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# WRMIS User Manual

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## Auctions

Development of Water Resources Management Information System (WRMIS) and  
Decision Support System (DSS) for Efficient Irrigation Water Management in Punjab

**Version 1.0**

**NESPAK**

23-Aug-16



## Revision History

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Version	Date	By	Summary of Changes
1.0	10-04-2017	NESPAK	Initial Draft
1.1	20-04-2017	NESPAK	



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## Auction

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This module pertains details of Auction process. XEN will be the main user of this module who selects the approval authority for final approval of auction. It handles both (Permanent and Temporary) auction of assets. Auction can be of single asset or multiple assets depending upon the requirement, It also give provision to perform auction of multiple assets as single entity. XEN will add auction notice following with Bidders registration, Auction Committee, Bidder Attendance, Bidding, bidder selection, payments and delivery. Before delivery it is mandatory to get approval from approval authority.



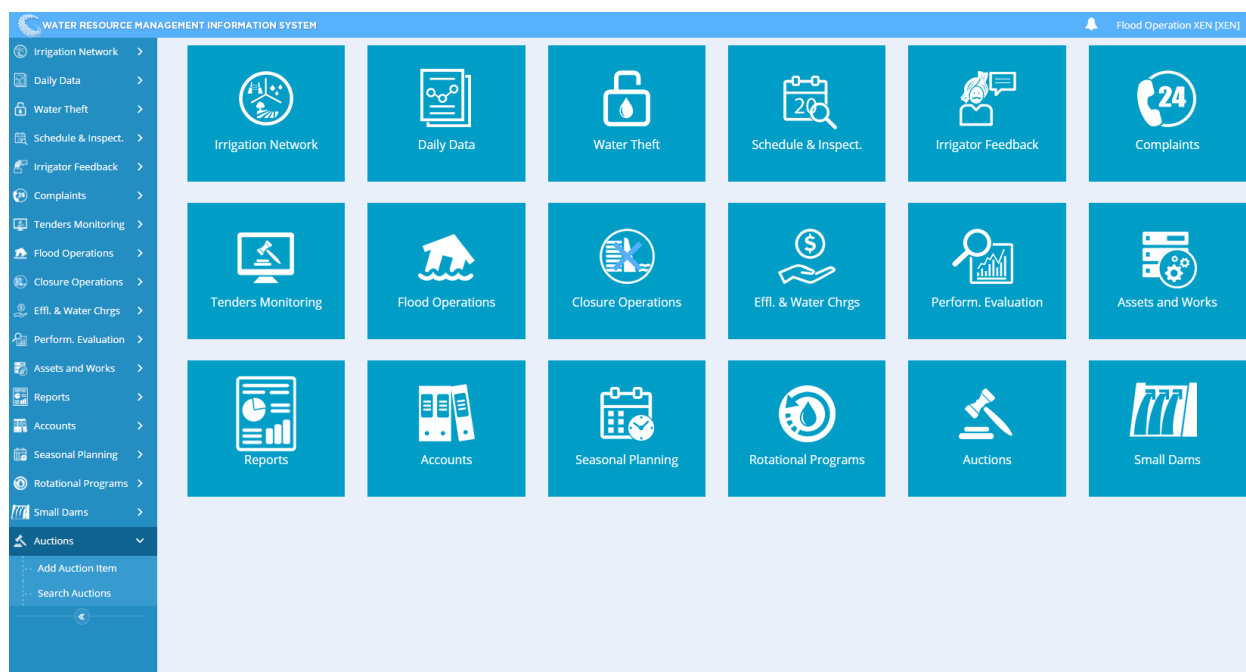
## 1. Search Auction:-

User click on 'Auction' icon from main screen after login as XEN

### Business User: XEN

Any other user can view "Auction" based on assigned rights from Roles and Rights (User Administration)

**Pre-Requisite:** It would be on its full working scenario when the system is provided with Auction records.





## 1.1 Search Auction

This screen provides user to search desired asset with given search criteria's.

**How to Access:** Main Menu -> Auction- > Search Auction

Auctions

Search Auctions

1	Zone	Sargodha	2	Circle	Thal
3	Division	Mianwali	4	Auction Notice	
5	Opening Date From		6	Opening Date to	

Search Add 8

7

1

### Zone

Select

- Select Zone from the 'Zone dropdown.
- On selection of Zone, system enables Circle dropdown and populates all reaches based on selected Zone.
- Authorize User can select desired Zone.

