

1 GS Authorizer

When you successfully logged into the system as GS authorizer, you will be displayed the screen as shown on Fig1

- R is your role on FMS (GS Approver)
- U is your username
- D is dashboards that will leads you to your regular routine
- M1 is the main menu of vehicle maintenance
- M2 is the main menu of delegation
- M3 is the main menu of reports
- Click on B1 to change your password, B2 to get the user manual for your role and B3 to Log out (Fig 2)

Note: In the next sections, we will go over each submenu of the main menu one by one for the entire main menu.

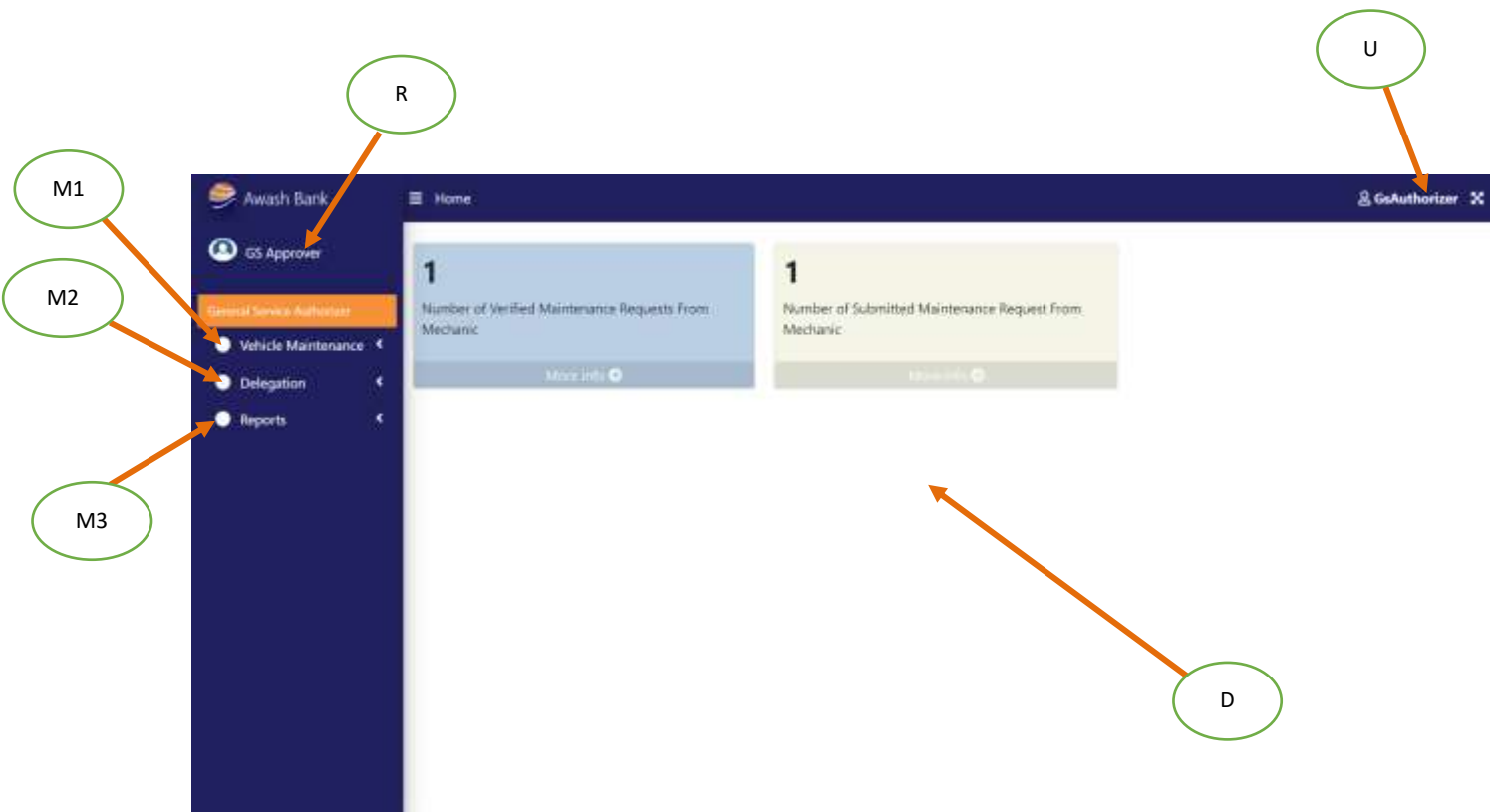


Fig 1: GS Approver's Landing Page

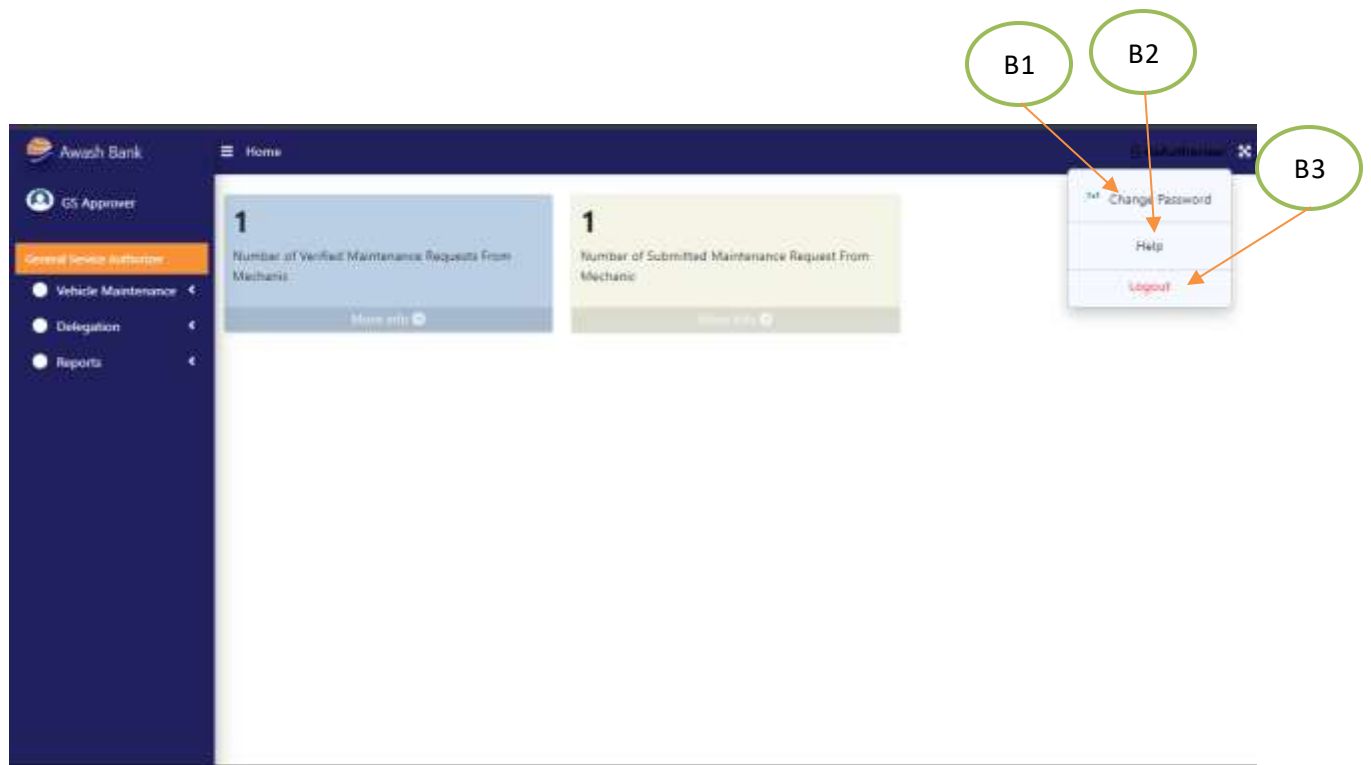


Fig 2: user actions

1.1 Vehicle Maintenance

The following pages will allow GS approver to manage verified vehicle's maintenance request and maintenance completions. Read the following descriptions to perform vehicle maintenance authorization, rejection and to view maintenance requests details

- ✚ Click main menu M1(Fig1)
 - To view details of verified vehicle's maintenance request click sub menu S1 (Fig2) of main menu M1 (Fig1) and click Detail button B1 (Fig2). Finally, you will be showed details of your selection as on Fig3.
 - To authorize verified vehicle maintenance request from mechanic click sub menu S1 (Fig2) of main menu M1 (Fig2), click Authorize button B2 (Fig2) and click B1 (Fig4).
 - To reject verified vehicle maintenance request from mechanic click sub menu S1 (Fig2) of main menu M1 (Fig2), click Reject button B3 (Fig2), fill the form F1 (Fig5) and click Reject Request button B1 (Fig5).
 - To authorize submitted vehicle maintenance request from mechanic click sub menu S2 (Fig6) of main menu M1 (Fig2), click Authorize button B2 (Fig6) and click B1 (Fig7).
 - To view details of submitted vehicle's maintenance request click sub menu S2 (Fig6) of main menu M1 (Fig1) and click Detail button B1 (Fig6). Finally, you will be showed details of your selection as on Fig8.

