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Cloudcode PNG Limited Fleet Management System

Version 2.0 User Manual

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Software Development & Support Services

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1 Introduction

1.1 Purpose

The purpose of this document is to act as a user guide and or reference manual for any user who will be tasked to manage the PNG Power Fleet Management (PPL) System version 2.0 (FMS V2.0).

You do not need to go through this whole document in order to know how to perform the various system functionalities. You can use the page links under the “Table of Contents” section above to go directly to the information that you would like to reference.

1.2 Audience

The preferred audiences for this manual are:

- Fleet Management Officer
- IT Officer

1.3 Scope

The intention of this user manual is to cover what the users and administrators of the Fleet Management (FMS) System V2.0 need to know in order to effectively manage and use the system. This manual is also intended to serve as a reference guide for the FMS V2.0 user or administrator training.

We will start by describing the user interface of the system which includes how to navigate within the system. We will then dive into describing the different core modules of the system.

The information provided in this document will serve as the basis of what the users and system administrators need to know in order to effectively manage and use the system. Other features not related to managing and using the system will not be covered in this document.

1.4 System Core Modules

The system is made of the following core modules. These modules and sub-modules are described in detail within this document.

1. Fleet Information Management
2. Vehicle Fuel Management
3. Vehicle Service Management
4. Vehicle Allocation Management
5. Vehicle Compliance Management
6. Vehicle Incident Management
7. Reporting
8. System Administration

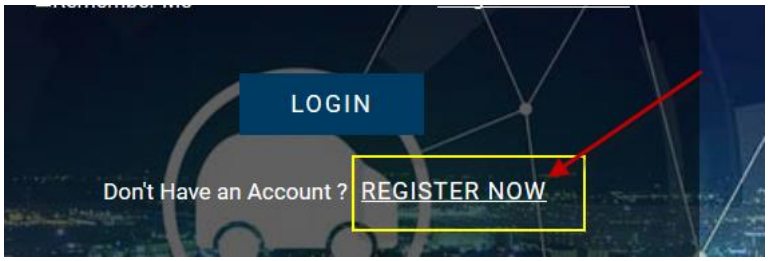
2 User Interface and Navigation

The PPL FMS V2.0 system is web based and can be accessed using any web browsers. Google chrome is the recommended browser to use. The system is also based on a responsive design so the components or controls on a page like the main navigation menu will adjust appropriately to fit the screen size of the type of device accessing the system.

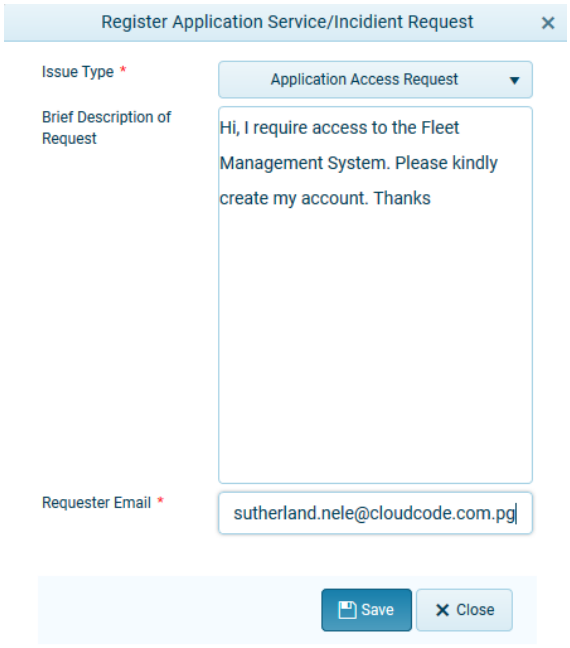
2.1 Accessing the System

To access the system, go to your browser address bar and type in the URL (Uniform Resource Locator) of the system and press the Enter key on your keyboard. The URL of the system is http://pplsvrfmsprod:88. You should save the URL as a favourite link on your browser so that you can easily access it later. If you have typed in the URL correctly and if the system is accessible on the network, the login page should display as shown below.

Type is your email address which is your username and your password and click on the “Login” button to log into the system. The login information should have been provided to you by your system administrator or you can easily register by clicking on the “Register Now” link at the bottom of the login screen as shown below.



Fill in the registration information and click on the “Save” button to register as shown below.



You will receive an email with a link to create an account once you are successfully registered.

2.2 Home Page Layout and Dashboards

After successfully logging into the system, you will be redirected to the home/landing page as shown below. The different sections of the home page is numbered and described below.

2.2.1 1 - Application Icon/Image

This is the application icon and is visible throughout the system. Clicking on it will redirect you to the home page.

2.2.2 2 - User Profile

This section contains useful information about the current logged in user. You can reset your password or logout using the links in this section.

2.2.3 3 - Main Navigation Menu

This section contains the main navigation menu links of the system. Each navigation category in essence represents a module within the system. The main items shown here will depend on the user's role. Only menu items accessible to a role will be visible.

Based on the responsive design of the system's user interface, the navigation menu will collapse to the top of the page if you are accessing the system using a device with a small screen like a tablet or smart phone. To access the main menu, click on the hamburger icon as shown below.

2.2.4 4 - Fuel Usage in Litres by Month Dashboard

This is a dashboard that shows the fuel usage by all centres in litres per month.

2.2.5 5 - Vehicle Status Count Dashboard

This is a dashboard that shows all vehicle status count.

2.2.6 6 - Online Users Dashboard

This dashboard displays a list of users currently logged into the system.

2.2.7 7 - Centre Selection Dashboard Data Filter

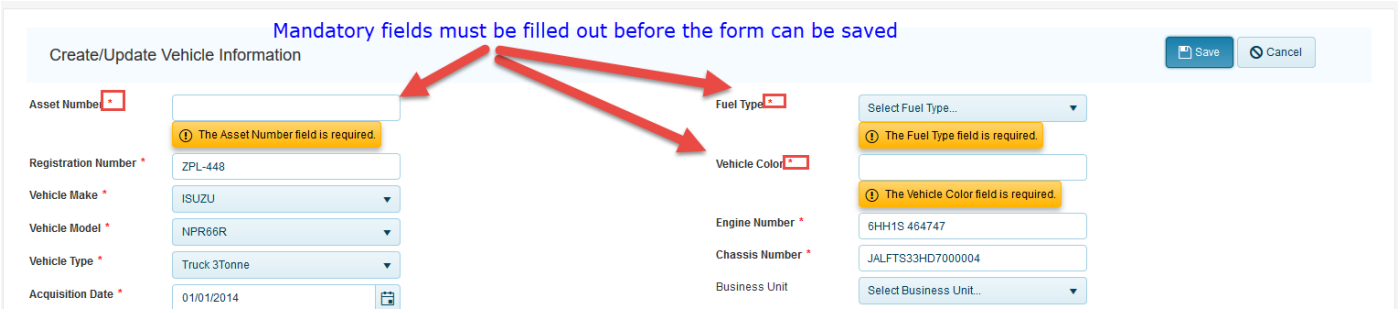
This section contains a list of check boxes that are mapped to the different PPL centre locations. By default, all centre locations are selected. You can change the centre selection by selecting the corresponding check boxes appropriately. In effect, the centre selections affect the data filter for the home page dashboards.

2.3 Conventions Used

These are some of the conventions used within the system.

2.3.1 Mandatory Form Fields

Mandatory form fields have a red asterisk (*) symbol after their labels. The system will not allow you to save the form if mandatory form fields have no values specified.

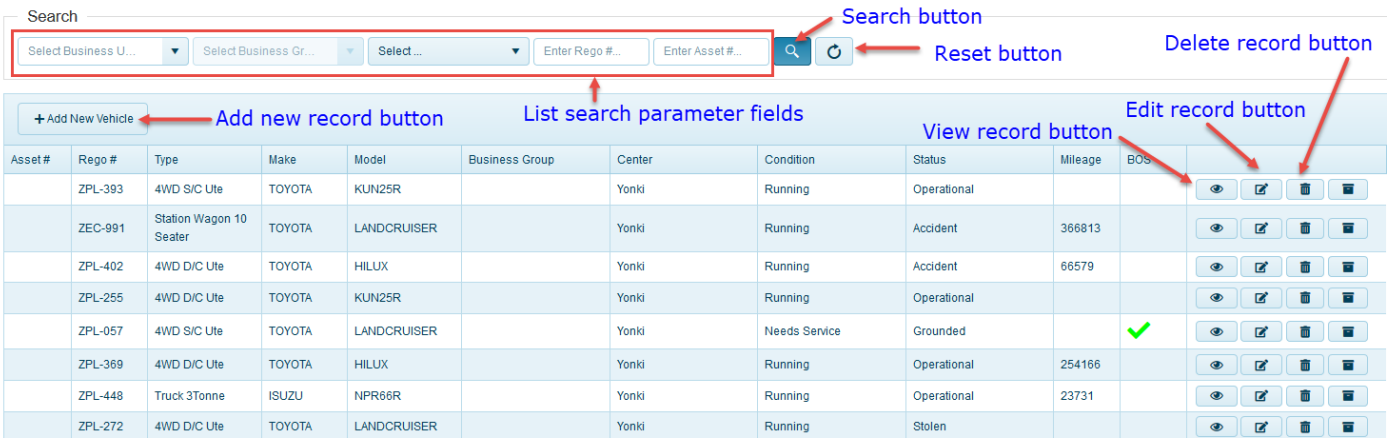


2.3.2 List View and Icons

Throughout the system, you will see a list of records (list view) similar to the one below. At the top of the list you will see a search area with a set of search parameter fields, search button and a reset button. The list search parameter fields filter the list data when the search button is clicked. The reset button resets the search parameter fields to their default empty state.

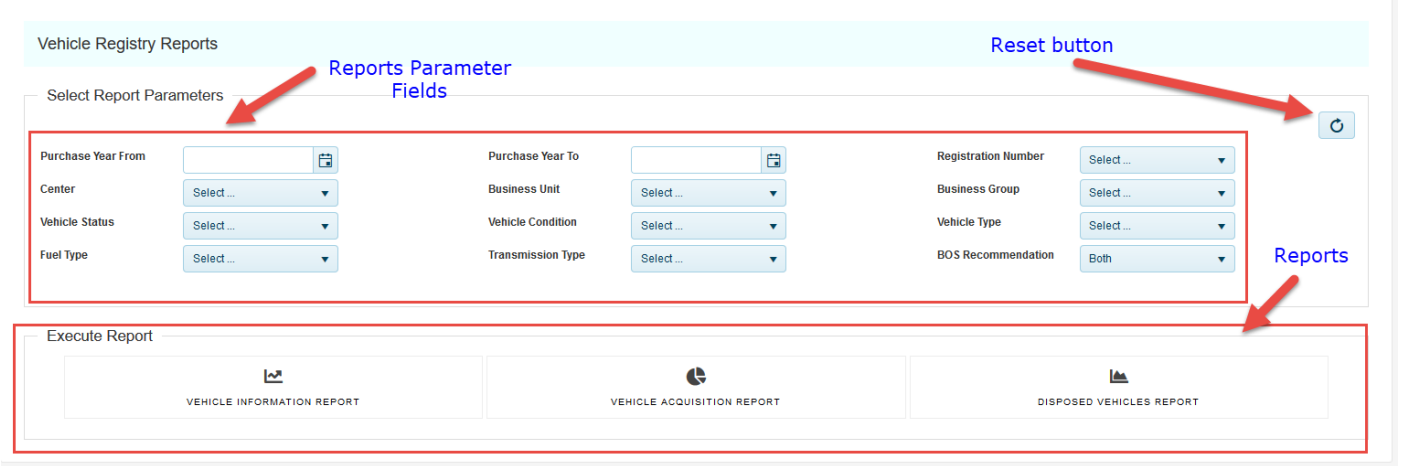
Within the list view area but at the top, there should be a button to add a new record. Clicking on the view record button will take you to the form that displays the record. Clicking on the edit record button will take you to the form which will allow you to edit and save the record. Clicking on the delete record button will delete the record.

Also, note that throughout the system the add new record button, edit record button, delete record button and other similar components or controls with specific functionalities will not be visible if the user does not have the appropriate access to perform these functions.



2.3.3 Report Data Filter Parameters

Almost all the landing pages of the reporting sub-modules have a parameters form where you specify the different parameter of the report in order to appropriately filter the reporting data to your requirements. Clicking on the reset button will reset the parameters selected or entered.



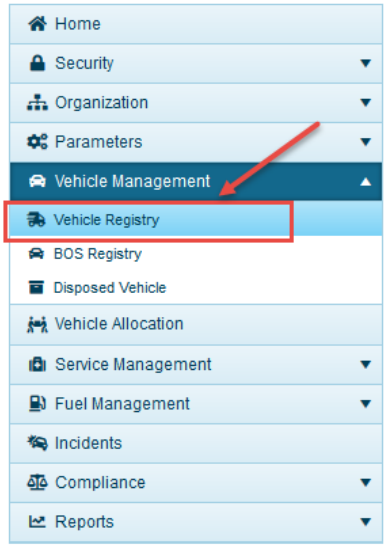
After specifying the report parameters, you can click on a report within the reports section to execute and view the report.

3 Vehicle Information Management

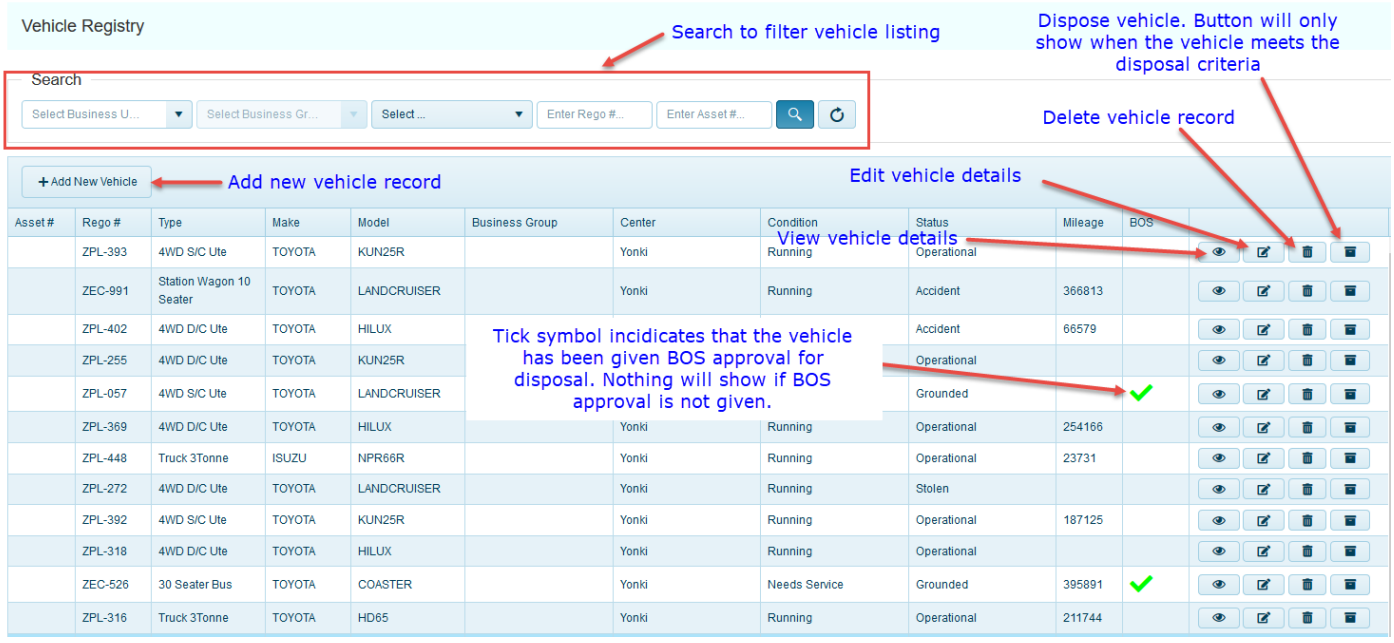
The vehicle information management module allows you to maintain the system's master data which in essence is the vehicle information. It also allows you to maintain vehicle asset disposal information.

3.1 Vehicle Registry

The vehicle registry sub-module allows you to maintain vehicle information. To access the vehicle registry sub-module, click on the "Vehicle Registry" link on the main menu as shown below.

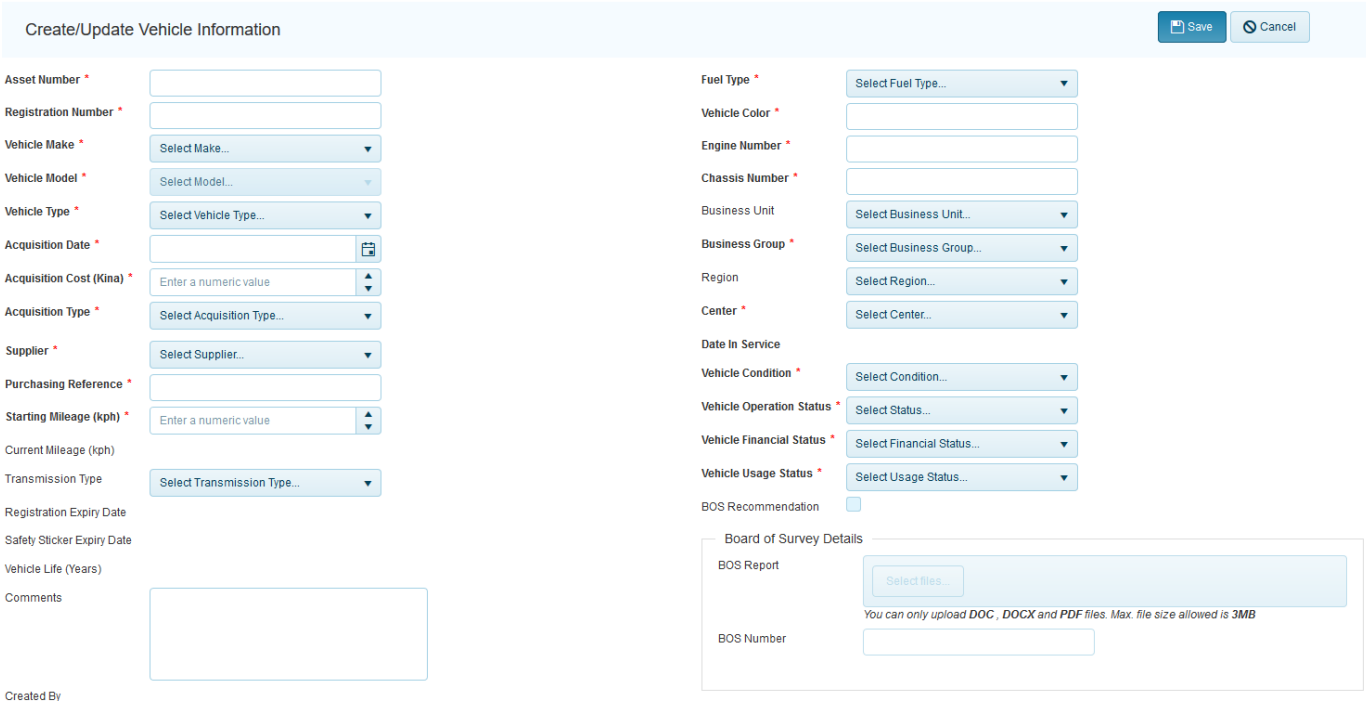


Clicking on the link will take you to the "Vehicle Registry" list where you can search for a vehicle, create a new vehicle, update the details of an existing vehicle, delete a vehicle record or dispose a vehicle as shown below.



