

Integrated Transport Management System

User Guide for Safety

Version 1.0

For
SAF/DSTA

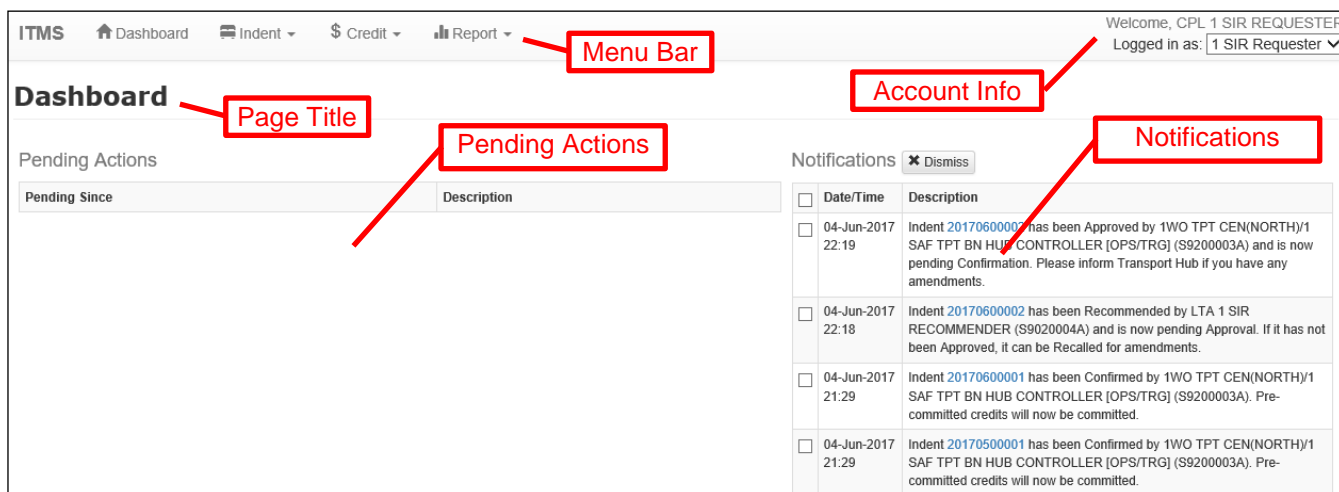


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3 System User Interface Overview

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 Safety User Guide

SAF manages the driver offence and demerit points. The safety management allows users to create, search, updates driver offence and demerit points.

4.1 Create New Driver Offence

Access Rights: Transport Safety Controller, Transport Safety Executive

This function allows users to create new driver offence.

Step 1: Go to Safety > New Driver Offence

The screenshot shows the 'New Driver Offence' form in the ITMS system. The form is divided into two main sections: 'Offence' and 'Disciplinary'. The 'Offence' section contains fields for Driver, Vehicle, Offence Type, Location, Issue Date, SAF Driving Permit No., Accident Id, Offence Committed, Fine (\$\$), and Issue By. The 'Disciplinary' section contains fields for Reference No., Permit Status, Demerit Points, and Effective From. Red box 2 points to the 'Offence' search field, and red box 3 points to the 'Demerit Points' field.

The screenshot shows the 'New Driver Offence' form in the ITMS system. The form is divided into two main sections: 'Offence' and 'Disciplinary'. The 'Offence' section contains fields for Driver, Vehicle, Offence Type, Location, Issue Date, SAF Driving Permit No., Accident Id, Offence Committed, Fine (\$\$), and Issue By. The 'Disciplinary' section contains fields for Reference No., Permit Status, Demerit Points, and Effective From. Red box 4 points to the 'Create Offence' button.

Step 2: Enter all the fields below.

Step 3: If permit status is 'Suspended', effective from will be date range. If permit status is 'Revoked', effective from will be a date.

Step 4: Click 'Create Offence' and Click 'OK' to create new driver offence. Click 'Clear' to reset all fields.

4.2 Search Driver Offences

Access Rights: Transport Safety Controller, Transport Safety Executive

This function allows users to search all driver offence records.

