

Integrated Transport Management System

User Guide for System Administrator

Version 1.0

For
SAF/DSTA



1. Document Control

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ITMS User Guide v1.0

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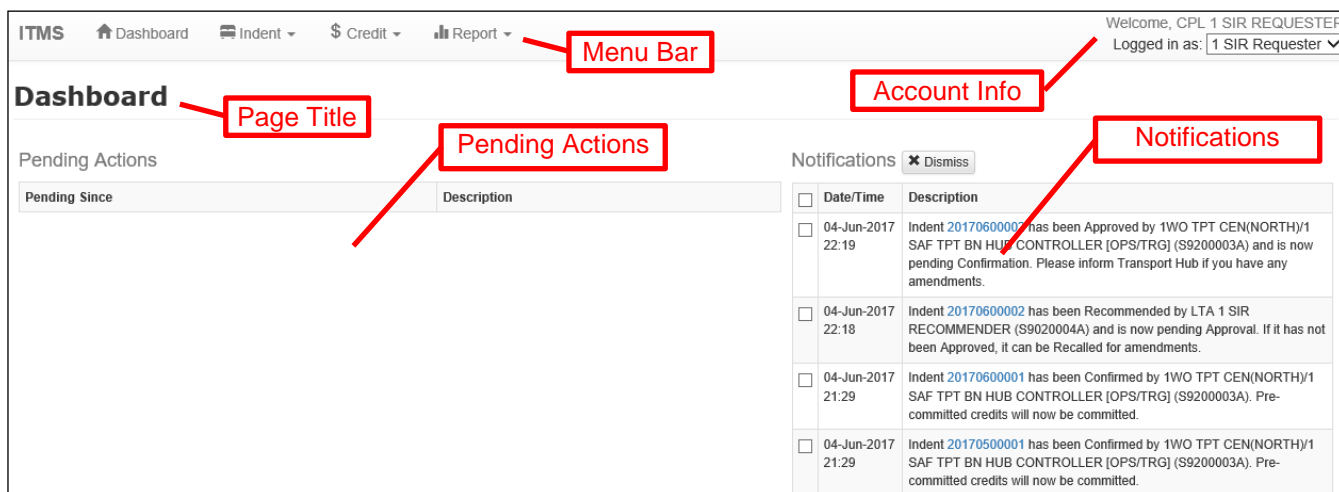
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2. Table of Content

1. Document Control	2
2. Table of Content	3
3 System User Interface Overview	4
3.1 Account & Access Rights.....	4
3.2 Navigation	4
3.3 Dashboard.....	4
3.3.1 Pending Actions.....	4
3.3.2 Notifications	5
3.4 Date Components.....	5
3.5 Quick Search Components	5
4 System Administrator User Guide	6
4.1 Create New User	6
4.2 Search User.....	7
4.3 Amend User	9
4.4 Manage Roles	9

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 System Administrator User Guide

System Administrator manages the user account and the roles' access rights. The Admin management allows users to create, search and update the roles' access rights.

4.1 Create New User

Access Rights: System Administrator

This function allows users to create new User

Step 1: Go to Admin > New User

The screenshot shows the 'New User' form in the ITMS system. The top navigation bar includes 'ITMS', 'Dashboard', 'Indent', 'Resource', 'Admin', and 'Help'. The user is logged in as 'System Administrator'. The form has a 'Person' search field with a magnifying glass icon, a 'Status' dropdown, and a 'Valid Until' dropdown. A red box labeled '2' highlights the 'Person' search field. To the right of the form are 'Create' and 'Cancel' buttons. Below the form is an 'Assigned Roles' section.

The screenshot shows the 'New User' form in the ITMS system. The top navigation bar includes 'ITMS', 'Dashboard', 'Indent', 'Resource', 'Admin', and 'Help'. The user is logged in as 'System Administrator'. The form has a 'Person' search field with a magnifying glass icon, a 'Unit' dropdown, an 'Appointment' dropdown, a 'Status' dropdown, and a 'Valid Until' dropdown. A red box labeled '3' highlights the 'Person' search field. To the right of the form are 'Create' and 'Cancel' buttons. Below the form is an 'Assigned Roles' section with a 'Please select Role' dropdown and an '+ Add Another Role' button.

