

USER MANUAL

Mobile Application For the Project Asset Management

Mobile Application

1. Login

Login with Phone Number and Password

2. Mobile App Module

A. Cashbook

- **Add Income**
- **Add Expenditure**
- **Close Month**
- **Filter By week and month**

3. Maintenance

- **Add Preventive Log**
- **Add Inspection log.**
- **Add Reactive Log**
- **Add Not scheduled Maintenance**
- **SORT BY**

4. Service

- **Add Supply Records**
- **Add Water Quality Tests Results**

5. Notification

Mobile Application

1) Login

In order to login, the user has to fill up the following details:

- 10 Digit authorized mobile number
- Pin number which should be at least 4 digits

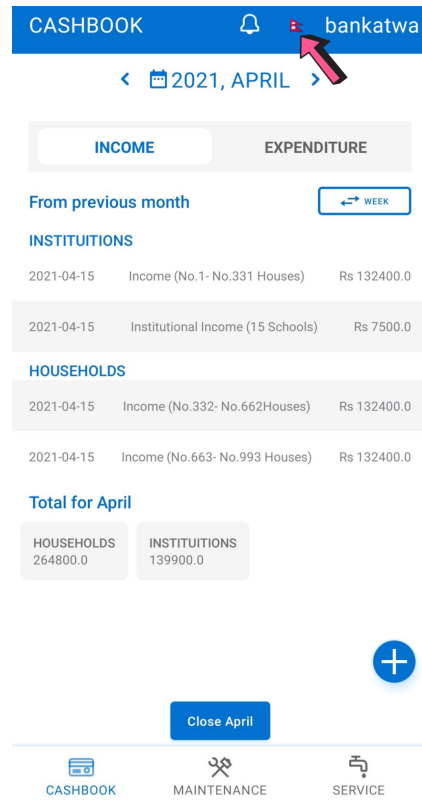
The image displays two mobile application login screens for 'ASSET MANAGEMENT WATER SYSTEMS'.

Screen 1 (Left): The header is 'ASSET MANAGEMENT WATER SYSTEMS'. Below it, the text 'Enter your phone number' is followed by 'Contains 10 digits'. A text input field is shown with a vertical cursor. Below the screen is a numeric keypad with buttons for digits 1-9, 0, and an 'OK' button.

Screen 2 (Right): The header is 'ASSET MANAGEMENT WATER SYSTEMS'. Below it, there is a back arrow and the text 'EDIT PHONE NUMBER'. Then, the text 'Enter your passcode' is followed by 'Contains at least 4 digits'. A text input field is shown with a vertical cursor. Below the screen is a numeric keypad with buttons for digits 1-9, 0, and an 'OK' button.

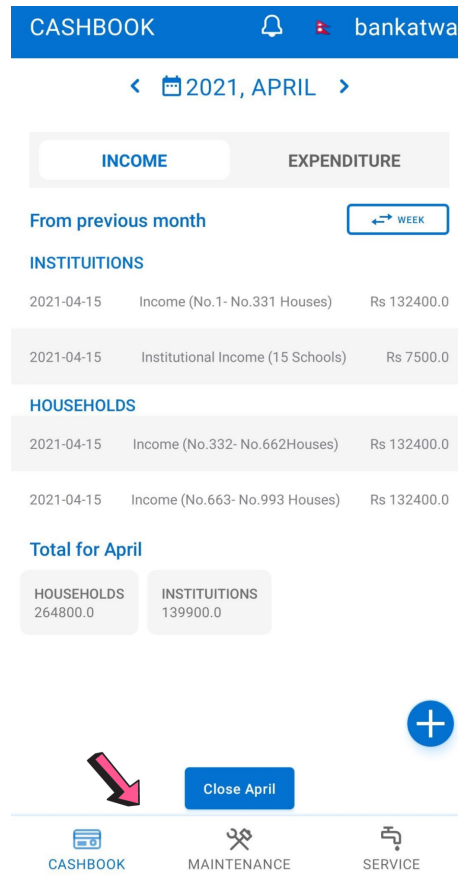
After login into the mobile app, the user will be able to view the different mobile app modules like **Cashbook, Maintenance, and Services** with the different dates in the year of the Water System. In this app, there is an availability of selecting two languages only: **English and Nepali**. In order to change the language:

i. User has to click on the top of the app where there is an icon of the flag (EN & US) as per the user preference language.