Step 1: Go to Safety > Search Driver Offences

The screenshot shows the 'Search Driver Offences' page in the ITMS system. The interface includes a top navigation bar with 'ITMS', 'Dashboard', 'Resource', 'Safety', and 'Admin' menus. The user is logged in as 'Transport Safety Controller'. The search form contains several input fields: 'Offence ID', 'Accident ID', 'Driver' (NRIC No. or Name), 'Vehicle' (Vehicle No. or Type), 'Demerit Points' (with a range selector), 'Offence Type', 'Permit Status Change', 'Issue Date', 'Offence Status', 'Offence Committed', 'Effective Date', and 'Issued By'. There are 'Search' and 'Clear' buttons, and a link for 'Advanced Search...'. Below the form is a table of search results with columns: #, Offence ID, Accident ID, NRIC No., Name, Vehicle No., Vehicle Type, Offence Type, Demerit Points, Permit Status Change, Status, Issued By, and Issue Date. The table lists 8 records. At the bottom, there is a 'Total Records: 8' indicator and a 'Download to Excel' button.

Numbered callouts in the image:

- 1: Points to the 'Advanced Search...' link.
- 2: Points to the 'Offence Status' dropdown menu.
- 3: Points to the 'Search' button.
- 4: Points to the 'Clear' button.
- 5: Points to the 'Offence ID' column header in the results table.
- 6: Points to the 'Download to Excel' button.

#	Offence ID	Accident ID	NRIC No.	Name	Vehicle No.	Vehicle Type	Offence Type	Demerit Points	Permit Status Change	Status	Issued By	Issue Date
1	102		S0000021A	LCP UAT DRIVER 0000021	MID20001	5 TON GS (MANUAL)	TP OFFENCE	10	Suspended	Approved	TP	26-Oct-2017
2	101		S0000028A	LCP UAT DRIVER 0000028	MID20001	5 TON GS (MANUAL)	INT / TRG ACCIDENT (LOCAL)	2	Revoked	Pending	SAF	26-Oct-2017
3	82		S0000021A	LCP UAT DRIVER 0000021	MID20028	5 TON GS (MANUAL)	INT / TRG ACCIDENT (LOCAL)	5		Pending	TP	20-Jul-2017
4	81		S0000021A	LCP UAT DRIVER 0000021	MID100	STAFF CAR (GRADE 3) - FORD	INT / TRG ACCIDENT (LOCAL)	2		Approved	TP	20-Jul-2017
5	61		S0000021A	LCP UAT DRIVER 0000021	MID12001	3 TON GS	INT / TRG ACCIDENT (LOCAL)	3		Approved	TP	07-Mar-2017
6	41		S0000101A	LCP UAT DRIVER 0000101	MID10022	3 TON GS	INT / TRG ACCIDENT (LOCAL)	3		Approved	TP	06-Mar-2017
7	22		S0000081A	LCP UAT DRIVER 0000081	MID11123	3 TON GS	INT / TRG ACCIDENT (LOCAL)	9		Approved	SAF	22-Feb-2017
8	21		S00000201A	LCP UAT DRIVER 00000201	MID12001	3 TON GS	INT / TRG ACCIDENT (LOCAL)	3		Approved	TP	01-Feb-2017

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 'Offence ID' hyperlink to view driver offence details.

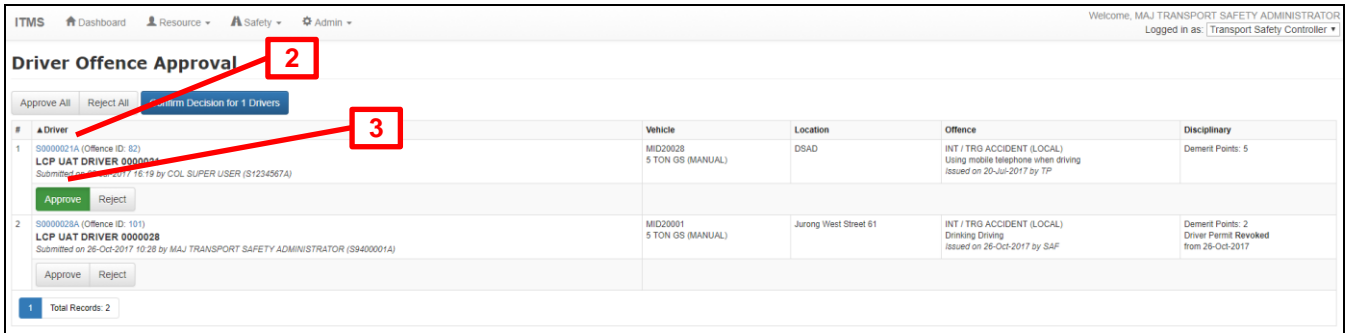
Step 6: Click 'Download to Excel' to download searched result.

