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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

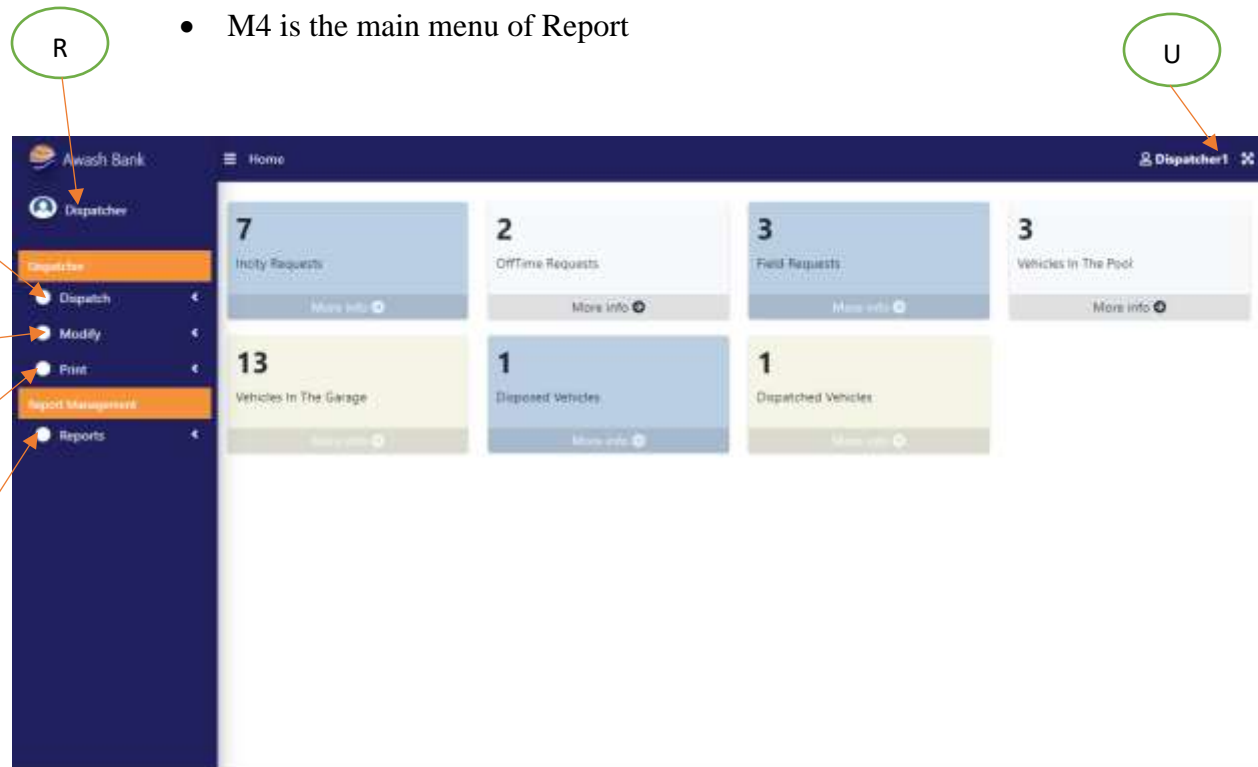


Figure 1: home page

- 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)

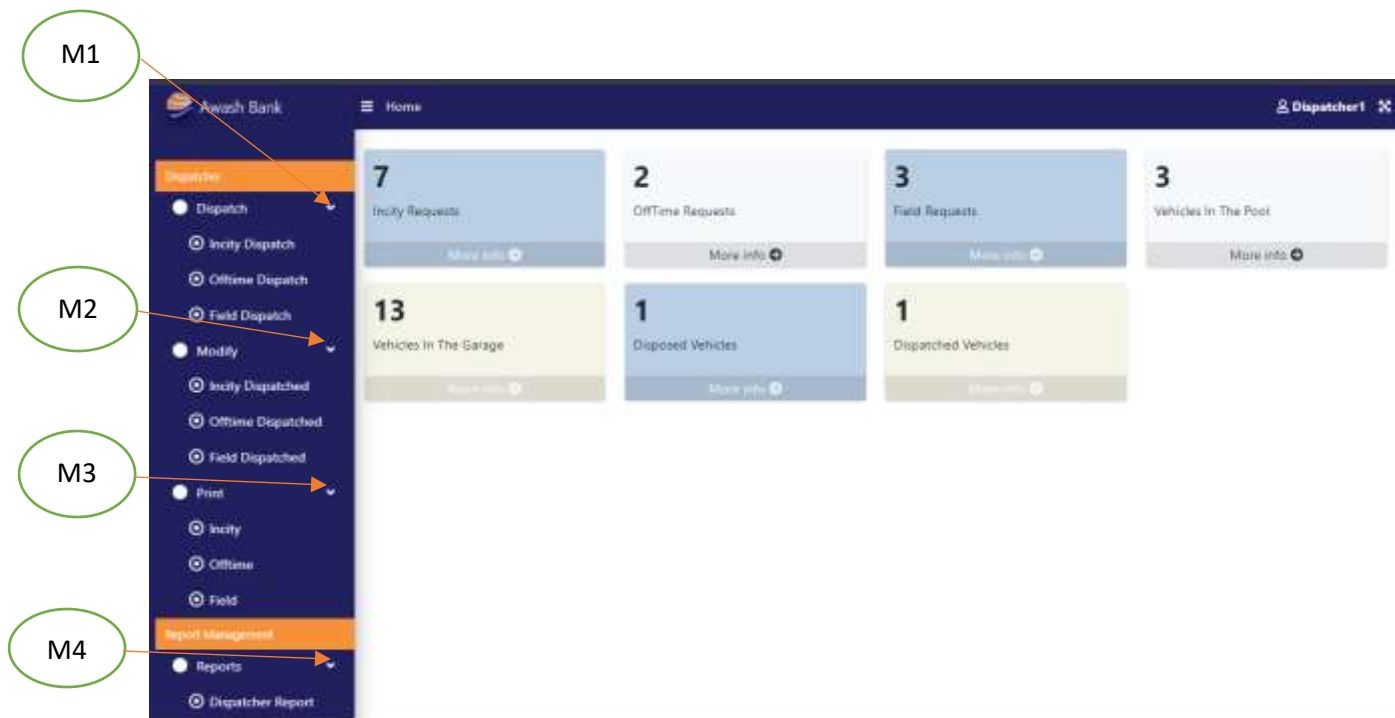


Figure 2: dispatcher menus



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

Awash Bank | Home | Dispatcher1

Dispatcher

Dispatch

Incity Dispatch

Offline Dispatch

Field Dispatch

Modify

Print

Report Management

Reports

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	Details
BUser340	Director, Personal Banking	test order	Asko	May 7, 2023	09:28 am	May 9, 2023	10:28 am	Branch Inspection	Authorized	Details
BUser382	General Technical and Security Service Directorate	Nuri	Keta branch	May 6, 2023	08:18 am	May 7, 2023	11:23 am	For inspection	Authorized	Details
BUser403	KORCOS 45	p1, p2, p3	Plasa	May 3, 2023	03:59 pm	May 5, 2023	05:00 pm	Branch Inspection	Authorized	Details
Req1	Director, Personal Banking	Passenger5, Passenger6	Plasa	Apr 9, 2023	02:35 pm	Apr 9, 2023	05:35 pm	Branch inspection	Authorized	Details

Showing 5 of 7 entries

Figure 5: authorized in-city requests

Awash Bank | Home | Dispatcher1

Dispatcher

Dispatch

Incity Dispatch

Offline Dispatch

Field Dispatch

Modify

Print

Report Management

Reports

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](#)

Figure 6: in-city request detail

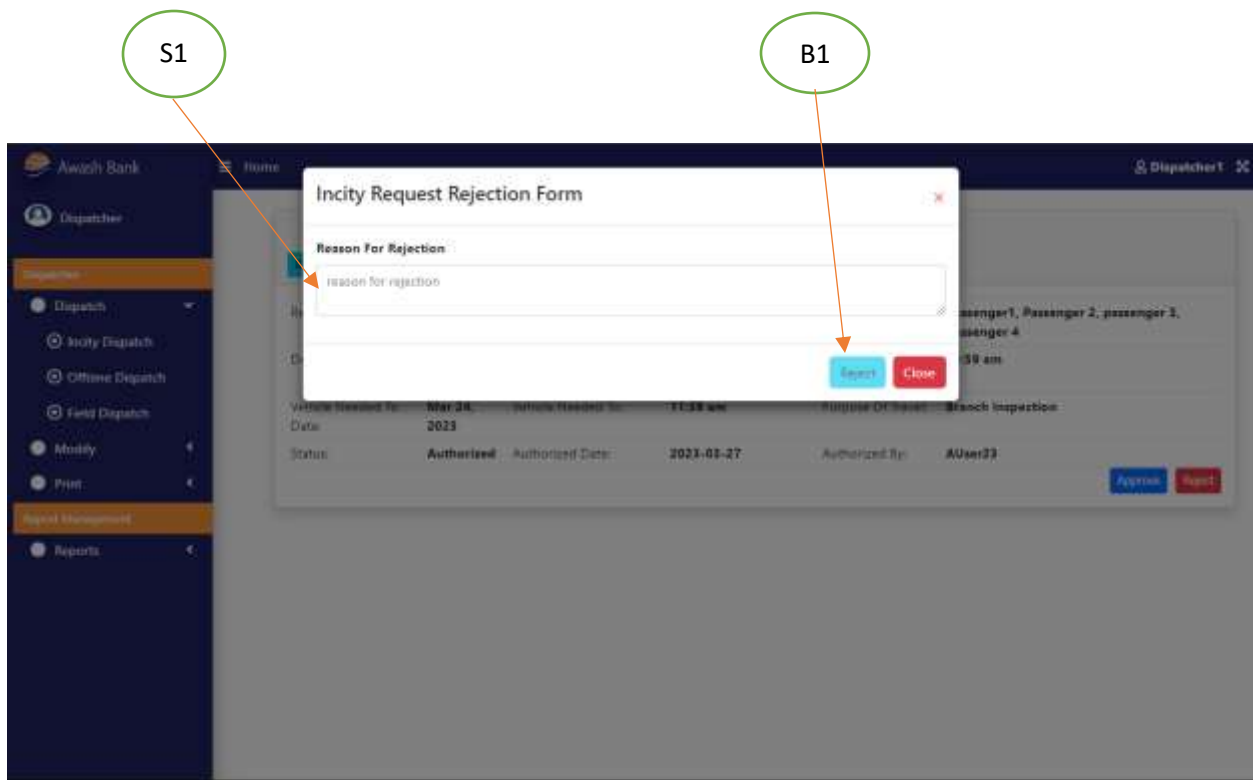


Figure 7: in-city rejection

- 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)

The screenshot shows a web application interface for a dispatcher. A modal form titled "Inciry Request Approval Form" is open. The form contains the following fields:

- Vehicle Type:** A dropdown menu with a callout B1 pointing to it.
- Vehicle Plate Number:** A text input field with a callout B2 pointing to it.
- Assigned Driver Name:** A dropdown menu with a callout B3 pointing to it.
- Departure Date:** A date picker showing 2023-03-22.
- Departure Time:** A time picker showing 10:59 AM.
- Departure KM:** A text input field showing 0.
- Return Date:** A date picker showing 2023-03-24.
- Return Time:** A time picker showing 11:59 AM.
- Approved By:** A dropdown menu showing "Dispatcher1".
- Reason:** A text input field showing "PERSON".

