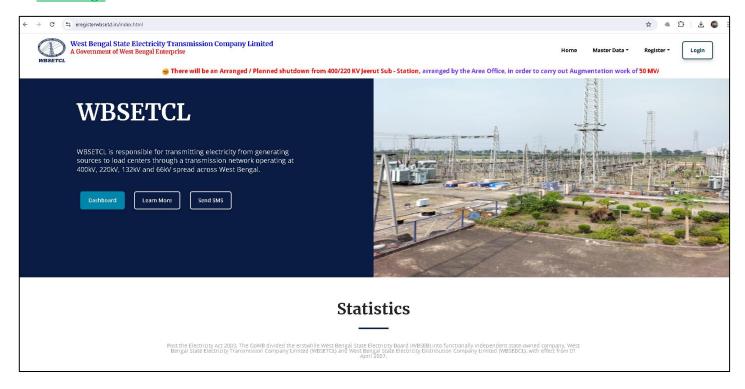
User Manual

URL: www.eregister.wbsetcl.in

• Home Page



Digital Log Register

STEP 1:

- Creation of New Sub-Station Entry:
 - Go to Master Data-> Create New Sub-Station
 - It will Ask for Default User ID and Password (As per Figure) and Press "Login" Buton. <u>Ask IT Department, WBSETCL-Shri. Abir Dutta for Default Log in Credential</u> or Refer to Circular.



- After Login Enter the details of the
 - ✓ Tr Zone, Area Office, Sub-station (From Drop Down Menu)
 - ✓ Email and Mobile No (Should be valid Sub-station in charge Mail Id and Official Mobile No which will be used for further approval process through OTP)
 - ✓ No of voltage class can be added/removed dynamically by pressing the +/- Button respectively and enter the class (e.g. 132 KV, 220 KV Etc.).
 - ✓ Provide New Password and Confirm Password for generating further Login credential.
 - ✓ Tick the 'Disclaimer' and 'SAVE' the details.

WBSETC	West Bengal State Electricity Transmission Company Limited A Government of West Bengal Enterprise CIN No. U40101WB2007SGC113474		ted Towering Heights বিদ্যুৎ সংবহন রপে, Illuminating Lives বাংলা এখন আলোর পথে Transmitting Happiness বাংলা এখন আলোর পথে
		Sub-Station and Operational Vol	tage Class Details Form
	Choose Transmission Zone: Choose Area Office: Select Your Sub-Station Name: Enter Valid Email Assigned to this Sub-Station: Enter Mobile Number Assigned to this Sub-Station Voltage Class:	Kasba V Kasba 220 KV abir_wbsetcl © [yahoo.com V] 132 KV Voltage Class V 1 220 KV Voltage Class V	Mobile No. & E-mail Id , As it is Mandatory for Password Recovery & Log Register APPROVAL Process)
New Password Confirm Password			
Please Check the Details Carefully Before Proceed. Once Click on "Save" Button Rectification of Details are Not Possible. N.B. By Clicking on "SAVE" Button, you will be and you will be logged off. For Further Transaction you have to Re- login with New Password. SAVE Reset			

After Saving it will show the Successful message new credential for further Login will be-

User Id: Registered full Mail Id (e.g.- abir_wbsetcl@yahoo.com)

Password: New password

STEP 2:

- Creation of New Equipment
 - Go to Master Data-> Creation of New Equipment Details
 - Login Using Newly Generated Credentials.
 - Now you can add Multiple Equipment/Bay for Multiple voltage class (Available for that SS) by pressing 'Save and Enter Next Voltage class wise Equipment' Button after entering details of the Bay as shown in Figure.

