

# **Odisha e-Municipality**

## **Solid Waste Management System**

### **Training Manual**

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**Notice**

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## About this Manual

### Purpose

This manual has been written to help you understand and use the Solid Waste Management System application. It presents the functional capabilities and operational details of Solid Waste Management System, and contains the procedures that you should know for performing your business tasks using Solid Waste Management System.

### Intended Audience

This manual is primarily intended for Solid Waste Management officers who will use the Solid Waste Management System application to handle Accounting and risk management services. This guide can also be used by system administrators responsible for configuring and maintaining the application.

### Prerequisites for Use

Following are the prerequisites for understanding this manual:

**Functional** – Basic understanding of Solid Waste Management.

**Technical** - Basic understanding of Windows and GUI operations. You are expected to be familiar with operations such as using the mouse and keyboard to select, click or choose menu options and buttons and enter values in text boxes.

### Organization of the Manual

This manual is organized as follows:

**Introduction** provides an overview of Solid Waste Management System. It also details the hardware and software requirements, and interfaces with other systems.

**Getting Started** takes you on a quick tour of Solid Waste Management System. It gives a brief introduction about the general working features of Solid Waste Management System that you should keep in mind while working.

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# 1 Getting Started

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## 1.1 Introduction

The Solid Waste Management System application will help you provide quotes for customers in the Solid Waste Management System business. This application is integrated with Solid Waste Management System Redressal Management System to make the process of providing a quote easy and flexible. The additions or changes made to the Solid Waste Management System data are immediately reflected in this application.

Access to the Solid Waste Management System application is limited only to authorized Trainings. To use it, you must first log on to Solid Waste Management System using your Training ID and password. On logging in, Solid Waste Management System allows you to start any of the modules to which you have access rights.

## 1.2 Log In to Solid Waste Module

- 1 Open the Link of e-Municipality
- 2 Choose your location from drop down
- 3 Click on the link for 'Employee Login'
- 4 Give your user credentials and click on login
- 5 Navigate to Solid Waste

## 1.3 Add Vehicle Details

This feature helps the user to add the details of a new vehicle.

- 1 Navigate to Solid Waste → Waste Maintenance → Vehicle Details → Add
- 2 Enter the required details of the vehicle.
- 3 Click on the Submit Button.

## 1.4 Search Vehicle Details

This feature helps the user to search the details of a vehicle.

- 1 Navigate to Solid Waste → Waste Maintenance → Vehicle Details → Search
- 2 Select the search criteria from the drop down menus.
- 3 Click the “Get vehicle Details” button.



## 1.5 Edit Vehicle Details

This feature helps the user to edit the details of a vehicle.

- 1 Navigate to Solid Waste → Master Maintenance → Vehicle Details → Search
- 2 Select the search criteria from the drop down menus or simply click the “Get vehicle details” button.
- 3 Click the edit button of the vehicle where changes have to be updated.
- 4 Enter the changes to be made.
- 5 Click the “Submit” button.

## 1.6 Add Ward – Service Provider Detail

This feature helps the user to add the mapping of a ward and the service provider.

- 1 Navigate to Solid Waste → Master Maintenance → Ward-Service Provider → Add
- 2 Select the ward and service details from the drop down menu.
- 3 Click the “Submit” button.

## 1.7 Search Ward – Service Provider

This feature helps the user to search the mapping of a ward and the service provider.

- 1 Navigate to Solid Waste → Master Maintenance → Ward-Service Provider → Search
- 2 Select the criteria for search from the drop-down menu → Click the “Get Ward Details” button

## 1.8 Add Dumping Zone Details

This feature helps the user to add the details of a dumping zone.

- 1 Navigate to Solid Waste → Maste Maintenance → Dumping Zone Details → Add
- 2 Enter the required details of the Dumping Zone.
- 3 Click the “Submit” button.

## 1.9 Search Dumping Zone

This feature helps the user to search the details of a dumping zone.

- 1 Navigate to Solid Waste → Master Maintenance → Dumping Zone Details → Search
- 2 Enter the search criteria.
- 3 Click the “Get Dumping Zone” button.

## 1.10 Edit Dumping Zone Details

This feature helps the user to search the details of a dumping zone.

- 1 Navigate to Solid Waste → Master Maintenance → Dumping Zone Details → Search
- 4 Enter the search criteria.
- 5 Click the “Get Dumping Zone” button.
- 6 Click the “Edit” button
- 7 Enter the changes to be made.
- 8 Click the “Submit” button.

## 1.11 Add Ward – Vat Maintenance Details

This feature helps the user to add the mappings of ward and vat.

- 1 Navigate to Solid Waste → Master Maintenance → Ward – Vat Maintenance → Add
- 2 Enter the details of the Ward and Vat → Click the  
“Submit” button

## 1.12 Search Ward – Vat Maintenance

This feature helps the user to search the details of a ward and vat..

