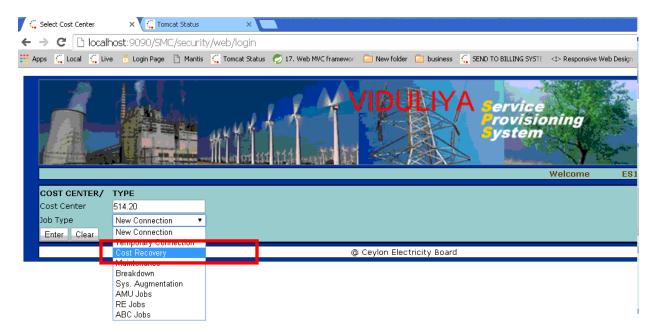
Meter Shifting

Application Type CR
Application Sub Type MS
Vat 0.00
Nbt 2.04
Contingency 10.00

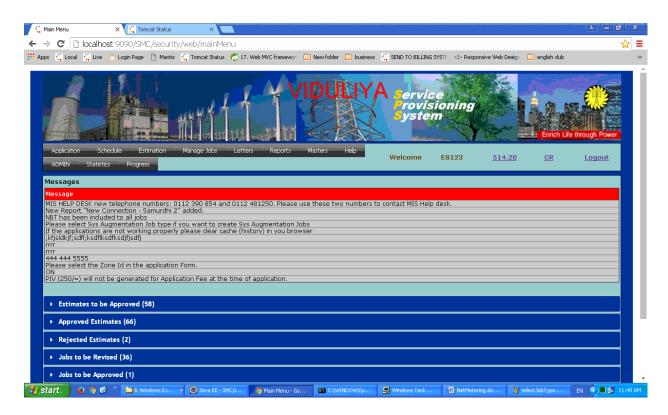
Loging with your User Name And Password



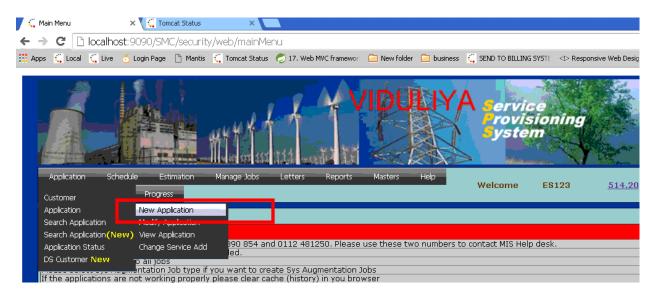
Select "Cost Recovery" as the Job Type



You can see the Main Manu

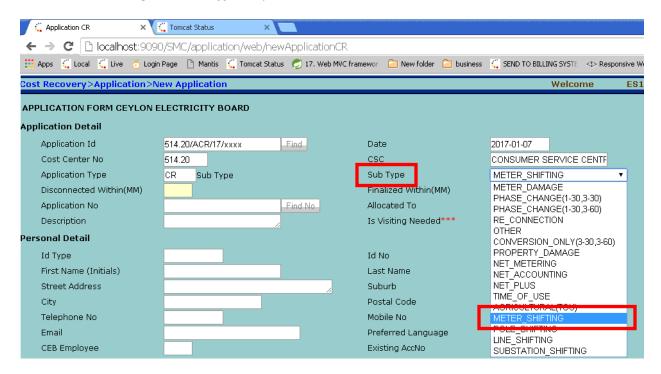


Go to Application > Application > New Application

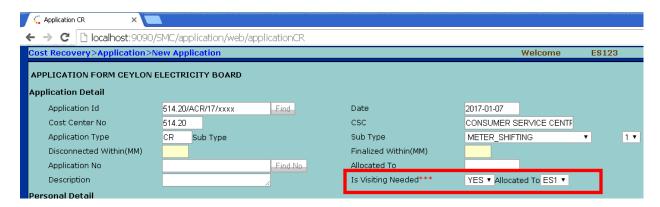


Then you can see the application form.

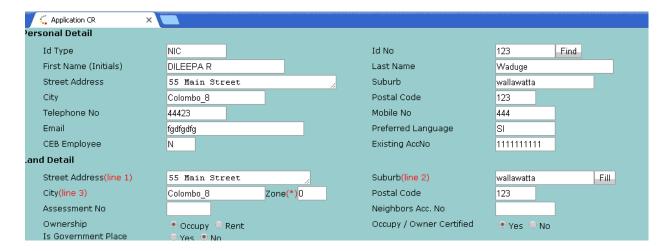
Select Meter Shifting from Sub Type dropdown menu.



