User Guide

01.01 Waripanam system- Common Master Data Ver 2.0.0

For

Supply, delivery, installation, Commissioning, Training and Maintenance of Enterprise Resource Planning System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

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------------------------------------------------------------------
Date        Version    Description                 Author
------------------------------------------------------------------
08-03-2022  0.0.1 Initial version                  EMETSOFT IMP Team
26-04-2022  0.1.1 Modifications to the report      EMETSOFT IMP Team
28-04-2022  1.0.0 Final Release                    Project Manager
19-05-2022  2.0.0 Enhancements for the manual      Project Manager
```

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Common Master Data for TRMS

(Quick user Guide)

3. THE PROCESS

| 1 | Subject officer login to the system | Add or edit common master data | Save and Exit | End |
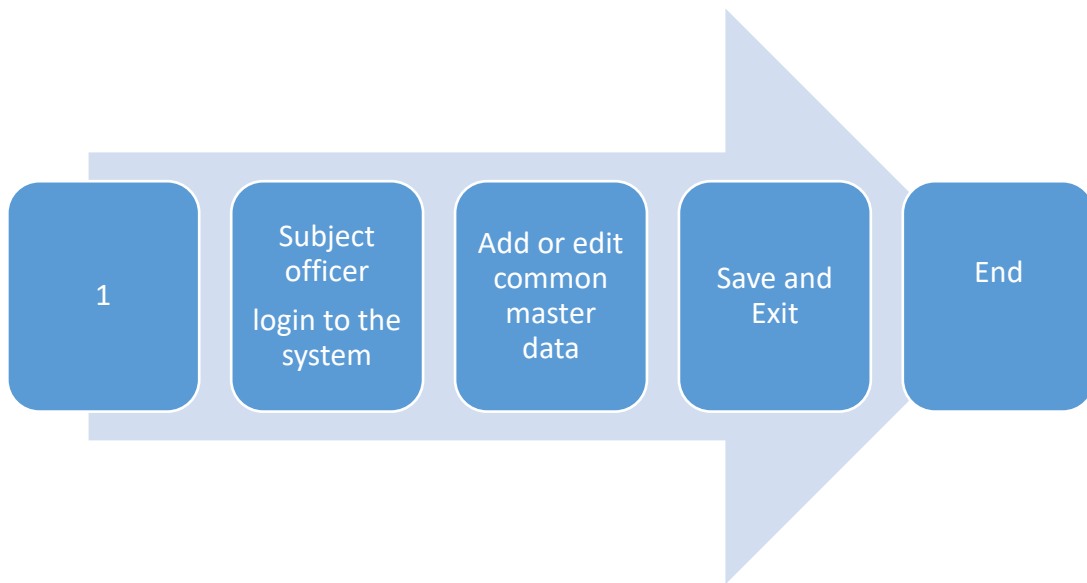
Step 1: Login using your user name and password to the system
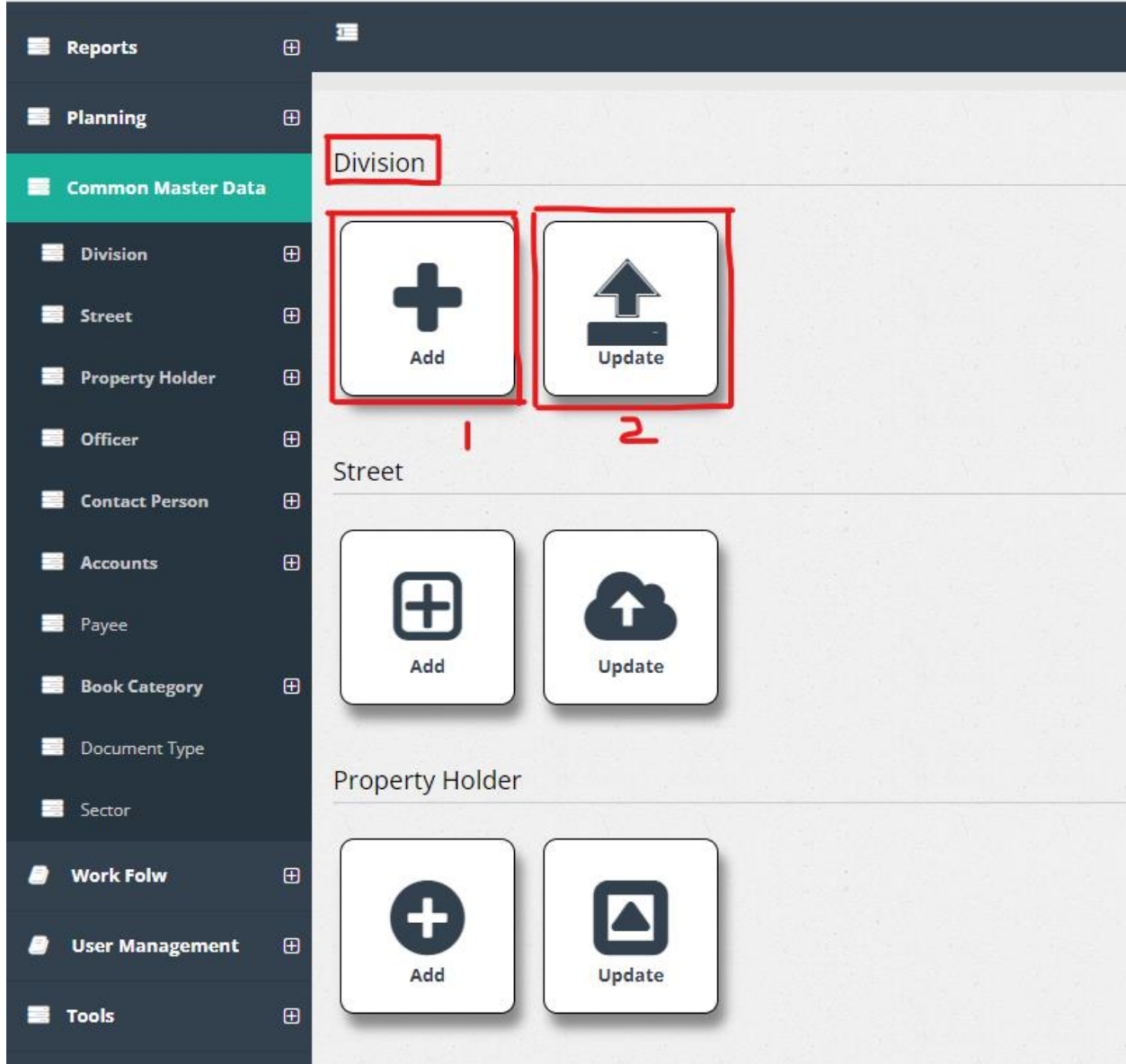
Log In to your account

Username

Password

⌄   Advanced Options   Log In

Step 3: There user can add or edit a division

1. Add a new division
2. Edit a division

4. STEP 4: ADD A DIVISION

1. Division ID : Enter the Division ID
2. Division Type : Enter the division type
3. Name : Enter the name
4. Code : Enter the division code
5. Save : By clicking can add a new division
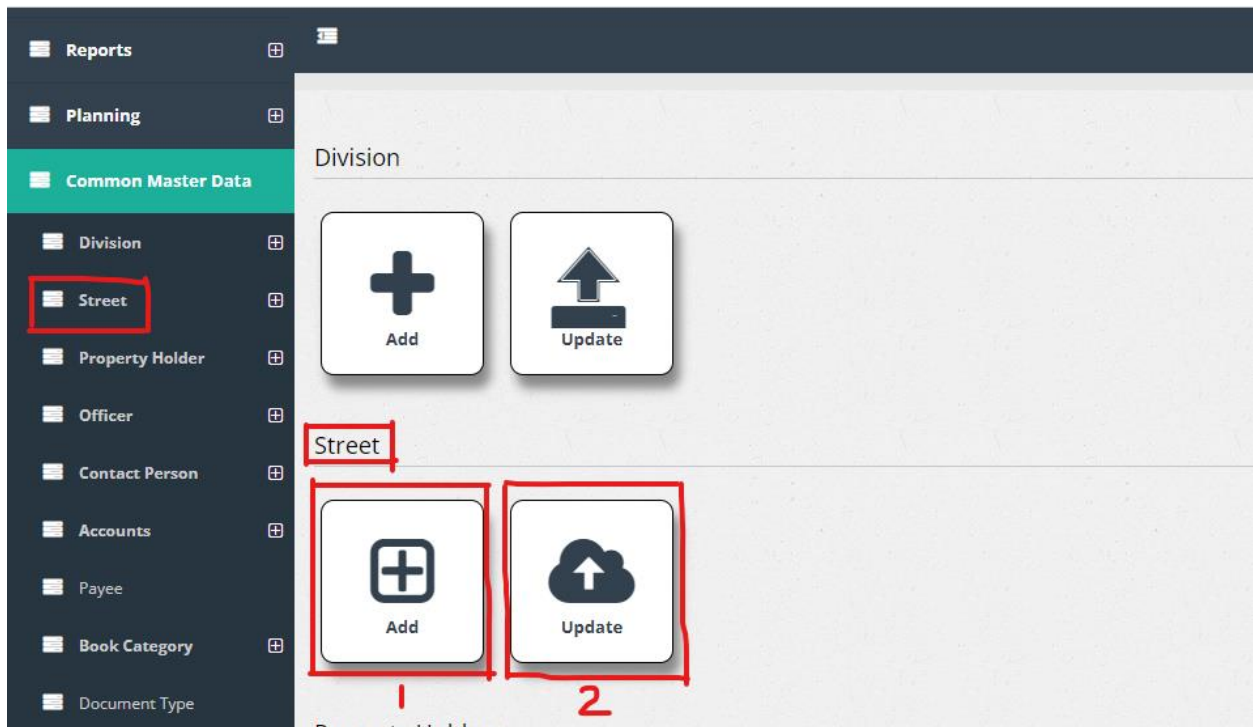6. Exit : By clicking can go back to the main dashboard

5. STEP 5: EDIT A DIVISION

1. Search By : Select the category which want to search (Division ID, Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new division (Refer Step 4)
4. Can delete division

Step 6: There user can add or edit a street

3. Add a new street
4. Edit streets

6. STEP 7: ADD A STREET

1. Location ID : ID of the street
