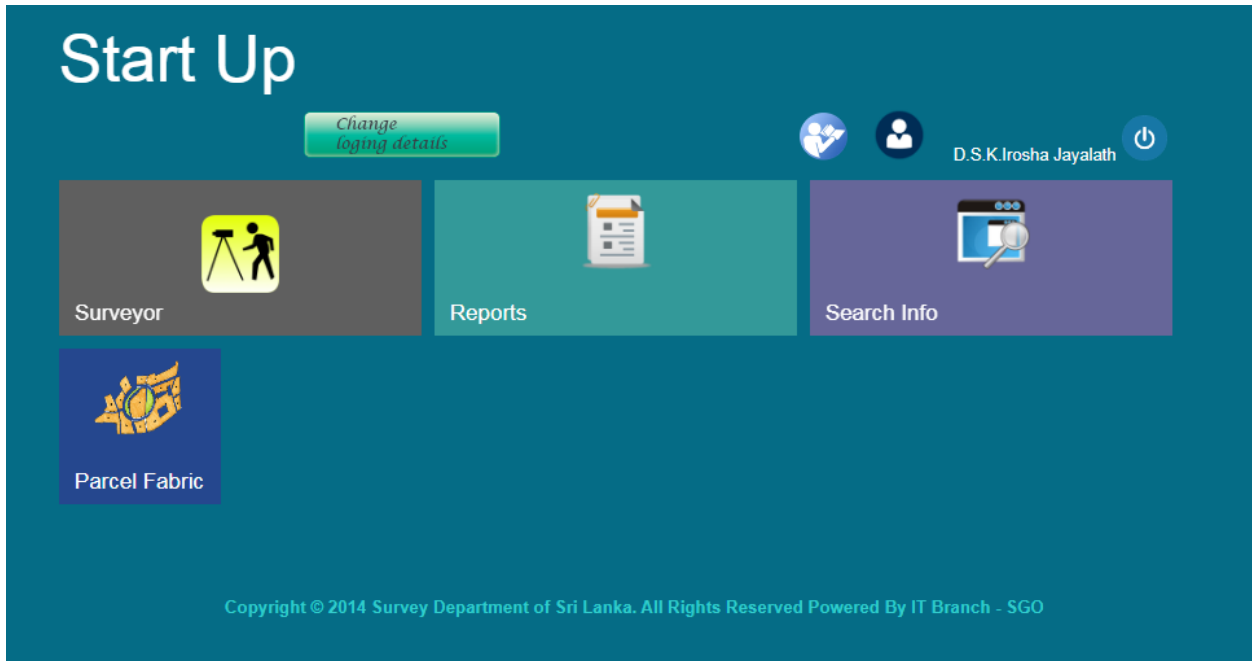


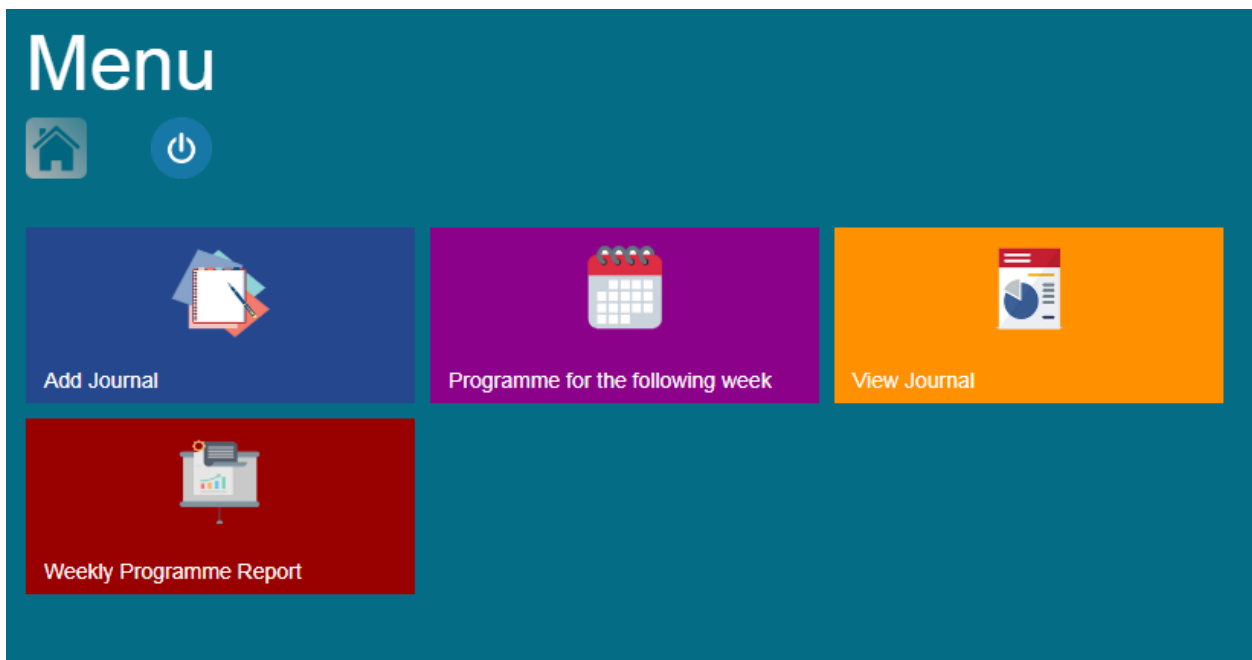
User Guide for Surveyor's e-Journal



A User can enter User Name and Password to log in to the system. It will display the following interface.

