

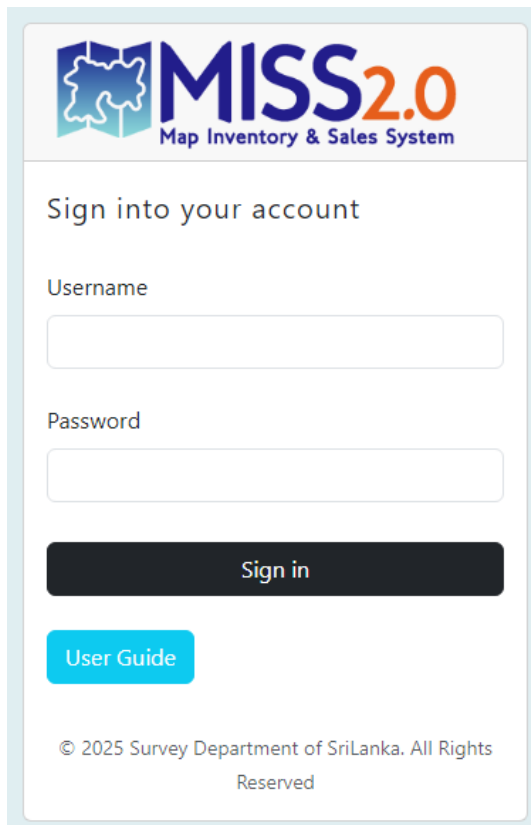


User Guide for Map Inventory & Sales System v2.0



Survey Department of Sri Lanka

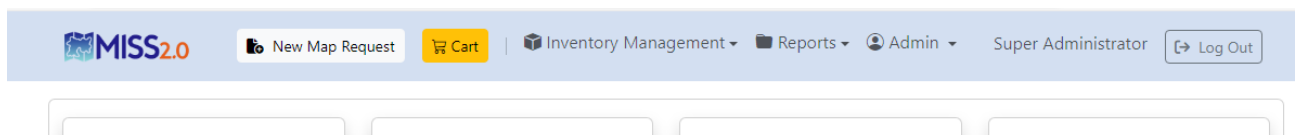
User Login



The login page for the MISS 2.0 system. It features the MISS 2.0 logo at the top, which includes a map icon and the text 'MISS 2.0 Map Inventory & Sales System'. Below the logo, the text 'Sign into your account' is displayed. There are two input fields: 'Username' and 'Password'. A dark blue 'Sign in' button is positioned below the password field. A light blue 'User Guide' button is located below the 'Sign in' button. At the bottom, the copyright notice '© 2025 Survey Department of Sri Lanka. All Rights Reserved' is shown.

1. You must have a provided Username and Password to log in to the system.
Without these credentials, you will not be able to access it.
If you need access, please contact the **Super Admin (Snr. SS Mapping)** for assistance.

2. When you Enter to the System Menu will display as follows



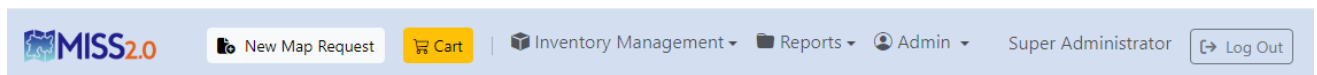
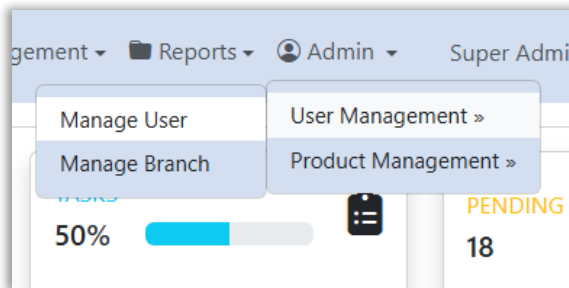
- **New Map Request** – Directs you to process map sales for customers.
- **Cart** – Takes you to the respective cart.
- **Inventory Management** – Provides access to all stock management functions.
- **Reports** – Allows you to generate various types of reports.
- **Admin/Map Details** – The content displayed here may vary depending on the login credentials. It provides access to user and map management functions.
- Next Displays the type of logged-in user
- **Log Out** – Allows you to log out of the system

Supper Admin Credentials

1. User Management

Displays all system user details and allows you to edit or delete users and create new users.

