UBS – User Manual



# Unified Billing Solutions

## **UBS User Manual**

(current version & last release date)

Version 1.0



## **Revision History**

Revision Number	Revision Date	Change Description
1.0	01/01/2024	Initial Version
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#### UBS – User Manual

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## Introduction

Unified Billing System is a Web Application developed for MePDCL to operate all the billing activities such as Billing, Disconnection, Reconnection, Collection, User Management etc., along with the latest technology OS-based Spot Billing Devices, and Integration with other Solutions.

## Purpose of the document

This is a Reference document that briefs and explains the UBS (Unified Billing System) software application. All application modules are explained in terms of their features and utility. The user can be familiar with the application usage and features of the application referring to this document. The intention is to keep this easy and user-friendly for MePDCL users.

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## Intended audience

This document is intended for employees of MePDCL who are in the UBS (Unified Billing System) process.

## What is UBS (Unified Billing System)

UBS (Unified Billing System) is a web Application developed for revenue activities like Spot Billing, Disconnection, Reconnection, Collection, Surveys etc. This UBS (Unified Billing System) is Customized to the requirements of MePDCL.

## Login Screen

To access the application, one must enter the system by entering his username and password assigned by Admin. After the first login, the users should change their password for security purposes. The procedure for changing the password is explained further.

## 1. User Login Page

When the user accesses the Link, a Login screen is displayed (as shown in the snippet below), where the user must enter the required username and password.

If the User Forgot his password, then in the Login Screen the Link 'Forgot Password' is provided for the user to change their Password through OTP.

	Sign into your ac	count	
a constant of the	User Name		
i~EasyBill	Password		
	Show Password	Forgot Password	
	LOGIN		
	2023 © Idea Infinity IT Soluti	ions (P)Ltd	
	Version: Click Here For Consum	er Portal	
	Click Here For Consum	er Portal	

1) Click on the Forget Password – A Popup Window Will Open. The User will have to Enter the Mandatory details to generate and receive OTP for password reset.

_	Sign into yo	ur account
Forgot Password	0731777777	3
Mobile No*	Enter Mobile No	Generate OTP
Enter OTP*	Enter OTP	
	Submit	
5•//II	2024 © Idea Infinity Vers	IT Solutions (P)Ltd ion:

OTP (One Time Password) will be sent to the registered Mobile number. As above fig.
 Enter the Six Digit OTP and click on Submit.

## 2. Dashboard

Welcome to the Dashboard of the Unified Billing System (UBS) MePDCL. The Dashboard serves as your central hub for managing and monitoring your electricity usage and billing information. To enhance your experience, the Dashboard integrates seamlessly with Power BI—an extension that provides advanced data visualization and analytics. Here's how to set it up for a more insightful electricity management experience.



#### UBS – User Manual

 6	Analysis Dashboard   ~ Pages          «	$\square$ File $\lor \mapsto$ Export $\lor \bowtie$ She	Q. Search re 🔞 Chat in Teams 🛇 Get insig	ghts 🐻 Subscribe to report 🛛 Q. Set alert	Trial: 41 days left	Q & ± ? & Q ⊕ Q ± ? & C Q ↓ □ ~   C □ ↔	
Create	Master Analysis	Zone All V A	Circle Division	Sub Division         Product            CENTRAL SUBDI          All	Fype Category       Category       All	Date 2023 (Year) + October (Month)	
Browse Browse OneLak data hu	Billing Details NCMS Change Requests	予語) O Total	0 0 ive Billed	0 0 Unbilled DC_NP	0 DP_CR	New Connection Details	
Apps Apps Metric		0 0 Urban 0	o o al Idle Diss	Meter Status 0 0 MNR DL	0 Meter No Display	0 Approved	
Workspa O My workspa	oe -	0 Rural	0 0 Metered	Installation Status 0 0 Un Metered Govt	0 D Non - Govt	0 0 isconnected	
Analysi Dashboa	s	Tagged	Product Type Count	Name	Connection Type	Count	
		0 Pre Paid					
Power I						·+ 89% 🖸	

- To unlock the full potential of dynamic data visualizations and in-depth analytics, a one-time login to Power BI is required.
- Upon your initial login to the UBS platform, you will be prompted to connect your account with Power BI.
- Power BI integration brings your electricity consumption data to life with interactive and customizable visualizations.
- Explore graphical representations of usage patterns, billing trends, and historical data in a way that is both informative and engaging.

## 3. User Management

User Management Allows the User to Create a new User. User Management Allows the User to Create a new Vendor. The User Can Create a New User by Providing the Details Name, Phone No, Address, providing him a new password, Email Address etc. The User can also Change the Given Password to his own Login Username.

This module has the following Three different Sub-modules:

1) Create User

UBS	=	Username : ADMIN Role : A	DMIN Location : All	MO-FECI- LIGHTING OF HOUR LIFE (W	aya Power Distribution Cor holly Owned Government of Meghal	poration Limited. Iaya Undertaking)	809	e,Log (
Billing		≡ User Details						New User
A DASHBOARD		Show 10 v entries				٩		
SUSER MANAGEMENT	<	User Name	Login Name	Mobile No	Location Name	User Email	Active/Deactive	Edit
SBD MANAGEMENT	<	ADMIN	755555555	755555555	MAWRYNGKNENG SUBDIVISION	MM@IDEAINFINITYIT.COM	٠	8
ର SUPPORT ACTIVITY	<	ADMIN	7999999999	7999999999	MAWRYNGKNENG SUBDIVISION	N@IDEAINFINITYIT.COM	۰	8
MASTERS	¢	ADMIN	7666666666	7656666666	MAWRYNGKNENG SUBDIVISION	ASD@IDEAINFINITYIT.COM	۰	8
A WORKFLOW	<	ADMIN	Admin	985434566		IDEA@GMAIL.COM	۲	8
MIS REPORTS	¢	AKASH	7608887807	7608887807	MAWRYNGKNENG SUBDIVISION	ASFSF@GMAIL.COM	٠	8
E COLLECTION	<	AKASH SINHA	7454858955	7454858955	NEW SHILLONG SUBDIVISION	JATIN.KORE@TEST.COM	٠	8
% DISCONNECTION & R	CONN.x	ANDERSON	8798733114	8798733114	NEW SHILLONG SUBDIVISION	ANDERSON@IDEAINFINITYIT.COM	۰	8
CONSUMER	<	ANDY SUNN	8014149928	8014149928	NEW SHILLONG SUBDIVISION	NERAPDRPA@GMAIL.COM	۲	8
		ARTI	9436351196	9436351196	NEW SHILLONG SUBDIVISION	ARTI@MEECL.COM	۰	æ
		BASAVARAJ	8123139853	8123139853	POLO SUBDIVISION	BASAVARAJ.C@IDEAINFINITYIT.COM	•	ø



#### UBS – User Manual

#### 2) Change Password

U B S	=	Username : Role : Location : AEE AEE MAWPREM Interface of the phalaya Power Distribution Corporation Limited. Windly Owned Covernment of Meghalaya Undertaking)	ළිම ද Log Out	
Use		≡ Change Password		
B DASHBOARD		Note:** Password should be greater than or equal to 8 digit (It should Contain at least 1 Capital, 1 Small Letter, 1 Digit, 1 Special Character)		
USER MANAGEMENT	¢	Old Password* Confirm Password* Confirm Password*		
WORKFLOW	¢	•	۲	
MASTERS	<	Change Reset		
A MASTER MAPPING	¢			
BILLING	¢			
E COLLECTION	•			
CONSUMER	<			
NEW CONNECTION MAN	IA.x			
METER MANAGEMENT	<			
% DISCONNECTION & RECO	0<			
SBD MANAGE	_	2024 © Idea Infinity IT Solutions (P)Ltd. (UBS V )		

#### 3) Access Rights

U B S	Ξ	Username : ADMIN Role : ADMIN	Location : All	Power Distribution Corporation Limited. Dwned Government of Meghalaya Undertaking)	ులు ఇ.Log Out
User Management		≡ Access Rights			
DASHBOARD	_	Main Menu*	Role*		
USER MANAGEMENT	<	-Select-	-Select-	Load	
WORKFLOW	<	Show 10 v entries			٩
MASTERS	<		Action	Forms	5
BILLING	<		No	data available in table	
E COLLECTION	<	Showing 0 to 0 of 0 entries		Save	Previous Next
CONSUMER	<				
✤ DISCONNECTION & REC	:0<				

#### 3.1 Create User

The Create User module helps to create New Users in the application. By Providing the Details such as Name, Phone No, Address, providing him/her with new password, Email Address etc. as shown below in the snippet.