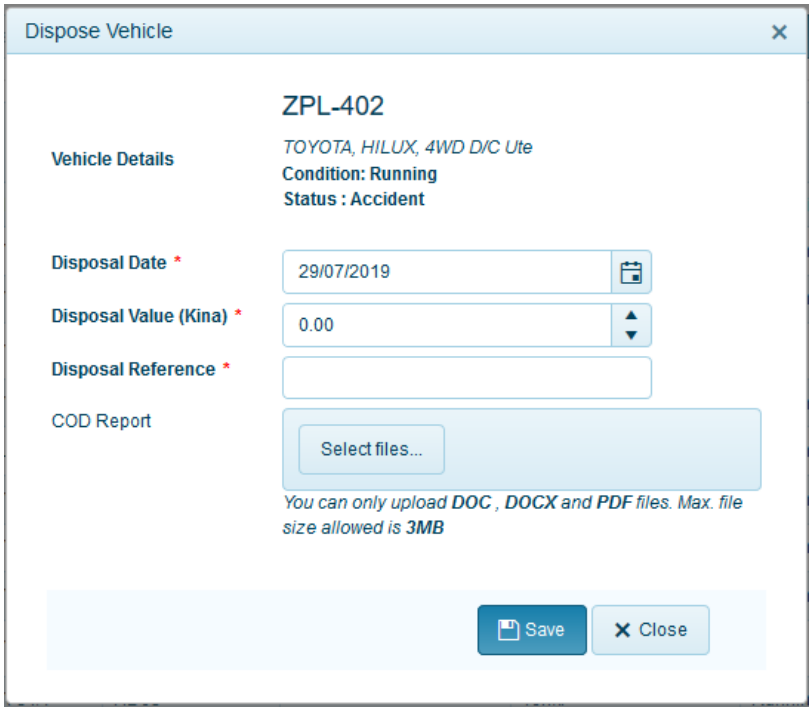
3.1.1 Add New Vehicle

Clicking on the “Add New Vehicle” button will take you to the “Create/Update Vehicle Information” form where you can enter the details of the new vehicle and click on the “Save” button to save the new vehicle information. Clicking on the “Cancel” button will cancel the operation.



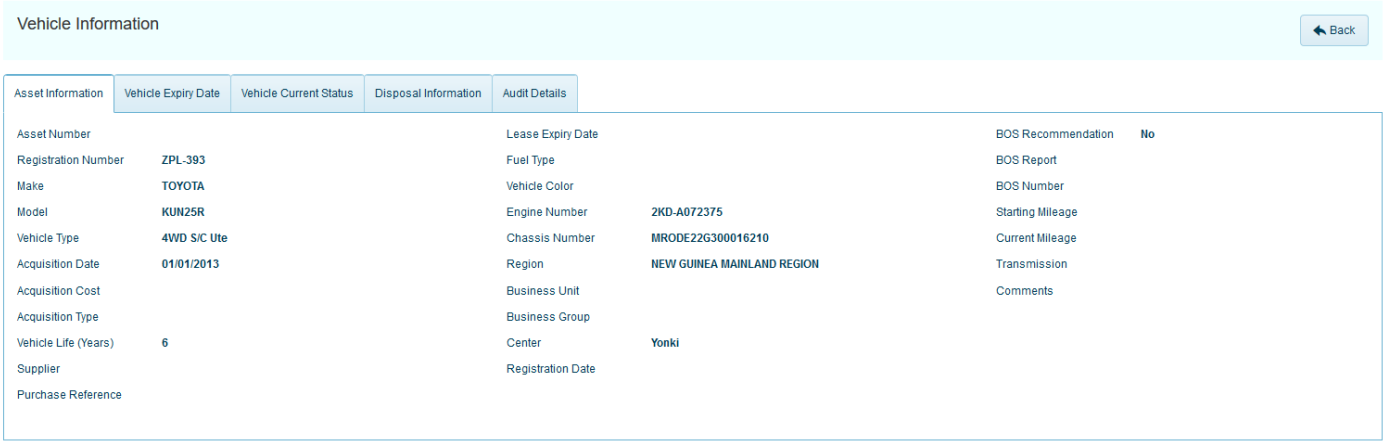
3.1.2 Dispose Vehicle

Clicking on the dispose vehicle button will bring up the “Dispose Confirmation” modal form. If you click on the “Close” button, the operation will be cancelled. If you fill in the disposal information and click on the “Save” button, the vehicle will be disposed and will not appear anymore in the list.



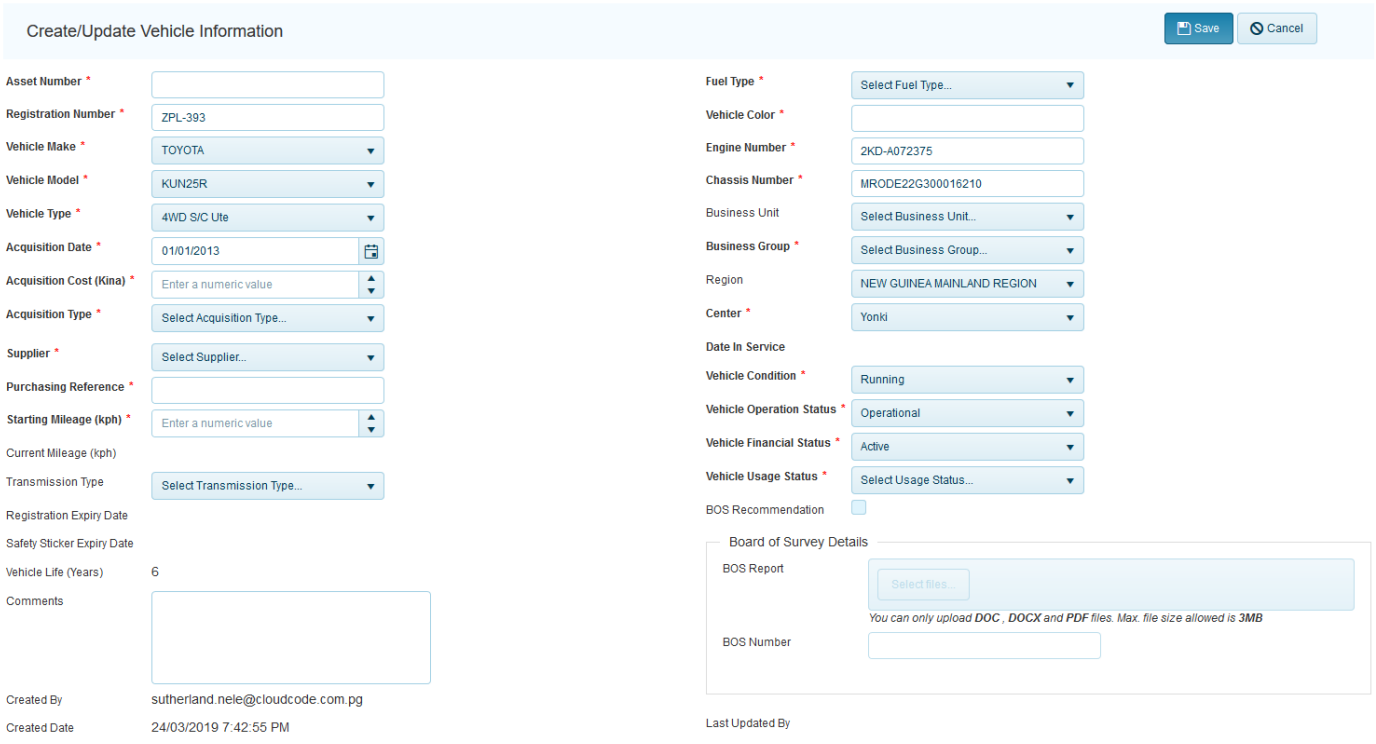
3.1.3 View Vehicle Details

Clicking on the view vehicle details button will take you to the “Vehicle Information” display form where you can view the vehicle details.



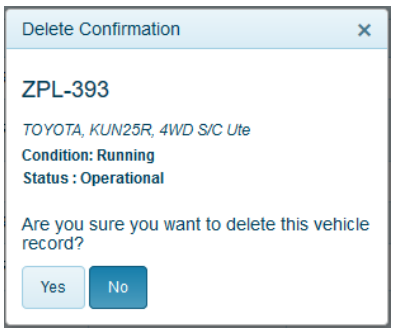
3.1.4 Edit Vehicle Details

Clicking on the edit vehicle details button will take you to the “Create/Update Vehicle Information” form where you can update the details of an existing vehicle and click on the “Save” button to save the vehicle information. Clicking on the “Cancel” button will cancel the operation.



3.1.5 Delete Vehicle Record

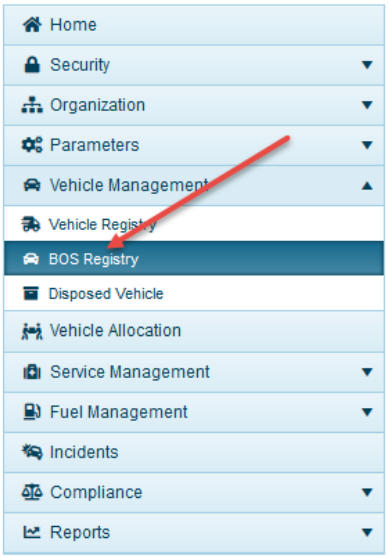
Clicking on the delete vehicle record button will bring up the “Delete Confirmation” dialog window. If you click on the “No” button, the delete operation will be cancelled. If you click on the “Yes” button, the record will be deleted.



Sometimes, the system will not allow you to delete a vehicle record when the record has dependencies within the system. For instance, you cannot delete a vehicle record which is scheduled for service.

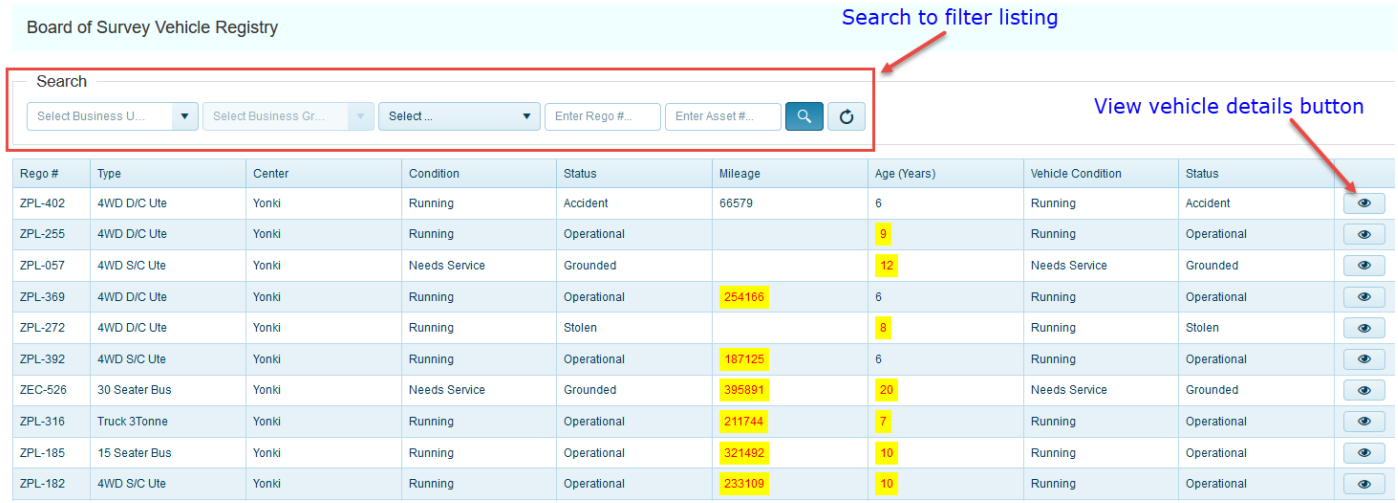
3.2 Board of Survey (BOS) Registry

The board of survey (BOS) registry sub-module displays a list of vehicles that are due for board of survey. To access the board of survey sub-module, click on the “BOS Registry” link on the main menu as shown below.



Based on the vehicle type, make, model, mileage and age thresholds of a vehicle, it is selected for the board to conduct a survey on it for disposal.

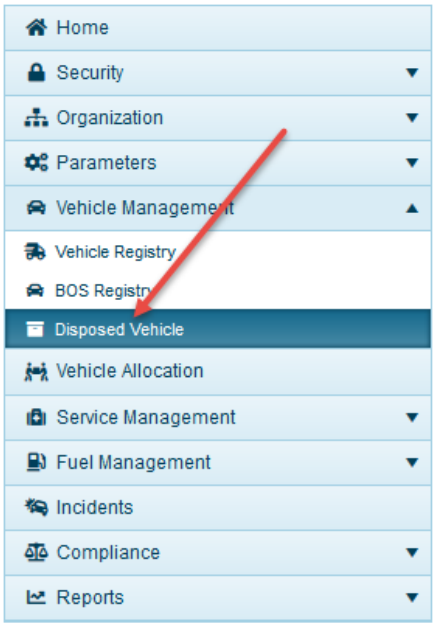
The list has a search functionality using which the list data can be filtered. Clicking on the view vehicle details button will take you to the “Vehicle Information” display form where you can view the vehicle details.



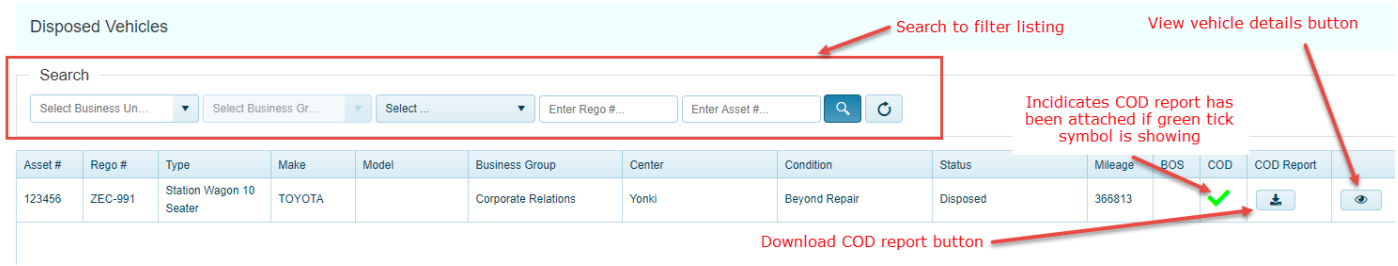
Rego #	Type	Center	Condition	Status	Mileage	Age (Years)	Vehicle Condition	Status
ZPL-402	4WD D/C Ute	Yonki	Running	Accident	66579	6	Running	Accident
ZPL-255	4WD D/C Ute	Yonki	Running	Operational		9	Running	Operational
ZPL-057	4WD S/C Ute	Yonki	Needs Service	Grounded		12	Needs Service	Grounded
ZPL-369	4WD D/C Ute	Yonki	Running	Operational	254166	6	Running	Operational
ZPL-272	4WD D/C Ute	Yonki	Running	Stolen		8	Running	Stolen
ZPL-392	4WD S/C Ute	Yonki	Running	Operational	187125	6	Running	Operational
ZEC-526	30 Seater Bus	Yonki	Needs Service	Grounded	395891	20	Needs Service	Grounded
ZPL-316	Truck 3Tonne	Yonki	Running	Operational	211744	7	Running	Operational
ZPL-185	15 Seater Bus	Yonki	Running	Operational	321492	10	Running	Operational
ZPL-182	4WD S/C Ute	Yonki	Running	Operational	233109	10	Running	Operational

3.3 Vehicle Disposal

The vehicle disposal sub-module displays a list of vehicles that have been disposed. To access the disposed vehicles listing, click on the “Disposed Vehicle” link on the main menu as shown below.



The list has a search functionality using which the list data can be filtered. Clicking on the view vehicle details button will take you to the “Vehicle Information” display form where you can view the vehicle details. If a COD report was uploaded when the vehicle was disposed, you can click on the download COD report button to download the COD report.



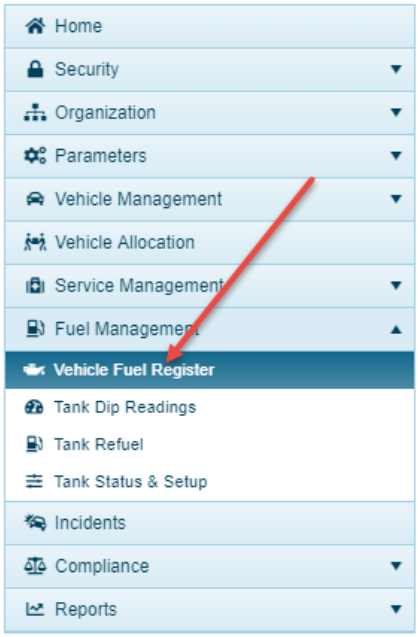
Asset #	Rego #	Type	Make	Model	Business Group	Center	Condition	Status	Mileage	BOS	COD	COD Report
123456	ZEC-991	Station Wagon 10 Seater	TOYOTA		Corporate Relations	Yonki	Beyond Repair	Disposed	366813		✓	

4 Vehicle Fuel Management

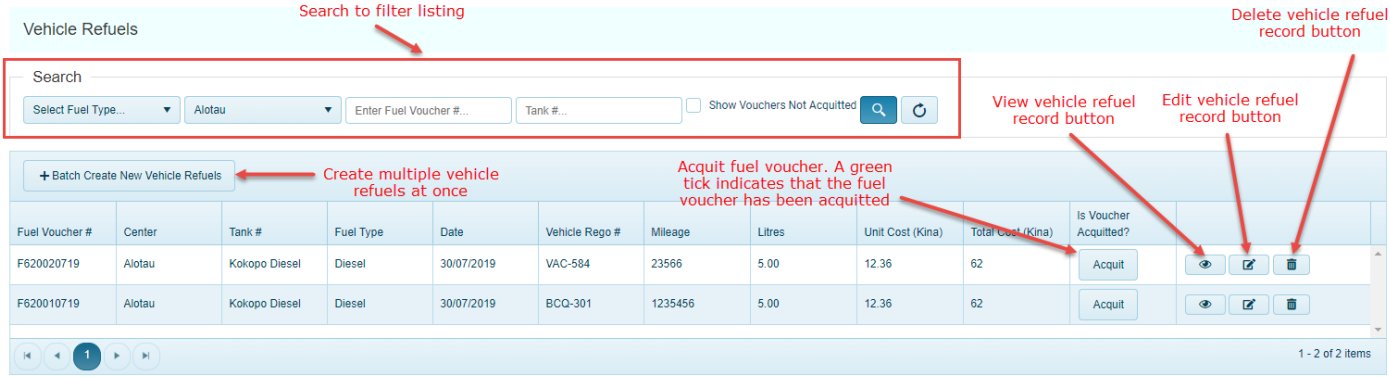
The vehicle fuel management module allows you to maintain vehicle fuel consumption and registration information. Use this module to manage fuel bowser or tank information and vehicle fuel consumption information through the use of fuel vouchers.

