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
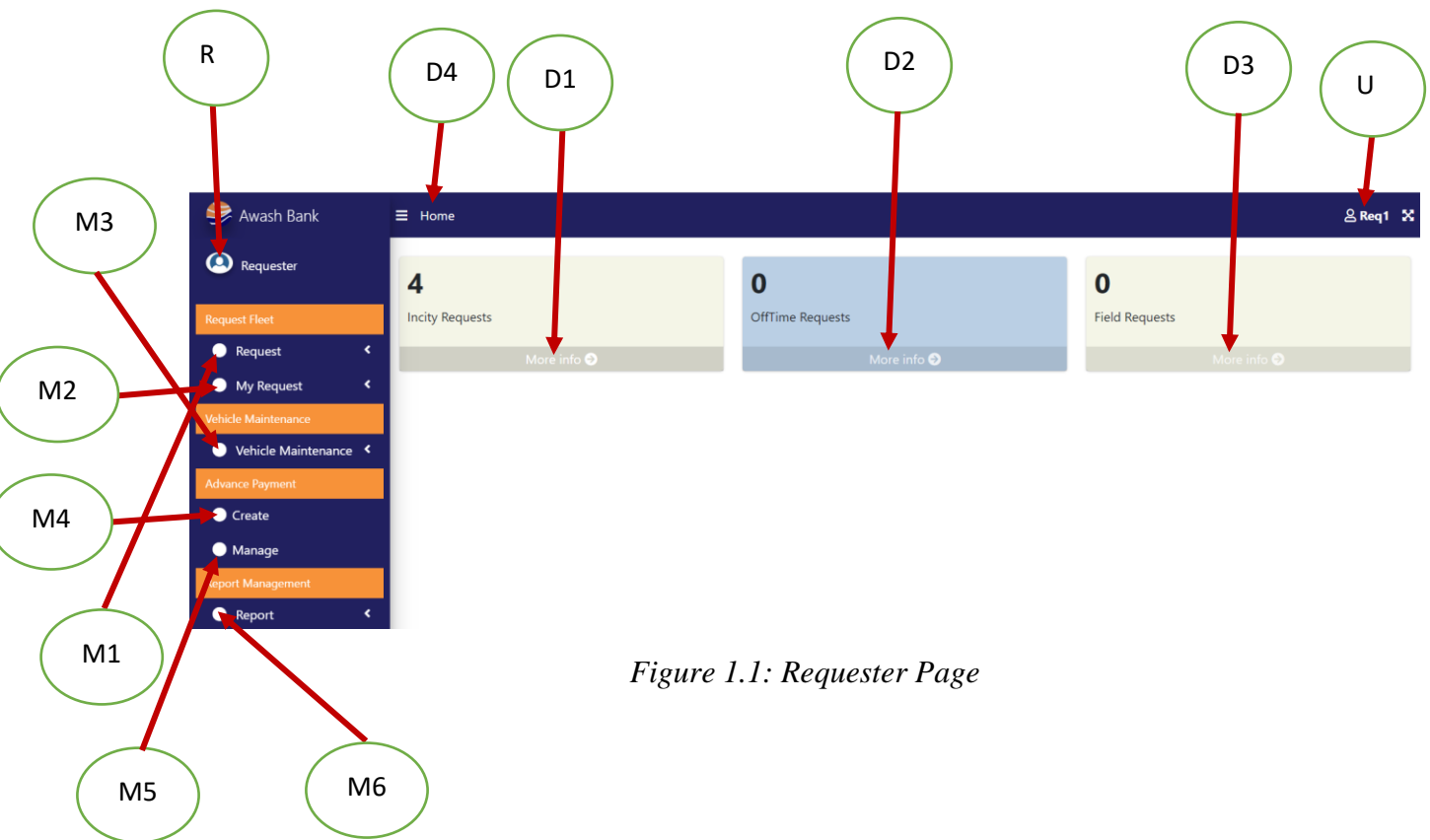- Click on menu (M6) (Fig:1.1) to print/export maintenance report

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.