4.3 Driver Offence Approval

Access Rights: Transport Safety Controller

This function allows user to approve and reject submitted driver offence.

Step 1: Go to Safety > Driver Offence Approval



ITMS Dashboard Resource Safety Admin

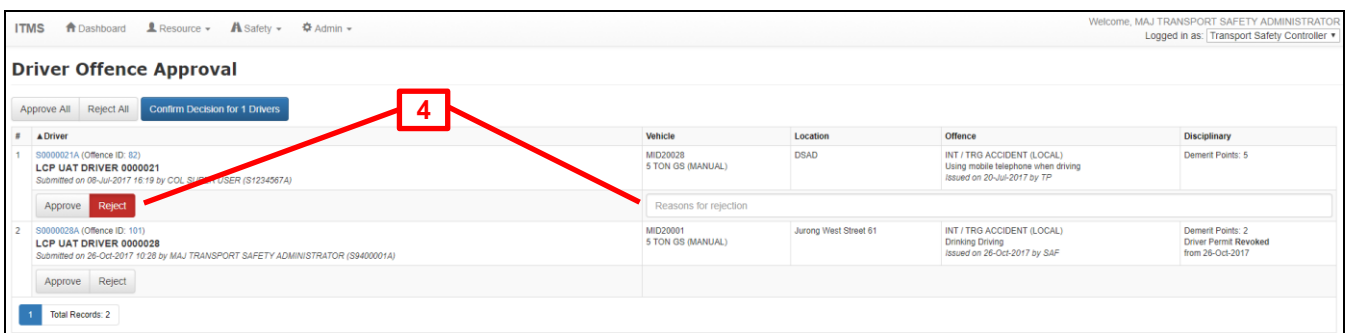
Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Driver Offence Approval

Approve All Reject All Confirm Decision for 1 Drivers

#	Driver	Vehicle	Location	Offence	Disciplinary
1	S0000021A (Offence ID: 82) LCP UAT DRIVER 0000021 Submitted on 08-Jul-2017 16:19 by COL SUPER USER (S1234567A)	MID20028 5 TON GS (MANUAL)	DSAD	INT / TRG ACCIDENT (LOCAL) Using mobile telephone when driving issued on 20-Jul-2017 by TP	Dement Points: 5
2	S0000028A (Offence ID: 101) LCP UAT DRIVER 0000028 Submitted on 26-Oct-2017 10:28 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S9400001A)	MID20001 5 TON GS (MANUAL)	Jurong West Street 61	INT / TRG ACCIDENT (LOCAL) Drinking Driving issued on 26-Oct-2017 by SAF	Dement Points: 2 Driver Permit Revoked from 26-Oct-2017