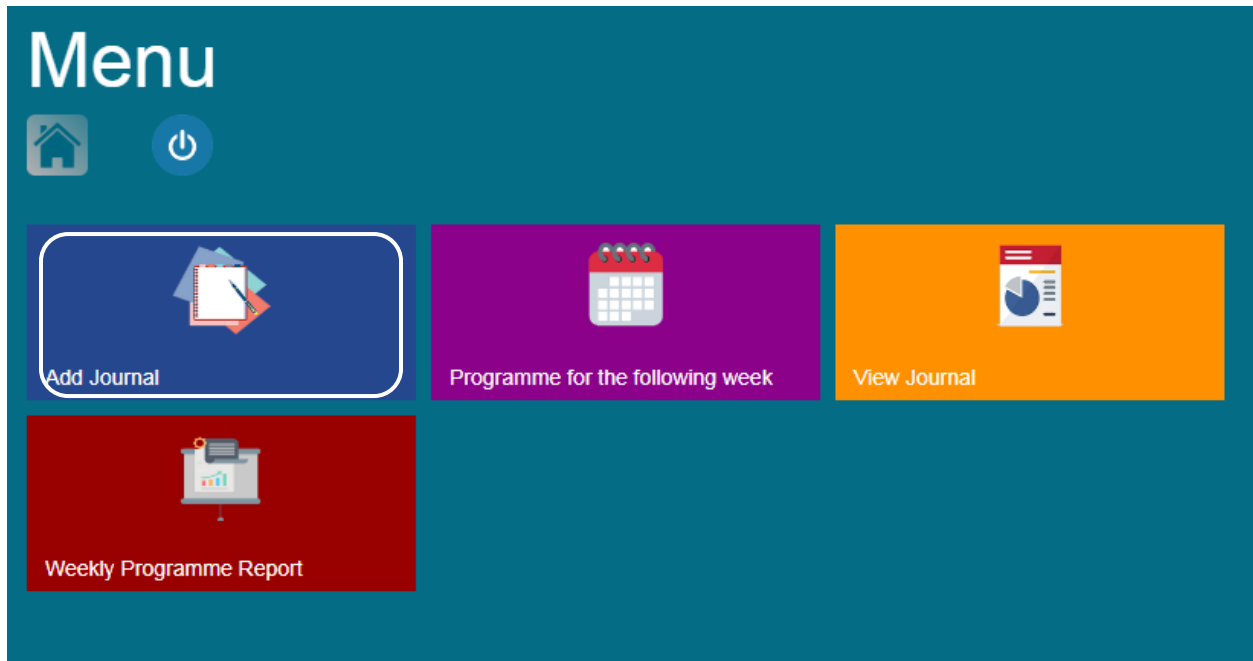


Click Surveyor tab and will display the following interface.



Add Journal

Surveyor → Surveyor's e-Journal → Add Journal



[View Journal](#)

Select Date

Investigation

Investigating Reqn in Office (3)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>
Investigating & Locating Reqn. In Field (4)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>

Field Work

Re-opening Boundary/Setting Out (5)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>
Surveying or Leveling (6)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>

Plan Work

Plan Work (7)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>
---------------	---	--

Ins. by Snr.Offi/Other Duties

Inspection by Senior Officers (8)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>
Other Duties (9)	<input type="radio"/> 1 <input type="radio"/> 0.5	<input type="text" value="Select Requisitions"/>

Holiday

Holiday(10)	<input type="radio"/> 1 <input type="radio"/> 0.5	
-------------	---	--

Leave

Leave(11)	<input type="radio"/> 1 <input type="radio"/> 0.5	
Duty Leave(12)	<input type="radio"/> 1 <input type="radio"/> 0.5	

Fill the date and purpose of the day spent by Surveyor using above interface.

Purpose of the Day Spent by Surveyor

[View Journal](#)

Click here to View Journal

Select Date

Investigation

Investigating Reqn in Office (3) 1 0.5

Investigating & Locating Reqn. In Field (4) 1 0.5

Field Work

Re-opening Boundary/Setting Out (5) 1 0.5

Surveying or Levelling (6) 1 0.5

Plan Work

Plan Work (7) 1 0.5

Ins. by Snr.Offr/Other Duties

Inspection by Senior Officers (8) 1 0.5

Other Duties (9) 1 0.5

Holiday

Holiday(10) 1 0.5

Leave

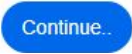
Leave(11) 1 0.5


Duty Leave(12) 1 0.5

Date	Req No (1)	Category No (2)	Invest Req Office (3)	Invest Locating Field (4)	Reopening Boundary (5)	Surveying Levelling (6)	Plan Work (7)	Inspection Snr Officer (8)	Surveyor Other Duty (9)	Weekend Holiday (10)	Leave (11)	Duty Leave (12)	Continue	Delete
08/10	21/339	3.14					0.5						<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/10								0.5					<input type="button" value="Continue.."/>	<input type="button" value="Delete"/>
10/02										1			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
10/03	21/339	3.14	0.5										<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