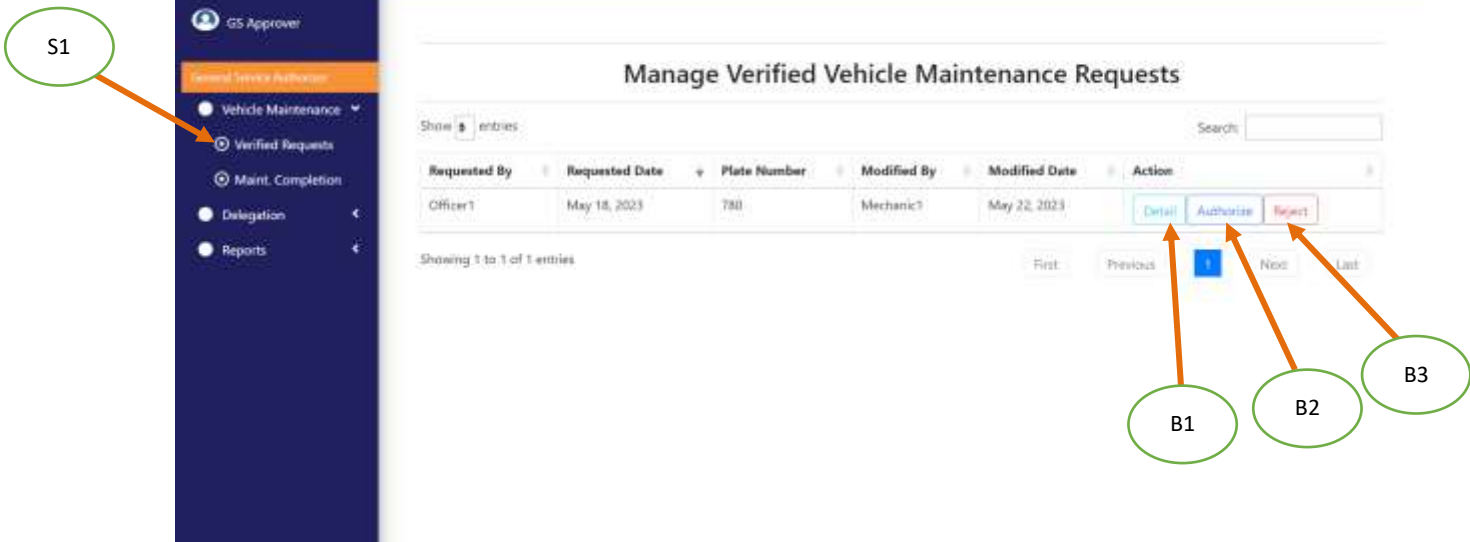


Fig 3: Manage Verified Maintenance Requests

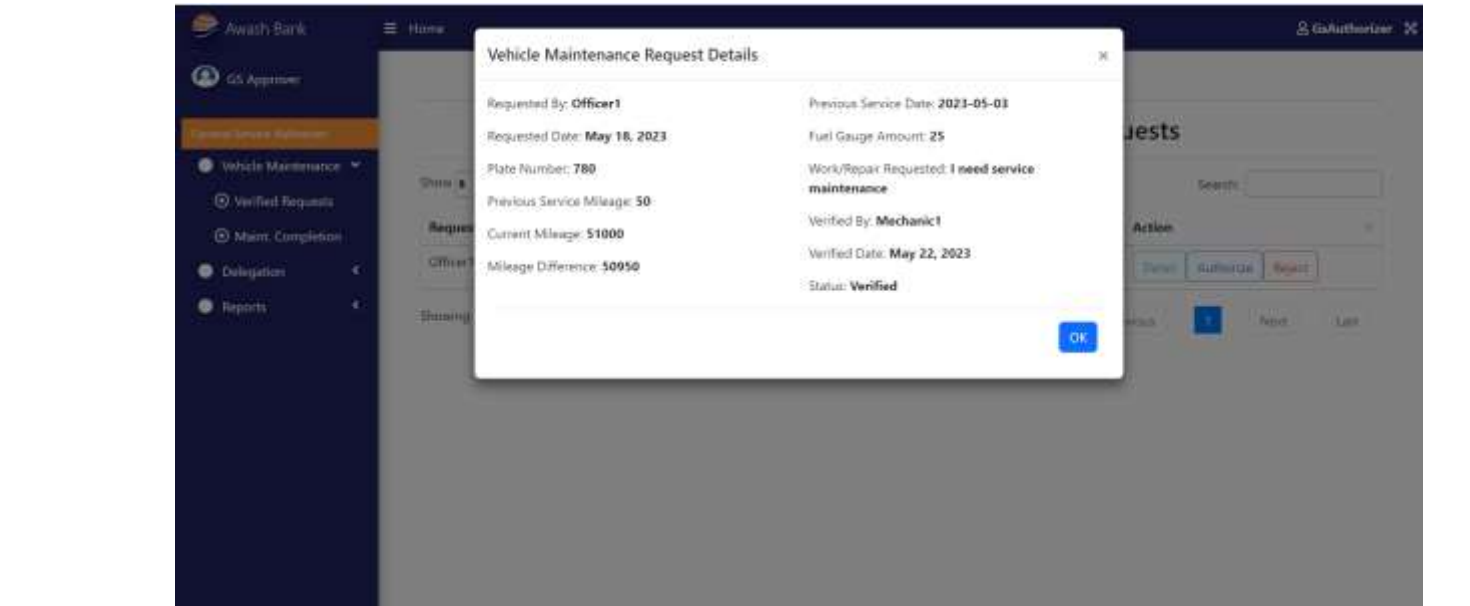


Fig 4: Details of Maintenance Requests

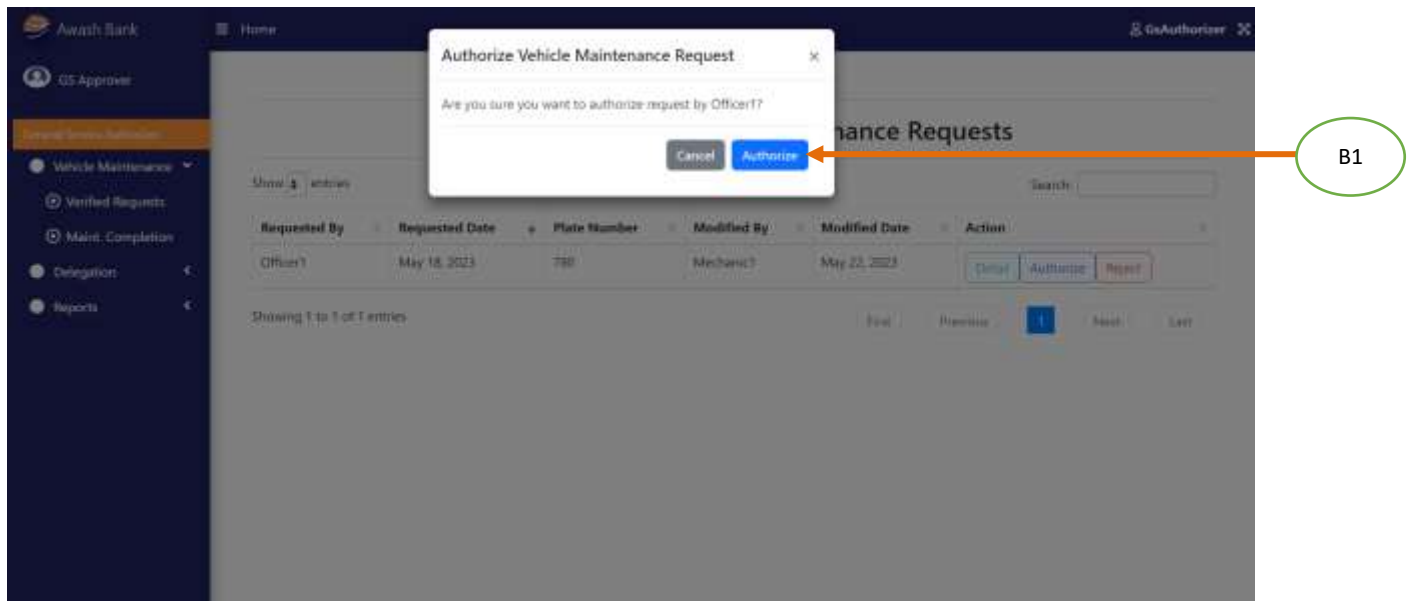


Fig 5: Maintenance Request Authorization

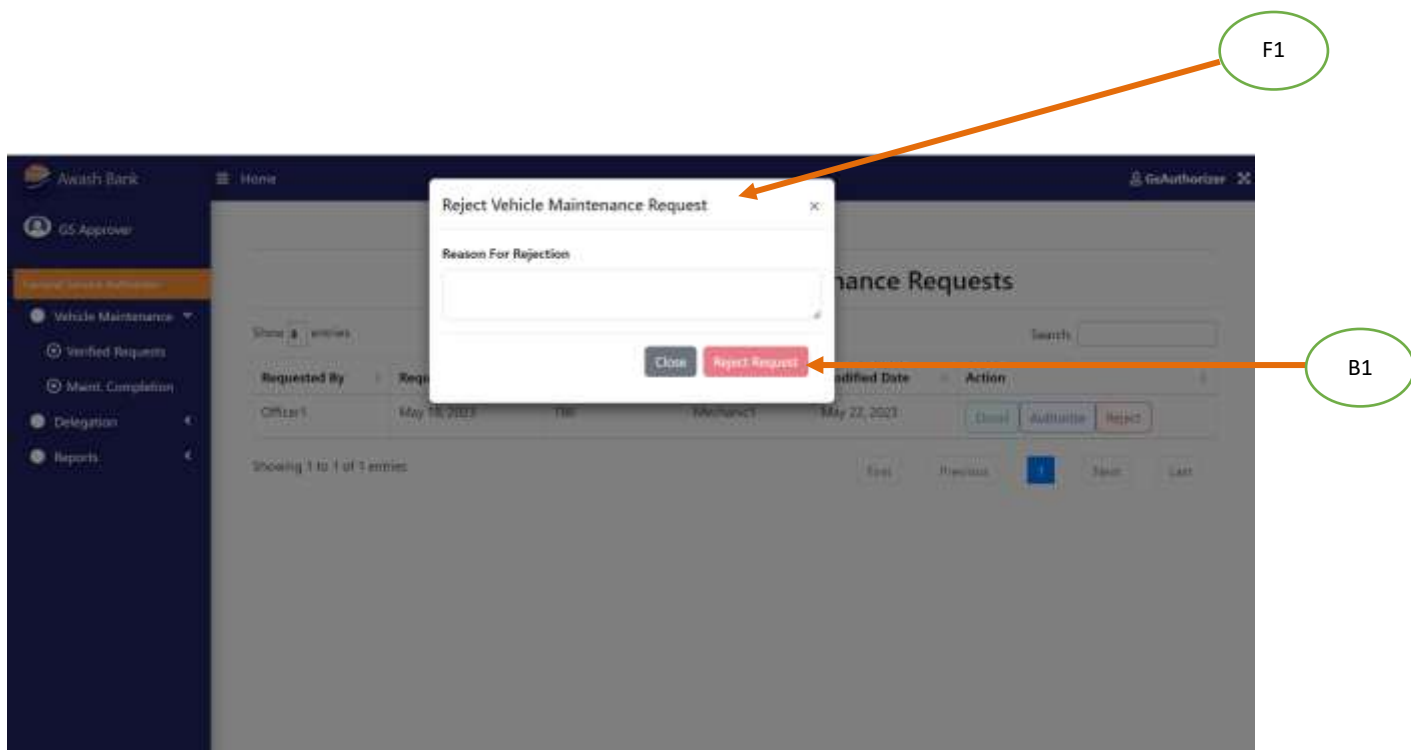


Fig 6: Maintenance Request Rejection

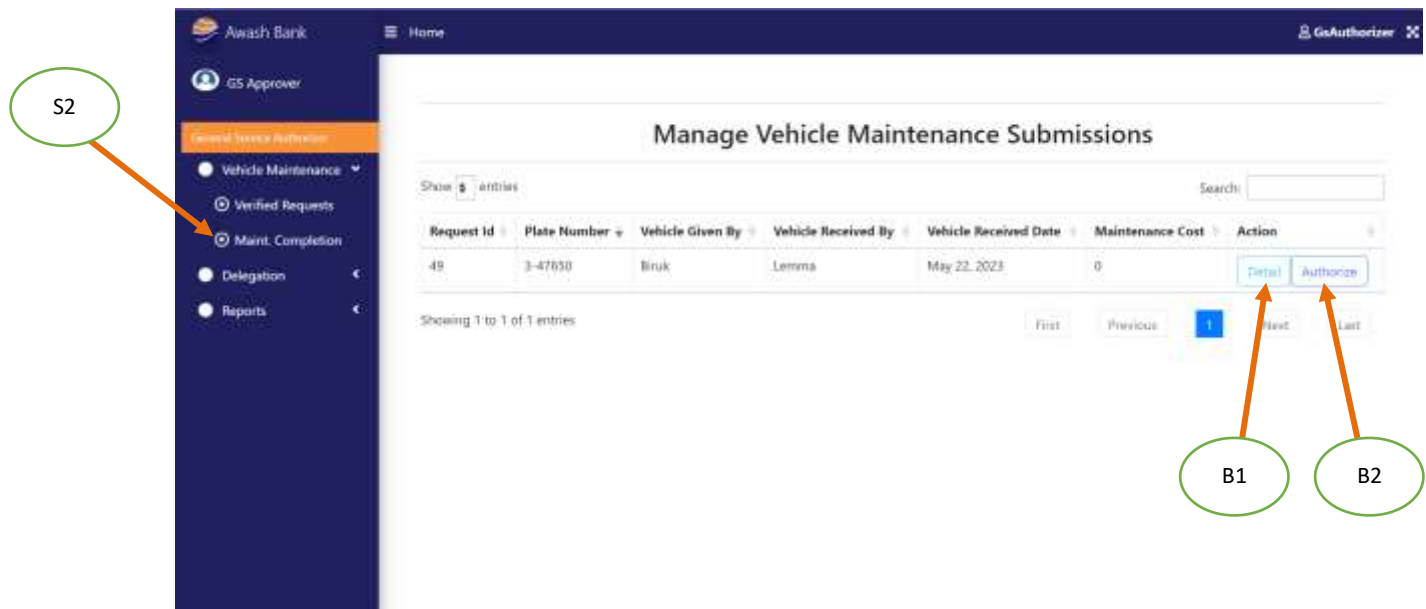


Fig 7: Manage Maintenance Submission/Completion Requests