Figure 1.2: In-City Request Form

M1

S2

F2

B2

Awash Bank Home   👤 Requester6 ⛶

👤 Requester

Request Fleet

⬤ Request   ⌄

   ◉ Incity Request

   ◉ Offtime Request

   ◉ Field Request

⬤ My Request   ⌄

Vehicle Maintenance

⬤ Vehicle Maintenance   ‹

Report Management

⬤ Report   ‹

Off-Time Vehicle Requisition Form

Directorate   **Requested By**   **Requested Date**

Director IT Infrastructure and Service M   Requester6   2023-03-15

Vehicle Needed From   **Vehicle Needed To**

--:-- --   🕐   --:-- --   🕐

Name of Passenger(s)   **Residential Area**

Departure Date   **Morning Time**   **Night Time**

yyyy-mm-dd   📅   --:-- --   🕐   --:-- --   🕐

Return Date   **Time**   **Kilometer**

yyyy-mm-dd   📅   --:-- --   🕐

Reason for Off-Time   **Phone Number**

Submit Request

Figure 1.3: Off-time Request Form

M1

S3

F3

B3

Awash Bank Home   👤 Requester6 ⛶

👤 Requester

Request Fleet

⬤ Request   ⌄

   ◉ Incity Request

   ◉ Offtime Request

   ◉ Field Request

⬤ My Request   ⌄

Vehicle Maintenance

⬤ Vehicle Maintenance   ‹

Report Management

⬤ Report   ‹

Field Vehicle Requisition Form

Directorate/Branch   **Date**   **Requested By:**

Director IT Infrastructure and Service Managemen   2023-03-15   Requester6

Passengers Name   **Vehicle Requested For**   **Purpose of Travel**

passenger name...   ▾   reason for travel

Departure Date   **Return Date**   **Number of Days Requested**

yyyy-mm-dd   📅   yyyy-mm-dd   📅   0

Material To Be Loaded In (Kg)   **Destination: Branch**   **City**

0   branch   city here

KM   **Contingency**   **Total KM**

0   0   0

Claim Expense From   **Mode Of Transport**

claim expense from..   ▾

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
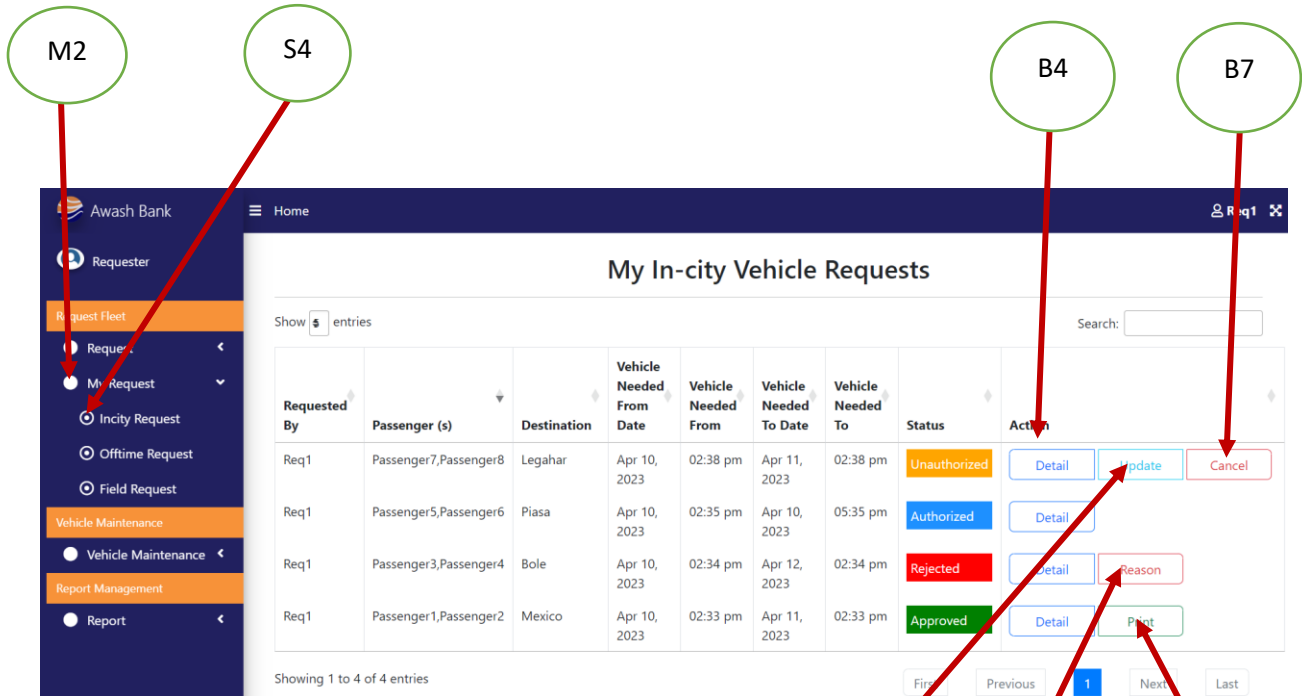
Figure 1.5: My Request Menu
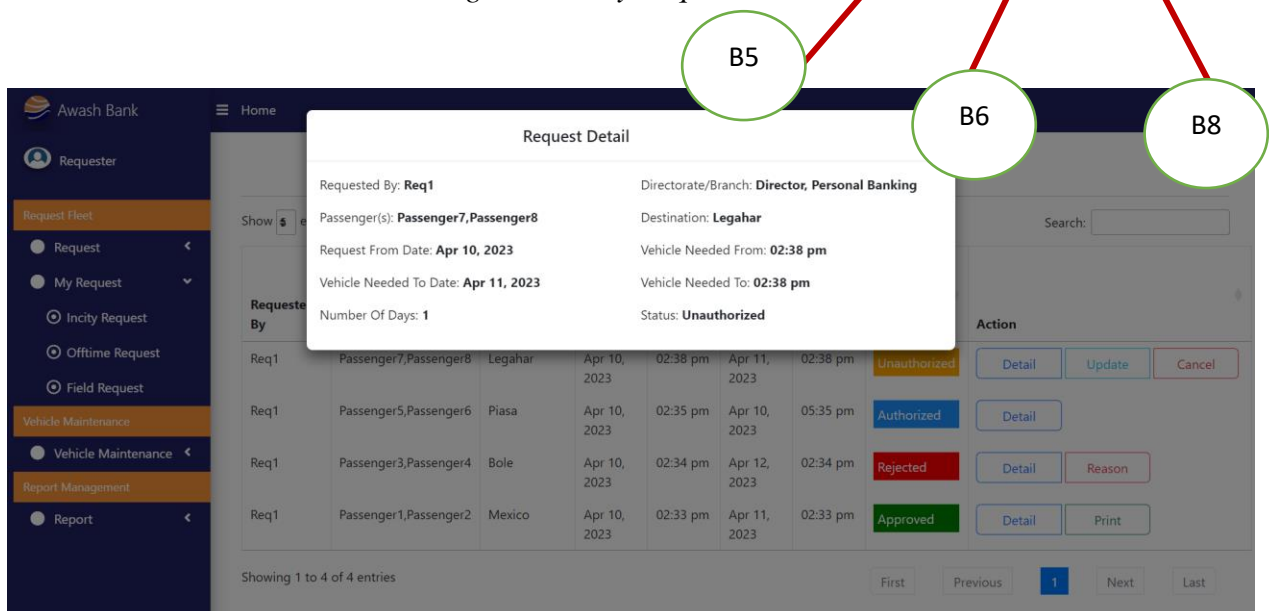
Figure 1.6: Detail Request