At the bottom right of the form are two buttons: "Approve" (blue) and "Close" (red). The background shows a sidebar with navigation options like "Dispatch", "Inciry Dispatch", "Offense Dispatch", "Field Dispatch", "Modify", "Print", "Report Management", and "Reports".

Figure 8: approve in-city request form

This screenshot shows the same "Inciry Request Approval Form" as Figure 8, but with the "Assigned Driver Name" dropdown menu open. The menu displays a list of driver names:

- Sense Lamesha Toll
- Seble Desalegn
- Saysa Chemeda Tamirat
- Endale Tishun
- Abeshu Kebede Abebe
- Gara

The "Approve" and "Close" buttons are still visible at the bottom right of the form.

Figure 9: driver name for in-city approval

B1

The screenshot shows the 'Incity Request Approval Form' with the following details:

Vehicle Type	Vehicle Plate Number	Assigned Driver Name
Pick up	503	Endale Tishum

Departure Date	Departure Time	Departure KM
2023-01-22	10:59 AM	800

Return Date	Return Time	Approved By
2023-03-24	11:59 AM	Dispatcher1

Reason:

Buttons: Approve Close

Notification: Driver Endale Tishum is currently Assigned to another Request

Figure 10: driver assigned

The screenshot shows the 'Incity Request Approval Form' with the following details:

Vehicle Type	Vehicle Plate Number	Assigned Driver Name
Pick up	503	Soble Desalegn

Departure Date	Departure Time	Departure KM
2023-01-22	10:59 AM	800

Return Date	Return Time	Approved By
2023-03-24	11:59 AM	Dispatcher1

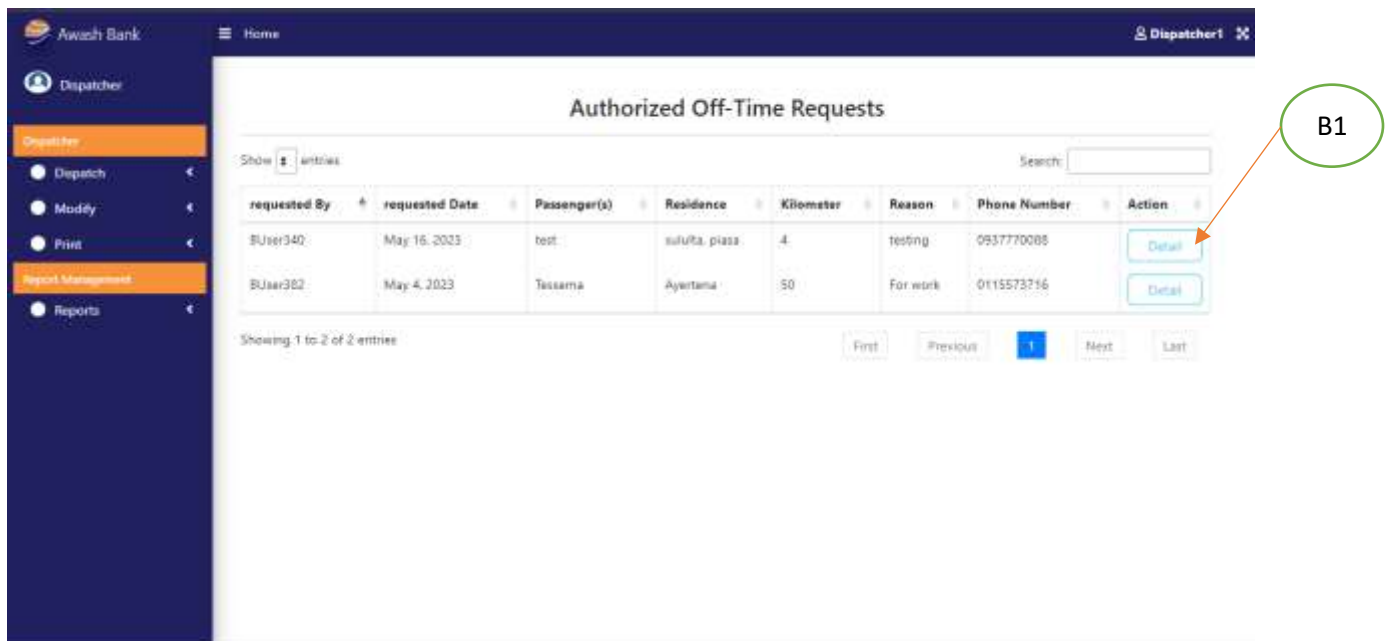
Reason:

Buttons: Approve Close

Figure 11: approve in-city request

B1

- 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)



Authorized Off-Time Requests

Show 2 entries

requested By	requested Date	Passenger(s)	Residence	Kilometer	Reason	Phone Number	Action
BUser340	May 16, 2023	test	sulu/ta. piass	4	testing	0937770085	Detail
BUser382	May 4, 2023	Tessama	Ayeritama	50	For work	0115573716	Detail

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Figure 12: authorized off-time requests

OffTime Request Detail

[Back](#)

Directorate/Branch:	Director, Personal Banking	Requested By:	BUser340	Requested Date:	May 16, 2023
Reason for Request:	testing	Vehicle Needed From:	11:15 am	Vehicle Needed To:	12:15 am
Name of Passengers:	test	Residential Area:	sululta, plasa	Telephone:	0937770088
Departure Date:	May 16, 2023	Morning Time:	11:15 am	Night Time:	
Return Date:	May 17, 2023	Return Time:	11:15 am	Kilometer:	4
Status:	Checked	Authorized By:	Authorizer1	Authorized Date:	May 15, 2023

[Dispatch](#)

B1

Figure 13: off-time request details

Dispatch Off-time Request

[Back](#)

Vehicle Type	Vehicles On Pool
Assigned Driver name	Km Reading on Departure
Approved By	Approval Date

[Dispatch](#)

B1

B2

B3

Figure 14: off-time dispatch form

B1

The screenshot shows a web application interface for 'Awash Bank' with a 'Dispatcher' role. A modal window titled 'Dispatch Off-time Request' is open. The form contains the following fields:

- Vehicle Type:** Pick up
- Vehicles On Pool:** 540
- Assigned Driver name:** Endale Tishun (highlighted with a blue border and a yellow tooltip that reads 'Driver is currently assigned to another Request')
- Km Reading on Departure:** 54000
- Approved By:** Dispatcher1
- Approval Date:** 2023-05-15

At the bottom right of the modal is a blue 'Dispatch' button. In the background, a table lists vehicle details for 'v540', including 'Requested Date: May 16, 2023', 'Vehicle Needed To: 12:15 am', 'Telephone: 0937770088', 'Night Time: 4', and 'Authorized Date: May 15, 2023'. A 'Back' button is visible in the top left of the modal.

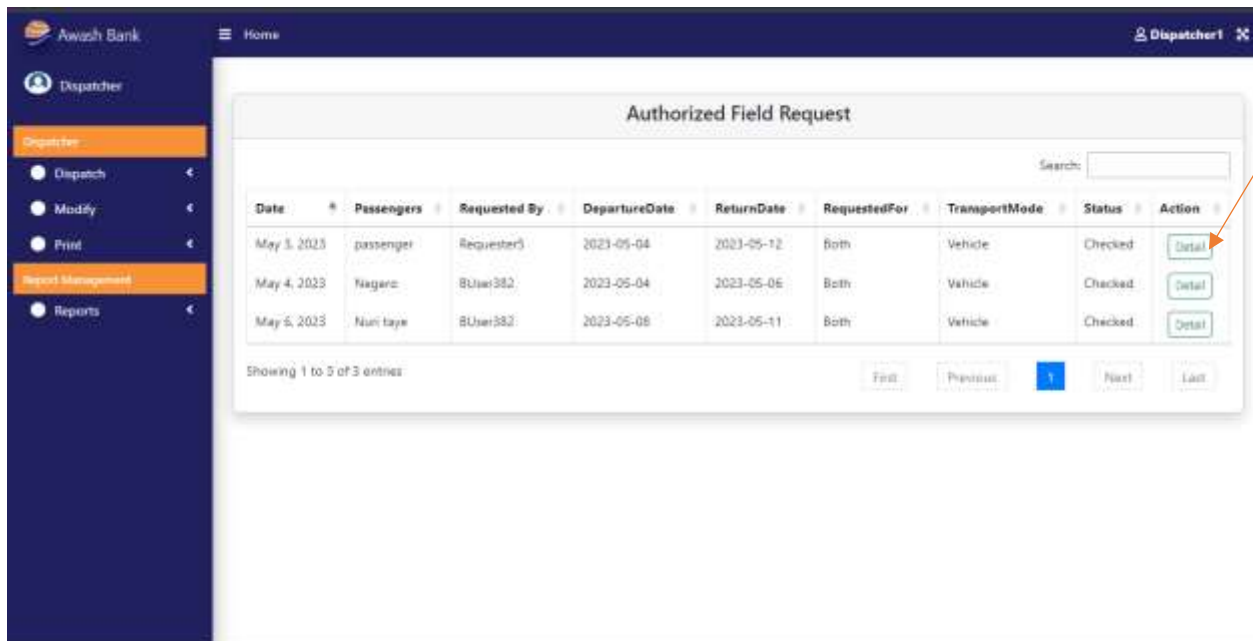
Figure 15: driver assigned off-time

This screenshot shows the same 'Dispatch Off-time Request' modal window. The 'Assigned Driver name' field now contains 'Driver demo'. The 'Dispatch' button at the bottom right is highlighted with a blue border. A yellow tooltip is visible over this button, reading 'Driver is currently assigned to another Request'. A green circle with the label 'B1' is positioned to the right of the modal, with an arrow pointing to the highlighted 'Dispatch' button. The background table and other form elements remain the same as in Figure 15.

B1

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)



Awash Bank | Home | Dispatcher1

Dispatcher

Dispatches

- Dispatch
- Modify
- Print

Report Management

- Reports

Authorized Field Request

Search:

Date	Passengers	Requested By	DepartureDate	ReturnDate	RequestedFor	TransportMode	Status	Action
May 3, 2023	passenger	Requester5	2023-05-04	2023-05-12	Both	Vehicle	Checked	Detail
May 4, 2023	Nigero	BUser382	2023-05-04	2023-05-06	Both	Vehicle	Checked	Detail
May 5, 2023	Nuri tayn	BUser382	2023-05-08	2023-05-11	Both	Vehicle	Checked	Detail

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Figure 17: authorized field requests

Awash Bank

Home

Dispatcher

Dispatcher

Dispatch

Modify

Print

Report Management

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Back

Directorate:	Director, Personal Banking	Passenger ID:	passenger	Requested By:	Requester5
Departure Date:	May 4, 2023	Return Date:	May 12, 2023	No. Of Days:	8 day(s)
Transport Mode:	Vehicle	Purpose:	some purpose	Requested For:	Both
KM:	400 km	Contingency:	20 km	Total KM:	420 km
Destination Branch:	600	Destination City:	20	Claim Expense From:	head office
Material Loaded:	20 kg	Requested Date:	May 3, 2023		

Dispatch

B1

Figure 18: authorized field request detail

Awash Bank

Home

Dispatcher

Dispatcher

Dispatch

Modify

Print

Report Management

Reports

Dispatch Field Request

Vehicle Type

Plate No

Driver

Distance Traveled/Litre

Salary/Perdiem

KM on Single Trip

KM on Double Trip

Estimated Fuel(Litre)

Litres in Birr

Estimated Fuel (In Birr)

No of Days

Perdiem/Day(In Birr)

Total Perdiem & Accomodation(In Birr)

Grand Total(In Birr)

Cash Advanced

Date Dispatched

KM Reading On Departure

Approved By

Approved Date

Dispatch

Close

B2

B3

B1

Figure 19: dispatch field request form

B1

The screenshot shows a 'Dispatch Field Request' form with a red alert banner at the top stating 'Vehicle Insurance Already Expired Before: 97 Days'. The form contains several input fields for vehicle and trip details. A red arrow points from the 'B1' label to the alert banner.

