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1 Senior Transport Officer

When you successfully log in to the Fleet Management System as a senior transport officer, the screen on (Fig1) will be displayed:

- R is your role in FMS (Senior Transport Officer)
- U is your username
- D is dashboards that will leads you to your regular routine
- M1 is the main menu of vehicle management
- M2 is the main menu of fuel management
- M3 is the main menu of fleet request management
- M4 is the main menu of driver management
- M5 is the main menu of maintenance request
- M6 is the main menu of maintenance request management.
- M7 is the main menu of reports
- To change your password click L1 (Fig1) from top right
- To get user manual click L2 (Fig1) from top right
- To Log out from the system click L3(Fig1) from top right

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

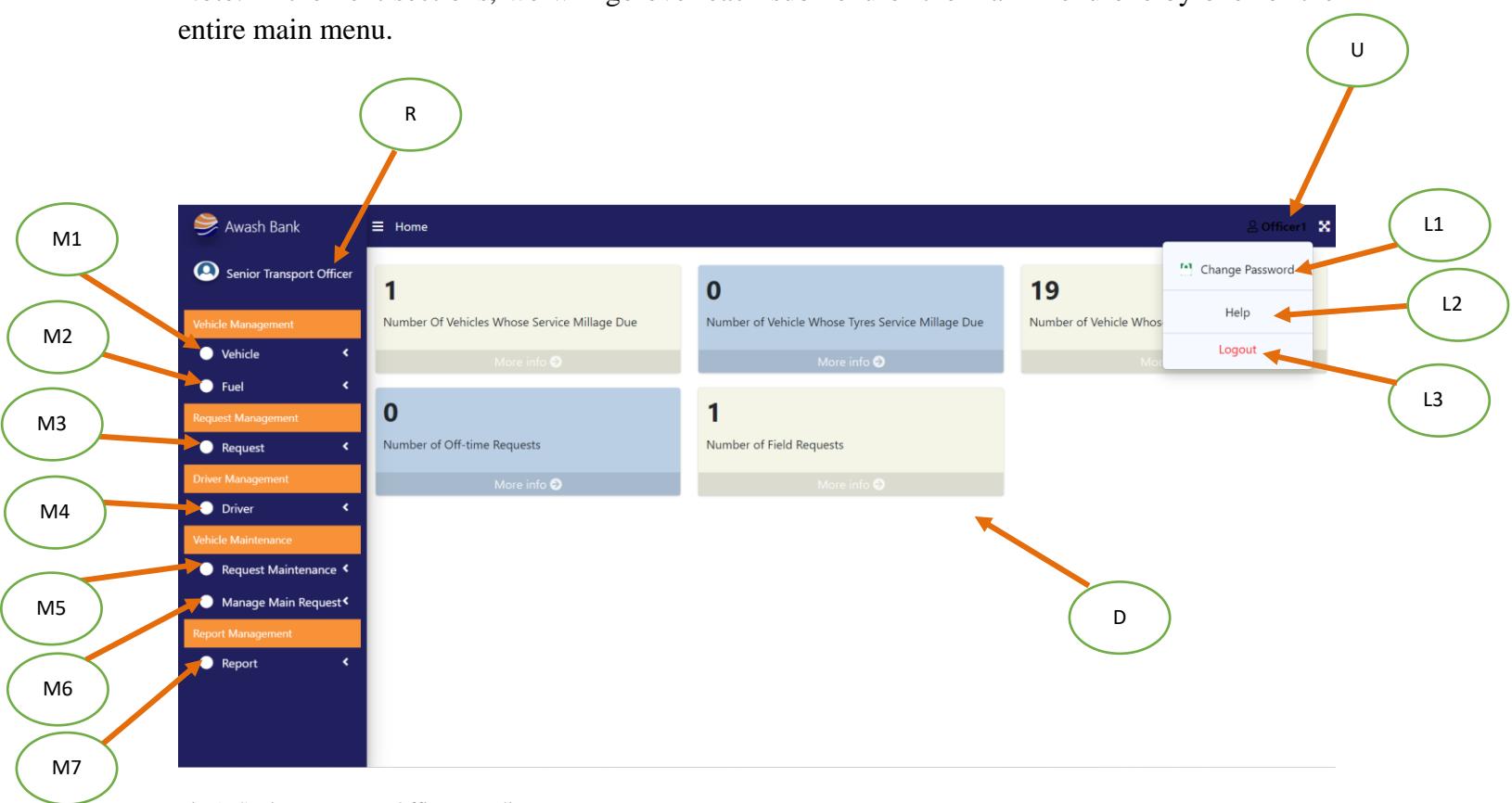


Fig 1: Senior Transport Officer Landing Page

1.1 Vehicle Management

This page allows transport officer to add new vehicles and manage existing vehicles

- Click on main menu M1(Fig1)

