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Dispatcher

Dashboard

> After you successfully log in to Fleet Management System as a dispatcher, the screen on (Figure 1) will be displayed:
>> • R is your role in FMS (Dispatcher)
>> • U is your username
>> • M1 is the main menu of Dispatch
>> • M2 is the main menu of Modify Dispatched
>> • M3 is the main menu of Print
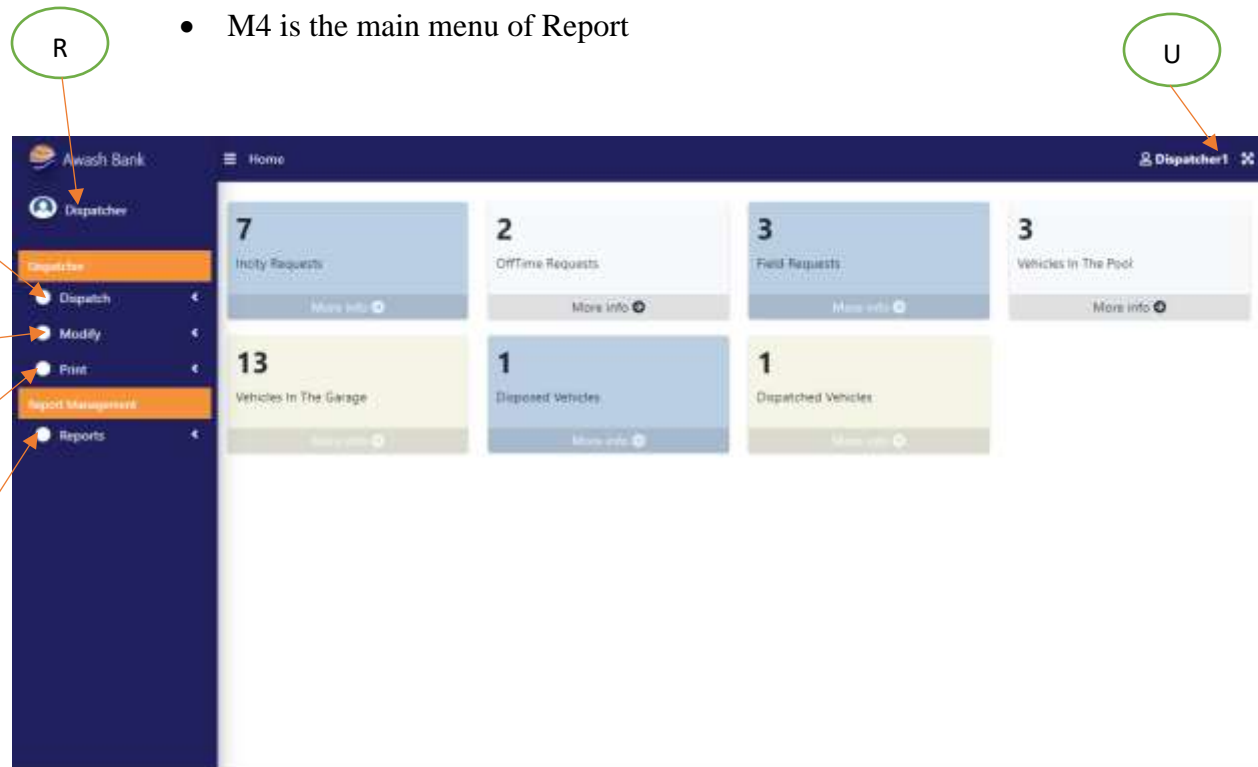>> • M4 is the main menu of Report

Figure 1: home page

> To perform actions related to requests to dispatch, click on the drop down arrow (M1) (Figure 2).
>> • To perform actions related to modifying dispatched requests, click on the drop down arrow (M2) (Figure 2).
>> • To print, click on the drop down arrow (M3) (Figure 2)
>> • To View Reports for In-city, off-time and field requests, click on the drop down arrow (M4) (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)
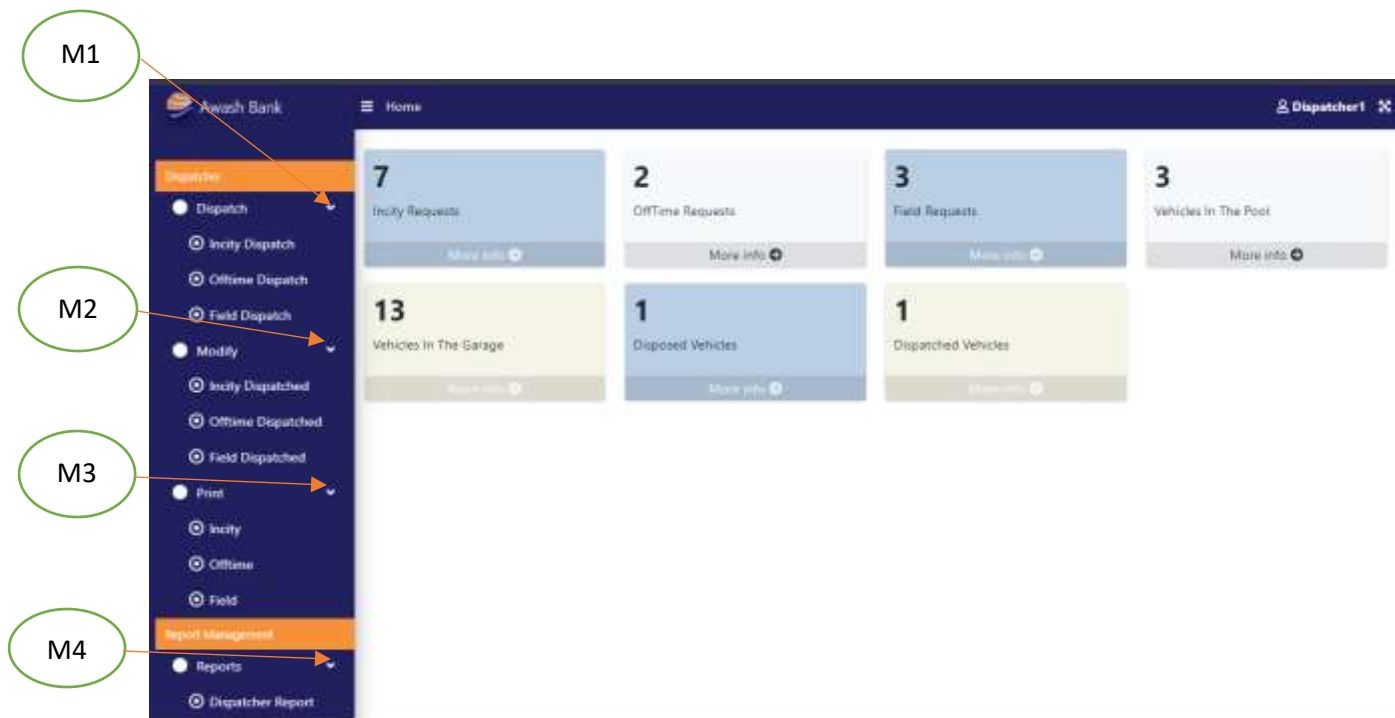>> • Click B3 to Log out(Figure 3)

Figure 2: dispatcher menus

Figure 3: account actions

Dispatch

- ➢ To Dispatch Requests:
  - Click B1 (Figure 4) to dispatch authorized In-city requests
  - Click B2 (Figure 4) to dispatch authorized off-time requests
  - Click B3 (Figure 4) to dispatch authorized field requests
- ➢ If you click on B1 (Figure 4), a page like Figure 5 will be displayed showing authorized in-city requests
  - Click B1 to see details of an authorized request(Figure 5)
  - After that a page like Figure 6 will be displayed
  - Click on B2 (Figure 6) to reject the selected In-city request.
  - A modal will open up to insert reason for rejection (Figure 7)
  - After filling the required field "Reason for Rejection" (S1), Click on B1 to Reject request (Figure 7)

Figure 4: dispatch home

Authorized In City Requests

Search:

Requested By	Directorate/Branch	Passenger (s)	Destination	Vehicle Needed From Date	Vehicle Needed From	Vehicle Needed To Date	Vehicle Needed To	Purpose Of Travel	Status	Action
BUser340	Director, Personal Banking	passenger1, Passenger 2, passenger 3, passenger 4	Asko	Mar 22, 2023	10:59 am	Mar 24, 2023	11:59 am	Branch Inspection	Authorized	Detail
BUser340	Director, Personal Banking	test order	Asko	May 7, 2023	09:28 am	May 9, 2023	10:28 am	Branch Inspection	Authorized	Detail
BUser382	General Technical and Security Service Directorate	Nuri	Keta branch	May 6, 2023	08:18 am	May 7, 2023	11:22 am	For inspection	Authorized	Detail
BUser403	KIRKOS 45	p1, p2, p3	piasa	May 3, 2023	03:59 pm	May 5, 2023	05:00 pm	Branch Inspection	Authorized	Detail
Req1	Director, Personal Banking	Passenger5,Passenger6	Piasa	Apr 3, 2023	02:35 pm	Apr 9, 2023	05:35 pm	Branch inspection	Authorized	Detail

Showing 1 to 5 of 7 entries

Figure 5: authorized in-city requests

Incity Request Detail

Back

Requested By:	BUser340	Directorate/Branch:	Director, Personal Banking	Passenger (s):	passenger1, Passenger 2, passenger 3, passenger 4
Destination:	Asko	Vehicle Needed From Date:	Mar 22, 2023	Vehicle Needed From:	10:59 am
Vehicle Needed To Date:	Mar 24, 2023	Vehicle Needed To:	11:59 am	Purpose Of Travel:	Branch Inspection
Status:	Authorized	Authorized Date:	2023-03-27	Authorized By:	AUser23