Leave "YES" option for Is Visiting Needed if you want to visit the service location. Leave "NO" option for Is Visiting Needed if you do not want to visit the service location.



Fill the other necessary fields.



Press Save button when finished.



After pressing the **Save** button you can see the message like below in Blue color. You can see the New **Estimate No.** e.g. "**514.20/ECR/17/0013"**

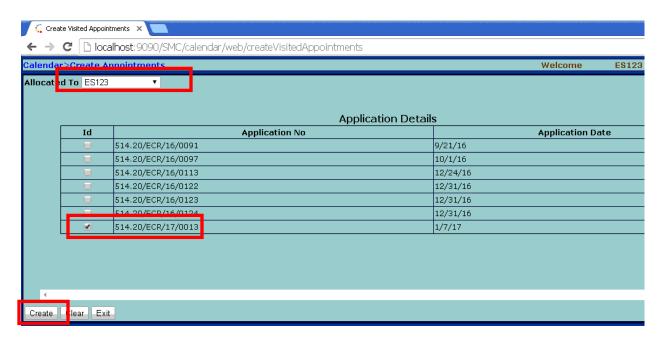


If you select "No" in "Is visiting Needed" option You can go to "Estimate New" directly. If you select "Yes" in "Is visiting Needed" option You have to create a new Appointment.

Go to Schedule>Appointment>Create Appointments

Application Schedule Estimation	Manage Jobs	Letters	Reports	Masters	Help	Welcome	ES123	514.20
ADMIN ^S Appointment	New Appointment							
Messages	Create Appointments							
Message	Activate Falled							
MIS HELP DESK new telephone numbe New Report "New Connection - Samuro								
NBT has been included to all jobs	Activate Ref Bulk	S A.		-1				
Please select Sys Augmentation Job ty If the applications are not working prop	erly please clear cad	Sys Au che (histor	gmentation Jo y) in you brov					
Please select the Zone Id in the applica ON	tion Form.							
PIV (250/=) will not be generated for Ap	plication Fee at the	time of ap	plication.					

Select Authorised ES from the "Allocated To" field Select The Estimate No(s) from the Table Then Press "Create" Button

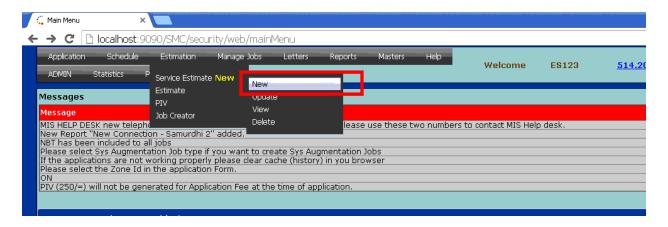


Then You can see the following massage in Green colour.

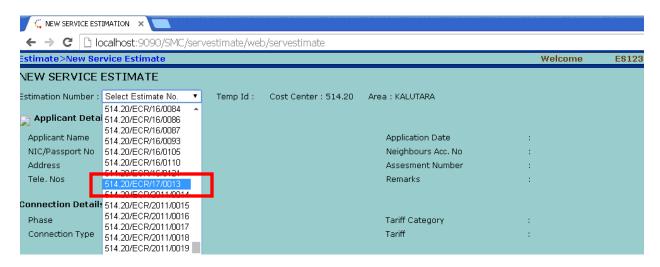


Then you have to save the Service Estimate Go to

Estimation>Service Estimate>New



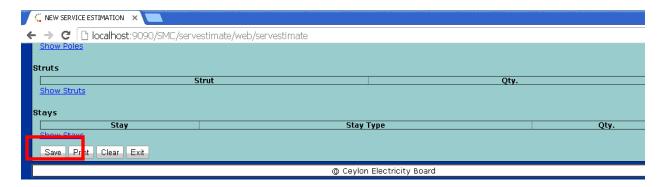
Select the estimate no from the dropdown list.



Fill the appropriate details



Press "Save" Button when finish

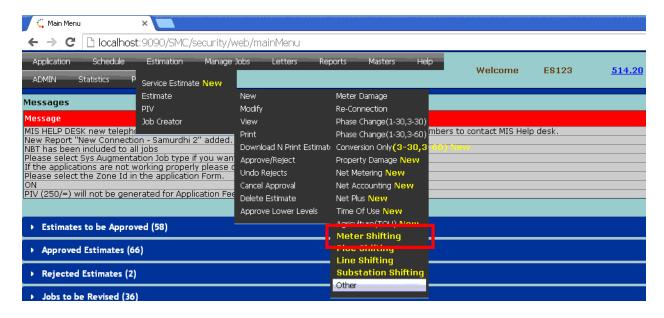


Then you can see the following massage in green colour.