2) Mobile App Modules

There are mainly 3 tabs in the mobile application. They are **Cashbook**, **Maintenance**, and **Service**.



A) Cashbook

In the cashbook tab, there are two main sections. They are Income & Expenditure. In the income section, there will be a different category with the Income title with their respective amount as per the given year of the water system, and also the user can select different years. When the user taps on the Plus(+) button, a pop-up like a box will appear in order to add income and expenditure.

ADD INCOME

While adding the income, the following details are required:

- Select category: The user has to select a category from the list of multiple income categories
- Select date: The user has to click on the calendar icon and needs to select the date
- Income Title: User has to add the income title compulsory
- Income Amount: User has to add the income amount as per the income title
- User has to add the water supplied (in liters) or also you can keep it 0 if there is no specific water supply
- Save the added data by clicking on the **SAVE** Button.

The screenshot shows the 'CASHBOOK' app interface. At the top, there's a dark blue header with 'CASHBOOK' on the left, a bell icon, and 'bankatwa' on the right. Below the header is a navigation bar with a left arrow, a calendar icon, '2021, APRIL', and a right arrow. The main content area has two tabs: 'INCOME' (selected) and 'EXPENDITURE'. A white modal form titled 'ADD INCOME' is displayed. It contains the following fields: a 'Select Category' dropdown menu, a 'Select date' field with a calendar icon, an 'Income Title' text field, an 'Income Amount' text field, and a numeric input field with '0' and a placeholder text 'Enter water supplied, while recording water sales'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons. Below the form, there's a 'Close April' button. The bottom navigation bar has three icons: a wallet icon for 'CASHBOOK', a wrench icon for 'MAINTENANCE', and a truck icon for 'SERVICE'.

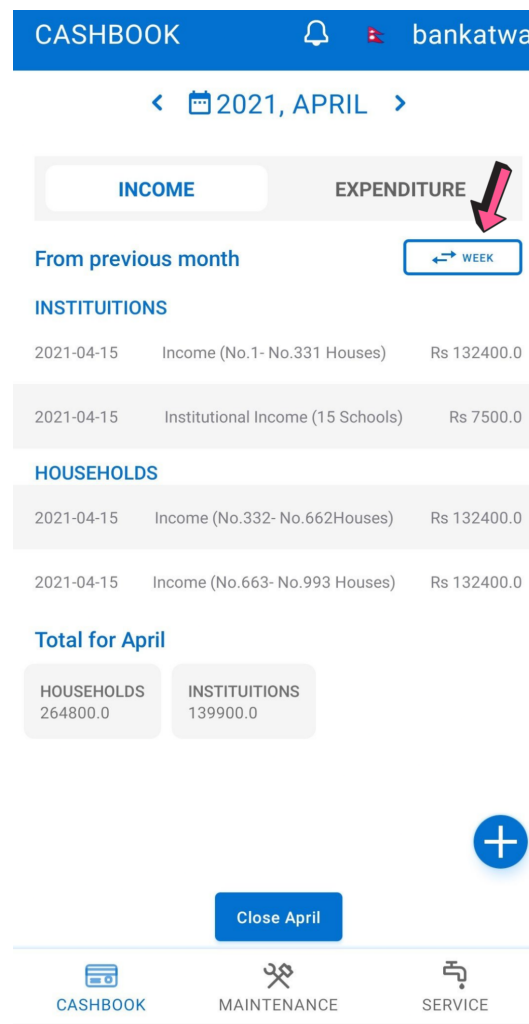
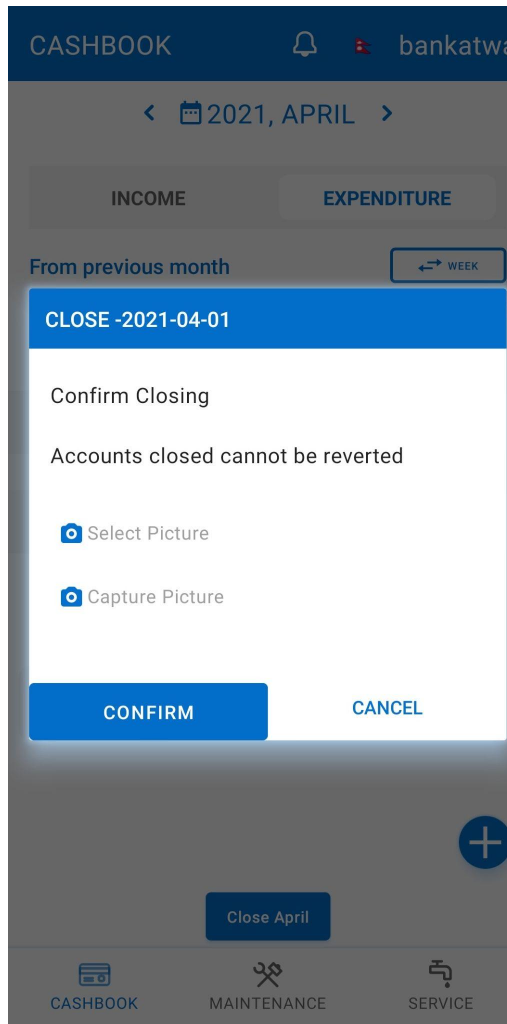
ADD EXPENDITURE

