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 BESCOM in terms of the Work Award No. BESCOM/CGM(O)/DGM(OP-1)/BC-05/2017-18/CYS-79 Dated 28th February 2018.

In BESCOM, 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 BESCOM. 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.

CONTENTS:

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^{th}, 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	**Section Officer**	Failure / Enhance > Failure Entry	AEE (SDO)	SO is the creator
2.	Approval of Failure declaration	**AEE (SDO)**	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).	**Section Officer**	Approval > Approval Inbox	AET (SDO)	SO prepares estimate and submits for scrutiny.
5.	Scrutiny of estimate.	**AET (SDO)**	Approval > Approval Inbox	AEE (SDO)	After scrutiny of estimate it is submitted for approval.
6.	Approval of estimate	**AEE (SDO)**	Approval > Approval Inbox	AET (SDO)	Estimate is approved/forwarded for Work Order creation.

7.	Work Order creation	**AET (SDO)**	Approval > Approval Inbox	AAO (SDO)	After creation of Work Order, it is submitted for budget verification.
11.	Scrutiny of Work Order	**AAO (SDO)**	Approval > Approval Inbox	AEE (SDO)	After scrutiny and budget verification, it is submitted for approval.
12	Approval of Work Order	**AEE (SDO)**	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	**Section Officer**	Approval > Approval Inbox	AEE (SDO)	In case of same DTR, then the flow ends here after AEE (SDO) approves.

15	Receive DTR approval	**AEE (SDO)**	Approval > Approval Inbox	EE	In case of different DTR, then it goes for approval to EE.
15	Invoice DTR	**EE**	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	**Section Officer**	Failure / Enhance > Failure Entry	AEE (SDO)	SO is the creator
2.	Approval of Failure declaration	**AEE (SDO)**	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).	**Section Officer**	Approval > Approval Inbox	AET (SDO)	SO prepares estimate and submits for scrutiny.
5.	Scrutiny of estimate.	**AET (SDO)**	Approval > Approval Inbox	AEE (SDO)	After scrutiny of estimate it is submitted for approval.

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

13.	Receive DTR	**Section Officer**	Approval > Approval Inbox	AEE (SDO)	In case of same DTR, then the flow ends here after AEE (SDO) approves.
14.	Receive DTR approval	**AEE (SDO)**	Approval > Approval Inbox	EE	In case of different DTR, then it goes for approval to EE.
15.	Invoice DTR	**EE**	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	**Section Officer**	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.	**Section Officer**	Approval > Approval Inbox	AET (SDO)	Estimate is prepared and submitted for scrutiny.
3.	Scrutiny of estimate	**AET (SDO)**	Approval > Approval Inbox	AEE (SDO)	Estimate is prepared and submitted to AEE(SDO) for scrutiny.
4.	Approval of estimate.	**AEE (SDO)**	Approval > Approval Inbox	DO-AET.	After approval of estimate, it is submitted for division.
5.	Scrutiny of estimate.	**DO-AET**	Approval > Approval Inbox	DO-AET	After scrutiny of estimate, it is approved.
6.	Work Order creation	**AET-DO**	Approval > Approval Inbox	AO-DO	After WO is created, it is submitted for budget verification.
7.	Scrutiny of Work Order	**AO-DO**	Approval > Approval Inbox	AEE-DO	Budget verified and submitted for approval.
8.	Scrutiny of Work Order	**AEE-DO**	Approval > Approval Inbox	EE	Budget verified and is submitted for approval.
9.	Work Order Approval	**EE**	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)	**Section Officer**	Approval > Approval Inbox	AEE(SDO)	Creation of Indent
11.	Scrutiny of indent created by SO	**AEE (SDO)**	Approval > Approval Inbox	Store Officer	After scrutiny of Indent it is submitted further.
12.	Approval of indent	**Store Officer**	Approval > Approval Inbox	Store Keeper	After approval of Indent it is submitted further for invoice.
13.	Issue of material and Gate Pass	**Store Keeper**	Approval > Approval Inbox	Section Officer	Creation of Invoice and Gate Pass.
14.	Decommissioning (Simultaneous generation along with Indent)	**Section Officer**	Approval > Approval Inbox	AEE-SDO	Creation of Decommission.
15.	Approval of Decommission and RI	**AEE-SDO**	Approval > Approval Inbox	Store Officer	After scrutiny of Decommission it is approved.
16.	Approval of Decommission and RI	**Store Officer**	Approval> Approval Inbox	Store Keeper	Decommission is approved and sent for RI ACK.
17.	RI acknowledgement	**Store Keeper**	Approval> Approval Inbox	Section Officer	After scrutiny of RI, ACK is given.

18.	Creation of Completion Report	**Section Officer**	Approval> Approval Inbox	AEE-SDO	After creation of CR it is submitted for approval.
19.	Submitted for approval of Completion Report	**AEE-SDO**	Approval> Approval Inbox	SA-DO	Submitted for CR approval.
20.	Submitted for approval of Completion Report	**SA-DO**	Approval> Approval Inbox	AO-DO	After approval of CR it is sent to Accounts Dept.
21.	Completion Report forwarded	**AO-DO**	Approval> Approval Inbox	EE	After scrutiny of CR it is forwarded.
22.	Approval of Completion Report	**EE**	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	**AET-DO**	New Transformer Center commissioning	AO-DO	Submitted for budget verification.
2.	Scrutiny of Work Order	**AO-DO**	Approval > Approval Inbox	AEE-DO	After budget verification, submitted for approval.
3.	Scrutiny of Work Order	**AEE-DO**	Approval > Approval Inbox	EE	After scrutiny, submitted for approval.
4.	Approval of Work Order	**EE**	Approval > Approval Inbox	Section Officer	Work Order is approved and sent for Indent creation.
5.	Indent creation	**Section Officer**	Approval > Approval Inbox	Subdivision Officer	Indent created and submitted further.
6.	Scrutiny of Indent	**Subdivision Officer**	Approval > Approval Inbox	Store Officer	Indent scrutinized and submitted further.
7.	Indent Approval	**Store Officer**	Approval > Approval Inbox	Store Keeper	Approved and sent for invoice creation
8.	Invoice creation	**Store Keeper**	Approval > Approval Inbox	Section Officer	Invoice is created and gate pass is issued.
9.	New DTC commissioning & CR initiation	**Section Officer**	Approval > Approval Inbox	AEE-SDO	CR is initiated.

10.	CR approval	**AEE-SDO**	Approval > Approval Inbox	SA-DO	CR approved and submitted further.
11.	Scrutiny of CR	**SA-DO**	Approval > Approval Inbox	AO-DO	Scrutiny of CR and submitted to Accounts Dept.
12.	Scrutiny of CR	**AO-DO**	Approval > Approval Inbox	EE	Scrutiny and submitted further.
13	CR approval	**EE**	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	**Section Officer**	DTR Repair Management>Faulty Estimation DTR Search	AET-SDO	Section Officer is the Creator.
2.	Scrutiny of Repairer Estimate	**AET-SDO**	Approval > Approval Inbox	AEE-DO	Estimate scrutinized and sent for approval.
3.	Approval of Estimate	**AEE-SDO**	Approval > Approval Inbox	AET-DO	Estimate approved and submitted to division.
4.	Approval of Repairer Estimate	**AET-DO**	Approval > Approval Inbox	AET-DO	Estimate approved and sent for Work Order creation.
5.	Repair Work Order creation	**AET-DO**	Approval > Approval Inbox	AO-DO	Work Order created and submitted for budget verification.
6.	Scrutiny of Repair Work Order	**AO-DO**	Approval > Approval Inbox	AEE-DO	Budget verified and sent for approval.
7.	Scrutiny of Repair Work Order	**AEE-DO**	Approval > Approval Inbox	EE-DO	Submitted for approval.
9.	Approval of Work Order	**EE**	Approval > Approval Inbox		Repair Work Order is approved.
	Work Award is initiated at Circle Office through Billing>Work Award module				
10.	Faulty DTR Search	**Store Keeper**	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	**AET-DO**	Approval > Approval Inbox	Store Officer	Request raised for Transil oil to be sent to repairer.

12.	Approval to issue Transil Oil to repairer.	**Store Officer**	Approval > Approval Inbox	Store Keeper	Transil Oil request approved and sent for invoice.
13.	Invoice of Transil oil	**Store Keeper**	Approval > Approval Inbox		
14.	Repairer performs repair and confirms repaired good item				
15.	Testing of repaired good DTRs	**MT**	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	**Store Keeper**	DTR Repair Management > Pending to Receive		Repaired good DTR is made inward into store stock.

Inter Store Transfer:

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Transformers	**Store Keeper o requesting store.**	Store Indent	Store Officer of the requesting store.	Store Keeper is the Creator.
2.	Approval of the indent to request material	**Store Officer of the requesting store.**	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	**Store Officer of issuing Store**	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.	**Store Keeper of issuing store.**	Approval> Approval Inbox	Store Keeper of requesting store.	Store Keeper will create the Invoice to issue the materials.
5.	Receive DTR	**Store Keeper of requesting store.**	Approval> Approval Inbox		DTR received.

Scrap Transformer:

Sl. No.	Activity	By whom	Module to be used	Movement of document to	Remarks
1.	Scrap test of Transformers	**MT**	Scrap Test	Store Keeper.	MT is the initiator.
2.	Store Keeper scraps the transformer	**Store Keeper.**	Scrap Transformer		Moves to scrap disposal.
3	Store Keeper disposes the transformer as scrap disposal.	**Store Keeper**	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	**Section Officer**	Billing>Minor Billing	AET-SDO.	Section Officer is the initiator.
2.	Scrutiny of billing raised	**AET-SDO**	Approval> Approval Inbox	AEE-SDO	Scrutinized and sent for approval.
3.	Approval of Billing	**AEE-SDO**	Approval> Approval Inbox	EE	Submitted for Approval.
4.	Bill approved.	**EE**	Approval> Approval Inbox	BPA-DO	Bill approved and forwarded to Accounts Section.
5.	Approved Bill is initiated for payment.	**BPA-DO**	Approval> Approval Inbox	AAO	Forwarded for payments.
6.	Scrutiny of Bill	**AAO**	Approval> Approval Inbox	AO	Forwarded for payments.
7.	Scrutiny of Bill	**AO**	Approval> Approval Inbox	AO (IA)	Forwarded for payments.
8.	Scrutiny of Bill	**AO (IA)**	Approval> Approval Inbox	Cashier	Forwarded for payments.
9.	Payment is done	**Cashier**	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	**Section Officer**	Billing>Minor Billing	AET-SDO.	Section Officer is the initiator.
2.	Scrutiny of billing raised	**AET-SDO**	Approval> Approval Inbox	AEE-SDO	Scrutinized and sent for approval.
3.	Approval of Billing	**AEE-SDO**	Approval> Approval Inbox	EE	Submitted for Approval.
4.	Bill approved.	**EE**	Approval> Approval Inbox	BPA-DO	Bill approved and forwarded to Accounts Section.
5.	Approved Bill is initiated for payment.	**BPA-DO**	Approval> Approval Inbox	AAO	Forwarded for payments.
6.	Scrutiny of Bill	**AAO**	Approval> Approval Inbox	AO	Forwarded for payments.
7.	Scrutiny of Bill	**AO**	Approval> Approval Inbox	AO (IA)	Forwarded for payments.
8.	Scrutiny of Bill	**AO (IA)**	Approval> Approval Inbox	Cashier	Forwarded for payments.

Minor Work Award:

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

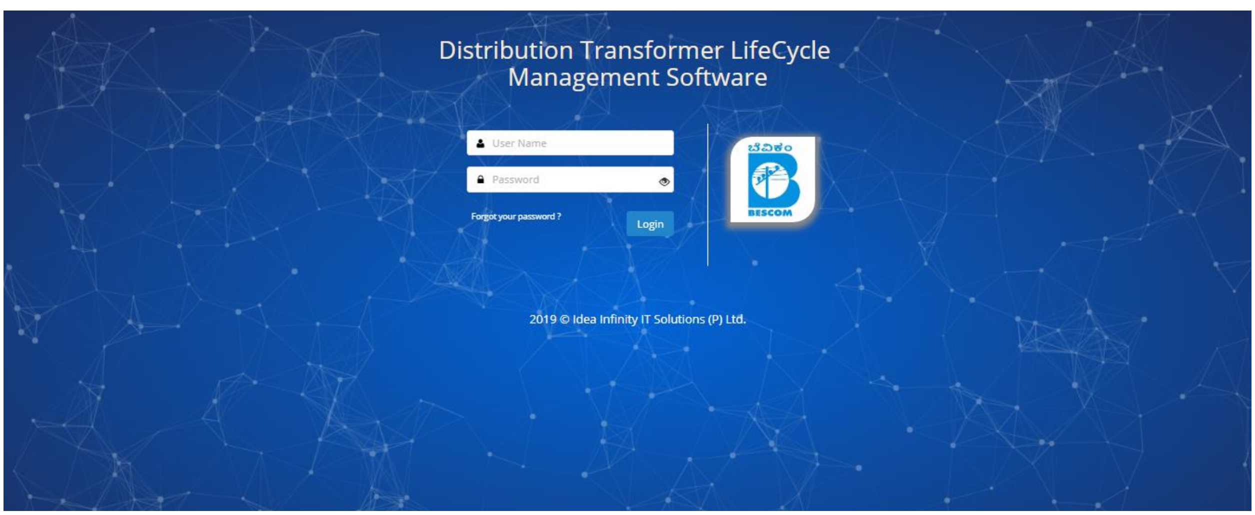
Major Work Award:

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

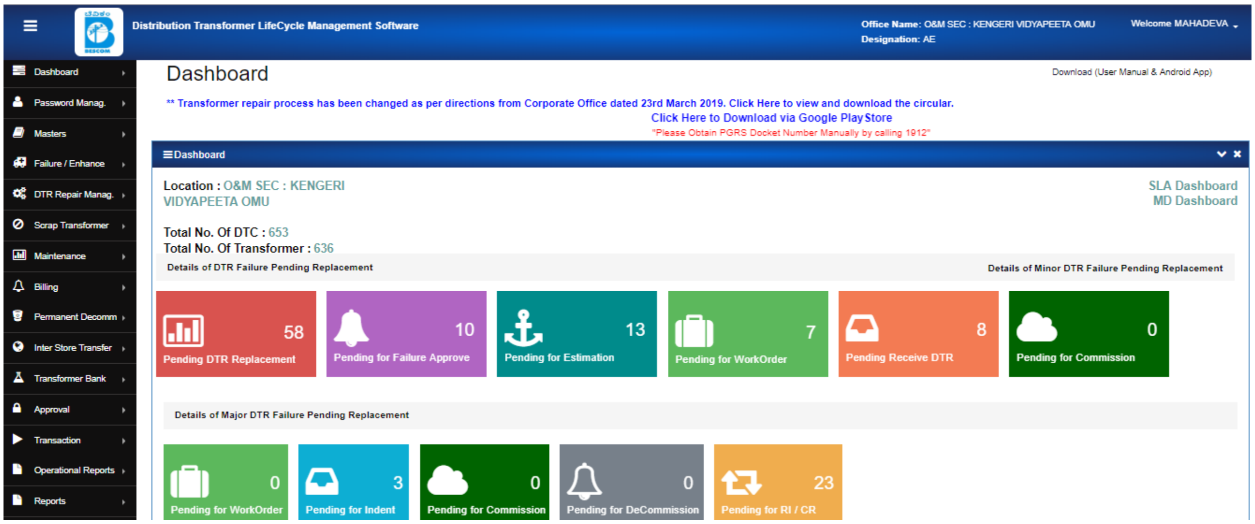
Login Screen:

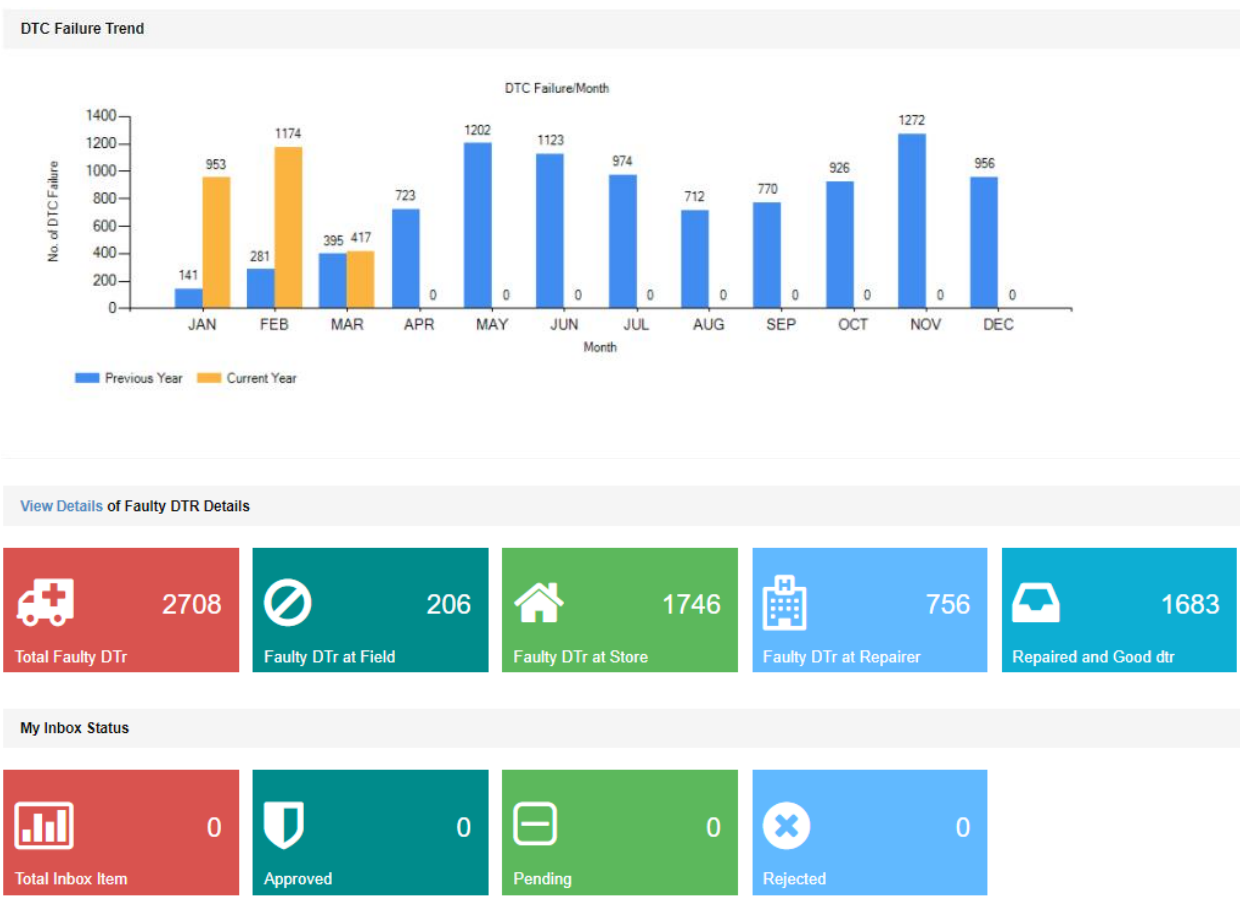
In order to use the DTLMS software, https://bescomdtlms.com one has to login to the system by entering his/her username and password assigned by the administrator. After first login it is advisable to change the password by the user for security purposes. Procedure for changing the password is explained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

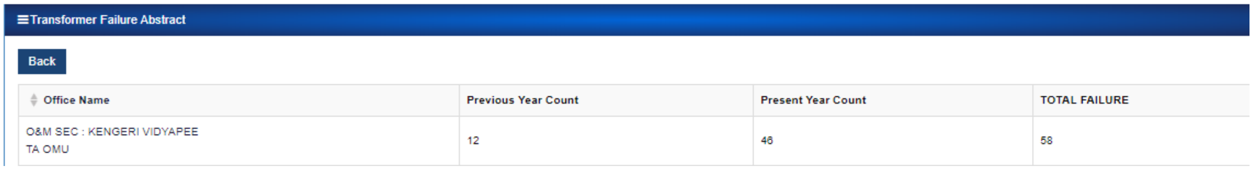
To login to the DTLMS click on the link provided in BESCOM website. Following screen is displayed, where in the user has to enter the required username and password. The user will be allowed to perform the roles defined to each person like creation of record, editing the record, approval etc.



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:


Distribution Transformer LifeCycle Management Software
Office Name: O&M SEC : KENGERI VIDYAPEETA OMU
Designation: AE
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
Download (User Manual & Android App)
** 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
Dashboard
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
DTC Failure/Month
No. of DTC Failure
1400
1200
1000
800
600
400
200
0
141 953
281 1174
395 417
723 0
1202 0
1123 0
974 0
712 0
770 0
926 0
1272 0
956 0
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Month
Previous Year
Current Year
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	46	58

Screenshot-1

Software Modules:

Following 16 Main Modules are available in DTLMS:

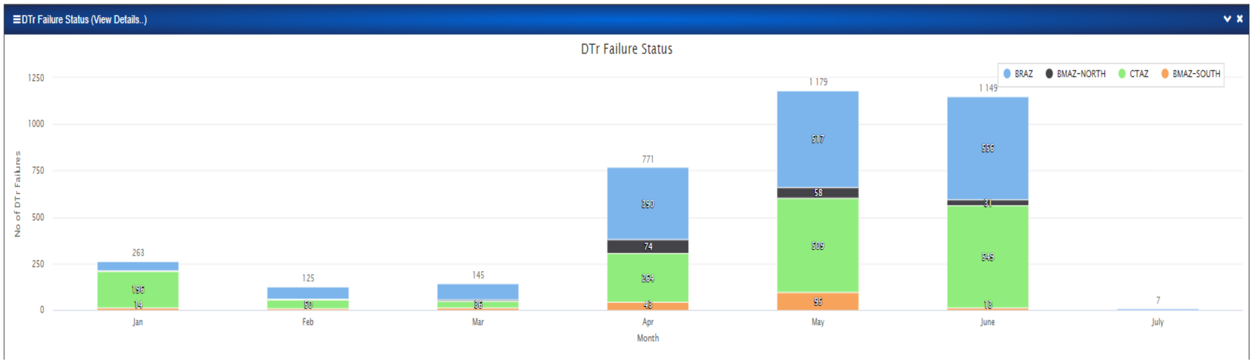
1. Dashboard
2. Password Management
3. User Management
4. Masters
5. Failure/Enhance
6. DTR Repair Management
7. Scrap Transformer
8. Maintenance
9. Billing
10. Permanent Decommissioning
11. Inter Store Transfer
12. Transformer Bank
13. Approval
14. Transaction
15. Reports
16. Help

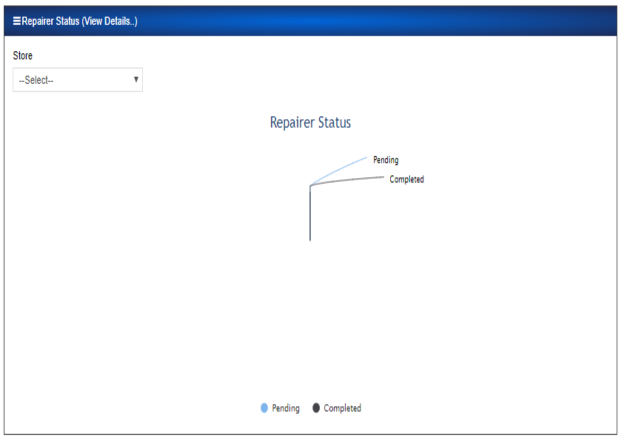
1. Dashboard:

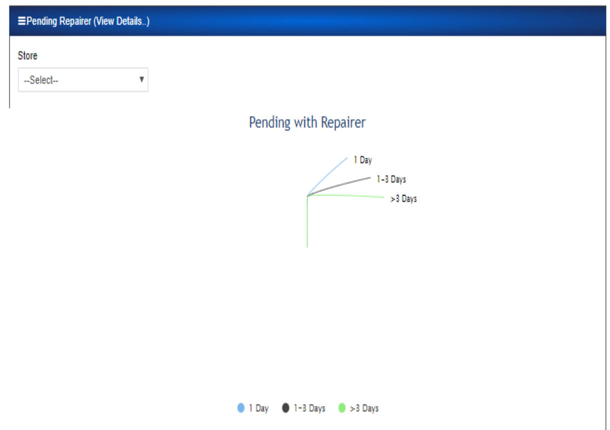
As soon as a user logs into DTLMS, Dashboard screen is shown by default. In this screen, all vital information can be seen for ready reference. (Screenshot-1)

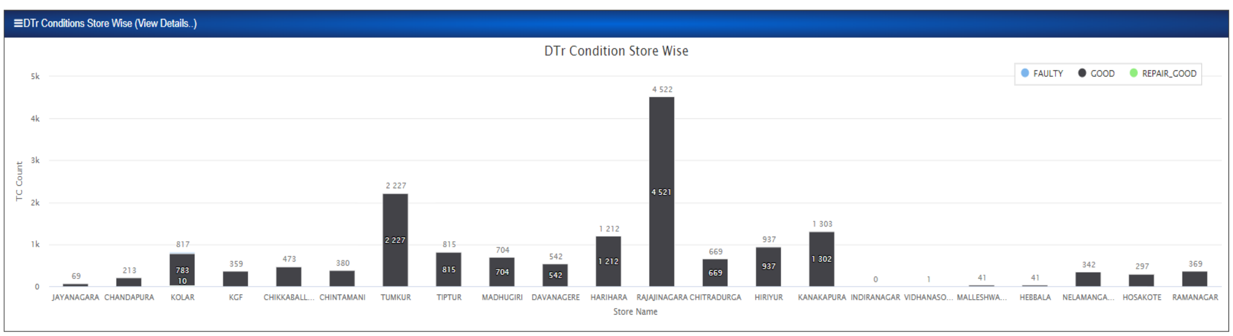
1.1. MD Dashboard:

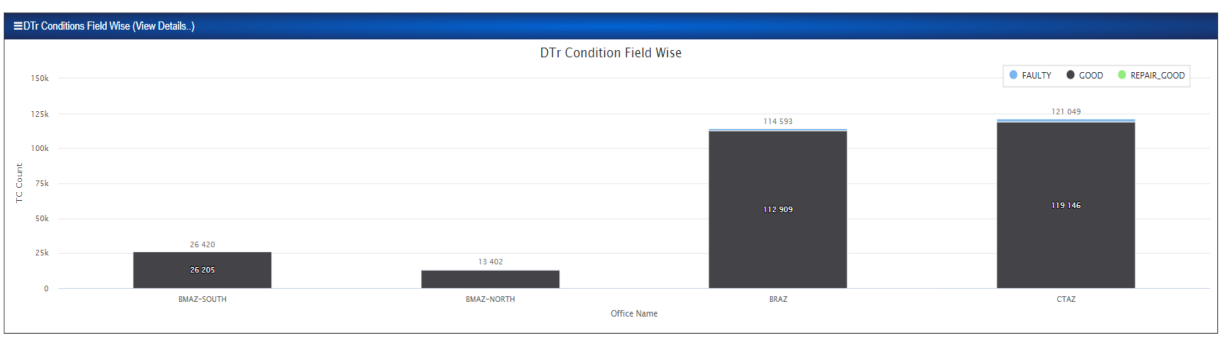
The MD Dashboard displays an overview of DTR Failure status, repairer status, Pending for repair, DTR condition wise (Store and field), RI Status, frequently failed DTCs & DTRs through interactive graphs.

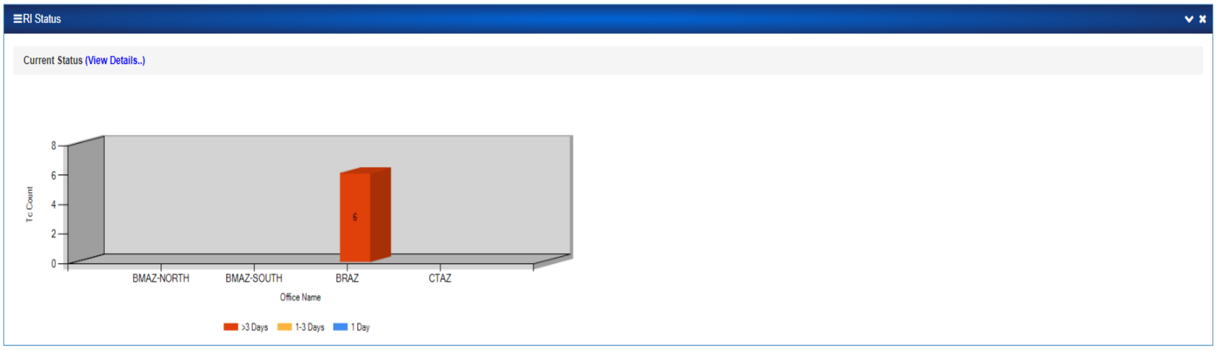

DTr Failure Status (View Details..)
DTr Failure Status
BRAZ
BMAZ-NORTH
CTAZ
BMAZ-SOUTH
No of DTr Failures
1250
1000
750
500
250
0
263
125
145
771
74
1 179
58
1 149
7
Jan
Feb
Mar
Apr
May
June
July
Month

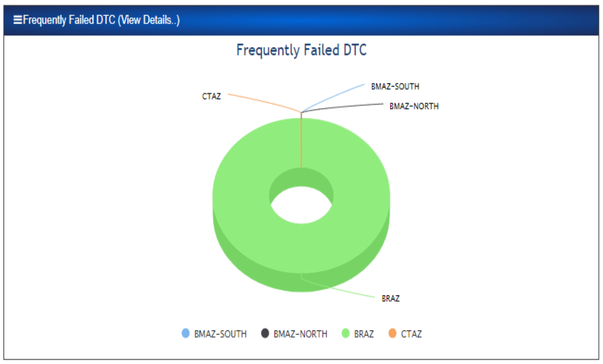

Repairer Status (View Details..)
Store
--Select--
Repairer Status
Pending
Completed
Pending
Completed

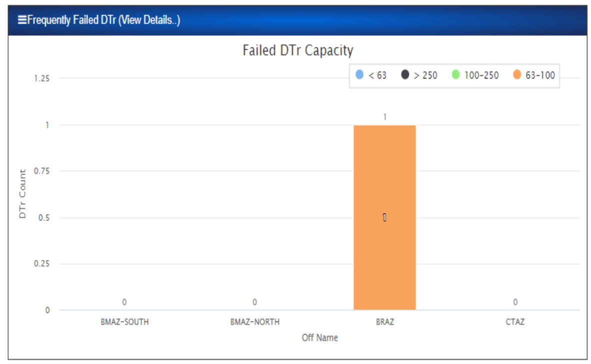

Pending Repairer (View Details..)
Store
--Select--
Pending with Repairer
1 Day
1-3 Days
>3 Days
1 Day
1-3 Days
>3 Days


DTr Conditions Store Wise (View Details..)
DTr Condition Store Wise
FAULTY
GOOD
REPAIR_GOOD
TC Count
5k
4k
3k
2k
1k
0
69
213
817
783
10
359
473
380
2 227
2 227
815
815
704
704
542
542
1 212
1 212
4 522
4 521
669
669
937
937
1 303
1 302
0
1
41
41
342
297
369
JAYANAGARA
CHANDAPURA
KOLAR
KGF
CHIKKABALL...
CHINTAMANI
TUMKUR
TIPTUR
MADHUGIRI
DAVANAGERE
HARIHARA
RAJAJINAGARA
CHITRADURGA
HIRIYUR
KANAKAPURA
INDIRANAGAR
VIDHANASO...
MALLESHWA...
HEBBALA
NELAMANGA...
HOSAKOTE
RAMANAGAR
Store Name


DTr Conditions Field Wise (View Details..)
DTr Condition Field Wise
FAULTY
GOOD
REPAIR_GOOD
TC Count
150k
125k
100k
75k
50k
25k
0
26 420
26 205
13 402
114 593
112 909
121 049
119 146
BMAZ-SOUTH
BMAZ-NORTH
BRAZ
CTAZ
Office Name

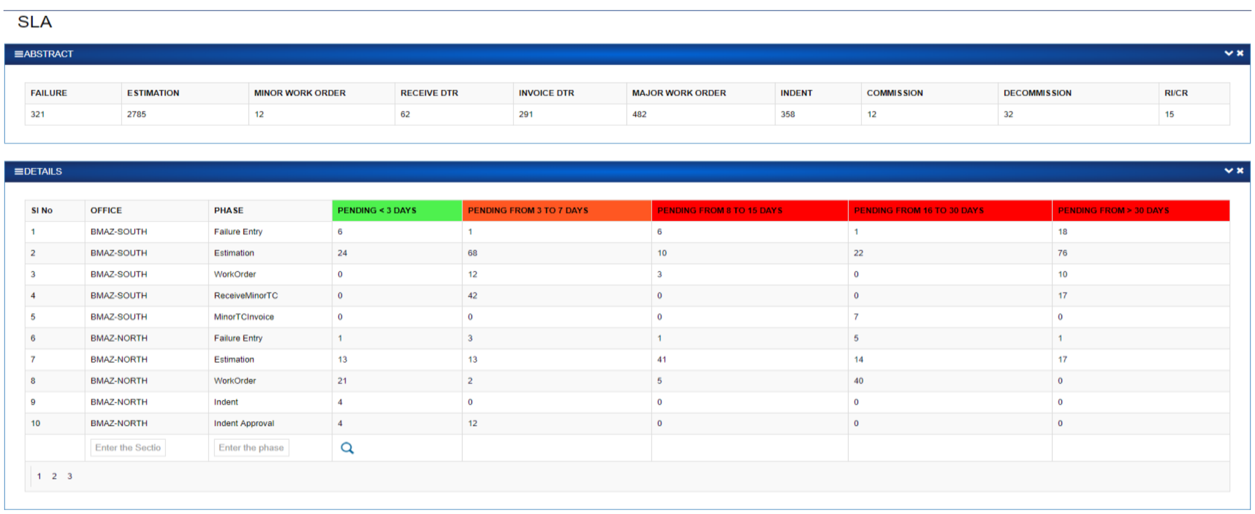






1.2. SLA Dashboard:

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	RI/CR
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
	Enter the Sectio	Enter the phase					

1 2 3

2. Password Management:

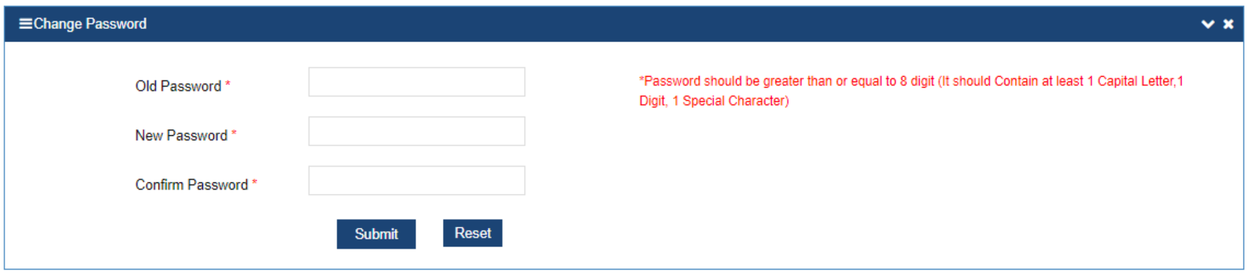
This module can be used to change the password of the logged in user.

