

INNOMISE

TECHNOLOGIES PVT. LTD.

User manual for Junior 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.



Vizag Port e-Measurement Ecosystem

Login to your Account

Username



Enter Mobile

Password



Enter Password

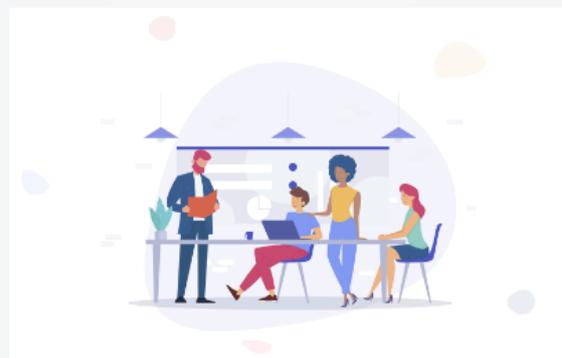


[Forgot Password?](#)

[Log in](#)

IWMS

Intelligent Works Management System



[Register Now](#)

[Need an account? Sign Up](#)

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

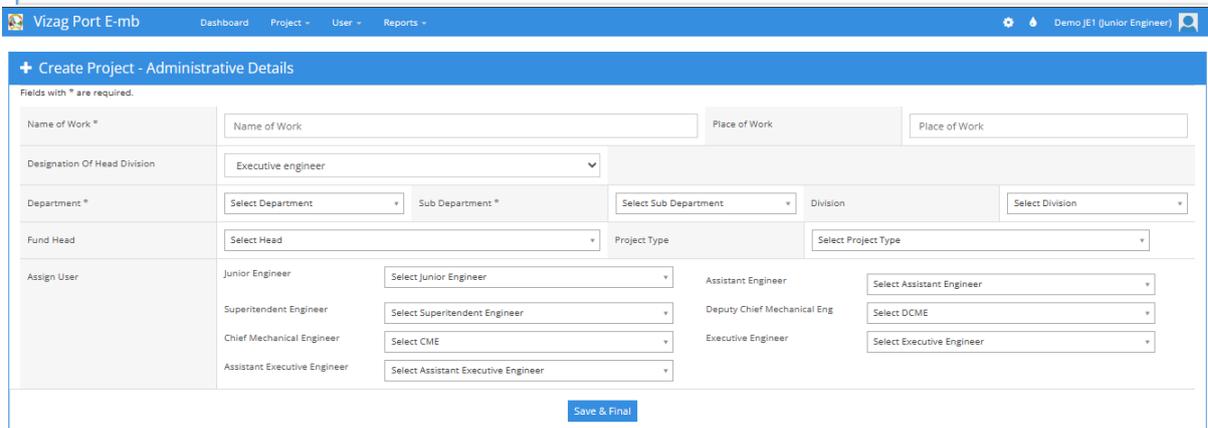
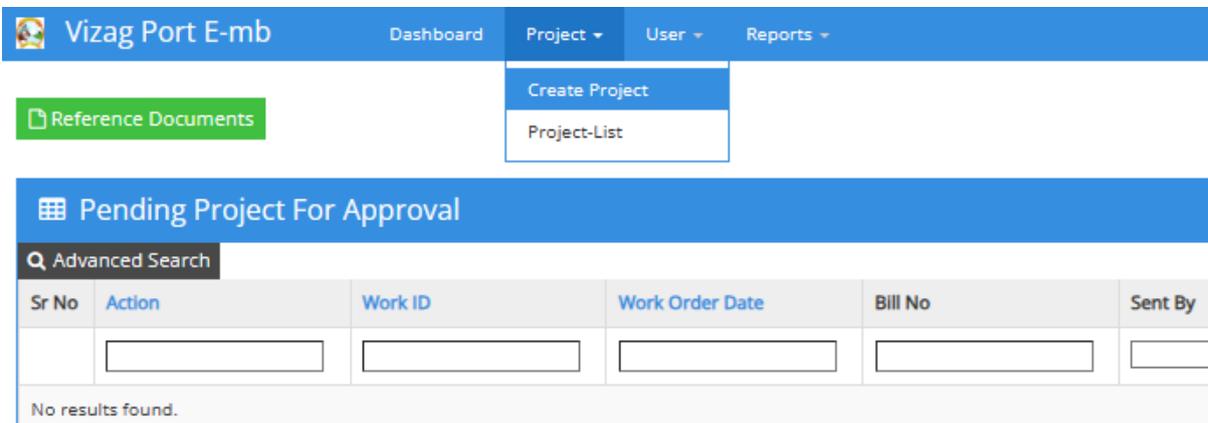
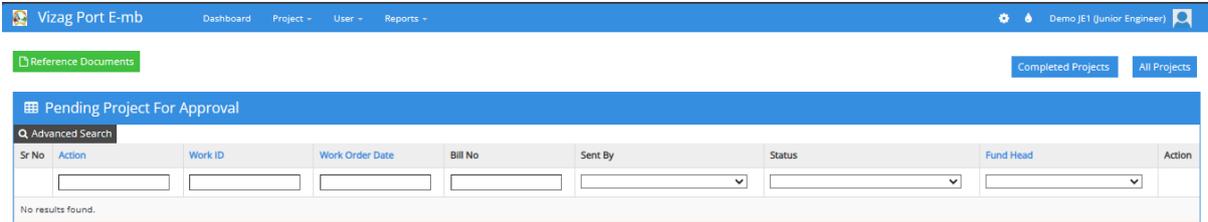
The above page will appear when clicked on user registration tab where the above-mentioned details are to be filled by the user to generate the log-in ID and password. The details include-