2

### Circle

Select

- Select Circle from the 'Circle dropdown.
- On selection of Circle, system enables Division dropdown and populates all reaches based on selected Circle.
- Authorize User can select desired Circle

3

### Division

Select

- User can select desired Division w.r.t the selected Circle. Dropdown.

4

### Auction Notice

- Type the Auction Notice.
- Click on Search button.
- System displayed results of entered auction notice.

5

#### Opening Date from

- At click on 'Opening date from' user selects the opening date from calendar.

6

#### Opening Date to

- At Click on 'Opening Date to' user selects Opening date to.

7

#### Search

Search

- Click on the <Search> button.
- System displays all the records as per the search criteria given by the user.
- If there is no record against the entered search criteria, system shows the message '**No record found**'

8

#### Add New

Add New

- Click on the <Add new> button.
- System navigates to new screen for adding parameters of work.



## 1.2 Add Auction

This screen provides user to search desired asset with given search criteria's.

**How to Access:** Main Menu -> Auction- > Add Auction

Auctions

Auction Notice

1 Auction Title/Notice

2 Division

3 Approval Authority

4 Auction Type

5 Auction Category

Duration

6 From Date

7 To Date

Date and Time

8 Opening Date

9 Opening Time  :  :

10 Opening Place

11 Alternate Opening Date

12 Alternate Opening Time  :  :

13 Alternate Opening Place

14 Submission Date

15 Submission Time  :  :

16 Submission Fee

17 Auction Details

Advertisement Source

Advertisement Source

Date

18

No record found

19 Document  No file chosen

20

21

1

Auction Title/Notice

- User types the Auction Notice.
- System displayed results of entered auction notice.

2

### Division

- User can select desired Division w.r.t the selected Circle. Dropdown.

3

### Approval Authority

- User clicks on approval Authority dropdown.
- Selects option from provided options i.e. 'SE' and 'CE'.

4

### Auction Type

- User clicks on 'Auction Type' dropdown.
- Selects option from provided options i.e. 'Open Bidding' and 'Sealed Bidding'.

5

### Auction Category

- User clicks on 'Auction Category' dropdown.
- Selects option from provided options i.e. 'Temporary' and 'Permanent'.

6

### From Date

- This option gets enabled on selection of 'Temporary' auction Category
- User clicks on 'From Date' calendar field.
- Selects Date from calendar.

7

### To Date

- This option gets enabled on selection of 'Temporary' auction Category
- User clicks on 'To Date' calendar field.
- Selects 'To Date' from calendar.

8

#### Opening Date

- User clicks on 'Opening Date' calendar field.
- Selects 'Opening Date' from calendar.

9

#### Opening Time







- Selects 'Opening Time' from 'hours' 'Minutes' and 'AM, FM'.

10

#### Opening Place

- User types the Opening place

11

#### Alternate Opening Date

- User clicks on 'Alternate Opening Date' calendar field.
- Selects 'Alternate Opening Date' from calendar.

12

#### Alternate Opening Time







- Selects 'Opening Time' from 'hours' 'Minutes' and 'AM, FM'.

13

#### Alternate Opening Place

- User types the Alternate Opening place

14

#### Submission Date

- User selects the Submission Date.

15

#### Submission Time

Select

▼

Select

▼

Select

▼

- Selects 'Opening Time' from 'hours' 'Minutes' and 'AM, FM'.

16

#### Submission Fees

- User enters the submission fees.

17

#### Auction Details

- User types the Auction Details.

18

#### Add

- Click on <Add> button adds a new row into the table for adding a new record.

19

#### Choose File

Choose File

- User Clicks on Choose file and Selects the desired file.

20

Back

Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to channel search screen

21

Save

Save

- Click on 'Save' button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.
- System displays newly added record into the Table

### 1.3 Assets

This screen provides user to Add/Edit/delete desired asset with given search criteria's.

