

## E- MANUAL FOR EMB AND E-BILL SOFTWARE

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## **Application Overview**

Electronic Measurement Book & Electronic Bill (EMB & Ebill) is the Application Software for online creation of BOQ, Emb and Ebill of an already awarded work/ tender. The application allows users to capture data at various levels of the procurement process in a secure manner. The application can be accessed with valid registered Email ID or registered mobile number. The application is divided in different work areas depending upon the nature of activity .This document describes processes related to the software working. The application is further subdivided into following heads:

1. **Dashboard:** A dashboard is the overview of the resources assigned to you and the status related to it.
2. **Administration:** The administration is further subdivided into two parts: master data and user. The master data will enable you to create work, vendor, project, code value etc. Whereas the user will help you create to create various users by assigning them the roles and resources that are related to their designation.
3. **BOQ**
4. **EMB**
5. **CB**
6. **DEVIATION**
7. **COMPLETION**
8. **DEPARTMENT**
9. **HELP**

**This part of the manual will be mainly explaining you the working of Login, Dashboard and Administration (user) only. The other parts of the manual will be explaining the other heads.**

## LOGIN

In order to login to the software the user must login to the below mentioned link i.e. <https://erp.upda.co.in>. Once the user clicks to this link they are directed to the login screen of the software. The users have been provided the login via two options i.e. Mobile number and Email id. The user can only login via their registered email id or mobile number only. The feature for contractor login is also provided here.

Uttar Pradesh Development Authorities

### EMB Login

Mobile no. Login facility for users.

LOGIN WITH MOBILE NO

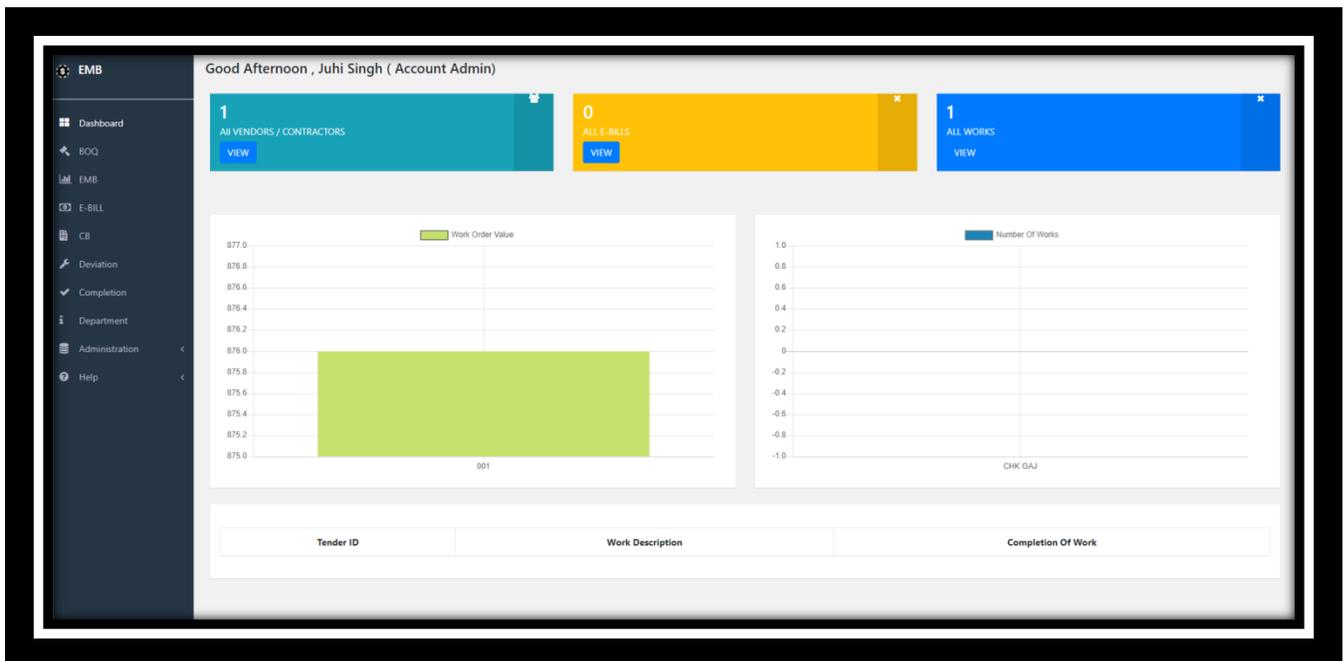
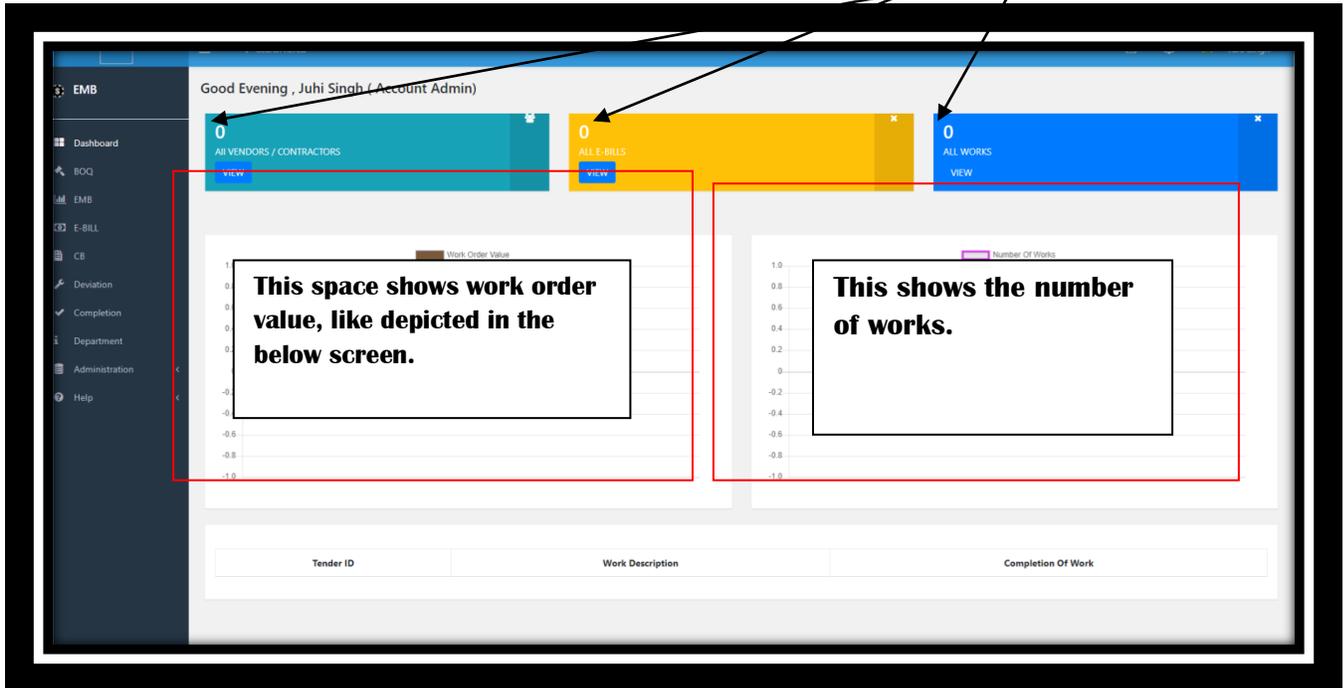
Enter Mobile Number:

Log In using your Google account

The contractor/ vendor can login from here.

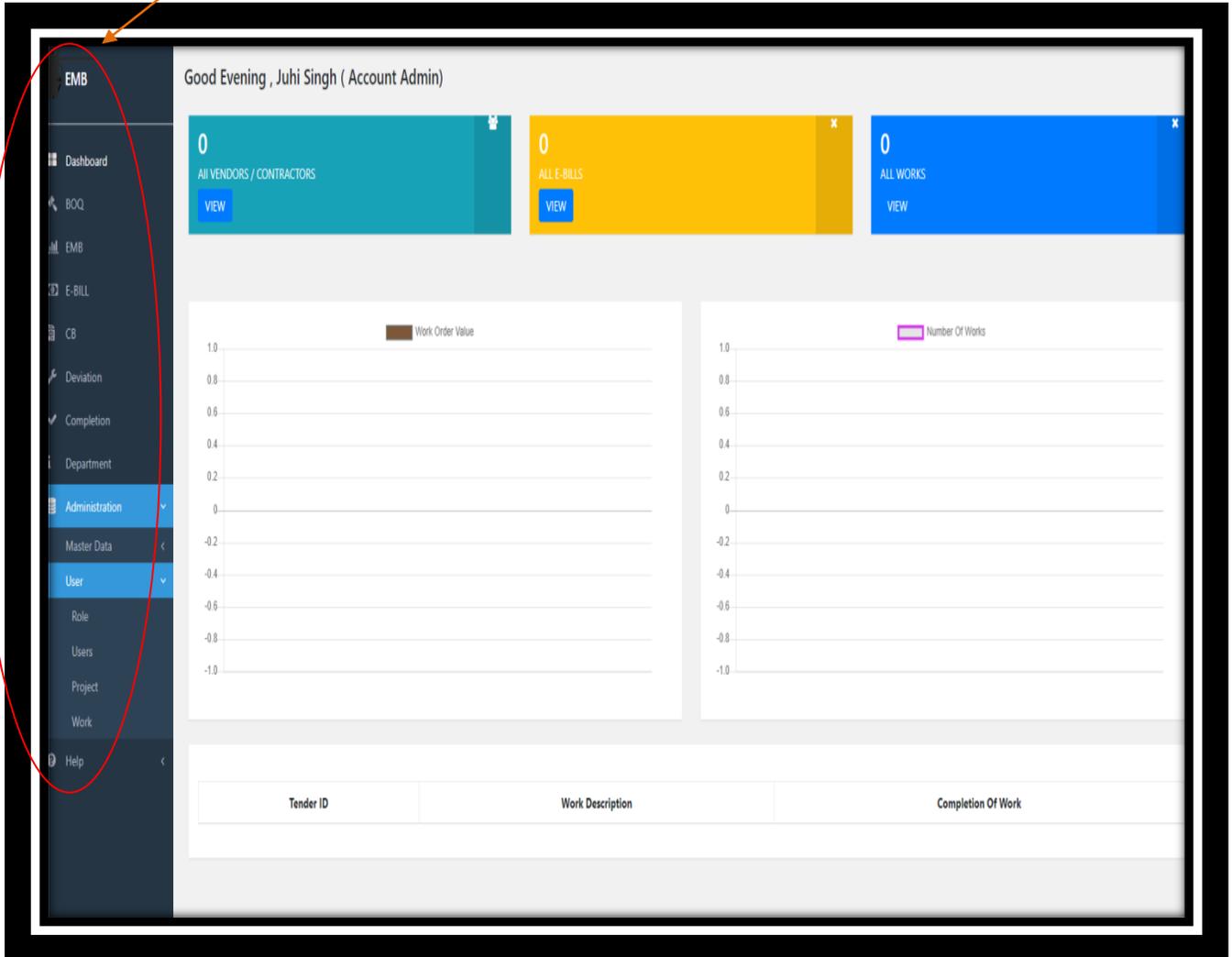
## DASHBOARD

This is how the dashboard looks like when JE/AE/EE/SE/PWC/Accountant logs in. Where, they can get the list of vendors under them, works and e bills under them by clicking on the view button.



