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Government of Bihar  
Finance Department

date. 22-06-2022

Patna/Date: 21-06-2022

To,

**Additional Chief Secretary/ Principal Secretary/Secretary**

Road Construction Department/ Building Construction Department/ Environment, Forest & Climate Change Department/ Water Resource Department/ Minor Water Resource Department/ Rural Works Department/ Public Health Engineering Department/ Urban Development & Housing Department/ Planning & Development Department, Govt. of Bihar

**Subject: Regarding Frequently Asked Questions (FAQs) of WAMIS Application**

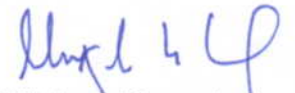
**Reference: Letter No- e.gov./WAMIS – 01/2022/5700 Dated: 17.06.2022**

Dear Sir/Madam,

In reference to the above letter regarding the WAMIS application scheduled to Go-live on 1<sup>st</sup> July 2022, C-DAC has developed a list of Frequently Asked Questions (FAQs) which is expected to cater to the basic common issues/queries of the users faced while using the WAMIS application post go-live. The indicative FAQ is annexed herewith (Please refer Annexure -1) for your reference. The same has also been made available on the WAMIS Application website. Request you to kindly refer to the same for any queries on functioning of the WAMIS application.

I look forward to your support in making this project a success.

Yours Sincerely,



(Shri Mukesh Kumar Lal)

Special Secretary, Finance Department

**Copy to:**

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2. Shri Ashok Kumar, Chief Engineer, PHED
3. Shri Gopal Thakur, Executive Engineer, LAEO
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11. Shri Samarendra Prasad Biswal, C-DAC
12. Shri Saurabh Tripathi, C-DAC
13. Shri Prakash Mishra, TCS for necessary action

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**WAMIS****1.What is the url to access WAMIS Bihar Application?**

**Ans-** To access the WAMIS Bihar application, enter the url in recommended browser <http://wamisuat.bihar.gov.in/wamisb/login.do> and press the enter button.

**2.In which browsers WAMIS Application is best viewed?**

**Ans-** Internet Edge 91 + ,Mozilla Firefox 97+ and Google Chrome 93+ (latest version)

**3.How to access the user manual of WAMIS Application?**

**Ans-** Click on the "WAMIS User Manual" button at the right hand corner on the WAMIS application home page and Downloads for accessing the user manuals.

**WAMIS Application Login****4.I have not received user name and password?**

**Ans-** User credential already sent to the department nodal officer , so ask with your department nodal officer to share the login credential of your office.

**Note:-** Once SMS based user registration facility is ready then username and password will be shared through SMS notification.

**5.How do I retrieve my password in case I lost my password?**

**Ans-** Use the "Forget Password" Link on Login screen to retrieve your login details.

**6.In WAMIS,how user can change password?**

**Ans-** Yes, authorized WAMIS user from Works & Forest engineering department can change their respective passwords. User can login with his credential and can change password by going to "change password" screen.

**Proposal Work****7.What is the process for creation of new proposal works?**

**Ans-** The process for creation of new work for a scheme related to Works & Forest department, initiated by Divisional Officer by selecting **Works → Proposal Work → Work Info**, "Work Info" screen is displayed. To create the new work enter all the required details in the work info screen and click on Save button.



**8. I am unable to see the desired head in work info details for my scheme, what should i do?**

**Ans-** If the head details is not shown for your scheme then first confirm with CFMS or nodal department, because it can be seen only if head is mapped with your office in CFMS.

**9. Where can I see the CFMS migrated work in WAMIS ?**

**Ans-** Woks migrated from CFMS has been is listed in the proposal work details view screen. To see the all CFMS migrated works go to **Works → Proposal Work → Work Info** and click on 'View' option, the displayed proposal work details screen shows all the CFMS migrated works with the CFMS work number for the current logged-in division.

**10. Can I add the Multiple Chart of Account (COA) for the same work?**

**Ans-** Yes, you can add Multiple COA for the same work.

**11. There is some spelling mistake in the name of proposal work. How to correct the same?**

**Ans-** If BoQ is not processed by by junior engineer, then you can correct the spelling mistake by going through **Works → Proposal Work → Work Info** and click on "View" option and click on edit option against the selected work and correct it.

