

## **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

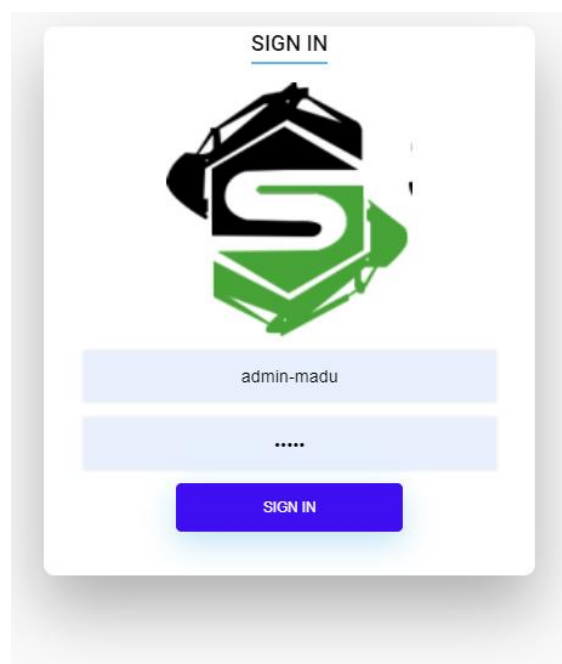


Figure Error! No text of specified style in document.:1 Sign in Interface

## 1. Home page

This is the home page view of the system (Figure: 6.2)

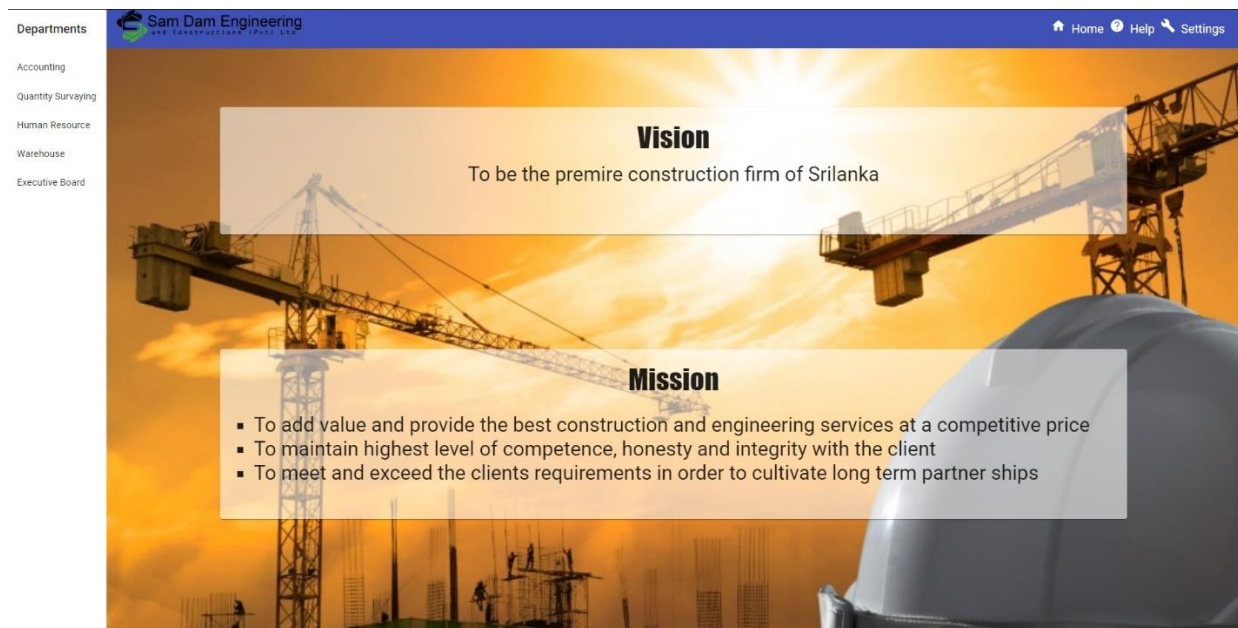


Figure Error! No text of specified style in document.:2 Home Page Interface

## 2. Accounting Department Main Cashbook

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

**Sam Dam Engineering**  
SDE CONSTRUCTION (PVT) LTD.

Home Help Settings

Departments

- Accounting
- Quantity Surveying
- Human Resource
- Warehouse
- Executive Board

Main CashBook - HQ

Add Print

Date	Transaction ID	Site	Description	Credit (Bank)	Debit (Bank)	Debit (Cash)	Credit (Cash)	Balance	Actions
01/08/2020	5f3ba4a39f7f3327003c4a5	Balangoda	Metal load 2cubes*4 DS Cresher	Rs.340,000.00				Rs.340,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
06/08/2020	5f3ba53f9f7f3327003c4a7	Hidellana	Getting New desk for office				Rs.43,000.00	Rs.297,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
17/08/2020	5f3c4ba58f7f3327003c4a9	Balangoda	fw	Rs.1,200,000.00	Rs.40,000.00	Rs.23,000.00	Rs.3,455.00	Rs.1,476,545.00	<a href="#">Edit</a> <a href="#">Delete</a>
19/08/2020	5f3c4bd43f7f3327003c4aa	Badulla Maliban Garment	Metal load 2cubes*4 DS Crusher	Rs.1,200,000.00	Rs.40,000.00	Rs.230,000.00	Rs.4,500.00	Rs.2,862,045.00	<a href="#">Edit</a> <a href="#">Delete</a>

