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# **User Manual**

## **For**

# **Asset Management Web Configuration Panel**

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# 1. Getting started with the Web Configuration Panel

## 1.1 About the Web Configuration Panel

The Web Configuration Panel enables users to add, edit and view general information, mobile app users, tariff rates about the water system. This also helps to configure and update different financial records, maintenance Information, service records, etc. This web utility will guide you through the different tabs and sub-tabs including the notification tab.

## 1.2 Accessing the Web Configuration Panel

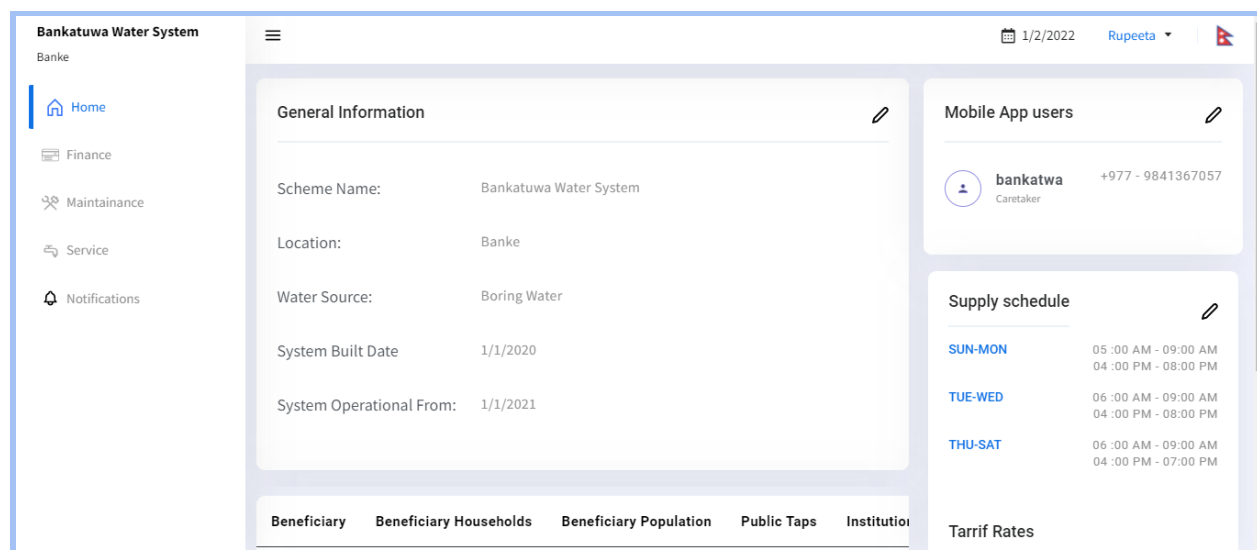
You can access the Web Configuration Panel using any compatible browser installed on your PC. To log into the web configuration panel, you will need the authorized Username and Password.

# 2. Using the Web Configuration Panel

When a Water System's User logs in to the web application, the Configuration Panel is the first screen he/she will see.

## 2.1 Home

In the home tab of the configuration panel, users can add General Information, Beneficiary details, supply belts, Supply Schedule, and Mobile App users of the Water System. Users can also see the tariff rates, based on the User Based and Fixed Based option.

