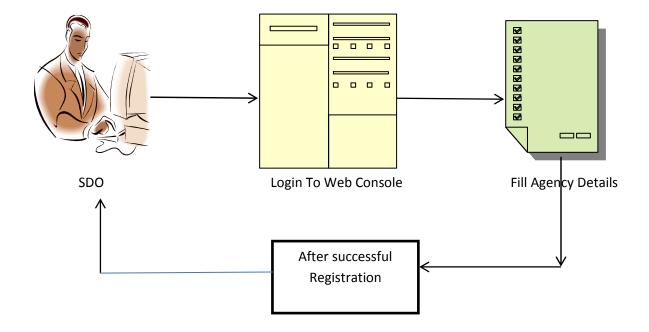
# **New Agency Registration Process**



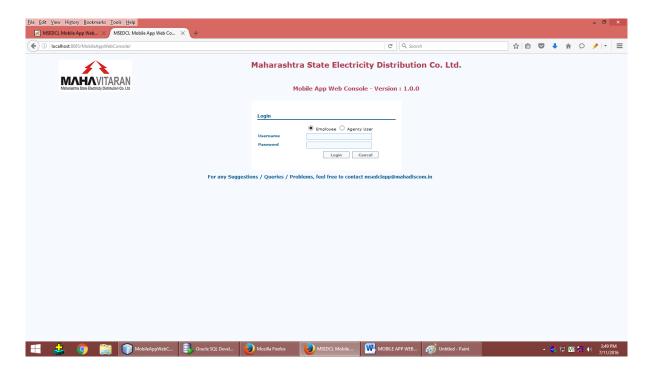
VERSION 6.1 Page | 2

#### **Internet Link:**

http://console.mahadiscom.in/MobileAppWebConsole

#### **USER ID's:**

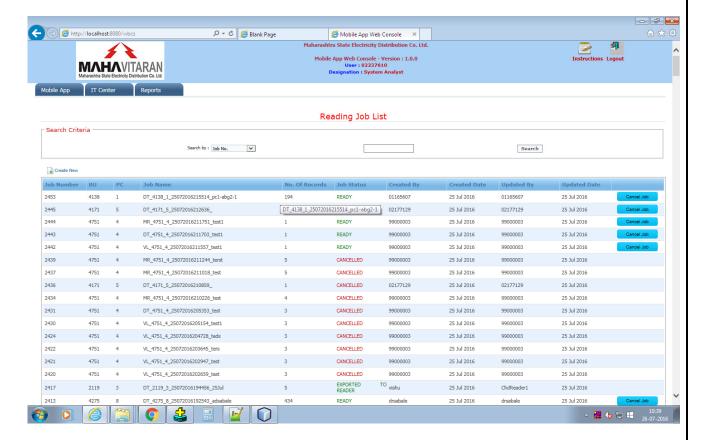
- 1. All RAPDRP users can login.
- 2. Agency users(Supervisors) can login.



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# **Home Page:**

On Home Page it will display the List of Jobs Created.



VERSION 6.1 Page | 4

## Menu:

# **Mobile App**

- Manage Reading Jobs
- Manage Agency.
- Manage Agency User.
- Reading Validation
- Upload PN33

# **IT Center**

Download B30

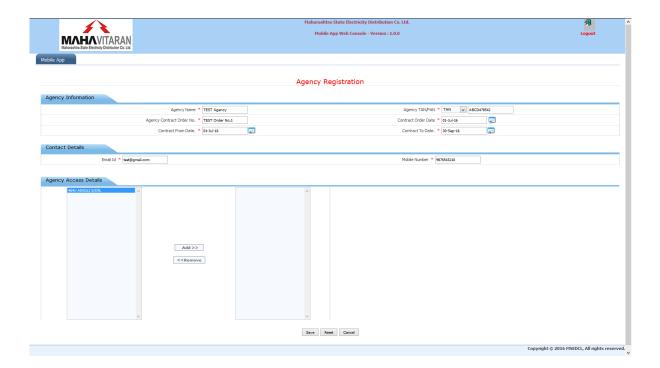
# **Reports**

- ➤ Reading Job Statistics
- B30 Error Report
- ➤ Feedback rating report

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## Manage Agency:-

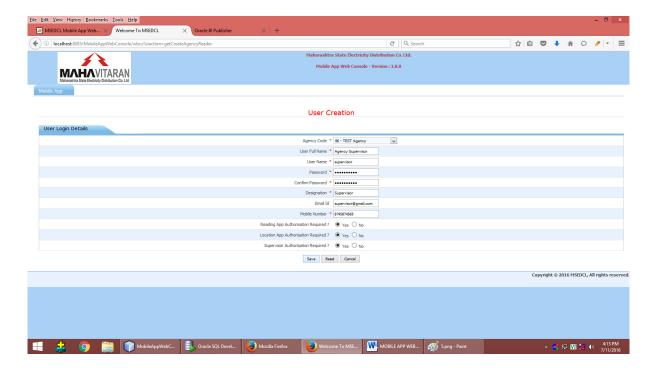
- 1. Login by SDO using RAPDRP credentials.
- 2. List of Agency's working under BU will be displayed on screen.
- 3. Click on create new link on Home Page.
- 4. New Agency registration form will open. Fill all the Details of the agency and Click on save.