1 Total Records: 2



ITMS Dashboard Resource Safety Admin

Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

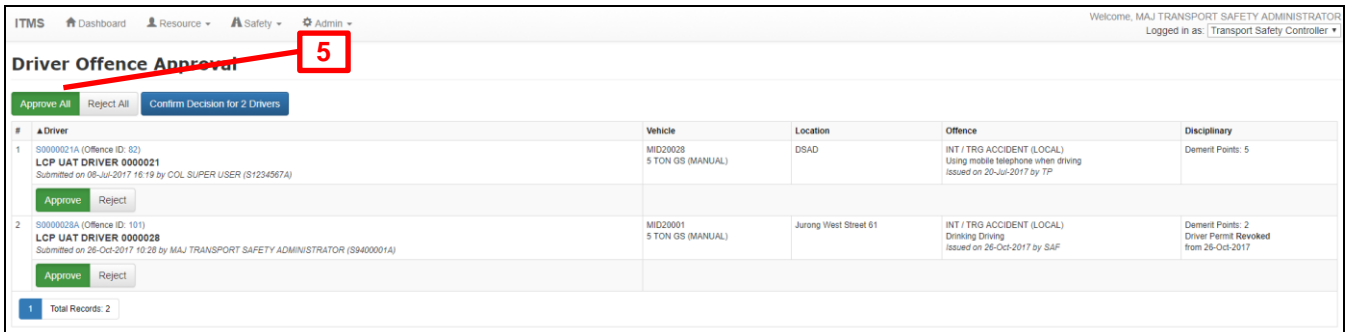
Driver Offence Approval

Approve All Reject All Confirm Decision for 1 Drivers

#	Driver	Vehicle	Location	Offence	Disciplinary
1	S0000021A (Offence ID: 82) LCP UAT DRIVER 0000021 Submitted on 08-Jul-2017 16:19 by COL SUPER USER (S1234567A)	MID20028 5 TON GS (MANUAL)	DSAD	INT / TRG ACCIDENT (LOCAL) Using mobile telephone when driving issued on 20-Jul-2017 by TP	Dement Points: 5
2	S0000028A (Offence ID: 101) LCP UAT DRIVER 0000028 Submitted on 26-Oct-2017 10:28 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S9400001A)	MID20001 5 TON GS (MANUAL)	Jurong West Street 61	INT / TRG ACCIDENT (LOCAL) Drinking Driving issued on 26-Oct-2017 by SAF	Dement Points: 2 Driver Permit Revoked from 26-Oct-2017

Reasons for rejection

1 Total Records: 2



ITMS Dashboard Resource Safety Admin

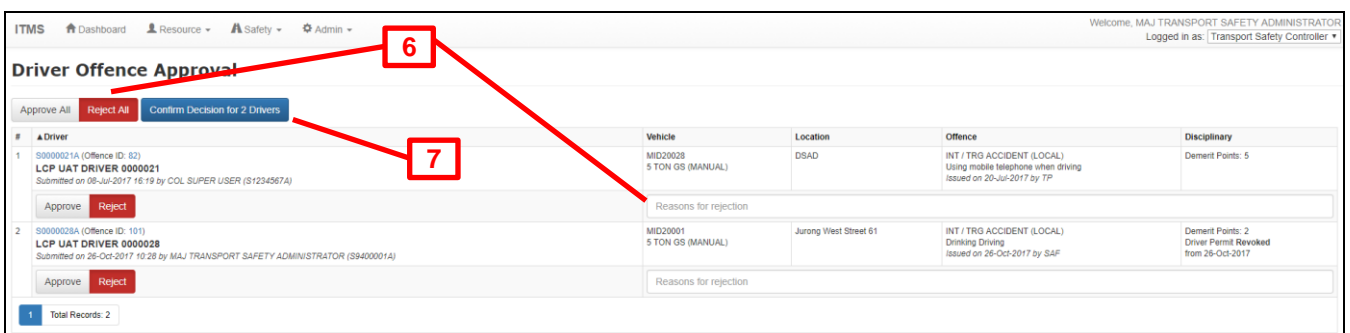
Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Driver Offence Approval

Approve All Reject All Confirm Decision for 2 Drivers

#	Driver	Vehicle	Location	Offence	Disciplinary
1	S0000021A (Offence ID: 82) LCP UAT DRIVER 0000021 Submitted on 08-Jul-2017 16:19 by COL SUPER USER (S1234567A)	MID20028 5 TON GS (MANUAL)	DSAD	INT / TRG ACCIDENT (LOCAL) Using mobile telephone when driving issued on 20-Jul-2017 by TP	Dement Points: 5
2	S0000028A (Offence ID: 101) LCP UAT DRIVER 0000028 Submitted on 26-Oct-2017 10:28 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S9400001A)	MID20001 5 TON GS (MANUAL)	Jurong West Street 61	INT / TRG ACCIDENT (LOCAL) Drinking Driving issued on 26-Oct-2017 by SAF	Dement Points: 2 Driver Permit Revoked from 26-Oct-2017

1 Total Records: 2



ITMS Dashboard Resource Safety Admin

Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Driver Offence Approval

Approve All Reject All Confirm Decision for 2 Drivers

#	Driver	Vehicle	Location	Offence	Disciplinary
1	S0000021A (Offence ID: 82) LCP UAT DRIVER 0000021 Submitted on 08-Jul-2017 16:19 by COL SUPER USER (S1234567A)	MID20028 5 TON GS (MANUAL)	DSAD	INT / TRG ACCIDENT (LOCAL) Using mobile telephone when driving issued on 20-Jul-2017 by TP	Dement Points: 5
2	S0000028A (Offence ID: 101) LCP UAT DRIVER 0000028 Submitted on 26-Oct-2017 10:28 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S9400001A)	MID20001 5 TON GS (MANUAL)	Jurong West Street 61	INT / TRG ACCIDENT (LOCAL) Drinking Driving issued on 26-Oct-2017 by SAF	Dement Points: 2 Driver Permit Revoked from 26-Oct-2017

Reasons for rejection

1 Total Records: 2

Step 2: Click on the driver's NRIC to view the driver details.

