Service Provisioning System
User Manual

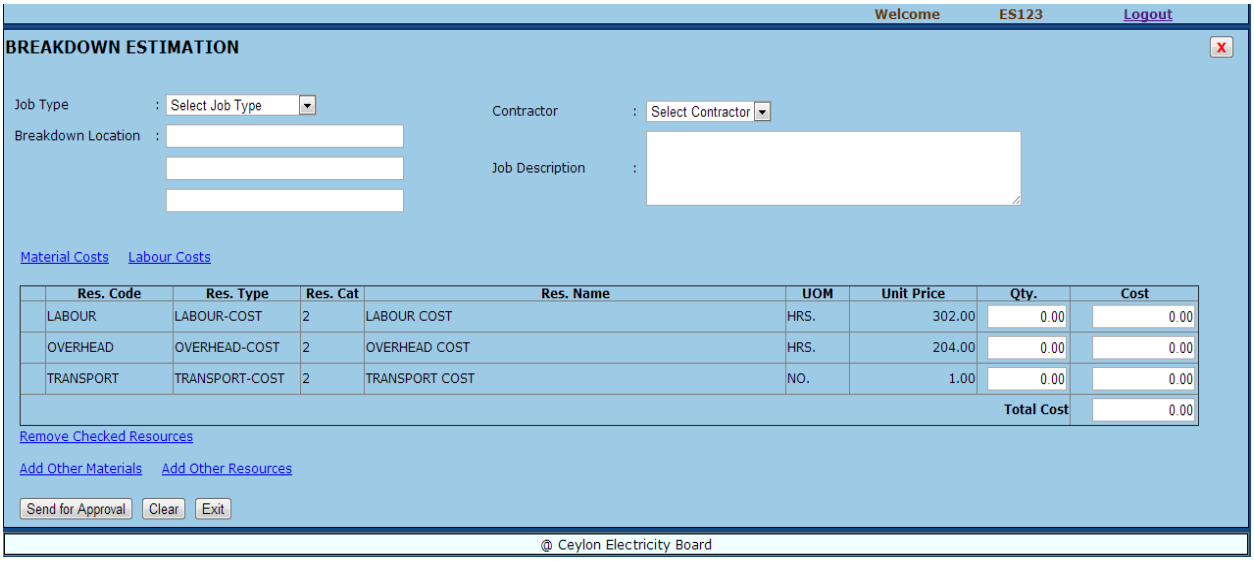
Maintenance Jobs

CEYLON ELECTRICITY BOARD Enrich Life through Power

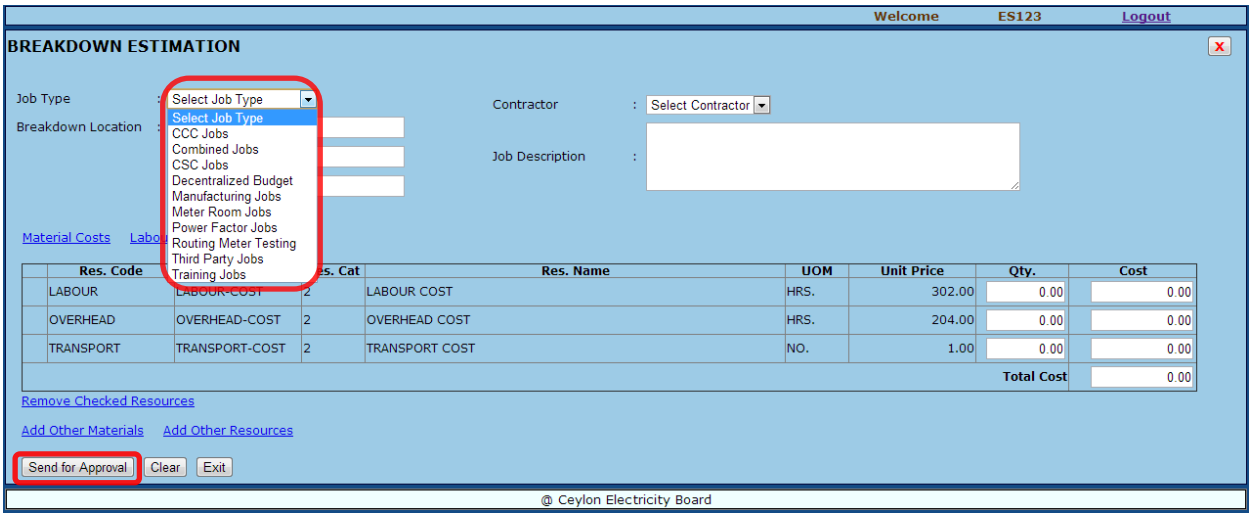
How To Add Maintenance jobs and send it for approvals using a single form