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## **Manage Agency User:-**

- 1. SDO user will create supervisor user
- 2. Click on Mobile App menu and then select Manage Agency User.
- 3. New user creation form will open. Fill all the Details of the agency and Click on save.
- 4. Before submitting check that Supervisor radio button is selected as Yes. Based on that it will consider as the user is Supervisor or Meter reader.
- 5. Now agency supervisor will use this USER ID and Password to Login to Web Console.
- 6. Supervisor will create Meter Reader users and also create JOBs based on DTC wise/ MR Wise.

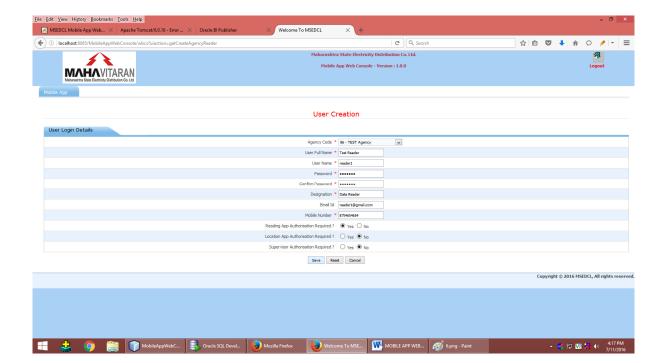


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#### **Meter Reader User:**

- 1. Agency's Supervisor user will create Meter reader users.
- 2. Click on Mobile App menu and then select Manage Agency User.
- 3. New user creation form will open. Fill all the Details of the agency and Click on save.
- 4. Before submitting check that Supervisor radio button is selected as NO.

Use these USER ID's for login in METER Reading App for reading.

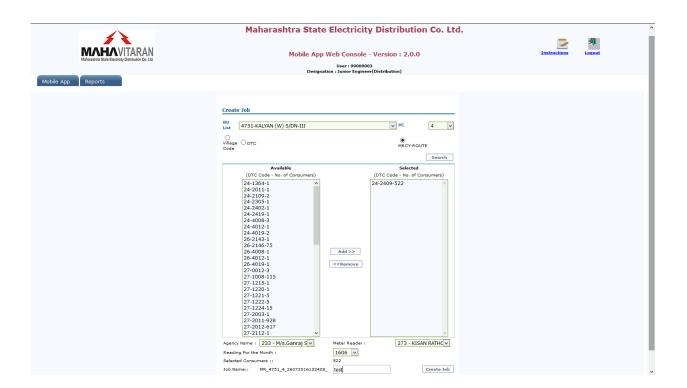


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## Manage Reading Jobs:

- 1. SDO/PC holder/Supervisor user will create meter reading jobs
- 2. Click on Mobile App menu and then select Manage Reading Jobs
- 3. List of Jobs will be displayed. Click on Create New link.
- 4. Fill all the Details bu, pc, DTC wise, Villagewise / MR-Routewise wise etc ....

  To Assign JOB to particular reader Select Agency and Meter reader, Reading for the Month of (Billing Month) ... then Create New will create new Job.



# **Upload Pn33 File:**

Browse / Select and then Upload Pn33 file .....

Wait till the file uploads successfully.

Message will be displayed Total No. of records inserted successfully ....

Now Upload PN33 file before New Job creation.

For already created jobs: validation/reports will be created only after PN33 uploading.

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# **Reading Validation:-**

Select BU and PC and press Execute Button. Validation process gets processed and list of consumers will be displayed on screen for skipped reading.

(For first time due to dummy transactions may be some consumers displayed in list which are actually not having any error).

There is no provision to modify the reading. SDO/PC Holder can directly skip the reading. Select Consumers to delete readings from the list and then press Skip reading Button.

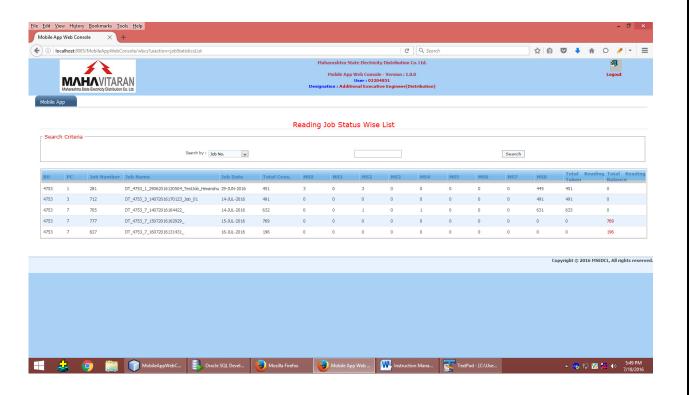
## **IT Center Menu:-**

Download B30 Option available for IT Center only to download B30 file.

