

# Fleet Management System



User Manual  
Version 2.2

## Introduction

The Fleet Management System effectively supports to manage the fleet of vehicles at the Ministries and other departments and institutes under their preview.

This application is developed in modular basis in order to assure the maintainability, scalability and interoperability with other applications used if any. Access to each module can be assigned to the respective users or operational units who are responsible in managing the module and related functions. In addition, the application will be managed centrally according to the user hierarchy and assigned roles to the users at the different hierarchical levels.

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## Introduction to use this manual

This manual contains several types of bullets, which are used to categorize different types of information

Icon	Type
	Note
	Tip
	Step
	Category
	Link

***Important: You can redirect to the previous location after navigating to somewhere else in this manual by selecting the topic of the location you navigated.***

## Basic Information

### Primary buttons used in the system

- Add Button



This button can be seen in almost every module as it is the primary button which uses to add records to the system

- Search Button



This button can be seen almost in every registry which helps to search records from a list of records

- ② Guidance on using the search button is given under [how to search a record](#) which is discussed later

- Download Button



This button can be seen in modules where we can download a form

➤ Update button



There are two types of update buttons. This button can be seen when we view a certain record in a registry

➤ View Button



There are two types of view buttons. This button can be seen when we update a certain record in a registry [Note the difference between update and view buttons]

- ❓ Other types of view/update buttons are discussed later under topic

[How to view/update/delete a record](#)

- 💡 Button name will be displayed once you have moved the cursor to the button

➤ Select Vehicle Button



This icon can be found in modules such as maintenance where we need to select a vehicle to go to the next step of the procedure

### What does the red asterisk [\*] mean?

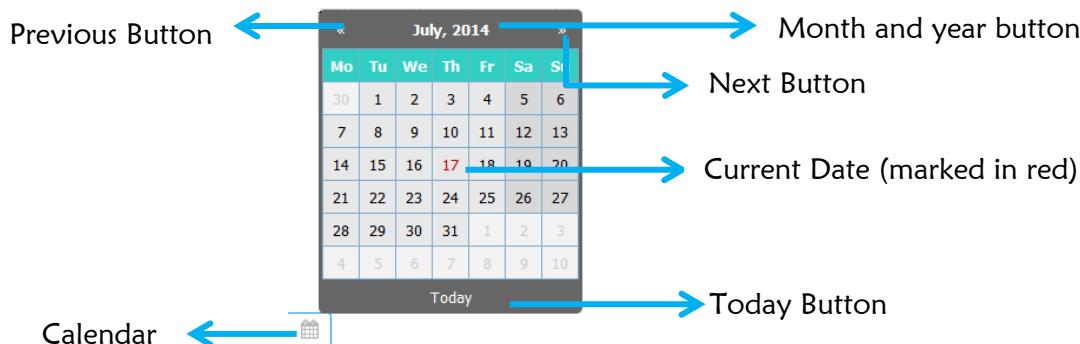
You will find \* mark in every **mandatory** field in each form next to the field name which implies you cannot save the record without filling those fields.

Once you try to save the record without filling one or more mandatory fields errors will display saying "**field name** cannot be blank", and record won't be saved.

## How to select a date using a date-picker



A date should be selected from a date-picker and in every field where a date needs to be mentioned, there is an image of a calendar (circled in red)



Current month will be displayed by default and current date will be marked in red

- ❖ If the date is today: Click on the calendar mark and then click on the "Today" button to select.
- ❖ If the date is in this month: Select the date
- ❖ If the date is in a different month
  - ❖ Click on the "Month and year button"
  - ❖ Then months will appear as displayed below



- ❖ Select the month and then select the date as usual.

You can use previous and next buttons to move to previous/next years.

- ❖ If the date is in a year other than the previous/next year
  - ❖ Click on the month and year button
  - ❖ When months appear click the same button again
  - ❖ Years within a range of 12 years will be displayed to select

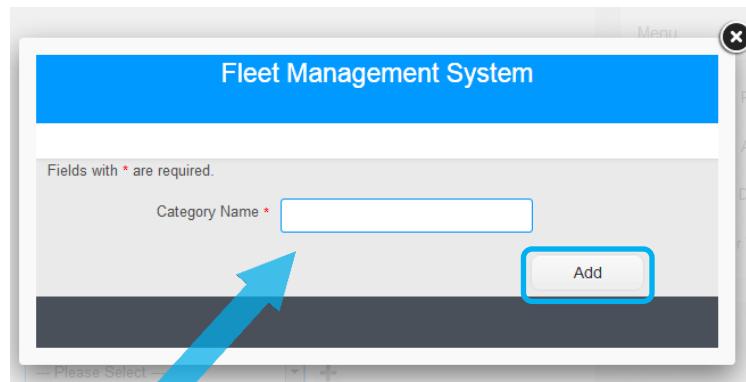


- ❖ Select the year from the list or use the previous/next buttons to move to the correct range to select the year

## How to add data to a dropdown list

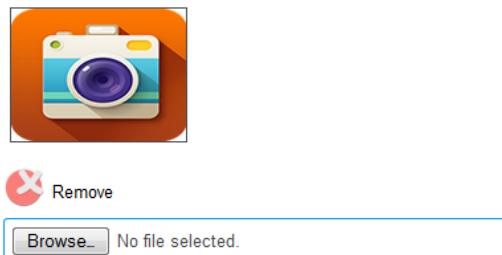


- ❖ Click on the plus mark circled in blue.

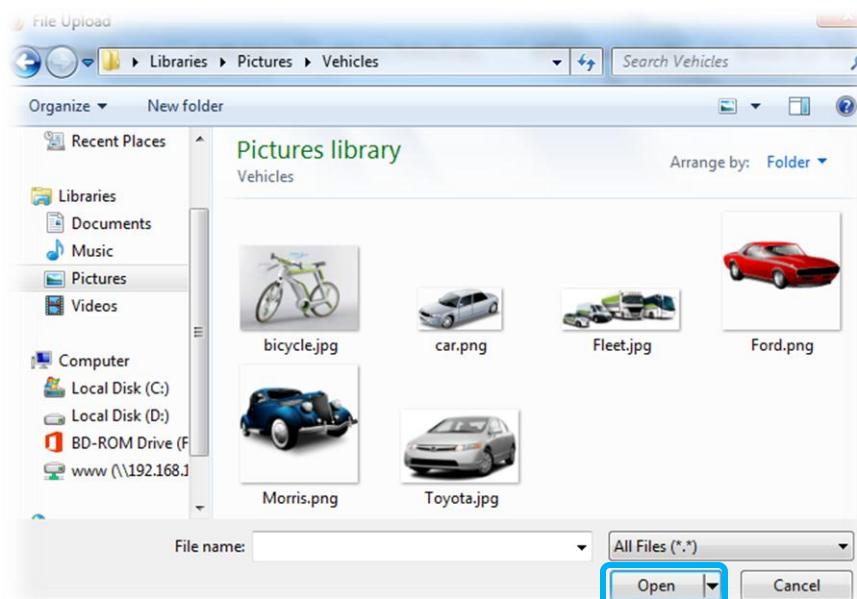


- ❖ Fill all mandatory fields [marked in \*] required to be filled in the dialog box which appears.
- ❖ Then click "Add" button. (Outlined in blue)

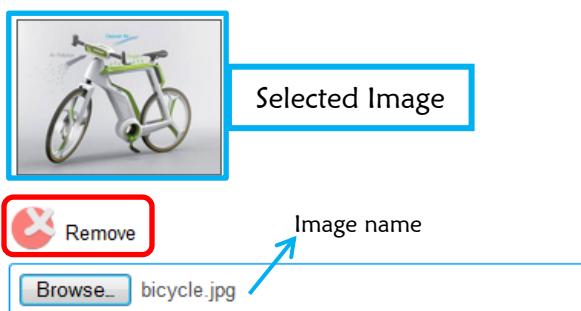
## How to add an image



- 💡 Text is displayed as “No File Selected” by default. Image of a camera is the default image.
- ❖ Click Browse button and select an image of a vehicle from a location



- ❖ Click “Open” button once an image is selected.
- ❖ Then it will appear as displayed below.

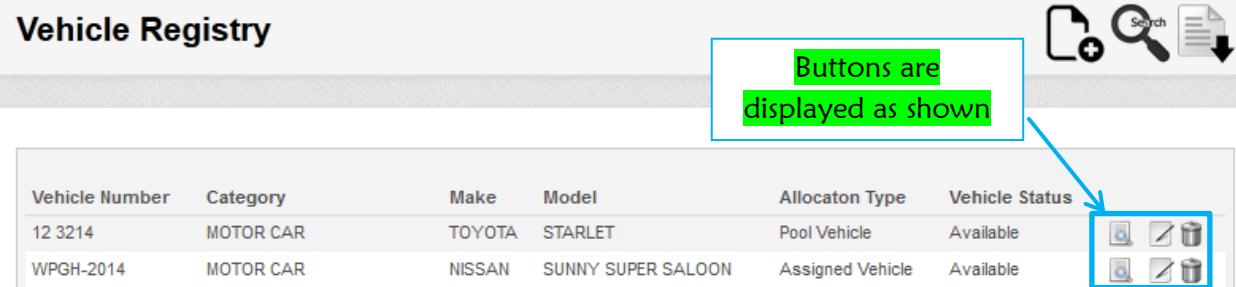


- ❖ You can remove the image anytime by clicking the “Remove” button (Outlined in red)

## How to view/update/delete a record

Fleet management system often allows you to view/update/delete a record you entered.

-  View Button
-  Update Button
-  Delete Button



The screenshot shows a 'Vehicle Registry' interface. At the top right, there is a toolbar with icons for 'Search' (magnifying glass), 'New' (plus sign), and 'Print' (document). Below the toolbar, a green box contains the text 'Buttons are displayed as shown'. A blue arrow points from this text to a row of three icons in the toolbar: a magnifying glass (View), a pencil (Update), and a trash can (Delete). The main area displays a table of vehicle records:

Vehicle Number	Category	Make	Model	Allocation Type	Vehicle Status
12 3214	MOTOR CAR	TOYOTA	STARLET	Pool Vehicle	Available
WPGH-2014	MOTOR CAR	NISSAN	SUNNY SUPER SALOON	Assigned Vehicle	Available

Once you select a record and click view button, you will get a view of all details you entered to the system regarding that record

Deleting a record is also possible. Select the record, click "Delete" and then say "OK" to message "Are you sure you want to delete this item?"

## How to search a record

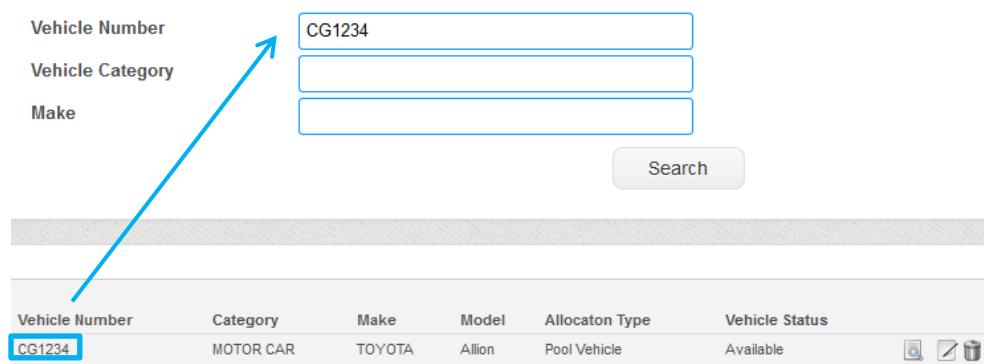
Search option is given in many registries in the system to find relevant record/records

Once search button is clicked few criteria will be **given to find** the relevant record

You can either search for a particular record or records relevant to a certain category

Ex: Let's see the criteria given to search records in Vehicle registry

If we need to find a single record in a registry, we should try with criteria which help to find a unique value. In above example "Vehicle Number" can be used. [We should know the correct number]



The screenshot shows a search interface for the Vehicle Registry. It includes fields for 'Vehicle Number' (containing 'CG1234'), 'Vehicle Category', and 'Make'. A blue arrow points from the 'Vehicle Number' field to the 'Search' button. Below the search form is a table of vehicle records, showing one result for 'CG1234':

Vehicle Number	Category	Make	Model	Allocation Type	Vehicle Status
CG1234	MOTOR CAR	TOYOTA	Allion	Pool Vehicle	Available

We can search for group of records by using any of above criteria.

**Vehicle Registry**

Vehicle Number	Category	Make	Vehicle Status
12-3214	MOTOR CAR		available
WP-GH-2014	MOTOR CAR		available
WP-KA-0422	MOTOR CAR		available

Note that the search is done according to the given criteria

Ex: By giving vehicle category, make or part of a vehicle number we can filter relevant records

Once you type in field relevant data will be displayed by default, you can choose the correct data by clicking over it. In below example as we type "m", data fields relevant will be displayed.

Vehicle Number

Vehicle Category

Make

Using many criteria will enable to find the exact record if you can't remember a unique value for that record [Ex: Vehicle number in vehicle Registry search panel].

Ex: Assume that you want to search the record of vehicle number KH-5740 and you don't remember "K", what you have to do is to type that in vehicle number field and give all other criteria relevant to that vehicle. Once you click "Search" button, list of suggestions will display making it easy to find the record.