- ✓ 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.

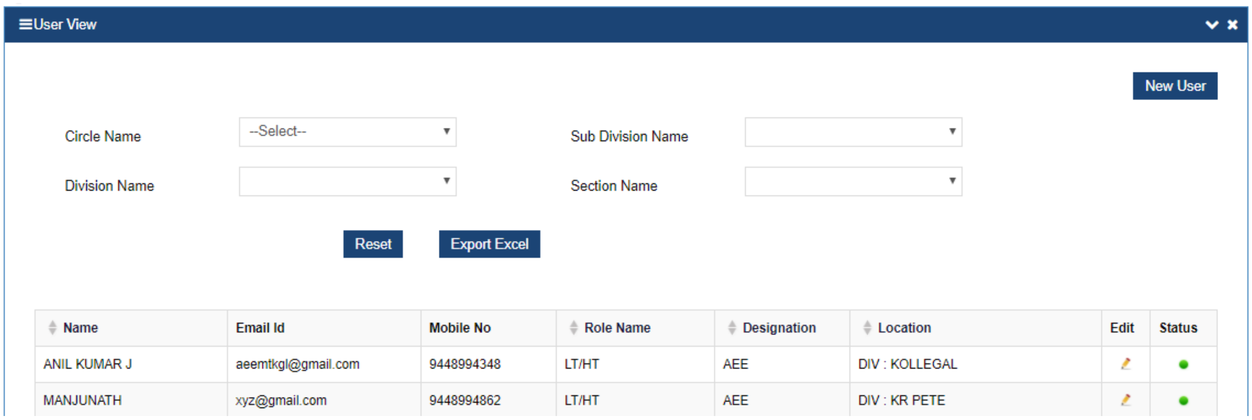
- On clicking edit button, all the details of the user to be modified are displayed.
- After editing the fields click on button "Update" to save the changes.
- On successful updating of data, "Updated successfully" message is displayed on the screen.

To De-activate a user:

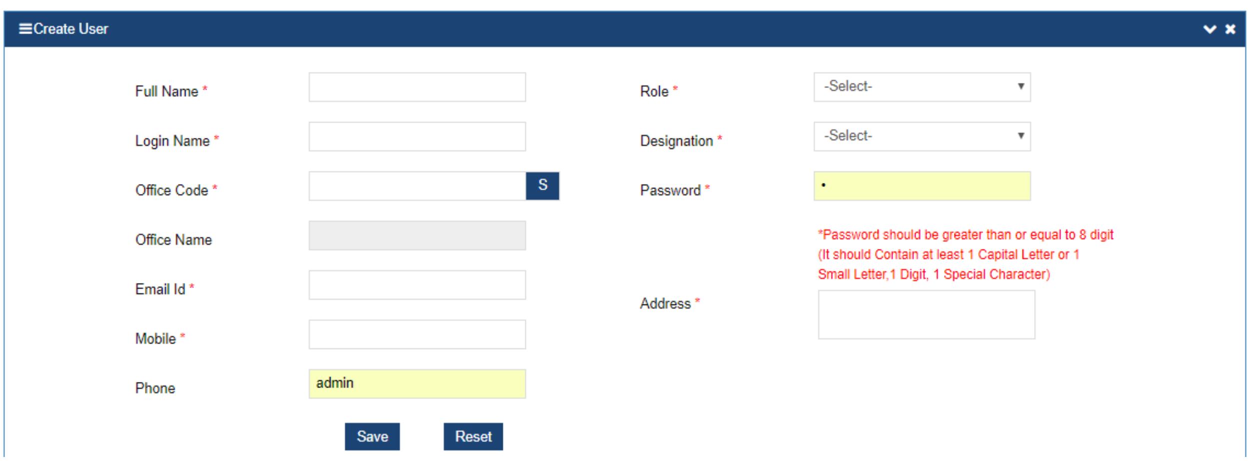
- In the user view grid, status column is shown with a dot in Green / Red color. Green color indicates that the user is active and Red color indicates that the user is de-activated.
- To change the status, click on the dot. When clicked on green dot, a dialogue box is shown with the message "Are you 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.



Screen Shot – 2



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 BESCOM.

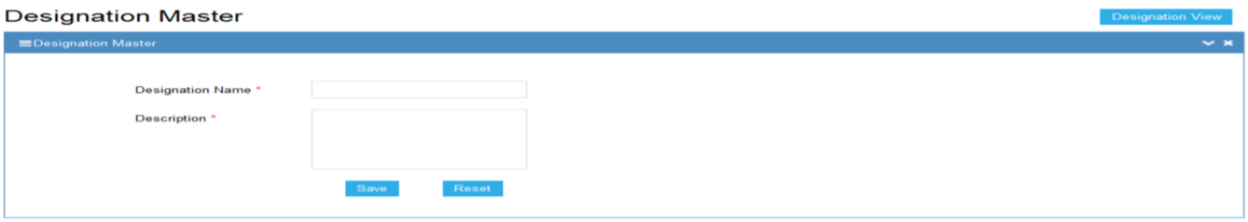
Steps to be followed for creating / updating Designation Master:

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

1 2

- ➢ 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.

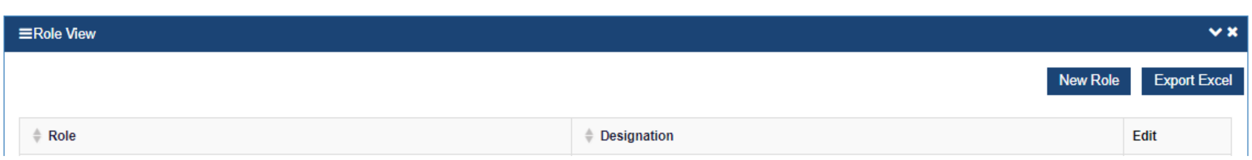
- ➢ Login to DTLMS as Admin with the username and password.
- ➢ Click on “Admin Activities”.
- ➢ Sub-modules under Admin Activities are listed.
- ➢ Click on Masters and select Designation. Following screen is displayed showing the details of all the designations already created in the grid format.
-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

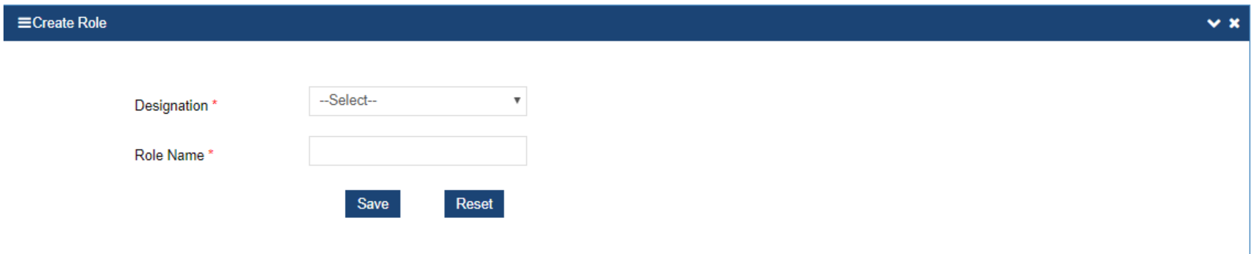
Steps to be followed for creating / updating Role Master:

- ➢ 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.

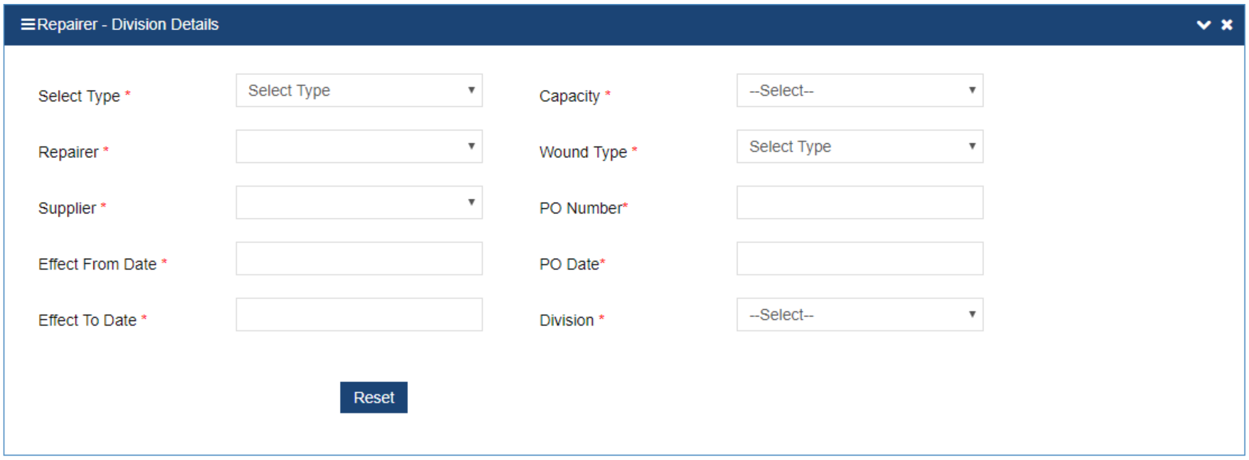
- Login to DTLMS as Admin with the username and password.
- Click on “Admin Activities”.
- Sub-modules under Admin Activities are listed.
- Click on Masters and select Role. Following screen is displayed showing the details of all the roles already created in the grid format.
- Click on “edit icon” in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

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.

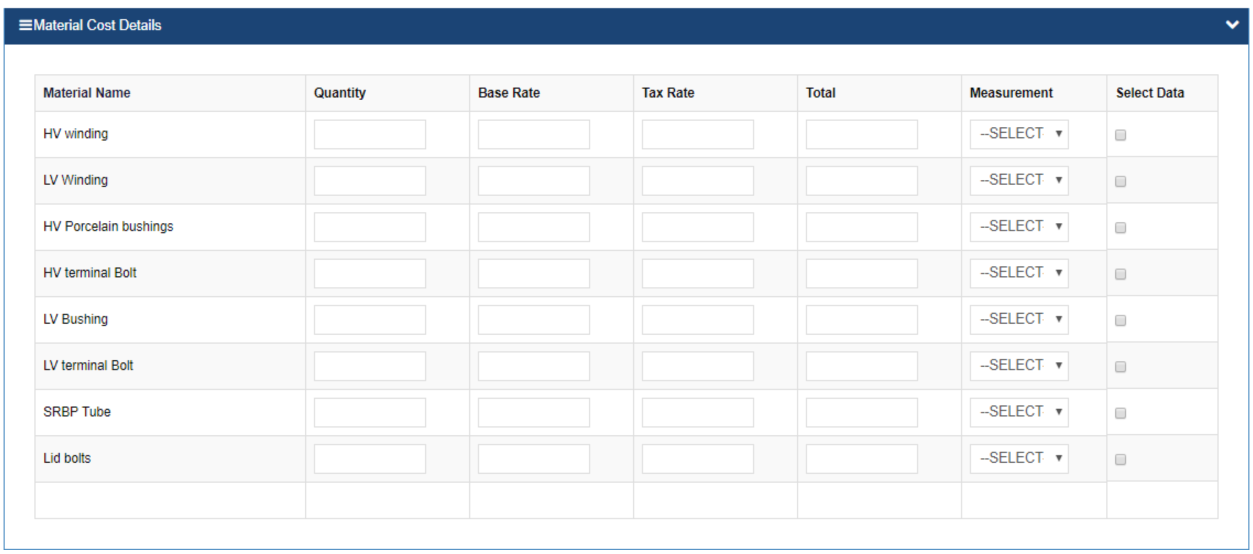


☰Repairer - Division Details

Select Type *	Select Type	Capacity *	--Select--
Repairer *		Wound Type *	Select Type
Supplier *		PO Number*	
Effect From Date *		PO Date*	
Effect To Date *		Division *	--Select--

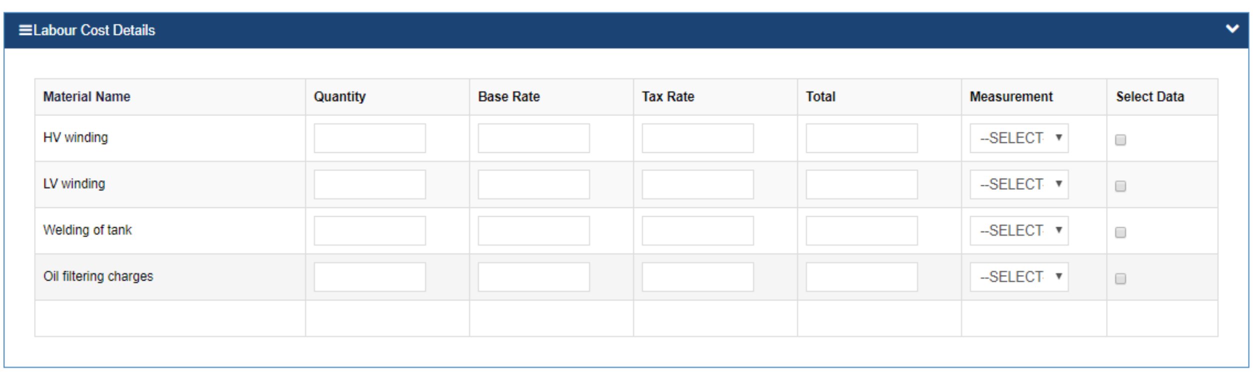
Reset

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



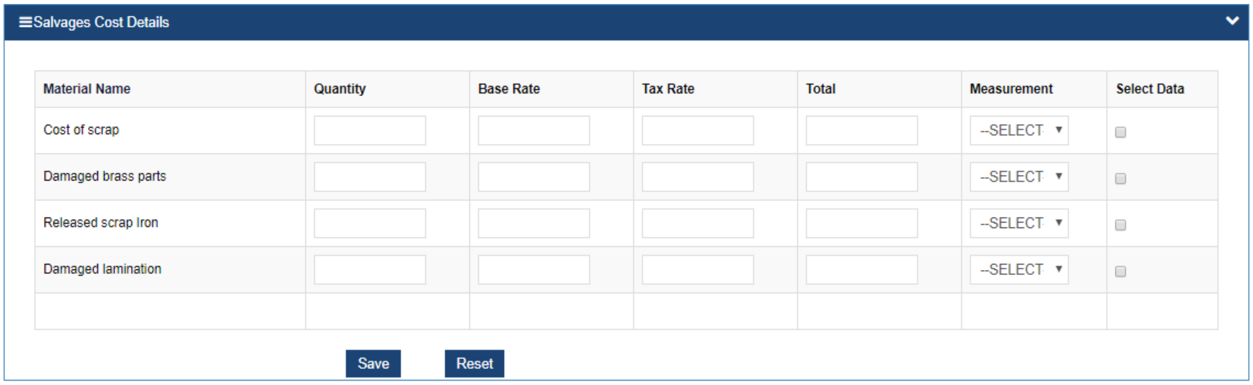
☰Material Cost Details

Material Name	Quantity	Base Rate	Tax Rate	Total	Measurement	Select Data
HV winding					--SELECT	
LV Winding					--SELECT	
HV Porcelain bushings					--SELECT	
HV terminal Bolt					--SELECT	
LV Bushing					--SELECT	
LV terminal Bolt					--SELECT	
SRBP Tube					--SELECT	
Lid bolts					--SELECT	



☰Labour Cost Details

Material Name	Quantity	Base Rate	Tax Rate	Total	Measurement	Select Data
HV winding					--SELECT	
LV winding					--SELECT	
Welding of tank					--SELECT	
Oil filtering charges					--SELECT	



≡Salvages Cost Details

Material Name	Quantity	Base Rate	Tax Rate	Total	Measurement	Select Data
Cost of scrap					--SELECT	
Damaged brass parts					--SELECT	
Released scrap Iron					--SELECT	
Damaged lamination					--SELECT	

Save Reset

- 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.

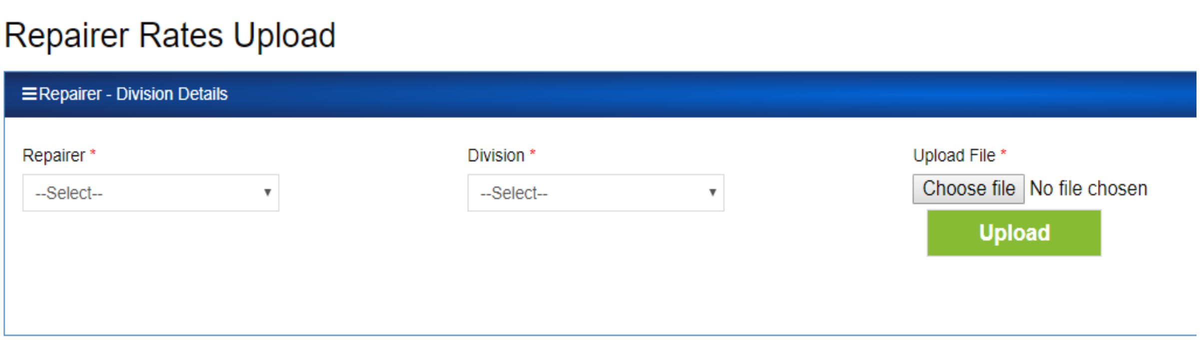
Note: The rates can be modified/updated by selecting the same repairer/supplier name and entering the updated rates.

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.



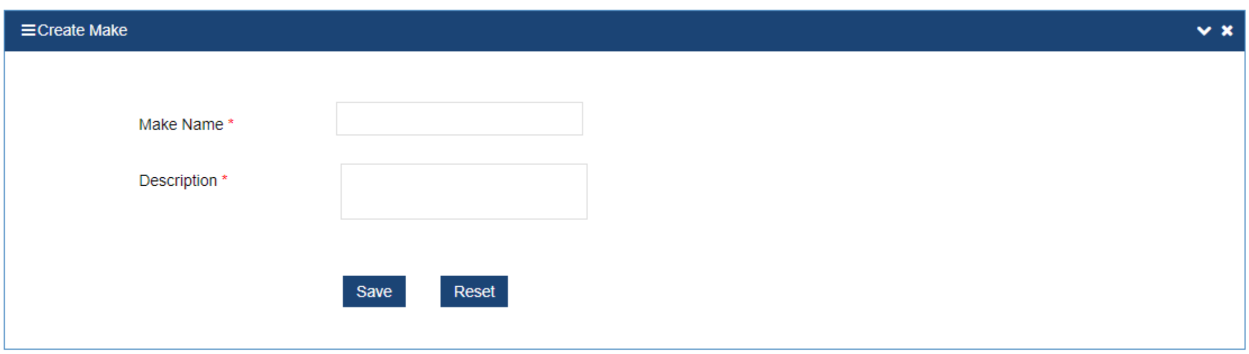
4.5 DTR Make Master

- 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.

- 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.



- 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.

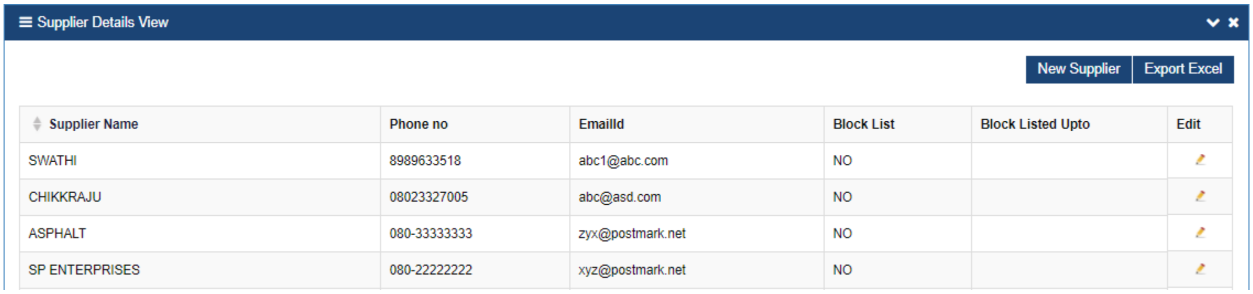
4.6 DTR Supplier:

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.

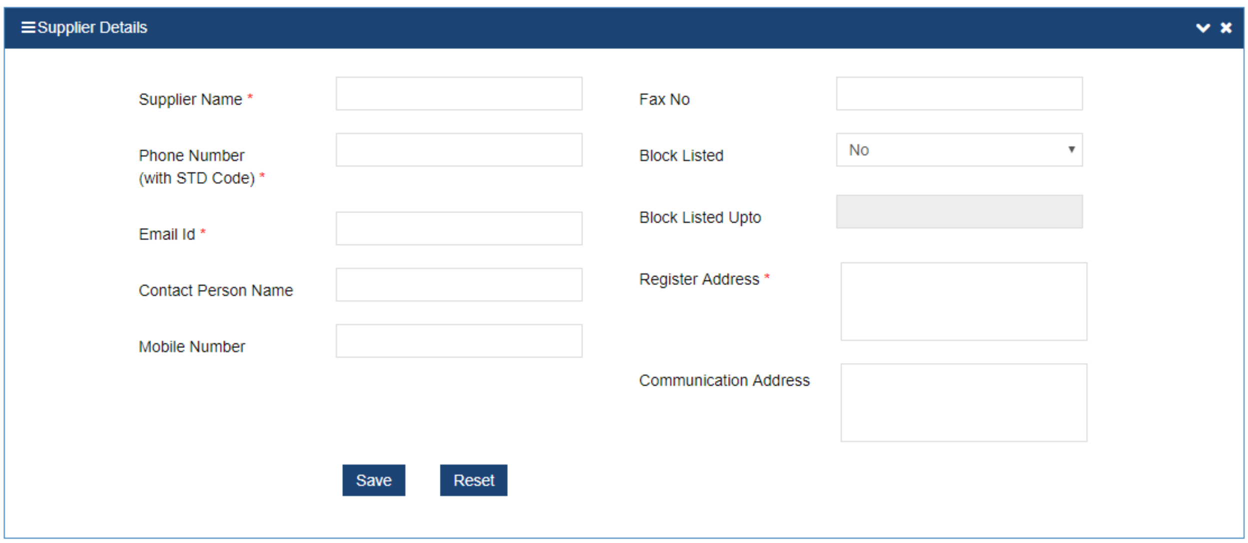


Supplier Details View

New Supplier | Export Excel

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.



- 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.

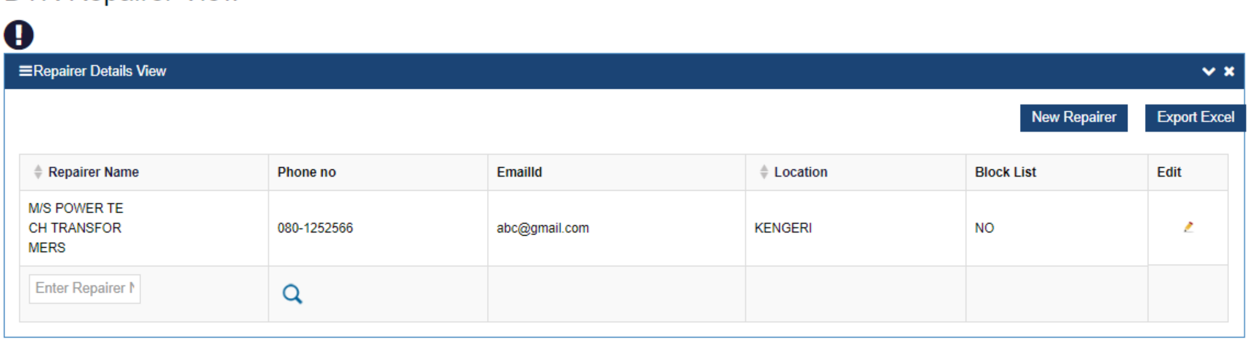
4.7 DTR Repairer:

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

Steps to be followed to create new transformer repairer:

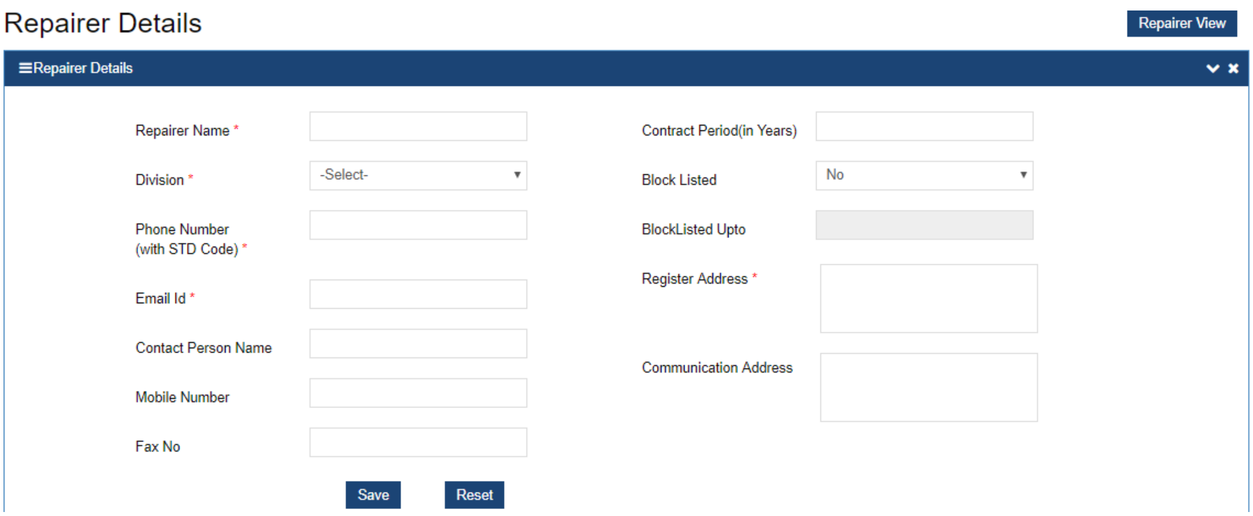
- Login to DTLMS with the user name and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “DTR Repairer”. Following screen is displayed showing the details of all DTR Repairers already created in the grid format.

DTR Repairer View



Repairer Name	Phone no	EmailId	Location	Block List	Edit
M/S POWER TECH TRANSFORMERS	080-1252566	abc@gmail.com	KENGERI	NO	
Enter Repairer N					

- 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.



- 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.

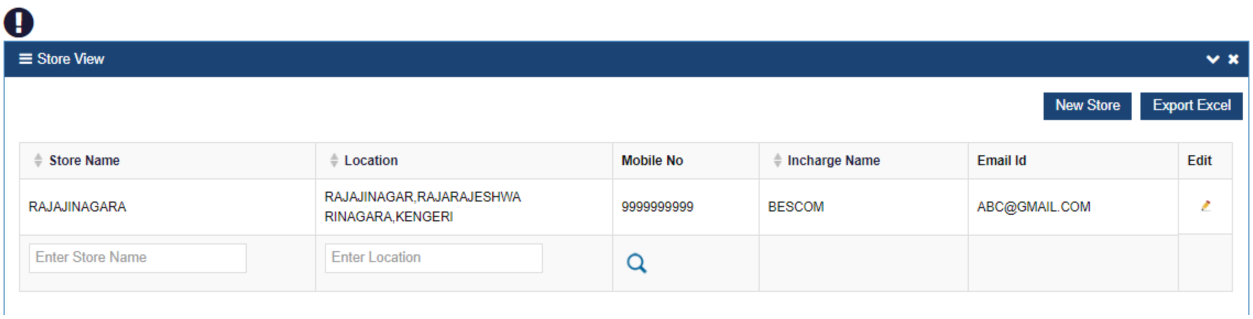
4.8 Store:

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

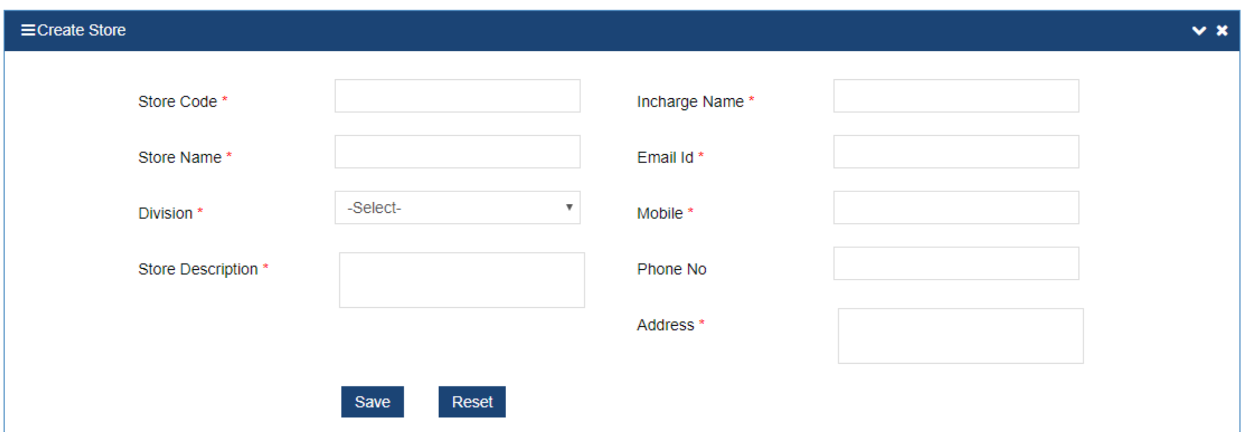
Steps to be followed to create new Store:

- ➢ 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



- ➢ 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.