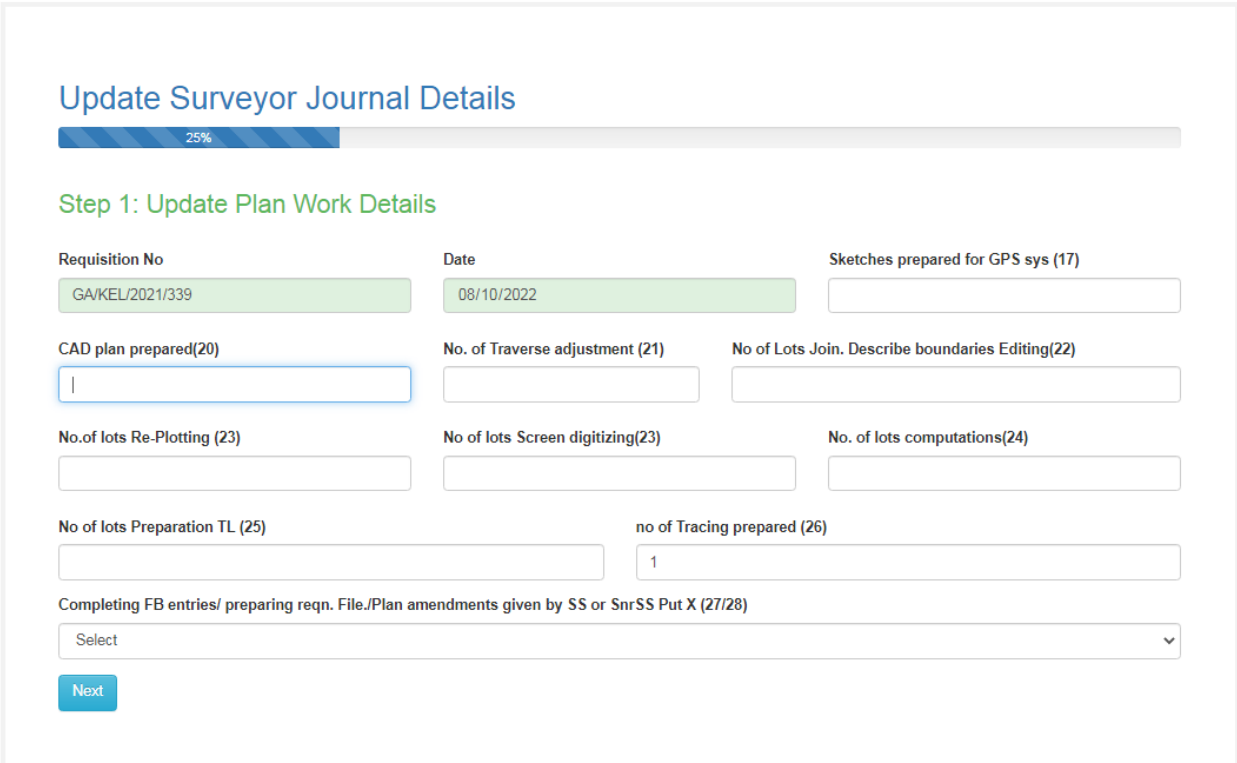
Last 7 days records will display here

❖ **Continue , Edit & Delete**

Continue - Add further details (surveyor details, Vehicle/instrument Information, Duties of SFA, Job done SFA) using  button.

Edit - Edit any details (surveyor details, Vehicle/instrument Information, Duties of SFA, Job done SFA) using  button.

Delete - Delete record using  button.



Update Surveyor Journal Details

25%

Step 1: Update Plan Work Details

Requisition No	Date	Sketches prepared for GPS sys (17)
<input type="text" value="GAIKEL/2021/339"/>	<input type="text" value="08/10/2022"/>	<input type="text"/>
CAD plan prepared(20)	No. of Traverse adjustment (21)	No of Lots Join. Describe boundaries Editing(22)
<input type="text"/>	<input type="text"/>	<input type="text"/>
No.of lots Re-Plotting (23)	No of lots Screen digitizing(23)	No. of lots computations(24)
<input type="text"/>	<input type="text"/>	<input type="text"/>
No of lots Preparation TL (25)	no of Tracing prepared (26)	
<input type="text"/>	<input type="text" value="1"/>	
Completing FB entries/ preparing reqn. File./Plan amendments given by SS or SnrSS Put X (27/28)		
<input type="text" value="Select"/>		
<input type="button" value="Next"/>		

Step 1 form will display only Reopening Boundary, Surveying or Leveling, Plan Work, Inspection by Senior Officers sections.

Update Surveyor Journal Details

50%

Step 2: Vehicle/instrument Information

Whether. Fine = F wet or Windy=W

No of km travelled- Foot

No of km travelled by vehicle

Vehicle No

Instrument No

Previous

Next

Update Surveyor Journal Details

75%

Step 3: Duties of SFA

No of SFA assigning for the day (29)

Requisition No(SFA)(30)

No of SFA assigning for the day :

Clearing/Picketing/Landmarking/GPS monumentation

Assisting for Surveying or Levelling

Construction of BMM/LMM/PPP/Collecting information in field/Handing over allotments /Other