2. Road Name : name of the road
3. Division ID : ID of the division which the street belongs to
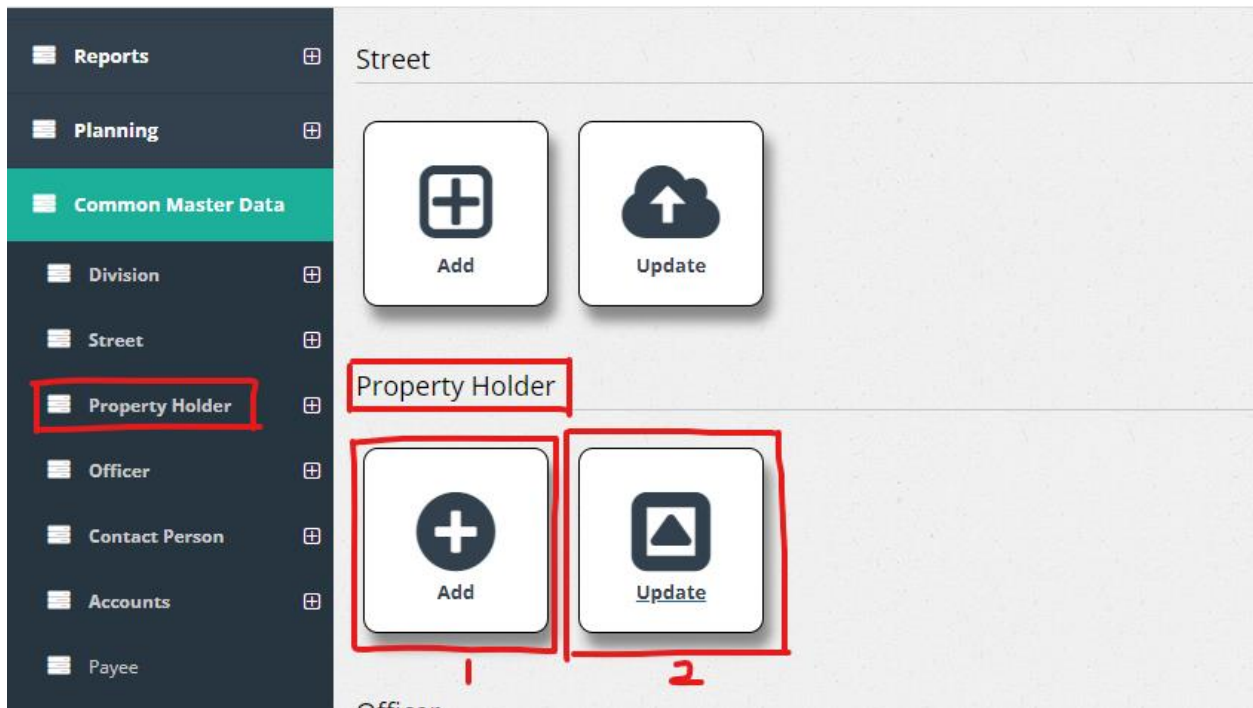
4. Save : Click to add a new street

7. STEP 8: EDIT STREETS

1. Search By : Select the category which want to search (Location ID, Road Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new street (Refer Step 7)
4. Can delete street

Step 9: There user can add or edit a Property Holder

5. Add a new property holder
6. Edit property holders

8. STEP 10: ADD A PROPERTY HOLDER

1. Property Holder ID : ID of the property holder is auto filled
2. Name : name of the property holder

3. Address : Property holder's address
4. City Country : City of property holder
5. Telephone : Property holder's contact number
6. NIC : Property Holder's NIC
7. Save a new property holder
8. Go back to the main dashboard
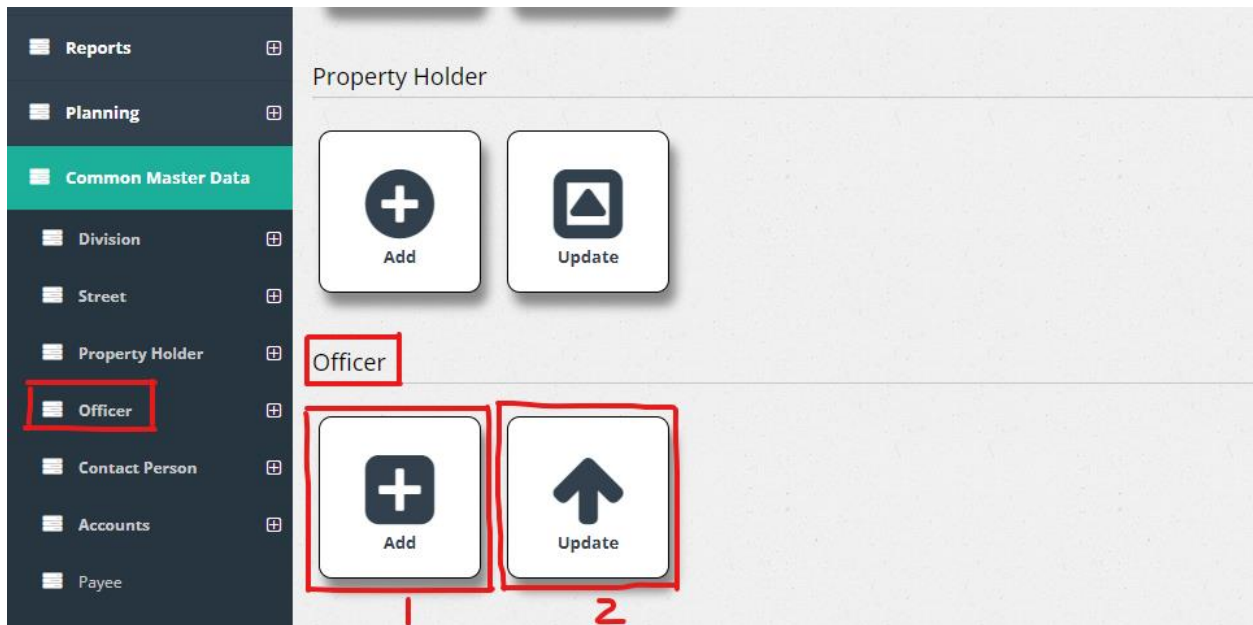
9. STEP 11: EDIT PROPERTY HOLDERS

