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PNG Power Limited Fleet Management System

Version 2.0 User Manual

PPL FMS Upgrade Project

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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.

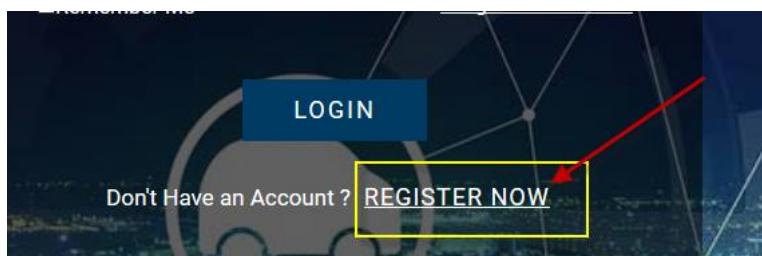
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2.1 Accessing the System

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 in 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.

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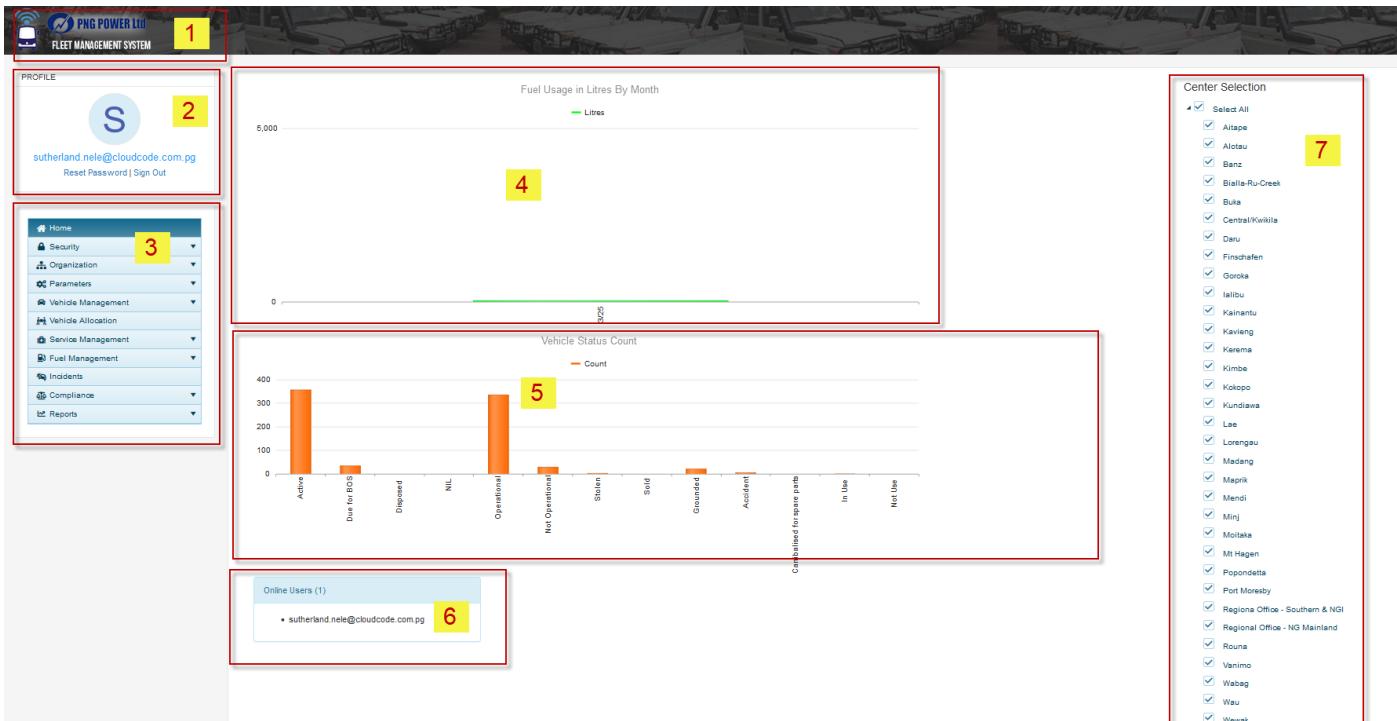
Register Application Service/Incident Request X

Issue Type *	Application Access Request
Brief Description of Request	Hi, I require access to the Fleet Management System. Please kindly create my account. Thanks
Requester Email *	sutherland.nele@cloudcode.com.pg
Save Close	

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.

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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.

