

Version 1.0

MEGHALAYA POWER DISTRIBUTION CORPORATION LIMITED



User Manual

for Spot Billing Device Application





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Introduction

The Spot Billing Device Application **i~EasyBill** User Manual is an in-depth resource designed to assist you in improving your billing and collection procedures. The goal of this manual is to provide users with a thorough understanding of the Spot Billing Application's functions and operations, thereby increasing billing and collection efficiency.

This handbook is designed to walk you through the setup, use, and maintenance of the Spot Billing Device Application, providing step-by-step instructions as well as important insights. As you progress through the learning material, you'll become more skilled at utilizing the application features to optimize your billing and collection operations.

Instruction for Installation of Application i~EasyBill

Welcome to the Spot Billing Device Application **i~EasyBill** installation guide. This step-by-step manual will walk you through the process of installing the application on your device, ensuring a smooth and efficient integration into your billing and collection workflow.

System Requirements

Before initiating the installation process, please ensure that your device meets the following requirements:

a) Operating System

Only Android OS 5 and above version are supported by the Spot Billing Device Application.

b) Storage

Ensure sufficient free storage space on your device. Appx 50 MB and more

c) Internet Connection

A stable internet connection is required for downloading and activating the application.

d) Permissions

Grant necessary permissions, such as camera, Files Management, Bluetooth and GPS access.

Installation Steps

- a) Download the APK Application of i~EasyBill
 - Tap "Install" to initiate the installation.
- b) Install the Application
 - Once the installation is complete, tap on the application icon to begin the installation process.
 - Follow on-screen instructions to install the application on your device.
- c) Open the Application
 - Locate the Spot Billing Device Application icon on your home screen or app drawer.
 - Tap on the icon to launch the application.

NOTE: Date & Time should be Automatic mode as IST Time Settings only.(Any Other format are not Applicable)

d) User Registration/Login

- If you are a new user, you must first clear the **QC Process for the application** and its onetime Activity, which is required for one device, which is **mandatory**, then follow the onscreen directions to register your account.
- If your QC Process is incomplete ,Contact your Admin/Local Operator Immediately.
- If you are an existing user, log in using your credentials.

e) Download Data

- Upon successful login, initiate the process of Download data by clicking download option on the dashboard of the application.
- This step ensures that you get a pop up to connect the **Printer Device** through Device Pairing, refers to **f**), then the application is up-to-date with the latest consumer, billing, and payment information. Follow on-screen prompts to sync data securely.

f) Device Pairing

- After Login in you may require pairing with the application with Printer, using Bluetooth Connectivity for the given Printer.
- Also, you can Connect the Bluetooth Connectively from Main menu

g) Syncing Data

• Initiate the process of syncing data. This step ensures that the application is up-to-date with the latest consumer, billing, and payment information. Follow on-screen prompts to sync data securely.

Billing Process

Access the "Billing" module to generate bills efficiently.

Steps to be followed while billing:-

Customize bill formats, apply relevant readings, and utilize any additional features available for billing purposes.

- This Page is used for billing purpose for Account ID's.
- Account ID's will display according to their Spot Serial Number.
- After Navigating to this page Legacy No, Account ID, Tariff, Meter Status Drop Down.
- Account ID* and Legacy No fields are enterable fields.
- After the Billing is done MR can do the collection if the collection is enabled for that particular MR.
- After the Bill is generated based on the MR option Selection page will navigate to Collection Page.



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• The Flow for Billing changes as you select the Meter Status ,Refer the Flow Chart for more Input's.



• Once the Billing Is Selected until the entire Billing is completed , you cannot come back to Dashboard.

Step 2

- Homepage will always be the Consumer Details for Continues Account ID's, as per Spot Folio registration.
- Homepage of a Consumer Details with Legacy Consumer ID, Account ID, Name, Tariff Code and Meter Status to Select



Handbook for Spot Billing Device



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3:57 🖬 🖬	2 4 🖘 .dl 79% 🖬	
← Bill Preview		
Consumer ID C243123436		
Legacy KNL69898		
Consumer ID		
Meter Status MNR		
Pres. Reading 7867		
Prev. Reading 7867		
consumption 172		
0.00 DPG 0.00		
ED 8.00		
Prev 0.00 Outstanding amount		
Net Amount: ₹ 967.0		
MR Observation	•	Step 1 :-Select MR Observation
None	-	
FINISH	 •	Step 2 :-Click Finish and get the Bill Printed



• If **Collection Status** is Permitted to the MR, then MR can collect the payment by Clicking **YES** were the page navigates to collection page

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Step 6

• Meter Status Type 2 Process

• If MR's select the Meter Status as MNR (Meter not Readable) or STICKY then follow as shown below





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← Bill Preview				
Consumer ID	C243123436			
	KNL69898			
	MNR			
	7867			
	7867			
	172			
	0.00			
	8.60			
	₹ 966.21			
Do you wa ar ₹967.0?	NO YES			
None 👻				
	FINISH			

• If **Collection Status** is Permitted to the MR, then MR can collect the payment by Clicking **YES** were the page navigates to collection page