

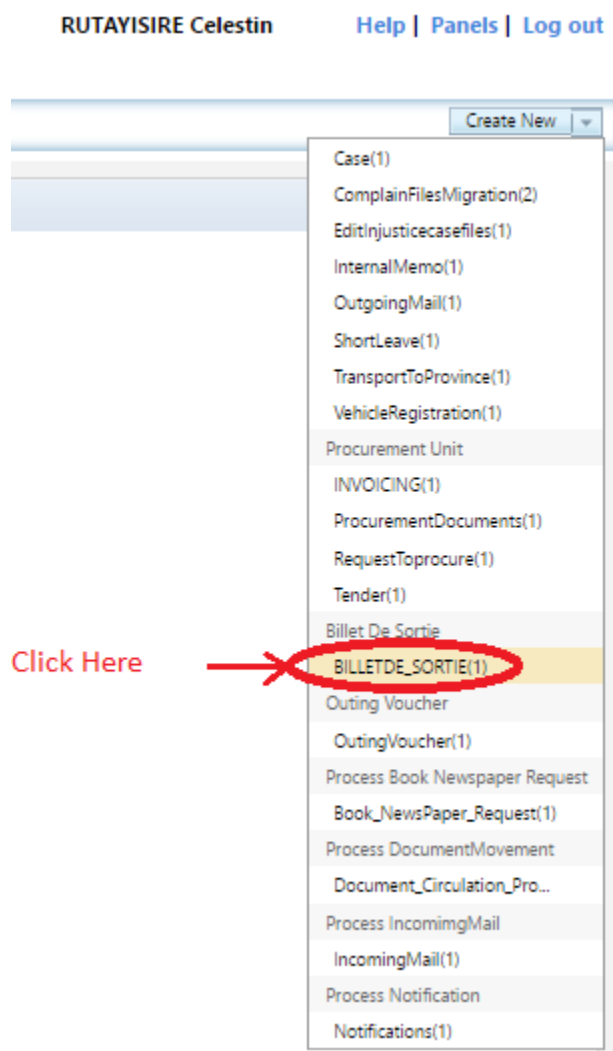
Billet de sortie

This module is for requesting for a vehicle needing transport in the matter of the work and also for requesting a short absence to the director and the Human resource personnel.

This Module has three steps. The first step is done by the staff who wants to submit the request to the director. The second step is for the director who decides if the person I question should be allowed to leave or to be given what he/she is asking or, to reject the request. The third step is done by the last approver where the last approver is the HR or the Logistic Manager depending on the request.

To start the process:

1. Click **Create New** → Click **BILLETDE_SORTIE(1)**




2. Select Type de Demande → Click OK

The screenshot shows the 'OFFICE OF THE OMBUDSMAN Document Management System' interface. The user is logged in as 'RUTAYISIRE Celestin'. The breadcrumb trail is 'Home > Process Instance 1,275'. The form is titled 'BILLET DE SORTIE' and is for the 'REPUBLIQUE DU RWANDA'. It features the national emblem of Rwanda and the office's logo. A dropdown menu for 'Type de Demande' is open, showing options: 'Absence Leave', 'Secret Request', 'Absence Leave' (highlighted), and 'Transport Request'. An 'OK' button is next to the dropdown. A red arrow points to the dropdown with the text 'Select the type then click OK'.



3. Fill the requirements on the Form
4. Select Your Director or Approver
5. Click **Send For Approval (with notification)** It will send an email to the approver. Or use **Send For Approval (without notification)** it will not send an email notification to the

approver.


