



# DTLMS – DISTRIBUTION TRANSFORMER LIFECYCLE MANAGEMENT SOFTWARE

USER MANUAL

## User Manual – Distribution Transformer Lifecycle Management Software.

### Introduction:

Welcome to the Distribution Transformer Lifecycle Management Software {DTLMS} user manual. DTLMS is user friendly application software developed exclusively for BESCO in terms of the Work Award No. BESCO/CGM(O)/DGM(OP-1)/BC-05/2017-18/CYS-79 Dated 28th February 2018.

In BESCO, as on date approximately 3,00,000 distribution transformers are in service located at various locations to cater the needs of various types of consumers of BESCO. Looking at the enormous quantity of distribution transformers in service and the scope of further increase in numbers, it is extremely difficult to manage the same in an efficient way from the current manual process adopted for maintenance of records.

In order to alleviate the hardship of the field and accounts officers in maintaining proper records of the distribution transformers, its periodical maintenance, tracking the events that a transformer has undergone from the date of commission till the date of scrapping the same, exercising control over distribution transformers sent for repairs and its return etc., DTLMS software is developed.

In the following pages, we will take you on an extensive tour of the software, module-by-module so that the end-user can comfortably use the DTLMS software with ease and derive the benefit from the software.

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**Method of Coding DTC (Distribution Transformer Center) Location Code:**

DTC location code is a 9-digit code and its structure is explained below:

1st Digit	District Code
2nd Digit	Taluk Code
3rd & 4th Digit	Station Code
5th & 6th Digit	Feeder Code
7 <sup>th</sup> , 8th & 9th Digit	DTC Code

**Business Process:****Failure (Minor Repair) For Estimations below 10,000 INR and below 100 kVA transformer repairs:**

Reporting Failure of DTR up to generation of Work Award:

Sl. No.	Activity	By whom	Module to be Used	Submission for Approval to	Remarks
1.	Transformer Failure	<b>Section Officer</b>	Failure / Enhance > Failure Entry	AEE (SDO)	SO is the creator
2.	Approval of Failure declaration	<b>AEE (SDO)</b>	Approval > Approval Inbox	DTR sent to Repairer	On approval by AEE (SDO), DTR is sent to Repairer. Record will come to SO for Estimation once quoted by Repairer.
3	Repairer confirms Minor repair and communicates to SO				If Minor repair, then the repairer conducts repair on the transformer.
4.	Section Officer prepares Estimate as per joint survey report (by SO, SDO & Repairer).	<b>Section Officer</b>	Approval > Approval Inbox	AET (SDO)	SO prepares estimate and submits for scrutiny.
5.	Scrutiny of estimate.	<b>AET (SDO)</b>	Approval > Approval Inbox	AEE (SDO)	After scrutiny of estimate it is submitted for approval.
6.	Approval of estimate	<b>AEE (SDO)</b>	Approval > Approval Inbox	AET (SDO)	Estimate is approved/forwarded for Work Order creation.

7.	Work Order creation	<b>AET (SDO)</b>	Approval > Approval Inbox	AAO (SDO)	After creation of Work Order, it is submitted for budget verification.
11.	Scrutiny of Work Order	<b>AAO (SDO)</b>	Approval > Approval Inbox	AEE (SDO)	After scrutiny and budget verification, it is submitted for approval.
12	Approval of Work Order	<b>AEE (SDO)</b>	Approval > Approval Inbox	Section Officer	After scrutiny of Work Order it is budget verified and submitted for approval.
13	Work Award is initiated through Work Award module.				
14	Receive DTR	<b>Section Officer</b>	Approval > Approval Inbox	AEE (SDO)	In case of same DTR, then the flow ends here after AEE (SDO) approves.



15	Receive DTR approval	<b>AEE (SDO)</b>	Approval > Approval Inbox	EE	In case of different DTR, then it goes for approval to EE.
15	Invoice DTR	<b>EE</b>	Approval > Approval Inbox	Section Officer	The Minor Repair flow ends here.

**Failure (Minor Repair) For Estimations above 10,000 INR and above 100 kVA transformer repairs:**

Sl. No.	Activity	By whom	Module to be Used	Submission for Approval to	Remarks
1.	Transformer Failure	<b>Section Officer</b>	Failure / Enhance > Failure Entry	AEE (SDO)	SO is the creator
2.	Approval of Failure declaration	<b>AEE (SDO)</b>	Approval > Approval Inbox	DTR sent to Repairer	On approval by AEE (SDO), DTR is sent to Repairer. Record will come to SO for Estimation once quoted by Repairer.
3	Repairer confirms Minor repair and communicates to SO				If Minor repair, then the repairer conducts repair on the transformer.
4.	Section Officer prepares Estimate as per joint survey report (by SO, SDO & Repairer).	<b>Section Officer</b>	Approval > Approval Inbox	AET (SDO)	SO prepares estimate and submits for scrutiny.
5.	Scrutiny of estimate.	<b>AET (SDO)</b>	Approval > Approval Inbox	AEE (SDO)	After scrutiny of estimate it is submitted for approval.

6.	Approval of estimate	<b>AEE (SDO)</b>	Approval > Approval Inbox	DO-AET.	Estimate is approved/forwarded to division.
7.	Scrutiny of estimate	<b>DO-AET</b>	Approval > Approval Inbox	DO-AET	After approval of estimate it is submitted for Work Order creation.
8.	Work Order creation	<b>DO-AET</b>	Approval > Approval Inbox	AO	After creation of Work Order, it is submitted for approval.
9.	Scrutiny of Work Order	<b>AO</b>	Approval > Approval Inbox	AEE-DO	After scrutiny of Work Order it is submitted for budget verification and approval.
10.	Scrutiny of Work Order	<b>AEE-DO</b>	Approval > Approval Inbox	EE	After scrutiny of Work Order it is budget verified and submitted for approval.
11.	Approval of Work Order	<b>EE</b>	Approval > Approval Inbox	SO	Work Order approved.
12	Work Award is initiated through Work Award module.				

13.	Receive DTR	<b>Section Officer</b>	Approval > Approval Inbox	AEE (SDO)	In case of same DTR, then the flow ends here after AEE (SDO) approves.
14.	Receive DTR approval	<b>AEE (SDO)</b>	Approval > Approval Inbox	EE	In case of different DTR, then it goes for approval to EE.
15.	Invoice DTR	<b>EE</b>	Approval > Approval Inbox	Section Officer	The Minor Repair flow ends here.

**Failure (Replacement)/Enhancement/Failure with enhancement:**

Reporting Failure of DTR up to generation of Completion Report:

Sl. No.	Activity	By whom	Module to be Used	Submission for Approval to	Remarks
1.	Transformer Failure	<b>Section Officer</b>	Failure / Enhance > Failure Entry		SO is the creator
	Through joint inspection, Major Repair is ascertained				Once Major repair is confirmed, the transformer is sent to store.
2.	Section Officer prepares Estimate.	<b>Section Officer</b>	Approval > Approval Inbox	AET (SDO)	Estimate is prepared and submitted for scrutiny.
3.	Scrutiny of estimate	<b>AET (SDO)</b>	Approval > Approval Inbox	AEE (SDO)	Estimate is prepared and submitted to AEE(SDO) for scrutiny.
4.	Approval of estimate.	<b>AEE (SDO)</b>	Approval > Approval Inbox	DO-AET.	After approval of estimate, it is submitted for division.
5.	Scrutiny of estimate.	<b>DO-AET</b>	Approval > Approval Inbox	DO-AET	After scrutiny of estimate, it is approved.
6.	Work Order creation	<b>AET-DO</b>	Approval > Approval Inbox	AO-DO	After WO is created, it is submitted for budget verification.
7.	Scrutiny of Work Order	<b>AO-DO</b>	Approval > Approval Inbox	AEE-DO	Budget verified and submitted for approval.
8.	Scrutiny of Work Order	<b>AEE-DO</b>	Approval > Approval Inbox	EE	Budget verified and is submitted for approval.
9.	Work Order Approval	<b>EE</b>	Approval > Approval Inbox	Section Officer	Work order approved, and sent for Indent creation.

10.	Creation of Indent against sanctioned W.O. (Simultaneous generation along with Decommissioning)	<b>Section Officer</b>	Approval > Approval Inbox	AEE(SDO)	Creation of Indent
11.	Scrutiny of indent created by SO	<b>AEE (SDO)</b>	Approval > Approval Inbox	Store Officer	After scrutiny of Indent it is submitted further.
12.	Approval of indent	<b>Store Officer</b>	Approval > Approval Inbox	Store Keeper	After approval of Indent it is submitted further for invoice.
13.	Issue of material and Gate Pass	<b>Store Keeper</b>	Approval > Approval Inbox	Section Officer	Creation of Invoice and Gate Pass.
14.	Decommissioning (Simultaneous generation along with Indent)	<b>Section Officer</b>	Approval > Approval Inbox	AEE-SDO	Creation of Decommission.
15.	Approval of Decommission and RI	<b>AEE-SDO</b>	Approval > Approval Inbox	Store Officer	After scrutiny of Decommission it is approved.
16.	Approval of Decommission and RI	<b>Store Officer</b>	Approval > Approval Inbox	Store Keeper	Decommission is approved and sent for RI ACK.
17.	RI acknowledgement	<b>Store Keeper</b>	Approval > Approval Inbox	Section Officer	After scrutiny of RI, ACK is given.

18.	Creation of Completion Report	<b>Section Officer</b>	Approval> Approval Inbox	AEE-SDO	After creation of CR it is submitted for approval.
19.	Submitted for approval of Completion Report	<b>AEE-SDO</b>	Approval> Approval Inbox	SA-DO	Submitted for CR approval.
20.	Submitted for approval of Completion Report	<b>SA-DO</b>	Approval> Approval Inbox	AO-DO	After approval of CR it is sent to Accounts Dept.
21.	Completion Report forwarded	<b>AO-DO</b>	Approval> Approval Inbox	EE	After scrutiny of CR it is forwarded.
22.	Approval of Completion Report	<b>EE</b>	Approval> Approval Inbox		

**New DTC Commissioning:**

Generation of Work Order till completion report:

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Work Order creation	<b>AET-DO</b>	New Transformer Center commissioning	AO-DO	Submitted for budget verification.
2.	Scrutiny of Work Order	<b>AO-DO</b>	Approval > Approval Inbox	AEE-DO	After budget verification, submitted for approval.
3.	Scrutiny of Work Order	<b>AEE-DO</b>	Approval > Approval Inbox	EE	After scrutiny, submitted for approval.
4.	Approval of Work Order	<b>EE</b>	Approval > Approval Inbox	Section Officer	Work Order is approved and sent for Indent creation.
5.	Indent creation	<b>Section Officer</b>	Approval > Approval Inbox	Subdivision Officer	Indent created and submitted further.
6.	Scrutiny of Indent	<b>Subdivision Officer</b>	Approval > Approval Inbox	Store Officer	Indent scrutinized and submitted further.
7.	Indent Approval	<b>Store Officer</b>	Approval > Approval Inbox	Store Keeper	Approved and sent for invoice creation
8.	Invoice creation	<b>Store Keeper</b>	Approval > Approval Inbox	Section Officer	Invoice is created and gate pass is issued.
9.	New DTC commissioning & CR initiation	<b>Section Officer</b>	Approval > Approval Inbox	AEE-SDO	CR is initiated.

10.	CR approval	<b>AEE-SDO</b>	Approval > Approval Inbox	SA-DO	CR approved and submitted further.
11.	Scrutiny of CR	<b>SA-DO</b>	Approval > Approval Inbox	AO-DO	Scrutiny of CR and submitted to Accounts Dept.
12.	Scrutiny of CR	<b>AO-DO</b>	Approval > Approval Inbox	EE	Scrutiny and submitted further.
13	CR approval	<b>EE</b>	Approval > Approval Inbox		Scrutiny and submitted further.



**DTR Repair Management (Major Repairs):**

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Repairer Estimate	<b>Section Officer</b>	DTR Repair Management>Faulty Estimation DTR Search	AET-SDO	Section Officer is the Creator.
2.	Scrutiny of Repairer Estimate	<b>AET-SDO</b>	Approval > Approval Inbox	AEE-DO	Estimate scrutinized and sent for approval.
3.	Approval of Estimate	<b>AEE-SDO</b>	Approval > Approval Inbox	AET-DO	Estimate approved and submitted to division.
4.	Approval of Repairer Estimate	<b>AET-DO</b>	Approval > Approval Inbox	AET-DO	Estimate approved and sent for Work Order creation.
5.	Repair Work Order creation	<b>AET-DO</b>	Approval > Approval Inbox	AO-DO	Work Order created and submitted for budget verification.
6.	Scrutiny of Repair Work Order	<b>AO-DO</b>	Approval > Approval Inbox	AEE-DO	Budget verified and sent for approval.
7.	Scrutiny of Repair Work Order	<b>AEE-DO</b>	Approval > Approval Inbox	EE-DO	Submitted for approval.
9.	Approval of Work Order	<b>EE</b>	Approval > Approval Inbox		Repair Work Order is approved.
	Work Award is initiated at Circle Office through Billing>Work Award module				
10.	Faulty DTR Search	<b>Store Keeper</b>	DTR Repair Management>Faulty DTR Search		Selects all faulty DTRs according to the Work Award and sends them to repairer.
11.	Issue of Transil Oil to repairer	<b>AET-DO</b>	Approval > Approval Inbox	Store Officer	Request raised for Transil oil to be sent to repairer.

12.	Approval to issue Transil Oil to repairer.	<b>Store Officer</b>	Approval > Approval Inbox	Store Keeper	Transil Oil request approved and sent for invoice.
13.	Invoice of Transil oil	<b>Store Keeper</b>	Approval > Approval Inbox		
14.	Repairer performs repair and confirms repaired good item				
15.	Testing of repaired good DTRs	<b>MT</b>	DTR Repair Management > Pending to Test	Store Keeper	Testing is done and test pass DTRs will be seen in "Pending to Receive"
16.	Receive repaired good transformer	<b>Store Keeper</b>	DTR Repair Management > Pending to Receive		Repaired good DTR is made inward into store stock.

**Inter Store Transfer:**

<b>Sl. No.</b>	<b>Activity</b>	<b>By whom</b>	<b>Module to be used</b>	<b>Movement of document to</b>	<b>Remarks</b>
1.	Transformers	<b>Store Keeper o requesting store.</b>	Store Indent	Store Officer of the requesting store.	Store Keeper is the Creator.
2.	Approval of the indent to request material	<b>Store Officer of the requesting store.</b>	Approval > Approval Inbox	Store Officer of issuing Store	After scrutiny of Store Indent it is approved by Store Officer and goes to Store Officer of Requested Store for further action.
3	Creation of Store Invoice	<b>Store Officer of issuing Store</b>	Approval> Approval Inbox	Store Keeper of issuing store.	After scrutiny of Indent it is approved by Store Officer to issue Materials.
4	Approval of the Invoice for issue of material.	<b>Store Keeper of issuing store.</b>	Approval> Approval Inbox	Store Keeper of requesting store.	Store Keeper will create the Invoice to issue the materials.
5.	Receive DTR	<b>Store Keeper of requesting store.</b>	Approval> Approval Inbox		DTR received.

**Scrap Transformer:**

<b>Sl. No.</b>	<b>Activity</b>	<b>By whom</b>	<b>Module to be used</b>	<b>Movement of document to</b>	<b>Remarks</b>
1.	Scrap test of Transformers	<b>MT</b>	Scrap Test	Store Keeper.	MT is the initiator.
2.	Store Keeper scraps the transformer	<b>Store Keeper.</b>	Scrap Transformer		Moves to scrap disposal.
3	Store Keeper disposes the transformer as scrap disposal.	<b>Store Keeper</b>	Scrap Disposal		Transformer is disposed as scrap.

**Billing (Minor Repairs Billing):**

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Billing will be initiated	<b>Section Officer</b>	Billing>Minor Billing	AET-SDO.	Section Officer is the initiator.
2.	Scrutiny of billing raised	<b>AET-SDO</b>	Approval> Approval Inbox	AEE-SDO	Scrutinized and sent for approval.
3.	Approval of Billing	<b>AEE-SDO</b>	Approval> Approval Inbox	EE	Submitted for Approval.
4.	Bill approved.	<b>EE</b>	Approval> Approval Inbox	BPA-DO	Bill approved and forwarded to Accounts Section.
5.	Approved Bill is initiated for payment.	<b>BPA-DO</b>	Approval> Approval Inbox	AAO	Forwarded for payments.
6.	Scrutiny of Bill	<b>AAO</b>	Approval> Approval Inbox	AO	Forwarded for payments.
7.	Scrutiny of Bill	<b>AO</b>	Approval> Approval Inbox	AO (IA)	Forwarded for payments.
8.	Scrutiny of Bill	<b>AO (IA)</b>	Approval> Approval Inbox	Cashier	Forwarded for payments.
9.	Payment is done	<b>Cashier</b>	Approval> Approval Inbox		Payment will be done through NEFT/RTGS/DD/Cheque

**Billing (Major Repairs Billing):**

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Billing will be initiated	<b>Section Officer</b>	Billing>Minor Billing	AET-SDO.	Section Officer is the initiator.
2.	Scrutiny of billing raised	<b>AET-SDO</b>	Approval> Approval Inbox	AEE-SDO	Scrutinized and sent for approval.
3.	Approval of Billing	<b>AEE-SDO</b>	Approval> Approval Inbox	EE	Submitted for Approval.
4.	Bill approved.	<b>EE</b>	Approval> Approval Inbox	BPA-DO	Bill approved and forwarded to Accounts Section.
5.	Approved Bill is initiated for payment.	<b>BPA-DO</b>	Approval> Approval Inbox	AAO	Forwarded for payments.
6.	Scrutiny of Bill	<b>AAO</b>	Approval> Approval Inbox	AO	Forwarded for payments.
7.	Scrutiny of Bill	<b>AO</b>	Approval> Approval Inbox	AO (IA)	Forwarded for payments.
8.	Scrutiny of Bill	<b>AO (IA)</b>	Approval> Approval Inbox	Cashier	Forwarded for payments.

**Minor Work Award:**

<b>Sl. No.</b>	<b>Activity</b>	<b>By whom</b>	<b>Module to be used</b>	<b>Movement of document to</b>	<b>Remarks</b>
1.	Work Award initiated	<b>AET-DO</b>	Billing>Minor Work Award	AEE (O).	AET-DO is the creator.
2.	For approval of Work Award	<b>AEE (O)</b>	Approval> Approval Inbox	AO (IA)	Submitted for Approval.
3.	For approval of Work Award.	<b>AO (IA)</b>	Approval> Approval Inbox	EE	Submitted for Approval.
4.	Work Award approved.	<b>EE</b>	Approval> Approval Inbox		Work Award get approval by EE.

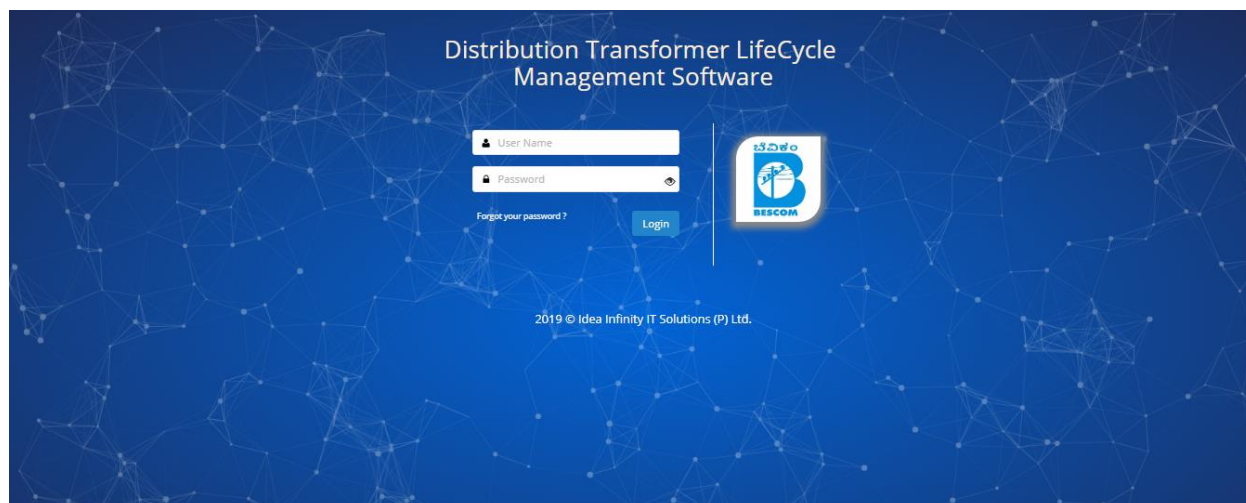
**Major Work Award:**

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Work Award initiated	<b>AEE-CO</b>	Billing>Major Work Award	EE-CO	AEE-Circle Office is the creator.
2.	For approval of Work Award	<b>EE-CO</b>	Approval>Approval Inbox	SEE-CO	Submitted for Approval.
3.	Work Award approved.	<b>SEE-CO</b>	Approval>Approval Inbox		Work Award gets approval by SEE.

