



WRMIS User Manual

Assets and Work Management

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

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

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Assets and Works

This module has two main sections i.e. Assets and Works. XEN will be the main user for both the sections. Assets will consists of all the records of assets available on different levels such as, Zone, Circle, Division or any organizational office including details such as, Asset Category, Asset Sub-Category, Asset Name and Asset attributes, it also include the inspection and inspection history of each asset. Work section consists of records of works including details such as, Work Type, Work Duration, work Status, Work Items and progress history.



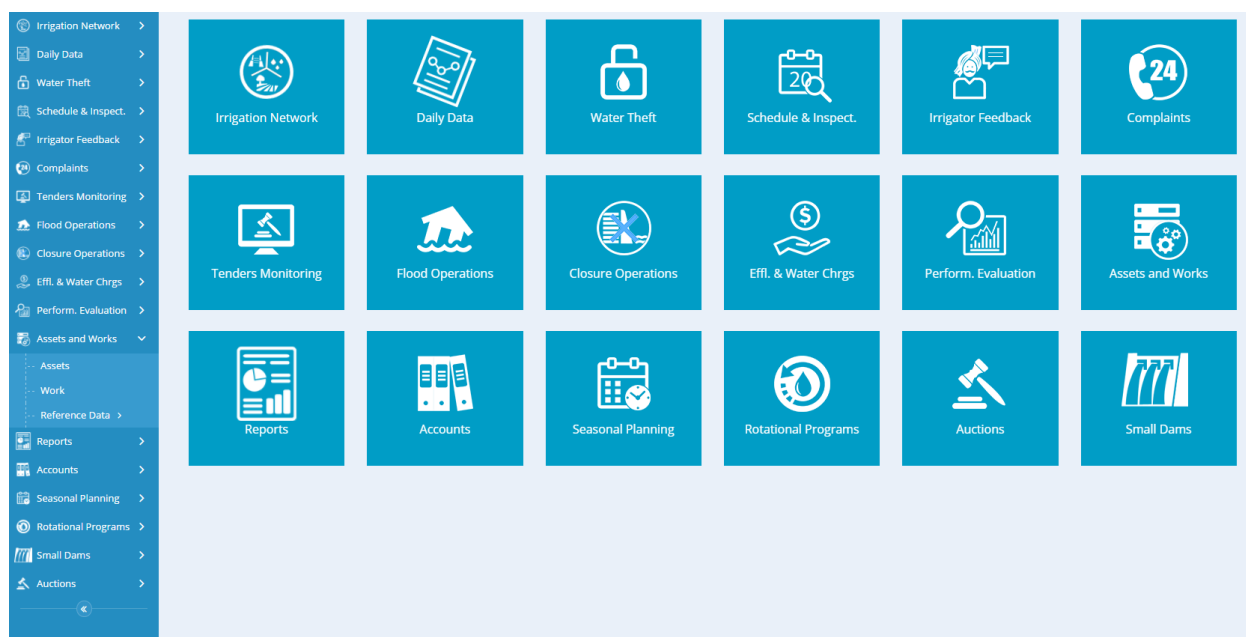
1. Assets

User click on 'Assets and works' icon from main screen after login as XEN

Business User: XEN

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

Pre-Requisite: It would be on its full working scenario if there are record of assets.

