

# User Guide

## 09.6 Administration and HRM Administration and HRM-MA-184- Recruitment 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

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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

## RECRUITMENT MANAGEMENT



### Human Resource Management

HR, administration,  
recruitments, Personal Files

[READ MORE](#)

### 3. THE PROCESS



## 4. RECRUITMENT 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

...

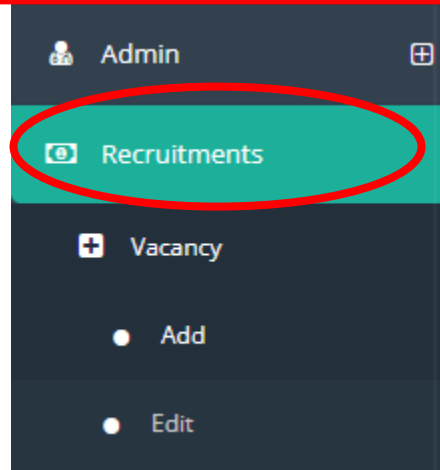


Advanced Options

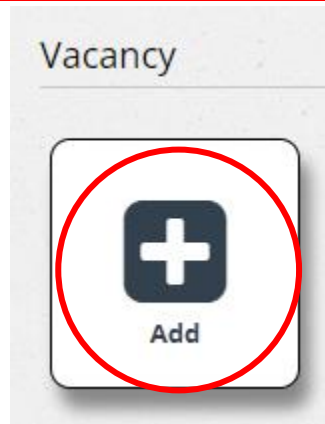
Log In

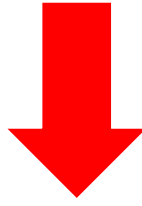


**STEP: 03 Then click on Employee**



**STEP: 04 Then click on Vacancy**





## STEP: 05 Add Information

**Vacancy Details**

Vacancy ID 2002	<b>01</b>	Vacancy No * 2002	<b>02</b>
Created Date * 4/19/2022	<b>03</b>	End Date * 4/23/2022	<b>04</b>
Designation* Engineer	<b>05</b>	Gender Male	<b>06</b>
Age Limit 21	<b>07</b>	45	<b>08</b>
No Of Vacancies 05	<b>10</b>	Location <input checked="" type="radio"/> All Island <input type="radio"/> Provincial	<b>09</b>
Other Details	<b>13</b>	Province <<Select->	<b>11</b>
		District <<Select->	<b>12</b>

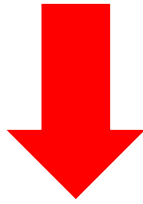
**Qualification Details**

**Qualification**

Select  
BSc (Hons) Management Information Systems **14** |

+    -

01. ID(Auto Generate)
02. Select Employee
03. Select Request Date
04. Select Issue Date
05. Select Uniform Type
06. Enter Remarks



**STEP: 06 Click on Save Button**