1. Search By : Select the category which want to search (PH_Name, PH_Address, PH_Telephone, PH_NIC)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 10)
4. Can delete property holders

Step 12: There user can add or edit an Officer

7. Add a new officer
8. Edit officers

10. STEP 13: ADD AN OFFICER

1. Officer ID : ID of the officer
2. Officer Name : name of the officer
3. Designation : Property holder's designation

4. Commision Rate : Commission Rate of the officer
5. Commission Rate Business : Officer's commission rate business
6. Amounts Limit From : From where the officer's amount limit
7. Amounts Limit To : To where the officer's amount limit
8. Division : Select the officer's division from the drop down menu
9. Comments : Enter the comments if there any
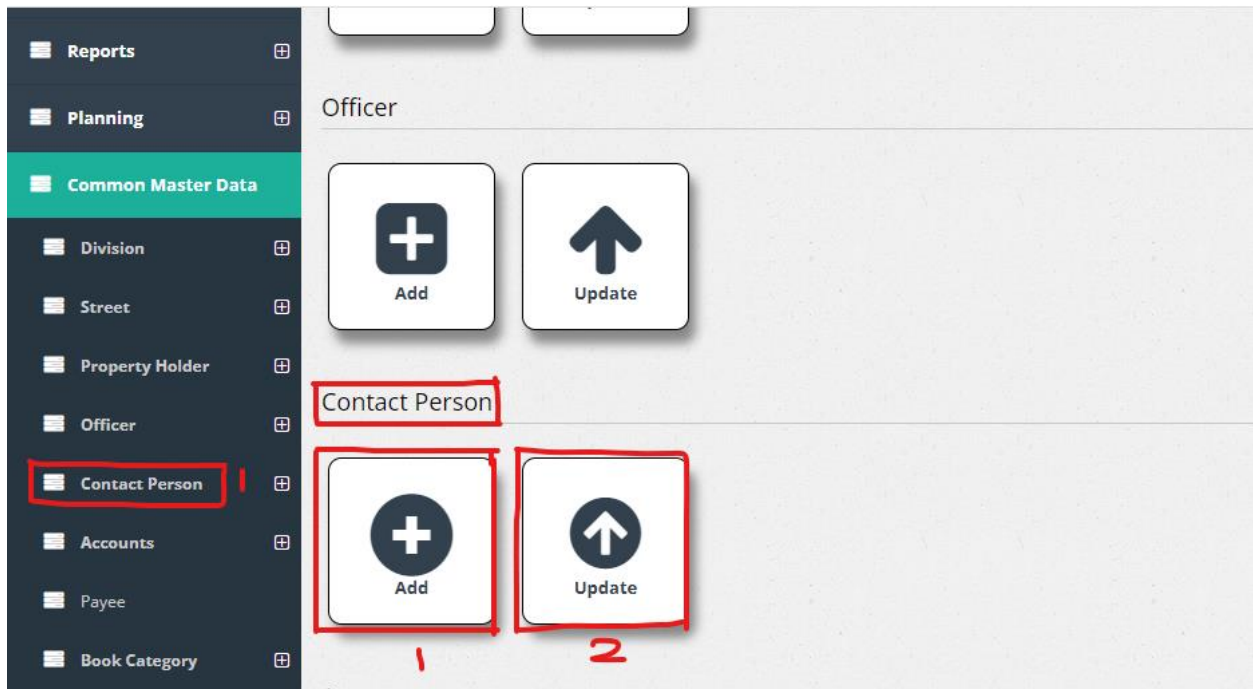10. Click on to add a new officer

11.STEP 14: EDIT OFFICERS

1. Search By : Select the category which want to search (Officer ID, Name, Designation)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 13)
