

Requester User Page:

After user login as a **requester** the following page (Fig:1.1) will be displayed.

- Dashboard(D1) (Fig:1.1) will direct to a page where in city request was requested
- Dashboard (D2) (Fig:1.1) will direct to a page where off time request was requested
- Dashboard (D3) (Fig:1.1) will direct to a page where field request was requested
- Dashboard (D4) (Fig 1.1) will direct to home page
- U(Fig:1.1) shows the user's name
- R(Fig:1.1) shows the user's role
- Menu(M1) (Fig:1.1) will display the submenu of type of travel request
- Menu(M2) (Fig:1.1) will display the submenu of status of request
- Click on menu(M3) (Fig:1.1) to display submenu the vehicle maintenance functions
- Click on menu (M4) (Fig 1.1) to create Advance payments
- Click on menu (M5) (Fig 1.1) to manage your advance payments
- Click on menu (M6) (Fig:1.1) to print/export maintenance report

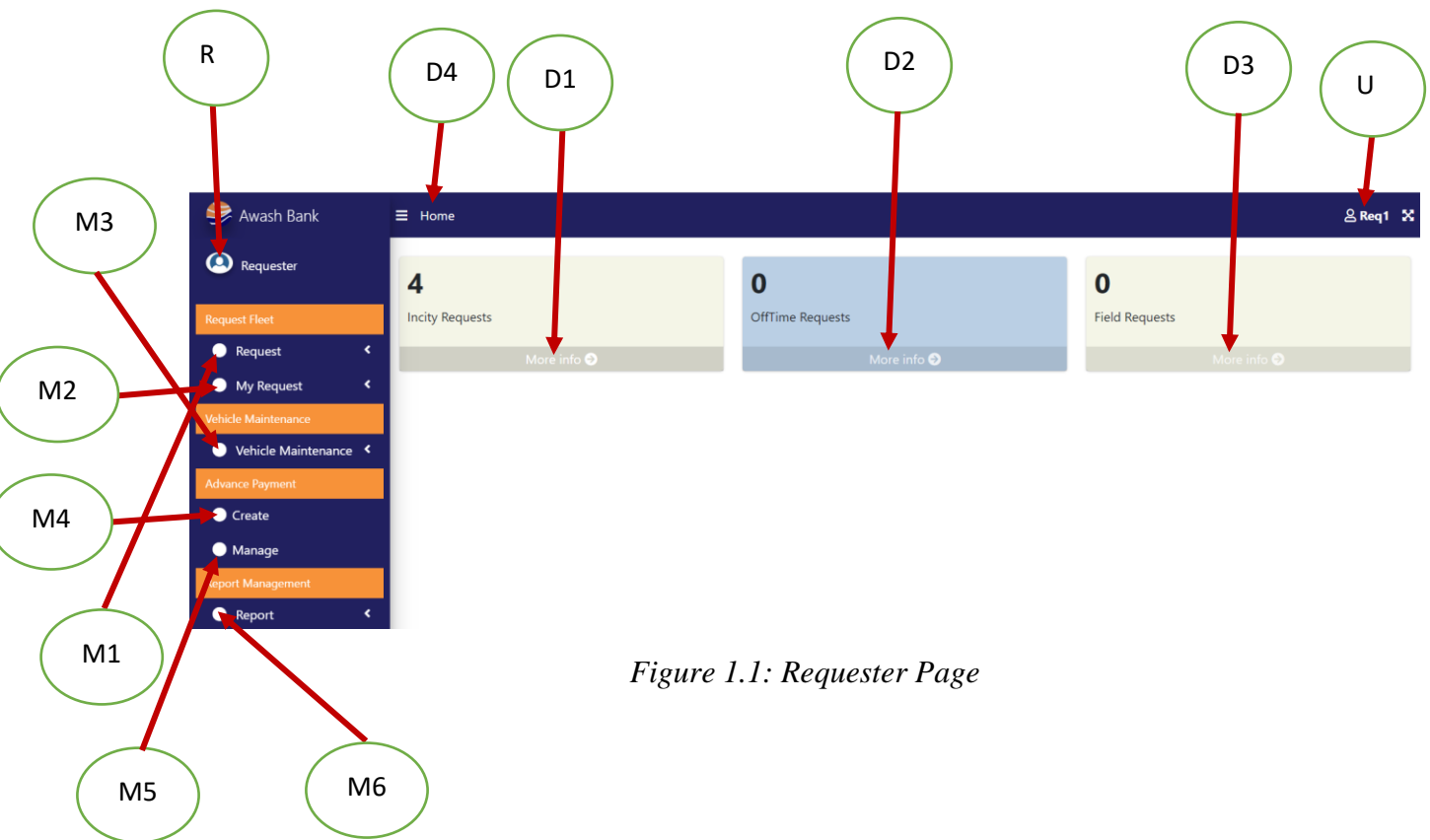


Figure 1.1: Requester Page

Note: This page allows the user to perform a travel request, to check the status of his/her request, to request vehicle maintenance, to perform vehicle maintenance functions and to print or Export reports.

- Click **request** menu (M1) (Fig:1.2) then **submenu**(S1) page a type of travel will be displayed (Fig:1.2)
 - Click on **In City Request** submenu(S1) (Fig:1.2) to fill in city request form(F1), then click on **Create request** button(B1) to submit your request.
 - Click on **Off time Request** submenu(S2) (Fig:1.3) to fill off time request form(F2), then click on **Create request** button(B2) to submit your request.
 - Click on **Field Request** submenu (S3) (Fig:1.4) to fill field request form(F3), then click on **Create request** button(B3) to submit your request.

