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Request Authorizer

Dashboard

- After you successfully log in to Fleet Management System as a request authorizer, the screen on (Figure 1) will be displayed:

- R is your role in FMS (Request Authorizer)
- U is your username
- M1 is the main menu of Request
- M2 is the main menu of Advance Payment
- M3 is the main menu of Report

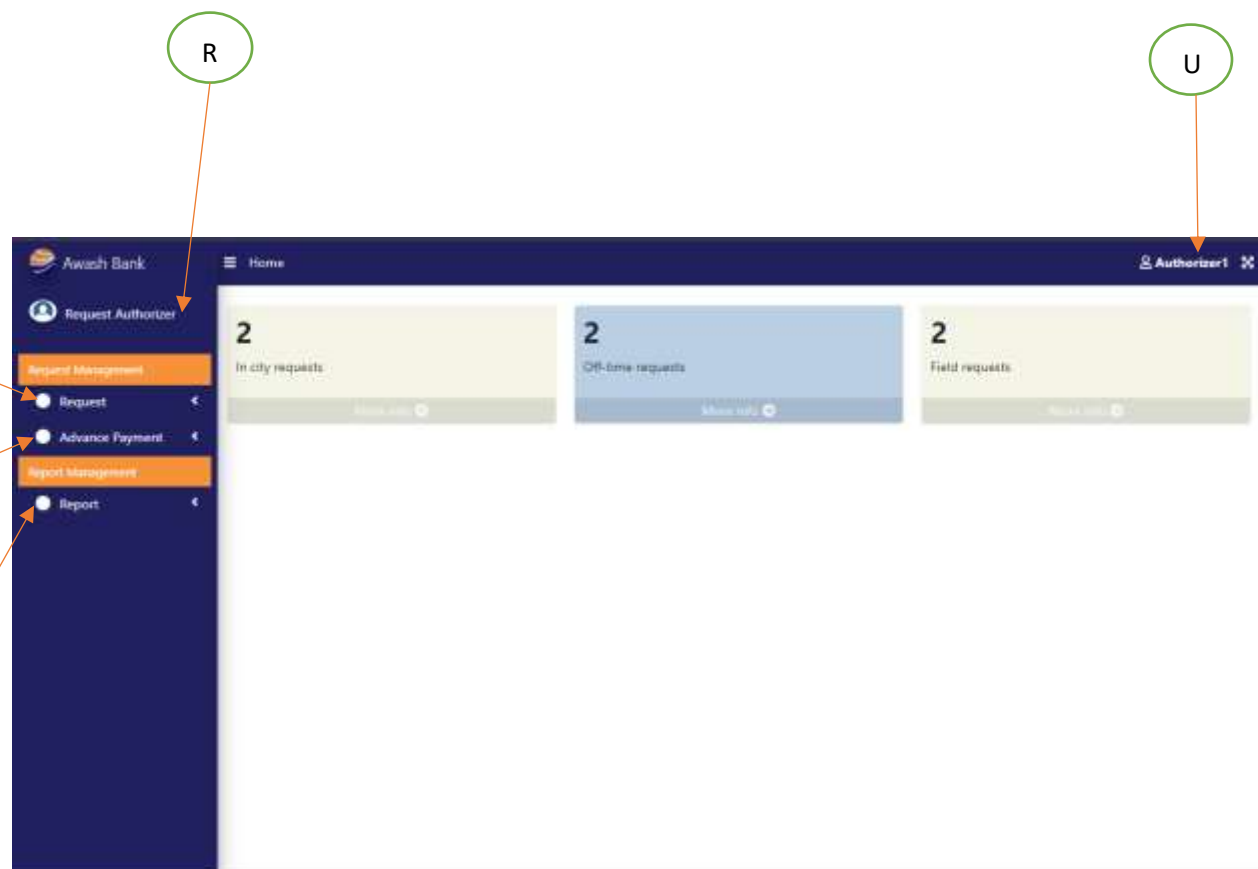


Figure 1: home page

- To perform actions related to request, click on the drop down arrow (M1) (Figure 2).
 - To perform actions related to advance payment, click on the drop down arrow (M2) (Figure 2).
 - To View Reports for In-city, off-time and field requests, click on the drop down arrow (M3) (Figure 2).
- When you click on your user name you can perform the following actions:
 - Click B1 to change your password(Figure 3)
 - Click B2 to access user manual(Figure 3)
 - Click B3 to Log out(Figure 3)

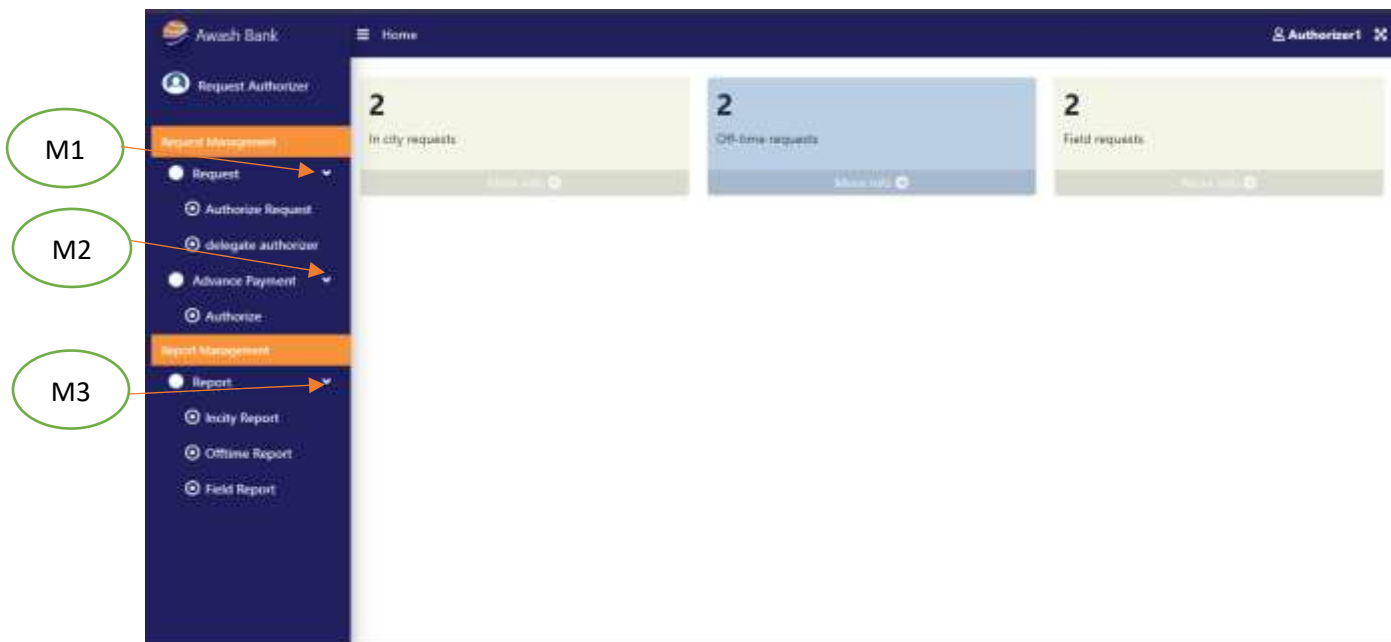


Figure 2: drop down menus



Figure 3: user actions

- To authorize request you can click on In-city requests (S2), off-time requests (S3) or field requests (S4) in the home page (Figure 4).
 - You can also click on “Authorize Request” from the menu(S1) which leads to the home page(Figure 4)



Figure 4: authorize home page

- When you click on In-city requests (S2) (Figure 4) the following page will be displayed (Figure 5).

Manage Incity Requests

Show 2 entries

Requested By	Requested Date	Name Of Passengers	Destination	Action
Requester5	May 2, 2023	passenger1, passenger 2	destination1, destination2	Detail Authorize Reject
BUser349	Apr 23, 2023	Garama Seble, Sayisa Abeshu	4kilo	Detail Authorize Reject

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Figure 5: manage in-city requests

- When you click on field requests (S4) (Figure 4) the following page will be displayed (Figure 6).

Manage Field Requests

Show 2 entries

Requested By	Requested Date	Name Of Passengers	Purpose	Expense	Action
Requester5	May 3, 2023	pass1	some reason	head office	Detail Authorize Reject
Requester5	Apr 20, 2023	Gareo	Branch Inspection	Employee	Detail Authorize Reject

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Figure 6: manage field requests

- When you click on off-time requests (S3) (Figure 4) the following page will be displayed (Figure 7).

