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Empowering
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Solutions

Base IMIS

Emptying Information

Collection Mobile App

User Manual

Integrated Municipal Information System (IMIS)

Innovative Solution Pvt. Ltd (ISPL)

Base IMIS Emptying Information Collection Mobile App User Manual

Version 1.0

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Chapter 1 INTRODUCTION

1.1 Purpose

The purpose of the document is to instruct Desludging Vehicle Operators on the functionalities of Emptying Details Collection Mobile App that is used for filling details related to actual emptying operation. It details the step-by-step procedure of all implemented facilities within the App. It is to be noted that details related to actual emptying operation can also be entered in the system through the Web interface. The main purpose of this application is to provide the user with guidance to fill in the details of the emptying service as well as view the applications received. It provides an easy-to-use interface that directly connects the emptying operator with the IMIS web application.

1.2 Target Audience

Targeted users of this manual are Desludging Vehicle Operators of the Municipality or Outsourced Agency. This manual provides guidance to perform details related to actual emptying operation.

Chapter 2 APP INSTALLATION

An APK file will be made available in common access location or shared via link that can be downloaded and installed on your device.

2.1 Installation Procedure

- Download the APK file in your device and go to 'Downloads' folder using the 'File Manager'.
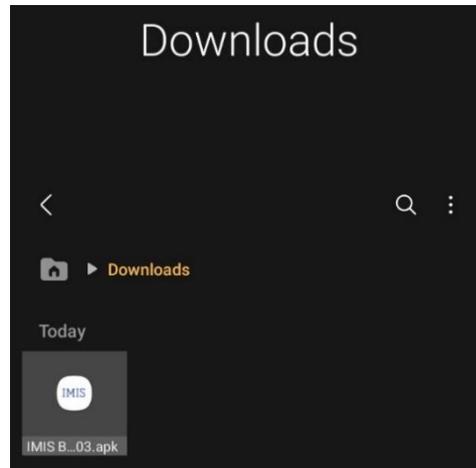
Figure 2-1 .APK file

- Locate the corresponding *.apk* file and tap on it. Installation process will begin.

- Tap on 'SETTINGS' button and allow the access, if system asks permission to install app from unknown source.
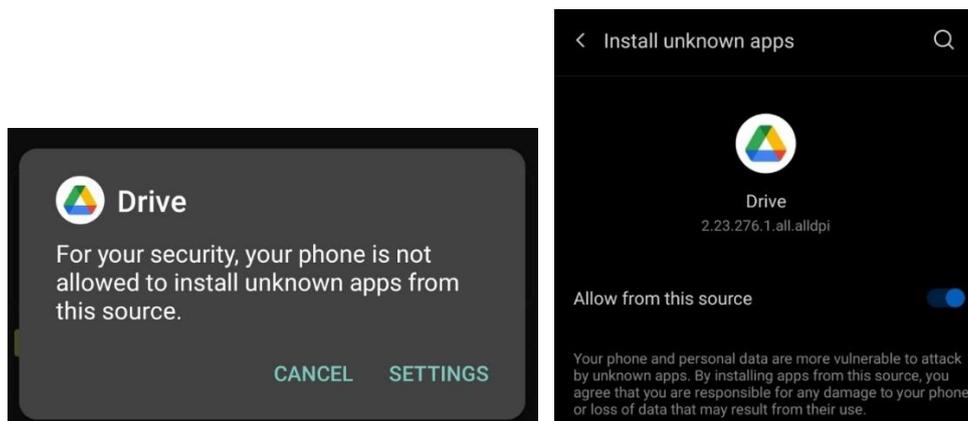
Figure 2-2 Access Permission

- Tap on *'Install'* button. An **"Installing…"** progress bar will be displayed.
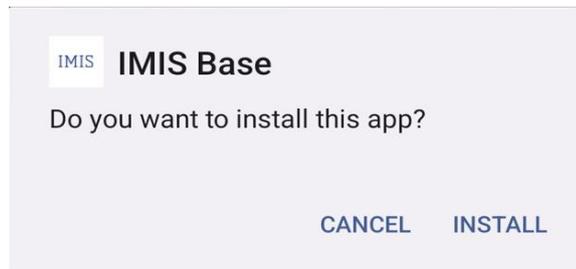
Tap on **'Open'** button after installation process is completed.
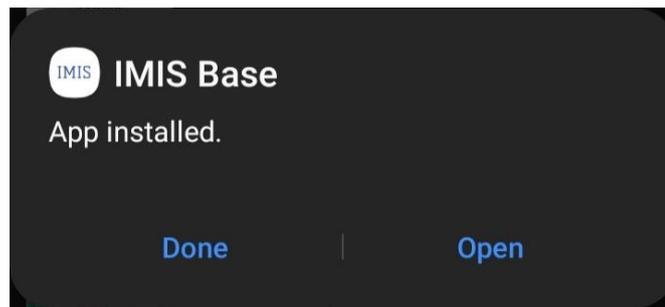
Overview:

- The installed app can also be accessed from App drawer or Launcher.