- Role will define the access rights for the created User.
- Email ID is mandatory for every user.
- By Default, Entered Mobile will be the Login name for the User. Password should be 8 Alpha-Numeric characters which should mandatorily Include One Numeric, One Special Character, and One Alphabet.



UBS	=	Username : JATIN KORE	Role : SA	Location : MAWPRE		Meghalaya Power (Wholly Owned G	Distribution Corporation Limited vernment of Meghalaya Undertaking)			<b>م</b> Log Out
Audit										
C DAGUDOADD		≡ Create Us	er							User View
DASHBOARD		Note**: Passw	rord should be g	eater than or equ	al to 8 digit (It should Co	ntain at least 1 Capita	l, 1 Small Letter,1 Digit, 1 Special Ch	naracter)		
USER MANAGEMENT	<	Name*			Mobile No*		Login Name		Password*	
		Enter Name			Enter Mobile Number				Enter Password	
SBD MANAGEMENT	<	Confirm Passw	vord*		Phone No		Address*		User Type*	
BILLING	¢	Enter Passwo	rd		000-12345678999		Enter Address		-Select-	*
	ACE .	Email Id*			Designation*		Role*			
• HER CONNECTION INA	NGL.X	XYZ@ABC.CO	M		-Select-	*	-Select-	*		
MASTERS	<	Vendor name			CID number		Zone *		Circle*	
A 10000/71 000		-Select-		*			CENTRAL ZONE	Ŧ	SHILLONG CIRCLE	Ψ.
WORKFLOW	<	Division*			SubDivision*		Office Code			
METER MANAGEMENT	¢	SHILLONG	CENTRAL DIVIS	SION *	MAWPREM SUBDIV	sion *	1212			
		Status								
MIS REPORTS	<	ACTIVE		Ψ.						
⊟ COLLECTION	<					Save	Reset			
% DISCONNECTION & RECO	NNc									
& CONSUMER	<									
					2	24 © Idea Infinity IT	olutions (P)Ltd. (UBS V )			

#### 3.2 Change Password

The User can also Change the Given Password to his own Login Username. Users can Update the Password by Entering the Old Password and Giving the New Password.

UBS	=	Username : Role : JATIN KORE SA	Location : MAWPREM	Meghalaya Power Distribution Corporation I (Wholly Owned Government of Meghalaya Underta	imited. ing)	<mark>899</mark> هر در	t og Out
Dashb		≡ Change Password					
B DASHBOARD		Note:** Password should be greate	er than or equal to 8 digit (It	should Contain at least 1 Capital, 1 Small Letter,1 Digit, 1	Special Character)		
USER MANAGEMENT	<	Old Password*		New Password*	Confirm Password*		
SBD MANAGEMENT			۲	۲		۲	
BILLING	<			Change Reset			
NEW CONNECTION MANA	AGE.x						
MASTERS	<						
WORKFLOW	<						
METER MANAGEMENT	<						
MIS REPORTS	<						
	<						
% DISCONNECTION & RECO	NN.x						
CONSUMER	¢						
				2024 © Idea Infinity IT Solutions (P)Ltd. (UBS V )			

- Enter the new Password.
- Enter the Same in the 'Confirm Password'.
- Click on the Change.
- Then click on Change to Create the New Password

#### 3.3 Access Rights

- The Access Rights can be accessed only by the Admin. The Access Rights help the Users to Provide Accessibility to the other users like SDO, MR-User, Operator, Managers etc.
- Admin can provide access to Users for Each Module or Form. Admin can Provide Access to the Particular user or he may Deny Access to the User.
- For ex: Consider that the SDO does not have Access to the Create User, The Admin Can Provide Access for the Create User to the SDO.
- The Search Option is provided to help the Admin to search the other users easily. When the Admin clicks on the Access Rights, The Access Right Page Will Open refer to the snippet



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#### **NOTE-** This Module is accessible only for Admin Access.

UBS	=	Username : ADMIN Role : ADMIN	Location : All	Meghalaya Power Distribution Corporation Limited. (Wholly Owned Government of Meghalaya Undertaking)	e Cog Ou
a		≡ Access Rights			
A DASHBOARD		Main Menu*	Bole*		
USER MANAGEMENT	<	USER MANAGEMENT	* ADMIN	▼ Load	
SBD MANAGEMENT	<	Show 10 v entries		Q	
SUPPORT ACTIVITY	<		Action	Forms	
MASTERS	<			USER	
WORKFLOW	<			MOBILEREGISTER	
MIS REPORTS				INCHARGE	
	<	Showing 1 to 4 of 4 entries	2	Save	Previous 1 Next
CONSUMER	¢				
	_		2024 ©	D Idea Infinity IT Solutions (P)Ltd. (UBS V )	

#### 4. Work Flow

This Module is utilized to create and implements workflow for any forms available in the UBS Application, also it has sub-modules such as **Approval Inbox**.

UBS	=	Username : ADMIN	Role : ADMIN	Location : All		Meghalaya Power Distribution Co (Wholly Owned Government of Megh	rporation laya Undert	Limited. aking)			803	۹.Log C
User Management		≡ WorkFlow Deta	ils									
2 DASHBOARD		Module*		Activity	Name*							
USER MANAGEMENT	<	-ALL- Show 10 ~	entries	-ALL-		Load			Q			
SBD MANAGEMENT	¢	Activity N	lame	Nar	ne	Valid Upto	Edit Data	Status	Design	View	Copy & Create	ls Default
CO SUPPORTACTIVITY	<	ACCOUNT HEA	D CHANGE	ACT_H	IEAD	16-MAR-2022 To N/A	Ø	Saved as Draft	-			
MASTERS	<	ACCOUNT HEA	D CHANGE	Account He	ad Change	22-FEB-2022 To N/A	ß	Validated		۲	6	۲
WORKFLOW	¢	ACCOUNT HEA	D CHANGE	ACT_H	IEAD	16-MAR-2022 To N/A	C8	Saved as Draft	-			
		Bill Cance	lation	Bill cancellation	on- workflow	05-JAN-2022 To N/A	œ	Validated		۲	C	۲
MIS REPORTS	<	Bill Cance	lation	TES	ST.	21-JUN-2023 To 30-JUN-2023	ß	Saved as Draft				
	¢	Bill Gene	ration	Bill genera	tion- New	05-JAN-2022 To N/A	ß	Validated		۲	Ō	۲
		Bill Gene	ation	Bill Generatio	on workflow	05-JAN-2022 To 30-APR-2022	œ	Saved as Draft				
5 DISCONNECTION & RECO	JNN.x	Bill Gene	ation	WEB E	NTRY	10-JAN-2022 To N/A	ø	Saved as Draft	-			
CONSUMER	¢	Bill Gene	ration	S		20-DEC-2023 To N/A	œ	Saved as Draft	-			
		Bill Gene	ration	Bill Genera	ation Test	27-DEC-2023 To N/A	œ	Saved as Draft	-			
		Showing 1 to 10 of	99 entries							Pre	vious 1 2 3 4 5	10 Next

#### 4.1 Approval Inbox

This feature is designed for user approvers to approve the pending requests, which are created by the user. The Creation and Approval flow can be set in the 'Workflow Module'.

• The user can filter out the pending requests by selecting the specific criteria to select the required module name and form name.

• The user can view the different types of statuses such as PENDING, APPROVED, CANCEL and MODIFY.

