The concerned officers responsible to ensure the submission of online data and for any other queries are as follows:

1.Maya Kumari (Assistant Director)
Landline No. - 0112673-2615/011-2610-6181
Mobile No. - 09462692814
Email ID – mgrceaopm[at]gmail[dot]com

2. Kiran Meena (Assistant Director)
Landline No. – 0112673-2684
Mobile No.- 08588831051

3. Pawan Kumar Meena (Assistant Director)
Landline No.- 0112673-2658
Mobile No.- 09990272432

OPERATION MANUAL

For

External User of CEAIMS system

For ONLINE Daily/Monthly

Data Entry

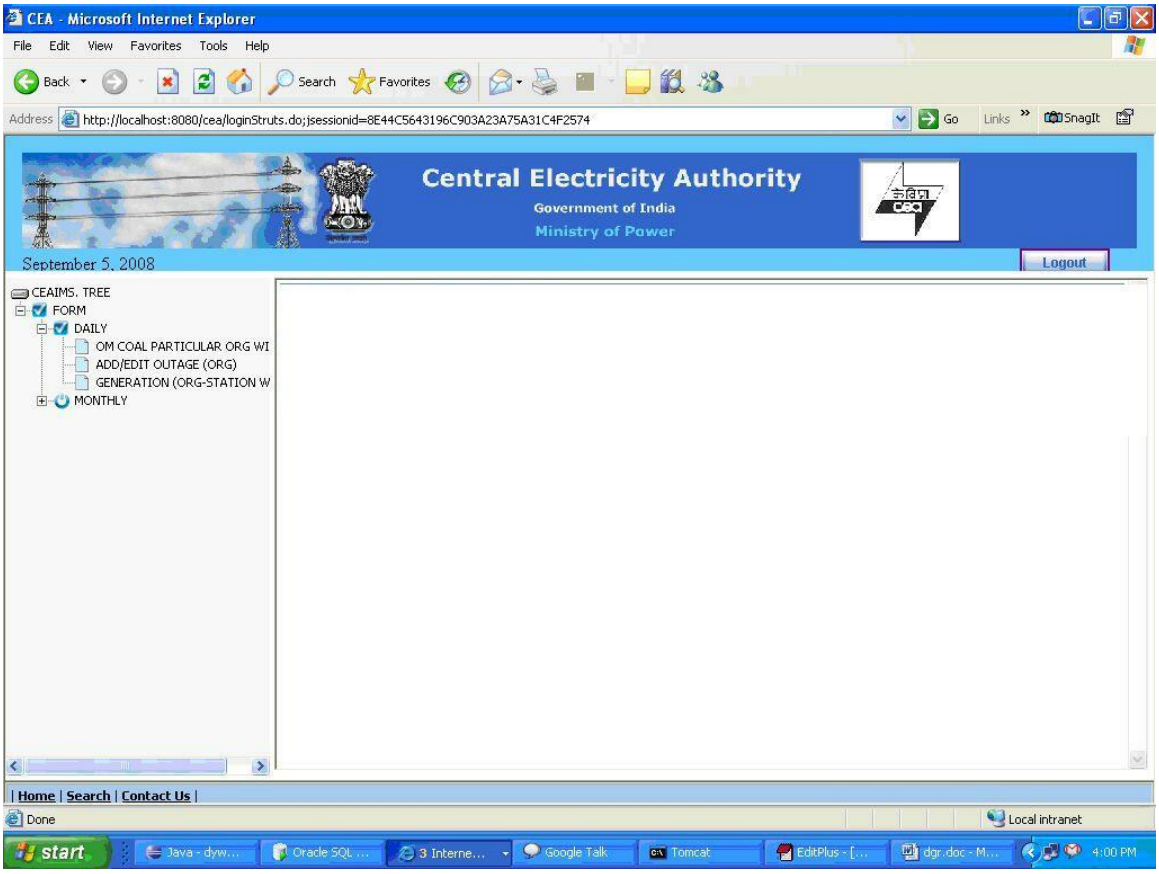
INDEX

1	Login	4
2	Add/Edit Outage	5
3	Add/Edit Daily Generation (Org-Station Wise)	11
4	Add/Edit Monthly Generation(Org-Station Wise)	16

LOGIN

To Login CEA-IMS online data entry application follows the link below **http://cea.nic.in** and then click on **Hindi/English** then click on **CEA-IMS** link in the top left menu on home page, Login screen will open as shown below:

Enter User Name and Password and then press enter or click on submit button.
Now Home Page will appear as shown below.

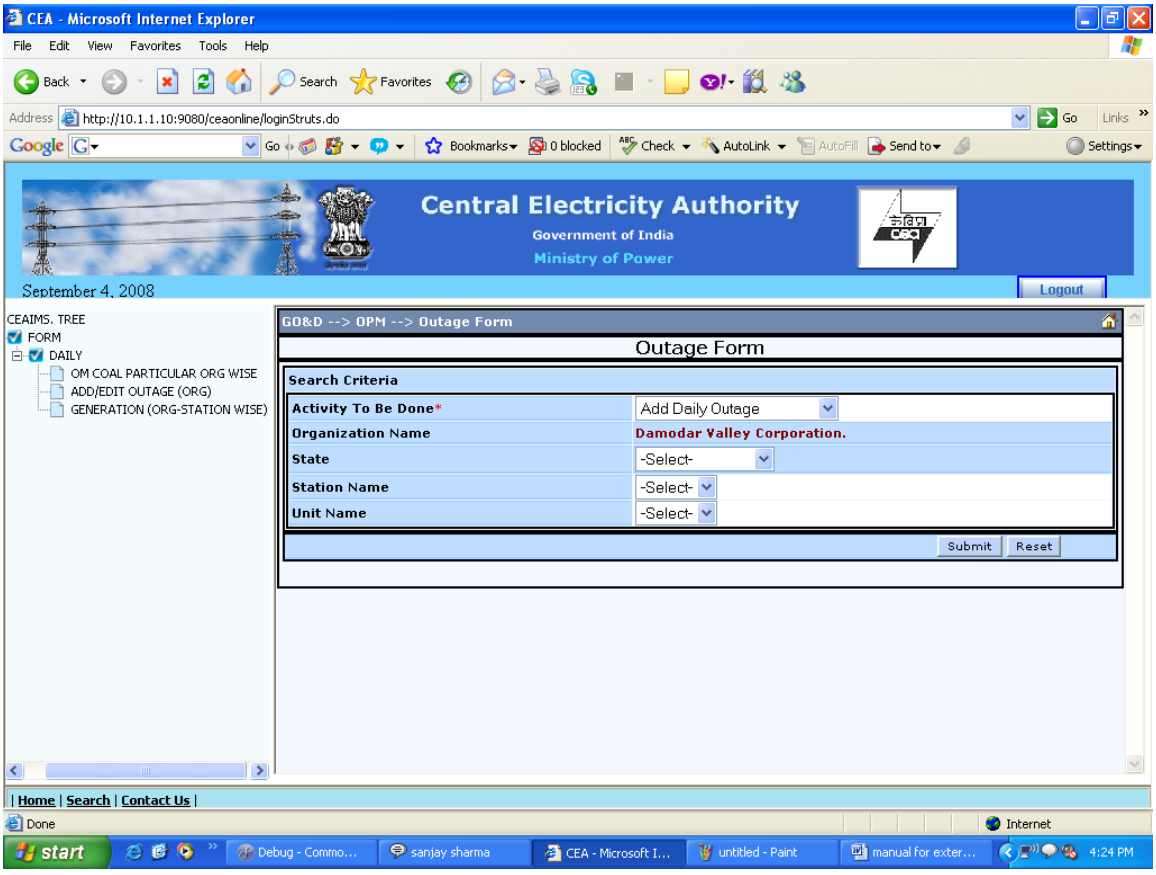


In Left Pane the tree menu will appear on the basis of the rights given to the logged user.

