User Manual

This user manual explains the users how to use the Web based Sam Dam Engineering management system. This is a step by step guide to conduct various system functionalities. There are 5 types of users in this system with different permission levels

1. Executive board directors - Rights and privileges of the receptionist is as follows

   - User registrations and login

   - Schedule construction site and allocate employees

   - Allocate vehicles to sites

   - All department functions

2. Accounting department staff – Rights and privileges of the receptionist is as follows

   - User login

   - Add/Delete/Update main cash book transactions

   - Add/Delete/Update site cash book transactions

   - Add/Delete/Update cheque book transactions

3. Human Resource staff – Rights and privileges of the receptionist is as follows

   - User login

   - Add/Delete/Update employee details

   - Transfer employees among sites

   - Add/Delete/Update employee advance requests

   - Accept advance requests

   - Print auto-generated pay-sheet

4. Warehouse staff - Rights and privileges of the receptionist is as follows

   - User login

   - Add/Delete/Update material types

- Add/Delete/Update material records

- Transfer material

- Add/Delete/Update equipment

- Transfer equipment

- Add/Delete/Update vehicles and machines

- Add/Delete vehicle running chart-record

5. Quantity surveying staff

- User login

- Add/Delete/Update task

- Add/Delete/Update daily records

- Add/Delete/Update BOQ (Bill of Quantity) chart

6.2.1 User Manual for Accounting Department Staff

Steps for Login
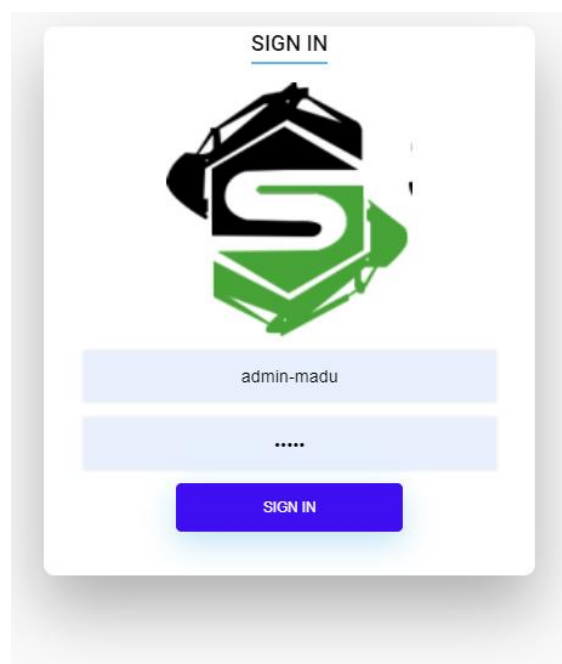
1. Enter username and password
2. Click on Sign in button

Figure **Error! No text of specified style in document.**:1 Sign in Interface

1. Home page

This is the home page view of the system (Figure: 6.2)
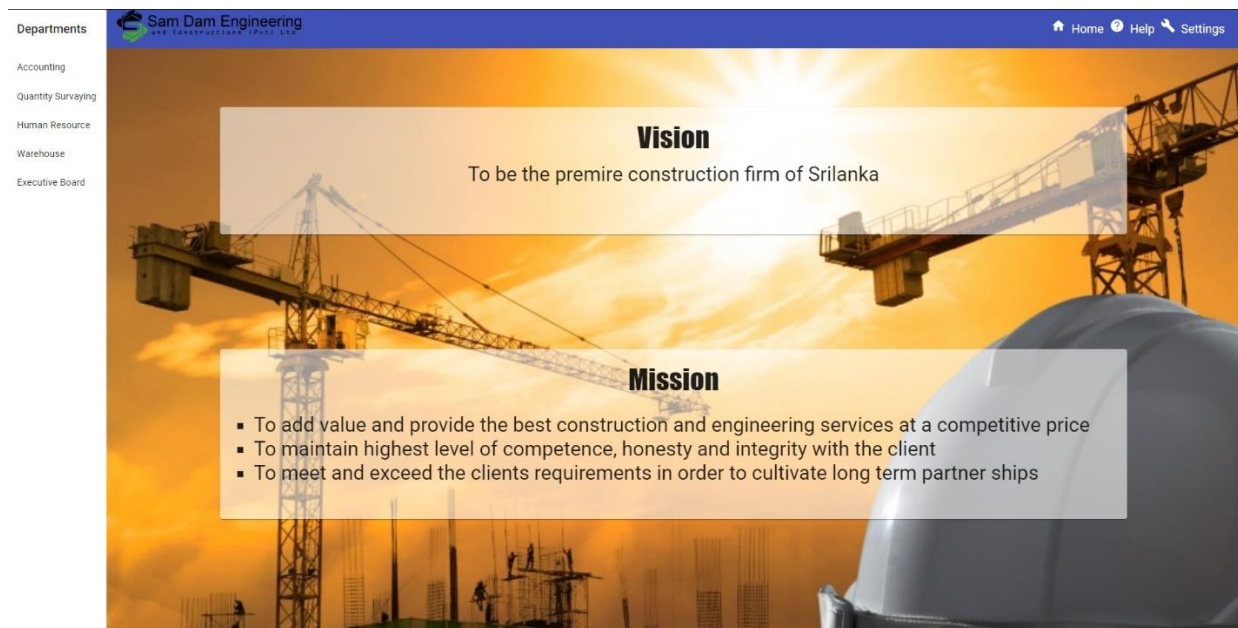
Figure **Error! No text of specified style in document.**:2 Home Page Interface