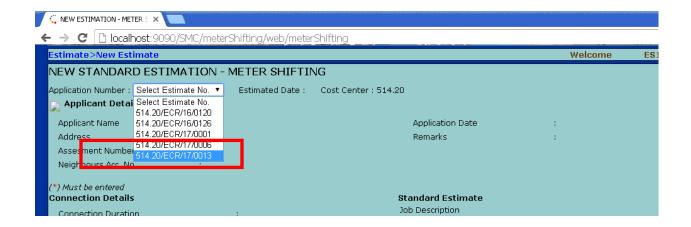


Now You have to create the Estimate Go to

Estimation>Estimate>New>Meter Shifting



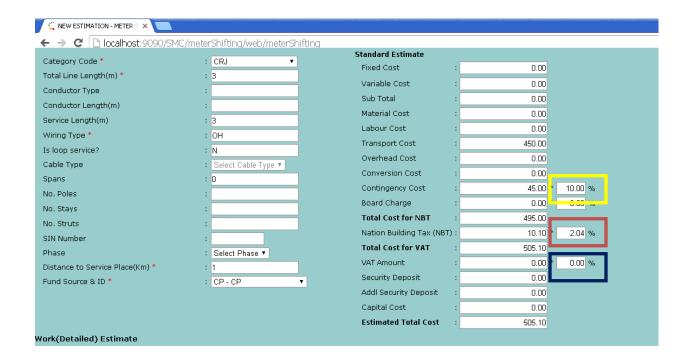
Select the estimate No from Application Number (Estimate No) dropdown list.



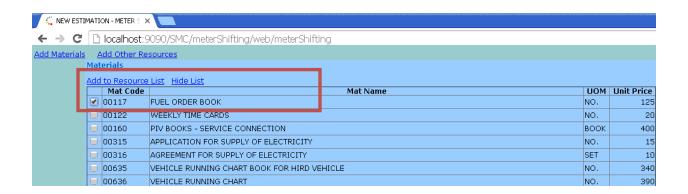
Contingency percentage is 10.00

NBT percentage is 2.04.

VAT percentage is 0.00.



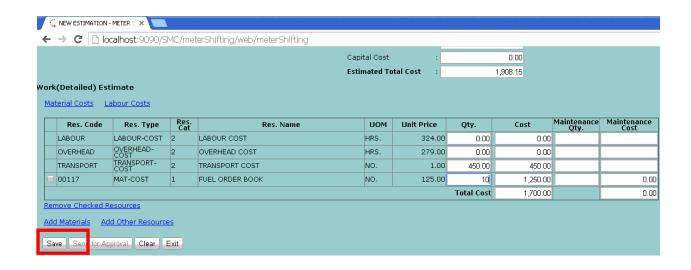
If you want to add materials click "Add Materials" link

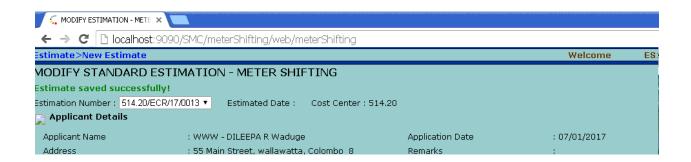


Select the "Mat Code" then click "Add to Resource List" link

You can add any labour codes from pressing the "Labour Costs" link

When all the materials and labour codes are entered you can Save the estimate and send for the approval using **Save** And **Send for the Approval** buttons.



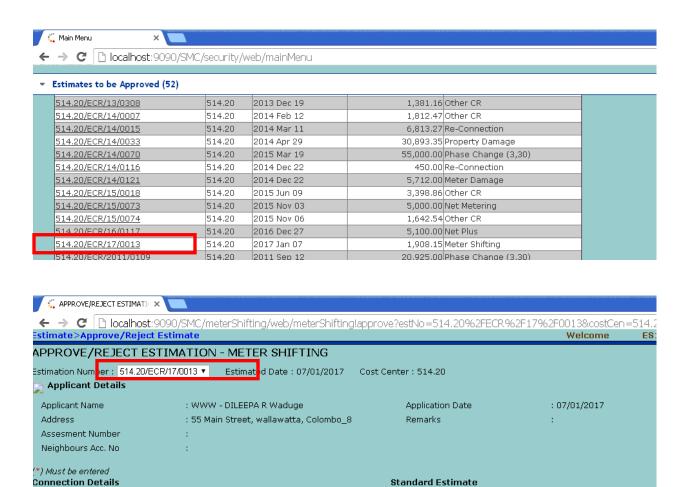


You can see the message "Estimate has been sent for approval" after pressing the "Send for Approval" button like below.





