

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

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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

PROMOTION AND TRANSFERS MANAGEMENT

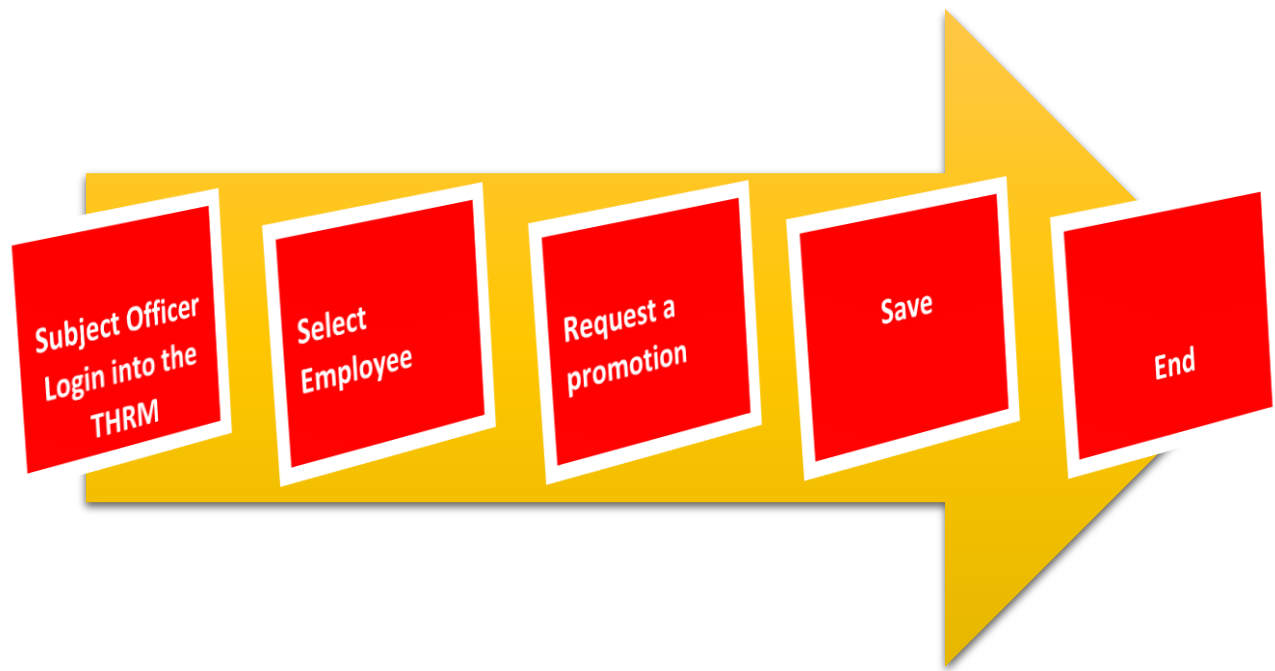


Human Resource Management

HR, administration,
recruitments, Personal Files

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3. THE PROCESS



4. PROMOTION AND TRANSFERS 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

...

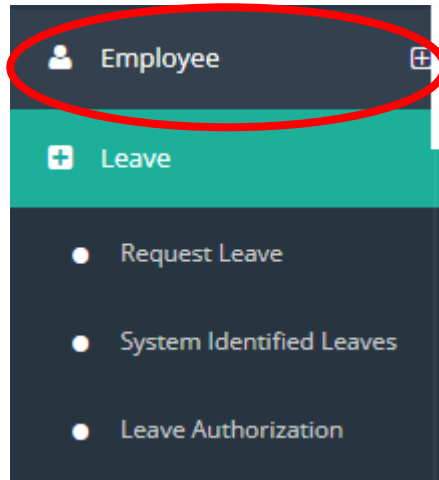


Advanced Options

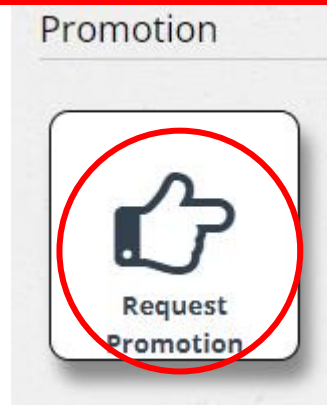
Log In



STEP: 03 Then click on Employee



STEP: 04 Then click on Request Promotion



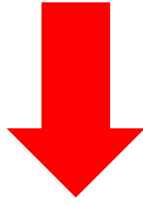


STEP: 05 Request Promotion

Request Promotion

Promotion ID *	01	Request Date *	02				
2001762		4/11/2022					
Employee *	03						
10002 : Aththatge Sahana Chathuranga							
Section	04	Class	05	Grade	06	Service Type	07
Section 1		<<Select>>		<<Select>>		<<Select>>	
Current Designation	08						
Chief Engineer							
<input type="checkbox"/> Is Ebar Completed							
Request Designation *	09						
Deputy Municipal Commissioner							
<input type="button" value="Save"/>	<input type="button" value="Exit"/>						

- 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