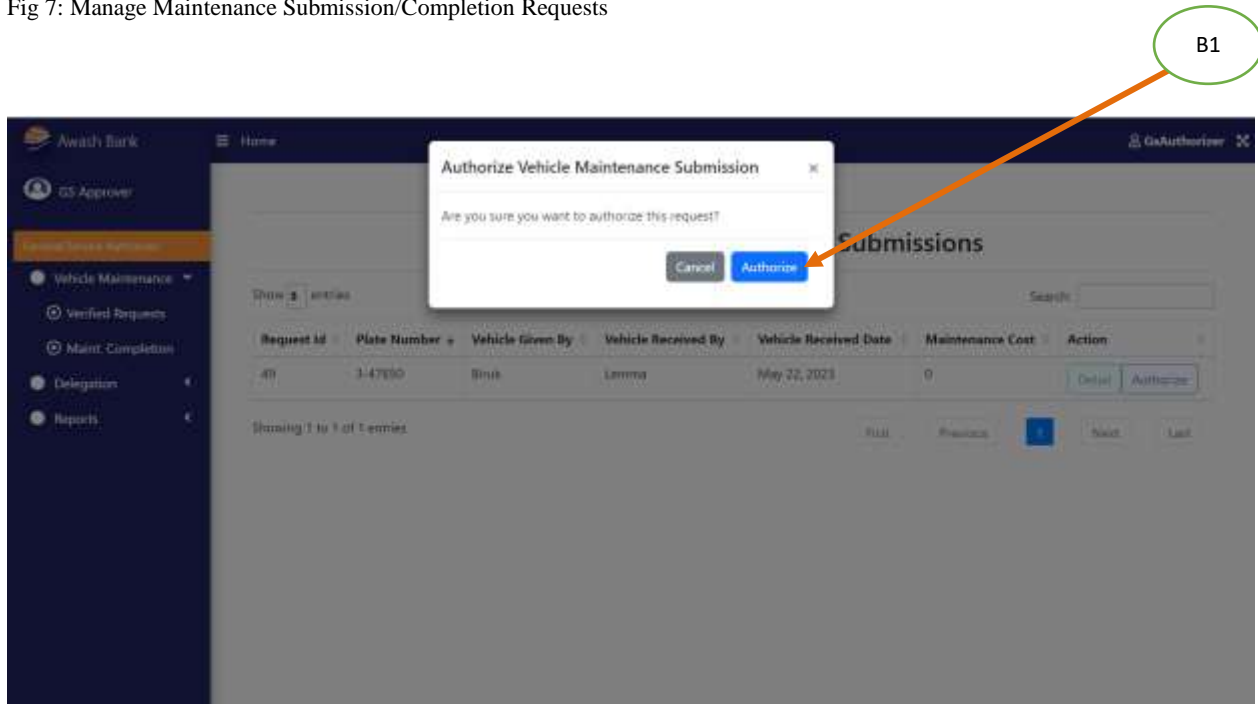


Fig 8: Maintenance Submission Authorization

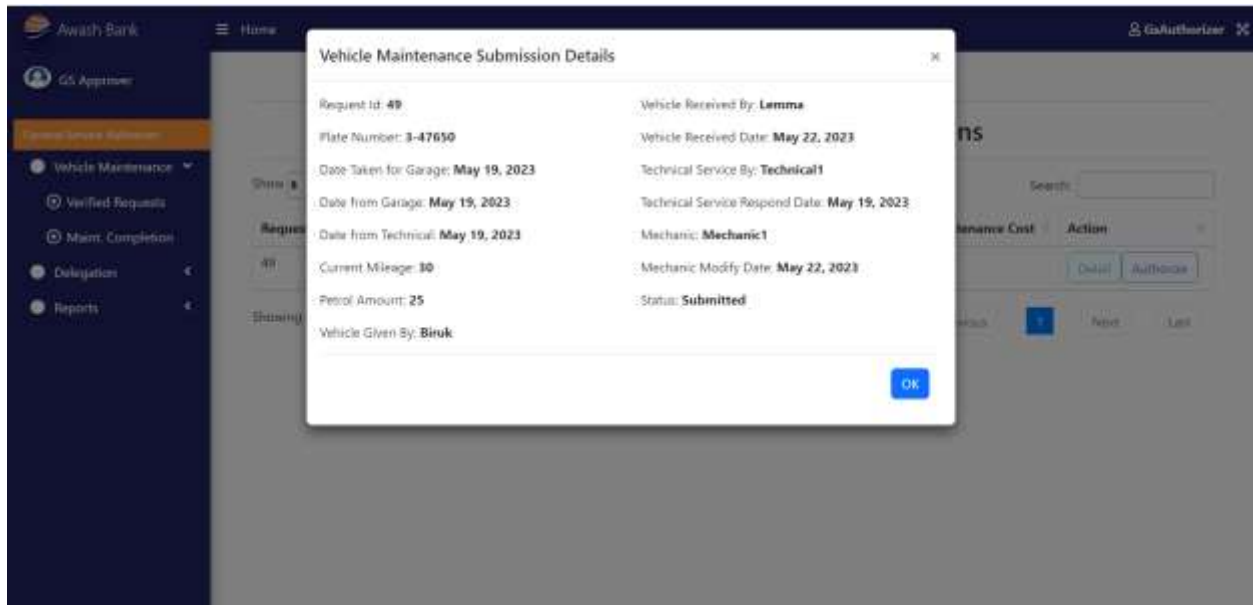


Fig 9: Maintenance Submission Details

1.2 Delegation

The following pages will allow GS approver to delegate mechanic users to allow authorization.

Click main menu M2(Fig1)

- You will see list of users you can delegate to as on Fig9.
- To delegate other users click “Delegate” button B1 (Fig9).
- A modal will open up for you to confirm the delegation as in Fig10. Click “yes” button B1 to confirm delegation and “no” button B2 to cancel the process (Fig 10)
- To deactivate delegation, click on “Deactivate” button B2 (Fig 9)
- A modal will open up for you to confirm the deactivation of the delegation as in Fig11. Click “yes” button B1 to confirm delegation and “no” button B2 to cancel the process (Fig 11)