Approve Reject

B1

B2

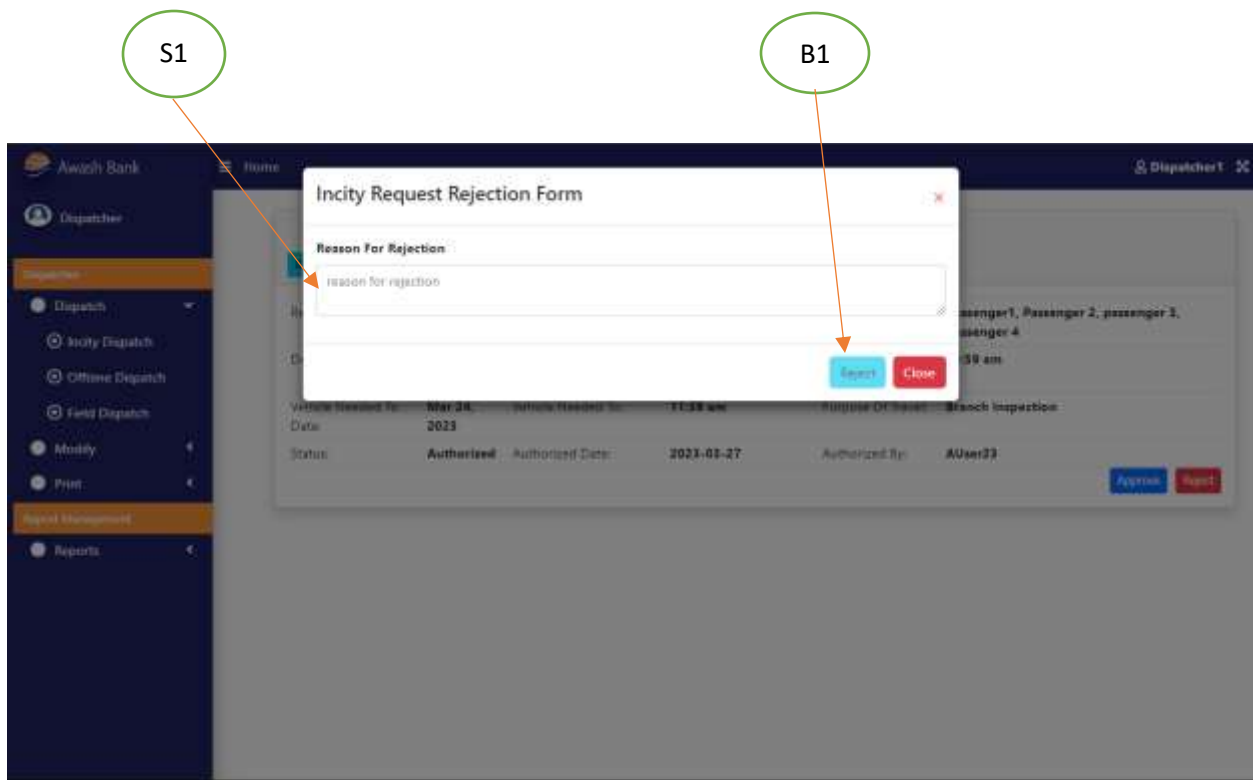B1

Figure 6: in-city request detail

Figure 7: in-city rejection

> Click on B1 (Figure 6) to approve the selected In-city request.
> - A modal will open up with a form to fill (Figure 8)
> - First select the vehicle type you want to dispatch by click on the drop down arrow (B1) (Figure 8)
> - After selecting vehicle type from the list, only plate numbers with the selected vehicle type will come when you click on the drop down arrow (B2) (Figure 8)
> - When you click on the drop down arrow (B3) (Figure 8), a list of driver names will come as shown in Figure 9
> - If you select a driver that is already assigned, an alert message will pop up (B1) (Figure 10) but you can still proceed.
> - Insert the remaining fields then click "Approve" (B1) (Figure 11)

Figure 8: approve in-city request form

Figure 9: driver name for in-city approval

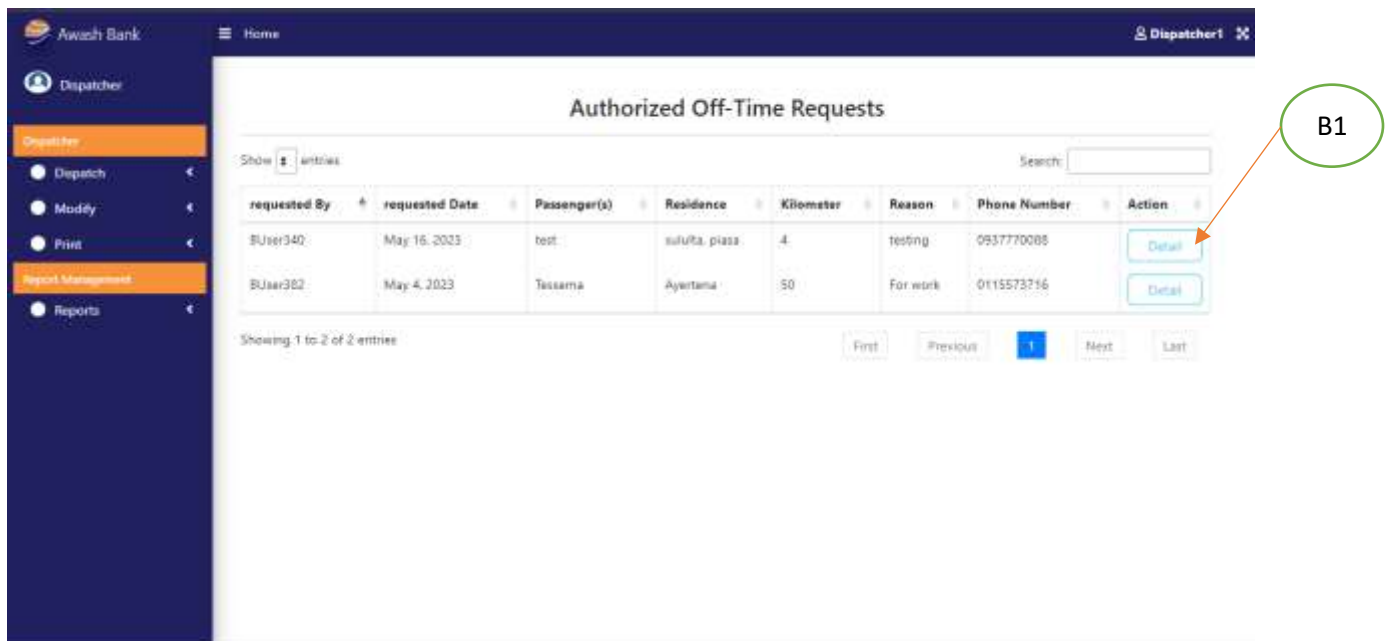*Figure 10: driver assigned*

Figure 11: approve in-city request

➢ If you click on B2 (Figure 4), a page like Figure 12 will be displayed showing authorized off-time requests

- Click B1 to see details of an authorized request(Figure 12)
- After that a page like Figure 13 will be displayed
- Click on B1 (Figure 13) to dispatch the selected off-time request.
- A modal will open up with a form to fill (Figure 14)
- First select the vehicle type you want to dispatch by click on the drop down arrow (B1) (Figure 14)
- After selecting vehicle type from the list, only plate numbers with the selected vehicle type will come when you click on the drop down arrow (B2) (Figure 14)
- When you click on the drop down arrow (B2) (Figure 14) and select a plate number, a driver name assigned for the plate number you selected will be shown but you can change it from a list of driver names by clicking on the drop down arrow (B3) (Figure 14)
- If you select a driver that is already assigned, an alert message will be shown (B1) (Figure 15) but you can still proceed.
- Insert the remaining fields then click "Dispatch" (B1) (Figure 16)

Figure 12: authorized off-time requests

Figure 13: off-time request details

Figure 14: off-time dispatch form

Figure 15: driver assigned off-time

Figure 16: dispatch off-time

➢ If you click on B3 (Figure 4), a page like Figure 17 will be displayed showing authorized field requests
- • Click B1 to see details of an authorized request(Figure 17)
- • After that a page like Figure 18 will be displayed
- • Click on B1 (Figure 18) to dispatch the selected field request.
- • A modal will open up with a form to fill (Figure 19)
- • First select the vehicle type you want to dispatch by click on the drop down arrow (B1) (Figure 19)
- • After selecting vehicle type from the list, only plate numbers with the selected vehicle type will come when you click on the drop down arrow (B2) (Figure 19)
- • If the vehicle's insurance date has expired for the plate number you selected an alert message will be shown (B1) (Figure 20)
- • Click on the drop down arrow (B3) (Figure 19) to assign a driver by selecting from a list of driver names.
- • Insert the remaining fields then click "Dispatch" (B1) (Figure 21)

Figure 17: authorized field requests

Figure 18: authorized field request detail

Figure 19: dispatch field request form

Figure 20: insurance expiry alert

Figure 21: dispatch field request

Modify

➢ To Modify or return dispatched Requests:
- Click B1 (Figure 22) to modify dispatched In-city requests
- Click B2 (Figure 22) to modify dispatched off-time requests
- Click B3 (Figure 22) to modify dispatched field requests

