010	Shailesh	24-09-2010
7	73849	1-588	4978	43781	1400	20110401348	08-04-2011	CL	10-04-2011
8	117640	10-19	110993	110983	2064	20101202564	20-12-2010	CL	21-12-2010
9	85983	10-1909	49876	49786	317	20110303384	14-03-2011	CL	18-04-2011
10	86005	10-1939	59023	59073	6209	20110301030	10-03-2011	CL	14-03-2011
11	84383	10-348	29627	109339	1200	112479557	30-11-2010	CL	29-01-2011
12	84119	10-44	11765	117645	220	20101001195	13-10-2010	CL	08-11-2010

Fig: 11.4 Screen shot for Collection Reports (Report 21) in PDF Format.

11.5) Consumers Reports

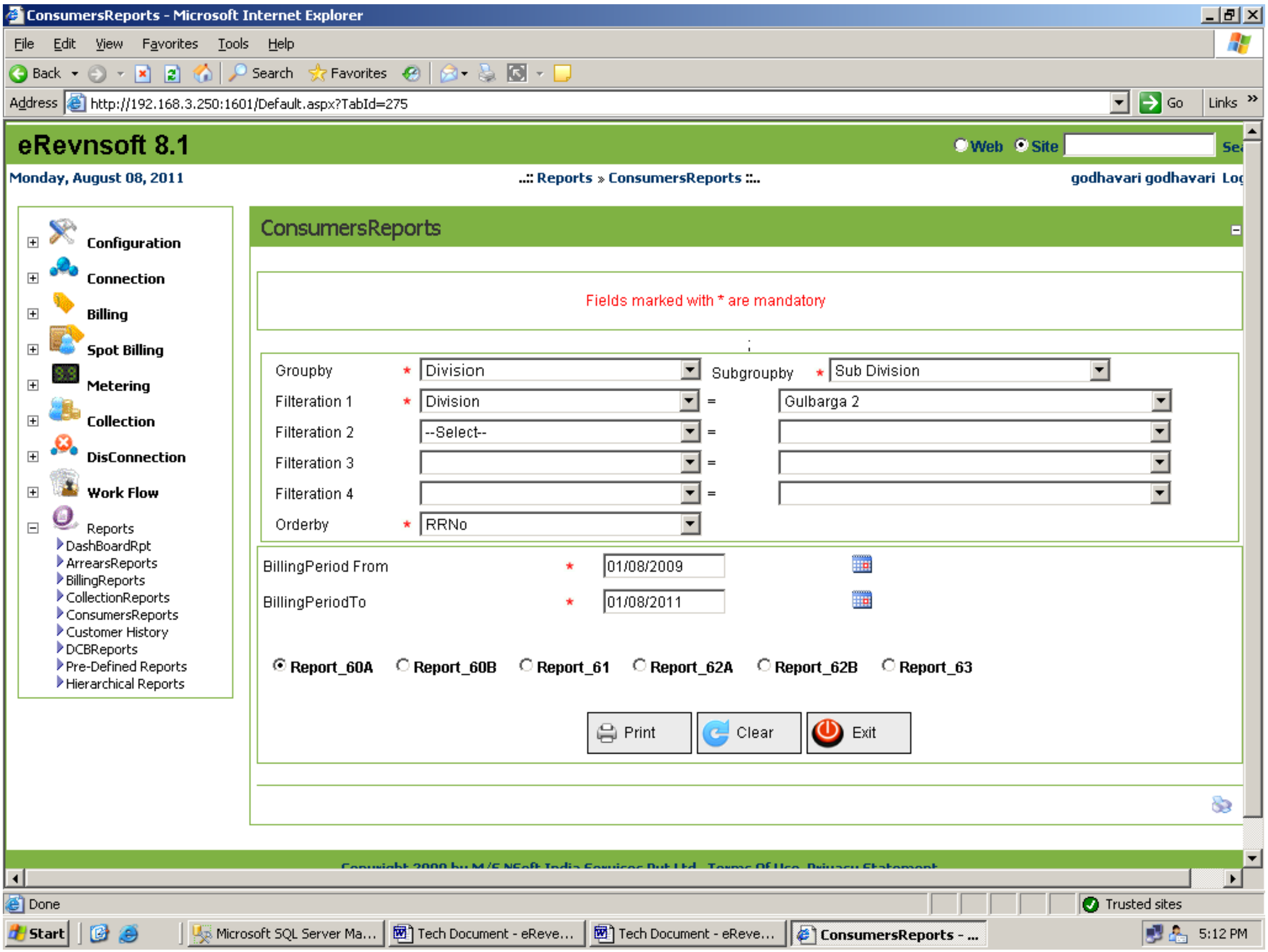


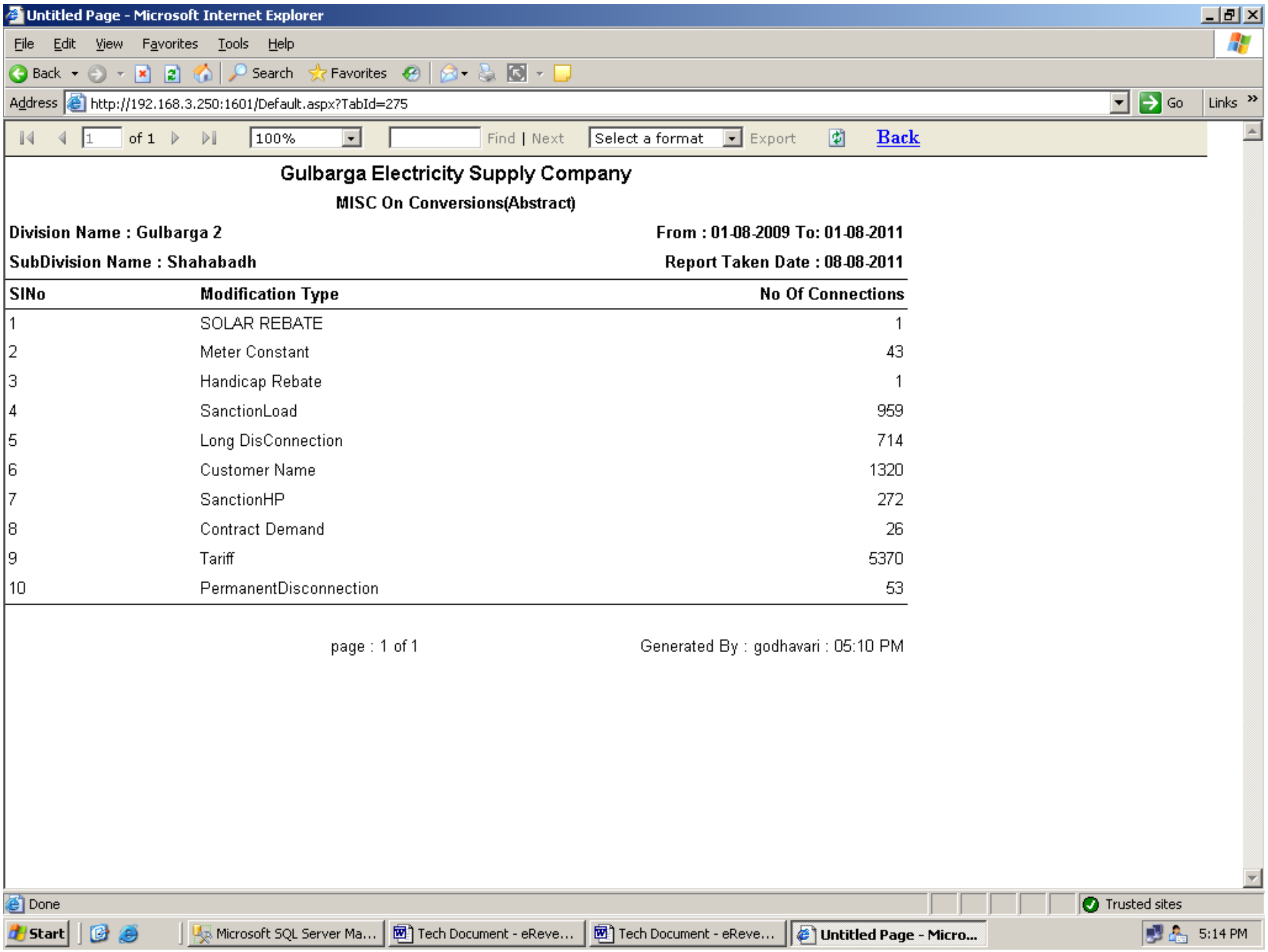
Fig: 11.5 Screen shot for Consumer Reports.

Steps to Follow:

Go to Reports → Consumer Reports

1) Select the Group by & sub groupby.
2) Select any one of the filtration required
3) Select the Billing Period from And to from the calendar
4) Select any one of the report radio button.
5) Click on Print.
6) Report will be generated. Select any format (Excel or PDF File) and click on Export.
7) Report will be exported on selected format

8)Repeat the above steps so can generate particular reports by selecting any of the radio buttons.



Gulbarga Electricity Supply Company

MISC On Conversions(Abstract)

Division Name : Gulbarga 2 — From : 01-08-2009 To: 01-08-2011

SubDivision Name : Shahabadh — Report Taken Date : 08-08-2011

SINo	Modification Type	No Of Connections
1	SOLAR REBATE	1
2	Meter Constant	43
3	Handicap Rebate	1
4	SanctionLoad	959
5	Long DisConnection	714
6	Customer Name	1320
7	SanctionHP	272
8	Contract Demand	26
9	Tariff	5370
10	PermanentDisconnection	53

page : 1 of 1 — Generated By : godhavari : 05:10 PM

Fig: 11.5 Screen shot for Consumers Reports (Report_60A) in PDF Format.

