

HESCOM DTLMS

USER MANUAL\_V 1.1

HESCOM\_DTLMS

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## Document Revision History

Ver. No.	Change Information	Author	Reviewed By	Release Date
1.0	Initial Release	Sarbajit Behera	Manjunath H	18-04-2023
1.1	Update the recent changes i.e. Work order number range allocation and consumer complained number on failure entry page.	Sarbajit Behera	Manjunath H	22-05-2023

HESCOM

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## Introduction

Distribution Transformers are the primary and costly asset in Electrical power sectors. Most of the power distribution companies will have lakhs numbers of transformers in their respective areas. Most of the time the power got disconnected due to the failure of the transformer or the low maintenance of the transformer. It is very much difficult to analyse the frequency of transformer failures and also have all the records manually. To overcome the difficulties a software has been developed i.e. Distribution Lifecycle Management System (DTLMS)

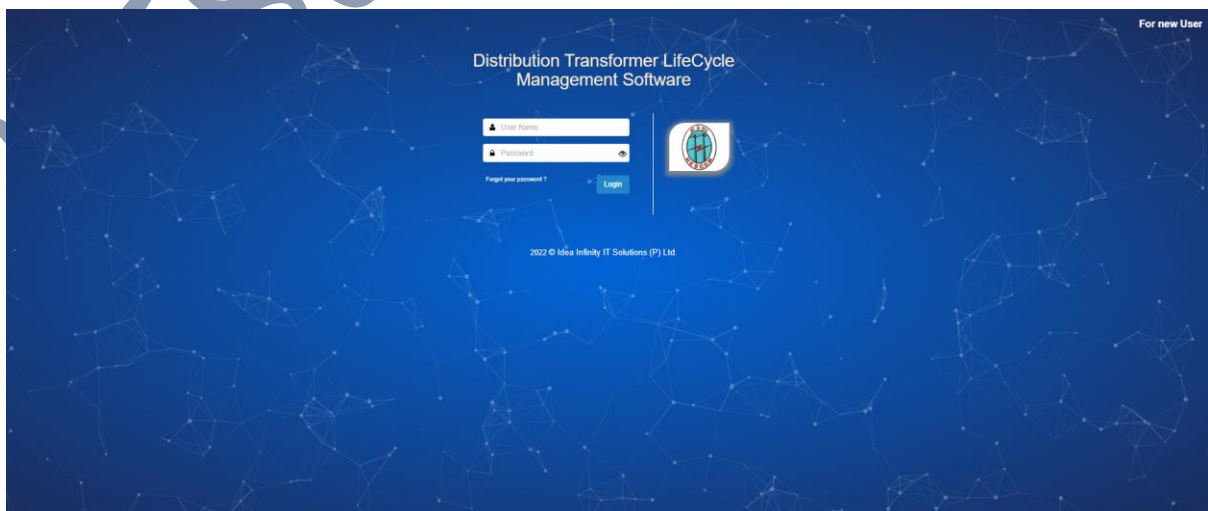
## Overview

This document is generic user documentation. This document briefs on the highlights of DTLMS application. All application modules are explained in terms of their features and how to use the same. The user can be familiar with application usage and features of DTLMS application referring to this document.

### 1. Log In

In order to use the DTLMS software, <https://hescomdtlms.com> one has to login to the system by entering his/her username and password assigned by the administrator. After first login it is advisable to change the password by the user for security purposes. Procedure for changing the Password is explained later.

To login to the DTLMS click on the link provided in HESCOM website. Following screen is displayed, where in the user has to enter the required username and password. The user will be allowed to perform the roles defined to each person like creation of record, editing the record, approvable.



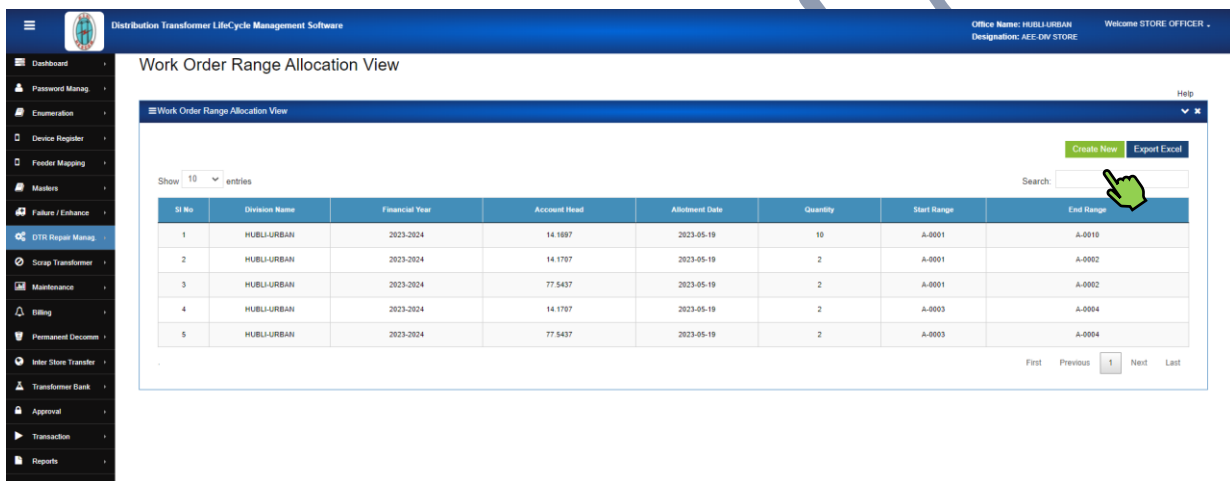
## 2. Work Order Number Allocation Range:

This module is used to allocate the work order number range for creating the failure and enhance work orders. As the allocation the work order number will auto increment up to the end range allocation. This allocation will be done division wise only. The work order number format is one prefix (Optional) hyphen and four-digit numerical number i.e. [A] [-] [0001].

For allocating the work order number range the transformer, User should follow the below steps:  
 Note: - This sub module is only accessible by the AEE0 / STO officers.

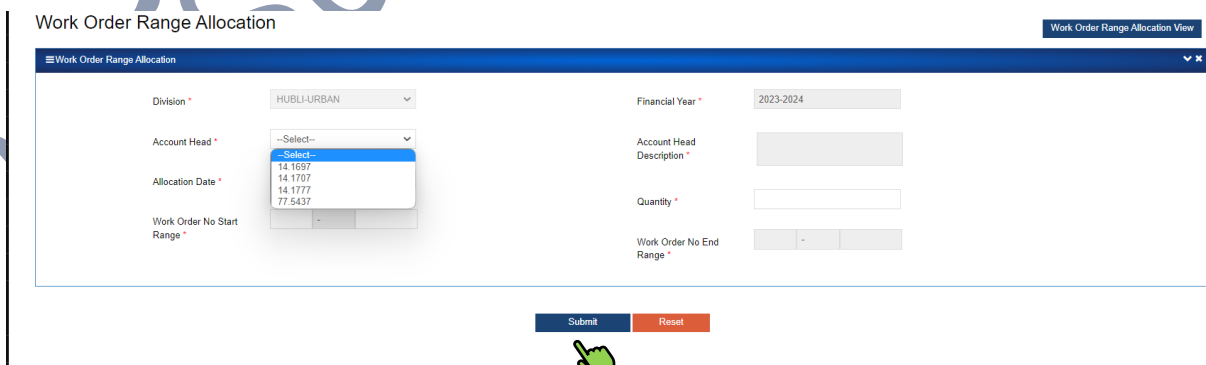
- Click on the "Work Order Number Range Allocation "sub-module from "Master" module.

The following screen is displaying the details of allocated range for the logged in location.



- Click on "New" button as pointed on the above picture

Following screen is displayed for allocating the work order number allocation range



- Select the account head for allocating the range.
- Based the selected account head the description will auto fetch.
- Enter the start range of the work order number allocation.
- Enter the quantity, by default the end range based on the entered quantity.

- Click on Submit button as pointed on the above picture.

The allocation will be forwarded for the next approval to **EE division**.

- The details will be displayed in the approval inbox.
- Ref: Approval Section (Approval In box) for approving the records.