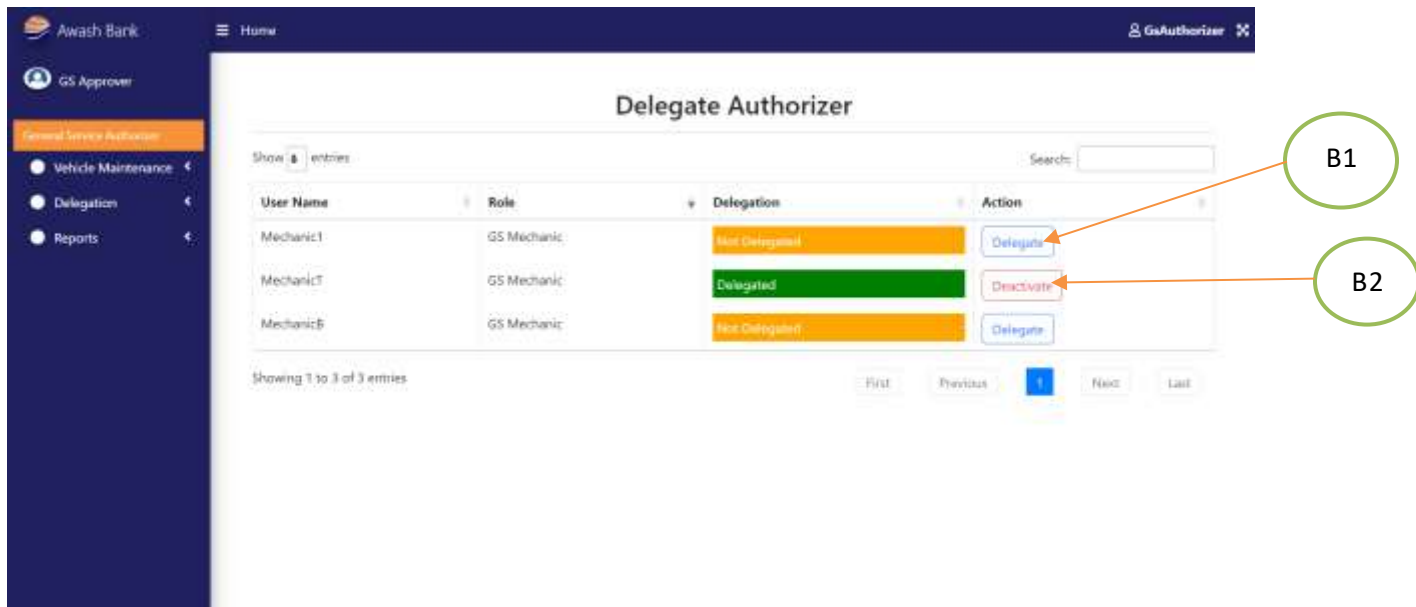


Fig 10: delegate

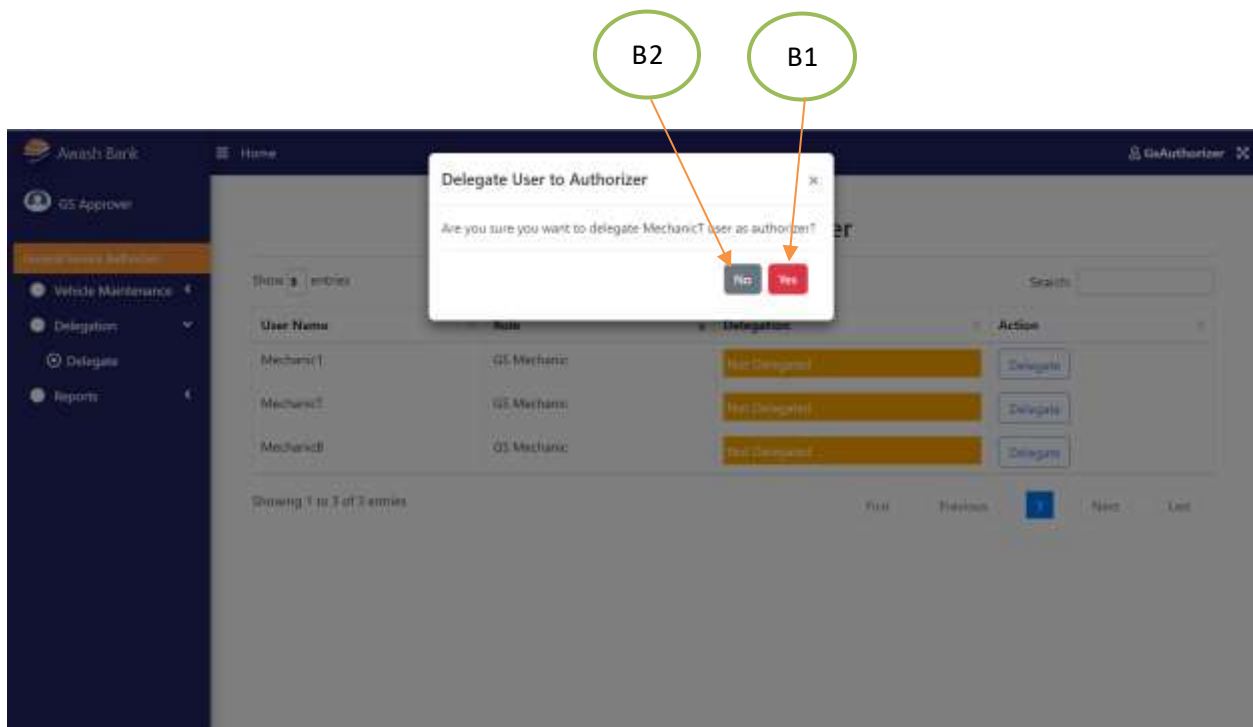


Fig 11: delegate confirmation

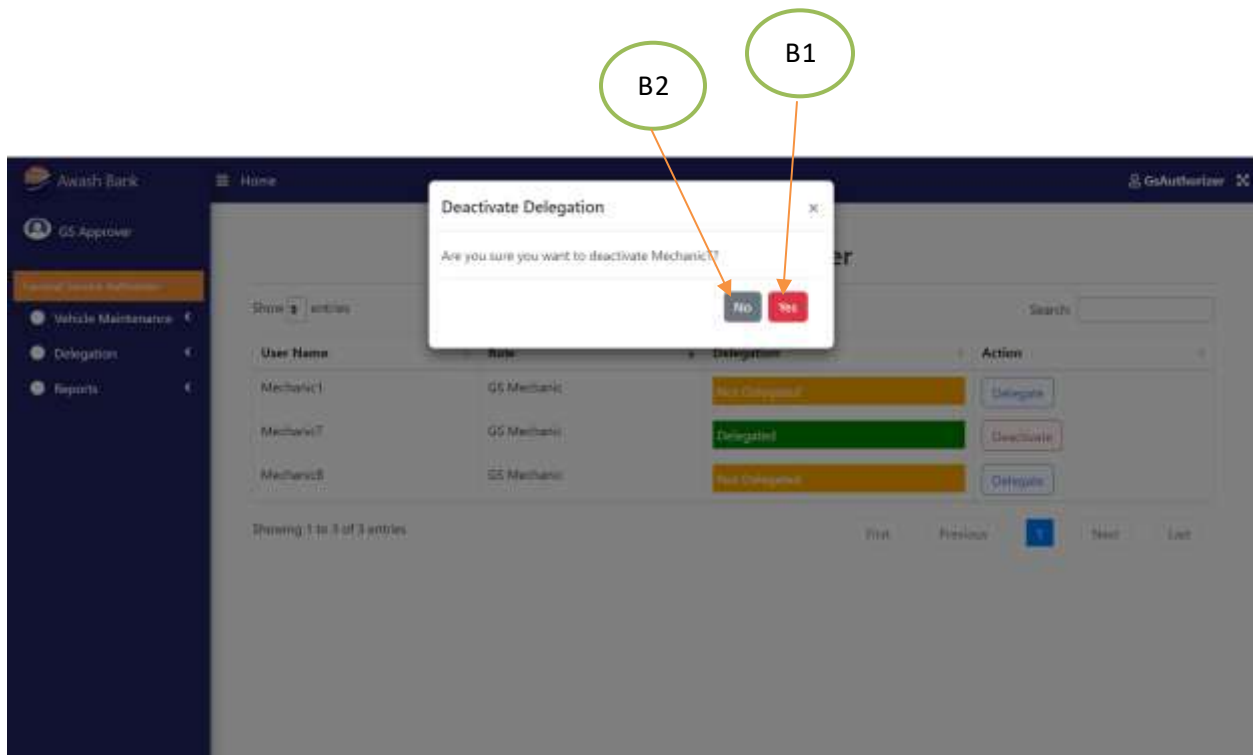


Fig 12: deactivate delegation

1.3 Reports

The following pages will allow GS approver to get reports of maintenance cost, maintenance requests and maintenance completed.

Click main menu M3(Fig1)

- Click on the sub menu "Maintenance Cost" B1 (Fig 12) to get vehicle maintenance cost report
- Select from the option of "Report by" B1 either all plate number or by plate number, "Report range" B2 either monthly or yearly and "Month" B3 to get the selected month report then click on "Show" button B4. (Fig12)
- If you select by plate number in the "Report by" drop down selection B1 (Fig12), you will get an extra input field where you can insert the plate B1 (Fig13)
- After that you will be shown a page like Fig 14 where you can get the report in excel by clicking on B1, in pdf click on B2 and to print out click on B3 (Fig 14)
- Click on the sub menu "Maint. Requests" B1 (Fig 12) to get maintenance requests report

- Select from the option of “Select Listing” B1 (Fig 15) either authorized or non-authorized requests. The default is authorized listing.
- You can also fetch requests by date range by selecting “From” B2 and “To” B3 dates (Fig 15)
- Click on the sub menu “Maint. Completion” B1 (Fig 12) to get maintenance completion report
- After that you will be shown a page like Fig 16 where you can get the report of completed maintenance requests
- You can fetch requests by date range by selecting “From” B1 and “To” B2 dates (Fig 16)

