



# **Service Provisioning System User Manual**

## **Breakdown Jobs**



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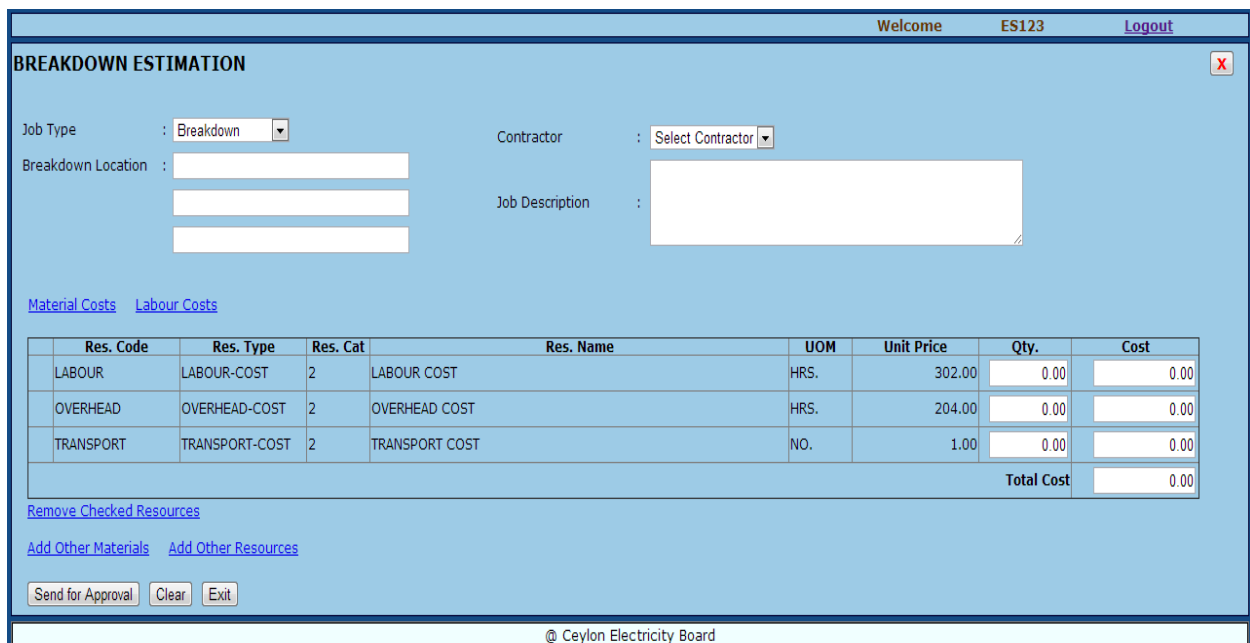
## How To Add a Job using Breakdown jobs and send it for approvals

In the main menu in manage jobs and under jobs you will find breakdown jobs as the below figure. Go to breakdown jobs.



The screenshot shows the main interface of the VIDULIYA Service Provisioning System. The top navigation bar includes links for Application, Schedule, Estimation, Manage Jobs, Letters, Report, Masters, Help, and ADMIN. A user menu on the right shows 'Welcome ES123', a balance of '514.20', and a 'BD' button, with a 'Logout' link. The 'Manage Jobs' dropdown menu is expanded, listing options like 'Jobs', 'PIV', 'Job Contractor', 'Billing', 'Revise Jobs', 'View/Print Job', 'Download N Print Job', 'Approve Revised Job', 'Undo Rejected Jobs', 'Cancel Approval', 'Approve Lower Levels', 'BreakDown Jobs(OMS)', 'Batch Approvals', and 'Batch Revisions'. The main content area features a 'Messages' section with a red banner and a list of statistics: 'Estimates to be Approved (5)', 'Rejected Estimates (3)', 'Jobs to be Revised (3)', 'Jobs to be Approved (22)', and 'Un Attended Appointments (9)'.

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



The screenshot displays the 'BREAKDOWN ESTIMATION' form. At the top, it shows 'Welcome ES123' and a 'Logout' link. The form contains several input fields: 'Job Type' (a dropdown menu set to 'Breakdown'), 'Contractor' (a dropdown menu set to 'Select Contractor'), 'Breakdown Location' (three stacked text boxes), and 'Job Description' (a large text area). Below these fields are two tabs: 'Material Costs' and 'Labour Costs'. A table lists resources with the following columns: Res. Code, Res. Type, Res. Cat, Res. Name, UOM, Unit Price, Qty., and Cost. The table contains three rows: LABOUR (LABOUR-COST, 2, LABOUR COST, HRS., 302.00, 0.00, 0.00), OVERHEAD (OVERHEAD-COST, 2, OVERHEAD COST, HRS., 204.00, 0.00, 0.00), and TRANSPORT (TRANSPORT-COST, 2, TRANSPORT COST, NO., 1.00, 0.00, 0.00). A 'Total Cost' row shows 0.00. Below the table are links for 'Remove Checked Resources', 'Add Other Materials', and 'Add Other Resources'. At the bottom, there are buttons for 'Send for Approval', 'Clear', and 'Exit'. The footer indicates '© Ceylon Electricity Board'.

| Res. Code  | Res. Type      | Res. Cat | Res. Name      | UOM  | Unit Price | Qty. | Cost |
|------------|----------------|----------|----------------|------|------------|------|------|
| LABOUR     | LABOUR-COST    | 2        | LABOUR COST    | HRS. | 302.00     | 0.00 | 0.00 |
| OVERHEAD   | OVERHEAD-COST  | 2        | OVERHEAD COST  | HRS. | 204.00     | 0.00 | 0.00 |
| TRANSPORT  | TRANSPORT-COST | 2        | TRANSPORT COST | NO.  | 1.00       | 0.00 | 0.00 |
| Total Cost |                |          |                |      |            |      | 0.00 |

From the job type drop down you can select the relevant job type. Note: in break down jobs you only get to select the job type as breakdown. Other job types are not visible. The other job types are visible to

maintenance jobs only. After you select the job type you have to enter the breakdown location in the relevant fields. And you have to select the contractor and if you want to add labor costs or material costs you can click on the relevant links in the breakdown estimation form and click on send for approval to send it for the authorized approval levels.

