

Municipal Corporation Greater Mumbai

User Manual for MTL Employee

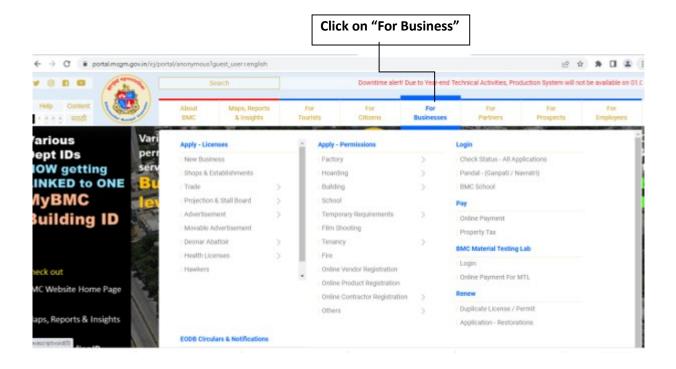
Material Testing laboratory

Version 1.0

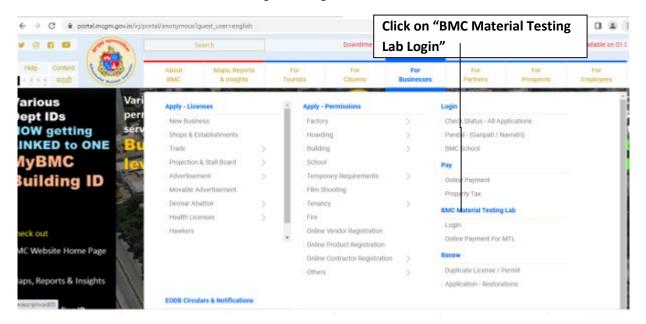
1) MTL Login



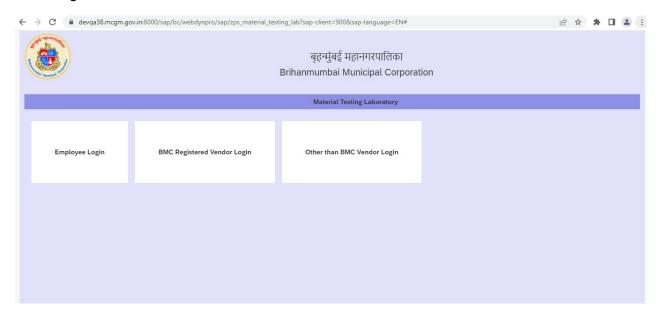
• Click on "For Business" tab



• Click on "BMC Material Testing Lab Login".



• Login screen shown as below.

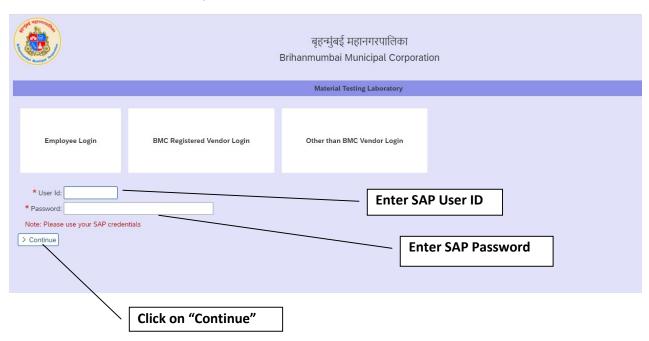


MTL Clerk Log in

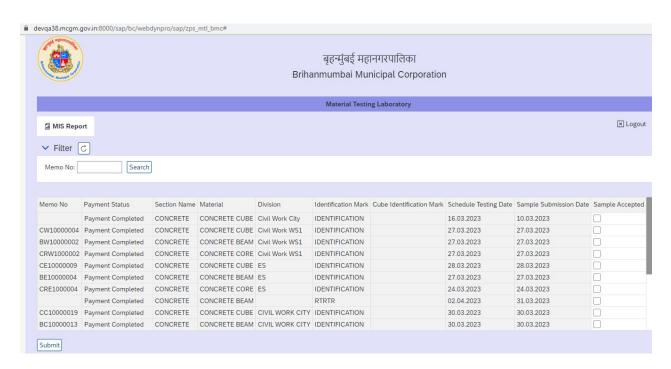
• Click On Employee Login.



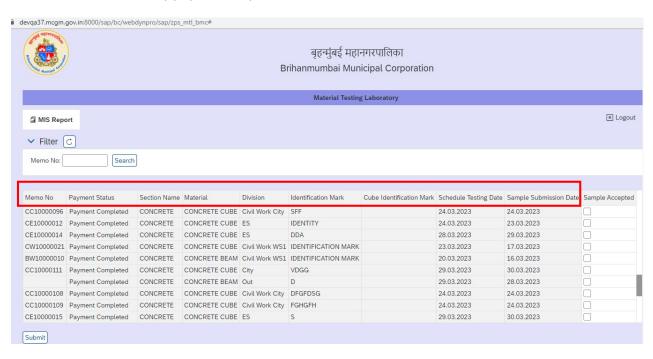
• Below screen will display.



