

# User Manual – DTR Life Cycle Management System

## Introduction:

Welcome to the Distribution Transformer Life Cycle Management {DTLMS} user manual. DTLMS is user friendly application software developed exclusively for CESC in terms of the Work Award No. CESC / SEE / EE-1 / AEE-1 / Proj. / 2016 – 17 / CYS-52 Dated 13<sup>th</sup> April 2016.

In CESC, as on date approximately 90000 distribution transformers are in service located at various locations to cater to the needs of various types of consumers of CESC. Looking at the enormous quantity of distribution transformers in service and the scope of further increase in numbers, it is very difficult to manage the same in an effective way in the manual system of maintenance of records.

In order to mitigate the hardship of the field and accounts officers in maintaining proper records of the distribution transformers, its periodical maintenance, tracking the events that a transformer has undergone from the date of commission till the date of scraping the same, exercising control over distribution transformers sent for repairs and its return etc., DTLMS software is developed.

In the following pages, we will take you on a tour of the software, module by module so that the end user can comfortably use the DTLMS software with ease and reap the fruits of the software.

## Table of Contents

Introduction: .....	1
Method of Coding DTC (Distribution Transformer Center) Location Code: .....	4
Business Process: .....	4
Failure / Capacity Enhancement: .....	4
DTR Repair Management: .....	6
Inter Store Transfer: .....	6
Login Screen: .....	7
Software Modules: .....	8
1.    Dash Board: .....	8
2.    User Management: .....	8
2.1    User Create: .....	9
2.2    Change Password: .....	11
3.    Masters .....	12
3.1    Designation: .....	12
3.2    DTR Make Master .....	13
3.3    DTR Supplier: .....	15
3.4    DTR Repairer: .....	16
3.5    Store: .....	17
3.6    Existing DTR Entry: .....	19
3.7    New DTR Inward: .....	20
3.8    DTC Master: .....	22
3.8    PO Master: .....	24
3.9    Feeder Master: .....	26
4.    Failure / Enhance: .....	27
4.1    Failure Entry: .....	27
4.2    Enhancement Entry .....	29
4.3    Work Order: .....	30
4.4    Indent: .....	31
4.5    Invoice: .....	32
4.6    Decommissioning: .....	33
5.    Repairer Management: .....	34
5.1    Fault DTR Search: .....	34
5.2    Testing Pending: .....	36
5.3    Receive Pending: .....	37

6.	Scrap Transformer.....	39
6.1	Scrap Transformer: .....	39
6.2	Scrap Disposal: .....	40
7.	Maintenance .....	41
7.1	Preventive maintenance: .....	41
7.2	Maintenance: .....	43
8.	Inter Store Transfer .....	45
8.1	Store Indent: .....	45
8.2	Store Invoice: .....	47
8.3	Receive Transformer: .....	48
9.	Approval.....	50
9.1	Access Rights: .....	50
9.2	Approval Priority: .....	51
9.3	Approval Inbox: .....	53
10.	Transaction.....	54
10.1	Stock Alert: .....	55
10.2	Stock Status: .....	56
10.3	DTR Tracker: .....	56
10.4	DTC Tracker: .....	58
10.5	DTR Allocation: .....	59
11.	Location Masters.....	60
11.1	Circle Master: .....	60
11.2	Division Master: .....	62
11.3	Sub Division Master: .....	63
11.4	OM Section Master: .....	64
11.4	District Master: .....	66
11.5	Taluk Master: .....	67
11.6	Station Master: .....	68
12.	Reports.....	69
12.1	DTR Report.....	69
12.2	DTC Report.....	70

**Method of Coding DTC (Distribution Transformer Center) Location Code:**

DTC location code is a 6 digit code and its structure is explained below:

	1 <sup>st</sup> Digit	District Code	
	2 <sup>nd</sup> Digit	Taluk Code	
	3 <sup>rd</sup> Digit	Station Code	
	4 <sup>th</sup> Digit	Feeder Code	
	5 <sup>th</sup> and 6 <sup>th</sup> Digit	DTC Code	

**Business Process:****Failure / Capacity Enhancement:**

Reporting Failure of DTR up to generation of Completion Report:

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Transformer Failure	Section Officer	Failure / Enhance > Failure Entry	Sub Divisional Officer	SO is the creator
2.	Approval of Failure declaration	Sub Divisional Officer	Approval > Approval Inbox	Asst. Engineer (Tech) of Div. Office	On approval by Sub Div. Officer Estimate is generated.
3.	Estimate scrutiny and assigning of W.O. No. for commissioning and decommissioning.	Asst. Engineer (Tech) of Div. Office	Approval > Approval Inbox	Asst. Ex. Engrn. (O) (Store Officer also), of Div. Office	Estimate is scrutinized by AE(Tech) and work order number for commissioning and de-commissioning is assigned.
4.	Scrutiny of estimate	Asst. Ex. Engrn. (O) (Store Officer also), of Div. Office	Approval > Approval Inbox	Accounts Officer of Div. Off.	After scrutiny of estimate it is approved.
5.	Scrutiny of estimate	Accounts Officer of Div. Off.	Approval > Approval Inbox	Executive Engrn.(Div Officer) of the Div.	After scrutiny of estimate it is approved by AO.
6.	Scrutiny of estimate and approval of W.O.	Executive Engrn.(Div Officer) of the Div.	Approval > Approval Inbox	Section Officer	After approval of estimate by EE the document goes back to the SO for further action.
7.	Creation of Indent against sanctioned W.O.	Section Officer	Approval > Approval Inbox	Sub Divisional Officer	Creation of Indent

8.	Approval of indent created by SO	Sub Divisional Officer	Approval > Approval Inbox	Store Officer	After scrutiny of Indent it is approved by SDO.
9.	Approval of the indent for issue of material	Store Officer	Approval > Approval Inbox	Store Keeper	After scrutiny of Indent it is approved by Store Officer and goes to Store Keeper for further action.
10.	Issue of material and Gate Pass	Store Keeper	Approval > Approval Inbox	Section Officer	Creation of Invoice and Gate Pass.
11.	Creation of Decommissioning	Section Officer	Approval > Approval Inbox	Sub Division Officer	Creation of Decommission.
12.	Approval of Decommission by Sub Division Officer	Sub Division Officer	Approval > Approval Inbox	Store Keeper	After scrutiny of Decommission it is approved by Sub Division Officer.
13	Creation of RI Acknowledgement	Store Keeper	Approval> Approval Inbox	Store Officer	Creation of RI.
14	Approval of RI by Store Officer	Store Officer	Approval> Approval Inbox	Section Officer	After scrutiny of RI it is approved by Store Officer and goes to Section Officer for further action.
15	Scrutiny of Completion Report	Section Officer	Approval> Approval Inbox	Sub Division Officer	After scrutiny of CR it is approved by Section Officer.
16	Scrutiny of Completion Report	Sub Division Officer	Approval> Approval Inbox	Account Officer	After scrutiny of CR it is approved by Section Officer.
17	Approval of Completion Report	Account Officer	Approval> Approval Inbox	Executive Engineer	After scrutiny of CR it is approved by Account Officer and DTC Failure Commission and Decommission will complete.

18	Approval of Completion Report	Executive Engineer	Approval> Approval Inbox		After scrutiny of CR it is approved by EE and DTC Failure Commission and Decommission will complete.
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#### DTR Repair Management:

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Failure Transformers	Store Keeper	Faulty DTR Search	Store Officer	Store Keeper is the Creator.
2.	Approval to Send Faulty DTR to Repair/Supplier	Store Officer	Approval > Approval Inbox		On approval by Store officer Faulty DTR will be sent to Repairer / Supplier

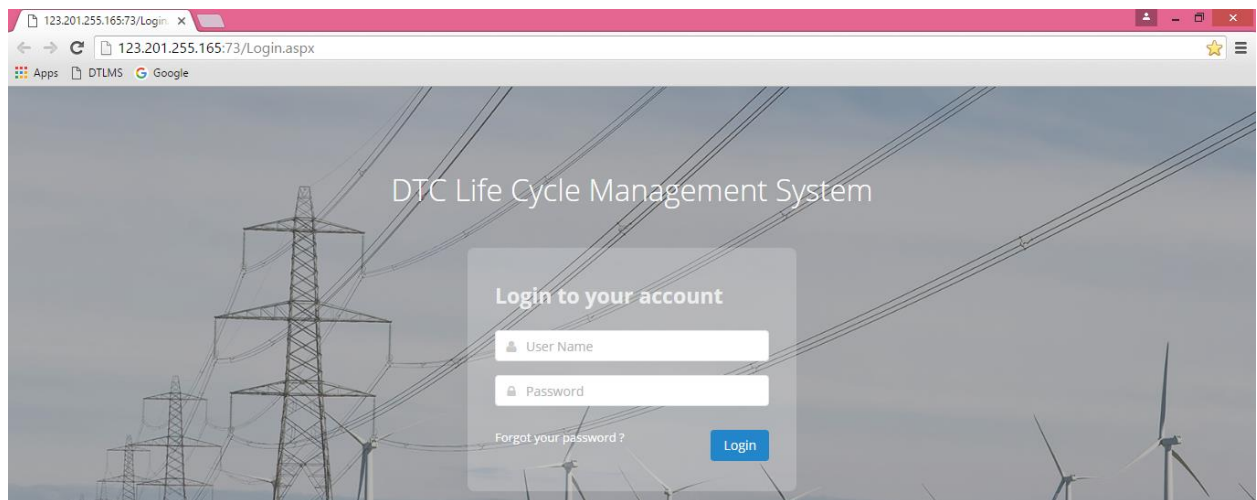
#### Inter Store Transfer:

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Transformers	Store Keeper	Store Indent	Store Officer of the requesting division.	Store Keeper is the Creator.
2.	Approval of the indent to request material	Store Officer of the requesting division.	Approval > Approval Inbox	Store Officer of issuing Store	After scrutiny of Store Indent it is approved by Store Officer and goes to Store Officer of Requested Store for further action.
3	Creation of Store Invoice	Store Officer of issuing Store	Approval> Approval Inbox	Store Keeper of issuing store.	After scrutiny of Indent it is approved by Store Officer to issue Materials.
4	Approval of the Invoice for issue of material.	Store Keeper of issuing store.	Approval> Approval Inbox		Store Keeper will create the Invoice to issue the materials.

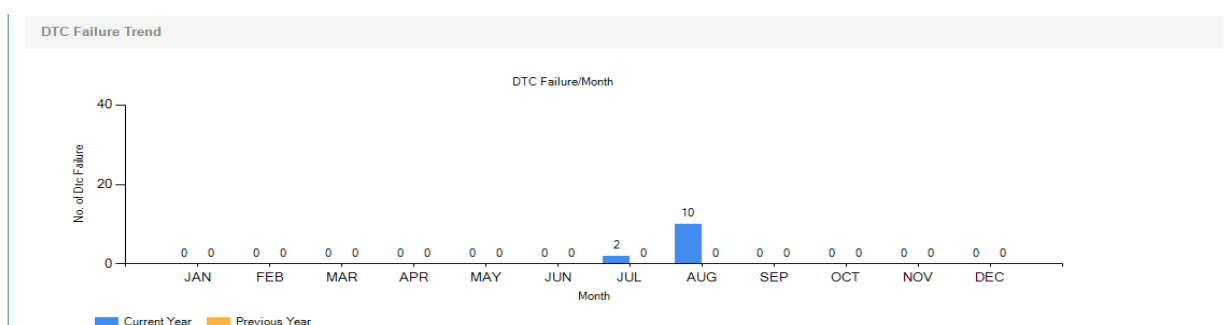
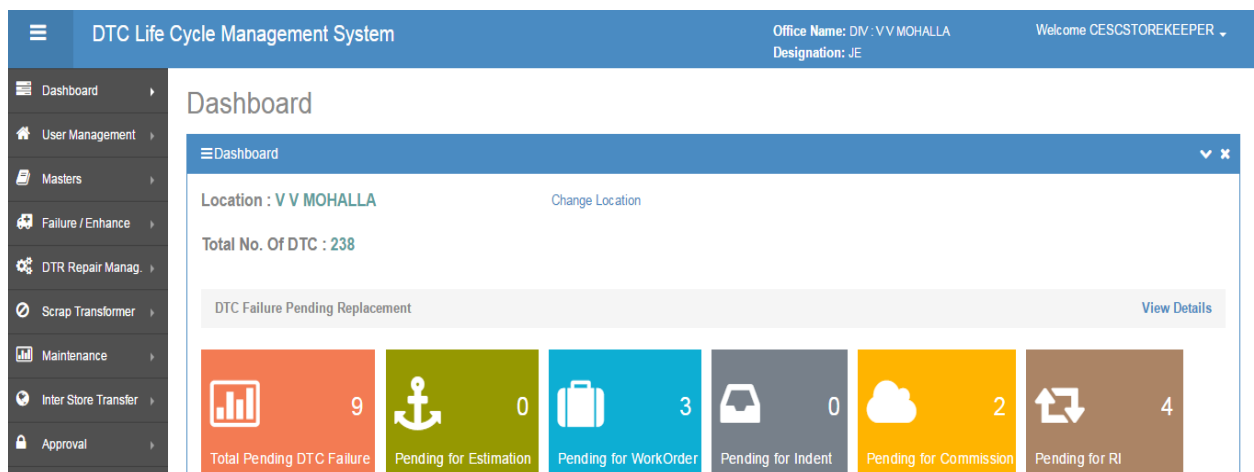
## Login Screen:

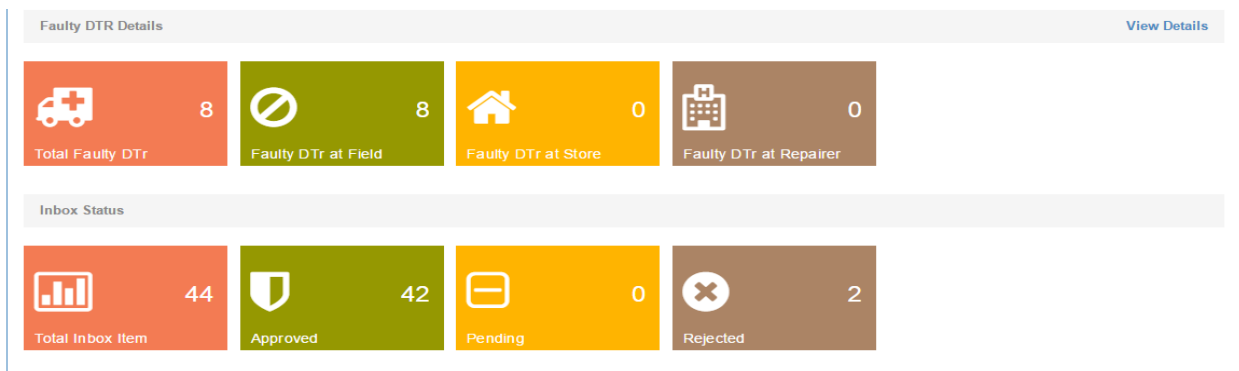
In order to use the DTLMS software, one has to login to the system by entering his user name and password assigned by the administrator. After first login it is advisable to change the password by the user for security purposes. Procedure for changing the password is explained later.

To login to the DTLMS click on the link provided in CESC website. Following screen is displayed, where in the user has to enter the required user name and password. The user will be allowed to perform the roles defined to each person like creation of record, editing the record, approval etc.