Step 3: Click 'Approve' to approve driver offence record.

Step 4: Click 'Reject' to reject driver offence record and filling in reason for rejection is mandatory.

Step 5: Click 'Approve All' will approve all driver offence records.

Step 6: Click 'Reject All' will reject all driver offence records and filling in reason for rejection is mandatory.

Step 7: Click 'Confirm Decision' to update the status of the selected record.

4.4 Create New Demerit Points Reduction

Access Rights: Transport Safety Controller, Transport Safety Executive

This function allows users to create new demerit points reduction.

Step 1: Go to Safety > New Demerit Points Reduction

ITMS Dashboard Resource Safety Admin

Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

New Demerit Point Reduction

Reduction ID:

* Driver: LCP UAT DRIVER 0000021 (S0000021A)

* Reduction Points: -3

Current Demerit Points: 12

* Reduction Reason: Good conduct

2 (points to Driver field)

3 (points to Create Reduction and Clear buttons)

Create Reduction

Clear

Step 2: Enter all the fields below.

Step 4: Click 'Create Reduction' and Click 'OK' to create new demerit points reduction. Click 'Clear' to reset all fields.

4.5 Search Demerit Points Reductions

Access Rights: Transport Safety Controller, Transport Safety Executive

This function allows users to search all demerit points reduction records.

Step 1: Go to Safety > Search Demerit Points Reductions

ITMS Dashboard Resource Safety Admin

Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Search Demerit Points Reduction

Reduction ID:

Status:

Driver: NRIC No. or Name:

Reduction Points: to

2 (points to Search button)

3 (points to Clear button)

#	Reduction ID	NRIC No.	Name	Reduction Points	Reduction Reason	Status	Submission Date
1	104	S0000021A	LCP UAT DRIVER 0000021	-12	Good conduct	Pending	26-Oct-2017 12:18
2	102	S0000021A	LCP UAT DRIVER 0000021	-2	Good conduct	Pending	26-Oct-2017 10:31
3	81	S0000025A	LCP UAT DRIVER 0000025	-3	addd	Pending	06-Jul-2017 17:41

4 (points to Reduction ID column header)

5 (points to Download to Excel button)

Total Records: 3

Download to Excel

Step 2: Click 'Search' to search based on your combination of search fields. The result will be listed below.

Step 3: Click 'Clear' to reset the search fields and result, if required.

Step 4: Click on the 'Reduction ID' hyperlink to view demerit points reduction and edit, if needed (4.6).

Step 5: Click 'Download to Excel' to download searched result.

4.6 Amend Demerit Points Reduction

Access Rights: Transport Safety Controller, Transport Safety Executive

This function allows user to edit and save existing demerit points reduction.

Step 1: By searching and selecting reduction id (Follow 4.5) user wish to edit and save, user will be brought to the selected demerit point reduction.

The screenshot displays the 'Demerit Point Reduction' form for ID 104. The form includes fields for 'Reduction Points' (set to -2) and 'Reduction Reason' (set to 'Good conduct'). The status is 'Pending'. A red box labeled '2' points to the 'Reduction Reason' field. A red box labeled '3' points to the 'Save' button. The user profile on the right shows 'S0000021A' and 'LCP UAT DRIVER 0000021'.

Step 2: Enter new fields on the necessary changes.