Mandatory fields must be filled out before the form can be saved

Create/Update Vehicle Information		Save Cancel	
Asset Number *	<input type="text"/> ① The Asset Number field is required.	Fuel Type *	<input type="text"/> ① The Fuel Type field is required.
Registration Number *	<input type="text"/> ZPL-448	Vehicle Color *	<input type="text"/> ① The Vehicle Color field is required.
Vehicle Make *	<input type="text"/> ISUZU	Engine Number *	<input type="text"/> 6HH1S 464747
Vehicle Model *	<input type="text"/> NPR66R	Chassis Number *	<input type="text"/> JALFTS33HD7000004
Vehicle Type *	<input type="text"/> Truck 3Tonne	Business Unit	<input type="text"/> Select Business Unit...
Acquisition Date *	<input type="text"/> 01/01/2014 		

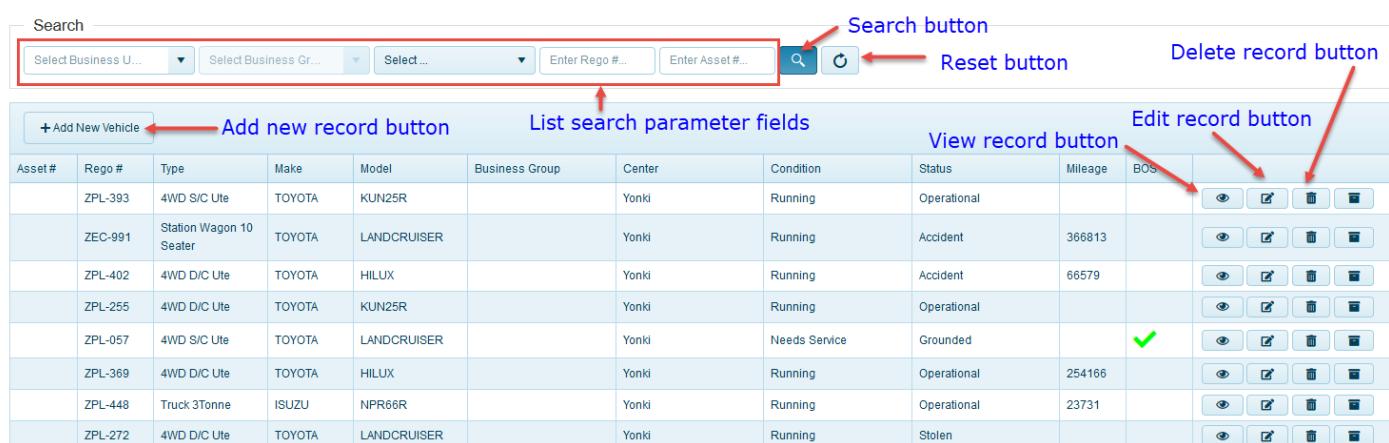
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2.3.2 List View and Icons

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.

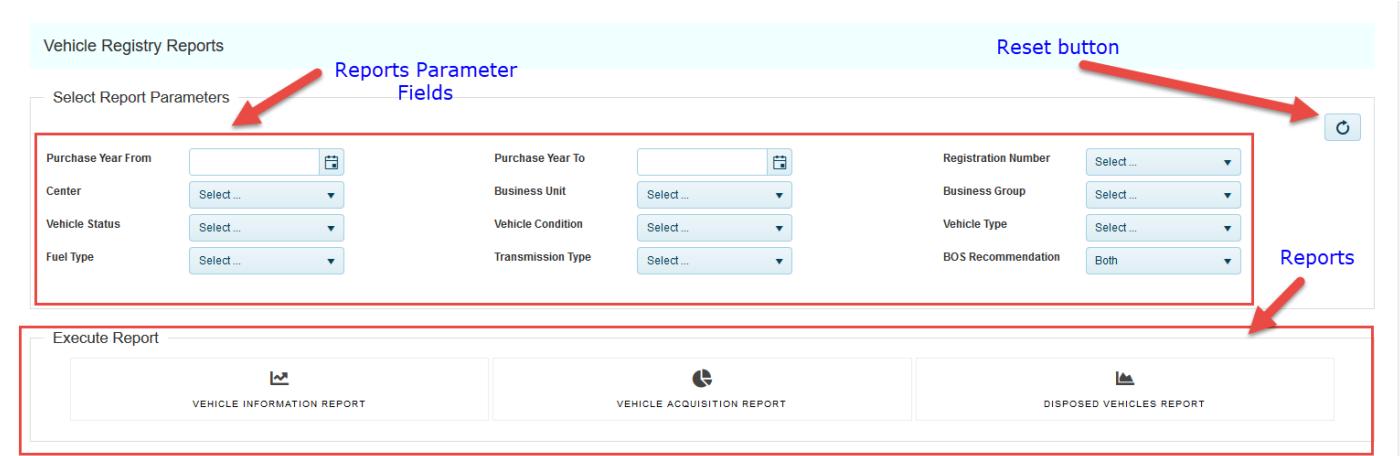
Also, note that throughout the system the add new record button, edit record button, delete record button and other similar components or controls with specific functionalities will not be visible if the user does not have the appropriate access to perform these functions.



