

User Guide

04.2.6 Valuation and Assessment - Nature Change Ver 3.0.0

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
09-09-2025	3.0.0	Enhancements for the manual	Project Manager

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Other Bill Receipts (Miscellaneous Income)

(Quick user Guide)

Other Bill Receipts (Miscellaneous Income)

(Quick user Guide)

Other Bill Receipts (Miscellaneous Income)





Valuation Management
Property Valuation, Issuing
Certificates

READ MORE

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

A screenshot of a web login page. The title is 'Log In to Revenue account'. Below the title are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a link that says 'Forget Password'. Below the input fields is a dropdown menu with a downward arrow and the text 'Advanced Options'. To the right of the dropdown is a green button with the text 'Log In'. The background of the page is a blurred image of green foliage.

Image 1.0 - Logging page



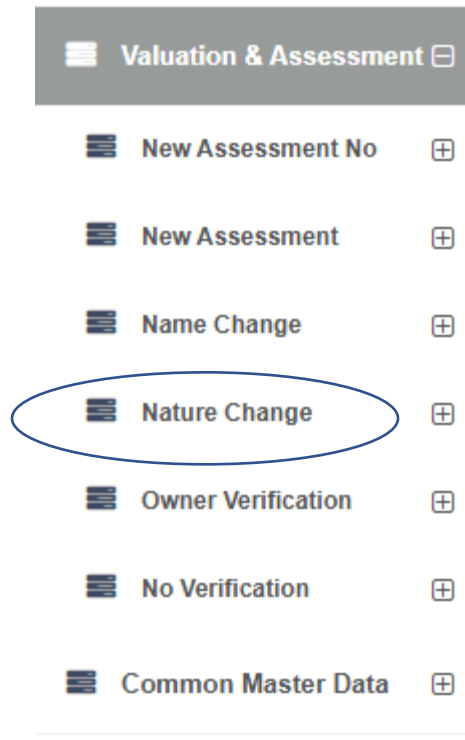


Image 1.1 – Select the Valuation Assessment and click here Nature change for add new nature change

Nature Change

Reports

Engineering & Planning

Valuation & Assessment

New Assessment No

New Assessment

Name Change

Nature Change

Add

Edit

Cancel

Approval

View

Print

Owner Verification

No Verification

Common Master Data

Work Folw

User Management

Tools

Search Balance/ Update

administrator

Nature Change

ID78460

Application No*LKB/0072/2025

Application Date*9/12/2025

Effective Date*

Applicant Name*

NIC*

Applicant Address*

Applicant Mobile No*

Applicant Email

Remarks

File Number

Physical File Location

Index	Valuation Type	Division/Street	Assesment Number	Property Type	Annual Value	Property Description	Owner Name
Select	1	Modifical	-Select-	-Select-	0.00		
		-Select-		-Select-	0.00		

+

MA Comments

CC Comments

CMA Comments

Valuation Officer Comments

Other Comments

Image 1.2 - Fill this Details and add your comments

Table of Contents – Nature Change Module

- Add
- Edit
- Cancel
- Approval
- View
- Print

The screenshot displays the 'Visit Time Scheduling' interface. At the top, there is a header bar with the title 'Visit Time Scheduling'. Below this is a form with several fields: 'User Name' (a dropdown menu showing 'Achani'), 'Enter Date' (a date field showing '2025-09-12'), 'Schedule Date' (a date field showing '9/2/2025'), 'From Time' (an empty time field), 'To Time' (an empty time field), 'Comment' (a text area), and 'Status' (a dropdown menu showing 'Scheduled'). To the right of the 'Status' field are two buttons: 'Check Scheduled Vists' and 'Delete'. Below the form is a '+ ' button. At the bottom of the form is a 'Save' button and an 'Exit' button. Below the form is a section for 'Action' with a 'Submit/Pass/Approve' button. To the right of the 'Action' section is an 'Assign To' dropdown menu showing a list of users: 'Val_MA : Pubuduni', 'Val_MA : Anoja', 'Val_MA : Kaushalya_6978', and 'Val_MA : Anjana'. To the right of the 'Assign To' dropdown is a 'Remarks' text area. At the bottom left of the interface is a 'Work Flow History' section. At the bottom right of the interface is a scroll bar.

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status
Achani	2025-09-12	9/2/2025				Scheduled

Buttons: Check Scheduled Vists, Delete

Buttons: Save, Exit

Action: Submit/Pass/Approve

Assign To: Val_MA : Pubuduni, Val_MA : Anoja, Val_MA : Kaushalya_6978, Val_MA : Anjana

Remarks:

Work Flow History

Image 1.3 - Fill this Details from Dropdown and Assign to next person

1. Add

► Purpose:

Create a new Nature Change application.

🔍 Required Fields:

- Nature Change ID (*auto-generated*)
- Application No
- Application Date
- Effective Date
- Applicant Name
- NIC
- Applicant Address
- Applicant Mobile No
- Applicant Email
- Remarks
- File Number
- Physical File Location
- Index
- Valuation Type
- Division/Street
- Assessment Number
- Property Type
- Annual Value
- Property Description
- Owner Name

▼ Dropdowns:

Field	Dropdown Options
Modification	-Select-
Status	<-Select->, Scheduled
Action	<-Select->
Assignee	List of available officers

Visit Time Scheduling From Time, To Time

2. Edit

► Purpose:

Modify an existing Nature Change application.

Editable Fields:

All fields listed under **Add**, including:

- Comments (MA, CC, CMA, Valuation Officer, Other)
- Visit Time Scheduling
- Workflow History

◇ 3. Cancel

► Purpose:

Terminate an application that is no longer valid.

🔗 Required Action:

- Select application from list
- Provide cancellation remarks
- Confirm cancellation

◇ 4. Approval

► Purpose:

Authorize a Nature Change application.

🔗 Approval Steps:

- Review all entered data
- Add comments (if needed)
- Select status: Approved / Rejected
- Assign to officer (if applicable)
- Save and confirm

◇ 5. View

► Purpose:

Display application details without editing.

🔗 Viewable Data:

All fields from Add/Edit, including:

- Workflow history
- Comments
- Visit schedule

6. Print

► Purpose:

Generate a printable version of the application.

🔗 Print Options:

- Full application form
- Summary view
- Include comments and workflow history