

# User Guide

## 03. Inventory control Management and stores-Mechanical Engineering-MA-212-Job Card Add 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

| 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   |

# 2. TABLE OF CONTENTS

Page No.

|                                  |   |
|----------------------------------|---|
| 1. Revision History .....        | 2 |
| 2. TABLE OF CONTENTS.....        | 2 |
| 3. The Process .....             | 3 |
| 4. Step 2: Add Job card.....     | 5 |
| 5. Step 3: Edit Job card.....    | 7 |
| 6. Step 4: Cancel Job card ..... | 9 |



# ENTERPRISE RESOURCE PLANNING (ERP)

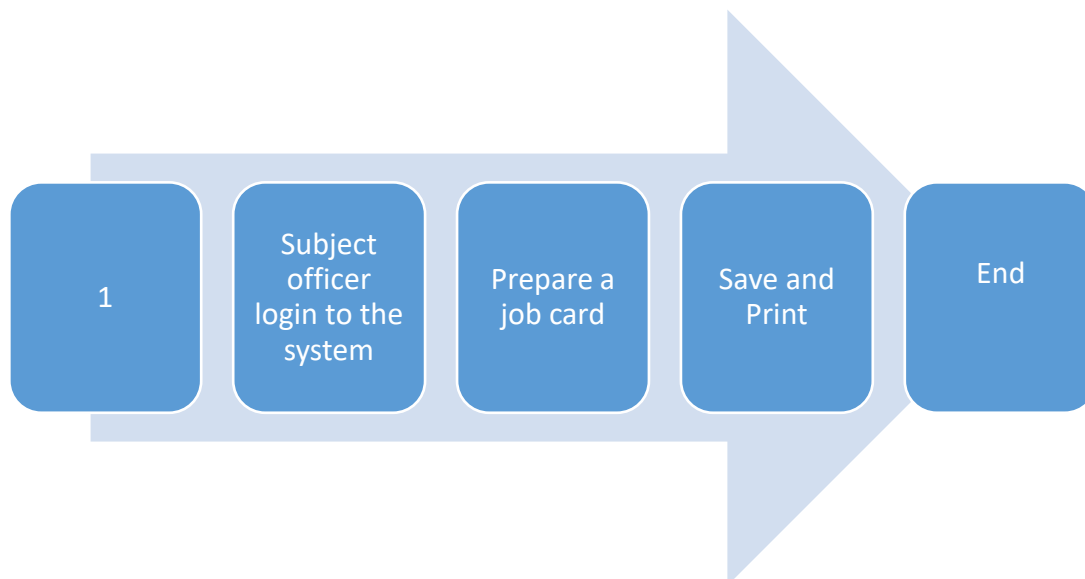
Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

## JOB Card (Mechanical Engineering)

(Quick user Guide)

### 3. THE PROCESS



Step 1: Login using your user name and password to the system

**Log In** to your account

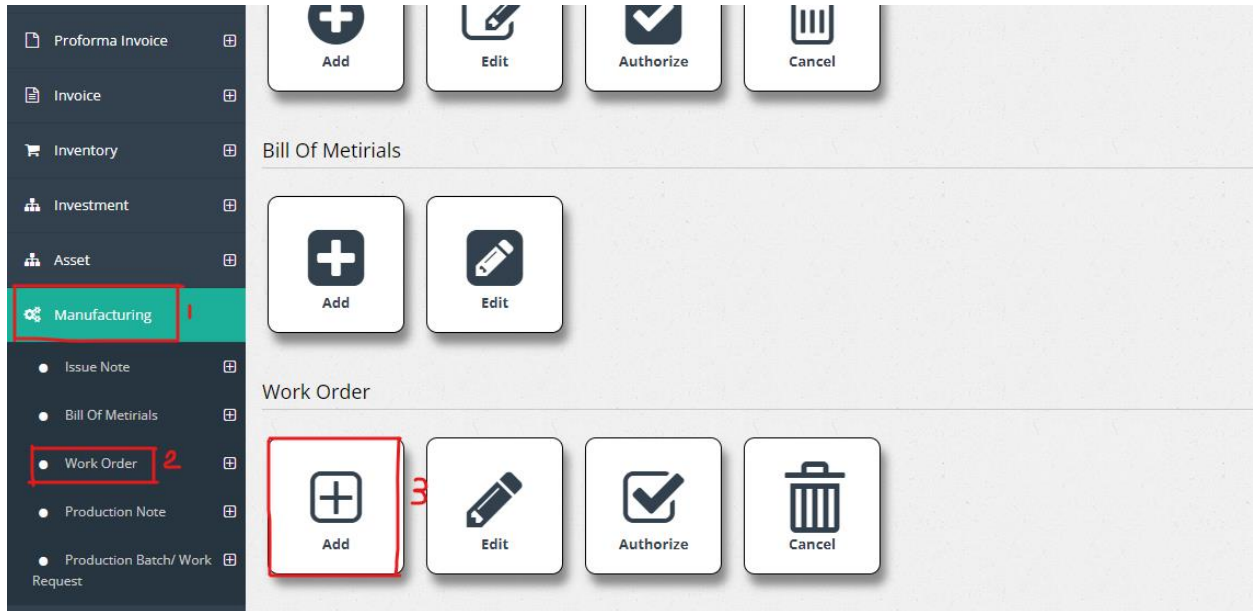
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Advanced Options

