

User Guide

06. Engineering and Planning-Engineer-140- Planning-File Checking, Authorize 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. File checking, Time Scheduling, File Authorize	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

FILE CHECKING, AUTHORIZE

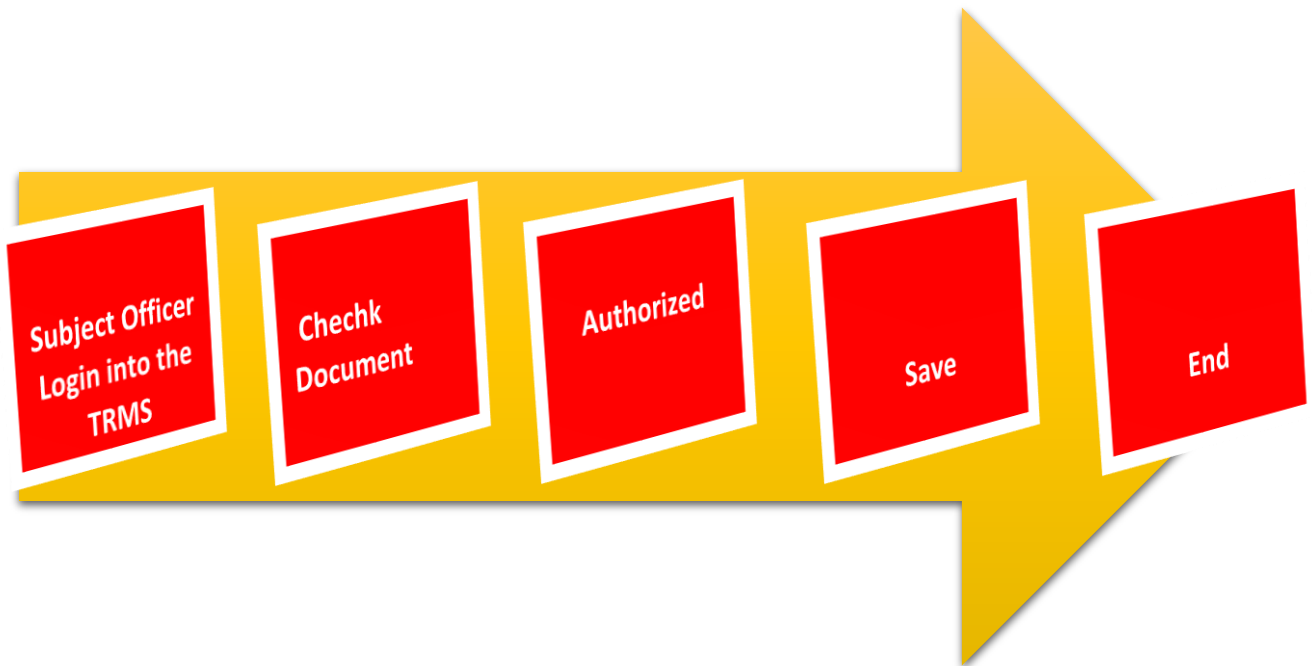


Municipal Engineering & Planning

buildings and block plans, street line certificates, conformity certificates, act for unauthorized constructions, extension of period for buildings etc..

[READ MORE](#)

3. THE PROCESS



4. FILE CHECKING, TIME SCHEDULING, FILE AUTHORIZE

STEP: 01 Click On this Icon in ERP Page



Municipal Engineering & Planning

buildings and block plans, street line certificates, conformity certificates, act for unauthorized constructions, extension of period for buildings etc..

[READ MORE](#)



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

Log In to your account

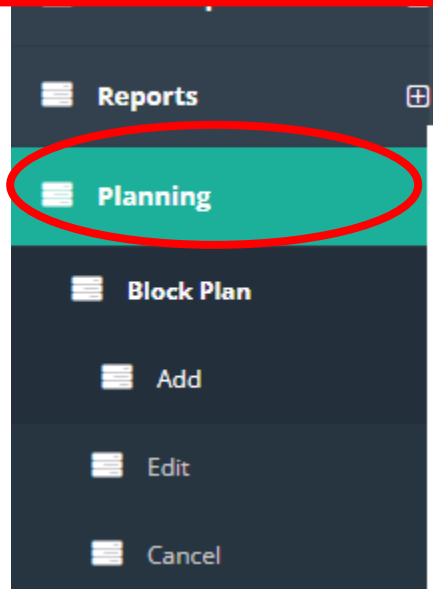


Advanced Options

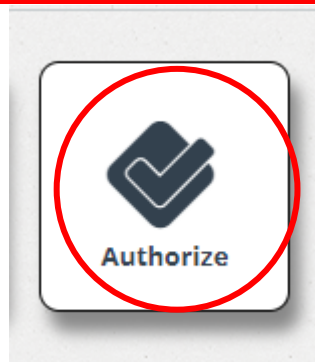
Log In



STEP: 03 Then click on Miscellaneous Income



STEP: 04 Then click on Edit





**STEP: 05 Check
Information**

Engineer can check the file before authorizing

Block Plan

Division	01	Street	02	Property	03	Prop. ID *	04	05	06
01-WILAWALA		BALAPOKUNA ROAD LEFT		9 : MOOSA LEBBE MOHAMED LA		94833		Add	History
Block Plan ID	07	Application No	08	Application Date	09	Lot No	10	Old Rate No	11
34		BL/0001/2022		4/7/2022				09	
Applicant Name	12	Applicant Address		13					
Applicant Email	14	Telephone No	15	Date Of Submission *	16				
				4/7/2022					

01. Select Division
02. Select Street
03. Select Property
04. Property ID (Auto Generate)
05. Add new Property
06. Check Property History Report
07. Block Plane ID (Auto Generate)
08. Enter Application No
09. Select application Date
10. Enter Lot No
11. Enter Old Rate No
12. Enter Applicant Name
13. Enter Applicant Address
14. Enter Applicant Email
15. Telephone Number
16. Select Date of submission



Visit Time Scheduling

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status		
Amali	2022-04-07					Scheduled	Check Scheduled Visits	Delete

01 02 03 04 05 06 07 08 09

+ Save Exit

10 11 12

Action: <-Select-> <-Select-> Referred

Assign To: PL_Clerk: Janitha_PL, PL_Clerk: Chintha_PL, PL_Clerk: Lasantha_PL, PL_Clerk: Nalini_PL

Remarks:

Work Flow History

Visit Time Scheduling

01. Enter User Name
02. Select Date
03. Enter Schedule Date
04. Select From Time
05. Select To Time
06. Add comments
07. Select Status
08. Check Scheduled Visits
09. Delete
10. Select Action
11. Select Assign To
12. Add Remarks



STEP: 07 Assig to Committee

Visit Time Scheduling

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status
Amali	2022-04-07					Scheduled

Assign Here

+

Save Exit

Action: <-Select-> <-Select-> Referred

Assigen To: PL_Clerk: Chintha_PL (circled), PL_Clerk: Lasantha_PL, PL_Clerk: Nelson PL

Remarks:

Work Flow History



STEP: 07 Click on Save

Visit Time Scheduling

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status
Amali	2022-04-07					Scheduled

+

Save Exit