Bangladesh Power Development Board
Directorate of Pre-Paid Metering System
Prepaid (Unified) System Operation Manual

1. METER Customization

1.1 Add Meter into System

1. GO to Prepaid>Achieves Management>Meter Management
2. Click on **Add** Button
3. **Give 12 Digit Meter Number**
4. Select **Power Utility** (Your S&D Name)
5. Select **Meter Type** (GPRS Meter/PLC Meter/RF Meter/Offline Meter)
6. Select Meter Mode: **Prepaid Mode**
7. Select Manufacturer and Meter Model (**See Meter Nameplate**)
8. Select **Mother/Child Type** (Individual Meter/DCU/Child Meter)
9. Select **SIM Card No** (Type SIM No. and Press **Query** Button Then **Check** on SIM No) (**Please see Step 11**)
10. Select **YES as HES Mode (For Meter Type: GPRS Meter/PLC Meter/RF Meter)**
11. If you have installed SIM in the meter then you have to add SIM Card from
    a. Basic>Archive Management>SIM Card management>Click **Add**
    b. Select **Power Utility** (Your S&D Name)
    c. Give SIM No.
    d. Select **Service Provider**
    e. Click **Save** Button
12. Click **Save** Button (**So Meter has been added into system)**

1.2 Add Customer into System

1. Go to **Basic>Archive Management>Customer management**
2. Click on **Add** Button
3. Give **Customer Number,** Give **Customer Name,**
4. Select **Customer Type: L.V**
5. Give other related information of customer
6. Select **Power Utility** (Your S&D Name)
7. Give **Max. Power (Sanction Load)**
8. Select **Meter Owned By** (**i. Utility** for BPDB provided **ii. Customer** for Customer provided)
9. Give **Mobile** number of customer
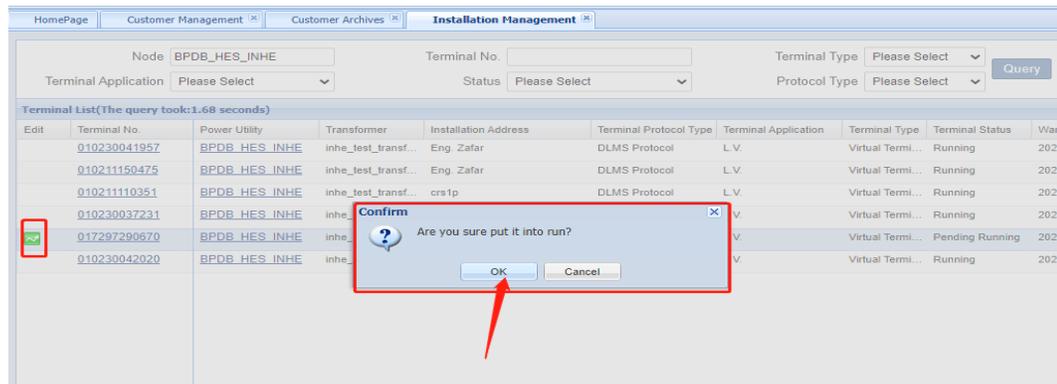10. Click **Save** Button

1.3 Install Meter to Customer

1. Click **Install Meter** Button
2. Give new Meter Number in **Meter Number** field and Click **Query**
3. Select **Meter Number**
4. Select **Transformer**

5. Select **Tariff**
6. Select **Effective Date (From which month Meter will be running (For example: If you are installing meter to customer on February, 2020 select 02-2020 as Effective Date.**

1.4 Running Meter

1. Go to **Basic>Installation Management>Installation Management**
2. Click on **Your S&D** & Give **Meter Number** and Click **Query**
3. Click on **Green Button on** Left Side like bellow

4. Click **OK**

2. POS Recharge/Purchase

Step 1. For POS Purchase:

1. GO to: Prepaid>POS Management>POS Purchasing
2. Select: Power Utility
3. Click: Query Button.
4. Select: which POS you want to recharge.
5. Click: Recharge Button.
6. Select: Recharge Type>Cash and put desired amount.
7. Click: Recharge Button. Then click: OK to send the request.
   After Successful recharge attempt below message will be shown:

Recharge Successfully Sent for approval!