11.6) Customer History

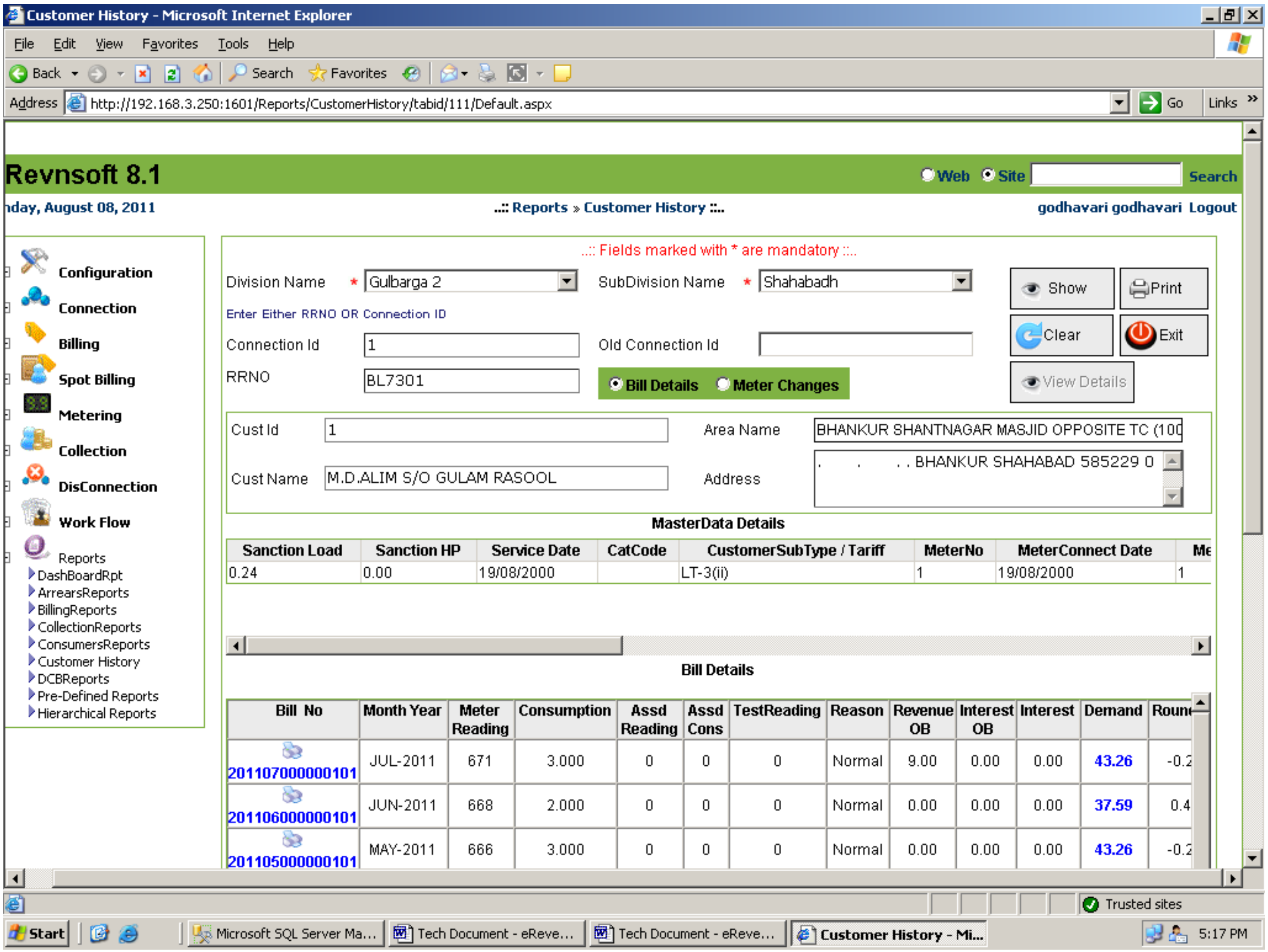


Fig: 11.6 Screen shot for Customer History.

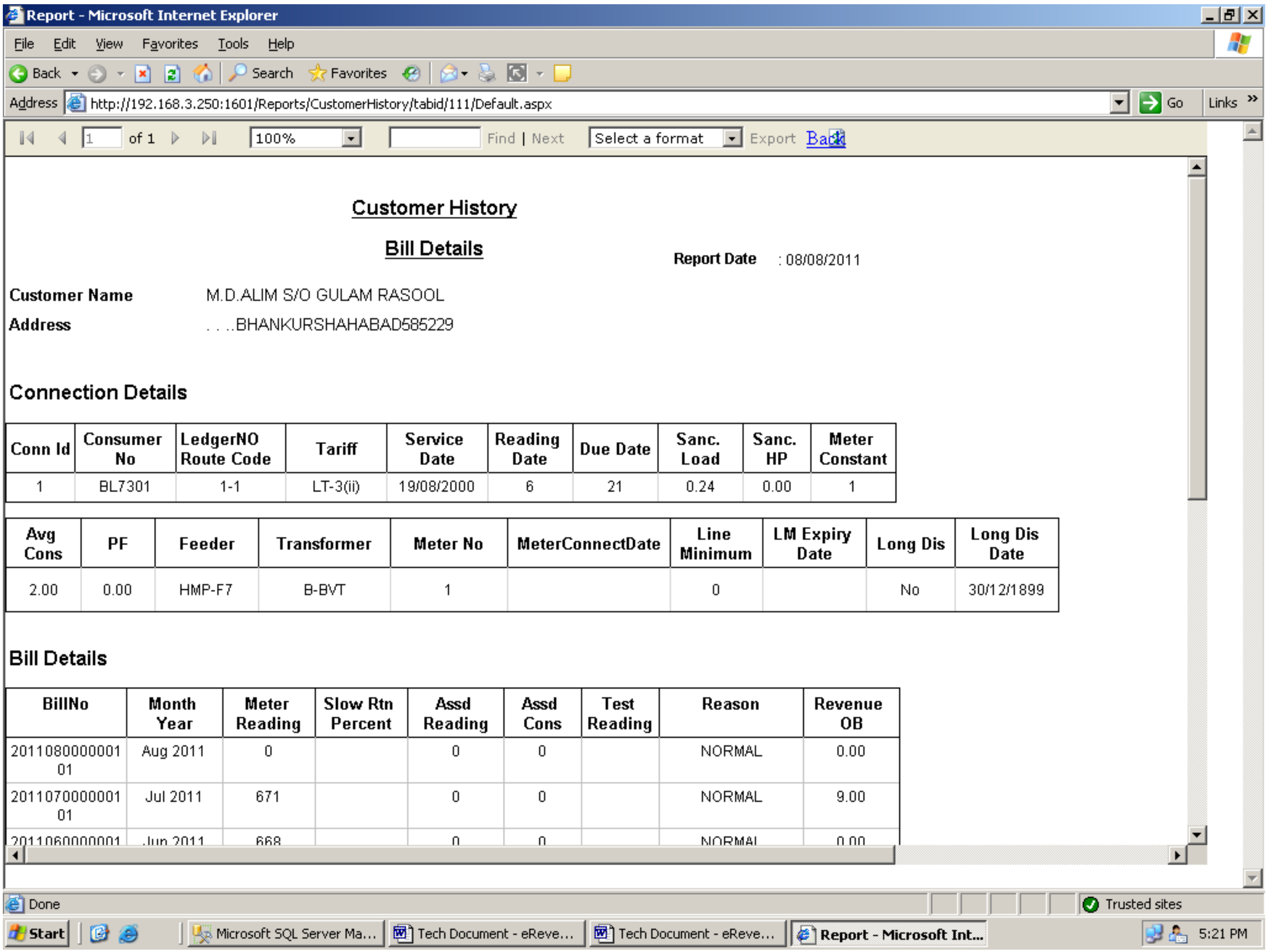
Steps to Follow:

Go to Reports → Customer History

1) Select the Group by & sub groupby.
2) Select any one of the filtration required
3) Select the Billing Period from And to from the calendar
4) Select Any one of the report radio buttons.
5) Click on Print.
6) Select, Connectionid & click show button.
7) Report will be generated. Select any format (Excel or PDF File) and click on Export.

8)Report will be exported on selected format.

9) Repeat the above steps so can generate particular reports by selecting any of the radio buttons.



Customer History

Bill Details

Report Date : 08/08/2011

Customer Name M.D.ALIM S/O GULAM RASOOL

Address BHANKURSHAHABAD585229

Connection Details

Conn Id	Consumer No	LedgerNO Route Code	Tariff	Service Date	Reading Date	Due Date	Sanc. Load	Sanc. HP	Meter Constant
1	BL7301	1-1	LT-3(ii)	19/08/2000	6	21	0.24	0.00	1

Avg Cons	PF	Feeder	Transformer	Meter No	MeterConnectDate	Line Minimum	LM Expiry Date	Long Dis	Long Dis Date
2.00	0.00	HMP-F7	B-BVT	1		0		No	30/12/1899

Bill Details

BillNo	Month Year	Meter Reading	Slow Rtn Percent	Assd Reading	Assd Cons	Test Reading	Reason	Revenue OB
201108000000101	Aug 2011	0		0	0		NORMAL	0.00
201107000000101	Jul 2011	671		0	0		NORMAL	9.00
2011060000001	Jun 2011	668		0	0		NORMAL	0.00

Fig: 11.6 Screen shot for Consumers Reports in PDF Format.

