



Dispatch Management System (DMS)

User Manual

Green Delta Insurance Company

Date: 13 December 2023

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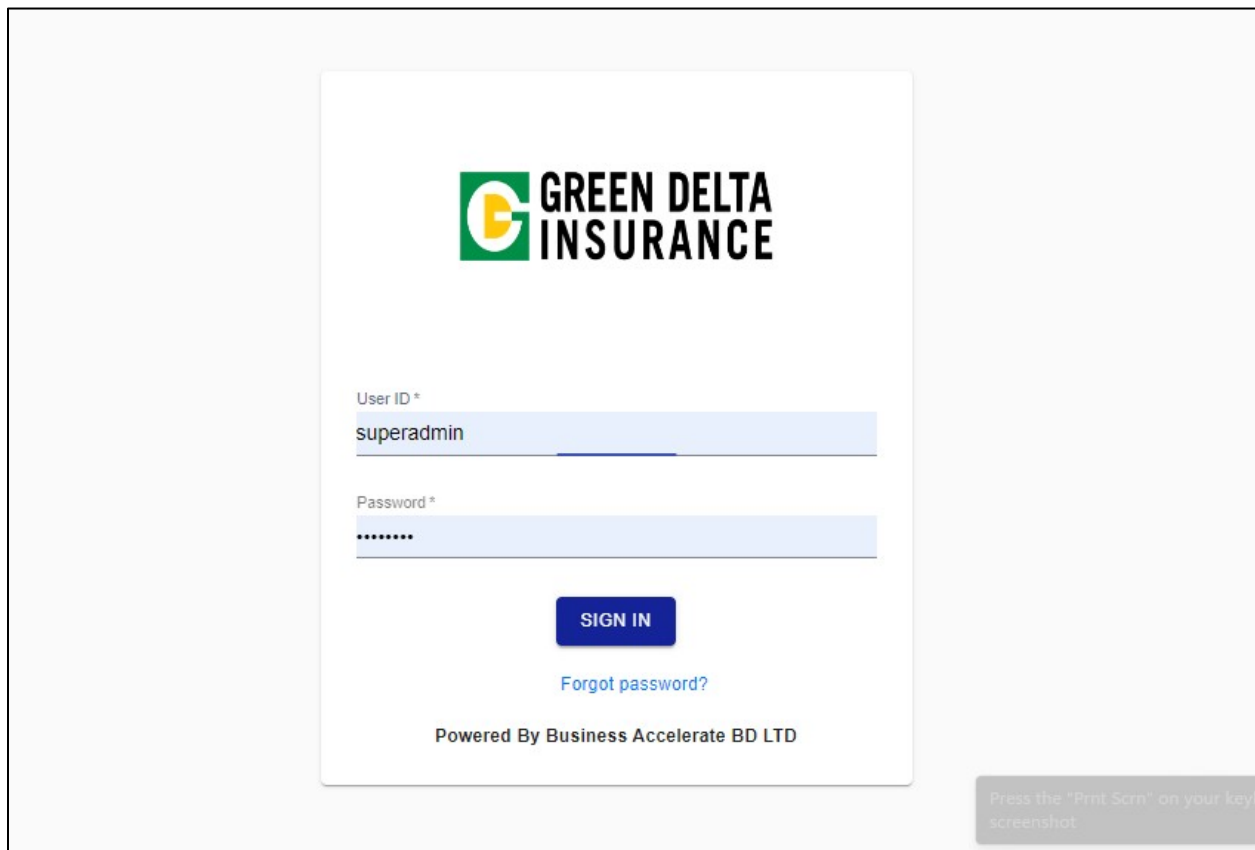
Contents

Introduction	3
General Instructions.....	3
Role Creation.....	4
Branch Configuration	5
Document Type Configuration.....	6
User Creation	7
User Modification	8
Disable User	9
Enable User	12
Reset Password	13
Role Permission.....	14
All User List.....	16
Report	19
Dispatch Management (Outgoing)	21
Dispatch Tracker Management (Outgoing)	23
Dispatch Management (Incoming)	28
Dispatch Tracker Management (Incoming)	29

Introduction

This document addresses the software requirement specifications of Green Delta Insurance Ltd. for their dispatch management system. By introducing this automated process, GD can track their incoming and outgoing document.

General Instructions

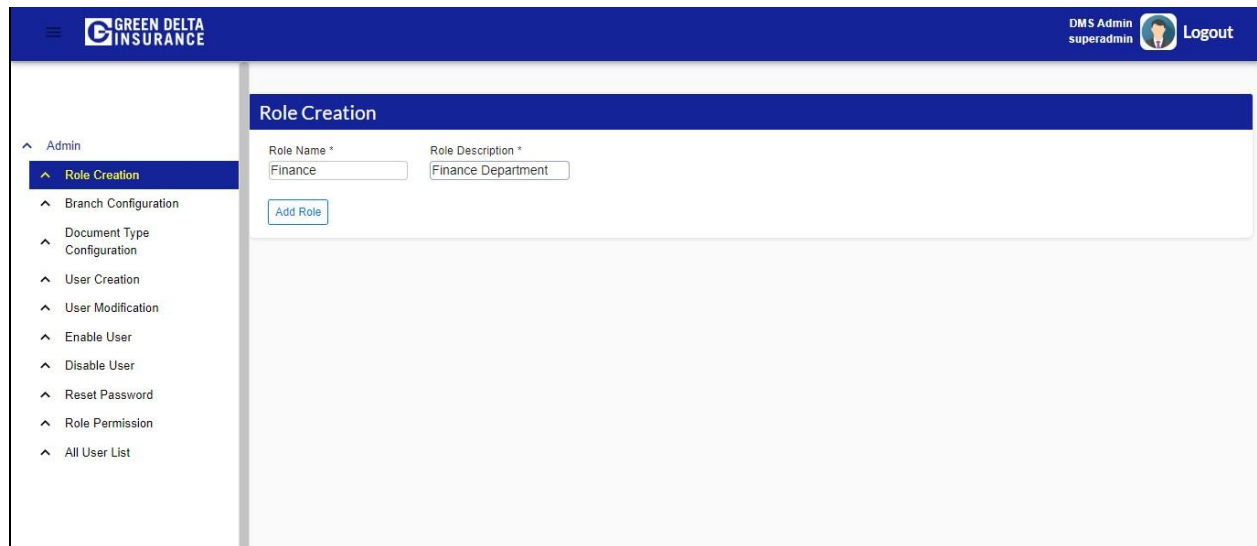


The screenshot shows the login interface for Green Delta Insurance. At the top center is the company logo, which consists of a green square with a white 'G' and the text 'GREEN DELTA INSURANCE' to its right. Below the logo are two input fields: 'User ID *' with the text 'superadmin' entered, and 'Password *' with masked characters '.....'. A blue 'SIGN IN' button is positioned below the password field. Underneath the button is a blue link that says 'Forgot password?'. At the bottom of the login box, it says 'Powered By Business Accelerate BD LTD'. In the bottom right corner of the overall screenshot, there is a small grey box with the text 'Press the "Print Scrn" on your key screenshot'.

Go to Link: <https://gd.babl.xyz/> for Admin SIGN IN. Input Right User ID & Password.

Role Creation

- Select on Admin Module.
- Then Select On Role Creation Sub-module.
- Input Role name in Role Name Field & Input Role Description in Role Description Field.
- Click on “Add Role” Button for Role Creation.

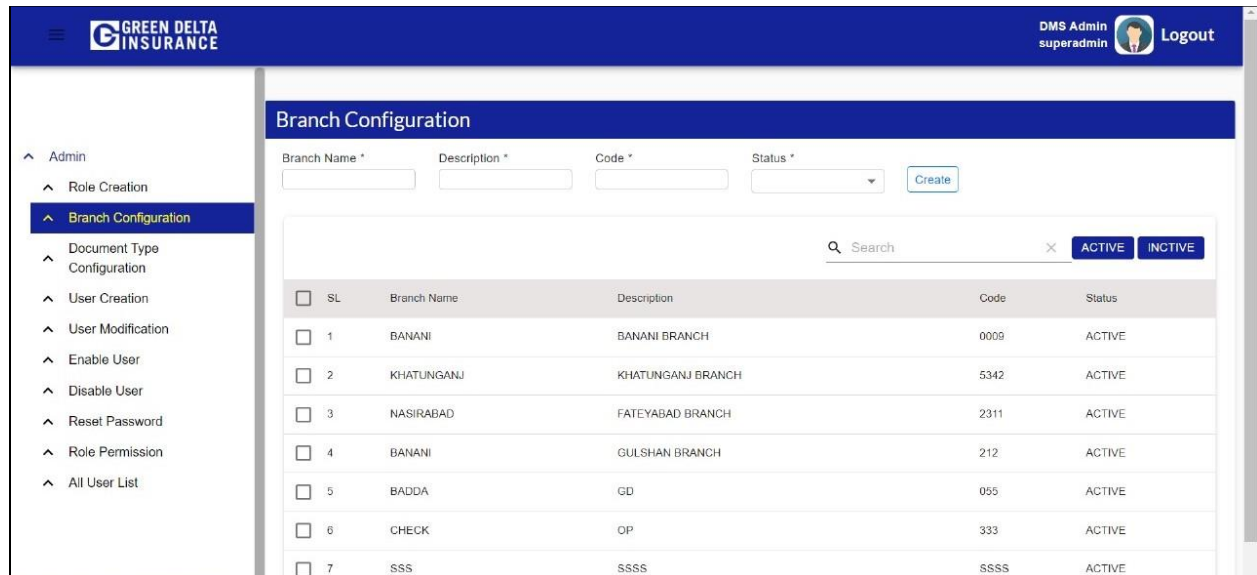


The screenshot shows the 'Role Creation' interface within the Green Delta Insurance system. The top navigation bar includes the company logo, the user role 'DMS Admin superadmin', and a 'Logout' button. A left sidebar lists administrative modules, with 'Role Creation' selected under the 'Admin' category. The main content area features a 'Role Creation' header, two input fields for 'Role Name *' (containing 'Finance') and 'Role Description *' (containing 'Finance Department'), and an 'Add Role' button.

