



Service Provisioning System User Manual 2.0

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1. How to login to the system?

VIDULIYA
Service
Provisioning
System

Enrich Life through Power

LOGIN

Region

User Name

Password

@ Ceylon Electricity Board

This is the login screen for the SPS system.

Here region field will be auto filled when you load the page through CITRIX. If not you can simply enter the region accordingly. Ex: 'R1'.

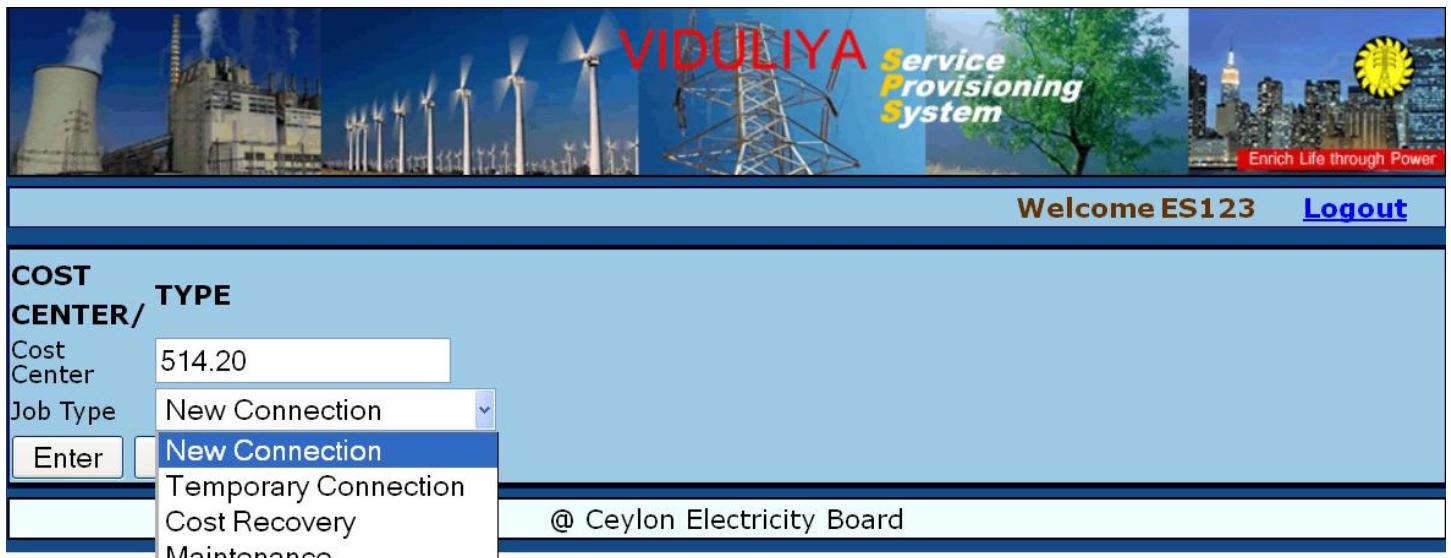
For the user name you may use the username given. There shouldn't be any spaces or special characters (" , # , \$, % , & , ' , (,) , * , + , - , . , / , - , : , ; , < , = , > , ? , @ , # , [, \ ,] , ^ ,) Ex: '55880ES1'

Given password should be typed. You can change the passwords from MITFIN system.

Click login button to log into the system.

Next you will be directed to 'cost center selection and job type selection' screen.

2. How to change the cost center and job type?



When logged in cost center number will be filled automatically. You can select the Job Type as New Connection, Temporary Connection, Cost Recovery or Maintenance by clicking the dropdown box.
Click Enter button to navigate to the home screen.

Note: You may also login to any cost center you are authorized by typing the particular cost center no.

2.1 How to change the cost center and job type without logging out?



You can also visit the 'cost center selection and job type selection' page by clicking the above two links showing the cost center no and Job type on the home page.

3. What is Home page?

You will be directed to the login page after you are successfully logged in and chose the job type.

Estimate Number	Cost Center	Estimate Date	Standard Cost	Entered By	Fund Id	Description	Sub Type
514.20/ENC/12/0004	514.20	2012 Mar 20	91,500.00	ES123	CP		PM
514.20/ENC/12/0013	514.20	2012 Mar 20	15,650.00	ES123	CP		PM
514.20/ENC/12/0052	514.20	2012 Mar 26	70,964.00	ES123	CP		PM
514.20/ENC/12/0125	514.20	2012 Mar 20	56,690.00	ES123	CP		PM
514.20/ENC/12/0164	514.20	2012 Mar 23	15,835.00	ES123	CP		PM
514.20/ENC/2011/0022	514.20	2011 Mar 29	49,350.00	es123	CEB		PM
514.20/ENC/2011/0025	514.20	2011 Mar 29	49,350.00	es123	CEB		PM
514.20/ENC/2011/0822	514.20	2011 Jun 02	60,550.00	ES123	CEB		PM
514.20/ENC/2011/1217	514.20	2011 Oct 14	null	ES123	CP		PM
514.20/ENC/2011/1222	514.20	2011 Oct 17	null	ES123	CP		PM

Estimate Number	Cost Center	Standard Cost	Fund Id
514.20/ENC/12/0051	514.20	15,650.00	CP
514.20/ENC/12/0084	514.20	16,155.00	CP
514.20/ENC/12/0118	514.20	15,650.00	CP
514.20/ENC/2011/0826	514.20	285,700.00	CEB
514.20/ENC/2011/0878	514.20	13,150.00	CEB

Job Number	Cost Center	Standard Cost	Fund Id
010057	514.20	35,350.00	CEB
514.20/SMC/12/0021	514.20	15,650.00	CP

There are few key elements in home page:

- Main menu - Contains all the navigation links to SPS functionalities.
- Cost center no - Indicates which cost center you have logged in.(you can navigate to cost center selection and job type selection form and change the cost center number by clicking this link)
- Job type - Indicates which Job type you have selected.(you can navigate to cost center selection and job type selection form and change the job type by clicking this link)
- Log out link - You can logout from the system by clicking this. It will direct you to the login screen.
- Notification Dashboard - On your home page in tables you will be shown:
 - Estimates to be Approved
 - Approved Estimates
 - Jobs to be Approved
 - Revised Jobs
 - Active Appointments
 - Un Attended Appointments
 - Failed Appointments

If there are no data to be shown in a particular table, that table will not display.

4. How to add a new service connection?

New connection (Service connection) process can be divided into three major phases.

1. Application

Here sequentially you add a new customer, generate an application for that customer, issue PIV of 250/= (PIV I), Confirm that PIV after payment and finally generate an application no.

2. New Estimate

Here sequentially you create an appointment, Print service estimate, Save Service Estimate data, create a new estimate, Send it for approval, Issue PIV 2, Confirm PIV 2 after payment and finally create a new job for the application.

3. New job

After new job is created you may allocate the job to a contractor, Revise the job if necessary, Energize the Job/SMC card, Prepare contractor bill for finished job and send billing data and then job should be soft closed by AE and then the Job is hard closed by Accountant.

4.1 How to add a new customer?

Click [Application](#) ▶ [Customer](#) ▶ [New Customer](#) on the Main menu and you will be directed to new customer registration form.

The screenshot shows the 'Customer > New Customer' registration form. The title bar includes 'Customer>New Customer', 'Welcome', 'ES123', and 'Logout'. The main section is titled 'CUSTOMER REGISTRATION FORM CEYLON ELECTRICITY BOARD'. It has a header 'Consumer Detail' with fields for: Cost Center No (514.20), Personal/Corporate (Personal), ID Type (radio buttons for NIC, PASSPORT, BUS REG NO), ID No (882792293v), Find button, Full Name (HIKKADUWA LIYANAGE SANKHA), First Name (H.L.), Last Name/Company Type (SANKHA), Street Address (NO 486/1, THAMBAHITIYA), Suburb (MEETIYAHODA), City (AMBALANGODA), Postal Code (80330), Telephone No (0912245686), Mobile No (0777300030), Email (sankha@ceb.lk), Preferred Language (radio buttons for Sinhala, English), and CEB Employee (radio buttons for Yes, No). At the bottom are buttons for Save, Modify, Exit, and Clear, and a footer note '@ Ceylon Electricity Board'.

1. Cost Center No: auto filled.
2. Personal/cooperate: you can select accordingly by clicking the drop down box.
3. ID Type: Click on the ID category consumer is having and type the ID Number in the text field.
4. Full Name: Enter the full name of the customer for this field. If the customer is from a company or for an organization you may enter the full company/organization name here.
5. First Name (Initials) / Company name: Enter customer initials here as indicated in the figure. If it is a company, enter the company name.

6. Last Name / Company Type: Enter the last name of the consumer. If it is a company / organization give the company / organization type. Ex: School, Charity.
7. Street Address(Line 1) , Suburb (Line 2) , City (Line 3):
You may break the customer address into three parts. City should contain the major city of the customer address and for the Suburb you can give the sub city of the customer, Upper parts of the address you may enter to the Street address field.
8. Postal Code: Not mandatory but if possible you may enter the postal code of the customer.
9. Telephone No, Mobile No, SMS No: Enter the numbers accordingly. For the SMS No if possible get a number that customer is preferred to receive SMSs from CEB, if not let that blank.
10. Email: Not mandatory. If possible you may enter an Email address of the customer.
11. CEB Employee: If the customer himself or herself is a CEB employee you may click yes. If yes clicked security deposit will not be charged for the customer for the first time if it is a domestic or general purpose connection.
Click save button to save the customer.