Vehicle Type	Plate No	Driver	Distance Traveled/Litre	Salary/Perdiem
Van	513			salary..

KM on Single Trip	KM on Double Trip	Estimated Fuel(Litre)
600	1220	244

Litres in Birr	Estimated Fuel (InBirr)	No of Days	Perdiem/Day(InBirr)
89.52	10962.679999999997	5	perdiem/day

Total Perdiem & Accomodation(in Birr)	Grand Total(In Birr)	Cash Advanced
0	0	0

Date Dispatched	KM Reading On Departure	Approved By	Approved Date
2023-05-16	110	Dispatchert	2023-05-1

Buttons: Dispatch, Close

Figure 20: insurance expiry alert

The screenshot shows the same 'Dispatch Field Request' form, but with data entered in the fields. A red arrow points from the 'B1' label to the 'Dispatch' button.

Vehicle Type	Plate No	Driver	Distance Traveled/Litre	Salary/Perdiem
Van	513	Bonnie Lamessa T...		5000

KM on Single Trip	KM on Double Trip	Estimated Fuel(Litre)
600	1220	244

Litres in Birr	Estimated Fuel (InBirr)	No of Days	Perdiem/Day(InBirr)
89.52	10962.679999999997	5	500

Total Perdiem & Accomodation(in Birr)	Grand Total(In Birr)	Cash Advanced
4000	20962.679999999997	8000

Date Dispatched	KM Reading On Departure	Approved By	Approved Date
2023-05-16	110	Dispatchert	2023-05-1

Buttons: Dispatch, Close

Figure 21: dispatch field request

B1

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)

