

# User Guide for Customer Portal of Utility Management System

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Version 1.1

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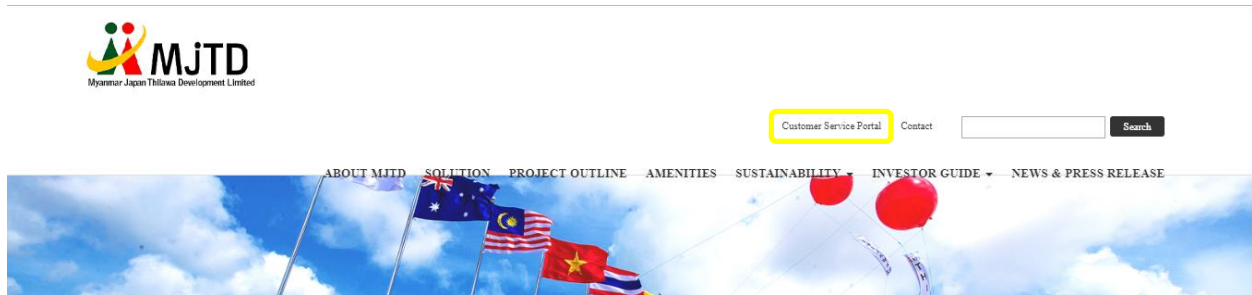
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## I. Advantages of Utility Management System (UMS)

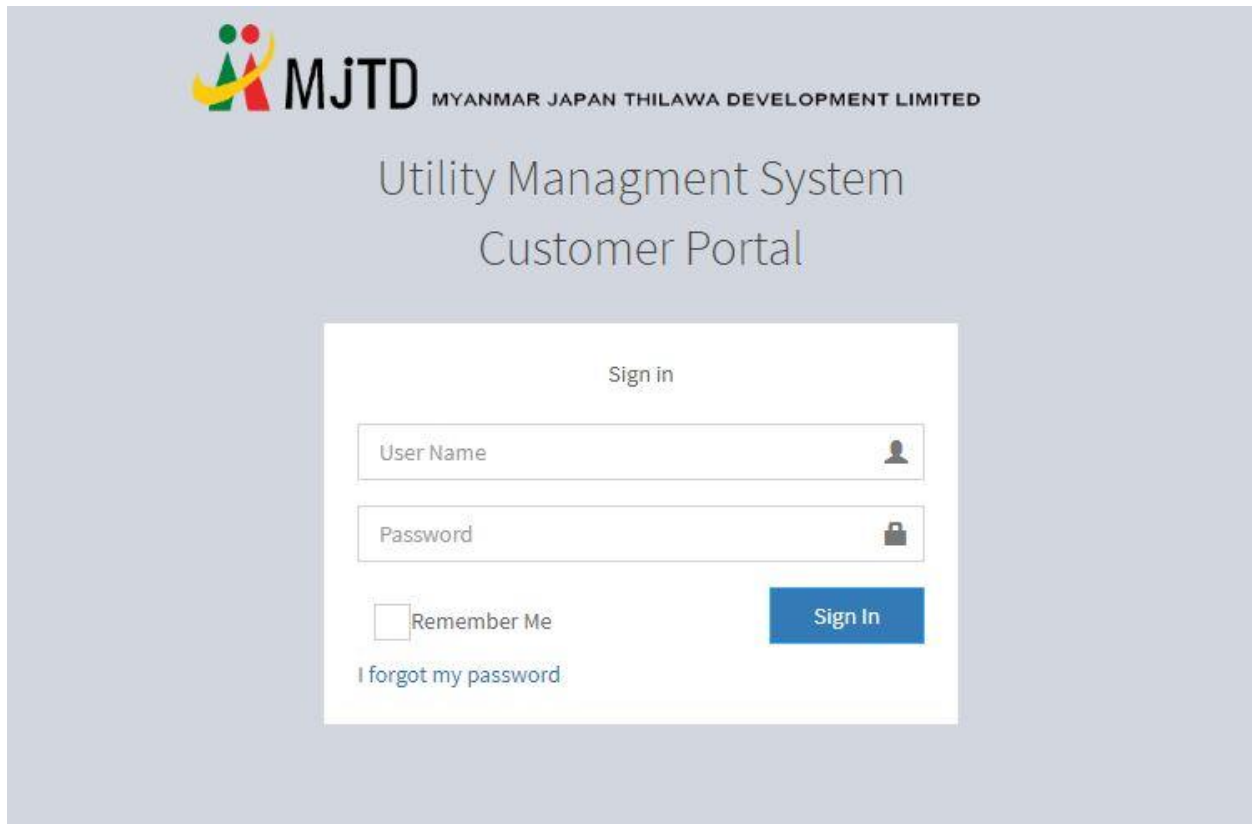
1. Easy to check monthly consumption unit of power and water
2. To Receive monthly invoices quickly and systematically
3. Easy to check payment status and another invoice information
4. Time Saving