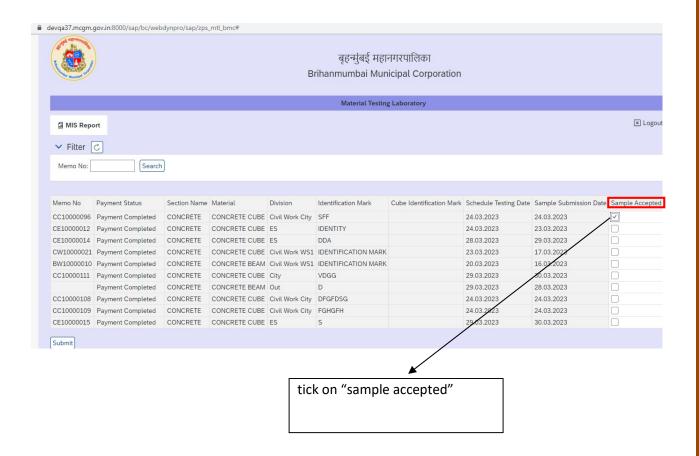
• After click on "Continue button" below screen displayed



Application having payment status completed, All that MEMO's are assigned to clerk login for sample accept. • MTL Clerk can verify physical sample with MEMO information.



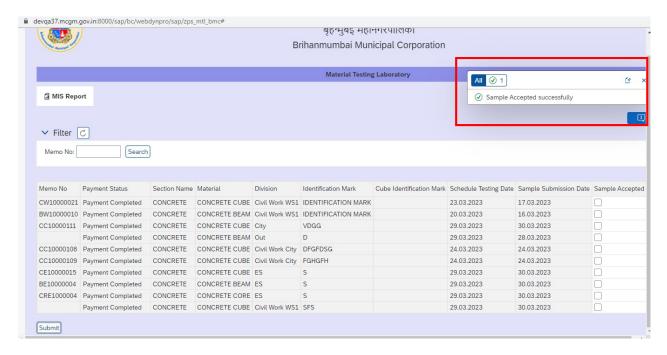
• After verifying sample information, tick on "sample accepted" check box



After tick on Sample accepted, Click on "Submit" Button



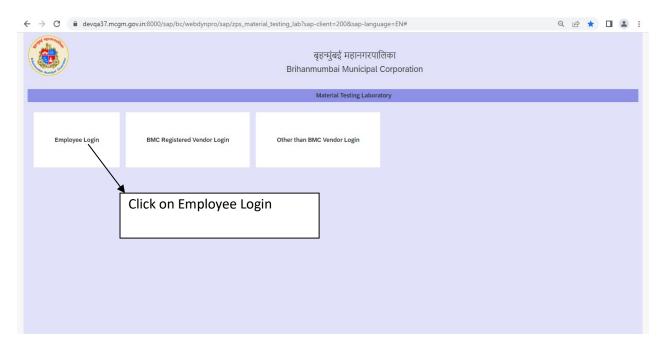
After clicking Submit button Sample Accepted Successfully



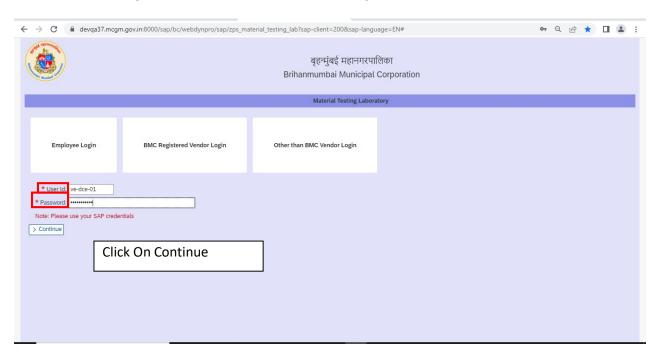
- >> After Sample Acceptance ,intimation text message and mail send to Vendor and Concern User.
- >> Accepted Sample assigned to concern MTL Sub Engineer as per MTL Organization structure.

1) MTL Sub Engineer Log in.

• Click on Employee Login



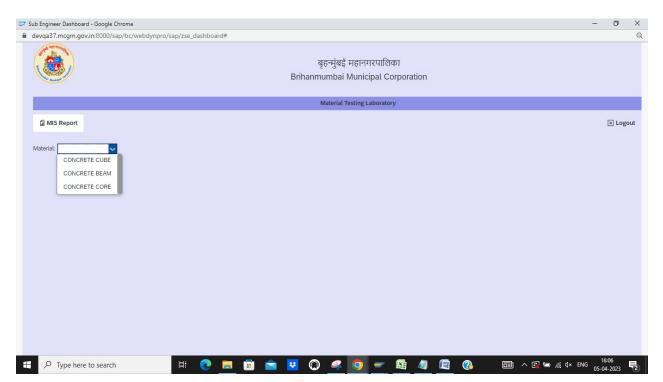
• Enter the User id and Password and click on Continue.



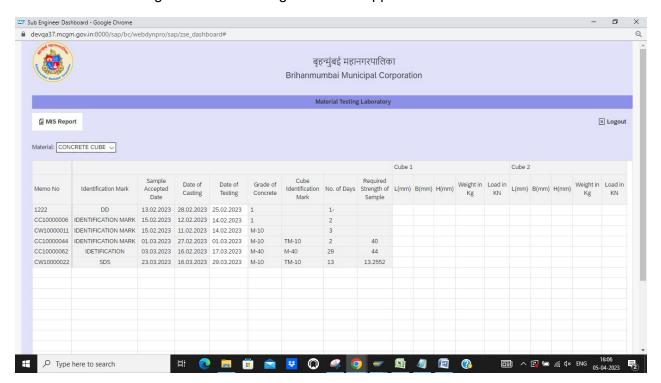
• After click on continue following page will appear .