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# Reports:

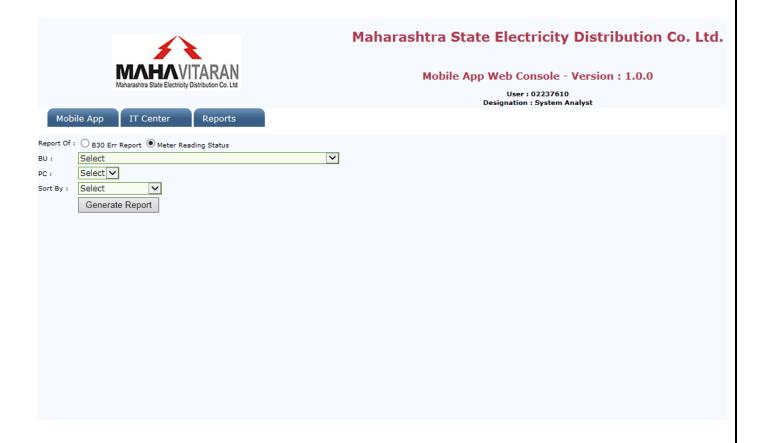
## Reading Job Status Wise List:-



**MOBILE APP WEB CONSOLE** 

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# **B30 Error report :-**



# Process this activity after Validation

# **Select Report type**

- ➤ B30 error report
- Meter reading status

Then select BU and PC and Sort order then Press Generate report. Then Save the report.

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#### What's New in VERSION 2.0.1

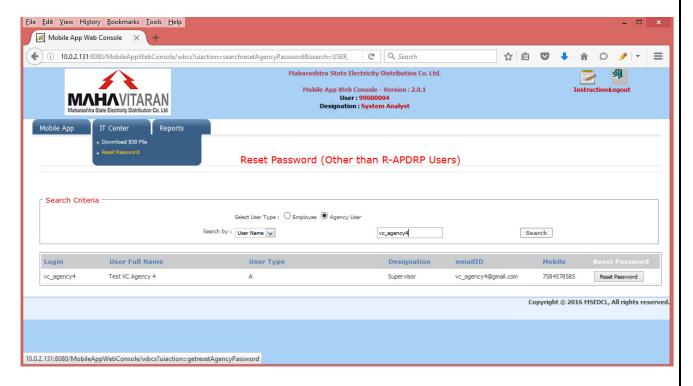
A.

Following new reports added

- 1. Normal MS having Zero Consumption
- 2. Normal MS having 1 to 30 unit Consumption
- 3. Faulty MS Consumers
- 4. Average MS consumers
- 5. In Reading Job Statistics Report Total Reading Balance Consumer list can be download.

В.

Password reset for Agency and Employee (Other than RAPDRP) users (to be managed by IT Center Only)



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### What's New in VERSION 2.0.4

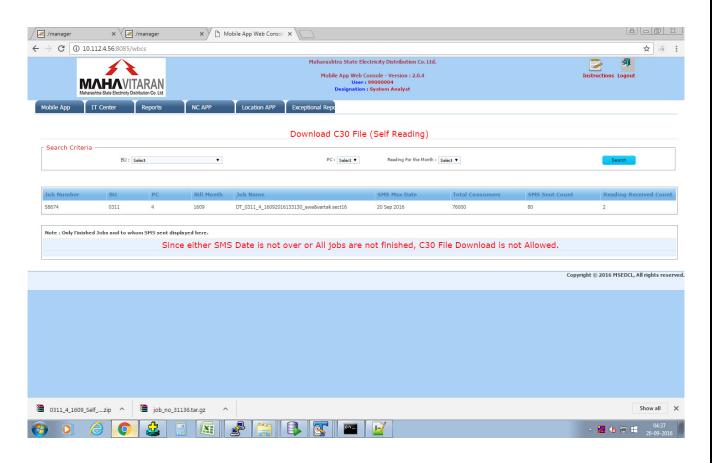
- 1. Single Job can be assigned to Multiple Readers
- 2. Job Limit Check is removed.
  - a. Whole PC's Job can be created by selecting all Villages and can be assigned to multiple readers.



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- What's New in VERSION 2.0.5
- **❖** C30 Generation (Self Reading):-
- Under IT Center Menu
- Download C30 file (Self Reading) option is available.
- Enter BU, PC, and Bill Month and Search
- This will display all Finished JOBS and to whom the SMS was sent, with total No. of consumers, No. of SMS Sent and No. of Reading Received.
- ❖ At the End of the List "Generate C30 File" and "Generate C30 Photo Zip File" Buttons are given.
- Till the SMS Valid date is not Over download functionality will not be available and following message will be displayed on screen.
  - \* "C30 File Download is not Allowed, Since SMS Date is not over / All jobs are not finished / Readings not received."