Click on plus sign on the left hand side menu.

Add/Edit Daily Outage

To enter/edit outage data click on Add/ Edit Outage link in the left pane.
Form will open as below…

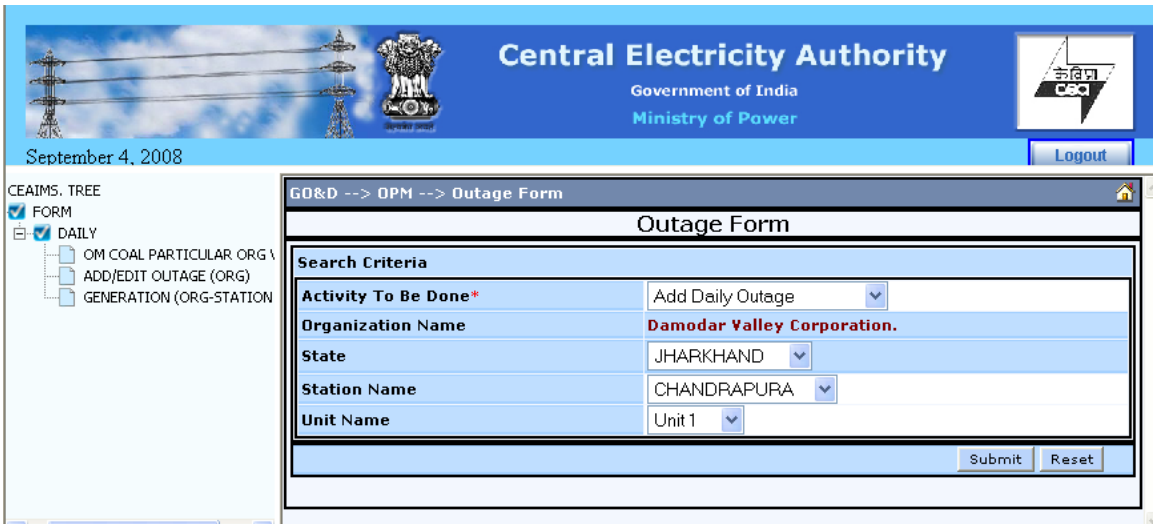


Every form is made for Adding and Modifying the existing data.
By Default in **Activity to be done** field, **Add Daily Outage** is selected.
Select **Edit daily outage**, while modifying the existing data.

Select State Name
Select Station
Select Unit No.

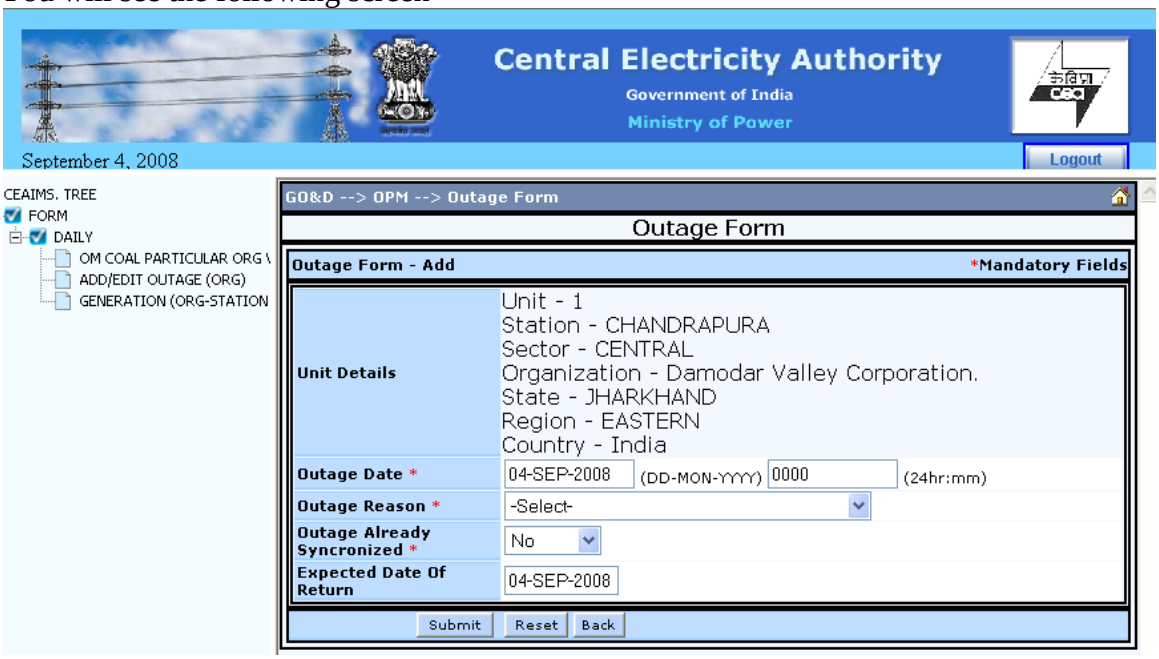
There are 2 buttons provided namely submit and reset.

Submit → To go to Add / Edit page.
Reset → To resetting all the values on the form.



Click on submit button.

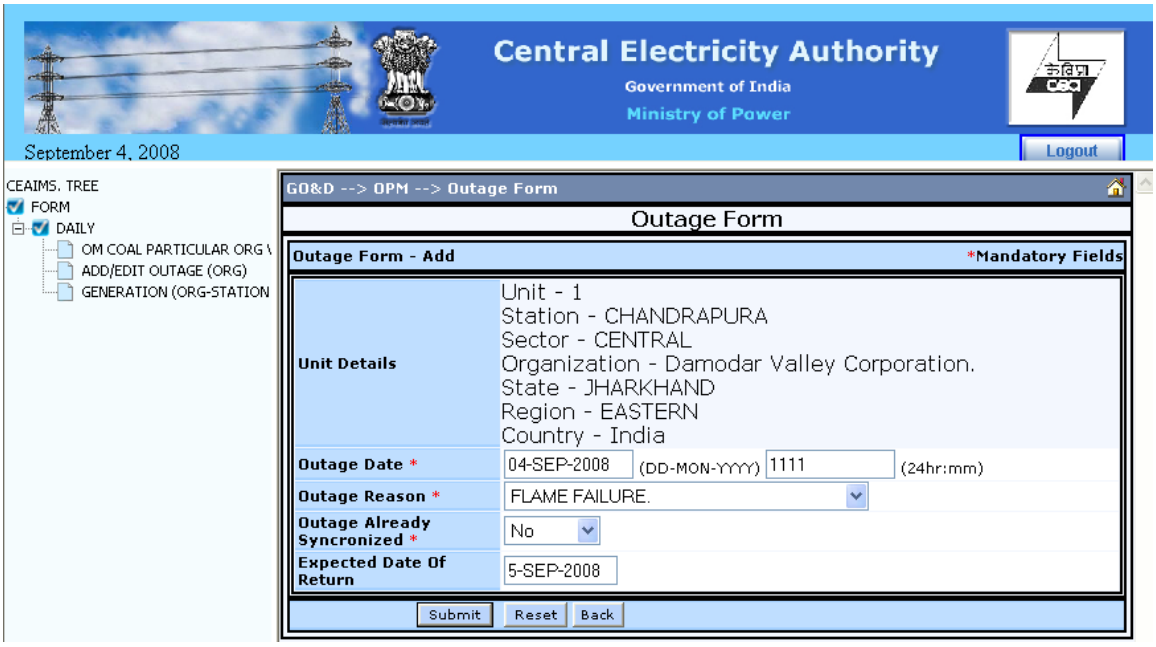
You will see the following screen



In Outage Date Field → Enter Trip Date and enter time in field next to date.