Branch creation and chq book type creation should in last sequence.

Branch Configuration

- Select on Branch Configuration Sub-module
- Input Branch Name, Description, Code & Status
- Click on “Create” Button For Branch Creation.
- Here We can Branch Inctive & Active.



Branch Configuration

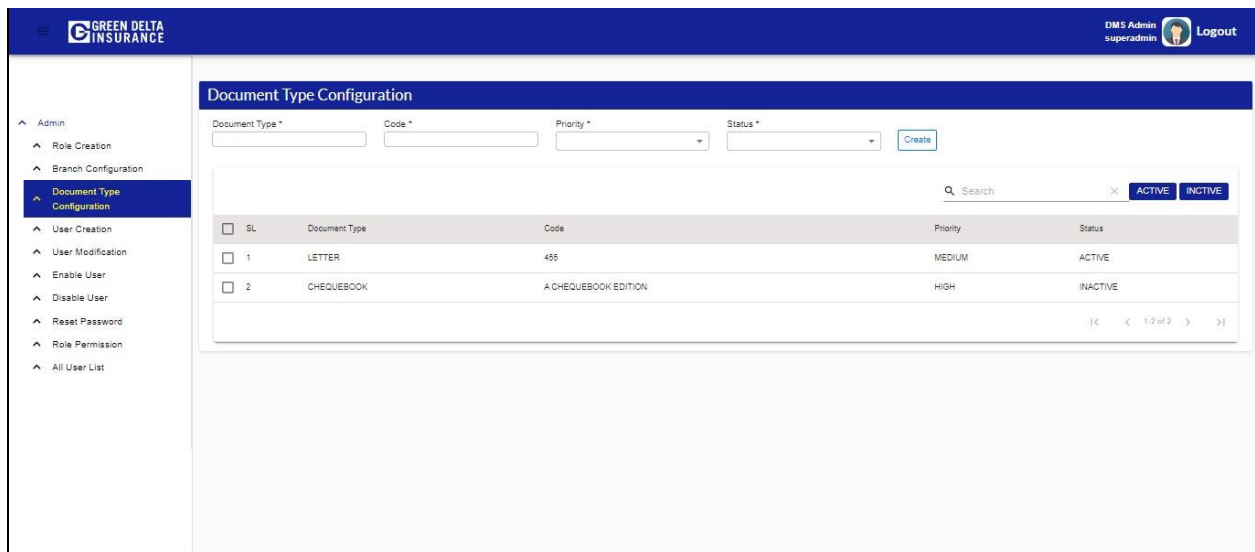
Branch Name * Description * Code * Status *

Search

<input type="checkbox"/>	SL	Branch Name	Description	Code	Status
<input type="checkbox"/>	1	BANANI	BANANI BRANCH	0009	ACTIVE
<input type="checkbox"/>	2	KHATUNGANJ	KHATUNGANJ BRANCH	5342	ACTIVE
<input type="checkbox"/>	3	NASIRABAD	FATEYABAD BRANCH	2311	ACTIVE
<input type="checkbox"/>	4	BANANI	GULSHAN BRANCH	212	ACTIVE
<input type="checkbox"/>	5	BADDA	GD	055	ACTIVE
<input type="checkbox"/>	6	CHECK	OP	333	ACTIVE
<input type="checkbox"/>	7	SSS	SSSS	SSSS	ACTIVE

Document Type Configuration

- Select on Document Type Configuration Sub-module.
- Input Document Type , Code , Priority & Status.
- Click on “Create” Button” For Document Type Creation.
- Here We can Document Type InActive & Active

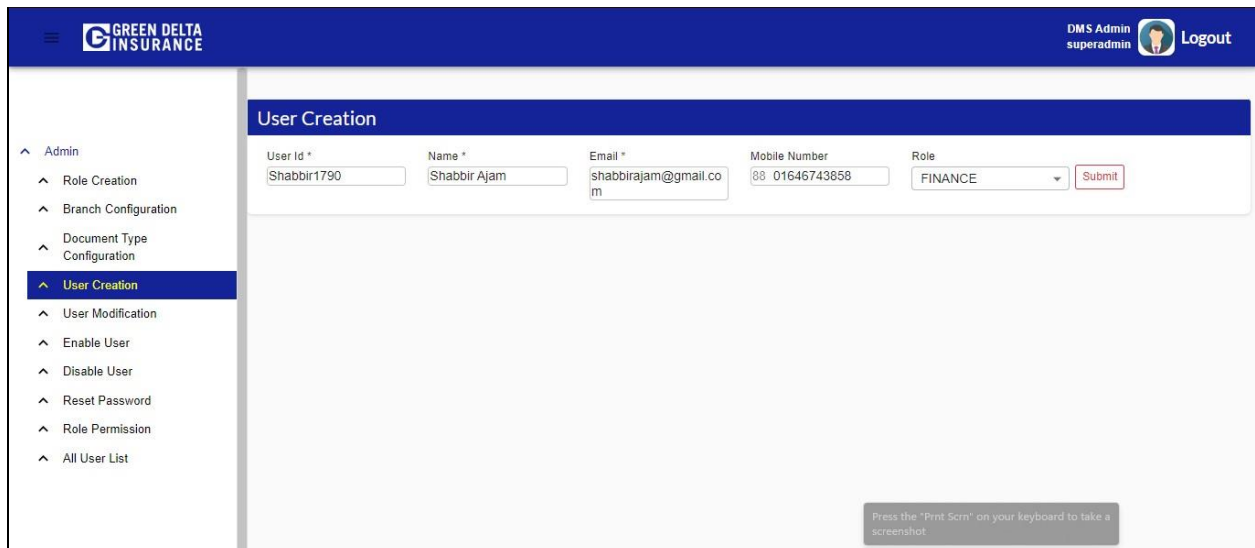


The screenshot shows the 'Document Type Configuration' page. On the left is a sidebar menu with options: Admin, Role Creation, Branch Configuration, Document Type Configuration (highlighted), User Creation, User Modification, Enable User, Disable User, Reset Password, Role Permission, and All User List. The main content area has a header 'Document Type Configuration' and a form with fields for 'Document Type *', 'Code *', 'Priority *', and 'Status *', followed by a 'Create' button. Below the form is a table with columns: SL, Document Type, Code, Priority, and Status. The table contains two rows: Row 1 with SL '1', Document Type 'LETTER', Code '455', Priority 'MEDIUM', and Status 'ACTIVE'; Row 2 with SL '2', Document Type 'CHEQUEBOOK', Code 'A CHEQUEBOOK EDITION', Priority 'HIGH', and Status 'INACTIVE'. At the bottom right of the table are navigation controls: '<< < 1-2 of 2 > >>'. In the top right corner of the page, there is a user profile for 'DMS Admin superadmin' and a 'Logout' button.

SL	Document Type	Code	Priority	Status
1	LETTER	455	MEDIUM	ACTIVE
2	CHEQUEBOOK	A CHEQUEBOOK EDITION	HIGH	INACTIVE

User Creation

- Select on User Creation Sub-Module.
- Input User Id , Name , Email , Mobile Number & Role.
- Click on “Submit” Button for User Creation.



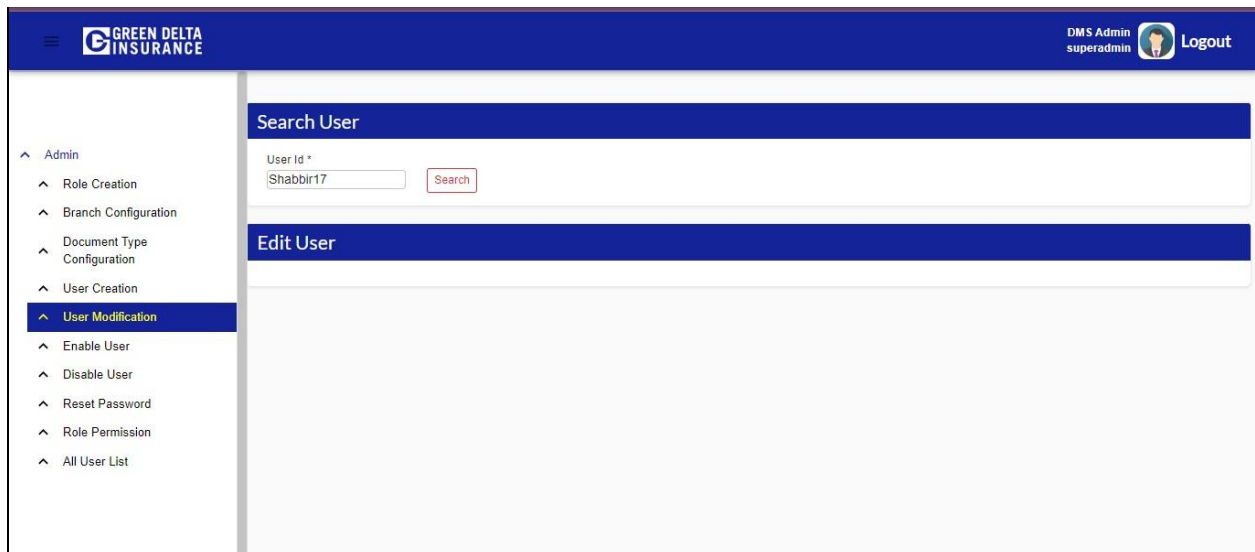
The screenshot shows the 'User Creation' form within the Green Delta Insurance system. The form is located in the 'Admin' section, specifically under 'User Creation'. The form fields are as follows:

User Id *	Name *	Email *	Mobile Number	Role	Submit
Shabbir1790	Shabbir Ajam	shabbirajam@gmail.com	88 01646743858	FINANCE	Submit

The form is titled 'User Creation' and is part of the 'Admin' section. The 'Role' dropdown menu is set to 'FINANCE'. A 'Submit' button is located to the right of the form fields. A note at the bottom right of the form area states: 'Press the "Print Scrn" on your keyboard to take a screenshot'.



