

# Integrated Transport Management System

## User Guide for Customer Units

Version 1.0

For

**SAF/DSTA**



## 1. Document Control

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ITMS User Guide v1.0

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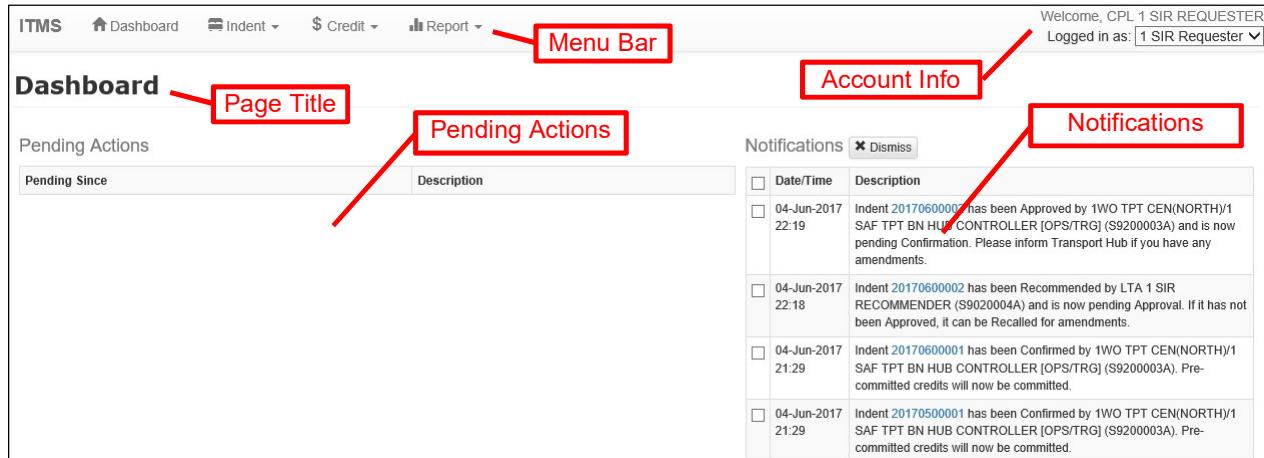
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### 3 System User Interface Overview

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 Create New Indent

**Access Rights:** Requester

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.

**Step 1:** Go to Indent > New Indent.

The screenshot shows the ITMS interface for creating a new indent. At the top, there's a navigation bar with 'ITMS', 'Dashboard', 'Indent', 'Credit', and 'Report'. On the left, a sidebar titled 'New Indent' has several options: '+ New Indent' (highlighted with a red box and a red number '1'), '+ New Indent By Template', 'Search Templates', 'Search Indents', 'Search Indents Pending Customer', 'Search Indents Pending Transport', 'Search Tasks', 'Search Tasks Pending Execution', and 'Search Tasks Under Execution'. Below the sidebar is a large input field. To the right is a 'NEW' panel with three buttons: 'Submit', 'Save as Template', and 'Save as Draft'. At the bottom of the right panel, a note says 'Asterisk\* Fields are Mandatory.'

#### 4.1.1 Operation Indent

**Access Rights:** Requester

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

The screenshot shows the 'New Indent' page with the 'Activity Type' dropdown highlighted (red box, red number '1'). The dropdown list contains the following items: 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 - IPP1 / VOL / Range, Training - ATEC Evaluation, Training - Platoon Training, Training - Company Training, Training - Battalion Training, Training - Brigade Training, Training - Division Training, Urgent Admin, Admin, Allocated Resource. To the right is a 'NEW' panel with three buttons: 'Submit', 'Save as Template', and 'Save as Draft'. At the bottom of the right panel, a note says '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:** 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 top navigation bar includes links for ITMS, Dashboard, Indent, Credit, and Report. The top right corner displays 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. The main form area is titled 'New Indent' and contains the following fields:

- \*Activity Type: Operations - Rostered Standby 4NTM
- \*Activity Name: Ex Create for Ops (highlighted by red box 2)
- \*Customer Unit: 1 CDO BN (054A)
- Available Credits: Work Year 2017 : 1000 Allocated, 888 Remaining; Work Year 2018 : 200 Advanced Credits, 200 Remaining (highlighted by red box 3)
- Sub Unit
- \*Indent Period: 11-Jul-2017 08:00 to 12-Jul-2017 08:00 (highlighted by red box 5)
- \*Reporting Venue Type: Others
- \*Reporting Venue: PASIR RIS CAMP LOADING AND UNLOADING BAY (highlighted by red box 6)
- \*Reporting Info: Reporting point e.g. Blk 2A, in front of Parade Square
- \*Reporting Destination Type: Others
- \*Destination Venue: HOTEL INTER-CONTINENTAL (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 of the form, there is a 'NEW' button group with 'Submit', 'Save as Template', and 'Save as Draft' options. A note at the bottom right says '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) (highlighted by red box 8)
- Office Number: 62213458
- Mobile Number: 96616238

## 4.1.2 Training Indent

**Access Rights:** Requester

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

The screenshot shows the 'New Indent' page in the ITMS system. At the top, there's a navigation bar with links for ITMS, Dashboard, Indent, Credit, and Report. On the right, it says 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. The main area has a title 'New Indent'. Below it, there's a dropdown menu for 'Activity Type' containing a long list of activity types. One specific item, 'Training - IPPT / VOC / Range', is highlighted with a red box and circled with a red number '1'. To the right of the dropdown is a vertical column with buttons for 'Submit', 'Save as Template', and 'Save as Draft'. At the bottom right of this column, there's a note: '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 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.

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

### New Indent

|                             |   |   |
|-----------------------------|---|---|
| *Activity Type              | Training - Battalion Training   | NEW   |
| *Activity Name              | Ex Create for Training  | <input type="button" value="Submit"/>           |
| *Customer Unit              | 1 CDO BN (054A)   | <input type="button" value="Save as Template"/> |
| Available Credits           | Work Year 2017 : 1000 Allocated, 888 Remaining<br>Work Year 2018 : 200 Advanced Credits, 200 Remaining                                    | <input type="button" value="Save as Draft"/>    |
| *Movement                   | <input checked="" type="radio"/> In Camp <input type="radio"/> Out Camp   | Asterisk* Fields are Mandatory.                 |
| *Indent Period              | 11-Jul-2017 08:00 to 13-Jul-2017 11:00  |   |
| *Reporting Venue Type       | Others  |   |
| *Reporting Venue            | PASIR RIS CAMP  |   |
| *Reporting Info             | Reporting point e.g. Blk 2A, in front of Parade Square  |   |
| *Reporting Destination Type | Others  |   |
| *Destination Venue          | PASIR RIS CAMP PARADE SQUARE  |   |
| 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. |   |
| <b>Point-of-Contact</b>     |   |   |
| *Reporting Point-of-Contact | 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)   | <input type="button" value="Submit"/>           |
| Office Number               | 62213458  | <input type="button" value="Save as Template"/> |
| Mobile Number               | 96616238  | <input type="button" value="Save as Draft"/>    |

#### 4.1.3 Admin Indent

**Access Rights:** Requester

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

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

### New Indent

|                                 |   |   |
|---------------------------------|---|---|
| *Activity Type                  | Operations - Rostered Standby P1<br>Operations - Rostered Standby P2<br>Operations - Rostered Standby 15min NTM<br>Operations - Rostered Standby 1NTM<br>Operations - Rostered Standby 2NTM<br>Operations - Rostered Standby 4NTM<br>Operations - Rostered Standby 8NTM<br>Operations - Rostered Standby 12NTM<br>Operations - Rostered Standby 48NTM<br>Operations - Ops Bacnet Standby<br>Operations - Duty Driver<br>Operations - Others<br>Operations - National Event<br>Training - IPPT / VOC / Range<br>Training - ATEC Evaluation<br>Training - Platoon Training<br>Training - Company Training<br>Training - Battalion Training<br>Training - Brigade Training<br>Training - Division Training<br><b>Admin</b><br>Allocated Resource | NEW   |
|                                 |   | <input type="button" value="Submit"/>           |
|                                 |   | <input type="button" value="Save as Template"/> |
|                                 |   | <input type="button" value="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 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.

The screenshot shows the 'New Indent' page in the ITMS system. The page has a header with navigation links (ITMS, Dashboard, Indent, Credit, Report) and a welcome message for 'CPL 1 CDO BN REQUESTER'. A sidebar on the right contains buttons for 'NEW' (Submit, Save as Template, Save as Draft) and a note about asterisked mandatory fields.