While adding the income, the following details are required:

- i. Select category: The user has to select a category from the list of multiple expenditure categories
- ii. Select date: the user has to click on the calendar icon and need to select the date
- iii. Income Title: User has to add the expense title compulsory
- iv. Expense Amount: The user has to add the expense amount as per the expense title
- iv. Remarks: User has to add the remarks

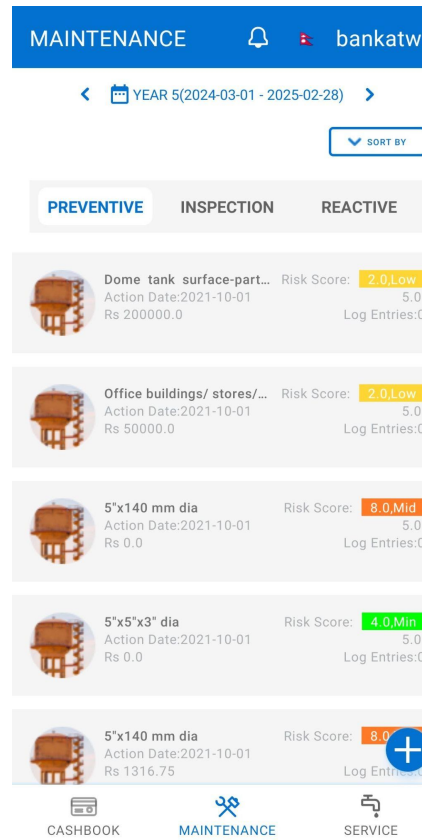
The screenshot displays the 'CASHBOOK' app interface. At the top, a dark blue header contains the text 'CASHBOOK', a bell icon, and the username 'bankatwa'. Below the header, a navigation bar shows '< 2021, APRIL >'. The main content area features a modal titled 'ADD EXPENDITURE' with a blue header. Inside the modal, there are five input fields: 'Select Category' (a dropdown menu), 'Select date' (with a calendar icon), 'Expense Title', 'Expense Amount', and 'Remarks'. Below these fields is a text prompt: 'Enter water supplied, while recording water sales'. At the bottom of the modal are two buttons: 'SAVE' (blue) and 'CANCEL' (grey). To the right of the modal is a blue circular button with a white plus sign. Below the modal, a 'Close April' button is visible. The bottom of the screen has a dark grey navigation bar with three icons and labels: 'CASHBOOK' (with a wallet icon), 'MAINTENANCE' (with a wrench icon), and 'SERVICE' (with a truck icon).