User Modification


- Select on User Modification Sub-module
- Input User Id & Click on Search Button



The screenshot displays the Green Delta Insurance system interface. On the left, a sidebar menu lists various administrative functions under the 'Admin' category. The 'User Modification' option is currently selected and highlighted in blue. The main content area is divided into two sections: 'Search User' and 'Edit User'. In the 'Search User' section, there is a text input field labeled 'User Id *' containing the text 'Shabbir17', and a red 'Search' button next to it. The 'Edit User' section is currently empty.

- Edit User Information & Click on Submit button for user Info Modification.

DMS Admin
superadmin
 Logout

Admin
Role Creation
Branch Configuration
Document Type Configuration
User Creation
User Modification
Enable User
Disable User
Reset Password
Role Permission
All User List

Search User

User Id *

Edit User

User Id *

Name *



Email *


Mobile Number *

Role *

Disable User

- Select on Disable User Sub-module
- Input User Id & Click on Search Button

DMS Admin
superadmin
 Logout

Admin
Role Creation
Branch Configuration
Document Type Configuration
User Creation
User Modification
Disable User
Reset Password
Role Permission
All User List

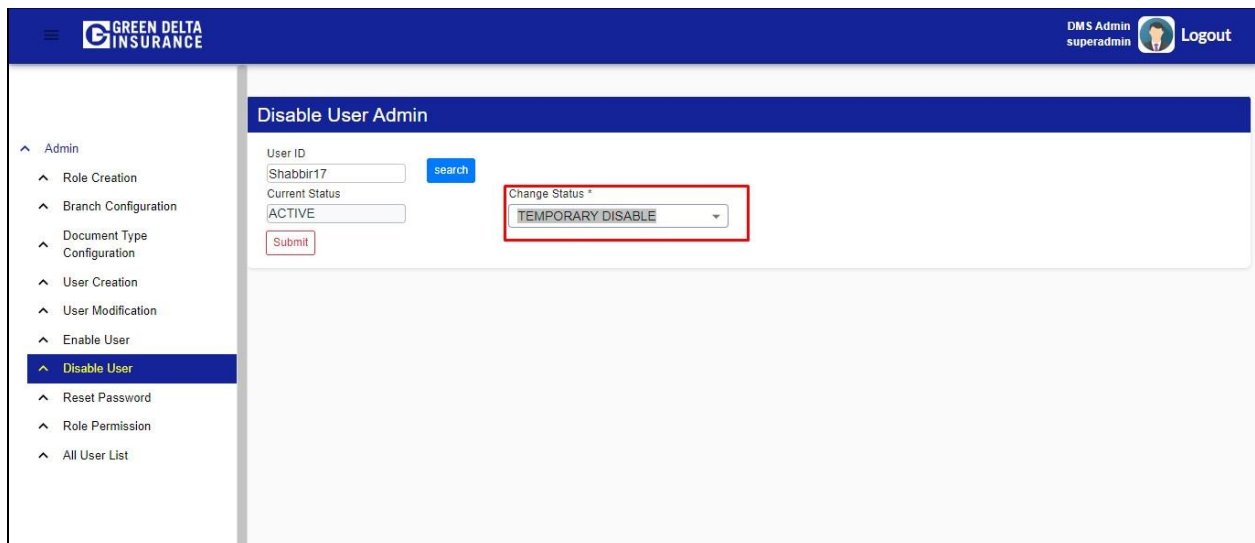
Disable User Admin

User ID

Press the "Pmt Scrn" on your keyboard to take a screenshot

Temporary Disable

- Select “Temporary Disable” From Dropdown list from Change Status Input Field
- Click on “Submit” Button for User Temporary Disable.



The screenshot shows the 'Disable User Admin' form in the Green Delta Insurance system. The form is titled 'Disable User Admin' and is located in the 'Admin' section of the sidebar. It contains the following fields and elements:

- User ID:** A text input field containing 'Shabbir17'.
- search:** A blue button next to the User ID field.
- Current Status:** A text input field containing 'ACTIVE'.
- Change Status *:** A dropdown menu with 'TEMPORARY DISABLE' selected. This field is highlighted with a red box.
- Submit:** A red button located below the 'Current Status' field.

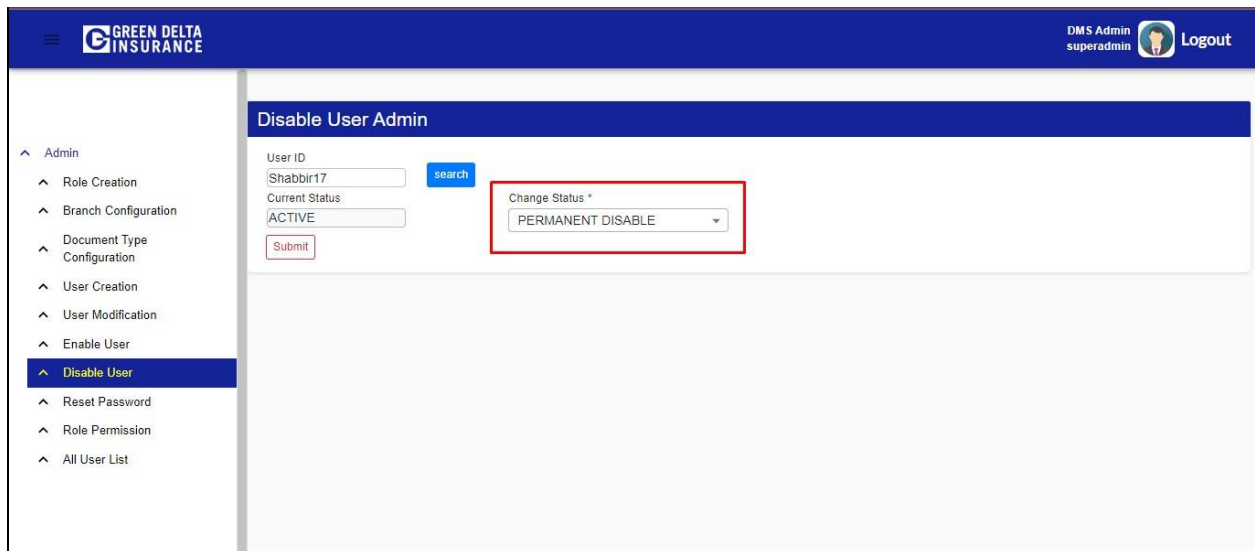
The sidebar on the left lists the following navigation items:

- Admin
 - Role Creation
 - Branch Configuration
 - Document Type Configuration
 - User Creation
 - User Modification
 - Enable User
 - Disable User** (highlighted)
 - Reset Password
 - Role Permission
 - All User List

The top right of the page shows the user 'DMS Admin superadmin' and a 'Logout' button.

Permanent Disable

- Select “Permanent Disable” From Dropdown list from Change Status Input Field
- Click on “Submit” Button for User Permanent Disable.



Disable User Admin


User ID:

Current Status:

Change Status *

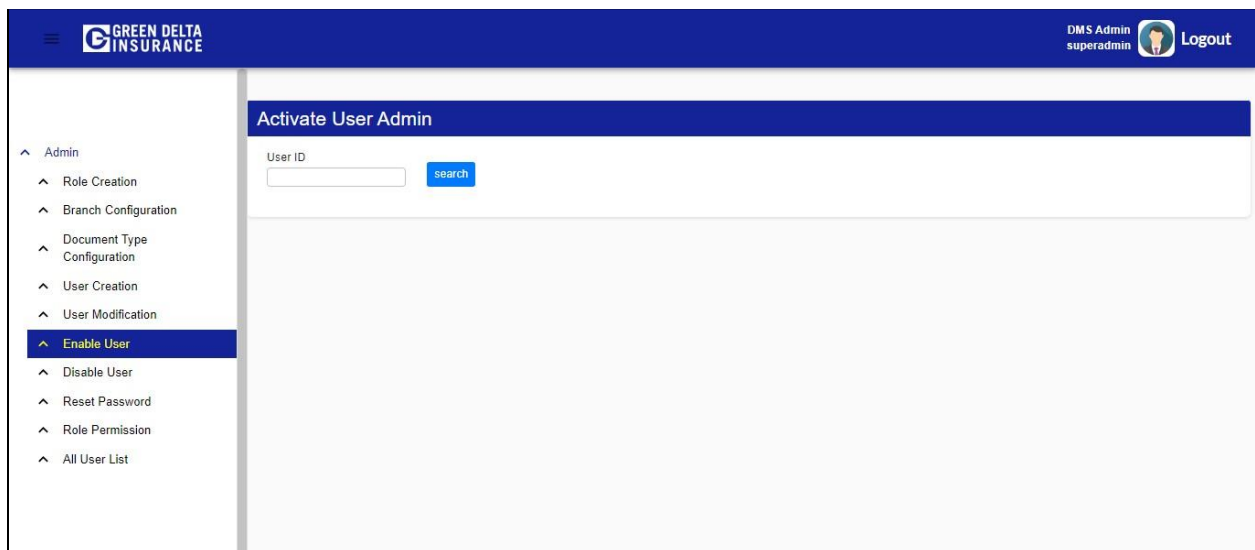
Admin

- Role Creation
- Branch Configuration
- Document Type Configuration
- User Creation
- User Modification
- Enable User
- Disable User**
- Reset Password
- Role Permission
- All User List