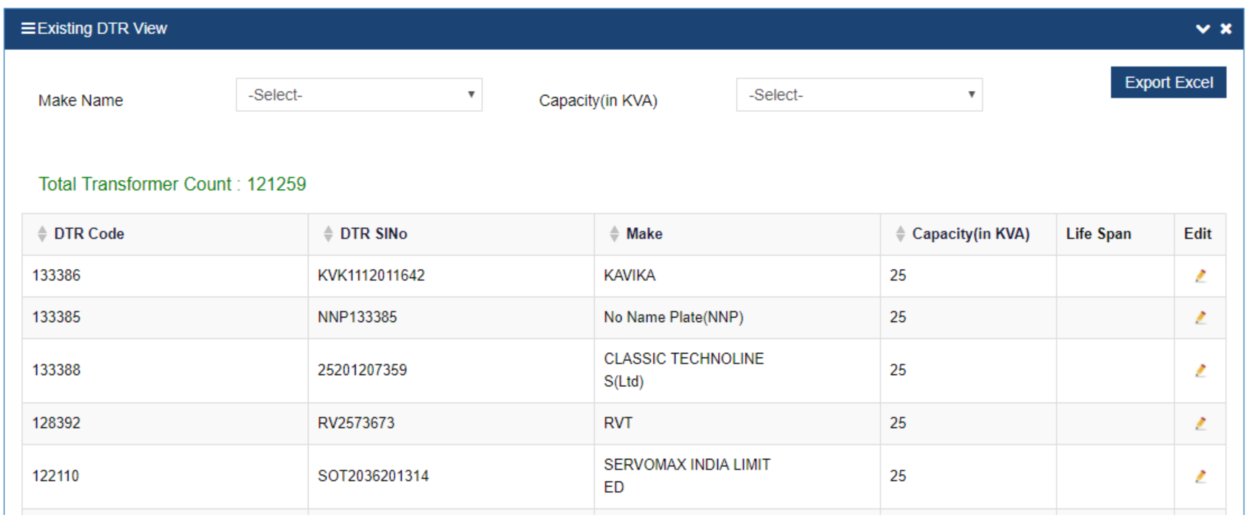
- Click on **edit icon** with respect to the store whose details are to be modified.
- Details of the store selected for modification is displayed for making necessary corrections **except store code**.
- After making necessary changes click on the “Update” button.
- “Store details Updated successfully”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

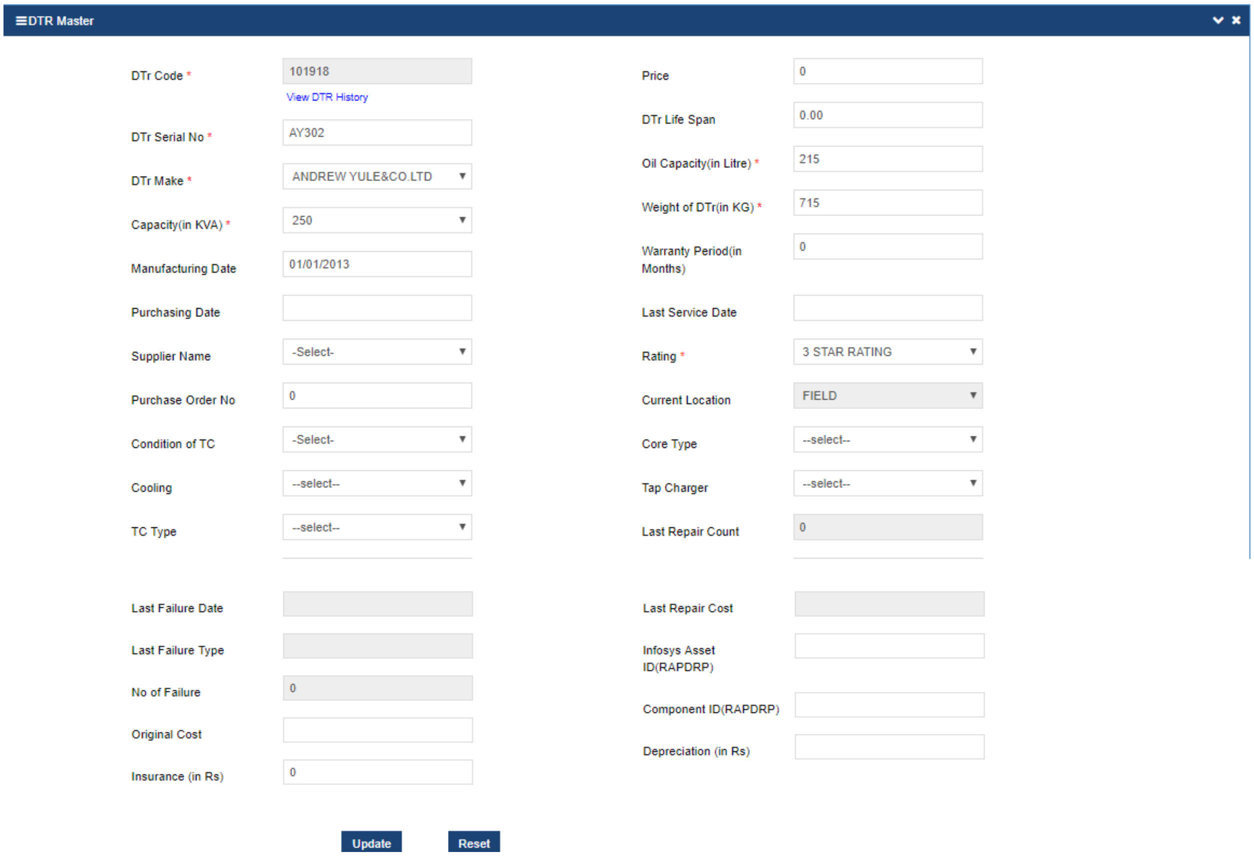
Steps to be followed to enter existing distribution transformer details:

- 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 LIMITED	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.



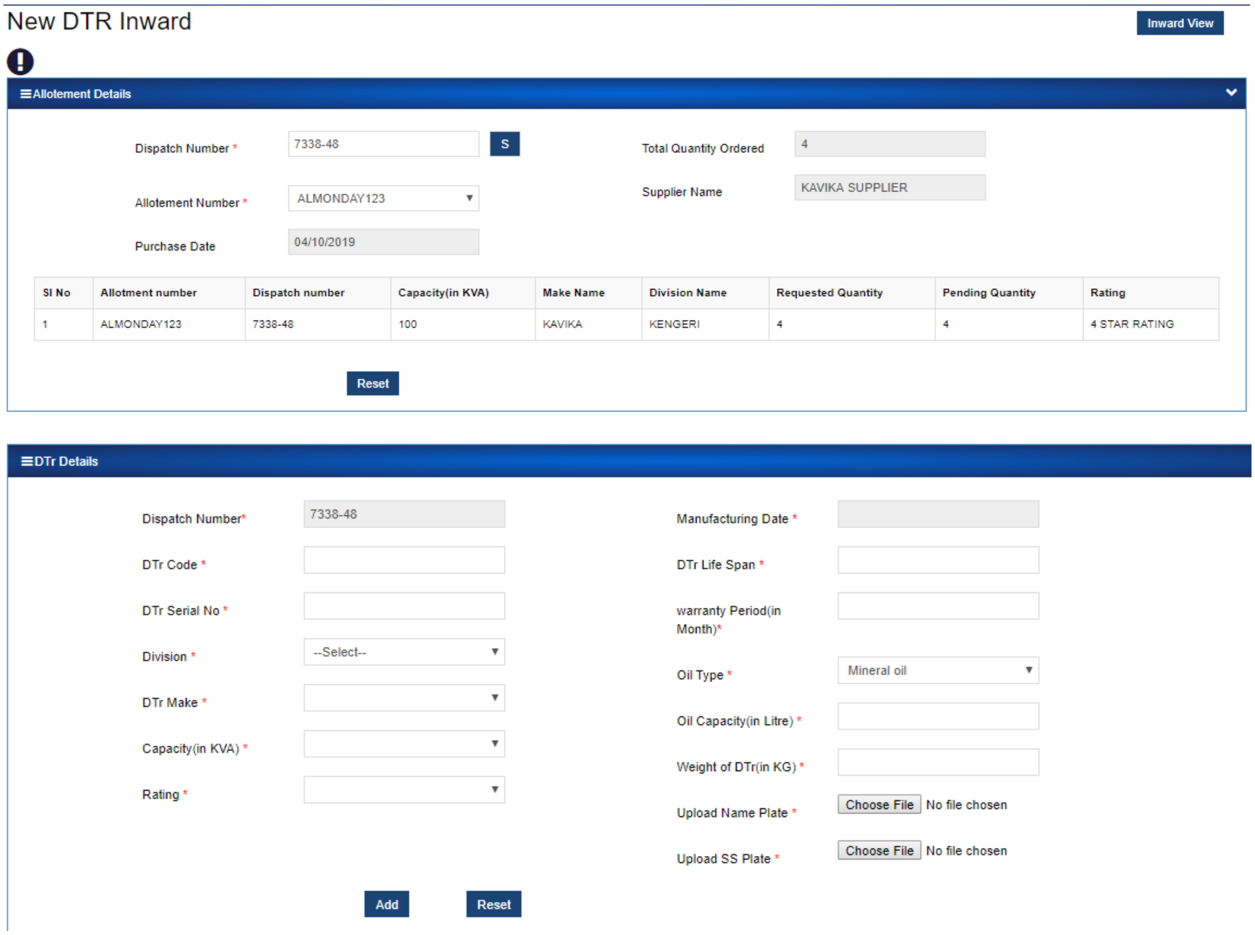
- All the field names are self-explanatory.
- Enter relevant data against each field. With respect of Transformer make, Capacity, supplier name and Current Location, select the relevant data from the drop down provided.
- After entry of all the details click on “Update” button.
- “Transformer details 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:

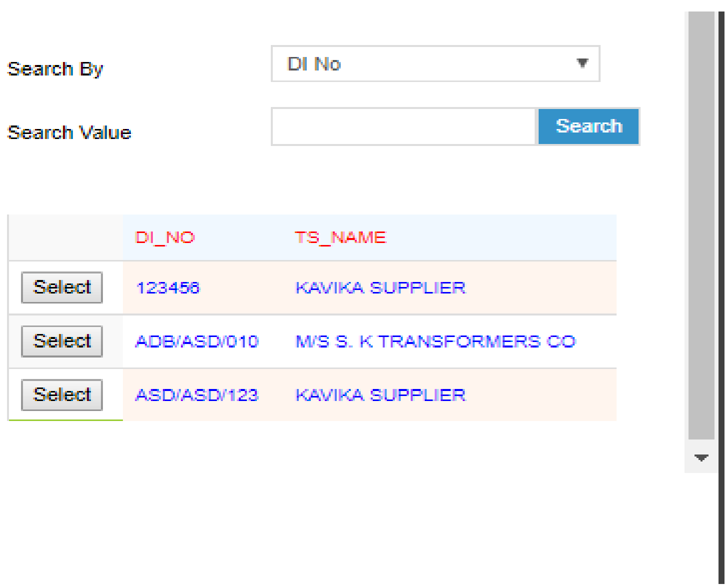
This module is used to capture all the details of new transformers received in stores against purchase order placed.

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

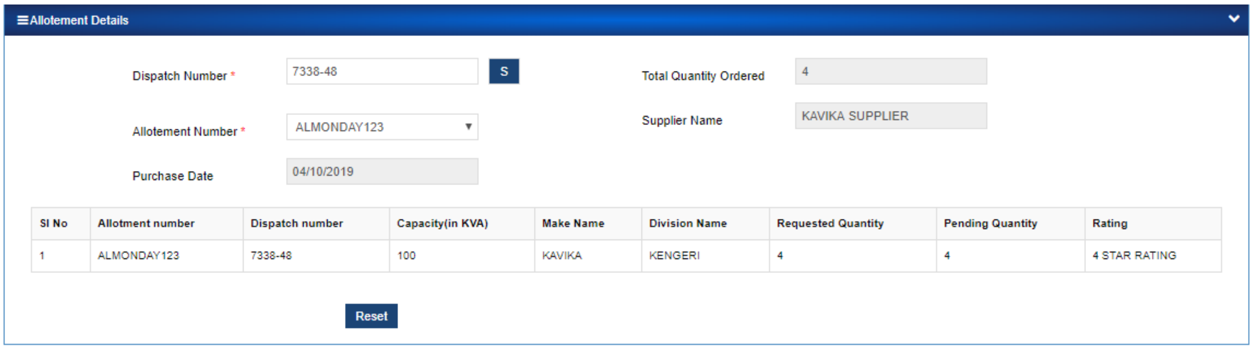
- Login to DTLMS with the username and password.
- Click on Masters.
- Sub-modules under masters are listed.
- Click on “New DTR inward”. Following screen is displayed for entering the details.



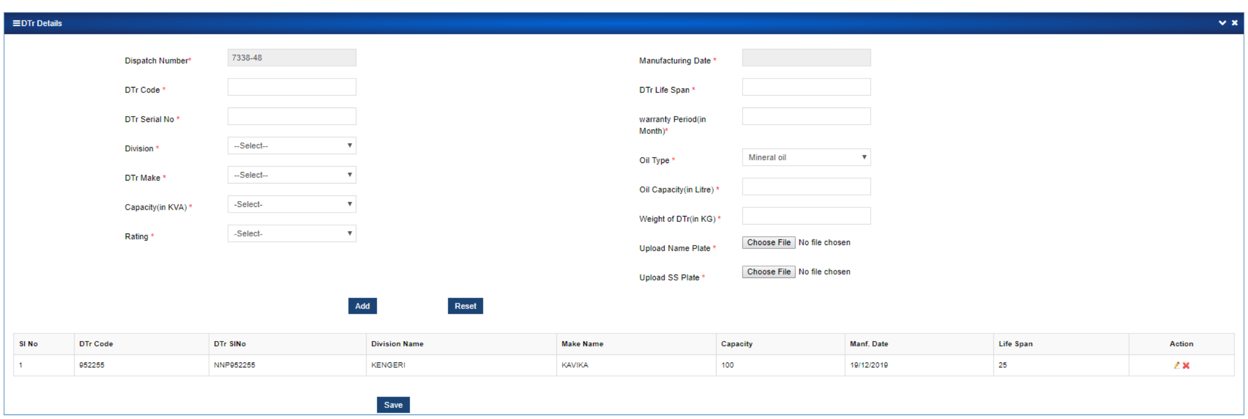
➢ To start with, enter the Dispatch Instructions number against which the transformers are received using the search button ("S") which shall populate a new window showing the Dispatch instructions already created. On clicking on the search button "S" following dialogue box is shown. Selection could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



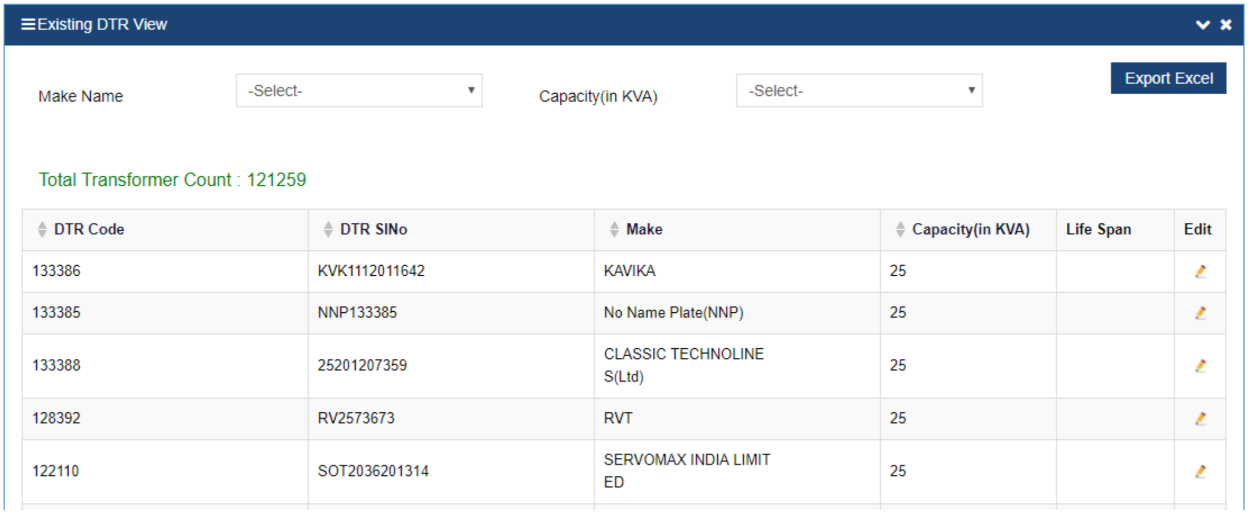
- In the dialogue box, select the Dispatch Instruction number from the drop-down provided.
- After selecting the appropriate search field from the drop down, click on "Search" button.
- All the details relating to the search option is displayed in the table form as shown in the above screen shot.
- Now 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:



- 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:



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



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 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.

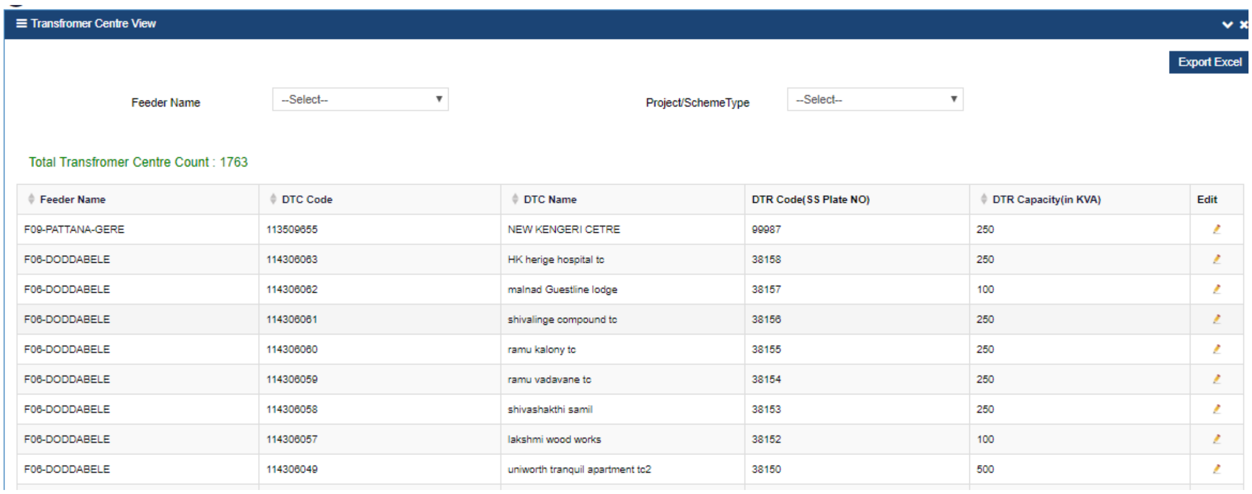
- All the fields can be modified except DTR code.
- After making necessary corrections click on “Update” button.
- “Transformer details updated successfully” message is displayed.
- Click on “OK” button to return to the edit screen with all the details as updated.
- User can go through all the details 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.



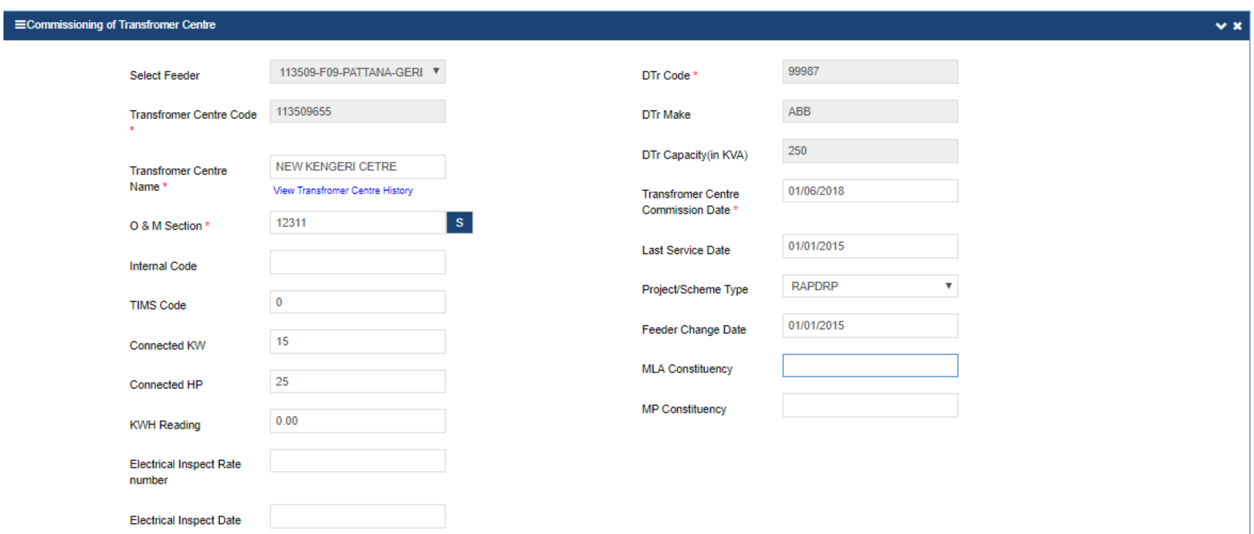
Feeder Name	DTC Code	DTC Name	DTR Code(SS Plate NO)	DTR Capacity(in KVA)	Edit
F09-PATTANA-GERE	113509655	NEW KENGERI CETRE	99987	250	
F06-DODDABELE	114306063	HK herige hospital tc	38158	250	
F06-DODDABELE	114306062	malnad Guestline lodge	38157	100	
F06-DODDABELE	114306061	shivalinge compound tc	38156	250	
F06-DODDABELE	114306060	ramu kalony tc	38155	250	
F06-DODDABELE	114306059	ramu vadavane tc	38154	250	
F06-DODDABELE	114306058	shivashakthi samil	38153	250	
F06-DODDABELE	114306057	lakshmi wood works	38152	100	
F06-DODDABELE	114306049	uniworth tranquil apartment tc2	38150	500	

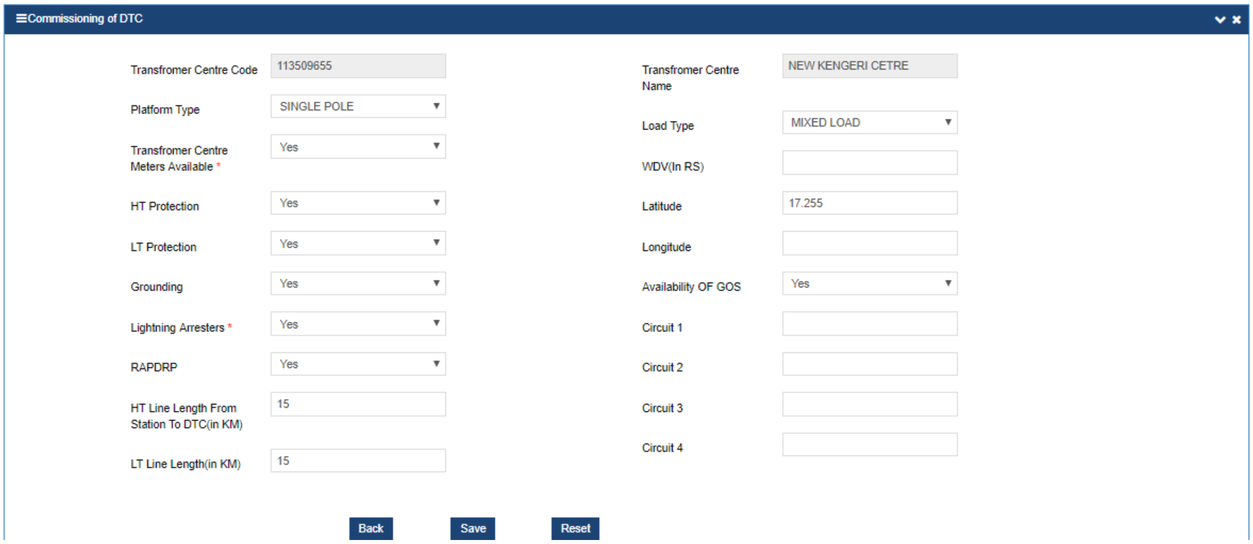
- ➢ As could be seen from the above screenshot, all the major details relating to the DTC is displayed Feeder Name wise.
- ➢ User can search a particular DTC based on feeder name / DTC code / DTC Name / DTR code by entering the relevant data and clicking on Search Icon.

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.





- ➢ 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.

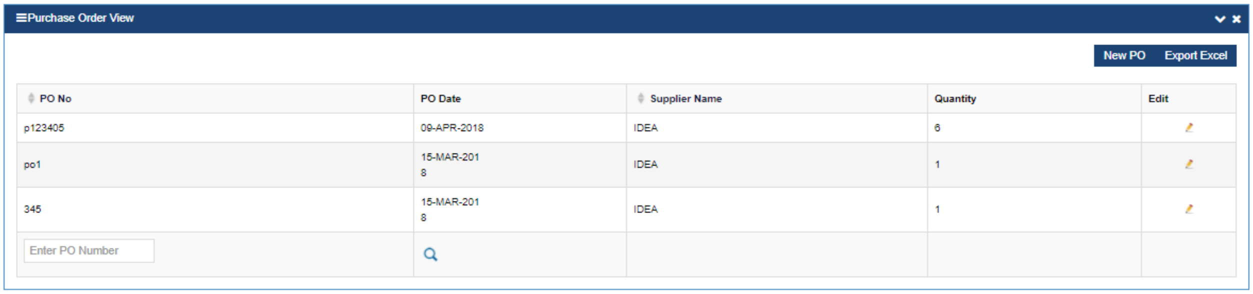
4.12 Purchase Order Master:

- 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:

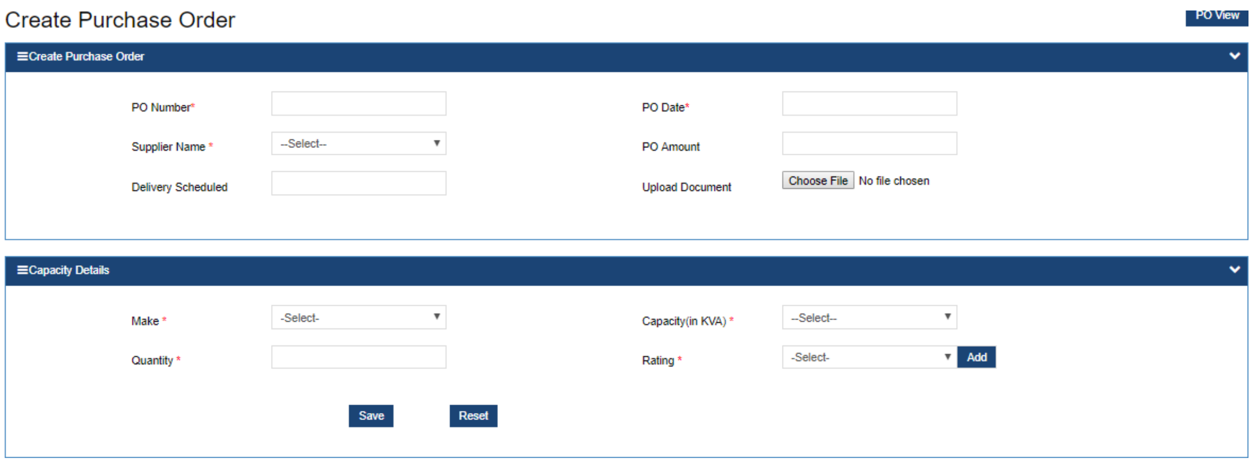
- ➢ Login to DTLMS with the username and password.
- ➢ Click on "Masters".
- ➢ Sub-modules under Masters are listed.
- ➢ Now click on "Purchase Order".

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



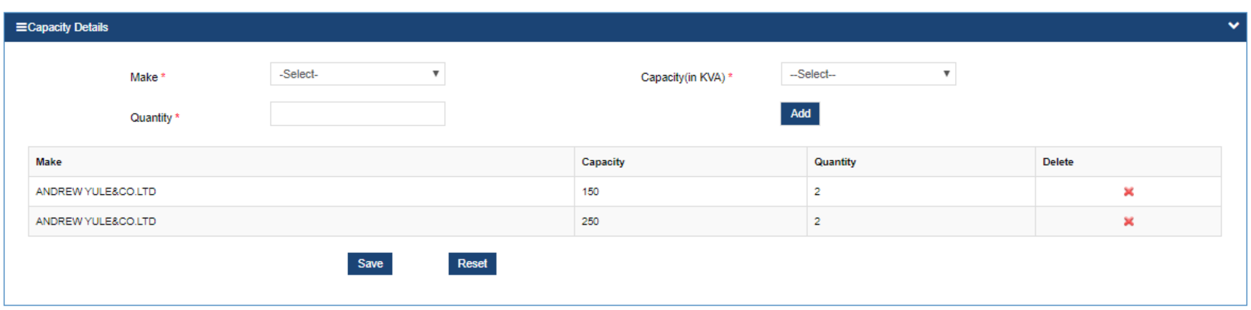
➢ Now click on “New” button provided on the right hand top corner of the screen.

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



➢ 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:



➢ 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.

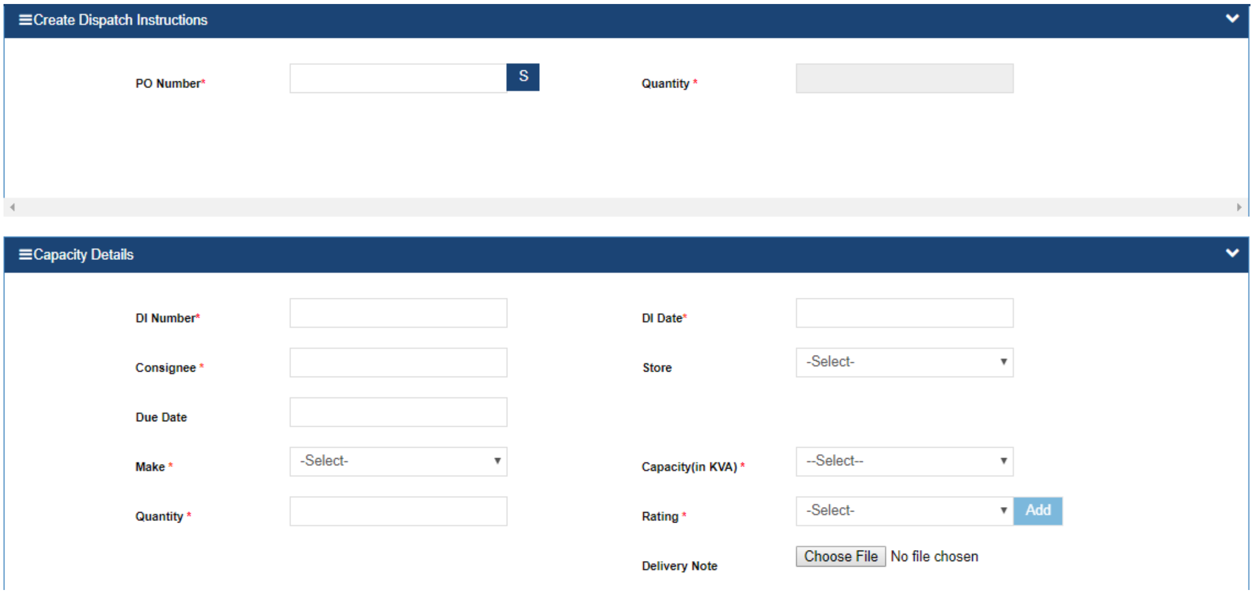
4.13 Dispatch Instructions:

- 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.



- 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.

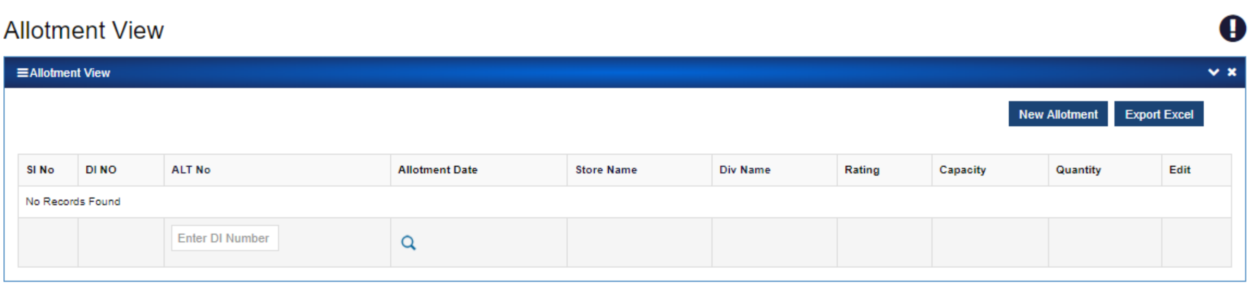
4.14 TC Allotment:

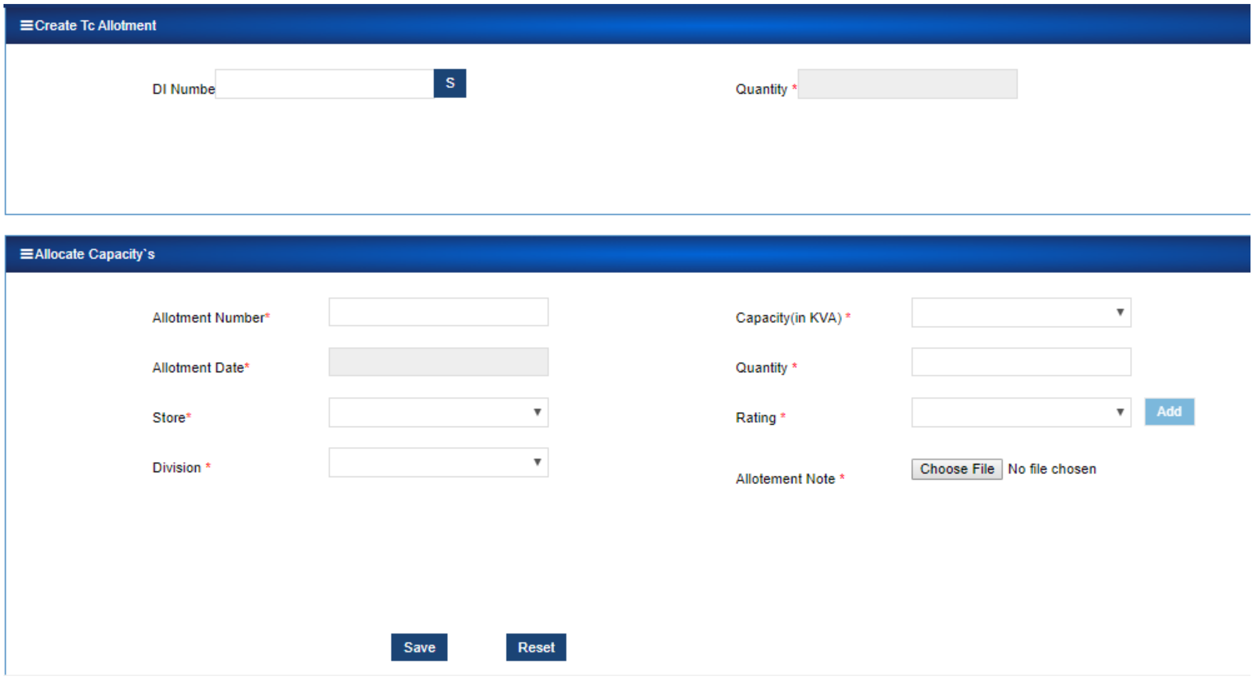
- Permission to use this master is vested with Admin only.
- This form is used to update the details of TC Allotment, also can edit the details already fed.