The screenshot shows a table of vehicle assets. At the top left is a search bar with dropdowns for 'Select Business U...', 'Select Business Gr...', 'Select ...', 'Enter Rego #...', and 'Enter Asset #...'. To the right of the search bar are three buttons: a magnifying glass icon labeled 'Search button', a circular arrow icon labeled 'Reset button', and a blue square labeled 'Delete record button'. Below the search bar is a row of buttons: '+ Add New Vehicle' (labeled 'Add new record button'), 'List search parameter fields' (highlighted with a red arrow), 'View record button' (highlighted with a red arrow), 'Edit record button' (highlighted with a red arrow), and another 'Delete record button' (highlighted with a red arrow). The main table has columns for Asset #, Rego #, Type, Make, Model, Business Group, Center, Condition, Status, Mileage, and BOS. Each row contains a set of edit and delete icons.

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.



The screenshot shows a reporting parameters form. At the top left is a title 'Vehicle Registry Reports'. Below it is a section 'Select Report Parameters' containing dropdowns for 'Purchase Year From' (with a calendar icon), 'Center', 'Vehicle Status', and 'Fuel Type'. To the right of these are dropdowns for 'Purchase Year To', 'Business Unit', 'Vehicle Condition', 'Transmission Type', 'Registration Number', 'Business Group', 'Vehicle Type', and 'BOS Recommendation' (set to 'Both'). A 'Reset button' is located to the right of the BOS dropdown. Below this is a large red box labeled 'Reports' containing three report options: 'Execute Report' (with sub-options 'VEHICLE INFORMATION REPORT', 'VEHICLE ACQUISITION REPORT', and 'DISPOSED VEHICLES REPORT').

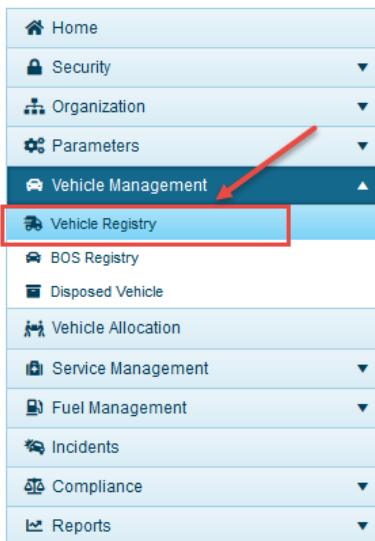
After specifying the report parameters, you can click on a report within the reports section to execute and view the report.

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.

Vehicle Registry											
Search to filter vehicle listing Search — Select Business Unit... Select Business Group... Select... Enter Rego #... Enter Asset #... <input type="button"/> <input type="button"/>											
Dispose vehicle. Button will only show when the vehicle meets the disposal criteria <input type="button"/> Delete vehicle record											
+ Add New Vehicle Add new vehicle record											Edit vehicle details
Asset #	Rego #	Type	Make	Model	Business Group	Center	Condition	Status	Mileage	BOS	
ZPL-393	4WD S/C Ute	TOYOTA	KUN25R			Yonki	Running	Operational			<input type="button"/>
ZEC-991	Station Wagon 10 Seater	TOYOTA	LANDCRUISER			Yonki	Running	Accident	366813		<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-402	4WD D/C Ute	TOYOTA	HILUX				Accident		66579		<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-255	4WD D/C Ute	TOYOTA	KUN25R				Operational				<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-057	4WD S/C Ute	TOYOTA	LANDCRUISER				Grounded				<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-369	4WD D/C Ute	TOYOTA	HILUX			Yonki	Running	Operational	254166		<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-448	Truck 3Tonne	ISUZU	NPR66R			Yonki	Running	Operational	23731		<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-272	4WD D/C Ute	TOYOTA	LANDCRUISER			Yonki	Running	Stolen			<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-392	4WD S/C Ute	TOYOTA	KUN25R			Yonki	Running	Operational	187125		<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-318	4WD D/C Ute	TOYOTA	HILUX			Yonki	Running	Operational			<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZEC-526	30 Seater Bus	TOYOTA	COASTER			Yonki	Needs Service	Grounded	395891	✓	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
ZPL-316	Truck 3Tonne	TOYOTA	HD65			Yonki	Running	Operational	211744		<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>

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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.