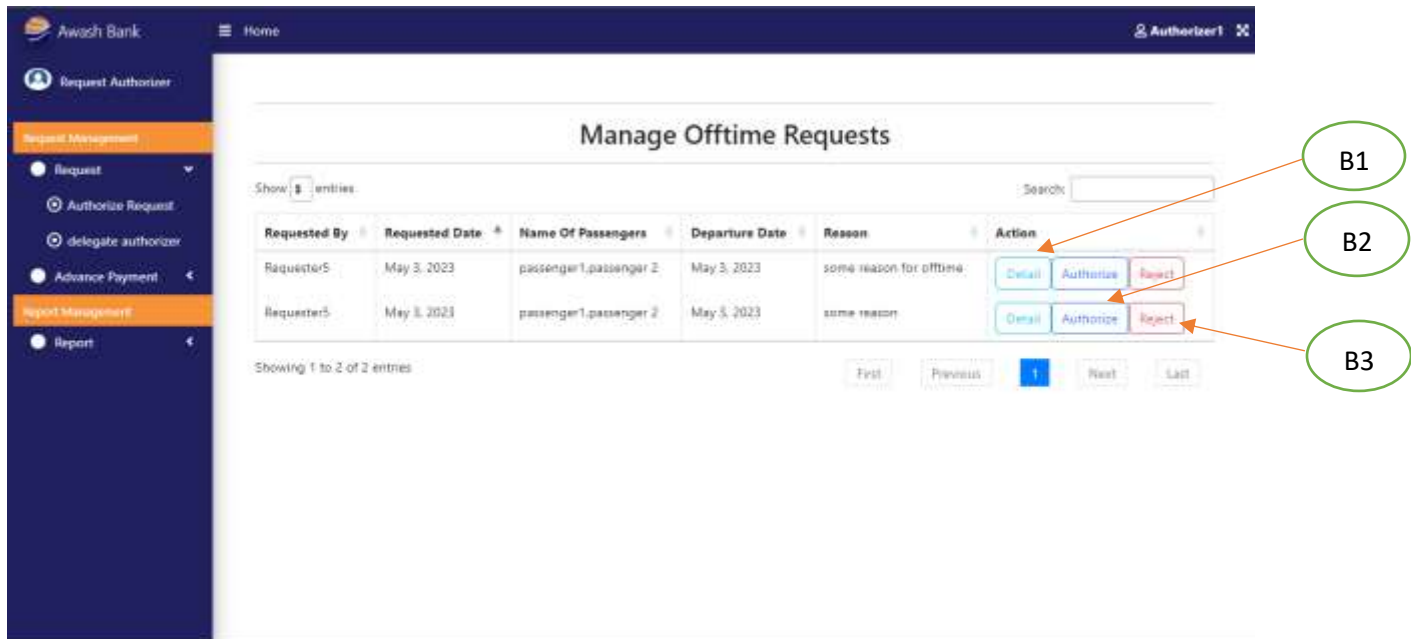


Figure 7: manage off-time requests

- To see the details of a request, click on “Detail” button (B1) (Figure 7) for a specific request.
- A modal will open showing the details of the request you clicked on (Figure 8).
 - You can click on “OK” button (B1) or the “x” icon (B2) to close the modal. (Figure 8)

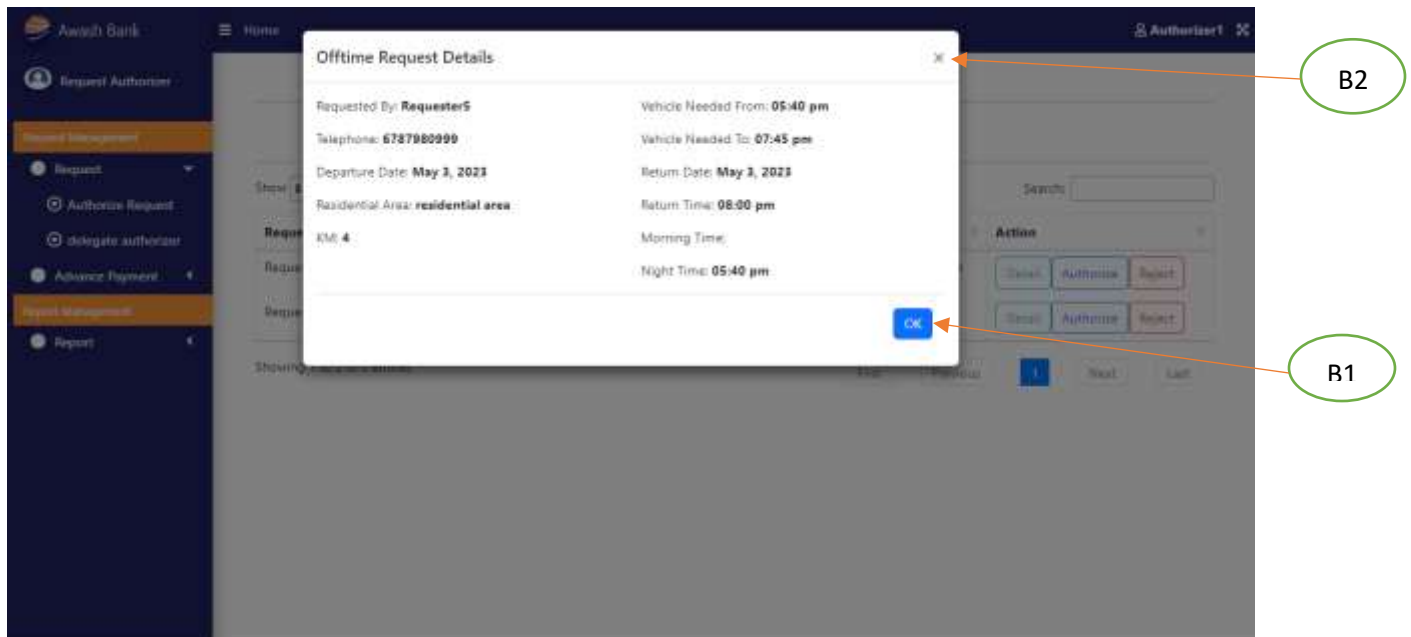


Figure 8: off-time detail

- To Authorize off-time request click on “Authorize” button (B2) (Figure 7) for the respective request you want to authorize.
 - A modal will open up for you to confirm the authorization. If you want to proceed with the authorization, click on the “Authorize” button (B1). If you want to close the modal, click on the “Cancel” button (B2). (Figure 9)
 - If you clicked on the “Authorize” button (B1) (Figure 9) and the authorization is successful you will see a success message like M1 (Figure 10) else you will get an error message in the same place as M1.

