

User Guide

11. New Modules-MA-190-Sports-Grounds booking 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)

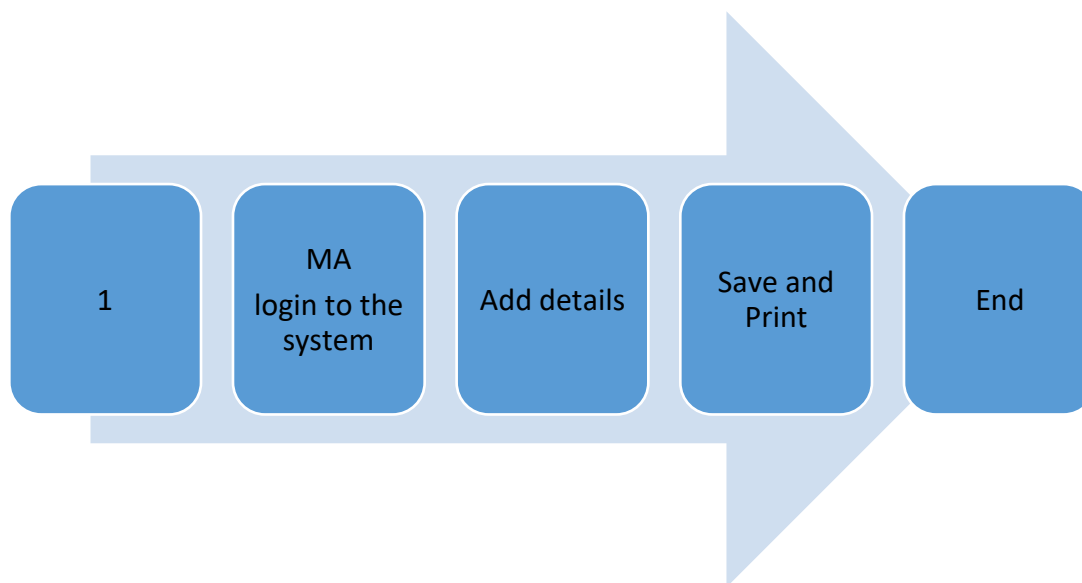
Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Ground Booking Bills (CRM)

(Quick user Guide)

3. THE PROCESS



Step 1: Login using your user name and password to the system

Log In to your account

[Forget Password](#)

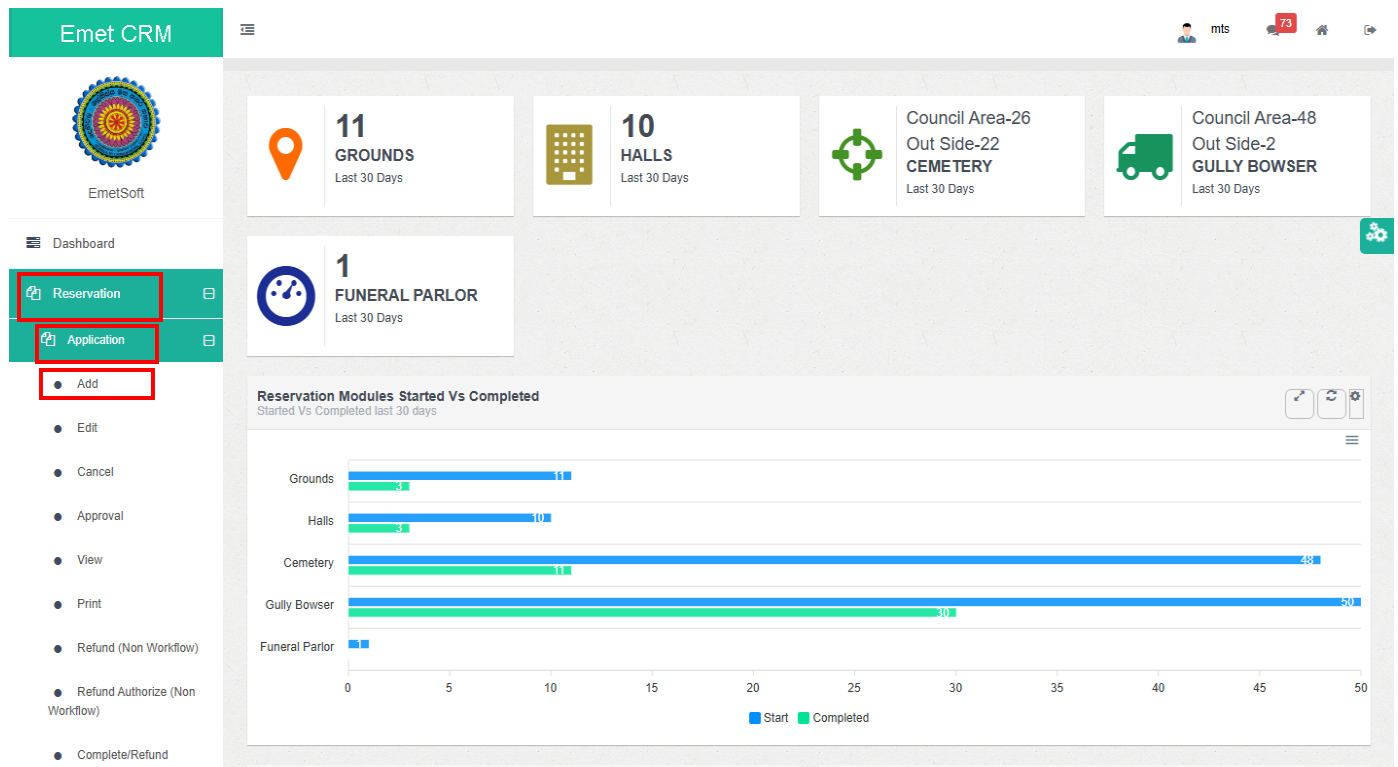
☐

Advanced Options

Log In



4. STEP 2: GROUNDS BOOKING BILLS



1. Under Reservation option
2. Under Application option
3. Select Add

Please select what do you want to reserve...

