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Emptying Information Collection Mobile App User Manual (DRAFT)

Integrated Municipal Information System (IMIS)

Innovative Solution Pvt. Ltd (ISPL)

Emptying Information Collection Mobile App User Manual

Version 0.9.0

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Chapter 1 INTRODUCTION

1.1 Purpose

This document is designed to guide Desludging Vehicle Operators on how to use the Emptying Details Collection Mobile App. The app allows collection of the emptying information while providing the emptying service, such that the information can be updated in real-time. The mobile application is used by emptier to collect the information such as emptying start and end time, number of trips, total cost for emptying, and the payment receipt number. Emptying details can be viewed in real-time by the help desk and other municipal staff who have access to this module. The user manual details the step-by-step procedure of all implemented facilities within the App. It is to be noted that information related to the actual emptying operation can also be entered into the system through the Web interface. The main purpose of this application is to provide the user with guidance to fill in the details of the emptying service and view the applications received. It provides an easy-to-use interface that connects the emptying operator with the IMIS web application.

1.2 Target Audience

Targeted users of this manual are Desludging Vehicle Operators of the Municipality or Outsourced Agency. This manual guides to performing details related to actual emptying operations.

Chapter 2 APP INSTALLATION

An APK file will be made available in a common access location or shared via a link that can be downloaded and installed on your device.

2.1 Installation Procedure

- Download the APK file on your device and go to the 'Downloads' folder in the 'File Manager'.

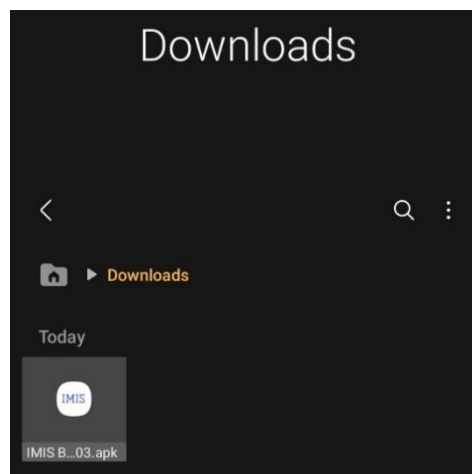


Figure 2-1 . APK file

- Locate the corresponding .apk file and tap on it. The installation process will begin.
- Tap on 'SETTINGS' and allow access, if the system asks permission to install the app from an unknown source.

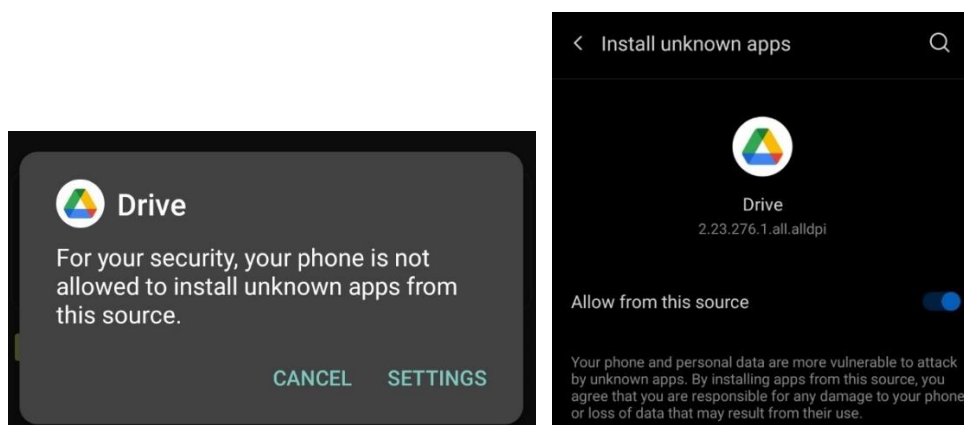


Figure 2-2 Access Permission

- Tap on **‘INSTALL’**. An **‘Installing...’** progress bar will be displayed.