**Vehicle Registry**

Vehicle Number	<input type="text" value="W"/>																		
Vehicle Category	<input type="text" value="MOTOR CAR"/>																		
Make	<input type="text" value="NISSAN"/>																		
<input type="button" value="Search"/>																			
<table border="1"> <thead> <tr> <th>Vehicle Number</th> <th>Category</th> <th>Make</th> <th>Model</th> <th>Allocation Type</th> <th>Vehicle Status</th> </tr> </thead> <tbody> <tr> <td>WPGH-014</td> <td>MOTOR CAR</td> <td>NISSAN</td> <td>SUNNY SUPER SALOON</td> <td>Assigned Vehicle</td> <td>Available</td> </tr> <tr> <td>WPKA-0422</td> <td>MOTOR CAR</td> <td>NISSAN</td> <td>SUNNY SUPER SALOON</td> <td>Pool Vehicle</td> <td>Available</td> </tr> </tbody> </table>		Vehicle Number	Category	Make	Model	Allocation Type	Vehicle Status	WPGH-014	MOTOR CAR	NISSAN	SUNNY SUPER SALOON	Assigned Vehicle	Available	WPKA-0422	MOTOR CAR	NISSAN	SUNNY SUPER SALOON	Pool Vehicle	Available
Vehicle Number	Category	Make	Model	Allocation Type	Vehicle Status														
WPGH-014	MOTOR CAR	NISSAN	SUNNY SUPER SALOON	Assigned Vehicle	Available														
WPKA-0422	MOTOR CAR	NISSAN	SUNNY SUPER SALOON	Pool Vehicle	Available														

## How to download/print a form/report

There are two types of files to download

- Forms
  - Driver Module – Driver's data collection form
  - Vehicle Registry Module - Vehicle Data Collection form
- Reports
  - Reports module

Steps are as follows

- ❖ Go to the relevant module
- ❖ If a form - Click on “Download Form” button
  - If a report – Provide the relevant details for the report and click “Preview” button
- ❖ Once you click the button, form/report will be opened in a new tab



Download/Print options display differently in main browsers Google Chrome & Firefox

➤ Google Chrome

Ministry of Public Administration and Home Affairs  
Fleet Management System  
Vehicle Repair & Service Detail Report - From:2008-02-13 To:2014-07-22  
Vehicle No. WP AD 9122

**Summary**

	Repair	Service
From 2008-02-13 to 2014-07-22 Cost	25,000.00	0.00
Previous Cost	0.00	0.00
Total	25,000.00	0.00

**Repair Details**

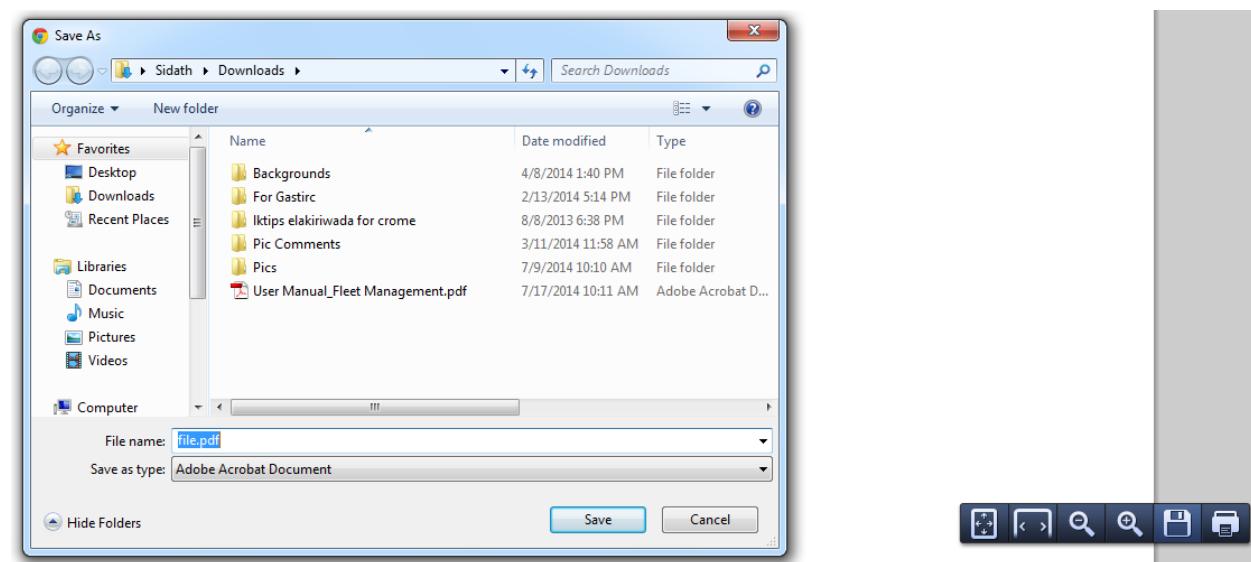
Repaired Date	Garage	Repair Cost	Estimate	Estimate Date
2014-05-21	Mag City	25,000.00	50,000.00	2014-05-21

**Report or Form**

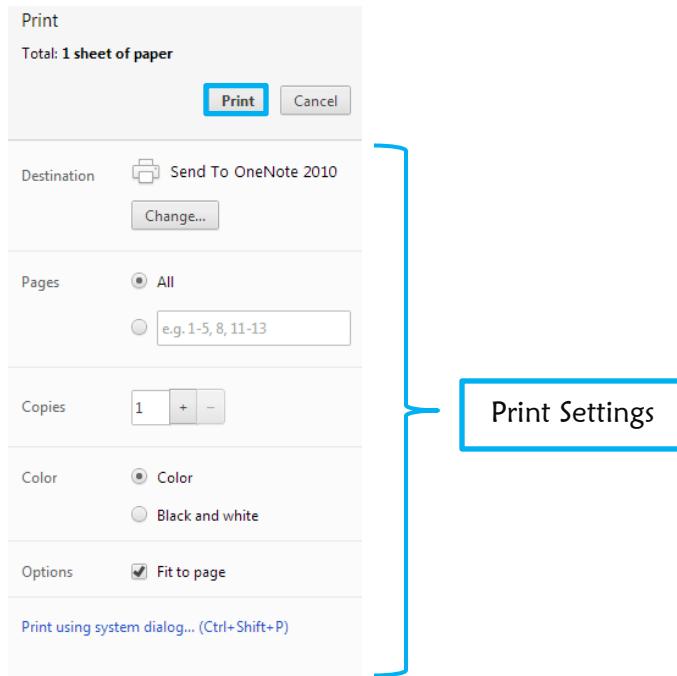
Options will display once you move the cursor to the bottom right corner of the page

Download Print

- ❖ Once you click the “Download/save” button, “Save As” dialog box appears. Choose a path, a suitable file name & click “Save”.



- ❖ In order to print, click print button [outlined in blue] & provide print settings as suitable and click "Print"

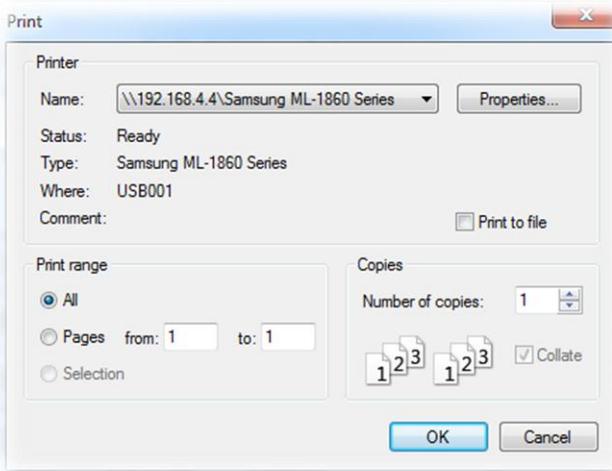


➤ Firefox – Print and download options are displayed at the top right corner of the page

The screenshot shows a Firefox browser window displaying a vehicle details report titled "Report or Form". The top right corner of the browser window contains a toolbar with icons for Print, Download, and Options. A blue bracket groups the "Report or Form" title and the "Options" icon. Another blue bracket groups the Print and Download icons at the bottom left. The main content area shows a table of vehicle details:

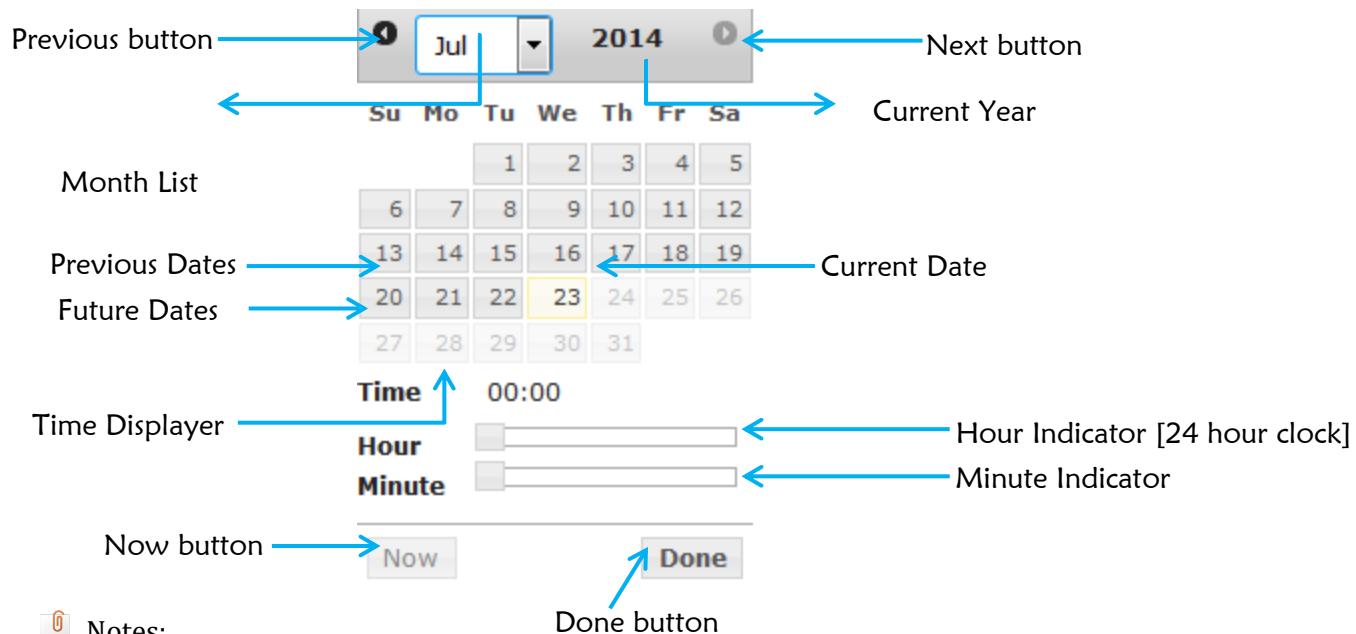
Vehicle No.	Make	Model	Purchase Value (Rs)	Purchase Date	Engine No.	Chassis No.	Allocation Type	Odometer
GY1190	MARUTI	ALTO	1,000,000.00	2014-01-29	14562	456	Assigned Vehicle	350
GY1192	MARUTI	ALTO	50,001,222.00	2014-04-08	45612	123456	Assigned Vehicle	1000
KP-0417	NISSAN	SUNNY SUPER SALOON	4,500,000.00	2011-07-28	QG13391910	JN1BEAN16Z0000957	Assigned Vehicle	
KS-1851	NISSAN	SUNNY SUPER SALOON	4,500,000.00		QG13392335	JN1BEAN16Z0001337	Assigned Vehicle	
CG5678	TOYOTA	Camry	0.00	2014-06-25			Assigned Vehicle	
PE-1324	TOYOTA	DOUBLE CAB	7,500,000.00	0000-00-00	2KD-U007346	MROFR22GX00609202	Assigned Vehicle	
DD 0212	TOYOTA	YARIS	3,000,000.00	2007-01-10	AC0023	WE00923	Assigned Vehicle	20850
DD 1111	TOYOTA	YARIS	4,596,000.00	2014-03-14	QT0032	000456AS12	Assigned Vehicle	20
KP-2536	TOYOTA	ZRE 141	6,500,000.00	0000-00-00	IZR0806830	JTDBEV40E50J005461	Assigned Vehicle	

- ❖ Once you click "Save/Download" button, a dialog box appears. Select "Save File" option and click "Save".
- ❖ To print, click on the "Print" button, change the settings of the dialog box which appears as necessary and click "OK".



## How to use a date and time picker

Date and time picker will display in "Vehicle Booking" and "Accident" modules when you click fields which ask you to mention a "Date and Time". Let's see the basic structure of a date and time picker



### Notes:

- Hour indicator counts time based on 24 – hour clock
- Month list display months up-to current month of the year
- Previous and next buttons can be used to move between months
- Year can be changed only by using previous/next buttons continuously [there is no dropdown list for years as records often regard to the current year]
- Now** button can be used to select the current date and time
- Done** button should be selected once you given a proper date and time

## How to handle hour and minute indicators

- ❖ Click on the grey colored button towards the left corner [displayed in *image 1*] of the line and drag the button to the right while holding it as displayed in *image 2* [Note that the button color has changed from grey to white and time displays accordingly while dragging]
- ❖ Minute calculation can be done using the same method and time will display in minutes while you drag the button to the right

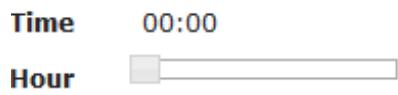


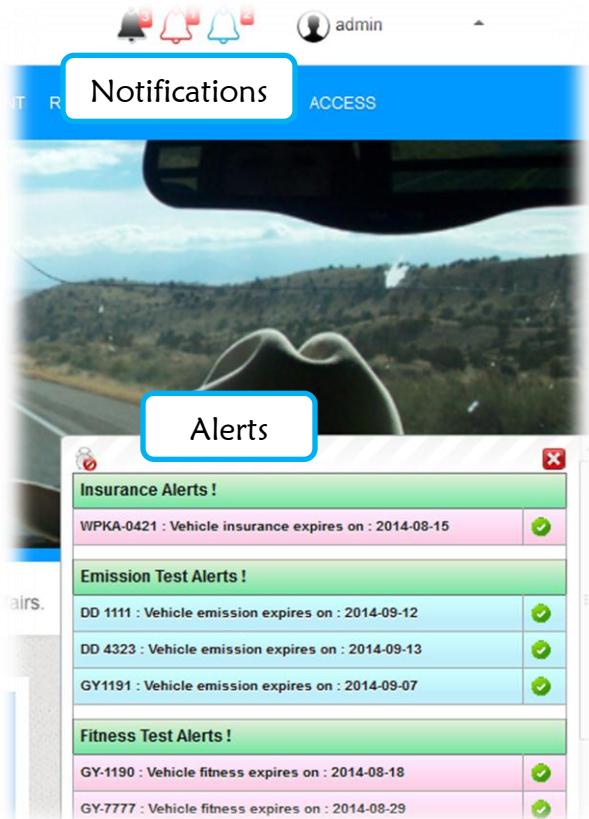
Image 1



Image 2

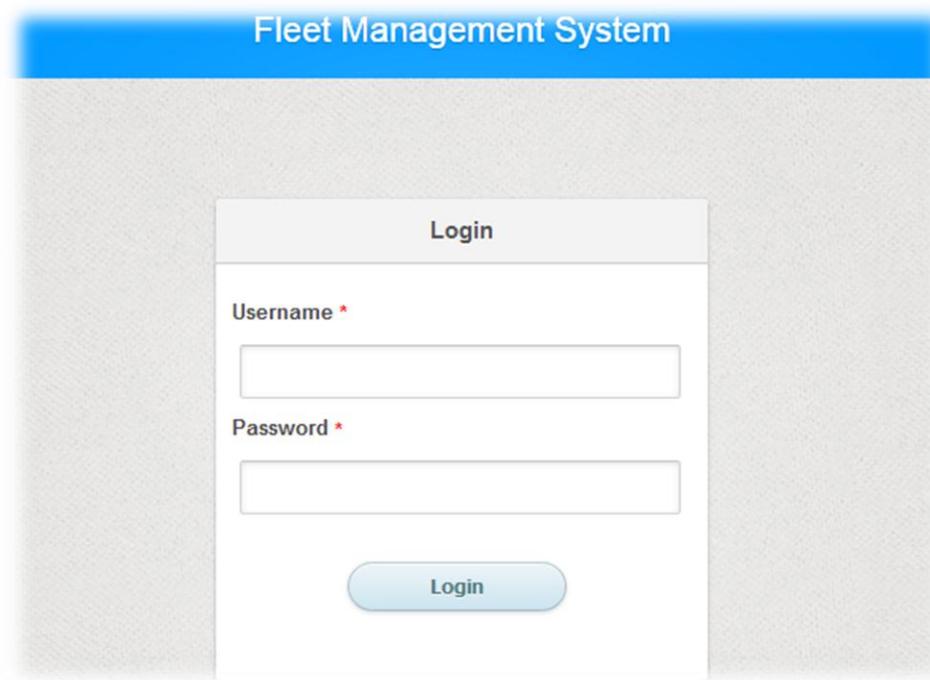
## Notifications and Alerts

These are discussed under [Other Features](#) at the end of this manual



## Getting started

### Login



Displayed above is how login screen appears in the system.