2. Accounting Department Main Cashbook

This is the accounting cashbook view (Figure: 6.3) of the system

Figure **Error! No text of specified style in document.**:3 Main Cashbook page Interface

3. Add cash or bank transaction window

1. Enter transaction details
2. Click on add button

Add Transaction

Select Date *

Select Site *

Description *

Bank Credit amount   Bank Debit amount

Cash Debit Amount   Cash Credit Amount

Add   Cancel

Figure **Error! No text of specified style in document.**:4 Add transaction interface

4. Accounting Department Cheque Transaction Boo

This is the accounting department cheque-book view of the system

Figure **Error! No text of specified style in document.**:5 Accounting Department cheque-book Interface

1.1.2 User Manual for QS Department Staff

1. QS Department Home Interface

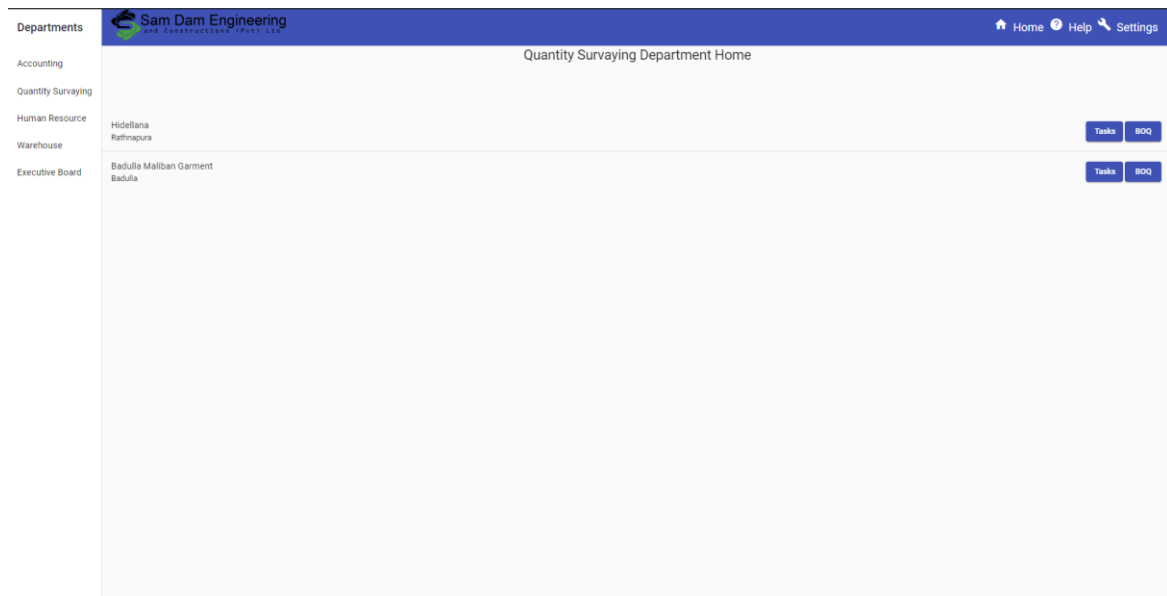This is the home page interface view of QS department

Figure **Error! No text of specified style in document.**:6 QS Department Home interface

2. QS Department Task Management Interface

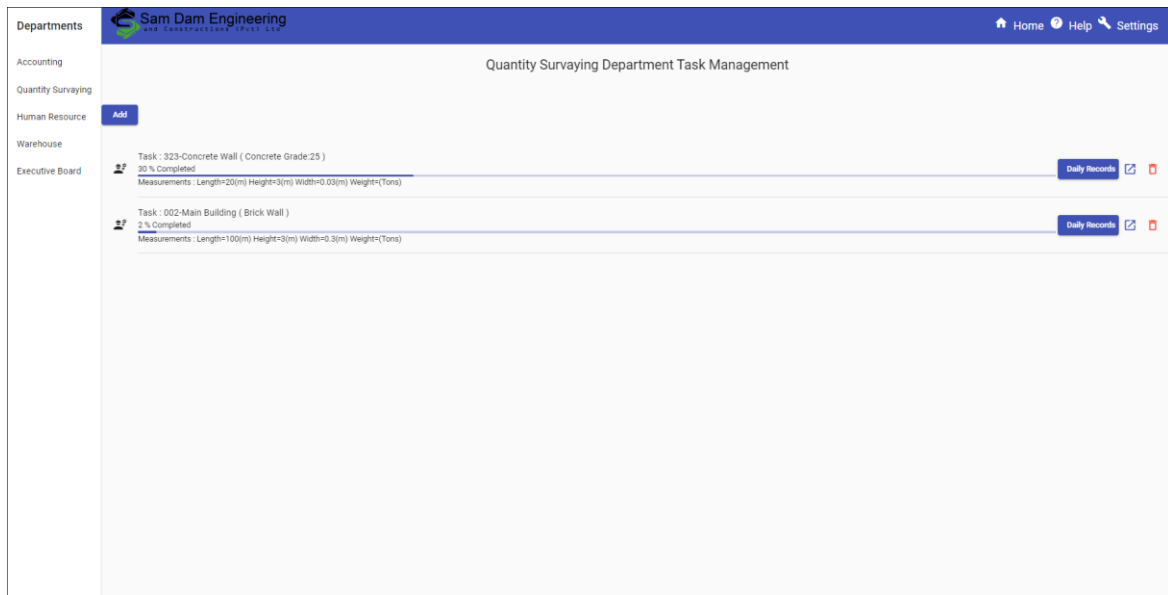This is the task management page view of the system