Previous

Next

Update Surveyor Journal Details

100%

Step 4: Job done SFA

No. of km cleared

No.of lines picketed

No.of LMM/GPS monumentation/BMM buried

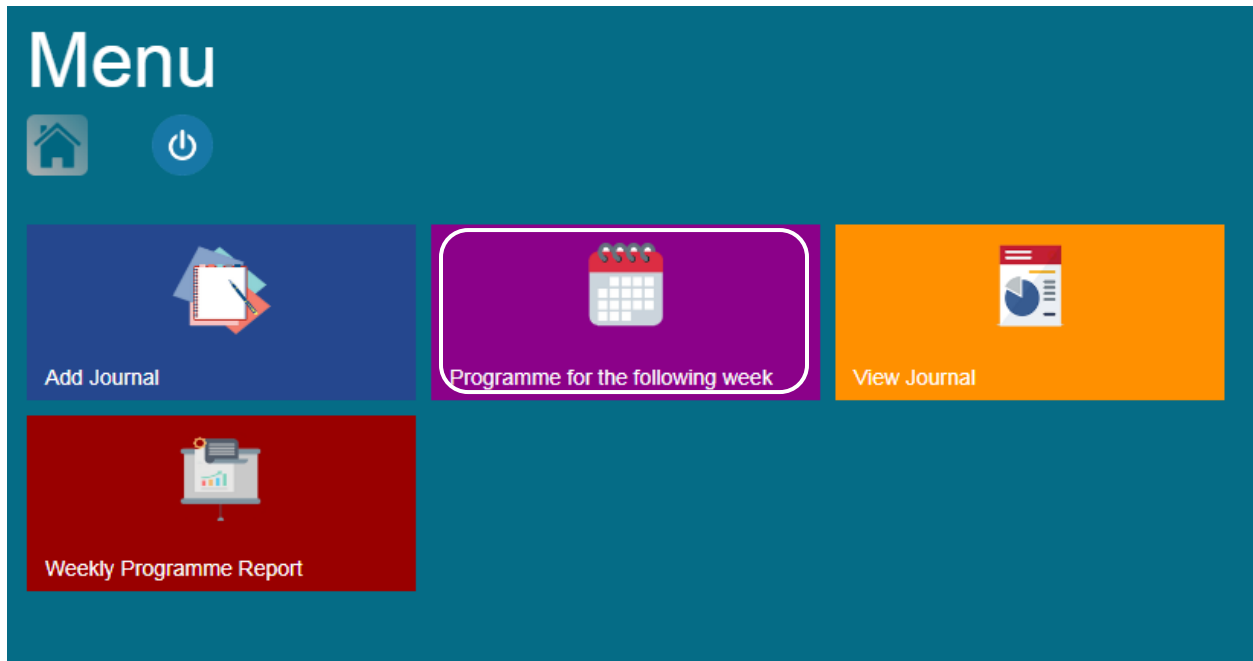
No.of BMM/GPSS/LMM/PPP constructed

Previous

Submit

Programme for the Following Week

Surveyor → Surveyor's e-Journal → Programme for the Following Week



Programme for Week

Date:

Req No1:

Req No2:

Req No3:

Programmed Work:

No. of Survey Field Assistants needed for Survey:

No. of Km estimated to travel(this day by dept vehicle):

If Total station required on this day, Select "Yes": Yes No

If dept. Vehicle required on this day, Select "Yes": Yes No

Requisition No(SFA):

Work to be Assigned(SFA):

Fill the next week work plan using above interface.

Edit here programme for week

Date	Req No	Programmed Work	No.of SFA	If Total station required	If dept.Vehicle required	No.of Km estimated to travel(this day by dept vehicle)	Requisition No(SFA)	Work to be Assigned(SFA)	Edit	Delete
23	22/41 22/119 22/119	testp	npof	Yes	Yes	1000	GM/MAH/2022/324	worktobefdgdfg		
24	22/153 22/324 22/324	pmw	sfa111	Yes	No	3000	GM/KEL/2022/216	surveyor1		
31	22/119 22/156 22/156	pmw	npof	Yes	Yes	1000	GA/BIY/2022/153	8		
08	22/119 22/119 22/119	testp	1233	Yes	Yes	200	GA/DSO/2022/160	test test test		
13	22/119 22/41 22/41	testppp	100	Yes	No	1000	GA/DSO/2022/119	sfa test		

Delete record

❖ Edit & Delete

Edit - User can edit details and click **“Update Button”** to change next week work plan.

Edit Weekly Programme

Date

Req No1

Req No2

Req No3

Programmed Work

No.of Survey Field Assistants needed for Survey

No.of Km estimated to travel(this day by dept vehicle)

If Total station required on this day, Select "Yes"

 Yes No

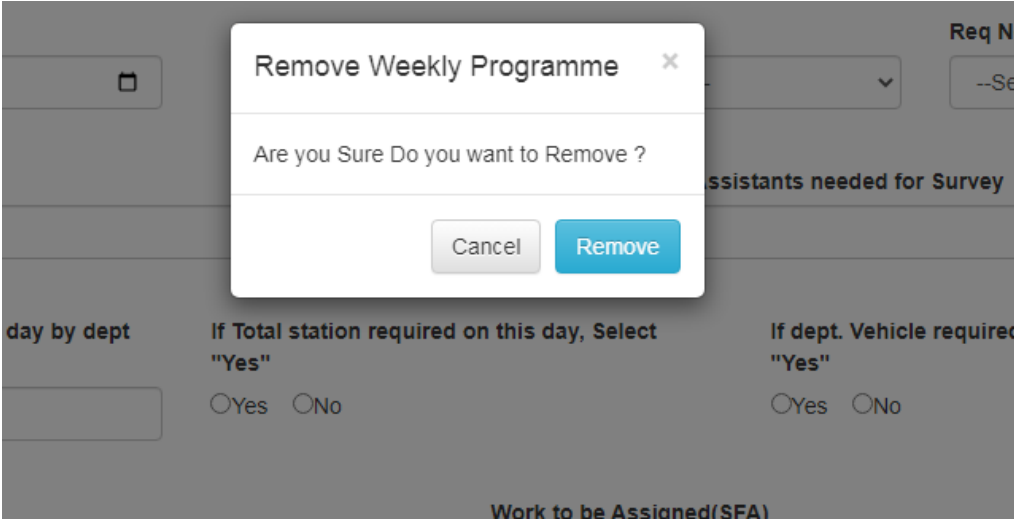
If dept. Vehicle required on this day, Select "Yes"

 Yes No

Requisition No(SFA)

Work to be Assigned

Delete - User can Delete record using click delete icon.