- To modify the vehicle's detail click sub menu S1 (Fig2) of M1(Fig1) and click button B1(Fig2) then change the details you want modify from F1(Fig3) form and click update vehicle button B1(Fig3)
- To view details of vehicles click button B2(Fig2) and you will get as on Fig4
- To dispose vehicle click button B3(Fig2) and click yes button when the system pops up confirmation message as on Fig5

The screenshot shows a web-based application for vehicle management. On the left, a sidebar menu is open under 'Vehicle Management' for 'Vehicle'. It includes options like 'Manage Vehicle', 'Fuel', 'Request Management', 'Driver Management', 'Vehicle Maintenance', 'Report Management', and 'Report'. A green oval labeled 'S1' points to the 'Manage Vehicle' option. The main content area is titled 'Vehicle Details' and displays a table of 24 entries. Each entry represents a vehicle with columns for Plate Number, Model, Make, Last Mileage, Insurance Expiry Date, Insurance Renewal Date, Policy Number, Status, and Action. The 'Action' column contains three buttons: 'Update' (blue), 'Detail' (light blue), and 'Dispose' (red). A green oval labeled 'B1' points to the 'Update' button for the first vehicle. A green oval labeled 'B2' points to the 'Detail' button for the second vehicle. A green oval labeled 'B3' points to the 'Dispose' button for the third vehicle. Arrows from the labels S1, B1, B2, and B3 point to their respective targets in the interface.

Plate Number	Model	Make	Last Mileage	Insurance Expiry Date	Insurance Renewal Date	Policy Number	Status	Action
567	v8	sd	50	2023-02-22	2023-02-08	dssd	Maintenance	Update Detail Dispose
780	v8	me	5060	2023-02-23	2023-02-15	123	Maintenance	Update Detail Dispose
540	v8	sd	54010	2023-05-08	2024-05-07	dssd	Pool	Update Detail Dispose
542	v8	sd	55500	2023-03-05	2023-03-15	dssd	Maintenance	Update Detail Dispose
c540	v8	ford	60000	2023-03-21	2023-04-22	hhs3	Maintenance	Update Detail Dispose

Fig 2: Manage Vehicle

Awash Bank

Home

Senior Transport Officer

Vehicle Management

- Vehicle
- Manage Vehicle
- Fuel
- Request Management
- Request
- Driver Management
- Driver
- Vehicle Maintenance
- Request Maintenance
- Manage Main Request
- Report Management
- Report

Show 5 entries

Plate Number	Model
567	v8
780	v8
540	v8
542	v8
c540	v8

Showing 1 to 5 of 24 entries

Update Details of Vehicle

Insurance Expiry Date 02/23/2023	Insurance Renewal Date 02/15/2023	Model v8
Make me	Year Of Make 2021	Engine Number 454
Chassis Number 878gg	Plate Number 780	CC dsd
Fuel Type Benzine	Distance Per Litter 7	Carrying Capacity 546
Kilometer 5060	Last Service Mileage 50	Last Tyres Mileage 50
Last Body Mileage 5060	Custodian Director, Personal Banking	
Owner Obbo Garama	Purpose of Usage purpose	Policy Number 123
Vehicle Type Pick up		

[Close](#) [Update Vehicle](#)

Officer1

Status

Action

Maintenance	Update Detail

Search:

2 3 4 5 Next Last

Fig 3: Update Vehicle

Awash Bank

Home

Senior Transport Officer

Vehicle Management

- Vehicle
- Manage Vehicle
- Fuel
- Request Management
- Request
- Driver Management
- Driver
- Vehicle Maintenance
- Request Maintenance
- Manage Main Request
- Report Management
- Report

Show 5 entries

Plate Number
567
780
540
c540

Full Vehicle Detail

Plate Number: 780	Last Mileage: 5060
Vehicle Type: Pick up	Insurance Expiry Date: 2023-02-23
Engine Number: 454	Insurance Renewal Date: 2023-02-15
Chassis Number: 878gg	Policy Number: 123
CC: dsd	Last Mileage General Service: 50
Make: me	Last Mileage Tyres: 50
Model: v8	Last Mileage Vehicle Body: 5060
Year Of Make: 2021	Custodian: Director, Personal Banking
Purpose Of Usage: purpose	Fuel Type: Benzine
Distance Per Litter: 7	Status: Maintenance
Carrying Capacity: 546	

