



## User manual for Assistant Executive Engineer

This guide is for the users of the E-Measurement Book Software, specifically for the port authorities and the contractors. These users will be accessing the system to set up and execute the system according to the user role. The users must have intermediate to expert knowledge of computers and web-based applications.

Let's have a look on each of them in detail as we move step by step in the process of creating project and recording measurements in E-MB software

### 1: User Registration

As JE will visit on the URL, a log in page is seen where JE will be able to see the log-in details as well as the user registration tab on the bottom right side of the same page. User will have to click on the user registration tab to add his/her basic details required.

The screenshot shows a web interface for the "Vizag Port e-Measurement Ecosystem". At the top left is the Vizag Port logo, which is a circular emblem with a ship and the text "VISHAKHAPATNAM PORT TRUST". Below the logo, the text "Vizag Port e-Measurement Ecosystem" is displayed in red, followed by "Login to your Account" in grey. The login section has two fields: "Username" with a blue input box containing a person icon and the text "Enter Mobile", and "Password" with a blue input box containing a lock icon and the text "Enter Password", and an eye icon to toggle visibility. A "Forgot Password?" link is located below the password field. A red "Log in" button is at the bottom of the login section. On the right side of the page, there is a grey box titled "IWMS" (Intelligent Works Management System). Inside this box is an illustration of four people (three men and one woman) sitting around a table, working on laptops. Below the illustration is a "Register Now" button with a person icon, and the text "Need an account? Sign Up" below it.

Designation *	Select Designation ▼		
Contact *	<input type="text"/>		Email *
First Name *	<input type="text"/>		Last Name *
Department	<input type="text"/>	Sub Department	Division
Address	<input type="text"/>		
Signature	<input type="text"/> <input type="button" value="Select Signature"/>		
Employee Code	<input type="text"/>		
<input type="button" value="Create"/>			

The above page will appear when clicked on user registration tab where the above-mentioned details are to be filled by the user to generate the log-in ID and password. The details include-

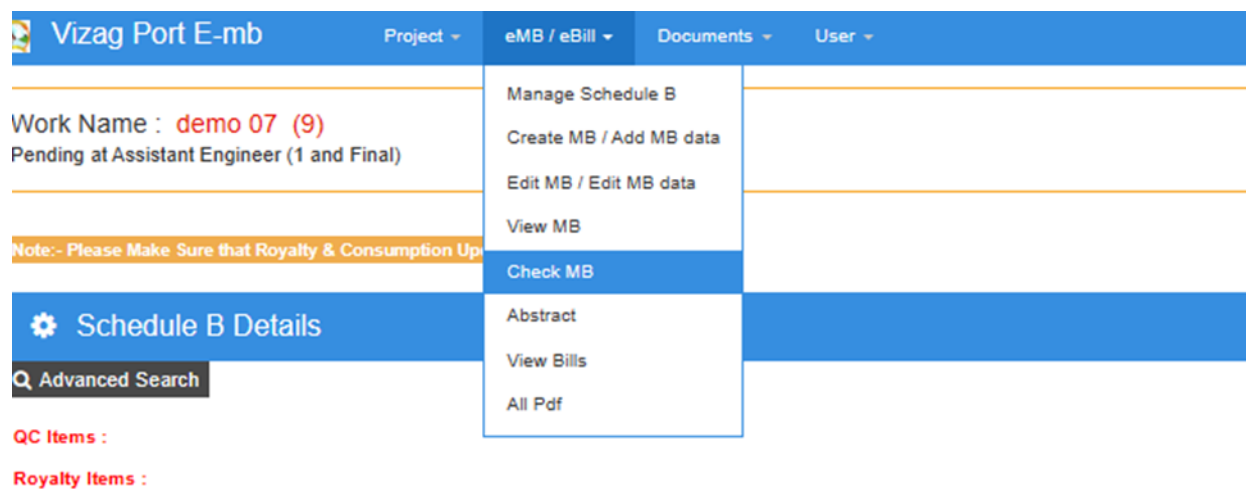
- Designation of user
- Contact number
- E-mail address
- First and Last name
- Department
- Division
- Address
- Desired Password
- Scanned signature

Once the registration form is submitted the details will go for verification to

the authorizing person and once, he has verified the details of user, an SMS will be received with active log in password.

## 2: Check E-mb

One of the main tasks for Higher officials like Executive Engineer, Superintendent Engineer, Chief Engineers and other officials is to check the recorded measurements and to verify the uploaded documents. For these following steps are to be followed.