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#### 4. STEP 2: ADD JOB CARD



1. Under the option Manufacturing
2. Under Work Order option
3. Select Add

**WORK ORDER**

ID 1 **1**      Number 1 **2**      **13** Save

Enter Date 4/8/2022 **3**      Transaction Date 4/8/2022 **4**      **14** Print and Save

Due Date 4/8/2022 **5**      From Date 3/8/2022 **6**      **15** USE SO

WO Assigned By Add **7**      Description **8**      Exit

Production Batch/ Work Request **9** <-Select-->

---

**details** **10**

| Line     | Item | Description | Unit | Quantity | DepCode     |
|----------|------|-------------|------|----------|-------------|
| Select 1 | 1    |             |      | 0        | <-Select--> |

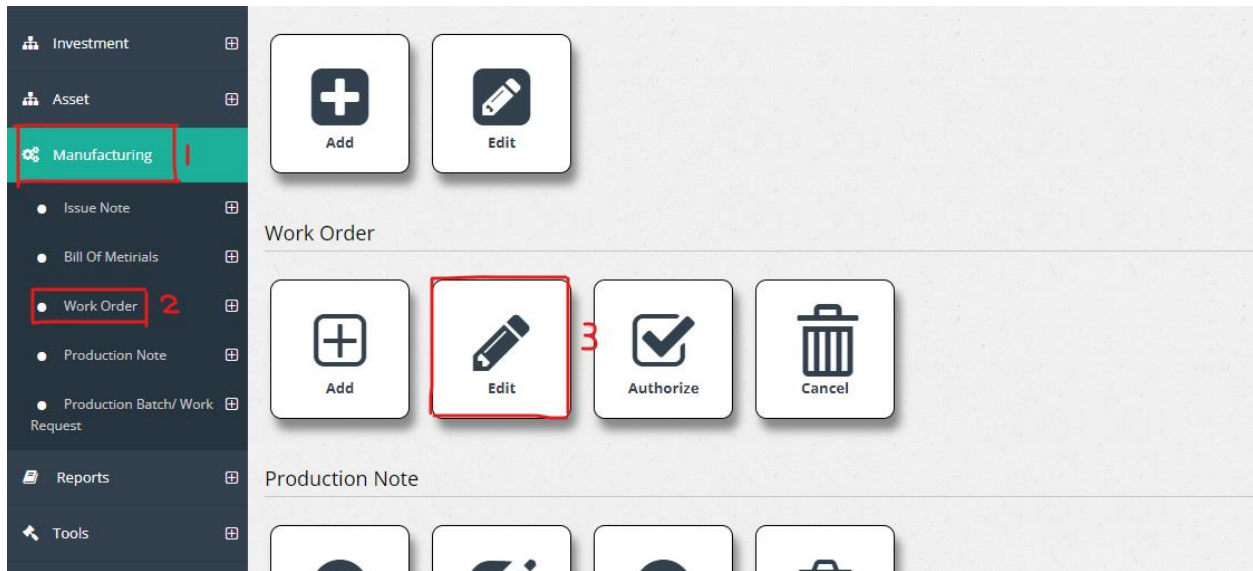
**11** **12**

+      -

Printing Formats  
Format\_WO.rpt

1. ID : ID is auto filled
2. Number : Enter the number
3. Enter date : The job entering date
4. Transaction Date : the transaction date
5. Due Date : the job's due date
6. From Date : The date from which
7. WO Assigned by : The user who assigned the work order
8. Description : Enter the description if want
9. Production : Enter the relevant details
10. Details : Enter the details of jobs
11. Click to add a new row
12. Click to delete a row
13. Click to save a work order
14. Click to print and save a work order
15. Click to retrieve Sales Order

