

User Guide

06. Engineering and Planning- Planning Approvals Certificate of Conformity- ver 3.0.0

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



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

PLANNING APPROVALS



Municipal Engineering & Planning

buildings and block plans,
street line certificates,
conformity certificates, act
for unauthorized
constructions, extension of
period for buildings etc..

[READ MORE](#)

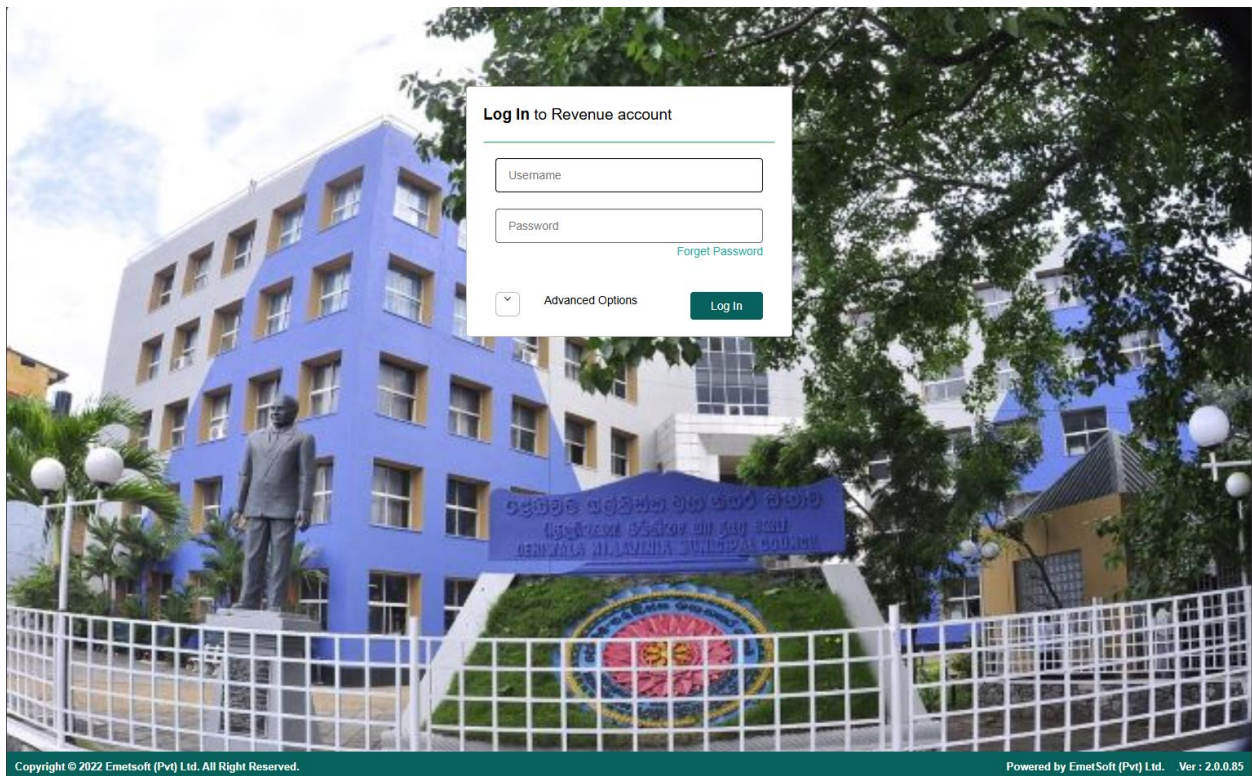
1. LOGIN INTERFACE OVERVIEW



Municipal Engineering & Planning

buildings and block plans,
street line certificates,
conformity certificates, act
for unauthorized
constructions, extension of
period for buildings etc..

[READ MORE](#)



Field/Option	Description
Username	Enter your assigned ERP username. This is typically provided by the IT department.
Password	Enter your secure password.
Forget Password	Click this link to initiate password recovery if you've forgotten your credentials.
Login Button	Click to authenticate and proceed to the Revenue Account dashboard.

