

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS, TRANSPORT AND COMMUNICATIONS



USER GUIDE

For

DEVELOPMENT AND PUTTING INTO OPERATION ELECTRONIC ABNORMAL LOAD PERMITS SYSTEM

BY:-



BIZ-LOGIC SOLUTION LTD.
Plot No. 578 A, Mindu st., Upanga,
P.O Box 14262 Dar es Salaam, Tanzania
Tel: +255 22 2153397/99
Fax: +255 22 2153338
info@bizlogicsolutions.com
www.bizlogicsolutions.com

Contents

1.0.	Organization of the Manual.....	4
2.0.	GENERAL INFORMATION.....	5
2.1.	System Overview.....	5
2.2.	System configuration	5
2.3.	User groups	5
3.0.	GETTING STARTED.....	6
3.1.	Log In.....	6
3.2.	Dashboard.....	8
3.3.	Inbox.....	9
3.4.	Outbox.....	10
4.0.	TRANSPORTER.....	11
4.1.	Registration	11
4.2.	Apply permit	16
4.3.	Update applications.....	19
4.5.	View/Update personal data.....	21
4.6.	Archive.....	21
5.0.	MOW USERS.....	22
5.1.	Axel Load Controller ALC	22
6.2.	Axel Load Engineer ALE	25
6.3.	Assistant Director of Safety ADS	27
5.4.	Director of Road Safety and Environment DSE	29
6.5.	Deputy Permanent secretary.....	35
5.6.	Permanent secretary.....	37
6.6.	Deputy minister DM.....	39
5.7.	Minister.....	41
6.0.	Administrator.....	43
6.1.	Dashboard.....	43
6.1.1.	Setup	44
6.1.2.	Audit Trail.....	70
6.1.3.	Assign screens	83

7.0.	Assign user.....	84
8.0.	Change Password	86
9.0.	Log out.....	88
10.0.	Reports.....	89
10.1.	Operational report	89
10.1.1.	View Transaction Report.....	89
10.1.2.	View Abnormal/Wide Load Permit Report	92
10.1.3.	View Permits Issued Report.....	93
10.2.	Payment report	94
10.2.1.	View Daily Report	94
10.2.2.	View Monthly Report.....	96
10.2.3.	View Invoice Report.....	97

1.0. Organization of the Manual

The user's manual consists of five sections: General Information, Getting Started, Using The System, and Reporting.

This section explains in general terms about the system and its purpose.

Getting Started section explains how to get to E-permit system, login in and user registration. As well as the brief menu of the system

Using The System section provides a detailed description of system functions.

2.0. GENERAL INFORMATION

This section explains in general terms about the system and its purpose.

2.1. System Overview

E Permit system is the system designed to provide permits to vehicles and loads on the road which is above permissible limit electronically. E-permit system will automate all processes and transactions done to get a permit, from permit application to the permit that is sent through email. This system will involve more than one system for integration such as BOT, TRA vehicle registration system and RFB MIS. It will also be able to produce reports for the ministry of work and other stakeholders.

2.2. System configuration

E-permit system operates in any browser through mobile phones or personal computers. The application requires connection to Internet in order to save data to database. Users do not have to install the system to their devices since it can be accessed from any location via internet.

2.3. User groups

The system can only be used by registered users, as categorized below

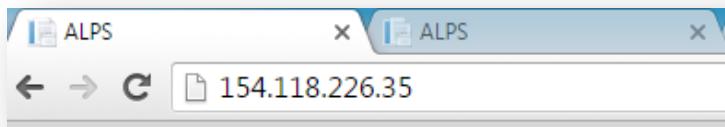
- Vehicle Owner/Transporter (Applicant)
- Ministry of works
- Traffic Police
- Weighbridge Operator
- System Administrator

Note: Each user will only access parts of system according to their access levels.

3.0. GETTING STARTED

Getting Started section explains how to get to E-permit system, login in and user registration. As well as the brief menu of the system.

To get to E-permit system, enter the URL in your browser as shown below.



NOTE: the above URL is public IP address, for local IP address check with your system administrator.

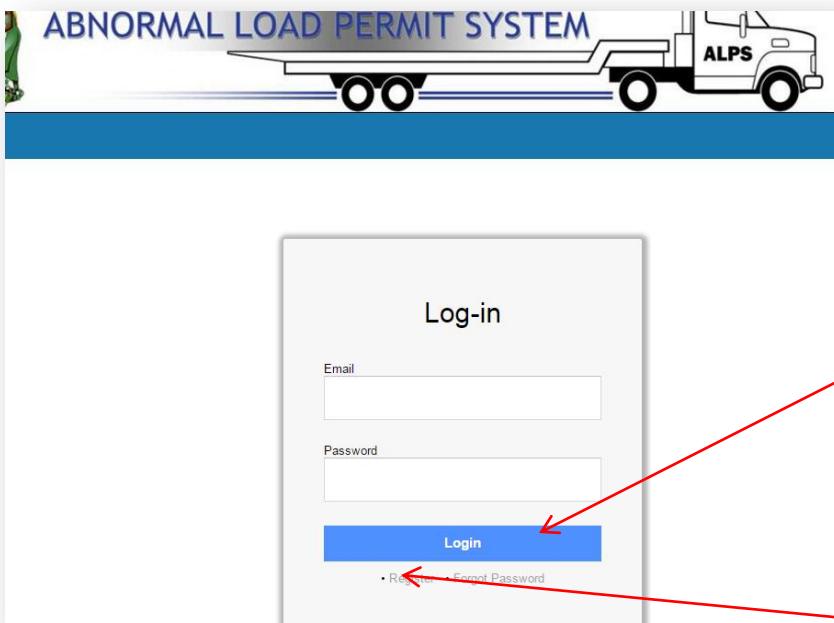
3.1. Log In

After entering the URL the login page of E-permit system will appear as shown below.

Steps

- Enter valid email address
- Enter password
- Click log in button

NOTE: Username and Password for MOW user are given by administrator and Transporters registers themselves(explained in the next section).



Enter your email and password, and click this button to log in

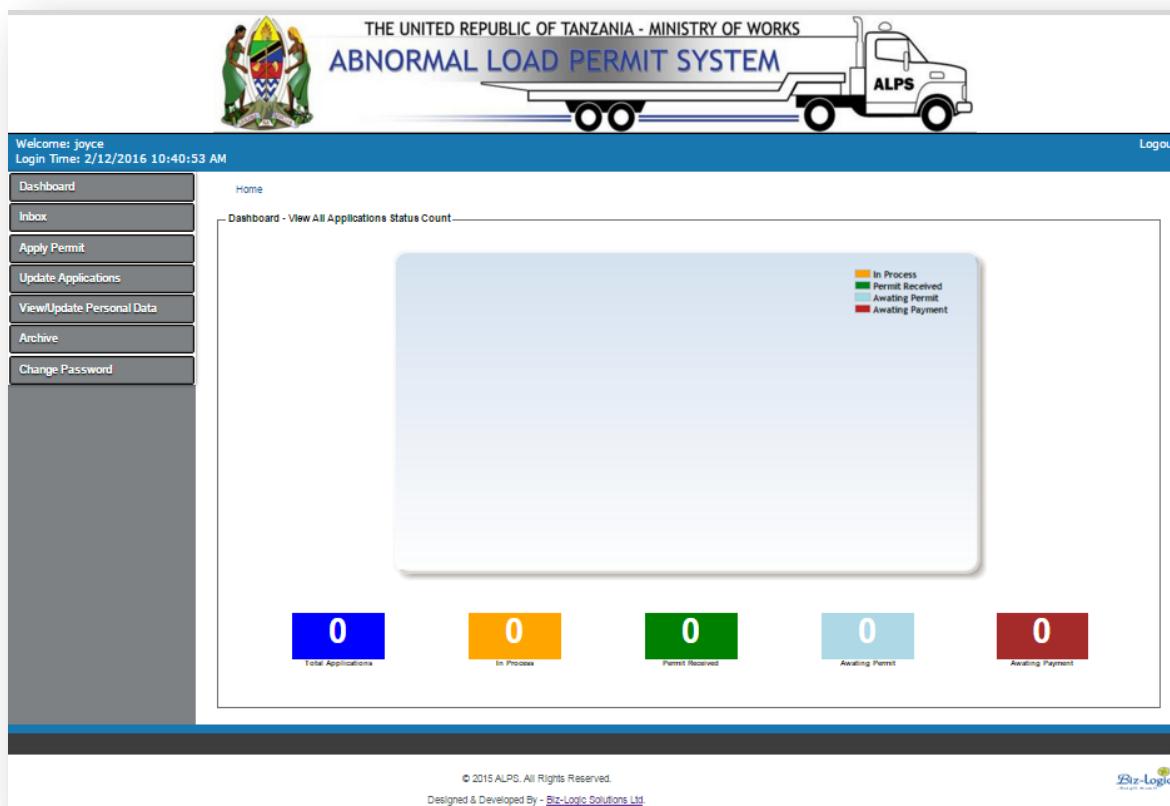
Click here to go to registration screen

3.2. Dashboard

When user log in to the system, first he/she will see the home screen/dashboard as shown below.

The dashboard shows Applications Status Count such as

- Total application count
- In progress application count
- Permit received count
- Awaiting Permits count
- Awaiting payment count



3.3. Inbox

Inbox shows all incoming application of a particular user that are waiting to be processed or to be approved.

User can see the following details

- ✓ Application No
- ✓ Cargo Name
- ✓ Route: From
- ✓ Route: To
- ✓ Status
- ✓ Designation

The screenshot shows a web-based application interface for managing cargo applications. At the top, there is a blue header bar with the text "Welcome: Henry MOW" and "Logout". Below the header is a sidebar on the left containing links: "Dashboard", "Inbox" (which is highlighted in white), "Outbox", "Assign User", "Change Password", and "Reports" (with a plus sign). The main content area has a title "ALC - Inbox" and a breadcrumb navigation "Home >> Inbox". Below the title is a table with the following data:

Application No	Cargo Name	Route:From	Route:To	Status	Designation
EFP1036	Container	ARUSHA	SHINYANGA	Process	ALC
EFP1038	Container	IRINGA	MBEYA	Process	ALC
EFP1039	Craines	DAR	MWZ	Return to ALC	ALC
EFP1040	Craines	TANGA	MOROGORO	Return to ALC	ALC
EFP1044	Tanesco Poles	MB	MD	Return to ALC	ALC
EFP1046	Craines	23	23	Process	ALC
EFP1050	Container	KIGAMBONI	MBAGALA MAJI MATITU	Process	ALC
EFP1051	Container	Mbeya	Dar	Process	ALC
EFP1052	Container	1	2	Process	ALC
EFP1055	Container	a	a	Process	ALC

Below the table are three small numbered boxes: 1, 2, and 3.

3.4. Outbox

In outbox user can see outgoing application applications the she /has already processed/approved.

The screenshot shows a web-based application interface. At the top, a blue header bar displays "Welcome: Joy MOW" and "Login Time: 2/22/2016 2:35:03 PM" on the left, and "Logout" on the right. Below the header is a vertical sidebar with four dark grey buttons labeled "Dashboard", "Inbox", "Outbox", and "Assign User". To the right of the sidebar, the main content area has a title "DSE - Outbox". Underneath the title is a table with the following data:

Application No	Cargo Names	Route:From	Route:To	Status
EFP1035	Craines	1	1	Approved for Payment

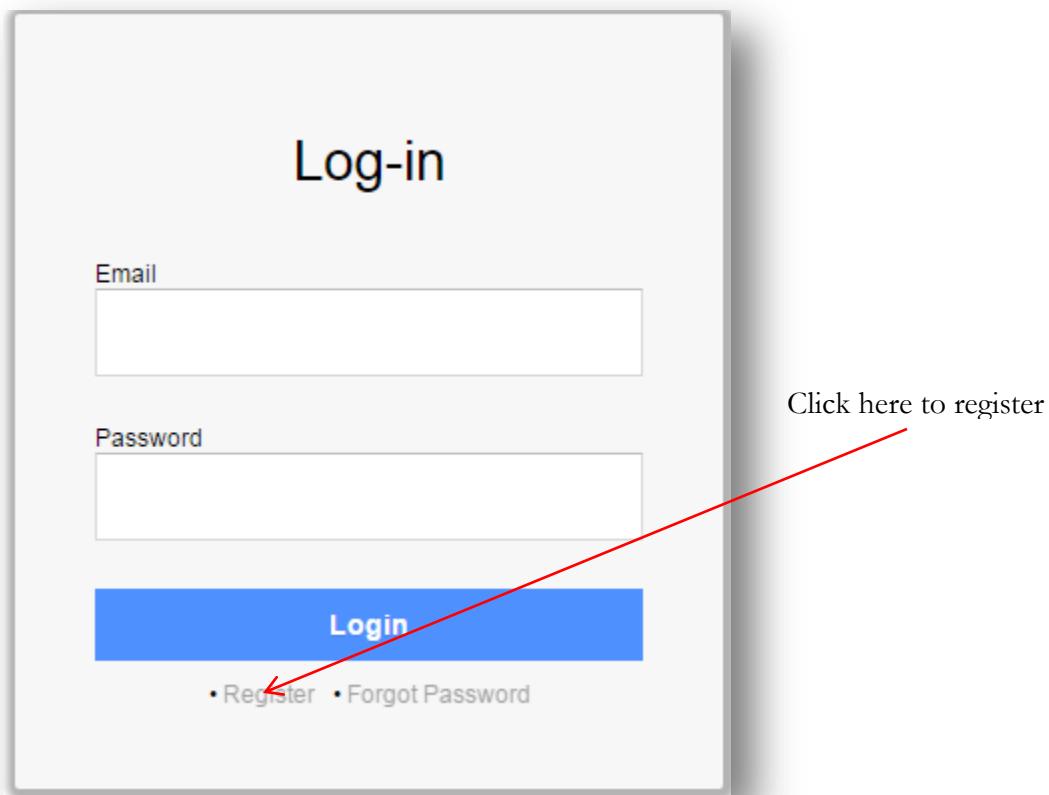
User can see the following details

- ✓ Application No
- ✓ Cargo Name
- ✓ Route: From
- ✓ Route: To
- ✓ Status (*status show where the application has reached*)
- ✓ Designation

4.0. TRANSPORTER

4.1. Registration

This section is used by transporters/Applicants only.



To register to the E-permit system follow the following steps.