Go to the main manu press the **Estimate To be Approve** tile. Find your **estimate No** from the list and press the **link**.



Then you can see the estimate full details and if it is correct you can press "Approve" button. Otherwise press "Reject" button

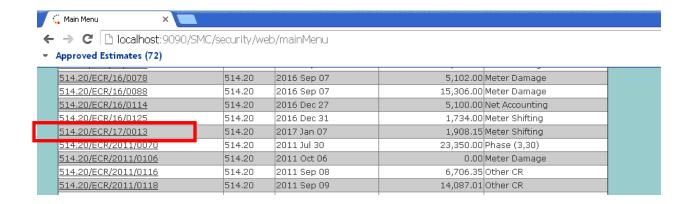


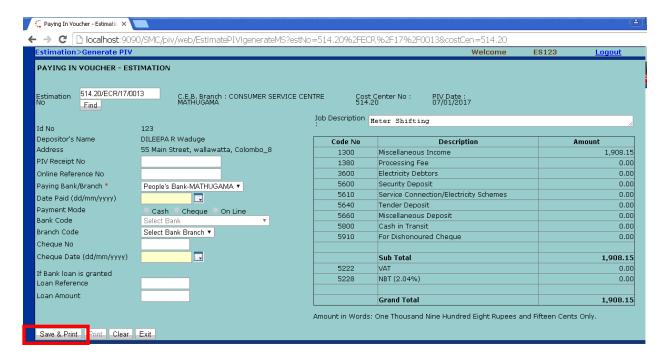
You can see message saying "Approved" in green colour if the estimate within your approval limits. Otherwise it goes to higher authority level for approval.



Go to main menu.

Press Approved Estimates tile. Then you can find your estimate no and press the link.

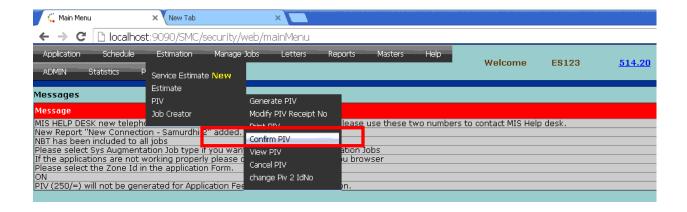




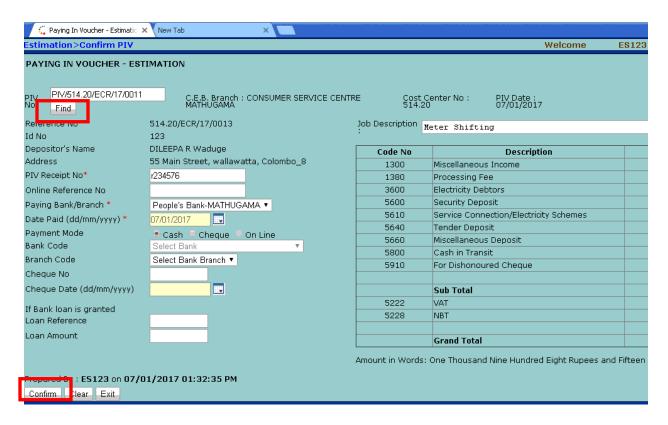
Now you can see the **PIV** details. Press **Save & Print** button. You can see the computer generated PIV no in the PIV. Then press **Print** button to get a print out.