- 1 Navigate to Solid Waste → Master Maintenance → Ward – Vat Maintenance → Search
- 2 Enter the criteria for search
- 3 Click the “Get Ward To Vat Allocation” button.

## 1.13 Edit Ward – Vat Details

This feature helps the user to edit the details of a ward and vat.

- 1 Navigate to Solid Waste → Master Maintenance → Ward – Vat Maintenance → Search
- 2 Enter the criteria for search
- 3 Click the “Get Ward To Vat Allocation” button.
- 4 Click the “Edit” button.

- 5 Enter the changes to be made.
- 6 Click the “Submit” button.

## 1.14 Add Business Point Details

This feature helps the user to add the details of a Business Point.

- 1 Navigate to Solid Waste → Waste Maintenance → Business Point Details → Add
- 2 Enter the details of the Business Point
- 3 Click the “Submit” button.

## 1.15 Search Business Point Details

This feature helps the user to search the details of a Business Point.

- 1 Navigate to Solid Waste → Waste Maintenance → Business Point Details → Search
- 2 Enter the search criteria.
- 3 Click the “Get Business Point Details” button.

## 1.16 Edit Business Point Details

This feature helps the user to edit the details of a Business Point.

- 1 Navigate to Solid Waste → Waste Maintenance → Business Point Details → Search
- 2 Enter the search criteria.
- 3 Click the “Get Business Point Details” button.
- 4 Click the “Edit” button.
- 5 Enter the changes to be made.
- 6 Click the “Submit” button.

## 1.17 Add Vehicle Allocation

This feature helps the user to allocate a vehicle to a ward.

- 1 Navigate to Solid Waste → Allocation → Vehicle Allocation → Add
- 2 Select the details of the allocation.
- 3 Click the “Save” button

## 1.18 Search Vehicle Allocation

This feature helps the user to search the allocation of a vehicle to a ward.

- 1 Navigate to Solid Waste → Allocation → Vehicle Allocation → Search

- 2 Select the criteria of search.
- 3 Click the “Get Ward Vehicle Allocation” button.

### 1.19 Edit Vehicle Allocation

This feature helps the user to edit the allocation of a vehicle to a ward.

- 1 Navigate to Solid Waste → Allocation → Vehicle Allocation → Search
- 2 Select the criteria of search.
- 3 Click the “Get Ward Vehicle Allocation” button.
- 4 Click the “Edit” button.
- 5 Select the changes to be made.
- 6 Click the “Save” button.

### 1.20 Add Ward – Dumping Zone Allocation

This feature helps the user to add the allocation of a ward to a dumping zone.

- 1 Navigate to Solid Waste → Allocation → Ward – Dumping Zone → Add
- 2 Select the details of the allocation.
- 3 Click the “Submit” button.

### 1.21 Search Ward – Dumping Zone Allocation

This feature helps the user to search the allocation of a ward to a dumping zone.

- 1 Navigate to Solid Waste → Allocation → Ward – Dumping Zone → Search
- 2 Select the criteria for search.
- 3 Click the “Get Ward Dumping Zone Allocation” button.

### 1.22 Edit Ward – Dumping Zone Allocation

This feature helps the user to edit the allocation of a ward to a dumping zone.

- 1 Navigate to Solid Waste → Allocation → Ward – Dumping Zone → Search
- 2 Select the criteria for search.
- 3 Click the “Get Ward Dumping Zone Allocation” button.
- 4 Click the “Edit” button.
- 5 Select the changes to be made.
- 6 Click the “Submit” button.

### 1.23 Add Ward to Labour Allocation

This feature helps the user to add the allocation of ward to a labour.

- 1 Navigate to Solid Waste → Allocation → Ward to Labour → Add
- 2 Select the details of the allocation.
- 3 Click the “Save” button.

### 1.24 Search Ward to Labour Allocation

This feature helps the user to search the allocation of ward to a labour.

- 1 Navigate to Solid Waste → Allocation → Ward to Labour → Search
- 2 Select the criteria for search
- 3 Click the “Search labour Allocation” button.

### 1.25 Edit Ward to Labour Allocation

This feature helps the user to edit the allocation of ward to a labour.

- 1 Navigate to Solid Waste → Allocation → Ward to Labour → Search
- 2 Select the criteria for search
- 3 Click the “Search labour Allocation” button.
- 4 Select the changes to be made.
- 5 Click the “Save” button.

### 1.26 Preparation of Daily Job Card

This feature helps the user to prepare the daily job card.

- 1 Navigate to Solid Waste → Trip Management → Daily Job Card → Add
- 2 Enter the details of the job card.
- 3 Click the “Submit” button.

### 1.27 Search Daily Job Card

This feature helps the user to search for the daily job card.

