

Integrated Transport Management System

User Guide for Driving Permit

Version 1.0

For

SAF/DSTA



1. Document Control

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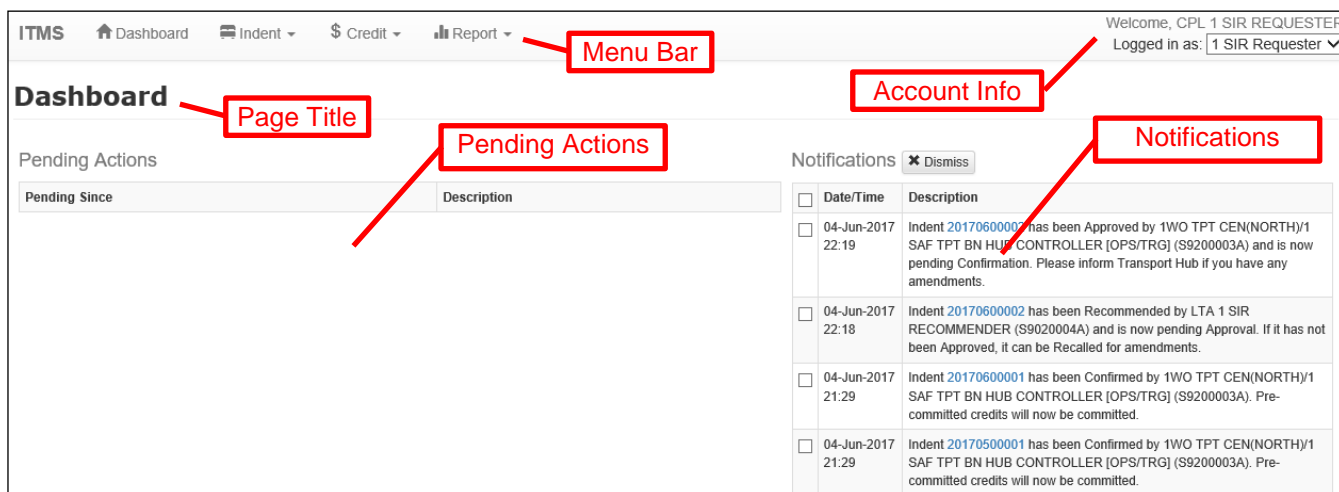
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3 System User Interface Overview

The Graphical User Interface (GUI) of ITMS is designed on one of the latest UI framework with modern widgets and components to improve overall user-friendliness and productivity.



3.1 Account & Access Rights

A welcome message with the User Account name will be shown on top right of the page. When hover over, it will show the last login date/time of the account. In most cases, one user will have only one role. However, if a user have multiple roles, he can login his different roles by selecting from the drop-down list located just below the welcome message.

Different role grants the user different access rights. Various UI components such as menu bar, buttons, text boxes will show or hide according to the account logged in. All data records in the system are also limited to the user's unit.

3.2 Navigation

The application can be navigated to different page using the Menu Bar. As mentioned above, the Menu Bar changes according to the access rights given to the user by roles. Sub-menus may open as the user clicks on each of the menu item to navigate to his intended page. The page title indicates which page the user is in.

3.3 Dashboard

The dashboard is the entry point to the application as shown above. All users sharing the same role for the same unit will share the same dashboard. For example, all 1 SIR Requesters will share the same Dashboard while all 1 SIR Recommenders (if there's any) will share the same Dashboard.

3.3.1 Pending Actions

The pending action screen as shown in the top left of the page display a list of messages to alert the users on certain actions pending for them to execute. These messages consist a summary of a certain actions which required the user attention to execute and pending since when. Users can click on the link given in the message to execute the required actions. After execution, the message will be dismissed from the list.

3.3.2 Notifications

The notification screen as shown in the top right of the page display a list of messages to alert the users on certain events of the system. These messages consist a summary of a certain events and the date/time of the event. Users may click on the available links if they need more information on the events. After reading the messages, user can choose to clear the messages by selecting the notification's checkbox and click on "Dismiss".

3.4 Date Components

Date component can be found when user is required to select date. This component may require user to input date, date and time, a range of date or a range of date and time. The system may limit the user on the range they can select due to the constraints as shown below. Date/Time that are grey are not selectable. For selecting a range of date/time, user need to click "Apply" to reflect on the input.

3.5 Quick Search Components

Quick Search is a component that allows the system to suggest a list of possible matching results based on the input based on the first 2 letters that is keyed in. Note that this component only serve to minimize typo and speed up form filling, it does not comes with any business validation. In ITMS, the Quick Search components are mainly used for the following input:

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

4 Permit Management User Guide

SAF manages the permits to drive the SAF vehicles. The permit management allows users to create, search, updates permits.

4.1 Create New Driving Permit

Access Rights: Driving Permit Executive, Driving Permit Controller

This function allows users to create new driving permit.

Step 1: Go to Permit > New SAF Driving Permit

ITMS Dashboard Resource Permit

Welcome, MR DRIVING PERMIT ADMINISTRATOR
Logged in as: Driving Permit Administrator

New SAF Driving Permit

Permit

Driver: CPL 10 C4I BN REQUESTER (S9010005A) ⓘ

Permit Status: Valid

Issue Date: 22-Jun-2017

Permit Type: QDL

Effective from: 22-Jun-2017

Create Permit

Clear

#	Permit Class Code	Permit Class Name	Points	No. of Tests	Tester Code	Obtain Date	Pending Retest
+ Add Permit Class							

ITMS Dashboard Resource Permit

Welcome, MR DRIVING PERMIT ADMINISTRATOR
Logged in as: Driving Permit Administrator