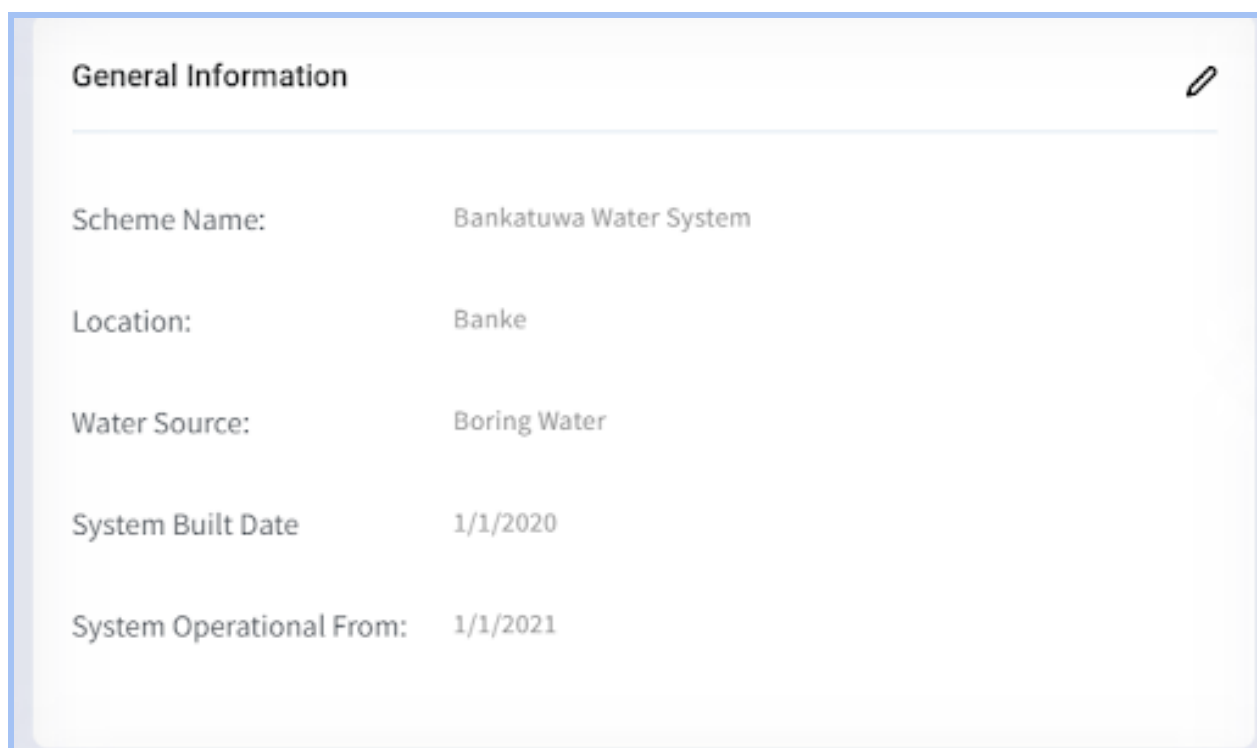


### 2.1.1 Add/Edit General Information

Users can add the General information of the Water Scheme by clicking on the edit icon placed in the right corner of the content.

Then a pop-up form is displayed where the following details have to be filled up:

1. Scheme Name: Add the Name of the Water System
2. Location: Add the location & address of the Water System
3. Water Source: Add source of water e.g. Boring water, Spring water etc
4. System Built Date: Add Water System's built date
5. System Operational Date : Add date from where the water system operated



The screenshot shows a 'General Information' form with a pencil icon in the top right corner. The form contains the following fields and values:

General Information	
Scheme Name:	Bankatuwa Water System
Location:	Banke
Water Source:	Boring Water
System Built Date	1/1/2020
System Operational From:	1/1/2021

### 2.1.2 Add/Edit Mobile App Users

After adding General information, the User has to click on the Mobile App Users where a pop-up form will be displayed. In order to add the Mobile App Users, the following details have to be filled up:

1. Name: Add the name of the mobile app user
2. Phone: Add phone number of the mobile App User
3. Username: Add username for the mobile app user
4. Password (PIN): Add a password which shouldn't be less than Four number digits.

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5. Confirm Password: Add the same password which was created previously for the confirmation
6. Save the added data by clicking on the Save Button

**Add / Edit Mobile App users**

Name:  Phone:  Username:

Password (PIN):  Confirm Password:

**Save** **Cancel**

S.N	Name	Phone	Operations	Action
1	bankatuwa	9841367057	Caretaker	

Beneficiary Beneficiary Households Beneficiary Population Public Tap Institution Tariff Rates

### 2.1.3 Add/ Edit Supply Schedule

In order to add and edit the supply schedule of the water system, the following details have to be filled up:

1. Day: Add the day for the supply schedule ( eg: Sunday, Monday or Sun-Thur, etc)
2. Supply Belt: Supply Belt is not a required field so user can skip this field
3. Morning : Add water supply time for the morning
4. Evening: Add water supply time for the evening
5. Save the added data by clicking on the Save Button

**Add / Edit Supply schedule**

Day:  Supply Belt:

Morning:  Evening:

**Save** **Cancel**

S.N	Day	Supply Belt	Morning	Evening	Action
1	Sun-Mon	-	05:00:00 - 06:00:00	04:00:00 - 08:00:00	
2	Tue-wed	-	05:00:00 - 06:00:00	04:00:00 - 08:00:00	