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.





- 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."

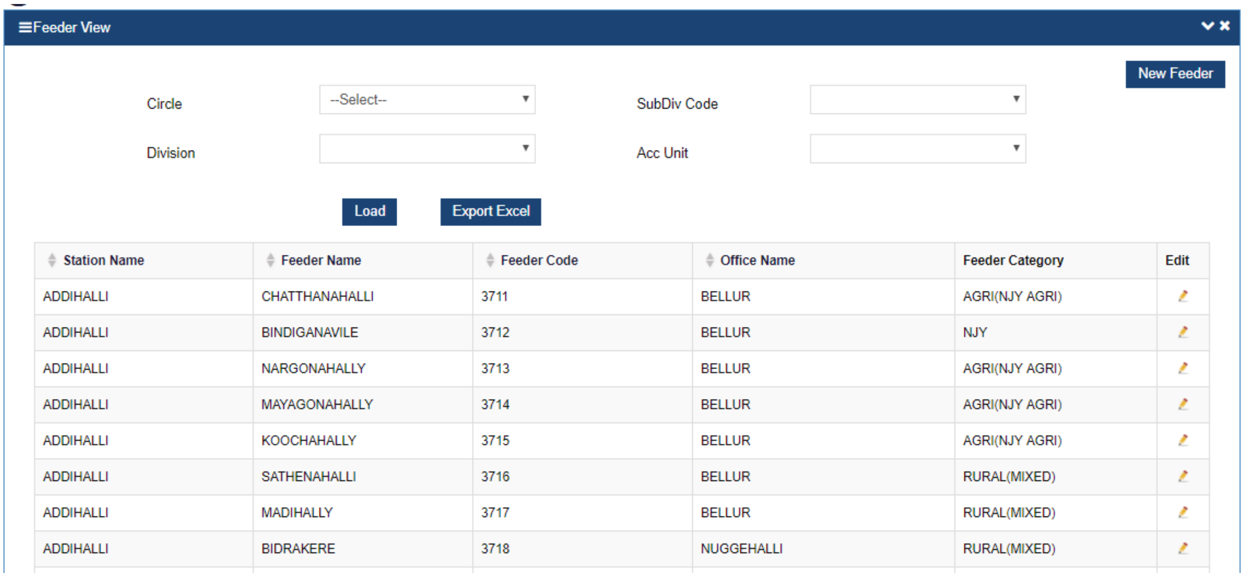
4.15 Feeder Master:

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".

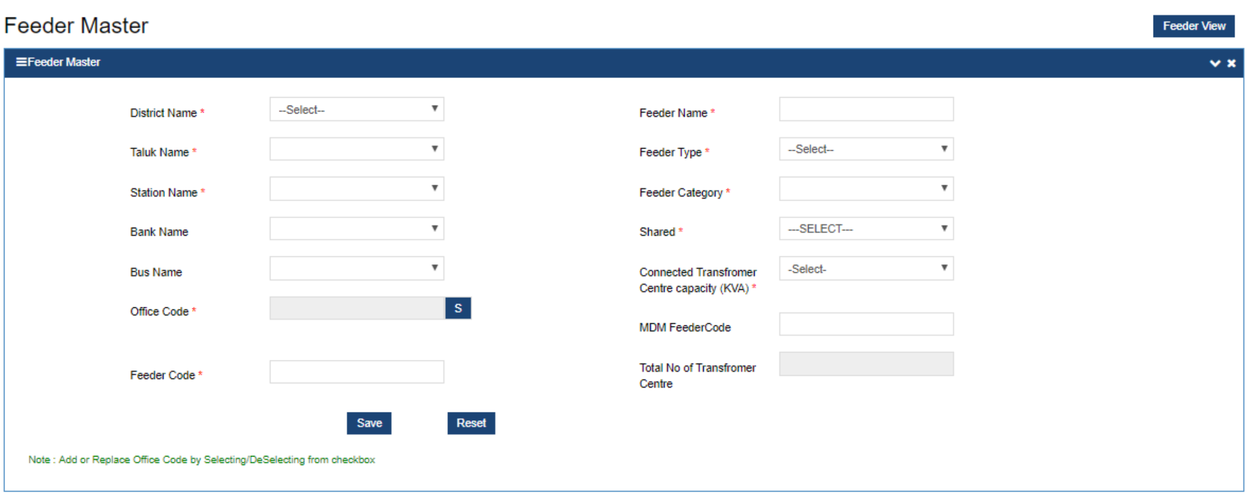
Following screen is displayed listing all the Feeders available in the logged in unit.



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.



- 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.

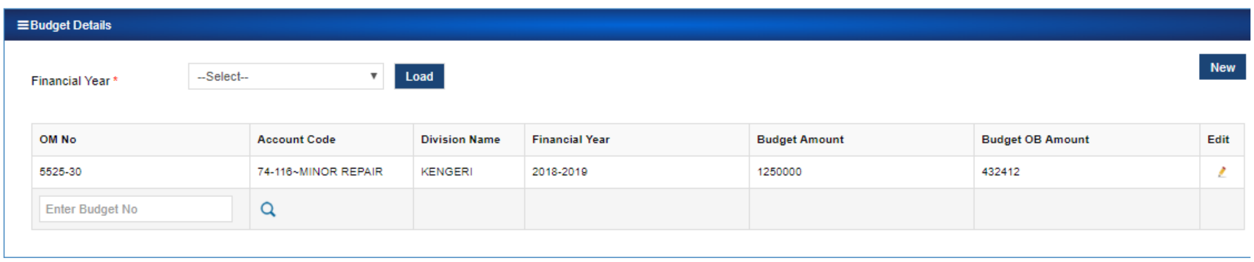
4.15. Budget Master:

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.

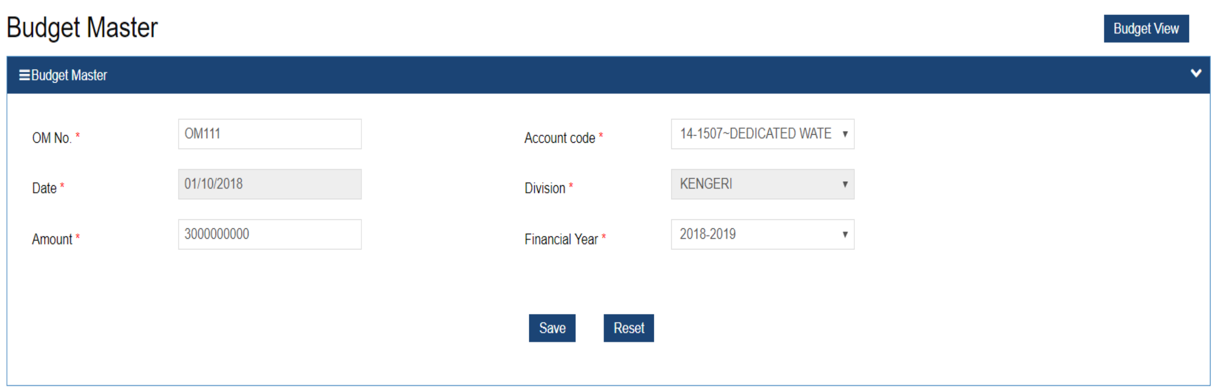
Steps to be followed to enter a new budget:

- 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.



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



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:

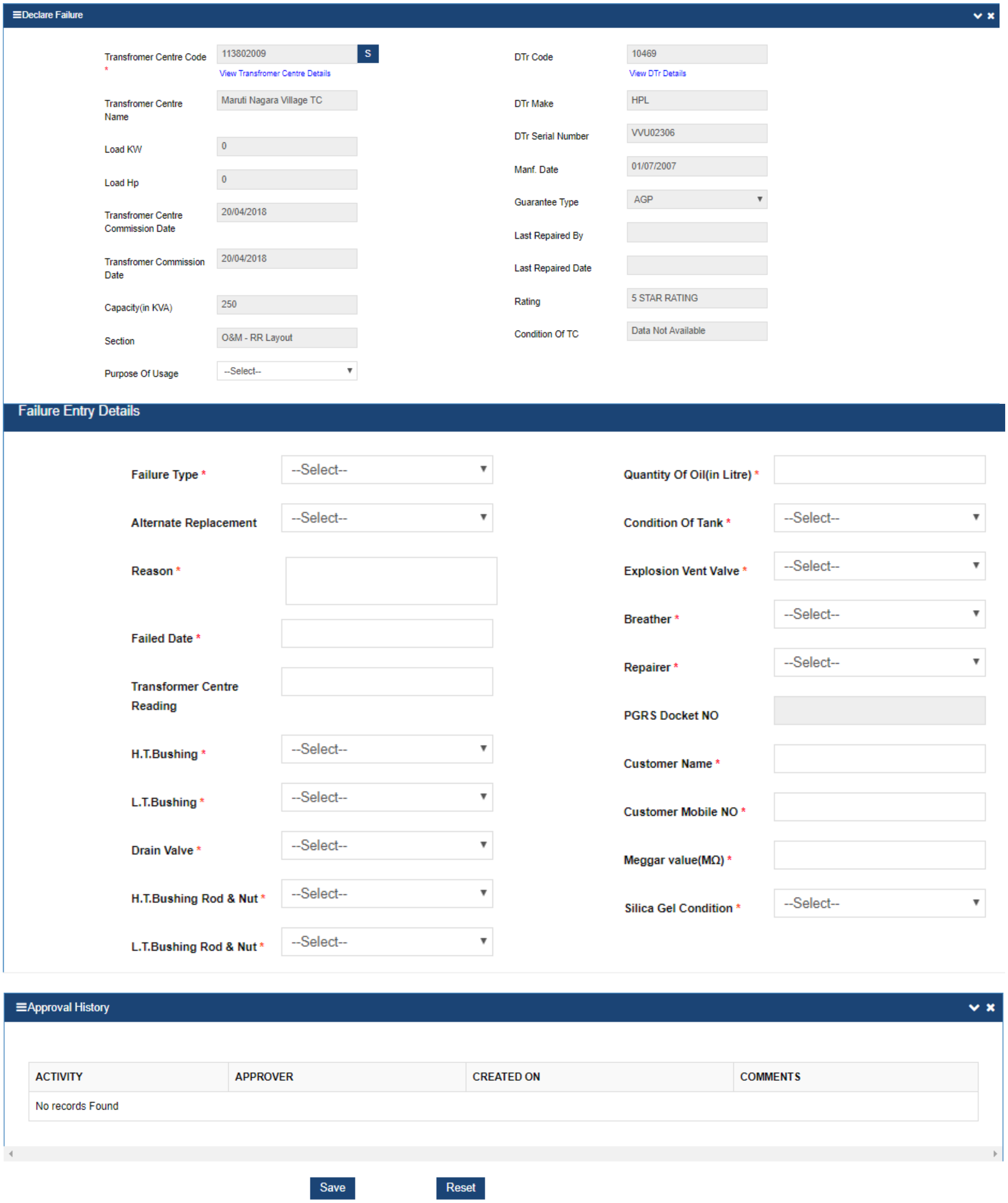
Failure Details View

Filter By : View All Already Created Export To Excel

SINo	Transformer Centre Code	TIMS Code	Transformer Centre Name	DTR Code	DTr Slno	Make Name	Capacity(in KVA)	Action
1	113412049		SRIKANTAPPA BUILDING TC	11164	VT/1001/3649	VIJAY	100	Declare Failure
2	113504153	111070103257	BDA BSK 6TH STAGE	32859	NNP32859	No Name Plate(NNP)	250	Declare Failure
3	113504195	111070103503	BHEL PATTANAGERE 3 RD	70269	KVK/49106335	KAVIKA	250	Declare Failure
4	113504203	111070103777	K GAYATHRY	101939	VEC/63/I3002/12	VIJAY EELECTRIC COMPANY	63	Declare Failure
5	113504199	111070103568	M.SANJEEV,PATTANAGERE	101942	REC/014/07.	Reliable Electric Company	63	Declare Failure

- 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.



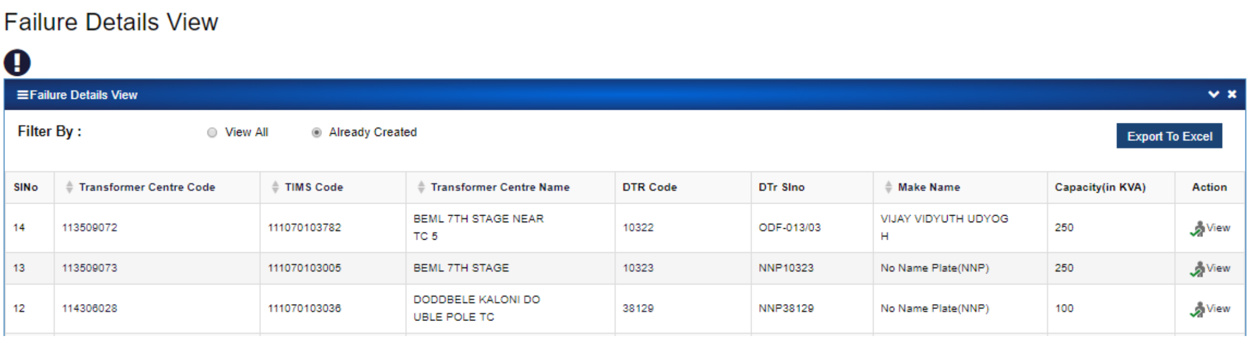
- Select the DTC code by clicking on search button or enter the DTC code if known and click on search button.
- All the details relating to the selected DTC is automatically populated.

- 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

Failure Details View

Filter By : View All Already Created

Export To Excel

SINo	Transformer Centre Code	TIMS Code	Transformer Centre Name	DTR Code	DTr Slno	Make Name	Capacity(in KVA)	Action
14	113509072	111070103782	BEML 7TH STAGE NEAR TC 5	10322	ODF-013/03	VIJAY VIDYUTH UDYOG H	250	View
13	113509073	111070103005	BEML 7TH STAGE	10323	NNP10323	No Name Plate(NNP)	250	View
12	114306028	111070103036	DODDBELE KALONI DO UBLE POLE TC	38129	NNP38129	No Name Plate(NNP)	100	View

- 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.

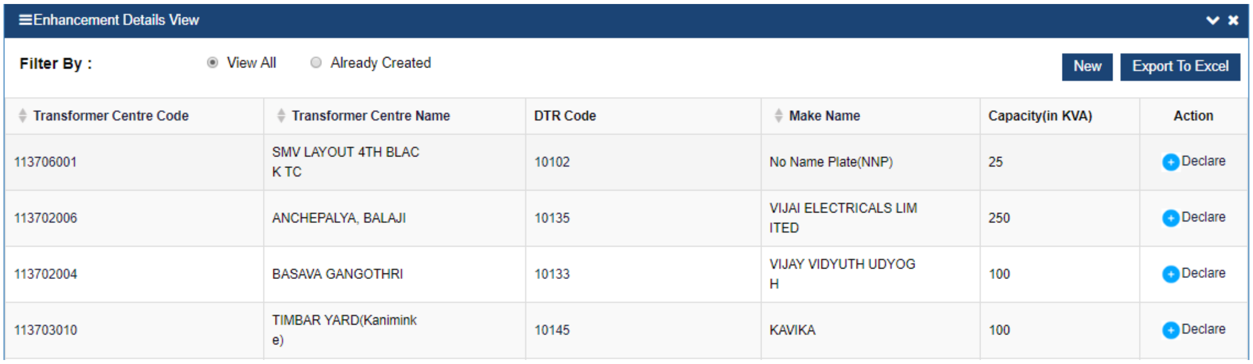
5.2 Enhancement Entry

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:

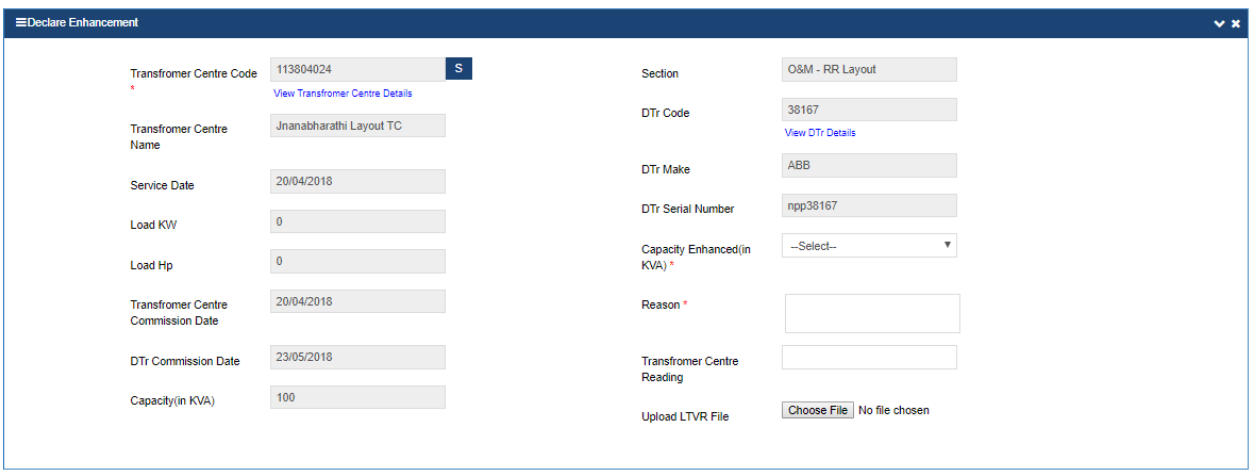
- Login to DTLMS with the user name and password.
- Click on Failure / Enhance module provided on the left side panel.
- Sub modules under Failure / Enhance are listed.
- Click on “Enhancement”.

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



- 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.



- 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.

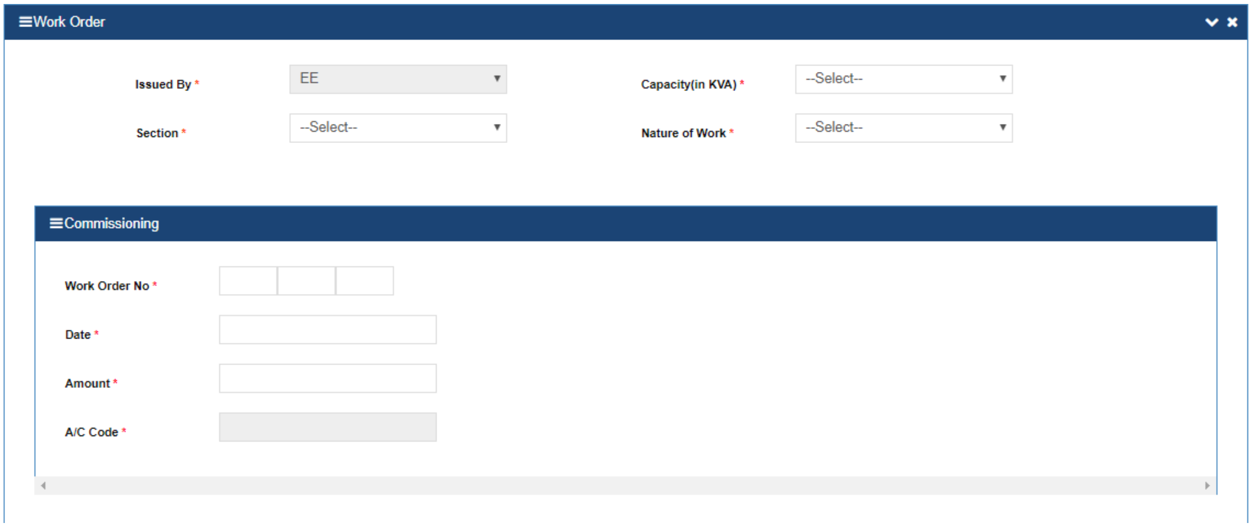
5.3 New Transformer Center:

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."

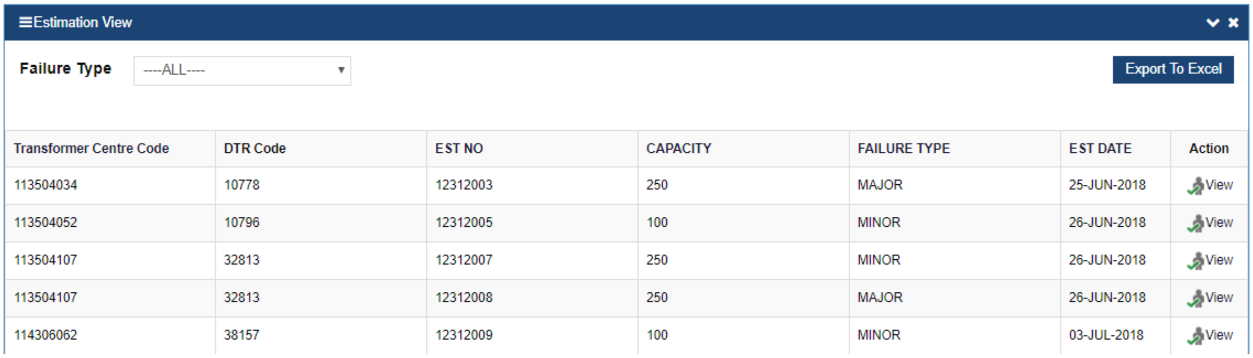
5.4 Estimation:

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.

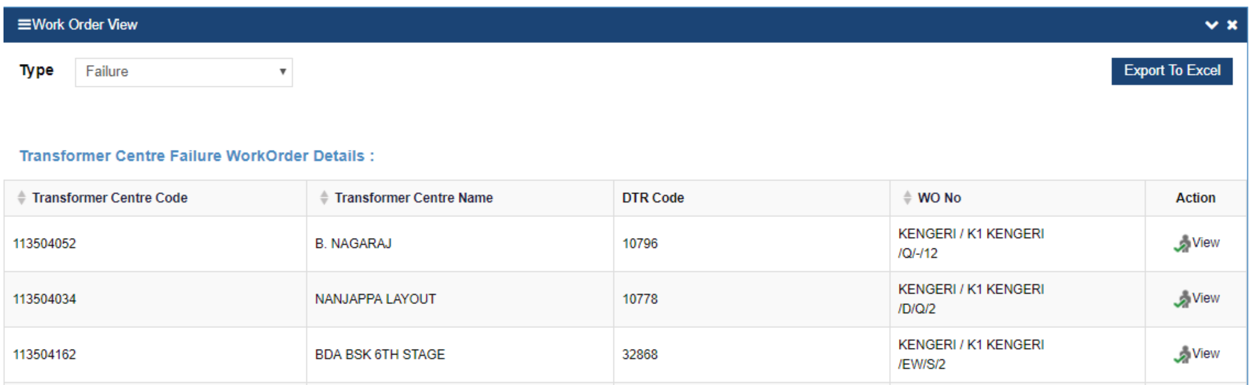
5.5 Work Order:

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:



- 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.

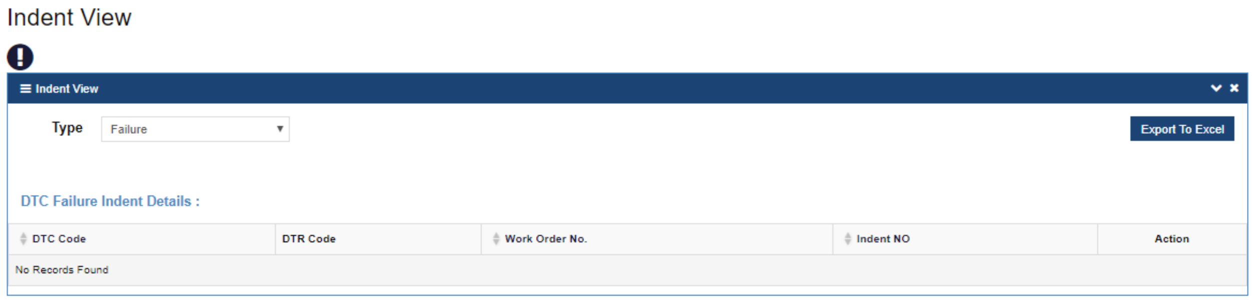
5.6 Indent:

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:



- ➢ 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.

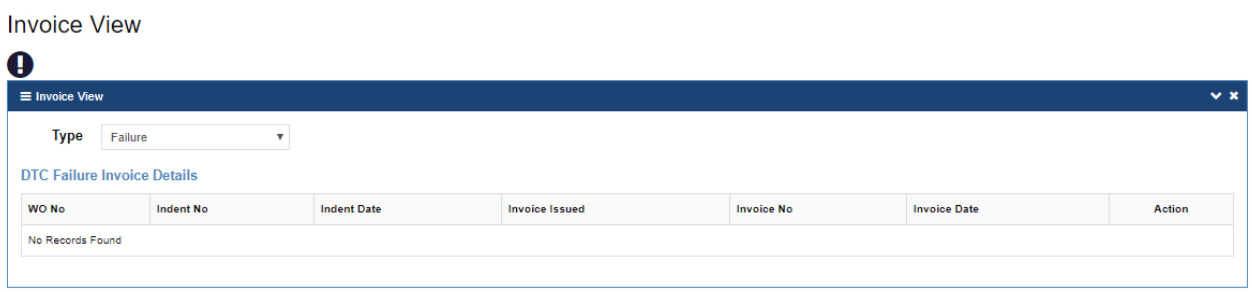
5.7 Invoice:

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:



- ➢ 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:

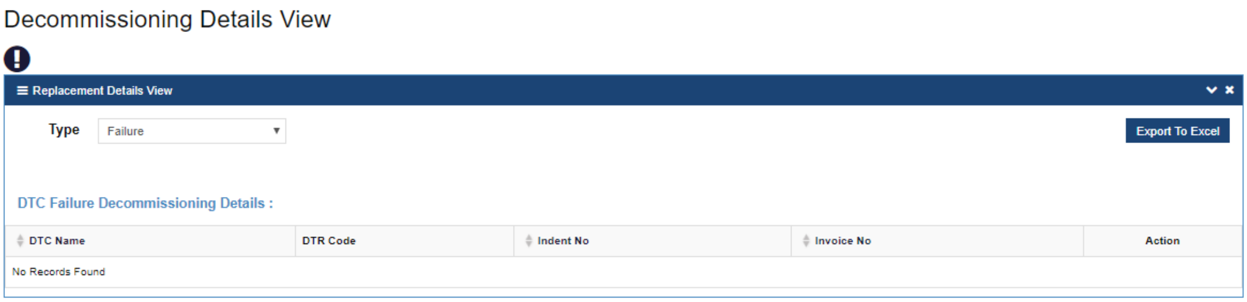
In this module, all DTCs for which Decommissioning is created are shown in grid. User can view / print the details relating to the selected DTC.

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:



- 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.

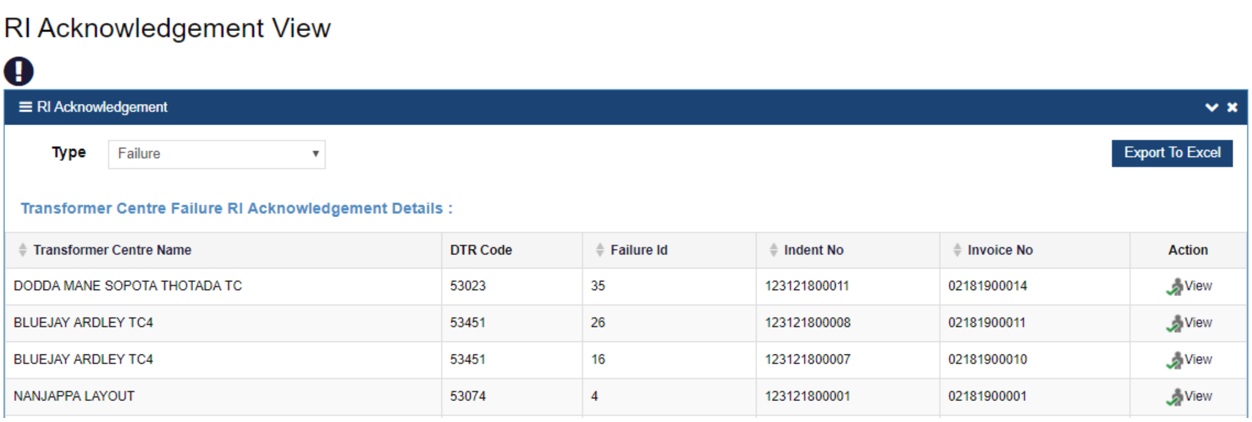
5.9. RI Approval:

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:



- 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.

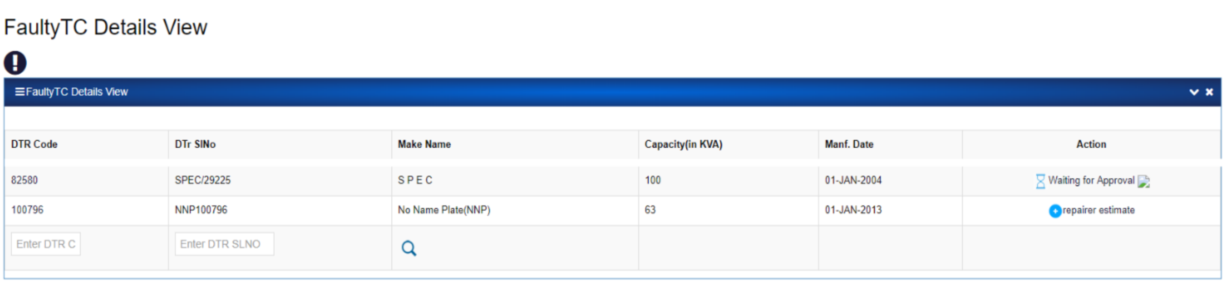
6.1 Faulty Estimation DTR Search:

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

≡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
Enter DTR C	Enter DTR SLNO				

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

Create Repairer Estimation

Close

☰Basic Details

Capacity	63	DTr Code	100796 View DTr Details
Estimation No	42164019	Estimation Date *	01/07/2019
Guarantee Type *	AGP	Select Coil Type *	Single Coil
Select Winding Type *	Aluminium Winding		
Repairer *	M/S VIJAYASHREE TRANSF	Phase *	☑ R-Phase ☐ Y-Phase ☐ B-Phase

Select Annexure Type * Annexture 2 Select File Choose file No file chosen Add

SlNo	File Name	File Type	Action
1	crpPrint (4).pdf	Annexture 2	✗

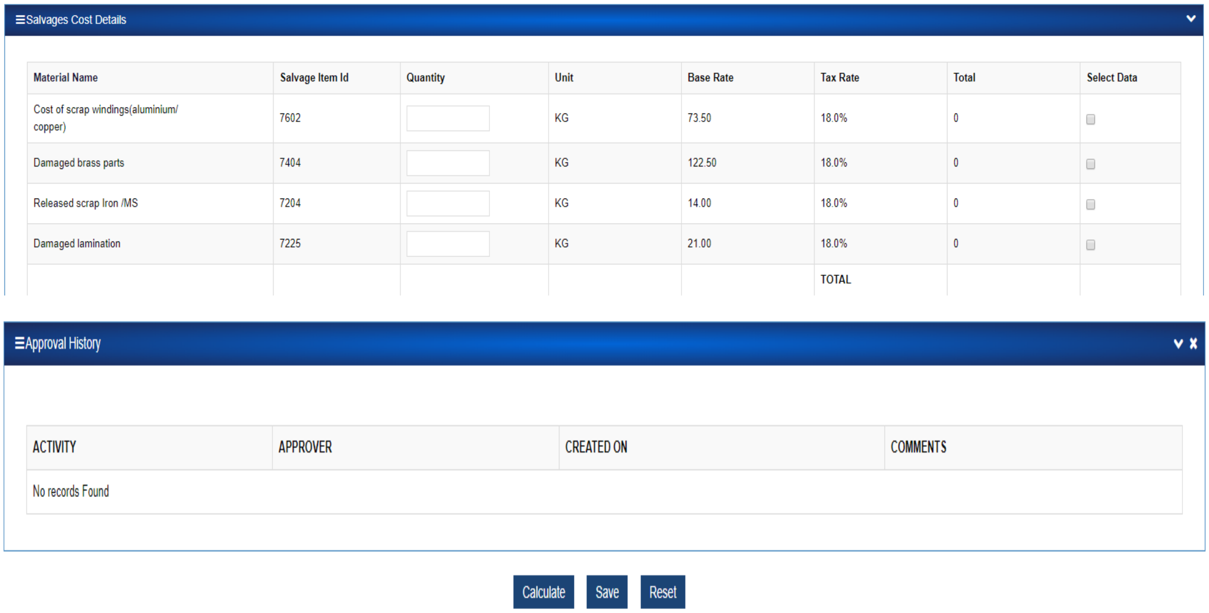
*** Note:** Please Select Repairer to popup rates
WGP :WITHIN GUARANTEE PERIOD
AGP:AFTER GUARANTEE PERIOD
WRGP:WITHIN REPAIRER GUARANTEE PERIOD
ANNEXURE-2 : Joint Inspection Report (PHYSICAL)
ANNEXURE-3 : Joint Inspection Report (INTERNAL)
ANNEXURE-4 : Analysis of Failed Distribution Transformer In WGP

☰Material Cost Details

Material Name	Material Item Id	Quantity	Unit	Base Rate	Tax Rate	Total	Select Data
HV Winding	8544		KG	188.10	18.0%	0	☐
LV Winding	7606		KG	176.40	18.0%	0	☐
HV Porcelain bushings	8547		NOS	112.50	28.0%	0	☐
HV terminal Bolt with 4 nuts & was her	8504		NOS	157.50	18.0%	0	☐

☰Labour Cost Details

Material Name	Labour Item Id	Quantity	Unit	Base Rate	Tax Rate	Total	Select Data
Transportation/Loading/Unloading Opening of DTR Assesment of Re pairs cleaning and reassembling	440245		NOS	1957.95	18.0%	0	☐
HV winding (Aluminium)	440245		KG	32.30	18.0%	0	☐
LV Winding (Aluminium)	440245		KG	49.40	18.0%	0	☐
Re-insulation of LV winding by usi ng existing aluminium conductor	440245		KG	42.75	18.0%	0	☐



- ➢ 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.