Note: - After allocating the commissioning work order number range, then only system will allow to allocate the decommissioning work order number range.

The EE can modify the end range by clicking on modified and approved button on approval page.

### 3. Failure / Enhance

This module is used for report failure of distribution transformer, proposal for enhancing, creating estimation, creating Work Order, and creating invoice, approving the return invoice and alternative power supply.

Followings are seven sub modules to report the above functionalities:

1. Failure Entry/Enhancement.
2. Estimation.
3. Work Order.
4. Invoice.
5. RI Acknowledgement.
6. Completion Report

Process of initiating the failure entry and proposal for enhancement is taken up by Section Officer.

#### 3.1.Failure Entry/Enhancement

For declaring the transformer as failure, User should follow the below steps:

Note: - This sub module is only accessible by the section officer.

- Click on the "Failure Entry "sub-module from "Failure/Enhance" module.

The following screen is displaying the details of the transformer belongs to the log in section officer location.

Failure Details View

SINO	Transformer Centre Code	TIMS Code	Transformer Centre Name	DTR Code	DTr Sino	Make Name	Capacity(in KVA)	Action
1	HAAARZ		jjfjfs	H600002	jjfjfs	LAKSHMI	750	Declare Failure
2	HAAAPV		dhhdhdhdjd	H101006	shhes58556	LAKSHMI	100	Declare Failure
3	HAAAMP		divspap	H100093	hhd5954821	ACC	100	Waiting for Approval
4	HAAASN		IDEA	H600038	HAR11	KAVKA	50	Declare Failure
5	HAAATN		test	H600033	32325	VJAY	50	Declare Failure
6	HAAAPQ		5875676576HJMHGM	H101000	LLJ0079969008	POWER SYSTEM	10	Declare Failure
7	HAAABG	124343311313	test	H100496	test	KAVKA	250	Declare Failure
8	HAAAYI		test	H100766	NNPH100766	NNP	750	Waiting for Approval
9	HAAAPA	235	Kavka201	H100084	Kav121	KAVKA	25	Declare Failure
10	HAAATQ	558545551	fyucg43435u	H600099	zhhsa68453	KAVKA	100	Declare Failure

➤ Click on "Declare Failure "action button as pointed on the above picture.  
Following screen is displayed for with details of the DTC.

Declare Failure

Failure  Failure with Enhancement

Please Check The DTC and DTR Code Before Declaring The Failure

Transformer Centre Code*	HAAA3D	DTR Code	H500099
Transformer Centre Name	Sycopst3435w	DTR Make	KAVKA
Load KW	555.00	DTR Serial Number	ZF05H05453
Load Hp	895.00	Manf. Date	01/19/2022
Transformer Centre Commission Date*	01/11/2022	Last Repaired By	
DTR Commission Date *	01/12/2022	Last Repaired Date	
Capacity(In KVA)	100	Rating	BEE 3 STAR
Section	UNIT-1, KESHWAPUR	Condition Of TC	
Quantity Of Oils per Tank Capacity*	6855164949	Guaranty Type	WGP

Failure Entry Details

Failure Type *	--Select--	Load Type *	--Select--
Alternate Replacement*	--Select--	Type of Oil *	--Select--
Reason *		Type of DTC *	--Select--
Failed Date *		Modem *	--Select--
Transformer Centre Reading		Condition of Tank *	--Select--
H.T.Bushing *	--Select--	Explosion Vent Valve *	--Select--
L.T.Bushing *	--Select--	Breather *	--Select--
Drain Valve *	--Select--	Customer Name *	
H.T.Bushing Rod & Nut *	--Select--	Customer Mobile NO *	
L.T.Bushing Rod & Nut *	--Select--	Meggar value(MI)	
Oil Level Gauge *	--Select--	Silica Gel Condition *	--Select--
Work Name *	--Select--	Oil Level *	

Approval History

ACTIVITY	APPROVER	CREATED ON	COMMENTS
No records Found			

Save Reset

- All the mandatory details should be filled by the user.
- Click on "Save" Button as pointed on the above picture.
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.
- The four-digit consumer complaint number should be filled by the user.

### 3.2. Estimation.

For estimating the declared failure transformer, User should follow the below steps:

Note: - This sub module is only accessible by the section officer

For creating the Estimation user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating estimation of the declared failure transformer: -

## Create Estimation

Basic Details

Failure Id *	<input type="text" value="314"/>	DTR Code	<input type="text" value="H800099"/> <a href="#">View DTR Details</a>
Transformer Centre Code	<input type="text" value="HAAATQ"/> <a href="#">View DTC Details</a>	Declared By	<input type="text" value="AE KESHWAPUR"/>
Transformer Centre Name	<input type="text" value="fyngat3435w"/>	Estimation Date *	<input type="text"/>
Capacity	<input type="text" value="100"/>	Oil Type	<input type="text" value="Ester Oil"/>
Estimation No	<input type="text" value="1111100219"/>	Star Rating*	--select--
Enhancement Date	<input type="text" value="17/04/2023"/>	Select Insulation Types *	--select--

Transformer Survey Report

Screenshot10.png [VIEW](#) [DOWNLOAD](#)

## Approval History

ACTIVITY	APPROVER	CREATED ON
Failure Entry	AE KESHWAPUR	17-APR-2023 09:51 PM

[Submit](#) [View Failure](#) [Reset](#)

- All the mandatory details should be filled by the user.
- Click on "Save" Button as pointed on the above picture.
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.

The estimation will be forwarded for the next approval to **AEE Subdivision**.

The details will be displayed in the approval inbox.

Ref: Approval Section (Approval In box) for approving the records.

### 3.3.Work Order

For creation of work order of the failure estimation, User should follow the below steps:

Note: - This sub module is only accessible by the AET division officer.

For creating the work order user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating the work order of the failure estimation: -



Work Order Close

---

**Basic Details**

Failure ID *	314	Failure Date	17/04/2023
Transformer Centre Code	HAAAATQ <small>View Transformer Centre Details</small>	DTR Code	H600099 <small>View DTR Details</small>
Transformer Centre Name	fyucgat3435w	Declared By	AE KESHWAPUR <small>View Budget Status</small>

---

Transformer Survey Report

Screenshot10.png [VIEW](#) [DOWNLOAD](#)

---

**Work Order**

Issued By \* EE

Capacity(in KVA) \* 100

---

**Commissioning**

Work Order No \* 484 | 14.1707 | 2023-2024 | 1

Date \*

Amount \* 206199.18

A/C Code \* 14.1707

**Decommissioning**

Decommission Work Order No \* 484 | 74.5437 | 2023-2024 | 1

Decommission Date \*

Decommission Amount \* 1691.26

Decommission A/C Code \* 74.5437

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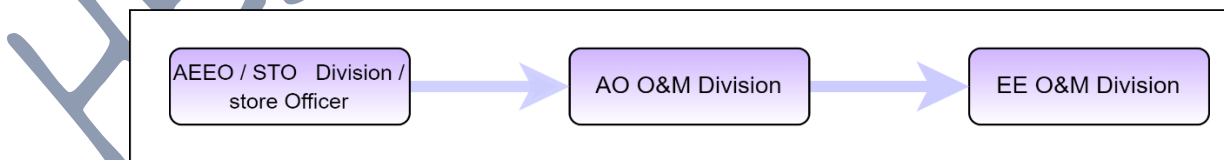
**Approval History**

ACTIVITY	APPROVER	CREATED ON	COMMENTS
Failure Entry	AE KESHWAPUR	17-APR-2023 06:51 PM	
Estimation	AE KESHWAPUR	17-APR-2023 06:55 PM	
Estimation	AEE SUBDIV	18-APR-2023 11:23 AM	Approved

Submit
View Estimate
Reset

- All the mandatory details should be filled by the user.
- The commissioning and decommissioning work order no will autogenerated.
- Click on "Save" Button as pointed on the above picture.
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.

The selected faulty transformers will be forwarded for the next approval as shown in the below flow:



The details will be displayed in the approval inbox.

Ref: Approval Section (Approval In box) for approving the records.

Auto Indent and return invoice will be created by the system, parallely the record will go for creation of return invoice acknowledgement and Invoice against auto RI

### 3.4.Invoice.

For creation of invoice against return invoice, User should follow the below steps:

Note: - This sub module is only accessible by the store keeper.