4.1.1. Filling the form in e-permit system

- i. Click register link as indicated on the figure above. The following form will be displayed

Home >> Registration

Transporter - Registration

Transporter Type *	<input type="text" value="Select Transporter Type"/>
Company Name *	<input type="text"/>
TIN Number *	<input type="text"/>
Vehicle Registration Number *	<input type="text"/>
Name of Contact Person *	<input type="text"/>
Title/Designation *	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text" value="Select Country"/>
Zip/Postal Code *	<input type="text"/>
Mobile # *	<input type="text"/>
Land Phone #	<input type="text"/>
Email *	<input type="text"/>
Enter Below Code *	<input type="text"/>
f60Jpa	
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

ii. Select transporter type

- Company
- Individual

*If the transporter type is Company you will be required to enter company name.

iii. Enter TIN number

iv. Enter Vehicle registration Number Eg. T. 447 BWG

- v. Enter name of a contact person
- vi. Enter title/designation of that contact person
- vii. Enter address of the contact person
- viii. Enter City *
- ix. Enter Country
- x. Enter Zip/Postal Code
- xi. Enter Mobile e.g. 654 112 343.(do not start with Zero)
- xii. Enter Land Phone
- xiii. Enter Email address e.g. john@mow.go.tz
- xiv. Then type the captcha code visible below the form as indicated below.

Enter Below Code *

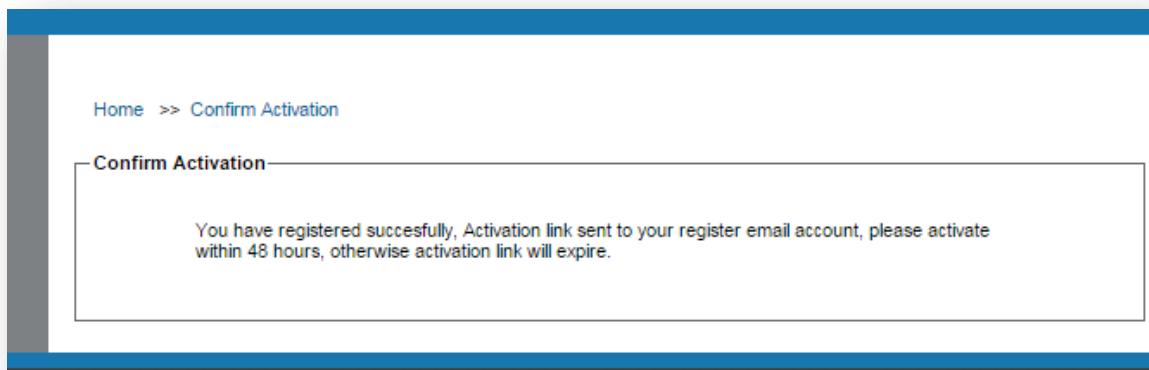
Click here to
change he
captcha code

RKDFNZ



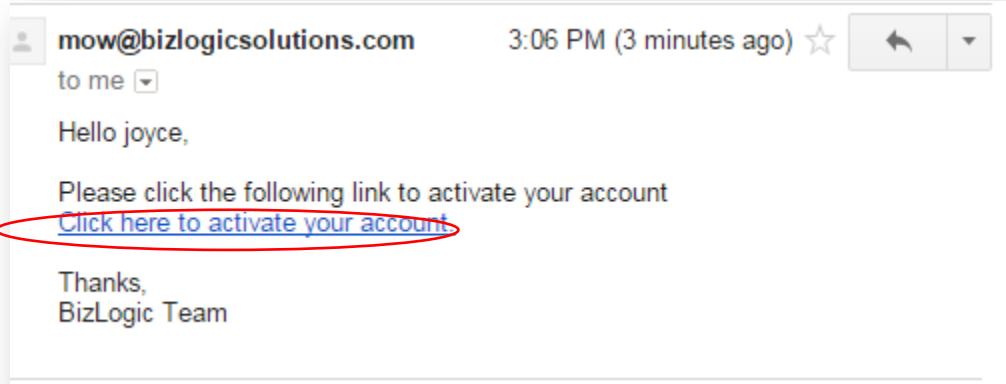
- xv. Click **Register** button to save or **Cancel** button to clear all fields

When you click register button message will be sent to your email address for activation.



4.1.2. Confirm activation

1. To confirm activation go to your email and open the message from MOW.

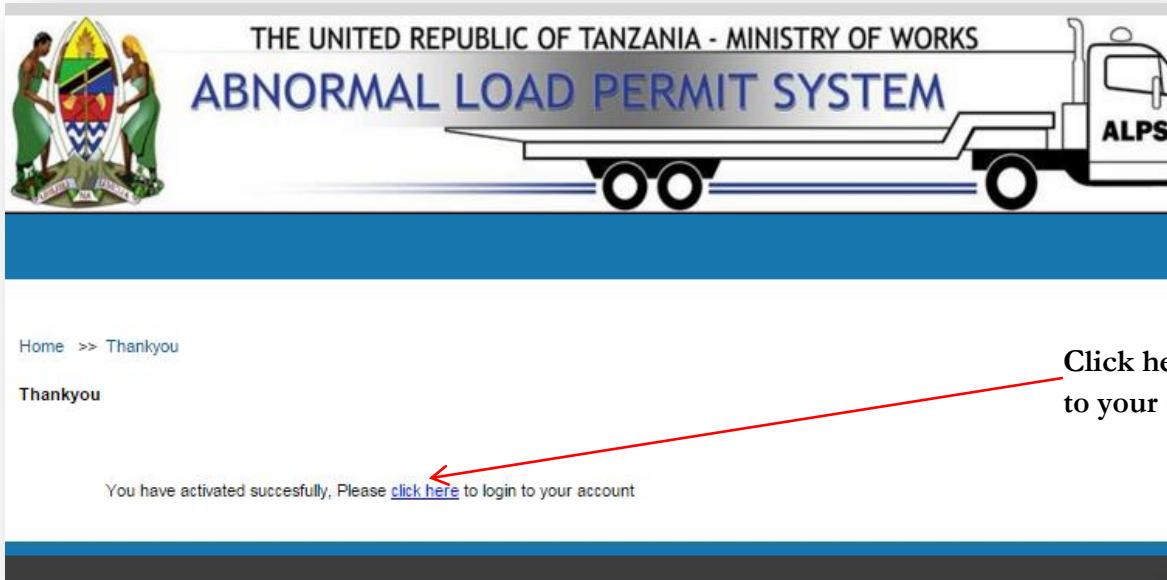


2. Click the activation link as indicated above
3. The link will take you direct to the activation screen as shown below



4. Enter password
5. Confirm password and the Click 'submit' button, or 'Reset' to clear fields

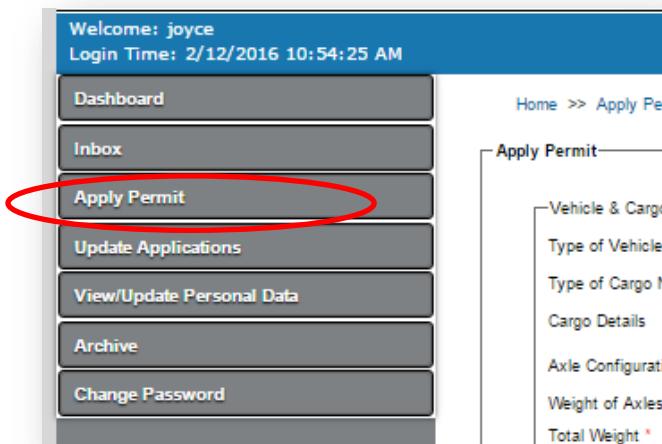
6. When you click ‘submit’, registration for transporter will be complete and the following message will display.



4.2. Apply permit

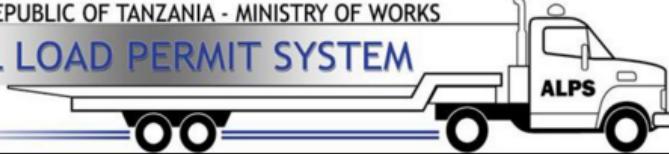
Registered transporters/applicants can log in to the system anytime from anywhere to apply for permit.

- To apply permit, click to the Apply permit link at the left menu.



- The link will take you direct to the permit application form as indicated on below figure. This form is divided into two parts.
 - ✓ Vehicle and Cargo details
 - ✓ Route details


THE UNITED REPUBLIC OF TANZANIA - MINISTRY OF WORKS
ABNORMAL LOAD PERMIT SYSTEM



Welcome: joyce
Login Time: 2/12/2016 10:54:25 AM [Logout](#)

[Dashboard](#)
[Inbox](#)
[Apply Permit](#) **Apply Permit** Home >> Apply Permit

Vehicle & Cargo Details:

Type of Vehicle *	<input type="button" value="Select Vehicle Type"/>
Type of Cargo Name *	<input type="button" value="Select Cargo Name"/>
Cargo Details	<input type="text"/>
Axle Configuration *	<input type="button" value="Select Axle Configuration"/>
Weight of Axles *	<input type="text"/> Kg
Total Weight *	<input type="text"/>
Journey Date	<input type="text"/> 
Dimension: Height (Ex:4.55) *	<input type="text"/> M
Dimension: Width (Ex:2.85)	<input type="text"/> M
Dimension: Length (Ex:11.85) *	<input type="text"/> M
Enter Below Code *	<input type="text"/>
<input style="border: 1px solid blue; width: 100px; height: 30px; margin-right: 10px;" type="text" value="ILYC8S"/> 	(1)

Route:

From* To* Via*

Attachments:

Cargo Images & Drawings No file chosen

Upload Weigh Ticket from TANROADS No file chosen

Capture code

Follow the following steps to fill the permit application form

1. Fill in Vehicle and cargo details
 - i. Select type of vehicle
 - ii. Select cargo name
 - iii. Enter cargo details
 - iv. Select Axle configuration
 - v. Enter total weight of axles in kilograms
 - vi. Choose date of journey
 - vii. Enter Width in meters
 - viii. Enter Length in meters
 - ix. Then type the captcha code visible below the form.

2. Fill in Route details

- ✓ Enter from where to where you are starting the journey Via where, as indicated below

The screenshot shows the 'Apply Permit' form interface. On the left, there's a sidebar with 'Vehicle & Cargo Details' containing fields for Type of Vehicle, Type of Cargo Name, Cargo Details, Axle Configuration, Weight of Axles, Total Weight, Journey Date, Dimension: Height, and Dimension: Width. On the right, there's a 'Route' section with 'From', 'To', and 'Via' fields, which is circled in red. Below the route section is an 'Attachments' section with fields for 'Cargo Images & Drawings' and 'Upload Weigh Ticket from TANROADS', each with a 'Choose File' button.

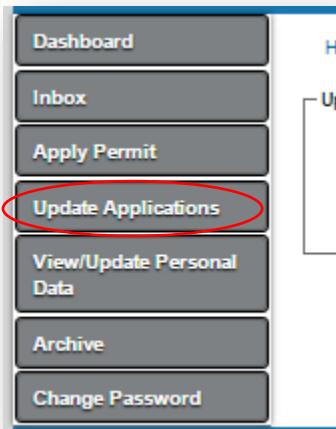
- ✓ Upload required documents by clicking Choose file button
 - Weigh Ticket from TANROADS Choose File
 - Cargo Images & Drawings

This screenshot shows a zoomed-in view of the 'Attachments' section. It includes fields for 'Cargo Images & Drawings' and 'Upload Weigh Ticket from TANROADS', each with a 'Choose File' button. The 'Choose File' button for 'Cargo Images & Drawings' is circled in red.

3. Click submit button to submit form, or Cancel to clear fields.

4.3. Update applications

To Update applications click Update application link at the left menu.



Steps to Update application

- i. Select the application you want to Update form the list of applications as shown below

A screenshot of the ABNORMAL LOAD PERMIT SYSTEM (ALPS) application. The top header reads "THE UNITED REPUBLIC OF TANZANIA - MINISTRY OF WORKS" and "ABNORMAL LOAD PERMIT SYSTEM". The left sidebar has the same navigation menu as the previous image. The main content area shows a table titled "Update Permit Applications" with one row. The row contains the following data:

Application No.	Cargo Name	Route:From	Route:To	Status
EFP1082	Containers	tabora	TANGA	Process

The "Application No." cell is circled in red.

- ii. Click the application number of the application you want to update. As indicated on the above figure
- iii. The Application will open as shown below

The screenshot shows a web-based application for editing permit applications. At the top, there's a header bar with the date and time (2016 11:29:14 AM) and a 'Logout' link. Below the header, the URL indicates the user is in the 'Edit/Update Application' section. The main content area is titled 'Edit/Update Permit Application'. It contains several input fields and dropdown menus:

- Vehicle & Cargo Details:**
 - Type of Vehicle: RIGID
 - Type of Cargo Names: Containers
 - Cargo Details: catapiller
 - Vehicle Registration No.: T123ABC
 - Axle Configuration: 1.22
 - Weight of Axles: 8000 Kg | 18000 Kg
 - Total Weight: 26000 Kg
 - Journey Date: 2/14/2016
 - Dimension: Height (Ex: 4.55): 5.55 M
 - Dimension: Width (Ex: 2.85): 3.00 M
 - Dimension: Length (Ex: 11.85): 11.00 M
 - Enter Below Code: 5YbH7C
- Route:**
 - From: tabora
 - To: TANGA
 - Via: chalinze
- Escort Vehicle:**
 - Escort Vehicle Type 1: Pick up
 - Vehicle Registration No. 1: T123ADC
- Attachments:**
 - Upload Cargo Images & Drawings: Choose File | No file chosen
 - Upload New Weigh Ticket from TANROADS: Choose File | No file chosen
- Comments:**

No comments exists

- iv. Edit information you want to change
- v. Enter Captcha code
- vi. Put comments
- vii. Click submit button to save changes.

4.5. View/Update personal data

Transporter/applicant can View his her personal data as well as editing them.

Steps to View/Update personal data

- i. Click **View/Update personal data** link as indicated blow, here Transporter/ applicant is able to see his/her data.

Home >> View and Update Personal Data

View and Update Personal Data:

Transporter Type *	Individual
TIN Number *	3545435
Contact Person Name *	joyce
Title/Designation *	analyst
Address I *	345
Address II	244
Zip/Postal Code *	345
Work Phone # *	845612728
Home Phone #	
Email	rutahindurwajoyce@gmail.com
Enter Below Code *	

m7Siyg

Update **Cancel**

- ii. Edit data you want to change
- iii. Enter captcha code at the bottom of the form
- iv. Click Update button to save changes.