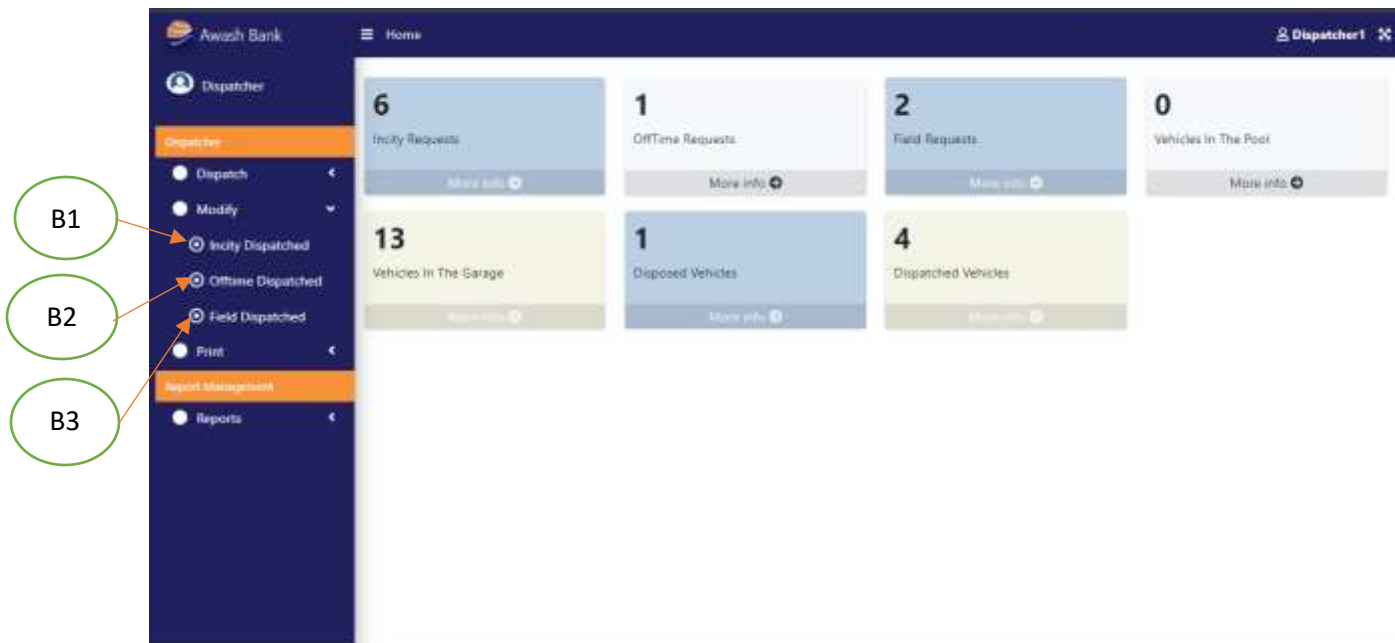


Figure 22: modify requests

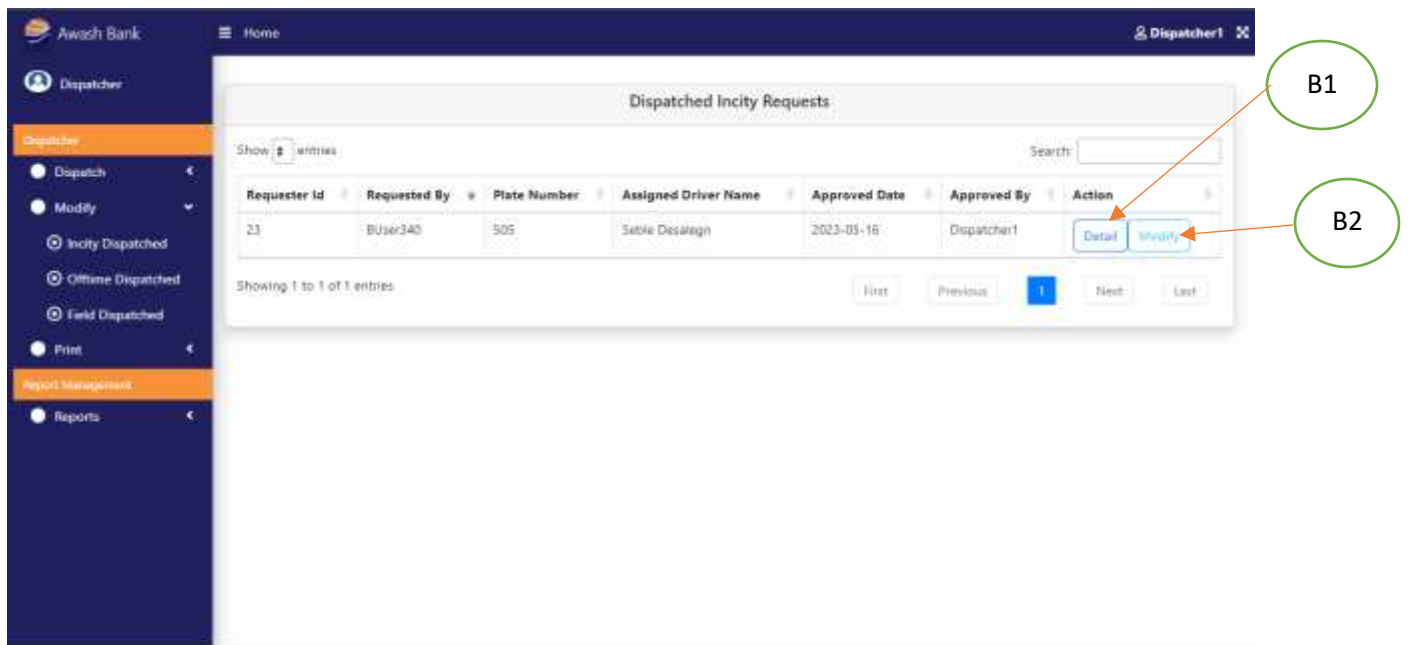


Figure 23: dispatched in-city requests

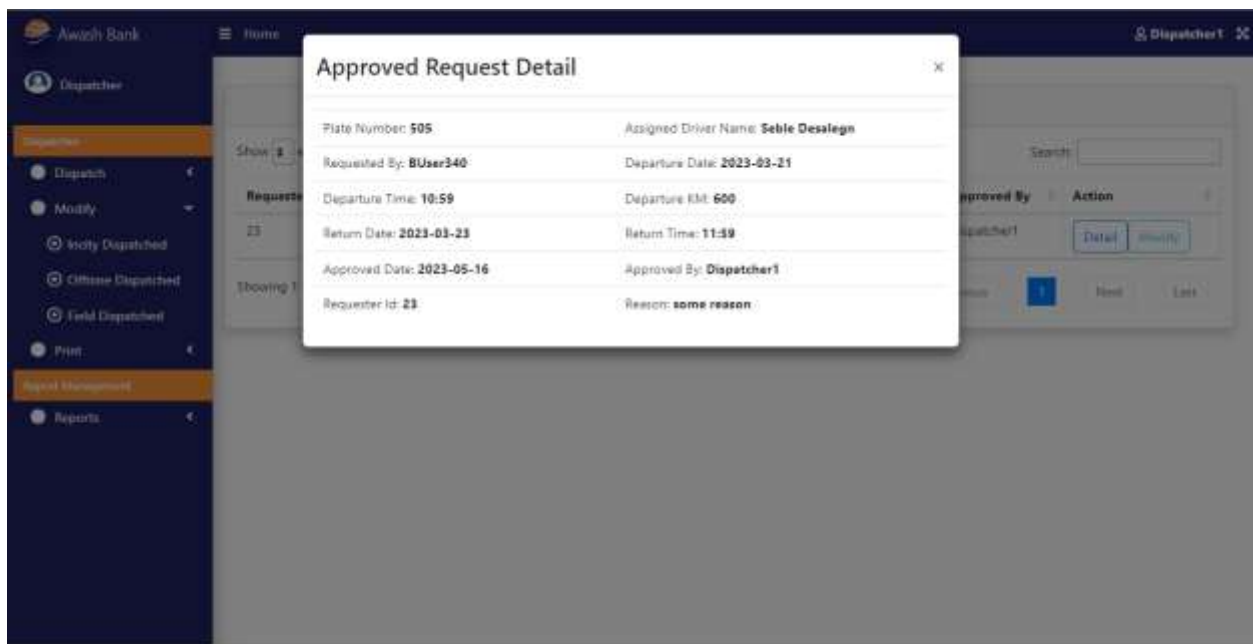


Figure 24: dispatched in-city detail

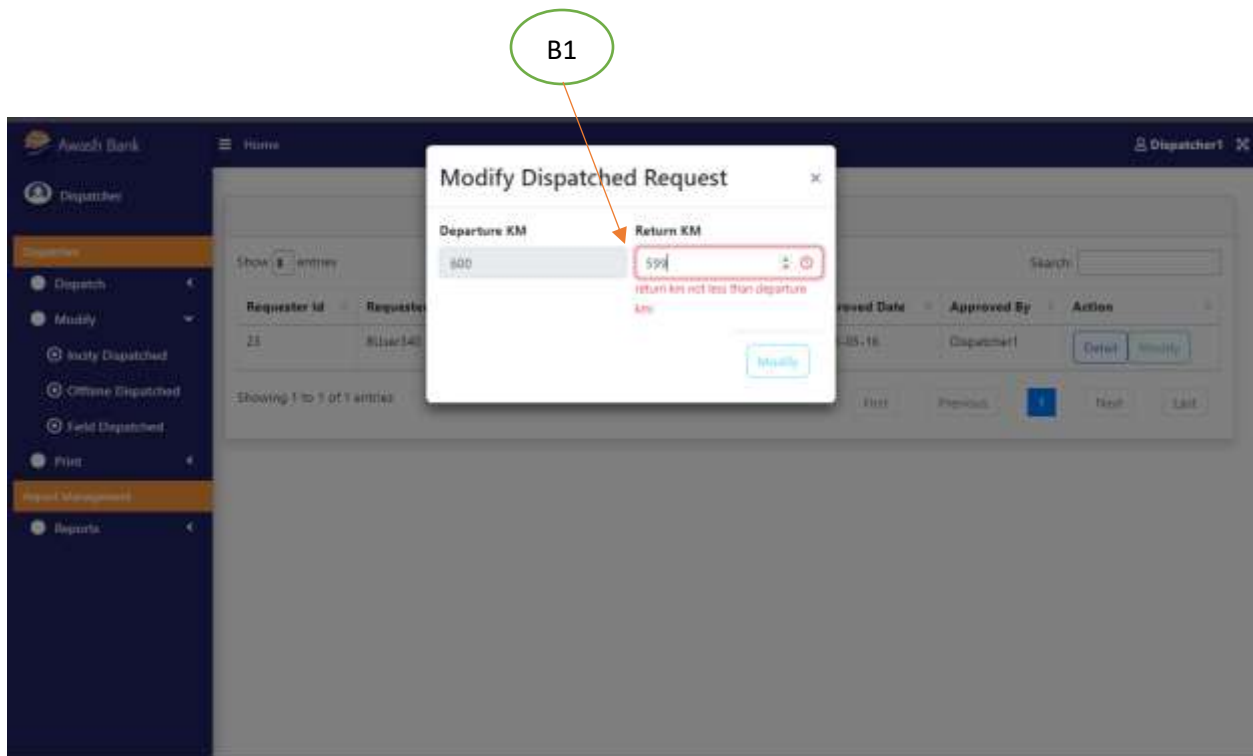


Figure 25: in-city insert return km

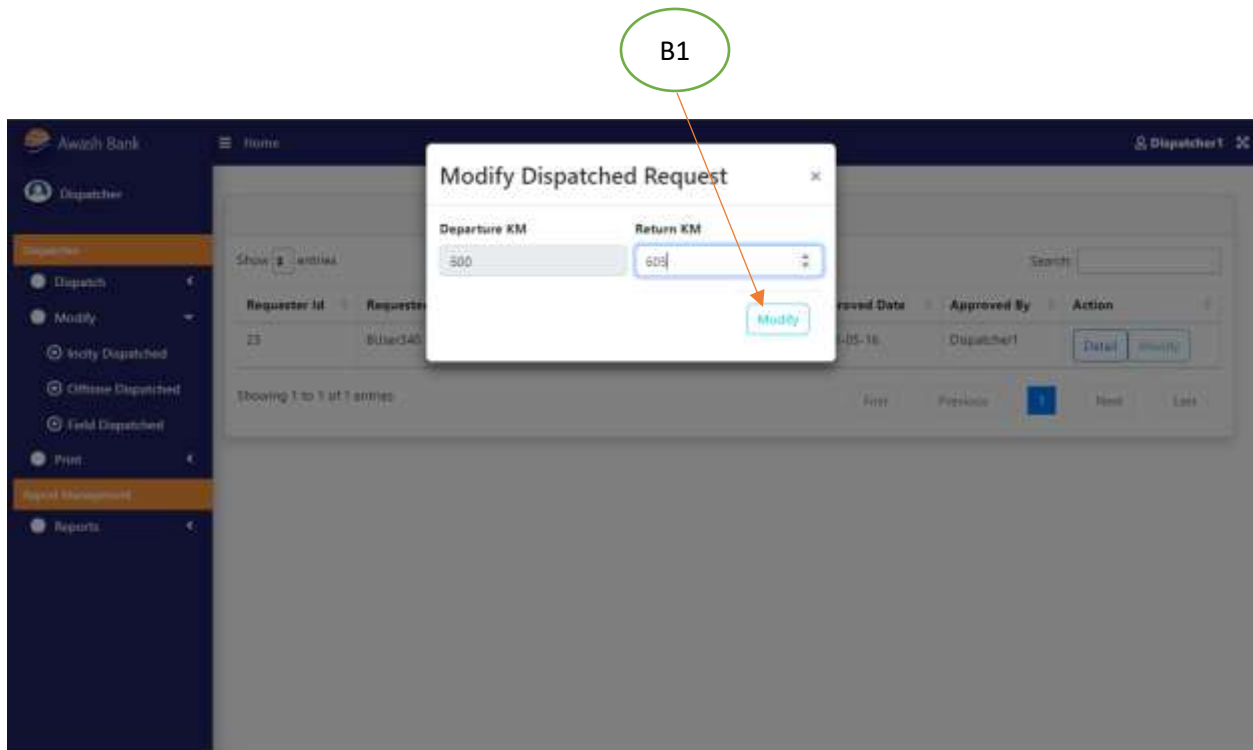


Figure 26: in-city return request

- 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)