- Log-in in the E-Mb system of VPT, where the list of pending projects will be seen on users table.
- Click on the GO button Infront of the project name
- On upper ribbon click on check Mb option

Work Name : demo 07 (9)  
Pending at Assistant Engineer (1 and Final)

Work Order Date : 01-08-2023    Work Completion Date : 30-04-2024

Bill Entry 1 - 09-01-2024									
Date	Particulars of work	No	Length	Breadth	Depth	Quantity	Unit	Check	Remark
Item No.1: abc									
09-01-2024		12.000				12.000	cum	<input type="text" value="09-01-2024"/>	<input checked="" type="checkbox"/>
Total						12.000	cum		
Item No.2: cde									
09-01-2024		20.000				20.000	cum	<input type="text" value="09-01-2024"/>	<input checked="" type="checkbox"/>
Total						20.000	cum		
Item No.3: fgh									
09-01-2024		19.000				19.000	cum	<input type="text" value="09-01-2024"/>	<input checked="" type="checkbox"/>
Total						19.000	cum		
Item No.4: ijk									
09-01-2024		20.000				20.000	cum	<input type="text" value="09-01-2024"/>	<input checked="" type="checkbox"/>
Total						20.000	cum		
Item No.5: rcolmn									
09-01-2024		19.800				19.800	cum	<input type="text" value="09-01-2024"/>	<input checked="" type="checkbox"/>
Total						19.800	cum		

Save

- List of Items recorded in E-Mb is seen in the table, in front of the recorded items a check-box is seen, user shall click on the check-boxes to check the measurements, remarks can also be added at this point.
- Save the checked measurement.

### 3: Verify Documents

- To check and verify the uploaded documents following steps are to be followed:

Dashboard    Project    eMB / eBill    Documents    User

Work Name : demo 07 (9) (Offline Tender)  
Pending at Junior Engineer (1 RA)

Upload Document  
Search Document

View MB

View MB History    MB

1    2    3    4    5  
JE    AE    AEE    Cont    EE

Status : Pending at Junior Engineer  
Select MB No.:    1 RA

- Click on Document Tab on upper ribbon
- Select search document option

**Vizag Port E-mb**    Dashboard    Project    eMB / eBill    Documents    User    Demo JET (Junior Engineer)

Work Name : **demo01 (3)** (Offline Tender)  
Pending at Executive Engineer (1 and Final)

Work Order Date : 01-06-2023    Work Completion Date : 31-01-2024

Search Document

Search By Category:

✓ Select Reason to W:

Select Item:

Document Detail

Bill No	Category	File	Uploaded By	Verified By	Remark	Action
1 and final			Demo JET - Junior Engineer	Not Verified By		<input type="button" value="Get PDF"/>
Common	Videos		branch admin - branch admin	Not Verified By Chief Mechanical Engineer		<input type="button" value="Get PDF"/>

- List of documents is seen in below table and a check box is seen in front of it, check on the uploaded documents to verify the same.

## 4: View Abstract

To view the generated abstract the following steps are to be followed:

- Click on E-mb tab
- Select Abstract option
- Abstract will be seen on very next page as below,

Work Name : **demo 07 (9)** (Offline Tender)  
Pending at Junior Engineer (1 RA)

Work Order Date : 01-08-2023    Work Completion Date : 30-04-2024

☐ Is Final Bill   

Note - Please check it to final bill

**ABSTRACT**

Item No	Description	Up To Date		Previously Paid		Now To be Paid			Unit	Update Rate
		Qty	Amt	Qty	Amt	Qty	Rate	Amt		
1	Item No.1: abc	12.000	12000.00	0.000	0.00	12.000	1000.00	12000.00	cum	<input checked="" type="checkbox"/>
2	Item No.2: cde	20.000	20000.00	0.000	0.00	20.000	1000.00	20000.00	cum	<input checked="" type="checkbox"/>
3	Item No.3: fgh	19.000	19000.00	0.000	0.00	19.000	1000.00	19000.00	cum	<input checked="" type="checkbox"/>
4	Item No.4: ijk	20.000	20000.00	0.000	0.00	20.000	1000.00	20000.00	cum	<input checked="" type="checkbox"/>
5	Item No.5: rcdlmn	19.800	19800.00	0.000	0.00	19.800	1000.00	19800.00	cum	<input checked="" type="checkbox"/>
Total			90,800		0			90,800		
Above below ( 1 % )			908		0			908		
UptoDate Total			91,708		0			91,708		
Work Portion			91,708		0			91,708		
Add G.S.T 12%			0		0			0		
Net Total			91,708		0			91,708		
Limited To Administrative Approval Amount			0					0		

