

User Guide

06. Engineering and Planning - Planning Approvals Street Line- 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](#)

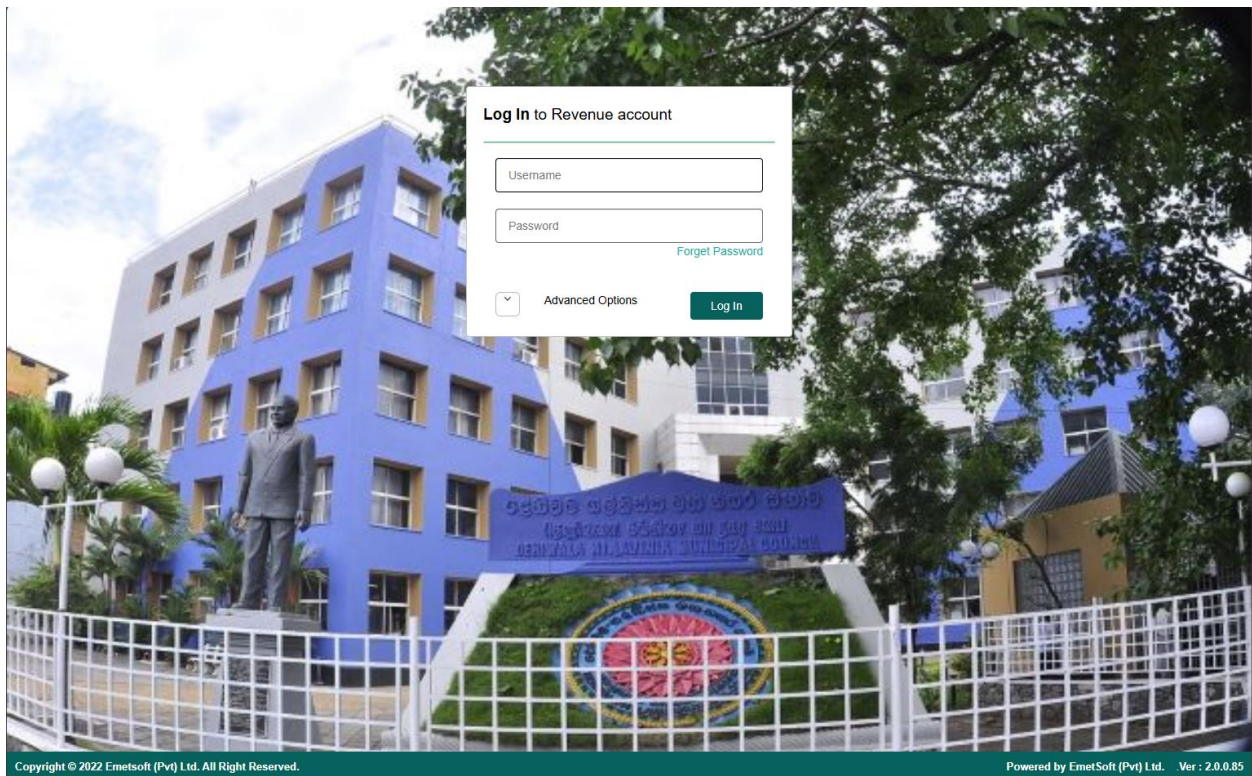
1. LOGIN INTERFACE OVERVIEW



Municipal Engineering & Planning

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

[READ MORE](#)

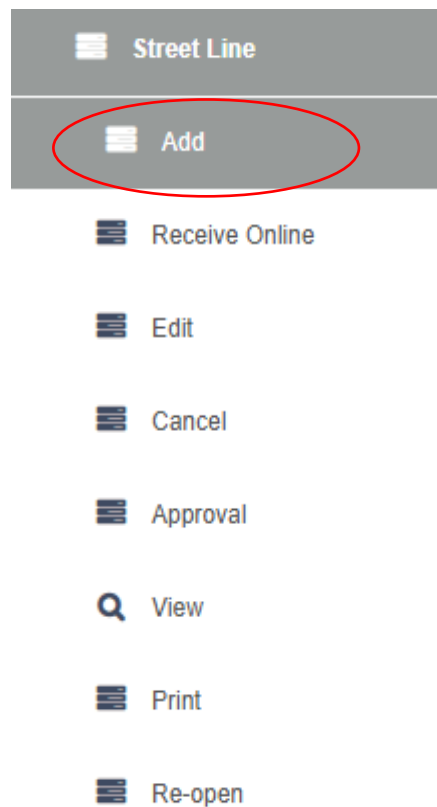


Field/Option	Description
Username	Enter your assigned ERP username. This is typically provided by the IT department.
Password	Enter your secure password.
Forget Password	Click this link to initiate password recovery if you've forgotten your credentials.
Login Button	Click to authenticate and proceed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



Navigate via: **Engineering & Planning** → **Street Line** → **Add** → **MA Submission**

- Fill Below mentioned fields in the Interface

Street Line - Street Line - Create and Bill Generate

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission | [Payment Details](#) | [Draughtman's Report](#) | [Technical Officer's Comments](#) | [Engineer's Comments](#) | [File Tracking](#)