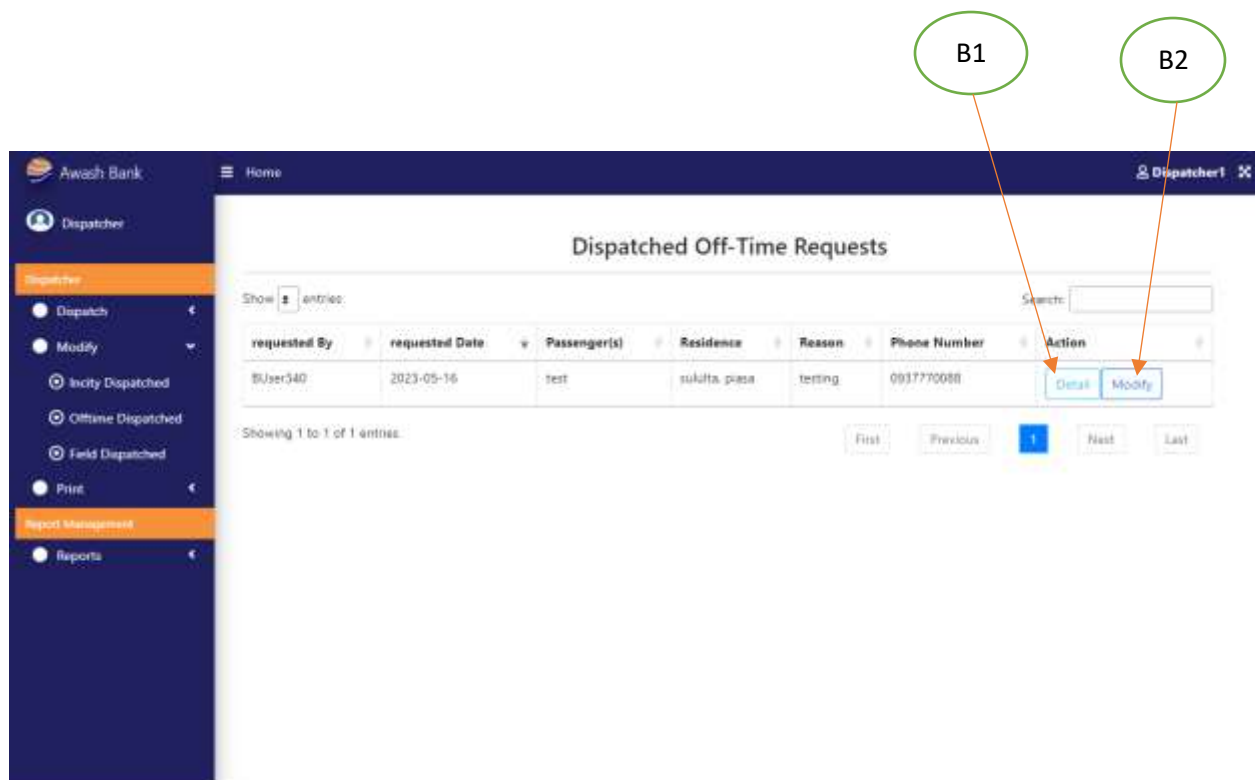


Figure 27: dispatched off-time requests

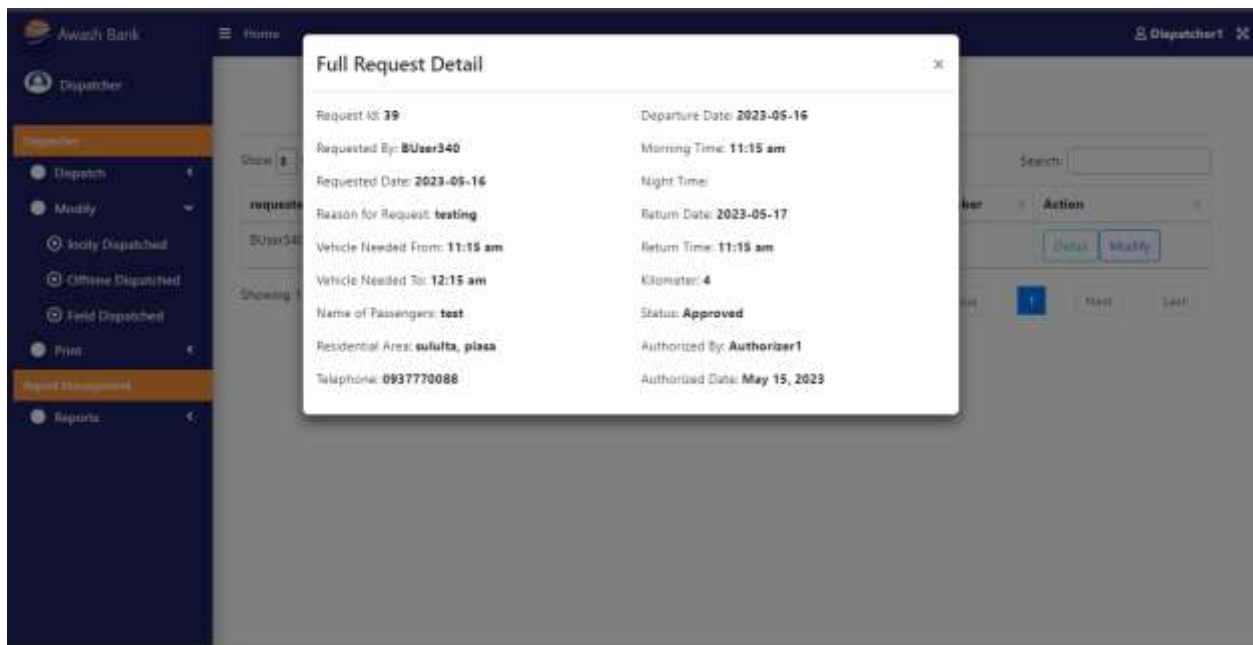


Figure 28: dispatched off-time detail

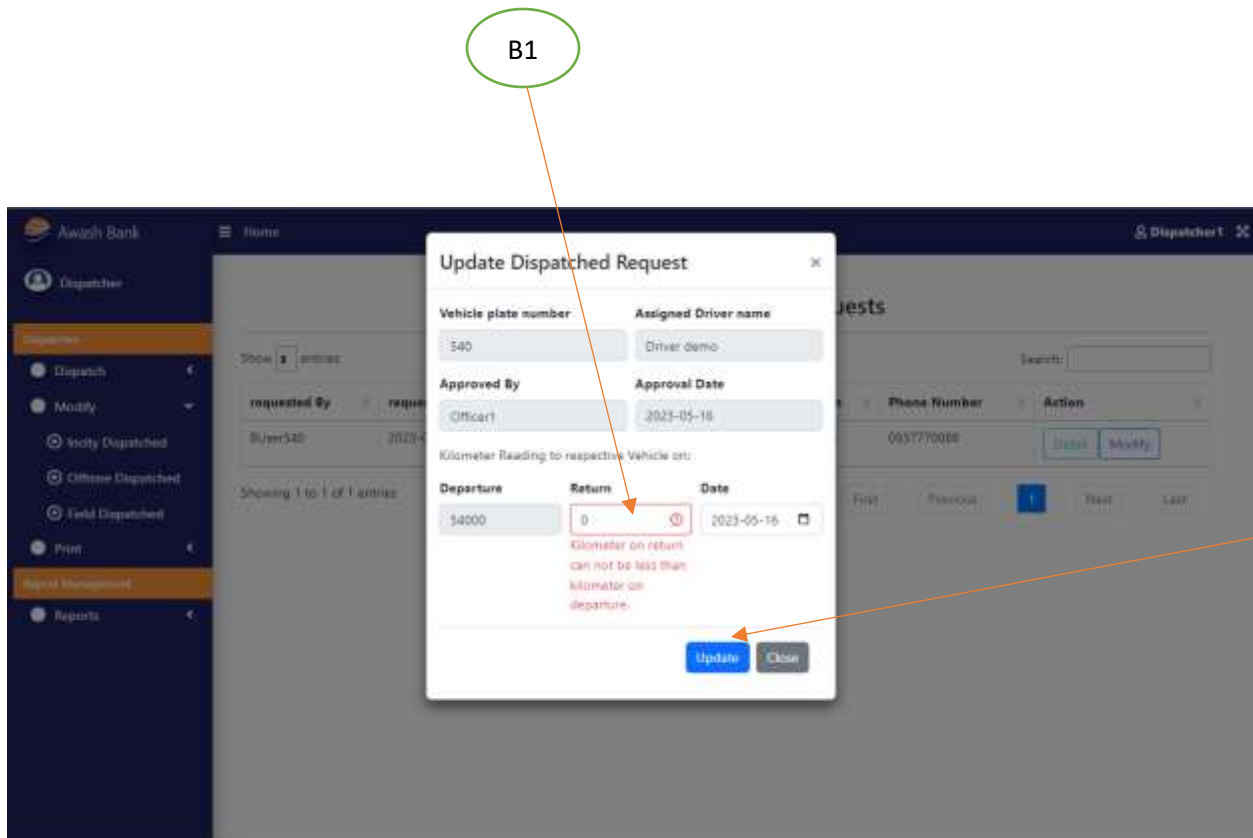


Figure 29: off-time return

- 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)