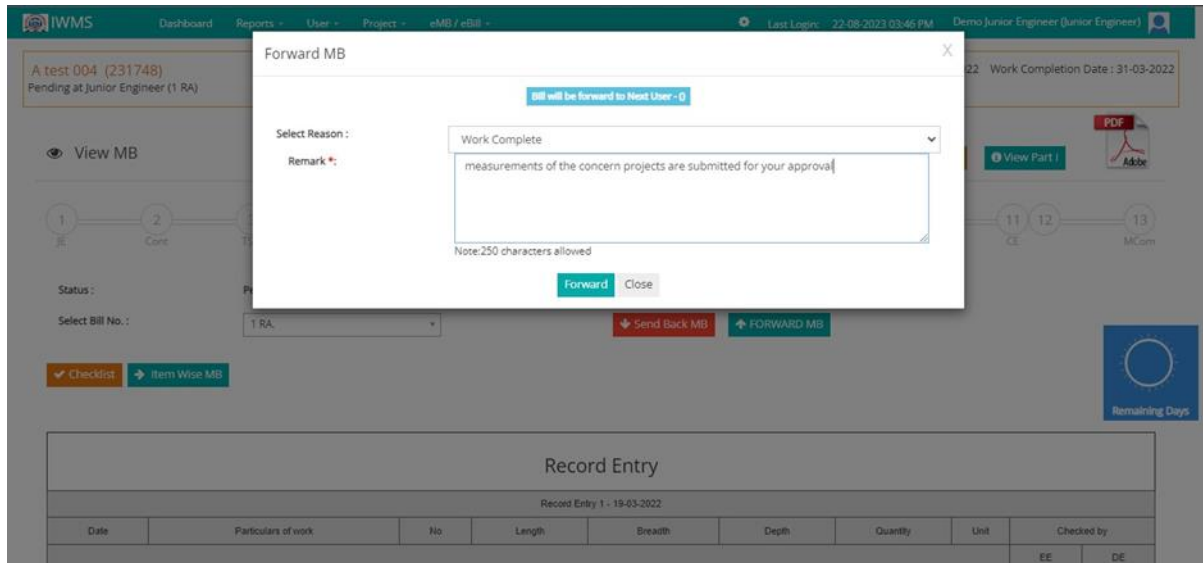
Royalty To be Deducted From This Bill (1 RA) : 0

Administrative Approval Amount : 0 /-  
Tender Amount : 100,000 /-  
Quoted Amount : 101,000 /- (1 %)

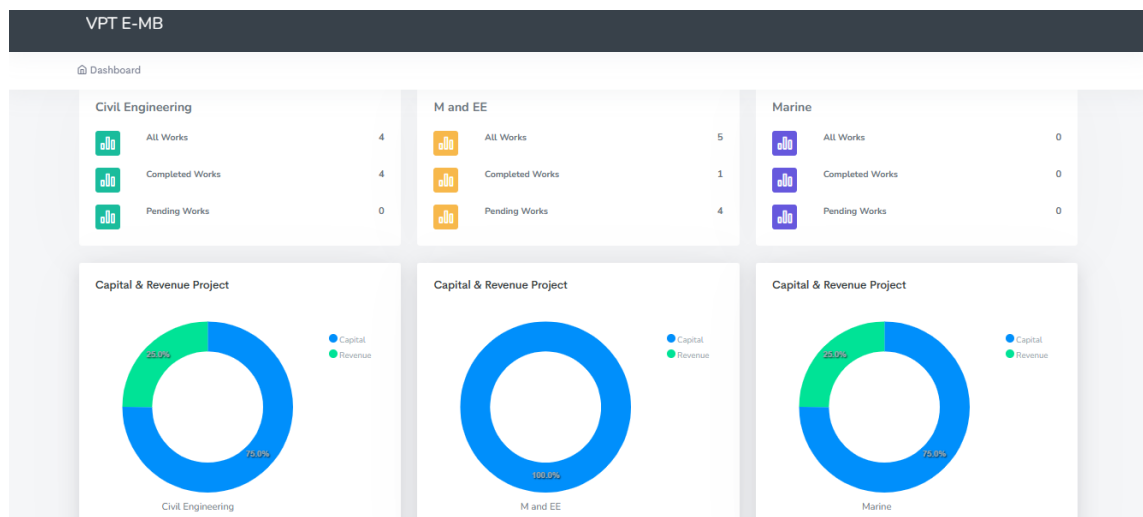
## 5: Forward mb

To forward any E-Mb following steps are to be taken.

- Click on E-Mb tab,
- Select View Mb option Forward button will be seen below the flow diagram, click on the button.
- Add reason and remark for forwarding the MB



## 6: Dashboard



Option of Dashboard can be seen at very first on top ribbon, by selecting it the

dashboard opens. Here the user is able to have a complete monitoring on registered, ongoing and completed projects in the system. In the dashboard the details regarding projects are seen separately for different departments which makes it easy to keep a record and monitoring in a proper way.

Dashboard shows different aspects of projects department wise, for all the user departments namely, Civil, M & EE and Marine are shown differently