4. Can delete property holders

Step 15: There user can add or edit a Contact Person

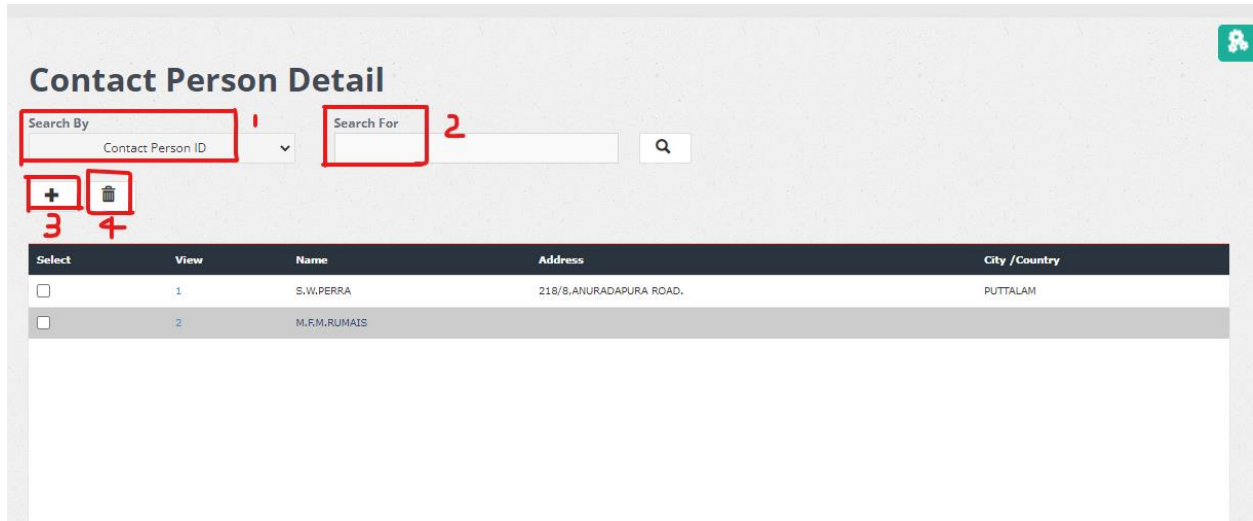9. Add a new Contact Person
10. Edit contact persons

12.STEP 16: ADD A CONTACT PERSON

1. Contact person ID : ID of the contact person is auto filled
2. Name : name of the contact person

3. Address : Contact person's address
4. City/Country : Contact person's city or country
5. Click on to add a new contact person

13.STEP 17: EDIT CONTACT PERSONS

1. Search By : Select the category which want to search (Contact Person ID, Name, Address, City/Country)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 16)
4. Can delete contact persons

Step 18: There user can add or edit Accounts
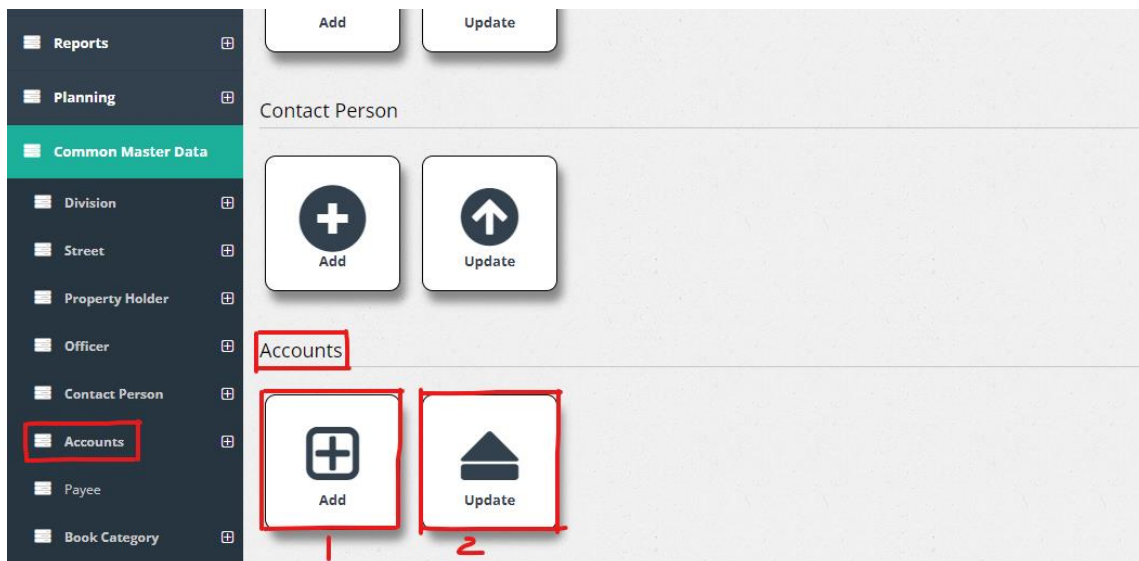
11. Add a new Account
12. Edit Accounts

14. STEP 19: ADD A NEW ACCOUNT

1. Account ID : ID of the contact person is auto filled
2. Account Number : the account's number