Items per page: 50 1 - 4 of 4

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

1. Enter transaction details
2. Click on add button

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

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

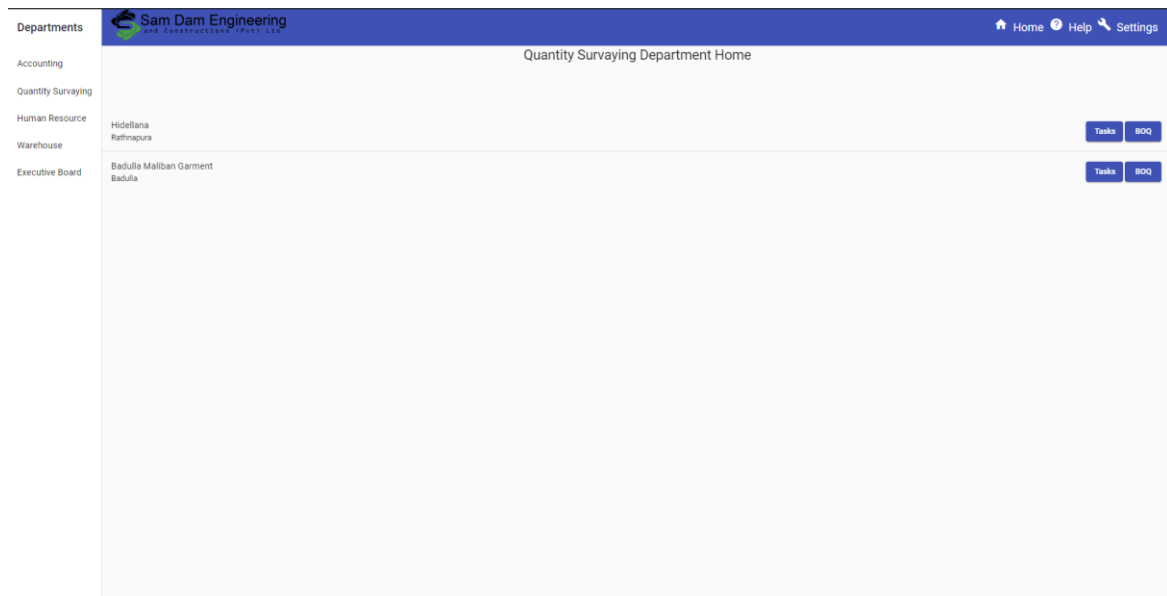


Figure Error! No text of specified style in document.:6 QS Department Home interface

### 2. QS Department Task Management Interface

This is the task management page view of the system

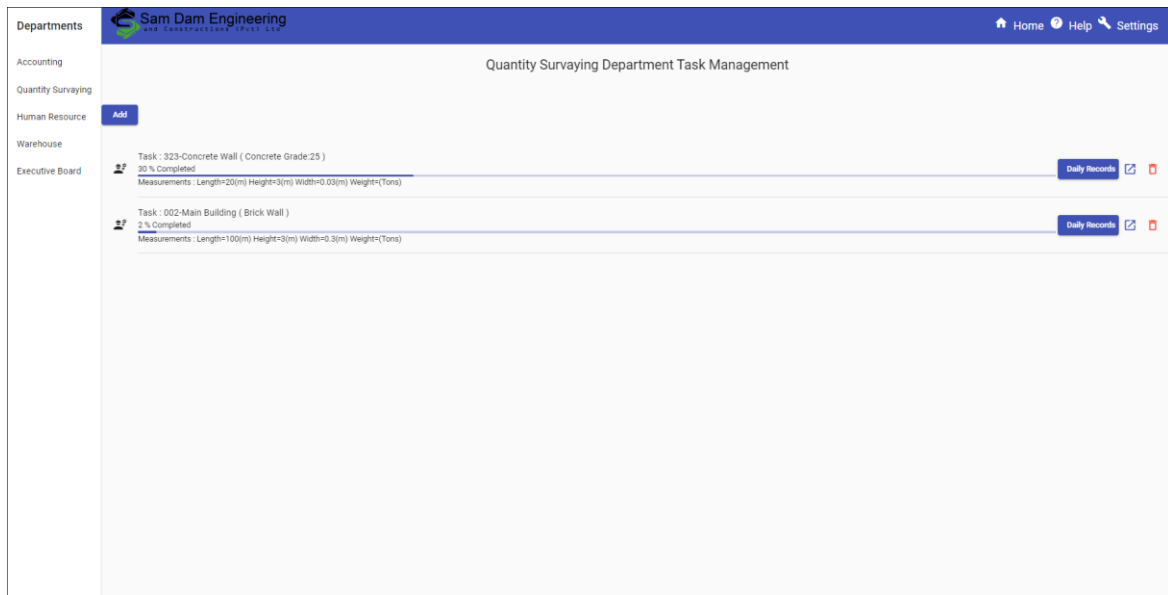


Figure Error! No text of specified style in document.:7 QS Task Management page Interface

### 3. QS Department Daily Record Interface

- I. Add daily record details and measurements
- II. Click on Add Record button

Date	Length (m)	Width (m)	Height (m)	Remove Record
21/08/2020	3	0.3	3	

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

Add New Task

Allocation Date \*

Task ID \*

Task Name

Select Type of Task \* ▼

MEASUREMENTS

Length (m)

Width (m)

Height (m)

Weight (Tons) For Rainforc...