View Journal

Surveyor → Surveyor's e-Journal → View Journal

Menu

Add Journal

Programme for the following week

View Journal

Weekly Programme Report

View Surveyor's Journal

D.S.K.Irosha Jayalath

Print Journal
Previous Journals

Journal for Nov - 2022																									
Name: D.S.K.Irosha Jayalath												Type of work:						Address:							
Rank:																		Div.S.O: Mahara							
Purpose of the day spent by Surveyor if you spent full day put - 1 otherwise put 1/2												Daily Progress of Surveyor						Duties of Survey Field Assistants (SFA) on the day if they spent full day put - 1, otherwise put -1/2						Job done	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
Date	Requisition No.	Category No.	Investigating Reqn. In Office(O)/ Field(F)	Re-opening Boundary (R)/setting out(SO)	Surveying (S)/ Levelling (L)	Plan Work	Inspection by Senior Officers	Other Duties (mention the duty in column)	Weekend & Public Holidays (H)/Leave(L)	No. of Lines(Reset/Setout (SO)/ Surveyed (S) }	No. of Km/ Reset/Setout (SO)/ Surveyed (S)/ Levellad (L.) }	No. of points setout (SO) / Slops Surveying (S) by using (Total station)	No. of Lots staked out (SO)/ Allotment hand over	No. of Traverse adjustment (T)/ Lots Join.. Describe boundaries Editing (E)	No. of lots Re-Plotting (R/plan)/ Screen digitizing (D)/ CAD plan prepared (C)	No. of lots computations (Co)/ Preparation TL (TL)/ Tracing prepared (T)/ Sketches prepared for GPS (SPS(G)	Completing FB entries/ preparing requ. File./Plan amendments given by SS or Sur/GS Pat X	No. of SFA assigning for the day	Requisition No (SFA)	Clearing / Picketing / Landmarking /GPS instrumentation	Assisting for Surveying or Levelling	Construction of BMM / LMM / CPP / Collecting information in field / Handling over allotments/Other	No. of km cleared	No. of lines picketed	
01		3.14	1(O)																						
02																									
03																									
04																									
05																									
06																									
07																									
08																									

Print Journal

Print Journal
Previous Journals

Click here to view previous journal

❖ **view previous journal**

Previous Surveyor's Journals

Year: Month: FindQ

Select Year and Moth for view previous reports

Year: Month: FindQ

Print Journal
Print Journal

Journal for October - 2022																															
Name: D.S.K.Irosha Jayalath														Type of work:							Address:										
Rank:																					Div.S.O: Mahara										
Purpose of the day spent by Surveyor If you spent full day put - 1 otherwise put 1/2														Daily Progress of Surveyor							Duties of Survey Field Assistants (SFA) on the day if they spent full day put - 1, otherwise put -1/2							Job done by SFA			
Date	Requisition No.	Category No.	Investigating Requi. in office(CO)/ Field(F)	Re-opening boundary (R)/setting out(SO)	Surveying (S)/ Levelling (L)	Plan Work	Inspection by Senior Officers	Other Duties (Creation of duty in column)	Weekend & Public Holidays (LV) Leave (L)	No of Lines (Re-Station (SO)/ Surveyed (S)	No of Rod/Re-Station (SO)/ Surveyed (S)/ Levelled (L)	No of points set out (SO) / Stations Surveying (S) by using Total Station)	No of Lots staked out (SO) / Allowance land over	No of Thevenin adjustment (TY) / Lots Join, Describe boundaries (B) / (S)	No of jobs for Plotting (P) / Screen digitizing (DY) / CAD plan prepared (C)	No of files computations (Co) / Preparation TL (TY) / Drawing prepared (DY) / Sketches prepared for GPS (P) / (G)	Completing ER entries/ preparing equip. files / Other amendments given by SS or SUGS Part X	No of SFA assigning for the day	Requisition No (SFA)	Clearing / Picketing / Land marking / GPS monumentation	Assisting for Surveying or Levelling	Construction of BMM / LMM / CPT / Collecting information in field / Handling over allotments / Other	No of time shared	No of files picketed	No of LMM / GPS monumentation / BMM barbed	No of BMM / GPS / LMM / CPT constructed					
01																															
02	21/339	3.14																													
03	22/160	3.14	1(O)																												
04	21/339	3.14	1(F)															5	21/339	3		2	1,1256	25,369	2,36	4,256					
05	21/339	3.14		0.5		0.5				3(SO)	3(SO)	3(SO)	3(SO)	11(Tr)	11(R)	11(Co)	11(TL)														
06	22/119	7.1		1						10,25(SO)	1,256(SO)	23,36(SO)	25,365(SO)					5		2	3		2	5							
07	21/339	3.14			1					45(S)	1,2(S)	45,2(S)																			
08																															
09		3.14					0.5			8(SO)	8(SO)	8(SO)						9	22/153	6	6	6	6	60	600	6					