The screenshot displays the 'In City Vehicle Requisition Form' within the Awash Bank system. The interface includes a dark blue sidebar on the left with a 'Requester' section containing 'Request Fleet' and a dropdown menu. The main content area is titled 'In City Vehicle Requisition Form' and contains several input fields. Annotations with red arrows point to specific elements: M1 points to the 'Request Fleet' menu item; S1 points to the 'In City Request' submenu item; F1 points to the form title; and B1 points to the 'Create Request' button at the bottom right.

In City Vehicle Requisition Form		
Requested By Requester5	Directorate/Branch Director, Personal Banking	Request Date 2023-03-14
Passenger (s) enter passenger (s)	Destination enter destination	Vehicle Needed From Date yyyy-mm-dd
Vehicle Needed From Time --:-- --	Vehicle Needed To Date yyyy-mm-dd	Vehicle Needed To Time --:-- --
Number of Days Vehicle Needed 	Purpose Of Travel enter purpose of travel	Create Request

Figure 1.2: In-City Request Form

Off-Time Vehicle Requisition Form

Directorate Director IT Infrastructure and Service M	Requested By Requester6	Requested Date 2023-03-15
Vehicle Needed From --:-- --	Vehicle Needed To --:-- --	
Name of Passenger(s) 	Residential Area 	
Departure Date yyyy-mm-dd	Morning Time --:-- --	Night Time --:-- --
Return Date yyyy-mm-dd	Time --:-- --	Kilometer
Reason for Off-Time 	Phone Number 	

Submit Request

Figure 1.3: Off-time Request Form

Field Vehicle Requisition Form

Directorate/Branch Director IT Infrastructure and Service Managemen	Date 2023-03-15	Requested By: Requester6
Passengers Name passenger name...	Vehicle Requested For 	Purpose of Travel reason for travel
Departure Date yyyy-mm-dd	Return Date yyyy-mm-dd	Number of Days Requested 0
Material To Be Loaded In (Kg) 0	Destination: Branch branch	City city here
KM 0	Contingency 0	Total KM 0
Claim Expense From claim expense from..	Mode Of Transport 	

Create

Figure 1.4: Field Request Form

- Click on **My Request** Menu (M2) and **in city Request** submenu(S4) (Fig:1.5) to check your request in city request Status.
 - Click on **Detail** button(B4) (Fig:1.6) to see your entire information
 - Click on **Update** button(B5) (Fig:1.7) to modify your request
 - Click on **Reason** button(B6) (Fig 1:8) to see reason for rejection
 - Click on **Cancel** button(B7) (Fig 1:9) to cancel your request
 - Click on **Print** button(B8) (Fig 1:10) to print out your approved request