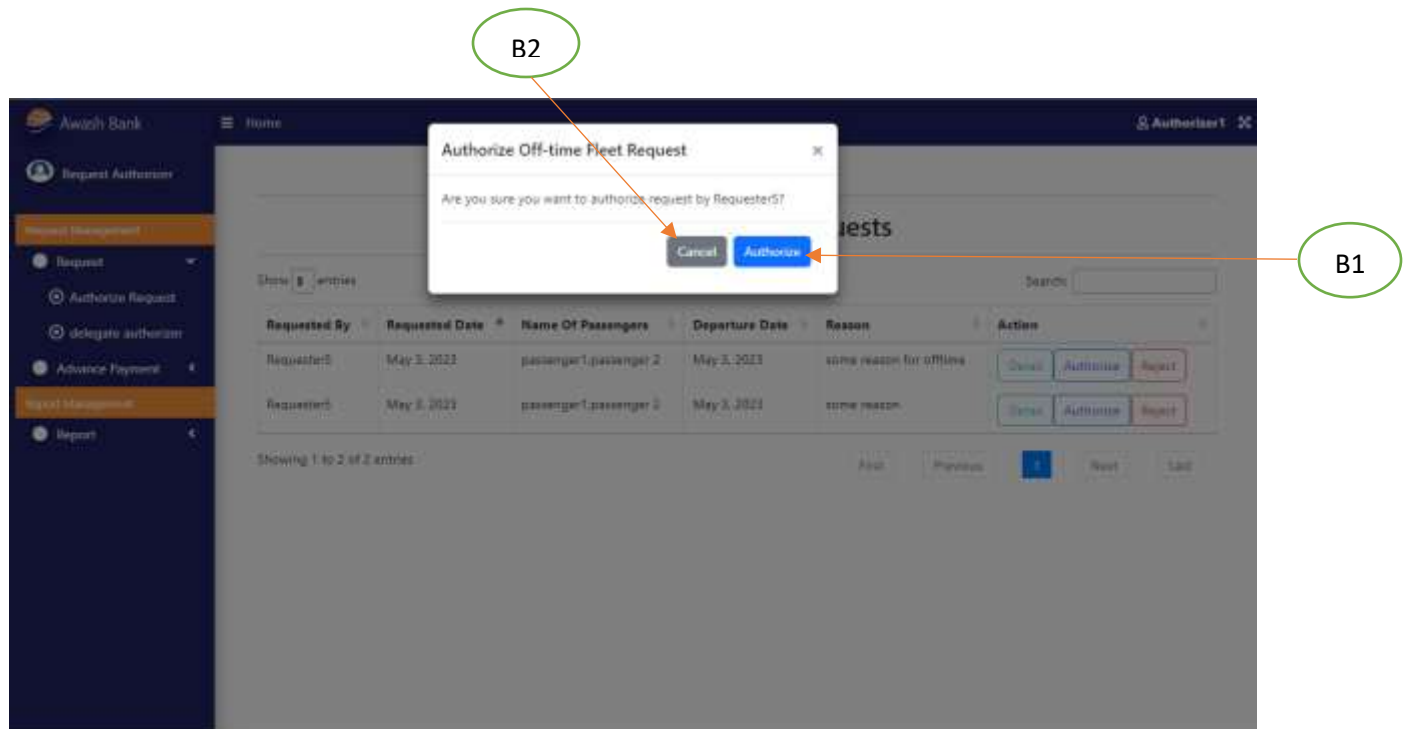


Figure 9: authorize off-time request

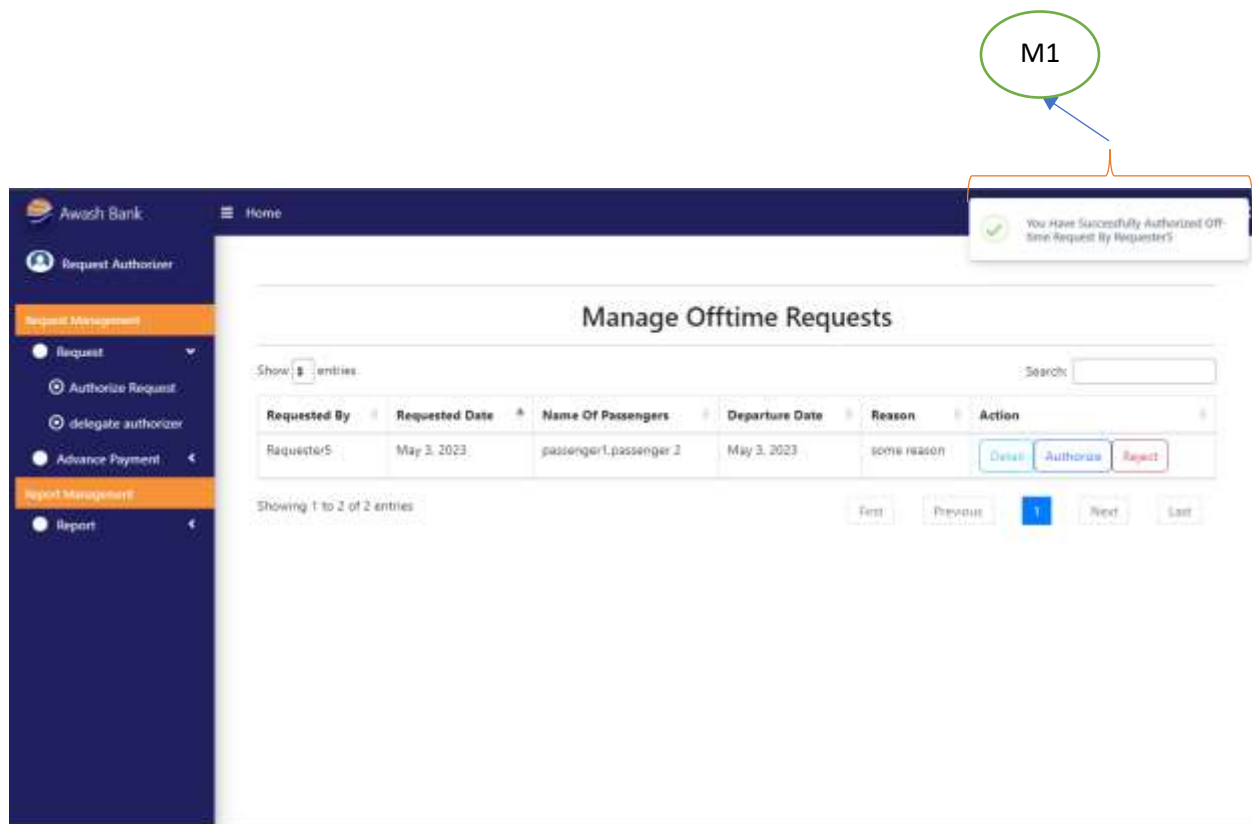


Figure 10: off-time request authorized

- To Reject off-time request click on “Reject” button (B3) (Figure 7) for the respective request you want to reject.
 - A modal will open up for you to input your reason for rejection (F1) which is a required field in order to reject request. After inserting Reason for Rejection, click on the “Reject Request” button (B1). If you want to close the modal, click on the “Close” button (B2). (Figure 11)
 - If you clicked on the “Reject Request” button (B1) (Figure 11) and the rejection is successful you will see a success message like M1 (Figure 12) else you will get an error message in the same place as M1.

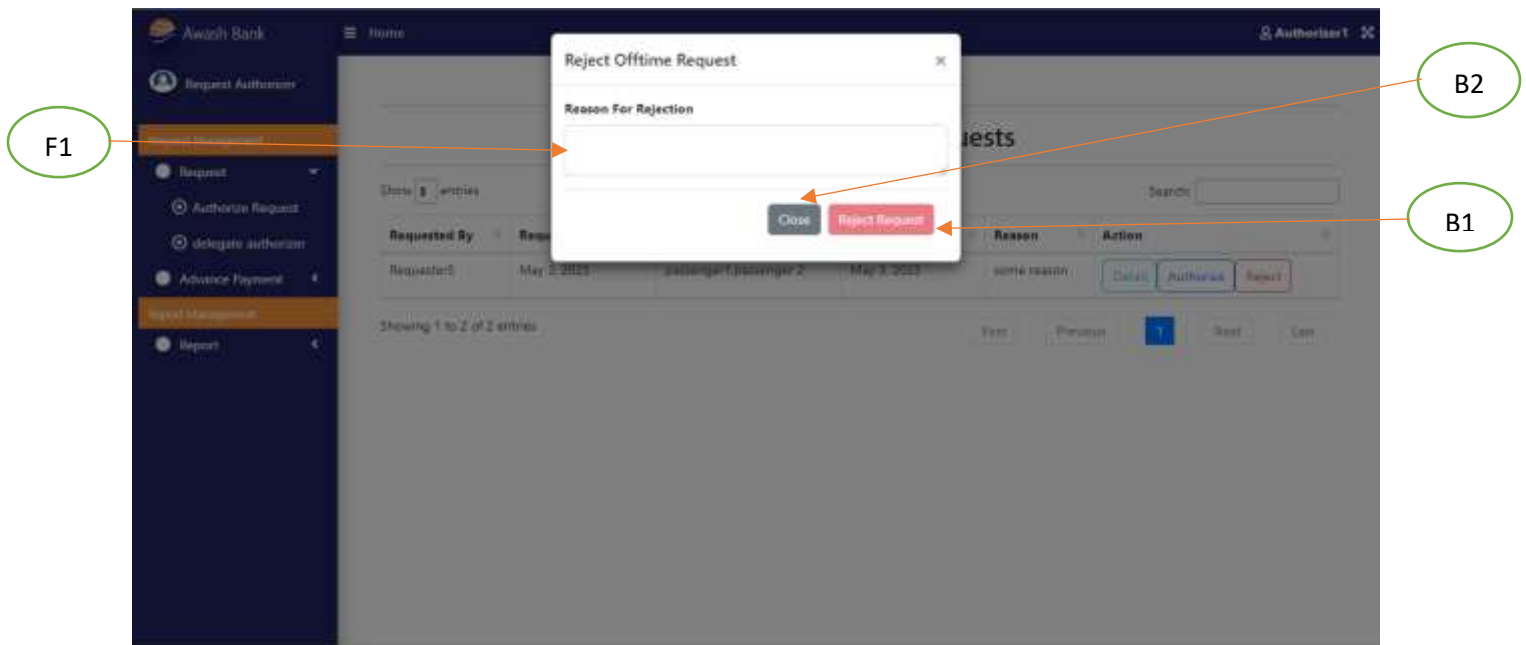


Figure 11: reject off-time request

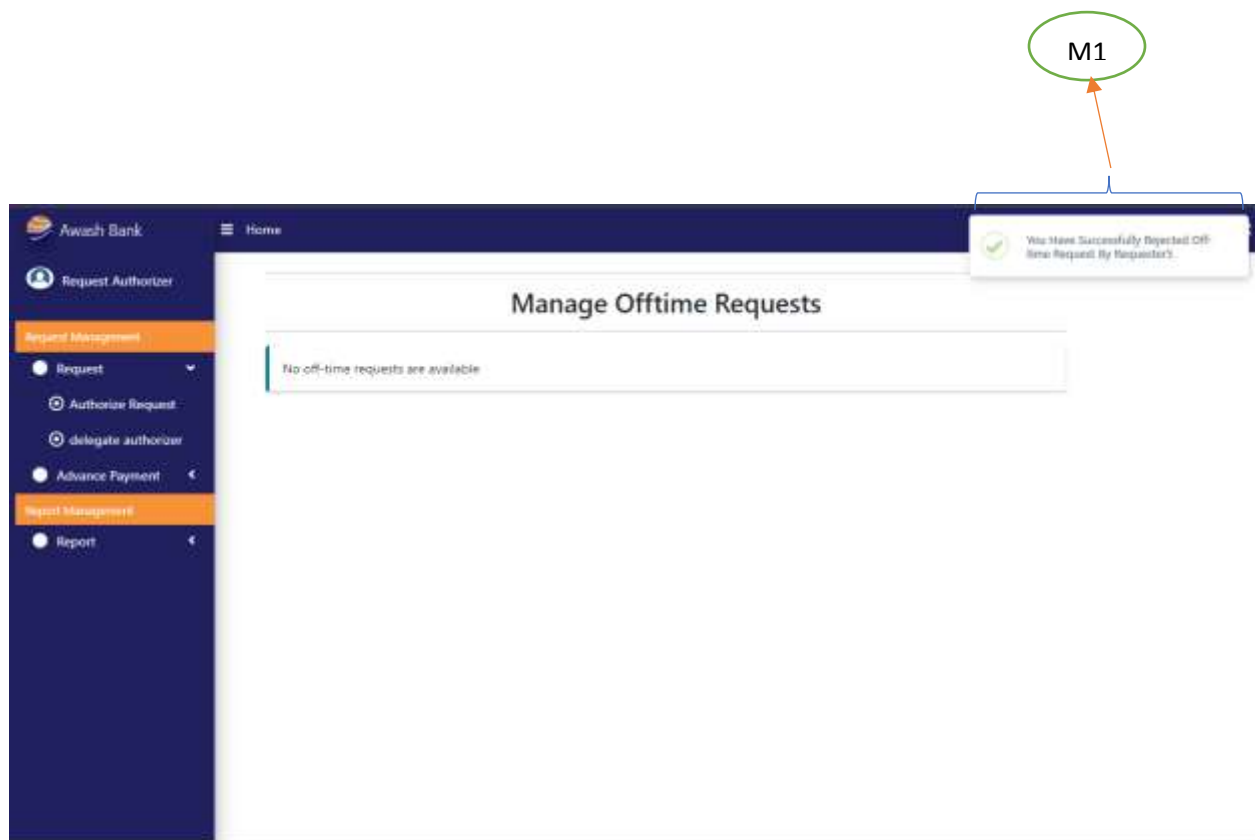


Figure 12: off-time request rejected

✓ **Note: Follow the same process for Authorizing, Request Detail and Reject for In-city requests and field requests as the off-time requests shown above.**

- To delegate authorization to another user, click on the “delegate authorizer” (M1) (Figure 13)
- After that list of users you can delegate will be shown in a table as shown in Figure 13.
 - You can see their status of their delegation in (S1) (Figure 13)
 - To delegate click on the “Delegate” button (B1) (Figure 13)
 - A modal will open up for you to confirm if you want to delegate the specific user (Figure 14)
 - Click “yes” button (B1) to continue and “No” button (B2) to cancel the delegation process (Figure 14)
 - If you clicked on the “Yes” button (B1) (Figure 14) and the delegation is successful you will see a success message like M1 (Figure 15) else you will get an error message in the same place as M1.

