



Service Provisioning System Maintenance Jobs User Guide



**CEYLON
ELECTRICITY
BOARD** Enrich Life through Power

Contents

	Page No.
How to add Maintenance?.....	02
How to fill the Maintenance new application?.....	02
How to Create a New Estimate?	04
How to create a new job?.....	04
How to allocate the job to a contractor?	04
How to approve / Reject several Estimates using Batch Approvals?.....	04
How to approve / Reject several revised jobs using Batch Approvals?.....	05

How to add Maintenance?

Select Maintenance from the Cost center selection and job type selection page.

VIDULIYA Service Provisioning System

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COST CENTER/ TYPE

Cost Center 514.20

Job Type Maintenance

Enter Clear

New Connection
Temporary Connection
Cost Recovery
Maintenance

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There are five categories of maintenance

1. Maintenance
2. Sys. Augmentation
3. Line Shifting
4. Pole Shifting
5. Break Down

How to fill the Maintenance new application?

Maintenance new application has only few differences from new connections new applications.

Maintenance>Application>New Application Welcome ES123 Logout

APPLICATION FORM CEYLON ELECTRICITY BOARD INFO:- New Application Number is 514.20/EMT/13/0046

Application Detail

Application Id	514.20/AMT/13/0046 <input type="button" value="Find"/>	Date	2013-08-13
Cost Center No	514.20	CSC	CONSUMER SERVICE CENTR
Application Type	MT	Sub Type	MAINTENANCE
Application No	514.20/EMT/13/0046 <input type="button" value="Find No"/>	Allocated To	MAINTENANCE SYS. AUGMENTATION LINE SHIFTING-7840 POLE SHIFTING-7840 BREAK DOWN
Description			
Is Visiting Needed***	NO		

Personal Detail

Id Type	NIC	Id No	881818181v <input type="button" value="Find"/>
First Name (Initials)	F	Last Name	ANDERSON
Street Address	265, ST FRANCIS LANE	Suburb	DALUGAMA
City	KELANIYA	Postal Code	
Telephone No	0775567654	Mobile No	
Email		Preferred Language	SI
CEB Employee	N	Existing AccNo	111111111

Land Detail

Street Address(line 1)	265, ST FRANCIS LANE	Suburb(line 2)	DALUGAMA <input type="button" value="Fill"/>
City(line 3)	KELANIYA	Postal Code	
Assessment No		Neighbors Acc. No	
Ownership	<input checked="" type="radio"/> Occupy <input type="radio"/> Rent	Occupy / Owner Certified	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Government Place	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Details of Wiring

Number of Bulbs		Number of Fans	
Number of Plugs(5A)		Number of Plugs(15A)	
Motors Total(hp/Kw)		Welding Plant(KVA)	
Metal Crusher(hp/Kw)		Saw Mills(hp/Kw)	
Phase	<input checked="" type="radio"/> 1 ph <input type="radio"/> 3 ph	Connection Type	<input type="radio"/> 15 <input checked="" type="radio"/> 30 <input type="radio"/> 60
Customer Category	Private	Customer Type	Domestic
Tariff Category Code	DP	Tariff Code	11

Other Details

Prepared By: ES123 Confirmed By:

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Application Sub Type: Choose accordingly by clicking whether it is maintenance, system augmentation, line shifting etc.

Is Visiting needed: you have to select whether yes or no

Neighbors Acc. No: Enter the Neighbors account number.

Fill rest of the application as the new connection new application and click save button, new application no will be shown at the right upper corner of the form. Ex: **514.20/EMT/13/0046**

Any necessary modifications for an application can be done by clicking [Application ► Application ► Modify Application](#) from the main menu.

Note: As in Cost recovery if you entered **Is visiting needed yes** then you have to create an appointment and service estimate also. If you choose **No** the application directly forwarded to new estimation.

How to Create a New Estimate?

After the service estimate is created you can add a new estimate. Click [Estimation ► Estimate ► New](#) from the Main Menu. Creating the new estimate is similar to the new connections.

How to create a new job?

After creating the estimate it will directly go to create a new job for the estimate.

