

User manual for 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.

	INTELLIGENT Works Management System
Vizag Port e-Measurement Ecosystem	
Login to your Account	
Username	
2 Enter Mobile	
Password	
Enter Password	
Forgot Password?	Register Now Need an account? Sign Up

Designation *	Select Designation	٣			
Contact *		C	Email *		C
First Name *			Last Name *		
Department		Sub Department		Division	
Address					
Signature					
	Select Signature				
Employee Code					
		Cre	eate		

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 if 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.

Vizag Port E-mb Project -	eMB / eBill 👻	Document	ts + User +
Work Name : demo 07 (9) Pending at Assistant Engineer (1 and Final) Note:- Please Make Sure that Royalty & Consumption Up	Manage Schedi Create MB / Adi Edit MB / Edit N View MB	ule B d MB data 1B data	
Schedule B Details Q Advanced Search	Check MB Abstract View Bills All Pdf		
QC Items :]

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Royalty Items :
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- 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 : Pending at Assista	demo 07 (9) nt Engineer (1 and Final)							Work Order Date : 01-08-2023 Work Comple	tion Date : 30-04-2024
					Bill Entry 1 - 0	9-01-2024			
Date	Particulars of work	No	Length	Breadth	Depth	Quantity	Unit	Check	Remark
	Item No.1: abo								
09-01-2024		12.000				12.000	cum	09-01-2024	œ
					Total	12.000	cum		
	Item No.2: cde								
09-01-2024		20.000				20.000	cum	09-01-2024	œ
					Total	20.000	cum		
	ltem No.3: fgh								
09-01-2024		19.000				19.000	cum	09-01-2024	œ
					Total	19.000	cum		
	Item No.4: ijk								
09-01-2024		20.000				20.000	cum	09-01-2024	œ
					Total	20.000	cum		
	ltem No.5: roolmn								
09-01-2024		19.800				19.800	cum	09-01-2024	œ
					Total	19.800	oum		
					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:

Vizag Port E-mb	Dashboard	Project +	eMB / eBill +	Documents 🗸	User 👻				
				Upload Docur	ment				
Pending at Junior Engineer (1 RA)	(Offline Tender)			Search Docum	nent				
🖉 View MB							6	View MB History	ଅ ।
				(1)	2	3	(4)	(5)	
				JE	AE	AEE	Cont	EE	
Status : Pending at Junior Enginee	r								
Select MB No :	1 RA		,	7		🔸 Se	end Back MB		3

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

K Name : demo01 ling at Executive Engineer	(3) (Offline Tender) (1 and Final)			Work Order Date : 01-06-2023	Work Completic	n Date : 31-01-202
Հ Search Docume	nt					
arch By Category	All	- Submit				
Select Reason to	Others Reduced rate					
lect Item	Reference royalty Site designs and drawings		Select Test Reason	Report Submitted as per Executed Quantity.	*	Update
	Site photos					
	Tax involce					
Document Del	ai Technical sanction documents	v				
Bill No	Category	File	Uploaded By	Verified By	Remark Acti	on
		R	Demo jE1 - Junior Engineer	Not Verified By	8	Get PDF
and final						

• 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,

rk Name : ding at Junior E	demo 07 (9) (Offline Tender) Engineer (1 RA)	🖾 Is Final Bill 🛛 GENE	RATE BILL FOR	ам	Work	Order Dat	e : 01-08-20	23 Work Cor	npletior	i Date : 30-04-202
		Note > Please check if its fina	i bill							
		ABSTRACT								
Item No	Description	Up To Date		Previous	ly 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	œ
2	Item No.2: cde	20.000	20000.00	0.000	0.00	20.000	1000.00	20000.00	cum	8
3	Item No.3: fgh	19.000	19000.00	0.000	0.00	19.000	1000.00	19000.00	cum	œ
4	Item No.4: ijk	20.000	20000.00	0.000	0.00	20.000	1000.00	20000.00	cum	C2
5	Item No.5: rccimn	19.800	19800.00	0.000	0.00	19.800	1000.00	19800.00	cum	œ
		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		
	Lim	ited To Administrative Approval Amount	0					0		
alty To be Ded	ucted From This Bill (1 RA) : 0									

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	g the	MB
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	_	Ferring MD				X		
est 004 (2317 ling at Junior Engi	748) ineer (1 RA)	Porward MB	Bill will be forw	and to Next User - ()		22 Work	Completion I	Date : 31-03-20
View MB		Select Reason : Remark * :	Work Complete measurements of the con	cern projects are submitted for your a	approval	OVie	w Part I	PDF
1) #		1	Note:250 characters allowed		li.	(11) CE		
Status :		21	Forwar	rd Close				
Status : Select Bill No. : Checklist	▶ Item Wise MB	1 [1 RA_	Forwar	Close	RD MB	1		Remainin
Status : Select Bill No. :	▶ Item Wise MB	184	* * Record Record	d Close ◆ Send Back MB ◆ FORWAU d Entry 1- 1945-2022	RD MS			Remaining

6: Dashboard

VPT E-MB					
Dashboard					
Civil Engineering		M and EE		Marine	
all Works	4	All Works	5	all Works	0
all Completed Works	4	all Completed Works	1	Completed Works	0
all Pending Works	0	elle Pending Works	4	Pending Works	0
Capital & Revenue Project	Capital Revenue	Capital & Revenue Project	Capital Revenue	Capital & Revenue Project	Capital Revenue

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