

# User Guide

## 11. New Modules-MA-191-Sports-Halls booking bills 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 .....	3
4. Step 2: Halls booking bills .....	4
5. Step 3: Authorize.....	7



# ENTERPRISE RESOURCE PLANNING (ERP)

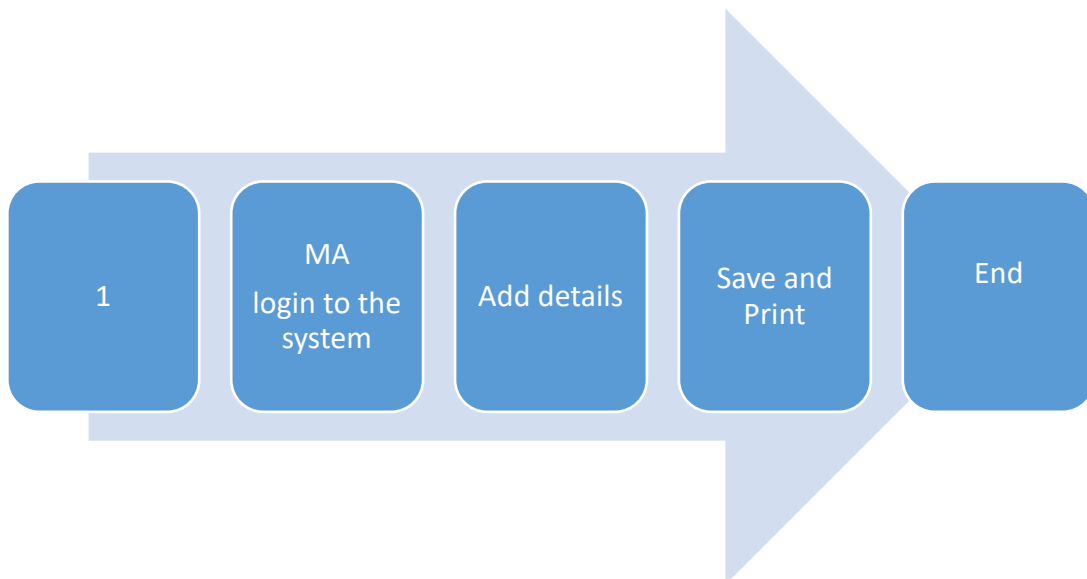
Dehiwala Mount Lavinia Municipal Council

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

## Halls Booking Bills(CRM)

(Quick user Guide)

### 3. THE PROCESS



## Step 1: Login using your user name and password to the system

**Log In** to your account

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Username

Password

Advanced Options

**Log In**



## 4. STEP 2: HALLS BOOKING BILLS

The dashboard features a dark sidebar with the EmetSoft logo and navigation items: CRM, Reservation (highlighted with a red box and a '1'), Resource, Application (highlighted with a red box and a '2'), Add (with a '3'), Edit, Cancel, Authorize, Refund Deposits, Reports, and Tools.

The main content area includes:

- Status Wise Request Count**: A bar chart showing 'Count Vs Status' with categories 'Created/ Received' and 'Accepted'. The y-axis ranges from 0 to 600.
- Requests/ Complaints Started Vs Completed**: A line chart showing 'Started Vs Completed last 30 days' with a y-axis from 0 to 1.
- Dashboard Configuration**: A section with a green header bar displaying the time '16:10' and date 'Thursday, April 7, 2022'.

1. Under Reservation option
2. Under Application option
3. Select Add

Please select what do you want to reserve...

- Grounds
- Gymnasiums
- Halls
- Cemetery
- Gally bowser
- Vehicles

2

1. Put the tick before Grounds
2. Click the next

Enter the application details and check availability

### Reservation Application For Halls

Your reference number : 2001  
Application create date : 4/22/2022 8:41:03 AM

Application Details

Halls*	From Date*	To Date*	<input type="button" value="Check Availability"/>
S. De .S. Jayasinghe Hall	4/25/2022	4/30/2022	
Reason	From Time (HH:MM:SS)	To Time (HH:MM:SS)	

# Reservation Application For Halls

Your reference number : 2006  
Application create date : 4/22/2022 12:16:50 PM

## Application Details

<b>Halls*</b> S. De .S. Jayasinghe Hall	<b>From Date*</b> 4/30/2022	<b>To Date*</b> 4/30/2022	<input type="button" value="Check Availability"/>
<b>Reason</b>	<b>From Time (HH:MM:SS)</b> 18:00	<b>To Time (HH:MM:SS)</b> 20:00	

## Check Availability

- Available  - Not Available  - Reserved  - Pending

Date	00:00-01:00	01:00-02:00	02:00-03:00	03:00-04:00	04:00-05:00	05:00-06:00	06:00-07:00	07:00-08:00	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	20:00-21:00	21:00-22:00	22:00-23:00	23:00-24:00
4/30/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Applicant's Details

<b>Name*</b>	<b>Address*</b>
<input type="text"/>	<input type="text"/>

Color coded slots shows availability.

Then enter the applicant's details and save.

## Applicant's Details

<b>Name*</b> Administrator	<b>Address*</b>		
<b>NIC*</b>	<b>Contact No</b>	<b>Email</b>	<b>Organization</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Remarks</b> <input type="text"/>			
<b>No of Participants</b>	<b>Amount</b>	<b>Deposit Amount</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Application Attachments

Attachments (You can select upto 5 files.)  
(MS word, PDF and Picture types only)

No file chosen

## 5. STEP 3: AUTHORIZE

Application Authorize

Search By: ID Search For: [ ] [Q]

From: 3/22/2022 To: 4/22/2022

Select	View	Application No	Resource	Name	Email	Create Date Time	From Date Time	To Date Time	Amount	Bill ID	Deposit Amount	Deposit Bill ID	Status
<input checked="" type="checkbox"/>		2006	2006	S. De .S. Jayasinghe test Hall	[REDACTED]	4/22/2022 12:20:08 PM	4/28/2022 8:00:00 AM	4/28/2022 2:00:00 PM	5000.00	0	0.00	0	Pending For Approval

Save Exit

2

1. Put the tick to select
2. Click the authorize