## ADMINISTRATION

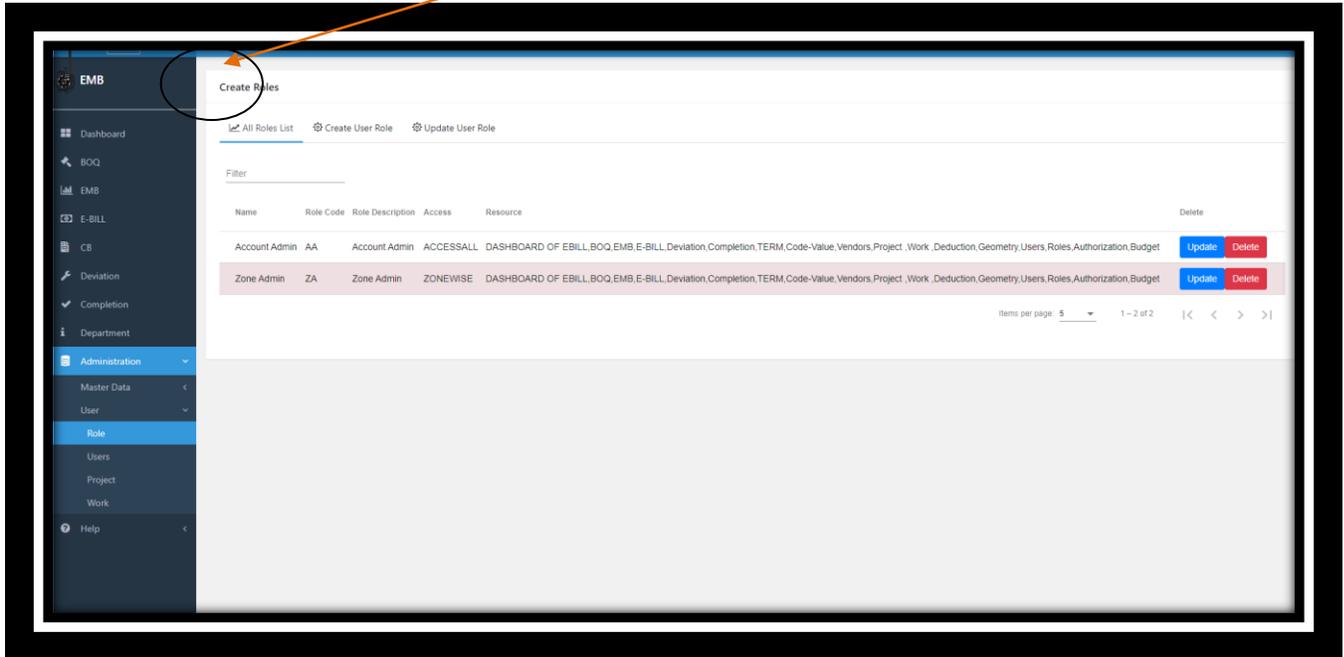
The marked area in red oval depicts the items in menu that will be available to you. Here, you can see that if you click on administration, then it further shows you two more options, that are: Master Data and User.



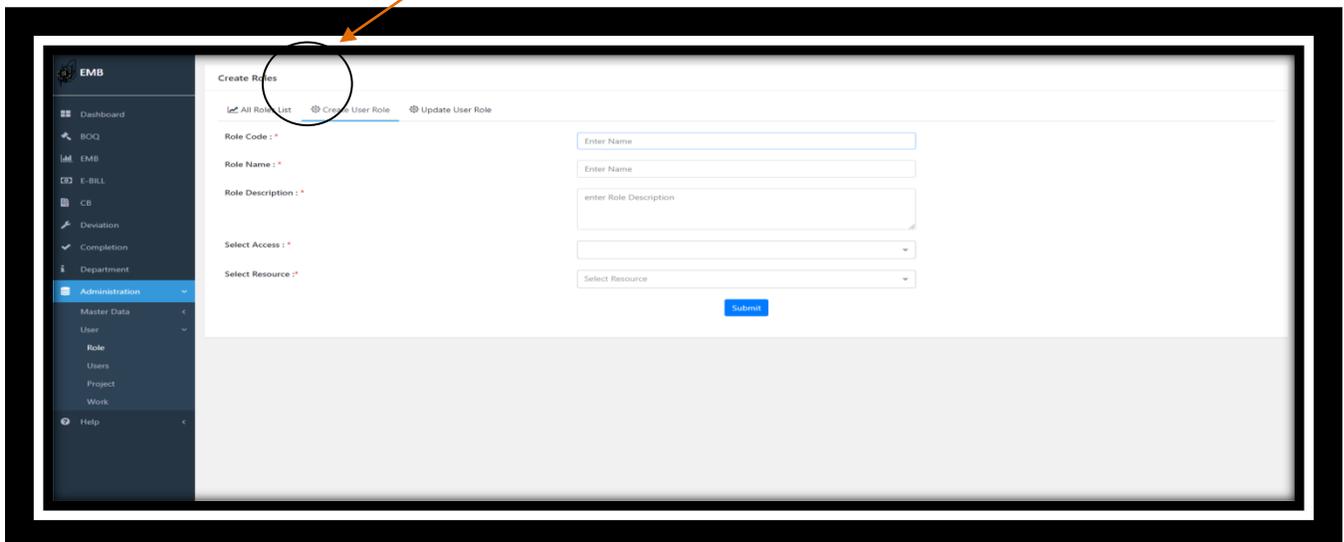
**ADMINISTRATION** → **USER**

Once a person clicks on User, there are various other functionalities that are made available to you, which are: Role, Users, Project, Work.