**Login Screen:**

In order to use the DTLMS software, <https://bescomdtlms.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 BESCOM 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, approval etc.



On logging in, the following screen is displayed. On the left side panel, names of all the modules are displayed. Usage of the same is explained below:



# DTLMS – DISTRIBUTION TRANSFORMER LIFECYCLE MANAGEMENT SOFTWARE

Distribution Transformer LifeCycle Management Software

Office Name: O&M SEC : KENGERI VIDYAPEETA OMU
Welcome MAHADEVA

- Dashboard
- Password Manag.
- Masters
- Failure / Enhance
- DTR Repair Manag.
- Scrap Transformer
- Maintenance
- Billing
- Permanent DeComm
- Inter Store Transfer
- Transformer Bank
- Approval
- Transaction
- Operational Reports
- Reports

## Dashboard

\*\* Transformer repair process has been changed as per directions from Corporate Office dated 23rd March 2019. [Click Here to view and download the circular.](#)  
[Click Here to Download via Google Play Store](#)  
\*Please Obtain PGRS Docket Number Manually by calling 1912\*

Location : O&M SEC : KENGERI VIDYAPEETA OMU
SLA Dashboard  
MD Dashboard

**Total No. Of DTC : 653**  
**Total No. Of Transformer : 636**

Details of DTR Failure Pending Replacement
Details of Minor DTR Failure Pending Replacement

**58**  
Pending DTR Replacement

**10**  
Pending for Failure Approve

**13**  
Pending for Estimation

**7**  
Pending for WorkOrder

**8**  
Pending Receive DTR

**0**  
Pending for Commission

Details of Major DTR Failure Pending Replacement

**0**  
Pending for WorkOrder

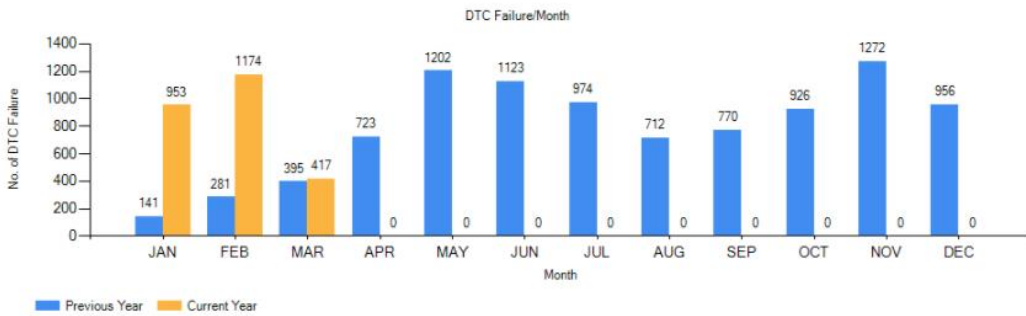
**3**  
Pending for Indent

**0**  
Pending for Commission

**0**  
Pending for DeCommission

**23**  
Pending for RI / CR

### DTC Failure Trend



### View Details of Faulty DTR Details

**2708**  
Total Faulty DTR

**206**  
Faulty DTr at Field

**1746**  
Faulty DTr at Store

**756**  
Faulty DTR at Repairer

**1683**  
Repaired and Good dtr

### My Inbox Status

**0**  
Total Inbox Item

**0**  
Approved

**0**  
Pending

**0**  
Rejected

Transformer Failure Abstract			
Back			
Office Name	Previous Year Count	Present Year Count	TOTAL FAILURE
O&M SEC : KENGERI VIDYAPEE TA OMU	12	48	68

Screenshot-1

## Software Modules:

Following 16 Main Modules are available in DTLMS:

1. Dashboard
2. Password Management
3. User Management
4. Masters
5. Failure/Enhance
6. DTR Repair Management
7. Scrap Transformer
8. Maintenance
9. Billing
10. Permanent Decommissioning
11. Inter Store Transfer
12. Transformer Bank
13. Approval
14. Transaction
15. Reports
16. Help

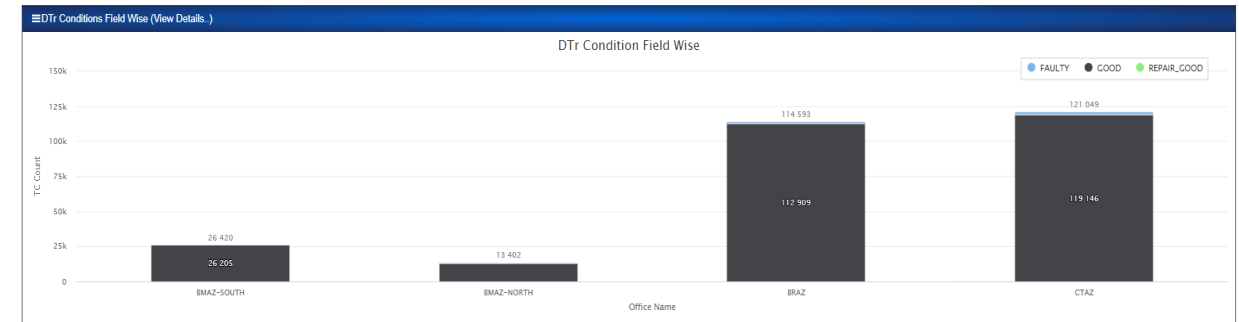
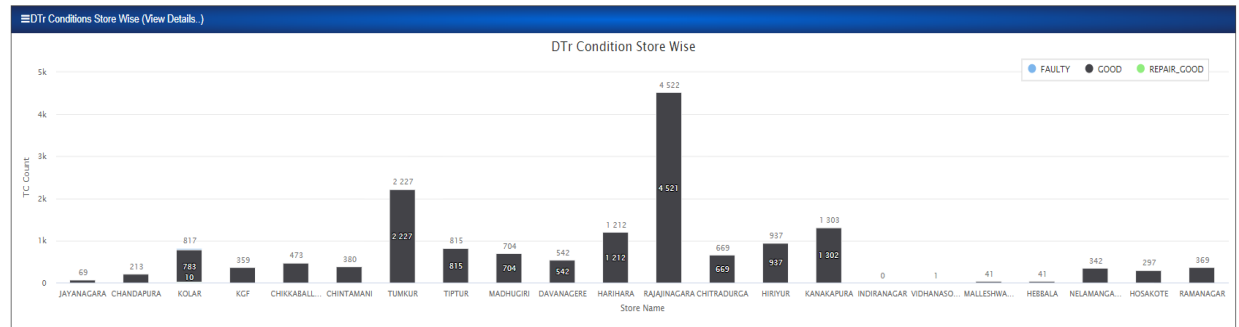
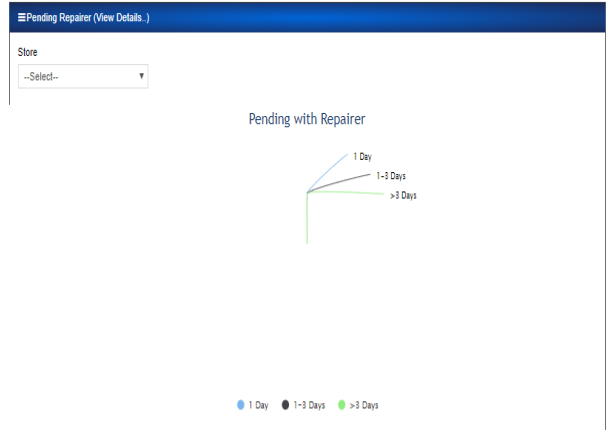
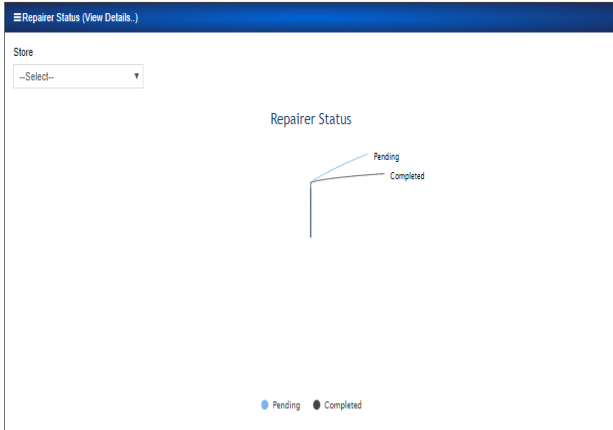
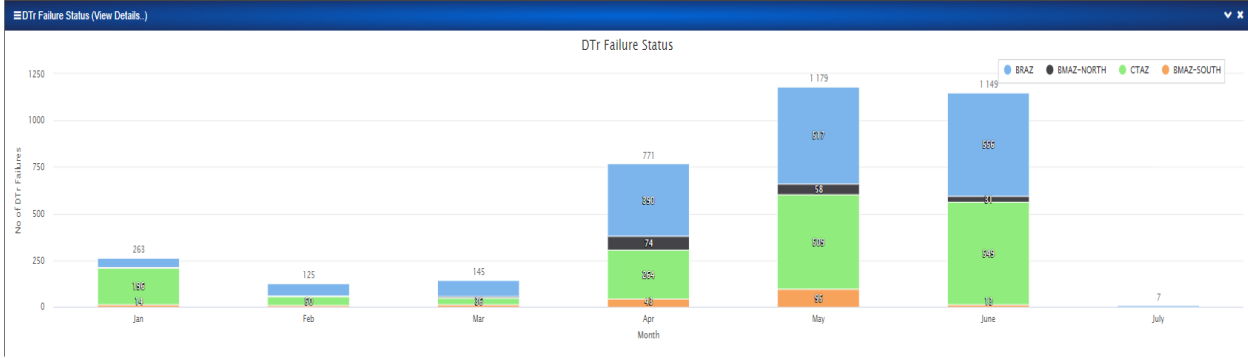
### 1. Dashboard:

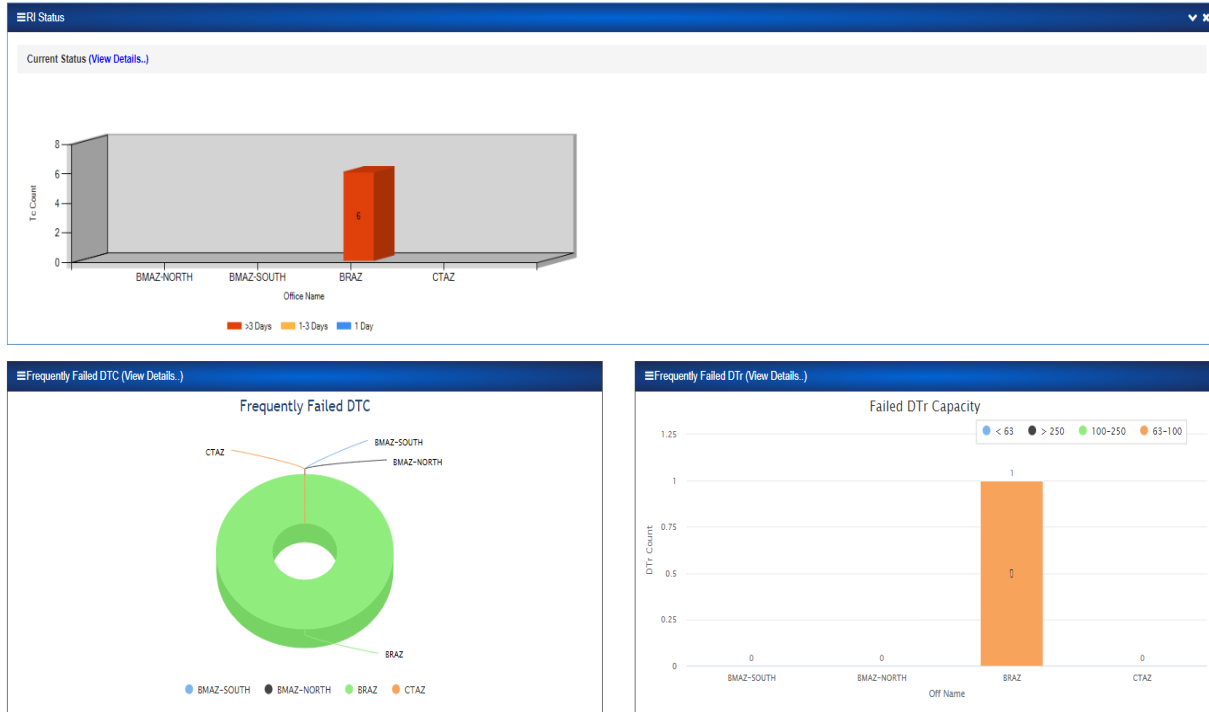
As soon as a user logs into DTLMS, Dashboard screen is shown by default. In this screen, all vital information can be seen for ready reference. (Screenshot-1)

#### 1.1. MD Dashboard:

The MD Dashboard displays an overview of DTR Failure status, repairer status, Pending for repair, DTR condition wise (Store and field), RI Status, frequently failed DTCs & DTRs through interactive graphs.

# DTLMS – DISTRIBUTION TRANSFORMER LIFECYCLE MANAGEMENT SOFTWARE





### 1.2. SLA Dashboard:

SLA Dashboard displays an abstract of transactions pending at different stages since how many days. When clicked on SLA Dashboard, the following screen is displayed.

SLA

ABSTRACT

FAILURE	ESTIMATION	MINOR WORK ORDER	RECEIVE DTR	INVOICE DTR	MAJOR WORK ORDER	INDENT	COMMISSION	DECOMMISSION	RUCR
321	2785	12	62	291	482	358	12	32	15

DETAILS

Sl No	OFFICE	PHASE	PENDING < 3 DAYS	PENDING FROM 3 TO 7 DAYS	PENDING FROM 8 TO 15 DAYS	PENDING FROM 16 TO 30 DAYS	PENDING FROM > 30 DAYS
1	BMAZ-SOUTH	Failure Entry	6	1	6	1	18
2	BMAZ-SOUTH	Estimation	24	68	10	22	76
3	BMAZ-SOUTH	WorkOrder	0	12	3	0	10
4	BMAZ-SOUTH	ReceiveMinorTC	0	42	0	0	17
5	BMAZ-SOUTH	MinorTCInvoice	0	0	0	7	0
6	BMAZ-NORTH	Failure Entry	1	3	1	5	1
7	BMAZ-NORTH	Estimation	13	13	41	14	17
8	BMAZ-NORTH	WorkOrder	21	2	5	40	0
9	BMAZ-NORTH	Indent	4	0	0	0	0
10	BMAZ-NORTH	Indent Approval	4	12	0	0	0

### 2. Password Management:

This module can be used to change the password of the logged in user.

- ✓ Password should be a mixture of alphanumeric characters containing at least one capital letter, one numeric digit, and one special character.
- ✓ Password should be greater than or equal to 8-digits.
- ✓ At first login, password change is prompted and the user has to change the password.

**Sequence of operation to Change Password:**

- Login to DTLMS with the username and password.
- Click on “Password Management” and then click on “Change Password” listed on the left side panel of the screen.
- Once you click, it directs to next screen where password can be changed as can be seen in the screenshot below.

**Change Password**
**3. User Management:**

This module has following two sub-modules:

- Create User.

**3.1 Create User:**

- ✓ User having administrative role ONLY can create new users to operate on DTLMS.
- ✓ User is created based on his Office code and based on the activities to be performed by him, relevant access permissions are granted.
- ✓ User can login to application through username and password. Based on his access rights he can perform activities on DTLMS.

**Sequence of operation to create New User: (Administrator Only)**

- Login to DTLMS as Administrator.
- Click on “Admin Activities” and then click on “User Management” listed on the left side panel of the screen.
- On clicking User Management, one sub module is displayed.
- Click on Create User. User View Screen is displayed. (Screen shot – 2)
- Click on “New User” button available on the top right corner.
- A blank screen is displayed for entering the details of the new user. (Screen Shot – 3). The field names are self-explanatory. Relevant data is entered in the text boxes provided against each field. It may be noted that the field name followed by “red Asterisk mark” is a mandatory field and the data has to be compulsorily entered.

- In respect of field “office code” code can be directly entered if it is known or else click on “S” (search button) available on the right side of the field and select the appropriate code. For the fields “Role and Designation”, relevant item has to be selected from the drop-down list provided by clicking on the downward arrow.
- In respect of the field “sign copy” scanned copy of the new user signature has to be uploaded by clicking on “choose file” button.
- After entering all the data relating to the new user, click on “Save” button to save the record.
- On saving, a dialogue box is displayed stating that the record has been successfully saved. Click on OK button to go back to the entry screen.

NOTE: In the first instance, password is created by the administrator and the same is to be informed to the user with instructions to change his password after his login to DTLMS for the first time.

#### **Sequence of operation for Editing / Deactivate a user: (Administrator Only)**

- Login to DTLMS as Administrator.
- Click on “User Management” listed on the left side panel of the screen (refer screen shot – 1).
- On clicking user management, one sub-module is displayed.
- Click on User Create. User View Screen is displayed. (Screen shot – 2).
- As could be seen list of all the users created are displayed. Against each user an icon under edit column is shown as also the status is shown in “Green Dot”. Green Dot represents that the user is currently active.
- For editing the details of a user, click on the **icon** under edit column of the user.

Note: Administrator can modify all the fields, if the user has not yet logged into DTLMS. Once, the user has logged in to the software, then all the fields except Login name and password other field can be modified and updated.

- On clicking edit button, all the details of the user to be modified are displayed.
- After editing the fields click on button “Update” to save the changes.
- On successful updating of data, “Updated successfully” message is displayed on the screen.

#### **To De-activate a user:**

- In the user view grid, status column is shown with a dot in Green / Red color. Green color indicates that the user is active and Red color indicates that the user is de-activated.
- To change the status, click on the dot. When clicked on green dot, a dialogue box is shown with the message “Are you sure, do you want to disable user?” Now click on “OK” button to proceed further or “Cancel” button to exit.
- On clicking OK button, one more screen is displayed to enter the reasons to disable the user along with the effective date. Enter the details and click on button “Submit”.
- “User De-activated successfully” message is displayed.
- Click on “OK” button to return to the user view screen. You can observe that the green dot has changed to red color.

**To Re-activate a De-activated user:**

- To change the status, click on the red dot relating to the user to be Re-activated. A dialogue box is shown with the message “Are you sure, you want to enable user?” Now click on “OK” button to proceed further or “Cancel” button to exit.
- On clicking “OK” button, one more screen is displayed to enter the reasons to enable the user along with the effective date. Enter the details and click on button “Submit”.
- “User Activated successfully” message is displayed.
- Click on “OK” button to return to the user view screen. You can observe that the red dot has changed to green color.

Name	Email Id	Mobile No	Role Name	Designation	Location	Edit	Status
ANIL KUMAR J	aeemtkgl@gmail.com	9448994348	LT/HT	AEE	DIV : KOLLEGAL		
MANJUNATH	xyz@gmail.com	9448994862	LT/HT	AEE	DIV : KR PETE		

Screen Shot – 2

\*Password should be greater than or equal to 8 digit  
(It should Contain at least 1 Capital Letter or 1 Small Letter, 1 Digit, 1 Special Character)

Screen Shot – 3

**4. Masters**

Following 12 sub-modules are available under Masters:

- Designation

- Role
- Repairer Rates entry
- Repairer Rates upload
- DTR Make Master
- DTR Supplier
- DTR Repairer
- Store
- Existing DTR Entry
- New DTR Inward
- DTC Master
- Purchase Order Master
- Dispatch Instructions
- TC Allotment
- Feeder Master
- Budget Master

#### 4.1 Designation:


- Permission to use this master is vested with Admin only.
- This form is used to create / update the designation of officers working in BESCO.

#### Steps to be followed for creating / updating Designation Master:

- Login to DTLMS as Admin with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select Designation. Following screen is displayed showing the details of all the designations already created in the grid format.

#### Designation View



Designation	Description	Edit
AO	Account Officer	
JE	Junior Engineer	
AE	Assistant Engineer	
EE	Executive Engineer	
AEE	Assistant Executive Engineer	

- For creating New Designation, click on “new Designation” button available on the right top corner of the Designation view screen.
- On clicking on this button following entry screen is displayed:



- Now enter the Name of the Designation and Description of the designation in the appropriate text boxes provided against each field name.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new designation is to be created, repeat the above steps and save.
- Click on “designation view” button to see the new designations created are displayed in the grid.

#### Steps to be followed for modifying the designation master:

Note: Once any user has logged in and operated in the new designation, only description can be modified. Otherwise both the fields can be modified and updated.





- Login to DTLMS as Admin with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select Designation. Following screen is displayed showing the details of all the designations already created in the grid format.
- Click on “edit icon” in respect of the designation to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

#### 4.2 Role

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Role of officers working in BESCOM.

#### Steps to be followed for creating / updating Role Master:

- Login to DTLMS as Admin with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select Role. Following screen is displayed showing the details of all the designations already created in the grid format.