The main form area is titled 'New Indent' and contains the following fields:

- \*Activity Type: Admin (dropdown)
- \*Activity Name: Ex Create for Admin (input field, highlighted by red box 2)
- \*Customer Unit: 1 CDO BN (054A) (dropdown)
- Available Credits: Work Year 2017: 1000 Allocated, 888 Remaining; Work Year 2018: 200 Advanced Credits, 200 Remaining (info box, highlighted by red box 3)
- Sub Unit: (dropdown)
- \*Movement: In Camp (radio button, highlighted by red box 5)
- \*Indent Period: 13-Jun-2017 11:50 to 14-Jun-2017 11:50 (date range input, highlighted by red box 6)
- \*Reporting Venue Type: Others (dropdown)
- \*Reporting Venue: 1 CDO BN PARADE SQUARE (dropdown, highlighted by red box 7)
- \*Reporting Info: Reporting point e.g. Blk 2A, in front of Parade Square (text input)
- \*Reporting Destination Type: Others (dropdown)
- \*Destination Venue: 1 CDO BN PARADE SQUARE (dropdown, highlighted by red box 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 (text input)

Below the main form is a 'Point-of-Contact' section:

- \*Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) (dropdown, highlighted by red box 9)
- Office Number: 62213458
- Mobile Number: 96616238
- Manual Entry: (checkbox)

#### 4.1.4 Urgent Admin Indent

**Access Rights:** Requester

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

The screenshot shows the 'New Indent' page in the ITMS system. At the top, there's a navigation bar with links for ITMS, Dashboard, Indent, Credit, and Report. On the right, a welcome message says 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. The main area has a title 'New Indent'. Below it, there's a form with a section for 'Activity Type' which is currently a dropdown menu. The menu lists several activity types, and the option 'Urgent Admin' is specifically highlighted with a red rectangular box around it. A red number '1' is overlaid on the bottom right corner of this red box. To the right of the dropdown, there's a vertical column with buttons for 'Submit', 'Save as Template', and 'Save as Draft'. At the bottom right of the page, there's a note: '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 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 in the ITMS system. The following fields are highlighted with red boxes and numbered 1 through 9:

- Activity Type:** A dropdown menu showing 'Urgent Admin'.
- Activity Name:** A text input field containing 'Ex Create for Urgent Admin'.
- Customer Unit:** A dropdown menu showing '1 CDO BN (054A)'.
- Available Credits:** A message indicating 'Work Year 2017: 1000 Allocated, 888 Remaining' and 'Work Year 2018: 200 Advanced Credits, 200 Remaining'.
- Movement:** A radio button group where 'In Camp' is selected.
- Indent Period:** A date range selector showing '13-Jun-2017 15:00 to 13-Jun-2017 20:00'.
- Reporting Venue Type:** A dropdown menu showing 'Others'.
- Reporting Venue:** A dropdown menu showing '1 CDO BN HQ'.
- Reporting Info:** A text input field for reporting details.
- Reporting Destination Type:** A dropdown menu showing 'Others'.
- Destination Venue:** A dropdown menu showing 'KHATIB CAMP MEDICAL CENTRE'.
- Additional Info:** A text input field for stop-over points.
- Reporting Point-of-Contact:** A dropdown menu showing '1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A)'.
- Office Number:** A text input field showing '62213458'.
- Mobile Number:** A text input field showing '96616238'.

A note at the bottom right of the form states: 'Asterisk\* Fields are Mandatory.'

#### 4.1.5 Allocated Resource Indent

**Access Rights:** Requester

**Step 1:** Select highlighted 'Allocated Resource' as Activity Type from the 'Activity Type' dropdown field.

The screenshot shows the 'New Indent' form in the ITMS system. The 'Activity Type' dropdown is open, displaying a list of options. The option 'Allocated Resource' is highlighted with a red box and labeled with a red number 1.

**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 a web application. The top navigation bar includes links for ITIMS, Dashboard, Indent, Credit, and Report. The top right corner displays the user's welcome message and login information: 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. The main form area is titled 'New Indent'.

Fields and their descriptions, with numbered callouts:

- Activity Type:** Allocated Resource (Callout 1)
- Activity Name:** Ex Create for Allocated Resource (Callout 2)
- Customer Unit:** 1 CDO BN (054A) (Callout 3)
- Available Credits:** Work Year 2017 : 1000 Allocated, 888 Remaining; Work Year 2018 : 200 Advanced Credits, 200 Remaining (Callout 4)
- Movement:** In Camp (Callout 5)
- Indent Period:** 29-Jun-2017 19:00 to 30-Jun-2017 10:00 (Callout 6)
- Reporting Venue Type:** Others (Callout 7)
- Reporting Venue:** 1 CDO BN HQ (Callout 7)
- Reporting Info:** Reporting point e.g. Blk 2A, in front of Parade Square (Callout 7)
- Reporting Destination Type:** Others (Callout 8)
- Destination Venue:** 9 DIV HQ (Callout 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. (Callout 8)
- Point-of-Contact:** Reporting Point-of-Contact: 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) (Callout 9)
- Office Number:** 62213458 (Callout 9)
- Mobile Number:** 96616238 (Callout 9)

On the right side of the form, there are buttons for 'NEW', 'Submit', 'Save as Template', and 'Save as Draft'. A note at the bottom right states: 'Asterisk\* Fields are Mandatory.'

#### 4.1.6 Overseas Indent

*Access Rights: Requester*

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

The screenshot shows the 'New Indent' page in the ITMS system. At the top, there's a navigation bar with links for ITMS, Dashboard, Indent, Credit, and Report. On the right, a welcome message says 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. The main area has a title 'New Indent'. Below it, there's a form with a section for 'Activity Type' which is currently expanded. Inside the dropdown, several activity types are listed, and one specific item, 'Operations - National Event', is highlighted with a red box and a red arrow points to it from a callout box containing the number '1'. To the right of the dropdown, there's a 'NEW' button group with 'Submit', 'Save as Template', and 'Save as Draft' buttons. At the bottom right of the page, there's a note: 'Asterisk\* Fields are Mandatory.'

**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.

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

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

## New Indent

|  |  |  |          |
|--|--|--|----------|
| *Activity Type   | Training - Division Training                       | <input checked="" type="checkbox"/> Overseas | 2        |
| *Activity Name   | Ex create Overseas                                 | 3  |          |
| *Customer Unit   | 1 CDO BN (054A)                                    | <input type="button" value="Search"/>        | 4        |
|  | Sub Unit   | <input type="button" value="Search"/>        | 5        |
| Available Credits <small>Work Year 2017 : 1000 Allocated, 888 Remaining</small><br><small>Work Year 2018 : 200 Advanced Credits, 200 Remaining</small> |  |  |          |
| *Country   | BRUNEI   | 6  |          |
| *Indent Period   | 29-Jun-2017 16:00 to 30-Jun-2017 15:00             | <input type="button" value="Calendar"/>      | 7        |
| *Reporting Venue Type  | Others   | 8  |          |
| *Reporting Venue   | 1 CDO BN PARADE SQUARE                             | 8  |          |
| *Reporting Info Reporting point e.g. Blk 2A, In front of Parade Square   |  |  |          |
| <b>Point-of-Contact</b>  |  |  |          |
| *Reporting Point-of-Contact  | 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S92000) | <input type="button" value="Search"/>        | 9        |
| Office Number  | 62213458   | Mobile Number                                | 96616238 |

Asterisk\* Fields are Mandatory.

#### 4.1.7 Add / Remove Indent Resources

**Access Rights:** Requester

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 the ITMS application interface for creating a new indent. The main window displays the 'New Indent' form with various input fields and a summary table. A modal dialog box titled 'Add Resource' is open in the center. The 'Add Resource' dialog contains the following fields:

- Request Period:** 12-Jun-2017 17:43 to 13-Jun-2017 17:43
- \*Resource Type:** Radio buttons for 'Transport Operator Only', 'Vehicle Only', and 'Vehicle and Transport Operator'. The 'Vehicle Only' option is selected.
- Remarks:** A text input field containing the placeholder text: "E.g. Vehicle to come with camo net, TO to come with FBO, Equipments for drivers, cargo or passenger ferrying, additional location".

At the bottom of the 'Add Resource' dialog are two buttons: 'Close' and 'Add Resource' (highlighted in blue).

On the right side of the main window, there is a sidebar with the title 'NEW' and three buttons: 'Submit', 'Save as Template', and 'Save as Draft'. Below the sidebar, a note states: 'Asterisk\* Fields are Mandatory.'

The main window also features a 'Resources' table with columns: #, Vehicle Type, Resource Type, Quantity, Park-Down, Credits, TO, and Veh. The table shows one row with a quantity of 1 and a total credit of 0.0. There are buttons for '+ Add Resource' and '- Remove Selected Resources' above the table.

**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.

New Indent

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

\*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

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 |    |      |                   |

New Indent

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

\*Vehicle Purpose Others

\*Vehicle Type 1.5 TON CARGO TRAILER

\*Required Quantity 1 Availability: 0 Vehicles 20 TOs Show

Park-Down Required  No  Yes

\*Park-Down Movement  In Camp  Out Camp

\*Park-Down Date/Time 11-Jun-2017 17:00 within 2 hours (1 TOs required)

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

Close Add Resource

**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.

The screenshot shows the ITMS application interface. At the top, there's a navigation bar with links like 'ITMS', 'Dashboard', 'Indent', '\$ Credit', and 'Report'. Below the navigation is a main form titled 'New Indent' with various input fields: 'Activity Type', 'Activity Name', 'Customer Unit', 'Available Credits', 'Movement', 'Indent Period', 'Reporting Venue Type', 'Reporting Destination Type', 'Point-of-Contact', and 'Reporting Point-of-Contact'. An 'Office Number' and 'Mobile Number' field are also present at the bottom. A large modal window titled 'Add Resource' is open over the main form. Inside the modal, there's a section for 'Transport Operator Availability' showing a chart from 30 May AM to 06 Jun AM. The chart has two bars per day: a red bar for 'Indented' and a blue bar for 'Balance'. A tooltip '7.1' points to the legend. Arrows on the chart allow for navigating between weeks. A tooltip '7.2' points to the right arrow. A tooltip '7.3' points to the 'Indented' value for June 2nd. Other fields in the modal include 'Required Quantity' (set to 1), 'Tow Types', 'Soldier Proficiencies', and 'Remarks' (with a note about vehicles coming with camo net). At the bottom of the modal are 'Close' and 'Add Resource' buttons. The background of the main form shows a 'NEW' button and 'Submit', 'Save as Template', and 'Save as Draft' buttons. A note at the bottom of the main form says 'Asterisk\* Fields are Mandatory.'

New Indent

\*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: [empty input]

Soldier Proficiencies: [empty input]

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 | TO | Veh. | Node Availability  |
|--------------------------|-------------------------------------|-----------------------|-------------------------|----------|-----------|---------|----|------|--------------------|
| <input type="checkbox"/> | <input type="button" value="View"/> | 1.5 TON CARGO TRAILER | Transport Operator Only | 2        | No        | 4.0     | 20 | -    | 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

**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:  **10**

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

Remarks: Remarks are optional **12**

**13**

Close Add Resource

**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"/> | <a href="#">View</a> | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 3        | Yes (0.5 Credits) | 6.5     | TO 20 Veh. 0      |
| <input type="checkbox"/> | <a href="#">View</a> | 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                           |                      |                       |                                |          |                   |         |                   |
|-------------------------------------|----------------------|-----------------------|--------------------------------|----------|-------------------|---------|-------------------|
|                                     | #                    | Vehicle Type          | Resource Type                  | Quantity | Park-Down         | Credits | Node Availability |
| <input checked="" type="checkbox"/> | <a href="#">View</a> | 1.5 TON CARGO TRAILER | Transport Operator Only        | 5        | No                | 10.0    | TO 20 Veh. 0      |
| <input type="checkbox"/>            | <a href="#">View</a> | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 4        | Yes (1.0 Credits) | 9.0     | TO 20 Veh. 0      |
| Total Credits:                      |                      |                       |                                |          |                   | 19.0    |                   |

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

#### 4.1.8 Save Indent as Draft

**Access Rights:** Requester

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'.