4.1 Vehicle Fuel Register

The vehicle fuel register sub-module manages vehicle refuelling, fuel voucher allocation and fuel voucher acquittal. To access the vehicle fuel register sub-module, click on the “Vehicle Fuel Register” link on the main menu as shown below.



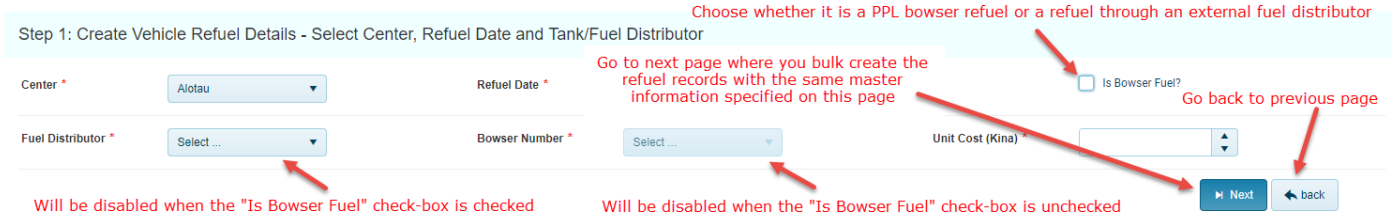
Clicking on this link will take you to the “Vehicle Refuels” list where you can search for vehicle refuels, create a new vehicle refuels as a batch, update the details of existing vehicle refuels, delete a vehicle refuel record or acquit a fuel voucher.



4.1.1 Batch Create New Vehicle Refuels

4.1.1.1 Step 1: Create Vehicle Refuel Details - Select Centre, Refuel Date and Tank/Fuel Distributor

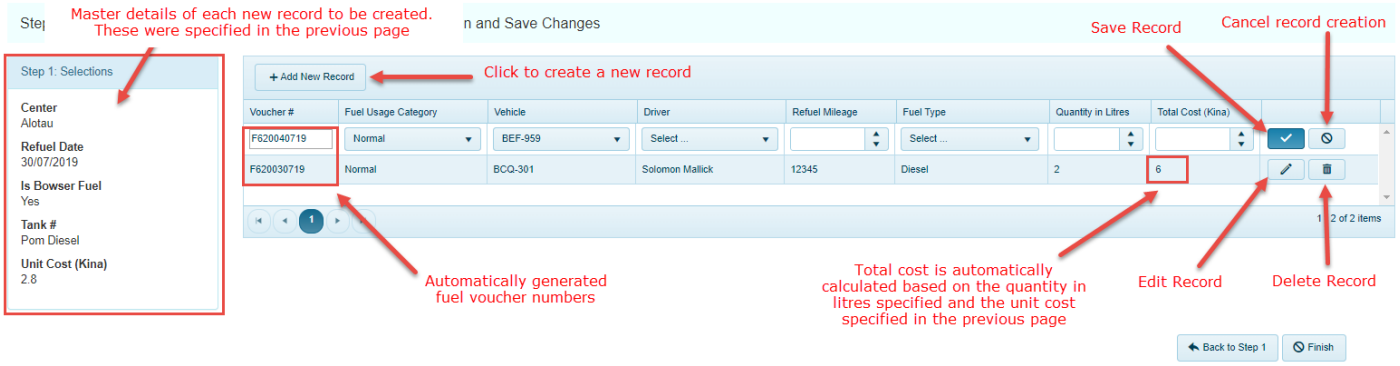
Clicking on the “Batch Create New Vehicle Refuels” button will take you to the “Step 1: Create Vehicle Refuel Details - Select Centre, Refuel Date and Tank/Fuel Distributor” form where you can enter the master details that will not change for each of the vehicle refuel records that will be created in this batch creation process.



When the “Is Bowser Fuel” check-box is checked, the “Fuel Distributor” drop-down list is disabled and the “Bowser Number” drop-down list is enabled. When the “Is Bowser Fuel” check-box is unchecked, the “Fuel Distributor” drop-down list is enabled and the “Bowser Number” drop-down list is disabled. Clicking on the back button takes you back to the previous page or list view.

4.1.1.2 Step 2: Create Vehicle Refuel Details - Select Fuel Usage Information and Save Changes

Clicking on the “Next” button will take you to the next page where you bulk create the refuel records.



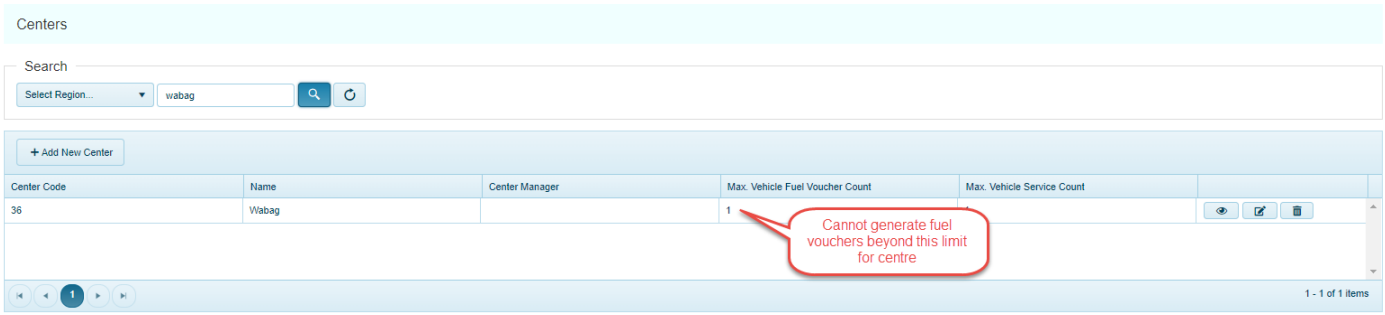
The master details specified from the previous page is shown on the left-hand-side of the screen. Click on the “Add New Record” button to create a new refuel record. The fuel voucher number is automatically generated when you click on the “Add New Record” button. The total cost is calculated automatically based on the quantity in litres and the unit cost specified in the previous step. Click on the save record button to save the record or click on the cancel button to cancel the new record creation operation. Click on the edit record button to edit the record. Click on the delete record button to delete the record.

Click on the “Back to Step 1” button to go back to the previous page where you specify the master refuel information.

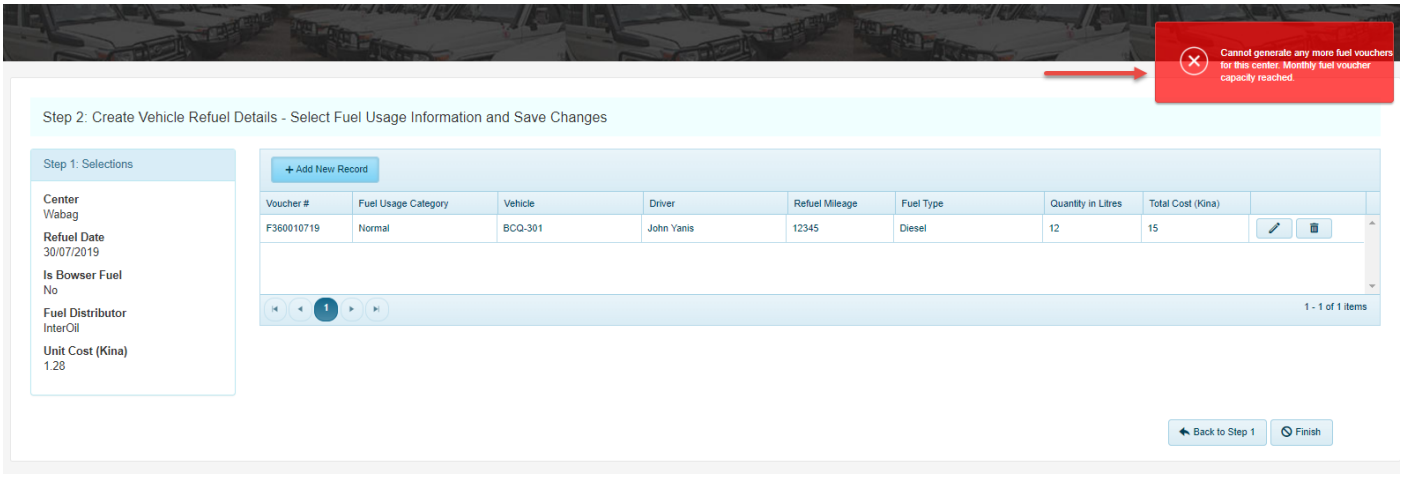
Click on the “Finish” button to return back to the list view page.

4.1.1.2.1 Fuel Voucher Generation Limit

Note that there is a system parameter that limits the number of fuel voucher numbers that can be generated for each centre for each month. Once that threshold is reached for the month then you cannot generate anymore new vouchers. To update that threshold limit you go to Organization→Manage Centres→Edit Record and update the “Max. Vehicle Fuel Voucher Count” as shown below.

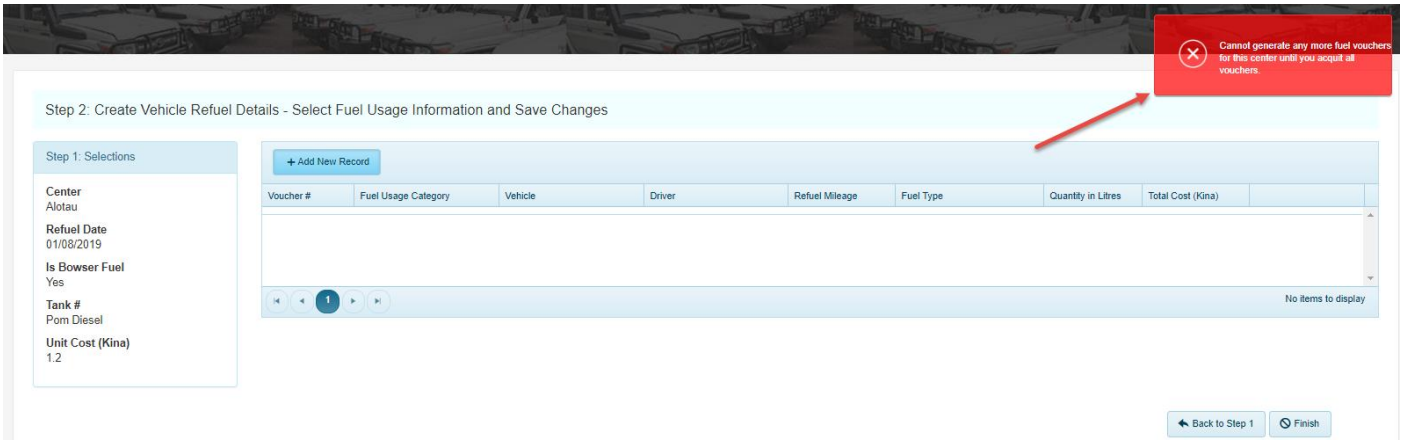


The system will output the error message below when you try to create a new vehicle refuel record for that centre and the threshold limit is reached as shown below.



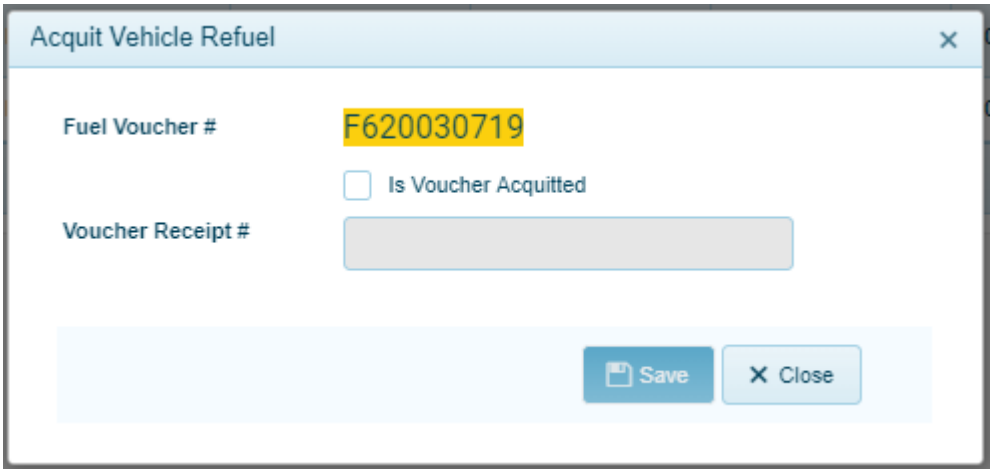
4.1.1.2.2 Fuel Voucher Acquittal

Note that a vehicle voucher must be acquitted before a new voucher can be issued for that vehicle. As shown below the system will not be able to generate a new fuel voucher for a vehicle if all fuel vouchers issued in the previous months for that particular centre have not been acquitted.

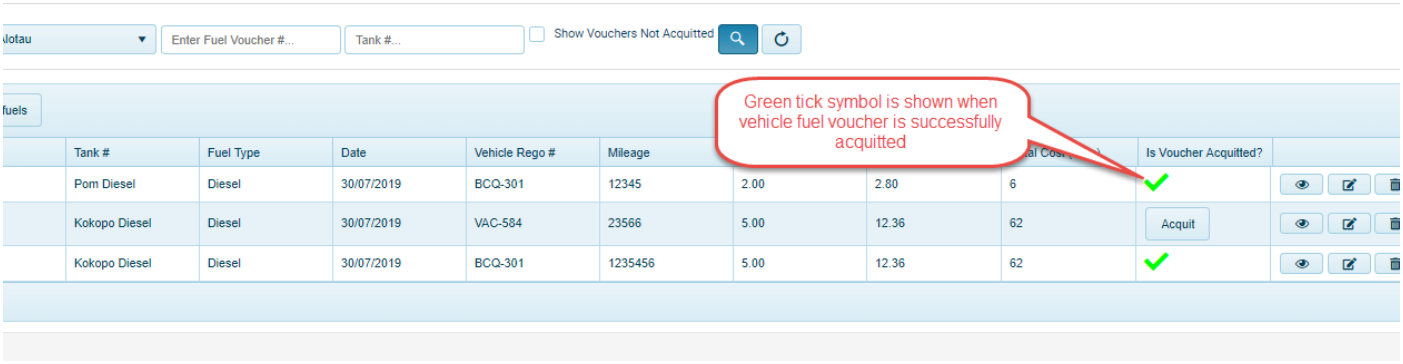


4.1.2 Acquit Fuel Voucher

Clicking on the acquit fuel voucher button will bring up the “Acquit Vehicle Refuel” modal form. If you click on the “Close” button, the operation will be cancelled and window will close.

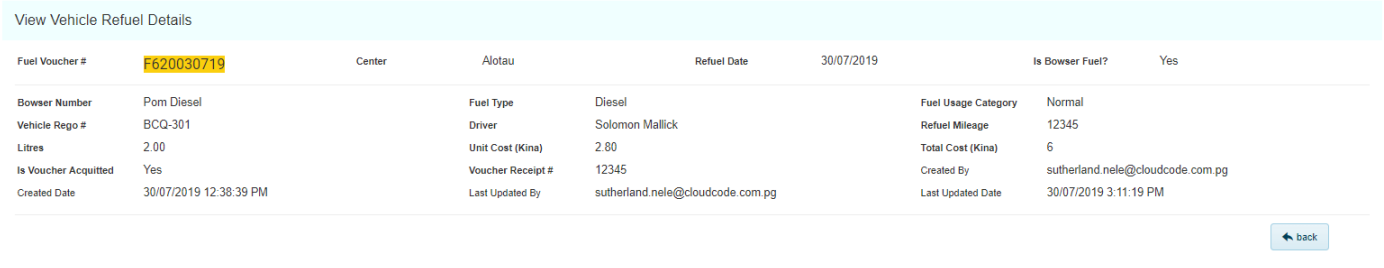


The “Save” button will be enabled when the “Is Voucher Acquitted” checkbox is checked. You can then type in the voucher receipt number and click on the “Save” button to save the record and acquit the fuel voucher. The vehicle fuel voucher will be acquitted and a green tick symbol will now show indicating that the voucher has been successfully acquitted as shown below.



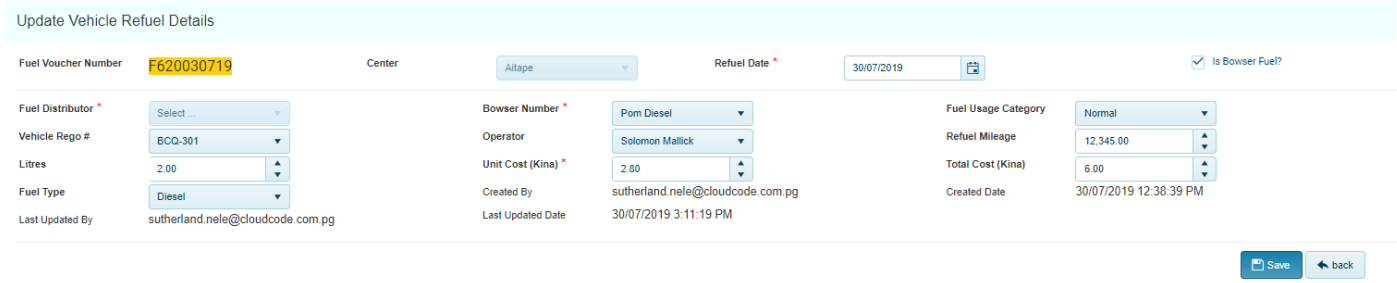
4.1.3 View Vehicle Refuel Details

Clicking on the view vehicle refuel details button will take you to the “View Vehicle Refuel Details” display form where you can view the vehicle refuel details.



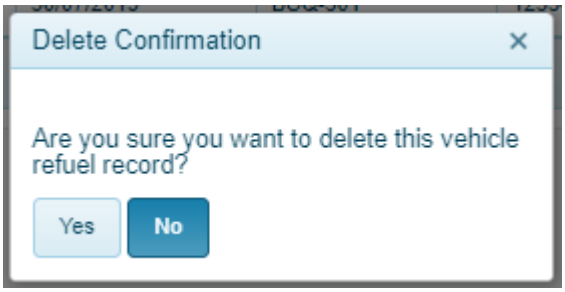
4.1.4 Edit Vehicle Refuel Details

Clicking on the edit vehicle refuel details button will take you to the “Update Vehicle Refuel Details” form where you can update the details of an existing vehicle and click on the “Save” button to save the updated information. Clicking on the “Back” button will cancel the operation and redirect back to the previous page.



4.1.5 Delete Vehicle Refuel Record

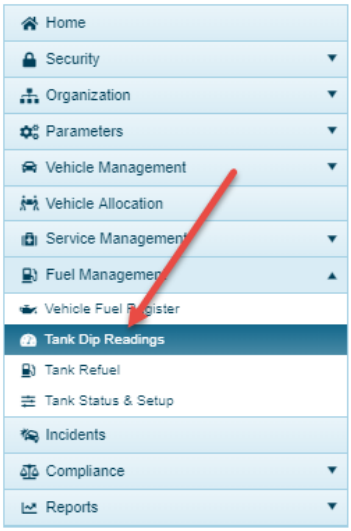
Clicking on the delete vehicle refuel record button will bring up the “Delete Confirmation” dialog window. If you click on the “No” button, the delete operation will be cancelled. If you click on the “Yes” button, the record will be deleted.