4.2 What to do if the customer is not having an ID?

If the customer not having an ID in the given categories you may use the generate ID No function by navigating [Application ▶ Customer ▶ Generate Id No](#) to get an ID.

Then click Next button and you will get a new customer registration form with the generated ID.

Note: This should be done upon ES's approval and you should **NOT** enter random numbers to the ID text field.

4.3 How to fill the new application?

If customer successfully saved, you will be auto directed to New Application page and at the right upper corner it will display "New Customer Successfully Added in green" color.

Most of the fields are auto filled on this form.

Application detail

Application Sub Type: Click drop down box to select the application sub type out of Permanent, Temp Cons1, Temp Cons2, and Temp Cons3.

If you select a Temporary connection (Temp Cons1, Temp Cons2, and Temp Cons3) Duration, from Date and To Date will be activated.

Duration: Select whether the duration is in months or years by clicking the drop down box. Type how much months or years in the text box.

From Date & to date: These fields will be activated if a Temporary connection is chosen. Click the calendar icon and select the date for the relevant duration.

If Permanent left selected there are no mandatory fields to fill in the Application Details section.

Description: For the Description text field you can add an application description if necessary.

Personal detail

Personal details will be auto filled if not they can be retrieved by giving the customer Id No and clicking the Find button.

Service detail / Land Detail

Service details means to where consumer requests the connection. Bill will also send to the address given here. If the address given here is same as the address in the Personal detail you can click the [Fill](#) button if so consumer address will be copied to the service address fields. If both addresses are not the same fill the service address.

Assessment No: If customer is having the assessment no enter it here.

Neighbours Acc No. : This is a **mandatory** field. Enter the neighbors account number which is of 10 digits here. But if it is irrelevant you may enter a line of 1s as a standard. Please **do not** enter random numbers.

Ownership: Click occupy if the customer owns the service address or if he is a rental owner click rent.

Occupied/Owner Certified: If the service address is a rented if the owner has certified connection place you may select Yes or else select No.

Is Government Place: If the connection is for government place select Yes.

Details of Wiring

Enter the wiring details in quantity in front of each item mentioned. Items are:

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).

Here for the Motors Total include only industrial purpose motors, normal home used motors are not concerned for Motors Total.

Phase: Select whether the requested connection single phase (1 ph) or three phase (2 ph).

Connection type: Select whether the requested connection is a 15, 30, 60 ampere connection.

Customer Category: Out of options Private, Government, Semi Government, Foreign, Religious select the appropriate customer category by clicking the drop down box.

Tariff Category Code: This will be auto selected according to the Customer Category. If the Tariff Category Code is selected Customer Category will be auto selected as well.

Customer Type: Out of options Domestic, Construction, Shop, School, Industrial, Hotel, Garment, Forces, Temple, Church Select the appropriate customer Type by clicking the drop down box and the Tariff Code will be auto selected.

Tariff Code: This will be auto selected according to the Customer Type. If the Tariff Code is selected Customer Type will be auto selected as well.

Other Detail

These fields will be auto filled.

APPLICATION FORM CEYLON ELECTRICITY BOARD

DONE:- New Customer Successfully Added.

Application Detail

Temp Id	514.20/ANC/12/xxxx	<input type="button" value="Find"/>	Date	2012-03-26
Cost Center No	514.20	CSC	CONSUMER SERVICE CENTRE	
Application Type	<input checked="" type="radio"/> New Conn	Application SubType	<input type="button" value="Permanent"/>	
Duration	Months <input type="button" value=""/>	To Date	<input type="button" value=""/>	
From Date	<input type="button" value=""/>	Confirm PIV	<input type="radio"/> Yes <input type="radio"/> No	
Application No	<input type="button" value="Find No"/>			
Allocated To	<input type="button" value=""/>			
Description	<input type="button" value=""/>			

Personal Detail

Id Type	NIC	<input type="button" value="Find"/>	Id No	882792293v
First Name (Initials)	H.L.	Last Name	SANKHA	
Street Address	NO 486/1, THAMBAHITIYA	Suburb	MEETIYAGODA	
City	AMBALANGODA	Postal Code	80330	
Telephone No	0912245686	Mobile No	0773000030	
Email	sankha@ceb.lk	Preferred Language	SI	
CEB Employee	<input type="checkbox"/> Y	Is Applying For a Loan***	<input type="radio"/> YES <input checked="" type="radio"/> NO	

Land Detail

Street Address(line 1)	NO 486/1, THAMBAHITIYA	Suburb(line 2)	MEETIYAGODA	<input type="button" value="Fill"/>
City(line 3)	AMBALANGODA	Postal Code	80330	
Assessment No	<input type="button" value=""/>	Neighbours Acc. No	<input type="button" value=""/>	
Ownership	<input checked="" type="radio"/> Occupy <input type="radio"/> Rent	Occupy / Owner Certified	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is Governmenten Place	<input type="radio"/> Yes <input checked="" type="radio"/> No			

Details of Wiring

Number of Bulbs	<input type="button" value=""/>	Number of Fans	<input type="button" value=""/>
Number of Plugs(5A)	<input type="button" value=""/>	Number of Plugs(15A)	<input type="button" value=""/>
Motors Total(hp/Kw)	<input type="button" value=""/>	Welding Plant(KVA)	<input type="button" value=""/>
Metal Crusher(hp/Kw)	<input type="button" value=""/>	Saw Mills(hp/Kw)	<input type="button" value=""/>
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	<input type="button" value="Private"/>	Customer Type	<input type="button" value="Domestic"/>
Tariff Category Code	<input type="button" value="DP"/>	Tariff Code	<input type="button" value="11"/>

Other Details

Prepared By	ES123	Confirmed By	<input type="button" value=""/>
<input type="button" value="Save"/>	<input type="button" value="Modify"/>	<input type="button" value="Issue PIV"/>	<input type="button" value="Generate"/>
<input type="button" value="Allocate"/>	<input type="button" value="Exit"/>	<input type="button" value="Clear"/>	

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After filling the application form click Save button below.

4.3.1 What to do if new Application form is not auto directed or if the customer is already registered?

Note: If for any reason if you are not auto directed you can get the new application form by clicking [Application ▶ Application ▶ New Application](#).

There at the Personal Details section fill the customer ID and click Fill button. Then the application details will be filled and you may continue in the normal way. You can use this if the customer already in the system as well.

4.4 How to Add & Print the PIV I?

This page will be auto directed when you click save button of the New Application form. You may simply use Save & Print button to save and print the RS 250/= PIV.

Application>Confirm PIV

Welcome ES123 Logout

PAYING IN VOUCHER CEYLON ELECTRICITY BOARD

PIV No	PIV/514.20/ANC/12/0252	Find PIV No	PIV Receipt No	
People's Bank Branch	Bank of Ceylon Central Office	C.E.B. Branch	CONSUMER SERVICE CEN Cost Center No	514.20 Date(DD/MM/YYYY)) 2012-03-26
Reference No	514.20/ANC/12/0252	Job Description		
Id No	882792293v	Code No	Description	Amount Cents
Depositor's Name	H.L. SANKHA	1300	Miscellaneous Income	0.00
Address	NO 486/1, THAMBAHITIYA; MEETIYAGODA; AMBAL ANGODA; 80330	3600	Electricity Debtors	0
Payment Mode	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque	5600	Security Deposit	0
Pay Date		5610	Service Connection/Electricity Schemes	0
Bank Code	Select Bank	5640	Tender Deposit	0
Branch Code		5660	Miscellaneous Deposit	0
Cheque Date		5800	Cash in Transit	0
Cheque No		5910	For Dishonoured Cheque	0
Amount in Words	Two Hundred and Fifty Rupees Only	1380	Application Fee	250.00
		5222	Sub Total	250.00
			V.A.T.	0
Prepared By	ES123	1300	Grand Total	250.00
Certified By			If Bank loan is granted	
Depositor's Signature			Loan Reference	
Bank Officer's Signature			Loan Amount	0

Save & Print **Confirm** Exit Clear

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4.4.1 What to do if new PIV I form is not auto direct or if need to reprint the PIVI?

Note: If for any reason if you are not auto directed you can view the PIV I form by clicking Application -> PIV -> View PIV. There at PIV No Text box delete 'XXXX' at the end and give the PIV No you need to view and click Find PIV No button. Then the PIV details will be filled.

If you need to reprint the PIV I you may use [Application >PIV > Print PIV](#).

4.5 How to confirm PIV I?

To confirm PIV I click [Application >PIV >Confirm PIV](#).

There at PIV No Text box delete 'XXXX' at the end and give the PIV No you need to view and click Find PIV No button. Then the PIV details will be filled.

Enter the PIV receipt no at the right upper and enter Pay date by clicking the calendar icon.
Click confirm button to confirm the PIV.

