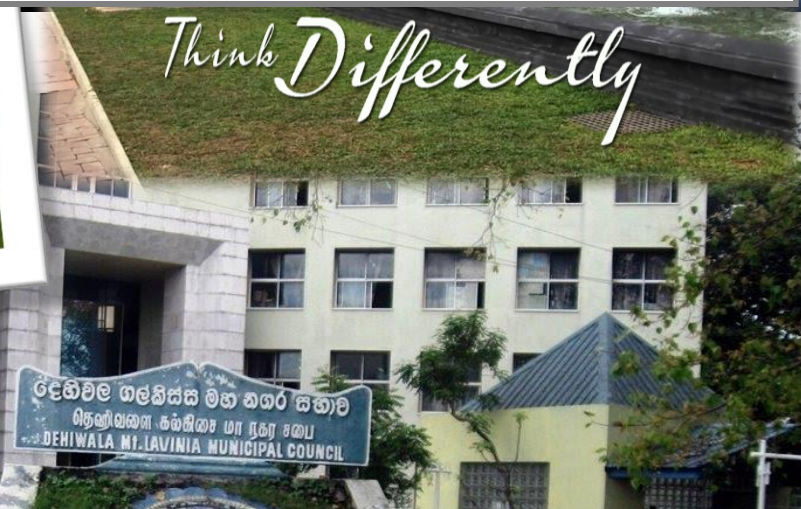**DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA**

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

User Manual – Engineering And Planning

Ver. 2.0.0

Think *Differently*

DEHIWALA Mt-LAVINIA MUNICIPAL COUNCIL

15+ YEARS

OF BUSINESS EXCELLENCE

User Manual – Engineering and Planning

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

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1. REVISION HISTORY

Date	Version	Description	Author
07-03-2022	0.0.1	Initial version created with Introduction	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report – Final review	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

ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

3. ENGINEERING AND PLANNING SYSTEM

3.1. OVERVIEW

Engineering and Planning module is one of the main modules of the DMMC – ERP system which uses to provide Engineering and planning facilities to the DMMC Engineering department. This module tightly integrated with the Revenue modules.

3.2. FUNCTIONS AND USER MANUAL REFERENCES

Following functions and Roles are defined in the Engineering and Planning Module.

#	Description	Name of the manual
1	*Main Manual*	06.0 Engineering and Planning User Guide TOC
2	Initializing a file process – creating of a file	06.01 Engineering and Planning-MA-135-Planning-File Creation
3	*Billing for planning process (general illustration)*	*06.02 Engineering and Planning-MA-134-Planning-Billing*
4	*Draftsman's process in the workflow – check and move the file to CC*	*06.03 Engineering and Planning-Draughtsman-136-Planning-Draughtsmen process*
5	*Chief Clerk's process in the workflow – file checking and move the file to Engineer*	*06.04 Engineering and Planning-CC-137-Planning-File check by CC*
6	*Chief Clerk's process in the workflow – authorization and move the file to Engineer*	*06.05 Engineering and Planning-CC-138-Planning-Authorizing*
7	*TO (technical Officer)*	*06.06 Engineering and Planning-TO-139-Planning-File checking, Time Scheduling*
8	*Engineer's process in the workflow*	*06.07 Engineering and Planning-Engineer-140-Planning-File Checking, Authorize*

These separate user manuals are attach separately.