On login to the software following screen is displayed. On the left side panel names of 10 modules are shown. Usage of the same is explained below:





DTC Failure Abstract					
Capacity(In KVA)	-Select-		Section	--Select--	
Capacity(In KVA)	Section Code	Section Name	Current Month	Current Quarter	Current Financial Year
100	1122	LAKSHMIPURA	6	7	7
250	1121	VIDYARANYAPURA	0	1	1
250	1122	LAKSHMIPURA	4	4	4

Screen Shot – 1

### Software Modules:

Following 10 Main Modules are available in DTLMS:

1. Dashboard
2. User Management
3. Masters
4. Failure/Enhance
5. DTR Repair Management
6. Scrap Transformer
7. Maintenance
8. Inter Store Transfer
9. Approval
10. Transaction
11. Location Masters
12. Reports

#### 1. Dash Board:

As soon as a user logs into DTLMS, Dash Board screen is shown by default. In this screen all vital information is shown for ready reference. (Screen shot – 1)

#### 2. User Management:

This module has following 2 different Sub modules:

1. User Create.



## 2. Change Password.

### 2.1 User Create:

- User having Administrative Role ONLY can create new users to operate on DTLMS.
- User is created based on his Office code and based on the activities to be performed by him, relevant access permissions are granted.
- User can login to application through username and password. Based on his access rights he can perform activities on DTLMS.

#### Sequence of operation to create New User: (Administrator Only)

- Login to DTLMS as Administrator.
- Click on “User Management” listed on the left side panel of the screen (screen shot – 1).
- On clicking user management 2 sub modules are displayed.
- Click on User Create. User View Screen is displayed. (Screen shot – 2)
- Click on “New User” button available on the top right corner.
- A blank screen is displayed for entering the details of the new user. (Screen Shot – 3). The field names are self explanatory. Relevant data is entered in the text boxes provided against each field. It may be noted that the field name followed by “red Astrix mark” is a mandatory field and the data has to be compulsorily entered.
- In respect of field “office code” code can be directly entered if it is known or else click on “S” (search button) available on the right side of the field and select the appropriate code. For the fields “Role and Designation”, relevant item has to be selected from the drop down list provided by clicking on the downward arrow.
- In respect of the field “sign copy” scanned copy of the new user signature has to be uploaded by clicking on “choose file” button.
- After entering all the data relating to the new user, click on “Save” button to save the record.
- On saving, a dialogue box is displayed stating that the record has been successfully saved. Click on OK button to go back to the entry screen.

**NOTE:** *In the first instance password is created by the administrator and the same is to be informed to the user with instructions to change his password after his login to DTLMS for the first time.*

#### Sequence of operation for Editing / Deactivate a user: (Administrator Only)

- Login to DTLMS as Administrator.
- Click on “User Management” listed on the left side panel of the screen (refer screen shot – 1).
- On clicking user management, 2 sub modules are displayed.
- Click on User Create. User View Screen is displayed. (Screen shot – 2)
- As could be seen list of all the users created are displayed. Against each user an icon under edit column is shown as also the status is shown in “Green Dot”. Green Dot represents that the user is currently active.
- For editing the details of a user, click on the **icon** under edit column of the user.

**Note:** Administrator can modify all the fields, if the user has not yet logged into DTLMS. Once, the user has logged in to the software, then all the fields except Login name and password other field can be modified and updated.

- On clicking edit button, all the details of the user to be modified are displayed. (Screen Shot – 4)
- After editing the fields click on button “Update” to save the changes.
- On successful updating of data “Updated successfully” message is displayed on the screen.

#### To De-activate a user:

- In the user view grid, status column is shown with a dot in Green / Red color. Green color indicates that the user is active and Red color indicates that the user is de-activated.
- To change the status click on the dot. When clicked on green dot, a dialogue box is shown with the message “Are you sure, Do you want to disable user?” Now click on “OK” button to proceed further or “Cancel” button to exit.
- On clicking OK button, one more screen is displayed to enter the reasons to disable the user along with the effective date. Enter the details and click on button “Submit”.
- “User De-activated successfully” message is displayed.
- Click on OK button to return to the user view screen. You can observe that the green dot has changed to red color.

#### To Re-activate a De-activated user:

- To change the status click on the red dot relating to the user to be Re-activated. A dialogue box is shown with the message “Are you sure, you want to enable user?” Now click on “OK” button to proceed further or “Cancel” button to exit.
- On clicking OK button, one more screen is displayed to enter the reasons to enable the user along with the effective date. Enter the details and click on button “Submit”.
- “User Activated successfully” message is displayed.
- Click on OK button to return to the user view screen. You can observe that the red dot has changed to green color.

#### User View

User View						
						New User
Name	Email Id	Mobile No	Role Name	Designation	Edit	Status
ADMIN	uma@gmail.com	5241223984	ADMIN	EE		
CESCSO	gdfgdfg@ideainfinityit.com	8577777777	SECTION OFFICER	AE		
CESCDO	do@gmail.com	5444444444	DIVISION OFFICER	EE		
CESCAET	aet@gmsil.om	4546464565	AE(TECH)	AE		
CESCSTOREKEEPER	sk@gmail.com	9538528224	STORE KEEPER	JE		
CESCSDO	retrfgdgdg@ideainfinityit.com	8777777777	SUBDIV OFFICER	AEE		
CESCSTOREOFF	so@gmail.com	8555211555	STORE OFFICER	AEE		
Enter Name						

Screen Shot – 2

Create User

User View

Create User

Full Name \*

Role \*

-Select-

Login Name \*

Designation \*

-Select-

Office Code \*

S

Password \*

Office Name

Address \*

Email Id \*

Mobile \*

Phone

Save

Reset

Screen Shot – 3

Create User

User View

Create User

Full Name \*

INFINITY

Role \*

AE(TECH)

Login Name \*

INFINITY

Designation \*

AEE

Office Code \*

11

S

Password \*

Office Name

N R MOHALLA

Address \*

cxvcx

Email Id \*

a@gmail.com

Mobile \*

9743972365

Phone

Update

Reset

Screen Shot – 4

## 2.2 Change Password:

In this module the User can Change the Password. It is advisable that the user change his password from time to time for security reason. Steps to be followed for changing password are explained below:

- Login to DTLMS with username and password.
- Click on User Management. From the sub menu displayed, click on “change password”. Following screen is displayed. (Screen Shot – 5)

### Change Password

Change Password

Old Password \*

New Password \*

Confirm Password \*

Submit

Reset

Screen Shot – 5

- Now enter Old Password, then enter the new password the user desires and then again enter the same new password.
- Now click on “Submit” button for saving the new password.
- “Password changed successfully” message is displayed.

- Now click on OK button.
- Once the user logout from DTLMS, he has to use the new password saved to login again.

### 3. Masters

Following 8 Sub modules are available under Masters:

1. Designation
2. DTR Make Master
3. DTR Supplier
4. DTR Repairer
5. Store
6. Existing DTR Entry
7. New DTR Master
8. DTC Master
9. Purchase Order Master
10. Feeder Master.

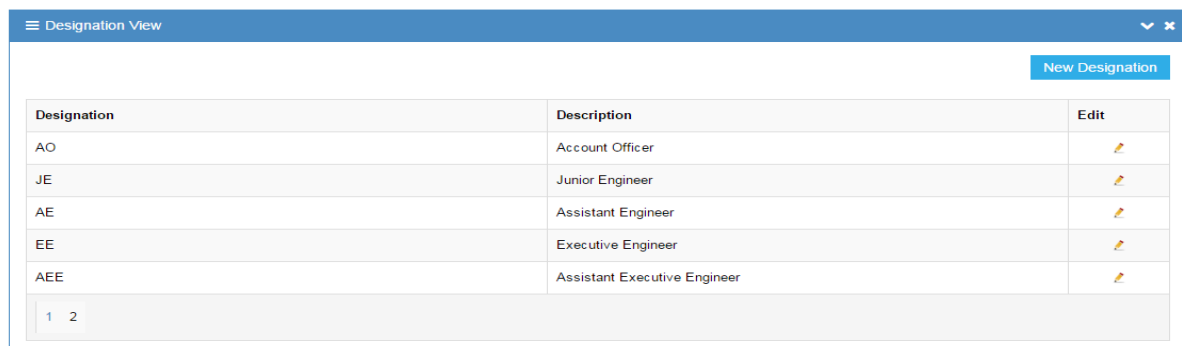
#### 3.1 Designation:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the designation of officers working in CESC.

#### Steps to be followed for creating / updating Designation Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Designation. Following screen is displayed showing the details of all the designations already created in the grid format.

#### Designation View



Designation	Description	Edit
AO	Account Officer	
JE	Junior Engineer	
AE	Assistant Engineer	
EE	Executive Engineer	
AEE	Assistant Executive Engineer	

- For creating New Designation, click on “new Designation” button available on the right top corner of the Designation view screen.
- On clicking on this button following entry screen is displayed:



Designation Name \*

Description \*

Save Reset

- Now enter the Name of the Designation and Description of the designation in the appropriate text boxes provided against each field name.
- Now click on "Save button" to save the data.
- A message "Saved Successfully" is displayed.
- Now click on OK button.
- In case one more new designation is to be created, repeat the above steps and save.
- Click on "designation view" button to see the new designations created are displayed in the grid.

#### Steps to be followed for modifying the designation master:

*Note: Once any user has logged in and operated in the new designation, only description can be modified. Other wise both the fields can be modified and updated.*

- Login to DTLMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Designation. Following screen is displayed showing the details of all the designations already created in the grid format.
- Click on "edit icon" in respect of the designation to be edited.
- Details already entered is displayed. Now make necessary correction required and click on "Update" button to save the changes.
- "Updated successfully" message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on "Update" button.








### 3.2 DTR Make Master

- This form is used to enter the details of various makes of distribution transformers that are currently in use at CESC.
- The same form will be used to create any new Makes that may come into existence on future date.

#### Steps to be followed to create new DTR details:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on "DTR Make Master". Following screen is displayed showing the details of all DTR make already created in the grid format.

#### Make Master View

Make Master View			
Make Name		Description	Status
TELK		TELK	
POWER SYSTEM		POWER SYSTEM	
VIJAY		VIJAY	
LAKSHMI		LAKSHMI	
KAVIKA		KAVIKA	
No Name Plate(NNP)		No Name Plate(NNP)	
Enter Make Name			
... 5 6 7 8 9 10 11 12 13 14			

- Click on “New Make” button available on right top of the Make Master View screen.
- Following entry screen is displayed to enter the relevant data.

**Make Master** Make Master View

---

Tc Make Master ⌵ ✕

Make Name \*

Description \*

Save
Reset

- Now enter the relevant details in respective text box provided.
- After entry click on “Save” button.
- “Saved successfully” message is displayed confirming that the data has been saved.
- Click on OK button to return to Make Master entry screen.
- Repeat the above steps in case further makes are to be entered. Else select the required module to continue work on DTLMS.

For modifying the Make:

**Note:** *Once a user has logged in and operated the new Make Master defined, only description can be modified. Other wise both the fields can be modified and updated.*

- Login to DTLMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Make Master. A screen is displayed showing the view of Make Master already created in the grid format.
- Click on “edit icon” in respect of the Make Master to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made is saved.
- Click on OK button to continue.

**For Changing the status of the Make:**

- Login to DTLMS as Admin with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on Make Master. A screen is displayed showing the view of Makes already created in the grid format.
- Click on “Status icon” in respect of the Make whose status has to be changed. (Green colour indicates the present status as active and red indicates De-Activated).
- When status has to be changed from Active to De-Active, A message box is displayed stating that “Are you sure you want to De-Activate make”. Click on “OK” button
- A dialogue box is displayed seeking details like reason for de-activation and the effective date. Now enter the details and click on “Submit” button.

- “Make Master is De-Activated” successfully message is displayed.
- Click on OK button.
- You can see that the **green dot** has changed to **red** in colour.
- When the status has to be changed from De-Active to Active, a message is displayed stating “Are you sure you want to Activate Make”.
- Click on OK button.
- A dialogue box is displayed seeking details like reason for activation and the effective date. Now enter the details and click on “Submit” button.
- “Make Master is Activated successfully” message is displayed.
- Click on OK button.
- You can see that the **red dot** has changed to **green** in colour.

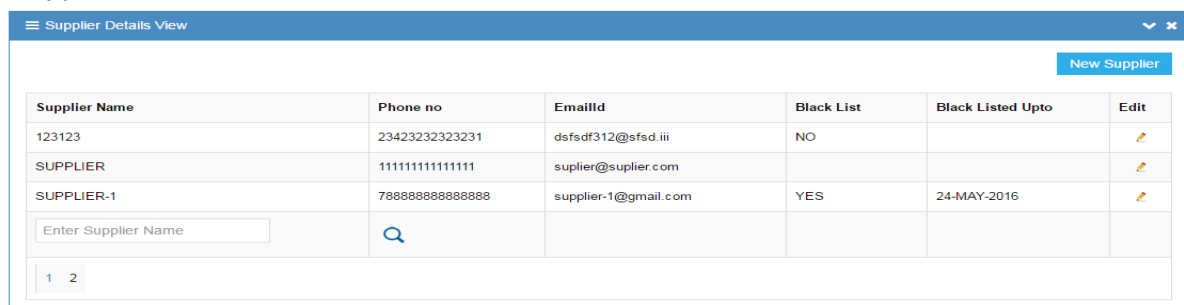
### 3.3 DTR Supplier:

This form is used to capture the details of existing distribution transformer suppliers / vendors as also new suppliers.

#### Steps to be followed to create new Supplier / Vendor details:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTR Supplier”. Following screen is displayed showing the details of all DTR Suppliers already created in the grid format.

#### Supplier View

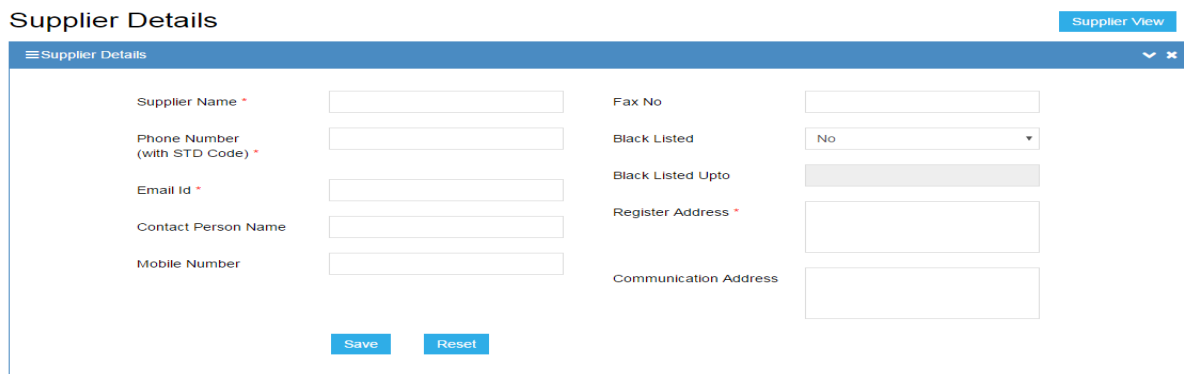


The screenshot shows the 'Supplier Details View' window. At the top right is a 'New Supplier' button. Below it is a table with columns: Supplier Name, Phone no, EmailId, Black List, Black Listed Upto, and Edit. The table contains three rows of data. Below the table is a search bar with the placeholder 'Enter Supplier Name' and a magnifying glass icon. At the bottom left of the table area are page numbers '1' and '2'.