➢ If you click on B1 (Figure 22), a page like Figure 23 will be displayed showing dispatched in-city requests
- Click B1 (Figure 23) to see details of an dispatched request
- After that a page like Figure 24 will be displayed
- Click on B2 (Figure 23) to return the selected In-city request.
- A modal will open up to insert return kilometer (B1) (Figure 25) which cannot be less than the departure kilometer
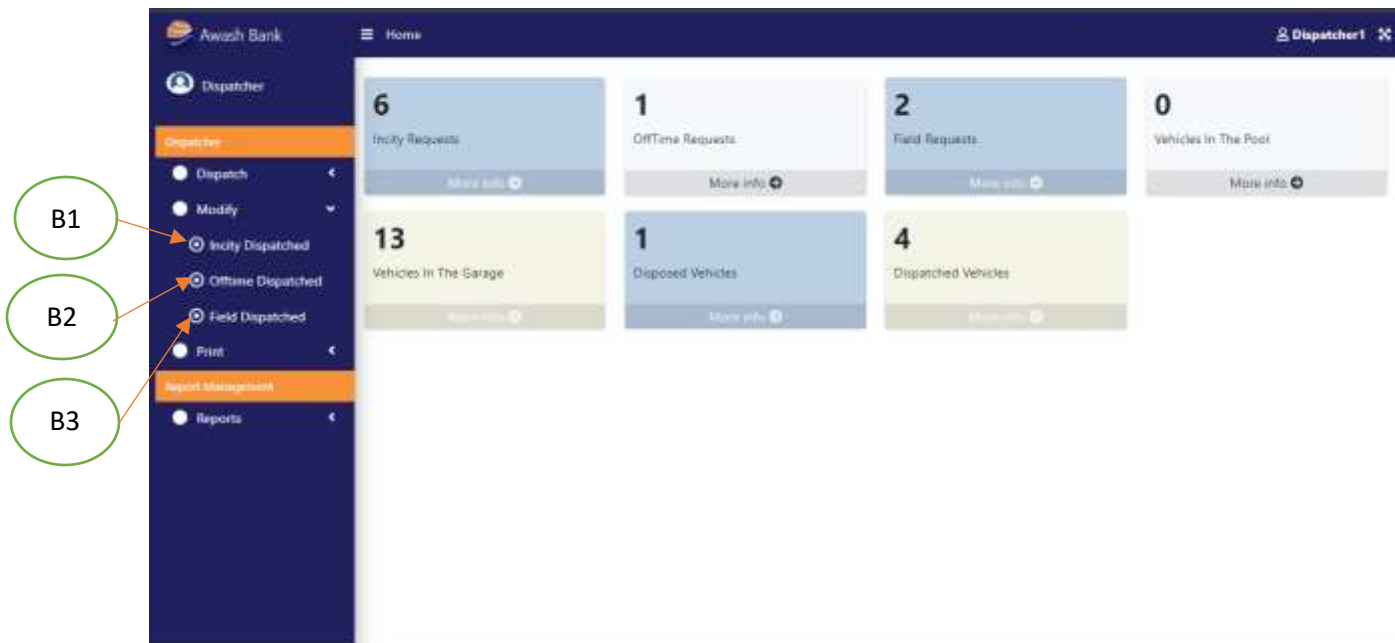- After filling the right return kilometer, click on "Modify" (B1) (Figure 26)
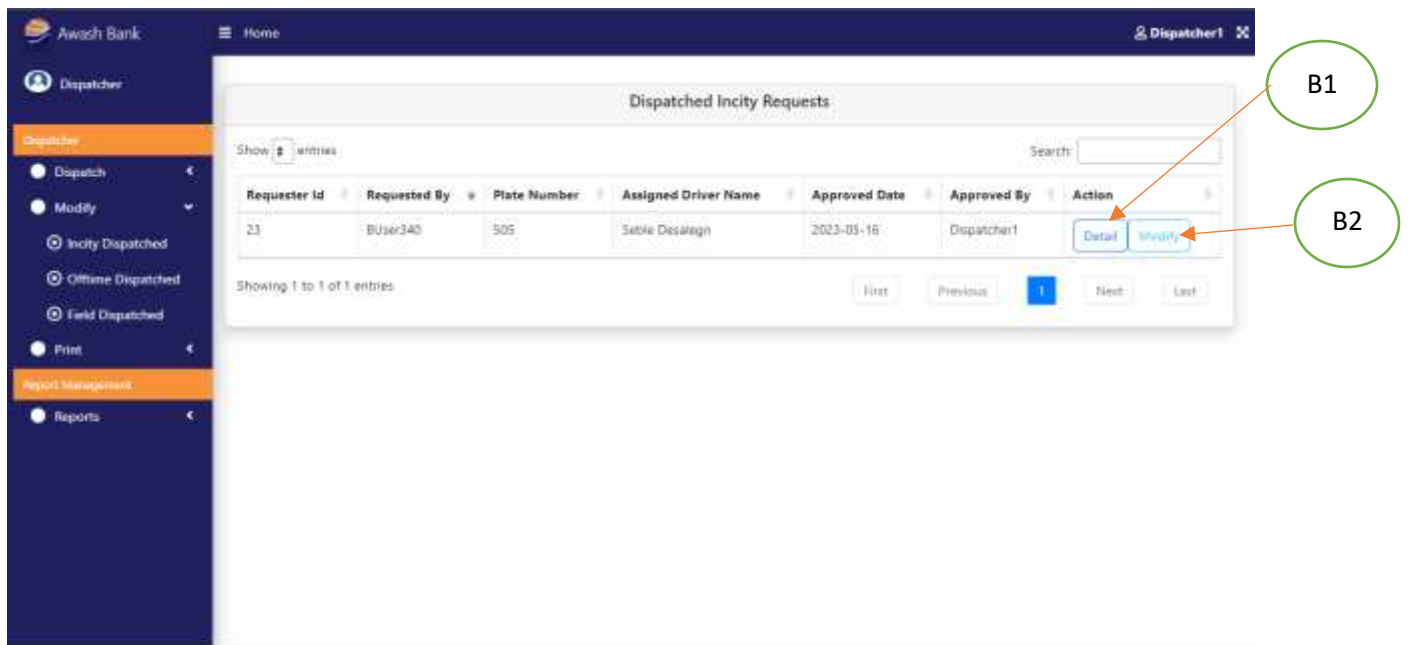

Figure 22: modify requests
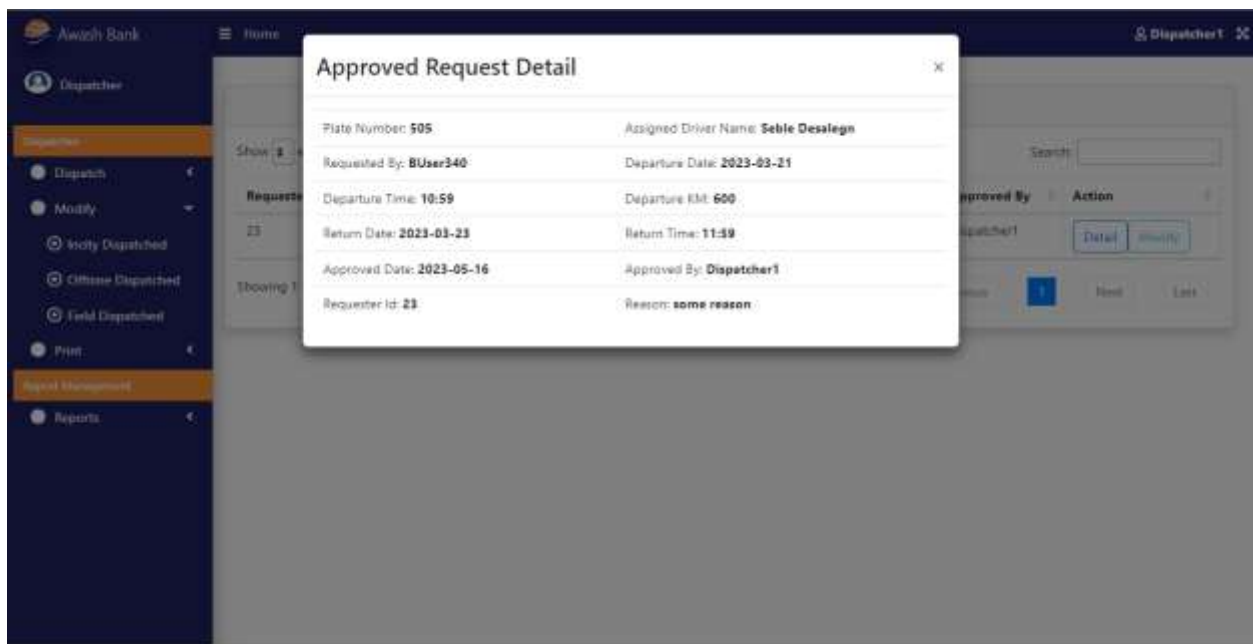
Figure 23: dispatched in-city requests
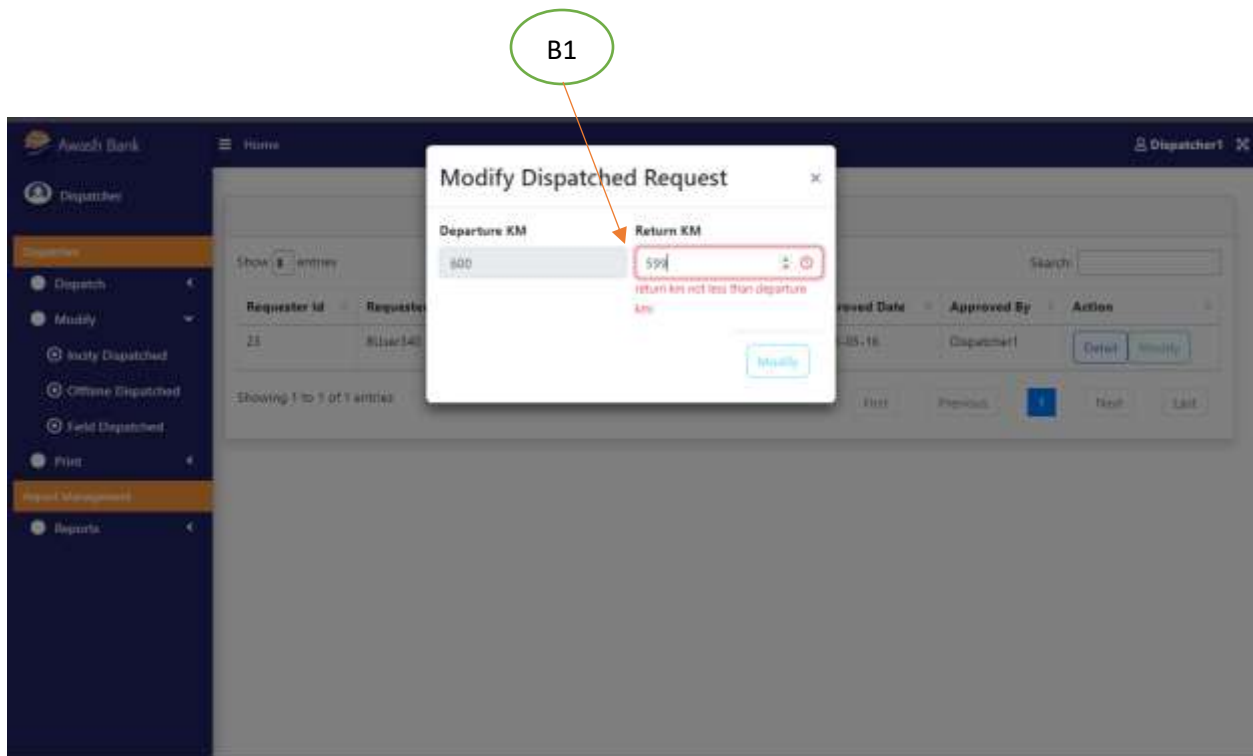