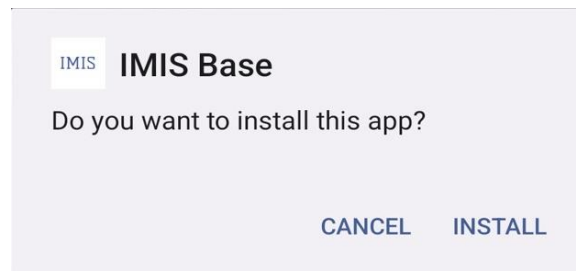


Figure 2-3 Installation process

- Tap on **‘Open’** after the installation process is completed.

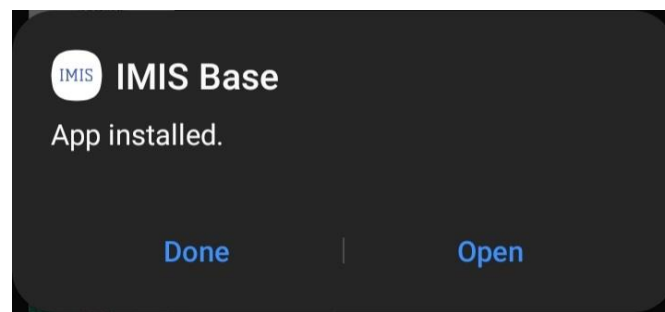


Figure 2-4 opening app

Overview:

- The installed app can also be accessed from the App drawer or Launcher.

Chapter 3 ACCESSING THE IMIS

3.1 Opening the app/ Login

- On opening the app for the first time, the user is asked for their login credentials.
- Enter your email address and password in the textbox.
- Tap on 'LOG IN'.



The image shows the login screen of the IMIS (Integrated Municipal Information System) app. At the top, the text 'IMIS' is displayed in a large, blue, serif font, with 'INTEGRATED MUNICIPAL INFORMATION SYSTEM' in a smaller, blue, sans-serif font below it. Underneath, the text 'Log in' is centered. There are two input fields: 'Email Address' and 'Password'. The 'Password' field has a small eye icon to its right. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom, there is a dark blue button with a white right-pointing arrow and the text 'Log in'.

Figure 3-1 Login

Overview:

- This login credential is created and provided by the Municipality Admin to the Engineering and Building Permit Department.
- The application retains the login information until the user's session becomes inactive and expires.
- It is to be noted that GPS needs to be turned on while using the mobile application. When the user is using the app for the first time. The user must provide the location permission to the app.
- Once successful login, the user is redirected to the Dashboard screen.

Chapter 4 DASHBOARD

4.1 Navigate to Dashboard

- After successful login, a dashboard page is displayed.
- The user must select the '**Emptying Service**' card to enter details related to the emptying service.
- Tap the three dots at the top right corner to get the log-out option.

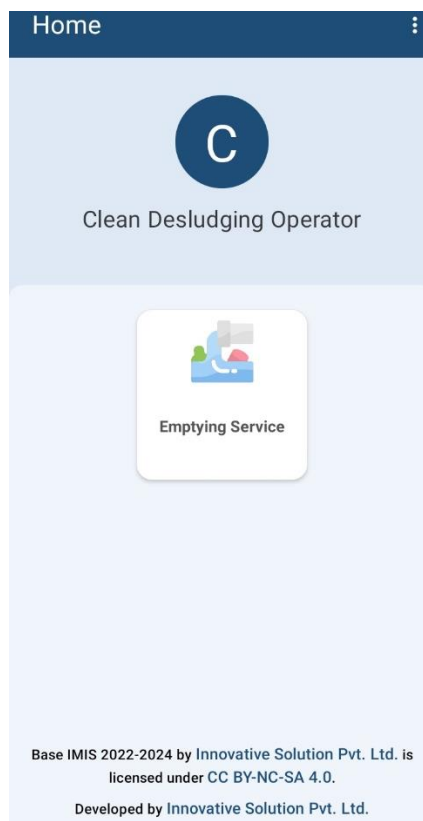


Figure 4-1 Dashboard

Overview

- Once the user is successfully logged in, the user is redirected to the Dashboard screen.

Chapter 5 COLLECTING EMPTYING SERVICES INFORMATION

5.1 Navigate to emptying service

- For collecting the emptying service details of the application, tap on the ‘Emptying Service’ on the dashboard.
- Once tapped, the user will be directed to a list of applications that have been created.