General:

1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure click "Next or Save" and "Exit" Buttons after adding data.

2. Certificate of Conformity Adding:

 Certificate Of Conformity

 Add

 Receive Online

 Edit

 Cancel

 Approval

 View

 Print

 Re-open

Navigate via: **Engineering & Planning → Certificate of Conformity → Add → MA Submission**

- Fill Below mentioned fields in the Interface

Certificate Of Conformity - MA Initiate

Division
01-WILAWALA

Street
BALAPOKUNA ROAD LEFT

Property No./ Owner
6A/1B : MOHAMED SUBJAN MOHAMED RIZAN

Prop. ID *
159539

Add the Property

Assessment History

MA Submission
File Tracking

Payment Details

Technical Officer's Comments

Engineer's Comments

Draughtman's Comments

Commissioner's Comments

Legal Officer's Comments

Committee Decision

ID
34

Application No*
CO/KB/0030/2025

Application Date *
9/12/2025

Lot No

Building Plan Application ID
<-Select->

Building Plan Application No

Applicant Name *

Applicant Address*

Applicant Email

Telephone No*

Prv. COC No

Prv. COC Date

Building Address *

Plan Accepted Date *

Building Finishing Date

Is Applicant Currently Residing in the Building ?
<-Select->

Date Of Resided

Physical File Location*

☐ I declare, that all the documents provided by the applicant are uploaded to the system in same manner to the best of my knowledge.

Documents

◇ A. Property & Applicant Details

Field	Description
Division	Select Administrative division (e.g., 01-WILAWALA)
Street	Select Street name (e.g., BALAPOKUNA ROAD LEFT)
Property No./Owner	Select Property No and Owner Name
Property ID	System-generated unique identifier

◇ B. Application Details

Field	Description
Application No	Format: CO/KB/XXXX/YYYY
Application Date	Date of submission
Lot No	Survey lot number
Building Plan Application ID	Link to original building plan
Building Plan Application, No	Reference number of approved plans
Applicant Name	Full name of applicant
Applicant Address	Residential or business address
Applicant Email	Valid email address
Telephone No	Contact number
Previous COC No / Date	If applicable, reference to prior COC
Building Address	Location of the constructed building
Plan Accepted Date	Date when building plan was approved
Building Finishing Date	Date construction was completed
Is Applicant Currently Residing?	Dropdown: Yes / No
Date of Resided	If Yes, date of occupancy
Physical File Location	Where the hard copy is stored

Document Upload & Verification

Before submission, ensure all required documents are uploaded.

- Tick the declaration checkbox: *“I declare, that all the documents provided by the applicant are uploaded to the system in same manner to the best of my knowledge.”*

Action Buttons

Button	Function
Next	Proceed to the next step in the workflow.
Exit	Exit the screen without saving changes.

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.



Certificate of Conformity Payment Details Tab

Navigate via: **Engineering & Planning → Certificate of Conformity → Approval → Payment Details**

- Fill Below mentioned fields in the Interface

Certificate Of Conformity - COC - Create - MA and Bill Generate

Property ID	Owner	Assessment No	Division	Street	Has Legal Case		
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐	Garbage Clearance Needed	<button>Delete</button> <button>Previous Related History</button>

Owner Names

S.K.AMARATHUNGA,

MA Submission **Payment Details** Technical Officer's Comments Engineer's Comments Draughtman's Comments Commissioner's Comments Legal Officer's Comments Committee Decision

File Tracking

ID	Amount	Temp Receipt ID	Temp Receipt No	Paid Amount	Receipt No	Bill Type	Generate Temp. Bill
Select	0	5000				Planning COC Processing-Certifie	<button>Generate Temp. Bill</button>



Documents

No	Document Type	Description	Date	Is Required	Upload	History
19'	Approved Building Plan			☐	☐ Open <button>Upload</button>	<button>History</button>
19'	Clearance from Ceylon Electricity Board (CEB)			☐	☐ Open <button>Upload</button>	<button>History</button>
19'	Clearance from National Water Supply & Drainage Bo			☐	☐ Open <button>Upload</button>	<button>History</button>
19'	Fire Certificate obtained from Fire Service Depart			☐	☐ Open <button>Upload</button>	<button>History</button>
19'	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open <button>Upload</button>	<button>History</button>
19'	Payment slip - Processing Fee			☐	☐ Open <button>Upload</button>	<button>History</button>
19'	National Identity Card-Passport			☐	☐ Open <button>Upload</button>	<button>History</button>