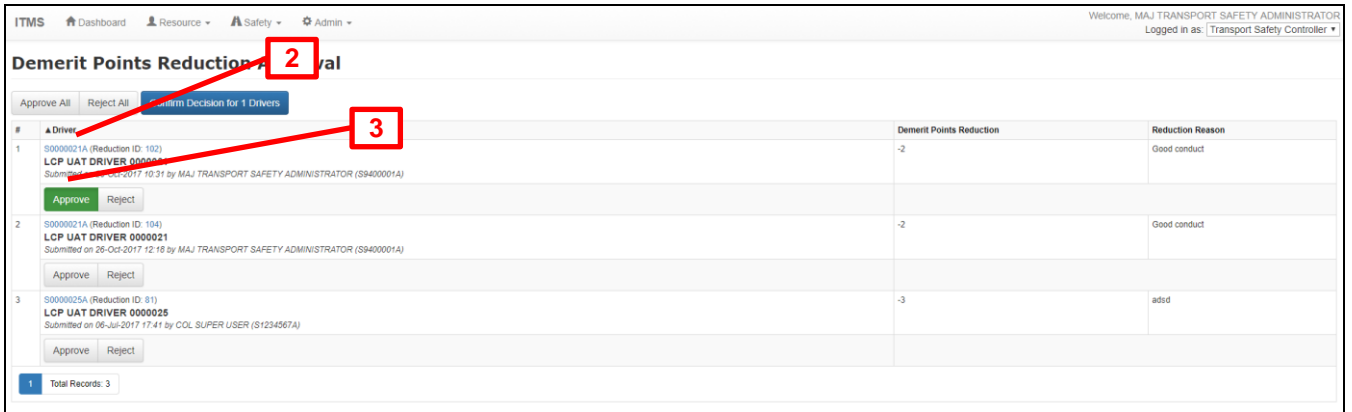
Step 3: Upon making the necessary changes, click 'Save' then 'OK' to confirm decision.

4.7 Demerit Points Reduction Approval

Access Rights: Transport Safety Controller

This function allows user to approve and reject submitted demerit points reduction.

Step 1: Go to Safety > Demerit Points Reduction Approval



ITMS Dashboard Resource Safety Admin

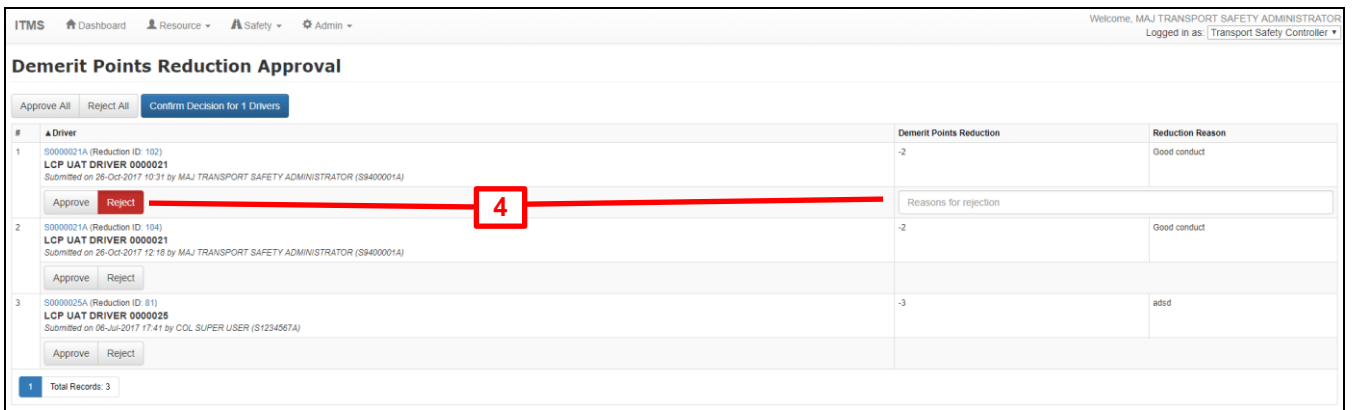
Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Demerit Points Reduction Approval

Approve All Reject All Confirm Decision for 1 Drivers

#	Driver	Demerit Points Reduction	Reduction Reason
1	S00000021A (Reduction ID: 102) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 10:31 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S0400001A)	-2	Good conduct
2	S00000021A (Reduction ID: 104) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 12:18 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S0400001A)	-2	Good conduct
3	S00000025A (Reduction ID: 81) LCP UAT DRIVER 00000025 Submitted on 06-Jun-2017 17:41 by COL SUPER USER (S1234567A)	-3	add