## II. Log-in to the system

1. Go to MJTD website; <http://mjtd.com.mm/>
2. Click Customer Service Portal on website's home page

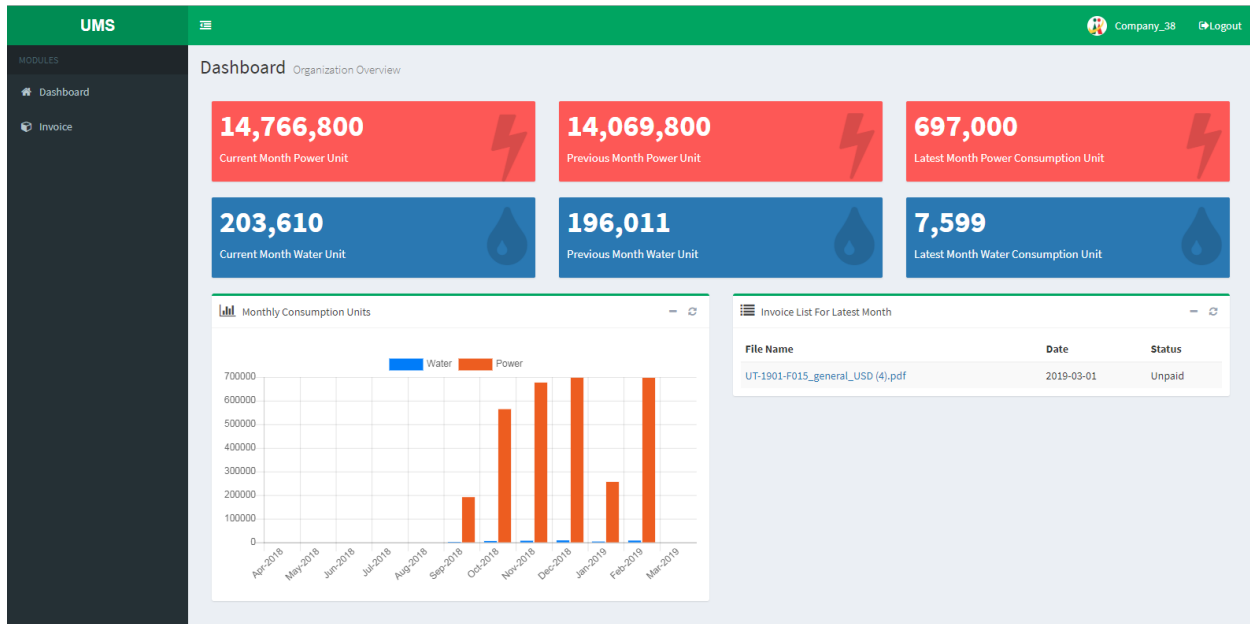


Log-in box is appeared as below.

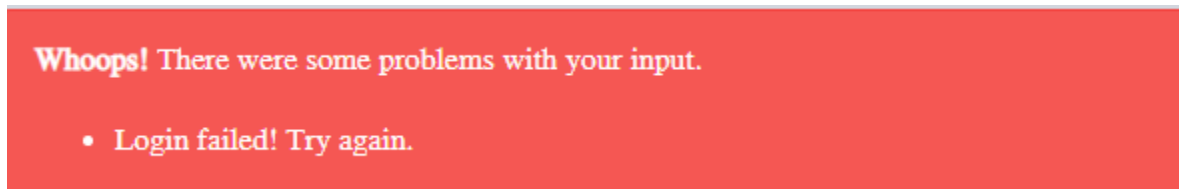


3. Fill up username and password
4. Click "Sign In"

The process is successfully done when you see UMS home page as shown in below.



