

User Guide

14.21. Dashboards 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
08-03-2024	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2024	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2024	1.0.0	Final Release	Project Manager
19-05-2024	2.0.0	Enhancements for the manual	Project Manager
31-08-2025	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

Dashboards

(Quick user Guide)

Navigation

URL: <https://erp.dehiwalamtl.mc.gov.lk/erp>



Dashboards

Top/middle Management
dashboards

USER GUIDE

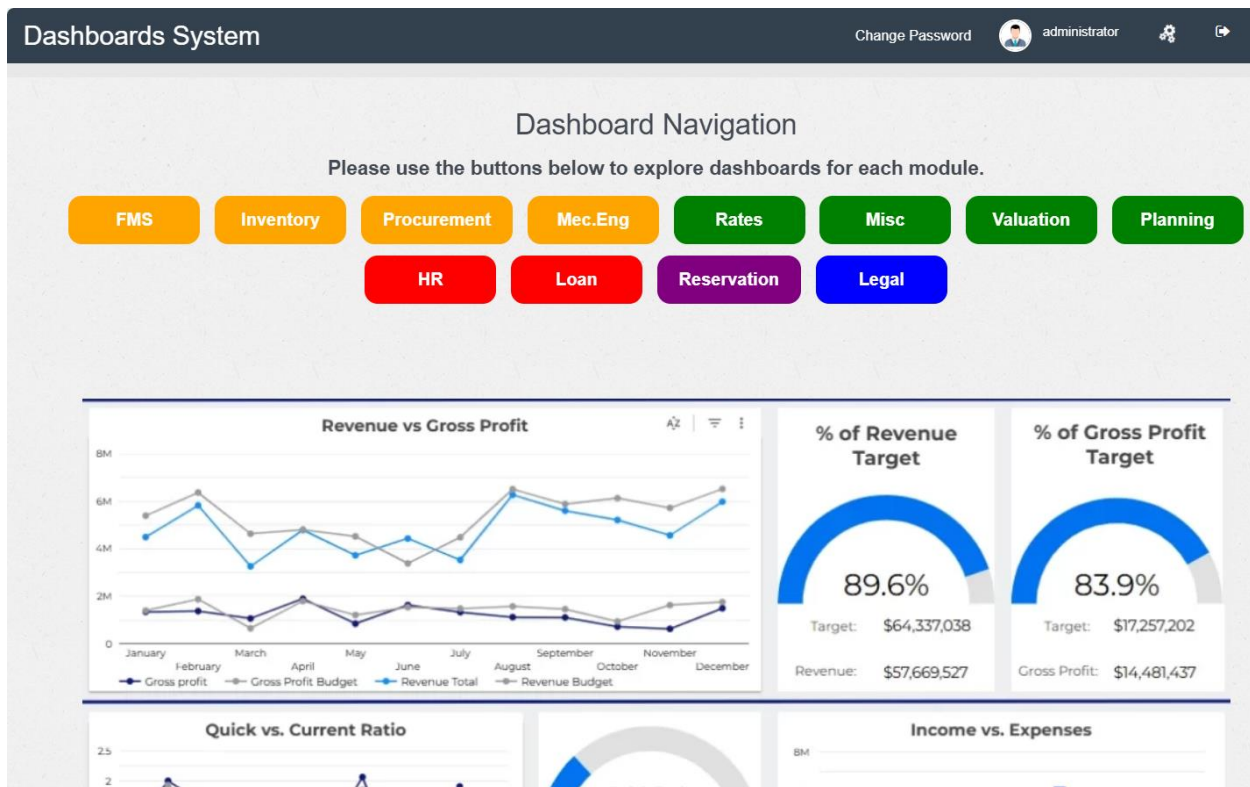
General:

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



User Manual: Dashboard Navigation – Top Management Portal

Module: Dashboard → Navigation Panel



Purpose

The **Dashboard Navigation** UI provides centralized access to all major operational modules within the Emet ERP system. Each module is represented by a color-coded button, allowing top management to instantly load dashboards for Finance, HR, Legal, Planning, and more—without separate logins, thanks to the system’s **Single Sign-On (SSO)** architecture.



Module Buttons Overview

Each button at the top of the interface represents a functional area. Clicking a button loads the corresponding dashboard with KPIs, summaries, and actionable insights.

Module Name	Color	Description
FMS	 Orange	Facility Management System – asset tracking, maintenance, and QR code integration.

Module Name	Color	Description
Inventory	 Yellow	Stock levels, item movements, and reorder alerts.
Procurement	 Yellow	Purchase orders, supplier tracking, and budget alignment.
Mec.Eng	 Orange	Mechanical Engineering – fleet, equipment, and service logs.
Rates	 Green	Revenue collection, ratepayer analytics, and arrears tracking.
Misc	 Green	Miscellaneous services and ad hoc operational metrics.
Valuation	 Green	Property valuation records and audit trails.
Planning	 Green	Urban planning, permit status, and zoning dashboards.
HR	 Red	Human Resource Management – attendance, leave, payroll, and appraisals.
Loan	 Red	Loan disbursement, recovery, and beneficiary tracking.
Reservation	 Purple	Facility and service reservation dashboards.
Legal	 Blue	Case tracking, legal notices, and compliance metrics.

 **Note:** All modules are accessible without re-authentication due to SSO. Switching between dashboards is seamless.

Available Actions

Action	Description
Click Module Button	Loads the selected module's dashboard.
Review KPIs	View real-time metrics, charts, and summaries.
Drill Down	Access detailed reports and operational data.

Action	Description
Customize Layout	Adjust sidebar, header, and theme preferences.
Change Password	Update credentials securely via top-right menu.
Logout (Optional)	End session securely if needed.