ITMS    Dashboard    Indent    Credit    Report

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

### New Indent 20170500013

|   |  |   |
|---|--|---|
| *Indent Period  | 21-Jun-2017 10:58 to 22-Jun-2017 10:58                 | <input type="button" value="Calendar"/> |
| *Reporting Venue Type   | Others   | <input type="button" value="▼"/>        |
| *Reporting Venue  | 1 GDS BN HQ  | <input type="button" value="▼"/>        |
| *Reporting Info   | Reporting point e.g. Blk 2A, in front of Parade Square |   |
| *Reporting Destination Type   | HQ   | <input type="button" value="▼"/>        |
| *Destination Venue  | HQ SA NSHRC  | <input type="button" value="▼"/>        |
| Additional Info<br>Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3.<br>Concurrent live-firing at different locations. |  |   |

**Point-of-Contact**

|                             |   |                                       |                                       |
|-----------------------------|---|---------------------------------------|---------------------------------------|
| *Reporting Point-of-Contact | 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004) | <input type="button" value="Search"/> | <input type="checkbox"/> Manual Entry |
| Office Number               | 62213458  | Mobile Number                         | 96616358                              |

**Resources**

|                           | #                                   | Vehicle Type          | Resource Type           | Quantity | Park-Down | Credits | Node Availability |
|---------------------------|-------------------------------------|-----------------------|-------------------------|----------|-----------|---------|-------------------|
| <input type="checkbox"/>  | <input type="button" value="View"/> | 1.5 TON CARGO TRAILER | Transport Operator Only | 3        | No        | 6.0     | TO Veh.           |
| <b>Total Credits:</b> 6.0 |                                     |                       |                         |          |           |         |                   |

ITMS    Dashboard    Indent    Credit    Report

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

### New Indent 20170500013

|   |  |   |
|---|--|---|
| *Indent Period  | 21-Jun-2017 10:58 to 22-Jun-2017 10:58                 | <input type="button" value="Calendar"/> |
| *Reporting Venue Type   | Others   | <input type="button" value="▼"/>        |
| *Reporting Venue  | 1 GDS BN HQ  | <input type="button" value="▼"/>        |
| *Reporting Info   | Reporting point e.g. Blk 2A, in front of Parade Square |   |
| *Reporting Destination Type   | HQ   | <input type="button" value="▼"/>        |
| *Destination Venue  | HQ SA NSHRC  | <input type="button" value="▼"/>        |
| Additional Info<br>Stop-over points e.g. Day 1 - Destination 1, Day 2 - Destination 2, Day 3 - Destination 3.<br>Concurrent live-firing at different locations. |  |   |

**Point-of-Contact**

|                             |   |                                       |                                       |
|-----------------------------|---|---------------------------------------|---------------------------------------|
| *Reporting Point-of-Contact | 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004) | <input type="button" value="Search"/> | <input type="checkbox"/> Manual Entry |
| Office Number               | 62213458  | Mobile Number                         | 96616358                              |

**Resources**

|                           | #                                   | Vehicle Type          | Resource Type           | Quantity | Park-Down | Credits | Node Availability |
|---------------------------|-------------------------------------|-----------------------|-------------------------|----------|-----------|---------|-------------------|
| <input type="checkbox"/>  | <input type="button" value="View"/> | 1.5 TON CARGO TRAILER | Transport Operator Only | 3        | No        | 6.0     | TO Veh.           |
| <b>Total Credits:</b> 6.0 |                                     |                       |                         |          |           |         |                   |

Confirm?

Are you sure you want to save Indent as Draft?

#### 4.1.9 Save Indent as Template

**Access Rights:** Requester

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 Save as Template

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

Available Credits: Work Year 2017: 1000 Allocated, 888 Remaining  
Work Year 2018: 200 Advanced Credits, 200 Remaining

\*Movement: In Camp

**NEW**

- Submit**
- Save as Template** (highlighted with a red box and number 1)
- Save as Draft

Asterisk\* Fields are Mandatory.

New Indent

\*Activity Name: Ex Save as Draft

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

Available Credits: Work Year 2017: 1000 Allocated, 888 Remaining  
Work Year 2018: 200 Advanced Credits, 200 Remaining

\*Movement: In Camp

\*Indent Period: 31-May-2017 14:53 to 31-May-2017 23:57

\*Reporting Venue Type: Others

**Save as Template**

Template Name: Fast Create (highlighted with a red box and number 2)

Template Type: Role-Based (highlighted with a red box and number 3)

Access Rights: 1 CDO BN (054A) (highlighted with a red box and number 4)

Cancel **Submit** (highlighted with a red box and number 5)

Asterisk\* Fields are Mandatory.

New Indent

\*Activity Type: Training - Battalion Training

\*Activity Name: Ex Save as Template

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

**Info**

Indent Template created successfully. (highlighted with a red box and number 5)

Stay on Page **Go to Manage Templates** (highlighted with a red box and number 5)

**NEW**

- Submit
- Save as Template
- Save as Draft

#### 4.1.10 Submit Indent

**Access Rights:** Requester

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

**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'.

The screenshot shows the 'New Indent' page with various input fields and a right-hand sidebar. The sidebar includes a 'NEW' section with three buttons: 'Submit' (highlighted with a red box and number 1), 'Edit and Save Template', and 'Save as Draft'. A note at the bottom of the sidebar states: 'Asterisk\* Fields are Mandatory.'

**Activity Type:** Training - Brigade Training

**Activity Name:** Ex Save as Draft

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

**Movement:** In Camp (radio button selected)

**Indent Period:** 21-Jun-2017 10:58 to 22-Jun-2017 10:58

**Reporting Venue Type:** Others

**Reporting Venue:** 1 GDS BN HQ

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

**Reporting Destination Type:** HQ

**Destination Venue:** HQ SA NSHRC

**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:**

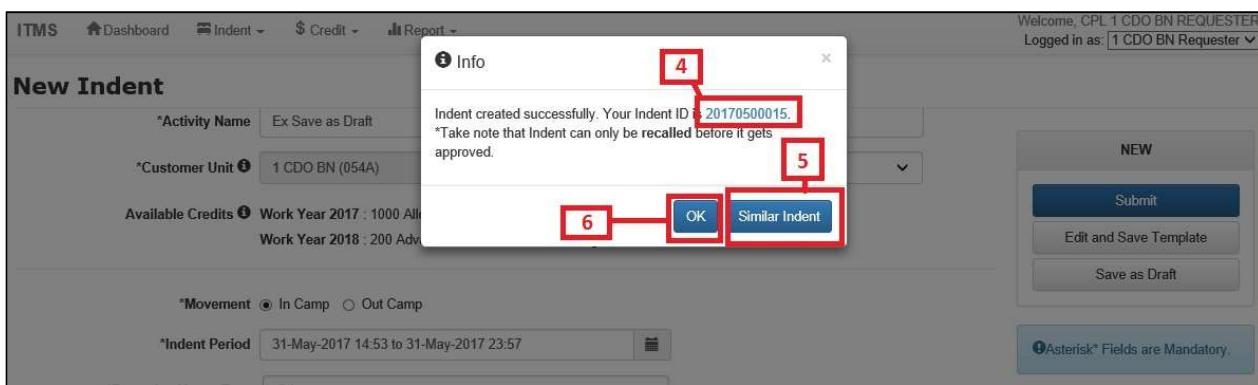
**Reporting Point-of-Contact:** 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)

A confirmation dialog box titled 'Confirm?' is displayed. It contains a note about a 50% credit charge and a message about the indent being placed on the waiting list. At the bottom, there are two buttons: 'Cancel' and 'Submit Indent' (highlighted with a red box and number 3). A red box and number 2 highlight the message area in the dialog.

Please note that a 50% credit charge will be incurred if the indent is cancelled 90 days from the execution date.

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.

Proceed to 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.

## 4.2 Manage Indent Template(s)

*Access Rights: Requester*

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

### 4.2.1 Create New Indent with Template

*Access Rights: Requester*

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.

**New Indent**

\*Activ

- + New Indent
- + New Indent By Template** 1
- Q Search Templates
- Q Search Indents
- Q Search Indents Pending Customer
- Q Search Indents Pending Transport
- 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**

\*Activity Type Training - Ba

\*Activity Name Ex Save as T

\*Customer Unit ⓘ 1 CDO BN (0)

Available Credits ⓘ Work Year 2017  
Work Year 2018

\*Movement  In Camp  Out Camp

\*Indent Period 19-Jun-2017 16:04 to 20-Jun-2017 16:04  

**New Indent By Template**

| # | Template Name      | Access Rights | Create  |
|---|--------------------|---------------|---|
| 1 | XXS 2.7            | Global        | <b>+ GO</b> <span style="border: 2px solid red; padding: 2px;">2</span> |
| 2 | Fast Create        | 1 CDO BN      | <b>+ GO</b>   |
| 3 | Template Create #1 | 1 CDO BN      | <b>+ GO</b>   |

Close

**NEW**

**Submit**

Save as Template

Save as Draft

● Asterisk\* Fields are Mandatory.