### 2.1.4 Add/Edit Beneficiary Information

In order to add and edit Beneficiary Information of the Water System, the following details have to be filled in:

1. Beneficiary Households: Add the number of the beneficiary households number (eg: 250 Houses)
2. Institutional Connection: Add the number of the institutional connections ( eg: 20 Schools)
3. Apply Date: There will be a by default apply date as per the Water System.
4. Beneficiary Population: Add the total number of the beneficiary population (eg: 3000)
5. Taps: Add the total number of the Public Taps
6. Save the added data by clicking on the Save Button

**Edit Beneficiary Information**

Beneficiary Households:  Institutional Connection:  Apply Date:

Beneficiary Population:  Public Taps:

**Save** **Cancel**

S.N	Apply Date	Beneficiary Households	Beneficiary Population	Public Taps	Institutional Connection	Action
1	2020-01-01	993	6000	100	15	

### 2.1.5 Add/Edit Supply Belts

Users can skip this field since there is no need to add Supply Belts for now.

### 2.1.6 Tariff Rates

In the Tariff Rate Section, users can view different tariff rates by clicking on the fixed and user-based rates of Institution & Households for the respective years.

System Built Date		1/1/2020
System Operational From:		1/1/2021
Beneficiary		Beneficiary Households
Beneficiary Population		Public Taps
Institutions		
01-01	993	6000
		100
		15
Supply Belts		Beneficiary Households
Beneficiary Population		Public Taps
Institutions		
Supply Belt 1	993	6000
		100
		15

1/2/2022

Rupeeta

SUN-MON

05:00 AM - 09:00 AM

04:00 PM - 08:00 PM

TUE-WED

06:00 AM - 09:00 AM

04:00 PM - 08:00 PM

THU-SAT

06:00 AM - 09:00 AM

04:00 PM - 07:00 PM

Tariff Rates

2020-03-01

Fixed

2025-03-03

Fixed

2030-05-23

Fixed

## 2.2 Finance

In the Finance tab, there are mainly three sub-menus. Tariff Rates, Other Parameters and Cash Book. In order to add these, the following details have to be filled:

### 2.2.1 Tariff Rates

#### 2.2.1.1 Add/Edit Tariff Rates

In order to add Fixed Based Tariff Rates, the following details have to be filled:

1. Apply date: There will be a by default apply date as per the Water System.
2. Rate for Households(Rs): Add the water tariff rate for the households connection
3. Rate for institutions(Rs): Add the water tariff rate for the institutional connection
4. Estimated paying connection Households (%): Add the estimated paying connection Households in % (eg: 40%)
5. Estimated paying connection Institution(%): Add the estimated paying connection Institution in % (eg: 60%)
6. Save the added data by clicking on the Save Button

S.N	Apply Date	Rate for households (Rs )	Rate for institution (Rs )	Estimated Paying Connection Households (%)	Estimated Paying Connection Institution (%)	Action
1	2020-03-01	Rs. 450   Units	Rs. 550   Unit	40 %	40 %	
2	2025-03-03	Rs. 450   Units	Rs. 550   Unit	40 %	40 %	

### 2.2.1.2 Income Estimates -This year & All Time

Users can view the graph and other short information regarding tariff rates in the income estimates for the current year of water systems and also including other years as well.

### 2.2.2 Other Parameters

In order to add Other Parameters, the following details have to be filled:

1. Apply Date: Add the apply date by selecting through the calendar since there won't be a default apply date added.
2. Heading: Add the expense heading.
3. Yearly Expenditure: Add the yearly expenditure.
4. Category: Select one of the categories, either income or expenditure.
5. Apply for specific date: Add "yes" or "No" for the specific date.
6. One Time Cost: Add "yes" or "No" for the one time cost for the other parameters.



