



2024

Uniform Distribution Management System

User Guide



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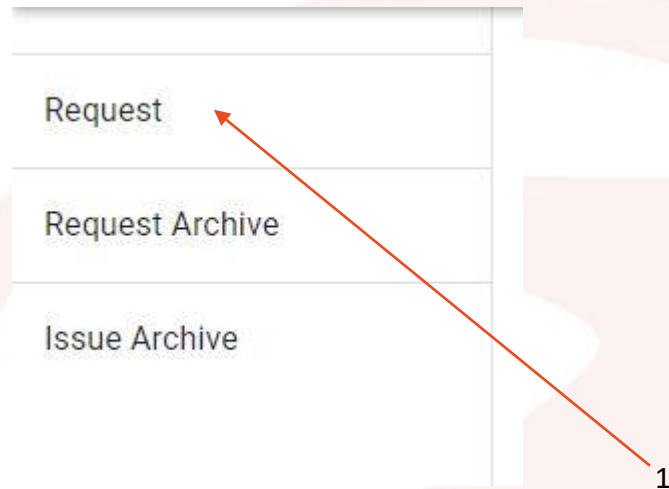
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1. Link

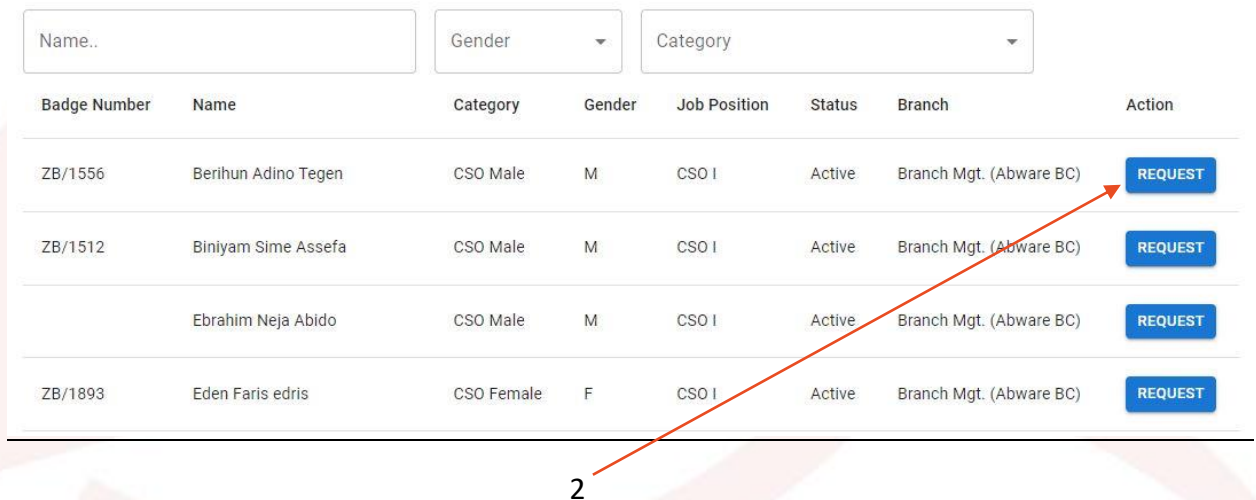
<https://aps3.zemenbank.com/udms>

2. Uniform Request

1. Click 'Request' link from the left menu.



2. Click "Request" button.



3. Fill the data and click 'ADD TO LIST' and finally click 'SUBMIT FOR APPROVAL' button.

Request

Berihun Adino Tegen

Item *

Shoes for Men

Size *

40

ADD TO LIST

Item List

Item	Size
Necktie With Z.B Logo	-

SUBMIT FOR APPROVAL

2. Approve Uniform Request

1. Click 'Approve Request' link from the left menu.

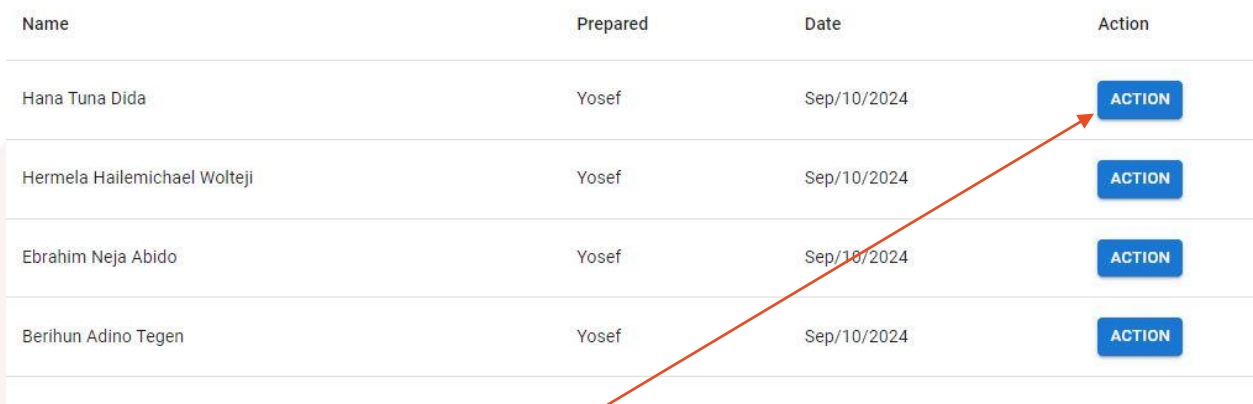
Approve Request



1

2. Click "ACTION" button.

Name	Prepared	Date	Action
Hana Tuna Dida	Yosef	Sep/10/2024	<button>ACTION</button>
Hermela Hailemichael Wolteji	Yosef	Sep/10/2024	<button>ACTION</button>
Ebrahim Neja Abido	Yosef	Sep/10/2024	<button>ACTION</button>
Berihun Adino Tegen	Yosef	Sep/10/2024	<button>ACTION</button>



2