Supplier Name	Phone no	EmailId	Black List	Black Listed Upto	Edit
123123	23423232323231	dsfsdf312@sfsd.iii	NO		
SUPPLIER	1111111111111111	suplier@suplier.com			
SUPPLIER-1	7888888888888888	suplier-1@gmail.com	YES	24-MAY-2016	

- Now click on “New supplier” button provided on the right top corner of the supplier view screen.
- Following entry screen is displayed for entering the data of the new supplier / vendor.

#### Supplier Details



The screenshot shows the 'Supplier Details' form. It has a header bar with 'Supplier Details' and a 'Supplier View' button. The form contains several input fields: Supplier Name, Phone Number (with STD Code), Email Id, Contact Person Name, Mobile Number, Fax No, Black Listed (dropdown), Black Listed Upto, Register Address, and Communication Address. At the bottom are 'Save' and 'Reset' buttons.

- Now enter relevant data against the name of each field. In respect of field Black Listed select “NO” from the drop down,
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on OK button to return to new supplier entry screen.
- User can continue entering any other new supplier details or can proceed to any other module he likes to work on.

#### Steps to be followed to modify the details of Supplier / Vendor:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTR Supplier”.
- Details of all the DTR Suppliers already created are shown in the grid format.
- Click on edit icon in respect of the supplier whose details are to be modified.
- Details of the supplier selected for modification is displayed for making necessary corrections **except Supplier name**.
- If black listed option is changed as “YES” then the date up to which it is black listed has to be entered.
- After making necessary changes click on the “Update” button.
- “Updated successfully” message is displayed confirming that the changes have been saved.
- Click on “OK” button.
- The data entry screen is displayed for information of the user. If any corrections are to be made the same can be made and updated as explained above.
- If any more changes for other suppliers are to be done, click on supplier view button and repeat the above steps.





### 3.4 DTR Repairer:

This form is used to capture the details of existing / new transformer repairers with whom CESC is transacting.

#### Steps to be followed to create new transformer repairer:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTR Repairer”. Following screen is displayed showing the details of all DTR Repairers already created in the grid format.

#### Repairer View

Repairer Details View					
				New Repairer	
Repairer Name	Phone no	EmailId	Location	Black List	Edit
REPAIRER 3	080-67686765756	repairer3@gmail.com	CH NAGARA	YES	
REPAIRER	00000000000000000	repairer@rep.com		NO	
REPAIRER-1	080-67456546	repairer-1@gmail.com	MADIKERI	NO	
Enter Repairer I					
1 2					



- Now click on “New Repairer” button provided on the right top corner of the Repairer view screen.
- Following entry screen is displayed for entering the details of the new DTR Repairer.

- All the field names are self explanatory.
- Enter relevant data against each field. In respect of field ‘Repairer Type’ select the relevant type from the drop down.
- By default the field “Black Listed” will be “NO”,
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on OK button to return to new Repairer entry screen.
- User can continue entering any other new repairer details or can proceed to any other module he likes to work on provided the user has got rights.

#### Steps to be followed to modify the details of Repairer:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTR Repairer”.
- Details of all the DTR Repairer already created are shown in the grid format.
- Click on edit icon in respect of the repairer whose details are to be modified.
- Details of the repairer selected for modification is displayed for making necessary corrections **except Repairer name**.
- If black listed option is changed as “YES” then the date up to which it is black listed has to be entered.
- After making necessary changes click on the “Update” button.
- “Updated successfully” message is displayed confirming that the changes have been saved.
- Click on “OK” button.
- If any more changes for other suppliers are to be done, click on Repairer view button and repeat the above steps.

### 3.5 Store:

- This form is used to capture all the relevant details relating to existing stores in CESC.
- Same form can be used whenever new stores are formed.

#### Steps to be followed to create new Store:

- Login to DTLMS with the user name and password.

- Click on Masters.
- Sub modules under masters are listed.
- Click on “Store”. Following screen is displayed showing the details of all stores already created in the grid format.

#### Store View

Store View					
					New Store
Store Name	Location	Mobile No	Incharge Name	Email Id	Edit
V V MOHALLA	V V MOHALLA	5444499999	IDEA	abc@gmail.com	
N R MOHALLA	N R MOHALLA	9999999999	IDEA	abc@gmail.com	
MADIKERI	MADIKERI	9999999999	IDEA	abc@gmail.com	
KOLLEGAL	KOLLEGAL	9999999999	IDEA	abc@gmail.com	
CH NAGARA	CH NAGARA	9999999999	IDEA	abc@gmail.com	
Enter Store Name	Enter Location				
1 2					

- Now click on “New Store” button provided on the right top corner of the Store view screen.

Following entry screen is displayed for entering the data of the new Store.

Store Master		Store View	
Store Master			
Store Code *	<input type="text"/>	Incharge Name *	<input type="text"/>
Store Name *	<input type="text"/>	Email Id *	<input type="text"/>
Division *	-Select-	Mobile *	<input type="text"/>
Store Description *	<input type="text"/>	Phone No	<input type="text"/>
		Address *	<input type="text"/>
Save		Reset	

- All the field names are self explanatory.
- Enter relevant data against each field. In respect of field Division select the relevant division name from the drop down.
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on OK button to return to new store entry screen.
- User can continue entering any other new store details or can proceed to any other module he likes to work on.

#### Steps to be followed to modify the details of store:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Store”.
- Details of all the stores already created are shown in the grid format.
- Click on edit icon in respect of the store whose details are to be modified.
- Details of the store selected for modification is displayed for making necessary corrections **except store code**.
- After making necessary changes click on the “Update” button.
- “Store details Updated successfully” message is displayed confirming that the changes have been saved.

- Click on “OK” button.

### 3.6 Existing DTR Entry:

This form is used to capture details of all existing distribution transformers (in field, store, transformer bank, repair center).

#### Steps to be followed to enter existing distribution transformer details:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Existing DTR Entry”. Following screen is displayed showing the details of all existing DTRs already created in the grid format.

#### DTR Master View

DTR Code	DTR SNo	Make	Capacity(in KVA)	Life Span	Edit
3046	100-04-06-06	VICTORY	100		
3024	583	GEMINI	100		
3020	280	SVR	100		
3019	3314098933	KAVIKA	100		
3021	05091	YES	63		
3025	kvk0307070325	KAVIKA	100		
3026	kvk0309060331	KAVIKA	100		
3016	0319501611	KAVIKA	100		

- Now click on “New DTR” button provided on the right top corner of the DTR Master View screen.

Following entry screen is displayed for entering the data of the new DTR.

- All the field names are self explanatory.
- Enter relevant data against each field. In respect of Transformer make, Capacity and Current Location, select the relevant data from the drop down provided.
- After entry of all the details click on “Save” button.
- “Transformer Details Saved successfully” message is displayed confirming that the data entered is saved.
- Click on OK button to return to DTR entry screen.

#### Steps to be followed to modify the details of DTR:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Existing DTR entry”.
- Details of all the DTRs already created are shown in the grid format.
- Click on edit icon in respect of the DTR whose details are to be modified.
- Details of the DTR selected for modification is displayed for making necessary corrections.
- After making necessary changes click on the “Update” button.
- “Updated successfully” message is displayed confirming that the changes have been saved.
- Click on “OK” button.

### 3.7 New DTR Inward:

This module is used to capture all the details of new transformers received in stores against purchase order placed.

#### Steps to be followed to enter details of distribution transformer received in stores:

- Login to DTLMS with the user name and password.
- Click on Masters
- Sub modules under masters are listed.
- Click on “New DTR inward entry”. Following screen is displayed for entering the details.

New DTR Inward DTR View

---

Purchase Details

Purchase Order No \*
S

Purchase Order Date

Total Quantity Ordered

Supplier Name
-Select-

Reset

---

DTR Details

DTR Code \*

DTR Serial No \*

DTR Make \*

Capacity(in KVA) \*

Manufacturing Date \*

DTR Life Span \*

Warrenty Period(in Year)\*

Oil Capacity(in Litre) \*

Weight of DTR(in KG) \*

Add

Reset

- To start with Purchase order number against which the transformers are received is to be entered and search button (“S”) to be clicked to populate the details. In case PO details are not readily available the same can be selected using search button given against the field. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the purchase order number or by supplier name.

Search and Select Po Details

Search By: Supplier Name

Search Value:  Search

	PO_ID	PO_NO	TS_NAME
Select	3	0201	SUPPLIER-1
Select	4	9090	SUPPLIER-1
Select	2	002	SUPPLIER-1
Select	6	501	SUPPLIER-1

- In the dialogue box select the PO number or supplier name from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.
- All the details relating to the search option is displayed in the table form as shown in the above screen shot.
- Now click on the relevant select button.
- Automatically the details of the PO are populated in the entry screen as shown below:

#### New DTR Inward

Purchase Details

Purchase Order No: 0201 Total Quantity Ordered: 3

Purchase Order Date: 26/05/2016 Supplier Name: SUPPLIER-1

Capacity(in KVA)	Make Name	Requested Quantity	Pending Quantity
25	No Name Plate(NNP)	3	2

Reset

- As could be seen all the details along with the capacity and quantity of transformers ordered and the quantity yet to be supplied is displayed.
- In case wrong PO has been searched, click on “Reset” button and repeat the above steps to select the alternate PO.
- After the selection of PO, start entering the new distribution transformer details in the lower part of the entry screen.
- Enter relevant data against the fields provided. In respect of Transformer make and capacity selection has to be done from the drop down.
- After entering the data click on “Add” button given at the bottom of the screen.
- Data entered is shown in the table form as shown in the screen shot below:

DTR Details

DTr Code:  Manufacturing Date:

DTr Serial No:  DTr Life Span:

DTr Make: --Select-- Warranty Period(in Year):

Capacity(in KVA): -Select- Oil Capacity(in Litre):

Weight of DTr(in KG):

Add Reset

- After entering details of all the DTRs received against the PO, review the details shown in the table before clicking on the “Save” button provided at the bottom of the screen.
  - As could be seen in the above screen shot, two icons are shown under the column heading “Action”.
  - First icon is provided for editing the details already entered.
  - The second icon “X” is meant to delete the entry.
- After ensuring that the data entered is correct, click on “Save” button.
- “Transformer details Saved Successfully” message is displayed.
- Now click on “OK” button.
- Click on ‘DTR view’ to view the details.
- Data relating to new transformer captured is shown in the grid as shown below:

**DTR Master View**

Make Name

-Select-

Capacity(in KVA)

-Select-

New DTR

Total Transformer Count : 1208

DTr Code	DTR SNo	Make	Capacity(in KVA)	Life Span	Edit
3046	100-04-06-06	VICTORY	100		
3024	583	GEMINI	100		
3020	280	SVR	100		
3019	3314098933	KAVIKA	100		
3021	05091	YES	63		
3025	kvk0307070325	KAVIKA	100		
3026	kvk0309060331	KAVIKA	100		
3016	0319501611	KAVIKA	100		

#### Steps to be followed to edit details of new distribution transformer:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “New DTR inward entry”.
- Click on “DTR View” button provided on right top corner of the screen.
- All the DTRs available in the store is displayed as shown in the above screen shot.
- Click on the edit icon against the transformer code to be modified.

Following screen is displayed for modifying the details relating to the DTR selected.

- All the fields can be modified except DTR code.
- After making necessary corrections click on “Update” button.
- “Transformer details updated successfully” message is displayed.
- Click on “OK” button to return to the edit screen with all the details as updated.
- User can go through all the details that are updated. If necessary he can again edit the data and repeat the above steps to save the changes.
- If any details of other DTRs are to be edited click on DTR view button and repeat the above steps.

### 3.8 DTC Master:

In this master user can view all the details of the DTCs available in the unit he has logged in to with provision to edit the details.

#### Steps to be followed to view the details of DTCs:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTC Master”.
- Following screen is displayed listing all the DTCs in the unit, feeder wise.

#### DTC View

Feeder Name	DTC Code	DTC Name	DTr Code(SS Plate NO)	DTr Capacity(in KVA)	Edit
METAGALLY1	117655	aaa	2153	15	
SFFFF	111198	DTC98	8839	100	
NEE	122201	aa	435345334	15	
SFFFF	111150	DTC50	9103	100	
SFFFF	111140	DTC40	1	100	
HONKARAVALLY	444411	dtc	12431234	15	
J. P. NAGAR	11D178	BANDIPALYA PETROL BUNK	611	100	
J. P. NAGAR	11D171	ROY	610	100	
J. P. NAGAR	11D168	Shakunthala	571	100	

- As could be seen from the above screen shot, all the major details relating to the DTC is displayed Feeder Name wise.
- User can search a particular DTC based on feeder name / DTC code / DTC Name / DTR code by entering the relevant data and clicking on Search Icon.

#### Steps to be followed to edit details of DTC:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTC Mater”.
- List of all the DTCs are displayed as shown in the above screen shot.
- Click on “Edit” icon provided against required DTC details to be modified.

Following screen is displayed for modifying the details relating to the DTC selected.

#### Commissioning of DTC

DTC Code \*  
DTC Name \*  
O & M Section \*  
Internal Code  
Connected KW  
Connected HP  
KWH Reading

117655  
aaa  
[View DTC History](#)  
1222  
64  
3476  
4576  
457

DTr Code \*  
DTr Make  
DTr Capacity(in KVA)  
Commission Date  
Last Service Date  
Project/Scheme Type  
Feeder Change Date

2153  
CLASSIC TECHNOLINES(Ltd)  
15  
01/12/2015  
  
DDUGJY  
01/09/2016

Update & Continue  
Reset  
Next>>

## Commisioning of DTC

- Except DTC code, DTC name, DTr Code, DTr make and DTr capacity all the other field can be modified.
- In this module 2 entry sheets are provided. After necessary modification in the first sheet as shown above, click on “update and continue” button. (In case there are no modifications required in the first sheet user can move on to next page by clicking on “Next” button.
- On clicking “update and continue” button “updated successfully” message is displayed.
- Click on “OK” button in the message box.
- Now next page for modification is displayed.
- Make necessary modifications in this page and click on “Update” button to save the changes. In case the user has to go back to the first page click on “Back” button.
- “DTC details Saved Successfully” message is displayed.
- Now click on “OK” button in the message box.
- In case any more DTC details are to be modified, click on “DTC View” button provided at the top right corner of the screen and repeat the above steps.

### 3.8 PO Master:

This form is used to update the details of new Purchase Order details as also edit the details already fed.

#### Steps to be followed to feed the new purchase order details:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Purchase Order”.

Following screen is displayed listing all the Purchase orders already fed.

#### PO Master View

PO No	PO Date	Quantity	Edit
123123	01-APR-2016	2	
11	17-APR-2016	36872995	
2566	01-APR-2016	2	

- Now click on “New” button provided on the right hand top corner of the screen.



Following screen is displayed for entering the details of the new purchase order.

**PO Master** PO Master View

---

**PO Master**

PO Number\*  Date\*

Supplier Name\*  PO Amount

---

**Capacity Details**

Make\*  Capacity(in KVA)\*

Quantity\*

**Add**

**Save** **Reset**

- To start with enter all the details of new purchase order. Supplier name has to be selected from the drop down.
- Then select the make and capacity from the dropdown.
- Enter quantity and click on the button “Add”.