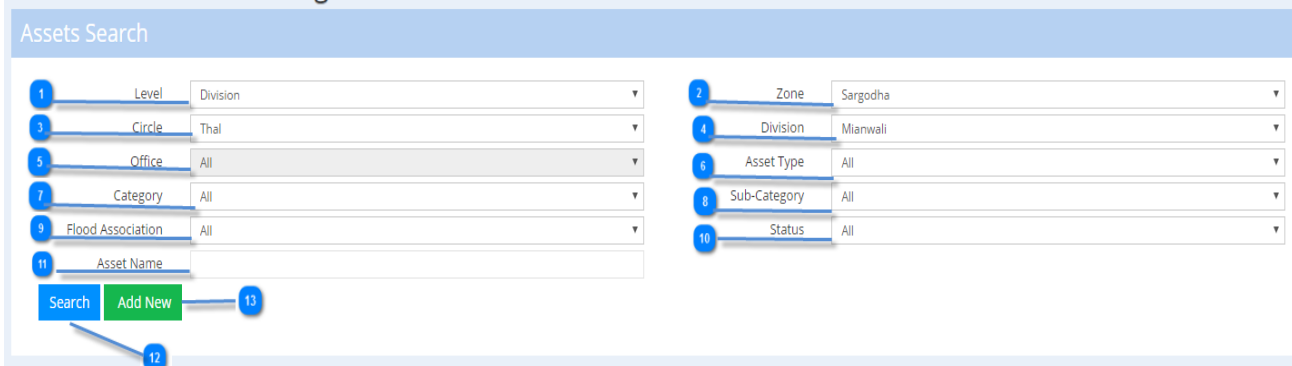


3.1 Search Assets

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

How to Access: Main Menu -> Assets and Works- > Assets

Assets and Works Management



1

Level



- Select level from 'level' dropdown.

2

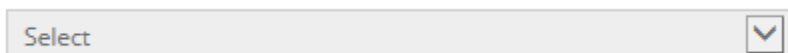
Zone



- 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.

3

Circle



- 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

4

Division

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

5

Office

- User can select desired office w.r.t the selected organizational hierarchy.

6

Asset Type

- User select the asset type from 'Asset Type' dropdown.
- It may be 'Lot' or 'Individual'.

7

Category

- User select the asset category from 'Category' dropdown.
- The categories appeared in this dropdown are entered through reference data.

8

Sub-Category

- User select the asset Sub-category from 'Sub-Category' dropdown.
- The Sub-Category is associated with Category.
- The Sub-categories appeared in this dropdown are entered through reference data against category.

9

Flood Association

- User select yes or no for 'Flood Association' dropdown.

10

Status

- At click on 'Status' dropdown user select the status of Asset.

11

Asset Name

- Type the asset name
- Click on search button.
- System displayed respective record.

12

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**'
- Following is the screen showing the result of search:

Asset Name	Category	Sub-Category	Asset Level	Location	Flood Association	Asset Type	Status	
Assets-One LOT	Transportation	Mazda	Division	Mianwali	No	Lot	Inactive	1
Asset Lot	Transportation	Honda 125	Division	Mianwali	No	Lot	Active	
Asset-Two	Transportation	Mazda	Division	Mianwali	Yes	Individual Item	Active	
Assets-One	Transportation	Mazda	Division	Mianwali	Yes	Individual Item	Active	

1

View



- At click on view icon.
- System navigate user to asset adding screen.

2

Inspection



- At click on Inspection icon.
- System navigate user to asset inspection adding screen.

3

Inspection History



- At click on Inspection History icon.
- System navigate user to asset inspection history screen.

4

Delete



- Click on 'Delete' icon 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.

13

Add new

Add New

3.2 Add Asset

- Click on <Add new> button navigate user to asset adding screen, as shown below:

Assets and Works Management

Add New Asset

1 AssetName/ID	2 Category
3 Sub-Category	4 Estimated Value (Rs.)
Associate with Flood Operations <input type="radio"/> Yes <input checked="" type="radio"/> No 5	Asset Type <input checked="" type="radio"/> Individual Item <input type="radio"/> Lot 6
Physical Location	
7 Level	8 Zone
9 Circle	10 Division
11 Office	
12 Save	13 Back

1

Asset Name

- Type unique Asset name/Id in text box.

2

Category

- User select the asset category from 'Category' dropdown.
- The categories appeared in this dropdown were entered through reference data.

3

Sub-Category

- User select the asset Sub-category from 'Sub-Category' dropdown.
- The Sub-Category is associated with Category.
- The Sub-categories appeared in this dropdown are entered through reference data against category.

4

Estimated Value (Rs)

- Enter Estimated Value (Rs) in text box.

5

Association with flood Operations

☐ Yes ☒ No

- User selects 'Yes' or 'No' as per requirement of asset for flood Operations.
- Associated Assets appeared in Flood Operation module.

