

User Guide

09.3 Administration and HRM Administration and HRM-MA-180-Exam Management 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

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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

EXAM MANAGEMENT



Human Resource
Management

HR, administration,
recruitments, Personal Files

[READ MORE](#)

3. THE PROCESS



4. EXAM MANAGEMENT

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

...

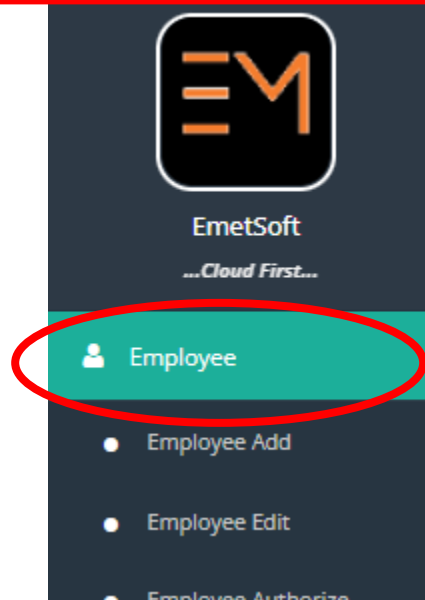


Advanced Options

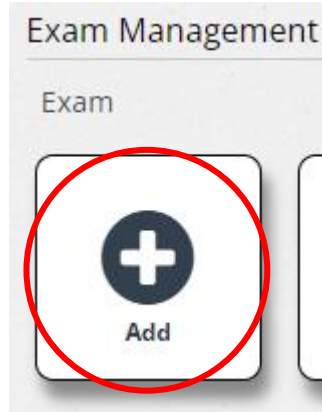
Log In

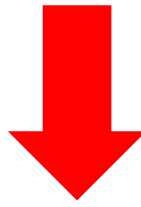


STEP: 03 Then click on Employee



STEP: 04 Then click on Exam Management and then click on Add





**STEP: 05 Enter exam
Details**

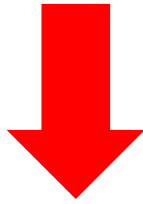
Exam Management

Exam Details

ID *	01	Name *	02		
2002		Aththathage Sahana Chathuranga			
Date *	03	Venue *	04		
4/9/2022		DMMC			
Start Time (Format should be HH.MM)	05	End Time (Format should be HH.MM) *	06	No Of Participant *	07
08:30		10:30		10	
Grade *	08	Class *	09		
Grade I		Class I			
Remarks	10				
Development Officer Examination					

Save Exit

01. ID(Auto Generate)
02. Enter Name
03. Select Date
04. Enter Venue
05. Select Start time
06. Select End Time
07. Enter Number Of Participant
08. Select Grade
09. Select Class
10. Enter Remarks



STEP: 06 Click on Save Button