AE	OTHERS	
SYSTEM OFFICER	OTHERS	
SUPER ADMIN	SUPER ADMIN	
LT/HT	AEE	

- For creating New Roles, click on “new Role” button available on the right top corner of the Role view screen.
- On clicking on this button following entry screen is displayed:



- Now select the designation from drop-down and enter the Name of the Role in the appropriate text box provided.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new Role is to be created, repeat the above steps and save.
- Click on “Role view” button to see the new Roles created are displayed in the grid.

#### Steps to be followed for modifying the Role master:

Note: Once any user has logged in and operated in the new roles, only role name can be modified. Otherwise both the fields can be modified and updated.

- Login to DTLMS as Admin with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select Role. Following screen is displayed showing the details of all the roles already created in the grid format.
- Click on “edit icon” in respect of the role to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

#### 4.3 Repairer Rates Entry

- Permission to use this master is vested with Admin only.
- This form is used to enter repairer-wise rates of various materials, labor costs and salvage costs that are currently in use at BESCO.

#### Steps to be followed to enter Repairer rates details:

- Login to DTLMS as Admin with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select Repairer Rates Entry. Following screen is displayed showing the details to be entered.

☰ Repairer - Division Details ▼ ✕

Select Type *	<input type="text" value="Select Type"/>	Capacity *	<input type="text" value="--Select--"/>
Repairer *	<input type="text"/>	Wound Type *	<input type="text" value="Select Type"/>
Supplier *	<input type="text"/>	PO Number*	<input type="text"/>
Effect From Date *	<input type="text"/>	PO Date*	<input type="text"/>
Effect To Date *	<input type="text"/>	Division *	<input type="text" value="--Select--"/>

- Select Repairer/Supplier and Repairer/supplier name and all the details as seen on screenshot.

☰ Material Cost Details ▼

Material Name	Quantity	Base Rate	Tax Rate	Total	Measurement	Select Data
HV winding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
LV Winding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
HV Porcelain bushings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
HV terminal Bolt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
LV Bushing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
LV terminal Bolt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
SRBP Tube	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
Lid bolts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>

☰ Labour Cost Details ▼

Material Name	Quantity	Base Rate	Tax Rate	Total	Measurement	Select Data
HV winding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
LV winding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
Welding of tank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>
Oil filtering charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--SELECT"/>	<input type="checkbox"/>

☰ Salvages Cost Details

Material Name	Quantity	Base Rate	Tax Rate	Total	Measurement	Select Data
Cost of scrap	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT ▾	<input type="checkbox"/>
Damaged brass parts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT ▾	<input type="checkbox"/>
Released scrap Iron	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT ▾	<input type="checkbox"/>
Damaged lamination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT ▾	<input type="checkbox"/>

- Enter all the material cost, labor cost and salvages cost that are needed to be updated.
- After entry click on “Save” button.
- “Saved successfully” message is displayed confirming that the data has been saved.
- Click on “OK” button.

Note: The rates can be modified/updated by selecting the same repairer/supplier name and entering the updated rates.

#### 4.4 Repairer Rates Upload

This form is used to upload the PDF files of the Repairer Rates. Users having admin privileges can use this option. The download of the rates is provided during estimation approvals, so that scrutiny of the approved rates as well as the repairer rates can be done during estimation step.

##### Steps to be followed to upload PDF files of Repairer Rates:

- Login to DTLMS with the admin username and password.
- Click on “Admin Activities.”
- Sub-modules under Admin Activities are listed.
- Click on “Admin Masters” and select Rates Upload. The following screen is displayed.
- Select the Repairer from the drop-down and select the division and upload the PDF file of the Repairer Rates.

#### Repairer Rates Upload

☰ Repairer - Division Details

Repairer \* 
 Division \* 
 Upload File \*  No file chosen

#### 4.5 DTR Make Master

- This form is used to enter the details of various makes of distribution transformers that are currently in use at BESCOM.
- The same form will be used to create any new Makes that may come into existence on future date.

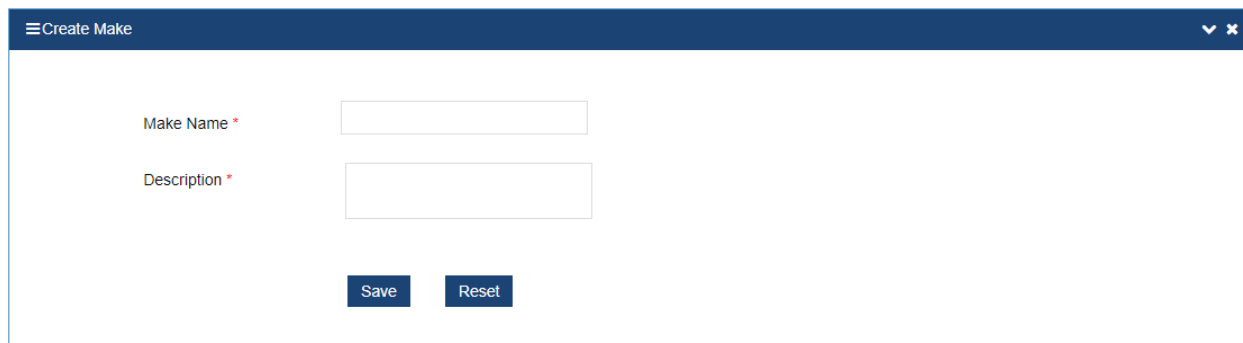
#### Steps to be followed to create new DTR details:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “DTR Make Master”. Following screen is displayed showing the details of all DTR make already created in the grid format.



Make Name	Description	Edit	Status
ASV	ASV		
SINE POWER SYSTEMS	Sine Power Systems		
AEW- ALWAYS ENGINEERING WORKS	AEW ALWAYS ENGINEERING WORKS		
VIVEK ENTERPRISES	VIVEK ENTERPRISES		
SAHARA	Sahara		
CROMPTON	Made In India		

- Click on “New Make” button available on right top of the Make Master View screen.
- Following entry screen is displayed to enter the relevant data.



Create Make

Make Name \*

Description \*

- Now enter the relevant details in respective text box provided.
- After entry click on “Save” button.
- “Saved successfully” message is displayed confirming that the data has been saved.
- Click on “OK” button to return to Make Master entry screen.
- Repeat the above steps in case further makes are to be entered. Else select the required module to continue work on DTLMS.

#### For modifying the Make:

Note: Once a user has logged in and operated the new Make Master defined, only description can be modified. Otherwise, both the fields can be modified and updated.

- Login to DTLMS as Admin with the username and password.

- Click on Masters.
- Sub-modules under masters are listed.
- Click on Make Master. A screen is displayed showing the view of Make Master already created in the grid format.
- Click on “edit icon” in respect of the Make Master to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made is saved.
- Click on “OK” button to continue.

#### For Changing the status of the Make:

- Login to DTLMS as Admin with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on Make Master. A screen is displayed showing the view of Makes already created in the grid format.
- Click on “Status icon” in respect of the Make whose status has to be changed. (Green color indicates the present status as active and red indicates De-Activated).
- When status has to be changed from Active to De-Active, a message box is displayed stating that “Are you sure you want to De-Activate make”. Click on “OK” button, a dialogue box is displayed seeking details like reason for de-activation and the effective date. Now enter the details and click on “Submit” button.
- “Make Master is De-Activated” successfully message is displayed.
- Click on “OK” button.
- You can see that the **green dot** has changed to **red** in color.
- When the status has to be changed from De-Active to Active, a message is displayed stating “Are you sure you want to Activate Make”.
- Click on “OK” button.
- A dialogue box is displayed seeking details like reason for activation and the effective date. Now enter the details and click on “Submit” button.
- “Make Master is Activated successfully” message is displayed.
- Click on OK button.
- You can see that the **red dot** has changed to green in color.

#### 4.6 DTR Supplier:

This form is used to capture the details of existing distribution transformer suppliers / vendors as also new suppliers.

#### Steps to be followed to create new Supplier / Vendor details:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.

- Click on “DTR Supplier”. Following screen is displayed showing the details of all DTR Suppliers already created in the grid format.

Supplier Name	Phone no	EmailId	Block List	Block Listed Upto	Edit
SWATHI	8989633518	abc1@abc.com	NO		
CHIKKRAJU	08023327005	abc@asd.com	NO		
ASPHALT	080-33333333	zyx@postmark.net	NO		
SP ENTERPRISES	080-22222222	xyz@postmark.net	NO		

- Now click on “New supplier” button provided on the right top corner of the supplier view screen.
- Following entry screen is displayed for entering the data of the new supplier / vendor.

Supplier Details View

Supplier Name \*

Phone Number (with STD Code) \*

Email Id \*

Contact Person Name

Mobile Number

Fax No

Block Listed

Block Listed Upto

Register Address \*

Communication Address

- Now enter relevant data against the name of each field. In respect of field Black Listed select “NO” from the drop down.
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return to new supplier entry screen.
- User can continue entering any other new supplier details or can proceed to any other module he likes to work on.

#### Steps to be followed to modify the details of Supplier / Vendor:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub modules under masters are listed.
- Click on “DTR Supplier”.
- Details of all the DTR Suppliers already created are shown in the grid format.
- Click on **edit icon** in respect of the supplier whose details are to be modified.

- Details of the supplier selected for modification is displayed for making necessary corrections except Supplier name.
- If black listed option is changed as “YES” then the date up to which it is black listed has to be entered.
- After making necessary changes click on the “Update” button.
- “Updated successfully” message is displayed confirming that the changes have been saved. Click on “OK” button.
- The data entry screen is displayed for information of the user. If any corrections are to be made the same can be made and updated as explained above.
- If any more changes for other suppliers are to be done, click on supplier view button and repeat the above steps.

#### 4.7 DTR Repairer:

This form is used to capture the details of existing / new transformer repairers with whom BESCO is transacting.

##### Steps to be followed to create new transformer repairer:

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “DTR Repairer”. Following screen is displayed showing the details of all DTR Repairers already created in the grid format.

##### DTR Repairer View

Repairer Name	Phone no	Emailid	Location	Block List	Edit
MIS POWER TECH TRANSFORMERS	080-1252566	abc@gmail.com	KENGERI	NO	
Enter Repairer ↑					

- Now click on “New Repairer” button provided on the right top corner of the Repairer view screen.
- Following entry screen is displayed for entering the details of the new DTR Repairer.



## Repairer Details

Repairer View

The screenshot shows a web form for entering repairer details. The form is organized into two columns. The left column contains: Repairer Name (text input), Division (dropdown menu with '-Select-' selected), Phone Number (with STD Code) (text input), Email Id (text input), Contact Person Name (text input), Mobile Number (text input), and Fax No (text input). The right column contains: Contract Period (in Years) (text input), Block Listed (dropdown menu with 'No' selected), Block Listed Upto (text input), Register Address (text input), and Communication Address (text input). At the bottom center of the form are two buttons: 'Save' and 'Reset'.

- All the field names are self-explanatory.
- Enter relevant data against each field.
- By default, the field “Black Listed” will be “NO”.
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return to new Repairer entry screen.
- User can continue entering any other new repairer details or can proceed to any other module he/she likes to work on provided the user has got rights.

**Steps to be followed to modify the details of Repairer:**

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “DTR Repairer”.
- Details of all the DTR Repairer already created are shown in the grid format.
- Click on **edit icon** in respect to the repairer whose details are to be modified.
- Details of the repairer selected for modification is displayed for making necessary corrections except Repairer name.
- If black listed option is changed as “YES” then the date up to which it is black listed has to be entered.
- After making necessary changes click on the “Update” button.
- “Updated successfully” message is displayed confirming that the changes have been saved.
- Click on “OK” button.
- If any more changes for other suppliers are to be done, click on Repairer view button and repeat the above steps.

**4.8 Store:**

- This form is used to capture all the relevant details relating to existing stores in BESCO.
- Same form can be used whenever new stores are formed.

**Steps to be followed to create new Store:**

- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “Store”. Following screen is displayed showing the details of all stores already created in the grid format.

### Store View

Store Name	Location	Mobile No	Incharge Name	Email Id	Edit
RAJAJINAGARA	RAJAJINAGAR, RAJARAJESHWARINAGARA, KENGERI	9999999999	BESCOM	ABC@GMAIL.COM	

- Now click on “New Store” button provided on the right top corner of the Store view screen.
- Following entry screen is displayed for entering the data of the new Store.

- All the field names are self-explanatory.
- Enter relevant data against each field. With respect to field “Division” select the relevant division name from the drop down.
- After entry of all the details click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return to new store entry screen.
- User can continue entering any other new store details or can proceed to any other module he/she likes to work on.

### Steps to be followed to modify the details of store:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “Store”.
- Details of all the stores already created are shown in the grid format.

- Click on **edit icon** with respect to the store whose details are to be modified.
- Details of the store selected for modification is displayed for making necessary corrections **except store code**.
- After making necessary changes click on the “Update” button.
- “Store details Updated successfully” message is displayed confirming that the changes have been saved.
- Click on “OK” button.

#### 4.9 Existing DTR Entry:

This form is used to capture details of all existing distribution transformers (in field, store, transformer bank, repair center).

#### Steps to be followed to enter existing distribution transformer details:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “Existing DTR Entry”. Following screen is displayed showing the details of all existing DTRs already created in the grid format.

DTR Code	DTR SIno	Make	Capacity(in KVA)	Life Span	Edit
133386	KVK1112011642	KAVIKA	25		
133385	NNP133385	No Name Plate(NNP)	25		
133388	25201207359	CLASSIC TECHNOLINE S(Ltd)	25		
128392	RV2573673	RVT	25		
122110	SOT2036201314	SERVOMAX INDIA LIMIT ED	25		

- Now click on **edit icon** provided to modify the details of the respective DTR.
- Following entry screen is displayed for modifying the data of the existing DTR.

≡ DTR Master ▼ ✕

DTr Code *	<input type="text" value="101918"/>	Price	<input type="text" value="0"/>
	<a href="#">View DTR History</a>	DTr Life Span	<input type="text" value="0.00"/>
DTr Serial No *	<input type="text" value="AY302"/>	Oil Capacity(in Litre) *	<input type="text" value="215"/>
DTr Make *	<input type="text" value="ANDREW YULE&amp;CO.LTD"/>	Weight of DTr(in KG) *	<input type="text" value="715"/>
Capacity(in KVA) *	<input type="text" value="250"/>	Warranty Period(in Months)	<input type="text" value="0"/>
Manufacturing Date	<input type="text" value="01/01/2013"/>	Last Service Date	<input type="text"/>
Purchasing Date	<input type="text"/>	Rating *	<input type="text" value="3 STAR RATING"/>
Supplier Name	<input type="text" value="-Select-"/>	Current Location	<input type="text" value="FIELD"/>
Purchase Order No	<input type="text" value="0"/>	Core Type	<input type="text" value="--select--"/>
Condition of TC	<input type="text" value="-Select-"/>	Tap Charger	<input type="text" value="--select--"/>
Cooling	<input type="text" value="--select--"/>	Last Repair Count	<input type="text" value="0"/>
TC Type	<input type="text" value="--select--"/>	Last Repair Cost	<input type="text"/>
Last Failure Date	<input type="text"/>	Infosys Asset ID(RAPDRP)	<input type="text"/>
Last Failure Type	<input type="text"/>	Component ID(RAPDRP)	<input type="text"/>
No of Failure	<input type="text" value="0"/>	Depreciation (in Rs)	<input type="text"/>
Original Cost	<input type="text"/>		
Insurance (in Rs)	<input type="text" value="0"/>		

- All the field names are self-explanatory.
- Enter relevant data against each field. With respect of Transformer make, Capacity, supplier name and Current Location, select the relevant data from the drop down provided.
- After entry of all the details click on “Update” button.
- “Transformer details updated successfully” message is displayed confirming that the data entered is saved.
- Click on “OK” button to return to Existing DTR entry screen.

#### 4.10 New DTR Inward:

This module is used to capture all the details of new transformers received in stores against purchase order placed.

#### Steps to be followed to enter details of distribution transformer received in stores:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “New DTR inward”. Following screen is displayed for entering the details.

New DTR Inward

Inward View



**Allotment Details**

Dispatch Number \*  **S** Total Quantity Ordered

Allotment Number \*  Supplier Name

Purchase Date

SI No	Allotment number	Dispatch number	Capacity(in KVA)	Make Name	Division Name	Requested Quantity	Pending Quantity	Rating
1	ALMONDAY123	7338-48	100	KAVIKA	KENGERI	4	4	4 STAR RATING

**Reset**

**DTr Details**

Dispatch Number \*  Manufacturing Date \*

DTr Code \*  DTr Life Span \*

DTr Serial No \*  warranty Period(in Month)\*

Division \*  Oil Type \*

DTr Make \*  Oil Capacity(in Litre) \*

Capacity(in KVA) \*  Weight of DTr(in KG) \*

Rating \*  Upload Name Plate \*  No file chosen

Upload SS Plate \*  No file chosen

**Add** **Reset**

- To start with, enter the Dispatch Instructions number against which the transformers are received using the search button (“S”) which shall populate a new window showing the Dispatch instructions already created. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the DI Number.

Search By

Search Value  **Search**

	DI_NO	TS_NAME
<b>Select</b>	123456	KAVIKA SUPPLIER
<b>Select</b>	ADB/ASD/010	M/S S. K TRANSFORMERS CO
<b>Select</b>	ASD/ASD/123	KAVIKA SUPPLIER

- In the dialogue box, select the Dispatch Instruction number from the drop-down provided.
- After selecting the appropriate search field from the drop down, click on “Search” button.
- All the details relating to the search option is displayed in the table form as shown in the above screen shot.
- Now click on the relevant select button.
- Automatically the details of the DI are displayed.
- Now select the Allotment Number from the drop-down pertaining to the selected DI as shown below:

SI No	Allotment number	Dispatch number	Capacity(in KVA)	Make Name	Division Name	Requested Quantity	Pending Quantity	Rating
1	ALMONDAY123	7338-48	100	KAVIKA	KENGERI	4	4	4 STAR RATING

- As could be seen all the details along with the capacity and quantity of transformers ordered and the quantity yet to be supplied is displayed.
- In case of wrong PO selected, click on “Reset” button and repeat the above steps to select the alternate PO.
- After the selection of DI number, start entering the new distribution transformer details in the lower part of the entry screen.
- Enter relevant data against the fields provided. With respect to Transformer make and capacity selection has to be done from the drop down.
- After entering the data click on “Add” button given at the bottom of the screen.
- Data entered is shown in the table form as shown in the screenshot below:

SI No	DTR Code	DTR SNo	Division Name	Make Name	Capacity	Manf. Date	Life Span	Action
1	952255	NNP952255	KENGERI	KAVIKA	100	19/12/2019	25	

- Click on ‘DTR view’ to view the details.
- Data relating to new transformer captured is shown in the grid as shown below:

Existing DTR View

Make Name: -Select- Capacity(in KVA): -Select- Export Excel

Total Transformer Count : 121259

DTR Code	DTR SNo	Make	Capacity(in KVA)	Life Span	Edit
133386	KVK1112011642	KAVIKA	25		
133385	NNP133385	No Name Plate(NNP)	25		
133388	25201207359	CLASSIC TECHNO LINE S(Ltd)	25		
128392	RV2573673	RVT	25		
122110	SOT2036201314	SERVOMAX INDIA LIMITED	25		

#### Steps to be followed to edit details of new distribution transformer:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “New DTR inward entry”.
- Click on “DTR View” button provided on right top corner of the screen.
- All the DTRs available in the store is displayed as shown in the above screen shot.
- Click on the **edit icon** against the transformer code to be modified.

#### Following screen is displayed for modifying the details relating to the DTR selected.

- All the fields can be modified except DTR code.
- After making necessary corrections click on “Update” button.
- “Transformer details updated successfully” message is displayed.
- Click on “OK” button to return to the edit screen with all the details as updated.
- User can go through all the details that are updated. If necessary, he/she can again edit the data and repeat the above steps to save the changes.
- If any details of other DTRs are to be edited, click on DTR view button and repeat the above steps.

#### 4.11 DTC Master:

In this master user can view all the details of the DTCs available in the unit he has logged in to with provision to edit the details.

#### Steps to be followed to view the details of DTCs:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “DTC Master”.
- Following screen is displayed listing all the DTCs in the unit, feeder wise.

Transformer Centre View

Export Excel

Feeder Name: --Select-- Project/SchemeType: --Select--

Total Transformer Centre Count : 1763

Feeder Name	DTC Code	DTC Name	DTR Code(SS Plate NO)	DTR Capacity(in KVA)	Edit
F09-PATTANA-GERE	113509655	NEW KENGERI CETRE	99987	250	
F08-DODDABELE	114308083	HK herige hospital to	38158	250	
F08-DODDABELE	114308082	malnad Guestline lodge	38157	100	
F08-DODDABELE	114308081	shivalinge compound to	38156	250	
F08-DODDABELE	114308080	ramu kalony to	38155	250	
F08-DODDABELE	114308059	ramu vadavane to	38154	250	
F08-DODDABELE	114308058	shivashakthi samil	38153	250	
F08-DODDABELE	114308057	lgakhami wood works	38152	100	
F08-DODDABELE	114308049	uniworth tranquil apartment to2	38150	500	

- As could be seen from the above screenshot, all the major details relating to the DTC is displayed Feeder Name wise.
- User can search a particular DTC based on feeder name / DTC code / DTC Name / DTR code by entering the relevant data and clicking on Search Icon.