 **OFFICE OF THE OMBUDSMAN**
Document Management System

Home > Process Instance 1,275

Fields History

 **BILLET DE SORTIE(Absence)** 

Détails de l'employé

Date du Demande 

Nom et Pre'nom RUTAYISIRE Celestin


Fonction & Unit AFU

Motif de sortie

Destination

Heure de de'part

Heure de retour

Pour Approbation Approbateur  **Select Approver**

Approbation du Chef Direct Gestionnaire de Ressources Humaines

Commentaire du Chef Direct

Click this after filling the above part

This sends an Email **No Email will be sent**

The second stage; director approves

1. Click **Approver**

2. Select request and Click Open

OFFICE OF THE OMBUDSMAN
Document Management System

Home > APPROVER

Queries

- OutgoingMail
- ProcurementDocuments
- RequestToProcure
- Your Applications/Requisitions
- Archived documents
- Transport To Province
- Work Assigned to YOU
- BILLETDE_SORTIE
- APPROVER**
- Filter Report Per Driver
- Filter Report Per request type
- ISSUEDVEHICLE
- Start
- Vehicle Report
- Who is Back
- Who is OUT

APPROVER

Open Lock

	Nom et Prenom	Date	Request Type	Lock Type	State
<input checked="" type="checkbox"/>	SONORA ADMIN	23/06/2017	Absence Leave	unlocked	client access

The person requesting

Busy status

Idle Busy

Comment:

grakora

Updated: 25/11/13 15:49 Update

Announcements

SONORA ADMIN 12/12/13 | 19:24

DOCUMENT SEARCHING

For searching documents: go to "Archived Documents" category in Queries panel. THANKS

SONORA ADMIN 25/11/13 | 15:14

Maintenance

The system is still under maintenance

3. Click Approve or Click Deny to reject the application.

OFFICE OF THE OMBUDSMAN
Document Management System

Home > APPROVER > Process Instance 1,278

Fields History

BILLET DE SORTIE(Absence)

Détails de l'employé

Date du Demande 23/06/2017

Nom et Pre'nom SONORA ADMIN

Fonction & Unit ICT

Motif de sortie Test

Destination Ramara

Heure de départ 4:00

Heure de retour 5:00

Pour Approbation Approuvateur RUTAYISIRE Celestin

Approbation du Chef Direct Gestionnaire de Ressources Humaines

Commentaire du Chef Direct

Save

This will send a notification to the HR

No Email is sent

Denying requires a comment from the approver

Approve Request(With Notification) Approve Request(Without Notification) Deny Request(With Notification) Deny Request(Without Notification) Suspend Unlock

NB: Upon Denying, you cannot Deny without putting the reason or a comment of the reason you are denying it.

The third stage will depend.

A request of vehicle will go to the logistics as the final approval and the absence billet de sortie is sent to the Human resource manager.

If Human Resources:

1. Click HR

2. Select the request to approve and Click **Open**

OFFICE OF THE OMBUDSMAN
Document Management System

SONORA ADMIN Help | Panels | Log out

Home > HR

Queries

- Archived documents
- Transport To Province
- Work Assigned to YOU
- BILLET DE SORTIE
- APPROVER
- Filter Report Per Driver
- Filter Report Per request type
- HR**
- ISSUEDVEHICLE
- LOGISTICS
- Start
- Vehicle Report
- WAITING
- Who is Back
- Who is OUT
- Indexing
- OutingVoucher
- PFPRO cases

HR

Open Lock

	Nom et Prenom	Date	Request Type	Lock Type	State
<input type="checkbox"/>	Haissa Joyeuse Umunezero	02/24/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Helene RWIMBA UNASE	5/26/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Kellen MURERIVA	5/8/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Theogene RUHISO	8/6/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Haragiyanyemye	6/9/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Ines GAHONZIRE RUBAYIZA	6/15/2017	Absence Leave	unlocked	client access
<input checked="" type="checkbox"/>	SONORA ADMIN	6/23/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Helene RWIMBA UNASE	5/10/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Raissa Joyeuse Umunezero	5/18/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Athanase Gatara	11/26/2016	Absence Leave	unlocked	client access
<input type="checkbox"/>	Vedaste NGIRINSHUTI	11/30/2016	Absence Leave	unlocked	client access
<input type="checkbox"/>	Virginie NYIRANZEYIMANA	12/1/2016	Absence Leave	unlocked	client access
<input type="checkbox"/>	Mugeni Cecile	12/19/2016	Absence Leave	unlocked	client access
<input type="checkbox"/>	Helene RWIMBA UNASE	12/20/2016	Absence Leave	unlocked	client access
<input type="checkbox"/>	Kevin Beza	2/24/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Helene RWIMBA UNASE	4/11/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	caritas Kabaga	4/28/2017	Absence Leave	unlocked	client access
<input type="checkbox"/>	Clementine UMUSIVANEZA	3/15/2017	Absence Leave	unlocked	client access