**12. Is there any provision in WAMIS to select maintain multiple Security Deposit percentage?**

**Ans-** Yes, to add multiple recovery percentage BT type follow the following procedure.

Step 1: Login with Divisional Officer (Use EE Login)

Step 2: Go to **Billing → Masters → Recovery Master** ( Click here)

Step 3: On the recovery master screen, select the recovery type, click on the add button, select the correct BT type and enter the percentage required. For adding different percentage of BT type again follow the above procedure.

**13. How to add multiple HoA for running work?**

**Ans-** Follow the following steps to add multiple HoA.

Step 1: Login with divisional officer (EE)

Step 2: Go to **Proposal work → Work Info** (Click on View option)

Step 2: Click on the "Multiple COA" link in the proposal work info screen.

Step 3: Fill all the required details to add the multiple HoA in the add multiple chart of account screen.

**Note :-** Primary heads of account cannot be edited or deleted.

**14. "In MB Book Issue entry employee name was not coming, even though employee details and service details are available in the system"?**

**Ans-** User has entered the service date after commencement of work that's why employee name is not showing during MB issue. In this case, user has to update the service date which must be prior to the commencement of work.

### Approval

**15. Which category of approval details are mandatory for Purchase Item (Department) work?**

**Ans-** For Purchase Item (Department) work Administrative Approval details are mandatory.

**16. Which category of approval details are mandatory for regular tender work?**

**Ans-** For regular tender work Administrative Approval details and Technical Sanction details are mandatory.

**17. Which category of approval details are mandatory for Purchase Item (Tender) work?**

**Ans-** For Purchase Item (Tender) work Administrative Approval details and Technical Sanction details are mandatory.

**18. Which category of approval details are mandatory for EPC work?**

**Ans-** For EPC work, Technical Approval details, Administrative Approval details and Technical Sanction details are mandatory.

**19. What should be the attachment size to upload the Administrative Approval copy?**

**Ans-** Attachment size should not exceed the size of 2 MB.

**20. What should be the type of attachments to upload the Administrative Approval copy?**

**Ans-** Attachment should be of PDF type only.

**21. What option should select for doing the OPRMC work ?**

**Ans-** Divisional Officer (EE) will select option of OPRMC Work in work type on the Administrative Approval (AA) page.



**22. Where the contractor profit should be entered for the departmental work?**

**Ans-** On the Technical Sanction Details (TS) screen, Divisional Officer(EI) should select the option of departmental in work type category and enter the Contractor Profit(%).

**Tender**

**23. Section officer (JE) is unable to see works , whose work proposal details and approval details are already filled by divisional officer(EI)?**

**Ans-** Divisional officer(EI) should ensure that work is mapped properly against the concern section. For updating the section, following steps to be follow.

Step 1: Go to **Proposal work → Work Info** (Click on View option)

Step 2: Click on edit against the selected work

Step 3: Modify the section office assigned to the work.

Note:- Section detail only allowed to update till approval detail not filled up in the system.

**24. How to download the BoQ/Item wise details template?**

**Ans-** Login with section officer(JE) and download the BoQ/Item wise details by going through the option Works→Tendering→Upload BoQ/Item-wise Details,"**Upload BoQ/Item-wise Details**" screen is displayed,click on the " Click Here To Download BoQ/Item-wise Details Excel Template" the template will be downloaded.

**25. How to prepare the BoQ for the regular(tender) work?**

**Ans-** In BoQ excel template, enter the details of Items such as Item name ,quantity, rate and select the "No" for "Is Contractor Profit Applicable", select the unit from the drop-down list, select the Sr/Purchase/EOI Year from the drop-down list and select the "NA" from the component drop-down list.

**26. What needs to be kept in mind while preparing BoQ as per WAMIS excel template ?**

**Ans-** Following points should be kept in mind while preparing BoQ

1. Don't use special characters like ( , ), / , @ in item code
2. Unit & SR Year should be selected from Drop-down
3. No row/cell should be left blank
4. Item code should be unique
5. In contractor profit applicable column it should be selected as no from drop-down. (Only in case of departmental work it should be selected as yes).
6. Save the Boq in .xls extension ( or Saved as MS Excel 97-2003 workbook)
7. Name of BoQ excel template should be simple without space and special characters.



**27. Why the BoQ doesn't get uploaded and the message shows " BoQ content invalid" during uploading BoQ?**

**Ans-** It might be due to special character use in the file name.

Rename the BoQ excel template file and ensure that file name should be simple without space and special characters.