**How to Access:** Main Menu -> Auction- > Added record->Assets



## Auctions

**Assets**

**Auction Notice**  
Random Test

**Opening Date**  
07-Jun-2017

**Submission Date**  
07-Jun-2017

Level	Group/Individual	Category	Sub-Category	Name	Attribute Type	Attribute Value/Qty	
Select	Individual	Transportation	Mazda	Assets-One	Colr	White	+

Back

11

1

### Level

Select

- In case of XEN headquarter this drop down enables.
- User selects the level of assets.

2

### Group/Individual

Select

- User Selects Group or Individual selection of assets from 'Group/Individual' dropdown.

3

### Category

Select

- User selects the Assets Category from 'Category' Dropdown.

4

### Sub-Category

Select

- User selects the Assets sub-Category from 'Category' Dropdown appeared as per selection of Category.

5

#### Name

- User clicks on 'Name' dropdown to select the asset as per selected Category and Sub-Category.

6

#### Attribute Type

- User clicks on 'Attribute Type' to select the attribute.

7

#### Attribute Value/Qty

- Attribute Value appeared as per selection of 'Attribute Type'.

8

#### Add



- Click on <Add> button adds a new row into the table for adding a new record.

9

#### Edit



- At click on save icon  system saves the record.

10

#### Cancel



- At click on Cancel Icon  system hides the row.

11

Back

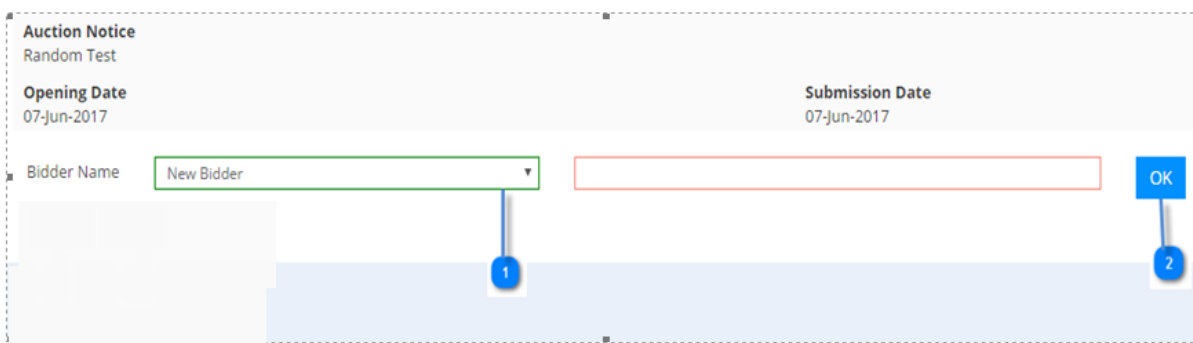
Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to main screen

## 1.4 Bidders

This screen provides user to Add/Edit/delete bidders.

**How to Access:** Main Menu -> Auction- > Added record->Bidders



Auction Notice  
Random Test

Opening Date  
07-Jun-2017

Submission Date  
07-Jun-2017

Bidder Name  
New Bidder

OK

1

2

1

Bidder Name



Select

- In case of new bidder XEN selects the option 'New Bidder'.
- System displayed input text box for bidder name.



2

OK

- XEN Clicks on 'ok' button.
- System displayed following screen for (Add/Edit/Delete or remove):

**Auction Notice**  
testing

**Opening Date**  
15-Jun-2017

**Submission Date**  
11-Jun-2017

**Bidder Name** Ali Ali

Asset	Earnest Money(Rs)	Earnest Money Submitted(Rs)	Attachment
<input checked="" type="checkbox"/> car	2,111		<input type="button" value="Choose File"/> No file chosen

1

Asset



- XEN select all asset option to enable 'Earnest Money' entry.

2

### Car (Asset-Name)



- XEN Selects the option against mentioned asset to enter bidder for selected asset.

3

### Earnest Money

- XEN enters 'Earnest Money' in Earnest money text box.

4

### Choose File

Choose File

- At click on Choose file XEN adds attachment related to bidder submission.

5

### Save

Save

- Click on 'Save' button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.
- System displays newly added record into the Table



6

Back

Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to main screen

## 1.5 Bidding Process

This screen provides user to Add edit bidding process

**How to Access:** Main Menu -> Auction- > Added record->Bidding Process



## 1.6 Auction Committee Attendance

This screen provides user to Add/Edit/delete bidders.

