Go to SMC system





Enter user name and password and press "Enter".

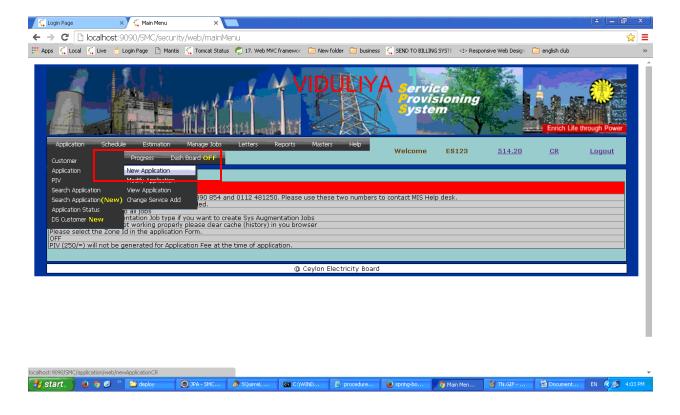
You will be directed to the second screen.





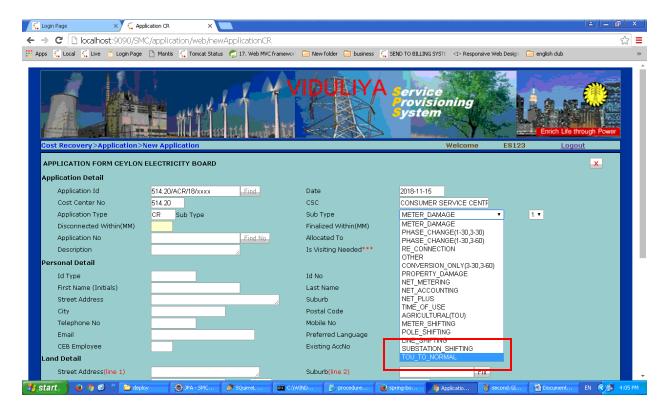
Select the job Type as "Cost Recovery". And then press "Enter".

You will be directed to the main menu.



GO TO APPLICATION>APPLICATION>NEW APPLICATION

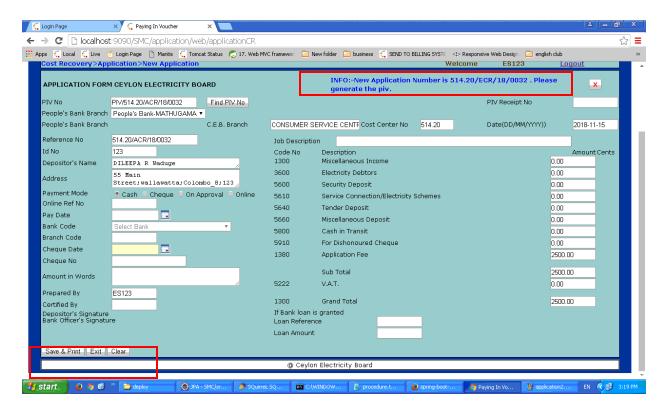
You will be directed to New CR Application form.



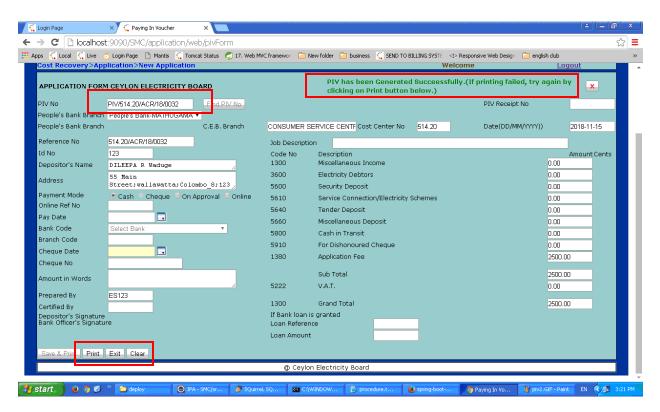
Select TOU_TO_NORMAL as the "Application SUB Type".

Fill the necessary details and the press "Save"

You will be directed to PIV From.