New SAF Driving Permit

Permit

Driver: CPL 10 C4I BN REQUESTER (S9010005A) ⓘ

Permit Status: Valid

Issue Date: 22-Jun-2017

Permit Type: QDL

Effective from: 22-Jun-2017

Create Permit

Clear

#	Permit Class Code	Permit Class Name	Points	No. of Tests	Tester Code	Obtain Date	Pending Retest
+ Add Permit Class							

Add Permit Class

Permit Class: CL 2A

Points: 4.00

No. of Tests: 1

Tester: S777777C - TESTER C

Obtain Date: 22-Jun-2017

Pending Retest: No

Cancel OK

ITMS Dashboard Resource Permit

Welcome, MR DRIVING PERMIT ADMINISTRATOR
Logged in as: Driving Permit Administrator

New SAF Driving Permit

Permit

Driver: CPL 1 SIG BN REQUESTER (S9010003A) ⓘ

Permit Status: Valid

Issue Date: 22-Jun-2017

Permit Type: QDL

Effective from: 22-Jun-2017

Create Permit

Clear

#	Permit Class Code	Permit Class Name	Points	No. of Tests	Tester Code	Obtain Date	Pending Retest
1	CL 2A	CL 2A	4.00	1	S777777C	22-Jun-2017	N

+ Add Permit Class

Step 2: Enter all the fields below.

Step 3: Click '+ Add Permit Class'.

Step 4: Enter all fields in 'Add Permit Class' and click 'OK'.

Step 5: The permit class will be added as shown. To add more permit class, repeat **step 3-4**.

Step 6: Click 'Create Permit' and Click 'Confirm Decision' to create new driving permit. Click 'Clear' to reset all fields.

4.2 Search Driving Permit

Access Rights: Driving Permit Executive, Driving Permit Controller

This function allows users to create search all driving permit records.

Step 1: Go to Permit > Search Driving Permit.

ITMS Dashboard Resource Permit Welcome, MR DRIVING PERMIT ADMINISTRATOR Logged in as: Driving Permit Administrator

Search SAF Driving Permits

Permit No. Driver 3

Permit Type Permit Status 4 Search Clear Advanced Search 2

Effective Start Date Effective End Date

Permit Classes Pending Retest

Permit Issue Date Permit Expiry Date

Unit

#	Permit No.	Permit Issue Date	Permit Type	Permit Classes	Permit Status	Effective Start Date	Effective End Date	NRIC No.	Name
1	SAF/TPT/N00370/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000370A	LCP UAT DRIVER 0000370
2	SAF/TPT/N00371/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000371A	LCP UAT DRIVER 0000371
3	SAF/TPT/N00372/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000372A	LCP UAT DRIVER 0000372
4	SAF/TPT/N00373/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000373A	LCP UAT DRIVER 0000373
5	SAF/TPT/N00374/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000374A	LCP UAT DRIVER 0000374
6	SAF/TPT/N00375/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000375A	LCP UAT DRIVER 0000375
7	SAF/TPT/N00376/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000376A	LCP UAT DRIVER 0000376
8	SAF/TPT/N00377/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000377A	LCP UAT DRIVER 0000377
9	SAF/TPT/N00378/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000378A	LCP UAT DRIVER 0000378
10	SAF/TPT/N00379/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000379A	LCP UAT DRIVER 0000379
11	SAF/TPT/N00380/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000380A	LCP UAT DRIVER 0000380
12	SAF/TPT/N00381/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000381A	LCP UAT DRIVER 0000381
13	SAF/TPT/N00382/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000382A	LCP UAT DRIVER 0000382
14	SAF/TPT/N00383/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000383A	LCP UAT DRIVER 0000383
15	SAF/TPT/N00384/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000384A	LCP UAT DRIVER 0000384
16	SAF/TPT/N00385/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000385A	LCP UAT DRIVER 0000385
17	SAF/TPT/N00386/16	01-Nov-2016	QDL	CL 3, CL 4S	Valid	01-Nov-2016		S0000386A	LCP UAT DRIVER 0000386

1 Total Records: 10 Download to Excel Batch Update... 6

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 'Permit No.' hyperlink to view permit and edit, if needed (4.3).

Step 6: Click 'Download to Excel' to download searched result. Click 'Batch Update' for permit status or issued date update.

4.3 Amend Driving Permit

Access Rights: Driving Permit Executive, Driving Permit Controller

This function allows user to edit and save existing driving permit.

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

The screenshot shows the 'SAF Driving Permit' interface for permit SAF/TPT/N00370/16. The interface includes tabs for Permit, Profile, Skills, Demerit Points, and Audit Log. The 'Permit' tab is active, showing fields for Permit No., Permit Status (Valid), Issue Date (01-Nov-2016), Permit Type (QDL), and Effective from (01-Nov-2016). A table lists permit classes: CL 3 and CL 4S. A 'Save' button is visible on the right. Red boxes and arrows highlight specific elements: 1 points to the 'Skills' tab, 2 points to the 'Effective from' date field, 3 points to the 'Permit Class Code' column header, 4 points to the 'Permit No.' field, and 5 points to the 'Save' button.

#	Permit Class Code	Permit Class Name	Points	No. of Tests	Tester Code	Obtain Date	Pending Retest
1	CL 3	CL 3	90	1	S7777777A	01-Nov-2016	No
2	CL 4S	CL 4S	90	1	S7777777A	01-Nov-2016	No

Step 2: Enter new fields on the necessary changes.

Step 3: Click 'Permit Class Code' to make selected permit class changes. Click '+ Add Permit Class' if user wish to add new permit class.

Step 4: User can view other tabs such as 'Profile', 'Skills'. However, no amendment can be made on other tabs fields.

Step 5: Upon making the necessary changes, click 'Save' then 'OK' to confirm decision.