Figure 24: dispatched in-city detail

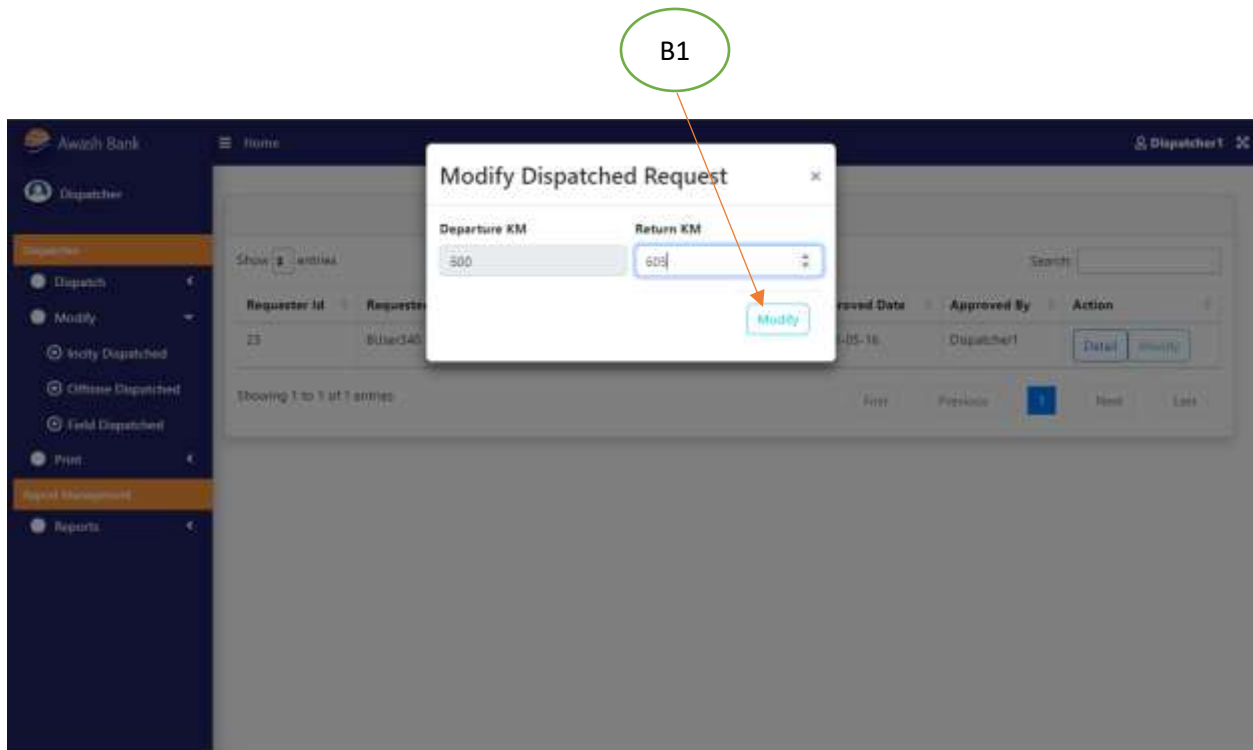*Figure 25: in-city insert return km*

Figure 26: in-city return request

➢ If you click on B2 (Figure 22), a page like Figure 27 will be displayed showing dispatched off-time requests
- Click B1 (Figure 27) to see details of an dispatched request
- After that a page like Figure 28 will be displayed
- Click on B2 (Figure 27) to return the selected off-time request.
- A modal will open up to insert return kilometer (B1) (Figure 29) which cannot be less than the departure kilometer
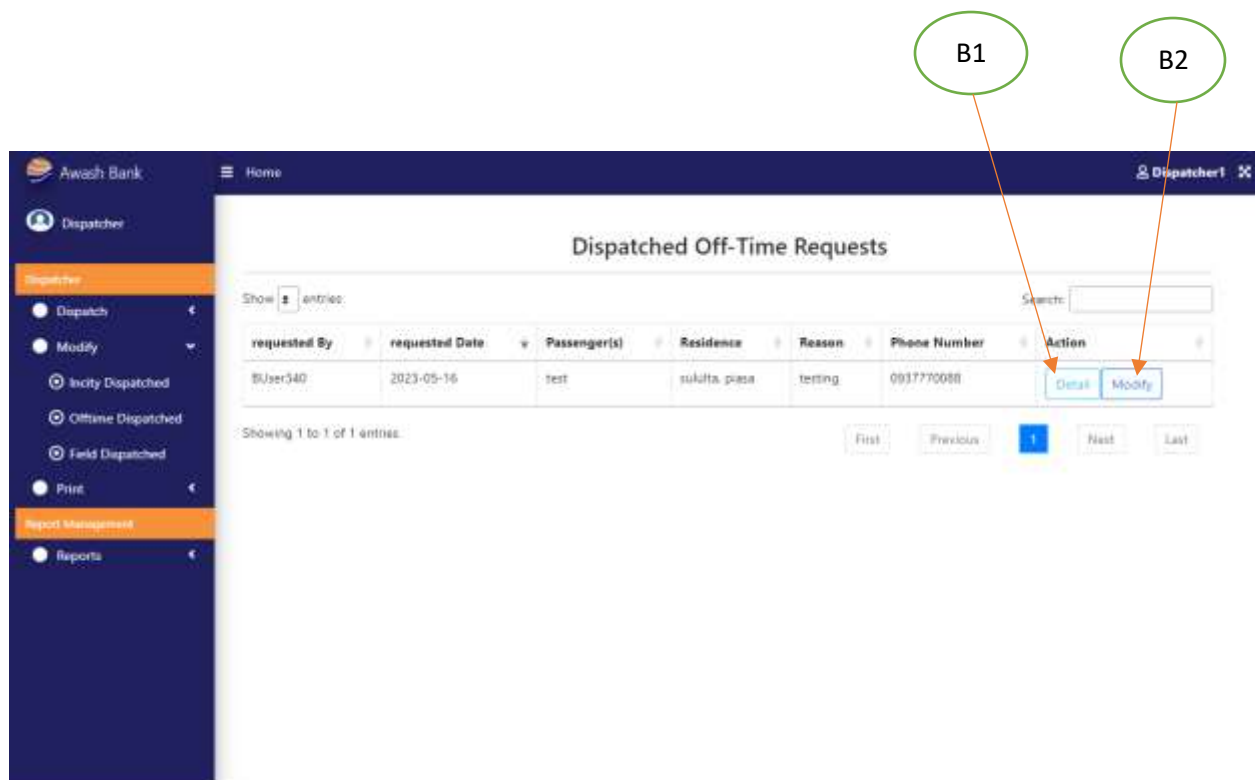- After filling the right return kilometer, click on "Update" (B2) (Figure 29)

