

Integrated Transport Management System

User Guide for Transport Hub / Node

Version 1.0

For

SAF/DSTA



1. Document Control

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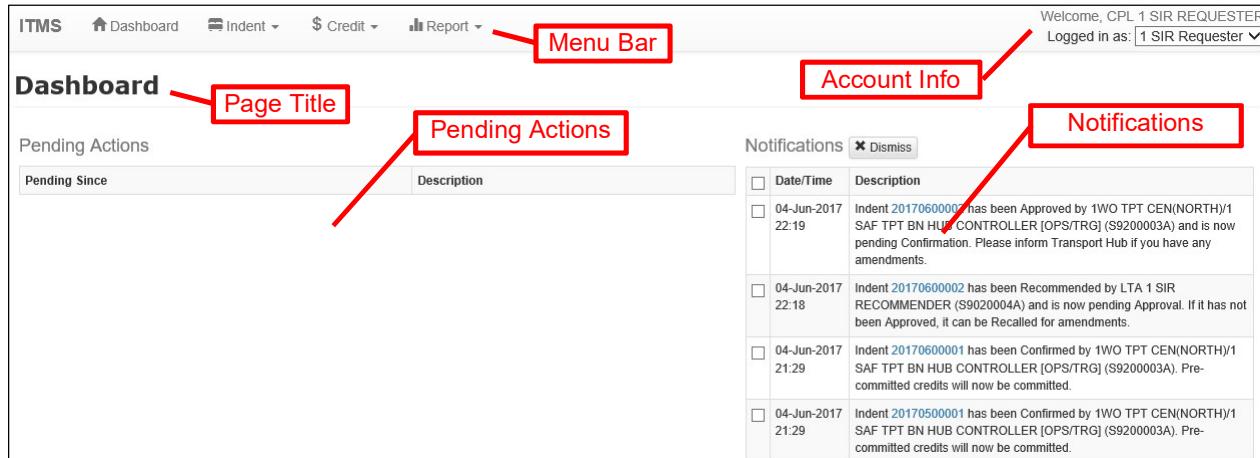
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3 System User Interface Overview

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:

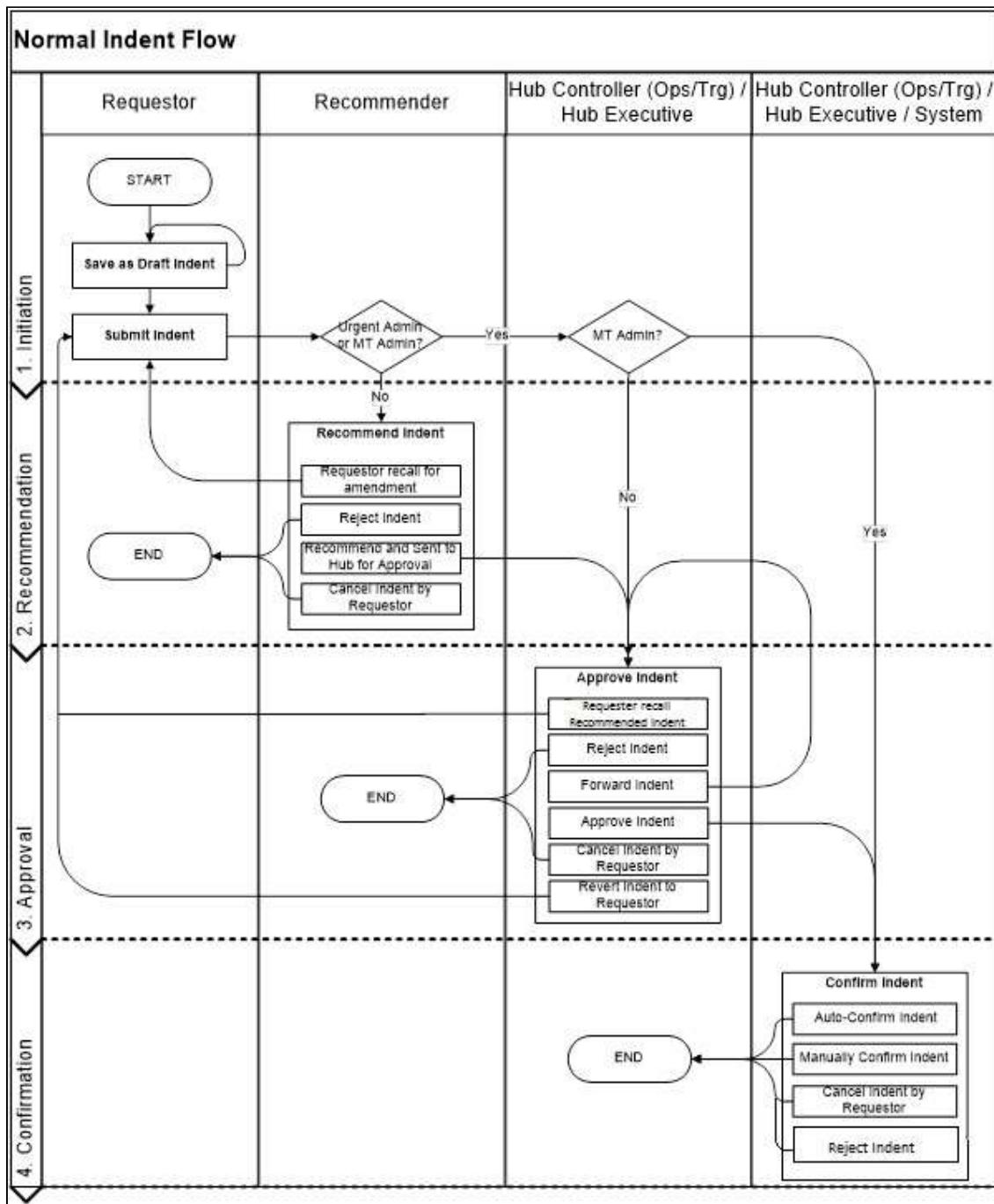
- Personnel NRIC No. or Rank/Name
- Vehicle No. or Type Name
- Unit Code or Name

4 Indent Management User Guide

Functional description from FS such as Indent Workflow, Activity Priority, Credit Penalty, Waiting List

4.1.1 Indent Workflow

The following diagram show the detailed process flow of a normal indent. If the indent is under Urgent Admin, it will skip recommendation stage. If indent is MT Admin, it will skip recommendation and approval stages.



4.1.2 Credit Penalty

There will be a penalty on the credits if the cancellation / amendment is executed within a specific time from the execution date of the indent. Only indents with Transport Operators will be charged with credit. Also, credit penalty does not apply to the Waiting List indents (until they get approved) as they do not reserve any resources. The credit penalty will be as follows:

No	Activity Type	Indent Window (No of days before execution date that the indent can be raised)	No of days from Execution date before Incurring 50% Credit Penalty	No of days from Execution date before Incurring 100% Credit Penalty	Remarks
1.	Any Operations Activity Type	NA	NA	NA	No penalty for any operation activity type
2.	Training	180	90	15	
3.	Admin	15	NA	15	All Admin except Admin – Allocated Resource
4.	Admin – Allocated Resource	160	15	NA	For self-drive and appointment holder
5.	Reverted Indents	3	As per Activity Type	As per Activity Type	

4.1.3 Waiting List

An indent will be on a waiting list if user submit an indent during a period where resources are not enough. User can alter the indent period, change the vehicle type or reduced required quantity to avoid indent getting placed on a waiting list. A waiting list will not be charge credits. For indents under Waiting List, once resources become available due to various reasons (i.e. other indents got amended / cancelled, change in resource availability), a notification will be sent to the Hub Controller to approve such indents. However, it is still up to the Hub Controller to decide which Waiting List's indent to approve. Once a waiting list indent has been allocated resource, credits will be charge. Refer **4.2.7** on how to know if your indent will be on waiting list.

4.1.4 Activity Priority

Activity Type	Optimisation Priority	Window Period (No of days from Execution Date)	Remarks
Any Operations Activity Type	1.1	NA	The user can create an indent any time before the execution date. The approval is still subjected to resource availability.
Operations – National Event	1.2	NA	The user can create an indent any time before the execution date. The approval is still subjected to resource availability.
Training – ATEC Evaluation	2.1	180	
Training – Division Training	2.1	180	
Training – Brigade Training	2.2	180	
Training – Battalion Training	2.3	180	
Training – Company Training	2.4	180	
Training – IPPT/VOC/Range	2.4	180	
Admin	3.1	15	
Allocated Resource	Manual Allocation	160	
Urgent Admin	Manual Allocation	15	EG: Ambulance, Send to DB
MT Admin	Manual Allocation	15	EG: Store Lift, Node Training, Send Replacement Driver, Driver Attachment, Familiarisation

4.2 Create New Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

This function is the start of the entire indent process is to create a new indent request. Each indent is differentiated by the activity type. A hub can put up indent for their customer.

Step 1: Go to Indent > New Indent.

The screenshot shows the ITMS interface with the 'New Indent' screen selected. On the left, there's a sidebar with various options like 'Search Indents', 'Indent Recommendation', and 'Search Tasks'. The main area has a dropdown menu for 'Activity Type' with several options listed. To the right is a 'NEW' panel with three buttons: 'Submit', 'Save as Template', and 'Save as Draft'. A note at the bottom right of the panel says 'Asterisk* Fields are Mandatory.'

4.2.1 Operation Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Select any of the highlighted Activity Type from the 'Activity Type' dropdown field.

The screenshot shows the 'New Indent' screen with the 'Activity Type' dropdown expanded. The list contains various operation types, with the first item ('Operations - Rostered Standby P1') highlighted by a red box and a red number '1' placed over it. To the right is a 'NEW' panel with three buttons: 'Submit', 'Save as Template', and 'Save as Draft'. A note at the bottom right of the panel says 'Asterisk* Fields are Mandatory.'

Step 2: Enter 'Activity Name'.

Step 3: Enter 'Customer Unit'. 'Available Credits' will be shown below Customer Unit. It will display both allocated credits and remaining credits for current work year and next work year.

Step 4: Select 'Sub Unit' if any. This field is optional.

Step 5: Enter 'Indent Period' and click 'Apply'. User can select up to 180 days ahead for Operations Indent.

Step 6: Select 'Reporting Venue Type' then select 'Reporting Venue'. Enter 'Reporting Info' to provide further instructions/ information on reporting venue.

Step 7: Select 'Destination Venue Type' then select 'Destination Venue'. Enter 'Additional Info' to provide further instructions/ information on destination venue.

Step 8: Enter 'Reporting Point-of-Contact' and 'Office Number' and 'Mobile Number' will be auto populated. In any case 'Reporting Point-of-Contact' couldn't be found or either 'Office Number' or 'Mobile Number' not auto populated, user can 'check' the 'Manual Entry' Check Box and key in these fields manually.

The screenshot shows the 'New Indent' page in the ITMS system. The page has a header with navigation links like 'ITMS', 'Dashboard', 'Indent', 'Resource', '\$ Credit', and 'Report'. On the right, it shows 'Welcome, 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG]' and 'Logged in as: TPT HUB EAST Hub Controller (Ops/Trg)'. The main area is titled 'New Indent' and contains the following fields:

- *Activity Type: Operations - Rostered Standby 2NTM (highlighted by red box 2)
- *Activity Name: Ex Create Ops (highlighted by red box 2)
- *Customer Unit: 1 CDO BN (054A) (highlighted by red box 3)
- Available Credits: Work Year 2017: 1000 Allocated, 880.5 Remaining; Work Year 2018: 200 Advanced Credits, 200 Remaining (highlighted by red box 3)
- Sub Unit: (highlighted by red box 4)
- *Indent Period: 18-Jul-2017 20:00 to 19-Jul-2017 17:00 (highlighted by red box 5)
- *Reporting Venue Type: Others (highlighted by red box 6)
- *Reporting Venue: 1 CDO BN HQ (highlighted by red box 6)
- *Reporting Info: Reporting point e.g. Blk 2A, in front of Parade Square
- *Reporting Destination Type: HQ (highlighted by red box 7)
- *Destination Venue: HQ SA NSHRC (highlighted by red box 7)
- Additional Info: Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3, Concurrent live-firing at different locations.

On the right side, there's a 'NEW' button group with 'Submit', 'Save as Template', and 'Save as Draft'. A note says 'Asterisk* Fields are Mandatory.'

Below the main form, there's a 'Point-of-Contact' section with:

- *Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) (highlighted by red box 8)
- Office Number: 62212348 (highlighted by red box 8)
- Mobile Number: 96616238
- Manual Entry (highlighted by red box 8)

4.2.2 Training Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Select any of the highlighted Activity Type from the 'Activity Type' dropdown field.

New Indent

*Activity Type	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Operations - Rostered Standby P1 Operations - Rostered Standby P2 Operations - Rostered Standby 15min NTM Operations - Rostered Standby 1NTM Operations - Rostered Standby 2NTM Operations - Rostered Standby 4NTM Operations - Rostered Standby 8NTM Operations - Rostered Standby 12NTM Operations - Rostered Standby 48NTM Operations - Ops Bacnet Standby Operations - Duty Driver Operations - Others Operations - National Event </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> Training - IPPT / VOC / Range Training - ATEC Evaluation Training - Platoon Training Training - Company Training Training - Battalion Training Training - Brigade Training Training - Division Training </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Urgent Admin Admin Allocated Resource </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> NEW </div> <div style="background-color: #005a9c; color: white; padding: 5px; border-radius: 5px; text-align: center;"> Submit </div> <div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> Save as Template </div> <div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> Save as Draft </div>
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1 Asterisk* Fields are Mandatory.

Step 2: Enter 'Activity Name'.

Step 3: Enter 'Customer Unit'. 'Available Credits' will be shown below Customer Unit. It will display both allocated credits and remaining credits for current work year and next work year.

Step 4: Select 'Sub Unit' if any. This field is optional.

Step 5: Select 'Movement' to either 'In Camp' or 'Out Camp'.

Step 6: Enter 'Indent Period' and click 'Apply'. User can select up to 180 days ahead for Training Indent.

Step 7: Select 'Reporting Venue Type' then select 'Reporting Venue'. Enter 'Reporting Info' to provide further instructions/ information on reporting venue.

Step 8: Select 'Destination Venue Type' then select 'Destination Venue'. Enter 'Additional Info' to provide further instructions/ information on destination venue.

Step 9: Enter 'Reporting Point-of-Contact' and 'Office Number' and 'Mobile Number' will be auto populated. In any case 'Reporting Point-of-Contact' couldn't be found or either 'Office Number' or 'Mobile Number' not auto populated, user can 'check' the 'Manual Entry' Check Box and key in these fields manually.

The screenshot shows the 'New Indent' form interface. Red numbers 2 through 9 are overlaid on various fields to indicate steps:

- 2**: *Activity Name: Ex Create for Training
- 3**: *Customer Unit: 1 CDO BN (054A)
- 4**: Sub Unit dropdown
- 5**: *Movement: In Camp (radio button selected)
- 6**: *Indent Period: 18-Jul-2017 20:00 to 19-Jul-2017 17:00
- 7**: *Reporting Venue Type: Others, *Reporting Venue: 1 CDO BN PARADE SQUARE, *Reporting Info: Reporting point e.g. Blk 2A, in front of Parade Square
- 8**: *Reporting Destination Type: Kranji, *Destination Venue: KRANJI CAMP 1
- 9**: *Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A), Office Number: 63455512, Mobile Number: 96626238

4.2.3 Admin Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Select highlighted ‘Admin’ as Activity Type from the ‘Activity Type’ dropdown field.

The screenshot shows the 'New Indent' form with the 'Activity Type' dropdown open. The 'Admin' option is highlighted with a red box and a red number 1. Other options listed include Operations - Rostered Standby P1, Operations - Rostered Standby P2, Operations - Rostered Standby 15min NTM, Operations - Rostered Standby 1NTM, Operations - Rostered Standby 2NTM, Operations - Rostered Standby 4NTM, Operations - Rostered Standby 8NTM, Operations - Rostered Standby 12NTM, Operations - Rostered Standby 48NTM, Operations - Ops Bacinet Standby, Operations - Duty Driver, Operations - Others, Operations - National Event, Training - IPPT / VOC / Range, Training - ATEC Evaluation, Training - Platoon Training, Training - Company Training, Training - Battalion Training, Training - Brigade Training, Training - Division Training, Admin, and Allocated Resource.

Step 2: Enter ‘Activity Name’.

Step 3: Enter ‘Customer Unit’. ‘Available Credits’ will be shown below Customer Unit. It will display both allocated credits and remaining credits for current work year and next work year.

Step 4: Select ‘Sub Unit’ if any. This field is optional.

Step 5: Select 'Movement' to either 'In Camp' or 'Out Camp'.

Step 6: Enter 'Indent Period' and click 'Apply'. User can select up to 15 days ahead for Admin Indent.

Step 7: Select 'Reporting Venue Type' then select 'Reporting Venue'. Enter 'Reporting Info' to provide further instructions/ information on reporting venue.

Step 8: Select 'Destination Venue Type' then select 'Destination Venue'. Enter 'Additional Info' to provide further instructions/ information on destination venue.

Step 9: Enter 'Reporting Point-of-Contact' and 'Office Number' and 'Mobile Number' will be auto populated. In any case 'Reporting Point-of-Contact' couldn't be found or either 'Office Number' or 'Mobile Number' not auto populated, user can 'check' the 'Manual Entry' Check Box and key in these fields manually.

New Indent

*Activity Type: Admin

*Activity Name: Ex Create for Admin 2

*Customer Unit: 1 CDO BN (054A) 3

Available Credits: Work Year 2017: 1000 Allocated, 880.5 Remaining 4
Work Year 2018: 200 Advanced Credits, 200 Remaining

*Movement: In Camp 5

*Indent Period: 15-Jun-2017 14:00 to 16-Jun-2017 08:00 6

*Reporting Venue Type: Others

*Reporting Venue: 1 CDO BN PARADE SQUARE 7

*Reporting Info: Reporting point e.g. Blk 2A, in front of Parade Square

*Reporting Destination Type: Others

*Destination Venue: 1 CDO BN HQ 8

Additional Info: Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3, Concurrent live-firing at different locations.

Point-of-Contact

*Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) 9

Office Number: 62212340

Mobile Number: 96616243

Sub Unit

NEW

Submit

Save as Template

Save as Draft

Asterisk* Fields are Mandatory.

4.2.4 Urgent Admin Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Select highlighted 'Urgent Admin' as Activity Type from the 'Activity Type' dropdown field.

New Indent

*Activity Type	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px; overflow-y: auto;"> Operations - Rostered Standby P1 Operations - Rostered Standby P2 Operations - Rostered Standby 15min NTM Operations - Rostered Standby 1NTM Operations - Rostered Standby 2NTM Operations - Rostered Standby 4NTM Operations - Rostered Standby 8NTM Operations - Rostered Standby 12NTM Operations - Rostered Standby 48NTM Operations - Ops Bacinet Standby Operations - Duty Driver Operations - Others Operations - National Event Training - IPPT / VOC / Range Training - ATEC Evaluation Training - Platoon Training Training - Company Training Training - Battalion Training Training - Brigade Training Training - Division Training Urgent Admin Allocated Resource </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> NEW <div style="margin-top: 10px; border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input style="width: 100%; height: 100%; border: none; background-color: #005a9c; color: white; font-weight: bold; font-size: 10px; margin-right: 5px;" type="button" value="Submit"/> <input style="width: 100%; height: 100%; border: none; background-color: #e0e0e0; font-size: 10px; margin-right: 5px;" type="button" value="Save as Template"/> <input style="width: 100%; height: 100%; border: none; background-color: #e0e0e0; font-size: 10px;" type="button" value="Save as Draft"/> </div> </div>
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1 Asterisk* Fields are Mandatory.

Step 2: Enter 'Activity Name'.

Step 3: Enter 'Customer Unit'. 'Available Credits' will be shown below Customer Unit. It will display both allocated credits and remaining credits for current work year and next work year.

Step 4: Select 'Sub Unit' if any. This field is optional.

Step 5: Select 'Movement' to either 'In Camp' or 'Out Camp'.

Step 6: Enter 'Indent Period' and click 'Apply'. User can select up to 15 days ahead for Urgent Admin Indent.

Step 7: Select 'Reporting Venue Type' then select 'Reporting Venue'. Enter 'Reporting Info' to provide further instructions/ information on reporting venue.

Step 8: Select 'Destination Venue Type' then select 'Destination Venue'. Enter 'Additional Info' to provide further instructions/ information on destination venue.

Step 9: Enter 'Reporting Point-of-Contact' and 'Office Number' and 'Mobile Number' will be auto populated. In any case 'Reporting Point-of-Contact' couldn't be found or either 'Office Number' or 'Mobile Number' not auto populated, user can 'check' the 'Manual Entry' Check Box and key in these fields manually.

The screenshot shows the 'New Indent' form interface. Red numbers 2 through 9 are overlaid on various fields to indicate steps:

- 2**: *Activity Name: Ex Create for Urgent Admin
- 3**: *Customer Unit: 1 CDO BN (054A) and Available Credits: Work Year 2017 : 1000 Allocated, 880.5 Remaining; Work Year 2018 : 200 Advanced Credits, 200 Remaining
- 4**: Sub Unit dropdown
- 5**: *Movement: In Camp (radio button selected)
- 6**: *Indent Period: 15-Jun-2017 14:00 to 16-Jun-2017 08:00
- 7**: *Reporting Venue Type: Others and *Reporting Venue: 1 CDO BN PARADE SQUARE
- 8**: *Reporting Destination Type: Others and *Destination Venue: 1 CDO BN HQ
- 9**: Office Number: 63455548

Point-of-Contact

*Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)

Office Number: 63455548 Mobile Number: 96616243

4.2.5 MT Admin Indent

Access Rights: Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

Step 1: Select any 'Activity Type' dropdown field.

The screenshot shows the 'New Indent' form with the 'Activity Type' dropdown expanded. The menu items listed are:

- MT Admin - Node Training
- MT Admin - Store Lift
- MT Admin - Orientation and Familiarisation
- MT Admin - Send Driver for Replacement
- MT Admin - Send Personnel
- MT Admin - Top-up Petrol
- MT Admin - Send Vehicle for Maintenance
- MT Admin - Collect Vehicle from Maintenance

Step 2: Enter 'Activity Name'.

Step 3: Select 'Movement' to either 'In Camp' or 'Out Camp'.

Step 4: Enter 'Indent Period' and click 'Apply'. User can select up to 15 days ahead for MT Admin Indent.

Step 5: Select 'Destination Venue Type' then select 'Destination Venue'. Enter 'Additional Info' to provide further instructions/ information on destination venue.

New Indent

*Activity Type: MT Admin - Top-up Petrol

*Activity Purpose: Ex Create for MT Admin 2

*Movement: In Camp Out Camp 3

*Indent Period: 16-Jun-2017 16:00 to 16-Jun-2017 18:00 4

*Reporting Destination Type: Selerang

*Destination Venue: SELARANG NODE 5

Additional Info: Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3, Concurrent live-firing at different locations.

NEW

Submit

Save as Template

Save as Draft

Asterisk* Fields are Mandatory.

4.2.6 Allocated Resource Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Select highlighted ‘Allocated Resource’ as Activity Type from the ‘Activity Type’ dropdown field.

New Indent

*Activity Type:

- Operations - Rostered Standby P1
- Operations - Rostered Standby P2
- Operations - Rostered Standby 15min NTM
- Operations - Rostered Standby 1NTM
- Operations - Rostered Standby 2NTM
- Operations - Rostered Standby 4NTM
- Operations - Rostered Standby 8NTM
- Operations - Rostered Standby 12NTM
- Operations - Rostered Standby 48NTM
- Operations - Ops Bacinet Standby
- Operations - Duty Driver
- Operations - Others
- Operations - National Event
- Training - IPPT / VOC / Range
- Training - ATEC Evaluation
- Training - Platoon Training
- Training - Company Training
- Training - Battalion Training
- Training - Brigade Training
- Training - Division Training
- Urgent Admin
- Allocated Resource 1

NEW

Submit

Save as Template

Save as Draft

Asterisk* Fields are Mandatory.

Step 2: Enter ‘Activity Name’.

Step 3: ‘Customer Unit’ will display the unit name and code as accordance to Requester’s unit. ‘Available Credits’ will be shown below Customer Unit. It will display both allocated credits and remaining credits for current work year and next work year.

Step 4: Select ‘Sub Unit’ if any. This field is optional.

Step 5: Select ‘Movement’ to either ‘In Camp’ or ‘Out Camp’.

Step 6: Enter ‘Indent Period’ and click ‘Apply’. User can select up to 160 days ahead for Allocated Resource Indent.

Step 7: Select ‘Reporting Venue Type’ then select ‘Reporting Venue’. Enter ‘Reporting Info’ to provide further instructions/ information on reporting venue.

Step 8: Select ‘Destination Venue Type’ then select ‘Destination Venue’. Enter ‘Additional Info’ to provide further instructions/ information on destination venue.

Step 9: Enter 'Reporting Point-of-Contact' and 'Office Number' and 'Mobile Number' will be auto populated. In any case 'Reporting Point-of-Contact' couldn't be found or either 'Office Number' or 'Mobile Number' not auto populated, user can 'check' the 'Manual Entry' Check Box and key in these fields manually.

The screenshot shows the 'New Indent' form in the ITMS system. Several fields are highlighted with red boxes and numbered 2 through 9 to indicate specific steps or points of interest:

- Activity Name:** A dropdown menu containing "Ex Create for Allocated Resource". Red box 2 is around the dropdown.
- Customer Unit:** A dropdown menu containing "1 CDO BN (054A)". Red box 3 is around the dropdown.
- Available Credits:** A section showing "Work Year 2017 : 1000 Allocated, 880.5 Remaining" and "Work Year 2018 : 200 Advanced Credits, 200 Remaining". Red box 4 is pointing to the 2018 information.
- Movement:** A radio button group with "In Camp" selected. Red box 5 is around the radio buttons.
- Indent Period:** A date range "27-Jul-2017 07:00 to 28-Jul-2017 20:00". Red box 6 is around the date input.
- Reporting Venue Type:** A dropdown menu containing "Others". Red box 7 is around the dropdown.
- Reporting Venue:** A dropdown menu containing "1 CDO BN PARADE SQUARE". Red box 7 is also around this dropdown.
- Reporting Info:** A text input field containing "Reporting point e.g. Blk 2A, in front of Parade Square".
- Reporting Destination Type:** A dropdown menu containing "Others". Red box 8 is around the dropdown.
- Destination Venue:** A dropdown menu containing "1 CDO BN HQ". Red box 8 is also around this dropdown.
- Additional Info:** A text input field containing "Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3, Concurrent live-firing at different locations."
- Point-of-Contact:** A section with "Reporting Point-of-Contact" dropdown set to "1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)". Red box 9 is around the dropdown.
- Office Number:** An input field containing "63455548". Red box 9 is also around this field.
- Mobile Number:** An input field containing "96616243".

4.2.7 Overseas Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Select any of highlighted Activity Type from the 'Activity Type' dropdown field for overseas Indent.

The screenshot shows the 'New Indent' form with the 'Activity Type' dropdown expanded. One option, "Operations - Others", is highlighted with a red box and labeled with number 1.

Step 2: Check 'Overseas' check box.

Step 3: Enter 'Activity Name'.

Step 4: 'Customer Unit' will display the unit name and code as accordance to Requester's unit. 'Available Credits' will be shown below Customer Unit. It will display both allocated credits and remaining credits for current work year and next work year.

Step 5: Select 'Sub Unit' if any. This field is optional.

Step 6: Select 'Country'.

Step 7: Enter 'Indent Period' and click 'Apply'. User can select up to 180 days ahead for overseas Indent.

Step 8: Select 'Reporting Venue Type' then select 'Reporting Venue'. Enter 'Reporting Info' to provide further instructions/ information on reporting venue.

Step 9: Enter 'Reporting Point-of-Contact' and 'Office Number' and 'Mobile Number' will be auto populated. In any case 'Reporting Point-of-Contact' couldn't be found or either 'Office Number' or 'Mobile Number' not auto populated, user can 'check' the 'Manual Entry' Check Box and key in these fields manually.

The screenshot shows the 'New Indent' page in the ITMS system. The interface includes a top navigation bar with links for Dashboard, Indent, Resource, Credit, and Report. A welcome message and login information are also present. The main form is titled 'New Indent' and contains the following fields:

- *Activity Type: Training - Battalion Training (with a dropdown arrow)
- *Activity Name: Ex Create for Overseas (with a red box labeled 3)
- *Customer Unit: 1 CDO BN (054A) (with a red box labeled 4)
- Available Credits: Work Year 2017 : 1000 Allocated, 880.5 Remaining; Work Year 2018 : 200 Advanced Credits, 200 Remaining (with a red box labeled 5)
- *Country: NEW ZEALAND (with a red box labeled 6)
- *Indent Period: 27-Jul-2017 16:40 to 28-Jul-2017 22:00 (with a red box labeled 7)
- *Reporting Venue Type: Others (with a red box labeled 8)
- *Reporting Venue: 1 CDO BN PARADE SQUARE (with a red box labeled 8)
- *Reporting Info: Reporting point e.g. Blk 2A, in front of Parade Square

On the right side, there is a 'NEW' panel with 'Submit', 'Save as Template', and 'Save as Draft' buttons. A note at the bottom states: 'Asterisk* Fields are Mandatory.'

Below the main form, there is a 'Point-of-Contact' section with the following fields:

- *Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) (with a red box labeled 9)
- Office Number: 63455548 (with a red box labeled 9)
- Mobile Number: 96616243

4.2.8 Add / Remove Indent Resources

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

An indent request will require at least 1 resource to be added in order to be processed.

Step 1: Upon filling up the required fields, click on 'Add Resource' and a 'Add Resource' pop up will appear.

The screenshot shows a 'Resources' pop-up window with the following structure:

Resources		+ Add Resource	- Remove Selected Resources					
	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability	
<input type="checkbox"/>							TO	Veh.
Total Credits: 0.0								

A red box labeled 1 is placed over the '+ Add Resource' button.

Welcome, CPL 1 CDO BN REQUESTER
Logged in as: 1 CDO BN Requester

New Indent

*Activity Type

*Activity Name

*Customer Unit

Available Credits

*Movement

*Indent Period 12-Jun-2017 17:43 to 13-Jun-2017 17:43

Add Resource

Request Period 12-Jun-2017 17:43 to 13-Jun-2017 17:43

*Resource Type Transport Operator Only
 Vehicle Only
 Vehicle and Transport Operator

Remarks E.g. Vehicle to come with camo net, TO to come with FBO, Equipments for drivers, cargo or passenger ferrying, additional location

NEW

Submit
Save as Template
Save as Draft

Asterisk* Fields are Mandatory.

Step 2: Select 'Resource Type' and other resource required fields will appear. If indent is an oversea indent, 'Transport Operator Only' will only be the only available option.

Welcome, CPL 1 CDO BN REQUESTER
Logged in as: 1 CDO BN Requester

New Indent

*Activity Type

*Activity Name

*Customer Unit

Available Credits

*Movement

*Indent Period

*Reporting Venue Type

*Reporting Destination Type

Point-of-Contact

*Reporting Point-of-Contact

Office Number Mobile Number

Resources + Add Resource - Remove Selected Resources

	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	TO	Veh.	Node Availability	
										Total Credits: 0.0

Add Resource

Request Period 12-Jun-2017 17:43 to 13-Jun-2017 17:43

*Resource Type Transport Operator Only
 Vehicle Only
 Vehicle and Transport Operator 2

*Vehicle Purpose

*Vehicle Type

*Required Quantity 0

Tow Types

Soldier Proficiencies

Remarks E.g. Vehicle to come with camo net, TO to come with FBO, Equipments for drivers, cargo or passenger ferrying, additional location

NEW

Submit
Save as Template
Save as Draft

Asterisk* Fields are Mandatory.

The screenshot shows the 'New Indent' screen with the 'Add Resource' dialog box open. The dialog box has the following fields:

- Request Period:** 12-Jun-2017 17:43 to 13-Jun-2017 17:43 (marked with red box 3)
- *Resource Type:** Transport Operator Only
 Vehicle Only
 Vehicle and Transport Operator (marked with red box 3)
- *Vehicle Purpose:** Others (marked with red box 4)
- *Vehicle Type:** 1.5 TON CARGO TRAILER (marked with red box 5)
- *Required Quantity:** 1 (marked with red box 6) (marked with red box 7)
- Park-Down Required:** No Yes (marked with red box 8)
- *Park-Down Movement:** In Camp Out Camp (marked with red box 9)
- *Park-Down Date/Time:** 11-Jun-2017 17:00 2 hours (marked with red box 9.1)
 (1 TOs required)

A yellow warning message at the bottom left of the dialog box states: "⚠ There is a lack of resources to meet your requirement. Please select an alternative date, alternative vehicle type or reduce your resource requirements."

Step 3: Review the 'Request Period'. User can make any changes to the 'Request Period' by closing the 'Add Resource' pop up and click 'Indent Period' input field.

Step 4: Select 'Vehicle Purpose'. 'Vehicle Purpose' will only be available as an option if it is a training or admin indent or resource that requires vehicle.

Step 5: Select 'Vehicle Type'. Types of vehicle will be filtered by 'Vehicle Purpose'.

Step 6: Enter 'Required Quantity'. Minimum of 1 quantity is required.

Step 7: Upon completing step 4-6, the availability of the resources within the 'Indent Period' and a 'show' hyperlink will be display beside 'Required Quantity'. Click 'show' to view resource availability chart below the 'Required Quantity'. Chart will display a week worth of Vehicles/Transport Operators availability. Bar will display the amount of indented Vehicles/Transport Operators and available vehicles/Transport Operators.

7.1: Shows the legend of the chart.

7.2: Click on the left/ right arrow will bring the availability of resource to a week back/forward.

7.3: Hovering on any bar will display number of indented and balance for the date block.

7.4: Dialog message will show below 'Park-Down' field. This dialog will only appear when your 'Required Quantity' is more than the resource availability during the 'Indent Period'. This indicates that your indent will be on a waiting list. User can reduce 'Required Quantity' or sort alternative vehicles or change the 'Indent Period' to avoid indent being on a waiting list.

Step 8: 'Park-Down Required' will only show when 'Vehicle and Transport Operator' is selected as 'Resource Type'. It is set to 'No' by defaulted. If user select 'Yes', proceed to step 9. If not, proceed to step 10.

Step 9: Select 'Park-Down Movement' and enter 'Park-Down Date/Time'. 'Park-Down Date/Time' will be defaulted to one day before the 'Indent Period' starting date time. User can make changes to the defaulted 'Park-Down Date/Time'. 'Park-Down Date/Time' is limited to 3 days before 'Indent Period' start date time.

9.1: Upon completing the 'Park-Down Date/Time', system will generate and show the number of Transport Operator(s) required for the park down.

New Indent

*Activity Type

*Activity Name

*Customer Unit

Available Credits

*Movement

*Indent Period

*Reporting Venue Type

*Reporting Destination Type

Point-of-Contact

*Reporting Point-of-Contact

Office Number

Mobile Number

Add Resource

*Required Quantity 1 Availability: 20 TOs Show

Transport Operator Availability

Indented Balance 7.1

7.2

7.3

Tow Types

Soldier Proficiencies

Remarks E.g. Vehicle to come with camo net, TO to come with FBO, Equipments for drivers, cargo or passenger ferrying, additional location

Close Add Resource

New Indent

*Reporting Venue Type

*Reporting Venue

*Reporting Location

*Reporting Destination Type

*Destination Venue

Additional Info

Point-of-Contact

*Reporting Point-of-Contact

Office Number

Resources + Add Resource

Add Resource

*Vehicle Purpose Others

*Vehicle Type 1.5 TON CARGO TRAILER

*Required Quantity 3 Availability: 0 Vehicles 20 TOs Show

Park-Down Required No Yes 7.4

⚠ There is a lack of resources to meet your requirement. Please select an alternative date, alternative vehicle type or reduce your resource requirements.

Upon submission, your indent will be placed on the waiting list and subjected to resource availability. The system will inform you of the outcome 14 days from the execution date.

Tow Types

Soldier Proficiencies

Remarks E.g. Vehicle to come with camo net, TO to come with FBO, Equipments for drivers, cargo or passenger ferrying, additional location

Close Add Resource

	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability	
		1.5 TON CARGO TRAILER	Transport Operator Only	2	No	4.0	TO	Veh.
				Total Credits:	4.0			

New Indent

*Vehicle Type: 1.5 TON CARGO TRAILER

*Required Quantity: 3 Availability: 0 Vehicles 20 TOs Show

Park-Down Required: No Yes

Note: There is a lack of resources to meet your requirement. Please select an alternative date, alternative vehicle type or reduce your resource requirements.

Upon submission, your indent will be placed on the waiting list and subjected to resource availability. The system will inform you of the outcome 14 days from the execution date.

Tow Types: x 1/2 Ton Cargo Trailer - 10

Soldier Proficiencies: x CLASS 2B (COMMERCIAL) x DRIVER GUIDE - 11

Remarks: Remarks are optional - 12

Add Resource - 13

Step 10: Select Transport Operator's 'Tow Types' skills if needed. User can select more than 1 'Tow Types' skills.

Step 11: Select Transport Operator's 'Proficiencies' skills if needed. User can select more than 1 'Proficiencies' skills.

Step 12: Enter 'Remarks'. This field is optional.

Step 13: Finally, upon checking for all fields, click 'Add Resource' to add resource.

The added resource(s) will appear as shown below. Following added resource(s) will append below the previous added resource(s). This is the overview of the added resource(s). To review and view individual added resource, click 'View' under '#' column as highlighted. System will also show the credits for individual resource and total credits as highlighted.

Resources							
	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability
<input type="checkbox"/>	View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	Yes (0.5 Credits)	6.5	TO 20 Veh. 0
<input type="checkbox"/>	View	1.5 TON CARGO TRAILER	Transport Operator Only	5	No	10.0	TO 20 Veh. 0
Total Credits:						16.5	

User can also remove selected resources if he/she does not need it anymore.

Step 1: Check the check box of the resource user wish to remove. User can remove all at once by checking the check box at the table column.

Step 2: Click '- Remove Selected Resources' and resource(s) will be removed.

Resources + Add Resource - Remove Selected Resources 2

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability	
						TO	Veh.
<input type="checkbox"/>	<input type="button" value="View"/> 1.5 TON CARGO TRAILER	Transport Operator Only	5	No	10.0	20	0
<input type="checkbox"/>	<input type="button" value="View"/> 1.5 TON CARGO TRAILER	Vehicle and Transport Operator	4	Yes (1.0 Credits)	9.0	20	0
						Total Credits:	19.0

Resources + Add Resource - Remove Selected Resources

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability	
						TO	Veh.
<input type="checkbox"/>	<input type="button" value="View"/> 1.5 TON CARGO TRAILER	Vehicle and Transport Operator	4	Yes (1.0 Credits)	9.0	20	0
						Total Credits:	9.0

4.2.9 Save Indent as Draft

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

User can save indent as 'Draft' if he/she wish to make amendment in the near future before getting it process. Retrieval of draft indent can be found under 'Search & View Indent Pending Customer' at 4.7. Draft indents will only be stored in the system for up to 90 days (configurable at the system configuration), after which, it will be automatically purged from the system.

Step 1: Click 'Save As Draft'.

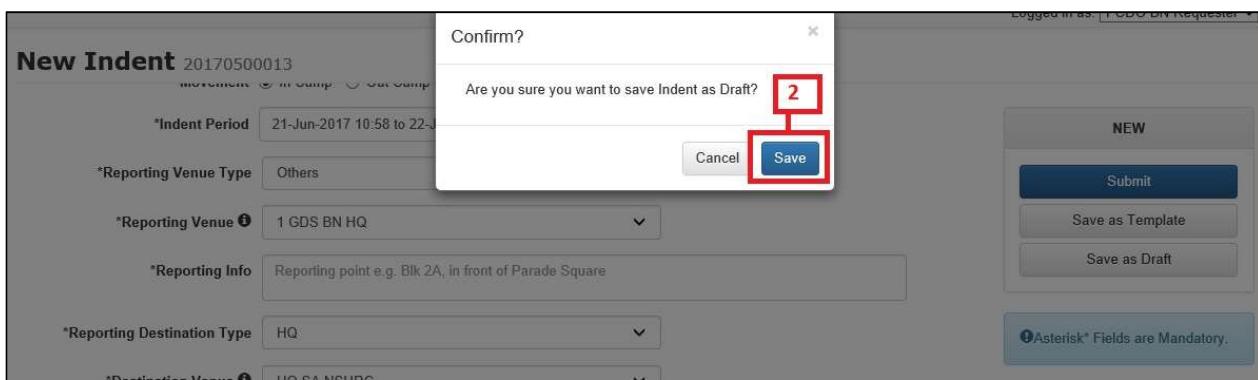
Step 2: Click 'Save'. A pop up message will appear indicating that indent has been saved as 'Draft'.

New Indent

*Activity Type	Training - Battalion Training	<input type="checkbox"/> Overseas	1
*Activity Name	Ex Battalion Training		
*Customer Unit	1 CDO BN (054A)	<input type="button" value="Q"/>	Sub Unit
Available Credits ! Work Year 2017 : 1000 Allocated, 880.5 Remaining Work Year 2018 : 200 Advanced Credits, 200 Remaining			
Movement <input checked="" type="radio"/> In Camp <input type="radio"/> Out Camp		<input type="button" value="Submit"/> <input type="button" value="Save as Template"/> <input type="button" value="Save as Draft"/> <div style="background-color: #e0f2e0; padding: 5px; margin-top: 5px;"> !Asterisk Fields are Mandatory. </div>	

New Indent

*Activity Type	MT Admin - Send Personnel	1
*Activity Purpose	Ex Send Personnel	
*Movement	<input checked="" type="radio"/> In Camp <input type="radio"/> Out Camp	
*Indent Period	19-Jun-2017 11:00 to 19-Jun-2017 14:00	<input type="button" value="Q"/>
*Reporting Destination Type	Seletar	
*Destination Venue	SELETAR NODE	
Additional Info Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3, Concurrent live-firing at different locations.		



4.2.10 Save Indent as Template

Access Rights: Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

User can create indent template to ease the convenience of filling up repeated fields by loading in a pre-defined template. User can use pre-defined templates created among his/her unit personnel or the global templates created by system administrator.

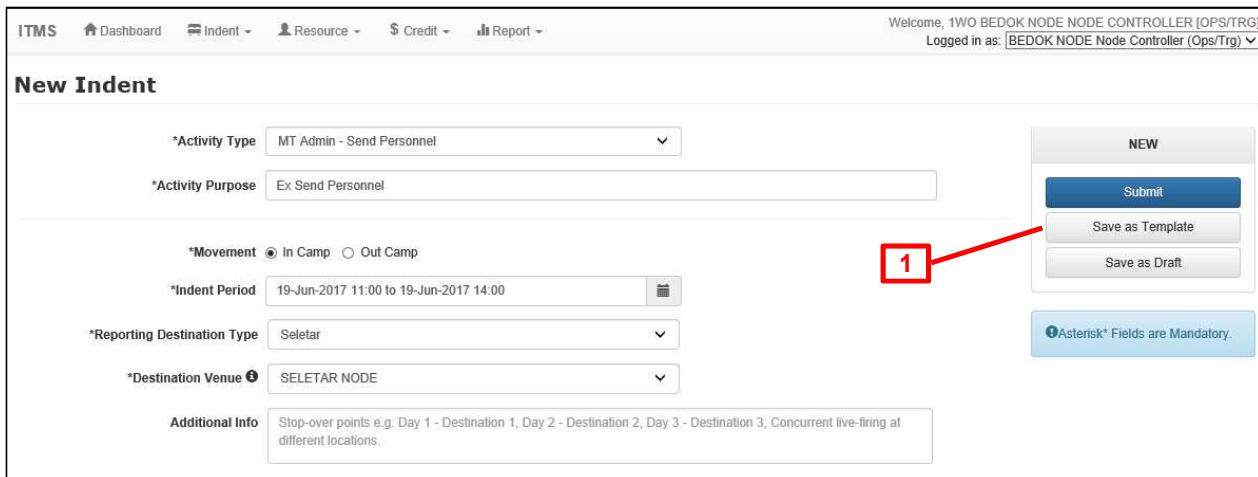
Step 1: Click 'Save As 'Template''. A pop up will appear.