Application>Confirm PIV Welcome ES123 Logout

PAYING IN VOUCHER CEYLON ELECTRICITY BOARD

PIV No	PIV/514.20/ANC/12/0252	Find PIV No	PIV Receipt No	
People's Bank Branch	Bank of Ceylon Central Office	C.E.B. Branch	CONSUMER SERVICE CEN Cost Center No	514.20
Date(DD/MM/YYYY))	2012-03-26			
Reference No	514.20/ANC/12/0252	Job Description		
Id No	882792293v	Code No	Description	Amount Cents
Depositor's Name	H.L. SANKHA	1300	Miscellaneous Income	0.00
Address	NO 486/1, THAMBAHITIYA; MEETIYAGODA; AMBALANGODA; 80330	3600	Electricity Debtors	0
Payment Mode	<input checked="" type="radio"/> Cash Cheque	5600	Security Deposit	0
Pay Date		5610	Service Connection/Electricity Schemes	0
Bank Code	Select Bank	5640	Tender Deposit	0
Branch Code		5660	Miscellaneous Deposit	0
Cheque Date		5800	Cash in Transit	0
Cheque No		5910	For Dishonoured Cheque	0
Amount in Words	Two Hundred and Fifty Rupees Only	1380	Application Fee	250.00
			Sub Total	250.00
		5222	V.A.T.	0
Prepared By	ES123	1300	Grand Total	250.00
Certified By			If Bank loan is granted	
Depositor's Signature			Loan Reference	
Bank Officer's Signature			Loan Amount	0

Save & Print **Confirm** Exit Clear

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4.6 How to generate application No?

When you click confirm you will be auto directed to Generate App No form. There you will see the application details as well.

By clicking Generate Button new application No will be generated and that no will be shown at the right upper corner in blue colour.

New Connection>Application>Generate App No Welcome ES123 Logout

APPLICATION FORM CEYLON ELECTRICITY BOARD

Application Detail

Temp Id	514.20/ANC/12/0252	Find	Date	2012-03-26
Cost Center No	514.20		CSC	CONSUMER SERVICE CEN
Application Type	<input checked="" type="radio"/> New Conn		Application SubType	Permanent
Duration	Months			
From Date			To Date	
Application No	Find No		Confirm PIV	<input type="radio"/> Yes <input type="radio"/> No
Allocated To				
Description				

Personal Detail

Id Type	NIC	Id No	882792293v	Find
First Name (Initials)	H.L.	Last Name	SANKHA	
Street Address	NO 486/1, THAMBAHITIYA	Suburb	MEETIYAGODA	
City	AMBALANGODA	Postal Code	80330	
Telephone No	0912245686	Mobile No	0773000030	
Email	sankha@ceb.lk	Preferred Language	SI	
CEB Employee	Y	Is Applying For a Loan***	<input type="radio"/> YES <input checked="" type="radio"/> NO	

Land Detail

Street Address(line 1)	NO 486/1, THAMBAHITIYA	Suburb(line 2)	MEETIYAGODA	Fill
City(line 3)	AMBALANGODA	Postal Code	80330	
Assessment No		Neighbours Acc. No	1234567890	
Ownership	<input checked="" type="radio"/> Occupy <input type="radio"/> Rent	Occupy / Owner Certified	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is Governmentenent Place	<input type="radio"/> Yes <input checked="" type="radio"/> No			

Details of Wiring

Number of Bulbs	0	Number of Fans	0
Number of Plugs(5A)	0	Number of Plugs(15A)	0
Motors Total(hp/Kw)	0	Welding Plant(KVA)	0
Metal Crusher(hp/Kw)	0	Saw Mills(hp/Kw)	0
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	
Save	Modify	Issue PIV	Generate
Allocate	Exit	Clear	

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4.6.1 What to do if Generate App No form is not auto directed?

If the Generate App No form is not auto directed you may click [Application ► Application ► Generate App No](#).

There for the Temp Id field give the application Number and click find. Application details will be filled. Click generate button is clicked app no is indicated above.

4.7 How to create an appointment?

After application no is generated. You can create an appointment for an ES visit.

Click [Schedule ► Appointment ► New Appointment](#) to navigate to the New Appointment form.

There at the Application Number drop down box you will be shown all the application numbers that needs appointments. Select the application no from there.

Then you can specify which ES to be allocated and whether it is an ES visit appointment date, Session (Morning or Afternoon) and Description.

Click Add button to create the appointment. Then the appointment will be created and success message will be shown in green colour.

The screenshot shows the 'New Appointment' form interface. At the top, the title bar reads 'Calendar > New Appointment'. On the right, it says 'Welcome ES123' and has a 'Logout' link. The main area is titled 'Schedule'. It contains several input fields: 'Cost Centre' (514.20), 'Allocated To' (ES123), 'Application Number' (514.20/ENC/12/0175), 'Appointment Type' (ES.VISIT), 'Session' (Morning), 'Date' (27/03/2012), and a 'Description' text area. Below these are three buttons: 'Add' (circled in red), 'Clear', and 'Exit'. A vertical scroll bar is visible on the right side of the form area. At the bottom, a footer bar displays the text '@ Ceylon Electricity Board'.

If necessary you can create appointments as a bulk. After application no is generated. Click [Schedule](#)► [Appointment](#)► [Create Appointment](#) to navigate to the Create Appointment form.

From the Allocated to drop down box select an ES to allocate. Tick the related applications and click create button. Then the appointment will be created and success message will be shown in green colour.

Calendar>Create Appointments Welcome ES123 [Logout](#)

Allocated To: ES123

Application Details

Id	Application No	Application Date
<input type="checkbox"/>	514.20/ENC/12/0162	3/23/12
<input type="checkbox"/>	514.20/ENC/12/0165	3/23/12
<input type="checkbox"/>	514.20/ENC/12/0169	3/26/12
<input checked="" type="checkbox"/>	514.20/ENC/12/0175	3/26/12

[Create](#) [Clear](#) [Exit](#)

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4.8 How to Print a Service Estimate?

After appointment created ES can print the service estimate.

Click [Schedule ► service Estimate](#) and you will be directed to Service Estimate creation page.

Welcome ES123 Logout X

CEYLON ELECTRICITY BOARD - Service Estimation

Service Estimation Form

Name (with initials)	<input type="text"/>	Area	<input type="text"/>
Address	<input type="text"/>	Cost Center	<input type="text"/>
Telephone No	<input type="text"/>	App No	514.20/ENC/12/ <input type="button" value="Find"/>
Service Type	<input type="text"/>	Neighbors Account	<input type="text"/>
Tariff Category Code	<input type="text"/>	Tariff Code	<input type="text"/>
Connection Type	<input type="text"/>		

Sketch

Poles

Category	Item	Type	Quantity	Description	Add
Struts	Select an option				<input type="button" value="Add"/>
Stays	Select an option	Select an option			<input type="button" value="Add"/>
Service Wire	SERVICE				<input type="button" value="Add"/>
Bare Conductor	Select an option				<input type="button" value="Add"/>
No of Spans	<input type="text"/>				
Distance to service place (Km)	<input type="text"/>				

Technical Details

Substation	<input type="text"/>	SIN	<input type="text"/>
Distance from S/S	<input type="text"/>	Phase	<input type="text"/>
Transformer Capacity (KVA)	<input type="text"/>	Pole No	<input type="text"/>
Transformer Load (KVA)*	<input type="text"/>	Total Length	<input type="text"/>
Transformer Peak Load (KVA)*	<input type="text"/>		
Feeder Control Type	<input type="text"/>		
Is Loop	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Wire Type	<input type="radio"/> Overhead <input type="radio"/> Underground		
Is Service Conversion***	<input type="radio"/> NO <input type="radio"/> 3P-30A <input type="radio"/> 3P-60A <input type="radio"/> 3P-30 Con Rate		
Is Conversion	<input type="radio"/> Yes <input type="radio"/> No		

Pole Details

CategoryId	CategoryName	PoleType	FromCon	ToCon	Pointer Type	Quantity	Remove

List of Struts

CategoryId	Category	Quantity	Description	Remove

List of Stays

CategoryId	Category	Stay Type	Quantity	Description	Remove

Service Lengths

CategoryId	Category	Quantity	Description	Remove

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There for the App No text field enter the application number and click Find button. Basic service estimate details will be filled.

Es can click Print button and print the service estimate and bring it to fill at the customer visit.

4.9 How to Create a Service Estimate?

After ES visited the customer place he has the previously printed service estimate filled.
Click [Schedule ► service Estimate](#) and you will be directed to Service Estimate creation page.

From Poles section enter pole details using the drop down boxes given.

Poles

Category	Item	PoleType	FromCon	ToCon	Pointer	Quantity	Add
Poles	Select an option	Select an option	Select an option	Select an option	New		Add

Item can be selected whether 'Poles RC 6m 50kg' or 'Poles RC 8.3m 100kg'

Pole Type can be selected as whether it is 'INTERMEDIATE' or 'TAPPING'

From Con and To Con can be selected FLY, ABC or SERVICE accordingly.

Pointer can be mentioned whether it is a new or existing one.

Enter the quantity of that pole category in the category text box.

Click Add button and you will see the entered pole below at the pole details section.

Likewise add all the poles you need from the poles section and they will be shown at Pole Details section below.
At the Other Materials and Service Distance you can add struts, stays, No of spans and length of the conductors.

Other Materials and Service Distance

Category	Item	Type	Quantity	Description	Add
Struts	Select an option				Add
Stays	Select an option	Select an option			Add
Service Wire	SERVICE				Add
Bare Conductor	Select an option				Add
No of Spans					
Distance to service place (km)					

Struts can be given as 'Poles RC 6m 50kg' or 'Poles RC 8.3m 100kg' and enter the Quantity.

Stays

Select option out of

Wire stay G.S. 7/2.65 mm (Grade 700)

Wire stay G.S. 7/3.25 mm (Grade 700)

Wire stay G.S. 7/4.00 mm (Grade 700)

Select the Type whether NORMAL OR FLYING.

Enter the quantity and click Add button and it will be shown at List if Stays below.