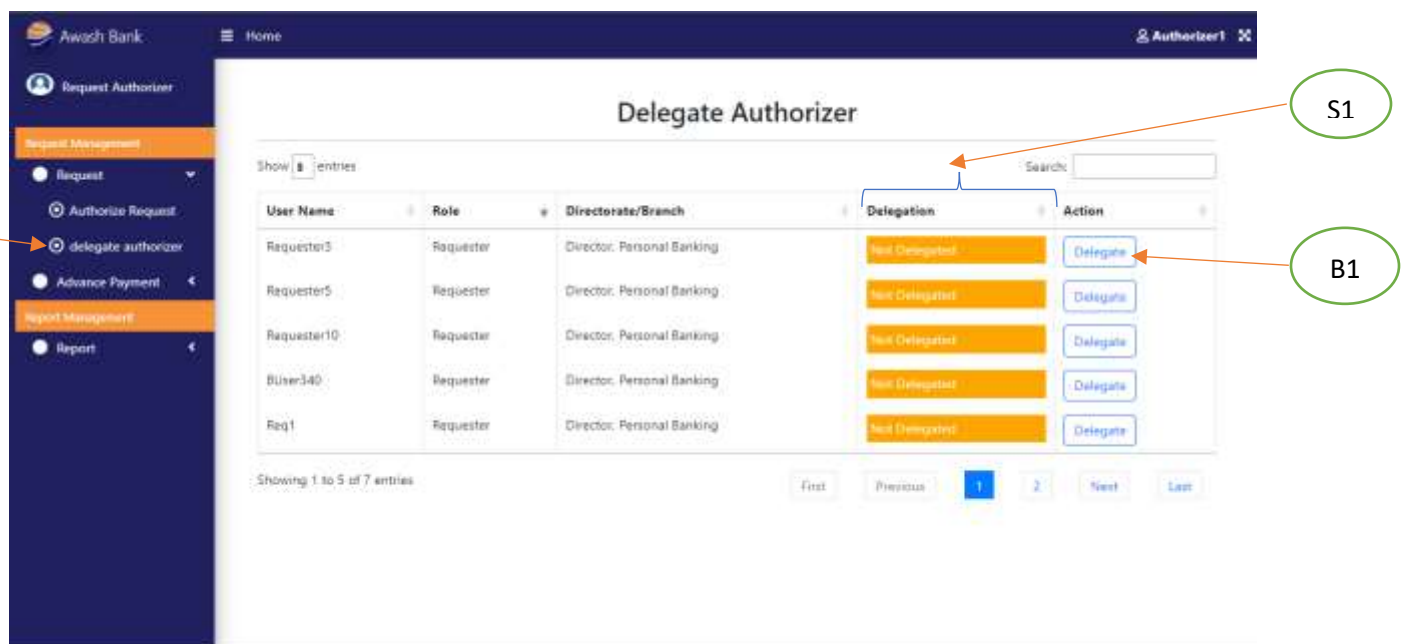


Figure 13: users to delegate

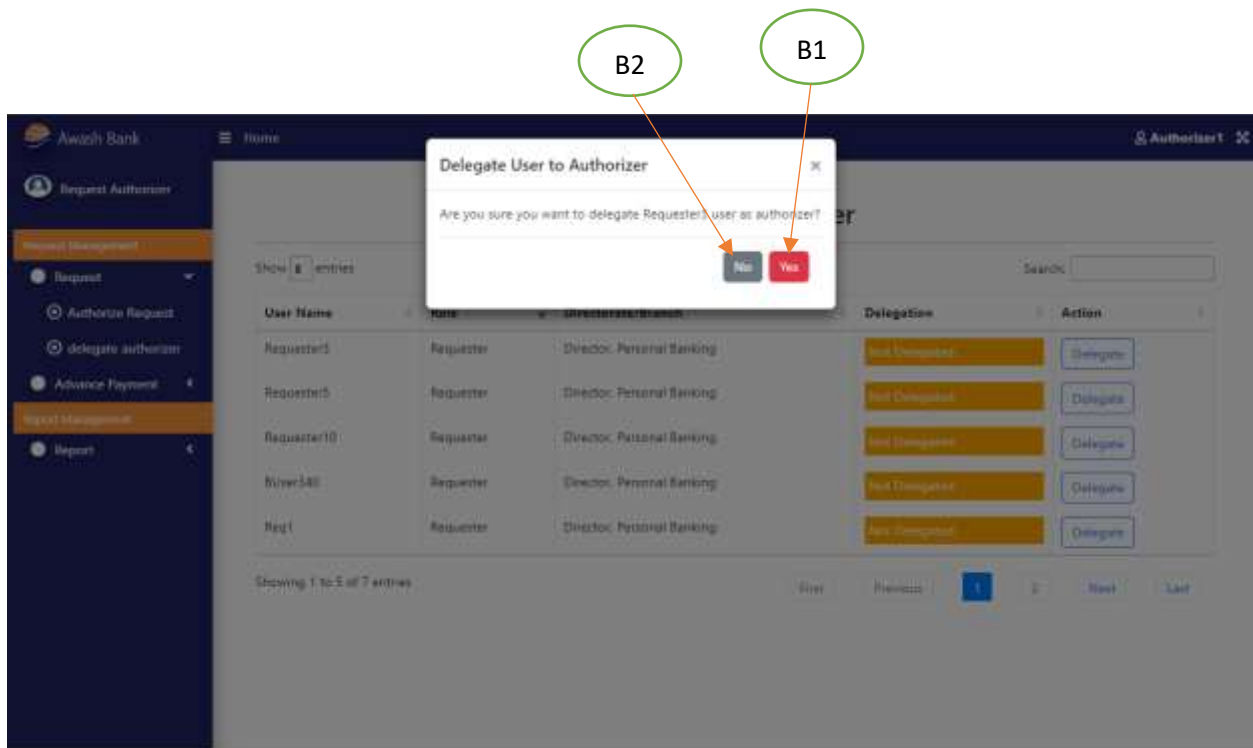


Figure 14: delegate authorizer

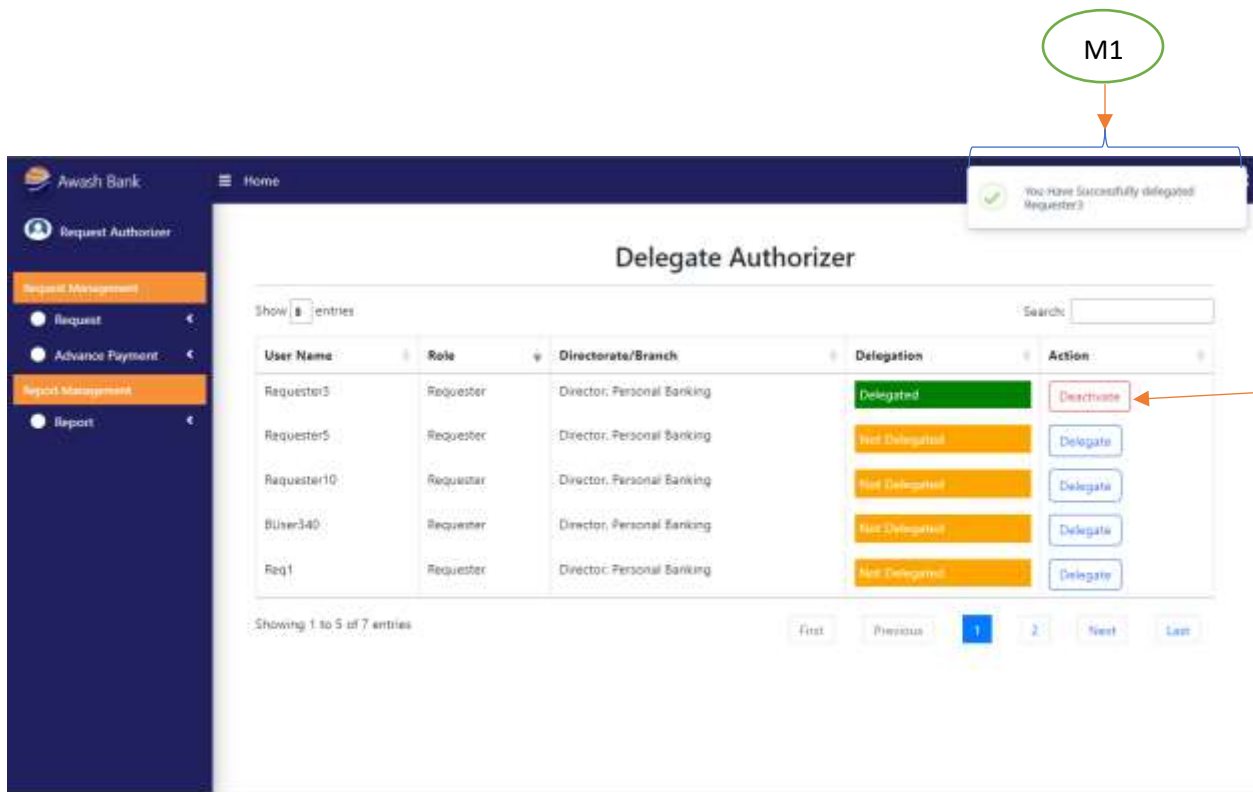


Figure 15: authorizer delegated

- To deactivate a delegation, click on “Deactivate” button (B1) (Figure 15)
- A modal will open up for you to confirm if you want to delegate the specific user (Figure 16)
 - Click “yes” button (B1) to continue and “No” button (B2) to cancel the delegation process (Figure 16)
 - If you clicked on the “Yes” button (B1) (Figure 16) and the delegation is successful you will see a success message like M1 (Figure 17) else you will get an error message in the same place as M1.