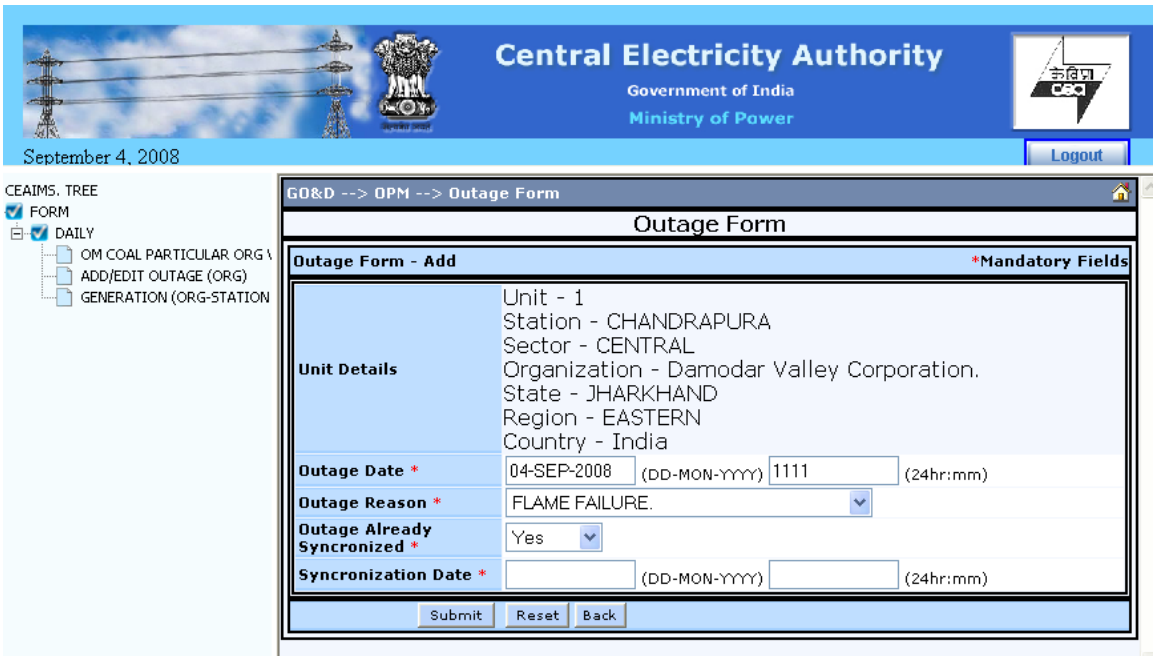
Date must be in format of DD-MON-YYYY and time should be in 24hrmm format. Either use up and down arrow keys for changing dates or change it manually.

In Outage reason field select outage reason from the combo box.



If unit is already synchronized then select yes in Outage already synchronized combo box.

If you select yes then the screen will appear like …

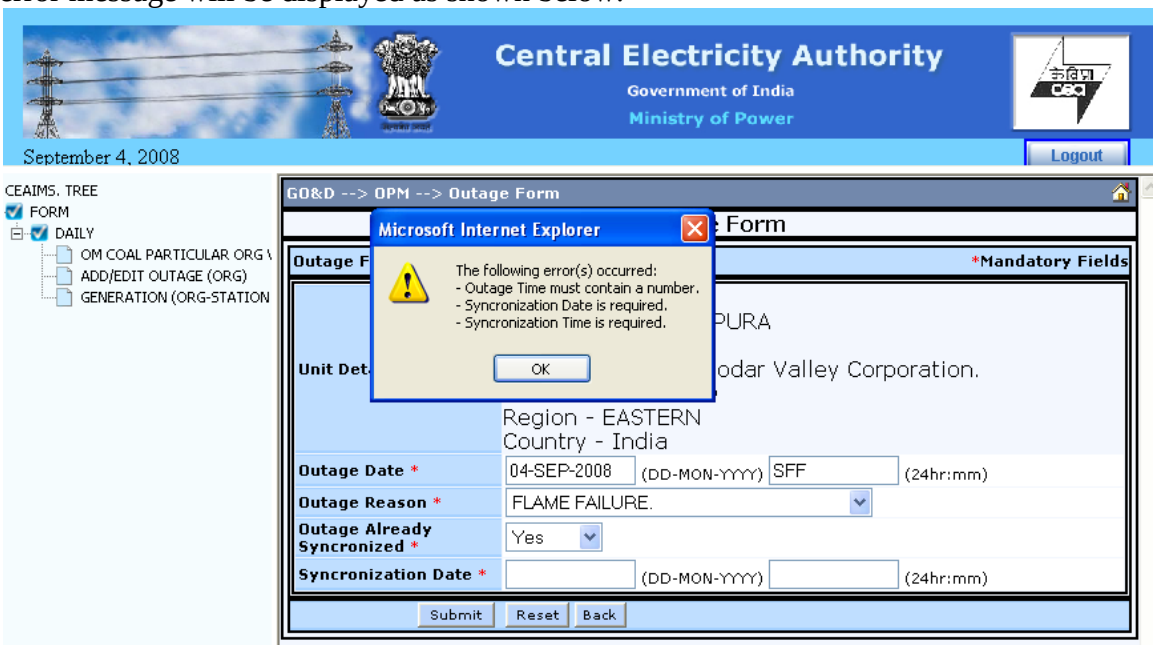


Submit → To Save the data into database and then redirect to list Page.
Reset → To resetting all the values on the form.
Back → To redirect to list Page.

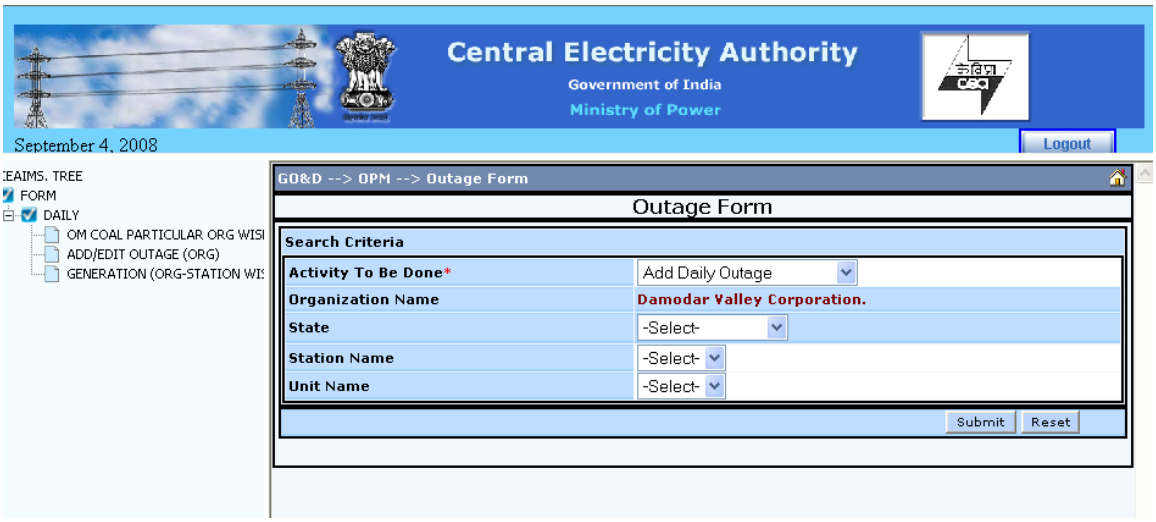
And now enter the Synchronization date and time and then press enter or click submit button.