- 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. JE will use the details and can log-in the E-Mb system, to perform the process of creating measurement.

2: Creating Project

Once the JE has logged in, on the home page tab named “Project” can be seen on top, after clicking on it a drop box opens with the option “create project”.



The JE will fill the basic information regarding a project which includes
name of the work,
place of work,
departments,
division,
sub-department,
project type,
fund heads,

and user associated

these details are to be filled by the user and click on save button below.

+ Create Project - Technical Sanctioned Information

Fields with * are required.

Name of Work	demo pr (Proj ID - 17)		
Technical Sanctioned No	ts1234	Tech Sanctioned Amount	100000 <small>(e.g. 300000)</small>
Latitude	12.00.13	Longitude	12.0.13
Tech Sanctioned Date	October	Technical Sanctioned Year Of Project	2023
Do You Want To Apply System Calculated Gst Amount	No		

[← Previous](#) [Save & Final](#) [Next →](#)

Next page opens where the JE will fill the following details.

TS number,

TS-date,

amount,

Latitude,

Longitude.

Then click on save button.

Create/Update Project - Word Order

Fields with * are required.

Name of Work	demo pr (Proj ID - 17)		
Contractor	Select Contractor	Full Name & Address Of Agency	Agency Name & Address
Work Order Date	Work Order Date	Work commencement date	Work commencement date
Date of Completion As Per Agreement	Date of Completion	Site Clearance Date	Site Clearance Date
Tender Amount	Tender Amount <small>(e.g. 300000)</small>	Above / Below	Above Below %
Tender Type	<input type="radio"/> Online <input type="radio"/> Offline		
Work Order No.	Work Order No.		
Work Id (Tender ID) <small>(For Non tender- Work Order No_ Subdivision)</small>	Work ID		

[← Previous](#) [Save changes](#)

Third page will open where the JE will fill the data regarding Work order which includes

Name of contractor,

tender opening date,

work commencement date,

work completion date,

work order date,

duration of completion,

tender amount,

below/above percentage,

tender type whether online or offline word ID.

3: Uploading BOQ

BOQ is needed to be uploaded for the respective project so that the data of rates and quantities of the various items can be filled in the E-MB system for that particular project on basis of which the final abstract can be generated after the measurement is uploaded.

Search the created project on **all project list**, an action tab titled “**GO**” will be seen in front on the desired project, click on it e-MB page will be opened.

