# User Guide

# 06. Engineering and Planning-Draughtsman-136-Planning-Draughtsmen 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
```
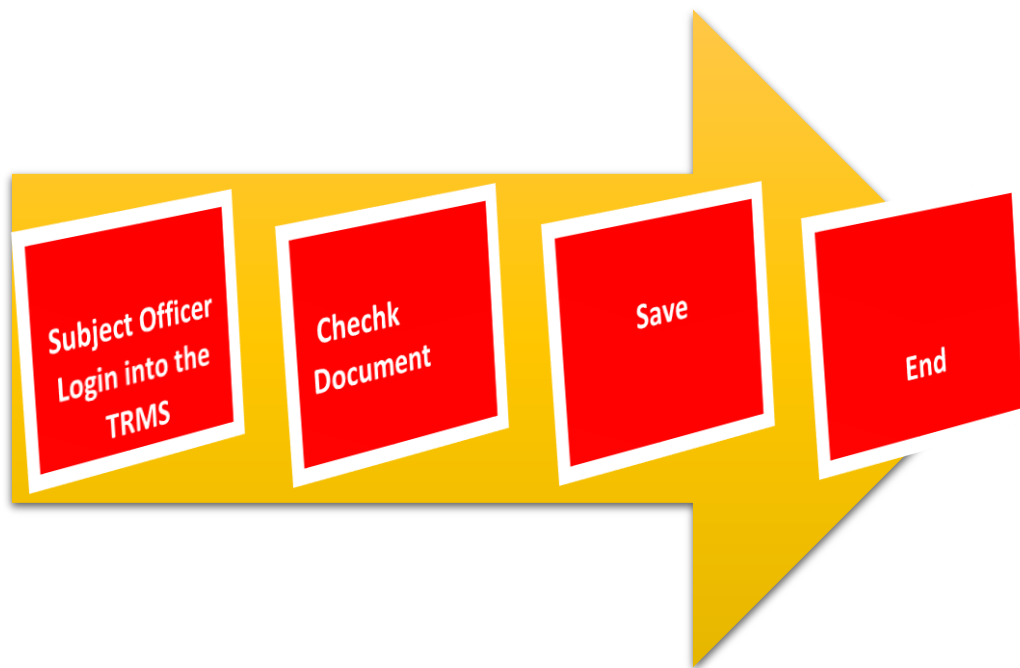
# 2. TABLE OF CONTENTS

Page No.

## DRAUGHTSMEN

### Municipal Engineering & Planning

buildings and block plans, street line certificates, conformity certificates, act for unauthorized constructions, extension of period for buildings etc..

READ MORE

## 3. THE PROCESS



Subject Officer Login into the TRMS → Chechk Document → Save → End

## 4. DRAUGHTSMAN

Municipal Engineering
& Planning

buildings and block plans, street line
certificates, conformity certificates, act
for unauthorized constructions,
extension of period for buildings etc..

READ MORE

**Log In** to your account

sahan_Emet

...

Advanced Options          Log In

Reports ⊞

Planning

Block Plan

Add

Edit

Cancel

Block Plan

➕

Add
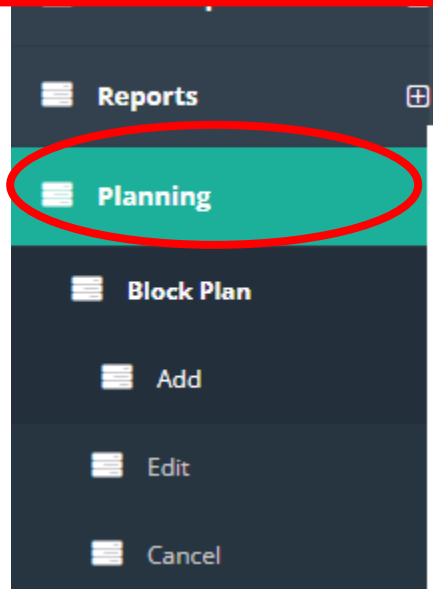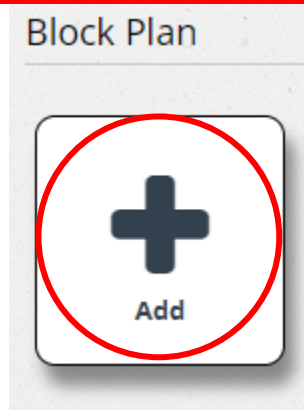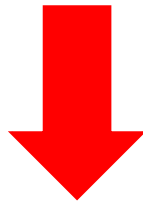
## Block Plan

**Division** `01`
01-WILAWALA

**Street** `02`
BALAPOKUNA ROAD LEFT

**Property** `03`
9 : MOOSA LEBBE MOHAMED LA

**Prop. ID \*** 
94833

`05` Add

`06` History

`04`

**Block Plan ID** `07`
34

**Application No** `08`
BL//0001/2022

**Application Date** `09`
4/7/2022

**Lot No** `10`

**Old Rate No** `11`
09

**Applicant Name** `12`

**Applicant Address** `13`

**Applicant Email** `14`

**Telephone No** `15`

**Date Of Submission \*** `16`
4/7/2022

01. Select Division
02. Select Street
03. Select Property
04. Property ID (Auto Generate)
05. Add new Property
06. Check Property History Report
07. Block Plane ID (Auto Generate)
08. Enter Application No
09. Select application Date
10. Enter Lot No
11. Enter Old Rate No
12. Enter Applicant Name
13. Enter Applicant Address
14. Enter Applicant Email
15. Telephone Number
16. Select Date of submission
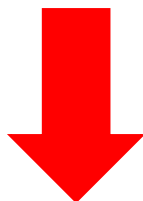
Visit Time Scheduling

01. Enter User Name

02. Select Date

03. Enter Schedule Date

04. Select From Time

05. Select To Time

06. Add comments

07. Select Status

08. Check Scheduled Visits

09. Delete

10. Select Action

11. Select Assign To

12. Add Remarks

**STEP: 07 Assig to CC**

## Visit Time Scheduling

| User Name | Enter Date | Schedule Date | From Time | To Time | Comment | Status | | | |
|-----------|-----------|---------------|-----------|---------|---------|--------|---|---|---|
| Amali | 2022-04-07 | | | | | Scheduled | Check Scheduled Vists | Delete |

**Assign Here**

➕

Save    Exit

| Action | Assigen To | Remarks |
|--------|-----------|---------|
| <-Select-> | PL_Clerk : Janitha_PL | |
| <-Select-> | PL_Clerk : Chintha_PL | |
| Refered | PL_Clerk : Lasantha_PL | |
| | PL_Clerk : Neluni_PL | |

Work Flow History

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**STEP: 07 Click on Save**

## Visit Time Scheduling

| User Name | Enter Date | Schedule Date | From Time | To Time | Comment | Status | | | |
|-----------|-----------|---------------|-----------|---------|---------|--------|---|---|---|
| Amali | 2022-04-07 | | | | | Scheduled | Check Scheduled Vists | Delete |

➕

Save    Exit