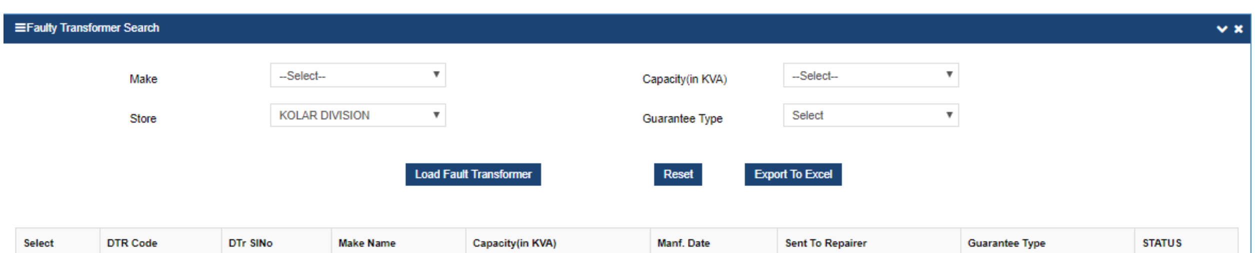
6.2 Faulty DTR Search:

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:

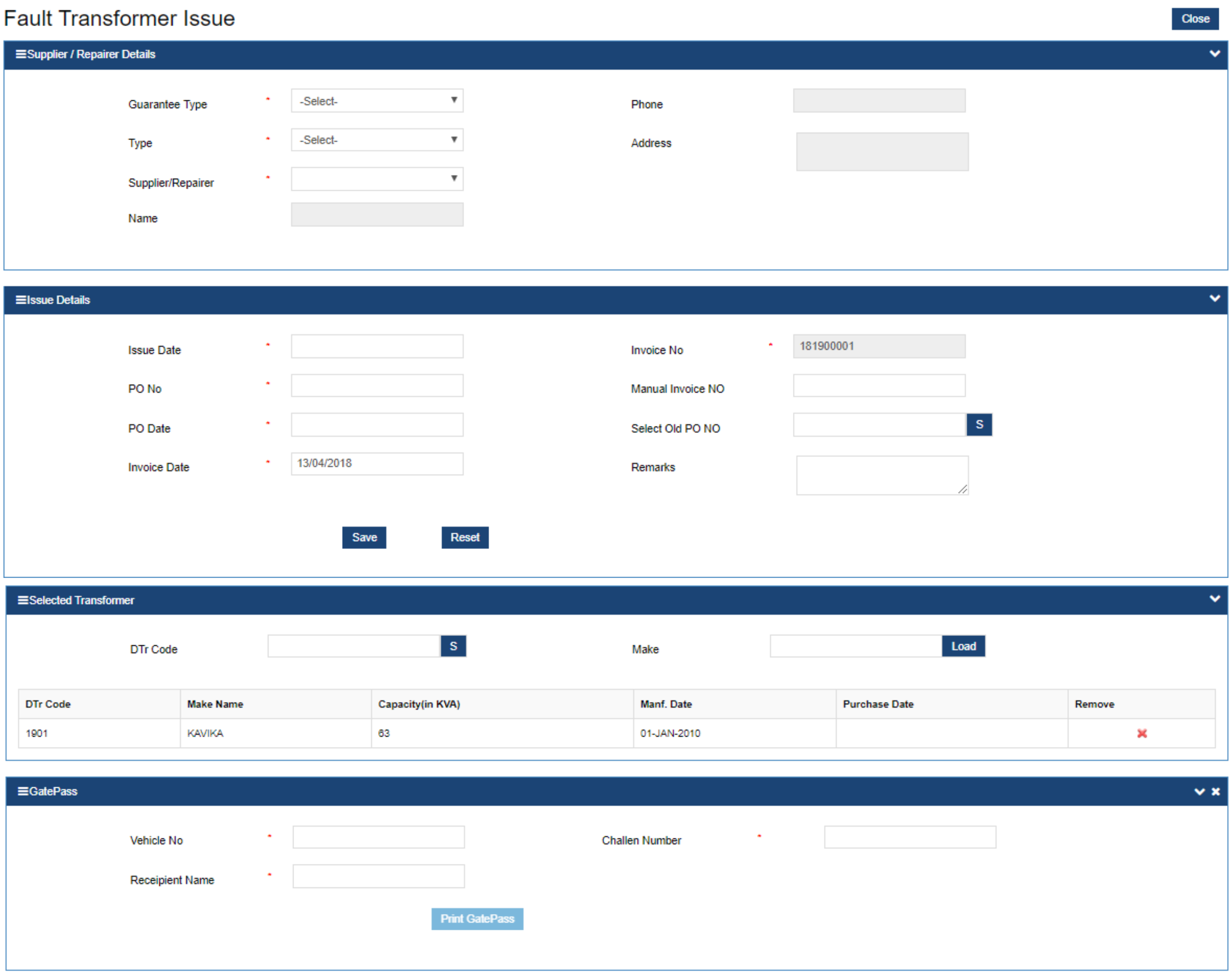
- ➢ Login to DTLMS with the username and password.
- ➢ Click on DTR Repairer management module provided on the left side panel.
- ➢ Sub-modules under DTR Repairer management are listed.
- ➢ Click on "Faulty DTR search".
- ➢ Click on "Load Fault Transformer".

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



☐	1403	23199	SVR	100	01-JAN-2013	0		Already Sent
☐	1423	0319705081	KAVIKA	100	01-MAY-1997	0	AGP	Already Sent
☐	1635	CSK-100/06	No Name Plate(NNP)	100		0		Already Sent
☐	1901	0210003017	KAVIKA	63	01-JAN-2010	0		PENDING
☐	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.



- 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.

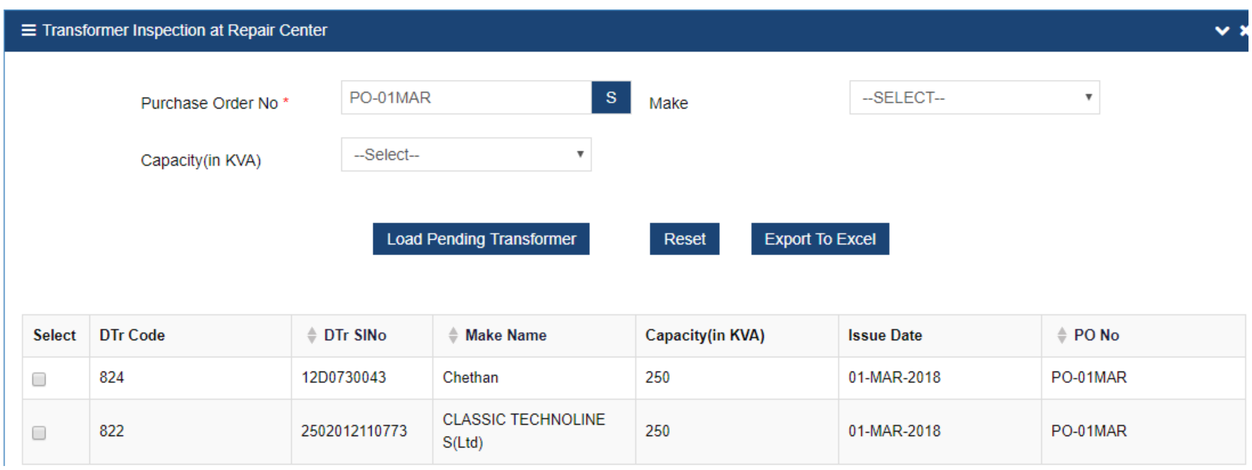
6.3 Pending to Test:

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

Steps to be followed to Test whether Repaired or not.

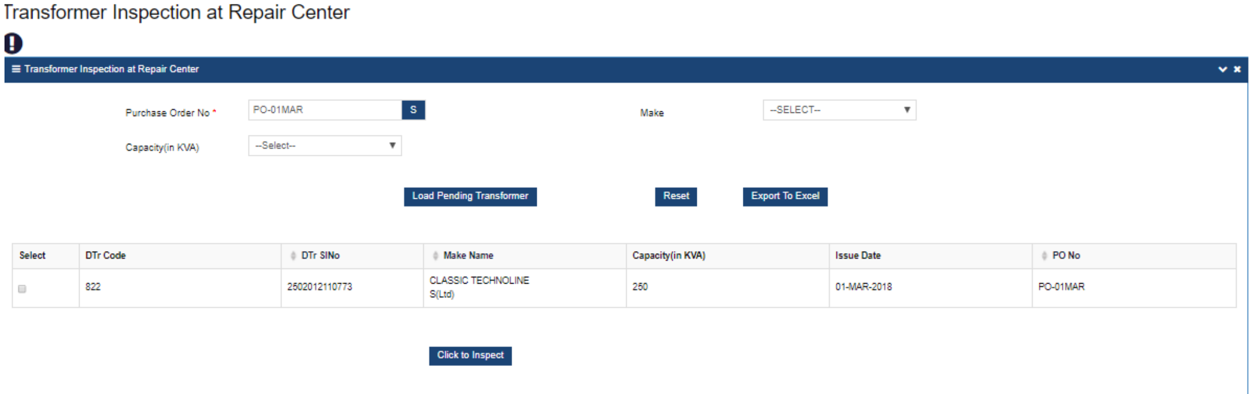
- Login to DTLMS with the username and password.
- Click on DTR Repairer management module provided on the left side panel.
- Sub-modules under DTR Repairer management are listed.
- Click on “Pending to Test”.

Following screen is displayed.



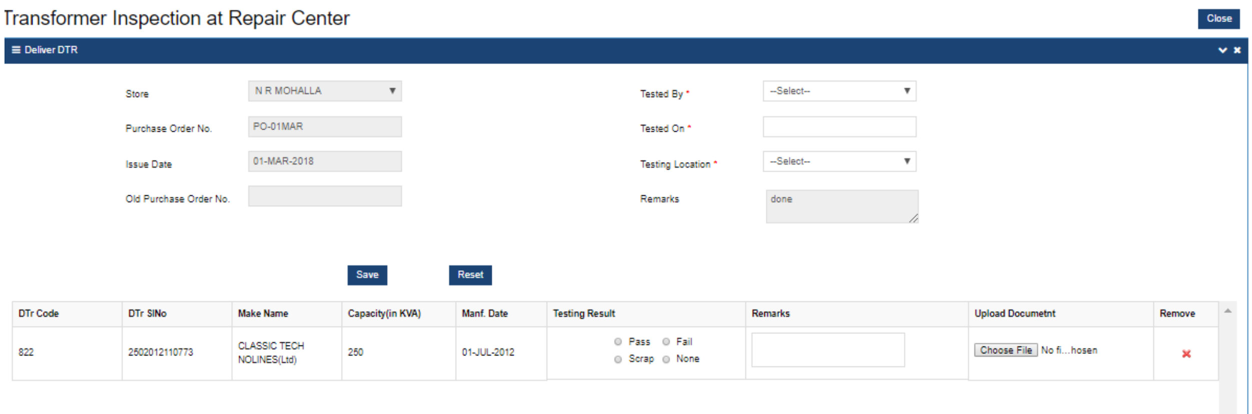
- By selecting Purchase Order and clicking on “Load Pending transformer”, Repaired DTRs are displayed.
- User can filter the DTRs by selecting Repairer, supplier, make and Capacity.

Transformer Inspection at Repair Center



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

Following screen is displayed.



- 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.

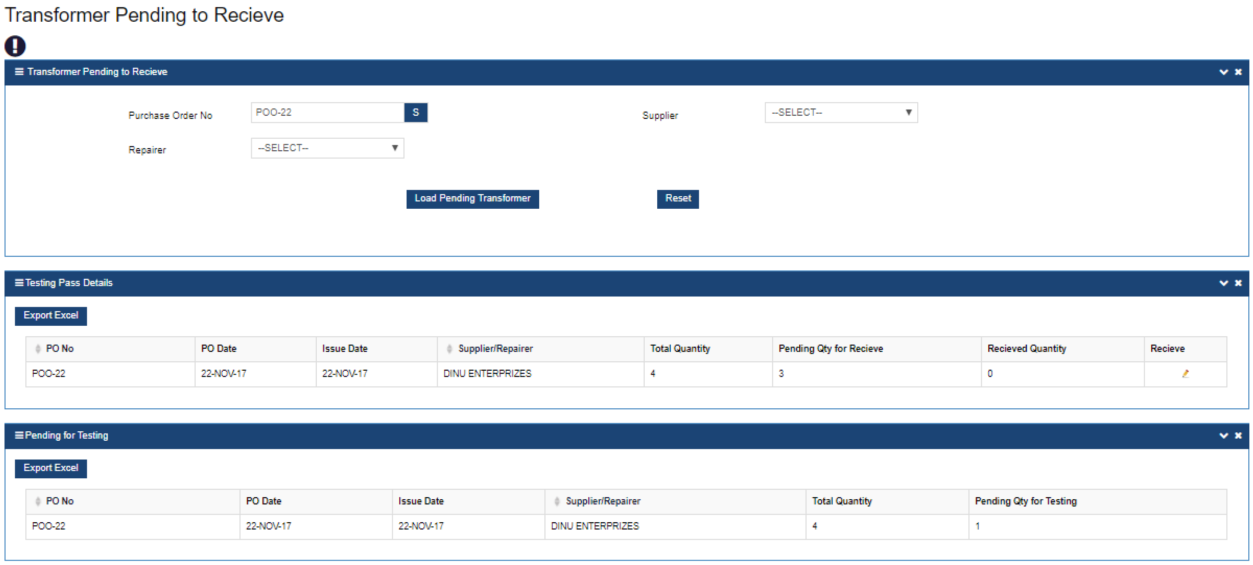
6.4 Pending to Receive:

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

Steps to be followed to receive pending transformer.

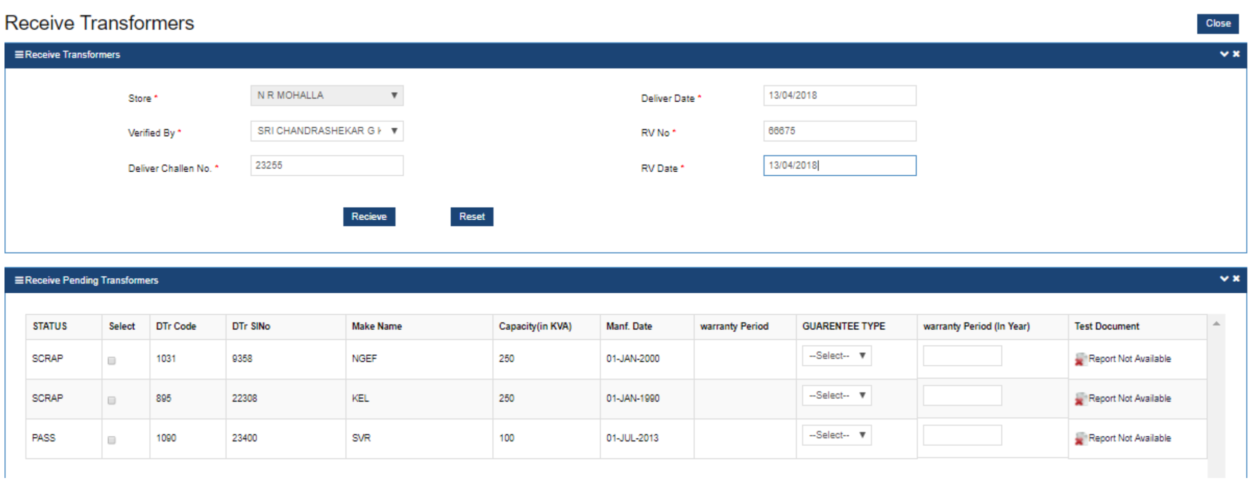
- Login to DTLMS with the username and password.
- Click on DTR Repairer management module provided on the left side panel.
- Click on “Pending to Receive” Sub module.

Following screen is displayed.



- ➢ 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 Receive 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.



- ➢ User should enter "Deliver challan no.", "Deliver date" and "Verified by" from dropdown.
- ➢ Select checkbox of DTRs and click on Receive, 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.

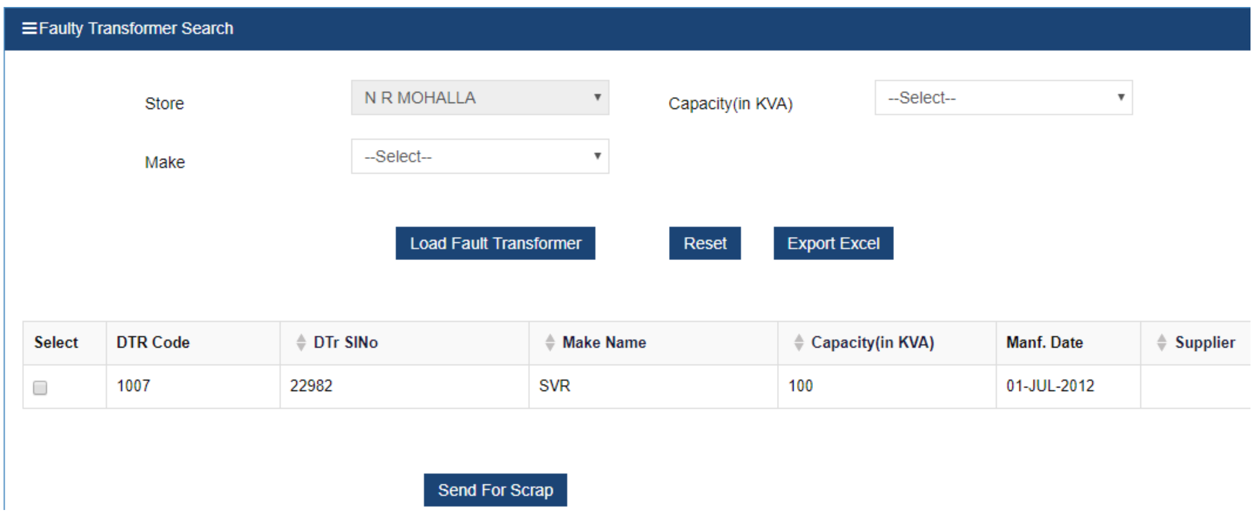
7.1 Scrap Transformer:

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

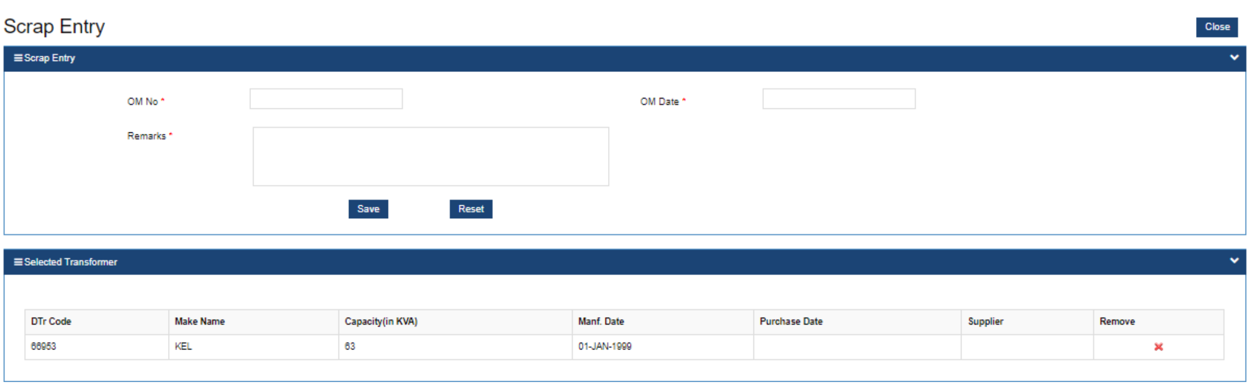
Steps to be followed to Declare the DTR as Scrap:

- 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:



- 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.



- 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:

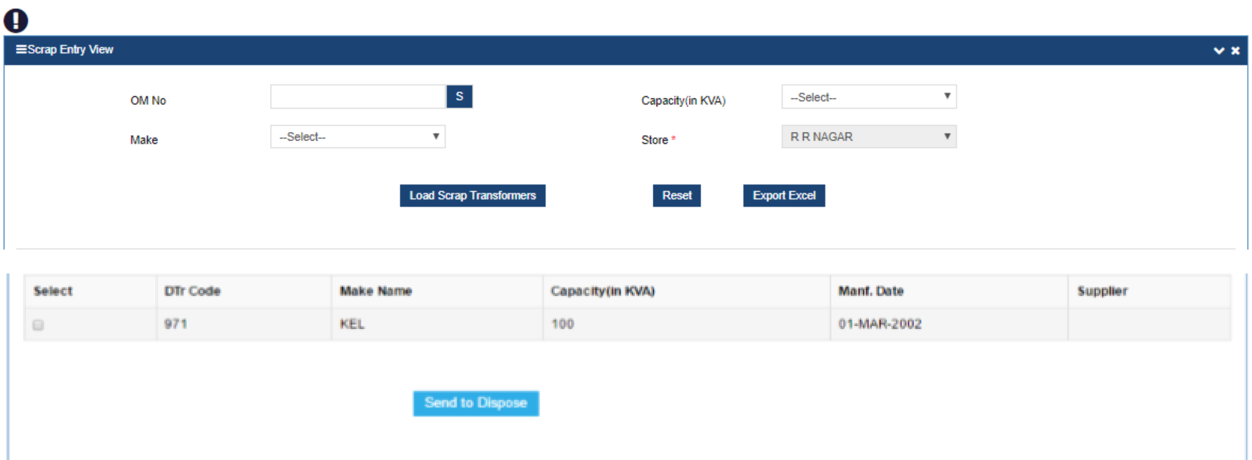
This module can be operated on by the user having Store officer / Store Keeper role.

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”.

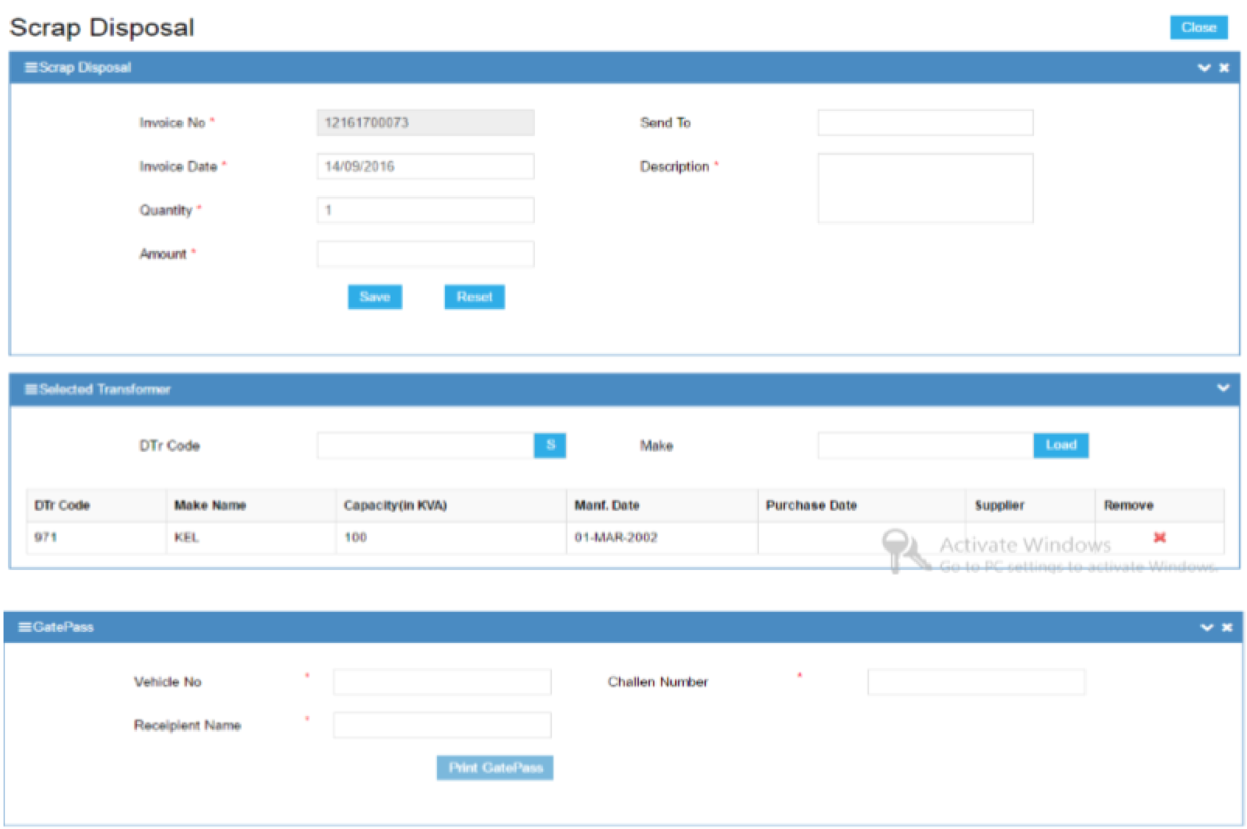
Following screen is displayed

Scrap Entry View



- 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.



- ➢ 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 (**X**).
- ➢ 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:

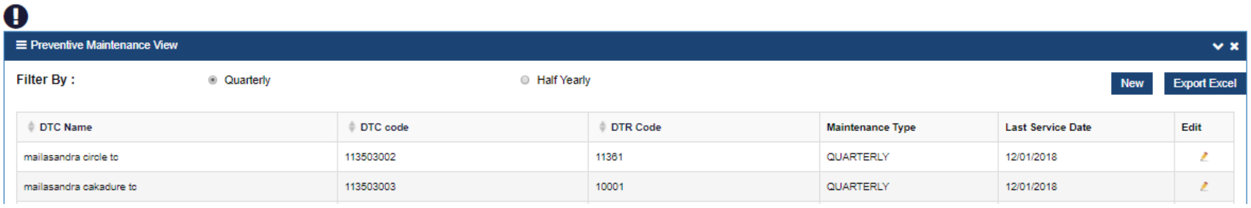
This module can be operated on by the user having Section Officer role.

Steps to be followed to entered the maintenance details:

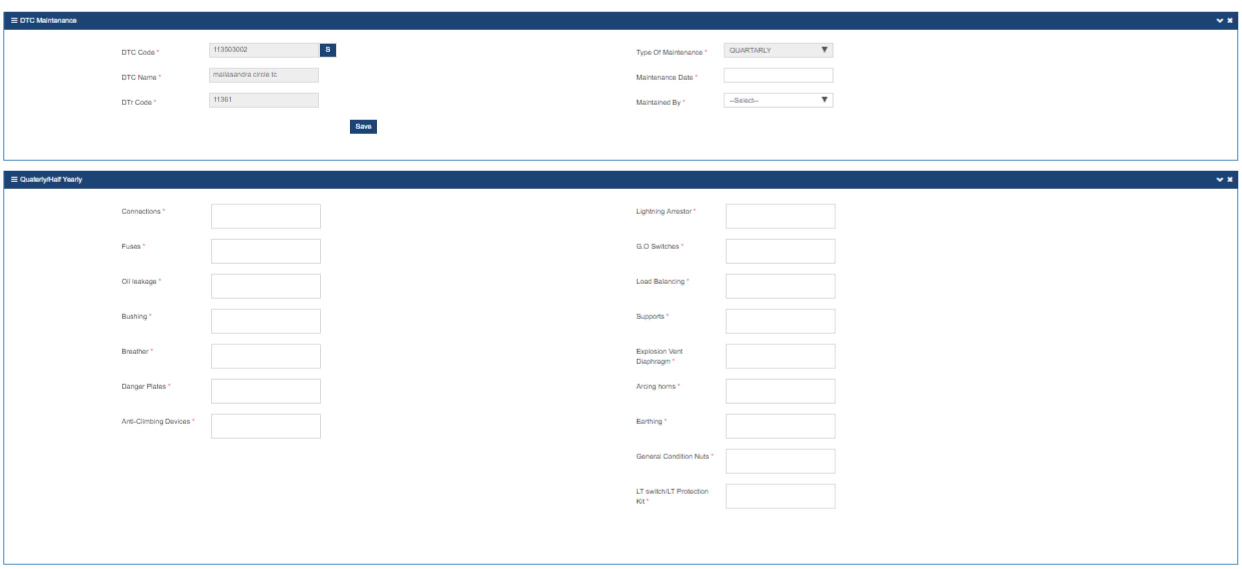
- ➢ Login to DTLMS with the username and password.
- ➢ Click on Maintenance module provided on the left side panel.
- ➢ Sub-modules under Maintenance are listed.
- ➢ Click on "Preventive Maintenance".

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

Preventive Maintenance View



- 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.



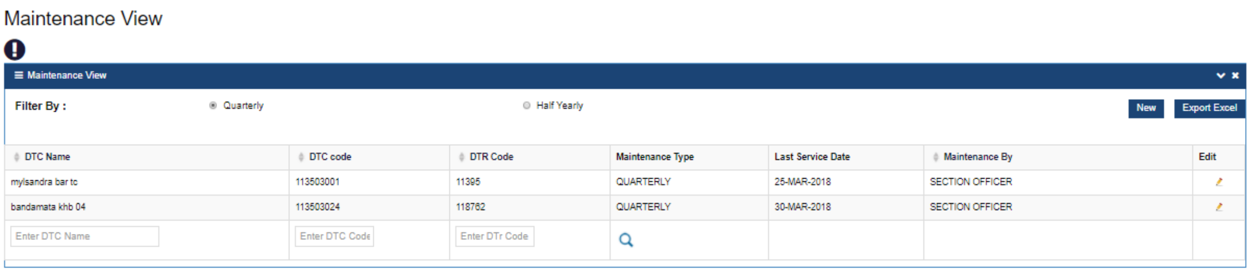
8.2 Maintenance:

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

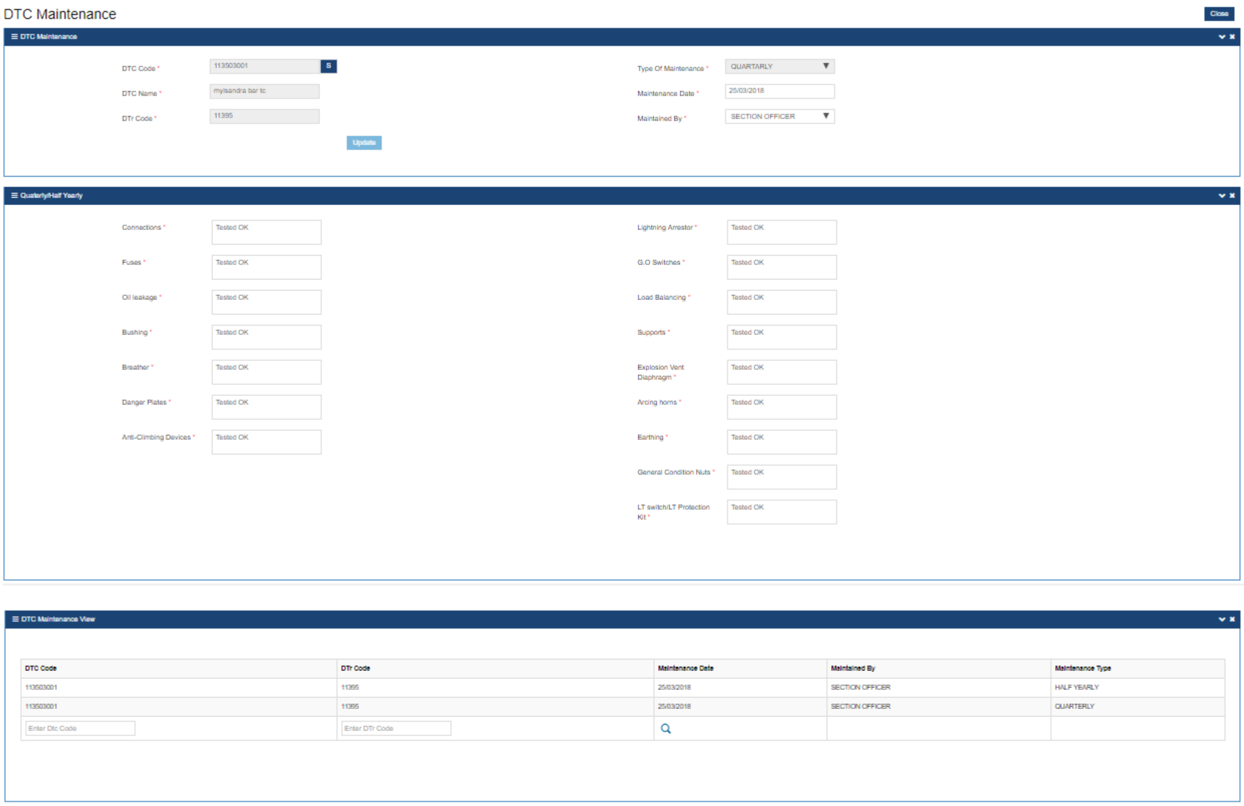
Steps to be followed to view maintained DTC details and Update the details:

- 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:



- 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.



