



# **Service Provisioning System User Manual**

## **Admin Changes**



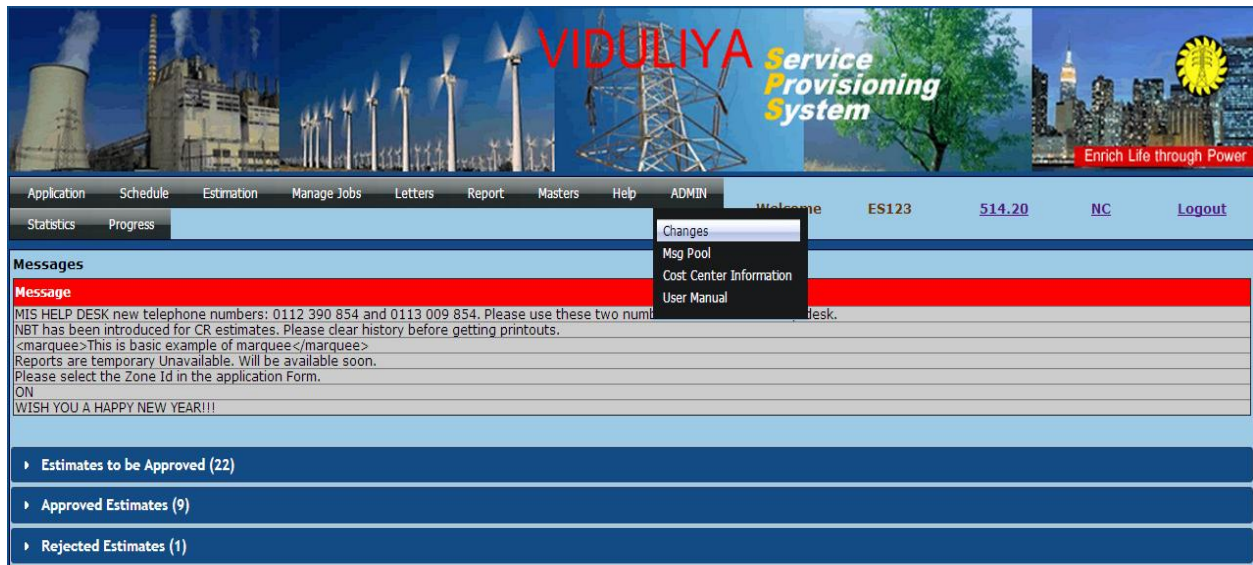
**CEYLON  
ELECTRICITY  
BOARD** Enrich Life through Power

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## How to use admin changes

To go to admin changes click on [Admin ► Changes](#)



When you go to the above link you will be redirected to a page like below. From the admin changes page you can do the following

- Delete last job no
- PIV confirmation cancel
- Switch job no
- Change application sub type
- Change status of job no
- Change PIV date
- Change cost center for job no's
- Change PIV cheque details
- Change job finish status
- Change contractor
- Change tariff

# VIDULIYA

Service Provisioning System

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## APPLICATION FORM CEYLON ELECTRICITY BOARD

X

### 1 Job No Delete

Job No  Find

Estimate No

Mentis No

Delete Last JobNo

### 2 PIV Cancel Confirmation

Estimate No

PIV No

PIV Type All

Mentis No

Cancel

### 3 Switch Job No

Job No

Estimate No

### 4 Change Application Sub Type

Estimate No  Find

Current Subtype Permanent

Change To Subtype Permanent

Mentis No

Change

### 5 Change Status Of Estimate No

Estimate No

Status Change To Reject

Mentis No

Change

Reason

### 6 Change Status Of Job No

Job No

Status Change To Revise

Mentis No

Change

Reason

### 7 Piv Date Change

PIV No  Find

Stored Date

Date Change To

Mentis No

Change

### 8 Change costCenter for Job Nos

Job No  Find

From CSC No

Estimate No

To CSC No

Mentis No

ChangeJobNo

### 9 Change PIV Cheque Details

PIV No  Find

Stored Payment Mode Cash

Stored PIV Recipes No

Stored Cheque No

Stored Cheque Date

Stored Cheque Bank

Stored Cheque Bank Branch

Change

Payment Mode Change To Cash

PIV Recipes No Change To

Cheque No Change To

Cheque Date Change To

Cheque Bank Change To

Cheque Bank Branch Change To

### 10 Change Job Finish status

Job No  Find

Stored Status

Change

Change Status

### 11 Change Contractor

Project No  Find

Stored Contractor

Change

Change Contractor

### 12 Change Tariff

Job No  Find

Csc No

Estimate No

Stored Phase

Stored Connection Type

Stored Tariff Cat Code

Stored Tariff Code

Mentis No

Change

Change Phase

Change ConnectionType

Change Tariff Cat Code

Change Tariff Code

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## How to delete job no



**APPLICATION FORM CEYLON ELECTRICITY BOARD**

**1 Job No Delete**

Job No: 514.20/SMC/13/xxxxx Find

Estimate No: 514.20/ENC/13/xxxxx

Mentis No:

Delete Last JobNo

If you want to delete the last job no you can go to admin changes and delete the job. When you go to admin changes you can find job no delete section as you can see from the above figure. To delete the last job no you have to fill the job no and related estimate no and click on find button. Then the system will generate a message that you can delete the last job no. After you entered the no's with the mentis no you can delete the last job no by clicking delete last job no.

## How to cancel PIV confirmation



**2 PIV Cancel Confirmation**

Estimate No: 514.20/ENC/13/xxxxx

PIV No:

PIV Type: All

Mentis No:

Cancel

If you want to cancel confirm PIV you can cancel the PIV using PIV cancel confirmation section. In the PIV cancel confirmation section you have to give the estimate no, PIV no that you want to delete (PIV 1 or PIV 2) PIV type, and mentis no. after you fill the relevant information you can click cancel to cancel the PIV.

