Service Provisioning System
User Manual

Breakdown Jobs (OMS)

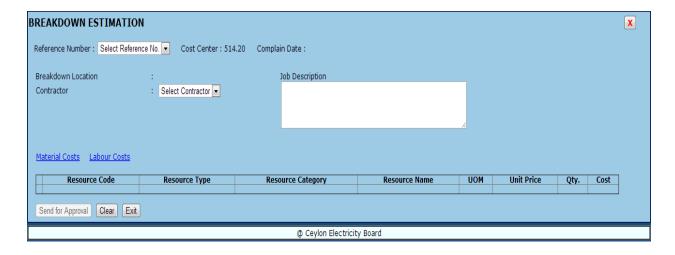**CEYLON ELECTRICITY BOARD** Enrich Life through Power

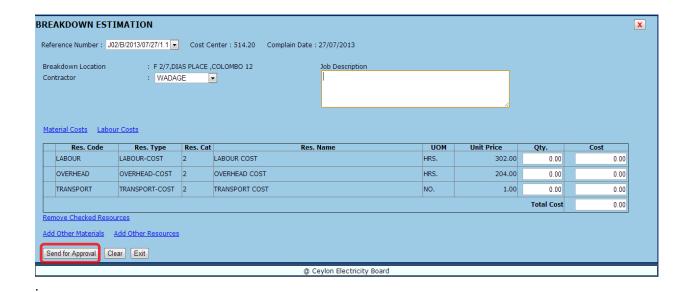# How to send for approval and approve / Reject Breakdown Jobs (OMS)?

When creating a job using OMS system the job is showing under breakdown jobs in manage jobs. To go to breakdown jobs Manage Jobs ► Jobs ► Breakdown Jobs
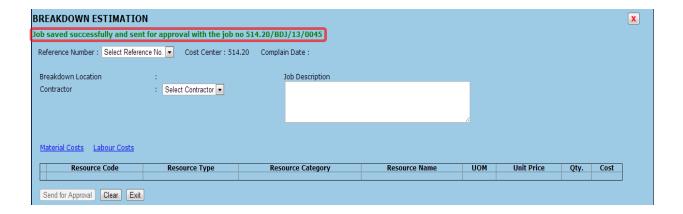

After you click on breakdown jobs (OMS) you will be redirected to a page like below

From the reference number drop down you can select the reference number you got from the OMS system. After you select reference no it will display the breakdown location and material costs and labor costs. After you entered the details you can click send for approval button to send it to ES. To get an idea you can see the below figure.

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After you send it for approval the system will generate a job no. you can find the job no in green color like the below figure.

When you send the job for approval it will show in the dashboard under jobs to be approved category. And you can approve several jobs at once using batch approvals under Manage jobs ► Jobs ►Batch approvals.

After you go to batch approvals you can see several jobs that have to be approved. You need to select the jobs that you want to approve and then click on approve button. The selected jobs will be approved. You can see the details in the below figure