Integrated Transport Management System

User Guide for Driving Permit

Version 1.0

For

SAF/DSTA

1.   Document Control

Document Title:

ITMS User Guide v1.0

Prepared By:

Prepared By:	Reviewed By:	Accepted by:
_____ Rodney Yeo Project Manager	_____ Hank Ong Project Director	_____

Release:

Version	Date Released	Author	Change Details
1.0	25 May 2017	Don Lee	New Document

Distribution List:

Name	Organisation	Title

©Copyright And Other Intellectual Property Rights

Copyright and other Intellectual property rights in any original programs, specifications, reports or other items rising in the course of, or resulting from the project shall remain the property of WizVision although the client mentioned above shall have a non-exclusive and non-transferable license to all such items for its own purposes. Nothing in this agreement shall enable either party to make use of any intellectual property rights vested in the other party prior to the commencement of this assignment.

Disclaimers

WizVision makes no representation or warranties, either expressed or implied, with respect to the contents of this publication and specifically disclaims the implied warranties of merchantability or fitness for a particular purpose. WizVision shall not be liable for technical or editorial errors or omissions in this publication, or for incidental or consequential damages resulting from the furnishing, performance, or use of this publication. We reserve the right to revise this publication and to make changes from time to time in its contents without notification.

2.   Table of Content

3 System User Interface Overview

The Graphical User Interface (GUI) of ITMS is designed on one of the latest UI framework with modern widgets and components to improve overall user-friendliness and productivity.
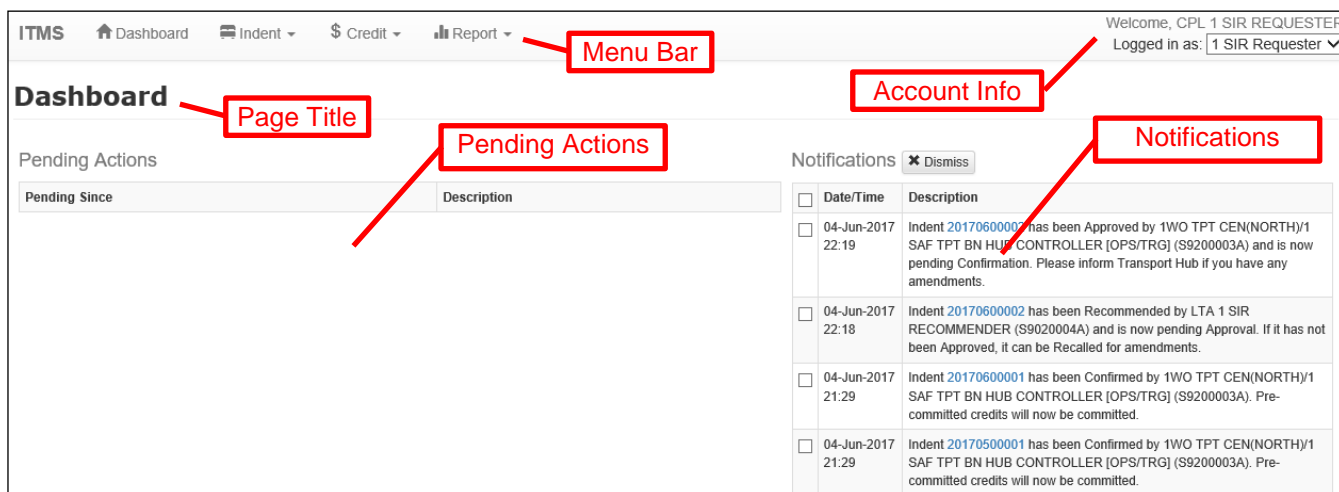
3.1 Account & Access Rights

A welcome message with the User Account name will be shown on top right of the page. When hover over, it will show the last login date/time of the account. In most cases, one user will have only one role. However, if a user have multiple roles, he can login his different roles by selecting from the drop-down list located just below the welcome message.