Create/Update Vehicle Information

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		
Asset Number *	<input type="text"/>	Fuel Type *	<input type="button" value="Select Fuel Type..."/>
Registration Number *	<input type="text"/>	Vehicle Color *	<input type="text"/>
Vehicle Make *	<input type="button" value="Select Make..."/>	Engine Number *	<input type="text"/>
Vehicle Model *	<input type="button" value="Select Model..."/>	Chassis Number *	<input type="text"/>
Vehicle Type *	<input type="button" value="Select Vehicle Type..."/>	Business Unit	<input type="button" value="Select Business Unit..."/>
Acquisition Date *	<input type="text"/> <input type="button" value=""/>	Business Group *	<input type="button" value="Select Business Group..."/>
Acquisition Cost (Kina) *	<input type="text"/> <input type="button" value=""/>	Region	<input type="button" value="Select Region..."/>
Acquisition Type *	<input type="button" value="Select Acquisition Type..."/>	Center *	<input type="button" value="Select Center..."/>
Supplier *	<input type="button" value="Select Supplier..."/>	Date In Service	
Purchasing Reference *	<input type="text"/>	Vehicle Condition *	<input type="button" value="Select Condition..."/>
Starting Mileage (kph) *	<input type="text"/> <input type="button" value=""/>	Vehicle Operation Status *	<input type="button" value="Select Status..."/>
Current Mileage (kph)		Vehicle Financial Status *	<input type="button" value="Select Financial Status..."/>
Transmission Type	<input type="button" value="Select Transmission Type..."/>	Vehicle Usage Status *	<input type="button" value="Select Usage Status..."/>
Registration Expiry Date		BOS Recommendation	<input type="checkbox"/>
Safety Sticker Expiry Date		Board of Survey Details	
Vehicle Life (Years)		BOS Report	<input type="button" value="Select files..."/>
Comments	<input type="text"/>	You can only upload DOC , DOCX and PDF files. Max. file size allowed is 3MB	
Created By		BOS Number	<input type="text"/>

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.

Dispose Vehicle

ZPL-402	
Vehicle Details	TOYOTA, HILUX, 4WD D/C Ute Condition: Running Status : Accident
Disposal Date *	<input type="text"/> <input type="button" value=""/>
Disposal Value (Kina) *	<input type="text"/> <input type="button" value=""/>
Disposal Reference *	<input type="text"/>
COD Report	<input type="button" value="Select files..."/>
You can only upload DOC , DOCX and PDF files. Max. file size allowed is 3MB	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

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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.

Vehicle Information

[Back](#)

Asset Information	Vehicle Expiry Date	Vehicle Current Status	Disposal Information	Audit Details
Asset Number	Lease Expiry Date			
Registration Number	ZPL-393	Fuel Type	BOS Recommendation No	
Make	TOYOTA	Vehicle Color	BOS Report	
Model	KUN25R	Engine Number	2KD-A072375	BOS Number
Vehicle Type	4WD S/C Ute	Chassis Number	MRODE22G300016210	Starting Mileage
Acquisition Date	01/01/2013	Region	NEW GUINEA MAINLAND REGION	Current Mileage
Acquisition Cost		Business Unit		Transmission
Acquisition Type		Business Group		Comments
Vehicle Life (Years)	6	Center	Yonki	
Supplier		Registration Date		
Purchase Reference				

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.

Create/Update Vehicle Information

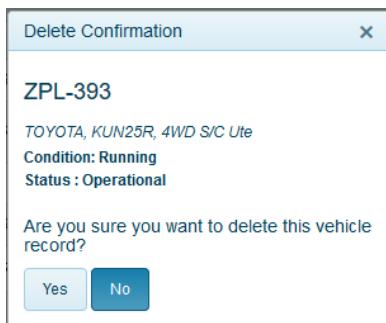
[Save](#) [Cancel](#)