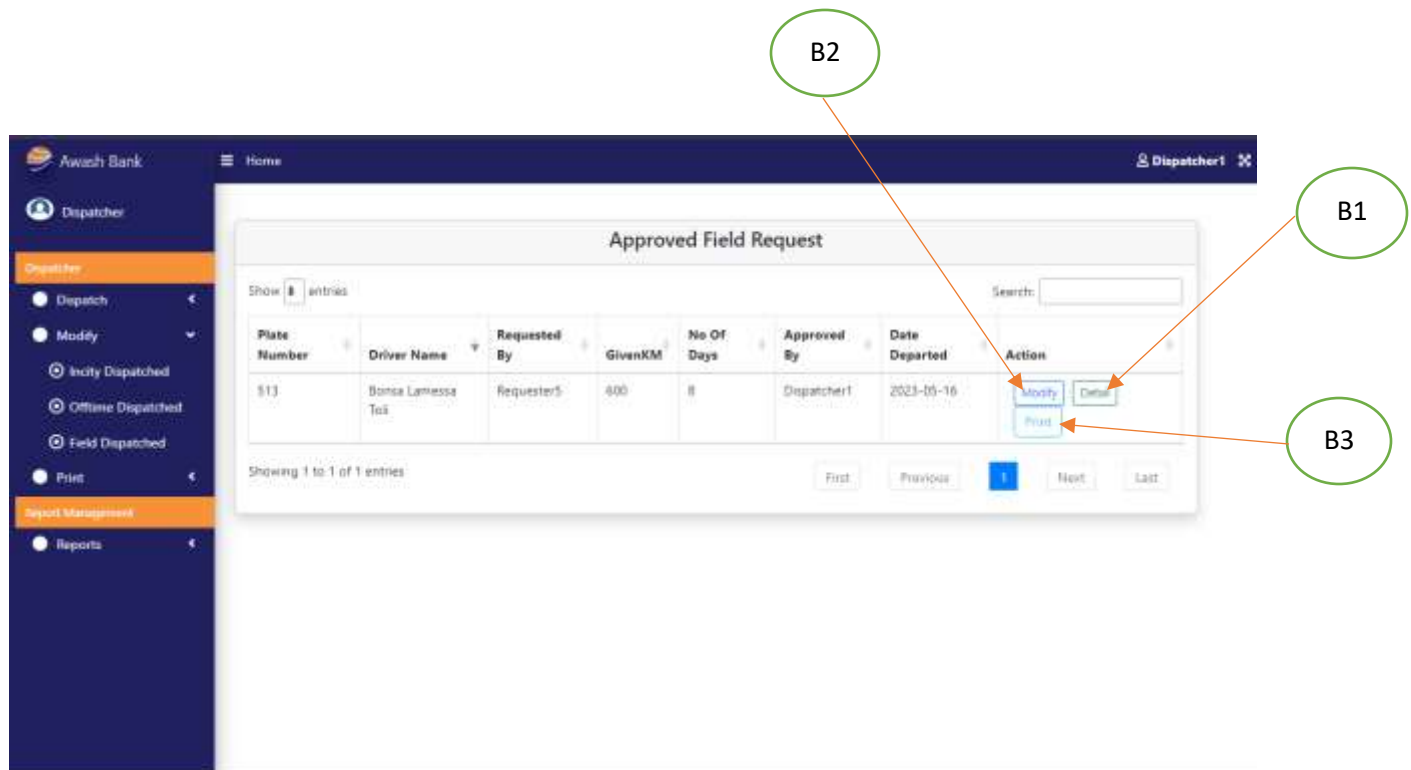


Figure 30: dispatched field requests



Figure 31: dispatched field detail

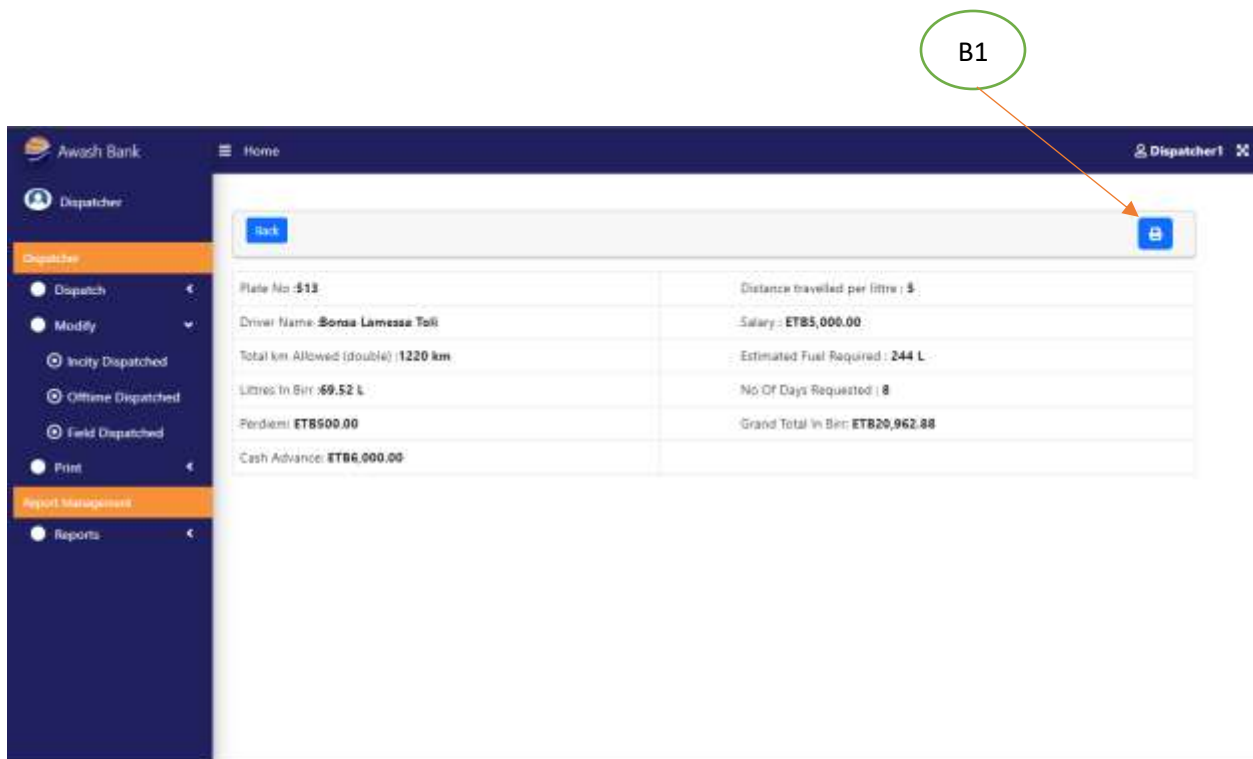


Figure 32: dispatched advance payment

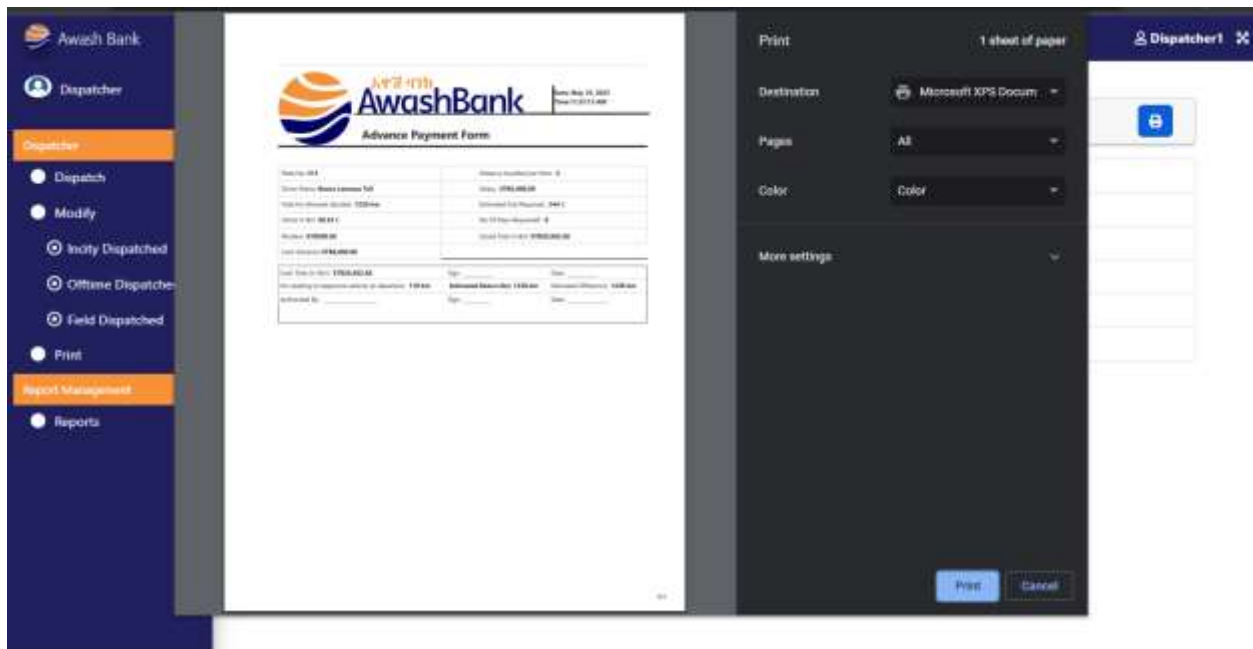


Figure 33: field advance payment print out

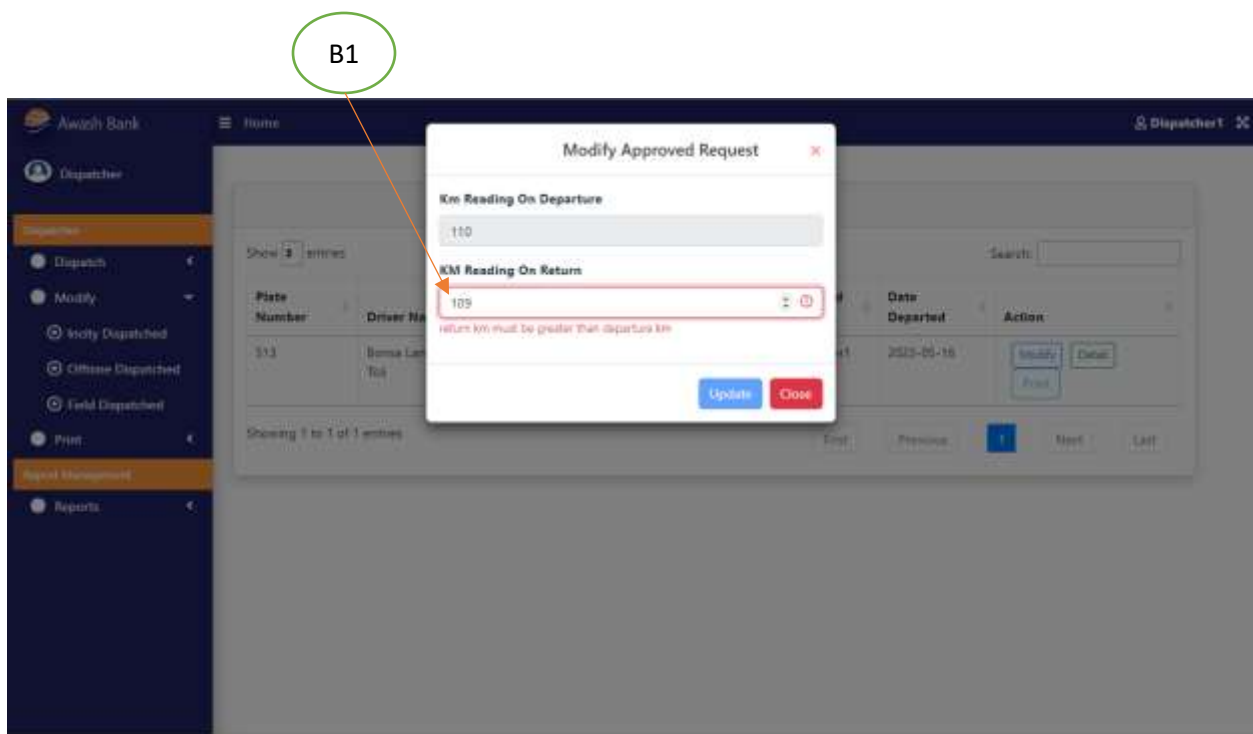


Figure 34: field return km

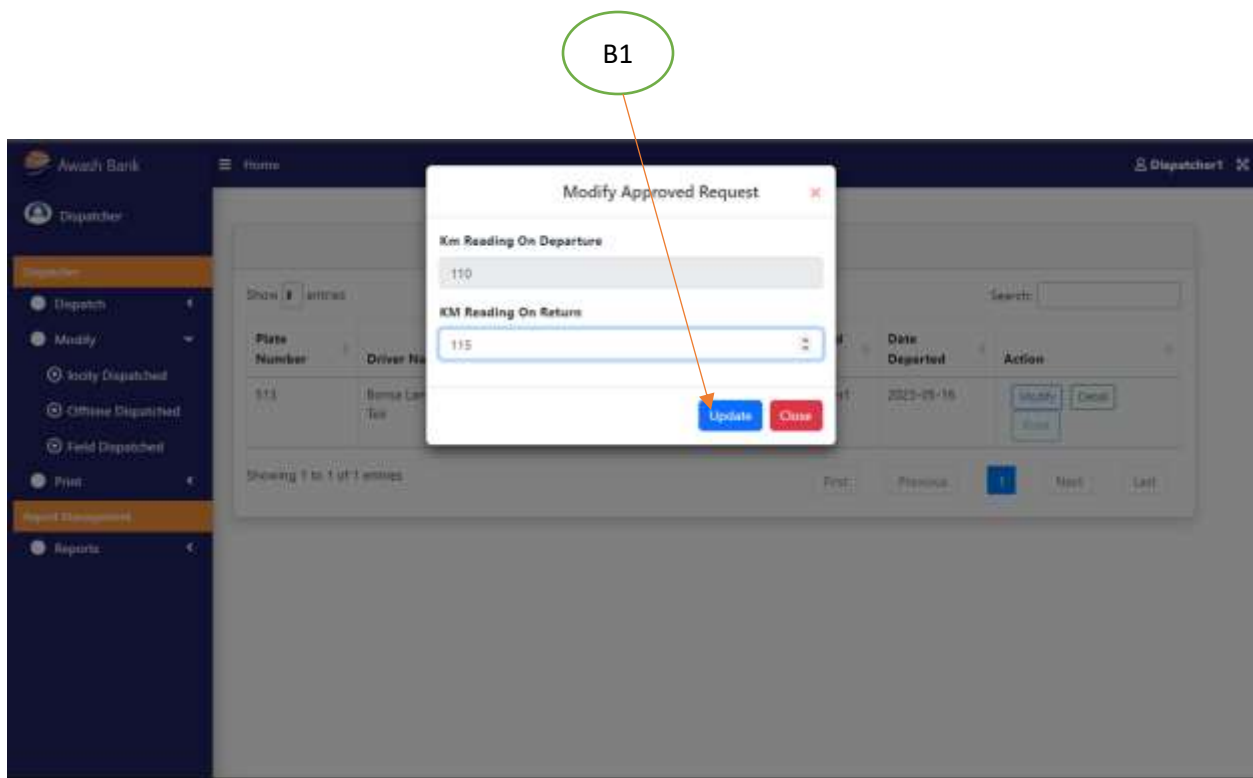


Figure 35: field modify request

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.