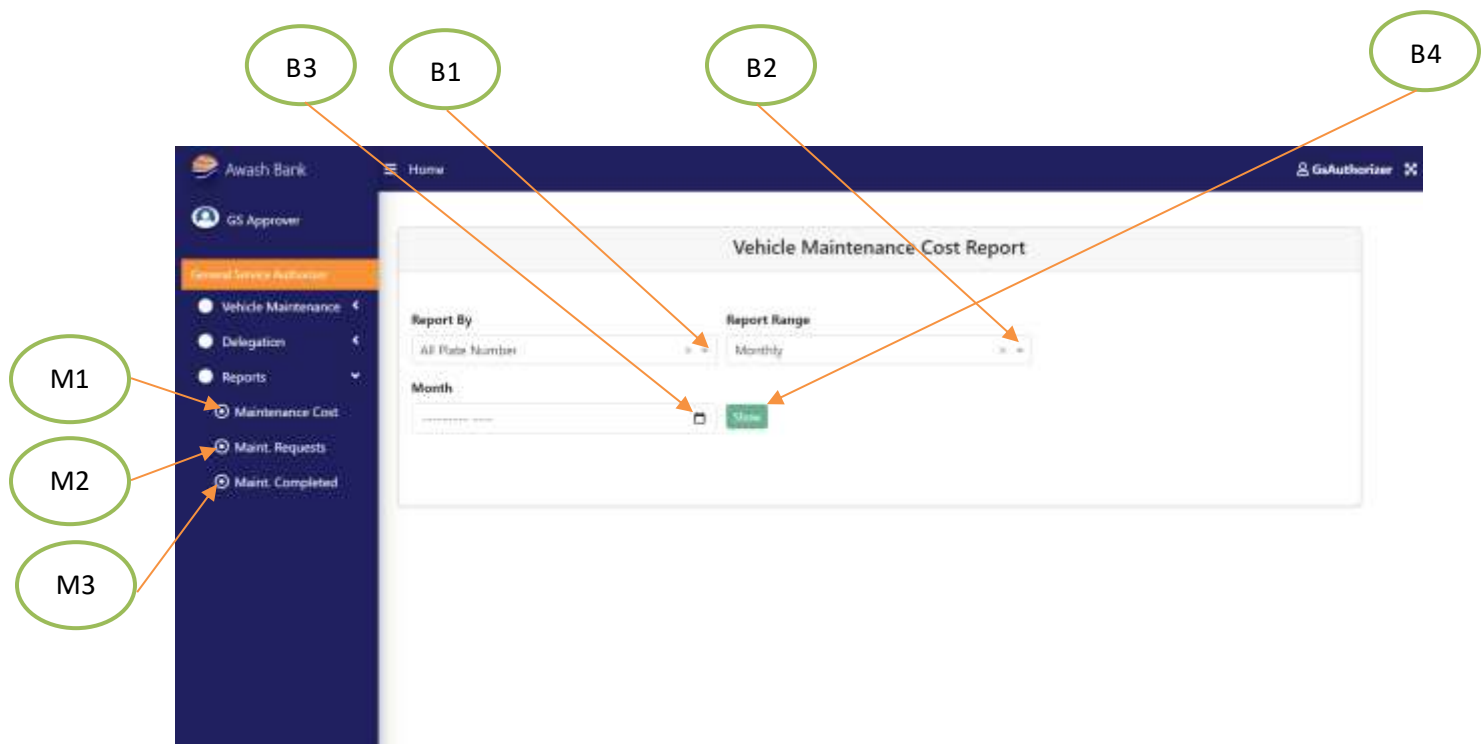


Fig 13: maintenance cost report menu

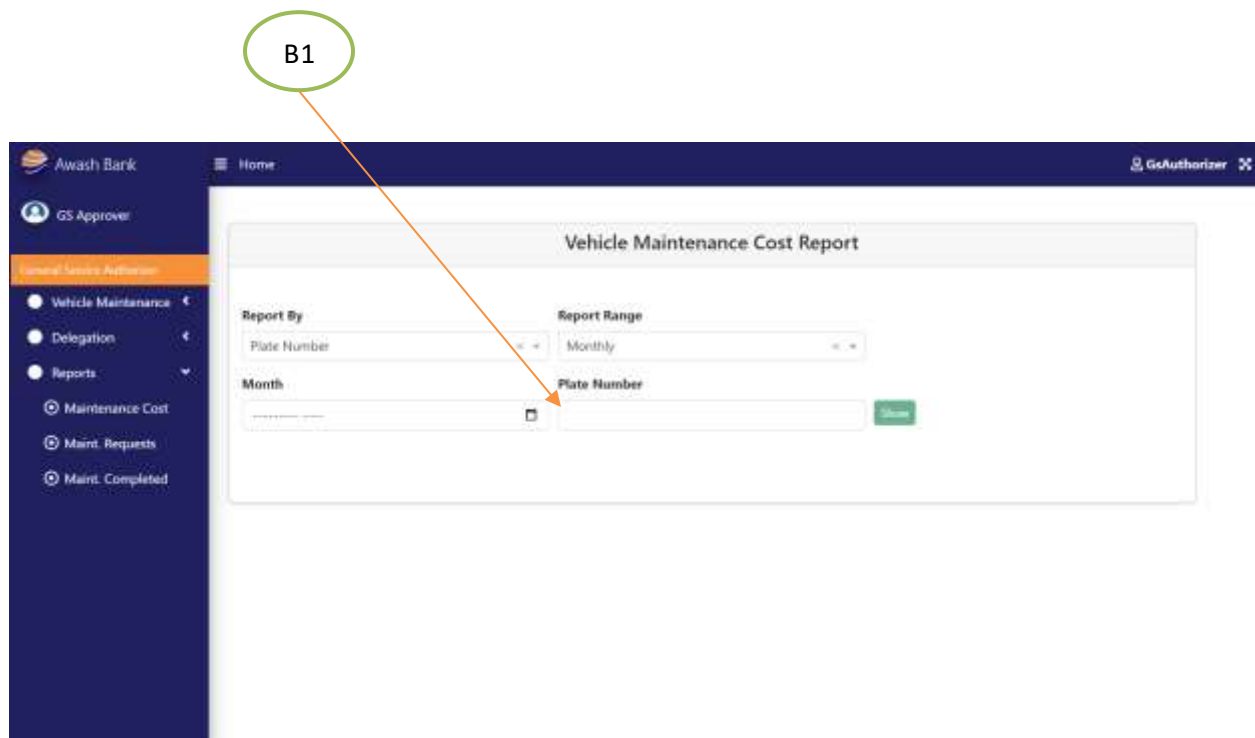


Fig 14: report by plate number

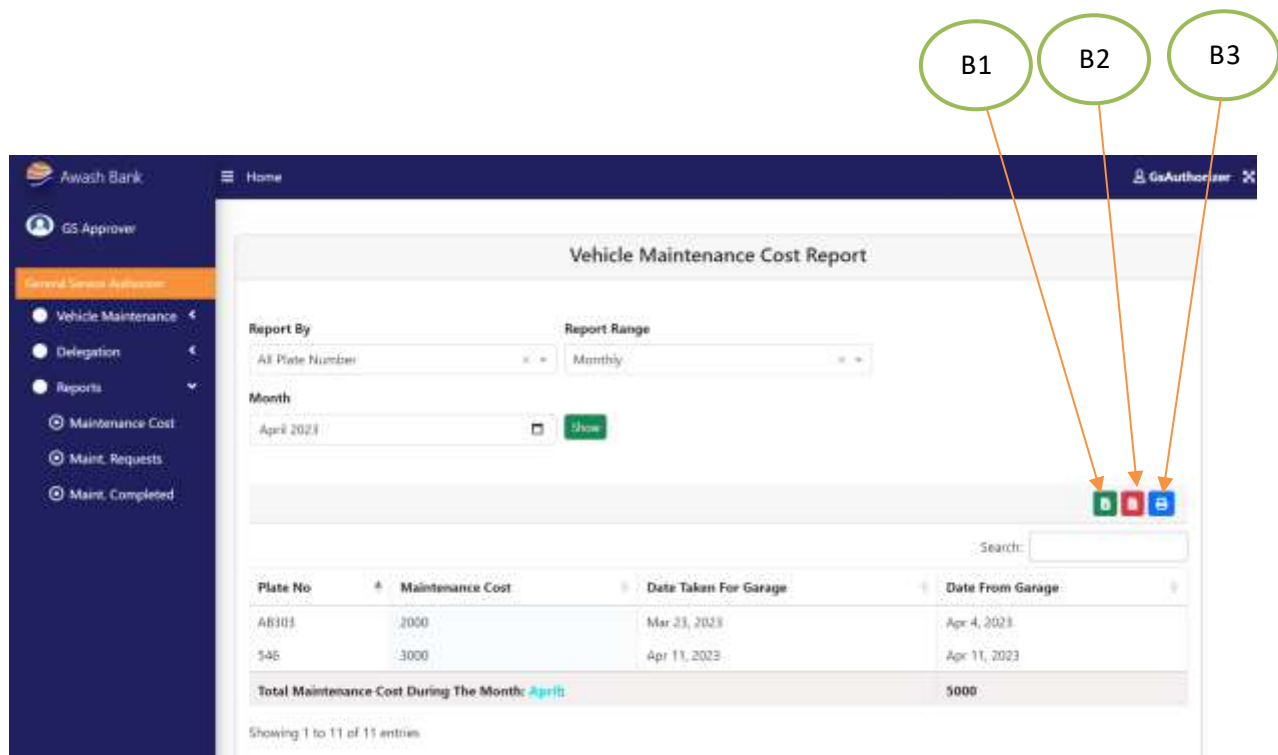