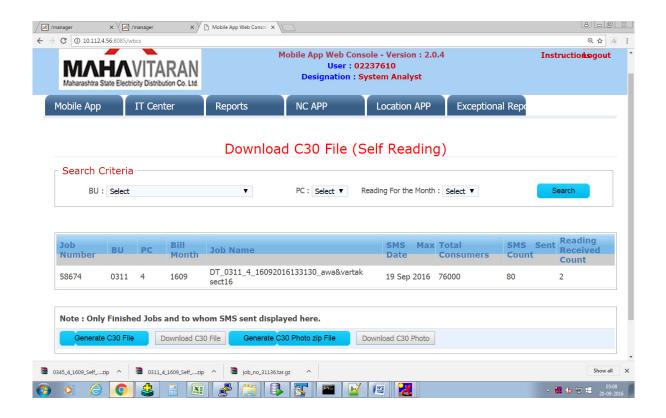
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- ❖ After SMS valid upto date is over then **Generate C30 File** and **Generate C30 Photo Zip File** Button are available.
- Once the Buttons are enable means you can generate and download C30 file for that PC

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#### What's New in VERSION 2.0.6

Provision of Consumer Address with Reading is made.

### What's New in VERSION 2.0.7

> Report of SMS Sent to RNA consumers from Meter Reading Mobile App is Added.

#### What's New in VERSION 2.0.8

> To avoid Consumer Duplication in job, provision is made.

#### What's New in VERSION 2.0.9

- Report of RNA Consumer is added.
- > After Job Finished Photo will be available for download immediately.

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#### What's New in VERSION 3.0.0

- Avoid Duplication of PN33 File Upload Process.
- ➤ If Job Assigned and is not cleared from mobile device by all meter reader then job can not be finished from Mobile App Web Console, List of meter reader will be displayed as alert message on screen.
- > After finishing job balance (RNA) consumers will be available for next JOB Creation.

#### What's New in VERSION 3.0.1

- > Feeder Hourly Reading Abstract List is added under the "Reports" Menu.
- > Select the given parameters and click on "Search" Button to display the feeder hourly readings.



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Note: HRO - Reading of 00:00 Hrs. of the day; HR23 - Reading of 11:00 PM of the day.

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## What's New in VERSION 3.0.2

- > Check Reading Download file is added under the "IT Center" Menu.
- PD Verification Download file is added under the "IT Center" Menu.
- > NC JOB Creation is added under the "NC APP" Menu.
- 1. Check Reading Download file is added under the "IT Center" Menu.
  - M30 will be downloaded for those consumers whose reading not taken by agency.
  - C30 will be downloaded for those consumers whose reading taken by agency.



Enter the Search Criteria BU, PC, Reading for the Bill Month and click on "Search" Button



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- 2. PD Verification Download file is added under the "IT Center" Menu.
  - Circle wise file Downloaded for PD Verified Consumers.



#### **MOBILE APP WEB CONSOLE**

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- 3. NC Job Creation is added under the "NC APP" Menu.
  - Job will be created to release connections from Mobile App.
    - a. Click on the "NC Job Creation" Option under "NC APP" tab. Click on "Create New" options.



b. Then select BU and Section code and click on "Get Consumer Data". Then all the connection release data (i.e. application id, meter number etc.) under that section will be displayed.



#### **MOBILE APP WEB CONSOLE**

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c. It will show list of "Application id - Meter" Mapping for selected Bu and Section.



d. Select the records using check box to include in the job .Enter a suitable job name for job to be created . Select the employee whom job is to be assigned. Click on "Create Job" button.



e. "Job Created Successfully" message will be display.

#### **MOBILE APP WEB CONSOLE**

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## What's New in VERSION 3.0.3

- > Reading date included in C30 file
- ➤ Meter reading date Validation check is implemented.
- Photo Downloaded by Displayed on screen.
- > PD Verification data can be downloaded for HT Consumers.
- > Duplicate Consumers Removed in PD Verification data download.
  - 1. PD Verification data can be downloaded for HT Consumers.



2. Duplicate Consumers Removed in PD Verification data download.



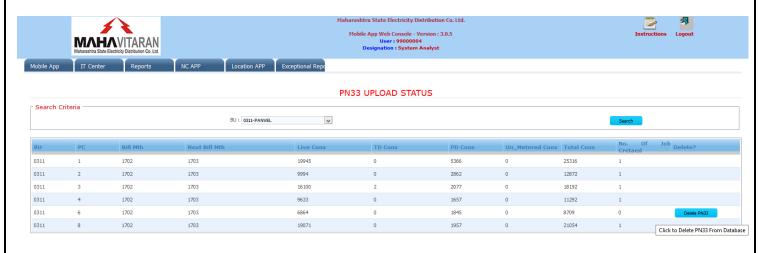
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## What's New in VERSION 3.0.4

- > Consumer Number included in M30 file
- > Report changes.

#### What's New in VERSION 3.0.5

- PN33 Upload Status and Provision for deletion of PN33 to IT Center
- Solar Roof Top Flag Added in Job Creation.
  - 1. PN33 Upload Status and Provision for deletion of PN33
    - i. Displays PN33 statistics available in database.
    - ii. Delete PN33 button will be disabled after First JOB Creation.



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## What's New in VERSION 4.0

- > Disconnection Management (DC Management) new Menu Added.
- ➤ NC Tech Feasibility JOB Creation is added under the "NC APP" Menu.
- ➤ M30 Reading Details Report is made available for reading verification.
- Disconnection Management (DC Management) new Menu Added
   Guidelines are already provided and available separately.
- 2. NC Tech Feasibility JOB Creation is added under the "NC APP" Menu.
  - Job will be created to release connections from Mobile App.
  - i. Click on the "Tech Feasibility Job Creation" Option under "NC APP" tab. Click on "Create New" options.



ii. Then select "BU" and "Section code" and click on "Get Consumer Data".