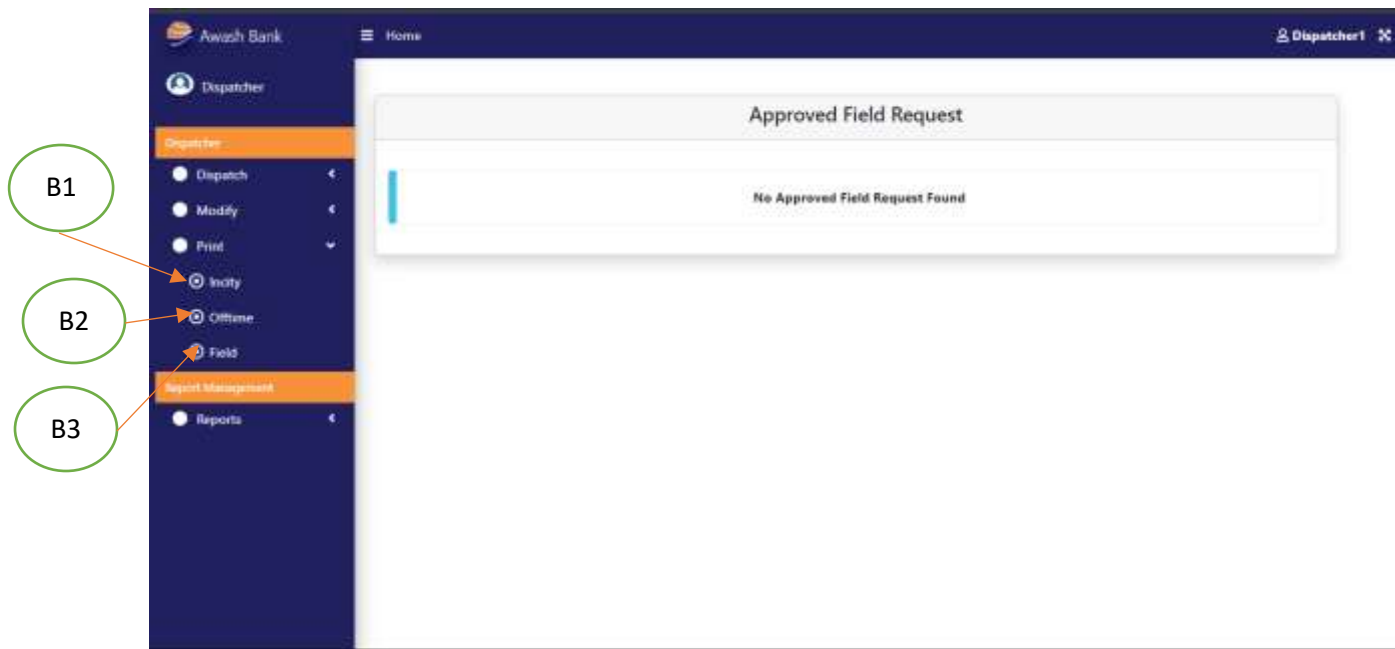


Figure 36: print menu

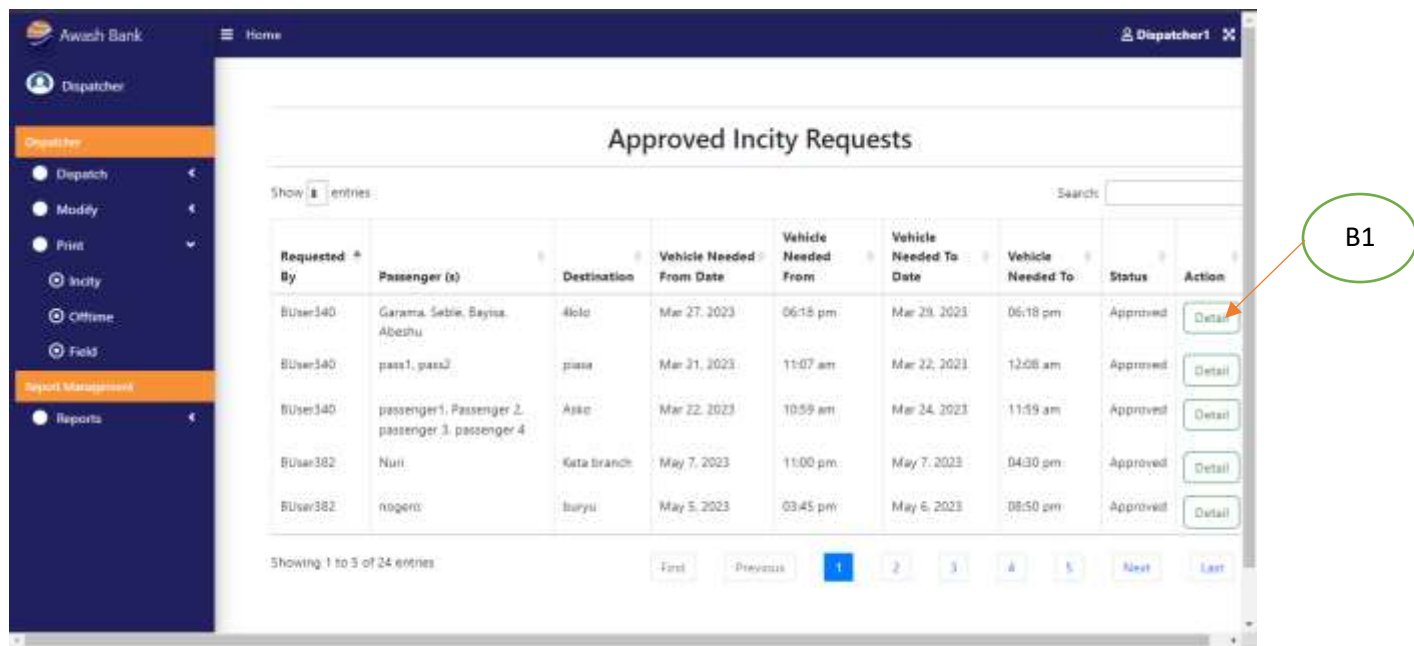


Figure 37: in-city requests for print

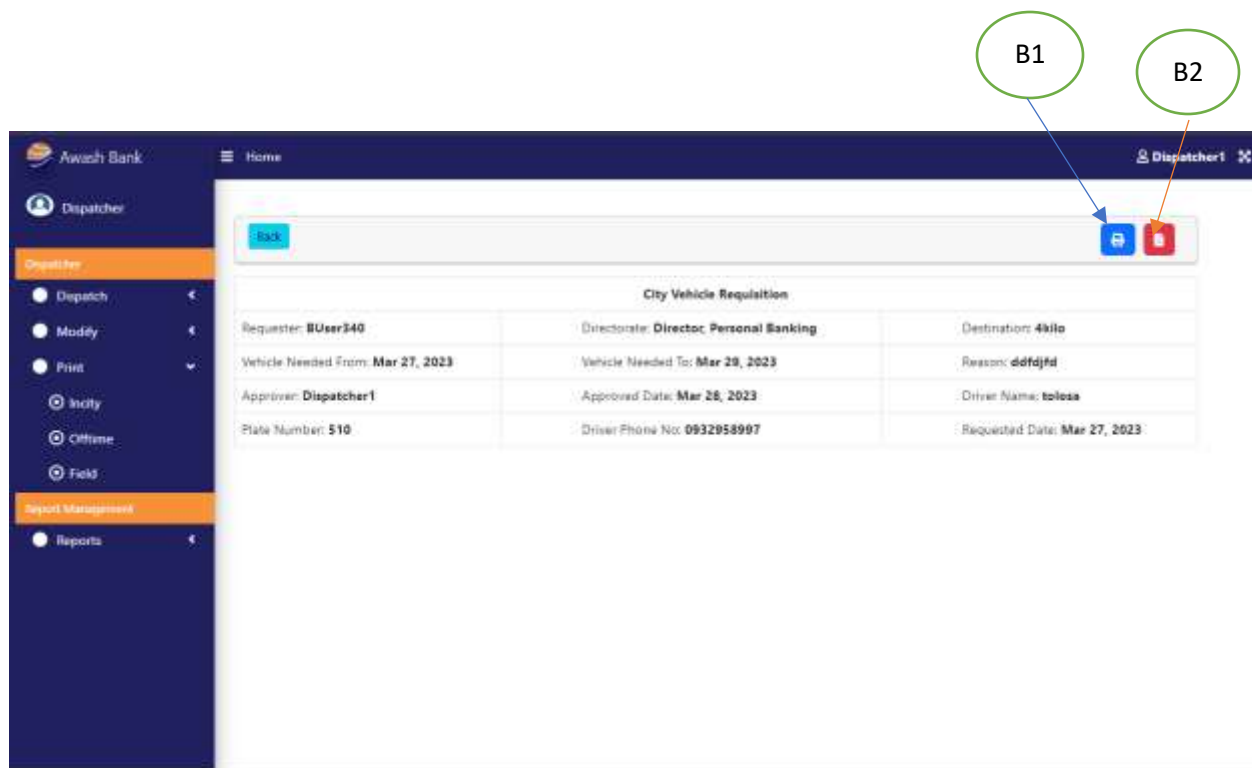


Figure 38: in-city request detail for print

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.