**28. What is the process flow for BoQ finalization in WAMIS?**

**Ans-** BoQ process flow needs to be initiated by Section Officer(JE) and duly scrutinized by Sub-Divisional Officer (AE) and finally finalized by Divisional Officer (EE) in a process like JE→AE→EE. After EE finalizes the BoQ then there will be no change will be allowed on the BoQ.

**29. How to upload the Original BoQ?**

**Ans-** Provision for uploading the original BoQ is provided under the BOQ Upload/item wise details screen at junior engineer level.

**30. Is BoQ excel template is same for the OPRMC work?**

**Ans-** Yes, BoQ excel template is same for the OPRMC work.

**31. How to prepare the BoQ for the OPRMC work?**

**Ans-** In BoQ excel template, enter the details of Items such as Item name ,quantity, rate and select the "No" for "Is Contractor Profit Applicable", select the unit from the drop- down list, select the Sr/Purchase/EOI Year from the drop-down list and select the component from drop-down list.

**32. How to prepare the BoQ for the departmental work?**

**Ans-** In BoQ/Item wise details excel template, enter the details of Items such as Item name ,quantity, rate and select the unit from the drop- down list, select the Sr/Purchase/EOI Year from the drop-down list and select the "NA" against the component from drop-down list and if contractor profit applicable then select "Yes" against the "Is Contractor Profit Applicable"column.

**33. How to fill the Schedule- H for the EPC Work?**

**Ans-** Schedule- H is used to fill the level (stage) wise component details and further fill their breakup (sub component type). At each level, we have to ensure that sum of all component should be equal to 100%.

**34. How the contractor list populated in awarding of contract page?**

**Ans-** Only those contractor whose payee id mapped with CFMS against the division will be populated. If any contractor is missing then division should create the payee id in CFMS first then he can able to select the contractor in WAMIS.

**Note:-** Division to ensure agreement detail is filled up with proper contractor mapping on the migrated CFMS work id

**35. When the WAMIS work details and work contractor mapping will be shared to CFMS?**

**Ans-** On finalizing the details of awarding of contract details, the WAMIS work details and work contractor mapping will be shared to CFMS.

**Billing**

**36. What is the reason of showing the message "E-MB not allowed for the work"?**

**Ans-** This is due to selection of measurement type as "**abstract**" during the details of awarding of contract at divisional officer (EE).

**37. Why PLOP Code & Ledger details are not showing in case of deposit work?**

**Ans-** User has to generate PLOP Code and Ledger details in the CFMS first, after that PLOP code and Ledger details will be available in WAMIS for selection.

**38. Is it mandatory to confirm all the check-list at each level?**

**Ans-** Yes. All check-list needs to be selected by selecting '**select all**' option.

**39. Why measurement add (+) button is showing disabled at Section Officer (JE) level on draft measurement screen?**

**Ans-** Measurement book was not issued by divisional office, that's why measurement add (+) button is disabled.

Follow the following steps to enable the add (+) button for taking the measurement.

Step 1: Login with Divisional Officer (EE) credential.

Step 2: Go to **Billing → Measurement Info**.

Step 3: Click on MB Book Issue Entry.

Step 4: Fill all required details (Junior engineer, MB number and MB Issue date) in the MB issue screen and click on Save Button.

Step 5: Login with Section Officer (JE) to which MB is issued



**40. While finalizing the RA Bill at section officer(JE) level, a message displayed on the screen "No entries are present in bill details or MB Record",what should do?**

**Ans-** In this case, before finalizing the bill,section officer(JE) has to first take draft measurement and finalize the MB Book for considering in the RA bill.

**41. While finalizing the MB Book at section officer(JE) level, a message displayed on the screen- "You have exceeded the agreement quantity",what should do?**

**Ans-** The executed quantity should must be equal to the agreement quantity ,if executed quantity exceeded from the agreement quantity then you must take deviation approval.

**42. How to deduct less dismantlement material/salvage amount in bill?**

**Ans-** Select Salvage in 8(A) recovery type to deduct the amount from the bill.

**43. Unable to confirm check list before bill finalization for payment at EE Login,what to do in this case?**

**Ans:-** Follow the following steps to confirm the check list before bill finalization for payment.

Step 1: Login with Divisional Officer (EE) credential.

Step 2: Go to BILLING → Bill Info → Expenditure Sanction Finalize (EE) and finalize the expenditure sanction details.

Step 3: Click on Check list before Finalization of Bill

Step 4: Select all checklist and confirm by clicking the confirm button.

**44. All the items whose measurements are drafted and finalized but cannot be seen in bill items at section officer(JE) level, what should do?**

**Ans-** Select all those items in the measurement book which will be consider for billing from all the pages of MB Book and then finalize the MB.