Figure 1.7: Update Request

Figure 1.8: Reason for Rejection
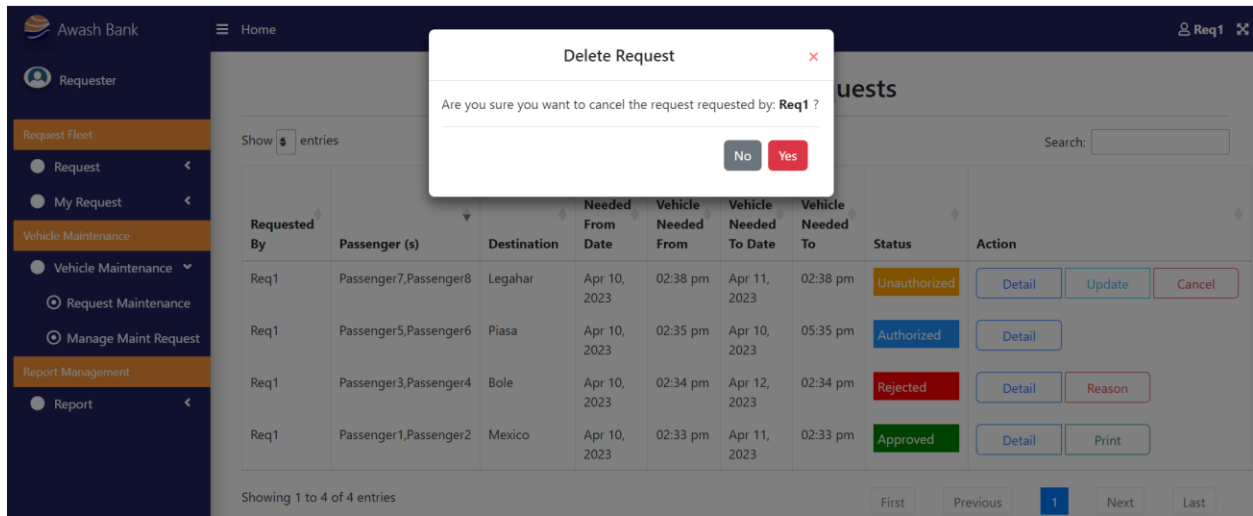
Figure 1.9: Cancel Request
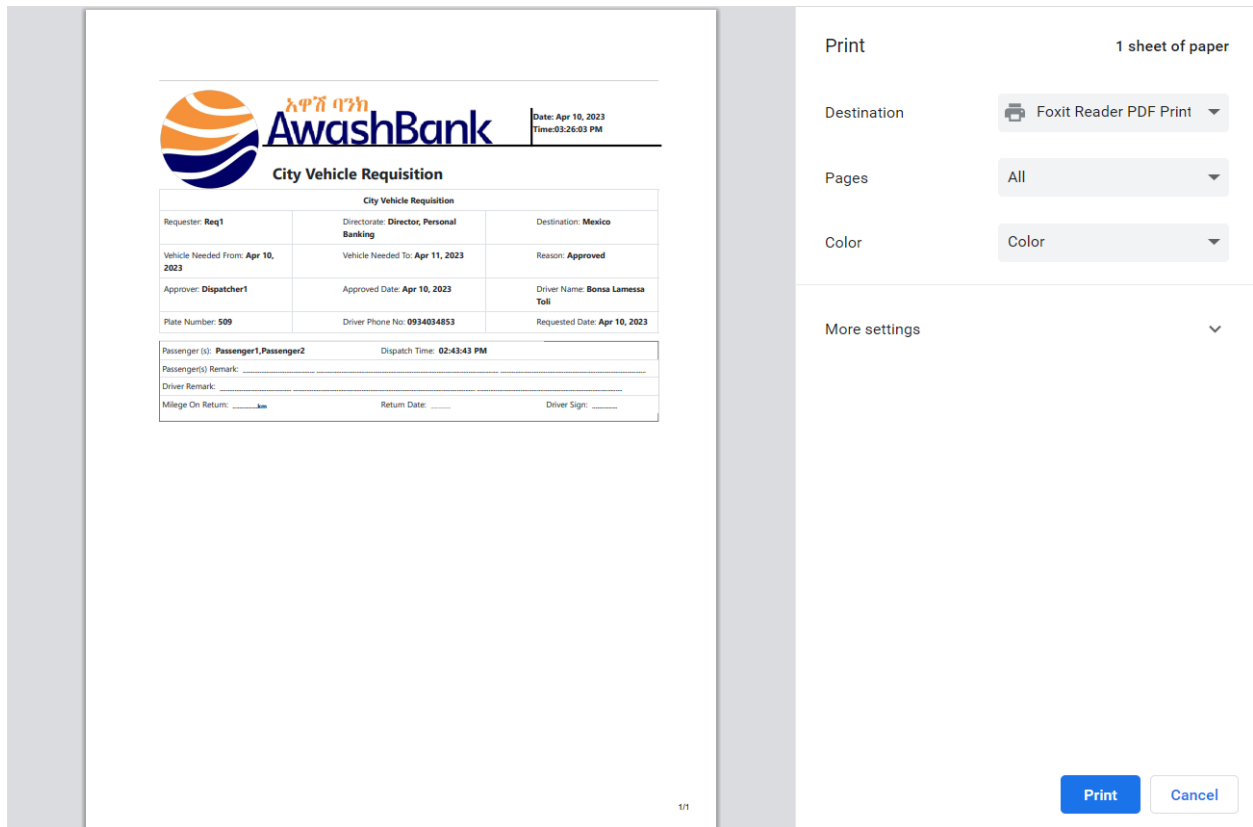
Figure 1.10: Print Request