Vizag Port E-mb Dashboard Project eMB / eBill Documents User Reports DemoJ1 (Junior Engineer)

Work Name : demo pr (17) Pending at (0 and Final) Work Order Date : 01-11-2023 Work Completion Date : 29-02-2024

Upload Your BOQ

BOQ Type OLD FORMAT BOQ NEW FORMAT BOQ OUR FORMAT [Click Here to Download Our Template](#)

BOQ File BOQCustom (7).xlsx
Only .xlsx File Are Allowed

Note- Please Make Sure that Royalty & Consumption Updated Before Final Schedule B

+ Add Schedule B

- Here a check-box with title- ‘upload your BOQ’ is seen on screen,
- clicking on which new options are opened for BOQ type and BOQ file.
- Select BOQ format.
- BOQ will get downloaded, user is supposed to fill the provided sheet with necessary information and upload the same.

Vizag Port E-mb Dashboard Project eMB / eBill Documents User Reports DemoJ1 (Junior Engineer)

Work Name : demo pr (17) Pending at (0 and Final) Work Order Date : 01-11-2023 Work Completion Date : 29-02-2024

BOQ Uploaded Successfully, All Records Saved Successfully.

Upload Your BOQ

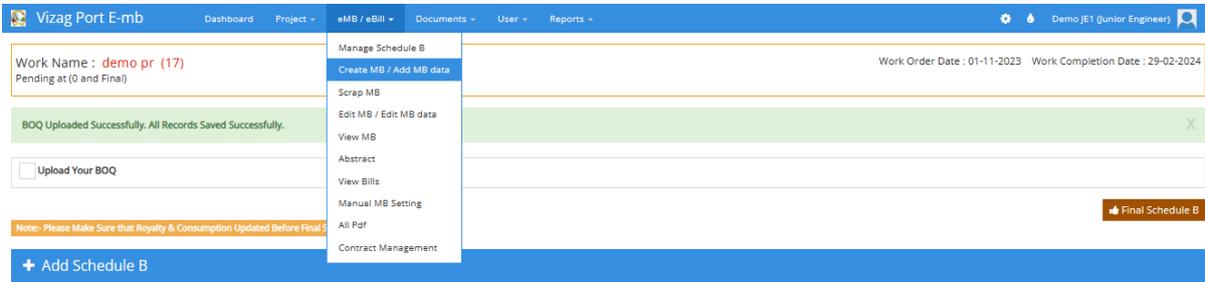
Note- Please Make Sure that Royalty & Consumption Updated Before Final Schedule B

+ Add Schedule B

- Finalize the BOQ.
- Once the BOQ is finalized the list of uploaded items can be seen below on the same page.

4: Create Measurement:

JE will click on e-mb tab seen on the above ribbon, with the option of **create MB** to add measurements. In IWMS measurements can be added using two ways that are as follows:



- System method
- Bulk record entry method.

4.1: System Method:

To record the measurements in the system method following steps are to be followed:

- Click on E-mb Tab, Select Create Mb option.
- Fill the required data on the given page including- number, length, breadth, height, description and date. Save the data.

+ Create MB						
Department	civil engineering					
Name of Agency	Demo Contractor	Work Order Date	01-11-2023			
Agreement Number	87656	Work Order No	87656			
Item No	Select Item					
Description	Description					
	Estimated Quantity	Estimated quantity	Previously Recorded Quantity	Previously recorded quantity		
<input type="checkbox"/> Not for payment	Material	Unit	Date of Measurement	Measurement Type		
			30-01-2024	Record Entry For Normal		
Measurement details	N	L avg	B/w avg	D/H avg	Quantity	Add
Formula	Please select formula		UP TO DATE			

4.2: Bulk Record Entry Method-

- Click on **E-mb** Tab, Select **Create Mb** option.

Current Project: A test 004

Note:- Date before work order date will not accept

Bulk Record Entry View MB

Measurement Type: Bulk Record Entry For Normal [Click Here To Download Template](#)

Upload XLS: Bulk Record Entry For Normal Bulk Record Entry For Steel Bulk Record Entry For Structural Steel Bulk Record Entry For Earth Work Upload File

+ Create MB

- Select the E-mb template,
- Download desired template according to the measurement,
- Fill the details of measurement in template,
- upload the template,
- Click on **view MB** to see the results.