DMS Admin superadmin  Logout

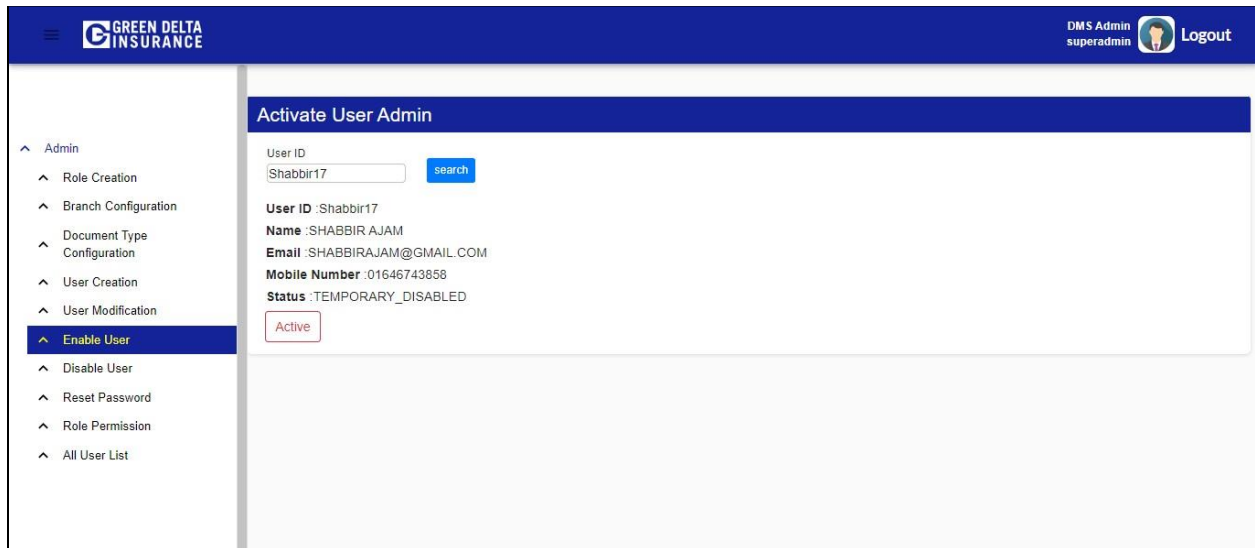
Enable User

- Select on Enable User Sub-module
- Input User Id & Click on Search Button



The screenshot displays the 'Activate User Admin' interface. On the left, a sidebar menu lists various administrative functions: Admin, Role Creation, Branch Configuration, Document Type Configuration, User Creation, User Modification, **Enable User** (highlighted), Disable User, Reset Password, Role Permission, and All User List. The main content area is titled 'Activate User Admin' and features a search bar labeled 'User ID' with a 'search' button next to it. The interface is part of the Green Delta Insurance system, as indicated by the header and logo.

- Click on “Active” Button For User User Enable



The screenshot shows the 'Activate User Admin' form in the DMS Admin interface. The form is titled 'Activate User Admin' and contains the following fields and buttons:

- User ID:** A text input field containing 'Shabbir17' and a blue 'search' button.
- User ID:** Shabbir17
- Name:** SHABBIR AJAM
- Email:** SHABBIRAJAM@GMAIL.COM
- Mobile Number:** 01646743858
- Status:** TEMPORARY_DISABLED
- Active:** A red button labeled 'Active'.

The left sidebar shows the navigation menu with the following items:


- Admin
 - Role Creation
 - Branch Configuration
 - Document Type Configuration
 - User Creation
 - User Modification
 - Enable User** (highlighted)
 - Disable User
 - Reset Password
 - Role Permission
 - All User List

The top right corner of the interface shows the user 'DMS Admin superadmin' and a 'Logout' button.

Reset Password

- Select on Reset Password Sub-module
- Input User ID.
- Input New Password.
- Click On “Reset Password” Button For Password Reset.

GREEN DELTA
INSURANCE

DMS Admin
superadmin  Logout

Admin

- Role Creation
- Branch Configuration
- Document Type Configuration
- User Creation
- User Modification
- Enable User
- Disable User
- Reset Password**
- Role Permission
- All User List

Password Reset

User ID *

Password *

Reset Password

Role Permission

- Select on Role Permission Sub-module
- Select on Assign Menu.

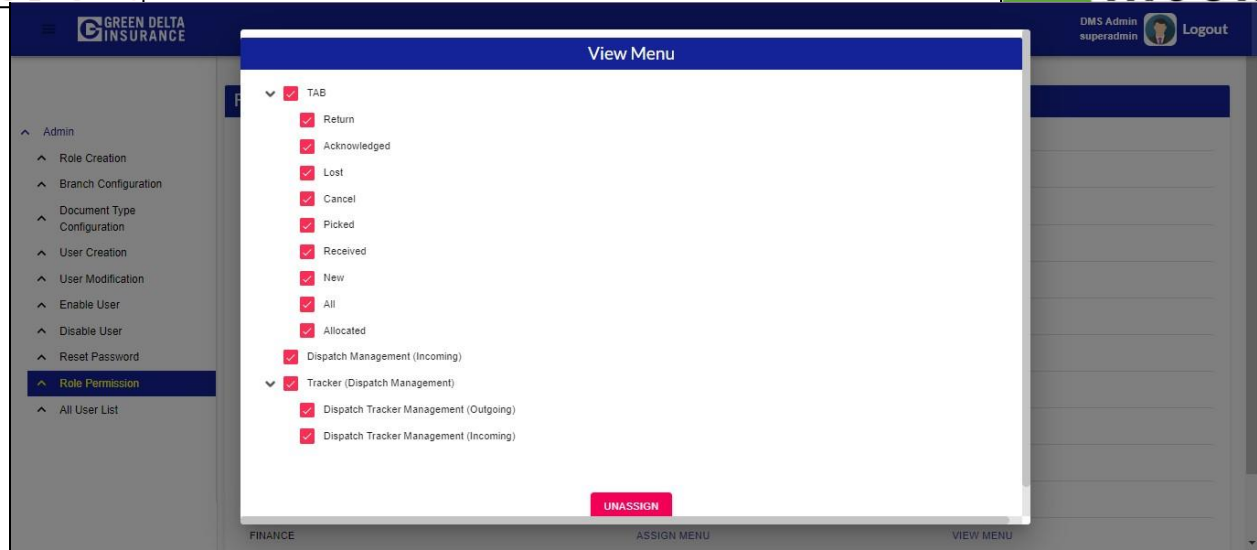
The screenshot displays the 'Assign Role to Menu' dialog box in the foreground, which is used to assign permissions to a specific role. The dialog box contains a list of roles on the left and a list of menu items on the right. The 'Assign' button is highlighted in red.

In the background, the 'Role List' table is visible, showing a list of roles and their corresponding menu items. The 'Assign Menu' column is highlighted with a red border.

Role Name	Assign Menu	View Menu
DISPATCH_TEAM	ASSIGN MENU	VIEW MENU
ADMIN	ASSIGN MENU	VIEW MENU
INITIATOR	ASSIGN MENU	VIEW MENU
COURIER	ASSIGN MENU	VIEW MENU
MESSENGER	ASSIGN MENU	VIEW MENU
ACCOUNTS	ASSIGN MENU	VIEW MENU
SYSTEM DEVELOPER	ASSIGN MENU	VIEW MENU
IT	ASSIGN MENU	VIEW MENU
SUPPLY CHAIN	ASSIGN MENU	VIEW MENU

- Here we can Menu Assign for Role Wise.
- Click on “Assign” Button.

- Click on View Menu.
- Here we can Menu UNASSIGN for Role Wise.
- Click on “UNASSIGN” Button.



All User List

- Select on All User List Sub-module.



- Select on LOGGED IN USERS Tab.
- Here we can see Log In / Active User.
- Here We can Log Out For Any User.

The screenshot displays the 'User List' interface for Green Delta Insurance. The left sidebar contains a navigation menu with options: Admin, Role Creation, Branch Configuration, Document Type Configuration, User Creation, User Modification, Enable User, Disable User, Reset Password, Role Permission, and All User List (highlighted). The main content area is titled 'User List' and features two tabs: 'LOGGED IN USERS' (active) and 'ALL USERS'. Below the tabs is a search bar with a magnifying glass icon, a search input field, and a 'Logout' button. A table lists the logged-in users with columns: User ID, Branch Name, Remote IP, Role, and Action. The table contains three rows of data, each with a checkbox in the first column and a 'Logout' button in the last column.

<input type="checkbox"/>	User ID	Branch Name	Remote IP	Role	Action
<input type="checkbox"/>	dispatch	GDLC		DISPATCH_TEAM	<button>Logout</button>
<input type="checkbox"/>	superadmin		192.168.10.215	SUPER ADMIN	
<input type="checkbox"/>	20230045	GDLC		ACCOUNTS	<button>Logout</button>

At the bottom right of the table, there are pagination controls: '< < 1-3 of 3 > >|'.

The URL at the bottom left of the screenshot is: <https://gd.bablxyz/#/allUserList>

- Select on All Users Tab.
- Here We Can See All User Information.



● Here We can Download Excel.