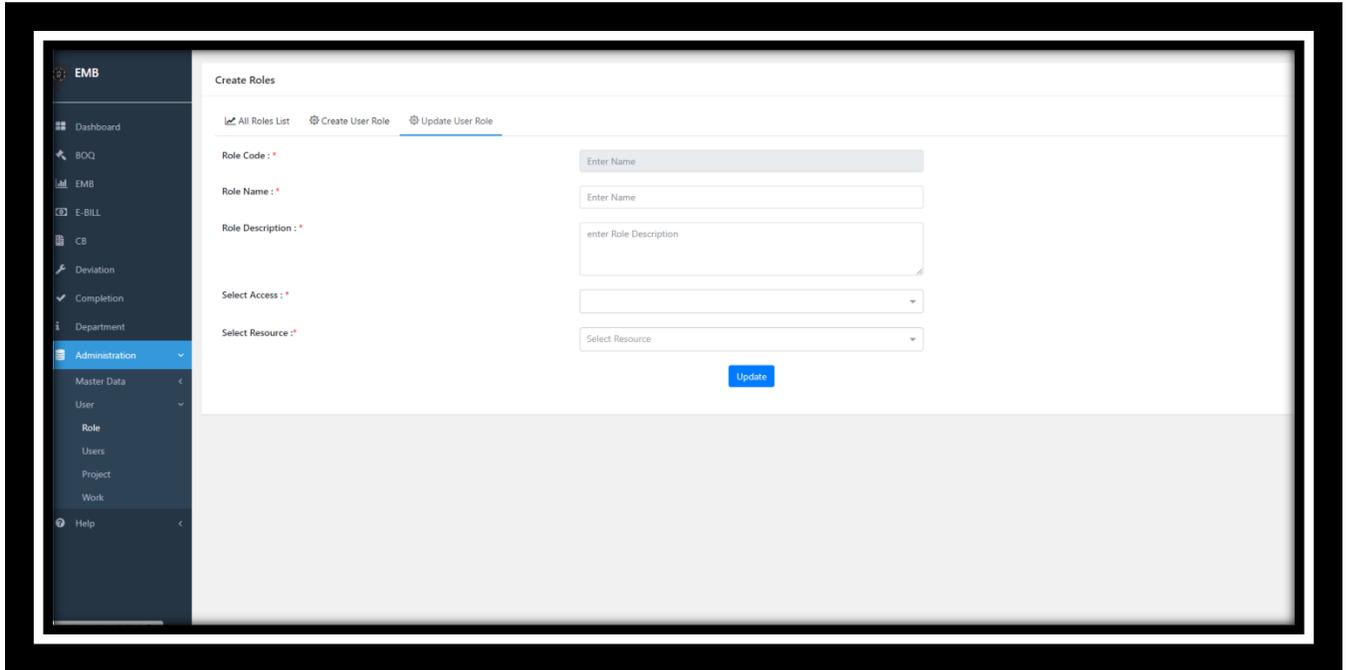
Once a person clicks on Role, the below depicted screen opens up which shows you the List of all the roles previously created. The roles can be only created by the account admin.



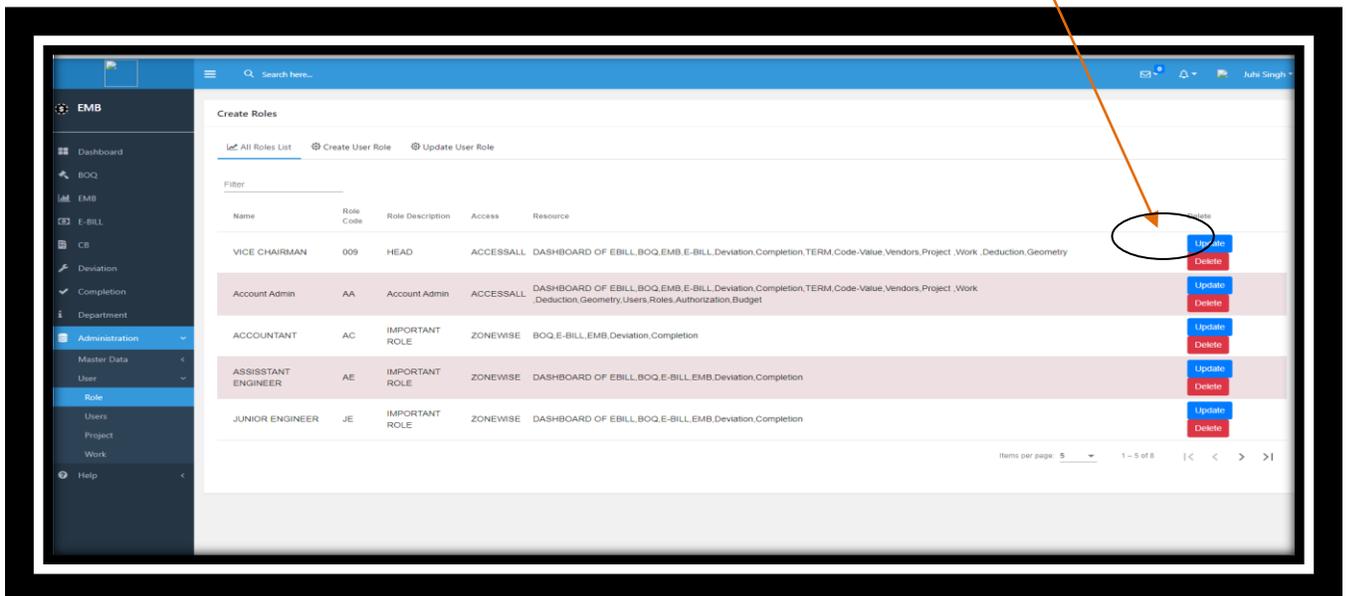
Below depicted screen is the screen of "Create User Role", which is also available to the accounts admin in order to create a new role which is not previously existing in the list. A new role can be created by filling in the details asked on the screen.