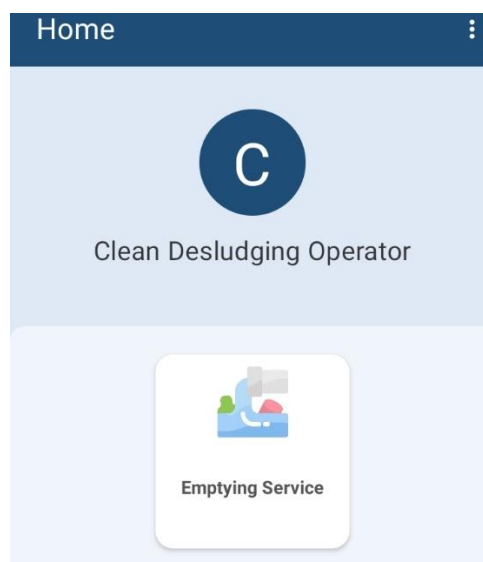


Figure 5-1 Emptying Services

Overview:

- To initiate the emptying service process, the user must first access the Application List page.
- After the user is directed to the application list page, the user can see a list of applications to fill in the details related to the actual emptying operation.

5.2 Tools

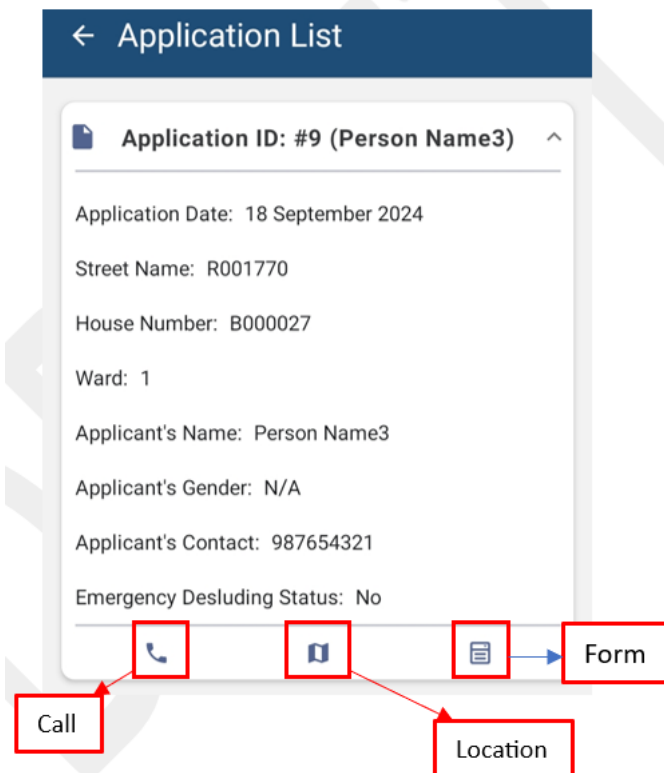


Figure 5-2 Application List

- **Call:** Tap on the phone icon to call the Applicant directly.
- **Location:** Tapping on the location icon allows the user to view the location of the user's containment that needs to be emptied on a map. After tapping the map icon, the user will be redirected to the Google Maps interface.