Add to default

Total item(s) found: (96)

3. Click **Approve and Archive** (Choose with notification or not).

OFFICE OF THE OMBUDSMAN
Document Management System

SONORA ADMIN Help | Log out

Home > HR > Process Instance 1,278

Fields History

BILLET DE SORTIE(Absence)

Détails de l'employé

Date de Demande: 6/23/2017

Nom et Pre'nom: SONORA ADMIN

Fonction & Unit: ICT

Motif de sortie: Test

Destination: Rwanda

Heure de départ: 4:00

Heure de retour: 5:00

Pour Approbation: Approuvateur: RUTAYISIRE Celestin

Approbation du Chef Direct: RUTAYISIRE Celestin

Gestionnaire de Ressources Humaines

Commentaire du Chef Direct: yes

NB: Approve this notification sends an Email and without notification there is no email which is sent

Approve and Archive(With Notification) Approve and Archive(Without Notification) Suspend Unlock

If Logistics for vehicle

1. Click **Logistics**

2. Select the request to approve and Click Open

OFFICE OF THE OMBUDSMAN
Document Management System

SONORA ADMIN Help | Panels | Log out

Home > LOGISTICS

Queries

- Procurement Documents
- Request To procure
- Your Applications/Requisitions
- Archived documents
- Transport To Province
- Work Assigned to YOU
- BILLET DE SORTIE
- APPROVER
- Filter Report Per Driver
- Filter Report Per request type
- HR
- ISSUED VEHICLE
- LOGISTICS**
- Start
- Vehicle Report
- WAITING
- Who is Back
- Who is OUT

LOGISTICS

Open Lock

	Nom et Prenom	Date	Request Type	Lock Type	State
<input type="checkbox"/>	Mugeni Cecile	11/15/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Virginie NYIRANZEYIMANA	11/17/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Josee GIRANEZA	9/19/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Tharolle KAYUMBA	11/8/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Kellen MURERWA	11/11/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Tharolle KAYUMBA	11/22/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Emelyne Umurungi	11/22/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Virginie NYIRANZEYIMANA	11/29/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Vestine Nwemfura	12/13/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Mugeni Cecile	11/6/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Jacques Pascal BIRASA	11/16/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Vestine Nwemfura	11/17/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	gregoire Sibomana	12/12/2016	Transport Request	unlocked	client access
<input checked="" type="checkbox"/>	Kabalisa Eric	1/10/2017	Transport Request	unlocked	client access
<input type="checkbox"/>	Kabalisa Eric	1/10/2017	Transport Request	unlocked	client access
<input type="checkbox"/>	Claudine Umwandimwe	6/1/2016	Transport Request	unlocked	client access
<input type="checkbox"/>	Tharolle KAYUMBA	7/7/2016	Transport Request	unlocked	client access

Add to default

Total item(s) returned: 100 of 157

3. Select the Plate Number for the car → The driver/chauffeur

4. Click Issue Request (Choose with notification or not) to approve

OFFICE OF THE OMBUDSMAN
Document Management System

SONORA ADMIN Help | Log out

Home > LOGISTICS > Process Instance 1,047

Fields History

Nom et Prenom: Kabalisa Eric

Motif de Sortie: work

Destination: Telecomhouse

Heure de Depart: 10h00

Heure de retour(probable): 11h00

Heure de retour(effective):

Vehicule Alloué: Please select... ← Select the car by its plate

Chauffeur: ← Enter the name of the chauffeur

Pour Approbation: Approuvateur: Yvonne KALUKUBO

Approbation du Chef Direct: Visa Du Charge de la Logistique

Jeanne D'Aro MWISENEZA

Commentaire du Chef Direct:

Save Save as PDF

NB: use Issue Request (with notification) to send an email
Use Issue Request (without notification) to approve without sending an email.

Issue Request(With Notification) Issue Request(Without Notification) Queue Request

Suspend Unlock