User Guide

09.7 Administration and HRM Administration and HRM-MA-185-Promotion and Transfers 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

2. TABLE OF CONTENTS

Page No.

1. Revision History 2
2. TABLE OF CONTENTS 2
3. THE PROCESS 4
4. Promotion and Transfers Management 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

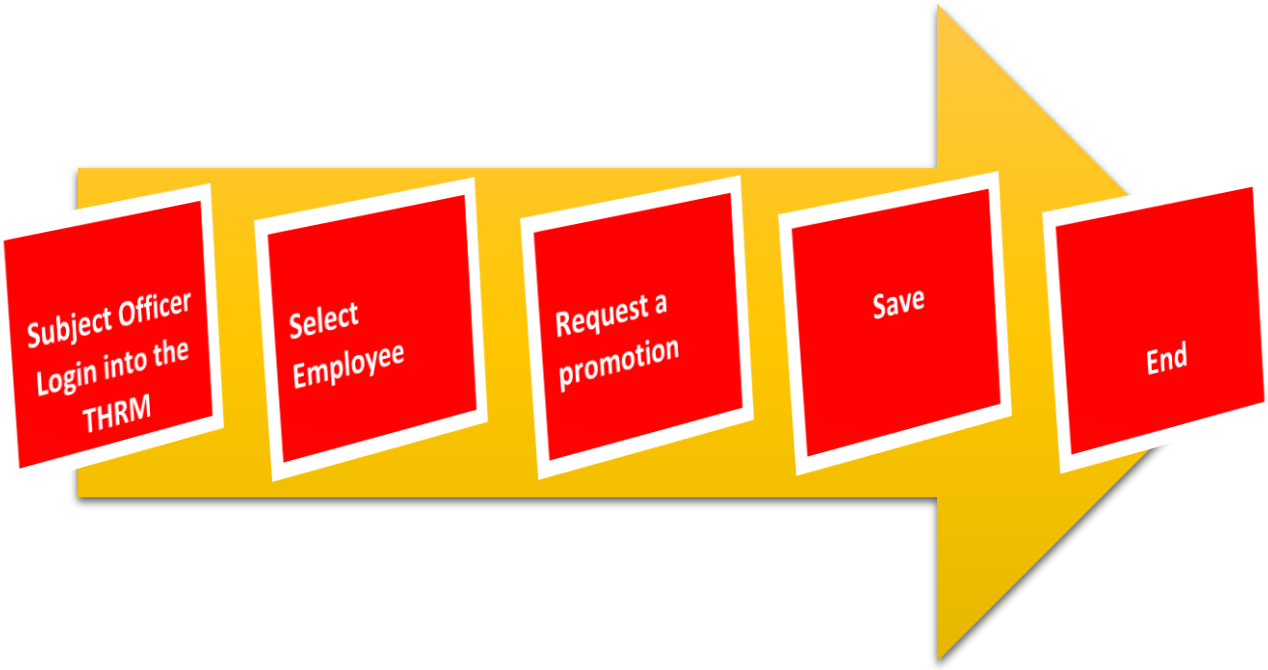
PROMOTION AND TRANSFERS MANAGEMENT

Human Resource Management

HR, administration, recruitements, Personal Files

READ MORE

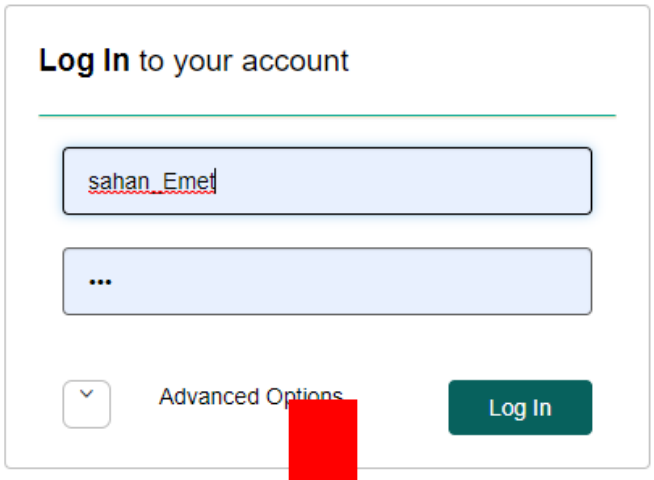
3. THE PROCESS



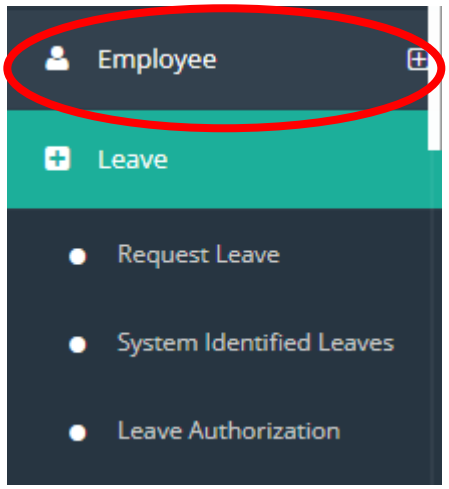
4. PROMOTION AND TRANSFERS MANAGEMENT

STEP: 01 Click On this Icon in ERP Page

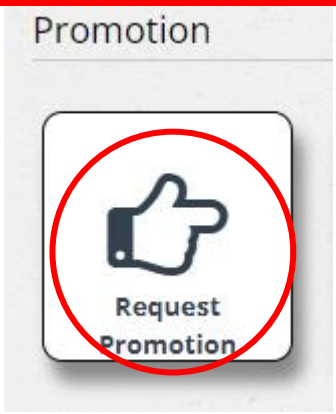
STEP: 02 Login using your user name and password to the system



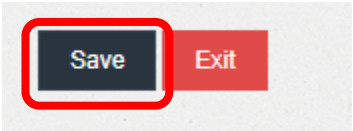
STEP: 03 Then click on Employee



STEP: 04 Then click on Request Promotion



STEP: 05 Request Promotion

01. Promotion Id(Auto Generate)
02. Request Date(Auto Generate)
03. Select Employee
04. Section(Auto Generate)
05. Class(Auto Generate)
06. Grade(Auto Generate)
07. Service Type(Auto Generate)
08. Current Designation(Auto Generate)
09. Select Request Designation

STEP: 06 Click on Save