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

Next

1. Put the tick before Grounds
2. Click the next

Enter the application details and check the availability

Check Availability For Grounds

Application Details

Resource*

S. De. S. Jayasingha Ground



From Date*

9/8/2025

To Date*

9/15/2025

Check Availability

Availability is displayed like following

Check Availability For Grounds

Application Details

Resource*

S. De. S. Jayasingha Ground

From Date*

9/8/2025

To Date*

9/15/2025

Check Availability

Check Availability

- Available

- Not Available

- Reserved

- Pending

Date	Select	00:00-01:00	01:00-02:00	02:00-03:00	03:00-04:00	04:00-05:00	05:00-06:00	06:00-07:00	07:00-08:00	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	20:00-21:00
9/8/2025	☐																					
9/9/2025	☐																					
9/10/2025	☐																					
9/11/2025	☐																					
9/12/2025	☐																					
9/13/2025	☐																					

This will shows current reservation and availability in color coded labels. In green color it shows available slots and in Red it shows booked slots. It also shows pending slots in Yellow color.

Then enter the applicant's details.

Applicant's Details

Name*

Address*

NIC*

Contact No*

Email

Remarks

General:

1. Mandatory Fields are shown with asteriks (*) mark. Please make sure to Fill those fields
2. Make sure click “Next or Save” and “Exit” Buttons after adding data.

Add other details.

Other Details

කර්මයේ අලෙවි කරන්නේද යනවග / நீங்கள் வெட்டு விற்கிறீர்களா? / Do you sell tickets?

සහභාගී වන සංඛ්‍යාව / பங்கேற்பாளர்களின் எண்ணிக்கை / Number of Participants

No

Attach the applications.

Application Attachments

No	Document Type	Description	Is Required	Upload	History	
200	Copy of NIC Front Side		☐	Open	Upload	History
200	Copy of NIC Back Side		☐	Open	Upload	History
200	Scanned Copy-Application		☐	Open	Upload	History

+

Then add a tick and save.

☐ All required data has been updated.

Save

Exit

5. STEP 3: AUTHORIZE

Application Approval

Search By: ID Search For:

From: 2025-09-05 To: 2025-09-05 Resource Type: Grounds

1. Search by Date
2. Click to authorize the booking

Edit booking

Emet CRM

mts 74

Application Detail

Search By: ID Search For:

From: 2025-08-01 To: 2025-08-30 Resource Type: Grounds

No Data Found. Please select the Resource type

EmetSoft

Dashboard

Reservation

Application

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

Navigation

- Go to `Reservation > Ground Booking`
- Search by **Booking ID** or **Applicant Name**
- Click **“Edit”** next to the relevant entry

Editable Fields

- Booking Date
- Time Slot
- Event Type
- Equipment Required
- Supporting Documents
- Remarks

 **Note:** Booking ID and Ground Name are locked after submission.

Actions

- Click **“Update”** to save changes
- System logs all edits for audit purposes

Cancel Booking

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
Grounds

Select	View	Application No	Resource	Name	Email	Create Date Time	From Date Time	To Date Time	Status
☐	200411	200411	S. De. S. Jayasingha Ground	Imanthi	malsri@emetsoft.com	2025-09-04 1:50:57 PM	2025-09-05 9:00:00 AM	2025-09-05 5:00:00 PM	Pending
☐	200388	200388	S. De. S. Jayasingha Ground	nadun		2025-08-22 11:33:56 AM	2025-08-22 9:00:00 AM	2025-08-22 5:00:00 PM	Approved Pending Payment
☐	200379	200379	S. De. S. Jayasingha Ground	SULOCHANA	sulo92k@gmail.com	2025-08-20 3:11:43 PM	2025-08-21 9:00:00 AM	2025-08-21 5:00:00 PM	Approved Paid, Deposit Not Refunded
☐	200369	200369	S. De. S. Jayasingha Ground	Malsri Siriwardana	malsri@emetsoft.com	2025-08-20 8:29:03 AM	2025-08-25 9:00:00 AM	2025-08-25 5:00:00 PM	Approved Paid, Deposit Not Refunded
☐	200367	200367	S. De. S. Jayasingha Ground	Malsri Siriwardana	malsri@emetsoft.com	2025-08-19 4:34:12 PM	2025-08-20 9:00:00 AM	2025-08-20 5:00:00 PM	Pending Paid

Navigation

- Go to Reservation > Ground Booking
- Locate the booking using filters
- Tick the select column and **“Cancel”**.



Cancellation Form

Field Name	Description
Booking 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**”
- Status changes to **Cancelled**