## How to change application subtype



**4 Change Application Sub Type**

Estimate No: 514.20/ENC/13/xxxxx Find

Current Subtype: Permanent

Change To Subtype: Permanent

Mentis No:

Change

If you want to change application subtype you can change the application sub type using change application subtype section in admin changes. In the change application subtype section you have to give the estimate no, current subtype and click on find button. After you find it you can enter the details into change to subtype field (what sub type you want to change), and mentis no fields. After you fill the relevant information you can click change button to change the application sub type.

### How to change status of estimate no



If you want to change status of an estimate you can change the status using change status of estimate no section in admin changes. In the change status of estimate no section you have to give the estimate no and what is the status that you want change into and mentis no. also you have to give the reason for changing the status of the estimate. After you fill the relevant information you can click change button to change the status of an estimate.

### How to change status of job no



If you want to change status of a job no you can change the status using change status of job no section in admin changes. In the change status of job no section you have to give the job no and what is the status that you want change into and mentis no. also you have to give the reason for changing the status of the job. After you fill the relevant information you can click change button to change the status of a job.

## How to change PIV date

**7 Piv Date Change**

PIV No	<input type="text" value="PIV/514.20/ENC/13/xxxxx"/>	<input type="button" value="Find"/>
Stored Date	<input type="text"/>	
Date Change To	<input type="text"/>	
Mentis No	<input type="text"/>	
	<input type="button" value="Change"/>	

If you want to change PIV date you can change the date using PIV date change section in admin changes. In the PIV date change section you have to give the PIV no and click on find button. When you click on find button the stored date will be filled. Then you can give the date that you want to change in the relevant field and mentis no. After you fill the required information you can click change button to change the date of a PIV.

## How to change cost center for job no's

**8 Change costCenter for Job Nos**

Job No *	<input type="text"/>	<input type="button" value="Find"/>
From CSC No *	<input type="text"/>	
Estimate No *	<input type="text"/>	
To CSC No	<input type="text"/>	
Mentis No	<input type="text"/>	
	<input type="button" value="ChangeJobNo"/>	

If you want to change cost center for job no's you can use change cost center for job no's section in admin changes. In the "change cost center for job no's" section you have to give the job no, from CSC no, and related estimate no. when you enter the details click on find button check whether the job no, CSC no and estimate no is related. After you retrieved the details you have to give the CSC no that you want to change and the mentis no also. After you fill the relevant information you can click change button to change the CSC no.

## How to change PIV cheque details

**9 Change PIV Cheque Details**

PIV No	<input type="text"/>	<input type="button" value="Find"/>		
Stored Payment Mode	<input type="text" value="Cash"/>		Payment Mode Change To	<input type="text" value="Cash"/>
Stored PIV Recipes No	<input type="text"/>		PIV Recipes No Change To	<input type="text"/>
Stored Cheque No	<input type="text"/>		Cheque No Change To	<input type="text"/>
Stored Cheque Date	<input type="text"/>		Cheque Date Change To	<input type="text"/>
Stored Cheque Bank	<input type="text"/>		Cheque Bank Change To	<input type="text"/>
Stored Cheque Bank Branch	<input type="text"/>		Cheque Bank Branch Change To	<input type="text"/>
	<input type="button" value="Change"/>			

If you want to change PIV cheque details you can use change PIV cheque details section in admin changes. In the change PIV cheque details section you have to give the PIV no and click on find button. When you enter find button the relevant fields will be filled automatically. After system fills the information you have to enter the new details like the new cheque no in cheque no change to field etc. After you fill the relevant information you can click change button to change the cheque details.

### How to change job finish status

10 Change Job Finish status

Job No  Find

Stored Status  Change Status

If you want to change the status of a finished job you can change the job status by going into the above shown figure. You have to enter the job no and click on find button, and the stored status will show as F (Finish) and change status will also automatically change into A (Active). After you enter and find details you can click change button to change the job finish status.

### How to change contractor

11 Change Contractor

Project No  Find

Stored Contractor  Change Contractor

To change the contractor you can use the above section. To change the contractor you have to enter the project no and click on find button then the stored contractor id will be automatically filled. Then you can enter the new contractor id in the change contractor field. Finally you can change the contractor by clicking change button.



## How to change the tariff

**12 Change Tariff**

Job No	<input type="text"/>	<input type="button" value="Find"/>	
Csc No	<input type="text"/>		
Estimate No	<input type="text"/>		
Stored Phase	<input type="text"/>	Change Phase	<input type="text"/>
Stored Connection Type	<input type="text"/>	Change ConnectionType	<input type="text"/>
Stored Tariff Cat Code	<input type="text"/>	Change Tariff Cat Code	<input type="text"/>
Stored Tariff Code	<input type="text"/>	Change Tariff Code	<input type="text"/>
Mentis No	<input type="text"/>		
	<input type="button" value="Change"/>		

If you want to change the tariff code you can change it by going to change tariff section in the admin changes as you can see it from the above figure. First the job has to be revised to change the tariff code. Then you have to enter job no, CSC no, estimate no and click on find button. When you click on find button the stored phase, stored connection type, stored tariff cat code and tariff code will filled automatically according to the details that you have entered. After the system retrieved the details, you can enter the new details in change phase, change connection type, change tariff cat code and change tariff code fields. Then you can replace the new details by clicking change button.

**Note: - Users must go to the job revise page and type the total length again. Then the new standard cost will be appearing on the standard estimate. If the standard estimate cost differs from the previous cost they have to raise a PIV after getting the approvals.**