Figure **Error! No text of specified style in document.**:7 QS Task Management page Interface

3. QS Department Daily Record Interface

I. Add daily record details and measurements

II. Click on Add Record button

Figure **Error! No text of specified style in document.**:8 QS department Daily Record Interface

4. Add New Task Interface for a Particular Construction Site

Steps for adding new task

I. Add new task details and measurements

II. Click on Add button

Figure **Error! No text of specified style in document.**:9 QS department Add new Task Interface

5. Add and Manage BOQ Record Interface for a Particular Site

Steps for adding new BOQ Record

I. Insert new BOQ record details

II. Click on Add Record button

Figure **Error! No text of specified style in document.**:10 Add and Manage BOQ Records interface

6.2.3   User Manual for Human Resource Department Staff

1. Human Resource Department

This is the home page interface of the Human Resource department
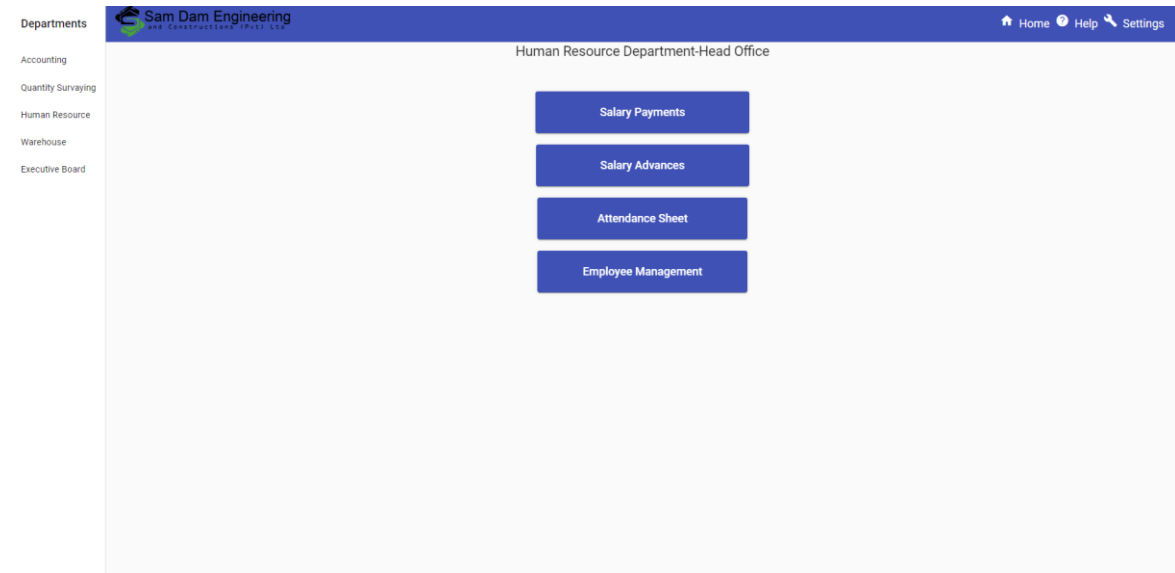
Figure **Error! No text of specified style in document.**:11 HR department home page interface