**How to Access:** Main Menu -> Auction- > Added record->Bidding Process -> Auction Committee Attendance



Auction Notice  
testing

Opening Date  
15-Jun-2017

Submission Date  
11-Jun-2017

Auction Committee Attendance

Monitored By MA

Opened By

Name

Designation

Attach Attendance Sheet

Choose File No file chosen

Save & Continue Back

1

Monitored By

Select

- At click on 'Monitored by' dropdown XEN Selects the option.



2

Name

- XEN enters the name in text box.

3

Designation

- XEN enters the Designation in text box.

4

Opened by

- XEN enters the name of person who opens the sealed document in case of sealed bidding category.

5

Name

- XEN enters the Name in text box.

6

### Designation

- XEN enters the Designation in text box.

7

### Add



- Click on <Add> button adds a new row into the table for adding a new record.

8

### Delete



- Click on 'Delete' image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.
- System deletes the newly added record from the table.

9

### Choose File

Choose File

- At click on Choose file XEN adds attachment related to bidder submission.

10

### Save

Save

- Click on 'Save' button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.
- System displays newly added record into the Table

11


### Back

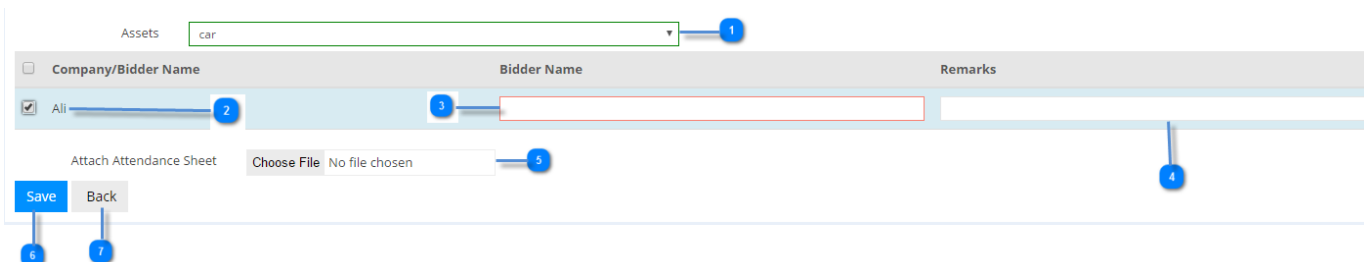
**Back**

- Click on <Back> button discard all unsaved changes
- System navigates the user to main screen

## 1.7 Bidders Attendance

This screen provides user to Add/Edit/delete bidder attendance.

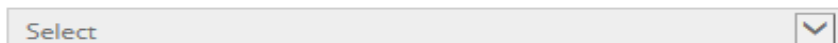
**How to Access:** Main Menu -> Auction- > Added record->Bidding Process -> Bidder attendance



The screenshot shows the 'Bidder Attendance' form. At the top, there is a dropdown menu for 'Assets' with 'car' selected, marked with a blue circle 1. Below this is a table with columns: 'Company/Bidder Name', 'Bidder Name', and 'Remarks'. The first row has a checked checkbox, the name 'Ali', a text input field marked with a blue circle 3, and an empty remarks field marked with a blue circle 4. Below the table, there is a section for 'Attach Attendance Sheet' with a 'Choose File' button and 'No file chosen' text, marked with a blue circle 5. At the bottom left, there are 'Save' and 'Back' buttons, with 'Save' marked with a blue circle 6 and 'Back' marked with a blue circle 7.

1

**Asset**



A dropdown menu for selecting an asset, currently showing 'Select' and a dropdown arrow.

- XEN selects asset from 'Asset' dropdown.

2

#### All (Selection)



- XEN selects the option to select all the assets.

3

#### Bidder Name

- XEN enters 'Bidder Name' in Bidder Name text box.

4

#### Remarks

- XEN enters 'Remarks' in Remarks text box.

5

#### Choose File

Choose File

- At click on Choose file XEN adds relevant attachment.

6

#### Save

Save

- Click on 'Save' button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.