Step 2: Enter 'Template Name'.

Step 3: 'Template Type' will be defaulted to 'Role-Based'. As customer unit, the visibility of your template is within user's unit indicated under 'Access Right'.

Step 4: Click 'Submit' to create template.

Step 5: To stay on indent page, click 'Stay on Page'. To view, edit, delete template, click 'Go to Manage Templates'. To manage templates, go to **4.2**.



New Indent

*Activity Type: Training - Battalion Training

*Activity Name: Ex Battalion Training

*Customer Unit: 1 CDO BN (054A) Sub Unit

Available Credits: Work Year 2017 : 1000 Allocated, 880.5 Remaining
Work Year 2018 : 200 Advanced Credits, 200 Remaining

*Movement: In Camp Out Camp

NEW

Submit **Save as Template** **Save as Draft**

1 Asterisk* Fields are Mandatory.

New Indent

*Activity Type: MT Admin - Store Lift

*Activity Purpose: Store Lift

*Movement: In Camp Out Camp

*Indent Period: 14-Jun-2017 11:35 to 15-Jun-2017 11:35

Save as Template

Template Name: Bedok Node Store Lift **2**

Template Type: Role-Based **3**

Access Rights: BEDOK NODE **4**

Submit

1 Asterisk* Fields are Mandatory.

New Indent

*Activity Type: MT Admin - Store Lift

*Activity Purpose: Store Lift

Info

Indent Template created successfully.

Stay on Page **Go to Manage Templates** **5**

NEW

Submit

4.2.11 Submit Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

Finally, upon reviewing the indent, user will need to submit indent in order for it to be process.

New Indent

*Activity Type: MT Admin - Send Personnel

*Activity Purpose: Ex Send Personnel

*Movement: In Camp Out Camp

*Indent Period: 19-Jun-2017 11:00 to 19-Jun-2017 14:00

*Reporting Destination Type: Seletar

*Destination Venue: SELETAR NODE

Additional Info: Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3, Concurrent live-firing at different locations.

NEW

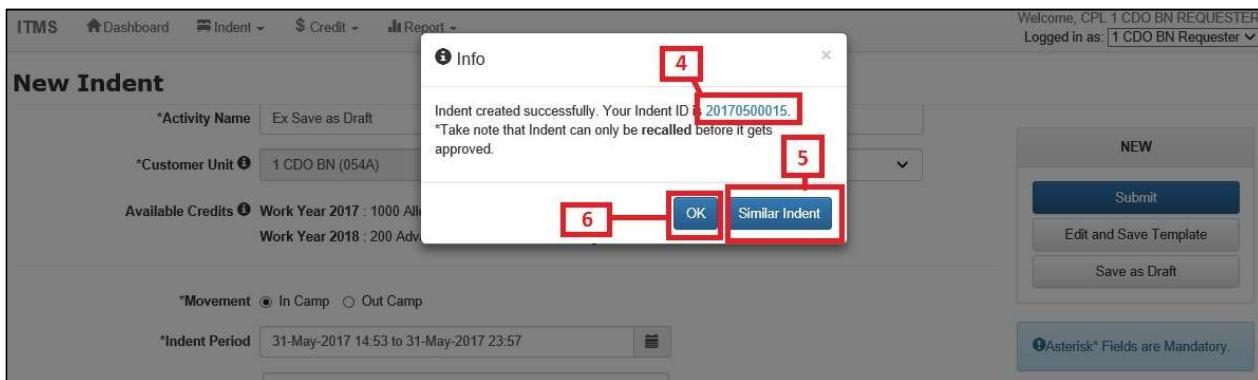
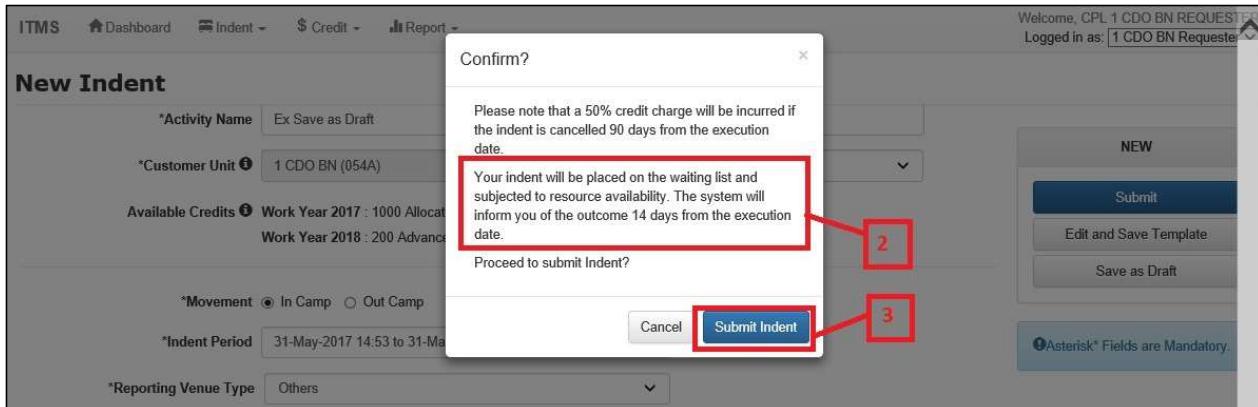
Submit **Save as Template** **Save as Draft**

1 Asterisk* Fields are Mandatory.

Step 1: Click 'Submit'. A pop up message will appear.

Step 2: Message will be shown indicating that indent will be on waiting list.

Step 3: Click 'Submit Indent'.



Decide only 1 step from step 4-6.

Step 4: Click 'Indent ID hyperlink' and user will be brought to submitted indent overview page.

Step 5: Click 'Similar Indent' and user will stay on the same page with a new indent pre-filled with details of the created indent.

Step 6: Click 'Ok' and user will stay on the same page to create another indent. Navigate out if user do not wish to create another indent.

4.3 Manage Indent Template(s)

Access Rights: Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

This function of managing indent templates includes search and view, create indent, edit and delete.

4.3.1 Create New Indent with Template

Access Rights: Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

User can create indent with pre-defined templates created among his/her unit personnel or the global templates created by system administrator.

Step 1: Go to Indent > New Indent by Template.

Step 2: Select desired template and click '+GO' button.

Step 3: Enter 'Indent Period'. Review and make necessary changes to the indent. Click 'Submit' to create new indent. Go to **4.1.11** for more details on submitting indent.

Welcome, 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG]
Logged in as: BEDOK NODE Node Controller (Ops/Trg) ▾

New Indent

- + New Indent
- + New Indent By Template** 1
- Q Search Templates

Q Search Indents
Q Search Indents Pending Customer
Q Search Indents Pending Transport

Indent Confirmation (MT Maintenance)

Q Search Tasks
Q Search Tasks Pending Execution
Q Search Tasks Under Execution

NEW

Submit
Save as Template
Save as Draft

Asterisk* Fields are Mandatory.

Welcome, 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG]
Logged in as: BEDOK NODE Node Controller (Ops/Trg) ▾

New Indent

*Activity Type:

New Indent By Template

#	Template Name	Access Rights	Create
1	XXS 2.7	Global	+ GO
2	BEDOK NODE Store Lift	BEDOK NODE	+ GO

NEW

Submit
Save as Template
Save as Draft

Asterisk* Fields are Mandatory.

New Indent

*Activity Type: Training - Battalion Training

*Activity Name: Ex Battalion Training

*Customer Unit: 1 CDO BN (054A)

Available Credits: Work Year 2017 : 1000 Allocated, 880.5 Remaining
Work Year 2018 : 200 Advanced Credits, 200 Remaining

Movement: In Camp

NEW

3 Submit
Save as Template
Save as Draft

Asterisk* Fields are Mandatory.

4.3.2 Search & View Templates

Access Rights: Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

Step 1: Searching and viewing of templates can be access through either **a) Indent > Search Template** or **b) 'Go to Manage Template'** after saving indent as template.

New Indent

- + New Indent
- + New Indent By Template
- 1** Q Search Templates
- Q Search Indents
- Q Search Indents Pending Customer
- Q Search Indents Pending Transport
- Indent Confirmation (Mt Maintenance)
- Q Search Tasks
- Q Search Tasks Pending Execution
- Q Search Tasks Under Execution

NEW

Submit
Save as Template
Save as Draft

Asterisk* Fields are Mandatory.

New Indent

Indent Template created successfully.

1 Stay on Page Go to Manage Templates

NEW

Submit
Save as Template
Save as Draft

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

Step 3: User can only search either 'Global' or 'Role-Based' 'Template Type' at one time.

Step 4: Click 'Search' to search based on your combination of search fields. The result will be listed below.

Step 5: Click 'Clear' to reset the search fields and result, if required.

Step 6: Click on the 'Template Name' to view the individual template.

Search Templates

Template Name	Template Type	Role	Created By	Created On
Bedok Node Store Lift	Role-Based	Node Controller (Ops/Trg)	1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A)	05-Jun-2017

Total Records: 1

[Delete Templates](#)

Step 7: Indent Template Name is displayed here.

Step 8: Click 'View' button to view individual detailed resources.

Step 9: 'Reporting Date/Time', 'Completion Date/Time' and 'Credit' will be empty as template will not have fix date time.

< Indent 20170600002

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	1	No	Total Credits:

4.3.3 Edit & Delete Templates

Access Rights: Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

To edit an existing template, follow **4.2.2** and click on the 'Template Name' user wish to edit.

Step 1: Click 'Edit Template'.

Step 2: Upon editing, click on 'Save'.

Step 3: Enter new 'Template Name' should the existing 'Template Name' needs to be changed.

Step 4: Click 'Submit' to save new template.

< Indent 20170600002

Overview	Tasks	Audit Log	BEDOK NODE STORE LIFT
Activity Purpose Store Lift Activity Type MT Admin - Store Lift Reporting Date/Time - Completion Date/Time - Duration 0.0 Hours Camp Movement OUT Destination Venue SELETAR CAMP Additional Info nil			20170600002 Created On 05-Jun-2017 11:43 By 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A)
			Edit Template

Resources

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	1	No	
Total Credits:					

< Edit Template BEDOK NODE STORE LIFT

*Activity Type	MT Admin - Store Lift	BEDOK NODE STORE LIFT Role-Based Created On 05-Jun-2017 11:43 By 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A)																							
*Activity Purpose	Store Lift																								
*Movement	<input checked="" type="radio"/> In Camp <input type="radio"/> Out Camp																								
ⓘ Out Camp is not permitted during No-Move period* unless authorized. *(Weekdays 0730-0930 & 1800-2000 hrs)																									
*Indent Period	<input type="text"/>																								
*Reporting Destination Type	Seletar																								
*Destination Venue	SELETAR CAMP																								
Additional Info nil																									
Save Delete																									
Resources + Add Resource - Remove Selected Resources																									
<table border="1"> <thead> <tr> <th></th> <th>#</th> <th>Vehicle Type</th> <th>Resource Type</th> <th>Quantity</th> <th>Park-Down</th> <th>Credits</th> <th>Node Availability</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>View</td> <td>1.5 TON CARGO TRAILER</td> <td>Vehicle and Transport Operator</td> <td>1</td> <td>No</td> <td></td> <td>TO Veh.</td> </tr> <tr> <td colspan="7">Total Credits:</td> </tr> </tbody> </table>				#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability	<input type="checkbox"/>	View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	1	No		TO Veh.	Total Credits:						
	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability																		
<input type="checkbox"/>	View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	1	No		TO Veh.																		
Total Credits:																									

< Edit Template BEDOK NODE STORE LIFT

Save as Template		BEDOK NODE STORE LIFT Role-Based Created On 05-Jun-2017 11:43 By 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A)
Template Name <input type="text" value="Bedok Node Store Lift"/>		
Template Type Role-Based		
Access Rights BEDOK NODE		
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>		
ⓘ Out Camp is not permitted during No-Move period* unless authorized. *(Weekdays 0730-0930 & 1800-2000 hrs)		
*Indent Period <input type="text"/>		
*Reporting Destination Type Seletar		
*Destination Venue SELETAR CAMP		

To delete an existing template, there are 2 ways.

The first way:

Step 1: Follow 4.2.2 and click on the 'Template Name' user wish to edit.

Step 2: Click Delete' and confirm 'Delete'.

Edit Template BEDOK NODE STORE LIFT

*Activity Type: MT Admin - Store Lift

*Activity Purpose: Store Lift

*Movement: In Camp Out Camp
Out Camp is not permitted during No-Move period* unless authorized. *(Weekdays 0730-0930 & 1800-2000 hrs)

*Indent Period: [dropdown]

*Reporting Destination Type: Seletar

*Destination Venue: SELETAR CAMP

Additional Info: nil

Role-Based
Created On 05-Jun-2017 11:43
By 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A)

Save **Delete** (Red box labeled '2')

Resources + Add Resource - Remove Selected Resources

	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	Node Availability
	View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	1	No	-	TO Veh.
Total Credits:							

The second way:

Step 1: Follow 4.2.2 and check on the check box on the left user wish to edit. User can check the check box on the column head to delete all templates.

Step 2: Click '-Delete Templates' button and a pop up will appear.

Step 3: Click 'Delete' to confirm delete selected/all templates.

Search Templates

Template Name: [input]
Template Type: Role-Based **Search** **Clear** Advanced Search...

<input type="checkbox"/>	Template Name	Template Type	Role	Created By	Created On
<input checked="" type="checkbox"/>	Bedok Node Store Lift	Role-Based	Node Controller (Ops/Trg)	1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A)	05-Jun-2017

Total Records: 1

- Delete Templates (Red box labeled '2')

4.4 Search & View Indents

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, HQ Controller, Node Commander, Node SM

This function allows users to search and view indent records based on a combination of search fields.

Step 1: Go to Indent > Search Indent.

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

Step 3: Select 'Yes' if user wants to search for cross hub indent as cross hub indents and the rest of the indent are searched mutually exclusive. By default, it is set to 'No'.

Step 4: Click 'Search' to search based on your combination of search fields. The result will be listed below.

Step 5: Click Clear' to reset the search fields and result, if required.

Step 6: Click on the 'Indent ID' hyperlink to view more details on the indent.

The screenshot shows the 'Search Indents' page with various search filters and a results table. Red numbers 1 through 6 point to specific elements:

- 1:** Points to the 'Search Indents' title.
- 2:** Points to the 'Advanced Search' link.
- 3:** Points to the 'Cross Hub Indent' dropdown menu.
- 4:** Points to the 'Search' button.
- 5:** Points to the 'Clear' button.
- 6:** Points to the 'Indent ID' column header in the results table.

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170600001	TPT CEN(EAST)	MT Admin - Store Lift	02-Jun-2017 17:54 to 02-Jun-2017 19:54 (2.0 Hrs)	Lift ∅ (Empty) ∅ IN	0 Requested 0 Tasked	1 Requested 0 Tasked	0.0	Confirmed	Waiting List: No Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500017	1 CDO BN	Training - Brigade Training	21-Jun-2017 22:38 to 22-Jun-2017 22:38 (24.0 Hrs)	Ex Save as Draft ∅ 1 GDS BN HQ ∅ IN	0 Requested 0 Tasked	3 Requested 0 Tasked	7.5	Recalled	Waiting List: No Cross Hub Indent: No Recalled Before: Yes Reverted Before: No

In an indent page, the details of an indent are shown.

1: Indent ID.

2: Status of the indent.

3: 'Overview', 'Task' and 'Audit Log' tabs. Indent 'Task' will covered on **4.8**.

4: Additional Information.

5: Click 'View' button to view individual detailed resources.

The screenshot shows the ITMS Indent view page for Indent ID 20170500005. The page includes the following sections:

- Header:** Welcome, 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG]. Logged in as: TPT HUB EAST Hub Controller (Ops/Trg).
- Top Navigation:** ITMS, Dashboard, Indent, Resource, \$ Credit, Report.
- Section 1 (Main Indent Details):** Overview (selected), Tasks, Audit Log. Activity Name: FORWARD. Activity Type: Training - Company Training. Sub-Unit: -. Reporting Date/Time: 18-May-2017 21:56. Completion Date/Time: 19-May-2017 23:59. Duration: 26.1 Hours. Reporting Venue Type: Kranji. Destination Venue Type: HQ. Reporting Venue: KRANJI CAMP 2 MEDICAL CENTRE. Destination Venue: HQ SUPPLY AND TRANSPORT. Reporting Info: -. Additional Info: -. Reporting POC: 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A). Office Phone: -. Mobile Phone: -. A red box labeled **3** covers the Overview tab.
- Section 2 (Waiting List and Cross Hub Support):** Waiting List: Yes. Cross Hub Support: No. Recalled Before: No. Reverted Before: No. A red box labeled **4** covers the Waiting List and Cross Hub Support fields.
- Section 3 (Resources):** Resources. A red box labeled **5** covers the Resources section. It includes a table with columns: #, Vehicle Type, Resource Type, Quantity, Park-Down, Credits. One row is shown: View, 1.5 TON CARGO TRAILER, Vehicle and Transport Operator, 3, No, 4.5. Total Credits: 4.5.
- Section 4 (Actions):** RECOMMENDED: 20170500005. Recommended On: 18-May-2017 21:58. By: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A). Buttons: Approve Indent, Revert Indent, Recall Indent, Forward Indent (Multi), Forward Indent (Whole), Reject Indent, Cancel Indent.

4.4.1 Search & View Indents Transport

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to search and view all indent records that are pending user's action.

Step 1: Go to Indent > Search Indent Pending Transport.

The screenshot shows the ITMS Search Indent page. The left sidebar includes:

- Indent ID, Status, and a table for #, Indent ID, Customer.
- A dropdown menu with the following options:
 - + New Indent
 - + New Indent By Template
 - Q Search Indents
 - Q Search Indents Pending Customer
 - Q Search Indents Pending Transport **1**
 - I Indent Recommendation
 - I Indent Approval
 - I Indent Acceptance
 - I Indent Acceptance (Multi Hub)
 - I Indent Confirmation (Manual)
 - Q Search Tasks
 - Q Search Tasks Pending Execution
 - Q Search Tasks Under Execution

The main search area includes fields for Indent Name, Customer Unit, and a Search button. Below the search area is a table with columns: Start Period, Indent Details, Vehicle Resources, Driver Resources, Credits, Status, and Additional Info.

Step 2: Without clicking anything, system will run an automatic search on all indent with status 'Recommended', 'Approved', 'Confirmed' as these indents required action to be done.

ITMS
[Dashboard](#)
[Indent](#)
[Resource](#)
[\\$ Credit](#)
[Report](#)

Welcome, 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG]
 Logged in as: **TPT HUB EAST Hub Controller (Ops/Trg)**

Search Indents

Indent ID

Indent Name

Status
 Recommended
 Approved
 Confirmed

2

Customer Unit

Unit Code or Name

[Search](#)
[Clear](#)
[Advanced Search](#)

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info		
1	20170600001	TPT CEN(EAST)	MT Admin - Store Lift	02-Jun-2017 17:54 to 02-Jun-2017 19:54 (2.0 Hrs)	Lift 📍 (Empty) ➡ IN		0 Requested 0 Tasked		1 Requested 0 Tasked	0.0	Confirmed	Waiting List: No Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN		3 Requested 0 Tasked		3 Requested 0 Tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500003	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN		3 Requested 0 Tasked		3 Requested 0 Tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No

1
Total Records: 3

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4.5 Recommend/ Reject Indent(s)

Access Rights: Hub Controller (Ops/Trg)

This function allows user to vet through all Requester's submitted indent and makes the necessary action by recommending or rejecting indent.

4.5.1 Recommend/ Reject Multiple/ All Indents

Step 1: Go to Indent > Indent Recommendation. Alternatively, user can click 'Recommendation' hyperlink under Dashboard 'Pending Action'.

Pending Actions	
Pending Since	Description
31-May-2017 15:07	Indent 20170500015 has been Submitted by CPL 1 CDO BN REQUESTER (S9010001A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.
26-May-2017 12:17	Indent 20170500012 has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.
25-May-2017 18:19	Indent 20170500011 has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.
25-May-2017 17:23	Indent 20170500010 has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.

ITMS		Dashboard	Indent	\$ Credit	Report	Welcome, LTA 1 CDO BN RECOMMENDER				
Indent Recon		Search Indents				Logged in as: 1 CDO BN Recommender				
#	Indent ID	Customer U	Recommend All	Reject	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500010	1 CDO BN			Q Search Tasks Q Search Tasks Pending Execution Q Search Tasks Under Execution	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked			Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500011	1 CDO BN	Training - Company Training	25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500012	1 CDO BN	Training - Company Training	26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs)	XXS Kranji Camp 2 Medical Centre IN	1 requested 0 tasked	1 requested 0 tasked	2.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
4	20170500015	1 CDO BN	Training - Brigade Training	31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)	Ex Save as Draft GDS BN HQ IN	2 requested 0 tasked	2 requested 0 tasked	5.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
Recommend										
Recommend										
1 Total Records: 4										

Step 2: Select 'Recommend All' or 'Reject All' if user wish to recommend/ reject all the indents. If user recommend all indents, 'Recommend All' button will be lit up in green. If user reject all indents, 'Reject All' button will be lit up in red. Recommender can also select individual 'Recommend' or 'Reject' under the 'Indent ID'. Should there be a mix of recommend and reject, neither 'Recommend All' or 'Reject All' will lit up.

Step 3: If user were to 'Reject' or 'Reject All' indent(s), enter a valid reason beside the 'Reject' button.

Step 4: 'Confirm Decision' button will show the total number of indents to be recommended or rejected. Click 'Confirm Decision' and a pop up will appear.

Step 5: User should check carefully if an indent is reverted or recalled before. Rejecting a non-waiting list indent reverted or recalled before will be treated as **cancelling** indent.

Step 6: Click 'Submit' to recommend/ reject multiple indents. A pop up message will appear indicating a successful action completed.

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500010	1 CDO BN	Training - Company Training	25-May-2017 18:13 to 26-May-2017 21:59 (27.8 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500011	1 CDO BN	Training - Company Training	25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500012	1 CDO BN	Training - Company Training	26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs)	XXS Kranji Camp 2 Medical Centre IN	1 requested 0 tasked	1 requested 0 tasked	2.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
4	20170500015	1 CDO BN	Training - Brigade Training	31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)	Ex Save as Draft 1 GDS BN HQ IN	2 requested 0 tasked	2 requested 0 tasked	5.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No

Total Records: 4

The screenshot shows the ITMS Indent Recommendation page. A modal dialog box titled "Confirm?" is open, asking if the user wants to recommend and/or reject the indents. It includes a note about a 50% credit penalty for cancellation within 90 days. A red box labeled "5" highlights the note about the 50% credit penalty. Another red box labeled "6" highlights the "Submit" button in the dialog.

#	Indent ID	Customer Unit	Activity Type	Indent Period	Driver Resources	Credits	Status	Additional Info
1	20170500010	1 CDO BN	Training - Company Training	25-May-2017 18:13 to 26-May-2017 21:59 (27.8 Hrs)	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500011	1 CDO BN	Training - Company Training	25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs)	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500012	1 CDO BN	Training - Company Training	26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs)	Kranji Camp 2 Medical Centre IN 1 requested 0 tasked	1	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
4	20170500015	1 CDO BN	Training - Brigade Training	31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)	Ex Save as Draft 1 GDS BN HQ IN 2 requested 0 tasked	5.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No

Recommend Reject Please enter valid reasons

1 Total Records: 4

4.5.2 Recommend/ Reject Indent

User can recommend/ reject individual indent through 3 ways. Perform **any** of the steps from 1-3.

Step 1: Click on desired 'Indent ID' hyperlink under Dashboard 'Pending Action'.

Step 2: Go to Indent > Indent Recommendation. Click on desired 'Indent ID' hyperlink.

Step 3: Go to Indent > Search Indent. Select 'Status' as 'Submitted' and click 'Search'. Click on desired 'Indent ID' hyperlink.

The screenshot shows a table titled "Pending Actions". The first row contains column headers: "Pending Since" and "Description". The second row contains the text: "31-May-2017 Indent 20170500015 has been Submitted by CPL 1 CDO BN REQUESTER (S9010001A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired." A red box labeled "1" highlights the "20170500015" link in the description.

Pending Since	Description
31-May-2017 15:07	Indent 20170500015 has been Submitted by CPL 1 CDO BN REQUESTER (S9010001A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.
26-May-2017 12:17	Indent 20170500012 has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.
25-May-2017 18:19	Indent 20170500011 has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.
25-May-2017 17:23	Indent 20170500010 has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.

Welcome, LTA 1 CDO BN RECOMMENDER
Logged in as: 1 CDO BN Recommender

Indent Recommendation

		Recommend All	Reject All	Confirm Decision						
#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500010	1 CDO BN	Training - Company Training	25-May-2017 18:13 to 26-May-2017 21:59 (27.8 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500011	1 CDO BN	Training - Company Training	25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500012	1 CDO BN	Training - Company Training	25-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs)	XXS Kranji Camp 2 Medical Centre IN	1 requested 0 tasked	1 requested 0 tasked	2.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
4	20170500015	1 CDO BN	Training - Brigade Training	31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)	Ex Save as Draft 1 GDS BN HQ IN	0 requested 0 tasked	3 requested 0 tasked	5.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
1 Total Records: 4										

Welcome, LTA 1 CDO BN RECOMMENDER
Logged in as: 1 CDO BN Recommender

Search Indents

Indent ID		Indent Name		Status		Customer Unit		Search		
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	
Advanced Search...										
#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500015	1 CDO BN	Training - Brigade Training	31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)	Ex Save as Draft 1 GDS BN HQ IN	2 Requested 0 Tasked	2 Requested 0 Tasked	5.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500012	1 CDO BN	Training - Company Training	26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs)	XXS Kranji Camp 2 Medical Centre IN	1 Requested 0 Tasked	1 Requested 0 Tasked	2.0	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500011	1 CDO BN	Training - Company Training	25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 Requested 0 Tasked	3 Requested 0 Tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
4	20170500010	1 CDO BN	Training - Company Training	25-May-2017 18:13 to 26-May-2017 21:59 (27.8 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 Requested 0 Tasked	3 Requested 0 Tasked	4.5	Submitted	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
1 Total Records: 4										

Step 4: Any of the step from 1-3 will bring user to indent page. Click 'Recommend Indent' to recommend indent and 'Reject Indent' to reject indent.

Activity Name: Ex Save as Draft **Activity Type:** Training - Brigade Training

Customer Unit: 1 CDO BN (054A) **Sub-Unit:** -

Reporting Date/Time: 31-May-2017 14:53 **Completion Date/Time:** 31-May-2017 23:57

Duration: 9.1 Hours **Camp Movement:** IN

Reporting Venue Type: Others **Destination Venue Type:** HQ

Reporting Venue: 1 GDS BN HQ **Destination Venue:** HQ SA NSHRC

Reporting Info: - **Additional Info:** -

Reporting POC: 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)

Office Phone: 62213458 **Mobile Phone:** 96616358

Waiting List: Yes **Cross Hub Support:** No

Recalled Before: No **Reverted Before:** No

Resources:

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Transport Operator Only	3	No	3.0
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	2	No	2.0

To recommend indent:

Step 5: Click ‘Recommend Indent’ on confirmation pop up and indent will be recommended.

To reject indent:

Step 5: Enter a valid reason for ‘Reason for Rejection’.

Step 6: User should check carefully if an indent is reverted or recalled before. Rejecting a non-waiting list indent reverted or recalled before will be treated as **cancelling** indent.

Step 7: Click ‘Reject Indent’ on confirmation pop up and indent will be rejected.

Reasons for rejection:

Please note:

- Rejecting indent will have its booked resources released.
- Rejecting a non-waiting list indent that is previously recalled or reverted will be treated as CANCEL indent and credit penalty will apply.

Close **Reject Indent**

4.6 Approve/ Reject Indent(s)

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows user to vet through all Recommender's recommended indent and makes the necessary action by approving or rejecting indent.

4.6.1 Approve/ Reject Multiple/ All Indents

Step 1: Go to Indent > Indent Approval. Alternatively, user can click 'Approval' hyperlink under Dashboard 'Pending Action'.

Pending Actions	
Pending Since	Description
18-May-2017 22:38	Indent 20170500009 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500008 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500007 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500006 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

ITMS		Dashboard	Indent	Resource	Credit	Report	Welcome, 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG]	
		Logged in as: TPT HUB EAST Hub Controller (Ops/Trg)						
Indent Appro								
Approve All		Reject All						
#	Indent ID	Customer U	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500003	1 CDO BN	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
			Approve	Reject				
2	20170500005	1 CDO BN	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
			Approve	Reject				
3	20170500006	1 CDO BN	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
			Approve	Reject				

Step 2: Select 'Approve All' or 'Reject All' if user wish to approve/ reject all the indents. If user approve all indents, 'Approve All' button will be lit up in green. If user reject all indents, 'Reject All' button will be lit up in red.

User can also select individual 'Approve' or 'Reject' under the 'Indent ID'. Should there be a mix of approve and reject, neither 'Approve All' or 'Reject All' will lit up.

Step 3: If user were to 'Reject' or 'Reject All' indent(s), enter a valid reason beside the 'Reject' button.

Step 4: User should make sure to check waiting list indent before approving.

Step 5: 'Confirm Decision' button will show the total number of indents to be approved or rejected. Click 'Confirm Decision' and a pop up will appear.

Step 6: Click 'Submit' to approve/ reject multiple indents. A pop up message will appear indicating a successful action completed. Approved indents will have the task(s) generated.

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500003	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500006	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
4	20170500007	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
5	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
6	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No

4.6.2 Approve/ Reject Indent

User can approve/ reject individual indent through 3 ways. Perform **any** of the steps from **1-3**.

Step 1: Click on desired 'Indent ID' hyperlink under Dashboard 'Pending Action'.

Step 2: Go to Indent > Indent Approval. Click on desired 'Indent ID' hyperlink.

Step 3: Go to Indent > Search Indent. Select 'Status' as 'Recommended' and click 'Search'. Click on desired 'Indent ID' hyperlink. Alternatively, user can go 'Search Indent Pending Transport'.

Pending Actions

Pending Since	Description
18-May-2017 22:38	Indent 20170500009 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500008 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500007 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500006 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

ITMS										Dashboard	Indent	Resource	\$ Credit	Report	Welcome, 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] Logged in as: TPT HUB EAST Hub Controller (Ops/Trg)		
Indent Approval																	
#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info							
1	20170500003	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	 3 requested 0 tasked	 3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No							
						Approve Reject											
2	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	 3 requested 0 tasked	 3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No							
						Approve Reject											
3	20170500006	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	 3 requested 0 tasked	 3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No							
						Approve Reject											
4	20170500007	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	 3 requested 0 tasked	 3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No							
						Approve Reject											
5	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	 3 requested 0 tasked	 3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No							
						Approve Reject											
6	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	 3 requested 0 tasked	 3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No							
						Approve Reject											

Search Insets

Indent ID	Indent Name	Search
Status	Customer Unit	Clear
1 CDO BN	KRANJI CAMP 2 MEDICAL CENTRE	Advanced Search...
1 CDO BN	KRANJI CAMP 2 MEDICAL CENTRE	

Total Records: 2

Step 4: Any of the step from 1-3 will bring user to indent page. Click 'Approve Indent' to approve indent and 'Reject Indent' to reject indent.

< Indent 20170500005

Overview	Tasks	Audit Log	RECOMMENDED																		
Activity Name FORWARD	Activity Type Training - Company Training	Customer Unit 1 CDO BN (054A)	20170500005 Recommended On 18-May-2017 21:58 By 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)																		
Reporting Date/Time 18-May-2017 21:56	Completion Date/Time 19-May-2017 23:59	Sub-Unit -	Approve Indent																		
Duration 26.1 Hours	Camp Movement IN	Reporting Venue Type Kranji	Revert Indent																		
Reporting Venue KRANJI CAMP 2 MEDICAL CENTRE	Destination Venue Type HQ	Reporting Info -	Recall Indent																		
Reporting Info -	Destination Venue HQ SUPPLY AND TRANSPORT	Additional Info -	Forward Indent (Multi)																		
Reporting POC 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)		Reporting POC -	Forward Indent (Whole)																		
Office Phone -	Mobile Phone -	Office Phone -	Reject Indent																		
Waiting List Yes	Cross Hub Support No	Mobile Phone -	Cancel Indent																		
Recalled Before No	Reverted Before No	Resources																			
<table border="1"> <thead> <tr> <th>#</th> <th>Vehicle Type</th> <th>Resource Type</th> <th>Quantity</th> <th>Park-Down</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>1.5 TON CARGO TRAILER</td> <td>Vehicle and Transport Operator</td> <td>3</td> <td>No</td> <td>4.5</td> </tr> <tr> <td colspan="5"></td> <td>Total Credits: 4.5</td> </tr> </tbody> </table>		#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits	View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5						Total Credits: 4.5		
#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits																
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5																
					Total Credits: 4.5																

To approve indent:

Step 5: Click 'Approve Indent' on confirmation pop up and indent will be approved.

To reject indent:

Step 5: Enter a valid reason for 'Reason for Rejection'.

Step 6: Click 'Reject Indent' on confirmation pop up and indent will be rejected.

4.7 Forward Indent(s)

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows user to vet forward an indent to get other hubs to aid in supporting. There are 2 types of forward, Cross Hub Indent Forward(Multi) and Transfer Indent Forward(Whole).

4.7.1 Cross Hub Indent Forward

A Cross Hub Indent Forward will be to forward an indent that requires huge resources to multiple hub. Each of the forwarded hub will help to support part of the resources in tasks. The parent hub will be the hub that initiate the forward. Cross Hub Indent Forward is denoted by the 'Forward Indent(Multi)'. A Cross Hub Indent Forward can be done at any point after indent has been recommended.

Step 1: Refer to **4.5.2 step 1-3** to go to the indent user wish to forward.

Step 2: Click 'Forward(Multi)'.

Step 3: Select the hub(s) user wish to forward to.

Step 4: Enter the 'Forward Reason(s)' for each hub.

Step 5: Click 'Forward'. A pop up message will appear indicating a successful action completed.

Step 6: 'Supported By' and 'Reasons' will be shown at the panel bar for the main and forwarded hubs.

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5
Total Credits: 4.5					

4.7.2 Transfer Indent Forward

A Transfer Indent Forward will be to forward the rights and visibility of an indent to another hub. Transfer Indent Forward is a one to one forward. Once the indent has been accepted, the original parent hub will not have the rights to view or make action to the indent. Transfer Indent Forward is denoted by the 'Forward Indent(Whole)'.

Step 1: Refer to 4.5.2 step 1-3 to go to the indent user wish to forward.

Step 2: Click 'Forward(Whole)'.

RECOMMENDED

2017050005
Recommended On 18-May-2017 21:58
By 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)

Approve Indent

2

Activity Name FORWARD Activity Type Training - Company Training

Customer Unit 1 CDO BN (054A) Sub-Unit -

Reporting Date/Time 18-May-2017 21:56 Completion Date/Time 19-May-2017 23:59

Duration 26.1 Hours Camp Movement IN

Reporting Venue Type Kranji Destination Venue Type HQ

Reporting Venue KRANJI CAMP 2 MEDICAL CENTRE Destination Venue HQ SUPPLY AND TRANSPORT

Reporting Info - Additional Info -

Reporting POC 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)

Office Phone - Mobile Phone -

Waiting List Yes Cross Hub Support No

Recalled Before No Reverted Before No

Resources

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5
			Total Credits:	4.5	

Step 3: Select the hub user wish to forward to.

Step 4: Enter the 'Forward Reason(s)' for each hub.

Step 5: Click 'Forward'. A pop up message will appear indicating a successful action completed.

Forward Indent (Whole)

Forward to TPT HUB WEST 3

Forward Reason(s) Pasa Lebar Routine 1 4

Forward Indent 5

RECOMMENDED

2017050003
Recommended On 18-May-2017 21:58
By 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)

Approve Indent

3

4

5

4.8 Accept/ Reject Indent(s)

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows user to vet through all hubs' forwarded indents and makes the necessary action by accepting or rejecting.

4.8.1 Accept/ Reject Multiple/ All Cross-Hub Indents

Step 1: Go to Indent > Indent Acceptance (Multi). Alternatively, user can click 'Indent Acceptance (Multi)' hyperlink under Dashboard 'Pending Action'.

Pending Actions	
Pending Since	Description
08-Jun-2017 11:36	Indent 2017050003 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:58:00.0
08-Jun-2017 10:49	Indent 2017050005 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. 1 Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:58:00.0
18-May-2017 22:40	Indent 2017050009 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 2017050008 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 2017050007 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:39	Indent 2017050006 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

The screenshot shows the ITMS software interface with the following details:

- Header:** Welcome, 1WO TPT HUB WEST HUB CONTROLLER [OPS/TRG]. Logged in as: TPT HUB WEST Hub Controller (Ops/Trg).
- Top Bar:** ITMS, Dashboard, Indent, Resource, Credit, Report.
- Left Sidebar:**
 - Indent Acceptance:** + New Indent, + New Indent By Template.
 - Search Options:** Q Search Indents, Q Search Indents Pending Customer, Q Search Indents Pending Transport.
 - Action Buttons:** Accept All, Reject All.
 - Indents List:**

#	Indent ID	Customer U
1	2017050005	1 CDO BN
2	2017050006	1 CDO BN
 - Actions:** Accept, Reject.
 - Submenu:** Indent Recommendation, Indent Approval, Indent Acceptance (Whole), Indent Acceptance (Multi Hub), Indent Confirmation (Manual).
 - Search Options:** Q Search Tasks, Q Search Tasks Pending Execution, Q Search Tasks Under Execution.
- Middle Section:** Indent Details, Vehicle Resources, Driver Resources, Credits, Status, Additional Info.
- Bottom Section:** Indent Details, Vehicle Resources, Driver Resources, Credits, Status, Additional Info.

Step 2: Select ‘Accept All’ or ‘Reject All’ if user wish to accept/ reject all the indents. If user accept all indents, ‘Accept All’ button will be lit up in green. If user reject all indents, ‘Reject All’ button will be lit up in red. User can also select individual ‘Accept’ or ‘Reject’ under the ‘Indent ID’. Should there be a mix of accept and reject, neither ‘Accept All’ or ‘Reject All’ will lit up.

Step 3: If user were to ‘Reject’ or ‘Reject All’ indent(s), enter a valid reason beside the ‘Reject’ button.

Step 4: ‘Confirm Decision’ button will show the total number of indents to be approved or rejected. Click ‘Confirm Decision’ and a pop up will appear.

Step 5: Click ‘Submit’ to approve/ reject multiple indents. A pop up message will appear indicating a successful action completed. Approved indents will have the task(s) generated.

#	Indent ID	Customer Unit	Activity T,	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD 📍 Kranji Camp 2 MEDICAL CENTRE ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
2	20170500006	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 MEDICAL CENTRE ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
3	20170500007	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 MEDICAL CENTRE ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
4	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 MEDICAL CENTRE ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
5	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 MEDICAL CENTRE ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No

1 Total Records: 5

4.8.2 Accept/ Reject Cross-Hub Indent

User can accept/ reject individual indent through 2 ways. Perform **any** of the steps from **1-2**.

Step 1: Click on desired ‘Indent ID’ hyperlink under Dashboard ‘Pending Action’.

Step 2: Go to Indent > Indent Acceptance (Multi). Click on desired ‘Indent ID’ hyperlink.

Pending Actions

Pending Since	Description
06-Jun-2017 11:36	Indent 20170500003 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance. Indent 1 approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:58:00.0
06-Jun-2017 10:49	Indent 20170500005 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:58:00.0
18-May-2017 22:40	Indent 20170500009 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 20170500008 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

ITMS [Dashboard](#) [Indent](#) [Resource](#) [\\$ Credit](#) [Report](#) Welcome, 1WO TPT HUB WEST HUB CONTROLLER [OPS/TRG]
Logged in as: TPT HUB WEST Hub Controller (Ops/Trg)

Indent Acceptance (Multi-Hub)

[Accept All](#) [Reject All](#) [Confirm Decision for 5 Indents](#)

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:58 to 19-May-2017 23:59 (28.1 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
						Accept Reject				1
2	20170500006	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
						Accept Reject				1
3	20170500007	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
						Accept Reject				Enter Reasons
4	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
						Accept Reject				1
5	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD 📍 Kranji Camp 2 Medical Centre ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
						Accept Reject				1

Total Records: 5

Step 3: Either step 1 or 2 will bring user to indent page. Click 'Accept Indent' to accept indent and 'Reject Indent' to reject indent.

The screenshot shows the ITMS interface for a 'Cross Hub Indent' with ID 20170500005. The 'APPROVED' section contains the following details:

- Activity Name:** FORWARD
- Activity Type:** Training - Company Training
- Customer Unit:** 1 CDO BN (054A)
- Sub-Unit:** -
- Reporting Date/Time:** 18-May-2017 21:56
- Completion Date/Time:** 19-May-2017 23:59
- Duration:** 26.1 Hours
- Camp Movement:** IN
- Reporting Venue Type:** Kranji
- Destination Venue Type:** HQ
- Reporting Venue:** KRANJI CAMP 2 MEDICAL CENTRE
- Destination Venue:** HQ SUPPLY AND TRANSPORT
- Reporting Info:** -
- Additional Info:** -
- Reporting POC:** 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)
- Office Phone:** -
- Mobile Phone:** -
- Waiting List:** No
- Cross Hub Support:** Yes
- Recalled Before:** No
- Reverted Before:** No

Resources:

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5
			Total Credits: 4.5		

APPROVED

20170500005
Approved On 08-Jun-2017 10:38
By 1WO TPT HUB EAST HUB
CONTROLLER [OPS/TRG]
(S9200008A)

Supported By:
TPT HUB EAST (Main)
TPT HUB WEST (Pending)
TPT CEN(NORTH)/1 SAF TPT BN
(Pending)

Reasons:
Hub North: Support my 5 Ton Hub West:
Support my GP Cars

Buttons:

- Accept Indent (Blue)
- Reject Indent (Red)
- Cancel Indent (Red)

To accept indent:

Step 4: Click 'Accept Indent' on confirmation pop up and indent will be accepted. Status beside your hub will be changed from 'Pending' to 'Accepted'.

To reject indent:

Step 5: Enter a valid reason for 'Reason for Rejection'.

Step 6: Click 'Reject Indent' on confirmation pop up and indent will be rejected. Status beside your hub will be changed from 'Pending' to 'Rejected' and the reason for rejection will appear below.

4.8.3 Accept/ Reject Multiple/ All Transferred Indents

Step 1: Go to Indent > Indent Acceptance (Whole). Alternatively, user can click 'Indent Acceptance (Whole)' hyperlink under Dashboard 'Pending Action'.

Pending Actions	
Pending Since	Description
06-Jun-2017 11:36	Indent 20170500003 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Whole). 1 Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:58:00.0
06-Jun-2017 10:49	Indent 20170500005 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:58:00.0
18-May-2017 22:40	Indent 20170500009 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 20170500008 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 20170500007 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

Step 2: Select 'Accept All' or 'Reject All' if user wish to accept/ reject all the indents. If user accept all indents, 'Accept All' button will be lit up in green. If user reject all indents, 'Reject All' button will be lit up in red. User can also select individual 'Accept' or 'Reject' under the 'Indent ID'. Should there be a mix of accept and reject, neither 'Accept All' or 'Reject All' will lit up.

Step 3: If user were to 'Reject' or 'Reject All' indent(s), enter a valid reason beside the 'Reject' button.

Step 4: 'Confirm Decision' button will show the total number of indents to be approved or rejected. Click 'Confirm Decision' and a pop up will appear.

Step 5: Click 'Submit' to approve/ reject multiple indents. A pop up message will appear indicating a successful action completed. Approved indents will have the task(s) generated.

4.8.4 Accept/ Reject Transferred Indent

User can accept/ reject individual indent through 2 ways. Perform **any** of the steps from **1-2**.

Step 1: Click on desired 'Indent ID' hyperlink under Dashboard 'Pending Action'.

Step 2: Go to Indent > Indent Acceptance (Whole). Click on desired 'Indent ID' hyperlink.