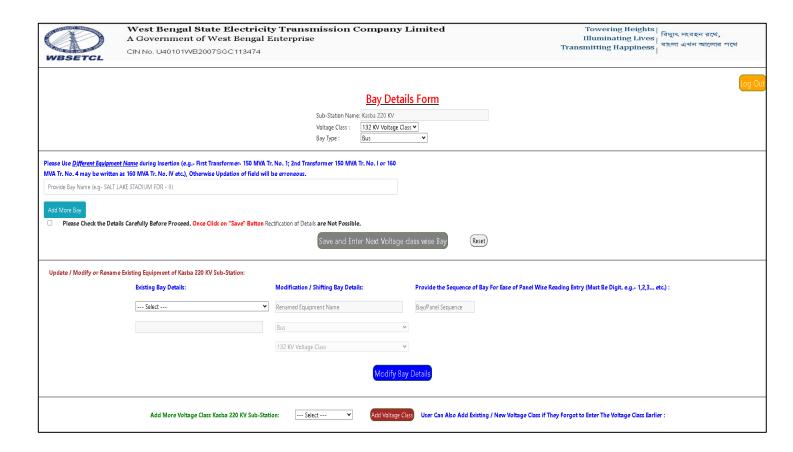
For Example: -

Choose the Voltage class 132 KV and

- o Complete Entry of all Equipment entry for 132 KV 'BUS'.
- o Then Complete Entry of all Equipment entry for 132 KV 'Feeder' and so on.

Now Change the Voltage Class to 220KV and

- o Complete Entry of all Equipment entry for 220 KV 'Coupler'.
- o Then Complete Entry of all Equipment entry for 220 KV 'Transformer' and so on.
- User can add or Remove equipment name as per requirement and after entering all details of the equipment 'Logout' (Top Right Corner of the Page) from the Page.



• Rectification of Existing Equipment (If Required)

Go to the Update / Modify Section of the Equipment Entry Page (Applicable for installation of new equipment / if you forgot to enter the equipment in earlier stage)-



Now select the Equipment from the left panel and change the detail in middle panel-

- Intended Equipment Name
- Bay Type of the Equipment
- New Voltage class to which the equipment belongs to
- Bay / Panel sequence in which reading is taken in the concern sub-station- Required to maintain for ease of reading entry. All the Equipment must have panel sequence starting from 1 to higher number. Panel sequence 1 will come first in the log register page.

Addition of New Voltage Class (If Required)

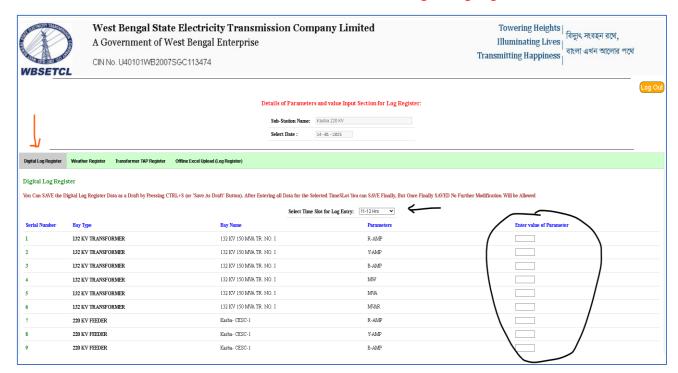
If you forgot to entry the voltage class in earlier stage you can add new voltage from the bottom section of the equipment page.



STEP 3:

• Creation of Log Register:

- Go to Register-> Log register & Login
- Enter the details like Timeslot, Value of the Parameters etc under Digital Log Register Tab.