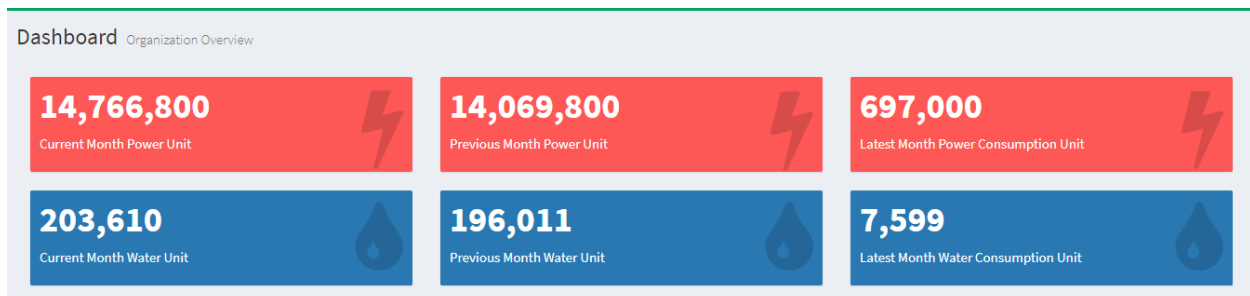
If email or password is incorrect, red message box shall be appeared.



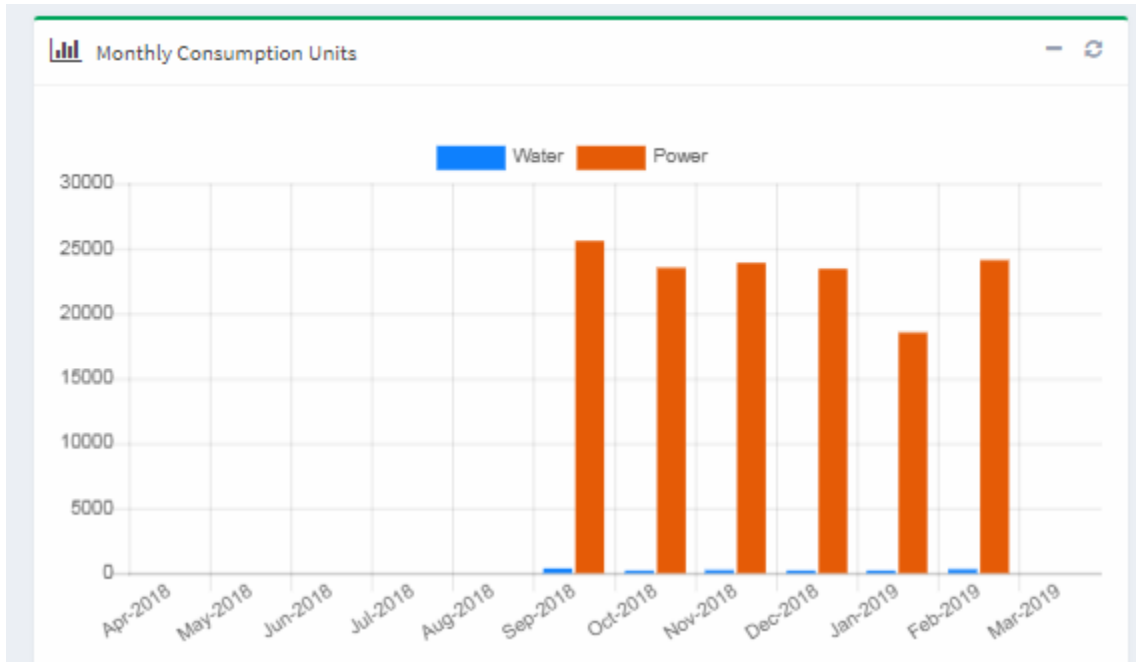
Click "Log Out" on right corner of UMS home page if you want.

### III. Dashboard

On dashboard, updated consumption unit of power and water is shown.