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

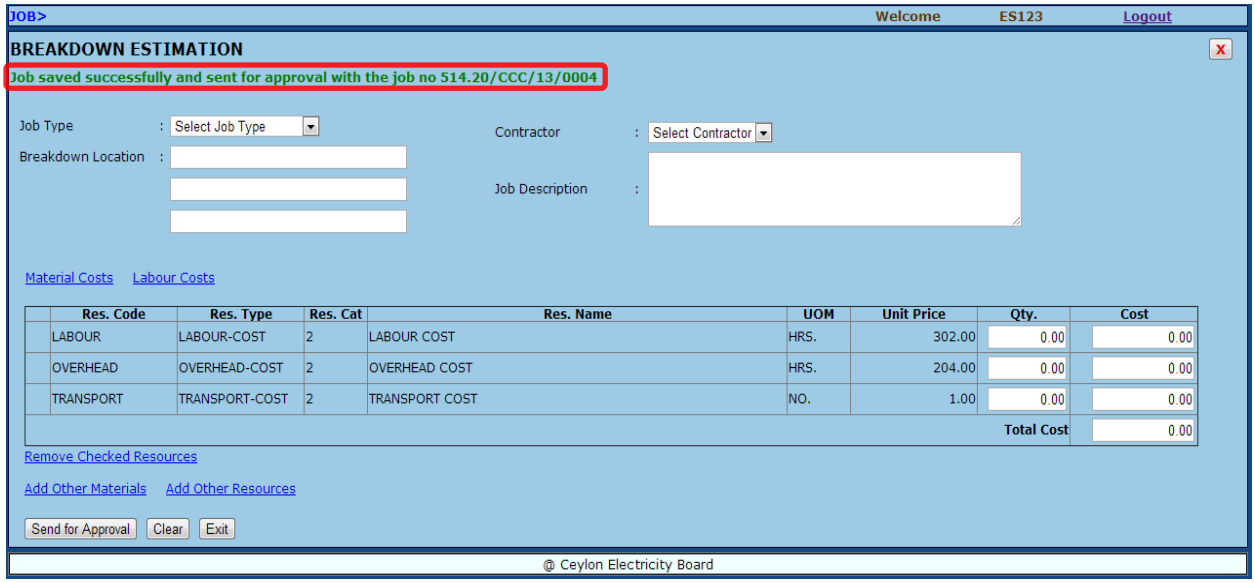
After you click on maintenance jobs you will be redirected to a page like below



From the job type drop down you can select the relevant job type. 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