Add
Cancel

**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

Departments

**Sam Dam Engineering**  
AND CONSULTING PVT. LTD.

[Home](#)
[Help](#)
[Settings](#)

Accounting

Quantity Surveying

Human Resource

Warehouse

Executive Board

Record No:

Description

Unit \* ▼

Rate per Unit

Quantity

Add Record
Clear

Bill of Quantity (BOQ) Badulla Maliban Garment

Record No.	Description	Unit	Quantity	Rate	Value	Edit Record
001	Concrete Wall Boundary line	Cubes	30	Rs: 23,000.00	Rs: 690,000.00	

Items per page: 50
1 - 1 of 1
< >

**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

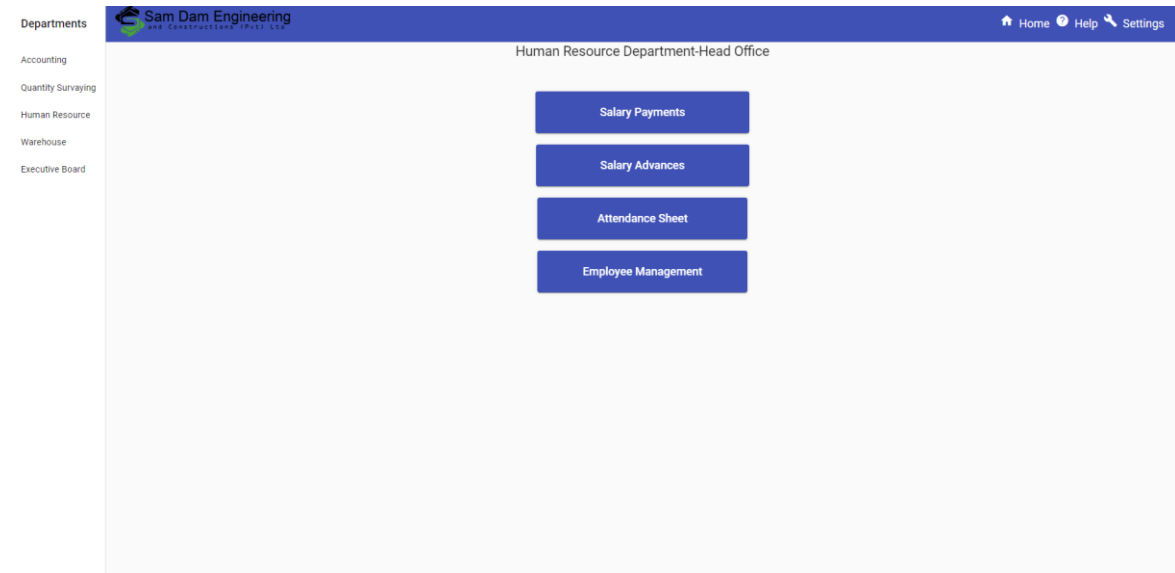


Figure Error! No text of specified style in document.:11 HR department home page interface

### 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

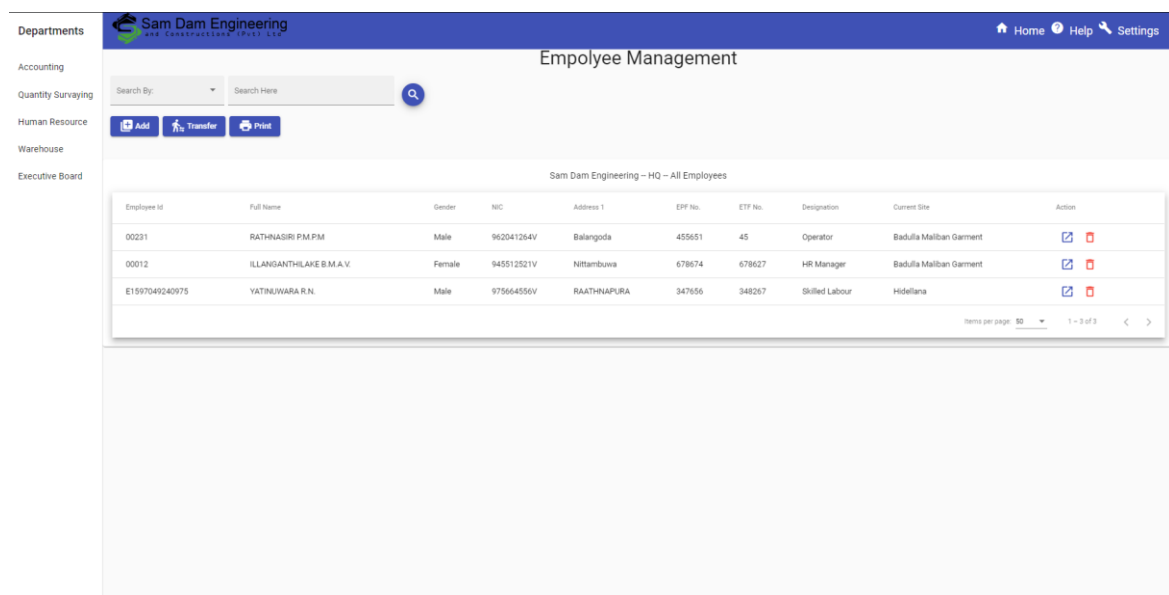


Figure Error! No text of specified style in document.:12 HR Department Employee Management Interface

### 3. Human Resource Department Add New Employee Interface



## Steps for adding new employee

- I. Insert new employee details
- II. Click on Add button

Add Employee

Employee ID  
E1598155031574  
Don't Add Characters 14 / 8

Name with Initial  
Use Only Block Letters 14 / 286

Full name  
Use Only Block Letters 14 / 286

NIC

Date of Birth

Recruited Date

☐ Male ☐ Female

Address 1

Address 2

+94 Telephone

EPF No.