Admin → User Management → Manage User



User Management

Create New User

#	ID	Name	Designation	Email	Mobile	Branch Name	Username	Role	Status	Created	Actions
1	10001	Super Administrator	Administration	admin@localhost	01122123456	HO / Administration	admin	Admin User	Active	2024-07-31	
2	9421	Hasitha_Test	MTO	hasitha@gmail.com	0712754435	HO / Map Sales Center	user	Standard User	Active	2024-08-02	
3	1234	Litho_user_test	MTO	litho@gmail.com	0712754435	HO / Litho Branch	user_litho	Standard User	Active	2024-08-02	
4	123	Gampaha_user	MTO	hasitha1@gmail.com	Not Available	DOS / Gampaha	user_gampaha	Standard User	Active	2024-09-02	

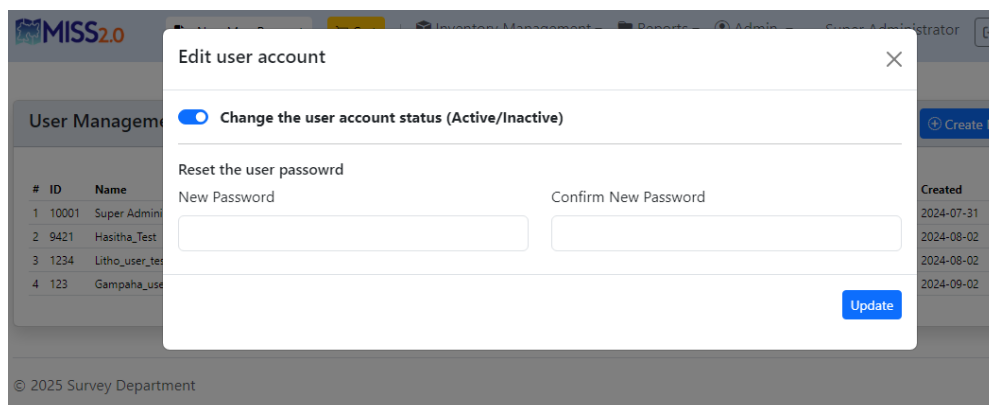
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Edit User



- Allows changing the user account status – Set the status to Active or Inactive.
- Allows resetting the user password – Enables password reset for users.



Create User

+ Create New User

Create new user

MISS2.0

Inventory Management

Reports

Admin

Super Administrator

Log Out

User Management

#	ID	Name
1	10001	Super Admin
2	9421	Hasitha_Test
3	1234	Litho_user_test
4	123	Gampaha_user

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+ Create New User

Created	Actions
2024-07-31	
2024-08-02	
2024-08-02	
2024-09-02	

Home

Create new user account

Employee Full Name

Employee Number

Employee Designation

Email address

Mobile Number

Office Type

- Select -

Office

- Select a Office Type -

User Role

- Select -

Username

Password

Confirm Password

Register

2. Branch Management

Admin → User Management → Manage Branch

Display all the Branch Details and allows you to create new branch or delete the current Sale Centre

Branch Management

⊕ Create New Branch

#	Branch ID	Branch Name	Branch Type	Actions
1	100	HO	Map Sales Centre	🗑
2	010	ISM	ISM	🗑
3	028	DSO	Ampara	🗑
4	011	DSO	Anuradhapura	🗑
5	071	DSO	Badulla	🗑
6	027	DSO	Batticaloa	🗑
7	052	DSO	Colombo	🗑
8	081	DSO	Galle	🗑
9	083	DSO	Hambantota	🗑
10	091	DSO	Jaffna	🗑
11	053	DSO	Kalutara	🗑
12	032	DSO	Kandy	🗑
13	061	DSO	Kegalle	🗑
14	092	DSO	Kilinochchi	🗑
15	042	DSO	Kurunegala	🗑
16	094	DSO	Mannar	🗑
17	031	DSO	Matale	🗑
18	082	DSO	Matara	🗑
19	093	DSO	Mullathivu	🗑
20	072	DSO	Monaragala	🗑
21	033	DSO	Nuwaraeliya	🗑
22	012	DSO	Polonnaruwa	🗑
23	041	DSO	Puttalam	🗑
24	026	DSO	Trincomalee	🗑
25	095	DSO	Vavuniya	🗑
26	051	DSO	Gampaha	🗑
27	062	DSO	Ratnapura	🗑

Activate Windows
Go to Settings to activate Windows.