Pending Actions	
Pending Since	Description
06-Jun-2017 11:36	Indent 20170500003 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Whole). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:56:00.0
06-Jun-2017 10:49	Indent 20170500005 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:56:00.0
18-May-2017 22:40	Indent 20170500009 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 20170500008 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:40	Indent 20170500007 has been Forwarded by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending Acceptance (Multi Hub). Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

Accept All | Reject All | Confirm Decision for 1 Indents

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500003	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD 📍 Kranji Camp 2 MEDICAL CENTRE ➡ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No Y

Accept | Reject | Reasons for rejection

1 Total Records: 1

Step 3: Either step 1 or 2 will bring user to indent page. Click 'Accept Indent' to accept indent and 'Reject Indent' to reject indent.

ITMS | Dashboard | Indent | Resource | Credit | Report | Welcome, 1WO TPT HUB WEST HUB CONTROLLER [OPS/TRG] | Logged in as: TPT HUB WEST Hub Controller (Ops/Trg)

Indent 20170500003

Overview Tasks Audit Log

Activity Name FORWARD	Activity Type Training - Company Training
Customer Unit 1 CDO BN (054A)	Sub-Unit -
Reporting Date/Time 18-May-2017 21:56	Completion Date/Time 19-May-2017 23:59
Duration 26.1 Hours	Camp Movement IN
Reporting Venue Type Kranji	Destination Venue Type HQ
Reporting Venue Kranji Camp 2 MEDICAL CENTRE	Destination Venue HQ SUPPLY AND TRANSPORT
Reporting Info -	
Additional Info -	
Reporting POC 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)	Mobile Phone -
Office Phone -	
Waiting List Yes	Cross Hub Support No
Recalled Before No	Reverted Before No

Resources

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5

Total Credits: 4.5

RECOMMENDED

20170500003

Recommended On 06-Jun-2017 11:38
By 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)

Accept Indent | Revert Indent | Recall Indent | Reject Indent | Cancel Indent

To accept indent:

Step 4: Click 'Accept Indent' on confirmation pop up and indent will be accepted and **approved**.

To reject indent:

Step 5: Enter a valid reason for 'Reason for Rejection'.

Step 6: Click 'Reject Indent' on confirmation pop up and indent will be rejected. Rejected indent will be transfer back to original hub sender.

4.9 Manual Confirm/ Reject Indent(s)

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows user to vet through all approved indent and makes the necessary action by approving or rejecting indent manually.

4.9.1 Manual Confirm/ Reject Multiple/ All Indents

Step 1: Go to Indent > Indent Confirmation (Manual). Alternatively, user can click 'Manual Confirmation' hyperlink under Dashboard 'Pending Action'.

Pending Actions	
Pending Since	Description
06-Jun-2017 16:48	Indent 2017050009 is less than 15 days to Execution and is now pending Optimisation or your Manual Confirmation . Indent not Confirmed after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
06-Jun-2017 16:48	Indent 2017050008 is less than 15 days to Execution and is now pending Optimisation or your Manual Confirmation . Indent not Confirmed after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
06-Jun-2017 10:38	Indent 2017050005 is less than 15 days to Execution and is now pending Optimisation or your Manual Confirmation . Indent not Confirmed after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 21:56:00.0
18-May-2017 22:38	Indent 2017050007 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 2017050006 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

Indent Approve

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500003	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
2	20170500005	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: No Recalled Before: No Reverted Before: No
3	20170500006	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Recommended	Waiting List: Yes Cross Hub Indent: Yes Recalled Before: No Reverted Before: No

Step 2: Select ‘Confirm All’ or ‘Reject All’ if user wish to confirm/ reject all the indents. If user confirm all indents, ‘Confirm All’ button will be lit up in green. If user reject all indents, ‘Reject All’ button will be lit up in red. User can also select individual ‘Confirm’ or ‘Reject’ under the ‘Indent ID’. Should there be a mix of confirm and reject, neither ‘Confirm All’ or ‘Reject All’ will lit up.

Step 3: If user were to ‘Reject’ or ‘Reject All’ indent(s), enter a valid reason beside the ‘Reject’ button.

Step 4: ‘Confirm Decision’ button will show the total number of indents to be confirmed or rejected. Click ‘Confirm Decision’ and a pop up will appear.

Step 5: Click ‘Submit’ to confirm/ reject multiple indents. A pop up message will appear indicating a successful action completed.

Indent Confirmation (Manual)

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500005	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
2	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
3	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD Kranji Camp 2 Medical Centre IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No

1 Total Records: 3

4.9.2 Manual Confirm/ Reject Indent

User can confirm/ reject individual indent through 3 ways. Perform **any** of the steps from 1-3.

Step 1: Click on desired 'Indent ID' hyperlink under Dashboard 'Pending Action'.

Step 2: Go to Indent > Indent Confirmation (Manual). Click on desired 'Indent ID' hyperlink.

Step 3: Go to Indent > Search Indent. Select 'Status' as 'Approved' and click 'Search'. Click on desired 'Indent ID' hyperlink. Alternatively, user can go 'Search Indent Pending Transport'.

Pending Actions	
Pending Since	Description
18-May-2017 22:38	Indent 20170500009 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500008 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500007 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0
18-May-2017 22:38	Indent 20170500006 has been Recommended by LTA 1 CDO BN RECOMMENDER (S9020001A) and is now pending your Approval. Indent not Approved after its End Date will be Lapsed. Activity Type: Training Customer Unit: 1 CDO BN Execution Date Time: 2017-05-18 22:37:00.0

ITMS
Dashboard
Indent
Resource
\$ Credit
Report

Welcome, 1WO TPT HUB EAST HUB CONTROLLER (OPS/TRG)
Logged in as: TPT HUB EAST Hub Controller (Ops/Trg)

Indent Confirmation (Manual)

Confirm All
Reject All
Confirm Decision for 3 Indents

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (28.1 Hrs)	FORWARD ↗ Kranji Camp 2 Medical Centre ↘ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
2	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD ↗ Kranji Camp 2 Medical Centre ↘ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
3	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD ↗ Kranji Camp 2 Medical Centre ↘ IN	3 requested 0 tasked	3 requested 0 tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No

1 Total Records: 3

Search Indents

Indent ID			Indent Name		Search					
Status	Approved		Customer Unit	Unit Code or Name		Clear				
Advanced Search...										
#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170500009	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD K RANJI CAMP 2 MEDICAL CENTRE IN	3 Requested 0 Tasked	3 Requested 0 Tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
2	20170500008	1 CDO BN	Training - Company Training	18-May-2017 22:37 to 19-May-2017 23:59 (25.4 Hrs)	FORWARD K RANJI CAMP 2 MEDICAL CENTRE IN	3 Requested 0 Tasked	3 Requested 0 Tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No
3	20170500005	1 CDO BN	Training - Company Training	18-May-2017 21:56 to 19-May-2017 23:59 (26.1 Hrs)	FORWARD K RANJI CAMP 2 MEDICAL CENTRE IN	3 Requested 0 Tasked	3 Requested 0 Tasked	4.5	Approved	Waiting List: No Cross Hub Indent: Yes Recalled Before: No Reverted Before: No

Total Records: 3

Step 4: Any of the step from 1-3 will bring user to indent page. Click 'Confirm Indent' to confirm indent and 'Reject Indent' to reject indent.

Cross Hub Indent 20170500009

Overview	Tasks	Audit Log	APPROVED		
Activity Name FORWARD	Activity Type Training - Company Training	20170500009			
Customer Unit 1 CDO BN (054A)	Sub-Unit -	Approved On 06-Jun-2017 16:48 By 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)			
Reporting Date/Time 18-May-2017 22:37	Completion Date/Time 19-May-2017 23:59	Supported By: TPT HUB EAST (Main) TPT HUB CTR (Rejected) - 99 TPT HUB WEST (Pending)			
Duration 25.4 Hours	Camp Movement IN	Reasons: 9			
Reporting Venue Type Kranji	Destination Venue Type HQ	Confirm Indent			
Reporting Venue KRANJI CAMP 2 MEDICAL CENTRE	Destination Venue HQ SUPPLY AND TRANSPORT	Revert Indent			
Reporting Info -		Reject Indent			
Additional Info -		Cancel Indent			
Reporting POC 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)	Mobile Phone -				
Office Phone -					
Waiting List No	Cross Hub Support Yes				
Recalled Before No	Reverted Before No				
Resources					
#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5
				Total Credits:	4.5

To confirm indent:

Step 5: Click 'Confirm Indent' on confirmation pop up and indent will be approved.

To reject indent:

Step 5: Enter a valid reason for 'Reason for Rejection'.

Step 6: Click 'Reject Indent' on confirmation pop up and indent will be rejected.

4.10 Recall & Amend Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to recall an indent at any point of time before **approval** and make changes with the indent. However, user should be aware of the limitation of the amendment that can be done.

4.10.1 Recall Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: Go to Indent > Search Indent.

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

Step 3: Click on the 'Indent ID' user wish to recall.

Step 4: Click 'Recall Indent' and a pop up will appear.

Step 5: Enter a valid 'Reason for Recalling'. Take note of the credit penalty charges in the description below.

Step 6: User should take note of all points highlighted.

Step 7: Click 'Recall Indent' on the confirmation pop up and indent is recalled.

The screenshot shows the ITMS software interface for managing indents. The main area displays an indent with ID 20170500015. Key details shown include:

- Activity Name:** Ex Save as Draft
- Customer Unit:** 1 CDO BN (054A)
- Reporting Date/Time:** 31-May-2017 14:53
- Duration:** 9.1 Hours
- Reporting Venue Type:** Others
- Reporting POC:** 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)
- Office Phone:** 62213458
- Mobile Phone:** 96616358
- Waiting List:** Yes
- Recalled Before:** No
- Cross Hub Support:** No
- Reverted Before:** No

Resources:

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Transport Operator Only	3	No	3.0
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	2	No	2.0
					Total Credits: 5.0

SUBMITTED

20170500015
Submitted On 31-May-2017 15:07
By CPL 1 CDO BN REQUESTER
(S9010001A)

4 [Recall Indent](#) [Cancel Indent](#)

Confirm?

Reasons for Recalling: Enter a valid reason here [5]

Please note that recalled indent will:

- have 3 days to be re submitted and recommended if not it will expire.
- incurred 50% credit penalty difference if the indent is 90 days to the execution date.
- incurred 100% credit penalty difference if the indent is 15 days to the execution date.
- not allow change in activity type.
- not allow change or increase in resources.
- not allow extension of date and time.

Upon recalling, the original requested resources will be reserved for 3 days, after which, if no action is taken, the indent will be expired and all resources released back to the pool. [6]

Proceed to recall Indent? [7]

Cancel Recall Indent

4.10.2 Amend Recalled Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

Step 1: In the recalled indent page, click 'Amend Indent'.

Indent 20170500015

Overview Tasks Audit Log

Activity Name	Ex Save as Draft	Activity Type	Training - Brigade Training
Customer Unit	1 CDO BN (054A)	Sub-Unit	-
Reporting Date/Time	31-May-2017 14:53	Completion Date/Time	31-May-2017 23:57
Duration	9.1 Hours	Camp Movement	IN
Reporting Venue Type	Others	Destination Venue Type	HQ
Reporting Venue	1 GDS BN HQ	Destination Venue	HQ SA NSHRC
Reporting Info	-		
Additional Info	-		
Reporting POC 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)			
Office Phone	62213458	Mobile Phone	96616358
Waiting List	Yes	Cross Hub Support	No
Recalled Before	Yes	Reverted Before	No

Resources

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
[View]	1.5 TON CARGO TRAILER	Transport Operator Only	3	No	3.0
[View]	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	2	No	2.0

RECALLED

20170500015
Recalled On 01-Jun-2017 10:00
By CPL 1 CDO BN REQUESTER (S9010001A)

Reasons:
Enter a valid reason here [1]

Amend Indent Cancel Indent

Step 2: Shows the status of 'Recalled'.

Step 3: 'Activity Type' can't be change.

Step 4: 'Indent Period' can only be reduce.

Step 5: Allows only '-Remove Selected Resources'.

Step 6: In the individual resource, 'Resource Type', 'Vehicle Purpose', 'Vehicle Type' can't be change.

Step 7: In the individual resource, 'Required Quantity' can only be reduce. No amendment can be made if 'Required Quantity' is 1.

Step 8: Upon making the necessary changes, click 'Submit' and indent will be re-submitted.

The screenshot shows the ITMS software interface for an 'Indent' submission. The top navigation bar includes links for ITMS, Dashboard, Indent, Credit, and Report. The top right corner displays the user information: 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. The main form area is titled 'Indent' with the ID '20170500015'. It contains the following fields:

- *Activity Type:** Training - Brigade Training (highlighted by red box 3)
- *Activity Name:** Ex Save as Draft
- *Customer Unit:** 1 CDO BN (054A) (highlighted by red box 3)
- Available Credits:** Work Year 2017: 1000 Allocated, 880.5 Remaining; Work Year 2018: 200 Advanced Credits, 200 Remaining
- *Movement:** In Camp (radio button selected)
- *Indent Period:** 31-May-2017 14:53 to 31-May-2017 23:57 (highlighted by red box 4)
- *Reporting Venue Type:** (dropdown menu)
- *Reporting Destination Type:** (dropdown menu)

To the right of the form, a status bar shows the document is 'RECALLED' (highlighted by red box 2). Below the status bar are buttons for 'Submit' and 'Save as Template'. A note at the bottom states: 'Asterisk* Fields are Mandatory.'

Point-of-Contact

***Reporting Point-of-Contact:** 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A) (highlighted by red box 5)

Office Number: 62213458 **Mobile Number:** 96616358

Resources (highlighted by red box 5)

	#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
<input type="checkbox"/>	<input type="checkbox"/> View	1.5 TON CARGO TRAILER	Transport Operator Only	3	No	3.0
<input type="checkbox"/>	<input type="checkbox"/> View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	2	No	2.0
						Total Credits: 5.0

ITMS Dashboard Indent \$ Credit Report

Welcome, CPL 1 CDO BN REQUESTER
Logged in as: 1 CDO BN Requester

Indent 20170500015

Add Resource

Request Period 31-May-2017 14:53 to 31-May-2017 23:57

*Activity Type

*Activity Name

*Customer Unit

Available Credits

*Movement

*Indent Period

*Reporting Venue Type

*Reporting Destination Type

Point-of-Contact

*Reporting Point-of-Contact

Vehicle Purpose Training 6

*Vehicle Type 1.5 TON CARGO TRAILER

*Required Quantity 3 7 Indent Availability : Show

Park-Down Required No

Tow Types

Soldier Proficiencies

Remarks -

Close Add Resource

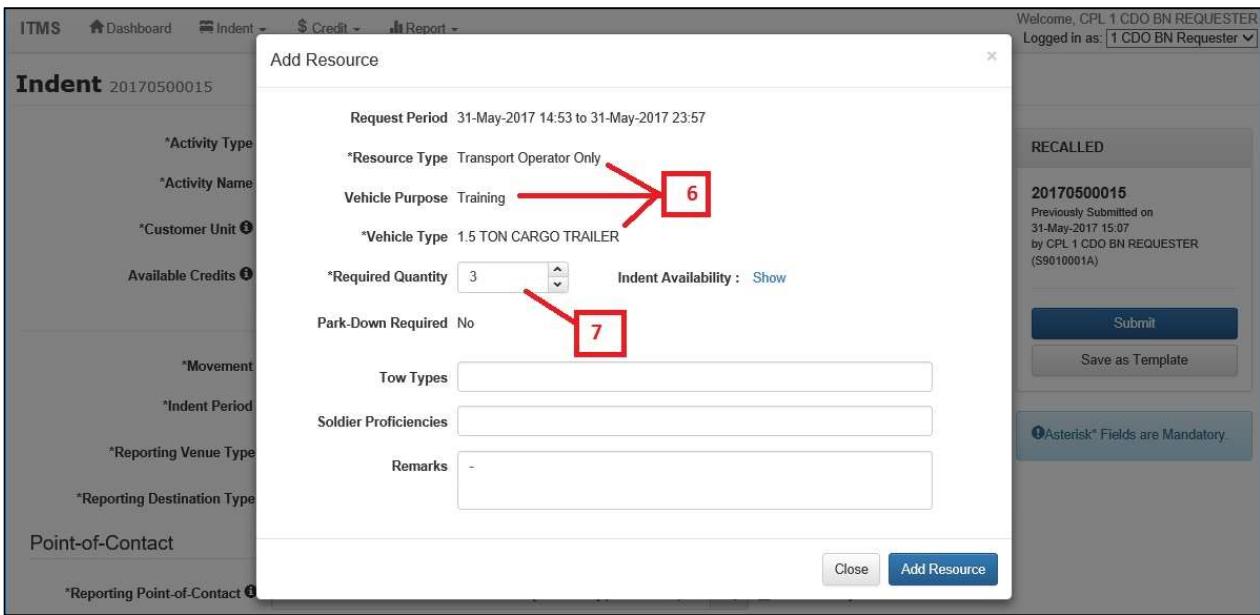
RECALLED

20170500015
Previously Submitted on
31-May-2017 15:07
by CPL 1 CDO BN REQUESTER
(S9010001A)

Submit

Save as Template

Asterisk* Fields are Mandatory.



4.11 Reverted Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to revert an indent at any point of time before **confirmation** and make changes with the indent. However, user should let customer's unit requester be aware of the limitation of the amendment that can be done. The restriction of amendment is of the same as a recalled indent. Reverted indent(s) will be notified to the user by 'Pending Action' on the Dashboard.

Step 1: Go to Indent > Search Indent.

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

Step 3: Click on the 'Indent ID' user wish to revert.

Step 4: In the indent page, click 'Revert Indent'.

Step 5: Enter 'Reasons for Reverting'.

Step 5: Click 'Revert Indent' on confirmation pop up and indent will be reverted.

◀ Cross Hub Indent 20170500009
APPROVED

Activity Name	FORWARD	Activity Type	Training - Company Training
Customer Unit	1 CDO BN (054A)	Sub-Unit	-
Reporting Date/Time	18-May-2017 22:37	Completion Date/Time	19-May-2017 23:59
Duration	25.4 Hours	Camp Movement	IN
Reporting Venue Type	Kranji	Destination Venue Type	HQ
Reporting Venue	KRANJI CAMP 2 MEDICAL CENTRE	Destination Venue	HQ SUPPLY AND TRANSPORT
Reporting Info	-		
Additional Info	-		
Reporting POC	1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)		
Office Phone	-	Mobile Phone	-
Waiting List	No	Cross Hub Support	Yes
Recalled Before	No	Reverted Before	No

Resources

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	3	No	4.5
			Total Credits:	4.5	

Confirm Indent
Revert Indent

Reject Indent
Cancel Indent

4

4.12 Cancel Indent

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

This function allows users to cancel an indent at any point of time before execution of indent.

Step 1: Go to Indent > Search Indent.

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

Step 3: Click on the 'Indent ID' user wish to delete.

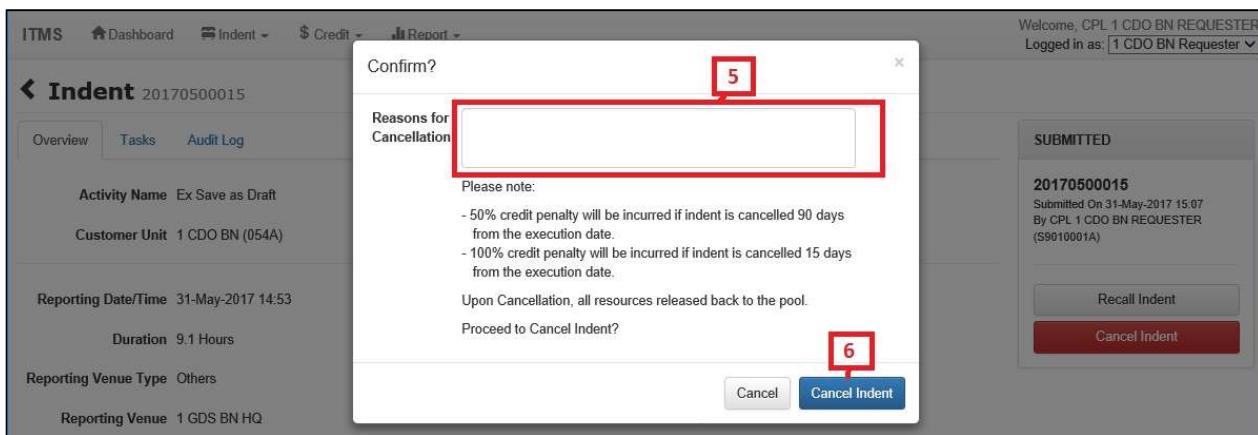
Step 4: Click 'Cancel Indent' and a pop up will appear.

Step 5: Enter a valid 'Reason for Cancellation'. Take note of the credit penalty charges in the description below.

Step 6: Click 'Cancel Indent' on the confirmation pop up and indent is cancelled.

The screenshot shows the ITMS application interface. At the top, there's a navigation bar with links for ITMS, Dashboard, Indent, Credit, Report, and a user session indicator. Below the navigation is a header for 'Indent 20170500015'. The main content area is divided into several sections: Overview, Tasks, Audit Log, and a large central panel. The central panel contains detailed information about the indent, such as Activity Name (Ex Save as Draft), Activity Type (Training - Brigade Training), Customer Unit (1 CDO BN (054A)), Sub-Unit (-), Reporting Date/Time (31-May-2017 14:53), Completion Date/Time (31-May-2017 23:57), Duration (9.1 Hours), Camp Movement (IN), Reporting Venue Type (Others), Destination Venue Type (HQ), Reporting Venue (1 GDS BN HQ), Destination Venue (HQ SA NSHRC), Reporting POC (1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)), Office Phone (62213458), Mobile Phone (96616358), Waiting List (Yes), Cross Hub Support (No), Recalled Before (No), and Reverted Before (No). On the right side of the central panel, there's a 'SUBMITTED' section with the indent ID (20170500015) and submission details (Submitted On 31-May-2017 15:07 By CPL 1 CDO BN REQUESTER (S9010001A)). Below this is a button group with 'Recall Indent' and 'Cancel Indent'. A red box surrounds the 'Cancel Indent' button, and a red arrow points from the number '4' to it. At the bottom left, there's a 'Resources' section with a table showing vehicle types and their resource types, quantities, and credits. The table has columns for #, Vehicle Type, Resource Type, Quantity, Park-Down, and Credits. It lists two entries: '1.5 TON CARGO TRAILER' with Transport Operator Only (3 units, 3.0 credits) and Vehicle and Transport Operator (2 units, 2.0 credits). The total credits are 5.0.

#	Vehicle Type	Resource Type	Quantity	Park-Down	Credits
View	1.5 TON CARGO TRAILER	Transport Operator Only	3	No	3.0
View	1.5 TON CARGO TRAILER	Vehicle and Transport Operator	2	No	2.0
			Total Credits:	5.0	



5 Credit Management User Guide

This function allows user to view detailed credit movement in the unit.

Step 1: Click on the 'Indent ID' hyperlink to view more details on the indent.

Step 2: Click 'Download to Excel' to download unit credit movement.

5.1 Search & View Unit's Credit Statuses

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

This function allows user to view hub unit credit statuses such as committed, penalty, balance, refunded.

Step 1: Go to Credit > Search Credit Statuses.

The screenshot shows the 'Search Credit Statuses' page. At the top, there are search filters for 'Work Year' (2017), 'Unit' (Unit Code or Name), 'Balance' (with 'to' field), and a 'Search' button. Below these are fields for 'Initial Provision', 'Committed', 'Penalty', 'Pre-Committed', 'Refunded', and 'Returned'. A 'Clear' button is located next to the 'Search' button. To the right, there is an 'Advanced Search...' link. A red box labeled '5' highlights the 'Unit' input field. Red boxes labeled '1', '2', '3', '4', and '6' point to the 'Work Year' dropdown, the 'Advanced Search...' link, the 'Search' button, the 'Clear' button, and the 'Download to Excel' link at the bottom of the page respectively.

#	Unit	Division / Formation	Work Year	Initial Provision	+	-	Latest Provision <small>(1)</small>	Pre-Committed	Committed	Penalty	Balance <small>(1)</small>	Refunded <small>(1)</small>	Returned <small>(1)</small>
1	12 C4I BN	HQ ARMOUR	2017	0.00	6,755.00	20.00	6,735.00	0.00	0.00	0.00	6,735.00	0.00	0.00
2	23 SIG BN	HQ ARMOUR	2017	0.00	626.00	12.00	614.00	0.00	0.00	0.00	614.00	0.00	0.00
3	42 SAR	HQ ARMOUR	2017	0.00	215.00	0.00	215.00	-5.50	5.50	0.00	215.00	0.00	0.00
4	42 SAR	HQ ARMOUR	2017	0.00	199.00	1.00	198.00	0.00	0.00	0.00	198.00	0.00	0.00
5	48 SAR	HQ ARMOUR	2017	0.00	110.00	0.00	110.00	0.00	0.00	0.00	110.00	0.00	0.00
6	48 SAR	HQ ARMOUR	2017	0.00	114.00	13.50	100.50	0.00	0.00	0.00	100.50	0.00	0.00
7	ATI	HQ ARMOUR	2017	0.00	118.00	90.50	27.50	0.00	0.00	0.00	27.50	0.00	0.00
8	HQ 4 SAB	HQ ARMOUR	2017	0.00	123.00	123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	HQ ARMOUR	HQ ARMOUR	2017	0.00	133.00	133.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	3 AMB	CSS COMD HQ	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
11	6 AMB	CSS COMD HQ	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
12	9 AMB	CSS COMD HQ	2017	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00
13	ALTI	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	AMB	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	ARMY MED COMD HQ	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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 'Unit' hyperlink to view credit movement (5.1.1.1).

Step 6: Click 'Download to Excel' at the bottom of the page to download searched result.

5.1.1 View Credit Movements

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

Step 1: Click on the 'Indent ID' hyperlink to view more details on the indent.

Step 2: Click 'Download to Excel' to download unit credit movement.

Credit Movement 1 SIR								
ID	Work Year	Date/Time	Action	Indent ID	Actual Credits (+/-)	Balance Credits	Reserved Credits (+/-)	Balance Credits (Usable)
1187	2017	15-Feb-2017 15:38	Allocate		+1,000.00	1,000.00	0.00	1,000.00
1192	2017	15-Feb-2017 15:38	Added (+)		+300.00	1,300.00	0.00	1,300.00
1588	2017	11-May-2017 11:25	Pre-Commit	20170500005	0.00	1,300.00	-2.00	1,298.00

Total Records: 3 Download to Excel

6 Optimisation Engine User Guide

6.1 Optimisation Engine Rules

The Optimisation Engine (Opti-Engine) module involves following a set of rules to calculate the best-fit for allocating transport operator and vehicle resources to Indent.

The following table displays the rules for the Opti-Engine module:

No.	Rules	Type	Remarks
1.	The system will allocate resources based on activity type's priority. (Refer to Table 37: Activity Types, Priority and Window Periods). If two indent priority happens to be the same, then it will be FCFS.	Indent Constraints	
2.	The system will allocate resources based on the availability of the type of resources. (Refer to Section 6.3.2: TO Availability and Section 6.4.3: Vehicle Availability).	TO Constraints / Vehicle Constraints	
3.	If there are lack of resources, the earlier indent will be allocated resources first.	Indent Constraints	
4.	The system must match Drivers' Suitability <ul style="list-style-type: none"> a. Driver CAT with exception that Driver CAT D Transport Operators can only do delivery (Out-comp). In-camp Safety vehicle had no restrictions for CAT A, B, C Transport Operators b. Driver Skill set c. Driver soldiering proficiency d. Race e. Security Category f. Valid Military Driving Permits & CDL (if any) 	TO Constraints	
5.	The Pool of available TOs for optimisation engine does not include <ul style="list-style-type: none"> a. Dual Vocationalists b. Transport Leaders c. Duty Transport Operators d. Buffered resources e. TO ops-tagged to Hub HQ Nodes 	TO Constraints	Duty TO and Ambulance Duty TO will be assigned by the user.
6.	The 10% shall be the TOs with the highest accumulated driving time in the past 1 week.	TO Constraints	
7.	The 10% buffer shall have 10% of vehicles of each type, selected based on mileage.	TO Constraints	

8.	As TO will be required to go to Just-In-Time (JIT) Training if he has not operated a particular vehicle type for more than 10 calendar days, the system should try to allocate TO operate his familiarised vehicle type within the period. Before are the commonly used type of vehicles: - 5 TON - 6 TON - OUV - Ambulance F550		
9.	For Operations – Rostered Standby P1/P2 indents, the system will plan the TOs to go on a “2-day duty / 1-day off” schedule.	TO Constraints	
10.	There will be a 2-hour gap for TO between indents.	Welfare Constraints	
11.	There will be no consecutive Long-Duration (> 6 hours) tasks.	Welfare Constraints	
12.	TOs will have 7 hours continuous rest per day. If TO has also done day duty on the same day, he shall be given 7 hours of continuous rest before beginning his night duty on top of the 1 hour of de-preparation work after the first task and 1 hour of preparation work before the second task.	Welfare Constraints	If the TO is attached to a unit for a task that stretched for the whole day, it will be up to the unit to ensure that the TO had sufficient rest
13.	Any task that requires 3-day attachment or more requires a minimum of 24 hours of continuous rest. For attachments of less than 3 days, 2 hours' rest time shall be given after completion, in addition to 7 hours of continuous rest.	Welfare Constraints	
14.	There will be a maximum total of 6 hours of driving a day. This calculation should not apply to task that is more than 6 hours. E.g. if there is a task of 3 hours, the next task should not be more than 3 hours. If there is a task of 7 hours, the system shall not assign any task to the TO again for the day.	Welfare Constraints	
15.	If the attachment is 12 hours and above, the TO rest time will be assigned based on whether it is a day or night indent, and the 6 hours driving limit will not apply.	Welfare Constraints	

16.	TO will not have indents assigned when his ORD date is 5 days from Execution Date.	Welfare Constraints	
17.	Time gap between having maintenance after an indent is 12 hours. There is no time gap between an indent after a maintenance.	Welfare Constraints	
18.	Driver assigned night duties for a maximum of 1 calendar week only. On the next calendar week, he can only operate on day indent. No rest time required in the transition from night Transport Operator to day Transport Operator.	Welfare Constraints	
19.	Driver assigned for Operations – Duty Driver will only have 4 hours rest time instead of 7. The 2 hours in between indent for preparation work is still applicable.	Welfare Constraints	
20.	Driver assigned for Operations – Rostered Standby (i.e. NTM) and have not been activated, can be assigned for another indent without any rest time. The 2 hours in between indent for preparation work is still applicable.	Welfare Constraints	
21.	10% of every vehicle type shall be taken for the buffer. Vehicle types with less than 10 vehicles in the whole fleet should not be in the buffer. Vehicles which have been in the buffer for the last 3 days will have a lower priority to be in the buffer for the subsequent day.	Vehicle Constraints	
22.	As the vehicle will be required to go for Weekly Preventive Task (WPT) if it has not been driven for more than 7 calendar days, the system should try to allocate the vehicle within the period.	Vehicle Constraints	

6.2 Automatic Assignment of Tasks

On a daily basis, Opti-Engine will automatically refresh and reassign resources ahead of the indent execution date to ensure optimal resource allocation. It will automatically “Confirmed” the Indent when all the Tasks in the Indent are allocated with resources. If all the Tasks in the Indent are not fully allocated (e.g. 2 out of 3 are allocated), user will require to manually assign the resources to the un-allocated Tasks and “Confirmed” the Indents.

7 Task Management User Guide

7.1 Manual Assignment of Task

The Task Management module involves manually assigns resources to each 'Indent' Task. User can choose to either perform a search and assign resources to each Task manually or use the Opti-Engine Module to generate best-match combinations of Tasks and resources.

7.1.1 Assign Resources to Tasks

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to manually assign driver and vehicle to Tasks. Users can either search for drivers/vehicles and assign them to Tasks, or using the Opti-Engine module to generate best matched resources and assign them to the Task. Users can only assign resources to Tasks with "Pending Confirmation" and "Pending Execution" status.

Assigning of vehicles in "Park down" type Tasks have to be done through the associated "normal" Task. The procedures to assign drivers is identical for both park down and non-park down Tasks.

Step 1: Search for your intended Indent. (Refer to Section 4.9 Search & View Insets)

Step 2: Click "Tasks" on the tab.

Step 3: To assign driver to the Task, choose the Task that you wish to assign driver, click on "Assign" then "Driver".

Step 4: A pop-up will appear and a list of driver will be populated. Click "More Criteria" to access more search fields, if required. Hub field is restricted to the user account. Click "Search" to search based on your combination of search fields. The result will be listed below.

Assign / Re-Assign Driver

Detail Period 05-Jun-2017 00:00 to 05-Jun-2017 23:59

Driver Origin Transport Operator Dual Vocation (DV) Driver LOA Driver NS Transport Operator

Additional Options Buffered TOs TLs Driver Trainees 2 Hours No-Rest Drivers

Tow Types

Soldier Proficiencies 4

More Criteria...

Hub Node

Unit Rank

PES Driver Name

Driver NRIC No. Security CAT

Driver CAT

Step 5: Click on the selected driver “Assign”. Subsequently, user can click on “Best Match” for Opti-engine to select the best match driver instead of using search.

Step 6: A confirmation pop-up will appear. Click “Confirm” to assign driver to the selected Task.

Assign / Re-Assign Driver

Detail Period 05-Jun-2017 00:00 to 05-Jun-2017 23:59

Driver Origin Transport Operator Dual Vocation (DV) Driver LOA Driver NS Transport Operator

Additional Options Buffered TOs TLs Driver Trainees 2 Hours No-Rest Drivers

Tow Types

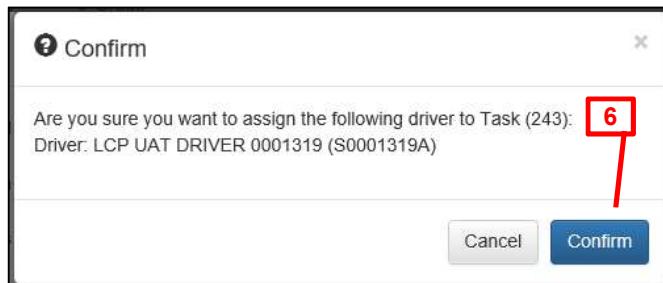
Soldier Proficiencies

More Criteria...

Best Match **Search**

#	Driver	NRIC No.	Node	Available From	Available To	Previous Task Start	Previous Task End	Last Drive Vehicle Type	Vehicle
1.	LCP UAT DRIVER 0001319	S0001319A	MANDAI HILL NODE						5
2.	LCP UAT DRIVER 0001320	S0001320A	MANDAI HILL NODE	26-Apr-2017 02:00					Assign
3.	LCP UAT DRIVER 0001321	S0001321A	MANDAI HILL NODE						Assign

Close



Step 7: To assign vehicle to the Task, choose the Task that you wish to assign vehicle, click on “Assign” then “Vehicle”.

Step 8: A pop-up will appear and a list of vehicle will be populated. Hub field is restricted to the user account. Click “Search” to search based on your combination of search fields. The result will be listed below.

Step 9: Click on the Selected Vehicle “Assign”. Subsequently, user can click on “Best Match” for Opti-engine to select the best match vehicle instead of using search.

Step 10: A confirmation pop-up will appear. Click “Confirm” to assign vehicle to the selected Task.

Assign / Re-Assign Vehicle

Detail Period 05-Jun-2017 00:00 to 05-Jun-2017 23:59

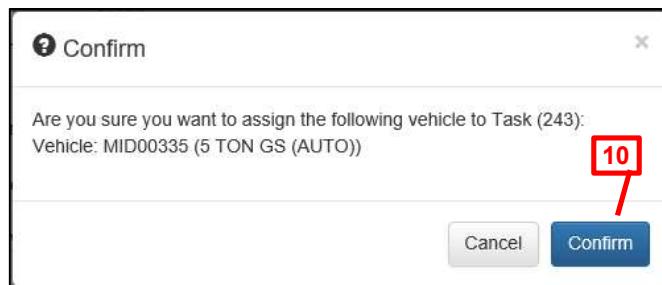
Additional Options Buffered Vehicles

Vehicle Type	5 TON GS (AUTO)
Hub	TPT HUB NORTH
Node	
Vehicle No.	

Best Match **Search**

#	Vehicle No.	Description	Vehicle Node	Available From	Available To	Previous Task Start	Previous Task End	Last Driver	
335.	MID00335	5 TON GS (AUTO)	MANDAI HILL NODE	04-Jun-2017 00:00	22-Feb-2018 00:00	28-Apr-2017 00:00	28-Apr-2017 23:59	LCP UAT DRIVER 0001305	<input type="button" value="Assign"/>
333.	MID00333	5 TON GS (AUTO)	MANDAI HILL NODE	04-Jun-2017 00:00	22-Feb-2018 00:00	03-May-2017 00:00	03-May-2017 23:59	LCP UAT DRIVER 0001303	<input type="button" value="Assign"/>

Close



7.1.2 Assign Best Matched Resources to Tasks

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to assign driver and vehicle to the selected task using the Opti-Engine module. Users can only assign best matched resources to Task with "Pending Confirmation" status.

Step 1: Search for your intended Indent and go to Task tab. (Refer to Section 7.1.1 Assign Resources to Tasks Step 1-2).

Step 2: Select any number of the Task checkbox that you wish to assign best match resources.

Step 3: Click "Assign Best Matched Resources for Selected Tasks".

Step 4: A confirmation pop up will appear. Click "Ok" to assign best match resources to the selected tasks.

Indent 20170600002

Overview Tasks Audit Log

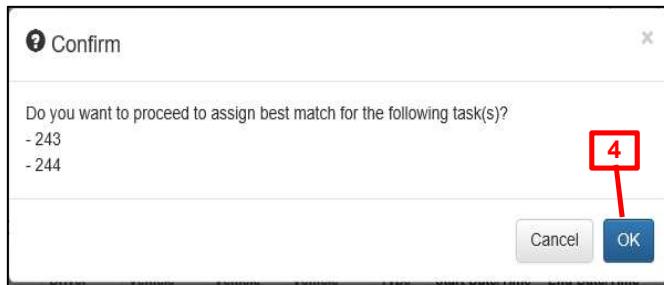
Assign Best Matched Resources for Selected Tasks Assign Resources for NS TO Unassign Resources for Selected Tasks Refund Selected TO Resources

#	Task ID	Task Status	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Type	Start Date/Time	End Date/Time	
<input checked="" type="checkbox"/>	1 243	Pending Confirmation							Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	<button>Assign</button>
<input checked="" type="checkbox"/>	2 244	Pending Confirmation							Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	<button>Assign</button>

APPROVED

20170600002
Approved On 01-Jun-2017 11:01
By IWO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]
(S9200003A)

Actions:
Confirm Indent Revert Indent Forward Indent (Multi) Reject Indent



7.1.3 Assign NS TO Resources to Tasks

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to assign NS drivers by uploading a list of NS driver NRIC through an Excel file. The system will verify if the uploaded NS driver qualified to drive the requested vehicle type and is available for the task period.

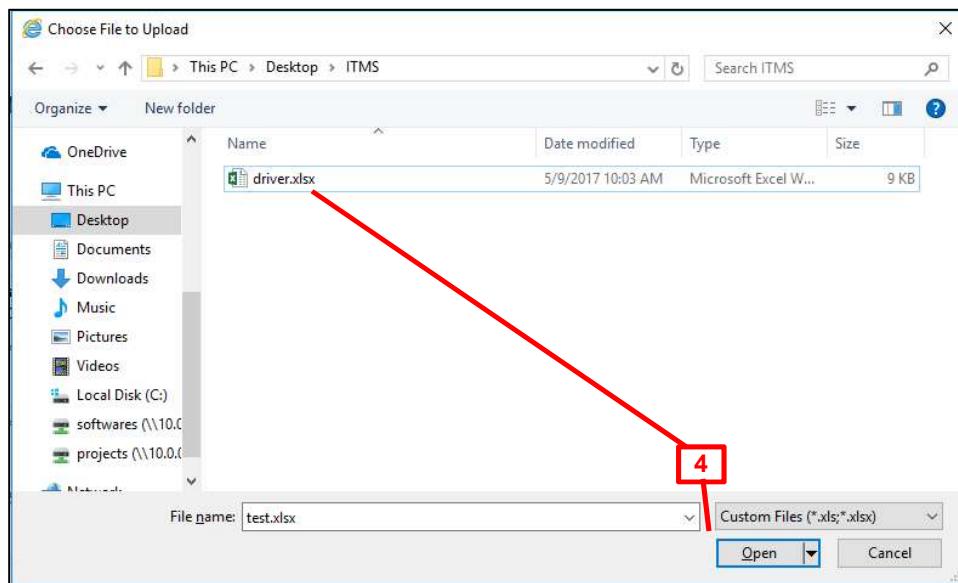
Step 1: Search for your intended Indent and go to Task tab. (Refer to Section 7.1.1 Assign Resources to Tasks Step 1-2).

Step 2: Select any number of the Task checkbox that you wish to assign NS TO resources to task.

Step 3: Click “Assign Resource for NS TO”.

Step 4: A file upload pop-up window will appear. Select the excel with NS TO NRIC No. and click “Open” to allocate NS TO to the selected Tasks.

The screenshot shows the ITMS Indent page. At the top, there are tabs for Overview, Tasks (which is selected), and Audit Log. Below the tabs, there are four buttons: Assign Best Matched Resources for Selected Tasks, Assign Resources for NS TO, Unassign Resources for Selected Tasks, and Refund Selected TO Resources. A large table lists two tasks. Task 1 (ID 254) is pending confirmation and is assigned to a driver. Task 2 (ID 253) is also pending confirmation. To the right of the table is a sidebar titled 'APPROVED' containing information about the indent: '20170600006', 'Approved On 07-Jun-2017 15:34', 'By 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG] (S9200003A)'. Below this are several buttons: Confirm Indent (blue), Revert Indent (grey), Forward Indent (Multi) (grey), Reject Indent (red), and Cancel Indent (red).



7.1.4 Change Resources in Assigned Tasks

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to reassign drivers and vehicles in the selected Tasks. Users can only perform changes to Tasks with "Pending Confirmation" or "Pending Execution" status. For reassigning of resources, users can only change resources that belong to their assigned Node.

Reassigning of vehicles in "Park down" type Tasks have to be done through the associated "normal" Task. The procedures to reassign drivers is identical for both park down and non-park down Tasks.

Step 1: Search for your intended Indent and go to Task tab. (Refer to Section 7.1.1 Assign Resources to Tasks Step1-2).

Step 2: To reassign driver in the Task, choose the Task that you wish to change, click on "Reassign" then "Driver".

Step 3: Repeat (*Section 7.1.2 Assign Resources to Tasks Step 4-6*), to reassign driver. For the search criteria, both Hub and Node field is restricted to the user account.

Step 4: To reassign vehicle in the Task, choose the Task that you wish to change, click on “Reassign” then “Vehicle”.

Step 5: Repeat (*Section 7.1.2 Assign Resources to Tasks Step 8-10*), to change vehicle. For the search criteria, both Hub and Node field is restricted to the user account.

#	Task ID	Task Status	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Type	Start Date/Time	End Date/Time	
<input type="checkbox"/>	1 243	Pending Confirmation	S0001320A	LCP UAT DRIVER 0001320	MANDAI HILL NODE	5 TON GS (AUTO)	MID00333	MANDAI HILL NODE	Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	<input type="button" value="Reassign"/>
<input type="checkbox"/>	2 244	Pending Confirmation	S0001319A	LCP UAT DRIVER 0001319	MANDAI HILL NODE	5 TON GS (AUTO)	MID00335	MANDAI HILL NODE	Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	<input type="button" value="Driver Vehicle"/>

7.1.5 Un-assign Resources from Tasks

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to un-assign drivers and vehicles for selected Tasks. Users can only un-assign Tasks with “Pending Confirmation” or “Pending Execution” status.

Similarly, un-assigning of vehicles in “Park down” type Tasks have to be done through the associated “normal” Task. The procedures to un-assign drivers is identical for both park down and non-park down Tasks.

Step 1: Search for your intended Indent and go to Task tab. (*Refer to Section 7.1.1 Assign Resources to Tasks Step 1-2*).

Step 2: Select any number of the Task checkbox that you wish to un-assign resources.