3. Account Name : Name of the account
4. Map Department Code : Enter the Map Department Code
5. Map Bank Code : Enter the Map Bank Code
6. Map Code : Enter the Map code
7. Click on to add a new account

15.STEP 20: EDIT ACCOUNTS

1. Search By : Select the category which want to search (Account ID, Name, Account Number, Account Name, Map Code, Map Bank Code)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 19)
4. Can delete contact persons

Step 21: There user can view the Payee Details
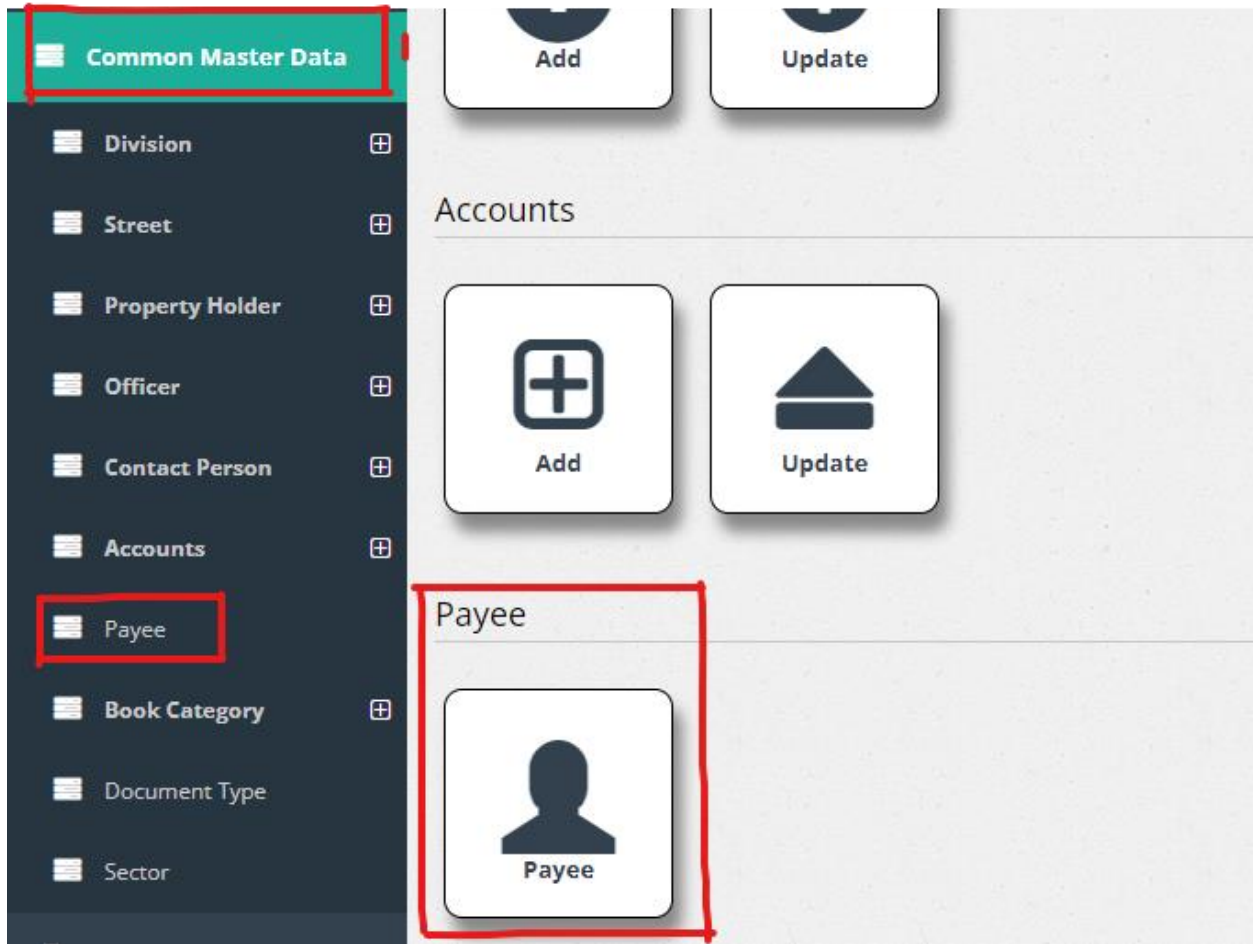
1. View Payee Details

16. STEP 22: VIEW PAYEE DETAILS

1. Search By : Select the category which want to search (Payee ID, Name, Payee, Address)
2. Search For : Type the relevant details for the selected category
3. Can add a new payee
4. Can delete payees

Step 23: There user can add or edit Book Categories
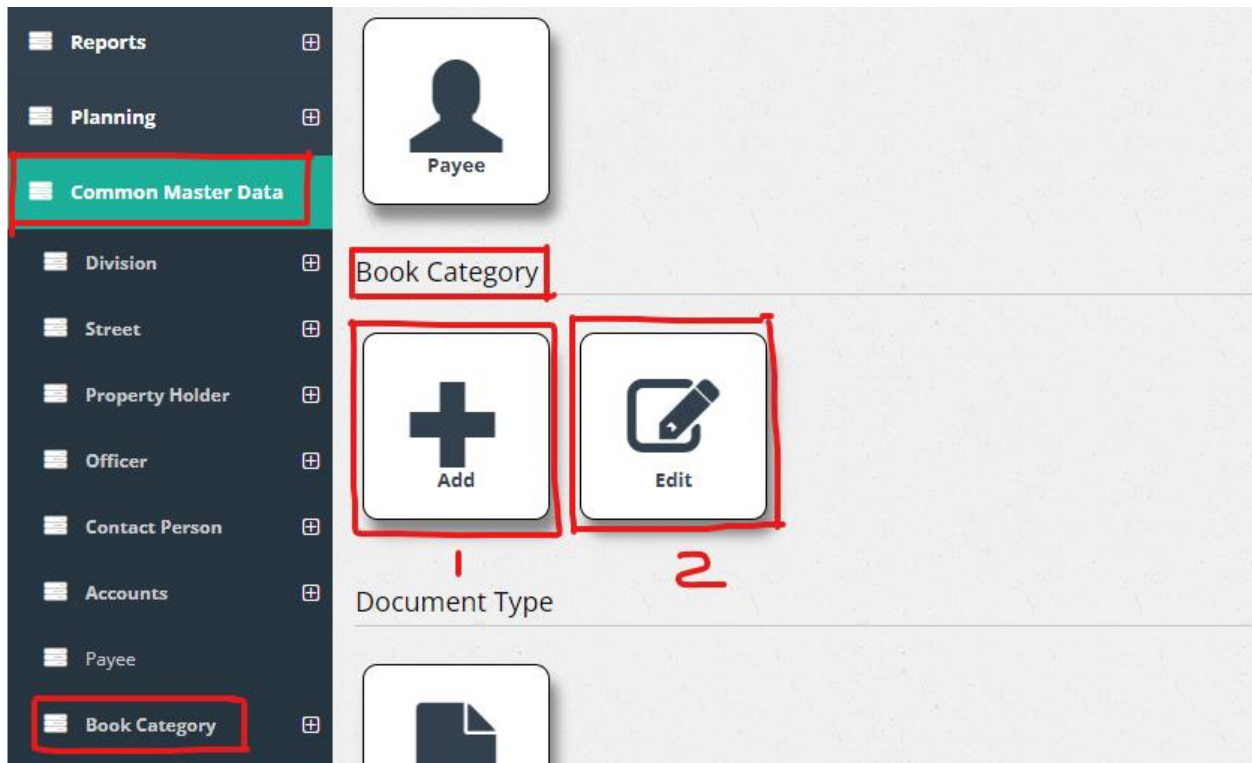
1. Add a new Book Category
2. Edit Book Categories

17. STEP 24: ADD A NEW BOOK CATEGORY

