User Guide

11. New Modules-MA-190-Sports-Grounds booking bills 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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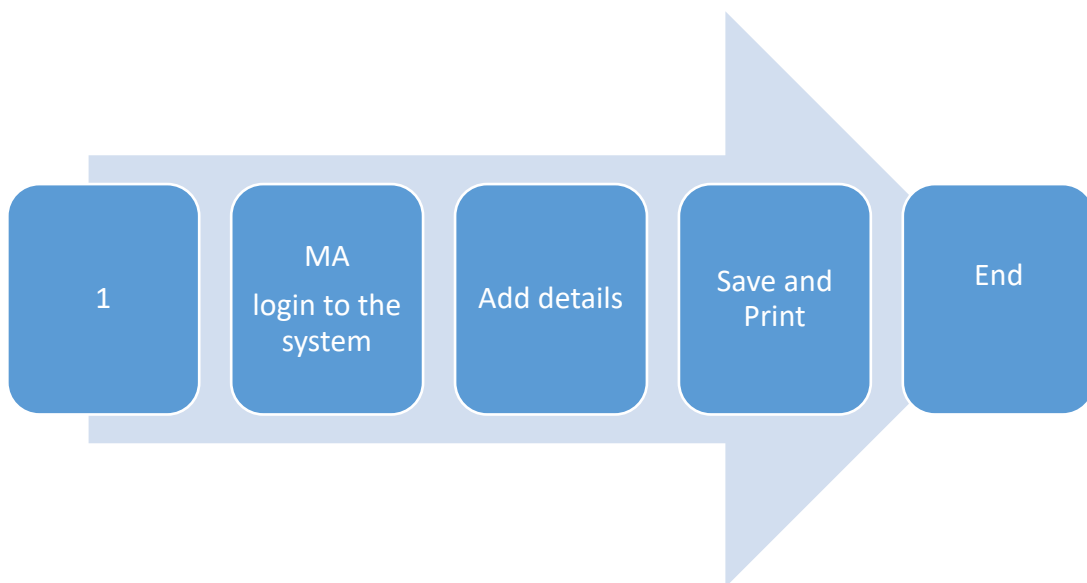# ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

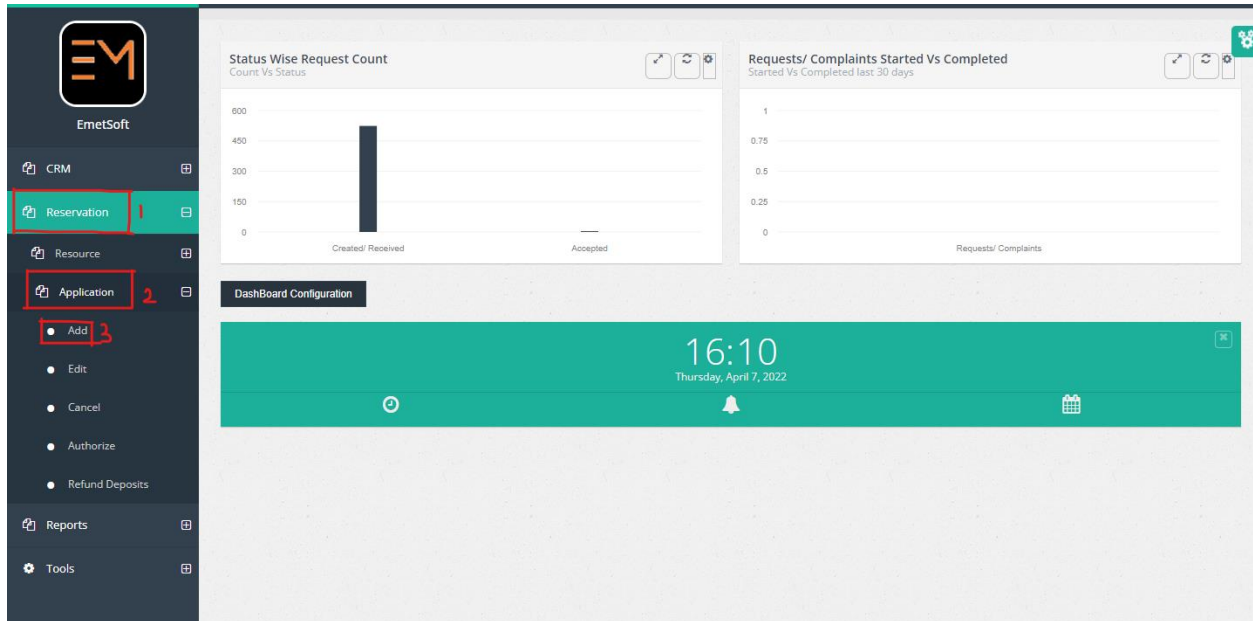# Ground Booking Bills(CRM)

