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## Admin

### Dashboard

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

- R is your role in FMS (Admin)
- U is your username
- M1 is the main menu of User
- M2 is the main menu of Report

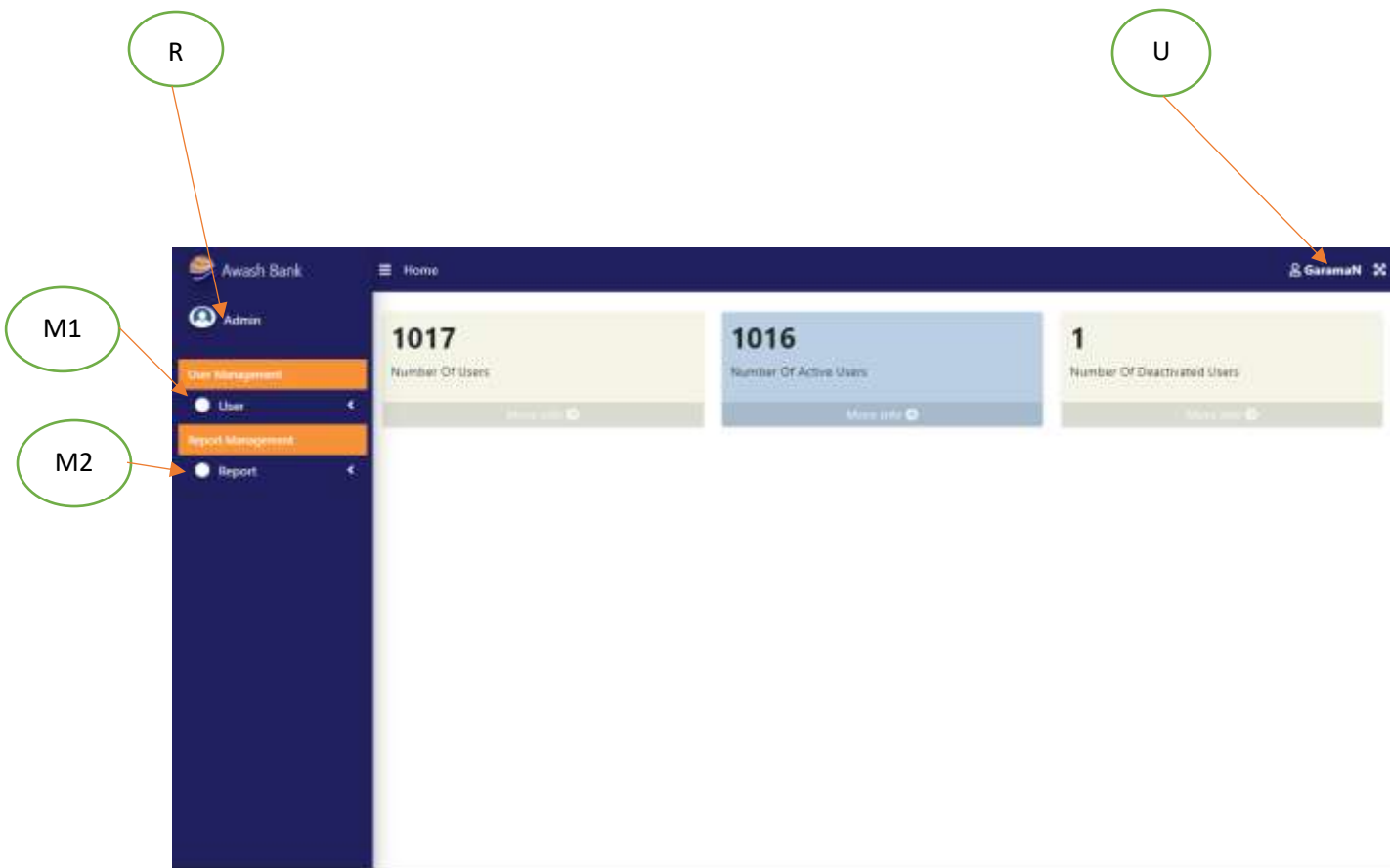


Figure 1: home page

- To perform actions related to user, click on the drop down arrow (M1) (Figure 2).
  - To View Reports for User profile listing, click on the drop down arrow (M2) (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)
- To add a new user click on M3 (Figure 2) and you will get a page like Figure 4.
  - After inserting all the required fields click on “Create User” button B1(Figure 4)
- To manage user data click on M4(Figure 2) and you will get a page like Figure 5
  - To get detail of a user, click on “detail” button (B1)(Figure 5)
  - After that a modal will open up as shown in Figure 6
  - To update user data, click on “Update” button (B2)(Figure 5)
  - After that a modal will open up as shown in Figure 7
  - You can change the fields you want to update and then click “Update User” button (B2) (Figure 7).
  - You can also reset user password by selecting “Yes” from the radio button option (B1) (Figure 7) as long as the user is not logged in as shown in B1 (Figure 8)