Officer1

Status

Action

Maintenance	Update Detail

Fig 4: Vehicle Detail

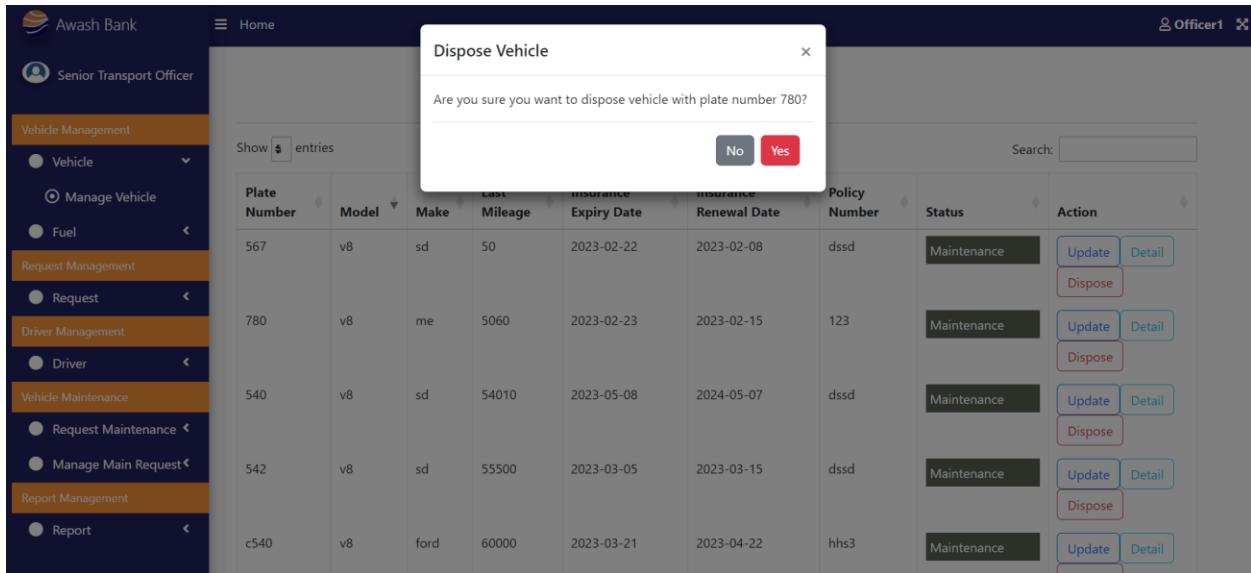


Fig 5: Dispose Vehicle

1.2 Fuel Price

This page allows transport officer to update fuel price

⊕ Click on main menu M2(Fig1)

- To update fuel price click sub menu S1 (Fig6) of M2(Fig1) and click button B1(Fig6), then change the details you want to modify from form F1(Fig7) and click update button B1(Fig7).

Fuel Type	Price	Action
Benzine	69.52	<button>Update</button>
Diesel	71.15	<button>Update</button>
Airplane	0	<button>Update</button>