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
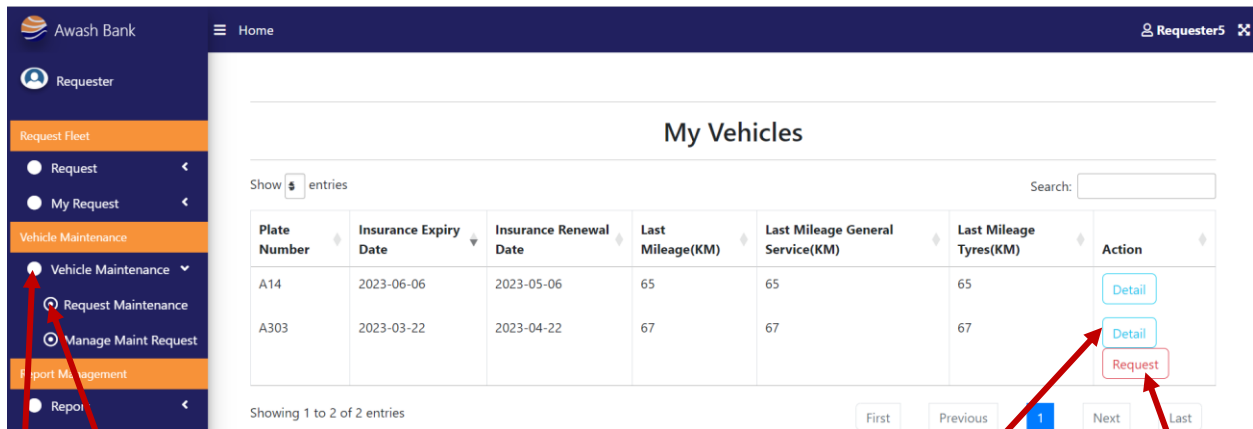
Figure 1.11: Vehicle Maintenance Menu
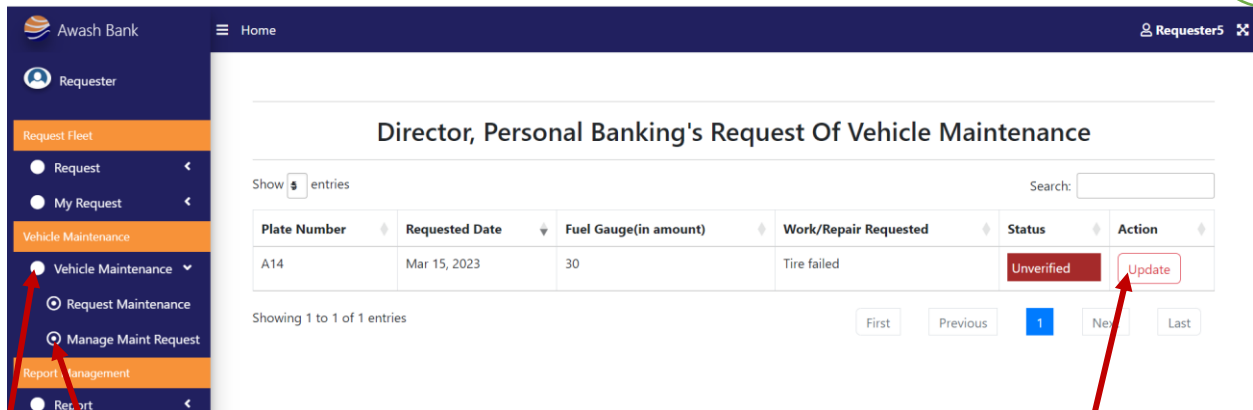
Figure 1.12: Vehicle Maintenance Menu
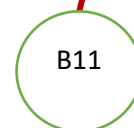
- Click on **Create** menu (M4) (Fig1.13) to create your advancement payment, then click on create button(B12) to submit your request.
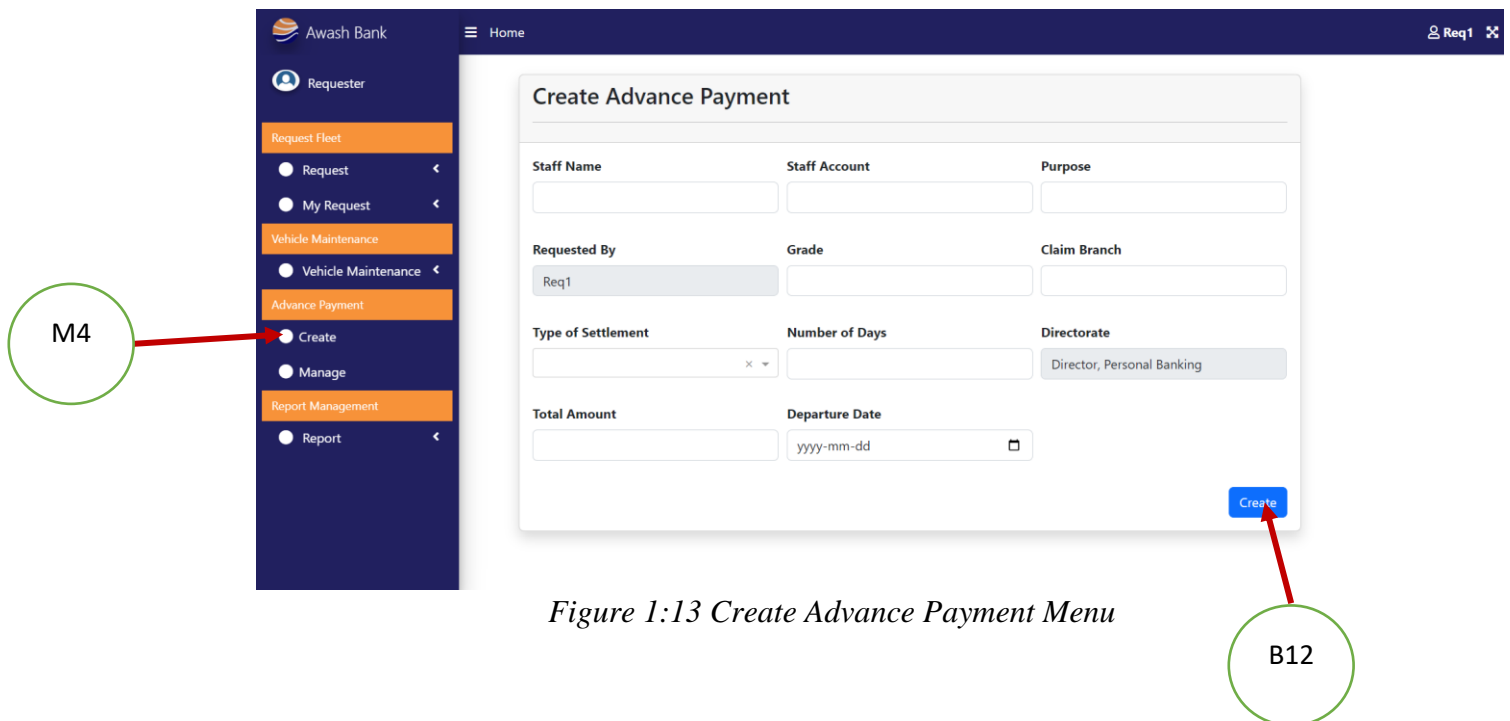

