# **Prepayment Operation manual**

## 1 User management

Click Noida file to run and enter the landing page

	E Login	<u> </u>
	UserName	
	PassWord	
t	Login Close	

Enter the user name and password, click "Login" to enter the home page of system



### 1.1 CUSTOMER INFORMATION

Click on "Customer Information" in the navigation bar of customer into the page of customer information

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Click on "Add Customer" button, input customer information when the page of user information addition pop out, and bind the customer info with the corresponding meter.

Click	on	"Save"	button	Prompt	"Save	Success"
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Select the customer who needs to be modified in the page of customer list Click on "Update Customer" button, then it will skip to the editing page of user

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information and modify user information  $_{\circ}$ 

Click on "Update" Prompt "Update Success".

In the page of user list, click on "Export" popping out the window of "SAVE EXCEL FILE", select the path to the export file, input name of export file, click on "Save" Prompt: "Save EXCEL Success".

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Click on "Close" Window closed.

#### 1.2Users cancel the account

In the navigation of "Customer", Click on "CancelAccount", in the user list, Select the user records of account cancel which needs to be (Not support multi-user to cancel account at the same time ), click on the check box of "Cancel Account" pitch on "Print Receipt" to make sure if printing the receipt of account cancel.

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Prompt the user the confirmation box of account cancel, click on "No" the page is returned. click on "Yes".

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#### 1.3 Records of account cancel

Export the records of account cancel $_{\circ}$  click on "CancelAccount Record" in the navigation bar of Customer, and show the page of records of account cancel by user.

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Popping out the dialog box of file export, select the path of file storage, input the stored file name click on "Cancel" button, the page is returned, click on "Save" button, prompt "Save Success".

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#### 2Energy meter management

In the navigation bar of "Meter", click on "Meter Information", which shows the page of energy meter list

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Click on "Add Meter" button, which shows the page of energy meter addition.

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Input electricity meter information, click on "Save" button, prompt the check box to fill up "0" in the width of meter address  $_{\circ}$ 

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Update meter information, select meter information which needs to be updated in the page of meter list, modify meter information while popping out the updated page of energy meter.

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Click on "Close" button on page, window closed.

## **3Power purchase management**

#### 3.1Power purchase

In the navigation bar of "Purchase", click on "Purchase", it displays the page of meter reading list  $_{\circ}$ 



#### Same as above



Click on the user list, in the bar of Purchase Rs or Purchse Power, input power purchase information. In the check box of Print Receipt to select if it is needed to print the receipt of power purchase.

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When this is the first power purchase of customer in the current month, the page will prompt that the details of managerial fee which needs to be handed over, click on "NO" button, page is returned, click on "YES" button.



Page prompts this power purchase information. click on "NO", page is returned. Click on "YES" Page prompts "Purchase Success".



### **3.2Power purchase records**

In the navigation bar of Purchase, Click on "Purchase Record", enter into the page of record list of power purchase, click on "Export" button $_{\circ}$ 

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Click on "Close" button, window closed.

#### **3.3Records of managerial fee**

In the navigation bar of Purchase, click on "Managerial Fee Records", enter into the page of managerial fee list, click on "Export" button.

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Click on "Close" button, window closed.

## 4Meter reading management

### 4.1Meter reading

In the navigation bar of "Reading", click on "Meter Reading "which displays the page

#### of meter reading list

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Click on the user list on the left, select the customer who needs to read meter. If selecting all users, please click on "Select All" button.

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#### **4.2Export of meter reading records**

In the navigation bar of "Reading", click on "Meter Reading Record" which displays the page of meter reading list。 Click on "Export" button。

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Page pops out the window of "SAVE EXCEL FILE", input the stored file name, and path of file click on "Save" button.

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Click on "Close" button, window closed.

### 5Power on /off

In the navigation bar of "Power Off | On", it displays the data list of power on /off of customer, Click on "Select All" on page. Current customers on this page is under pitching-on status and click on status again, which turns out not to be pitched on



Select the customer who needs to power on /off, click on the page of "Power Off", the selected user from power-off, click on "Power On" the selected user from power-on. Power off gets succeed.

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Power on gets succeed.



#### **6Error correction**

In the navigation bar, click on "Correct", which displays data list of error correction from users, Select the customers who needs to correct error on page (multiple choice not supported), click on "Close" button, page will be returned, then click on "Correct" button.



Page pops out the window of password confirmation, input the right password, click on "Submit" button.

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Click on "OK" button, page is returned.



## **7Configuration management**

### 7.1System Exit.

In the page of navigation bar, click on "Exit" , system get exited  $_{\circ}$ 



### 7.2Update the login information

In the page of navigation bar, select "Update Login Info" in the configuration, which displays the updated page of login information from users.



Input the login information from users, click on "Submit" button. Page prompts "Update Success". Click on "Close" button, page closed.



### 7.3Parameter setting

In the page of navigation bar, select "Param Set" in the configuration. It will display the page of password confirmation.



Input the right password, click on "Submit" button.



Enter into the page of parameter setting, input the needed modified parameter.

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### 7.4Login Again

In the page of navigation bar, to select "Login Again" in the configuration  $_\circ$  Click on "Login Again".

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