Fig 6: Fuel Price Management

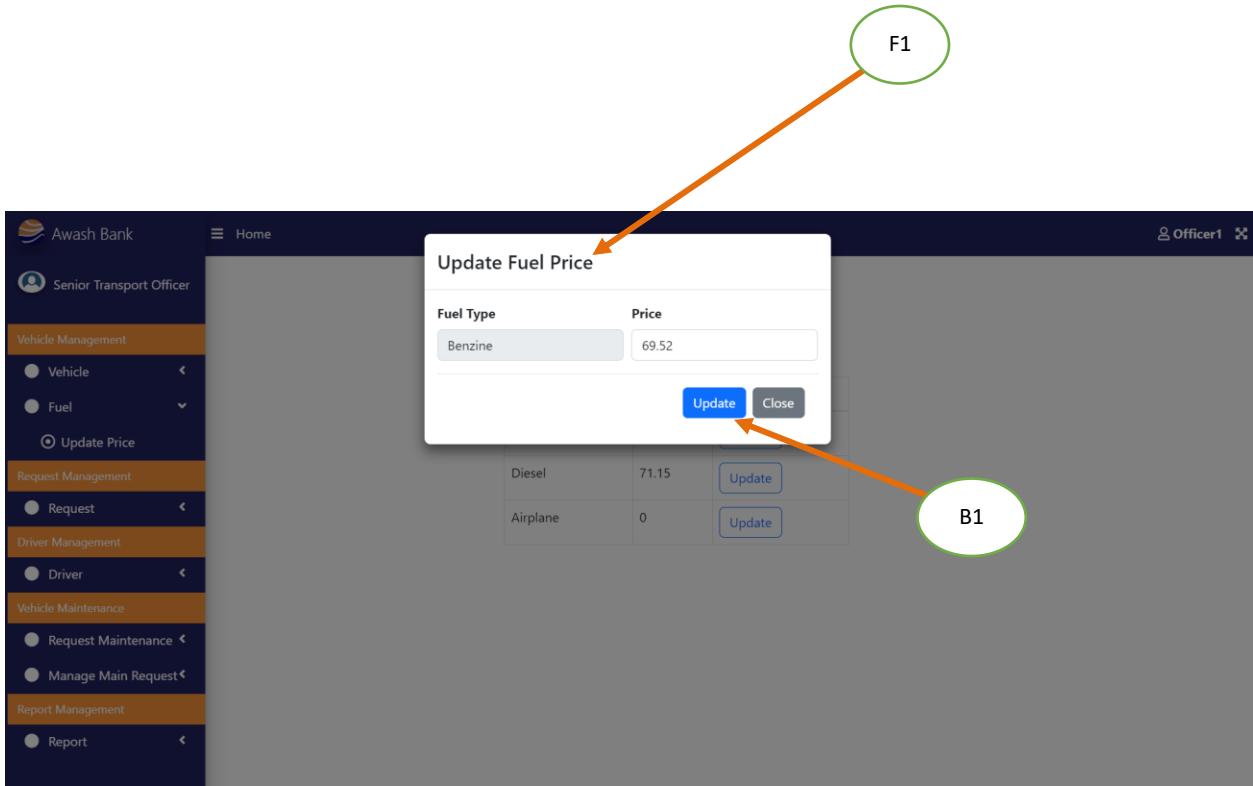


Fig 7: Update Fuel Price

1.3 Fleet Request Management

The pages showed in this section will allow manager (Senior Transport Officer Role) to authorize or reject off-time and field requests which have already authorized at their branch/directorate level.

Click main menu M3(Fig1)

- To authorize off-time fleet requests click sub menu S1 (Fig8) and click button B2 (Fig8) and click authorize button B1 (Fig9).
- To reject off-time fleet requests click sub menu S1 (Fig8) and click button B3 (Fig8) and fill the form F1 (Fig10) and click reject button B1 (Fig10).
- To view details of off-time request click sub menu S1 (Fig8) and click details button B1 (Fig8) and you will be displayed details as on Fig11.
- To authorize field fleet requests click sub menu S2 (Fig12) and click button B2 (Fig12) and click authorize button when you displayed pages like on Fig9.
- To reject field fleet requests click sub menu S2 (Fig12) and click button B3 (Fig12) and click reject button by filling form when you showed pages like on Fig10.

- To view details of field request click sub menu S2 (Fig2) and click details button B1 (Fig12) and you will be displayed details like the one for off-time.

Manage Offtime Requests

Requested By	Requested Date	Name Of Passengers	Departure Date	Reason	Action
BUser340	May 17, 2023	Garama, Seble, Bayisa, Abeshu	May 18, 2023	Travel to be transformed	Detail Authorize Reject

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Fig 8: Manage Off-time Fleet Requests

Authorize Off-time Fleet Request

Are you sure you want to authorize request by BUser340?