3. Click 'APPROVE' button.

Approve Request

Ebrahim Neja Abido

Last Date	Item	Size	Prepared	Next Date
	Over cot (Caport for) Guards	X		

Remark *

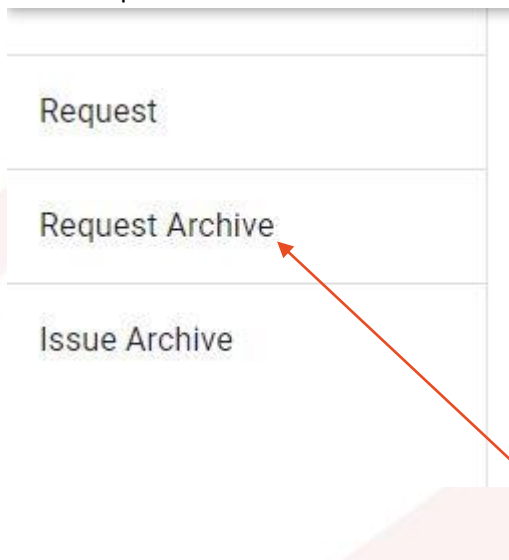
REJECT

APPROVE

3

3. View The Request Archive

1. Click “Request Archive” button.



2. You can now filter the archive by date and category view details.
 - a. If you require an excel version of the archive for printing purposes click “SIGNATURE” button.

A screenshot of the Request Archive interface. At the top, there are filter fields: 'Date From' and 'Date To' (both with calendar icons), 'Department/Branch' (a dropdown menu showing 'Branch Mgt. (Abware BC)'), and 'Category' (a dropdown menu). To the right of these fields is a blue button labeled 'SIGNATURE'. Below the filters is a table with the following columns: Department, Name, Category, Prepared, Date, Status, and Action. The table contains four rows of data. Each row has a blue 'VIEW' button in the Action column. At the bottom right, there is a pagination bar showing 'Rows per page: 4', '9-12 of 19', and navigation arrows.