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.

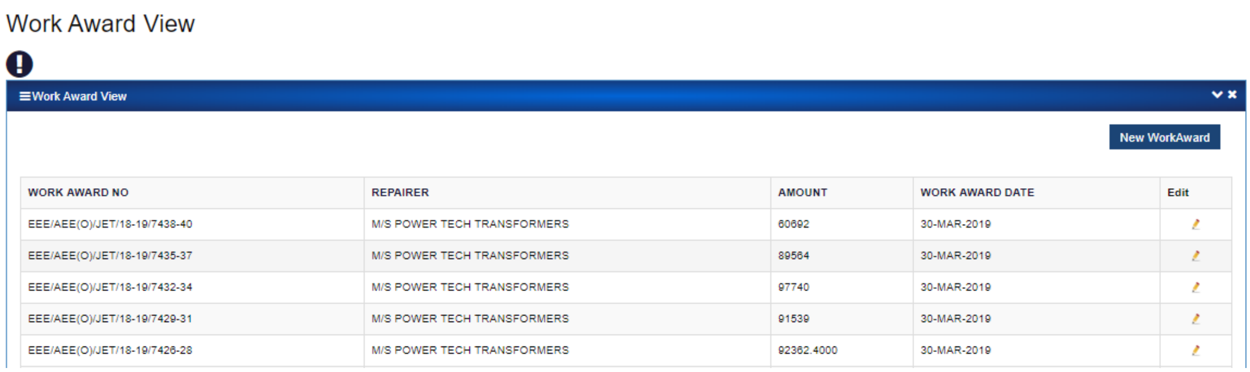
9.1 Minor Work Award:

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."

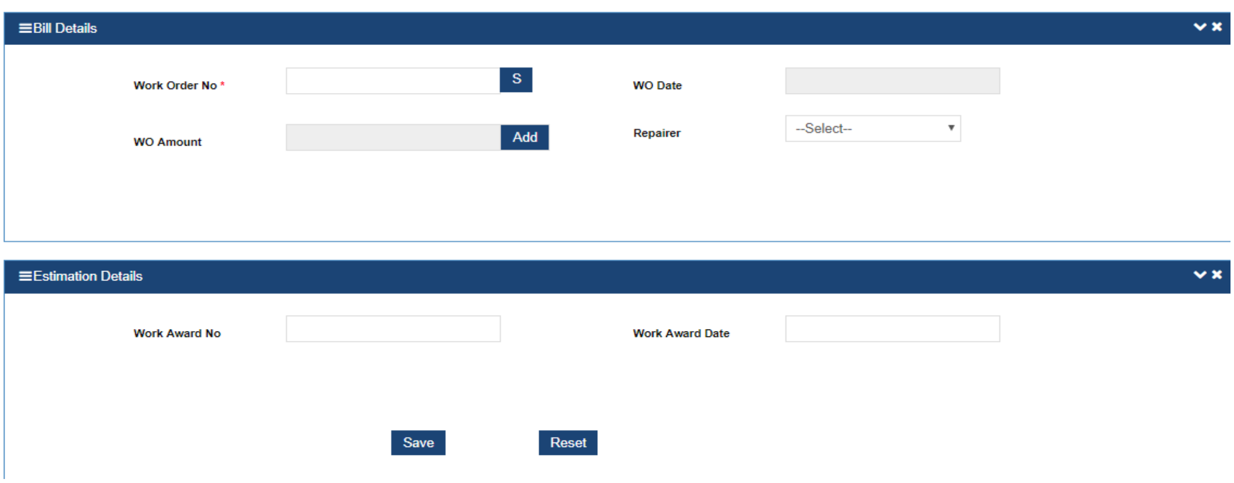
Following screen is displayed as shown below:



WORK AWARD 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:



- 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".

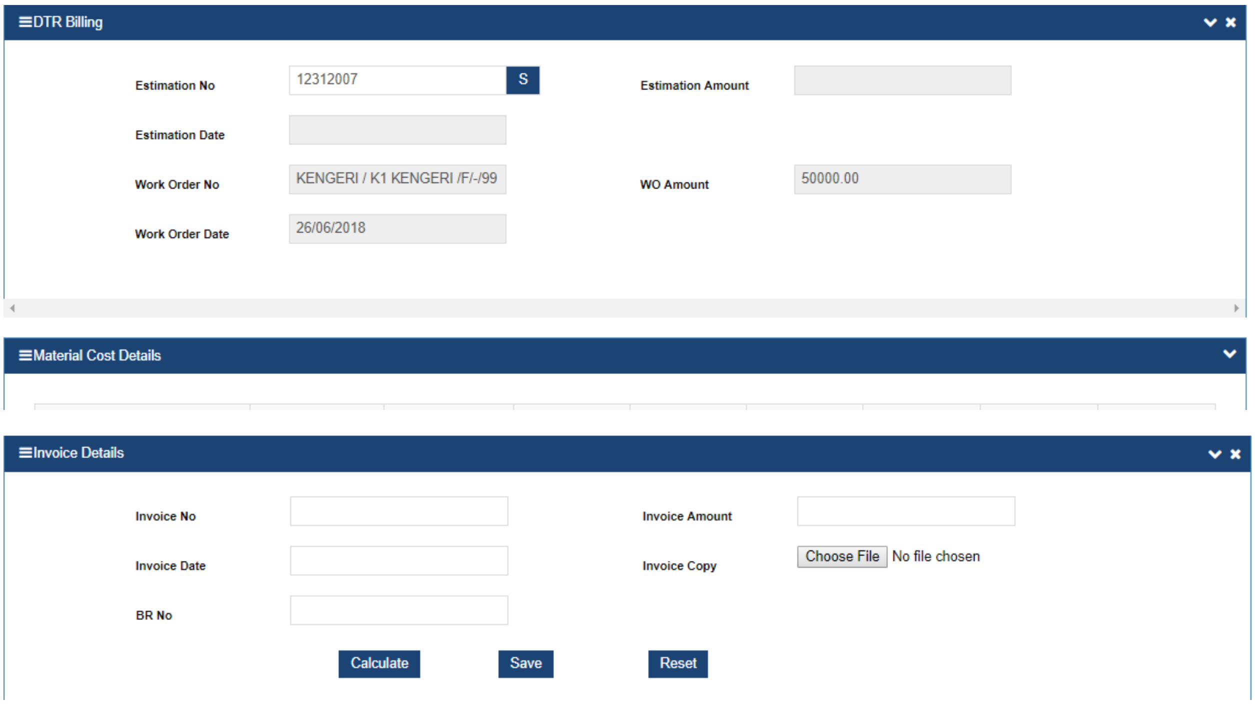
9.2 Minor Billing:

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.

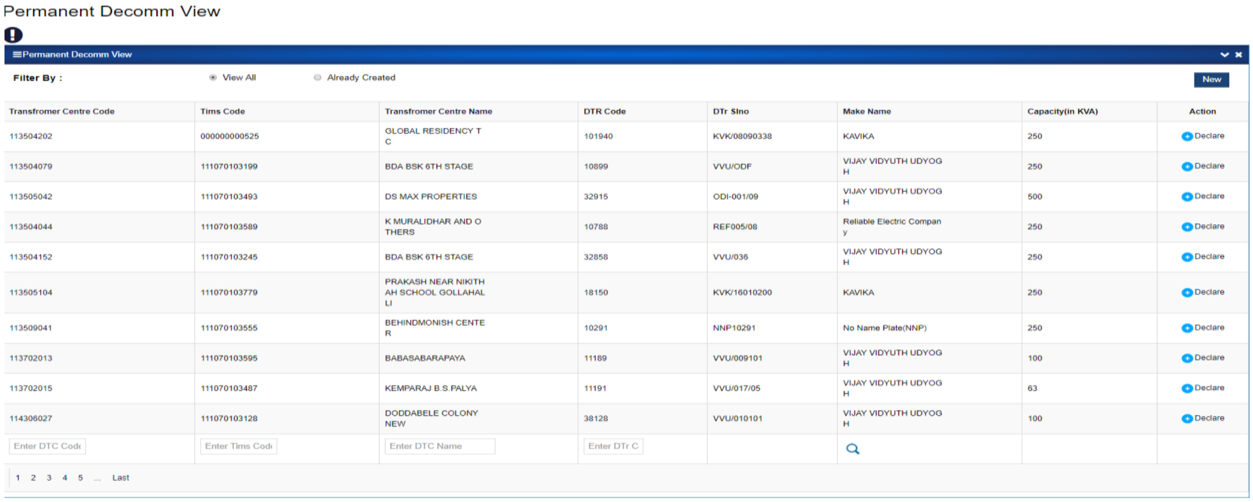
10.1 Permanent Decommissioning Entry

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

Permanent Decomm View

Filter By : View All Already Created

New

Transfromer Centre Code	Tims Code	Transfromer Centre Name	DTR Code	DTr Slno	Make Name	Capacity(in KVA)	Action
113504202	000000000525	GLOBAL RESIDENCY T C	101940	KVK/08090338	KAVIKA	250	Declare
113504079	111070103199	BDA BSK 6TH STAGE	10899	VVU/ODF	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 O THERS	10788	REF005/08	Reliable Electric Compan y	250	Declare
113504152	111070103245	BDA BSK 6TH STAGE	32858	VVU/036	VIJAY VIDYUTH UDYOG H	250	Declare
113505104	111070103779	PRAKASH NEAR NIKITH AH SCHOOL GOLLAHAL LI	18150	KVK/16010200	KAVIKA	250	Declare
113509041	111070103555	BEHINDMONISH CENTE R	10291	NNP10291	No Name Plate(NNP)	250	Declare
113702013	111070103595	BABASABARAPAYA	11189	VVU/009101	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/010101	VIJAY VIDYUTH UDYOG H	100	Declare
Enter DTC Code	Enter Tims Code	Enter DTC Name	Enter DTr C				

1 2 3 4 5 ... Last

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

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.

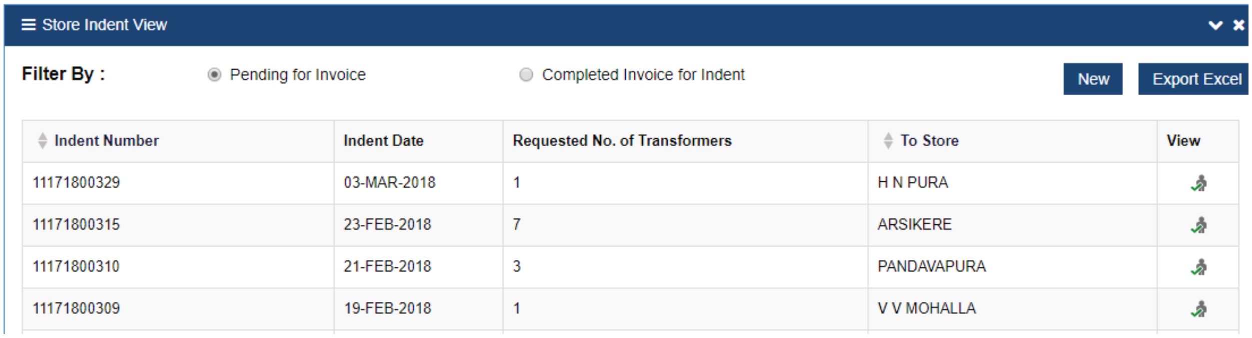
11.1 Store Indent:

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:

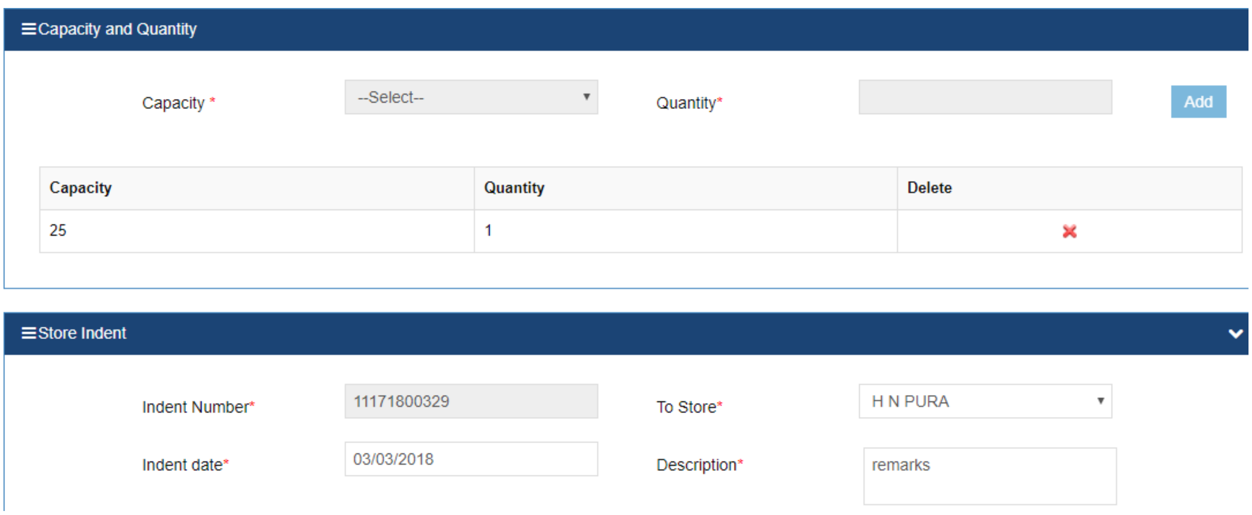
- Login to DTLMS with the user name and password.
- Click on Inter-Store Transfer module provided on the left side panel.
- Sub-modules under Inter-store transfer are listed.
- Click on "Store Indent".

Following screen is displayed.



- 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.

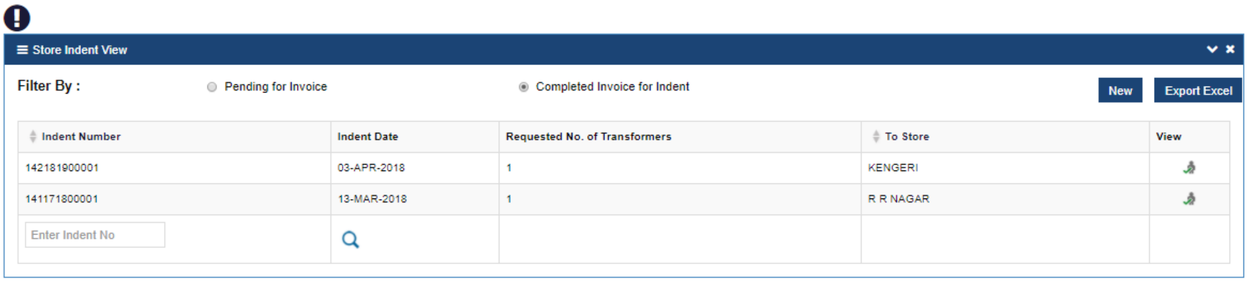


- To start with enter all the details of new Store Indent.
- Then select the make and capacity from the dropdown.
- Enter quantity and click on the button “Add”.
- Detail entered is shown in the grid at the bottom of the screen as shown on the screenshot:
- As could be seen, all the details of capacity 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



11.2 Store Invoice:

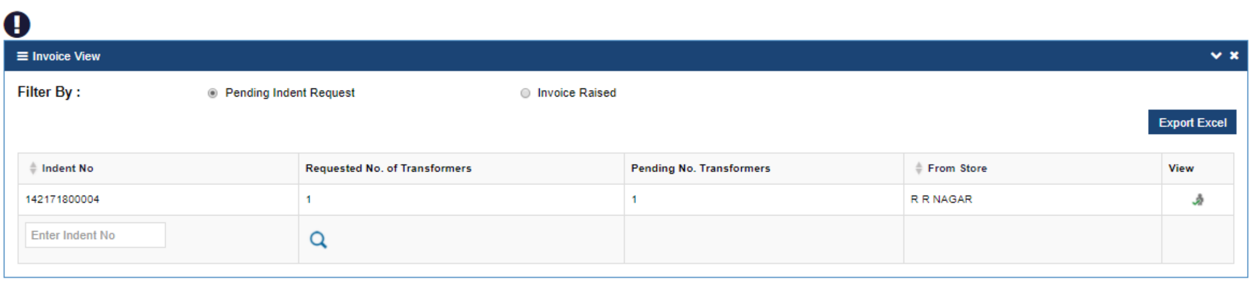
This module can be operated on by the user having Store Keeper role with the approval of Store officer.

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".

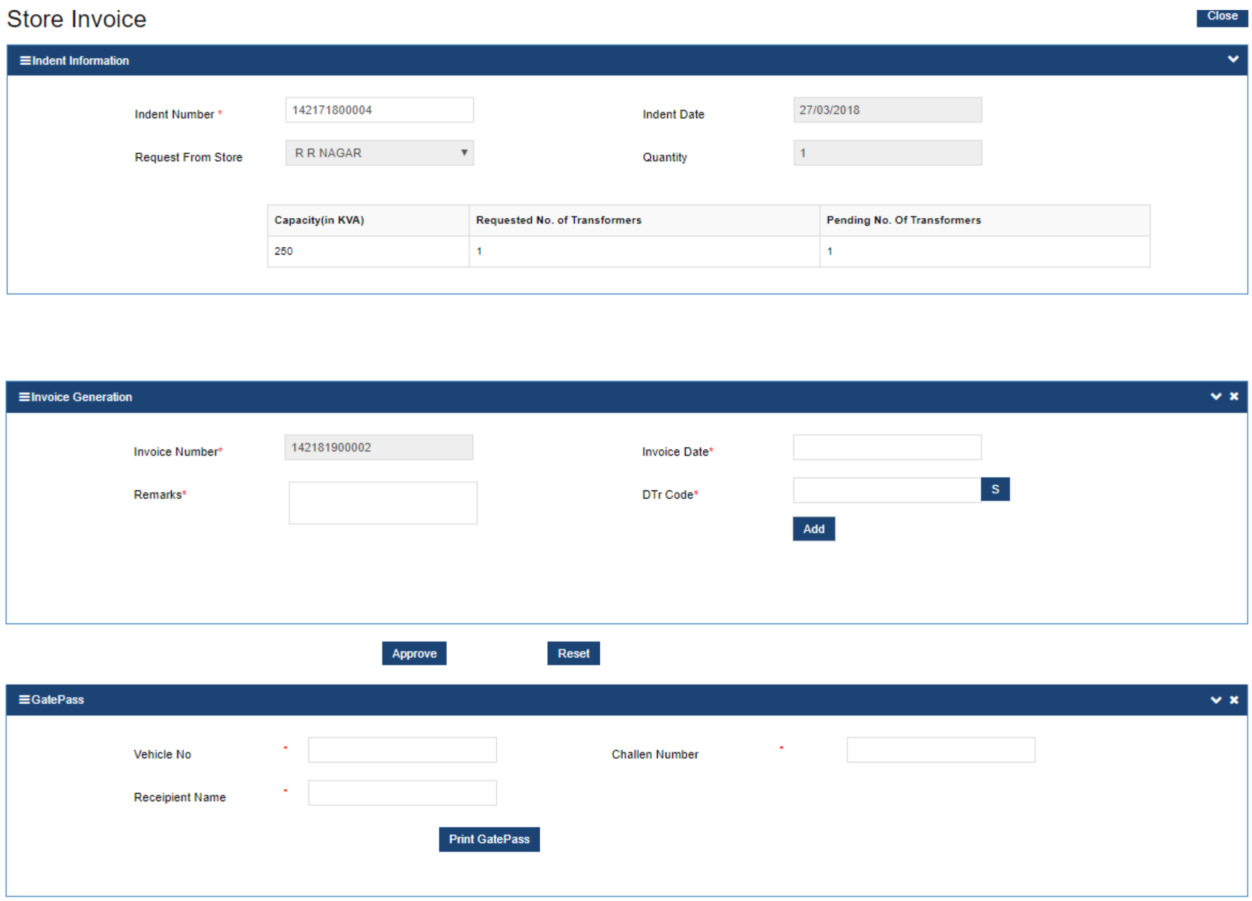
Following screen is displayed.

Invoice View



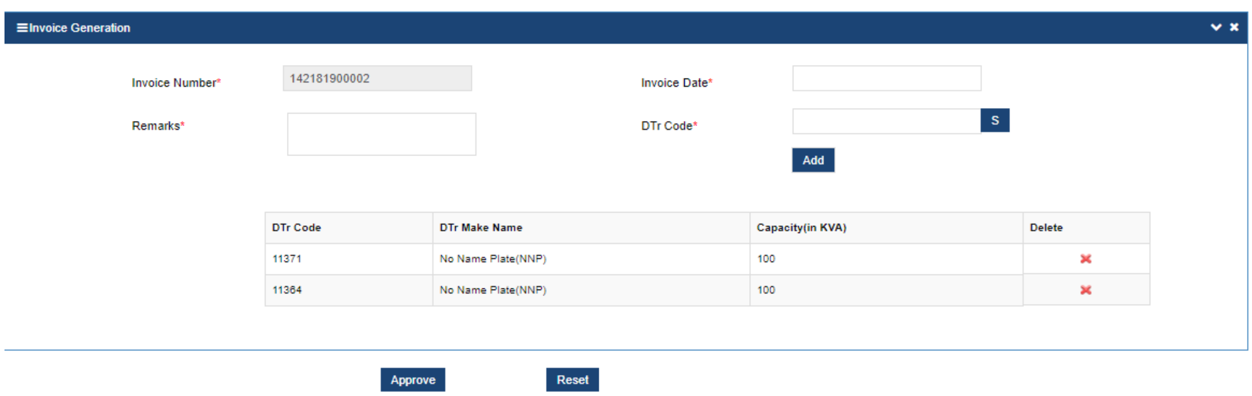
- There are 2 radio buttons on the top of the screen, one with the caption "Pending Indent Request" and the other "Invoice Raised".
- By default, "Pending Indent Request" radio button is activated.
- When "Invoice Raised" radio button is enabled, it will list out all the Invoices for which Invoice has 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.



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

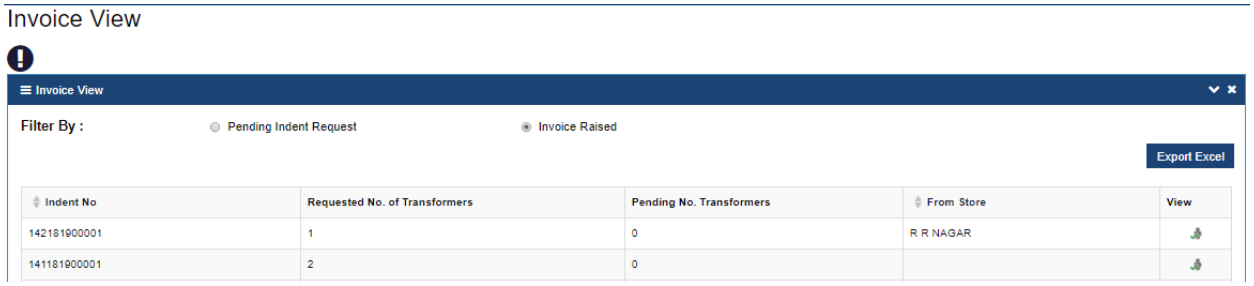
Selected DTR is shown in the grid at the bottom of the screen as shown below:



- 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.



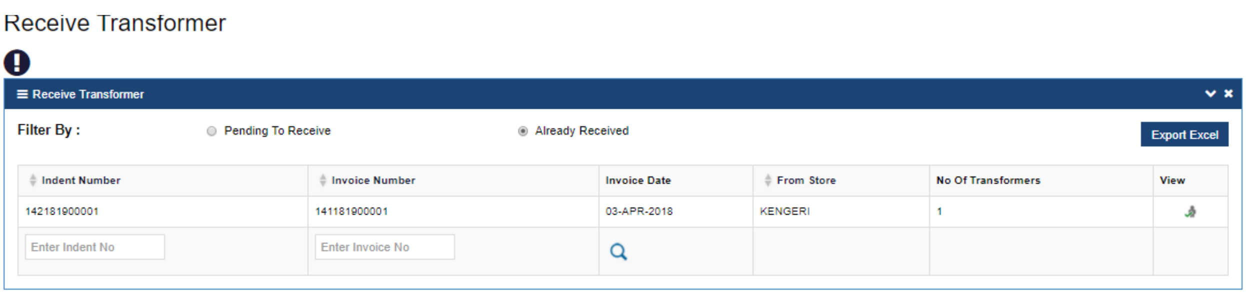
11.3 Receive Transformer:

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

Steps to be followed to Receive Transformer to Store:

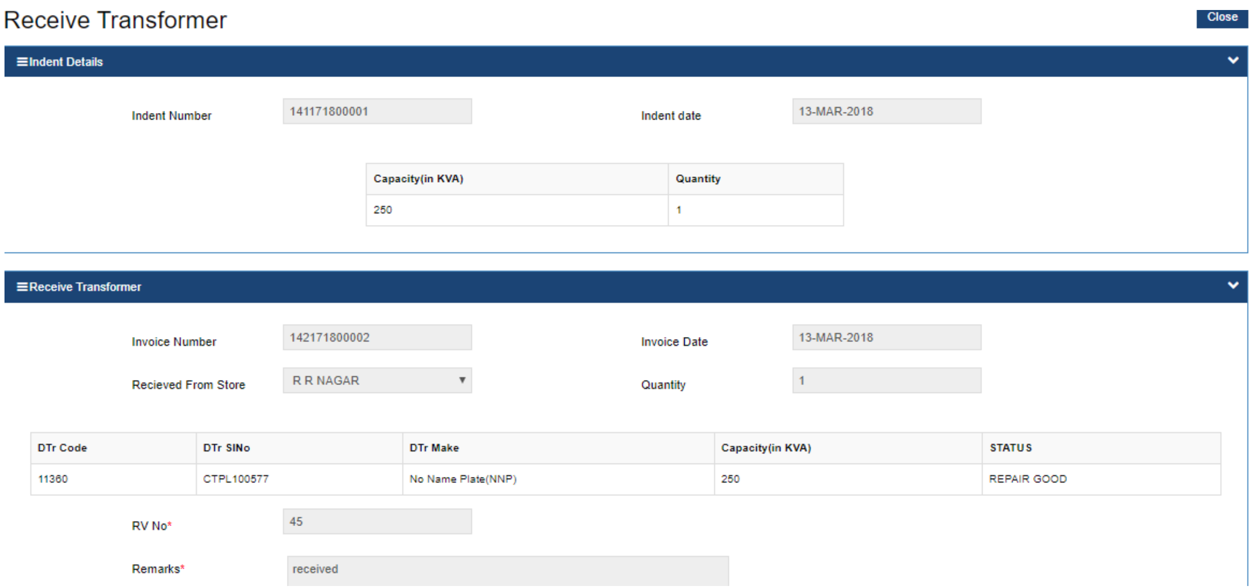
- Login to DTLMS with the username and password.
- Click on Inter-Store Transfer module provided on the left side panel.
- Sub modules under Inter store transfer are listed.
- Click on "Receive Transformer".

Following screen is displayed.



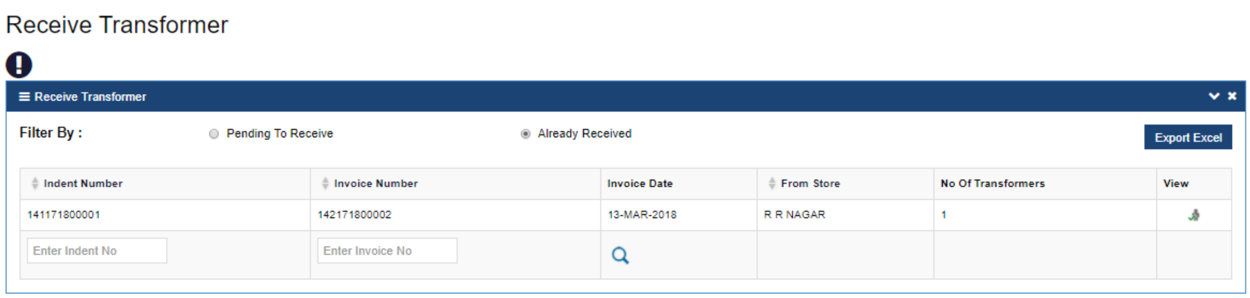
- There are 2 radio buttons on the top of the screen, one with the caption "Pending to receive" and the other "Already Received".
- By default, "Pending to Receive" radio button is activated.
- When "Already Received" radio button is enabled, it will list out all the Invoices against which materials 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.



- 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.



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.

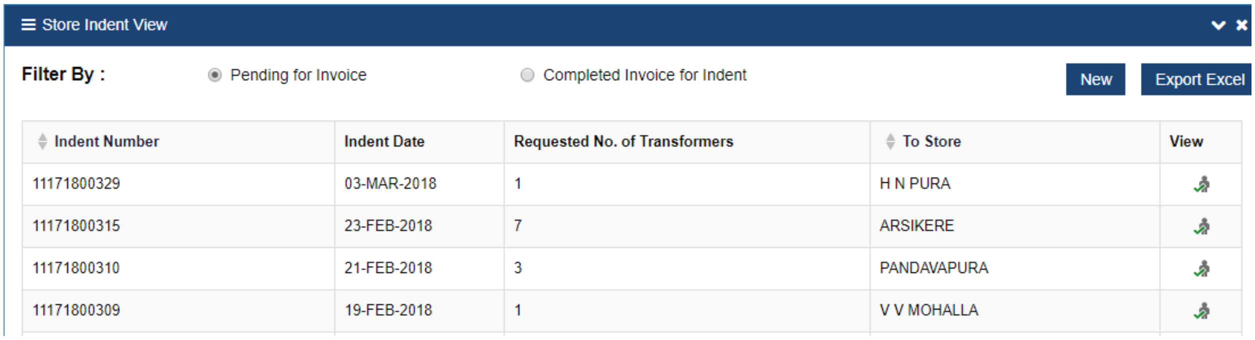
12.1 Bank Indent:

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:

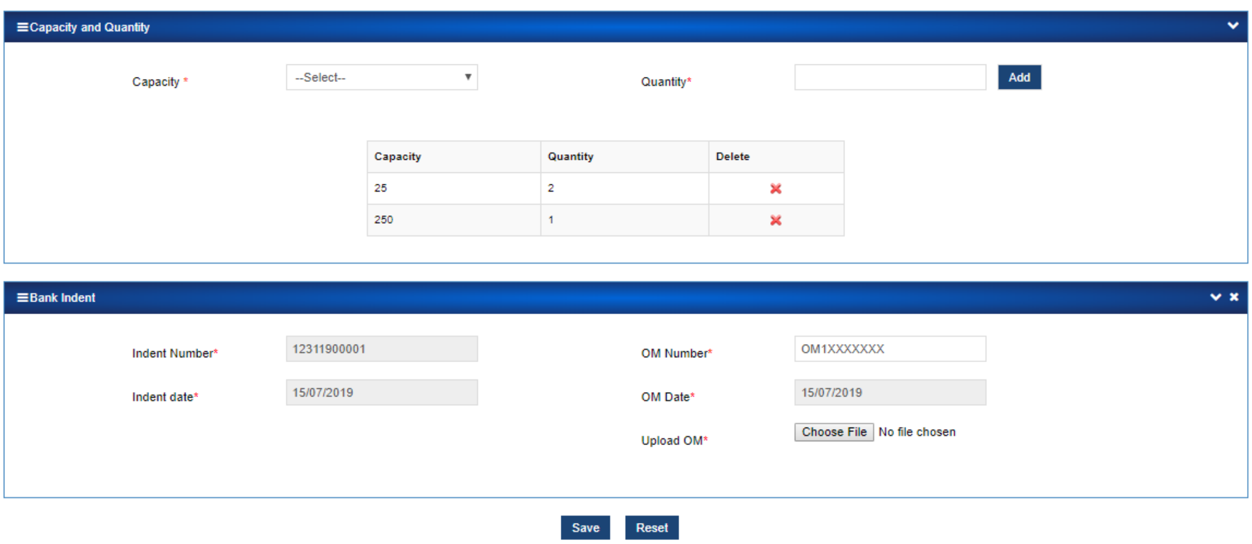
- Login to DTLMS with the username and password.
- Click on "Transformer Bank" module provided on the left side panel.
- Sub-modules under Transformer Bank are listed.
- Click on "Bank Indent".