ETF No.

Current Work Place or Site \*

Designation \*

Ra. Payment per Day

Ra. OT Payment Per Hour

Remarks

Add

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

Update Employee

Employee ID  
00231

Don't Add Characters 5 / 5

Name with Initial  
RATHNASIRI P.M.P.M

Use Block Letters 5 / 256

Full Name  
PITADENIYE MULTHENRALALAGE PASINDU MADHURANGA RATHNASIRI

Use Block Letters 5 / 200

NIC  
962041264V

Date of Birth  
7/22/1996

☒ Male ☐ Female

Address 1  
Amupitiya

Address 2  
Balangoda

Telephone  
+94 717478559

EPF No.  
455651

ETF No.  
45

Current Work Place or Site \*

Designation \*

Payment per Day  
Rs: 1200

OT Payment Per Hour  
Rs: 120

Remarks  
NO

Update Cancel

**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

Transfer Employees

Select Destination Site \*  
Please choose Designation

SELECT EMPLOYEES AND TRANSFER TO SELECTED SITE

<input type="checkbox"/>	Employee Id	Full Name	Gender	Designation	Current Site
<input type="checkbox"/>	00231	RATHNASIRI P.M.P.M	Male	Operator	Badulla Maliban Garment
<input type="checkbox"/>	00012	ILLANGANTHILAKE B.M.A.V.	Female	HR Manager	Badulla Maliban Garment
<input type="checkbox"/>	E1597049240975	YATINUWARA R.N.	Male	Skilled Labour	Hidellana

Items per page: 50 1 - 3 of 3

Transfer Employee

**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

Employee ID	Full Name	Current Site	Days	OT's
00231	BATHUGIRI P.M PM	Badulla Maliban Garment	2	6
00012	ILLANGANTHALAKE S.M.A.V	Badulla Maliban Garment	15	60
E1597040240715	YATRALUNADA R.NL	Hidellana	0	0

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

Date	Site	OT	Action
2020-06-30T18:30:00.000Z	Badulla Maliban Garment	5	⊖
2020-07-01T18:30:00.000Z	Badulla Maliban Garment	4	⊖
2020-05-12T18:30:00.000Z	Badulla Maliban Garment	6	⊖
2020-04-14T18:30:00.000Z	Badulla Maliban Garment	5	⊖
2020-04-14T18:30:00.000Z	Badulla Maliban Garment	5	⊖

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

Departments

Sam Dam Engineering

Salary Advances

Home Help Settings

Accounting

Quantity Surveying

Human Resource

Warehouse

Executive Board

For Month

For Year

Select Month

August

Search Here

Employee ID	Full Name	Designation	Current Site		Advance Requested	Advance Paid
00012	ILLANGANTHILAKE S.M.A.V.	HR Manager	Bedulla Maliban Garmet	<div><div></div><div></div></div>	Rs 500.00	Rs 5,000.00
E1910704240575	YATINUVARA R.N.	Skilled Labour	Hindlana	<div><div></div><div></div></div>	Rs 0.00	Rs 0.00
Total						

Items per page: 20 1 - 2 of 2

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

Request Advance

Employee ID

00012

Employee Name

ILLANGANTHILAKE S.M.A.V.

Advance Amount

Rs 500

Request Advance

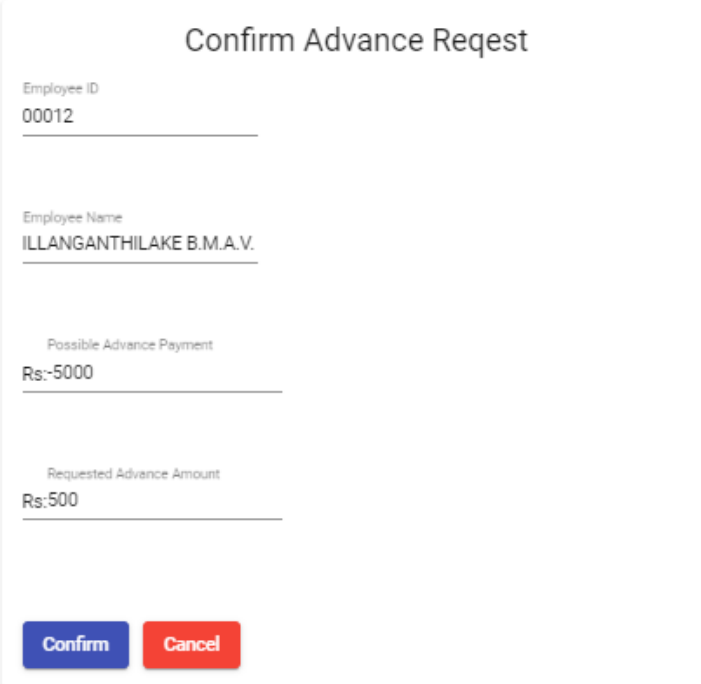
Cancel

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



The image shows a web form titled "Confirm Advance Request". It contains four input fields with labels and values: "Employee ID" with value "00012", "Employee Name" with value "ILLANGANTHILAKE B.M.A.V.", "Possible Advance Payment" with value "Rs:-5000", and "Requested Advance Amount" with value "Rs:500". At the bottom of the form are two buttons: a blue "Confirm" button and a red "Cancel" button.

