

User Guide

05.07 Inventory control Management and stores-Mechanical Engineering-MA-212-Job Card Add 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
31-08-2025	3.0.0	Enhancements for the manual	Project Manager

2. TABLE OF CONTENTS

Page No.

1.	Revision History	2
2.	TABLE OF CONTENTS.....	2
3.	The Process	3
4.	Step 2: Add Job card.....	5
5.	Step 3: Edit Job card.....	7
6.	Step 4: Cancel Job card	9



ENTERPRISE RESOURCE PLANNING (ERP)

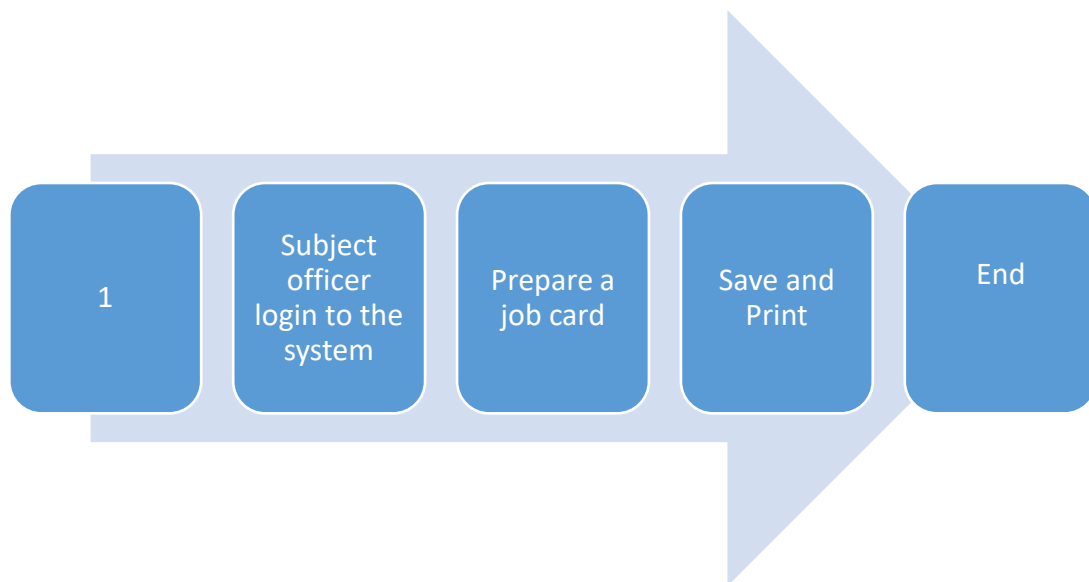
Dehiwala Mount Lavinia Municipal Council

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

JOB Card (Mechanical Engineering)

(Quick user Guide)