For creating the invoice user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating the invoice against the RI: -

The screenshot shows the 'Invoice' application window with a 'Transaction Details' section. The details include:

- Indent No: 11112300001
- Indent Date: 18/04/2023
- Indent Raised By: AE KESHWAPUR
- Failure ID: 314
- Transformer Centre Code: HAAATQ
- Transformer Centre Name: fyucga13435w
- Old DTr Code: H600099
- Old DTr Capacity(In KVA): 100
- New DTr Capacity(In KVA): 100

At the bottom, there is a 'Transformer Survey Report' section with a 'Screenshot10.png' file and buttons for 'VIEW' and 'DOWNLOAD'.

- Search the DTR code by clicking on the search button as pointed on the below picture.

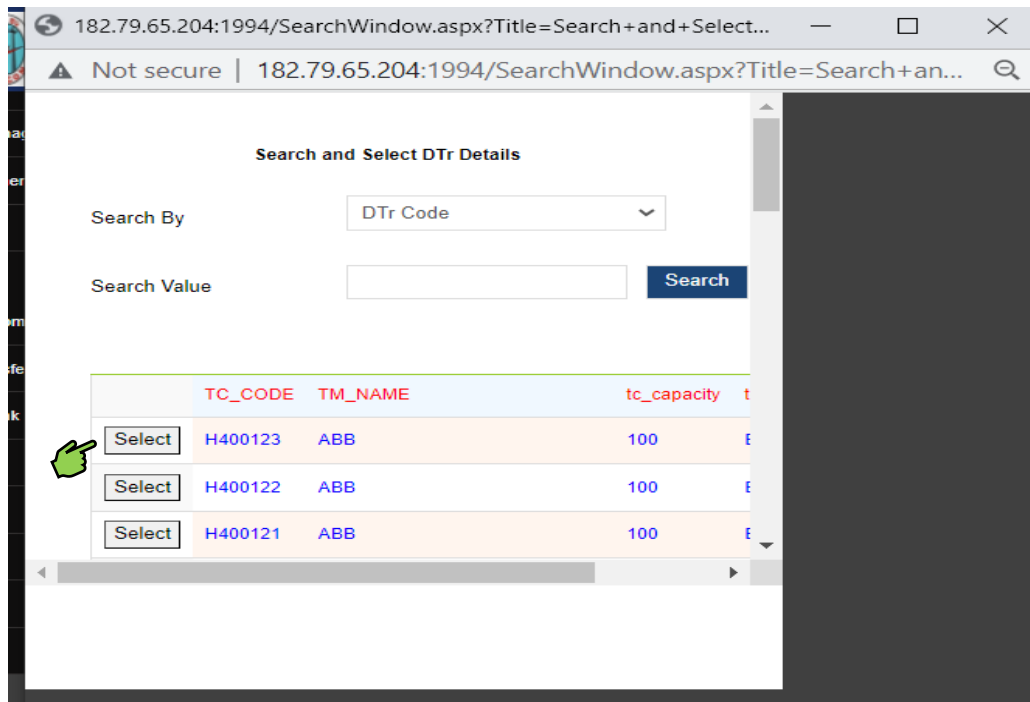
The screenshot shows the 'Invoice Details' application window. A green arrow points to a search button labeled 'S' next to the 'DTr Code' input field. Other fields include:

- DTr Code: [Input Field]
- DTr Make: [Input Field]
- DTr Capacity(In KVA): [Input Field]
- DTr Serial NO: [Input Field]
- Description: [Input Field]
- Invoice No: 1222300160
- Manual Invoice No: [Input Field]
- Invoice Date: 18/04/2023
- Amount(Rs): 206199.18

- Select the search by option from the list as for the requirement.
- Click on search button as pointed the below picture.

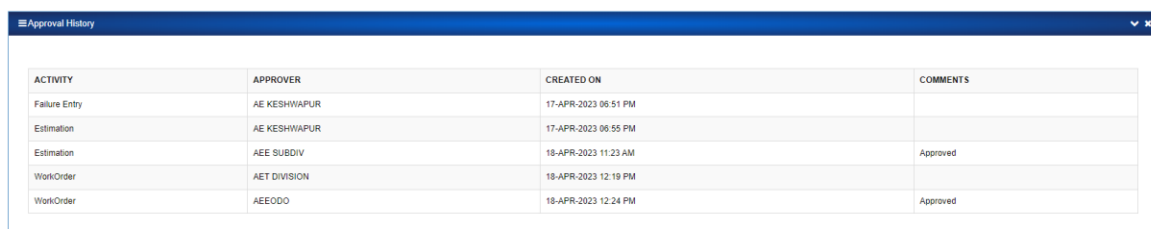
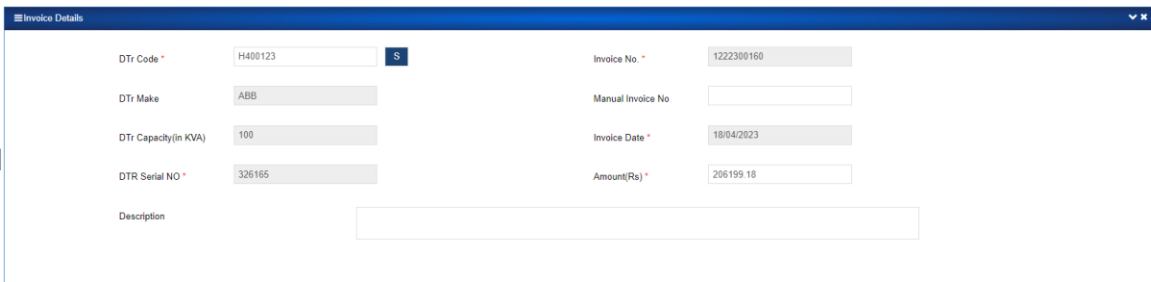
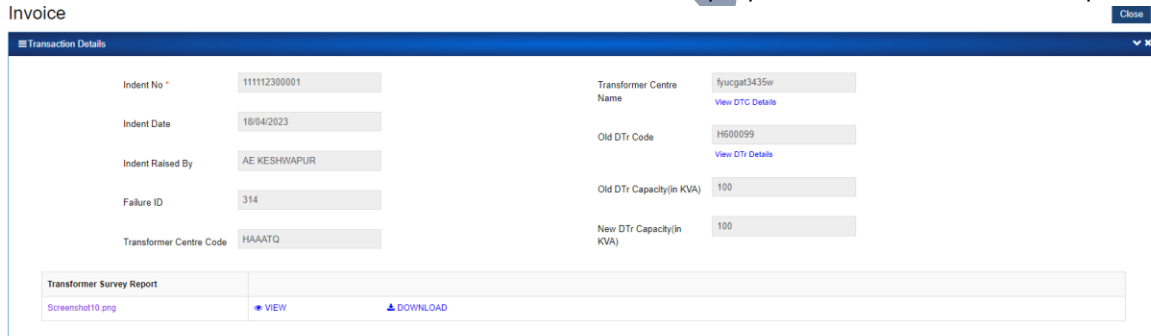
The screenshot shows a web browser window with the URL '182.79.65.204:1994/SearchWindow.aspx?Title=Search and Select D...'. The page title is 'Search and Select DTr Details'. It features a search form with:

- 'Search By' dropdown menu with options: -- Select Type --, -- Select Type --, DTr SINO, DTr Code, Make Name, Capacity.
- 'Search Value' input field.
- A 'Search' button with a green arrow pointing to it.



- Click on select button as shown in above picture for invoice or issue the as pointed on the above picture

Details of the select transformer will auto fetched and displayed as shown on the below picture:  
Invoice



- All the mandatory details should be filled by the user.
- Click on "Approve" Button as pointed on the above picture.
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.
- Enter the vehicle No, Challan Number and Recipient Name for creation of Gate pass.
- Click on "Print Gate Pass" button as pointed on the below picture.

### 3.5.RI Acknowledgement

For creation return invoice acknowledgement, User should follow the below steps:

Note: - This sub module is only accessible by the store Officer.