Likewise add all the Stays you need and they will be shown at List if Stays section below.

Service wire: Enter the distance in the text box. It will be shown in the Service Length section below and that will be added to Total length as well.

Bare Conductor: you can select as ABC or FLY and give the distance. It will be shown in the Service Length section below and that will be added to Total length as well.

No of Spans can be given at the text field in front.

Distance to service place (km) means how far the customer is from the service station. Enter the relevant length there.

Technical Details

Substation	SIN
Distance from S/S	Phase
Transformer Capacity (KVA)	Pole No
Transformer Load (KVA)*	Total Length
Transformer Peak Load (KVA)*	
Feeder Control Type	
Is Loop	<input type="radio"/> Yes <input checked="" type="radio"/> No
Wire Type	<input checked="" type="radio"/> Overhead <input type="radio"/> Underground
Is Service Conversion***	<input checked="" type="radio"/> NO <input type="radio"/> 3P-30A <input type="radio"/> 3P-60A <input type="radio"/> 3P-30 Con Rate <input type="radio"/> 3P-60 Con Rate
Is Conversion	<input type="radio"/> Yes <input checked="" type="radio"/> No

At the Technical Details section entering the SIN No is mandatory.

SIN number consists of 4 digits first letter should be the depo code of the service station application is entered and next four digits are from the transformer.

Total Length field will be auto calculated from the Service Wire field and Bare Conductor fields.

Here you see the Pole, Strut, Stay details and Service Lengths. If you need to remove anything you may use the Remove button in front of each line. You can also edit the quantities from the relevant Quantity text fields.

Pole Details								
CategoryId	CategoryName	PoleType	FromCon	ToCon	Pointer Type	Quantity	Remove	
A0211	Poles RC 8.3m 100kg	TAPPING	FLY	FLY	Existing	1	Remove	
A0211	Poles RC 8.3m 100kg	INTERMEDIATE	FLY	FLY	New	2	Remove	
A0203	Poles RC 6m 50kg	INTERMEDIATE	FLY	SERVICE	New	1	Remove	

List of Struts								
CategoryId	Category	Quantity	Description	Remove				
A0211	Poles RC 8.3m 100kg	2		Remove				

List of Stays								
CategoryId	Category	Stay Type	Quantity	Description	Remove			
B0805	Wire stay G.S. 7/2.65 mm (Grade 700)	NORMAL	1		Remove			

Service Lengths	CategoryId	Category	Quantity	Description	Remove			
BARE		ABC	30		Remove			
SERVICE		SERVICE	15		Remove			

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These entered data will be used to automatically assign items, labor quantities.

You may click save button and the service estimate will be saved and a green color message will show saying 'Records saved successfully'. After saving the service estimate appointment will be marked as a visited appointment.

4.10 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.

There at the Estimation Number drop down box you will see all the Estimates that need to create new estimates. Select the estimate you need.

Applicant details, Connection Details, Detailed Estimate will be filled when an estimate No is selected.

Here Detailed Estimate details quantities are automatically retrieved from the service estimate and if you need you may edit those details.



NEW STANDARD ESTIMATION

Estimation Number : 514.20/ENC/12/0175

Temp Id : 514.20/ANC/12/0252

Cost Center : 514.20 Estimated Date :

Applicant Details

Applicant Name : H.L. SANKHA Application Date : 26/03/2012
 NIC/Passport No : 882792293v Neighbours Acc. No : 1234567890
 Address : NO. 496/1, THAMBAHITIYA, MEETIYAGODA, AMBALANGODA Remarks :
 Assesment Number :

Copy estimate details from:

(*) Must be entered

Connection Details

Phase : SINGLE
 Connection Type : 30 A
 Tariff Category : DP
 Tariff : 11
 Category Code * : SMC
 Total Line Length(m) * : 45
 Conductor Type : ABC
 Conductor Length(m) : 30
 Service Length(m) : 15
 Line Conversion Length(m) : 0
 Wiring Type * : OH
 Is loop service? : N
 Cable Type : Select Cable Type
 Spans : 1
 No. Poles : 4
 No. Stays : 1
 No. Struts : 2
 SIN Number : A123
 Phase : Select Phase
 Distance to Service Place(Km) * : 20
 Fund Source & ID * : CP - CP

Job Description :

Standard Estimate

Fixed Cost *	: 15,000.00
Variable Cost *	: 0.00
Sub Total	: 15,000.00
Other Cost	: 0.00 (Material) Add other cost
	: 0.00 (Labour)
Capital Cost	: 0.00
Conversion Cost	: 0.00
Tax Amount	: 0.00
Security Deposit	: 0.00
Estimated Total Cost	: 15,000.00

Work(Detailed) Estimate *

[Material Costs](#) [Labour Costs](#)

Res. Code	Res. Type	Res. Cat	Res. Name	UOM	Unit Price	Est. Qty.	Est. Cost	Customer Qty.	Customer Cost
K0110	MAT-COST	1	METERS - KWH SINGLE PHASE 230V 10 -40A	NO.	1,635.00	1.00	1,635.00		
K1225	MAT-COST	1	METER BOX - WOODEN 1 PHASE COMPLETE	NO.	605.00	1.00	605.00		
K1243	MAT-COST	1	SYNSTHETIC METER SEALS WITH WIRE	NO.	15.00	1.00	15.00		
L0305	MAT-COST	1	CABLE -ALU,PVC INSULATED -H.S. DUPLEX (7/1.35) 1050MM ONE CORE INSULATED OTHER CORE BARE	MTR.	55.00	98.00	5,390.00		
B0210	MAT-COST	1	BRACKETS D -G.I.- W/O INSULATORS & BOLTS 110 X 92MM	NO.	100.00	8.00	800.00		
B0740	MAT-COST	1	BOLTS 1# NUTS - G.I. 50 X 16 MM	NO.	50.00	11.00	550.00		
B0745	MAT-COST	1	BOLTS 1# NUTS G.I. 120 X 16 MM	NO.	70.00	1002.00	70,140.00		
B0755	MAT-COST	1	BOLTS 1# NUTS G.I. 200 X 16 MM	NO.	115.00	10.00	1,150.00		
C0110	MAT-COST	1	INSULATOR - LT 90 X 75MM	NO.	40.00	12.00	480.00		
D0610	MAT-COST	1	WIRE BINDING, ALUMINIUM (NO.11) 3MM	KG.	380.00	0.22	83.60		
D1055	MAT-COST	1	CLAMP CRIMP - SERVICE CONNECTION H TYPE AL/AL 7/3.40T07/1.35-7/1.70	NO.	75.00	4.00	300.00		
EZKMM0012	MAT-COST	1	MAIN SWITCH FOR STREET LAMP 15A	NO.	550.00	34.00	18,700.00		
HZKMM0009	MAT-COST	1	M.C.C.B.10A	NO.	105.00	45.00	4,725.00		
B0250	MAT-COST	1	CLAMPS, STAY G.I.	NO.	155.00	33.00	5,115.00		
B0710	MAT-COST	1	WASHER - G.I. 16 MM	NO.	10.00	209.00	2,090.00		
B0810	MAT-COST	1	WIRE STAY G.S. 7/3.25 MM (GRADE - 700)	KG.	220.00	4.50	990.00		
B0905	MAT-COST	1	STAY ASSEMBLY COMPLETE LT GALVANISED 1.8 M X 16 MM	SET	2,155.00	1.00	2,155.00		
B1010	MAT-COST	1	THIMBLES - GALVANISED 7/3.18 MM	NO.	20.00	1.00	20.00		
C0115	MAT-COST	1	INSULATOR - STAY LT	NO.	80.00	1.00	80.00		
OZKM0013	MAT-COST	1	SISTON	NO.	925.00	24.00	22,200.00		
UZKM0002	MAT-COST	1	S/C BULB 100W	NO.	29.00	24.00	686.00		
A0211	MAT-COST	1	POLES - R.C. 8.3 M 100 KG.	NO.	11,240.00	1602.00	18,006,480.00		
B0255	MAT-COST	1	BRACKET - STRUT G.I.	NO.	325.00	2.00	650.00		
A0203	MAT-COST	1	POLES R.C. 6 M 50 KG.	NO.	7,465.00	1.00	7,465.00		
LABOUR	LABOUR-COST	3	LABOUR COST	HRS.	185.00	869.10	160,783.50		
OVERHEAD	OVERHEAD-COST	2	OVERHEAD COST	HRS.	194.00	869.10	168,605.40		
TRANSPORT	TRANSPORT-COST	2	TRANSPORT COST	NO.	1.00	450.00	450.00		
Total Cost						18,482,353.50		0.00	

[Remove Checked Resources](#)
[Add Poles with Materials](#) [Add Other Materials](#) [Add Other Resources](#)
[Save](#) [Send for Approval](#) [Clear](#) [Exit](#) [Download Estimate](#)

Click Labor Cost link to view and edit labor cost details and you may click Material Costs link to view and edit material details.

If there are unnecessary materials added you can click and tick the box at the beginning of each line and click Remove Checked Resources link. So those details will be removed from the estimate.

If you need to edit the quantities you should select the quantity with the mouse and press Delete button on the key board. Then type the quantity you need. When you type estimate cost will be automatically calculated and displayed.

If you add a quantity for the customer side it will be charged from the customer.