GREEN DELTA INSURANCE

CMS AdminsuperadminLogout

Admin

- Role Creation
- Branch Configuration
- Document Type Configuration
- User Creation
 - User Modification
 - Enable User
 - Disable User
 - Reset Password
- Role Permission
- All User List

User List

LOGGED IN USERSALL USERS

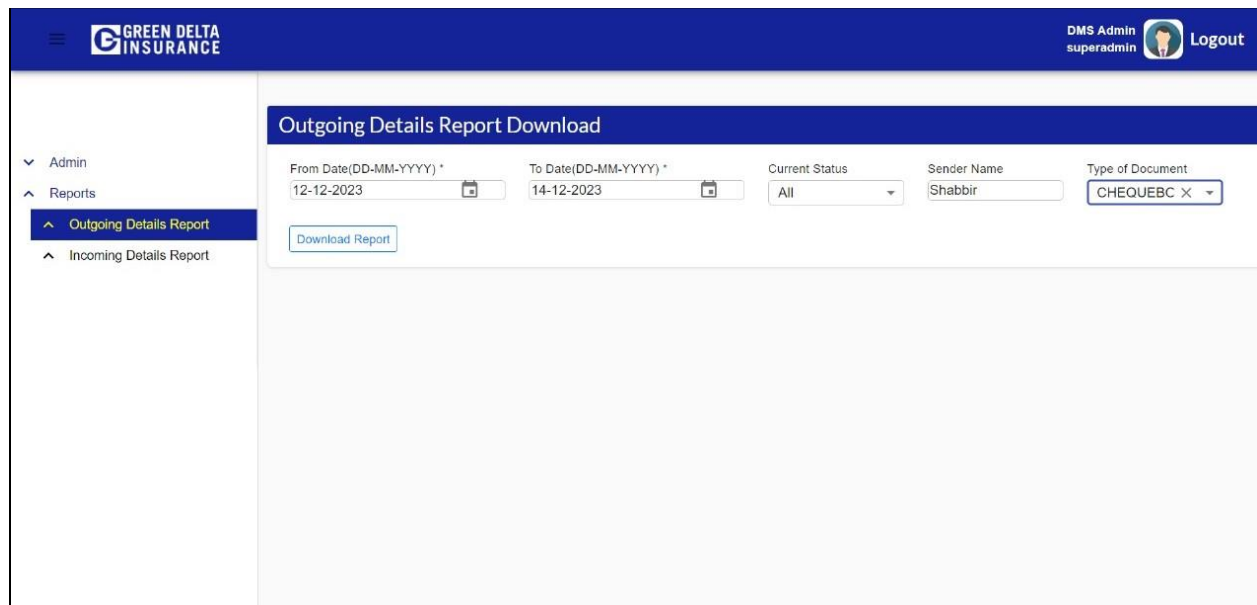
DOWNLOAD EXCEL

User Name	Branch Name	Last Login	Last Login IP	Password Expiry Date	Role	SOL	User Status
user1	GOLC	2023-12-05 12:16:44.422821		2024-02-17 09:40:19.936268	DISPATCH_TEAM		ACTIVE
1750	GOLC	2023-12-11 15:14:33.189785		2024-03-09 12:05:56.911857	INITIATOR		ACTIVE
dispatch	GOLC	2023-12-13 14:01:21.087337		2024-02-16 23:31:53.757379	DISPATCH_TEAM		ACTIVE
messenger1	GOLC	2023-12-12 16:25:42.077245		2024-02-17 20:53:02.313654	MESSENGER		ACTIVE
outgoing_initiator	GOLC	2023-12-12 16:51:24.326212		2024-02-16 23:12:05.285327	INITIATOR		ACTIVE
messenger	GOLC	2023-12-12 16:26:56.788384		2024-02-17 10:49:33.364978	MESSENGER		ACTIVE
courier	GOLC	2023-12-11 11:10:07.892250		2024-02-16 22:41:08.682137	COURIER		ACTIVE
courier1	GOLC	2023-12-11 11:18:36.730264		2024-02-17 20:42:29.647927	COURIER		ACTIVE
adnan	GOLC	2023-12-11 11:12:40.320164		2024-03-10 11:12:23.712257	INITIATOR		ACTIVE
165125	GOLC	2023-12-10 23:08:25.281290		2024-03-09 23:07:31.999663	DISPATCH_TEAM		ACTIVE
Shabbir Ajam	GOLC	2023-12-10 18:33:01.674486		2024-03-09 18:26:30.226962	INITIATOR		ACTIVE
22333444	GOLC	2023-12-13 12:57:01.043704		2024-03-12 12:57:01.048926	MANAGER		ACTIVE
20230045	GOLC	2023-12-13 13:01:33.187376		2024-03-09 12:12:05.354213	ACCOUNTS		ACTIVE
Shabbir17	GOLC	2023-12-13 13:08:41.749133		2024-03-12 13:08:41.752159	FINANCE		TEMPORARY_DISABLED
20230046	GOLC	2023-12-11 16:33:19.669337		2024-03-10 16:33:07.182199	IT		ACTIVE
20230047	GOLC	2023-12-12 13:26:10.105067		2024-03-11 12:04:46.311889	SUPPLY CHAIN		ACTIVE

https://gd.bablxyz/#/allUserList

Outgoing Details Report

- Select On Reports Module
- Select on “Outgoing Details Report” Sub-module
- Input Date, Current Status, Sender Name & Type of Document
- Click on “Download Report” Button for Downloading Report

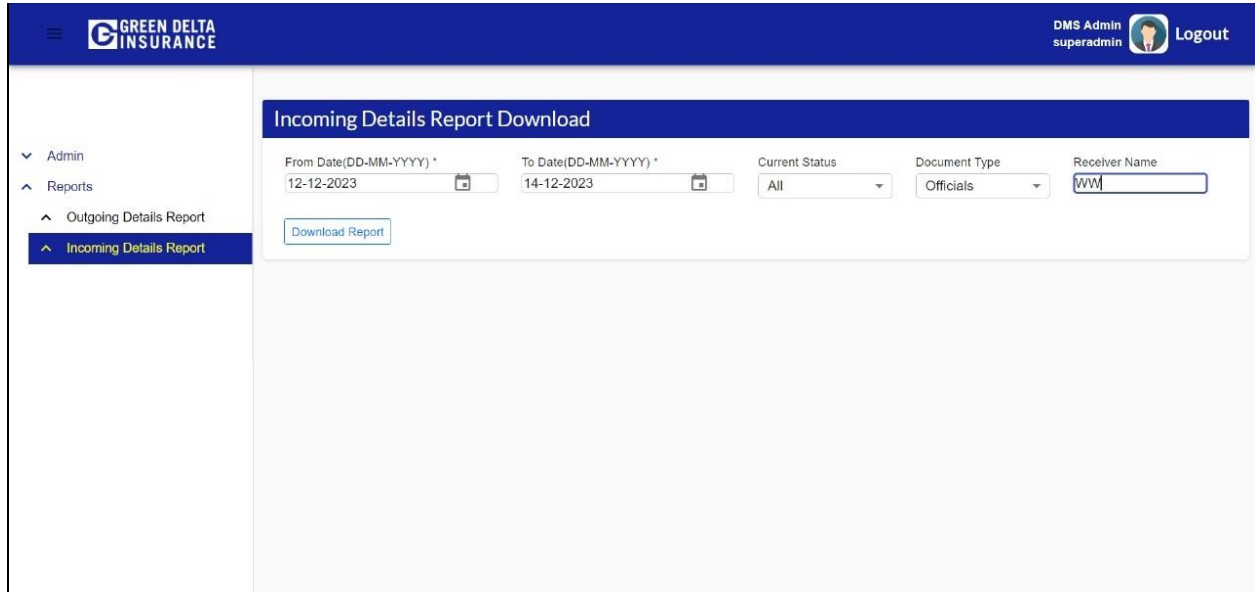


The screenshot shows the 'Outgoing Details Report Download' interface. The top navigation bar includes the 'GREEN DELTA INSURANCE' logo, a user profile for 'DMS Admin superadmin', and a 'Logout' button. The left sidebar contains a menu with 'Admin', 'Reports', 'Outgoing Details Report' (selected), and 'Incoming Details Report'. The main content area has a title 'Outgoing Details Report Download' and a form with the following fields:

- From Date(DD-MM-YYYY) ***: 12-12-2023
- To Date(DD-MM-YYYY) ***: 14-12-2023
- Current Status**: All
- Sender Name**: Shabbir
- Type of Document**: CHEQUEBC X

A 'Download Report' button is located below the form fields.

- Select On Reports Module
- Select on “Incoming Details Report” Sub-module
- Input Date, Current Status, Document Type & Receiver Name
- Click on “Download Report” Button for Downloading Report



The screenshot shows the 'Incoming Details Report Download' interface. The top navigation bar includes the Green Delta Insurance logo, the user role 'DMS Admin superadmin', and a 'Logout' button. The left sidebar contains a menu with 'Admin' and 'Reports' sections. Under 'Reports', 'Incoming Details Report' is selected. The main content area features a form with the following fields:

- From Date(DD-MM-YYYY) ***: 12-12-2023
- To Date(DD-MM-YYYY) ***: 14-12-2023
- Current Status**: All
- Document Type**: Officials
- Receiver Name**: WMM

A 'Download Report' button is located below the form fields.



Dispatch Management (Outgoing)

Actor: outgoing initiator

- Click on Dispatch Management (Outgoing). Here user will be able to see a window to fill up the necessary information.
- Fill up the Form with accurate data, (*) signed fields are mandatory fields, form will not be submitted without mandatory fields.
- Click on Create.

The screenshot shows the 'Dispatch Management (Outgoing)' form within the Green Delta Insurance system. The form is located in the main content area, with a sidebar on the left containing navigation links: 'Dispatch Management (Incoming)', 'Dispatch Management (Outgoing)' (highlighted), 'Tracker (Dispatch Management)', and 'Dispatch Tracker Management (Incoming)'. The top header bar displays the 'GREEN DELTA INSURANCE' logo, the user name 'SHABBAR 1790', and a 'Logout' button. The form itself has a blue header and contains several input fields: 'Sender Name *' (text box with '1790'), 'Receiver Address Type *' (dropdown menu with 'INNER'), 'Branch Name *' (dropdown menu with 'BADDIA'), 'Type of Document *' (dropdown menu with 'CHEQUEBOOK'), 'Document Details *' (text box with 'Nothing Actually'), and 'Reference Number *' (text box with '1041'). A 'Create' button is positioned below the 'Document Details' field. At the bottom right of the form, there is a watermark that reads 'Activate Windows Go to Settings to activate Windows.'