Figure 1:13 Create Advance Payment Menu

- 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

Figure 1:14 Manage Advancement Payment Menu
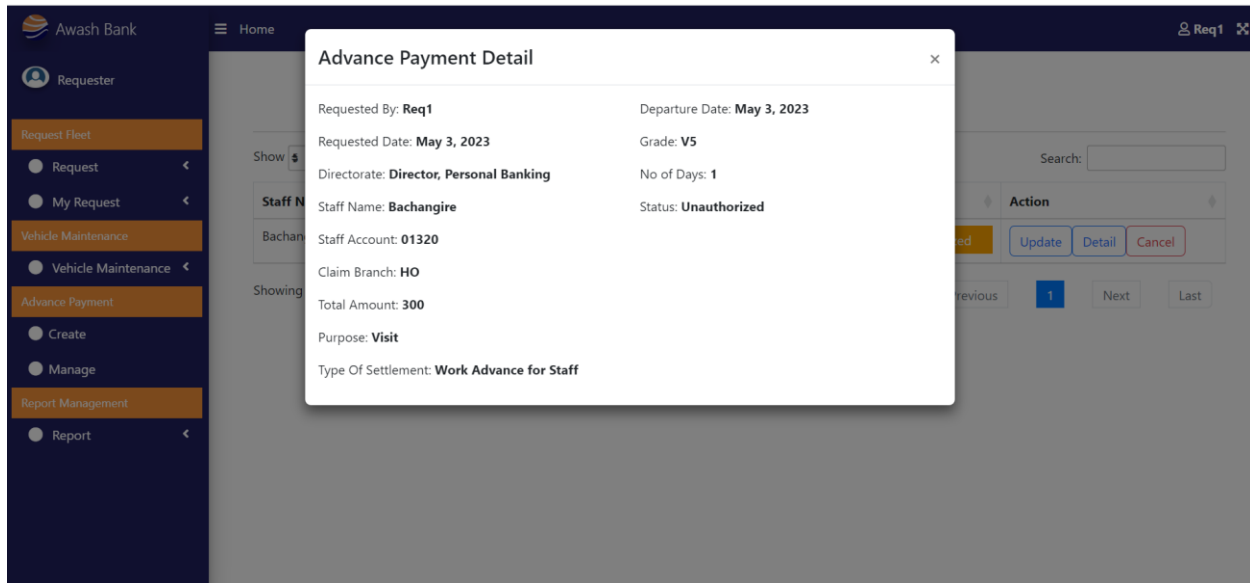