Add Poles with Materials

The screenshot shows a software interface for adding poles with materials. At the top, there are three tabs: 'Add Poles with Materials' (which is active and highlighted in blue), 'Add Other Materials', and 'Add Other Resources'. Below the tabs is a section titled 'Select Poles' with the following fields:

- Pole Type : Intermediate with Conductor FLY
- Connecting Conductor : (dropdown menu)
- With a pole? : Yes No A0211 - Poles RC 8.3m 100kg
- No of Points/Poles : CEB paid 2 Customer paid (empty input field)

At the bottom of this section is a blue button labeled 'Add to Resource List', which is circled in red. Below this section are several buttons: 'Save', 'Send for Approval', 'Clear', 'Exit', and 'Download Estimate'. The footer of the screen displays the text '@ Ceylon Electricity Board'.

If you need to add a pole with material you can do it here. Click Add Poles with Materials link and you can select details accordingly as shown in the image and then click Add to Resource List and the pole and materials will be added to the estimate.

Add Other Materials

If you need to add a material click Add Other Materials link. A panel with materials will be shown. From there tick the box at the beginning of the relevant material and click Add to Resources List. Item will be added to the resource list. There add the quantity of the newly added material.

Add Other Resources

If you need to add a resource click Add Other Resources link. A panel with resources will be shown. From there tick the box at the beginning of the relevant resource and click Add to Resources List. Item will be added to the resource list. There add the quantity of the newly added resource.

Click save button and the estimate will be saved. Green color 'Estimate saved successfully' message will be displayed. Then click Send for Approval button and the estimate will be sent to the approval of the appropriate level. By clicking the download estimate button you can download a softcopy of the estimate.

4.11 How to Approve/Recommend /Reject an Estimate?

At notification dashboard at Home page you will be shown a table called Estimates to be approved.

Estimates to be Approved								
Estimate Number	Cost Center	Estimate Date	Standard Cost	Entered By	Fund Id	Description	Sub Type	
514.20/ENC/12/0004	514.20	2012 Mar 20	91,500.00	ES123	CP		PM	
514.20/ENC/12/0013	514.20	2012 Mar 20	15,650.00	ES123	CP		PM	
514.20/ENC/12/0052	514.20	2012 Mar 26	70,964.00	ES123	CP		PM	
514.20/ENC/12/0125	514.20	2012 Mar 20	56,690.00	ES123	CP		PM	
514.20/ENC/12/0164	514.20	2012 Mar 23	15,835.00	ES123	CP		PM	
514.20/ENC/12/0175	514.20	2012 Mar 28	15,000.00	ES123	CP		PM	
514.20/ENC/2011/0022	514.20	2011 Mar 29	49,350.00	es123	CEB		PM	
514.20/ENC/2011/0025	514.20	2011 Mar 29	49,350.00	es123	CEB		PM	
514.20/ENC/2011/0822	514.20	2011 Jun 02	60,550.00	ES123	CEB		PM	
514.20/ENC/2011/1217	514.20	2011 Oct 14	null	ES123	CP		PM	
514.20/ENC/2011/1222	514.20	2011 Oct 17	null	ES123	CP		PM	

There click on the Estimate Number link and you will be directed to the estimate view.

The screenshot shows a horizontal toolbar with several buttons: Save, Send for Approval, Clear, Exit, and Download Estimate. The 'Send for Approval' button is circled in red, indicating it is the target for the next step. Below the toolbar, there is a footer bar with the text '@ Ceylon Electricity Board'.

There after rechecking the estimate you can use the Approve button below. If the estimate is within your approve limit it will be approved or else it will be sent to the next above approve level to be approved.

By clicking the Recommend button estimate will be sent to the next above approve level to be approved.

You can also click Reject if there are any errors. If you are rejecting an Estimate you need to enter a reason at Reason to reject text field.

From here you can download the estimate by clicking Download Estimate as well.

Note:

You can also click Estimate ► Estimation ► Approve/Reject from the main menu and go to the Estimate view.

There select the estimate number you need to approve or reject using the Estimation number drop down box.

4.12 How to Issue PIV 2?

At notification dashboard at Home page you will be shown a table called Approved Estimates.

Approved Estimates			
Estimate Number	Cost Center	Standard Cost	Fund Id
514.20/ENC/12/0051	514.20	15,650.00	CP
514.20/ENC/12/0084	514.20	16,155.00	CP
514.20/ENC/12/0118	514.20	15,650.00	CP
514.20/ENC/12/0175	514.20	15,000.00	CP
514.20/ENC/2011/0826	514.20	285,700.00	CEB
514.20/ENC/2011/0878	514.20	13,150.00	CEB

There click on the Estimate Number link and you will be directed to the PIV 2 view.

Welcome ES123 Logout

PAYING IN VOUCHER - ESTIMATION

Estimation No	514.20/ENC/12/0175	C.E.B. Branch : CONSUMER SERVICE CENTRE MATHUGAMA	Cost Center No : 514.20	PIV Date : 28/03/2012																																				
<input type="button" value="Find"/>		Job Description : <input type="text"/>																																						
Id No Depositor's Name Address PIV Receipt No Paying Bank/Branch * Date Paid (dd/mm/yyyy) Payment Mode Bank Code Branch Code Cheque No Cheque Date (dd/mm/yyyy) If Bank loan is granted Loan Reference Loan Amount	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code No</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1300</td> <td>Miscellaneous Income</td> <td>0.00</td> </tr> <tr> <td>3600</td> <td>Electricity Debtors</td> <td>0.00</td> </tr> <tr> <td>5600</td> <td>Security Deposit</td> <td>0.00</td> </tr> <tr> <td>5610</td> <td>Service Connection/Electricity Schemes</td> <td>15,000.00</td> </tr> <tr> <td>5640</td> <td>Tender Deposit</td> <td>0.00</td> </tr> <tr> <td>5660</td> <td>Miscellaneous Deposit</td> <td>0.00</td> </tr> <tr> <td>5800</td> <td>Cash in Transit</td> <td>0.00</td> </tr> <tr> <td>5910</td> <td>For Dishonoured Cheque</td> <td>0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Sub Total</td> <td style="text-align: right;">15,000.00</td> </tr> <tr> <td>5222</td> <td>V.A.T.</td> <td>0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Grand Total</td> <td style="text-align: right;">15,000.00</td> </tr> </tbody> </table>				Code No	Description	Amount	1300	Miscellaneous Income	0.00	3600	Electricity Debtors	0.00	5600	Security Deposit	0.00	5610	Service Connection/Electricity Schemes	15,000.00	5640	Tender Deposit	0.00	5660	Miscellaneous Deposit	0.00	5800	Cash in Transit	0.00	5910	For Dishonoured Cheque	0.00	Sub Total		15,000.00	5222	V.A.T.	0.00	Grand Total		15,000.00
Code No	Description	Amount																																						
1300	Miscellaneous Income	0.00																																						
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5910	For Dishonoured Cheque	0.00																																						
Sub Total		15,000.00																																						
5222	V.A.T.	0.00																																						
Grand Total		15,000.00																																						
Amount in Words: Fifteen Thousand Rupees Only.																																								
<input type="button" value="Save & Print"/> <input type="button" value="Clear"/> <input type="button" value="Exit"/>																																								
@ Ceylon Electricity Board																																								

Click Save & Print button to save the PIV and to print the PIV. When saved you will be shown a green color message saying Estimate saved successfully.

Note:

You can also click [Estimate ▶ PIV ▶ Generate PIV](#) from main menu and you will be directed to Generate PIV form. There enter the Estimation Number at the Estimation No text box and click Find button PIV details will be filled and you may then click Save & Print.

4.13 How to confirm PIV 2?

After customer made the PIV payment you need to confirm the issued PIV.

Click **Estimate ▶ PIV ▶ Confirm PIV** from main menu and you will be directed to Confirm PIV form. There enter the PIV No at the text field and click find. PIV details will be filled.

The screenshot shows the 'VIDULIYA Service Provisioning System' interface. At the top, there are images of industrial facilities and wind turbines, followed by the system's name and a logo. The main window title is 'Estimation > Confirm PIV'. The header includes 'Welcome', 'ES123', and 'Logout'.

The form is titled 'PAYING IN VOUCHER - ESTIMATION'. It contains the following fields:

- PIV No: PIV/514.20/ENC/12/0117 (with a 'Find' button)
- C.E.B. Branch : CONSUMER SERVICE CENTRE MATHUGAMA
- Cost Center No : 514.20
- PIV Date : 27/03/2012
- Estimate No: 514.20/ENC/12/0083
- Id No: 123
- Depositor's Name: DILEEPA R Waduge
- Address: 55 Main Street, wallawatta, Colombo_8
- PIV Receipt No*: (text input field circled in red)
- Paying Bank/Branch *: 7010 015 (dropdown menu circled in red)
- Date Paid (dd/mm/yyyy): 29/11/2011 (calendar icon circled in red)
- Payment Mode: Cash Cheque
- Bank Code: Select Bank (dropdown menu)
- Branch Code: Select Bank Branch (dropdown menu)
- Cheque No: (text input field)
- Cheque Date (dd/mm/yyyy): (text input field)
- If Bank loan is granted: (checkbox)
- Loan Reference: (text input field)
- Loan Amount: (text input field)

To the right of the form is a table showing transaction details:

Code No	Description	Amount
1300	Miscellaneous Income	0.00
3600	Electricity Debtors	0.00
5600	Security Deposit	650.00
5610	Service Connection/Electricity Schemes	15,000.00
5640	Tender Deposit	0.00
5660	Miscellaneous Deposit	0.00
5800	Cash in Transit	0.00
5910	For Dishonoured Cheque	0.00
	Sub Total	15,650.00
5222	V.A.T.	0.00
	Grand Total	15,650.00

Below the table, it says 'Amount in Words: Fifteen Thousand Six Hundred Fifty Rupees Only.'

