

Integrated Transport Management System

User Guide for Credit

Version 1.0

For

SAF/DSTA



1. Document Control

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ITMS User Guide v1.0

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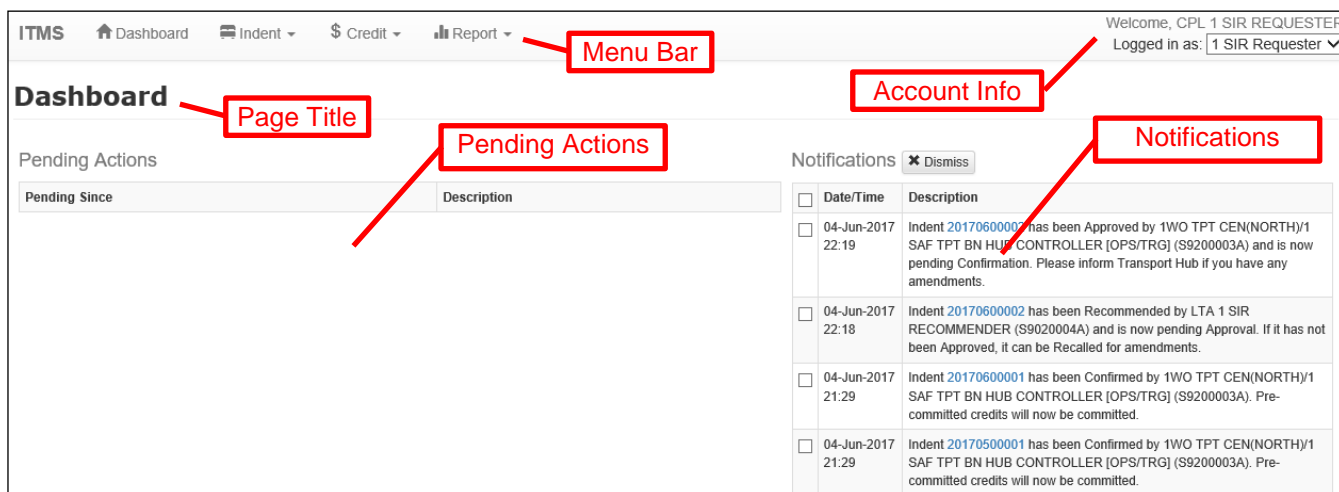
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3 System User Interface Overview

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 Credit Management User Guide

The Transport Credit Management is for managing the allocation and transfer of transport credits to from HQ to individual customer units to put up indents for their operational and training needs.

4.1 HQ Transport Credit Allocation/Transfer

Access Rights: Transport Credit Account Manager

This function allows Transport Credit Account Manager to allocate/ transfer credits to all divisions / formations for the work year.

Step 1: Go to Credit > Credit Allocation/ Transfer (HQ Transport).

Step 2: Select 'Work Year'. Proceed to **step 3** if the total credits have not been set. Skip to **step 5** if the total credits have been set.

Step 3: Click 'Set Total'.

The screenshot shows the 'Credit Allocation/Transfer (HQ Transport)' page. At the top, the breadcrumb navigation is 'ITMS > Dashboard > Indent > Credit', with 'Credit' highlighted and marked with a red box and the number 1. Below the breadcrumb, the page title is 'Credit Allocation/Transfer (HQ Transport)'. A blue information box contains two points: 'By default, initial provision of credits are automatically computed based on the past 3 years' average utilization.' and 'To enable Transport indent of new work year, the system allows unit to use up to 20% advance credits based on last work year's latest provision.' To the right of the information box is a 'Set Total' button, marked with a red box and the number 3. Below the information box, there is a 'Work Year' dropdown menu showing '2018 (1 Apr 2018 - 31 Mar 2019)', marked with a red box and the number 2. Below the dropdown, there are two rows of text: 'Total Credits Total credits not set' and 'Remaining Credits Total credits not set'.

Step 4: Enter 'Total Credits' and click 'OK'.

The screenshot shows the 'Set Work Year Total Credits' dialog box. The dialog box has a title bar 'Set Work Year Total Credits' and a close button. Inside the dialog box, there is a 'Work Year' field showing '2018'. Below it, there is a 'Total Credits' input field containing the value '100000', marked with a red box and the number 4. To the right of the input field is a clear button (X). At the bottom of the dialog box, there are 'Cancel' and 'OK' buttons.

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Credit Allocation/Transfer (HQ Transport)

By default, initial provision of credits are automatically computed based on the past 3 years' average utilization.
To enable Transport indent of new work year, the system allows unit to use up to 20% advance credits based on last work year's latest provision.