The screenshot shows the 'New User' form in the ITMS system. At the top, there is a navigation bar with 'ITMS', 'Dashboard', 'Indent', 'Resource', 'Admin', and 'Help'. The user is logged in as 'System Administrator'. The form fields include:

- Person:** A search bar containing 'LCP UAT DRIVER 0000001 (S0000001A)' with a magnifying glass icon.
- Unit:** A dropdown menu set to 'TPT CEN(WEST)'.
- Appointment:** A dropdown menu set to 'DVR'.
- Status:** A dropdown menu.
- Valid Until:** A dropdown menu.
- Assigned Roles:** A section with three rows of dropdown menus: 'Requester' (set to '1 GUARDS'), 'Hub Controller (Ops/Trg)' (set to 'TPT HUB WEST'), and 'Node Controller (Ops/Trg)' (set to 'TPT HUB WEST'). Each row has a red cross button to the right. A fourth row shows 'JURONG NODE' with a red cross button. A '+ Add Another Role' button is at the bottom left of this section.
- Buttons:** 'Create' (blue) and 'Cancel' (grey) buttons are on the right side.

Numbered callouts point to specific elements:

- 4:** Points to the 'Assigned Roles' section header.
- 5:** Points to the '+ Add Another Role' button.
- 6:** Points to the red cross button next to 'JURONG NODE'.
- 7:** Points to the 'Create' button.

Step 2: Enter new user Nric no. or name.

Step 3: Enter Status and Valid Until.

Step 4: Select Roles, Hubs, Nodes and Unit if required.

Step 5: To add more roles for the user, click "+ Add Another Role" and repeat **step 4**.

Step 6: To delete the roles, Click on the selected role's red cross button.

Step 7: Click "Create" and click "OK" to create user. Click "Cancel" to reset all fields.

4.2 Search User

Access Rights: System Administrator

This function allows users to search for users, disable and extend their validity date.

Step 1: Go to Admin > Search Users.

ITMS [Dashboard](#) [Indent](#) [Resource](#) [Admin](#) [Help](#) Welcome, MAJ SYSTEM ADMINISTRATOR
Logged in as: System Administrator

Search Users

Status
Role

[Advanced Search...](#)

#	NRIC No.	Name	Unit	Status	Validity Date	Date Notified for Disable
1	S9000001A	MAJ HQ ARMOUR TRANSPORT CREDIT CONTROLLER	HQ ARMOUR	Inactive	31-Dec-2017	
2	S9000002A	MAJ HQ CDO TRANSPORT CREDIT CONTROLLER	HQ CDO	Inactive	31-Dec-2017	
3	S9000003A	MAJ HQ GUARDS TRANSPORT CREDIT CONTROLLER	HQ GUARDS	Active	31-Dec-2017	
4	S9000004A	MAJ HQ SA TRANSPORT CREDIT CONTROLLER	HQ SA	Active	31-Dec-2017	
5	S9000005A	MAJ HQ 6 DIV TRANSPORT CREDIT CONTROLLER	HQ 6 DIV	Active	31-Dec-2017	
6	S9000006A	MAJ HQ SCE TRANSPORT CREDIT CONTROLLER	HQ SCE	Active	31-Dec-2017	
7	S9000007A	MAJ HQ SIGNALS AND COMMAND SYSTEMS TRANSPORT CREDIT CONTROLLER	HQ SIGNALS AND COMMAND SYSTEMS	Inactive	31-Dec-2017	
8	S9000008A	MAJ SAFTI SC TRANSPORT CREDIT CONTROLLER	SAFTI SC	Active	31-Dec-2017	
9	S9000009A	MAJ HQ 2 PDF COMD TRANSPORT CREDIT CONTROLLER	HQ 2 PDF COMD	Active	31-Dec-2017	
10	S9000010A	MAJ HQ 3 DIV TRANSPORT CREDIT CONTROLLER	HQ 3 DIV	Active	31-Dec-2017	

Total Records: 914

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 'NRIC NO.' hyperlink to view user and edit, if needed (4.3).