GREEN DELTA
INSURANCE

SHABIR
1790

Logout

Dispatch Management (Incoming)

Dispatch Management (Outgoing)

Tracker (Dispatch Management)

Dispatch Tracker Management (Incoming)

Dispatch Management (Outgoing)

Sender Name *

1790

Receiver Address Type *

OUTER

Receiver Details *

Mirpur

Type of Document *

LETTER

Document Details *

Nothing Actually

Reference Number *

1041

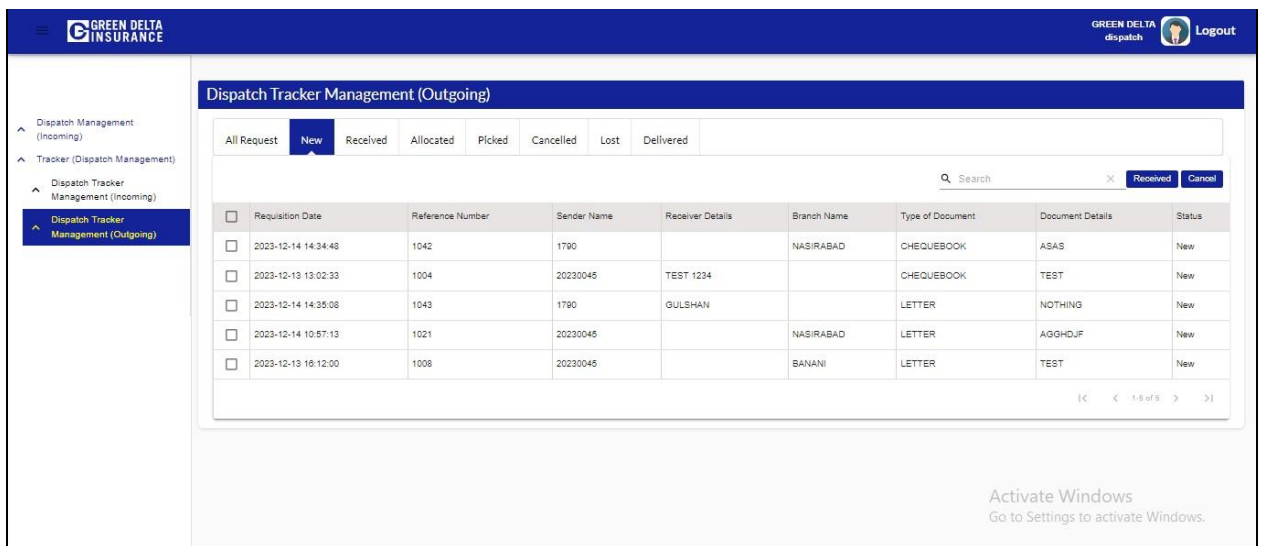
Create

Activate Windows
Go to Settings to activate Windows.

Dispatch Tracker Management (Outgoing)

Actor: Dispatch User /Messenger/ Courier

- Select the case from the " New " tab.
- To receive the case click on the " Receive " button from the " New " tab.
- To cancel the case click on the " Cancel " button from the " New " tab. Then on the pop window give remarks on the "Remarks" field and click on the "Submit" button.



Dispatch Tracker Management (Outgoing)

[All Request](#)
[New](#)
[Received](#)
[Allocated](#)
[Picked](#)
[Cancelled](#)
[Lost](#)
[Delivered](#)

Search
 [Received](#)
[Cancel](#)

<input type="checkbox"/>	Requisition Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details	Status
<input type="checkbox"/>	2023-12-14 14:34:48	1042	1790		NASIRABAD	CHEQUEBOOK	ASAS	New
<input type="checkbox"/>	2023-12-13 13:02:33	1004	20230045	TEST 1234		CHEQUEBOOK	TEST	New
<input type="checkbox"/>	2023-12-14 14:35:08	1043	1790	GULSHAN		LETTER	NOTHING	New
<input type="checkbox"/>	2023-12-14 10:57:13	1021	20230045		NASIRABAD	LETTER	AGGHJF	New
<input type="checkbox"/>	2023-12-13 18:12:00	1008	20230045		BANANI	LETTER	TEST	New


[1 <](#)
[1-5 of 5](#)
[>](#)
[5 >](#)

Activate Windows
 Go to Settings to activate Windows.

- To allocate the case click on the " Allocate" button from the "Received" tab. Then fill in the necessary field for Courier or Messenger on the pop window and click on the " Submit" button.

GREEN DELTA INSURANCE							
Dispatch Tracker Management (Outgoing)							
All Request New Received Allocated Picked Cancelled Lost Delivered							
2 selected							
Search							
Allocate							
Requisition Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details	
<input checked="" type="checkbox"/> 2023-12-14 14:34:48	1042	1790		NASIRABAD	CHEQUEBOOK	ASAS	
<input type="checkbox"/> 2023-12-14 11:18:14	1030	1790		NASIRABAD	CHEQUEBOOK	AISHY	
<input type="checkbox"/> 2023-12-12 16:29:42	989	outgoing_initiator	AASSS		CHEQUEBOOK	ASSSSSS	
<input type="checkbox"/> 2023-12-08 12:38:08	822	dispatch	SADA		CHEQUEBOOK	ASAD	
<input type="checkbox"/> 2023-12-08 12:37:54	821	dispatch		BANANI	CHEQUEBOOK	DFSF	
<input type="checkbox"/> 2023-12-08 12:34:58	820	dispatch		BANANI	CHEQUEBOOK	AWD	
<input type="checkbox"/> 2023-12-08 12:25:34	819	dispatch		KHATUNGANJ	CHEQUEBOOK	DSFSD	
<input type="checkbox"/> 2023-12-08 12:21:06	818	dispatch		KHATUNGANJ	CHEQUEBOOK	SDFSF	
<input type="checkbox"/> 2023-12-08 12:13:28	815	dispatch		NASIRABAD	CHEQUEBOOK	ASSS	
<input type="checkbox"/> 2023-12-08 12:07:12	814	dispatch		NASIRABAD	CHEQUEBOOK	SDP	
<input type="checkbox"/> 2023-12-08 11:59:05	813	dispatch		NASIRABAD	CHEQUEBOOK	ASDADS	

- To pick the case click on the " Picked" button from the "Allocated" tab. Dispatch User /Messenger/ Courier can pick the case after logging in with their credential.
- To deliver a particular picked case click on the " Delivered" button from the " Picked " tab.



DHL courier
Logout

Dispatch Tracker Management (Outgoing)

Tracker (Dispatch Management)
Dispatch Tracker Management (Outgoing)

All Request
Allocated

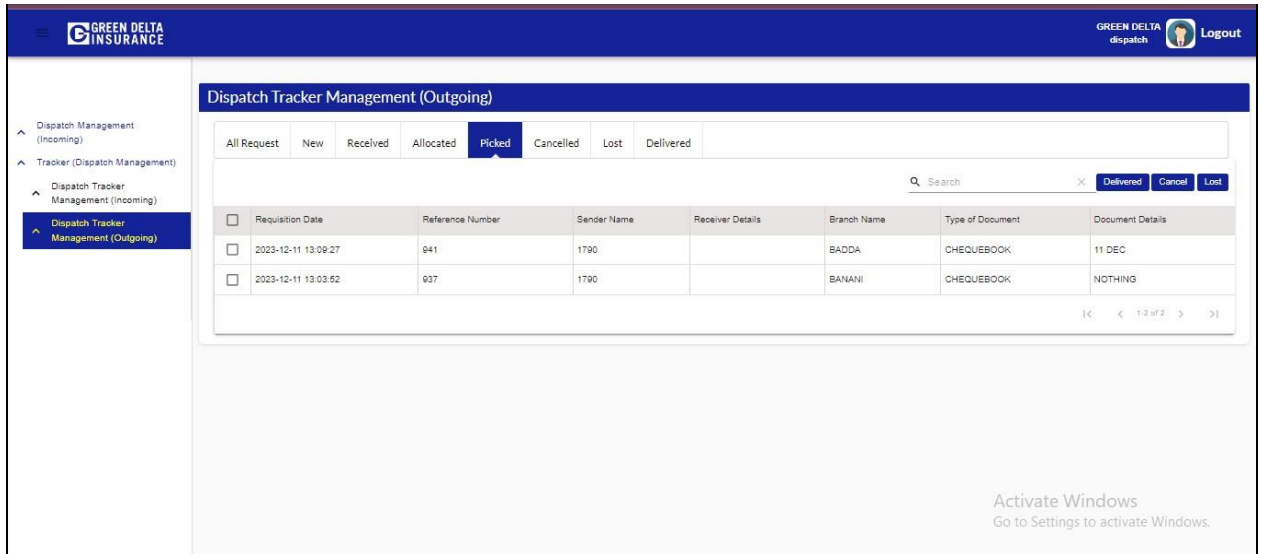
2 selected
Search
Picked
Download

	Requestion Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details
<input checked="" type="checkbox"/>	2023-12-14 14:34:48	1042	1790		NASIRABAD	CHEQUEBOOK	ASAS
<input type="checkbox"/>	2023-12-10 18:35:04	891	1790		BANANI	CHEQUEBOOK	GULSHAN
<input type="checkbox"/>	2023-12-10 12:38:17	857	1790		BANANI	CHEQUEBOOK	121343
<input type="checkbox"/>	2023-12-08 12:45:50	824	dispatch	DSF		CHEQUEBOOK	SDSO
<input checked="" type="checkbox"/>	2023-12-14 14:35:08	1043	1790	GULSHAN		LETTER	NOTHING
<input type="checkbox"/>	2023-11-15 09:18:45	851	2022010	DOCUMENT		LETTER	DOCUMENT