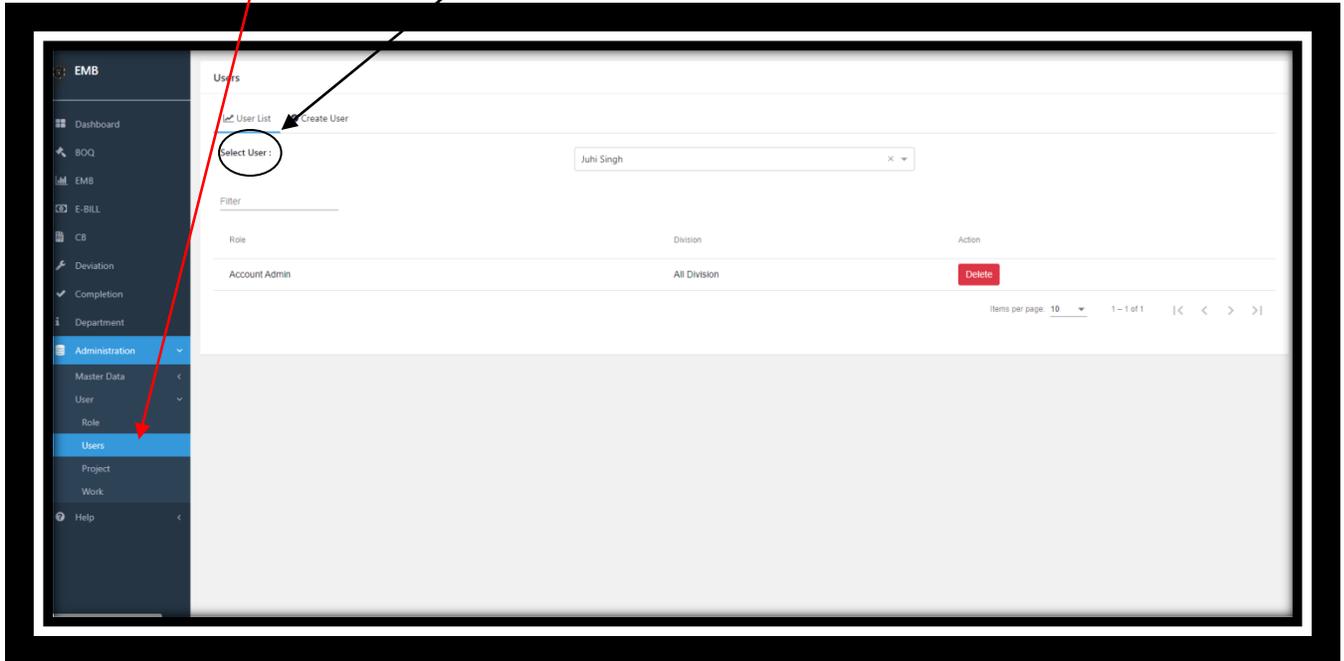
The below depicted screen is the screen that is available to update any previous created role. If you have made any spelling error or want to make any new changes for the role created then this function will help you.



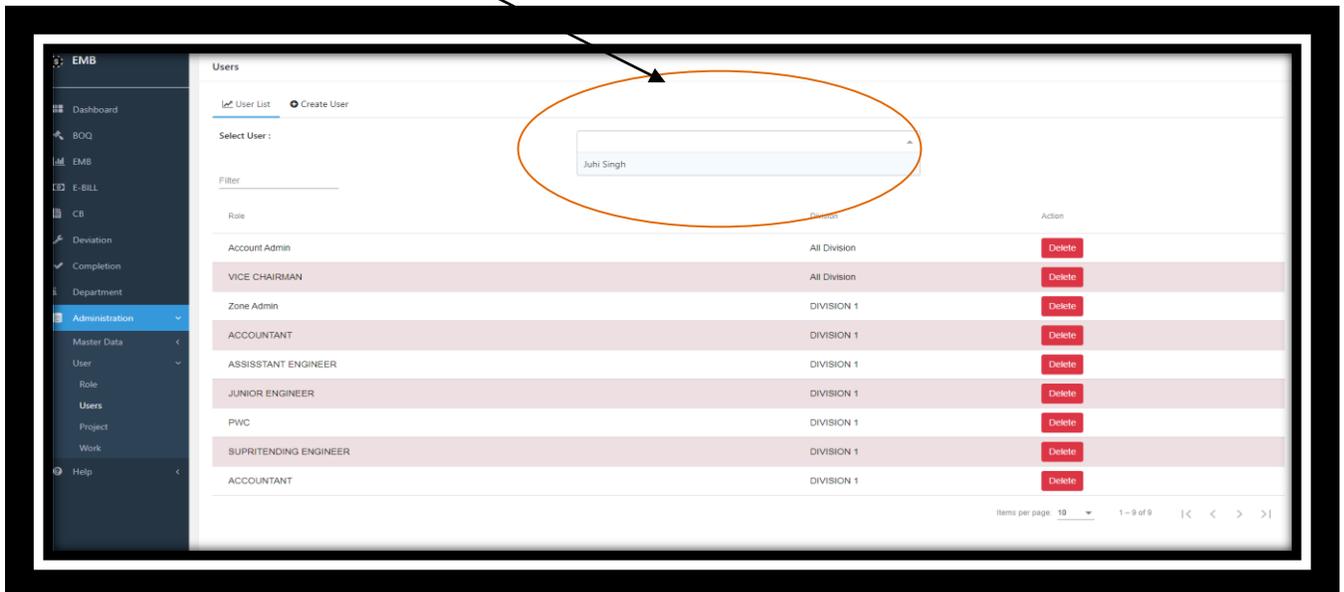
On the screen "All Roles List", there are two options are available to you: update, and delete. If a person clicks on the "update" button then they get redirected to the update screen with all the data previously filled in editable mode. Here you can edit the previously filled information and click on submit button to freeze/save changes made in the data.