For power and water, the comparison of monthly consumption units is shown in a diagram.



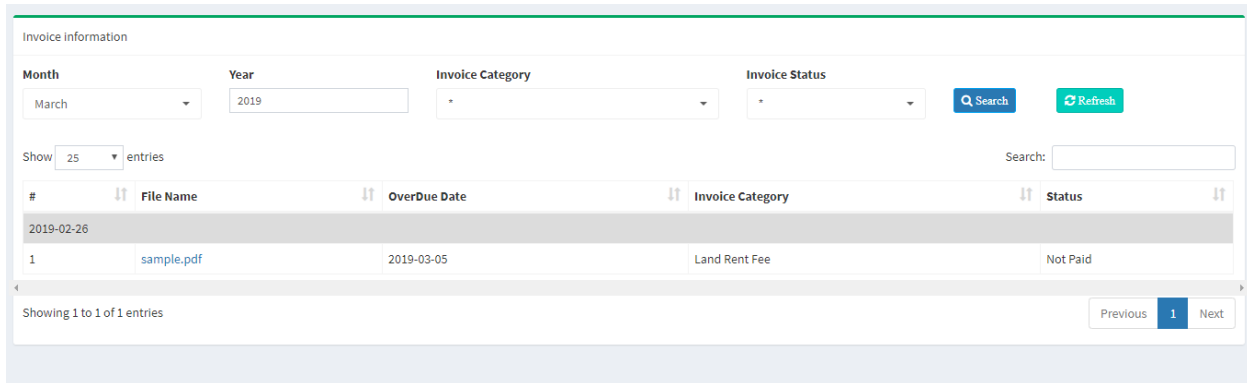
Latest invoice information is shown on dashboard. The payment status of latest invoices can be checked easily.

File Name	Date	Status
sample.pdf	2019-02-26	Unpaid

## IV. Invoice Information

Click "Invoice" on UMS home page (left side).

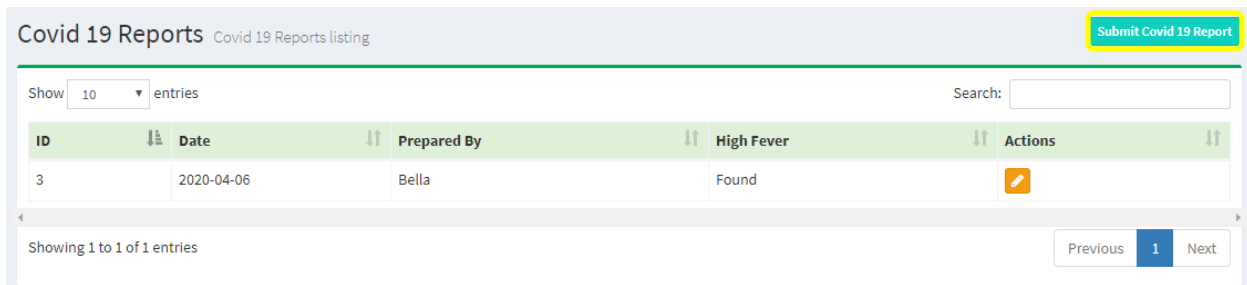
Based on invoice information such as month, year, invoice category or status, you can search invoices easily. You can download the invoices if you need.



The screenshot shows the 'Invoice Information' search interface. It includes filters for Month (March), Year (2019), Invoice Category, and Invoice Status. There are 'Search' and 'Refresh' buttons. Below the filters, it shows 'Show 25 entries' and a search input field. The table below has columns: #, File Name, OverDue Date, Invoice Category, and Status. One entry is visible: #1, File Name: sample.pdf, OverDue Date: 2019-03-05, Invoice Category: Land Rent Fee, Status: Not Paid. At the bottom, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation buttons.

## V. Covid 19 Reports

Click "Covid 19 Reports" on UMS home page (left side).



The screenshot shows the 'Covid 19 Reports' listing interface. It has a 'Submit Covid 19 Report' button in the top right. Below it, there's a search bar and a 'Show 10 entries' dropdown. The table has columns: ID, Date, Prepared By, High Fever, and Actions. One entry is visible: ID 3, Date 2020-04-06, Prepared By Bella, High Fever Found, and an edit icon in the Actions column. At the bottom, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation buttons.

