

User Guide

11.15.03. Admin & HR- attendance 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

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2024	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2024	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2024	1.0.0	Final Release	Project Manager
19-05-2024	2.0.0	Enhancements for the manual	Project Manager
31-08-2025	3.0.0	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

Admin & HR Management - Attendance

(Quick user Guide)

Navigation

URL: <https://erp.dehiwalamtl.mc.gov.lk/erp>



Administration & HRM

HR, administration,
recruitments, Personal Files

USER GUIDE

General:

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



User Manual: Mark Attendance – Emet HRM

Module: Attendance → Mark Attendance

Employee Attendance

Search By ⓘ
Employee No

Search For
1050

Q

Organization ⓘ
DMMC

From Date
9/1/2025

To Date
9/11/2025

If you want to verify scheduled working days and times are applied correctly to attendance record, Please use this feature to verify that.

Validate schedule time with shift times in :
9/11/2025

Make sure that attendance sheduled data match with master records

Upload attendance data using the csv file

Import From Date:

Import To Date:

Attendance Machine View
Format ⓘ
AT1

☐ Replace existing data and append new data for non existing data.
☒ Skip existing data and append new data for non existing data.

Choose File

No file chosen

Upload (csv file)

☐ Mark scheduled time for error attendance record

Save

Exit

Employee No	Name	In Time	Out Time		
1050	Harsha Karunaratne	9/1/2025	08.00	9/1/2025	17.00
1050	Harsha Karunaratne	9/2/2025	08.50	9/2/2025	17.00
1050	Harsha Karunaratne	9/3/2025	07.10	9/3/2025	18.00

Purpose

The **Mark Attendance** UI allows users to manage employee attendance records for a selected date range. It supports manual editing of in/out times and bulk uploading of attendance data via CSV files. This ensures accurate tracking for payroll, leave, and performance processes.

Interface Fields

Field	Description
Search by Employee No	Filter records by employee number.
Search For	Keyword-based search (e.g., name, designation).
Organization	Auto-filled (e.g., DMMC).

Field	Description
From Date / To Date	Defines the attendance period to view or edit.
Validate Schedule Time	Verifies if scheduled shift times match recorded attendance.

Attendance Record Table

Each row represents a daily attendance entry:

Column	Description
Employee No	Unique identifier (e.g., 1050).
Name	Full name of employee (e.g., Harsha Karunaratne).
In Time	Recorded punch-in time (editable).
Out Time	Recorded punch-out time (editable).

 **Editable Fields:** Users can manually correct **In Time** and **Out Time** directly in the table for each date.

CSV Upload Panel

Field	Description
Import From Date / To Date	Defines the range of dates for which CSV data will be uploaded.
Attendance Machine View Format	Format type (e.g., AT1).
Upload Options	

- Replace existing data and append new data for non-existing records
- Skip existing data and append new data for non-existing records | | **File Upload** |
Browse and select CSV file for import. |

CSV Format Guidelines:

- Must include Employee No, Date, In Time, Out Time.

- Ensure time format matches system standards (e.g., 08.00, 17.00).
- Avoid duplicate entries for the same date unless replacing.

Available Actions

Action	Description
Edit Times	Manually correct punch-in/out times for each employee.
Upload CSV	Import bulk attendance data for selected date range.
Validate Schedule	Cross-check attendance against shift schedules.
Save	Commits manual edits or uploaded data to the system.
Exit	Returns to dashboard or previous module.

☒ Checklist Before Uploading

- Confirm CSV format matches system requirements.
- Ensure no duplicate entries unless replacing.
- Validate employee numbers and time formats.
- Use correct date range for import.