The fields having **red *** marks are mandatory.

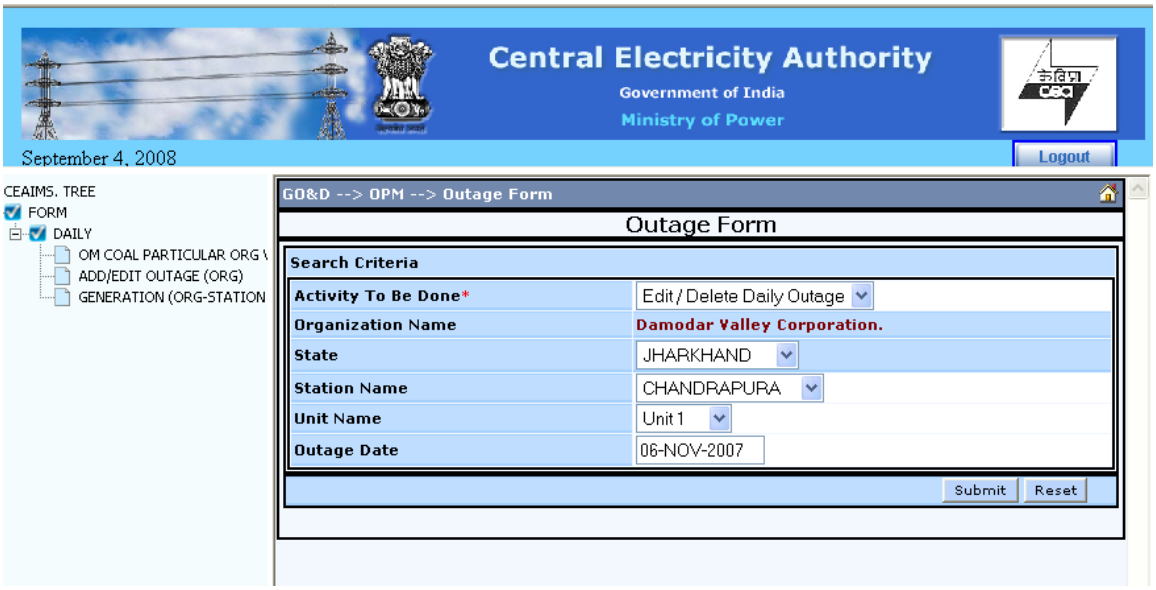
If you enter wrong data then submit button will not allow you to submit the data and an error message will be displayed as shown below.



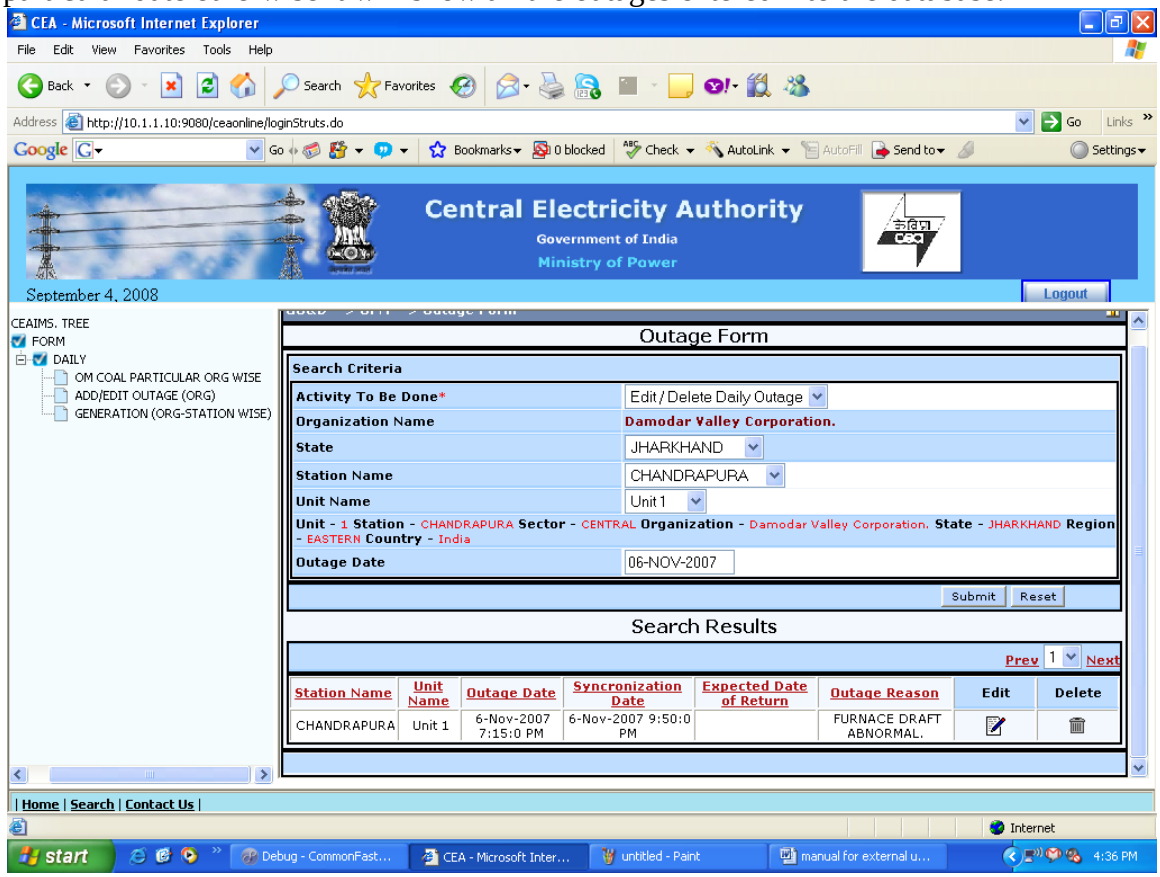
If all data are correct then after submitting it will redirect you to the list page of Unit Outage.



Now if you want to enter the synchronization date and time for the unit those were not in synchronization at the time of data entry or if you want to delete the wrong records then select Edit/Delete Daily Outage in Activity to be done combo box.