For creating the RI acknowledgement user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating the RI acknowledgment: -

ACTIVITY	APPROVER	CREATED ON	COMMENTS
Failure Entry	SUBHOJIT		
Estimation	SUBHOJIT		
Estimation	AEE SUBDIV		
WorkOrder	AET DIVISION		
WorkOrder	AEEODO		



Submit

View Work Order

- All the mandatory details should be filled by the user.
- Click on "Submit" Button as pointed on the above picture.
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.

The RI acknowledgement will be forwarded for the next approval to **Store Keeper**.

The details will be displayed in the approval inbox.

Ref: Approval Section (Approval In box) for approving the records.

### 3.6.Completion Report

For creation of completion report, User should follow the below steps:

Note: - This sub module is only accessible by the Section Officer.

For creating the completion report user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating the completion report: -

[Close](#)

CR Report
Close

Transformer Centre Code	HAAAXN		RI Date	08/04/2023
	<a href="#">View Transformer Centre Details</a>		Acceptance Date	08/04/2023
Failure DTr Code	H000002		Oil capacity(in Litre)	10
	<a href="#">View DTr Details</a>		CR Date *	
Replaced DTr Code	H600061		Remarks From Store keeper	1000
	<a href="#">View DTr Details</a>		Remarks from Store Officer	okk
RI No	11112300001		Commissioning Inventory Qty *	1
Work Order Date	08/04/2023		DeCommissioning Inventory Qty *	1
Commissioning Work Order NO	484/14.1777/2023-2024/1			
DeCommissioning Work Order NO	484/74.5437/2023-2024/1			
Ack No	1112300001			
Ack Date	2023-04-08			

\*I certify that all the items that have been issued are used for this workorder.

Transformer Survey Report

167752067824.JPEG [VIEW](#) [DOWNLOAD](#)

Approval History
Close

ACTIVITY	APPROVER	CREATED ON	COMMENTS
Failure Entry	SUBHOJIT		
Estimation	SUBHOJIT		
Estimation	AEE SUBDIV		
WorkOrder	AET DIVISION		
WorkOrder	STORE OFFICER		
WorkOrder	AODIV		
WorkOrder	EE DIV		
RI Approval	STORE OFFICER		
RI Approval	STORE KEEPER		

Comments for Approve/Reject
Close

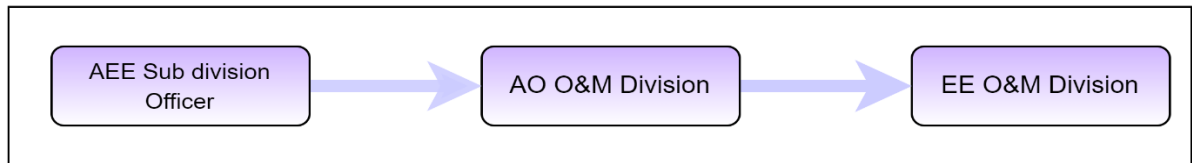
Comments \*

Submit
View RI



- All the mandatory details should be filled by the user.
- Click on "Submit" Button as pointed on the above picture.

- Saved successfully” message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on “OK” button to close the Pop-up window.



The selected faulty transformers will be forwarded for the next approval as shown in the below flow:

The details will be displayed in the approval inbox.

Ref: Approval Section (Approval In box) for approving the records.

## 4. Procurement Flow

The procurement process flow is the skeletal framework that outlines how purchasing and procurement occurs for the transformer. This module is used for procuring / purchasing the distribution transformer till it’s in-warding in to the store. The flow includes the purchase order, dispatch instructions, TC allotment, Inward flows for completion of the procurement of transformer.

Following are the sub-modules to perform the above functionalities:

- Purchase Order
- Dispatch Instructions
- TC allotment
- Inward

### 4.1.Purchase Order

For creating new purchaser order of transformer, User should follow the below steps:

Note: - This sub module is only accessible by the procurement department.

- Login to DTLMS web application with the username and password.
- Click on “Masters ”module.
- Click on “Purchase Order ”sub module.

Following screen is displayed listing all the Purchase orders already fed.

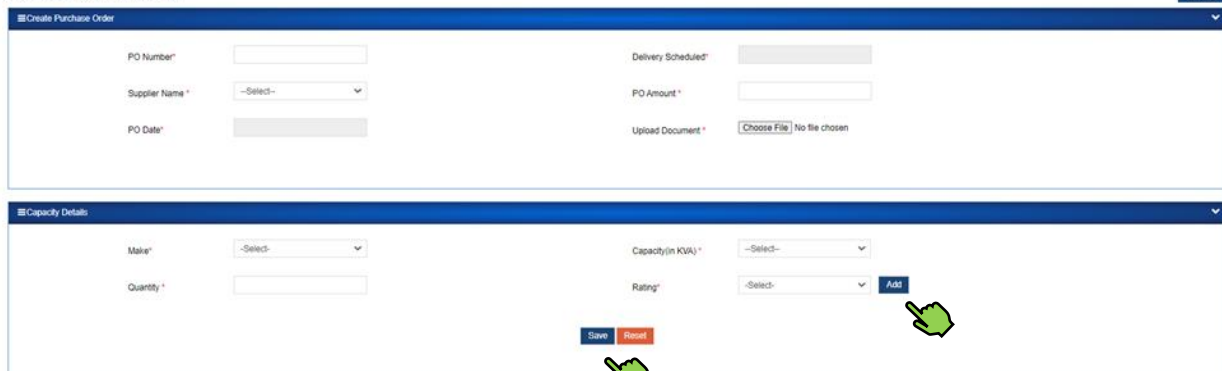
Purchase Order View

SI No	PO No	Po Date	Supplier Name	Quantity	Edit
1	DEVTESTING101	20-SEP-2022	M/s. Siddhi Vinayak Transformer Industries, #161, Kakati Industrial Estate, Kakati, Belagavi-591113	15	
2	999999	24-AUG-2022	M/s. B.M.G Transformer	5	

- Click on “New” button as pointed on the above picture.

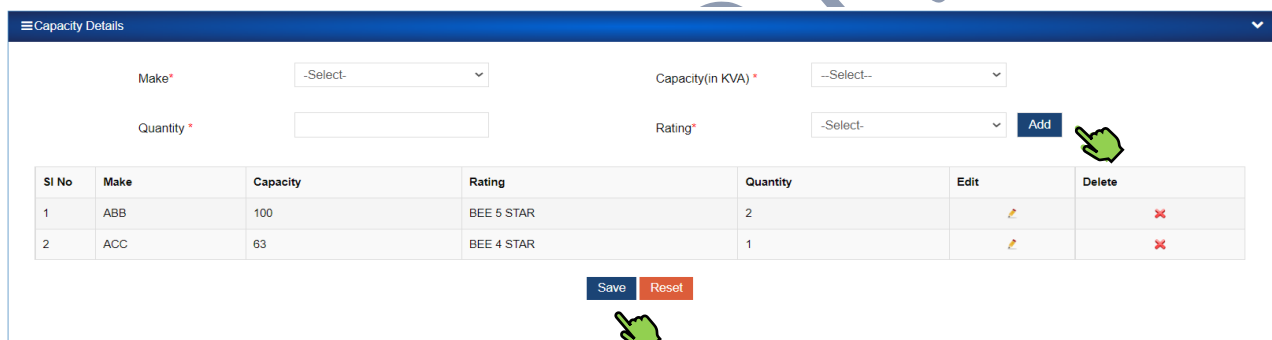
Following screen is displayed for entering the details of the new purchase order





Create Purchase Order



- All the mandatory details should be filled by the user.
- Click on "ADD" Button as pointed on the above picture.

Details entered are shown in the grid at the bottom of the screen as shown below:



SI No	Make	Capacity	Rating	Quantity	Edit	Delete
1	ABB	100	BEE 5 STAR	2		
2	ACC	63	BEE 4 STAR	1		

- All the details of the make, capacity and quantity entered is displayed on the grid and user have a provision to delete, if any wrong entry is made by clicking on "X" icon as pointed on the below picture.
- After ensuring the entries made is correct click on "Save" button as pointed on the above picture.
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.

Saved data is displayed. If any modifications are to be made in the already entered data, the same could be modified.