ID
1057

Application No*
KB/0098/2025

Application Date *
9/12/2025

Applicant Name *
K.A.V. MALLIKA PERERA

Applicant Address*
No 293, Galle Road, Dehiwala

Applicant Email
malsri@emetsoft.com

Telephone No*
0718623133

Address Of Site *
Dehiwala

Physical File Location*
DMMC

☒ 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

No	Document Type	Description	Date	Is Required	Upload	History
19	Survey Plan (Scale 1-1000)			☐	Open Upload History	
19	Street Line Application			☐	Open Upload History	
19	National Identity Card-Passport			☐	Open Upload History	
19	Assessment Tax Payment Receipt for the Quarter			☐	Open Upload History	
19	Payment slip - Processing Fee			☐	Open Upload History	
19	Other Documents			☐	Open Upload History	
19	Power of Attorney-Consent Letter			☐	Open Upload History	

[+](#)

SaveExit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
Street Line - Create and Bill Generate	Edit	maIsri	maIsri	9/12/2025 12:17:10 PM	

1. Property & Location Details

Field	Description
Division	Administrative division (e.g., 01-WILAWALA)
Street	Street name (e.g., BALAPOKUNA ROAD LEFT)
Property No./Owner	Format: Property No.: Owner Name (e.g., 11: K.A.V. MALLIKA PERERA)
Property ID	System-generated unique identifier

2. Application Details

Field	Description
File Tracking ID	Internal reference number (e.g., 1058)
Application No	Format: KB/XXXX/YYYY
Application Date	Date of submission
Applicant Name	Full name of applicant
Applicant Address	Residential or business address
Applicant Email	Valid email address
Telephone No	Contact number
Address of Site	Location of the property under review
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.

Street Line Payment Details Tab

Navigate via: **Engineering & Planning** → **Street Line** → **Approval** → **Payment Details**

- Fill Below mentioned fields in the Interface

Street Line - Street Line - Create and Bill Generate

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission **Payment Details** Draughtman's Report Technical Officer's Comments Engineer's Comments File Tracking

ID	Amount	Temp Receipt ID	Temp Receipt No	Paid Amount	Receipt No	Bill Type	Generate Temp. Bill
Select	0	5000				<-Select->	Generate Temp. Bill

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[↺](#)

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Survey Plan (Scale 1-1000)			☐	☐ Open	Upload History
19	Street Line Application			☐	☐ Open	Upload History
19	National Identity Card-Passport			☐	☐ Open	Upload History
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open	Upload History
19	Payment slip - Processing Fee			☐	☐ Open	Upload History
19	Other Documents			☐	☐ Open	Upload History
19	Power of Attorney-Consent Letter			☐	☐ Open	Upload History

+

Save Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
Street Line - Create and Bill Generate	Edit	maisri	maisri	9/12/2025 12:17:10 PM	

Field Name	Description
ID / Temp Receipt ID	System-generated identifiers for payment tracking.
Temp Receipt No	Temporary receipt number issued for processing fee.
Paid Amount	Amount paid by the applicant.
Receipt No	Final receipt number after payment confirmation.
Bill Type	Select appropriate billing category.
Generate Temp Bill	Button to generate a temporary bill for processing.

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.

Field Name	Description
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 Report Tab

Navigate via: **Engineering & Planning** → **Street Line** → **Approval** → **Draughtsman's Report**

- Fill Below mentioned fields in the Interface

Street Line - Street Line - Draftsman Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	

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

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission | **Draughtman's Report** | Technical Officer's Comments | Engineer's Comments | File Tracking

Lot No Block Plan No Date Of Survey Plan

Name Of Surveyor

Special Condition 1

Special Condition 2

Special Condition 3

Special Condition 4

Special Condition 5

Draughtman's Comment

Draughtman's Comment History

☐ I declare, that all the information/ findings provided by me are true and correct to the best of my knowledge.

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Survey Plan (Scale 1-1000)			☐	☐ Open	Upload History
19	Street Line Application			☐	☐ Open	Upload History
19	National Identity Card-Passport			☐	☐ Open	Upload History
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open	Upload History
19	Payment slip - Processing Fee			☐	☐ Open	Upload History
19	Other Documents			☐	☐ Open	Upload History
19	Power of Attorney-Consent Letter			☐	☐ Open	Upload History

+

Save

Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
Street Line - Create and Bill Generate	Edit	malsri	malsri	9/12/2025 12:17:10 PM	

Survey Details:

Field Name	Description
Lot No	Specific lot number under review.
Block Plan No	Specific Block Plan number
Name of Surveyor	Full name of the licensed surveyor.
Date of Surveyor's Plan	Date the survey was conducted.
Special Condition 1	Optional condition attached to the approval
Special Condition 2	Additional condition if applicable
Special Condition 3	Additional condition if applicable
Special Condition 4	Additional condition if applicable
Special Condition 5	Additional condition if applicable

Draughtsman's Comments:

Field Name	Description
Comment Box	Enter observations, recommendations, or concerns.
Declaration Checkbox	Confirm that all findings are true and correct to the best of your knowledge.
Comment History	History of the Draughtsman comments

Document Upload & Verification

Before submission, ensure all required documents are uploaded.