Cancel **Authorize**

B1

B1

Fig 9: Authorize Off-time Fleet Requests

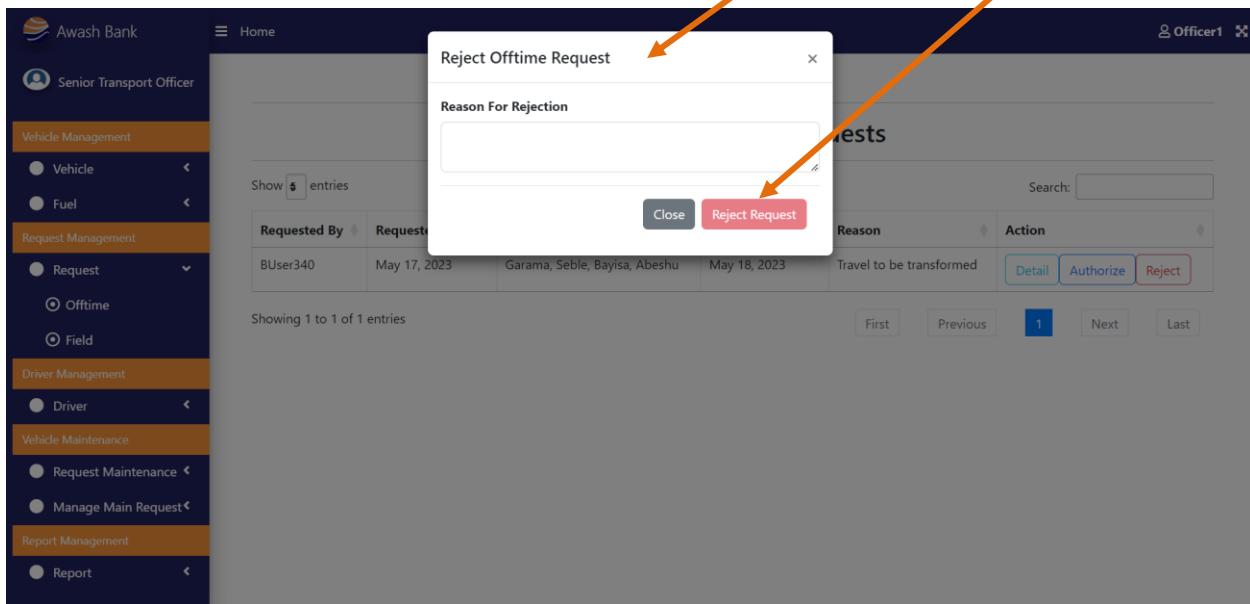


Fig 10: Reject Off-time Requests

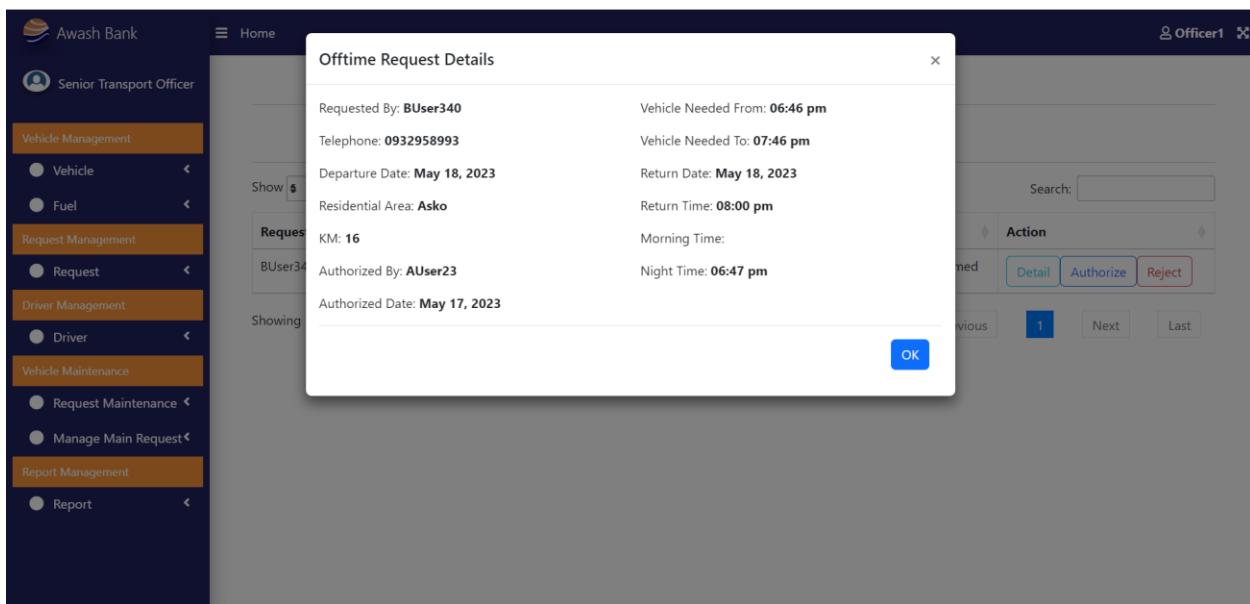


Fig 11: Off-time Request Details

Requested By	Requested Date	Name Of Passengers	Purpose	Expense	Action
BUser340	May 17, 2023	Garama, Abeshu, Seble	Branch Inspection	Finance	Detail Authorize Reject

Fig 12: Manage Field Fleet Requests

1.4 Driver Management

This page allows transport officer to add new driver and manage existing driver's details

⊕ Click main menu M4(Fig1)

- To add new driver click sub menu S1 (Fig13) of M4 (Fig1) and click Register button B1 (Fig13) after properly filling the form F1 (Fig13).
- To add new you can also get registration form F1 (Fig13) by clicking button B4 (Fig14).
- To modify the driver's detail click sub menu S2 (Fig14) of M4(Fig1) and click button B1(Fig14), then change the details you want to modify from form F1(Fig15) and click update button B1(Fig15)
- To view driver's details click sub menu S2 (Fig14) of M4(Fig1) and click button B2(Fig14) and you will get selected driver's details as shown on Fig16

Driver Registration Form

Full Name (including grandfather)	Telephone	Residence Place
fullname...	telephone	resident place
Address	Age	License Number
Address...	Age	license number
Grade	Expiry Date	Plate Number
Grade...	mm/dd/yyyy	

Register

Fig 13: Add Driver

Driver Information.!