Figure 1:15 Update Advance Payments

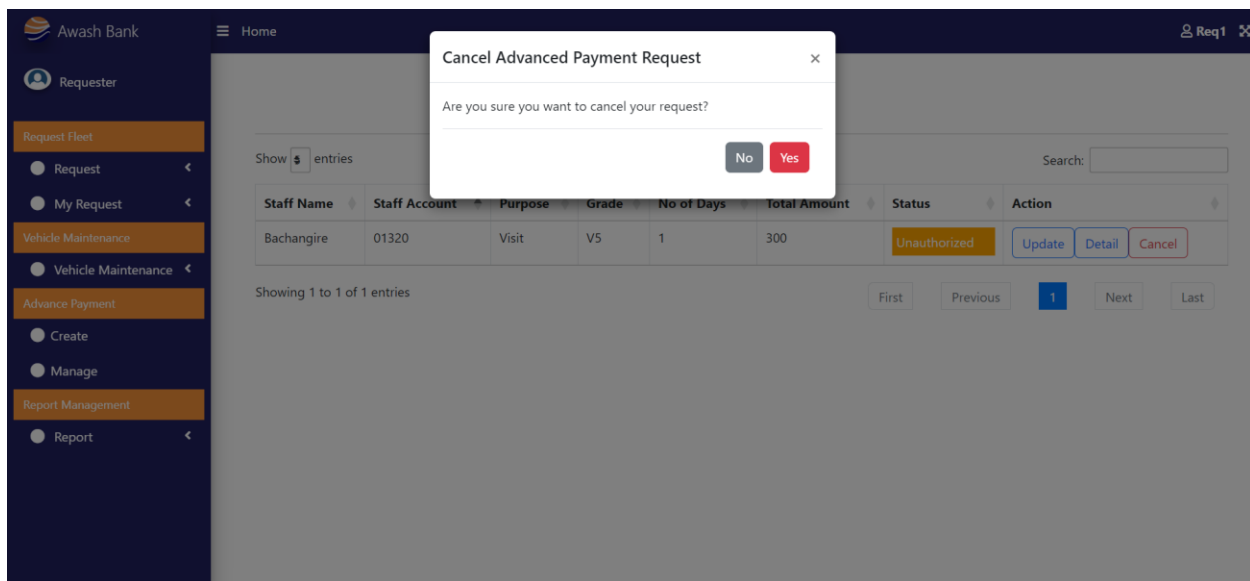*Figure 1:16 Detail Advance Payments*

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