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 (If Required)

Navigate via: **Engineering & Planning** → **Street Line** → **Approval** → **Technical Officer's Comments**

- Fill Below mentioned fields in the Interface

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

[MA Submission](#) [Payment Details](#) [Draughtman's Report](#) **[Technical Officer's Comments](#)** [Engineer's Comments](#) [File Tracking](#)

Technical Officer's Comment

Technical Officer's Comment History

Special Note

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19*	Survey Plan (Scale 1-1000)			☐	Open Upload History	
19*	Street Line Application			☐	Open Upload History	
19*	National Identity Card-Passport			☐	Open Upload History	
19*	Assessment Tax Payment Receipt for the Quarter			☐	Open Upload History	
19*	Payment slip - Processing Fee			☐	Open Upload History	
19*	Other Documents			☐	Open Upload History	
19*	Power of Attorney-Consent Letter			☐	Open Upload History	

[+](#)

[Save](#) [Exit](#)

Action: [-<Select->](#) Assign To: [Assign To](#) Remarks: [Remarks](#)

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
Street Line - Create and Bill Generate	Edit	malsri	malsri	9/12/2025 12:17:10 PM	

Technical Officer's Comment

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

Document Upload & Verification

Before submission, ensure all required documents are uploaded.

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** → **Street Line** → **Approval** → **Engineer's Comments**

- Fill Below mentioned fields in the Interface

Street Line - Street Line - CC/Engineer Check

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

[MA Submission](#) [Payment Details](#) [Draughtman's Report](#) [Technical Officer's Comments](#) [Engineer's Comments](#) [File Tracking](#)

Engineer's Comment

Engineer's Comment History

Documents

No	Document Type	Description	Date	Is Required	Upload	History
19	Survey Plan (Scale 1-1000)			☐	☐ Open Upload	History
19	Street Line Application			☐	☐ Open Upload	History
19	National Identity Card-Passport			☐	☐ Open Upload	History
19	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open Upload	History
19	Payment slip - Processing Fee			☐	☐ Open Upload	History
19	Other Documents			☐	☐ Open Upload	History
19	Power of Attorney-Consent Letter			☐	☐ Open Upload	History



[Save](#) [Exit](#)

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
Street Line - Create and Bill Generate	Edit	maisri	maisri	9/12/2025 12:17:10 PM	

Field Name	Description
Engineer's Comments	A free-text field where the engineer enters technical observations, infrastructure notes, and recommendations regarding the block plan. This may include remarks on road access, drainage, elevation, safety, and regulatory compliance
Documents	Check and View the Uploaded Documents

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 → Street Line → Approval → File Tracking**

- Fill Below mentioned fields in the Interface

Street Line - Street Line - MA Close File

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

[MA Submission](#)
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[Draughtman's Report](#)
[Technical Officer's Comments](#)
[Engineer's Comments](#)
[File Tracking](#)

No	File Location	Date	User	Is Received	Remarks	Save
47	PL_Draftsman : malsri	9/12/2025	malsri	☐		Save
47	PL_Engineer : malsri	9/12/2025	malsri	☐		Save
47	PL_Clerk : malsri	9/12/2025	malsri	☐		Save

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Documents

No	Document Type	Description	Date	Is Required	Upload	History
19*	Survey Plan (Scale 1-1000)			☐	☐ Open	Upload History
19*	Street Line Application			☐	☐ Open	Upload History
19*	National Identity Card-Passport			☐	☐ Open	Upload History
19*	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open	Upload History
19*	Payment slip - Processing Fee			☐	☐ Open	Upload History
19*	Other Documents			☐	☐ Open	Upload History
19*	Power of Attorney-Consent Letter			☐	☐ Open	Upload History

+

Save

Exit

Action

<-Select->

Assign To

Remarks

Work Flow History

Task	Action	AssignedBy	AssignedTo	TrDate	Remarks
Street Line - Create and Bill Generate	Edit	malsri	malsri	9/12/2025 12:17:10 PM	

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_Draftsman: Tharindu → PL_Engineer: Tharindu
Date	Date the file was logged or moved to that stage	9/12/2025
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.

Street Line Re-Open

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

Work Flow Re-Open

Search By ⓘ
ID

Search For

Work flow source ⓘ
Street Line

Q

From
8/12/2025

To
9/12/2025

Source	Number	Date	Description	Payee	Current User	Action	Assign to	Remarks
Street Line	KB/0098/2025	12/09/2025	KB/0098/2025 : Street Line	K.A.V. MALLIKA PERERA	malsri	<-Select->	<-Select->	

Save

Exit

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., Street Line)
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., Street Line)	Street Line
Application No	Unique application number	BP/KB/0052/2025
Date	Original submission date	12/09/2025
Description	Summary of the application	Block Plan 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.