	A	B	C	D	E	F	G	H	I	J	K
1	EIRL	Item No	Subitem No	For Payment	Date of Measurement	Particulars of Work	No.	Length	Breadth	Depth	Quantity
2				Yes/No	DD-MM-YYYY		N	L (m)	B (m)	D (m)	N*L*B*D (m ³)
3		2		Yes	22-03-2022	point a to b	2				
4						point b to c	3				
5						point c to d	5				
6		3		Yes	23-03-2022	point a to b	1	1	2	0.8	
7						point b to c	1	1	3	2	
8						point c to d	1	1	0.5	1	
9		4		Yes	24-03-2022	at point a	8				
10		5		Yes	24-03-2022	point a to b	1	5			
11						point bto c	1	3.7			
12		6		Yes	24-03-2022	piont a	7.7				
13											
14											
15											
16											
17											
18											
19											
20											
21											

Excell sheet for Normal bulk record entry

	A	B	C	D	E	F	G	H	I	J	K
1	EIRL	Item No	Subitem No	For Payment	Date of Measurement	Particulars of Work	No.	Length	Area	Average Area	Quantity
2				Yes/No	DD-MM-YYYY		N	L (m)	A (m ²)	Av (m ²)	N*L*Av (m ³)
3		2		Yes	25-05-2023	yashwant vihar sectio	1	2	4	4	
4				Yes	25-05-2023	yashwant vihar sectio	1	2	4	4	
5				Yes	25-05-2023	yashwant vihar sectio	1	4	16	16	
6				Yes	25-05-2023	tushar archades	1	2	4	4	
7				Yes	25-05-2023	tushar archades	2	3.2	10.24	10.24	
8				Yes	25-05-2023	sawani apartment	1	4	16	16	
9				Yes	25-05-2023	sawani apartment	1	2.7	7.29	7.29	
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Excell sheet for Earth work record entry

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	EIRL	Item No	Subitem No	For Payment	Date of Measurement	Particulars of Work	Total No	No Of Bar	Length Of One Bar	6mm	8mm	10mm	12mm	16mm
2				Yes/No	DD-MM-YYYY		N	NI	L (m)	NxNxL (m)	NxNxL (m)	NxNxL (m)	NxNxL (m)	NxNxL (m)
3				Yes	20-06-2023	Steel for Columns of	16	5	2.5		0.39			
4		5		Yes	20-06-2023	8*34	272	4	0.001				0.89	
5				Yes	20-06-2023	28*34	952	1.2	0.001		0.39			
6				Yes	20-06-2023	24*34	816	0.9	0.001		0.39			
7				Yes	20-06-2023	9*2	18	5.6	0.001				0.89	
8				Yes	20-06-2023	22*2	44	1.15	0.001		0.39			
9				Yes	20-06-2023	8*2	16	2.45	0.001		0.39			
10														
11														
12														
13														
14														
15														
16														
17														
18														

Excell sheet for Steel Record entry

5: View MB

Once the MB template is uploaded its result can be seen/viewed. For this JE should follow the following steps.