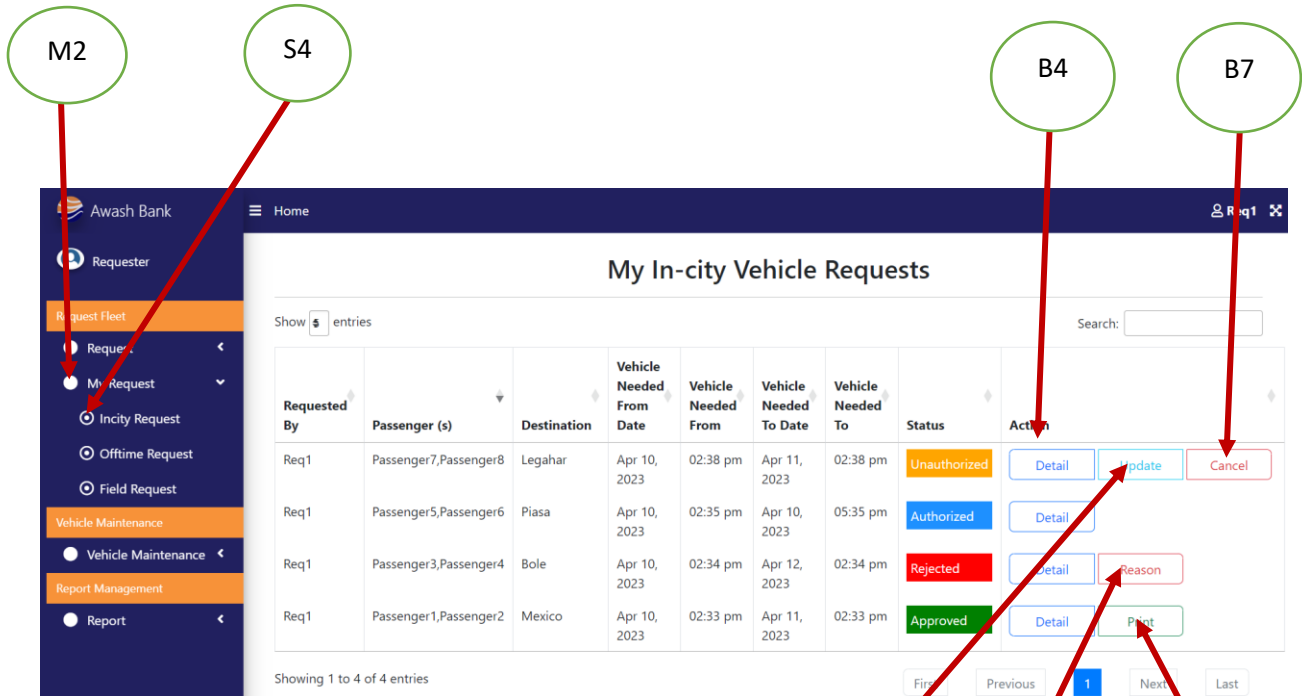


Figure 1.5: My Request Menu

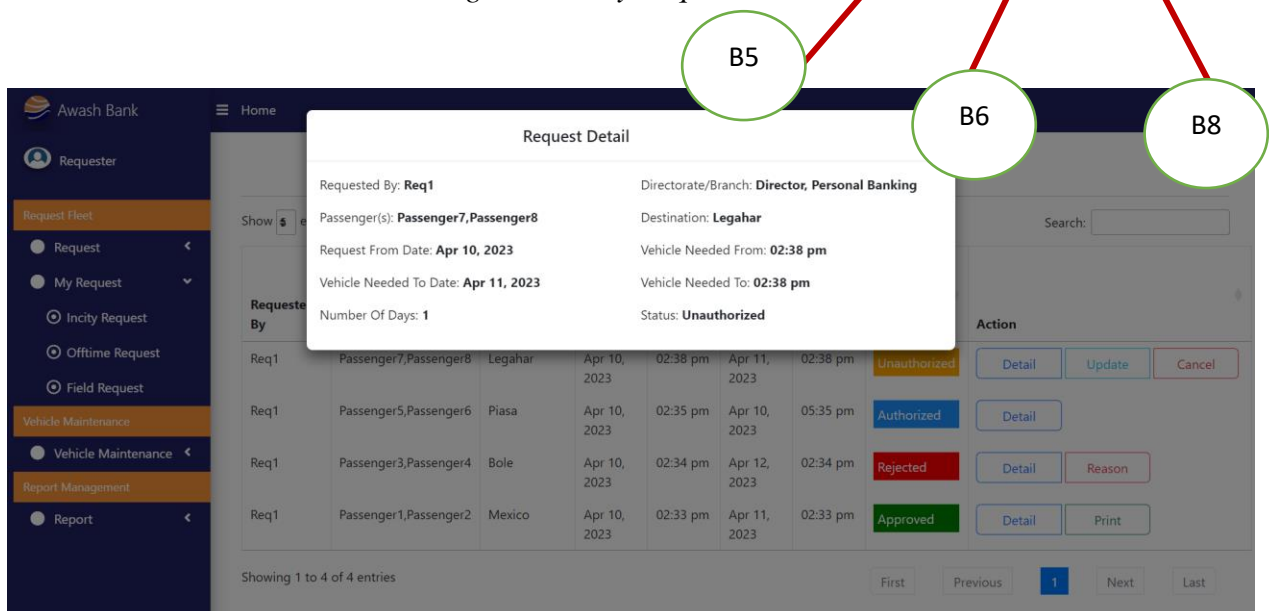


Figure 1.6: Detail Request

The screenshot shows the 'Update Request Information' modal form. The form contains the following fields:

- Requester Id:** 35
- Requested By:** Req1
- Directorate/Branch:** Director, Personal Banking
- Requested Date:** 2023-04-10
- Passenger (s):** Passenger7, Passenger8
- Destination:** Legahar
- Vehicle Needed From Date:** 2023-04-10
- Vehicle Needed From Time:** 02:38 PM
- Vehicle Needed To Date:** 2023-04-11
- Vehicle Needed To Time:** 02:38 PM
- Number of Days Vehicle Needed:** 1
- Purpose Of Travel:** Branch inspection

At the bottom right of the modal are 'Update' and 'Close' buttons. The background shows a list of requests with columns for Requested By, Passenger (s), Destination, and Status.

Figure 1.7: Update Request

The screenshot shows the 'Reason For Rejection' modal with the message 'Vehicles are not available'. Below the modal is a table of requests.

Requested By	Passenger (s)	Destination	Vehicle Needed From Date	Vehicle Needed From	Vehicle Needed To Date	Vehicle Needed To	Status	Action
Req1	Passenger7, Passenger8	Legahar	Apr 10, 2023	02:38 pm	Apr 11, 2023	02:38 pm	Unauthorized	Detail, Update, Cancel
Req1	Passenger5, Passenger6	Piasa	Apr 10, 2023	02:35 pm	Apr 10, 2023	05:35 pm	Authorized	Detail
Req1	Passenger3, Passenger4	Bole	Apr 10, 2023	02:34 pm	Apr 12, 2023	02:34 pm	Rejected	Detail, Reason
Req1	Passenger1, Passenger2	Mexico	Apr 10, 2023	02:33 pm	Apr 11, 2023	02:33 pm	Approved	Detail, Print