At the bottom left, it says 'Prepared By : ES123 on 27/03/2012 11:09:28 AM'. At the bottom right, there are 'Confirm', 'Clear', and 'Exit' buttons.

Here you need to enter the PIV Receipt No at the text field (At the PIV receipt) and Date Paid using the calendar icon (Date paid to the bank).

Then click Confirm button to confirm the PIV 2.

4.14 How to create a new job?

After PIV 2 is confirmed you need to create a new job for the estimate.

Click **Estimation > Estimate > Job Creator** from the main menu.

Click the Estimate No drop down box select your estimate number and click Generate Job No button. New job number (SMC No) will be displayed in the text box in front.

The screenshot shows a software interface titled 'Create Job'. Under the 'Estimate Detail' section, there are fields for Cost Center No (514.20), CSC No (514.20), and Estimate No (514.20/ENC/12/0175). Below these is a button labeled 'Generate Job No' which is circled in red. At the bottom left are 'Exit' and 'Clear' buttons. The footer displays the text '@ Ceylon Electricity Board'.

4.15 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.

The screenshot shows a software interface titled 'Manage Jobs>Job Allocation'. It displays 'NEW JOB ALLOCATION - CEYLON ELECTRICITY BOARD'. The top row includes 'Contractor' (CEB0989), 'Job Allocation Date' (03/04/2012), and 'Jobs in Hand' (72). The total amount is listed as 1798299.98. Below this is a table of jobs with consumer names and amounts. In the last row, the 'Select' column has a checked checkbox and the 'Job No' column shows 514.20/SMC/12/0098. At the bottom left are 'Allocate', 'Exit', and 'Clear' buttons.

Select	Job No	Consumer Name	Amount (Rs)
<input type="checkbox"/>	514.20/CRJ/12/0004	HGHGFHJGFHJFGH JGJH	4487.0
<input type="checkbox"/>	514.20/CRJ/12/0015	W.C.P FERNANDO	450.0
<input type="checkbox"/>	514.20/SMC/11/0176	SUNIL PERERA PERERA	31474.0
<input type="checkbox"/>	514.20/SMC/11/0180	G.R. WANASUNDARA	105640.6
<input type="checkbox"/>	514.20/SMC/12/0001	DILEEPA R Waduge	22735.0
<input type="checkbox"/>	514.20/SMC/12/0051	A NAFESHA	57538.2
<input type="checkbox"/>	514.20/SMC/12/0063	N.K. PERERA	48541.8
<input type="checkbox"/>	514.20/SMC/12/0064	DILEEPA R Waduge	30516.8
<input checked="" type="checkbox"/>	514.20/SMC/12/0094	M.A JENILIYA	21181.4
<input checked="" type="checkbox"/>	514.20/SMC/12/0098	H.L. SANKHA	22844.5

Select the contractor you want to allocate jobs from the Contractor drop down box (If the job is done through CEB you may select CEB as contractor). Tick the job numbers you want to allocate and click the Allocate button at the bottom.

4.16 How to revise a job?

To revise a job from SPS system revise the job from MITFIN and particular job will be shown in revise jobs. Click [Manage Jobs](#) ▶ [Revise Jobs](#) from the Main menu.



The screenshot shows the VIDULIYA Service Provisioning System interface. At the top, there's a banner with images of industrial facilities, wind turbines, and power lines, along with the text "VIDULIYA Service Provisioning System" and "Enrich Life through Power". Below the banner, the main menu bar includes "Manage Jobs > Revise Jobs", "Welcome ES123", and "Logout". The title "JOB REVISION" is displayed. The form contains fields for "Job Number" (with a red oval around it), "Cost Center" (514.20), "Revision No" (0), and "Est No". Under "Applicant Details", there are fields for "Applicant Name", "Address", "Assesment Number", "Neighbours Acc. No", "Application Date", and "Remarks". A note at the bottom left says "(*) Must be entered".

Then you can do the appropriate changes and click Send for Approval button. Estimate will be saved and sent to the appropriate level for approval.

4.17 How to finish the job?

To finish a job click [Mange Jobs](#) ▶ [NC Job Finalise](#) ▶ [NC Job Finish](#) from the main menu. There at Job Numbers Drop down box you will be shown all the job numbers created.

SERVICE MAIN CARD

Job Numbers :	514.20/SMC/12/0091	Cost Center : 514.20	
SMC Type	NC	SIN No	B128
Cost Code	514	ECSC	20
No. of Meters	1	Connected Date (dd/mm/yyyy)	03/04/2012
Meter Number 1	123	Average Consumption	80
Seal Numbers (1-3)	123 123 123	Reading 1	
Meter Number 2		Reading 2	
Seal Numbers (4-6)		Meter Type 2	
Meter Number 3		Reading 3	
Seal Numbers (7-9)		Meter Type 3	
Payment Mode	C	Payment Date (dd/mm/yyyy)	28/03/2012
Security Deposit	850.00	Service Main Charge	15,240.00
Tariff	11	KVA	7
Bank Reference	R12388	Neighbour's A/C No.	4422111111
Last Name	FERNANDO	Conn. Type	30 A
Address	125/D, ALUBOMULLA, PANADURA	Bank/Branch Code	7010/015
PIV Number	PIV/514.20/EN	Tax	0.00
Reader Code		Total	15,890.00
loanCode		Customer Type	PRIV
		Walk Sequence	
		Old Acct. Number	
		noOfInstalment	
		LoanAmount	
		instalmantAmount	
<input type="button" value="job Finish"/> <input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Clear"/> <input type="button" value="Exit"/> <input type="button" value="Back to List"/>			

Here you need to check the SIN number.

No of Meters: Choose how many meters using the drop down box.

Connected date: Enter the connected date using the calendar icon.

Meter Number 1: If you have selected the meter number as 1 you should enter the Meter Number.

Reading 1: If you have selected the meter number as 1 you should enter the Reading Number.

Meter Type: If you have selected the meter number as 1 enters meter type as 'N'.

No of Digits .1: enter the number of digits of the meter.

Seal Numbers (1-3): If you have selected the meter number as 1 enter Seal number. If the seal numbers are not used leave the 0s.

If another 3 is selected for No of Meters enters those details as well.

Click Job Finish button to finish the job. Click Save to save the SMC card details.

4.18 How to prepare contractor bill?

There are two steps to prepare the contractor bill.

- Create the contractor bill – Here you create the bill for the job number and create a bill number.
- Download the bill –Here you can download the bill.

To create the contractor bill click [Mange Jobs](#) ► [Job Contractor](#) ► [Contractor Bill](#) from Main Menu. From Contractor bill form.

Select the contractor you need to create the bill. Tick the box at the beginning of the job number and click create bill button. If you need create contractor bills for all the job numbers click Check All button it will tick all the boxes.

You will be shown a green colour massage saying Bill has successfully created and the Bill number.

[Manage Jobs>Bill Contractor](#) [Welcome](#) [Logout](#)

Select Report

Cost Center : 514.20
Contractor List : CEB0989

Select Finished Job Number

<input type="checkbox"/> 514.20/SMC/11/0044
<input type="checkbox"/> 514.20/SMC/11/0060
<input type="checkbox"/> 514.20/SMC/12/0039
<input type="checkbox"/> 514.20/SMC/12/0041
<input checked="" type="checkbox"/> 514.20/SMC/12/0065
<input checked="" type="checkbox"/> 514.20/SMC/12/0072
<input type="checkbox"/> 514.20/SMC/12/0086
<input type="checkbox"/> 514.20/SMC/12/0100
<input type="checkbox"/> 514.20/SMC/12/0101

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To download the bill [Mange Jobs](#) ► [Job Contractor](#) ► [Contractor Bill Manage](#) from the main menu.

Select the job number from the job list. You can specify a begin date and end date to load details.

After selecting the job number click Download Bill. If you need to delete the contractor bill you may click Delete bill.

[Manage Jobs>Bill Contractor Manage](#) [Welcome](#) [Logout](#)

Manage Contractor Bill

Cost Center : 514.20
Start Date : 2012/Apr/03

End Date : 2012/Apr/03

Bill List : BIL/514.20/12/0003

Job Number
514.20/CRJ/11/0007

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4.19 How to send billing data?

Billing Clark is authorized to send billing data. But ES, Data entry also may view SMC Card and application details from here.

Click [Mange Jobs](#) ► [Billing](#) ► [Send to Billing](#) from the Main menu.

