

User Guide

11. New Modules-MOH-Cemetery Booking-154-MOH-Bills 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
08-03-2025	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2025	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2025	1.0.0	Final Release	Project Manager
19-05-2025	2.0.0	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

CEMETERY BOOKING

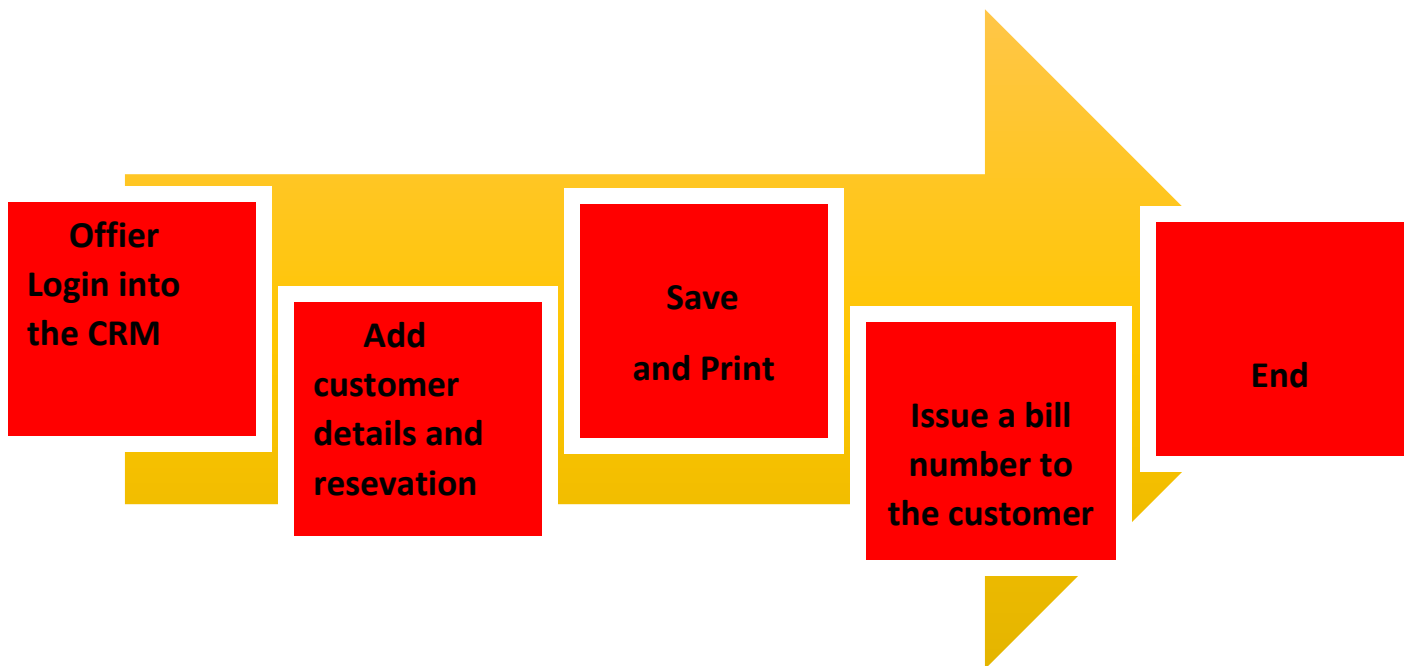


Departmental Bill Payments (other Revenue)

Bills for Shop Rental, Gully
Bowser, Bookings, other
services

[READ MORE](#)

3. THE PROCESS



4. CREMATORY BOOKING

STEP: 01 Click On this Icon in ERP Page



Health & Solid Waste Management

protecting people from communicable diseases, collect and dispose waste, protect the environment, inspire people for a healthy life style

USER GUIDE

Access Path

- **Module Path:** Reservation > Application
- **URL:** [Login](#)
- **User Role Required:** Reservation Officer / Admin

STEP: 02 Login to account using Username & Password

Log In to your account

Username

Password

[Forget Password](#)

☐ Advanced Options

STEP: 03

The screenshot shows the Emet CRM interface. On the left, a sidebar contains the EmetSoft logo and a menu with 'Dashboard', 'Reservation', and 'Application' (all highlighted with red boxes). Below these are several action items: 'Add', 'Edit', 'Cancel', 'Approval', 'View', 'Print', 'Refund (Non Workflow)', and 'Refund Authorize (Non Workflow)'. The main dashboard area features two charts: 'Status Wise Request Count' and 'Requests/ Complaints Started Vs Completed'. At the bottom, a green bar displays the time '10:41' and the date 'Tuesday, September 9, 2025'.