1 of 6

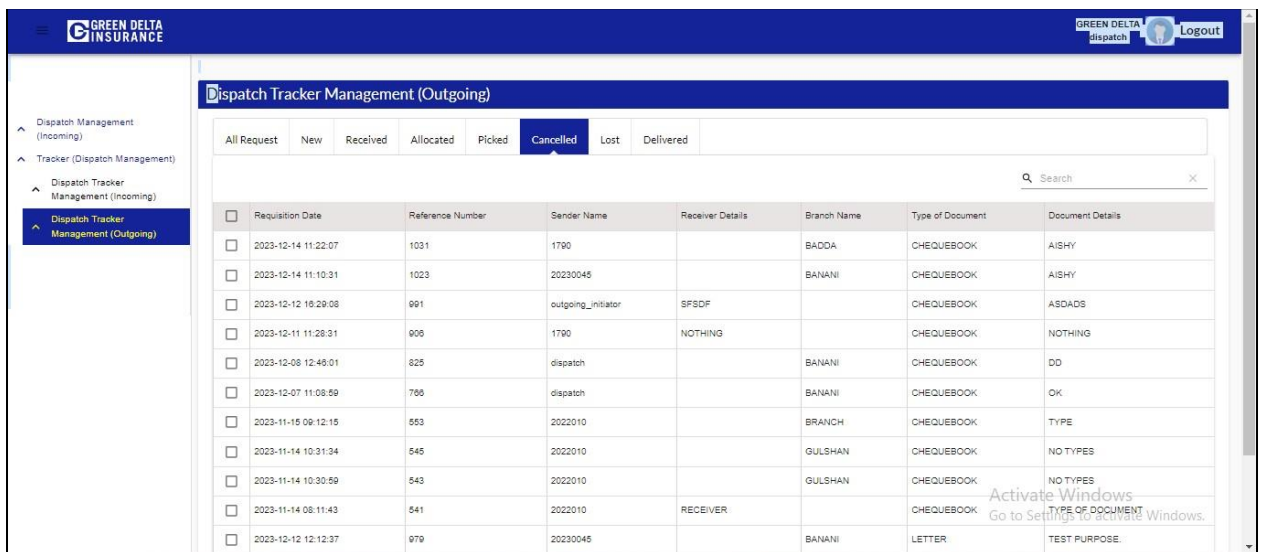
Activate Windows
Go to Settings to activate Windows.

- To cancel a particular picked case, click on the " Cancel" button from the " Picked " tab and give remarks on the pop window before submitting. Again, for lost documents user will click on the " Lost " button from this tab to acknowledge the missing. Before submitting user will give remarks on the pop window.



The screenshot shows the 'Dispatch Tracker Management (Outgoing)' interface. The 'Picked' tab is selected in the top navigation bar. The table displays two entries:

Requestion Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details
2023-12-11 13:09:27	941	1790		BADDA	CHEQUEBOOK	11 DEC
2023-12-11 13:03:52	937	1790		BANANI	CHEQUEBOOK	NOTHING



The screenshot shows the 'Dispatch Tracker Management (Outgoing)' interface with the 'Cancelled' tab selected. The table displays ten entries:

Requestion Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details
2023-12-14 11:22:07	1031	1790		BADDA	CHEQUEBOOK	AISHY
2023-12-14 11:10:31	1023	20230045		BANANI	CHEQUEBOOK	AISHY
2023-12-12 19:29:08	991	outgoing_initiator	SFSDF		CHEQUEBOOK	ASDADS
2023-12-11 11:28:31	909	1790	NOTHING		CHEQUEBOOK	NOTHING
2023-12-08 12:46:01	825	dispatch		BANANI	CHEQUEBOOK	DO
2023-12-07 11:08:59	766	dispatch		BANANI	CHEQUEBOOK	OK
2023-11-15 09:12:15	553	2022010		BRANCH	CHEQUEBOOK	TYPE
2023-11-14 10:31:34	545	2022010		GULSHAN	CHEQUEBOOK	NO TYPES
2023-11-14 10:30:59	543	2022010		GULSHAN	CHEQUEBOOK	NO TYPES
2023-11-14 08:11:43	541	2022010	RECEIVER		CHEQUEBOOK	TYPE OF DOCUMENT
2023-12-12 12:12:37	979	20230045		BANANI	LETTER	TEST PURPOSE

Dispatch Management (Incoming)

Tracker (Dispatch Management)

Dispatch Tracker Management (Incoming)

Dispatch Tracker Management (Outgoing)

dispatch

Logout

Dispatch Tracker Management (Outgoing)

All Request

New

Received

Allocated

Picked

Cancelled

Lost

Delivered

Search

X

	Requisition Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details
<input type="checkbox"/>	2023-12-12 16:51:37	993	outgoing_initiator	SADAS		CHEQUEBOOK	ASDASD
<input type="checkbox"/>	2023-12-11 11:20:42	903	1790		BANANI	CHEQUEBOOK	NOTHING
<input type="checkbox"/>	2023-11-19 20:44:37	577	outgoing_initiator	RECEIVER		CHEQUEBOOK	DOCUMENT
<input type="checkbox"/>	2023-11-18 23:24:58	574	outgoing_initiator	RECEIVER		LETTER	DOCUMENT

14 of 4

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Activate Windows

Go to Settings to activate Windows.

Dispatch Management (Incoming)

Tracker (Dispatch Management)

Dispatch Tracker Management (Incoming)

Dispatch Tracker Management (Outgoing)

dispatch

Logout

Dispatch Tracker Management (Outgoing)

All Request

New

Received

Allocated

Picked

Cancelled

Lost

Delivered

Search

X

	Requisition Date	Reference Number	Sender Name	Receiver Details	Branch Name	Type of Document	Document Details
<input type="checkbox"/>	2023-12-12 12:09:13	977	20230047	BRAC BANK LTD, GULSHAN 1.		CHEQUEBOOK	CON. DOCUMENT
<input type="checkbox"/>	2023-12-11 10:55:28	901	20230045		KHATUNGANJ	CHEQUEBOOK	NOTHING
<input type="checkbox"/>	2023-12-11 10:44:22	900	1790		BADDA	CHEQUEBOOK	NOTHING ACTUALLY
<input type="checkbox"/>	2023-12-10 12:20:38	848	20230045		BANANI	CHEQUEBOOK	TEST CASE
<input type="checkbox"/>	2023-12-07 15:48:39	790	dispatch	GDFGDG		CHEQUEBOOK	FF
<input type="checkbox"/>	2023-12-07 11:09:39	768	dispatch		KHATUNGANJ	CHEQUEBOOK	ADNAN
<input type="checkbox"/>	2023-11-28 15:41:58	891	dispatch	DHANMONDI		CHEQUEBOOK	NOTHING
<input type="checkbox"/>	2023-11-28 15:40:15	889	dispatch		BANANI	CHEQUEBOOK	NOTHING
<input type="checkbox"/>	2023-11-28 12:10:17	871	SHABBIR		BANANI	CHEQUEBOOK	NOTHING MUCH
<input type="checkbox"/>	2023-11-12 18:37:19	534	2022010		BANANI	CHEQUEBOOK	NOTHING
<input type="checkbox"/>	2023-12-11 16:07:55	957	20230045	CITY BANK NVT		LETTER	SRS SING OFF DOCUMENT

14 of 4

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Activate Windows

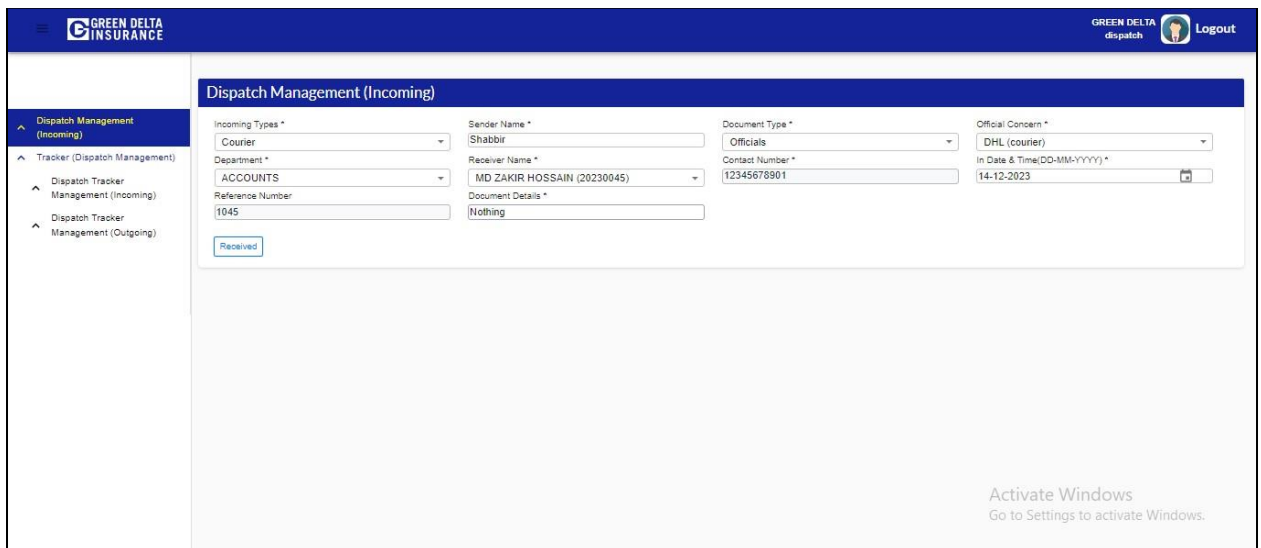
Go to Settings to activate Windows.

27 | Page

Dispatch Management (Incoming)

Actor: Dispatch User

- Click on Dispatch Management (Incoming). Here user will be able to see a window to fill up necessary information.
- Fill up the Form with accurate data, (*) signed fields are mandatory fields, form will not be submitted without mandatory fields.
- Click on Received.