4.6. Archive

In archive goes the Application which have already expired.

5.0. MOW USERS

The MOW user in flow consists of:-

- Axel Load Controller (ALC)
- Axel Load Engineer (ALE)
- Assistant Director of Safety (ADS)
- Director of Road Safety and Environment (DSE)
- Deputy Permanent Secretary (DPS)
- Permanent secretary (PS)
- Deputy minister (DM)
- Minister

The Process Follows the below Procedures;

5.1. Axel Load Controller ALC

ALC views the submitted application, crosscheck if the requirements are fulfilled and then Forward to ALE .

View application and forward to ALE

Steps

- Click Inbox at the left hand side menu. The list of applications will appear



THE UNITED REPUBLIC OF TANZANIA - MINISTRY OF WORKS
ABNORMAL LOAD PERMIT SYSTEM



Welcome: Henry MOW Logout

Login Time: 2/12/2016 12:48:48 PM

[Dashboard](#)
[Inbox](#)
[Outbox](#)
[Assign User](#)
[Change Password](#)
[Reports](#) +

Home >> Inbox

ALC - Inbox

Application No	Cargo Name	Route:From	Route>To	Status	Designation
EFP1075	Containers	Dar	Mwanza	Process	ALC
EFP1079	Containers	MTWARA	KIGOMA	Process	ALC
EFP1082	Containers	dar	TANGA	Process	ALC
EFP1089	Machinery	DAR	TANGA	Process	ALC

1 2 3

© 2015 ALPS. All Rights Reserved.
Designed & Developed By - [Biz-Logic Solutions Ltd.](#)



- Click the application number of application you want to view. Example **application no.1082**
- Enter your comments
- Click ‘Forward to ALE’ button as indicated below

Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge
1	8,000	8,000	0	0	0
22	18,000	18,000	0	0	0

Axle Configuration	Actual GVM KG	Allowed GVM KG	Over Weight KG	Fees	GVM Surcharge
1.22	28,000	28,000	0	0	0

Permit Fee (Permit Fee + Surcharge Fee): => Permit Fee: 20 => Surcharge Fee: 0

Total Permit Fee: 20 USD

Comments: -----

Commented By: joyce (Applicant)
 Commented Date: 2/12/2016 11:33:31 AM
 Comment: route changed

Add Comments *

[Forward to ALE](#)

6.2. Axel Load Engineer ALE

ALE views the submitted application, crosscheck if the requirements are fulfilled and then Forward to ADS or return ALC

View application and forward to ALE

Steps

- Click Inbox at the left hand side menu. The list of applications will appear

The screenshot shows a web-based application interface. At the top, a blue header bar displays "Welcome: Daniel MOW" and "Login Time: 2/12/2016 12:59:23 PM". Below the header is a sidebar with four buttons: "Dashboard", "Inbox" (which is highlighted with a red circle), "Outbox", and "Assign User". To the right of the sidebar, the main content area has a breadcrumb navigation "Home >> Inbox" and a title "ALE - Inbox". The main content is a table titled "ALE - Inbox" listing various applications. The table columns are: Application No, Cargo Name, Route:From, Route:To, Status, and Designation. The data in the table is as follows:

Application No	Cargo Name	Route:From	Route:To	Status	Designation
EFP1024	Craines	Tanwat A	Tanwat B	Forward to ALE	ALE
EFP1026	Craines	a	a	Forward to ALE	ALE
EFP1027	Craines	Tanwat A	Tanwat B	Return to ALE	ALE
EFP1058	Craines	x	y	Forward to ALE	ALE
EFP1021	Container	Mbeya	Dar	Return to ALE	ALE
EFP1054	Container	DAR	CHALINZE	Forward to ALE	ALE
EFP1061	Tanesco Poles	TPA	Kibaha	Forward to ALE	ALE
EFP1078	Tanesco Poles	LUSAKA	NAIROBI	Forward to ALE	ALE
EFP1082	Containers	dar	TANGA	Forward to ALE	ALE

- Click the application number of application you want to view. Example **application no.1082**.
- Enter your comments
- If you approve Click '**Forward to ADS**' button to forward ADS or Return to ALC as seen on the figure below

Dimension:Height (Ex:4.55)	5.55	M
Dimension:Width (Ex:2.85)	3.00	M
Dimension:Length (Ex:11.85)	11.00	M

Permit Fee & Surcharge Details:

Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge
1	8,000	8,000	0	0	0
22	18,000	18,000	0	0	0

Axle Configuration	Actual GVM KG	Allowed GVM KG	Over Weight KG	Fees	GVM Surcharge
1.22	26,000	26,000	0	0	0

Permit Fee (Permit Fee + Surcharge Fee: => Permit Fee: 20 => Surcharge Fee: 0
Total Permit Fee: 20 USD

Comments:

Commented By: joyce (Applicant) Commented Date: 2/12/2016 11:33:31 AM Comment: route changed
Commented By: Henry MOW (ALC) Commented Date: 2/12/2016 12:59:06 PM Comment: no comment

Add Comments *

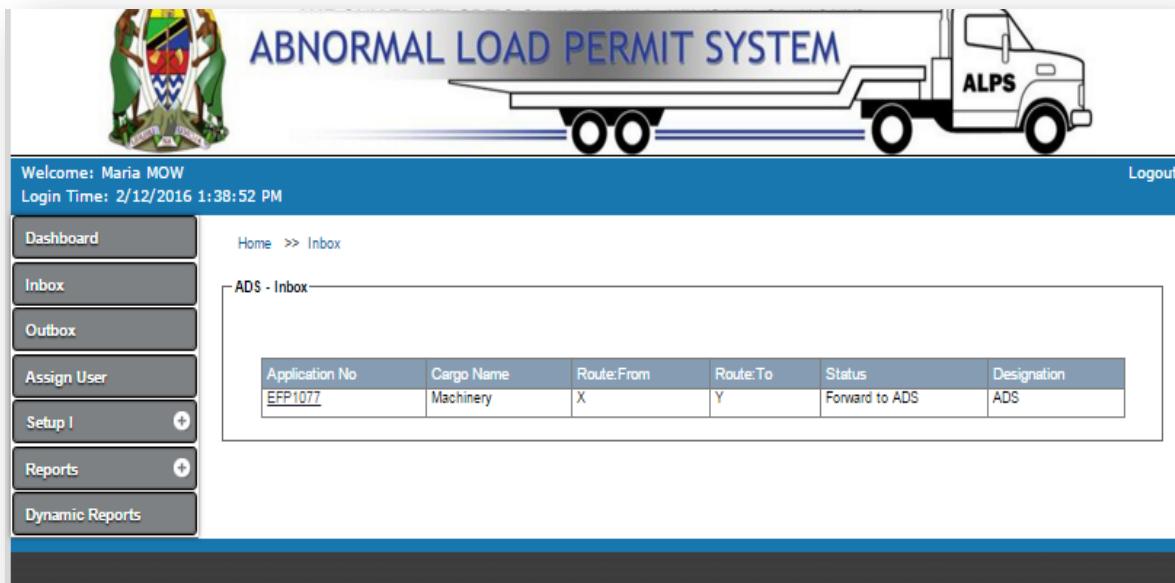
[Forward to ADS](#) [Return to ALC](#)

6.3. Assistant Director of Safety ADS

View application and forward DSE or Return to ALE

Steps

- Click Inbox at the left hand side menu. The list of applications will appear



- Enter your comments
- If you approve Click '**Forward to ADS**' button (at the bottom of the form) to forward ADS or Return to ALC as seen on the figure below

1	8,000	8,000	0	0	0
2	10,000	10,000	0	0	0
2	10,000	10,000	0	0	0

Axle Configuration	Actual GVM KG	Allowed GVM KG	Over Weight KG	Fees	GVM Surcharge
1.2-2	28,000	28,000	0	0	0

Permit Fee (Permit Fee + Surcharge Fee: => Permit Fee: 20 => Surcharge Fee: 0

Total Permit Fee: 20 USD

Comments:

Commented By: Henry MOW (ALC)
 Commented Date: 2/6/2018 9:29:43 AM
 Comment: ok

Commented By: Daniel MOW (ALE)
 Commented Date: 2/6/2018 9:38:29 AM
 Comment: ok to ads

Add Comments *

[Forward to DSE](#) [Return to ALE](#)

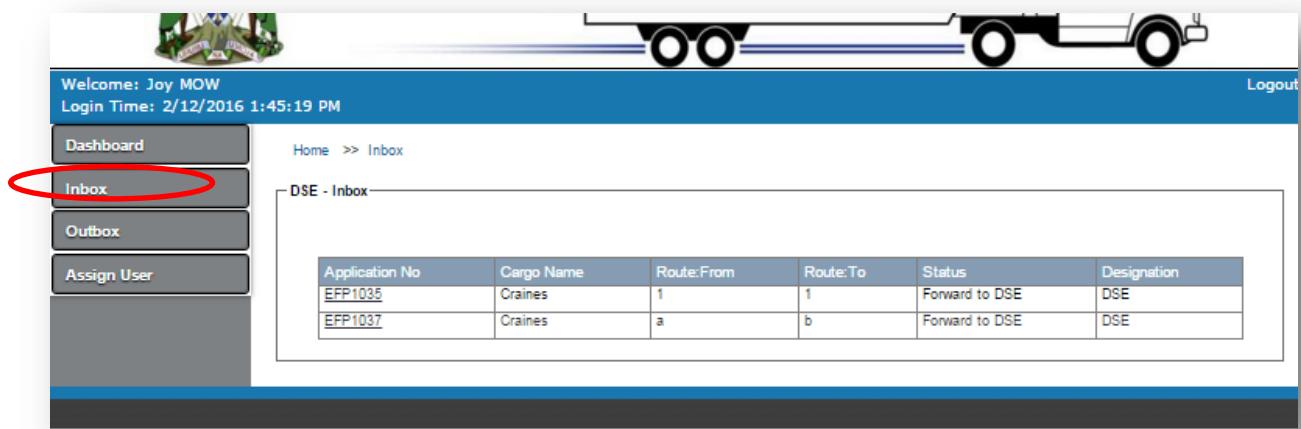
5.4. Director of Road Safety and Environment DSE

DSE views the submitted application and does the following

- ✓ Approves payment
- ✓ Forward to PS or
- ✓ Return to ADS

Steps

- Click Inbox at the left hand side menu. The list of applications will appear



- Click the application number of application you want to approve. Example **application no.1035.**

Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge
1	123	8,000	0	0	0
1	121	8,000	0	0	0

Axle Configuration	Actual GVM KG	Allowed GVM KG	Over Weight KG	Fees	GVM Surcharge
1.1	244	16,000	0	0	0

Permit Fee (Permit Fee + Surcharge Fee: => Permit Fee: 20 => Surcharge Fee: 0

Total Permit Fee: 20 USD

Comments:

Commented By: Henry MOW (ALC)
 Commented Date: 10/19/2015 3:19:48 PM
 Comment: ok

Commented By: Daniel MOW (ALE)
 Commented Date: 10/23/2015 3:38:09 PM
 Comment: ok to ads

Commented By: Maria MOW (ADS)
 Commented Date: 10/30/2015 1:18:23 PM
 Comment: ok to AIE

Commented By: Daniel MOW (ALE)
 Commented Date: 10/30/2015 1:18:47 PM
 Comment: ok

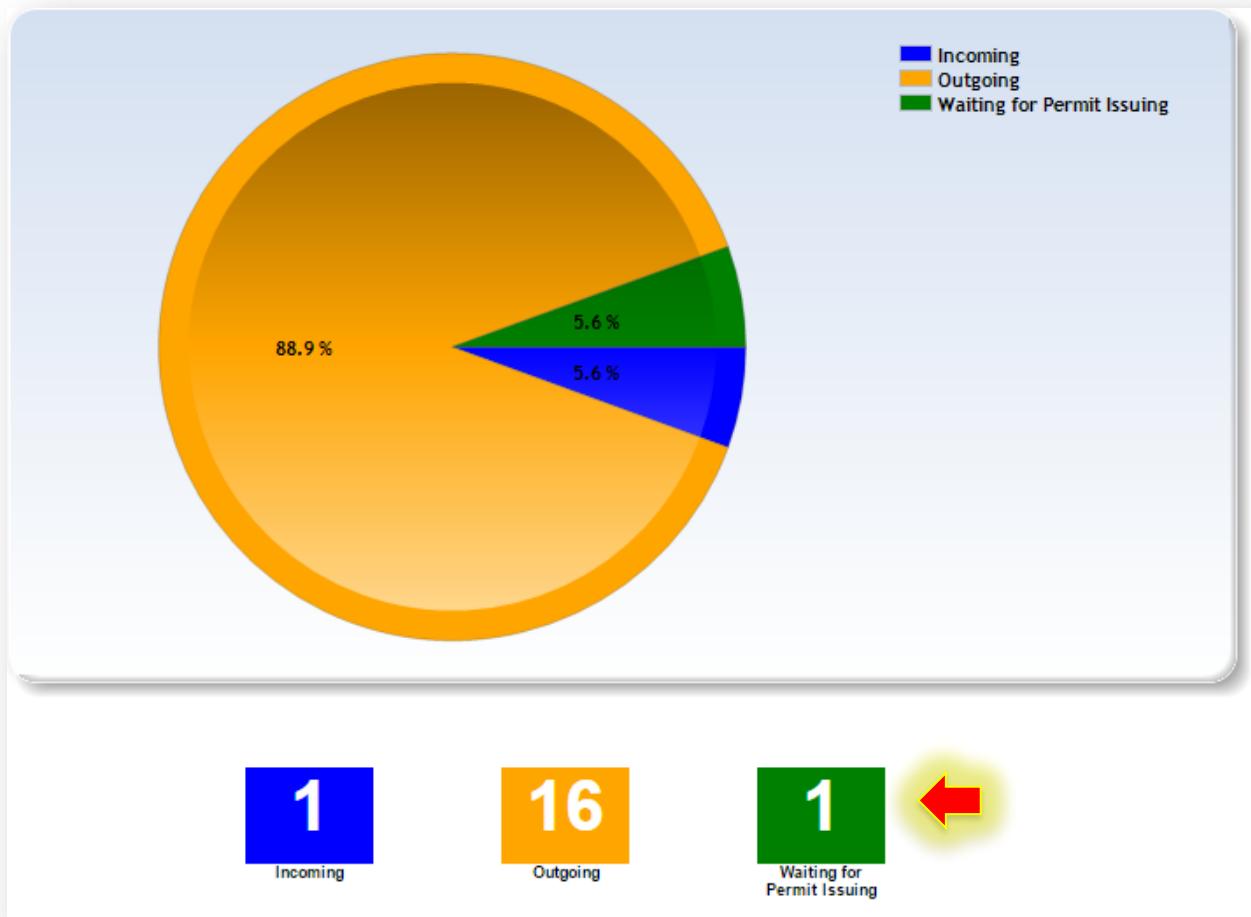
Commented By: Maria MOW (ADS)
 Commented Date: 11/3/2015 2:55:51 PM
 Comment: ok

Add Comments *

[Aprove for Payment](#) [Forward to DPS](#) [Forward to PS](#) [Return to ADS](#) [Return to Transporter](#)

- Enter your comments
- Click Approve payment button to approve.
- OR Click ‘forward to PS’ button to forward to PS
- OR Click ‘Return to ADS’ button if you don’t approve the application

Once the Transporter pays for the permit fee (and surcharge if required), the application comes to DSE Inbox (Applications Awaiting for Permit)



Steps:

- i. Click “Waiting for Permit Issue” Button
 - a. The Inbox window will appear

DSE - Applications Status					
Application No	Cargo Details	Route:From	Route:To	Status	Designation
EFP1050	CONTAINERS	KIGAMBONI	MBAGALA MAJI MATITU	Fee Paid	DSE

- ii. Click the application number
 - a. The Application will open in new page
- iii. At the top of the application Click “Add/Update Terms & Conditions” for additional terms, conditions and Restrictions.