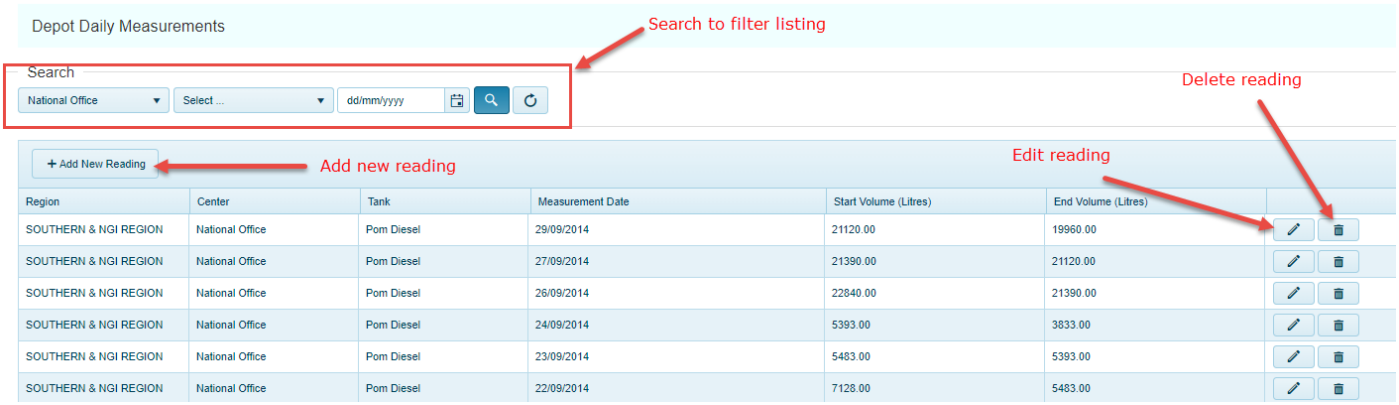
Do note that sometimes, the system will not allow you to delete a record when the record has dependencies within the system.

4.2 Tank Dip Readings

The tank dip readings sub-module is used to capture the bowser or tank volume readings in litres on a daily basis for each centre. To access the tank dip readings sub-module, click on the “Tank Dip Readings” link on the main menu as shown below.

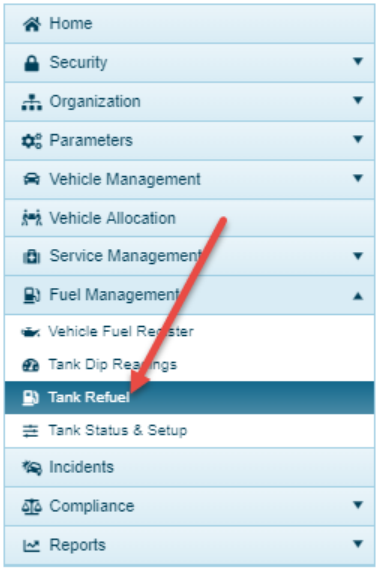


Clicking on this link will take you to the “Deport Daily Measurements” list where you can search for tanks, create new tank readings, update existing tank readings and delete existing tank readings as shown below.

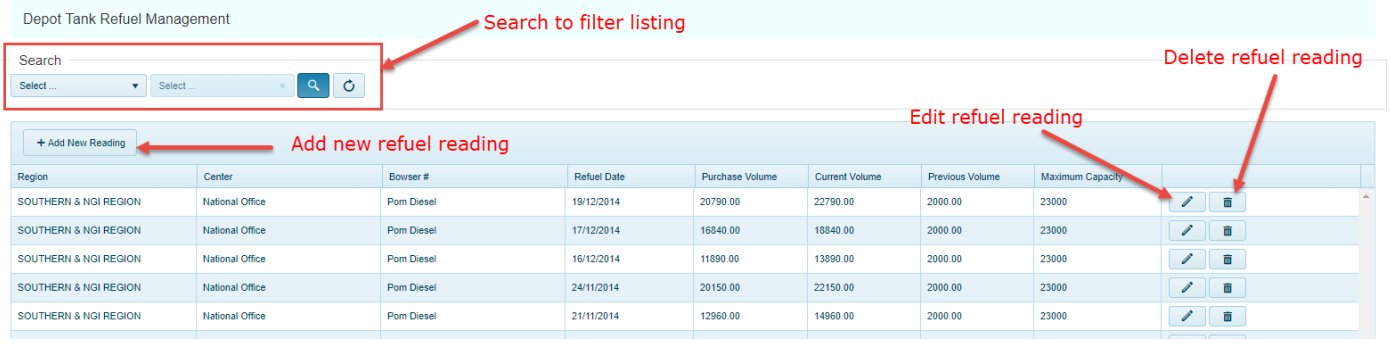


4.3 Tank Refuel

The tank refuel sub-module is used to capture the tank or bowser volume readings in litres when the tank or bowser is refilled for each centre. To access the tank refuel sub-module, click on the “Tank Refuel” link on the main menu as shown below.

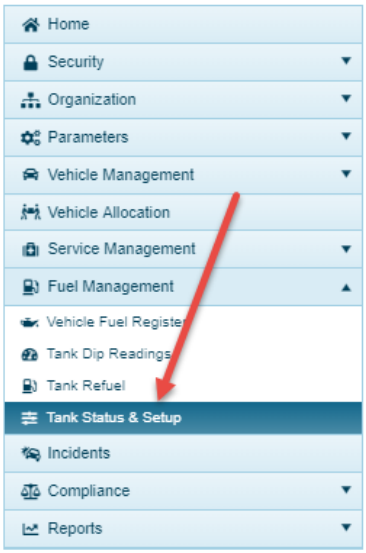


Clicking on this link will take you to the “Depot Tank Refuel Management” list where you can search for tank refuel records, create new tank refuel readings, update existing tank refuel readings and delete existing tank refuel readings as shown below.

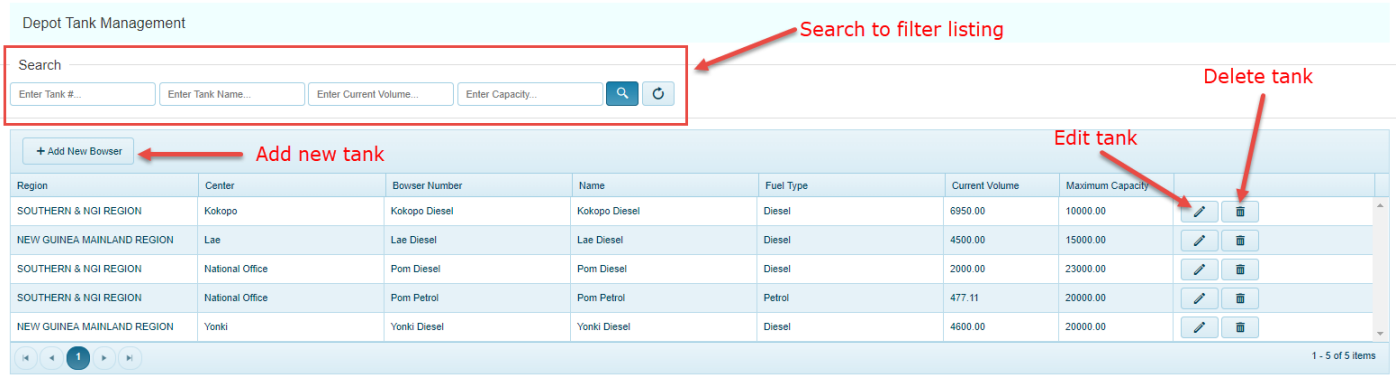


4.4 Tank Status and Setup

The tank status and setup sub-module is used to maintain tank or bowser information at each of the centres. To access the tank status and setup sub-module, click on the “Tank Status & Setup” link on the main menu as shown below.



Clicking on this link will take you to the “Depot Tank Management” list where you can search for tank records, create new tanks, update existing tanks and delete existing tanks as shown below.

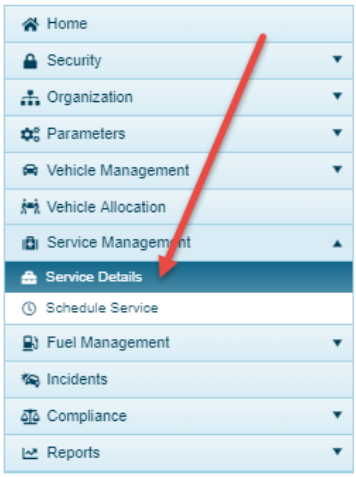


5 Vehicle Service Management

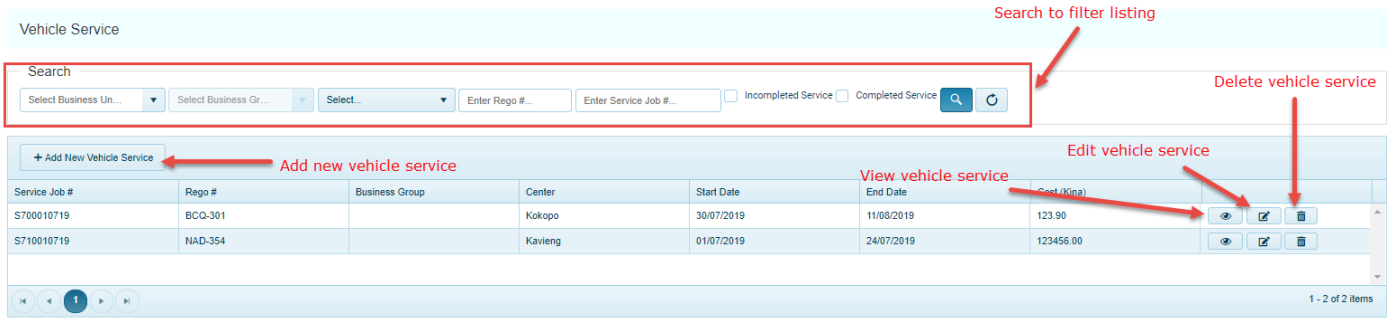
The vehicle service management module allows you to manage vehicle service information and service scheduling information.

5.1 Service Details

The vehicle service sub-module is used to capture vehicle service information. To access the vehicle service sub-module, click on the “Service Details” link on the main menu as shown below.

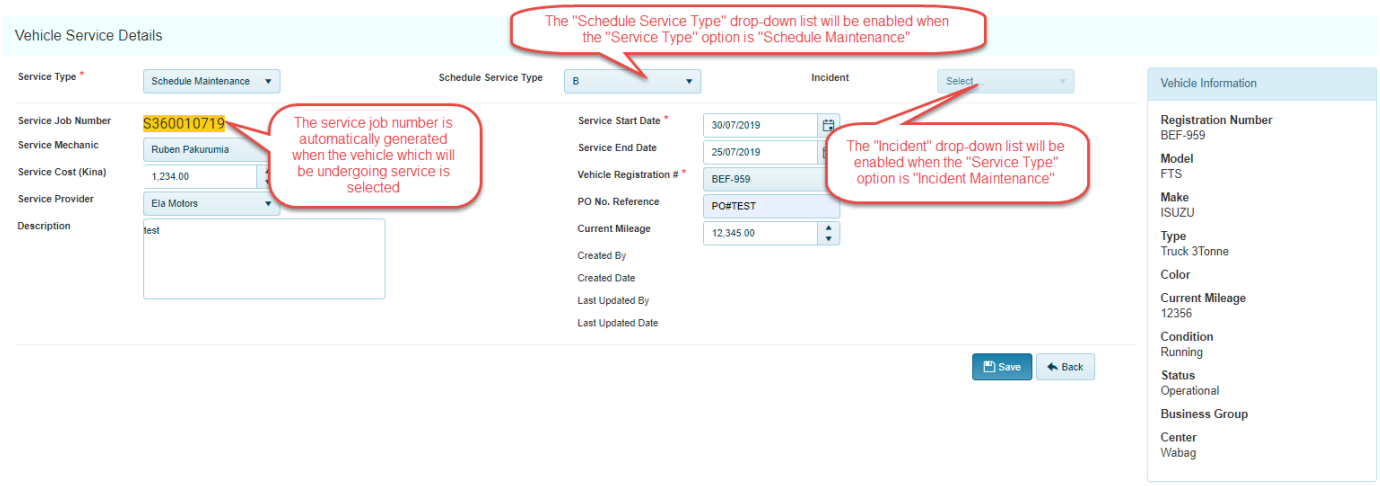


Clicking on this link will take you to the "Vehicle Service" list where you can search for vehicle services, create new vehicle services, update existing vehicle services and delete existing vehicle services as shown below.



5.1.1 Add New Vehicle Service

Clicking on the "Add New Vehicle Service" button will take you to the "Vehicle Service Details" form where you can enter the details of a new vehicle service and click on the "Save" button to save the new vehicle service information. Clicking on the "Cancel" button will cancel the operation.

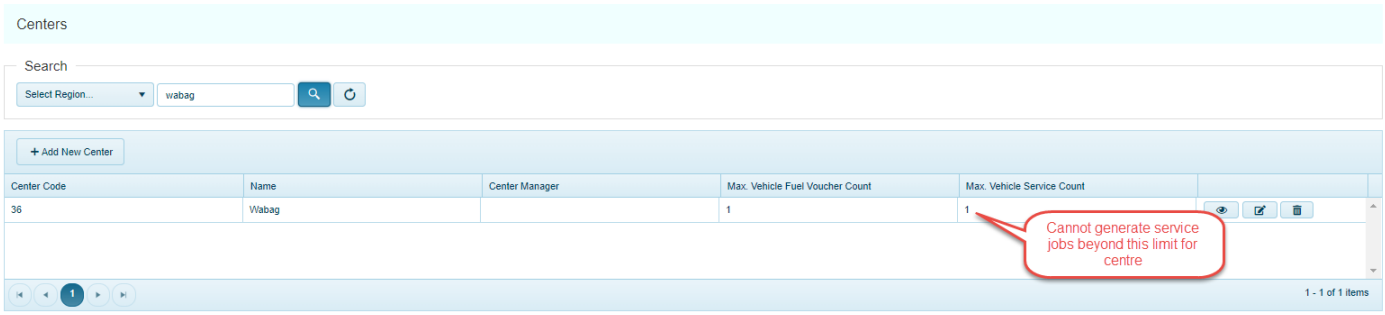


When the "Service Type" option is "Schedule Service" the "Schedule Service Type" drop-down list will be enabled. When the "Service Type" option is "Incident Maintenance" the "Incident" drop-down list will be enabled.

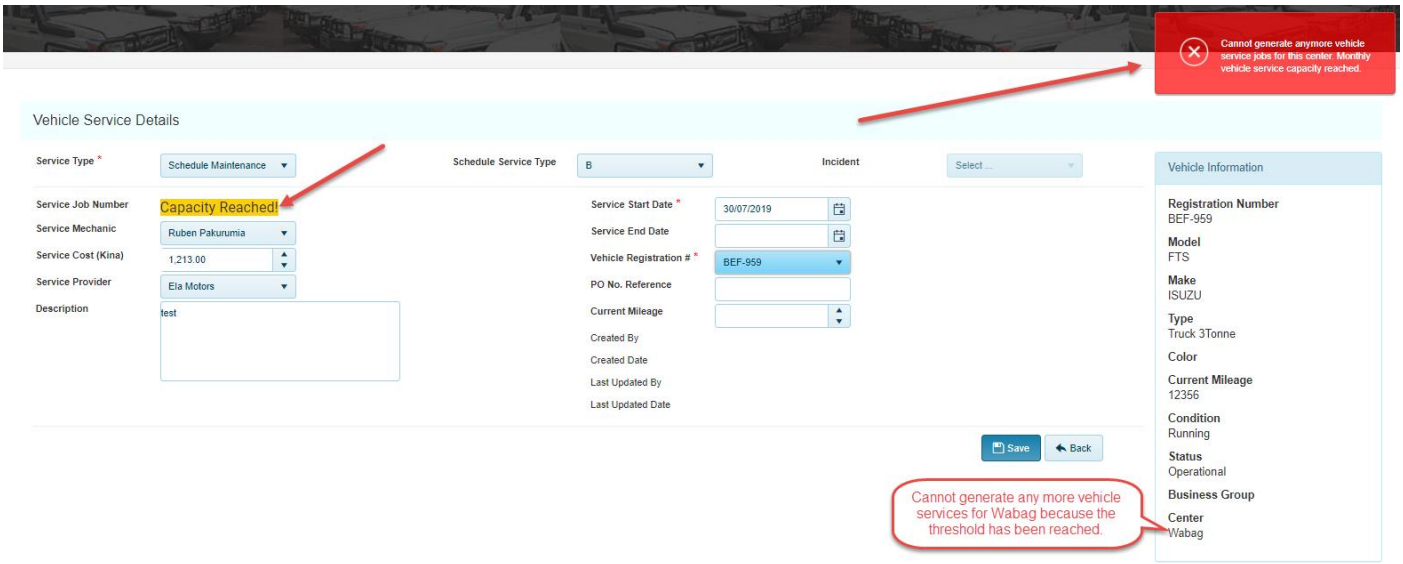
The “Service Job Number” will automatically be generated when the vehicle which will be undergoing service is selected.

5.1.1.1 Service Job Limit

Note that there is a system parameter that limits the number of service jobs that can be performed for each centre for each month. Once that threshold is reached for the month then you cannot generate anymore service job numbers. To update that threshold limit you go to Organization→Manage Centres→Edit Record and update the “Max. Vehicle Service Count” as shown below.

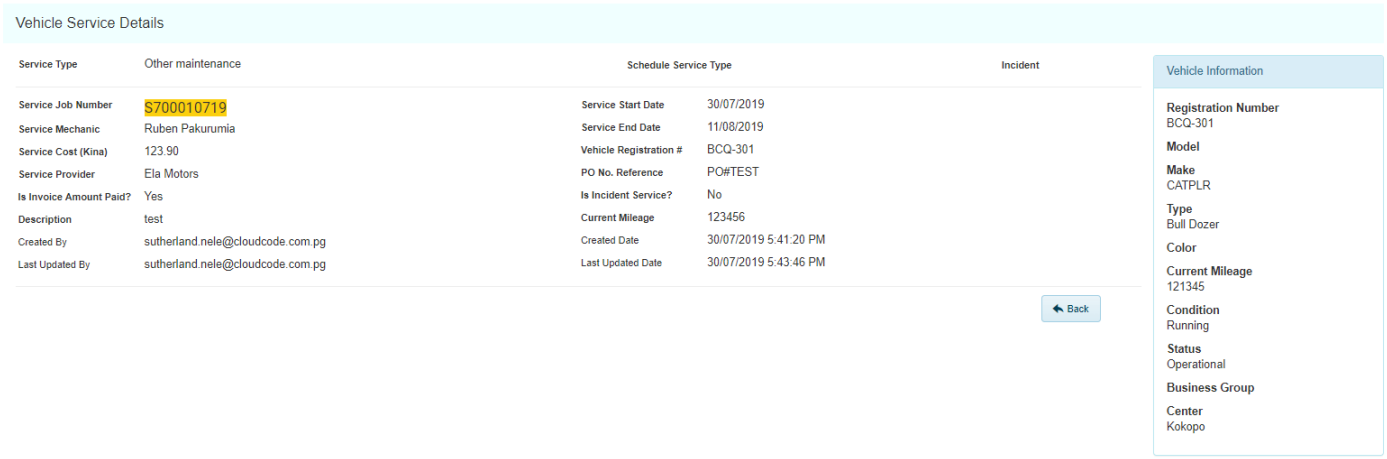


The system will output the error message below when you try to create a new vehicle service record for that centre and the threshold limit is reached as shown below.