2. Human Resource Department Employee Management Interface

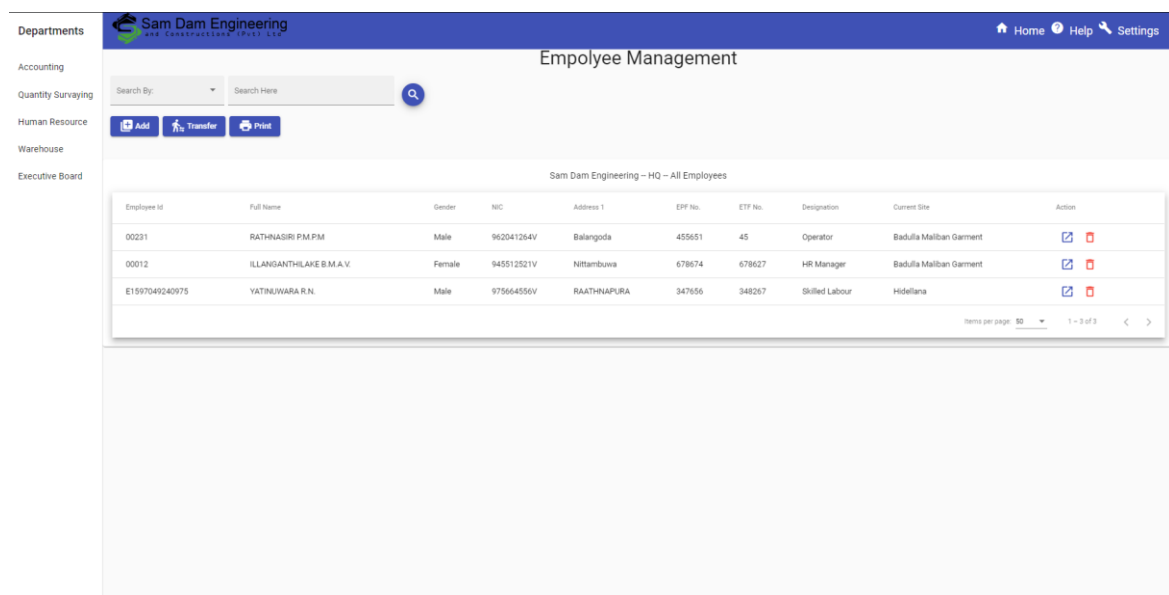This is the Employee Management interface of HR Department. This interface has the ability to add employees, update employees, transfer employees and delete employees

Figure **Error! No text of specified style in document.**:12 HR Department Employee Management Interface

3. Human Resource Department Add New Employee Interface

Steps for adding new employee

    I.   Insert new employee details

    II.   Click on Add button

Figure **Error! No text of specified style in document.**:13 HR Department Add new Employee Interface

4. Human Resource Department Update Employee Details Interface

Steps for updating employee

    I.   Change the details that has to be updated

    II.   Click on Update button

Figure **Error! No text of specified style in document.**:14 HR Department Update Employee Interface

5. Human Resource Department Transfer Employee Interface

Steps for transferring employee

I. Select the destination site

II. Select the check boxes that want to transfer employees

III. Click on transfer employees

Figure **Error! No text of specified style in document.**:15 HR Department Transfer Employees interface

6. Human Resource Department Employee Attendance Sheet

This is the employee attendance sheet of the system. This interface has the ability to open the employee attendance card individually. For that have to click on the calendar icon in front of each employee record

Figure **Error! No text of specified style in document.**:16 HR department Employee Attendance Interface

7. **Human Resource Department Employee Attendance Card**

Steps for adding employee attendance

I. Select the date and insert the number of OT hours

II. Select add record

Figure **Error! No text of specified style in document.**:17 HR Department Attendance Card

8. Human Resource Department Employee Salary Advance Payment Management Interface

This is the interface for manage salary advance payment management. To add a salary advance request, click on the blue plus mark and add the request, for accept the salary advance request click on red dollar mark icon and accept the advance request

Figure **Error! No text of specified style in document.**:18 HR department Employee salary Advance Management

9. Human Resource Department Employee Add Salary Advance Payment Interface

Steps for adding new employee salary advance request

I.   Insert the amount of salary advance request
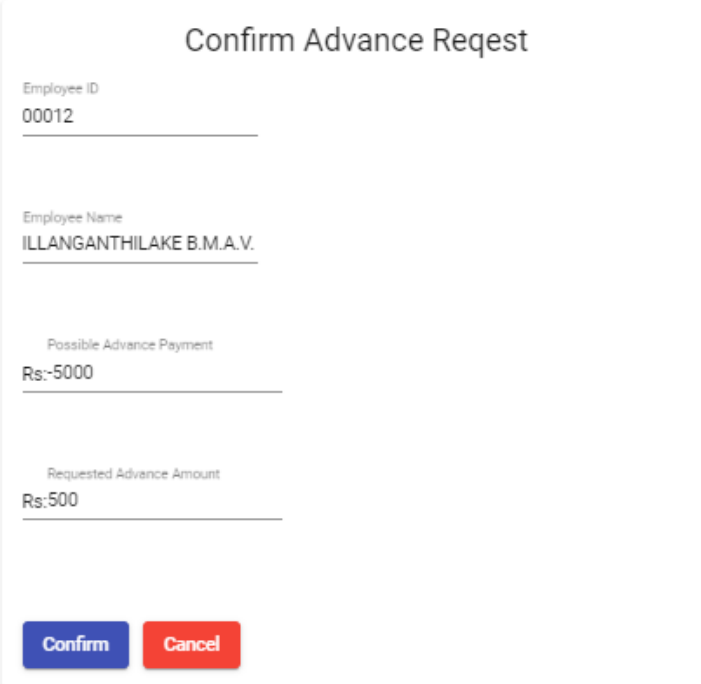
II.   Click on request advance

Figure **Error! No text of specified style in document.**:19 HR Department Add Salary Advance Management

10. Human Resource Department Employee Accept Salary Advance Payment Interface

Steps for accepting new employee salary advance request

I. Compare the possible salary advance and requested salary advance

II. Click on Confirm button

Figure **Error! No text of specified style in document.**:20 HR Department Confirm Advance Request

11. Human Resource Department Employee Salary Payment Interface

This is the interface that shows all salary payments and monthly in here by clicking print icons in front of each employee record this system can generate a pay-sheet and print that pay-sheet