Following screen is displayed.



- 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.



- 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.

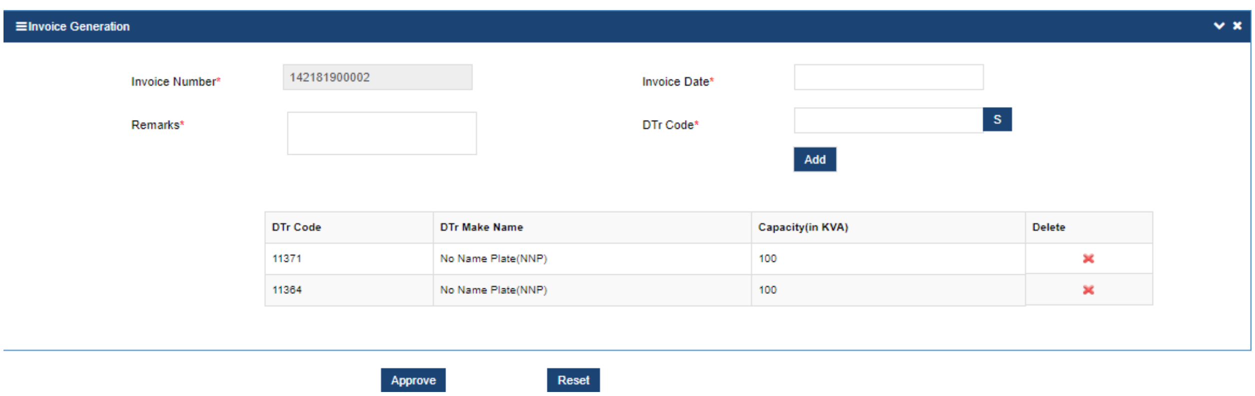
12.2 Bank Invoice:

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.



- 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:

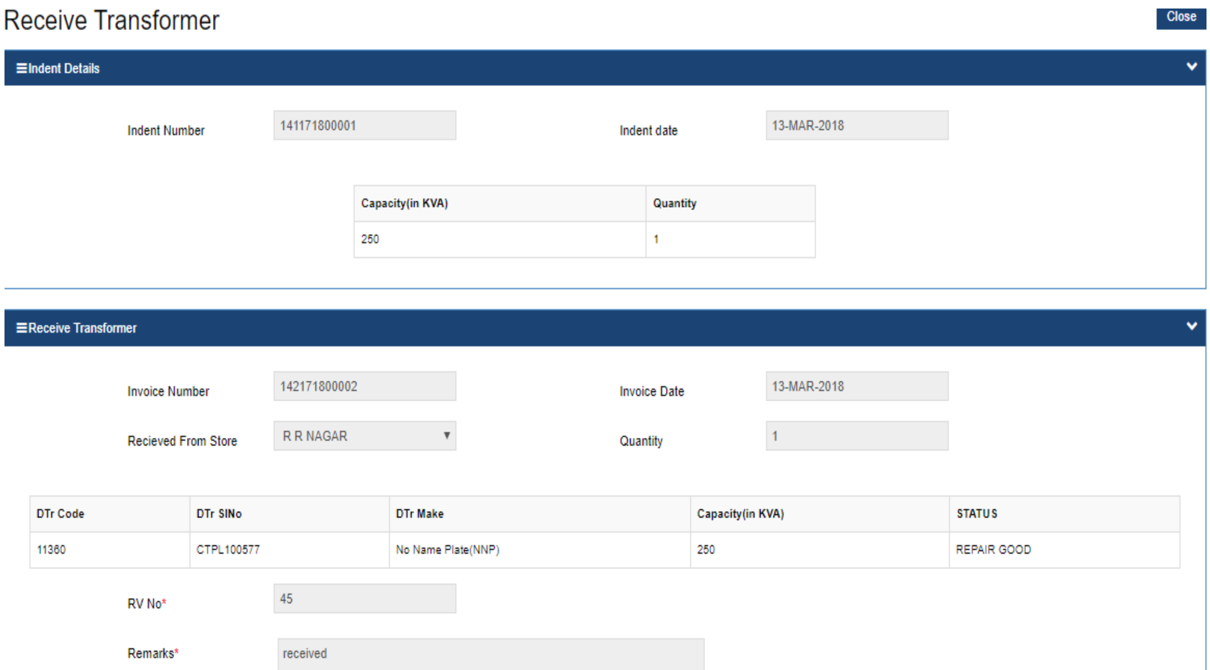
This module can be operated on by the user having Subdivision Officer role.

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

Recieved From Store: R R NAGAR

Quantity: 1

DTr Code	DTr SlNo	DTr Make	Capacity(in KVA)	STATUS
11360	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”.

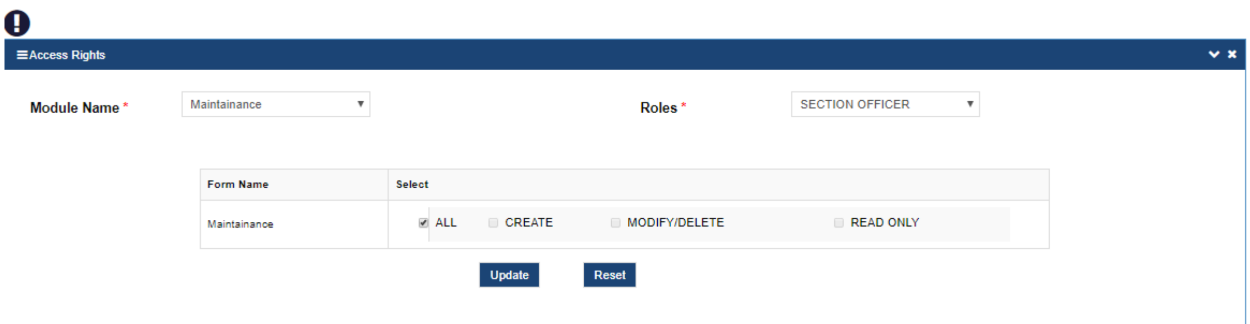
Following screen is displayed.

Access Rights View

- 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



- 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.

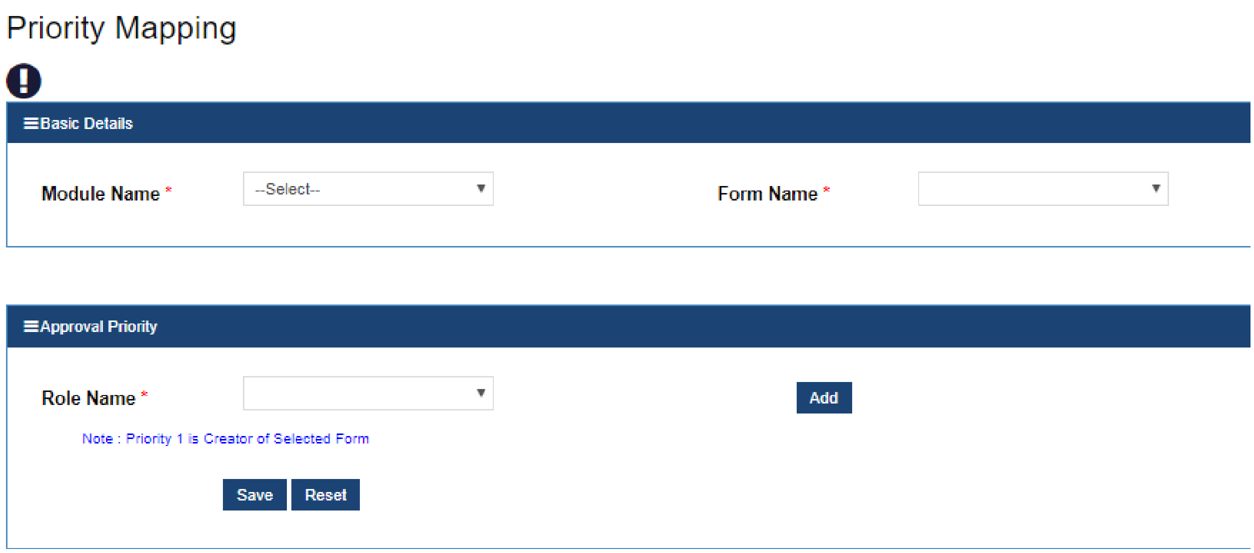
13.2 Approval Priority:

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:

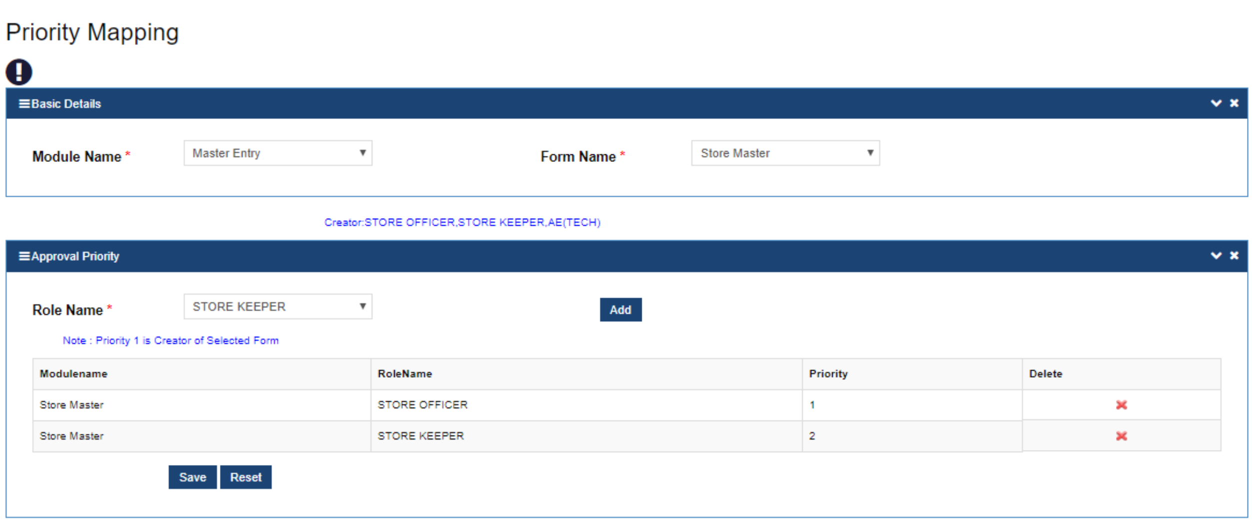
- Login to DTLMS with the username and password.
- Click on "Admin Activities", select sub-module "Approval".
- Sub-modules under Approval are listed.
- Click on "Access Priority".

Following screen is displayed.



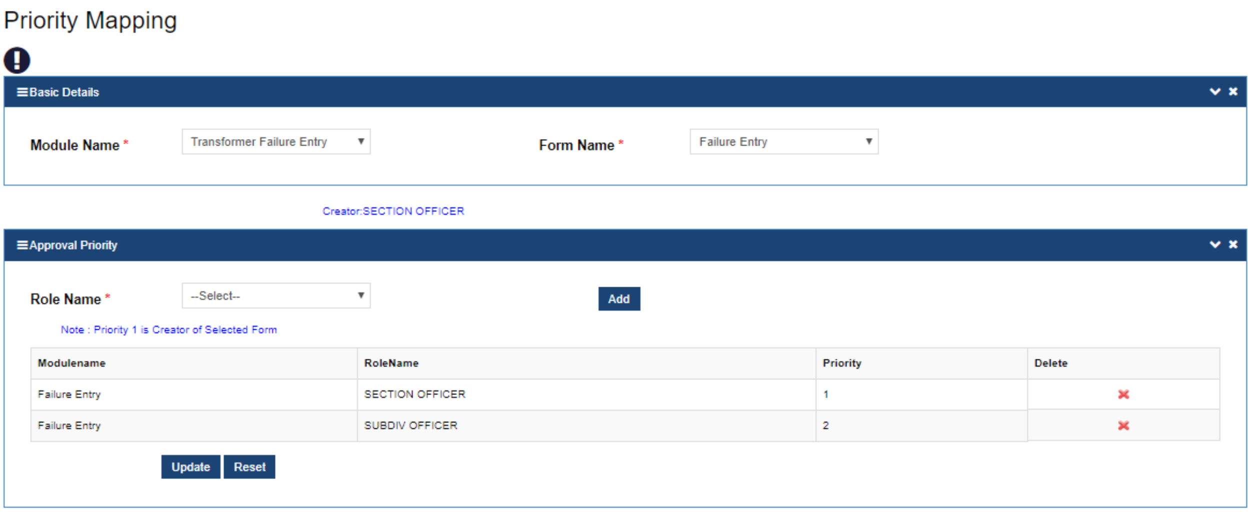
- There are 2 drop-downs on the top of the screen, one is "Module name" and the other one is "Form name".
- Select Module name, Form name and Role name from drop-down to add.

Following Screen is displayed.



- 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.



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:

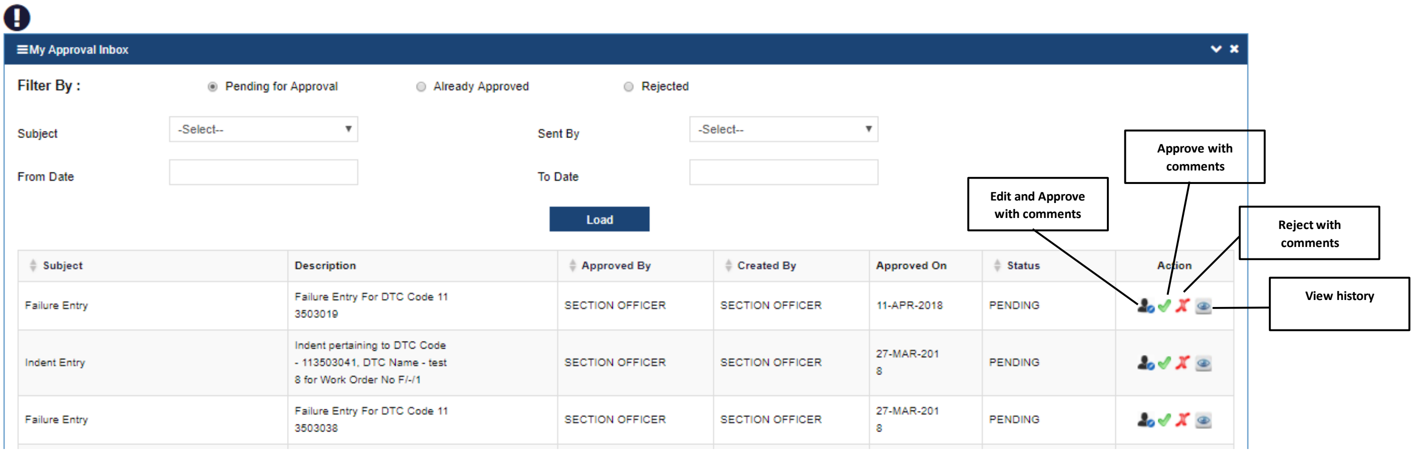
This module can be operated on by the all users.

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".

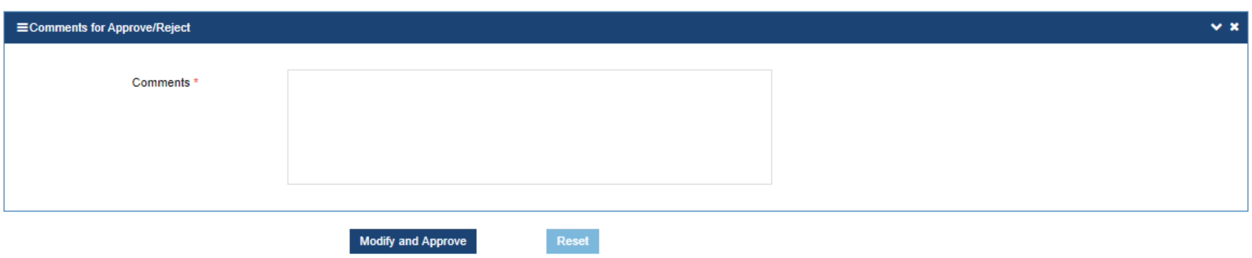
Following screen is displayed.

My Approval Inbox



- 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.

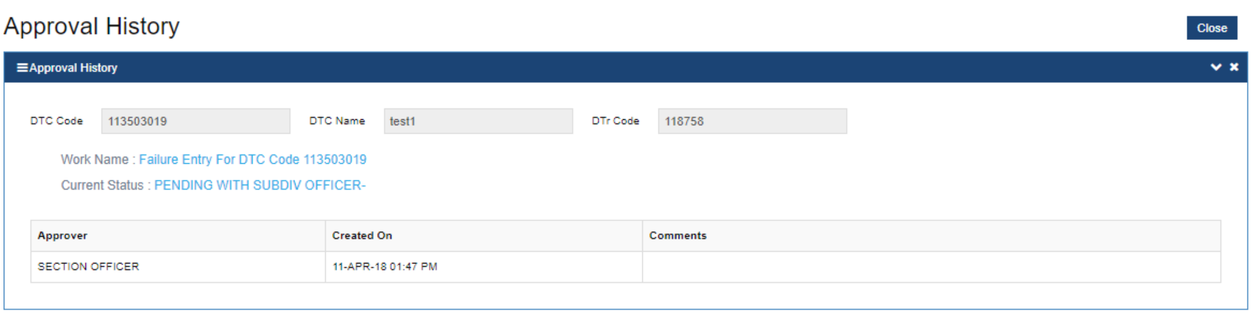
Following screen is displayed for modified and approving the details.



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

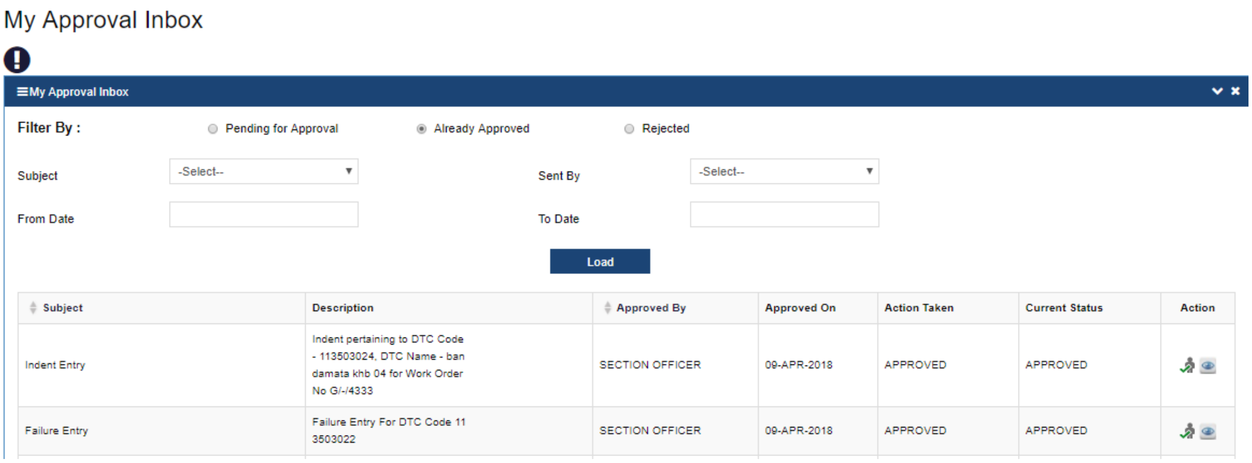
Following screen is displayed.

Approval History



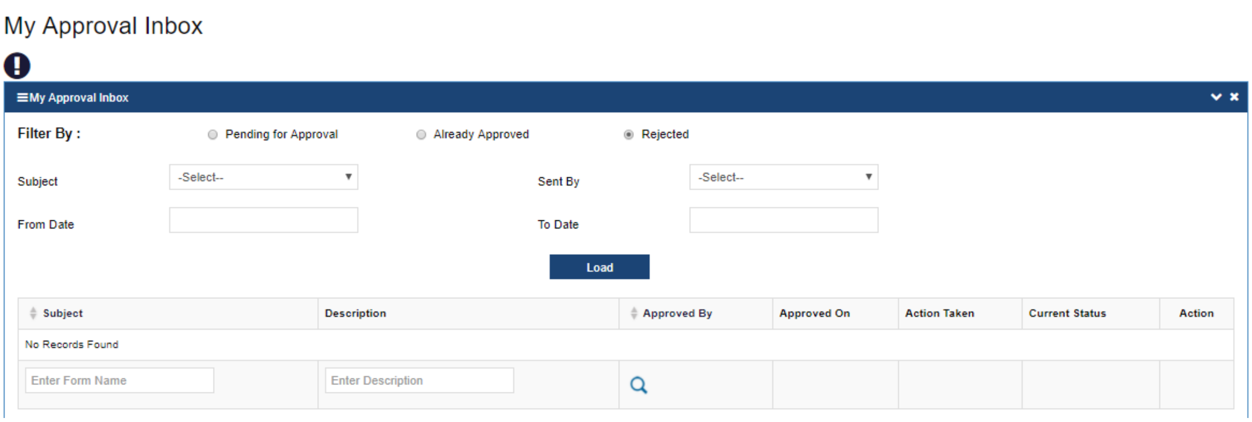
- ➢ Click on "close" button to return to Approval inbox screen.
- ➢ When "Already approved" radio button is enabled, it will list out all the approved and modified & approved details.

Following screen is displayed.



- ➢ 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.



- ➢ 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.)

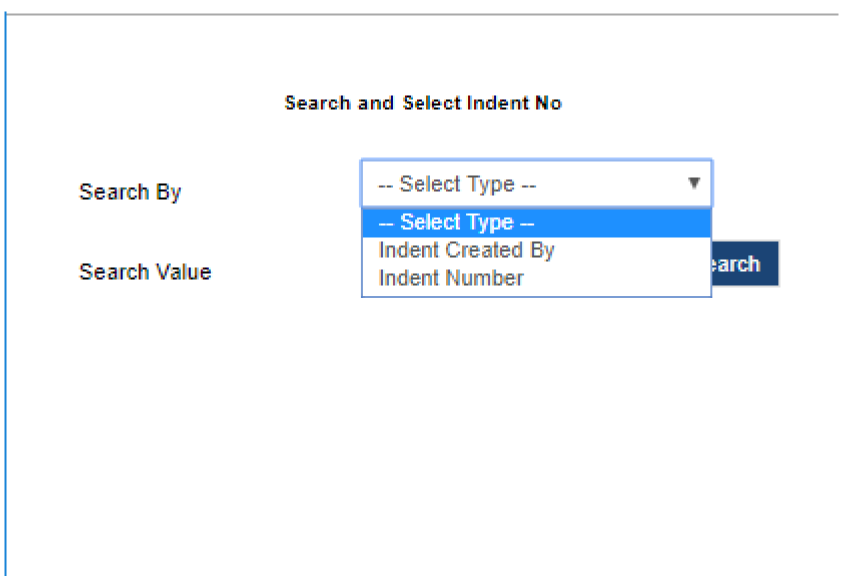
14.1 Stock Alert:

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.

- 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 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.

Stock Status

Strore Name -Select-

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

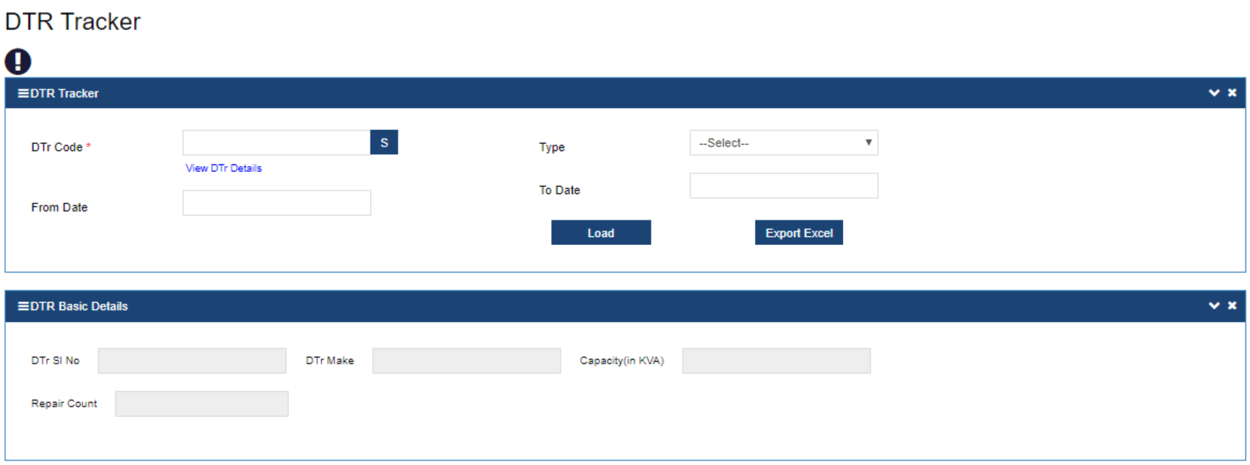
User can search a particular Store based on Store name by selecting a store from the Drop-down list provided.

14.3 DTR Tracker:

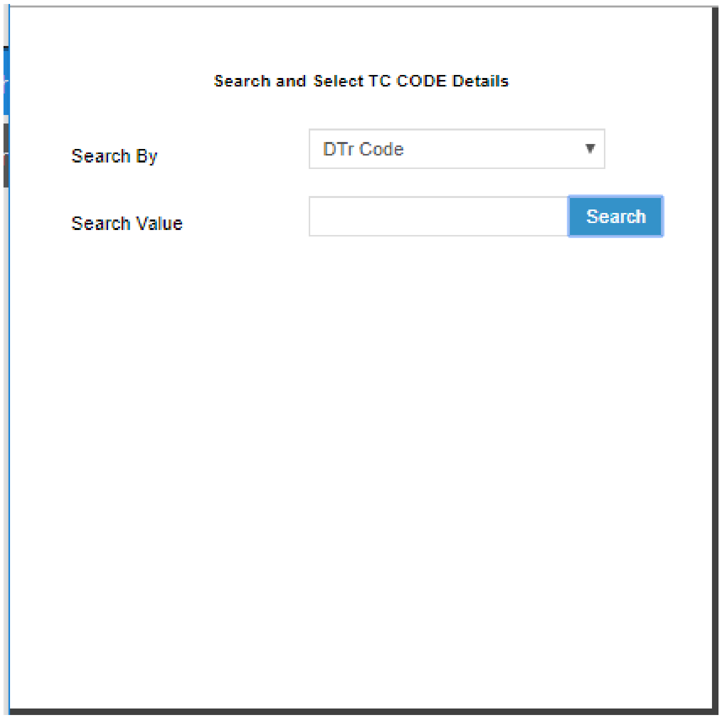
Steps to be followed to see full details of particular DTR:

- 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".

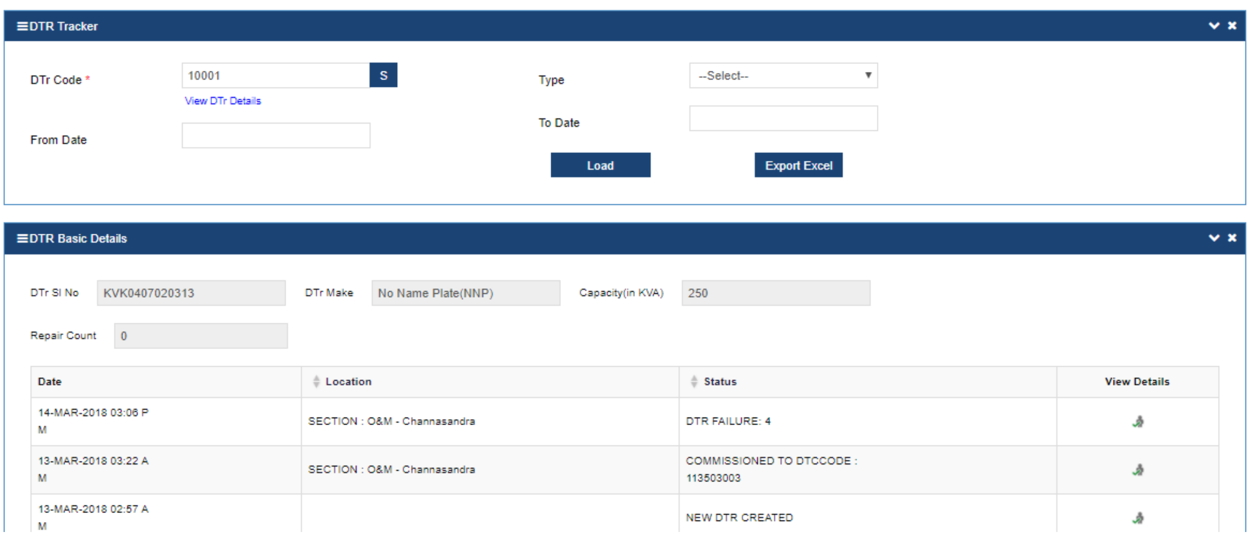
Following screen is displayed.



- 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 Sl no" as shown in the screenshot below.



- In the dialogue box select the DTR code or DTR Sl 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.



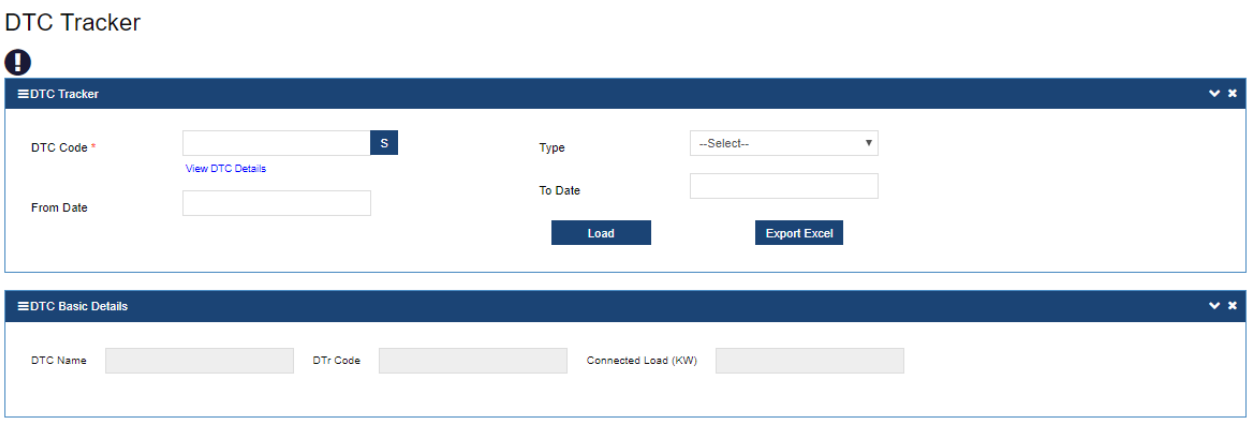
- User can sort the details by selecting forms from ‘Type’ Dropdown and can get records for particular range of date by selecting “from date” and “to date”.
- User can see the selected DTR details by clicking on “View DTR details”.
- User can see the particular record details by clicking on “View” symbol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

14.4 DTC Tracker:

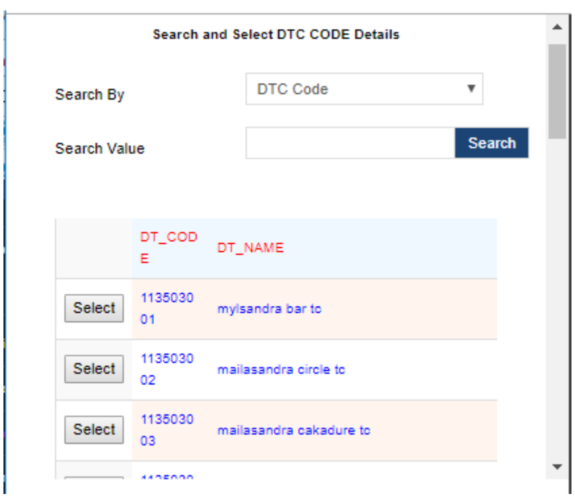
Steps to be followed to see full Details of particular DTC:

- 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”.