(Quick user Guide)

3. THE PROCESS

| 1 | MA login to the system | Add details | Save and Print | End |

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

Log In to your account

Username

Password

Advanced Options   Log In

4. STEP 2: GROUNDS BOOKING BILLS

1. Under Reservation option
2. Under Application option
3. Select Add
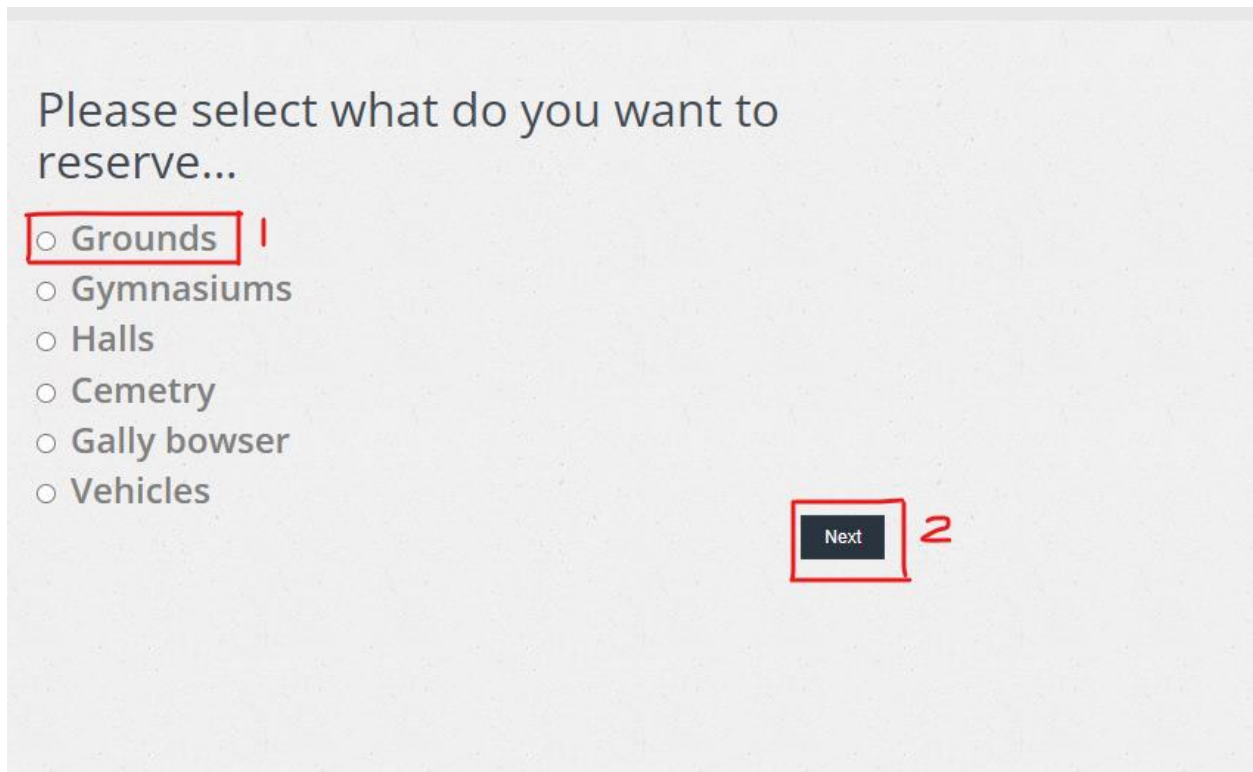
1. Put the tick before Grounds
2. Click the next

Enter the application details and check the availability

Availability is displayed like following

This will shows current reservation and availability in color coded labels. In green color it shows available slots and in Red it shows booked slots. It also shows pending slots in Yellow color.

Then enter the applicant's details and save.

5. STEP 3: AUTHORIZE

1. Put the tick to select
2. Click to authorize the booking