Details entered are shown in the grid at the bottom of the screen as shown below:

**Capacity Details**

Make\*  Capacity(in KVA)\*

Quantity\*

**Add**

Make	Capacity	Quantity	Delete
ADISHAKTI TRANSFORMERS	63	2	✖
ANDEW	100	1	✖

**Save** **Reset**

- As could be seen, all the details of the make, capacity and quantity entered is displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is save.
- Click on “OK” button to return.
- Saved data is displayed.
- If any modifications are to be made in the already entered data, the same could be modified.
- After modification click on “Update” button provided.
- “Updated successfully” message is displayed.
- Click on “OK” button.
- If some more new purchase order details are to be fed, click on “Reset” button and repeat the above steps.
- To view the details of all the Purchase Orders placed click on “PO Master View” button provided on right hand top corner.

#### Steps to be followed to edit details of Purchase Order:

- Login to DTLMS with the user name and password.

- Click on Masters.
- Sub modules under masters are listed.
- Click on “Purchase Order”.
- List of all the Purchase Orders are displayed.
- Click on “Edit” icon provided against Purchase Order details to be modified.
- Details of the selected Purchase Order are displayed for modification.
- Except PO Number, Date and PO Amount, all other fields can be modified.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully” message is displayed.
- Click on “OK” button.

### 3.9 Feeder Master:

This form is used to view the existing Feeders available in the logged in unit / also Create New Feeders location wise (ex: Circle, division, subdivision and account unit).

#### Steps to be followed to View Feeder Master / Create New Feeder details:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “Feeder Master”.

Following screen is displayed listing all the Feeders available in the logged in unit.

**Feeder View**

Circle

--Select--

SubDiv Code

Division

Acc Unit

Load

New Feeder

Station Name	Feeder Name	Feeder Code	Office Name	Feeder Type	Edit
BELAGOLA	ANANDUR	3525	HOOTAGALLI	RURAL(MIXED)	
BELAGOLA	KIDBA COORGALLI	352B	HOOTAGALLI	INDUSTRIES	
BOGADHI	AISHWARYA	1111	HOOTAGALLI	MYSORE CITY	
BOGADHI	ANTHROPOLOGY	1112	HOOTAGALLI	MYSORE CITY	
BOGADHI	DEEPA NAGAR	1113	HOOTAGALLI	MYSORE CITY	
BOGADHI	GARUDACHAR	1114	HOOTAGALLI	MYSORE CITY	

- Further the user can view the Feeders available in a particular Division / sub division / accounting unit by entering the relevant details at the top of the entry screen and clicking on “Load” button.
- For creating a New Feeder, click on “New Feeder” button provided on right top corner of the screen.

#### Following screen is displayed for making necessary entries.

- All the fields are entered by selecting the relevant item from the drop down. In respect of office code click on search button. A dialogue box is opened for searching the code, check the box of relevant entry and click on “Proceed” button.
- After entering the details, click on “Save” button.
- “Feeder information saved successfully” message is displayed confirming that the information is saved.
- Click on “OK” button.

- User can continue entering further new feeder details if any by following the above steps or can click on “Feeder View” to check the entry in the table.

**Feeder Master** Feeder View

---

Station Name \*  
--Select--

Feeder Name \*

Bank Name \*

Feeder Type \*  
--Select--

Bus Name \*

Feeder Category \*  
--Select--

Office Code \*  
 S

Interflow \*  
---SELECT---

Feeder Code \*

Connected dtc capacity (KVA) \*  
-Select-

Note : Add or Replace Office Code by Selecting/DeSelecting from checkbox

#### 4. Failure / Enhance:

This module is used to report failure of distribution transformer, proposal for enhancing the capacity of DTR, Work Order, Indent, Invoice, Decommissioning and RI approval through following 7 sub modules:

1. Failure Entry
2. Enhancement
3. Work Order
4. Indent
5. Invoice
6. Decommissioning

Process of initiating the failure entry / proposal for enhancement, is vested with Section Officer. All the other options offer only view.

##### 4.1 Failure Entry:

This module can be operated on by the user having Section Officer Role.

##### Steps to be followed to declare DTR failure:

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Failure Entry”.

Following screen is displayed listing all the DTCs available in the logged-in unit in the format shown below:

Filter By : <span>View All</span> <span>Already Created</span> <span>New</span>					
DTC Code	DTC Name	DTr Code	Make Name	Capacity(In KVA)	Action
117602	Friendly Ilogistic	215	KAVIKA	100	<a href="#">Declare Failure</a>
117624	S.S assot(near Jogitha)	217	SVR	100	<a href="#">Declare Failure</a>
117635	MRF TYRE RETREAD (R APDRP)	219	VICTORY	100	<a href="#">Declare Failure</a>
117628	Lawrence Clothing	396	No Name Plate(NNP)	250	<a href="#">Declare Failure</a>
117630	pcp electronics	444	VT ST	100	<a href="#">Declare Failure</a>
117704	OSA	445	SVR	100	<a href="#">Declare Failure</a>
117626	UTTAM RUBBER (RAPDRP)	448	SVR	100	<a href="#">Declare Failure</a>
117202	PREM IND	451	CLASSIC TECHNOLINES (Ltd)	250	<a href="#">Declare Failure</a>
117627	Cherian TC	453	No Name Plate(NNP)	100	<a href="#">Declare Failure</a>
117629	SHENOY ENGG (RAPDRP)	455	SVR	100	<a href="#">Declare Failure</a>
<input type="text" value="Enter DTC Code"/>	<input type="text" value="Enter DTC Name"/>	<input type="text" value="Enter DTr Code"/>	<input type="text" value="Search"/>		
1	2	3	4	5	6
7	8	9	10	...	

- There are 2 radio buttons on the top of the screen, one with the caption 'view all' and the other 'already created'.
- By default 'view all' radio button is activated.
- When 'already created' radio button is enabled, it will list out all the failed DTRs for which Failure details has been created.
- In the screen select the DTR to be declared as failed by using the search option given at the bottom of the screen giving any of the parameters and click on search icon / click on "declare failure in respect of the DTR code / by clicking "New" button provided at the top right of the screen.

On clicking the "New" link "Declare Failure" page will open as shown below.

Declare Failure

DTC Code \*

S

View DTC Details

DTC Name

Load KW

Load Hp

DTC Commission Date

DTr Commission Date

Capacity(In KVA)

Section

DTr Code

View DTr Details

DTr Make

DTr Serial Number

Manf. Date

Guarantee Type

--Select--

Last Repaired By

Last Repaired Date

Failure Entry Details

Failure Type \*

--Select--

Reason \*

Failed Date \*

DTC Reading

H.T.Bushing \*

--Select--

L.T.Bushing \*

--Select--

Drain Valve \*

--Select--

H.T.Bushing Rod & Nut \*

--Select--

L.T.Bushing Rod & Nut \*

--Select--

Oil Level Gauge \*

--Select--

Quantity Of Oil(In Litre)

Condition Of Tank \*

--Select--

Explosion Vent Valve \*

--Select--

Breather \*

--Select--

Save

Reset

- Select the DTC code by clicking on search button or enter the DTC code if known and click on search button.
- All the details relating to the selected DTC is automatically populated.
- The user has to ensure whether the selection made is correct before proceeding to enter the failure details.
- After entering Failure details click on “Save” button.
- “DTC failure declared successfully” message is displayed.
- Click on OK button.
- If any more failure is to be declared, click on “Reset” button and repeat the above steps.
- Click on “close” button to return to Failure Details view screen.

#### To view the DTCs failed for which Failure has been created:

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Failure Entry”.
- Click on radio button ‘already created’.

Following screen is displayed listing all the failed DTCs for which Failure is created:

Filter By : <input type="radio"/> View All <input checked="" type="radio"/> Already Created <span>New</span>					
DTC Code	DTC Name	DTr Code	Make Name	Capacity(in KVA)	Action
117725	Mahanandi	963	CLASSIC TECHNOLINES (Ltd)	250	View
118313	VUJ 4TH STG	23434	CLASSIC TECHNOLINES (Ltd)	250	View
116409	Marc Battery	1053	KAVIKA	63	View
117640	Multi pack	902	KAVIKA	100	View
118310	VUJ 4TH STG	2382	MADE IN INDIA	250	View
117612	Yashaswini concrete	449	NGEF	250	View
117101	DARSHAN PACKNG	401	SVR	100	View
118123	Desigowda MS Bldg	1076	SRI DEVIKA TRANSFORMER	63	View
118253	NIVEDITH APRTMNT	1137	POWER SYSTEM	100	View
117102	Wave Technology	1046	KAVIKA	63	View
<input type="text" value="Enter DTC Code"/>	<input type="text" value="Enter DTC Name"/>	<input type="text" value="Enter DTr Code"/>			
<div>1 2</div> <div>            Activate Windows            Go to PC settings to activate Windows.         </div>					

- To view the Failure Entry details, user has to click on the icon under the column ‘Action’, in respect of the required DTC.
- User can also select the required DTC by entering the relevant details in the search option provided at the end of the page and clicking on search button.
- All the details already fed relating to the failure is displayed. At the bottom of the page “view” button is provided.
- Click on ‘view’ button.
- “Failure report” of the failed transformer will be displayed.
- The report can also be printed by clicking on the print icon available on the top left corner of the web page.

## 4.2 Enhancement Entry

This module is used when the failed transformer has to be replaced with a higher capacity.

#### Steps to be followed to propose for enhancement of DTR capacity:

- Login to DTLMS with the user name and password.

- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Enhancement”.

Following screen is displayed listing all the DTCs available in the logged-in unit as shown below:

Enhancement Details View

Filter By :

View All

Already Created

New

DTC Code	DTC Name	DTr Code	Make Name	Capacity(in KVA)	Action					
117618	Myosre rubber	5465464564	CORP OF INDIA	250	View					
117618	Myosre rubber	5465464564	CORP OF INDIA	250	View					
117637	Shubha Packing	343435	TELK	250	View					
117602	Friendly Illogistic	215	KAVIKA	100	Declare					
117624	S.S assot(near Jogitha)	217	SVR	100	Declare					
117635	MRF TYRE RETREAD (R APDRP)	219	VICTORY	100	Declare					
117628	Lawrence Clothing	396	No Name Plate(NNP)	250	Declare					
117630	pcp electronics	444	VT ST	100	Declare					
117704	OSA	445	SVR	100	Declare					
117626	UTTAM RUBBER (RAPD RP)	448	SVR	100	Declare					
<input type="text" value="Enter DTC Code"/>	<input type="text" value="Enter DTC Name"/>	<input type="text" value="Enter Dtr Code"/>								
1	2	3	4	5	6	7	8	9	10	...

Activate Windows  
Go to PC settings to activate Windows.

- User can select the required DTC by entering the details in the search option at the bottom of the screen by giving any of the parameters and clicking on search button.
- Click on “Declare” button in respect of the desired DTC for which enhancement is to be proposed.

Following screen is displayed showing all the details relating to the DTC. After ensuring that the DTC displayed is the correct selection, enter the date of enhancement and reason for enhancement.

### Declare Capacity Enhancement

Close

DTC Code \*

117624

S

DTC Name

S.S assot(near Jogitha)

Service Date

Load KW

Load Hp

Commission Date

Capacity(in KVA)

100

Section

HOOTAGALLI

DTr Code

217

DTr Make

SVR

DTr Serial Number

23047

Capacity Enhanced(in KVA) \*

--Select--

Reason \*

DTC Reading

Save

Reset

- After entering the data click on “Save” button.
- “DTC enhancement declared successfully” message is displayed.
- Click on “OK” button.
- If any more DTCs are to be declared for enhancement, click of “Reset” button, enter the DTC code and click on search button / click on search button and select from the list.
- Repeat the above steps.
- To return to capacity enhancement view click on “Close” button provided on the right hand top corner of the screen.

### 4.3 Work Order:

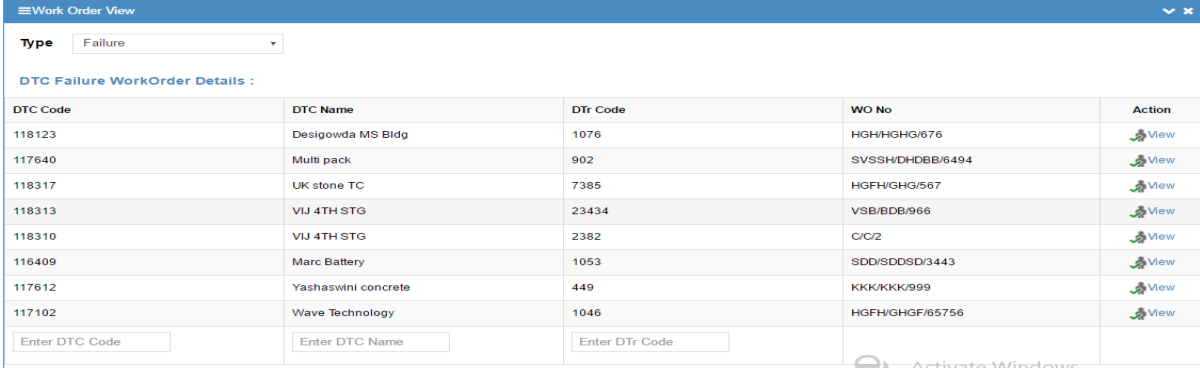
In this module work order details relating to failure / enhancement / new DTC can be viewed.

### Steps to be followed:

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Work Order”.

Following screen is displayed as shown below:

#### Work Order View



DTC Code	DTC Name	DTr Code	WO No	Action
118123	Desigowda MS Bldg	1076	HGH/HGHG/676	
117640	Multi pack	902	SVSSH/DHDBB/6494	
118317	UK stone TC	7385	HGFH/GHG/567	
118313	VIJ 4TH STG	23434	VSBB/DBB/966	
118310	VIJ 4TH STG	2382	C/C/2	
116409	Marc Battery	1053	SDD/SDSD/3443	
117612	Yashaswini concrete	449	KKK/KKK/999	
117102	Wave Technology	1046	HGFH/GHGF/65756	

Enter DTC Code      Enter DTC Name      Enter DTr Code

- User can select the type from the drop down to view the list of work orders created against the type selected.
- User can view the required work order by clicking on view icon under action column.

#### 4.4 Indent:

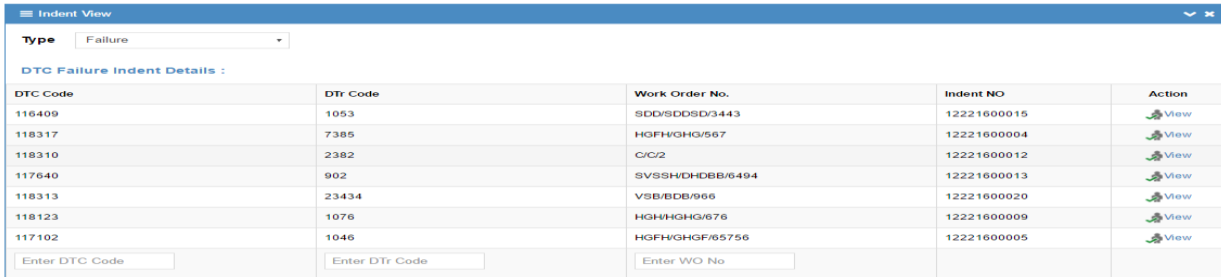
In this module, the user can view all the work orders created with major details like DTC code, DTR code, whether indent is created or not and indent number in a table format. User can view work orders relating to failure / enhancement by selecting the same from the drop down under ‘type’.

### Steps to be followed:

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Indent”.