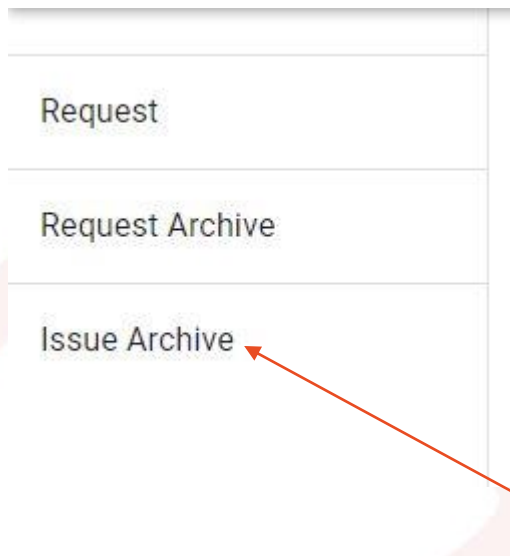
Department	Name	Category	Prepared	Date	Status	Action
Branch Mgt. (Abware BC)	Biniyam Sime Assefa	CSO Male		Jan/11/2024	Approved	VIEW
Branch Mgt. (Abware BC)	Berihun Adino Tegen	CSO Male		Jan/11/2024	Approved	VIEW
Branch Mgt. (Abware BC)	Berihun Adino Tegen	CSO Male		Dec/18/2023	Approved	VIEW
Branch Mgt. (Abware BC)	Berihun Adino Tegen	CSO Male		Dec/18/2023	Approved	VIEW

Rows per page: 4 9-12 of 19 < >

Uniform Needs Collection Report (4).xlsx - Excel (Product Activation Failed)										
Yosef Girma										
Uniform Needs Collection(01-Sep-2023/11-Sep-2024)										
S.No.	Name	Branch/Department	Position	Sex	Suit	Glove for Motor cycle Driver	Leather Jacket	Necktie With Z.B Logo	Over caot Gowen Red for Technican	Over cot (Caport f
1	Berihun Adino Tegen	Branch Mgt. (Abware BC)	CSO I	M	X					
2	Hermela Hailemichael Woltej	Branch Mgt. (Abware BC)	CSO I	F						
3	Hana Tuna Dida	Branch Mgt. (Abware BC)	CSO I	F						
4	Ebrahim Neja Abido	Branch Mgt. (Abware BC)	CSO I	M						
5	Biniyam Sime Assefa	Branch Mgt. (Abware BC)	CSO I	M						X

4. View The Issue(received uniform) Archive

1. Click "Issue Archive" button.



2. You can now filter the archive by date and category view details.
 - a. If you require an excel version of the archive for printing purposes click "SIGNATURE" button.

A screenshot of the "Issue Archive" page. At the top, there are filter options: "Date From" with a calendar icon, "Date To" with a calendar icon, "Department/Branch" with a dropdown menu showing "Branch Mgt. (Abware BC)", and "Category" with a dropdown menu. To the right of these filters is a blue button labeled "SIGNATURE". Below the filters is a table with the following columns: "Department", "Name", "Category", "Prepared", "Date", "Status", and "Action". The table contains four rows of data. At the bottom right, there is a "Rows per page" dropdown set to "4", and a pagination indicator showing "9-12 of 19" with left and right arrows.

Department	Name	Category	Prepared	Date	Status	Action
Branch Mgt. (Abware BC)	Biniyam Sime Assefa	CSO Male		Jan/11/2024	Approved	VIEW
Branch Mgt. (Abware BC)	Berihun Adino Tegen	CSO Male		Jan/11/2024	Approved	VIEW
Branch Mgt. (Abware BC)	Berihun Adino Tegen	CSO Male		Dec/18/2023	Approved	VIEW
Branch Mgt. (Abware BC)	Berihun Adino Tegen	CSO Male		Dec/18/2023	Approved	VIEW

Rows per page: 4 9-12 of 19 < >

FileHomeInsertPage LayoutFormulasDataReviewViewTell me what you want to do...Yosef GirmaShare