Figure 2: drop down menus

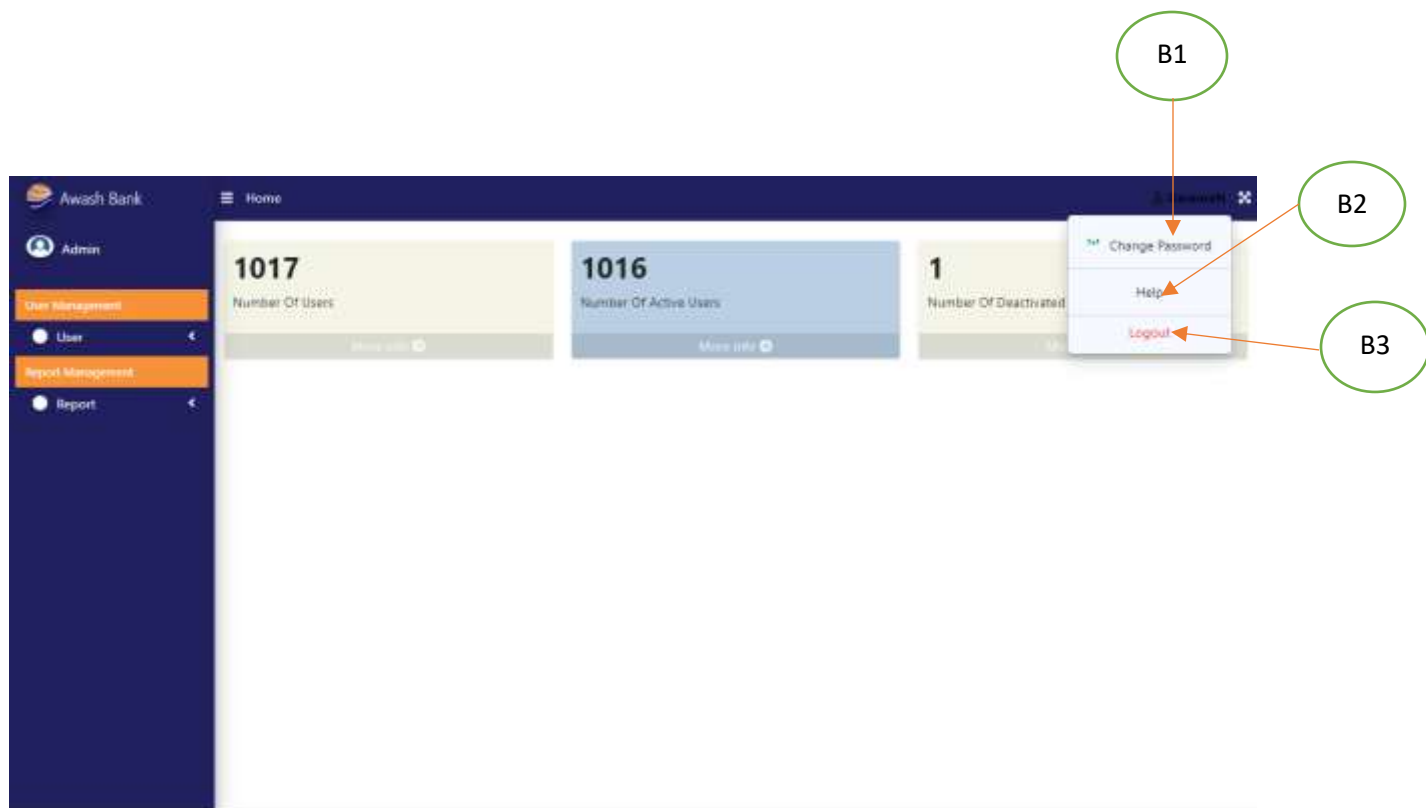


Figure 3: user actions

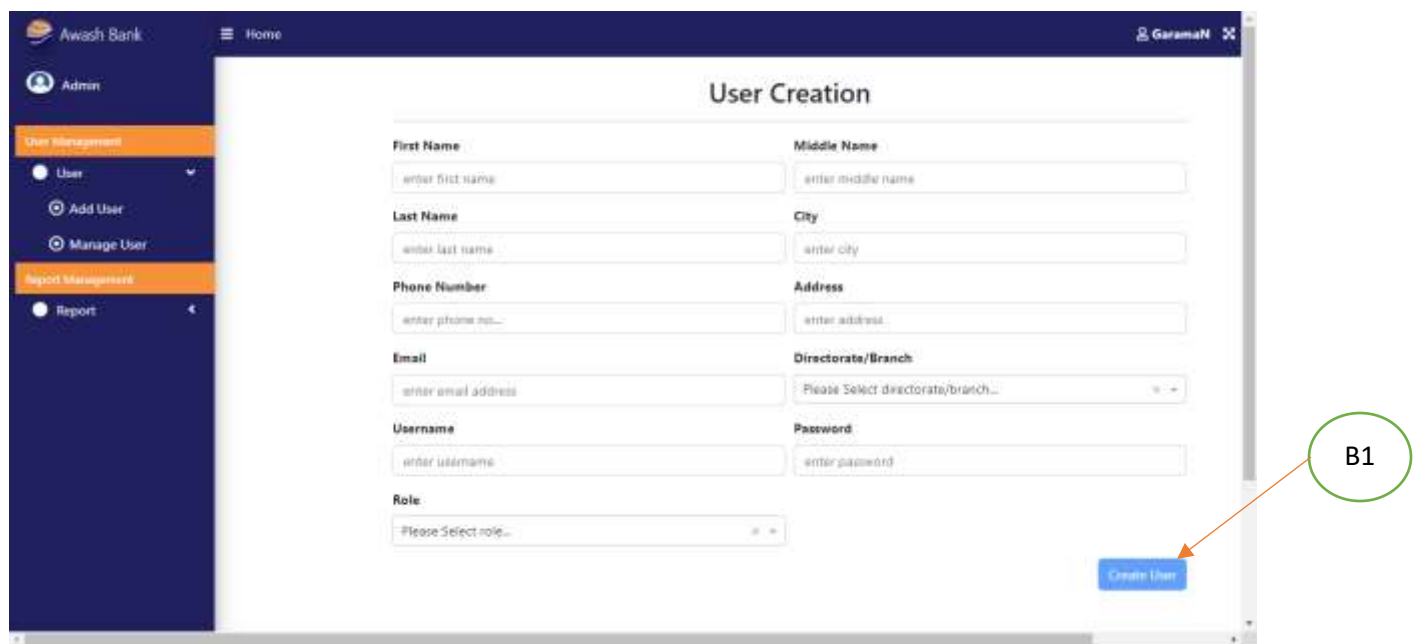


Figure 4: add user

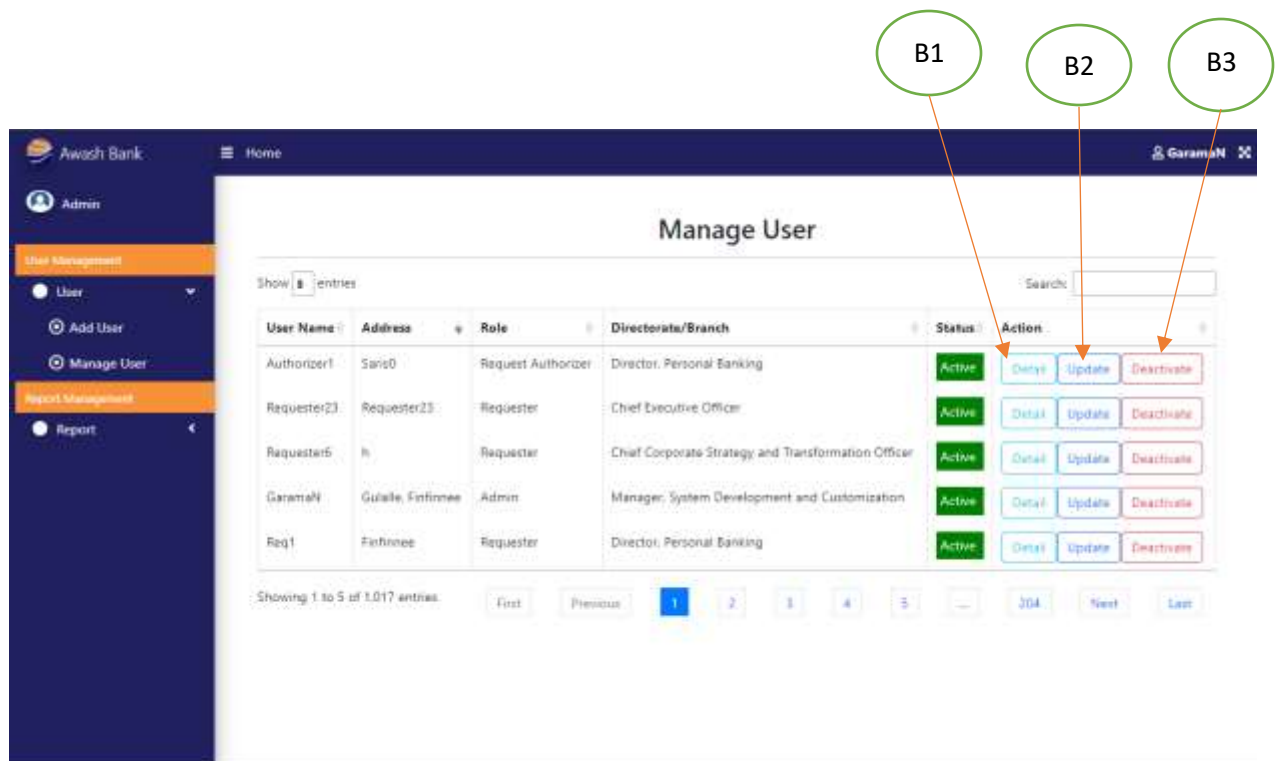


Figure 5: manage user

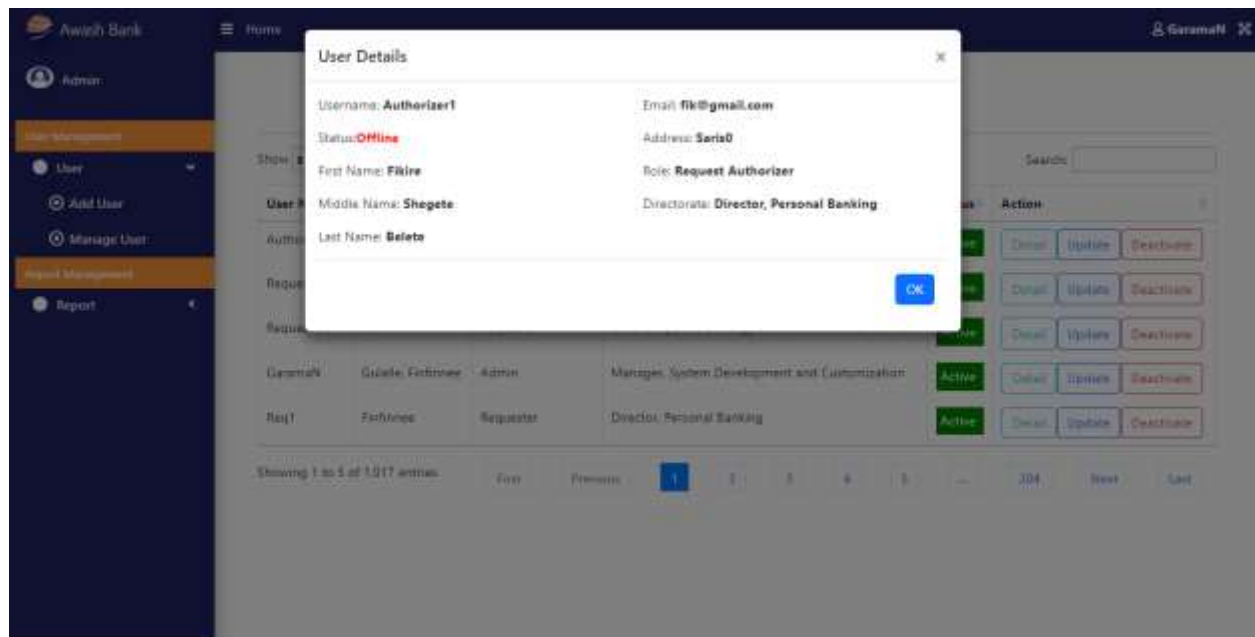


Figure 6: user detail

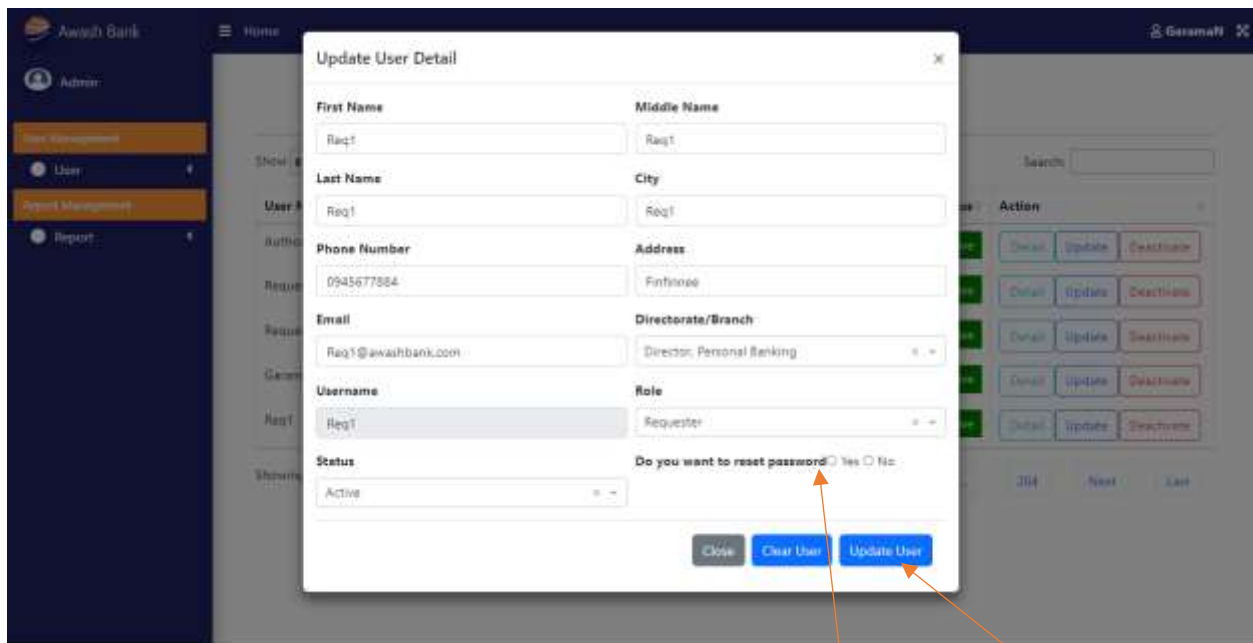