Create New Branch

⊕ Create New Branch

Create new branch

Branch Name

Branch ID

Office Type

- Select -

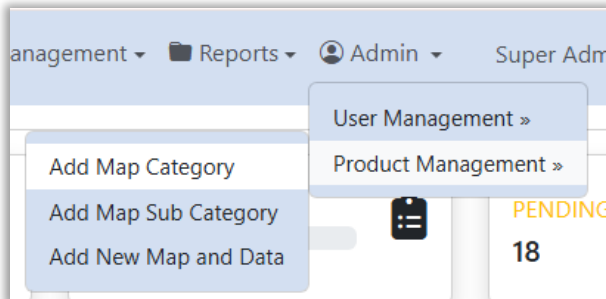
Register

Branch Types: Head Office, DSO, ISM

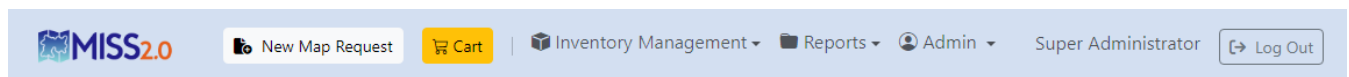
Product Management

1. Add Map Category

Admin → Product Management → Add Map Category



View existing map categories, add new categories, and edit existing ones



Map Category Management				+ Add New Category
#	ID	Name	Action	
1	1	City & Town Maps	Edit	
2	2	Base & Administrative Maps	Edit	
3	3	Road Maps	Edit	
4	4	Educational Maps	Edit	
5	5	Topographical Maps	Edit	
6	6	Tourist Maps	Edit	
7	7	National Atlas	Edit	
8	8	Other Maps	Edit	
9	9	LIDAR Data	Edit	
10	10	Aerial Photographs	Edit	
11	11	Topographical Data	Edit	
12	12	Town Map Data	Edit	

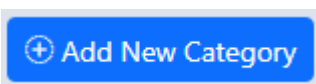


Edit Map Category - Edit the Map Category details



The screenshot shows a modal window titled "Edit Map Category" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Select Category Type" with a dropdown arrow, and "Category Name" containing the text "City & Town Maps". At the bottom right of the modal are two buttons: "Close" (grey) and "Save" (blue).

Add New Category



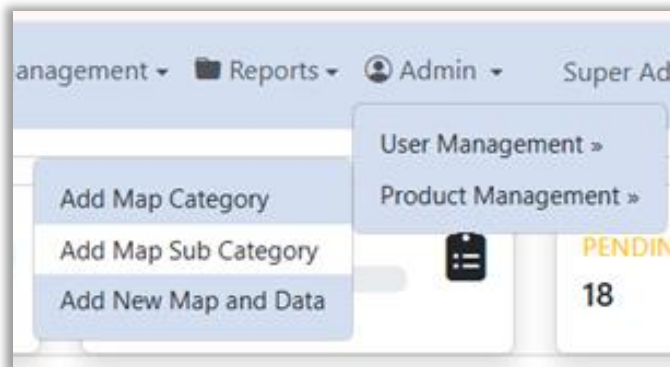
The screenshot shows a modal window titled "Add New Map Category" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Select Category Type" with a dropdown arrow showing "- Select -", and "Category Name" which is empty. At the bottom right of the modal are two buttons: "Close" (grey) and "Add" (blue).

Select Category Type – Litho Printed, Digital Data

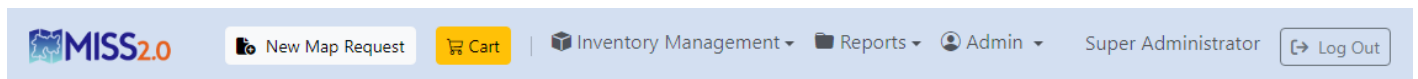
Category Name – Give new map category name

2. Add Map Sub Category

Admin → Product Management → Add Map Sub Category



View existing map sub categories, add new sub categories, and edit existing ones



Map Sub Category Management					+ Add New Sub Category
10	entries per page	Search:			
#	Category Name	ID	Sub Category Name	Action	
1	City & Town Maps	2	Main Town of District	Edit	
2	City & Town Maps	3	Other Town	Edit	
3	Base & Administrative Maps	4	Sri Lanka Index Map	Edit	
4	Base & Administrative Maps	5	Sri Lanka (Gray Colour Base Map)	Edit	
5	Base & Administrative Maps	6	District Map (1st Edition)	Edit	
6	Base & Administrative Maps	7	District Map (2nd Edition)	Edit	
7	Road Maps	8	Road Map of Sri Lanka	Edit	
8	Road Maps	9	Traveller Map of Sri Lanka	Edit	
9	Road Maps	10	Road & Town Atlas (Booklet)	Edit	
10	Road Maps	11	A-Z Colombo (Booklet)	Edit	
Showing 1 to 10 of 33 entries					<< < 1 2 3 4 > >>



Edit Map Sub Category - Edit the Map Sub Category details



Edit Sub Category [Close]

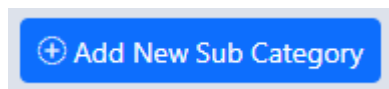
Select Category: City & Town Maps

Subcategory Name: Main Town of District

[Close] [Save]

3 Base & Administrative Maps 4 Sri Lanka Index Map

Add New Category



Add New Sub Category [Close]

Select Category: -Select-

Subcategory Name:

[Close] [Add]

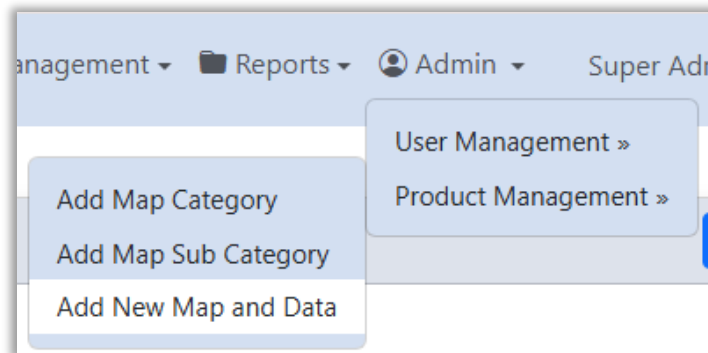
3 Base & Administrative Maps 4 Sri Lanka Index Map