**New Indent**

\*Activity Type: Training - Brigade Training

\*Activity Name: Ex Save as Draft

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

Available Credits: Work Year 2017 : 1000 Allocated, 888 Remaining  
Work Year 2018 : 200 Advanced Credits, 200 Remaining

\*Movement:  In Camp  Out Camp

\*Indent Period: 21-Jun-2017 10:58 to 22-Jun-2017 10:58

\*Reporting Venue Type: Others

\*Reporting Venue: 1 GDS BN HQ

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

\*Reporting Destination Type: HQ

\*Destination Venue: HQ SA NSHRC

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 CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)   Manual Entry

#### 4.2.2 Search & View Templates

**Access Rights:** Requester

**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**

\*Activ: + New Indent  
+ New Indent By Template  
Q Search Templates

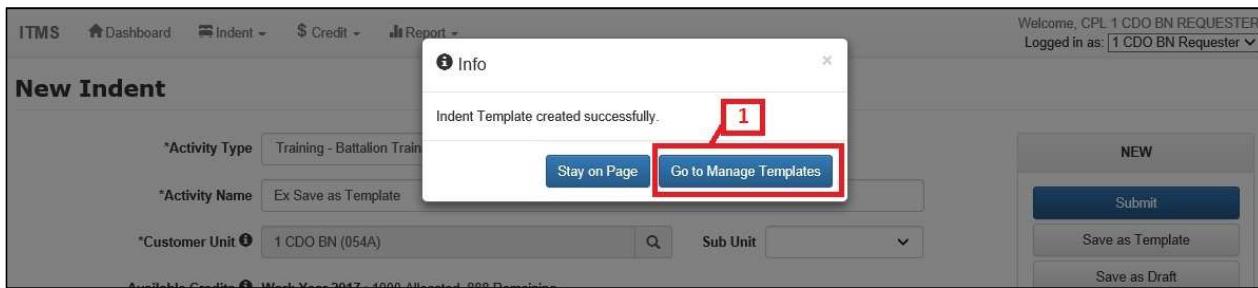
Q Search Indents  
Q Search Indents Pending Customer  
Q Search Indents Pending Transport

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.



**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.

| Template Name      | Template Type | Role      | Created By                         | Created On  |
|--------------------|---------------|-----------|------------------------------------|-------------|
| Fast Create        | Role-Based    | Requester | CPL 1 CDO BN REQUESTER (S9010001A) | 30-May-2017 |
| Template Create #1 | Role-Based    | Requester | CPL 1 CDO BN REQUESTER (S9010001A) | 31-May-2017 |

**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.

ITMS Dashboard Indent \$ Credit Report

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

**Indent** 20170500016

Activity Name Ex Save as Template Activity Type Training - Battalion Training

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

Reporting Date/Time - Completion Date/Time -

Duration 0.0 Hours Camp Movement IN

Reporting Venue Type - Destination Venue Type -

Reporting Venue - Destination Venue -

Reporting Info -

Additional Info -

Reporting POC ()

Office Phone - Mobile Phone -

Waiting List Cross Hub Support No

Recalled Before No Reverted Before No

**Resources**

| #                    | Vehicle Type          | Resource Type                  | Quantity | Park-Down | Credits        |
|----------------------|-----------------------|--------------------------------|----------|-----------|----------------|
| <a href="#">View</a> | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 1        | No        | Total Credits: |

TEMPLATE CREATE #1  
20170500016  
Created On 31-May-2017 16:11  
By CPL 1 CDO BN REQUESTER  
(S9010001A)

Edit Template

#### 4.2.3 Edit & Delete Templates

*Access Rights: Requester, Node Controller (Ops/Trg), Node Executive, Node Commander, Node SM, System Administrator*

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.

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

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### Indent 20170500016

|                      |                       |                                |                               |           |         |
|----------------------|-----------------------|--------------------------------|-------------------------------|-----------|---------|
| Activity Name        | Ex Save as Template   | Activity Type                  | Training - Battalion Training |           |         |
| Customer Unit        | 1 CDO BN (054A)       | Sub-Unit                       | -                             |           |         |
| Reporting Date/Time  | -                     | Completion Date/Time           | -                             |           |         |
| Duration             | 0.0 Hours             | Camp Movement                  | IN                            |           |         |
| Reporting Venue Type | -                     | Destination Venue Type         | -                             |           |         |
| Reporting Venue      | -                     | Destination Venue              | -                             |           |         |
| Reporting Info       | -                     |                                |                               |           |         |
| Additional Info      | -                     |                                |                               |           |         |
| Reporting POC        | ( )                   |                                |                               |           |         |
| Office Phone         | -                     | Mobile Phone                   | -                             |           |         |
| Waiting List         | Cross Hub Support: No |                                |                               |           |         |
| Recalled Before      | No                    | Reverted Before: No            |                               |           |         |
| <b>Resources</b>     |                       |                                |                               |           |         |
| #                    | Vehicle Type          | Resource Type                  | Quantity                      | Park-Down | Credits |
| <a href="#">View</a> | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 1                             | No        |         |
| Total Credits:       |                       |                                |                               |           |         |

**TEMPLATE CREATE #1**

20170500016  
Created On 31-May-2017 16:11  
By CPL 1 CDO BN REQUESTER  
(S9010001A)

[Edit Template](#)

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

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### Edit Template TEMPLATE CREATE #1

|   |  |                                |          |           |         |                   |
|---|--|--------------------------------|----------|-----------|---------|-------------------|
| *Activity Name  | Ex Save as Template  |                                |          |           |         |                   |
| *Customer Unit  | 1 CDO BN (054A)  |                                |          |           |         |                   |
| Available Credits <small>1</small> Work Year 2017: 1000 Allocated, 888 Remaining<br>Work Year 2018: 200 Advanced Credits, 200 Remaining |  |                                |          |           |         |                   |
| *Movement   | <input checked="" type="radio"/> In Camp <input type="radio"/> Out Camp  |                                |          |           |         |                   |
| *Indent Period  | <input type="text"/>   |                                |          |           |         |                   |
| *Reporting Venue Type   | <input type="text"/>   |                                |          |           |         |                   |
| *Reporting Destination Type   | <input type="text"/>   |                                |          |           |         |                   |
| <b>Point-of-Contact</b>   |  |                                |          |           |         |                   |
| *Reporting Point-of-Contact <small>1</small>  | <input type="text"/> NRIC No. or Name <input type="button" value="Search"/> <input type="checkbox"/> Manual Entry <small>1</small> |                                |          |           |         |                   |
| Office Number   | <input type="text"/>   |                                |          |           |         |                   |
| Mobile Number   | <input type="text"/>   |                                |          |           |         |                   |
| <b>Resources</b> <a href="#">+ Add Resource</a> <a href="#">- Remove Selected Resources</a>   |  |                                |          |           |         |                   |
| #   | Vehicle Type   | Resource Type                  | Quantity | Park-Down | Credits | Node Availability |
| <input type="checkbox"/>  | <a href="#">View</a> 1.5 TON CARGO TRAILER   | Vehicle and Transport Operator | 1        | No        |         | TO Veh.           |
| Total Credits:  |  |                                |          |           |         |                   |

**TEMPLATE CREATE #1**

Role-Based  
Created On 31-May-2017 16:11  
By CPL 1 CDO BN REQUESTER  
(S9010001A)

[Save](#) [Delete](#)

**Save as Template**

Template Name: **Template Create #1** **3**

Template Type: Role-Based

Access Rights: 1 CDO BN (054A) **4**

Cancel      Submit

**Template Create #1**

**Role-Based**  
Created On 31-May-2017 16:11  
By CPL 1 CDO BN REQUESTER  
(S9010001A)

Save      Delete

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'.

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### < Edit Template TEMPLATE CREATE #1

| *Activity Name  | Ex Save as Template  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
|---|--|--------------|-----------------------|--------------------------------|---------------|----------|-------------------|---------|-------------------|--|---|--------------|---------------|----------|-----------|---------|-------------------|--------------------------|--------------------------|------|-----------------------|--------------------------------|---|----|---|---|----------------|--|--|--|--|--|--|--|--|
| *Customer Unit  | 1 CDO BN (054A)  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| Available Credits   | Work Year 2017 : 1000 Allocated, 888 Remaining<br>Work Year 2018 : 200 Advanced Credits, 200 Remaining |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| *Movement   | <input checked="" type="radio"/> In Camp <input type="radio"/> Out Camp                                |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| *Indent Period  |  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| *Reporting Venue Type   |  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| *Reporting Destination Type   |  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| <b>Point-of-Contact</b>   |  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| *Reporting Point-of-Contact   | NRIC No. or Name   |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| Office Number   | Mobile Number  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| <b>Resources</b> <span>+ Add Resource</span> <span>- Remove Selected Resources</span>   |  |              |                       |                                |               |          |                   |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| <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> <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><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>-</td> </tr> <tr> <td colspan="9">Total Credits:</td> </tr> </tbody> </table> |  |              | #                     | Vehicle Type                   | Resource Type | Quantity | Park-Down         | Credits | Node Availability |  | # | Vehicle Type | Resource Type | Quantity | Park-Down | Credits | Node Availability | <input type="checkbox"/> | <input type="checkbox"/> | View | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 1 | No | - | - | Total Credits: |  |  |  |  |  |  |  |  |
|   | #  | Vehicle Type | Resource Type         | Quantity                       | Park-Down     | Credits  | Node Availability |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
|   | #  | Vehicle Type | Resource Type         | Quantity                       | Park-Down     | Credits  | Node Availability |         |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| <input type="checkbox"/>  | <input type="checkbox"/>   | View         | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 1             | No       | -                 | -       |                   |  |   |              |               |          |           |         |                   |                          |                          |      |                       |                                |   |    |   |   |                |  |  |  |  |  |  |  |  |
| 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.