- ❖ Enter Username correctly
- ❖ Enter password correctly
- ❖ Click "Login" and **you will be** directed to the *HOME PAGE*

## Features in Home Page

*Username*

*Options*

*Home Button*

*Total Vehicle Management  
Zero Headaches*

*Significant Savings*

*Let's Request a Vehicle*

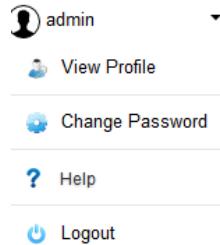
*This link directs to request a Vehicle Booking*

*Buttons direct to modules*

Fleet Management System

- Dashboard
- Vehicle Registry
- Driver Details
- Vehicle Booking
- Maintenance
- Accident
- Reports

## Options available in Home Page



The full Home page as above will only be displayed to "Admin" and "Transport Manager"

Move the cursor to the options arrow **displayed above** image and options will appear.

**View Profile:** View the basic information added when registering the user to the system

**Change Password:** Click the "Change Password" button & fill the form which appears as follows

- ❖ Enter the Current Password
- ❖ Enter the New Password
- ❖ Verify the New Password
- ❖ Click "Submit"

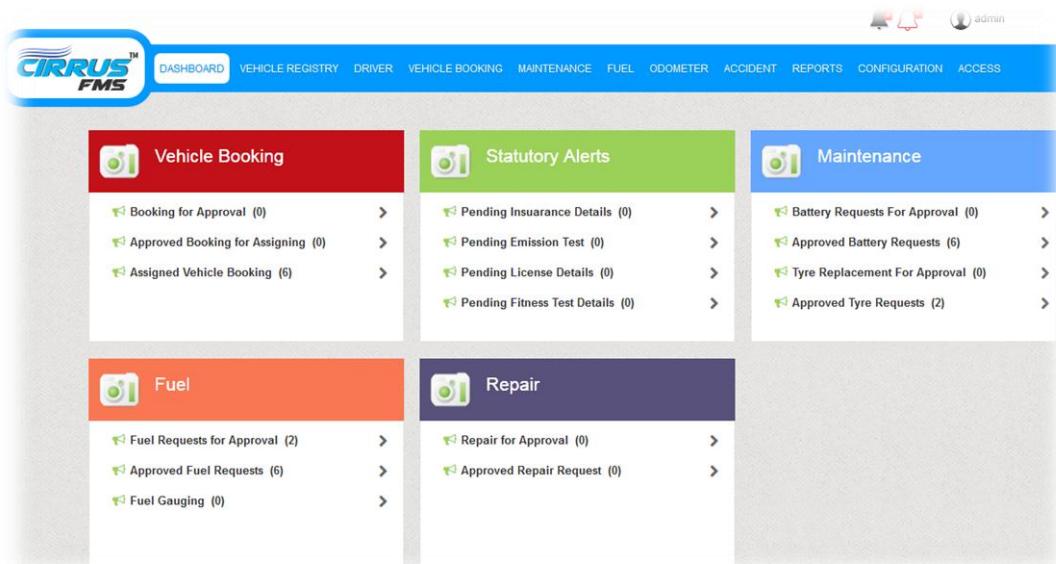
**Help:** Opens the user manual

**Logout:** Used to logout from the system

## Modules

### 1. Dashboard Module

Dashboard in this system displays alerts, and requests which are pending for approval for different purposes. This module will be discussed with the other related modules as necessary.



### 2. Vehicle Registry module

This module is used to include basic details of vehicles such as their details, location and driver assigned for a particular vehicle.

#### 2.1 How to register a vehicle

- ❖ Go to “Vehicle Registry”
- ❖ To register a vehicle click add button (Displayed by Red Circle)
- ❖ Note: To download the “Vehicle Data Collection Form” click the “Download Form” button (Displayed by blue circle)

The Vehicle Registry page interface. At the top, there's a header with 'Vehicle Registry' and 'Options' (which includes a red circle icon). To the right is a 'Username' input field and a 'Menu' button. The main content area shows a table of registered vehicles:

Vehicle Number	Category	Make	Model	Allocation Type	Vehicle Status
ABC0999	MOTOR CAR	TOYOTA	Allion	Pool Vehicle	Available
CG1234	MOTOR CAR	TOYOTA	Allion	Pool Vehicle	Available
CG5678	MOTOR CAR	TOYOTA	Camry	Assigned Vehicle	Available
CP 1244	MOTOR COACH	TOYOTA	HIACE COMMUTER	Pool Vehicle	Available
DD 0212	MOTOR CAR	TOYOTA	YARIS	Assigned Vehicle	Available
DD 1111	MOTOR CAR	TOYOTA	YARIS	Assigned Vehicle	Available

To the right of the table is a sidebar with a 'Registered Vehicles' section and a list of menu items:

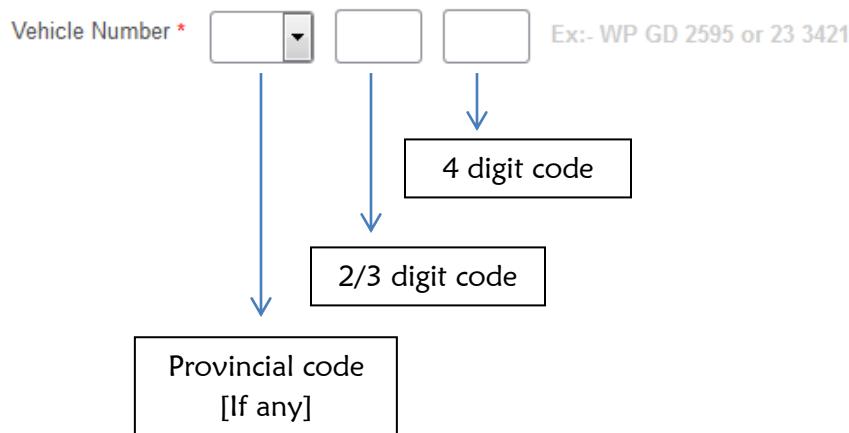
- Vehicle Registry
- Vehicle Assigning for Location
- Assign Driver for Vehicle

Basically, a form is categorized to three **main** sections

- General Details
- Spare Parts
- Maintenance

#### GENERAL DETAILS

- ❖ Add the vehicle number
-  Note: Use the texts boxes as displayed below for proper vehicle numbering. *Ignore values such as -, Sri. etc.*



- ❖ Enter the registration fee of the vehicle
- ❖ Enter the **manufacture** year of the vehicle
- ❖ Select the purchase date of a vehicle
- ❖ Select the allocation type

Vehicles can be categorized to two types based on its allocation.

- ❖ Assigned Vehicle: Assigned for a certain designation of a department
  - ❖ Pool Vehicle: Non-assigned vehicles are pool vehicles
  - ❖ Select the correct vehicle category from the dropdown list
  - ❖ Select the vehicle make from the drop down list
-  Note: Plus button displayed on the right side of a drop down list enables you to add more fields to the drop down list.
- ❖ Select the vehicle model from the dropdown list
-  Tip: you should add a model **only after the vehicle make is selected**. Otherwise it will display a message "Please select a make" at the bottom of "Model" field as displayed below.

A screenshot of a dropdown menu for "Model \*". The menu is open and shows the text "... Please Select --". To the right of the menu is a small plus sign button. Below the menu, a red error message is displayed: "Please select a Make". At the very bottom of the page, another faint message reads "Please select a MAKE".

- ❖ Enter the purchase value of the vehicle
- ❖ Enter the engine number of the vehicle
- ❖ Enter the chassis number of the vehicle
- ❖ Enter the **maximum** number of passengers to be included in the vehicle
- ❖ Include whether the vehicle is air-conditioned or not [select “yes” or “no”]
- ❖ Select the correct fuel type from the drop down list
- ❖ Enter the fuel tank capacity of the vehicle in **Liters**.

#### SPARE PARTS

- ❖ Select the **Tyre** Size from the drop down list
- ❖ Select the **Tyre** Type from the dropdown list
- ❖ Enter the number of **tyres** of the vehicle
- ❖ Select the battery type from the dropdown list

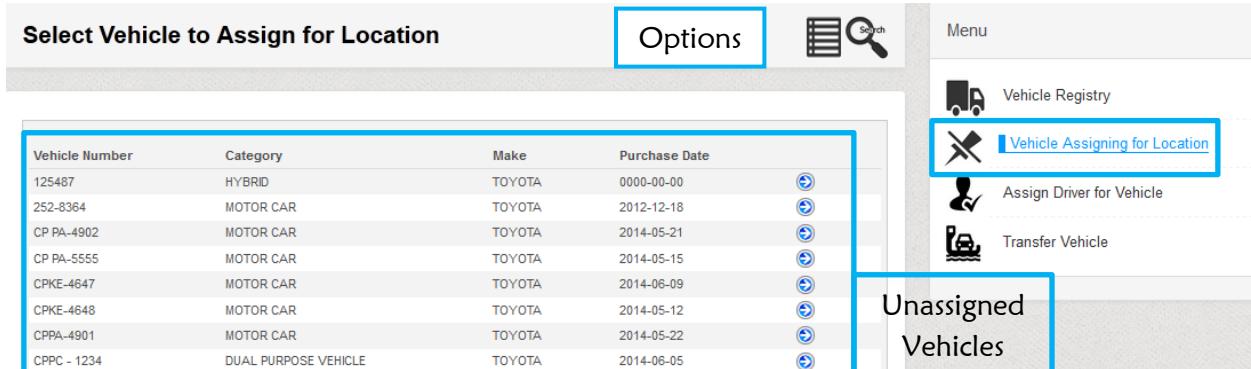
#### MAINTENANCE

- ❖ Fill whether the vehicle is available or not (due to an accident/repair)
  - ❖ Enter the service mileage of the vehicle in “km”
  - ❖ Enter the servicing period in months.
  - ❖ Enter the fuel consumption (Per Liter) in “km”
  - ❖ Enter the current odometer reading
  - ❖ Fill whether the vehicle is eligible for the fitness test or not.
  - ❖ Add an image of the vehicle
  - ❖ Then Click **Add** button at the bottom right corner of the form
  - ❖ A “Successfully Added” message will appear once a vehicle is registered successfully.
-  Note: If necessary you can either update or delete a record using update/delete options.

## 2.2 How to assign a vehicle to a location

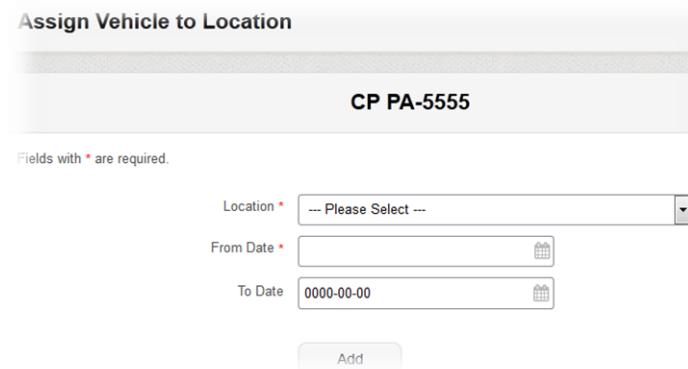
 This is only available for role “Super Admin”, once an “Admin” registers a vehicle it will assign to his/her location by default.

Vehicle Registry -> Vehicle assigning for location



Vehicle Number	Category	Make	Purchase Date	
125487	HYBRID	TOYOTA	0000-00-00	
252-8364	MOTOR CAR	TOYOTA	2012-12-18	
CP PA-4902	MOTOR CAR	TOYOTA	2014-05-21	
CP PA-5555	MOTOR CAR	TOYOTA	2014-05-15	
CPKE-4647	MOTOR CAR	TOYOTA	2014-06-09	
CPKE-4648	MOTOR CAR	TOYOTA	2014-05-12	
CPPA-4901	MOTOR CAR	TOYOTA	2014-05-22	
CPPC - 1234	DUAL PURPOSE VEHICLE	TOYOTA	2014-06-05	

- ❖ Choose the vehicle from the list & click “Select Vehicle” button  and a form will appear.
- ❖ If necessary you can use search option to find the vehicle you want to select



Assign Vehicle to Location

**CP PA-5555**

Fields with \* are required.

Location *	<input type="text" value="... Please Select ..."/>
From Date *	<input type="text"/>
To Date	<input type="text" value="0000-00-00"/>

- ❖ Enter the location where you need to assign this vehicle
- ❖ Select the starting date of assigning the vehicle
- ❖ Select the end date of assigning (if aware)
- ❖ Click “Add” button.

## 2.3 Assigning Driver to a Vehicle

Vehicle Registry -> Assign driver for vehicle

The screenshot shows the 'Assign Driver for Vehicle' option highlighted in blue within the 'Vehicle Registry' section of the menu. A green box on the right side of the interface contains the text 'Vehicles without an assigned driver'.

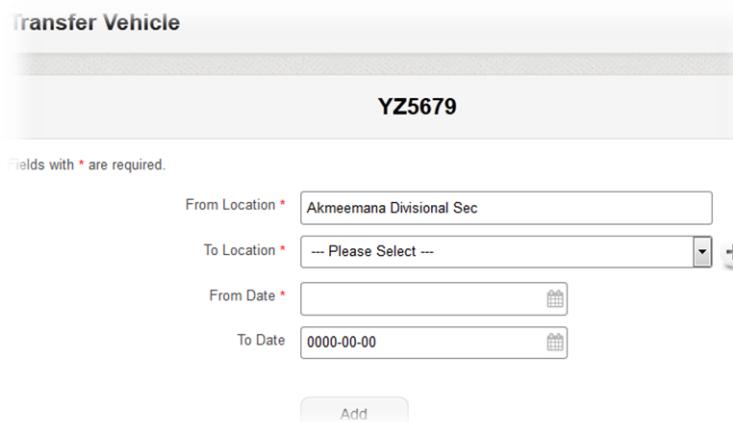
Current Location	Vehicle No	Vehicle Category	Select Button
Akmeemana Divisional Sec	YZ5679	MOTOR CAR	⊕
Dehiwala Divisional Secretary/ town council	DD 1111	MOTOR CAR	⊕
Dehiwala Divisional Secretary/ town council	WP AD 9122	MOTOR CAR	⊕
Dehiwala Divisional Secretary/ town council	WP NM 9021	MOTOR COACH	⊕
Galle Municipal Council	KP-2536	MOTOR CAR	⊕
Galle Municipal Council	WP MP 1545	MOTOR CAR	⊕
Galle Municipal Council	GY-7777	HEAVY	⊕
Galle Municipal Council	DD 4323	MOTOR COACH	⊕
Ministry of Public Administration & Home Affairs	DD 0212	MOTOR CAR	⊕
Ministry of Public Administration & Home Affairs	KP-0417	MOTOR CAR	⊕
Ministry of Public Administration & Home Affairs	WP MN 1553	MOTOR CAR	⊕

- ❖ Select the vehicle using the select button (use search option if necessary)
- ! Note: Location cannot be changed as it displays the vehicle assigned location by default
- ❖ Select the name of the driver from the list
- ❖ Select the starting date of assigning the driver
- ❖ Select the end date of assigning (if aware)
- ❖ Click “Add” button

## 2.4 Transferring a Vehicle

Vehicle Registry -> Transfer vehicle

- ❖ Select the vehicle using the select button  (use search option if necessary)



Fields with \* are required.