SEND TO BILLING



Jobs to be sent to Billing System. Please select job nos.(5 at a time)

Check.	Job No.	SMC Type	Customer Name	Address	NIC No.	Application Date	Application No.	Temp ID(ANC).
<input checked="" type="checkbox"/>	514.20/SMC /11/0005	NC	SDF GDFGDFG DFGDFGDF DFGDFGD DFGDFG RFGFDG SDF	FGDFG DFGDF DFGDFG	455667	21/05/2011	514.20/ENC /2011/0781	ANC/514.20 /2011/0782
<input checked="" type="checkbox"/>	514.20/SMC /11/0040	NC	SAMPATH EDIRISINGHE	8C C, WALALIYADDA ELLAKKALA	772051786v	21/04/2011	514.20/ENC /2011/0040	ANC/514.20 /2011/0061
<input checked="" type="checkbox"/>	514.20/SMC /11/0044	NC	DILEEPA R. Waduge	55 Main Street wallawatta Colombo_8	123	17/06/2011	514.20/ENC /2011/0854	514.20/ANC /2011/0101
<input checked="" type="checkbox"/>	514.20/SMC /11/0052	NC	R.M.D. WEERASINGHE	NO. 560, PALUGASDAMANA POLONNARUWA	886053800v	21/06/2011	514.20/ENC /2011/0865	514.20/ANC /2011/0112
<input checked="" type="checkbox"/>	514.20/SMC /11/0056	NC	T.M.Y.S. THENNAKOON	NO. 25 MAILAGASWEWA KEKIRAWA	528501231v	23/06/2011	514.20/ENC /2011/0873	514.20/ANC /2011/0123
<input type="checkbox"/>	514.20/SMC /11/0060	NC	S WIJERATHNA	ROYAL STREET` HORTON PLACE POLONNARUWA	d512011007	24/06/2011	514.20/ENC /2011/0879	514.20/ANC /2011/0129
<input type="checkbox"/>	514.20/SMC /12/0092	NC	S.M SHIHAN	07,THAQWANAGAR LOVE LANE TRINCOMALEE	895253425v	28/03/2012	514.20/ENC /12/0190	514.20/ANC /12/0273
<input type="checkbox"/>	514.20/SMC /12/0093	NC	D. DARANI	NO 21, BOUNDARY ROAD, ERAVUR BATTICALOA	866972925v	29/03/2012	514.20/ENC /12/0195	514.20/ANC /12/0279
<input type="checkbox"/>	514.20/SMC /12/0095	NC	A. THAHIR	32A, MAL 15TH ROAD, BLOCK "J" EAST, SAMMANTHRURAI	695052043v	30/03/2012	514.20/ENC /12/0198	514.20/ANC /12/0285

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Billing Clark should cross check and verify all the details and tick the box at the beginning of the job details row and then click Send to billing button. Billing Clark can tick 5 job numbers at once and send them to billing.

Note: It is the **responsibility of the Billing Clark to cross check** the SMC card, Application details (specially name, address SIN numbers) along with the file received.

4.20 How to soft close the job by AE?

Area engineer validates and soft closes the job after billing data is sent.

Engineer can view the SMC card by clicking the Job no link of the particular job even he/she can print the SMC card from there.

To soft close the job tick the box at the beginning and click Close Job button at the bottom.

More than one application can be ticked and closed at a time.

Check.	Job No.	Estimate No	Dept Id	Fund Source	Category Code	Description
<input type="checkbox"/>	514.20/CRJ/11/0007	514.20/ECR/2011/0188	514.20	CP	CRJ	
<input checked="" type="checkbox"/>	514.20/CRJ/11/0011	514.20/ECR/2011/0204	514.20	CP	CRJ	
<input checked="" type="checkbox"/>	514.20/SMC/11/0069	514.20/ENC/2011/0922	514.20	CEB	SMC	
<input type="checkbox"/>	514.20/SMC/11/0071	514.20/ENC/2011/0938	514.20	CEB	SMC	
<input type="checkbox"/>	514.20/SMC/11/0072	514.20/ENC/2011/0966	514.20	CEB	SMC	
<input type="checkbox"/>	514.20/SMC/12/0086	514.20/ENC/12/0180	514.20	CP	SMC	
<input type="checkbox"/>	514.20/SMC/12/0087	514.20/ENC/12/0183	514.20	CP	SMC	
<input type="checkbox"/>	514.20/SMC/12/0099	514.20/ENC/12/0204	514.20	CP	SMC	
<input type="checkbox"/>	514.20/SMC/12/0100	514.20/ENC/12/0205	514.20	CP	SMC	
<input type="checkbox"/>	514.20/SMC/12/0101	514.20/ENC/12/0206	514.20	CP	SMC	

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4.21 How to hard close the job by accountant?

Accountant can hard close the job. For that click Manage Jobs ▶ NC job Finalise ▶ NC Job Finish from the Main Menu.

This page is initially left blank.

5. How to add a Temporary Connection?

Select Temporary connection from the Cost center selection and job type selection page.

The screenshot shows a software interface for selecting a cost center and job type. At the top right, there are links for 'Welcome ES123' and 'Logout'. Below that, the 'COST CENTER / TYPE' section is visible. Under 'Cost Center', the value '514.20' is entered. Under 'Job Type', a dropdown menu is open, showing options: 'Temporary Connection', 'New Connection', 'Temporary Connection' (which is highlighted in blue), 'Cost Recovery', and 'Maintenance'. To the right of the dropdown, the text '@ Ceylon Electricity Board' is displayed. On the far left, there is a button labeled 'Enter'.

There are two categories of Temporary connections:

1. Temporary Connection – 14 days
2. Temporary Connection – 28 days

Temporary connection process is much more similar to new connection process. Just like the new connection process we can divide Temporary connection process into three major phases.

1. Application

Here sequentially you add a new customer, generate an application for that customer, and finally generate an application no.

Note:

Here PIV1 is irrelevant.

New customer addition is same as in the new connections (If the customer is previously registered no need to re enter as a new customer).

2. New Estimate

Here sequentially you create an appointment, Print service estimate, Save Service Estimate data, create a new estimate, Send it for approval, Issue PIV after approval received, Confirm PIV after payment and finally create a new job for the application.

3. New job

After new job is created you may allocate the job to a contractor, Revise the job if necessary, Energize the Job/SMC card, Prepare contractor bill for finished job and send billing data and then job should be soft closed by AE and then the Job is hard closed by Accountant.

5.1 How to fill the Temporary connection new application?

Temporary connection new application has only few differences from new connections new applications.

Temp Conn>Application>New Application

Welcome ES123 Logout X

APPLICATION FORM CEYLON ELECTRICITY BOARD

Application Detail

Application Id	514.20/ATC/12/xxx	Find	Date	2012-04-23
Cost Center No	514.20		CSC	CONSUMER SERVICE CEN
ApplicationType	TC		Application SubType	<input checked="" type="radio"/> Temporary (14 Days) <input type="radio"/> Temporary (28 Days)
Duration	Days <input type="text" value="14"/>		To_Date	2012-05-07
From_Date	2012-04-23			
Application No		Find No	Allocated To	
Description				

Personal Detail

Id Type	NIC	Id No	885454968v	Find
First Name (Initials)	P.H.P.M	Last Name	DE SILVA	
Street Address	VIMIKTHI MAWATHA	Suburb	BATAPOLA	
City	AMBALANGODA	Postal Code	80300	
Telephone No	0911231333	Mobile No	0772222222	
Email		Preferred Language	SI	
CEB Employee	N	If already have Acc No		

Land Detail

Street Address(line 1)	VIMIKTHI MAWATHA	Suburb(line 2)	BATAPOLA	Fill
City(line 3)	AMBALANGODA	Postal Code	80300	
Assessment No		Neighbours 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 Governmenten 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	Construction
Tariff Category Code	GP	Tariff Code	31

Other Details

Prepared By	ES123	Confirmed By	
Save	Modify	Issue PIV	Generate
Allocate	Exit	Clear	

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Application Sub Type: Choose accordingly by clicking whether Temporary (14 Days) or Temporary (28 Days).

Duration: Choose Days from the drop down box and enter the duration in the text box.(This should be less than 28 days.)

From Date: Choose from when the connection is needed by clicking the calendar icon.

To Date: Choose to when the connection is needed by clicking the calendar icon.

If already have Acc. No: Enter the customer account number if he already has a one.

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/ETC/12/0032**

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

5.2 How to create an appointment?

Adding an appointment is same as in new connections. Click [Schedule](#)▶ [Appointment](#)▶ [New Appointment](#) to navigate to the New Appointment form.

5.3 How to Print a Service Estimate?

After appointment created ES can print the service estimate. Creating a Service estimate is same as in new connections. Click [Schedule](#) ▶ [service Estimate](#) and you will be directed to Service Estimate creation page.

5.4 How to Create a Service Estimate?

After ES visited the customer place he has the previously printed service estimate filled.

Click [Schedule](#) ▶ [service Estimate](#) and you will be directed to Service Estimate creation page. You may enter service estimate details there just like the new connections.

5.5 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.

5.6 How to Approve/Recommend /Reject an Estimate?

At notification dashboard at Home page you will be shown a table called Estimates to be approved. Click Estimate No link and you will be directed to the relevant estimate.

There after rechecking the estimate you can use the Approve button below. If the estimate is within your approve limit it will be approved or else it will be sent to the next above approve level to be approved.

By clicking the Recommend button estimate will be sent to the next above approve level to be approved.

You can also click Reject if there are any errors. If you are rejecting an Estimate you need to enter a reason at Reason to reject text field.

Note:

You can also click [Estimate](#) ▶ [Estimation](#) ▶ [Approve/Reject](#) from the main menu and go to the Estimate view.

There select the estimate number you need to approve or reject using the Estimation number drop down box.

This is the same process at new connections.

5.7 How to Issue PIV?

At notification dashboard at Home page you will be shown a table called Approved Estimates.

Approved Estimates

Estimate Number	Cost Center	Standard Cost	Fund Id
514.20/ETC/12/0032	514.20	3,450.00	CP
514.20/ETC/2011/0022	514.20	3,680.00	CEB
514.20/ETC/2011/0033	514.20	2,500.00	CP
514.20/ETC/2011/0037	514.20	4,800.00	CP

There click on the Estimate Number link and you will be directed to the PIV 2 view.