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Logged in as: 1 CDO BN Requester

### Search Templates

|   |      |        |       |
|---|------|--------|-------|
| Template Name   | Role | Search | Clear |
| <input checked="" type="checkbox"/> <span>1</span><br><input checked="" type="checkbox"/> Fast Create<br><input checked="" type="checkbox"/> Template Create #1.1 |      |        |       |
| <span>2</span> <span>3</span> <span>Cancel</span> <span>Delete</span>   |      |        |       |
| Total Records: 2<br><span>- Delete Templates</span>   |      |        |       |

## 4.3 Search & View Indents

**Access Rights:** Requester, Recommender

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:** 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 'Indent ID' hyperlink to view more details on the indent.

| # | Indent ID                   | Customer Unit | Activity Type               | Indent Period                                     | Indent Details                                | Vehicle Resources       | Driver Resources        | Credits | Status    | Additional Info   |
|---|-----------------------------|---------------|-----------------------------|---|---|-------------------------|-------------------------|---------|-----------|---|
| 1 | <a href="#">20170500012</a> | 1 CDO BN      | Training - Company Training | 26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs) | XXS<br>Kranji Camp 2 Medical Centre<br>IN     | 1 Requested<br>0 Tasked | 1 Requested<br>0 Tasked | 2.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| 2 | <a href="#">20170500011</a> | 1 CDO BN      | Training - Company Training | 25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs) | FORWARD<br>Kranji Camp 2 Medical Centre<br>IN | 3 Requested<br>0 Tasked | 3 Requested<br>0 Tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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.

**Indent** 20170500015

Overview Tasks Audit Log 1

Activity Name Ex Save as Draft 3

Customer Unit 1 CDO BN (054A)

Activity Type Training - Brigade Training

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 4

Recalled Before No Reverted Before No

**Resources**

| #    | Vehicle Type <span style="border: 1px solid red; padding: 2px;">5</span> | 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 |

#### 4.3.1 Search & View Indents Pending Customer

**Access Rights:** Requester, Recommender

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 Customer.

**New Indent**

\*Active

- + New Indent
- + New Indent By Template
- Q Search Templates
- Q Search Indents 1
- Q Search Indents Pending Customer
- Q Search Indents Pending Transport
- 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.

**Step 2:** Without clicking anything, system will run an automatic search on all indent with status 'Draft', 'Recalled', 'Reverted' and 'Submitted' as these indents required action to be done.

The screenshot shows the 'Search Indents' interface. At the top, there are input fields for 'Indent ID' and 'Indent Name', and a dropdown for 'Status' containing 'Draft', 'Submitted', 'Reverted', and 'Recalled'. A red box highlights this status dropdown. To the right, there is a 'Customer Unit' field set to '1 CDO BN (054A)'. On the far right, there are 'Search', 'Clear', and 'Advanced Search...' buttons. Below the search bar is a table with columns: #, Indent ID, Customer Unit, Activity Type, Indent Period, Indent Details, Vehicle Resources, Driver Resources, Credits, Status, and Additional Info. The table contains six rows of data. A red arrow points from the 'Status' dropdown in the search bar to the 'Status' column in the table. The 'Status' column is highlighted with a red border. The 'Additional Info' column also has a red border. The first row's 'Status' is 'Recalled'. The second row's 'Status' is 'Submitted'. The third row's 'Status' is 'Draft'. The fourth and fifth rows' 'Status' is 'Submitted'. The sixth row's 'Status' is 'Submitted'. The bottom left of the table area shows '1 Total Records: 6'.

| # | Indent ID   | Customer Unit | Activity Type               | Indent Period                                     | Indent Details                                    | Vehicle Resources    | Driver Resources     | Credits | Status    | Additional Info   |
|---|-------------|---------------|-----------------------------|---|---|----------------------|----------------------|---------|-----------|---|
| 1 | 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<br>📍 1 GDS BN HQ<br>➡ IN         | 0 Requested 0 Tasked | 3 Requested 0 Tasked | 7.5     | Recalled  | Waiting List: No<br>Cross Hub Indent: No<br>Recalled Before: Yes<br>Reverted Before: No |
| 2 | 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<br>📍 1 GDS BN HQ<br>➡ IN         | 2 Requested 0 Tasked | 2 Requested 0 Tasked | 5.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| 3 | 20170500014 | 1 CDO BN      | Training - Brigade Training | 21-Jun-2017 10:58 to 22-Jun-2017 10:58 (24.0 Hrs) | Ex Save as Draft<br>📍 1 GDS BN HQ<br>➡ IN         | 0 Requested 0 Tasked | 3 Requested 0 Tasked | 6.0     | Draft     | Waiting List: No<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No  |
| 4 | 20170500012 | 1 CDO BN      | Training - Company Training | 26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs) | XXS<br>📍 KRANJI CAMP 2 MEDICAL CENTRE<br>➡ IN     | 1 Requested 0 Tasked | 1 Requested 0 Tasked | 2.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| 5 | 20170500011 | 1 CDO BN      | Training - Company Training | 25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs) | FORWARD<br>📍 KRANJI CAMP 2 MEDICAL CENTRE<br>➡ IN | 3 Requested 0 Tasked | 3 Requested 0 Tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| 6 | 20170500010 | 1 CDO BN      | Training - Company Training | 25-May-2017 18:13 to 26-May-2017 21:59 (27.8 Hrs) | FORWARD<br>📍 KRANJI CAMP 2 MEDICAL CENTRE<br>➡ IN | 3 Requested 0 Tasked | 3 Requested 0 Tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |

## 4.4 Recommend/ Reject Indent(s)

**Access Rights:** Recommender

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

### 4.4.1 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   | <a href="#">Indent</a>  | <a href="#">Credit</a> | <a href="#">Report</a>   | Welcome, LTA 1 CDO BN RECOMMENDER  |  |  |        |                 |   |
| <b>Indent Recon</b>       |             | <a href="#">Search Indents</a><br><a href="#">Search Indents Pending Customer</a><br><a href="#">Search Indents Pending Transport</a><br><b><a href="#">Indent Recommendation</a></b> |                        |  |  |  |  |        |                 |   |
| Recommend All             |             | Reject  |                        |  |  |  |  |        |                 |   |
| #                         |             | Indent ID   | Customer U             | Indent Details   | Vehicle Resources  | Driver Resources   | Credits  | Status | Additional Info |   |
| 1                         | 20170500010 |   | 1 CDO BN               | <a href="#">Search Tasks</a><br><a href="#">Search Tasks Pending Execution</a><br><a href="#">Search Tasks Under Execution</a> | <b>FORWARD</b><br> Kranji Camp 2 Medical Centre<br>  | <br>3 requested<br>0 tasked   | <br>3 requested<br>0 tasked   | 4.5    | Submitted       | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| <a href="#">Recommend</a> |             | <a href="#">Reject</a>  |                        |  |  |  |  |        |                 |   |
| 2                         | 20170500011 |   | 1 CDO BN               | Training - Company Training<br>25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs)   | <b>FORWARD</b><br> Kranji Camp 2 Medical Centre<br>   | <br>3 requested<br>0 tasked  | <br>3 requested<br>0 tasked  | 4.5    | Submitted       | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| <a href="#">Recommend</a> |             | <a href="#">Reject</a>  |                        |  |  |  |  |        |                 |   |
| 3                         | 20170500012 |   | 1 CDO BN               | Training - Company Training<br>26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs)   | <br><b>XXS</b><br> Kranji Camp 2 Medical Centre<br> | <br>1 requested<br>0 tasked | <br>1 requested<br>0 tasked | 2.0    | Submitted       | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| <a href="#">Recommend</a> |             | <a href="#">Reject</a>  |                        |  |  |  |  |        |                 |   |
| 4                         | 20170500015 |   | 1 CDO BN               | Training - Brigade Training<br>31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)  | <b>Ex Save as Draft</b><br> 1 GDS BN HQ<br>  | <br>2 requested<br>0 tasked | <br>2 requested<br>0 tasked | 5.0    | Submitted       | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |
| <a href="#">Recommend</a> |             | <a href="#">Reject</a>  |                        |  |  |  |  |        |                 |   |
| 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 Recommendation**

| # | 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<br>K Kranji Camp 2 Medical Centre<br>IN | 3 requested<br>0 tasked | 3 requested<br>0 tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>K Kranji Camp 2 Medical Centre<br>IN | 3 requested<br>0 tasked | 3 requested<br>0 tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>K Kranji Camp 2 Medical Centre<br>IN     | 1 requested<br>0 tasked | 1 requested<br>0 tasked | 2.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>1 GDS BN HQ<br>IN           | 2 requested<br>0 tasked | 2 requested<br>0 tasked | 5.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |

**Total Records: 4**

**Recommend All** **Reject All** **Confirm Decision for 4 Indents**

**1** **2** **3** **4** **5** **6**

**Indent Recommendation**

| # | 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<br>K Kranji Camp 2 Medical Centre<br>IN | 3 requested<br>0 tasked | 3 requested<br>0 tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>K Kranji Camp 2 Medical Centre<br>IN | 3 requested<br>0 tasked | 3 requested<br>0 tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>K Kranji Camp 2 Medical Centre<br>IN     | 1 requested<br>0 tasked | 1 requested<br>0 tasked | 2.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>1 GDS BN HQ<br>IN           | 2 requested<br>0 tasked | 2 requested<br>0 tasked | 5.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |

**Total Records: 4**

**Recommend All** **Reject All** **Confirm Decision for 4 Indents**

**1** **2** **3** **4** **5** **6**

#### 4.4.2 Recommend/ Reject Indent

*Access Rights: Recommender*

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 or Search Indent Pending Customer. Select 'Status' as 'Submitted' and click 'Search'. Click on desired 'Indent ID' hyperlink.

