



# **Service Provisioning System User Manual**

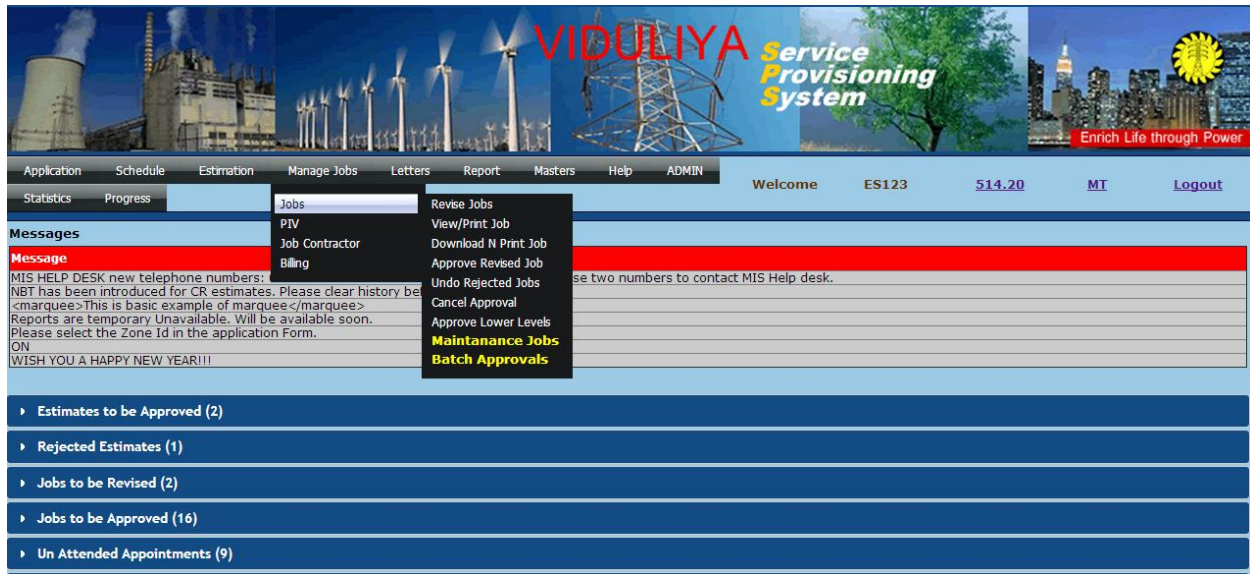
## **Maintenance Jobs**



**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.



VIDULIYA Service Provisioning System

Application Schedule Estimation Manage Jobs Letters Report Masters Help ADMIN

Welcome ES123 514.20 MT Logout

Statistics Progress

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  
**Maintenance Jobs**  
**Batch Approvals**