Field	Value
Employee ID	00012
Employee Name	ILLANGANTHILAKE B.M.A.V.
Possible Advance Payment	Rs:-5000
Requested Advance Amount	Rs:500

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

Departments

Accounting

Quantity Surveying

Human Resource

Warehouse

Executive Board

Sam Dam Engineering

Software Solutions

Home

Help

Settings



Salary Payments

Search Here

Search

Select Month

June

Employee ID	Name	Designation	Current Site	Per Day Rate	OT Rate	Days	OT	Days Payments	OT Payments	Full Payments	Pay Sheet
00012	ILLANGANTHILAKE S.M.A.V.	HR Manager	Bedulla Maliban Garment	Rs 1,600.00	Rs 160.00	6	20	Rs 9,600.00	Rs 3,200.00	Rs 12,800.00	
E1587049242075	VATINUNWARA R.N.	Skilled Labour	Hidellana	Rs 1,300.00	Rs 130.00	0	0	Rs 0.00	Rs 0.00	Rs 0.00	
Total											


Items per page: 50

1 - 2 of 2

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



=====PAY-SHEET=====

2020

Employee ID

00012

Month

Employee Name

ILLANGANTHILAKE S.M.A.V.

EARNINGS

Working Days

6

Payments for Days

Rs:9,600.00

OT

0

Payments for OT

Rs:0.00

TOTAL DEDUCTIONS

Rs:5,364.80

NET PAY

Rs:4,235.20

Cancel

Print

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

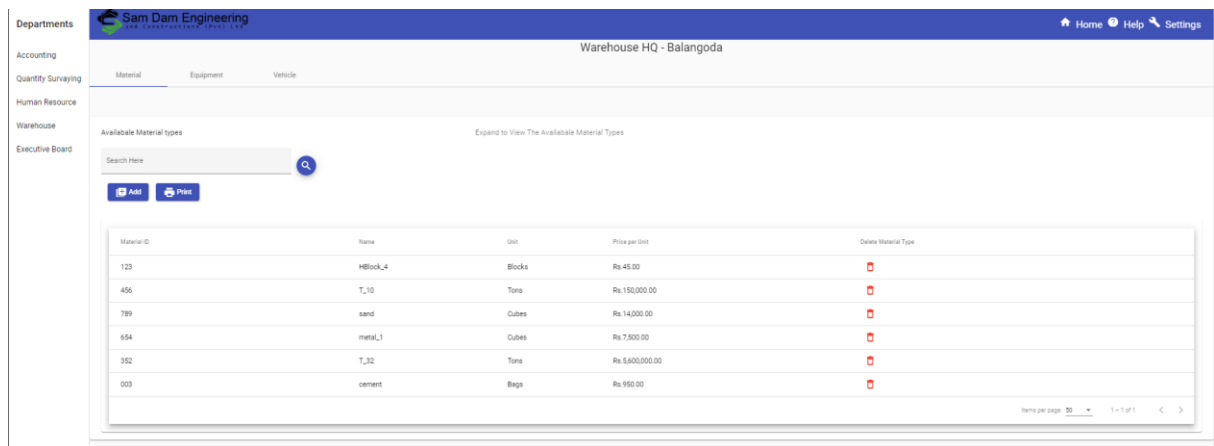


Figure Error! No text of specified style in document.:23 Warehouse Available Material Types Interface

## 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

Add New Material to Stock

Material ID  


Don't Add Characters 0 / 5

Type of Material \*

Name of Material  


0 / 25

Name of Buyer  


0 / 200

Date of Material Added

Unit of Material \*

Rs: Price Per Unit

Add

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

Departments

Accounting

Quantity Surveying

Human Resource

Warehouse

Executive Board

Sam Dam Engineering

SAFETY • INTEGRITY • EXCELLENCE

Warehouse HQ - Balangoda

Home

Help

Settings

Material

Equipment

Vehicle

Available Material types

Expand to View The Available Material Types

Manage HQ Warehouse Material

Expand to Manage Material Balance

Add

Transfer Material

Print

Select Month

Date	HBlock_4	T_10	sand	metal_1	T_32	cement
2020-08-10T18:30:00.000Z	95	2	3	2		6
2020-08-20T18:30:00.000Z	63	2	0	6	3	23
2020-08-09T18:30:00.000Z	20					2
Current Balance	152	56	99	25	20	469