Step 3: Click “Unassign Resources for Selected Tasks”

Step 4: A confirmation pop-up will appear. Click “Ok” to un-assign both driver and vehicle from the selected Tasks.

ITMS [Dashboard](#) [Indent](#) [Resource](#) [\\$ Credit](#)

Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]
Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)

< Indent 20170600002

[Overview](#) [Tasks](#) [Audit Log](#)

[Assign Best Matched Resources for Selected Tasks](#) [Assign Resources for NS TO](#) [Unassign Resources for Selected Tasks](#) [Refund Selected TO Resources](#)

<input checked="" type="checkbox"/>	#	Task ID	Task Status	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Type	Start Date/Time	End Date/Time	
<input checked="" type="checkbox"/>	1	244	Pending Confirmation	S0001319A	LCP UAT DRIVER 0001319	MANDAI HILL NODE	5 TON GS (AUTO)	MID00335	MANDAI HILL NODE	Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	Reassign
<input checked="" type="checkbox"/>	2	243	Pending Confirmation	S0001320A	LCP UAT DRIVER 0001320	MANDAI HILL NODE	5 TON GS (AUTO)	MID00333	MANDAI HILL NODE	Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	Reassign

APPROVED

20170600002
Approved On 01-Jun-2017 11:01
By 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG] (S9200003A)

[Confirm Indent](#) [Revert Indent](#) [Forward Indent \(Multi\)](#) [Reject Indent](#)

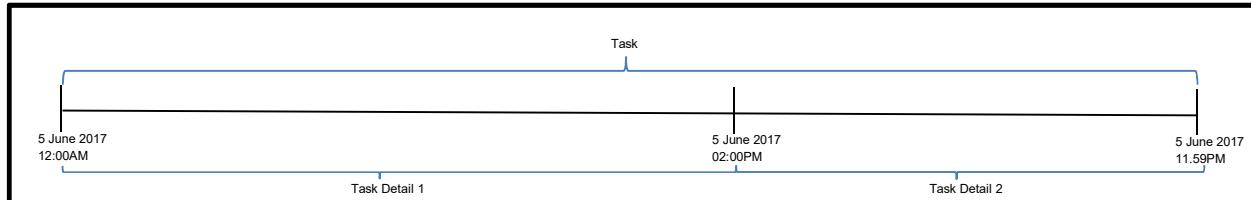


7.2 Split Task

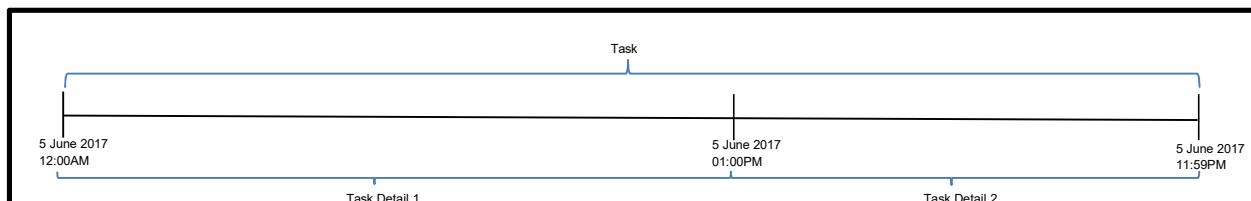
Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to split Tasks into different Task Details to assign different resources if required. Splitting of Task will adjust the period of the affected Task Details. Users can only split Tasks with “Pending Confirmation”, “Pending Execution” and “Under Execution” status. Task Details with “Booked In” or “Book In (Temporary)” status cannot be adjusted. In addition, Splitting of Task is not available for Task that involves “Park down”.

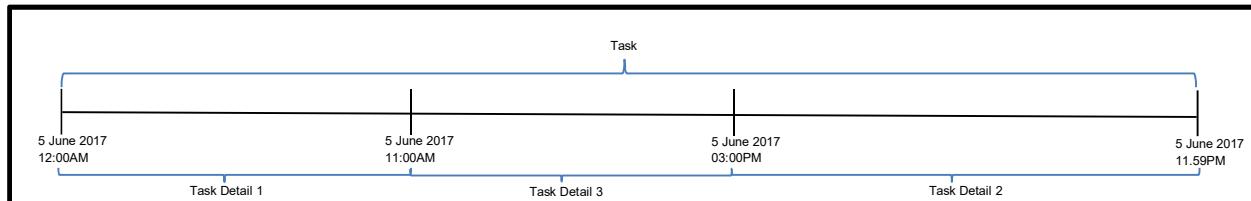
Assuming the following scenario:



Scenario 1: If the original Task duration is from 5 June 2017 12:00AM to 5 June 2017 11:59PM, and the requested split period is from 5 June 2017 12:00AM to 5 June 2017 01:59PM, the system will check the original Task Detail status. If the status does not reflect as “Pending”, the system will not allow the user to do the Split Task. However, if the status reflects as “Pending”, it will adjust the original Task and split into two Task Details. If the original Task is already assigned with resources, both Task Details will be assigned with the same resources.



Scenario 2: If the original Task duration is from 5 June 2017 12:00AM to 5 June 2017 11:59PM, and the requested split period is from 5 June 2017 01:00PM to 5 June 2017 11:59PM, the system will check the original Task Detail status. If the status reflects as “Booked In” or “Book In (Temporary)”, the system will not allow the user to do Split Task. However, if the status reflects otherwise, it will adjust the original Task and split into two Task Details. If the original Task is assigned with resources, both Task Details will be assigned with the same resources.



Scenario 3: If the original Task duration is from 5 June 2017 12:00AM to 5 June 2017 11:59PM, and the requested split period is from 5 June 2017 11:00AM to 5 June 2017 03:00PM, the system will check the original Task Detail status. If the status reflects as “Pending”, it will adjust the original Task and split it into three separate Task Details. If the original Task is already assigned with resources, all Task Details will be assigned with the same resources.

Step 1: Search for your intended Indent and go to Task tab. (Refer to Section 7.1.1 Assign Resources to Tasks Step 1-2).

Step 2: Click on the Task ID record to access to the individual Task record.

The screenshot shows the ITMS software interface. At the top, there are navigation links: Dashboard, Indent, Resource, and Credit. On the right, a welcome message reads "Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]" and "Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)". Below the header, a section titled "Indent 20170600002" contains tabs for Overview, Tasks (which is selected), and Audit Log. There are four buttons at the top of the table: Assign Best Matched Resources for Selected Tasks, Assign Resources for NS TO, Unassign Resources for Selected Tasks, and Refund Selected TO Resources. The table lists two tasks:

#	Task ID	Task Status	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle	Vehicle Node	Type	Start Date/Time	End Date/Time	Action
1	244	Pending Execution	S0001319A	LCP UAT DRIVER 0001319	MANDAI HILL NODE	5 TON GS (AUTO)	MID00335	MANDAI HILL NODE	Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	Reassign▼
2	243	Pending Execution	S0001320A	LCP UAT DRIVER 0001320	MANDAI HILL NODE	5 TON GS (AUTO)	MID00333	MANDAI HILL NODE	Normal	05-Jun-2017 00:00	05-Jun-2017 23:59	Reassign▼

A red box labeled '2' points to the second row (Task ID 243). To the right of the table, a "CONFIRMED" section displays the task details: "20170600002", "Confirmed On 02-Jun-2017 10:09", "By 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG] (S9200003A)", and a "Forward Indent (Multi)" button.

Step 3: Click “Detailing” on the tab.

Step 4: Click “Split Detail”. A pop-up will appear for user to select on the date for splitting.

The screenshot shows the ITMS software interface. At the top, there are navigation links: Indent, Detailing (which is selected), Trips, and Audit Log. On the right, a welcome message reads "Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]" and "Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)". Below the header, a section titled "Task 243" contains tabs for Indent, Detailing (selected), Trips, and Audit Log. There are two buttons at the top: + Split Detail and - Remove Selected Details. The table lists one driver record:

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)	Action
LCP UAT DRIVER 0001320 (S0001320A)	MANDAI HILL NODE	MID00333 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59	Pending		Amend ▾

A red box labeled '3' points to the "Detailing" tab, and another red box labeled '4' points to the "+ Split Detail" button. To the right, a "PENDING EXECUTION" section displays "243 Indent 20170600002".

Step 5: Select the date you wish to split on the “Detail Period” field. Click “Split Detail”.

Step 6: A confirmation pop-up will appear. Click “Ok” to split the Task.

The screenshot shows a modal dialog box titled "Split Detail". It contains a "Task Period" field showing "05-Jun-2017 00:00 - 05-Jun-2017 23:59" and a "Detail Period" field with a calendar icon. At the bottom are "Close" and "Split Detail" buttons. A red box labeled '5' points to the "Detail Period" field.

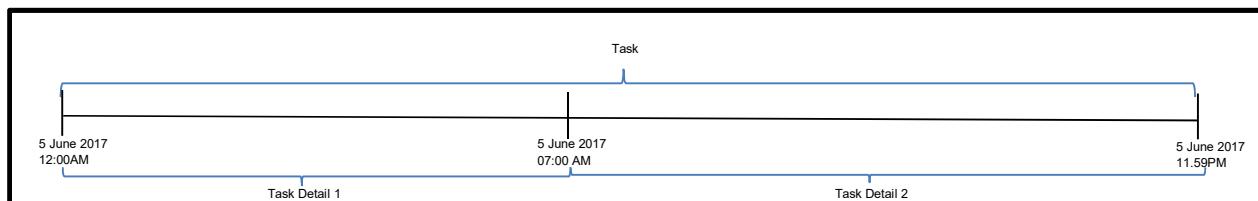
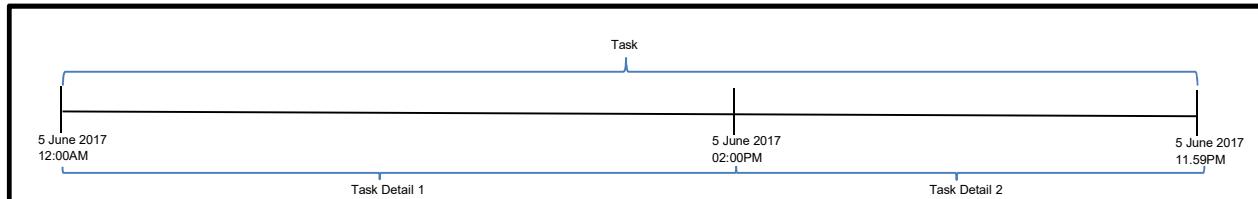


7.2.1 Adjust Detail Period

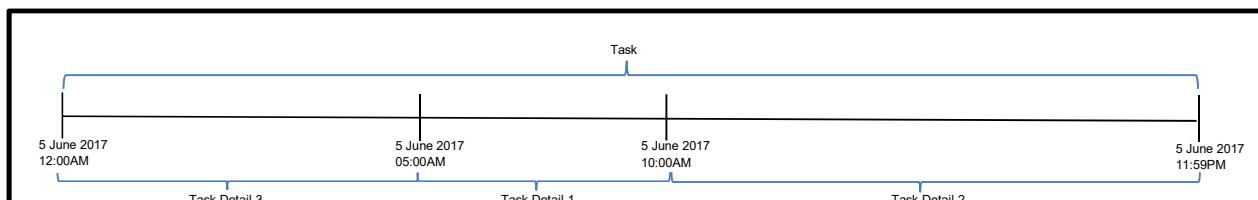
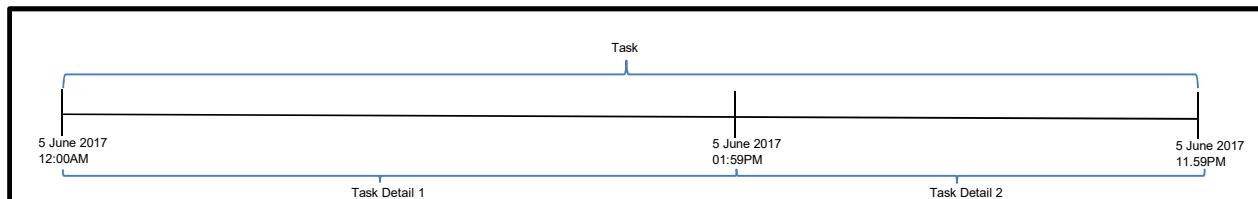
Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to change the date and time of Task Details. Users can only make adjustments when there is more than one Task Detail in a Task and the status of the Task Detail must not reflect "Booked In" or "Book In (Temporary)". Task Detail periods cannot be adjusted for "Park down" Tasks.

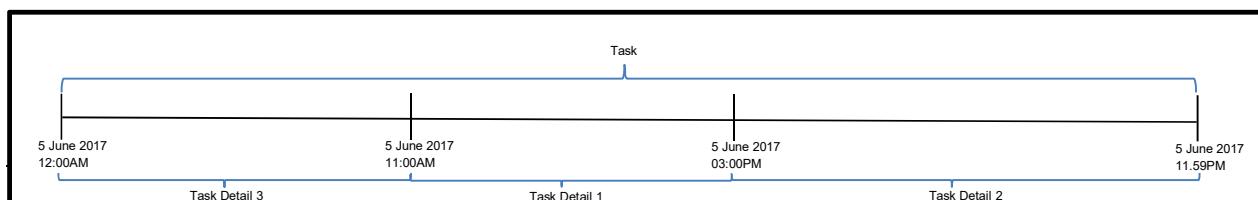
Assuming the following scenario:

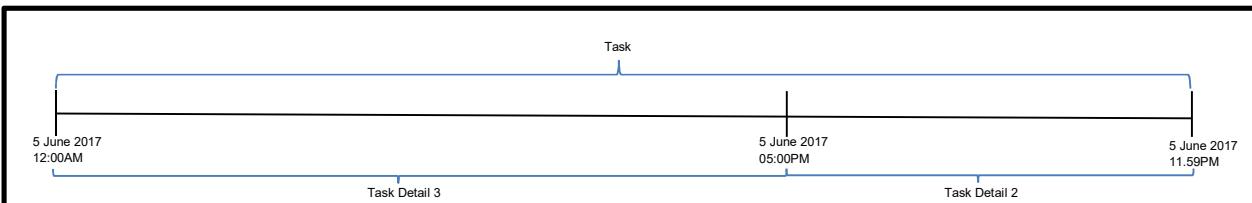


Scenario 1: Assuming that the original Task is split into two Task Details, 5 June 2017 12:00AM - 5 June 2017 01:59PM and 5 June 2017 02:00PM - 5 June 2017 11:59PM, and the user adjusts Task Detail 1 to 5 June 2017 12:00AM – 5 June 2017 7:00AM, the system will check that the Task Detail 1 status does not reflect as "Booked In" or "Book In (Temporary)" and will adjust both Task Details as shown above.



Scenario 2: Assuming that the original Task is split into two Task Details, 5 June 2017 12:00AM - 5 June 2017 01:59PM and 5 June 2017 02:00PM - 5 June 2017 11:59PM, and the user adjusts Task Detail 1 to 5 June 2017 05:00AM – 5 June 2017 10:00AM, the system will check the status of Task Detail 1 status to ensure that it reflects as "Pending" and will adjust the Task Details accordingly, then a new third Task Detail with date range 5 June 2017 12:00AM - 5 June 2017 04:59AM will be added as shown above.





Scenario 3: Assuming that the original Task is split into three Task Detail, 5 June 2017 12:00AM - 5 June 2017 10:59AM, 5 June 2017 11:00AM - 5 June 2017 02:59PM and 5 June 2017 03:00PM - 5 June 2017 11:59PM, and the user adjusts Task Detail 3 to 5 June 2017 12:00AM - 5 June 2017 04:59PM. The system will check if the status of Task Detail 3 does not reflect as "Booked In" or "Book In (Temporary)", and ensuring that the status of Task Detail 1 and Task Detail 2 reflects as "Pending". If all conditions are met, Task Detail 3 and Task Detail 2 will be adjusted as shown above.

Step 1: Search for your intended Task. (Refer to Section 7.2 Split Task Step 1-3).

The screenshot shows the ITMS software interface. The top navigation bar includes links for Dashboard, Indent, Resource, Credit, and Report. The main area displays a list of tasks under the heading 'Task 244'. The table columns are: Driver, Driver Node, Vehicle, Vehicle Node, Start Date/Time, End Date/Time, Detail Status, and Mileage (km). Two rows are visible:

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)
LCP UAT DRIVER 0001319 (S0001319A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 01:59	Pending	
LCP UAT DRIVER 0001319 (S0001319A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 02:00	05-Jun-2017 23:59	Pending	

A context menu is open over the second task detail row, with the number '2' highlighted by a red box. The menu options are: Book Out, Amend (highlighted in blue), Change Driver, Unassign Driver, Change Vehicle, Unassign Vehicle, and Adjust Detail Period.

Step 2: To adjust the period of the Task Detail, choose the Task Detail you wish to adjust, click "Amend" then "Adjust Detail Period". A pop-up will appear for user to select on the date for adjustment.

Step 3: Select the date you wish to adjust to on the "Detail Period" field. Click "Save Amendment" to adjust the Task Detail period.

Amend Detail

Amending the detailing period will affect the driver's trip distribution and mileage.

Driver LCP UAT DRIVER 0001319
Driver Node MANDAI HILL NODE
Vehicle No. MID00335
Vehicle Type 5 TON GS (AUTO)
Vehicle Node MANDAI HILL NODE
Detail Period 05-Jun-2017 00:00 to 05-Jun-2017 01:59

3

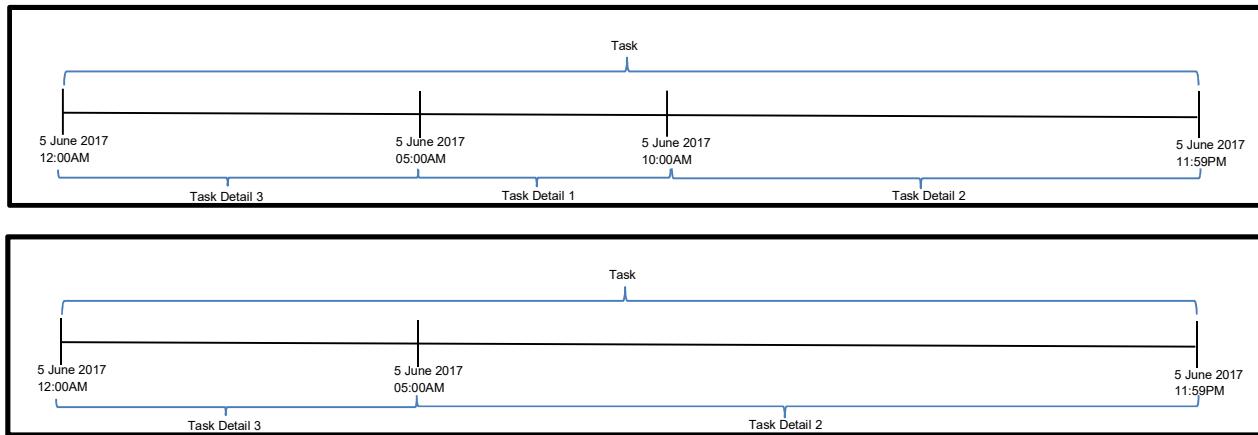
Close **Save Amendment**

7.2.2 Remove Detail

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to remove Task Details from Tasks. Users can only remove Task Details when there is more than one Task Detail in a Task and the status of Task Detail must reflect as "Pending". After removing, the system will adjust other affected Task Details to fill in any "gaps". Removing of Task Detail is not available for Task of type "Park down".

Assuming the following scenario:



Scenario 1: Assuming that the original Task is split into three Task Details, 5 June 2017 12:00AM - 5 June 2017 04:59AM, 5 June 2017 05:00AM - 5 June 2017 09:59AM and 5 June 2017 10:00AM - 5 June 2017 11:59PM, and the user removes Task Detail 1. The system will then check that if the status of Task Detail 1 reflects as "Pending". If the status is correct, it will check if Task Detail 3 is available to adjust the period and its status is not reflecting as "Booked In" or "Book In (Temporary)". It will adjust Task Detail 3 if the conditions are met. If Task Detail 3 is not available for adjustment, it will then check for Task Detail 2 if it is available for adjustment and the status is reflected as "Pending" as shown above.

Step 1: Search for your intended Task. (Refer to Section 7.2 Split Task) Step 1-3.

Step 2: To remove Task Detail, select any amount of Task Detail you wish to remove.

Step 3: Click "Remove Selected Details".

Step 4: A confirmation pop-up will appear. Click “OK” to delete the selected Task Details.

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)	
LCP UAT DRIVER 0001319 (S0001319A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 04:59	Pending		<button>Book Out</button> <button>Amend</button>
LCP UAT DRIVER 0001319 (S0001319A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 05:00	05-Jun-2017 09:59	Pending		<button>Book Out</button> <button>Amend</button>
LCP UAT DRIVER 0001319 (S0001319A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 10:00	05-Jun-2017 23:59	Pending		<button>Book Out</button> <button>Amend</button>



7.2.3 Assign Resources in Task Detail

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to manually assign driver and vehicle to Task Detail. Users can either search for drivers/vehicles and assign them to Task Detail, or using the Opti-Engine module to generate best matched resources and assign them to the Task Detail. Users can only assign resources to Task Detail with “Pending Confirmation” and “Pending Execution” status.

Assigning of vehicles in “Park down” type Tasks have to be done through the associated “normal” Task. The procedures to assign drivers is identical for both park down and non-park down Tasks.

Step 1: Search for your intended Indent and go to Task by clicking on the Task ID. (*Refer to Section 7.2 Split Task Step 1-2*).

Step 2: To assign driver to the Task Detail, choose the Task Detail that you wish to assign, click on “Amend” then “Assign Driver”.

Step 3: Repeat (*Section 7.1.2 Assign Resources to Tasks Step 4-6*), to assign driver.

Step 4: To assign vehicle to the Task Detail, choose the Task Detail that you wish to assign, click on “Amend” then “Assign Vehicle”.

Step 5: Repeat (*Section 7.1.2 Assign Resources to Tasks Step 8-10*), to assign vehicle.

The screenshot shows the ITMS software interface. At the top, there are navigation links: ITMS, Dashboard, Indent, Resource, and Credit. On the right, it says "Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]" and "Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)". Below this, the main area is titled "Task 243". It shows a table with columns: Driver, Driver Node, Vehicle, Vehicle Node, Start Date/Time, End Date/Time, Detail Status, and Mileage (km). A single row is selected. To the right of the table, a "PENDING EXECUTION" panel displays "243" and "Indent 20170600002". A context menu is open over the selected row, with options: Amend, Assign Driver, and Assign Vehicle. Red boxes highlight the "Unassign Driver" option (labeled 2) and the "Unassign Vehicle" option (labeled 4).

7.2.4 Un-assign Resources in Task Detail

Access Rights: Hub Controller (Ops/Trg), Hub Executive

This function allows users to un-assign driver and vehicle in the selected Task Detail if the resources is unable to execute the Task Detail after assigning. Users can un-assign the resources only if the Task Detail status is “Pending”.

For park down Tasks, users are required to un-assign vehicle in a non-park down Task to reflect the un-assigning of vehicle in the park down Task. Un-assigning of driver in park down Task will be the same as a non-park down Task.

Step 1: Search for your intended Indent and go to Task by clicking on the Task ID. (*Refer to Section 7.2 Split Task*) Step 1-2.

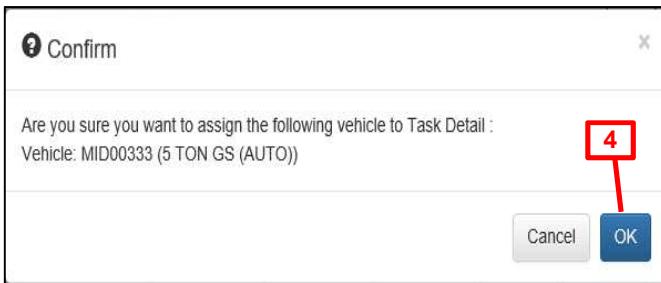
Step 2: To un-assign driver in the Task Detail, choose the Task Detail that you wish to un-assign, click on “Amend” then “Unassign Driver”.

Step 3: A confirmation pop-up will appear. Click “OK” to confirm un-assign driver from the selected Task Detail.

Step 4: To un-assign vehicle in the Task Detail, choose the Task Detail that you wish to un-assign, click on “Amend” then “Unassign Vehicle”.

Step 5: A confirmation pop-up will appear. Click “OK” to confirm un-assign vehicle from the selected Task Detail.

The screenshot shows the ITMS software interface. At the top, there are navigation links: ITMS, Dashboard, Indent, Resource, and Credit. On the right, it says "Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]" and "Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)". Below this, the main area is titled "Task 243". It shows a table with columns: Driver, Driver Node, Vehicle, Vehicle Node, Start Date/Time, End Date/Time, Detail Status, and Mileage (km). A single row is selected. To the right of the table, a "PENDING EXECUTION" panel displays "243" and "Indent 20170600002". A context menu is open over the selected row, with options: Amend, Change Driver, Unassign Driver, Change Vehicle, and Unassign Vehicle. Red boxes highlight the "Change Driver" option (labeled 2) and the "Unassign Driver" option (labeled 4).



7.2.5 Change Resources in Task Detail

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to reassign drivers and vehicles in the selected Tasks. Users can only perform changes to Task Detail with "Pending" status. For reassigning of resources, users can only change resources that belong to their assigned Node.

Reassigning of vehicles in "Park down" type Tasks have to be done through the associated "normal" Task. The procedures to reassign drivers is identical for both park down and non-park down Tasks.

Step 1: Search for your intended Indent and go to Task by clicking on the Task ID. (Refer to Section 7.2 Split Task) Step 1-2.

Step 2: To reassign driver in the Task Detail, choose the Task that you wish to reassign, click on "Amend" then "Change Driver".

Step 3: Repeat (Section 7.1.2 Assign Resources to Tasks Step 4-6), to reassign driver. For the search criteria, both Hub and Node field is restricted to the user account.

Step 4: To reassign vehicle in the Task Detail, choose the Task Detail that you wish to reassign, click on "Amend" then "Change Vehicle".

Step 5: Repeat (Section 7.1.2 Assign Resources to Tasks Step 8-10), to change vehicle. For the search criteria, both Hub and Node field is restricted to the user account.

ITMS Dashboard Indent Resource Credit

Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]
Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)

Task 243

Indent Detailing Trips Audit Log

+ Split Detail - Remove Selected Details

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)
<input type="checkbox"/> LCP UAT DRIVER 0001320 (S0001320A)	MANDAI HILL NODE	MID00333 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59	Pending	

PENDING EXECUTION

243
Indent 20170600002

Amend 2

4

- Change Driver
- Unassign Driver
- Change Vehicle
- Unassign Vehicle

7.3 Search & View Tasks

Access Rights: Hub Controller (Head Ops), Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to search and view Task records based on a combination of search fields. Users can only search for their own hub or node Task records or Task that consist of their hub or node resources.

Step 1: Go to Indent > Search Tasks

Step 2: Click “Advanced Search” to access more search fields, if required. Node and Hub field is restricted to your user account.

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

Step 4: Click “Search” to search based on your combination of search fields. The result will be listed below. The result is sort by Task ID in descending order.

Step 5: Click on the Task ID to access to the individual Task record.

The screenshot shows the 'Search Tasks' page in the ITMS system. The page has a header with 'ITMS' and various navigation links like Dashboard, Indent, Resource, Credit, and Report. The top right shows a welcome message for '1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]' and the user is logged in as 'MANDAI HILL NODE Node Controller (Ops/Trg)'. The main area is titled 'Search Tasks' and contains several search fields grouped into two columns. The left column includes 'Task ID' (input field), 'Driver' (input field), 'Resource Type' (dropdown), 'Node' (dropdown set to 'MANDAI HILL NODE'), 'Start Date/Time' (input field), 'NS Indent' (dropdown), and 'Customer Unit' (input field). The right column includes 'Indent ID' (input field), 'Vehicle' (input field), 'Vehicle Type' (dropdown), 'Hub' (dropdown set to 'TPT HUB NORTH'), 'End Date/Time' (input field), 'Task Status' (dropdown), and 'Park-Down' (dropdown). There is also a 'Clear' button and an 'Advanced Search...' link. Below the search fields is a table with two rows of data. The table has columns for Book Out, Book In, Task ID, Indent ID, Task Status, Type, Driver NRIC, Driver Name, Driver Node, Vehicle Type, Vehicle No., Vehicle Node, Start Date/Time, and End Date/Time. The first row shows Task ID 244 with status Pending Execution. The second row shows Task ID 243 with status Pending Execution. Red numbers 1 through 5 are overlaid on the page: 1 points to the 'Search Tasks' title, 2 points to the 'Advanced Search...' link, 3 points to the 'Vehicle' input field, 4 points to the 'Search' button, and 5 points to the 'Book In' button.

	Book Out	Book In	#	Task ID	Indent ID	Task Status	Type	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Start Date/Time	End Date/Time
<input type="checkbox"/>			1	244	20170600002	Pending Execution	Normal	S0001319A	LCP UAT DRIVER 0001319	MANDAI HILL NODE	5 TON GS (AUTO)	MID00335	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59
<input type="checkbox"/>			2	243	20170600002	Pending Execution	Normal	S0001320A	LCP UAT DRIVER 0001320	MANDAI HILL NODE	5 TON GS (AUTO)	MID00333	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59

7.3.1 Search & View Tasks Pending Execution

Access Rights: Hub Controller (Head Ops), Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function is the same as Section 7.3 ‘Search & View Tasks’ but results will directly be populated with “Pending Execution” as the Task Status search criteria. Users can only search for their own hub or node Task records or Task that consist of their hub or node resources.

Step 1: Go to Indent > Search Tasks Pending Execution

Step 2: All the result will be populated with ‘Pending Execution’ as the Task Status search criteria. Repeat step 2- 5. (Refer to 7.3. Search & View Tasks). Task Status will be ‘Pending Execution’ in the advance search.

Search Tasks

Task ID	Indent ID	Search
Driver NRIC No. or Name	Vehicle	Clear
Resource Type	Vehicle Type	
Node MANDAI HILL NODE	Hub TPT HUB NORTH	
Start Date/Time	End Date/Time	
NS Indent	Task Status	Pending Execution
Customer Unit	Park-Down	

Book Out **Book In**

<input type="checkbox"/>	#	Task ID	Indent ID	Task Status	Type	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Start Date/Time	End Date/Time
<input type="checkbox"/>	1	215	20170500004	Pending Execution	Park-Down	S0001312A	LCP UAT DRIVER 0001312	MANDAI HILL NODE	5 TON GS (AUTO)	MID00331	MANDAI HILL NODE	05-May-2017 00:00	05-May-2017 23:59
<input type="checkbox"/>	2	214	20170500004	Pending Execution	Park-Down	S0001312A	LCP UAT DRIVER 0001312	MANDAI HILL NODE	-	MULTIPLE VEHICLE	-	05-May-2017 00:00	05-May-2017 23:59

7.3.2 Search & View Tasks Under Execution

Access Rights: Hub Controller (Head Ops), Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function is the same as Section 7.3 'Search & View Tasks' but results will directly be populated with "Under Execution" as the Task Status search criteria. Users can only search for their own hub or node Task records or Task that consist of their hub or node resources.

Step 1: Go to Indent > Search Tasks Under Execution

Step 2: All the result will be populated with 'Under Execution' as the Task Status search criteria. Repeat step 2-5. (Refer to 7.3. Search & View Tasks). Task Status will be 'Under Execution' in the advance search.

Search Tasks

ITMS	Dashboard	Indent	Resource	\$ Credit	Report	Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG] Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)																																										
						Search Clear Advanced Search...																																										
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; padding-right: 10px;">Task ID</td> <td><input type="text"/></td> <td style="width: 50px; padding-right: 10px;">Indent ID</td> <td><input type="text"/></td> <td style="width: 50px; padding-right: 10px;">Vehicle</td> <td><input type="text"/></td> </tr> <tr> <td>Driver</td> <td>NRIC No. or Name</td> <td>Vehicle Type</td> <td>Vehicle No. or Type</td> <td colspan="2"></td> </tr> <tr> <td>Resource Type</td> <td><input type="text"/></td> <td>Vehicle Type</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Node</td> <td>MANDAI HILL NODE</td> <td>Hub</td> <td>TPT HUB NORTH</td> <td colspan="2"></td> </tr> <tr> <td>Start Date/Time</td> <td><input type="text"/></td> <td>End Date/Time</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>NS Indent</td> <td><input type="text"/></td> <td>Task Status</td> <td>Under Execution</td> <td colspan="2"></td> </tr> <tr> <td>Customer Unit</td> <td>Unit Code or Name</td> <td>Park-Down</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> </table>						Task ID	<input type="text"/>	Indent ID	<input type="text"/>	Vehicle	<input type="text"/>	Driver	NRIC No. or Name	Vehicle Type	Vehicle No. or Type			Resource Type	<input type="text"/>	Vehicle Type	<input type="text"/>			Node	MANDAI HILL NODE	Hub	TPT HUB NORTH			Start Date/Time	<input type="text"/>	End Date/Time	<input type="text"/>			NS Indent	<input type="text"/>	Task Status	Under Execution			Customer Unit	Unit Code or Name	Park-Down	<input type="text"/>			
Task ID	<input type="text"/>	Indent ID	<input type="text"/>	Vehicle	<input type="text"/>																																											
Driver	NRIC No. or Name	Vehicle Type	Vehicle No. or Type																																													
Resource Type	<input type="text"/>	Vehicle Type	<input type="text"/>																																													
Node	MANDAI HILL NODE	Hub	TPT HUB NORTH																																													
Start Date/Time	<input type="text"/>	End Date/Time	<input type="text"/>																																													
NS Indent	<input type="text"/>	Task Status	Under Execution																																													
Customer Unit	Unit Code or Name	Park-Down	<input type="text"/>																																													

Book Out	Book In
--------------------------	-------------------------

<input type="checkbox"/>	#	Task ID	Indent ID	Task Status	Type	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Start Date/Time	End Date/Time
<input type="checkbox"/>	1	187	20170400009	Under Execution	Park-Down	S0001305A	LCP UAT DRIVER 0001305	MANDAI HILL NODE	-	MULTIPLE VEHICLE	-	26-Apr-2017 00:00	26-Apr-2017 23:59
<input type="checkbox"/>	2	221	20170500007	Under Execution	Normal	S0000001A	LCP UAT DRIVER 0000001	BEDOK NODE	FORD AMBULANCE	MID00092	CLEMENTI NODE	05-May-2017 17:38	05-May-2017 19:38

7.4 Booking In / Out of Task Detail

Access Rights: Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to book out / in on behalf for the drivers. Book out function can only be done if the Task Detail status is “Pending” and book in function can only be done if the Task Detail status is “Booked Out”.

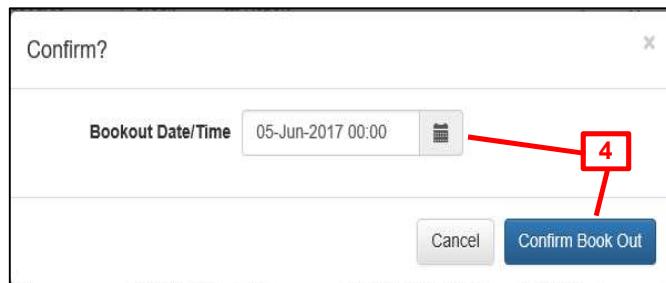
Step 1: Search for your intended Tasks (Refer to 7.3. Search & View Tasks).

Step 2: Click “Detailing” on the tab.

Step 3: To book out a Task Detail, click on the selected Task Detail’s “Book Out” that you wish to Book out.

Step 4: A pop-up will appear. Select the book out date/time in Bookout Date/Time field and click “Confirm Book Out” to confirm book out the Task Detail. The maximum hours that the user can book out is restricted to 3 hours from today's date/time.

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)	
LCP UAT DRIVER 0001319	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59	Pending		<input type="button" value="Book Out"/> <input type="button" value="Amend"/>



Step 5: To book in a Task Detail, click on the selected Task Detail’s “Book In” that you wish to book in.

Step 6: A pop-up will appear. Select the book in date/time in Bookin Date/Time field and click “Confirm Book In” to confirm book in the Task Detail. The maximum hours that the user can book in is restricted to 3 hours from today's date/time.

Task 244

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)	Actions
LCP UAT DRIVER 0001319 (S0001319A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59	Booked Out		Book In Amend ▾

UNDER EXECUTION

244
Indent 20170600002
Current Detail:
LCP UAT DRIVER 0001319
(S0001319A)



7.4.1 Switch Tasks

Access Rights: Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to do switch task. Switch task function is only available if driver is allowed to do double book-out in a special scenario and assigned to a rostered standby Task and a normal Task. To do switch task, one of the Task must be booked out.

Step 1: Search for your intended Tasks, click “Detailing” on the tab and Book Out Task. (*Refer to 7.4. Booking In / Out of Task Detail Step 1-4*).

Step 2: Click “Switch Task”. A pop-up will appear.

Step 3: Select date/time in “Switch Task Date/Time” field and click “Switch Task” on the Task which you wish to switch.

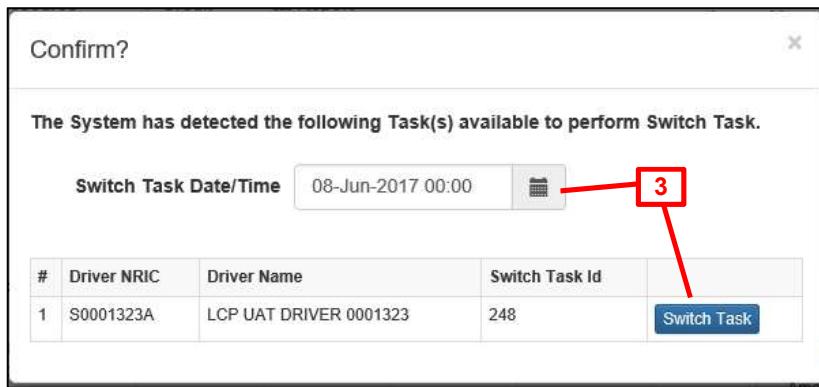
Task 246

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)	Actions
LCP UAT DRIVER 0001323 (S0001323A)	MANDAI HILL NODE	MID00335 (5 TON GS (AUTO))	MANDAI HILL NODE	07-Jun-2017 11:00	09-Jun-2017 23:59	Booked Out		Book In Amend ▾

UNDER EXECUTION

246
Indent 20170600003
Current Detail:
LCP UAT DRIVER 0001323
(S0001323A)

Switch Task



7.4.2 Mass Booking In / Out of Tasks

Access Rights: Node Controller (Ops/Trg), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to mass book out / in. Book out function can only be done if the status of Task Detail is “Pending” and book in function can only be done if the status of Task Detail is “Booked Out”.

Step 1: Search for your intended Tasks without clicking on the Task ID record. (Refer to 7.3. Search & View Tasks).

Step 2: Select any amount of Task that you wish to book out / in.

Step 3: To book out Tasks, click “Book Out”. A confirmation pop-up will appear.

Step 4: Select the book out date/time in Bookout Date/Time field and click “Confirm Book Out” to confirm book out of Task. The maximum hours that the user can book out is restricted to 3 hours from today’s date/time.

Step 5: To book in Tasks, click “Book In”. A confirmation pop-up will appear.

Step 6: Select the book in date/time in Bookin Date/Time field and click “Confirm Book In” to confirm book in of Task. The maximum hours that the user can book in is restricted to 3 hours from today’s date/time.

Search Tasks

Task ID		Indent ID		Vehicle		Search						
						Advanced Search...						
3	5	NRIC No. or Name		Vehicle No. or Type		Clear						
Book Out	Book In											
<input type="checkbox"/> #	Task ID	Indent ID	Task Status	Type	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Start Date/Time	End Date/Time
<input type="checkbox"/> 1	244	2017060002	Completed	Normal	S0001319A	LCP UAT DRIVER 0001319	MANDAI HILL NODE	5 TON GS (AUTO)	MID00335	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59
<input type="checkbox"/> 2	243	2017060002	Under Execution	Normal	S0001321A	LCP UAT DRIVER 0001321	MANDAI HILL NODE	5 TON GS (AUTO)	MID00333	MANDAI HILL NODE	05-Jun-2017 00:00	05-Jun-2017 23:59
<input type="checkbox"/> 3	242	2017060001	Pending Confirmation	Normal							02-Jun-2017 00:00	03-Jun-2017 23:59
<input type="checkbox"/> 4	241	2017060001	Pending Confirmation	Normal							02-Jun-2017 00:00	03-Jun-2017 23:59
<input type="checkbox"/> 5	226	2017050005	Completed	Normal	S0001315A	LCP UAT DRIVER 0001315	MANDAI HILL NODE	5 TON GS (AUTO)	MID00331	MANDAI HILL NODE	25-May-2017 00:00	25-May-2017 23:59
<input type="checkbox"/> 6	225	20170500010	Pending Execution	Normal	S0001318A	LCP UAT DRIVER 0001318	MANDAI HILL NODE	5 TON GS (AUTO)	MID00334	MANDAI HILL NODE	25-May-2017 00:00	25-May-2017 23:59
<input type="checkbox"/> 7	224	2017050009	Completed	Normal	S0001315A	LCP UAT DRIVER 0001315	MANDAI HILL NODE	5 TON GS (AUTO)	MID00331	MANDAI HILL NODE	24-May-2017 00:00	26-May-2017 23:59
<input type="checkbox"/> 8	223	2017050009	Pending Execution	Normal	S0001317A	LCP UAT DRIVER 0001317	MANDAI HILL NODE	5 TON GS (AUTO)	MID00332	MANDAI HILL NODE	24-May-2017 00:00	26-May-2017 23:59

Confirm?

Drivers / Vehicles Selected

#	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node
1	S0001318A	LCP UAT DRIVER 0001318	MANDAI HILL NODE	5 TON GS (AUTO)	MID00334	MANDAI HILL NODE
2	S0001317A	LCP UAT DRIVER 0001317	MANDAI HILL NODE	5 TON GS (AUTO)	MID00332	MANDAI HILL NODE

Book Out Date/Time 25-May-2017 00:10 **4**

Cancel **Confirm Book Out**

Confirm?

Drivers / Vehicles Selected

#	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node
1	S0001321A	LCP UAT DRIVER 0001321	MANDAI HILL NODE	5 TON GS (AUTO)	MID00333	MANDAI HILL NODE

Book In Date/Time 05-Jun-2017 23:50 **6**

Cancel **Confirm Book In**

7.4.3 Submit Refund of Unfulfilled Tasks

Access Rights: Hub Controller (Head Ops), Hub Controller (Ops/Trg)

This function allows users to request refund credits of unfulfilled tasks back to customer units. This function can only be done if the Task status is "Unfulfilled" or "Complete". After requesting, it will be sent for approval.

Step 1: Search for your intended Indent and go to Task tab. (*Refer to Section 7.1.1 Assign Resources to Tasks*)
Step 1-2.

Step 2: Select any number of the Task checkbox that you wish to refund back credits.

Step 3: Click “Refund Selected TO Resources”

Step 4: A confirmation pop-up will appear. Select the reasons for refund in Reason field and click “Refund Resources” to send for approving of refund.

ITMS Dashboard Indent Resource Credit

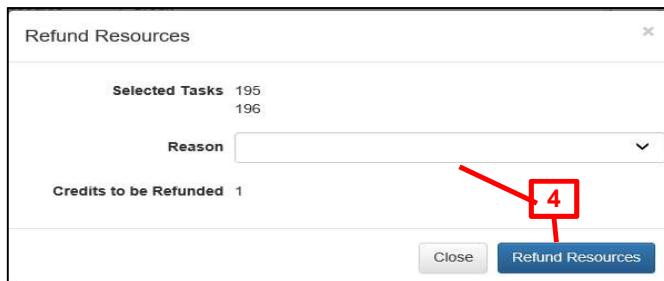
Welcome, 1WO TPT HUB NORTH HUB CONTROLLER [OPS/TRG]
Logged in as: TPT HUB NORTH Hub Controller (Ops/Trg)

< Indent 20170400010

Overview Tasks Audit Log

Assign Best Matched Resources for Selected Tasks Assign Resources for NS TO Unassign Resources for Selected Tasks Refund Selected TO Resources

#	Task ID	Task Status	Driver NRIC	Driver Name	Driver Node	Vehicle Type	Vehicle No.	Vehicle Node	Type	Start Date/Time	End Date/Time
<input type="checkbox"/>	1 195	Unfulfilled	S0001312A	LCP UAT DRIVER 0001312	MANDAI HILL NODE	-	VEHICLE NOT REQUIRED	-	Normal	28-Apr-2017 00:00	28-Apr-2017 23:59
<input type="checkbox"/>	2 196	Unfulfilled	S0001311A	LCP UAT DRIVER 0001311	MANDAI HILL NODE	-	VEHICLE NOT REQUIRED	-	Normal	28-Apr-2017 00:00	28-Apr-2017 23:59



7.5 Self-Service Console

Self-Service Console allows driver to book out / in the task that were assigned to execute for indents. It also allows them to check their personal schedule by providing a calendar and detail sheet which consist of their tasks. Requesting of MT Maintenance Book out is also available in the console which require either Transport Leader to approve onsite or send for approval if they are offsite.