DSE - View Application Details & Comments: EFP1050			Transporter Details	Add/Update Terms & Conditions
Vehicle & Cargo Details: Type of Vehicle(Truck) ARTICULATED (SEMI-TRAILER) Cargo Name Container Cargo Details CONTAINERS Vehicle Registration 1 T133XCV Vehicle Registration 2 UN2131CD213 Axle Configuration 1.22.221			Route: From KIGAMBONI To MBAGALA MAJI MA Via KONGOWE	Escort Vehicle: Escort Vehicle Type HILUX Vehicle Registration T345DF

- a. On clicking “Add/Update Terms & Conditions” the page for terms and conditions will appear . (*see next page*)

Home >> Inbox >> View Application >> Add/Update Terms & Conditions

DSE - Add New Terms & Conditions

Number of Terms & Conditions *

Submit **Cancel**

- i. Enter number of terms to be added (quantity)
- ii. Click Submit to proceed
- iii. Click Cancel to cancel the addition of terms and conditions

On clicking the submit button, the next page appears for entering the terms and conditions to be added to the permit.

Home >> Inbox >> View Application >> Add/Update Terms & Conditions

DSE - Add New Terms & Conditions

Number of Terms & Conditions *

Terms & Conditions 1 *

Please enter terms & conditions

Terms & Conditions 2 *

Please enter terms & conditions

Submit **Cancel**

- a. Type the additional Terms, Conditions and Restrictions

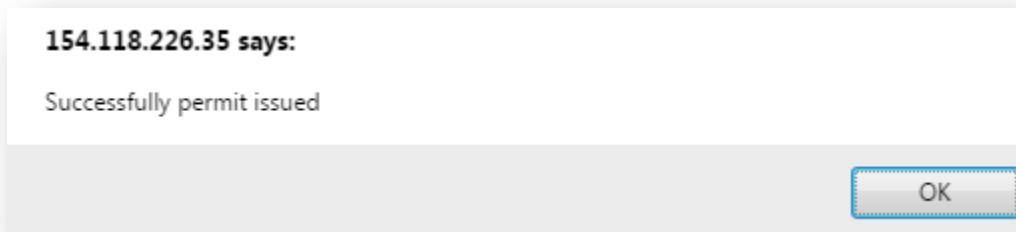
- b. Click Submit to add the terms in a permit
- c. Click Cancel to cancel the terms from being added to the permit.

The system will direct back to the application page which was on process.

- iv. At the bottom, Click “View Permit” button to view the permit in “Read Only Mode”
- v. Click “Approve Permit” to authorize the permit to be generated and sent to the applicant.

A screenshot of a software interface titled "Add Comments *". It features a large text input area for comments. Below the input area are two buttons: "View Permit" and "Aprove Permit".

- vi. Once the permit is sent the system will give the confirmation pop up message.



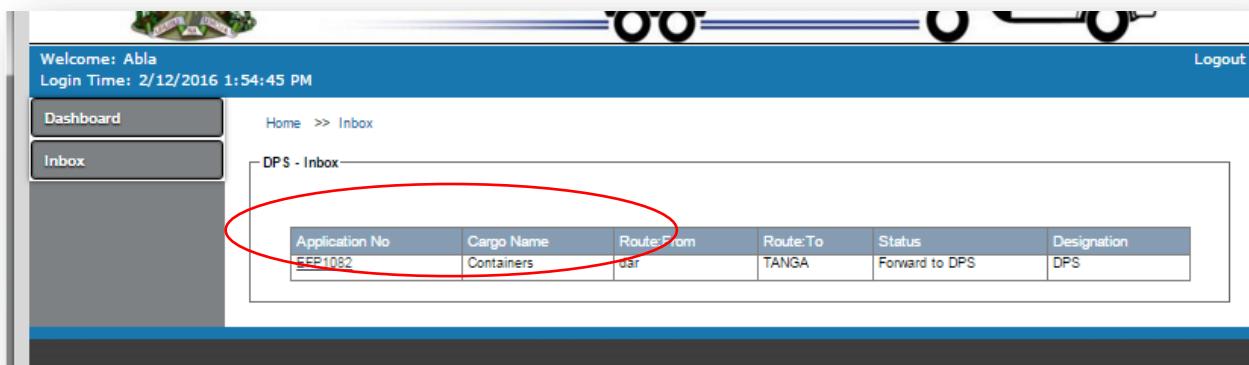
6.5. Deputy Permanent secretary

DPS views the application with the comments passed and the examination results. Based on the scenario, DPS add the comments and then return back the application to DSE or forward the application to PS for further directives.

View application and forward to ALE

Steps

- Click Inbox at the left hand side menu. The list of applications will appear



- Click the application number of the application you want to view the application will be displayed as follows

DPS - View Application Details & Comments: EFP1082

Vehicle & Cargo Details:

Type of Vehicle(Truck) RIGID
 Cargo Name Containers
 Cargo Details catapiller
 Vehicle Registration 1 T123ABC
 Axle Configuration 1.22
 Weight of Axles 8,000 Kg 18,000 Kg
 Total Weight 26,000 Kg
 Journey Date 2/14/2016
 Dimension:Height (Ex:4.65) 5.55 M
 Dimension:Width (Ex:2.85) 3.00 M
 Dimension:Length (Ex:11.85) 11.00 M

Route:

From dar To TANGA Via chalinze

Escort Vehicle:

Escort Vehicle Type Pick up
 Vehicle Registration T123ADC

Travel Schedule:

[Add/View/Edit Travel Schedule](#)

Permit Fee & Surcharge Details:

Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge
1	8,000	8,000	0	0	0

- Enter your comments.
- Forward the application to PS, Deputy Minister or Minister. By clicking the respective buttons at the bottom of the screen as shown below.

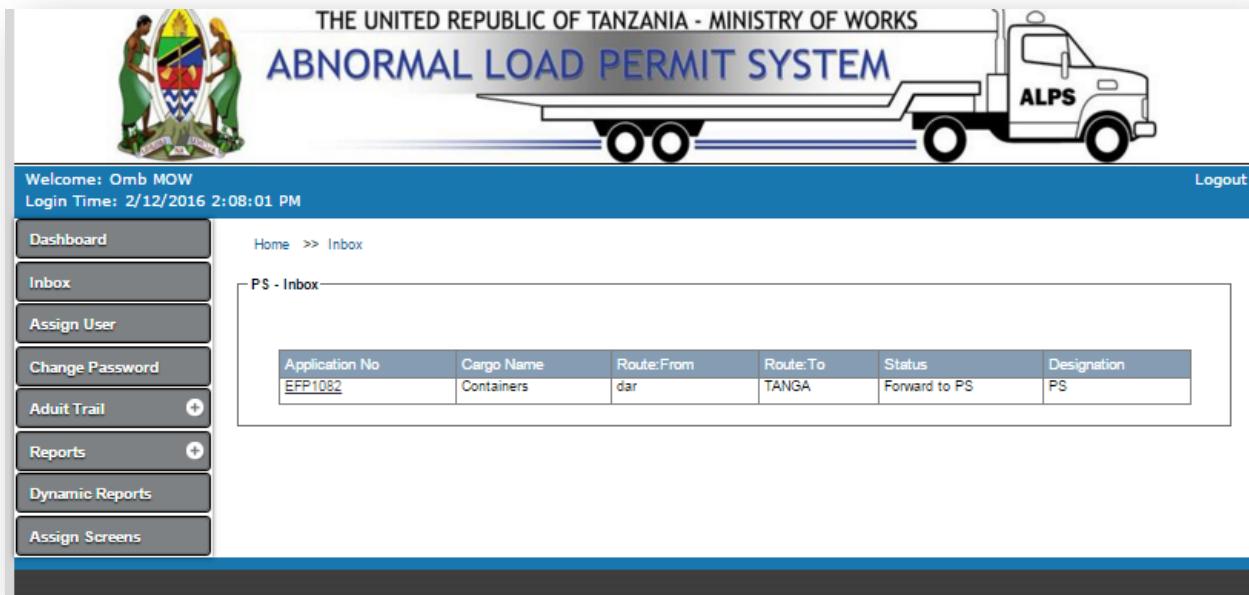
Forward to PS	Forward to PS	Return to DSE	Forward to Deputy Minister	Forward to Minister	Forward to Minister
-------------------------------	-------------------------------	-------------------------------	--	-------------------------------------	-------------------------------------

5.6. Permanent secretary

PS views the submitted application and forward to deputy minister

Steps

- Click Inbox at the left hand side menu. The list of applications will appear



- Click the application number of the application you want to view the application will be displayed as follows

Welcome: Omb MOW
Login Time: 2/12/2016 2:08:26 PM

Dashboard

Inbox

Assign User

Change Password

Adult Trail +

Reports +

Dynamic Reports

Assign Screens

Home >> Inbox >> View Application

Transporter Details

PS - View Application Details & Comments: EFP1082

Vehicle & Cargo Details:		Route:	
Type of Vehicle(Truck)	RIGID	From	dar
Cargo Name	Containers	To	TANGA
Cargo Details	catapiller	Via	chalinze
Vehicle Registration 1	T123ABC		
Axle Configuration	1.22		
Weight of Axles	8,000 Kg	18,000 Kg	
Total Weight	26,000 Kg		
Journey Date	2/14/2016		
Dimension:Height (Ex:4.55)	5.55 M		
Dimension:Width (Ex:2.85)	3.00 M		
Dimension:Length (Ex:11.85)	11.00 M		

Escort Vehicle:

Escort Vehicle Type	Pick up
Vehicle Registration	T123ADC

Travel Schedule:

[Add/View/Edit Travel Schedule](#)

Permit Fee & Surcharge Details:					
Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge
1	8,000	8,000	0	0	0
22	18,000	18,000	0	0	0

- Enter your comments.
- Forward the application to Deputy Minister or Minister. By clicking the respective buttons at the bottom of the screen as indicated below.

Forward to DPS

Forward to Deputy Minister

Forward to Minister

Return to DSE

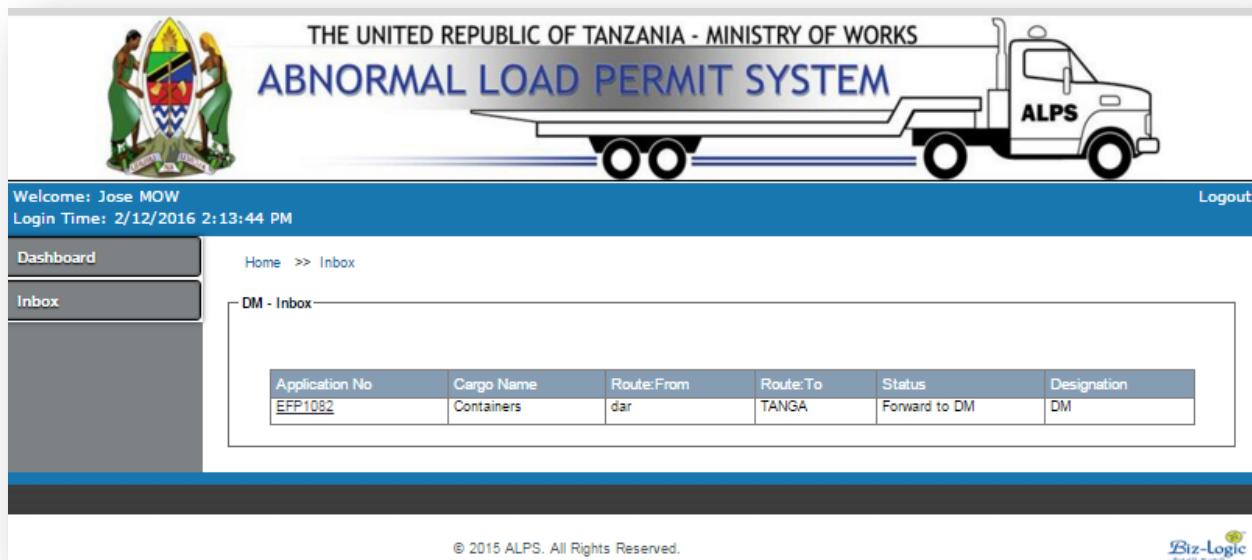
Forward to Minister

6.6. Deputy minister DM

DM Views the Application details and Forward the application to Minister or Return to PS

Steps

- Click Inbox at the left hand side menu. The list of applications will appear



- Click the application number of the application you want to view the application will be displayed as follows

Welcome: Jose MOW
Login Time: 2/12/2016 2:15:34 PM

[Logout](#)

[Dashboard](#)

[Inbox](#)

Home >> Inbox >> View Application

[Transporter Details](#)

DM - View Application Details & Comments: EFP1082

Vehicle & Cargo Details:	Route:
Type of Vehicle(Truck) <input type="text" value="RIGID"/>	From <input type="text" value="dar"/> To <input type="text" value="TANGA"/> Via <input type="text" value="chalinze"/>
Cargo Name <input type="text" value="Containers"/>	
Cargo Details <input type="text" value="catapiller"/>	
Vehicle Registration 1 <input type="text" value="T123ABC"/>	
Axle Configuration <input type="text" value="1.22"/>	
Weight of Axles <input type="text" value="8,000"/> Kg <input type="text" value="18,000"/> Kg	
Total Weight <input type="text" value="26,000"/> Kg	
Journey Date <input type="text" value="2/14/2016"/>	
Dimension:Height (Ex:4.55) <input type="text" value="5.55"/> M	
Dimension:Width (Ex:2.85) <input type="text" value="3.00"/> M	
Dimension:Length (Ex:11.85) <input type="text" value="11.00"/> M	
Permit Fee & Surcharge Details:	

- Enter your comments.
- Forward the application to Minister or return to PS. By clicking the respective buttons at the bottom of the screen as indicated below

Add Comments *

Forward to Minister
Return to PS

5.7. Minister

Minister views the Application details and return to PS or Deputy Minister .