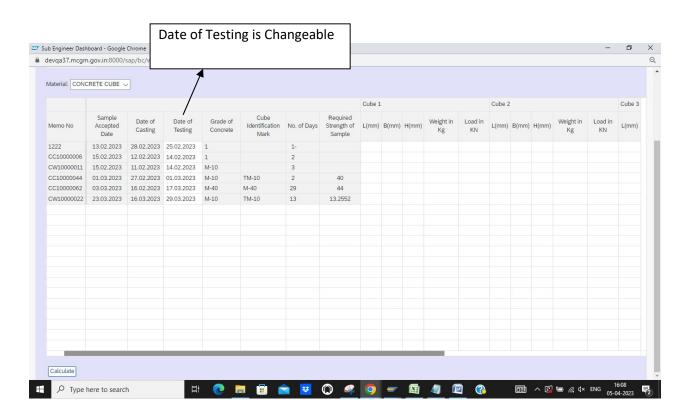
• Select the Material.



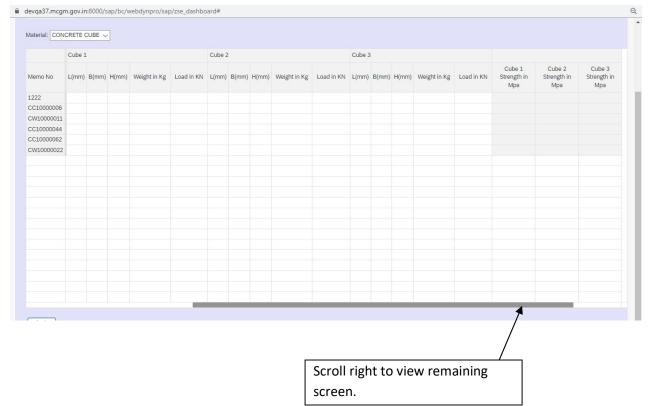
• After selecting the Cube following screen will appear.



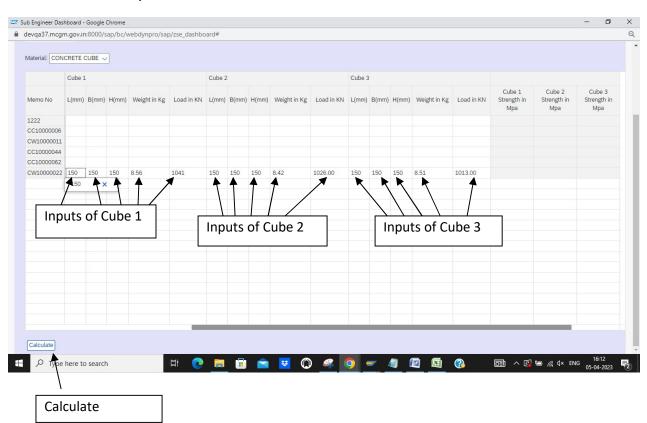
Date of testing can be changeable in Sub engineer Console.



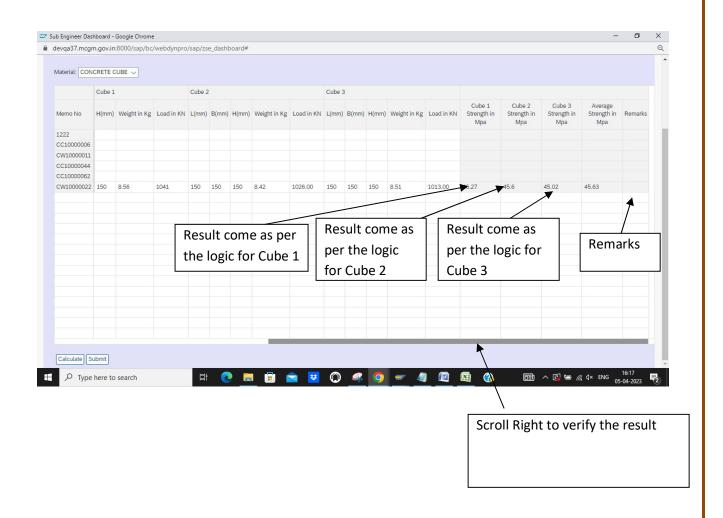
• Scroll right to view the remaining screen



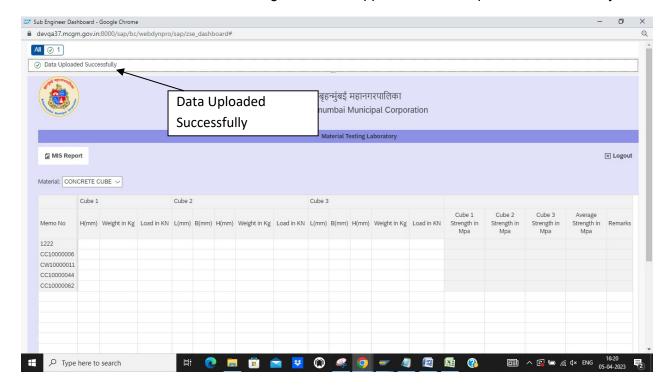
• Enter the Inputs of Cube 1, Cube 2 and Cube 3 and click on calculate



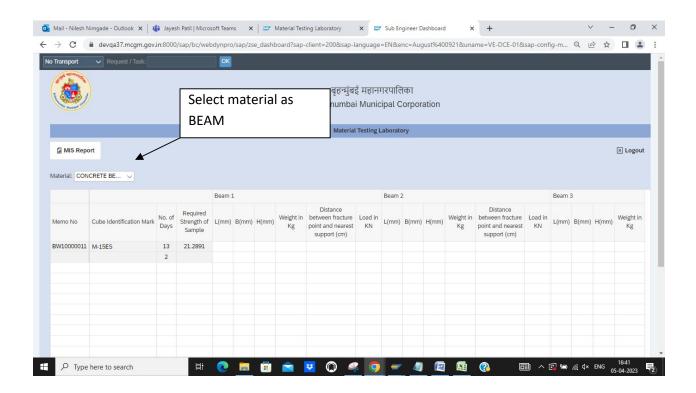
• Scroll Right to Verify the results and Remarks Column of Cube 1,2 and 3 and Click on Submit.