Asset Number *	<input type="text"/>	Fuel Type *	<input type="button" value="Select Fuel Type..."/>
Registration Number *	<input type="text" value="ZPL-393"/>	Vehicle Color *	<input type="text"/>
Vehicle Make *	<input type="button" value="TOYOTA"/>	Engine Number *	<input type="text" value="2KD-A072375"/>
Vehicle Model *	<input type="button" value="KUN25R"/>	Chassis Number *	<input type="text" value="MRODE22G300016210"/>
Vehicle Type *	<input type="button" value="4WD S/C Ute"/>	Business Unit	<input type="button" value="Select Business Unit..."/>
Acquisition Date *	<input type="text" value="01/01/2013"/> <input type="button" value=""/>	Business Group *	<input type="button" value="Select Business Group..."/>
Acquisition Cost (Kina) *	<input type="text" value="Enter a numeric value"/>	Region	<input type="button" value="Select Region..."/>
Acquisition Type *	<input type="button" value="Select Acquisition Type..."/>	Center *	<input type="button" value="Select Center..."/>
Supplier *	<input type="button" value="Select Supplier..."/>	Date In Service	
Purchasing Reference *	<input type="text"/>	Vehicle Condition *	<input type="button" value="Running"/>
Starting Mileage (kph) *	<input type="text" value="Enter a numeric value"/>	Vehicle Operation Status *	<input type="button" value="Operational"/>
Current Mileage (kph)		Vehicle Financial Status *	<input type="button" value="Active"/>
Transmission Type	<input type="button" value="Select Transmission Type..."/>	Vehicle Usage Status *	<input type="button" value="Select Usage Status..."/>
Registration Expiry Date		BOS Recommendation	<input type="checkbox"/>
Safety Sticker Expiry Date		Board of Survey Details	
Vehicle Life (Years)	6	BOS Report	<input type="button" value="Select files..."/> You can only upload DOC, DOCX and PDF files. Max. file size allowed is 3MB
Comments	<input type="text"/>	BOS Number	<input type="text"/>
Created By	sutherland.nele@cloudcode.com.pg	Last Updated By	
Created Date	24/03/2019 7:42:55 PM		

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.

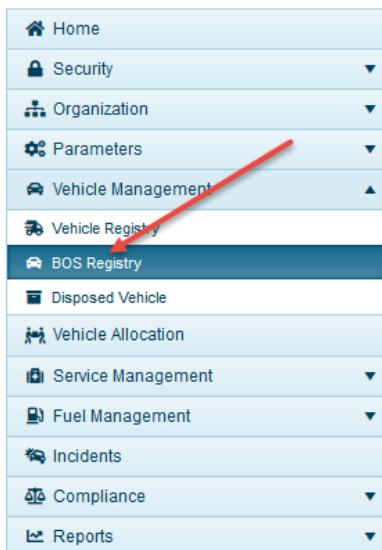
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Sometimes, the system will not allow you to delete a vehicle record when the record has dependencies within the system. For instance, you cannot delete a vehicle record which is scheduled for service.

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.

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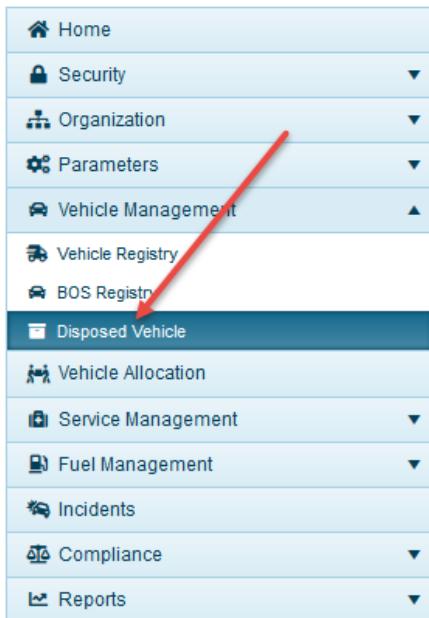
Board of Survey Vehicle Registry

Search to filter listing View vehicle details button

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	20	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.