6

Asset Type

☒ Individual Item ☐ Lot

- User selects 'Individual Item' or 'Lot' as per the type of asset.
- Lot type asset showed up with quantity text box.
- User enter the quantity of asset.

7

Level

Select



- Select level from 'level' dropdown.

8

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.

9

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

10

Division

Select



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

11

Office

Select



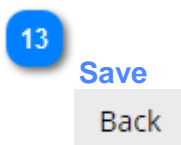
- User can select desired office w.r.t the selected organizational hierarchy.

12

Save





Save

- Click on 'Save' image, 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.



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

3.3 Asset Inspection and Inspection History

Asset Name	Category	Sub-Category	Asset Level	Location	Flood Association	Asset Type	Status	Action
FARM	Rest Houses	Faisalabaz Zone	Division	CRBC	Yes	Individual Item	Inactive	   



- User clicks on inspection icon.
- Following screen displayed:

Inspection of Asset

Asset Name FARM	Asset Level Division	Asset Type Individual Item
Location CRBC	Asset Category Rest Houses	Asset Sub-Category Faisalabaz Zone

Inspection Date
22-Jun-2017

Status
Active

Remarks

Attachment

Choose File
No file chosen

Choose File
No file chosen

Choose File
No file chosen

Choose File
No file chosen

Choose File
No file chosen

Condition
Select

Current Asset Value (Rs.)

Save
Back

- User selects inspection date from 'Inspection date' calendar
- User selects condition from 'condition' dropdown.
- User selects status of asset from 'Status' drop down.
- User enters current asset value in 'Current asset value (Rs)' text box.
- User enters remarks in 'remarks' text field.
- User selects file for attachment by clicking on 'choose file' button.
- User clicks on 'Save' button.
- System saves the record in db.

2

Inspection History



- User clicks on inspection history icon.
- Following screen displayed:

Asset Inspection History

Asset Name FARM	Asset Level Division	Asset Type Individual Item
Location CRBC	Asset Category Rest Houses	Asset Sub-Category Faisalabaz Zone

From Date	<input type="text" value="23-May-2017"/>	To Date	<input type="text" value="22-Jun-2017"/>
Inspected By	<input type="text" value="XEN"/>	Status	<input type="text" value="All"/>

Inspection Date	Inspected By	Status	Condition
05-Jun-2017	XEN WT (XEN)	Inactive	Poor
04-Jun-2017	XEN WT (XEN)	Active	Satisfactory

- User selects from date from 'From date' calendar to search the inspection by selection of date range.
- User selects to date from 'To date' calendar to search the inspection by selection of date range.
- User selects the person who entered the inspection by selection of 'Inspected by' option.
- User selects status of asset from 'Status' drop down.

3

Edit asset



- User clicks on edit icon to edit the asset details.
- System displayed following screen:

Assets and Works Management

Edit Asset

Asset Name/ID

FARM

Sub-Category

Faisalabaz Zone

Associate with Flood Operations

☒ Yes ☐ No

Category

Rest Houses

Book Value (Rs.)

20000

Asset Type

☒ Individual Item ☐ Lot

Physical Location

Level

Division

Circle

Derajat

Office

Select

Zone

D G Khan

Division

CRBC

Asset Details

electricity

YES

gas

NO

Internet

NO

Save

Back

4

Delete asset



- User clicks on Delete icon to delete the asset.
- System displayed confirmation message
- User clicks on 'yes' button.
- System validates the record.
- System deletes the record.