11.7) DCB Reports

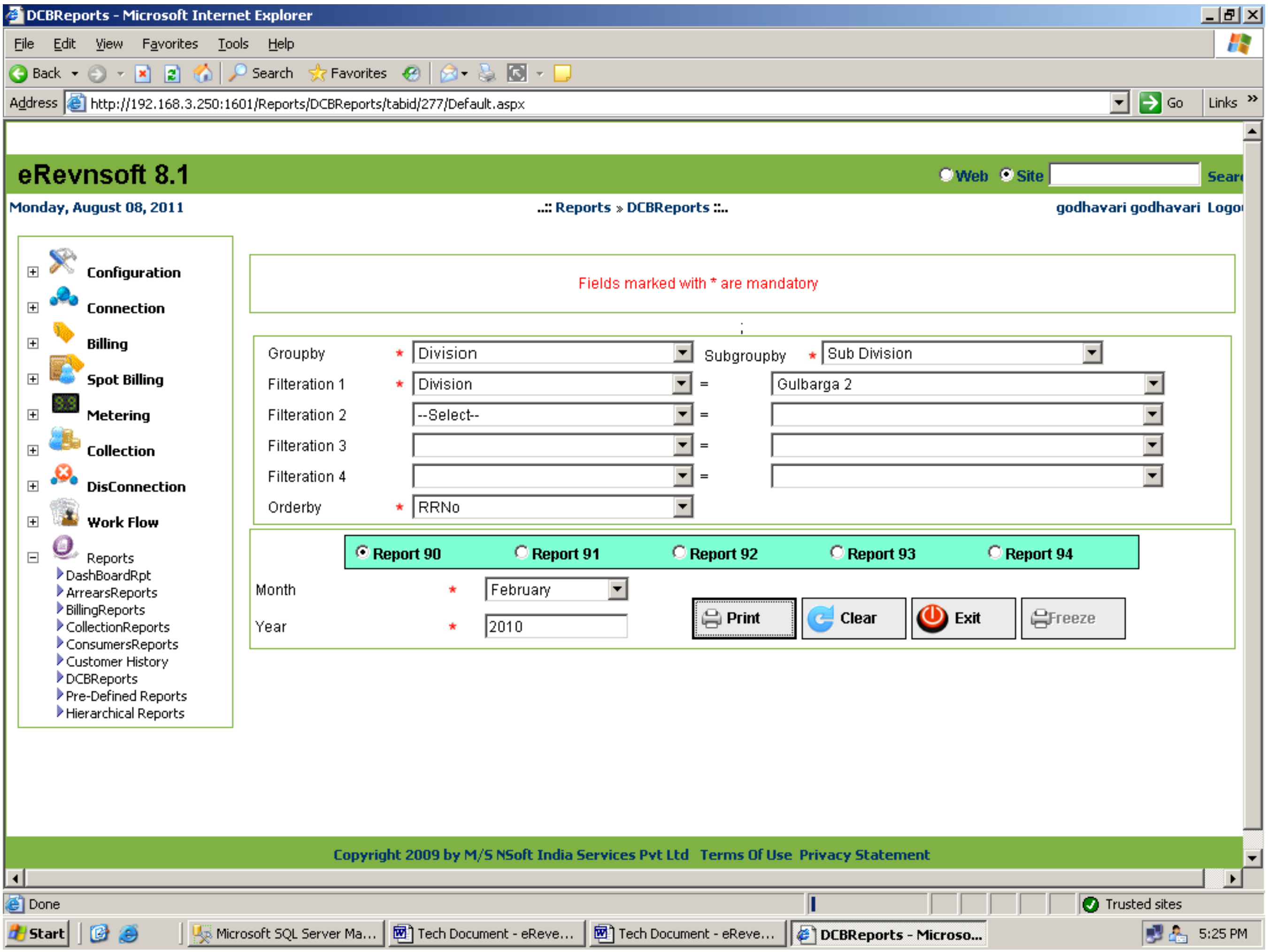
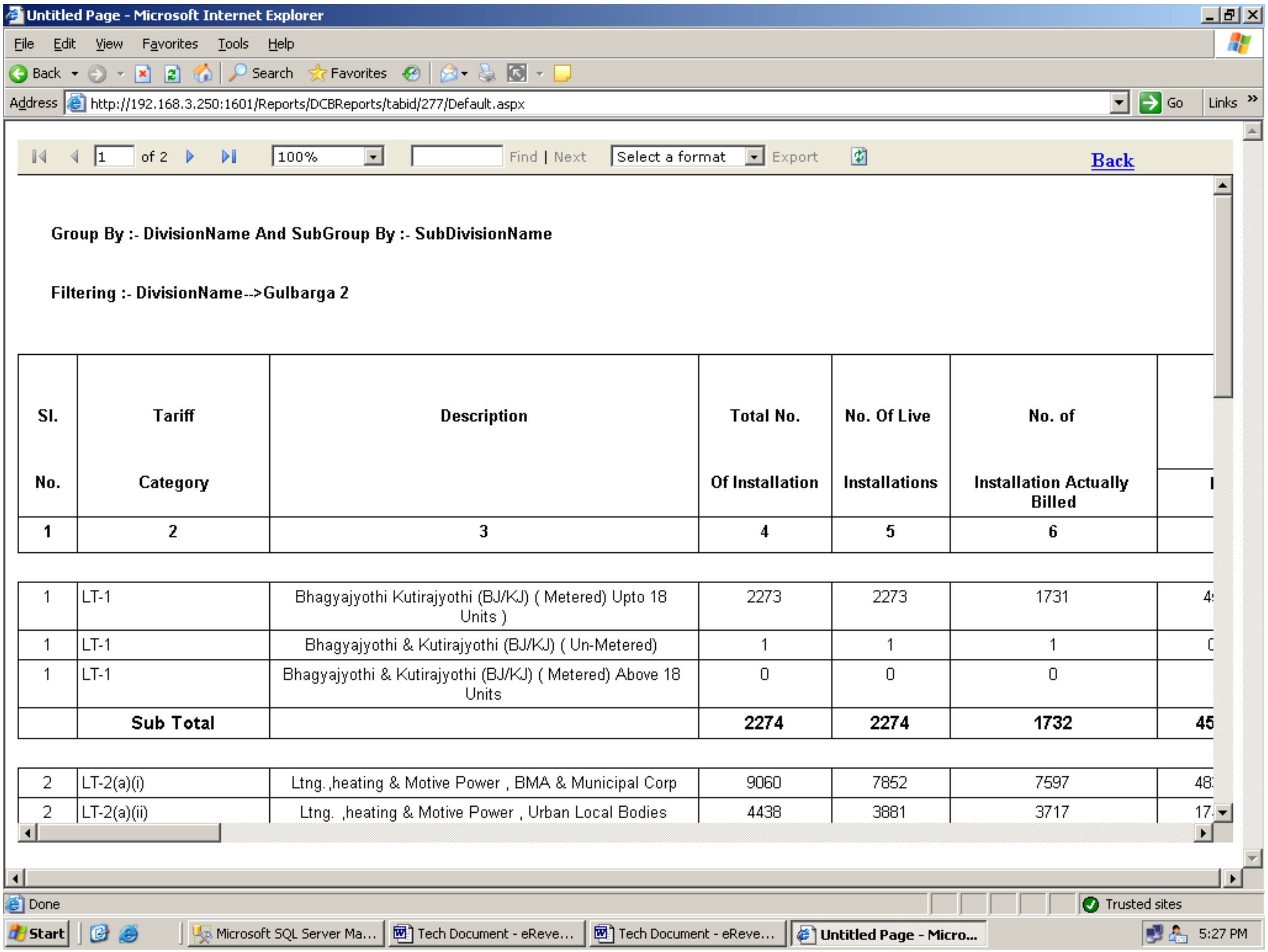


Fig: 11.7 Screen shot for DCB Reports.

Steps to Follow:

Go to Reports → DCB Reports

1) Select the Group by & sub groupby.
2) Select any one of the filtration required
3) Select the Billing Period from and to from the calendar
4) Select any one of the report radio buttons.
5) Click on Print.
6) Report will be generated. Select any format (Excel or PDF File) and click on Export.
7) Enter month & year.
8) Report will be exported on selected format
9) Repeat the above steps so can generate particular reports by selecting any of the radio buttons.



Group By :- DivisionName And SubGroup By :- SubDivisionName

Filtering :- DivisionName-->Gulbarga 2

Sl. No.	Tariff Category	Description	Total No. Of Installation	No. Of Live Installations	No. of Installation Actually Billed	
1	2	3	4	5	6	
1	LT-1	Bhagyajyothi Kutirajyothi (BJ/KJ) (Metered) Upto 18 Units)	2273	2273	1731	4
1	LT-1	Bhagyajyothi & Kutirajyothi (BJ/KJ) (Un-Metered)	1	1	1	0
1	LT-1	Bhagyajyothi & Kutirajyothi (BJ/KJ) (Metered) Above 18 Units	0	0	0	
	Sub Total		**2274**	**2274**	**1732**	**45**
2	LT-2(a)(i)	Ltng. ,heating & Motive Power , BMA & Municipal Corp	9060	7852	7597	48
2	LT-2(a)(ii)	Ltng. ,heating & Motive Power , Urban Local Bodies	4438	3881	3717	17

Fig: 11.7 Screen shot for DCB Reports in PDF Format.