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

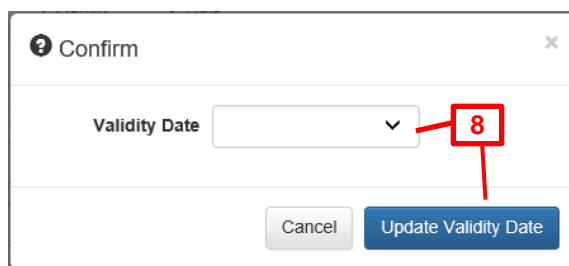
ITMS [Dashboard](#) [Indent](#) [Resource](#) [Admin](#) [Help](#) Welcome, MAJ SYSTEM ADMINISTRATOR
Logged in as: System Administrator

Search Users

Status
Role

[Advanced Search...](#)

#	NRIC No.	Name	Unit	Status	Validity Date	Date Notified for Disable
1	S9000001A	MAJ HQ ARMOUR TRANSPORT CREDIT CONTROLLER	HQ ARMOUR	Inactive	31-Dec-2017	
2	S9000002A	MAJ HQ CDO TRANSPORT CREDIT CONTROLLER	HQ CDO	Inactive	31-Dec-2017	
3	S9000003A	MAJ HQ GUARDS TRANSPORT CREDIT CONTROLLER	HQ GUARDS	Active	31-Dec-2017	
4	S9000004A	MAJ HQ SA TRANSPORT CREDIT CONTROLLER	HQ SA	Active	31-Dec-2017	
5	S9000005A	MAJ HQ 6 DIV TRANSPORT CREDIT CONTROLLER	HQ 6 DIV	Active	31-Dec-2017	
6	S9000006A	MAJ HQ SCE TRANSPORT CREDIT CONTROLLER	HQ SCE	Active	31-Dec-2017	
7	S9000007A	MAJ HQ SIGNALS AND COMMAND SYSTEMS TRANSPORT CREDIT CONTROLLER	HQ SIGNALS AND COMMAND SYSTEMS	Inactive	31-Dec-2017	
8	S9000008A	MAJ SAFTI SC TRANSPORT CREDIT CONTROLLER	SAFTI SC	Active	31-Dec-2017	
9	S9000009A	MAJ HQ 2 PDF COMD TRANSPORT CREDIT CONTROLLER	HQ 2 PDF COMD	Active	31-Dec-2017	
10	S9000010A	MAJ HQ 3 DIV TRANSPORT CREDIT CONTROLLER	HQ 3 DIV	Active	31-Dec-2017	



A confirmation dialog box titled 'Confirm' with a close button (X) in the top right corner. It contains a 'Validity Date' label followed by a dropdown menu. A red box with the number '8' is placed over the dropdown arrow. At the bottom, there are two buttons: 'Cancel' and 'Update Validity Date'.

Step 7: To extend User Account's validity date, select any amount of user that you wish to extend the validity date and click 'Extend Validity Date'. A confirmation pop-up will appear.

Step 8: Select the new Validity Date and click 'Update Validity Date'.

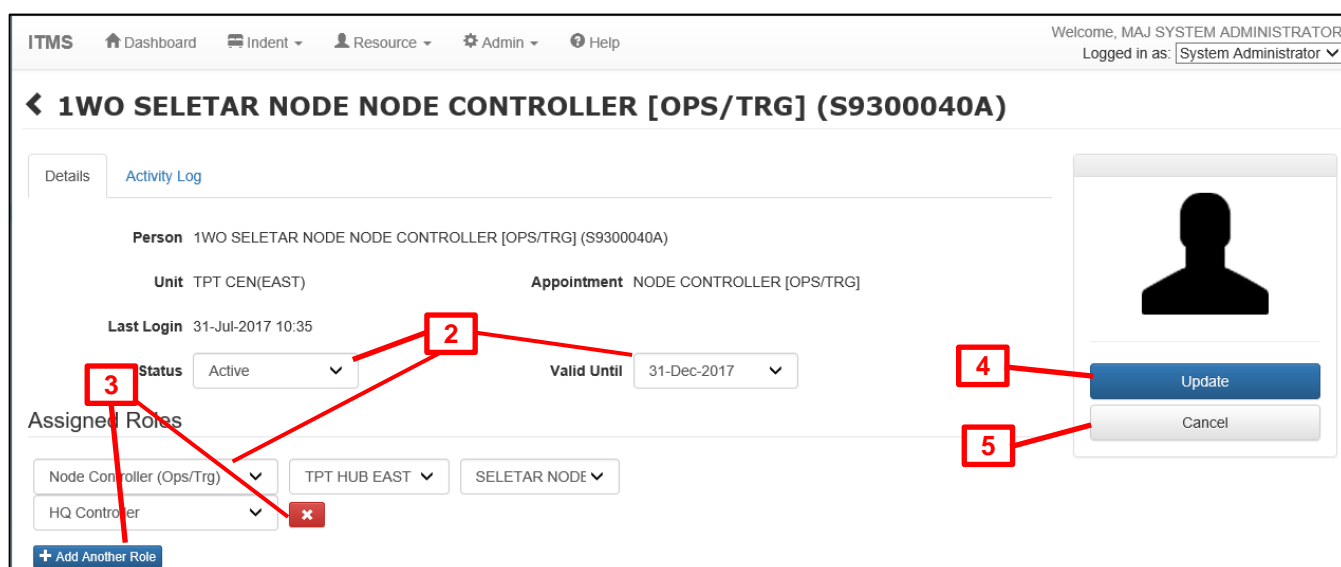
Step 9: To disable User Account, select any amount of user (**Step 7**) that you wish to disable the User Account and click 'Disable'. A confirmation pop-up will appear. Click 'OK' to disable.