Cut

Copy

Format Painter

Clipboard

Calibri

11

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B

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U

Font

Wrap Text

Merge & Center

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General

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→0

Number

Conditional Formatting

Format as Table

Styles

Cell Styles

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Format

Cells

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AutoSum

Fill

Clear

Editing

Sort & Filter

Find & Select

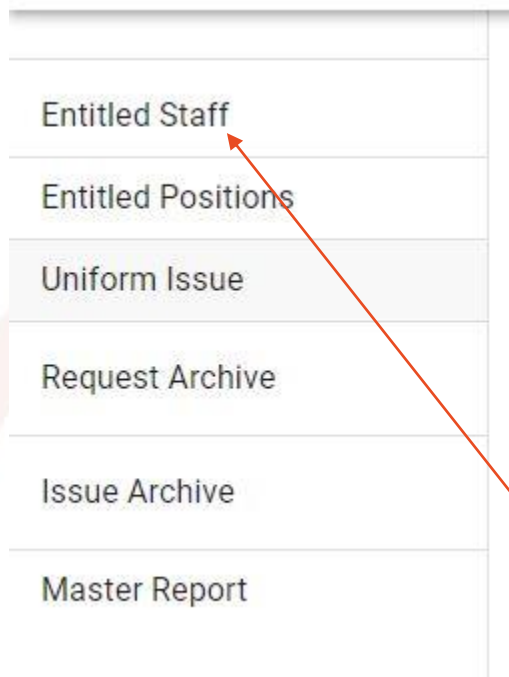
W13

	A	B	C	D	E	F	G	H	I	J	
1											
2											
3											
4											
5											
6											
7	S.No.	Name	Branch/Department	Position	Sex	Suit	Glove for Motor cycle Driver	Leather Jacket	Necktie With Z.B Logo	Over caot Gowen Red for Technican	Over cot
8	1	Hermela Hailemichael Woltej	Branch Mgt. (Abware BC)	CSO I	F	Apr 09/2024					
9	2	Ebrahim Neja Abido	Branch Mgt. (Abware BC)	CSO I	M	Jan 11/2024			Jan 16/2024		
10	3	Biniyam Sime Assefa	Branch Mgt. (Abware BC)	CSO I	M	Jan 11/2024			Jan 16/2024		
11	4	Berihun Adino Tegen	Branch Mgt. (Abware BC)	CSO I	M	Jan 11/2024			Dec 18/2023		
12	5	Hana Tuna Dida	Branch Mgt. (Abware BC)	CSO I	F	Sep 25/2023					
13	6	Eden Faris edris	Branch Mgt. (Abware BC)	CSO I	F	Oct 18/2022					
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											

Uniform Distribution Report

5. Add Entitled Staff

1. Click 'Entitled Staff' link from the left menu.



2. Click "ADD" button.

A screenshot of the 'Add Entitled Staff' form and a table. The form has input fields for 'Name..', 'Gender' (dropdown), 'Category' (dropdown), 'Department/Branch' (dropdown), and 'Status' (dropdown). There is a 'DOWNLOAD EXCEL' button and an 'ADD +' button. Below the form is a table with the following data:

Badge Number	Name	Category	Gender	Job Position	Status	Branch	Action
ZB/2164	Dawit Matiwos Membere	Security	M	Security Guard	Active	Security Service	<button>UNIFORM</button> <button>EDIT</button>
ZB/933	Ababu Tilahun Habteyohannes	Security	M	Security Guard I	Active	Security Service	<button>UNIFORM</button> <button>EDIT</button>

A red arrow points from the number '2' to the 'ADD +' button.

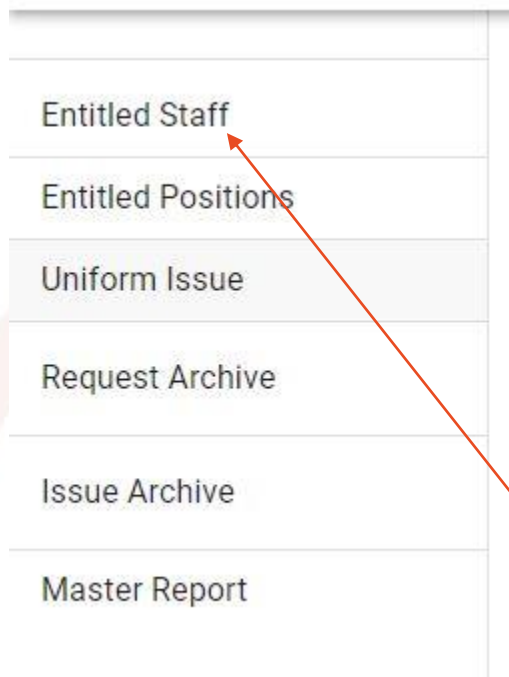
3. Fill the data and click 'SAVE' button.