**Steps to be followed to edit details of DTC:**

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “DTC Mater”.
- List of all the DTCs are displayed as shown in the above screenshot.
- Click on “Edit” icon provided against required DTC details to be modified.

Following screen is displayed for modifying the details relating to the DTC selected.

Commissioning of Transformer Centre

Select Feeder: 113509-F09-PATTANA-GERI

Transformer Centre Code: 113509655

Transformer Centre Name: NEW KENGERI CETRE [View Transformer Centre History](#)

O & M Section: 12311 S

Internal Code:

TIMS Code: 0

Connected KW: 15

Connected HP: 25

KWH Reading: 0.00

Electrical Inspect Rate number:

Electrical Inspect Date:

DTr Code: 99987

DTr Make: ABB

DTr Capacity(in KVA): 250

Transformer Centre Commission Date: 01/06/2018

Last Service Date: 01/01/2015

Project/Scheme Type: RAPDRP

Feeder Change Date: 01/01/2015

MLA Constituency:

MP Constituency:



Commissioning of DTC

Transformer Centre Code	113509655	Transformer Centre Name	NEW KENGERI CETRE
Platform Type	SINGLE POLE	Load Type	MIXED LOAD
Transformer Centre Meters Available *	Yes	WDV(In RS)	
HT Protection	Yes	Latitude	17.255
LT Protection	Yes	Longitude	
Grounding	Yes	Availability OF GOS	Yes
Lightning Arresters *	Yes	Circuit 1	
RAPDRP	Yes	Circuit 2	
HT Line Length From Station To DTC(in KM)	15	Circuit 3	
LT Line Length(in KM)	15	Circuit 4	

Back Save Reset

- Except DTC code, DTC name, DTr Code, DTr make and DTr capacity all the other field can be modified.
- In this module 2 entry sheets are provided. After necessary modification in the first sheet as shown above, click on “update and continue” button. (In case there are no modifications required in the first sheet user can move on to next page by clicking on “Next” button.
- On clicking “update and continue” button “updated successfully” message is displayed.
- Click on “OK” button in the message box.
- Now next page for modification is displayed.
- Make necessary modifications in this page and click on “Update” button to save the changes. In case the user has to go back to the first page click on “Back” button.
- “DTC details Saved Successfully” message is displayed.
- Now click on “OK” button in the message box.
- In case any more DTC details are to be modified, click on “DTC View” button provided at the top right corner of the screen and repeat the above steps.

#### 4.12 Purchase Order Master:

- Permission to use this master is vested with Admin only.
- This form is used to update the details of new Purchase Order details, as also edit the details already fed.

#### Steps to be followed to feed the new purchase order details:

- Login to DTLMS with the username and password.
- Click on “Masters”.
- Sub-modules under Masters are listed.
- Now click on “Purchase Order”.

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

Purchase Order View New PO Export Excel

PO No	PO Date	Supplier Name	Quantity	Edit
p123405	09-APR-2018	IDEA	6	
po1	15-MAR-2018	IDEA	1	
345	15-MAR-2018	IDEA	1	
<input type="text" value="Enter PO Number"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- Now click on “New” button provided on the right hand top corner of the screen.

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

Create Purchase Order PO View

Create Purchase Order

PO Number\*

Supplier Name\*

Delivery Scheduled

PO Date\*

PO Amount

Upload Document  No file chosen

---

Capacity Details

Make\*

Capacity(in KVA)\*

Quantity\*

Rating\*

- To start with enter all the details of new purchase order. Supplier name has to be selected from the drop down.
- Then select the make and capacity from the dropdown.
- Enter quantity and click on the button “Add”.

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

Capacity Details

Make\*

Capacity(in KVA)\*

Quantity\*

Make	Capacity	Quantity	Delete
ANDREW YULE&CO.LTD	150	2	
ANDREW YULE&CO.LTD	250	2	

- As could be seen, all the details of the make, capacity and quantity entered is displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is save.
- Click on “OK” button to return.
- Saved data is displayed.

- If any modifications are to be made in the already entered data, the same could be modified.
- After modification click on “Update” button provided.
- “Updated successfully” message is displayed.
- Click on “OK” button.
- If some more new purchase order details are to be fed, click on “Reset” button and repeat the above steps.
- To view the details of all the Purchase Orders placed click on “PO Master View” button provided on right hand top corner.

#### **Steps to be followed to edit details of Purchase Order:**

- Login to DTLMS with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select “Purchase Order”.
- List of all the Purchase Orders are displayed.
- Click on “Edit” icon provided against Purchase Order details to be modified.
- Details of the selected Purchase Order are displayed for modification.
- Except PO Number, Date and PO Amount, all other fields can be modified.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully” message is displayed.
- Click on “OK” button.

#### **4.13 Dispatch Instructions:**

- Permission to use this module is vested with Admin only.
- This form is used to enter dispatch instructions corresponding to the purchase order created in Purchase Order master.

#### **Steps to be followed to enter Dispatch Instructions details:**

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under “Masters” are listed.
- Click on “Dispatch Instructions”.

Following screen is displayed to enter Dispatch Instructions.

**Create Dispatch Instructions**

PO Number\*  S Quantity\*

---

**Capacity Details**

DI Number\*  DI Date\*

Consignee\*  Store

Due Date  Capacity(in KVA)\*

Make\*  Rating\*

Quantity\*  Delivery Note  No file chosen

- Further, click on New Dispatch Instructions
- Enter all the parameters necessary in order to create dispatch instructions.
- An upload option of the delivery note is provided which can be later downloaded and viewed.

**4.14 TC Allotment:**

- Permission to use this master is vested with Admin only.
- This form is used to update the details of TC Allotment, also can edit the details already fed.

**Steps to be followed to create New TC Allotment details:**

- Login to DTLMS with the username and password.
- Click on “Masters”.
- Sub-modules under Masters are listed.
- Now click on “TC Allotment”.

Following screen is displayed listing all the TC Allotment already created.

**Allotment View**

SI No	DI NO	ALT No	Allotment Date	Store Name	Div Name	Rating	Capacity	Quantity	Edit
No Records Found									
		<input type="text" value="Enter DI Number"/>	<input type="text" value=""/>						

≡ Create Tc Allotment

DI Number  S

Quantity \*

---

≡ Allocate Capacity's

Allotment Number*	<input type="text"/>	Capacity(in KVA) *	<input type="text"/>
Allotment Date*	<input type="text"/>	Quantity *	<input type="text"/>
Store*	<input type="text"/>	Rating *	<input type="text"/> <span style="background-color: #004a99; color: white; padding: 2px 5px;">Add</span>
Division *	<input type="text"/>	Allotment Note *	<input type="button" value="Choose File"/> No file chosen

Save
Reset

- Further, click on “New Allotment”.
- Enter all the parameters necessary in order to create New Allotment.
- An upload option of the Allotment Note is provided which can be later downloaded and viewed.
- After entering all data, click on “Save.”

#### 4.15 Feeder Master:

This form is used to view the existing Feeders available in the logged in unit / also Create New Feeders location wise (ex: Zone, Circle, division, subdivision and account unit).

##### Steps to be followed to View Feeder Master / Create New Feeder details:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “Feeder Master”.

Following screen is displayed listing all the Feeders available in the logged in unit.

Feeder View

Circle: --Select-- SubDiv Code:

Division:  Acc Unit:

Station Name	Feeder Name	Feeder Code	Office Name	Feeder Category	Edit
ADDIHALLI	CHATTHANAHALLI	3711	BELLUR	AGRI(NJY AGRI)	
ADDIHALLI	BINDIGANAVILE	3712	BELLUR	NJY	
ADDIHALLI	NARGONAHALLY	3713	BELLUR	AGRI(NJY AGRI)	
ADDIHALLI	MAYAGONAHALLY	3714	BELLUR	AGRI(NJY AGRI)	
ADDIHALLI	KOOCHAHALLY	3715	BELLUR	AGRI(NJY AGRI)	
ADDIHALLI	SATHENAHALLI	3716	BELLUR	RURAL(MIXED)	
ADDIHALLI	MADIHALLY	3717	BELLUR	RURAL(MIXED)	
ADDIHALLI	BIDRAKERE	3718	NUGGEHALLI	RURAL(MIXED)	

- Further the user can view the Feeders available in a particular Division / sub division / accounting unit by entering the relevant details at the top of the entry screen and clicking on “Load” button.
- For creating a New Feeder, click on “New Feeder” button provided on right top corner of the screen.

Following screen is displayed for making necessary entries.

Feeder Master

Feeder View

District Name \* --Select-- Feeder Name \*

Taluk Name \*  Feeder Type \* --Select--

Station Name \*  Feeder Category \*

Bank Name  Shared \* --SELECT--

Bus Name  Connected Transformer Centre capacity (KVA) \* --Select--

Office Code \*  S MDM FeederCode

Feeder Code \*  Total No of Transformer Centre

Note : Add or Replace Office Code by Selecting/DeSelecting from checkbox

- All the fields are entered by selecting the relevant item from the drop down. With respect to office code click on search button. A dialogue box is opened for searching the code, check the box for relevant entry and click on “Proceed” button.
- After entering the details, click on “Save” button.
- “Feeder information saved successfully” message is displayed confirming that the information is saved.
- Click on “OK” button.
- User can continue entering further new feeder details if any by following the above steps or can click on “Feeder View” to check the entry in the table.

#### 4.15. Budget Master:

This module is used to add budget to the current financial year. This budget when added reflects during Estimate and Work Order creation, showing how much budget is available during Estimate and Work Order Creation. When a Work Order is created, that respective Work Order amount is deducted from that financial year’s budget.

##### Steps to be followed to enter a new budget:

- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “Budget Master”.

Following screen is displayed listing all the already added budget info available in the logged in unit.

Budget Details						
Financial Year *	--Select--	Load				New
OM No	Account Code	Division Name	Financial Year	Budget Amount	Budget OB Amount	Edit
5525-30	74-116-MINOR REPAIR	KENGERI	2018-2019	1250000	432412	
Enter Budget No						

In order to add a new budget, click on the “New” button. The following screen is displayed.

#### Budget Master

Budget Master				Budget View
OM No. *	OM111	Account code *	14-1507-DEDICATED WATE	
Date *	01/10/2018	Division *	KENGERI	
Amount *	3000000000	Financial Year *	2018-2019	
		Save	Reset	

#### 5. Failure / Enhance:

This module is used to report failure of distribution transformer, proposal for enhancing the capacity of DTR, new DTC commissioning, estimation, Work Order, Indent, Invoice, Decommissioning, RI approval and alternative power supply through following 9 sub modules:

1. Failure Entry.

2. Enhancement.
3. New Transformer Center.
4. Estimation.
5. Work Order.
6. Indent.
7. Invoice.
8. Decommissioning.
9. RI Approval.
10. Alternative Power Supply.

Process of initiating the failure entry / proposal for enhancement / Estimation, is vested with Section Officer. All the other options offer only view.

### 5.1 Failure Entry:

This module can be operated on by the user having Section Officer Role.

#### Steps to be followed to declare DTR failure:

- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub-modules under Failure / Enhance are listed.
- Click on “Failure Entry”.

Following screen is displayed listing all the DTCs available in the logged-in unit in the format shown below:

SINo	Transformer Centre Code	TIMS Code	Transformer Centre Name	DTR Code	DTR SIno	Make Name	Capacity(in KVA)	Action
1	113412049		SRIKANTAPPA BUILDING TC	11164	VT/1001/3849	VIJAY	100	<a href="#">+ Declare Failure</a>
2	113504153	111070103257	BDA BSK 6TH STAGE	32859	NNP32859	No Name Plate(NNP)	250	<a href="#">+ Declare Failure</a>
3	113504195	111070103503	BHEL PATTANAGERE 3 RD	70289	KVK/49/106335	KAVIKA	250	<a href="#">+ Declare Failure</a>
4	113504203	111070103777	K.GAYATHRY	101939	VEC/63/13002/12	VIJAY ELECTRIC COMPANY	63	<a href="#">+ Declare Failure</a>
5	113504199	111070103598	M.SANJEEV,PATTANAGERE	101942	REC/014/07.	Reliable Electric Company	63	<a href="#">+ Declare Failure</a>

- There are 2 radio buttons on the top of the screen, one with the caption “view all” and the other “already created”.
- By default, “view all” radio button is activated.
- When “already created” radio button is enabled, it will list out all the failed DTRs for which Failure details has been created.
- In the screen select the DTR to be declared as failed by using the search option given at the bottom of the screen giving any of the parameters and click on search icon / click on “declare failure in respect of the DTR code.

On clicking the “Declare Failure,” the page will open as shown below.



**Declare Failure**

Transformer Centre Code *	113802009 <input type="button" value="S"/>	DTr Code	10469
	<a href="#">View Transformer Centre Details</a>		<a href="#">View DTr Details</a>
Transformer Centre Name	Maruti Nagara Village TC	DTr Make	HPL
Load KW	0	DTr Serial Number	VVU02306
Load Hp	0	Manf. Date	01/07/2007
Transformer Centre Commission Date	20/04/2018	Guarantee Type	AGP
Transformer Commission Date	20/04/2018	Last Repaired By	
Capacity(in KVA)	250	Last Repaired Date	
Section	O&M - RR Layout	Rating	5 STAR RATING
Purpose Of Usage	--Select--	Condition Of TC	Data Not Available

**Failure Entry Details**

Failure Type *	--Select--	Quantity Of Oil(in Litre) *	
Alternate Replacement	--Select--	Condition Of Tank *	--Select--
Reason *		Explosion Vent Valve *	--Select--
Failed Date *		Breather *	--Select--
Transformer Centre Reading		Repairer *	--Select--
H.T.Bushing *	--Select--	PGRS Docket NO	
L.T.Bushing *	--Select--	Customer Name *	
Drain Valve *	--Select--	Customer Mobile NO *	
H.T.Bushing Rod & Nut *	--Select--	Megger value(MΩ) *	
L.T.Bushing Rod & Nut *	--Select--	Silica Gel Condition *	--Select--

**Approval History**

ACTIVITY	APPROVER	CREATED ON	COMMENTS
No records Found			

- Select the DTC code by clicking on search button or enter the DTC code if known and click on search button.
- All the details relating to the selected DTC is automatically populated.

- The user has to ensure whether the selection made is correct before proceeding to enter the failure details.
- After entering Failure details click on “Save” button.
- “DTC failure declared successfully” message is displayed.
- Click on “OK” button.
- If any more failure is to be declared, click on “Reset” button and repeat the above steps.
- Click on “close” button to return to Failure Details view screen.

**To view the DTCs failed for which Failure has been created:**

- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub-modules under Failure / Enhance are listed.
- Click on “Failure Entry”.
- Click on radio button “already created”.

Following screen is displayed listing all the failed DTCs for which Failure is declared:

Failure Details View

SINO	Transformer Centre Code	TIMS Code	Transformer Centre Name	DTR Code	DTr Sino	Make Name	Capacity(in KVA)	Action
14	113509072	111070103782	BEML 7TH STAGE NEAR TC 5	10322	ODF-013/03	VIJAY VIDYUTH UDYOG H	250	
13	113509073	111070103005	BEML 7TH STAGE	10323	NNP10323	No Name Plate(NNP)	250	
12	114306028	111070103038	DODDBELE KALONI DOUBLE POLE TC	38129	NNP38129	No Name Plate(NNP)	100	

- To view the Failure Entry details, user has to click on the icon under the column “Action”, in respect of the required DTC.
- User can also select the required DTC by entering the relevant details in the search option provided at the end of the page and clicking on search button.
- All the details already fed relating to the failure is displayed. At the bottom of the page “view” button is provided.
- Click on “view” button.
- “Failure report” of the failed transformer will be displayed.
- The report can also be printed by clicking on the print icon available on the top left corner of the web page.

**5.2 Enhancement Entry**

This module is used when the failed transformer has to be replaced with a higher capacity.

**Steps to be followed to propose for enhancement of DTR capacity:**

- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Enhancement”.

Following screen is displayed listing all the DTCs available in the logged-in unit as shown below:

Enhancement Details View					
Filter By :				New	Export To Excel
Transformer Centre Code	Transformer Centre Name	DTR Code	Make Name	Capacity(in KVA)	Action
113706001	SMV LAYOUT 4TH BLAC K TC	10102	No Name Plate(NNP)	25	<a href="#">Declare</a>
113702006	ANCHEPALYA, BALAJI	10135	VIJAI ELECTRICALS LIM ITED	250	<a href="#">Declare</a>
113702004	BASAVA GANGOTHRI	10133	VIJAY VIDYUTH UDYOG H	100	<a href="#">Declare</a>
113703010	TIMBAR YARD(Kanimink e)	10145	KAVIKA	100	<a href="#">Declare</a>

- User can select the required DTC by entering the details in the search option at the bottom of the screen by giving any of the parameters and clicking on search button.
- Click on “Declare” button in respect of the desired DTC for which enhancement is to be proposed.

Following screen is displayed showing all the details relating to the DTC. After ensuring that the DTC displayed is the correct selection, enter the date of enhancement and reason for enhancement.

Declare Enhancement	
Transformer Centre Code	113804024 <input type="button" value="S"/> <a href="#">View Transformer Centre Details</a>
Transformer Centre Name	Jnanabharathi Layout TC
Service Date	20/04/2018
Load KW	0
Load Hp	0
Transformer Centre Commission Date	20/04/2018
DTR Commission Date	23/05/2018
Capacity(in KVA)	100
Section	O&M - RR Layout
DTr Code	38167 <a href="#">View DTr Details</a>
DTr Make	ABB
DTr Serial Number	npp38167
Capacity Enhanced(in KVA) *	--Select--
Reason *	<input type="text"/>
Transformer Centre Reading	<input type="text"/>
Upload LTVR File	<input type="button" value="Choose File"/> No file chosen

- After entering the data click on “Save” button.
- “DTC enhancement declared successfully” message is displayed.
- Click on “OK” button.
- If any more DTCs are to be declared for enhancement, click of “Reset” button, enter the DTC code and click on search button / click on search button and select from the list.
- Repeat the above steps.
- To return to capacity enhancement view click on “Close” button provided on the right hand top corner of the screen.

### 5.3 New Transformer Center:

In this module work order for New DTC can be raised.

#### Steps to be followed:

- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “New Transformer Center”.

Following screen is displayed as shown below:

- User can fill in the relevant details necessary in order to create a work order for New DTC.
- Select all the mandatory options like Section name, Capacity and nature of work and then enter work order details and click on “save.”

#### 5.4 Estimation:

In this module Estimation details relating to failure can be viewed.

##### Steps to be followed:






- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Estimation”.

Following screen is displayed as shown below:

Estimation View

Failure Type: ----ALL----

Export To Excel

Transformer Centre Code	DTR Code	EST NO	CAPACITY	FAILURE TYPE	EST DATE	Action
113504034	10778	12312003	250	MAJOR	25-JUN-2018	 View
113504052	10796	12312005	100	MINOR	26-JUN-2018	 View
113504107	32813	12312007	250	MINOR	26-JUN-2018	 View
113504107	32813	12312008	250	MAJOR	26-JUN-2018	 View
114306062	38157	12312009	100	MINOR	03-JUL-2018	 View

- User can select the type from the drop down to view the list of estimations created against the type selected.
- User can view the required estimations by clicking on view icon under action column.

### 5.5 Work Order:

In this module work order details relating to failure / enhancement / new DTC can be viewed.

#### Steps to be followed:

- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Work Order”.

Following screen is displayed as shown below:

Transformer Centre Code	Transformer Centre Name	DTR Code	WO No	Action
113504052	B. NAGARAJ	10796	KENGERI / K1 KENGERI /Q/-12	View
113504034	NANJAPPA LAYOUT	10778	KENGERI / K1 KENGERI /D/Q/2	View
113504162	BDA BSK 6TH STAGE	32868	KENGERI / K1 KENGERI /EW/S/2	View

- User can select the type from the drop down to view the list of work orders created against the type selected.
- User can view the required work order by clicking on view icon under action column.

### 5.6 Indent:

In this module, the user can view all the Indents created with major details like DTC code, DTR code, Work Order and indent number in a table format. User can view Indents relating to failure / enhancement / Failure with Enhancement / New Transformer Center by selecting the same from the drop down under ‘type’.

#### Steps to be followed:

- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub-modules under Failure / Enhance are listed.
- Click on “Indent”.

Following screen is displayed as shown below:

## Indent View

- To view the indent, click on “view” icon under Action column.
- Now click on “view” button at the bottom of the screen.
- Actual indent generated is displayed. Hard copy also can be taken by clicking on the print icon.

### 5.7 Invoice:

In this module, the user can view all the invoices created by field officers for which action is to be taken to issue materials.