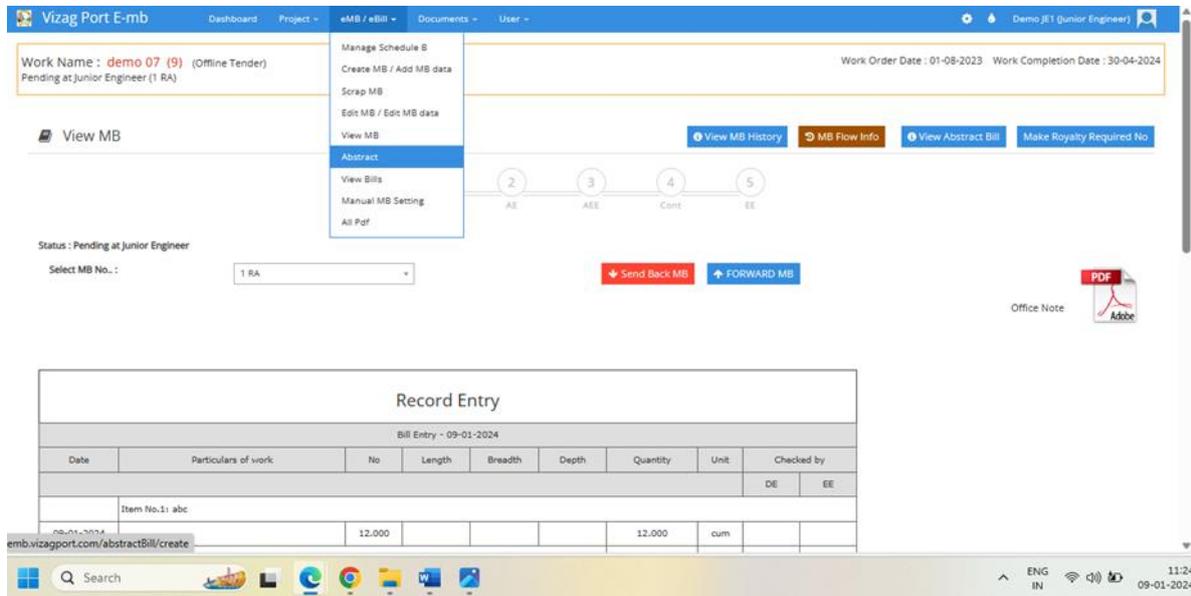
- Click on E-Mb Tab,
- Select View MB option from drop box

6: Generate abstract

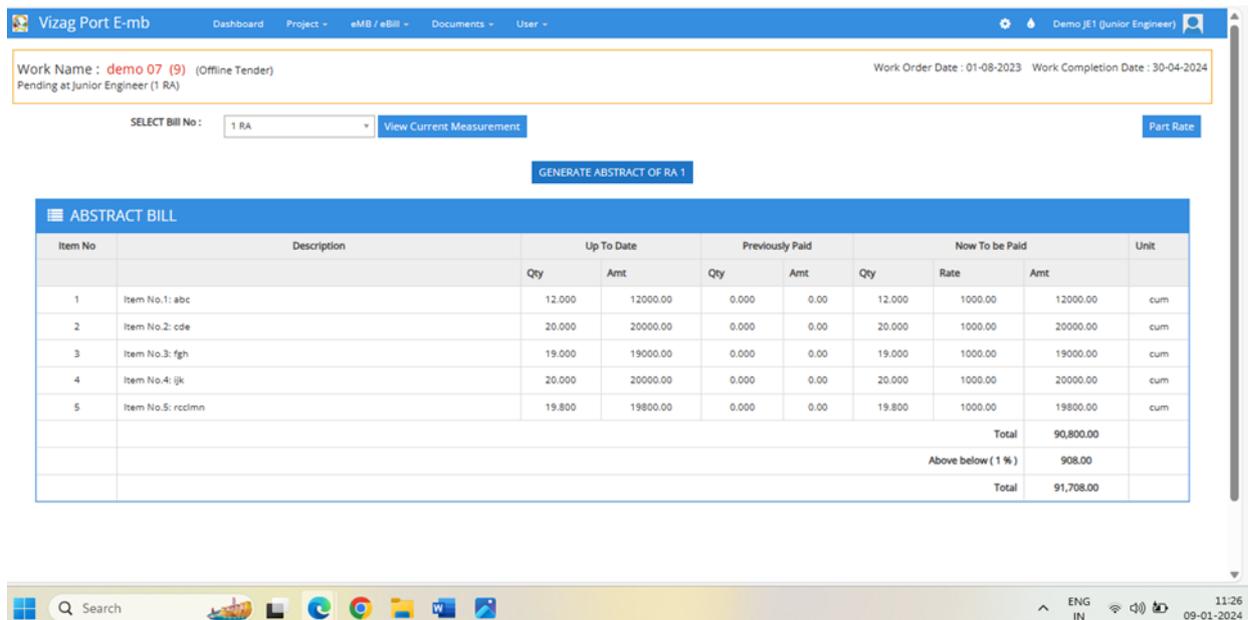
When the measurements are uploaded, an abstract is to be generated where the user will see all the uploaded quantities of executed items and the total

amount of work which is been done till date, this data will be generated with respect to the measurements uploaded and the BOQ uploaded earlier.