Add Employee

<input type="text" value="Name *"/>	
<input type="text" value="Category *"/>	<input type="text" value="Gender *"/>
<input type="text" value="Job Position *"/>	<input type="text" value="Job Grade"/>
<input type="text" value="Department *"/>	<input type="text" value="Job Category"/>
<input type="text" value="EMail"/>	<input type="text" value="Status *"/>
<div><input type="button" value="CANCEL"/> <input type="button" value="SAVE"/></div>	

6. Edit Entitled Staff

1. Click 'Entitled Staff' link from the left menu.



2. Click "EDIT" button.

Name..	Gender	Category					
Department/Branch	Status	DOWNLOAD EXCEL					
		ADD +					
Badge Number	Name	Category	Gender	Job Position	Status	Branch	Action
ZB/2164	Dawit Matiwas Membere	Security	M	Security Guard	Active	Security Service	UNIFORM EDIT
ZB/933	Ababu Tilahun Habteyohannes	Security	M	Security Guard I	Active	Security Service	UNIFORM EDIT

2

3. Fill the data and click 'SAVE' button.

Edit Employee

Badge Number *

ZB/2164

Name *

Dawit Matiws Membere

Category *

Security

Gender *

M

Job Position *

Security Guard

Job Grade

II

Department *

Security Service

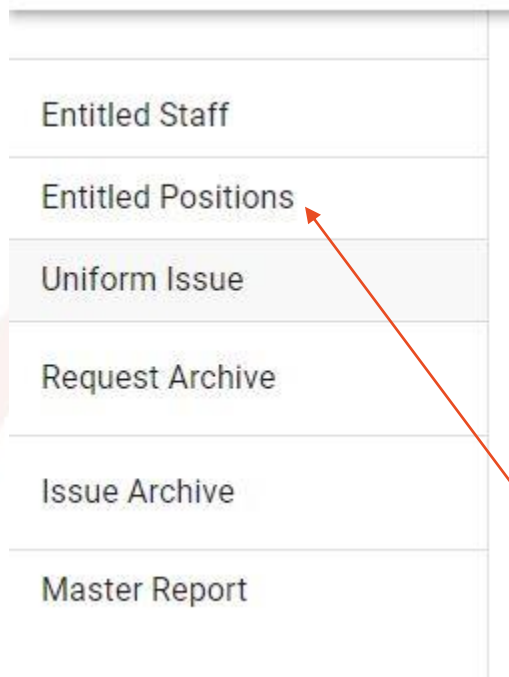
Job Category

CANCEL

SAVE

7. Add Position

1. Click 'Entitled Positions' link from the left menu.



2. Click "ADD POSITION" button.

Category
 CSO Male

ADD POSITION + **ADD ENTITLEMENT +**

Name	Item	Quantity	Period	Approved	Date	Action
CSO Male	Shirts for Men	4	1 Years	Liya	Jun/28/2024	EDIT
CSO Male	Fabric for suit	3	2 Years	Liya	Jun/28/2024	EDIT
CSO Male	Necktie With Z.B Logo	4	2 Years	Liya	Jun/28/2024	EDIT

2

3. Fill the data and click 'SAVE' button.

Add Position

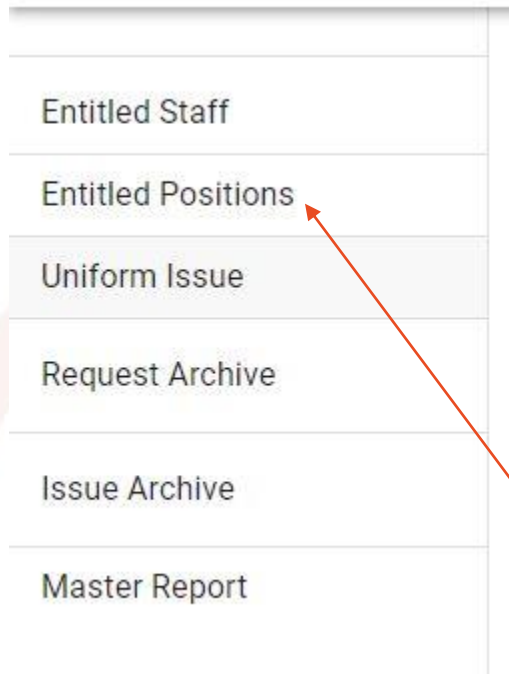
CANCEL

SAVE

3

8. Add Entitlement

1. Click 'Entitled Positions' link from the left menu.



2. Select a category and click "ADD ENTITLEMENT" button.

A screenshot of the 'ADD ENTITLEMENT' form and table. The form has a 'Category' dropdown menu with 'CSO Male' selected. To the right of the dropdown are two blue buttons: 'ADD POSITION +' and 'ADD ENTITLEMENT +'. A red arrow points to the 'ADD ENTITLEMENT +' button, with the number '2' next to it. Below the form is a table with the following data:

Name	Item	Quantity	Period	Approved	Date	Action
CSO Male	Shirts for Men	4	1 Years	Liya	Jun/28/2024	<button>EDIT</button>
CSO Male	Fabric for suit	3	2 Years	Liya	Jun/28/2024	<button>EDIT</button>
CSO Male	Necktie With Z.B Logo	4	2 Years	Liya	Jun/28/2024	<button>EDIT</button>

3. Fill the data and click 'ADD TO LIST' and finally click 'SUBMIT FOR APPROVAL' button.

Add Entitlement

Item *

Quantity *

Period *

ADD TO LIST

Item List

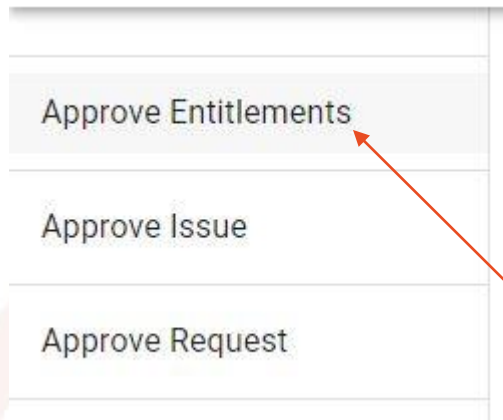
Item	Quantity	Period
------	----------	--------

CANCEL

SUBMIT FOR APPROVAL

9. Approve Entitlement

1. Click 'Approve Entitlements' link from the left menu.



2. Click "ACTION" button.

Name	Prepared	Date	Action
Lady Searcher	Melat	Jun/28/2024	ACTION

2

3. Click 'APPROVE' button.

Approve Entitlement

Lady Searcher

Item	Quantity	Period	Prepared	Date
Scarf with Z.B Logo	4	2 Years	Melat	Jun/28/2024
Shirts for Ladies	4	1 Years	Melat	Jun/28/2024
Shoes for Ladies	2	1 Years	Melat	Jun/28/2024
Fabric for suit	3	2 Years	Melat	Jun/28/2024

Remark *

REJECT

APPROVE

3

10. Uniform Issue

1. Click 'Uniform Issue' link from the left menu.

Entitled Staff
Entitled Positions
Uniform Issue
Request Archive
Issue Archive
Master Report

1

2. Click "ACTION" button.

Department/Branch							
Badge Number	Name	Category	Gender	Branch	Approved	Date	Action
ZB/2143	Hana Tuna Dida	CSO Female	F	Branch Mgt. (Abware BC)	Yosef	Sep/10/2024	ACTION
ZB/1450	Hermela Hailemichael Wolteji	CSO Female	F	Branch Mgt. (Abware BC)	Yosef	Sep/10/2024	ACTION
	Ebrahim Neja Abido	CSO Male	M	Branch Mgt. (Abware BC)	Yosef	Sep/10/2024	ACTION