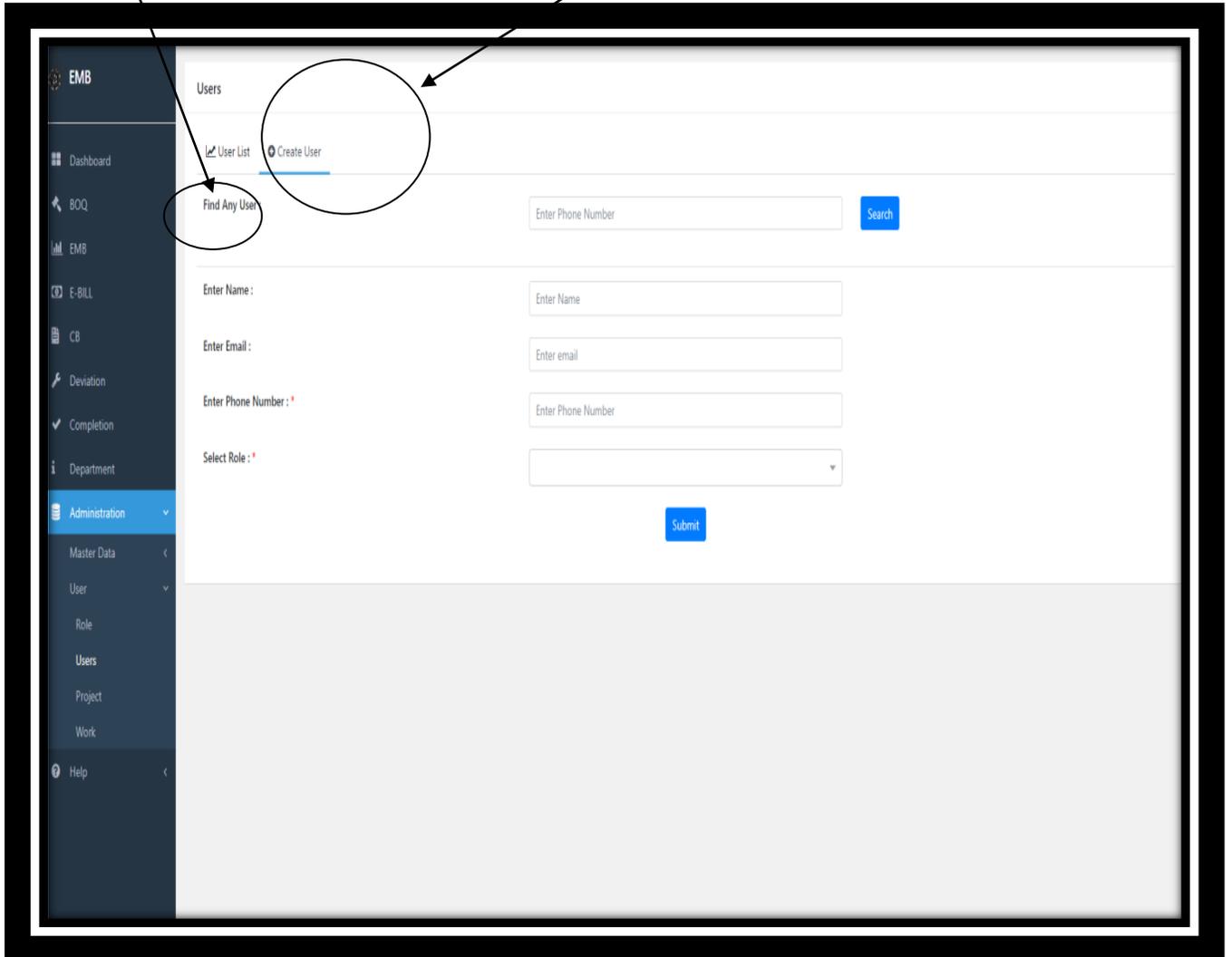
If a person clicks on “USERS”, then the below depicted screen will open which shows you the list of already created users. You also have to select the user from the dropdown menu bar available in front of it. Remember, this feature can be only accessed by account admin only.



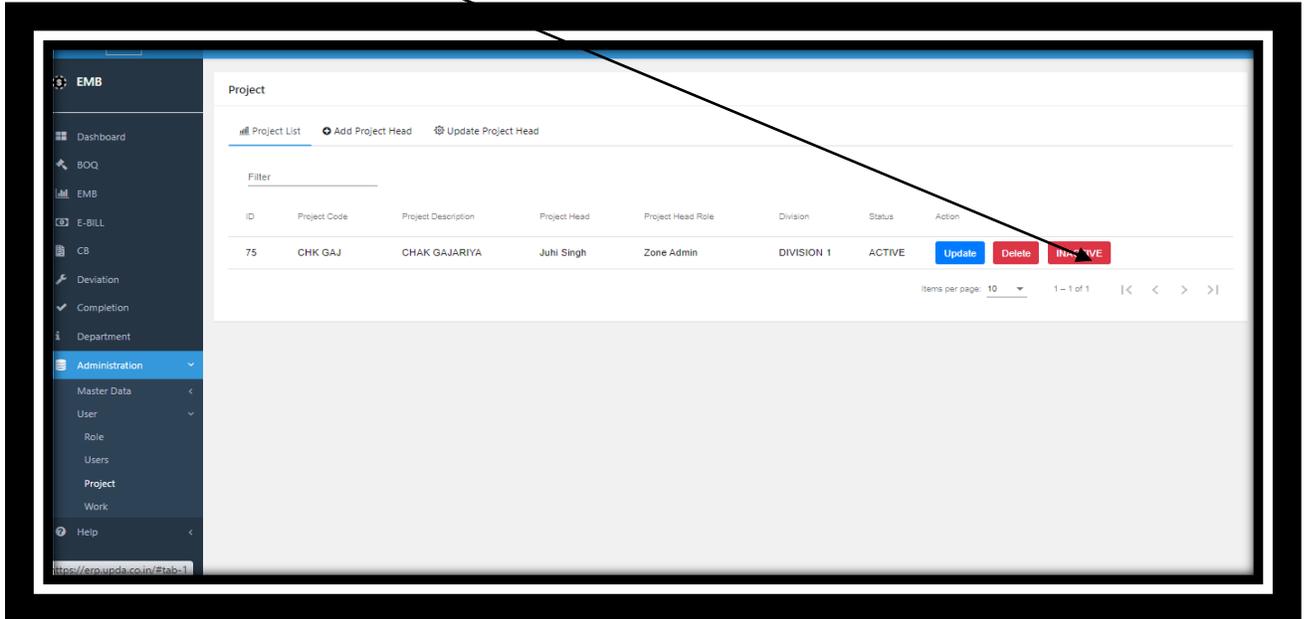
This screen is here to show you how the list is visible to you. In the dropdown only one name is available, as only one user has been created.