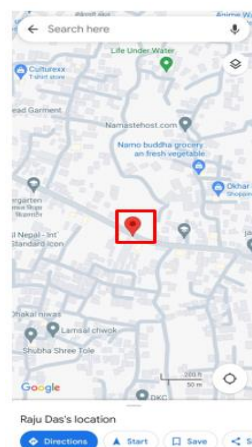


Figure 5-3 Location on Map

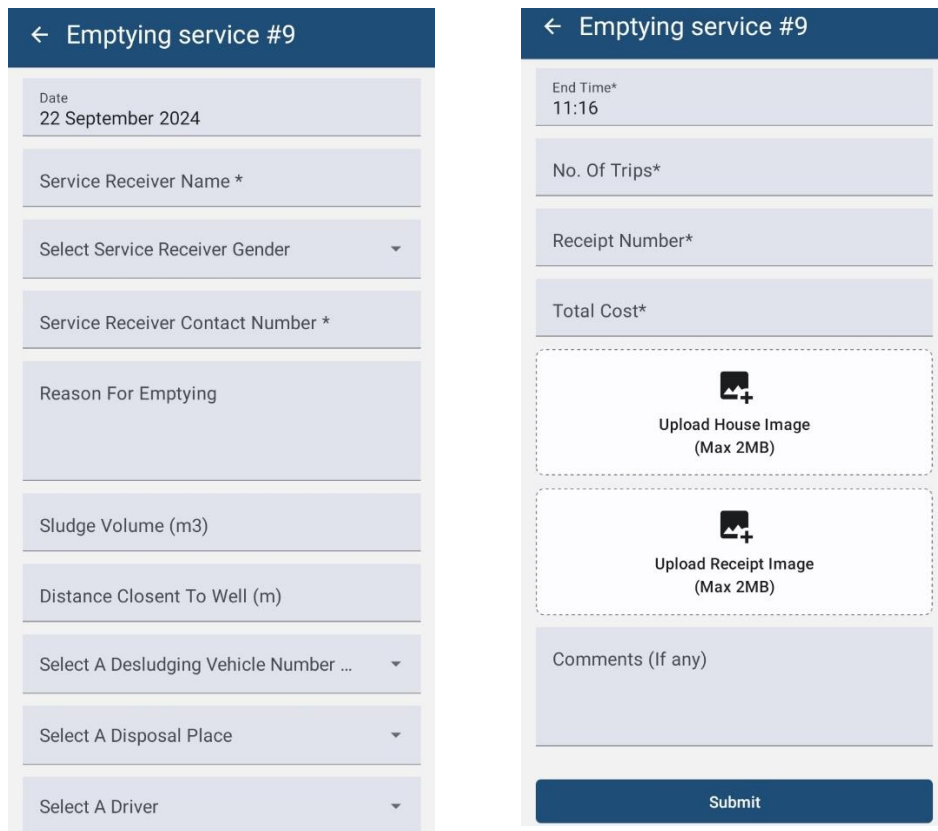
- **Form:** Tapping on the form icon permits the user to fill up the form required for emptying the containment service.

Overview:

- Applicant locations are based on each application received.

5.2.2 Emptying Service Data Collection

- Tapping on ‘**Form**’ redirects to the emptying service form.
- Fill out the form on-site with the required details and the user must press the ‘**SUBMIT**’ button to upload the details to IMIS.



The form is titled "← Emptying service #9" and is divided into two main sections. The left section contains the following fields: Date (22 September 2024), Service Receiver Name *, Select Service Receiver Gender (dropdown), Service Receiver Contact Number *, Reason For Emptying (text area), Sludge Volume (m3), Distance Closent To Well (m), Select A Desludging Vehicle Number ... (dropdown), Select A Disposal Place (dropdown), and Select A Driver (dropdown). The right section contains: End Time* (11:16), No. Of Trips*, Receipt Number*, Total Cost*, Upload House Image (Max 2MB) (image upload), Upload Receipt Image (Max 2MB) (image upload), Comments (If any) (text area), and a Submit button.

Figure 5-4 Emptying service form

Overview:

The Emptying service details page consists of different form fields which are mentioned below:

- **Date (A.D):** The date is auto-filled.
- **Service Receiver Name:** Full name of the service receiver who was present at the time of emptying.
- **Service Receiver Gender:** The gender of the service receiver who was present at the time of emptying.
- **Service Receiver Contact Number:** Contact number of the service receiver who was present at the time of emptying (This field allows only the numeric values).
- **Reason For Emptying:** The reason for which the containment was emptied.
- **Sludge Volume:** The amount of sludge that has been collected. A rough estimation can be entered in meter cube (m³)
- **Distance Closest to Well (m):** Distance between the containment to the closest well (This field allows only the numeric values)
- **Desludging Vehicle Number Plate:** The desludging vehicle license number plate which is used for emptying
- **Disposal Place:** The treatment plant where the sludge is disposed.
- **Select a Driver:** Select the driver's name who is responsible for operating the desludging vehicle.
- **Emptier 1:** The name of the first emptier involved in the emptying process.
- **Emptier 2:** The name of the second emptier involved in the emptying process.
- **Start Time:** The starting time of emptying the containment.