| Pending Actions   |   |
|-------------------|---|
| Pending Since     | Description   |
| 31-May-2017 15:07 | Indent <a href="#">20170500015</a> 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 <a href="#">20170500012</a> 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 <a href="#">20170500011</a> 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 <a href="#">20170500010</a> has been Submitted by COL SUPER USER (S1234567A) and is now pending your Recommendation. Indent not Recommended in 3 days will be Expired.         |

| ITMS                  |                             |               |                             |   |  |                         |                         |         |           |   | Welcome, LTA 1 CDO BN RECOMMENDER                  |  |
|-----------------------|-----------------------------|---------------|-----------------------------|---|--|-------------------------|-------------------------|---------|-----------|---|--|--|
| Indent Recommendation |                             |               |                             |   |  |                         |                         |         |           |   | Logged in as: <a href="#">1 CDO BN Recommender</a> |  |
|                       |                             |               |                             |   |  |                         |                         |         |           |   |  |  |
| #                     | Indent ID                   | Customer Unit | Activity Type               | Indent Period                                     | Indent Details                                 | Vehicle Resources       | Driver Resources        | Credits | Status    | Additional Info   |  |  |
| 1                     | <a href="#">20170500010</a> | 1 CDO BN      | Training - Company Training | 25-May-2017 18:13 to 26-May-2017 21:59 (27.8 Hrs) | FORWARD<br>K RANJI CAMP 2 MEDICAL CENTRE<br>IN | 3 requested<br>0 tasked | 3 requested<br>0 tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |  |  |
| 2                     | <a href="#">20170500011</a> | 1 CDO BN      | Training - Company Training | 25-May-2017 18:17 to 26-May-2017 23:59 (29.7 Hrs) | FORWARD<br>K RANJI CAMP 2 MEDICAL CENTRE<br>IN | 3 requested<br>0 tasked | 3 requested<br>0 tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |  |  |
| 3                     | <a href="#">20170500012</a> | 1 CDO BN      | Training - Company Training | 26-May-2017 12:15 to 27-May-2017 23:59 (35.8 Hrs) | XXS<br>K RANJI CAMP 2 MEDICAL CENTRE<br>IN     | 1 requested<br>0 tasked | 1 requested<br>0 tasked | 2.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |  |  |
| 4                     | <a href="#">20170500015</a> | 1 CDO BN      | Training - Brigade Training | 31-May-2017 14:53 to 31-May-2017 23:57 (9.1 Hrs)  | Ex Save as Draft<br>1 GDS BN HQ<br>IN          | 0 requested<br>0 tasked | 3 requested<br>0 tasked | 5.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>Reverted Before: No |  |  |
| 1 Total Records: 4    |                             |               |                             |   |  |                         |                         |         |           |   |  |  |

ITMS    Dashboard    Indent    \$ Credit    Report    Welcome, LTA 1 CDO BN RECOMMENDER  
Logged in as: 1 CDO BN Recommender

### Search Indents

| 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<br>1 GDS BN HQ<br>IN         | 2 Requested<br>0 Tasked | 2 Requested<br>0 Tasked | 5.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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) | XKS<br>Kranji Camp 2 Medical Centre<br>IN     | 1 Requested<br>0 Tasked | 1 Requested<br>0 Tasked | 2.0     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>Kranji Camp 2 Medical Centre<br>IN | 3 Requested<br>0 Tasked | 3 Requested<br>0 Tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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<br>Kranji Camp 2 Medical Centre<br>IN | 3 Requested<br>0 Tasked | 3 Requested<br>0 Tasked | 4.5     | Submitted | Waiting List: Yes<br>Cross Hub Indent: No<br>Recalled Before: No<br>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.

ITMS    Dashboard    Indent    \$ Credit    Report    Welcome, LTA 1 CDO BN RECOMMENDER  
Logged in as: 1 CDO BN Recommender

### Indent 20170500015

| Overview   | Tasks                                     | Audit Log                      | SUBMITTED  |           |         |
|--|---|--------------------------------|--|-----------|---------|
| Activity Name Ex Save as Draft                                     | Activity Type Training - Brigade Training |                                | 20170500015  |           |         |
| Customer Unit 1 CDO BN (054A)                                      | Sub-Unit -                                |                                | Submitted On 31-May-2017 15:07<br>By CPL 1 CDO BN REQUESTER<br>(S9010001A) |           |         |
| Reporting Date/Time 31-May-2017 14:53                              | Completion Date/Time 31-May-2017 23:57    |                                | Recommend Indent   |           |         |
| Duration 9.1 Hours   | Camp Movement IN                          |                                | Reject Indent  |           |         |
| 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                        |                                |  |           |         |
| <b>Resources</b>   |   |                                |  |           |         |
| #  | Vehicle Type                              | Resource Type                  | Quantity   | Park-Down | Credits |
|  | 1.5 TON CARGO TRAILER                     | Transport Operator Only        | 3  | No        | 3.0     |
|  | 1.5 TON CARGO TRAILER                     | Vehicle and Transport Operator | 2  | No        | 2.0     |

To recommend indent:

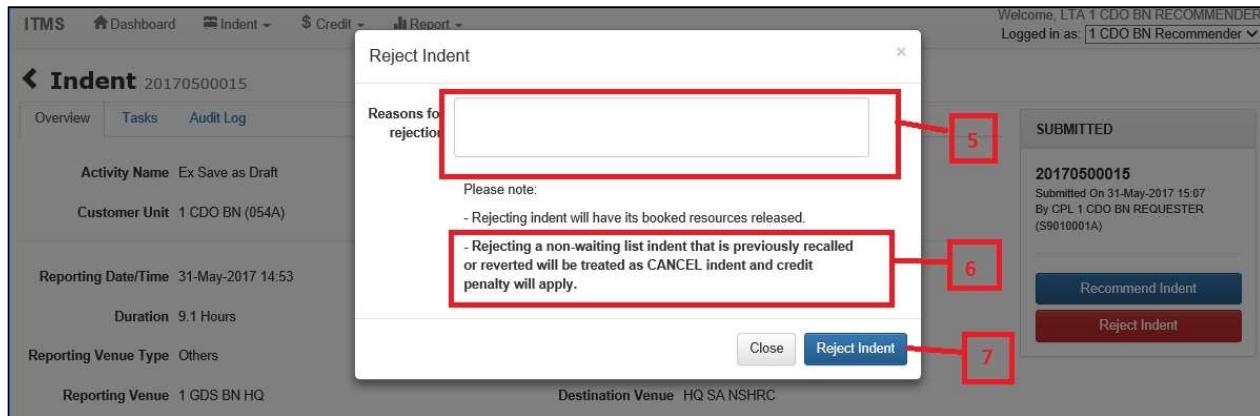
**Step 5:** Click 'Recommend Indent' on confirmation pop up and indent will be recommended.

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.



## 4.5 Recall & Amend Indent

*Access Rights: Requester*

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.

### 4.5.1 Recall Indent

*Access Rights: Requester*

**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.

ITMS    Dashboard    Indent    Credit    Report

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

### Indent 20170500015

Overview Tasks Audit Log

|                      |  |                                |                             |  |                    |
|----------------------|--|--------------------------------|-----------------------------|--|--------------------|
| Activity Name        | Ex Save as Draft                                     | Activity Type                  | Training - Brigade Training | SUBMITTED                                |                    |
| Customer Unit        | 1 CDO BN (054A)                                      | Sub-Unit                       | -                           | <b>20170500015</b>                       |                    |
| Reporting Date/Time  | 31-May-2017 14:53                                    | Completion Date/Time           | 31-May-2017 23:57           | Submitted On 31-May-2017 15:07           |                    |
| Duration             | 9.1 Hours  | Camp Movement                  | IN                          | By CPL 1 CDO BN REQUESTER<br>(S9010001A) |                    |
| Reporting Venue Type | Others   | Destination Venue Type         | HQ                          | <b>4</b>                                 |                    |
| Reporting Venue      | 1 GDS BN HQ  | Destination Venue              | HQ SA NSHRC                 | Recall Indent                            |                    |
| Reporting Info       | -  |                                |                             | Cancel Indent                            |                    |
| 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                          |  |                    |
| <b>Resources</b>     |  |                                |                             |  |                    |
| #                    | Vehicle Type   | Resource Type                  | Quantity                    | Park-Down                                | Credits            |
| <a href="#">View</a> | 1.5 TON CARGO TRAILER                                | Transport Operator Only        | 3                           | No                                       | 3.0                |
| <a href="#">View</a> | 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

Overview Tasks Audit Log

|                      |  |                                |                             |  |                    |
|----------------------|--|--------------------------------|-----------------------------|--|--------------------|
| Activity Name        | Ex Save as Draft                                     | Activity Type                  | Training - Brigade Training | SUBMITTED                                |                    |
| Customer Unit        | 1 CDO BN (054A)                                      | Sub-Unit                       | -                           | <b>20170500015</b>                       |                    |
| Reporting Date/Time  | 31-May-2017 14:53                                    | Completion Date/Time           | 31-May-2017 23:57           | Submitted On 31-May-2017 15:07           |                    |
| Duration             | 9.1 Hours  | Camp Movement                  | IN                          | By CPL 1 CDO BN REQUESTER<br>(S9010001A) |                    |
| Reporting Venue Type | Others   | Destination Venue Type         | HQ                          | <b>5</b>                                 |                    |
| Reporting Venue      | 1 GDS BN HQ  | Destination Venue              | HQ SA NSHRC                 | Recall Indent                            |                    |
| Reporting Info       | -  |                                |                             | Cancel Indent                            |                    |
| 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                          |  |                    |
| <b>Resources</b>     |  |                                |                             |  |                    |
| #                    | Vehicle Type   | Resource Type                  | Quantity                    | Park-Down                                | Credits            |
| <a href="#">View</a> | 1.5 TON CARGO TRAILER                                | Transport Operator Only        | 3                           | No                                       | 3.0                |
| <a href="#">View</a> | 1.5 TON CARGO TRAILER                                | Vehicle and Transport Operator | 2                           | No                                       | 2.0                |
|                      |  |                                |                             |  | Total Credits: 5.0 |

Reasons for Recalling

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**

#### 4.5.2 Amend Recalled Indent

*Access Rights: Requester*

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

The screenshot shows the ITMS software interface. At the top, there is a navigation bar with links for ITMS, Dashboard, Indent, Credit, and Report. On the right, it says 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'. Below the navigation bar, the main content area is titled 'Indent 20170500015'. There are tabs for Overview, Tasks, and Audit Log. The Overview tab is selected. The page displays various details 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 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), and Resources. A modal dialog box is open on the right side, titled 'RECALLED' with the identifier '20170500015'. It contains a message: 'Recalled On 01-Jun-2017 10:00 By CPL 1 CDO BN REQUESTER (S9010001A)'. Below this, there is a field labeled 'Reasons:' with the placeholder 'Enter a valid reason here'. At the bottom of the modal are two buttons: 'Amend Indent' (highlighted with a red box and the number '1') and '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.