**45. While generating RA Bill at section officer(JE) level, a message displayed on the screen-"Previous bill is not finalized at executive engineer",what should do?**

**Ans-** After finalizing the previous bill for the payment by divisional officer(EE) then after only next bill can be generated by section officer(JE).

**46. What is the process if higher officer (EE/AE) to notified the sub ordinate officer regarding correction to be done in the submitted bill?**

**Ans-** The divisional officer will send back the bill with remarks by clicking on the send back button to sub division officer. Similarly, sub-division officer will send back the bill with remarks by clicking on send back button to section officer for the re-check and correction.

Section officer will re-check the values entered in MB and if there is mistake detected like some double entry or wrong entry has been made, then section officer will correct the mistake first then only further processing will be done.

**47. What is the pre- requisite before creating and finalizing the draft bill?**

**Ans- Pre- requisite :-**

Step1: **Division to ensure agreement detail is filled up with proper contractor mapping on the migrated CFMS work id**

Step 2: MB to issue to the correct junior engineer

Step 3: Division should ready with following details

(a) Item wise up-to-date measurement details

(b) Up-to-date advance details given and settled (Mobilization advance, secure advance, equipment advance)

(c) Up-to-date withheld amount given and recovered. Total withheld amount remain

(d) Up-to-date Salvage amount

(e) Individual BT wise up-to-date recovery amount

**Junior Engineer Role:-**

Step 4: While preparing the bill junior engineer should select **claim type/bill type as draft** and enter the up-to-date measurement details and ensure the total measurement amount is tally with their manual last bill amount and all advance and withheld details mentioned in Step 2 serial number (a) to (c) should tally with CFMS up-to-date last bill amount. (In case of figure mismatch during the rounding issue in item measurement screen the division officer may take a call regarding adjusting it with price adjustment feature)

Step 5: Regarding the royalty calculation all applicable material coefficient to be filled up.

Step 6. Appropriate Item on **Checklist for JE** screen should be selected and click on the confirm button.

Step 7: Finalize the bill at his login for submit it to assistant engineer for verification.

**Assistant Engineer Role:-**

Step 8: After login verify the bill details forwarded from junior engineer, If correction required, then send back it to junior engineer by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **"measurement book for AE"** screen, verify and finalize the MB.

Step 9: Appropriate Item on **"Checklist for AE"** screen should be selected and click on the confirm button.

Step 10: Check the 100% check of Bill details and Finalize the bill at his login for submit it to executive engineer for check & pass.

**Executive Engineer Role (Check & Pass):-**

Step 11: After login verify the bill details forwarded from assistant engineer, If correction required, then send back it to assistant engineer by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Assistant Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer



will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **"measurement book for EE"** screen, verify and finalize the MB.

Step 12: Appropriate Item on **"Checklist before check and pass"** screen should be selected and click on the confirm button.

Step 13: Go to Check & pass and Finalize the bill at his login for submit it to Clerk for verification.

#### **Clerk Role :-**

Step 14: After login verify the bill details forwarded from executive engineer,

If correction required, then send back it to executive engineer by clicking on **send back** button and entering the details required for the correction in the remark field. Executive Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Assistant Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **"measurement book for clerk"** screen, verify and finalize the MB.

Step 15: Enter the recoveries details such as up-to-date Salvage amount and individual BT wise up-to-date recovery amount and ensure the total recoveries/deduction is tally with their manual last bill amount.

Step 16: Enter the expenditure details and finalize it.

Step 17: Appropriate Item on **"Checklist for clerk"** screen should be selected and click on the confirm button.

Step 18: Finalize the bill at his login for submit it to DAO for verification.

#### **DAO Role:-**

Step 19: After login verify the bill details forwarded from Clerk, If correction required, then send back it to Clerk by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Executive Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Assistant Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **"measurement book for DAO"** screen, verify and finalize the MB.

Step 20: Verify the expenditure details and finalize it.

Step 21: Appropriate Item on **"Checklist for DAO"** screen should be selected and click on the confirm button.

Step 22: Finalize the bill at his login for submit it to executive engineer for verification.

#### **Executive Engineer Role (Bill Finalize for payment) :-**

Step 23: Verify the bill details forwarded from DAO, If correction required, then send back it to assistant engineer by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Assistant Engineer will verify the bill details if



correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

Step 24: If every bill parameter is verified and found okay then go to "**expenditure sanction Finalize(EE)**" screen, verify and finalize the expenditure details.