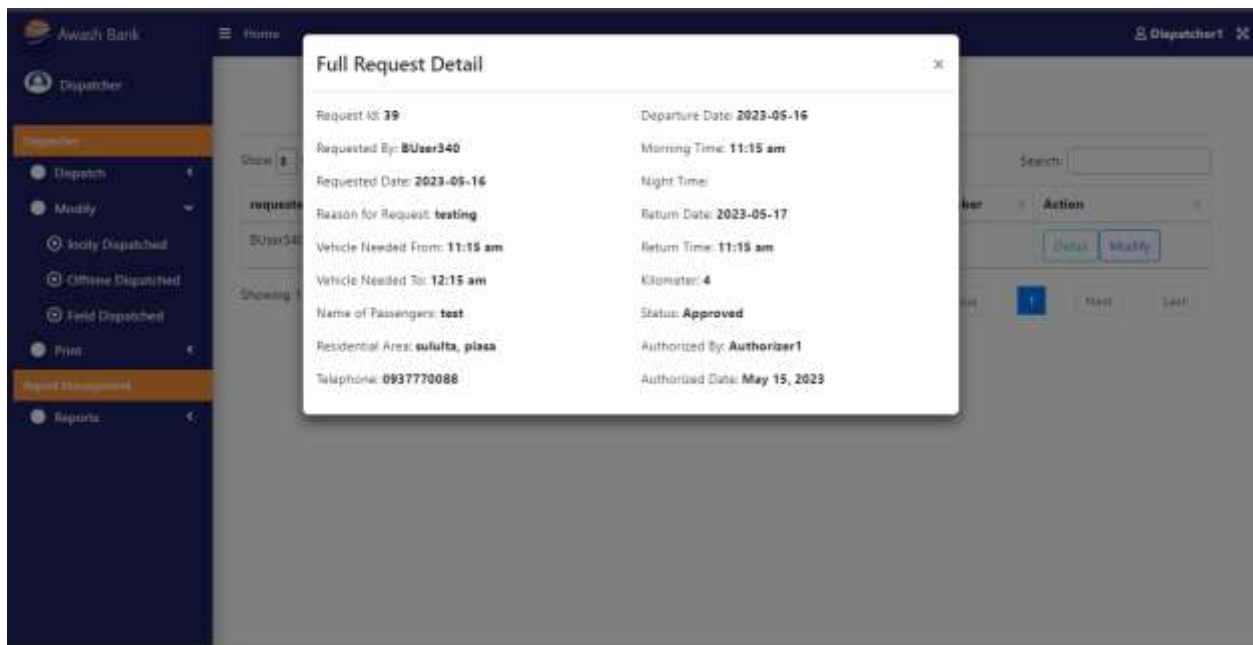Figure 27: dispatched off-time requests

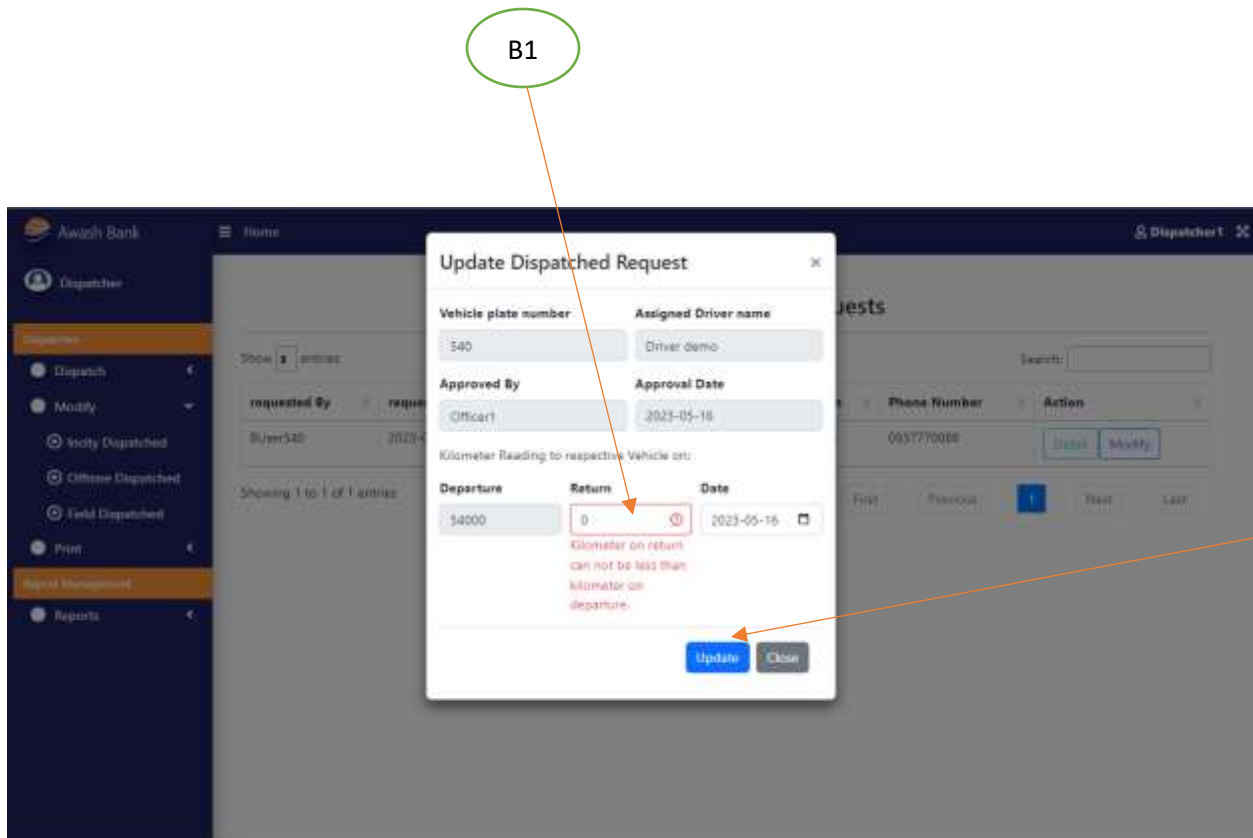*Figure 28: dispatched off-time detail*

Figure 29:off-time return

➢ If you click on B3 (Figure 22), a page like Figure 30 will be displayed showing dispatched field requests
- Click B1 (Figure 30) to see details of an dispatched request
- After that a page like Figure 31 will be displayed
- Click on B3 (Figure 30) to get a print out of advance payment
- You will get a page like Figure 32 that has details of the selected request
- Click on B1 (Figure 32) to print out.
- A print out will be displayed as shown in Figure 33.
- Click on B2 (Figure 30) to return the selected field request.
- A modal will open up to insert return kilometer (B1) (Figure 34) which cannot be less than the departure kilometer
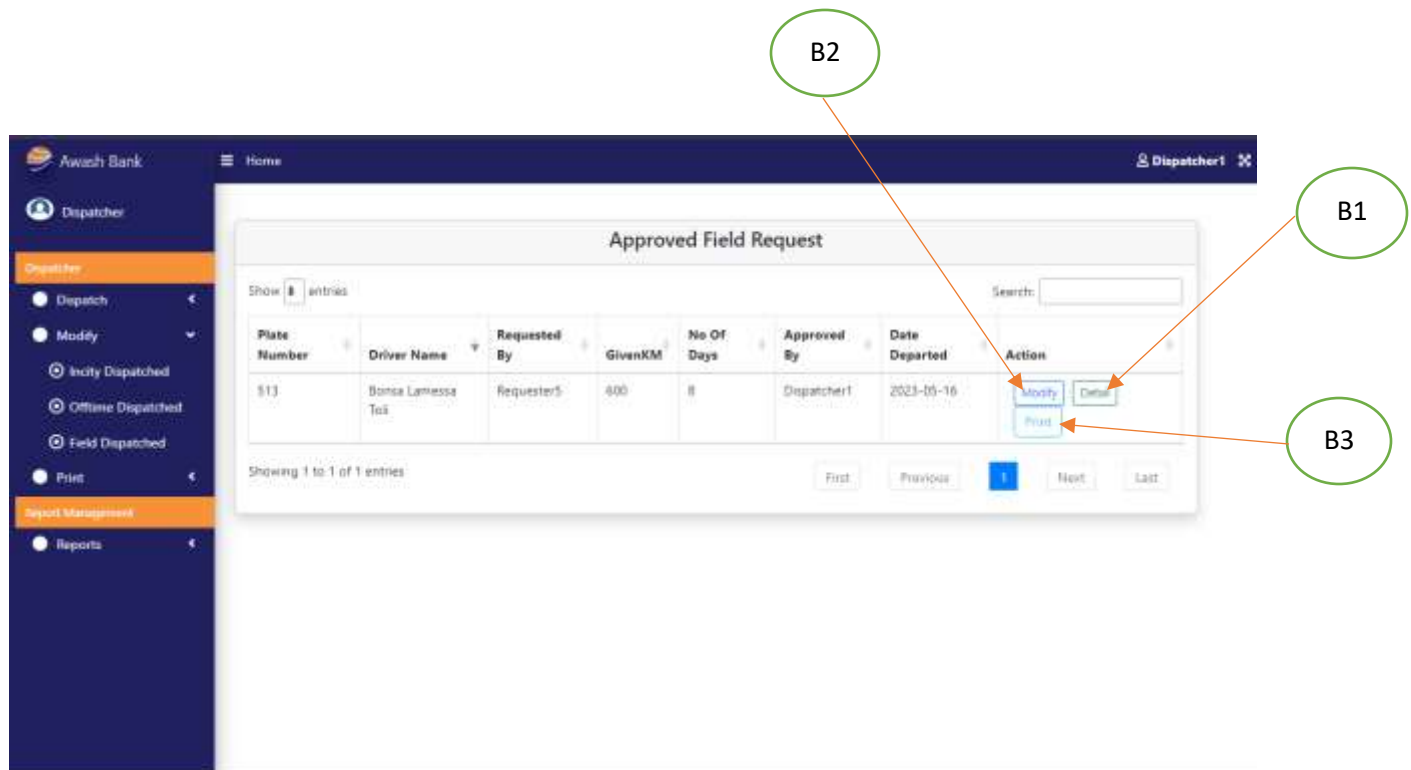- After filling the right return kilometer, click on "Update" (B1) (Figure 35)