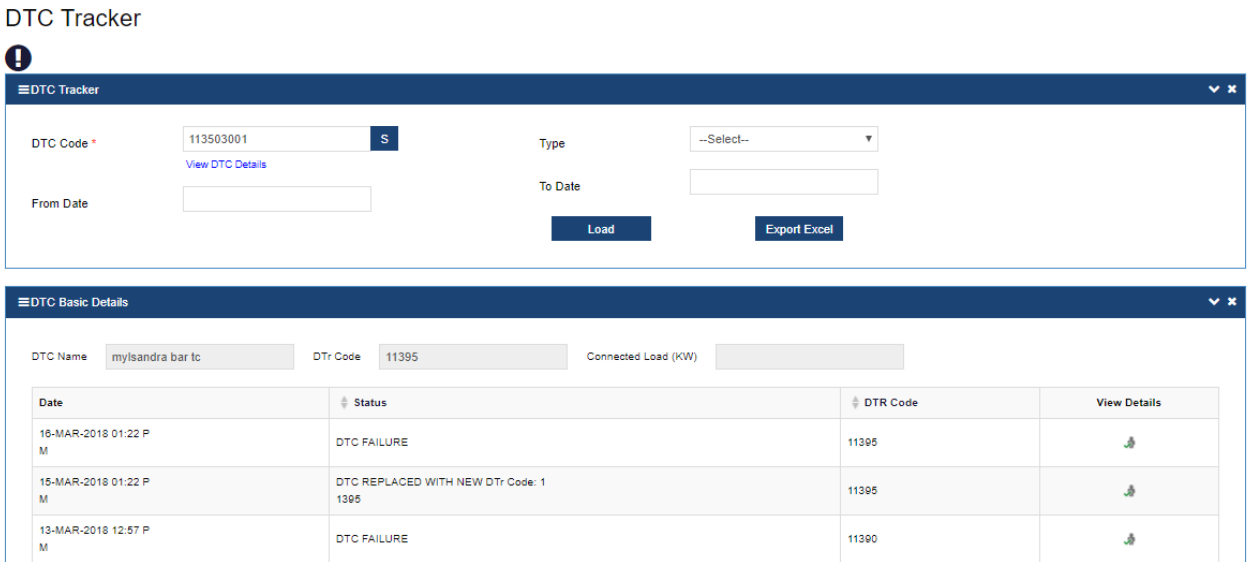
Following screen is displayed.



- DTC 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”.



- 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.



- ➢ 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.

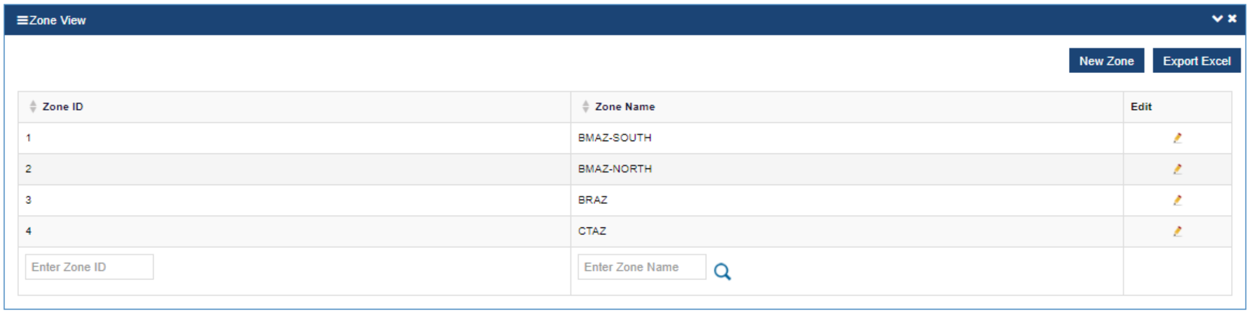
15.1 Zone Master:

- 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:

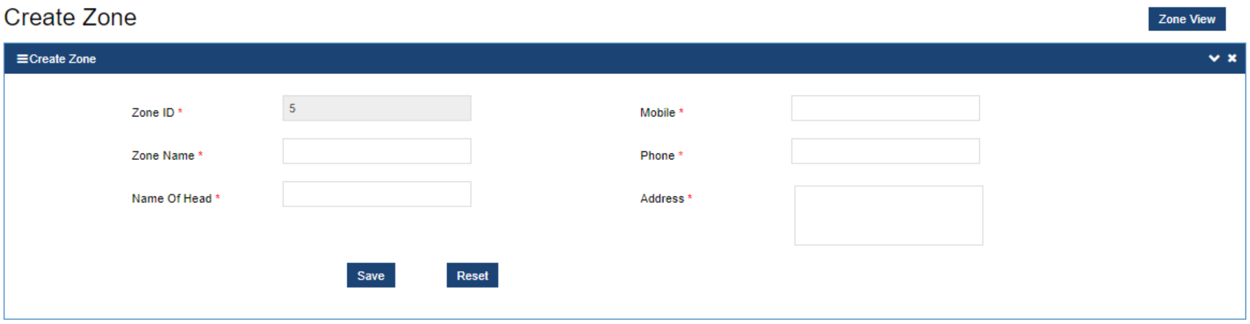
- ➢ Login to DTLMS as Admin with the username and password.
- ➢ Click on Admin Activities and click on Location Master.
- ➢ Sub-modules under Location masters are listed.
- ➢ Click on Zone.
- ➢ Following screen is displayed showing the details of all the Zones already created in the grid format.

Zone View



- 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



- 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:

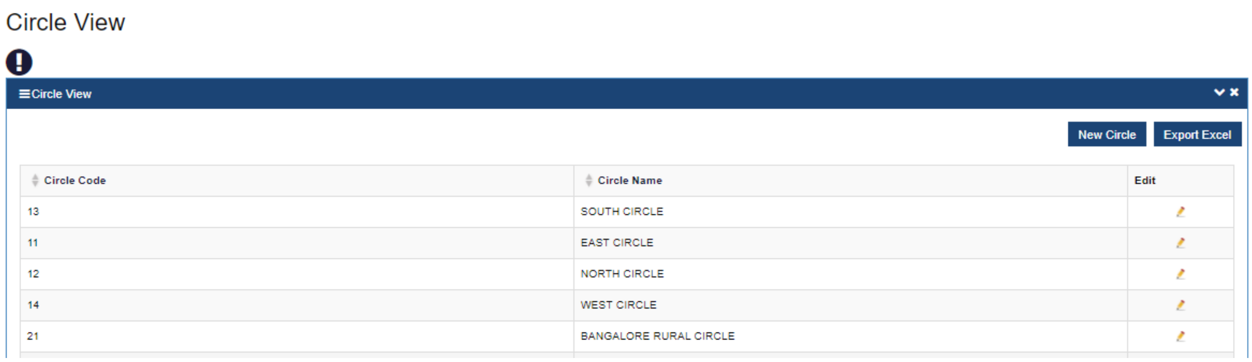
- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Zone. Following screen is displayed showing the details of all the Zones already created in the grid format.
- Click on "edit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

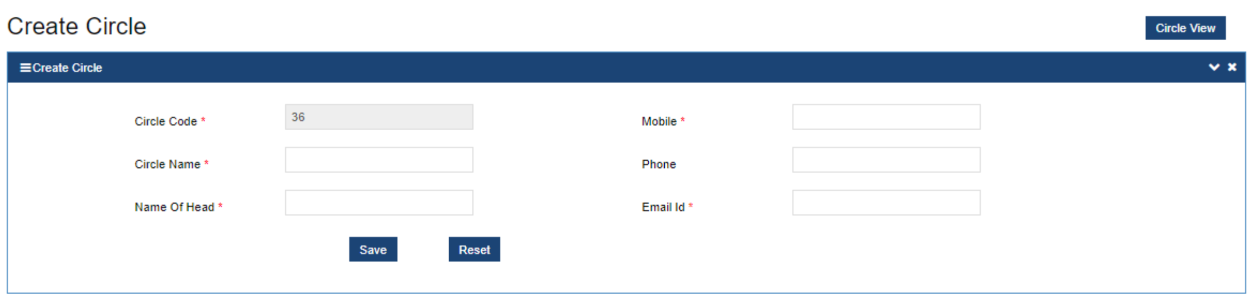
- Permission to use this master is vested with Admin only.
- This form is used to create / update the Circles related to BESCOM.

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 Circle. Following screen is displayed showing the details of all the Circles already created in the grid format.



- ➢ 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:



- ➢ 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.

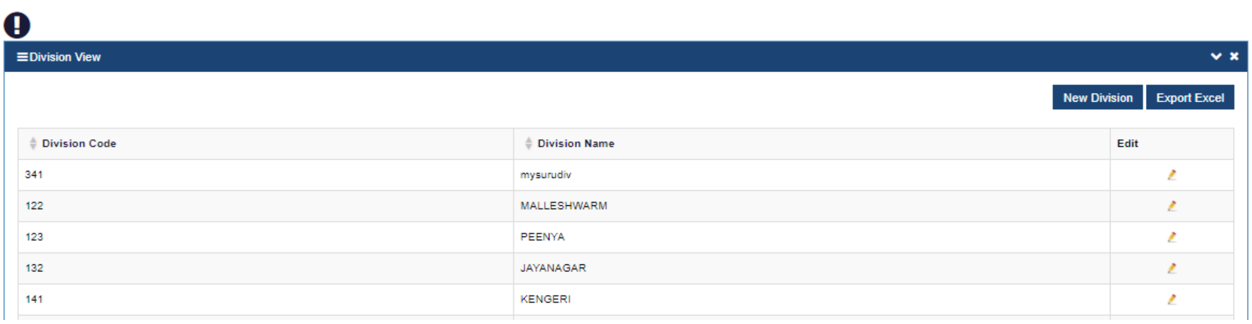
15.3 Division Master:

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

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

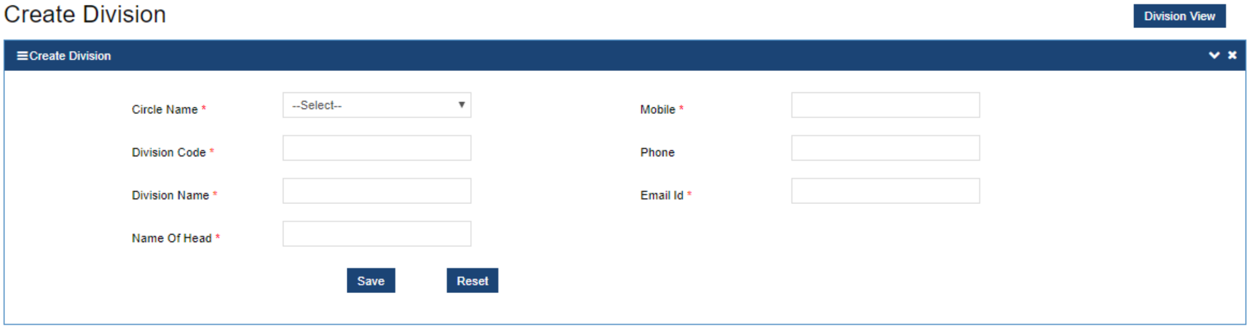


Division Code	Division Name	Edit
341	mysurudiv	
122	MALLESHWARM	
123	PEENYA	
132	JAYANAGAR	
141	KENGERI	

- 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:

Create Division

Division View



- 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 BESCOM.

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

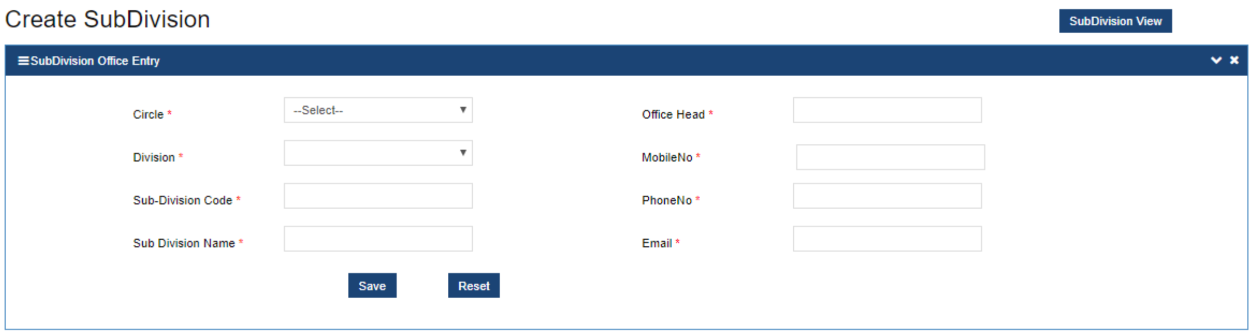
≡SubDivision View

New SubDivision | Export Excel

Circle Name	Division Name	Sub-Division Name	SubDivision Code	Mobile No	Office Head	Edit
EAST CIRCLE	INDIRANAGAR	E10 - 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:



- 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:

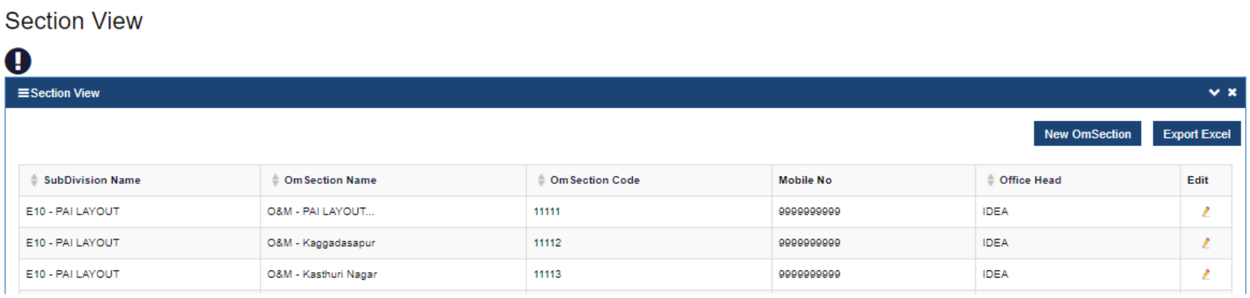
- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Master.
- Sub-modules under Location masters are listed.
- Click on Sub Division. Following screen is displayed showing the details of all the Sub Division already created in the grid format. ⍰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

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.



- 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:

- 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.

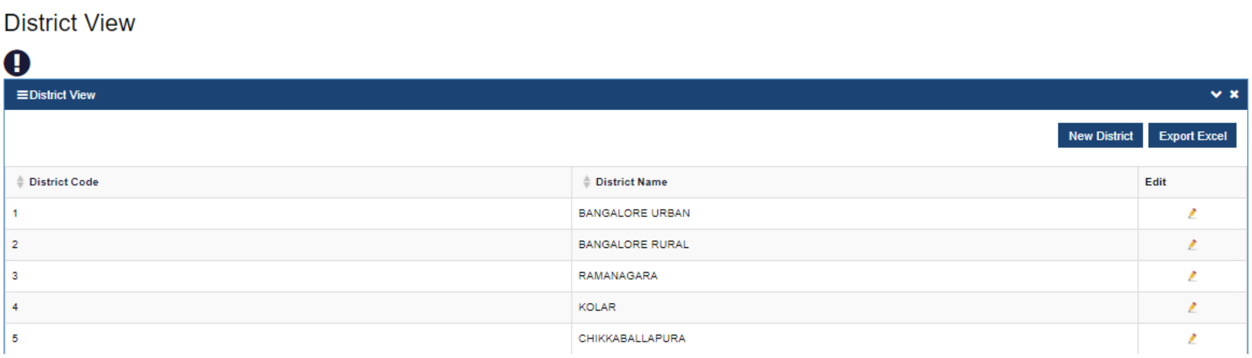
- Sub-modules under Location masters are listed.
- Click on OM Section. Following screen is displayed showing the details of all the OM Section already created in the grid format.
- Click on "edit icon" in respect of the OM Section to be edited.
- Details already entered is displayed. Now make necessary 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:

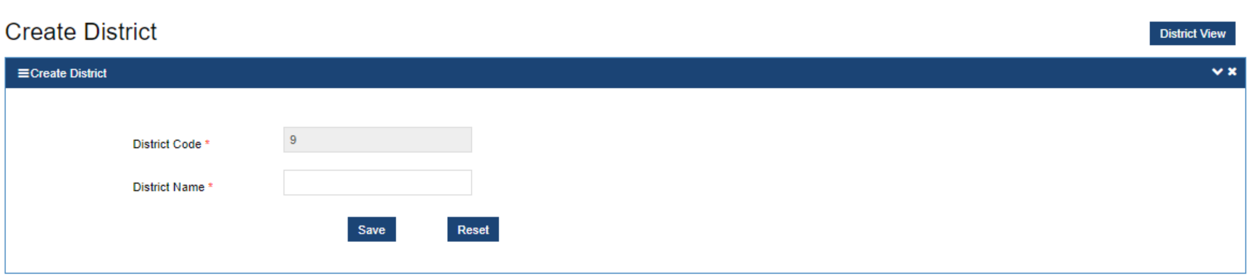
- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location masters are listed.
- Click on District. Following screen is displayed showing the details of all the District already created in the grid format.



District 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:



- 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:

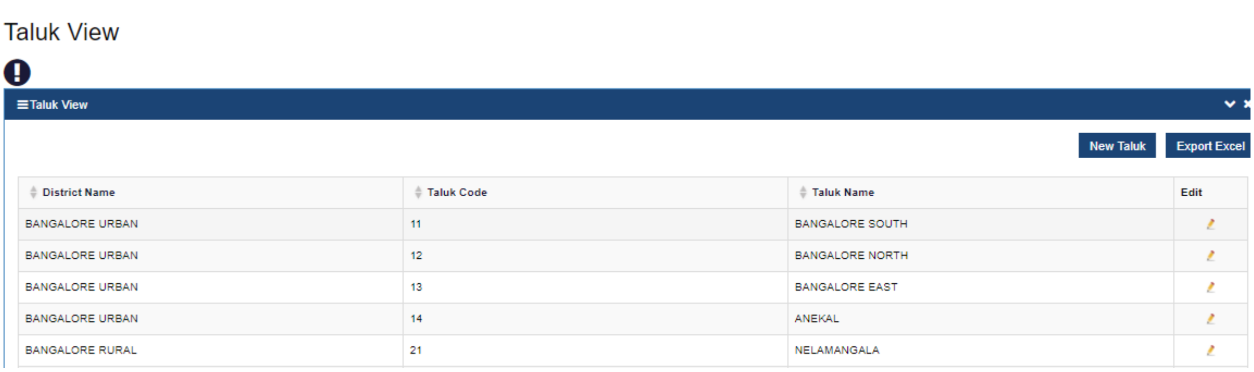
- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.
- Sub-modules under Location master are listed.
- Click on District. Following screen is displayed showing the details of all the District already created in the grid format.
- Click on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

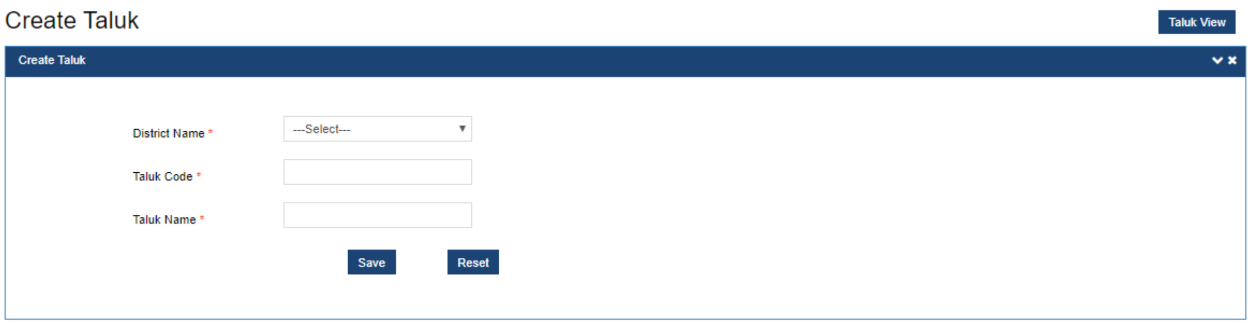
Steps to be followed for creating / updating Taluk Master:

- 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.



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:



- 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.

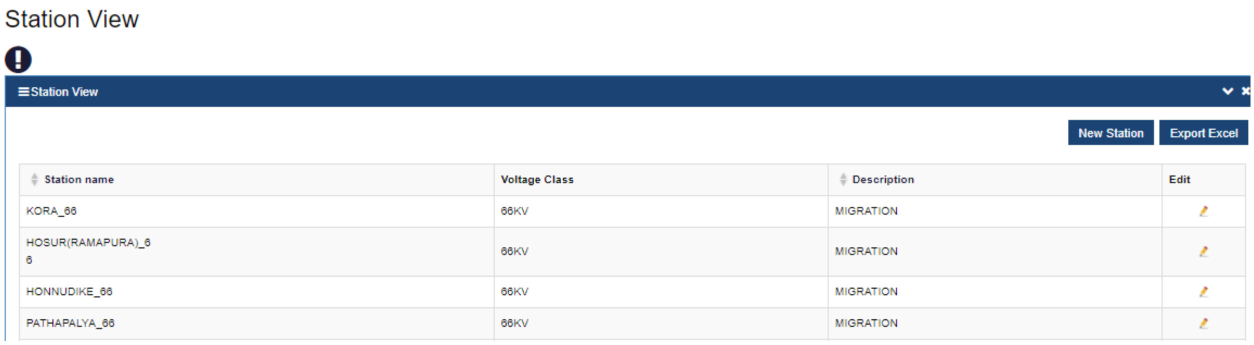
15.8 Station Master:

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

Steps to be followed for creating / updating Station Master:

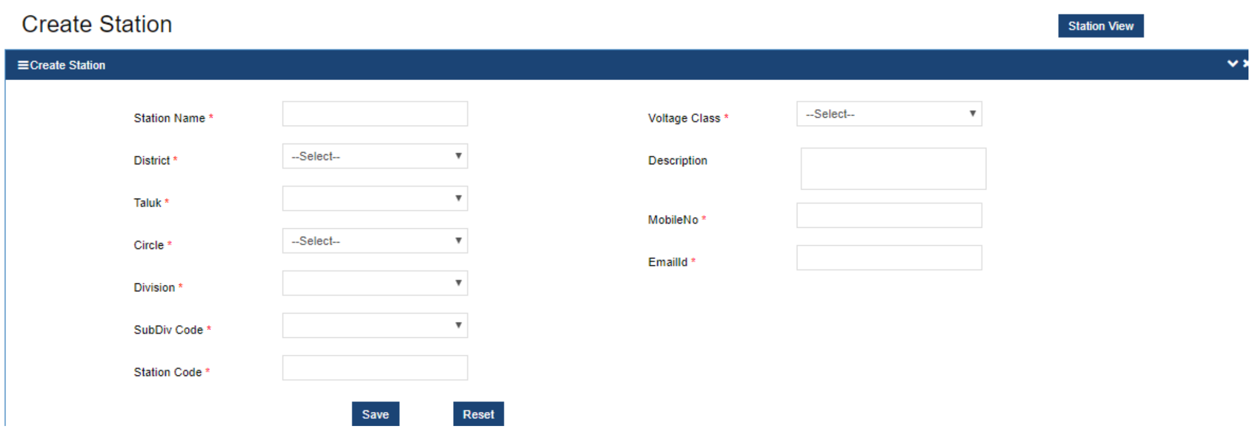
- Login to DTLMS as Admin with the username and password.
- Click on Admin Activities and click on Location Masters.

- 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 name	Voltage Class	Description	Edit
KORA_66	66KV	MIGRATION	
HOSUR(RAMAPURA)_66	66KV	MIGRATION	
HONNUDIKE_66	66KV	MIGRATION	
PATHAPALYA_66	66KV	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:



- 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.

- 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

BESCOM

(Government of Karnataka Undertaking)

Product of IDEA INFINITY

List of Transformers with details

Zone:

Circle : WEST CIRCLE Division : KENGERI Sub Division : K1 - KENGERI Section : O&M - Kengeri Current Location: FIELD

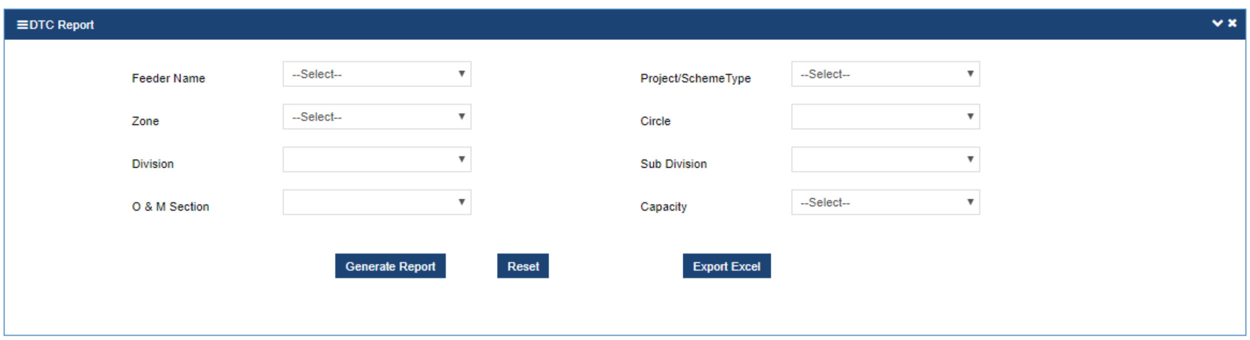
SL No	DTr Code	DTr Sl No.	DTr Make	Capacity(in KVA)	Manufacturing Date
1	18144	VVU/0126	VIJAY VIDYUTH UDYOGH	100	01-JAN-2004
2	32845	VVU/028	VIJAY VIDYUTH UDYOGH	250	01-JAN-2004
3	32873	VVU/048	VIJAY VIDYUTH UDYOGH	250	01-JAN-2001
4	11040	0416021	CHAITHANYA	250	01-JAN-2001
5	11095	1002016010893	CLASSIC TECHNOLINES(I)	100	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.



- 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

BESCOM

(Government of Karnataka Undertaking)

Product of IDEA INFINITY

List of DTC with Details

Zone:

Circle : WEST CIRCLE Division : KENGERI Sub Division : K1 - KENGERI Section : O&M - Kengeri Feeder: 113412 Feeder name: F12-RV-COLLAGE

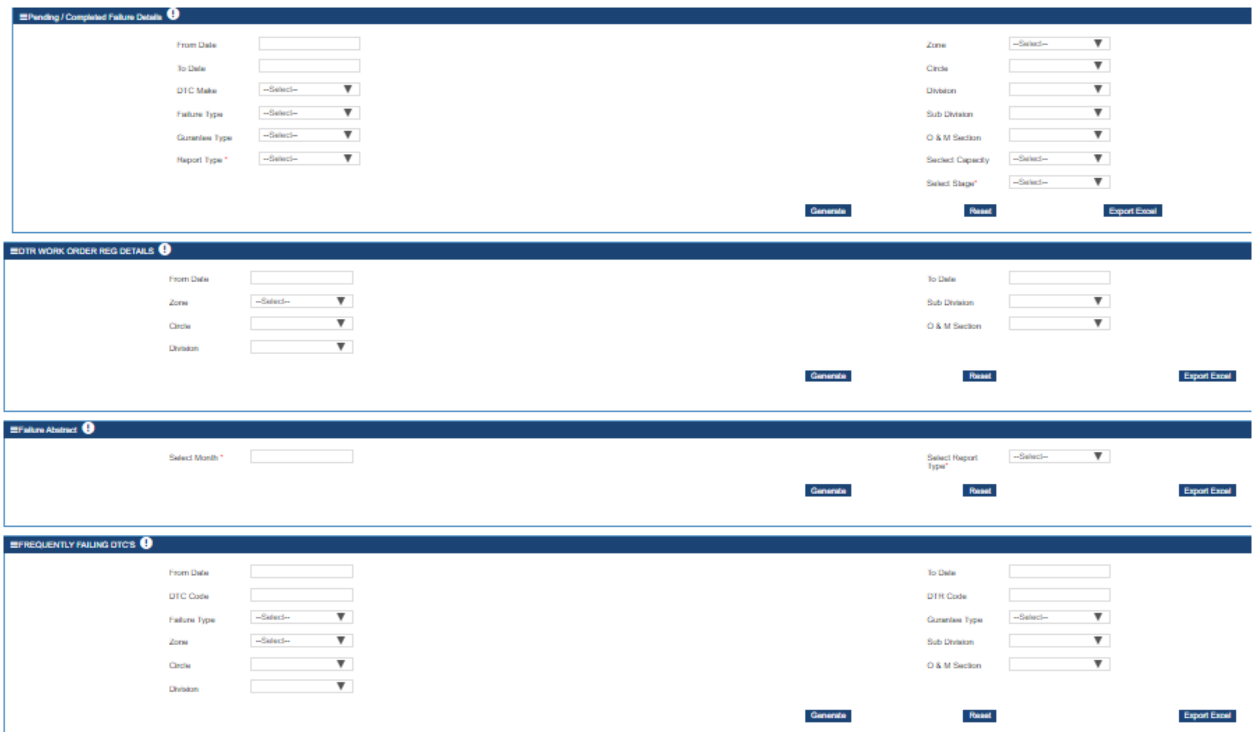
SL No	DTC Code	DTC Name	DTr Code	DTr Sl No	DTr Make	Capacity(in KVA)
1	113412001	Rv college tc1	11398	KVK/07060088	KAVIKA	250
2	113412002	rc college orchids school	11399	VT/25011115/09	VIJAY	250
3	113412003	rc college airavatha residency	11400	KVK/0407100252	KAVIKA	250
4	113412004	airavatha residency 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.



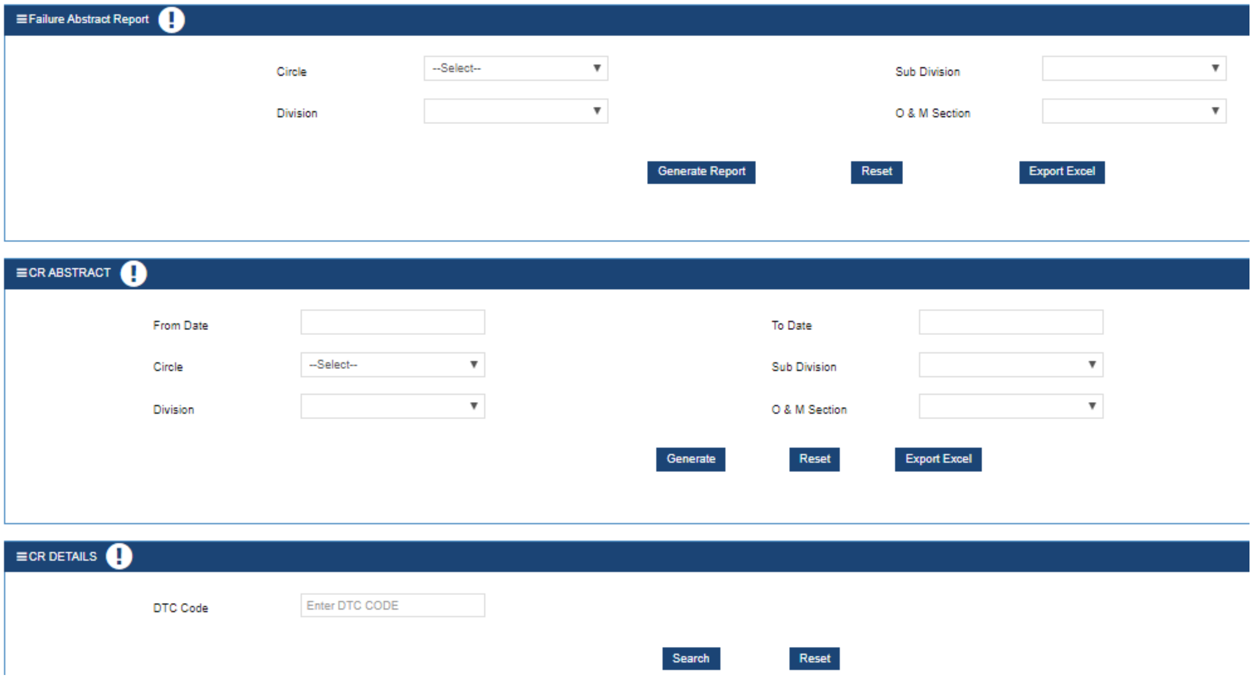
- User can generate the Report “Pending/Completed Failure Details”, “DTR Work Order Details” “Failure Abstract”, “Frequently Failing DTCs” by selecting the appropriate filters provided and clicking on “Generate Report” button.
- Report will be generated accordingly.

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.



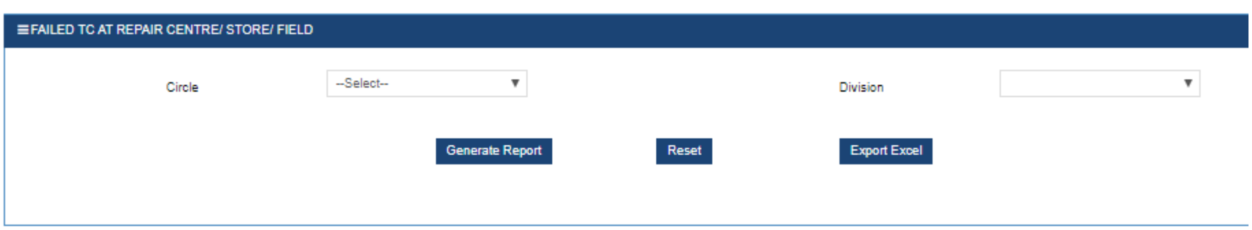
- User can generate the Report “Failure Abstract Report”, “CR Abstract” “CR Details” by selecting the appropriate filters provided and clicking on “Generate Report” button.
- Report will be generated accordingly.

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.