Save Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malsri	malsri	9/12/2025 9:04:42 AM	

Field Name	Description	Example / Input Type
ID	System-generated internal reference for the payment record	2425
Amount	Fee amount to be charged for the application	5000
Temp Receipt ID	Internal ID for the temporary receipt	(Auto-generated)
Temp Receipt No	Temporary receipt number issued for payment	(Auto-generated)
Paid Amount	Amount paid by the applicant	(User-entered)
Receipt No	Final receipt number after payment confirmation	(Auto-generated after billing)
Bill Type	Type of bill being generated (e.g., Planning Fee, Application Fee)	Planning COC Application Fee
Generate Temp. Bill	Button to create a temporary bill and link it to the application	☒ Button

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Technical Officer's Comments Tab

Navigate via: **Engineering & Planning → Certificate of Conformity → Approval → Technical Officer's Comment**

- Fill Below mentioned fields in the Interface

Certificate Of Conformity - COC - TO Report

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐ Garbage Clearance Needed

[Delete](#) [Previous Related History](#)

Owner Names

S.K.AMARATHUNGA,

[MA Submission](#) [Payment Details](#) [Technical Officer's Comments](#) [Engineer's Comments](#) [Draughtman's Comments](#) [Commissioner's Comments](#) [Legal Officer's Comments](#) [Committee Decision](#)

[File Tracking](#)

Visit Time Scheduling

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status
malsri	9/12/2025	9/12/2025	09:00	09:30	Ok	Completed

[Check Scheduled Vists](#) [Delete](#)



Save Visit Time Schedule

Technical Officer's Comment

Technical Officer's Comment History

Special Note

☐ I declares, to the best of my knowledge, that the information provided are accurate and complete.

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Approved Building Plan			☐	Open Upload	History
19	Clearance from Ceylon Electricity Board (CEB)			☐	Open Upload	History
19	Clearance from National Water Supply & Drainage Bo			☐	Open Upload	History
19	Fire Certificate obtained from Fire Service Depart			☐	Open Upload	History
19	Assessment Tax Payment Receipt for the Quarter			☐	Open Upload	History
19	Payment slip - Processing Fee			☐	Open Upload	History
19	National Identity Card-Passport			☐	Open Upload	History



SaveExit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malsri	malsri	9/12/2025 9:04:42 AM	

1 Site Visit Scheduling

Field	Description
User Name	Officer assigned to the visit
Enter Date	Date of entry into the system
Schedule Date	Date of the site visit
From Time / To Time	Time slot for the visit
Comment	Notes regarding the visit
Status	Dropdown: Scheduled / Completed / Cancelled

2 Technical Officer's Comment

- Comment Field:** Free-text area for detailed observations regarding:
 - Structural compliance
 - Site conditions
 - Deviations from approved plan
 - Safety and sanitation standards
 - Neighboring impact
- Comment History:** Displays previous entries with timestamps for audit trail.

Document Upload & Verification

Before submission, ensure all required documents are uploaded and checked.

- Tick the declaration checkbox: *“I declare, that all the documents provided by the applicant are uploaded to the system in same manner to the best of my knowledge.”*

Field	Description
Upload Panel	Upload supporting documents (Max size: 30MB)
Upload History	View previously uploaded files with open links

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Engineer's Comments Tab

Navigate via: **Engineering & Planning → Certificate of Conformity → Approval → Engineer's Comment**

- Fill Below mentioned fields in the Interface

Certificate Of Conformity - COC - Engineer Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐ Garbage Clearance Needed <button>Delete</button> Previous Related History