❖ **Edit “Surveyor” Field in Surveyor's Journal**

No. of SFA assigning for the day	Requisition No (SFA)	Clearing / Picketing / Landmarking / GPS monumentation	Assisting for Surveying or Levelling	Construction of BMM / LMM / CPP / Collecting information in field / Handing over allotments/Other	No. of km cleared	No. of lines picketed	No. of LMM/GPS monumentation/ BMM buried	No. of BMM/GPSS/ LMM/ CPP constructed	Whether. Fine = F wet or Windy=W	No. of km travelled-Foot	No. of km. travelled by vehicle	Vehicle No	Instrument No	How to fill coloumn 33 Write initials of SFA against these serial numbers Edit SFA																					
18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1"> <tr> <td>1 N.L.M</td> <td>2 K.K.S</td> <td>3 L.M.B</td> </tr> <tr> <td>4 B.S.D</td> <td>5 I.M.D</td> <td>6 I.H.A.S</td> </tr> <tr> <td>7 G.A.M.A</td> <td>8 A.M.M.H</td> <td>9 G.A.M.A</td> </tr> <tr> <td>10 S.A</td> <td>11 J.A.S</td> <td>12</td> </tr> </table> <p>If any SFA are assigned for the day, write their serial numbers in coloumn 33</p> <table border="1"> <tr> <td>Surveyor</td> <td>SFA</td> <td>Supt. Of Surveys</td> </tr> <tr> <td>32</td> <td>33</td> <td>34</td> </tr> <tr> <td>Holiday</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	1 N.L.M	2 K.K.S	3 L.M.B	4 B.S.D	5 I.M.D	6 I.H.A.S	7 G.A.M.A	8 A.M.M.H	9 G.A.M.A	10 S.A	11 J.A.S	12	Surveyor	SFA	Supt. Of Surveys	32	33	34	Holiday	<input checked="" type="checkbox"/>	
1 N.L.M	2 K.K.S	3 L.M.B																																	
4 B.S.D	5 I.M.D	6 I.H.A.S																																	
7 G.A.M.A	8 A.M.M.H	9 G.A.M.A																																	
10 S.A	11 J.A.S	12																																	
Surveyor	SFA	Supt. Of Surveys																																	
32	33	34																																	
Holiday	<input checked="" type="checkbox"/>																																		

Double click to edit Surveyor field

❖ **Edit “SFA” Field in Surveyor's Journal**

No. of SFA assigning for the day	Requisition No (SFA)	Clearing / Picketing / Landmarking / GPS monumentation	Assisting for Surveying or Levelling	Construction of BMM / LMM / CPP / Collecting information in field / Handing over allotments/Other	No. of km cleared	No. of lines picketed	No. of LMM/GPS monumentation/ BMM buried	No. of BMM/GPSS/ LMM/ CPP constructed	Whether. Fine = F wet or Windy=W	No. of km travelled-Foot	No. of km. travelled by vehicle	Vehicle No	Instrument No	How to fill coloumn 33 Write initials of SFA against these serial numbers Edit SFA																					
18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1"> <tr> <td>1 N.L.M</td> <td>2 K.K.S</td> <td>3 L.M.B</td> </tr> <tr> <td>4 B.S.D</td> <td>5 I.M.D</td> <td>6 I.H.A.S</td> </tr> <tr> <td>7 G.A.M.A</td> <td>8 A.M.M.H</td> <td>9 G.A.M.A</td> </tr> <tr> <td>10 S.A</td> <td>11 J.A.S</td> <td>12</td> </tr> </table> <p>If any SFA are assigned for the day, write their serial numbers in coloumn 33</p> <table border="1"> <tr> <td>Surveyor</td> <td>SFA</td> <td>Supt. Of Surveys</td> </tr> <tr> <td>32</td> <td>33</td> <td>34</td> </tr> <tr> <td>holiday</td> <td>1,2,4,7,9</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	1 N.L.M	2 K.K.S	3 L.M.B	4 B.S.D	5 I.M.D	6 I.H.A.S	7 G.A.M.A	8 A.M.M.H	9 G.A.M.A	10 S.A	11 J.A.S	12	Surveyor	SFA	Supt. Of Surveys	32	33	34	holiday	1,2,4,7,9	<input checked="" type="checkbox"/>
1 N.L.M	2 K.K.S	3 L.M.B																																	
4 B.S.D	5 I.M.D	6 I.H.A.S																																	
7 G.A.M.A	8 A.M.M.H	9 G.A.M.A																																	
10 S.A	11 J.A.S	12																																	
Surveyor	SFA	Supt. Of Surveys																																	
32	33	34																																	
holiday	1,2,4,7,9	<input checked="" type="checkbox"/>																																	

Double click to edit SFA field

❖ Edit “Initials of SFA” Fields in Surveyor's Journal

15	No. of lots Re-Plotting (R plot) / Screen digitizing (D) / CAD plan prepared (C)	16	No. of lots computations (Co) / Preparation TL (TL) / Tracing prepared (Tr) / Sketches prepared for GPS (S) (G)	17	Completing FE entries/ preparing requ.. File / Plan amendments given by SS or Sursess Pat X	18	No. of SFA assigning for the day	19	Requisition No. (SFA)	20	Clearing / Picketing / Landmarking / GPS monumentation	21	Assisting for Surveying or Levelling	22	Construction of BMM / LMM / CPP / Collecting information in field / Handing over allotments/Other	23	No. of km cleared	24	No. of lines picketed	25	No. of LMM/GPS monumentation/ BMM buried	26	No. of BMM/GPSS/ LMM/ CPP constructed	27	Whether. Fine = F wet or Windy =W	28	No. of km travelled-Root	29	No. of km. travelled by vehicle	30	Vehicle No	31	Instrument No	32	Surveyor	33	SFA	34	Supt. Of Surveys
----	--	----	---	----	---	----	----------------------------------	----	-----------------------	----	--	----	--------------------------------------	----	---	----	-------------------	----	-----------------------	----	--	----	---------------------------------------	----	-----------------------------------	----	--------------------------	----	---------------------------------	----	------------	----	---------------	----	----------	----	-----	----	------------------

