

User Guide

12.13.16 Mechanical Engineering- Running Chart 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

RUNNING CHART

Purpose

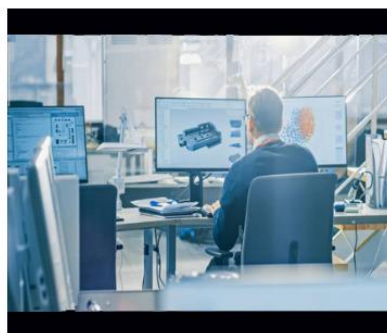
The Running Chart module captures and manages daily vehicle usage data, including trip details, distances traveled, fuel consumption, and operational remarks. It serves as a centralized log for monitoring fleet activity, verifying transport efficiency, and supporting maintenance planning, cost analysis, and regulatory reporting.

General

All fields indicate using * are mandatory.

Navigation

STEP: 01 Click On this Icon in ERP Page

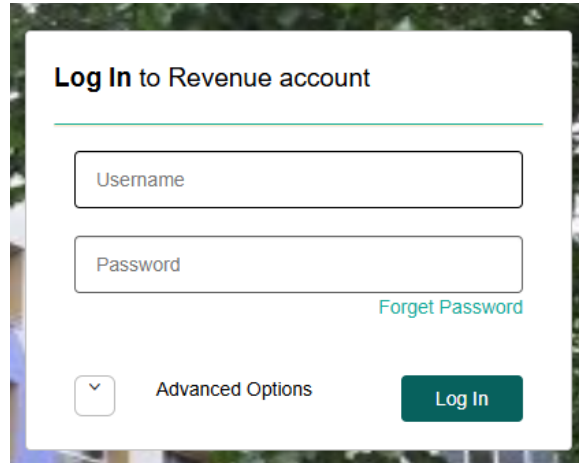


Mechanical Engineering

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

USER GUIDE

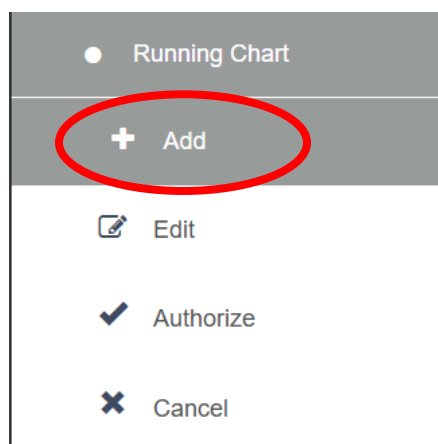
STEP: 02 Login using your user name and password to the system



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 Running Turn

- Go to the **Running Chart** tab under the **Mechanical Engineering** tab.
- Click **"Add"** to add a new turn.



- Enter vehicle registration number and other details (ex: Purpose, dates, locations, milage etc.).
- Click **“Save”** to save.
- Click **“Save & Print”** to save while generating a print.

Vehicle Running Chart

ID: 1 Enter Date: 10/26/2024 Vehicle Registration No: LM-5354:Dump Truck

Description: LM-5354:Dump Truck

Purpose Of Trip	Nature Of Load	Out Date/ In Date	Out/ In Time	From/ To Location	Places Visited	Via	Milage
> Garbage collection	Food waste	2024-10-23	07:30:0	dmmc	DMMC to Anderson road	Wilawala	12
		2024-10-23	17:00:0	Anderson Roac			

+ -

Printing Formats

Save Save & Print Exit

Edit Running Turn

- Go to edit.

● Running Chart

+ Add

 Edit

✓ Authorize

✗ Cancel

- Click the blue link of the relevant record.

Running Chart Details

Search By Search For

View	Transaction Date	Registration No	Description
1	26-Oct-2024	LM-5354:Dump Truck	LM-5354:Dump Truck
2	16-Jun-2025	LK-2677:Dump Truck Tipper	LK-2677:Dump Truck Tipper

- Edit relevant fields.
- Click **“Save”** to save.

Vehicle Running Chart

ID Enter Date Vehicle Registration No

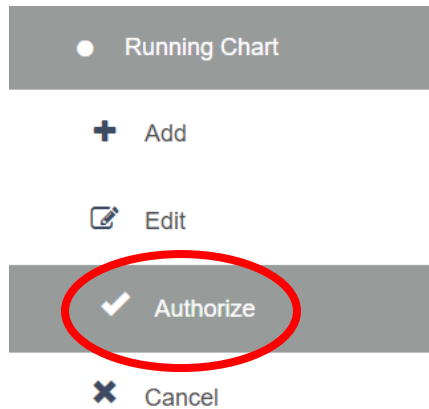
Description

Purpose Of Trip	Nature Of Load	Out Date/ In Date	Out/ In Time	From/ To Location	Places Visited	Via	Milage
> Passenger	Passengers	2025-06-16	10:00:0	DMMC	Mount Lavinia	Wilavila	20
-		2025-06-16	12:00:0	Mount Lavinia			

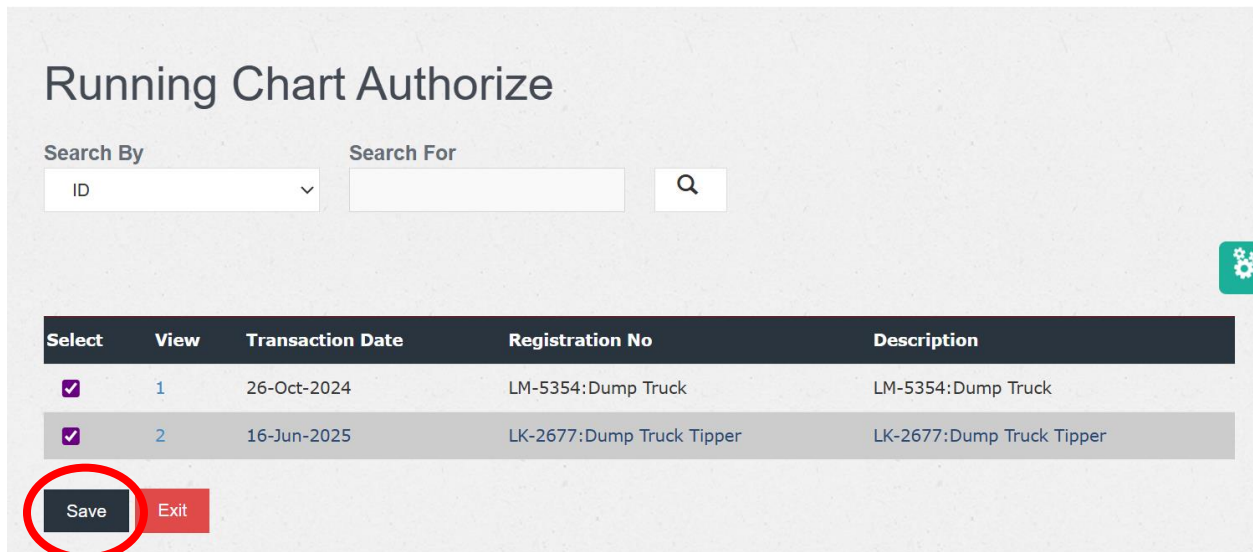
Printing Formats

Authorize Running Turn

- Go to authorize.



- Check the relevant record.



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