From Location *	Akmeemana Divisional Sec
To Location *	--- Please Select ---
From Date *	<input type="button" value="Calendar"/>
To Date	0000-00-00 <input type="button" value="Calendar"/>

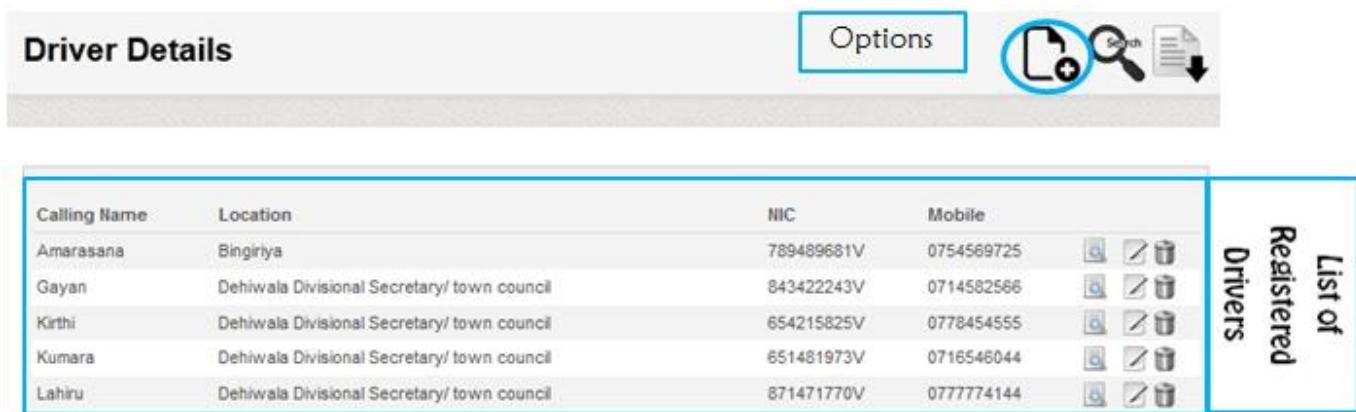
**Add**

- ❖ Enter Current location of the vehicle [cannot be changed]
  - ❖ Select the destination [To Location] from the drop down list
  - ❖ Select the start date of transfer
  - ❖ Select the end date of transfer
  - ❖ Click "Add"
-  Note: You can view the "Transfer Summary" of the vehicle at the bottom of the form

### Transfer Summary

From	To	From Date	To Date	
Dehiwala Divisional Secretary/ town council	Ministry of Public Administration & Home Affairs	2014-03-11	0000-00-00	 
Dehiwala Divisional Secretary/ town council	Ministry of Public Administration & Home Affairs	2014-03-03	2014-03-03	 
Ministry of Public Administration & Home Affairs	Dehiwala Divisional Secretary/ town council	2014-03-08	2014-04-01	 
Dehiwala Divisional Secretary/ town council	Ministry of Public Administration & Home Affairs	2014-03-03	0000-00-00	 
Dehiwala Divisional Secretary/ town council	Ministry of Public Administration & Home Affairs	2014-04-01	2014-06-28	 
Dehiwala Divisional Secretary/ town council	Ministry of Public Administration & Home Affairs	2014-04-01	0000-00-00	 
Dehiwala Divisional Secretary/ town council	Ministry of Public Administration & Home Affairs	2014-04-01	0000-00-00	 

### 3. Driver Module



**Driver Details**

Options

Search

Download Form

Calling Name	Location	NIC	Mobile	Action
Amarasana	Bingiriya	789489681V	0754569725	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Gayan	Dehiwala Divisional Secretary/ town council	843422243V	0714582566	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Kirthi	Dehiwala Divisional Secretary/ town council	654215825V	0778454555	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Kumara	Dehiwala Divisional Secretary/ town council	651481973V	0716546044	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Lahiru	Dehiwala Divisional Secretary/ town council	871471770V	0777774144	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

List of Registered Drivers

#### 3.1 Add/Register a driver

Driver -> Click Add button [circled in blue]

- ❖ Enter the familiar name/calling name of the driver
- ❖ Enter the Full name of the driver
- ❖ Select the assigned location of the driver from the list
- ❖ Add the NIC number correctly
- ❖ Select the status of the driver, whether actively involved or not at the time of registration
- ❖ Add the mobile number correctly
- ❖ Include the private/home address of the driver.
-  Note: Using symbols such as / , - is enabled
- ❖ Add an image of the driver if **available**
- ❖ Click "Add"

#### 3.2 Other options available in driver module

Use search button to find a record from the list of registered drivers and use view/update/delete records as necessary.

Use "Download Form" button to download driver's data collection form.

## 4. Vehicle Booking Module

Vehicle Booking Requests Registry						
Registered Booking Requests Summary	Requested Date	Requested By	Booking Status	Place From	Place To (Nearest City)	From Date/time - To Date/time
	2014-08-18 12:33:51	Lahiru	Assigned	Ministry of Public Administration & Home Affairs	Nugegoda	2014-08-18 13:30:00 - 2014-08-18 18:30:00
	2014-08-18 11:54:04	Lahiru	Assigned	Deltiwala Divisional Secretary/ Town council	Galle	2014-08-19 07:00:00 - 2014-08-19 12:00:00
	2014-06-30 09:09:09	Administrator	Completed	Ministry of Public Administration & Home Affairs	Kaduwela	2014-06-30 05:14:00 - 2014-07-01 06:15:00
	2014-06-30 09:00:00	Administrator	Disapproved	Ministry of Public Administration & Home Affairs	Nugegoda	2014-07-18 09:00:00 - 2014-07-17 16:00:00
	2014-06-26 00:00:00	Administrator	Completed	Ministry of Public Administration & Home Affairs	Kottawa	2014-06-28 04:21:00 - 2014-06-30 07:00:00
	2014-06-26 00:00:00	Administrator	Completed	Ministry of Public Administration & Home Affairs	Kandy City	2014-05-24 08:00:00 - 2014-05-24 17:00:00
	2014-06-26 00:00:00	Administrator	Completed	Ministry of Public Administration & Home Affairs	Battaramulla	2014-06-26 05:00:00 - 2014-06-27 04:00:00

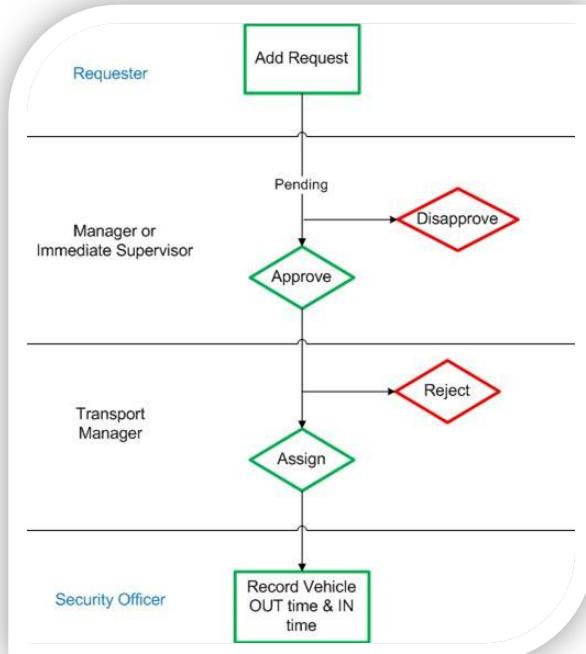
Vehicle booking process includes few steps. Vehicle Booking Module is used for following tasks

Request a booking

Recording vehicle OUT time and IN time

However, we can view every status regarding bookings using the menu.

Booking process can be summarized as shown below.



All tasks relevant to higher management should be done using “Dashboard” module, which are

- Approving/Disapproving booking request
- Assigning [driver and/or vehicle] to the booking request/Rejecting the request

#### **4.1 Add a booking request**

Vehicle Booking -> Click “Add” button

Booking Request

Fields with \* are required.

From Date/time \*

To Date/time \*

Vehicle Category \*

Please Select

Place From \*

Ministry of Public Administration & Home Affairs

Place To (Nearest City) \*

Average Distance (km)

Number of Passengers

Reason \*

Add

menu

- Booking Requests
- Pending Booking Requests
- Approved Booking Requests
- Assigned Booking Requests
- Disapproved Booking Requests
- Rejected Booking Requests
- Completed Booking Requests
- Vehicle IN and OUT

- ❖ Enter Start date/time of the request
- ❖ Enter End date/time of the request
- ❖ Select Vehicle Category
- ❖ Select a vehicle from the list of vehicles which appear after selecting the vehicle category

Fields with \* are required.

From Date/time \*

2014-08-29 08:00

To Date/time \*

2014-08-30 14:00

Vehicle Category \*

MOTOR CAR

No Vehicle Selected

CG1234	DD 2200	KH-5740	KK-1016
MK 8904	WP AD 9122	WP MN 1553	WP MP 1545

Place From \*

Ministry of Public Administration & Home Affairs

- Select a driver from the list of drivers which appears only after selecting a vehicle



- Note: The button in the boxes "No Vehicle Selected" & "No Driver Selected" enables removing the selected vehicle/driver which is displayed in the box

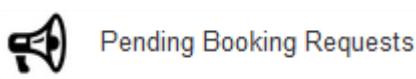
- Enter the location. **(Location where vehicle is currently assigned will display by default)**

- Enter the nearest city to the destination
- Enter the average distance in "km"
- Include the number of passengers assigned for the trip
- Briefly mention the purpose of booking
- Click "Add"

- Note: Once a booking is registered, it saves as a record which is "pending" for approval in "pending booking requests registry"

### Updating or deleting a record

Vehicle Booking -> Pending Booking Requests



View/Update or delete records as necessary.

- Note: Once the request is registered immediate supervisor/manager gets the authority to check the record and decide whether to approve or disapprove the request.

#### 4.2.1 Approving/Disapproving a booking request

- ❖ Go to “Dashboard” module



- ❖ Select “Booking for Approval” from the list related to “Vehicle Booking”



- ❖ Select the record you want to approve/disapprove from the list and select the appropriate status (Approve/Disapprove) from the drop down list in Field “Status”.
- ❖ And click “OK” in the dialog box which appears.

Booking Requests for Approval

Pending Vehicle Booking Requests

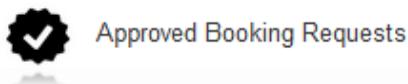
Request ID	Requested By	Vehicle No	Driver	Vehicle Category	Place From	Place To (Nearest City)	From Date/time	To Date/time	Status	Action
32	Lahiru	DD 2200	Amila	MOTOR CAR	Ministry of Public Administration & Home Affairs	Kohuwala	2014-08-20 09:00:00	2014-08-22 14:00:00	Pending	

[View History](#)

- 💡 Tip: You can view more details regarding a certain record by clicking on “More Details” button at the right corner of the record [circled in red].
- ❖ If you don't want to approve/disapprove, click “Cancel”.
- ⚠ Note: Once you approve/disapprove a request, it will be moved to the appropriate registry.

#### 4.2.2 How to view approved/disapproved requests

Vehicle Booking -> Approved Booking Requests from the menu to view all approved requests



Vehicle Booking -> Disapproved Booking Requests



Note: Updating/deleting is not allowed.

Tip: Once the request is approved, it goes to the "Approved Booking Requests Registry".

#### 4.3 Assign/Reject a Booking Request

Dashboard -> Approved Booking for Assigning

Tip: Number of records regarding to the category is displayed next to the option name.



Approved Booking Requests for Assigning

Request ID	Requested By	Place From	Place To (Nearest City)	Vehicle No	Driver	From Date/time	To Date/time	Status	Select
32	Lahiru	Ministry of Public Administration & Home Affairs	Kohuwala	DD 2200	Amila	2014-08-20 09:00:00	2014-08-22 14:00:00	Approved	<input checked="" type="checkbox"/>

- ❖ Select the record from "Approved booking request for assigning" registry by clicking on the checkbox. [Circled in red]
- ❖ Then selected record/records will be moved in to a separate registry called "Vehicle Booking Requests for Assigning"

## Approved Booking Requests for Assigning

Request ID	Requested By	Place From	Place To (Nearest City)	Vehicle No	Driver	From Date/time	To Date/time	Status	Select
32	Lahiru	Ministry of Public Administration & Home Affairs	Kohuwala	DD 2200	Amila	2014-08-20 09:00:00	2014-08-22 14:00:00	Approved	<input checked="" type="checkbox"/>

## Vehicle Booking Requests for Assigning

Request ID	Requested By	Place From	Place To	From Date/time	To Date/time	Vehicle No	Driver	Passengers
32	Lahiru	Ministry of Public Administration & Home Affairs	Kohuwala	2014-08-20 09:00:00	2014-08-22 14:00:00	DD 2200	Amila	2

Vehicle Number	<input type="text" value="DD 2200"/>
Driver Name	<input type="text" value="Amila"/>

- ❖ Select the vehicle and driver from drop down lists “Vehicle Number” and “Driver Name” and click “Assign” if necessary. [Vehicle number selected when making the booking request may display by default]

To reject, select the record from the dropdown list in column “Status” and click “Reject”.

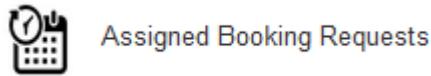
#### 4.3.1 Selection of multiple records for assigning

- ❖ You can select multiple records either to assign or reject
- ❖ When assigning make sure,
  - Date, time & route matches for both trips
  - Passenger limit matches with the passenger limit of the vehicle
- ❖ When rejecting multiple records, make sure you have selected correct records to reject and click “Reject”

Note: Once you assign/reject a record, it will move to separate registries depending on your decision.

#### 4.3.2 How to view assigned/rejected booking requests

Vehicle Booking -> Assigned Booking Requests



Vehicle Booking -> Rejected Booking Requests



#### 4.4 How to merge assigned booking requests

- ❖ This option can be used to merge an approved but unassigned request with previously assigned request

Dashboard -> Assigned Vehicle Booking

- ❖ Choose the assigned request which you want to merge with another approved request and click "View" button.