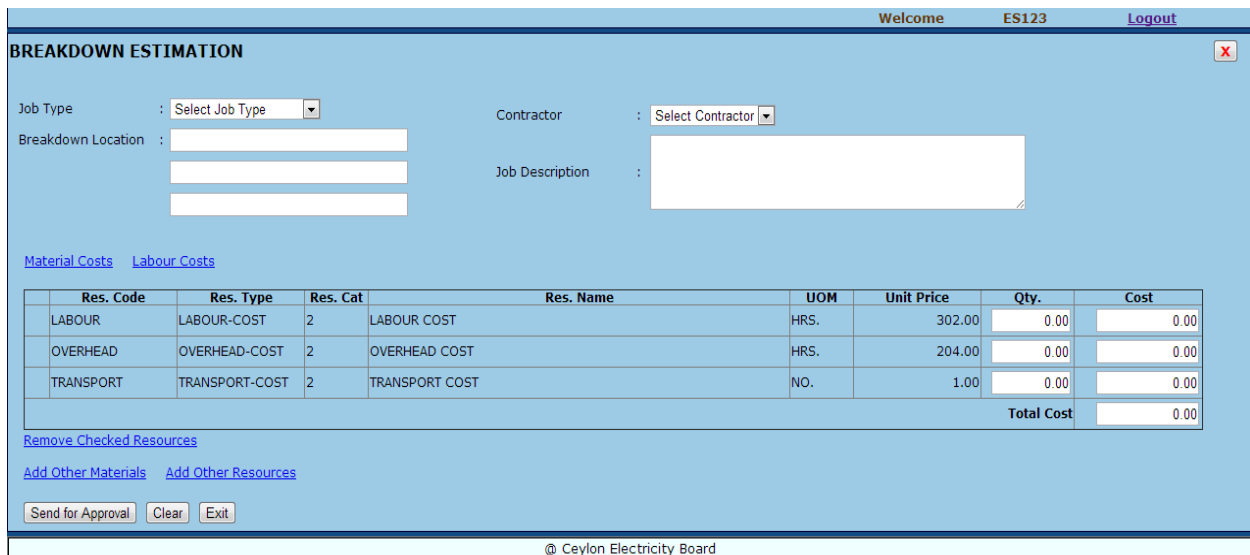
**Messages**

**Message**

MIS HELP DESK new telephone numbers:  
NBT has been introduced for CR estimates. Please clear history before using two numbers to contact MIS Help desk.  
<marquee>This is basic example of marquee</marquee>  
Reports are temporary Unavailable. Will be available soon.  
Please select the Zone Id in the application Form.  
ON  
WISH YOU A HAPPY NEW YEAR!!!

Estimates to be Approved (2)  
Rejected Estimates (1)  
Jobs to be Revised (2)  
Jobs to be Approved (16)  
Un Attended Appointments (9)

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



Breakdown ESTIMATION

Job Type :

Contractor :

Breakdown Location :

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
Total Cost							0.00

[Remove Checked Resources](#)

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

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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

Welcome ES123 Logout

### BREAKDOWN ESTIMATION

Job Type : Select Job Type  
 Breakdown Location : Select Job Type  
 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
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TRANSPORT	TRANSPORT-COST	2	TRANSPORT COST	NO.	1.00	0.00	0.00
<b>Total Cost</b>							0.00

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

Send for Approval Clear Exit

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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. 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

Welcome ES123 Logout

### BREAKDOWN ESTIMATION

Job saved successfully and sent for approval with the job no 514.20/CCC/13/0004

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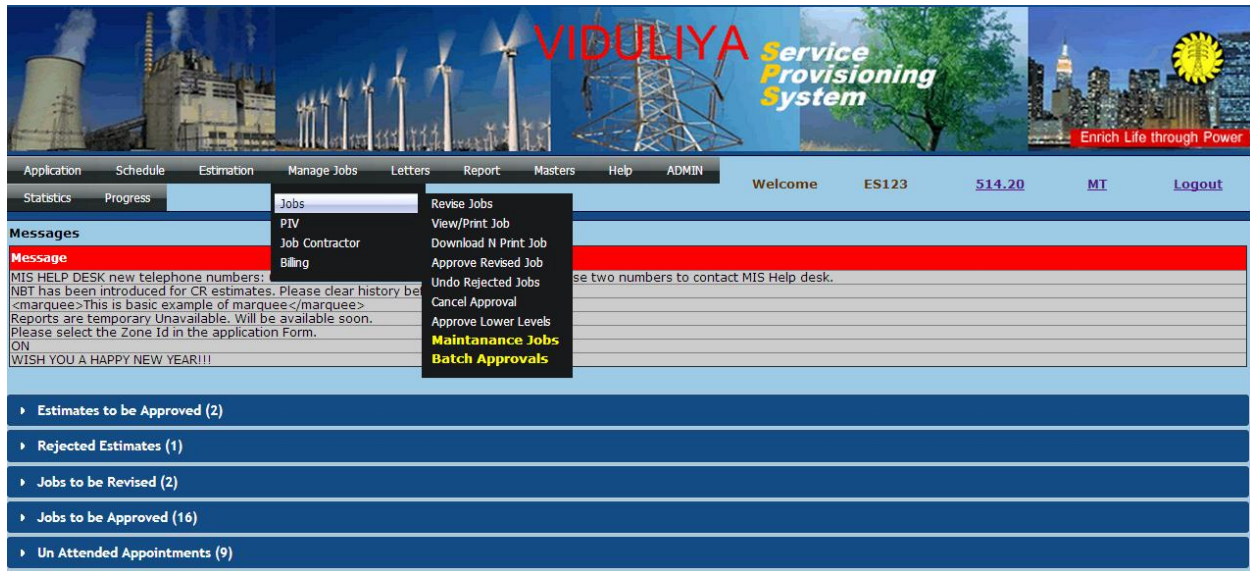
[Remove Checked Resources](#)  
[Add Other Materials](#) [Add Other Resources](#)