Showing 1 to 4 of 4 entries

Figure 1.8: Reason for Rejection

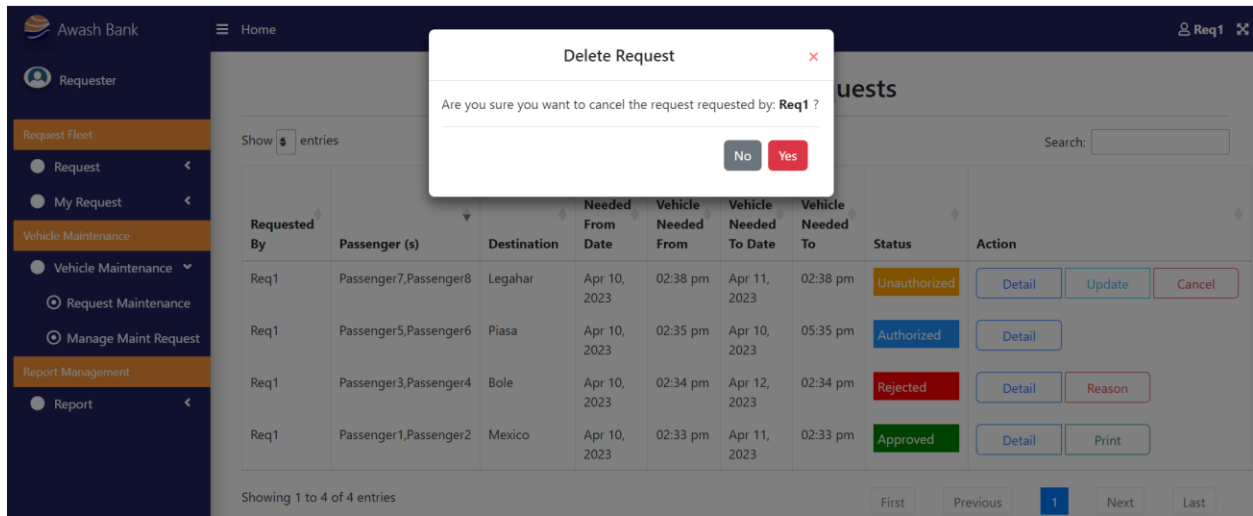


Figure 1.9: Cancel Request

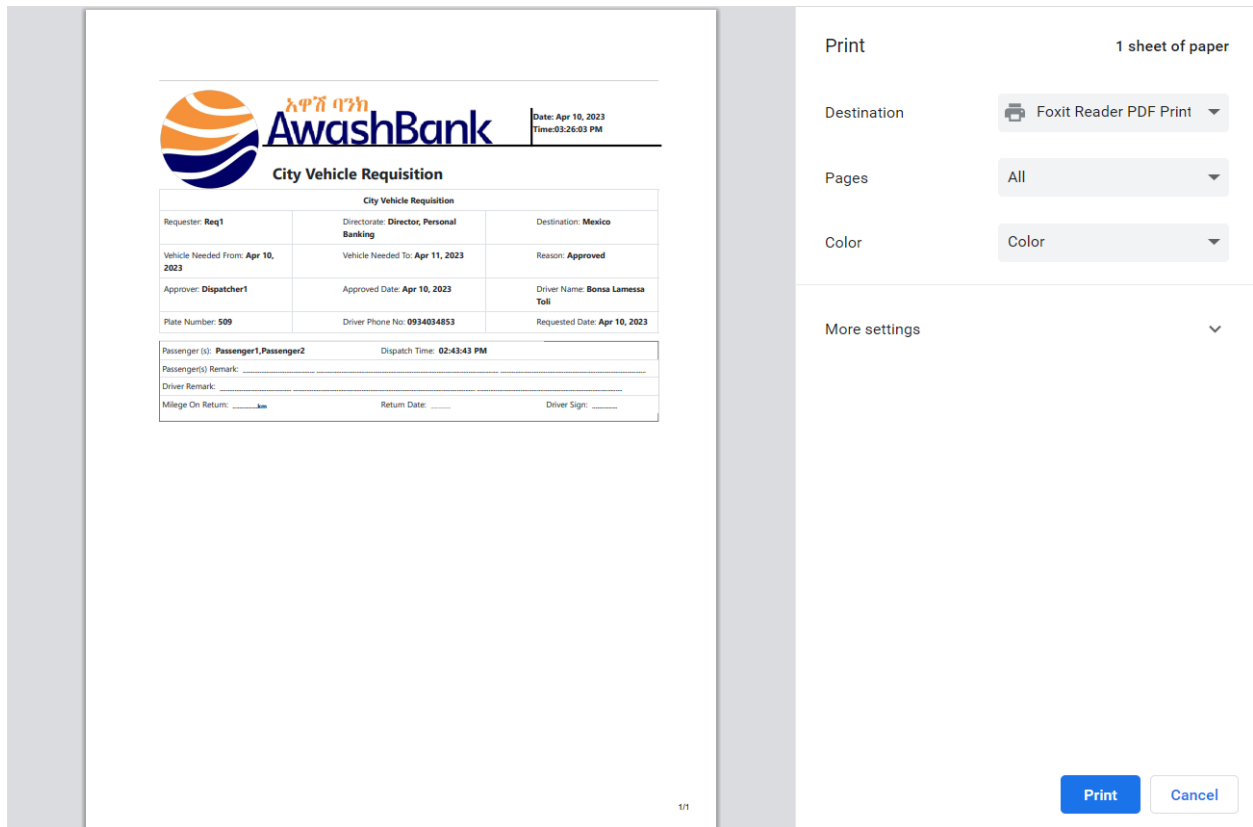


Figure 1.10: Print Request

NOTE: Follow the same procedure for off time and field request.