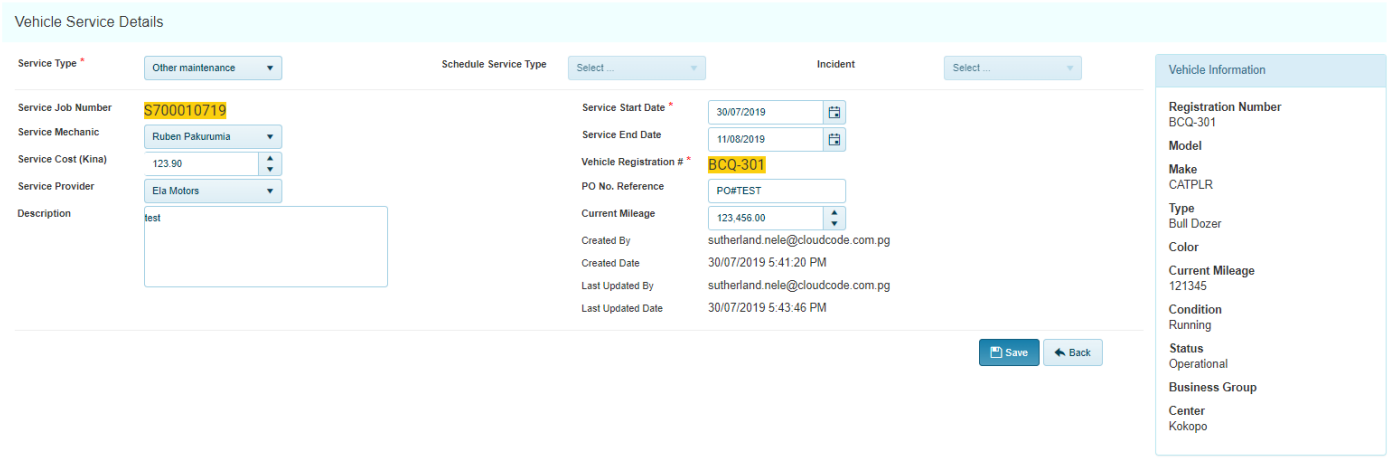
5.1.2 View Vehicle Service Details

Clicking on the view vehicle service details button will take you to the “Vehicle Service Details” display form where you can view the vehicle service details.



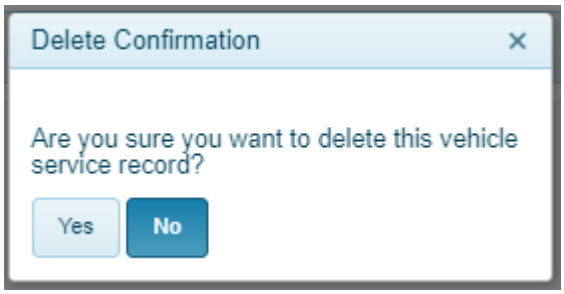
5.1.3 Edit Vehicle Service Details

Clicking on the edit vehicle service details button will take you to the “Vehicle Service Details” form where you can update the details of an existing vehicle service and click on the “Save” button to save the updated information. Clicking on the “Cancel” button will cancel the operation.



5.1.4 Delete Vehicle Service Record

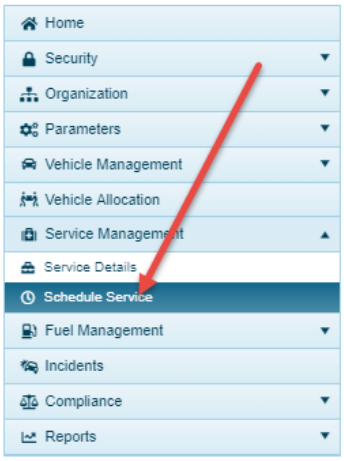
Clicking on the delete vehicle service record button will bring up the “Delete Confirmation” dialog window. If you click on the “No” button, the delete operation will be cancelled. If you click on the “Yes” button, the record will be deleted.



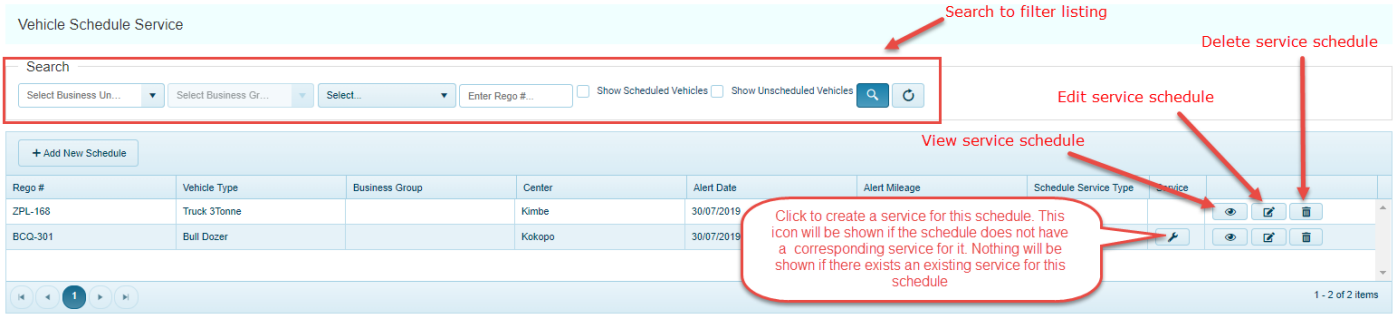
Sometimes, the system will not allow you to delete a vehicle service record when the record has dependencies within the system. For instance, you cannot delete a vehicle service record which is scheduled for service.

5.2 Service Schedule

The service schedule sub-module is used to capture vehicle service schedule information. To access the service schedule sub-module, click on the “Service Schedule” link on the main menu as shown below.

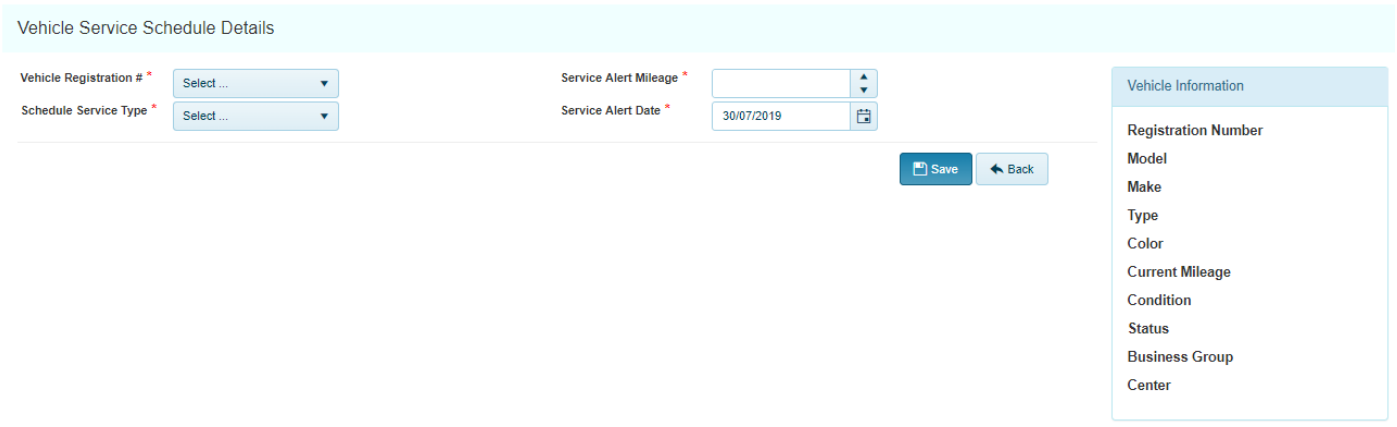


Clicking on this link will take you to the “Vehicle Schedule Service” list where you can search for scheduled services, create new service schedules, update existing service schedules and delete existing service schedules as shown below.



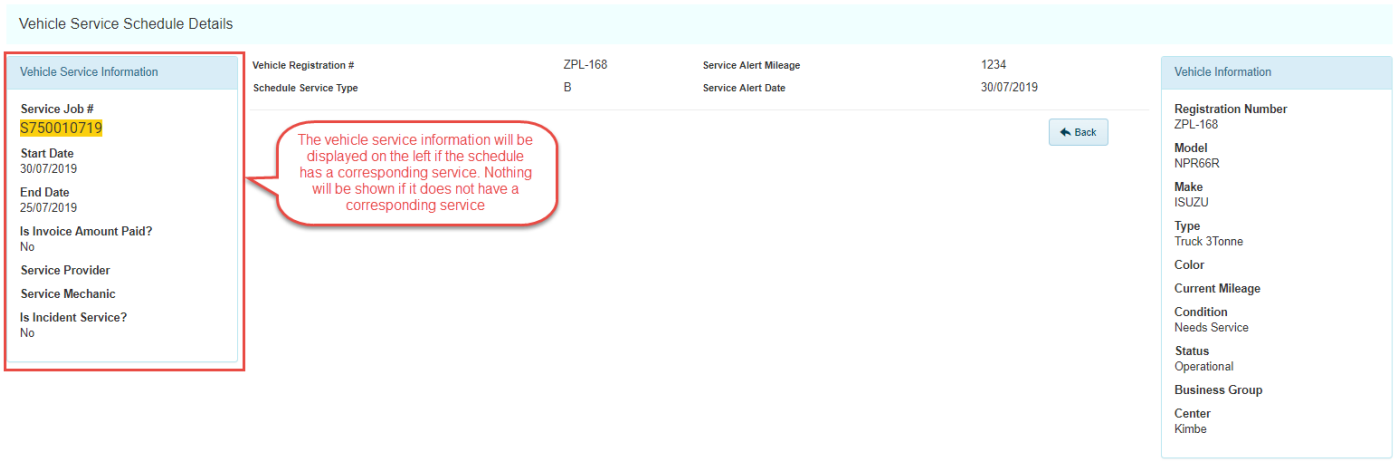
5.2.1 Add New Service Schedule

Clicking on the “Add New Schedule” button will take you to the “Vehicle Service Schedule Details” form where you can enter the details of a new vehicle service schedule and click on the “Save” button to save the new vehicle service schedule information. Clicking on the “Cancel” button will cancel the operation.



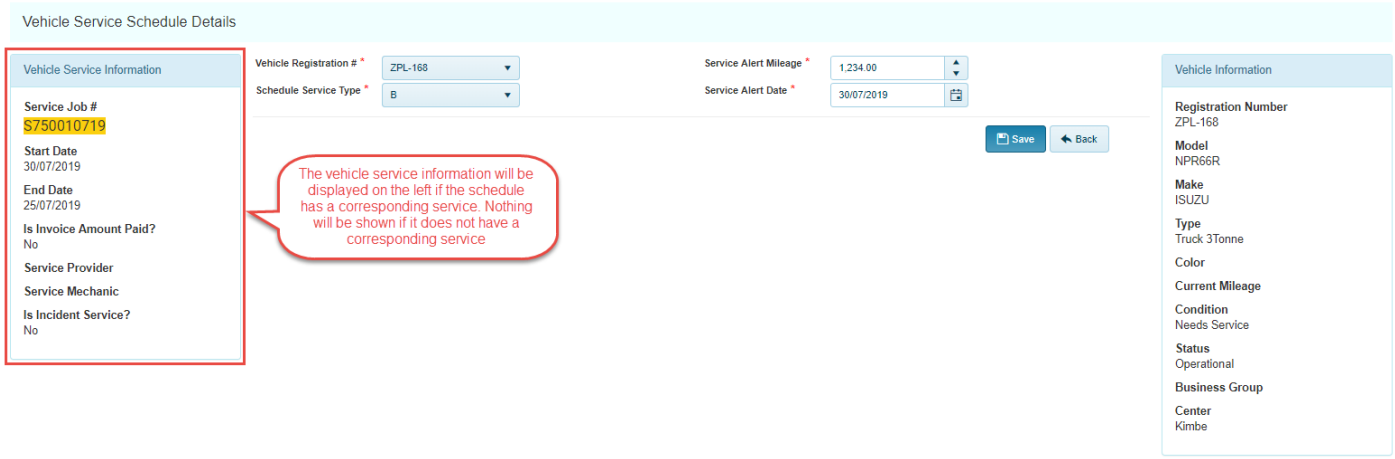
5.2.2 View Service Schedule Details

Clicking on the view service schedule details button will take you to the “Vehicle Service Schedule Details” display form where you can view the service schedule details.



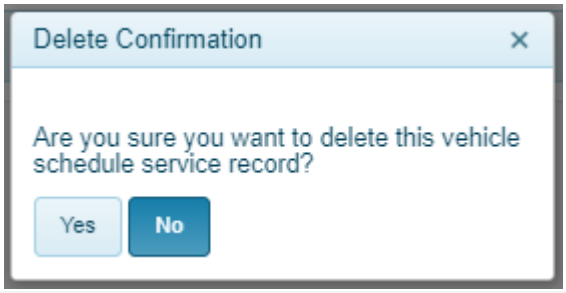
5.2.3 Edit Service Schedule Details

Clicking on the edit service schedule details button will take you to the “Vehicle Service Schedule Details” form where you can update the details of an existing service schedule and click on the “Save” button to save the updated information. Clicking on the “Cancel” button will cancel the operation.



5.2.4 Delete Service Schedule Record

Clicking on the delete service schedule record button will bring up the “Delete Confirmation” dialog window. If you click on the “No” button, the delete operation will be cancelled. If you click on the “Yes” button, the record will be deleted.



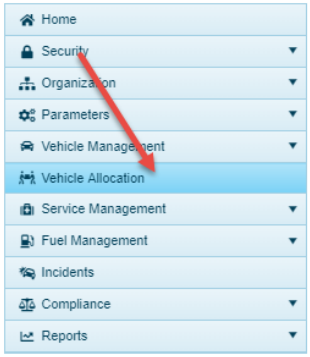
Sometimes, the system will not allow you to delete a vehicle service schedule record when the record has dependencies within the system.

6 Vehicle Allocation Management

The vehicle allocation management module allows you to manage vehicle allocation and vehicle transfer information.

Vehicle allocation involves allocating an undisposed vehicle to a driver or custodian and vehicle transfer involves transferring a vehicle from one particular centre to another centre.

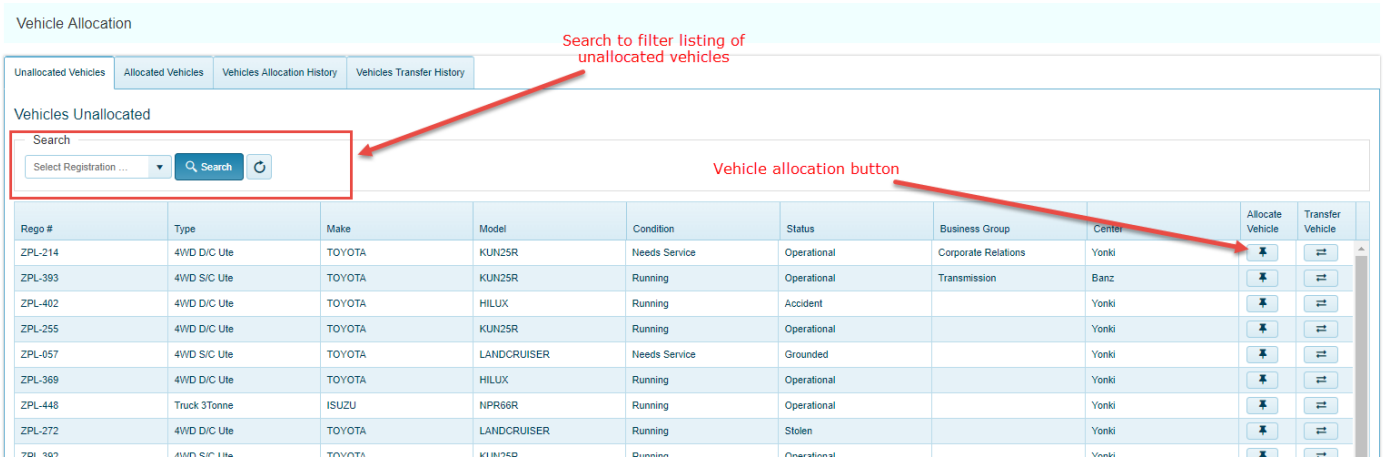
To access the vehicle allocation module, click on the “Vehicle Allocation” link on the main menu as shown below.



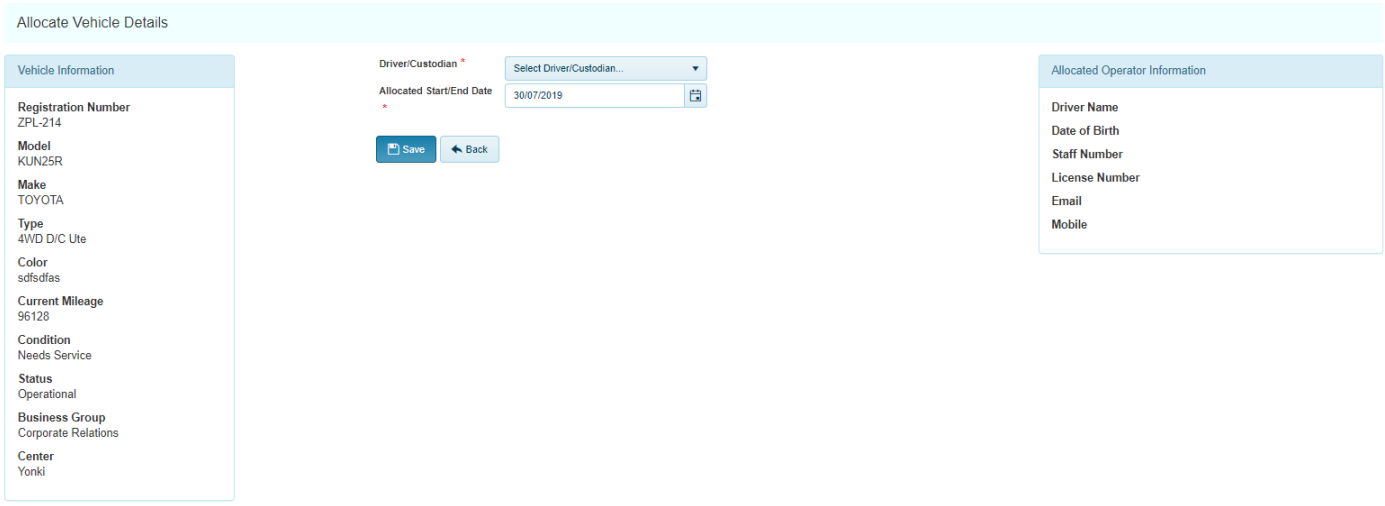
This will take you to the “Vehicle Allocation” page which has four (4) tabs, namely, “Unallocated Vehicles” tab, “Allocated Vehicles” tab, “Vehicle Allocation History” tab and the “Vehicle Transfer History” tab.