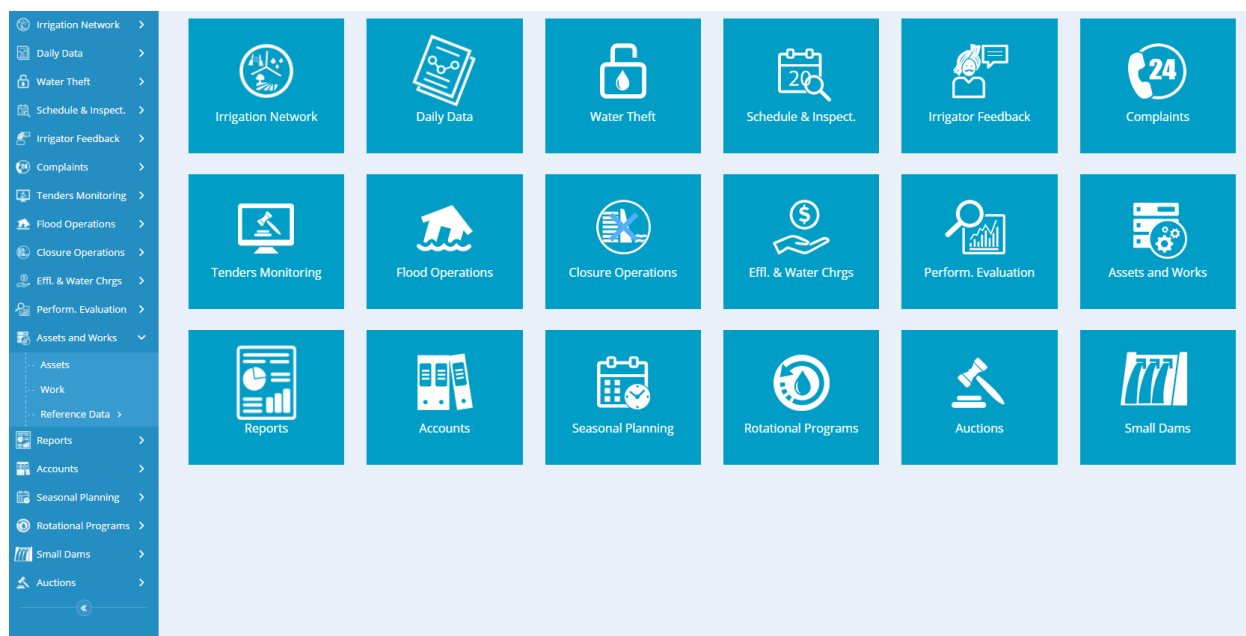
2. Works.

User click on 'Assets and works' icon from main screen after login as XEN

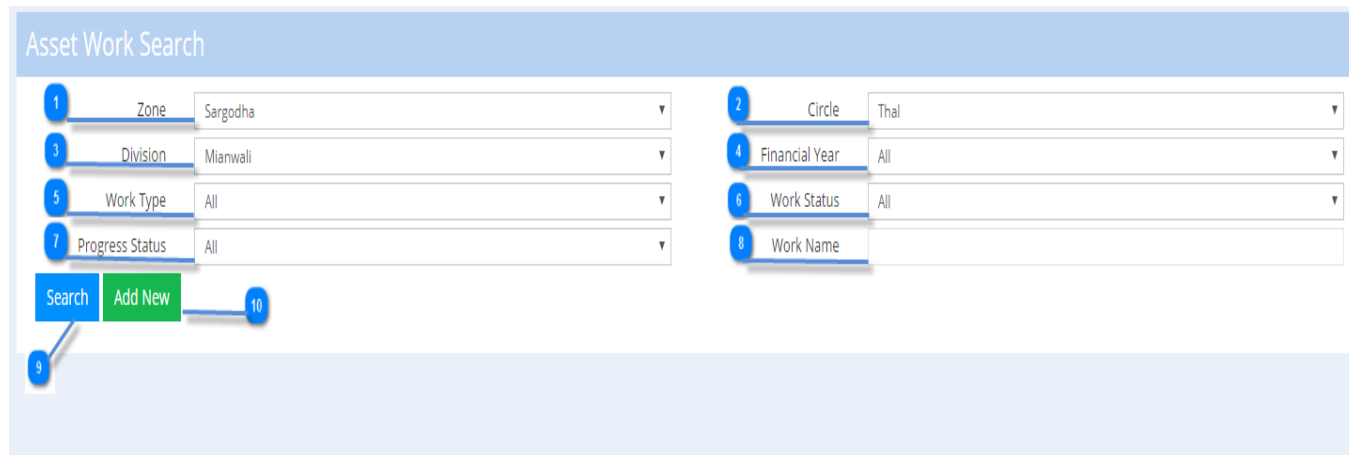
Business User: XEN

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

Pre-Requisite: It would be on its full working scenario if there are record of assets.