11.8) Pre-Prepared Reports

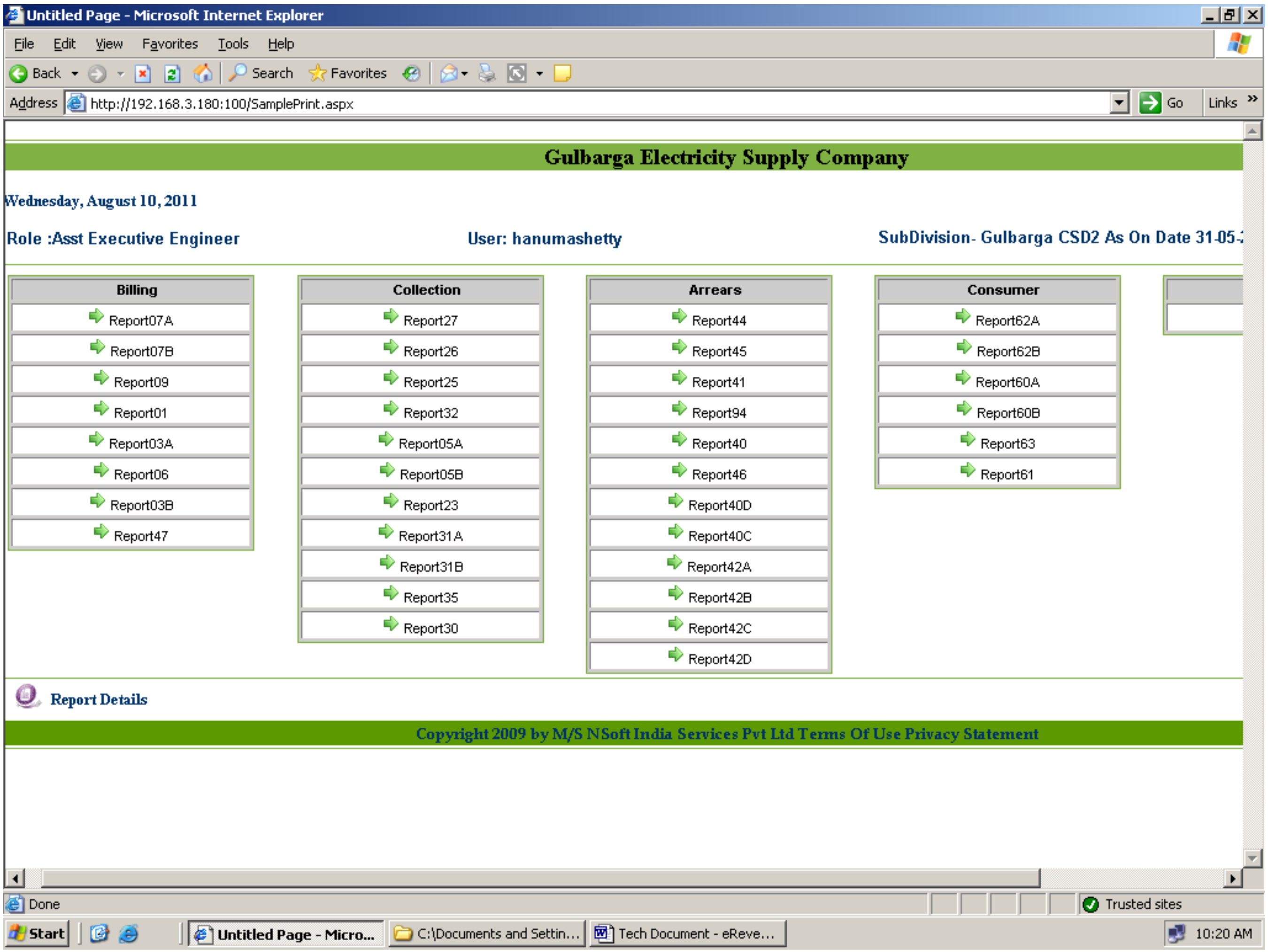


Fig: 11.8 Screen shot for Pre-Prepared Reports.

Steps to Follow:

Go to Reports → Pre-Prepared Reports

1) Click on any of the reports
2) Then the selected report is seen

11.9) Hierarchical Reports

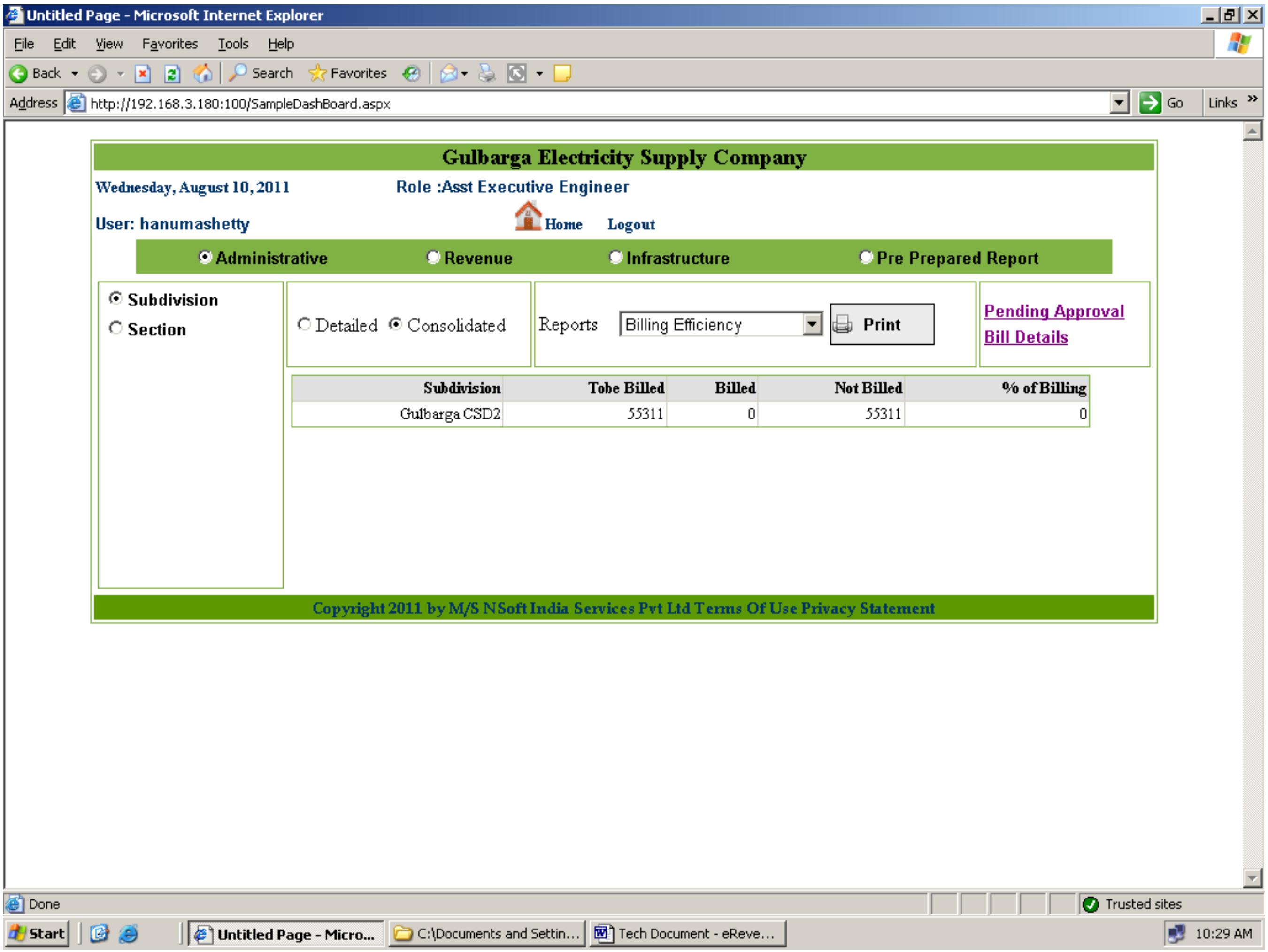


Fig: 11.9 Screen shot for Hierarchical Reports.

Steps to Follow:

Go to Reports → Hierarchical Reports

1) Select any type of Reports from the Reports drop down list.
2) Select any one of the radio buttons.
3) Click on print button to see the selected reports printed.