6.1 Allocate Vehicle

To allocate a vehicle to a driver or custodian, select the “Unallocated Vehicles” tab and click on the vehicle allocation button as shown below. You can also use the search function to search an unallocated vehicle.

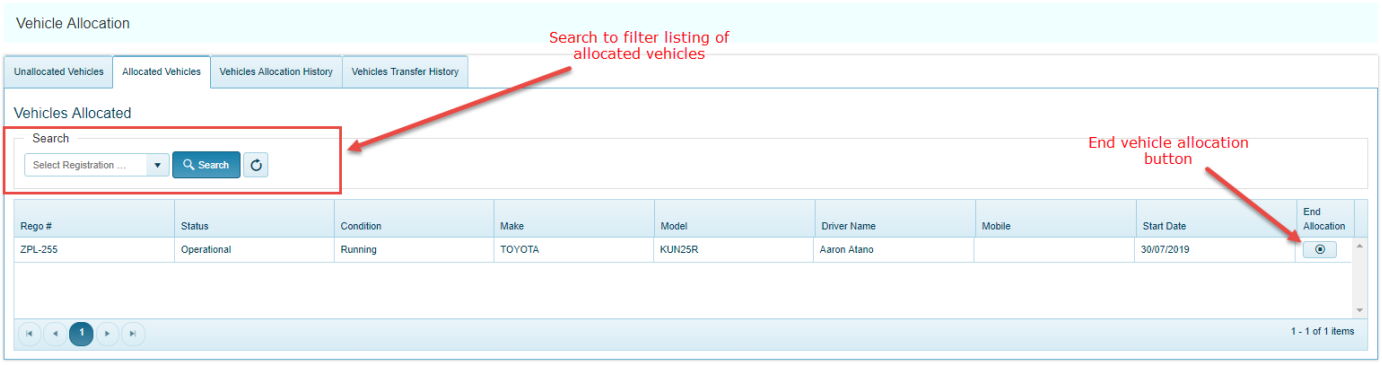


Clicking on the vehicle allocation button will take you to the “Allocate Vehicle Details” form using which you can allocate the vehicle to a driver or custodian. Click the “Save” button to save the changes or click the “Back” button to cancel the operation and return back to the previous page.

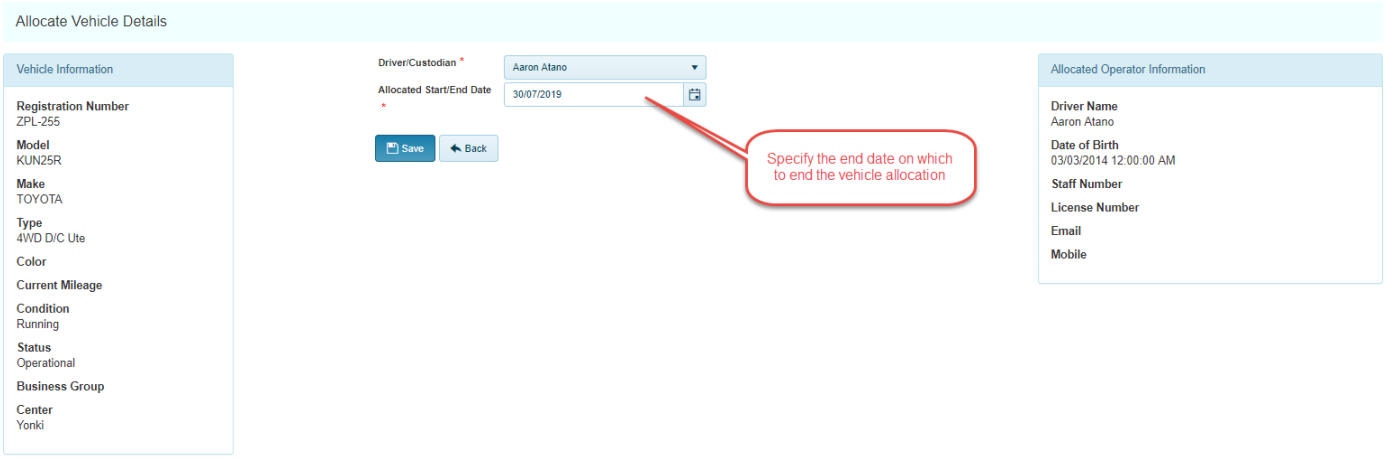


6.2 End Allocation

You can an allocation by selecting the “Allocated Vehicles” tab and clicking the end allocation button as shown below. You can also use the search function to search for any allocated vehicle.



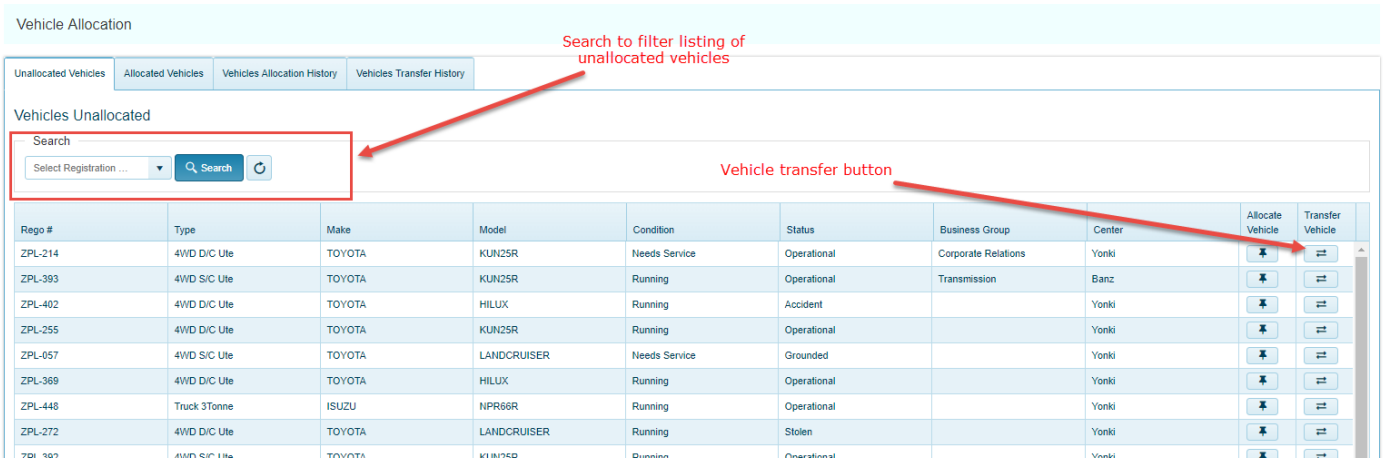
Clicking on the end vehicle allocation button will take you to the “Allocate Vehicle Details” form using which you can specify the end-date on which to end the vehicle allocation. Click the “Save” button to save the changes or click the “Back” button to cancel the operation and return back to the previous page.



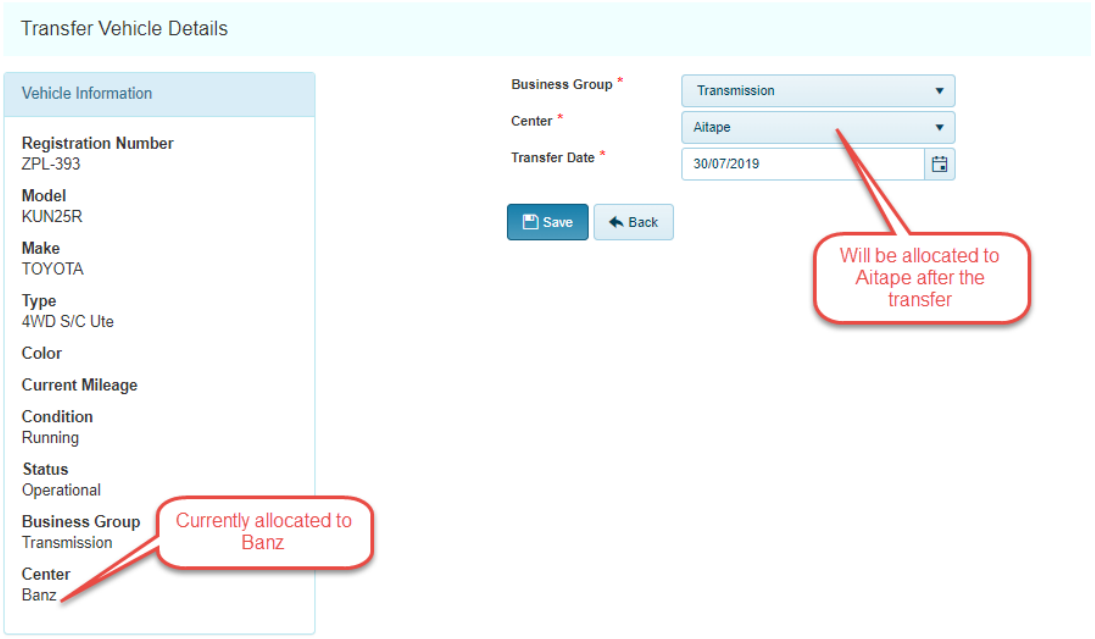
Once the allocation has ended, the vehicle returns back to the unallocated state and will be available in the list under the “Unallocated Vehicles” tab.

6.3 Transfer Vehicle

To transfer a vehicle to another centre, select the “Unallocated Vehicles” tab and click on the vehicle transfer button as shown below. You can also use the search function to search an unallocated vehicle.

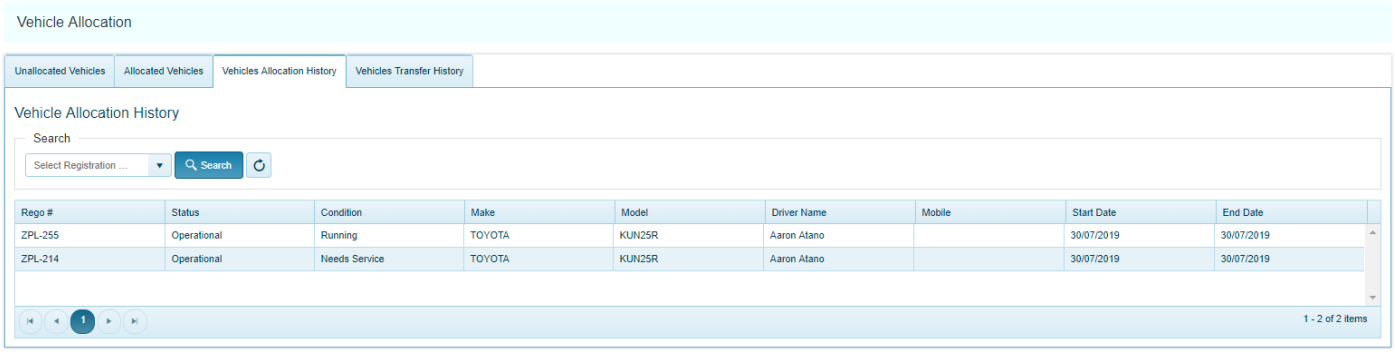


Clicking on the vehicle transfer button will take you to the “Transfer Vehicle Details” form using which you can transfer the vehicle to another centre. Click the “Save” button to save the changes or click the “Back” button to cancel the operation and return back to the previous page.



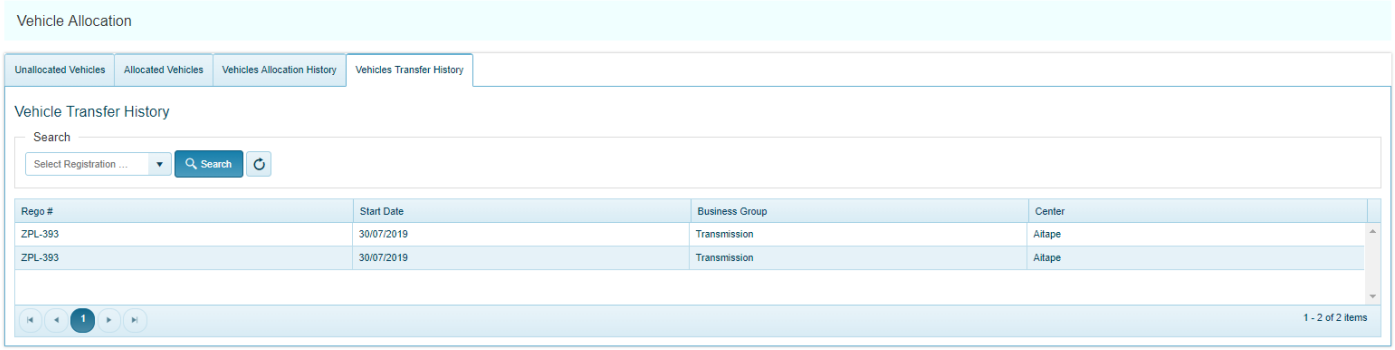
6.4 Allocation History

The list under the “Allocation History” tab shows the vehicle allocation history.



6.5 Transfer History

The list under the “Transfer History” tab shows the vehicle transfer history.

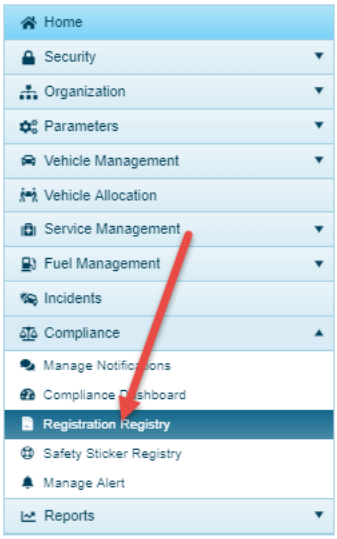


7 Vehicle Compliance Management

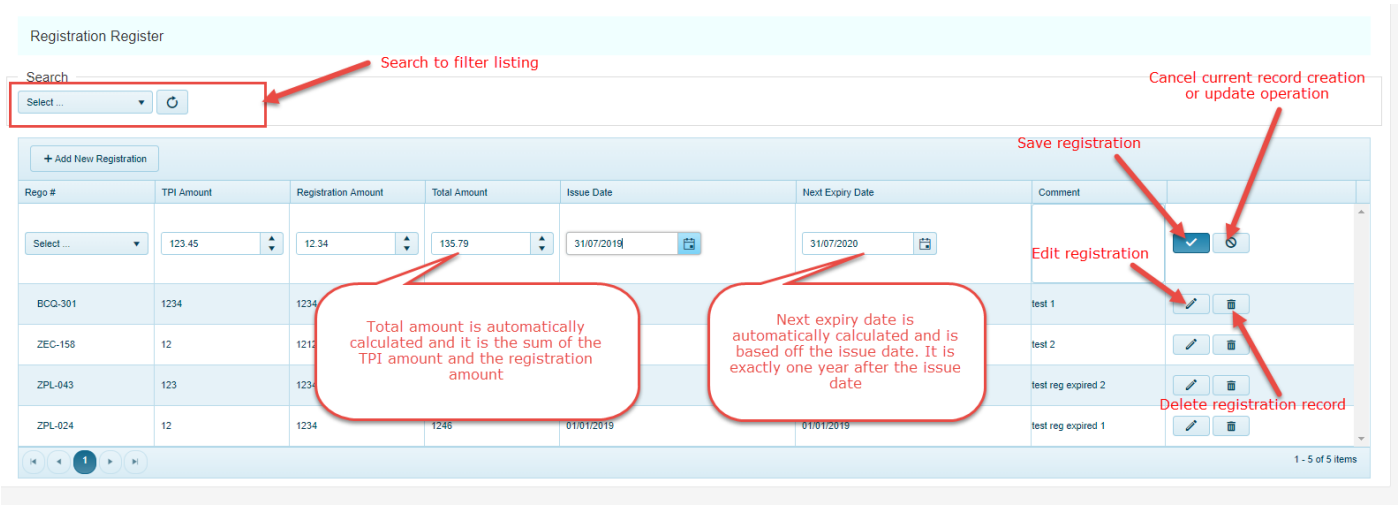
The vehicle compliance management module allows you to manage vehicle registration or insurance and vehicle safety sticker. The vehicle compliance management module also has notification management and alert management sub-modules to ensure that appropriate officers responsible for renewing vehicle registration and safety sticker expiry get alerted appropriately before the expiry date so that the expiration can be renewed in time before it actually expired.

7.1 Registration Registry

The registration registry sub-module is used to capture vehicle registration information. To access the vehicle registration registry sub-module, click on the “Registration Registry” link on the main menu as shown below.



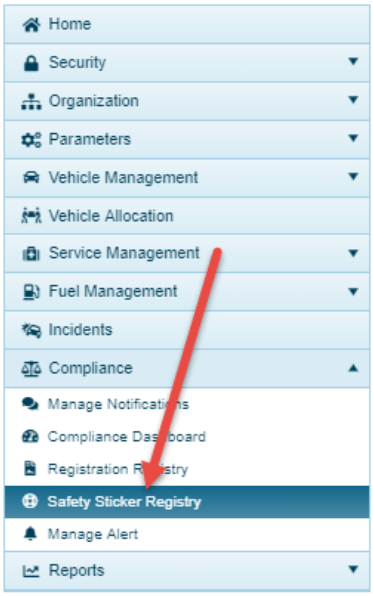
Clicking on this link will take you to the “Registration Register” list where you can search for existing vehicle registrations, create new vehicle registrations, update existing vehicle registrations and delete existing vehicle registrations as shown below.



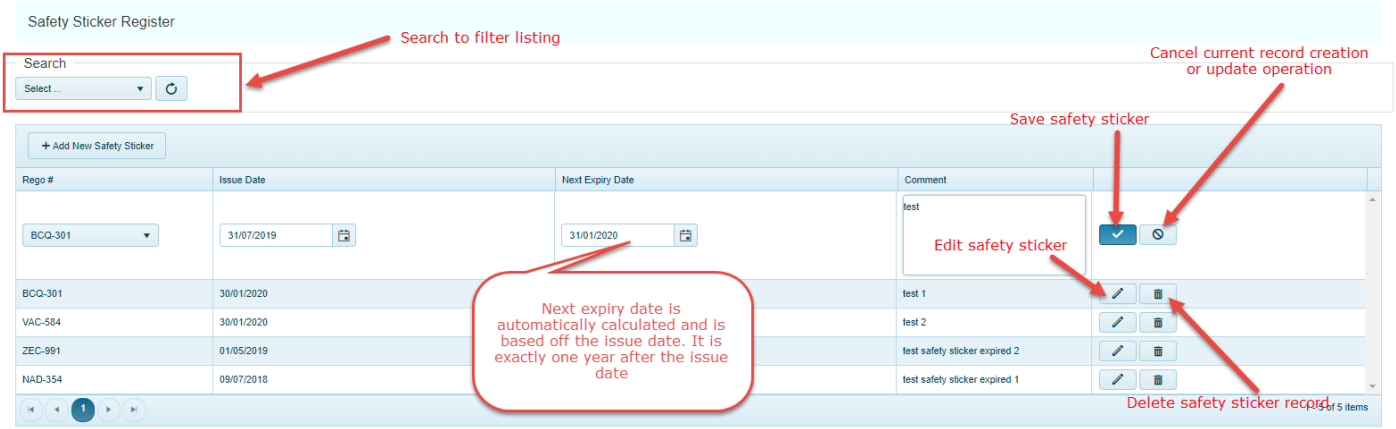
When creating or updating a registration record, take note that the total amount field is automatically calculated and it is the sum of the TPI amount and the registration amount. Similarly, the next expiry date field is automatically calculated and it is exactly one (1) year after the issue date.