Work Year: 2017 (1 Apr 2017 - 31 Mar 2018)

Total Credits 100,000.00
Remaining Credits 28,000.00

5.1

5.3

6

5.4

5.5

7

Allocate/Transfer Credits
Clear
Reset Total

5.7

5.2

Division / Formation	Initial Provision (15-Feb-2017)	+ / - (15-Feb-2017)	+ / - (15-Feb-2017)	+ / - (15-Feb-2017)	+ / - (21-Jun-2017)	Latest Provision	Balance (21-Jun-2017)
CSS COMD HQ	4,000.00	1,000.00	0.00	1,000.00	0.00	6,000.00	6,000.00
HQ 2 PDF COMD	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
HQ 3 DIV	6,000.00	0.00	300.00	0.00	0.00	6,300.00	0.00
HQ 6 DIV	5,000.00	0.00	-300.00	0.00	0.00	4,700.00	4,698.00
HQ 9 DIV/INF	10,000.00	0.00	0.00	-1,000.00	0.00	9,000.00	9,000.00
HQ ARMOUR	8,000.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00
HQ ARMY INT	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
HQ CDO	4,000.00	0.00	0.00	0.00	0.00	4,000.00	987.00
HQ GUARDS	4,000.00	0.00	0.00	0.00	0.00	4,000.00	-2.00
HQ SA	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
HQ SCE	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
HQ SIGNALS AND COMMAND SYSTEMS	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
OTHERS POOL	10,000.00	0.00	0.00	0.00	0.00	10,000.00	-2.00
SAFTI SC	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
TPT COMD HQ	0.00	0.00	0.00	0.00	0.00	0.00	-3.00
Total	73,000.00	1,000.00	0.00	0.00	0.00	74,000.00	28,558.00

5.6

Step 5: An Overview of the Credit Allocation (HQ Transport) page.

5.1: Shows the total credits allocated and the remaining credits available to be allocated.

5.2: Shows the initial provision for each division/formation for the work year.

5.3: Shows the credits transfer transaction between division/formation. Each transfer will add a column to the right.

5.4: Shows the latest provision for each division/formation for the work year.

5.5: Shows the total credit balance remaining for each division/formation for the work year. A negative balance means the division/formation's units used advance credits while division/ formation has not been allocated credits.

5.6: Shows the total credits for each column.

5.7: Click 'Reset Total' to reset total credits shown on **5.1**.

Step 6: Enter credits at '+/-' for each division/formation. To transfer, enter '- credit' for the division/formation user wish to transfer out and enter '+ credit' for the division/formation user wish to transfer in.

Step 7: Click 'Allocate/Transfer Credits' to confirm allocation or 'Clear' to reset credits entered on **step 6** to 0.

4.2 Div/Fmn Credit Allocation/Transfer

Access Rights: Transport Credit Account Manager, Div/Fmn Transport Credit Controller

This function allows Transport Credit Account Manager or HQ Transport to allocate/transfer credits to all units under their division/formation.

Step 1: Go to Credit > Credit Allocation/ Transfer (Div/Fmn).

Step 2: Select 'Work Year'. If division/formation has not been allocated credits, the page will display 0 for 'Allocated Credits' and 0 for 'Remaining Credits' as shown in the screenshot below.

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Credit Allocation/Transfer (Division / Formation)

By default, initial provision of credits are automatically computed based on the past 3 years' average utilization.
To enable Transport indent of new work year, the system allows unit to use up to 20% advance credits based on last work year's latest provision.

Work Year: 2017 (1 Apr 2017 - 31 Mar 2018) **2**

Division / Formation: TPT COMD HQ

Allocated Credits: 0.00

Remaining Credits: 0.00

2.1: Shows the total credits allocated and the remaining credits available to be allocated.

2.1: Shows the latest provision for each unit.

2.1: Shows the balance remaining for each unit.

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Credit Allocation/Transfer (Division / Formation)

By default, initial provision of credits are automatically computed based on the past 3 years' average utilization.
To enable Transport indent of new work year, the system allows unit to use up to 20% advance credits based on last work year's latest provision.

Work Year: 2017 (1 Apr 2017 - 31 Mar 2018) **2**

Division / Formation: HQ 2 PDF COMD

Allocated Credits: 2,000.00 **2.1**

Remaining Credits: 2,000.00 **2.1**

4 Allocate/Transfer Credits
Clear

Unit	Credits		
	Initial Provision (21-Jun-2017)	Latest Provision	Balance (21-Jun-2017)
8 SIR	0.00	0.00	0.00
9 SIR	0.00	0.00	0.00
CCO, MAJU CAMP	0.00	0.00	0.00
GS(DEV)	0.00	0.00	0.00
HQ 2 PDF COMD 3	2,000.00	2,000.00	0.00
SAF BANDS	0.00	0.00	0.00
SAF MP COMMAND	0.00	0.00	0.00
Total	0.00	2,000.00 2.2	0.00 2.3

ITMS [Dashboard](#) [Indent](#) [Credit](#) Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
 Logged in as: [TPT COMD HQ Transport Credit Account Manager](#)

Credit Allocation/Transfer (Division / Formation)

By default, initial provision of credits are automatically computed based on the past 3 years' average utilization.
 To enable Transport indent of new work year, the system allows unit to use up to 20% advance credits based on last work year's latest provision.