11.10) Adjustment Reports

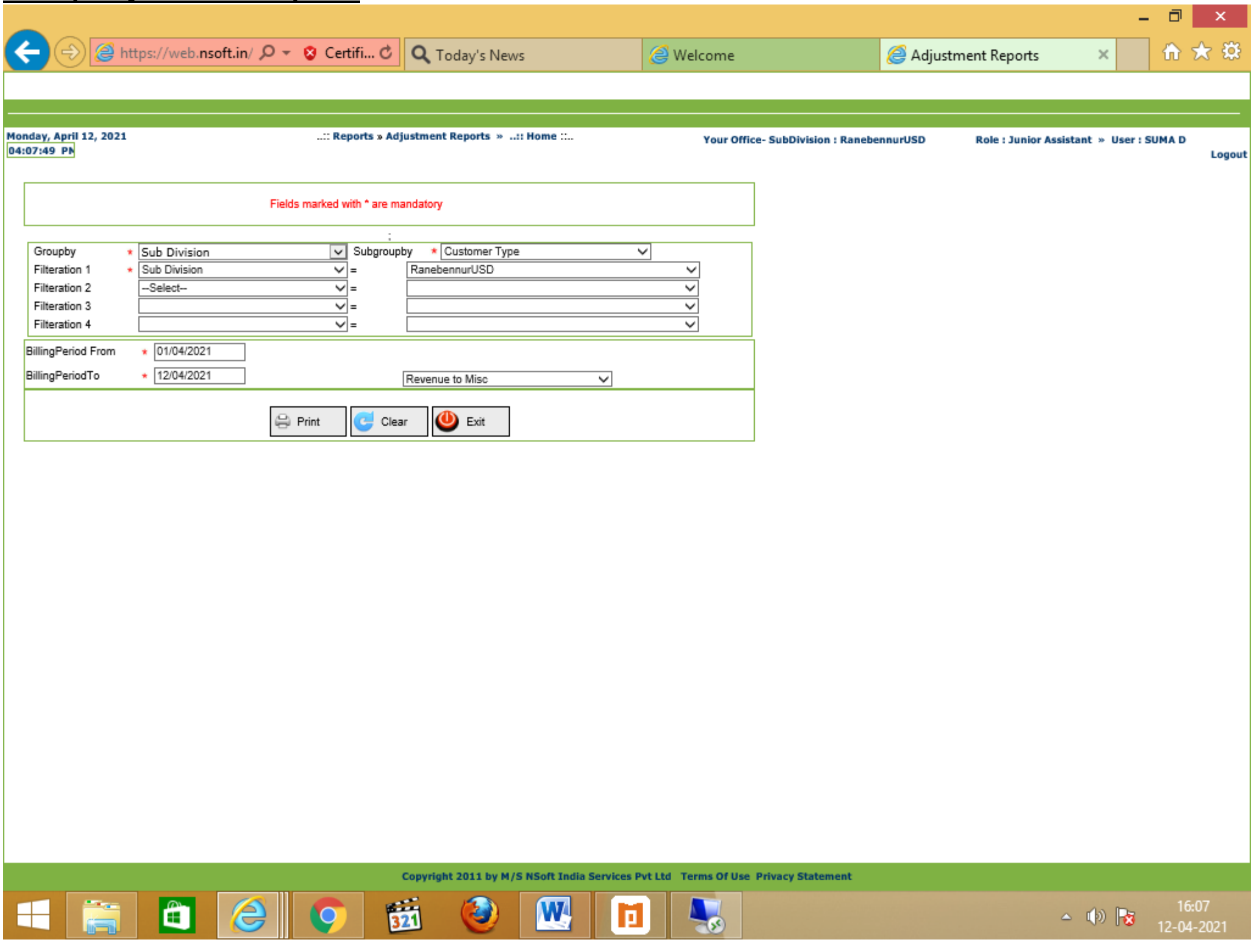


Fig: 11.10 Screenshot for Adjustments Reports.

Steps to Follow:

Go to Reports → Adjustments Reports

4) Select Group By
5) Select Sub Group BY
6) Select Filtaration-1
7) Select Filtaration-2
8) Select Filteration-3
9) Select Filteration -4
10) Enter billing period from
11) Enter billing period to
12) Select Revenue to misc
13) Click on print button to see the selected reports printed.
14) Click on Clear button to clear all the entered details

11.11) Complaint Reports

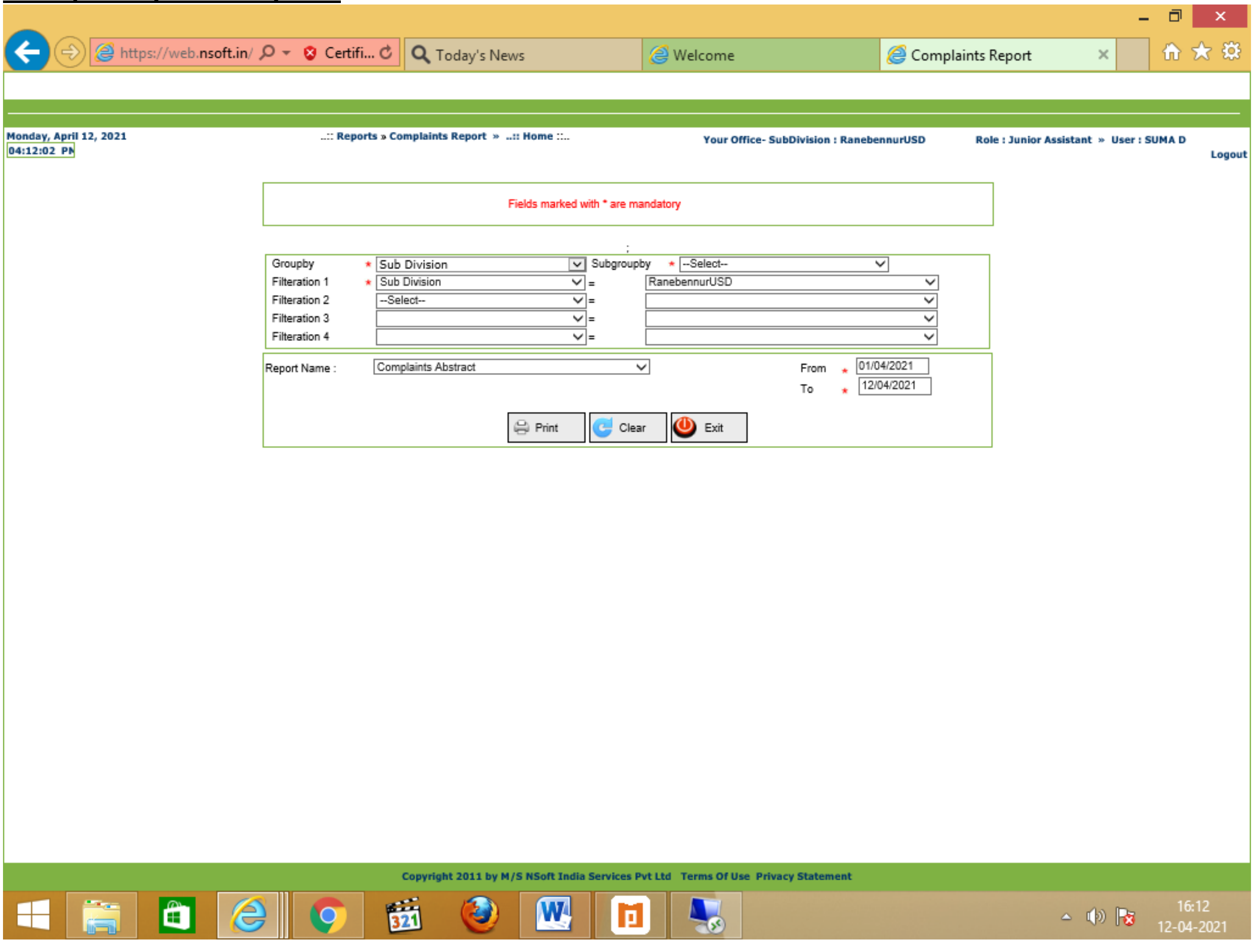


Fig: 11.11 Screenshot Of Complaint Reports.

Steps to Follow:

Go to Reports → Complaint Reports

1) Select Group By
2) Select Sub Group BY
3) Select Filtration-1
4) Select Filtration-2
5) Select Filtration-3
6) Select Filtration -4
7) Enter report name
8) Enter from date
9) Enter to date
10) Click on print button to see the selected reports printed.
11) Click on Clear button to clear all the entered details