#### Steps to be followed:

- Login to DTLMS with the username and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Invoice”.

Following screen is displayed as shown below:

## Invoice View

- To view the invoice, click on “view” icon under action column or by entering the parameters at the bottom of the screen and click on search icon. Click on “view” button available at the bottom of the screen to generate invoice in the prescribed format.
- Invoice can be printed by clicking on the print icon.
- Click on “Print Gate Pass” to print the same.

### 5.8 Decommissioning:

In this module, all DTCs for which Decommissioning is created are shown in grid. User can view / print the details relating to the selected DTC.

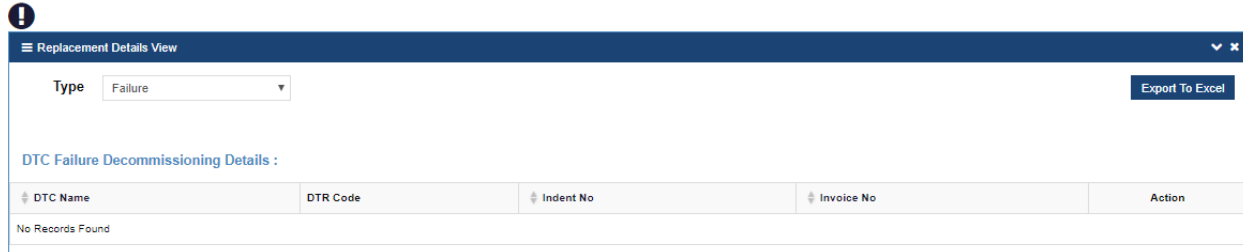
#### Steps to be followed:

- Login to DTLMS with the username and password.

- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Decommissioning”.

Following screen is displayed as shown below:

Decommissioning Details View



- User can select Type from drop down [Either Failure or Enhancement or Failure with Enhancement].
- Click on “view” under Action column in respect of the DTC details to be viewed.
- If the document is to be printed click on “View”, a report is generated which can be viewed / printed by clicking on the print icon.

**5.9. RI Approval:**

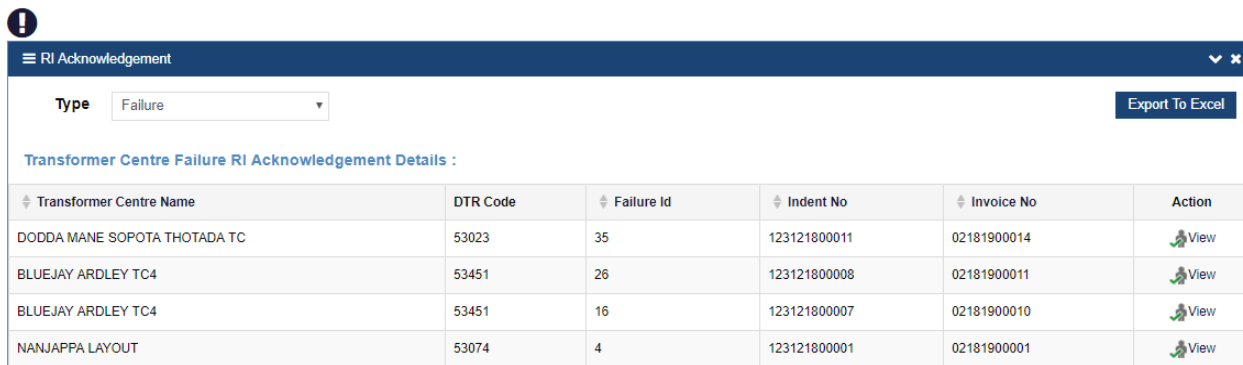
This module is used to view the already created Return Invoices.

**Steps to be followed to view Return Invoices:**

- Login to DTLMS with the username and password.
- Click on Failure/Enhance module provided on the left side panel.
- All the submodules under it are listed.
- Click on “RI Approval.”

Following screen is displayed as shown below:

RI Acknowledgement View



- User can select Type from drop down [Either Failure or Enhancement or Failure with Enhancement].



- Click on “view” under Action column in respect of the DTC details to be viewed.
- If the document is to be printed click on “View”, a report is generated which can be viewed / printed by clicking on the print icon.

## 6. 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 through following 3 sub modules:

1. Faulty Estimation DTR Search
2. Faulty DTR search.
3. Pending to Test.
4. Pending to Receive.

### 6.1 Faulty Estimation DTR Search:

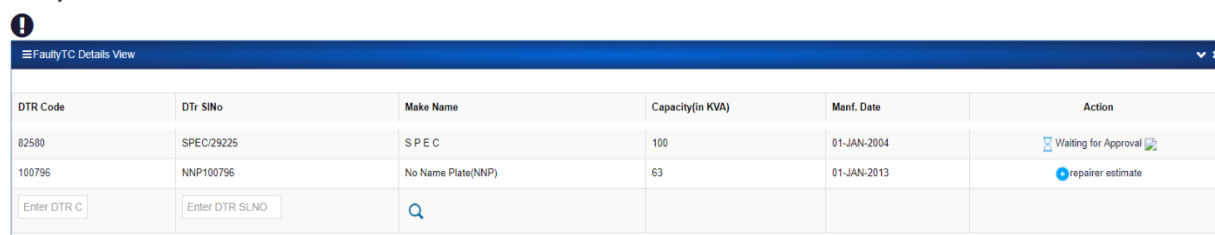
This module can be operated on by the user having Section Officer role.

**Steps to be followed to create Faulty DTR estimation/Repairer Estimation (for faulty transformers at Store):**

- Login to DTLMS with the username and password.
- Click on DTR Repairer management module provided on the left side panel.
- Sub-modules under DTR Repairer management are listed.
- Click on “Faulty Estimate DTR search”.
- A list of all the faulty transformers are displayed that have been sent to Store by the Section Officer.

Following screen is displayed listing all the Faulty DTRs available in the Store in the format shown below:

FaultyTC Details View



DTR Code	DTR SLNo	Make Name	Capacity(in KVA)	Manf. Date	Action
82580	SPEC/29225	S P E C	100	01-JAN-2004	Waiting for Approval
100796	NNP100796	No Name Plate(NNP)	63	01-JAN-2013	repairer estimate
<input type="text" value="Enter DTR C"/>	<input type="text" value="Enter DTR SLNO"/>	<input type="text" value="Q"/>			

- Click on “Repairer Estimate”.
- The estimate creation page will open as below.

Create Repairer Estimation

Close

**Basic Details**

Capacity	<input type="text" value="63"/>	DTr Code	<input type="text" value="100796"/> <a href="#">View DTr Details</a>
Estimation No	<input type="text" value="42164019"/>	Estimation Date *	<input type="text" value="01/07/2019"/>
Guarantee Type *	<input type="text" value="AGP"/>	Select Coil Type *	<input type="text" value="Single Coil"/>
Select Winding Type *	<input type="text" value="Aluminium Winding"/>	Phase *	<input checked="" type="checkbox"/> R-Phase <input type="checkbox"/> Y-Phase <input type="checkbox"/> B-Phase
Repairer *	<input type="text" value="M/S VIJAYASHREE TRANSF"/>		

Select Annexure Type \*       Select File  No file chosen

SINo	File Name	File Type	Action
1	crpPrint (4).pdf	Annexure 2	

**\* Note:** Please Select Repairer to popup rates  
 WGP :WITHIN GUARANTEE PERIOD  
 AGP: AFTER GUARANTEE PERIOD  
 WRGP: WITHIN REPAIRER GUARANTEE PERIOD  
 ANNEXURE-2 : Joint Inspection Report (PHYSICAL)  
 ANNEXURE-3 : Joint Inspection Report (INTERNAL)  
 ANNEXURE-4 : Analysis of Failed Distribution Transformer In WGP

**Material Cost Details**

Material Name	Material Item Id	Quantity	Unit	Base Rate	Tax Rate	Total	Select Data
HV Winding	8544	<input type="text"/>	KG	188.10	18.0%	0	<input type="checkbox"/>
LV Winding	7606	<input type="text"/>	KG	176.40	18.0%	0	<input type="checkbox"/>
HV Porcelain bushings	8547	<input type="text"/>	NOS	112.50	28.0%	0	<input type="checkbox"/>
HV terminal Bolt with 4 nuts & washer	8504	<input type="text"/>	NOS	157.50	18.0%	0	<input type="checkbox"/>

**Labour Cost Details**

Material Name	Labour Item Id	Quantity	Unit	Base Rate	Tax Rate	Total	Select Data
Transportation/Loading/Unloading Opening of DTR Assessment of Repairs cleaning and reassembling	440245	<input type="text"/>	NOS	1957.95	18.0%	0	<input type="checkbox"/>
HV winding (Aluminium)	440245	<input type="text"/>	KG	32.30	18.0%	0	<input type="checkbox"/>
LV Winding (Aluminium)	440245	<input type="text"/>	KG	49.40	18.0%	0	<input type="checkbox"/>
Re-insulation of LV winding by using existing aluminium conductor	440245	<input type="text"/>	KG	42.75	18.0%	0	<input type="checkbox"/>

Salvages Cost Details
▼

Material Name	Salvage Item Id	Quantity	Unit	Base Rate	Tax Rate	Total	Select Data
Cost of scrap windings(aluminium/ copper)	7602	<input type="text"/>	KG	73.50	18.0%	0	<input type="checkbox"/>
Damaged brass parts	7404	<input type="text"/>	KG	122.50	18.0%	0	<input type="checkbox"/>
Released scrap Iron /MS	7204	<input type="text"/>	KG	14.00	18.0%	0	<input type="checkbox"/>
Damaged lamination	7225	<input type="text"/>	KG	21.00	18.0%	0	<input type="checkbox"/>
						TOTAL	

Approval History
▼ ✕

ACTIVITY	APPROVER	CREATED ON	COMMENTS
No records Found			

Calculate
Save
Reset

- Enter all the necessary mandatory parameters along with “Joint inspection” annexures upload.
- Enter the quantities as per the Repair quoted and click on “Save”.

**NOTE: After the estimation and work order approvals, AET-DO shall initiate the Issue of Transil Oil to Repairer request to Store Keeper through Approval Inbox after due approval received by Store Officer.**

### 6.2 Faulty DTR Search:

This module can be operated on by the user having Store Keeper role. After Work Award by Circle Office, the Store Keeper selects all the DTRs manually as per the Work Award and sends it to repairer.

#### Steps to be followed to send failed DTR to Repairer / supplier:

- Login to DTLMS with the username and password.
- Click on DTR Repairer management module provided on the left side panel.
- Sub-modules under DTR Repairer management are listed.
- Click on “Faulty DTR search”.
- Click on “Load Fault Transformer”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

Faulty Transformer Search
▼ ✕

Make

Store

Capacity(in KVA)

Guarantee Type

Load Fault Transformer
Reset
Export To Excel

Select	DTR Code	DTR SNo	Make Name	Capacity(in KVA)	Manf. Date	Sent To Repairer	Guarantee Type	STATUS
--------	----------	---------	-----------	------------------	------------	------------------	----------------	--------

<input type="checkbox"/>	1403	23199	SVR	100	01-JAN-2013	0		Already Sent
<input type="checkbox"/>	1423	0319705081	KAVIKA	100	01-MAY-1997	0	AGP	Already Sent
<input type="checkbox"/>	1635	CSK-100/06	No Name Plate(NNP)	100		0		Already Sent
<input type="checkbox"/>	1901	0210003017	KAVIKA	63	01-JAN-2010	0		PENDING
<input type="checkbox"/>	1915	KEL01201592847	KEL	25	01-JAN-2015	0		PENDING

- User can filter the DTR by selecting Make name and Capacity from the dropdown list.
- All the details relating to the selected DTR is automatically populated.
- Select the DTR code by clicking on check box and click on “click to send for Supplier / Repairer”, following page will be displayed.

**Fault Transformer Issue** Close

---

**Supplier / Repairer Details**

Guarantee Type:  Phone:   
 Type:  Address:   
 Supplier/Repairer:  Name:

---

**Issue Details**

Issue Date:  Invoice No:   
 PO No:  Manual Invoice NO:   
 PO Date:  Select Old PO NO:   
 Invoice Date:  Remarks:

---

**Selected Transformer**

DTr Code:   Make:

DTr Code	Make Name	Capacity(in KVA)	Manf. Date	Purchase Date	Remove
1901	KAVIKA	63	01-JAN-2010		✖

---

**GatePass**

Vehicle No:  Challen Number:   
 Receipt Name:

- User has to select “Guarantee type”, i.e. “AGP” (after guarantee period), “WGP” (within guarantee period) or “WRGP” (within repairer guarantee period” and “Type” i.e. Supplier or Repairer from the dropdown.
- Based on Type, user can select Supplier or Repairer, as soon as selecting Supplier / Repairer, their name, Ph no. and address will be displayed.
- Next step is, user should enter Issue date, PO no, PO date, Invoice date and Invoice no. will load automatically.

- Selected Transformer in “Faulty DTR search” form will be displayed in “Selected Transformer” as show above.
- User can delete the DTR by clicking on **Red symbol (X)**.
- User can add the DTR by selecting DTR code in DTR Search and clicking on “Load”.
- By clicking on “save”, user can send DTR to Supplier / Repairer.
- Click on “close” button to return to “Faulty DTR search” screen.

### 6.3 Pending to Test:

This module can be operated on by the user having AEE MT role.

#### Steps to be followed to Test whether Repaired or not.

- Login to DTLMS with the username and password.
- Click on DTR Repairer management module provided on the left side panel.
- Sub-modules under DTR Repairer management are listed.
- Click on “Pending to Test”.

Following screen is displayed.

Select	DTr Code	DTr SINo	Make Name	Capacity (in KVA)	Issue Date	PO No
<input type="checkbox"/>	824	12D0730043	Chethan	250	01-MAR-2018	PO-01MAR
<input type="checkbox"/>	822	2502012110773	CLASSIC TECHNOLOGIES (Ltd)	250	01-MAR-2018	PO-01MAR

- By selecting Purchase Order and clicking on “Load Pending transformer”, Repaired DTRs are displayed.
- User can filter the DTRs by selecting Repairer, supplier, make and Capacity.

Transformer Inspection at Repair Center

Select	DTr Code	DTr SINo	Make Name	Capacity (in KVA)	Issue Date	PO No
<input type="checkbox"/>	822	2502012110773	CLASSIC TECHNOLOGIES (Ltd)	250	01-MAR-2018	PO-01MAR

- Select the DTR by clicking on Check box and click on “Click to Inspect” button to enter test Result.

Following screen is displayed.

Transformer Inspection at Repair Center Close

---

≡ Deliver DTR v ✕

Store	N R MOHALLA	Tested By *	--Select--
Purchase Order No.	PO-01MAR	Tested On *	
Issue Date	01-MAR-2018	Testing Location *	--Select--
Old Purchase Order No.		Remarks	done

DTr Code	DTr SIno	Make Name	Capacity(in KVA)	Manf. Date	Testing Result	Remarks	Upload Document	Remove
822	2502012110773	CLASSIC TECH NOLINES(Ltd)	250	01-JUL-2012	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Scrap <input type="radio"/> None		<input type="button" value="Choose File"/> No fi...hosen	✕

- Store name, purchase Order no., and Issue date is displayed automatically.
- User should select Tested by, Tested On, and Testing location.
- And user should click on relevant radio button under testing results column, based on the test result enter Remarks and click on “save”.
- Click on “close” button to return to “Transformer Inspection at repairer” screen.
- Repeat the above procedure to test different transformers.

#### 6.4 Pending to Receive:

This module can be operated on by the user having Store officer / Store Keeper role.

#### Steps to be followed to receive pending transformer.

- Login to DTLMS with the username and password.
- Click on DTR Repairer management module provided on the left side panel.
- Click on “Pending to Receive” Sub module.

Following screen is displayed.

Transformer Pending to Recieve

**Transformer Pending to Recieve**

Purchase Order No: POO-22 S Supplier: --SELECT--  
 Repairer: --SELECT--

**Load Pending Transformer** **Reset**

**Testing Pass Details**

PO No	PO Date	Issue Date	Supplier/Repairer	Total Quantity	Pending Qty for Recieve	Recieved Quantity	Recieve
POO-22	22-NOV-17	22-NOV-17	DINU ENTERPRIZES	4	3	0	

**Pending for Testing**

PO No	PO Date	Issue Date	Supplier/Repairer	Total Quantity	Pending Qty for Testing
POO-22	22-NOV-17	22-NOV-17	DINU ENTERPRIZES	4	1

- User can filter the “Testing pass details” and “Pending for Testing details” by selecting Purchase Order no., Supplier and Repairer by Dropdown list.
- Click on Recieve to receive DTR to store i.e. only passed DTRs are displayed in “Testing pass details” and test pending DTRs are displayed in “Pending for Testing”.

Following screen is displayed.

**Receive Transformers**

Store: N R MOHALLA Deliver Date: 13/04/2018  
 Verified By: SRI CHANDRASHEKAR G RV No: 88875  
 Deliver Challan No.: 23255 RV Date: 13/04/2018

**Recieve** **Reset**

**Receive Pending Transformers**

STATUS	Select	DTr Code	DTr SNo	Make Name	Capacity(in KVA)	Manf. Date	warranty Period	GUARENTEE TYPE	warranty Period (in Year)	Test Document
SCRAP	<input type="checkbox"/>	1031	9388	NGEF	280	01-JAN-2000		--Select--		
SCRAP	<input type="checkbox"/>	895	22308	KEL	280	01-JAN-1990		--Select--		
PASS	<input type="checkbox"/>	1000	23400	SVR	100	01-JUL-2013		--Select--		

- User should enter “Deliver challan no.,” “Deliver date” and “Verified by” from dropdown.
- Select checkbox of DTRs and click on Recieve, DTRs are delivered to Store.
- Click on “close” button to return to Transformer Pending screen.

## 7. Scrap Transformer

This module is used to Declare the DTR as Scrap and action for further disposal.

Following are two sub modules of this main module:

1. Scrap Transformer.
2. Scrap Disposal.

## 7.1 Scrap Transformer:

This module can be operated on by the user having Store officer / Store Keeper role.

### Steps to be followed to Declare the DTR as Scrap:

- Login to DTLMS with the username and password.
- Click on Scrap Transformer module provided on the left side panel.
- Sub-modules under Scrap Transformer are listed.
- Click on “Scrap Transformer”.
- Click on “Load Fault Transformer”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

☰ Faulty Transformer Search

Store N R MOHALLA ▼

Make --Select-- ▼

Capacity(in KVA) --Select-- ▼

Load Fault Transformer
Reset
Export Excel

Select	DTR Code	◆ DTr SIno	◆ Make Name	◆ Capacity(in KVA)	Manf. Date	◆ Supplier
<input type="checkbox"/>	1007	22982	SVR	100	01-JUL-2012	

Send For Scrap

- User can filter the DTR by selecting Make name and Capacity in dropdown list.
- All the details relating to the selected DTR is automatically populated.
- Select the DTR code by clicking on check box and click on “Send for Scrap”, following page will be displayed.

Scrap Entry Close

OM No \*

OM Date \*

Remarks \*

Save
Reset

Selected Transformer

DTr Code	Make Name	Capacity(in KVA)	Manf. Date	Purchase Date	Supplier	Remove
88883	KEL	83	01-JAN-1999			✖

- User has to enter OM No., OM date and Remarks.
- User can delete the DTR by clicking on Delete symbol (X).
- User can add the DTR by selecting DTR code in DTR Search and clicking on “Load”.



- By clicking on save, DTR can be declared as scrap.
- Click on “close” button to return to faulty DTR search screen.

## 7.2 Scrap Disposal:

This module can be operated on by the user having Store officer / Store Keeper role.

### Steps to be followed to Dispose scrapped DTR:

- Login to DTLMS with the username and password.
- Click on Scrap Transformer module provided on the left side panel.
- Sub-modules under Scrap Transformer are listed.
- Click on “Scrap Disposal”.

Following screen is displayed

Scrap Entry View

The screenshot shows the 'Scrap Entry View' window. It features a search area with the following fields: OM No. (with a search icon 'S'), Capacity (in KVA) (dropdown menu), Make (dropdown menu), and Store (dropdown menu, currently showing 'R R NAGAR'). Below these fields are three buttons: 'Load Scrap Transformers', 'Reset', and 'Export Excel'. A table below the search area contains one row of data:

Select	DTR Code	Make Name	Capacity (in KVA)	Manf. Date	Supplier
<input type="checkbox"/>	971	KEL	100	01-MAR-2002	

Below the table is a 'Send to Dispose' button.

- Select OM No. by click on search and click on “Load scrap transformer”, Scrap entered DTRs are loaded.
- User can filter the DTRs by selecting “make” in dropdown and “capacity” in dropdown.
- Select DTR by clicking on checkbox and click on “send to Dispose”.

Following screen is displayed.