Owner Names
S.K.AMARATHUNGA,

[MA Submission](#)
[Payment Details](#)
[Technical Officer's Comments](#)
[Engineer's Comments](#)
[Draughtman's Comments](#)
[Commissioner's Comments](#)
[Legal Officer's Comments](#)
[Committee Decision](#)

File Tracking

Engineer's Comment

Engineer's Comment History

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Approved Building Plan			☐	☐ Open Upload History	
19	Clearance from Ceylon Electricity Board (CEB)			☐	☐ Open Upload History	
19	Clearance from National Water Supply & Drainage Bo			☐	☐ Open Upload History	
19	Fire Certificate obtained from Fire Service Depart			☐	☐ Open Upload History	
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open Upload History	
19	Payment slip - Processing Fee			☐	☐ Open Upload History	
19	National Identity Card-Passport			☐	☐ Open Upload History	

+

Save

Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malsri	malsri	9/12/2025 9:04:42 AM	

Engineer's Comment Field

- Comment Box:** A free-text area for the Engineer to record:
 - Structural integrity observations
 - Compliance with approved building plan
 - Any deviations or irregularities
 - Recommendations for approval or rejection
- Comment History:** Displays previously entered comments with timestamps for audit and traceability.

Document Upload & Verification

Before submission, ensure all required documents are uploaded and checked.

Field	Description
Upload Panel	Upload supporting documents (Max size: 30MB)
Upload History	View previously uploaded files with open links

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Draughtman's Comments Tab (If Required – Assigned by Technical Officer or Engineer)

Navigate via: **Engineering & Planning → Certificate of Conformity → Approval → Draughtsman's Comment**

- Fill Below mentioned fields in the Interface

Property ID
2425
Owner
S.K.AMARATHUNGA
Assessment No
1
Division
02-DUTUGEMUNU
Street
ANDERSON ROAD LEFT
Has Legal Case
☐ Garbage Clearance Needed
Delete
Previous Related History

Owner Names
S.K.AMARATHUNGA,

MA Submission
Payment Details
Technical Officer's Comments
Engineer's Comments
Draughtman's Comments
Commissioner's Comments
Legal Officer's Comments
Committee Decision

File Tracking

Draughtman's Comment

Draughtman's Comment History

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Approved Building Plan			☐	☐ Open Upload History	
19	Clearance from Ceylon Electricity Board (CEB)			☐	☐ Open Upload History	
19	Clearance from National Water Supply & Drainage Bo			☐	☐ Open Upload History	
19	Fire Certificate obtained from Fire Service Depart			☐	☐ Open Upload History	
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open Upload History	
19	Payment slip - Processing Fee			☐	☐ Open Upload History	
19	National Identity Card-Passport			☐	☐ Open Upload History	

+

Save Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	maisri	maisri	9/12/2025 9:04:42 AM	

Draughtsman's Comment Field

- Comment Box:** A free-text area for the Draughtsman to record:
 - Structural integrity observations
 - Compliance with approved building plan
 - Any deviations or irregularities
 - Recommendations for approval or rejection
- Comment History:** Displays previously entered comments with timestamps for audit and traceability.

Document Upload & Verification

Before submission, ensure all required documents are uploaded and checked.

Field	Description
Upload History	View previously uploaded files with open links

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Commissioner's Comments Tab (If Required)

Navigate via: **Engineering & Planning → Certificate of Conformity → Approval → Commissioner's Comments**

- Fill Below mentioned fields in the Interface

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐ Garbage Clearance Needed <button>Delete</button> Previous Related History

Owner Names
S.K.AMARATHUNGA,

MA Submission
Payment Details
Technical Officer's Comments
Engineer's Comments
Draughtman's Comments
Commissioner's Comments
Legal Officer's Comments
Committee Decision

File Tracking

Commissioner's Comment

Commissioner's Comment History

Documents

No	Document Type	Description	Date	Is Required	Open	Upload	History
19	Approved Building Plan			☐	☐	Open	Upload
19	Clearance from Ceylon Electricity Board (CEB)			☐	☐	Open	Upload
19	Clearance from National Water Supply & Drainage Bo			☐	☐	Open	Upload
19	Fire Certificate obtained from Fire Service Depart			☐	☐	Open	Upload
19	Assessment Tax Payment Receipt for the Quarter			☐	☐	Open	Upload
19	Payment slip - Processing Fee			☐	☐	Open	Upload
19	National Identity Card-Passport			☐	☐	Open	Upload

+

Save Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malsri	malsri	9/12/2025 9:04:42 AM	

Commissioner's Comment Field

- **Comment Box:** A free-text area for the Commissioner to record:
 - Recommendations for approval or rejection
- **Comment History:** Displays previously entered comments with timestamps for audit and traceability.