Click on "Submit Covid 19 Report" Button for submission.

If you choose "Found", there will be more information you need to input.

You can add more rows by clicking on "blue plus sign".

You can remove rows by clicking on "red minus sign".

Covid 19 Report Submission

**Prepared By \* :**

Enter Prepared By

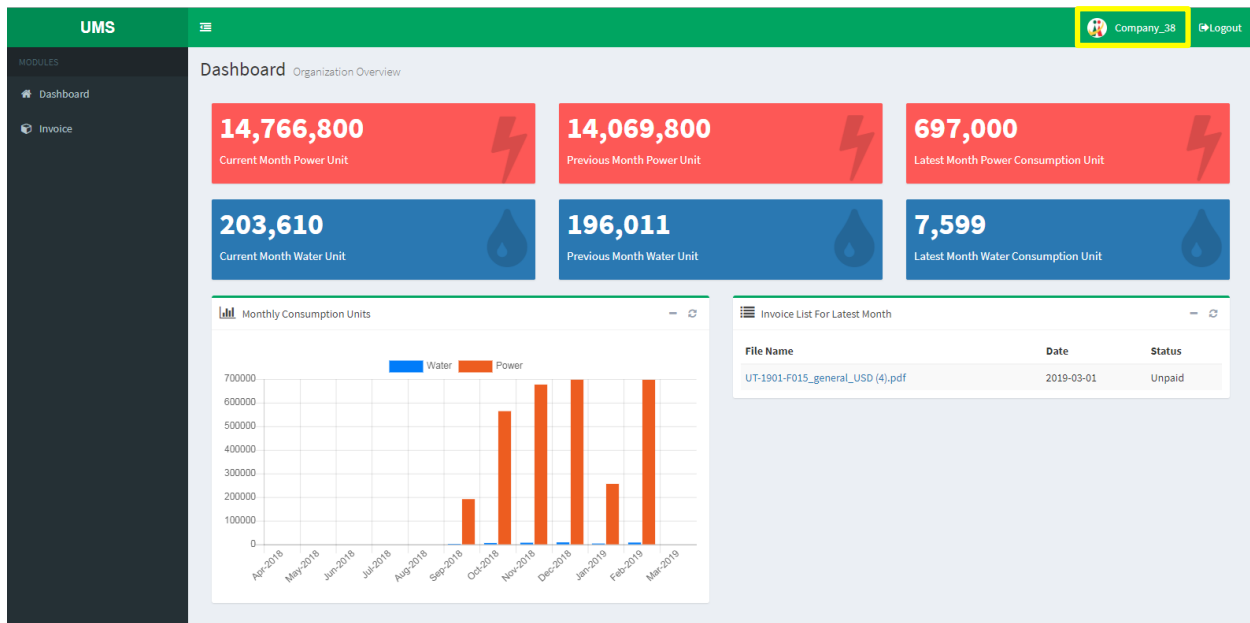
**High Fever \* :**

Not Found  Found

**Name :**  **Age :**  **Department :**  **Shift :**  **Temp :**  **Action :**

## VI. Profile

1. Click "Company Name" on right corner



**UMS** Company\_38 Logout

**Dashboard** Organization Overview

<b>14,766,800</b> Current Month Power Unit	<b>14,069,800</b> Previous Month Power Unit	<b>697,000</b> Latest Month Power Consumption Unit
<b>203,610</b> Current Month Water Unit	<b>196,011</b> Previous Month Water Unit	<b>7,599</b> Latest Month Water Consumption Unit

**Monthly Consumption Units**

Month	Water	Power
Apr-2018	0	0
May-2018	0	0
Jun-2018	0	0
Jul-2018	0	0
Aug-2018	0	0
Sep-2018	0	180,000
Oct-2018	0	550,000
Nov-2018	0	650,000
Dec-2018	0	680,000
Jan-2019	0	250,000
Feb-2019	0	680,000
Mar-2019	0	680,000

**Invoice List For Latest Month**

File Name	Date	Status
UT-1901-F015_general_USD (4).pdf	2019-03-01	Unpaid

2. Click "Profile"



Dashboard Organization Overview


Company\_38 Logout

<b>14,766,800</b> Current Month Power Unit	<b>14,069,800</b> Previous Month Power Unit	<b>697,...</b> Latest Month Power Unit
<b>203,610</b> Current Month Water Unit	<b>196,011</b> Previous Month Water Unit	<b>7,599</b> Latest Month Water Consumption Unit

Company\_38  
Customer since Jan. 1970

Profile Sign out

Company profile is shown as below.