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

Tranfer Material to Site

Select Destination Site \*  
Please choose Destination

Date

HBlock\_4\_R

T\_10\_R

sand\_R

metal\_1\_R

T\_32\_R

cement\_R

Transfer Material

Cancel

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

Material Info at Date

Material Received    Material Consumption

Date 8/11/2020

HBlock\_4\_R 300

T\_10\_R 60

sand\_R 60

metal\_1\_R 30

T\_32\_R 20

cement\_R

Update Delete Record Cancel

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

Material Info at Date

Material Received    Material Consumption

Date 8/11/2020

HBlock\_4\_R 95

T\_10\_R 2

sand\_R 3

metal\_1\_R 2

T\_32\_R

cement\_R 6

Update Delete Record Cancel

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

Add Material Record

Material Received    Material Consumed

Date

HBlock\_4\_R

T\_10\_R

sand\_R

metal\_1\_R

T\_32\_R

cement\_R

Add Material Record

Material Received    Material Consumed

HBlock\_4

T\_10

sand

metal\_1

T\_32

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

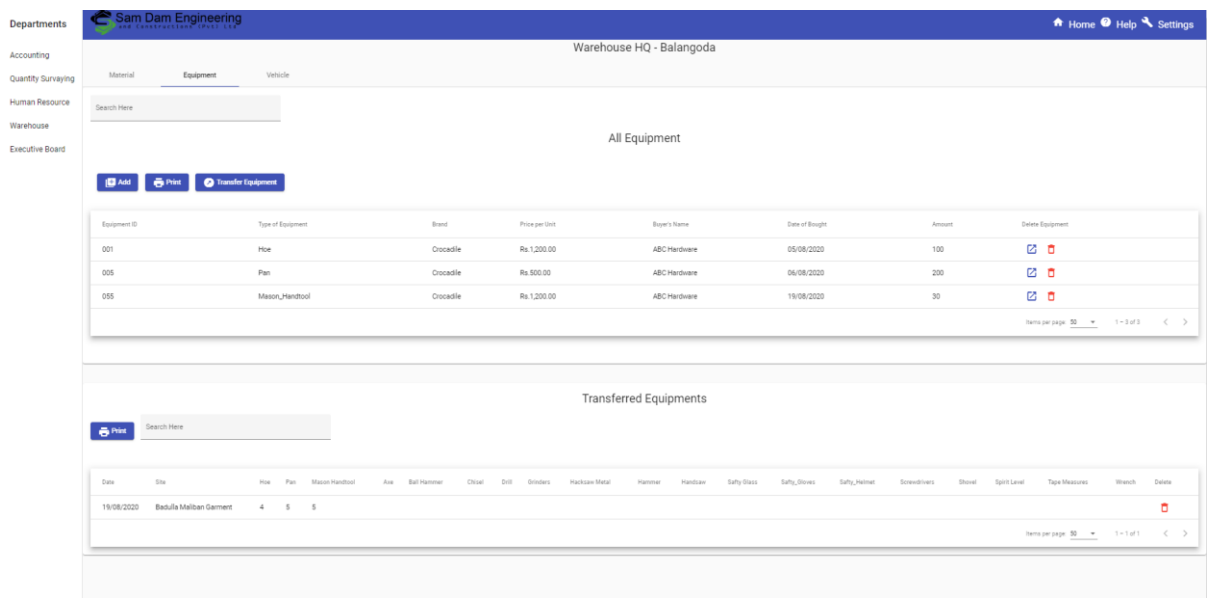


Figure **Error! No text of specified style in document.:30** Warehouse Managing Equipment Interface

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 Characters 0 / 3

Type of Equipment \*

Brand/Manufacture Name \*  
0 / 25

Name of Buyer \*  
0 / 500

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

Departments


Accounting

Quantity Surveying

Human Resource

Warehouse

Executive Board



Warehouse HQ - Balangoda

Home

Help

Settings

Material

Equipment



Vehicle

Vehicle and Machinery Management

Add

Print

Transfer Vehicle

Reg No	Vehicle or Machine Type	Brand	Model	Rate per Km/Hr	Allocated Site	Driver or Operator	Actions
SD-LA-1888	Dump Truck	ISUZU	JUSTON 4WD	Rs.55.00	Bedulla Mallam Gernment	RATHNAGIRI P.M.P.M	<div><div></div><div></div></div>

Items per page

55

1 - 1 of 1

<

>

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

Add Vehicle and Machines

Vehicle Registration No. \*

Type of Machine or Vehi...

Brand/Manufacture Name \*

Model Name \*

Name of Buyer \*

Date of Adding to the Store \*

Engine Capacity \*

Rs. Value \*

Chassie Number \*

Engine Number \*

Select Site Warehouse \*

Fuel Type \*

Rs. Unit Rate \*

Driver/Operator \*

Add

Cancel

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

Transfer Vehicle

Select Destination Site \*

SELECT VEHICLE OR MACHINE AND TRANSFER TO SELECTED SITE

<input type="checkbox"/>	Reg No	Vehicle or Machine Type	Brand	Model	Rate per Km/Hr	Allocated Site	Driver or Operator
<input type="checkbox"/>	SG-LA-1888	Dump_Truck	ISUZU	JUSTON 4WD	Rs.55.00	Badulla Maliban Garment	RATHNASIRI P.M.PM

Items per page: 50 1 - 1 of 1 < >

Transfer Vehicle

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. \*

SS-LA-1898

Type of Machine or Vehl. \*

Brand/Manufacturer Name \*

ISUZU

Model Name \*

JUSTON 4WD

Name of Buyer \*

ABC Agency

Date of Adding to the Store \*

8/3/2022

Machine Capacity \*

5200

Value \*

Rs: 5000000

Chassis Number \*

0974R029

Engine Number \*

3R927UG92

Select Site/Warehouse \*

Fuel Type \*

Unit/Kilo \*

Rs: 55

Driver/Operator \*

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

## Running Chart SG-LA-1888

Date

Amount of Km/Hr

Description

Fuel Added

Add Record

Cancel

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

Departments

Sam Dam Engineering

AND CONSTRUCTION (PVT) LTD

Home
Help
Settings

Accounting
Quantity Surveying
Human Resource
Warehouse
Executive Board

Start Project

1 Details of Starting Site or Project

2 Allocate Employees

3 Done

Project/Site ID \*  

Next Add Characters 0 / 5

Site Name \*  

Type a Suitable Name for Starting Project

Type of Construction \*  

Estimated No. of Un-Skilled... Estimated No. of Skilled La...