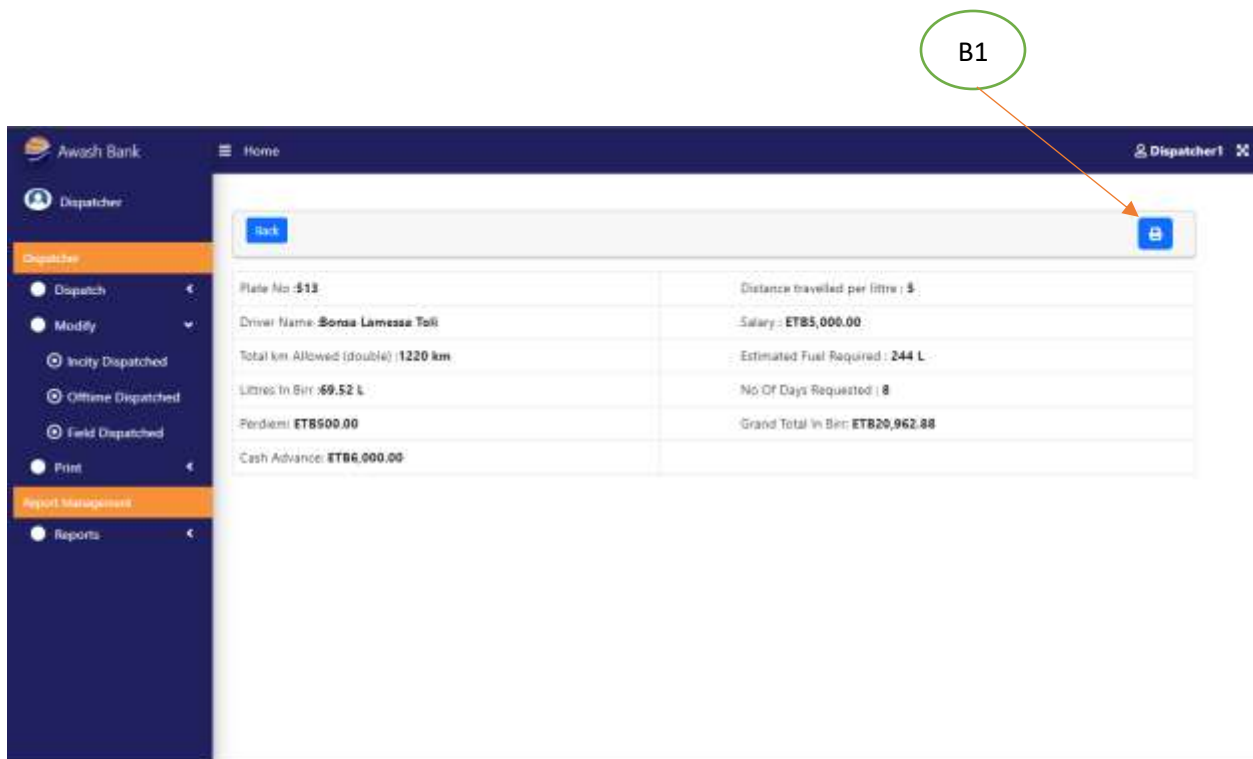Figure 30: dispatched field requests

Figure 31: dispatched field detail

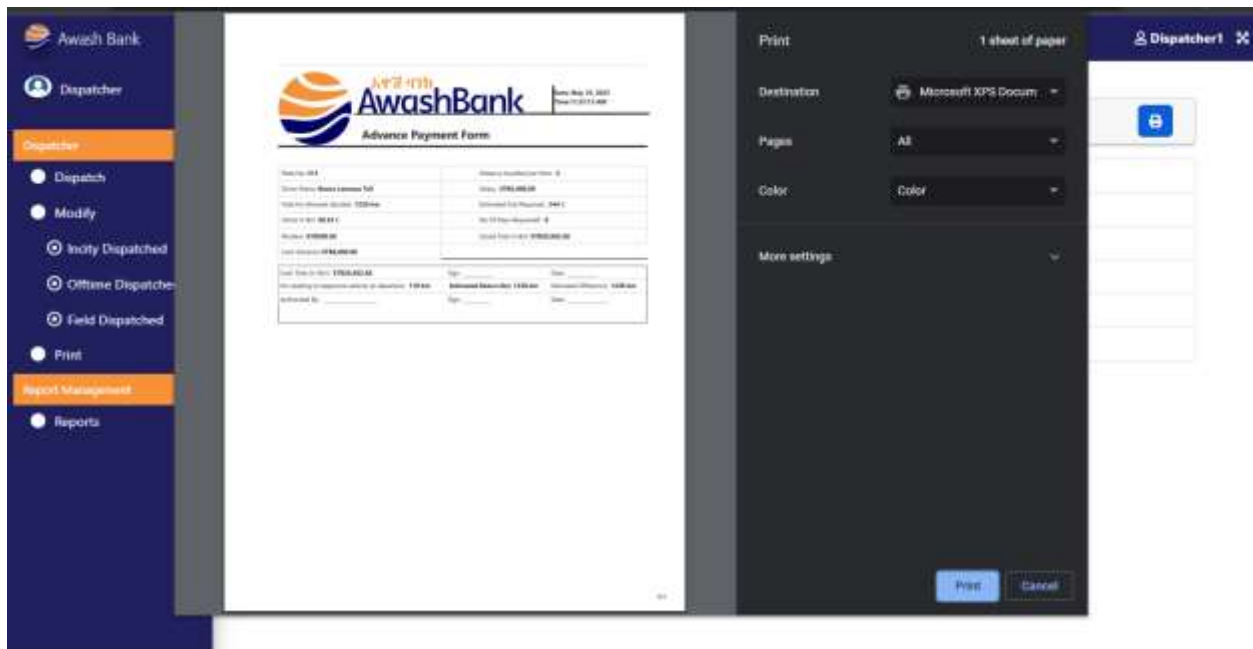
Figure 32: dispatched advance payment
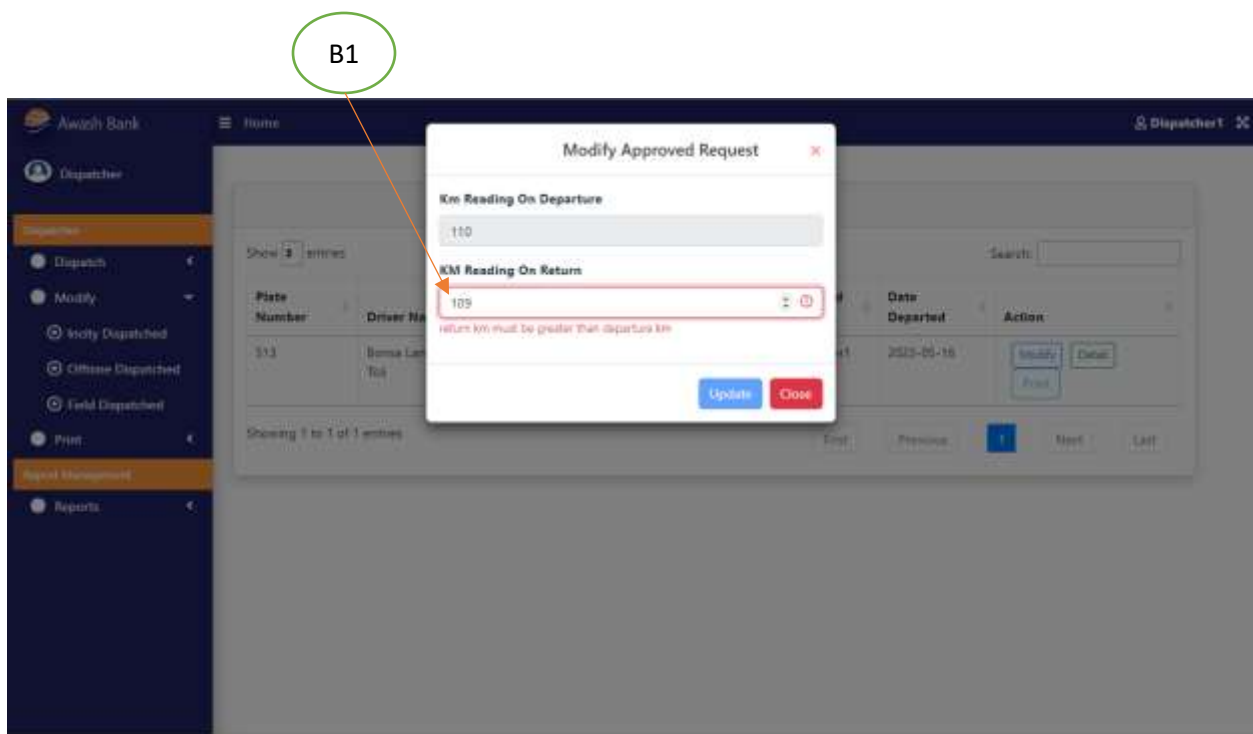
Figure 33: field advance payment print out
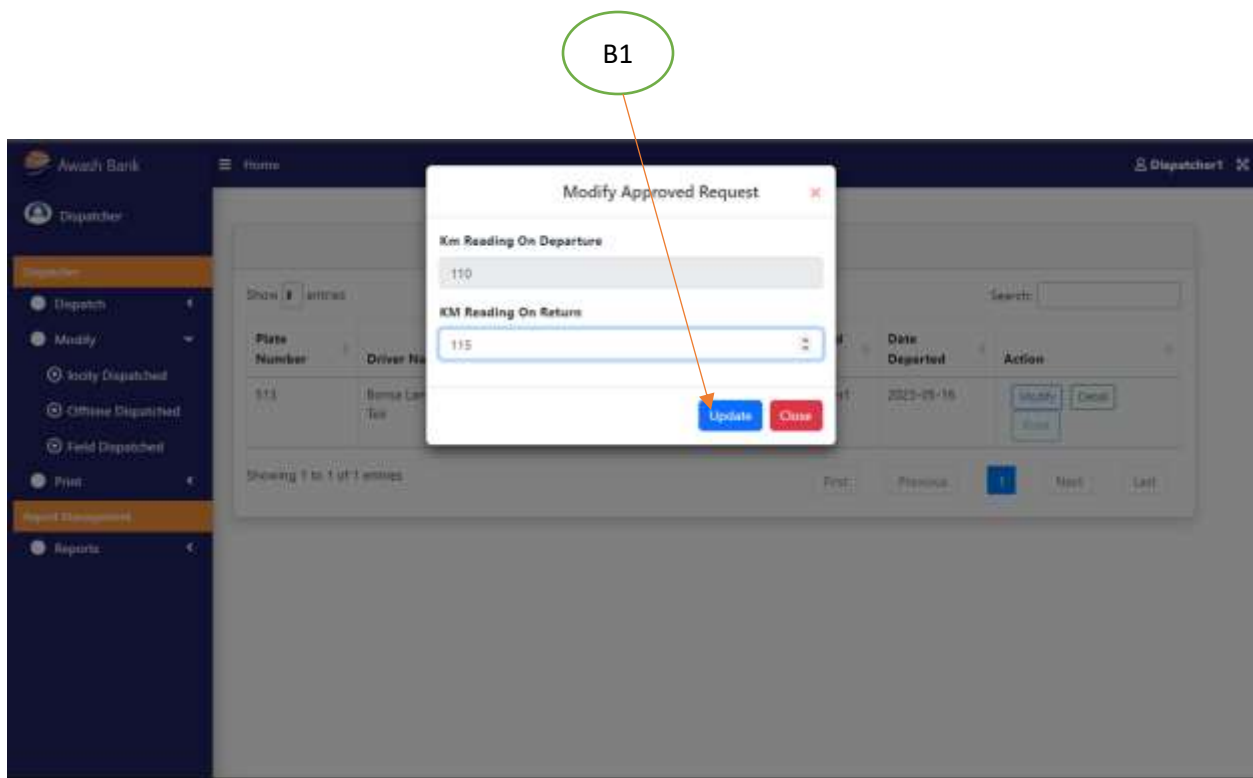

Figure 34: field return km

Figure 35: field modify request

Print

➢ To print Requests:
- Click B1 (Figure 36) to print In-city requests
- Click B2 (Figure 36) to print off-time requests
- Click B3 (Figure 36) to print field requests

➢ If you click on B1 (Figure 36), a page like Figure 37 will be displayed showing in-city requests
- Click B1 (Figure 37) to see details of the request you want to print out
- After that a page like Figure 38 will be displayed that has details of the selected request
- Click on B1 to get a print out and B2 to get pdf (Figure 38)