Work Year: 2017 (1 Apr 2017 - 31 Mar 2018)

Division / Formation: CSS COMD HQ

Allocated Credits 6,100.00
 Remaining Credits 100.00

Unit	Credits			
	Initial Provision (15-Feb-2017)	+ / - (22-Jun-2017)	Latest Provision	Balance (22-Jun-2017)
3 AMB	1,000.00	300.00	1,300.00	1,300.00
6 AMB	1,000.00	-300.00	700.00	700.00
9 AMB	0.00	0.00	0.00	0.00
ALTI	4,000.00	0.00	4,000.00	4,000.00
AMB	0.00	0.00	0.00	0.00
ARMY MED COMD HQ	0.00	0.00	0.00	0.00
CSS COMD HQ	0.00	0.00	0.00	0.00
FMPC	0.00	0.00	0.00	0.00
HQ PERSCOM	0.00	0.00	0.00	0.00

Allocate/Transfer Credits
 Clear

Step 3: Enter 'Initial Provision' for each unit. With initial provision set, user can enter '- credit' for the unit user wish to transfer out and enter '+ credit' for the unit user wish to transfer in.

Step 4: Click 'Allocate/Transfer Credits' to confirm allocation or 'Clear' to reset credits entered on **step 3** to 0.

4.3 Credit Movement

This function provides accountability to user with all credit movement records.

4.3.1 Search & View Unit's Credit Statuses

Access Rights: Transport Credit Account Manager, Div/Fmn Transport Credit Controller

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

Step 1: Go to Credit > Search Credit Statuses.

ITMS | Dashboard | Indent | Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Search Credit Statuses

Work Year: 2017 (1 Apr 2017 - 31 Mar 2018) | Balance: | to: | Division / Formation: | Unit: Unit Code or Name

Search | Clear | Advanced Search...

#	Unit	Division / Formation	Work Year	Initial Provision	+	-	Latest Provision	Pre-Committed	Committed	Penalty	Balance	Refunded	Returned
1	12 C41 BN	HQ ARMOUR	2017	0.00	6,755.00	20.00	6,735.00	0.00	0.00	0.00	6,735.00	0.00	0.00
2	23 SIG BN	HQ ARMOUR	2017	0.00	626.00	12.00	614.00	0.00	0.00	0.00	614.00	0.00	0.00
3	42 SAR	HQ ARMOUR	2017	0.00	215.00	0.00	215.00	-5.50	5.50	0.00	215.00	0.00	0.00
4	42 SAR	HQ ARMOUR	2017	0.00	199.00	1.00	198.00	0.00	0.00	0.00	198.00	0.00	0.00
5	48 SAR	HQ ARMOUR	2017	0.00	110.00	0.00	110.00	0.00	0.00	0.00	110.00	0.00	0.00
6	48 SAR	HQ ARMOUR	2017	0.00	114.00	13.50	100.50	0.00	0.00	0.00	100.50	0.00	0.00
7	ATI	HQ ARMOUR	2017	0.00	118.00	98.50	27.50	0.00	0.00	0.00	27.50	0.00	0.00
8	HQ 4 SAB	HQ ARMOUR	2017	0.00	123.00	123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	HQ ARMOUR	HQ ARMOUR	2017	0.00	133.00	133.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	3 AMB	CSS COMD HQ	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
11	6 AMB	CSS COMD HQ	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
12	9 AMB	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	ALTI	CSS COMD HQ	2017	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00
14	AMB	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	ARMY MED COMD HQ	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	CSS COMD HQ	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	FMPC	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	HQ PERSCOM	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	HQ SAFAC	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	HRI	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	MES COMD HQ	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	DETI	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	SAF MEDICAL TI	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	SUPPLY COMD HQ	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	SUPPLY HUB(EAST)	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	SUPPLY HUB(WEST)	CSS COMD HQ	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	1 SIR	HQ 6 DIV	2017	1,000.00	300.00	0.00	1,300.00	2.00	0.00	0.00	1,298.00	0.00	0.00
28	4 SIR	HQ 6 DIV	2017	1,000.00	0.00	300.00	700.00	0.00	0.00	0.00	700.00	0.00	0.00
29	6 SIG BN	HQ 6 DIV	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
30	HQ 2 SIB	HQ 6 DIV	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
18	HQ 9 DIV/INF	HQ 9 DIV/INF	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
19	ITI	HQ 9 DIV/INF	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
20	MTI	HQ 9 DIV/INF	2017	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00

1 Total Records: 20 | Download to Excel

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 (4.3.2).