Before using the function, it required driver to scan or type their NRIC No into the system to login. The system will display the user's ongoing Task when user had successfully login.

The screenshot shows the ITMS Self-Service Console login interface. At the top left, it says 'ITMS Self-Service Console'. At the top right, it displays 'Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]' and 'Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)'. The main area has a heading 'ITMS Self-Service Console' and a message 'Please key in your SAF 11B / NRIC No. and SAF Driving Permit No.'. Below this is a text input field labeled 'Transport Operator NRIC No.' followed by a blue 'Login' button. At the bottom, there is a red warning message: 'This is a Singapore Ministry of Defence protected computer system. Unauthorised access, use, reproduction, possession, modification, interception, damage or transfer (including such attempts) of any content in this system are serious offences under the Computer Misuse Act. If found guilty, an offender can be fined up to \$100,000 and/or imprisoned up to 20 years. If you are not authorised to use this system, DO NOT LOG IN OR ATTEMPT TO LOG IN!'

7.5.1 Self-Service Booking In / Out of Tasks

This function allows users to book out / in via the self-service console. The current date and time will be logged as user triggers the function. Users can only book in/out of the task currently displayed in the console. Pending Tasks will be displayed in grey while an executed task will be in blue.

Step 1: Click "Ongoing Tasks" in the tab.

Step 2: To book out Task, click "Book Out". A confirmation pop-up will appear.

Step 3: Click "OK" to confirm book out the Task.

The screenshot shows the ITMS Self-Service Console interface. At the top left is the logo 'ITMS' and 'Self-Service Console'. At the top right, it says 'Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]' and 'Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)'. Below the header, there are three tabs: 'Ongoing Tasks' (selected), 'Task Calendar', and 'Detail Sheet'.

The main area displays 'Task 250: Training - Company Training' with the following details:

- Vehicle: MID00334 (5 TON GS (AUTO))
- Status: In Camp
- Date: 08-Jun-2017 12:00 to 08-Jun-2017 23:59
- Reporting: 1MIBN
- Destination: 3 DIV LOADING/UNLOADING BAY
- Contact: 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG] (Mobile: 82728493 Office: 6728382)

On the right, under 'Pending Execution', it shows a silhouette of a person with the ID 'S0001326A' and the text 'LCP UAT DRIVER 0001326'. Below this are two buttons: 'MT Maint/Admin Book Out' (highlighted with a red box and number 2) and 'Book Out'. A yellow warning box at the bottom right says: '⚠ Please check your indent details carefully before booking out.'

A red arrow points from the number 1 to the 'Task Calendar' tab.



Step 4: To book in Task, Click "Book In". A confirmation pop-up will appear.

Step 5: Click "OK" to confirm book in the Task.

The screenshot shows the ITMS Self-Service Console interface. On the left, a task card for "Task 250: Training - Company Training" is displayed, containing details such as vehicle ID (MID00334), location (In Camp), date and time (08-Jun-2017 12:00 to 08-Jun-2017 23:59), reporting point (1MIBN), destination (3 DIV LOADING/UNLOADING BAY), and contact information (1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG] (Mobile: 82728493 Office: 6728382)). On the right, a "Booked Out" panel shows a placeholder profile picture and identification number (S0001326A). A red box labeled "4" points to the "Book In" button. Below it, a yellow box contains a warning message: "⚠ Please check your indent details carefully before booking out.".



7.5.2 Self-Service Switch Tasks

This function allows users to switch task via the self-service console. Switch task function is only available if driver is allowed to do double book-out in a special scenario and driver is assigned to a rostered standby Task and a normal Task. The current date and time will be logged as user triggers the function. To do switch task, one of the Task must be booked out.

Step 1: To Switch Task, user have to Book Out a Task. (Refer 7.5.1 Self-Service Booking In / Out Tasks Step 1-3).

Step 2: Click "Switch Task"

Step 3: A confirmation pop-up will appear. Click "OK" to confirm Switch Task.

ITMS Self-Service Console

Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]
Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg) ▾

Task 247: Operations - Rostered Standby 48NTM

- Bus MID00334 (5 TON GS (AUTO))
- Out Camp
- 07-Jun-2017 11:00 to 09-Jun-2017 23:59
- Reporting 1MIBN
Destination 3 DIV LOADING/UNLOADING BAY
- 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG] (Mobile: 82736473 Office: 67283516)

Task 249: Training - Company Training

- Bus MID00331 (5 TON GS (AUTO))
- In Camp
- 08-Jun-2017 12:00 to 08-Jun-2017 23:59
- Reporting 1MIBN
Destination 3 DIV LOADING/UNLOADING BAY

Booked Out

S0001322A
LCP UAT DRIVER 0001322

Switch Task

Book In

Please check your indent details carefully before booking out.

Confirm

Are you sure you wish to switch Task at 08-Jun-2017 12:08:01?

Cancel OK

Step 4: The first Task will be “Book In (Temporary)” and the box colour will be in grey. The second Task will be “Booked Out” and the box colour will be in blue.

The screenshot shows the ITMS Self-Service Console interface. At the top, it displays "Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]" and "Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)".

Task 247: Operations - Rostered Standby 48NTM

- MID00334 (5 TON GS (AUTO))
- Out Camp
- 07-Jun-2017 11:00 to 09-Jun-2017 23:59
- Reporting** 1MIBN
Destination 3 DIV LOADING/UNLOADING BAY
- 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG] (Mobile: 82736473 Office: 67283516)

Task 249: Training - Company Training

- MID00331 (5 TON GS (AUTO))
- In Camp
- 08-Jun-2017 12:00 to 08-Jun-2017 23:59
- Reporting** 1MIBN
Destination 3 DIV LOADING/UNLOADING BAY

Booked Out

S0001322A
LCP UAT DRIVER 0001322

Buttons:

- Switch Task
- Book In

Note: Please check your indent details carefully before booking out.

7.5.3 Self-Service Personal Schedule & Detail Sheet

This function allows users to check their personal schedule using self-service console. The calendar will show their whole schedule and the detail sheet will only show their upcoming Task, which is "Pending Execution" and "Under Execution" Task. They can check their schedule up to 7 days from today's date.

Step 1: To view their personal schedule through calendar, click "Task Calendar" on the tab.

Step 2: To see more information on the Task, click on the Task on the calendar. A pop-up will appear displaying more information of the Task.

The screenshot shows the ITMS Self-Service Console interface. At the top, it displays "Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]" and "Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)".

Task Calendar

1. Click on the "Task Calendar" tab.

2. Click on the task "11a Rostered Standby 48NTM @ 1MIBN -> 3 DIV LOADING/UNLOADING BAY" on June 6th.

Task Details View

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Task Details:

- 11a Rostered Standby 48NTM @ 1MIBN -> 3 DIV LOADING/UNLOADING BAY
- 12p Company Training @ 1MIBN

Company Training @ 1MIBN -> 3 DIV LOADING/UNLOADING BAY

Schedule

Activity Training - Company Training
Movement In Camp
Reporting Date / Time 08-Jun-2017 12:00 **Completion Date / Time** 08-Jun-2017 23:59
Duration hours
Reporting Location 1MIBN
Reporting Info Test Reporting for Training
Additional Info

Vehicle

Vehicle Type 5 TON GS (AUTO)
Vehicle No. MID00334

Close

Step 3: To view upcoming Task through detail sheet, click “Detail Sheet” on the tab.

Step 4: Click “Export” to export the detail sheet out as excel.

ITMS Self-Service Console Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]
Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg) ▾

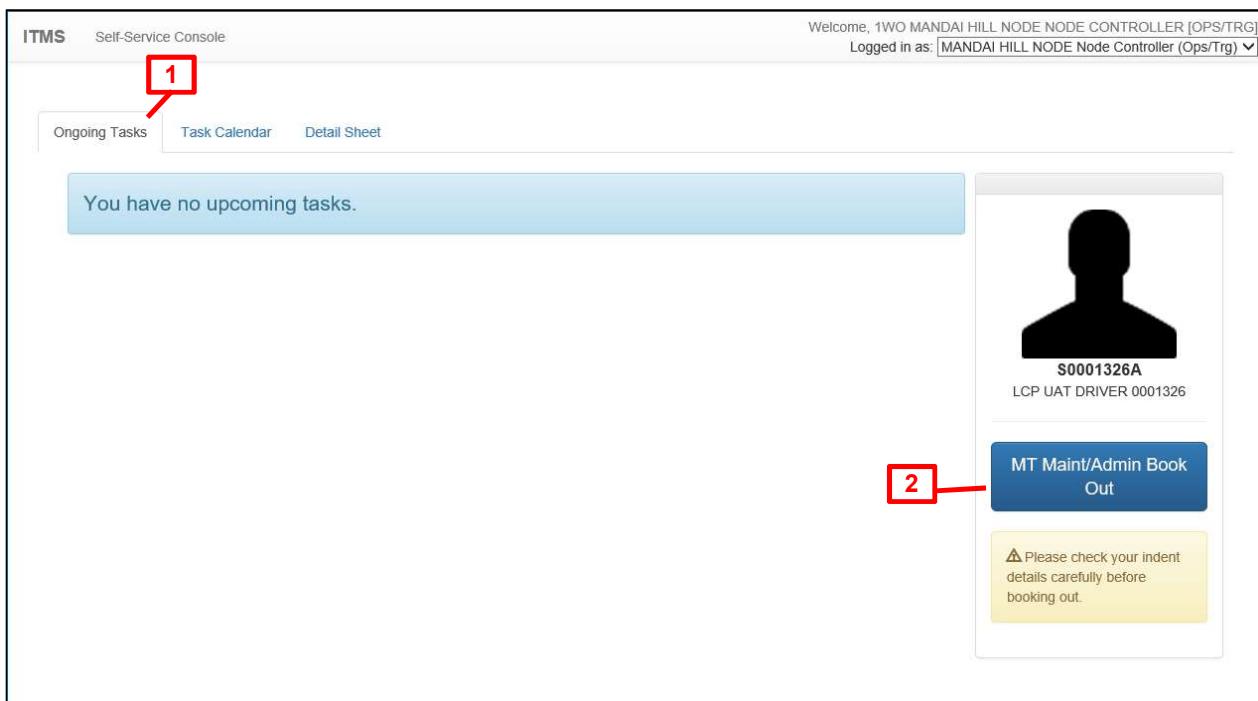
Ongoing Tasks		Task Calendar	Detail Sheet	Export			
07-Jun-2017 to 12-Jun-2017							
#	Task ID	Activity	Reporting	Destination	POC	Vehicle No.	Remarks
1.	247	Operations - Rostered Standby 48NTM	1MIBN 07-Jun-2017 11:00	3 DIV LOADING/UNLOADING BAY 09-Jun-2017 23:59	1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]	MID00334	Test Reporting
2.	249	Training - Company Training	1MIBN 08-Jun-2017 12:00	3 DIV LOADING/UNLOADING BAY 08-Jun-2017 23:59	1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]	MID00331	Test Reporting for Training
1 Total Records: 2							

7.5.4 Self-Service MT Maintenance Book Out

This function allows users to request for MT Maintenance Book Out without going through creating of indent workflow. Users can request when they are not task in any task and required to do MT Maintenance Indent. Using this function, Transport Leader can approve if onsite or user can send a request for approval if offsite.

Step 1: Click “Ongoing Tasks” on the tab.

Step 2: Click “MT Maint/Admin Book Out” A pop-up will appear.



Step 3: Key in all required fields regarding the MT Maintenance you are requesting. Please note that you can only select the vehicle you are familiarisation in.

Step 4: Select “On-Site” for onsite approval. Transport Leader will require to key in his Nric No and password in the field.

Step 5: Click “Confirm Book Out” to create MT Maintenance Indent and the Task will be automatically book out.

The screenshot shows the 'MT Maintenance Book Out (In-Camp)' dialog box. It has fields for 'Activity' (dropdown), 'Vehicle' (input field), 'Remarks' (input field), 'Approval' (radio buttons for 'On-Site' and 'Off-Site', with 'On-Site' selected), 'TL NRIC No.' (input field), and 'Password' (input field). At the bottom are 'Cancel' and 'Confirm Book Out' buttons (highlighted with a red box labeled '5')). Red numbers 3, 4, and 5 are overlaid on the screen to indicate specific steps: 3 points to the Vehicle input, 4 points to the On-Site radio button, and 5 points to the Confirm Book Out button.

Step 6: Select “Off-Site” for offsite approval.

Step 7: Click “Submit for Approval” to submit for confirmation.

MT Maintenance Book Out (In-Camp)

Your request will be routed to the Duty Transport Leader for confirmation.

Activity

Vehicle No. or Type

Remarks

Approval On-Site Off-Site

Cancel Submit for Approval

7.5.5 Self-Service Approve MT Maintenance Book Out

Access Rights: Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Duty Transport Leader, Node Commander, Node Sergeant Major

This function allows users to confirm the offsite MT Maintenance Indent requested by driver in self-service console. After confirming, it will be reflected in the self-service console that the MT Maintenance Task is being confirmed and ready to book out.

Step 1: If you have the access rights to approve MT Maintenance, there will be a Pending Action in your Dashboard for each being requested. Click on the Task ID for Task details, if required.

Step 2: Click “Confirmation” to access the Indent Confirm Module.

Pending Since	Description
07-Jun-2017 11:18	Task 252 has been requested by LCP UAT DRIVER 0001329(S0001329A) via the Self-Service Console MT Maint. Book Out and is now pending your Off-Site Confirmation.

Step 3: Alternatively, go to Indent > Indent Confirmation (Mt Maintenance) to access the module.

Step 4: Click “Approve” or “Reject” to Approve or Reject the Indent being requested.

Step 5: Click “Confirm All” or “Reject All” to set all Indent to Confirmed or Rejected.

Step 6: Key in the remarks for each of the rejected Indent.

Step 7: Click “Confirm Decision for X Indents” and a confirmation pop-up will appear. Click “OK” to confirm.

ITMS Dashboard Indent Resource Credit Report

Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]
Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)

Indent Confirmation (Manual) 5

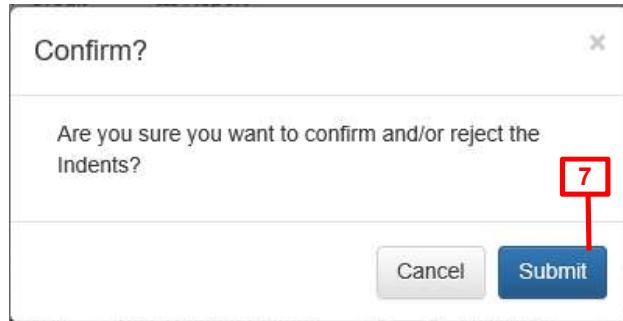
Confirm All Reject All Confirm Decision for 1 Indents 3

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status	Additional Info
1	20170600001	1 SIR	Training - Platoon Training	02-Jun-2017 00:00 to 03-Jun-2017 23:59 (48.0 Hrs)	Test Training Platoon 1MIBN IN	2 requested 0 tasked	2 requested 0 tasked	4.0	Approved	Waiting List: No Cross Hub Indent: No Recalled Before: No Reverted Before: No

Confirm Reject 4

Reasons for rejection:

Total Records: 1 6



7.6 Task Mileage Trips

On a daily basis, the ITMS will retrieve mileage records from ITrack and assign them to Tasks. Mileage data can be viewed or edited via respective Task record page.

7.6.1 Adjust Task Mileage

Access Rights: Node Commander, Node Sergeant Major

This function allows users to make changes to a Task Detail's mileage before and after the mileage record had been retrieved.

Step 1: Search for your intended Tasks and click “Detailing” on the tab. (Refer to 7.4. Booking In / Out of Task Detail).

Step 2: To adjust the mileage of the Task Detail, choose the Task Detail you wish to adjust, click “Amend” then “Adjust Mileage”. A pop-up will appear for user to input the adjusted mileage.

Step 3: Enter “Adjusted” and “Adjustment Reason” field and click “Save Amendment” to save the adjusted mileage.

Driver	Driver Node	Vehicle	Vehicle Node	Start Date/Time	End Date/Time	Detail Status	Mileage (km)	Action
LCP UAT DRIVER 0001326 (S0001326A)	MANDAI HILL NODE	MID00334 (5 TON GS (AUTO))	MANDAI HILL NODE	08-Jun-2017 12:00	08-Jun-2017 23:59	Booked In	117	Amend 2 Adjust Mileage

Adjust Mileage

⚠ Do consider adjusting the trip distribution (via adjustment of detail period) before opting for mileage adjustment.

Mileage (km) 117

Adjusted (km) 117 3

Adjustment Reason

Close Save Amendment

8 Resource (TO) Management User Guide

8.1 Search & View TO / Drivers

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the users to search and view TO / Driver records based on a combination of search fields. It also allows users to search and view all NS TO and Dual-Vocational Drivers, while HQ users to search and view all LOA Drivers. TO records are retrieved from E-HR and automatically mapped to their respective Nodes via their E-HR Units / Subunits.

Instructions

Step 1: Go to Resource > Search TO / Drivers.

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

Step 3: Click on the side tab to access different sets of search fields to filter your search. Hub and Node fields are restricted to your user account.

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

Step 5: Click “Search” to search based on your combination of search fields. The result will be listed below.

Step 6: Click on the column header to toggle the sorting of your search result based on the column.

Step 7: Click on the NRIC No. to access the individual TO / Driver record, if required.

NRIC No.	NRIC No.	Vocation	Appointment	Node	Ops Tag Unit	Driving CAT	Total Mileage	Mileage Since Last TA	Demerit Points	Driver Origin
1 S0000062A	LCP UAT DRIVER 0000062	TO	DVR	BEDOK NODE		C	1200	1200	0	TO
2 S0000063A	LCP UAT DRIVER 0000063	TO	DVR	BEDOK NODE		C	1200	1200	0	TO

Step 8: Click on the page number to access different pages of your search result.

Step 9: Click “Download to Excel” to export all your search results (across all pages) into an Excel file.

8	19	S0000049A	LCP UAT DRIVER 0000049	TO	DVR	9	APU/SAF MU		C	1200	1200	0	TO
50	50	S0000050A	LCP UAT DRIVER 0000050	TO	DVR	APU/SAF MU		C	1200	1200	0	TO	
<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> > <input type="button" value="Last"/> Total Records: 1200 <input type="button" value="Download to Excel"/> <input type="button" value="Batch Update..."/>													

8.2 View TO Profile

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the profile of their TOs (or any of the NS TO and Drivers) in the system. Profile information are pulled from E-HR and grouped under Transport (TO only), Military, and Personal category.

Instructions

Step 1: Search for the intended TO (8.1. Search & View TO / Drivers) and click on his NRIC No.

Step 2: Click on the “Profile” tab (default tab).

Step 3: Note the driver type. It can be Transport Operator, NS Transport Operator, Dual-Vocation Drivers, LOA Drivers or Obsolete. Records become obsolete when the serviceman become MINDEF Reserve or Deceased.

Step 4: Note that only Transport Operator will have the Transport category in his profile.

Transport Operator

Transport

E-HR Hub TPT HUB WEST Ops Tag Unit

E-HR Node 1 SIG

Platoon 1 ITMS Node 1 SIG

Section 1 Attached Node

Military

Appointment DVR Date of Appointment 01-Aug-2016

TRANSPORT OPERATOR

S0000002A
LCP UAT DRIVER 0000002

Save

8.2.1 Update TO's Ops Tag Unit

Access Rights: Hub Controller (Manpower).

This function allows the user to update the Ops Tag Unit of their TOs. When the Opti-Engine is allocating eligible TOs to an indent, it will give preference to the TOs with Ops Tag Unit similar to the indent's Customer Unit.

Instructions

Step 1: To update a single TO, view his profile (8.2. View TO Profile), and do **Step 2 – 3**.

Step 2: Select his Ops Tag Unit.

Step 3: Click “Save”. A confirmation pop-up will appear. Click “OK” to save your updates.

Transport

E-HR Hub TPT HUB WEST Ops Tag Unit

E-HR Node 1 SIG

Platoon 1 ITMS Node 1 SIG

Section 1 Attached Node

Military

TRANSPORT OPERATOR

S0000002A
LCP UAT DRIVER 0000002

Save

Step 4: To update multiple TOs, search for the intended TOs (8.1. Search & View TO / Drivers), select their checkboxes, and do **Step 5 – 7**.

Step 5: Click on Batch Update > Update Ops Tag Unit.

<input checked="" type="checkbox"/>	48	S0000628A	LCP UAT DRIVER 0000628	TO	DVR	PASIR RIS NODE		C	1200	1200	0	TO
<input type="checkbox"/>	49	S0000629A	LCP UAT DRIVER 0000629	TO	DVR	PASIR RIS NODE		C	1200	1200	0	TO
<input checked="" type="checkbox"/>	50	S0000630A	LCP UAT DRIVER 0000630	TO	DVR	PASIR RIS NODE		C	1200	1200	0	TO

1 2 > Last Total Records: 180 Download to Excel Batch Update...

Step 6: Select the Ops Tag Unit for the selected TOs as shown in the table.

Step 7: Click “Submit” to save the TOs’ Ops Tag Units.

Update Ops Tag Unit by Batch

Ops Tag Unit 1 CDO BN

#	NRIC	Name
1	S0000628A	LCP UAT DRIVER 0000628
2	S0000630A	LCP UAT DRIVER 0000630

Cancel Submit

8.2.2 Assign TO to Hub HQ Node

Access Rights: Hub Controller (Manpower).

This function allows the user to assign their TOs to their Hub HQ Node by updating their respective ITMS Node. The ITMS Node field has a default value of the TO's E-HR Node, which is based on his Subunit retrieved from E-HR. If a TO is assigned to his Hub HQ Node, the system will treat him as a resource in his Hub HQ Node instead of his E-HR Node.

As each TO can only be assigned to his own Hub HQ Node, there is no batch update for this function.

Instructions

Step 1: View the intended TO profile (8.2. View TO Profile).

Step 2: Select his ITMS Node as his Hub’s HQ Node.

Step 3: Click “Save”. A confirmation pop-up will appear. Click “OK” to save your updates.

Transport

E-HR Hub TPT HUB EAST

E-HR Node SELARANG NODE

Ops Tag Unit 3 SIR

Ops Tag Sub-Unit

Platoon 1

ITMS Node TPT HUB EAST HQ

Attached Node

Section 1

Military

S0000761A
LCP UAT DRIVER 0000761

Save

8.2.3 Update TO's Ops Tag Subunit / Platoon / Section

Access Rights: Hub Controller (Ops/Trg), Node Controller (Ops/Trg), Node Commander, Node Sergeant Major.

This function allows the user to update the Ops Tag Subunit, Platoon and Section of their TOs. When the Opti-Engine is allocating eligible TOs to an indent, it will give preference to the TOs with Ops Tag Subunit similar to the indent's Customer Subunit (if specified).

As each TO can only be assigned to his own Ops Tag Unit's Subunit, there is no batch update for this function.

Instructions

Step 1: To update a single TO, view his TO Profile (8.2. View TO Profile) and do **Step 2 - 3**.

Step 2: Select his Ops Tag Subunit, and/or key in his Platoon and/or Section.

Step 3: Click "Save". A confirmation pop-up will appear. Click "OK" to save your updates.

The screenshot shows the 'Transport Operator' profile page. In the center, there is a dropdown menu labeled 'Ops Tag Sub-Unit' with the value '3 SIR'. A red box labeled '2' highlights this dropdown. Below it, there is a section labeled 'Attached Node' with a dropdown set to 'SELARANG NODE'. A red arrow points from the 'Ops Tag Sub-Unit' dropdown to this section. On the right side, there is a sidebar titled 'TRANSPORT OPERATOR' showing a user profile picture and the ID 'S0000761A'. A red box labeled '3' highlights the 'Save' button in this sidebar.

Step 4: To update multiple TOs, search for the intended TOs (8.1. Search & View TO / Drivers), select their checkboxes, and do **Step 5 – 7**.

Step 5: Click on Batch Update > Update Platoon (or Update Section).

The screenshot shows a search results table with three rows. The first two rows have empty checkboxes. The third row has a checked checkbox, indicated by a red box labeled '4'. Below the table, there is a 'Batch Update...' button with a red arrow pointing to it. A context menu is open over the third row, showing 'Update Platoon' and 'Update Section' options, both highlighted with red boxes labeled '5'.

Step 6: Key in the Platoon (or Section) for the selected TOs as shown in the table.

Step 7: Click "Submit" to save the TOs' Platoon (or Section).

The screenshot shows a 'Update Platoon by Batch' dialog box. It contains a table with two rows, each showing a TO number and name. The 'Platoon' input field at the top is highlighted with a red box labeled '6'. In the bottom right corner, there is a 'Submit' button highlighted with a red box labeled '7'.

8.3 View TO Skills

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the Skills (i.e. Vehicle Familiarisation, Driving Category, and Skills/Qualification) of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system.

The system will only allow TOs with the matching Skills, which are both Pass and Approved, to be allocated for indents with that respective requirement. (E.g. An indent of a TO to operate a 5 TON GS (AUTO) with Gun Towing can only be allocated with a TO with 5 TON GS (AUTO) + Guns Tow Type Vehicle Familiarisation).

This tab also contains information on the TO's SAF Driving Permit and Civilian Driving Licence. These records are updated by ITMS Driving Permit users and retrieved from E-HR respectively.

For Driving Category, the system will always treat the highest Approved Passed driving category as the TO's driving category. It will also create a Pending Action to the relevant Node users when the mileage of their TOs reach the following:

1000 KM	To recommend CAT C
4000 KM	To recommend CAT B
7000 KM	To recommend CAT A

Instructions

Step 1: View the intended TO Profile (8.2. View TO Profile).

Step 2: Click on the "Skills" tab.

Step 3: Mouse-Over on the NRIC No. to see details on Rank/Name/NRIC, if necessary.

Step 4: Mouse-Over on the Status (i.e. Rejected, Withdrawn or Pending Withdrawal) to see remarks, if any.

The screenshot shows the 'Skills' tab selected in the Transport Operator profile. The 'Vehicle Familiarisation' section lists five vehicles with their details and status. The 'Driving Category' section is partially visible below it.

Vehicle Type	Tow Type	Status	Reassess	Assessment	Recommendation	Approval	Status
1.5 TON CARGO TRAILER	No Towing	Pass	No	On 22-Oct-2016 by S8477006A	On 01-Jun-2017 11:19 by S9320001A	On 26-Oct-2016 00:00 by S8477006C	Pending Withdrawal
5 TON GS (AUTO)	No Towing	Pass	No	On 22-Oct-2016 by S8477006A	On 24-Oct-2016 00:00 by S8477006B	On 26-Oct-2016 00:00 by S8477006C	Approved
3 TON GS	No Towing	Pass	No	On 22-Oct-2016 by S8477006A	On 24-Oct-2016 00:00 by S8477006B	On 26-Oct-2016 00:00 by S8477006C	Approved
L/R FFR 1TON	No Towing	Pass	No	On 22-Oct-2016 by S8477006A	On 24-Oct-2016 00:00 by S8477006B	On 26-Oct-2016 00:00 by S8477006C	Approved

Buttons at the bottom left: '+ Recommend Familiarisation' and '- Withdraw Familiarisation'.

8.3.1 Recommend / Withdraw Skills

Access Rights: Hub Controller (Ops/Trg), Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major

This function allows the user to recommend Skills (i.e. Vehicle Familiarisation, Driving Category, and Skills/Qualification) to their TOs in the system.

Instructions for Recommendation

Step 1: To recommend skills for a single TO, view his TO Skills (8.3. View TO Skills), and do **Step 2 – 4**.

Step 2: Click “Recommend Familiarisation” (or Driving CAT, Skill/Qualification)

<input type="checkbox"/> 3 TON GS	No Towing	Pass	No	On 22-Oct-2016 by S8477006A	On 24-Oct-2016 00:00 by S8477006B	On 26-Oct-2016 00:00 by S8477006C	Approved
<input type="button" value="+ Recommend Familiarisation"/> <input type="button" value="- Withdraw Familiarisation"/>							
Driving Category							
<input type="checkbox"/> Driving CAT		Status	Reassessment	Assessment	Recommendation	Approval	Status
<input type="checkbox"/> C		Pass	No	On 22-Oct-2016 by S8477006A	On 24-Oct-2016 00:00 by S8477006B	On 26-Oct-2016 00:00 by S8477006C	Approved
<input type="button" value="+ Recommend Driving CAT"/> <input type="button" value="- Withdraw Driving CAT"/>							

Step 3: Key in all required fields regarding the Skill you are recommending. For Assessed By, the personnel will have to be a Warrant Officer.

Step 4: Click “Recommend” to submit the Skill for approval.

Recommend Vehicle Familiarisation

Vehicle Type*	<input type="text"/>
Tow Types*	<input type="text"/>
Status*	Pass
Reassessment*	No
Assessed On*	03-May-2017
Assessed By*	<input type="text"/> NRIC No. or Name
<input type="button" value="Cancel"/> <input type="button" value="Recommend"/>	

Step 5: To recommend a Skill to multiple TOs, search for the intended TOs (8.1. Search & View TO / Drivers), select their checkboxes, and do **Step 6 – 8**.

Step 6: Click on Batch Update > Recommend Vehicle Familiarisation (or Driving Category, Skill/Qualification).

<input checked="" type="checkbox"/> 48 S0000048A	LCP UAT DRIVER 0000048	TO	DVR	APU/SAF MU	Recommend Vehicle Familiarisation	000	1200	0	TO	
<input type="checkbox"/> 49 S0000049A	LCP UAT DRIVER 0000049	TO	DVR	APU/SAF MU	Recommend Driving Category	000	1200	0	TO	
<input checked="" type="checkbox"/> 50 S0000050A	LCP UAT DRIVER 0000050	TO	DVR	APU/SAF MU	Recommend Skill / Qualification	000	1200	0	TO	
<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="Last"/>					Total Records: 1200	<input type="button" value="Download to Excel"/>	<input type="button" value="Batch Update..."/>			

Step 7: Key in all required fields regarding the Skill you are recommending for the selected TOs as shown in the table. For Assessed By, the personnel will have to be a Warrant Officer.

Step 8: Click “Submit” to submit the TOs’ Skills for approval.

Instructions for Withdrawal

Step 1: To withdraw skills from a TO, view his TO Skills (8.3. View TO Skills).

Step 2: Select the checkboxes of the skills you want to withdraw.

Step 3: Click “Withdraw Familiarisation” (or Driving CAT, Skill/Qualification)

Step 4: Key in the reasons for the withdrawal.

Step 5: Click “Withdraw” to submit the Skill Withdrawal for approval.

8.3.2 Approve / Reject Skills

Access Rights: Node Commander, Node Sergeant Major

This function allows the user to approve or reject recommended Skills (i.e. Vehicle Familiarisation, Driving Category, and Skills/Qualification) of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system.

Instructions

Step 1: If you have the access rights to approve TO Skills, there will be a Pending Action in your Dashboard for each Skill being recommended. Click on the NRIC No. to access the TO details, if required.

Step 2: Click “Approval” to access the TO Skill Approval module.

Pending Since	Description
01-Jun-2017 11:50	Driver S0000064A has a Vehicle Familiarisation (10 TON / No Towing) recommended by 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A) and is now pending your Approval.
31-May-2017 17:54	Driver S0000062A has a Vehicle Familiarisation (1.5 TON CARGO TRAILER / No Towing) recommended by 1WO BEDOK NODE NODE CONTROLLER [OPS/TRG] (S9300004A) and is now pending your Approval.

Step 3: Alternatively, go to Resource > TO Skill Approval to access the module.

Step 4: Skills pending Approval are grouped by TO and listed with summarized information. Click “Approve” or “Reject” to set all Skills belonging to the TO to Approved or Rejected.

Step 5: Click on the Tick icon to toggle between “Approved” and “Rejected” on a particular Skill.

Step 6: Click “Approve All” or “Reject All” to set all Skills in the page to Approved or Rejected.

Step 7: Key in the remarks for each of the rejected Skills or TO with all Skills rejected.

Step 8: Click “Confirm Decision for X Drivers” and a confirmation pop-up will appear. Click “OK” to confirm the approval and rejection of Skills in the page.

#	Driver	Skill Recommendation	Reassessment: No
1	S0000064A LCP UAT DRIVER 0000064	Type: Vehicle Familiarisation Skill: 10 TON, No Towing Status: Pass	Assessment on 30-May-2017 by S9200004A Recommendation on 01-Jun-2017 11:50 by S9300004A
2	S0000062A LCP UAT DRIVER 0000062	Type: Vehicle Familiarisation Skill: 1.5 TON CARGO TRAILER, No Towing Status: Pass	Assessment on 03-May-2017 by S9200004A Recommendation on 31-May-2017 17:54 by S9300004A

8.4 View TO Mileage Trips

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the mileage Trips of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system. Every Trip is a start and end of the vehicle's engine which is recorded by I-Track and sent to ITMS. ITMS will then map each of the Trips to its respective Task in the system by finding the Task:

- With the same Vehicle No. as the Trip
- With the latest book out time **BEFORE** the Trip's start time

Once the Task has been found, the system can identify the TO who has driven the vehicle and accumulate the mileage of the Trip to him accordingly. Each Trip can only be accounted to one TO.

There are 3 types of view for the TO's mileage trips.

Instructions

Step 1: View the intended TO Profile (8.2. View TO Profile).

Step 2: Click on the "Mileage" tab.

Step 3: Click on the type of view you want to see.

Step 4: Click "Search" to display the mileage view. For view:

- By Vehicle Type, TO mileage is grouped by the different vehicle types he has driven.
- By Vehicle Permit Class, TO mileage is grouped by the different vehicle class he has driven.
- By Trip, individual mileage trips belonging to the TO will be displayed across different pages.

Vehicle Type	Date Last Driven	Speeding Count	Mileage
3 TON GS	02-Mar-2017 14:03	1	304.0
3 TON TRACK-WAY CLASS 30	07-Mar-2017 14:03	1	335.0
			TOTAL: 639.0

1 Total Records: 2 Download to Excel

8.5 View TO Rewards

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view all rewards of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system. As the eligibility for rewards are based on the TO's mileage, there are various mileage trackers to validate each reward submission. A reward can also be withdrawn due to blameworthy traffic accident. Unlike a rejected reward, a withdrawn reward will NOT return the eligible mileage.

Each reward goes through a 4-stage approval workflow (i.e. **Submission > Verification > Recommendation > Approval**) before it is finally approved. The table below describe the status of reward:

Reward Status	Reward has been...
Pending Verification	Submitted and pending Verifier's action. Submitter can withdraw to remove it completely.
Verification Rejected	Rejected by Verifier. End of workflow.
Pending Recommendation	Verified and pending Recommender's action. Verifier can withdraw to set it to Verification Rejected.
Recommendation Rejected	Rejected by Recommender. End of workflow.
Pending Approval	Recommended and pending Approver's action. Recommender can withdraw to set it to Recommendation Rejected.
Approval Rejected	Rejected by Approver. End of workflow.
Approved	Approved by Approver. End of workflow.
Pending W/D Verification	Submitted for withdrawal and pending Verifier's action Submitter can withdraw to revert it to Approved.
Pending W/D Recommendation	Verified for withdrawal and pending Recommender's action. Verifier can withdraw to revert it to Approved.
Pending W/D Approval	Recommended for withdrawal and pending Approver's action. Recommender can withdraw to revert it to Approved.
Withdrawn	Withdrawn by Approver. End of workflow.

The table below describe the different rewards, their respective mileage tracker and mileage eligibility. For CDL Conversions, on top of the mileage eligibility, the system will also check if the TO:

- Has 8 or more Demerit Points in the system
- Has an Driving Permit that is not "Valid"

Reward Type	Mileage Tracker	Mileage Eligibility
1K Incentive	Eligible Mileage for Incentive	Eligible when tracker reaches 1000 or 3000. Once reward is submitted, it will be reduced by 1000 or 3000 respectively. If the reward is rejected, it will have its mileage returned. Having an ACCIDENT offence will set it to 0.
3K Incentive		
Safe & Courteous Badge	Eligible Mileage for Safe & Courteous Badge	Eligible when tracker reaches 4000. Having an ACCIDENT offence will set it to 0. There can only be one such reward for each TO.
CL2B CDL Conversion	Eligible Mileage for CL2B/2A/2 Conversion	Eligible when tracker reaches 7000. There can only be one of such rewards (i.e. either CL2, CL2B, or CL2A CDL Conversion) for each TO.
CL2A CDL Conversion		
CL2 CDL Conversion		

CL3 CDL Conversion	Eligible Mileage for CL3 Conversion	Eligible when the total of both trackers reaches 7000. For CL4 CDL Conversion, its tracker must reach at least 3500.
CL4 CDL Conversion	Eligible Mileage for CL4 Conversion	There can only be one CL3 and one CL4 CDL Conversion reward for each TO.

Instructions**Step 1:** View the intended TO Profile (8.2. View TO Profile).**Step 2:** Click on the “Rewards” tab.**Step 3:** Notice the different rewards’ mileage trackers displayed for your reference. Other than Incentive Rewards, if the reward has been approved, the tracker will display “Claimed” instead.**Step 4:** Mouse-Over the status of the Rejected or Withdrawn reward to see its remarks.**Step 5:** Mouse-Over the NRIC No. of the reward to see its full Rank/Name/NRIC No.

< Transport Operator

Profile	Skills	Mileage	Rewards	Demerit Points	Schedule	Audit Log																																				
Rewards <div style="text-align: center;"> Total Mileage 1,200.0 Total Mileage Since Last Traffic Accident 1,200.0 </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Eligible Mileage for Incentive 1,000.0</td> <td style="width: 50%;">Eligible Mileage for Safe & Courteous Badge 4,000.0</td> </tr> <tr> <td>Eligible Mileage for CL3 CDL Conversion Claimed</td> <td>Eligible Mileage for CL4 CDL Conversion 0.0</td> </tr> <tr> <td colspan="2">Eligible Mileage for CL2B/2A/2 CDL Conversion 0.0</td> </tr> </table> </div> <table border="1" style="margin-top: 10px; width: 100%;"> <thead> <tr> <th style="text-align: left;">☐ Rewards Type</th> <th style="text-align: left;">Submission</th> <th style="text-align: left;">Verification</th> <th style="text-align: left;">Recommendation</th> <th style="text-align: left;">Approval</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Safe & Courteous Badge</td> <td>On 02-Jun-2017 16:00 By S1234567A</td> <td>On 02-Jun-2017 16:00 By S9300020A</td> <td>On 02-Jun-2017 16:00 By S9230009A</td> <td>Accident ID: 12345 S9230009A</td> <td>Withdrawn</td> </tr> <tr> <td>1K Incentive</td> <td>On 02-Jun-2017 16:00 By S9300020A</td> <td></td> <td></td> <td></td> <td>Pending Verification</td> </tr> <tr> <td>CL3 CDL Conversion</td> <td>On 22-Feb-2017 11:24 By S9300011A</td> <td>On 22-Feb-2017 11:25 By S9320020A</td> <td>On 22-Feb-2017 11:55 By S1234567A</td> <td>On 22-Feb-2017 11:56 By S1234567A</td> <td>Approved</td> </tr> <tr> <td>1K Incentive</td> <td>On 22-Feb-2017 11:11 By S9300020A</td> <td>On 22-Feb-2017 11:13 By S9320020A</td> <td>On 22-Feb-2017 11:53 By S9210012A</td> <td>On 22-Feb-2017 11:56 By S1234567A</td> <td>Approved</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> + Submit Reward - Withdraw Reward </div>							Eligible Mileage for Incentive 1,000.0	Eligible Mileage for Safe & Courteous Badge 4,000.0	Eligible Mileage for CL3 CDL Conversion Claimed	Eligible Mileage for CL4 CDL Conversion 0.0	Eligible Mileage for CL2B/2A/2 CDL Conversion 0.0		☐ Rewards Type	Submission	Verification	Recommendation	Approval	Status	Safe & Courteous Badge	On 02-Jun-2017 16:00 By S1234567A	On 02-Jun-2017 16:00 By S9300020A	On 02-Jun-2017 16:00 By S9230009A	Accident ID: 12345 S9230009A	Withdrawn	1K Incentive	On 02-Jun-2017 16:00 By S9300020A				Pending Verification	CL3 CDL Conversion	On 22-Feb-2017 11:24 By S9300011A	On 22-Feb-2017 11:25 By S9320020A	On 22-Feb-2017 11:55 By S1234567A	On 22-Feb-2017 11:56 By S1234567A	Approved	1K Incentive	On 22-Feb-2017 11:11 By S9300020A	On 22-Feb-2017 11:13 By S9320020A	On 22-Feb-2017 11:53 By S9210012A	On 22-Feb-2017 11:56 By S1234567A	Approved
Eligible Mileage for Incentive 1,000.0	Eligible Mileage for Safe & Courteous Badge 4,000.0																																									
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CL3 CDL Conversion	On 22-Feb-2017 11:24 By S9300011A	On 22-Feb-2017 11:25 By S9320020A	On 22-Feb-2017 11:55 By S1234567A	On 22-Feb-2017 11:56 By S1234567A	Approved																																					
1K Incentive	On 22-Feb-2017 11:11 By S9300020A	On 22-Feb-2017 11:13 By S9320020A	On 22-Feb-2017 11:53 By S9210012A	On 22-Feb-2017 11:56 By S1234567A	Approved																																					

8.5.1 Submit / Withdraw TO’s Rewards**Access Rights for Submit:** Node Controller (Ops/Trg)**Access Rights for Withdraw:** Node Controller (Ops/Trg), Node Commander, Hub Controller (Manpower)

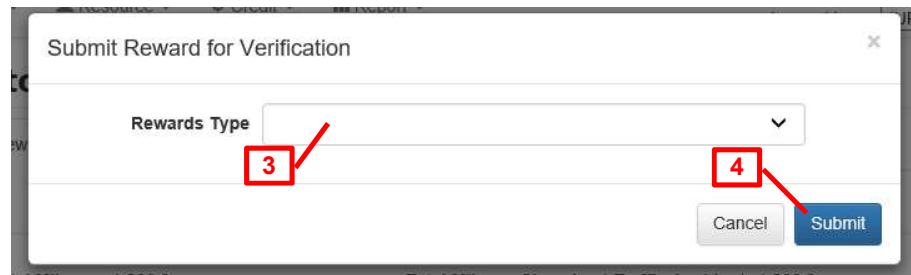
This function allows the user to submit a new reward or withdraw an existing Reward for their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system.

Instructions for Submission**Step 1:** View the intended TO Rewards (8.5. View TO Rewards).**Step 2:** Click “Submit Reward” and a pop-up will appear.

<input type="checkbox"/> 1K Incentive	On 22-Feb-2017 10:53 By S9300020A	On 22-Feb-2017 11:13 By S9320020A	On 22-Feb-2017 11:55 By S1234567A	On 22-Feb-2017 11:56 By S1234567A	Approved
<input type="checkbox"/> 1K Incentive	On 22-Feb-2017 10:53 By S9300020A	On 22-Feb-2017 10:53 By S1234567A	On 22-Feb-2017 11:55 By S1234567A	On 22-Feb-2017 11:56 By S1234567A	Approved

Step 3: Select the Reward Type.

Step 4: Click “Submit” to submit the reward for verification.



Instructions for Withdrawal

Step 1: View the intended TO Rewards (8.5. View TO Rewards).