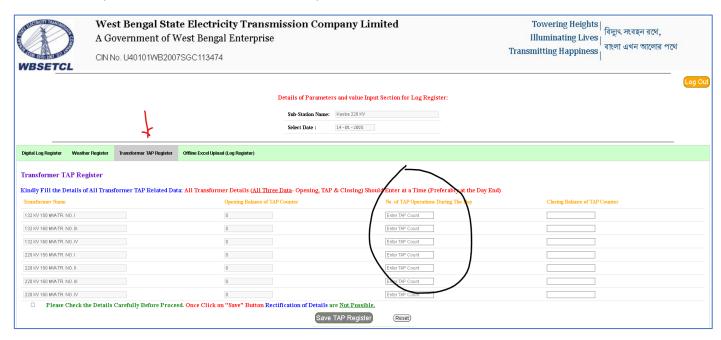


- One can save the data as a Draft (Partially save) using short cut key 'CTRL+S' or by pressing "SAVE as Draft" Button.
- Once you feel full data for log register for a particular timeslot is completed tick on the disclaimer button at below
 - of the page Please Check the Details Carefully Before Proceed., which allow you to modify the entered data for one last time. Now if you feel all data for this time slot is absolutely correct then you can Save the Data for the selected Timeslot Permanently using "Final SAVE Digital Log Register" button and enter data for further timeslot in same process. Remember once you finally saved the data you can not modify the data anymore.
- Kindly Enter the Weather Details End of Each Shift (e.g.- Morning shift data entry Time: 13-14 Hrs; Evening shift data entry Time: 21-22 Hrs and Night shift data entry Time: 05-06 Hrs). First Enter the data of Night Shift then enter data One cannot enter the Morning Shift Data and Evening Shift data. i.e-

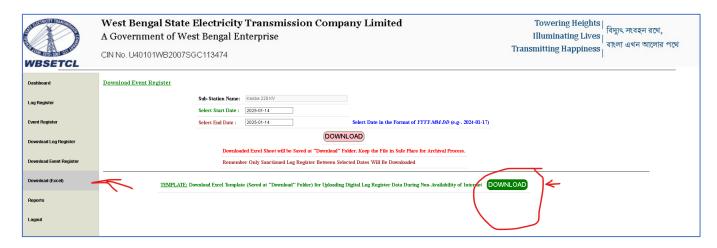
Night Shift-> Morning Shift-< Evening Shift



- Now Save the Data using "Save weather Register" button for the selected Timeslot and enter data for further timeslot in same process
- Kindly Enter the **Transformer TAP Details End of DAY.** Opening Balance and closing balance will be automatically evaluated, you have to enter the TAP count only.



- Now Save the Data using "Save TAP Register" button for the selected Timeslot and enter data for further timeslot
 in same process.
- Excel Upload for Offline Data Entry (Applicable where Internet is not available for long period of time)
 - First you have to download the template of Digital log form Dashboard->Download (Excel). Now fill the offline data into the downloaded excel sheet without altering the existing details already present the template. Enter only 'Parameter value' column in first sheet and other details in second sheet. DO NOT touch the exiting data that are already present in the downloaded template.



Once data entry is complete save the excel sheet and upload as shown in figure-



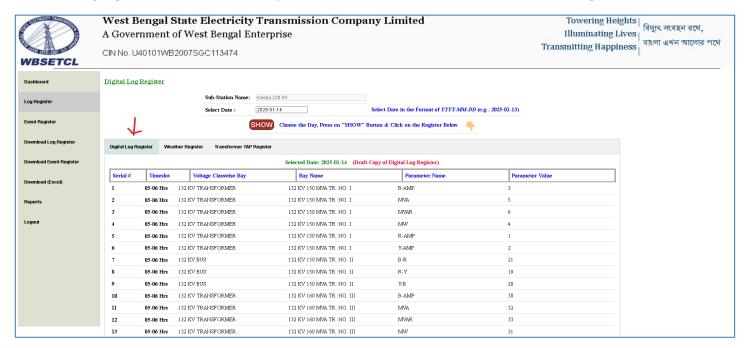
• After Data Entry Completion "Logout" form the page.

STEP 4:

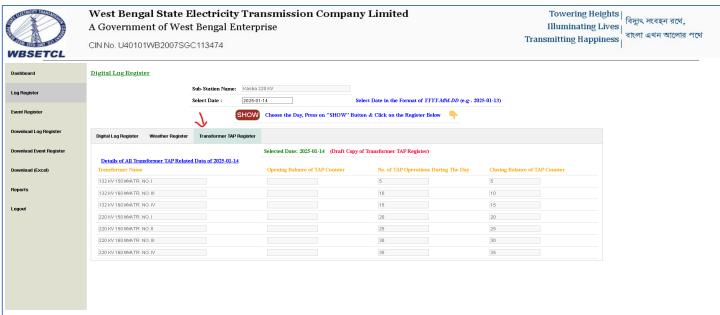
• <u>Dashboard (To View the Entered Data):</u>

After Login Form Dashboard user can view the **non-approved** (Draft) version of Log Register, Weather Register, Transformer Register for the Selected Date. You can also find he other register like Event register from the left panel.