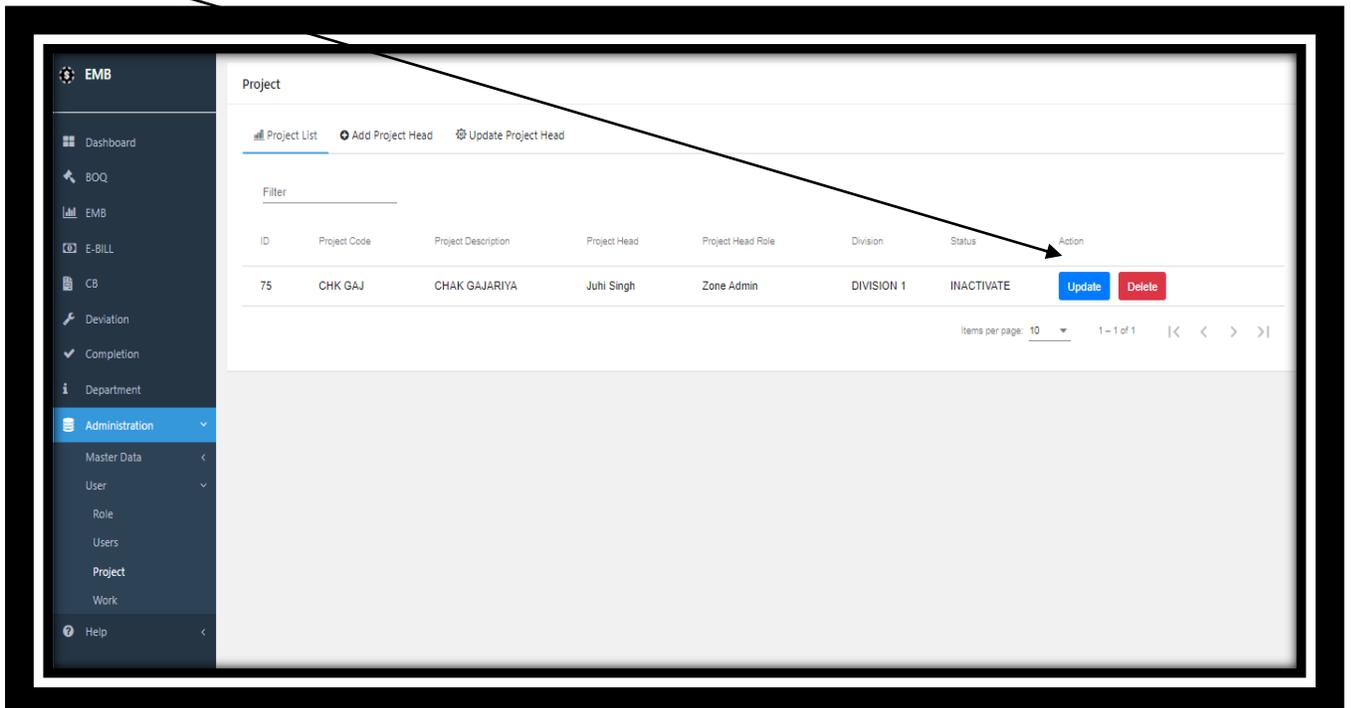
Here is the screen for a person to create a new user under the nomenclature “Create User”. On this screen a person can create a new user by entering all the fields. There is also another feature named “Find Any User”. One can enter the mobile number of any employee and click on search, if that user is existing then the fields below will autofill. You can select many roles for one same user. Remember, this feature can be only accessed by account admin only.



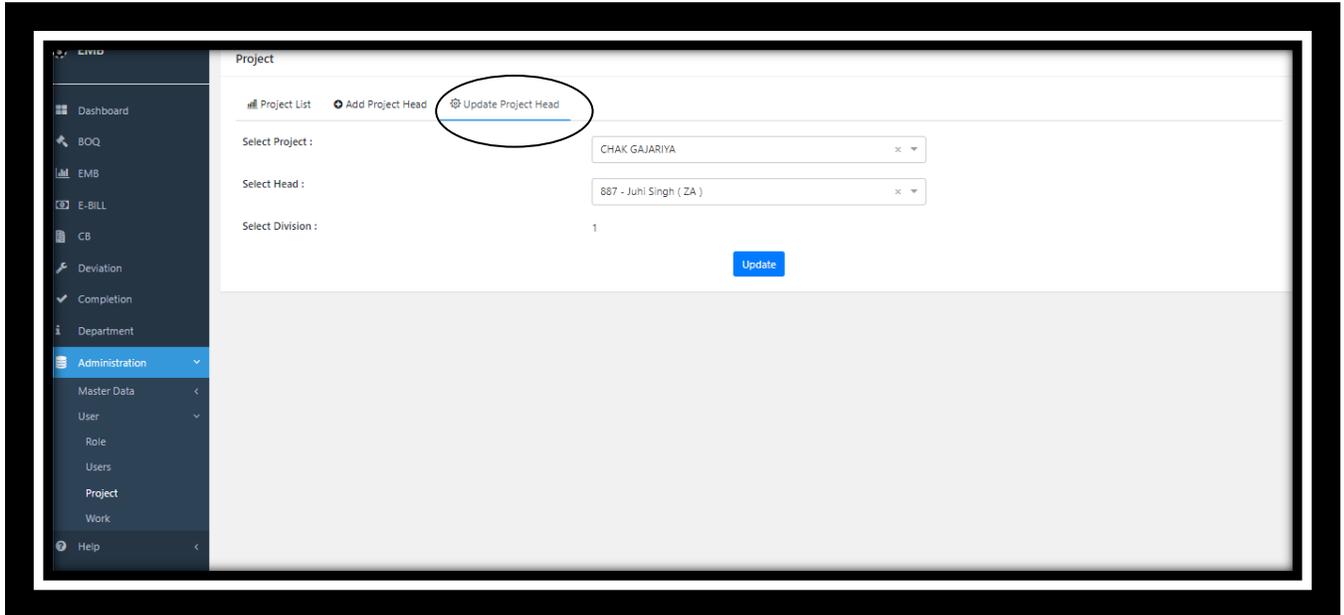
The below depicted screen is the screen of “Project List” under “Project”. Here one can see the Project heads list for all the projects. It even shows the status of the project head. The status is either active or inactive. If the zonal admin (as only zonal admin can assign heads for the projects under their division) clicks on inactive, then the status starts reflecting as inactive, otherwise the status remains active.