Full Name	TellNo	ResidentPlace	Age	Lisence No	Plate No	Action
Abdulkerim Mohamed Tola	0912175937	burayu	42	3487	509	Update Detail Deactivate
Abeshu Kebede Abebe	0934034853	Mexico	24	fdd	3-47650	Update Detail Deactivate
Airplane	Airplane				Airplane	Update Detail Activate
Bayisa Chemedu Tamirat	0745675677	keta	24	67565	3-47651	Update Detail Activate
Bedasa Asefa Teso	0934456787	Bethel	30	C233456	505	Update Detail Deactivate

Showing 1 to 5 of 14 entries

+Add More

Fig 14: Manage Driver

Edit Driver Information

Full Name	Telephone	Residence Place
Abeshu Kebede Abebe	0934034853	Mexico
Address	Age	Lisence No.
Arada	24	fdd
Plate No	Expiry Date	Grade.
3-47650	03/09/2023	3

Showing 1 to 5 of 14 entries

Close **Update**

Fig 15: Update Driver

View Driver Information

Full Name: Abeshu Kebede Abebe	Age: 24
Telephone: 0934034853	Lisence No: fdd
Residence Place: Mexico	Plate No: 3-47650
Address: Arada	Expiry Date: 2023-03-09

Showing 1 to 5 of 14 entries

First **Previous** **1** **2** **3** **Next** **Last**

Fig 16: Driver Details

1.5 Request Maintenance

The following pages will allow Senior Transport Officer to request maintenance (service, tires change, and body)

Click main menu M5 (Fig1)

- To request service maintenance click sub menu S1 (Fig17) of main menu M5 (Fig1) and click Request button B1 (Fig17) and click B1 (Fig18) after properly filling the form F1 (Fig18).
- To request tires change maintenance click sub menu S2 (Fig19) of main menu M5 (Fig1) and click Request button B1 (Fig19) and click B1(Fig20) after properly filling the form F1(Fig20)
- To request body maintenance click sub menu S3 (Fig21) of main menu M5 (Fig1) and click Request button B1 (Fig21) and click B1(Fig22) after filling the form F1(Fig22) properly
- You can view details of the vehicle by clicking B2 (Fig17, Fig19 and Fig21).

Plate Number	Insurance Expiry Date	Insurance Renewal Date	Last Mileage(KM)	Last Mileage General Service(KM)	Last Mileage Tyres(KM)	Status	Action
513	2023-02-08	2023-05-01	50000	5	5	Pool	Detail Request

Fig 17: Service Maintenance Request

Service Maintenance Requisition Form

Directorate	Plate Number	
General Technical and Security Service Directorate	513	
Model/Type	Chassis Number	Motor Number
Land	32	34
Current Millage(KM)	Previous Millage(KM)	Mileage Difference(KM)
50000	5	49995
Previous Millage Date	Petrol Amount(%)	Maintenance Type
Mar 20, 2023	petrol amount...	<input type="button" value="dropdown"/>
Work/Repair Requested		
work/repair requested...		

Fig 18: Service Requisition Form

S2

B1

B2

Plate Number	Insurance Expiry Date	Insurance Renewal Date	Last Millage(KM)	Last Millage Tyres(KM)	Status	Action
780	2023-02-23	2023-02-15	51000	50	Pool	Detail Request

Fig 19: Request Tires Change

F1

B1

Service Maintenance Requisition Form

Directorate	Plate Number	
General Technical and Security Service Directorate	780	
Model/Type	Chassis Number	Motor Number
v8	878gg	454
Current Millage(KM)	Previous Millage(KM)	Millage Difference(KM)
51000	50	50950
Previous Millage Date	Petrol Amount(%)	Maintenance Type
May 4, 2023	petrol amount...	
Work/Repair Requested		
work/repair requested...		

Close **Request**

Fig 20: Tires Maintenance Requisition Form

My Vehicles

Plate Number	Insurance Expiry Date	Insurance Renewal Date	Last Mileage(KM)	Last Mileage General Service(KM)	Last Mileage Tyres(KM)	Action
Airplane	2087-01-20	2023-04-20	0	0	0	<button>Detail</button>
509	2023-05-10	2023-05-08	554	45	78.56	<button>Detail</button>
540	2023-05-08	2024-05-07	54010	54000	5335	<button>Detail</button>
3-47650	2023-05-06	2025-03-08	25	5000	0	<button>Detail</button>
546	2023-04-22	2023-04-20	80	0	0	<button>Detail</button> <button>Request</button>

Fig 21: Request Body Maintenance

Service Maintenance Requisition Form

Directorate	Plate Number	
General Technical and Security Service Directorate	546	
Model/Type	Chassis Number	Motor Number
v8	sdsds	454
Current Millage(KM)	Previous Millage(KM)	Millage Difference(KM)
80	0	80
Previous Millage Date	Petrol Amount(%)	
Apr 11, 2023	petrol amount...	
Work/Repair Requested		
work/repair requested...		

Close **Request**

Fig 22: Body Maintenance Requisition Form

1.6 Maintenance Request Management

The following pages will allow Senior Transport Officer to manage maintenance requests (service, tires change, and body)

Click main menu M6 (Fig1)

- To modify service or tire change maintenance request click sub menu S1 (Fig23) of the main menu M6 (Fig1) and click button B1 (Fig23), then change the details you want to modify from form F1 (Fig24) and click update request button B1 (Fig24).
- To modify body maintenance request click sub menu S2 (Fig25) of the main menu M6 (Fig1) and click button B1 (Fig25), then change the details you want to modify from form F1 (Fig26) and click update request button B1 (Fig26).
- To view maintenance details click B2 (Fig23, Fig25) and you will get request details as shown on Fig27.