Figure 7: update user data

B1

B2

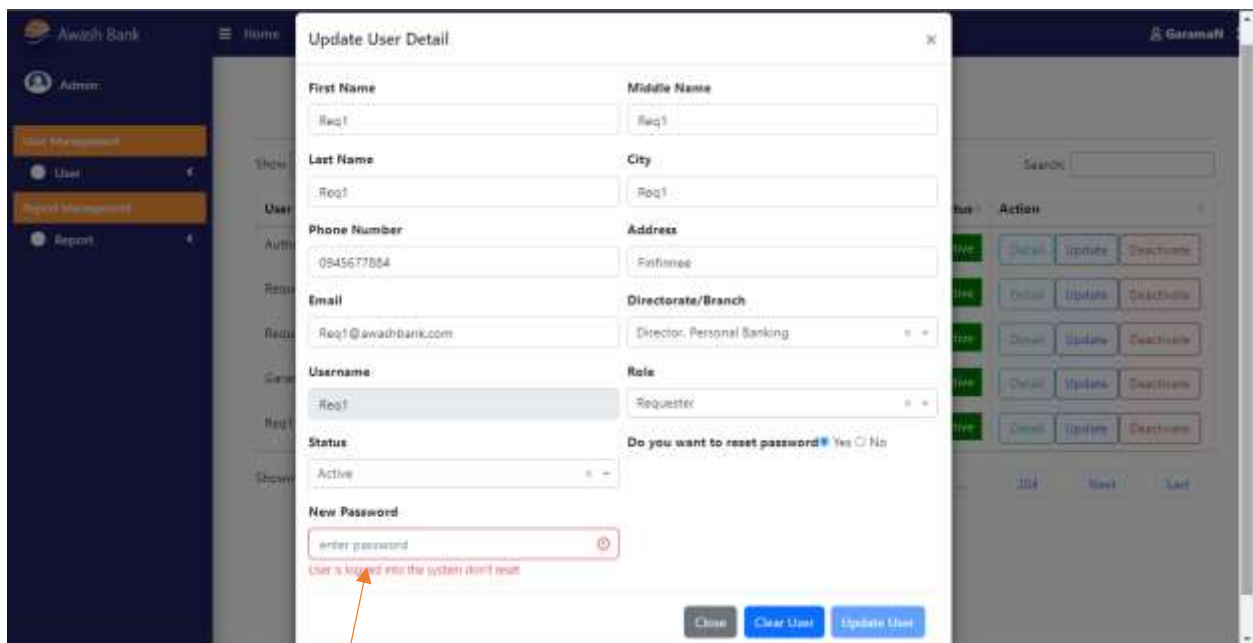


Figure 8: reset user password

B1

- To deactivate a user, click on “Deactivate” button (B3) (Figure 5)
  - A modal will open up for you to confirm if you want to deactivate the specific user (Figure 9)
  - Click “yes” button (B1) to continue and “No” button (B2) to cancel the deactivation process (Figure 9)
  - If you clicked on the “Yes” button (B1) (Figure 9) and the deactivation is successful you will see a success message like B1 (Figure 10) else you will get an error message in the same place as B1.
  - You will also see the status change to “Deactivated” B2(Figure 10)
  - To activate a user click on “Update” button (B2)(Figure 5), then click on the drop down arrow (B1)(Figure 11) the select “Active” and click on “Update User” B2(Figure 11)
  - After that you will see that the status of the user is “Active” (B2) and there is a message (B1). (Figure 12)

