

User Guide

09.4 Administration and HRM Administration and HRM-MA-181-Event managemnet 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

EVENT MANAGEMENT



Human Resource Management

HR, administration, recruitments, Personal Files

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3. THE PROCESS



4. EVENT MANAGEMENT

STEP: 01 Click On this Icon in ERP Page



Human Resource Management

HR, administration, recruitments, Personal Files

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

Log In to your account

sahan_Emet

...

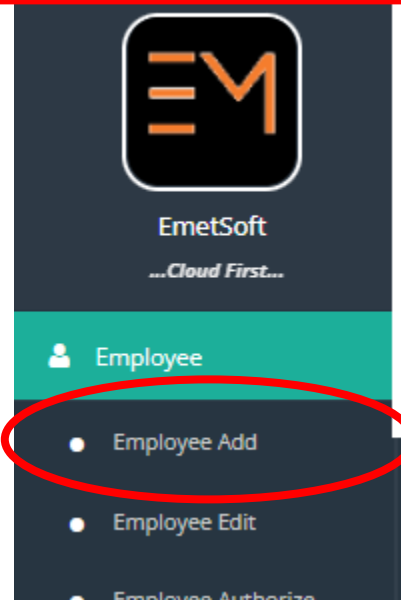


Advanced Options

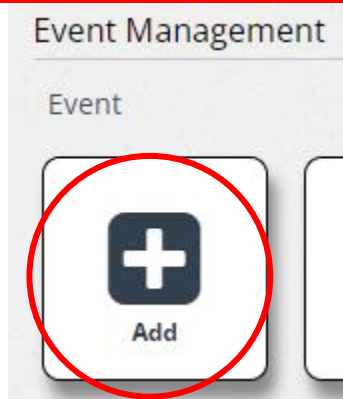
Log In



STEP: 03 Then click on Employee



STEP: 04 then click on Other Bill Receipts





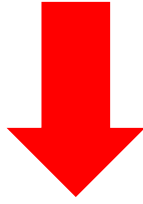
**STEP: 05 Enter Department
Mater data**

The screenshot shows the 'Event Management' form with the following fields and callouts:

- 01: ID (2001)
- 02: Section (Admin)
- 03: Event Name (New Year Festival)
- 04: Event Details (2022 Sinhala & Tamil New Year Festival)
- 05: Start Date (4/13/2022)
- 06: Start Time (08:00)
- 07: End Date (4/13/2022)
- 08: End Time (17:00)
- 09: Venue (DMMC)
- 10: Attachment 1 (Choose File)
- 11: Attachment 2 (Choose File)
- 12: Attachment 3 (Choose File)
- 13: Show All Employees (checkbox)
- 14: Employee search input field

Buttons at the bottom: Save, Exit

01. ID(Auto Generate)
02. Select Section
03. Enter Event Name
04. Enter Event details
05. Select Event start date
06. Enter Strat Time
07. Select Event End Date
08. Enter Event End Time
09. Enter venue (Ex : DMMC)
10. Add Reference/attachment
11. Add Reference/attachment
12. Add Reference/attachment
13. Show All Employees (Tick on Check Box)
14. Add New Raw(New Employee)



STEP: 06 Click on Save Button