Steps

- Click Inbox at the left hand side menu. The list of applications will appear

The screenshot shows the ALPS application inbox interface. At the top, there is a header with the logo of The United Republic of Tanzania - Ministry of Works, the title 'ABNORMAL LOAD PERMIT SYSTEM', and a graphic of a truck labeled 'ALPS'. Below the header, a blue navigation bar displays 'Welcome: John MOW' and 'Logout'. It also includes links for 'Dashboard' and 'Inbox'. The main content area is titled 'Minister - Inbox' and contains a table listing two applications:

Application No	Cargo Name	Route:From	Route:To	Status	Designation
EFP1025	Craines	a	a	Forward to Minister	Minister
EFP1017	Container	KIGALI	KASULU	Forward to Minister	Minister

- Click the application number of the application you want to view the application will be displayed as follows

Minister - View Application Details & Comments: EFP1025

Vehicle & Cargo Details:		Route:																																							
Type of Vehicle(Truck)	ARTICULATED (SEMI-TRAILER)																																								
Cargo Name	Craines																																								
Cargo Details	AaAaAa																																								
Vehicle Registration 1	T866 dd																																								
Vehicle Registration 2	T862																																								
Axle Configuration	1.22-111																																								
Weight of Axles	8,100 Kg	24,000 Kg																																							
	30,000 Kg																																								
Total Weight	82,100 Kg																																								
Journey Date	10/7/2015																																								
Dimension:Height (Ex:4.55)	2.00 M																																								
Dimension:Width (Ex:2.85)	2.60 M																																								
Dimension:Length (Ex:11.85)	23.00 M																																								
Attachments:																																									
Cargo Images & Drawings EFP1025_images_(8).jpg																																									
Travel Schedule:																																									
Add/View/Edit Travel Schedule																																									
Permit Fee & Surcharge Details:																																									
<table border="1"> <thead> <tr> <th>Axle</th> <th>Actual Weight KG</th> <th>Allowed Weight KG</th> <th>Over Weight KG</th> <th>Fees</th> <th>Axle Surcharge</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8,100</td> <td>8,000</td> <td>100</td> <td>8</td> <td>40</td> </tr> <tr> <td>22</td> <td>24,000</td> <td>18,000</td> <td>6,000</td> <td>8</td> <td>40</td> </tr> <tr> <td>111</td> <td>30,000</td> <td>15,000</td> <td>15,000</td> <td>8</td> <td>40</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Axle Configuration</th> <th>Actual GVM KG</th> <th>Allowed GVM KG</th> <th>Over Weight KG</th> <th>Fees</th> <th>GVM Surcharge</th> </tr> </thead> <tbody> <tr> <td>1.22-111</td> <td>82,100</td> <td>41,000</td> <td>21,100</td> <td>0</td> <td>0</td> </tr> </tbody> </table>						Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge	1	8,100	8,000	100	8	40	22	24,000	18,000	6,000	8	40	111	30,000	15,000	15,000	8	40	Axle Configuration	Actual GVM KG	Allowed GVM KG	Over Weight KG	Fees	GVM Surcharge	1.22-111	82,100	41,000	21,100	0	0
Axle	Actual Weight KG	Allowed Weight KG	Over Weight KG	Fees	Axle Surcharge																																				
1	8,100	8,000	100	8	40																																				
22	24,000	18,000	6,000	8	40																																				
111	30,000	15,000	15,000	8	40																																				
Axle Configuration	Actual GVM KG	Allowed GVM KG	Over Weight KG	Fees	GVM Surcharge																																				
1.22-111	82,100	41,000	21,100	0	0																																				
Permit Fee (Permit Fee + Surcharge Fee: => Permit Fee: 20 => Surcharge Fee: 160																																									

- Enter your comments.
- Return the application to Minister or PS. By clicking the respective buttons at the bottom of the screen as indicated below

[Return to PS](#) [Return to Deputy Minister](#)

6.0. Administrator

6.1. Dashboard

When Administrator log in to the system, first he/she will see the home screen/dashboard as shown below. The dashboard shows Applications Status Counts for each user .

[Logout](#)

Welcome: Admin
Login Time: 2/22/2016 12:27:10 PM

Dashboard

Setup +

Aduit Trail +

Reports +

Dynamic Reports

Assign Screens

Change Password

Home

Dashboard - View All Applications Status Count

SNO	Transporter Name	All App Count	Process Count	Issued Permit Count	Fee Paid Count	Approved Count	Rejected Count
1	Fizzy	35	6	11	0	5	0
2	CLARA CLAIRE	20	4	8	0	4	0
3	12	0	0	0	0	0	0
4	joyce	3	0	1	0	2	0
5	fizzy	0	0	0	0	0	0
6	kibiki	0	0	0	0	0	0
7	Clara Ablaftzi Lucas Kibiki	0	0	0	0	0	0
8	bhaskar	11	9	0	0	2	0
9	PAUL GEORGE	0	0	0	0	0	0
10	joyce	1	0	0	0	0	0

SNO	Designation	Verified Applications Count	Pending Applications Count
1	ALC	84	24
2	ALE	82	8
3	ADS	60	1
4	DSE	55	1
5	DPS	5	0
6	PS	8	0
7	DM	4	1
8	Minister	2	2

6.1.1. Setup

Here administrator configures and predefines needed information for permit application and other transactions of the system such as;

- ✓ Setup Category
- ✓ Setup Cargo
- ✓ Department
- ✓ Axles Configuration
- ✓ Overload Fee for Axles
- ✓ Overload Fee for GVM
- ✓ Permit Vehicle
- ✓ Escort Vehicle
- ✓ Permit Fee
- ✓ Permit Surcharge
- ✓ Permit Days
- ✓ TANESCO Height
- ✓ Add New Employee
- ✓ View/Update Employees
- ✓ Email Text
- ✓ SMS Text
- ✓ SMTP Settings

Category setup

Create Category setup

Home >> Category Setup

Category Setup

Width:	From <input type="text"/> M	To <input type="text"/> M	Required Documents:		
Abnormal load permit:	<input checked="" type="radio"/> Required	<input type="radio"/> Not Required	Confirmation Letter From Police Tanzania:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Escort Vehicle:	<input checked="" type="radio"/> Required	<input type="radio"/> Not Required	Advertisement:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Number of Escort Vehicles:	<input type="text"/>		Route Survey by the MOW:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Create Update Delete Cancel

	Category No	Width From	Width To
<input type="radio"/>	1	0.00	2.60
<input type="radio"/>	2	2.61	2.84

- i. Enter width range in meters
 - o From
 - o To
- ii. Select if range requires Abnormal load permit or not
- iii. Select if Escort vehicle is required or not.
- iv. Enter number of escort vehicles required
- v. Select required document by clicking yes or No if not required

Required Documents:

Confirmation Letter From Police Tanzania:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Advertisement:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Route Survey by the MOW:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

- vi. Click Create button to save

Update Category setup

- i. Select cargo name from the list
- ii. Edit required information

- Range in meters
 - ✓ From
 - ✓ To
 - Select if Abnormal load permit required or not required
 - Select if Escort vehicle is required or not.
 - Enter number of escort vehicles required
 - Select required document by clicking Yes on No if not required
- iii. Click Update button to save

Note: If the permit application has been made under that category, then the category will not be available for updating or deleting

Setup Cargo

Create Cargo name

- i. Enter cargo name
- ii. Click Create button to save

Update Cargo name

- i. Select cargo name from the list

Welcome: Admin
Login Time: 2/22/2016 12:37:47 PM

Logout

Dashboard

Setup

Audit Trail

Reports

Dynamic Reports

Assign Screens

Change Password

Home >> Cargo Names

Cargo Names

	Cargo Name
<input checked="" type="radio"/>	Tanesco Poles
<input type="radio"/>	Buldozer
<input type="radio"/>	Containers
<input type="radio"/>	Cranes
<input type="radio"/>	Machinery
<input type="radio"/>	Roller
<input type="radio"/>	Steel Beams
<input type="radio"/>	Round Tank
<input type="radio"/>	Iron Steel
<input type="radio"/>	Square Tank

1 2

- ii. Edit the name
- iii. Click Update button to save

Note: If application has been made using such cargo type, then such cargo type will not be available for updating or deleting

Department

Create department

Welcome: Admin
Login Time: 3/1/2016 1:47:52 PM Logout

Dashboard

Setup +

Adult Trail +

Reports +

Dynamic Reports

Assign Screens

Change Password

Home >> Departments

Add New Department

Department Type/Name:

Create Update Delete Cancel

Department Name
<input type="radio"/> ADMINISTRATION
<input type="radio"/> WEIGHBRIDGE
<input type="radio"/> TRAFFIC POLICE
<input type="radio"/> Road Safety & Environment

- i. Go to 'Department' link under 'Setup' menu
- ii. Enter department name
- iii. Click Create button to save

Update Department name

- i. Select Department name from the list
- ii. Edit the name
- iii. Click Update button to save

Axles Configuration

Create Axle Configuration

Axle Configuration:

Vehicle Type	Axle Configuration	No Axles	Total GVM KG
RIGID	1.1	2	16000
RIGID	1.2	2	18000
RIGID	1.11	2	20000
RIGID	1.22	2	26000

Buttons: Create, Update, Delete, Cancel

- i. Go to 'Axe Configuration' link under 'Setup' menu
- ii. Select type of configuration. E.g. Rigid, articulated etc.
- iii. Enter Axe configuration
- iv. System Calculates the number of group-of axles
- v. Enter allowed weight in Kg for each group-of-axles
- vi. System Calculates Total GVM in kilograms
- vii. Click Create button to save

Update Axe Configuration

- i. Select Axe Configuration from the list

Vehicle Type	Axle Configuration	No Axles	Total GVM KG
RIGID	1.1	2	16000
RIGID	1.2	2	18000
RIGID	1.11	2	20000
RIGID	1.22	2	26000

- ii. Edit the required information

Axle Configuration:-

Type of Configuration *	<input type="text" value="RIGID"/>
Axle Configuration *	<input type="text" value="1.1"/>
Number of Axles *	<input type="text" value="2"/>
Axle Number 1 *	<input type="text" value="1"/>
Allowed Weight 1 *	<input type="text" value="8000"/> Kg
Axle Number 2 *	<input type="text" value="1"/>
Allowed Weight 2 *	<input type="text" value="8000"/> Kg
Total GVM *	<input type="text" value="16000"/> Kg

- iii. Click Update button to save

Note: If any application has been made under such axle configuration, the system will not allow updating or deleting of such axle configuration.

Overload Fee Schedule for Axles

Create Overload Fee Schedule for Axles

10 11.05.45 AM

Home >> Overload Fee for Axles

Overloading Fees Schedule for Axles:

Axle Overloading Weight: From	<input type="text"/>	Kg	Up To	<input type="text"/>	Kg	Overloading Fee:	<input type="text"/> USD
<input type="button" value="Create"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>							
	Axle Overloading Weight From KG	Axle Overloading Weight To KG	Currency Code	Overloading Fee Amount			
<input checked="" type="radio"/>	0	100	USD	8			
<input checked="" type="radio"/>	101	200	USD	16			
<input checked="" type="radio"/>	201	300	USD	25			
<input checked="" type="radio"/>	301	400	USD	34			
<input checked="" type="radio"/>	401	500	USD	43			

- i. Enter range of overloading weight in Kilograms
 - From
 - To
- ii. Enter overloading fee in USD
- iii. Click Create button to save

Update Overload Fee Schedule for Axles

- i. Select Overload Fee Schedule for Axles from the list

	Axle Overloading Weight From KG	Axle Overloading Weight To KG	Currency Code	Overloading Fee Amount
<input checked="" type="radio"/>	0	100	USD	8
<input checked="" type="radio"/>	101	200	USD	16
<input checked="" type="radio"/>	201	300	USD	25
<input checked="" type="radio"/>	301	400	USD	34
<input checked="" type="radio"/>	401	500	USD	43
<input checked="" type="radio"/>	501	600	USD	52

- ii. Edit required information as seen below

- Overloading Fees Schedule for Axles:

Axle Overloading Weight:	From <input type="text"/> Kg	Up To <input type="text"/> Kg	Overloading Fee: <input type="text"/> USD
<input type="button" value="Create"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			

- iii. Click Update button to save

Note: If any application has been made under such axle configuration, the system will not allow updating or deleting of such axle configuration.

Schedule of Overloading Fee for GVM

Create Overload Fee Schedule for GVM

Home >> Overload Fee for GVM

Schedule of Overloading Fees for Maximum Gross Vehicle Mass:

GVM Overloading Weight: From <input type="text"/> Kg	Up To <input type="text"/> Kg	Overloading Fee: <input type="text"/> USD	
<input type="button" value="Create"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			
GVM Overloading Weight From KG	GVM Overloading Weight To KG	Currency Code	Overloading Fee Amount
0	500	USD	22
501	1000	USD	45
1001	1500	USD	70
1501	2000	USD	95
2001	2500	USD	122

- i. Enter range of overloading weight in kilograms
 - From
 - Up to
- ii. Enter overloading fee in USD
- iii. Click Create button to save

Update Overload Fee for GVM

- i. Select GVM overloading schedule from the list

GVM Overloading Weight From KG	GVM Overloading Weight To KG	Currency Code	Overloading Fee Amount
0	500	USD	22
501	1000	USD	45
1001	1500	USD	70
1501	2000	USD	95
2001	2500	USD	122

- ii. Edit required information as seen below.