Send for Approval Clear Exit

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## 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](#)



**VIDULIYA Service Provisioning System**

Application Schedule Estimation Manage Jobs Letters Report Masters Help ADMIN

Welcome ES123 514.20 MT Logout

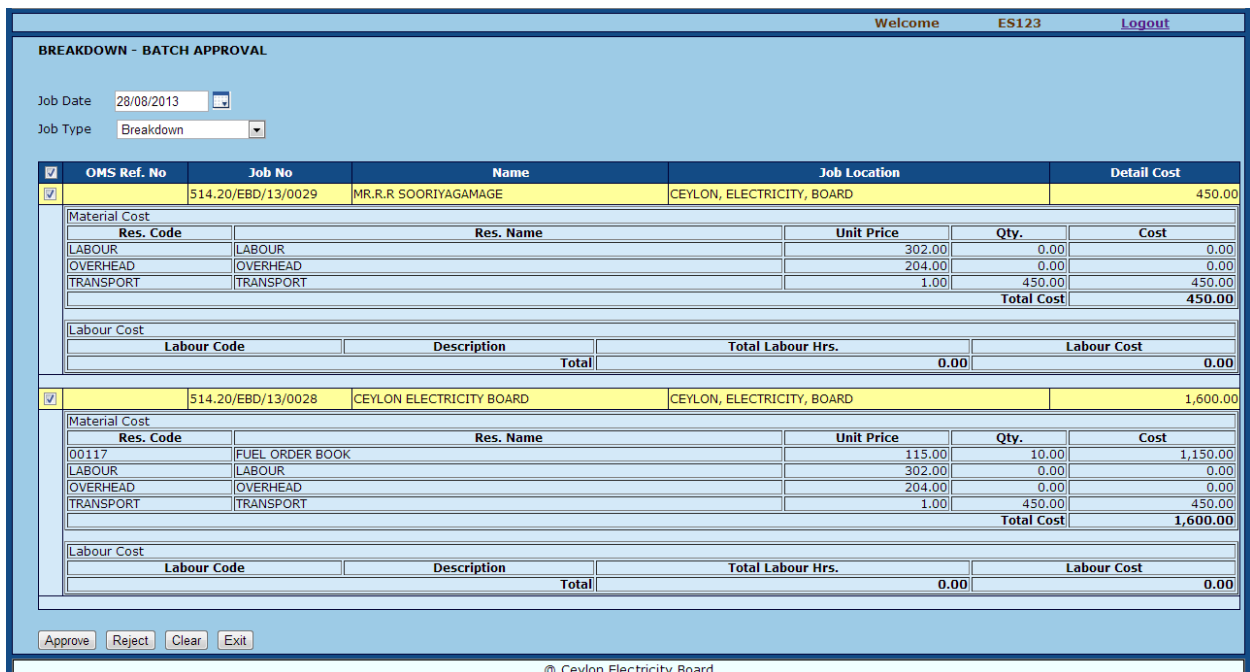
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After you click on batch approvals you will be redirected to a page like below



Welcome ES123 Logout

**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
	<b>Total</b>			<b>0.00</b>	<b>0.00</b>
<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
	<b>Total</b>			<b>0.00</b>	<b>0.00</b>

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.