

# User Guide

## 09.5 Administration and HRM Administration and HRM-MA-182-Unifom Distibution 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.....	4
4. Uniform Distribution .....	5



# ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

## UNIFOM DISTIBUTION

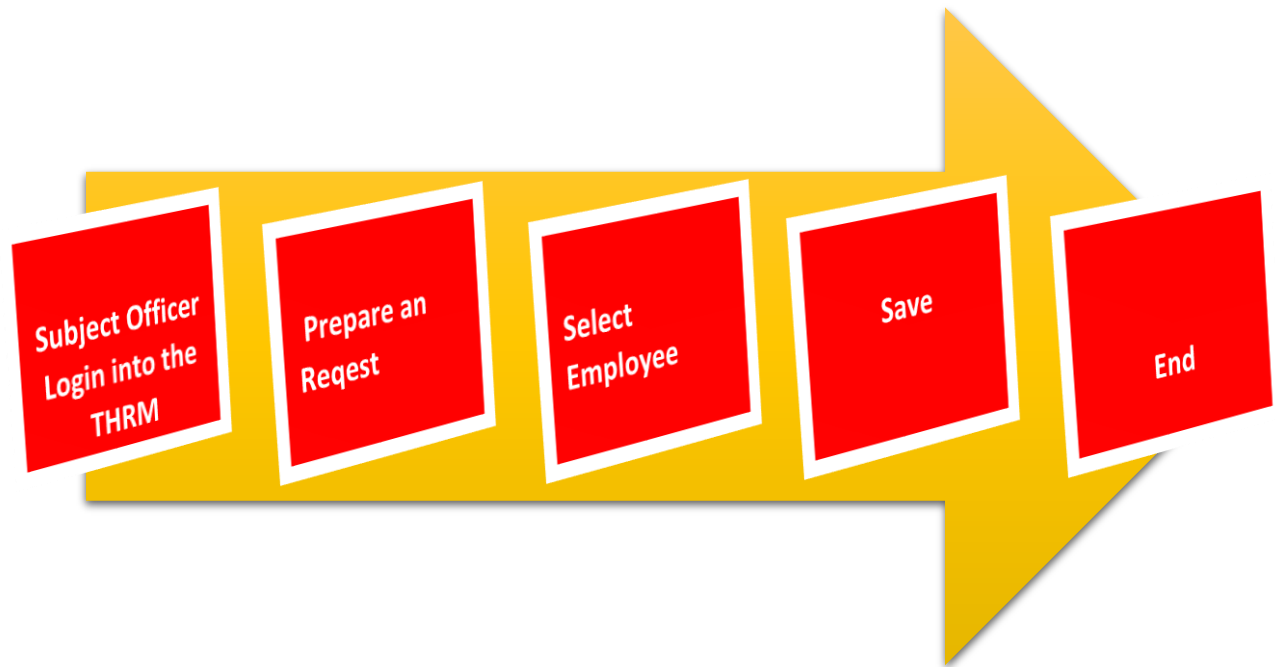


Human Resource  
Management

HR, administration,  
recruitments, Personal Files

[READ MORE](#)

### 3. THE PROCESS



## 4. UNIFORM DISTRIBUTION

**STEP: 01 Click On this Icon in ERP Page**



### Human Resource Management

HR, administration, recruitments, Personal Files

READ MORE



**STEP: 02 Login using your user name and password to the system**

**Log In** to your account

sahan\_Emet

...

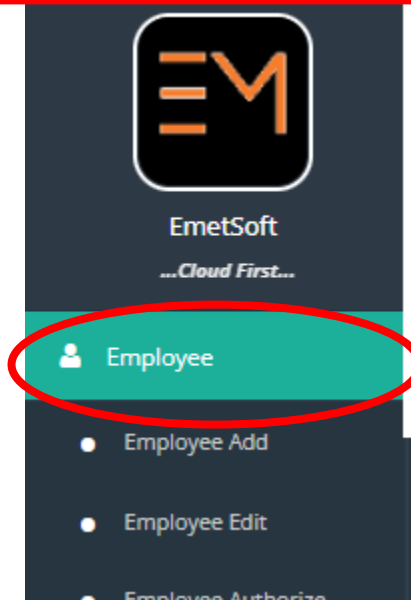


Advanced Options

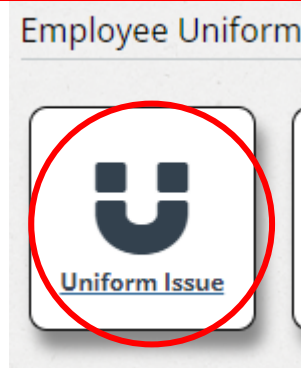
Log In



**STEP: 03 Then click on Employee**



**STEP: 04 Then click on Employee Uniform**



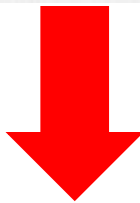


**STEP: 05 Then click on + Button**

### Uniform Issue Details

Search By ?  Search For

From Date  To Date



**STEP: 05 Select Employee**

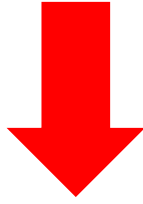
### Uniform Issue

ID  **01** Employee  **02**

Request Date  **03** Issue Date  **04**

Uniform Type  **05** Remarks  **06**

01. ID(Auto Generate)
02. Select Employee
03. Select Request Date
04. Select Issue Date
05. Select Uniform Type
06. Enter Remarks



**STEP: 06 Click on Save Button**