Schedule of Overloading Fees for Maximum Gross Vehicle Mass:

GVM Overloading Weight: From <input type="text" value="501"/> Kg	Up To <input type="text" value="1000"/> Kg	Overloading Fee: <input type="text" value="45"/> USD
<input type="button" value="Create"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>		

- iii. Click Update button to save

Note: If any permit application has been made with overloading falling under such schedule, the system will not allow updating or deleting of such schedule

Allowed Permit Vehicle

Create Allowed Permit Vehicles

10:34:52 AM

Home >> Permit Vehicles

Allowed Permit Vehicles

Vehicle Type/Name:	TRACTOR (pulling two trailers)	Total Vehicle Registration Number:	3
--------------------	--------------------------------	------------------------------------	---

Create Update Delete Cancel

Vehicle Name	Number of Registrations
RIGID	1
ARTICULATED (SEMI-TRAILER)	2
RIGID TRAILER (PULLING)	2

- i. Enter vehicle type e.g. Rigid, Interlinks.
- ii. Enter total vehicle registration numbers
- iii. Click 'Create' button to save

Update Permit Vehicle

- i. Select vehicle name from the list

Vehicle Name	Number of Registrations
RIGID	1
ARTICULATED (SEMI-TRAILER)	2
RIGID TRAILER (PULLING)	2
TRACTOR (pulling two trailers)	3

- ii. Edit required information as seen below.

Home >> Permit Vehicles

Allowed Permit Vehicles

Vehicle Type/Name:	RIGID	Total Vehicle Registration Number:	1
Create Update Delete Cancel			

- iii. Click 'Update' button to save

Note: If permit application has been made under such vehicle type, the system will not allow updating or deleting of such vehicle type.

Allowed Escort vehicles

Create Escort vehicles

Home >> Escort Vehicles

Allowed Escort Vehicles

Vehicle Type/Name:

Vehicle Name

	Vehicle Name
<input type="radio"/>	Isuzu
<input type="radio"/>	Pick up

Create **Update** **Delete** **Cancel**

- i. Enter vehicle type e.g. Station Wagon.
- ii. Click 'Create' button to save

Update Permit Vehicle

- i. Select vehicle name from the list

Vehicle Name

	Vehicle Name
<input type="radio"/>	Isuzu
<input checked="" type="radio"/>	Pick up
<input type="radio"/>	HILUX
<input type="radio"/>	Land Cruiser
<input type="radio"/>	SPACIO

Create **Update** **Delete** **Cancel**

- ii. Edit required information as seen below.

Home >> Escort Vehicles

Allowed Escort Vehicles

Vehicle Type/Name:

	Vehicle Name
<input type="radio"/>	Isuzu
<input checked="" type="radio"/>	Pick up

- iii. Click 'Update' button to save

Permit Fee

Create Permit Fee

Home >> Setup Permit Fee

Permit Fee		
Fee Amount:		USD
<input type="text"/> USD		
<input type="button" value="Create"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>		
	Permit Fee	Effective Date
<input type="radio"/>	30	12/1/2015 4:05:25 PM
<input type="radio"/>	42	1/6/2016 12:49:02 PM

- i. Enter Fee amount in USD.
- ii. Click 'Create' button to save

Update Permit fee

- i. Select vehicle name from the list

	Permit Fee	Effective Date
<input type="radio"/>	30	12/1/2015 4:05:25 PM
<input type="radio"/>	42	1/6/2016 12:49:02 PM
<input type="radio"/>	20	1/6/2016 1:12:10 PM

- ii. Edit fee amount as seen below.

Permit Fee		
Fee Amount:		USD
<input type="text" value="30"/> USD		
<input type="button" value="Create"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>		

- iii. Click 'Update' button to save

Note: If applications have been made and permit issued using such permit fee, the system will not allow updating or deleting of such fee, instead administrator will have to enter another permit fee.

Penalty Factor

Create Penalty Factor (Surcharge Factor)

Home >> Permit Surcharge

Penalty Factor

Penalty Factor:	<input type="text"/>	USD
-----------------	----------------------	-----

Create **Update** **Delete** **Cancel**

	Surcharge	Effective Date
<input checked="" type="radio"/>	4	2/10/2016 1:58:30 PM
<input type="radio"/>	8	1/6/2016 11:47:39 AM

- i. Enter Penalty Factor in USD.
- ii. Click 'Create' button to save

Update Permit fee

- i. Select vehicle name from the list

	Surcharge	Effective Date
<input checked="" type="radio"/>	4	2/10/2016 1:58:30 PM
<input type="radio"/>	8	1/6/2016 11:47:39 AM
<input type="radio"/>	5	1/6/2016 1:00:04 PM

- ii. Edit Penalty Factor as seen below.

Home >> Permit Surcharge

Penalty Factor

Penalty Factor:	<input type="text" value="4"/>	USD
-----------------	--------------------------------	-----

Create **Update** **Delete** **Cancel**

- iii. Click 'Update' button to save

Note: If applications have been made and permit issued using such penalty factor for surcharges, the system will not allow updating or deleting of penalty factor, instead administrator will have to enter another penalty factor.

Permit Validity Period

Create Validity Period

Home >> Permit Days

Permit Validity Period

Valid Duration: Days

Create Update Delete Cancel

Permit Days	Effective Date
15	12/1/2015 4:24:36 PM
4	12/7/2015 1:21:44 PM

- i. Enter Valid Duration in days
- ii. Click 'Create' button to save

Update permit days

- i. Select permit days from the list

Create Update Delete Cancel

Permit Days	Effective Date
15	12/1/2015 4:24:36 PM
4	12/7/2015 1:21:44 PM
14	2/10/2016 2:06:59 PM

- ii. Edit Valid duration as seen below.

Permit Validity Period

Valid Duration: Days

Create Update Delete Cancel

- iii. Click 'Update' button to save

Note: If application(s) have been made and permit issued using such permit validity period, the system will not allow updating or deleting of such validity period, instead administrator will have to enter another permit validity period.

Height Limitations

Create height limitations

Home >> Permit Height

Height Limitations:

Height Greater/Equal to: M

Create **Update** **Delete** **Cancel**

	Height	Effective Date
<input checked="" type="radio"/>	4.50	11/25/2015 3:46:57 PM

- i. Enter height limitation (Height Greater or Equal to) in meters
- ii. Click 'Create' button to save

Update height limitations

- i. Select permit days from the list

Create **Update** **Delete** **Cancel**

	Height	Effective Date
<input checked="" type="radio"/>	4.50	11/25/2015 3:46:57 PM
<input type="radio"/>	6.00	1/8/2016 4:35:26 PM
<input type="radio"/>	5.50	2/8/2016 6:04:30 PM

- ii. Edit height limitation as seen below.

Home >> Permit Height

Height Limitations:

Height Greater/Equal to:	4.50	M
--------------------------	------	---

Create **Update** **Delete** **Cancel**

Height	Effective Date
--------	----------------

- iii. Click 'Update' button to save

Note: If applications have been made under such height limitations, the system will not allow updating or deleting of such height limitation(s), instead administrator will have to enter another height limitation.

Employee Registration

Add New Employee

Home >> Employees >> Employee Registration

Employee Registration

Employee Number

Full Name

Title/Designation

 Select Designation ▼

Department

 Select Department ▼

Email

Password

Confirmation Password

Go to Add new employee link under setup menu, the above registration form will be displayed

Steps

- i. Enter employee number
- ii. Enter employee full name
- iii. Select his/her designation
- iv. Select department
- v. Enter valid email address
- vi. Enter password (*one that will be used by the employee created to login to the system*)
- vii. Click 'Register' button at the bottom of the screen as seen other figure above
 - Or click 'Cancel' button to clear fields.

View and update employee

View Employees

Go to 'View/Update Employees' link under Setup menu, the list of employees will be displayed as follows.

Home >> Employees

List of Employees

Emp No	Full Name	Designation	Department	Email ID
MOW001	Scanda Massalle	ALC	Road Safety & Environment	alc@mow.go.tz
MOW002	Leonard Saukwa	ALE	Road Safety & Environment	ale@mow.go.tz
MOW003	Eng. Joyce Mbunju	ADS	Road Safety & Environment	ads@mow.go.tz
MOW004	Julius Chambo	DSE	Road Safety & Environment	dse@mow.go.tz
MOW005	Abla	DPS	Road Safety & Environment	dps@mow.go.tz
MOW006	Omb MOW	PS	Road Safety & Environment	ps@mow.go.tz
MOW007	Jose MOW	DM	Road Safety & Environment	dm@mow.go.tz
MOW008	John MOW	Minister	ADMINISTRATION	minister@mow.go.tz
PT009	Sule PT	Police	TRAFFIC POLICE	police@mow.go.tz
WB0010	Bwin WB	Weighbridge	WEIGHBRIDGE	weighbridge@mow.go.tz
1	2	3	4	5
6	7			

Update Employees

Steps

- i. Click employee number (Emp NO.) of the employee you want to update. The following form will be displayed where you can edit employee information as follows
 - ✓ Employee number cannot be edited, hence the field will remain inactive
 - ✓ You can edit employee full name
 - ✓ Designation cannot be edited, hence the field will remain inactive
 - ✓ You can edit department
 - ✓ Email address also cannot be edited because it is used as username when logging in, hence the field will remain inactive
- ii. Click Update button to save

Email text

Create new Email text

Home >> Setup Body of Email

Email Text

Email Text:	new email text
-------------	----------------

Create Update Delete Cancel

Email Text	
<input checked="" type="radio"/>	new email text

Go to ‘Email text’ link under setup menu, the above form will be displayed

Steps

- i. Enter Email text
- ii. Click ‘Create’ button at the bottom of the screen as seen other figure above to save
 - Or click ‘Cancel’ button to clear fields.

Update Email text

- i. Select Email text from the list

		Create Update Delete Cancel
Email Text		
<input type="radio"/>	new email text	
<input type="radio"/>	sorry your account is disabled	
<input type="radio"/>	sorry your account is disabled	

- ii. Edit email text
- iii. Click Update button to save
 - ✓ OR click cancel button to clear field

Delete Email text

- i. Select Email text from the list
- ii. Click ‘delete’ button to delete the selected email text.

SMS text

Create new SMS text

Home >> Setup Body of SMS

SMS Text

SMS Text:

Create **Update** **Delete** **Cancel**

Email Text	
<input type="radio"/>	new sms text

Go to ‘SMS text’ link under setup menu, the above form will be displayed

Steps

- i. Enter SMS text
- ii. Click ‘Create’ button at the bottom of the screen as seen other figure above to save
 - a. Or click ‘Cancel’ button to clear fields.

Update Email text

- i. Select SMS text from the list

Create **Update** **Delete** **Cancel**

Email Text	
<input type="radio"/>	new email text
<input type="radio"/>	sorry your account is disabled
<input type="radio"/>	sorry your account is disabled

- ii. Edit SMS text
- iii. Click Update button to save
 - a. OR click cancel button to clear field

Delete SMS text

- i. Select Email text from the list
- ii. Click 'delete' button to delete the selected SMS text.

SMTP Settings

Create new SMTP Settings

Home >> Setup SMTP

SMTP Settings

Email From Address:

SMTP Address:

SMTP User Name:

SMTP Port Address:

SMTP Password:

Buttons: Create, Update, Delete, Cancel

Go to 'SMTP Settings' link under setup menu, the above form will be displayed

Steps

- i. Enter Email From Address
- ii. Enter SMTP Address:
- iii. Enter SMTP Port Address
- iv. Enter SMTP User Name
- v. Enter SMTP Password
- vi. Click 'Create' button at the bottom of the screen as seen other figure above to save
 - a. Or click 'Cancel' button to clear fields.

Update Email text

- i. Select SMTP Settings from the list

		Create	Update	Delete	Cancel
	Email From Address	SMTP Address			
<input type="radio"/>	dse@mow.go.tz	t			
<input type="radio"/>	ale@mow.go.tz	t			

- ii. Edit SMTP Settings

SMTP Settings

Email From Address:	<input type="text" value="dse@mow.go.tz"/>
SMTP Address:	<input type="text" value="t"/>
SMTP User Name:	<input type="text" value="c"/>
SMTP Port Address:	<input type="text" value="334"/>
SMTP Password:	<input type="password"/>

[Create](#) [Update](#) [Delete](#) [Cancel](#)

- iii. Click Update button to save
 - a. OR click cancel button to clear field

Delete SMTP Settings

- i. Select Email text from the list
- ii. Click 'delete' button to delete the selected SMTP Settings.

6.1.2. Audit Trail

Audit trail keeps track of everything done in the system. Below are the categories of audit trail seen by administrator

- Axles
- Axles Overload
- GVM Overload
- Categories
- Departments
- Permit Days
- Permit Fees
- TANESCO Height
- Permit Vehicles
- Escort Vehicles
- Permit Details
- Permit Invoice
- Permit Payment

In each category Administrator can see

Axles

This shows history of actions done in Audit Axles Configuration.