Chapter 3 ACCESSING THE IMIS

3.1 Opening the app/ Login

- On opening the app for the first time, the user is asked for their login credentials.

- Enter email address and password in textbox.

- Click on **'LOG IN'** button.
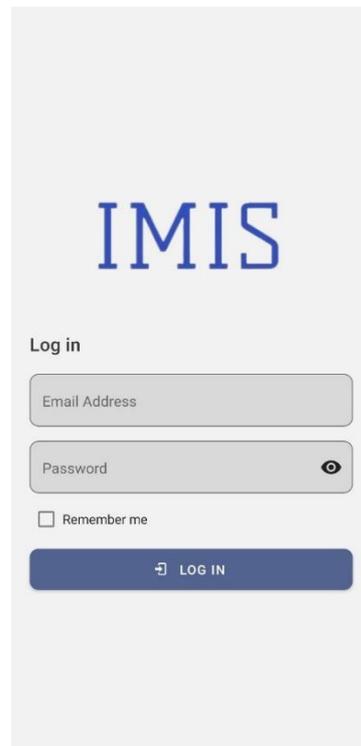
Overview:

- This login credential is created and provided by the Municipality Admin to the Engineering and Building Permit Department.

- The application retains the login information until the user's session becomes inactive and expires.

- It is to be noted that GPS needs to be turned on while using the mobile application. When the user is using the app for the first time, the user must provide the location permission to the app.

- Once successful login, the user is redirected to the Dashboard screen.

Chapter 4 DASHBOARD

4.1 Navigate to Dashboard

- After successful login, a dashboard page is displayed.
- The user must select '*Emptying Service'* card to enter details related to emptying service.
- Click on the three dots at the top right corner to get the log out option.
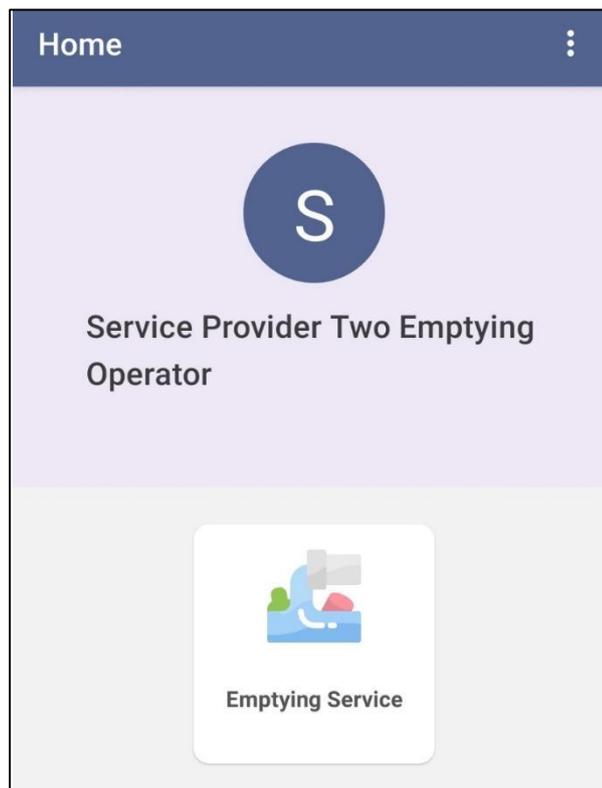
Figure 4-1 Dashboard

Overview

- Once the user is successfully logged in, the user is redirected to the Dashboard screen.

Chapter 5 COLLECTING EMPTYING SERVICES INFORMATION

5.1 Navigate to emptying service

- For collecting the emptying service details of the application, click on the *Emptying Service* on the dashboard.

- Once clicked, the user will be directed to a list of applications that have been created.
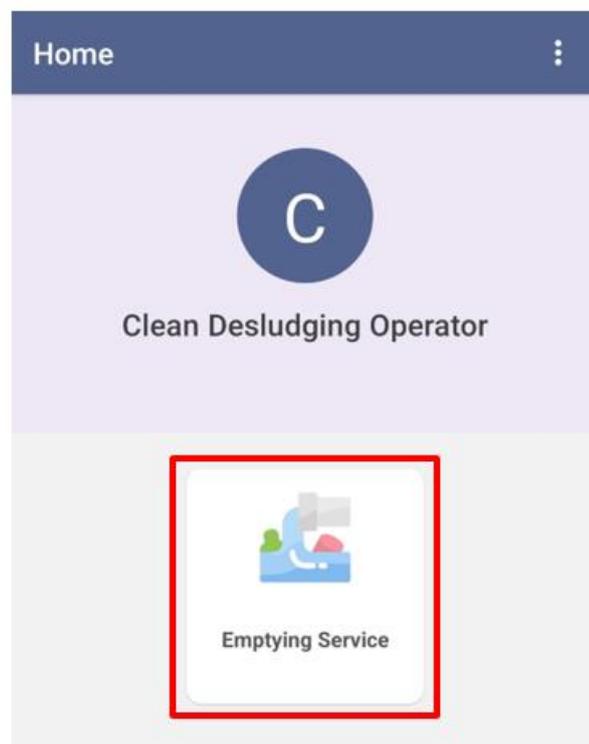
Overview:

- To initiate the emptying service process, the user must first access the Application List page.