11.12)Customer History Old Reports

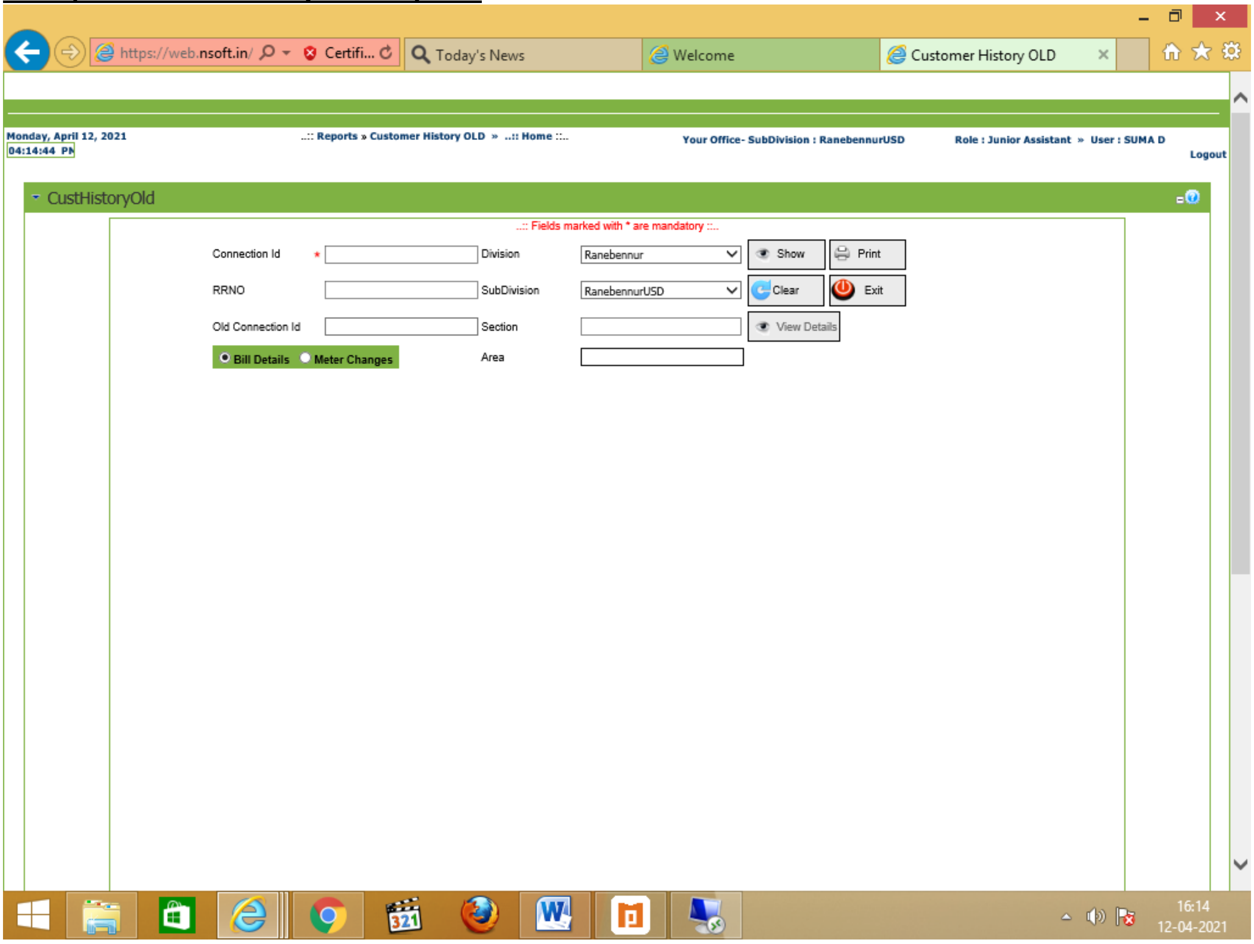


Fig: 11.12 Screenshot Of Customer history old

Steps to Follow:

Go to Reports → Customer history old

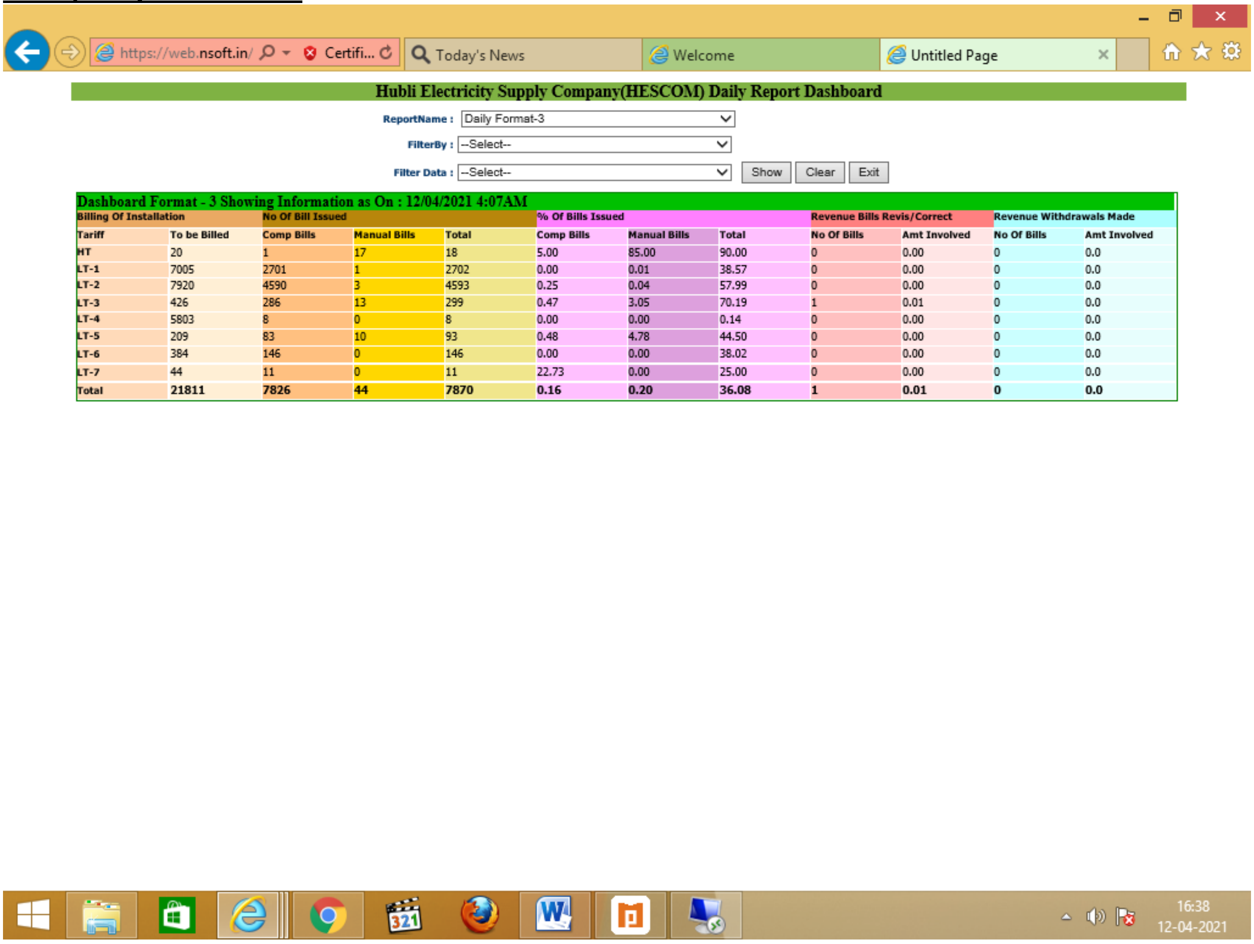
1) Enter Connection id
2) Select Division name
3) Enter RRNO
4) Select Sub Division Name
5) Enter Old Connection id
6) Enter Section
7) Enter Area
8) Select radio buttons

1.bill details 2.meter changes

9) Click on show button
10) Click on print button
11) Click on view details

12 Click on Clear button

11.13)Daily Dashboard



Billing Of Installation		No Of Bill Issued			% Of Bills Issued			Revenue Bills Revis/Correct		Revenue Withdrawals Made	
Tariff	To be Billed	Comp Bills	Manual Bills	Total	Comp Bills	Manual Bills	Total	No Of Bills	Amt Involved	No Of Bills	Amt Involved
HT	20	1	17	18	5.00	85.00	90.00	0	0.00	0	0.0
LT-1	7005	2701	1	2702	0.00	0.01	38.57	0	0.00	0	0.0
LT-2	7920	4590	3	4593	0.25	0.04	57.99	0	0.00	0	0.0
LT-3	426	286	13	299	0.47	3.05	70.19	1	0.01	0	0.0
LT-4	5803	8	0	8	0.00	0.00	0.14	0	0.00	0	0.0
LT-5	209	83	10	93	0.48	4.78	44.50	0	0.00	0	0.0
LT-6	384	146	0	146	0.00	0.00	38.02	0	0.00	0	0.0
LT-7	44	11	0	11	22.73	0.00	25.00	0	0.00	0	0.0
Total	**21811**	**7826**	**44**	**7870**	**0.16**	**0.20**	**36.08**	**1**	**0.01**	**0**	**0.0**

Fig: 11.13 Screenshot Of Daily Dashboard

Steps to Follow:

Go to Reports → Daily Dashboard

1) Select Report Name
2) Select filter by
3) Select Filter data
4) Click on show button
5) Click on Clear button