Click here to edit Initials of SFA

SFA against ✕

Initials of SFA 1 <input style="width: 90%;" type="text" value="N.L.M"/>	Initials of SFA 2 <input style="width: 90%;" type="text" value="B.S.D"/>	Initials of SFA 3 <input style="width: 90%;" type="text" value="G.A.M.A"/>
Initials of SFA 4 <input style="width: 90%;" type="text" value="S.A"/>	Initials of SFA 5 <input style="width: 90%;" type="text" value="K.K.S"/>	Initials of SFA 6 <input style="width: 90%;" type="text" value="I.M.D"/>
Initials of SFA 7 <input style="width: 90%;" type="text" value="A.M.M.H"/>	Initials of SFA 8 <input style="width: 90%;" type="text" value="J.A.S"/>	Initials of SFA 9 <input style="width: 90%;" type="text" value="L.M.B"/>
Initials of SFA 10 <input style="width: 90%;" type="text" value="I.H.A.S"/>	Initials of SFA 11 <input style="width: 90%;" type="text" value="G.A.M.A"/>	Initials of SFA 12 <input style="width: 90%;" type="text"/>

User can add or edit Initials of Name of SFA and click “**Update Button**” save data.

Weekly Programme Report

Surveyor → Surveyor's e-Journal → Weekly Programme Report

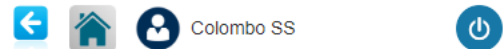
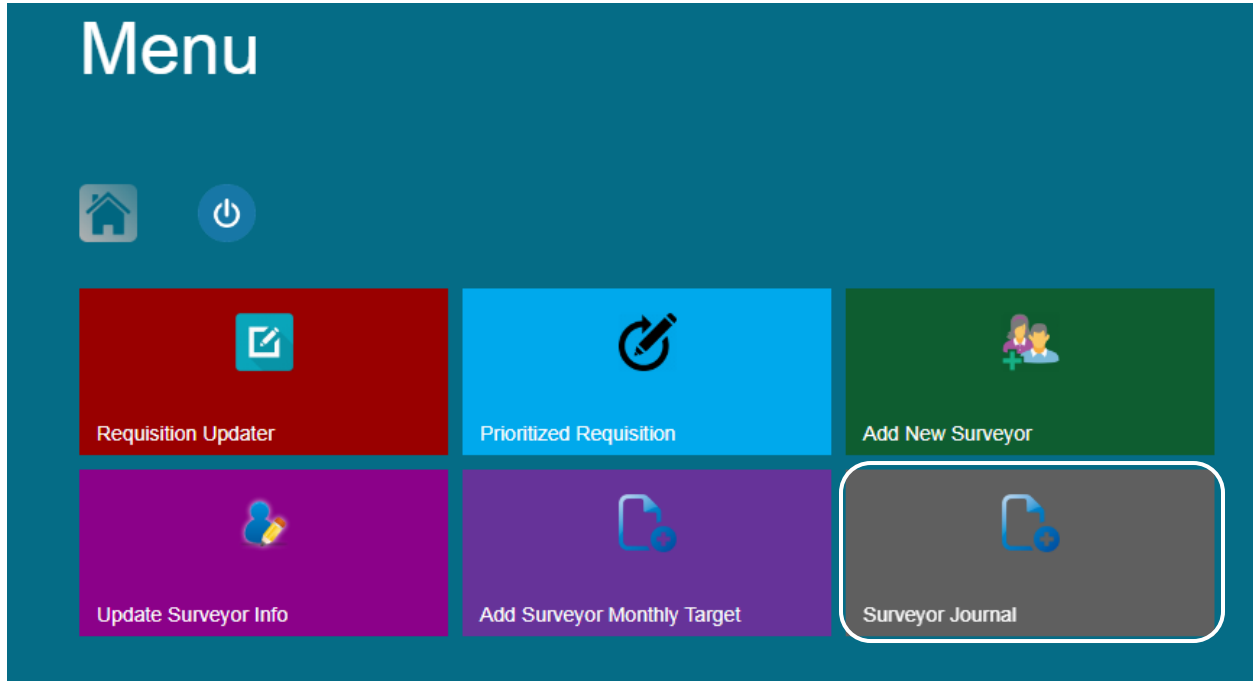
Programme for the Following Week Report

*double click SS's Note to edit

Surveyor			Requirements of Resources				Proposed duty to Survey Field Assistants		
Date	Req No	Programmed Work	A	B	C	D	Reqn No	Work to be Assigned	SS's Note
2022-11-08	GA/DSO/2022/119 GA/DSO/2022/119 GA/DSO/2022/119	testp	1233	Yes	Yes	200	GA/DSO/2022/160	test test test	ss note88
2022-11-09									
2022-11-10									
2022-11-11									
2022-11-12									
2022-11-13	GA/DSO/2022/119 GA/DSO/2022/41 GA/DSO/2022/41	testppp	100	Yes	No	1000	GA/DSO/2022/119	sfa test	9875
2022-11-14									
2022-11-15									
2022-11-16									
2022-11-17									
2022-11-18									
2022-11-19									
2022-11-20									
2022-11-21									
2022-11-22									
2022-11-23									

Surveyor Journal - SS View

Divisional Survey Office → Surveyor Journal



Click here to view Journal Report

Employee No	Name	Surveyor Journal	Programme for the Following Week
7787	S. Jasodha	View Journal Report	View Weekly Work Plan
8140	C.Surendra	View Journal Report	View Weekly Work Plan
8144	T.Jesinthiran	View Journal Report	View Weekly Work Plan
8135	R.R.Yogatheepan	View Journal Report	View Weekly Work Plan
8752	P.K.Shamala	View Journal Report	View Weekly Work Plan
11072	B.Piratheeparaj	View Journal Report	View Weekly Work Plan
11058	A.Pirnavan	View Journal Report	View Weekly Work Plan