Vehicle Booking Requests for Assigning							
Request ID	Requested By	Place To	From Date/time	To Date/time	Vehicle No	Driver	Number of Passengers
13	Koshila	Wellawaththa	2014-08-08 10:30:00	2014-08-08 16:15:00	KH-5740	Amila	2

Vehicle Number	<input type="text" value="KH-5740"/>
Driver Name	<input type="text" value="Amila"/>
<input type="button" value="Assign"/>	

- ❖ Choose the vehicle number and driver name from the drop down lists if any changes are necessary.
- ❖ Click “Assign”
- 💡 Tip: Using the “Status” dropdown, you can either reject the request or remove the request without assigning as well.

#### 4.5 How to record vehicle OUT time and IN time

Select Assigned Booking Requests for Odometer Details

Vehicle No	Driver	Place From	Place(s) To	From Date/Time	To Date/Time	Approved Date	
WP AD 9122	Amila	Ministry of Public Administration & Home Affairs	Pettah	2014-04-26 06:00:00	2014-04-30 18:49:00	2014-05-13 09:53:57	
MK 8904	Nimantha	Ministry of Public Administration & Home Affairs	Nugegoda	2014-05-24 07:00:00	2014-05-24 16:00:00	2014-05-23 15:51:15	
GY1190	Somapala	Ministry of Public Administration & Home Affairs	Homagama, kottawa	2014-05-29 09:00:00	2014-06-30 07:08:00	2014-06-28 12:59:22	
KO-6537	Kelum	Ministry of Public Administration & Home Affairs	Battaramulla	2014-07-01 07:17:00	2014-07-03 13:15:00	2014-06-28 12:32:09	
CP 1244	Amila	Ministry of Public Administration & Home Affairs	Nugegoda	2014-07-04 06:00:00	2014-07-04 14:00:00	2014-07-02 09:25:00	
CA 1544	Yanitha	MINISTRY OF PUBLIC ADMINISTRATION & HOME AFFAIRS	galle	06:00:00 2014/01/09	14:00:00 2014/01/09	08:32:00 2014/01/09	
CA 1544	Yanitha	MINISTRY OF PUBLIC ADMINISTRATION & HOME AFFAIRS	galle	06:41:00 2014/01/09	13:41:00 2014/01/09	05:33:00 2014/01/09	

OUT time mentioned records

Records which odometer details aren't added yet

##### 4.5.1 Recording Vehicle OUT time

Odometer details should be added to mention vehicle OUT time as soon as vehicle leaves the premises.

Vehicle Booking -> Vehicle IN and OUT

- ❖ Select the record related to the booking (note that record isn't yet colored in yellow)

CP 1244

Out Time	2014-07-21 09:40:23
Current Mileage	23,854
Save	
08:46	

- 💡 Note: Once you select the record, it will take the date & time you selected as “Out Time”. Current Mileage will also be displayed, so it's security officer's duty to select the record only after the vehicle has left and it should be done as soon as it's left.
- ❖ Save the record once selected after making sure that the OUT time is mentioned properly.

#### 4.5.2 Recording Vehicle IN time

This should only be done once the vehicle has returned to its premises after completing the trip.

Vehicle Booking -> Vehicle IN and OUT

- ❖ Select the record to mention the IN time

 Note: OUT time mentioned records are displayed in yellow

- ❖ Out time is displayed by default
- ❖ Record selected time will be automatically taken as "In Time"
- ❖ Enter the mileage of the journey
- ❖ Enter the number of passengers to be included
- ❖ Current Mileage will be displayed by default
- ❖ Click "Save"

 Note: Once you save the record, mileage of the trip will be added to "Current Mileage"

 Tip: The only way you can leave the record without being saved with the time you selected, is by clicking on any other option from the menu without trying to edit the selected record.  
[Applicable for all situations]

Booking process completes once Vehicle in Time is recorded.

#### 4.6 Viewing Completed booking requests

Vehicle Booking -> Completed booking requests"



Completed Booking Requests

Select 'View' button and view the record if necessary

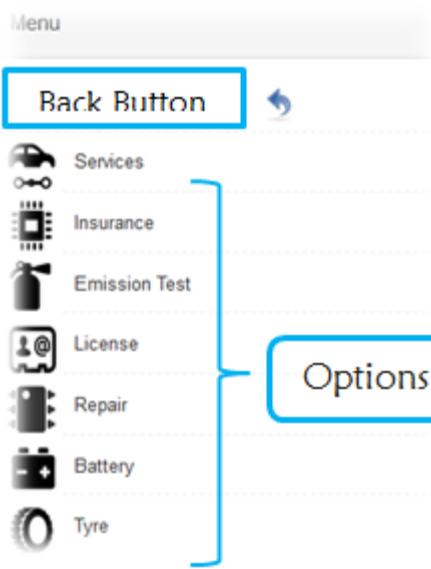
## 5. Maintenance Module

In this module we can add details regarding a vehicle such as Insurance details, license details, emission test details etc.

First, we should select the vehicle to add maintenance records.

Go to “Maintenance” module and select the vehicle using “Select button” 

Then Vehicle Details will appear in the background and maintenance options will be displayed in the menu **towards the right**



### 5.1 Add Service Details

Maintenance -> Select Vehicle -> Service

 Note: Service history of the vehicle will be displayed [If any]

DD 1111	Vehicle Name
<b>Add Service Details</b>	
Service Station Name	Service Type
Magni holdings	Full
Laufgs	Full
	Service Date
	2014-02-01
	2014-01-01
	Meter Reading
	75
	30
	 
	 

Click “Add” button, and fill the form according to below guidelines

- ❖ Select the driver from the dropdown list
- ❖ Select service station from the dropdown list
- ❖ Select Service Type from the dropdown list

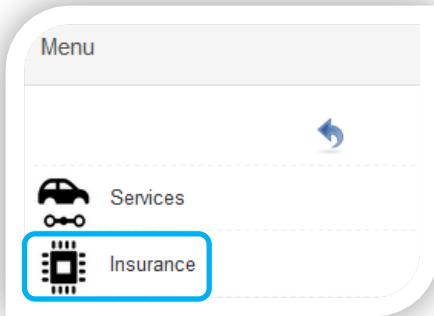
- ❖ Select replacements done by putting a tick at the service and add their cost in rupees as displayed below. [If not displayed at the replacement]

Service Replacement	Select	Price
Air Filter	<input checked="" type="checkbox"/>	12500

- ❖ Add additional costs under "Other Costs" field
- ❖ Service cost updates automatically [Replacement costs+ other cost]
- ❖ Mention odometer reading at the point of servicing
- ❖ Select the next service date
- ❖ Add the next service mileage detail in "km"
- ❖ Briefly describe the reason for service or any other information
- ❖ Click "Add"

## 5.2 Add Insurance Details

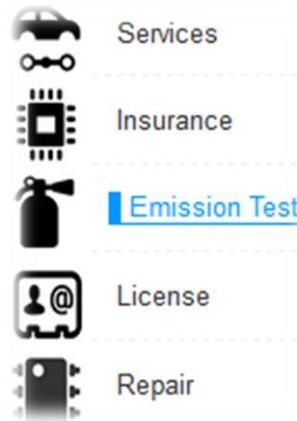
Maintenance -> Select Vehicle -> Insurance



- ❖ Select the insurance company from the dropdown list
- ❖ Select the insurance type from the dropdown list
- ❖ Enter the amount paid as an installment
- ❖ Enter the Sum amount insured
- ❖ Select the insured date
- ❖ Select the start date of the validity period
- ❖ Select the end date of the validity period
- ❖ Click "Add"

- Tip: Once the validity period gets close to one month or below, it will be displayed at the dashboard under "Statutory Alerts"

### 5.3 Add Emission Test Details



Maintenance -> Select Vehicle -> Emission Test

- Select the company which did the emission test
  - Select the test date
  - Select the starting** date of the validity period
  - Select the end date of the validity period
  - Select the result of the emission test
  - Enter the amount
  - Click "Add"
- Note:** All fields are required to be filled
- Note:** Once an emission test is expired a notification will appear as in below image.

Insurance Alerts !	
KP-2536 : Vehicle insurance expires on : 2015-07-31	✓
WPKA-0421 : Vehicle insurance expires on : 2014-08-15	✓
KS-1851 : Vehicle insurance expires on : 2015-08-26	✓
NA-5539 : Vehicle insurance expires on : 2015-08-28	✓

Emission Test Alerts !	
MK 8904 : Vehicle emission expires on : 2015-05-23	✓
GY-1190 : Vehicle emission expires on : 2015-07-01	✓
DD 4323 : Vehicle emission expires on : 2014-09-13	✓
WPKA-0421 : Vehicle emission expires on : 2015-08-15	✓

-  If you try to update details such as license details while emission has expired, a message will appear saying "Emission Test is out of date".

MK 8904

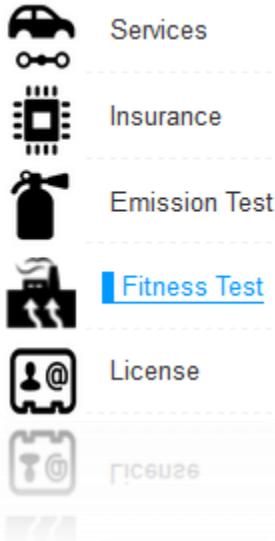
Fields with \* are required.

Date of License *	2016-06-07	
Valid From *		
Valid To *		
Amount(Rs.)		

Emission Test Emission test is out of date

Fitness Fitness test is not nessasary for this vehicle

#### 5.4 Add Fitness Test Details



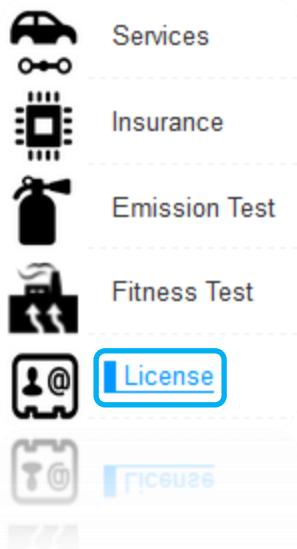
Maintenance -> select a **Heavy** vehicle -> Fitness Test

-  Note: Fitness tests are required only for heavy vehicles

- ❖ Select the garage where the vehicle was tested from the drop down list
- ❖ Select the date in which the test took place
- ❖ Select the starting date of the validity period
- ❖ Select the end date of the validity period
- ❖ Select the result of the test
- ❖ Enter the amount
- ❖ Click “Add”

### **5.5 Add License Details**

Maintenance -> Select a vehicle -> License



- ❖ Add the date of License
- ❖ Select the starting date of the validity period
- ❖ Select the end date of the validity period
- ❖ Enter the amount
- ❖ Emission test results will be displayed by default, and if it is a fail, adding License details will be blocked.
- ⓘ If the vehicle was failed in the emission test it will display a message saying “Emission test failed”
- ⓘ If emission test details are not included for the vehicle, it will display a message saying “Emission test is not available”
- ❖ Fitness test results will also display by default either passes or fails

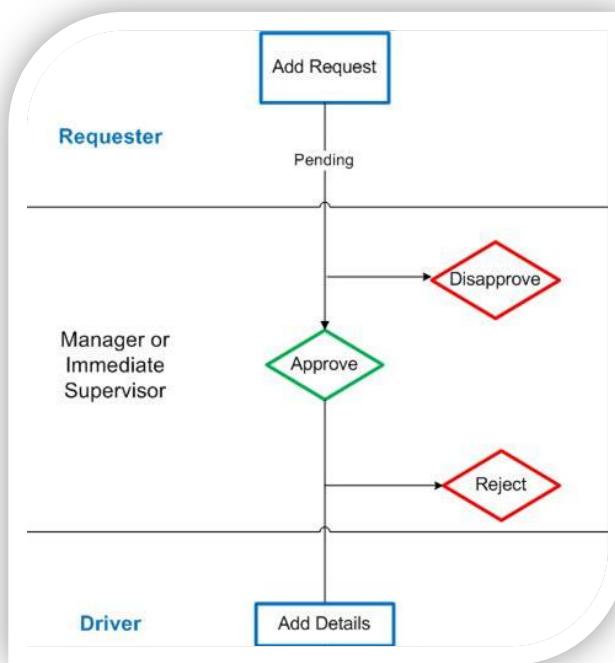
- ⚠ If fitness test is not necessary for the vehicle, it will display "Fitness test is not necessary for this vehicle" by default
- ❖ Click "Add"

## 5.6 Add repair details

Maintenance -> Select a Vehicle -> Repair



Repair process can be summarized as displayed below.



### 5.6.1 Adding a repair request

Maintenance -> Select Vehicle -> Repair/Repair Requests

- ⚠ Note: Repair Request History of the Vehicle will be displayed by default
- ❖ Select the driver
- ❖ Select the request date
- ❖ Briefly describe the type of failure
- ❖ Click "Add"

Once a request is added, it is moved to a separate registry, to view repair requests use the path below.

Maintenance -> Select Vehicle -> Repair -> Add repair request

### 5.6.2 Estimating a repair request

Maintenance -> Select Vehicle -> Repair -> Select Repair Request -> Estimate repair requests

Non – estimated requests will display by default

- ❖ Request Number displays by default
- ❖ Select the Garage which will repair the vehicle
- ❖ Enter the Total Estimation
- ❖ Select the estimation date
- ❖ Click “Add”

### 5.6.3 Approve/Disapprove a repair request

Dashboard -> Repair for Approval

The screenshot shows a software interface titled "Repair". Below the title, there are two main sections: "Repair for Approval (1)" and "Approved Repair Request (0)". The "Repair for Approval (1)" section is highlighted with a purple border. Both sections have a green speech bubble icon and a right-pointing arrow.

Pending Repair Requests							
Estimate Number	Request Number	Vehicle No	Location	Garage	Total Estimate	Status	
23	27	WPGH-2014	Ministry of Public Administration & Home Affairs	Auto Miraj	17,500.00	Pending	<input type="button" value="Approve"/>

- ❖ Select your decision on the record from the “Status”
- ❖ If approve, select “Approve” from the list, and click “OK”
- ❖ If disapprove, select “Disapprove” from the list and enter a reason for disapproving and click “OK”

Note: Once you either approve or disapprove a request, it will move to the appropriate registry where you can view those approved/disapproved records.