11.14)Daily Report

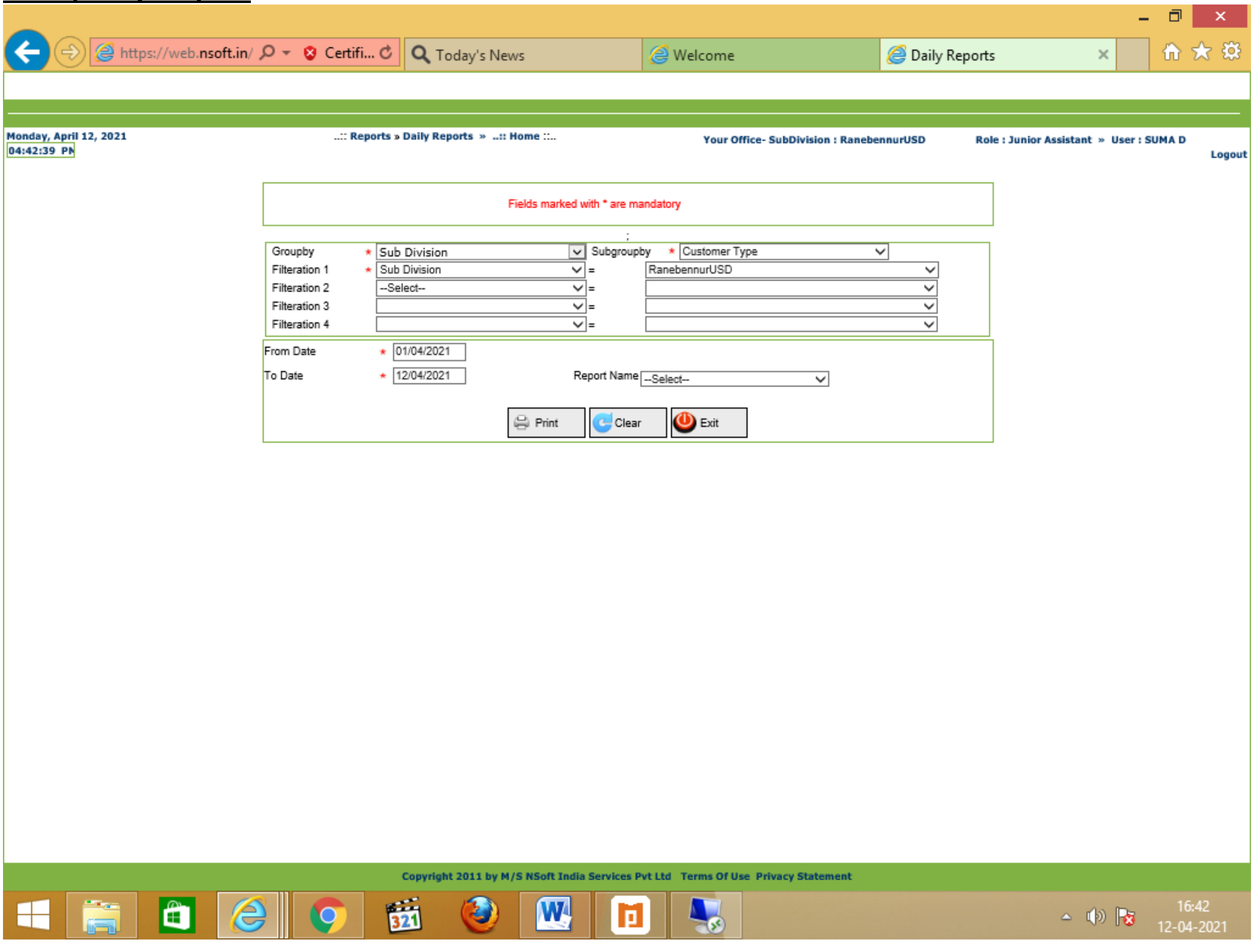


Fig: 11.11 Screenshot Of Daily Reports.

Steps to Follow:

Go to Reports → Daily Reports

1) Select Group By
2) Select Sub Group BY
3) Select Filtration-1
4) Select Filtration-2
5) Select Filtration-3
6) Select Filtration -4
7) Enter report name
8) Enter from date
9) Enter to date
10) Click on print button to see the selected reports printed.
11) Click on Clear button to clear all the entered details

11.15)Group Sub Division

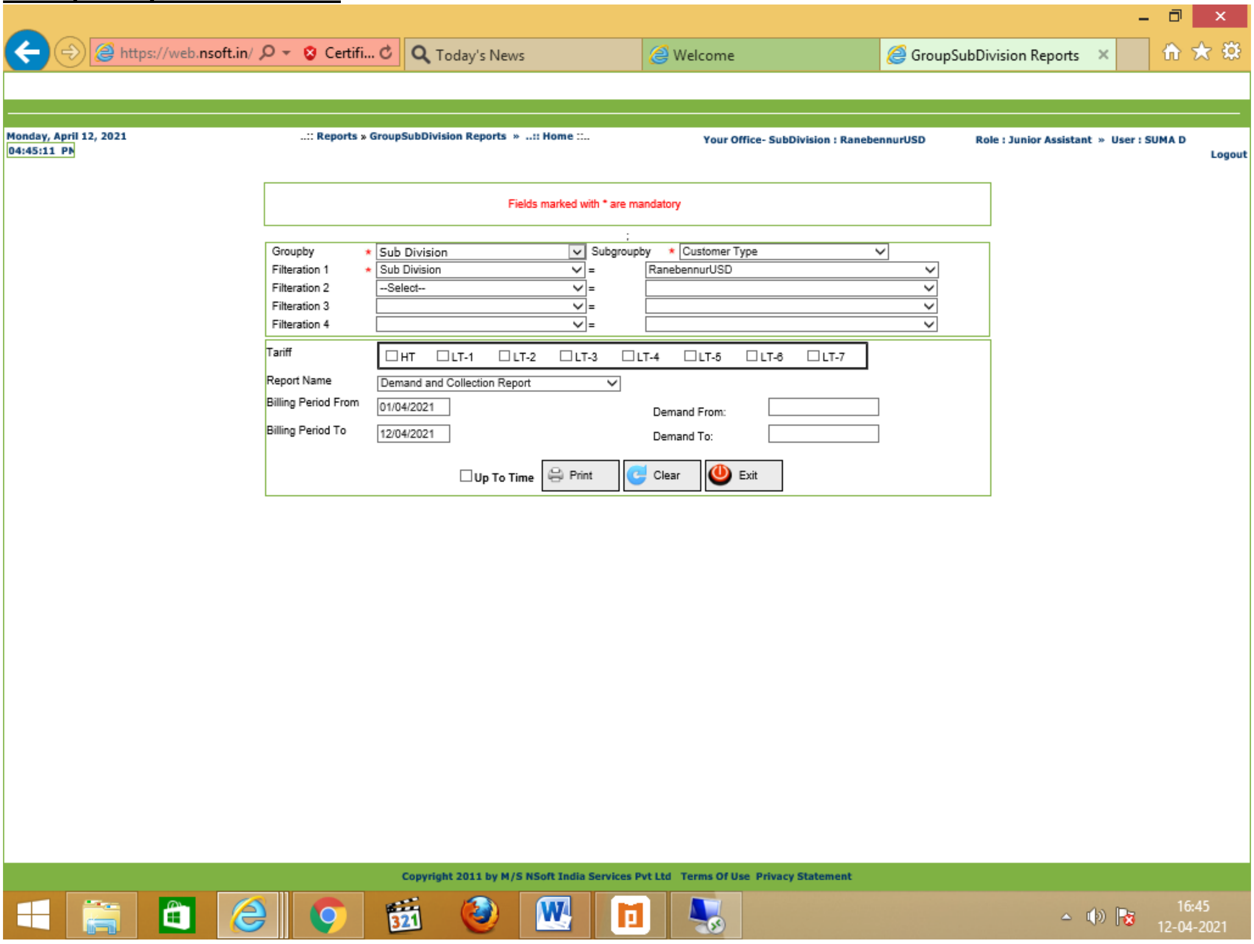


Fig: 11.11 Screenshot Of Group Sub Division Reports.

Steps to Follow:

Go to Reports → Group Sub Division Reports

1) Select Group By
2) Select Sub Group BY
3) Select Filtration-1
4) Select Filtration-2
5) Select Filtration-3
6) Select Filtration -4
7) Select Tariff
8) Enter report name
9) Enter billed from date
10) Enter billed to date
11) Enter demand from date
12) Enter demand to date
13)Click on up to time checkbox
14) Click on print button to see the selected reports printed.
15) Click on Clear button to clear all the entered details

11.16)Monthly Reports

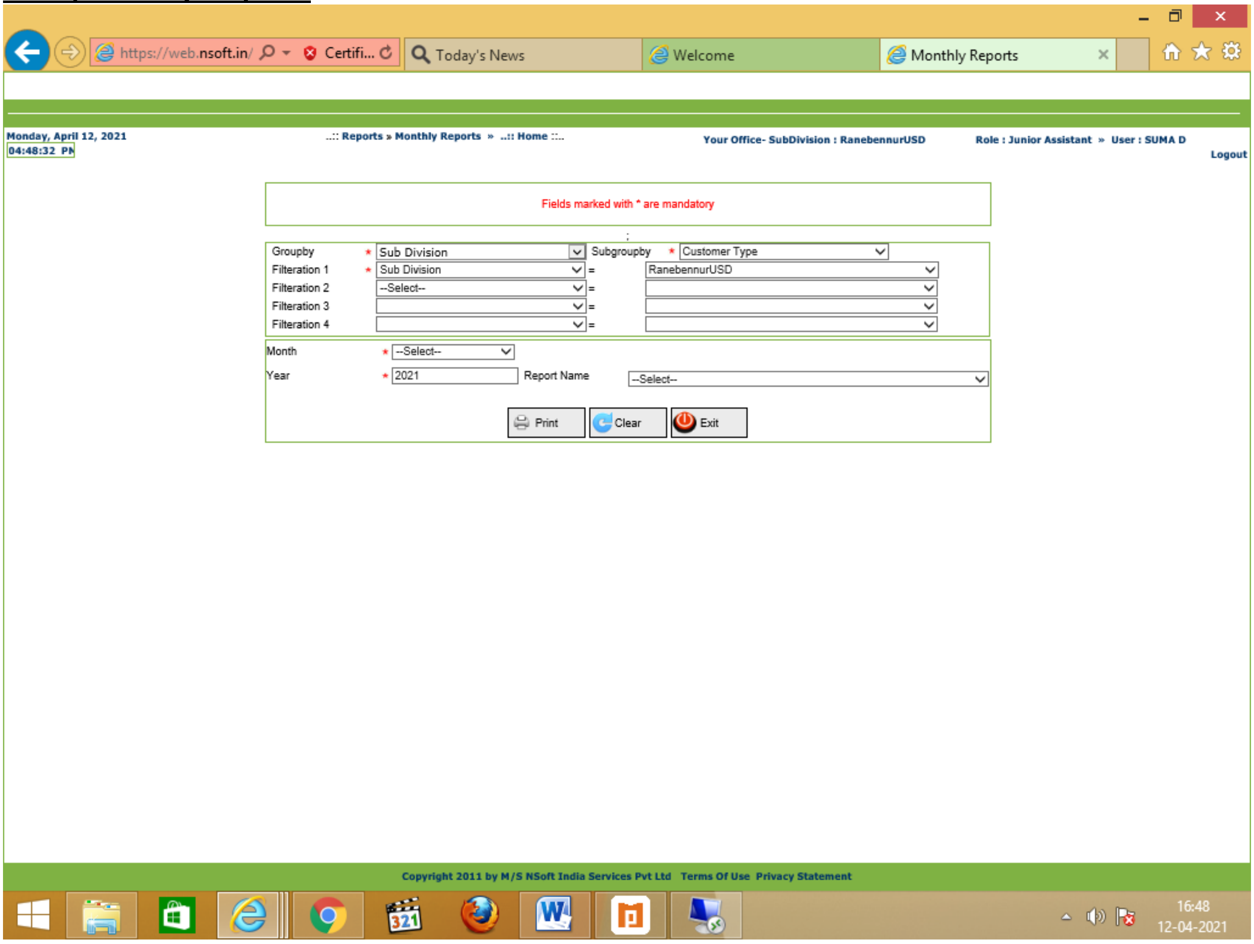


Fig: 11.11 Screenshot Of Monthly Reports.