1. On the right side of the app, there is a filter button: month and week where the user can be able to view the income and expenses by using the filter.
2. There is a Close button at the end of the Cashbook tab where users can confirm closing for the month.
3. User can also select and submit the image of the cashbook for the given month.
4. And the accounts closed cannot be reverted.



B) Maintenance

In the maintenance tab, there are mainly three sections. They are Preventive, Inspection and Reactive. In every section, there will be maintenance records as per the maintenance components and categories as per the given year of the water system. Users can add the maintenance log by filling up the following required data:



PREVENTIVE

In the preventive section, there will be multiple lists of components as per the maintenance interval year. The user has to add the maintenance log by clicking on one of the maintenance lists.

i. Click on the **ADD button** from one of the lists

1. After clicking on the ADD button, a pop-up like a form will appear in order to add the preventive maintenance log. Following data are required to fill up the log:

- Select the date: the user has to click on the calendar icon and needs to select the date
- Interval (in days): The user has to add the interval as per the required maintenance days
- Total cost: The user has to add the total cost of the maintenance without any cost separation

There is a box: Add cost separately where the user has to click on that box and three different fields will appear. They are:

- Labour: User has to add the Labour cost
- Material: User has to add the material cost
- Replacement: User has to add the Replacement Cost
- Select the picture: User has to select the picture of the maintenance component
- Remarks: User has to add the remarks

vi . Save the added data by clicking on the **SAVE LOG**.

MAINTENANCE LOG

1 OF 2

Select date

Reducing sucker 3"x2"

Aging

To be newly replaced

Interval (in days)

Total cost

☐ Add Cost Separately

Select Picture

Capture Picture

Remarks

SAVE LOG

CLOSE

INSPECTION

In the Inspection section, there will be multiple lists of components as per the maintenance interval year. The user has to add the maintenance log by clicking on one of the maintenance lists.

i. Click on the ADD button from one of the lists

After clicking on the ADD button, a pop-up like a form will appear in order to add the inspection maintenance log. Following data are required to fill up the log:

- i. Select the date: the user has to click on the calendar icon and needs to select the date
- ii. Interval (in days): The user has to add the interval as per the required maintenance days
- iii. Total cost: User has to add the total cost of the maintenance without any cost separation

There is a box: Add cost separately where the user has to click on that box and three different fields will appear. They are:

- i. Labour: User has to add the Labour cost
- ii. Material: User has to add the material cost

- iii. Replacement: User has to add the Replacement Cost
- iv. Select the picture: User has to select the picture of the maintenance component
- v. Remarks: User has to add the remarks
- vi. Save the added data by clicking on the SAVE LOG.

MAINTENANCE LOG 1 OF 2

Select date

Reducing sucket 3"x2"

Aging

To be newly replaced

Interval (in days)

Total cost

☐ Add Cost Separately

☒ Select Picture

☐ Capture Picture

Remarks

SAVE LOG CLOSE

REACTIVE

In the Reactive section, there will be multiple lists of components as per the maintenance Interval Year. The user has to add the maintenance log by clicking on one of the maintenance lists.

- i. Click on the ADD button from one of the lists

After clicking on the ADD button, a pop-up like a form will appear in order to add the reactive maintenance log. Following data are required to fill up the log:

- i. Select the date: The user has to click on the calendar icon and needs to select the date
- ii. Interval (in days): The user has to add the interval as per the required maintenance days
- iii. Total cost: The user has to add the total cost of the maintenance without any cost separation

There is a box: Add cost separately where the user has to click on that box and three different fields will appear. They are:

- i. Labour: User has to add the Labour cost only
- ii. Material: User has to add the material cost only
- iii. Replacement: User has to add the Replacement Cost only
- iv. Select the picture: User has to select the picture of the maintenance component
- v. Remarks: User has to add the remarks
- vi. Save the added data by clicking on the SAVE LOG.