UBS	=	Username : ADMIN	Role : ADMIN	Location : All	Me FEEL	Meghalaya Pov (Wholly Own	ver Distribution ad Government of	on Corporation Limited. Meghalaya Undertaking)		897 ©	4Log Out	
sters		≡ Approval Inbox										
DASHBOARD		Module Name		Form N	lame		From Date	*	To Date *			
USER MANAGEMENT	<	Select		✓ Select	t	~	01-Jan-20	)24	09-Jan-2024			
SBD MANAGEMENT	<						Load					
SUPPORT ACTIVITY		Pending	Approved All									
MASTERS		Show 10	✓ entries						Q			
WORKELOW		Module	Name Activity	Name Subje	ct Initiated L	ocation Initia	ated Date	Prev Approved Date	Prev Approved By	Status Hist	ory	
WORKFLOW		Chausing 0 t	o 0 of 0 optrios			NO GALA AV	allable in table			Previous	Next	
MIS REPORTS	<	Showing of	0 0 01 0 entries									
COLLECTION	<											
DISCONNECTION & REC	ONN.«											
CONSUMER	<											
					2024	4 © Idea Infinity IT !	Solutions (P)Lto	i. (UBS V )				

## 5. Master

This Module helps in creating master data which can be used further in different modules of the UBS application.

- This Module has two sub-modules and they are:-
  - 1. Location
  - 2. District
  - 3. Block
  - 4. Station
  - 5. Feeders
  - 6. DTC
  - 7. DTC Failure
  - 8. Bill Group Master

#### 5.1 Location

This Module has features to create a Location Hierarchy such as ZONES, CIRCLES, DIVISIONS and SUB-DIVISIONS.

Location Code will be auto-generated and also edit the existing location name by clicking on Action Icon.



UBS	=	Username : JATIN KORE	Role: Lo SA M.	cation : AWPREM	MC FEEL	Meghalaya Power Distribution Corporation Limi (Wholly Owned Government of Meghalaya Undertaking)	ted.	897	م Log Out
SBD Manag	—i	$\equiv$ Location							
B DASHBOARD		Location Typ	pe*						
USER MANAGEMENT	•	-Select-		Ŧ					
SBD MANAGEMENT	<	Location Na	me*	Email XYZ6	Id*	Contact Number	Mobile Number*		
BILLING	<	Address*							
NEW CONNECTION MAN	NAc								
MASTERS	×	Show 10	✓ entries			Save Reset	Q		
Meter Reader		Location Code	Location Name	Location Type	Mobile Number	Email	Address		Action
ocation	- 1	11	KHASI HILLS CIRLCE	CIRCLE			KHASI HILLS CIRLCE		œ
WORKFLOW	<	111	EAST KHASI HILLS DIVISION	DIVISION			EAST KHASI HILLS DIVN		œ
METER MANAGEMENT	<	1	CENTRAL ZONE	ZONE	99999999999	centralzone@gmail.com	CENTRAL ZONE		8
MIS REPORTS	<	1111	MAWRYNGKNENG SUBDIVISION	SUB DIVISION					2
	<	2	EASTERN ZONE	ZONE	99999999999	easternzone@gmail.com	EASTERN ZONE		œ
		12	SHILLONG CIRCLE	CIRCLE			SHILLONG CIRCLE		8

#### 5.2 District

Define and set up district-level information for a structured and organized representation of geographical divisions. This sub-module ensures precision in district-related data used throughout the UBS application.

- User Can add the District name in this Menu.
- District Code will be auto-generated.
- And also edit the existing District name by clicking on Action Icon

UBS =	Username : Role : Location : CENTRAL S	Heghalaya Power Distribution Corporation Limited. (Wolly Owned Government of Meghalaya Undertaking)	<mark>898 م</mark> Log Out
Da	≡ District		
DASHBOARD	District Code* District Na	me* Save Reset	
LUSER MANAGEMENT <	Show 10 v entries	٩	
WORKFLOW <	District Code	District Name	Edit
MASTERS <	273	East Garo Hills	Ø
A MASTER MAPPING	274	East Khasi Hills	C2
	275	West Jaintia Hills	Ø
SILLING <	276	Ri Bhoi	œ
E COLLECTION	277	South Garo Hills	œ
	278	West Garo Hills	œ
CONSUMER <	279	West Khasi Hills	œ
NEW CONNECTION MANA	656	North Garo Hills	Ø
	657	East Jaintia Hills	C.
METER MANAGEMENT <	658	South West Khasi Hills	C2
% DISCONNECTION & RECO<	Showing 1 to 10 of 14 entries		Previous 1 2 Next
D SBD MANAGEMENT <			
MIS REPORT	1	2024 © Idea Infinity IT Solutions (P)Ltd. (UBS V )	

## 5.3 Block

Efficiently manage block-level data to enhance the granularity of geographical details. This submodule aids in maintaining a systematic approach to information related to specific blocks.

- User Can add the Block name in this Menu Block Code will be auto-generated.
- And also edit the existing
- Block the name by clicking on Action Icon.

UBS	=	Username : AEE	Role : AEE	Location : CENTRAL S	Me-FECE- (Whole ATING UP YOUR CITE	ya Power Distribution Corporation Limi Iy Owned Government of Meghalaya Undertaking)	ted.	ලංග	<b>م</b> Log Out
User Ma		≡ Block							
DASHBOARD		District Nar	ne*	Block Cor	de*	Block Name*	_		
USER MANAGEMENT	<	-Select-		* 0			Sav	e Reset	
& WORKFLOW	<	Show 10	✓ entries				Q		
MASTERS	<	D	istrict code	Dis	trict name	Block Name		Block Code	Edit
A MASTER MAPPING	<		273	East	t Garo Hills	Dambo Rongje	ng	2450	ß
			273	East	t Garo Hills	Samanda		2453	ø
L BILLING	<		273	East	t Garo Hills	Songsak		2454	ß
⊟ COLLECTION	<		274	East	t Khasi Hills	Khadarshnong-La	itkroh	2455	ß
• CONSUMER			274	East	t Khasi Hills	Mawkynrew		2456	œ
CONSOMER	·		274	East	ζ Khasi Hills	Mawphlang		2457	ß
O NEW CONNECTION MAN	A<		274	East	č Khasi Hills	Mawryngkner	ng	2458	œ
IN METER MANAGEMENT			274	East	č Khasi Hills	Mawsynram		2459	œ
			274	East	č Khasi Hills	Mylliem		2460	œ
% DISCONNECTION & RECO	×		274	East	č Khasi Hills	Pynursla		2461	œ
SBD MANAGEMENT	¢	Showing 1 t	to 10 of 56 entries					Previous 1 2 3	4 5 6 Next
Lat MIS REPORT					2024 © Idea I	infinity IT Solutions (P)Ltd. (UBS V )			

#### 5.4 Station

Establish and maintain information about electricity stations within the UBS application. Use this submodule to manage details related to power stations efficiently.

- User Can add the Station name in this Menu. By clicking on the New Station Icon.
- Station Code will be auto-generated.
- And also Edit the existing Station name by clicking on the Action Icon.

UBS ≡	Username : Role : Location : Meghalaya Power Distribution Corporation Limited. AEE AEE CENTRAL S / Meghalaya Power Distribution Corporation Limited. (Whidy Owned Government of Meghalaya Undertable)	وچھ Log Out
Meter Management	≡ Stations	New Station
B DASHBOARD	District* Block*	
SUSER MANAGEMENT <	East Khasi Hills * Load	
& WORKFLOW <	Show 10 v entries Q	
MASTERS <	Station Code Station Name Mobile No Email Id Station Capacity in KVA	Edit
A MASTER MAPPING <	No data available in table	
G BILLING C	Showing 0 to 0 of 0 entries	Previous Next
E COLLECTION <		
CONSUMER <		
NEW CONNECTION MANA		
I METER MANAGEMENT		
% DISCONNECTION & RECO<		
SBD MANAGEMENT <		
MIS REPORT	s 2024 © Idea Infinity IT Solutions (PJLtd. (UBS V )	

#### 5.5 Feeders

Create and organize feeder data for a more detailed understanding of electricity distribution. The Feeders sub-module facilitates precise management of feeder-related information.