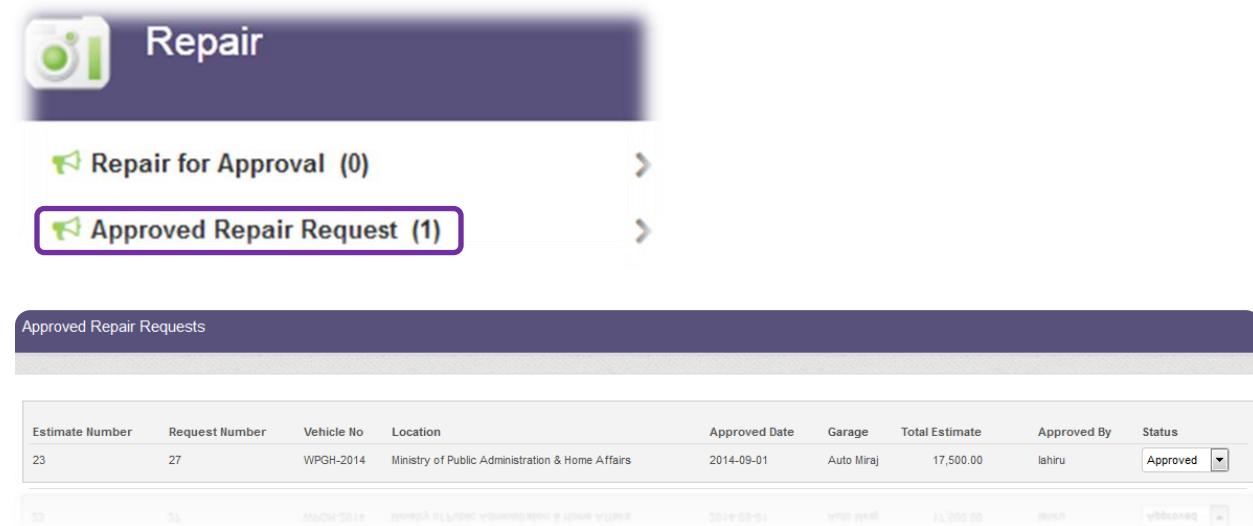
Maintenance -> Repair -> Approved repair requests = Approved requests

Maintenance -> Repair -> Disapproved repair requests = Disapproved requests

### 5.6.4 Reject an approved repair request

Disapproving a request which is previously approved is also allowed in the system.

Dashboard -> Approved repair requests



Estimate Number	Request Number	Vehicle No	Location	Approved Date	Garage	Total Estimate	Approved By	Status
23	27	WPGH-2014	Ministry of Public Administration & Home Affairs	2014-09-01	Auto Miraj	17,500.00	Ishiru	Approved

- ❖ Select “reject” from the field “Status”, enter a reason for rejection and click “OK”.

 Once you reject a record, it will move to a separate registry and you can view those rejected records from **the path below**

Maintenance -> Select Vehicle -> Repair -> Rejected repair requests

### 5.6.5 Add repair details

Once a repair request is approved, the process can be completed by adding details related to the repair after it is done.

Maintenance -> Select Vehicle -> Repair -> Select Repair Request -> Add repair details

- ❖ Estimate ID displays by default
- ❖ Garage will also be displayed by default as it is mentioned in estimation
- ❖ Enter the repair cost
- ❖ Briefly describe the repair details
- ❖ Select the repaired date
- ❖ Click “Add”

Once details are added, process is completed and you can view completed records from path

Maintenance -> Select Vehicle -> Repair -> Completed Repair Requests

## 5.7 Add Battery Replacement details

Maintenance -> Select a Vehicle -> Battery



Battery replacement has the same procedure just as in a repair

### 5.7.1 Add battery request

Maintenance -> Select Vehicle -> Battery -> Click “Add” button

Note: Battery replacement history will be displayed by default

- ❖ Select the driver name
- ❖ Battery type mentioned in vehicle registry will display by default
- ❖ Select the request date
- ❖ Click “Add”

Once a record is added it moves to a separate registry. To view requests use [the path below](#).

Maintenance -> Select Vehicle -> Battery -> Pending Battery Requests

### 5.7.2 Approve/Disapprove a battery request

Dashboard -> Battery Requests for Approval

The screenshot shows the 'Maintenance' module. Under 'Battery Requests For Approval (1)', there is one record: Request ID 14, Vehicle No. WPGH-2014, Location Ministry of Public Administration & Home Affairs, Driver Ajith, Battery Type Lead Iron, Request Date 2014-09-01, and Status Pending.

Request ID	Vehicle No	Location	Driver	Battery Type	Request Date	Status
14	WPGH-2014	Ministry of Public Administration & Home Affairs	Ajith	Lead Iron	2014-09-01	Pending

- ❖ Select your decision on the record from the “Status”
- ❖ If approve, select “Approve” from the list and click “OK”
- ❖ If disapprove, select “Disapprove” from the list enter a reason for disapproving and click “OK”
- ! Note: Once you either approve or disapprove a request, it will move to the appropriate registry where you can view those approved/disapproved records

Maintenance -> Select Vehicle -> Battery -> Approved Battery requests

Maintenance -> Select Vehicle -> Battery -> Disapproved Battery requests

### 5.7.3 Reject an approved Battery request

There are instances where you need to disapprove a request which is previously approved and it is allowed in the system.

Dashboard -> Approved battery requests

The screenshot shows the 'Maintenance' module. Under 'Approved Battery Requests (1)', there is one record: Request ID 14, Vehicle No. WPGH-2014, Location Ministry of Public Administration & Home Affairs, Driver Ajith, Battery Type Lead Iron, Request Date 2014-09-01, and Status Approved.

Approved Battery Requests							
Request ID	Vehicle No	Location	Driver	Battery Type	Approved By	Approved Date	Status
14	WPGH-2014	Ministry of Public Administration & Home Affairs	Ajith	Lead Iron	Iahiru	2014-09-01	Approved

- ❖ Select “reject” from the field “Status”, enter a reason for rejection and click “OK”.
- ⓘ Once you reject a record, it will move to a separate registry and you can view those rejected records from below path  
Maintenance -> Select Vehicle -> Battery -> Rejected Battery requests

#### 5.7.4 Battery Replacement

Once a battery request is approved, the process can be completed by adding details related to the battery replacement after it is done.

Maintenance -> Select Vehicle -> Battery -> Select Battery Request -> Battery Replacement

- ❖ Request ID displays by default
- ❖ Enter life time in months
- ❖ Enter the replacement cost
- ❖ Select the replaced date
- ❖ Click “Save”

Once details are added, **process will be complete** and you can view completed records from path

Maintenance -> Select Vehicle -> Battery -> Completed Battery Requests

#### 5.8 Add Tyre Replacement details

Maintenance -> Select Vehicle -> Tyre



Tyre replacement has the same procedure just as in repair and battery replacement

##### 5.8.1 Add Tyre request

Maintenance -> Select Vehicle -> Tyre -> Click “Add” button

- ⓘ Note: Tyre replacement history will be displayed by default
- ❖ Select the driver name
- ❖ Tyre type & Tyre Size mentioned in vehicle registry will be displayed by default
- ❖ Select the requested date

- ❖ Enter the Tyre quantity
- ❖ Click “Add”

Once a record is added, it moves to a separate registry. To view requests use the path below.

Maintenance -> Select Vehicle -> Tyre -> Pending Tyre Requests

### 5.8.2 Approve/Disapprove a Tyre request

Dashboard -> Tyre Requests for Approval



Pending Tyre Requests

Request ID	Vehicle No	Location	Driver	Tyre Type	Tyre Size	Tyre Quantity	Status
6	WPGH-2014	Ministry of Public Administration & Home Affairs	Ajith	Tubeless	175x14	1	Pending

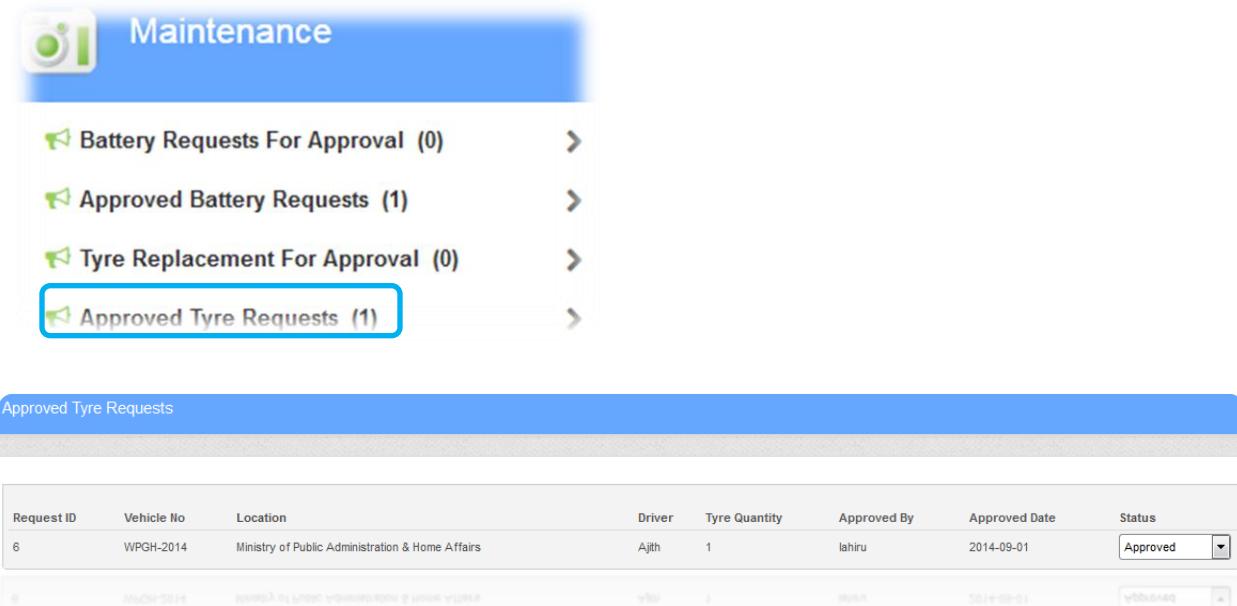
- ❖ Select your decision on the record from the “Status”
  - ❖ If approve, select “Approve” from the list and click “OK”
  - ❖ If disapprove, select “Disapprove” from the list and enter a reason for disapproving and click “OK”.
- ⚠ Note: Once you either approve or disapprove a request, it will move to the appropriate registry where you can view those approved/disapproved records.

Maintenance -> Select Vehicle -> Tyre -> Approved Tyre requests

Maintenance -> Select Vehicle -> Tyre -> Disapproved Tyre requests

### 5.8.3 Reject an approved Tyre request

There are instances where you need to disapprove a request which is previously approved and it is allowed in the system



The screenshot shows the 'Maintenance' section of the FMS. Under 'Approved Tyre Requests (1)', there is one record listed:

Request ID	Vehicle No	Location	Driver	Tyre Quantity	Approved By	Approved Date	Status
6	WPGH-2014	Ministry of Public Administration & Home Affairs	Ajith	1	Iahiru	2014-09-01	Approved

- ❖ Select “reject” from the field “Status”, enter a reason for rejection and click “OK”.

 Once you reject a record, it will move to a separate registry and you can view those rejected records **from the path below**.

Maintenance -> Select Vehicle -> Tyre -> Rejected Tyre requests

### 5.8.4 Tyre Replacement

Once a battery request is approved, the process can be completed by adding details related to the **Tyre replacement after it is done**

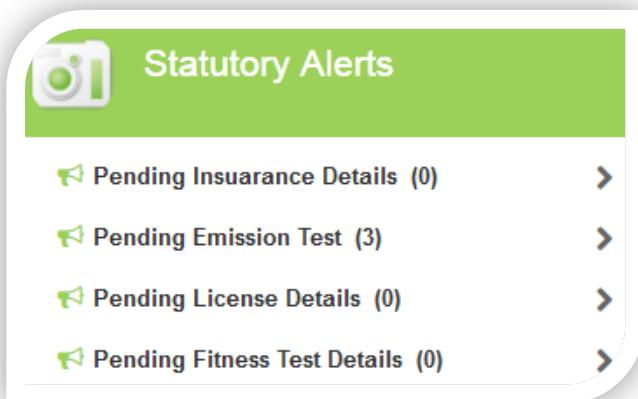
Maintenance -> Select Vehicle -> Tyre -> Select Tyre Request -> Tyre Replacement

- ❖ Request ID displays by default
- ❖ Enter the current Meter Reading
- ❖ Enter the lifetime in “km”
- ❖ Enter the cost
- ❖ Select the date of replacement
- ❖ Click “Save”

Once details are added, process is completed and you can view completed records from path

Maintenance -> Select Vehicle -> Battery -> Completed Battery Requests

## 5.9 Statutory Alerts



Statutory Alert messages will display regarding Insurance, Emission Test, License & Fitness Test records once remaining days to exceed validation period is less than a month [31 days]

## 6. Fuel Module

Fuel module is used to maintain fuel provided to the fleet of vehicles. This involves steps much similar to repair, battery replacement and tyre replacement

### 6.1 Adding a Fuel Request

Fuel -> Select Vehicle -> Click “Add” button

Note: Fuel providing history will be displayed by default when a vehicle is selected

In the form which appears

- ❖ Select the driver name
- ❖ Enter the required fuel capacity in liters
- ❖ Select the requested date
- ❖ Mention the reason to the request
- ❖ Select the fuel balance based on the tank
- ❖ Enter the current meter reading
- ❖ Click “Add”

Once a record is added it moves to a separate registry. To view requests use below path.

Fuel -> Select Vehicle -> Pending Fuel Requests

## 6.2 Approve/Disapprove a Fuel Request



The screenshot shows a list of fuel requests. One request for vehicle WPKA-0421 is highlighted in orange, indicating it is pending approval. The table below shows the details of this request.

Fuel Request	Request Date	Vehicle No	Location	Driver Name	Required Fuel Capacity (l)	Fuel Balance (l)	Meter Reading	Status
25	2014-09-02	WPKA-0421	Dehiwala Divisional Secretary/ town council	Lahiru	12	5	250	Pending

Select your decision on the record from the “Status”

- ❖ If approve, select “Approve” from the list and click “OK”
- ❖ If disapprove, select “Disapprove” from the list enter a reason for disapproving then click “OK”
- ⓘ Note: Once you either approve or disapprove a request, it will move to the appropriate registry where you can view those approved/disapproved records.

Fuel -> Select Vehicle -> Approved Tyre requests

Fuel -> Select Vehicle -> Disapproved Tyre requests

## 6.3 Reject an approved Fuel request

There are instances where you need to disapprove a request which is previously approved and it is allowed in the system.



The screenshot shows a list of fuel requests. One request for vehicle WPKA-0421 is highlighted in orange, indicating it is approved. The table below shows the details of this request.

Fuel Request	Request Date	Vehicle No	Location	Driver Name	Required Fuel Capacity (l)	Fuel Balance (l)	Meter Reading	Status
25	2014-09-02	WPKA-0421	Dehiwala Divisional Secretary/ town council	Lahiru	12	5	250	Approved

- ❖ Select “reject” from the field “Status”, enter a reason for rejection and click “OK”.
- ⓘ Once you reject a record, it will move to a separate registry and you can view those rejected records from the path below

Fuel -> Select Vehicle -> Rejected Fuel Requests

## 6.4 Add Fuel Providing Details

Once a fuel request is approved, the process can be completed by adding details related to the fuel providing after it is done.