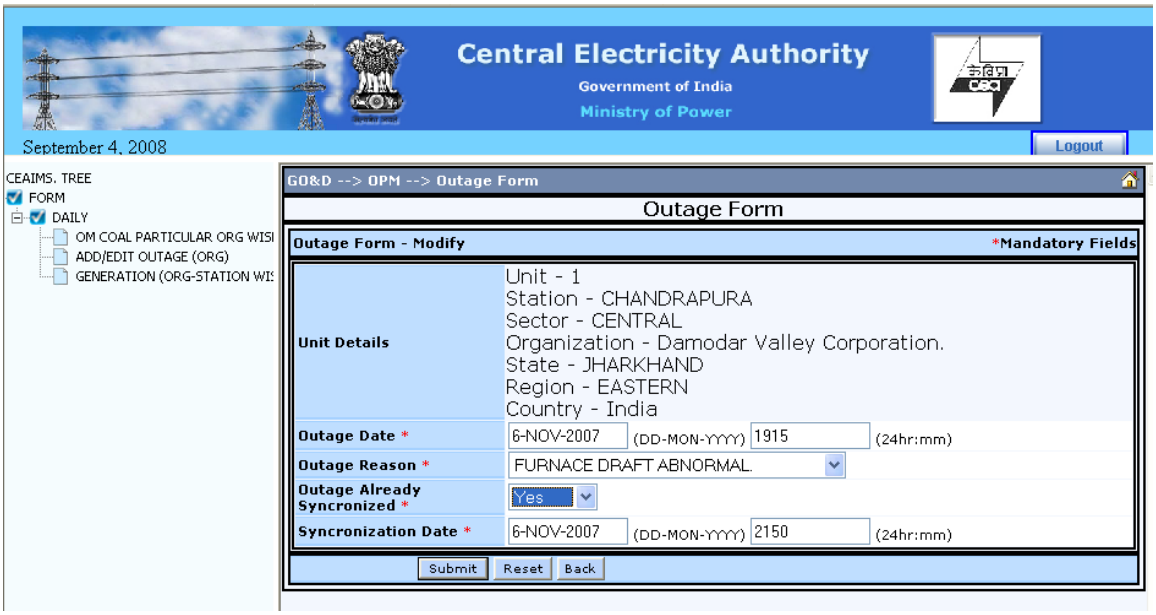


In Outage Date field if you specify a date then it will display all the outages for that particular date otherwise it will show all the outages entered into the database.



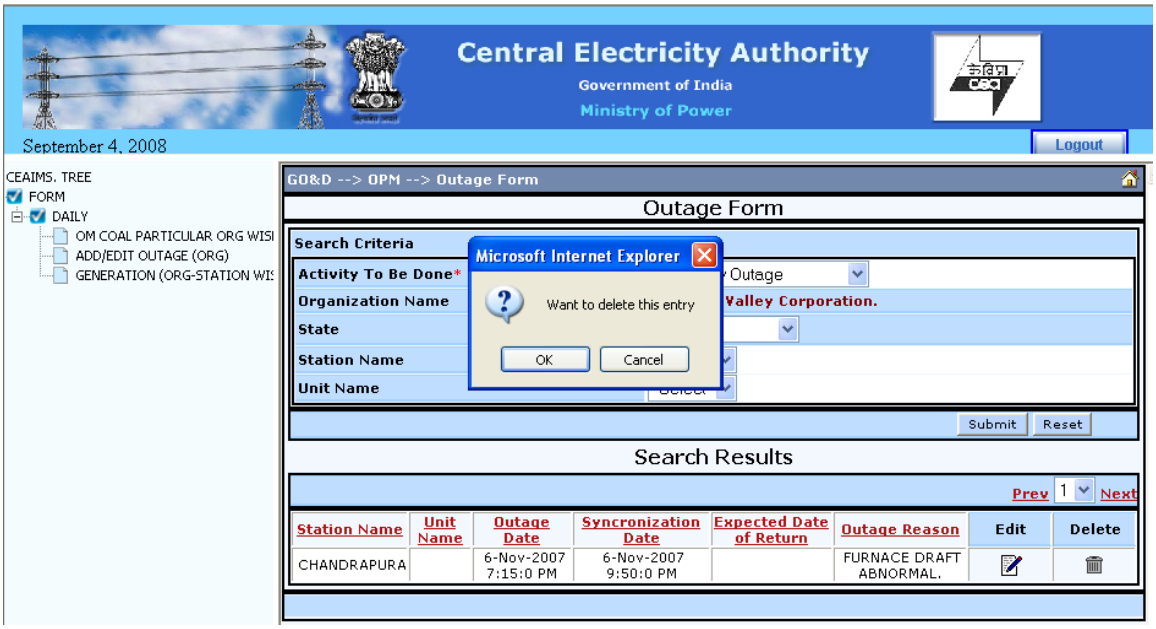
In data grid we have two links …. Edit and Delete.

Edit → To update the values.
Delete → To delete that particular row from database.
Update (Modify) : -
If you want to update a record then click on edit link.



Submit → To update the data into database and then redirect to list Page.
Reset → To resetting all the values on the form.
Back → To redirect to list Page.

Deletion: -
If you want to delete a record then click on delete link, a confirmation message will appear and if you click ok then the entry will be deleted.

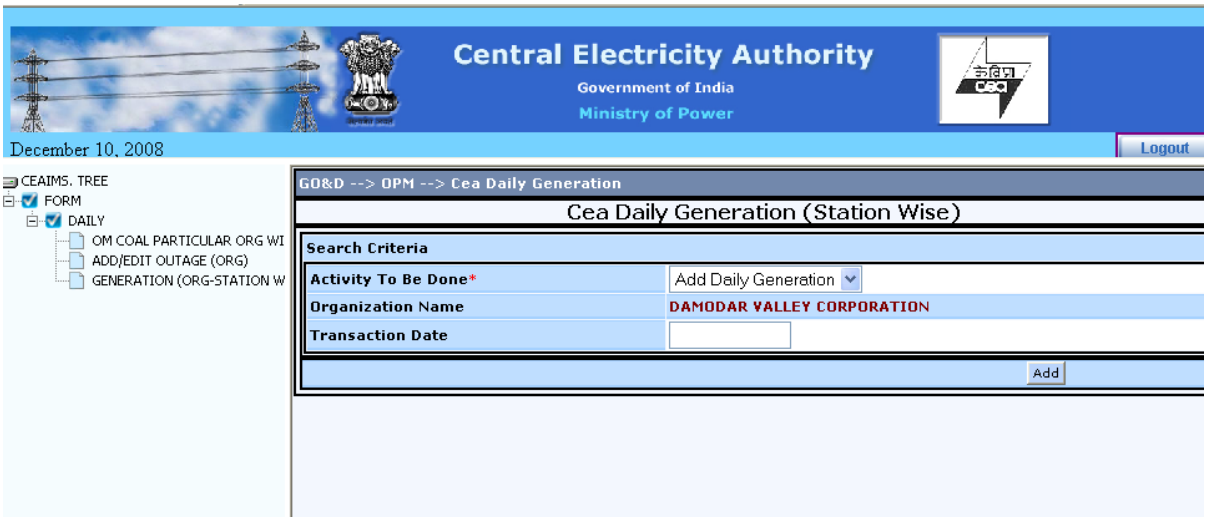


OK → To delete the record.
Cancel → To cancel the deletion action.

Add/Edit Daily Generation Org-Station wise

Click on the link Generation (Org - Station wise) in the left pane.

Form will be open as below…



Here on this for you will see four combo box.