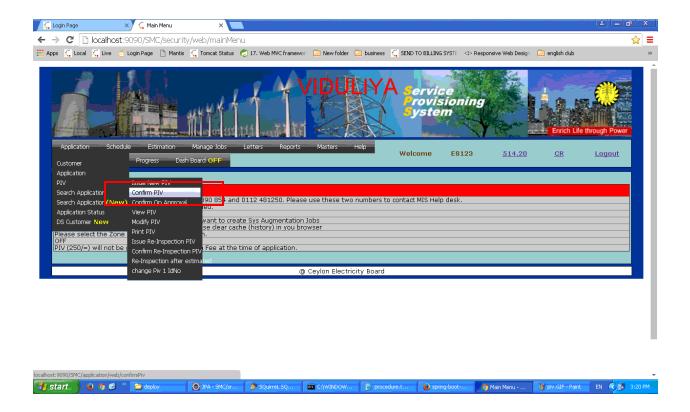
Estimate No can be seen on the top right hand corner of the page. Press the "Save and Print" button.

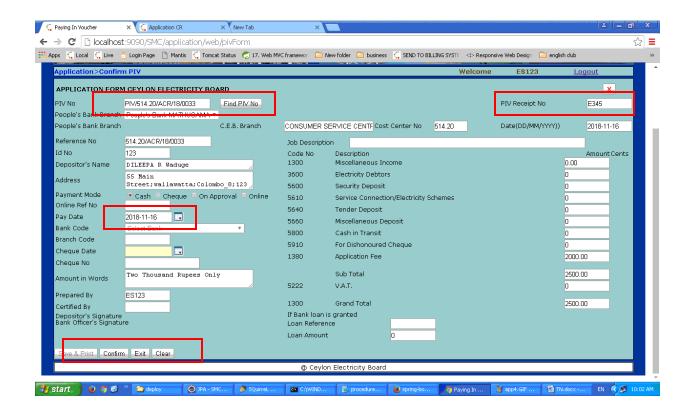


You can see the PIV no. If the printing failed, try again by clicking on the "print" button.

Give the PIV to the customer. Customer will pay the PIV then come back the CSC.

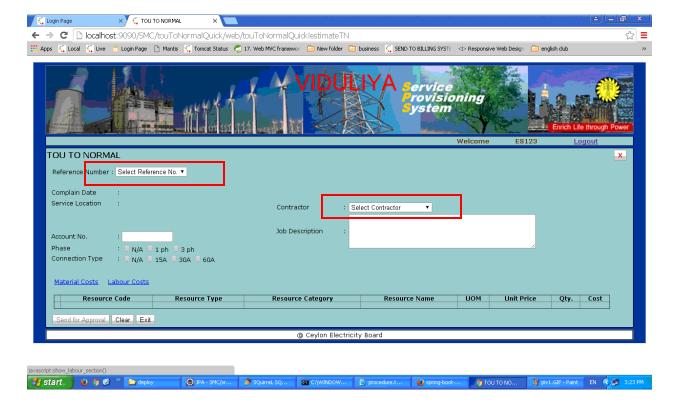
Go to APPLICATION>PIV>CONFIRM PIV





Enter the PIV NO correctly and press "FIND PIV NO" Button. Enter PIV "Receipt No" Select Pay "Date" Press "Confirm" button You will be directed to job creating page.

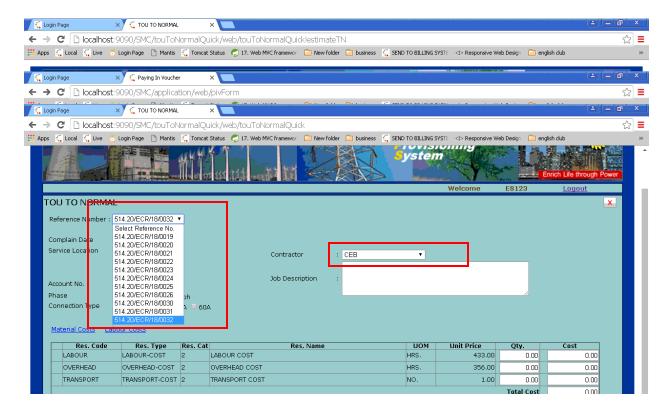
Note: an appointment, a service Estimate will be created automatically.



Select the "Reference No".

Application details will be shown on the screen.