Then all "A1 Approved" applications data (i.e. application id, Consumer name, address etc.) under that section will be displayed.

#### **MOBILE APP WEB CONSOLE**

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iii. Select the records using check box to include in the job .Enter a suitable job name for job to be created. Select the employee whom job is to be assigned. Click on "Create Job" button.



iv. "Job Created Successfully" message will be display.

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#### What's New in VERSION 4.1

- Download C30 "N" Document .
- 1. Download C30 "N" Document.

Provision to download C30 N document is made under the IT Center  $\rightarrow$  Download B30 File Menu.

File will contain consumers whose

- 1) previous meter status is faulty,
- 2) current meter status is normal and
- 3) Having progressive reading.
- 4) Consumption per month is greater than average consumption

### What's New in VERSION 4.2

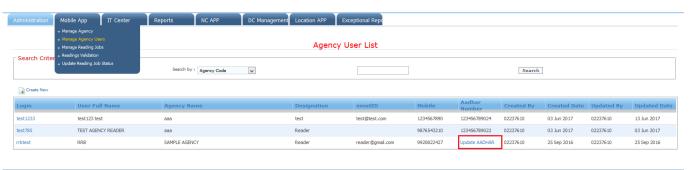
- > AADHAR(UID) Number Mandatory for Agency Users
  - 1. AADHAR(UID) Number Mandatory for Agency Users

Provision to update AADHAR Number of Agency User is made under the

Mobile App → Manage Agency Users Menu.

#### NOTE:

AADHAR Number is mandatory for Agency user, no job can be assign to agency user (meter reader) until the AADHAR Number is updated.



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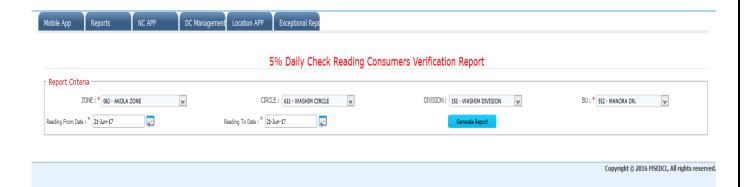
### **Update Agency User Profile:**



#### What's New in VERSION 4.3

- > 5% Check Reading Consumers Verification Report.
  - 1. 5% Check Reading Consumers Verification Report.

Provision to download report of 5% consumers of Check Reading for Verification purpose is made under the menu **Reports**  $\rightarrow$  5% **Daily Check Reading Consumers**.



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#### What's New in VERSION 4.4

1. Photo Zip process changed: Now photos will be available within 2 Hrs. after Job finished.

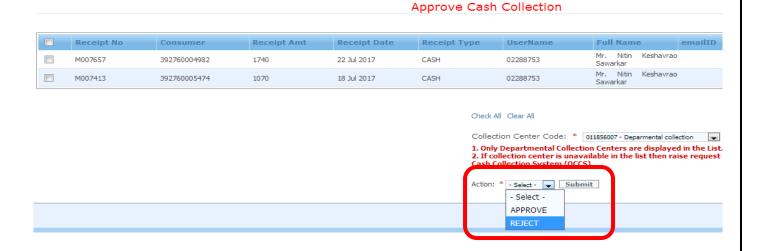
Multiple Zip Files will be created. If the Photo count is more than 10000 then each zip file contains 2000 photos otherwise 1000 photos.

Depending on the no. of photos no. of files will be generated.

- 2. Sub-Divisionwise 5% Daily Check reading abstract report added.
- 3. Reading statistics report changed.(Skip reading column is added).
- 4. Solar Roof top generation meters Reading and Meter status is added in M30 file.

#### **❖ What's New in VERSION 4.5**

1. Option to "REJECT" receipt is made available in "Approve Cash Form"



### 2. TD PD Fed Thru App Report

Provision to download report of "TD PD Fed Thru Mobile App Report" is made under the menu *Reports*→ TD PD Fed Thru App Report

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### 3. Cash Collection Report (EB16 – 02/03)

Provision to download report of "Cash Collection Report" is made under the menu **DC Management** > Cash Collection Report

#### 4. Reset One Device One Login

Option to Reset Device-IMEI for a User is made available under menu Mobile App -> Reset One Device One Login. (User can reset Device ID only once within 24 Hrs.)

#### What's New in VERSION 4.6

### 1. Block-Unblock Agency / Agency User

Provision to Block/Unblock Agency or Agency-User is made available to SDO.

Menu → Mobile App → Block-Unblock Agency User

#### 2. Reports → Reading Jobs Statistics

"JOB STATUS" is also displayed in this report.

#### 3. Reports → Consumer Self Readings

#### 4. Reports →Informed Theft Cases Report

Report of Informed Theft Cases fed through App.

## What's New in VERSION 4.7

- **1.** Reports → Reading Job Statistics → ALL-PC option is available now.
- 2. IT Center → Download B30 Download : Job Statistics is displayed after Generate File Button.