### Customer Profile Information

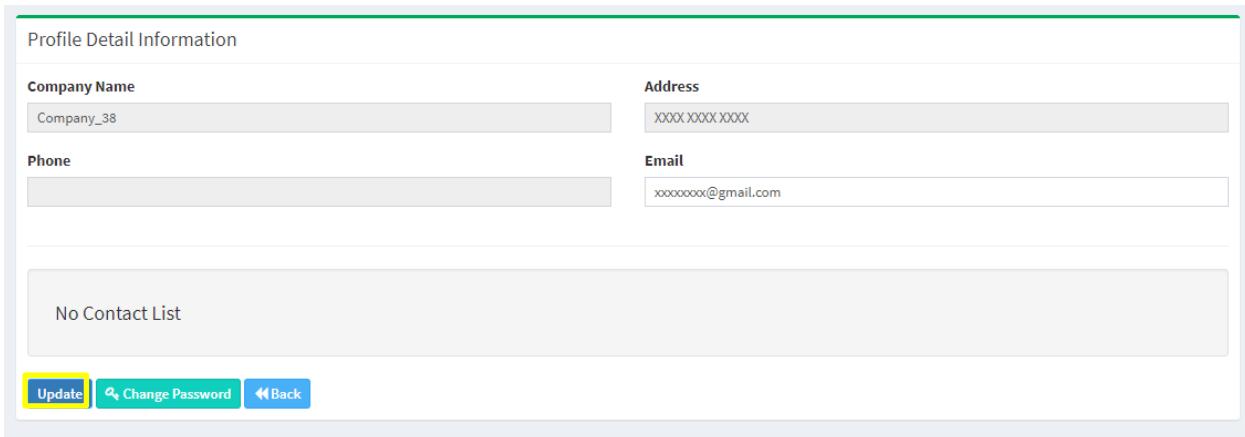
Company Name :	Company_38
Address :	XXXX XXXX XXXX
Phone :	
Email :	xxxxxxxx@gmail.com

[Edit](#) [Back](#)

Acti  
Go to

## 1. How to modify Profile

1. Click "Edit" on right corner of customer profile information
2. Click "Update" after changing company profile such as email, phone, etc.



Profile Detail Information

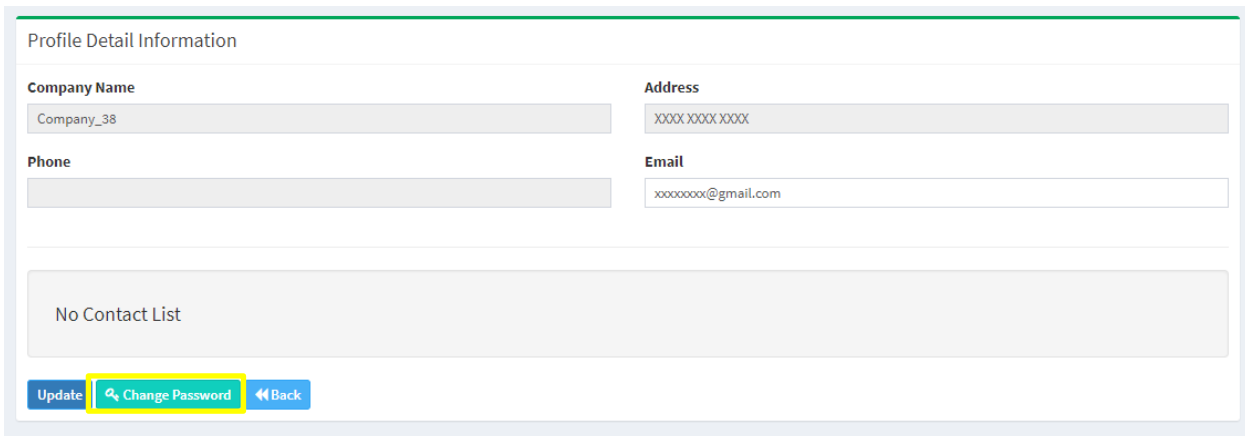
<b>Company Name</b> Company_38	<b>Address</b> XXXX XXXX XXXX
<b>Phone</b> 	<b>Email</b> xxxxxxxx@gmail.com

