

User Guide

12.13.12 Mechanical Engineering- Insurance Claim 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
09-09-2025	0.0.1	Initial version	EMETSOFT IMP Team
09-09-2025	0.1.1	Modifications to the report	EMETSOFT IMP Team
09-09-2025	1.0.0	Final Release	Project Manager
08-07-2025	2.0.0	Enhancements for the manual	Project Manager
09-09-2025	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

VEHICLE FITNESS REREPORT

Purpose

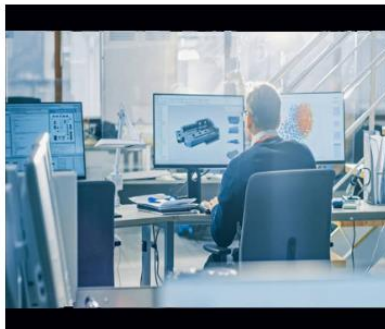
The Vehicle Fitness Report module records and manages fitness test results for registered vehicles. It ensures roadworthiness compliance and supports regulatory documentation.

General

All fields indicate using * are mandatory.

Navigation

STEP: 01 Click On this Icon in ERP Page

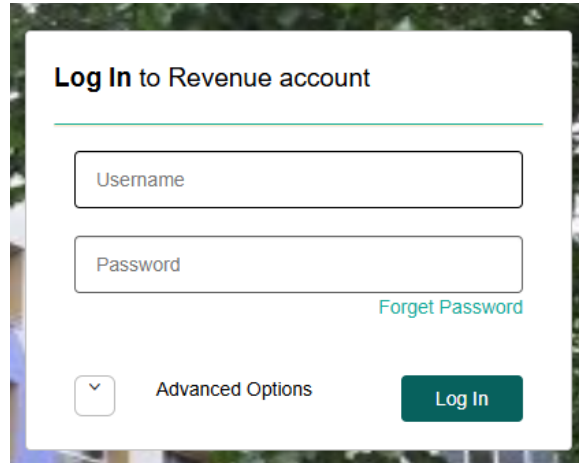


Mechanical Engineering

Mechanical engineering, Mech. Eng. Stores,
Repairs, service

USER GUIDE

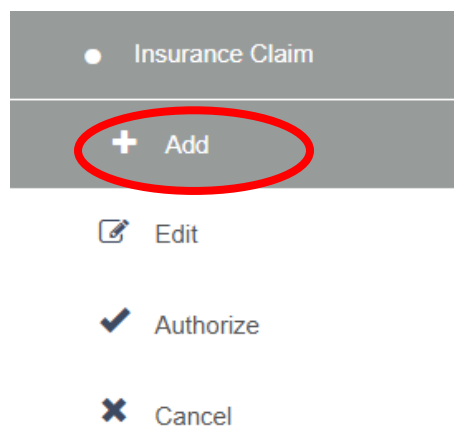
STEP: 02 Login using your user name and password to the system



The image shows a login form titled "Log In to Revenue account". It features two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forget Password". At the bottom left, there is a dropdown menu icon and the text "Advanced Options". At the bottom right, there is a green button labeled "Log In".

Add Insurance Claim

- Go to the **Insurance Claim** tab under the **Mechanical Engineering** tab.
- Click **"Add"** to add a new Insurance Claim.



- Add vehicle and accident information.
- Add Insurance claim details and status
- Upload necessary documents.
- Click “**Save**” to save.

Insurance Claim

Claim ID: Asset:

Description Of Accident:

Accident Date: Drive: Asset Insurance: ☒ Driver Informed To Insurance Company

Remarks:

Requested Date: Insurance Claim Amount: Claim Received Date: Insurance Claim Received Amount:

Status Of Claim:

Save **Exit**

Documents

No	Document Type	Description	Upload	History	Delete
0	<-Select->	The Letter Produced By The Drive	Open Upload	History	Delete
0	<-Select->	Copy of the Police Complaint	Open Upload	History	Delete

Edit Insurance Claim

- Go to edit.

● Insurance Claim

+ Add

 Edit

✓ Authorize

✗ Cancel

- Click the blue link of the relevant record.

Insurance Claim Edit

Search By Search For 

From Date To Date

View	Asset	Description Of Accident	Accident Date	Asset Insurance	Remarks	Accident Driver	Insurance Claim Amount	Status Of Claim	Requested Date	Claim Received Date
2	CAZ-8493 : Car	Accident	01-Aug-2025	2000 Expire Date : Dec 31 2025 12:00AM		Anura Priyankara	50000.00	Pending	01-Sep-2025	

- Edit relevant fields.
- Click **"Save"** to save.

Insurance Claim

Claim ID: 2 Asset: CAZ-8493 : Car

Description Of Accident: Accident

Accident Date: 8/1/2025 Drive: Asset Insurance: Insurance No : 2000 | Expire I

☒ Driver Informed To Insurance Company

Remarks:

Requested Date: 9/1/2025 Insurance Claim Amount: 50000.00 Claim Received Date: 12:00:00 AM Insurance Claim Received Amount: 0.00

Status Of Claim: Pending

Save **Cancel**

Documents

No	Document Type	Description	Upload	History	Delete	
1	<-Select-->	The Letter Produced By The Drive	Open	Replace	History	Delete

Authorize Insurance Claim

- Go to authorize.

● Insurance Claim

+ Add

Edit

☒ **Authorize**

Cancel

- Check the relevant record.

Insurance Claim Authorize

Search By Search For

From Date To Date

Select	View	Asset	Description Of Accident	Accident Date	Asset Insurance	Remarks	Accident Driver	Insurance Claim Amount	Status Of Claim	Requested Date	Claim Received Date
☒		CAZ-8493 : Car	Accident	01-Aug-2025	2000 Expire Date : Dec 31 2025 12:00AM		Anura Priyankara	50000.00	Pending	01-Sep-2025	

- Click **“Save”** to authorize.
- Use **“Exit”** to cancel or return to the dashboard.