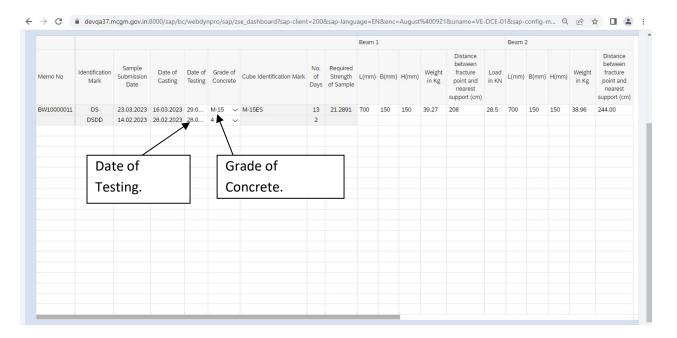
• After Click on Submit Following screen will appears as Data Uploaded Successfully.



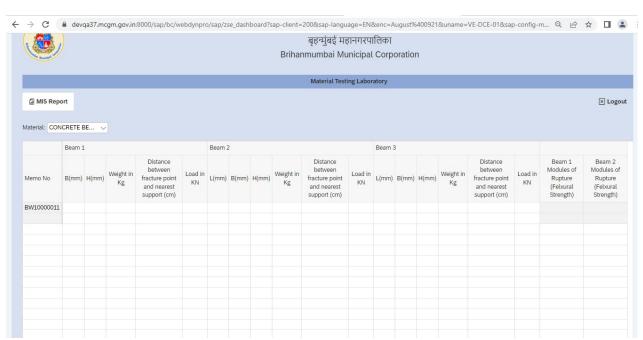
• After Selecting the Beam as material then following screen will appear.



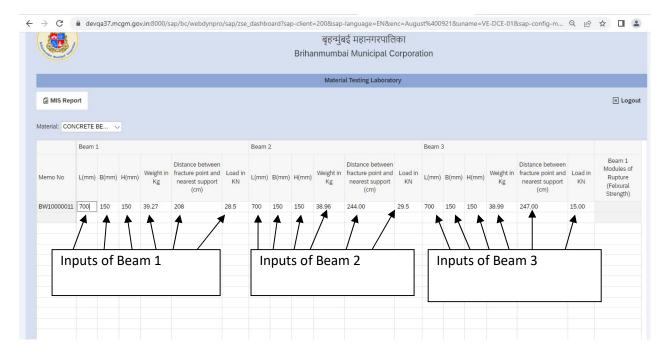
 Date of Testing and and Grade of Concrete is changeable in Sub enginner console for Beam



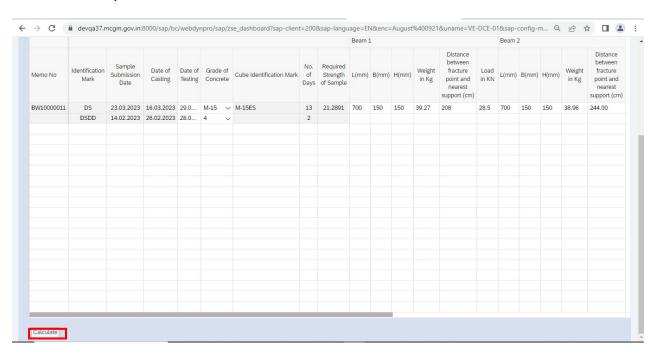
• Scroll Right for to view the remaining screen



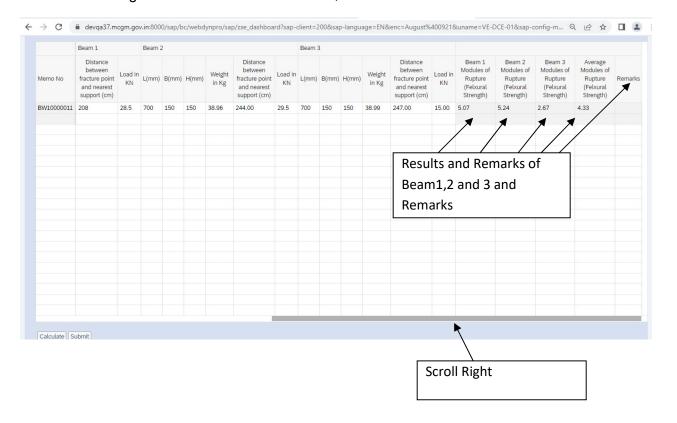
• Enter the Inputs of Beam 1,2 and 3



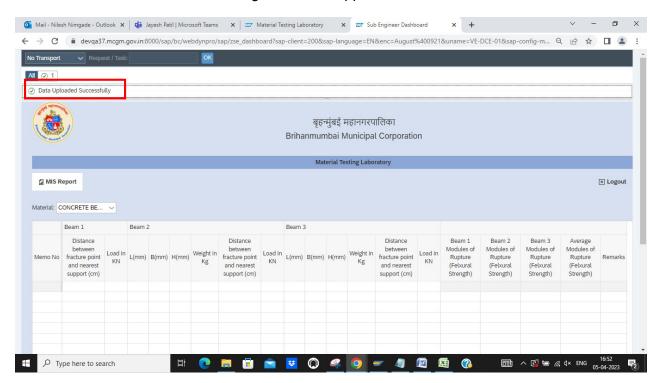
• After Inputs Click on calculate.