2

3. Click 'SUBMIT FOR APPROVAL' button.

Issue

Hana Tuna Dida

Last Date	Item	Size	Prepared	Next Date
	Tuta	X	Yosef	

Remark*

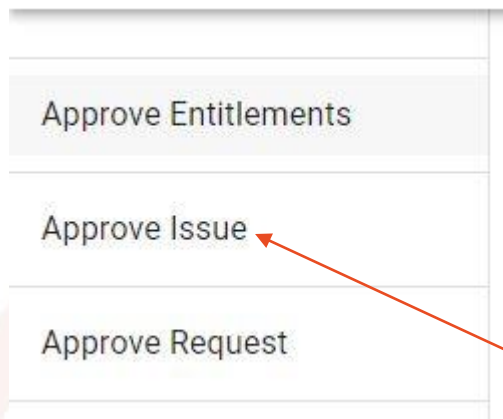
REJECT

SUBMIT FOR APPROVAL

3

11. Approve Uniform Issue

1. Click 'Approve Issue' link from the left menu.



2. Click "ACTION" button.

Department/Branch							
Badge Number	Name	Category	Gender	Branch	Approved	Date	Action
ZB/2143	Hana Tuna Dida	CSO Female	F	Branch Mgt. (Abware BC)	Yosef	Sep/10/2024	ACTION
ZB/1450	Hermela Hailemichael Wolteji	CSO Female	F	Branch Mgt. (Abware BC)	Yosef	Sep/10/2024	ACTION
	Ebrahim Neja Abido	CSO Male	M	Branch Mgt. (Abware BC)	Yosef	Sep/10/2024	ACTION

2

3. Click 'APPROVE' button.

Approve Issue

Ebrahim Neja Abido

Last Date	Item	Size	Next Date
	Over cot (Caport for)Guards	X	

Remark *

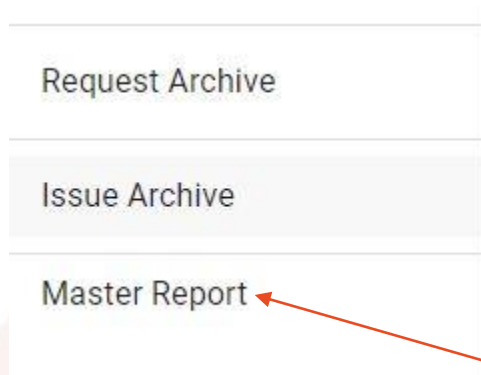
REJECT

APPROVE

3



12. Master Report

1. Click 'Master Report' link from the left menu.



1

2. Click "ACTION" button.

Date From  Date To  [GET REPORT](#)

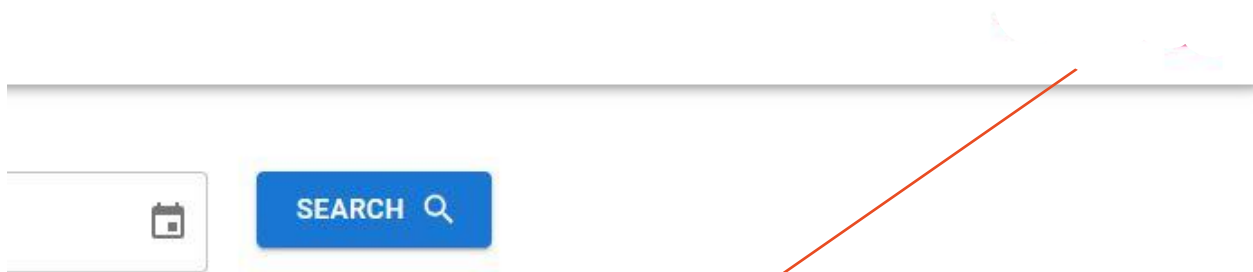
2

The screenshot shows an Excel spreadsheet with the following data:

S.No.	Name	Branch/Department	Position	Sex	Suit	Necktie With Z.B Logo	Shirts for Men	Shoes for Men	Socks
1	Abiy Abebe Getahun	Facility Management	Driver I	M	Feb 04/2022	Dec 20/2022	Dec 15/2023	Dec 20/2022	Dec 15/2023
2	Alemseged Dagnachew	Facility Management	Driver II	M	Mar 20/2023	Dec 20/2022	Dec 20/2022	Dec 15/2023	Dec 15/2023
3	Alexander Mamo Shenkoru	Facility Management	Driver I	M	Mar 20/2023	Dec 20/2022	Dec 15/2023	Dec 20/2022	Dec 20/2022
4	Belayhun Kebede Belete	Facility Management	Driver I	M	Mar 20/2023	Dec 20/2022	Dec 15/2023	Dec 15/2023	Dec 20/2022
5	Betru Kenenissa	Facility Management	Driver I	M	Sep 22/2022	Dec 20/2022	Dec 15/2023	Dec 15/2023	Dec 15/2023
6	Biniyam Kefyalew Kassaye	PLM	Driver	M	Mar 20/2023		Dec 15/2023	Dec 15/2023	Dec 15/2023
7	Birhane Haillesilassie T/mariam	PBB (Shire B.C)	Driver I	M	Oct 20/2023	Dec 20/2022	Feb 25/2023	Feb 25/2023	Feb 25/2023
8	Dagim Nesro Nejeje	Facility Management	Driver I	M	Mar 20/2023	Dec 20/2022	Dec 20/2022	Dec 20/2022	Jan 25/2022
9	Dawit Danbush Birehe	PLM	Driver I	M	Oct 12/2023	Sep 14/2023	Dec 15/2023	Dec 15/2023	Dec 15/2023
10	Dereje Berhanu Endale	Facility Management	Driver II	M	Mar 20/2023	Dec 20/2022	Dec 15/2023	Dec 15/2023	Jan 25/2022
11	Dereje Gebremichael	Facility Management	Driver II	M	Oct 12/2023	Dec 20/2022	Dec 15/2023	Dec 15/2023	Dec 15/2023
12	Eyob Merawi Seyifu	Facility Management	Driver I	M	Mar 20/2023	Dec 20/2022	Dec 20/2022	Dec 15/2023	Dec 20/2022
13	Eyueal Debebe Birhane	PLM	Driver I	M	Oct 12/2023	Sep 14/2023	Sep 14/2023	Dec 15/2023	Dec 15/2023
14	Feludi Ahmed	Facility Management	Driver II	M	Mar 20/2023	Dec 20/2022	Dec 20/2022	Dec 20/2022	Dec 15/2023
15	Frew Moges	Facility Management	Driver II	M	Mar 20/2023	Dec 20/2022	Dec 15/2023	Dec 15/2023	Jan 25/2022
16	Gashew Birhan Terefe	PLM	Driver I	M	Oct 12/2023	Aug 31/2023	Aug 31/2023	Dec 15/2023	Dec 15/2023
17	Gedefaw Chane	Facility Management	Driver I	M	Mar 20/2023	Dec 20/2022	Dec 20/2022	Dec 20/2022	Jan 25/2022
18	Getasew Deribew Tilahun	PBB (Hawassa B.C)	Driver I	M	Feb 04/2022	Dec 20/2022	Dec 20/2022	Dec 20/2022	Dec 20/2022
19	Getu Kasaye G/Mariam	PLM	Driver I	M	Oct 12/2023	Sep 14/2023	Sep 14/2023	Dec 15/2023	Dec 15/2023
20	Girma Moges	Facility Management	Driver I	M	Mar 20/2023	Dec 20/2022	Dec 20/2022	Dec 20/2022	Dec 20/2022
21	Habtamu Bekele Asres	PLM	Driver	M	Mar 20/2023		Dec 15/2023	Dec 15/2023	Dec 15/2023

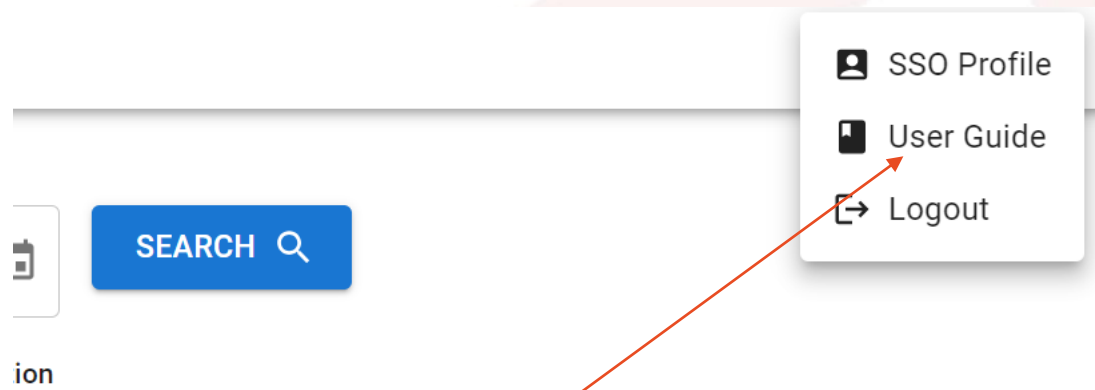
13. User Guide

1. Click your name located at the top right corner of the screen.



1

2. Click 'User Guide' link.



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2024

Uniform Distribution Management System

User Guide