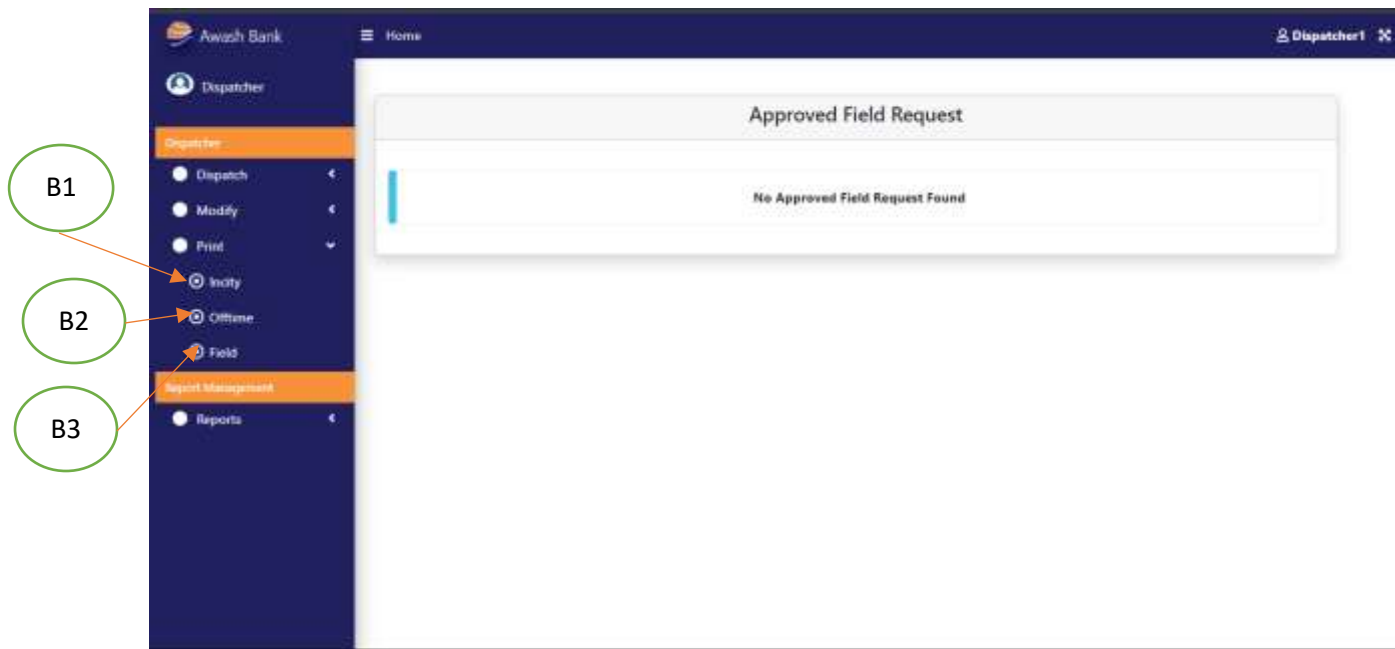**Note:** Follow the same guide for off-time and field request print outs.
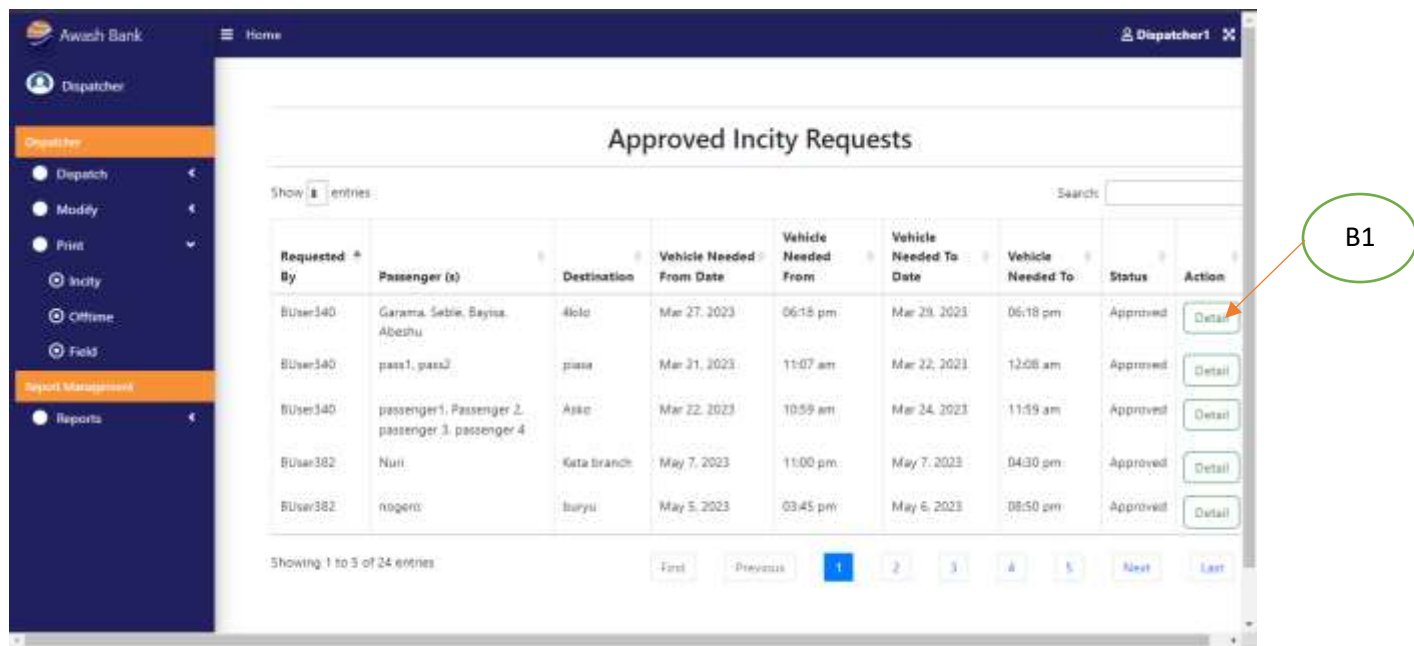
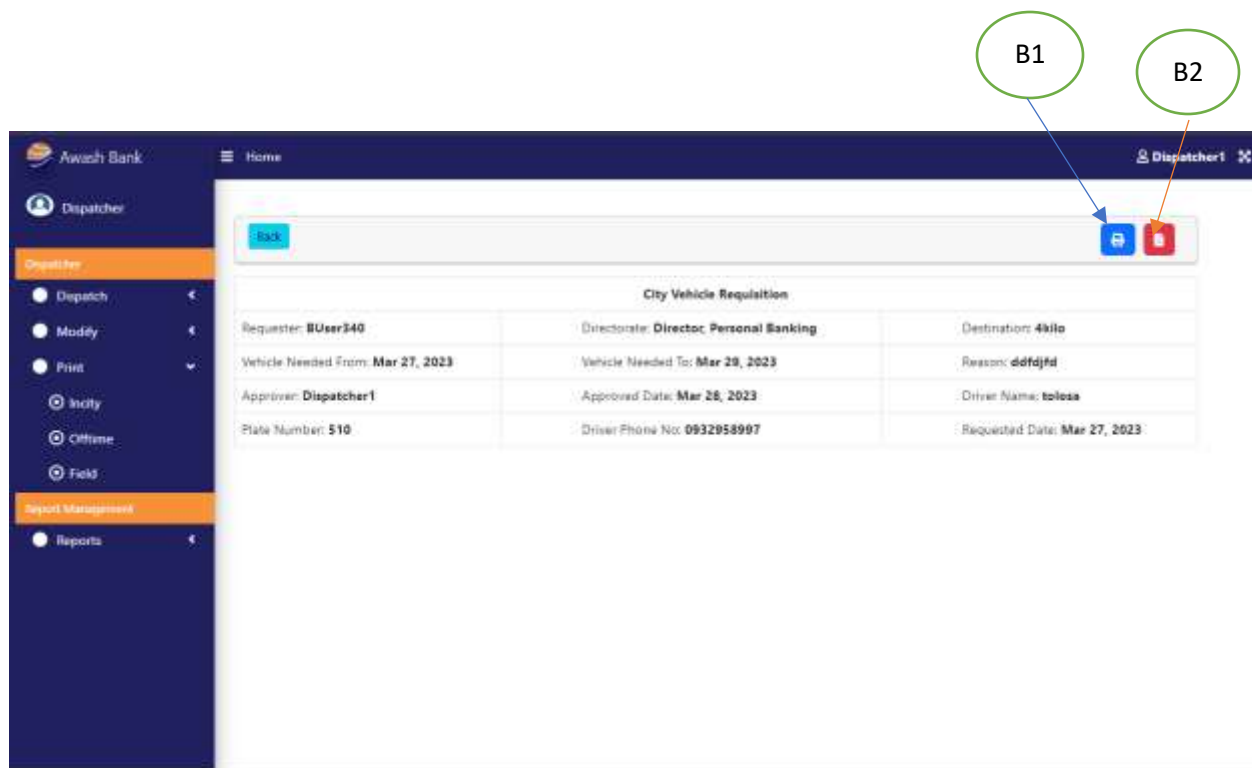Figure 36: print menu

Figure 37: in-city requests for print

Figure 38: in-city request detail for print

Report

➢ To get report of requests:

- Click M1 which will drop down a sub menu "Dispatcher Report" (M2) (Figure 39)
- After that click on the drop down menu for report type (B1) then select field for field report, incity for in-city report and offtime for off-time report (Figure 40)
- After that choose report range by clicking on B1 (Figure 41)
- If you select "all" a report will be displayed like Figure 42
- If you select "Date Range" an option will pop up to select date from(B1) and date to(B2) inputs and click on "show" button(B3) to get a report for the selected inputs (Figure 44)
- You will get a page like Figure 45 if there is data
- Click on B1 to get the report on excel, B2 to get the report on pdf and B3 to print out the report(Figure 45)

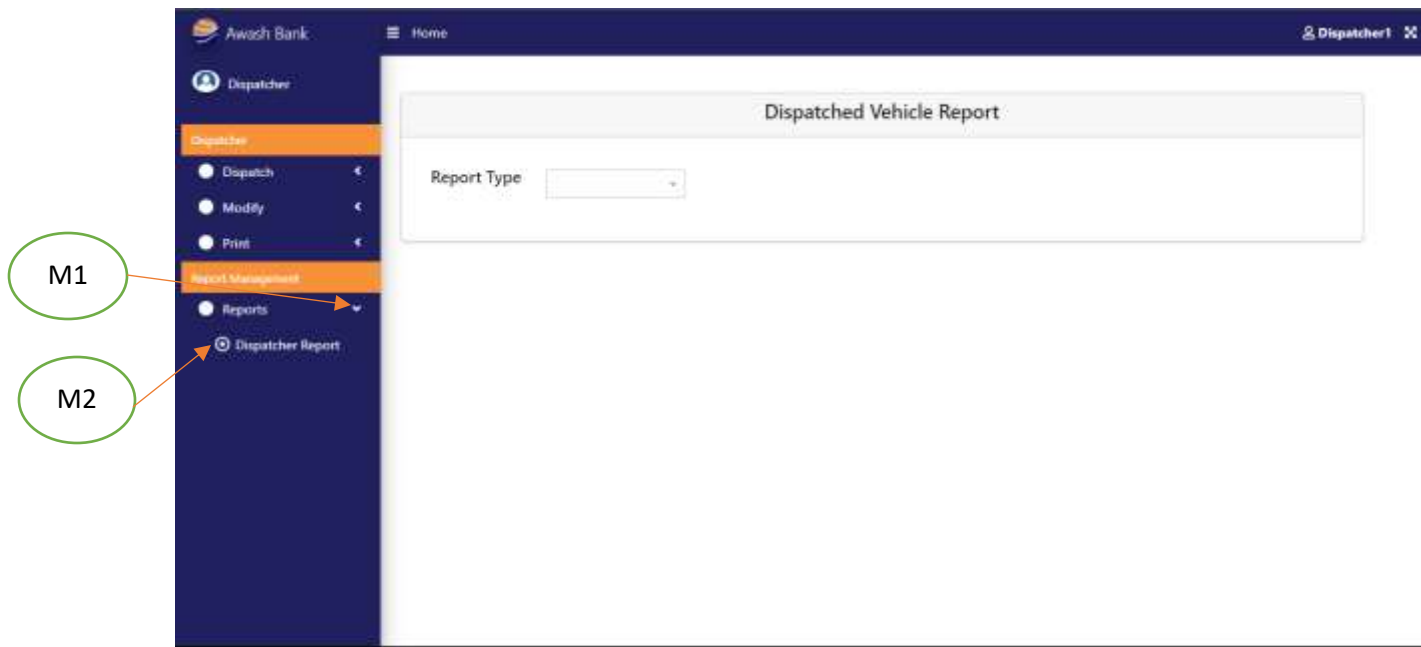**Note:** Follow the same guide for off-time and field request reports.
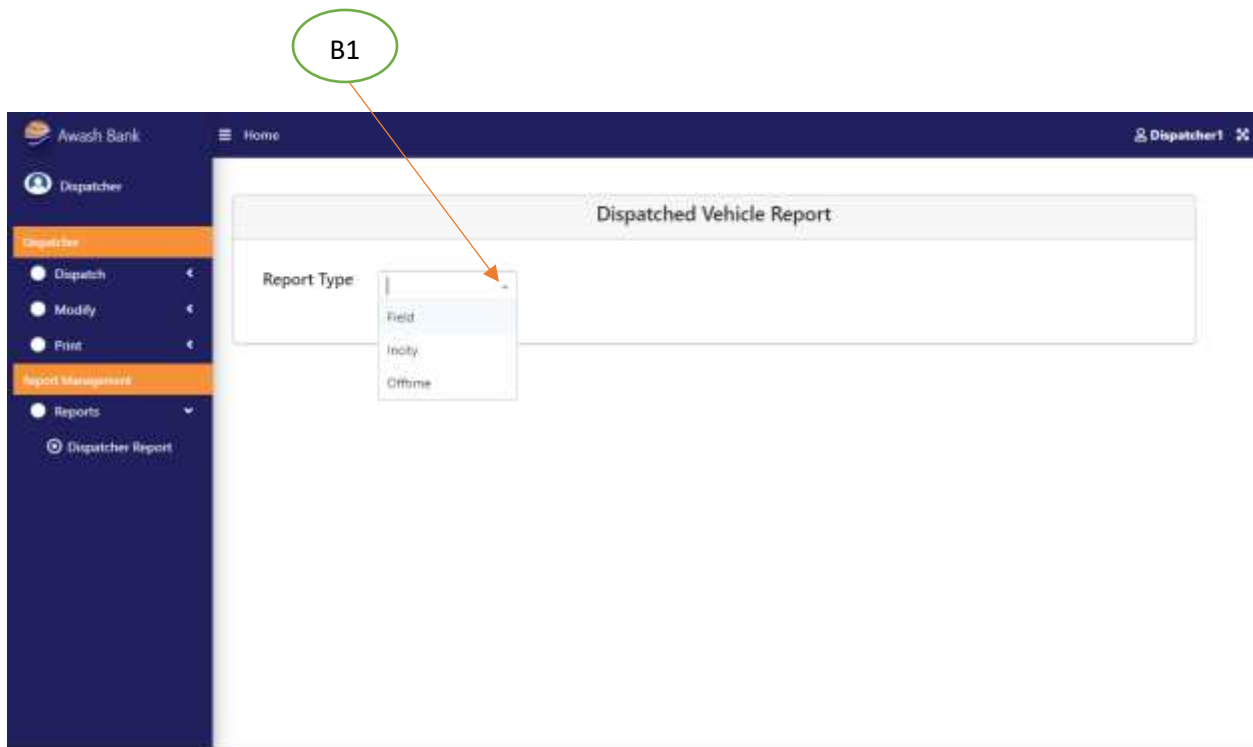
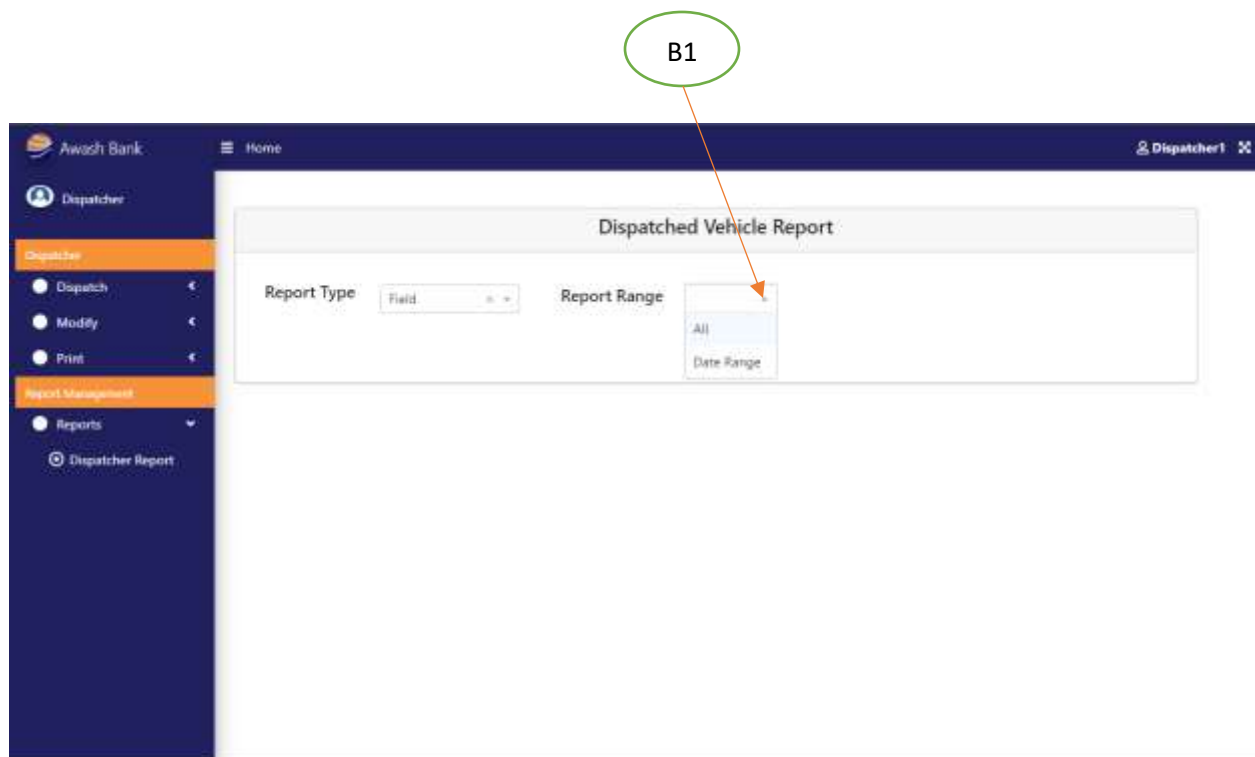*Figure 39: reports menu*