**Indent** 20170500015

\*Activity Type Training - Brigade Training 3

\*Activity Name Ex Save as Draft

\*Customer Unit 1 CDO BN (054A) Q 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

\*Indent Period 31-May-2017 14:53 to 31-May-2017 23:57 Q 4

\*Reporting Venue Type ▼

\*Reporting Destination Type ▼

**Point-of-Contact**

\*Reporting Point-of-Contact 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A) Q  Manual Entry ⓘ

Office Number 62213458 Mobile Number 96616358

**Resources** - Remove Selected Resources 5

| <input type="checkbox"/> | #  | Vehicle Type          | Resource Type                  | Quantity | Park-Down | Credits            |
|--------------------------|--|-----------------------|--------------------------------|----------|-----------|--------------------|
| <input type="checkbox"/> | <span style="border: 1px solid red; padding: 2px;">View</span> | 1.5 TON CARGO TRAILER | Transport Operator Only        | 3        | No        | 3.0                |
| <input type="checkbox"/> | <span style="border: 1px solid red; padding: 2px;">View</span> | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 2        | No        | 2.0                |
|                          |  |                       |                                |          |           | Total Credits: 5.0 |

**Indent** 20170500015

\*Activity Type

\*Activity Name

\*Customer Unit 1 CDO BN (054A)

Available Credits ⓘ

\*Movement

\*Indent Period

\*Reporting Venue Type

\*Reporting Destination Type

**Point-of-Contact**

\*Reporting Point-of-Contact 1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)

**Add Resource**

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

\*Resource Type Transport Operator Only

Vehicle Purpose Training 6

\*Vehicle Type 1.5 TON CARGO TRAILER

\*Required Quantity 3 Indent Availability : [Show](#)

Park-Down Required No 7

Tow Types ▼

Soldier Proficiencies ▼

Remarks -

Close Add Resource

## 4.6 Amend Reverted Indent

**Access Rights:** Requester

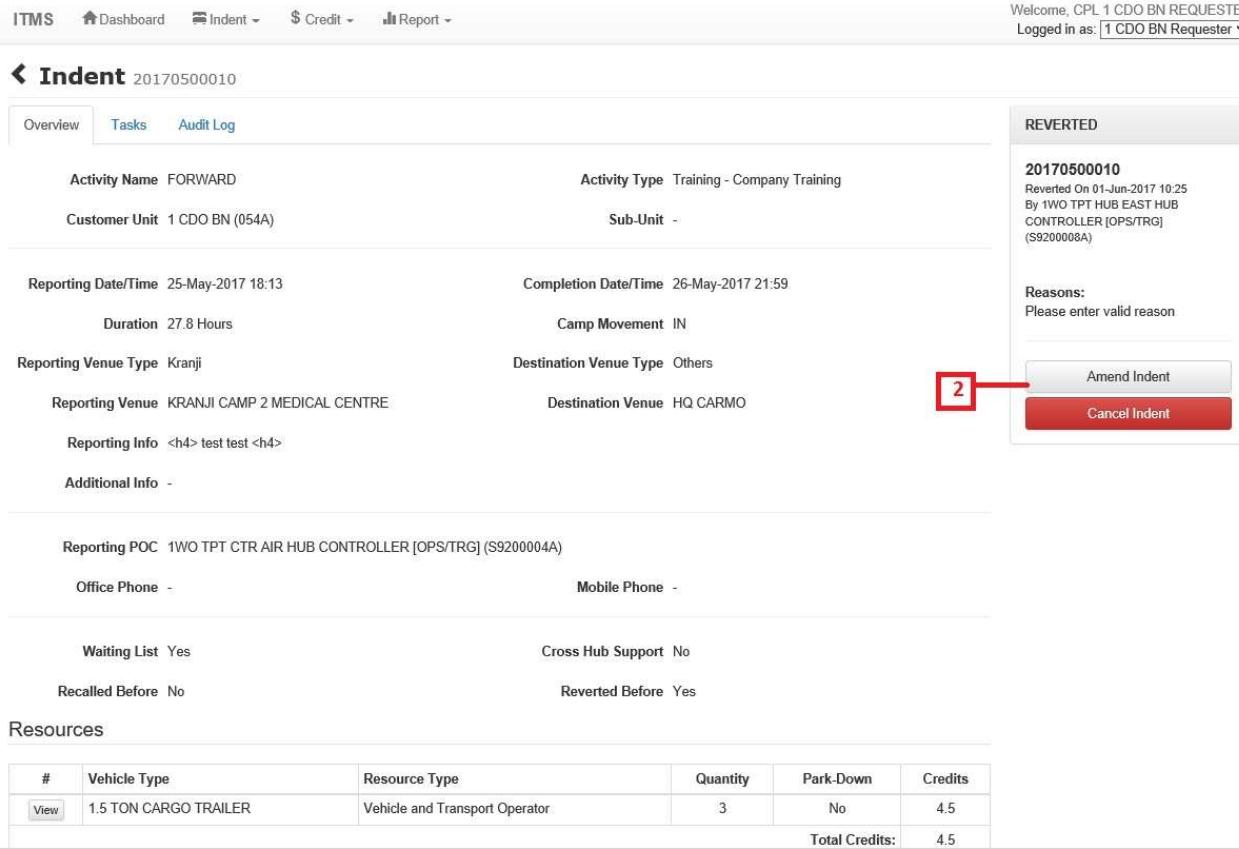
Reverted indent(s) will be notified to the user by 'Pending Action' on the Dashboard. The restriction of amendment is of the same as a recalled indent. The process is the same as amending recalled indent.

**Step 1:** Access 'Reverted' indent(s) by 'Pending Action' under Dashboard or searching indent(s) with status 'Reverted' under 'Search Indent' or 'Search Indent Pending Customer'.

## Pending Actions

| Pending Since     | Description   |
|-------------------|---|
| 01-Jun-2017 10:25 | Indent 20170500010 has been Reverted by 1WO TPT HUB EAST HUB CONTROLLER [OPS/TRG] (S9200008A) and is now pending re-Submission. Indent not Submitted and Recommended in 3 days will be Cancelled. |
| 01-Jun-2017 10:00 | Indent 20170500015 has been Recalled by CPL 1 CDO BN REQUESTER (S9010001A) and is now pending re-Submission. Indent not Submitted and Recommended in 3 days will be Expired.                      |
| 31-May-2017 22:39 | Indent 20170500017 has been Recalled by CPL 1 CDO BN REQUESTER (S9010001A) and is now pending re-Submission. Indent not Submitted and Recommended in 3 days will be Expired.                      |

**Step 2:** In the reverted indent page, click 'Amend Indent'.



The screenshot shows the ITMS application interface for managing indents. At the top, there's a navigation bar with links for ITMS, Dashboard, Indent, Credit, Report, and a user welcome message: "Welcome, CPL 1 CDO BN REQUESTER Logged in as: 1 CDO BN Requester". Below the navigation is a section titled "Indent 20170500010" with a "REVERTED" status indicator. The main content area displays various details about the indent, such as Activity Name (FORWARD), Activity Type (Training - Company Training), Customer Unit (1 CDO BN (054A)), Reporting Date/Time (25-May-2017 18:13), Duration (27.8 Hours), Reporting Venue Type (Kranji), Reporting Info (<h4>test test </h4>), Reporting POC (1WO TPT CTR AIR HUB CONTROLLER [OPS/TRG] (S9200004A)), Office Phone (-), Mobile Phone (-), Waiting List (Yes), Recalled Before (No), and Reverted Before (Yes). On the right side, there's a "Reasons:" field with the placeholder "Please enter valid reason" and two buttons: "Amend Indent" (highlighted with a red box and the number 2) and "Cancel Indent". Below the main content is a "Resources" section with a table showing vehicle details: # (1), Vehicle Type (1.5 TON CARGO TRAILER), Resource Type (Vehicle and Transport Operator), Quantity (3), Park-Down (No), Credits (4.5), and Total Credits (4.5).

**Step 3:** The following amendment steps and restriction is the same as recalled indent. Follow **4.5.2 step 3** onwards to complete re-submitting of reverted indent.

## 4.7 Cancel Indent

**Access Rights:** Requester

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.

**Indent** 20170500015

|                      |  |                        |                             |
|----------------------|--|------------------------|-----------------------------|
| 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            |
|----------------------|-----------------------|--------------------------------|----------|-----------|--------------------|
| <a href="#">View</a> | 1.5 TON CARGO TRAILER | Transport Operator Only        | 3        | No        | 3.0                |
| <a href="#">View</a> | 1.5 TON CARGO TRAILER | Vehicle and Transport Operator | 2        | No        | 2.0                |
|                      |                       |                                |          |           | Total Credits: 5.0 |

**Indent** 20170500015

Confirm?

Reasons for Cancellation

Please note:

- 50% credit penalty will be incurred if indent is cancelled 90 days from the execution date.
- 100% credit penalty will be incurred if indent is cancelled 15 days from the execution date.

Upon Cancellation, all resources released back to the pool.

Proceed to Cancel Indent?

[Cancel](#) [Cancel Indent](#)

## 4.8 Search & View Tasks

**Access Rights:** Requester, Recommender

This function allows users to search and view Task records based on a combination of search fields. Users can only search for their customer unit Task records.

**Step 1:** Go to Indent > Search Tasks

**Step 2:** Click “Advanced Search” to access more search fields, if required. Customer Unit field is restricted to your user account and the maximum days that the user can search in Start Date/Time and End Date/Time is restricted to 3 days from today’s date.

