Digital Wireman Application Manual

1. First-Time Wireman Registration

Steps to Register:

1. Visit the **sign-up link** on the Digi-Yman login page.

2. Prepare the following before starting the registration process:

   o A valid ERA permit number.

   o The same phone number used when obtaining the ERA permit.

   o A valid email address.

3. Fill in the registration form:

   o Provide your email address.

   o Enter the phone number linked to your ERA permit.

   o Input your ERA permit number.

4. Create a secure password with:

   o At least 8 characters.

   o A mix of uppercase letters, lowercase letters, numbers, and special characters (e.g., @, #,*).

5. After completing the form:

   o Click **"Sign Up"** to proceed.

   o The system will validate your details against the ERA database.

   o If validated successfully, you will be redirected to the **Sign-in page**.

Logging In:

1. On the sign-in page:

   o Select a login method either Email or Phone number

- o Enter your registered email or phone number.

- o Input your password.

- o Click **"Login"** to proceed.

2. If you forget your password:

- o Click **"Forgot Password"** and enter your registered email.

- o Check your email for a reset link. Use it to set a new password.

3. After entering your credentials, an OTP (6-digit code) will be sent to your registered email or phone number:

- o Enter the OTP in the provided field.

- o Note: The OTP is valid for **10 minutes only**.

Dashboard Access:

- Upon successful login and OTP verification:

- o You will be redirected to the dashboard.

- o The dashboard includes general instructions and the main navigation menu.

---

2. Adding a New Certificate

Important Notice:

- **Certificates must be generated on-site at the customer's premises after wiring.**

- o Certificates created elsewhere may result in account suspension or permanent blocking.

Steps to Add a Certificate:

1. From the dashboard, click on **"Add Certificate"** in the left-side menu.

2. You will be directed to the **Certificate of Installation Form**.

3. Before proceeding:

- Read and accept the declaration to comply with:

    - Electricity Installation Permits Regulations.

    - Electricity Safety Code Regulations, 2003.

    - Primary Grid Code Regulations.

4. In case of Failed inspections, a wireman shall be able to view the details of their failed inspections and be expected to correct these failed inspections before creating a new certificate.

NB. Wiremen shall not be able to create new certificates if their ERA Permits have expired.

---

3. Filling Certificate Details

Customer Details:

1. **Customer Type:**

   - Select *Individual* for residential customers or *Non-Individual* for businesses and organizations.

2. Depending on the selected type:

   - *For Individuals*: Provide the following:

       - First name, middle name (optional), and last name (surname).

       - Gender.

       - Phone number.

       - National ID Number.

       - Email (optional).

   - *For Non-Individuals*: Provide:

       - Business name.

       - Phone number.

- TIN/registration number.

- Email (optional).

Note: The customer's phone number is crucial for verification during certificate generation.

Location Details:

1. Select the customer's location by filling in:

   o District, county, sub-county, parish, and village.

   o Optionally, provide the street/road.

Installation Details:

1. Choose the type of installation:

   o Single-phase or Three-phase.

2. Enable GPS on your device and follow these steps:

   o **Nearest Utility Pole:**

     - Stand near the closest utility pole to the customer's premises.

     - Click the **"Get GPS"** button under the "Nearest Utility Pole" section.

     - The system will automatically capture the GPS coordinates (X and Y).

   o **Customer's House (House being wired):**

     - Move to the customer's house location.

     - Click the **"Get GPS"** button under the "Customer's House" section.

     - The system will capture the GPS coordinates (X and Y) for this location.

3. The system will calculate the distance (in meters) between the pole and the house.

   o Distances greater than 35 meters indicate a pole service requirement.

Work Details:

1. Select the type of work from the dropdown menu.

2. Choose a description for the premises:

   o If you select "Other," specify the premise description in the provided field.

   o Indicate whether the supply is New for New Installation or Existing for others, based upon the type of work selected.

3. **Wayleave Requirement:**

   o Indicate if a wayleave is needed:

      ▪ If "Yes," the system will generate a link for the customer to download the wayleave document along with a serial number. This shall be sent to the customer via SMS upon successful generation of the Certificate.

Saving and Generating Certificates:

1. **Saving:**

   o Click **"Save Certificate"** to save your progress.

   o You can edit saved certificates before generating them.

2. **Generating:**

   o Once all details are filled and reviewed, click **"Generate Certificate."**

   o A confirmation popup will appear, warning that no further changes can be made after generation.

   o Upon confirmation:

      ▪ An OTP will be sent to the customer's phone for consent.

      ▪ Enter the OTP to finalize the certificate.

---

4. Certificates Section

1. **Viewing Certificates:**

   o   Access all created certificates in this section.

   o   Certificates pending generation will show a status of "Pending Certificate Generation" with an **"Edit"** button.

   o   Certificates that have been successfully generated will show a status of "Certificate Generated"

2. **Downloading Certificates:**

   o   Download certificates in PDF format to issue them to customers.

3. **Requesting Cancellation:**

   Click **"Request to Cancel Certificate"** and provide a detailed reason for the cancellation.

   Note: Cancellation is only possible if the certificate has not been used by the customer.

---

5. Settings Section

- View and manage your profile details:

  Full name, email, phone number, permit number, permit class, and expiry date.

- Use the **"Reset Password"** option to change your password