## 4.2. Dispatch Instructions

For creating new dispatch instruction against the purchase order, User should follow the below steps:

Note: - This sub module is only accessible by the procurement department.

- Click "Dispatch Instructions" sub module from "Master" module.

Following screen is displayed to create Dispatch Instructions.

Dispatch Instructions View

SI No	DI No	Delivery Date	Store Name	Make Name	Rating	Capacity	Quantity	DTR Start Range	DTR End Range	View
1	DI-101	07/06/2022	ATHANI	ABB	NON STAR RATED	25	10	H300001	H300010	
2	DI-101	07/06/2022	BELGAUM RURAL	ABB	BEE 4 STAR	25	20	H300011	H300030	
3	DI-101	07/06/2022	BAGALKOT	ABB	BEE 4 STAR	25	25	H300031	H300055	
4	DI-102	08/06/2022	DHARWAD-RURAL	ABB	BEE 4 STAR	25	5	H300056	H300060	
5	DI-102	08/06/2022	BAGALKOT	ABB	BEE 4 STAR	25	10	H300061	H300070	
6	DEVDI-101	08/06/2022	BASAVANABAG EWADI	ANDEW	NON STAR RATED	63	10	H300071	H300080	

- Click on "New" button as pointed on the above picture.

Following screen is displayed for entering the details of the new dispatch instruction.

Dispatch Instructions

Create Dispatch Instructions

PO Number \*  Quantity \*

---

Capacity Details

DI Number\*

DI Date\*

Due Date

Capacity(in KVA) \*

Make \*

Quantity \*

Store \*

Rating \*  Add

Delivery Note \*  No file chosen

Save Reset

- Search PO number as pointed on the above picture.
- Details of the selected Purchase order will be displayed as shown in below picture.

Dispatch Instructions

Create Dispatch Instructions

PO Number \*  Quantity \*

SI No	Po number	Make	Capacity	Rating	Total Quantity	Pending Quantity
1	PO12532	ABB	100	BEE 5 STAR	2	2
2	PO12532	ACC	63	BEE 4 STAR	1	1

SI No	Download PO Documents	
1	WhatsApp Image 2022-11-09 at 11.34.57 (2).jpeg	<a href="#">VIEW</a> <a href="#">DOWNLOAD</a>

- All the mandatory details should be filled by the user.
- Click on "ADD" Button as pointed on the above picture.
- Click on "OK" button to save the dispatch instruction.

An upload option of the delivery note is provided which can be later downloaded and viewed.

Details entered are shown in the grid at the bottom of the screen as shown below:



Capacity Details

DI Number: DI12653 | DI Date: | Capacity (in KVA): -Select- | Quantity: | Rating: -Select- | Add | Delivery Note: Choose File | WhatsApp I... 4.57 (1).jpeg

Sl No	DI number	Store	Make	Capacity	Rating	Quantity	Starting Range	Ending Range	Edit	Delete
1	DI12653	HUBLI-URBAN	ABB	100	BEE 5 STAR	2	400167	400168		
2	DI12653	HUBLI-RURAL	ACC	63	BEE 4 STAR	1	400169	400169		

Save | Reset

- All the details of the make, capacity, quantity, store name, Rating, Starting Range and Ending Range entered is displayed on the grid and user have a provision to delete, if any wrong entry is made by clicking on "X" icon as pointed on the above picture.
- After ensuring the entries made is correct click on "Save" button as pointed on the above picture.

### 4.3.TC allotment

For creating new TC allotment against the purchase order, User should follow the below steps:

Note: - This sub module is only accessible by the procurement department.

- Click "TC allotment" sub module from "Master" module.

Following screen is displayed to create TC allotment.

#### Allotment View

Allotment View

New Allotment

Sl No	Dispatch No	Make	Store Name	Capacity	Rating	Start Range	End Range	Action
1	DI-101	ABB	ATHANI	25	NON STAR RATED	H300001	H300010	<a href="#">View</a>
2	DI-101	ABB	BELGAUM RURAL	25	BEE 4 STAR	H300011	H300030	<a href="#">View</a>
3	DI-101	ABB	BAGALKOT	25	BEE 4 STAR	H300031	H300055	<a href="#">View</a>
4	DI-102	ABB	DHARWAD-RURAL	25	BEE 4 STAR	H300056	H300060	<a href="#">View</a>
5	DI-102	ABB	BAGALKOT	25	BEE 4 STAR	H300061	H300070	<a href="#">View</a>

Enter DI Number | 1 2 3 4 5 6 7 8 9 10 ...

- Click on "New" button as pointed on the above picture.

Following screen is displayed for entering the details of the new TC allotment.

Tc Allocation

Create Tc Allotment

DI Number: | Quantity: | Upload Document: Choose File | No file chosen | Upload | Save | Reset

- Search DI number as pointed on the above picture.

Details of the selected dispatch instruction will be displayed as shown in below picture.

Tc Allocation Allotment View

Create Tc Allotment

DI Number\*  Quantity \*

Select	SI No	Dispatch	Make	Store_Name	Capacity	Rating	Total Quantity	START_RANGE	END_RANGE	
<input type="radio"/>	1	DI1632	ABB	HUBLI-URBAN	160	BEE 4 STAR	1	H400132	H400132	<a href="#">DOWNLOAD</a>
<input type="radio"/>	2	DI1632	ACC	BAGALKOT	100	BEE 4 STAR	2	H400133	H400134	<a href="#">DOWNLOAD</a>

SI No Download Delivery Documents

1	crpPrint (13).pdf	<a href="#">VIEW</a>	<a href="#">DOWNLOAD</a>
---	-------------------	----------------------	--------------------------

Upload Document \*  No file chosen

- Click on download as pointed on the above picture for entering the details of the transformer.
- Enter all the details information of the transformer on the downloaded Excel sheet.

DI Id	DTR Code	DI_PONG	DI No	Make Id	Make Name	Store Name	Capacity	Star Rate	SI No	Manufacture	Life Span	Warranty Per	Oil Type	Tc Oil Capacit	Tc Weight
226	H400132	PO1632	DI1632	98	ABB	HUBLI-URBAN	160	BEE 4 STAR							

- Click on radio button for the same capacity that user have entered the details.
- Upload the same file.
- Click on Upload button.
- Click on save button as pointed on the below picture.

Tc Allocation Allotment View

Create Tc Allotment

DI Number\*  Quantity \*

Select	SI No	Dispatch	Make	Store_Name	Capacity	Rating	Total Quantity	START_RANGE	END_RANGE	
<input checked="" type="radio"/>	1	DI1632	ABB	HUBLI-URBAN	160	BEE 4 STAR	1	H400132	H400132	<a href="#">DOWNLOAD</a>
<input type="radio"/>	2	DI1632	ACC	BAGALKOT	100	BEE 4 STAR	2	H400133	H400134	<a href="#">DOWNLOAD</a>

SI No Download Delivery Documents

1	crpPrint (13).pdf	<a href="#">VIEW</a>	<a href="#">DOWNLOAD</a>
---	-------------------	----------------------	--------------------------

Upload Document \*  HUBLI-URB...\_21 PM.xlsx

For other transformer allotment process user should follow the same above steps.

#### 4.4. Inward

For creating new Inward against the TC allotment, User should follow the below steps:

Note: - This sub module is only accessible by the Store Keeper.

- Click "New DTR Inward" sub module from "Master" module.

Following screen is displayed to Inward the transformer.

New DTR Inward

- Search DI number as pointed on the above picture
- Click on Load button.

New DTR Inward

SI No	Dispatch number	Capacity(in KVA)	Make Name	Requested Quantity	Pending Quantity	Rating
1	DI262	100	ABB	2	2	BEE 4 STAR
2	DI262	250	ACC	1	1	BEE 4 STAR

All the details will be displayed of the Dispatch Instruction as shown on the below picture

- Select the DTR code, as per DTR code the details will be auto filled as shown on the below picture.
- Upload the Name plate photo and Upload DTr code photo.
- Click on "Add" button. Details will be displayed on the screen as shown in below picture.