7

#### Back


Back

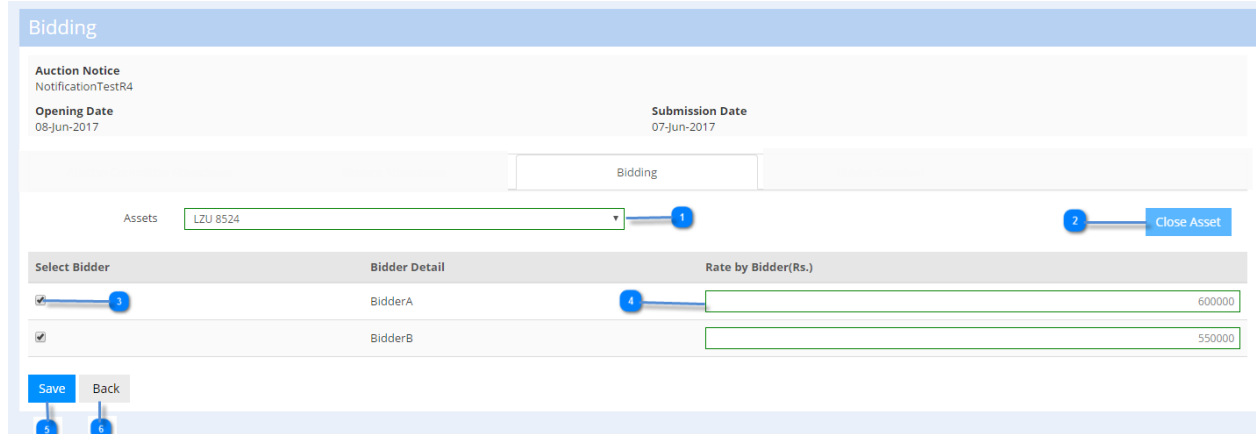
- Click on <Back> button discard all unsaved changes
- System navigates the user to previous screen



## 1.8 Bidding

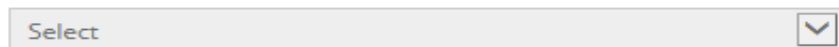
This screen provides user to Add/Edit/delete bidding process.

**How to Access:** Main Menu -> Auction- > Added record->Bidding Process -> bidding (Tab)



1

### Asset



- XEN selects asset from 'Asset' dropdown.
- To get respective record.

2

### Close Asset



Close Asset

- XEN selects the option to close Auction Status of specific asset.

3

Selection



- XEN selects the option to enter the record.

4

Rate by bidder (Rs)

- XEN enters 'Rate by bidders' in text box.

5

Save

Save

- Click on 'Save' button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.

6


Back

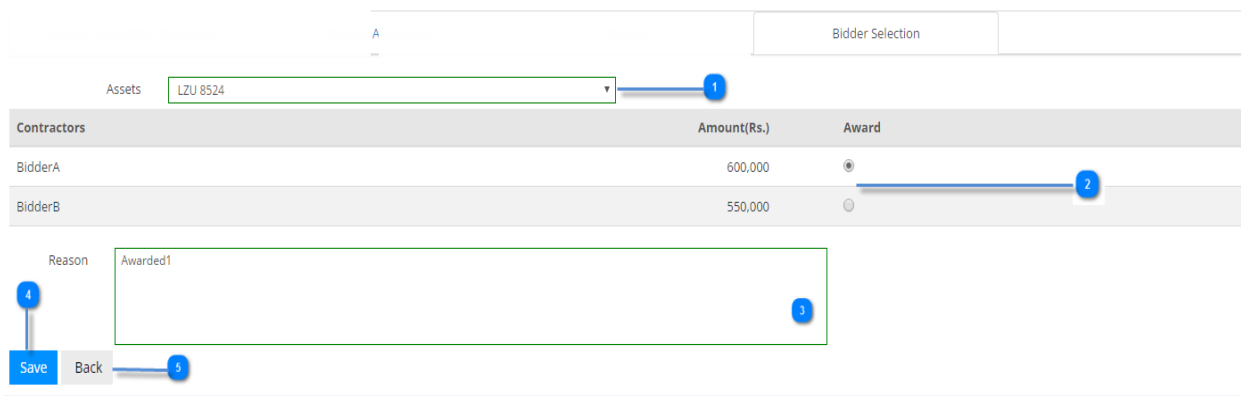
Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to previous screen.