1 Total Records: 3



ITMS Dashboard Resource Safety Admin

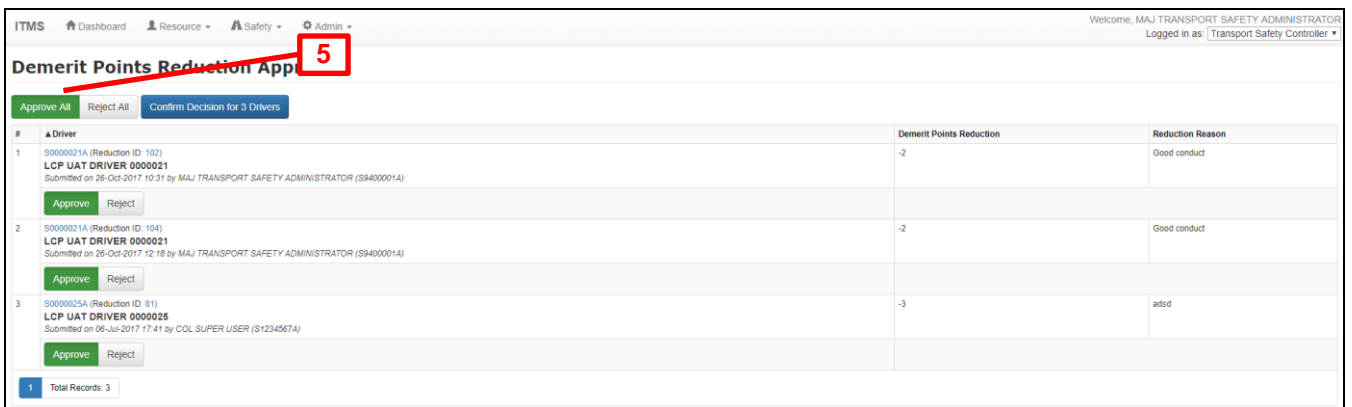
Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Demerit Points Reduction Approval

Approve All Reject All Confirm Decision for 1 Drivers

#	Driver	Demerit Points Reduction	Reduction Reason
1	S00000021A (Reduction ID: 102) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 10:31 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S0400001A)	-2	Good conduct
2	S00000021A (Reduction ID: 104) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 12:18 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S0400001A)	-2	Good conduct
3	S00000025A (Reduction ID: 81) LCP UAT DRIVER 00000025 Submitted on 06-Jun-2017 17:41 by COL SUPER USER (S1234567A)	-3	add

1 Total Records: 3



ITMS Dashboard Resource Safety Admin

Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Demerit Points Reduction Approval

Approve All Reject All Confirm Decision for 3 Drivers

#	Driver	Demerit Points Reduction	Reduction Reason
1	S00000021A (Reduction ID: 102) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 10:31 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S0400001A)	-2	Good conduct
2	S00000021A (Reduction ID: 104) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 12:18 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S0400001A)	-2	Good conduct
3	S00000025A (Reduction ID: 81) LCP UAT DRIVER 00000025 Submitted on 06-Jun-2017 17:41 by COL SUPER USER (S1234567A)	-3	add

1 Total Records: 3

ITMS Dashboard Resource Safety Admin

Welcome, MAJ TRANSPORT SAFETY ADMINISTRATOR
Logged in as: Transport Safety Controller

Demerit Points Reduction Approval

Approve All Reject All Confirm Decision for 3 Drivers

#	Driver	Demerit Points Reduction	Reduction Reason
1	S0000021A (Reduction ID: 102) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 10:31 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S9400001A)	-2	Good conduct
<div>Approve Reject</div> <div>Reasons for rejection</div>			
2	S0000021A (Reduction ID: 104) LCP UAT DRIVER 00000021 Submitted on 26-Oct-2017 12:18 by MAJ TRANSPORT SAFETY ADMINISTRATOR (S9400001A)	-2	Good conduct
<div>Approve Reject</div> <div>Reasons for rejection</div>			
3	S0000025A (Reduction ID: 81) LCP UAT DRIVER 00000025 Submitted on 06-Jul-2017 17:41 by COL SUPER USER (S1234567A)	-3	add
<div>Approve Reject</div> <div>Reasons for rejection</div>			

1 Total Records: 3

Step 2: Click on the driver's NRIC to view the driver details.

Step 3: Click 'Approve' to approve driver offence record.

Step 4: Click 'Reject' to reject driver offence record and filling in reason for rejection is mandatory.

Step 5: Click 'Approve All' will approve all driver offence records.

Step 6: Click 'Reject All' will reject all driver offence records and filling in reason for rejection is mandatory.

Step 7: Click 'Confirm Decision' to update the status of the selected record.