**Scrap Disposal** Close

---

**Scrap Disposal**

Invoice No \*       Send To

Invoice Date \*       Description \*

Quantity \*

Amount \*

---

**Selected Transformer**

DTr Code        Make

DTr Code	Make Name	Capacity(in KVA)	Manf. Date	Purchase Date	Supplier	Remove
971	KEL	100	01-MAR-2002			✘

Activate Windows  
Go to PC settings to activate Windows.

---

**CatePass**

Vehicle No \*       Challen Number \*

Recipient Name \*

- User should enter OM No., amount & Description and Quantity is automatically loaded based on DTRs.
- User can delete the DTR by clicking on Delete symbol (✘).
- User can add the DTR by selecting DTR code in DTR Search and clicking on “Load”.
- By clicking on save, user can disposal the DTRs.
- Click on “close” button to return to Scrap Entry view screen.

## 8. Maintenance

This module is mainly used to track the maintenance details of the DTR.

Following sub module under this module:

1. Preventive Maintenance.
2. Maintenance.

### 8.1 Preventive maintenance:

This module can be operated on by the user having Section Officer role.

**Steps to be followed to entered the maintenance details:**

- Login to DTLMS with the username and password.
- Click on Maintenance module provided on the left side panel.
- Sub-modules under Maintenance are listed.
- Click on “Preventive Maintenance”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

#### Preventive Maintenance View

DTC Name	DTC code	DTR Code	Maintenance Type	Last Service Date	Edit
maliasandra circle tc	113503002	113B1	QUARTERLY	12/01/2018	
maliasandra cakadure tc	113503003	10001	QUARTERLY	12/01/2018	

- There are 2 radio buttons on the top of the screen, one with the caption “Quarterly” and the other “Half yearly”.
- By default, “Quarterly” radio button is activated.
- When “Half yearly” radio button is enabled, it will list out all the DTRs which are due for half yearly maintenance.
- In the screen select the DTC to enter maintenance details by using the search option given at the bottom of the screen giving any of the parameters and click on search icon / click on “Edit in respect of the DTR code / by clicking “New” button provided at the top right of the screen.
- On clicking the “Edit” link, “DTC maintenance” page will open as shown below.
- Maintenance type is disabled based on “Last service date” whether quarterly or half yearly.
- All the details relating to the selected DTC is automatically populated.
- The user has to ensure whether the selection made is correct before proceeding to enter the Maintenance details.
- After entering maintenance details click on “Save” button.
- “Maintenance details saved successfully and display next maintenance date” message is displayed.
- Click on “OK” button.
- If any more maintenance is to be entered, click on “Reset” button and repeat the above steps.
- Click on “close” button to return to maintenance view screen.

## 8.2 Maintenance:

This module can be operated on by the user having Section officer role.

### Steps to be followed to view maintained DTC details and Update the details:

- Login to DTLMS with the username and password.
- Click on Maintenance module provided on the left side panel.
- Sub modules under Maintenance are listed.
- Click on “Maintenance”.

Following screen is displayed listing all the DTRs available in the logged-in unit in the format shown below:

Maintenance View

DTC Name	DTC code	DTR Code	Maintenance Type	Last Service Date	Maintenance By	Edit
mysandra bar to	113803001	11385	QUARTERLY	25-MAR-2018	SECTION OFFICER	
bandamata khb 04	113803024	118782	QUARTERLY	30-MAR-2018	SECTION OFFICER	

Filter By :  Quarterly  Half Yearly New Export Excel

Enter DTC Name:  Enter DTC Code:  Enter DTR Code:

- There are 2 radio buttons on the top of the screen, one with the caption “Quarterly” and the other “Half yearly”.
- By default, “Quarterly” radio button is activated.
- When “Half yearly” radio button is enabled, it will list out all the DTCs which are half-yearly maintained.
- In the screen, select the DTC to entered maintenance details by using the search option given at the bottom of the screen giving any of the parameters and click on search icon / click on “Edit in respect of the DTC code / by clicking “New” button provided at the top right of the screen.
- On clicking the “Edit” link “DTC maintenance” page will open as shown below.
- User can also enter maintenance details by clicking on New and selecting DTC.

**DTC Maintenance** Close

---

**DTC Maintenance**

DTC Code \*  Type Of Maintenance \* QUARTERLY

DTC Name \*  Maintenance Date \* 25/03/2018

DTR Code \*  Maintained By \* SECTION OFFICER

---

**Quarterly/ Half Yearly**

Connections *	<input type="text" value="Tested OK"/>	Lightning Arrestor *	<input type="text" value="Tested OK"/>
Fuses *	<input type="text" value="Tested OK"/>	G.O Switches *	<input type="text" value="Tested OK"/>
Oil leakage *	<input type="text" value="Tested OK"/>	Load Balancing *	<input type="text" value="Tested OK"/>
Bushing *	<input type="text" value="Tested OK"/>	Supports *	<input type="text" value="Tested OK"/>
Breather *	<input type="text" value="Tested OK"/>	Explosion Vent Diaphragm *	<input type="text" value="Tested OK"/>
Danger Plates *	<input type="text" value="Tested OK"/>	Arcing horns *	<input type="text" value="Tested OK"/>
Anti-Climbing Devices *	<input type="text" value="Tested OK"/>	Earthing *	<input type="text" value="Tested OK"/>
		General Condition Nuts *	<input type="text" value="Tested OK"/>
		LT switch/ LT Protection Kit *	<input type="text" value="Tested OK"/>

---

**DTC Maintenance View**

DTC Code	DTR Code	Maintenance Date	Maintained By	Maintenance Type
11300001	11305	25/03/2018	SECTION OFFICER	HALF YEARLY
11300001	11305	25/03/2018	SECTION OFFICER	QUARTERLY
<input type="text" value="Enter Dtc Code"/>	<input type="text" value="Enter DTR Code"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

### Steps to be followed to edit details of Maintenance:

- Login to DTLMS with the username and password.
- Click on Maintenance.
- Sub modules under Maintenance are listed.
- Click on “Maintenance”.
- List of all the Maintained DTCs are displayed.
- Click on “Edit” icon provided against DTC details to be modified.
- Details of the selected DTCs are displayed for modification.
- Except DTC name, DTC code, Maintenance Type Date and DTR code, all other fields can be modified.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully and next Maintenance date” message is displayed.
- Click on “OK” button.

### 9. Billing:

This module is used for generating Work Awards and facilitate payment of bills against the estimations already created and for the payment to be released to the Repairers.

#### Billing Module contains the following sub-modules:

1. Minor Work Award.
2. Minor Billing.

3. Major Work Award.
4. Major Billing.

**9.1 Minor Work Award:**

This module can be operated on by the user having AET-DO role.

**Steps to be followed to initiate Minor Work Award:**

- Login to DTLMS with the username and password.
- Click on Billing module provided on the left side panel.
- Click on submodule “Minor Work Award.”

Following screen is displayed as shown below:

Work Award View

WORK AWARD NO	REPAIRER	AMOUNT	WORK AWARD DATE	Edit
EEE/AEE(O)/JET/18-19/7438-40	M/S POWER TECH TRANSFORMERS	60692	30-MAR-2019	
EEE/AEE(O)/JET/18-19/7435-37	M/S POWER TECH TRANSFORMERS	89564	30-MAR-2019	
EEE/AEE(O)/JET/18-19/7432-34	M/S POWER TECH TRANSFORMERS	97740	30-MAR-2019	
EEE/AEE(O)/JET/18-19/7429-31	M/S POWER TECH TRANSFORMERS	91539	30-MAR-2019	
EEE/AEE(O)/JET/18-19/7426-28	M/S POWER TECH TRANSFORMERS	92362.4000	30-MAR-2019	

- All the Work Awards already initiated are displayed as can be seen on the screenshot.
- Click on the “New Work Award” button.

Following screen is displayed as shown below:

**Bill Details**

Work Order No \*        WO Date

WO Amount        Repairer

---

**Estimation Details**

Work Award No       Work Award Date

- Manually select the Work Order Numbers to which Minor Work Award needs to be initiated.
- Once Work Order is selected, the details get auto-populated and now click on “Add” button.
- Similarly select multiple Work Orders and click on “Add”. Once all the necessary Work Orders are selected, enter the Work Award Number and Work Award Date and ensure Repairer Name is selected and click on “Save”.

## 9.2 Minor Billing:

This module can be operated on by the user having Section Officer role.

### Steps to be followed to initiate Minor Billing:

- Login to DTLMS with the username and password.
- Click on Billing module provided on the left side panel.
- Click on submodule “Minor Billing.”

Following screen is displayed as shown below:

- Select the estimation number using “S” button for which billing needs to be done.
- The details of the selected estimation number are auto-populated.
- Now, enter the Invoice number, date, invoice amount and upload the invoice and submit.
- The submitted bill goes to the next approver through “Approval Inbox.”
- Repeat the above steps to generate billing for other estimations.

**NOTE: Similarly Major Work Award and Major Billing can be initiated. The access screens are the same except that the user initiating it are different.**

1. Major Work Award is initiated by AEE of Circle Office.
2. Major Billing is initiated by Store Keeper of the Store.

## 9.3 Major Work Award:

This module can be operated on by the user having AEE-Circle Office role.

**Steps to be followed to initiate Major Work Award:**

- Login to DTLMS with the username and password.
- Click on Billing module provided on the left side panel.
- Click on submodule “Major Work Award.”
- Follow the same steps as mentioned in the Minor Work Award submodule.

**9.3 Major Billing:**

This module can be operated on by the user having Store Keeper role.

**Steps to be followed to initiate Major Billing:**

- Login to DTLMS with the username and password.
- Click on Billing module provided on the left side panel.
- Click on submodule “Major Billing.”
- Follow the same steps as mentioned in the Minor Billing submodule.

**10. Permanent Decommissioning**

Permanent Decommission module is used for Decommissioning a Transformer center permanently.

**This module contains the following submodules:**

1. Permanent Decommission Entry.
2. Permanent Work order.
3. Permanent RI.
4. Permanent CR.

**10.1 Permanent Decommissioning Entry**

This submodule can be accessed by user having Section officer role through creation of Permanent Estimation.

**Steps to be followed to create Permanent Estimation:**

- Login to DTLMS with the username and password.
- Click on Permanent Decommissioning module provided on the left side panel.
- Click on submodule “Permanent Decommission Entry.”
- Select the Transformer Center which needs to be permanently decommissioned.
- Click on the “Declare” button to create “Permanent estimation” for the selected entry.
- Now enter all the details and click on “Save” button.



Following screen is displayed as shown below:

Permanent Decomm View

Transformer Centre Code	Tims Code	Transformer Centre Name	DTR Code	DTR Sino	Make Name	Capacity(in KVA)	Action
113504202	000000000525	GLOBAL RESIDENCY T C	101940	KVK/08090338	KAVIKA	250	Declare
113504079	111070103199	BDA BSK 6TH STAGE	10699	VVU/036	VIJAY VIDYUTH UDYOG H	250	Declare
113505042	111070103493	DS MAX PROPERTIES	32915	ODI-001/09	VIJAY VIDYUTH UDYOG H	500	Declare
113504044	111070103589	K MURALIDHAR AND OTHERS	10788	REF/005/08	Reliable Electric Company	250	Declare
113504152	111070103245	BDA BSK 6TH STAGE	32858	VVU/036	VIJAY VIDYUTH UDYOG H	250	Declare
113505104	111070103779	PRAKASH NEAR NIKOTH AYI SCHOOL GOLLAMALI	18150	KVK/16010200	KAVIKA	250	Declare
113500041	111070103555	BEHINDMOMISH CENTER	10291	NNP/10291	No Name Plate(NNP)	250	Declare
113702013	111070103595	BABASABARAPAYA	11189	VVU/009/101	VIJAY VIDYUTH UDYOG H	100	Declare
113702015	111070103487	KEMPARAJ B.S.PALYA	11191	VVU/017/05	VIJAY VIDYUTH UDYOG H	63	Declare
114306027	111070103128	DODDABELE COLONY NEW	38128	VVU/010/101	VIJAY VIDYUTH UDYOG H	100	Declare

Enter DTC Code:  Enter Tims Code:  Enter DTC Name:  Enter DTR C:

1 2 3 4 5 ... Last

**NOTE: Once after estimation receives approval, creation of Work Order, Permanent RI, Permanent CR can be initiated and approved through "Approval Inbox".**

## 11. Inter Store Transfer

This module is used to Transfer DTRs from one store to another through following 3 sub modules:

1. Store Indent.
2. Store Invoice.
3. Receive Transformer.

### 11.1 Store Indent:

This module can be operated on by the user having Store Keeper role.

**Steps to be followed for requisition of required number of DTRs from other store:**

- Login to DTLMS with the user name and password.
- Click on Inter-Store Transfer module provided on the left side panel.
- Sub-modules under Inter-store transfer are listed.
- Click on "Store Indent".

Following screen is displayed.

Store Indent View

Filter By :  Pending for Invoice  Completed Invoice for Indent New Export Excel

Indent Number	Indent Date	Requested No. of Transformers	To Store	View
11171800329	03-MAR-2018	1	H N PURA	
11171800315	23-FEB-2018	7	ARSIKERE	
11171800310	21-FEB-2018	3	PANDAVAPURA	
11171800309	19-FEB-2018	1	V V MOHALLA	

- There are 2 radio buttons on the top of the screen, one with the caption “Pending for Invoice” and the other “completion Invoice for Indent”.
- By default, “Pending for Invoice” radio button is activated.
- When “Completed for Indent” radio button is enabled, it will list out all the Indents for which Invoice has been created.
- Now click on “New” button provided on the right hand top corner of the screen.

Following screen is displayed for entering the details of the new Store Indent.

Capacity and Quantity

Capacity \*  Quantity\*  Add

Capacity	Quantity	Delete
25	1	

Store Indent

Indent Number\*  To Store\*

Indent date\*  Description\*

- To start with enter all the details of new Store Indent.
- Then select the make and capacity from the dropdown.
- Enter quantity and click on the button “Add”.
- Detail entered is shown in the grid at the bottom of the screen as shown on the screenshot:
- As could be seen, all the details of capacity and quantity entered is displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- Then “To Store” name has to be selected from the drop down and enter Indent date, Description.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.

- To view the details of all the store indent placed click on “Close” button provided on right hand top corner.

Following screen is displayed.

Indent View

Indent Number	Indent Date	Requested No. of Transformers	To Store	View
142181800001	03-APR-2018	1	KENGERI	
141171800001	13-MAR-2018	1	R R NAGAR	

## 11.2 Store Invoice:

This module can be operated on by the user having Store Keeper role with the approval of Store officer.

### Steps to be followed to generate the Invoice for Selected Indent:

- Login to DTLMS with the username and password.
- Click on Inter-Store Transfer module provided on the left side panel.
- Sub-modules under Inter store transfer are listed.
- Click on “Store Invoice”.

Following screen is displayed.

Invoice View

Indent No	Requested No. of Transformers	Pending No. Transformers	From Store	View
142171800004	1	1	R R NAGAR	

- There are 2 radio buttons on the top of the screen, one with the caption “Pending Indent Request” and the other “Invoice Raised”.
- By default, “Pending Indent Request” radio button is activated.
- When “Invoice Raised” radio button is enabled, it will list out all the Invoices for which Invoice has been created.
- By clicking on “view,” it will show the fields below shown in snapshot but can’t create Invoice.
- To create Invoice, Store keeper should select the item from the “Approval Inbox” to approve.
- In Store keeper approval inbox, click on approve button to create Invoice.

Following screen is displayed for entering the details of the new Store Indent.

Store Invoice

Close

**Indent Information**

Indent Number \*  Indent Date

Request From Store  Quantity

Capacity(in KVA)	Requested No. of Transformers	Pending No. Of Transformers
250	1	1

**Invoice Generation**

Invoice Number\*  Invoice Date\*

Remarks\*  DTr Code\*

Approve

Reset

**GatePass**

Vehicle No \*  Challen Number \*

Receiptent Name \*

- To start with enter all the details of new Store Invoice.
- Then select the Requested Capacity DTR from DTR code search.

Selected DTR is shown in the grid at the bottom of the screen as shown below:

**Invoice Generation**

Invoice Number\*  Invoice Date\*

Remarks\*  DTr Code\*

DTr Code	DTr Make Name	Capacity(in KVA)	Delete
11371	No Name Plate(NNP)	100	<input type="button" value="X"/>
11364	No Name Plate(NNP)	100	<input type="button" value="X"/>

Approve

Reset

- As could be seen, all the selected DTRs are displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- After ensuring the entries made is correct click on “Approve” button.
- “Approved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.

- To view the details of all the store indent placed click on “Close” button provided on right hand top corner.

Following screen is displayed.

Invoice View

Indent No	Requested No. of Transformers	Pending No. Transformers	From Store	View
142181900001	1	0	R R NAGAR	
141181900001	2	0		

### 11.3 Receive Transformer:

This module can be operated on by the user having Store Keeper role.

#### Steps to be followed to Receive Transformer to Store:

- Login to DTLMS with the username and password.
- Click on Inter-Store Transfer module provided on the left side panel.
- Sub modules under Inter store transfer are listed.
- Click on “Receive Transformer”.

Following screen is displayed.

Receive Transformer

Indent Number	Invoice Number	Invoice Date	From Store	No Of Transformers	View
142181900001	141181900001	03-APR-2018	KENGERI	1	

- There are 2 radio buttons on the top of the screen, one with the caption “Pending to receive” and the other “Already Received”.
- By default, “Pending to Receive” radio button is activated.
- When “Already Received” radio button is enabled, it will list out all the Invoices against which materials have been received in Store.
- In Store keeper approval inbox, click on approve button to Receive transformer.

Following screen is displayed for entering the details.

## Receive Transformer

Close

≡ Indent Details
▼

Indent Number:       Indent date:

Capacity(in KVA)	Quantity
250	1

≡ Receive Transformer
▼

Invoice Number:       Invoice Date:

Received From Store:       Quantity:

DTr Code	DTr SIno	DTr Make	Capacity(in KVA)	STATUS
11380	CTPL100577	No Name Plate(NNP)	250	REPAIR GOOD

RV No\*:

Remarks\*:

- To start with enter all the details of Receive DTR to Store.
- After ensuring the entries made is correct click on “Receive” button.
- “Received successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.
- To view the details of the entire Received DTR click on “Close” button provided on right hand top corner.

Following screen is displayed.

## Receive Transformer

≡ Receive Transformer
▼ ×

Filter By :  Pending To Receive     Already Received    Export Excel

Indent Number	Invoice Number	Invoice Date	From Store	No Of Transformers	View
141171800001	142171800002	13-MAR-2018	R R NAGAR	1	↓
<input type="text" value="Enter Indent No"/>	<input type="text" value="Enter Invoice No"/>	🔍			

## 12. Transformer Bank Transfer

This module is used to raise an indent to draw transformers from Store to Transformer Bank/Buffer Stock. The following are the 3 submodules under it:

1. Bank Indent.
2. Bank Invoice.
3. Receive Transformer.

### 12.1 Bank Indent:

This module can be operated on by the user having Subdivision Officer role.

**Steps to be followed to raise an indent to its parent Store:**

- Login to DTLMS with the username and password.
- Click on “Transformer Bank” module provided on the left side panel.
- Sub-modules under Transformer Bank are listed.
- Click on “Bank Indent”.

Following screen is displayed.

Indent Number	Indent Date	Requested No. of Transformers	To Store	View
11171800329	03-MAR-2018	1	H N PURA	
11171800315	23-FEB-2018	7	ARSIKERE	
11171800310	21-FEB-2018	3	PANDAVAPURA	
11171800309	19-FEB-2018	1	V V MOHALLA	

- There are 2 radio buttons on the top of the screen, one is “Pending for Invoice” and the other is “Completed Invoice for Indent”.
- By default, “Pending for Invoice” radio button is activated.
- When “Completed Invoice for Indent” radio button is enabled, it displays all the Indents for which Invoice has been created.
- Now click on “New” button provided on the right-hand top corner of the screen.

Following screen is displayed for creating a Bank Indent.

Capacity	Quantity	Delete
25	2	
250	1	

Indent Number*	12311900001	OM Number*	OM1XXXXXXX
Indent date*	15/07/2019	OM Date*	15/07/2019
		Upload OM*	<input type="button" value="Choose File"/> No file chosen

- Enter all the details as seen on the Bank Indent Page.
- Firstly, select the capacity from the dropdown and enter the quantity required and click on “Add”.
- Similarly repeat the process for different capacity transformers to be requested.
- All the transformers added can be viewed and even deleted if it is a wrong entry.

- Now, enter the Indent Date, OM Number and OM date and upload a copy of the OM in PDF format.
- After ensuring the entries made are correct, now click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.

## 12.2 Bank Invoice:

This module can be operated on by the user having Store Keeper role.

### Steps to be followed to create Bank Invoice:

- Login to DTLMS with the username and password.
- Click on “Approval” module provided on the left side panel.
- Sub-modules under Approval are listed.
- Click on “My Approval Inbox”.
- Now select the entry having “Bank Invoice” as subject line.

Following screen is displayed.