7.2 Safety Sticker Registry

The safety sticker registry sub-module is used to capture vehicle safety sticker information. To access the vehicle safety sticker registry sub-module, click on the “Safety Sticker Registry” link on the main menu as shown below.



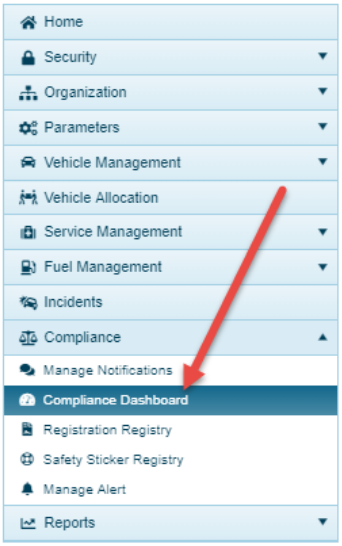
Clicking on this link will take you to the “Safety Sticker Register” list where you can search for existing vehicle safety stickers, create new vehicle safety stickers, update existing vehicle safety stickers and delete existing vehicle safety stickers as shown below.



When creating or updating a safety sticker record, take note that the next expiry date field is automatically calculated and it is exactly one (1) year after the issue date.

7.3 Compliance Dashboard

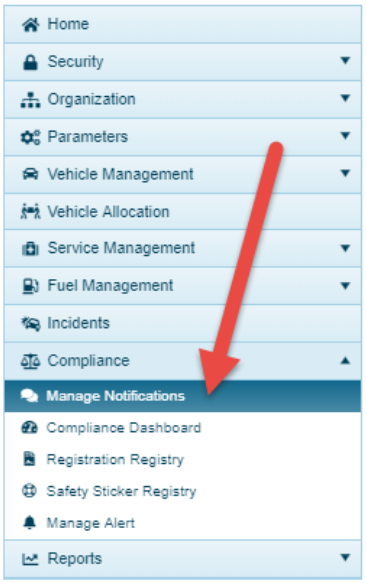
The compliance dashboard sub-module shows compliance breach information. To access the compliance dashboard sub-module, click on the “Compliance Dashboard” link on the main menu as shown below.



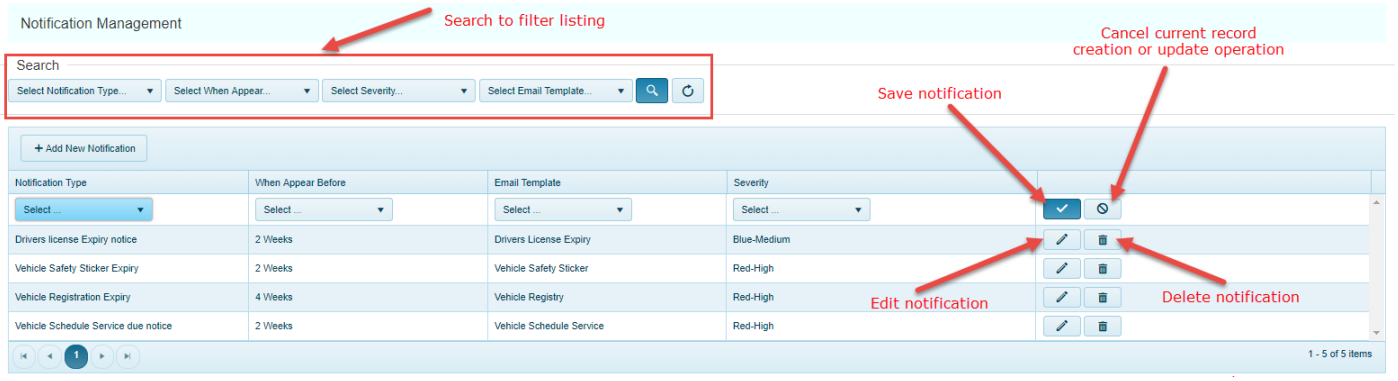
Clicking on this link will take you to the “Vehicle Compliance” dashboard page where you can view information about overdue vehicle registration, overdue safety sticker renewal and overdue vehicle service information.

7.4 Notification Management

The notification management sub-module is used to capture compliance notification related information. This information will be used to determine what type of notification will be sent out and when this notification will be sent. To access the notification management sub-module, click on the “Manage Notification” link on the main menu as shown below.

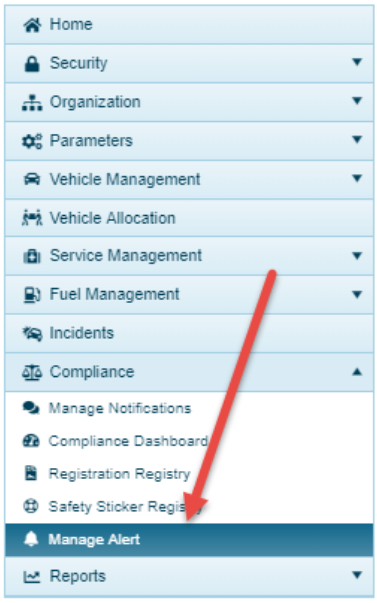


Clicking on this link will take you to the “Notification Management” list where you can search for existing notifications, create new notifications and update or delete existing notifications.

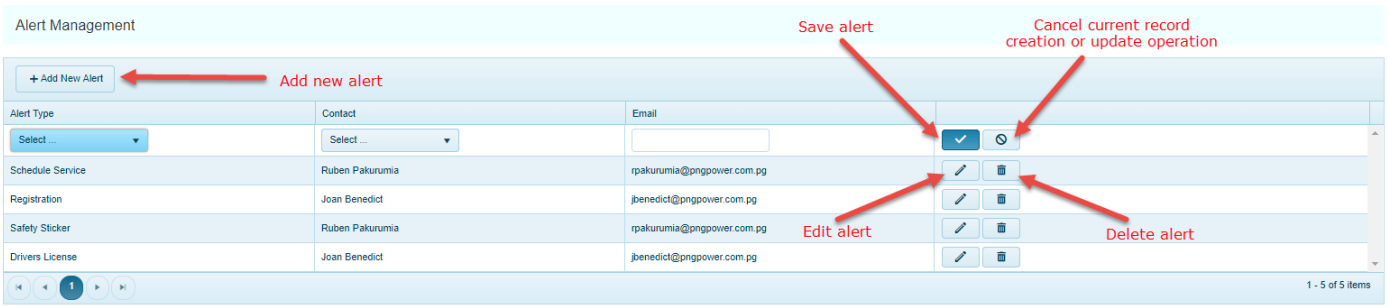


7.5 Alert Management

The alert management sub-module is used to capture the type of alert notification and who the alert notification will be sent to. To access the alert management sub-module, click on the “Manage Alert” link on the main menu as shown below.

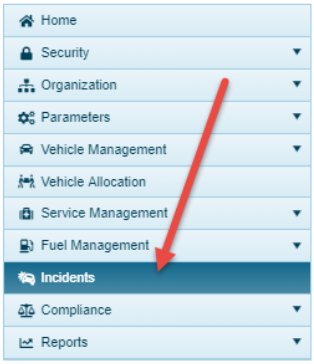


Clicking on this link will take you to the “Alert Management” list where you can create new alerts and update or delete existing alerts as shown below.

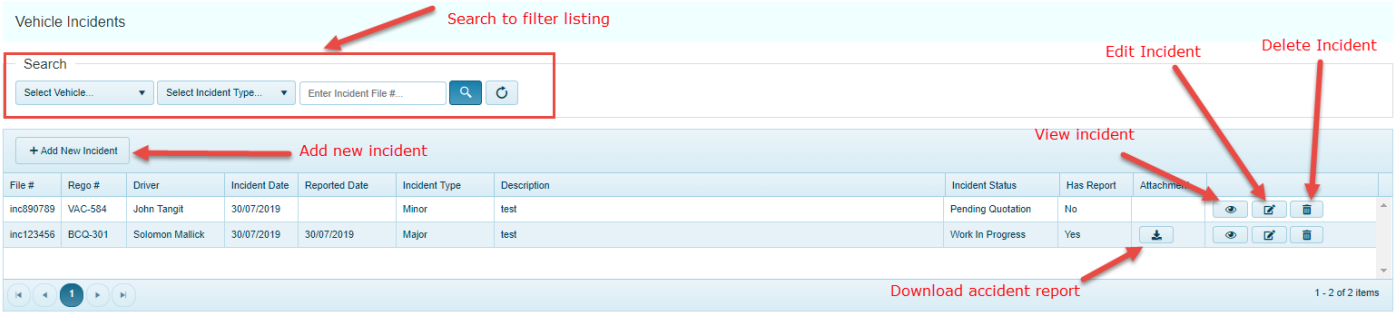


8 Vehicle Incident Management

The vehicle incident management module allows you to maintain vehicle incident information. To access the vehicle incident management module, click on the “Incidents” link on the main menu as shown below.

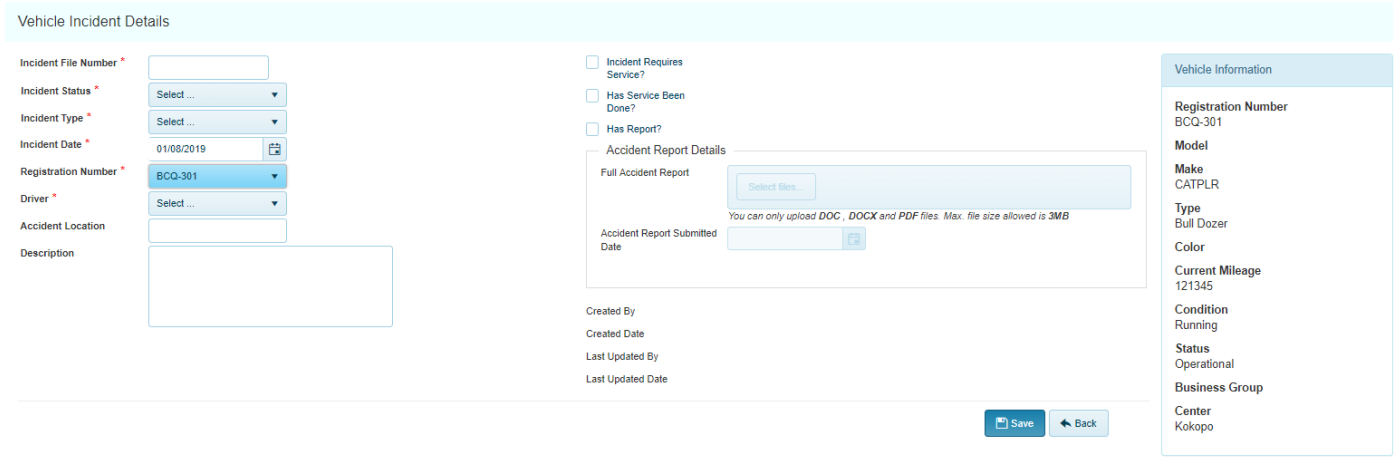


Clicking on the link will take you to the “Vehicle Incidents” list where you can search for an incident, create a new incident, update or delete an existing incident and download the accident report for an existing incident as shown below.



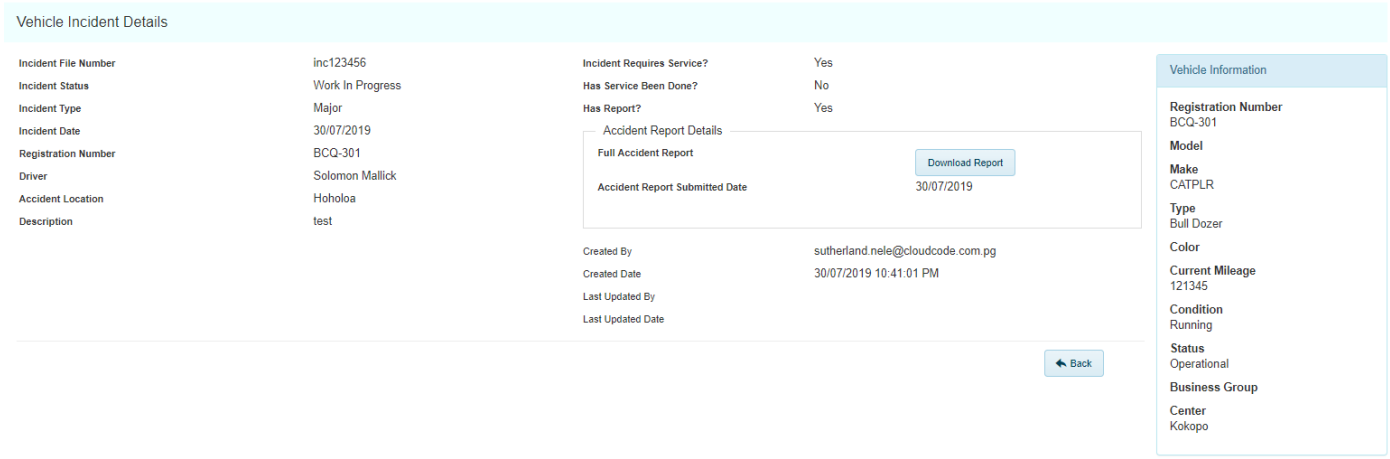
8.1.1 Add New Incident

Clicking on the “Add New Incident” button will take you to the “Vehicle Incident Details” form where you can enter the details of the new incident and click on the “Save” button to save the new vehicle incident information. Clicking on the “Cancel” button will cancel the operation.



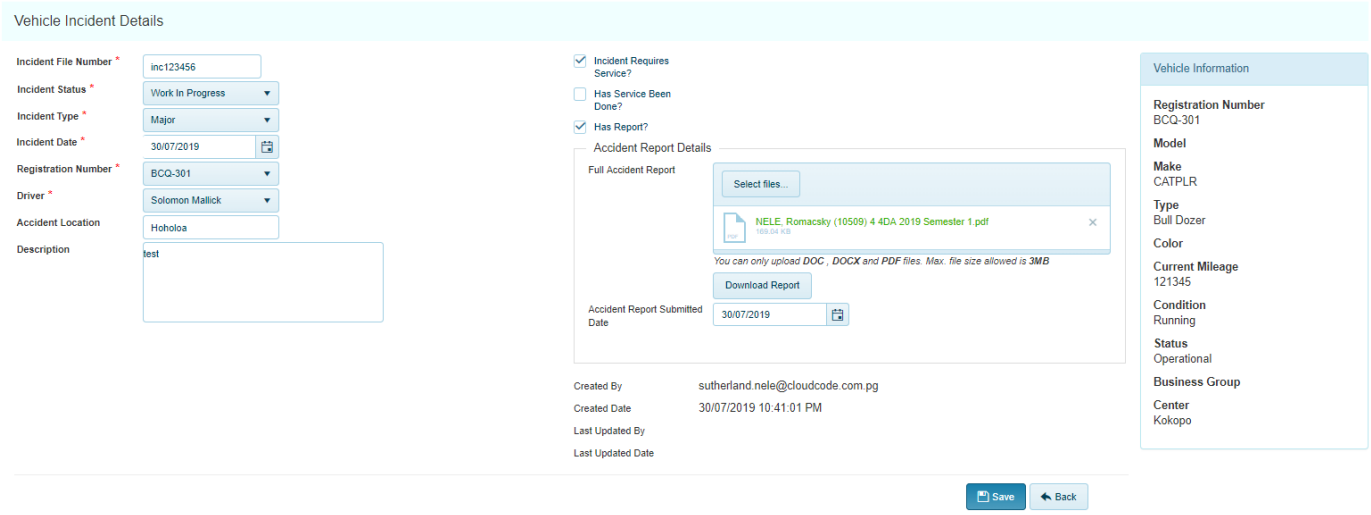
8.1.2 View Incident Details

Clicking on the view incident details button will take you to the “Vehicle Incident Details” display form where you can view the vehicle incident details.



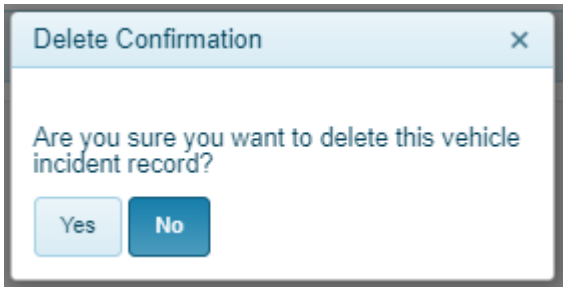
8.1.3 Edit Incident Details

Clicking on the edit incident details button will take you to the “Vehicle Incident Details” form where you can update the details of an existing incident and click on the “Save” button to save the vehicle incident information. Clicking on the “Cancel” button will cancel the operation.



8.1.4 Delete Incident Record

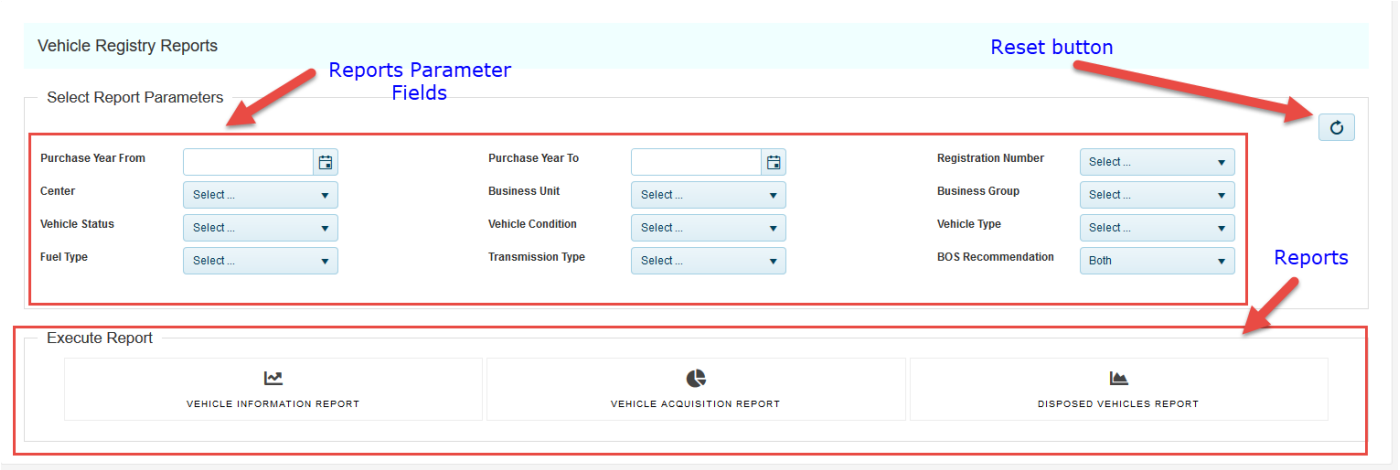
Clicking on the delete incident record button will bring up the “Delete Confirmation” dialog window. If you click on the “No” button, the delete operation will be cancelled. If you click on the “Yes” button, the record will be deleted.