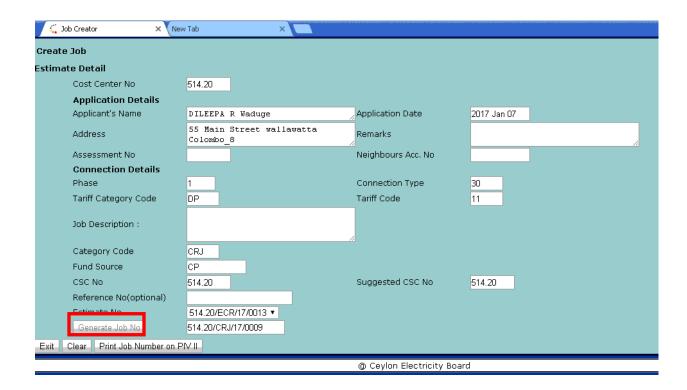
To confirm the PIV go to Estimation>PIV>Confirm PIV



Type your PIV No then press Find Button



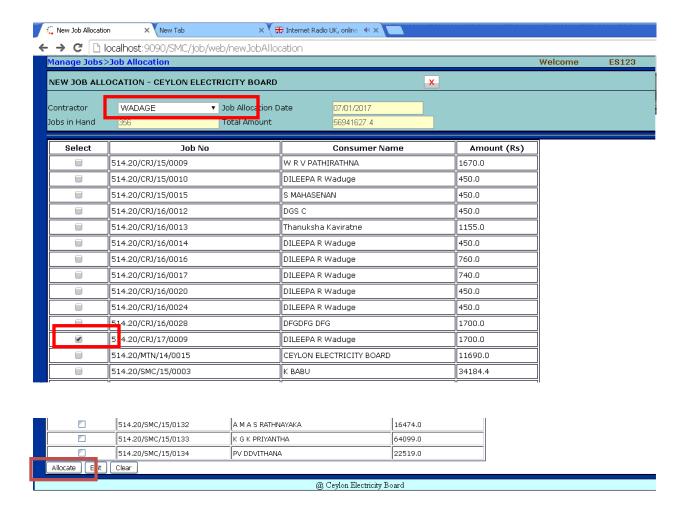
After completing PIV **Receipt No** and **Paid Date** press "**Confirm**" button Then you will be directed to job no creator page. Press the **Generate Job No** button. Then you can see the newly **generated job no**.



Go to
Manage Jobs>Job Contractor>Job Allocation



Select Contractor from **contractor** dropdown list, select the job no and finally press the **Allocate** Button.

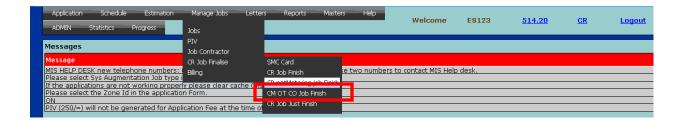


After energizing the job, the job has to be finished and sent to billing.

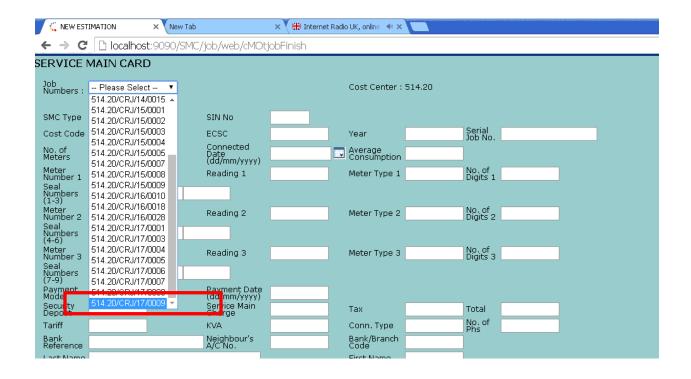
To finish the job

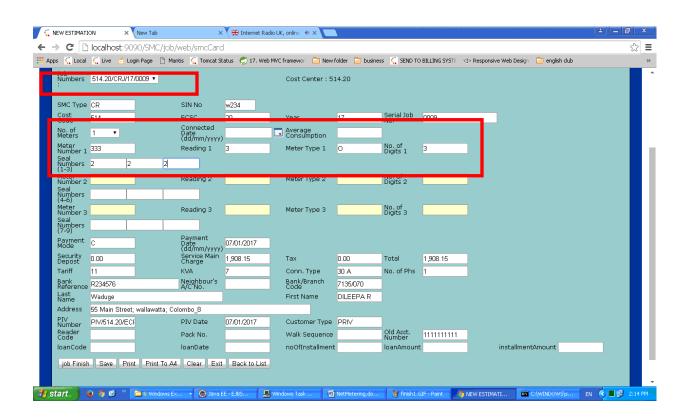
Go to

Manage Jobs>CR Job Finalize> CR OT CO Job Finish



Then you can see the SMC cord.





After filling all the necessary data you can press "Job Finish" button



Then you can see the message saying "Job has been finished successfully".