The screenshot displays the 'Invoice Generation' interface. It includes a header bar with a menu icon and window controls. The main area contains a form with the following fields:

- Invoice Number\***: 142181900002
- Invoice Date\***: [Empty text box]
- Remarks\***: [Empty text box]
- DTr Code\***: [Dropdown menu showing 'S']

Below the form is an **Add** button. Underneath is a table listing DTr codes:

DTr Code	DTr Make Name	Capacity(in KVA)	Delete
11371	No Name Plate(NNP)	100	✖
11364	No Name Plate(NNP)	100	✖

At the bottom of the page, there are **Approve** and **Reset** buttons.

- Enter all the details as seen on the Invoice Generation Page.
- Firstly, select the Invoice Date and select DTR Code to be invoiced from the dropdown and enter Remarks.
- Now click on Approve button to invoice the selected transformers.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.

## 12.3 Receive Transformers:

This module can be operated on by the user having Subdivision Officer role.

### Steps to be followed to create Bank Invoice:

- Login to DTLMS with the username and password.



- Click on “Approval” module provided on the left side panel.
- Sub-modules under Approval are listed.
- Click on “My Approval Inbox”.
- Now select the entry having “Receive Transformers” as subject line.

Following screen is displayed.

Receive Transformer Close

---

**Indent Details**

Indent Number: 141171800001      Indent date: 13-MAR-2018

Capacity(in KVA)	Quantity
250	1

---

**Receive Transformer**

Invoice Number: 142171800002      Invoice Date: 13-MAR-2018

Received From Store: R R NAGAR      Quantity: 1

DTr Code	DTr SIno	DTr Make	Capacity(in KVA)	STATUS
11380	CTPL100577	No Name Plate(NNP)	250	REPAIR GOOD

RV No\*: 45

Remarks\*: received

- All the details shall be auto-populated.
- Now click on “Receive” button.
- “Received Successfully” message is displayed confirming that the data is saved.

## 13. Approval

This module is used to give Access Rights to particular Role, assigning approval priority as per the Role for Workflow Purpose through following 3 sub-modules:

1. Access Rights (Vested to Admin only).
2. Approval Priority (Vested to Admin only).
3. Approval Inbox (Available for all users).

### 13.1 Access Rights:

This module can be operated on by the user having Admin role.

#### Steps to be followed to give access rights to the forms based on Role:

- Login to DTLMS with the username and password.
- Click on “Admin Activities”, go to “Approval” sub-module provided.
- Sub modules under Approval are listed.

- Click on “Access Rights”.

Following screen is displayed.

Access Rights View

The screenshot shows the 'Access Rights' window with a title bar containing a menu icon, the text 'Access Rights', and window control icons. Below the title bar, there are two dropdown menus: 'Module Name \*' with a value of '-Select-' and 'Roles \*' with a value of '--Select--'. The rest of the window is empty.

- There are 2 drop downs on the top of the screen, one is “Module name” and the other one is “Roles”.
- Select Module name and Roles from dropdown.

Following Screen is displayed.

Access Rights View

The screenshot shows the 'Access Rights' window with the title bar. Below the title bar, the 'Module Name \*' dropdown is set to 'Maintenance' and the 'Roles \*' dropdown is set to 'SECTION OFFICER'. Below these, there is a table with two columns: 'Form Name' and 'Select'. The 'Form Name' column contains 'Maintenance'. The 'Select' column contains four checkboxes: 'ALL' (checked), 'CREATE', 'MODIFY/DELETE', and 'READ ONLY'. Below the table are two buttons: 'Update' and 'Reset'.

Form Name	Select
Maintenance	<input checked="" type="checkbox"/> ALL <input type="checkbox"/> CREATE <input type="checkbox"/> MODIFY/DELETE <input type="checkbox"/> READ ONLY

- User can assign access rights by selecting “module name” and “Roles”.
- User can give rights to create, modify, read only or all by selecting the checkbox.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.

#### Steps to be followed to edit details of Access Rights:

- Login to DTLMS with the user name and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on “Approval” and click on “Access Rights”.
- Select “module name” and “Role” from the drop-down menu.
- Details of the selected module and Role are displayed for modification.
- All Fields can be modified.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully” message is displayed.
- Click on “OK” button.

### 13.2 Approval Priority:

This module can be operated on by the user having Admin role.

Steps to be followed for giving the Priority for Role for particular form:

- Login to DTLMS with the username and password.
- Click on “Admin Activities”, select sub-module “Approval”.
- Sub-modules under Approval are listed.
- Click on “Access Priority”.

Following screen is displayed.

#### Priority Mapping

The screenshot shows the 'Basic Details' section of the Priority Mapping screen. It features two dropdown menus: 'Module Name' with a '--Select--' option and 'Form Name' which is currently empty. There is a blue information icon in the top left corner.

- There are 2 drop-downs on the top of the screen, one is “Module name” and the other one is “Form name”.
- Select Module name, Form name and Role name from drop-down to add.

Following Screen is displayed.

#### Priority Mapping

The screenshot shows the 'Approval Priority' section of the Priority Mapping screen. It includes a 'Role Name' dropdown set to 'STORE KEEPER' and an 'Add' button. A note states: 'Note : Priority 1 is Creator of Selected Form'. Below this is a table with columns for 'Modulename', 'RoleName', 'Priority', and 'Delete'. The table contains two rows of data. At the bottom, there are 'Save' and 'Reset' buttons.

Modulename	RoleName	Priority	Delete
Store Master	STORE OFFICER	1	✖
Store Master	STORE KEEPER	2	✖

- As could be seen, all the selected Roles are displayed with provision to delete, if any wrong entry is made by clicking on “X” icon.
- After ensuring the entries made is correct click on “Save” button.
- “Saved successfully” message is displayed confirming that the data is saved.
- Click on “OK” button to return.
- Saved data is displayed.

Following screen is displayed.

#### Priority Mapping

The screenshot shows the 'Priority Mapping' interface. At the top, there is a 'Basic Details' section with two dropdown menus: 'Module Name' (set to 'Transformer Failure Entry') and 'Form Name' (set to 'Failure Entry'). Below this, it indicates 'Creator: SECTION OFFICER'. The main section is 'Approval Priority', which features a 'Role Name' dropdown (set to '--Select--') and an 'Add' button. A note below reads: 'Note : Priority 1 is Creator of Selected Form'. A table displays the current mappings:

Modulename	RoleName	Priority	Delete
Failure Entry	SECTION OFFICER	1	X
Failure Entry	SUBDIV OFFICER	2	X

At the bottom of the 'Approval Priority' section, there are 'Update' and 'Reset' buttons.

#### Steps to be followed to edit details of Access Rights:

- Login to DTLMS with the username and password.
- Click on the module “Admin Activities” and select Approval.
- Sub modules under Approval are listed.
- Click on “Access Priority”.
- Select “module name”, “form name” and “Role”.
- Details of the selected module, form name and Role are displayed for modification.
- Make necessary modifications required.
- Click on “Update” button.
- “Updated successfully” message is displayed.
- Click on “OK” button.

### 13.3 Approval Inbox:

This module can be operated on by the all users.

Steps to be followed to access Approval Inbox:

- Login to DTLMS with the username and password.
- Click on Approval module provided on the left side panel.
- Sub-modules under Approval are listed.
- Click on “My Approval inbox”.

Following screen is displayed.

My Approval Inbox

Subject	Description	Approved By	Created By	Approved On	Status	Action
Failure Entry	Failure Entry For DTC Code 11 3503019	SECTION OFFICER	SECTION OFFICER	11-APR-2018	PENDING	[Icons]
Indent Entry	Indent pertaining to DTC Code - 113503041, DTC Name - test 8 for Work Order No F/I-1	SECTION OFFICER	SECTION OFFICER	27-MAR-2018	PENDING	[Icons]
Failure Entry	Failure Entry For DTC Code 11 3503038	SECTION OFFICER	SECTION OFFICER	27-MAR-2018	PENDING	[Icons]

- There are 3 radio buttons on the top of the screen, one with the caption “Pending for approval”, “already approved” and other is “Rejected”.
- By default, “Pending for approval” radio button is activated.
- When “Already approved” radio button is enabled, it will list out all the approved and modified & approved details.
- When “Rejected radio button is enabled, it will list out all the Rejected details.
- By selecting Modify and Approve, User can edit the information entered by other user with comment which is Mandatory.
- By selecting Approve, User can approve the Record with comment which is Mandatory.
- By selecting Reject, User can reject the Record with comment, which is Mandatory. Rejected Record will be sent back to Approval inbox of the person who created that record.

Following screen is displayed for modified and approving the details.

- User can also view the Approval History by Clicking on View History.

Following screen is displayed.

Approver	Created On	Comments
SECTION OFFICER	11-APR-18 01:47 PM	

- Click on “close” button to return to Approval inbox screen.
- When “Already approved” radio button is enabled, it will list out all the approved and modified & approved details.

Following screen is displayed.

My Approval Inbox

The screenshot shows the 'My Approval Inbox' interface. At the top, there are filter options: 'Filter By : Pending for Approval', 'Already Approved' (selected), and 'Rejected'. Below the filters are input fields for 'Subject' (dropdown), 'Sent By' (dropdown), 'From Date', and 'To Date'. A 'Load' button is positioned below these fields. The main content is a table with the following data:

Subject	Description	Approved By	Approved On	Action Taken	Current Status	Action
Indent Entry	Indent pertaining to DTC Code - 113503024, DTC Name - ban damata khb 04 for Work Order No GI/4333	SECTION OFFICER	00-APR-2018	APPROVED	APPROVED	
Failure Entry	Failure Entry For DTC Code 11 3503022	SECTION OFFICER	00-APR-2018	APPROVED	APPROVED	

- User can View already approved details by clicking on View Symbol.
- User can also view the Approval history by clicking on “Approval history” symbol.
- When “Rejected” radio button is enabled, it will list out all the Rejected details.

Following screen is displayed.

My Approval Inbox

The screenshot shows the 'My Approval Inbox' interface with the 'Rejected' radio button selected. The filter and input fields are the same as in the previous screenshot. Below the 'Load' button, the table displays 'No Records Found'. At the bottom of the table, there are search input fields for 'Enter Form Name' and 'Enter Description', along with a search icon.

- User can View already approved details by clicking on View Symbol.
- User can also view the Approval history by clicking on “Approval history” symbol.

## 14. Transaction

This module is used to request for an alert when the requested stock is available in particular store, Transformers which are currently available in the store and can view details / Tracker of particular DTR and DTCs through following 3 sub modules:

1. Stock Alert.
2. Stock status.
3. DTR Tracker.

4. DTC Tracker.
5. Excel Upload (Bulk data pertaining to KWH reading of each DTCs can be uploaded as per the format displayed.)

**14.1 Stock Alert:**

**Steps to be followed to request for an alert when the requested stock is available in particular store:**

- Login to DTLMS with the username and password.
- Click on Transaction module provided on the left side panel.
- Sub-modules under Transaction are listed.
- Click on “Stock Alert”.

Following screen is displayed for entering the details.

Stock Alert

- To get an alert when stock is available, enter the indent number and click on search button (“S”) to populate the details of the indent. In case Indent details are not readily available the same can be selected using search button given against the field. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the Indent number or by “Indent created by”.

- In the dialogue box select the Indent number or Created by from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.

- All the details relating to the search option is displayed in the table form as shown in the above screen shot.
- Now click on the relevant select button.

Automatically the details of the Indent No. are populated in the entry screen as shown below:

Stock Alert

The screenshot shows a web form titled 'Stock Alert'. It contains three input fields: 'Indent No' with the value '142421700001', 'Failure Id' with the value '1', and 'DTr Capacity (in KVA)' with the value '250'. Below the fields are two buttons: 'Alert Me When Stock Arrives' and 'Reset'.

- The user has to ensure whether the selection made is correct before proceeding.
- Now click on “Alert me when Stock arrives” button.
- “Indent Alert Saved successfully” message is displayed.
- Click on OK button.

## 14.2 Stock Status:

Steps to be followed, to know the stock of Transformers Currently Available in the store:

- Login to DTLMS with the username and password.
- Click on Transaction module provided on the left side panel.
- Sub-modules under Transaction are listed.
- Click on “Stock Status”.

Following screen is displayed.

The screenshot shows a table titled 'Stock Status'. At the top, there is a 'Store Name' dropdown menu with '-Select-' selected. Below it is a table with 20 columns: 'STORE NAME', '10', '15', '25', '50', '63', '100', '125', '150', '160', '200', '250', '300', '315', '400', '500', '630', '750', '1000', '1250', and 'TOTAL'. The rows list various stores, with 'JAYANAGARA' having non-zero values in several columns.

STORE NAME	10	15	25	50	63	100	125	150	160	200	250	300	315	400	500	630	750	1000	1250	TOTAL
CENTRAL STORE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHANDAPUR DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHIKKABALLAPURA DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHINTHAMANI DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHITRADURGA DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAVANAGERE DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H S R	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HARIHARA DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HEBBAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HIRIYURU DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HOSKOTE DIVISION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INDRANAGAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JAYANAGARA	0	0	0	0	4	3	0	0	0	1	3	0	0	0	0	0	0	0	0	11

User can search a particular Store based on Store name by selecting a store from the Drop-down list provided.



### 14.3 DTR Tracker:

#### Steps to be followed to see full details of particular DTR:

- Login to DTLMS with the username and password.
- Click on Transaction module provided on the left side panel.
- Sub modules under Transaction are listed.
- Click on “DTR Tracker”.

Following screen is displayed.

#### DTR Tracker

The screenshot shows the DTR Tracker interface. The top section, titled "DTR Tracker", contains a search form with the following fields and controls:

- DTr Code \***: A text input field with a search button "S" to its right.
- Type**: A dropdown menu with "--Select--" as the current selection.
- From Date**: A text input field.
- To Date**: A text input field.
- Buttons**: "Load" and "Export Excel" buttons are located below the date fields.
- Link**: A "View DTr Details" link is positioned below the DTr Code field.

The bottom section, titled "DTR Basic Details", contains the following input fields:

- DTr SI No**: A text input field.
- DTr Make**: A text input field.
- Capacity(in KVA)**: A text input field.
- Repair Count**: A text input field.

- Enter DTR code and click on search button (“S”) to populate the details. In case DTR details are not readily available the same can be selected using search button given against the field. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the DTR code or by “DTR SI no” as shown in the screenshot below.

**Search and Select TC CODE Details**

Search By

Search Value

- In the dialogue box select the DTR code or DTR SI No. from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.
- All the details relating to the search option is displayed in the table form.
- Now click on the Load button.
- Automatically the details of the selected DTR are populated in the screen as shown below.

**DTR Tracker**

DTr Code \*   Type

[View DTr Details](#)

From Date  To Date

---

**DTR Basic Details**

DTr SI No  DTr Make  Capacity(in KVA)

Repair Count

Date	Location	Status	View Details
14-MAR-2018 03:06 P M	SECTION : O&M - Channasandra	DTR FAILURE: 4	
13-MAR-2018 03:22 A M	SECTION : O&M - Channasandra	COMMISSIONED TO DTCCODE : 113503003	
13-MAR-2018 02:57 A M		NEW DTR CREATED	

- User can sort the details by selecting forms from 'Type' Dropdown and can get records for particular range of date by selecting "from date" and "to date".
- User can see the selected DTR details by clicking on "View DTR details".
- User can see the particular record details by clicking on "View" symbol in View Details column.

## 14.4 DTC Tracker:

### Steps to be followed to see full Details of particular DTC:

- Login to DTLMS with the username and password.
- Click on Transaction module provided on the left side panel.
- Sub-modules under Transaction are listed.
- Click on “DTC Tracker”.

Following screen is displayed.

DTC Tracker

- DTC code is to be entered and search button (“S”) to be clicked to populate the details. In case DTC details are not readily available the same can be selected using search button given against the field. On clicking on the search button “S” following dialogue box is shown. Selection could be done based on the DTC code or by “DTC Name”.

DT_COD E	DT_NAME
1135030 01	myslsandra bar to
1135030 02	mailasandra circle to
1135030 03	mailasandra cakadure to

- In the dialogue box select the DTC code or DTC Name. from the drop down provided.
- After selecting the appropriate search field from the drop down, click on search button.
- All the details relating to the search option is displayed in the table form as shown in the screen shot below.
- Now click on the Load button.
- Automatically the details of the DTC are populated in the screen as shown below.

## DTC Tracker

**DTC Tracker**

DTC Code \*  S Type

[View DTC Details](#)

From Date  To Date

---

**DTC Basic Details**

DTC Name  DTr Code  Connected Load (KW)

Date	Status	DTR Code	View Details
16-MAR-2018 01:22 P M	DTC FAILURE	11395	
15-MAR-2018 01:22 P M	DTC REPLACED WITH NEW DTr Code: 1 1395	11395	
13-MAR-2018 12:57 P M	DTC FAILURE	11390	

- User can sort the details by selecting forms from 'Type' Dropdown and can get records for particular range of date by selecting "from date" and "to date".
- User can see the selected DTC details by clicking on "View DTC details".
- User can see the particular record details by clicking on "View" symbol in View Details column.

## 15. Location Masters

Following 8 Sub-modules are available under Location Masters available under Admin Activities:

1. Zone Master.
2. Circle Master.
3. Division Master.
4. Sub Division Master.
5. Section Master.
6. District Master.
7. Taluk Master.
8. Station Master.

### 15.1 Zone Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Zone related to BESCOM.

#### Steps to be followed for creating / updating Circle Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Zone.
- Following screen is displayed showing the details of all the Zones already created in the grid format.

## Zone View

Zone ID	Zone Name	Edit
1	BMAZ-SOUTH	
2	BMAZ-NORTH	
3	BRAZ	
4	CTAZ	

Buttons: New Zone, Export Excel

Search fields: Enter Zone ID, Enter Zone Name

- For creating New Zone, click on “new Zone” button available on the right top corner of the Zone view screen.
- On clicking on this button following entry screen is displayed:

## Create Zone

Zone ID \* 5

Zone Name \*

Name Of Head \*

Mobile \*

Phone \*

Address \*

Buttons: Save, Reset

- Now enter the Name of the zone, name of Zone Head, Mobile, Phone and Email of the zone in the appropriate text boxes provided against each field name.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new zone is to be created, repeat the above steps and save.
- Click on “Zone view” button to see the new Zone created are displayed in the grid.

**For modifying the Zone master:**

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Zone. Following screen is displayed showing the details of all the Zones already created in the grid format.
- Click on “edit icon” in respect of the Zone to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Zone Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made are saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

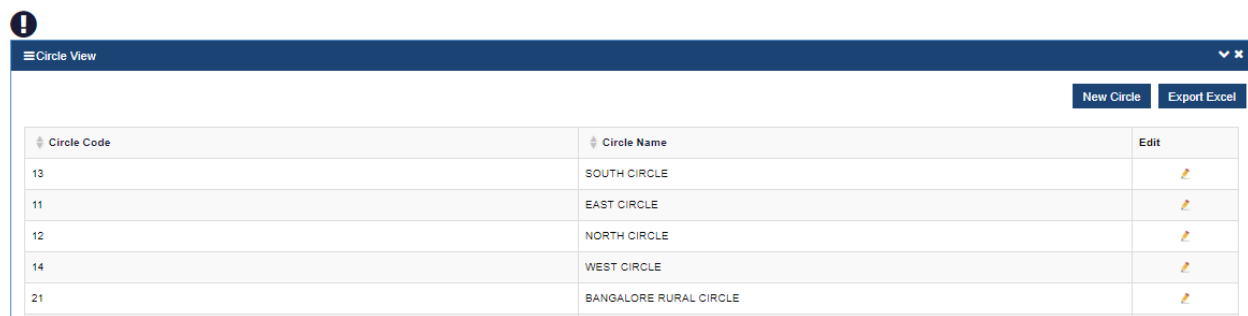
## 15.2 Circle Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Circles related to BESCO.

### Steps to be followed for creating / updating Circle Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Circle. Following screen is displayed showing the details of all the Circles already created in the grid format.

#### Circle View

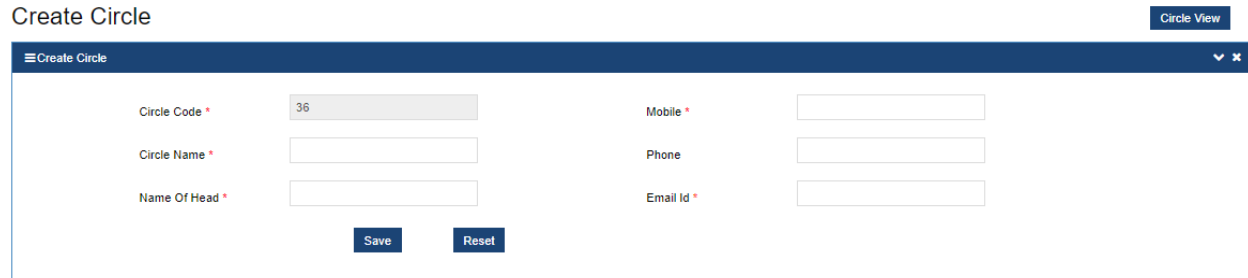


The screenshot shows the 'Circle View' interface. At the top right, there are buttons for 'New Circle' and 'Export Excel'. Below these is a table with three columns: 'Circle Code', 'Circle Name', and 'Edit'. The table contains five rows of data:

Circle Code	Circle Name	Edit
13	SOUTH CIRCLE	
11	EAST CIRCLE	
12	NORTH CIRCLE	
14	WEST CIRCLE	
21	BANGALORE RURAL CIRCLE	

- For creating New Circle, click on “new Circle” button available on the right top corner of the Circle view screen.
- On clicking on this button following entry screen is displayed:

#### Create Circle



The screenshot shows the 'Create Circle' form. It has a title bar 'Create Circle' and a 'Circle View' button on the right. The form contains the following fields:

- Circle Code \* (text box with value 36)
- Circle Name \* (text box)
- Name Of Head \* (text box)
- Mobile \* (text box)
- Phone (text box)
- Email Id \* (text box)

At the bottom of the form, there are two buttons: 'Save' and 'Reset'.