Step 2: Select the checkboxes of the rewards you want to withdraw. Note that the checkbox of a reward will only appear if you are given the access rights to withdraw it based on the following:

- Submitter (i.e. Node Controller (Ops/Trg)) can only withdraw Approved or Pending Verification rewards.
- Verifier (i.e. Node Commander) can only withdraw Pending Recommendation rewards.
- Recommender (i.e. Hub Controller (Manpower)) can only withdraw Pending Approval rewards.

Step 3: Click “Withdraw Reward”

<input checked="" type="checkbox"/> 1K Incentive	On 22-Feb-2017 10:53 By S9300020A	On 22-Feb-2017 11:13 By S9320020A	On 22-Feb-2017 11:55 By S1234567A	On 22-Feb-2017 11:56 By S1234567A	Approved
<input type="checkbox"/> 1K Incentive	On 22-Feb-2017 10:53 By S9300020A	On 22-Feb-2017 10:53 By S1234567A	On 22-Feb-2017 11:55 By S1234567A	On 22-Feb-2017 11:56 By S1234567A	Approved

Step 4: Key in the reasons for the withdrawal. For Submitters who are withdrawing Pending Verification rewards, they will not be prompted for reason as it will remove the reward completely.

Step 5: Click “Withdraw” to submit the Reward Withdrawal for verification.



8.5.2 Verify / Reject TO Rewards

Access Rights: Node Commander

This function allows the user to verify or reject submitted rewards of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system.

Instructions

Step 1: If you have the access rights to verify TO Rewards, there will be a Pending Action in your Dashboard for each reward being submitted. Click on the NRIC No. to access the TO details, if required.

Step 2: Click “Verification” to access the TO Reward Verification module.

Pending Since	Description
03-Jun-2017 12:32	Driver S0000381A's 1K Incentive (Withdrawal) has been Submitted by 1WO JURONG NODE NODE CONTROLLER [OPS/TRG] (S9300020A) and is now pending your Verification
02-Jun-2017 15:50	Driver S0000383A's 1K Incentive has been Submitted by 1WO JURONG NODE NODE CONTROLLER [OPS/TRG] (S9300020A) and is now pending your Verification .

Step 3: Alternatively, go to Resource > TO Reward Verification to access the module.

Step 4: Rewards pending Verification are listed with summarized information. Click “Verify” or “Reject” to set the respective Reward to Verified or Rejected.

Step 5: Click “Verify All” or “Reject All” to set all Rewards in the page to Verified or Rejected.

Step 6: Key in the remarks for each of the rejected Rewards.

Step 7: Click “Confirm Decision for X Drivers” and a confirmation pop-up will appear. Click “OK” to confirm the verification and rejection of Rewards in the page.

#	Driver	Submission Details	Last TA Date:
1	S0000381A LCP UAT DRIVER 0000381 Submitted on 03-Jun-2017 12:32 by 1WO JURONG NODE NODE CONTROLLER [OPS/TRG]	Type: 1K Incentive Action: Withdrawal Withdrawal Reason: mileage to be adjusted	Mileage Since Last TA: 1,200.0
2	S0000383A LCP UAT DRIVER 0000383 Submitted on 02-Jun-2017 15:50 by 1WO JURONG NODE NODE CONTROLLER [OPS/TRG]	Type: 1K Incentive Action: Award Eligible Mileage for Incentive: 1,000.0	Last TA Date: Mileage Since Last TA: 1,200.0

Total Records: 2

8.5.3 Recommend / Reject TO Rewards

Access Rights: Hub Controller (Manpower)

This function allows the user to recommend or reject verified rewards of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system.

Instructions

Step 1: If you have the access rights to recommend TO Rewards, there will be a Pending Action in your Dashboard for each reward being verified. Click on the NRIC No. to access the TO details, if required.

Step 2: Click “Recommendation” to access the TO Reward Recommendation module.

Pending Since	Description
03-Jun-2017 12:49	Driver S0000383A's 1K Incentive has been Verified by CPT JURONG NODE NODE COMMANDER (S9320020A) and is now pending your Recommendation .
03-Jun-2017 12:49	Driver S0000381A's 1K Incentive (Withdrawal) has been Verified by CPT JURONG NODE NODE COMMANDER (S9320020A) and is now pending your Recommendation .

Step 3: Alternatively, go to Resource > TO Reward Recommendation to access the module.

Step 4: Rewards pending Recommendation are listed with summarized information. Click “Recommend” or “Reject” to set the respective Reward to Recommended or Rejected.

Step 5: Click “Recommend All” or “Reject All” to set all Rewards in the page to Recommended or Rejected.

Step 6: Key in the remarks for each of the rejected Rewards.

Step 7: Click “Confirm Decision for X Drivers” and a confirmation pop-up will appear. Click “OK” to confirm the recommendation and rejection of Rewards in the page.

#	Driver	Submission Details
1	S0000381A LCP UAT DRIVER 0000381 Verified on 03-Jun-2017 12:49 by CPT JURONG NODE NODE COMMANDER	Type: 1K Incentive Action: Withdrawal Withdrawal Reason: mileage to be adjusted Last TA Date: Mileage Since Last TA: 1,200.0
2	S0000383A LCP UAT DRIVER 0000383 Verified on 03-Jun-2017 12:49 by CPT JURONG NODE NODE COMMANDER	Type: 1K Incentive Action: Award Eligible Mileage for Incentive: 1,000.0 Last TA Date: Mileage Since Last TA: 1,200.0

Total Records: 2

8.5.4 Approve / Reject TO Rewards

Access Rights: Hub Commander

This function allows the user to approve or reject recommended rewards of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system.

Instructions

Step 1: If you have the access rights to approve TO Rewards, there will be a Pending Action in your Dashboard for each reward being recommended. Click on the NRIC No. to access the TO details, if required.

Step 2: Click “Approval” to access the TO Reward Approval module.

Pending Since	Description
03-Jun-2017 12:54	Driver S0000383A's 1K Incentive has been Recommended by 1WO TPT HUB WEST HUB CONTROLLER [MANPOWER] (S9210009A) and is now pending your Approval.
03-Jun-2017 12:54	Driver S0000381A's 1K Incentive (Withdrawal) has been Recommended by 1WO TPT HUB WEST HUB CONTROLLER [MANPOWER] (S9210009A) and is now pending your Approval.

Step 3: Alternatively, go to Resource > TO Reward Approval to access the module.

Step 4: Rewards pending Approval are listed with summarized information. Click “Approve” or “Reject” to set the respective Reward to Approved or Rejected.

Step 5: Click “Approve All” or “Reject All” to set all Rewards in the page to Approved or Rejected.

Step 6: Key in the remarks for each of the rejected Rewards.

Step 7: Click “Confirm Decision for X Drivers” and a confirmation pop-up will appear. Click “OK” to confirm the approval and rejection of Rewards in the page.

#	Driver	Submission Details	Last TA Date:
1	S0000383A LCP UAT DRIVER 0000381 Verified on 03-Jun-2017 12:54 by 1WO TPT HUB WEST HUB CONTROLLER [MANPOWER]	Type: 1K Incentive Action: Withdrawal Withdrawal Reason: mileage to be adjusted	Mileage Since Last TA: 1,200.0
2	S0000383A LCP UAT DRIVER 0000381 Verified on 03-Jun-2017 12:54 by 1WO TPT HUB WEST HUB CONTROLLER [MANPOWER]	Type: 1K Incentive Action: Award Eligible Mileage for Incentive: 1,000.0	Mileage Since Last TA: 1,200.0

1 Total Records: 2

8.6 View TO Demerit Points

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the Driving Offences and Demerit Points of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the system. These records are updated by ITMS Safety users of the system.

Instructions

Step 1: View the intended TO Profile (8.2. View TO Profile).

Step 2: Click on the “Demerit Points” tab.

Step 3: Mouse-Over on the NRIC No. to see details on Rank/Name/NRIC, if necessary.

Step 4: Click on the ID of the Demerit Points to view its Driving Offence.

ID	Type	Offence Committed / Reduction Remarks	Issued On	Issued By	Submission	Status	Demerit Points
61	INT / TRG ACCIDENT (LOCAL)	Exceeding Speed/road limit for vehicle by 41 km/h and above	07-Mar-2017	TP	On 07-Mar-2017 13:58 by S940001A	Approved	3

Driving Offence

ID 61

Offence Type i INT / TRG ACCIDENT (LOCAL)

Offence Committed Exceeding Speed/road limit for vehicle by 41 km/h and above

Demerit Points 3

Fine (\$)

Vehicle Type 3 TON GS

Vehicle No. MID12001

Location

Offence Date 07-Mar-2017

Offence Issuer TP

Submitted On 07-Mar-2017 13:58

Close

8.7 View TO Schedule

Access Rights: Hub Controller (Manpower), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the individual availability schedule of their TOs (or any of the NS TO and Dual-Vocational Drivers) in the calendar form. The details displayed are similar to the 8.8 Search & View TO Availability function.

Instructions

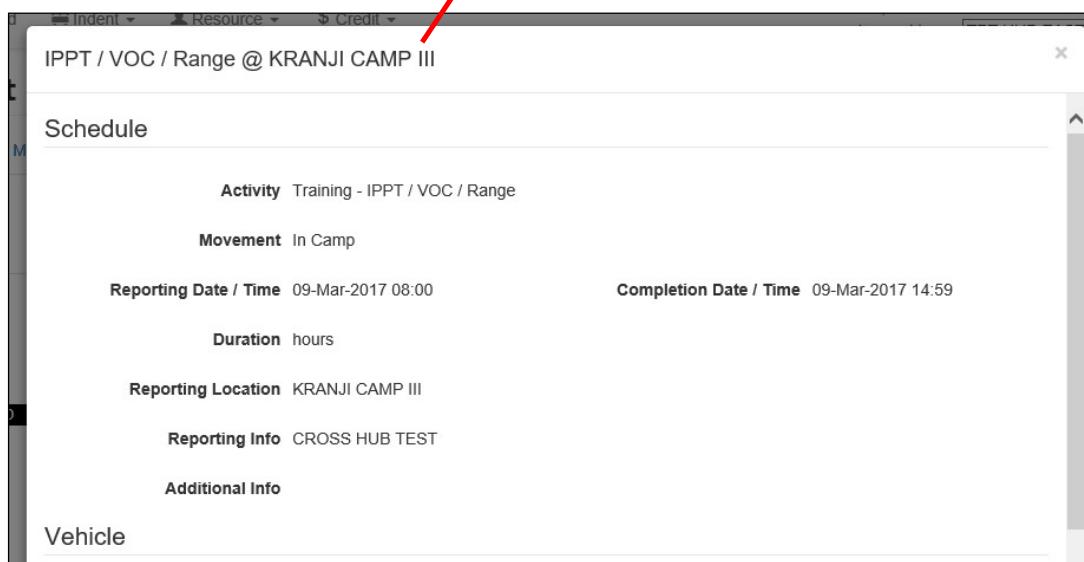
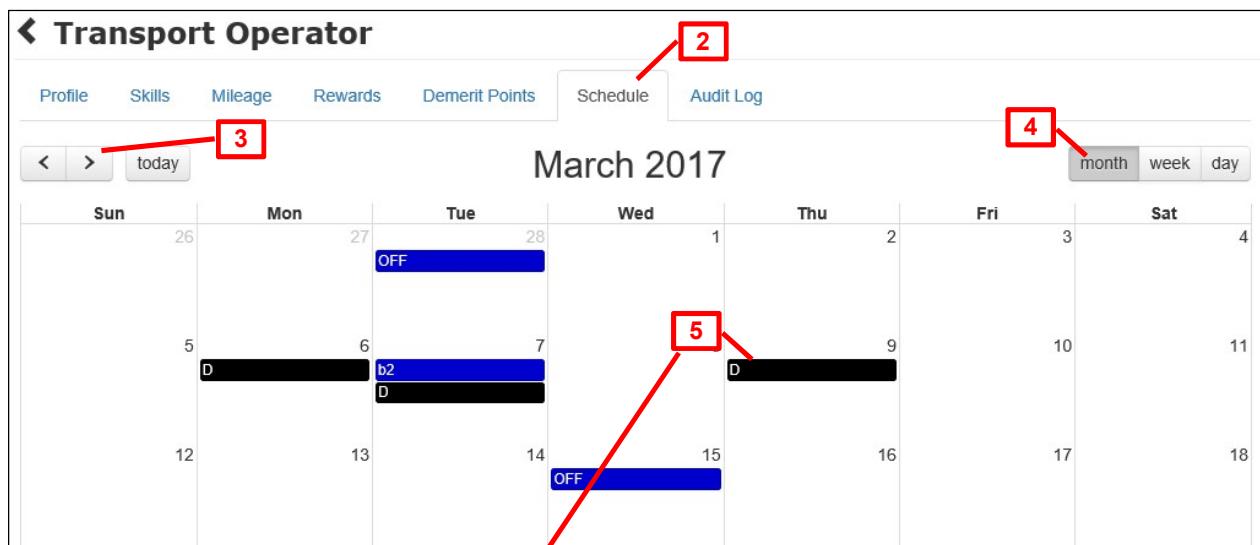
Step 1: View the intended TO Profile (8.2. View TO Profile).

Step 2: Click on the “Schedule” tab.

Step 3: Click “<” or “>” to go to the previous month or next month respectively.

Step 4: Select the type of view (i.e. Month, Week or Day).

Step 5: Click on the labels in the calendar to view more information (if any). Like TO Availability, blue labels are user-assigned, black are system-assigned, while red are labels requiring user attention.



8.8 Search & View TO Availability

Access Rights: Hub Controller (Ops/Trg), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view all availability schedules of their TOs in an Excel-like overview across a date range. The availability schedules of TO resources serve as the foundation for the various ITMS core functions:

- To show the statistical projection of TO resources during the creation of indents
- To determine if indents are to be placed on Waiting List
- To facilitate optimisation of TO resources across various tasks
- To allow or block a TO from being assigned (manual & automatic) to tasks
- To help the Transport formation in planning and decision-making (i.e. approval of indents), as well as its day to day operation (i.e. execution of tasks)

While TOs can become unavailable for multiple reasons such as task assignment, leaves, courses, and duties, and he can become available again due to early book-in, cancellation of leaves, and re-scheduling of courses and duties. Therefore, the Node should ideally keep their TO Availability as up-to-date as possible.

Instructions

Step 1: Go to Resource > TO Availability.

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

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

Step 4: Click “Search” to search based on your combination of search fields. The result will be listed below.

Step 5: Note that each cell is a half day block (AM: 0000 to 1159, PM: 1200 to 2359). As long as an Unavailable Status crosses the time range, that cell will be labelled with the Unavailable Status.

Step 6: Click on any of the cells with an Unavailable Status to see any additional information. There can be a multiple Unavailable Status within a cell when a:

- TO is assigned with 2 or more tasks within half a day
- Buffer TO is assigned with Tasks
- Attached TO is assigned with Tasks or marked as unavailable

The screenshot shows the ITMS Transport Operator Availability search interface. At the top, there are search filters for Date Range (01-Mar-2017 to 30-Apr-2017), Transport Operator (NRIC No. or Name), Hub (TPT HUB EAST), Platoons, Vehicle Familiarisation, Vocation, Node, and Section. Below these filters is a 'Search' button and a 'Clear' button. A red box labeled '1' points to the Date Range input. A red box labeled '2' points to the 'Advanced Search...' link. A red box labeled '3' points to the 'Clear' button. A red box labeled '4' points to the 'Search' button. A red box labeled '5' points to the 'Vehicle Familiarisation' dropdown. A red box labeled '6' points to the main availability grid, which displays a table of nodes and their availability status across a date range. The grid includes columns for Node, NRIC No., Name, and dates from 01-Mar to 11-Mar. Some cells in the grid are highlighted in yellow or red, indicating specific availability status or tasks assigned.

Step 7: Click on the page number to access different pages of your search result.

Step 8: Click “Download to Excel” to export all your search results (across all pages) into an Excel file.

Step 9: Click “Legend” to view the descriptions of the Unavailable Statuses. As shown in the screenshot, the Legend will explain that Unavailable Status:

- Labelled in blue are actions updated by a user
- Labelled in black are actions updated by the system (e.g. E-HR leaves/mc, task assignment)
- Labelled in red are actions updated by the System and requires attention. The relevant user should seek to resolve the issue as soon as possible (e.g. return or extend attachments).

The screenshot shows a software interface with a legend dialog box overlaid. The legend lists various unavailable statuses categorized into 'Unavailability' and other types. Labels in blue indicate actions updated by a user, while labels in red indicate actions updated by the system that require attention. The 'OK' button at the bottom right of the legend dialog is highlighted with a red box.

DH	Cross-Hub Driving Task	DN	Cross-Node Driving Task
D	Driving Task	OD	Overseas Driving Task
Unavailability			
OFF	Day Off	LVE	Annual, Embarkation, Disembarkation Leave
MA	Medical Appointment	MC	Medical Leave
PT	Physical Training, Life Run etc.	IPPT	Individual Physical Proficiency Test
VOC	Vocational Obstacle Course	TF	Trained Fire, Range etc.
DB	Disciplinary Cases	TA	Suspension due to TA
P1	P1 Ambulance Duty	P2	P2 Ambulance Duty
DD	Duty Driver	RD	Regimental Duty (i.e. Guard Duty, Duty Clerk)
DTL	Duty Transport Leader	ADTL	Assistant Duty Transport Leader
CSE	Course, Training, Chemical Defence etc.	X	Unavailable due to other reasons

Labels in **blue** are actions updated by a User.
 Labels in **black** are actions updated by the System.
 Labels in **red** are actions updated by the System and requires attention. You should seek to resolve it ASAP (e.g. return or extend attachments).

8.8.1 View TO Availability Breakdown

Access Rights: Hub Controller (Ops/Trg), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the statistical breakdown of TO resources for a specified half-day and vehicle familiarisation. As ITMS do not keep track of the day-to-day history of Holdings and Deployable, this function is only meant for the user to see the current status or to do forward planning. It will be displayed in the following columns:

Holding	Total no. of TO regardless of Vehicle Familiarisation
Deployable	No. of TO with the specified Vehicle Familiarisation
Buffer	No. of TO marked as Buffer (reserved for unexpected events such as MC)
Unavailable	No. of TO marked as Unavailable (e.g. OFF, LVE, VOC)
Available	No. of TO available for customer (Deployable – Buffer – Unavailable)
Rate	Availability Rate (Available / Deployable * 100%). Change from blue to red if it falls below 70%.
Indent Statistics	
Indented	No. of TO requested by Indents
Balance	No. of TO remaining (Available – Indented). This is the projected balance shown to customers when they are raising indents. It also determines if indents are to be placed in the Waiting List.
Tasking Statistics	
Tasked	No. of TO assigned to Tasks
Balance	No. of TO remaining (Available – Tasked). This is the actual balance for your own reference.

As of current guideline, with the help of the TO Availability module, the Node should ideally:

1. Reserve 10% of their resources as Buffer for unexpected events
2. Plan within 20% of their resources for other activities

This will maintain an Availability Rate of at least 70% to support their customers. An illustration is available in the screenshot below (Step 7).

Instructions

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

Step 2: Right-Click on any of the cells labelled “AM” or “PM” and select “View Availability Breakdown” to view its statistical breakdown of TO availability.

NAME	16-Jun		17-Jun		18-Jun		19-Jun		20-Jun		21-Jun		22-Jun		23-Jun		24-Jun		25-Jun	
	AM	PM																		
LCP UAT DRIVER 0000441																				
LCP UAT DRIVER 0000442																				

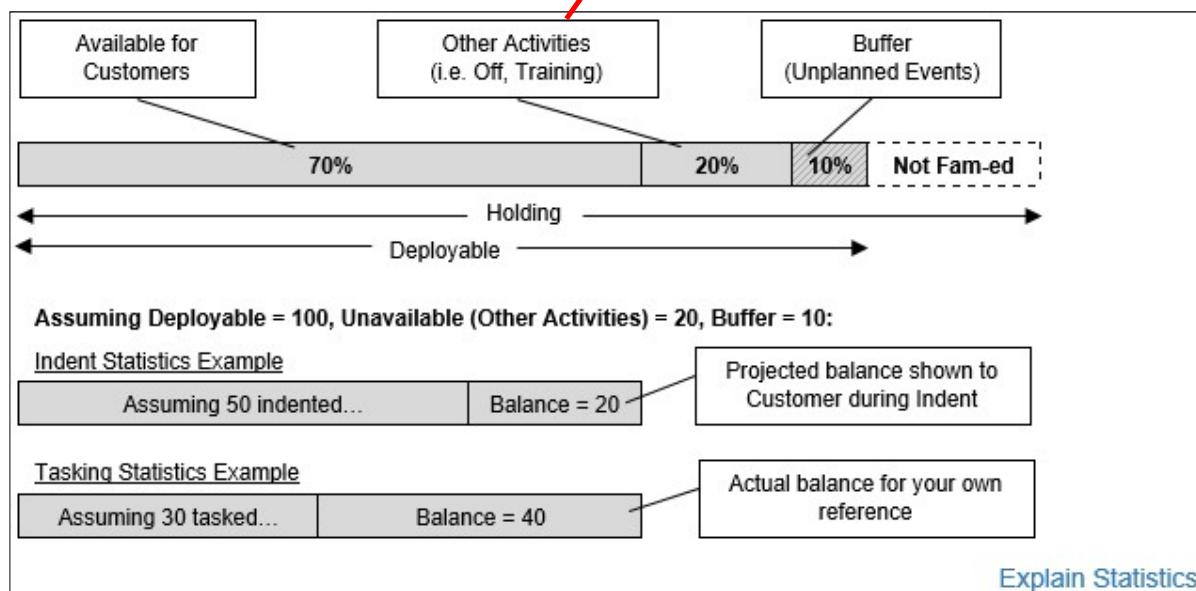
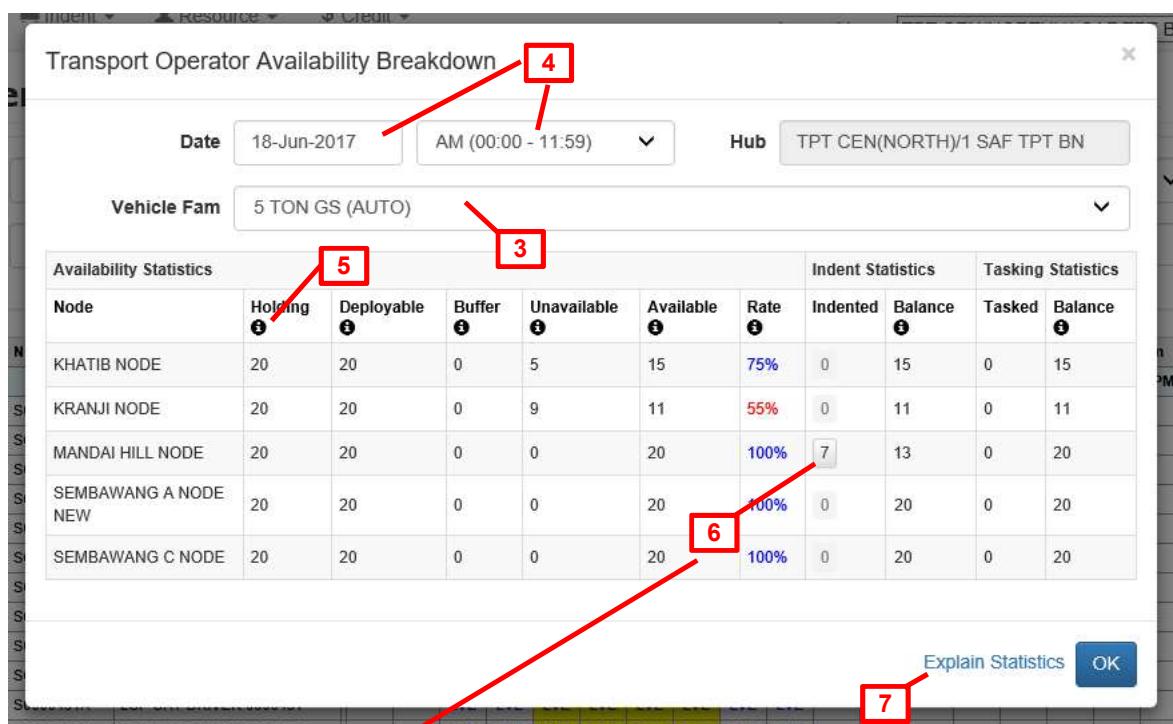
Step 3: Select the Vehicle Fam (default is 5 TON GS (AUTO)).

Step 4: Select the Date to view the statistics of another date.

Step 5: Mouse-Over the information icon to view description on the statistics.

Step 6: Click on the “Indented” figures to find the indents that were indented on that half-day.

Step 7: Click “Explain Statistics” to show/hide the illustration that explains the statistics.



8.8.2 Mark TO as Unavailable

Access Rights: Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to mark TO as Unavailable. It creates blue (user-assigned) Unavailable Statuses for the selected TOs across the highlighted date range.

Instructions to

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that corresponds to your intended TOs and date range. The area will be highlighted.

Step 3: Right-Click on the highlighted area, mouse-over on “Mark TO as Unavailable”, and click on your intended Unavailable Status.

NAME	06-Jun		07-Jun		08-Jun		09-Jun		10-Jun		11-Jun		12-Jun		13-Jun	
	AM	PM														
LCP UAT DRIVER 0000441																
LCP UAT DRIVER 0000442																
LCP UAT DRIVER 0000443																
LCP UAT DRIVER 0000444																
LCP UAT DRIVER 0000445																
LCP UAT DRIVER 0000446																

Unmark TO Status

Mark TO as Buffer (b2)

Mark TO as Unavailable

OFF - Day Off

Attach-Out TO...

LVE - Annual Leave

Return Attached-Out TO

MA - Medical Appointment

Step 4: Re-select the specified start and end dates, if required.

Step 5: Key in your remarks, if any.

Step 6: Click “OK” to save the Unavailable Statuses.

Mark TO as OFF - Day Off

Start Date: 06-Jun-2017 AM, 00:00 ▾ End Date: 06-Jun-2017 PM, 23:59 ▾

Remarks: Granted for EX Warrior Adv. Party |

NODE	NRIC NO.	NAME
KRANJI NODE	S0000441A	LCP UAT DRIVER 0000441
KRANJI NODE	S0000442A	LCP UAT DRIVER 0000442

Cancel OK

		[OFF] Granted for EX Warrior Adv. Party.				06-Jun		07-Jun		08-Jun	
NODE	NRIC N	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
KRANJI NODE	S0000441A	LCP UAT DRIVER 0000441				OFF	OFF				
KRANJI NODE	S0000442A	LCP UAT DRIVER 0000442				OFF	OFF				

8.8.3 Mark TO as Buffer (b2)

Access Rights: Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to mark TO as Buffer. It creates blue (user-assigned) Buffer Statuses (b2) for the selected TOs across the highlighted date range. Note that this function will overwrite all black (system-assigned) Buffer Statuses (b1) for the date range.

Instructions to

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that corresponds to your intended TOs and date range. The area will be highlighted.

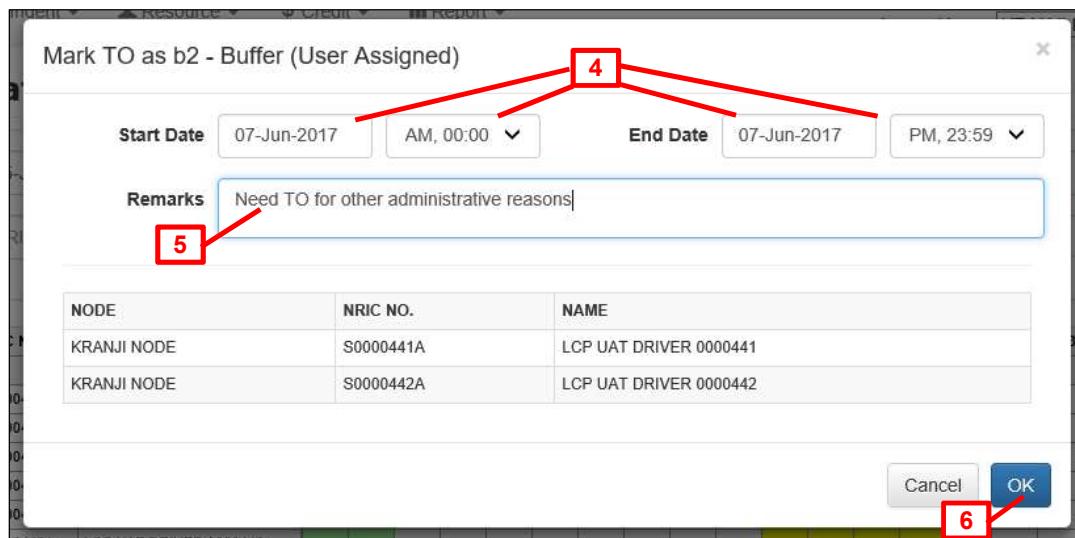
Step 3: Right-Click on the highlighted area and click on “Mark TO as Buffer (b2)”

NAME	05-Jun		06-Jun		07-Jun		08-Jun		09-Jun		10-Jun		11-Jun		12-Jun		
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	AM	
LCP UAT DRIVER 0000441			OFF	OFF													
LCP UAT DRIVER 0000442			OFF	OFF													
LCP UAT DRIVER 0000443																	
LCP UAT DRIVER 0000444																	
LCP UAT DRIVER 0000445																	

Step 4: Re-select the specified start and end dates, if required.

Step 5: Key in your remarks, if any.

Step 6: Click “OK” to save the Buffer (b2) Statuses.



NODE	NRIC NO.	NAME	07-Jun		08-Jun	
			AM	PM	AM	PM
KRANJI NODE	S0000441A	LCP UAT DRIVER 0000441			OFF	OFF
KRANJI NODE	S0000442A	LCP UAT DRIVER 0000442			OFF	OFF

8.8.4 Unmark TO Status

Access Rights: Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to unmark TO from its Unavailable or Buffer Statuses. It removes the blue (user-assigned) Unavailable or Buffer Statuses from the selected TO and date range.

Instructions to

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

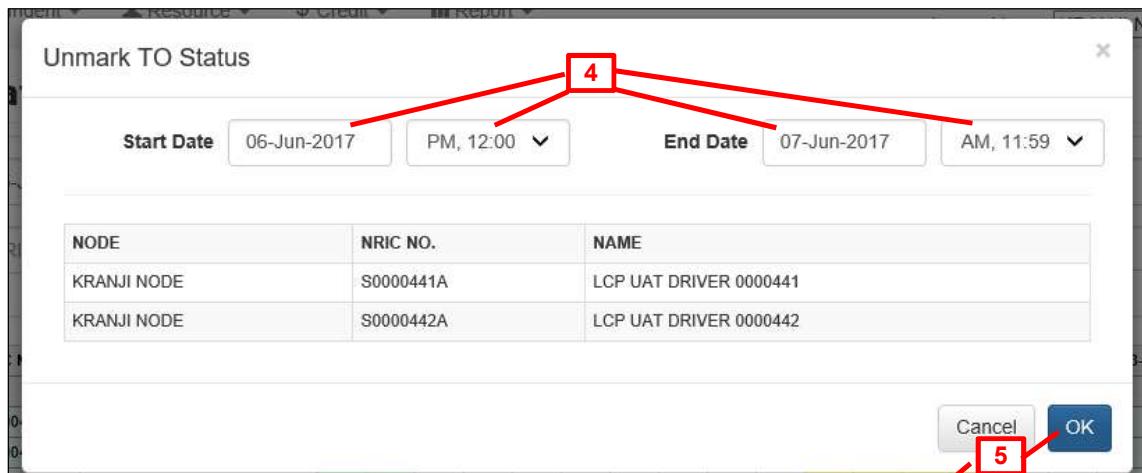
Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that have any Unavailable or Buffer Statuses and it corresponds to your intended TOs and date range. The area will be highlighted.

Step 3: Right-Click on the highlighted area and click on “Unmark TO Status”.

NAME	LCP ID	LCP UAT DRIVER	OFF	07-Jun		08-Jun		09-Jun		10-Jun	
				AM	PM	AM	PM	AM	PM	AM	PM
LCP UAT DRIVER 0000442		LCP UAT DRIVER 0000442	OFF	b2	b2	b2	b2				
LCP UAT DRIVER 0000443		LCP UAT DRIVER 0000443						Unmark TO Status			
LCP UAT DRIVER 0000444		LCP UAT DRIVER 0000444						Mark TO as Buffer (b2)			

Step 4: Re-select the specified start and end dates, if required.

Step 5: Click “OK” to remove the selected Unavailable or Buffer Statuses.



NODE	NRIC NO.	NAME	05-Jun		06-Jun		07-Jun		08-Jun		09-Jun	
			AM	PM								
KRANJI NODE	S0000441A	LCP UAT DRIVER 0000441			OFF			b2				
KRANJI NODE	S0000442A	LCP UAT DRIVER 0000442			OFF			b2				

8.9 View TO Attachments

Access Rights: Hub Controller (Ops/Trg), Hub Controller (Ops/Trg), Hub Executive, Hub Commander, Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major, Duty Transport Leader

The user can view TO attachments in the same function as the Search & View TO Availability. The system automatically includes new TOs being attached in based on the specified date range. These TOs will be marked with an “**” beside its name.

To the system, attachment of TO means the transfer of access rights from the parent node to the attached node. It will be the responsibility of the attached node to mark/unmark these TOs' availability and buffer during the attachment period. Also, the attached node will be able to assign these TO for their node's tasks.

TO Attachment goes through a 3-stage approval workflow (i.e. **Submission > Endorsement > Approval**) before the attachment is approved.

TO Attachment has a Start Date and an End Date. If the TO is not returned after End Date, the system will begin to mark down the TO from that End Date to the current date with “ATN!!” or “ATH!!” and create a Pending Action to the nodes. As stated in the Legend, status with “!!” requires user attention and the nodes should either Return or Extend the attachment.

Instructions

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

Step 2: Note the “**” beside the TOs' names, which indicate they are attached TOs.

Step 3: Click on any of the ATN (Cross-Node Attachment) or ATH (Cross-Hub Attachment) cells to view the status of the attachment.

NAME	[ATN] Attached to KHATIB NODE S9300023A: To support KHATIB NODE for the next 2 weeks									
	14-Jun		15-Jun		16-Jun		17-Jun		18-Jun	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
LCP UAT DRIVER 0000441*	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN
LCP UAT DRIVER 0000442*			ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN
LCP UAT DRIVER 0000421										
LCP UAT DRIVER 0000422										

8.9.1 Submit TO Attachment

Access Rights: Parent Node's Node Controller (Ops/Trg), Parent Node's Node Executive

This function allows the user to submit TOs for Attachment for a specified date range.

Instructions to

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that corresponds to your intended TOs and date range. The area will be highlighted.

Step 3: Right-Click on the highlighted area and click on “Attach-Out TO”.

Step 4: Re-select the specified start and end dates, if required.

Step 5: Select the Node to attached to and key in the remarks, if any.

Step 6: Click “Submit” to submit the selected TOs for Attachment for endorsement.

Attach-Out Drivers

4

Start Date	12-Jun-2017	AM, 00:00	End Date	23-Jun-2017	PM, 23:59
Node	KHATIB NODE				
Remarks	To support KHATIB NODE for the next 2 weeks				

5

PARENT NODE	NRIC NO.	NAME
KRANJI NODE	S0000441A	LCP UAT DRIVER 0000441
KRANJI NODE	S0000442A	LCP UAT DRIVER 0000442

6

Cancel Submit

8.9.2 Endorse TO Attachment

Access Rights: Parent Node's Node Commander

This function allows the user to endorse or reject submitted attachments of their TOs.

Instructions

Step 1: If you have the access rights to endorse TO Attachments, there will be a Pending Action in your Dashboard for each attachment being submitted. Click on the NRIC No. to access the TO details, if required.

Step 2: Click "Endorsement" to access the TO Attachment Endorsement module.

Pending Since	Description
05-Jun-2017 16:25	Driver S0000441A's Attachment to KHATIB NODE has been Submitted by 1WO KRANJI NODE NODE CONTROLLER [OPS/TRG] (S9300023A) and is now pending your Endorsement.
05-Jun-2017 16:25	Driver S0000442A's Attachment to KHATIB NODE has been Submitted by 1WO KRANJI NODE NODE CONTROLLER [OPS/TRG] (S9300023A) and is now pending your Endorsement.

Step 3: Alternatively, go to Resource > TO Attachment Endorsement to access the module.

Step 4: Attachments pending Endorsement are listed with summarized information. Click "Endorse" or "Reject" to set the respective Attachment to Endorsed or Rejected.

Step 5: Note the type. It can be "Attachment" or "Attachment Extension".

Step 6: Click "Endorse All" or "Reject All" to set all Attachments in the page to Endorsed or Rejected.

Step 7: Key in the remarks for each of the rejected Attachments.

Step 8: Click "Confirm Decision for X Drivers" and a confirmation pop-up will appear. Click "OK" to confirm the endorsement and rejection of Attachments in the page.

#	Driver	Parent Node	Attached Node	Type	Period	Remarks
1	S0000455 LCP UAT DRIVER 0000455 Submitted on 05-Jun-2017 17:10 by 1WO KRANJI NODE NODE CONTROLLER [OPS/TRG] (S9300023A)	KRANJI NODE	KHATIB NODE	Attachment	13-Jun-2017 00:00 to 23-Jun-2017 23:59	To support KHATIB NODE for the next 2 weeks
2	S0000456 LCP UAT DRIVER 0000456 Submitted on 05-Jun-2017 17:10 by 1WO KRANJI NODE NODE CONTROLLER [OPS/TRG] (S9300023A)	KRANJI NODE	KHATIB NODE	Attachment	13-Jun-2017 00:00 to 23-Jun-2017 23:59	To support KHATIB NODE for the next 2 weeks

8.9.3 Approve TO Attachment

Access Rights (Cross-Node Attachment): Hub Commander (Ops/Trg)

Access Rights (Cross-Hub Attachment): HQ Commander

This function allows the user to approve or reject endorsed attachments of their TOs.

Instructions

Step 1: If you have the access rights to approve TO Attachments, there will be a Pending Action in your Dashboard for each attachment being endorsed. Click on the NRIC No. to access the TO details, if required.

Step 2: Click “Approval” to access the TO Attachment Approval module.

Pending Since	Description
05-Jun-2017 16:30	Driver S0000442A's Attachment to KHATIB NODE has been Endorsed by CPT KRANJI NODE NODE COMMANDER (S9320023A) and is now pending your Approval.
05-Jun-2017 16:27	Driver S0000441A's Attachment to KHATIB NODE has been Endorsed by CPT KRANJI NODE NODE COMMANDER (S9320023A) and is now pending your Approval.

Step 3: Alternatively, go to Resource > TO Attachment Approval to access the module.

Step 4: Attachments pending Approval are listed with summarized information. Click “Approve” or “Reject” to set the respective Attachment to Approved or Rejected.

Step 5: Note the type. It can be “Attachment” or “Attachment Extension”.

Step 6: Click “Approve All” or “Reject All” to set all Attachments in the page to Approved or Rejected.

Step 7: Key in the remarks for each of the rejected Attachments.

Step 8: Click “Confirm Decision for X Drivers” and a confirmation pop-up will appear. Click “OK” to confirm the approval and rejection of Attachments in the page.

#	Driver	Parent Node	Attached Node	Type	Period	Remarks
1	S0000455A LCP UAT DRIVER 0000455 Endorsed on 05-Jun-2017 17:11 by CPT KRANJI NODE NODE COMMANDER (S9320023A)	KRANJI NODE	KHATIB NODE	Attachment	13-Jun-2017 00:00 to 23-Jun-2017 23:59	To support KHATIB NODE for the next 2 weeks
2	S0000456A LCP UAT DRIVER 0000456 Endorsed on 05-Jun-2017 17:11 by CPT KRANJI NODE NODE COMMANDER (S9320023A)	KRANJI NODE	KHATIB NODE	Attachment	13-Jun-2017 00:00 to 23-Jun-2017 23:59	To support KHATIB NODE for the next 2 weeks

8.9.4 Return TO Attachment

Access Rights: Parent Node's Node Controller (Ops/Trg), Parent Node's Node Executive

This function allows the user to return TOs from their attached node back to their parent node, thereby, closing the TO Attachment. As the TOs belong to the parent node, the parent node will have the rights to initiate the return of their resources. The return of TOs can be done before the attachment end date.

Instructions

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

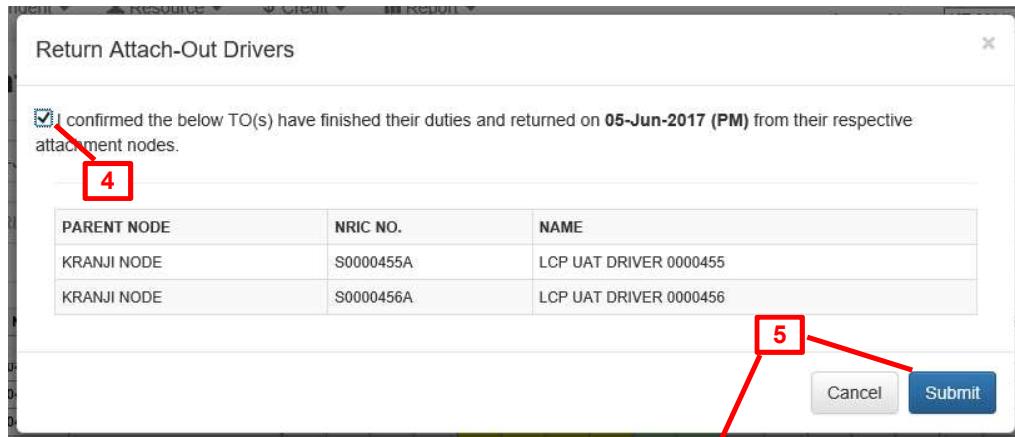
Step 2: Select on the cell which indicates the TOs' date of return. You can select multiple TOs but not multiple dates. Note that you can only select the date of return as the current date or earlier.

Step 3: Right-Click on the highlighted area and click on "Return Attached-Out TO".



Step 4: Tick on the declaration checkbox to confirm that the TOs have finished the duties and returned from their respective attached nodes.

Step 5: Click "Submit" to return the TOs. If the date of return is earlier than the attachment end date, the attachment will close earlier, on the date of return itself.



LCP UAT DRIVER 0000455	ATN										
LCP UAT DRIVER 0000456	ATN										
LCP UAT DRIVER 0000457											
LCP UAT DRIVER 0000458											
LCP UAT DRIVER 0000459											

8.9.5 Extend TO Attachment

Access Rights: Attached Node's Node Controller (Ops/Trg), Attached Node's Node Executive

This function allows the user to extend the duration of TO Attachments. As this is usually the requirements from the attached node, the attached node will be the one to submit the extension request. An extension goes through the same 3-stage approval workflow (i.e. **Submission > Endorsement > Approval**) before the attachment extension is approved.

Instructions

Step 1: Search for the intended TO Availability (8.8. Search & View TO Availability).

Step 2: Select on the cell which indicates the TO Attachments' new end date. You can select multiple TOs but not multiple dates. Note that you can only select the new end date as the current date or later.

Step 3: Right-Click on the highlighted area and click on “Extend Attached-Out TO”. This function will seek the latest TO Attachments to extend them to the new end date.