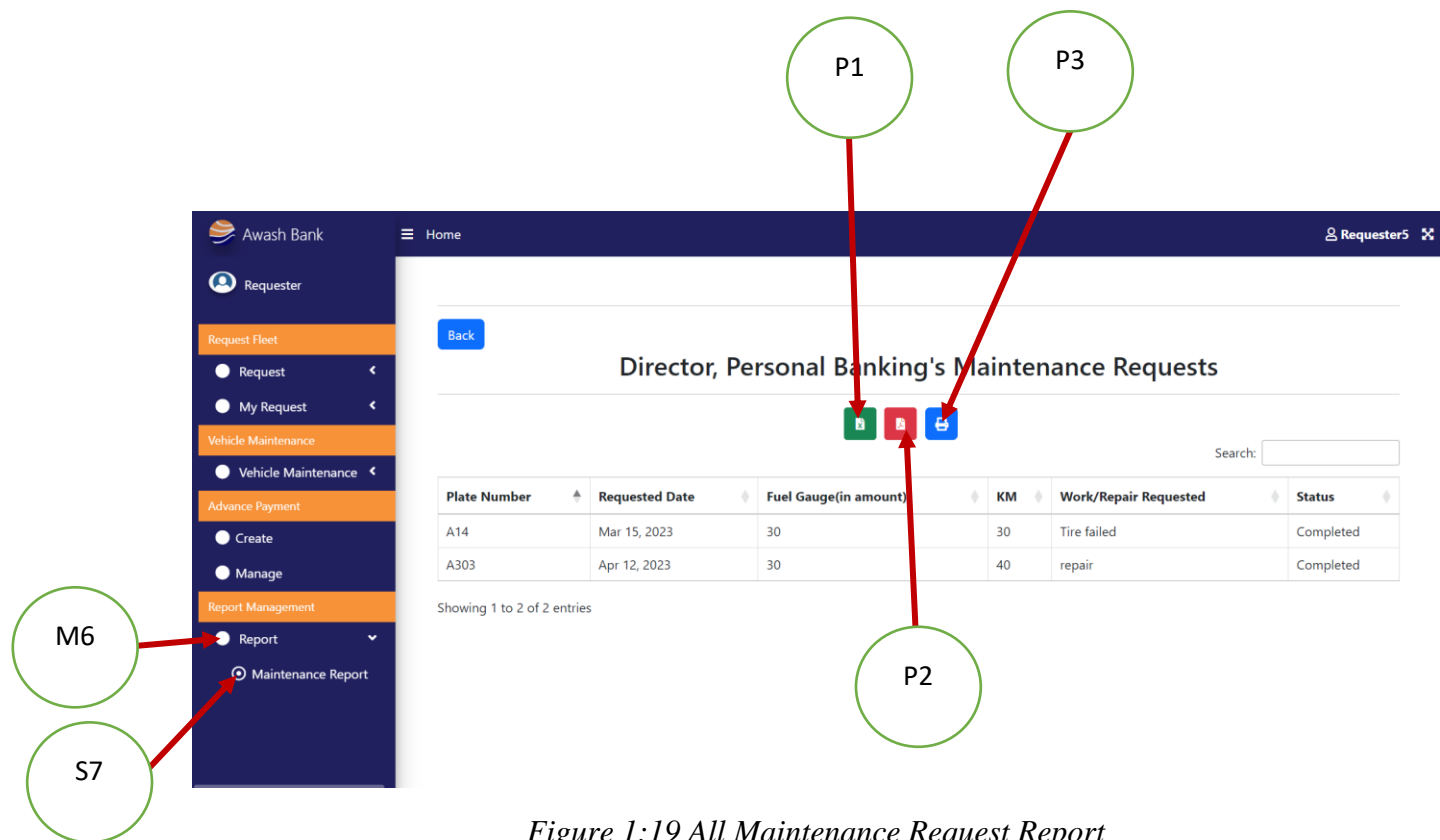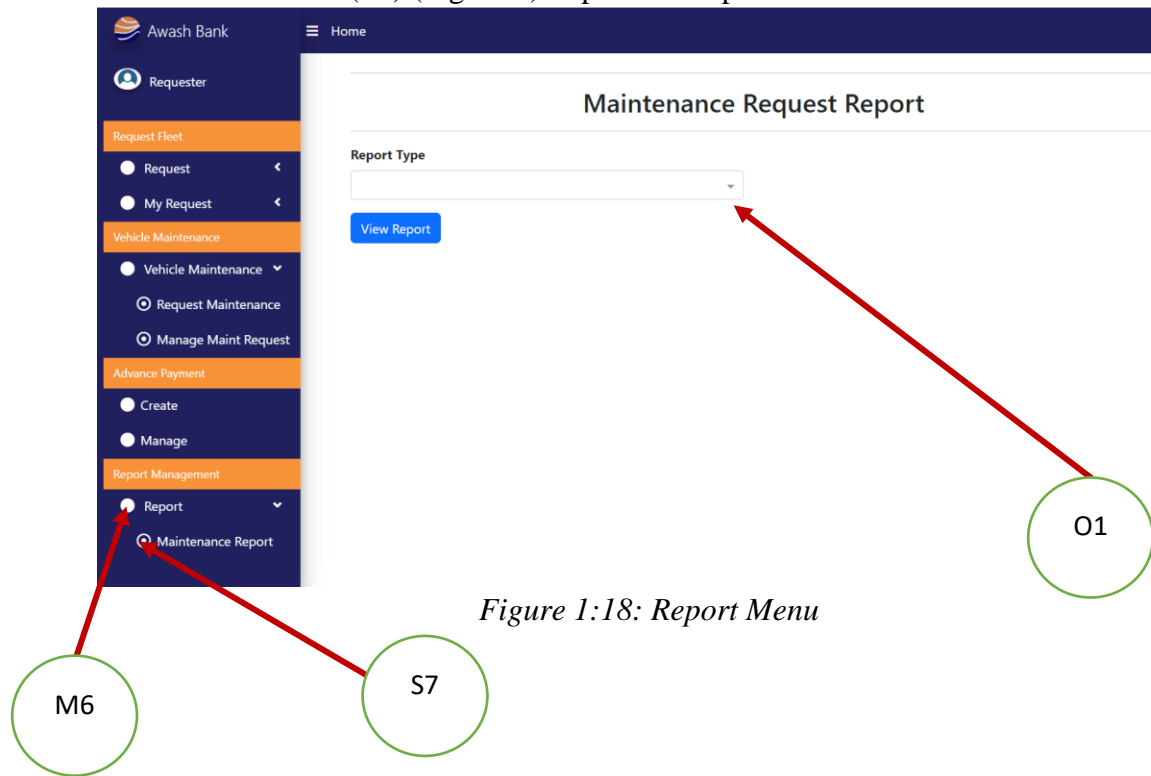
Figure 1:18: Report Menu

Figure 1:19 All Maintenance Request Report

Figure 1:20 Date Range Maintenance Request Report