

User Guide

12.13.7 Mechanical Engineering-Vehicle Drivers 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 DRIVERS

Purpose

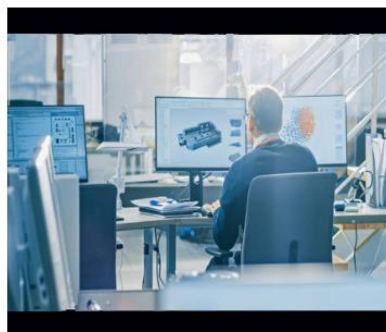
The Vehicle Drivers module is used to assign, manage, and track drivers for vehicles registered under the Mechanical Engineering department. It ensures accountability and supports operational planning.

General

All fields indicate using * are mandatory.

Navigation

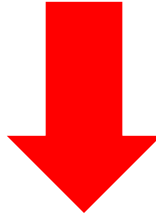
STEP: 01 Click On this Icon in ERP Page



Mechanical Engineering

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

USER GUIDE



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

Log In to Revenue account

Username

Password

[Forgot Password](#)

Advanced Options

Log In

Add Vehicle Driver

- Go to the **Vehicle Driver** tab under the **Mechanical Engineering** tab.
- Click “Add” to add a new Driver.

Vehicle Drivers

+ Add

Edit

Authorize

Cancel

- Add vehicle and driver information.
- Upload necessary documents if they exist.
- Click **“Save”** to save.

Add Vehicle Drivers

ID	Vehicle		
2	47-0010 : Lorry (Gully Bowser)		
Driver	From Date	To Date	
S.Nimal Chandrasiri Silva & Others	9/2/2024	10/24/2024	
Remarks			
ss			

Save Edit

Documents

No	Document Type	Description		Upload	History	Delete
0	<-Select->		Open	Upload	History	Delete

Edit Vehicle Driver

- Go to edit.

● Vehicle Drivers

+ Add

Edit

✓ Authorize

✕ Cancel

- Click the blue link of the relevant application.

Vehicle Drivers Edit

Search By Search For

From Date To Date

ID	View	Asset	Driver	From Date	To Date	Remarks
2		47-0010 : Lorry (Gully Bowser)	S.Nimal Chandrasiri Silva & Others	02-Sep-2024	24-Oct-2024	ss
8	8	LM-5358 : Dump Truck	Bandara E.M.U	28-Oct-2024	28-Mar-2025	new driver

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

Add Vehicle Drivers

ID Vehicle

Driver From Date To Date

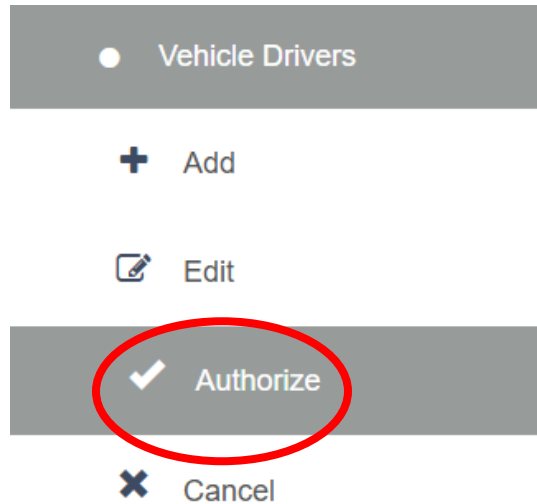
Remarks

Documents

No	Document Type	Description	Upload	History	Delete
0	<-Select->		Open Upload	History	Delete

Authorize Vehicle Driver

- Go to authorize.



- Check the relevant record.

Vehicle Drivers Authorize

Search By: ID Search For:

From Date: 8/11/2024 To Date: 9/11/2025

Select	ID	View	Asset	Driver	From Date	To Date	Remarks
☒	2	2	47-0010 : Lorry (Gully Bowser)	S.Nimal Chandrasiri Silva & Others	02-Sep-2024	24-Oct-2024	ss
☐	8	8	LM-5358 : Dump Truck	Bandara E.M.U	28-Oct-2024	28-Mar-2025	new driver

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