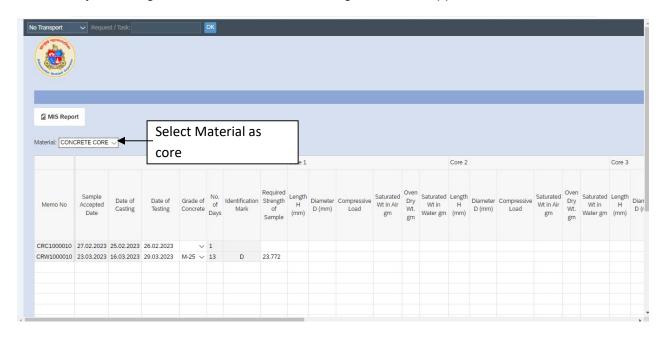
• Scroll Right to see the Result of Beam 1,2 and 3 and Remarks.



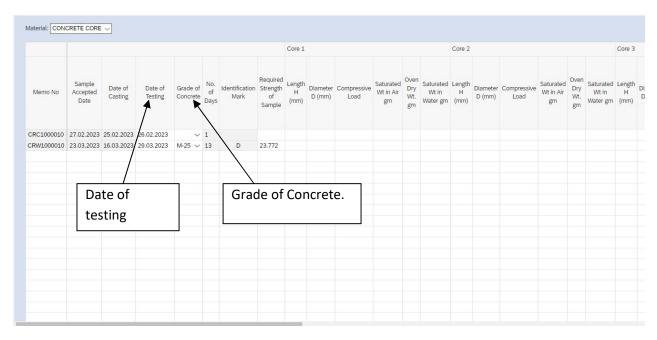
• Click on submit the Following screen will appears.



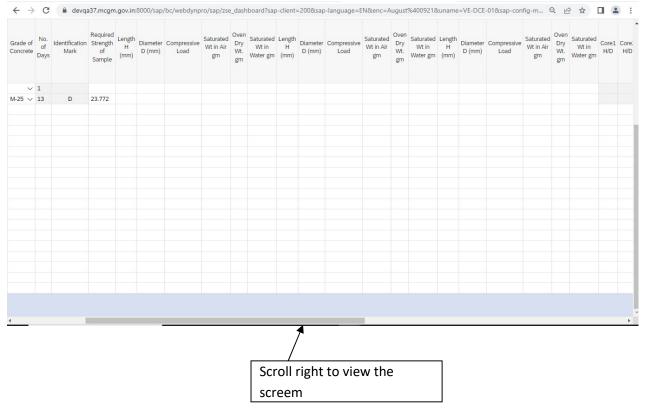
• B y selecting the Material as Core following screen will appear.



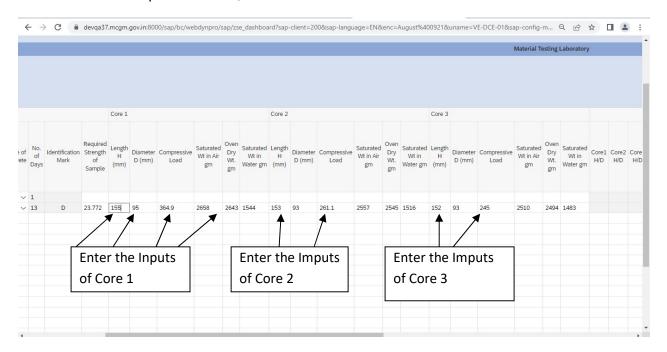
• Date of Testing and Grade of concrete is Changeable.



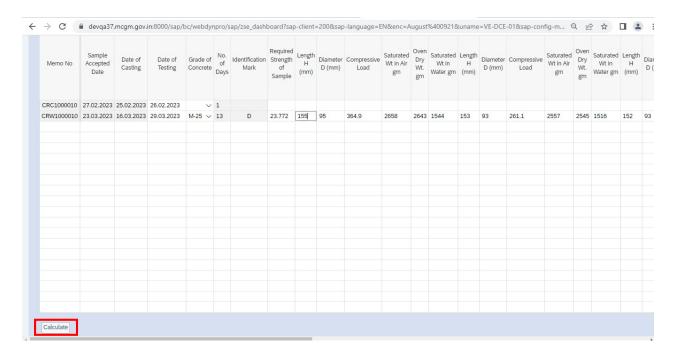
Scroll right to view the remaining screen.



• Enter the Inputs of core 1,2 and 3.



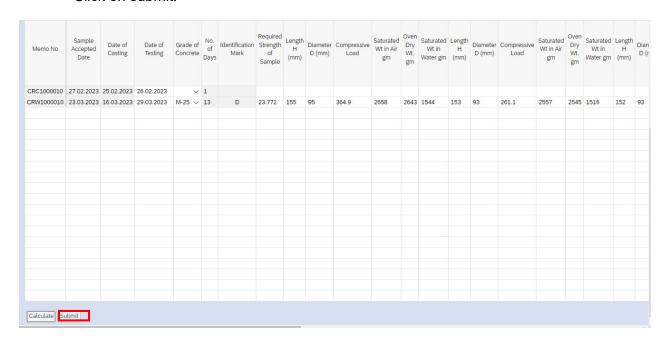
• Click on Calculate and for results and remarks.