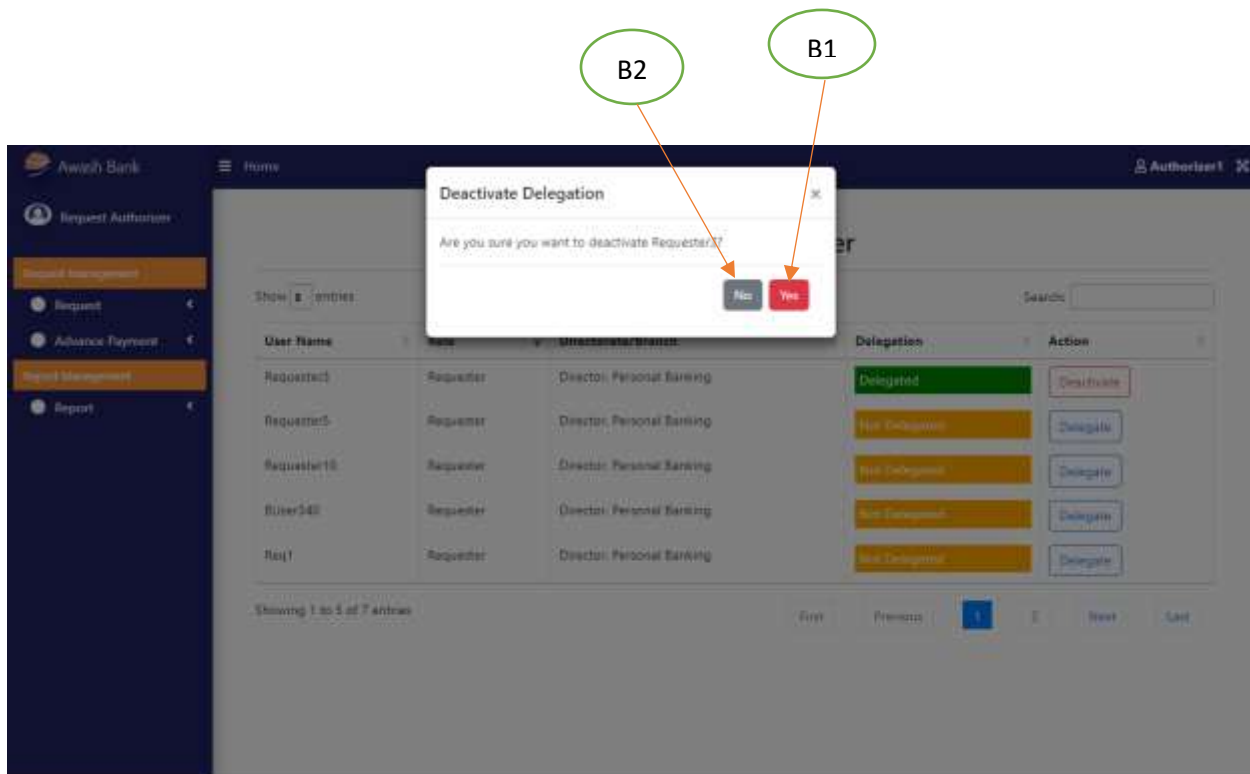


Figure 16: deactivate delegation

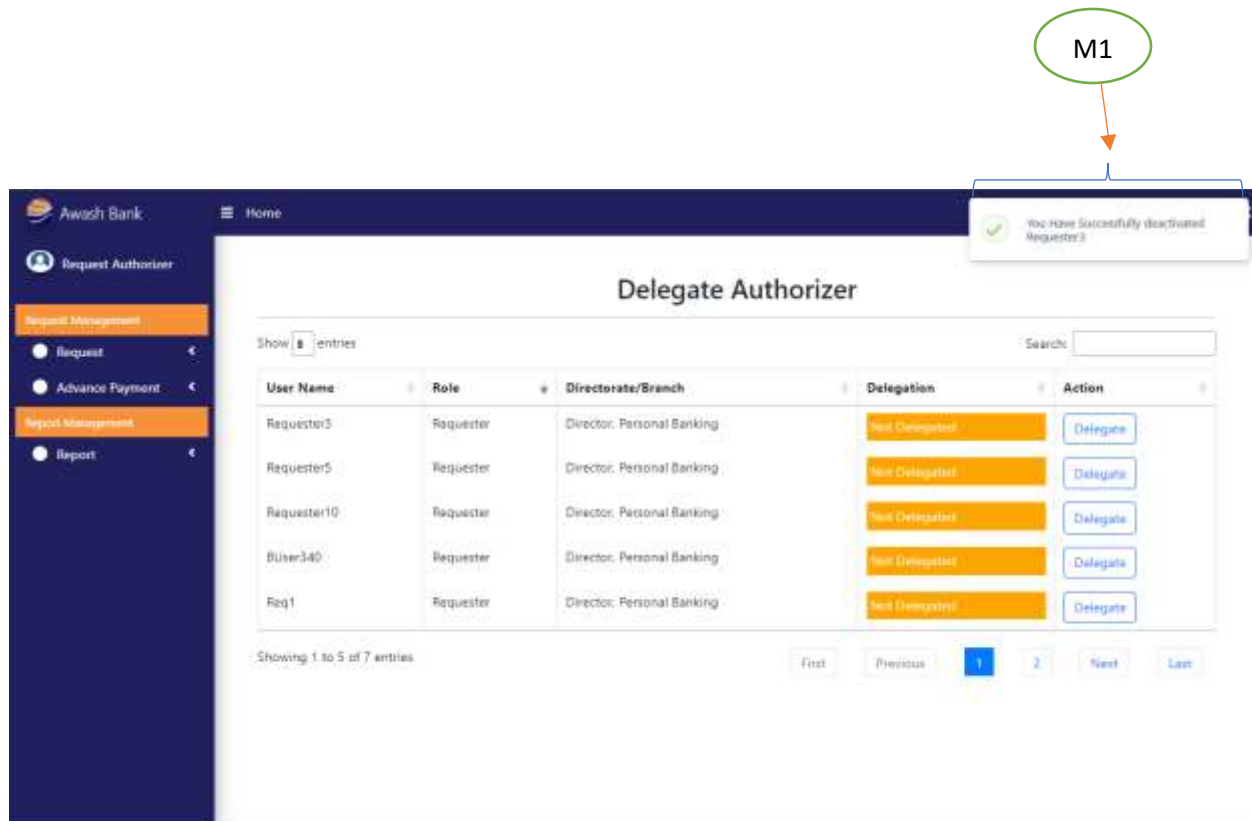


Figure 17: delegation deactivated

- When you click on “Authorize” (M2) under the “Advance Payment” menu (M1) (Figure 18), advance payment requests will be displayed as shown in Figure 18.
- To see the details of a request, click on “Detail” button (B1) (Figure 18) for a specific request.
 - A modal will open showing the details of the request you clicked on (Figure 19).
 - You can click on the “x” icon (B1) to close the modal. (Figure 19)
- To Authorize advance payment request click on “Authorize” button (B2) (Figure 18) for the respective request you want to authorize.
 - A modal will open up for you to confirm the authorization. If you want to proceed with the authorization, click on the “Authorize” button (B1). If you want to close the modal, click on the “Cancel” button (B2). (Figure 20)
- To Reject off-time request click on “Reject” button (B3) (Figure 18) for the respective request you want to reject.
 - A modal will open up for you to input your reason for rejection (F1) which is a required field in order to reject request. After inserting Reason for Rejection, click on the “Reject Request” button (B1). If you want to close the modal, click on the “Close” button (B2). (Figure 21)

Note: A success or error message for advance payment will be shown the same as authorizing or rejection of requests.