Step 25: Appropriate Item on "**Checklist before finalization of Bill**" screen should be selected and click on the confirm button.

Step 26: Verify the bill details properly and ensure that figure is match as per CFMS last payment details and then finalize it. Once the draft bill is finalized there will be no provision in WAMIS for correction.

**Note:- Draft bill will not submit to CFMS for payment however it enable the division for creating the next bill for payment.**

**48. No recoveries BT type like SGST, CGST, Labour Cess etc. displayed in the drop-down list of Bill Recoveries at clerk level?**

**Ans-** On selecting the recovery type at clerk login, if recovery percentage & amount are not come, then it might be due to recovery master formula not set at division officer login.

Follow the below procedure.

Step 1: Login with Divisional Officer (Use EE Login)

Step 2: Go to **Billing → Masters → Recovery Master** ( Click here)

Step 3: On the recovery master screen, select the recovery type, verify the details and update the data as applicable for the respective recovery BT type.

Using these steps, you would be able to select bill recoveries at Clerk login.

**49. Who will enter the deviation details and which screen will be used in WAMIS?**

**Ans-** Section officer (JE) will enter the deviation details. After logging into the WAMIS application, JE will go to the Billing option and will select **Billing → Bill Info → Extra Item/Deviation Approval**, 'Add Deviation Approval' screen will be displayed.

**50. Where the details of deviation will be enter by section officer (JE)?**

**Ans-** Add deviation approval screen will be used for entering the deviation details of the BOQ Items executed for the selected work, where section officer (JE) will enter the details in mandatory fields like Approval Number, Approval Date, Approving Authority and Upload Approval Letter.

**51. What is the process of deviation approval flow in WAMIS?**

**Ans-** Deviation Approval Process flow needs to be initiated by Junior Engineer (JE) and duly scrutinized by Divisional Accounts Officer (DAO) and finally approved by Executive Engineer (EE) in a process like **JE → AE → DAO → EE**. After EE finalizes the deviation then only the approved quantity would be applicable for billing.



**52. Can the details of deviation is changed after finalization by divisional officer (EE)?**

**Ans-** No, Once deviation is finalized by divisional officer (EE) then user can not change the approved data.

**53. What is the sequence of flow for considering the extra item in the bill?**

**Ans-** Extra Item Process flow needs to be initiated by Junior Engineer (JE) and duly scrutinized by Assistant Engineer (AE) and finally approved by Executive Engineer (EE) in a process like **JE→AE→DAO→EE**. After EE finalizes the extra item then the approved extra item would be applicable for billing.

**54. Can I add the multiple extra items for the same work for different bill?**

**Ans-** Yes, section officer (JE) can add or upload multiple extra items.

**55. What is the process flow for the Price Adjustment?**

**Ans-** Price Adjustment Process flow needs to be initiated by Junior Engineer (JE), check and verify by the Assistant Engineer (AE) and duly scrutinized by Divisional Account Officer (DAO) and finally approved by Executive Engineer (EE) in a process like **JE → AE → DAO→EE**. After EE finalizes the Price Adjustment then the approved Price Adjustment would be applicable for billing.

**56. Who will enter the Price Adjustment details and which screen will be used in WAMIS?**

**Ans-** Section officer (JE) will enter the deviation details. After logging into the WAMIS application, JE will go to the Billing option and will select **Billing→Bill Info→ Price Adjustment**, displays 'Price Adjustment' entry screen. This screen can be used for entering the Price Adjustment details of the BOQ Items executed for the selected work.

**57. Before submitting the bill,while checking the bill amount validation at divisional officer (EE) level, a message displayed on the screen i.e. " there is not sufficient allotment available in this HoA"?**

**Ans:-** This might due to not availability of sufficient allotment balance at CFMS budget head. Please contact with the concerned authority of your department/division for getting the sufficient allotment in the respective HoA in CFMS.

**58. What to do in the case of alert message- "There is no allotment in this HoA" when doing check bill amount validation at divisional officer (EE) ?**

**Ans-** This might due to not availability of sufficient allotment balance at CFMS budget head.

Please contact with the concerned authority of your department/division for getting the sufficient allotment in the respective HoA in CFMS.

## WAMIS Mobile App

### 59. WAMIS Mobile App is compatible on which version of android app?

**Ans-** Android 5.1 & above with minimum 4 GB RAM and sufficient space for taking the photograph.

### 60. What are the Installation Steps for WAMIS Mobile App?

**Ans-**Following are the steps for installing the WAMIS Mobile App.

(A) Download link for WAMIS Mobile App.