Fuel -> Select Vehicle -> Add Fuel Providing Details -> Select Request

- ❖ Fuel request ID will be displayed by default
- ❖ Enter the fuel order number
- ❖ Enter the fuel station
- ❖ Fuel type mentioned in “Vehicle Registry” will be displayed by default
- ❖ Select the fuel pumped date
- ❖ Enter the fuel capacity
- ❖ Enter the payable amount
- ❖ Click “Add”

Procedure completes once fuel providing details are added. You can view completed requests from below path

Fuel -> Select Vehicle -> Completed Fuel Requests

## 7. Odometer Module

This module is used to update odometer details when a vehicle has left the premises for reasons other than a booking purpose, such as maintenance purposes etc.

### 7.1 Update out time of the odometer

Odometer -> Select Vehicle to update odometer [Don't select yellow colored records]



- ❖ Select the name of the driver
- ❖ Add/select a remark from the list to mention the purpose of leaving
- ❖ Date and time you have selected the record will be taken as OUT time by default**
- ❖ Enter the Current odometer reading, it should be either equal or above to the odometer reading displayed below in the field “Current Odometer”

- ❖ Click “Add”

## 7.2 Update in time of the odometer

Odometer -> Select Vehicle to update odometer [Only select yellow colored records]

### Select Vehicle to Update Odometer

	Make	Model	Out Odometer Reading	In Odometer Reading
CG5678	TOYOTA	Allion		
CP 1244	TOYOTA	Allion	250	0
MOTOR CAR	TOYOTA	Camry		
MOTOR COACH	TOYOTA	HIACE COMMUTER		

- ❖ Select the name of the driver
- ❖ Select/Add remark/reason for the update
- ❖ Date and Time you have selected the record will be taken as IN time by default
- ❖ Enter the current odometer reading after the visit
- ❖ Click Add

Note: Once you have added the odometer detail, it will be added to the current odometer.

## 8. Accident Module

This module is used to add details related to accidents

### 8.1 Add Accident Details

Accident -> Click “Add” button -> Select Vehicle

- Tip: If necessary use the search option to select the vehicle
- ❖ Select the driver's name who was driving at the time of accident
  - ❖ Enter the odometer reading of the vehicle at the time of accident
  - ❖ Select date and time of the accident
  - ❖ Enter the location where accident has taken place
  - ❖ Enter a brief description about the accident
  - ❖ Mention the police station name
  - ❖ Enter the address of the police station
  - ❖ Enter the police report number
  - ❖ Add images relevant to the accident
  - ❖ Click “Add”

Note: Once the record is saved, it goes to a separate registry and you can view a summary of those accidents under Accident History which appears after clicking on “Accident” module.

## 8.2 Add Estimations for the accident

Accident -> Click “Add” button -> Select vehicle -> Click “Add Estimation Details”-> Select Accident for estimation

- ❖ Enter the estimate of damage in rupees
- ❖ Once the estimation is done, a field named “Accident Type” will display in the form and if the estimation is above Rs.50,000, it will be categorized as “Major” while otherwise it is categorized as “Minor”
- ❖ Select the date of estimation
- ❖ Briefly describe details regarding to the estimation if necessary
- ❖ Click “Add”

## 8.3 Add claims for the accident

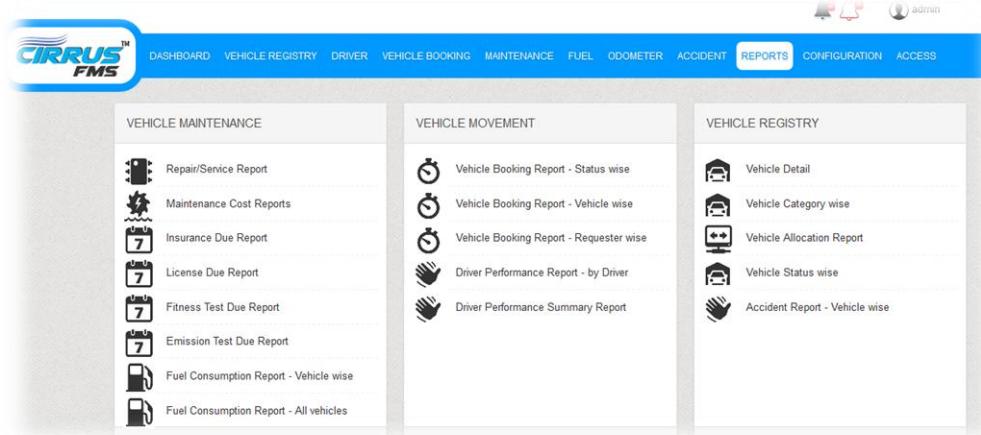
Accident -> Click “Add” button -> Select Vehicle -> Select “Add claim details” from the menu -> Select estimations for claiming

- ⓘ Note: Insurance company name mentioned in adding insurance details & driver name mentioned in adding the accident will display by default in relevant columns.
- ⓘ If insurance details aren't included, whole row “Insurance Company” will be inactive
- ❖ Enter the name of the third party of the accident
- ❖ Enter recovered dates & claim amounts in each row
- ❖ Click “Add”

## 9. Reports Module

This module is used to generate reports according to different criteria and can be divided into three categories

- Vehicle Maintenance
- Vehicle Movement
- Vehicle Registry



## 9.1 Vehicle Maintenance Reports

These reports can be divided into three categories

- Vehicle wise reports
- Vehicle category wise reports
- Due date reports

All reports are generated to check the maintenance records for a certain date-range. Therefore, date ranges are compulsory for all reports

Vehicle wise reports in category “Vehicle Maintenance Reports” are,

- Repair/Service reports
- Maintenance cost reports
- Fuel Consumption report – Vehicle wise

These reports can be generated by **following the procedure mentioned below**

- ❖ Select the report category
- ❖ Select the vehicle from the list [use search option if necessary]
- ❖ Mention the date range [from date and to date]
- ❖ Click “Preview”

Due date reports in category “Vehicle Maintenance Reports” are,

- License due report
- Fitness test due report
- Emission test due report
- Fuel consumption report – all vehicles

Above reports can be generated by following **the procedure mentioned below**

- ❖ Select the report category
- ❖ Mention the date range
- ❖ Click “Preview”

Insurance schedule report is a vehicle category wise report where we should include vehicle category with the date range.

## 9.2 Vehicle Movement Reports

Vehicle movement reports can be divided into two categories

- Vehicle Booking reports
- Driver Performance reports

Vehicle booking reports can be generated,

Vehicle wise  
Status wise [Booking Status]  
Requester wise

Vehicle booking reports generation process can be summarized as follows.

- ❖ Go to “Reports”
- ❖ Select the vehicle booking report type from “Vehicle Movement” menu
- ❖ Select the value for the main **criterion** [vehicle/status/requester] from the dropdown list
- ❖ Provide the date range
- ❖ Click “Preview”

Driver performance reports are,

Driver wise performance report  
Performance summary report

 Performance summary report only requires the date range while driver wise performance report generates by selecting the driver from the list and providing the date range.

## 9.3 Vehicle Registry reports

Vehicle registry reports are generated by providing the main criteria for the report

Main criteria for each vehicle registry report are as follows [underlined]

- Vehicle Detail: Vehicle
- Vehicle Category wise: Category
- Vehicle Allocation report: Allocation type [Pool or Assigned]
- Vehicle Status wise: Status [Available or Accident]

To generate report,

- ❖ Go to “Reports” module
- ❖ Select the report type from “Vehicle Registry” menu
- ❖ Provide the criteria from the dropdown list
- ❖ Click “Preview”

 Note: To get the vehicle detail report, selecting the vehicle is enough and if needed you can use search option to search the vehicle

## 10. Configuration Module

This module is used to add basic information to the database relevant to each module.

 Super Admin & Admin are the only roles which have access to this module

Information which needs to be added to the database is categorized as,

- Admin Information
- Vehicle Information
- Service and repair
- Statutory requirements
- System Configuration – Only Super Admin is allowed to access this category

Basically, **the structure** of this module is same for all information you add to the database

Configuration -> Select Category -> Select the type of information to add -> Add relevant info

Let's see how to add information to each category

 Once you select the type of information to add to the database from a category it will display a registry where you can search, view or update. Check and make sure the information you are going to add does not exist at that time **in order to avoid entering duplicate records to the database**

### 10.1 Admin Information

#### ➤ Provincial Council

Configuration -> Admin Information -> Provincial Council -> Click “Add” button

- ❖ Enter Provincial Council name
- ❖ Click “Add”

#### ➤ District

Configuration -> Admin Information -> District -> Click “Add” button

- ❖ Select/Add Provincial Council name [Add if not added]
- ❖ Enter District name
- ❖ Click “Add”

#### ➤ DS Division

Configuration -> Admin Information -> DS Division -> Click “Add” button

- ❖ Select/Add District [Add if not added]
- ❖ Enter DS Division name
- ❖ Click “Add”

➤ GN Division

Configuration -> Admin Information -> GN Division -> Click “Add” button

- ❖ Select/Add GN Division [Add if not added]
- ❖ Enter GN Division name
- ❖ Click “Add”

➤ Location

Configuration -> Admin Information -> Location -> Click “Add” button

- ❖ Select/Add District
- ❖ Select/Add DS Division
- ❖ Select/Add GN Division
- ❖ Enter Location name
- ❖ Enter email Address
- ❖ Enter Telephone number
- ❖ Enter Fax number
- ❖ Enter Address
- ❖ Click “Add”

➤ Branch

Configuration -> Admin Information -> Branch -> Click “Add” button

- ❖ Select/Add location
- ❖ Enter branch name
- ❖ Click “Add”

➤ Designation

Configuration -> Admin Information -> Designation -> Click “Add” button

- ❖ Enter designation
- ❖ Click “Add”

## **10.2 Vehicle Information**

➤ Vehicle Make

Configuration -> Vehicle Information -> Make -> Click “Add” button

- ❖ Enter make name
- ❖ Click “Add”

➤ Vehicle model

Configuration -> Vehicle Information -> Model -> Click “Add” button

- ❖ Select/Add vehicle make
- ❖ Enter Vehicle Model
- ❖ Click “Add”

➤ Vehicle Category

Configuration -> Vehicle Information -> Vehicle Category -> Click “Add” button

- ❖ Enter Vehicle Category name
- ❖ Click “Add”

➤ Fuel Type

Configuration -> Vehicle Information -> Fuel Type -> Click “Add” button

- ❖ Enter Fuel Type
- ❖ Click “Add”

➤ Vehicle Status

Configuration -> Vehicle Information -> Vehicle Status -> Click “Add” button

- ❖ Enter Vehicle Status
- ❖ Click “Add”

➤ Tyre Size

Configuration -> Vehicle Information -> Tyre Size -> Click “Add” button

- ❖ Enter Tyre Size
- ❖ Click “Add”

➤ Tyre Type

Configuration -> Vehicle Information -> Tyre Type -> Click “Add” button

- ❖ Enter Tyre Type
- ❖ Click “Add”

➤ Battery Type

Configuration -> Vehicle Information -> Battery Type -> Click “Add” button

- ❖ Enter Battery Type
- ❖ Click “Add”

➤ Odometer Update Remarks

Configuration -> Vehicle Information -> Odometer Remarks -> Click “Add” button

- ❖ Enter Description
- ❖ Click “Add”

### 10.3 Service and Repair

#### ➤ Supplier

Configuration -> Service and Repair -> Supplier -> Click “Add” button

- ❖ Enter Supplier name
- ❖ Enter Contact person name
- ❖ Enter land phone number
- ❖ Enter Mobile number
- ❖ Enter Fax number
- ❖ Enter email address
- ❖ Enter Address
- ❖ Click “Add”

#### ➤ Replacement of Service

Configuration -> Service and Repair -> Replacement of Service -> Click “Add” button

- ❖ Enter Service Replacement
- ❖ Click “Add”

#### ➤ Service Station

Configuration -> Service and Repair -> Service Station -> Click “Add” button

- ❖ Enter Service Station name
- ❖ Enter Land Phone Number
- ❖ Enter Mobile Number
- ❖ Enter Fax Number
- ❖ Enter Contact Person name
- ❖ Enter Registration Number
- ❖ Enter Owner Name
- ❖ Enter email address
- ❖ Enter Address
- ❖ Click “Add”

#### ➤ Service Type

Configuration -> Service and Repair -> Service Type -> Click “Add” button

- ❖ Enter Service Type
- ❖ Click “Add”

➤ Garage Type

Configuration -> Service and Repair -> Garage Type -> Click “Add” button

- ❖ Enter Garage Type
- ❖ Click “Add”

➤ Garage

Configuration -> Service and Repair -> Supplier -> Click “Add” button

- ❖ Select Garage Type
- ❖ Enter Garage Name
- ❖ Enter Owner Name
- ❖ Enter email Address
- ❖ Enter Registration Number
- ❖ Enter Land Phone Number
- ❖ Enter Fax Number
- ❖ Enter Contact Number
- ❖ Click “Add”

➤ Replacement

Configuration -> Service and Repair -> Replacement -> Click “Add” button

- ❖ Enter Replacement
- ❖ Click “Add”

➤ Supplier of Service Replacements

Configuration -> Service and Repair -> Supplier of Service Replacements -> Click “Add” button

- ❖ Select/Add Replacement
- ❖ Select/Add Supplier
- ❖ Click “Add”

➤ Repair Type

Configuration -> Service and Repair -> Repair Type -> Click “Add” button

- ❖ Enter Repair Type
- ❖ Click “Add”

## 10.4 Statutory Requirements

### ➤ Emission Test Company

Configuration -> Statutory Requirements -> Emission Test Company -> Click “Add” button

- ❖ Enter Company name
- ❖ Enter Contact Person name
- ❖ Enter Owner name
- ❖ Enter email Address
- ❖ Enter Land Phone number
- ❖ Enter Mobile number
- ❖ Enter Fax number
- ❖ Enter Registration number
- ❖ Enter Address
- ❖ Click “Add”

### ➤ Insurance Type

Configuration -> Statutory Requirements -> Insurance Type -> Click “Add” button

- ❖ Enter Insurance Type
- ❖ Click “Add”

### ➤ Insurance Company

Configuration -> Statutory Requirements -> Insurance Company -> Click “Add” button

- ❖ Enter Insurance Company name
- ❖ Enter Contact Person name
- ❖ Enter email Address
- ❖ Enter Registration number
- ❖ Enter Land Phone number
- ❖ Enter Mobile number
- ❖ Enter Fax number
- ❖ Enter Address
- ❖ Click “Add”

## 10.5 System Configuration

### ➤ System Configuration

Configuration -> System Configuration -> System Configuration -> Click “Add” button

- ❖ Enter Description
- ❖ Enter Value
- ❖ Click “Create”

### ➤ Dashboard Permission

Configuration -> System Configuration -> Dashboard Permission

- ❖ Select Role
- ❖ A list of Items will appear below the list of roles once you select a role
- ❖ Put a tick to allow showing items from the list provided**
- ❖ If permission needs to be given for all items, use option “Select/Unselect All”
- ❖ After providing permission to relevant items click “Apply Permission”