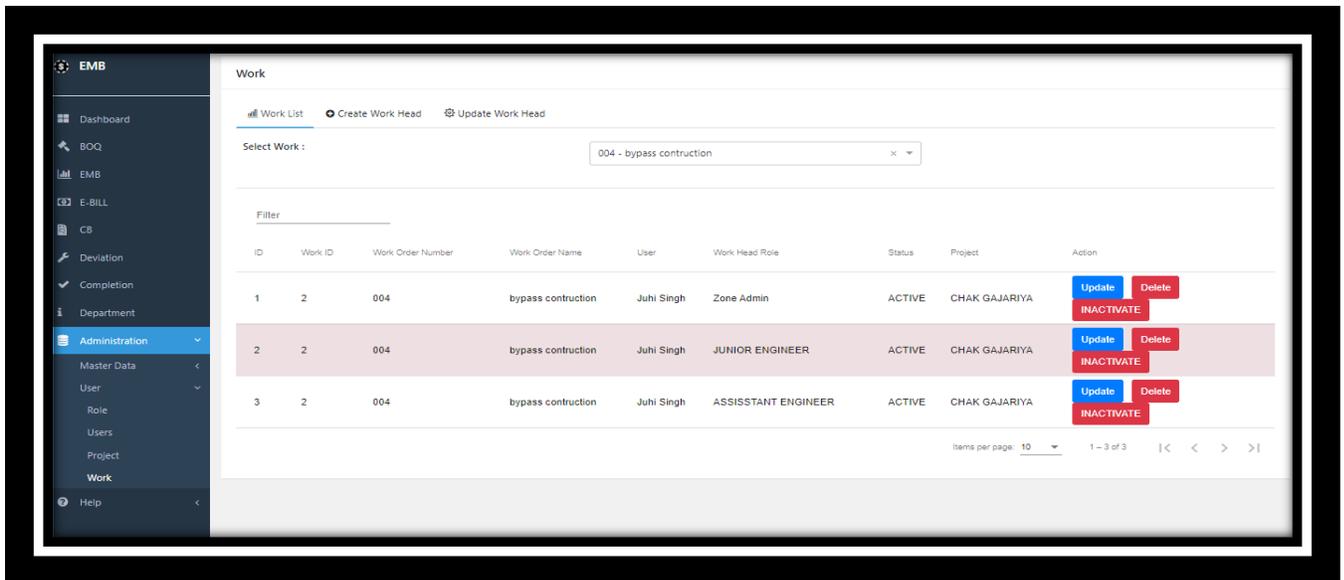
If the status of the user is inactive, and wants to change it to active again then the user needs to click on update. Remember, this feature can be only accessed by zone admin.



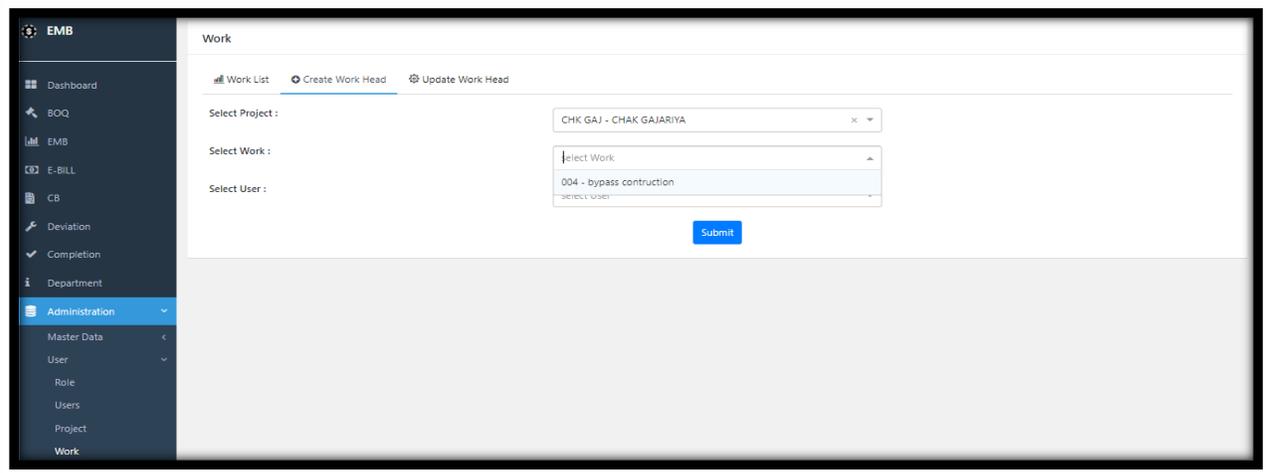
The moment the zone admin clicks on update, he/she will be directed to the screen “update project head”. If the zone admin clicks on the button submit, then the status would change to active again. Remember, this feature can be only accessed by zone admin.



Once a person clicks on “WORK”, the screen of “work list” opens which shows the work heads for the work. There is a field that says “select work”. Once the work gets selected from the dropdown menu, the work head created for that work appear on the screen. Here also we have the feature of changing the status to active and inactive same like we had under project. The work has three screens: Work List, Create Work Head, Update Work Head. Remember, this feature can be only accessed by zone admin.



In order to create a new work head, the zone admin needs to fill in the fields depicted in the below screen, click on submit once all fields are filled in. You can update the changes in the screen by going back to the screen of “work list” and clicking on update button in front of that item/ work head. As soon as you click on the update button you are directed towards “update work head” screen where the fields open in editable mode and one can easily update the changes. Remember, this feature can be only accessed by zone admin.



The screenshot displays the 'Work' creation interface within the EMB system. On the left, a dark sidebar contains a navigation menu with the following items: Dashboard, BOQ, EMB, E-BILL, CB, Deviation, Completion, Department, Administration (highlighted), Master Data, User, Role, Users, Project, and Work. The main content area is titled 'Work' and features three tabs: 'Work List', 'Create Work Head' (which is active), and 'Update Work Head'. Below the tabs, there are three input fields: 'Select Project' with a dropdown menu showing 'CHK GAJ - CHAK GAJARIYA', 'Select Work' with a dropdown menu showing '004 - bypass construction', and 'Select User' with a dropdown menu showing 'select user'. A blue 'Submit' button is positioned below these fields.