

User Guide

12.13.9 Mechanical Engineering- Insurance 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

INSURANCE

Purpose

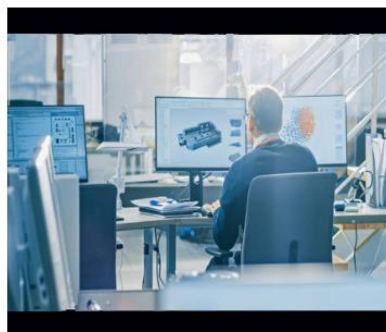
The Vehicle Insurance module tracks insurance coverage for registered vehicles, including policy details, validity periods, valuation, and associated documents. It ensures compliance and supports financial risk management.

General

All fields indicate using * are mandatory.

Navigation

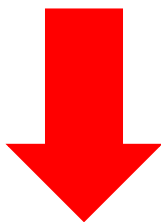
STEP: 01 Click On this Icon in ERP Page



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

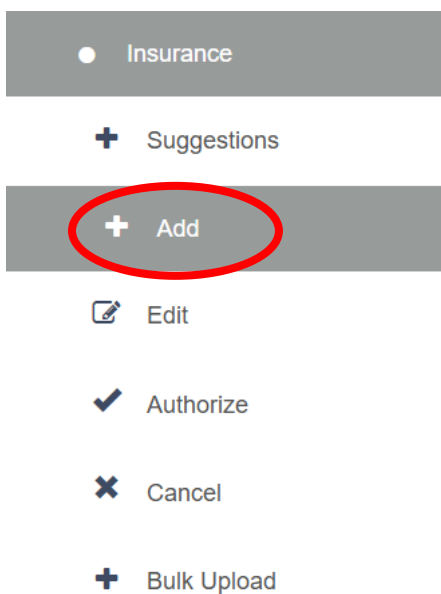
[Forgot Password](#)

Advanced Options

Log In

Add Insurance

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



- Add vehicle and insurance information.
- Upload necessary documents if they exist.
- Click **"Save"** to save.

Insurance

ID: 7 Asset: CAZ-8493:Car

Start Date: 10/1/2025 End Date: 12/31/2025

Insurance Company: Sri Lanka Insurance Corporation Ltd Insurance No: 2000 Amount: 100000

Remarks:

Valuation Amount: 10000.00 Asset Value: 9850000.00 Depreciation Value: 0.00 Net Value: 9850000.00 Acquisition Date: 1/1/2018 Insurance Type: Full

Save Exit

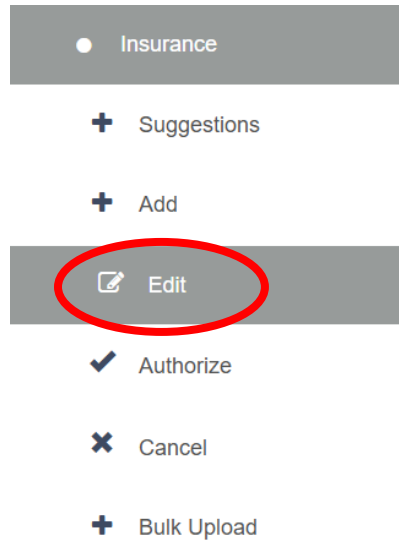
Documents

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

+

Edit Insurance

- Go to edit.



- Click the blue link of the relevant application.

Insurance Detail

Search By: ID (dropdown) Search For: [text box] [Search icon]

From Date: 8/11/2024 To Date: 12/31/2025

[+ icon] [trash icon]

View	Asset	Start Date	End Date	Insurance No	Amount	Remarks	Insurance Company
1	51-0085 : Double Cab	28-Aug-2024	17-Oct-2024	1100	50000.00		Laugfs Eco Sri (Pvt) Ltd
7	CAZ-8493 : Car	01-Oct-2025	31-Dec-2025	2000	100000.00	Test	Sri lanka Insurance Corporation Ltd

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

Insurance

ID: 7 Asset: CAZ-8493:Car

Start Date: 10/1/2025 End Date: 12/31/2025

Insurance Company: Sri lanka Insurance Corporation Ltd Insurance No: 2000 Amount: 100000

Remarks:

Valuation Amount: 10000.00 Asset Value: 9850000.00 Depreciation Value: 0.00 Net Value: 9850000.00 Acquisition Date: 1/1/2018 Insurance Type: Full

Save **Exit**

Documents

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

Authorize Insurance

- Go to authorize.

● Insurance

- + Suggestions
- + Add
- ✎ Edit
- ✓ Authorize**
- ✕ Cancel
- + Bulk Upload

- Check the relevant record.

Insurance Authorize

Search By Search For

From Date To Date

Select	View	Asset	Start Date	End Date	Insurance No	Amount	Remarks	Insurance Company
☒		CAZ-8493 : Car	01-Oct-2025	31-Dec-2025	2000	100000.00	Test	Sri Lanka Insurance Corporation Ltd

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

Insurance Renewal

- Go to suggestions.

☐ Insurance

☒ Suggestions

- Click **Proceed** in the upcoming relevant Insurance.

Upcomming Renewals - Insurance

Asset ID	End Date	Ref No	Asset Code	Asset Description	Start Date	End Date		
5164	08/25/2025	3	1000	51-0085	Double Cab	08/25/2024	08/25/2025	Proceed
5130	09/25/2025	3	567	LM-5358	Dump Truck	09/25/2024	09/25/2025	Proceed

Exit

- Fill renewed insurance details.
- Upload necessary documents if they exist.
- Click **"Save"** to save.

Insurance

ID: 8 Asset: 51-0085 : Double Cab

Start Date: 8/26/2025 End Date: 8/25/2026

Insurance Company: Sri Lanka Insurance Corporation Ltd Insurance No: 1520 Amount: 100000

Remarks: Test

Valuation Amount: 10000.00 Asset Value: 9850000.00 Depreciation Value: Net Value: Acquisition Date: Insurance Type: Full

Save Exit

Documents

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