

# User Guide

## 11. New Modules-MA-191-Sports-Halls 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)

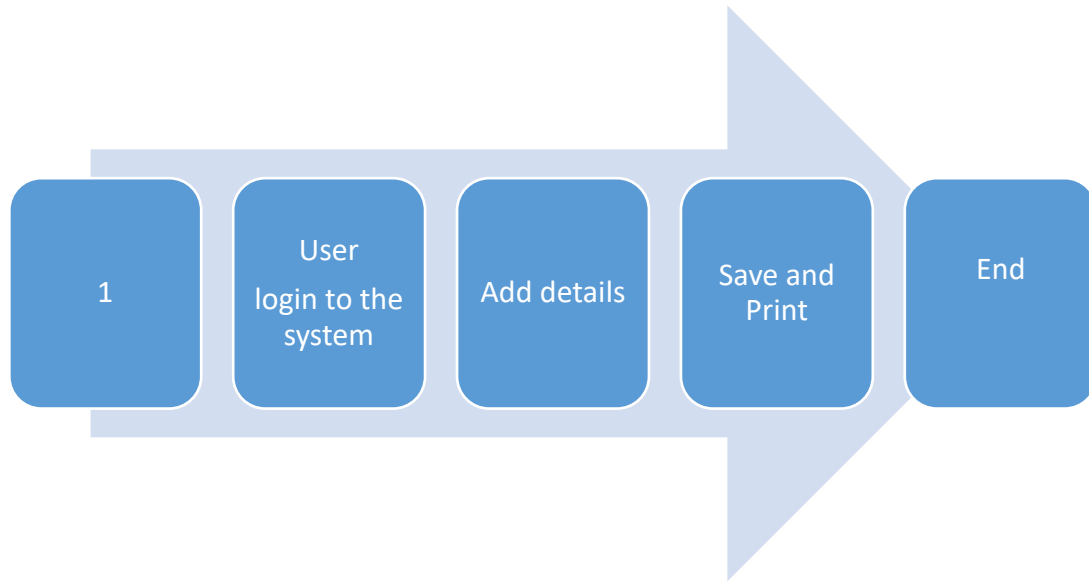
Dehiwala Mount Lavinia Municipal Council

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

## **Halls 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**

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Advanced Options



#### 4. STEP 2: HALLS BOOKING BILLS

The screenshot displays the Emet CRM dashboard. On the left sidebar, the 'Reservation' and 'Application' menu items are highlighted with red boxes. Below 'Application', the 'Add' option is also highlighted with a red box. The main dashboard area includes a 'Status Wise Request Count' chart, a 'Requests/ Complaints Started Vs Completed' chart, and a 'Dashboard Configuration' section at the bottom. The time and date '15:42 Monday, September 8, 2025' are displayed in the bottom right corner of the dashboard.

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 Halls
2. Click the next

Enter the application details and check availability

| Application Details                           |            |           |                                    |
|-----------------------------------------------|------------|-----------|------------------------------------|
| Resource*                                     | From Date* | To Date*  | <a href="#">Check Availability</a> |
| S.D.S Jayasinghe Hall - Auditorium (Hall A) ▼ | 9/8/2025   | 9/15/2025 |                                    |



## Reservation Application For Halls

Your reference number : 200494

Application create date : 9/8/2025 3:54:10 PM

### Application Details

Halls\*

S.D.S Jayasinghe Hall - Auditorium (Hall A)

☐ Rehearsal Needed

☒ With AC

| Date            | Purpose    | From Time (HH:SS) | To Time (HH:SS) |
|-----------------|------------|-------------------|-----------------|
| Select 9/8/2025 | <-Select-> | 00:00:00          | 00:00:00        |
|                 |            |                   |                 |



## 2.Add Applicant's details

### Applicant's Details

Name\*

Address\*

NIC\*

Contact No\*

Email

No Of Participants

Remarks

## 3.After add Other details

### Other Details

ටිකට්පත් අලෙවි කරන්නේද යනවග / Are tickets being sold?

No

සහභාගී වන සංඛ්‍යාව / பங்கேற்பாளர்களின் எண்ணிக்கை / Number of Participants (උපරිම/ அதிகப்பட்சம் / Maximum = 150)

## 4.Attach these forms

| Application Attachments |                          |             |                          |                             |         |  |  |
|-------------------------|--------------------------|-------------|--------------------------|-----------------------------|---------|--|--|
| No                      | Document Type            | Description | Is Required              | Upload                      | History |  |  |
| 200                     | Copy of NIC Front Side   |             | <input type="checkbox"/> | <a href="#">Open</a> Upload | History |  |  |
| 200                     | Copy of NIC Back Side    |             | <input type="checkbox"/> | <a href="#">Open</a> Upload | History |  |  |
| 200                     | Scanned Copy-Application |             | <input type="checkbox"/> | <a href="#">Open</a> Upload | History |  |  |

## 5.Add the tick and Save the Application

☒ All required data has been updated.

>

Save Exit

## 5. STEP 3: AUTHORIZE

Application Authorize

Search By

ID

Search For

Q

From

3/22/2022

To

4/22/2022

| Select                              | View | Application No | Resource | Name                      | Email | Create Date Time      | From Date Time       | To Date Time         | Amount  | Bill ID | Deposit Amount | Deposit Bill ID | Status               |
|-------------------------------------|------|----------------|----------|---------------------------|-------|-----------------------|----------------------|----------------------|---------|---------|----------------|-----------------|----------------------|
| <input checked="" type="checkbox"/> |      | 2006           | 2006     | S. De .S. Jayasinghe test |       | 4/22/2022 12:20:08 PM | 4/28/2022 8:00:00 AM | 4/28/2022 2:00:00 PM | 5000.00 | 0       | 0.00           | 0               | Pending For Approval |

Save

Exit

1. Put the tick to select
2. Click the authorize