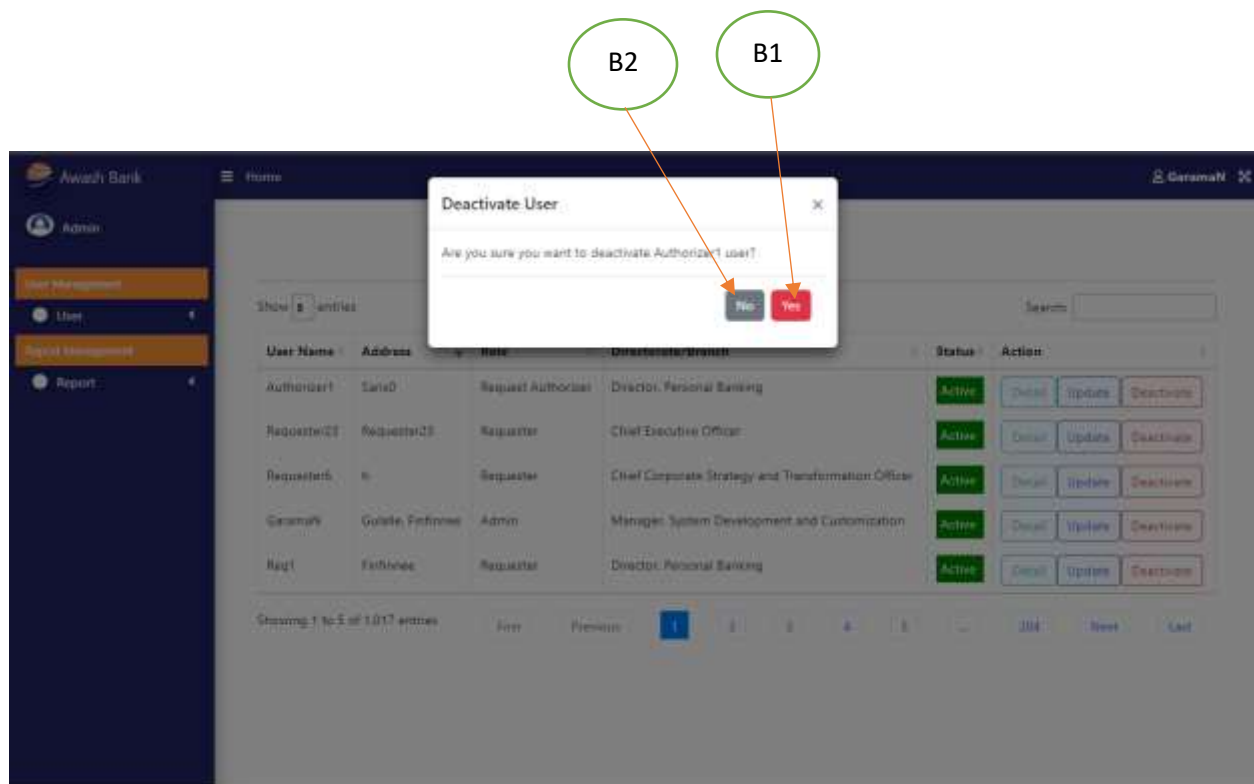


Figure 9: deactivate user

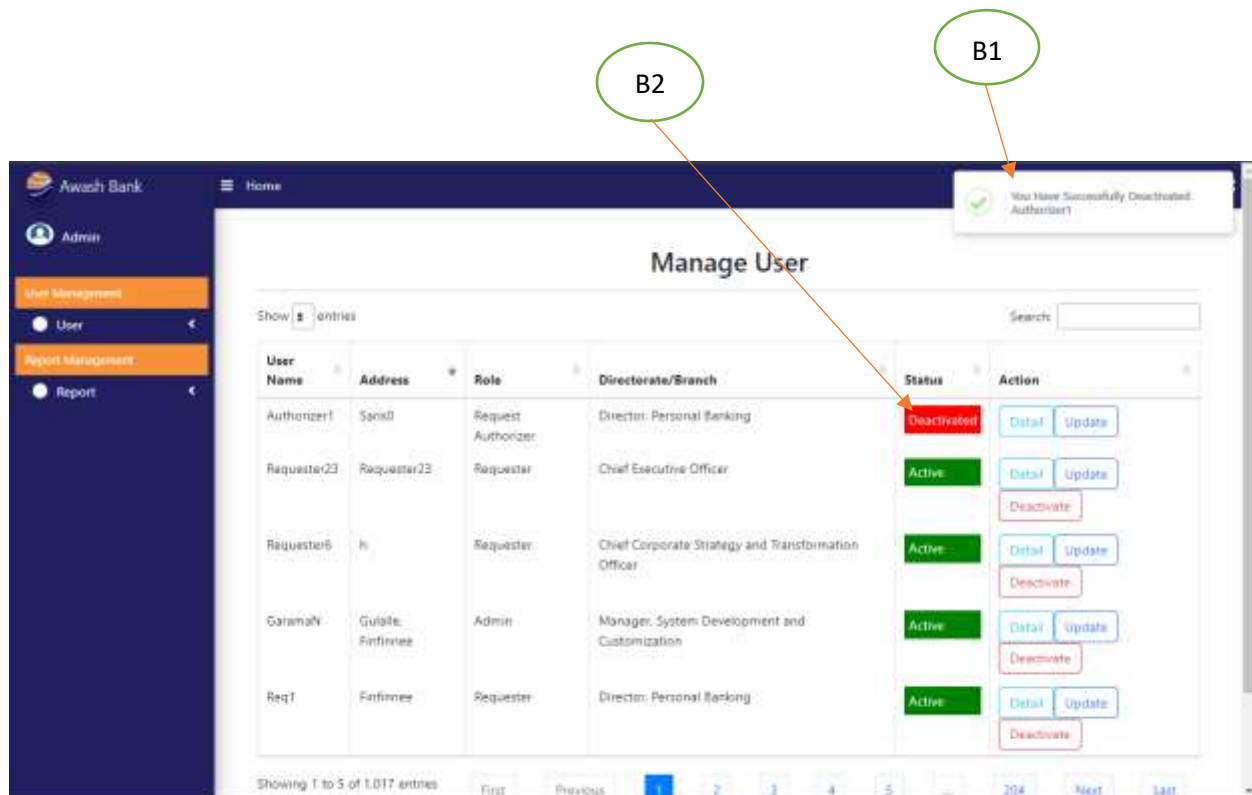


Figure 10: deactivation successful

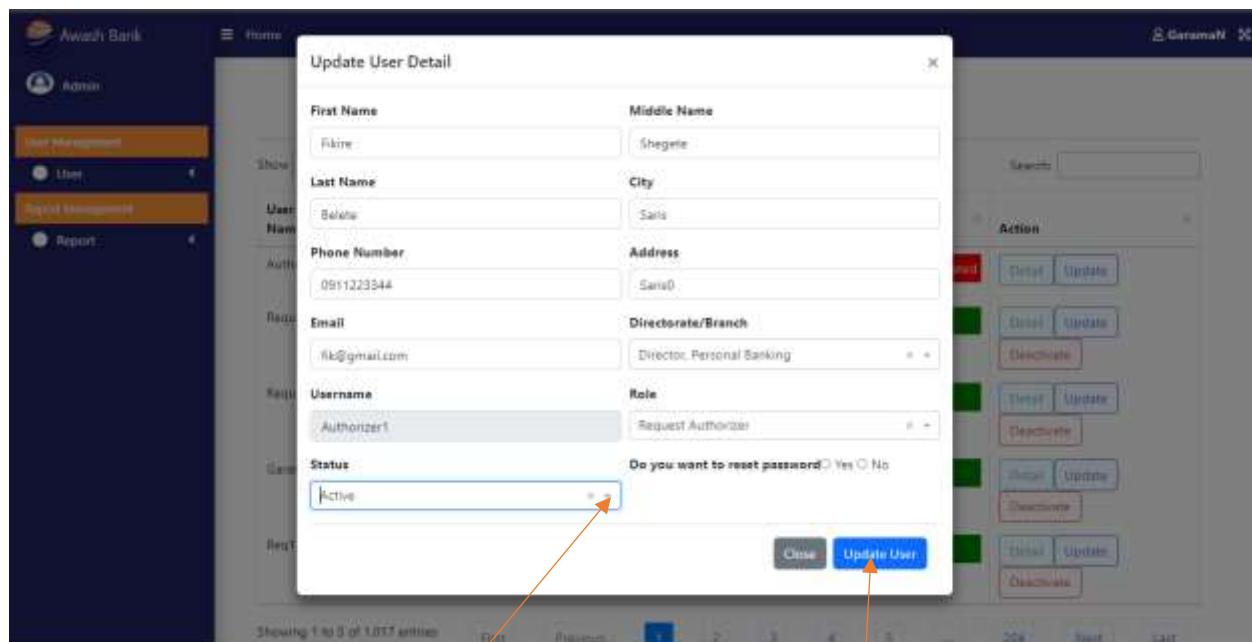


Figure 11: activate user



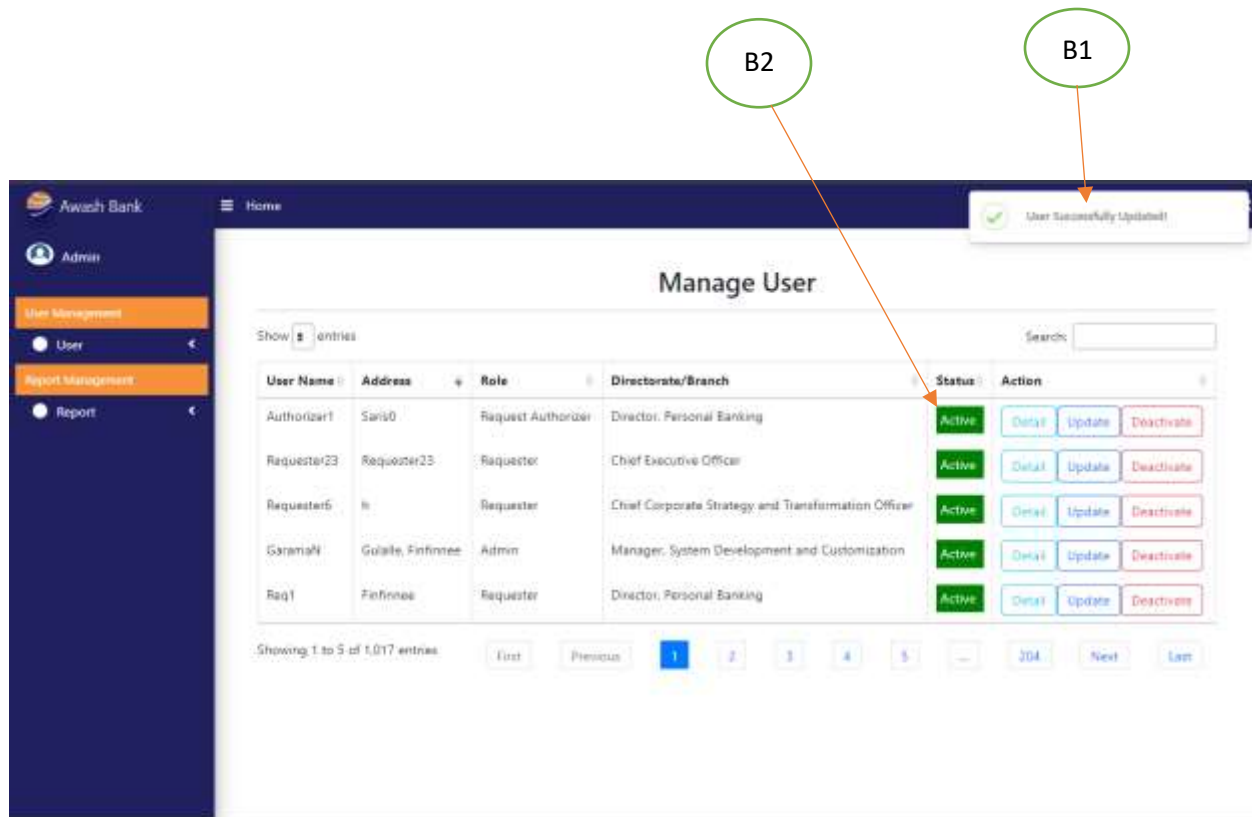


Figure 12: user activation successful

- To get a report of user profile listing click on M1(Figure 13)
  - A page like Figure 14 will be shown
  - Click on B1(Figure 14) to get the report in excel, B2(Figure 14) to get the report in pdf and B3(Figure 14) to print out the report as shown in Figure 15