4.3 Amend User

Access Rights: System Administrator

This function allows user to edit and save existing user account.

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



The screenshot shows the '1WO SELETAR NODE NODE CONTROLLER [OPS/TRG] (S9300040A)' user account page. The page includes a navigation bar with 'ITMS', 'Dashboard', 'Indent', 'Resource', 'Admin', and 'Help'. The user is logged in as 'System Administrator'. The page displays user details: Person (1WO SELETAR NODE NODE CONTROLLER [OPS/TRG] (S9300040A)), Unit (TPT CEN(EAST)), Appointment (NODE CONTROLLER [OPS/TRG]), and Last Login (31-Jul-2017 10:35). The 'Status' is set to 'Active' (indicated by a red box with '3'). The 'Valid Until' date is '31-Dec-2017' (indicated by a red box with '2'). Below the details, there is a section for 'Assigned Roles' with two roles: 'Node Controller (Ops/Trg)' and 'HQ Controller'. A red box with '3' is placed over the 'Add Another Role' button. To the right, there is a profile picture placeholder and two buttons: 'Update' (indicated by a red box with '4') and 'Cancel' (indicated by a red box with '5').

Step 2: Enter new fields on the necessary changes.

Step 3: To add new roles, click '+ Add Another Role'. To delete selected role, click on the selected role's red cross button.

Step 4: Upon making the necessary changes, click 'Update' then 'OK' to confirm decision.

Step 5: Click 'Cancel' to reset the fields.

4.4 Manage Roles

Access Rights: System Administrator

This function allows user to manage access rights to different user roles.

Step 1: Go to Admin > Manage Roles

ITMS Dashboard Indent Resource Admin Help Welcome, MAJ SYSTEM ADMINISTRATOR Logged in as: System Administrator

Manage Roles

Cancel Save Changes

#	Module	Function	Requester	Recommender	HQ Controller	Hub Controller (Ops/Trg)	Hub Controller (Vehicle)	Hub Controller (Manpower)	Hub Executive	Hub Commander	Node Controller (Ops/Trg)	Node Controller (Vehicle)	Node Executive	Node ASA	Node Commander	Node Sergeant Major	Duty Transport Leader	Transport Credit Account Manager	Div/Finn Transport Credit Controller	Transport Safety Administrator	Transport Safety Officer	Driving Permit Controller	Driving Permit Executive	MES User	System Administrator	Super User
1.	INDENT	Submit New Indent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	INDENT	Submit New Indent (MT Admin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	INDENT	Submit New Indent (Urgent Admin)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	INDENT	Cancel Indent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	INDENT	Recall Indent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	INDENT	Save as Indent Template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	INDENT	Manage Indent Templates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	INDENT	Save as Shared Indent Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Step 2: Select any number of access rights to roles.

Step 3: Filter by Modules if required.

Step 4: Alternatively, you can choose to filter by Roles if required.

Step 5: Click "Save Changes" and click "OK" to update access rights to different roles. Click "Cancel" to reset.