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

4.3.2 View Credit Movements

Access Rights: Transport Credit Account Manager, Div/Fmn Transport Credit Controller

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.

ITMS [Dashboard](#) [Indent](#) [Credit](#) Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
 Logged in as: TPT COMD HQ Transport Credit Account Manager

Credit Movement 1 CDO BN

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

1 Total Records: 13 [Download to Excel](#)

4.4 Credit Refund

Access Rights: Transport Credit Account Manager

This function allows Transport Credit Account Manager to refund penalty committed in all indents.

Step 1: Go to Indent > Refund Penalty Credit.

ITMS [Dashboard](#) [Indent](#) [Credit](#) Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
 Logged in as: TPT COMD HQ Transport Credit Account Manager

Return Penalty Credits

Work Year: 2017 (1 Apr 2017 - 31 Mar 2018) [2](#)

Customer Unit: 1 CDO BN (054A) [3](#)

Total Penalty Credits: 14.00

Credits to Return: 0.00 [4](#)

Remarks: [5](#)

[6](#) [Return Credits](#) [Clear](#)

Step 2: Enter 'Work Year'.

Step 3: Enter 'Customer Unit'.

Step 4: Enter 'Credits to Return'. The maximum amount to refund is shown by 'Total Penalty Credits' above.

Step 5: Enter 'Remarks' to provide reason(s) or remark(s).

Step 6: Click 'Return Credit' to confirm action or 'Clear' to reset fields.

4.5 Approve/Reject Transport Credit Refund

Access Rights: Transport Credit Account Manager

This function allows user to approve credit refund for indent(s) with unfulfilled task(s).

Step 1: Go to Indent > Credit Refund Approval.

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Credit Refund Approval

Approve All Reject All Confirm Decision for 1 Indents

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status
1	20170600004	1 CDO BN	Operations - National Event	22-Jun-2017 14:30 to 22-Jun-2017 23:59 (9.5 Hrs)	Ex national Event JURONG CAMP PARADE SQUARE OUT	0 requested 0 approved 0 tasked	1 requested 0 approved 0 tasked	1.0	Recommended

Approve Reject

1 Total Records: 1

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Credit Refund Approval

Approve All Reject All Confirm Decision for 1 Indents

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status
1	20170600004	1 CDO BN	Operations - National Event	22-Jun-2017 14:30 to 22-Jun-2017 23:59 (9.5 Hrs)	Ex national Event JURONG CAMP PARADE SQUARE OUT	0 requested 0 approved 0 tasked	1 requested 0 approved 0 tasked	1.0	Recommended

Approve Reject

Rejection Reason

1 Total Records: 1

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

Step 3: Select 'Approve' or 'Reject' if user wish to complete each action individually. Enter a valid reason beside the 'Reject' button if user chose to reject.

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.

4.6 Approve/Reject Central Vote

Access Rights: Transport Credit Account Manager

This function allows user to approve indent usage on central vote credits.

Step 1: Go to Indent > Central vote Approval.

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Central Vote Approval

Approve All Reject All Confirm Decision for 1 Indents

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status
1	20170600004	1 CDO BN	Operations - National Event	22-Jun-2017 14:30 to 22-Jun-2017 23:59 (9.5 Hrs)	Ex national Event JURONG CAMP PARADE SQUARE OUT	0 requested 0 approved 0 tasked	1 requested 0 approved 0 tasked	1.0	Recommended

Approve Reject

1 Total Records: 1

ITMS Dashboard Indent Credit

Welcome, MAJ TRANSPORT CREDIT ACCOUNT MANAGER
Logged in as: TPT COMD HQ Transport Credit Account Manager

Central Vote Approval

Approve All Reject All Confirm Decision for 1 Indents

#	Indent ID	Customer Unit	Activity Type	Indent Period	Indent Details	Vehicle Resources	Driver Resources	Credits	Status
1	20170600004	1 CDO BN	Operations - National Event	22-Jun-2017 14:30 to 22-Jun-2017 23:59 (9.5 Hrs)	Ex national Event JURONG CAMP PARADE SQUARE OUT	0 requested 0 approved 0 tasked	1 requested 0 approved 0 tasked	1.0	Recommended

Approve Reject

Reasons for rejection

1 Total Records: 1

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

Step 3: Select 'Approve' or 'Reject' if user wish to complete each action individually. Enter a valid reason beside the 'Reject' button if user chose to reject.

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.