The screenshot shows a web-based application interface for vehicle maintenance requests. On the left is a vertical navigation menu with sections like Vehicle Management, Request Management, Driver Management, Vehicle Maintenance, Report Management, and a sign-off section for 'Officer1'. The 'Request Management' section is currently active, showing sub-options: Vehicle, Fuel, Request, Service Maintenance, Tyres Maintenance, and Body Maintenance. The 'Request' option is highlighted with a green circle and labeled 'S1'. The main content area is titled 'All Requests Of Vehicle Maintenance' and displays a table of requests. The table columns are: Plate Number, Requested Date, Fuel Gauge(in amount), Work/Repair Requested, Maintenance Type, Status, and Action. There are five entries in the table:

Plate Number	Requested Date	Fuel Gauge(in amount)	Work/Repair Requested	Maintenance Type	Status	Action
Ab4333	May 9, 2023	25	general service maintenance	g/service,check F&R Suspension & brake system (body paint by the bank)	Unverified	Update
510	May 9, 2023	25	tires uat change	Tyres Change	Under Maintenance	Detail
540	May 8, 2023	50	tires uat	Tyres Change	Maintenance Completed	Detail
540	May 4, 2023	50	i need service and dnnn	General Service & Body maintenance	Maintenance Completed	Detail
540	May 11, 2023	25	I need technical service test	General Service & Mechanical	Maintenance Completed	Detail

At the bottom of the table, there are navigation buttons for 'First', 'Previous', 'Next', and 'Last'. Two specific buttons are highlighted with green circles and arrows pointing to them: 'Update' (labeled 'B1') and 'Detail' (labeled 'B2').

Fig 23: Service and Tires Maintenance Management

Service Maintenance Requisition Form

Directorate	Plate No	
General Technical and Security Service Directorate	780	
Current Millage(KM)	Previous Millage(KM)	Millage Difference(KM)
51000	50	50950
Previous Millage Date	Petrol Amount(%)	
May 3, 2023	25	
Maintenance Type		
General Service wash and greas		
Work/Repair Requested		
I need service maintenance		

Close **Update Request**

Showing 1 to 5 of 11 entries

Status	Action
Unverified	Update
Under Maintenance	Detail
Maintenance Completed	Detail
Maintenance Completed	Detail
Unverified	Update

Fig 24: Update Tires or Service Maintenance Request

General Technical and Security Service Directorate's Request Of Vehicle Maintenance

Plate Number	Requested Date	Fuel Gauge(in amount)	Work/Repair Requested	Status	Action
540	May 17, 2023	25	Tolosa here is for you to test	Verified	Update
507	May 7, 2023	55	chhhkfmxmcydfcgjm1111188888	Unverified	Detail
509	May 16, 2023	25	I need maintenance	Under Maintenance	Detail
546	Apr 11, 2023	70	battery	Maintenance Completed	Detail
541	Mar 23, 2023	40	check status auth	Maintenance Completed	Detail

Showing 1 to 5 of 9 entries

Fig 25: Body Maintenance Management

Service Maintenance Requisition Form

Directorate	Plate No	
General Technical and Security Service Directorate	507	
Current Millage(KM)	Previous Millage(KM)	Millage Difference(KM)
200	45	155
Previous Millage Date	Petrol Amount(%)	
Mar 19, 2023	55	
Work/Repair Requested		
body maintenance request case		

Showing 1 to 5 of 9 entries

Request Of Vehicle

Status	Action
Under Maintenance	Detail
Maintenance Completed	Detail
Maintenance Completed	Detail

Buttons: Close, Update Request

Fig 26: Update Body Maintenance

Maintenance Details

Garage: demo garage	Garage Taken Date: Apr 11, 2023
Garage Location: piasa1	
Plate Number: 546	Vehicle Given By: Mechanic
Maintenance Cost: ETB3,000.00	Vehicle Received By: Officer
Petrol Amount: 60	Vehicle Received Date: Apr 11, 2023
Current Millage: 80	

Showing 1 to 5 of 9 entries

Request Of Vehicle

Status	Action
Under Maintenance	Detail
Maintenance Completed	Detail
Maintenance Completed	Detail

Buttons: OK

Fig 27: Maintenance Details

1.7 Report

The following pages will allow Senior Transport Officer to generate reports

Click main menu M7 (Fig1)

- To generate maintenance requests report click sub menu S1 (Fig28), select report type from the form displayed and click view report button B1 (Fig28) to get report as shown on Fig30.
 - a. If you select All from report type, you will be displayed F1(Fig28)
 - b. If you select Date Range from report type, you will be displayed F2 (Fig29). In this case you have to fill both date from and date to fields unless you will get the same report with what you will get on ‘All’ option
- To go back to report form from Fig30 click back button B1(Fig30)
- To generate report of vehicles whose insurance date are due click sub menu S2 (Fig 31).
- To generate and export dispatch listing report for incity, off-time, field requests click sub menu S3 (Fig32) and select if the report is for incity, off-time or field requests
 - a. If you select “All” option from O (Fig33), you will automatically showed report like the one on Fig33
 - b. If you select “Date Range” option from O (Fig33), you will fill the form on Fig34 and when you click show button B1 (Fig34), you will get generated report by the data range you have selected.