Steps to Follow:

Go to Reports → Monthly Reports

1) Select Group By
2) Select Sub Group BY
3) Select Filtration-1
4) Select Filtration-2
5) Select Filtration-3
6) Select Filtration -4
7) Enter report name
8) Select month
9) Select Year
10) Click on print button to see the selected reports printed.
11) Click on Clear button to clear all the entered details

11.17) Search Consumers

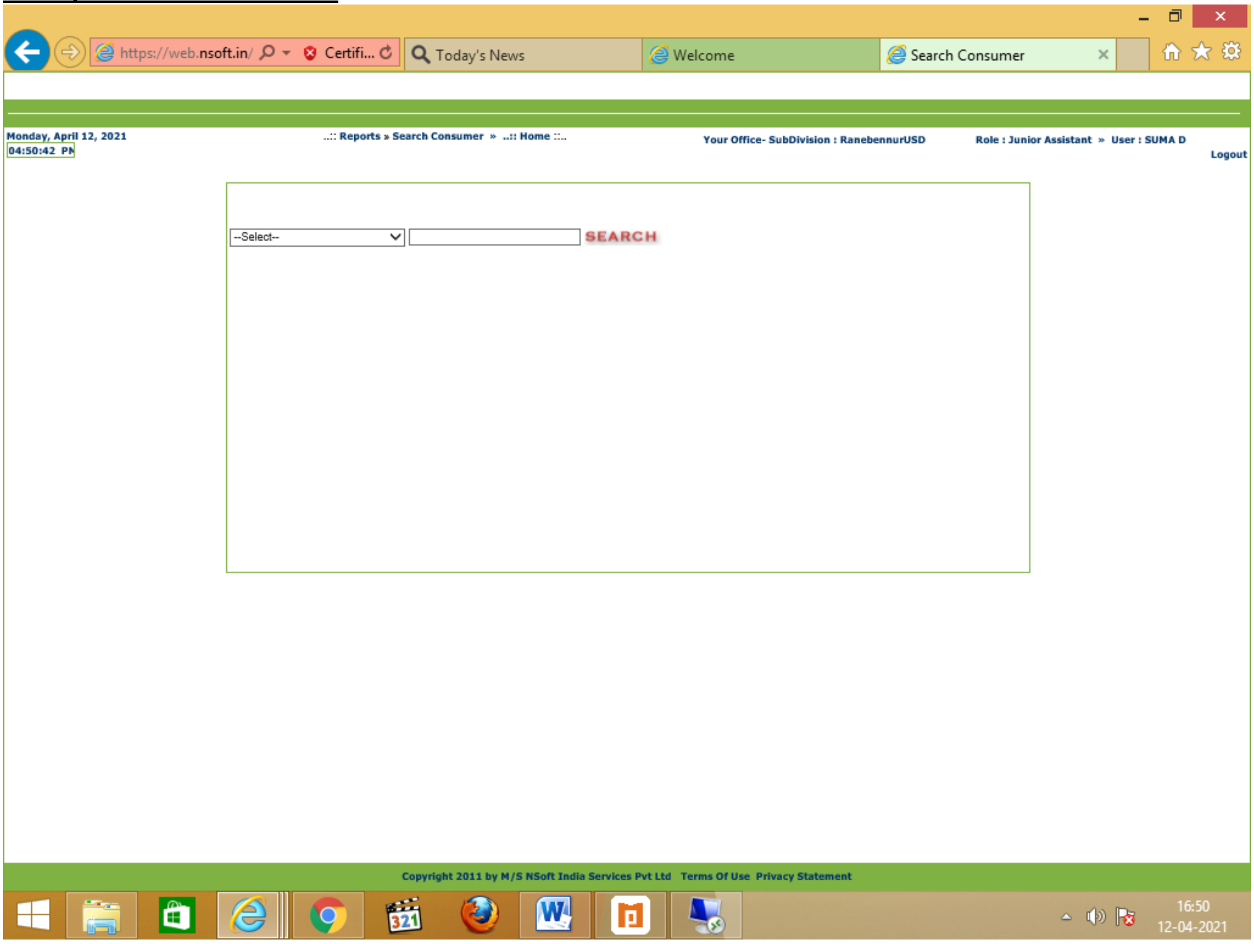


Fig: 11.17 Screenshot Of Search Consumers

Steps to Follow:

Go to Reports → Search Consumers

1) Select Connection id
2) Click on Search button

11.18) Monitoring Report

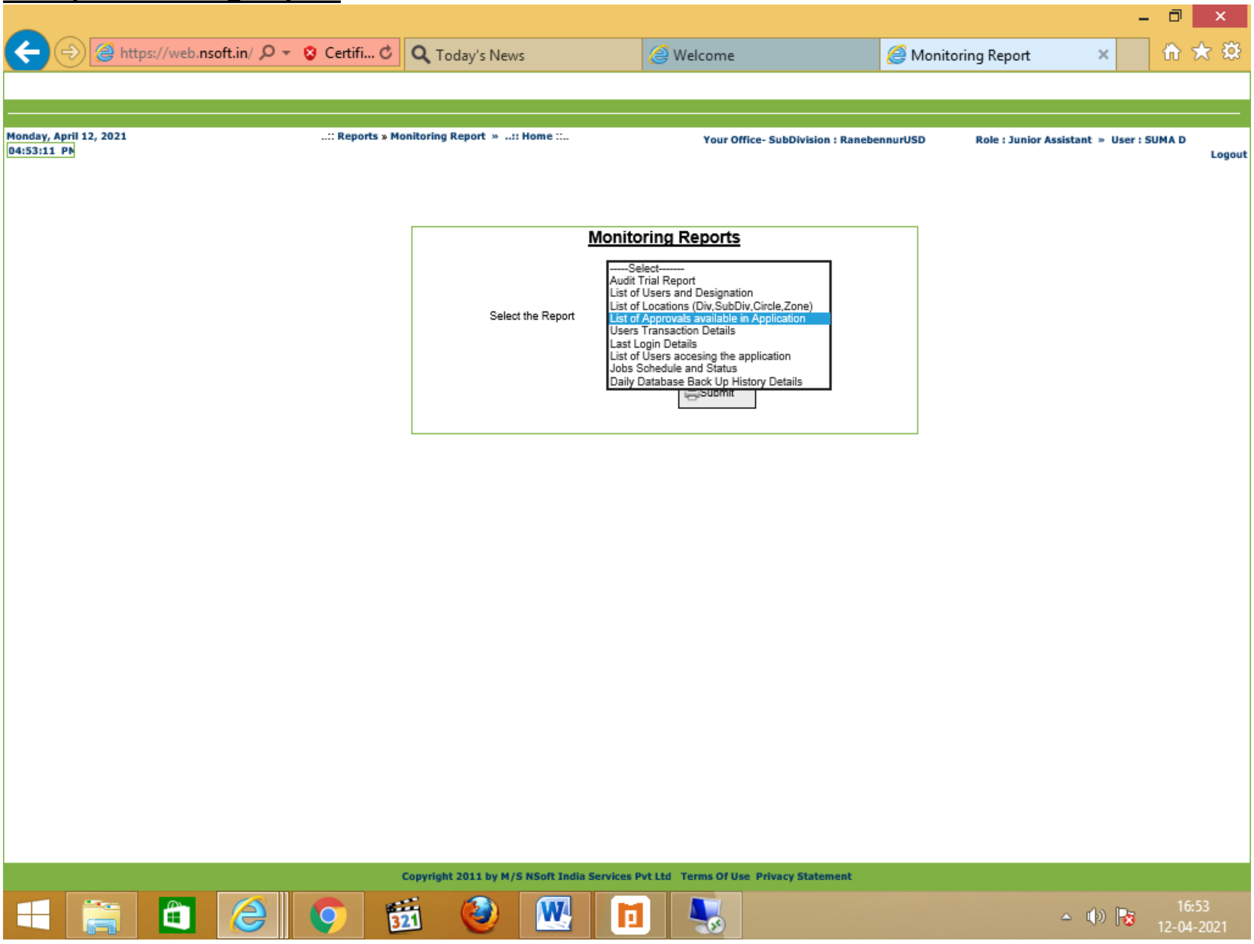


Fig: 11.17 Screenshot Of Monitoring Report

Steps to Follow:

Go to Reports → Monitoring Report

1) Select the reports
2) Click on Submit button