No Contact List

[Update](#) [Change Password](#) [Back](#)

## 2. How to change Password

1. Click on "Change Password"



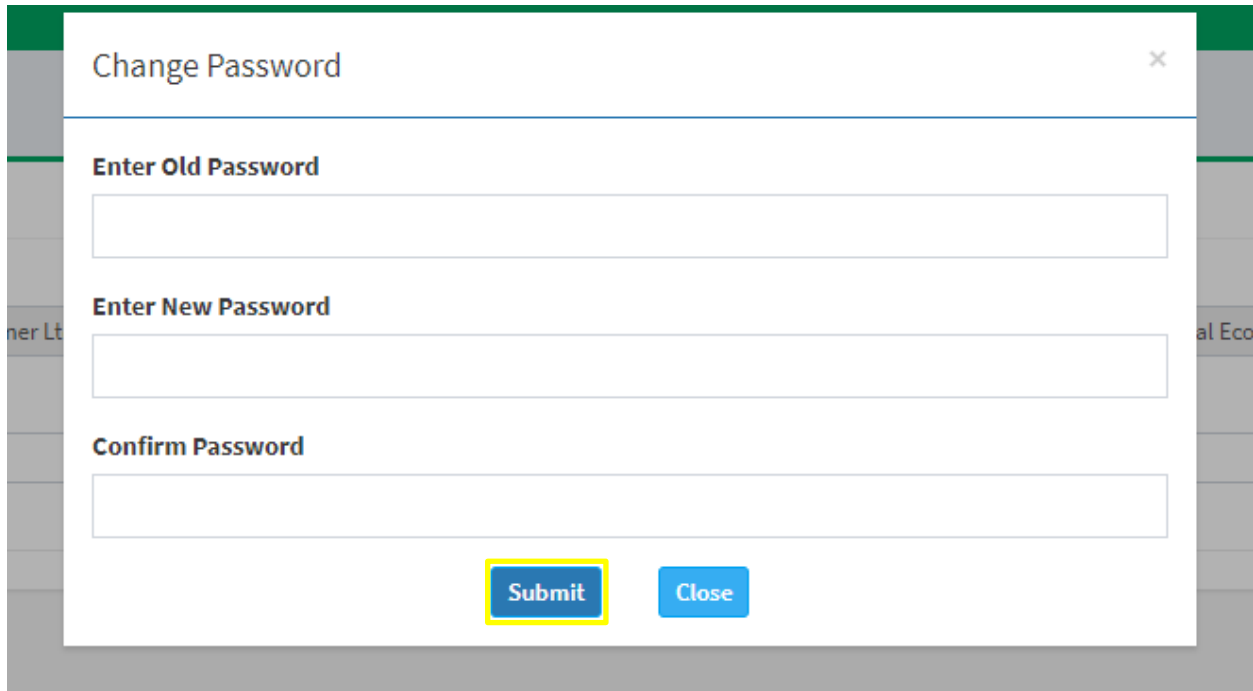
Profile Detail Information

<b>Company Name</b> Company_38	<b>Address</b> XXXX XXXX XXXX
<b>Phone</b> 	<b>Email</b> xxxxxxxx@gmail.com

No Contact List

[Update](#) [Change Password](#) [Back](#)

2. Fill in the blanks
3. Click "Submit"



Change Password

Enter Old Password

Enter New Password

Confirm Password

Submit Close

## VII. Remark

If you find any problem concerned with UMS, please contact MJTD Locator Relation Team.

### MJTD Locator Relation Team

Mobile : 09-428441033

Email : [locator.relation@mjtd.com.mm](mailto:locator.relation@mjtd.com.mm)