1. Book ID : Book ID is auto filled
2. Name : The book category name

3. User Name : User name of the book category
4. Prefix : The prefix of the book category
5. Click on to add a new book category

18. STEP 25: EDIT BOOK CATEGORIES

Receipt Book Category Details

Select	View	Name	User Name
☐	0	Cross Entry	
☐	1	1-Field	
☐	2	Non Cash	
☐	3	Non-Cash - Shroff	shroff
☐	4	2-Field	
☐	5	Shop Rental	Shop Rental
☐	6	3-Field	
☐	999	MCASH	
☐	1000	Online Pay - Rate	
☐	1001	Online Pay - Miscellaneous	
☐	1002	Trade License	
☐	1003	Trade Tax	

1. Search By : Select the category which want to search (Book ID, Name, User Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new book category (Refer Step 24)
4. Can delete book categories

Step 26: There user can view the Document Types
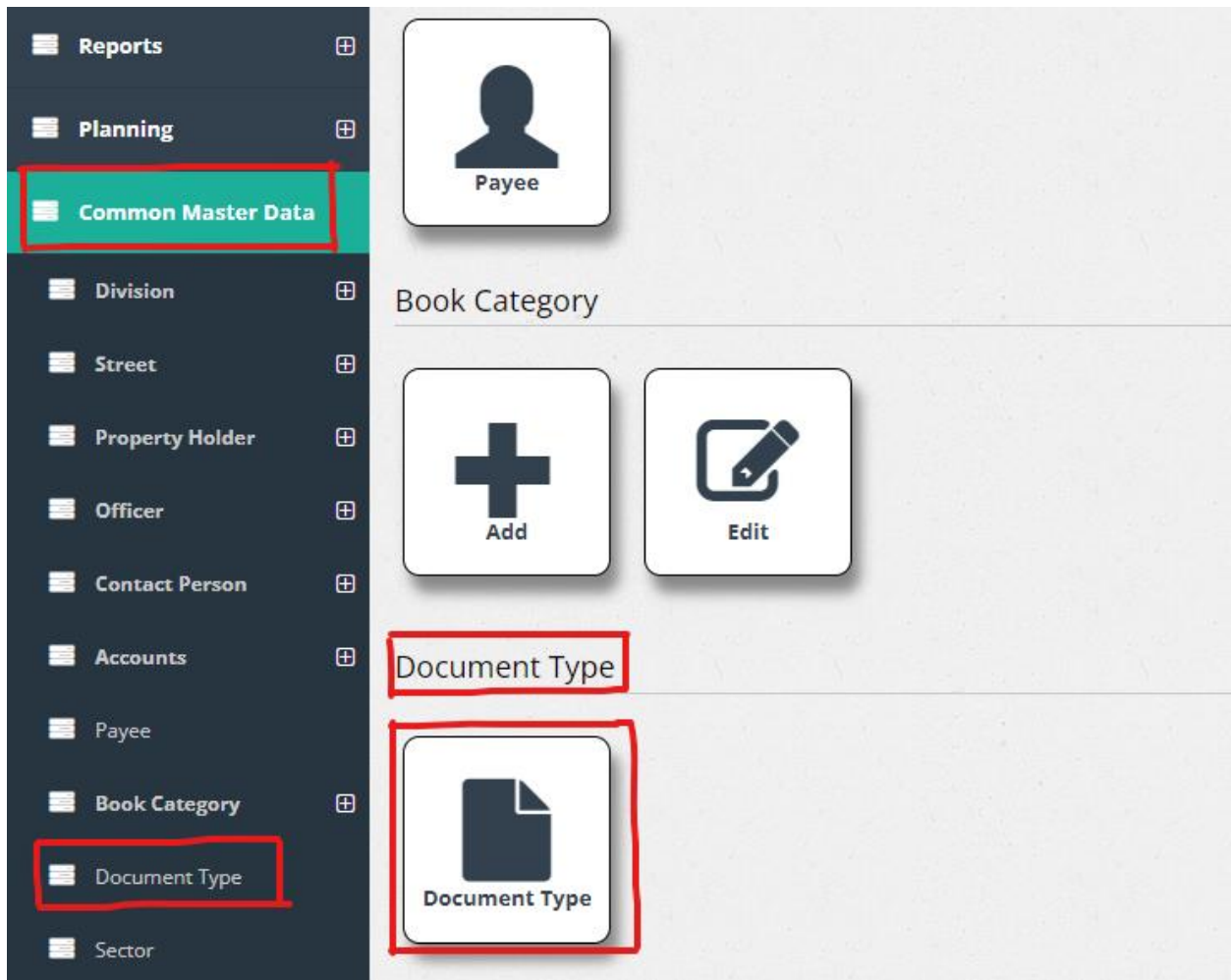
1. View Document Type

19. STEP 27: VIEW DOCUMENT TYPES

Document Type Detail

Search By
ID

Search For

🔍

➕   🗑️

3   4

|	1234	