NB: You can directly print and export reports to pdf and excel file from Fig30, Fig31 and Fig33 by clicking buttons like B2 (Fig30) for excel, B3 (Fig30) for pdf, B4 (Fig30) for print which appear on the top of every report generated

Maintenance Request Report

Report Type

View Report

S1

F1

B1

Awash Bank

Senior Transport Officer

Vehicle Management

- Vehicle
- Fuel

Request Management

- Request

Driver Management

- Driver

Vehicle Maintenance

- Request Maintenance
- Manage Main Request

Report Management

- Report
- Maintenance Report**
- Insurance Due Report
- Dispatch Listing

Fig 28: All Maintenance Requests Report Form

Maintenance Request Report

Report Type

Date Range

Date From

mm/dd/yyyy

Date To

mm/dd/yyyy

View Report

F2

Awash Bank

Senior Transport Officer

Vehicle Management

- Vehicle
- Fuel

Request Management

- Request

Driver Management

- Driver

Vehicle Maintenance

- Request Maintenance
- Manage Main Request

Report Management

- Report
- Maintenance Report**
- Insurance Due Report
- Dispatch Listing

Fig 29: Maintenance Requests Report Form with Date Range

B1

B2

B3

B4

Back

General Technical and Security Service Directorate's Maintenance Requests

Plate Number	Requested Date	Fuel Gauge(in amount)	KM	Work/Repair Requested	Status
507	May 7, 2023	55	200	chhhkfhxmcjydfcjm1111188888	Unverified
509	May 16, 2023	25	554	I need maintenance	taken for maintenance
510	May 9, 2023	25	55000	tires uat change	taken for maintenance
540	May 4, 2023	50	5350	i need service and dnnn	Completed
540	May 8, 2023	50	50355	tires uat	Completed
540	May 11, 2023	25	58742	I need technical service test	Completed
540	May 17, 2023	25	540101	Tolosa here is for you to test	taken for maintenance

Fig 30: Maintenance Requests Report

S2

Back

Vehicles Whose Insurance Date Is Due

Plate Number	Insurance Expiry Date	Insurance Renewal Date	Last Mileage(KM)	Last Mileage General Service(KM)	Last Mileage Tyres(KM)	Status
3-47650	2023-05-06	2025-03-08	25	5000	0	Pool
505	2023-02-07	2023-05-12	605	45	78.56	Dispatched
507	2023-02-07	2023-04-07	200	45	78.56	Maintenance
508	2023-02-07	2023-03-08	0	0	0	Assigned to Respective
509	2023-05-10	2023-05-08	554	45	78.56	Maintenance
510	2023-02-07	2023-02-15	55000	67	78.56	Maintenance
513	2023-02-08	2023-05-01	50000	5	5	Pool
540	2023-05-08	2024-05-07	54010	54000	5335	Maintenance
541	2023-03-24	2023-03-23	170	10	10	Maintenance

Fig 31: Vehicles Whose Insurance Date Is Due Report

Dispatched Vehicle Report

Report Type

- Field
- Inciry
- Offtime

Fig 32: Dispatch Listing Report Form

Dispatched Vehicle Report

Report Type Field **Report Range** All

Plate No	Driver	Fuel	Days	Requested By	Depart Date	Km On Depart	Km On Return	Km Diff
505	Ayana Asefa	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	Bonsa Lamessa Toli	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	Turi Ismael	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)	BUser382	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

Fig 33: All Vehicles Which Are Dispatched For Field Requests

Awash Bank Home Officer1

Senior Transport Officer

Vehicle Management

- Vehicle
- Fuel

Request Management

- Request

Driver Management

- Driver

Vehicle Maintenance

- Request Maintenance
- Manage Main Request

Report Management

- Report
- Maintenance Report
- Insurance Due Report
- Dispatch Listing

Dispatched Vehicle Report

Report Type: Field

Report Range: Date R... mm/dd/yyyy mm/dd/yyyy

From Date: mm/dd/yyyy

To Date: mm/dd/yyyy

Show

B1

Fig 34: All Vehicles Which Are Dispatched For Field Requests by Date Range Form