Search to filter listing View vehicle details button

Indicates COD report has been attached if green tick symbol is showing

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				

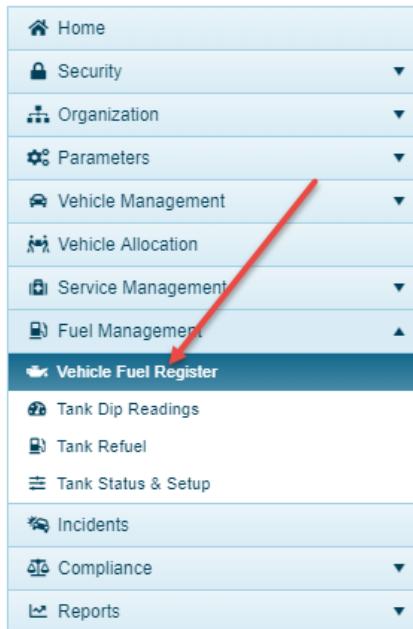
Download COD report button

4 Vehicle Fuel Management

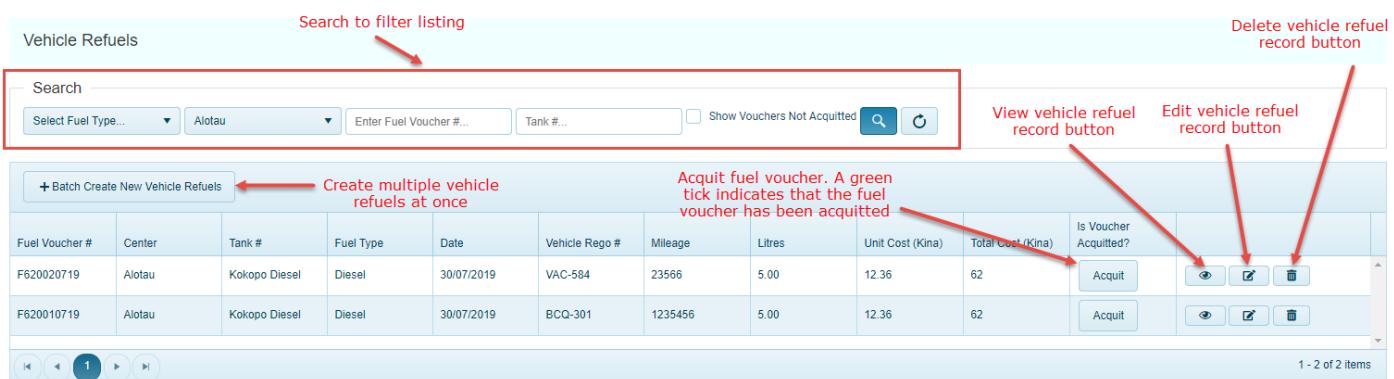
The vehicle fuel management module allows you to maintain vehicle fuel consumption and registration information. Use this module to manage fuel bowser or tank information and vehicle fuel consumption information through the use of fuel vouchers.

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.



Vehicle Refuels										
Search to filter listing										
Search Select Fuel Type... Alotau Enter Fuel Voucher #... Tank #... Show Vouchers Not Acquired <input type="button"/> <input type="button"/>										
+ Batch Create New Vehicle Refuels Create multiple vehicle refuels at once Acquit fuel voucher. A green tick indicates that the fuel voucher has been acquitted										
Fuel Voucher #	Center	Tank #	Fuel Type	Date	Vehicle Rego #	Mileage	Litres	Unit Cost (Kina)	Total Cost (Kina)	Is Voucher Acquired?
F620020719	Alotau	Kokopo Diesel	Diesel	30/07/2019	VAC-584	23566	5.00	12.36	62	<input type="button"/> Acquit
F620010719	Alotau	Kokopo Diesel	Diesel	30/07/2019	BCQ-301	1235456	5.00	12.36	62	<input type="button"/> Acquit

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

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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.

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

Center *	Alotau	Refuel Date *	Choose whether it is a PPL bowser refuel or a refuel through an external fuel distributor			
Fuel Distributor *	Select ...	Bowser Number *	Go to next page where you bulk create the refuel records with the same master information specified on this page			
		Select ...	<input type="checkbox"/> Is Bowser Fuel? Go back to previous page			
			Next back			

Will be disabled when the “Is Bowser Fuel” check-box is checked

Will be disabled when the “Is Bowser Fuel” check-box is unchecked

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.

Master details of each new record to be created.
These were specified in the previous page

Step 1: Selections

Center Alotau	Refuel Date 30/07/2019	Is Bowser Fuel Yes	Tank # Pom Diesel	Unit Cost (Kina) 2.8
------------------	---------------------------	-----------------------	----------------------	-------------------------

+ Add New Record

Click to create a new record

Voucher #	Fuel Usage Category	Vehicle	Driver	Refuel Mileage	Fuel Type	Quantity in Litres	Total Cost (Kina)
F620040719	Normal	BEF-959	Select ...	Select ...	Select ...	2	6
F620030719	Normal	BCQ-301	Solomon Mallick	12345	Diesel	2	6

Automatically generated fuel voucher numbers

Total cost is automatically calculated based on the quantity in litres specified and the unit cost specified in the previous page

[Save Record](#) [Cancel record creation](#)

[Edit Record](#) [Delete Record](#)

[Back to Step 1](#) [Finish](#)

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.

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Centers

Search

Select Region... wabag

+ Add New Center

Center Code	Name	Center Manager	Max. Vehicle Fuel Voucher Count	Max. Vehicle Service Count
36	Wabag		1	<input type="button" value="eye"/> <input type="button" value="edit"/> <input type="button" value="trash"/>

Cannot generate fuel vouchers beyond this limit for centre

1 - 1 of 1 items

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.