#### **MOBILE APP WEB CONSOLE**

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#### 3. Job Creation:

- **A.** Now Single Job cannot be created for whole PC. Maximum consumers allowed per job are 1000. DTC/Village-Code having more than 1000 consumers are exempted from this restriction.
- **B.** After changing BU/PC, Available/Selected Meters List was not getting Cleared. Bug is removed now.

#### 4. Mobile App → Manage Agency :

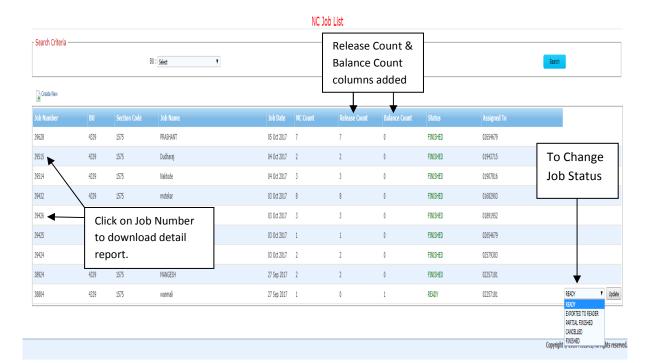
Only Agencies created by Logged-In-User were available to manage. Now all agencies under users' scope-BUs are available to manage.

#### 5. C30:

File is modified to contain Export Meter Reading, Generation Panel Meter Reading Meter Status, and Generation Panel Meter Reading Meter Reading

#### 6. NC Job Creation → NC Job List :

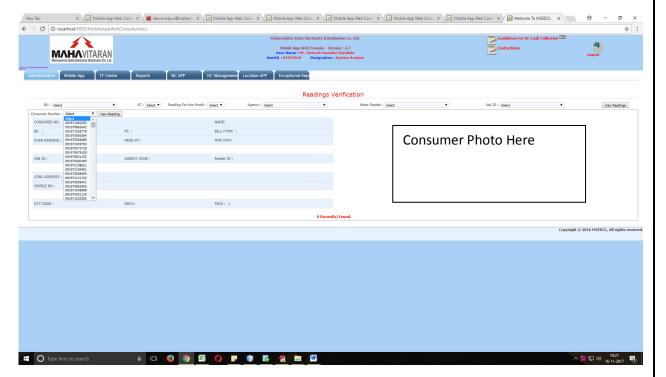
- A. Job Status Change option is available for jobs other than Finish or Cancelled.
- **B.** Release Count & Balance Count columns are added on summary screen.
- C. Users can download detail jobwise report by clicking on respective Job Number.



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## 7. Mobile App → Readings Verification :

Now Agency can View Photo & Verify readings PC/Reader/Job wise. Also they can SKIP single reading and create new job for such skipped readings.



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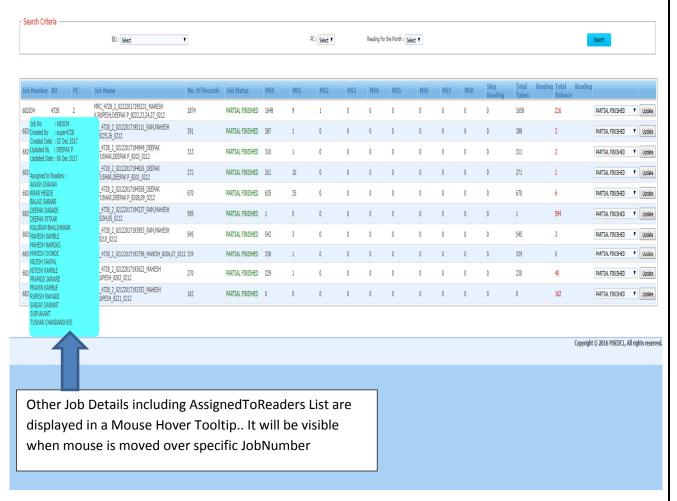
#### What's New in VERSION 4.8

### 1. MobileApp → Manage Reading Jobs

This page is modified to:

- a. Manage Reading Jobs
- b. Search Reading Jobs / Job Statistics List
- c. Update Job Status
- d. To view Assigned Readers List and other details, move Mouse Cursor over the "Job No"

(Menu options : MobileApp → Update Job Status & Reports→Reading Job Statistics are removed now).



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## 2. MobileApp → Manage Reading Jobs → Create New :

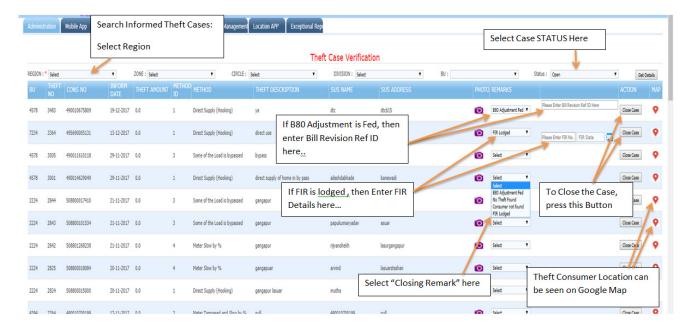
This page is modified to:

- a. Exclude consumers read through RF in last month.
- b. Agency contract period validity is checked. If contract period is over, not allowed to create job with such Agency Readers. To Update Contract details go to MobileApp→ Manage Agency → Update Agency Details.