SI No	DTr Code	DTr SIno	Make Name	Capacity	Manf. Date	Life Span	Action
1	H400125	HUU	ABB	63	25/01/2022	24	

- Click on "Save" button as pointed on the above screen.
- After saving transformer stock will get updated.

## 5. DTR Repairer Management

This module is used to send failed DTR to Repairer / Supplier, checked whether Repaired or not and Repaired DTR delivered to Store. The flow includes estimation of the transformer, work order, issues the transformer, testing of transformer and receive the repaired transformer.

Following are the sub-modules to perform the above functionalities:

- Faulty DTR Search
- Pending to Test
- Pending to Receive
- Repair PO Details

### 5.1. Faulty DTR Search

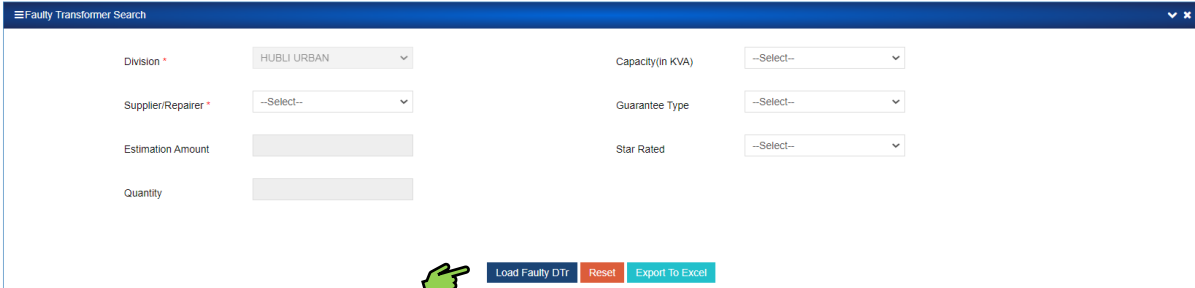
For Faulty DTR Search, the User should follow the below steps:

Note: - This sub-module is only accessible by the AET Division.

- Click on the "Faulty DTR Search" sub-module from "DTR Repair management" module.

The following screen is displayed for a faulty transformer search

Faulty Transformer Search



- All the mandatory details should be filled by the user.

Proper reasons should be provided by user on selecting the major repairer.

- Click on Load button as pointed on above picture.
- Click on check box to add the transformer for sending to repair as shown in below picture.
- Click on Add Dtr. button.

Distribution Transformer LifeCycle Management Software

Office Name: DIV - HUBLI URBAN    Welcome AET DIVISION

Designation: AE(TECH)-DO

### Faulty Transformer Search

Division \*     Capacity(in KVA)   
 Supplier/Repairer \*     Guarantee Type   
 Estimation Amount     Star Rated   
 Quantity     Remarks \*

SL NO	Select	DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Star rate	Manf. Date	Repaired Count	Guarantee Type	Status
8	<input checked="" type="checkbox"/>	H100864	fcghjhetr	AMAN TRANSFORMER LIMITED	25	CONVENTIONAL	28-JUN-2022	1	AGP	PENDING
9	<input type="checkbox"/>	H100892	h11111111111111111111	ZMP	63	CONVENTIONAL	13-JUL-2022	0	WRGP	ALREADY SENT
10	<input type="checkbox"/>	H100938	NNPH100938	NNP	250	CONVENTIONAL	01-JAN-0001	0	AGP	ALREADY SENT

1 2

All the details will be displayed of selected transformers as shown in the below picture.

10	<input type="checkbox"/>	H100938	NNPH100938	NNP	250	CONVENTIONAL	01-JAN-0001	0	AGP	ALREADY SENT
----	--------------------------	---------	------------	-----	-----	--------------	-------------	---	-----	--------------

1 2

DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Star rate	Guarantee Type	Repairer Cost	Remove
H100864	fcghjhetr	AMAN TRANSFORMER LIMITED	25	CONVENTIONAL	AGP	21020	<input type="button" value="X"/>

- Click on send for repair button for sending the transformer to the repair centre as pointed in above picture.
- All the mandatory details should be filled by the user.

Distribution Transformer LifeCycle Management Software

Office Name: DIV - HUBLI URBAN | Welcome AET DIVISION  
 Designation: AE/TECH/DO

### Faulty Transformer Issue

Supplier / Repairer Details

View Repairer Rates

Supplier/Repairer \* M/S. PRAKASH METAL PRC Name M/S. PRAKASH METAL PRODUI

Estimation No 111222300132 Phone 9448123024

Work Order No 48474.1177/2022-2023/132 Address M/s. Prakash Metal Products, Subhashnagar, Kanwar Road.

Estimation Amount 21020 Quantity 1

Estimation Date \* 18/11/2022

Work Order Date \* 18/11/2022

Purchase Order Details

Purchase Order No \* Budget Certificate \* Choose File No file chosen

Purchase Order Date \* 18/11/2022 Draft Purchase Order Choose File No file chosen

Remarks \* Major repair required for transformer

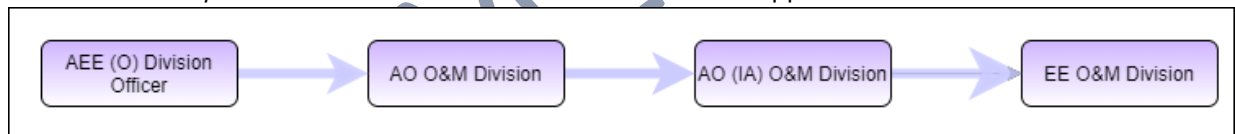
Selected Transformer

DTr Code	DTr SNo	Make Name	Capacity(in KVA)	Star rate	Manf. Date	Guarantee Type	Repairer Cost
H100864	fogh/hetr	AMAN TRANSFORMER LIMITED	25	CONVENTIONAL	28-JUN-2022	AGP	21020

Save Reset

- Click on the save button.
- The same should be approved.

The selected faulty transformers will be forwarded for the next approval as shown in the below flow:



The details will be displayed in the approval inbox.

Ref: Approval Section (Approval In box) for approving the records

## 5.2.Invoice

For Invoicing the transformer, the User should follow the below steps:

Note: - This sub-module is only accessible by the Store Keeper

For creating the Invoice user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for faulty transformer Issue

**Faulty Transformer Issue**

Supplier / Repairer Details

Supplier/Repairer: M/S. PRAKASH METAL PRC  
 Estimation No: 111222300132  
 Work Order No: 484/74.1171/2022-2023/132  
 Purchase Order No: PO126532  
 Estimation Amount: 21020

Estimation Date: 18-NOV-2022  
 Work Order Date: 18-NOV-2022  
 Purchase Order Date: 18-NOV-2022  
 Quantity: 1

DTr Code	DTr SNo	Make Name	Capacity(in KVA)	Star rate	Manf. Date	Guarantee Type	Repairer Cost
H100064	fgghjhr	AMAN TRANSFORMER LIMITED	25	CONVENTIO NAL	28-JUN-2022	AGP	21020.00

Incident Details

Incident No: 11122200084  
 Invoice No: 111222300085

Save Reset

- All the mandatory details should be filled in by the user.
- Click on Save button as pointed out on the above screen

GatePass

Vehicle No \*  
 Challen Number \*  
 Receipt Name \*

Print GatePass

- Gate pass needs to be created for the issuing of the transformer.
- All the mandatory details should be filled in by the user.
- Click "Print Gate Pass" for printing the Gate pass.

### 5.3. Pending to Test

For testing the repaired transformer, the User should follow the below steps:

Note: - This sub-module is only accessible by the MT

- Search repair PO number as pointed on the below picture.

Transformer Inspection at Repair Center

Transformer Inspection at Repair Center

Purchase Order No \*  
 Capacity (in KVA) \*  
 Make: --SELECT--

Load Pending Transformer Reset Export To Excel

- Click on "Load Pending Transformer" button.

- Details of the selected Purchase order will be displayed as shown in the below picture.

Transformer Inspection at Repair Center

Select	DTr Code	DTr SIno	Make Name	Capacity(in KVA)	PO No	PO Date
<input type="checkbox"/>	H100884	fcqjghetr	AMMAN TRANSFORMER LIMITED	25	PO126532	18-NOV-2022

- Select the transformer for testing
- Click on the "Click to Inspect" button.