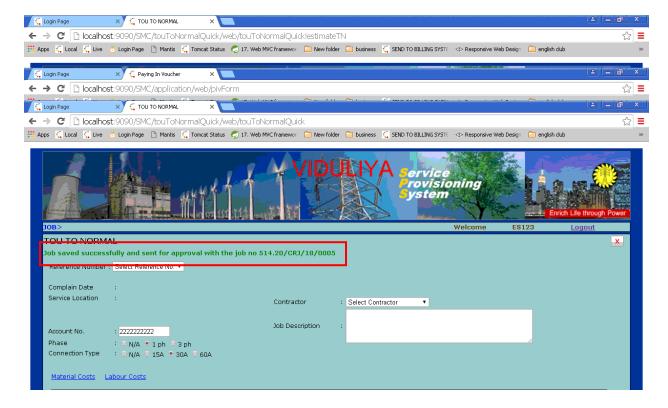
Select the Contractor as "CEB"



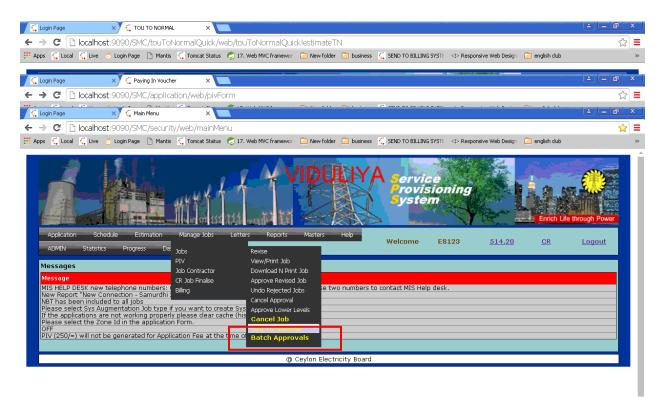
Press "SEND FOR APPROVAL" button

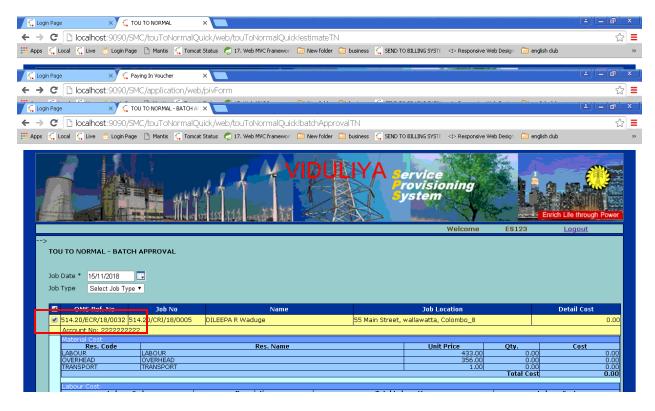
Estimate and job will be created simultaneously and send to ES approval Level

You will see a success message on the screen together with the new "Job No"

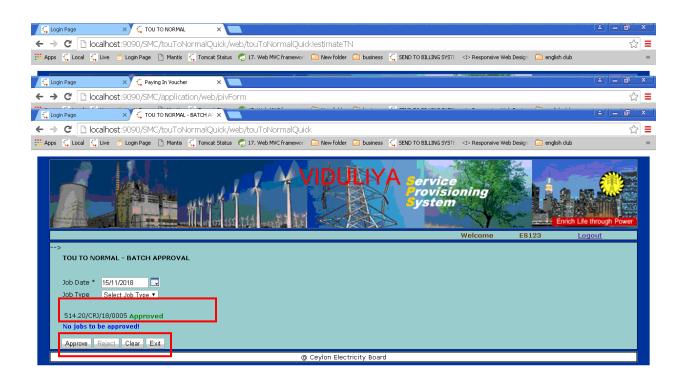


GO to MANAGE JOBS>JOBS>BATCH APPROVALS



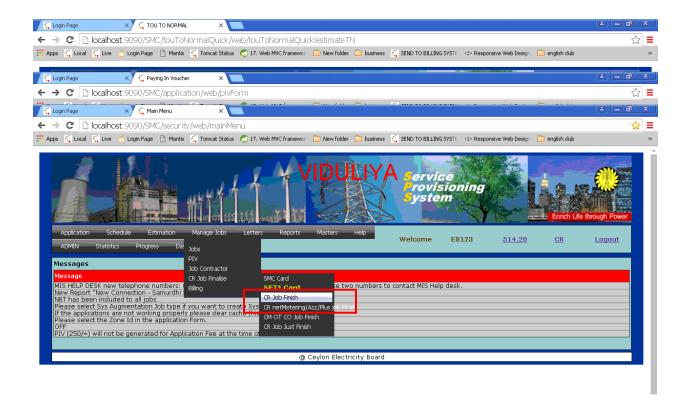


Select the job no and press "APPROVE" button if the details are correct.



A success message can be seen on the screen.

To finish the job No go to MANAGE JOBS>CR JOB FINIALSE>CR JOB FINISH



To send detail to billing system GO TO MANAGE JOBS>BILLING>SEND TO BILLING