Document Upload & Verification

Before submission, ensure all required documents are uploaded and checked.

Field	Description
Upload History	View previously uploaded files with open links

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Legal Officer's Comments

Navigate via: **Engineering & Planning → Certificate of Conformity → Approval → Legal Officer's Comments**

- Fill Below mentioned fields in the Interface

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐ Garbage Clearance Needed <button>Delete</button>

Previous Related History

Owner Names

S.K.AMARATHUNGA,

MA Submission

Payment Details

Technical Officer's Comments

Engineer's Comments

Draughtman's Comments

Commissioner's Comments

Legal Officer's Comments

Committee Decision

File Tracking

Legal Officer's Comment

Legal Officer's Comment History

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Approved Building Plan			☐	☐ Open	Upload History
19	Clearance from Ceylon Electricity Board (CEB)			☐	☐ Open	Upload History
19	Clearance from National Water Supply & Drainage Bo			☐	☐ Open	Upload History
19	Fire Certificate obtained from Fire Service Depart			☐	☐ Open	Upload History
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open	Upload History
19	Payment slip - Processing Fee			☐	☐ Open	Upload History
19	National Identity Card-Passport			☐	☐ Open	Upload History

+

Save

Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malsri	malsri	9/12/2025 9:04:42 AM	

Legal Officer's Comment Field

- **Comment Box:** A free-text area for the Legal Officer to record:
 - Recommendations for approval or rejection
- **Comment History:** Displays previously entered comments with timestamps for audit and traceability.

Document Upload & Verification

Before submission, ensure all required documents are uploaded and checked.

Field	Description
Upload History	View previously uploaded files with open links

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Committee Decision Tab

Navigate via: **Engineering & Planning** → **Certificate of Conformity** → **Approval** → **Committee Decision**

- Fill Below mentioned fields in the Interface

Certificate Of Conformity - COC - Committee Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐ Garbage Clearance Needed

[Delete](#) [Previous Related History](#)

Owner Names

S.K.AMARATHUNGA,

[MA Submission](#) [Payment Details](#) [Technical Officer's Comments](#) [Engineer's Comments](#) [Draughtman's Comments](#) [Commissioner's Comments](#) [Legal Officer's Comments](#) [Committee Decision](#)

[File Tracking](#)

Committee Approval Date

Committee Comment

Committee Comment History

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Approved Building Plan			☐	☐ Open <button>Upload</button> <button>History</button>	
19	Clearance from Ceylon Electricity Board (CEB)			☐	☐ Open <button>Upload</button> <button>History</button>	
19	Clearance from National Water Supply & Drainage Bo			☐	☐ Open <button>Upload</button> <button>History</button>	
19	Fire Certificate obtained from Fire Service Depart			☐	☐ Open <button>Upload</button> <button>History</button>	
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open <button>Upload</button> <button>History</button>	
19	Payment slip - Processing Fee			☐	☐ Open <button>Upload</button> <button>History</button>	
19	National Identity Card-Passport			☐	☐ Open <button>Upload</button> <button>History</button>	

+

Save

Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malari	malari	9/12/2025 9:04:42 AM	

Field Name	Description
Committee Approval Date	Date the committee finalized its decision on the application
Committee Comment	Free-text field for entering the final verdict (e.g., Approved, Rejected, Conditional Approval)

Embedded Comment History Tabs

Tab Name	Purpose
Committee's Comment History	Displays all previous remarks made by the Committee

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

File Tracking Table

Navigate via: **Engineering & Planning** → **Certificate of Conformity** → **Approval** → **File Tracking**