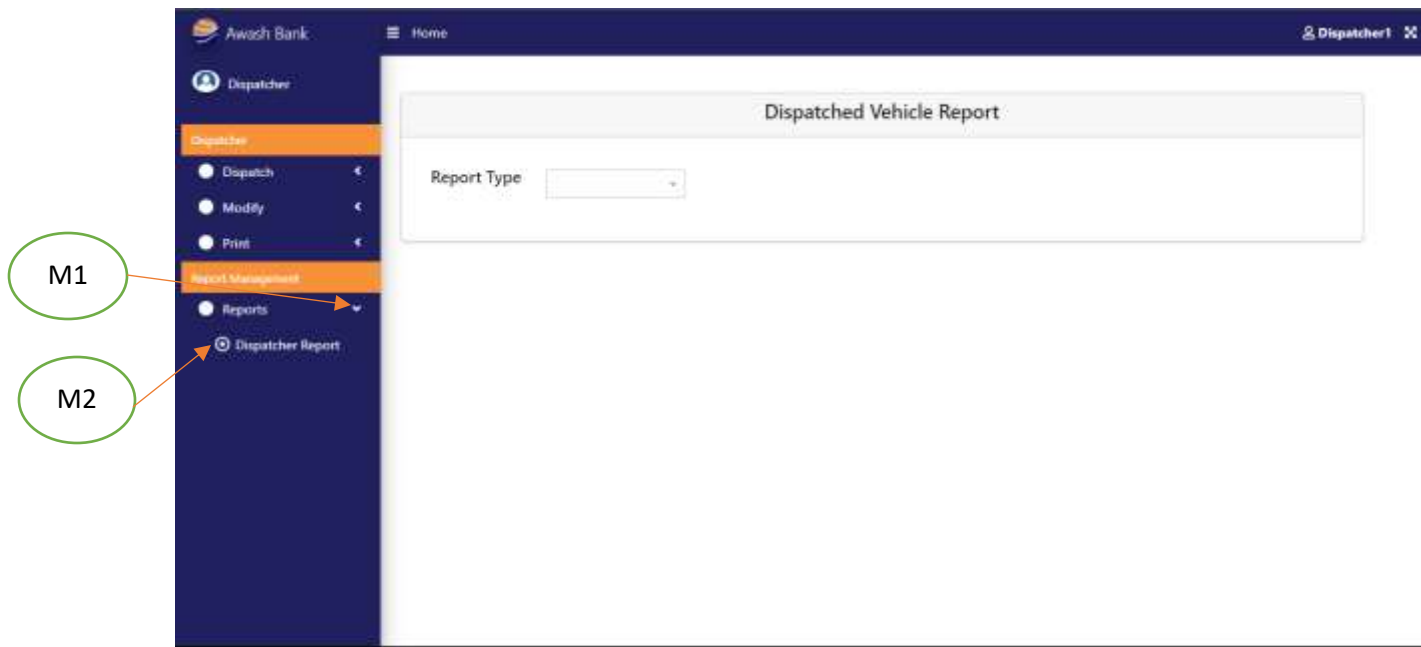


Figure 39: reports menu

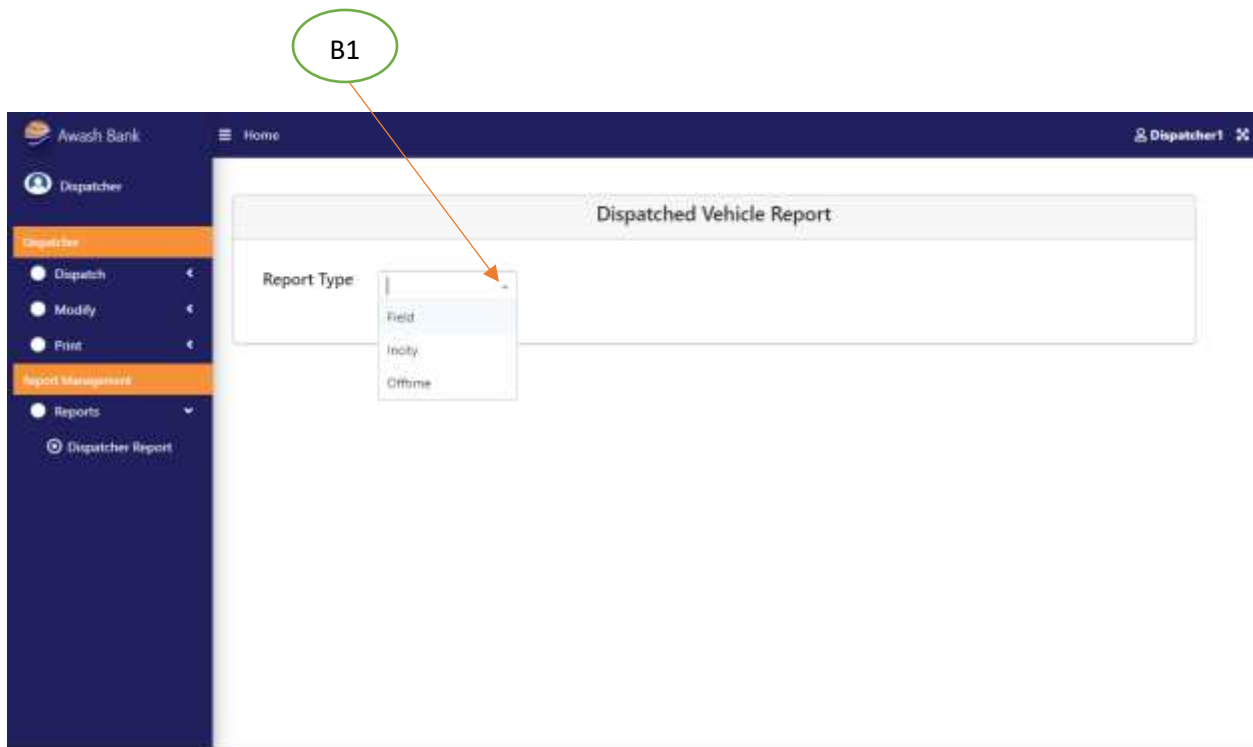


Figure 40: report type

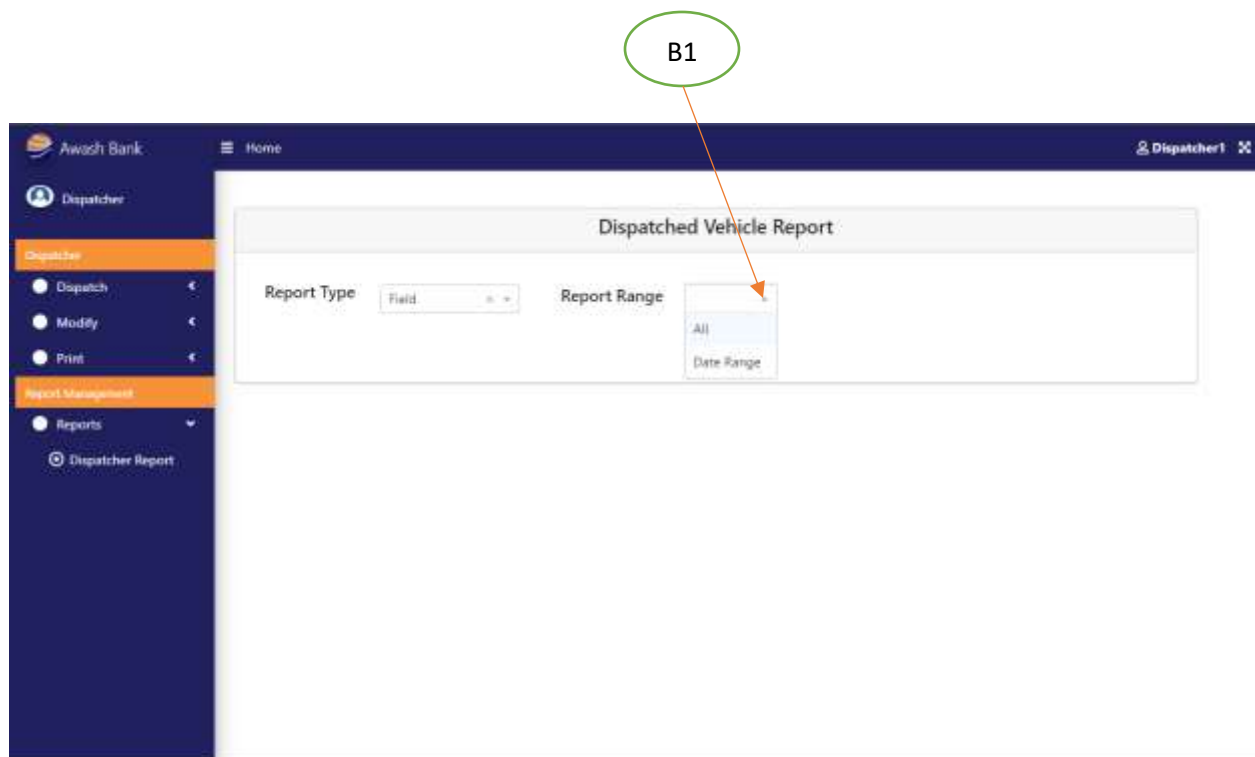


Figure 41: report range

The screenshot shows the 'Dispatched Vehicle Report' form with the 'Report Range' dropdown set to 'All'. Below the form is a table displaying a list of dispatched vehicles.

Plate No	Driver	Fuel	Days	Requested By	Depart Date	Km On Depart	Km On Return	Km Diff
505	Ayana Asafa	2000 L	3 Day(s)	BUser340	Apr 4, 2023	100 km	130 km	30 km
507	driver test driver	30 L	3 Day(s)	Requester2	Apr 10, 2023	100 km	110 km	10 km
507	Borsa Lamessa Toki	25.47 L	2 Day(s)	BUser403	May 4, 2023	110 km	200 km	90 km
509	Seble Desalegn	340 L	2 Day(s)	BUser340	Apr 11, 2023	90 km	500 km	410 km
510	Tusi Ismail	1000 L	1 Day(s)	BUser340	Apr 4, 2023	90 km	100 km	10 km
510	Abeshu Kebede Abebe	10.68 L	3 Day(s)	BUser362	May 6, 2023	120 km	451 km	331 km
510	Gara	17.52 L	4 Day(s)	Requester5	May 8, 2023	451 km	651 km	200 km
513	Seble Desalegn	9.6 L	3 Day(s)	BUser340	Apr 25, 2023	5 km	105 km	100 km
513	Bayisa Cherieda Tamirat	16.8 L	2 Day(s)	Requester5	May 8, 2023	105 km	110 km	5 km

Figure 42: report with all date range

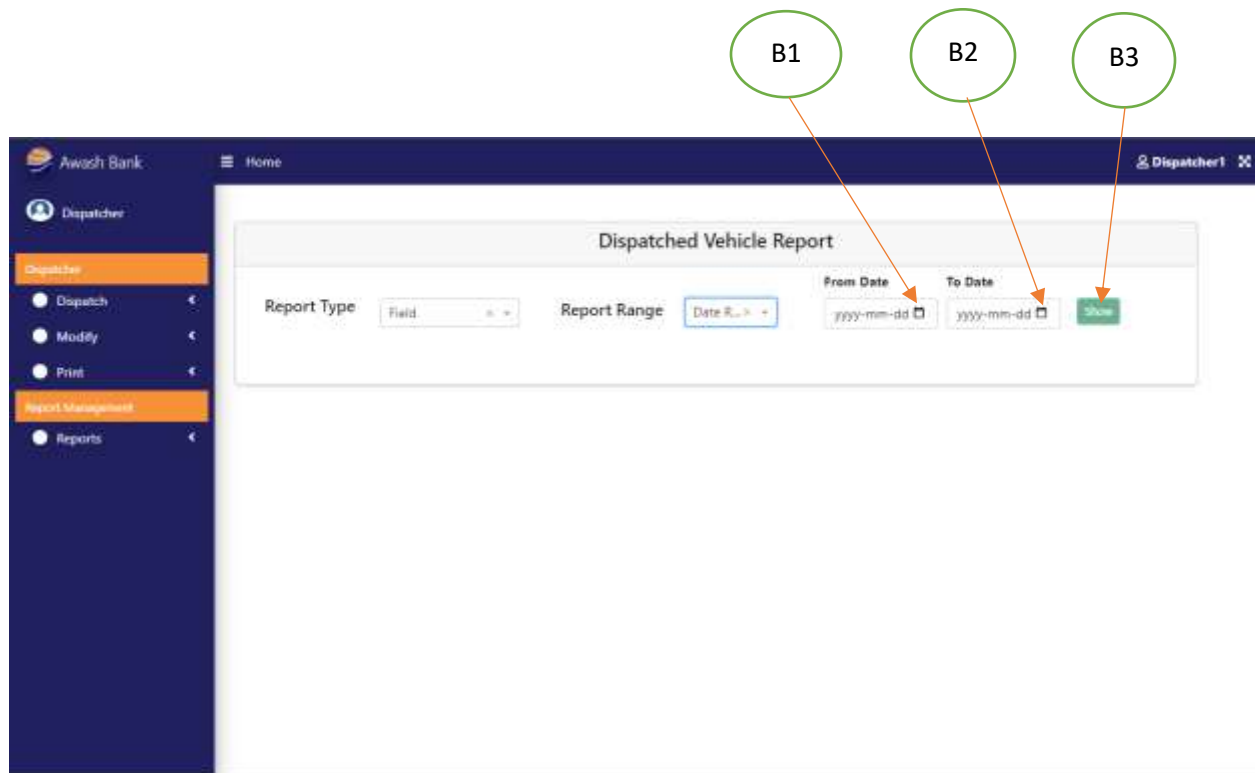


Figure 43: date range selection

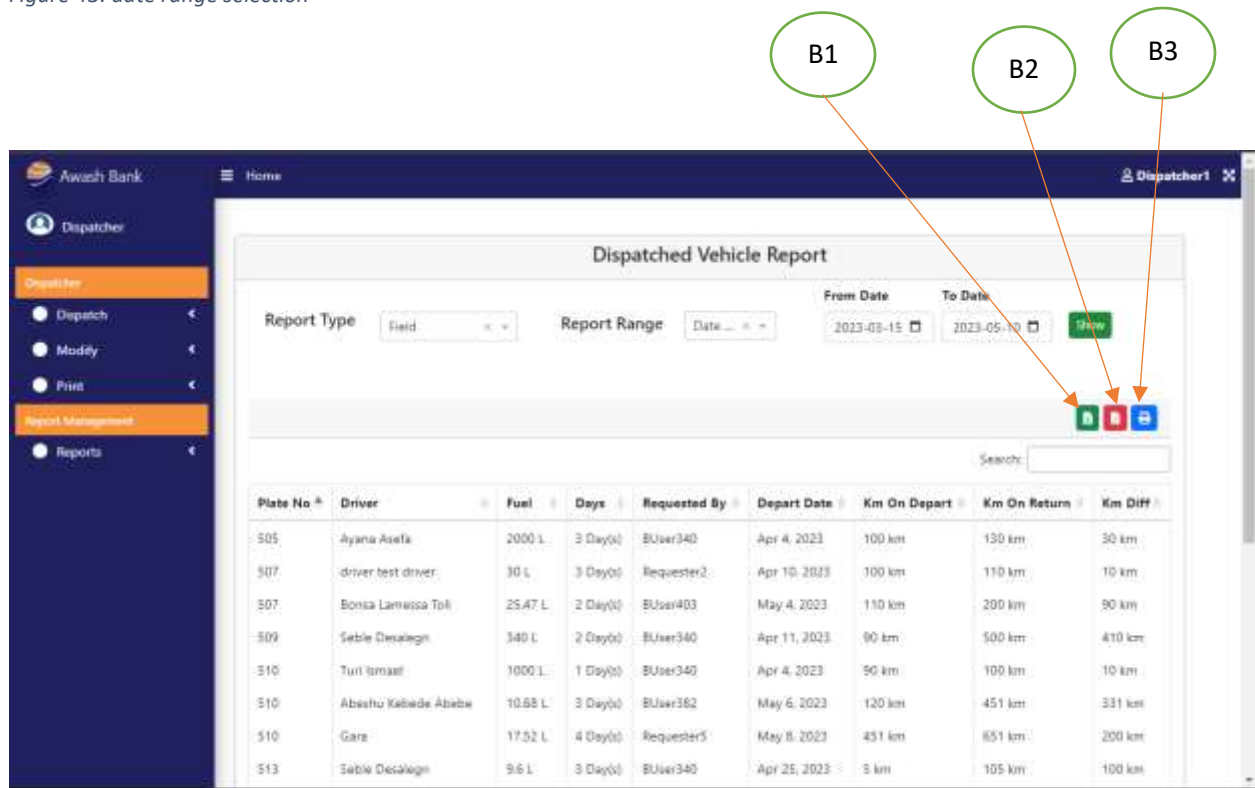


Figure 44: report with date range