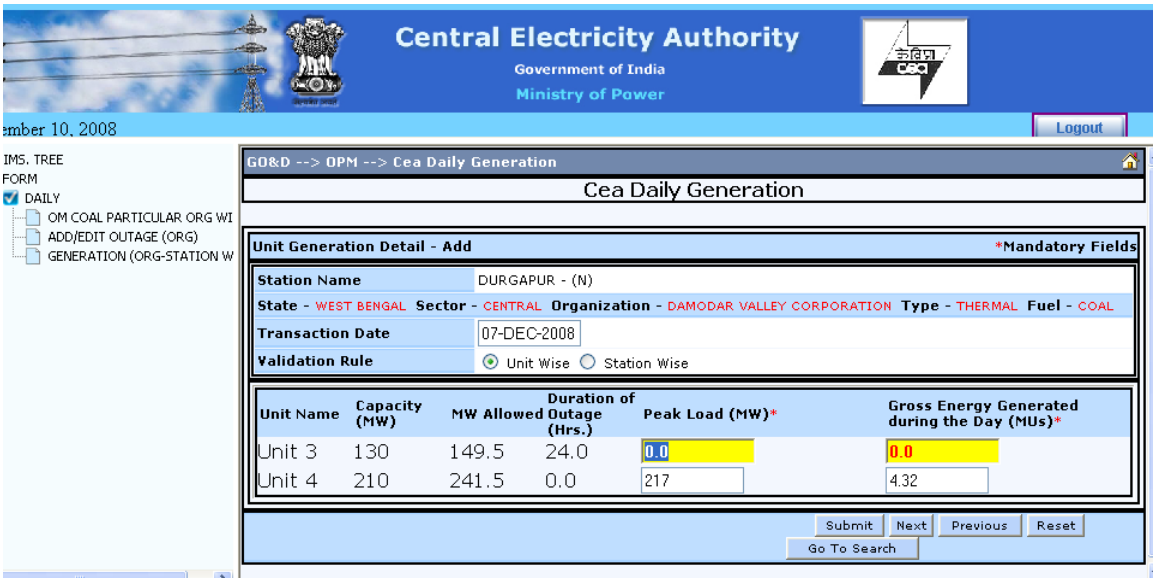
Activity To be Done → Add Daily Generation , Edit/Delete Daily Generation.
At starting time **Add Daily Generation** will be selected.

Organization Name → Organization Name of the Logged User. This will appear automatically and user cannot change this.

Enter Transaction Date

Click Add Button.

As soon as you clicked add button it will move you to the data entry page as shown below.



Transaction Date → Date of transaction.

Validation Rule → Unit Wise / Station Wise

If Unit Wise is selected then it will allow to enter Gross Generation only According to Peak Load of corresponding Unit. It will also check normal Validation like field cannot be blank and it must be a numeric value.

If Station Wise is selected then it will allow to enter Gross Generation of all units of that station in unit in first row according to Peak Load of corresponding Station. Once data is filled for the first row after pressing enter it automatically fill for rest of the units and save the data. It will also check normal validation like field cannot be blank and it must be a numeric value.

Different Buttons on the page :-

Previous → To move to the Previous Station of the Organization selected in Search page. If you click on this button it will take you to the Stations previous to the current Station. It will not save any data.

Submit → To Save the data into database and then redirect you to the next Station.

Next → To move to the Next Station. If you click on this button it will take you to the Stations next to the current Station. It will not save any data.

Reset → To resetting all the values on the form.

Go To Search → To redirect to list Page.

Yellow color is indicating that Unit is in Outage for 24hrs on that day.

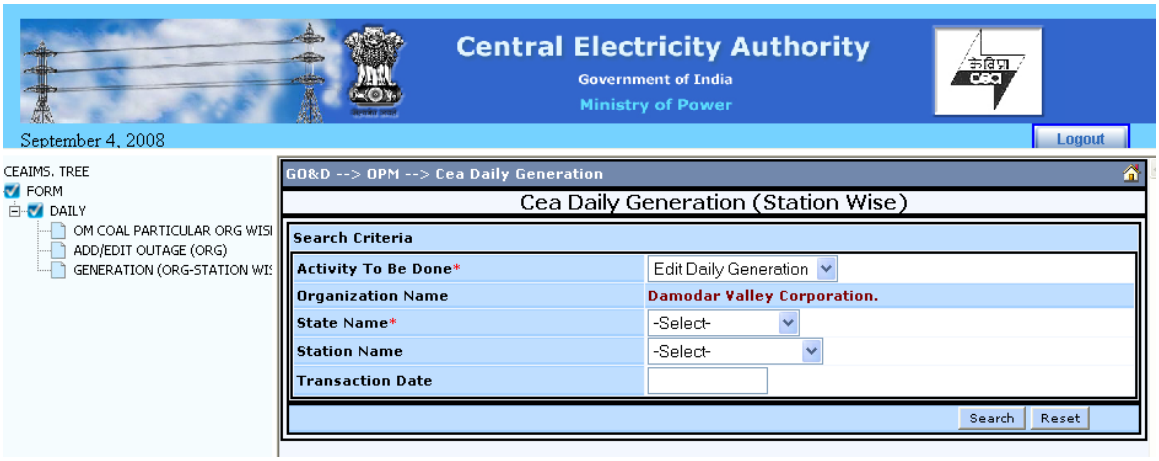
Peak Load Value for first unit will be already selected when form is opened.
One enter will move you to the next field Gross Generation.
You need to fill data and press enter until the last unit data is filled.
After entering gross generation for last unit, next enter will take you to the submit button which will first check all your validations and if all validations are found ok then it will save your data into database and take you to the next page for next station's data entry.

When it comes to last station of the Organization in Search page, submit button will take you to the Search page after saving the last station's data.

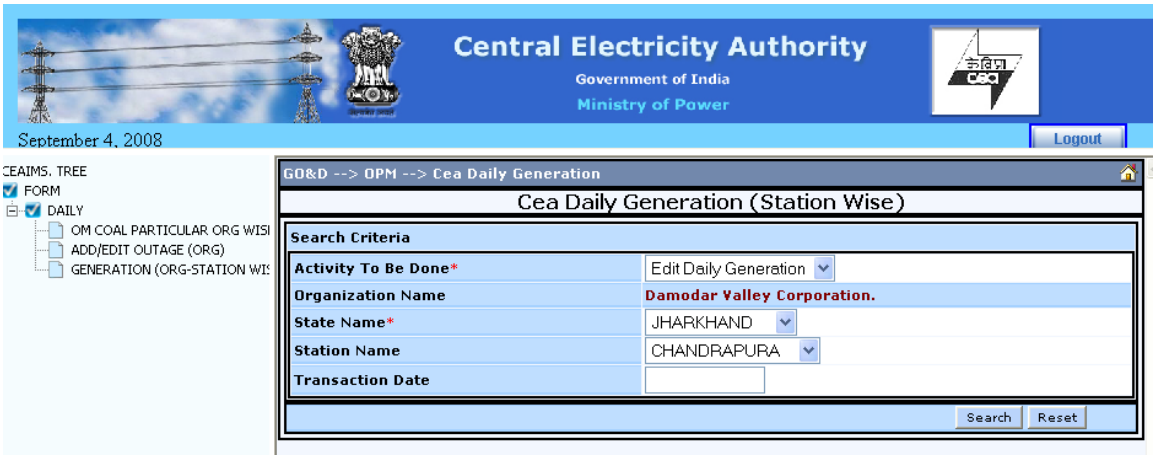
Edit / Update: -

To edit select **Edit Daily Generation** in **Activity To Be Done** Combo box.

As you select Region, three extra field will be added in the form. First is for State Combo, second is for Station Combo and last one is for Transaction Date.