Following screen is displayed as shown below:

#### Indent View



DTC Code	DTr Code	Work Order No.	Indent NO	Action
116409	1053	SDD/SDSD/3443	12221600015	
118317	7385	HGFH/GHG/567	12221600004	
118310	2382	C/C/2	12221600012	
117640	902	SVSSH/DHDBB/6494	12221600013	
118313	23434	VSBB/DBB/966	12221600020	
118123	1076	HGH/HGHG/676	12221600009	
117102	1046	HGFH/GHGF/65756	12221600005	

Enter DTC Code      Enter DTr Code      Enter WO No

- To view the indent, click on “view” icon under Action column.

Following screen is displayed.

## Indent Creation

Close

Basic Details

WO No *	GHGH/HGH/5677	DTC Code	117708 <a href="#">View DTC Details</a>
WO Date	14/09/2016	DTC Name	CAL SOFT(sri sai)
WO Issued By	CESCAET	Failure ID	37
Requested Capacity(in KVA)	100	DTr Code	1020 <a href="#">View DTr Details</a>

Indent Creation

Indent No. *	12221600021	Store Name *	V V MOHALLA
Indent Date *	14/09/2016	Indent Description	

☒ Alert me once stock available in store

\* 4 Number of 100 KVA Capacity Transformers Available in the Store

[View](#)

- Now click on “view” button at the bottom of the screen.
- Actual indent generated is displayed. Hard copy also can be taken by clicking on the print icon.

### 4.5 Invoice:

In this module, the user can view all the indents created by field officers for which action is to be taken to issue materials.

#### Steps to be followed:

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Invoice”.

Following screen is displayed as shown below:

#### Invoice View

Invoice View

Type Failure

DTC Failure Invoice Details

DTC Name	DTr Code	WorkOrder No.	Indent No.	Invoice No.	Action
Marc Battery	1053	SDD/SDSD/3443	12221600015	12161700057	View
VIJ 4TH STG	2382	C/C2	12221600012	12161700054	View
UK stone TC	7385	HGFH/HGH/567	12221600004	12161700048	View
Desigowda MS Bldg	1076	HGH/HGHG/676	12221600009	12161700051	View
VIJ 4TH STG	23434	VSBB/DBB/966	12221600020	12161700064	View
Multi pack	902	SVSSH/DHDBB/6494	12221600013	12161700055	View
<input type="text" value="Enter DTC Name"/>	<input type="text" value="Enter DTr Code"/>	<input type="text" value="Enter WO No"/>	<input type="text" value="Enter Indent No"/>		

- To view the invoice click on “view” icon under action column or by entering the parameters at the bottom of the screen and click on search icon.

Following screen is displayed.



## Invoice

Close

Transaction Details

Indent No *	12221600004	S	DTC Name	UK stone TC
Indent Date	07/09/2016		Old DTr Code	7385
Indent Raised By	CESCO		Old DTr Capacity(in KVA)	250
Failure ID	4		New DTr Capacity(in KVA)	250

Invoice Details

DTr Code *	8870	S	Manual Invoice No	
DTr Make	KAM/KA		Invoice Date *	07/09/2016
DTr Capacity(in KVA)	250		Amount(Rs) *	108747.81
Invoice No. *	12161700048			
Description	fdgfdg			

View

GatePass

Vehicle No *		Challen Number *	
Receipient Name *			

Print GatePass

- Click on “view” button available at the bottom of the screen to generate invoice in the prescribed format.
- Invoice can be printed by clicking on the print icon.
- Click on “Print Gate Pass” to print the same.

### 4.6 Decommissioning:

In this module, all DTCs for which Invoice is created are shown in grid. User can view / print the details relating to the selected DTC.

#### Steps to be followed:

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Decommissioning”.

Following screen is displayed as shown below:

Replacement Details View

Type Failure

DTC Failure Decommissioning Details :

DTC Name	DTr Code	Indent No	Invoice No	Action
Meritor-1 TC	9192	12221600018	12161700060	View
INDCASSIA (RAPDRP)	930	12221600019	12161700062	View
CAL SOFT(sri sai)	7390	12221600021	12161700067	View
Kintech	67776	12221600008	12161700050	View
INDCASSIA (RAPDRP)	930	12221600003	12161700047	View
DARSHAN PACKING	401	12221600002	12161700046	View
Meritor-1 TC	9192	12221600010	12161700052	View
OSA	445	12221600006	12161700049	View
Vijaya Bank Tc	7389	12221600017	12161700059	View
KrishnaTech(SriShayamPlastic)	163	12221600001	12161700045	View

- User can select Type from drop down [Either Failure or Enhancement DTC].
- Click on “view” under Action column in respect of the DTC details to be viewed.

Following screen is displayed showing all the details relating to the selection made.

## Decommissioning

[Close](#)

Basic Details

Failure ID \*

9

S

Failure Date

08/09/2016

DTC Code

117103

[View DTC Details](#)

DTr Code

1020

[View DTr Details](#)

DTC Name

Kintech

Make Name

CLASSIC TECHNOLINES(Ltd)

Capacity(in KVA)

100

Decommissioning

Decommissioning Date \*

08/09/2016

Store Name \*

V V MOHALLA

Manual RI Number

87Y88

Oil Quantity(in Litre) \*

7777

RI Number \*

12221600005

Remarks \*

hgghhj

RI Date \*

08/09/2016

DTR Reading

View

Reset

- If the document is to be printed click on “View”, a report is generated which can be viewed / printed by clicking on the print icon.

## 5. Repairer Management:

This module is used to send failed DTR to Repairer / Supplier, checked whether Repaired or not and Repaired DTR delivers to Store through following 3 sub modules:

1. Fault DTR search.
2. Testing Pending
3. Receive Pending

### 5.1 Fault DTR Search:

This module can be operated on by the user having Store Keeper role.

#### Steps to be followed to send failed DTR to Repairer / supplier:

- Login to DTLMS with the user name and password.
- Click on DTR Repairer management module provided on the left side panel.
- Sub modules under DTR Repairer management are listed.
- Click on “Fault DTR search”.
- Click on “Load Fault Transformer”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

## Faulty Transformer Search

Faulty Transformer Search

Make

--Select--

Capacity(in KVA)

--Select--

Store

N R MOHALLA

Load Fault Transformer

Reset

Select	DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Manf. Date
<input type="checkbox"/>	9138	10175	VT ST	100	

Click to send for Supplier/Repairer

- User can filter the DTR by selecting Make name and Capacity in dropdown list.
- All the details relating to the selected DTR is automatically populated.
- Select the DTR code by clicking on check box and click on “click to send for Supplier / Repairer”, following page will be displayed.

## Fault Transformer Issue

Fault Transformer Issue

Supplier / Repairer Details

Guarantee Type

--Select--

Phone

Type

--Select--

Address

Supplier/Repairer

Name

Issue Details

Issue Date

Invoice No

11161700022

PO No

Invoice Date

14/09/2016

PO Date

Save

Reset

Selected Transformer

DTr Code

S

Make

Load

DTr Code	Make Name	Capacity(in KVA)	Manf. Date	Purchase Date	Remove
9138	VT ST	100			

GatePass

Vehicle No

Challen Number

Receipient Name

Print GatePass

- User has to select “Guarantee type”, i.e. “AGP (after guarantee period)”, “WGP (within guarantee period)” or “WRGP (within repairer guarantee period)” and “Type” i.e. Supplier or Repairer from the dropdown.

- Based on Type, user can select Supplier or Repairer, as soon as selecting Supplier / Repairer, their name, Ph no. and address will be displayed.
- Next step is, user should enter Issue date, PO no, PO date, Invoice date and Invoice no. will load automatically.
- Selected Transformer in “Fault DTR search” form will be displayed in “Selected Transformer” as show above.
- User can delete the DTR by clicking on Red symbol (X).
- User can add the DTR by selecting DTR code in DTR Search and clicking on “Load”.
- By clicking on save, user can send DTR to Supplier / Repairer.
- Click on “close” button to return to “Fault DTR search” screen.

## 5.2 Testing Pending:

This module can be operated on by the user having AEE LT Rating role.

### Steps to be followed to Test whether Repaired or not.

- Login to DTLMS with the user name and password.
- Click on DTR Repairer management module provided on the left side panel.
- Sub modules under DTR Repairer management are listed.
- Click on “Testing Pending”.

Following screen is displayed.

#### Transformer Inspection at Repair Center

The screenshot shows a web application interface titled "Transformer Inspection at Repair Center". The interface includes a search bar for "Purchase Order No" with a blue "S" button. Below this are three dropdown menus for "Repairer", "Supplier", and "Make", each with a "--SELECT--" option. To the right of these is a dropdown for "Capacity(In KVA)" also with a "--SELECT--" option. At the bottom of the form, there are two buttons: "Load Pending Transformer" and "Reset".

- By selecting Purchase Order and clicking on “Load Pending transformer”, Repaired DTRs are displayed.
- User can filter the DTRs by selecting Repairer, supplier, make and Capacity.

Transformer Inspection at Repair Center

Purchase Order No \*

7YIIYUI

S

Make

--SELECT--

Repairer

--Select--

Capacity(In KVA)

--Select--

Supplier

--SELECT--

Load Pending Transformer

Reset

Select	DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Issue Date	PO No
<input type="checkbox"/>	488	KVK03100127211	KAVIKA	100	07-SEP-2016	7YIIYUI

Click to Inspect

- Following screen is displayed.

Store

V V MOHALLA

Purchase Order No.

7YI1YUI

Issue Date

07-SEP-2016

Tested By \*

--Select--

Tested On \*

Testing Location \*

--Select--

Save

Reset

DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Manf. Date	Testing Result	Remarks	Remove
488	KVK03100127211	KAVIKA	100	01-DEC-2000	<div><div>Pass</div><div>Fail</div></div>		<div></div>

- Store name, purchase Order no., and Issue date is displayed automatically.
- User should select Tested by, Tested On, and Testing location.
- And user should click on relevant radio button under testing results column, based on test result and enter Remarks and click on save.
- Click on “close” button to return to “Transformer Inspection at repairer” screen.

This module can be operated on by the user having Store officer / Store Keeper role.

- Login to DTLMS with the user name and password.
- Click on DTR Repairer management module provided on the left side panel.
- Click on “Receive Pending” Sub module.

Following screen is displayed.

## Transformer Pending to Recieve

Transformer Pending to Recieve

Purchase Order No

S

Supplier

--SELECT--

Repairer

--SELECT--

Load Pending Transformer

Reset

Testing Pass Details

PO No	PO Date	Issue Date	Supplier/Repairer	Total Quantity	Pending Qty for Recieve	Recieved Quantity	Recieve
657567	01-AUG-16	01-AUG-16	NEW NAME	1	0	1	
7YIIYUI	07-SEP-16	07-SEP-16	AAAAAA	1	1	0	
7776	08-SEP-16	08-SEP-16	AAAAAA	1	0	1	
77776	14-SEP-16	14-SEP-16	AAAAAA	1	0	1	

Pending for Testing

PO No	PO Date	Issue Date	Supplier/Repairer	Total Quantity	Pending Qty for Testing
UYIUYIYU	14-SEP-16	14-SEP-16	AAAAAA	1	1
4564645	08-SEP-16	08-SEP-16	AAAAAA	1	1
43534	13-SEP-16	07-SEP-16	REPAIRER 5	1	1
444DFGDFGDFGDF	07-SEP-16	07-SEP-16	123123	1	1
657567777	14-SEP-16	14-SEP-16	REPAIRER 5	1	1
4446	07-SEP-16	07-SEP-16	AAAAAA	1	1

- User can filter the “Testing pass details” and “Pending for Testing details” by selecting Purchase Order no., Supplier and Repairer by Dropdown list.
- Click on Edit to Delivered DTr to store i.e. only “Repairer Result” is passed DTRs and failed DTRs are displayed in “Pending for Testing”.

Following screen is displayed.

## Receive Transformers

Receive Transformers

Store \*

V V MOHALLA

Deliver Date \*

Verified By \*

--Select--

RV No \*

Deliver Challen No. \*

RV Date \*

Recieve

Reset

Receive Pending Transformers

Select	DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Manf. Date
<input type="checkbox"/>	488	KVK03100127211	KAVIKA	100	01-DEC-2000

- User should enter “Deliver challan no.”, “Deliver date” and “Verified by” in dropdown.
- Select checkbox of DTRs and click on Receive, DTRs are delivered to Store.
- Click on “close” button to return to Transformer Pending screen.

## 6. Scrap Transformer

This module is used to Declare the DTR as Scrap and action for further disposal. Following are two sub modules of this main module:

1. Scrap Transformer
2. Scrap Disposal

### 6.1 Scrap Transformer:

This module can be operated on by the user having Store officer / Store Keeper role.

Steps to be followed to Declare the DTR as Scrap:

- Login to DTLMS with the user name and password.
- Click on Scrap Transformer module provided on the left side panel.
- Sub modules under Scrap Transformer are listed.
- Click on “Scrap Transformer”.
- Click on “Load Fault Transformer”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

#### Faulty Transformer Search

Select	DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Manf. Date	Supplier
<input type="checkbox"/>	971	02146150	KEL	100	01-MAR-2002	
<input type="checkbox"/>	1096	23070	SVR	100	01-JAN-2012	
<input type="checkbox"/>	1008	06121260	KAVIKA	100	01-DEC-2006	

- User can filter the DTR by selecting Make name and Capacity in dropdown list.
- All the details relating to the selected DTR is automatically populated.
- Select the DTR code by clicking on check box and click on “send for Scrap”, following page will be displayed.

#### Scrap Entry

DTr Code	Make Name	Capacity(in KVA)	Manf. Date	Purchase Date	Supplier	Remove
971	KEL	100	01-MAR-2002			✖
1096	SVR	100	01-JAN-2012			✖

- User has to enter OM No., OM date and Remarks.
- User can delete the DTR by clicking on Delete symbol (x).
- User can add the DTR by selecting DTR code in DTR Search and clicking on “Load”.
- By clicking on save, DTR can be declared as scrap.
- Click on “close” button to return to fault DTR search screen.

## 6.2 Scrap Disposal:

This module can be operated on by the user having Store officer / Store Keeper role.

### Steps to be followed to Dispose scrapped DTR:

- Login to DTLMS with the user name and password.
- Click on Scrap Transformer module provided on the left side panel.
- Sub modules under Scrap Transformer are listed.
- Click on “Scrap Disposal”.

Following screen is displayed

#### Scrap Entry View

- Select OM No. by click on search and click on “Load scrap transformer”, Scrap entered DTRs are loaded.

Following screen is displayed.

#### Scrap Entry View

Select	DTr Code	Make Name	Capacity (in KVA)	Manf. Date	Supplier
<input type="checkbox"/>	971	KEL	100	01-MAR-2002	

- User can filter the DTRs by selecting “make” in dropdown and “capacity” in dropdown.
- Select DTR by clicking on checkbox and click on “send to dispose”.

Following screen is displayed.



## Scrap Disposal

[Close](#)

Scrap Disposal

Invoice No \*

12161700073

Send To

Invoice Date \*

14/09/2016

Description \*

Quantity \*

1

Amount \*

Save

Reset

Selected Transformer

DTr Code

S

Make

Load

DTr Code	Make Name	Capacity(in KVA)	Manf. Date	Purchase Date	Supplier	Remove
971	KEL	100	01-MAR-2002			

GatePass

Vehicle No \*

Challen Number \*

Recipient Name \*

Print GatePass

- User should enter OM No., amount & Description and Quantity is automatically loaded based on DTRs.
- User can delete the DTR by clicking on Delete symbol (x).
- User can add the DTR by selecting DTR code in DTR Search and clicking on "Load".
- By clicking on save, user can disposal the DTRs.
- Click on "close" button to return to Scrap Entry view screen.