- 1 Navigate to Solid Waste → Trip Management → Daily Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search Daily Job” button.

## 1.28 Print Daily Job Card

This feature helps the user to search for the daily job card.

- 1 Navigate to Solid Waste → Trip Management → Daily Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search Daily Job” button.
- 4 Click the “View Job Card” button.
- 5 Click the “Print Daily Job” button.

## 1.29 Edit Job Card

This feature helps the user to edit for the daily job card.

- 1 Navigate to Solid Waste → Trip Management → Daily Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search Daily Job” button.
- 4 Click the “Edit Job Card” button.
- 5 Enter the changes to be made.
- 6 Click the “Submit button.

## 1.30 Actual Trip Status Details Entry

This feature helps the user to add the details of the actual trip status.

- 1 Navigate to Solid Waste → Trip Management → Daily Job Card → Actual Trip Details
- 2 Enter the job card number.
- 3 Click the “Submit “button.
- 4 Enter the details of the trip status.
- 5 Click the “Save” button.

## 1.31 Preparation of Express Service Job Card

This feature helps the user to prepare the express service job card.

- 1 Navigate to Solid Waste → Trip Management → Express Service Job Card → Add
- 2 Enter the details of the job card.
- 3 Click the “Submit” button.

### 1.32 Search Express Service Job Card

This feature helps the user to search the express service job card.

- 1 Navigate to Solid Waste → Trip Management → Express Service Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.

### 1.33 Print Express Service Job Card

This feature helps the user to print the express service job card.

- 1 Navigate to Solid Waste → Trip Management → Express Service Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “View Job” button
- 5 Click the “Print” button

### 1.34 Edit Express Service Job Card

This feature helps the user to edit the express service job card.

- 1 Navigate to Solid Waste → Trip Management → Express Service Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “Edit Job Card” button.
- 5 Enter the changes to be made.
- 6 Click the “Submit button.

### 1.35 Actual Trip Status Details Entry for Express Service

This feature helps the user to add the details of the actual trip status for Express Service.

- 1 Navigate to Solid Waste → Trip Management → Express Service Job Card → Actual Trip Details.
- 2 Enter the Job number.
- 3 Click the submit button.
- 4 Enter the details of the trip.
- 5 Click the save button.

### 1.36 Preparation of Debris Service Job Card

This feature helps the user to prepare the debris job card.

- 1 Navigate to Solid Waste → Trip Management → Debris Job Card → Add
- 2 Enter the details of the job card.
- 3 Click the “Save” button.

### 1.37 Search Debris Service Job Card

This feature helps the user to search the debris job card.

- 1 Navigate to Solid Waste → Trip Management → Debris Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.

### 1.38 Print Debris Job Card

This feature helps the user to print the debris job card.

- 1 Navigate to Solid Waste → Trip Management → Express Service Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “View ” button
- 5 Click the “Print” button

### 1.39 Edit Debris Service Job Card

This feature helps the user to edit the debris job card.

- 1 Navigate to Solid Waste → Trip Management → Debris Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “Edit ” button.
- 5 Enter the changes to be made → Click the “Submit button.

### 1.40 Actual Trip Status Details Entry for Debris Service

This feature helps the user to add the details of the actual trip status for Express Service.



- 1 Navigate to Solid Waste → Trip Management → Debris Job Card → Actual Trip Details.
- 2 Enter the Job number.
- 3 Click the submit button.
- 4 Enter the details of the trip.
- 5 Click the Submit button.

### 1.41 Preparation of Final Job Card

This feature helps the user to prepare the final job card.

- 1 Navigate to Solid Waste → Trip Management → Final Job Card → Add
- 2 Enter the details of the job card.
- 3 Click the “Save” button.

### 1.42 Search Final Job Card

This feature helps the user to search for the final job card.

- 1 Navigate to Solid Waste → Trip Management → Final Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search” button.

### 1.43 Print Final Job Card

This feature helps the user to search for the final job card.

- 1 Navigate to Solid Waste → Trip Management → Final Job Card → Search
- 2 Enter the search details.
- 3 Click the “Search ” button.
- 4 Click the “View” button.
- 5 Click the “Print ” button.

### 1.44 Edit Final Job Card

This feature helps the user to edit for the final job card.

- 1 Navigate to Solid Waste → Trip Management → Final Job Card → Search

- 2 Enter the search details.
- 3 Click the “Search ” button.
- 4 Click the “Edit ” button.
- 5 Enter the changes to be made.
- 6 Click the “Submit button.

### 1.45 Actual Trip Status Details Entry of Final Job Card

This feature helps the user to add the details of the actual trip status for final job card

- 1 Navigate to Solid Waste → Trip Management → Final Job Card → Actual Trip Details
- 2 Enter the job card number.
- 3 Click the “Submit “button.
- 4 Enter the details of the trip status.
- 5 Click the “Submit” button.