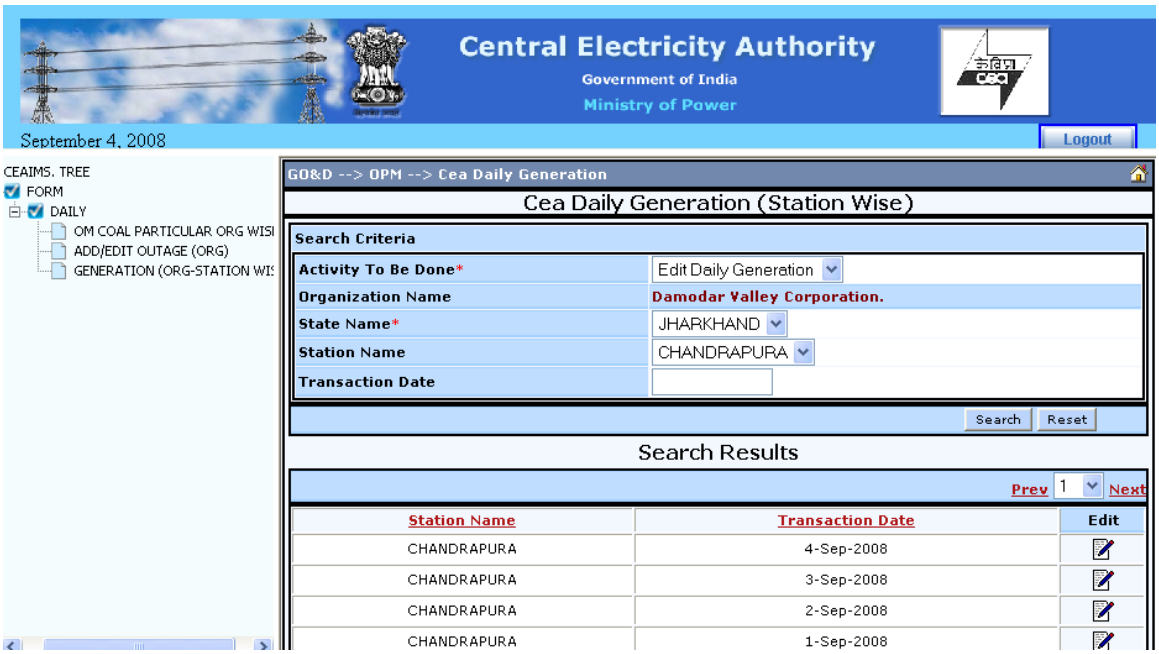


Select State Name
Select Station
Enter Transaction Date

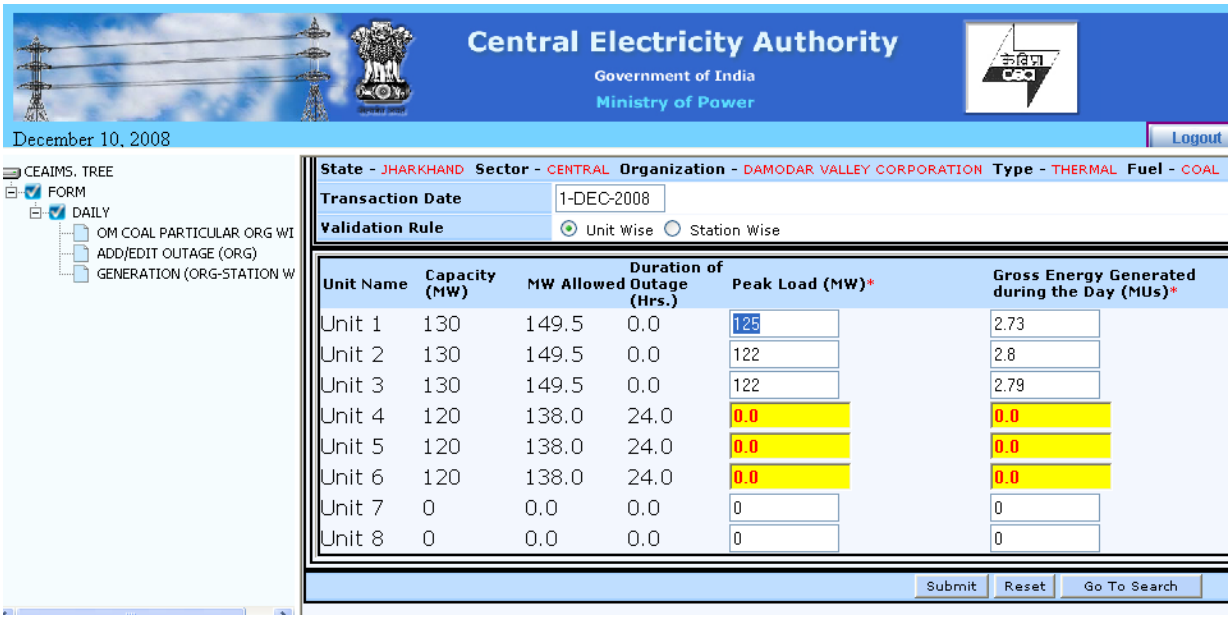


Press Enter or Click Search Button.

The form will be displayed as below.



If you want to update a record then click on edit link.



It will take you to the edit page where you will get already filled data for the Station selected and transaction date filled in last page.

.

Now you modify the data and press enter.

You need to modify data and press enter until the last unit data is modified.
After modifying gross generation for last unit, next enter will take you to the submit button which will first check all your validations and if all validations are found ok then it will save your modified data into database and take you to the search page.
Validation checks will work here as was in Add Generation Form.

Different Buttons on the page :-

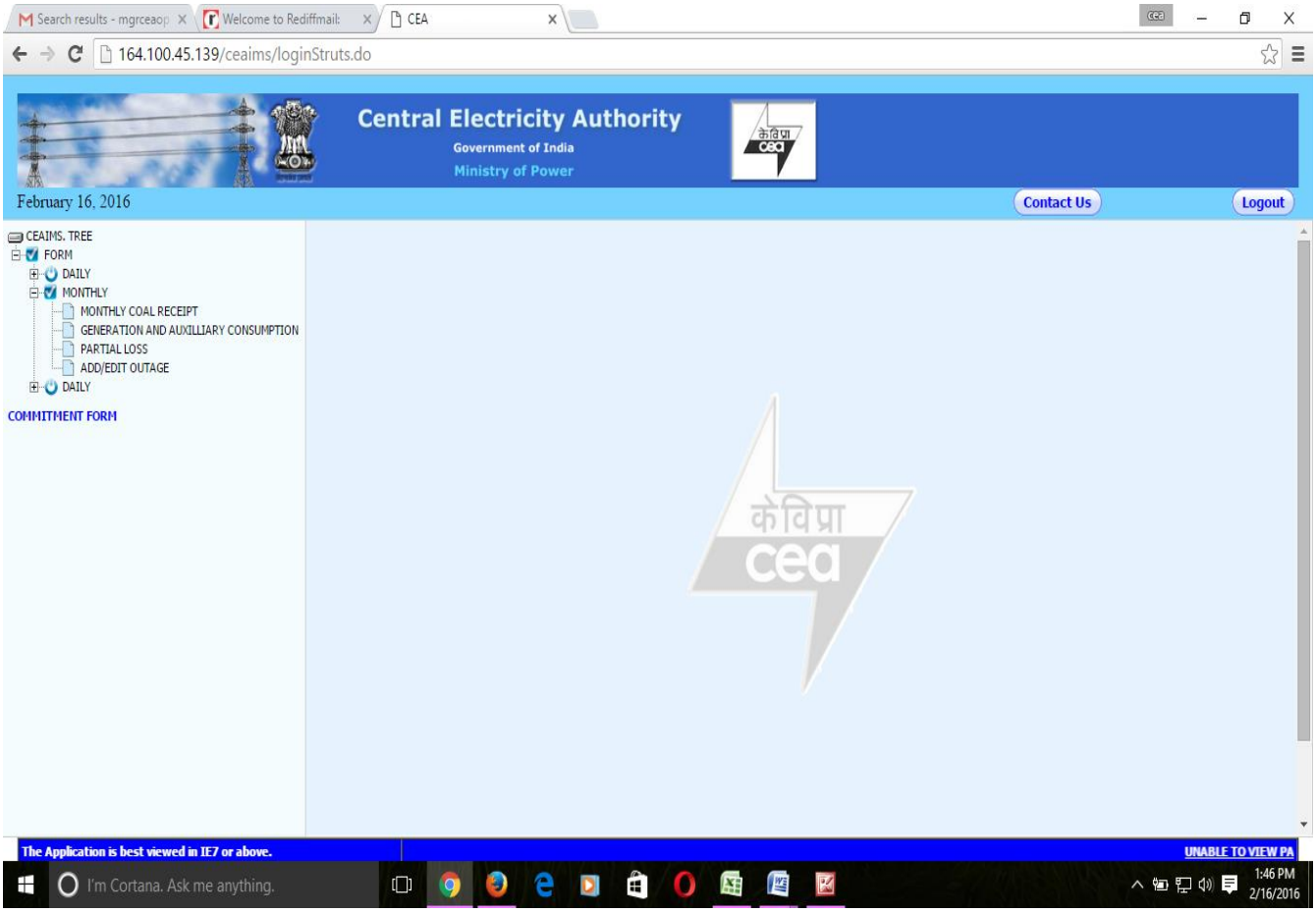
Submit → To Save the data into database and then redirect you to the Search page.