Select Category – Select the Map Category

Subcategory Name – Give new map sub category name

3. Add New Map And Data

Admin → Product Management → Add New Map and Data



View existing map and data details, add new map or digital data, and edit/delete existing ones

New Map Request | Inventory Management ▾ Reports ▾ Admin ▾ Super Administrator [Log Out](#)

Map and Data Management [Add New Map or Data](#)

10 ▾ entries per page

Search:

#	Category Name	Sub Category Name	Product	Sheet No	Name	Unit Price	Year	Medium	size	Remarks	Action
1	Road Maps	Road Map of Sri Lanka	Customer Requested Maps		Road Map of Sri Lanka Image - Sinhala	1000.00	2023	Sinhala	30 * 40	Image	Edit Delete
2	Road Maps	Road Map of Sri Lanka	Customer Requested Maps		Road Map of Sri Lanka Flex Print - Sinhala	1000.00	2023	Sinhala	3 * 2	Flex print	Edit Delete
3	Other Maps	Other	Customer Requested Maps		Customized Maps	1.00					Edit Delete
4	LIDAR Data	DEM	Digital Data		1*1 - Interactive Editing	150.00				price - per sq.km	Edit Delete
5	LIDAR Data	DEM	Digital Data		2*2 - Interactive Editing	150.00				price - per sq.km	Edit Delete
6	LIDAR Data	DEM	Digital Data		2*2 - Automatic Filtering	100.00				price - per sq.km	Edit Delete
7	LIDAR Data	DEM	Digital Data		Test	500.00		English			Edit Delete
8	City & Town Maps	Main Town of District	Litho Printed Maps	01	Galle	300.00	2017	English			Edit Delete
9	City & Town Maps	Main Town of District	Litho Printed Maps	10	Kurunegala	300.00	2017	English			Edit Delete
10	City & Town Maps	Main Town of District	Litho Printed Maps	11	Anuradhapura	300.00	2017	English			Edit Delete

Showing 1 to 10 of 104 entries

[«](#) [<](#) **1** [2](#) [3](#) [4](#) [5](#) [...](#) [11](#) [>](#) [»](#)



Inventory Management

Reports

Admin

Super Administ

✕

Edit Maps or Data

Select Category

City & Town Maps

Select Sub Category

Main Town of District

Select Product

Customer Requested Maps

▼

Sheet No.

25

Name

Main Town of District - .jpg Image

Scale

1:15,000

Unit Price

1800.00

Published Year

2020

Medium

English

▼

Size

Remarks

.jpg

Close

Save

Add New Map or Data

+ Add New Map or Data

Add New Map or Data

Select Category

- Select -

Select Sub Category

- Select a Map Category First -

Select Product

- Select -

Sheet No.

Name

Scale

Unit Price

Published Year

Medium

- Select -

size

Remarks

Close

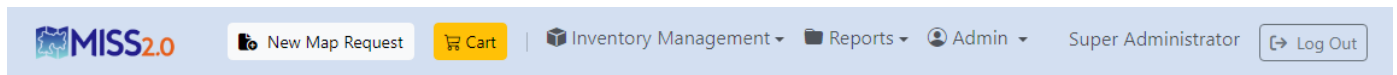
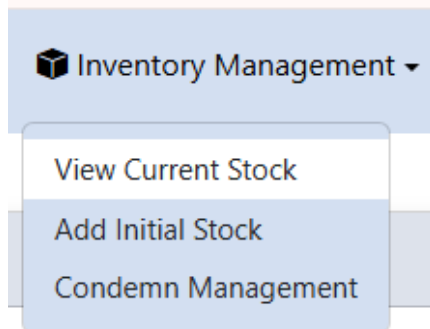
Add

Inventory Management

1. View Current Stock

[Inventory Management](#) → [View Current Stock](#)

View the current stock by category and branch



Current Map Stock

- Slect Branch - ▾

- Select Map Category - ▾

- Select a Map Category First - ▾

Submit

Clear

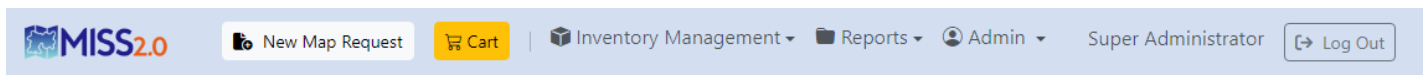
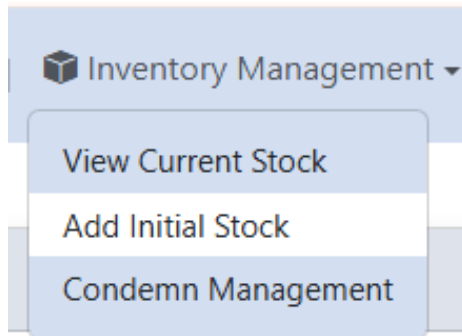


To view the current stock, select the respective branch, category, and subcategory.