Details of the selected transformer details displayed on the screen as shown in the below picture

DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Manf. Date	Testing Result	Remarks	Upload Document	Remove
H100884	fcqjghetr	AMMAN TRANSFORMER LIMITED	25	28-JUN-2022	<input type="radio"/> Pass <input type="radio"/> Fail		Choose File   No file chosen	<input type="checkbox"/>

- All the mandatory details should be filled in by the user.
- Select the test result, remark and upload supporting documents.
- Click on the " Save" button.

### 5.4. Pending to Receive

For Invoicing the transformer, the User should follow the below steps:

Note: - This sub-module is only accessible by the Store Keeper

- Click on the "Pending to Receive "sub-module from the "DTR Repair management" module.
- The following screen is displayed for receiving the repaired transformer.
- Search repair PO number as pointed on the below picture

Transformer Pending to Recieve

- Click on "Load Pending Transformer "button.



Transformer Pending to Recieve

➤ Click on edit symbol as pointed on above picture.

Receive Transformers

- All the mandatory details should be filled in by the user.
- Click on the "Receive "button.

Repaired good transformers have been updated on the stock.

### 5.5.Repair PO Details

This sub-module is used to view the details of the repair PO created by the user, User should follow the below steps to view the details:

Note: - This sub-module is accessible to all stakeholders of the DTR Repairer Management process. The following screen is displayed for the faulty view of the details of the repair PO.

Repair Transformer Details

- Select the PO No.
- Click on "Load Pending Transformer" button.

Details of repair PO will be displayed on the screen as shown on the above picture.

## 6. Scrap Flow

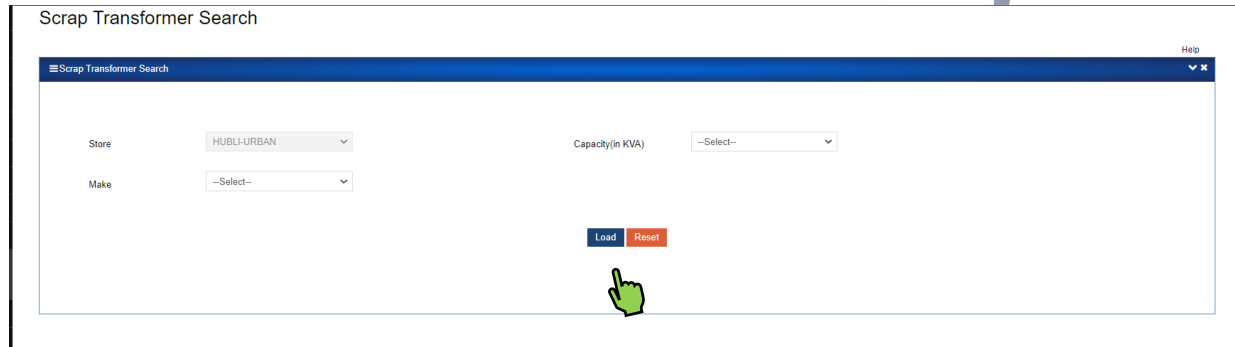
This module is used to declare a transformer as scraped, such transformer cannot be repairable nor reusable in the field. For HESCOM to process this activity we certainly have given a dedicated feature as it follows:

For declaring scrap, the User should follow the below steps:

Note: - This module is only accessible by the Store Keeper.

- Click on "Declare Scrap" sub module "from Scrap Transformer" module.

The following screen is displayed for scraping the transformer.



- Select the store name, Capacity and Make.
- Click on the load button.

Details of the transform will be displayed as shown on the below picture.

SI No	Select	DT Code	DT SIno	Make Name	Capacity(in KVA)	Star Rate	Manf. Date
1	<input checked="" type="checkbox"/>	H400123	326165	ABB	100	BEE 4 ST AR	23-FEB-2022
2	<input checked="" type="checkbox"/>	H400122	236985	ABB	100	BEE 4 ST AR	21-JAN-2022
3	<input checked="" type="checkbox"/>	H400121	236145	ABB	100	BEE 4 ST AR	25-MAY-2022
4	<input type="checkbox"/>	H400120	236589	ABB	100	BEE 4 ST AR	20-JAN-2022
5	<input type="checkbox"/>	H100983	NNPH100983	NNP	100	NON STA R RATED	
6	<input type="checkbox"/>	H100952	NNPH100952	NNP	63	CONVEN TIONAL	01-JAN-0001
7	<input type="checkbox"/>	H100942	NNPH100942	NNP	100	BEE 4 ST AR	01-JAN-0001
8	<input type="checkbox"/>	H100950	NNPH100950	NNP	25	CONVEN TIONAL	01-JAN-0001
9	<input type="checkbox"/>	H100526	NNPH100526	NNP	100	NON STA R RATED	01-JAN-0001
10	<input type="checkbox"/>	H100969	NNPH100969	NNP	200	CONVEN TIONAL	

- Select the DTRS to be declared scrap.
- Click on "Add Selected Dtr" button.

- All the mandatory details should be filled in by the user.
- Click on "Declare Scrap" button.

After declaring transformers as scrap, it will be removed from the stock.

## 7. Inter Store Transfer

This module is used for the transfer the DTr from one store to another store as requested by the store through the following submodules:

- Store Indent.
- Store Invoice.
- Receive Transformer

### 7.1.Store Indent

For creation of the store indent (Requested / From Store), the User should follow the below steps:

Note: - This sub-module is only accessible by the Store keeper.

- Click on "Store Indent" sub module from "Inter Store Transfer" module.

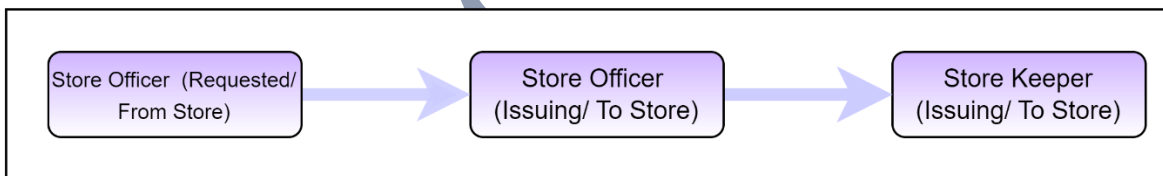
The following screen is displayed for store Indent:

➤ Click on “New” button as pointed on the above picture.  
 The following screen is displayed for store Indent (Requesting for the transformer).



- Select capacity of the request transformer.
- Click on “Add” button as pointed on the above picture.
- Click cross symbol, if anything needs to change.
- All the mandatory details should be filled in by the user.
- Click on “Save” button as pointed on the above picture.

The store indent will be forwarded for the next approval as shown in the below flow:



The details will be displayed in the approval inbox.  
 Ref: Approval Section (Approval In box) for approving the records

### 7.2.Store Invoice

For creation of store Invoice (Issuing/To Store), User should follow the below steps:

Note: - This sub module is only accessible by the store Keeper.