- After the user is directed to the application list page, user can see the list of applications to fill up the details related to actual emptying operation.

5.2 Tools
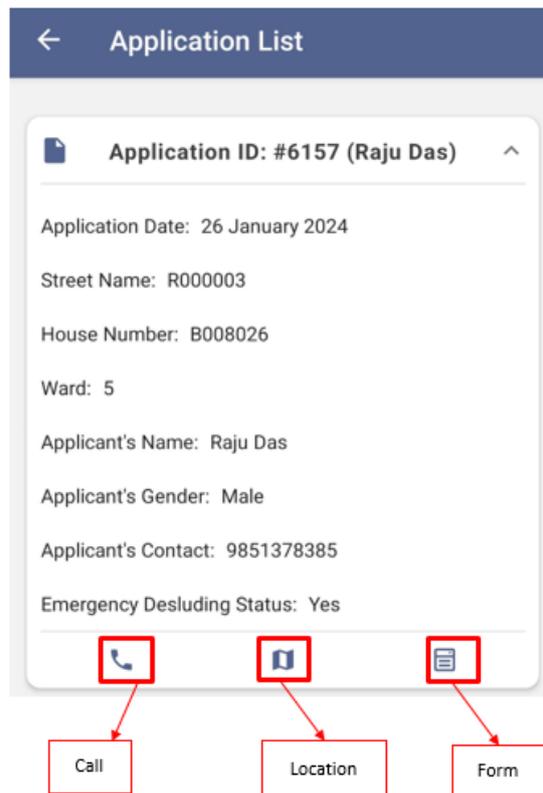
Figure 5-2 Application List

- **Call**: Click on the phone icon to call the Applicant directly.

- **Location**: Clicking on location icon allows the user to view the location of the user's containment that needs to be emptied on a map. After clicking the map icon, the user will be redirected to the google maps interface.
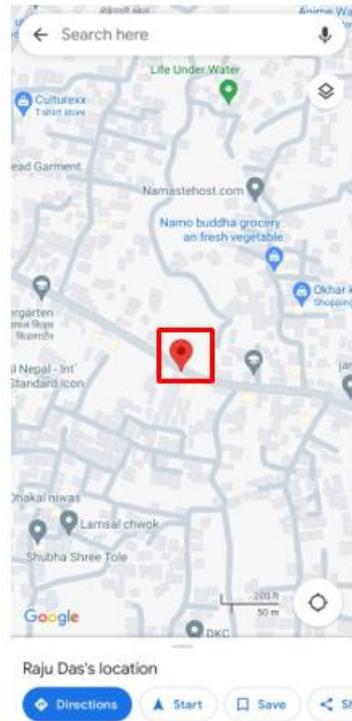
Figure 5-3 Location on Map

- **Form**: Clicking on the form icon permits the user to fill up the form required for emptying the containment service.

Overview:

- Applicant locations are based on each application received.

5.2.2 Emptying Service data collection

- On clicking the **Form** button, it redirects to the emptying service form.