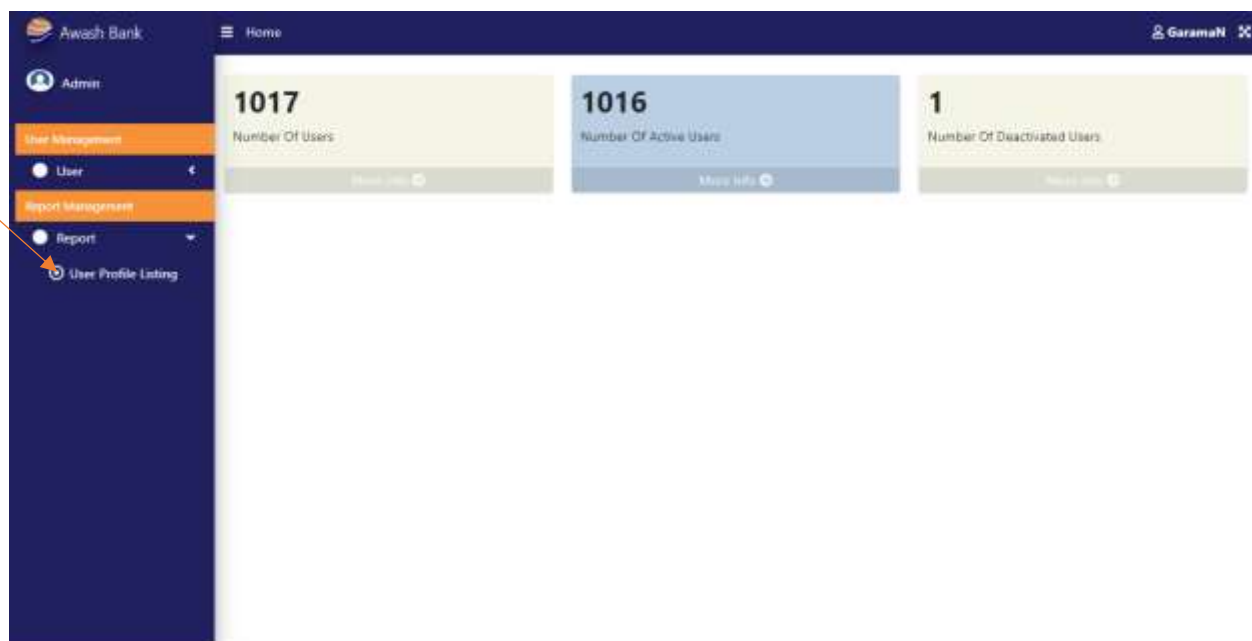


Figure 13: user profile listing menu

User Name	Address	Role	Directorate/Branch	Status
AbeshuK	Asco	Admin	Manager, System Development and Customization	Active
administrator		Request Authorizer	Head Office Branch	Active
AdminT	AA	Admin	Director, IT Services Directorate	Active
ALUser1		Request Authorizer	Office of Board of Directors	Active
ALUser10		Request Authorizer	Deputy Chief Credit Analysis and Portfolio Management	Active
ALUser100		Request Authorizer	Adaa	Active
ALUser101		Request Authorizer	Olanchiti	Active
ALUser103		Request Authorizer	Asasa	Active
ALUser104		Request Authorizer	Dodola	Active

Figure 14: user profile listing report

User Name	Address	Role	Directorate/Branch	Status
AbeshuK	Asco	Admin	Manager, System Development and Customization	Active
administrator		Request Authorizer	Head Office Branch	Active
AdminT	AA	Admin	Director, IT Services Directorate	Active
ALUser1		Request Authorizer	Office of Board of Directors	Active
ALUser10		Request Authorizer	Deputy Chief Credit Analysis and Portfolio Management	Active
ALUser100		Request Authorizer	Adaa	Active
ALUser101		Request Authorizer	Olanchiti	Active
ALUser103		Request Authorizer	Asasa	Active
ALUser104		Request Authorizer	Dodola	Active
ALUser105		Request Authorizer	Bale Bebe	Active
ALUser106		Request Authorizer		Active
ALUser107		Request Authorizer		Active
ALUser108		Request Authorizer		Active
ALUser109		Request Authorizer		Active
ALUser1091		Request Authorizer		Active
ALUser11		Request Authorizer		Active
ALUser110		Request Authorizer		Active
ALUser111		Request Authorizer		Active
ALUser112		Request Authorizer		Active
ALUser113		Request Authorizer		Active
ALUser114		Request Authorizer		Active
ALUser115		Request Authorizer		Active
ALUser116		Request Authorizer		Active
ALUser117		Request Authorizer		Active
ALUser118		Request Authorizer		Active
ALUser119		Request Authorizer		Active
ALUser12		Request Authorizer		Active
ALUser120		Request Authorizer		Active
ALUser121		Request Authorizer	Arba Minch	Active

Figure 15: user profile listing print out