For creating the store Invoice user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating the store Invoice: -

### Store Invoice

Close

**Indent Information**

Indent Number *	1222300172	Indent Date	18/04/2023
Request From Store	HUBLI-URBAN	Quantity	2

Capacity(in KVA)	Requested No. of Transformers	Pending No. Of Transformers
50	2	2

[View Material allotment Form](#)

**Invoice Generation**

Invoice Number*	2222300028	Invoice Date*	
Remarks*		DTr Code*	<input type="text"/> S

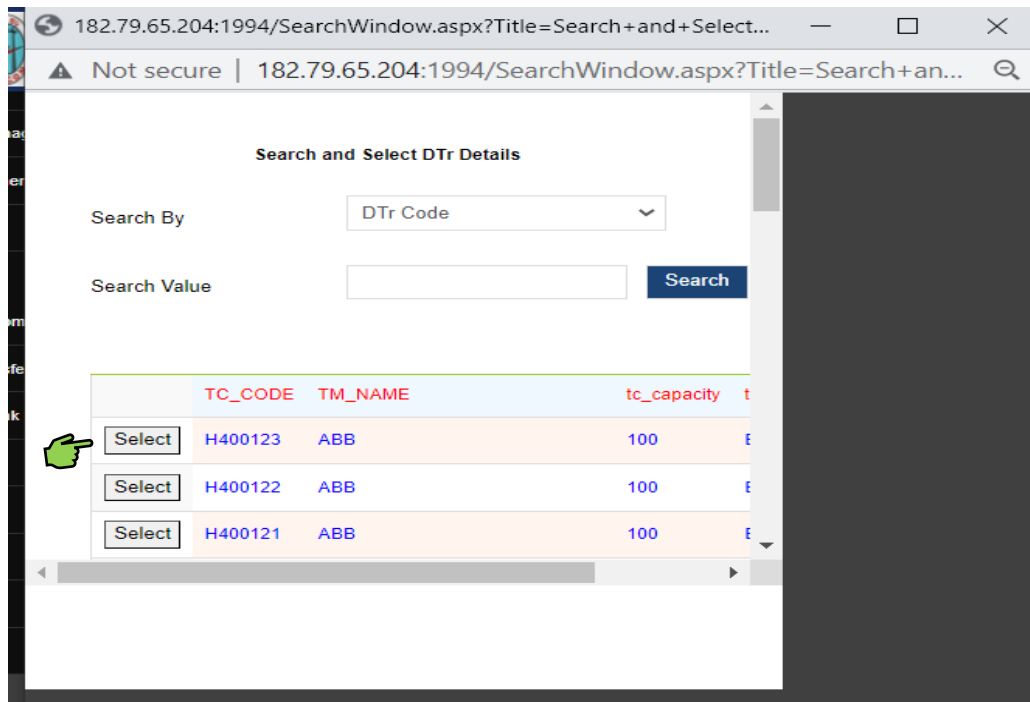
- All the mandatory details should be filled in by the user.
- Search the DTR code by clicking on the search button as pointed on the above picture.
- Select the search by option from the list as for the requirement.
- Click on search button as pointed the below picture.

192.168.4.23:9084/SearchWindow.aspx?Title=Search and Select Tc...  
Not secure | 192.168.4.23:9084/SearchWindow.aspx?Title=Search%20a...

#### Search and Select Tc Details

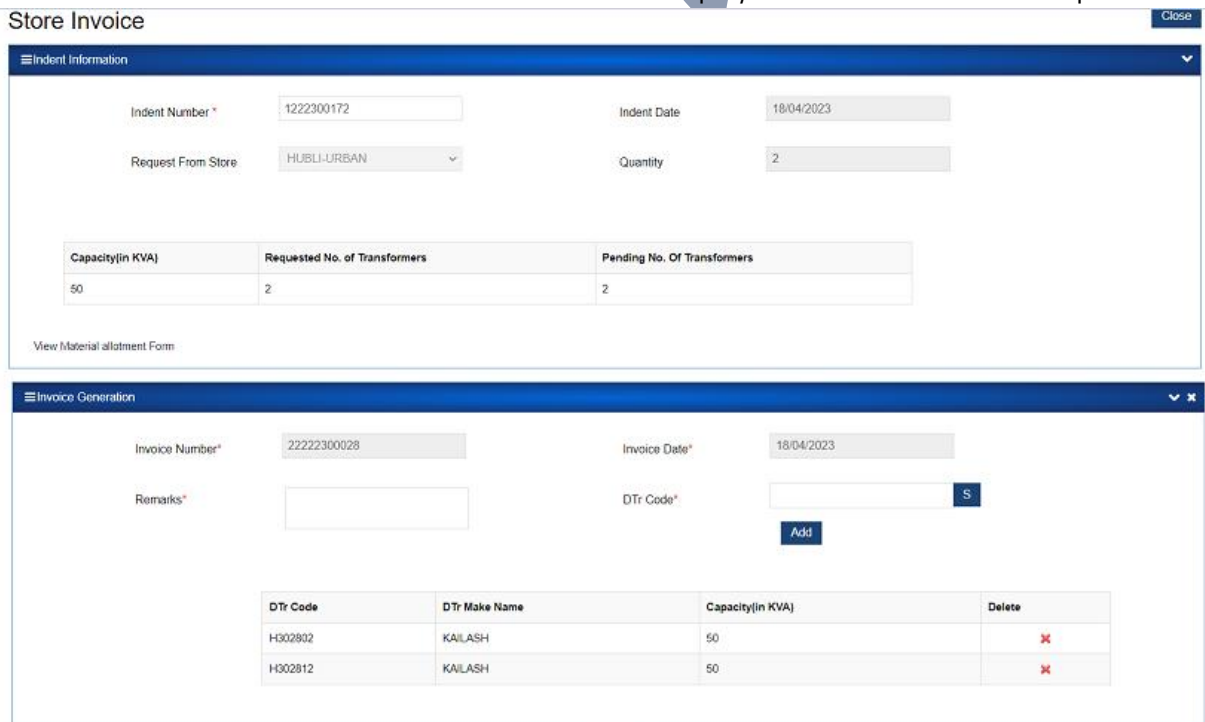
Search By	<input type="text" value="DTr Code"/>	<input type="button" value="Search"/>
Search Value	<input type="text"/>	

*(Note: In the original image, the dropdown menu for 'Search By' is open, showing options: -- Select Type --, DTr Code, and DTr Capacity. The 'DTr Code' option is highlighted. A green hand icon points to the 'Search' button.)*



- Click on select button as shown in above picture for invoice or issue the as pointed on the above picture

Details of the select transformer will auto fetched and displayed as shown on the below picture:



- Click on "Approve" button as pointed on the above picture
- Saved successfully" message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on "OK" button to close the Pop-up window.
- Gate pass needs to be created for the issuing of the transformer.
- All the mandatory details should be filled in by the user.

➤ Click “Print Gate Pass” for printing the Gate pass

### 7.3.Receive Transformer

For creation of RV of the receiving transformer, User should follow the below steps:

Note: - This sub module is only accessible by the store Keeper. (Requested / From Store)

For creating the RV user should follow the approval process, Detailed process explained in approval section.

Following screen is displayed for the creating the receive transformer: -

- All the mandatory details should be filled in by the user.
- Click on “RECEIVE” button as pointed on the above picture
- Saved successfully” message is displayed confirming that the data is saved.
- Confirmation pop up will be displayed, click on “OK” button to close the Pop-up window.

After receiving the requested transformer, the stock will get updated.

## 8. Approval Inbox

This module is used to approve all the records for approvers.

For approving the records, User should follow the below steps:

Note: - This sub module is only accessible by all the users.

- Click on "My Approval Inbox" sub module from "Approval" module

Following screen is displayed for approval Inbox: -

My Approval Inbox

SI No	Subject	Description	Approved By	Created By	Approved On	Status	Action
1	Estimation	Failure Entry For DTC Code H AAATK	SUBHOJIT	SUBHOJIT	12-APR-2023 13:41	PENDING	✓
2	Completion Report	Repair & replacement of Completion Report For DTC Code H AAAKN	STORE KEEPER	STORE OFFICER	08-APR-2023 18:27	PENDING	✓
3	Estimation	Failure Entry For DTC Code H AAATO	SUBHOJIT	SUBHOJIT	07-APR-2023 14:56	PENDING	✓
4	Estimation	Failure Entry For DTC Code H AAARZ	SUBHOJIT	SUBHOJIT	20-MAR-2023 09:50	PENDING	✓
5	Estimation	Failure Entry For DTC Code H AAATT	SUBHOJIT	SUBHOJIT	02-MAR-2023 15:47	PENDING	✓
6	Estimation	Failure Entry For DTC Code H AAASN	SUBHOJIT	SUBHOJIT	13-FEB-2023 11:59	PENDING	✓
7	Estimation	Failure Entry For DTC Code H AAAJU	SUBHOJIT	SUBHOJIT	23-JAN-2023 11:11	PENDING	✓
8	Estimation	Failure Entry For DTC Code H AAASX	SUBHOJIT	SUBHOJIT	29-NOV-2022 10:49	PENDING	✓
9	Estimation	Failure Entry For DTC Code A AAAGV	SUBHOJIT	SUBHOJIT	18-NOV-2022 15:53	PENDING	✓

- Click on action button as pointed on the above picture.

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**Thank You**

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