3. THE PROCESS



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

Log In to your account

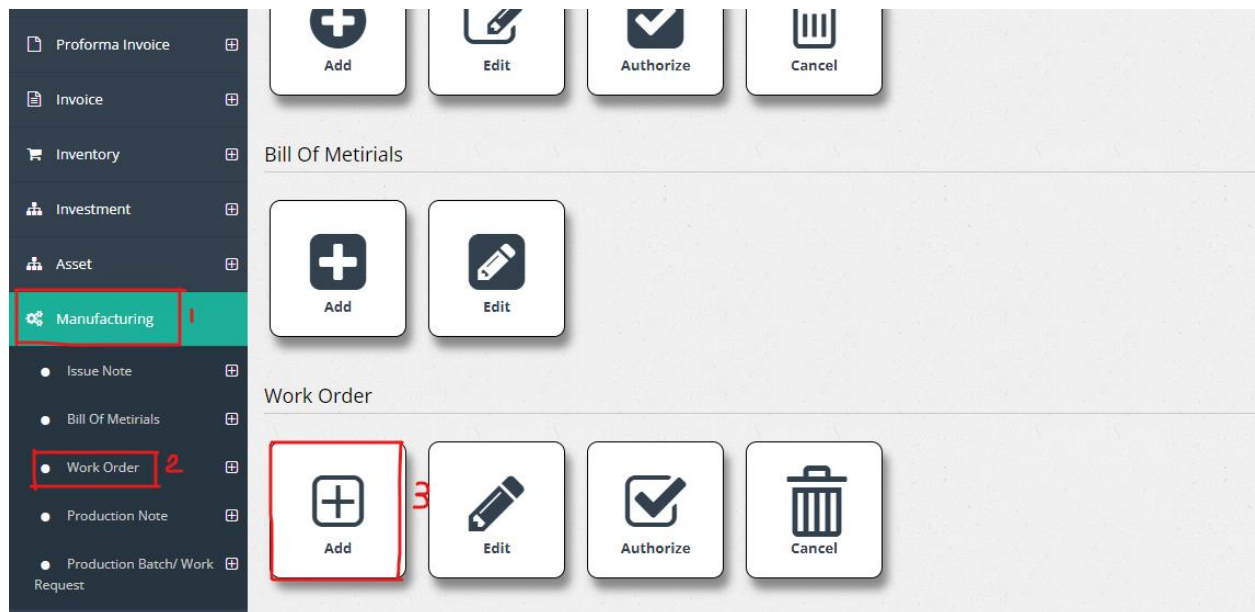
☐

Advanced Options

Log In



4. STEP 2: ADD JOB CARD



1. Under the option Manufacturing
2. Under Work Order option
3. Select Add

WORK ORDER

ID 1	Number 1	Save
Enter Date 4/8/2022	Transaction Date 4/8/2022	Print and Save
Due Date 4/8/2022	From Date 3/8/2022	USE SO
WO Assigned By Add	Description	Exit
Production Batch/ Work Request <-Select->		

details

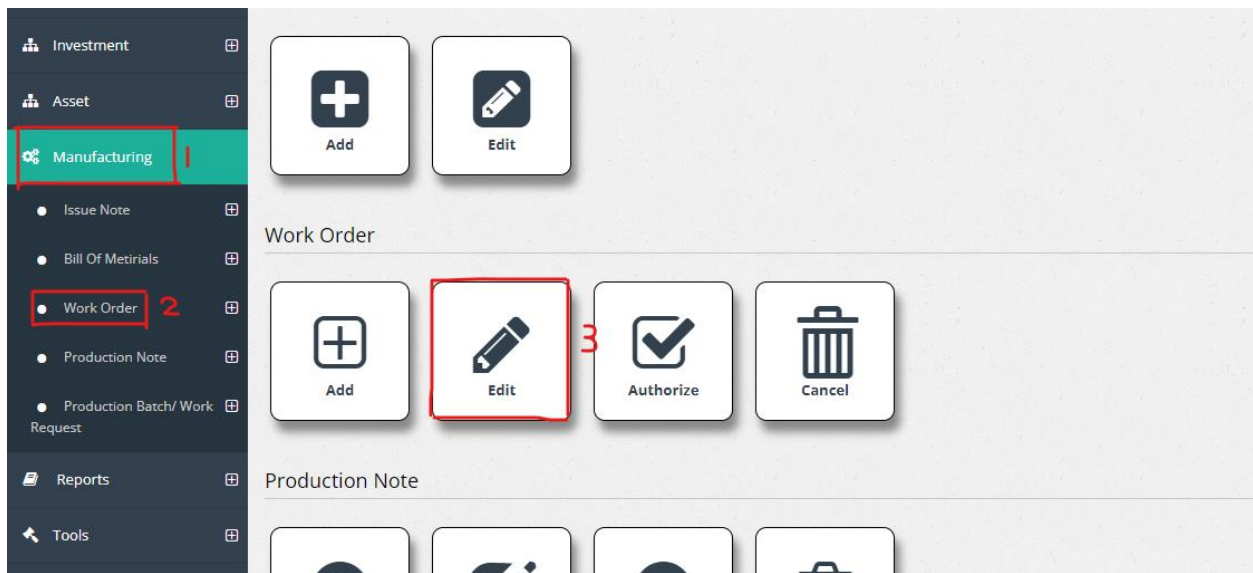
Line	Item	Description	Unit	Quantity	DepCode
Select 1				0	<-Select->




Printing Formats
Format_WO.rpt

1. ID : ID is auto filled
2. Number : Enter the number
3. Enter date : The job entering date
4. Transaction Date : the transaction date
5. Due Date : the job's due date
6. From Date : The date from which
7. WO Assigned by : The user who assigned the work order
8. Description : Enter the description if want
9. Production : Enter the relevant details
10. Details : Enter the details of jobs
11. Click to add a new row
12. Click to delete a row
13. Click to save a work order
14. Click to print and save a work order
15. Click to retrieve Sales Order