- User Can View the Station (MUSS) name in this Menu. By clicking on the New Feeder Icon.
- Feeder (MUSS) Code will be auto-generated.
- And also edit the existing Feeder name by clicking on Action Icon

UBS	=	Username : F AEE A	Role : Loc NEE CEM	ation : NTRAL S	Me-FECL- M	eghalaya Power Distribution Corporati (Wholly Owned Government of Meghalaya Uni	ion Limited. dertaking)		600	<b>م</b> Log Out
Us		≡ Feeder							Nev	v Feeder
B DASHBOARD		Show 10 🗸	entries					Q		
USER MANAGEMENT	¢		Station Name		Station Code	Feeder Name	Feeder Code	Feeder Type	Feeder capacity	Action
MORKFLOW	<	33/11 KV FC	OURTH FURLONG SUBS	TATION	4122A01502J	11 KV DON BOSCO	4122A01502J01	Outgoing	0	C8 🖬
		33/11 KV FC	OURTH FURLONG SUBS	TATION	4122A01502J	11 KV CAMEL BACK	4122A01502J02	Outgoing	0	C2 😆
MASTERS	<	33/11 KV FC	OURTH FURLONG SUBS	TATION	4122A01502J	11 KV BIVAR ROAD	4122A01502J03	Outgoing	0	C# 0
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#### 5.6*DTC*

Manage distribution transformer center data for a comprehensive overview of transformer-related details. This sub-module assists in maintaining accurate records of distribution transformer centers.

- User Can add the DTC name in this Menu. By clicking on the New DTC Icon.
- DTC Code will be auto-generated from DTLMS.
- And also edit the existing DTC name by clicking on Edit Column

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## 5.7 DTC Failure

Introducing the new DTC Failure sub-module to address issues related to Distribution Transformer Centers. Use this sub-module to record and track failures, enabling a proactive approach to maintenance and minimizing downtime.

- User Can add the DTC Failure name in this Menu.
- By Clicking on the Add failure Icon.
- Enter the existing DTC Details by Selecting the dropdowns by clicking on it.
- Enter the Details of DTCs followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.



#### UBS – User Manual

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E COLLECTION	¢	33/11KV lalong S/S	111A00200P1 - Phramer Feeder	111A00200P1001 - Ialong Charli Dhar Sawmill	2	02-02-2024	ok		3
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## 5.8 Bill Group Master

The Bill Group Master sub-module allows users to create and manage billing groups for streamlined organization. Users can create groups into specific billing groups for efficient billing processes.

- Select the Dropdown's Zone, Circle, Division, Sub-Division and Group Name followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Click on Save Button to save the new Group.

•

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## 6. Master Mapping

The Master Mapping module acts as a central hub for organizing and configuring essential master data within the UBS application. It plays a vital role in maintaining accuracy and consistency in data used across various UBS modules.

This Module has two sub-modules and they are:-

- 1. Master data Correction
- 2. Due Date Configuration
- 3. Instalment
- 4. Assign Group
- 5. Location change

#### 6.1 Master Data Correction

The Master Data Correction sub-module allows users to rectify inaccuracies or update information within the master data. Use this sub-module to ensure that the UBS application reflects the most accurate and up-to-date information.

- User can Change the Above parameters (Feeder, Tax Exemption, Installation Status, Etc.).
- In the Area Details Tab User can change the District, Block, Meter Reader, Etc.

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#### 6.2 Due Date Configuration

Due Date Configuration sub-module enables users to set up and configure due dates for electricity bill payments. Customize due dates based on user preferences or regional requirements, promoting flexibility in payment schedules.

- User Can Search Due Date Configuration in this Menu.
- Selected the dropdowns by clicking on them.
- Enter the Details of Due Date Configuration followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.

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#### 6.3 Instalment

The instalment sub-module facilitates the configuration and management of instalment plans for electricity bills. Users can set up personalized instalment schedules, making it convenient for customers to manage their payments.



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#### 6.4 Assign Group

The Assign Group sub-module enables users to categorize and group master data efficiently. Assign groups to Zone, Circle, Division, Sub-Division and New Group for streamlined organization and data management.

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#### 6.5 Location Change

Location Change sub-module allows users to modify the location details within the master data. Use this sub-module to update and maintain accurate location information as needed.

- Enter the Details of Consumer ID or Legacy Consumer ID, and Click on Search.
- Verify the old Location Details
- By Selecting the dropdowns by clicking on them. Enter the Details of New Location Details followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- And Upload the documents in which file type should one of the given (.jpg,.png,.pdf)



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	-	Village/MRU			
MIS REPORT			2024 © Idea	Infinity IT Solutions (P)Ltd. (UBS V )	

## 7. Billing

The Billing Module aims to automate and simplify the billing lifecycle, from meter reading to payment processing. It ensures accuracy, transparency, and timely billing for electricity consumption.

Upon logging in, the Billing Module provides a sub-module of key:-

- Bill Generation
- Bill Cancelation
- Bulk Billing Generation

#### 7.1 Bill Generation

Initiate the bill generation process in the Billing Generation Section. Follow the step-by-step guide for accurate and timely billing.

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> Bill Cancellation         > Consumer History         • NEW CONNECTION MANAGE.e.         • WORKFLOW         • METER MANAGEMENT         • MIS REPORTS         • DISCONNECTION & RECONN.e.         • Prev. Bill Status	> Bill Generation	Meter Serial No	Search Clear			
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105 51 12 114-2014/RillGeneration/RillGeneration	106 51 12 114-2014/RillGeneration/RillGeneration	0	0	teles in delivery (n) ed. ((ind.))		

- Enter the Consumer ID or Legacy Consumer ID or Mobile No. or Consumer Name or Meter Serial No. and click on search to find the Consumer Details.
- SELECT the Current Bill Status and Billing Date.

- Click on Calculated to preview the calculated bill.
- Enter the Required Field of Billing Details (FR, MD, PF, etc.) and Enter Comments.
- If the user wishes to generate just click on Save Button.
- If wrong Details are found Click on Reset.

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#### 7.2 Bill Cancelation

The Bill Cancellation process allows authorized users to void or cancel a previously generated bill due to various reasons such as billing errors, customer disputes, or any other valid cause. Proper handling of bill cancellations is crucial to maintaining accurate financial records and ensuring customer satisfaction.

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		18/JAN/2024	321199000002	18/JAN/2024	3211016	NORMAL	2700	2687.8	24423	253486.61	89567.24	343054	CANCEL
WORKFLOW	<	13/NOV/2023	500291253140	13/NOV/2023	3211016	NORMAL	2687.8	2645.3	5661	89567.24	106588.64	89568	CANCEL
METER MANAGEMENT	<	15/110/12025	500251255110	15/110 172025	5211010	THOMAN L	200710	201010		0000121			
		09/OCT/2023	500289654997	09/OCT/2023	3211016	NORMAL	2645.3	2584.7	8207	106588.64	96203.86	202793	CANCEL
MIS REPORTS	<	11/SEP/2023	500287927596	11/SEP/2023	3211016	NORMAL	2584.7	2532.7	6427	96203.86	101222.32	96204	CANCEL
% DISCONNECTION & RECO	NN	12/AUG/2023	500285911424	12/AUG/2023	3211016	NORMAL	2532.7	2478.7	7107	101222.32	77873.77	133029	CANCEL
• CONCUMEN		11/JUL/2023	500283102473	11/JUL/2023	3211016	NORMAL	2478.7	2447.1	4091	77873.77	83929.55	161804	CANCEL
CONSOMER	<	11/JUN/2023	500281204707	11/JUN/2023	3211016	NORMAL	2447.1	2399.9	6168	83684.86	70675.31	83685	CANCEL
		08/MAY/2023	500279299299	08/MAY/2023	3211016	NORMAL	2399.9	2368	4400	70675.31	61238.52	129997	CANCEL
		10/APR/2023	500275943442	10/APR/2023	3211016	NORMAL	2368	2336.1	4029	61238.52	62166.19	59322	CANCEL
		16/MAR/2023	500275943239	16/MAR/2023	3211016	NORMAL	2336.1	2300.3	4647	62166.19	63294.07	125460	CANCEL
		07/FEB/2023	500270719432	07/FEB/2023	3211016	NORMAL	2300.3	2267.9	4141	63294.07	61921.96	194091	CANCEL
						2024 © Idea Infi	nity IT Solut	tions (P)Ltd	(UBS V)				

- Enter the Details of Consumer ID or Legacy Consumer ID, and Click on Search.
- Select the Reading Date to be Cancelled and Click on Cancel from Status.
- User can cancel the bill for the previous month by selecting the months.
- The user needs to cancel the bill before editing this month's bill.
- Once the bill is cancelled user can generate the bill for this month on the Bill Generation page.

#### 7.3 Bulk Bill Generation

Bulk Billing is a time-saving feature that allows users to generate bills for multiple accounts in a single operation. This feature is particularly useful for handling large volumes of accounts, ensuring efficiency and accuracy in the billing process.