1. Under Reservation option
2. Under Application option

3. Select Add

STEP: 04

Please select what do you want to reserve...

- ☐ Cemetery-Burial
- ☒ Cemetery-Cremation
- ☐ Funeral Parlor
- ☐ Grounds
- ☐ Gully Bowser
- ☐ Gymnasiums
- ☐ Halls

Next

1. Put the tick Halls
2. Click the next

STEP: 05

Select the resource & date to check availability.

Application Details			
Resource*	From Date*	To Date*	Check Availability
Nisala Sewana Cemetery - Mount Lavinia (Cremation) ▼	9/9/2025	2025-09-09	

STEP: 06

Add application details (select date & time slot)

Reservation Application For Cemetery-Cremation			
Your reference number : 200503 Application create date : 9/9/2025 1:11:31 PM			
Application Details			
Cemetery-Cremation*	Date*		
Nisala Sewana Cemetery - Mount Lavinia (Cremation) ▼	9/9/2025		
Time Slots*	From Time (HH:MM:SS)	To Time (HH:MM:SS)	
<-Select-> ▼			
Purpose			

STEP: 07

Fill the Applicant's Details

Applicant's Details			
Name*		Address*	
NIC*	Contact No*	Email	
Remarks			

STEP: 08

Add other details of Deseased person

Other Details
▼ DETAILS OF DESEASED PERSON
Name of the Deseased person
Place of death
Living Address of the Deseased person
Relationship (applicant and Deseased person)
Death Certificate mention for Creamtion / burial
Not mensioned

STEP: 09

Add Property details (inside the council area)

If not a council area tick the **Else Out Side Area of the Council**

Assesment Property Details (If inside the council area)			
Division	Street	Property No./ Owner	Property ID
<-Select->	<-Select->	<-Select->	
☐ Else Out Side Area Of The Council			

STEP: 10

Check the Application Receipts

Application Receipts

	Line No	Description	Amount	Account Code
Select	1	Cremation Charges (Within Council Area)	6,000.00	30-445300
Select	2	Cremation by Firewood Charges (Within Cc	15,000.00	30-445300
Select	3	For a Cremation Reserved by Florists - Cha	10,000.00	30-445300
Select	4	Cremation Charges (Those Who Receive Gr	3,500.00	30-445300

Discount

+

Total Amount

34500.00

STEP: 11

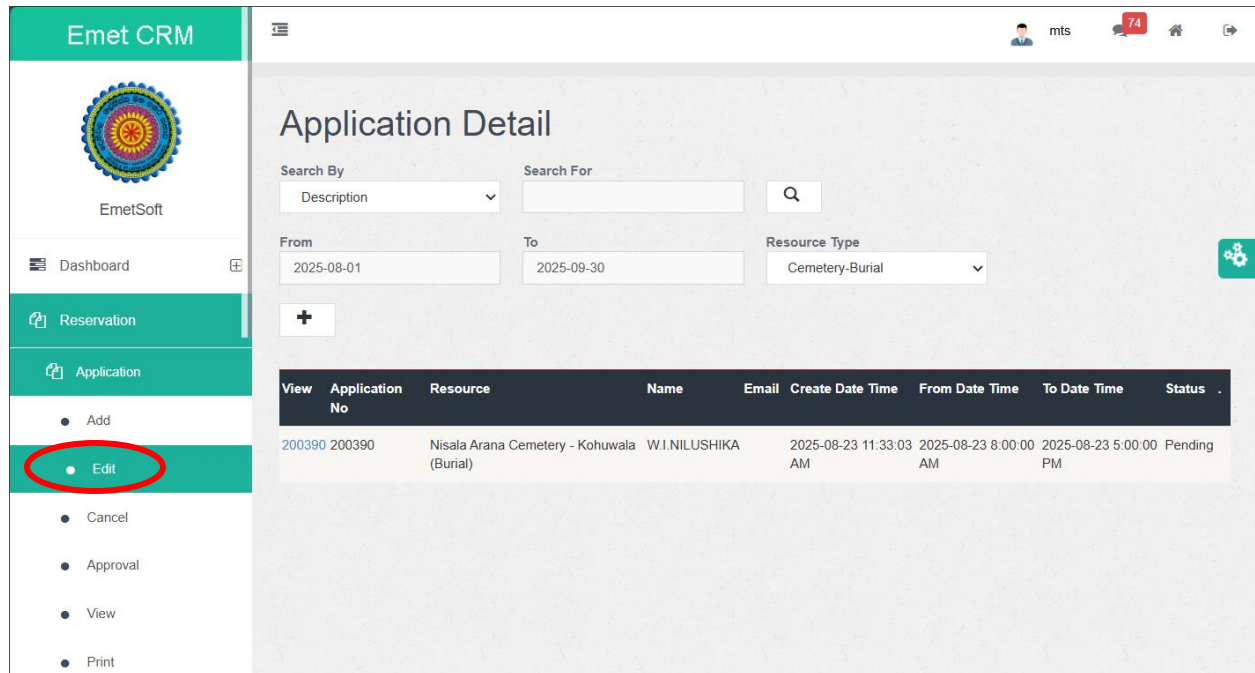
Attach the documents.