The screenshot shows the 'Dispatch Management (Incoming)' form in the Green Delta Insurance system. The form is divided into several sections with mandatory fields marked with an asterisk (*).

Form Fields:

- Incoming Types ***: Dropdown menu with 'Courier' selected.
- Sender Name ***: Text field with 'Shabbir' entered.
- Document Type ***: Dropdown menu with 'Officials' selected.
- Official Concern ***: Dropdown menu with 'DHL (courier)' selected.
- Department ***: Dropdown menu with 'ACCOUNTS' selected.
- Receiver Name ***: Text field with 'MD ZAKIR HOSSAIN (20230045)' entered.
- Contact Number ***: Text field with '12345678901' entered.
- In Date & Time (DD-MM-YYYY) ***: Date field with '14-12-2023' entered.
- Reference Number**: Text field with '1045' entered.
- Document Details ***: Text field with 'Nothing' entered.

Buttons:

- Received**: A button located below the 'Reference Number' field.

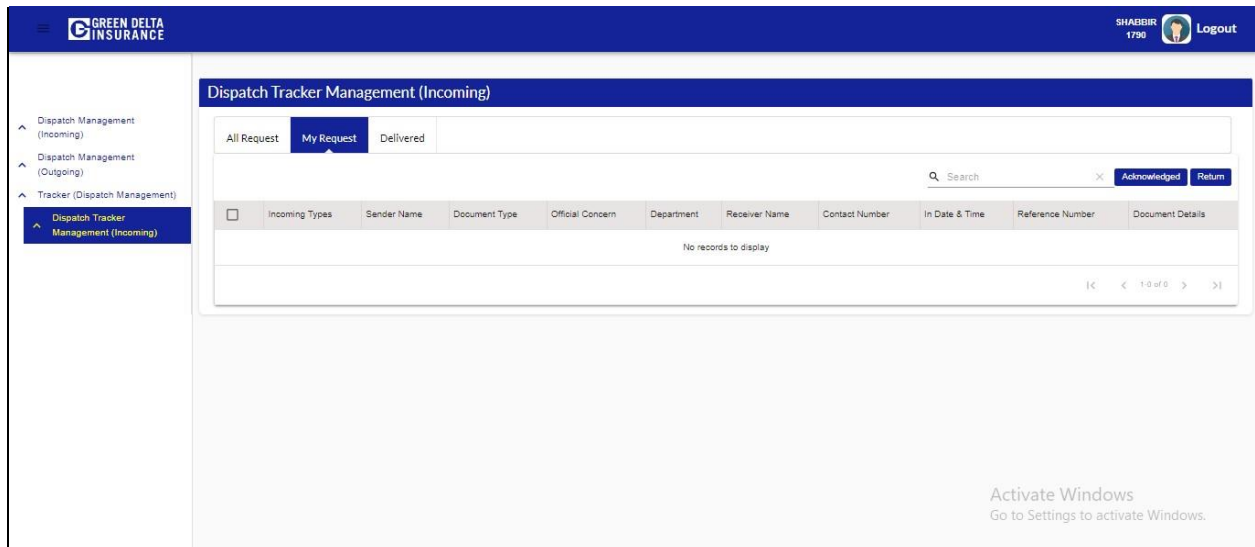
Footer:

Activate Windows
Go to Settings to activate Windows.

Dispatch Tracker Management (Incoming)

Actor: Individual system user/Dispatch User

- Individual system users will acknowledge any particular case by clicking on the "Acknowledged" button from the "My Request" tab.
- Individual system users will return any particular case by clicking on the "Return" button from the "My Request" tab



Dispatch Tracker Management (Incoming)

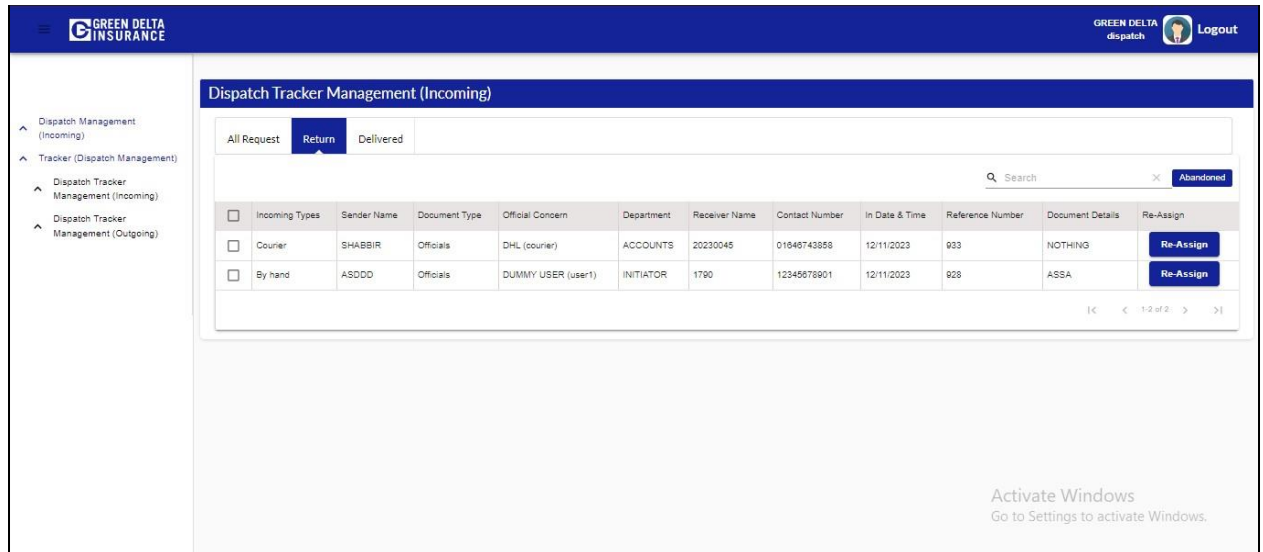
All Request My Request Delivered

Search Acknowledged Return

<input type="checkbox"/>	Incoming Types	Sender Name	Document Type	Official Concern	Department	Receiver Name	Contact Number	In Date & Time	Reference Number	Document Details
No records to display										

Activate Windows
Go to Settings to activate Windows.

- Dispatch User will re-assign the returned cases by clicking on the " Re-Assign" button from the " Return" tab. After clicking on the " Re-Assign" button



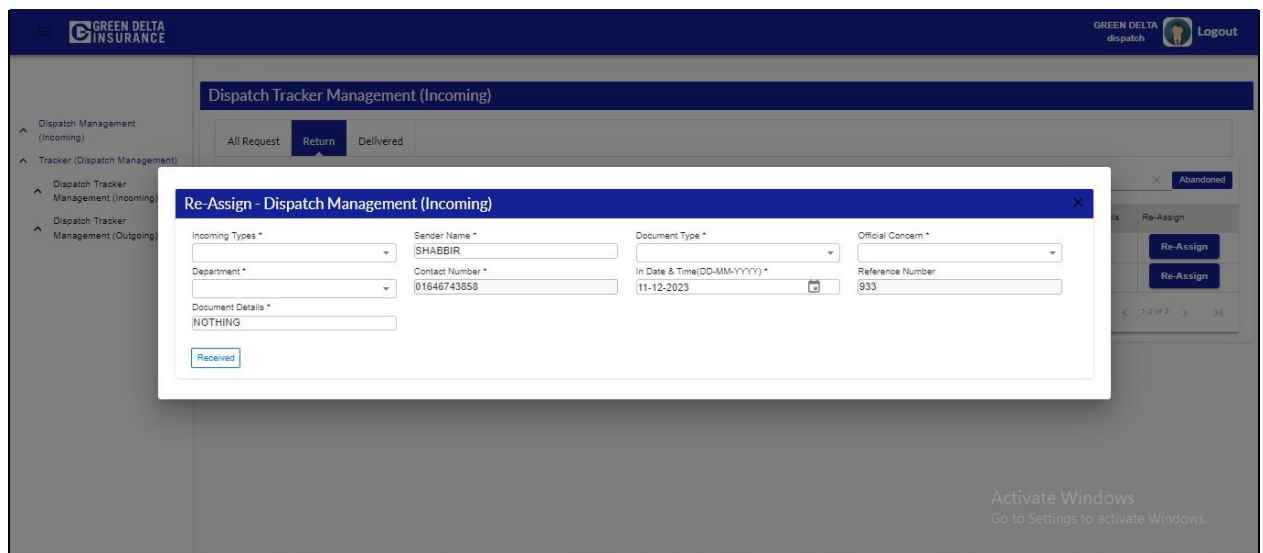
Dispatch Tracker Management (Incoming)

Tab: Return

<input type="checkbox"/>	Incoming Types	Sender Name	Document Type	Official Concern	Department	Receiver Name	Contact Number	In Date & Time	Reference Number	Document Details	Re-Assign
<input type="checkbox"/>	Courier	SHABBAR	Officials	DHL (courier)	ACCOUNTS	20230045	01646743858	12/11/2023	933	NOTHING	Re-Assign
<input type="checkbox"/>	By hand	ASDD	Officials	DUMMY USER (user1)	INITIATOR	1790	12345678901	12/11/2023	928	ASSA	Re-Assign

Activate Windows
Go to Settings to activate Windows.

- user will fill in all the necessary fields to re-assign the case and click on the submit button.



Re-Assign - Dispatch Management (Incoming)

Fields to fill:

- Incoming Types *
- Sender Name * (SHABBAR)
- Document Type *
- Official Concern *
- Department *
- Contact Number * (01646743858)
- In Date & Time (DD-MM-YYYY) * (11-12-2023)
- Reference Number (933)
- Document Details * (NOTHING)

Buttons: Received, Re-Assign

Activate Windows
Go to Settings to activate Windows.