To see the Log register choose the date and press on 'SHOW' button then click on the relevant register TAB below-







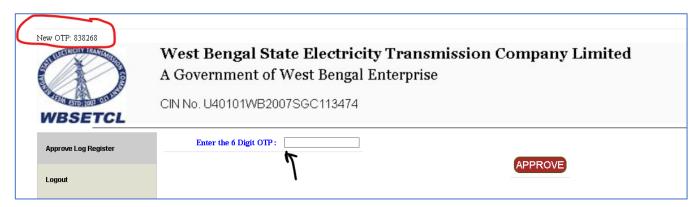
STEP 5:

Approve Log Register

- First <u>Select the Date</u> for which approval is required and click on <u>"Show" Button and select "Digital Log Register"</u>
 <u>TAB To view</u> the Draft Version first.
- Now Click on the "Approve Digital Log Register" Button at the bottom of the page.



A 6-Digit OTP will be delivered to the registered E-mail ID of the Substation (There may be a time gap for delivering
the OTP due to mail server response relay). Kindly look int the SPAM/JUNK folder too for the OTP. For the time
being OTP will be displayed at the top of the page.



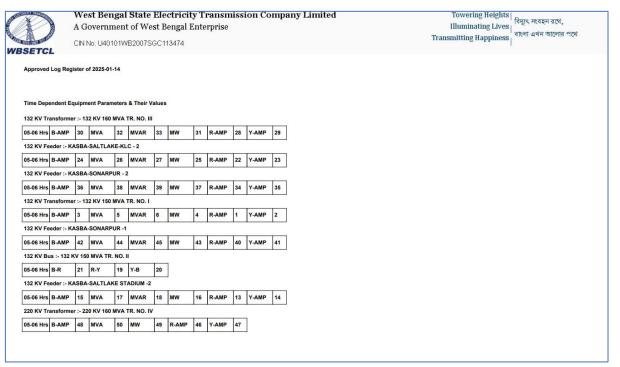
Then 'Approve' the Log Register for the Selected Date.

STEP 6:

Download PDF version of Log Register

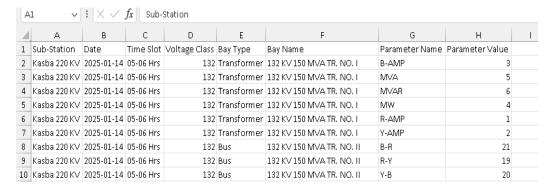
User can Download the PDF version of Log Register once the Log Register of any Particular Date, which is <u>approved by the Station in-Charge</u> by OTP validation Approach by clicking in the" **Download Log Register**" Button at the side panel of the Page.





Download Excel version of Log Register

User can Download the Excel version of Log Register once the Log Register of any Particular Date, which is <u>approved by the Station in-Charge</u> by OTP validation Approach by clicking in the "**Download (Excel)**" Button at the side panel of the Page.

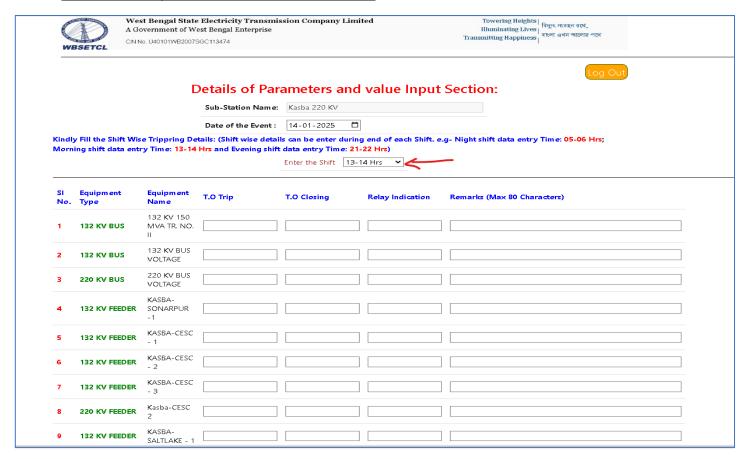


Digital Event Register

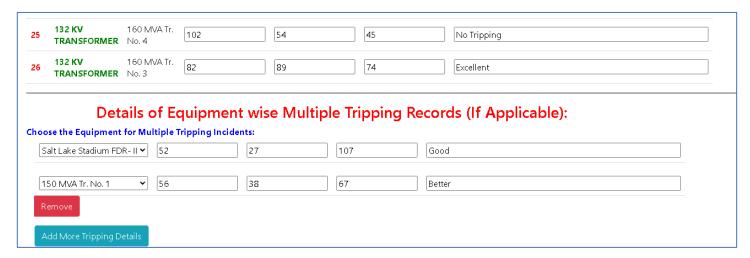
STEP 1:

Creation of Event Register (As and When Any Event Occurs):

- Go to Register->Event register & Login
- First select the Shift and then Enter the details like T.O Trip, T.O Closing, Relay Indication and Remarks. <u>Remember Entire data for a particular shift must enter at a time.</u>



• For Multiple Tripping of any equipment, first fill the upper section and then choose only equipment that are facing multiple tripping and fill the data and click on "SAVE" button after ticking the disclaimer.



After Saving, "Logout" from the Page.

STEP 2:

Display of Event Register:

First click on "Event Register" button at Left Menu. Then Select the Date and press on the 'SHOW' Button to see the Event of a particular date.



Download PDF version of Event Register:

Choose the Download Event Register form the Left Menu then choose the date and press on the "DOWNLOAD" Button to download the PDF format of the event Register of a Date.





Reports

Various Reports as per User Requirement will appear in this section in due course.

Logout

Once all done Logout from the Dashboard.

Frequently Asked Questions (FAQ):

Q. Can I Add New voltage class, if I forgot to add in earlier stage or in commissioning of a new voltage class?

A. Yes. Please refer to Page 4 STEP 2.

Q. Can I Change the Equipment Name Spelling or Change wrongly entered voltage class/Bay Type?

A. Yes. Please refer to Page 3 Step 2.

Q. New Application is not opening using URL- www.eregister.wbsetcl.in, Why?

A. Please clear the CACHE of the browser and retry again to opening the Application.

Q. What is the significance of 'Panel sequence' in the Equipment Master Page?

A. Bay / Panel sequence in which reading is taken in the concern sub-station- Required to maintain for ease of reading entry. All the Equipment must have panel sequence starting from 1 to higher number. Panel sequence 1 will come first in the log register page.

Q. Where we have to enter shift wise Data?

A. Main Log Register, Weather Register and Event Register.

Q. How to enter data in the main log register form?

A. Start entering data from Top to down order. If your Log Register is Big in size (More than 250 Rows) then Save as Draft the data Temporarily basis pressing 'Ctrl+S' shortcut key. Once you feel the entire data entry for s selected timeslot is completed the, Save the data Permanently.

Q. What if you don't save the data Permanently?

A. If you don't save the data Finally /Permanently then on the next day you are unable to save the data for previous date. As a result, data will be left as a draft for ever and Log register data **will not** be feasible to approve, print (either in PDF/Excel format).

Q. How to enter the data in Weather register?

A. Shift wise details can be entered during end of each Shift. e.g.- Night shift data entry Time: 05-06 Hrs; Morning shift data entry Time: 13-14 Hrs and Evening shift data entry Time: 21-22 Hrs. Without Entering Night Shift Data of the Day, you are Unable to Insert data for Morning or Evening Shift Data.

Q. Can I enter Event Register of a day several times?

A. No, Event register data whether single or multiple tripping must enter in shift wise. Once shift is over you are unable to enter data for previous shift of the day.

Q. What are the data need to be entered in the Transformer Register?

A. Only TAP count required to be entered, rest opening balance and closing balance will be automatically evaluated. However, for the first time user need to enter current closing balance in the TAP count and from the next day todays closing balance will be reflected in the next day's opening balance.

Q. What if OTP will not come for Log Register Approval?

A. OTP will come to Mail (SPAM), but if not delivered, kindly check top of the page where, OTP is written.

Q. When we can download Log register Data?

A. Once the Log register of a Particular date is approved, then only user is able to download the Log Register of the day in PDF or Excel format.

Q. How long old data will be available in the website.

A. Maximum of tenure of 3 Months. Thus, all SS are requested to download Log register data in regular interval and keep in safe place as a Backup.