- Click on **Vehicle Maintenance** menu (M3) (Fig1.11) then submenu **Request Maintenance** (S5) and **Manage Maint Request** (S6) will be displayed.
 - This menu allows a user to perform Vehicle Maintenance functions.
- Click **Request Maintenance** submenu (S5) (Fig 1:11) to request vehicle maintenance
- Click **Manage Maint Request** submenu(S6) (Fig 1:12) to view vehicle maintenance requests status
- Click on **Detail** button(B9) (Fig 1:11) to see your entire request information
- Click on **Request** button(B10) (Fig 1:11) to request vehicle maintenance
- Click on **Update** button(B11) (Fig 1:12) to modify requests

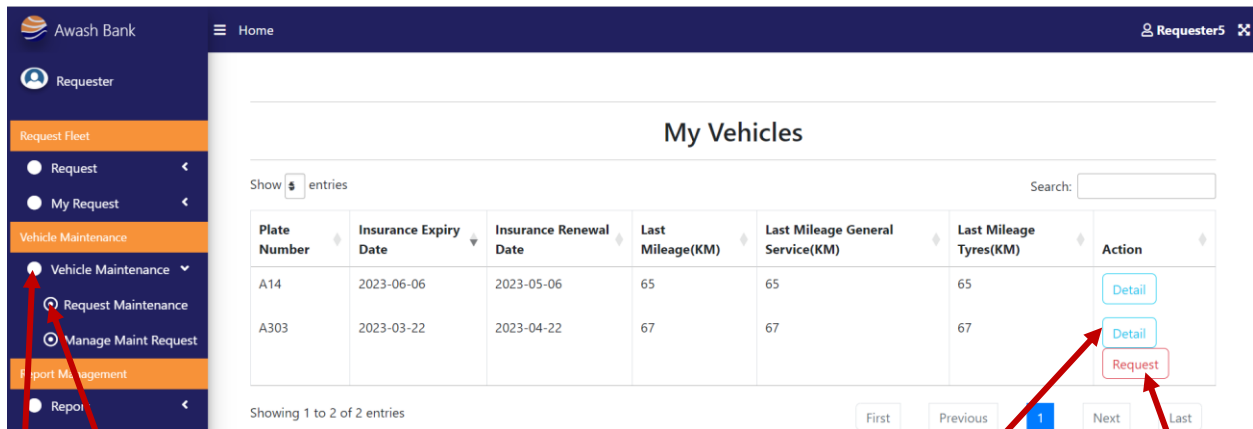


Figure 1.11: Vehicle Maintenance Menu

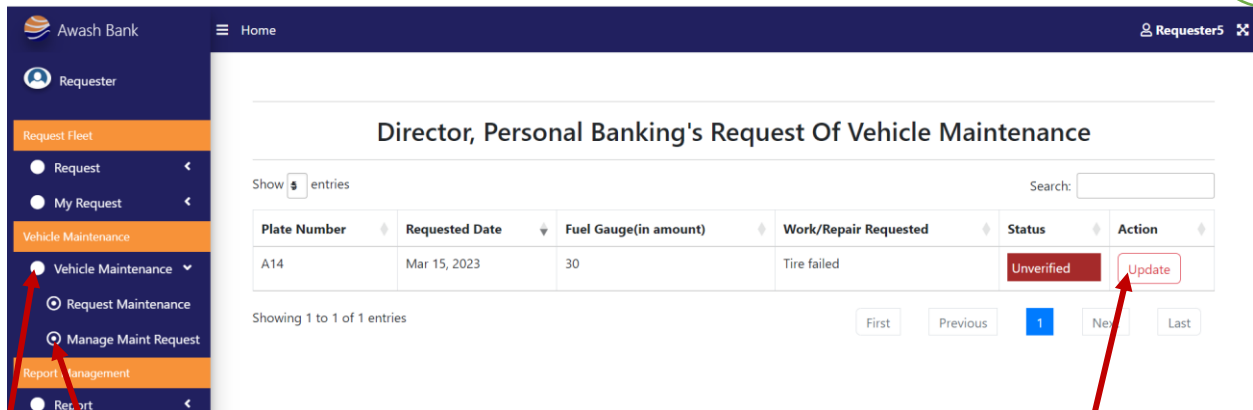
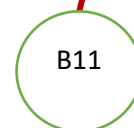


Figure 1.12: Vehicle Maintenance Menu



- Click on **Create** menu (M4) (Fig1.13) to create your advancement payment, then click on create button(B12) to submit your request.