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- User to select the MR Code and Billing Date in Bulk Billing Generation.
- Click on Load to get the Bulk Billing Details.
- Enter the Details of Bulk Billing Generation followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.

## 8. Collection

The Collection Module is a crucial part of the Unified Billing System, enabling efficient management of payments and collections. It simplifies the process of handling remittances, bill payments, and related financial transactions.

#### 8.1 Bill Payment

The Bill Payment sub-module simplifies the process of recording payments against bills. It ensures that payments are efficiently associated with the respective bills for transparent financial tracking.

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File Process		≡ Bill Payment						
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- User to select the required radio button to choose the type of payment either Bill payment or Other payment for Revenue Collection or Miscellaneous Collection respectively.
- If the User Selects the Type of Payment has BILL PAYMENT then the user enters the Consumer ID and clicks on search to verify the Consumer Name, Consumer ID and Net amount Details.
- Click on the Check & Proceed Button for Process to Next window i.e. Payment Details.

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Те								
DASHBOARD		Cash O Che	que 🔵 DD 🔵 RTGS				Add C	onsumer ID
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- Here in this window User has to select the mode of payment by selecting the Cash, Cheque, DD, RTGS Radio button.
- If the User Selects the Mode of Payment Cheque, DD and RTGS only then, the user has to fill in the details followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- User has to enter collecting Amount which is Equal or Greater then MIN PAYABLE AMOUNT.
- Click on the Submit Button once the Amount is collected.
- The Pop-up verifies 'Payment Done Successfully', click OK to select the suitable Print format to Print the bill.



- If the User Selects the radio button as a type of payment that has OTHER PAYMENT then, the User has to select the 'Payment Type' dropdown.
- And choose the option in the dropdown and enter the Application/Connection No. and verify the Details by clicking the Search Button.
- Click on the Check & Proceed Button for Process to Next window i.e. Payment Details.

#### 8.2 Duplicate Receipt

The Duplicate Receipt sub-module facilitates the issuance of duplicate receipts when needed. Easily generate duplicate receipts for reference or reissuing purposes.

- User to enter the Consumer ID/Receipt No. a Click on the Load Button.
- Duplicate Details will be displayed user has to select the printing format and print the bill.

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BILLING	<	1000793475	1211000000068	02/08/2024 15:01	1030	Mareen P Lyngdoh	CASH	CENTRAL SUBDIVISION	Revenue	₽	Ð	Ð	
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#### 8.3 Reports

The Reports sub-module provides comprehensive insights into collection and payment data. Generate detailed reports for analysis, helping you understand financial trends and transaction patterns.

- User to select the required radio button to choose the type of payment either Bill payment or Other payment for Revenue Collection Reports or Miscellaneous Collection Reports respectively.
- Select the Dropdown's Zone, Circle, Division, Sub-division, From Date To Date and Cashier Name followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Click on the Load Button to View the Report and click Export to Download the report.

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#### 8.4 Cheque Status

The Cheque Status sub-module allows you to track and manage the status of cheques received as payments. Easily monitor the clearance and processing status of cheques for effective financial control.

- The user has to select the From Date To Date and Click the Load Button to verify the Cheque Status Details followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Click the NEW Button which Process to a new window called Clear/Bounce Cheque.

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WORKFLOW	<	≡ Clear/Bour	nce Cheque Viev	v							New
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G BILLING	<										
COLLECTION	v	≡ Cheque	Details View								
> Bill Payment								Q			
> Duplicate Reciept		SL NO	Cheque NO	Cheque Date	IFSC Code	Bank Name	Source Type	Cheque Status	Charges	Installations	
> Reports		1	123456	06-02-2024	IFSC		CASH COUNTER	BOUNCED	500	1	
> Cheque Status		2	123456	06-02-2024	SBIN0000181	STATE BANK OF INDIA	CASH COUNTER	BOUNCED	500	1	
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• User can Change the Cheque Status as Required and process the same, by clicking the Save Button.

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Work Fl		≡ Clear	/Bounce Cheque									Back
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## 9. Consumer

A consumer refers to an individual or entity that utilizes electrical services for residential, commercial, or industrial purposes. Consumers are an integral part of the electricity supply chain, receiving electricity from utilities or providers for various needs.

#### 9.1 Consumer History

Access the customer history tab to review past billing information, payments, and consumption patterns. This feature aids in addressing customer queries and concerns effectively.

- To know the details of a Consumer users can find those on Consumer History Page.
- Enter the Consumer ID or Legacy Consumer ID or Mobile No. or Consumer Name or Meter Serial No. and click on search to find the Consumer Details.
- By Clicking of search button.
- This Page User Can See the Complete Information about the Consumer (Name, Address, Reading Day, Load, Feeder, Date of Service, etc.)
- By Clicking on the Transaction History Tab User can view the information about recent updates related to corrections or Billing or Others.
- By Clicking on the Billing History Tab, the User Can view the complete Billing details of the Consumer ID (IR, FR, Demand, Arrears, Others, etc.).
- By Clicking on the Collection Tab, the User Can view the complete information about collection details of the Consumer ID (Receipt Number, Date, Amount, etc.).
- By Clicking on the Deposit Detail Tab, the User Can view the complete information about the Deposit details of the Consumer ID (Receipt Number, Date, Amount, etc.).
- By Clicking on the Meter Details Tab, the User Can view the complete information about the Meter details of the Consumer ID (Meter Make, SL Number, etc.).
- By Clicking on the Change Request Tab, the User Can view the complete information about the Change Request of the Consumer ID (Transaction Date, Transaction type etc.).
- By Clicking on the Miscellaneous Demand Tab, the User Can view the complete information about the Miscellaneous Demand of the Consumer ID (Miscellaneous Demand Type, Billing Status etc.).
- By Clicking on the Document Tab, the User Can view the complete information about the Document of the Consumer ID (Document Type, Download).



## 10. New Connection Management (NCMS)

The New Connection Management System (NCMS) is a specialized module within the Unified Billing System (UBS) designed to handle the entire lifecycle of new electricity connections. It streamlines the process of requesting, approving, and implementing new connections, ensuring a seamless experience.

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Collection	— í	≡ New Application requ	est					New
DASHBOARD		From Date	То	Date	_			
USER MANAGEMENT	<	01-02-2024	12	2-02-2024	Load			
WORKFLOW	~	Show 10 v entries						
MASTERS		Application Number	Application Date	Consumer Name	Authorized By	No of Connection	Status	View
		121102240053	09-FEB-2024	Airport authority of tura	AEE SHILONG	1	PENDING WITH CR	۲
A MASTER MAPPING	< C	121102240052	07-FEB-2024	man	AEE	1	PENDING WITH PAYMENT	۲
BILLING	<	121102240050	09-FEB-2024	RAJU	AEE SHILONG	1	PENDING WITH FIELD VERIFICATION	۲
		121102240049	08-FEB-2024	ok	AEE SHILONG	1	PENDING WITH FIELD VERIFICATION	۲
E COLLECTION		121102240002	01-FEB-2024	BPLM NEW 000	AEE SHILONG	1	PENDING WITH POWER SANCTION	۲
CONSUMER	<	Showing 1 to 5 of 5 entries					Prev	ious 1 Next
O NEW CONNECTION M	ANA<							
I METER MANAGEMENT								
% DISCONNECTION & RE	co<							
SBD MANAGEMENT	<							
MIS REPORT				2024 © Idea Inf	inity IT Colutions (D) t			

#### 10.1 New Application Request

- Enter the NCMS module and locate the "New Application Request" option.
- Fill out the form with accurate information, specifying applicant details, location, and load requirements.
- Fill the New Service Details followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Click 'Add' button to submit the new application request through the system. The request is now in the queue for further processing.
- AEE has to Approve the New Request Form to further Field verification in workflow module.