2. Add Initial Stock – This is a one-time Credential

Inventory Management → Add Initial Stock

Add Initial stock to the sale centers.



Add Initial Map Stock

- Slect Branch - - Select Map Category - - Select a Map Category First - Submit Clear



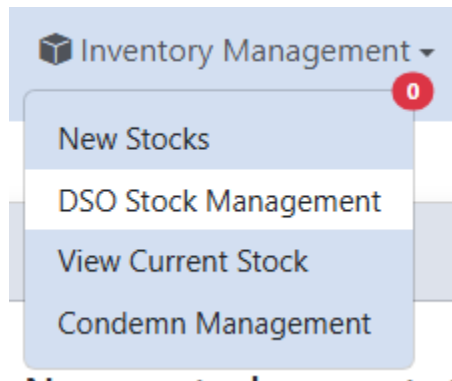
- These are the specific credentials for the Super Admin. Other user credentials are also accessible to the Super Admin.

Map Sale Centre User Credentials

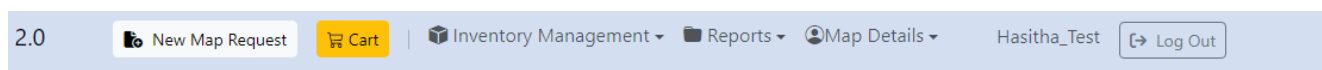
There are **two** specific credentials for the Map Sale Centre.

1. DSO Stock Management

Inventory Management → DSO Stock Management



Allows to manage new stock requests from ISM and Other Sale Centers



DSO/ISM Stock Management										
10 entries per page					Search:					
#	Centre Name	Map Category	Map Sub Category	Map Name	Requested Date	Requested Stock Count	Available Stock	Approved Stock Count	Remark	Action
1	Gampaha	City & Town Maps	Main Town of District	Galle	2024-12-16 10:26:24	10	10			☐ ☐
Showing 1 to 1 of 1 entry										« 1 »

vey Department

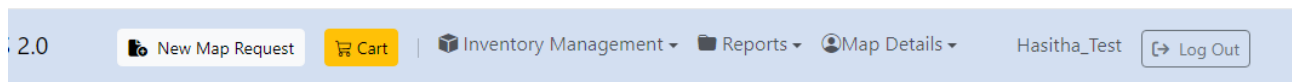
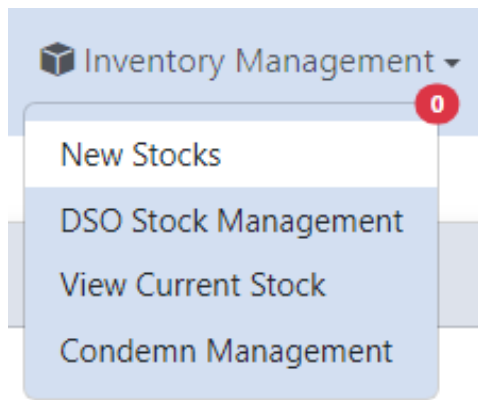


You can enter the approved stock count and set remarks or take the action as reject the request with the remarks.

2. New Stock

Inventory Management → New Stock

Allows to approve new stock from Litho Branch



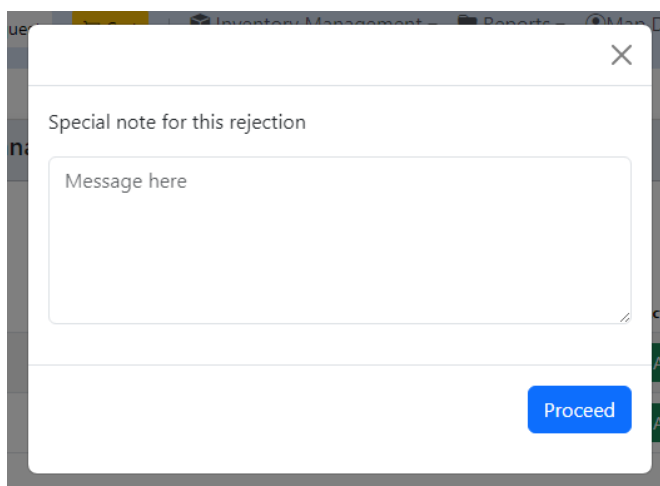
Map Sales Stock Management					
Approve a New Stock from Litho					
#	Map Category	Map Sub Category	Name	Stock Count	Action
1	City & Town Maps	Main Town of District	Hambantota	10	<button>Accept</button> <button>Reject</button>
2	City & Town Maps	Main Town of District	Badulla	10	<button>Accept</button> <button>Reject</button>

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You Can Accept or Reject the stock from Litho Branch.