MAINTENANCE LOG

1 OF 2

Select date

Reducing sucket 3"x2"

Aging

To be newly replaced

Interval (in days)

Total cost

☐ Add Cost Separately

☒ Select Picture

☐ Capture Picture

Remarks

SAVE LOG CLOSE

1. On the maintenance tab, there is a Plus(+) Button where the user has to add Not Scheduled Maintenance. After clicking on the Plus(+) Button, a pop-up form will appear in order to fill up the not scheduled maintenance log.

- i. Maintenance Log: The user has to select one of the maintenance component from the given component lists.
- ii. Select date: the user has to click on the calendar icon and needs to select the date
- iv. Possible failure: User has to add the possible failure of the maintenance component
- v. Maintenance action: User has to add the maintenance action of the maintenance component
- vi. Interval (in days): User has to add the interval as per the required maintenance days

iii. Total cost: The user has to add the total cost of the maintenance without any cost separation

There is a box: Add cost separately where the user has to click on that box and three different fields will appear. They are:

- i. Labour: User has to add the Labour cost only
- ii. Material: User has to add the material cost only
- iii. Replacement: User has to add the Replacement Cost only
- iv. Select the picture: User has to select the picture of the maintenance component
- v. Remarks: User has to add the remarks
- vi. Save the added data by clicking on the SAVE LOG.

MAINTENANCE

NOT SCHEDULED MAINTENANCE

Maintenance Log

Select date

Possible Failure

Maintenance action

Interval (in days)

Total cost

☐ Add Cost Separately

Select Picture

Capture Picture

Remarks

SAVE LOG CLOSE

CASHBOOK MAINTENANCE SERVICE

-On the Right Side of the app, there is a SORT BY button: Action Date, Est. Cost & Risk Score where the user can be able to view the maintenance list by clicking on the SORT BY Button.

C) SERVICE

In the Service tab, there are mainly two sections. They are **Supply & Quality Tests**. Users will be able to add supply of water and quality tests as per the Water System.

SUPPLY

In the supply section, the user has to add the water supply record. In order to add the water supply records, the following data are required:

i. Start Date: The user has to click on the calendar icon and needs to select the Start date.

There is a box: Add record for a date range where the user can add the water supply record within the interval of the date. User has to click on that box and another Field for the End date will appear on the same form.



ii. End date: the user has to click on the calendar icon and needs to select the End date.


iv. Total Daily Supply: User has to add the total daily supply of the water

v. Estimated Households: User has to add the estimated households of the water system

vi. Estimated Beneficiaries: Users have to add the estimated beneficiaries of the water system.


vii. Save the added data by clicking on the **SAVE RECORDS**

SERVICE


bankatwa


NOVEMBER, 2021


SUPPLY
QUALITY TESTS

Add water supply record

Start Date


☐ Add record for a date range

Total Supply

Supply belt


Estimated Households

Estimated Beneficiaries

SAVE RECORDS

CASHBOOK

MAINTENANCE



SERVICE


QUALITY TESTS

In the Quality Tests section, the user will be able to add the water test results. In order to add the water test results, the following data are required:

- Start Date: the user has to click on the calendar icon and needs to select the Start date. There is a box: Add a record for a date range where the user can add the water test results within the interval of the date. The user has to click on that box and another Field for the End date will appear on the same form.
- End date: the user has to click on the calendar icon and needs to select the End date.
- User has to add the water quality test's value of given Turbidity, Aluminium, Zinc, Copper, Sulphate, etc
- Save the added data by clicking on the **SAVE RECORDS**

SERVICE

 bankatwa


 NOVEMBER, 2021

SUPPLY

QUALITY TESTS

ADD WATER TEST RESULTS

Start Date



☐

Add record for a date range

Colour

TCU

pH

-

Turbidity

NTU


Aluminium


MG/L


Zinc

MG/L

SAVE RECORDS

 CASHBOOK

 MAINTENANCE


 SERVICE

NOTIFICATION

At the top of the mobile app, there is an icon of Notification where the user will be able to view notifications regarding income, expenditure, and service with the specific date.

 MARCH 2021


New



Income

2021-11-17

Last income was created at 2021-10-19




Income

2021-11-14

Last income was created at 2021-10-19

Earlier



Income

2021-11-10

Last income was created at 2021-10-19
07:03:31.449839+00:00