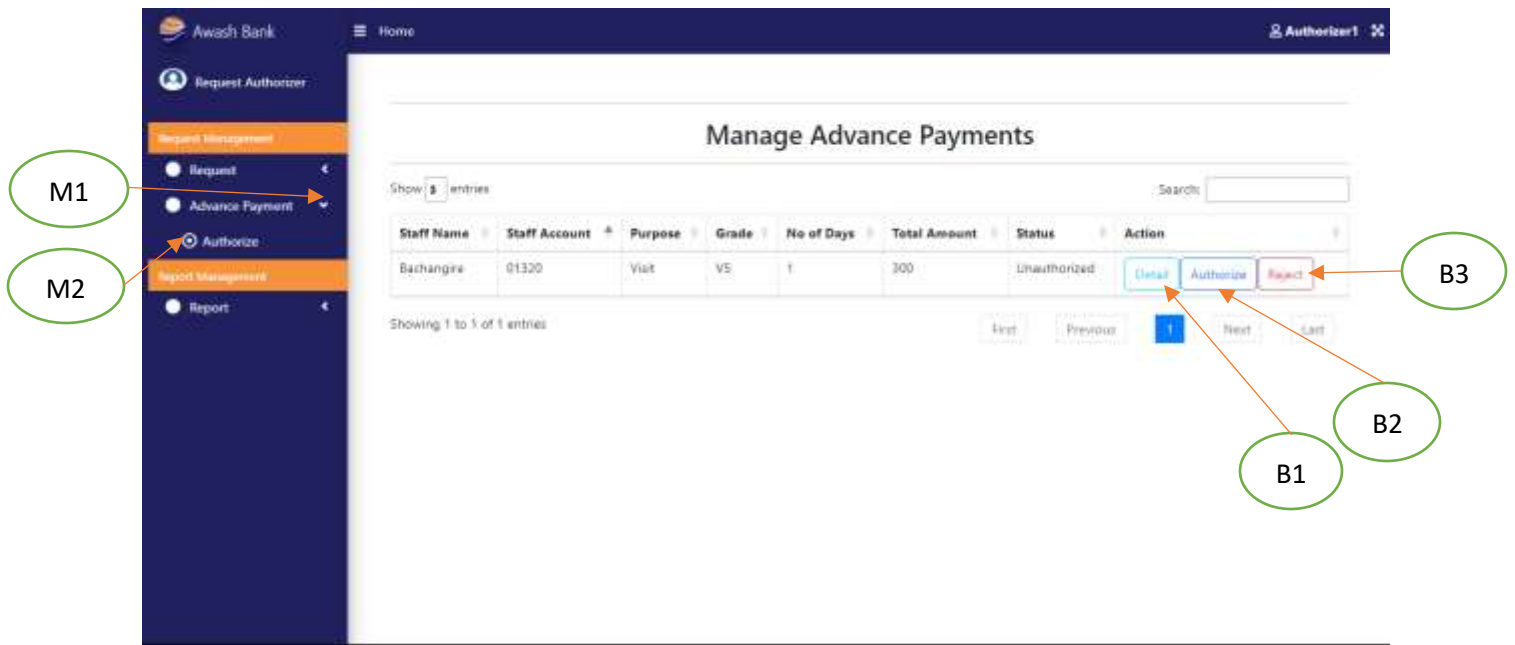


Figure 18: manage advance payments

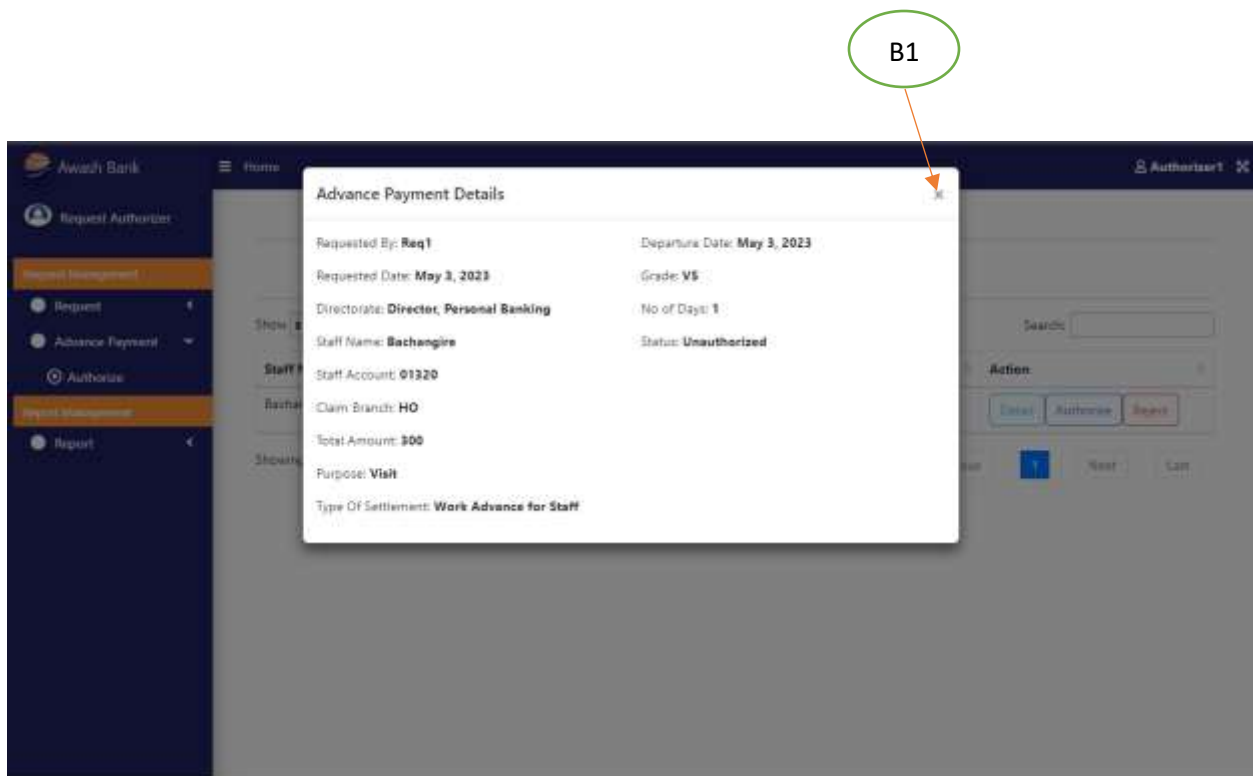


Figure 19: advance payment detail

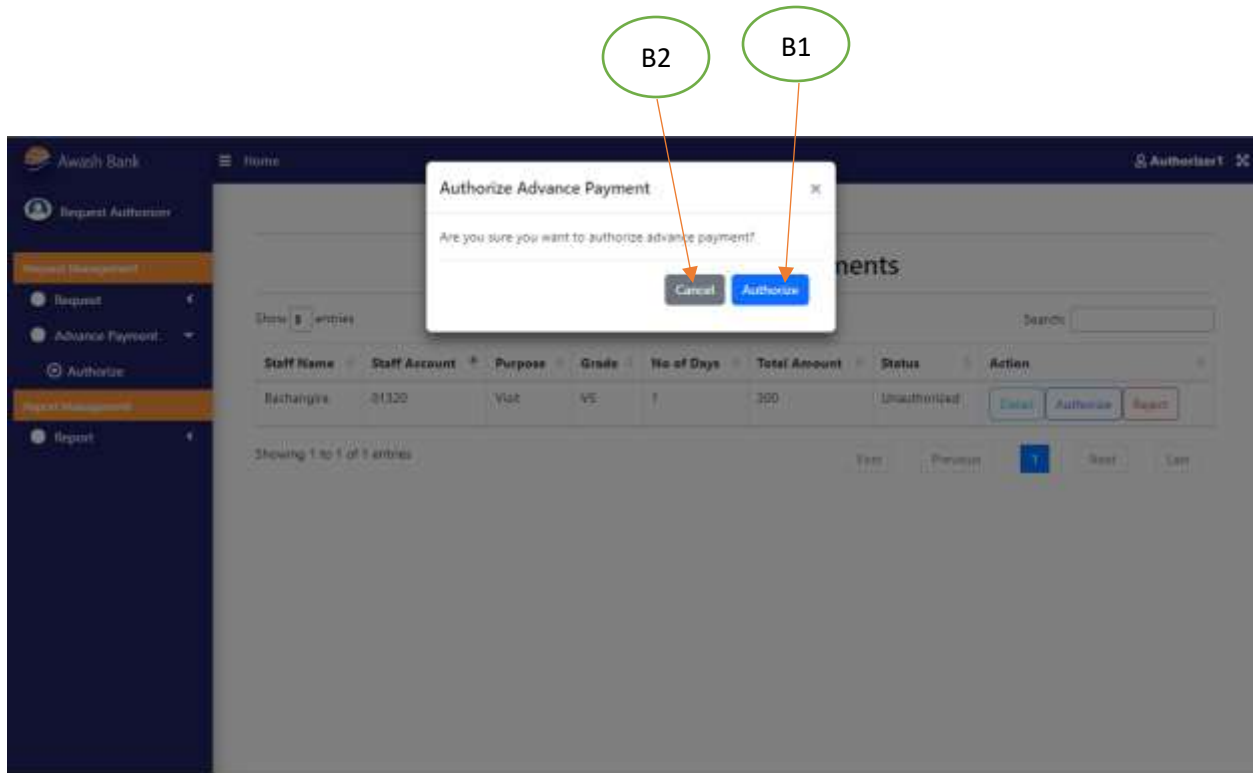


Figure 20: authorize advance payment

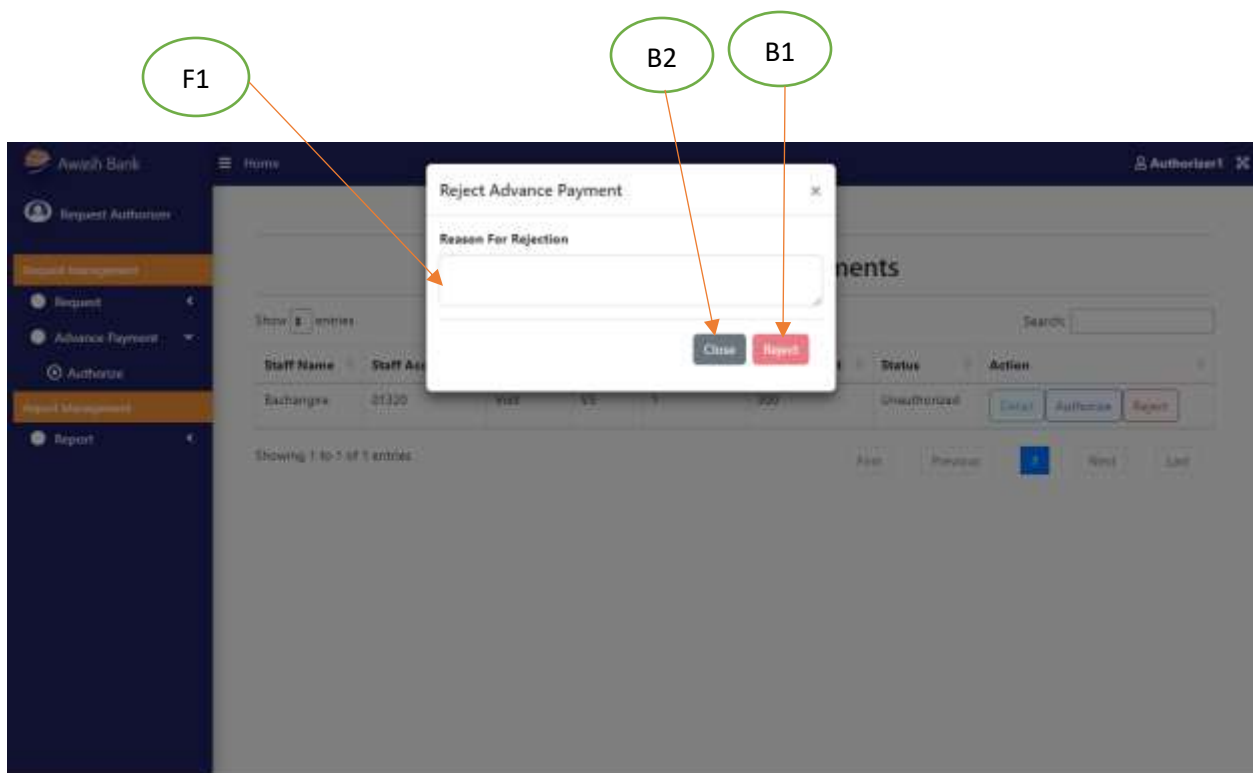


Figure 21: reject advance payment

- To see Reports for different requests, click on “Report” (M1) (Figure 22)
- When you click on “Incity Report” (M2) (Figure 22) Authorized Incity Requests will be displayed (Figure 18)

Awash Bank Request Authorizer

Home

Request Authorizer1

Select Listing: Authorized

Date Range: From: yyyy-mm-dd To: yyyy-mm-dd

Authorized Incity Requests

Search:

Requested By	Requested Date	Needed Time From	Needed Time To	Name of Passengers	Destination	Purpose	Status
BUser340	Mar 20, 2023	10:59 am	11:59 am	passenger1, Passenger 2, passenger 3, passenger 4	Asko	Branch Inspection	Authorized
BUser340	Apr 10, 2023	08:04 am	08:05 am	demo2, garara	Abba	Branch Inspection	Authorized
Req1	Apr 9, 2023	02:35 pm	05:35 pm	Passenger5, Passenger6	Pasa	Branch Inspection	Authorized
Req1	Apr 9, 2023	02:38 pm	02:38 pm	Passenger7, Passenger8	Legahar	Branch Inspection	Authorized

Showing 1 to 4 of 4 entries

Figure 22: in-city report

- When you click on “Offtime Report” (M1) (Figure 23) Authorized Offtime Requests will be displayed (Figure 23)

Awash Bank Request Authorizer