**Other Parameters**

Apply Date :  Expense Heading :  Yearly Expenditure :

Category :  Apply for specific date : ☒ Yes ☐ No One Time Cost : ☒ Yes ☐ No

**Save**

S.N	Category	Expense Heading	Yearly Expenditure	Action
1	Expenditure	Other Expenses	Rs. 50000	

**Inflation (%) Parameters**

Inflation (%) :

Disallow app edit after month closing :

**Save**

S.N	Inflation (%)	Edit State
1	6	Allow

### 2.2.2.1 Add Inflation (%) Parameters

**Inflation (%) Parameters**

Inflation (%) :

Disallow app edit after month closing :

**Save**

S.N	Inflation (%)	Edit State	Action
1	6	Allow	

In order to add inflation parameters, the following details have to be filled:

1. Inflation(%) : Add the inflation rate
2. Disallow app edit after month closing: Select Yes or No for the app for month closing after edit
3. Save the added data by clicking on the Save Button

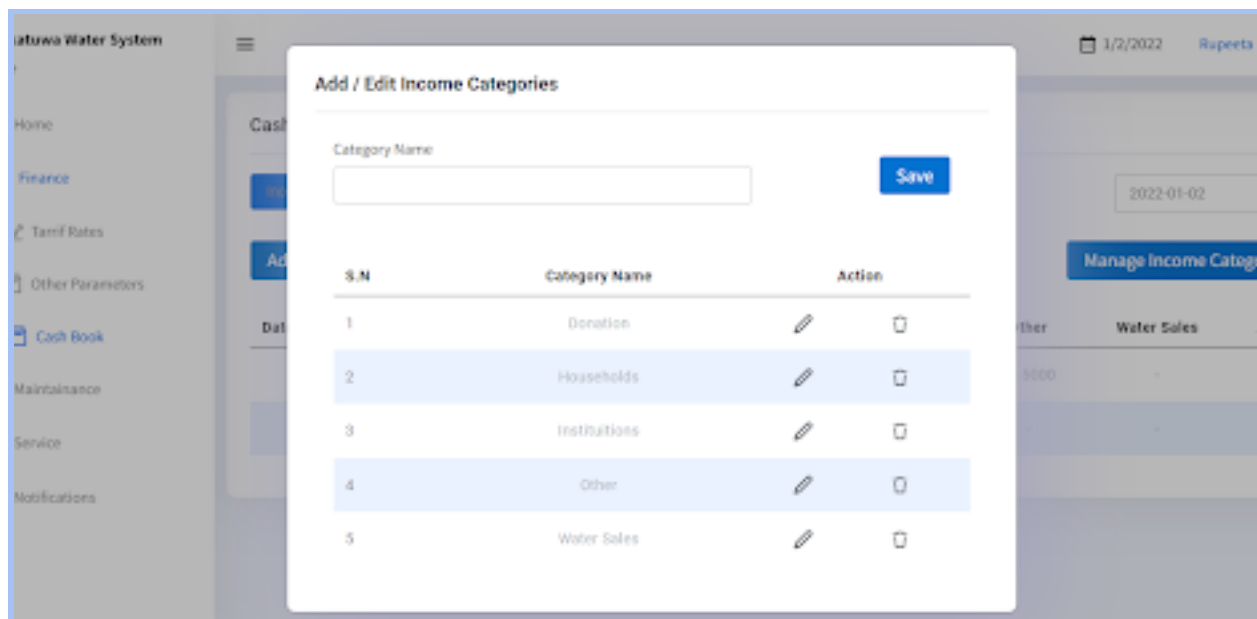
### 2.2.3 Cash Book

In the cash book tab, there are mainly two sections. They are Income and Expenditure. There is also a date filter in the corner of the tab, where the user can select the date as per the date requirement in order to see income and expenses records for the given years.

### 2.2.3.1 Manage Income Categories

In order to add income categories, the following details have to be filled:

1. Category Name: Add a category name for the Income.
2. Save the added data by clicking on the Save Button.



**Add / Edit Income Categories**

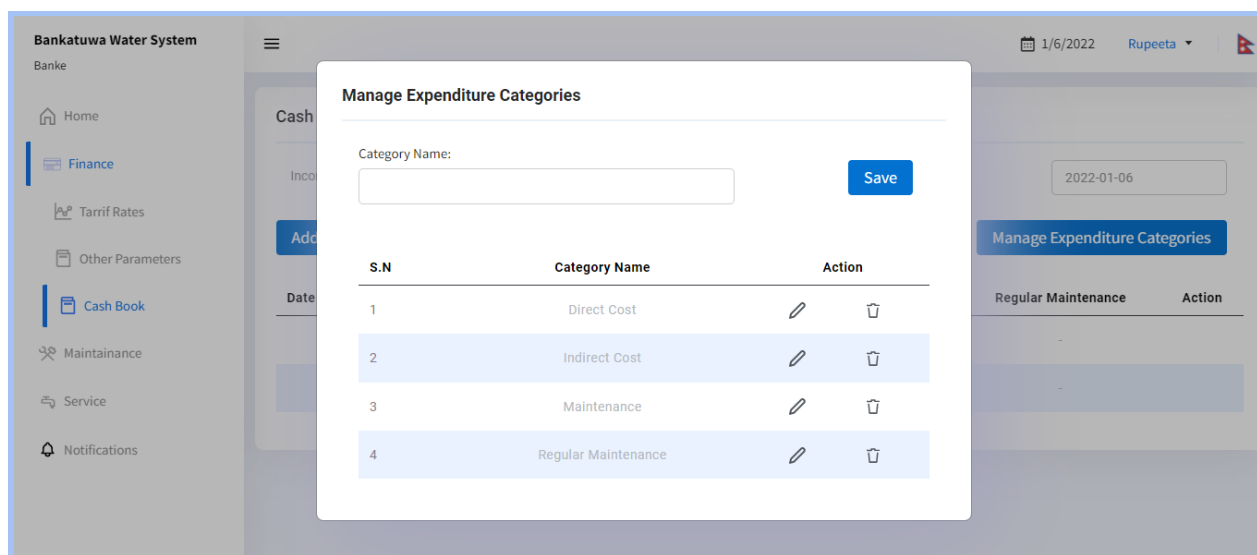
Category Name:  Save

S.N	Category Name	Action
1	Donation	
2	Households	
3	Institutions	
4	Other	
5	Water Sales	

### 2.2.3.2 Manage Expenditure Categories

In order to add expenditure categories, the following details have to be filled:

1. Category Name: Add a category name for the Expenditure
2. Save the added data by clicking on the Save Button



**Manage Expenditure Categories**

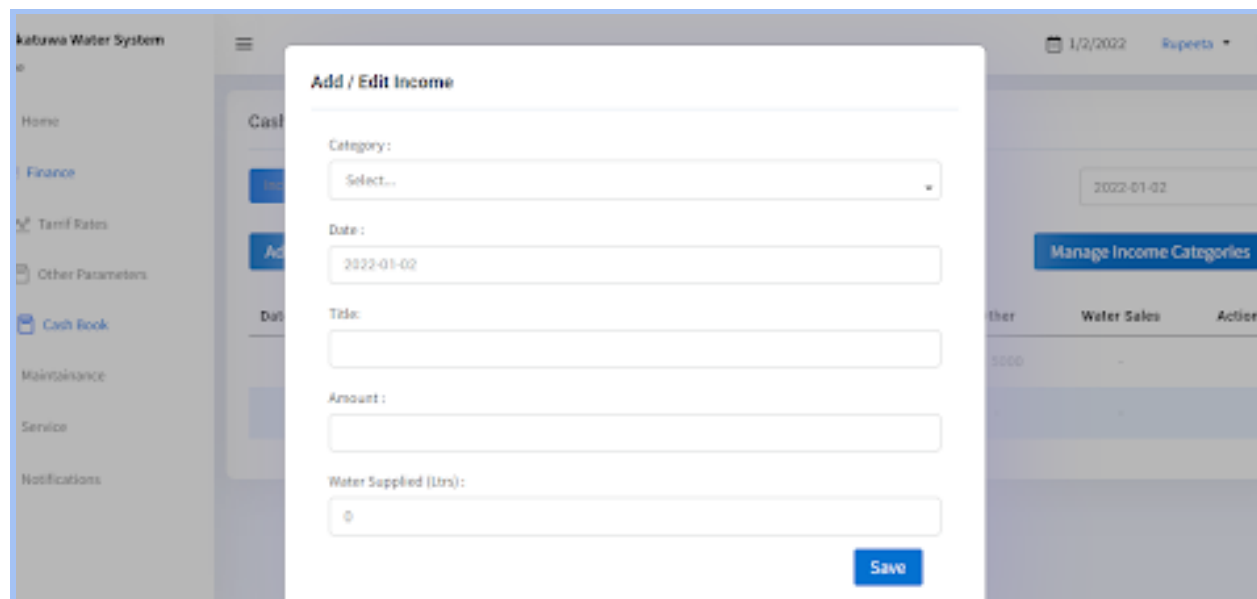
Category Name:  Save

S.N	Category Name	Action
1	Direct Cost	
2	Indirect Cost	
3	Maintenance	
4	Regular Maintenance	