UBS	=	Username : Role : AEE AEE	Location : CENTRAL S	Meghalaya Power Distribution Corporation Limited. (Wholly Owned Government of Meghalaya Undertaking)	ا. و <mark>1000</mark> م Log O
Dashboard		■ New Service Registration			Back
DASHBOARD		$\equiv$ New Service Details			
USER MANAGEMENT	<	Sub Division*	Registration No*	Application No*	Registration Date*
		CENTRAL SUBDIVISION	121102240057		
WORKFLOW	<u> </u>	Application For*	Applicant Type*	State*	District*
MASTERS	~	-select-	* -select-	MEGHALAYA	* -Select- *
	_	Block*	Village Census*		
A MASTER MAPPING	<	Select an Option	* Select an Option	Ŧ	
		Pin code*	Village MRU*	Rural/Urban*	Address of Installation*
ULLING	<u>`</u>		-Select-	* -Select-	•
E COLLECTION	<	No of Connections*	Owner Type*	Scheme/Non Scheme*	
CONSUMER	~	1	-Select-	* -Select-	¥
		Locality	Contractor Name*	Civil Subdivision Code	
O NEW CONNECTION MAN	AC			-Select-	v.
I METER MANAGEMENT	<				
% DISCONNECTION & RECO	)¢	Applicant Details			
B SBD MANAGEMENT	<	Applicant Name*	Father's Name/ Spouse	Name Mother's Name	Age
MIS REPORT			202	24 © Idea Infinity IT Solutions (P)) td. (IIBS V.)	

#### 10.2 Field Verification

Field agents can access the NCMS to review new application details. Conduct on-site verification to validate the provided information.

- Submit verification outcomes, providing essential feedback.
- User need to upload the related documents in Documents Page.
- The system updates the status based on the verification results.
- Click 'Add' button to submit the new application request through the system. The request is now in the queue for further processing.
- AEE has to Approve the Field verification Form to Estimation in workflow module.

UBS ≡	Username : Role : AEE AEE	Location : Mediates Press Une Meghalay (Whol	ra Power Distribution Corporation Limited. Iy Owned Government of Meghalaya Undertaking)	ر <mark>890</mark> هر دەر
Mas	■ Field Verification			Back
DASHBOARD				
USER MANAGEMENT <	Application Details			
& WORKFLOW <	Application No 121102240058	Registration Date 12-02-2024	Address ok	Contractor Name Kar
MASTERS (	For Applicant Details Click here			
MASTER MAPPING <				
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E COLLECTION	Show 10 v entries			
CONSUMER <	SL No	Verify	Connection Number	Mobile Number
	1	2	12110224005801	9876555565
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% DISCONNECTION & RECO<				
	Application No*	Nearest Consumer Id *		
SBD MANAGEMENT <	121102240058			
ascript:Removeapplicatdet('1')		2024 © Idea I	nfinity IT Solutions (P)Ltd. (UBS V )	

#### 10.3 Estimation

Users can access the Estimation sub-module to calculate the estimated costs for connection. Consider factors such as materials, labor, and infrastructure requirements.

- This form is mainly used for estimate the amount details with needed account heads.
- Submit the estimation for approval.
- Upon approval, the estimation details are linked to the new connection request.
- AEE has to Approve the Estimation Form to Power Sanction in workflow module.
- But After Estimation approval ,payment process as to be done from Cashier side then only it can will be process to Power Sanction



#### UBS – User Manual

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Masters		≡ Estimati	ion Details												Back
DASHBOARD	- 1		ation Details												
USER MANAGEMENT	~	Application	n No		Registration Date		Add	ess				No of Floor			
MORKFLOW	~	12110224	0058		12-02-2024		ok					0			
E MASTERS	~	No of Conr	nection		Premises 0		Con Ka	ractor Name				or Applica <b>lick here</b>	nt Details		
A MASTER MAPPING	~														
BILLING	~	≡ Conne	ction Details												
	~	Show 1	0 👻 entries									Q			
CONSUMER	~	SL NO	Add to Estimation	Connection ID	Application Number	Name Father Nam	ne Mobile Numb	er Floor Ca	tegory	Connection Type	Load K	W Contr	act Demand K	va Applicat	ion Type
O NEW CONNECTION MAN	IA.s	1	ß	12110224005801	121102240058	Warjri ok	987655556		СНТ	Bank	0		1	INDIV	
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		Otv*			UOM*	2024 © Idea II	Item	Price* (P)Ltd. (UBS V )							

## 11. Meter Management

Meter management is a crucial aspect of the electricity supply chain, involving the installation, maintenance, and monitoring of electricity meters. This process ensures accurate measurement of energy consumption by consumers, enabling billing accuracy and efficient grid management. Meter management encompasses various activities, including meter installation, reading, testing, and replacement.

#### 11.1 Meter Change

Introducing the new Meter Change sub-module to address meter replacement and changes seamlessly. Use this sub-module to record and manage instances where meters need to be changed due to various reasons, such as maintenance, upgrades, or faults.

- Enter the Consumer ID or Legacy Consumer ID on Search.
- User can view the Details old removed meter.
- Enter the New Meter Details of a field name followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.

UBS	=	Username : Role : Location JOHN AEE TURA EA	ST Control of the second s	Distribution Corporation Limited. vernment of Meghalaya Undertaking)	<mark>894 م</mark> ر Log Ou
Au		≡ Meter Change			
USER MANAGEMENT	<	Note**: Any Changes Made will be updated	from next month		
SBD MANAGEMENT	<	1000696408	64000000404	Search Reset View History	
Dilling	<				
NEW CONNECTION MAN	AGE«	Consumer Name	Consumer Address	Meter Serial No	Multiplication Factor
WORKFLOW	<	Full Scale	Meter Capacity	MEB03463 Optical Port	120 Meter Position
I METER MANAGEMENT	<	Meter Type	S-SUA Meter Phase	Meter Make	Previous Reading Day
Line MIS REPORTS	<	Previous Reading Date:	Previous Meter Changed Date:	Secure	10
✤ DISCONNECTION & RECO	DNN.«	10311-2024	201003-13		
CONSUMER	¢				
		Meter Make*	Meter Serial No.*	Multiplication Factor*	Full Scale / No of Digits
		Meter Capacity*	Optical Port.*	Meter Type*	Meter Phase*
		-Select-	-Select-	-Select-	-Select-
		Meter Postion*	Meter Change date*	Ledger FR*	Ledger KVAH*
	_	C -1+ ¥	20 01 2024 © Idea Infinity IT S	olutions (P)Ltd. (UBS V )	31/00

## 12. Disconnection and Reconnection

The Disconnection and Reconnection features in the Unified Billing System (UBS) provide users with tools to manage service interruptions and restoration efficiently. This section offers an overview of these features, guiding users on how to execute disconnections and reconnections seamlessly within the UBS application.

This Module has two sub-modules and they are:-

- 1. Disconnection
- 2. PD Request
- 3. PD Field Inspection
- 4. PD Completion

#### 12.1 Disconnection

For temporary service interruptions, use the Disconnection sub-module to configure and initiate the process. Monitor the progress, receive real-time notifications, and address any issues promptly.

U B S	=	Username : AEE	Role : L AEE C	ocation : ENTRAL S	MC-FECL	Meghalaya Power Distribution Corpor (Wholly Owned Government of Meghalaya	ation Limited Undertaking)	l.		Goa	<b>م</b> Log Out
Dashboard		≡ Disconnect	ion								New
DASHBOARD		Sub Division*		Fro	m Date*	To Date*			Source Type		-
USER MANAGEMENT	< .	CENTRAL SUI	BDIVISION	06	o-01-2024	06-02-2024			-Select-		
& WORKFLOW	<	Show 10	entries     Excel			1040			Q		
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A MASTER MAPPING	< .	1000799270	52000102159	DLT	(L) Nabir Ch Dey	Shri.Elizer Jones Syiemlieh (100523)	Meter	10570	02-FEB-2024	APPROVED	
BILLING		1000808448	55000012630	CLT	Bibatdor M Syiem	James Ferdinand Nongbri (100866)	Pole	0	02-FEB-2024	APPROVED	
	-1	1000816654	6700000353	BS	District Jail Complex	James Wankhar (100143)	Meter	21000	06-FEB-2024	APPROVED	
E COLLECTION	۲.	Showing 1 to 3 o	of 3 entries							Pre	vious 1 Next
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O NEW CONNECTION MANA	e										
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Adjustments	■ Disconnected Entry			Back
DASHBOARD	Consumer ID	Legacy Consumer ID		
	1000707895	12000013742		
USER MANAGEMENT <	Name	Address	Previous Outstanding	Current Outstanding
& WORKFLOW <	Anjali Prosenjit Dey	Upper Jail Road, Shillong. #151947	335.25	3538.59
E MASTERS (	Current Balance	Category	Disconnection Type*	Disconnected At*
	3538.59	DLT	-Select-	-Select-
A MASTER MAPPING <	DOCUMENT UPLOAD			
🖵 BILLING <	Note*: 1. Upload Document (Size should	be less than or equal to 5 MB)		
E COLLECTION <	2. File Type (.jpgpngpdf) Document List*			
CONSUMER <	-Select-	Choose File No file chosen	Add	
NEW CONNECTION MANA	Show 10 🗸 entries			٩
C HEI COMPECTION MANA.	Doc N	lame	Remove	View
I METER MANAGEMENT		No data	available in table	
% DISCONNECTION & RECO<	Showing 0 to 0 of 0 entries			Previous Next
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#### 12.2 PD Request

Submit PD requests using the PD Request sub-module, providing necessary details for permanent service cessation. Track the status of PD requests and receive updates on the inspection and completion phases.