### 1.9 Bidder Selection

This screen provides user to Add/Edit/delete bidder Selection.

**How to Access:** Main Menu -> Auction- > Added record->Bidding Process  -> Bidder Selection (Tab)



Contractors	Amount(Rs.)	Award
BidderA	600,000	<input checked="" type="radio"/>
BidderB	550,000	<input type="radio"/>

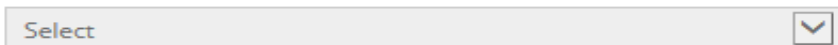
Assets: LZU 8524

Reason: Awarded1

Save Back

1

### Asset



- XEN selects asset from 'Asset' dropdown.
- To get respective record.

2

### Selection





- XEN selects the bidder to award the auction.

3

#### Remarks

- XEN enters Remarks in 'Remarks' text field.

4

#### Save

Save

- Click on 'Save' button, system verify all the required fields.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.

5

#### Back

Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to previous screen.

## 1.10 Payments

This screen provides user to Add/Edit/delete payment records.

**How to Access:** Main Menu -> Auction- > Added record->Payments

Add Payment							
<b>Auction Notice</b> NotificationTestR4							
<b>Opening Date</b> 08-Jun-2017				<b>Submission Date</b> 07-Jun-2017			
Asset	Selected Bidder	Bidder Rate(Rs.)	Earnest Money(Rs.)	Token Money(Rs.)	Token Money Submitted(Rs.)	Balance Amount(Rs.)	Details
Chairs	BidderB	120,000	3,000	6,000	6,000	0	
LZU 8524	BidderA	600,000	20,000	30,000	30,000	0	

Back

To view/add/edit/delete payment details user clicks at details icon

## Auctions

### Add Payment

<b>Auction Notice</b> NotificationTestR4	<b>Opening Date</b> 08-Jun-2017	<b>Submission Date</b> 07-Jun-2017
<b>Asset Category</b> Furniture	<b>Asset Sub-Category</b> Office Furniture	<b>Asset Name</b> Chairs
<b>Earnest Money</b> 3000	<b>Bidder Rate</b> 120000	<b>Token Money</b> 6000
<b>Total Token Paid</b> 6000	<b>Total Amount Paid</b> 120000	<b>Balance Amount</b> 0
<b>Submission of Balance Date</b> N/A		

Payment Type	Amount	Date	Attachment
Select			Choose File No file chosen
Token Money	6,000	7-Jun-2017	
Remaining Amount	111,000	7-Jun-2017	

Back

1

### Add



- XEN Clicks on Add icon.
- New row appeared:

Payment Type	Amount	Date	Attachment
Select			Choose File No file chosen

2

### Payment Type

Select	
--------	--

- XEN selects the payment type from dropdown and enters the amount in text box against select option.

3

Date



- XEN Clicks on date field and selects the date from calendar.

4

Choose File

Choose File

- At click on Choose file XEN adds relevant attachment.

5

Save



- At click on save icon  system saves the record.

6

Cancel



- At click on Cancel Icon  system hides the row.

7

Delete



- Click on 'Delete' image to delete the existing record.
- System display error message if any of the child entry has been entered for this specific record.
- System deletes the newly added record from the table

8

Back



Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to previous screen.

### 1.11 Approval Process

This screen provides user to Add/Edit/delete payment records.