3.4 Search Work



Search Work:

1

Zone

- 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 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

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

4

Financial Year

- Select Year from the 'Financial Year' dropdown.

5

Work Type

- User selects work type.

6

Work Status

- User selects work Status.

7

Progress Status

- User select the optional dropdown 'Progress Status'.

8

Work Name

- User enters the work name.

9

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**'

10

Add New

Add New

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

3.5 Add Work

Add New Work

1 Financial Year	2016-2017	2 Division	Mianwali
3 Work Name		5 Funding Source	Select
4 Work Type	Purchase of Goods		
6 Category	Select		

Estimation Details

7 Cost (Rs)		8 Completion Period		9 Days
10 Start Date		11 End Date		


Technical Sanction and Tendering Details

12 Sanction No		13 Sanction Date	
14 Earnest Money (Rs)		15 Tender Fee (Rs)	
16 Lumpsum			
17 Description			

18 Save Back 19

1


Financial Year

Select 

- Select Year from the 'Financial Year' dropdown.
-

2

Division

Select 

- User selects the division from 'Division' dropdown.


3

Work Name

- User enters the work name in 'Work Name' text box.

4


Work Type

Select 

- User selects work type.

5


Funding Source

Select 

- User selects the funding source from 'Funding Source' dropdown.

6

Category

Select 

- User selects the work Category from 'Category' dropdown.

7

Cost (Rs)

- User enters the work cost in 'Cost (Rs)' text box.

8

Completion Period (text box)

- User enters the numeric value for work completion period in 'Completion Period' text box.

9

Completion Period (dropdown)

- User selects the unit of duration for entered work completion value.

Start Date

- At click on start date user selects the start date from calendar.

11

End Date

- At click on End date user selects the end date from calendar.

12

Sanctioned Number

- User enters the sanctioned number for specific work.

13

Sanctioned Date



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


14

Earnest Money (text box)

- User enters the earnest money (numeric Value) in 'Earnest Money' text box.

15

Earnest Money (dropdown)



- User selects the unit of Earnest Money for entered Earnest Money.

16

Tender Fee

- User enters the Numeric Value in 'Tender Fee' dropdown.

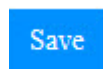
17

Description

- User input the description of work in 'description' text field.

18

Save



- Click on <Save> image, 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.

19

Back

Back

- Click on <Back> button discard all unsaved changes

3.6 Edit,Add work Progress,Publish and delete Works

Financial Year	Division	Work Type	Work Name	Estimated Cost (Rs.)	Work Status	Contractor Name	Contractor Amount (Rs.)	Progress Percentage (XEN)	1	2	Action	3
2016-2017	CRBC	Purchase of Goods	Demo work 1	20,000	Draft							4

1

Edit Work



- User clicks on edit icon to edit the work details.
- System displayed following screen:



Assets and Works Management

Edit Work

Financial Year: 2016-2017
Work Name: Demo work 1
Work Type: Purchase of Goods
Category: Asset

Division: CRBC
Funding Source: Fixed

Estimation Details

Cost (Rs): 20000
Start Date:

Completion Period: 30 Days
End Date:

Technical Sanction and Tendering Details

Sanction No: 123456
Earnest Money (Rs): 3000
Description: Lumpsum

Sanction Date: 05-Jun-2017
Tender Fee (Rs): 300

Association with Assets

Category	Sub Category	Level	Asset Name
Transportation	Car	Division	Select

Save Back

2

Work Item



- User clicks on Work Item icon.
- Following screen displayed:

Financial Year 2016-2017	Division CRBC
Work Type Purchase of Goods	Work Name Demo work 1
Estimated Cost (Rs.) 20,000	

Item Description	Unit	Sanctioned Quantity	Technical Sanction Rate (Rs.)	Sanctioned Amount (Rs.)	
Item one	KGS	2,000.00	10.00	20,000	

Back

- User Clicks on Add icon to add Work Items.
- User enters the detail and Click on Save icon
- System saved the record in a row.