Application Attachments

No	Document Type	Description	Is Required	Upload	History
200	Death Certifictc		☐	Open Upload	History
200	NIC Copy applicant		☐	Open Upload	History
200	NIC Deceased person		☐	Open Upload	History

+

Cemetery – Burial Edit:



The screenshot shows the Emet CRM interface. The left sidebar contains a menu with 'Dashboard', 'Reservation', 'Application', and 'Edit' (highlighted with a red circle). The main content area is titled 'Application Detail' and includes search filters for 'Search By', 'Search For', 'From', 'To', and 'Resource Type'. Below these filters is a table with application details.

View	Application No	Resource	Name	Email	Create Date Time	From Date Time	To Date Time	Status
200390	200390	Nisala Arana Cemetery - Kohuwala (Burial)	W.I.NILUSHIKA		2025-08-23 11:33:03 AM	2025-08-23 8:00:00 AM	2025-08-23 5:00:00 PM	Pending

Editable Fields

- Reservation Date
- Time Slot
- Location / Venue
- Purpose
- Supporting Documents
- Remarks

 **Note:** Payment status and Application ID are not editable once submitted.

Cemetery – Burial Cancel:

Emet CRM



EmetSoft

Dashboard

Reservation

Application

- Add
- Edit
- Cancel**
- Approval
- View
- Print

Application Cancel

Search By

ID

Search For

Q

From

2025-08-10

To

2025-09-10

Resource Type

Cemetery-Burial

Select	View	Application No	Resource	Name	Email	Create Date Time	From Date Time	To Date Time	Status
☐		200394 200394	Nisala Arana Cemetery - Kohuwala (Burial)	R.N.FERNANDO		2025-09-01 4:48:29 PM	2025-09-04 8:00:00 AM	2025-09-04 5:00:00 PM	Pending
☐		200390 200390	Nisala Arana Cemetery - Kohuwala (Burial)	W.I.NILUSHIKA		2025-08-23 11:33:03 AM	2025-08-23 8:00:00 AM	2025-08-23 5:00:00 PM	Pending
☐		200387 200387	Nisala Sewana Cemetery - Mount Lavinia (Burial)	Malsri Siriwardana	malsri@emetsoft.com	2025-08-22 11:13:31 AM	2025-08-27 8:00:00 AM	2025-08-27 5:00:00 PM	Approved Paid, Deposit Not Refunded
☐		200386 200386	Nisala Sewana Cemetery - Mount Lavinia (Burial)	Malsri Siriwardana	malsri@emetsoft.com	2025-08-22 11:10:10 AM	2025-08-28 8:00:00 AM	2025-08-28 5:00:00 PM	Approved Paid, Deposit Not Refunded
☐		200384 200384	Nisala Sewana Cemetery - Mount Lavinia (Burial)	Malsri Siriwardana	malsri@emetsoft.com	2025-08-22 10:59:34 AM	2025-08-25 8:00:00 AM	2025-08-25 5:00:00 PM	Approved Paid, Deposit Not Refunded
☐		200383 200383	Nisala Sewana	Malsri	malsri@emetsoft.com	2025-08-22	2025-08-24	2025-08-24	Approved Paid,

Field Name	Description
Application ID	Auto-filled
Reason for Cancellation	Required explanation
Cancelled By	Auto-filled with user name
Date of Cancellation	Auto-filled
Refund Status	Initiated / Not Applicable

☒ Actions

- Click “Confirm Cancellation”