**How to Access:** Main Menu -> Auction- > Added record->Approval Process



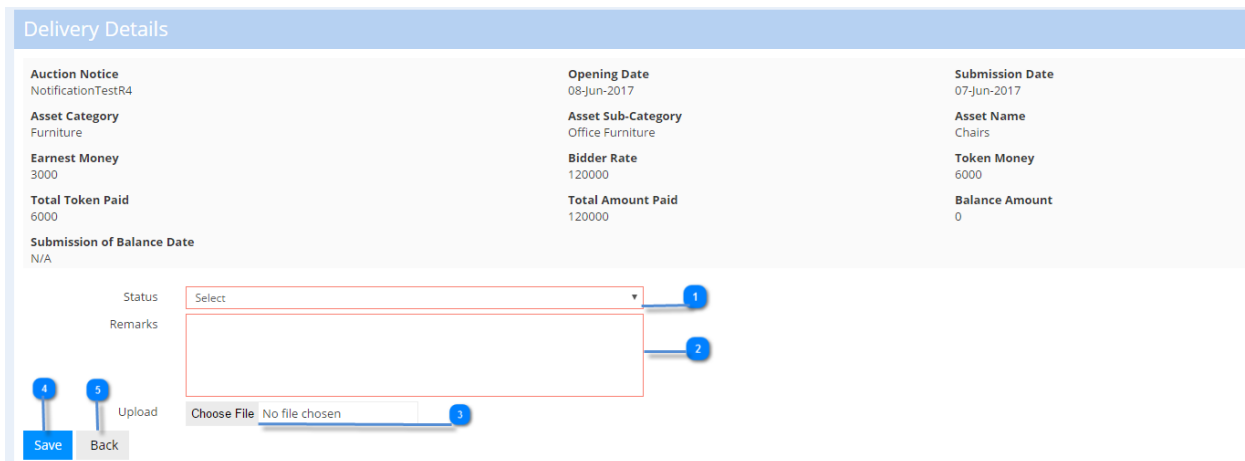
Approval Process						
<b>Auction Notice</b> NotificationTestR4						
<b>Opening Date</b> 08-Jun-2017			<b>Submission Date</b> 07-Jun-2017			
Asset	Selected Bidder	Bidder Rate(Rs.)	Total Money Paid	Status	Update Delivery Status	
Chairs	BidderB	120,000	120,000	Approved	1	2
LZU 8524	BidderA	600,000	600,000	Delivered		
Back						

1

Update Delivery



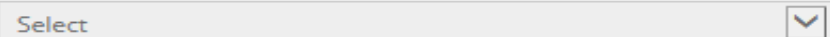
- XEN clicks update delivery status icon.
- Update delivery icon gets enabled after the approval of approval authority.
- System display following screen:



Delivery Details		
<b>Auction Notice</b> NotificationTestR4	<b>Opening Date</b> 08-Jun-2017	<b>Submission Date</b> 07-Jun-2017
<b>Asset Category</b> Furniture	<b>Asset Sub-Category</b> Office Furniture	<b>Asset Name</b> Chairs
<b>Earnest Money</b> 3000	<b>Bidder Rate</b> 120000	<b>Token Money</b> 6000
<b>Total Token Paid</b> 6000	<b>Total Amount Paid</b> 120000	<b>Balance Amount</b> 0
<b>Submission of Balance Date</b> N/A		
<b>Status</b> Select		
<b>Remarks</b> <div></div>		
<b>Upload</b> Choose File No file chosen		
<b>Save</b> <b>Back</b>		

1

### Status



- XEN Clicks on status dropdown.
- Selects the option.

2

### Remarks



- XEN types the remarks related to delivery.

3

### Choose File

#### Choose File

- At click on Choose file XEN adds relevant attachment.

4

#### Save

Save

- Click on 'Save' button, system verify all the required field.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.

5

#### Back

Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to previous screen.

2

#### Approval Details

- Approval authority (SE or CE) clicks update delivery status icon.
- System displayed following screen:



### Delivery Details

<b>Auction Notice</b> NotificationTestR4	<b>Opening Date</b> 08-Jun-2017	<b>Submission Date</b> 07-Jun-2017
<b>Asset Category</b> Furniture	<b>Asset Sub-Category</b> Office Furniture	<b>Asset Name</b> Chairs
<b>Earnest Money</b> 3000	<b>Bidder Rate</b> 120000	<b>Token Money</b> 6000
<b>Total Token Paid</b> 6000	<b>Total Amount Paid</b> 120000	<b>Balance Amount</b> 0
<b>Submission of Balance Date</b> N/A		

Status:  1

Remarks:  2

4   5

Upload:  No file chosen 3

1

### Status

- Approval Authority(SE or CE) Clicks on status dropdown.
- Selects the option.

2

### Remarks

- AA types the remarks related to Approval process.

3

### Choose File

Choose File

- At click on Choose file XEN adds relevant attachment.

4

Save

Save

- Click on 'Save' button, system verify all the required field.
- System saves the data into the database & displays a message "Records saved successfully".
- System display error message if any of the required fields has not been entered.

5

Back

Back

- Click on <Back> button discard all unsaved changes
- System navigates the user to previous screen.