Reset → To resetting all the values on the form.

Go To Search → To redirect to Search Page.

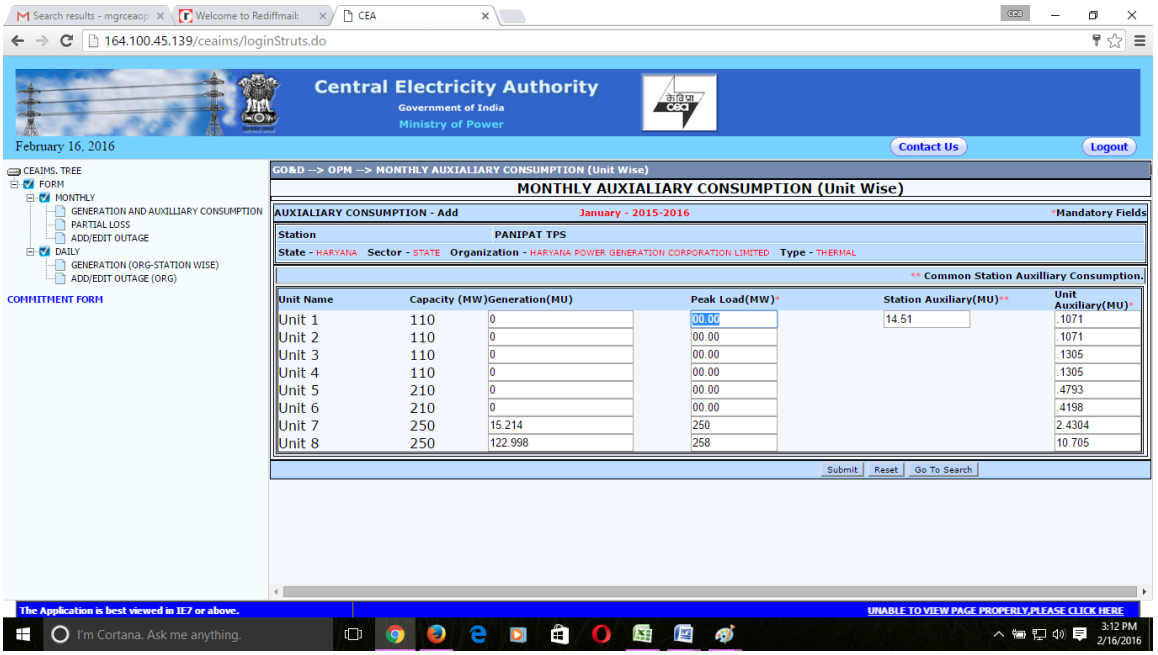
Add/Edit Monthly Generation Org-Station wise

To enter/search Add/Edit Monthly Generation Org-Station wise click on Monthly Form would be open as below



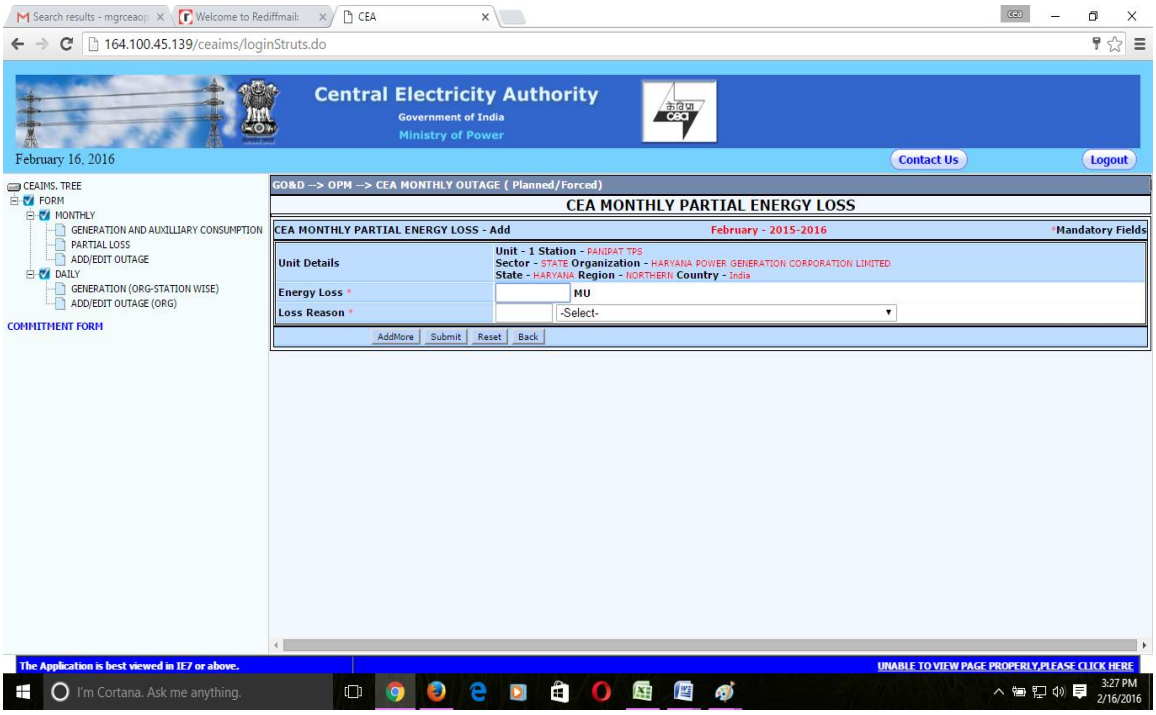
and then click on **Generation And Auxiliary Consumption**, on the left pane as shown below.

Enter the Corresponding value in the Corresponding textbox. To Insert the Data click on the Submit button at bottom as shown below



Fill Generation (MU), Peak Load, Station Auxiliary (MU) and Unit Auxiliary (MU) data in corresponding fields as shown above.

To Enter Partial Loss Click on the Partial Loss in the Monthly Form After this the Page is shown below:



Add/Edit Monthly Outage

To enter/edit outage data click on Add/Edit Outage Link in the left pane.
The Form will open as below….

This Form is made for **Checking/Modifying** the earlier submitted outages data and also for **Adding** the new outages which have not been reported earlier.

- You can check earlier submitted outages data
- In case of any correction, you can modify the data
- If you want to modify earlier reported outage data then select **Edit Daily Outages**
- If you want to add new the outages then select **ADD Daily Outages.**

The same procedure may kindly be followed for different Dates and Power Plant.