**BREAKDOWN ESTIMATION**

Job Type : Breakdown

Breakdown Location : No 23  
Station Road  
Kelaniya

Contractor : WADAGE

Job Description :

[Material Costs](#) [Labour Costs](#)

| Res. Code         | Res. Type      | Res. Cat | Res. Name      | UOM  | Unit Price | Qty. | Cost        |
|-------------------|----------------|----------|----------------|------|------------|------|-------------|
| LABOUR            | LABOUR-COST    | 2        | LABOUR COST    | HRS. | 302.00     | 0.00 | 0.00        |
| OVERHEAD          | OVERHEAD-COST  | 2        | OVERHEAD COST  | HRS. | 204.00     | 0.00 | 0.00        |
| TRANSPORT         | TRANSPORT-COST | 2        | TRANSPORT COST | NO.  | 1.00       | 0.00 | 0.00        |
| <b>Total Cost</b> |                |          |                |      |            |      | <b>0.00</b> |

[Remove Checked Resources](#)

[Add Other Materials](#) [Add Other Resources](#)

**Send for Approval**

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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

**BREAKDOWN ESTIMATION**

Job saved successfully and sent for approval with the job no 514.20/BDJ/13/0062

Job Type : Select Job Type

Breakdown Location :

Contractor : Select Contractor

Job Description :

[Material Costs](#) [Labour Costs](#)

| Res. Code         | Res. Type      | Res. Cat | Res. Name      | UOM  | Unit Price | Qty. | Cost        |
|-------------------|----------------|----------|----------------|------|------------|------|-------------|
| LABOUR            | LABOUR-COST    | 2        | LABOUR COST    | HRS. | 302.00     | 0.00 | 0.00        |
| OVERHEAD          | OVERHEAD-COST  | 2        | OVERHEAD COST  | HRS. | 204.00     | 0.00 | 0.00        |
| TRANSPORT         | TRANSPORT-COST | 2        | TRANSPORT COST | NO.  | 1.00       | 0.00 | 0.00        |
| <b>Total Cost</b> |                |          |                |      |            |      | <b>0.00</b> |

[Remove Checked Resources](#)

[Add Other Materials](#) [Add Other Resources](#)

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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](#).

## How to approve / Reject several Estimates using Batch Approvals?

When you create the estimate you send it for approval. For the approval the ES or EA can log to the system and can approve / reject several jobs at once using batch approvals. To go to batch approval click [Estimation](#) ► [Estimate](#) ► [Batch approvals](#)



After you click on batch approvals you will be redirected to a page like below

**BREAKDOWN - BATCH APPROVAL**

Job Date: 28/08/2013  
Job Type: Breakdown

| <input checked="" type="checkbox"/> | OMS Ref. No        | Job No                   | Name                       | Job Location | Detail Cost     |
|-------------------------------------|--------------------|--------------------------|----------------------------|--------------|-----------------|
| <input checked="" type="checkbox"/> | 514.20/EBD/13/0029 | MR.R.R SOORIYAGAMAGE     | CEYLON, ELECTRICITY, BOARD | 450.00       |                 |
| <b>Material Cost</b>                |                    |                          |                            |              |                 |
|                                     | Res. Code          | Res. Name                | Unit Price                 | Qty.         | Cost            |
|                                     | LABOUR             | LABOUR                   | 302.00                     | 0.00         | 0.00            |
|                                     | OVERHEAD           | OVERHEAD                 | 204.00                     | 0.00         | 0.00            |
|                                     | TRANSPORT          | TRANSPORT                | 1.00                       | 450.00       | 450.00          |
|                                     | <b>Total Cost</b>  |                          |                            |              | <b>450.00</b>   |
| <b>Labour Cost</b>                  |                    |                          |                            |              |                 |
|                                     | Labour Code        | Description              | Total Labour Hrs.          | Labour Cost  |                 |
|                                     |                    |                          | 0.00                       | 0.00         |                 |
| <input checked="" type="checkbox"/> | 514.20/EBD/13/0028 | CEYLON ELECTRICITY BOARD | CEYLON, ELECTRICITY, BOARD | 1,600.00     |                 |
| <b>Material Cost</b>                |                    |                          |                            |              |                 |
|                                     | Res. Code          | Res. Name                | Unit Price                 | Qty.         | Cost            |
|                                     | 00117              | FUEL ORDER BOOK          | 115.00                     | 10.00        | 1,150.00        |
|                                     | LABOUR             | LABOUR                   | 302.00                     | 0.00         | 0.00            |
|                                     | OVERHEAD           | OVERHEAD                 | 204.00                     | 0.00         | 0.00            |
|                                     | TRANSPORT          | TRANSPORT                | 1.00                       | 450.00       | 450.00          |
|                                     | <b>Total Cost</b>  |                          |                            |              | <b>1,600.00</b> |
| <b>Labour Cost</b>                  |                    |                          |                            |              |                 |
|                                     | Labour Code        | Description              | Total Labour Hrs.          | Labour Cost  |                 |
|                                     |                    |                          | 0.00                       | 0.00         |                 |

Approve Reject Clear Exit

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From the job type drop down you can select the job type. After you select the job type it will display the estimates that need to be approved like the above figure. From the batch approval page you can select several jobs at once by ticking to the wanted job. After you tick several jobs you can approve or reject by clicking approve or reject button.