## **❖ What's New in VERSION 4.**9

### 1. MobileApp → Theft Case Verification

Page is added for Verification and Closing of Theft Cases informed by Meter Readers / Consumers.



## 2. MobileApp → Project Status

Page is added for displaying Project Details (Infra)

#### 3. MobileApp → Create Project Status User

Option to create users for login to Location Capture App to Update Project Status.

#### **MOBILE APP WEB CONSOLE**

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### 4. Mobileapp → Reading Validation

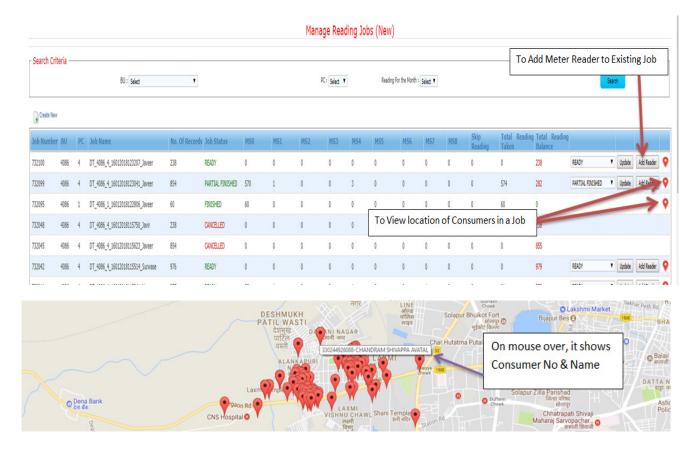
- a. Option is given to user whether to Include / Exclude previously validated consumers.
- b. Also provision is given to download report in xls/pdf format on same screen.

#### 5. Mobileapp → Reset AG PP Lat-Long

Option to reset Lat-Long of AG Paid pending consumers.

### 6. MobileApp → Manage Reading Jobs

- a. Option to ADD Meter Reader to Existing Job is given on Job Statistics Page.
- b. Now Consumers location can be viewed on Google Map



## 7. Reports → AG PP Lat-Long Report

Geo-Coordinates of Ag Paid Pending Consumers (Abstract & List).

#### MOBILE APP WEB CONSOLE

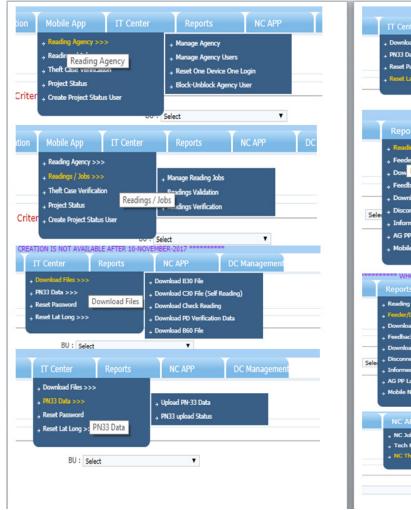
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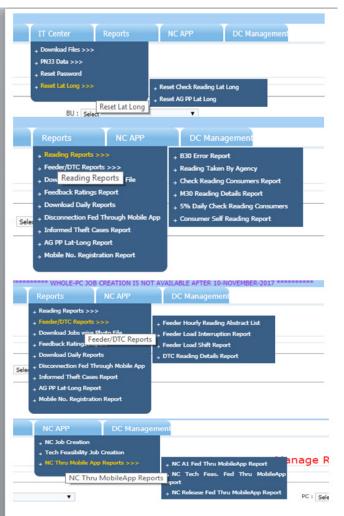
#### What's New in VERSION 5.0

#### 1. Menu Grouping

Related Menu Items are grouped and will be seen when Mouse is moved to Group Menu Name.

Example: All Agency & Agency User related menus are grouped under **Reading Agency** menu.





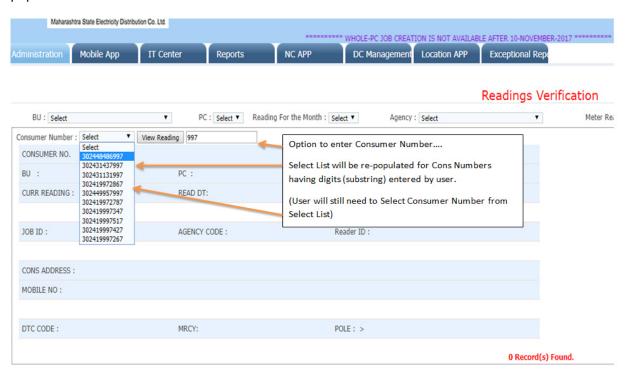
#### **MOBILE APP WEB CONSOLE**

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## 2. Readings Verification

Option is added to manually type a Consumer Number.

After user enters part of consumer number, all cons-numbers having digits entered by user will be populated.