### 2.2.3.3 Add/Edit Income

In order to add the income, the following details have to be filled:

1. Category: Select category from the given income category lists
2. Date: Since the user would have already selected the date beforehand, there will be a date for the income by default.
3. Title: Add the income title
4. Amount: Add the income amount
5. Water Supplied (Ltrs): Add the total water supplied for the month in Liters
6. Save the added data by clicking on the Save Button



The screenshot shows the 'Add / Edit Income' form within the Katurwa Water System interface. The form is a white modal box with a title bar. It contains the following fields: 'Category' (a dropdown menu with 'Select...' as the placeholder), 'Date' (a text field with '2022-01-02' entered), 'Title' (a text field), 'Amount' (a text field), and 'Water Supplied (Ltrs)' (a text field with a small circular icon on the left). A blue 'Save' button is located at the bottom right of the form. The background shows the system's sidebar with options like Home, Finance, Tariff Rates, Other Parameters, Cash Book, Maintenance, Service, and Notifications. The top right of the interface displays the date '1/2/2022' and the user 'Rupeeta'.

### 2.2.3.4 Add/Edit Expenditure

In order to add the expenditure, the following details have to be filled:

1. Category: Select category from the given expenditure category lists
2. Date: By default, there will be a date for the expenditure since the date would have already been selected by the user beforehand.
3. Title: Add the expenditure title
4. Amount: Add the income amount
5. Water Supplied (Ltrs): Add the total water supplied for the month in Liters
6. Save the added data by clicking on the Save Button

## 2.3 Maintenance

In the Maintenance tab, there are mainly three sub-tabs. They are Component Categories, Asset Components and Components Logs. In order to add the multiple data regarding this, the following details have to be filled:

### 2.3.1 Component Categories

#### 2.3.1.1 Add/Edit Component Categories

In order to add the Component Categories, the following details have to be filled:

1. Title: Add the title of the component category
2. Save the added data by clicking on the Save Button.

S.N	Category	Component
1	Main component	Dome tank surface-parts (inside and outside sl

S.N	Category Name	Action
1	Main component	
2	Meter and transformer	

### 2.3.1.2 Add/ Edit Component

In order to add the component, the following details have to be filled:

1. Category: Select category from the given Component category lists
2. Name: Add the component name
3. Save the added data by clicking on the Save Button.

S.N	Category	Component
1	Main component	Dome tank surface-parts (inside and outside sl

S.N	Category Name	Action
1	Main component	
2	Meter and transformer	
3	Supply of HDP Pipe	

### 2.3.2 Asset Components

In order to add the information regarding asset components, the following details have to be filled:

#### 2.3.2.1 Add/Edit Component Info

In order to add component info, the following details have to be filled:

1. Component Category: Select the component category from the component lists
2. Component Number: Add the component number
3. Possible failure: Add the possible failure of the component category
4. Maintenance action: Add the maintenance action required for the component category
5. Maintenance Interval: Add the maintenance interval of the component in the year
6. Maintenance cost: Add total maintenance cost without any segregation
7. Labour cost : Add the labour cost (if there is segregation of the cost)
8. Material Cost: Add the material cost (if there is segregation of the cost)
9. Cost: Add the replacement cost (if there is segregation of the cost)

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10. Supply Belt: User can skip the supply belt
11. Possibility of Failure: Select one of the possibility of failure from the given list
12. Impact of Failure: Select one of the impact of failure from the given lists
13. Mitigation: Select one of the mitigation from the given lists
14. Designated Person: Select one of the designated persons from the given list
15. Apply Date: There will be a default apply date as per the Water System.
16. Next Action date: There will be a default apply date and if the user wants to change the date,he can add the next action date.
17. Component picture: Add the component picture which should be less than 1Mb
18. Save the added data by clicking on the Save Button.