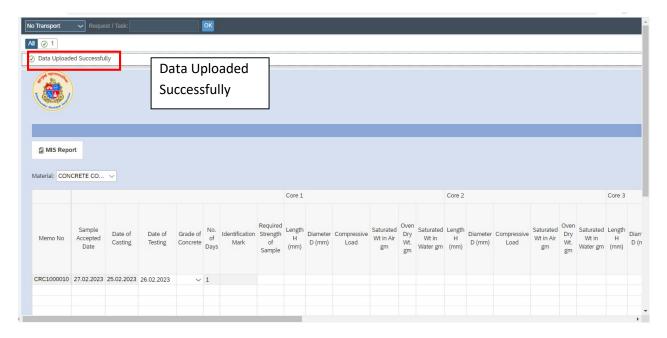
• Result will Appear along with the Remarks of Core 1,2 and 3



• Click on submit.

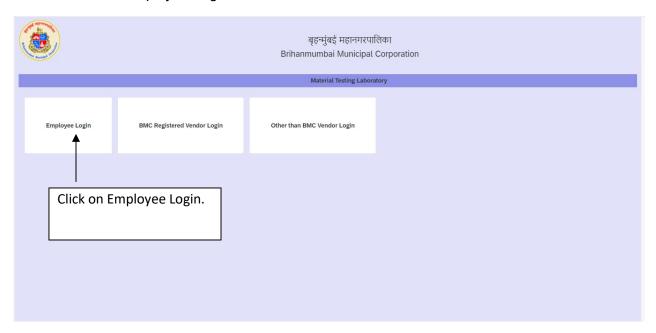


• After click on submit following screen will appears.

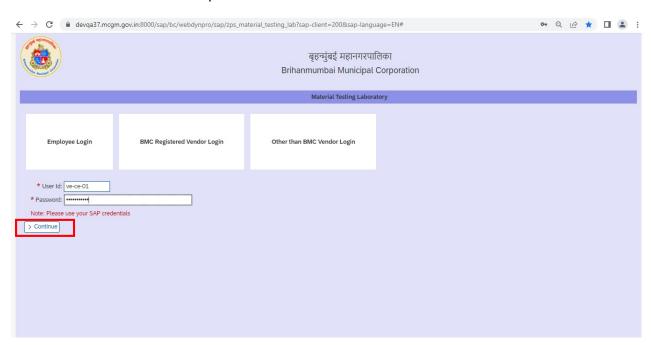


MTL A.E Login

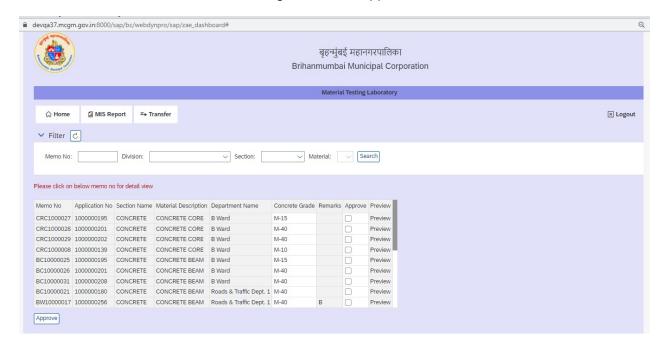
• Click on Employee Login



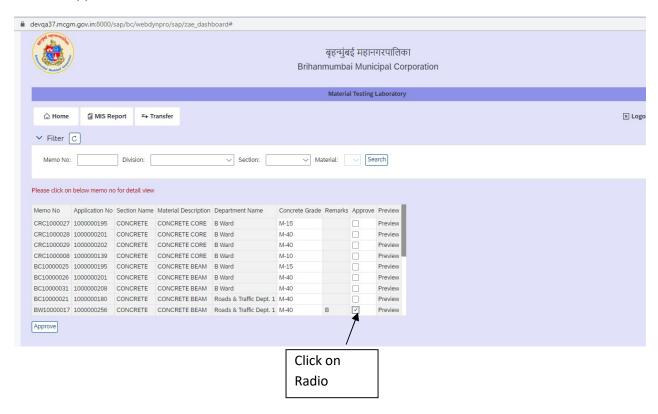
• Enter the User id and password of A.E and click on Continue.



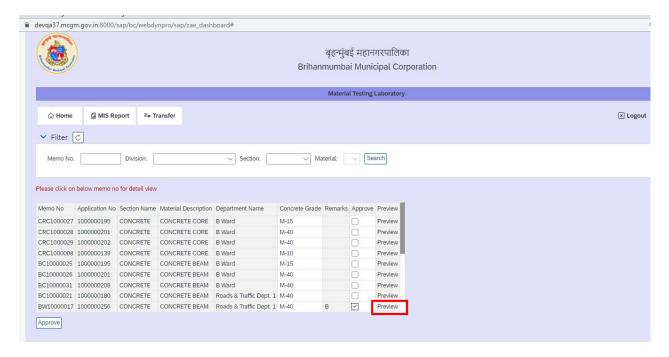
• After Click on Continue following screen will appear.