Figure **Error! No text of specified style in document.**:21 HR Department Salary Payment Interface

12. Human Resource Department Employee Salary Payment Generated Pay-sheet Interface

This is a sample generated pay-sheet. We can print the pay-sheet as a pdf file by clicking print button

Figure **Error! No text of specified style in document.**:22 Generated Pay-sheet

6.2.4 User Manual for Warehouse Staff

1. Warehouse Showing Available Material Types Interface

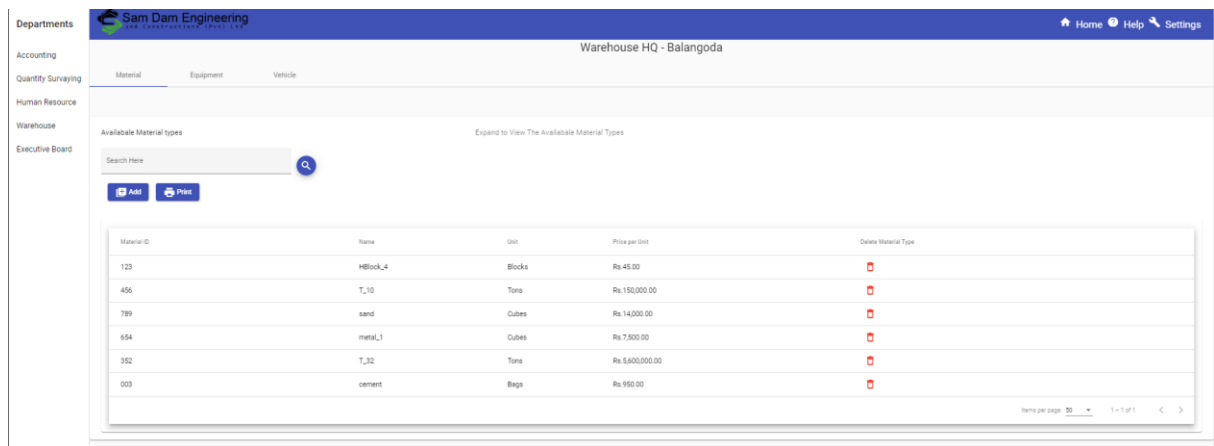This is the interface that showing what are the available materials

Figure **Error! No text of specified style in document.**:23 Warehouse Available Material Types Interface

2. Adding new material type Interface

Steps for adding new material type

    I.   Insert the details of new material type

    II.   Click on add button

Figure **Error! No text of specified style in document.**:24 Add new Material Type Interface

3. Warehouse Manage Material Interface

This interface is to manage material records and how much is the balance of available up to now

Figure **Error! No text of specified style in document.**:25 Manage Material Interface

4. Warehouse Transfer Material Interface

Steps for transfer material

I. Select the destination site and amount of material to transfer

II. Click on Transfer Material button

Figure **Error! No text of specified style in document.**:26 Transfer Material Interface

5. Warehouse Update Material Record Interface

Steps for managing material records

I.   Select the particular site record and click on it

II.   Change the received or consumed material record

III.   Click on update or delete button as wanted

Figure **Error! No text of specified style in document.**:27 Update Material Record Window 01

Figure **Error! No text of specified style in document.**:28 Update Material Record Window 02

6. Warehouse Adding New Material Record

These are the interfaces for adding new material record function.

Steps to add new record

I.   First insert date and received material details and consumed material details

II.   Click on Add button

Figure **Error! No text of specified style in document.**:29 Insert
new Material record Interfaces

7. Warehouse Managing Equipment Interface

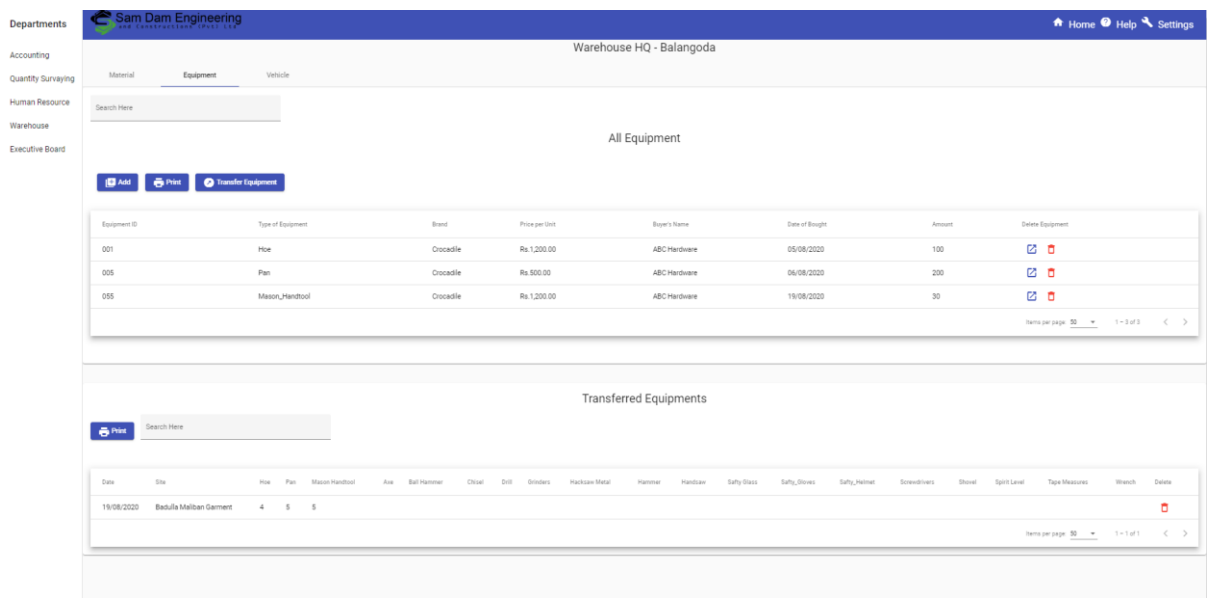This interface is for managing equipment in the warehouse