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

Step 1: Selections

Center Wabag
Refuel Date 30/07/2019
Is Bowser Fuel No
Fuel Distributor InterOil
Unit Cost (Kina) 1.28

+ Add New Record

Voucher #	Fuel Usage Category	Vehicle	Driver	Refuel Mileage	Fuel Type	Quantity in Litres	Total Cost (Kina)
F360010719	Normal	BCQ-301	John Yanis	12345	Diesel	12	15

Cannot generate any more fuel vouchers for this center. Monthly fuel voucher capacity reached.

1 - 1 of 1 items

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.

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

Step 1: Selections

Center Alotau
Refuel Date 01/08/2019
Is Bowser Fuel Yes
Tank # Pom Diesel
Unit Cost (Kina) 1.2

+ Add New Record

Voucher #	Fuel Usage Category	Vehicle	Driver	Refuel Mileage	Fuel Type	Quantity in Litres	Total Cost (Kina)
							No items to display

Cannot generate any more fuel vouchers for this center until you acquit all vouchers.

4.1.2 Acquit Fuel Voucher

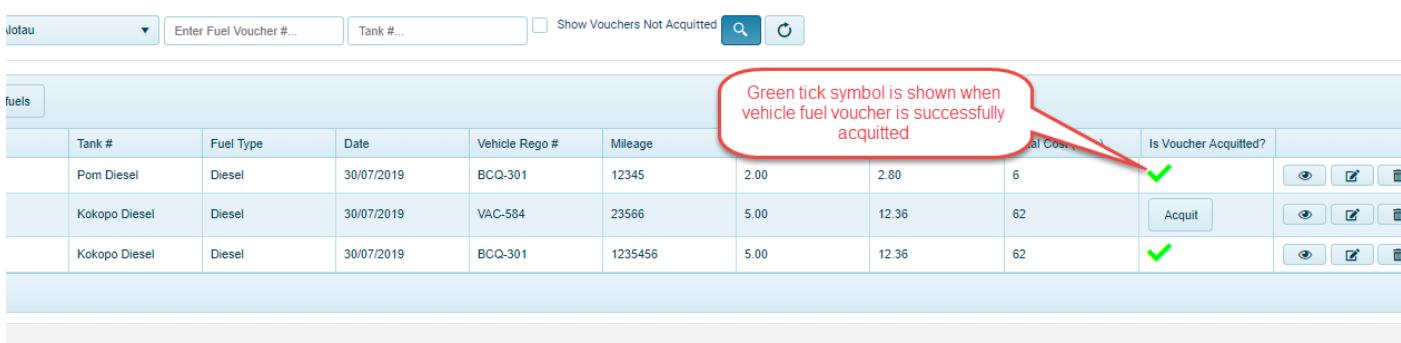
Clicking on the acquit fuel voucher button will bring up the “Acquit Vehicle Refuel” modal form. If you click on the “Close” button, the operation will be cancelled and window will close.

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Acquit Vehicle Refuel

Fuel Voucher #	F620030719
<input type="checkbox"/> Is Voucher Acquitted	
Voucher Receipt #	
<input type="button" value="Save"/> <input type="button" value="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.



A screenshot of a web-based fuel management system. At the top, there are search fields for 'Fuel Voucher #' and 'Tank #...', a 'Show Vouchers Not Acquired' checkbox, and search buttons. Below is a table with columns: Tank #, Fuel Type, Date, Vehicle Rego #, Mileage, Total Cost (Kina), and Is Voucher Acquired?. The last column contains checkboxes and edit icons. A red callout box points to a green checkmark in the 'Is Voucher Acquired?' column for the second row, which corresponds to a fuel voucher with Rego BCQ-301 and a total cost of 6 Kina.

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.



A screenshot of a 'View Vehicle Refuel Details' form. It shows a summary table with columns: Fuel Voucher # (F620030719), Center (Alotau), Refuel Date (30/07/2019), and Is Bowser Fuel? (Yes). Below is a detailed table with rows for Bowser Number (Pom Diesel), Vehicle Rego # (BCQ-301), Litres (2.00), Is Voucher Acquired? (Yes), Created Date (30/07/2019 12:38:39 PM), Fuel Type (Diesel), Driver (Solomon Mallick), Unit Cost (Kina) (2.80), Voucher Receipt # (12345), Last Updated By (sutherland.nele@cloudcode.com.pg), Fuel Usage Category (Normal), Refuel Mileage (12345), Total Cost (Kina) (6), Created By (sutherland.nele@cloudcode.com.pg), and Last Updated Date (30/07/2019 3:11:19 PM). A 'back' button is at the bottom right.