Estimated Budget \*

Nearest Town \*

Starting Date \*

Estimated Completing Date \*

Next

II.

Figure Error! No text of specified style in document.:37 EB- Start new Site Interface

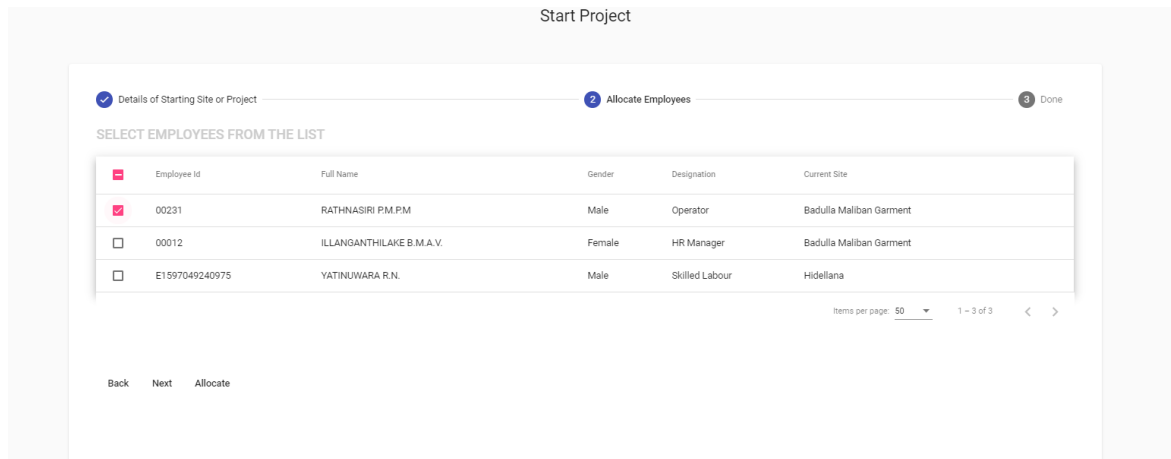


Figure Error! No text of specified style in document.:38 Allocate Employees for new Site

## 2. Check the Construction Progress

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

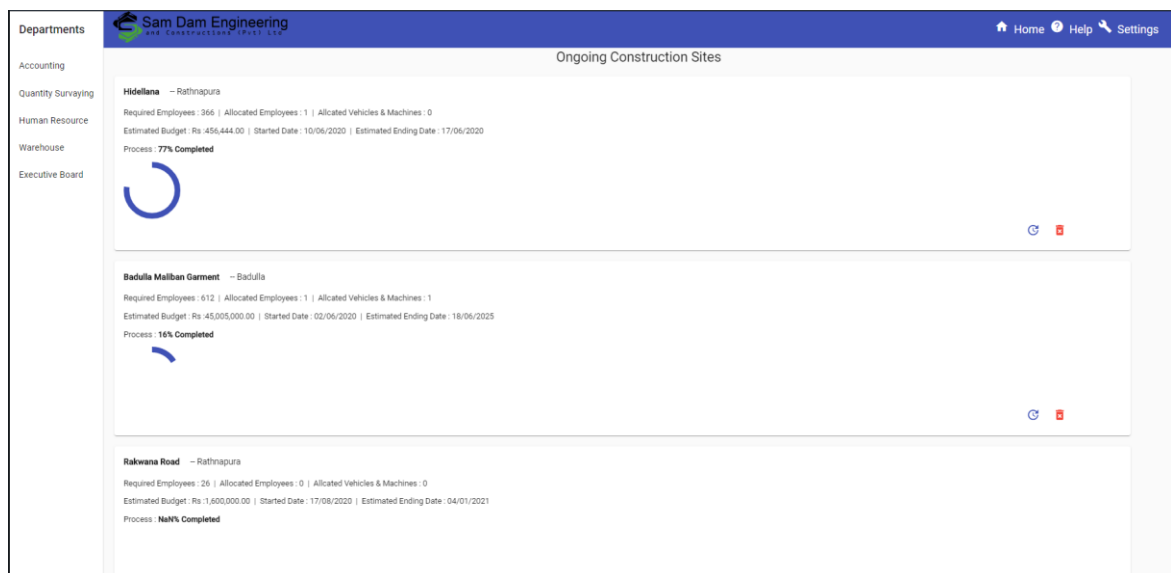


Figure Error! No text of specified style in document.:39 Ongoing Construction site Interface