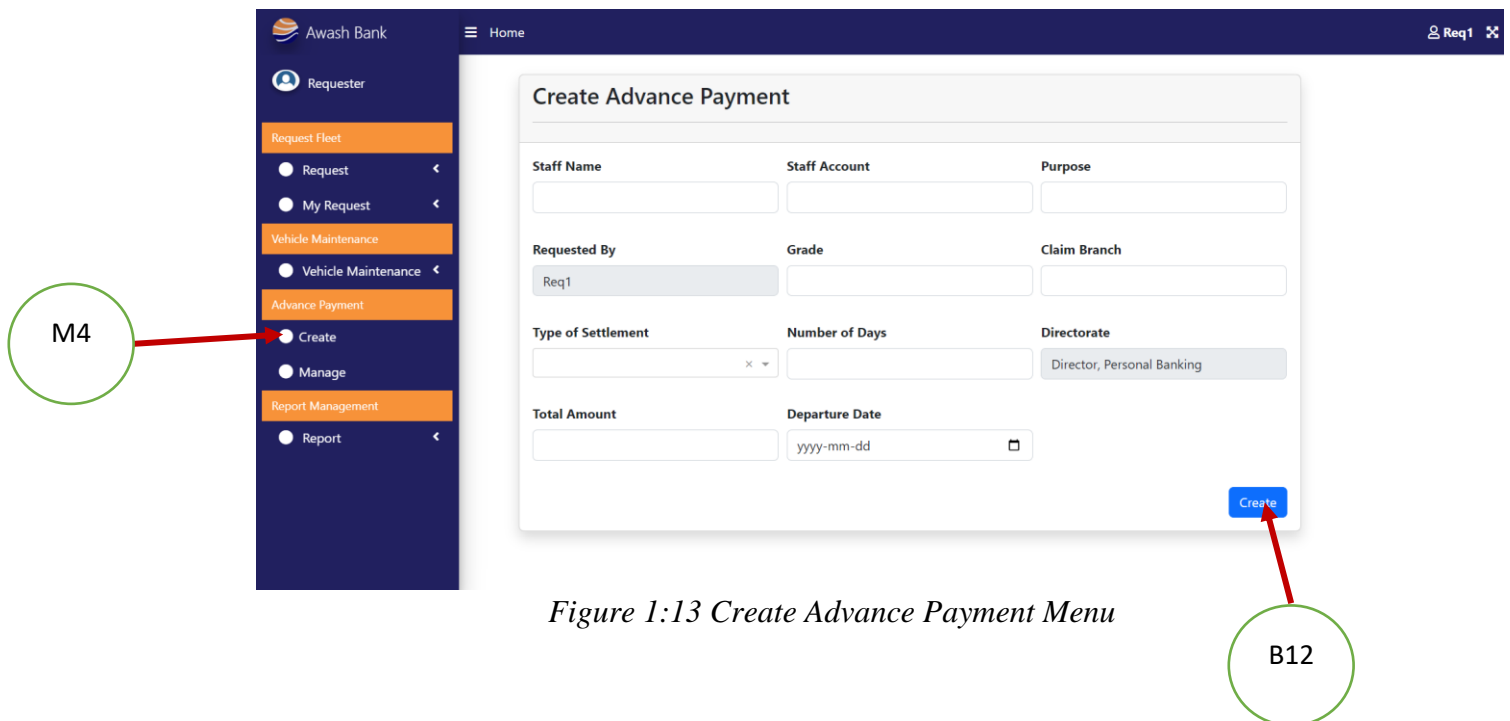


Figure 1:13 Create Advance Payment Menu

- Click on **Manage** menu (M5) (Fig1.14) to manage your advancement payment.
 - Click on **Update** button(B13) (Fig 1:14) to modify your advance payments
 - Click on **Detail** button(B14) (Fig 1:14) to see your entire advance payments
 - Click on **Cancel** button(B15) (Fig 1:14) to cancel your advance payments

Awash Bank Home Req1

Requester

Request Fleet

- Request
- My Request

Vehicle Maintenance

- Vehicle Maintenance

Advance Payment

- Create
- Manage**

Report Management

- Report

Advance Payments

Show 1 entries Search:

Staff Name	Staff Account	Purpose	Grade	No of Days	Total Amount	Status	Action
Bachangire	01320	Visit	V5	1	300	Unauthorized	Update Detail Cancel

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Figure 1:14 Manage Advancement Payment Menu

Awash Bank Home Req1

Requester

Request Fleet

- Request
- My Request

Vehicle Maintenance

- Vehicle Maintenance

Advance Payment

- Create
- Manage**

Report Management

- Report

Update Advance Payment

Staff Name: Bachangire Staff Account: 01320 Purpose: Visit

Requested By: Req1 Grade: V5 Claim Branch: HO

Type of Settlement: Work Advance for Staff Number of Days: 1 Directorate: Director, Personal Banking