Figure 40: report type

Figure 41: report range
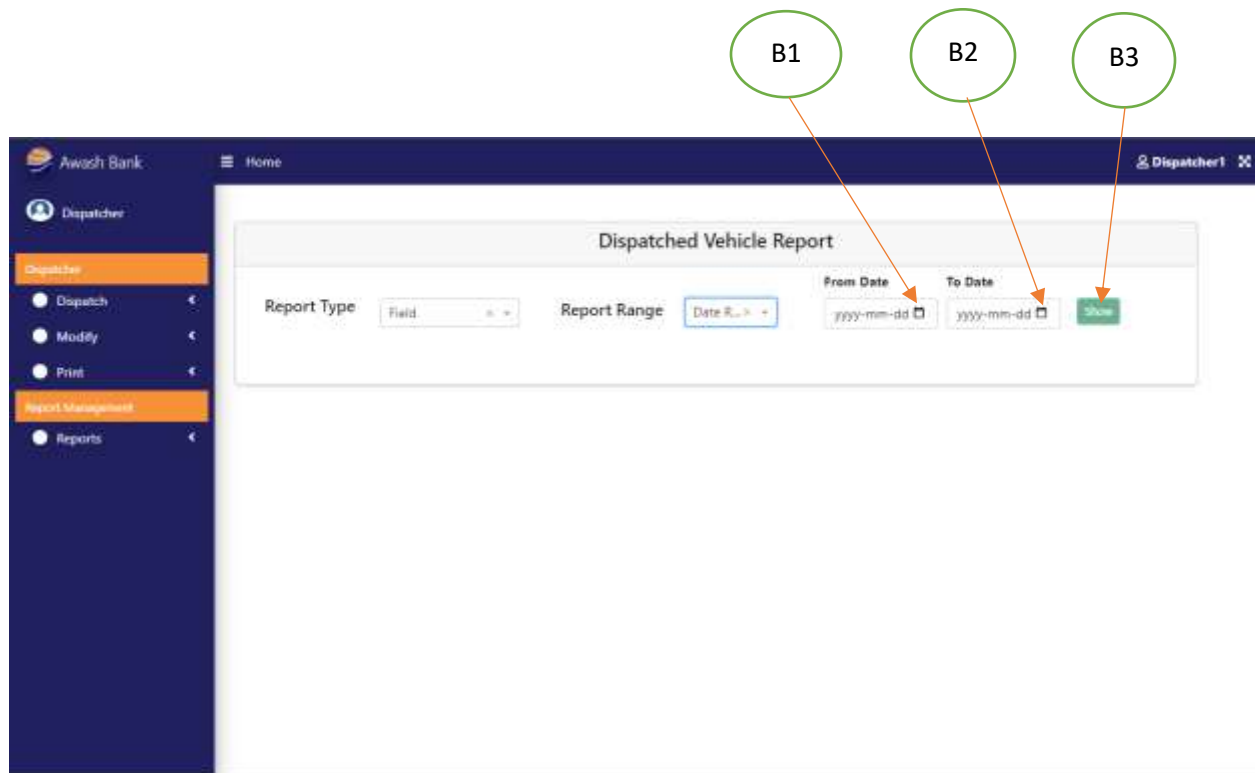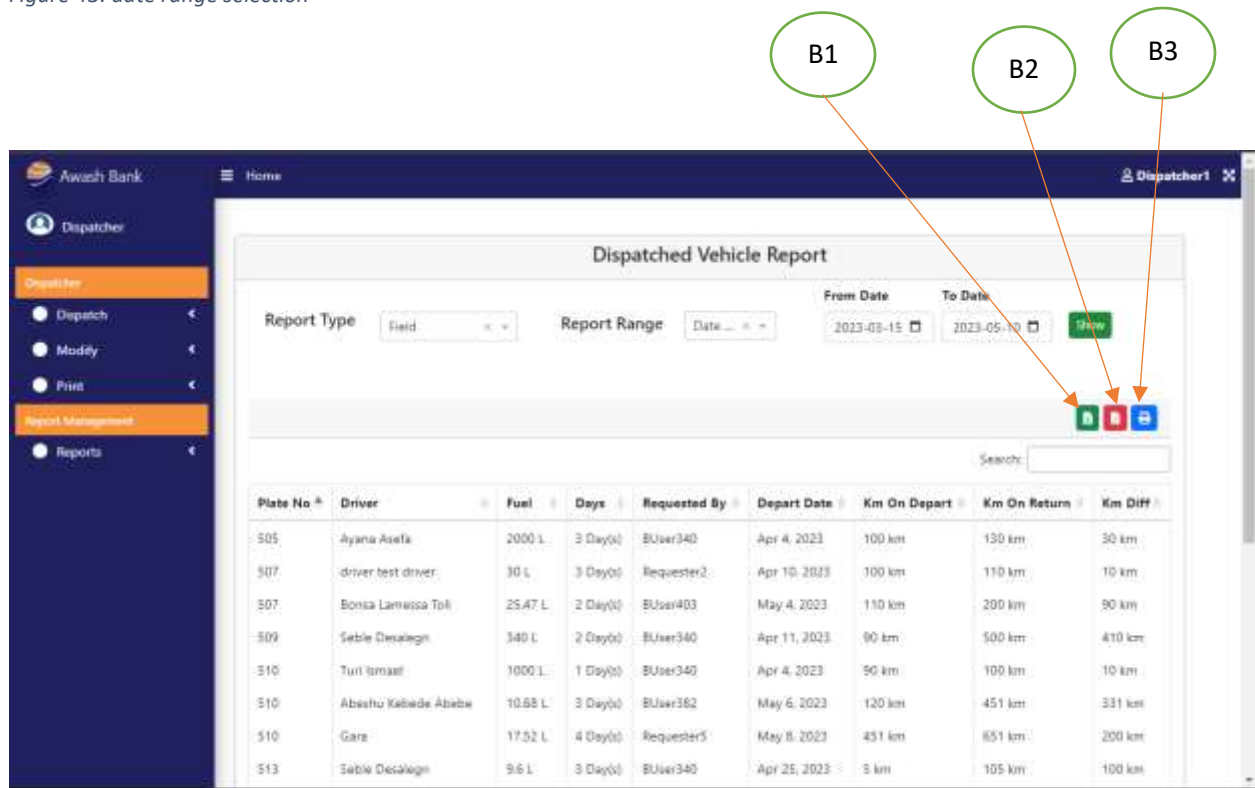

Figure 42: report with all date range

Figure 43: date range selection

Figure 44: report with date range