## 3. Check the Generated Reports

I. Available Equipment Stocks in Warehouse

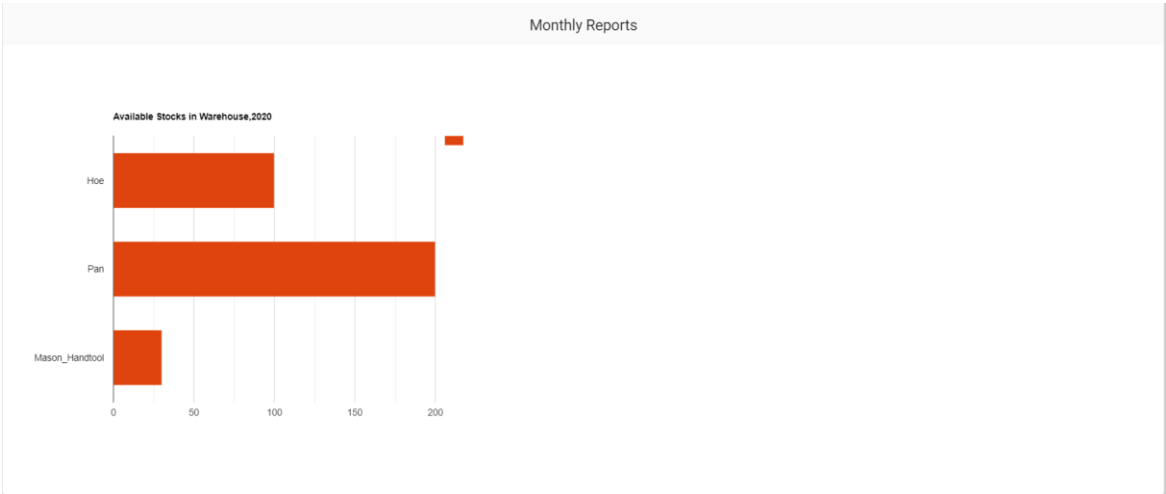


Figure Error! No text of specified style in document.:40 Generated Chart report of Available Equipment Stocks in Warehouse

II. Attendance Comparisons Among Site

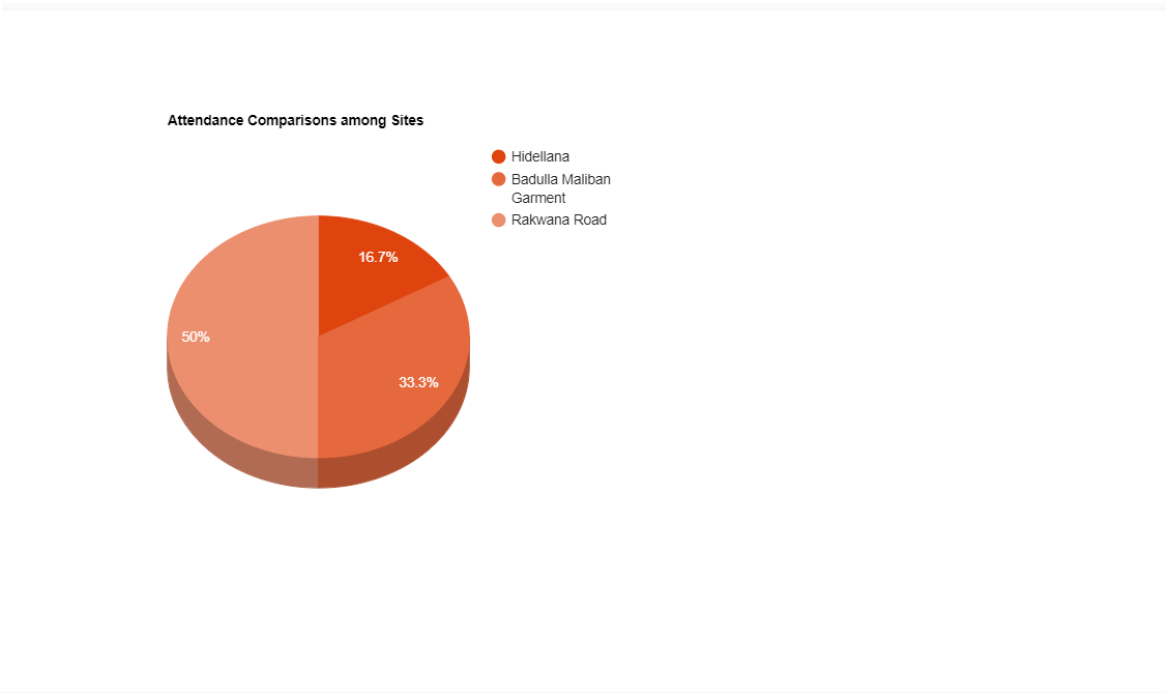


Figure Error! No text of specified style in document.:41 Generated Chart Report of attendance comparisons among sites



### III. Expenses Comparisons among Construction Sites

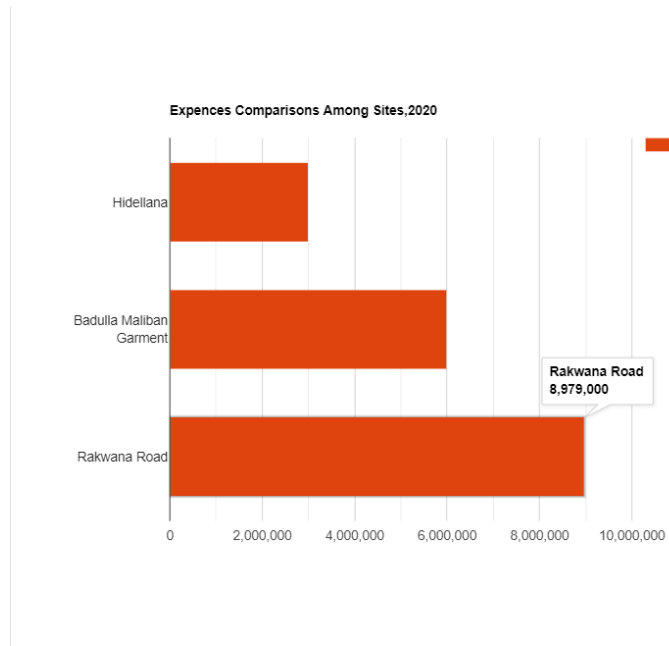


Figure **Error! No text of specified style in document.:42** Generated Chart Report of Expenses Comparisons among site