Select	**View**	**Document Type**
☐	1	Block Plan Application
☐	2	Building Plan Application
☐	3	Street Line Application
☐	4	COC Application
☐	5	COC Renewal Application
☐	6	Payment slip – Processing Fee
☐	7	Drawings of the proposed building
☐	8	Approved Subdivision Plan
☐	9	Deed / title certificate
☐	10	National Identity Card/ Passport
	1234	

1. Search By : Select the category which want to search (ID, Document Type, Document Type Extension)
2. Search For : Type the relevant details for the selected category
3. Can add a new document type
4. Can delete document types

20.STEP 28: THERE USER CAN VIEW THE SECTORS
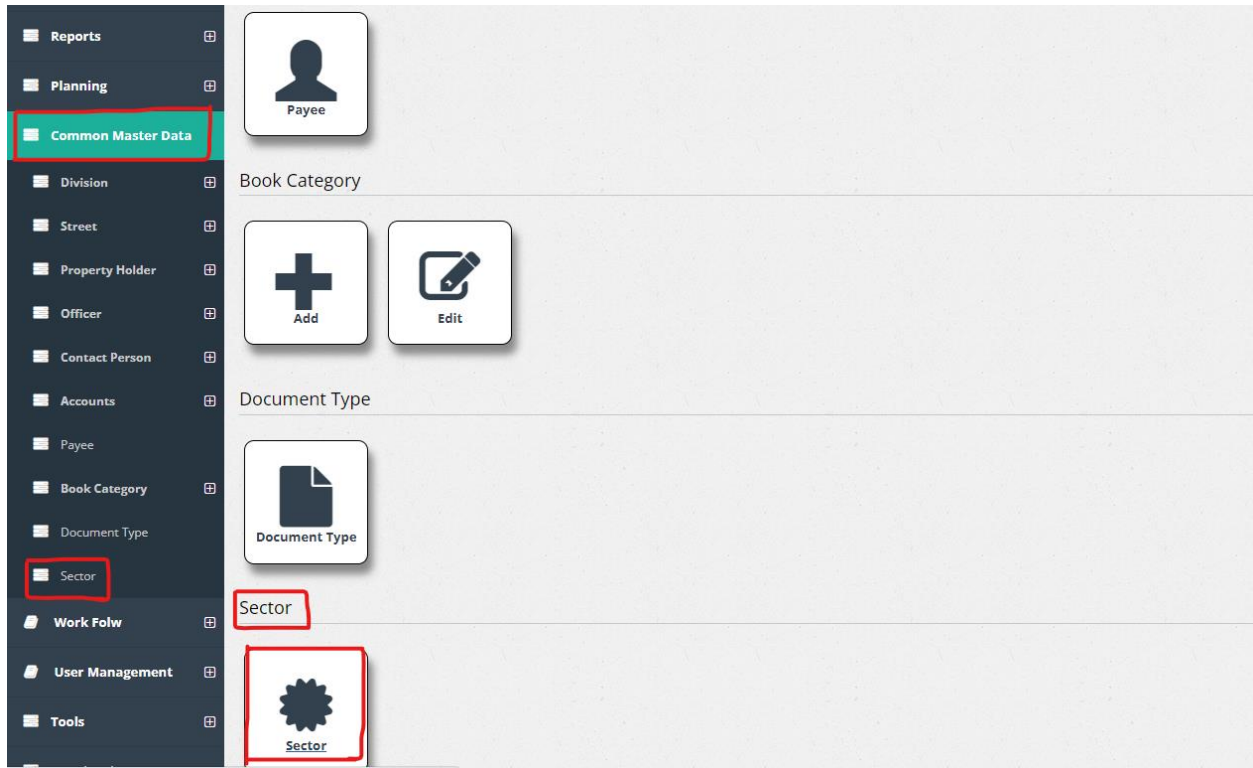
1. View Document Type

21. STEP 29: VIEW SECTORS
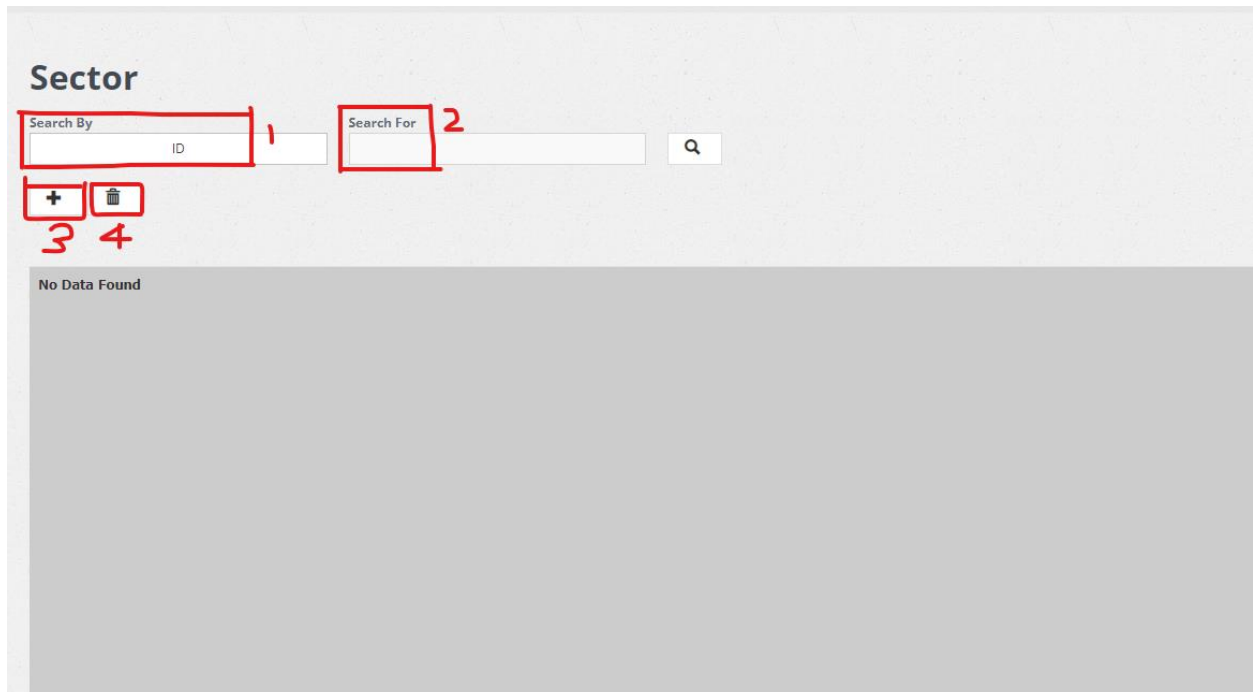
1. Search By : Select the category which want to search (ID, Sector, Description)
2. Search For : Type the relevant details for the selected category
3. Can add a new document type
4. Can delete document types