- **End Time:** The ending time of emptying the containment. The end time must be after the start time.
- **No. of trips:** The total number of trips required to empty the sludge (This field allows the numeric values).
- **Total Cost:** The total cost of the emptying process (This field allows only the numeric values).
- **Receipt Number:** The receipt number generated after the emptying process.
- **Receipt Image:** The image of receipt generated after the emptying process.
- **House Image:** - An image of the building where the sludge was emptied. It is required to attach a photo of the house and the receipt before submitting the form.
- **Comments (If any):** Comments to share the user thoughts after the emptying process.

Note:

- For uploading the image of the House and Receipt, the maximum image size that should be uploaded is “**2 MB**”. The submitted data is then sent to the IMIS web application.
- All the fields which are denoted by asterisk (*), should be mandatorily filled. If any of the fields are left empty, the app does not allow the user to submit the form, and a “The Field is required” message will appear below the missed field.

Chapter 6 MISCELLANEOUS (PERMISSIONS)

Overview:

- When the user first uses the application, they must provide the Location Permission to the app.
- Allow IMIS Base to access this device's location requested by the app by clicking **“WHILE USING THE APP”**.
- The user is also prompted to turn on location services at all times while using the mobile application.

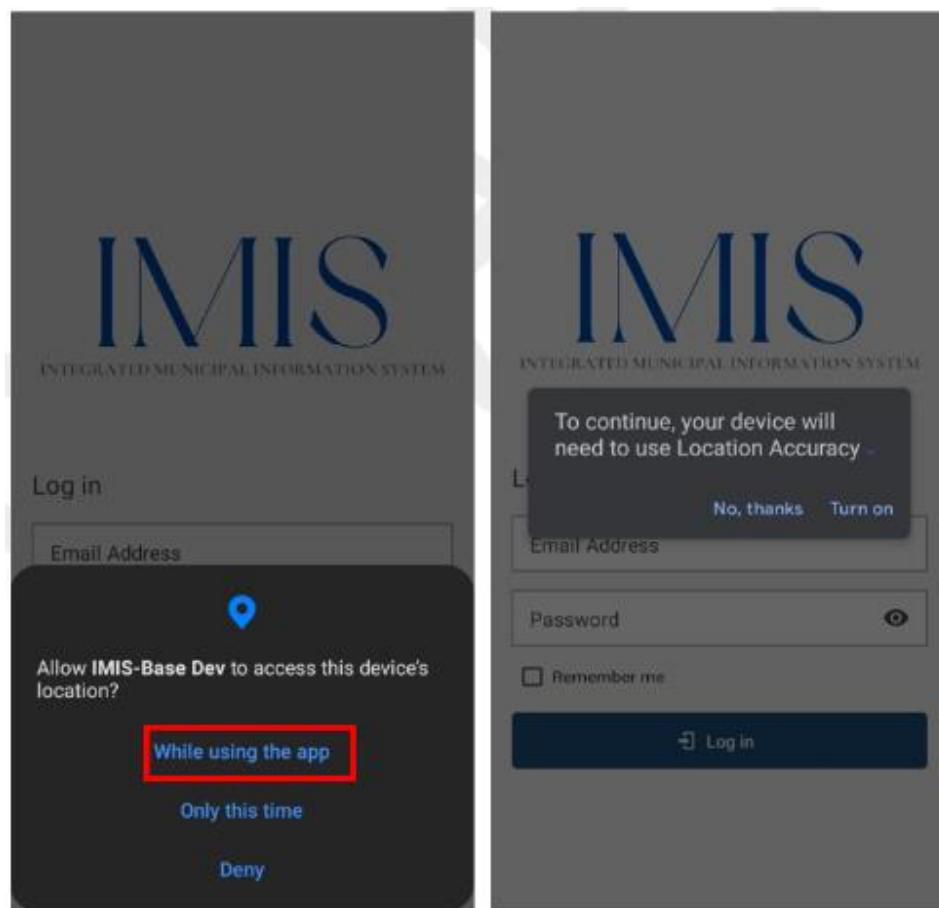


Figure 6-1 Location permission