Note:

You can also click [Estimate ▶ PIV ▶ Generate PIV](#) from main menu and you will be directed to Generate PIV form.

There enter the Estimation Number at the Estimation No text box and click Find button PIV details will be filled and you may then click Save & Print.

Process is similar to the new connections PIV 2.

5.8 How to confirm PIV 2?

After customer made the PIV payment you need to confirm the issued PIV.

Click [Estimate ▶ PIV ▶ Confirm PIV](#) from main menu and you will be directed to Confirm PIV form. Fill in the details and confirm the PIV 2.

5.9 How to create a new job?

After PIV 2 is confirmed you need 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.

5.10 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.

5.11 How to revise a job?

To revise a job from SPS system revise the job from MITFIN and particular job will be shown in revise jobs.

Click [Manage Jobs ▶ Revise Jobs](#) from the Main menu.

Choose the estimate no and then you can do the appropriate changes and click Send for Approval button. Estimate will be saved and sent to the appropriate level for approval.

5.12 How to finish the job?

To finish a job click [Mange Jobs ▶ Temporary Job Energize](#) from the main menu. Choose the Job number and finish the job after entering relevant details.

Process is same as the new connections.

5.13 How to prepare contractor bill?

There are two steps to prepare the contractor bill.

- Create the contractor bill – Here you create the bill for the job number and create a bill number.
- Download the bill –Here you can download the bill.

To create the contractor bill click [Mange Jobs ▶Job Contractor ▶Contractor Bill](#) from Main Menu. From Contractor bill form.

To download the bill [Mange Jobs ▶Job Contractor ▶ Contractor Bill Manage](#) from the main menu.

This is the same process at new connections.

This page is initially left blank.

6 How to get reports?

SPS system provides number of reports to enhance effective and accelerated management of the SPS process. You can download these and print if necessary.

To navigate to the reporting function click [Reports ▶ Select Report](#) from the main menu.

From Reports drop down box you can select the reports listed below.

The screenshot shows the 'Select Report' screen in the SPS system. At the top, there's a header bar with 'Reports > Select Report' on the left and 'Welcome ES123' on the right. Below the header, the title 'Select Report' is displayed. On the left, there's a sidebar with fields for 'Report*', 'Parameters', 'Cost Center', and 'Application Type'. A red circle highlights the 'Download Report' button. To the right of the sidebar is a large dropdown menu titled 'SMC List' which is currently expanded. The menu lists various report options, including 'Estimates (To be Approved)-Detail', 'Estimates (To be Approved)-Summary', 'Estimates (Approved)', 'PIV Paid Report', 'Application Register', 'Jobs', 'Work In Progress - Age Analysis(Breakdowns)', 'Work In Progress - Age Analysis(Summary)', 'Completed Jobs - Age Analysis', 'Finished Jobs - Material Code', 'Finished Jobs - Job Number', 'Allocated Jobs - Material Code', 'Allocated Jobs - Cross Tab', 'Connections Summary', 'Job Register', 'Contractor Jobs Summary', and 'Completed Jobs'. The 'Board' tab is visible at the bottom right of the screen.

Report	Description
SMC List	Applications List. Can be downloaded for New Connection, Temporary Connection and Cost Recovery.
Estimates (To be Approved)-Detail	Detailed view of the estimates to be approved.
Estimates (To be Approved)-Summary	Summary view of the estimates to be approved.
Estimates (Approved)	All the estimates to be approved within a given time period.
PIV Paid Report	PIV paid report for a given time period.
Application Register	Applications Register for a given time period. Can be downloaded New connection, Temporary connection, Cost recovery application wise or for all categories.
Jobs	Jobs report.
Work In Progress - Age Analysis (Breakdowns)	No of days taken to energize the consumer after contractor allocated.
Work In Progress - Age Analysis (Summary)	Summary view of the above report.
Completed Jobs - Age Analysis	Number of days taken to energize the consumer after PIV 2 confirmed.
Finished Jobs – Material Code	Job no list for a material code for completed jobs.
Finished Jobs - Job Number	Material list for the job no for completed jobs.
Allocated Jobs - Material Code	Job no list for a material code for allocated jobs.
Allocated Jobs - Cross tab	Cross tab view of the above report.
Connections Summary	Number of connections given within a time period.
Job Register	Job register.
Contractor Jobs Summary	Detailed report of the job details allocated to a contractor.
Completed jobs	Completed jobs report. Can be downloaded New connection, Temporary connection, Cost recovery application wise or for all categories.
Completed jobs - (Account open)	Account opened jobs within a given time period.
Un-Completed jobs – Area	Not completed jobs report
Labour/Material Rates	Labour & Material Rates Report
Billing Accounts	Exported/account opened/account unopened job details
Bare Conductor Report	Bare conductor report

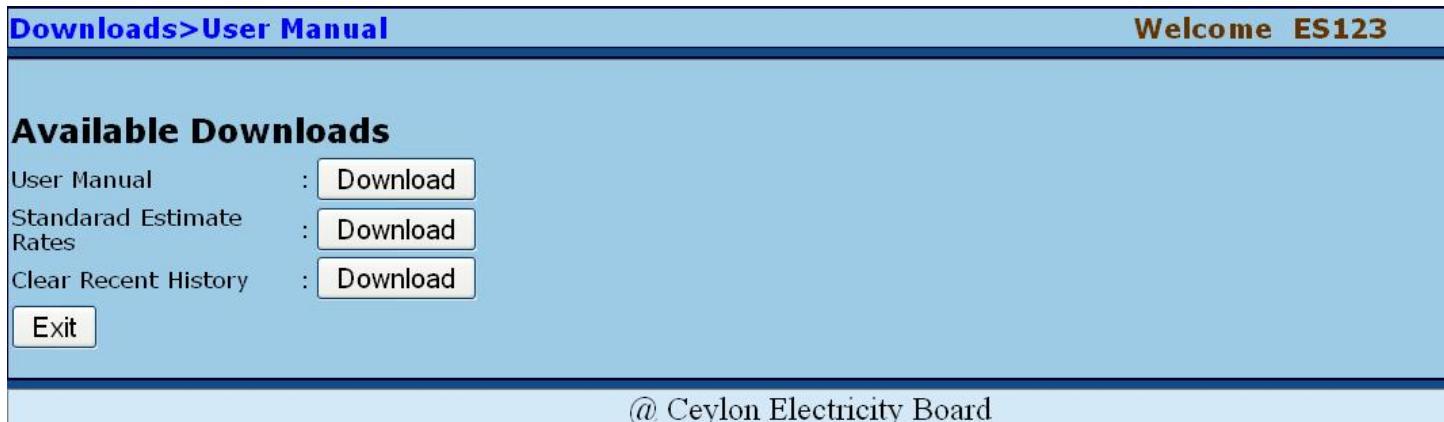
Click Download Report button to download the report.

7 How to download the user manual?

To download the user manual click Downloads from the main menu.

From Downloads apart from User Manual you can get Standard Estimate Rate, Clear Recent History instruction manual as well.

To download each simply click Download button in front.



8 How to Work with Browser?

When using the system through CYTRIX you use it inside an internet browser (normally a Mozilla Fire Fox - Version 3.5.2 browser). This section contains simple few tips that may help you when using the browser.

- **Change the size of the letters in the browser**

You can change the size of the browser content by pressing Ctrl and + or – button on the key board.

If you press Ctrl button and press + button while Ctrl button is pressed size of the content will become bigger.

If you press Ctrl button and press - button while Ctrl button is pressed size of the content will become smaller.

- **How to Search for a word or phrase?**

You can search for a word using a browser in built functionality. Press Ctrl and F key on the key board.

When you press Ctrl button and press F button you will be shown a search bar at the bottom of the browser.

There type the term you need to find.

Result will be shown highlighted.

Press Next and Previous button to go to the next result.

You can use this term when adding other materials to a new estimate and etc.

Click **X** button to close the search bar.

<input type="checkbox"/>	WPS65	M.C.B.30A	NO.	230
<input type="checkbox"/>	ZE0263	PLUG BASE 5A SUNK	NO.	170
<input type="checkbox"/>	ZE0273	PLUG BASE 15A SUNK	NO.	225
<input type="checkbox"/>	ZZ0001	RECHARGEABLE TORCH	NO.	1950
<input type="checkbox"/>	ZZ029.01	SERVICE CONNECTION MATERIAL ISSUE ADVICE 8.5" x 11" - 4 PLY	BOOK	225
<input type="checkbox"/>	ZZ030.01	SERVICE MAIN CARD 9.5" x 11" - 3 PLY	SET	1.9
<input type="checkbox"/>	ZZ032.01	SERVICE CONNECTION ESTIMATE	SET	1.9
<input type="checkbox"/>	ZZ042	RATCHED PULLAR-1.5 T	NO.	17387.5
<input type="checkbox"/>	ZZ047	PAY IN VOUCHER - 5 PLY (8.75" X 7.75")	BOOK	221.25
<input type="checkbox"/>	ZZK001	TUBE 700 X 15	NO.	390

[Add to Resource List](#) [Hide List](#)

Find: **ZZ** Next Previous Highlight all Match case

- **Why to Clear History and How to?**

System usually updated with new functions at least once a week. Browser has an inbuilt functionality called remembering history which may cause you to view an earlier version of the system. So it is better to disable that functionality.

You can do that by referring the 'Clear Recent History' help document at downloads form. To download the manual click downloads from the main menu.