Sometimes, the system will not allow you to delete a vehicle incident record when the record has dependencies within the system.

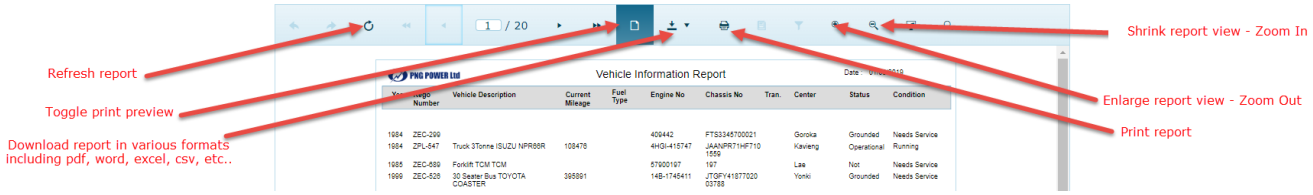
9 Reporting

The reporting module of the system consists of various reports relating to the different system modules. As mentioned in section 2.3.3 under conventions used within the system, almost all the landing pages of the reporting sub-modules have a parameters form where you specify the different parameter of the report in order to appropriately filter the reporting data to your requirements.



After the report is generated you can also perform the following functions on the generated report.

- Refresh report
- Toggle print preview
- Download report
- Print Report
- Enlarge report view
- Shrink report view



9.1 Registry Reports

The vehicle registry reports sub-module contains all the reports based on the vehicle registry module. To access the registry reports, click on the “Registry Reports” link on the main menu under the “Reports” heading.

9.1.1 Vehicle Information Report

This report displays vehicle information.

9.1.2 Vehicle Acquisition Report

This report displays vehicle acquisition information.

9.1.3 Disposed Vehicles Report

This report displays vehicle disposal information.

9.2 Service Reports

The service reports sub-module contains all the reports based on the vehicle service and service schedule modules. To access the service reports, click on the “Service Reports” link on the main menu under the “Reports” heading.

9.2.1 Service Details Report

This report contains the vehicle service information.

9.2.2 Service Monthly Summary

This report contains the monthly vehicle service summary information.

9.2.3 Vehicle Schedule Service Report

This report contains the vehicle service schedule information.

9.3 Allocation Reports

The allocation reports sub-module contains all the reports based on the vehicle allocation module. To access the allocation reports, click on the “Allocation Reports” link on the main menu under the “Reports” heading.

9.3.1 Allocated Vehicles Report

This report displays the vehicle allocation information.

9.3.2 Unallocated Vehicles Report

This report displays the unallocated vehicles information.

9.4 Management Reports

The management reports sub-module contains all the reports that are especially meant for the management team of the business to view. To access the management reports, click on the “Management Reports” link on the main menu under the “Reports” heading.

9.4.1 Vehicle Activities History Report

This report displays the following information relating to a vehicle.

- Refuel Details
- Service Details
- Incident Details
- Allocation Details

9.5 Compliance Reports

The compliance reports sub-module contains all the reports based on the vehicle compliance module. To access the compliance reports, click on the “Compliance Reports” link on the main menu under the “Reports” heading.

9.5.1 Registration Expiry Report

This report displays the vehicle registration expiry information.

9.5.2 Safety Sticker Expiry Report

This report displays the vehicle safety sticker expiry information.

9.5.3 Vehicle Schedule Service Due Notice Report

This report displays the information about vehicles that are due for service.

9.5.4 Driver License Expiry Report

This report displays information about driver licenses that have expired and need to be renewed.

9.5.5 Compliance Monthly Summary Report

This report displays the monthly compliance information.

9.6 Incident Reports

The incident reports sub-module contains all the reports based on the vehicle incident module. To access the incident reports, click on the “Incident Reports” link on the main menu under the “Reports” heading.

9.6.1 Incident Status Report

This report displays vehicle incident information.

9.6.2 Driver Information Report

This report displays driver information.

9.7 Fuel Reports

The fuel reports sub-module contains all the reports based on the vehicle fuel management module. To access the fuel reports, click on the “Fuel Reports” link on the main menu under the “Reports” heading.

9.7.1 Tank Daily Usage Report

This report displays the tank or bowser daily usage information.

9.7.2 Fuel Tank Status Report

This report displays the tank or bowser status information.

9.7.3 Monthly Vehicle Fuel Consumption Report

This report displays the monthly vehicle fuel consumption information.

9.8 Organization Reports

The organization reports sub-module contains all the reports based on the organization information management module. To access the organization reports, click on the “Organization Reports” link on the main menu under the “Reports” heading.

9.8.1 Driver Information Report

This report displays driver information.

10 System Administration

The system administration functionalities within the system consists of the following modules:

- Organization Information Management
- System Security Management
- System Parameters Management

The system administration functionalities should only be accessed or performed by the nominated system administrator who can responsibly and effectively perform the system administration tasks described below.

10.1 Organization Information Management

The organization information management module consists of managing the organizational data. These organizational data are effectively reference information that are used throughout the system within the various modules of the system.

10.1.1 Staff Information Management

The staff information management sub-module is used to capture and maintain staff or employee information within the organization. To access the staff information management sub-module, click on the “Manage Staff” link on the main menu under the “Organization” heading.

10.1.2 Supplier Information Management

The supplier information management sub-module is used to capture and maintain supplier or vendor information within the organization. To access the supplier information management sub-module, click on the “Manage Suppliers” link on the main menu under the “Organization” heading.

10.1.3 Mechanics Information Management

The mechanics information management sub-module is used to capture and maintain mechanic information within the organization. To access the mechanic information management sub-module, click on the “Manage Mechanics” link on the main menu under the “Organization” heading.

10.1.4 Business Unit Information Management

The business unit information management sub-module is used to capture and maintain business unit within the organization. To access the business unit information management sub-module, click on the “Manage Business Units” link on the main menu under the “Organization” heading.

10.1.5 Business Group Information Management

The business group information management sub-module is used to capture and maintain business group information within the organization. To access the business group information management sub-module, click on the “Manage Business Groups” link on the main menu under the “Organization” heading.

10.1.6 Region Information Management

The region information management sub-module is used to capture and maintain region information within the organization. To access the region information management sub-module, click on the “Manage Regions” link on the main menu under the “Organization” heading.

10.1.7 Centre Information Management

The centre information management sub-module is used to capture and maintain centre information within the organization. To access the centre information management sub-module, click on the “Manage Centres” link on the main menu under the “Organization” heading.

10.1.8 Company Information Management

The company information management sub-module is used to capture and maintain the organization or company information. To access the company information management sub-module, click on the “Manage Company” link on the main menu under the “Organization” heading.

10.2 System Security Management

The security module of the system consists of maintaining user access to the system and the auditing of user access.

10.2.1 User Management

The user management sub-module is used to capture and maintain user information. To access the user management sub-module, click on the “Manage Users” link on the main menu under the “Security” heading.

10.2.2 User Role

The user role sub-module is used to capture and maintain the user role information. To access the user role sub-module, click on the “Manage Roles” link on the main menu under the “Security” heading.

10.2.3 User Role Permission

The user role permission sub-module is used to capture and maintain the user role permission information. To access the user role permission sub-module, click on the “Manage Permissions” link on the main menu under the “Security” heading.

Note that this sub-module controls access to what users are able to do and access within the system.

10.2.4 Centre Security

The centre security sub-module is used to capture and maintain the centre security information. To access the centre security sub-module, click on the “Centre Security” link on the main menu under the “Security” heading.

Note that this sub-module controls access to what PPL centres a user has access to within the system.

10.2.5 Audit Trail

The audit trail sub-module is used to automatically capture user access or audit information and also the system administrator to maintain the user access or audit information. To access the audit trail sub-module, click on the “Audit Trail” link on the main menu under the “Security” heading.

10.3 System Parameters Management

The system parameters management module consists of managing the parameters that is used by the system in order to function properly. Extreme care must be taken when modifying these parameters as modifying any of the system parameter has the potential to destabilize the system. Some of the system parameters are also reference information that are used throughout the system within the various modules of the system.

10.3.1 User Defined Codes

The user defined codes sub-module is used to capture and maintain the system parameters of a particular type. The system parameters or codes are grouped by their type. To access the user defined codes sub-module, click on the “User Defined Codes” link on the main menu under the “Parameters” heading.

10.3.2 Vehicle Types

The vehicle types’ sub-module is used to capture and maintain the vehicle type information. To access this sub-module, click on the “Vehicle Types” link on the main menu under the “Parameters” heading.

10.3.3 Vehicle Models

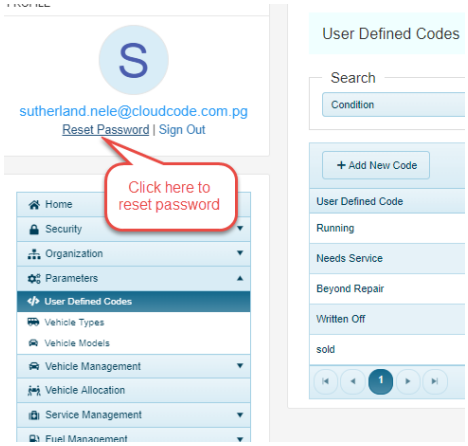
The vehicle models' sub-module is used to capture and maintain the vehicle model information. To access this sub-module, click on the "Vehicle Models" link on the main menu under the "Parameters" heading.

11 User Assistance and System Management Features

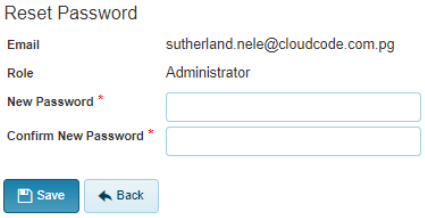
The system also allows the users to perform functions like password reset themselves, request the ICT department for any assistance or report any issues or bugs with the system.

11.1 User Password Reset

To reset your password, click on the "Reset Password" link in the user profile section of the system as shown below.

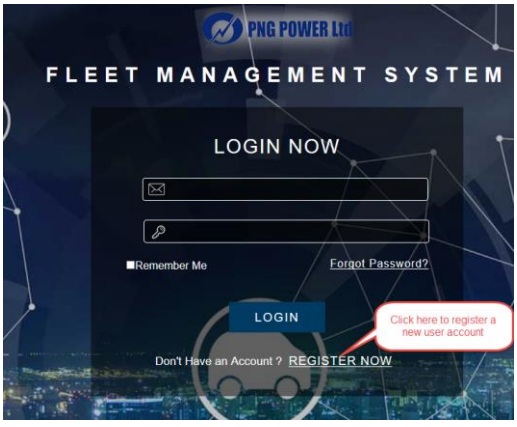


Clicking on the reset password link above will redirect you to the "Reset Password" form where you can type in your new password information and click the "Save" button to save the new password.

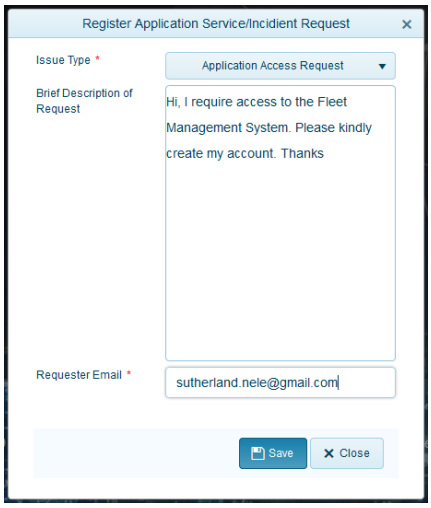


11.2 User System Access Request and Registration

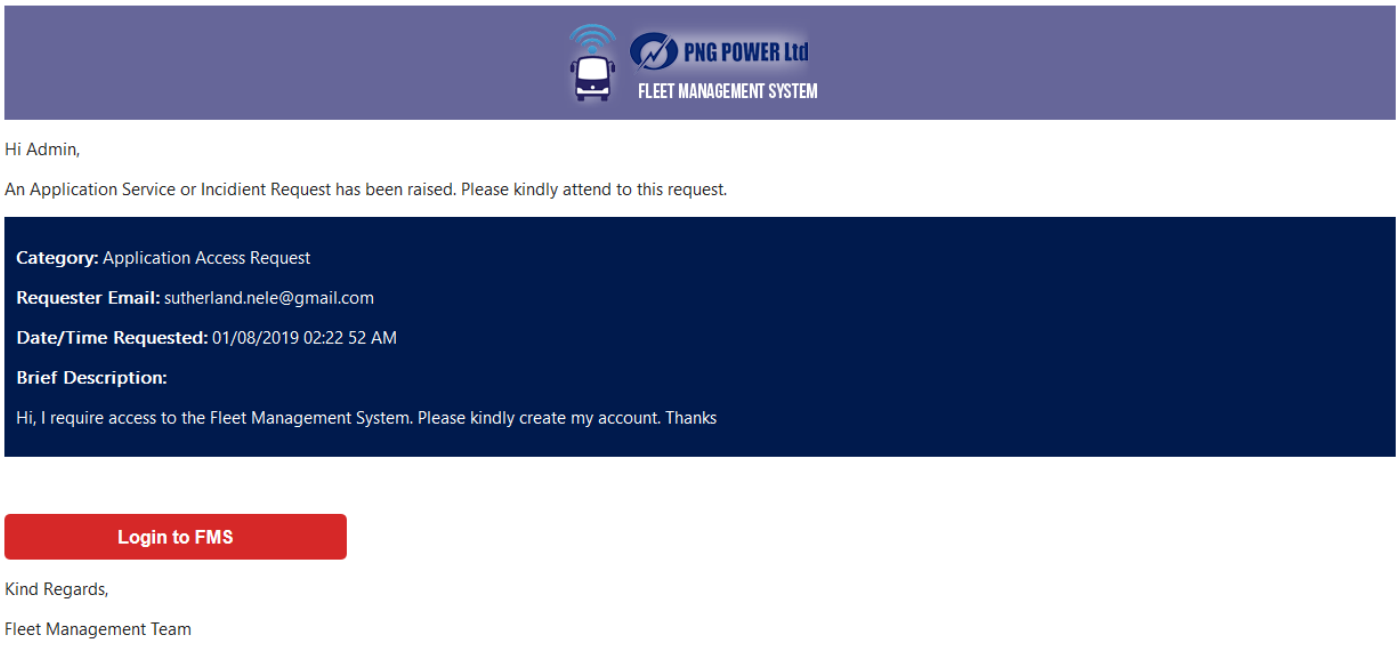
To register as a new user, click on the "Register Now" link on the login form as shown below.



The “Register Application Service/Incident Request” modal window will pop up. Type in your email address and click the “Save” button to register.



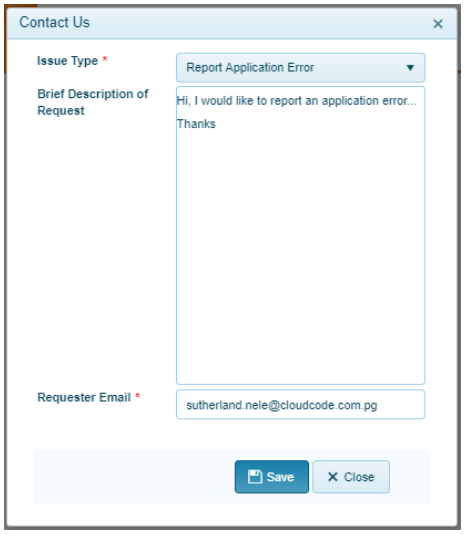
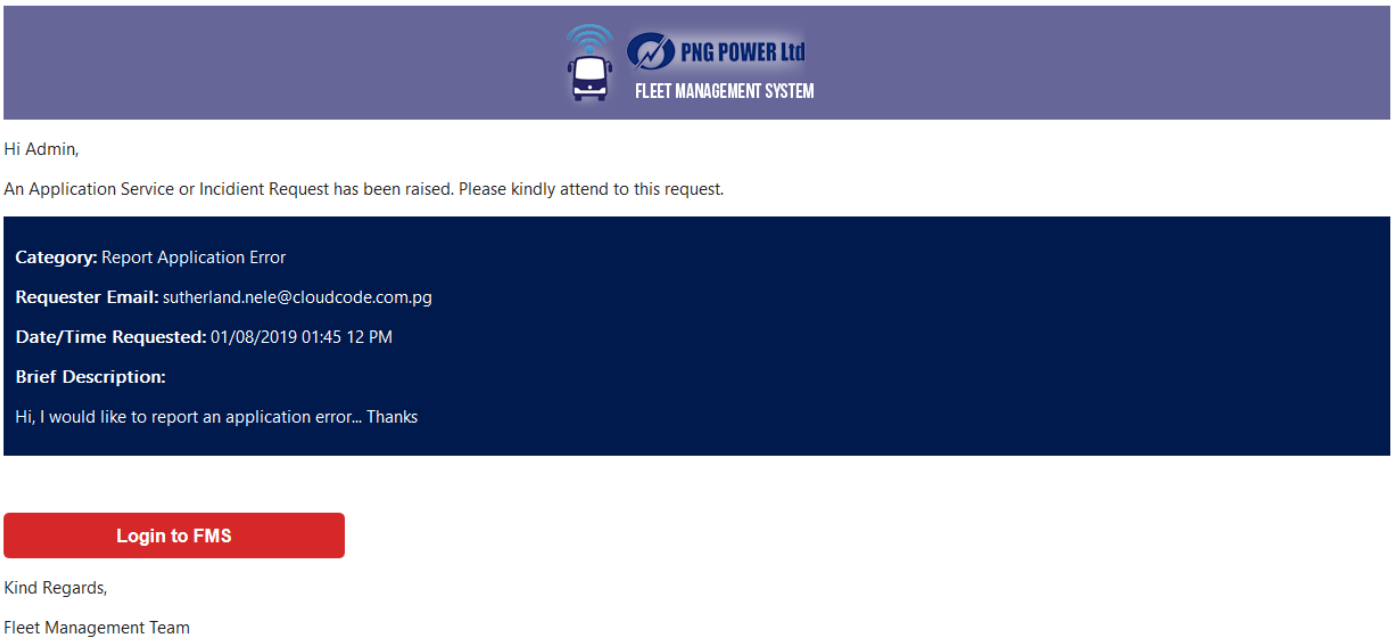
The nominated system administrator will then get an email notification similar to the one below and then use the user management sub-module to register the new user.



11.3 System Incident Reporting and User Assistance Request

The system allows for users to register any incident or application service requests. To that that click on the “Contact” link at the footer of the page as shown below.

The “Contact Us” modal window will pop up as shown below. Specify the issue type, description of the issue, your email address and click the “Save” button to register.



The nominated system administrator will then get an email notification similar to the one below and will then assist the user with his or her request.