5. STEP 3: EDIT JOB CARD



1. Under the option Manufacturing
2. Under Work Order option
3. Select Edit

WORKORDER DETAIL

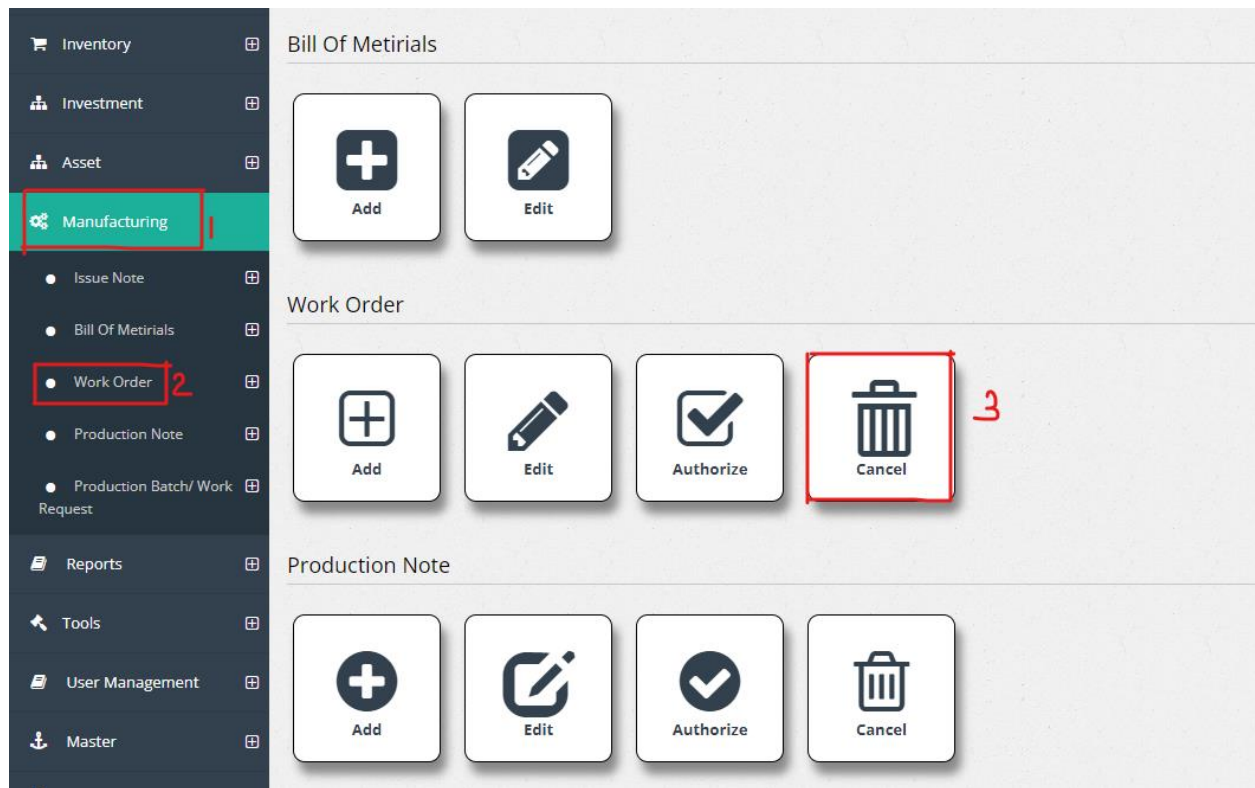
Search By  1 2 5

From 3 To 4

No Data Found

1. Search By : Search the category to search
2. Search For : Enter the details of the selected category to search
3. From : Select the date from which
4. To : select the date to which
5. Click to search

6. STEP 4: CANCEL JOB CARD



1. Under the option Manufacturing
2. Under Work Order option
3. Select Cancel

WORKORDER CANCEL

Search By  1 ID  Search For 2  5

From 3 3/8/2022 To 4 4/8/2022

No Data Found

6

Save Exit

1. Search By : Search the category to search
2. Search For : Enter the details of the selected category to search
3. From : Select the date from which
4. To : select the date to which
5. Click to search
6. Click to save canceled ones