

# User Guide

## 05.08 Inventory control Management and stores-Mechanical Engineering-CC-213-Job card Authorize 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   |

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# ENTERPRISE RESOURCE PLANNING (ERP)

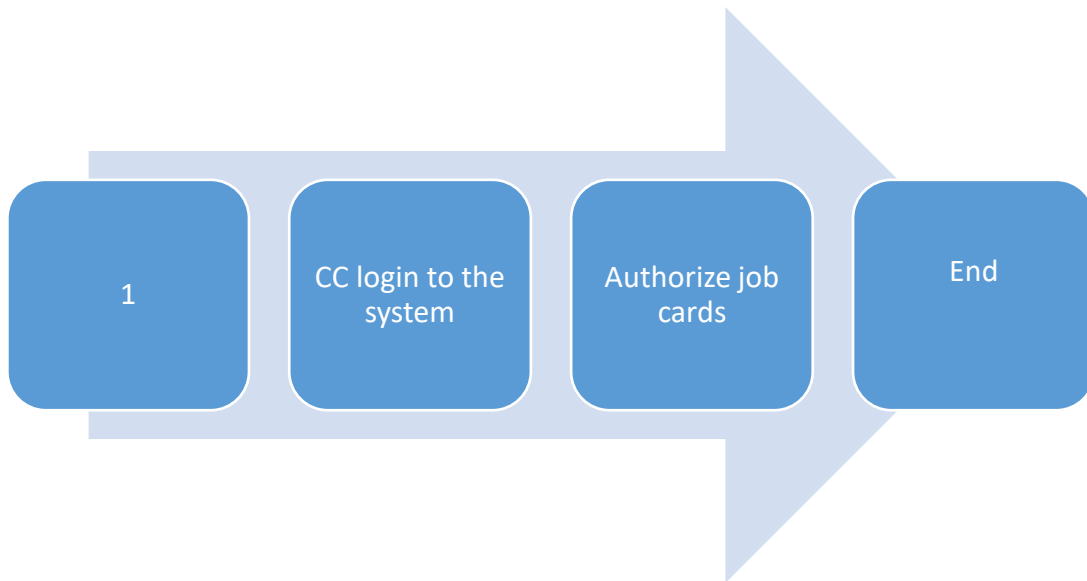
Dehiwala Mount Lavinia Municipal Council

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

## JOB Card Authorize (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

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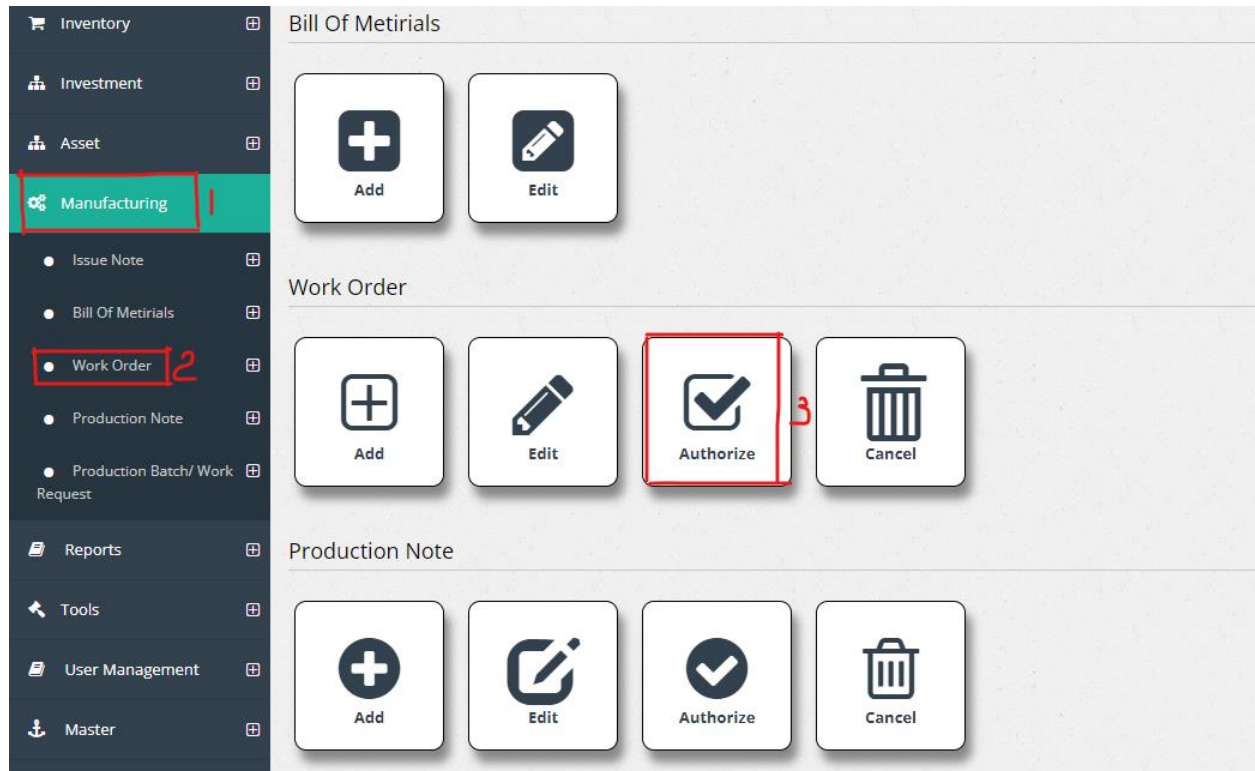
☐

Advanced Options

Log In



#### 4. STEP 2: AUTHORIZE JOB CARD



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

**WORKORDER AUTHORIZE**

Search By  1  
ID

Search For 2

From 3  
3/8/2022

To 4  
4/8/2022

 5

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