- To Do the permanent Disconnection user should use this screen.
- Enter the required details on the screen and click on the Choose Action button Below.

UBS	=	Username : Role : AEE AEE	Location : CENTRAL S	Meghalaya Power Distribution Corporat (Wholly Owned Government of Meghalaya Uni	ion Limited. dertaking)	<mark>وبھا</mark> مر Log Out
User Management	—í	≡ Permanent Disconnec	tion View			New
2 DASHBOARD		Show 10 v entries				٩
USER MANAGEMENT	<	Consumer ID	Legacy Consumer ID	Consumer Name	Date	Status
& WORKFLOW	<	1000707895	12000013742	Anjali Prosenjit Dey	01-FEB-2024	PD COMPLETED
		1000702777	12000003826	Merita Wahlang	01-FEB-2024	PENDING FOR INSPECTION
MASTERS		1000703500	12000005228	Clarisa Thangkhiew	01-FEB-2024	PENDING FOR INSPECTION
A MASTER MAPPING	<	1000808448	55000012630	Bibatdor M Syiem	02-FEB-2024	PENDING FOR INSPECTION
	_	1000779724	52000071404	4th Grade Staff Quarter	02-FEB-2024	PD COMPLETED
		1000722485	15000001619	Bonnie Bell Rymmai & Marvelyne Grace Rymmai	02-FEB-2024	PENDING FOR INSPECTION
1 controllor		1000816533	65000000428	Hotel Point Centre	04-FEB-2024	PENDING FOR INSPECTION
CONSUMER	<	1000703474	12000005170	Khlurstep Pakma	05-FEB-2024	PD COMPLETED
O NEW CONNECTION MA	NA<	1000781205	52000073264	Maya Paul	06-FEB-2024	PD COMPLETED
		1000781205	52000073264	Maya Paul	06-FEB-2024	PD COMPLETED
METER MANAGEMENT	<	Showing 1 to 10 of 10 entrie	15			Previous 1 Next
% DISCONNECTION & RE	co<					
SBD MANAGEMENT	<					
MIS REPORT			2	024 © Idea Infinity IT Solutions (P)Ltd. (UBS V		

#### 12.3 PD Field Inspection

Initiate field inspections through the PD Field Inspection sub-module to assess the feasibility of permanent disconnection. Record inspection outcomes and ensure compliance with established protocols.

- User can Verify the Details of Field Inspection and Approve after Checked.
- Approval by AEE or JE for Field inspection.

	_							_
UBS		Username : Ro AEE AE	e: E	CENTRAL S	Wholly Owned Government of Meghalaya Undertakin	iited. ຢ		
Work Flow		■ PD Field Inspec	tion					
B DASHBOARD	- 1	From Month		To Month				
USER MANAGEMENT	<	Feb 2024		Feb 2024	Load			
& WORKFLOW	<	Show 10 🗸	entries				٩	
MASTERS	~	Application No	Consumer ID	Legacy Consumer ID	Consumer Name	Request Date	Status	Action
	_		1000808448	55000012630	Bibatdor M Syiem	02-FEB-2024	PENDING FOR INSPECTION	œ
MASTER MAPPING	<	121102240001	1000707895	12000013742	Anjali Prosenjit Dey	01-FEB-2024	PD COMPLETED	۲
BILLING	<u> </u>	121102240003	1000702777	1200003826	Merita Wahlang	01-FEB-2024	PENDING FOR APPROVAL	۲
	-	121102240004	1000703500	12000005228	Clarisa Thangkhiew	01-FEB-2024	PENDING FOR PAYMENT	۲
■ COLLECTION		121102240007	1000779724	52000071404	4th Grade Staff Quarter	02-FEB-2024	PD COMPLETED	۲
CONSUMER	<	121102240008	1000722485	15000001619	Bonnie Bell Rymmai & Marvelyne Grace Rymmai	02-FEB-2024	PENDING FOR PAYMENT	۲
		121102240009	1000816533	6500000428	Hatel Point Centre	04-FEB-2024	PENDING FOR PAYMENT	۲
B NEW CONNECTION MAN	•	121102240011	1000703474	12000005170	Khlurstep Pakma	05-FEB-2024	PD COMPLETED	۲
METER MANAGEMENT	<	121102240013	1000781205	52000073264	Abe Maya Paul	06-FEB-2024	PD COMPLETED	۲
B DISCONNECTION & RECO		121102240014	1000781205	52000073264	Maya Paul	06-FEB-2024	PD COMPLETED	۲
V DISCONTRETION & RECO		Showing 1 to 10 o	f 10 entries				Previ	ous 1 Ne
SBD MANAGEMENT	<	showing 1 to 10 o						
MIS REPORT								

#### 12.4 PD Completion

Use the PD Completion sub-module to confirm the finalization of Permanent Disconnection (PD) requests. Update relevant records, ensuring accurate and up-to-date information.

- User must Enter the Consumer ID after field Inspection and Click on Search.
- Details can be Viewed, Remarks has to be Entered and Click on Save

#### UBS – User Manual

UBS	=	Username : AEE	Role: Lo AEE CE	cation : NTRAL S	Meghalaya (Wholly	a Power Distribution Corporation Limited y Owned Government of Meghalaya Undertaking)	I.	898	<b>م</b> Log Out
djustments		≡ Permane	ent Disconnection Comp	letion					
B DASHBOARD		Consumer	ID*	Legacy	Consumer ID*				
USER MANAGEMENT	<					Search Reset			
WORKFLOW	~	≡ Cons	umer Details						
MASTERS	<	Reque	ested Date	Last	Bill Date	Bill Amount	Current Balance		
A MASTER MAPPING	<	Rema	rks*	Perm	namenic Disconflection Date				
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E COLLECTION	~								
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SBD MANAGEMENT	<								
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#### *12.5 Reconnection*

The Reconnection sub-module facilitates the efficient restoration of services for accounts with resolved issues. Configure parameters for reconnection and monitor the process in real time.

- User can search Consumer ID or Legacy Consumer ID to reconnect the Connection.
- The user needs to select the Action button by checking the status of the Legacy Consumer ID
- If the payment process is completed only further Reconnection Process can be processed if not popup instructs
- After the payment process is completed then you can fill in the details and Click on Update Button to complete the process