Figure **Error! No text of specified style in document.**:30 Warehouse Managing Equipment
Interface

8. Warehouse Add New Equipment Interface

Steps to add new equipment

I.   Insert equipment details for add new equipment

II. Click on Add button

Add Equipments to Main Warehouse

Select Site Warehouse * ▾
Please choose Designation

Equipment ID *
Don't Add Charachters   0 / 3

Type of Equipment *   ▾

Brand/Manufacture Name *
                              0 / 25
Name of Buyer *
                              0 / 300
Date of Equipment Added *   📅

Rs: Price Per 1 *

Amount *

[Add] [Cancel]

Figure **Error! No text of specified style in document.**:31 Add new equipment interface

9. Warehouse Managing Vehicles and Machines Interface

This is the interface to manage the activities of vehicles and machines

Figure **Error! No text of specified style in document.**:32 Manage Vehicles and Machines Interface

10. Add New Vehicles and Machines Interface

Steps to add new vehicles or machine

I.   Insert vehicle details

II. Click on Add button

Figure **Error! No text of specified style in document.**:33 Add new vehicle or machine Interface

11. Transfer Vehicles and Machines for Construction Site Interface

Steps to transfer vehicles or machine

I. Select the destination site and check vehicles and machines that want transfer

II. Click on Transfer button

Figure **Error! No text of specified style in document.**:34 Transfer Vehicle Interface

12. Update Vehicles and Machines Details Interface

Steps to update vehicles or machine details

I. Change the wanted fields that want to update

II. Click on Update button

Update Vehicle Details

Vehicle Registration No. *
SG-LA-1888

Type of Machine or Vehi... ▾

Brand/Manufacture Name *
ISUZU

Model Name *
JUSTON 4WD

Name of Buyer *
ABC Agency

Date of Adding to the Store *
8/3/2020

Engine Capacity *
5200

Value *
Rs: 5000000

Chassis Number *
G974RG29

Engine Number *
3R927UG92

Select Site Warehouse * ▾

Fuel Type * ▾

Unit Rate *
Rs: 55

Driver/Operater * ▾

Update   Cancel

Figure **Error! No text of specified style in document.**:35 Update Vehicle and Machine Details Interface

13. Vehicles and Machines Running Chart Sheet Interface

In this interface vehicle running chart records can be added to the running chart sheet

Steps to add running chart record and manage

I. Select the date and provide necessary information

II. Click on Add Record button

III. If needed click on delete icon and delete the record

Runninng Chart SG-LA-1888

Date	Site	Description	Milage (Km/Hr)	Driver/Operator	Fuel (L)	Action
09/08/2020	Balangoda	Metal load 2cubes*4	45	RANASINGH P.N.	20	⊖
09/08/2020	Balangoda	Metal load 2cubes*4	45	RANASINGH P.N.	20	⊖
20/08/2020	Badulla Maliban Garment	Metal load 2cubes*4	34	RATHNASIRI P.M.P.M	20	⊖
21/08/2020	Badulla Maliban Garment	fw	60	RATHNASIRI P.M.P.M		⊖
21/08/2020	Badulla Maliban Garment	fw	60	RATHNASIRI P.M.P.M		⊖

Figure **Error! No text of specified style in document.**:36 Vehicle Running Chart Interface

6.2.5   User Manual for Executive Board Directors

Basically, the board of directors have the administrative authority to do any sort of changes in the system but there are several functionalities only director board have access.

1. **Schedule Construction Site Interface**

     Steps to schedule a new construction site

     I.   Provide necessary information for the new construction site and click on Next button

II.