The screenshot shows a web-based application interface for managing audit axle configurations. At the top, there are navigation links: 'Home >> Audit Axles' and a title 'Audit Axles Configuration'. Below this is a search bar with dropdown menus for 'Year' (set to 2016) and 'Month' (set to January), followed by a 'Submit' button. The main content area is a table with the following data:

AuditID	Action	SNO	Vehicle Name	Axle Configuration	No of Axels	Total GVM	Audit Date	Audit By
110	I	71	RIGID	1.22-2	3	36000	1/8/2016 10:52:48 AM	admin
111	U	71	RIGID	1.22-2	3	37000	1/8/2016 10:53:55 AM	admin

To see Audit Axe configuration records follow the following steps

- i. Select year

- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- SNO
- Vehicle Name
- Axel Configuration
- No of Axels
- Total GVM
- Audit Date
- Audit By

Audit Axe Overload Charge

This shows history of actions done in Audit Axe Overload Charge

The screenshot shows a web-based application interface. At the top, there is a blue header bar with the text "6 8:40:12 AM". Below the header, the URL "Home >> Audit Axe Overload" is visible. The main title "Audit Axe Overload Charge" is centered above a search and filter section. This section contains two dropdown menus: "Year" and "Month", both labeled "Select Year" and "Select Month" respectively, followed by a "Submit" button. Below this section is a table with the following data:

AuditID	Action	SNO	Over Weight From	Over Weight To	Charge Amount	Currency Code	Audit Date	Audit By
1	D	35	3501	3600	482	USD	10/8/2015 1:53:39 PM	admin
2	U	1	0	100	8	USD	12/2/2015 2:52:07 PM	admin
3	I	35	10	100	8	USD	12/2/2015 2:52:07 PM	admin
4	U	1	0	100	8	USD	12/2/2015 2:52:42 PM	admin
5	U	35	10	100	8	USD	12/2/2015 2:52:42 PM	admin
6	I	36	0	100	8	USD	12/2/2015 2:52:42 PM	admin

To see Audit Axe Overload Charge records follow the following steps

- i. Select year
- ii. Select month

iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U =>Update,
 - ✓ D => Delete
- SNO
- Over Weight From
- Over Weight To
- Charge Amount
- Currency Code Audit Date
- Audit By

Categories

This shows history of actions done in Categories

Audit Categories													
Year		Select Year		Month		Select Month		Submit					
AuditID	Action	Width From	Width To	TANESCO	Weight Ticket	Escort Vehicles	No of Escort Vehicles	Police	Survey	Advertisement	Audit Date	Audit By	
1	I	9.00	9.99		yes	yes	4	yes	yes	yes	11/12/2015 10:49:16 AM	admin	
2	I	8.00	8.50		yes	no	4	no	yes	no	11/12/2015 11:19:36 AM	admin	
3	D	8.00	8.50		yes	no	4	no	yes	no	11/12/2015 11:19:45 AM	admin	
4	U	0.00	2.60	no	no	no	0	no	no	no	12/1/2015 10:28:23 AM	admin	

To see Audit Categories records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- Width From
- Width To
- TANESCO
- Weight Ticket
- Escort Vehicles
- No of Escort Vehicles
- Police
- Survey
- Advertisement
- Audit Date
- Audit by

Departments

This shows history of actions done in Departments

Audit Departments						
Year	Select Year	Month	Select Month	Submit		
AuditID	Action	Dept ID	Department Name	Audit Date	Audit By	
7	I	5	Road Safety & Environment	9/29/2015 12:13:42 PM	admin	
8	I	6	ADMINISTRATION	10/8/2015 2:00:52 PM	admin	
9	I	7	WEIGHBRIDGE	10/8/2015 2:01:11 PM	admin	
10	I	8	TRAFFIC POLICE	10/8/2015 2:01:22 PM	admin	
11	U	7	WEIGH BRIDGE	11/3/2015 4:53:18 PM	admin	
12	U	7	WEIGHBRIDGE	11/3/2015 4:53:30 PM	admin	

To see Audit Departments records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- Dept ID
- Department Name
- Audit Date
- Audit By

Permit Days

This shows history of actions done in Permit Days

The screenshot shows a web-based application interface for auditing permit days. At the top, there is a breadcrumb navigation "Home >> Audit Permit Days". Below it, a section titled "Audit Permit Days" contains two dropdown menus: "Year" and "Month", both with "Select Year" and "Select Month" options, followed by a "Submit" button. A table below lists four audit records:

AuditID	Action	SNO	Permit Days	Audit Date	Audit By
1	U	1	15	12/1/2015 4:24:36 PM	admin
2	I	2	3	12/7/2015 1:21:36 PM	admin
3	I	3	4	12/7/2015 1:21:44 PM	admin
4	D	2	3	12/29/2015 1:13:34 PM	admin

To see Audit Permit Days records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- SNO
- Permit Days
- Audit Date
- Audit By

Permit Fees

This shows history of actions done in Permit Fees

Audit Permit Fee						
Year	Select Year	Month	Select Month			Submit
1	U	1	20	9/29/2015 12:02:13 PM		admin
2	I	2	208	11/25/2015 1:03:48 PM		admin
3	D	2	208	11/25/2015 1:03:58 PM		admin
4	I	3	12	11/25/2015 1:06:15 PM		admin
5	I	4	127	11/25/2015 1:38:25 PM		admin
6	D	3	12	11/25/2015 1:38:33 PM		admin

To see Audit Permit Fees records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U =>Update,
 - ✓ D => Delete
- SNO
- Permit Fee
- Audit Date
- Audit By

TANESCO Height

This shows history of actions done in TANESCO Height

Audit TANESCO Height					
Year	Select Year	Month	Select Month	Submit	
AuditID	Action	SNO	TANESCO Height	Audit Date	Audit By
1	I	2	5.60	11/25/2015 12:52:53 PM	admin
2	D	2	5.60	11/25/2015 12:53:06 PM	admin
3	I	3	4.50	11/25/2015 3:46:57 PM	admin
4	D	1	5.50	11/25/2015 3:47:11 PM	admin
5	I	4	5.50	11/25/2015 3:47:26 PM	admin

To see Audit TANESCO Height records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- SNO
- TANESCO Height
- Audit Date
- Audit By

Permit Vehicles

This shows history of actions done in Permit Vehicles

The screenshot shows a web-based application interface titled "Audit TANESCO Height". At the top, there are navigation links: "Home >> Audit TANESCO Height". Below the title, there are two dropdown menus: "Year" and "Month", both labeled "Select Year" and "Select Month" respectively, followed by a "Submit" button. A table below the controls displays five rows of audit data. The columns are labeled "AuditID", "Action", "SNO", "TANESCO Height", "Audit Date", and "Audit By". The data is as follows:

AuditID	Action	SNO	TANESCO Height	Audit Date	Audit By
1	I	2	5.60	11/25/2015 12:52:53 PM	admin
2	D	2	5.60	11/25/2015 12:53:06 PM	admin
3	I	3	4.50	11/25/2015 3:46:57 PM	admin
4	D	1	5.50	11/25/2015 3:47:11 PM	admin
5	I	4	5.50	11/25/2015 3:47:26 PM	admin

To see Audit Permit Vehicles records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- SNO
- Escort Vehicle Name
- NO Registrations
- Audit Date
- Audit By

Escort Vehicles

This shows history of actions done in Escort Vehicles

Audit Escort Vehicles						
AuditID	Action	SNO	Escort Vehicle Name	Audit Date	Audit By	
9	I	7	Isuzu	9/29/2015 12:41:11 PM	admin	
10	I	8	Pick up	9/29/2015 12:41:21 PM	admin	
11	I	9	Mark II	9/29/2015 12:41:37 PM	admin	
12	I	10	Land Cruiser	9/29/2015 12:41:49 PM	admin	
13	I	11	HILUX	10/8/2015 2:00:09 PM	admin	
14	I	12	Isuzu3	11/25/2015 1:27:13 PM	admin	

To see Audit Escort Vehicles records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U =>Update,
 - ✓ D => Delete
- SNO
- Escort Vehicle Name
- NO Registrations
- Audit Date
- Audit By

Permit Details

This shows history of actions done in Permit Details

The screenshot shows a web-based application titled "Audit Permit". At the top, there are navigation links: "Home >> Audit Permit". Below this is a section titled "Audit Permit" with two dropdown menus: "Year" and "Month", both set to "Select Year" and "Select Month" respectively, followed by a "Submit" button. The main content is a table with the following columns: SNO, Action, Application, Vehicle, Config, Width, Height, Length, Weight, From, To, Status, Audit Date, and Audit By. The table contains three rows of data:

SNO	Action	Application	Vehicle	Config	Width	Height	Length	Weight	From	To	Status	Audit Date	Audit By
14	I	EFP1014	maize	1.1	3.00	4.00	11.00	9000	SONG	MK	Process	9/29/2015 3:15:49 PM	Fizzy
16	U	EFP1014	maize	1.1	3.00	4.00	11.00	9000	SONG	MK	Forward to ALE	9/29/2015 3:20:39 PM	Fizzy
17	U	EFP1014	maize	1.1	3.00	4.00	11.00	9000	SONG	MK	Forward to ADS	9/29/2015 3:21:37 PM	Fizzy

To see Audit Permit Details records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- SNO
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- Application
- Vehicle
- Axle Configuration
- Width
- Height
- Length
- Weight
- From
- To
- Status
- Audit Date
- Audit By

Permit Invoice

This shows history of actions done in Permit Invoice

Audit Permit Invoice									
Year		Select Year		Month		Select Month		Submit	
AuditID	Action	Application	Permit Fee	Surcharge Fee	Total Fee	Submit Date	Audit Date	Audit By	
12	I	EFP1033	20	976	996	10/15/2015 10:35:36 AM	10/15/2015 10:35:35 AM	Julius Chambo	
13	I	EFP1034	20	96	116	10/15/2015 3:27:39 PM	10/15/2015 3:27:38 PM	Julius Chambo	
14	I	EFP1036	20	0	20	10/28/2015 3:53:15 PM	10/28/2015 3:53:14 PM	Julius Chambo	
15	I	EFP1022	20	1224	1244	10/28/2015 3:56:54 PM	10/28/2015 3:56:53 PM	Julius Chambo	
16	I	EFP1031	20	576	596	10/31/2015 11:04:55 AM	10/31/2015 11:04:55 AM	Julius Chambo	

To see Audit Permit Invoice records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

Administrator will be able to see the following details

- AuditID
- Action
 - ✓ I => Insert,
 - ✓ U => Update,
 - ✓ D => Delete
- Application
- Permit Fee
- Surcharge Fee
- Total Fee
- Submit Date
- Audit Date
- Audit By

Permit Payment

This shows history of actions done in Permit Payment

The screenshot shows a web-based application interface titled "Audit Payment". At the top left, there is a breadcrumb navigation link "Home >> Audit Payment". Below the title, there is a section labeled "Audit Payment". Underneath this, there are two dropdown menus: one for "Year" set to "2016" and another for "Month" set to "March". To the right of these dropdowns is a "Submit" button.

To see Audit Permit Payment records follow the following steps

- i. Select year
- ii. Select month
- iii. Click submit button to see results

6.1.3. Assign screens

Here administrator can assign user access levels according to their roles and responsibilities.

The screenshot shows the 'Assign Screens' page under the 'Setup' menu. The left sidebar includes links for Dashboard, Setup, Audit Trail, Reports, Dynamic Reports, Assign Screens (which is selected and highlighted in blue), and Change Password. The main content area has a header 'User Access Levels:' and a sub-header 'Select Designation: Select Designation'. It lists various access levels categorized into Flow, Menu, and Configuration, each with a corresponding checkbox.

Flow	Menu	Configuration
<input type="checkbox"/> Forward to ALE	<input type="checkbox"/> Outgoing	<input type="checkbox"/> Department
<input type="checkbox"/> Forward to ADS	<input type="checkbox"/> Reports	<input type="checkbox"/> Users
<input type="checkbox"/> Forward to DSE	<input type="checkbox"/> Dynamic Reports	<input type="checkbox"/> Categories
<input type="checkbox"/> Forward to DPS	<input type="checkbox"/> Change Password	<input type="checkbox"/> Vehicle Configuration Type
<input type="checkbox"/> Forward to PS	<input type="checkbox"/> Audit Trail	<input type="checkbox"/> Axle Configuration
<input type="checkbox"/> Forward to Deputy Minister	<input type="checkbox"/> Assign User	<input type="checkbox"/> Overloading Fee Schedule for Axles
<input type="checkbox"/> Forward to Minister	<input type="checkbox"/> Transporter Details	<input type="checkbox"/> Overloading Fee Schedule for GVM
<input type="checkbox"/> Return to ALC	<input type="checkbox"/> Assign Screens	<input type="checkbox"/> Allowed Escort Vehicle
<input type="checkbox"/> Return to ALE		<input type="checkbox"/> Permit Fee Schedule
<input type="checkbox"/> Return to ADS		<input type="checkbox"/> Penalty Factor
<input type="checkbox"/> Return to DSE		<input type="checkbox"/> Permit Validity Period
<input type="checkbox"/> Return to PS		<input type="checkbox"/> Height Limitations
<input type="checkbox"/> Return to Deputy Minister		
<input type="checkbox"/> Return to Applicant		
<input type="checkbox"/> Approve for Payment		
<input type="checkbox"/> Approve/Issue Permit		

Steps to assign user access levels

- i. Select designation you want to assign screen to,
 - ✓ ALC
 - ✓ ALE
 - ✓ ADS
 - ✓ DSE
 - ✓ PS
 - ✓ DM
 - ✓ Minister

ii. Select the screen by checking the checkbox

a. Flow

Here user is given access to the flow to be able to perform the selected flow activities.

b. Menu

Here the user is given access to the selected Menus

c. Configuration

Here the user is given access to the selected configuration screens

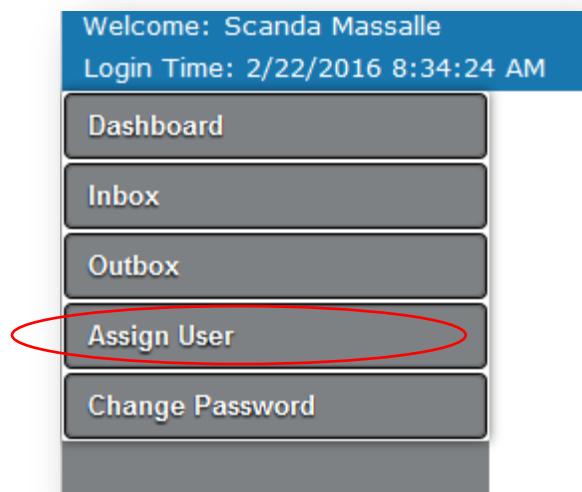
iii. Click update button to save

7.0. Assign user

In this part user can assign his/her roles and access right to another user due some particular reasons.