UBS		Username : AEE	Role : AEE	Location : CENTRAL	S USHTINE UP YOUR LIFE Meg	halaya Power Distribut (Wholly Owned Government o	ion Corporati of Meghalaya Uni	ion Limited. dertaking)			898	<b>a,</b> Log
Dashboa	—í	≡ Reconnection	n List									
B DASHBOARD		SubDivision*			From Date*	To Da	ite*					
USER MANAGEMENT	<	CENTRAL SU	BDIVISION	Ŧ	01-02-2024	06-0	2-2024		Loa	d		
WORKFLOW	<	Show 10	✓ entries						Q			
MASTERS	<	Consumer ID	Legacy Consumer ID	Category	Consumer Name	Consumer Address	Final Reading	Disconnected At	Disconnected Date	Charges	Status	Action
MASTER MAPPING	<	1000799270	52000102159	DLT	(L) Nabir Ch Dey	Opp State Bank Of India Kench's Trace, Shillong, #116359	10570	Meter	02-FEB-2024 01:02:41	0		œ
BILLING	<	1000808448	55000012630	CLT	Bibatdor M Syiem	Howel Road Laban, Shillong, #116556	0	Pole	02-FEB-2024 02:02:35	0		ø
	<	1000816533	6500000428	СНТ	Hotel Point Centre	Prabhat D Sawian Police Bazar, Shillong. #123027	0	Pole	06-FEB-2024 06:02:12	0		ß
NEW CONNECTION MAN	IAc	1000816608	6700000305	BS	Meghalaya State Data Centre	Commissioner & Secretary Mits Nic Building, Shillong.	0	Pole	06-FEB-2024 06:02:50	150	APPROVED	٠
METER MANAGEMENT	<	1000816654	6700000353	BS	District Jail Complex	#123847 Superintendent Distric	t 21000	Meter	06-FEB-2024	0		Ø
% DISCONNECTION & REC	D<					Jail Jailroad, Shillong. #123949			03:02:29			
SBD MANAGEMENT	<	1000816700	6700000800	BS	The Deputy Commissioner Of Custom (P) The Deputy Commissioner Of Custom	M.G. Road, Shillong. #146260	0	Pole	06-FEB-2024 06:02:06	0	PENDING FOR APPROVAL	۲
MIS REPORT					2024 © I	dea Infinity IT Solutions	P)Ltd. (UBS V					

## 13. SBD Management

The SBD Management Module simplifies the management of Spot Billing Devices, ensuring efficient allocation and organization.

The module consists of three sub-modules:

- Device Registration
- User Device Allocation

• User Meter Reader (MR) Allocation.

#### 13.1 Device Registration

The User Device Allocation sub-module enables you to allocate registered devices to specific users.

- Select the Dropdown's Sub-division, Mobile NO, Asset ID, IMEI No, Modal Type, GPRS Sim No and Status followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Click on the Save Button to save the Device for Sub-division or the user can reset the details and Update the same.

UBS		Username : AEE	Role : Location : AEE CENTRAL S	Meghalaya Power Di (Wholly Owned Gow	istribution Corporation Li ernment of Meghalaya Undertaki	mited. ജ	<b>600</b>	<b>a,</b> Log (
User Manag		≡ Device Reg	istration					
B DASHBOARD		Sub Division*	м	lobile No*	Asset ID*			
		CENTRAL SUE	BDIVISION		-Select-	٣		
USER MANAGEMENT	<	IMEI NO*	М	lodel Type*	Gprs Sim No*		Status*	
WORKFLOW	<			-select-			ACTIVE	Ÿ
MASTERS	<			Save	Reset			
MASTER MAPPING	<	Show 10	✓ entries				Q	
BILLING	<	Model	SIM No	Asset ID	Mobile No	Active/DeActive	Allocation Status	Action
		MOBILE	87654444444444444444	IEB - b803b89eb4b7d321	8765444444	•	∎Un Allocated	Ø
COLLECTION				IFD coolcocki-p-pik-	976555555		Allocated	۲
COLLECTION		MOBILE	ytredeeeeeeeeeeee	IEB - 602160610c2a3016	6/65555555		_	
	<	MOBILE	ytredeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	IEB - 602160610223301e	8296594572		Allocated	۲
CONSUMER	< NA<	MOBILE MOBILE MOBILE	ytredeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	IEB - ab0fc786a82799e6 IEB - 352155090686243	8296594572 8296594571		Allocated	•
CONSUMER	< NA<	MOBILE MOBILE MOBILE PDA408	ytredeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	IEB - 602/1606/02243dffe IEB - ab0fc786a82799e6 IEB - 352155090686243 IEB - 2b841e45ffd442ff	8296594572 8296594571 9164625517	•	Allocated Allocated On Allocated	•
COLLECTION CONSUMER  NEW CONNECTION MA  METER MANAGEMENT	< INAs	MOBILE MOBILE MOBILE PDA408	ytredeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	IEB - 80/21604972/43/3018 IEB - 80/6/786482799e6 IEB - 352155090686243 IEB - 25841e45ffd442ff	8296594572 8296594571 9164625517	•	Allocated Allocated Un Allocated	revious 1 Next
COLLECTION CONSUMER  NEW CONNECTION MA METER MANAGEMENT  DISCONNECTION & RE	< INA< CO<	MOBILE MOBILE PDA408 Showing 1 to 5 o	ytredeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	1EB - 02/2000/062/23/01/ 1EB - ab0(k786a82799e6 1EB - 352155090686243 1EB - 2b841e45ffd442ff	8296594572 8296594571 9164625517	•	Allocated Allocated In Allocated	revious 1 Next
COLLECTION CONSUMER NEW CONNECTION MA METER MANAGEMENT DISCONNECTION & RE SED MANAGEMENT	< INAc COc	MOBILE MOBILE PDA408 Showing 1 to 5 o	ytredeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	1EB - 02/2003062,4308 1EB - ab0(:786,482799e6 1EB - 352155090686243 1EB - 25841e45ff6442ff	816353535 8296594572 8296594571 9164625517	•	Allocated Allocated Un Allocated	revious 1 Next

#### 13.2 User Device Allocation

Navigate to User Device Allocation from the main menu. Select a user and allocate a registered Spot Billing Device to them. Track which user is responsible for each device.

- The user can allocate and deallocate the devices.
- When the User Click on the Device Allocation the User Device Mapping Page Will Open refer.
- Select the Dropdown's Sub-division, User Name, Asset ID, IMEI No, Allocation from Date and Allocation to Date followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Click on the Allocate Button to save the Device for Sub-division or the user can reset the details and Update the same.
- User can search User Login Name, User Name or Asset ID to check the Deallocation of the device and View history of Meter Reader.
- The user can Deallocate the device by clicking the action button in the fields given in the table.



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#### 13.3 User MR Allocation

The User Meter Reader (MR) Allocation sub-module allows you to assign Meter Readers to specific users. Facilitate organized meter reading operations by assigning specific Meter Readers to users. Enhance accuracy in data collection and billing processes.

- Click on Masters. Click on User MR Allocation.
- Select the Dropdown's Sub-division, User Login Name, Asset ID, IMEI No, Allocation from Date, Allocation till Date, MR Code/Name, Reading from Date, Reading to Date, Cash Limit and Operating Type followed by "Red Asterisk Mark (\*)" is a mandatory field and the data must be Compulsory.
- Select Operating Type by selecting Check Box needed. (\**NOTE: Billing and Bill Collection cannot be selected at a time.*)
- Click on the Save Button to save the Device for Sub-division or the user can reset the details and Update the same.
- User can search User Login Name, User Name, MR Code or Asset ID to check the details of the MR Allocation, also can update the requirements and Deactivate the Meter Reader.
- The user can Deactivate the device by clicking the action button in the fields given in the table.

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## 14. MIS Reports

The MIS Reports Module includes an existing range of reports related to billing, payments, and operational analytics. It consolidates data from various modules to generate comprehensive reports for informed decision-making.

#### 14.1 **BIP** Report

Users can generate detailed reports on billing cycles, payment trends, and related financial data. ٠

User can Generate Reports on the below Category.

O BILL CANCELLATION	O BILLED REPORT	O BILLING METER STATUS	O EXCESS DEMAND CHARGES	
O METER CHANGE	O METER DETAILS	O METER STATUS ABSTRACT	O MNR REPORT	
O MR OBSERVATION	○ SRBD BILLED REPORT	O UNBILLED (HT)	O UNBILLED REPORT	

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Masters		■ BIP Report			
2 DASHBOARD		■ Report Category			
USER MANAGEMENT	<	Billing/Meter Status Others			Search Reports
WORKFLOW	<	O BILL CANCELLATION	O BILLED REPORT	O BILLING METER STATUS	O EXCESS DEMAND CHARGES
MASTERS	<	O METER CHANGE	O METER DETAILS	O METER STATUS ABSTRACT	O MNR REPORT
A MASTER MAPPING	<	O MR OBSERVATION	O SRBD BILLED REPORT	O UNBILLED (HT)	O UNBILLED REPORT
🖵 BILLING	<				
E COLLECTION	- C	■ Report Details			
CONSUMER	<	Zone	Circle		
NEW CONNECTION MAP	NA<	MR-Code	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUDDIVISION
METER MANAGEMENT	<	-ALL MR- From Date*	To Date*		
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SBD MANAGEMENT	<				
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