#### 3. NC APP → NC Thru Mobile App Reports

Following Reports are added:

- a. NC A1 Fed Through MobileApp Report
- b. NC Tech Feasibility Fed Through MobileApp Report
- c. NC Release Fed Through MobileApp Report



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### 4. Reports → Mobile No. Registration Report

Report of Mobile Number Registration Status

## 5. System Related Changes

Major changes done related to DB

### **❖ What's New in VERSION 6.0**

### 1. Register New Device

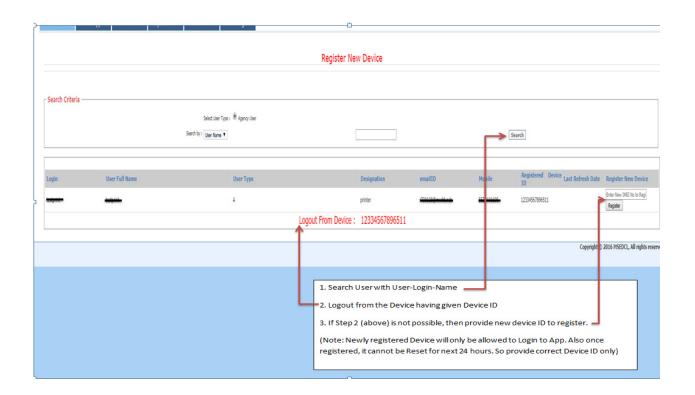
Used to register new device in case of old device lost/broken.

### Mobile App → Reading Agency → Register New Device

- Search User with User-Login-Name
- Logout from the Device having given Device ID
- If Step 2 (above) is not possible, then provide new device ID to register.
- Reading will be uploaded from this device ID only. If reader tried to upload the reading through mobile which is declared as lost or broken, error message will appear as "Device ID Mismatch" in Mobile App and such readings can not uploaded in any case.

(Note: Newly registered Device will only be allowed to Login to App. Also once registered, it cannot be Reset for next 24 hours. So provide correct Device ID only)

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### 2. Mobile App → Track Bill Printing

Purpose of "Track Bill Printing": This New feature introduces to monitor the status of the printed bills.

Form is available to Track and Update stages of Bill Printing by Employees and Bill printing Agency.

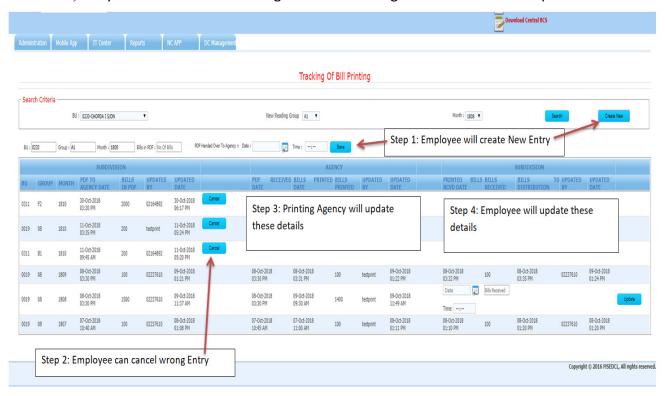
- a. Employee will create a new group wise entries after PDF files handed over to the Bill Printing Agency.
- b. Bill Printing agencies supervisor will update PDF Received Date, No. of Bills Printed through Mobile App Web Console. If there is any Mismatch in No. of Bills printed and No. of bill in PDF file then user has to provide "Reason for Mismatch"
- c. Sub-Division office Employee will update Printed Bills received Date and time, No. of Bills received

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### Steps to follow:

- i) Create agency and assign BUs
- ii) Create supervisor user and assign role "Bill Print Tracking Authorization Required" to YES.
- iii) Only Users created and having Bill Print Tracking Role are allowed to Update the status.



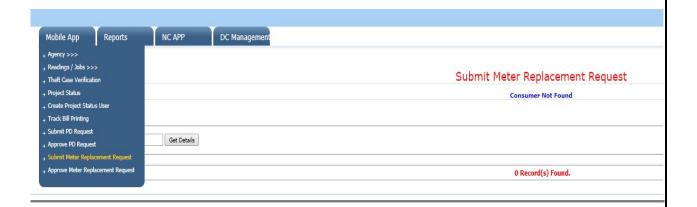
## 3. Reports → Meter Digit Upto 5 Cons List

List of consumers having Meter Digit Less than equal to 5 is available to download under Reports Menu.

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#### What's New in VERSION 6.1

Provision given for submission and approval of PD and Meter Replacement requests under **Mobile App** menu as shown below.



## Step to Follow:

### 1. Submit PD Request:

Enter The 12 digit consumer no. and click on get details. This will show the consumer details. Enter the reason for PD and submit the request.



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### 2. Approve PD Request:

This will show list of PD request submitted. Click on Approve/Reject button for Approval/Rejection of the request.



### 3. Submit Meter Replacement Request:

Enter The 12 digit consumer no. and click on get details. This will show the consumer details. Enter the reason for Meter Replacement and submit the request.



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## 4. Approve Meter Replacement Request:

This will show list of Meter Replacement request submitted. Click on Approve/Reject button for Approval/Rejection of the request.