To assign user see the following steps

i. Go to Assign User link at you left hand side menu as indicated below. When you click the link “Assign user” screen will be displayed



ii. Fill in require information

- ✓ Form user (*select your name*)

- ✓ To user (*select the name of the person you want to assign to*)
- ✓ From date (*from which date to you want to assign user*)
- ✓ To date (*to which date to you want to assign user*)

Welcome: Scanda Massalle
Login Time: 2/22/2016 11:44:22 AM

Dashboard Inbox Outbox Assign User Change Password	Home >> Assign to User ALC - Assign to User	<table border="0"> <tr> <td style="width: 30%;">From User</td> <td style="width: 30%;"><input type="text" value="Select From User"/></td> <td style="width: 10%; text-align: center;"></td> </tr> <tr> <td>To User</td> <td><input type="text" value="Select To User"/></td> <td></td> </tr> <tr> <td>From Date</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>To Date</td> <td><input type="text"/></td> <td></td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>	From User	<input type="text" value="Select From User"/>		To User	<input type="text" value="Select To User"/>		From Date	<input type="text"/>		To Date	<input type="text"/>	
From User	<input type="text" value="Select From User"/>													
To User	<input type="text" value="Select To User"/>													
From Date	<input type="text"/>													
To Date	<input type="text"/>													

iii. Click submit button to save.

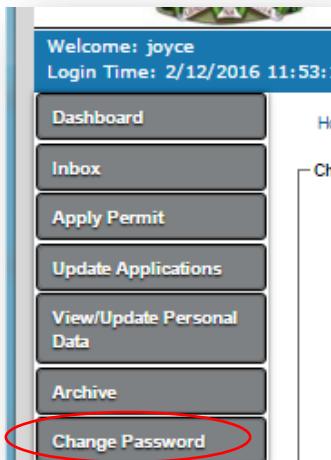
Then the assigned user will be able to perform all roles you were able to perform within the range of time you have chosen.

8.0. Change Password

To change password follow the following steps

Steps to change password

- i. Click change password link as indicated below



- ii. change password form will be displayed

A screenshot of the 'Change Password' form. The form fields are: Current Password * (with a red asterisk), New Password * (with a red asterisk), and Confirmation Password * (with a red asterisk). Below the form are 'Submit' and 'Reset' buttons. The sidebar menu on the left is identical to the one in the previous screenshot.

- iii. Enter your current password
- iv. Enter your new password
- v. Confirm new password
- vi. Click ‘submit’ button to save changes or click ‘reset’ button to clear fields

9.0. Log out

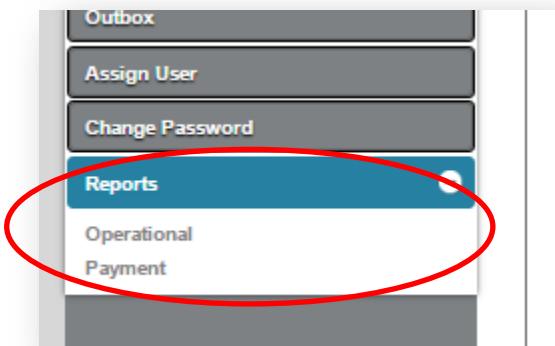
To exit from the system, click “Logout” link as indicated on the figure below



10.0. Reports

Users of the system can view reports of all permit applications. To view reports go to the reports link at the left hand side menu.

NOTE: only users with access to reports can see this link.



10.1. Operational report

Operational report has three categories of reports such as

- ✓ Daily Transaction Report
- ✓ Abnormal/Wide Load Permit
- ✓ Permits Issued

10.1.1. View Transaction Report

Steps

- i. Go to Operation reports link under report menu
- ii. Click daily transaction report as shown below

Home >> OPERATIONAL REPORTS

DSE - OPERATIONAL REPORTS

Daily Transaction Report	Abnormal/Wide Load Permit	Permits Issued
Select Category <input type="button" value="All"/>	Date From <input type="text"/> <input type="button"/>	Date To <input type="text"/> <input type="button"/>
<input type="button" value="Run Report"/> <input type="button" value="Download Pdf"/>		

iii. Select category

- ✓ All
- ✓ One
- ✓ Two
- ✓ Three
- ✓ Four
- ✓ Five
- ✓ Six

iv. Enter range of time

- ✓ Date from
- ✓ Date to

v. Click Run Report button to see the report

- OR click download report by clicking 'Download to pdf' button

Daily Transaction Report				Abnormal/Wide Load Permit						Permits Issued				
				Select Category		One	Date From	01/01/2016		Date To	03/12/2016			
Application Number	Transporter Name	Cargo Type	Cargo Details	Truck Number	Axle Configuration	Length (M)	Width (M)	height (M)	GVM (Kg)	Route From	Route To	Route Via	Status	
EFP1017	CLARA & MOM	Container	CONSTRUCTION RAW MATERIALS	T889BBN099	1.11	12.90	1.30	5.60	18,000	KIGALI	KASULU	KIGOMA	Forward to Minister	
EFP1019	CLARA & MOM	Container	LIVE RING	T223AAA/Z99ZSD90	1.1+2.2	15.40	2.40	6.50	31,000	MSAMVU	KILOSA	GAIRO	Issued Permit	
EFP1021	DANDU	Container	Farm products	MC571 AVT	1.1	29.00	2.60	9.00	16,201	Mbeya	Dar	MK	Approved for Payment	
EFP1024	DANDU	Craines	raw Tea leaves	T122/T233/T344	1.1+1.1+1.1	28.00	2.60	2.00	49,307	Tanwat A	Tanwat B	tanwat weighbridge	Return to Applicant	
EFP1025	DANDU	Craines	AaAaAa	T666 dd/T662	1.22-111	23.00	2.60	2.00	62,100	a	a	a	Forward to Minister	
EFP1026	DANDU	Craines	s	t33/t55	1.1-1	28.00	2.60	3.00	24,900	a	a	a	Approved for Payment	
EFP1027	DANDU	Craines	d	t56/t567	1.22-222	54.00	2.60	3.00	51,000	Tanwat A	Tanwat B	tanwat weighbridge	Return to Applicant	
EFP1030	DANDU	Container	eucalyptus timber	T5543/T5644	1.1-1	32.00	2.60	4.00	25,300	a	b	c	Approved for Payment	
EFP1031	DANDU	Container	cement	t321	1.1	65.00	2.60	4.00	17,600	namanga	mbeya	MK	Issued Permit	
EFP1032	CLARA & MOM	Craines	EMPTY	T889HHH	1.1	12.00	2.20	4.00	16,000	ARUSHA	MOSHI	CHALINZE	Issued Permit	

1

2

3

4

5

6

10.1.2. View Abnormal/Wide Load Permit Report

Steps

- i. Go to Operation reports link under report menu
- ii. Click Abnormal/Wide Load Permit report as shown below

DSE - OPERATIONAL REPORTS

Daily Transaction Report	Abnormal/Wide Load Permit	Permits Issued
Date From <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="text"/>	Date To <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="text"/>	<input style="border: 1px solid #4f81bd; border-radius: 5px; padding: 2px 10px; background-color: white; color: #4f81bd; font-weight: bold; margin-right: 5px;" type="button" value="Run Report"/> <input style="border: 1px solid #4f81bd; border-radius: 5px; padding: 2px 10px; background-color: white; color: #4f81bd; font-weight: bold;" type="button" value="Download Pdf"/>

- iii. Enter range of time
 - ✓ Date from
 - ✓ Date to
- iv. Click Run Report button to see the report as seen below
 - OR click download report by clicking 'Download to pdf' button

OPERATIONAL REPORTS

Daily Transaction Report			Abnormal/Wide Load Permit			Permits Issued									
			Date From <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="text"/>				Date To <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="text"/>								
Permit Number	Transporter Name	Address	Date of Issue	Route From	Route To	Route Via	Truck Number	Cargo Type	Axle Configuration	Length (M)	Width (M)	Height (M)	GVM (Kg)	Fee (USD)	Authorized By
34561239	CLARA & MOM	1414	22/Feb/16	MSAMVU	KILOSA	GAIRO	Z99ZSD90/T223AAA	RIGID TRAILER (PULLING)	1.1+2.2	15.40	2.40	6.50	31,000	0	Julius Chambo
34561221	joyce	Box 19072	19/Jan/16	Nairobi	Dar	domoda	T 567 bwv/T 560 bwv/T 567 bwv/T 560 bwv	ARTICULATED (SEMI-TRAILER)	1.2-2	21.85	9.55	5.55	259,998	0	Joy MOW
34561237	CLARA & MOM	1414	19/Feb/16	Kibaha Kwa Mathiasi	Msoga Kwa Kikwete	Chalinze/ Kibaha Maili Moja	T678JHU/T123BHJ	ARTICULATED (SEMI-TRAILER)	1.2-2	12.00	3.00	3.00	45,700	20	Julius Chambo
34561225	DANDU IR	112233	09/Feb/16	DAR	CHALINZE	KIBAHA	T123DDA/T123ADS	ARTICULATED (SEMI-TRAILER)	1.22-222	11.00	2.00	4.00	30,000	20	Joy MOW
34561217	DANDU IR	112233	05/Jan/16	x	y	z	T 55566	RIGID	1.1	12.00	2.60	3.00	16,000	40	Joy MOW
34561218	DANDU IR	112233	06/Jan/16	Kigoma	Arusha	KigomaWeghbridge	T 567 cc/T 657 YU	RIGID TRAILER (PULLING)	1.2+2.22	12.00	2.60	4.00	40,500	1,120	Joy MOW
34561219	DANDU IR	112233	06/Jan/16	A Town	Dar	Chalinze	T123ASD	RIGID	1.11	12.00	4.00	6.00	23,000	1,089	Joy MOW

10.1.3. View Permits Issued Report

Steps

- i. Go to Operation reports link under report menu
- ii. Click Permits Issued report as shown below

The screenshot shows the 'DSE - OPERATIONAL REPORTS' interface. At the top, there are three tabs: 'Daily Transaction Report', 'Abnormal/Wide Load Permit', and 'Permits Issued'. The 'Permits Issued' tab is selected. Below the tabs are two input fields for 'Year-Month From' and 'Year-Month To', each with a calendar icon. At the bottom right are two buttons: 'Run Report' and 'Download Pdf'.

- iii. Enter range of time
 - ✓ Year-Month From
 - ✓ Year-Month to
- iv. Click Run Report button to see the report as shown below

The screenshot shows the generated report table titled 'Permits Issued'. It includes columns for 'Year', 'Month', and 'Number of Permits Issued'. The data shows permits issued in March, January, February, and a total of 73 permits issued in 2016.

Year	Month	Number of Permits Issued
2016	March	7
2016	January	7
2016	February	59
TOTAL		73

- OR click download report by clicking 'Download to pdf' button

10.2. Payment report

Payment report has three categories of reports such as

- ✓ Daily Report
- ✓ Monthly Report
- ✓ Invoice

10.2.1. View Daily Report

Steps

- i. Go to Payment reports link under report menu
- ii. Click daily report as shown below

The screenshot shows a software interface titled "DSE - PAYMENT REPORTS". At the top, there are three tabs: "Daily Report" (which is selected and highlighted in blue), "Monthly Report", and "Invoice". Below the tabs, there are two input fields: "Date From" and "Date To", each with a calendar icon to its right. At the bottom right of the form, there are two buttons: "Run Report" and "Download Pdf".

- iii. Enter range of time
 - ✓ Date from
 - ✓ Date to
- iv. Click Run Report button to see the report
 - OR click download report by clicking 'Download to pdf' button

PAYMENT REPORTS

Daily Report	Monthly Report	Invoice			
Date From <input type="text" value="02/02/2016"/> 	Date To <input type="text" value="03/12/2016"/> 				
Date	Application No	Transporter name	Permit Fee (USD)	Surcharge Fee (USD)	Total (USD)
22-Feb-16	EFP1019	CLARA & MOM	0.00	0.00	0.00
19-Feb-16	EFP1049	CLARA & MOM	20.00	0.00	20.00
09-Feb-16	EFP1054	DANDU	20.00	0.00	20.00
08-Feb-16	EFP1074	CLARA & MOM	-1,845.00	1,845.00	0.00
10-Feb-16	EFP1079	DANDU	-440.00	460.00	20.00

10.2.2. View Monthly Report

Steps

- i. Go to Payment reports link under report menu
- ii. Click Monthly report as shown below

The screenshot shows a web-based reporting interface titled "DSE - PAYMENT REPORTS". At the top, there are three tabs: "Daily Report", "Monthly Report" (which is highlighted in blue), and "Invoice". Below the tabs are two input fields: "Month From" and "Month To", each with a calendar icon to its right. At the bottom right of the form are two buttons: "Run Report" and "Download Pdf".

- iii. Enter range of time
 - ✓ Month from
 - ✓ Month to
- iv. Click Run Report button to see the report
 - OR click download report by clicking 'Download to pdf' button

The screenshot shows the "PAYMENT REPORTS" interface with the "Monthly Report" tab selected. It displays a table of fees for January and February 2016. The table has columns for Month, Permit Fee(USD), Surcharge(USD), and Total(USD). The total for January is \$3,229.00 and for February is \$1,020.00. The overall total for both months is \$4,249.00.

Month	Permit Fee(USD)	Surcharge(USD)	Total(USD)
January	169.00	3,060.00	3,229.00
February	-2,597.00	3,617.00	1,020.00
TOTAL	(\$2,428.00)	\$6,677.00	\$4,249.00

10.2.3. View Invoice Report

Steps

- i. Go to Payment reports link under report menu
- ii. Click Invoice report as shown below

Home >> PAYMENT REPORTS

DSE - PAYMENT REPORTS

Daily Report	Monthly Report	Invoice
Date From <input type="text"/>	Date To <input type="text"/>	<input type="button" value="Run Invoice"/> <input type="button" value="Download Pdf"/>

- iii. Enter range of time
 - ✓ Date from
 - ✓ Date to
- iv. Click Run Report button to see the report
 - OR click download report by clicking 'Download to pdf' button

PAYMENT REPORTS

Daily Report	Monthly Report	Invoice							
Date From <input type="text"/>	Date To <input type="text"/>								
Invoice No	Application No	Permit Fee (USD)	Surcharge (USD)	Amount Paid (Tzs)	Transporter Name	G. V. M (Kg)	Route From	Route To	Permit No
2341348	EFP1187	20.00	0.00	100.00	AAA HAULIERS LTD	50,000.00	DAR ES SALAAM	TUNDUMA	34561285
2341350	EFP1190	20.00	0.00	100.00	chaawest car service center ltd	28,000.00	MBEYA	DAR ES SALAAM	34561284
2341354	EFP1191	20.00	0.00	100.00	SUPERSTAR FORWARDERS CO.LTD	42,000.00	DAR	MWANZA	34561289
2341353	EFP1192	20.00	0.00	100.00	NELLY INVESTMENT COMPANY LIMITED	50,000.00	DSM	TUNDUMA	34561290
Total Invoice(s): 4									