Fig 15: maintenance cost report

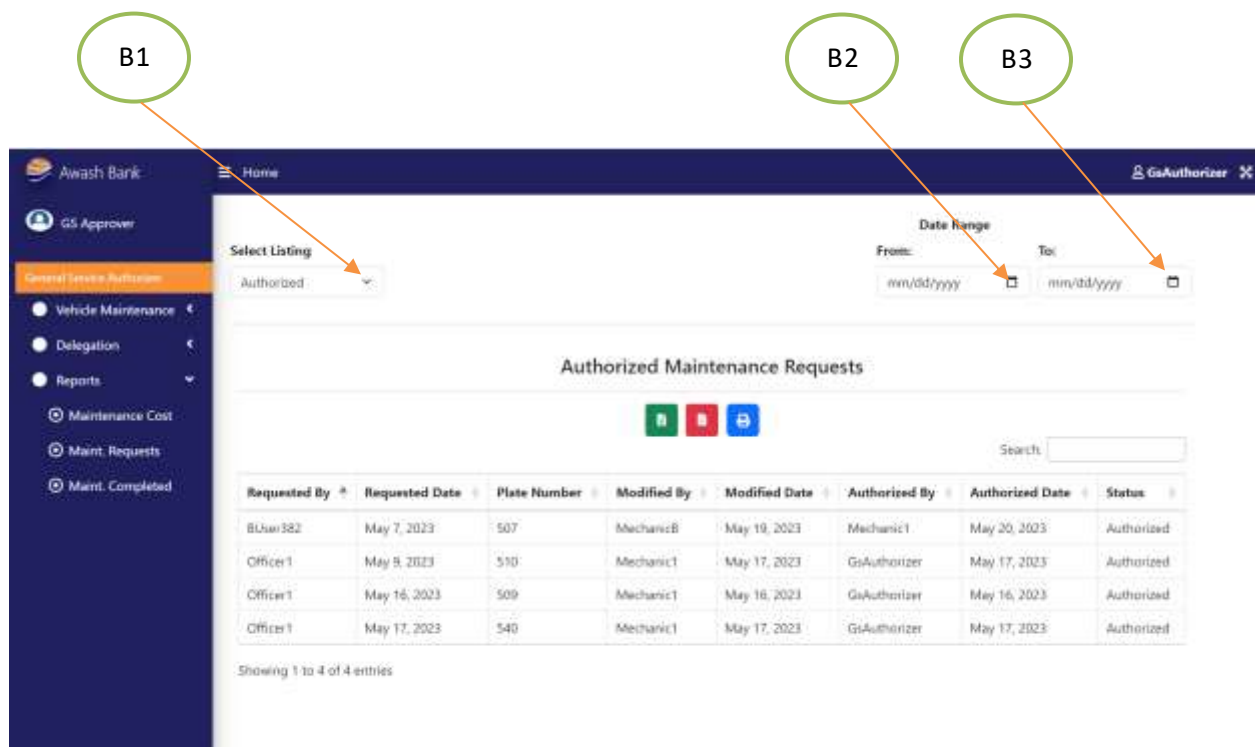


Fig 16: maintenance requests

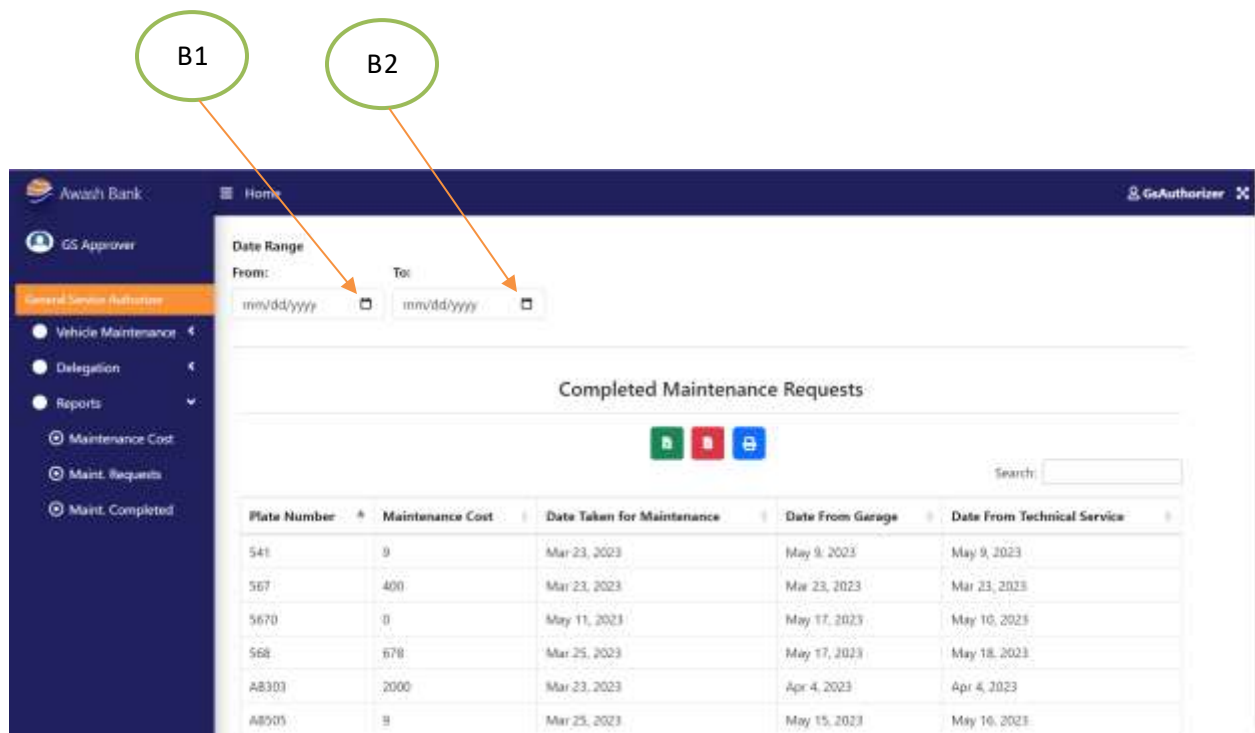


Figure 17: completed maintenance requests