Home

Request Authorizer1

Select Listing: Authorized

Date Range: From: yyyy-mm-dd To: yyyy-mm-dd

Authorized Offtime Requests

Search:

Requested By	Requested Date	Vehicle Needed From	Vehicle Needed To	Name of Passengers	Residential Area	Reason	Status
Requester5	May 3, 2023	05:40 pm	07:45 pm	passenger1, passenger 2	residential area	some reason for offtime	Authorized

Showing 1 to 1 of 1 entries

Figure 23: off-time report

- When you click on “Field Report” (M1) (Figure 24) Authorized Field Requests will be displayed (Figure 24)

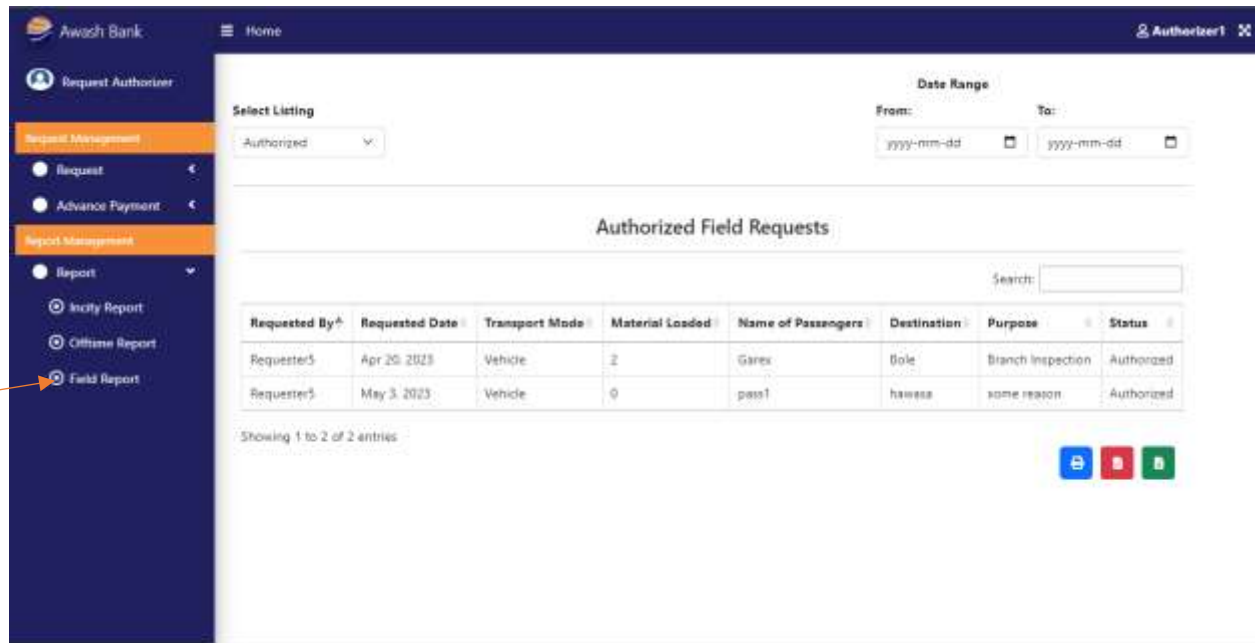


Figure 24: field report

- To get Report within a specified Date Range Select “From” date (D1) and “To” date (D2) and the report will be automatically generated for you within the specified date range. (Figure 25)
 - To see reports of Non-Authorized Report click on the drop down select menu (S1) (Figure 26) then select “Non-Authorized” option
 - You can save as pdf by clicking on the pdf icon (S2) (Figure 27) and it will be automatically downloaded for you.
 - You can save as excel by clicking on the excel icon (S3) (Figure 27) and it will be automatically downloaded for you.
 - To print out your report click on the print icon (S1) (Figure 28), then print out modal will open up as shown in Figure 23.
 - You can click on the “Print” button (B1) (Figure 28).