When Reject you should add a reason for the rejection.

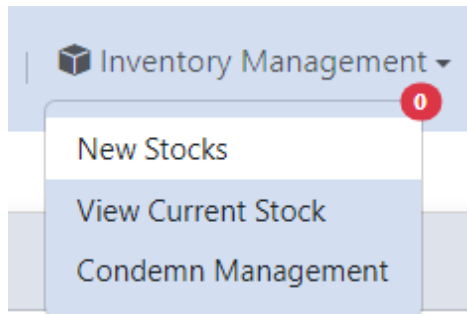


ISM and Other User Specific Credentials

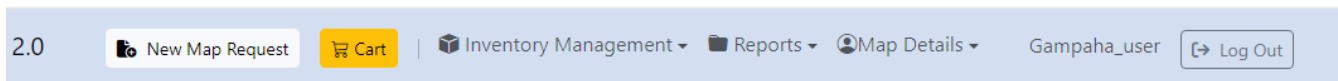
There is a **one** specific credentials for the ISM and Other Sale Centers.

1. New Stock

Inventory Management → New Stock



This allows to request new map stocks from Map Sale Centre



Request a New Stock

Gampaha

- Select Map Category -

- Select a Map Category f

Click Next

Submitted Map Requests Status

10 entries per page

Search:

#	Centre Name	Map Category	Map Sub Category	Map Name	Requested Date	Requested Stock Count	Status	Approved Stock Count	Remark	Action
1	Gampaha	City & Town Maps	Main Town of District	Galle	2024-12-16 10:26:24	10	Pending Approve	0		

Showing 1 to 1 of 1 entry

<< < 1 > >>

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- **Request a New Stock** – Allows to request new stock from MSC
- **Submitted Map Request Status** – View details and status of the request (Pending or Approved). And allows to get action after manually count the received maps (accept/condemn)

Submitted Map Requests Status										
10 entries per page		Search:								
#	Centre Name	Map Category	Map Sub Category	Map Name	Requested Date	Requested Stock Count	Status	Approved Stock Count	Remark	Action
1	Gampaha	City & Town Maps	Main Town of District	Galle	2024-12-16 10:26:24	10	Pending Receive	10	test	
Showing 1 to 1 of 1 entry										
<< < 1 > >>										

Action – Accept or Condemn

Accept / Condemn the Map Lot

Accept Count

0

Accept Reason

Condemn Count

0

Condemn Reason

Update

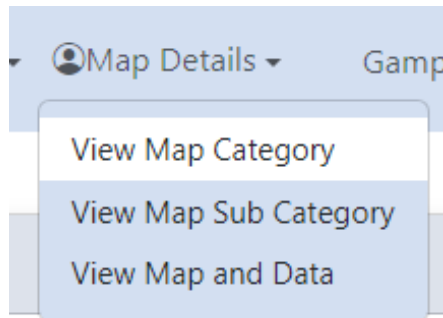
Add Accept Count or Condemn Count and the reason.

All User Credentials

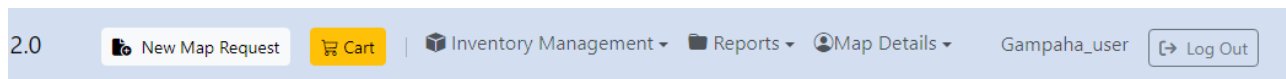
These credentials provide access to all users except for the Litho users.

1. View Map Category

Map Details → View Map Category



Allows viewing all existing map categories

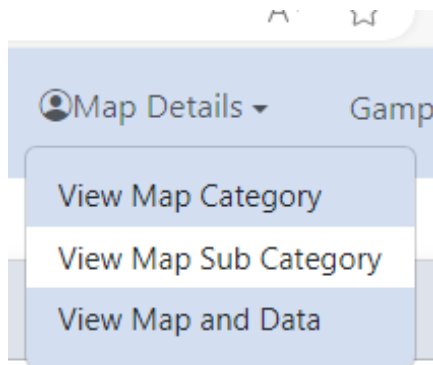


Map Category Management			
#	ID	Name	Action
1	1	City & Town Maps	
2	2	Base & Administrative Maps	
3	3	Road Maps	
4	4	Educational Maps	
5	5	Topographical Maps	
6	6	Tourist Maps	
7	7	National Atlas	
8	8	Other Maps	
9	9	LIDAR Data	
10	10	Aerial Photographs	
11	11	Topographical Data	
12	12	Town Map Data	