Figure **Error! No text of specified style in document.**:37 EB- Start new Site Interface
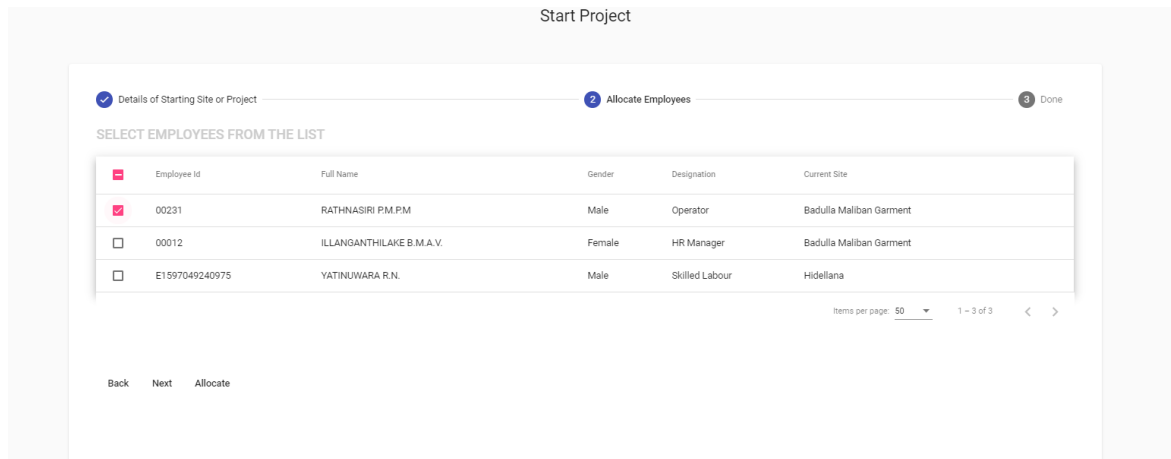
Figure **Error! No text of specified style in document.**:38 Allocate Employees for new Site

2. Check the Construction Progress

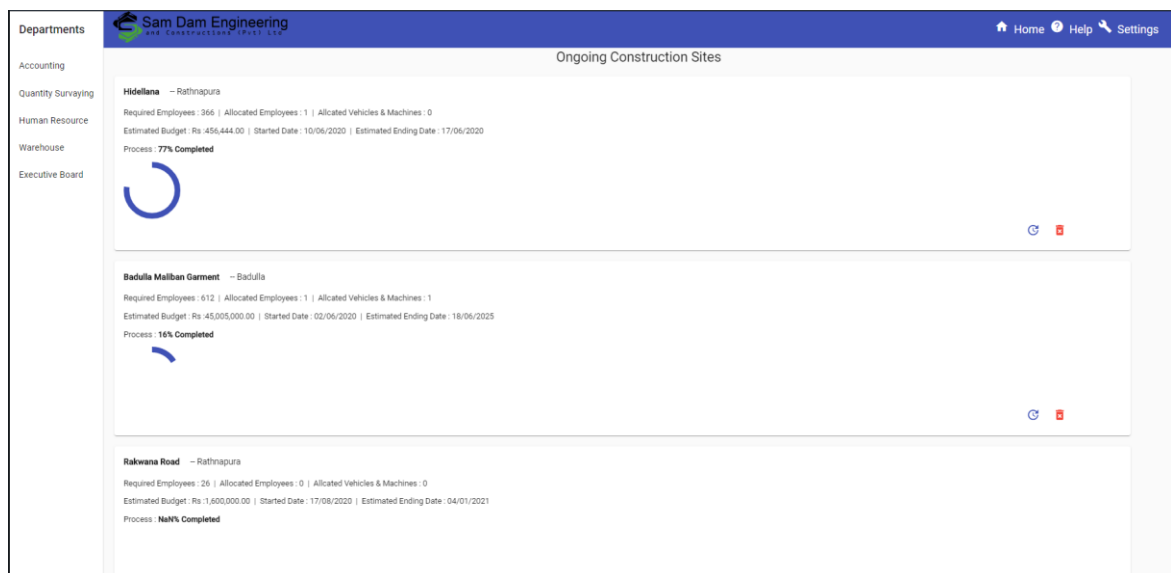Click on the Ongoing Sites and then shows the progress of each construction site

Figure **Error! No text of specified style in document.**:39 Ongoing Construction site Interface

3. Check the Generated Reports
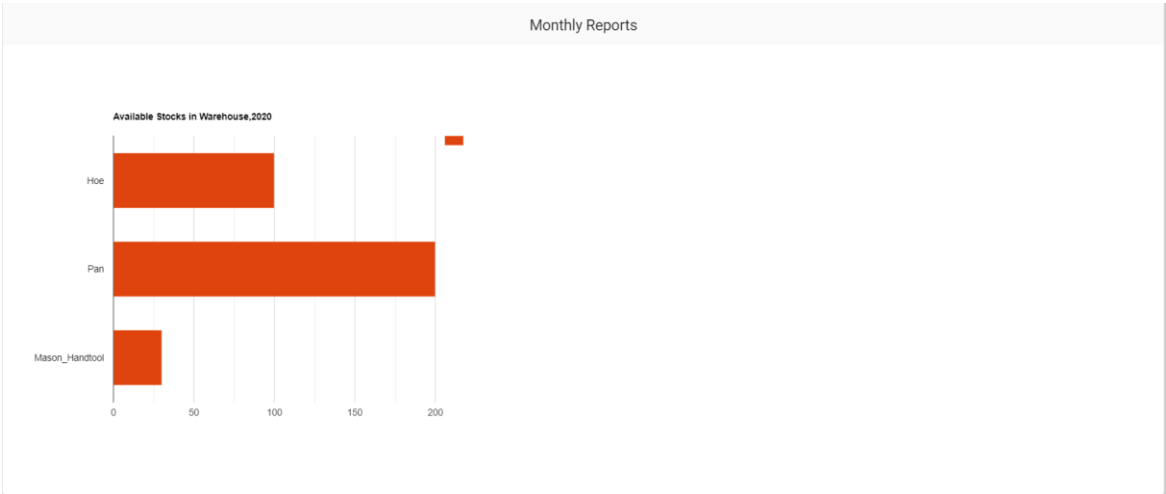
I. Available Equipment Stocks in Warehouse

Figure **Error! No text of specified style in document.**:40 Generated Chart report of
Available Equipment Stocks in Warehouse