JE will follow the following steps to generate the abstract, once he is done with uploading the measurements.



- Click on E-Mb
- select abstract option from Dropbox



- click on generate abstract option seen on screen

- View abstract.

7: Upload Documents

JE shall upload the documents or photographs of the concern project he is working on, documents may be anything like pdf files, photographs or even videos. Various categories are been provided in the system which can be selected by the users to upload the documents in the specific category.

Following steps are to be followed for this process of uploading the documents.

The screenshot displays the 'Vizag Port E-mb' web application interface. The top navigation bar includes 'Dashboard', 'Project', 'eMB / eBill', 'Documents', and 'User'. The user is logged in as 'Demo JE1 (Junior Engineer)'. The main content area shows 'Work Name : demo 07 (9) (Offline Tender)' and 'Pending at Junior Engineer (1 RA)'. A 'Documents' dropdown menu is open, showing 'Upload Document' and 'Search Document' options. Below this, there are buttons for 'View MB History', 'MB Flow Info', 'View Abstract Bill', and 'Make Royalty Required No'. A progress indicator shows five steps: 1. JE, 2. AE, 3. AEE, 4. Cont, 5. EE. The current status is 'Pending at Junior Engineer'. A 'Select MB No.' dropdown is set to '1 RA'. There are 'Send Back MB' and 'FORWARD MB' buttons. A PDF icon is visible on the right. Below the buttons is a 'Record Entry' table with columns for Date, Particulars of work, No, Length, Breadth, Depth, Quantity, Unit, and Checked by (DE, EE). The table contains one row with 'Item No.1: abc', '12,000', and '12,000 cum'. The browser address bar shows 'tmb.vizagport.com/doc/upload' and the system tray shows the date '09-01-2024' and time '10:22'.

- Click on E-Mb
- Select documents option from Dropbox

Vizag Port E-mb Dashboard Project eMB / eBill Documents User Demo JE1 (Junior Engineer)

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

Upload Document

Bill No 1 RA

Select Category

Note : Please upload site board (document/photos) under Site Board Photo category

File-input Choose File Screenshot 2024-01-05 151542.png

Remark Document for your review

Upload Cancel

- select MB number Select Category brows and upload document
- Write the description for the selected document
- Upload and save

8: Edit MB

- Click on E-Mb
- Select Edit MB option from Dropbox
- Select the item to edit
- Save the changes
- view MB

9: Scrap MB

- Click on E-MB Tab
- Select Scrap MB option
- Select MB number

- Click on scrap MB button

10: Part Rate

In some cases the Rate of any particular item needs to be changed from the one uploaded in the BOQ earlier, for any particular reason. In such cases part rate option is used to change the rate.

- Click on Abstract option in dropdown
- on right side column edit rate option is seen click on the same
- Enter the new rate Enter specific reason
- Save changes
- View MB

11: Time Extension

If the project has been extended beyond the date in work order, and the measurements are to be recorded in the extended period the following steps are to be followed to do so-