**Add/Edit Component Info**

Component Category: <input type="text" value="Select..."/>	Component Number: <input type="text"/>	Possible Failure: <input type="text"/>
Maintainance Action: <input type="text"/>	Maintainance Interval: <input type="text"/>	मर्मत लागत दर (Rs.): <input type="text" value="0"/>
Labour Cost (Rs.): <input type="text" value="0"/>	Material Cost (Rs.): <input type="text" value="0"/>	Replacement Cost (Rs.): <input type="text" value="0"/>
Supply Belt : <input type="text" value="Select..."/>	Possibility Of Failure : <input type="text" value="Select..."/>	Impact Of Failure: <input type="text" value="Select..."/>
Mitigation: <input type="text" value="Select..."/>	Designated Person: <input type="text" value="Select..."/>	Apply Date: <input type="text" value="2020-03-01"/>
Next Action Date: <input type="text" value="2021-03-01"/>	Component Picture: <input type="button" value="Choose File"/> No file chosen	

### 2.3.2.2 Add/ Edit Components Logs

In order to add the component logs, the following details have to be filled:

1. Component: Select the component category from the given lists
2. Maintenance date: Add the maintenance date for the component category
3. Possible failure: Add the possible failure of the component
4. Duration: Add the duration of the component in order add the log (interval in days)
5. Total Cost: Add the total cost of the component (without any segregation cost)
6. Labor cost: Add the labor cost (if there is segregation of the cost)
7. Material Cost: Add the material cost (if there is segregation of the cost)
8. Replacement Cost: Add the replacement cost (if there is segregation of the cost)
9. Remarks: Add the remarks for the component

10. Component Picture: Add the component picture which should be less than 1Mb
11. Save the added data by clicking on the Save Button.

The screenshot shows a web application window titled "Component Logs". The form is organized into several sections:

- Component :** A dropdown menu with "Select..." as the placeholder.
- Maintenance date :** A text input field.
- Possible Failure :** A text input field.
- Maintenance Action :** A text input field.
- Duration :** A text input field.
- Total Cost :** A text input field with a currency symbol (₹).
- Labor Cost :** A text input field with a value of 0.
- Material Cost :** A text input field with a value of 0.
- Replacement Cost :** A text input field with a currency symbol (₹).
- Remarks :** A text input field.
- Component Picture :** A section with a "Choose File" button and the text "No file chosen".

A blue "Save" button is located at the bottom right of the form.

## 2.4 Service

In the service tab, there is only one other sub-tab which is Quality Test Parameters.

### 2.4.1 Quality Test Parameter

#### 2.4.1.1 Add Quality Test Parameter

In order to add the Quality Test Parameter, the following details have to be filled:

1. Parameter: Add the parameter name for the water quality test
2. Unit: Add the unit of the quality test parameter
3. NDWQ Standard: Add the Given NDWQ Standard for the water quality test parameter
4. Types: Select the types, either chemical or other from the lists.
5. Save the added data by clicking on the Save Button.

**Katsiwa Water System** 1/2/2022 Rapeta

**Quality Test Parameters**

Parameter:  Unit:  NDWQ Standard:  Type:

**Save**

S.N	Parameter	Units	NDWQ Standard	Action
1	Turbidity	NTU	5	
2	Aluminium	mg/l	0.2	
3	Zinc	mg/l	3	
4	Copper	mg/l	1.0	
5	Sulphate	mg/l	250	

## 2.5 Notifications

In the notification tab, there is a sub-tab named manage notifications.

### 2.5.1 Manage Notifications

In order to manage notifications, the following details have to be filled:

1. Initial date: Add the initial date for the notifications
2. Income notifications period: Add the income notifications period in days
3. Expenditure notifications period: Add the expenditure notifications periods in days.
4. Test result notifications period: Add the test result notifications periods in days.
5. Supply record notifications period: Add the supply record notifications periods in days.
6. Save the added data by clicking on the Save Button.

**Manage Notifications**

Initial Date:  Income notifications period:

Expenditure notifications period:  Test Result notifications period:

Supply Record notifications period:

**Save**



## 2.6 Change Language

There is availability of two languages: English and Nepali in the configuration web utility. Users can select the language by:

1. Clicking on the top right corner where there is an Icon of Flag in the configuration panel.

## 2.7 Logout

Users can logout from the web configuration by:

1. Clicking on the name of the user placed on the right side of the panel near the language selection and clicking on the Logout displayed text.

**Thank you**