- Fill the form on site with the required details and the user must press **'SUBMIT'** button to upload the details to IMIS.
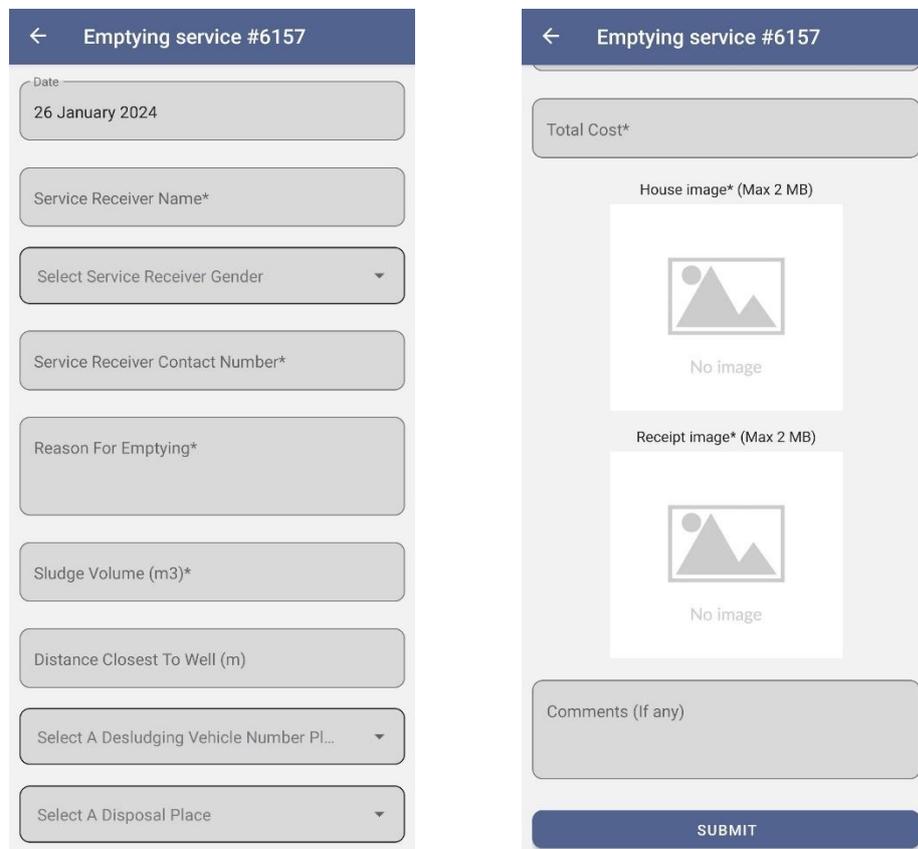
Figure 5-4 Emptying service form

Overview:

The Emptying service details page consists of different form fields which is mentioned below:

- Date (A.D): The date is auto filled.

- Service Receiver Name: Full name of the service receiver who was present at the time of emptying.

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- Service Receiver Gender: The gender of the service receiver who was present at the time of emptying.

- Service Receiver Contact Number: Contact number of the service receiver who was present at the time of emptying (This field allows only the numeric values).

- Reason For Emptying: The reason for which the containment was emptied.

- Sludge Volume: The amount of sludge that has been collected. A rough estimation can be entered in meter cube (m^3)

- Distance Closest To Well (m): Distance between the containment to closest well (This field allows only the numeric values)

- Desludging Vehicle Number Plate: The desludging vehicle license number plate which is used for emptying

- Disposal Place: The treatment plant where the sludge is going to be disposed.

- Select a Driver: Select the driver's name wo is responsible for operating the desludging vehicle.

- Emptier 1: The first emptier's name involved in the emptying process.

- Emptier 2: The second emptier's name involved in the emptying process.

- Start Time: The starting time of emptying the containment.

- End Time: The ending time of emptying the containment.The end time must be after the start time.

- No. of trips: The total number of trips required to empty the sludge (This field allows the numeric values).

- Total Cost: The total cost of the emptying process (This field allows only the numeric values).

- Receipt Number: The receipt number generated after the emptying process.

- Receipt Image: The image of receipt generated after the emptying process.

- House Image: Image of the building of which the sludge was emptied. It is required to attach the image of the house and receipt before submitting the form.

- Comments (If any): Comments to share the user thoughts after emptying process.

- For uploading the image of the House and Receipt, the maximum image size should be uploaded is "2 MB". The submitted data is then sent to the IMIS web application.

- All the fields which are denoted by asterisk (*), should be mandatorily filled. If any of the field is left empty, the app does not allow the user to submit the form and "The Field is required" message will appear below the missed field.

Chapter 6 MISCELLANEOUS (PERMISSIONS)

Overview:

- When the user first uses the application, they must provide the Location Permission to the app.

- Allow IMIS Base to access this device's location requested by the app by clicking "*WHILE USING THE APP*".

- The user is also prompted to turn on location services at all times while using the mobile application.
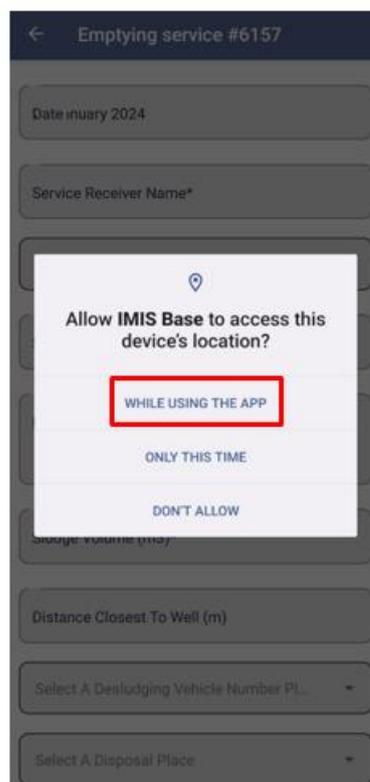
Figure 6- 1 Location permission