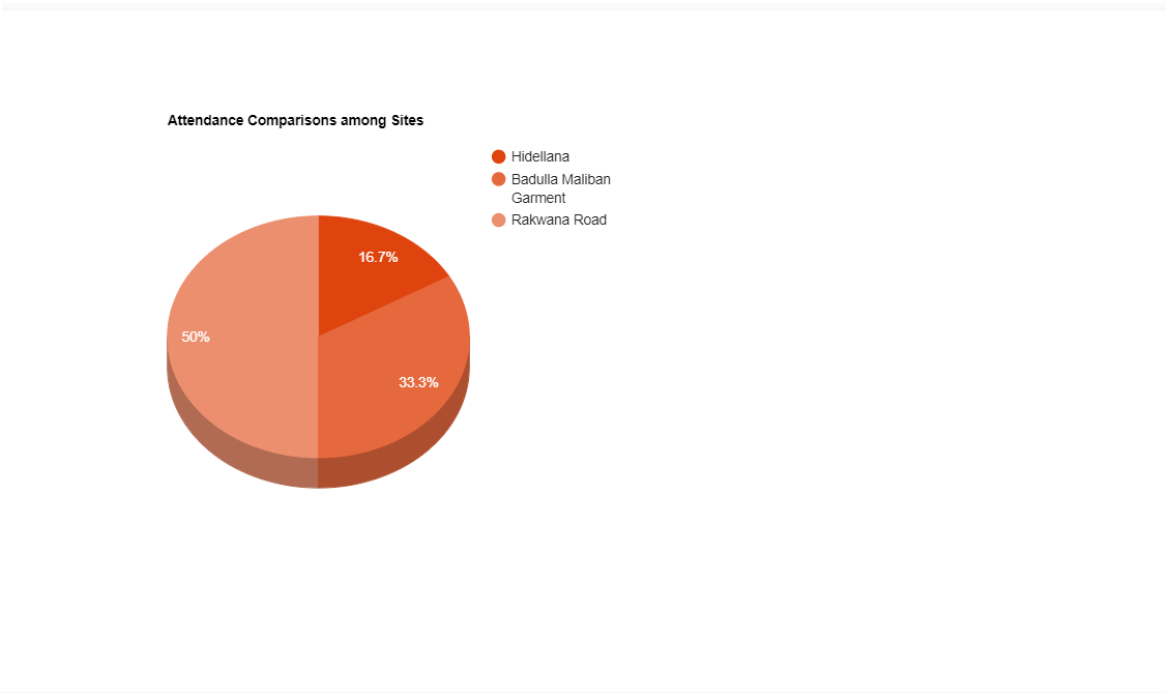II. Attendance Comparisons Among Site

Figure **Error! No text of specified style in document.**:41 Generated Chart Report of
attendance comparisons among sites

III.   Expenses Comparisons among Construction Sites

Expences Comparisons Among Sites,2020

Hidellana

Badulla Maliban
Garment

Rakwana Road

Rakwana Road
8,979,000

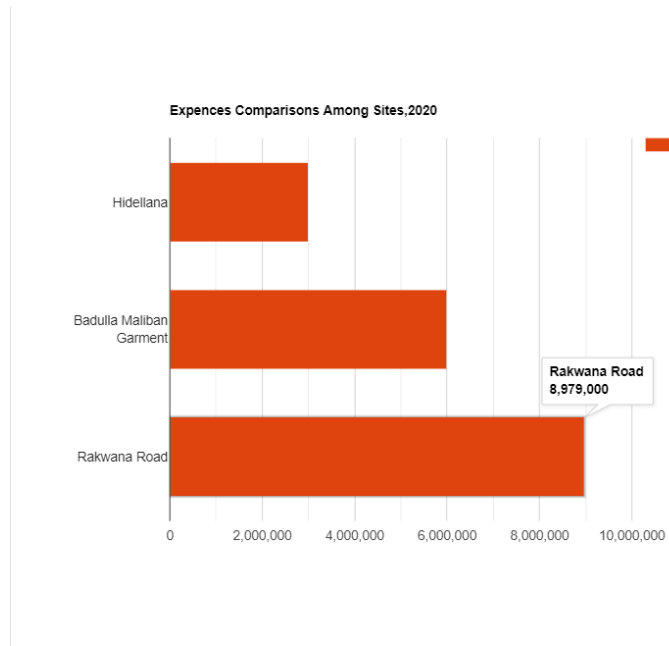0   2,000,000   4,000,000   6,000,000   8,000,000   10,000,000

Figure **Error! No text of specified style in document.**:42 Generated Chart Report of
Expenses Comparisons among site