### 1.46 View Vat Status

This feature helps the user to view the status of the vats.

- 1 Navigate to Solid Waste → Trip Management →View Vat Status
- 2 Select the fields.

### 1.47 Add Private Garbage Lifting

This feature helps the user to add the detail of private wards garbage lifting.

- 1 Navigate to Solid Waste → Miscellaneous Service→ Pvt Garbage Lifting → Add
- 2 Enter the details of the private garbage lifting.
- 3 Click the “Save” button.

### 1.48 Search Private Garbage Lifting

This feature helps the user to search the detail of private wards garbage lifting.

- 1 Navigate to Solid Waste → Miscellaneous Service→Pvt Garbage Lifting → Search
- 2 Enter the search details.
- 3 Click the “Search” button.

## 1.49 Edit Private Garbage Lifting

This feature helps the user to edit the detail of private wards garbage lifting.

- 1 Navigate to Solid Waste → Miscellaneous Service → Garbage Lifting → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “Edit” button.
- 5 Enter the changes to be made.
- 6 Click the “Save” button.

## 1.50 Mark the Attendance of Employees

This feature helps the user to mark the attendance of the employees.

- 1 Navigate to Solid Waste → Miscellaneous Service → Attendance → Add
- 2 Select a date.
- 3 Mark the attendance against the employee names.
- 4 Click the “Submit” button.

## 1.51 Search Attendance Sheet

This feature helps the user to mark the attendance of the employees.

- 1 Navigate to Solid Waste → Miscellaneous Service → Attendance → Search
- 2 Select a date → Click the Submit button

## 1.52 Create Express Service Receipt

This feature helps the user to create a receipt for Express Service.

- 1 Navigate to Solid Waste → Miscellaneous Service → Express Service Receipt → Add
- 2 Enter the details of the receipt.
- 3 Click the “Save” button

## 1.53 Search Express Service Receipt

This feature helps the user to search for the receipt of Express Service.

- 1 Navigate to Solid Waste → Miscellaneous Service → Express Service Receipt → Search
- 2 Enter the search details.

- 3 Click the “Search” button.

### 1.54 Edit Express Service receipt

This feature helps the user to search for the receipt of Express Service.

- 1 Navigate to Solid Waste → Miscellaneous Service→ Express Service Receipt → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “ View and Edit” button.
- 5 Enter the changes to be made.
- 6 Click the “Save” button.

### 1.55 Print Express Service Receipt

This feature helps the user to print for the receipt of Express Service.

- 1 Navigate to Solid Waste → Miscellaneous Service→Express Service Receipt → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “View and Edit” button.
- 5 Click the Save button.
- 6 Click the Print button.

### 1.56 Add Rate Maintenance

This feature helps the user to add the rate for labours and express service.

- 1 Navigate to Solid Waste → Miscellaneous Service→Rate Maintenance→ Add
- 2 Enter the details of rate.
- 3 Click the “Save” button.

### 1.57 Search Rate Maintenance

This feature helps the user to search the rate of labours and express service.

- 1 Navigate to Solid Waste → Miscellaneous Service→Rate Maintenance→ Search
- 2 Enter the search details.
- 3 Click “Get Rates” button.

## 1.58 Edit Rate Maintenance

This feature helps the user to edit the rate of labours and express service.

- 1 Navigate to Solid Waste → Miscellaneous Service→ Rate Maintenance→ Search
- 2 Enter the search details.
- 3 Click “Get Rates” button.
- 4 Click “Add New Version” button.
- 5 Enter the changes to be made.
- 6 Click the “Save” button.

## 1.59 Create Express Service Receipt

This feature helps the user to create a receipt for Debris Service.

- 1 Navigate to Solid Waste → Miscellaneous Service→Debris Service Receipt → Add
- 2 Enter the details of the receipt.
- 3 Click the “Submit” button

## 1.60 Search Debris Service Receipt

This feature helps the user to search for the receipt of Debris Service.

- 1 Navigate to Solid Waste → Miscellaneous Service→ Debris Service Receipt → Search
- 2 Enter the search details.
- 3 Click the “Search” button.

## 1.61 Edit Debris Service receipt

This feature helps the user to search for the receipt of Debris Service.

- 1 Navigate to Solid Waste → Miscellaneous Service Debris Service Receipt → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “ Edit” button.
- 5 Enter the changes to be made.
- 6 Click the “Submit” button.

## 1.62 Print Debris Service Receipt

This feature helps the user to print for the receipt of Debris Service.

- 1 Navigate to Solid Waste → Miscellaneous Service→ Debris Service Receipt → Search
- 2 Enter the search details.
- 3 Click the “Search” button.
- 4 Click the “ Edit” button.
- 5 Click the Save button.
- 6 Click the Print button