Select Role to Manage Dashboard Permissions		
Role ID	User Role	
1	Admin	<input type="checkbox"/>
3	Driver	<input type="checkbox"/>
8	Mechanical Engineer	<input type="checkbox"/>
4	Security	<input type="checkbox"/>
6	Supervisor	<input type="checkbox"/>
5	Transport Manager	<input type="checkbox"/>
2	User	<input type="checkbox"/>

Role : Driver

		Select/Unselect All <input type="checkbox"/>
Dashboard Item	Permission (Show/Hide)	
<b>Vehicle Booking</b>		
Booking for Approval	<input checked="" type="checkbox"/>	
Approved Booking for Assigning	<input type="checkbox"/>	
Assigned Vehicle Booking	<input type="checkbox"/>	

## 11. Access Module

This module is used to manage roles, users, and permissions given to users

### 11.1 Add new role

Access -> Manage Role -> Click “Add” button

- ❖ Enter the role name
- ❖ Click “Create”

 Added roles can be edited/deleted through role registry

### 11.2 Add new user

Access -> Manage User -> Click “Add” button

- ❖ Enter the username
- ❖ Enter the password [password should contain more than 4 characters]
- ❖ Retype the entered password
- ❖ Enter the email Address
- ❖ Select the role
- ❖ Select the Designation
- ❖ Select the District
- ❖ Select the location
- ❖ Select the branch
- ❖ Select the Status
- ❖ Enter the phone number
- ❖ Enter the First Name
- ❖ Enter the Last Name
- ❖ Enter the Birth Date
- ❖ Click “Create”

 Added users can be edited/deleted through user registry

### **11.3 Assign Permission to a role**

Access -> Access Permission

- ❖ Select the role you need to change permissions
- ❖ Select the relevant controller name

**Assign Permission for Modules**

Role *	Admin	Controller Name	Access Controllers	
Select/Unselect All <input type="checkbox"/>				
Action Display Name	Grant Access			
Manage Controllers	<input checked="" type="checkbox"/>			
Assign Permission	<input checked="" type="checkbox"/>			
Update Controllers	<input type="checkbox"/>			
Update Access Controller Details	<input checked="" type="checkbox"/>			

**Assign Permission**

- ❖ A list of relevant “Action Display Names” will appear as displayed in above image once a controller is selected from the list
- ❖ Select the checkbox in column “Grant Access” [put a tick] to Assign permission to a certain action display name
- ❖ If access needs to be granted/removed from all items in a certain controller, use “Select/Unselect All” checkbox
- ❖ After selecting relevant information click “Assign Permission”

Refer Below tables for further details on permitted areas for each role

### Dashboard

MODULES	ROLES	Super Admin	Admin	Transport Manager	Supervisor	User	Driver	Security
<b>Vehicle Booking</b>								
DASHBOARD	Booking For Approval	✓	✓		✓			
	Approved Booking for Assigning	✓	✓	✓				
	Assigned Vehicle Booking	✓	✓	✓				
	<b>Statutory Alerts</b>							
	Pending Insurance Details	✓	✓	✓				
	Pending Emission Test	✓	✓	✓				
	Pending License Details	✓	✓	✓				
	Pending Fitness Test Details	✓	✓	✓				
<b>Maintenance</b>								
	Battery Requests For Approval	✓	✓	✓				
	Approved Battery Requests	✓	✓	✓				
	Tyre Replacement For Approval	✓	✓	✓				
	Approved Tyre Replacement	✓	✓	✓				
<b>Fuel</b>								
	Pending Fuel Requests	✓	✓	✓				
	Approved Fuel Requests	✓	✓	✓				
<b>Repair</b>								
Repair for Approval	✓	✓	✓					

**Vehicle Registry, Driver & Vehicle Booking**

MODULES	ROLES	Super Admin	Admin	Transport Manager	Supervisor	User	Driver	Security
VEHICLE REGISTRY	<b>Add new vehicle</b>							
	Add new vehicle	✓	✓	✓				
	View Vehicle details	✓	✓	✓				
	Update Vehicle details	✓	✓	✓				
	<b>Vehicle Assigning for Location</b>							
	Vehicle Assigning for Location	✓						
	View Vehicle Assigned Location	✓						
	Update Vehicle Assigned Location	✓						
	<b>Assign Driver for Vehicle</b>							
	Assign Driver for Vehicle	✓	✓	✓				
DRIVER	View Assigned Driver for Vehicle	✓	✓	✓				
	Update Assigned Driver for Vehicle	✓	✓	✓				
VEHICLE BOOKING								
	View Transfer Vehicle	✓	✓					
	Update Transfer Vehicle	✓	✓					
	<b>Add New Driver</b>							
	Add Driver	✓	✓	✓				
	View Driver details	✓	✓	✓				
	Update Driver details	✓	✓	✓				

**Maintenance [Page 1]**

MODULES	ROLES	Super Admin	Admin	Transport Manager	Supervisor	User	Driver	Security
MAINTENANCE	<b>Services</b>							
	Add Services Details	✓	✓	✓			✓	
	View Services	✓	✓	✓			✓	
	Update Services	✓	✓	✓			✓	
	<b>Insurance</b>							
	Add Insurance	✓	✓	✓				
	View Insurance	✓	✓	✓				
	Update Insurance	✓	✓	✓				
	<b>Emission Test</b>							
	Add Emission	✓	✓	✓				
	View Emission Test	✓	✓	✓				
	Update Emission Test	✓	✓	✓				
	<b>Fitness Test</b>							
	Add Fitness	✓	✓	✓				
	View Fitness Test	✓	✓	✓				
	Update Fitness Test	✓	✓	✓				
	<b>License</b>							
	Add License	✓	✓	✓				
	View License	✓	✓	✓				
	Update License	✓	✓	✓				
	<b>Repair Request</b>							
	Add Repair Request	✓	✓	✓			✓	
	View Repair Request	✓	✓	✓			✓	
	Update Repair Request	✓	✓	✓			✓	
	<b>Estimate Repair Requests</b>							
	Add Repair Estimate Details	✓	✓	✓				
	View Repair Estimate Details	✓	✓	✓				
	Update Repair Estimate Details	✓	✓	✓				

**Maintenance [Page 2]**

MODULES	ROLES	Super Admin	Admin	Transport Manager	Supervisor	User	Driver	Security
MAINTENANCE	<b>Add Repair Details</b>							
	Add Repair Details	✓	✓	✓				
	View Repair Details	✓	✓	✓				
	View Pending Repair Requests	✓	✓	✓				
	View Approved Repair Requests	✓	✓	✓				
	View Disapproved Repair Requests	✓	✓	✓				
	View Rejected Repair Requests	✓	✓	✓				
	View Completed Repair Requests	✓	✓	✓				
	<b>Battery Requests</b>							
	Add Battery Request	✓	✓	✓			✓	
	View Battery Request	✓	✓	✓			✓	
	Update Battery Request	✓	✓	✓			✓	
	<b>Battery Replacement after approving</b>							
	Add Battery Replacement	✓	✓	✓				
	View Battery Replacement	✓	✓	✓				
	Update Battery Replacement	✓	✓	✓				
	<b>Tyre Requests</b>							
	Add Tyre Request	✓	✓	✓			✓	
	View Tyre Request	✓	✓	✓			✓	
	Update Tyre Request	✓	✓	✓			✓	
	<b>Tyre Replacement after approving</b>							
	Add Tyre Replacement	✓	✓	✓				
	View Tyre Replacement	✓	✓	✓				
	Update Tyre Replacement	✓	✓	✓				

**Fuel & Accident**

MODULES	ROLES	Super Admin	Admin	Transport Manager	Supervisor	User	Driver	Security
<b>Fuel Requests</b>								
	Add Fuel Requests	✓	✓	✓			✓	
	View Fuel Requests	✓	✓	✓			✓	
	Update Fuel Requests	✓	✓	✓			✓	
<b>Add Fuel Providing Details after approving</b>								
FUEL	View Fuel Providing Details	✓	✓	✓				
	Update Fuel Providing Details	✓	✓	✓				
	View Pending Fuel Request	✓	✓	✓				
	View Approved Fuel Requests	✓	✓	✓				
	View Disapproved Fuel Requests	✓	✓	✓				
	View Rejected Fuel Requests	✓	✓	✓				
	View Completed Fuel Requests	✓	✓	✓				
<b>Add New Accident</b>								
ACCIDENT	Add Accident	✓	✓	✓				
	View Accident Details	✓	✓	✓				
	Update Accident Details	✓	✓	✓				
	<b>Add Estimations</b>							
	View Estimation	✓	✓	✓				
	Update Estimation	✓	✓	✓				
<b>Add Claims</b>								
	View Claims	✓	✓	✓				
	Update Claims	✓	✓	✓				

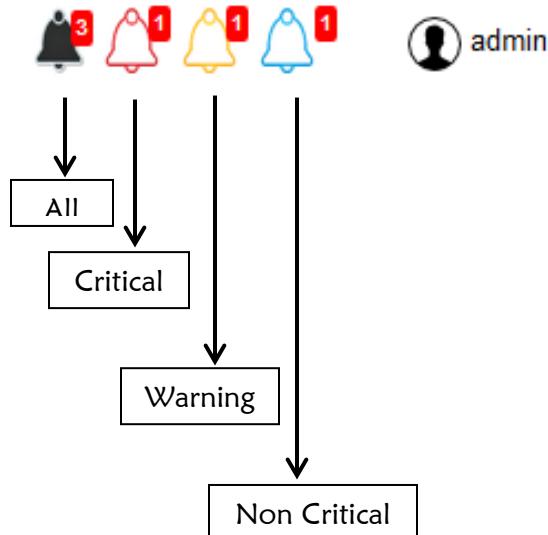
**Configuration** – mentioned in the module introduction

### **Odometer, Access and Reports**

MODULES	ROLES	Super Admin	Admin	Transport Manager	Supervisor	User	Driver	Security
ODOMETER	<b><i>Odometer</i></b>							
	<i>Update Odometer Details</i>	✓	✓	✓				✓
ACCESS	<b><i>Manage Role</i></b>							
	<i>Add Role</i>	✓						
	<i>View Role Registry</i>	✓						
	<i>Update Role</i>	✓						
	<b><i>Manage User</i></b>							
	<i>Add User</i>	✓	✓					
	<i>View User Registry</i>	✓	✓					
	<i>Update User</i>	✓	✓					
	<b><i>Access Permission</i></b>							
	<i>Add Access Permission</i>	✓						
REPORT	<i>View Reports</i>	✓	✓	✓				

## Other Features

### Notifications



Notifications will only appear if there is any information relevant to each notification category

There are 4 types of notifications

- Non Critical
- Warning
- Critical
- All [Non Critical + Warning + Critical]

Notifications are displayed to records regarding

- Vehicle Booking
- Fuel
- Maintenance
  - License
  - Emission Test
  - Fitness Test
  - Insurance

Notifications regarding maintenance records are displayed as below, they will display with relevant color code to the notification type



#### Color Codes

- Non - Critical -> Blue
- Warning -> Yellow
- Critical -> Pink

Note: There is a difference in how notifications related to non-maintenance records view.

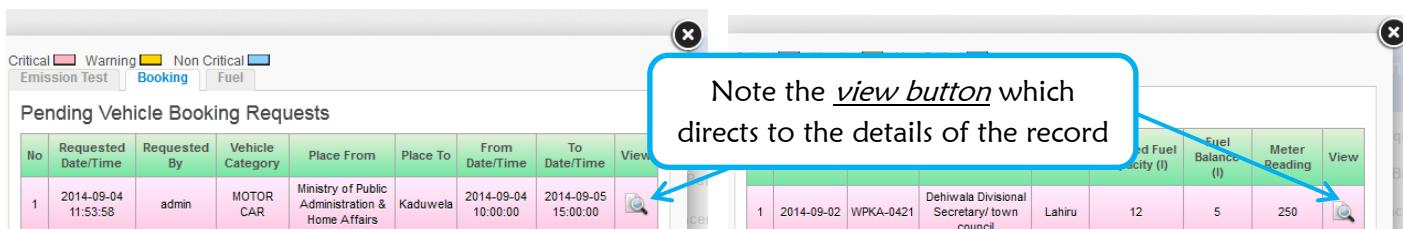
Notification type of a maintenance related record depends on the remaining days to the end of validity period

Below table displays how notification type of maintenance related records [License, Insurance, Fitness Test and Emission Test] changes according to the number of days remaining

Ex: If number of remaining days is X

Non critical	Warning	Critical
30>X>8	8>X>4	4>X

Notifications on non-maintenance records view as displayed below with a view button which directs to the details of the record [Fuel, Booking]



Notifications type of a *booking record* changes according to below criteria

Ex: Assume the number of days remaining is Y

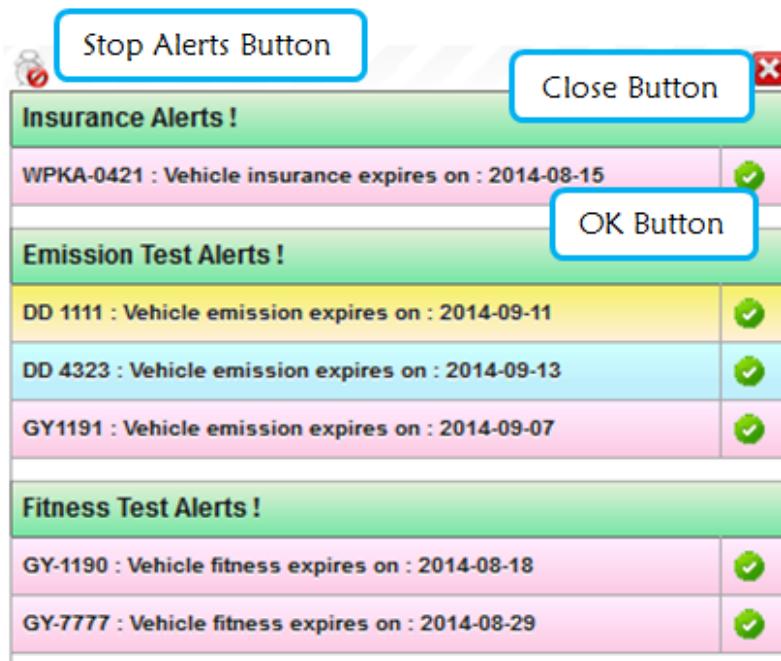
Non critical	Warning	Critical
Y>5	5>Y>2	Y<2

Notifications type of *fuel record* changes according to below criteria

Ex: Assume the number of days from the requested date is Z

Non critical	Warning	Critical
Z<2	2<Z<5	Z>5

## Alerts



Alert messages display for maintenance records we discussed previously under notifications. They are displayed according to the same criteria which were used to categorize notifications.

*Clicking*

*OK Button* will remove that alert from alert messages

*Close Button* will remove the alert message box. But it will display once we login again

*Stop Alerts Button* will disable displaying alert messages