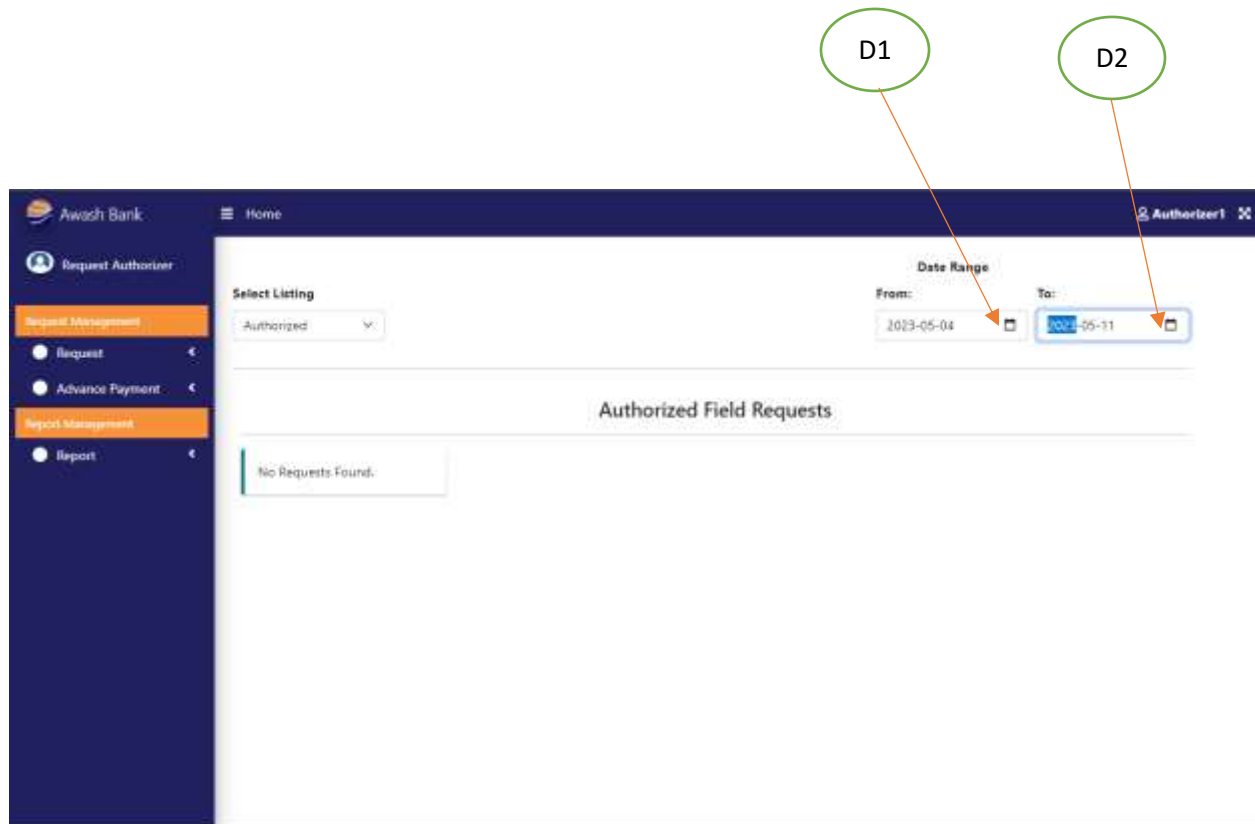


Figure 25: report with date range

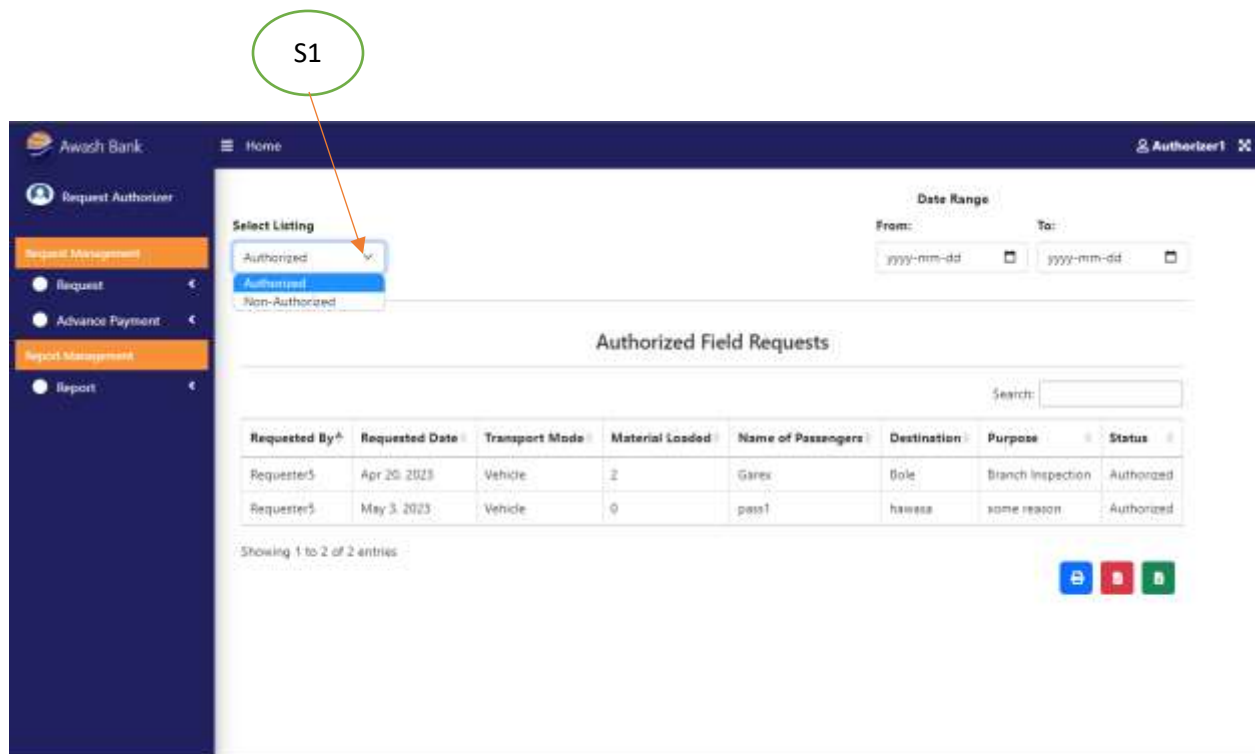


Figure 26: listing report

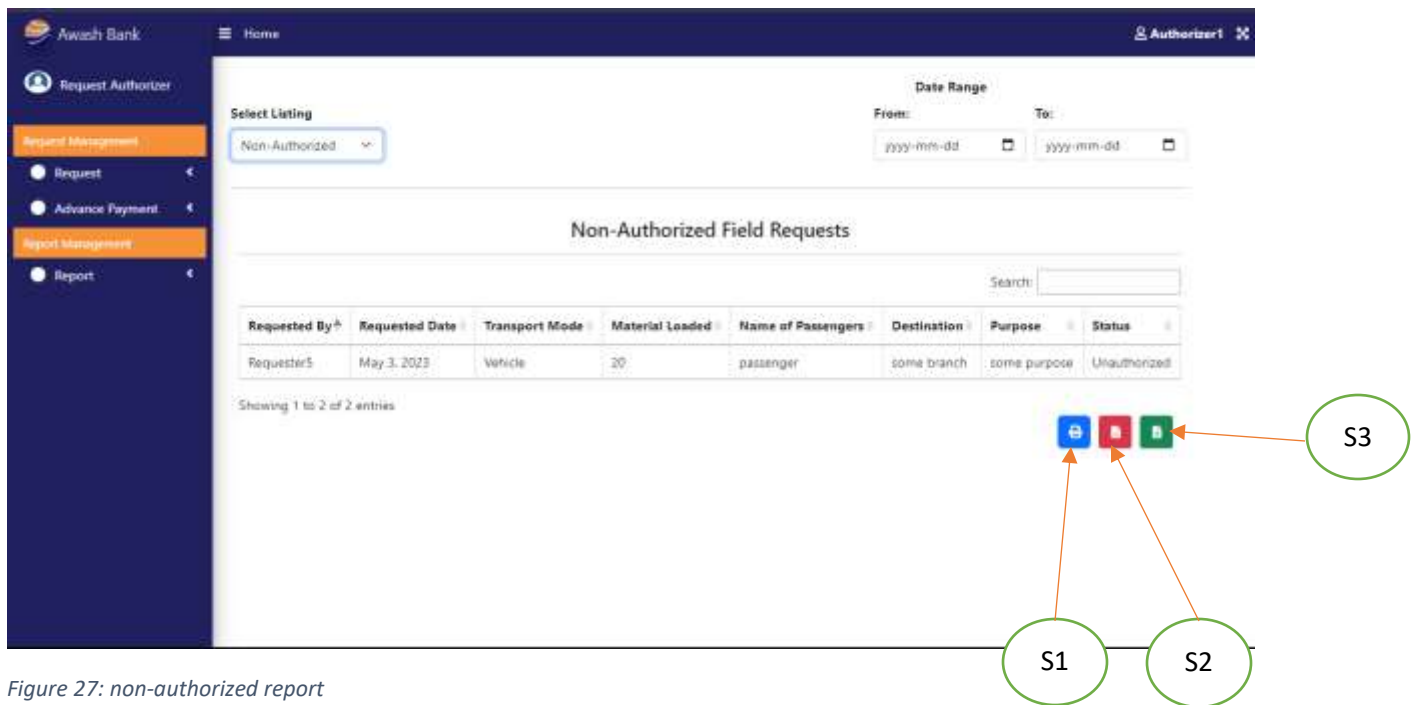


Figure 27: non-authorized report

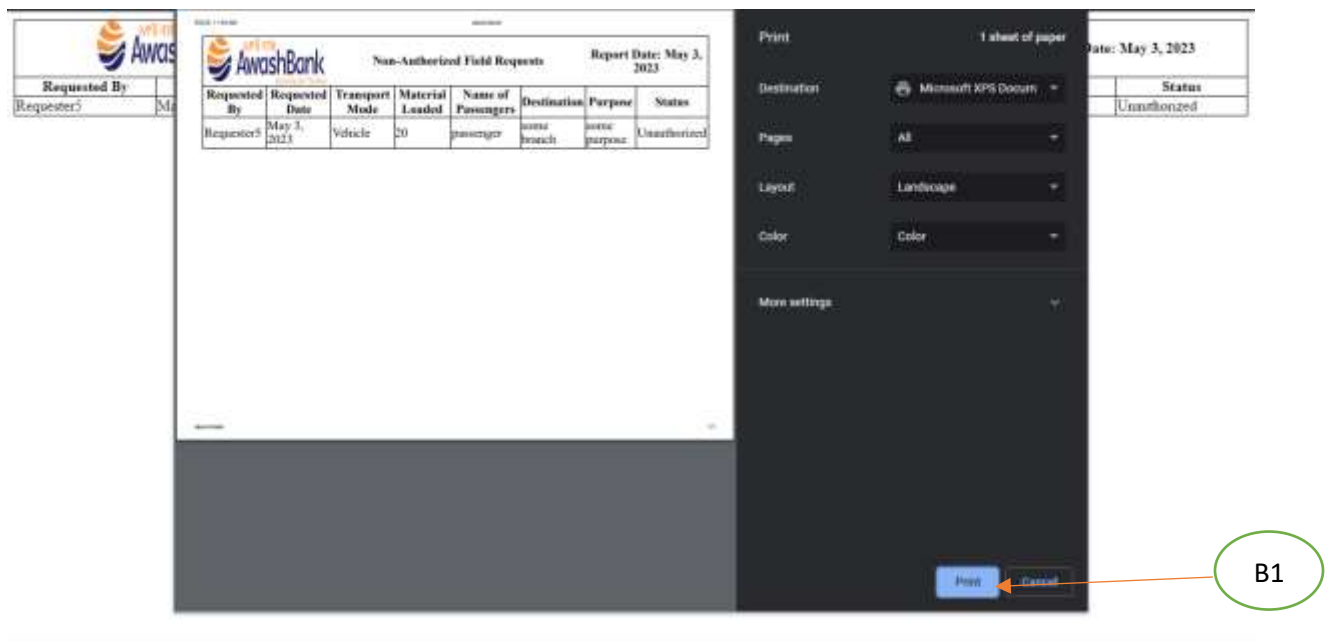


Figure 28: print out

- ✓ **Note:** Follow the same process for getting reports for In-city requests and off-time requests as the field requests shown above.