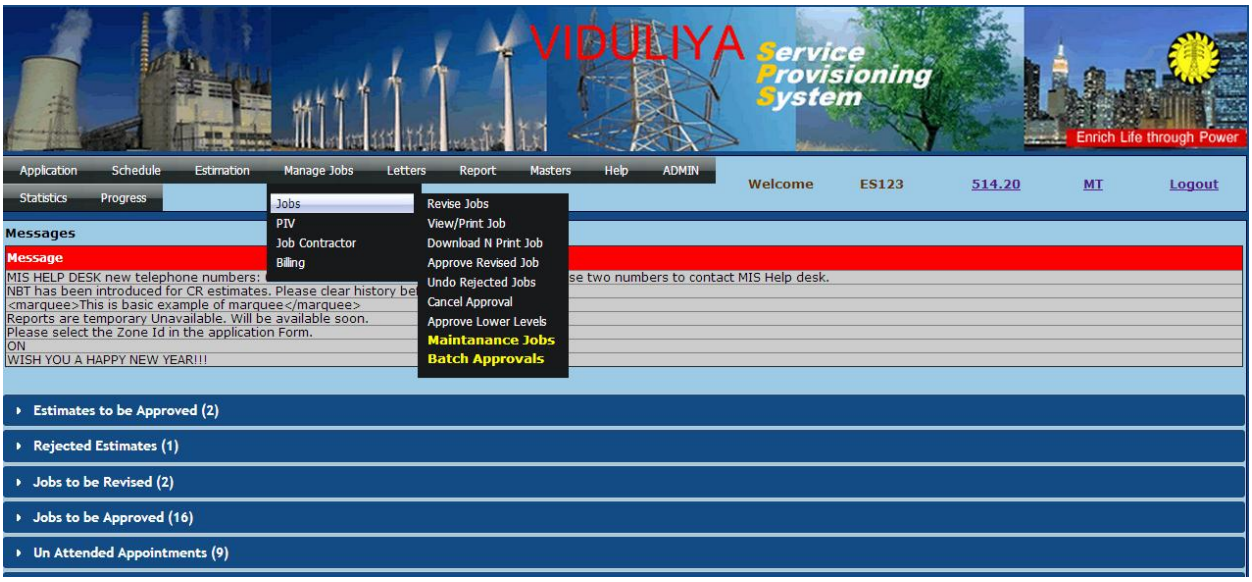


After you send it for approval the system will generate a job no. you can find the job no in green color like the below figure. Note: the job no will differ according to the job type. If you select CCC Jobs as your job type the Job no will generate as **514.20/CCC/13/XXXX.** You can Compare it in the below figure

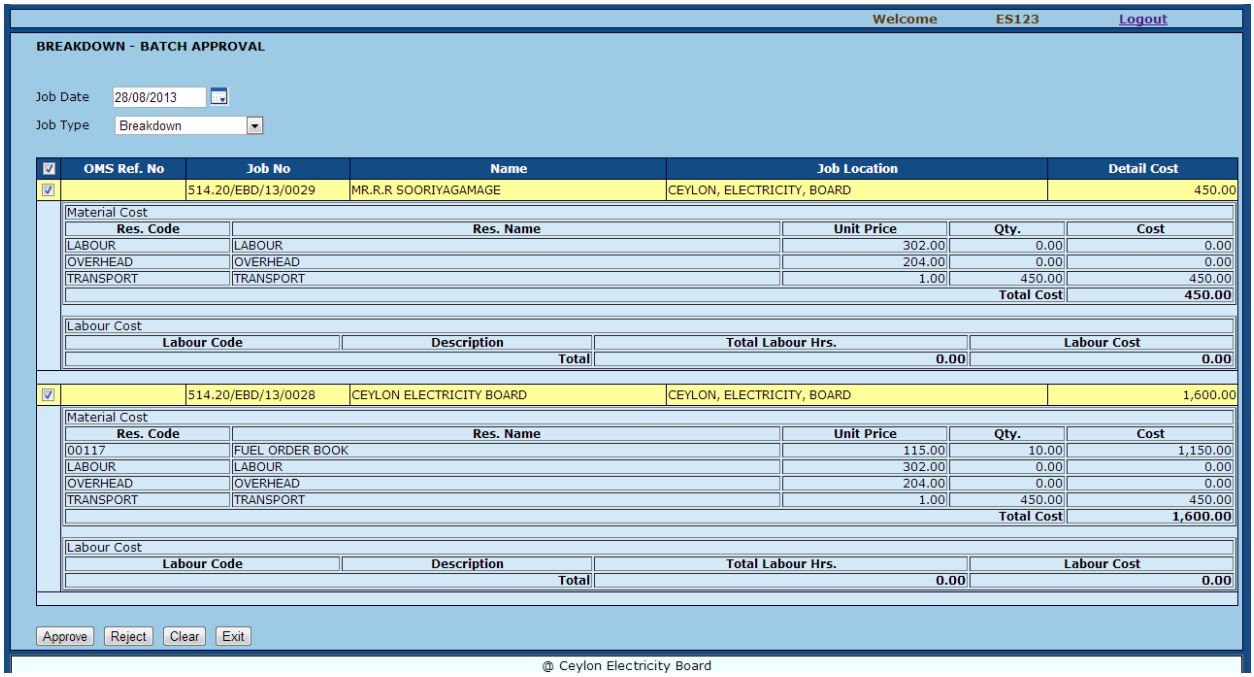


How to approve / Reject several Estimates using Batch Approvals?

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



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.