Different role grants the user different access rights. Various UI components such as menu bar, buttons, text boxes will show or hide according to the account logged in. All data records in the system are also limited to the user's unit.

3.2 Navigation

The application can be navigated to different page using the Menu Bar. As mentioned above, the Menu Bar changes according to the access rights given to the user by roles. Sub-menus may open as the user clicks on each of the menu item to navigate to his intended page. The page title indicates which page the user is in.

3.3 Dashboard

The dashboard is the entry point to the application as shown above. All users sharing the same role for the same unit will share the same dashboard. For example, all 1 SIR Requesters will share the same Dashboard while all 1 SIR Recommenders (if there's any) will share the same Dashboard.

3.3.1 Pending Actions

The pending action screen as shown in the top left of the page display a list of messages to alert the users on certain actions pending for them to execute. These messages consist a summary of a certain actions which required the user attention to execute and pending since when. Users can click on the link given in the message to execute the required actions. After execution, the message will be dismissed from the list.

3.3.2   Notifications

The notification screen as shown in the top right of the page display a list of messages to alert the users on certain events of the system. These messages consist a summary of a certain events and the date/time of the event. Users may click on the available links if they need more information on the events. After reading the messages, user can choose to clear the messages by selecting the notification's checkbox and click on "Dismiss".

3.4   Date Components

Date component can be found when user is required to select date. This component may require user to input date, date and time, a range of date or a range of date and time. The system may limit the user on the range they can select due to the constraints as shown below. Date/Time that are grey are not selectable. For selecting a range of date/time, user need to click "Apply" to reflect on the input.

3.5   Quick Search Components

Quick Search is a component that allows the system to suggest a list of possible matching results based on the input based on the first 2 letters that is keyed in. Note that this component only serve to minimize typo and speed up form filling, it does not comes with any business validation. In ITMS, the Quick Search components are mainly used for the following input:

-   Personnel NRIC No. or Rank/Name
-   Vehicle No. or Type Name
-   Unit Code or Name

4   Permit Management User Guide

SAF manages the permits to drive the SAF vehicles. The permit management allows users to create, search, updates permits.

4.1   Create New Driving Permit

Access Rights: Driving Permit Executive, Driving Permit Controller

This function allows users to create new driving permit.

Step 1: Go to Permit > New SAF Driving Permit

Step 2: Enter all the fields below.

Step 3: Click '+ Add Permit Class'.

Step 4: Enter all fields in 'Add Permit Class' and click 'OK'.

Step 5: The permit class will be added as shown. To add more permit class, repeat **step 3-4**.

Step 6: Click 'Create Permit' and Click 'Confirm Decision' to create new driving permit. Click 'Clear' to reset all fields.

4.2 Search Driving Permit

Access Rights*: Driving Permit Executive, Driving Permit Controller*

This function allows users to create search all driving permit records.

Step 1: Go to Permit > Search Driving Permit.

Step 2: Click 'Advanced Search' to access more search fields, if required.

Step 3: Click 'Search' to search based on your combination of search fields. The result will be listed below.

Step 4: Click 'Clear' to reset the search fields and result, if required.

Step 5: Click on the 'Permit No.' hyperlink to view permit and edit, if needed (**4.3**).

Step 6: Click 'Download to Excel' to download searched result. Click 'Batch Update' for permit status or issued date update.

4.3   Amend Driving Permit

Access Rights: Driving Permit Executive, Driving Permit Controller

This function allows user to edit and save existing driving permit.

Step 1: By Searching and selecting permit no. (Follow **4.2**) user wish to edit and save, user will be brought to the selected driving permit.

Step 2: Enter new fields on the necessary changes.

Step 3: Click 'Permit Class Code' to make selected permit class changes. Click '+ Add Permit Class' if user wish to add new permit class.

Step 4: User can view other tabs such as 'Profile', 'Skills'. However, no amendment can be made on other tabs fields.

Step 5: Upon making the necessary changes, click 'Save' then 'OK to confirm decision.