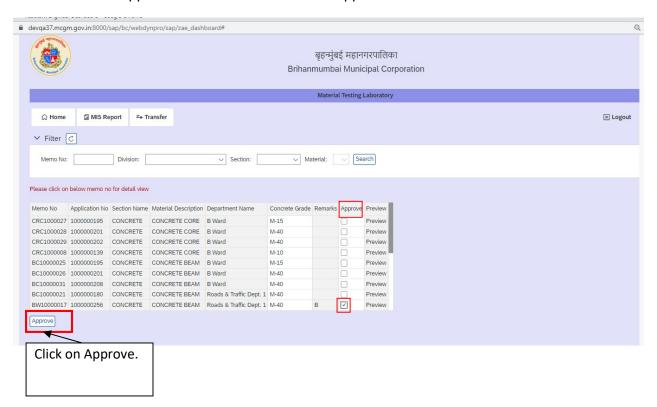
 Click on the radio Button by selecting the radio button of which Memo has to be approved



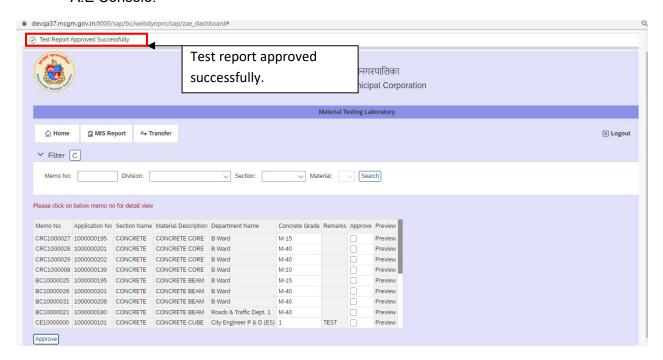
• User can see the Preview before approval



• Tick on Approve check Box and Click on Approve Button .



 After approve following screen will appear and the Memo Number will get removed from A.E Console.



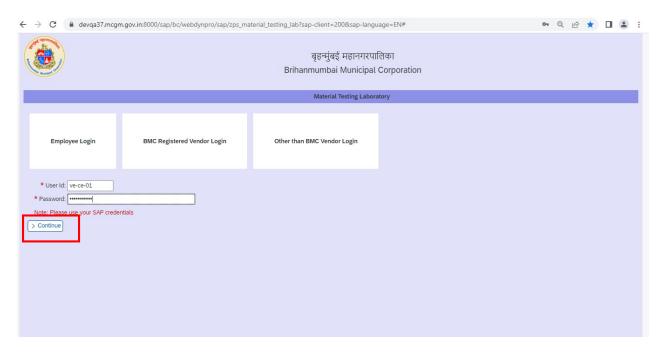
>> After Test report approved ,intimation text message and mail send to Vendor and Concern User.

MTL MEMO transfer process.

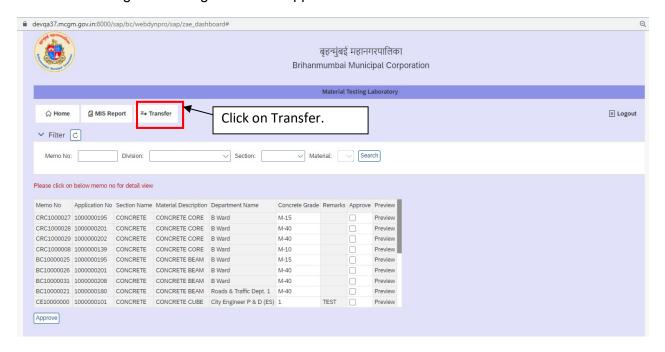
Click on Employee Login.



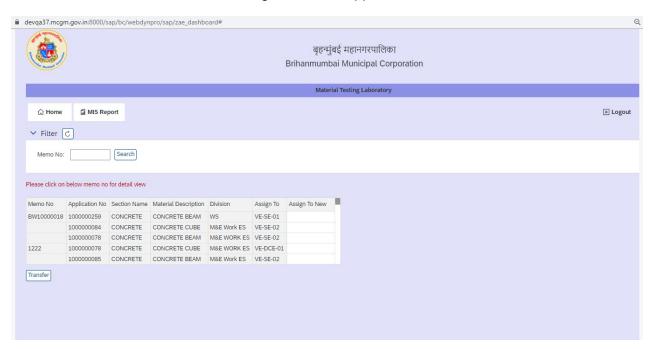
• Enter the User id and Password and click on continue.



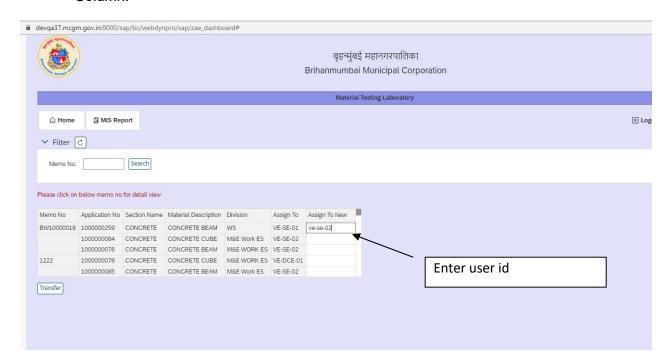
• After Login Following screen will appears click on Transfer.



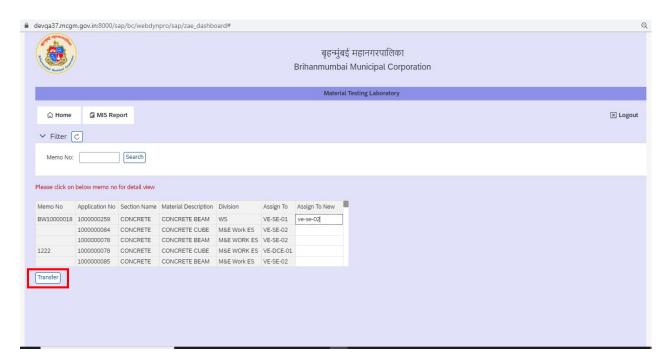
After click on transfer Following screen will appear.