## 7. Maintenance

This module is mainly used to track the maintainance details of the DTR .

Following sub module under this module:

1. Preventive Maintenance.
2. Maintenance

### 7.1 Preventive maintenance:

This module can be operated on by the user having Section Officer role.

**Steps to be followed to entered the maintenance details:**

- Login to DTLMS with the user name and password.
- Click on Maintenance module provided on the left side panel.
- Sub modules under Maintenance are listed.
- Click on "Preventive Maintenance".

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

## Preventive Maintenance View

Preventive Maintenance View

Filter By :

☒ Quarterly
 ☐ Half Yearly

New

DTC Name	DTC code	DTr Code	Maintenance Type	Last Service Date	Edit
VIJ 4TH STG	118304	7467	QUARTERLY	15/06/2016	
VIJ 4TH STG	118313	545454	QUARTERLY	15/06/2016	
KHB Colony	118203	2392	QUARTERLY	15/06/2016	
KHB COLONY	118205	1284	QUARTERLY	15/06/2016	
KHB COLONY	118212	2265	QUARTERLY	15/06/2016	
KHB COLONY	118229	2270	QUARTERLY	15/06/2016	
KHB COLONY	118213	2327	QUARTERLY	15/06/2016	
KHB Colony	118228	8853	QUARTERLY	15/06/2016	
KHB COLONY	118224	2290	QUARTERLY	15/06/2016	
KHB COLONY	118240	2460	QUARTERLY	15/06/2016	

- There are 2 radio buttons on the top of the screen, one with the caption 'Quarterly' and the other 'Half yearly'.
- By default 'Quarterly' radio button is activated.
- When 'Half yearly' radio button is enabled, it will list out all the DTRs which are due for half yearly maintenance.
- In the screen select the DTC to enter maintenance details by using the search option given at the bottom of the screen giving any of the parameters and click on search icon / click on "Edit in respect of the DTR code / by clicking "New" button provided at the top right of the screen.
- On clicking the "Edit" link "DTC maintenance" page will open as shown below.
- Maintenance type is disabled based on "Last service date" whether quarterly or half yearly.
- All the details relating to the selected DTC is automatically populated.
- The user has to ensure whether the selection made is correct before proceeding to enter the Maintenance details.
- After entering maintenance details click on "Save" button.
- "Maintenance details saved successfully and display next maintenance date" message is displayed.
- Click on OK button.
- If any more maintenance is to be entered, click on "Reset" button and repeat the above steps.
- Click on "close" button to return to maintenance view screen.

## DTC Maintenance

DTC Maintenance

Close

DTC Code \*

118203

S

Type Of Maintenance \*

QUARTARLY

DTC Name \*

KHB Colony

Maintenance Date \*

DTr Code \*

2392

Maintained By \*

--Select--

Save

## 7.2 Maintenance:

This module can be operated on by the user having Section officer role.

### Steps to be followed to view maintained DTC details and Update the details:

- Login to DTLMS with the user name and password.
- Click on Maintenance module provided on the left side panel.
- Sub modules under Maintenance are listed.
- Click on “Maintenance”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

#### Maintenance View

Maintenance View						
Filter By : <input checked="" type="radio"/> Quarterly <input type="radio"/> Half Yearly <span>New</span>						
DTC Name	DTC code	DTr Code	Maintenance Type	Last Service Date	Maintenance By	Edit
VIJ 4TH STG	118309	1256	QUARTERLY	14-FEB-2016	CESCO	
Raghavendra enterprises	116401	968	QUARTERLY	29-AUG-2016	CESCO	
<input type="text" value="Enter DTC Name"/>	<input type="text" value="Enter DTC Code"/>	<input type="text" value="Enter DTr Code"/>				

#### Maintenance View

Maintenance View						
Filter By : <input type="radio"/> Quarterly <input checked="" type="radio"/> Half Yearly <span>New</span>						
DTC Name	DTC code	DTr Code	Maintenance Type	Last Service Date	Maintenance By	Edit
poornima ind	117203	906	HALF YEARLY	13-SEP-2016	CESCO	
VIJ 4TH STG	118304	7467	HALF YEARLY	14-SEP-2016	CESCSTOREOFF	
Durga Balaji	116403	952	HALF YEARLY	30-AUG-2016	CESCSTOREOFF	
Hutch Tower	116404	983	HALF YEARLY	03-SEP-2016	CESCO	
<input type="text" value="Enter DTC Name"/>	<input type="text" value="Enter DTC Code"/>	<input type="text" value="Enter DTr Code"/>				

- There are 2 radio buttons on the top of the screen, one with the caption ‘Quarterly’ and the other ‘Half yearly’.
- By default ‘Quarterly’ radio button is activated.
- When ‘Half yearly’ radio button is enabled, it will list out all the DTCs which are half yearly maintained.

- In the screen select the DTC to entered maintenance details by using the search option given at the bottom of the screen giving any of the parameters and click on search icon / click on “Edit in respect of the DTC code / by clicking “New” button provided at the top right of the screen.
- On clicking the “Edit” link “DTC maintenance” page will open as shown below.
- User can also entered maintained details by clicking on New and selecting DTC.

## DTC Maintenance

[Close](#)

≡ DTC Maintenance
⌵ ✕

DTC Code \*  S

DTC Name \*

DTr Code \*

Update

Type Of Maintenance \*

Maintenance Date \*

Maintained By \*

≡ Quaterly/Half Yearly
⌵ ✕

Connections \*

Fuses \*

Oil leakage \*

Bushing \*

Breather \*

Danger Plates \*

Anti-Climbing Devices \*

Lightning Arrestor \*

G.O Switches \*

Load Balancing \*

General Condition Nuts \*

LT switch/LT Protection Kit \*

Voltage \*

Earth Testing \*

≡ DTC Maintenance View
⌵ ✕

DTC Code	DTr Code	Maintenance Date	Maintained By	Maintenance Type
118304	7467	14/09/2016	CESCSTOREOFF	HALF YEARLY
<input type="text" value="Enter Dtc Code"/>	<input type="text" value="Enter DTr Code"/>	<span style="background-color: #007bff; color: white; padding: 0 5px;">Q</span>		

### Steps to be followed to edit details of Maintenance:

- Login to DTLMS with the user name and password.
- Click on Maintenance.
- Sub modules under Maintenance are listed.
- Click on “Maintenance”.
- List of all the Maintained DTCs are displayed.
- Click on “Edit” icon provided against DTC details to be modified.
- Details of the selected DTCs are displayed for modification.
- Except DTC name, DTC code, Maintenance Type Date and DTR code, all other fields can be modified.
- Make necessary modifications required.
- Click on “Update” button.

- “Updated successfully and next Maintenance date” message is displayed.
- Click on “OK” button.

## 8. Inter Store Transfer

This module is used to Transfer DTRs from one store to another through following 3 sub modules:

1. Store Indent.
2. Store Invoice
3. Receive Transformer

### 8.1 Store Indent:

This module can be operated on by the user having Store Keeper role.

Steps to be followed to requisition for required number of DTR from other store is initiated:

- Login to DTLMS with the user name and password.
- Click on Inter store Transfer module provided on the left side panel.
- Sub modules under Inter store transfer are listed.
- Click on “Store Indent”.

Following screen is displayed.

#### Indent View

Indent Number	Indent Date	Requested No. of Transformers	To Store	View
11161700022	08-AUG-2016	1	V V MOHALLA	

- There are 2 radio buttons on the top of the screen, one with the caption ‘Pending for Invoice’ and the other ‘completion Invoice for Indent’.
- By default ‘Pending for Invoice’ radio button is activated.
- When ‘Completed for Indent’ radio button is enabled, it will list out all the Indents for which Invoice has been created.
- Now click on “New” button provided on the right hand top corner of the screen.

Following screen is displayed for entering the details of the new Store Indent.

Capacity and Quantity

Capacity \*

--Select--

Quantity\*

Add

Capacity	Quantity	Delete
100	1	✕

Store Indent

Indent Number\*

11161700022

To Store\*


--Select--

Indent date\*

Description\*

Save

Reset


 Activate Windows  
 Go to PC settings to activate Windows.

- To start with enter all the details of new Store Indent.
- Then select the make and capacity from the dropdown.
- Enter quantity and click on the button “Add”.

A detail entered is shown in the grid at the bottom of the screen as shown below:

Store Indent

Close

Capacity and Quantity

Capacity \*

--Select--

Quantity\*

Add

Capacity	Quantity	Delete
100	1	✕
125	2	✕
200	1	✕

- As could be seen, all the details of capacity and quantity entered is displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- Then To Store name has to be selected from the drop down and enter Indent date, Description.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.
- To view the details of all the store indent placed click on “Close” button provided on right hand top corner.

Following screen is displayed.



## Indent View

Store Indent View

Filter By :

☐ Pending for Invoice
 ☒ Completed Invoice for Indent

New

Indent Number	Indent Date	Requested No. of Transformers	To Store	View
11161700022	08-AUG-2016	1	V V MOHALLA	
<input type="text" value="Enter Indent No"/>				

## 8.2 Store Invoice:

This module can be operated on by the user having Store Keeper role with the approval of Store officer.

### Steps to be followed to generate the Invoice for Selected Indent:

- Login to DTLMS with the user name and password.
- Click on Inter store Transfer module provided on the left side panel.
- Sub modules under Inter store transfer are listed.
- Click on “Store Invoice”.

Following screen is displayed.

#### Invoice View

Indent No	Requested No. of Transformers	Pending No. Transformers	From Store	View
11161700022	1	1	N R MOHALLA	
Enter Indent No				

- There are 2 radio buttons on the top of the screen, one with the caption ‘Pending Indent Request’ and the other ‘Invoice Raised’.
- By default ‘Pending Indent Request’ radio button is activated.
- When ‘Invoice Raised’ radio button is enabled, it will list out all the Invoices for which Invoice has been created.
- Click on view it will show the fields below shown in snapshot but can’t create Invoice.
- To create Invoice, Store keeper should select the item from the Approval Inbox to approve.
- In Store keeper approval inbox, click on approve button to create Invoice.

Following screen is displayed for entering the details of the new Store Indent.

**Store Invoice** Close

**Indent Information**

Indent Number \* 11161700022 Indent Date 08/08/2016

Request From Store N R MOHALLA Quantity 1

Capacity(in KVA) Requested No. of Transformers Pending No. Of Transformers

100 1 1

**Invoice Generation**

Invoice Number \* 12161700073 Invoice Date \*

Remarks \*  DTr Code \*  5

Add

Approve Reset

**GatePass**

Vehicle No \*  Challen Number \*

Receipt Name \*

Print GatePass

- To start with enter all the details of new Store Invoice.

- Then select the Requested Capacity DTr from DTr code search.

Selected DTR is shown in the grid at the bottom of the screen as shown below:

DTr Code	DTr Make Name	Capacity(in KVA)	Delete
1111111111	KAVIKA	100	

- As could be seen, all the selected DTRs are displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- After ensuring the entries made is correct click on “Approve” button.
- “Approved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.
- To view the details of all the store indent placed click on “Close” button provided on right hand top corner.

Following screen is displayed.

#### Invoice View

Indent No	Requested No. of Transformers	Pending No. Transformers	From Store	View
11161700022	1	0	N R MOHALLA	

### 8.3 Receive Transformer:

This module can be operated on by the user having Store Keeper role.

#### Steps to be followed to Received Transformer to Store:

- Login to DTLMS with the user name and password.
- Click on Inter store Transfer module provided on the left side panel.
- Sub modules under Inter store transfer are listed.
- Click on “Receive Transformer”.

Following screen is displayed.

#### Receive Transformer

Indent Number	Invoice Number	Invoice Date	From Store	No Of Transformers	View
11161700022	12161700073	17-AUG-2016	V V MOHALLA	1	



- There are 2 radio buttons on the top of the screen, one with the caption 'Pending to receive' and the other 'Already Received'.
- By default 'Pending to Receive' radio button is activated.
- When 'Already Received' radio button is enabled, it will list out all the Invoices against which materials have been received in Store.
- In Store keeper approval inbox, click on approve button to Receive transformer.

Following screen is displayed for entering the details.

### Receive Transformer

Close

≡ Indent Details
▼

Indent Number: 11161700022

Indent date: 08-AUG-2016

Capacity(in KVA)	Quantity
100	1

≡ Receive Transformer
▼

Invoice Number: 12161700073

Invoice Date: 17-AUG-2016

Relieved From Store: V V MOHALLA

Quantity: 1

DTr Code	DTr SIno	DTr Make	Capacity(in KVA)
1111111111	1111111111111111111111	KAVIKA	100

RV No\*

Remarks\*

RECEIVE

- To start with enter all the details of Receive DTR to Store.
- After ensuring the entries made is correct click on "Receive" button.
- "Received successfully" message is displayed confirming that the data is save.
- Click on "OK" button to return.
- Saved data is displayed.
- To view the details of the entire Received DTR click on "Close" button provided on right hand top corner.

Following screen is displayed.

### Receive Transformer

Close

≡ Receive Transformer
▼

**Filter By :**
☐ Pending To Receive
☒ Already Received

Indent Number	Invoice Number	Invoice Date	From Store	No Of Transformers	View
11161700022	12161700073	17-AUG-2016	V V MOHALLA	1	
<input style="width: 100px;" type="text" value="Enter Indent No"/>	<input style="width: 100px;" type="text" value="Enter Invoice No"/>				

## 9. Approval

This module is used to give Access Rights to particular Role, assigning approval priority as per the Role for Workflow Purpose through following 3 sub modules:

1. Access Rights.
2. Approval Priority
3. Approval Inbox.

### 9.1 Access Rights:

This module can be operated on by the user having Admin role.

#### Steps to be followed to give access rights to the forms based on Role:

- Login to DTLMS with the user name and password.
- Click on Approval module provided on the left side panel.
- Sub modules under Approval are listed.
- Click on “Access Rights”.

Following screen is displayed.

#### Access Rights View

The screenshot shows the 'Access Rights View' window. At the top, there is a blue header bar with the title 'Access Rights' and window control icons. Below the header, there are two dropdown menus. The first is labeled 'Module Name \*' and has a '-Select-' option. The second is labeled 'Roles \*' and also has a '-Select-' option. The rest of the window is currently empty.

- There are 2 dropdown on the top of the screen, one is 'Module name' and the other one is 'Roles'.
- Select Module name and Roles from dropdown.

Following Screen is displayed.

#### Access Rights View

The screenshot shows the 'Access Rights View' window with the 'Module Name' dropdown set to 'Transformer Repair' and the 'Roles' dropdown set to 'AEE LT RATING'. Below these dropdowns is a table with the following structure:

Form Name	Select
Testing Pending	<input type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY
Search Faulty Transformers	<input type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY
Recieve Transformers	<input type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY
Issue Faulty Transformers	<input type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY

At the bottom of the table, there are two buttons: 'Save' and 'Reset'.

- User can assign access rights by selecting “module name” and “Roles”.
- User can give rights to create, modify, Read only or all by selecting the checkbox.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is save.
- Click on “OK” button to return.
- Saved data is displayed.