Step2. For Approve POS Recharge (Only MIC User will get this menu):

1. GO to: Prepaid>POS Management>Approve POS recharge
2. Select: Power Utility
3. Select: Pending Status
4. Click: Query Button.
5. Here you will get list of the recharge request sent to you for approval.
6. Click: Approve (Green) Button, Click OK if you want to approve the recharge request.
   After Successful POS recharge Approved below message will be shown:

Recharge approved successfully!

7. Click: Reject (Red) Button if you don't want to approve the recharge request.

3. Grid management

Feeder/Transformer Area/Transformer Creation

1. Go to **Basic>Grid Management> Grid Management**
2. Select **S&D Name** > Right Click on **Feeder Line**> Click on **Add Feeder** Line [Feeder has been Created]
3. Select Newly Added **Feeder Line**> Right Click on **Feeder Line**> Click on **Add Transformer Area** [Transformer Area has been Created]
4. Select Newly Added **Transformer Area**> Right Click on **Transformer Area**> Add **Transformer [**Transformer has been Created**]**

4. POS/Operator Creation

4.1 POS Creation
1. Go to **Prepaid -> POS Management -> POS Management**
2. Click on **Add** Button
3. Give **POS Name** then select **Power Utility**
4. Select **Normal** as Status and **Directly Under** as Type
5. Click on **Save**

4.2 Operator Creation
1. Go to **Prepaid -> POS Management -> Operator Authentication**
2. Select **POS Station**
3. Give **Operator ID, Operator Name, Operator Password & Mobile Number**
4. Select **Enable** as **Status**
5. Click checkbox in right side for proving some role
6. Click on **Add**

4.3 Operator Creation (Admin level like UVS, UCC)
7. Go to **System> Permission Management> Operator Authentication**
8. Select **Department**
9. Give **ID, Name, Password & Mobile Number**
10. Select **Enable** as **Status**
11. Click checkbox in right side for proving some role
12. Click on **Add**

5. Meter/Account Logoff

1. Go to **Prepaid>Vending Management>Account Logoff**
2. Search **Meter Number**
3. Click on to **Create Termination Code**
4. Follow bellow Picture

5. After clicking on **"Create Termination Code"** one Token will be generate. Put it into Meter.

6. Get **Logoff Return Token from meter** by Pressing **Short Code** to Meter and Put it into system field **"Input Return Token"**.

7. Then Click **"Import Return Token"**.

8. **N.B>: After Clicking "Import Return Token" Please unbound the old meter from customer and bound new/target meter to customer. Then select new meter.**

9. Select New/Target meter number and Remarks.

10. After Clicking **Balance Transfer Button** one Token will be generated & put it into new/target meter.

11. Meter Short Code

SL	Information	Hexing	Inhe		Linyang	Eastern
			1P	3P		
1	Meter Activation	865	37120	37120	865	Auto
2	Logoff Return Token	818	54	C6015	-	051
3	Relay Tripping Cause	806			008	041
4	Emergency Balance Start	811/810	89898686	89898686	809	

5	Meter Number	804	30	C10	100	011
6	Sanction Load	869	19	21350	007	004
7	Remaining Balance	801	00	C501	019	010
8	Remaining Emergency Balance	981/810	38/59		106	
9	Last Recharge Amount	817	31	CL401	200	050
10	Last Recharge Token	830	53	C6014	201	
11	Token Sequence Number	889	52	C6013	011	090
12	Current Month Uses	814	01		803	047
13	Last Month Uses	820			820	053
14	Status of Friendly Mode	900	51/51/56	C6011, C6012	785	100
15	Voltage	877	07	L1-3270, L2-5270, L3-7270	760	070
16	Current	874	08	L1-3170, L2-5170, L3-7170	763	071
17	Overdraw Threshold		38	C505	106	044/045
18	Tariff Solution	809/886	03	C701	005	008

12. <u>Pre-Paid Metering System Facebook Group</u>

BPDB Pre-Paid Metering System has a Facebook group. The link of the group is
https://www.facebook.com/groups/3715263025180679
Please join this group for your any kind of assistance, confusions or queries.