

User Guide

09.2 Administration and HRM Administration and HRM-CC-188-Employee Authorization 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..... 3

3. THE PROCESS..... 5

4. EMPLOYEE Authorization 6



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

EMPLOYEE AUTHORIZATION

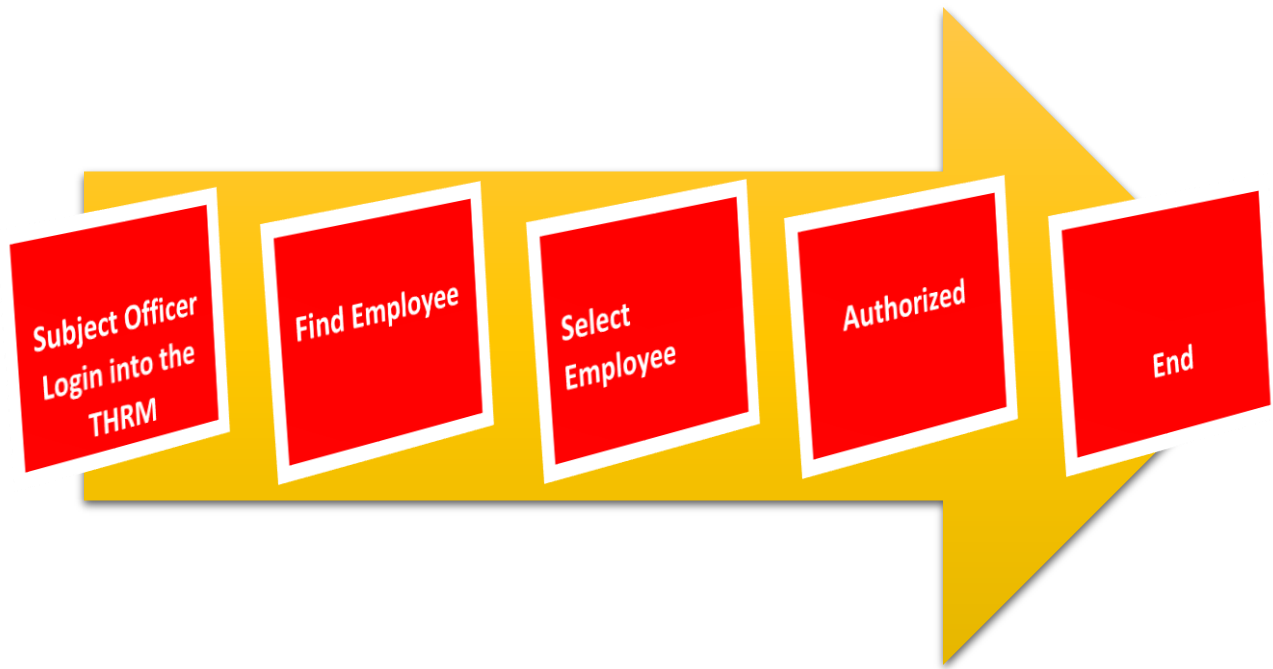


Human Resource
Management

HR, administration,
recruitments, Personal Files

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3. THE PROCESS



4. EMPLOYEE AUTHORIZATION

STEP: 01 Click On this Icon in ERP Page



Human Resource Management

HR, administration, recruitments, Personal Files

READ MORE



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

Log In to your account

sahan_Emet

...

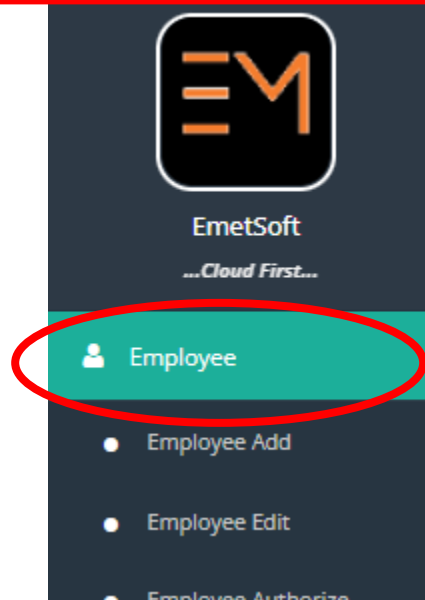


Advanced Options

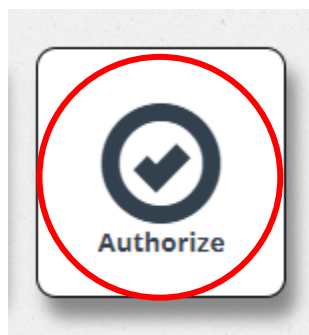
Log In



STEP: 03 Then click on Employee



STEP: 04 Then click on Authorize





STEP: 05 Find Employee

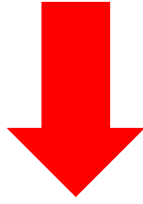
Employee Authorize

Search By [?] **01** Employee No Search For **02** Section [?] **03** <Select->

Organization [?] **04** DMMC Status [?] **05** Un-Authorized

Select	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
<input checked="" type="checkbox"/> 06	888888	10002	A.S Chathuranaga	Aththatge Sahan Chathuranga	Chief Engineer	Un-Authorized	Permenent

01. Select Search Type (Ex: Employee No, Employee Name, NIC)
02. Enter Employee No
03. Select Section
04. Select Organization
05. Status (Default)
06. Select Employee (Click on Check Box)



STEP: 06 Click on Authorize