**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.

| # | 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     |
|---|---------|-------------|----------------------|--------|-------------|-------------|-------------|--------------|-------------|--------------|-------------------|-------------------|
| 1 | 244     | 20170600002 | Pending Confirmation | Normal |             |             |             |              |             |              | 05-Jun-2017 00:00 | 05-Jun-2017 23:59 |
| 2 | 243     | 20170600002 | Pending Confirmation | Normal |             |             |             |              |             |              | 05-Jun-2017 00:00 | 05-Jun-2017 23:59 |
| 3 | 242     | 20170600001 | Pending Confirmation | Normal |             |             |             |              |             |              | 02-Jun-2017 00:00 | 03-Jun-2017 23:59 |

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

| Driver | Driver Node | Vehicle | Vehicle Node | Start Date/Time   | End Date/Time     | Detail Status | Mileage (km) |
|--------|-------------|---------|--------------|-------------------|-------------------|---------------|--------------|
|        |             |         |              | 05-Jun-2017 00:00 | 05-Jun-2017 23:59 | Pending       |              |

#### 4.8.1 Search & View Tasks Pending Execution

**Access Rights:** Requester, Recommender

This function is the same as Section 4.8 ‘Search Task’ but results will directly be populated with “Pending Execution” as the Task Status search criteria. Users can only search for their customer unit Task records.

**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 4.8. Search & View Tasks). Task Status will be ‘Pending Execution’ in the advance search.

| <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 | 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 |
| <input type="checkbox"/> | 2 | 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"/> | 3 | 218     | 20170500004 | Pending Execution | Normal    | S0001313A   | LCP UAT DRIVER 0001313 | MANDAI HILL NODE | 7 TON GUN TOWER | MID00336         | MANDAI HILL NODE | 06-May-2017 00:00 | 06-May-2017 23:59 |

#### 4.8.2 Search & View Tasks Under Execution

*Access Rights: Requester, Recommender*

This function is the same as Section 4.8 ‘Search Task’ but Task’ but results will directly be populated with “Under Execution” as the Task Status search criteria. Users can only search for their customer unit Task records.

**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 4.8. Search & View Tasks). Task Status will be ‘Under Execution’ in the advance search.

**Search Tasks**

| Task ID         | Indent ID     | Driver NRIC No. or Name | Vehicle | Search |
|-----------------|---------------|-------------------------|---------|--------|
| Resource Type   | Vehicle Type  | Advanced Search         |         |        |
| Start Date/Time | End Date/Time |                         |         |        |
| NS Indent       | Task Status   |                         |         |        |
| Customer Unit   | Park-Down     |                         |         |        |

| # | 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     |
|---|---------|-------------|-----------------|-----------|-------------|------------------------|------------------|------------------|-------------|------------------|-------------------|-------------------|
| 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 |
| 2 | 217     | 20170500004 | Under Execution | Normal    | S0001701A   | LCP UAT DRIVER 0001701 | SEMBAWANG NODE   | 5 TON GS (AUTO)  | MID00333    | MANDAI HILL NODE | 06-May-2017 00:00 | 06-May-2017 23:59 |

## 4.9 Generate Detail Sheet

**Access Rights:** Requester, Recommender

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 users’ customer unit. 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:** Customer Unit field is restricted to your user account and the maximum days that the user can search in Date/Time is restricted to 3 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.

**Detail Sheet**

| Date/Time | 31-May-2017 | Search                      |      |  |  |                |            |             |                                    |                |
|-----------|-------------|-----------------------------|------|--|--|----------------|------------|-------------|------------------------------------|----------------|
| #         | Task ID     | Activity                    | Unit | Reporting                                  | Destination                                | POC            | POC Number | Vehicle No. | Driver                             | Remarks        |
| 1.        | 187         | Training - Company Training | 025M | CHOA CHU KANG STADIUM<br>26-Apr-2017 02:00 | CHOA CHU KANG STADIUM<br>26-Apr-2017 23:59 | COL SUPER USER | 83749382   | MID00331    |                                    | Test Reporting |
| 2.        | 217         | Training - Company Training | 025M | CHOA CHU KANG STADIUM<br>06-May-2017 00:00 | CHOA CHU KANG STADIUM<br>06-May-2017 23:59 | COL SUPER USER | 83749382   | MID00333    | LCP UAT DRIVER 0001701 - S0001701A | Test Reporting |

1 Total Records: 2

## 5 Credit Management User Guide

### 5.1.1 Search & View Unit's Credit Statuses

*Access Rights:* Requester, Recommender

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

**Step 1:** Go to Credit > Search Credit Statuses.

The screenshot shows the 'Search Indents' section of the ITMS application. It includes fields for 'Search Credit Statuses' (with a red box labeled '1'), 'Indent ID', 'Indent Name', 'Status', 'Customer Unit' (set to '1 CDO BN (054A)'), and search/clear buttons. Below these are tabs for 'Advanced Search...', 'Indent ID', 'Customer Unit', 'Activity Type', 'Indent Period', 'Indent Details', 'Vehicle Resources', 'Driver Resources', 'Credits', 'Status', and 'Additional Info'.

The screenshot shows the 'Search Credit Statuses' page. It features search fields for 'Work Year' (2017), 'Unit' (1 CDO BN (054A)), and 'Balance'. To the right are buttons for 'Search' (red box '3'), 'Clear' (red box '4'), and 'Advanced Search...' (red box '2'). Below these are fields for 'Initial Provision', 'Committed', 'Penalty', 'Pre-Committed', 'Refunded', and 'Returned'. At the bottom left is a table with one row showing credit movements for '1 CDO BN' (HQ CDO) in 2017. At the bottom right are buttons for 'Total Records: 1' (red box '5') and 'Download to Excel' (red box '6').

| # | Unit     | Division / Formation | Work Year | Initial Provision | +    | -    | Latest Provision <small>(1)</small> | Pre-Committed | Committed | Penalty | Balance <small>(2)</small> | Refunded <small>(3)</small> | Returned <small>(4)</small> |
|---|----------|----------------------|-----------|-------------------|------|------|-------------------------------------|---------------|-----------|---------|----------------------------|-----------------------------|-----------------------------|
| 1 | 1 CDO BN | HQ CDO               | 2017      | 1,000.00          | 0.00 | 0.00 | 1,000.00                            | 101.50        | 4.00      | 14.00   | 880.50                     | 0.00                        | 1.00                        |

**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' to download searched result.

### 5.1.1.1 View Credit Movements

**Access Rights:** Requester, Recommender

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.

The screenshot shows a table titled 'Credit Movement' with 13 rows of data. The columns are: Id, Work Year, Date/Time, Action, Indent ID, Actual Credits (+/-), Balance Credits, Reserved Credits (+/-), and Balance Credits (Usable). The 'Actual Credits (+/-)' column shows values like +10,000.00, 0.00, -1.00, etc. The 'Balance Credits' column shows values like 10,000.00, 9,999.00, 9,998.00, etc. The 'Reserved Credits (+/-)' and 'Balance Credits (Usable)' columns show 0.00 and 10,000.00 respectively. The 'Indent ID' column contains hyperlinks such as 20170200243, 20170300004, 20170300005, etc. At the bottom left, there is a blue button with 'Total Records: 13' and a 'Download to Excel' button with a file icon. The top right corner shows a welcome message 'Welcome, CPL 1 CDO BN REQUESTER' and 'Logged in as: 1 CDO BN Requester'.

| Id   | Work Year | Date/Time         | Action             | Indent ID   | Actual Credits (+/-) | Balance Credits | Reserved Credits (+/-) | Balance Credits (Usable) |
|------|-----------|-------------------|--------------------|-------------|----------------------|-----------------|------------------------|--------------------------|
| 788  | 2016      | 13-Feb-2017 09:26 | Allocate           |             | +10,000.00           | 10,000.00       | 0.00                   | 10,000.00                |
| 1300 | 2016      | 21-Feb-2017 11:12 | Pre-Commit         | 20170200243 | 0.00                 | 10,000.00       | -1.00                  | 9,999.00                 |
| 1305 | 2016      | 21-Feb-2017 11:51 | Commit             | 20170200243 | -1.00                | 9,999.00        | 0.00                   | 9,999.00                 |
| 1383 | 2016      | 01-Mar-2017 17:22 | Pre-Commit         | 20170300004 | 0.00                 | 9,999.00        | -1.00                  | 9,998.00                 |
| 1384 | 2016      | 01-Mar-2017 17:26 | Pre-Commit         | 20170300005 | 0.00                 | 9,999.00        | -1.00                  | 9,997.00                 |
| 1446 | 2016      | 10-Mar-2017 15:17 | Pre-Commit         | 20170300054 | 0.00                 | 9,999.00        | -0.50                  | 9,996.50                 |
| 1452 | 2016      | 13-Mar-2017 13:54 | Commit             | 20170300059 | -1.00                | 9,998.00        | 0.00                   | 9,996.50                 |
| 1462 | 2016      | 14-Mar-2017 14:02 | Commit             | 20170300068 | -1.00                | 9,997.00        | 0.00                   | 9,996.50                 |
| 1464 | 2016      | 14-Mar-2017 14:13 | Commit             | 20170300069 | -1.00                | 9,996.00        | 0.00                   | 9,996.50                 |
| 1466 | 2016      | 14-Mar-2017 14:33 | Release Pre-Commit | 20170300070 | 0.00                 | 9,996.00        | +1.00                  | 9,997.50                 |
| 1468 | 2016      | 14-Mar-2017 14:47 | Release Pre-Commit | 20170300071 | 0.00                 | 9,996.00        | +1.00                  | 9,998.50                 |
| 1470 | 2016      | 14-Mar-2017 14:48 | Release Pre-Commit | 20170300072 | 0.00                 | 9,996.00        | +1.00                  | 9,999.50                 |
| 1472 | 2016      | 14-Mar-2017 14:50 | Commit             | 20170300073 | -1.00                | 9,995.00        | 0.00                   | 9,999.50                 |