Click [Estimation ► Estimate ► Job Creator](#) from the main menu. Job creation is also as same as in the new connections.

How to allocate the job to a contractor?

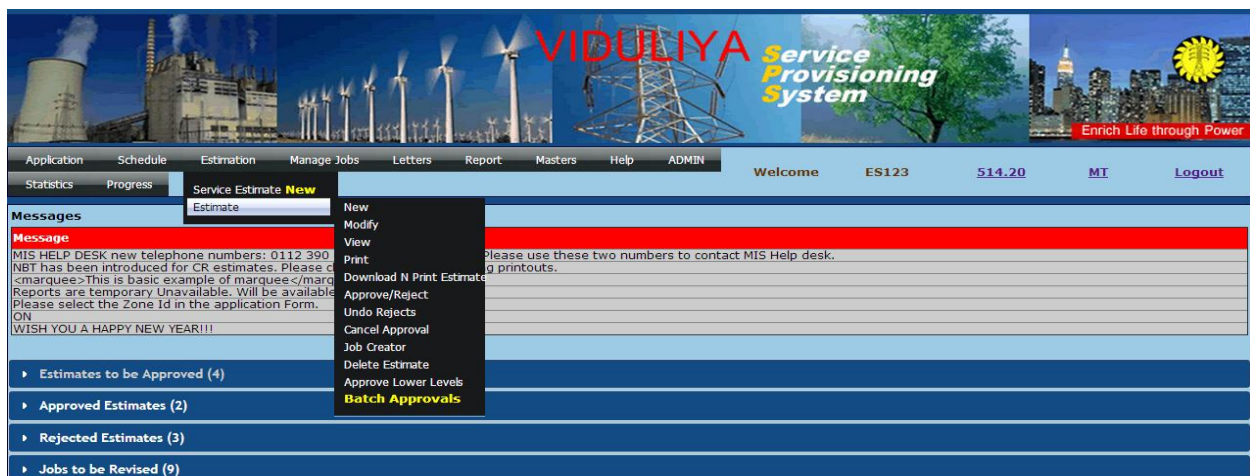
After the job is created you can allocate the job to a contractor.

To allocate job to a contractor click [Mange Jobs ► Job Contractor ► Job allocation](#) from Main Menu.

Same process used in new connections.

How to approve / Reject several Estimates using Batch Approvals?

when you create a new application and in the application when you select the job sub type as breakdown, CCC jobs, combined jobs, CSC jobs, decentralized budget, manufacturing job, meter room jobs, power factor jobs, routing meter testing, third party jobs or training jobs. After you select the sub type you can create the estimate. 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

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BREAKDOWN - BATCH APPROVAL

Job Date:
Job Type:

✓	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
Material Cost					
	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
	Total Cost				450.00
Labour Cost					
	Labour Code	Description	Total Labour Hrs.	Labour Cost	
	Total			0.00	0.00
<input checked="" type="checkbox"/>	514.20/EBD/13/0028	CEYLON ELECTRICITY BOARD	CEYLON, ELECTRICITY, BOARD		1,600.00
Material Cost					
	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
	Total Cost				1,600.00
Labour Cost					
	Labour Code	Description	Total Labour Hrs.	Labour Cost	
	Total			0.00	0.00

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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.

How to approve / Reject several revised jobs using Batch Approvals?

When you want to revise a job for some reason you have to enter the revise reason and have to send it for approval again. After you send it for approval the authorized level will approve the jobs. From these batch approvals you (ES and EA) can approve the revised jobs more than one by using batch approvals. To go to batch approval click [Manage Jobs](#) ► [Batch Approvals](#)



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

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BREAKDOWN - BATCH APPROVAL

Job Date: 28/08/2013

Job Type: Breakdown

✓	OMS Ref. No	Job No	Name	Job Location	Detail Cost
<input type="checkbox"/>	514.20/BDJ/13/0024	MR.R.R SOORIYAGAMAGE	CEYLON, ELECTRICITY, BOARD	450.00	
Material Cost					
	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
	Total Cost				450.00
Labour Cost					
	Labour Code	Description	Total Labour Hrs.	Labour Cost	
	Total		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. 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.