- Fill Below mentioned fields in the Interface

Certificate Of Conformity - COC - MA Close File

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	☐ Garbage Clearance Needed <button>Delete</button> Previous Related History

Owner Names
S.K.AMARATHUNGA,

[MA Submission](#)
[Payment Details](#)
[Technical Officer's Comments](#)
[Engineer's Comments](#)
[Draughtman's Comments](#)
[Commissioner's Comments](#)
[Legal Officer's Comments](#)
[Committee Decision](#)

[File Tracking](#)

No	File Location	Date	User	Is Received	Remarks	Save
471	PL_TO : malsri	9/12/2025	malsri	☐		<button>Save</button>
471	PL_Engineer : malsri	9/12/2025	malsri	☐		<button>Save</button>
471	PL_Committee : malsri	9/12/2025	malsri	☐		<button>Save</button>
471	PL_Clerk : malsri	9/12/2025	malsri	☐		<button>Save</button>




Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Approved Building Plan			☐	☐ Open Upload History	
19	Clearance from Ceylon Electricity Board (CEB)			☐	☐ Open Upload History	
19	Clearance from National Water Supply & Drainage Bo			☐	☐ Open Upload History	
19	Fire Certificate obtained from Fire Service Depart			☐	☐ Open Upload History	
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open Upload History	
19	Payment slip - Processing Fee			☐	☐ Open Upload History	
19	National Identity Card-Passport			☐	☐ Open Upload History	

+

Save Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
COC - Create - MA and Bill Generate	Edit	malsri	malsri	9/12/2025 9:04:42 AM	

Field Name	Description	Example Values
No	Unique identifier for each file tracking entry	4749, 4750, 4751, 4752
File Location	Indicates the workflow stage and responsible officer for the file	PL_TO: Tharindu→PL_Engineer: Tharindu →PL_Committee: Committee
Date	Date the file was logged or moved to that stage	9/11/2025
User	Officer who handled or uploaded the file at that stage	Tharindu
Is Received	Checkbox or status indicator to confirm whether the file has been officially received	(Empty or checked)
Remarks	Optional notes or comments about the file or its status	(Empty or custom text)

Save	Button to confirm any changes made to the row (e.g., remarks or received status)	Save
-------------	--	------

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Certificate of Conformity Re-Open

- Navigate via: **Engineering & Planning → Certificate of Conformity → Re-Open**
- **User Role Required:** Planning Officer, Engineer, or Committee Member with re-open privileges

Work Flow Re-Open

Search By ⓘ

Search For

Work flow source ⓘ

From

To

Source	Number	Date	Description	Payee	Current User	Action	Assign to	Remarks
COC	CO/KB/0030/2025	12/09/2025	CO/KB/0030/2025 : COC	K.A.V. MALLIKA PERERA	malsri	<-Select->	<-Select->	

A. Search by Options

Field	Description
Search By ID	Allows direct lookup using the application ID
Search for Workflow Source	Dropdown to select the source module (e.g., Certificate of Conformity)
Date Range (From / To)	Filters applications by submission date
Source Number	Application number
Search Button	Executes the search based on selected filters

B. Search Results

Field	Description	Example
Source	Module name (e.g., Block Plan)	Certificate of Conformity
Application No	Unique application number	CO/KB/0030/2025
Date	Original submission date	12/09/2025
Description	Summary of the application	Certificate of Conformity K.A.V. MALLIKA PERERA
Payee	Applicant name	K.A.V. MALLIKA PERERA
Current User	Officer currently assigned	malsri
Action	Dropdown to select re-open action	<-Select->
Assign To	Dropdown to reassign the application to another officer	<-Select->
Remarks	Optional notes explaining the reason for re-opening	Text box

How to Re-Open an Application

1. Use the **Search Panel** to locate the application.
2. In the **Search Results Table**, select the desired **Action** (e.g., Re-Open).
3. Choose the **Assign To** officer or department.
4. Enter any **Remarks** explaining the reason for re-opening.
5. Click **Save** or **Submit** to confirm the action.