Click here to view Weekly Work Plan

❖ **Edit “Supt. of Surveys” Field in Surveyor's Journal**

Divisional Survey Office → Surveyor Journal → View Journal Report

No. of SFA assigning for the day	Requisition No (SFA)	Clearing / Picketing / Landmarking / GPS monumentation	Assisting for Surveying or Levelling	Construction of BMM / LMM / CPP / Collecting information in field / Handling over allotments / Other	No. of km cleared	No. of lines picketed	No. of LMM/GPS monumentation/BMM buried	No. of BMM/GPSS/ LMM/ CPP constructed	Whether. Fine = F wet or Windy=W	No. of km travelled-Foot	No. of km. travelled by vehicle	Vehicle No	Instrument No	How to fill column 33 Write initials of SFA against these serial numbers 1 N.L.M 2 K.K.S 3 L.M.B 4 B.S.D 5 I.M.D 6 I.H.A.S 7 G.A.M.A 8 A.M.M.H 9 G.A.M.A 10 S.A 11 J.A.S 12 If any SFA are assigned for the day, write their serial numbers in column 33		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
															Approved	✓

Double click to edit Supt. of Surveys

❖ **Edit “SS Note” Field in Weekly Work Plan**

Divisional Survey Office → Surveyor Journal → View Weekly Work Plan

B = If Total station required on this day write "Yes"

D = No of Km estimated to travel on this day by dept.vehicle

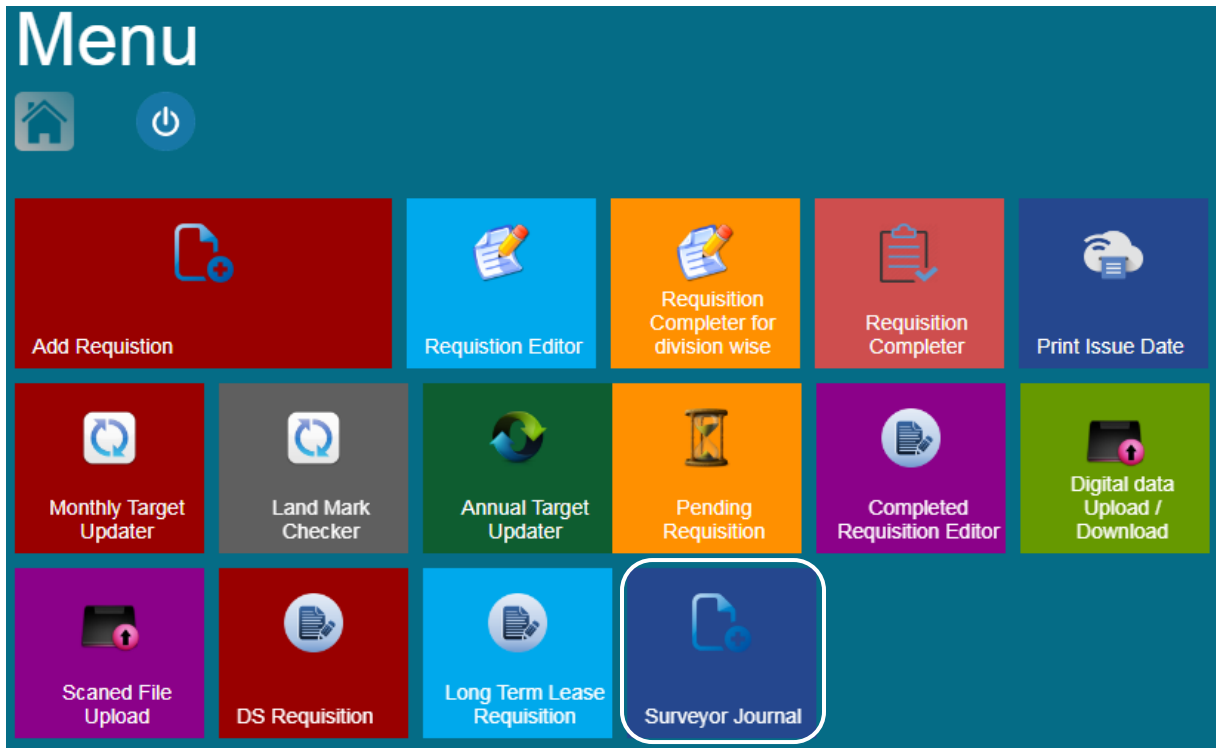
*double click **SS's Note** to edit

Requirements of Resources			Proposed duty to Survey Field Assistants		
B	C	D	Reqn No	Work to be Assigned	SS's Note
					Test SS note ✓
				Holiday	

Double click to edit SS's Note

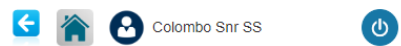
Surveyor Journal – Snr SS View

District Survey Office → Surveyor Journal



Division:

Select Division and find surveyors



Click here to view Journal Report

Employee No	Name	Surveyor Journal	Programme for the Following Week
7787	S. Jasodha	View Journal Report	View Weekly Work Plan
8140	C.Surendra	View Journal Report	View Weekly Work Plan
8144	T.Jesinthiran	View Journal Report	View Weekly Work Plan
8135	R.R.Yogatheepan	View Journal Report	View Weekly Work Plan
8752	P.K.Shamala	View Journal Report	View Weekly Work Plan
11072	B.Piratheeparaj	View Journal Report	View Weekly Work Plan
11058	A.Pirnavan	View Journal Report	View Weekly Work Plan

Click here to view Weekly Work Plan