2. View Map Sub Category

Map Details → View Map Sub Category



Allows viewing all existing map sub categories

Map Sub Category Management

10 entries per page

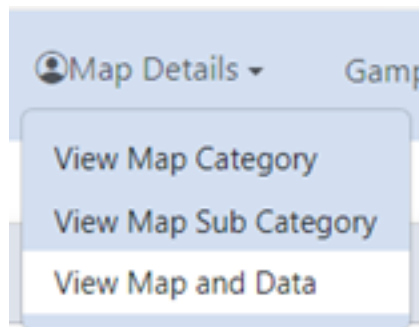
Search:

#	Category Name	ID	Sub Category Name	Action
1	City & Town Maps	2	Main Town of District	
2	City & Town Maps	3	Other Town	
3	Base & Administrative Maps	4	Sri Lanka Index Map	
4	Base & Administrative Maps	5	Sri Lanka (Gray Colour Base Map)	
5	Base & Administrative Maps	6	District Map (1st Edition)	
6	Base & Administrative Maps	7	District Map (2nd Edition)	
7	Road Maps	8	Road Map of Sri Lanka	
8	Road Maps	9	Traveller Map of Sri Lanka	
9	Road Maps	10	Road & Town Atlas (Booklet)	
10	Road Maps	11	A-Z Colombo (Booklet)	

Showing 1 to 10 of 33 entries

3. View Map And Data

Map Details → View Map And Data



Allows viewing all existing map and digital data.

 [New Map Request](#) [Cart](#) | [Inventory Management](#) [Reports](#) [Map Details](#) [Hasitha_Test](#) [Log Out](#)

Map and Data Management

10 entries per page Search:

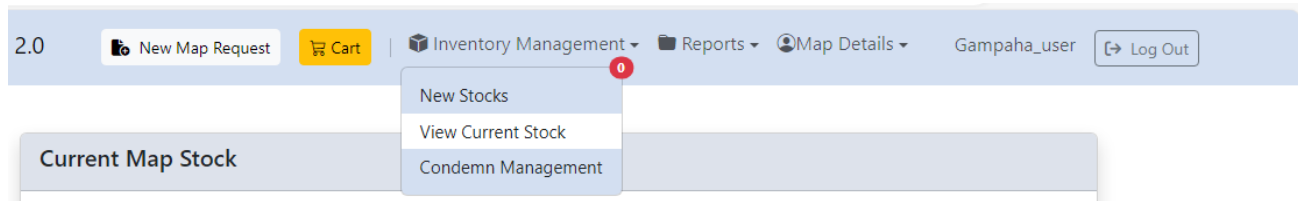
#	Category Name	Sub Category Name	Product	Sheet No	Name	Unit Price	Year	Medium	size	Remarks	Action
1	Road Maps	Road Map of Sri Lanka	Customer Requested Maps		Road Map of Sri Lanka Image - Sinhala	1000.00	2023	Sinhala	30 * 40	Image	
2	Road Maps	Road Map of Sri Lanka	Customer Requested Maps		Road Map of Sri Lanka Flex Print - Sinhala	1000.00	2023	Sinhala	3 * 2	Flex print	
3	Other Maps	Other	Customer Requested Maps		Customized Maps	1.00					
4	LIDAR Data	DEM	Digital Data		1*1 - Interactive Editing	150.00				price - per sq.km	
5	LIDAR Data	DEM	Digital Data		2*2 - Interactive Editing	150.00				price - per sq.km	
6	LIDAR Data	DEM	Digital Data		2*2 - Automatic Filtering	100.00				price - per sq.km	
7	LIDAR Data	DEM	Digital Data		Test	500.00		English			
8	City & Town Maps	Main Town of District	Litho Printed Maps	01	Galle	300.00	2017	English			
9	City & Town Maps	Main Town of District	Litho Printed Maps	10	Kurunegala	300.00	2017	English			
10	City & Town Maps	Main Town of District	Litho Printed Maps	11	Anuradhapura	300.00	2017	English			

Showing 1 to 10 of 104 entries « < 1 2 3 4 5 ... 11 > »



4. View Current Stock

Inventory Management → View Current Stock



Allows to check your Sale Centre current stock

A screenshot of the 'Current Map Stock' form. The form has a title bar 'Current Map Stock'. Below it, there are three dropdown menus: the first is set to 'Gampaha', the second is '- Select Map Category -', and the third is '- Select a Map Category First -'. To the right of these are two buttons: 'Submit' (blue) and 'Clear' (red). At the bottom left of the page, there is a footer with the text 'ey Department' and a home icon.

Select Map Category and Sub Category to view the current stock.

Map Sales Process

[New Map Request](#)[Inventory Management](#)[Reports](#)[Map Details](#)

Click this 'New Map Request' button to register the customer.

Customer Registration

Select Map Type	- Select -	
Name	Name	
Organization	Organization Name	
Address	Private Address	Official Address
Telephone/Mobile	Private	Official
E-mail	example@email.com	
Purpose of use		
Date	mm/dd/yyyy	
NIC	National Identity Card	
Next		



Select Type – Choose either 'Large Scale' or 'Other Maps' based on the scale requested by the customer.