## 5. STEP 3: EDIT JOB CARD



1. Under the option Manufacturing
2. Under Work Order option
3. Select Edit

**WORKORDER DETAIL**

Search By 1  
ID

Search For 2

Q 5

From 3  
3/8/2022

To 4  
4/8/2022

+ -

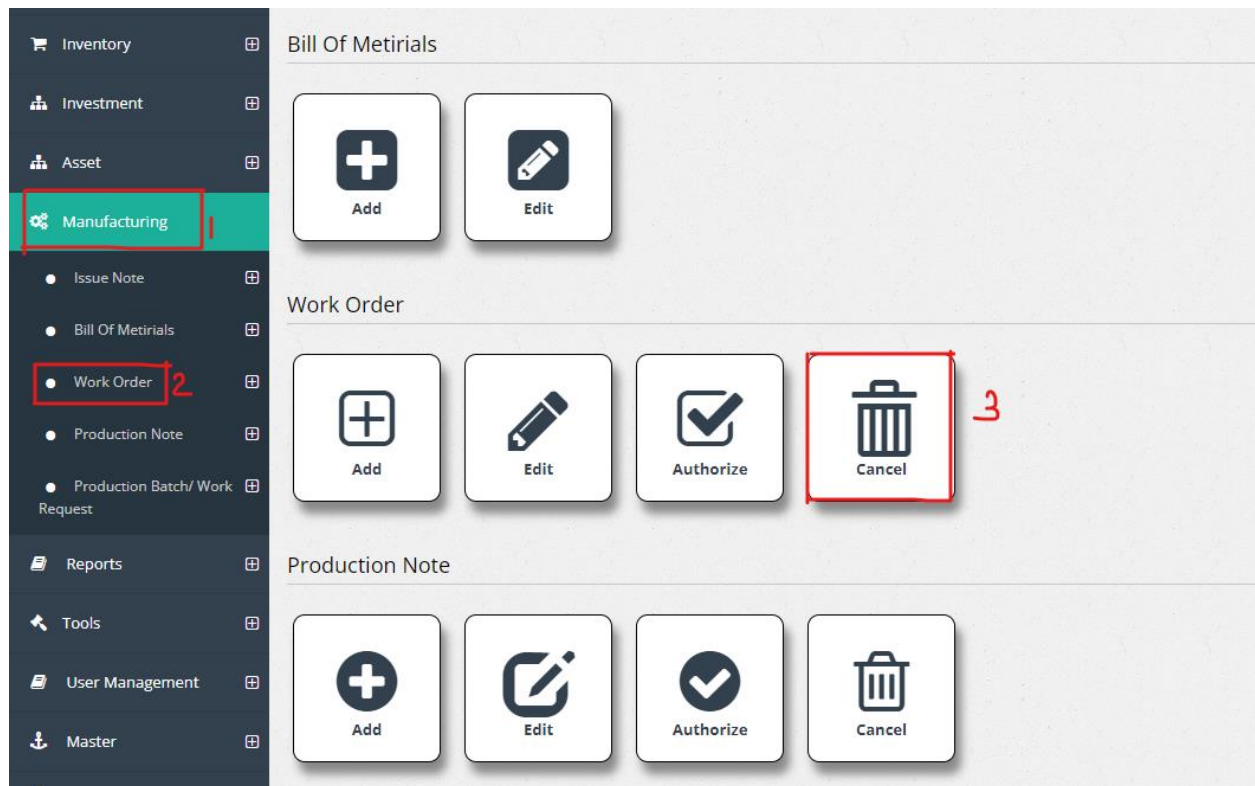
No Data Found

Exit

1. Search By : Search the category to search
2. Search For : Enter the details of the selected category to search
3. From : Select the date from which
4. To : select the date to which
5. Click to search




## 6. STEP 4: CANCEL JOB CARD



1. Under the option Manufacturing
2. Under Work Order option
3. Select Cancel

## WORKORDER CANCEL

Search By  1  
ID  v

Search For 2

From 3  3/8/2022

To 4  4/8/2022

5

No Data Found

6

1. Search By : Search the category to search
2. Search For : Enter the details of the selected category to search
3. From : Select the date from which
4. To : select the date to which
5. Click to search
6. Click to save canceled ones