Total Amount: 300 Departure Date: 2023-05-03

Update

Figure 1:15 Update Advance Payments

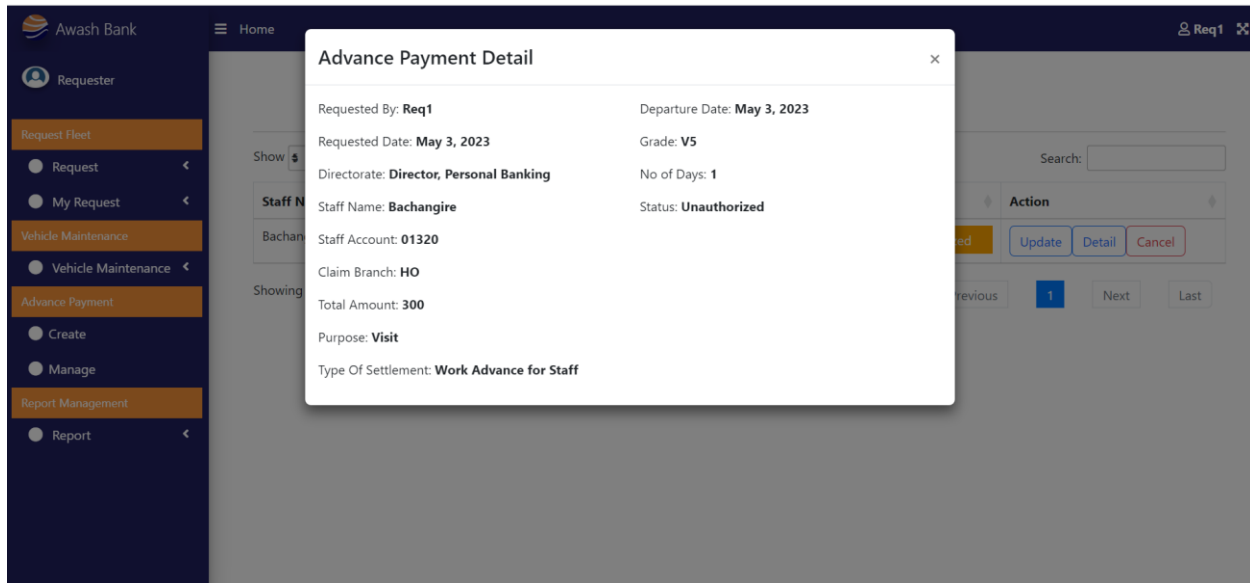


Figure 1:16 Detail Advance Payments

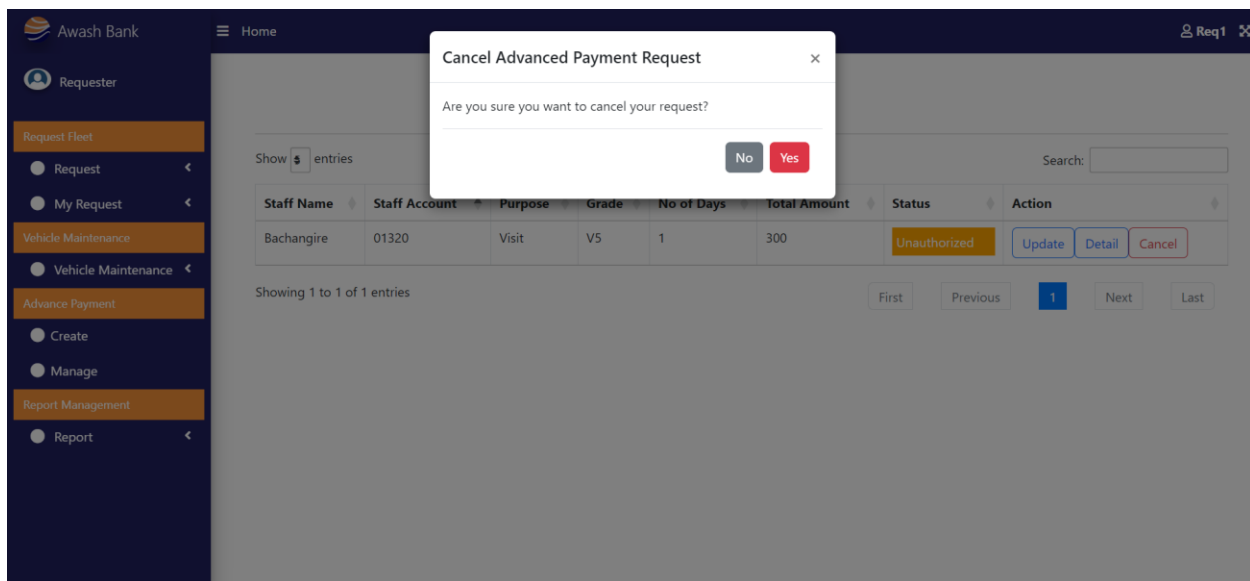
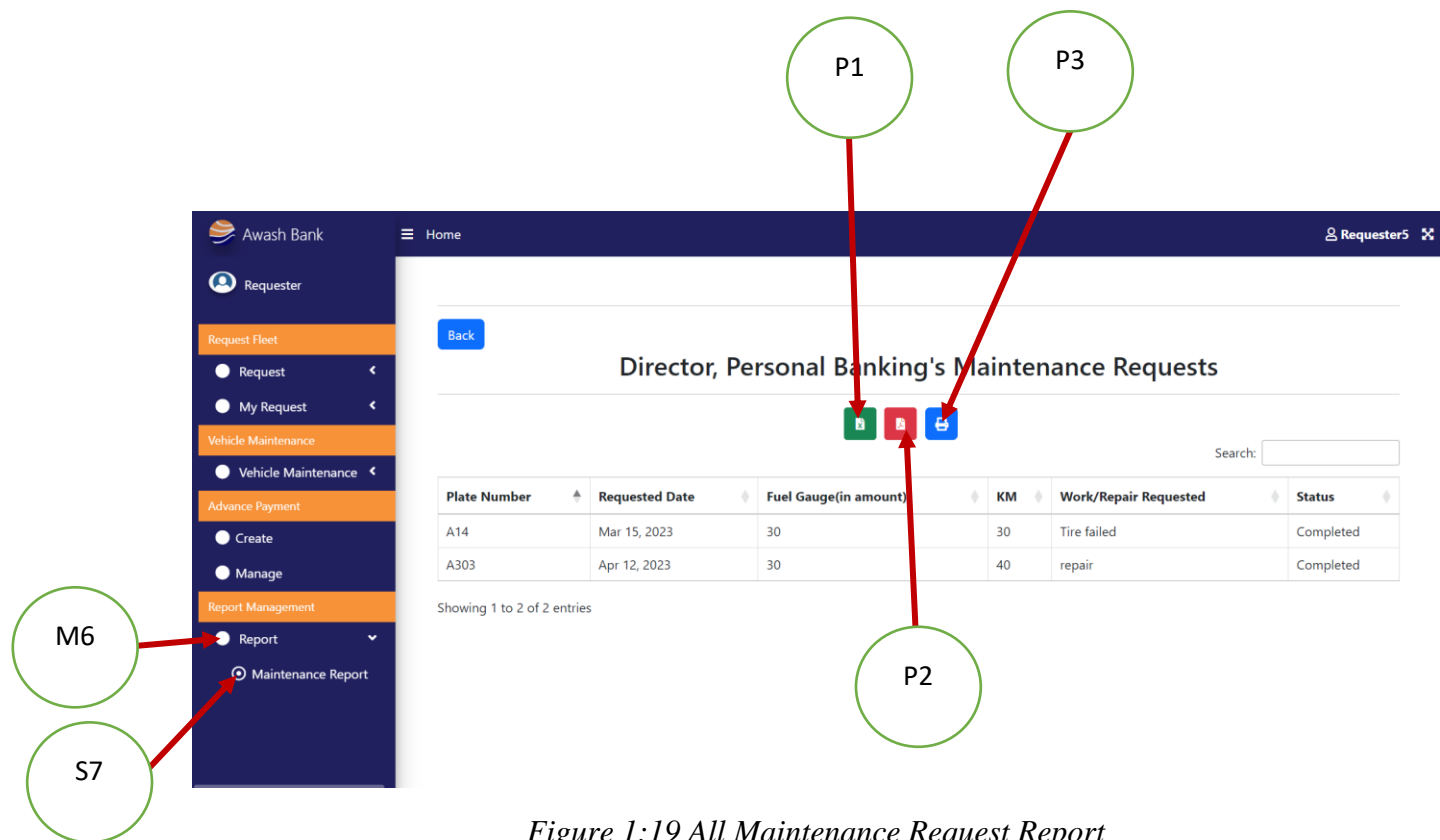
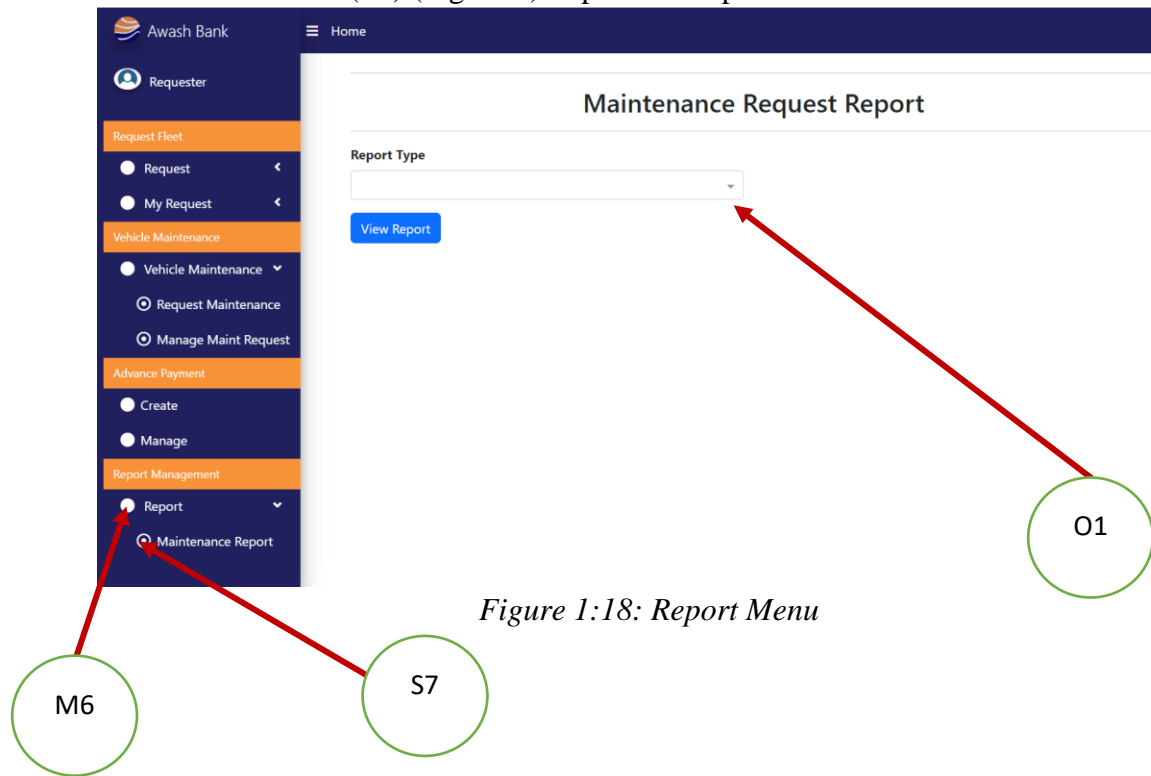


Figure 1.17 Cancel Advance Payments

- Click on **Report** menu (M6) (Fig 1:18) to print reports
 - Click on **Maintenance Report** submenu (S7) (Fig 1:18) to view maintenance requests listing by date range and by plate number
 - Click on Drop Down(O1) (Fig 1:18) to select report type
 - Select **All** Option (O2) (Fig 1:18) to get all the plate number report
 - Select **Date Range** Option(O3) (Fig 1:20) to get the report by date range
 - Click on **Excel** icon(P1) (Fig 1:19) to print the report in Excel form
 - Click on **PDF** icon(P2) (Fig 1:19) to print the report in pdf form

- Click on **Print** icon(P3) (Fig 1:19) to print the report



Awash Bank

Requester

Request Fleet

Request

My Request

Vehicle Maintenance

Vehicle Maintenance

Advance Payment

Create

Manage

Report Management

Report

Maintenance Report

Home

Requester5

Maintenance Request Report

Report Type

Date Range

Date From

yyyy-mm-dd

Date To

yyyy-mm-dd

View Report

Figure 1:20 Date Range Maintenance Request Report