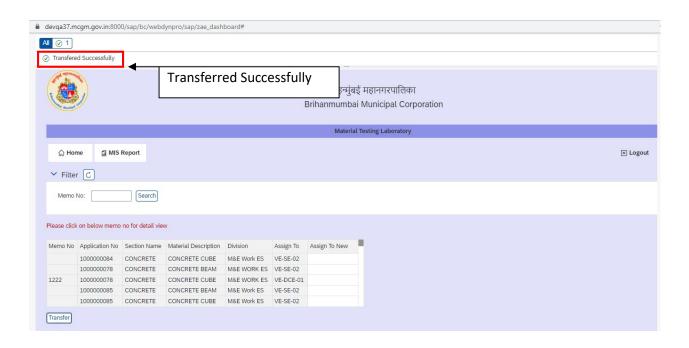
• Enter the Sub Engineer id to which Material have to be transfer in "ASSIGN TO NEW" Column.



• Then Click on transfer.

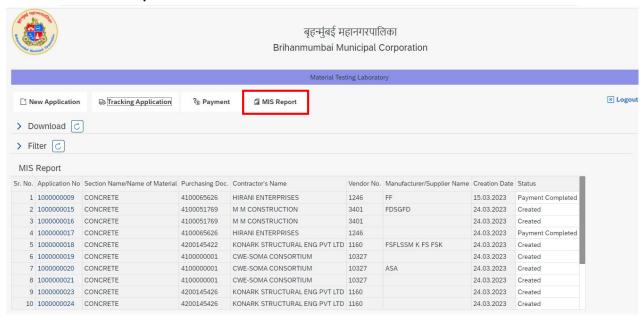


• After click on Transfer Below screen will appear.

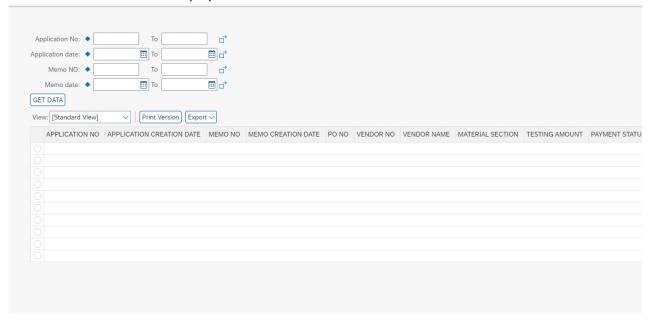


MIS Application

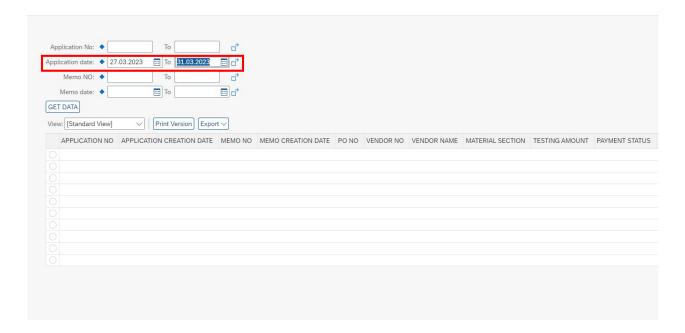
• Click on "MIS Report" Button



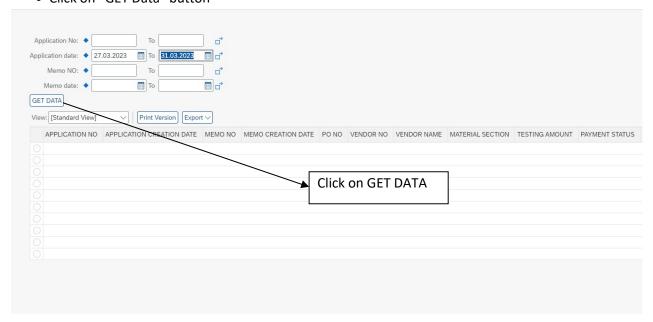
• Below screen will be displayed



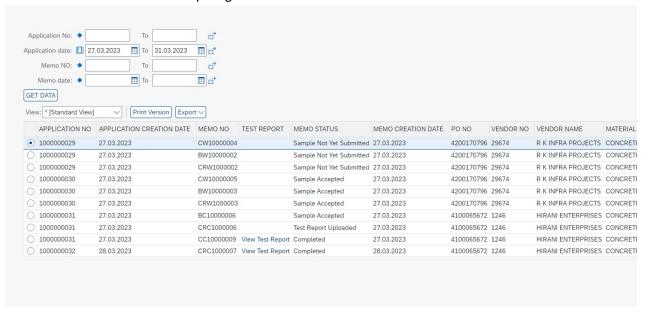
• Enter Input field Application No. ,Application Date,MEMO no.,MEMO date



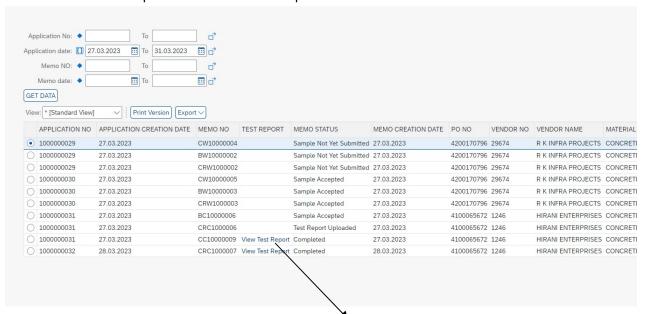
• Click on "GET Data" button



• After click on Get Data Report generated



• Click on "Test Report" to download test report



Download test report from MIS report