- Now enter the Circle Code, Name of the circle, name of Circle Head, Mobile, Phone and Email of the Circle in the appropriate text boxes provided against each field name.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new circle is to be created, repeat the above steps and save.
- Click on “Circle view” button to see the new Circle created are displayed in the grid.

### For modifying the Circle master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.

- Sub-modules under Location masters are listed.
- Click on Circle. Following screen is displayed showing the details of all the Circle already created in the grid format.
- Click on “edit icon” in respect of the Circle to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made, are saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

### 15.3 Division Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Division Related to BESCO.

#### Steps to be followed for creating / updating Division Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Division. Following screen is displayed showing the details of all the Division already created in the grid format.

#### Division View

Division Code	Division Name	Edit
341	mysurudiv	
122	MALLESHWARM	
123	PEENYA	
132	JAYANAGAR	
141	KENGERI	

- For creating New Division, click on “new Division” button available on the right top corner of the Division view screen.
- On clicking on this button following entry screen is displayed:

Circle Name \*

Division Code \*

Division Name \*

Name Of Head \*

Mobile \*

Phone

Email Id \*

- Now enter the Circle Name, Division Code, Name of the Division, name of Division Head, Mobile, Phone and Email of the Division in the appropriate text boxes provided against each field name.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new Division is to be created, repeat the above steps and save.
- Click on “Division view” button to see the new Division created are displayed in the grid.

#### For modifying the Division master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Division. Following screen is displayed showing the details of all the Division already created in the grid format.
- Click on “edit icon” in respect of the Division to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Name and Division Code cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

#### 15.4 Sub Division Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Sub Division Related to BESCO.

#### Steps to be followed for creating /updating Sub Division Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Sub Division. Following screen is displayed showing the details of all the Sub Division already created in the grid format.

#### SubDivision View

Circle Name	Division Name	Sub-Division Name	SubDivision Code	Mobile No	Office Head	Edit
EAST CIRCLE	INDIRANAGAR	E 10 - PAI LAYOUT	1111	3453453453	1EEEE	
EAST CIRCLE	INDIRANAGAR	E3	1112		1	
EAST CIRCLE	INDIRANAGAR	E4	1113		1	
EAST CIRCLE	INDIRANAGAR	E7	1114		1	

- For creating New Sub Division, click on “new Sub Division” button available on the right top corner of the Sub Division view screen.



- On clicking on this button following entry screen is displayed:

Create SubDivision SubDivision View

SubDivision Office Entry

Circle *	<input type="text" value="--Select--"/>	Office Head *	<input type="text"/>
Division *	<input type="text"/>	MobileNo *	<input type="text"/>
Sub-Division Code *	<input type="text"/>	PhoneNo *	<input type="text"/>
Sub Division Name *	<input type="text"/>	Email *	<input type="text"/>

- Now enter the Circle Name, Division Name, Sub Div Code, Name of the Sub Division, name of the Head of office, Mobile, Phone and Email of the Sub-division in the appropriate text boxes provided against each field name.
- User is allowed to create Subdivision under specific Division and Circle Office.
- For Each Subdivision there will be one Office Head.
- Subdivision code is a 3-digit code and it must start with code of Circle and division to which the sub-division is attached. [ e.g. circle code is 1, division code is 1, subdivision code must start with 11, followed by sub-division code like 111, 112 etc.]
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new Sub Division is to be created, repeat the above steps and save.
- Click on “Sub Division view” button to view the new Sub Division created.

#### For modifying the Sub Division master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Sub Division. Following screen is displayed showing the details of all the Sub Division already created in the grid format. Click on “edit icon” in respect of the Sub Division to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Name and div Name, Sub Division Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

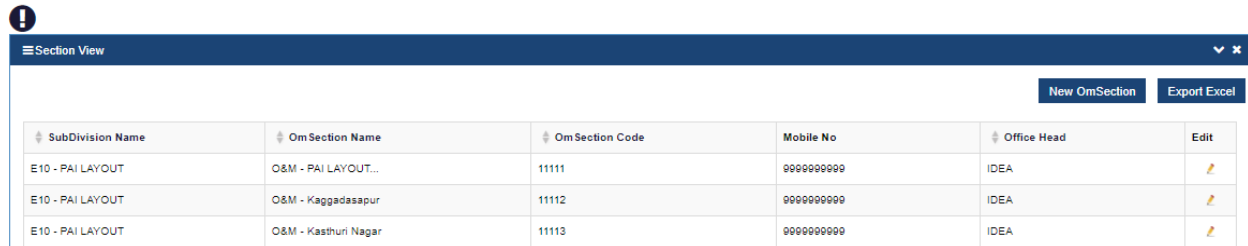
#### 15.5 O&M Section Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the O&M Section Related to BESCO.

#### Steps to be followed for creating / updating O&M Section Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on “OM Section”. Following screen is displayed showing the details of all the O&M Sections already created in the grid format.

### Section View

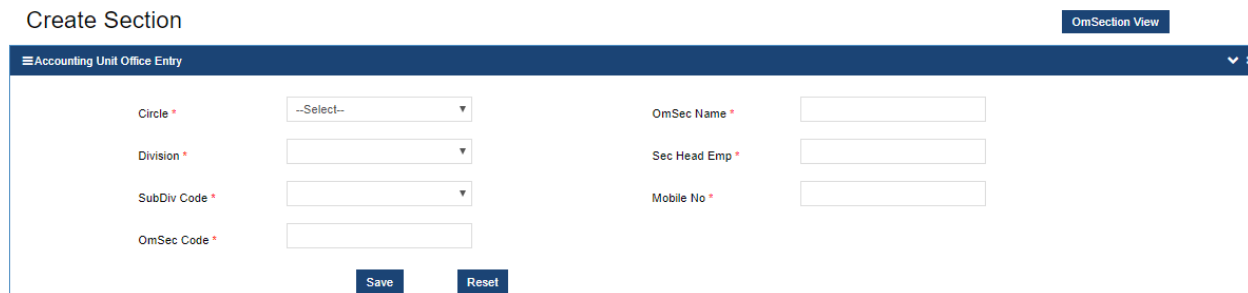


The screenshot shows a web application window titled "Section View". At the top right, there are two buttons: "New OmSection" and "Export Excel". Below these is a table with the following columns: SubDivision Name, OmSection Name, OmSection Code, Mobile No, Office Head, and Edit. The table contains three rows of data.

SubDivision Name	OmSection Name	OmSection Code	Mobile No	Office Head	Edit
E10 - PAI LAYOUT	O&M - PAI LAYOUT...	11111	9999999999	IDEA	
E10 - PAI LAYOUT	O&M - Kaggadasapur	11112	9999999999	IDEA	
E10 - PAI LAYOUT	O&M - Kasthuri Nagar	11113	9999999999	IDEA	

- For creating O&M Section, click on “new OM Section” button available on the right top corner of the OM Section view screen.

On clicking on this button following entry screen is displayed:



The screenshot shows a web application window titled "Create Section". The form contains the following fields:

- Circle \* (dropdown menu with "--Select--")
- Division \* (dropdown menu)
- SubDiv Code \* (dropdown menu)
- OmSec Code \* (text input)
- OmSec Name \* (text input)
- Sec Head Emp \* (text input)
- Mobile No \* (text input)

At the bottom of the form, there are two buttons: "Save" and "Reset".

- Now enter the Circle Name, Division Name, Sub Div Code, Name of the Sub Division, OM Code, name of the Head of office, Mobile, Phone and Email of the O&M Section in the appropriate text boxes provided against each field name.
- User is allowed to create OM Section under specific Sub Division.
- For Each OM Section there will be one Office Head.
- OM Section code is a 4-digit code and it must start with Circle, division and sub division code under which the O&M section is attached. [ e.g. circle code is 1, division code is 2, subdivision code is 3 and OM Section code is 1231,1232].
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new OM Section is to be created, repeat the above steps and save.
- Click on “OM Section view” button to see the new OM Section created are displayed in the grid.

### For modifying the O&M Section master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.

- Sub-modules under Location masters are listed.
- Click on OM Section. Following screen is displayed showing the details of all the OM Section already created in the grid format.
- Click on “edit icon” in respect of the OM Section to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- Circle Name and div Name, Sub Division Name, OM Code Cannot be edited.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

### 15.6 District Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the District Related to BESCOM.

#### Steps to be followed for creating / updating District Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location masters are listed.
- Click on District. Following screen is displayed showing the details of all the District already created in the grid format.

#### District View

District Code	District Name	Edit
1	BANGALORE URBAN	
2	BANGALORE RURAL	
3	RAMANAGARA	
4	KOLAR	
5	CHIKKABALLAPURA	

- For creating New District, click on “new District” button available on the right top corner of the District view screen.

On clicking on this button following entry screen is displayed:

Create District

District Code \*

District Name \*

- Now enter the Name of the District and District code in the appropriate text boxes provided against each field name.
- District Code should be 1 digit.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new District is to be created, repeat the above steps and save.
- Click on “District view” button to see the new District created are displayed in the grid.

#### For modifying the District master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location master are listed.
- Click on District. Following screen is displayed showing the details of all the District already created in the grid format.
- Click on “edit icon” with respect to the District to be edited.
- District code cannot be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

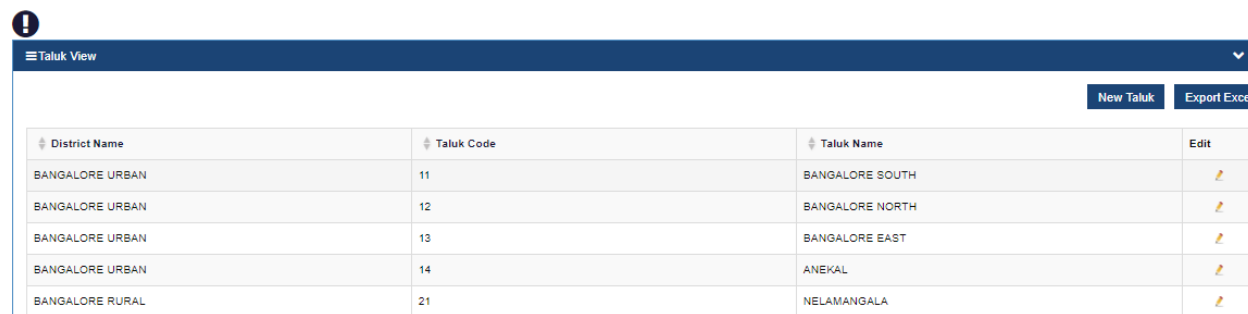
#### 15.7 Taluk Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Taluk Related to BESCO.

#### Steps to be followed for creating / updating Taluk Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location masters are listed.
- Click on Taluk. Following screen is displayed showing the details of all the Taluk already created in the grid format.

#### Taluk View



District Name	Taluk Code	Taluk Name	Edit
BANGALORE URBAN	11	BANGALORE SOUTH	
BANGALORE URBAN	12	BANGALORE NORTH	
BANGALORE URBAN	13	BANGALORE EAST	
BANGALORE URBAN	14	ANEKAL	
BANGALORE RURAL	21	NELAMANGALA	

- For creating New Taluk, click on “new Taluk” button available on the right top corner of the Taluk view screen. On clicking on this button following entry screen is displayed:

Create Taluk Taluk View

Create Taluk ✕

District Name \*

Taluk Code \*

Taluk Name \*

- Now enter the Name of the Taluk and Taluk code in the appropriate text boxes provided against each field name.
- Taluk Code should be 2-digit.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new Taluk is to be created, repeat the above steps and save.
- Click on “Taluk view” button to see the new Taluk created are displayed in the grid.

#### For modifying the Taluk master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location master are listed.
- Click on Taluk. Following screen is displayed showing the details of all the Taluk already created in the grid format.
- Click on “edit icon” in respect of the Taluk to be edited.
- Taluk code cannot be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

#### 15.8 Station Master:

- Permission to use this master is vested with Admin only.
- This form is used to create / update the Station Master of BESCO.

#### Steps to be followed for creating / updating Station Master:

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.

- Sub-modules under Location masters are listed.
- Click on Station. Following screen is displayed showing the details of all the Station already created in the grid format.

Station View

The screenshot shows the 'Station View' window with a table containing the following data:

Station name	Voltage Class	Description	Edit
KORA_06	06KV	MIGRATION	
HOSUR(RAMAPURA)_06	06KV	MIGRATION	
HONNUDIKE_06	06KV	MIGRATION	
PATHAPALYA_06	06KV	MIGRATION	

- For creating New Station, click on “new Station” button available on the right top corner of the Station view screen. On clicking on this button following entry screen is displayed:

Create Station

The screenshot shows the 'Create Station' form with the following fields:

- Station Name \*
- District \*
- Taluk \*
- Circle \*
- Division \*
- SubDiv Code \*
- Station Code \*
- Voltage Class \*
- Description
- MobileNo \*
- EmailId \*

Buttons: Save, Reset

- Now enter the Name of the Station and Station code in the appropriate text boxes provided against each field name.
- District Code should be 3-digit.
- User is allowed to create Station under Zone, Circle, Division or Subdivision.
- Station name must be unique for selected office Code.
- Now click on “Save button” to save the data.
- A message “Saved Successfully” is displayed.
- Now click on “OK” button.
- In case one more new Station is to be created, repeat the above steps and save.
- Click on “Station view” button to see the new Station created are displayed in the grid.

**For modifying the Station master:**

- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location master are listed.

- Click on Station. Following screen is displayed showing the details of all the Station already created in the grid format.
- Click on “edit icon” in respect of the Station to be edited.
- Details already entered is displayed. Now make necessary correction required and click on “Update” button to save the changes.
- “Updated successfully” message is displayed confirming that the changes made, is saved.
- Click on “OK” button. The saved data is displayed, so that the user can go through the details and if necessary can make further changes and click on “Update” button.

## 16. Reports

Following 11 Sub-modules are available under Report module:

1. DTR Report.
2. DTC Report.
3. DTC Failure Report.
4. Abstract Report.
5. Status of Failed TC.
6. DTC Added Report.
7. Register Abstract Report.
8. Repairer Performance.
9. Make-wise Report.
10. Repairer-wise Report.
11. Failure Replacement Timeline.

### 16.1 DTR Report

**Steps to be followed to see full details of particular DTR:**

- Login to DTLMS with the username and password.
- Click on Report module provided on the left side panel.
- Sub-modules under Report are listed.
- Click on “DTR Report”.



Following Screen will be displayed.

The screenshot shows a web application window titled "DTR Report". It contains a form with the following fields:

- DTr Make: --Select--
- Capacity(in KVA): --Select--
- Zone: --Select--
- Circle: (empty dropdown)
- Division: (empty dropdown)

Below the form are three buttons: "Generate Report", "Reset", and "Export Excel".

- User can generate the Report for particular “DTR make” and “Capacity” by selecting in dropdown and clicking on “Generate Report” button.
- Report will be generated as shown below.

 Bangalore Electricity Supply Company Limited <b>BESCOM</b> (Government of Karnataka Undertaking)		Product of 			
<b>List of Transformers with details</b>					
Zone:					
Circle : WEST CIRCLE		Division : KENGERI	Sub Division : K1 - KENGERI	Section : O&M - Kengeri	Current Location: FIELD
SL No	DTr Code	DTr SI No.	DTr Make	Capacity(in KVA)	Manufacturing Date
1	18144	VVU/0126	VIJAY VIDYUTH UDYOGH00		01-JAN-2004
2	32845	VVU/028	VIJAY VIDYUTH UDYOGH50		01-JAN-2004
3	32873	VVU/048	VIJAY VIDYUTH UDYOGH50		01-JAN-2001
4	11040	0416021	CHAITHANYA	250	01-JAN-2001
5	11095	1002016010893	CLASSIC TECHNOLOGIES(001)		01-JAN-2014

### 16.2 DTC Report

Steps to be followed to see full details of particular DTC:



- Login to DTLMS with the username and password.
- Click on Report module provided on the left side panel.
- Sub modules under Report are listed.
- Click on “DTC Report”.

Following Screen will be displayed.

**DTC Report** ✕

Feeder Name	<input type="text" value="--Select--"/>	Project/SchemeType	<input type="text" value="--Select--"/>
Zone	<input type="text" value="--Select--"/>	Circle	<input type="text"/>
Division	<input type="text"/>	Sub Division	<input type="text"/>
O & M Section	<input type="text"/>	Capacity	<input type="text" value="--Select--"/>

- User can generate the Report for particular “Feeder Name” and “Project/Scheme Type” by selecting in dropdown and clicking on “Generate Report” button.
- Report will be generated as shown below.

 Bangalore Electricity Supply Company Limited <b>BESCOM</b> (Government of Karnataka Undertaking)		Product of 				
<b>List of DTC with Details</b>						
Zone:						
Circle : WEST CIRCLE		Division : KENGERI	Sub Division : K1 - KENGERI	Section : O&M - Kengeri	Feeder: 113412	Feeder name: F12-RV-COLLAGE
SL No	DTC Code	DTC Name	DTr Code	DTr SI No	DTr Make	Capacity(in KVA)
1	113412001	Rv college tc1	11398	KVK/07060088	KAVIKA	250
2	113412002	rc college orchids school	11399	VT/25011115/09	VIJAY	250
3	113412003	rc college airavatha residency	11400	KVK/0407100252	KAVIKA	250
4	113412004	airavatha residency tc2	10213	NNP10213	No Name Plate(NNP)	250
5	113412005	gundu rao tc	10214	KVK/0304050743	KAVIKA	100



### 16.3 DTC Failure Report

#### Steps to be followed to see full details of particular DTR:

- Login to DTLMS with the username and password.
- Click on Report module provided on the left side panel.
- Sub-modules under Report are listed.
- Click on “DTC Failure Report”.

Following Screen will be displayed.

The screenshot displays four distinct report generation screens in the DTLMS interface, each with a title bar and a set of filters:

- Pending / Completed Failure Details:** Includes filters for From Date, To Date, DTC Make, Failure Type, Guarantee Type, Report Type, Zone, Circle, Division, Sub Division, O & M Section, Select Capacity, and Select Stage. Buttons for Generate, Reset, and Export Excel are present.
- DTR WORK ORDER REG DETAILS:** Includes filters for From Date, To Date, Zone, Circle, and Division. Buttons for Generate, Reset, and Export Excel are present.
- Failure Abstract:** Includes filters for Select Month and Select Report Type. Buttons for Generate, Reset, and Export Excel are present.
- FREQUENTLY FAILING DTCs:** Includes filters for From Date, To Date, DTC Code, Failure Type, Zone, Circle, Division, DTR Code, Guarantee Type, Sub Division, and O & M Section. Buttons for Generate, Reset, and Export Excel are present.

- User can generate the Report “Pending/Completed Failure Details”, “DTR Work Order Details”, “Failure Abstract”, “Frequently Failing DTCs” by selecting the appropriate filters provided and clicking on “Generate Report” button.
- Report will be generated accordingly.

### 16.4 Abstract Report

#### Steps to be followed to see full details of particular DTR:

- Login to DTLMS with the username and password.
- Click on Report module provided on the left side panel.
- Sub-modules under Report are listed.
- Click on “Abstract Report”.

Following Screen will be displayed.

- User can generate the Report “Failure Abstract Report”, “CR Abstract” “CR Details” by selecting the appropriate filters provided and clicking on “Generate Report” button.
- Report will be generated accordingly.

### 16.5 Status of Failed TC Report

Steps to be followed to see full details of particular DTR:

- Login to DTLMS with the username and password.
- Click on Report module provided on the left side panel.
- Sub-modules under Report are listed.
- Click on “Status of Failed TC”.

Following Screen will be displayed.

- User can generate the Report for particular “Zone Name” and “Circle Name” and “Division” by selecting in dropdown and clicking on “Generate Report” button.
- Report will be generated as shown below.

Similarly, user can generate Transformer Centers Added Report, Register Abstract Report, Repairer Performance Report, Make-wise Report, Repairer-wise Report, Detailed Report, Enumeration Report, and Failure Replacement Timeline report. User can generate user specific reports by filling out the filters provided.