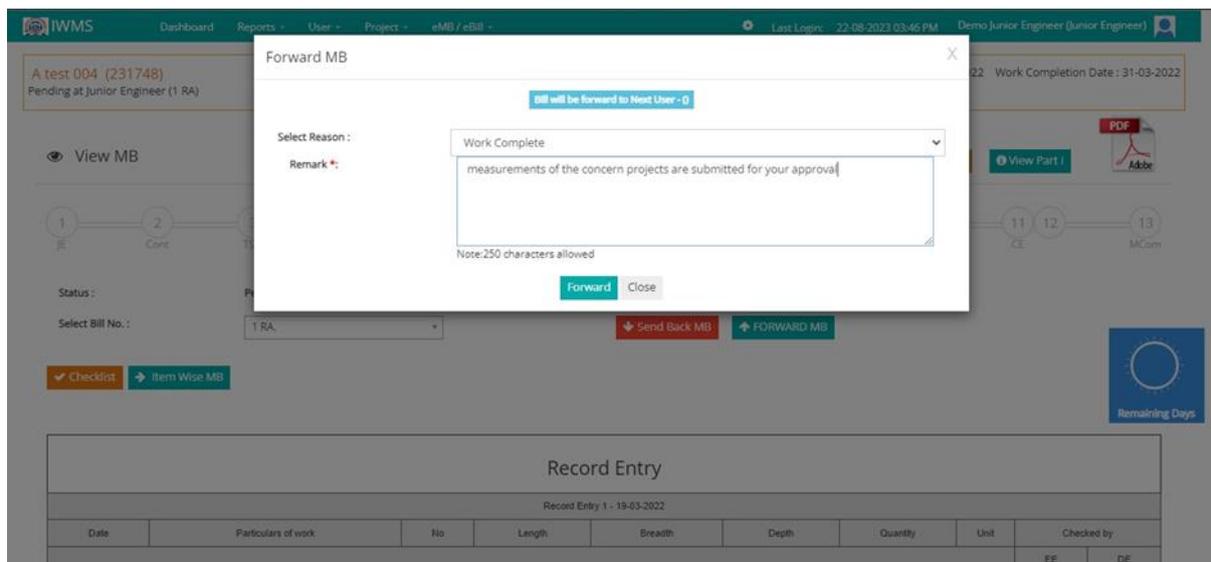
The screenshot displays the 'Vizag Port E-mb' software interface. The top navigation bar includes 'Dashboard', 'Project', 'eMB / eBill', 'Documents', 'User', and 'Reports'. The main content area shows 'Work Name : demo 07 (9) (Offline Tender)' and 'Pending at Assistant Engineer (1 and Final)'. A note below reads: 'Note:- Please Make Sure that Royalty & Consumption Updated Before Fin'. Below this is a 'Schedule B Details' section with an 'Advanced Search' button. A table lists 'QC Items' and 'Royalty Items', with a status 'Displaying 1-5 of 5 results'. A dropdown menu is open over the 'eMB / eBill' tab, listing options: 'Manage Schedule B', 'Create MB / Add MB data', 'Scrap MB', 'Edit MB / Edit MB data', 'View MB', 'Abstract', 'View Bills', 'Manual MB Setting', 'All Pdf', and 'Contract Management' (which is highlighted in blue).

- Click on E-mb tab
- select contract management
- click yes on time extension option

- add date till extension
- add document
- add other required details and save

12: Forward MB

Once all the details have been added and all the forms like Abstract are generated then the generated E-mb and documents are to be forwarded to senior officials for checking and verification. 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

13: Generating Reports

The reports of all the mb recorded in the system can be generated using following steps.

Vizag Port E-mb Dashboard Project - User - Reports - Demo eJE (Junior Engineer)

Reference Documents Completed Projects All Projects

Pending Project For Approval

Advanced Search

Displaying 1 of 1 result.

Sr No	Action	Work ID	Work Order Date	Bill No	Sent By	Status	Fund Head	Action
1	demo05 (PID - 6) (GST -) Junior Engineer - Demo eJE Contractor - Demo Contractor (Offline Tender) Updated By Demo eJE1(Junior Engineer)	100wo	01-08-2023 Tender Amount Rs 100000(1%)	RA - 1 st Bill Date 08-01-2024				GO

- Click on Report tab
- Add department
- Add necessary details like project type and dates for generating reports etc.
- Results of it will be shown below.

Vizag Port E-mb Dashboard Project - User - Reports - Demo eJE (Junior Engineer)

All Report

Project Type:

Department: Sub Department: Division:

Date: From To

Show entries Search:

Sr. No.	Name of the Project	Project type	Department	Name of contractor/firm	Work order number	Work order date	Work completion date	Status of work	Amount
No data available in table									

Showing 0 to 0 of 0 entries Previous Next