## Access Rights View

Form Name	Select
Testing Pending	<input checked="" type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY
Search Faulty Transformers	<input checked="" type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY
Recieve Transformers	<input checked="" type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY
Issue Faulty Transformers	<input checked="" type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY

Update Reset

### Steps to be followed to edit details of Access Rights:

- Login to DTLMS with the user name and password.
- Click on Approval.
- Sub modules under Approval are listed.
- Click on “Access Rights”.
- Select ‘module name’ and ‘Role’.
- Details of the selected module and Role are displayed for modification.
- All Fields can be modified.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully” message is displayed.
- Click on “OK” button.

## 9.2 Approval Priority:

This module can be operated on by the user having Admin role.

### Steps to be followed for giving the Priority for Role for particular form:

- Login to DTLMS with the user name and password.
- Click on Approval provided on the left side panel.
- Sub modules under Approval are listed.
- Click on “Access Priority”.

Following screen is displayed.

Priority Mapping

Basic Details

Module Name \* --Select-- Form Name \*

Approval Priority

Role Name \* Add

Note : Priority 1 is Creator of Selected Form

Save Reset

- There are 2 dropdown on the top of the screen, one is ‘Module name’ and the other one is ‘Form name’.
- Select Module name, Form name and Role name from dropdown to add.

Following Screen is displayed.

## Priority Mapping

Basic Details

Module Name \*

Master Entry

Form Name \*

Supplier Master

Creator:STORE OFFICER,DIVISION OFFICER,SECTION OFFICER,STORE KEEPER,AE(TECH),ADMIN

Approval Priority

Role Name \*

DIVISION OFFICER

Add

Note : Priority 1 is Creator of Selected Form

Modulename	RoleName	Priority	Delete
Supplier Master	STORE OFFICER	1	
Supplier Master	DIVISION OFFICER	2	

Save

Reset

- As could be seen, all the selected Roles are displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is save.
- Click on “OK” button to return.
- Saved data is displayed.

Following screen is displayed.

## Priority Mapping

Basic Details

Module Name \*

Transformer Failure Entry

Form Name \*

Failure Entry

Creator:SUBDIV OFFICER,STORE OFFICER,DIVISION OFFICER,SECTION OFFICER,STORE KEEPER,ADMIN

Approval Priority

Role Name \*

--Select--

Add

Note : Priority 1 is Creator of Selected Form

Modulename	RoleName	Priority	Delete
Failure Entry	SECTION OFFICER	1	
Failure Entry	SUBDIV OFFICER	2	

Update

Reset

### Steps to be followed to edit details of Access Rights:

- Login to DTLMS with the user name and password.
- Click on Approval.
- Sub modules under Approval are listed.
- Click on “Access Priority”.
- Select ‘module name’, ‘form name’ and ‘Role’.
- Details of the selected module, form name and Role are displayed for modification.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully” message is displayed.
- Click on “OK” button.

### 9.3 Approval Inbox:

This module can be operated on by the All User.

#### Steps to be followed to giving the Priority for Role for particular form:

- Login to DTLMS with the user name and password.
- Click on Approval provided on the left side panel.
- Sub modules under Approval are listed.
- Click on “Approval inbox”.

Following screen is displayed.

#### Approval Inbox

Subject	Description	Created By	Created On	Status	Action
Indent Entry	Indent pertaining to DTC Code - 117612, DTC Name - Yash aswini concrete for Work Order No KKK/KKK/999	CESCO	14-SEP-2016	PENDING	[Icons for Edit, Approve, Reject, View History]
Failure Entry	Failure Entry For DTC Code 18103	CESCO	08-SEP-2016		

- There are 3 radio buttons on the top of the screen, one with the caption 'Pending for approval', 'already approved' and other is 'Rejected'.
- By default 'Pending for approval' radio button is activated.
- When 'Already approved' radio button is enabled, it will list out all the approved and modified & approved details.
- When 'Rejected radio button is enabled, it will list out all the Rejected details.
- By selecting Modify and Approve, User can edit the information entered by other user with comment which is Mandatory.
- By selecting Approve, User can approve the Record with comment which is Mandatory.
- By selecting Reject, User can reject the Record with comment which is Mandatory. Rejected Record will be sent back to Approval inbox of the person who created that record.

Following screen is displayed for modified and approving the details.

Comments \*

Modify and Approve

- User can also view the Approval History by Clicking on View History.

Following screen is displayed.

## Approval History

[Close](#)

Approval History

DTC Code

117612

DTC Name

Yashaswini concrete

DTr Code

449

Work Name : Indent pertaining to DTC Code - 117612, DTC Name - Yashaswini concrete for Work Order No KKK/KKK/999

Current Status : PENDING WITH SUBDIV OFFICER-

Approver	Created On	Comments
CESCO	14-SEP-16 11:02 AM	

- Click on “close” button to return to Approval inbox screen.
- When ‘Already approved’ radio button is enabled, it will list out all the approved and modified & approved details.

Following screen is displayed.

Approval Inbox

Filter By :

☐ Pending for Approval
 ☒ Already Approved
 ☐ Rejected

Subject

-Select--









Sent By

-Select--

From Date

To Date

Load

Subject	Description	Created By	Created On	Action Taken	Current Status	Action
DeCommission Entry	Decommissioning for DTC Code 117708	CESCO	14-SEP-2016	MODIFY AND APPROVE	APPROVED	 
Indent Entry	Indent pertaining to DTC Code - 117708, DTC Name - CAL SOFT(sri sai) for Work Order No GHGHVGHV5677	CESCO	14-SEP-2016	MODIFY AND APPROVE	APPROVED	 
Failure Entry	Failure Entry For DTC Code 117708	CESCO	14-SEP-2016	MODIFY AND APPROVE	APPROVED	 
DeCommission Entry	Decommissioning for DTC Code 117708	CESCO	14-SEP-2016	MODIFY AND APPROVE	APPROVED	 

- User can View already approved details by clicking on View Symbol.
- User can also view the Approval history by clicking on “Approval history” symbol.
- When ‘Rejected radio button is enabled, it will list out all the Rejected details.

Following screen is displayed.

Approval Inbox

Filter By :

☐ Pending for Approval
 ☐ Already Approved
 ☒ Rejected

Subject

-Select--








Sent By

-Select--

From Date

To Date

Load

Subject	Description	Created By	Created On	Action Taken	Current Status	Action
DeCommission Entry	Decommissioning for DTC Code 117103	CESCO	08-SEP-2016	REJECTED	APPROVED	 
Indent Entry	Indent pertaining to DTC Code - 117103, DTC Name - Kintech for Work Order No KKK/KKK/88	CESCO	08-SEP-2016	REJECTED	APPROVED	 
Failure Entry	Failure Entry For DTC Code 117103	CESCO	08-SEP-2016	REJECTED	APPROVED	 
Enter Form Name	Enter Description					

- User can View already approved details by clicking on View Symbol.
- User can also view the Approval history by clicking on “Approval history” symbol.

## 10. Transaction

This module is used to request for an alert when the requested stock is available in particular store, Transformers which are Currently Available in the store and see the full details / Tracker of particular DTR and DTCs through following 3 sub modules:

1. Stock Alert.
2. Stock status
3. DTR Tracker
4. DTC Tracker
5. DTR Allocation

### 10.1 Stock Alert:

**Steps to be followed to request for an alert when the requested stock is available in particular store:**

- Login to DTLMS with the user name and password.
- Click on Transaction module provided on the left side panel.
- Sub modules under Transaction are listed.
- Click on “Stock Alert”.

Following screen is displayed for entering the details.

#### Stock Alert

- To get an alert when stock is available, enter the indent number and click on search button (“S”) to populate the details of the indent. In case Indent details are not readily available the same can be selected using search button given against the field. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the Indent number or by “Indent created by”.

#### Stock Alert

- In the dialogue box select the Indent number or Created by from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.

- All the details relating to the search option is displayed in the table form as shown in the above screen shot.
- Now click on the relevant select button.

Automatically the details of the Indent No. are populated in the entry screen as shown below:

**Stock Alert**

Indent No.

Failure Id

DTr Capacity(in KVA)

- The user has to ensure whether the selection made is correct before proceeding.
- Now click on “Alert me when Stock arrives” button.
- “Indent Alert Saved successfully” message is displayed.
- Click on OK button.

## 10.2 Stock Status:

**Steps to be followed, to know the stock of Transformers Currently Available in the store:**

- Login to DTLMS with the user name and password.
- Click on Transaction module provided on the left side panel.
- Sub modules under Transaction are listed.
- Click on “Stock Status”.

Following screen is displayed.

**Stock Status**

Store Name	Location	Capacity(in KVA)	Stock Count
N R MOHALLA	N R MOHALLA	15	6
N R MOHALLA	N R MOHALLA	25	271
N R MOHALLA	N R MOHALLA	63	37
N R MOHALLA	N R MOHALLA	100	42
N R MOHALLA	N R MOHALLA	150	2
N R MOHALLA	N R MOHALLA	200	1
N R MOHALLA	N R MOHALLA	250	3
N R MOHALLA	N R MOHALLA	300	1
N R MOHALLA	N R MOHALLA	500	3
N R MOHALLA	N R MOHALLA		41

Enter store Name  Enter Location Name

User can search a particular Store based on Store name / Store Location by entering the relevant data and clicking on Search Icon.

## 10.3 DTR Tracker:

**Steps to be followed to see full details of particular DTR:**

- Login to DTLMS with the user name and password.
- Click on Transaction module provided on the left side panel.
- Sub modules under Transaction are listed.



- Click on “DTR Tracker”.

Following screen is displayed.

### DTR Tracker

- Enter DTR code and click on search button (“S”) to populate the details. In case DTR details are not readily available the same can be selected using search button given against the field. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the DTR code or by “DTR SI no”.

### DTR Tracker

	TC_CODE	TC_SLNO
Select	153	VPT/63/D/0002
Select	154	C23106
Select	163	8414
Select	214	2800020281

- In the dialogue box select the DTR code or DTR SI No. from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.
- All the details relating to the search option is displayed in the table form as shown in the screen shot below.
- Now click on the Load button.
- Automatically the details of the selected DTR are populated in the screen as shown below.

### DTR Tracker

Date	Location	Status	View Details
08-SEP-2016 11:29 A M	SECTION : HOOTAGALLI	COMMISSIONED TO DTCCODE : 118123	

- User can sort the details by selecting forms from 'Type' Dropdown and can get records for particular range of date by selecting "from date" and "to date".
- User can see the selected DTR details by clicking on "View DTR details".
- User can see the particular record details by clicking on "View" symbol in View Details column.

#### 10.4 DTC Tracker:

**Steps to be followed to see full Details of particular DTC:**

- Login to DTLMS with the user name and password.
- Click on Transaction module provided on the left side panel.
- Sub modules under Transaction are listed.
- Click on "DTC Tracker".

Following screen is displayed.

##### DTC Tracker

- DTC code is to be entered and search button ("S") to be clicked to populate the details. In case DTC details are not readily available the same can be selected using search button given against the field. On clicking on the search button "S" following dialogue box is shown. Selection could be done based on the DTC code or by "DTC Name".

##### DTC Tracker

	DT_COD E	DT_NAME
Select	116401	Raghavendra entetprises
Select	116402	Golden Grass
Select	116403	Durga Balaji
Select	116404	Hutch Tower

- In the dialogue box select the DTC code or DTC Name. from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.
- All the details relating to the search option is displayed in the table form as shown in the screen shot below.
- Now click on the Load button.
- Automatically the details of the DTC are populated in the screen as shown below.

## DTC Tracker

Date	Status	DTr Code	View Details
08-SEP-2016 02:26 P M	DTC REPLACED WITH NEW DTr Code: 22 22222222	2222222222	
08-SEP-2016 01:55 P M	DTC FAILURE	2382	

- User can sort the details by selecting forms from 'Type' Dropdown and can get records for particular range of date by selecting "from date" and "to date".
- User can see the selected DTC details by clicking on "View DTC details".
- User can see the particular record details by clicking on "View" symbol in View Details column.

### 10.5 DTR Allocation:

This form is used to Re Allocating (Swapping) the DTR. Only Administrator has access to this form.

#### Steps to be followed to see full Details of particular DTC:

- Login to DTLMS with the user name and password.
- Click on Transaction module provided on the left side panel.
- Sub modules under Transaction are listed.
- Click on "DTR Allocation".

Following screen is displayed.

### DTR Allocation

- DTR code is to be entered and search button ("S") to be clicked to populate the details. In case DTR details are not readily available the same can be selected using search button given against the field. On clicking on the search button "S" following dialogue box is shown. Selection could be done based on the "DTR code" or by "DTR SI No".

**Search and Select DTr CODE Details**

Search By:  Search

Search Value:

	TC_CODE	TC_SLNO
Select	1	NNP
Select	2	IDB150/0031
Select	3	NNP3
Select	4	MTC03-201205066

DTr Code:  S

DTr SI No:

Capacity(in KVA):

Make Name:

Code:

Reset

- In the dialogue box select the DTR code or DTR SI No. From the drop down provided.
- User should be select “First DTR” and “Second DTR”, which is needed to be Re Allocated (Swap).
- After selecting the appropriate search field from the drop down, click on search button.
- All the details relating to the search option is displayed in the table form as shown in the screen shot below.

## DTR Allocation

**DTR Allocation**

First DTr Code:  S Second DTr Code:  S

DTr SI No:  DTr SI No:

Capacity(in KVA):  Capacity(in KVA):

Make Name:  Make Name:

DTC Code:  DTC Code:

Allocate Reset

- Based on selected DTR, DTR details will be automatically loaded.
- After selecting first and second DTR code, click on Allocate, DTR's will be swapped in field.
- In case one more time new DTRs is to be Swap, click on “Reset” and repeat the above steps and save.

## 11. Location Masters

Following 7 Sub modules are available under Location Masters:

1. Circle Master
2. Division Master
3. Sub Division Master
4. Section Master
5. District Master
6. Taluk Master
7. Station Master

### 11.1 Circle Master:

This form is used to create / update the Circle Related to CESC.

**Steps to be followed for creating / updating Circle Master:**

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on Circle. Following screen is displayed showing the details of all the Circles already created in the grid format.

#### Circle View

Circle View			New Circle
Circle Code	Circle Name	Edit	
8	circle name		
9	rewwwwwwwwwwwwwwwwww		
2	CHAMRAJNAGARA & KODUGU		
1	MYSORE O&M		
3	MANDYA		
Enter Circle Code		Enter Circle Name	
1 2			

- For creating New Circle, click on “new Circle” button available on the right top corner of the Circle view screen.
- On clicking on this button following entry screen is displayed:

#### Circle Master

Circle Master				Circle View
Circle Code *	<input type="text"/>	Mobile *	<input type="text"/>	
Circle Name *	<input type="text"/>	Phone	<input type="text"/>	
Name Of Head *	<input type="text"/>	Email Id *	<input type="text"/>	
Save		Reset		

- Now enter the Circle Code, Name of the circle, name of Circle Head, Mobile, Phone and Email of the Circle in the appropriate text boxes provided against each field name.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new circle is to be created, repeat the above steps and save.
- Click on “Circle view” button to see the new Circle created are displayed in the grid.

#### For modifying the Circle master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on Circle. Following screen is displayed showing the details of all the Circle already created in the grid format.
- Click on “edit icon” in respect of the Circle to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made, are saved.

- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

## 11.2 Division Master:

This form is used to create / update the Division Related to CESC.

### Steps to be followed for creating / updating Division Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on Division. Following screen is displayed showing the details of all the Division already created in the grid format.