3

Publish



- XEN clicks on Publish Icon to submit work details.
- System displayed confirmation message.
- XEN clicks on 'Yes' button.
- System published the record.
- System updates the status to 'Published'

4

Delete



- Click on 'Delete' icon 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.



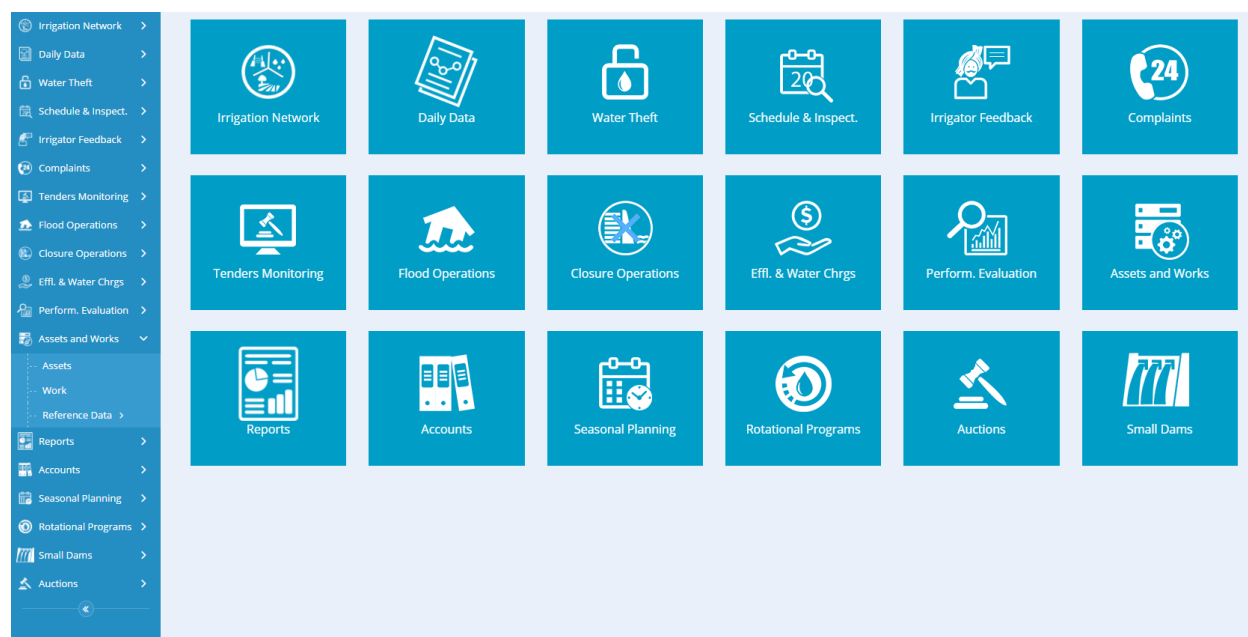
3. Reference Data

User click on 'Assets and works' icon from main screen after login as XEN

Business User: XEN

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

Pre-Requisite: Logged on from Authorized user




3.1 Asset Category



Asset Category			
Asset Category	Description	Active	
Infrastructure	Infrastructure desc	True	1
Machinery/Equipment	Machinery/Equipment desc	True	
Transportation	Transportation description	True	2
Information Technology	Information Technology desc	True	3
Building & Lands	Building & Lands desc	True	
New Category	new asset category added	False	
New Category 2	updated	True	
New Category 3		True	

1

Add




<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	 
----------------------	----------------------	--------------------------	---



- Click on <Add> button adds a new row into the table for adding a new record.
- User enters category name and Description.
- User clicks at 'Active' check box to make category active.
- At click on save icon  system saves the record.
- At click on Cancel Icon  system hides the row.

2

Edit



<input type="text" value="Transportation"/>	<input type="text" value="Transportation description"/>	<input type="checkbox"/>	 
---	---	--------------------------	---

- Click on 'Edit' image to edit the existing record.
- System opens the record into editable form as shown above.
- At click on save icon  system saves the record.
- At click on Cancel Icon  system hides the row.

3

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.