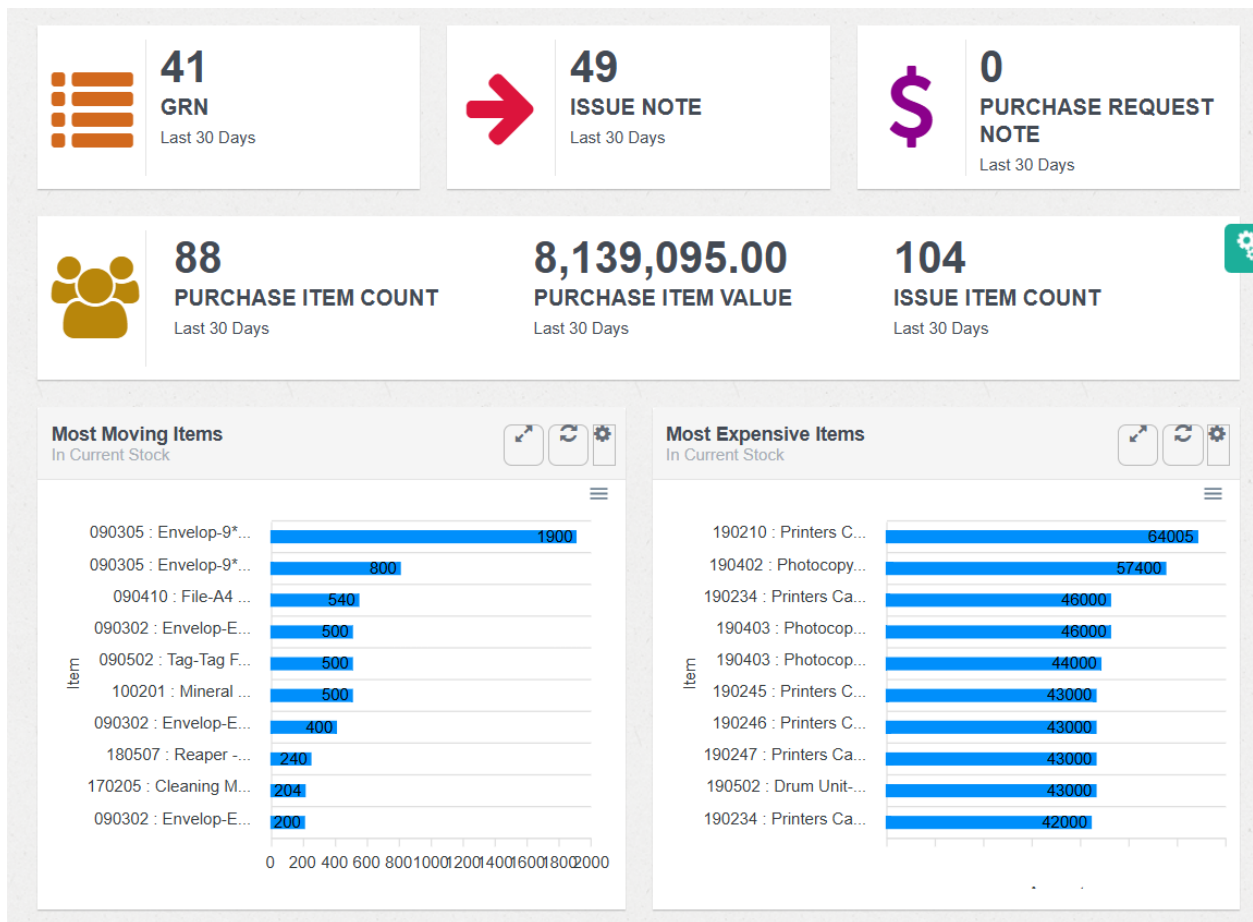


Usage Tips

- Use full-width layout for better visibility on large screens.
- Fixed sidebar is recommended for quick module switching.
- Dashboards are optimized for executive decision-making—focus on trends, exceptions, and summaries.

User Manual: As an example - Inventory Dashboard – Emet ERP

Module: Dashboard → Inventory



Purpose

The **Inventory Dashboard** provides a real-time overview of stock levels, item movements, reorder alerts, and procurement status across departments. It is designed for quick decision-making and operational visibility, and is accessible via the top management dashboard without separate login thanks to **Single Sign-On (SSO)**.

Accessing the Dashboard

1. Navigate to the **Dashboard Navigation** interface.
2. Click the **Inventory** button ( Yellow).
3. The system will load the Inventory Dashboard instantly, displaying key metrics and visual summaries.

Dashboard Components

Section	Description
Stock Summary	Displays current stock levels by item category, location, and status (e.g., available, reserved, damaged).
Reorder Alerts	Highlights items that have reached or fallen below minimum stock thresholds.
Recent Transactions	Shows latest inward and outward movements, including GRNs, issues, and returns.
Procurement Status	Tracks pending purchase orders, delivery schedules, and supplier performance.
Item Movement Trends	Graphical representation of item usage over time, helping forecast demand.
Warehouse Utilization	Visual summary of space usage across storage locations.

Available Actions

Action	Description
Filter by Category	View inventory data by item type (e.g., consumables, assets, tools).
Drill Down	Click on charts or tables to view detailed item-level data.
Export Reports	Generate printable summaries for stock audits or procurement planning.
Switch Modules	Return to top navigation and access other dashboards (e.g., Procurement, FMS).

Usage Tips

- Use the **Reorder Alerts** to proactively initiate purchase requests.
- Monitor **Recent Transactions** to detect anomalies or delays.

- Cross-reference **Procurement Status** with supplier SLAs for accountability.
- Leverage **Item Movement Trends** for budget forecasting and stock optimization.

Single Sign-On (SSO)

- No separate login is required to access the Inventory Dashboard.
- Users authenticated into the top management portal are automatically signed into all modules.