#### Division View

The screenshot shows the 'Division View' interface. At the top right, there is a 'New Division' button. Below it is a table with three columns: 'Division Code', 'Division Name', and 'Edit'. The table contains five rows of data:

Division Code	Division Name	Edit
21	CH NAGARA	
22	KOLLEGAL	
23	MADIKERI	
11	N R MOHALLA	
12	V V MOHALLA	

Below the table, there are two input fields: 'Enter Division Code' and 'Enter Division Name' with a search icon. At the bottom left, there is a pagination bar with numbers 1, 2, 3, 4, 5.

- For creating New Division, click on “new Division” button available on the right top corner of the Division view screen.
- On clicking on this button following entry screen is displayed:

#### Division Master

The screenshot shows the 'Division Master' entry form. It has a header bar with 'Division Master' and a 'Division View' button. The form contains the following fields:

- Circle Name \* (dropdown menu with --Select--)
- Division Code \* (text box)
- Division Name \* (text box)
- Name Of Head \* (text box)
- Mobile \* (text box)
- Phone (text box)
- Email Id \* (text box)

At the bottom, there are 'Save' and 'Reset' buttons.

- Now enter the Circle Name, Division Code, Name of the Division, name of Division Head, Mobile, Phone and Email of the Division in the appropriate text boxes provided against each field name.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.

- In case one more new Division is to be created, repeat the above steps and save.
- Click on “Division view” button to see the new Division created are displayed in the grid.

#### For modifying the Division master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on Division. Following screen is displayed showing the details of all the Division already created in the grid format.
- Click on “edit icon” in respect of the Division to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Name and Division Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

### 11.3 Sub Division Master:

This form is used to create / update the Sub Division Related to CESC.

#### Steps to be followed for creating /updating Sub Division Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on Sub Division. Following screen is displayed showing the details of all the Sub Division already created in the grid format.

SubDivision View

Circle Name	Division Name	Sub-Division Name	SubDivision Code	Mobile No.	Office Head	Edit
MYSORE O&M	N R MOHALLA	CENTRAL ZONE	111	0544444444	1	
MYSORE O&M	N R MOHALLA	CHAMUNDIPURAM	112		1	
MYSORE O&M	N R MOHALLA	N R MOHALLA	113		1	
MYSORE O&M	N R MOHALLA	JYOTHINAGAR	114		1	
MYSORE O&M	N R MOHALLA	QFFFFFFFFFFFFFFF	115	2222222222	1213	
MYSORE O&M	N R MOHALLA	PQHJGCKU	119	2222222222	1213	
MYSORE O&M	V V MOHALLA	V V MOHALLA	121		1	
MYSORE O&M	V V MOHALLA	HOOTAGALLU	122		1	
MYSORE O&M	V V MOHALLA	KUVEMPU NAGAR	123		1	
MYSORE O&M	V V MOHALLA	R K NAGAR	124		1	

Enter Circle Name    Enter Division Name    Enter Sub Division Name    Enter Sub Div   

1 2 3 4 5 6 7

- For creating New Sub Division, click on “new Sub Division” button available on the right top corner of the Sub Division view screen.
- On clicking on this button following entry screen is displayed:

- Now enter the Circle Name, Division Name, Sub Div Code, Name of the Sub Division, name of the Head of office, Mobile, Phone and Email of the Sub-division in the appropriate text boxes provided against each field name.
- User is allowed to create Subdivision under specific Division and Circle Office
- For Each Subdivision there will be one Office Head.
- Subdivision code is a 3 digit code and it must start with code of Circle and division to which the sub-division is attached. [ e.g. circle code is 1, division code is 1, subdivision code must start with 11, followed by sub-division code like 111, 112 etc.]
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new Sub Division is to be created, repeat the above steps and save.
- Click on “Sub Division view” button to view the new Sub Division created.

#### For modifying the Sub Division master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on Sub Division. Following screen is displayed showing the details of all the Sub Division already created in the grid format.
- Click on “edit icon” in respect of the Sub Division to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Name and div Name, Sub Division Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

#### 11.4 OM Section Master:

This form is used to create / update the O&M Section Related to CESC.

##### Steps to be followed for creating / updating OM Section Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on “OM Section”. Following screen is displayed showing the details of all the O&M Sections already created in the grid format.



## Accounting Units View

Accounting Units View					
New OmSection					
SubDivision Name	OmSection Name	OmSection Code	Mobile No	Office Head	Edit
HNPURA	BANDISHETTALLI	4335	9999999999	IDEA	
HANGARAHALLY	DODDAKUNCHEVU	4341	9999999999	IDEA	
HANGARAHALLY	HALEKOTE	4342	9999999999	IDEA	
HANGARAHALLY	HARIHARAPURA	4343	9999999999	IDEA	
HANGARAHALLY	PADUVALAHIPPE	4344	9999999999	IDEA	
RAMANATHAPURA	KONNANUR	4351	9999999999	IDEA	
RAMANATHAPURA	BASAVAPATNA	4352	9999999999	IDEA	
RAMANATHAPURA	DODDAMAGGE	4353	9999999999	IDEA	

For creating O&M Section, click on “new OM Section” button available on the right top corner of the OM Section view screen.

On clicking on this button following entry screen is displayed:

Accounting Unit Office Entry				OmSection View
Circle *	--Select--	OmSec Name *		
Division *		Sec Head Emp *		
SubDiv Code *		Mobile No *		
OmSec Code *				
<input type="button" value="Save"/> <input type="button" value="Reset"/>				

- Now enter the Circle Name, Division Name, Sub Div Code, Name of the Sub Division , Om Code, name of the Head of office, Mobile, Phone and Email of the O&M Section in the appropriate text boxes provided against each field name.
- User is allowed to create OM Section under specific Sub Division.
- For Each OM Section there will be one Office Head.
- OM Section code is a 4 digit code and it must start with Circle, division and sub division code under which the O&M section is attached. [ e.g. circle code is 1,division code is 2, subdivision code is 3 and OM Section code is 1231,1232].
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new OM Section is to be created, repeat the above steps and save.
- Click on “OM Section view” button to see the new OM Section created are displayed in the grid.

### For modifying the OM Section master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Master.
- Sub modules under Location masters are listed.
- Click on OM Section. Following screen is displayed showing the details of all the OM Section already created in the grid format.
- Click on “edit icon” in respect of the OM Section to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.

- Circle Name and div Name, Sub Division Name, Om Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

#### 11.4 District Master:

This form is used to create / update the District Related to CESC.

##### Steps to be followed for creating / updating District Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Masters.
- Sub modules under Location masters are listed.
- Click on District. Following screen is displayed showing the details of all the District already created in the grid format.

The screenshot shows a web application window titled "District View". Inside, there is a table with three columns: "District Code", "District Name", and "Edit". The table contains five rows of data:

District Code	District Name	Edit
1	kkkkkkkk	
2	KODAGU	
3	MYSORE	
4	MANDYA	
5	HASSAN	

Below the table, there are two input fields: "Enter District Code" and "Enter District Name" with a search icon. At the top right of the window, there is a "New District" button. At the bottom left, there are page numbers "1" and "2".

- For creating New District, click on “new District” button available on the right top corner of the District view screen.

On clicking on this button following entry screen is displayed:

The screenshot shows a web application window titled "District Master". Inside, there are two input fields: "District Code" and "District Name". Below these fields are two buttons: "Save" and "Reset". At the top right of the window, there is a "District View" button.

- Now enter the Name of the District and District code in the appropriate text boxes provided against each field name.
- District Code should be 1 digit.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new District is to be created, repeat the above steps and save.
- Click on “District view” button to see the new District created are displayed in the grid.

##### For modifying the District master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Masters.

- Sub modules under Location master are listed.
- Click on District. Following screen is displayed showing the details of all the District already created in the grid format.
- Click on “edit icon” in respect of the District to be edited.
- District code cannot be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

### 11.5 Taluk Master:

This form is used to create / update the Taluk Related to CESC.

#### Steps to be followed for creating / updating District Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Masters.
- Sub modules under Location masters are listed.
- Click on Taluk. Following screen is displayed showing the details of all the Taluk already created in the grid format.

**Taluk View**

☰ Taluk View New Taluk

District Name	Taluk Code	Taluk Name	Edit
kkkkkkkk	1	MADIKERlookji	
kkkkkkkk	2	SOMWARPET	
kkkkkkkk	3	VIRAJPET	
KODAGU	4	CH-NAGAR	
KODAGU	5	GUNDLUPET	

Enter District Name:  Enter Taluk Code:

1 2 3 4 5 6 7

- For creating New Taluk, click on “new Taluk” button available on the right top corner of the Taluk view screen.
- On clicking on this button following entry screen is displayed:

**Taluk Master**

☰ Taluk Master Taluk View

District Name \*

Taluk Code \*

Taluk Name \*

- Now enter the Name of the Taluk and Taluk code in the appropriate text boxes provided against each field name.
- Taluk Code should be 2 digit.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new Taluk is to be created, repeat the above steps and save.
- Click on “Taluk view” button to see the new Taluk created are displayed in the grid.

### For modifying the Taluk master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Masters.
- Sub modules under Location master are listed.
- Click on Taluk. Following screen is displayed showing the details of all the Taluk already created in the grid format.
- Click on “edit icon” in respect of the Taluk to be edited.
- Taluk code cannot be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

### 11.6 Station Master:

This form is used to create / update the Station Master of CESC.

#### Steps to be followed for creating / updating Station Master:

- Login to DTLMS as Admin with the user name and password.
- Click on Location Masters.
- Sub modules under Location masters are listed.
- Click on Station. Following screen is displayed showing the details of all the Station already created in the grid format.

Station View

Station name	Voltage Class	Description	Edit
GARUDANAUKADDA	66KV	MIGRATION	
ANEGOLAL	66KV	MIGRATION	
BAGUR	66KV	MIGRATION	
BASARALU	66KV	MIGRATION	
BHERYA	66KV	MIGRATION	
BOOKANAKERE	66KV	MIGRATION	
DMKURKE_110	110KV	MIGRATION	

13 14 15 16 17 18 19 20 21 22

- For creating New Station, click on “new Station” button available on the right top corner of the Station view screen.

On clicking on this button following entry screen is displayed:

Station Master Entry

Station Name *	<input type="text"/>	Voltage Class *	--Select--
District *	--Select--	Description	<input type="text"/>
Taluk *	--Select--	MobileNo *	<input type="text"/>
Station Code *	<input type="text"/>	EmailId *	<input type="text"/>

Save Reset

- Now enter the Name of the Station and Station code in the appropriate text boxes provided against each field name.

- District Code should be 3 digit.
- User is allowed to create Station under Zone, Circle, Division or Subdivision.
- Station name must be unique for selected office Code.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on OK button.
- In case one more new Station is to be created, repeat the above steps and save.
- Click on “Station view” button to see the new Station created are displayed in the grid.

#### **For modifying the Station master:**

- Login to DTLMS as Admin with the user name and password.
- Click on Location Masters. Sub modules under Location master are listed.
- Click on Station. Following screen is displayed showing the details of all the Station already created in the grid format.
- Click on “edit icon” in respect of the Station to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on OK button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

## **12. Reports**

Following 2 Sub modules are available under Report module:

1. DTR Report.
2. DTC Report

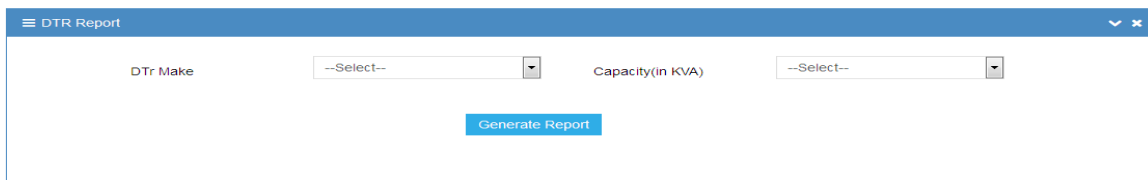
### **12.1 DTR Report**

Steps to be followed to see full details of particular DTR:



- Login to DTLMS with the user name and password.
- Click on Report module provided on the left side panel.
- Sub modules under Report are listed.
- Click on “DTR Report”.


Following Screen will be displayed.

#### **DTR Report**



- User can generate the Report for particular “DTR make” and “Capacity” by selecting in dropdown and clicking on “Generate Report” button.
- Report will be generated as shown below.

		IDEA INFINITY IT Solutions (P) Ltd				CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LTD			
List of Transformers with details									
Circle :	MYSORE O&M	Division :	V V MOHALLA	Sub Division :	HOOTAGALLI	Section :	HOOTAGALLI	Current Location:	FIELD
SL No	DTr Code		DTr SI No.		DTr Make		Capacity(In KVA)		Manufacturing Date
1	218		15455		VTST		500		01-JUN-1995
2	486		NNP 486		No Name Plate(NNI)		500		01-MAY-1970
3	908		E9087		KAVIKA		500		
4	7371		140556		VIJAI ELECTRICAL		500		01-JAN-1995
5	1071		1402403		Sri Power Control		500		
6	7372		2500052152		NGEF		500		01-JAN-1991
7	7594		140663		VIJAI ELECTRICAL		500		01-JAN-1995
8	18854		17970		EL-TRA		500		01-JAN-1995
9	3909		9345		NGEF		500		01-JAN-2000
Total No of DTr:		9							
Circle :	MYSORE O&M	Division :	N R MOHALLA	Sub Division :		Section :		Current Location:	STORE
SL No	DTr Code		DTr SI No.		DTr Make		Capacity(In KVA)		Manufacturing Date
10	7569		13088		STAR DELTA		500		01-JAN-1995
11	9128		15480		STAR DELTA		500		
12	9129		15482		STAR DELTA		500		
Total No of DTr:		3							
Final Total No of DTr:		12							

 Activate Win  
Go to PC setting

## 12.2 DTC Report

Steps to be followed to see full details of particular DTC:

- Login to DTLMS with the user name and password.
- Click on Report module provided on the left side panel.
- Sub modules under Report are listed.
- Click on "DTC Report".

Following Screen will be displayed.



### DTC Report

DTC Report

Feeder Name
--Select--
Project/SchemeType
--Select--

Generate Report

- User can generate the Report for particular "Feeder Name" and "Project/Scheme Type" by selecting in dropdown and clicking on "Generate Report" button.
- Report will be generated as shown below.

		IDEA INFINITY IT Solutions (P) Ltd				CHAMUNDESHWARI ELECTRICITY SUPPLY CORPORATION LTD			
List of DTC with Details									
Circle :	MYSORE O&M	Division :	N R MOHALLA	Sub Division :	N R MOHALLA	Section :	N.R.MOHALLA	Feeder: 1139	Feeder name: BHARATH NAGAR
SL No	DTC Code	DTC Name	DTr Code	DTr Make	Capacity(in KVA)				
1	1139A1	Ring Road	1094	KAVIKA	63				
2	1139A2	Zero Waste Management	9837	CLASSIC TECHNOLOGIES(LTD)	25				
Total No of DTC:		2							
Circle :	MYSORE O&M	Division :	N R MOHALLA	Sub Division :	CHAMUNDIPURAM	Section :	VIDYARANYAPURA	Feeder: 1141	Feeder name: BHUVANESHWARI
SL No	DTC Code	DTC Name	DTr Code	DTr Make	Capacity(in KVA)				
3	114101	Lorry Stand	621	SVR	100				
4	114102	DHOBI GHAT	622	KAVIKA	100				
5	114104	CAR TC	624	KAVIKA	100				