- If you select 'Large Scale,' the remaining fields are mandatory.
- If you select 'Other Maps,' only the Name and Date fields are required.

Then Click 'Next'

Customer details ✕ Clear

Name	test	
Organization		
Address		
Telephone/Mobile		
E-mail		
Purpose of use		
Date	01/02/2025	
Map Type	otherMaps	
NIC		

Select Map Product

Select Map Product - Select - Next

- Select -

Litho Printed Maps

Customer Requested Maps

Digital Data

Special Customized Maps

- Select -

Then select the map product type and click 'Next'

Name	test	
Organization		
Address		
Telephone/Mobile		
E-mail		
Purpose of use		
Date	01/02/2025	
Map Type	otherMaps	
NIC		

Select Map Product

Select Map Product

Litho Printed Maps

▼

Next

Select Map Category

- Select -

▼

Select Map Type

- Select a Map Category First -

▼

Then select the Map Category and Subcategory. This will display the relevant map list with its stock count as follows.

Select Map Product

Select Map Product

Litho Printed Maps

Next

Select Map Category

City & Town Maps

Select Map Type

Main Town of District

Search by sheet number

Search by sheet name

☐	Sheet No	Sheet Name	Stock	Order Count
☐	01	Galle	0	
☐	02	Matara	315	
☐	03	Hambantota	0	
☐	04	Kandy	15	
☐	05	Matale	0	
☐	06	Nuwara Eliya	100	
☐	07	Badulla	0	
☐	08	Monaragala	0	
☐	09	Puttalam	0	
☐	10	Kurunegala	0	
☐	11	Anuradhapura	0	
☐	12	Polonnaruwa	0	
☐	13	Ratnapura	0	
☐	14	Kagalle	0	
☐	15	Trincomalee	0	
☐	16	Batticaloa	100	
☐	17	Ampara	0	
☐	18	Jaffna	0	
☐	19	Mannar	0	
☐	20	Vavunia	0	
☐	21	Mullaitivu	0	
☐	22	Kilinochchi	0	
☐	23	Gampaha	0	
☐	24	Kalutara	0	
☐	25	City of Colombo	0	

Add to Cart

- Click the checkboxes on the left to unlock the order count and enter the quantity you wish to add to the cart.

Select Map Product

Litho Printed Maps

Next

Select Map Category

City & Town Maps

Select Map Type

Main Town of District

Search by sheet number

Search by sheet name

	Sheet No	Sheet Name	Stock	Order Count
☐	01	Galle	0	
☒	02	Matara	315	1
☐	03	Hambantota	0	
☒	04	Kandy	15	2
☐	05	Matale	0	
☐	06	Nuwara Eliya	100	

- To select all sheets at once, click the checkbox at the top left.
- You can search for a sheet by its number or name by entering the sheet number or name in the search boxes at the top of the list.
- Then Click 'Add to Cart' at the right bottom.

You can add any map or data repeatedly before proceeding to the cart.

Cart



Click the 'Cart' button to view the cart after adding all the necessary maps and data.

Customer Details

Name	test		
Organization			
Address			
Telephone/Mobile			
E-mail			
Purpose of Use			
Date	01/02/2025		
Map Type	otherMaps		
NIC			

Customer Order Details

#	Action	Product Type	Product Name	Sheet No	Qty	Unit Price	Discount	Special Discount	Total
1		Litho Printed	Matara	02	1	300.00	0 (0%)	0	300.00
2		Litho Printed	Kandy	04	2	300.00	0 (0%)	0	600.00

Special Note for this order:

Message here

Sub Total : Rs. 900.00

Shipping : Rs. 0.00

Tax(18%) : Rs. 0.00

Amount : Rs. 900.00

[+ Add Products](#)[Free Issue](#)

☐ This is a Quotation only

[Proceed →](#)

You can see the customer details and Customer order details in the cart.

Customer Order Details

#	Action	Product Type	Product Name	Sheet No	Qty	Unit Price	Discount	Special Discount	Total
1		Litho Printed	Matara	02	1	300.00	0 (0%)	0	300.00
2		Litho Printed	Kandy	04	2	300.00	0 (0%)	0	600.00

Special Note for this order:

Message here

Sub Total : **Rs. 900.00**

Shipping : **Rs. 0.00**

Tax(18%) : **Rs. 0.00**

Amount : Rs. 900.00

+ Add Products

 Free Issue

☐ This is a Quotation only

Proceed →

- You can remove products if needed by clicking the red bin icon.
- All standard VAT and discounts are already applied. If you need to add a special discount, it can be added in the special discount field.
- To add more products to the cart or increase the product quantity, click the blue button at the bottom left.
- If this is a free issue, click the yellow button and add a special note.
- Press the "Proceed" button to complete the purchase, and you can download the PDF receipt.
- If this is a quotation only, check the box and click the "Proceed" button to view the quotation. You can download the quotation.