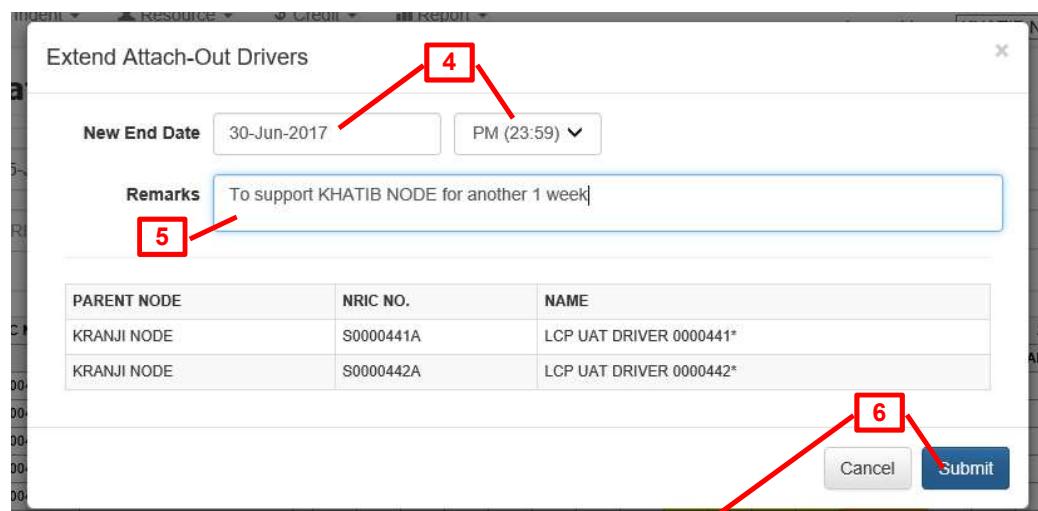
A screenshot of a TO Availability grid. The grid has columns for NAME, 20-Jun through 30-Jun, and rows for various LCP UAT DRIVER entries. A context menu is open over a cell in the 30-Jun column for LCP UAT DRIVER 0000441*. The menu items are: Unmark TO Status, Mark TO as Buffer (b2), Mark TO as Unavailable, Attach-Out TO..., Return Attached-Out TO..., and Extend Attached-Out TO... (highlighted in red). Red numbers 2 and 3 are overlaid on the grid and menu respectively.

NAME	20-Jun		21-Jun		22-Jun		23-Jun		24-Jun		25-Jun		26-Jun		27-Jun		28-Jun		30-Jun		
	M	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
LCP UAT DRIVER 0000441*	N	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN												
LCP UAT DRIVER 0000442*	N	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN												
LCP UAT DRIVER 00004421																					
LCP UAT DRIVER 00004422																					
LCP UAT DRIVER 00004423	F																				
LCP UAT DRIVER 00004424	F																				
LCP UAT DRIVER 00004425	F																				
LCP UAT DRIVER 00004426	F																				
LCP UAT DRIVER 00004427	F																				

Step 4: Re-select the specified end date, if required.

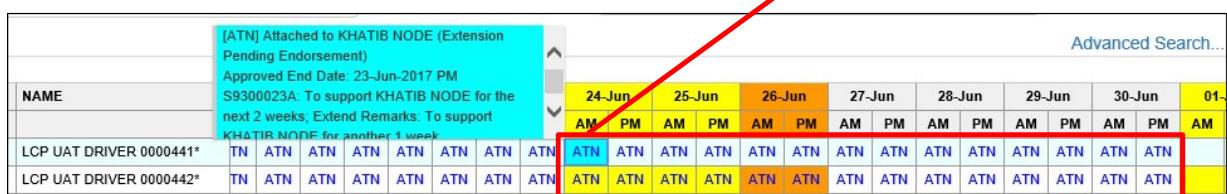
Step 5: Key in the remarks, if any.

Step 6: Click “Submit” to submit the extension of the selected TO Attachments for endorsement.



A screenshot of the "Extend Attach-Out Drivers" dialog box. It shows a "New End Date" field set to 30-Jun-2017 PM (23:59). A "Remarks" field contains "To support KHAJIB NODE for another 1 week". Below the dialog is a table listing PARENT NODE, NRIC NO., and NAME for two entries: KRANJI NODE and LCP UAT DRIVER 0000441* / 0000442*. A red box labeled 4 points to the New End Date field, a red box labeled 5 points to the Remarks field, and a red box labeled 6 points to the Submit button.

PARENT NODE	NRIC NO.	NAME
KRANJI NODE	S0000441A	LCP UAT DRIVER 0000441*
KRANJI NODE	S0000442A	LCP UAT DRIVER 0000442*



A screenshot of the TO Availability grid showing the results of the extension. A blue callout box highlights the message "[ATN] Attached to KHAJIB NODE (Extension Pending Endorsement) Approved End Date: 23-Jun-2017 PM S9300023A: To support KHAJIB NODE for the next 2 weeks, Extend Remarks: To support KHAJIB NODE for another 1 week". The grid shows the extended TO attachments for LCP UAT DRIVER 0000441* and 0000442* across the 24-Jun to 30-Jun period. A red box highlights the entire grid.

NAME	[ATN] Attached to KHAJIB NODE (Extension Pending Endorsement) Approved End Date: 23-Jun-2017 PM S9300023A: To support KHAJIB NODE for the next 2 weeks, Extend Remarks: To support KHAJIB NODE for another 1 week										Advanced Search...										
	24-Jun		25-Jun		26-Jun		27-Jun		28-Jun		29-Jun		30-Jun		01-						
	M	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM								
LCP UAT DRIVER 0000441*	TN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN								
LCP UAT DRIVER 0000442*	TN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN								

9 Resource (Vehicle) Management User Guide

9.1 Search & View Vehicles

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the users to search and view Vehicle records based on a combination of search fields. Vehicle records are retrieved from ES (Logs) and automatically mapped to their respective Nodes via their ES Locations.

Instructions

Step 1: Go to Resource > Search Vehicles.

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

Step 3: Click on the side tab to access different sets of search fields to filter your search. Hub and Node fields are restricted to your user account.

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

Step 5: Click “Search” to search based on your combination of search fields. The result will be listed below.

Step 6: Click on the column header to toggle the sorting of your search result based on the column.

Step 7: Click on the Vehicle No. to access the individual Vehicle record, if required.

The screenshot shows the 'Search Vehicles' page. At the top, there are tabs for 'Vehicle' (selected) and 'Vehicle No. or Type'. Below these are search fields for 'Vehicle Type', 'Node', 'ES Location', 'ES SLOC', 'ES Equipment', 'ES Material', and 'Cost Center'. To the left of the search fields are three tabs: 'Profile' (selected), 'Main-tenance', and 'Mileage'. On the right, there is a 'Search' button and a 'Clear' button. A red box labeled '1' points to the 'Resource' dropdown menu at the top left. A red box labeled '2' points to the 'Advanced Search...' link. A red box labeled '3' points to the 'Hub' dropdown menu. A red box labeled '4' points to the 'Clear' button. A red box labeled '5' points to the 'Search' button. A red box labeled '6' points to the 'Vehicle Type' column header. A red box labeled '7' points to the 'Vehicle No.' column header. The main area displays a table of vehicle results:

#	Vehicle No.	Vehicle Type	Permit Class	Node	AVI Status	AVI Due Date	Latest PM	Latest PM Status	Next PM	Next PM Start Date	Total Mileage
1	MID31819	L/R FFR 1TON	CL 3	SELARANG NODE	Pass	01-Dec-2018			5K	31-Mar-2017 AM	0.0
2	MID31929	L/R FFR 1TON	CL 3	TEKONG NODE	Fail	01-Dec-2018			5K	05-May-2017 AM	0.0

Step 8: Click on the page number to access different pages of your search result.

Step 9: Click “Download to Excel” to export all your search results (across all pages) into an Excel file.

The screenshot shows the search results table with page navigation. At the bottom, there are buttons for '1' through '5', 'Last', 'Total Records: 1200', 'Download to Excel', and 'Batch Update...'. A red box labeled '8' points to the page number '1'. A red box labeled '9' points to the 'Download to Excel' button. The table has columns for #, Vehicle No., Vehicle Type, Permit Class, Node, AVI Status, AVI Due Date, Latest PM, Latest PM Status, Next PM, Next PM Start Date, and Total Mileage.

9.2 View Vehicle Profile

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the profile of their vehicles. Profile information are pulled from ES (Logs). A vehicle's Vehicle Type is first mapped based on its ES Equipment by default. It can be changed subsequently.

Instructions

Step 1: Search for the intended Vehicle (9.2. Search & View Vehicles) and click on its Vehicle No.

Step 2: Click on the "Profile" tab (default tab).

Step 3: Click on the Vehicle Type to see its Vehicle Type Specification, if required.

The screenshot shows the 'Vehicle' profile page. At the top, there are tabs: Profile (highlighted with a red box and number 2), Maintenance, Mileage, Schedule, and Audit Log. Below the tabs, the vehicle details are listed: Hub (TPT HUB EAST), Node (BEDOK NODE), T-Loan Node, IVD Information (IVD-12312), Vehicle Type (5 TON GS (AUTO)), ES Location (LA21), ES SLOC, ES Equipment (MAN 16.284 LAERC 5 GS), ES Material (TRUCK,CARGO:5 TON,M.A.N. 16.284 LAERC), and Cost Center (A0413). To the right, there is a thumbnail image of a truck labeled 'MID21310 5 TON GS (AUTO)'.

9.2.1 Update Vehicle's IVD Info / Vehicle Type

Access Rights: Hub Controller (Vehicle), Node Controller (Vehicle).

This function allows the user to update the IVD Information and Vehicle Type of their Vehicles. By default, each vehicle is mapped to its Vehicle Type by its ES Equipment. However, it can be re-mapped to another Vehicle Type if necessary. The list of Vehicle Types is Master Data maintained by the System Administrator.

Instructions

Step 1: To update a single Vehicle, view its profile (9.3. View Vehicle Profile), and do **Step 2 – 3**.

Step 2: Key in the IVD Information and/or select the Vehicle Type.

Step 3: Click "Save". A confirmation pop-up will appear. Click "OK" to save your updates across all tabs.

The screenshot shows the 'Vehicle' profile page with updated information. The IVD Information field now contains 'IVD-12312' (highlighted with a red box and number 2). The Vehicle Type dropdown also shows '5 TON GS (AUTO)'. On the right side, there is a 'Save' button (highlighted with a red box and number 3).

Step 4: To update multiple Vehicles, search for the intended Vehicles (9.2. Search & View Vehicles), select their checkboxes, and do **Step 5 – 7**.

Step 5: Click on Batch Update > IVD Information (or Vehicle Type).

<input type="checkbox"/> 46 MID33086	L/R TACT CP	CL 3	BUKIT PANJANG NODE	Pass		5K
<input type="checkbox"/> 47 557	3 TON GS	CL 3	TENGAH AIR BASE NODE	Pass		5K
<input checked="" type="checkbox"/> 48 MID10558	3 TON GS	CL 3	TENGAH AIR BASE NODE	Pass		5K
<input type="checkbox"/> 49 MID21527	5 TON GS (AUTO)	CL 3	SEMBAWANG A NODE NEW	Fail		5K
<input checked="" type="checkbox"/> 50 MID21529	5 TON GS (AUTO)	CL 3	SELARANG NODE	Fail		5K

1 2 3 4 5 > Last Total Records: 9656 [Download to Excel](#) [Batch Update...](#)

Step 6: Key in the IVD Information (or select the Vehicle Type) for the selected Vehicles as shown in the table.

Step 7: Click “Submit” to save the IVD Information (or Vehicle Type).

#	Vehicle No	Vehicle Type
1	MID38216	LSV SPIKE
2	MID38250	LSV MILAN

Cancel [Submit](#)

9.2.2 Update Vehicle's Maintenance

Access Rights: Hub Controller (Vehicle), Node Controller (Vehicle).

This function allows the user to update the maintenance information of their Vehicles.

Instructions

Step 1: To update a single Vehicle, view its profile (9.3. View Vehicle Profile), and do **Step 2 – 7**.

Step 2: Click on the “Maintenance” tab.

Step 3: Note the vehicle’s Latest PM information. Latest PM can either be:

- The most recent “Completed” PM, or
- The current PM which is still “In Progress”.

Step 4: Note the vehicle’s Next PM information. This is the vehicle’s next upcoming PM schedule.

Step 5: Key in the Warranty Period, if required.

Step 6: Select the AVI Due Date and AVI Status. Note that:

- Only vehicles with “Pass” as AVI Status are allowed to be assigned for Tasks.
- If a vehicle’s AVI Due Date has expired, the system will automatically change the AVI Status to “Expired”.
- For new vehicles, the AVI Due Date will be empty and AVI Status is “New Vehicle”. Entering a valid AVI Due Date will update its AVI Status to “Pass” automatically.

Step 7: Click “Save”. A confirmation pop-up will appear. Click “OK” to save your updates across all tabs.

Profile Maintenance Mileage Schedule Audit Log

Warranty Period: 16-Jan-2017 to 16-Jan-2019 (highlighted by red box 5)

AVI Due Date: 25-Apr-2018 (highlighted by red box 6)

AVI Status: Pass (highlighted by red box 6)

Latest PM: 10K

Latest PM Status: In Progress

Latest PM Start Date: 01-Mar-2017 12:00

Latest PM End Date: 05-Mar-2017 11:59

Vehicle Details: MID12148, 3 TON GECP

Service History: Next PM 15K, Next PM Start Date 05-Mar-2017 PM (highlighted by red box 4)

Buttons: Save (highlighted by red box 7)

Step 8: To update multiple Vehicles, search for the intended Vehicles (9.2. Search & View Vehicles), select their checkboxes, and do **Step 9 – 11**.

Step 9: Click on Batch Update > Warranty Period (or AVI).

	#	Vehicle No	Vehicle Type	Node	Status	Warranty Period	AVI
<input type="checkbox"/>	46	MID33086	L/R TACT CP	CL 3	BUKIT PANJANG NODE	Pass	5K
<input type="checkbox"/>	47	557	3 TON GS	CL 3	TENGAH AIR BASE NODE	Pass	5K
<input checked="" type="checkbox"/>	48	MID10558	3 TON GS	CL 3	TENGAH AIR BASE NODE	Pass	5K
<input type="checkbox"/>	49	MID21527	5 TON GS (AUTO)	CL 3	SEMBAWANG A NODE NEW	Fail	5K
<input checked="" type="checkbox"/>	50	MID21529	5 TON GS (AUTO)	CL 3	SELARANG NODE	Fail	5K

1 2 3 4 5 > Last Total Records: 9656 Download to Excel Batch Update...

Step 10: Key in the Warranty Period (or AVI Due Date and AVI Status) for the selected Vehicles as shown in the table.

Step 11: Click “Submit” to save the Warranty Period (or AVI Due Date and AVI Status).

Resource Credit Permit Safety Report Admin

Update Warranty Period by Batch

Warranty Period: (highlighted by red box 10)

#	Vehicle No	Vehicle Type
1	MID10558	3 TON GS
2	MID21529	5 TON GS (AUTO)

Buttons: Cancel (highlighted by red box 11) Submit

9.3 View Vehicle Mileage Trips

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the mileage Trips of their Vehicles. Every Trip is a start and end of the vehicle's engine which is recorded by I-Track and sent to ITMS. ITMS will then map each of the Trips to its respective Task in the system by finding the Task:

- With the same Vehicle No. as the Trip
- With the latest book out time **BEFORE** the Trip's start time

Once the Task has been found, the system can identify the Vehicle who was operated on and accumulate the mileage of the Trip to it accordingly. Each Trip can only be accounted to one Vehicle.

Instructions

Step 1: View the intended Vehicle Profile (9.3. View Vehicle Profile).

Step 2: Click on the “Mileage” tab.

Step 3: Select the Date Range.

Step 4: Click “Search” to display the mileage view by Trip, where the individual mileage trips belonging to the Vehicle will be displayed across different pages.

The screenshot shows a web-based application interface for viewing vehicle mileage trips. At the top, there are five tabs: Profile, Maintenance, Mileage (which is selected and highlighted in blue), Schedule, and Audit Log. Below the tabs, the title "Mileage Breakdown" is displayed. A red box labeled "2" points to the "Mileage" tab. Another red box labeled "3" points to the "Date Range" input field, which contains the text "01-Jan-2017 to 31-Jul-2017" and includes a calendar icon. A third red box labeled "4" points to the "Search" button, which is a blue rectangular button with white text. The main content area displays a table of mileage trips. The table has columns for Trip ID, Task ID, Driver NRIC, Driver Name, Date Time Start, Date Time End, Speeding Count, and Mileage. There are 15 rows of data, each corresponding to a trip record. The last row shows a total of 55.0 miles.

Trip ID	Task ID	Driver NRIC	Driver Name	Date Time Start	Date Time End	Speeding Count	Mileage
41	7955	S0000621A	LCP UAT DRIVER 0000621	25-Feb-2017 14:03	26-Feb-2017 14:03	0	55.0
42	7955	S0000621A	LCP UAT DRIVER 0000621	26-Feb-2017 14:03	27-Feb-2017 14:03	0	23.0
43	7955	S0000621A	LCP UAT DRIVER 0000621	27-Feb-2017 14:03	28-Feb-2017 14:03	1	42.0
44	7955	S0000621A	LCP UAT DRIVER 0000621	28-Feb-2017 14:03	01-Mar-2017 14:03	0	33.0
45	7955	S0000621A	LCP UAT DRIVER 0000621	01-Mar-2017 14:03	02-Mar-2017 14:03	0	10.0
51	7955	S0000621A	LCP UAT DRIVER 0000621	15-Feb-2017 14:03	16-Feb-2017 14:03	0	7.0
52	7955	S0000621A	LCP UAT DRIVER 0000621	16-Feb-2017 14:03	17-Feb-2017 14:03	0	12.0
53	7955	S0000621A	LCP UAT DRIVER 0000621	17-Feb-2017 14:03	18-Feb-2017 14:03	0	54.0
54	7955	S0000621A	LCP UAT DRIVER 0000621	18-Feb-2017 14:03	19-Feb-2017 14:03	0	51.0
55	7955	S0000621A	LCP UAT DRIVER 0000621	19-Feb-2017 14:03	20-Feb-2017 14:03	0	17.0
21	7955	S0000761A	LCP UAT DRIVER 0000761	13-Feb-2017 10:21	14-Feb-2017 10:21	0	55.0

9.4 View Vehicle Schedule

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the individual availability schedule of their Vehicles in the calendar form. The details displayed are similar to the 9.6 Search & View Vehicle Availability function.

Instructions

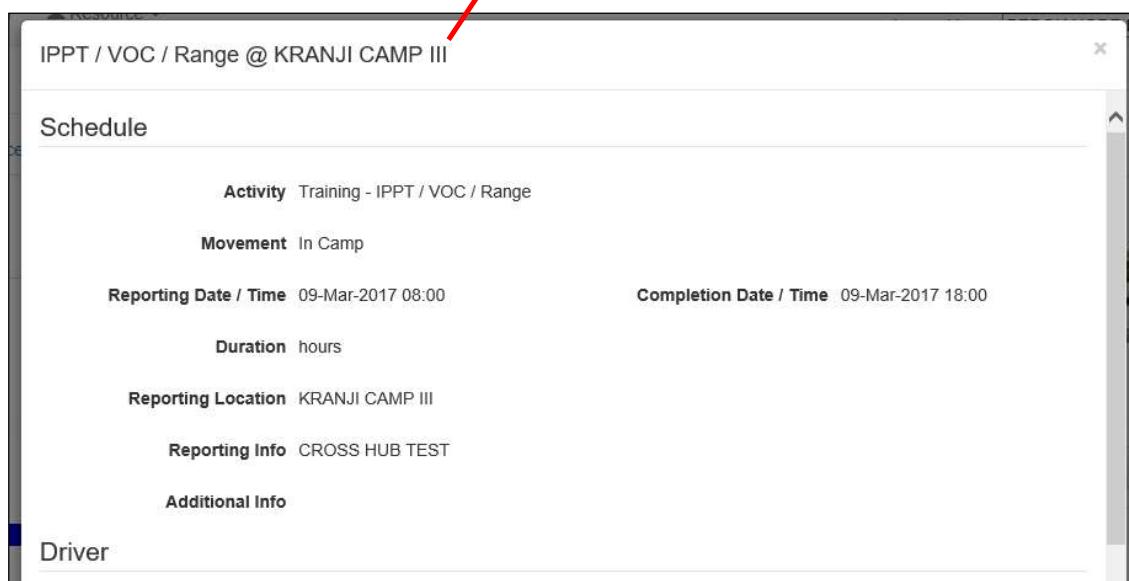
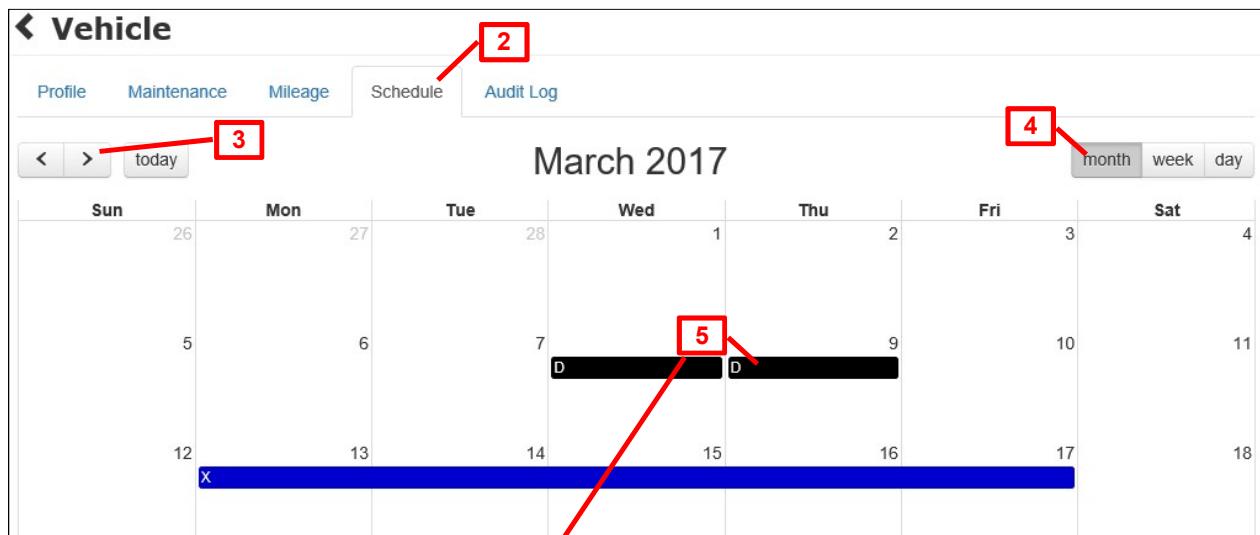
Step 1: View the intended Vehicle Profile (9.3. View Vehicle Profile).

Step 2: Click on the “Schedule” tab.

Step 3: Click “<” or “>” to go to the previous month or next month respectively.

Step 4: Select the type of view (i.e. Month, Week or Day).

Step 5: Click on the labels in the calendar to view more information (if any). Like Vehicle Availability, blue labels are user-assigned, black are system-assigned, while red are labels requiring user attention.



9.5 Search & View Vehicle Type Specifications

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the users to search and view Vehicle Type Specification records based on a combination of search fields. Vehicle Types are type records with “friendly” names maintained by ITMS System Administrator to describe the vehicle platforms (e.g. 5 TON GS (AUTO)), instead of using the ES Equipment (e.g. MAN 16.284 LAERC 5 GS) which is too technical to do so.

Vehicles retrieved from ES will have their Vehicle Type mapped according to their ES Equipment by default. Multiple ES Equipment can be mapped to the same Vehicle Type as there may be different variants or brands of the same platform. If there's a new platform (or even a new variant or brand), the system will detect and create a new ES Equipment for ITMS System Administrator to map to its respective Vehicle Type.

Instructions

Step 1: Go to Resource > Search Vehicle Type Specifications.

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

Step 3: Click on the side tab to access different sets of search fields to filter your search. Hub and Node fields are restricted to your user account.

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

Step 5: Click “Search” to search based on your combination of search fields. The result will be listed below.

Step 6: Click on the column header to toggle the sorting of your search result based on the column.

Step 7: Click on the Vehicle Type to access the individual Vehicle Type Specification record, if required.

#	Vehicle Type	Permit Class	Military Load Class	Front Capacity	Rear Capacity	Speed Limit	Image Uploaded	Maintenance Cycle
1	UNKNOWN	CL 2	11	10	0	50	Yes	5K, 10K, 15K, 20K, ... 40K
2	1.5 TON	CL 2	11	0	11	7	Yes	5K, 10K, 15K, 20K, ... 40K

Step 8: Click on the page number to access different pages of your search result.

Step 9: Click “Download to Excel” to export all your search results (across all pages) into an Excel file.

8	9	MB SPRINTER 413CDI	CL 3	0	0	0	No	5K, 10K, 15K, 20K, ... 40K
50	50	QUICK RESPONSE VEH - MB313 CDI-1T	CL 3	0	0	0	No	5K, 10K, 15K, 20K, ... 40K
<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value=">"/> <input type="button" value="Last"/> Total Records: 159				<input type="button" value="Download to Excel"/>				

Step 10: Click on the “Specification” tab to view the Vehicle Type’s Specification information.

Step 11: Note the image uploaded will be the image used by all vehicles of the same Vehicle Type.

Step 12: Note the list of Vehicle Purposes which will facilitate the selection of Vehicle Types during Indent.

Step 13: Note the list of ES Equipment Mapped. Vehicles retrieved from ES with ES Equipment Description similar to the list will be mapped to the Vehicle Type.

< Vehicle Type Specification

Specification	Maintenance	Audit Log
10 Vehicle Type 5 TON GS (AUTO) Front Capacity 2 Military Load Class 18 Vehicle Purposes Others Troop Lift ES Equipments Mapped MAN 16.284 LAERC 5 GS	Vehicle Permit Class CL 3 Rear Capacity 32 Speed Limit (KM/H) 50	 11 5 TON GS (AUTO)

Step 14: Click on the “Maintenance” tab to view the Vehicle Type’s Maintenance information.

Step 15: Note the Estimated Normal / Major Duration. This is to facilitate the number of calendar days to mark vehicles scheduled/sent for PM as unavailable.

Step 16: Note the Maintenance Cycle. This is to facilitate the auto-scheduling of PMs for the vehicles whenever their next upcoming PM gets re-scheduled, or when they are sent or returned from the workshop.

< Vehicle Type Specification

Specification	Maintenance	Audit Log																																													
14 Est. Normal PM Duration (Days) 4 15 Est. Major PM Duration (Days) 12 Maintenance Cycle 5K, 10K, 15K, 20K, ... 40K Days Interval 90	Maintained By MES Mileage Interval (KM) 5000	 16 5 TON GS (AUTO)																																													
<table border="1"> <thead> <tr> <th>Sequence</th> <th>Maintenance</th> <th>Day</th> <th>Mileage (KM)</th> <th>Is Major PM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5K</td> <td>90</td> <td>5000</td> <td>No</td> </tr> <tr> <td>2</td> <td>10K</td> <td>180</td> <td>10000</td> <td>No</td> </tr> <tr> <td>3</td> <td>15K</td> <td>270</td> <td>15000</td> <td>No</td> </tr> <tr> <td>4</td> <td>20K</td> <td>360</td> <td>20000</td> <td>Yes</td> </tr> <tr> <td>5</td> <td>25K</td> <td>450</td> <td>25000</td> <td>No</td> </tr> <tr> <td>6</td> <td>30K</td> <td>540</td> <td>30000</td> <td>No</td> </tr> <tr> <td>7</td> <td>35K</td> <td>630</td> <td>35000</td> <td>No</td> </tr> <tr> <td>8</td> <td>40K</td> <td>720</td> <td>40000</td> <td>Yes</td> </tr> </tbody> </table>			Sequence	Maintenance	Day	Mileage (KM)	Is Major PM	1	5K	90	5000	No	2	10K	180	10000	No	3	15K	270	15000	No	4	20K	360	20000	Yes	5	25K	450	25000	No	6	30K	540	30000	No	7	35K	630	35000	No	8	40K	720	40000	Yes
Sequence	Maintenance	Day	Mileage (KM)	Is Major PM																																											
1	5K	90	5000	No																																											
2	10K	180	10000	No																																											
3	15K	270	15000	No																																											
4	20K	360	20000	Yes																																											
5	25K	450	25000	No																																											
6	30K	540	30000	No																																											
7	35K	630	35000	No																																											
8	40K	720	40000	Yes																																											

9.6 Search & View Vehicle Availability

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view all availability schedules of their Vehicles in an Excel-like overview across a date range. The availability schedules of Vehicle resources serve as the foundation for the various ITMS core functions:

- To show the statistical projection of Vehicle resources during the creation of indents
- To determine if indents are to be placed on Waiting List
- To facilitate optimisation of Vehicle resources across various tasks
- To allow or block a Vehicle from being assigned (manual & automatic) to tasks
- To help the Transport formation in planning and decision-making (i.e. approval of indents), as well as its day to day operation (i.e. execution of tasks)

While Vehicles can become unavailable for multiple reasons such as task assignment, vehicle off-road, and AVI, and he can become available again due to early book-in, vehicle repaired, and re-scheduling of AVI. Therefore, the Node should ideally keep their Vehicle Availability as up-to-date as possible.

Instructions

Step 1: Go to Resource > Vehicle Availability.

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

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

Step 4: Click “Search” to search based on your combination of search fields. The result will be listed below.

Step 5: Note that each cell is a half day block (AM: 0000 to 1159, PM: 1200 to 2359). As long as an Unavailable Status crosses the time range, that cell will be labelled with the Unavailable Status.

Step 6: Click on any of the cells with an Unavailable Status to see any additional information. There can be a multiple Unavailable Status within a cell when a:

- Vehicle is assigned with 2 or more tasks within half a day
- Buffer Vehicle is assigned with Tasks
- Loaned Vehicle is assigned with Tasks or marked as unavailable

#	NODE	VEHICLE TYPE	VEHICLE NO	01-Mar AM	01-Mar PM	02-Mar AM	02-Mar PM	03-Mar AM	03-Mar PM	[D] Task ID: 8854 (ATEC Evaluation, IN-CAMP) Customer Unit: 1 CDO BN Period: 08-Mar-2017 08:00 to 08-Mar-2017 18:00 Driver: LCP UAT DRIVER 0000607 (S0000607A)											
1	SELARANG NODE	1.5 TON CARGO TRAILER	MID93035							D	D	VOR									
2	SELARANG NODE	3 TON GS	MID10716									VOR									
3	SELARANG NODE	3 TON GS	MID11335																		
4	SELARANG NODE	3 TON GS	MID12025																		

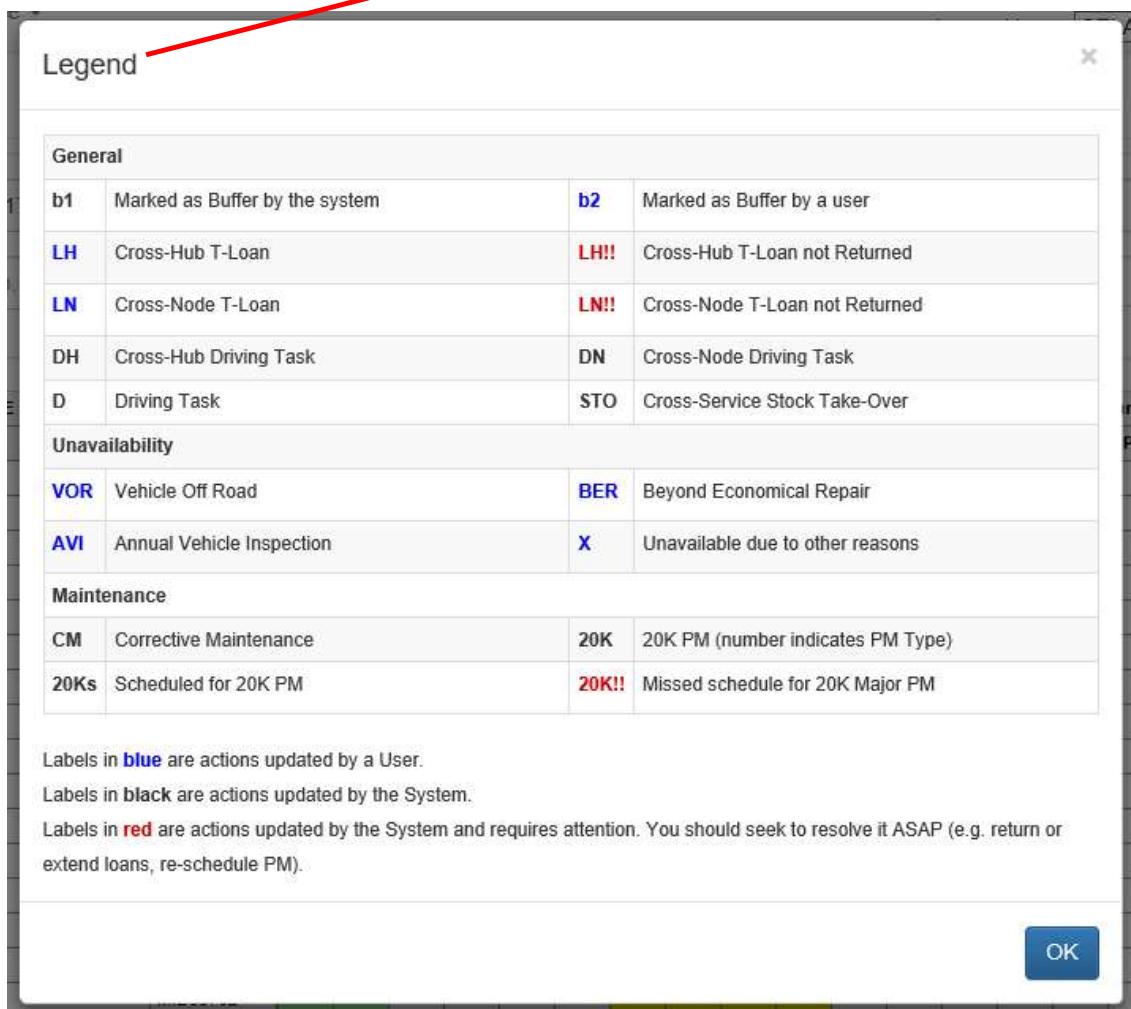
Step 7: Click on the page number to access different pages of your search result.

Step 8: Click “Download to Excel” to export all your search results (across all pages) into an Excel file.

Step 9: Click “Legend” to view the descriptions of the Unavailable Statuses. As shown in the screenshot, the Legend will explain that Unavailable Status:

- Labelled in blue are actions updated by a user
- Labelled in black are actions updated by the system (e.g. PM schedules, task assignment)
- Labelled in red are actions updated by the System and requires attention. The relevant user should seek to resolve the issue as soon as possible (e.g. return or extend loans, reschedule PM).

48	PASIR RIS NODE	5 TON GS (AUTO)	MID20539						D	D	D	D
49	R RIS NODE	5 TON GS (AUTO)	MID20540						D	D	D	D
	<	1 2 3 > Last	Total Records: 103	Legend: █ Today, █ Weekend, █ Public Holiday, █ Click here for more...				Download to Excel				



9.7 View Vehicle Availability Breakdown

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

This function allows the user to view the statistical breakdown of Vehicle resources for a specified half-day and vehicle familiarisation. As ITMS do not keep track of the day-to-day history of Holdings, this function is only meant for the user to see the current status or to do forward planning. It will be displayed in the following columns:

Holding	Total no. of Vehicles
Buffer	No. of TO marked as Buffer (reserved for unexpected events such as MC)
Unavailable	No. of TO marked as Unavailable (e.g. OFF, LVE, VOC)
Available	No. of TO available for customer (Deployable – Buffer – Unavailable)
Rate	Availability Rate (Available / Deployable * 100%). Change from blue to red if it falls below 70%.
Indent Statistics	
Indented	No. of TO requested by Indents
Balance	No. of TO remaining (Available – Indented). This is the projected balance shown to customers when they are raising indents. It also determines if indents are to be placed in the Waiting List.
Tasking Statistics	
Tasked	No. of TO assigned to Tasks
Balance	No. of TO remaining (Available – Tasked). This is the actual balance for your own reference.

As of current guideline, with the help of the Vehicle Availability module, the Node should ideally:

1. Reserve 10% of their resources as Buffer for unexpected events
2. Plan within 20% of their resources for other activities

This will maintain an Availability Rate of at least 70% to support their customers. An illustration is available in the screenshot below (Step 7).

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Right-Click on any of the cells labelled “AM” or “PM” and select “View Availability Breakdown” to view its statistical breakdown of Vehicle availability.



VEHICLE TYPE	VEHICLE NO	16-Jun		17-Jun		18-Jun		19-Jun	20-Jun	21-Jun	22-Jun		23-Jun	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM
5 TON GS (AUTO)	MID21485													
5 TON GS (AUTO)	MID21486													

Step 3: Select the Vehicle Type (default is 5 TON GS (AUTO)).

Step 4: Select the Date to view the statistics of another date.

Step 5: Mouse-Over the information icon to view description on the statistics.

Step 6: Click on the “Indented” figures to find the indents that were indented on that half-day.

Step 7: Click “Explain Statistics” to show/hide the illustration that explains the statistics.

Vehicle Availability Breakdown

Date: 18-Jun-2017 | AM (00:00 - 11:59) | Hub: TPT CEN(NORTH)/1 SAF TPT BN

Vehicle Type: 5 TON GS (AUTO)

Node	Holding	Buffer	Unavailable	Available	Rate	Indented	Balance	Tasked	Balance
	<small>i</small>								
KHATIB NODE	13	0	0	13	100%	0	13	0	13
KRANJI NODE	59	0	28	31	53%	0	31	0	31
MANDAI HILL NODE	54	0	0	54	100%	15	39	0	54
SEMBAWANG A NODE NEW	121	0	0	121	100%	0	121	0	121
SEMBAWANG C NODE	0	0	0	0	0%	0	0	0	0

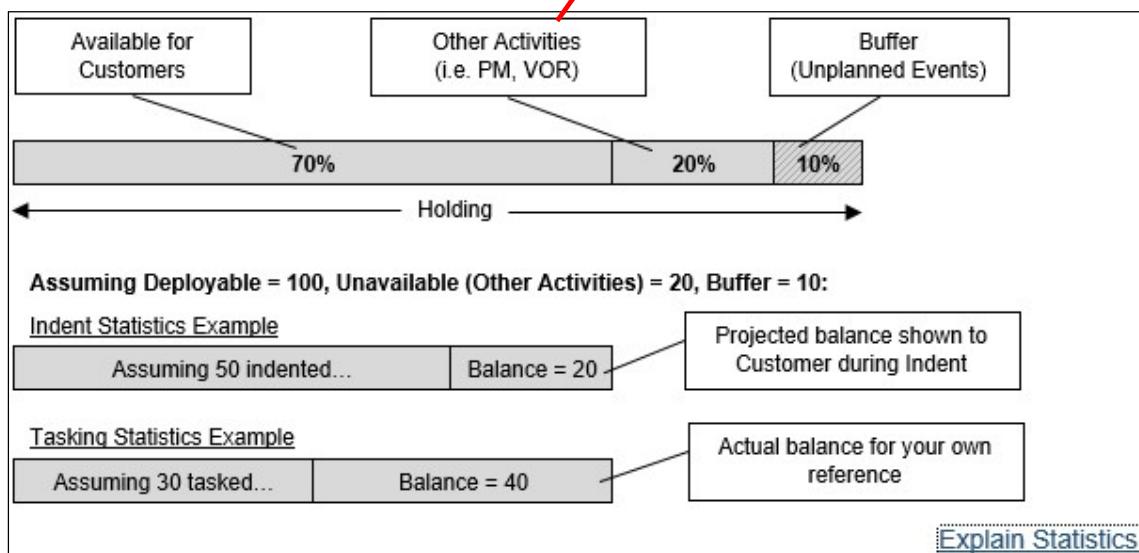
Explain Statistics OK

i Info

Indents:
20170600001
20170600002

Indents with Parkdown:
20170600001

OK



9.7.1 Mark Vehicle as Unavailable

Access Rights: Node Controller (Vehicle), Node Commander, Node Sergeant Major

This function allows the user to mark Vehicle as Unavailable. It creates blue (user-assigned) Unavailable Statuses for the selected Vehicles across the highlighted date range.

Instructions to

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that corresponds to your intended Vehicles and date range. The area will be highlighted.

Step 3: Right-Click on the highlighted area, mouse-over on “Mark Vehicle as Unavailable”, and click on your intended Unavailable Status.

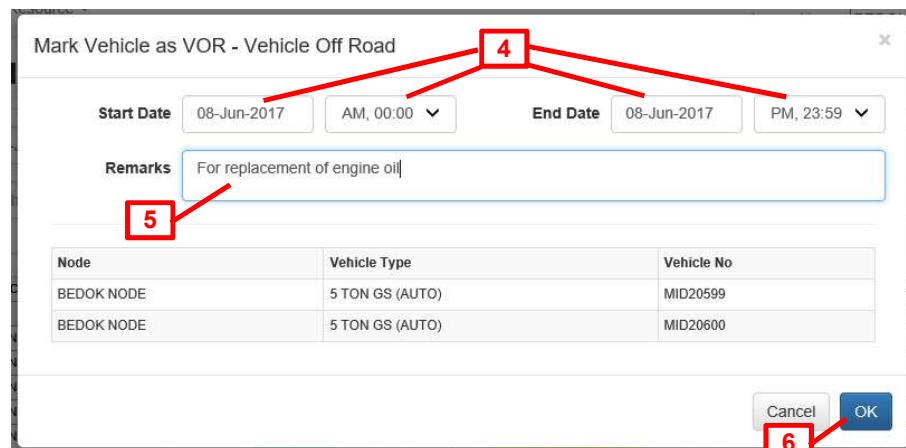
The screenshot shows a grid of vehicle availability from June 7 to June 15. A selection of cells for vehicles MID20599 and MID20600 from June 8 to June 11 is highlighted with a red box. A context menu is open at the top right of this selection, with the option "Mark Vehicle as Unavailable" highlighted. Other options in the menu include "Unmark Vehicle Status", "Mark Vehicle as Buffer (b2)", "Reschedule Vehicle Next PM...", "Send Vehicle for PM...", and "Return Vehicle from PM...".

VEHICLE TYPE	VEHICLE NO	07-Jun	08-Jun	09-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun
5 TON GS (AUTO)	MID20599		AM 2	PM	AM	PM	AM	PM	AM	PM	AM
5 TON GS (AUTO)	MID20600										
5 TON GS (AUTO)	MID20601										
5 TON GS (AUTO)	MID20602										
5 TON GS (AUTO)	MID20603										
5 TON GS (AUTO)	MID20604										
5 TON GS (AUTO)	MID20605										
5 TON GS (AUTO)	MID20735										
5 TON GS (AUTO)	MID20736										

Step 4: Re-select the specified start and end dates, if required.

Step 5: Key in your remarks, if any.

Step 6: Click “OK” to save the Unavailable Statuses.



The screenshot shows the same vehicle availability grid as before, but now the cells for vehicles MID20599 and MID20600 from June 8 to June 11 are filled with the "VOR" status, indicated by a blue background color. The status "VOR" is also displayed in the remarks field of the dialog box above.

NODE	VEHICLE NO	08-Jun	09-Jun	10-Jun	11-Jun
BEDOK NODE	5 TON GS (AUTO)	VOR	VOR		
BEDOK NODE	5 TON GS (AUTO)	VOR	VOR		

9.7.2 Mark Vehicle as Buffer (b2)

Access Rights: Node Controller (Vehicle), Node Commander, Node Sergeant Major

This function allows the user to mark Vehicle as Buffer. It creates blue (user-assigned) Buffer Statuses (b2) for the selected Vehicles across the highlighted date range. Note that this function will overwrite all black (system-assigned) Buffer Statuses (b1) for the date range.

Instructions to

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that corresponds to your intended Vehicles and date range. The area will be highlighted.

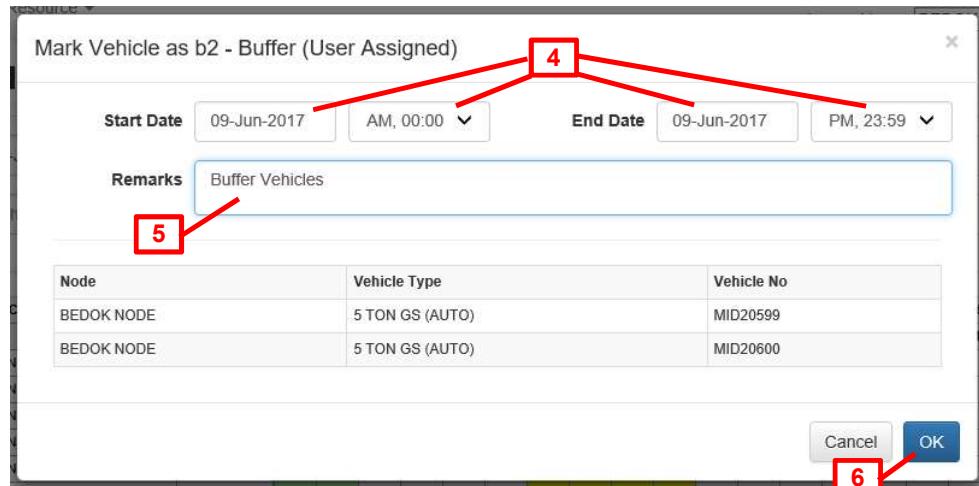
Step 3: Right-Click on the highlighted area and click on “Mark Vehicle as Buffer (b2)”

VEHICLE TYPE	VEHICLE NO	07-Jun		08-Jun		09-Jun		10-Jun		11-Jun		12-Jun		13-Jun		14-Jun	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
5 TON GS (AUTO)	MID20599			VOR	VOR	2											
5 TON GS (AUTO)	MID20600			VOR	VOR	3											
5 TON GS (AUTO)	MID20601																
5 TON GS (AUTO)	MID20602																
5 TON GS (AUTO)	MID20603																

Step 4: Re-select the specified start and end dates, if required.