<http://wamis.bihar.gov.in/testinstance/apk/mwamis.apk>

(B) Download the file "mWAMIS.apk".

(C) Go to the File --> Manager and click on "mWAMIS" icon.

(D) Install the mWAMIS apk

(E) You can see the progress bar for installation; wait till operation is in progress.

(F) After getting message as "Application installed", you can open the application using "Open" button.

(G) Allow "mWAMIS" to access photos and media on your device.

(H) For using the application, click on the "mWAMIS" icon located on the home screen of your mobile, which would take you to the home screen of WAMIS Mobile App for mobile-based works monitoring system.

### 61. How can WAMIS user register in WAMIS Mobile App?

**Ans-**Follow the following steps to register in the WAMIS Mobile App.

Step 1. Click on "Register" Option.

Step 2. Enter the valid WAMIS official username and password.

Step 3. Enter the 4 digit pin for registration.

Step 4. Click on the "Generate Pin" button.

### 62. How can user login to WAMIS Mobile App?

**Ans-**User can login to WAMIS Mobile App using 4 digit pin which is confirmed at the time of registration and also need to select login mode i.e. Online or Offline.

### 63. How do I retrieve my pin in case I lost my pin?

**Ans-** Use the "Forget Pin" option on the Login screen to reset the new pin with valid WAMIS official username and password.



**64. How can user deregister in WAMIS Mobile App?**

**Ans-**Follow the following steps to deregister users in the WAMIS Mobile App.

Step 1. Click on the **"Deregister"** Option.

Step 2. Enter the valid WAMIS official username and password.

Step 3. Enter the 4 digit pin for deregistration.

Step 4. Click on the **Deregister** button.

**65. What are Online Mode login and Offline Mode Login?**

**Ans- Online Mode:-** First time user needs to login using online mode and user can upload photos in the presence of Internet connectivity.

**Offline Mode:-** If internet connectivity is not available, users can login using offline mode.

**Note:-** The offline mode doesn't contain a submit option for uploading images whereas all other operational flow is the same.

**66. How can Section Officer take photographs in WAMIS Mobile App?**

**Ans-**Follow the following steps to take photographs in WAMIS Mobile App.

Step 1 : Login to WAMIS Mobile App with 4 digit pin.

Step 2: Click on link TAKE PHOTO.

Step 3: GPS should must be enabled, if it is not enabled then user should allow "mWAMIS" app to access the device's current location so that automatically application search the current location of the user.

Step 4: Users can take photographs with work bill number or without work bill number.

Step 5: If the user chooses a work bill number then the user can take photographs by selecting recent work wise bills.

Step 6: Users can upload photographs with respective image order number and user choice caption name.

Step 7: If the user wants to click photographs without a work bill number then the user can take a photo directly with respective image order number and then the user has to provide further work number and bill number while uploading.

**67. How can user take photograph in unavailability of mobile network?**

**Ans-**If internet connectivity is not available, users can login using offline mode and take photographs in unavailability of mobile networks.

**Note:-** The offline mode doesn't contain a submit option for uploading images whereas all other operational flow is same.

**68. When and how many photos to be taken?**

**Ans-**It is suggested that users should upload one photo of each work for which payment is made during the month.

**69. How to view the photograph in WAMIS which has taken from the WAMIS Mobile App?**

**Ans-**Photographs taken through mWAMIS app can be viewed in the WAMIS application about the concerned work. Following are the steps.

Step 1: Login through Divisional Officer in WAMIS Application.

Step 2: Go to **Works -> Execution -> Work Photo Gallery**, displays 'Work photo gallery' screen.

Step 3: Click on the view icon against the selected work.

Step 4: View the Geo-tagged photographs along with longitude and latitude uploaded against the work through WAMIS Mobile App.

**70. Can user view his uploaded photographs in WAMIS Mobile App?**

**Ans-**Yes, Users can view the uploaded photographs in the uploaded section.

**71. How can user check whether photographs are uploaded or not?**

**Ans-**Users can check the photographs in the uploaded section, if in case any failure occurs while uploading photographs then users can check in non uploaded sections.

Note:- Without work bill number photographs are available at non uploaded section.

**72. Can user delete non uploaded photographs?**

**Ans-**Yes, Users also can delete non uploaded photographs if users don't want to upload.