Step 5: Key in your remarks, if any.

Step 6: Click “OK” to save the Buffer (b2) Statuses.



NODE	VEHICLE TYPE	[b2] Buffer Vehicles				09-Jun		10-Jun		11-Jun	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
BEDOK NODE	5 TON GS (AUTO)			VOR	VOR	b2	b2				
BEDOK NODE	5 TON GS (AUTO)			VOR	VOR	b2	b2				
BEDOK NODE	5 TON GS (AUTO)										

9.7.3 Unmark Vehicle Status

Access Rights: Node Controller (Vehicle), Node Commander, Node Sergeant Major

This function allows the user to unmark Vehicle from its Unavailable or Buffer Statuses. It removes the blue (user-assigned) Unavailable or Buffer Statuses from the selected Vehicles and date range.

Instructions to

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that have any Unavailable or Buffer Statuses and it corresponds to your intended Vehicles and date range. The area will be highlighted.

Step 3: Right-Click on the highlighted area and click on “Unmark Vehicle Status”.

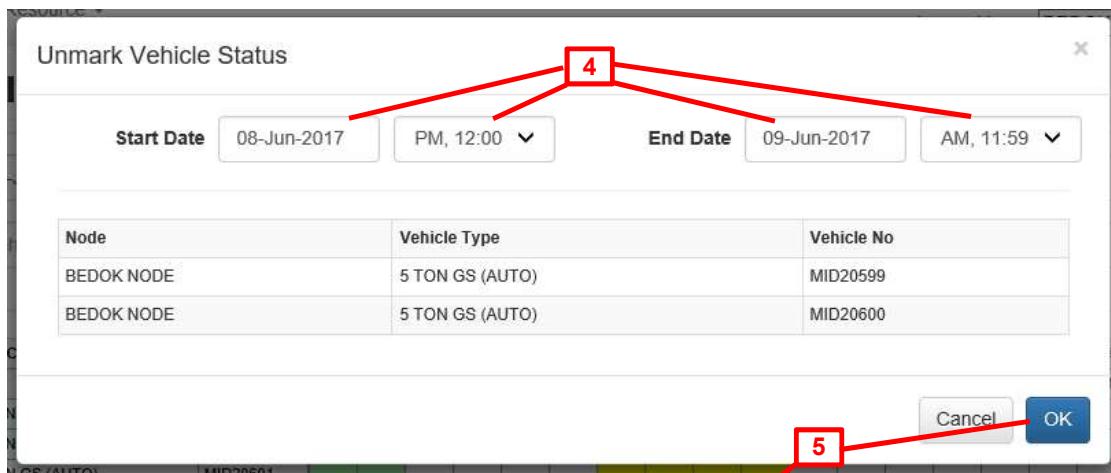
VEHICLE TYPE	VEHICLE NO	09-Jun		10-Jun		11-Jun		12-Jun		13-Jun	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	AM
5 TON GS (AUTO)		b2	b2	b2	b2	b2	b2	b2	b2	b2	
5 TON GS (AUTO)	MID20600	VOR	VOR	VOR	VOR	VOR	VOR	VOR	VOR	VOR	
5 TON GS (AUTO)	MID20601										
5 TON GS (AUTO)	MID20602										

Unmark Vehicle Status

Mark Vehicle as Buffer (b2)

Step 4: Re-select the specified start and end dates, if required.

Step 5: Click “OK” to remove the selected Unavailable or Buffer Statuses.



VEHICLE TYPE	VEHICLE NO	07-Jun		08-Jun		09-Jun		10-Jun		11-Jun		12-Jun	
		AM	PM										
5 TON GS (AUTO)	MID20599			VOR		b2							
5 TON GS (AUTO)	MID20600			VOR		b2							
5 TON GS (AUTO)	MID20601												

9.8 View Vehicle T-Loans

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

The user can view Vehicle T-Loans in the same function as the Search & View Vehicle Availability. The system automatically includes new Vehicles being loaned in based on the specified date range. These Vehicles will be marked with an “**” beside its name.

To the system, T-Loan of Vehicles means the transfer of access rights from the parent node to the loaned node. It will be the responsibility of the loaned node to mark/unmark these Vehicles’ availability and buffer during the loan period. Also, the loaned node will be able to assign these Vehicles for their node’s tasks.

Vehicle T-Loan goes through a 3-stage approval workflow (i.e. **Submission > Endorsement > Approval**) before the loan is approved.

Vehicle T-Loan has a Start Date and an End Date. If the Vehicle is not returned after End Date, the system will begin to mark down the Vehicle from that End Date to the current date with “LN!!” or “LH!!”, and create a Pending Action to the nodes. As stated in the Legend, status with “!!” requires user attention and the nodes should either Return or Extend the attachment.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Note the “**” beside the Vehicles’ Vehicle No., which indicate they are loaned Vehicles.

Step 3: Click on any of the LN (Cross-Node Loan) or LH (Cross-Hub Loan) cells to view the status of the loan.

VEHICLE TYPE	VEHICLE NO	[LN] Loaned to KHATIB NODE S9310023A: To support KHATIB NODE for the next 2 weeks									
		14-Jun		15-Jun		16-Jun		17-Jun		18-Jun	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
5 TON GS (AUTO)	MID20048*			LN	LN	LN	LN	LN	LN	LN	LN
5 TON GS (AUTO)	MID20050*			LN	LN	LN	LN	LN	LN	LN	LN
5 TON GS (AUTO)	MID20018										
5 TON GS (AUTO)	MID20097										

9.8.1 Submit Vehicle T-Loan

Access Rights: Parent Node’s Node Controller (Ops/Trg), Parent Node’s Node Controller (Vehicle), Parent Node’s Node Executive

This function allows the user to submit Vehicles for T-Loan for a specified date range.

Instructions to

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Mouse-Drag (or hold SHIFT + Click) over an area of cells that corresponds to your intended Vehicles and date range. The area will be highlighted.

Step 3: Right-Click on the highlighted area and click on “T-Loan Vehicle”.

VEHICLE TYPE	VEHICLE NO	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun	19-Jun	20-Jun
		AM	PM	AM	PM	AM	PM	AM	PM	AM
5 TON GS (AUTO)	MID20048									
5 TON GS (AUTO)	MID20050									
5 TON GS (AUTO)	MID20051									
5 TON GS (AUTO)	MID20122									
5 TON GS (AUTO)	MID20443									
5 TON GS (AUTO)	MID20445									
5 TON GS (AUTO)	MID20446									
5 TON GS (AUTO)	MID20457									
5 TON GS (AUTO)	MID20458									
5 TON GS (AUTO)	MID20459									
5 TON GS (AUTO)	MID20460									

Step 4: Re-select the specified start and end dates, if required.

Step 5: Select the Node to attached to and key in the remarks, if any.

Step 6: Click “Submit” to submit the selected Vehicles for T-Loan for endorsement.

T-Loan Vehicles

Start	12-Jun-2017	AM, 00:00	End	23-Jun-2017	PM, 23:59
T-Loan to	KHAJIB NODE				
Remarks	To support KHAJIB NODE for the next 2 weeks				
PARENT NODE	VEHICLE TYPE	VEHICLE NO			
KRANJI NODE	5 TON GS (AUTO)	MID20048			
KRANJI NODE	5 TON GS (AUTO)	MID20050			

Cancel Submit

VEHICLE NO	[LN] Loaned to KHAJIB NODE (Pending Endorsement) S9310023A: To support KHAJIB NODE for the next 2 weeks											Advanced Search		
	16-Jun		17-Jun		18-Jun		19-Jun		20-Jun		21-Jun		22-Jun	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
MID20048	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN
MID20050	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN

9.8.2 Endorse Vehicle T-Loan

Access Rights: Parent Node's Node Controller (Ops/Trg), Parent Node's Node Controller (Vehicle), Parent Node's Node Executive

This function allows the user to endorse or reject submitted T-Loans of their Vehicles.

Instructions

Step 1: If you have the access rights to endorse Vehicle T-Loans, there will be a Pending Action in your Dashboard for each loan being submitted. Click on the Vehicle No. to access the Vehicle details, if required.

Step 2: Click “Endorsement” to access the Vehicle T-Loan Endorsement module.

Pending Actions	
Pending Since	Description
07-Jun-2017 16:19	Vehicle MID20050's T-Loan to KHATIB NODE has been Submitted by 1WO KRANJI NODE NODE CONTROLLER [VEHICLE] (S9310023A) and is now pending your Endorsement.
07-Jun-2017 16:19	Vehicle MID20048's T-Loan to KHATIB NODE has been Submitted by 1WO KRANJI NODE NODE CONTROLLER [VEHICLE] (S9310023A) and is now pending your Endorsement.

Step 3: Alternatively, go to Resource > Vehicle T-Loan Endorsement to access the module.

Step 4: T-Loans pending Endorsement are listed with summarized information. Click “Endorse” or “Reject” to set the respective T-Loan to Endorsed or Rejected.

Step 5: Note the type. It can be “T-Loan” or “T-Loan Extension”.

Step 6: Click “Endorse All” or “Reject All” to set all T-Loans in the page to Endorsed or Rejected.

Step 7: Key in the remarks for each of the rejected T-Loans.

Step 8: Click “Confirm Decision for X Vehicles” and a confirmation pop-up will appear. Click “OK” to confirm the endorsement and rejection of T-Loans in the page.

Vehicle Loan Endorsement					
#	Vehicle	Parent Node	Attached Node	Type	Period
1	MID20048 5 TON GS (AUTO) Submitted on 07-Jun-2017 16:19 by 1WO KRANJI NODE NODE CONTROLLER [VEHICLE] (S9310023A)	KRANJI NODE	KHATIB NODE	T-Loan	12-Jun-2017 00:00 to 23-Jun-2017 23:59
2	MID20050 5 TON GS (AUTO) Submitted on 07-Jun-2017 16:19 by 1WO KRANJI NODE NODE CONTROLLER [VEHICLE] (S9310023A)	KRANJI NODE	KHATIB NODE	T-Loan	12-Jun-2017 00:00 to 23-Jun-2017 23:59

Total Records: 2

9.8.3 Approve Vehicle T-Loan

Access Rights (Cross-Node Attachment): Hub Commander (Ops/Trg)

Access Rights (Cross-Hub Attachment): HQ Commander

This function allows the user to approve or reject endorsed T-Loans of their Vehicles.

Instructions

Step 1: If you have the access rights to approve Vehicle T-Loans, there will be a Pending Action in your Dashboard for each loan being endorsed. Click on the Vehicle No. to access the Vehicle details, if required.

Step 2: Click “Approval” to access the Vehicle T-Loan Approval module.

Pending Actions	
Pending Since	Description
07-Jun-2017 16:26	Vehicle MID20050's T-Loan to KHATIB NODE has been Endorsed by CPT Kranji Node Node Commander (S9320023A) and is now pending your Approval.
07-Jun-2017 16:26	Vehicle MID20048's T-Loan to KHATIB NODE has been Endorsed by CPT Kranji Node Node Commander (S9320023A) and is now pending your Approval.

Step 3: Alternatively, go to Resource > Vehicle T-Loan Approval to access the module.

Step 4: T-Loans pending Approval are listed with summarized information. Click “Approve” or “Reject” to set the respective T-Loan to Approved or Rejected.

Step 5: Note the type. It can be “T-Loan” or “T-Loan Extension”.

Step 6: Click “Approve All” or “Reject All” to set all T-Loans in the page to Approved or Rejected.

Step 7: Key in the remarks for each of the rejected T-Loans.

Step 8: Click “Confirm Decision for X Vehicles” and a confirmation pop-up will appear. Click “OK” to confirm the approval and rejection of T-Loans in the page.

The screenshot shows the ITMS interface with the following details:

- Header:** ITMS, Dashboard, Indent, Resource, \$ Credit, Welcome, Logged in as: TPT CEN(NORTH)/1 SAF TPT BN Hub Controller (Ops/Trg).
- Section:** Vehicle Loan Approval
- Buttons:** Approve All, Reject All, Confirm Decision for 2 Vehicles (highlighted with red box 8).
- Table:** Displays two rows of vehicle information:

#	Vehicle	Parent Node	Attached Node	Type	Period	Remarks
1	MID20048 5 TON GS (AUTO) Endorsed on 07-Jun-2017 16:19 by 1WO Kranji Node Node Commander [VEHICLE] (S9310023A)	KRANJI NODE	KHATIB NODE	T-Loan	12-Jun-2017 00:00 to 23-Jun-2017 23:59	To support KHATIB NODE for the next 2 weeks
2	MID20050 5 TON GS (AUTO) Endorsed on 07-Jun-2017 16:19 by 1WO Kranji Node Node Commander [VEHICLE] (S9310023A)	KRANJI NODE	KHATIB NODE	T-Loan	12-Jun-2017 00:00 to 23-Jun-2017 23:59	To support KHATIB NODE for the next 2 weeks

 Each row has an Approve (green) and Reject (red) button.
- Reasons for rejection:** A text input field labeled "Reasons for rejection".
- Total Records:** 2

9.8.4 Return Vehicle T-Loan

Access Rights: Parent Node’s Node Controller (Ops/Trg), Parent Node’s Node Controller (Vehicle), Parent Node’s Node Executive

This function allows the user to return Vehicles from their loaned node back to their parent node, thereby, closing the Vehicle T-Loan. As the Vehicles belong to the parent node, the parent node will have the rights to initiate the return of their resources. The return of Vehicles can be done before the T-Loan end date.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

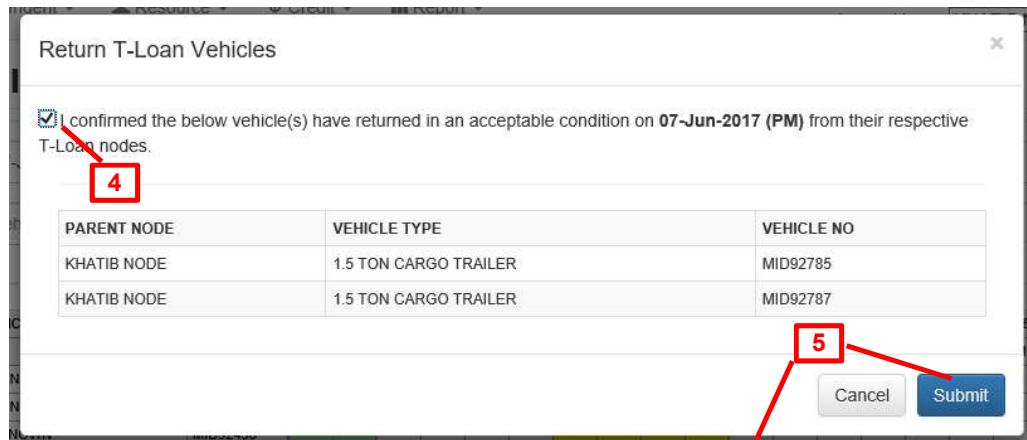
Step 2: Select on the cell which indicates the Vehicles’ date of return. You can select multiple Vehicles but not multiple dates. Note that you can only select the date of return as the current date or earlier.

Step 3: Right-Click on the highlighted area and click on “Return T-Loaned Vehicle”.

1.5 TON CARGO TRAILER	MID92785	LN																					
1.5 TON CARGO TRAILER	MID92787	LN																					
1.5 TON CARGO TRAILER	MID92794																						
1.5 TON CARGO TRAILER	MID92796																						

Step 4: Tick on the declaration checkbox to confirm that the Vehicles have been returned in an acceptable condition from their respective loaned nodes.

Step 5: Click “Submit” to return the Vehicles. If the date of return is earlier than the T-Loan end date, the T-Loan will close earlier, on the date of return itself.



1.5 TON CARGO TRAILER	MID92785	LN																					
1.5 TON CARGO TRAILER	MID92787	LN																					
1.5 TON CARGO TRAILER	MID92794																						
1.5 TON CARGO TRAILER	MID92796																						

9.8.5 Extend Vehicle T-Loan

Access Rights: Parent Node's Node Controller (Ops/Trg), Parent Node's Node Controller (Vehicle), Parent Node's Node Executive

This function allows the user to extend the duration of Vehicle T-Loans. As this is usually the requirements from the loaned node, the loaned node will be the one to submit the extension request. An extension goes through the same 3-stage approval workflow (i.e. **Submission > Endorsement > Approval**) before the loan extension is approved.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Select on the cell which indicates the Vehicle T-Loans' new end date. You can select multiple Vehicles but not multiple dates. Note that you can only select the new end date as the current date or later.

Step 3: Right-Click on the highlighted area and click on “Extend T-Loaned Vehicle”. This function will seek the latest Vehicle T-Loans to extend them to the new end date.

VEHICLE TYPE	VEHICLE NO	21-Jun		22-Jun		23-Jun		24-Jun		25-Jun		26-Jun		27-Jun		28-Jun		29-Jun		30-Jun		
		AM	PM																			
5 TON GS (AUTO)	MID20048*	LN	LN	LN	LN	LN	LN															
5 TON GS (AUTO)	MID20050*	LN	LN	LN	LN	LN	LN															
UNKNOWN	MID92438																					
1.5 TON CARGO TRAILER	MID92785																					
1.5 TON CARGO TRAILER	MID92787																					

Step 4: Re-select the specified end date, if required.

Step 5: Key in the remarks, if any.

Step 6: Click “Submit” to submit the extension of the selected Vehicle T-Loans for endorsement.

Extend T-Loan Vehicles

New End Date: 30-Jun-2017 PM (23:59)

Remarks: To support KHATIB NODE for another 1 week

PARENT NODE	VEHICLE TYPE	VEHICLE NO
KRANJI NODE	5 TON GS (AUTO)	MID20048*
KRANJI NODE	5 TON GS (AUTO)	MID20050*

Cancel Submit

[LN] Loaned to KHATIB NODE (Extension Pending Endorsement)
Approved End Date: 23-Jun-2017 PM
S9310023A: To support KHATIB NODE for the next 2 weeks; Extend Remarks: To support

VEHICLE TYPE	VEHICLE N	Advanced Search...																		
		24-Jun	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	01-J	AM	PM	AM								
5 TON GS (AUTO)	MID20048*	N	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN
5 TON GS (AUTO)	MID20050*	N	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN	LN

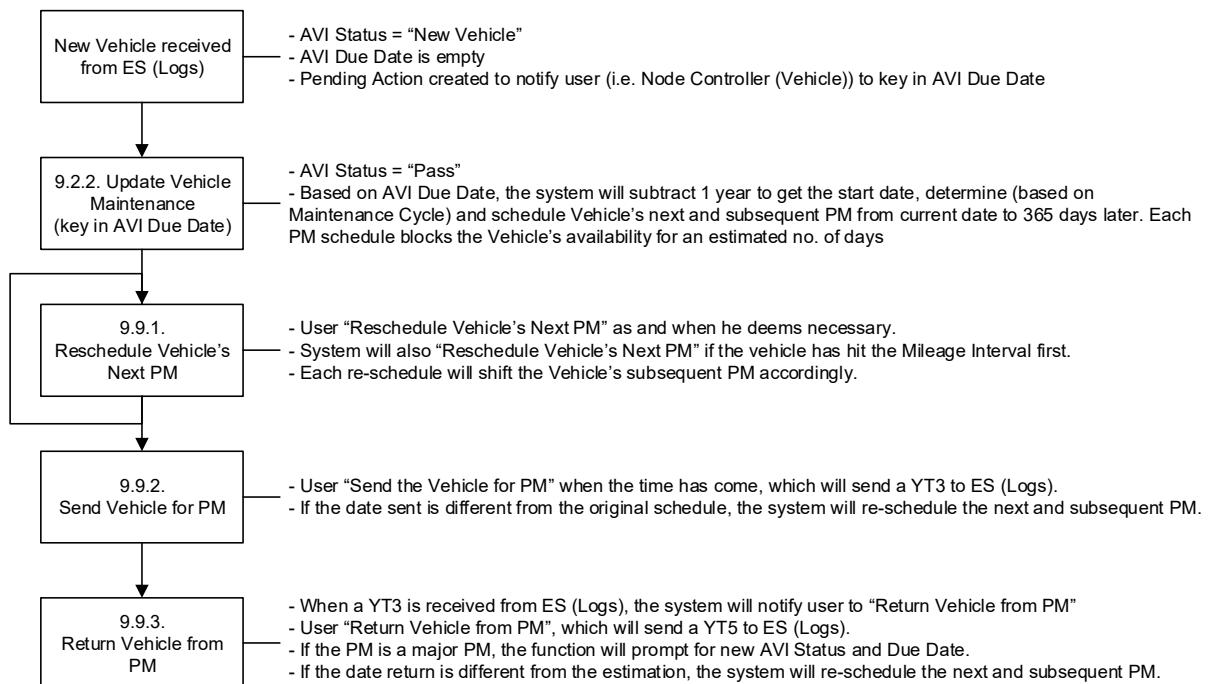
9.9 View Vehicle Preventive Maintenance (PM)

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Hub Controller (Vehicle), Hub Commander, Node Controller (Ops/Trg), Node Controller (Vehicle), Node Executive, Node Commander, Node Sergeant Major, Duty Transport Leader

All vehicles are required to go for periodical PM based on their Maintenance Cycle. They are maintained either internally by MES or externally by an external vendor (i.e. SMRT). Different Vehicle Types have different maintenance cycle and requirement as shown in the table below.

Maintenance Cycle	Maintained By	Type	Vehicle to go for PM once...
5K, 10K, 15K, 20K, ... 40K	MES	All non-SMRT	Every 3 month or 5K mileage, where every 12 month or 20K is a major PM
5K, 10K, 15K, 20K, ... 200K	MES	UOV	Every 3 month or 5K mileage, where every 12 month or 20K is a major PM
A1, A2, B	SMRT	Group A, Type 1	Every 4 month or 5K mileage, where every 12 month or 15K is a major PM
6M, 12M, 18M, ... 48M	SMRT	Group A, Type 2	Every 6 month or 5K mileage, where every 12 month or 10K is a major PM
6M, 12M, 18M, ... 60M	SMRT	Group A, Type 3	Every 6 month or 5K mileage, where every 12 month or 10K is a major PM
10K, 20K, 30K, 40K, ... 200K	SMRT	Group A, Type 4	Every 12 month or 10K mileage, where every 12 month or 10K is a major PM
A, B, A, C	SMRT	Group B, Type 1	Every 3 month or 5K mileage, where every 12 month or 20K is a major PM
A1, A2, B	SMRT	Group B, Type 2	Every 4 month or 5K mileage, where every 12 month or 15K is a major PM

The flow chart below illustrate the process of maintaining vehicle PM:



When the system is working on the vehicle's subsequent PM schedules over the next 365 (configurable) calendar days, on top of following the vehicle's Maintenance Cycle, the system will:

		If Yes?	If No?
1.	Checks if each of the normal PM scheduled is too near to the vehicle's AVI Due Date. By " too near ", it means it is less than half (configurable) of the Maintenance Cycle Interval. For example, if the interval is every 3 months (90 calendar days), and the normal PM is less than 45 calendar days to the AVI Due Date, then the PM is deemed too near to the AVI Due Date.	The normal PM will be skipped to a major PM.	The normal PM will be scheduled.
2.	Checks if each of the PM schedule - falls <u>after</u> the AVI Due Date and, - if a major PM has <u>not</u> been scheduled before.	A major PM will be scheduled on the AVI Due Date itself	The PM will be scheduled.
3.	Checks if each of the PM schedule falls on a Weekend or Public Holiday (configured by the System Administrator)	The PM will be re-schedule on a Week Day before.	The PM will be scheduled.

The user can view various Vehicles' PM (Prevent Maintenance) and PMs (Preventive Maintenance Schedule) in the same function as the Search & View Vehicle Availability.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Click on any of cells with PM (e.g. 5K, 10K, A1 etc.) to view any additional remarks for the PM.

Step 3: Click on any of cells with PM Schedule (e.g. 5Ks, 10Ks, A1s etc.) to view any additional remarks for the PM Schedule.

VEHICLE NO	07-Jun		[5Ks] Node Reschedule - Push maintenance earlier to prepare for Exercise										12-Jun		13-Jun		14-Jun		15-Jun		16-Jun	
	AM	PM											AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
MID20549													AM	3	AM	PM	AM	PM	AM	PM	AM	PM
MID20577			5										5Ks	5Ks	5Ks	5Ks	5Ks	5Ks	5Ks	5Ks		
MID20612			10K	10K	10K	10K	10K	10K	10K	10K	10K	10K										
MID20620			10K	10K																		
MID20622					20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks									
MID20791																						

9.9.1 Reschedule of Vehicle Next PM

Access Rights: Hub Controller (Vehicle), Node Controller (Vehicle),

This function allows the user to manually re-schedule the Vehicle's Next PM.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Select on the cell which indicates the intended PM Schedule date. You can select multiple Vehicles but not multiple dates. Note that you can only select the new end date as the current date or later.

Step 3: Right-Click on the highlighted area and click "Reschedule Vehicle Next PM"

The screenshot shows a table with columns for Vehicle Type, Vehicle No, and dates from 10-Jul to 16-Jul. A context menu is open over the cell for vehicle MID20795 on 15-Jul. The menu items are: Unmark Vehicle Status, Mark Vehicle as Buffer (b2), Mark Vehicle as Unavailable, Reschedule Vehicle Next PM (highlighted in blue), Send Vehicle for PM, and Return Vehicle from PM. Red boxes labeled 2 and 3 point to the first item in the menu and the 'Reschedule Vehicle Next PM' item respectively.

VEHICLE TYPE	VEHICLE NO	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	
		AM	PM	AM	PM	AM	PM	AM	PM
5 TON GS (AUTO)	MID20612								
5 TON GS (AUTO)	MID20620								
5 TON GS (AUTO)	MID20622								
5 TON GS (AUTO)	MID20791								
5 TON GS (AUTO)	MID20794								
5 TON GS (AUTO)	MID20795								
5 TON GS (AUTO)	MID20796								
5 TON GS (AUTO)	MID20797								
5 TON GS (AUTO)	MID20798								

Step 4: Re-select the specified Next PM Date, if required.

Step 5: Select the Next PM to schedule. Take note of the guidelines.

- The Next PM cannot be "Completed" before or the vehicle is currently "In Progress" of a PM.
- If the Next PM is not what is expected in the Maintenance Cycle, the system will notify the user about it.
- If the Next PM is expected to be a major PM, the system will do not allow it to be skipped.
- If the Next PM Date is too near to the AVI Due Date, the Next PM have to be a major PM.

Step 6: Select the Reason and key in your remarks, if any.

Step 7: Click "OK" to proceed to save the new PM Schedules. Note that PM Schedules merely block vehicles from being assigned to Tasks. They are not actual the actual PM, which will send YT3 to ES (Logs).

Reschedule Vehicle Next PM (Preventive Maintenance)

This function schedule the vehicles' NEXT UPCOMING PM, which will auto-shift all future PMs accordingly.
A Normal PM cannot be scheduled too near to the vehicle's AVI Due Date.
If the vehicle's next PM is a Major PM, it cannot be skipped to a Normal PM.

Next PM Date	10-Jul-2017	AM, 00:00	Next PM	20K
Reason	Node Reschedule			
Remarks	Skip 15K and do 20K to prepare vehicle for Exercise			

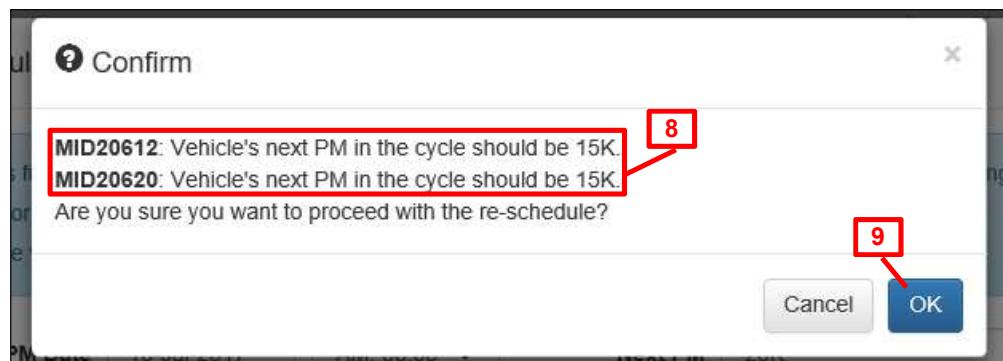
Node	Vehicle Type	Vehicle No	Mileage	AVI Due Date	Latest PM	PM Status
JURONG NODE	5 TON GS (AUTO)	MID20612	0	25-Apr-2018	10K	Completed
JURONG NODE	5 TON GS (AUTO)	MID20620	0	25-Apr-2018	10K	Completed

7

Cancel OK

Step 8: Note any additional notifications or errors displayed.

Step 9: Click "OK" to confirm the saving of the new PM Schedules.



Step 10: The selected Vehicles' Next PM and subsequent PM have been re-scheduled accordingly. Notice the no. of days being blocked off will depends on the Vehicle Types' Estimation Normal / Major Duration.

VEHICLE TYPE	VEHICLE NO	10-Jul		11-Jul		12-Jul		13-Jul		14-Jul		15-Jul		16-Jul		17-Jul		18-Jul	
		AM	PM	AM	PM														
5 TON GS (AUTO)	MID20612	20Ks	20Ks	20Ks															
5 TON GS (AUTO)	MID20620	20Ks	20Ks	20Ks															
5 TON GS (AUTO)	MID20622																		
5 TON GS (AUTO)	MID20791									10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks		
5 TON GS (AUTO)	MID20794									10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks		

10

9.9.2 Send Vehicle for PM

Access Rights: Hub Controller (Vehicle), Node Controller (Vehicle),

This function allows the user to send the Vehicle's for PM.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Select on the cell which indicates the intended date to send for PM. You can select multiple Vehicles but not multiple dates. Note that you can only select the new end date as the current date or earlier.

Step 3: Right-Click on the highlighted area and click "Send Vehicle Next PM"

The screenshot shows a grid of vehicle availability data for July. A context menu is open over a cell for vehicle MID20620. The menu items are: Unmark Vehicle Status, Mark Vehicle as Buffer (b2), Mark Vehicle as Unavailable, Reschedule Vehicle Next PM, Send Vehicle for PM (which is highlighted in blue and has a red box around it), and Return Vehicle from PM.

		[20Ks] Node Reschedule - Skip 15K and do 20K to prepare vehicle for Exercise																	
		Jul		11-Jul		12-Jul		13-Jul		14-Jul		15-Jul		16-Jul		17-Jul		18-Jul	
		PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
5 TON GS (AUTO)	MID20612	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	
5 TON GS (AUTO)	MID20620	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	20Ks	
5 TON GS (AUTO)	MID20622																		
5 TON GS (AUTO)	MID20791																		
5 TON GS (AUTO)	MID20794																		
5 TON GS (AUTO)	MID20795																		
5 TON GS (AUTO)	MID20796																		
5 TON GS (AUTO)	MID20797																		

Step 4: Re-select the specified PM Start Date, if required. It can be different from the PM Scheduled

Step 5: Select the PM to send the vehicles for.

- The PM can be different from the PM Scheduled.
- The PM cannot be "Completed" before or the vehicle is currently "In Progress" of a PM.
- If the PM is expected to be a major PM, the system will do not allow it to be skipped.
- If the PM Start Date is too near to the AVI Due Date, the PM have to be a major PM.

Step 6: Click "OK" to proceed to send the vehicles for the actual PM. A confirmation pop-up will appear. Click "OK" again to confirm and send YT3 to ES (Logs) for the vehicles.

The screenshot shows a dialog box titled "Send Vehicle for PM (Preventive Maintenance)". It contains fields for "PM Start Date" (10-Jul-2017) and "Send for PM" (15K). A table lists vehicles by node and type, showing their current status as "Completed". At the bottom right are "Cancel" and "OK" buttons, with number 6 pointing to the "OK" button.

Node	Vehicle Type	Vehicle No	Mileage	AVI Due Date	Latest PM	PM Status
JURONG NODE	5 TON GS (AUTO)	MID20612	0	25-Apr-2018	10K	Completed
JURONG NODE	5 TON GS (AUTO)	MID20620	0	25-Apr-2018	10K	Completed

Step 10: The selected vehicles will be blocked for the actual PM. Their subsequent PM will also be re-scheduled accordingly since the dates sent for PM can be different from what was originally scheduled. Notice the no. of days being blocked off will depends on the Vehicle Types' Estimation Normal / Major Duration.

The screenshot shows a weekly vehicle scheduling grid for July 10-18, 2017. The grid has columns for AM and PM slots on each day. Red boxes highlight specific entries: row 4 highlights the 15K entry for MID20612 on July 10; row 5 highlights the 15K entry for MID20620 on July 10; and row 10 highlights the entire column for MID20791 on July 10.

Vehicle Type	Vehicle No	10-Jul		11-Jul		12-Jul		13-Jul		14-Jul		15-Jul		16-Jul		17-Jul		18-Jul	
		AM	PM	AM	PM	AM	PM	AM	PM										
5 TON GS (AUTO)	MID20612		15K	15K	15K	15K	15K	15K	15K	15K									
5 TON GS (AUTO)	MID20620			15K	15K	15K	15K	15K	15K	15K	15K								
5 TON GS (AUTO)	MID20622																		
5 TON GS (AUTO)	MID20791											10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	
5 TON GS (AUTO)	MID20794											10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	
5 TON GS (AUTO)	MID20795											10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	10Ks	

Step 11: If by the estimated PM End Date, the vehicle has not been "Returned from PM", the system will continue to mark the dates as the PM.

9.9.3 Return Vehicle from PM

Access Rights: Hub Controller (Vehicle), Node Controller (Vehicle).

This function allows the user to return the Vehicle's from PM.

Instructions

Step 1: Search for the intended Vehicle Availability (9.6. Search & View Vehicle Availability).

Step 2: Select on the cell which indicates the intended date to return from PM. You can select multiple Vehicles but not multiple dates. Note that you can only select the new end date as the current date or earlier.

Step 3: Right-Click on the highlighted area and click "Return Vehicle from PM"

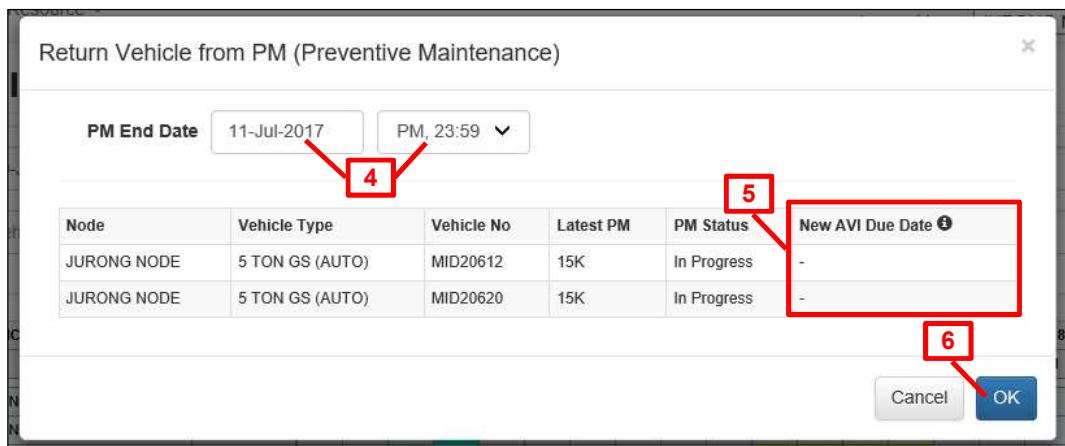
The screenshot shows a grid of vehicle availability for July. A context menu is open over a selected row for a '5 TON GS (AUTO)' vehicle. The menu items are: 'Unmark Vehicle Status', 'Mark Vehicle as Buffer (b2)', 'Mark Vehicle as Unavailable', 'Reschedule Vehicle Next PM', 'Send Vehicle for PM', and 'Return Vehicle from PM'. The 'Return Vehicle from PM' option is highlighted with a red box and a red number '3' pointing to it. Another red box with a red number '2' points to the selected vehicle's PM end date cell, which contains '15K'.

VEHICLE TYPE	[15K] Node Reschedule - Skip 15K and do 20K to prepare vehicle for Exercise											
	Jul		12-Jul		13-Jul		14-Jul		15-Jul		16-Jul	
	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM
5 TON GS (AU)												
5 TON GS (AUTO)	MID20620		15K	15K	15K	15K	15K					
5 TON GS (AUTO)	MID20622											
5 TON GS (AUTO)	MID20791											
5 TON GS (AUTO)	MID20794											
5 TON GS (AUTO)	MID20795											
5 TON GS (AUTO)	MID20796											
5 TON GS (AUTO)	MID20797											
5 TON GS (AUTO)	MID20798											

Step 4: Re-select the specified PM End Date, if required. It can be different from the estimated end date

Step 5: If the PM returned is major, enter the new AVI Due Date. If not, skip this step.

Step 6: Click "OK" to proceed to return the vehicles from their PM. A confirmation pop-up will appear. Click "OK" again to confirm and send YT5 to ES (Logs) for the vehicles.



Step 7: If the return date is earlier than the estimated PM End Date, the remaining dates will be unblocked. The vehicles' subsequent PM will also be re-scheduled accordingly.

The screenshot shows the same vehicle availability grid as before, but with the '15K' PM end date now unblocked for the '5 TON GS (AUTO)' vehicles. The '15K' cells for both vehicles now have a light green background, indicating they are no longer blocked. A red box with a red number '7' points to one of these unblocked '15K' cells.

VEHICLE TYPE	VEHICLE NO	10-Jul		11-Jul		12-Jul		13-Jul		14-Jul		15-Jul		16-Jul		17-Jul	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
5 TON GS (AUTO)	MID20612			15K	15K	15K											
5 TON GS (AUTO)	MID20620			15K	15K	15K											

10 Report User Guide

This function allows user to generate various reports in excel such as all orders and detail sheet.

10.1 Generate All Orders Report

Access Rights: Hub Controller (Ops/Trg), Hub Executive, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM

The All Order Report is a report to see all supported indents over a period of time in a single view. It contains the summarized information of each supported indents.

Step 1: Search for the reports by Node, Indent ID and Execution Date.

Step 2: Click ‘Generate Report’ and searched result will downloaded in an excel named ‘All Orders’.

#	Hub	Node	Indent ID	Activity Type	Activity Name	Customer Unit	Execution Date
1.	TPT HUB EAST	BEDOK NODE	20170800001	MT Admin - Store Lift	Lift	TPT CEN(EAST)	02-Jun-2017 17:54
2.	TPT HUB EAST	PASIR RIS NODE	20170500017	Training - Brigade Training	Ex Save as Draft	1 CDO BN	21-Jun-2017 22:38
3.	TPT HUB EAST	PASIR RIS NODE	20170500015	Training - Brigade Training	Ex Save as Draft	1 CDO BN	31-May-2017 14:53
4.	TPT HUB EAST	PASIR RIS NODE	20170500014	Training - Brigade Training	Ex Save as Draft	1 CDO BN	21-Jun-2017 10:58
5.	TPT HUB EAST	PASIR RIS NODE	20170500012	Training - Company Training	XXS	1 CDO BN	26-May-2017 12:15
6.	TPT HUB EAST	PASIR RIS NODE	20170500011	Training - Company Training	FORWARD	1 CDO BN	25-May-2017 18:17
7.	TPT HUB EAST	PASIR RIS NODE	20170500010	Training - Company Training	FORWARD	1 CDO BN	25-May-2017 18:13
8.	TPT HUB EAST	PASIR RIS NODE	20170500009	Training - Company Training	FORWARD	1 CDO BN	18-May-2017 22:37
9.	TPT HUB EAST	PASIR RIS NODE	20170500008	Training - Company Training	FORWARD	1 CDO BN	18-May-2017 22:37
10.	TPT HUB EAST	PASIR RIS NODE	20170500007	Training - Company Training	FORWARD	1 CDO BN	18-May-2017 22:37
11.	TPT HUB EAST	PASIR RIS NODE	20170500006	Training - Company Training	FORWARD	1 CDO BN	18-May-2017 22:37
12.	TPT HUB EAST	PASIR RIS NODE	20170500005	Training - Company Training	FORWARD	1 CDO BN	18-May-2017 21:56

10.2 Generate Detail Sheet

Access Rights: Node Controller (Ops/Trg), Node Executive, Node ASA, Node Commander, Node Sergeant Major

This function allows users to search and view all “Pending Execution” Task records based on the selected Date/Time and all the “Under Execution” Task records under the user account hub and node. This function also allows users to generate report from the search result and download as excel which allow them to check their daily task.

Step 1: Go to Report > Detail Sheet

Step 2: Hub and Node field is restricted to your user account and the maximum days that the user can search in Date/Time is restricted to 7 days.

Step 3: Click “Search” to search based on your search fields. The result will be listed below.

Step 4: Click on the Task ID to access to the individual Task record.

Step 5: Click “Generate Report” to generate a report and download as excel.

The screenshot shows the ITMS Detail Sheet interface. At the top, there are navigation links: ITMS, Dashboard, Indent, Resource, Credit, Report, and a dropdown for the current user. The header also displays the welcome message "Welcome, 1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]" and the logged-in user "Logged in as: MANDAI HILL NODE Node Controller (Ops/Trg)".

The main area is titled "Detail Sheet". It has two search fields: "Hub" set to "TPT HUB NORTH" and "Node" set to "MANDAI HILL NODE". Below these are date/time fields: "Date/Time" set to "05-Jun-2017" and a calendar icon. To the right are "Search" and "Generate Report" buttons. Red callouts are present: callout 1 points to the "Search" button; callout 2 points to the "Date/Time" field; callout 3 points to the "Generate Report" button; callout 4 points to the Task ID "244" in the first row of the table; and callout 5 points to the "Generate Report" button at the bottom left of the table.

#	Task ID	Activity	Unit	Reporting	Destination	POC	POC Number	Vehicle No.	Driver	Remarks
1.	244	Training - Company Training	025M	3 DIV LOADING/UNLOADING BAY	42 SAR L COY 05-Jun-2017 23:59	1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]	82738273	MID00335	LCP UAT DRIVER 0001319 - S0001319A	Test Reporting
2.	244	Training - Company Training	025M	3 DIV LOADING/UNLOADING BAY	42 SAR L COY 05-Jun-2017 13:59	1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]	82738273	MID00335	LCP UAT DRIVER 0001319 - S0001319A	Test Reporting
3.	243	Training - Company Training	025M	3 DIV LOADING/UNLOADING BAY	42 SAR L COY 05-Jun-2017 23:59	1WO MANDAI HILL NODE NODE CONTROLLER [OPS/TRG]	82738273	MID00333	LCP UAT DRIVER 0001320 - S0001320A	Test Reporting
4.	217	Training - Company Training	025M	CHOA CHU KANG STADIUM	CHOA CHU KANG STADIUM 06-May-2017 00:00	COL SUPER USER	83749382	MID00333	LCP UAT DRIVER 0001701 - S0001701A	Test Reporting
5.	187	Training - Company Training	025M	CHOA CHU KANG STADIUM	CHOA CHU KANG STADIUM 26-Apr-2017 02:00	COL SUPER USER	83749382	MID00331	DRIVER NOT REQUIRED -	Test Reporting

At the bottom left of the table, there are buttons for "1 Total Records: 5" and "Generate Report".