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.

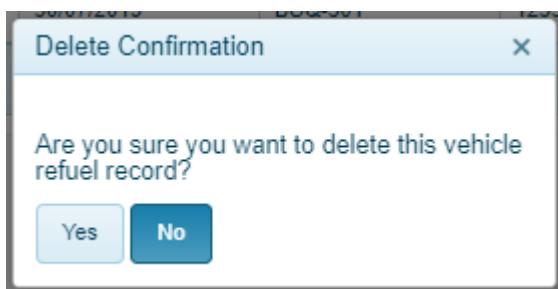
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Update Vehicle Refuel Details

Fuel Voucher Number	F620030719	Center	Aitape	Refuel Date *	30/07/2019	<input type="button" value=""/>	<input checked="" type="checkbox"/> Is Bowser Fuel?
Fuel Distributor *	Select ...	Bowser Number *	Pom Diesel	Fuel Usage Category	Normal	<input type="button" value=""/>	
Vehicle Rego #	BCQ-301	Operator	Solomon Mallick	Refuel Mileage	12,345.00	<input type="button" value=""/>	
Litres	2.00	Unit Cost (Kina) *	2.80	Total Cost (Kina)	6.00	<input type="button" value=""/>	
Fuel Type	Diesel	Created By	sutherland.nele@cloudcode.com.pg	Created Date	30/07/2019 12:38:39 PM		
Last Updated By	sutherland.nele@cloudcode.com.pg	Last Updated Date	30/07/2019 3:11:19 PM				

4.1.5 Delete Vehicle Refuel Record

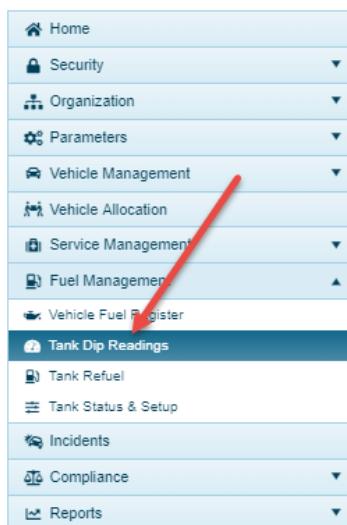
Clicking on the delete vehicle refuel record button will bring up the “Delete Confirmation” dialog window. If you click on the “No” button, the delete operation will be cancelled. If you click on the “Yes” button, the record will be deleted.



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.

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Depot Daily Measurements

Search to filter listing

Search

+ Add New Reading

Region	Center	Tank	Measurement Date	Start Volume (Litres)	End Volume (Litres)		
SOUTHERN & NGI REGION	National Office	Pom Diesel	29/09/2014	21120.00	19960.00		
SOUTHERN & NGI REGION	National Office	Pom Diesel	27/09/2014	21390.00	21120.00		
SOUTHERN & NGI REGION	National Office	Pom Diesel	26/09/2014	22840.00	21390.00		
SOUTHERN & NGI REGION	National Office	Pom Diesel	24/09/2014	5393.00	3833.00		
SOUTHERN & NGI REGION	National Office	Pom Diesel	23/09/2014	5483.00	5393.00		
SOUTHERN & NGI REGION	National Office	Pom Diesel	22/09/2014	7128.00	5483.00		

Delete reading

Edit reading

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.

- Home
- Security
- Organization
- Parameters
- Vehicle Management
- Vehicle Allocation
- Service Management
- Fuel Management
- Vehicle Fuel Register
- Tank Dip Readings
- Tank Refuel
- Tank Status & Setup
- Incidents
- Compliance
- Reports

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.

Depot Tank Refuel Management

Search to filter listing

Search

+ Add New refuel reading

Region	Center	Bowser #	Refuel Date	Purchase Volume	Current Volume	Previous Volume	Maximum Capacity		
SOUTHERN & NGI REGION	National Office	Pom Diesel	19/12/2014	20790.00	22790.00	2000.00	23000		
SOUTHERN & NGI REGION	National Office	Pom Diesel	17/12/2014	16840.00	18840.00	2000.00	23000		
SOUTHERN & NGI REGION	National Office	Pom Diesel	16/12/2014	11890.00	13890.00	2000.00	23000		
SOUTHERN & NGI REGION	National Office	Pom Diesel	24/11/2014	20150.00	22150.00	2000.00	23000		
SOUTHERN & NGI REGION	National Office	Pom Diesel	21/11/2014	12960.00	14960.00	2000.00	23000		

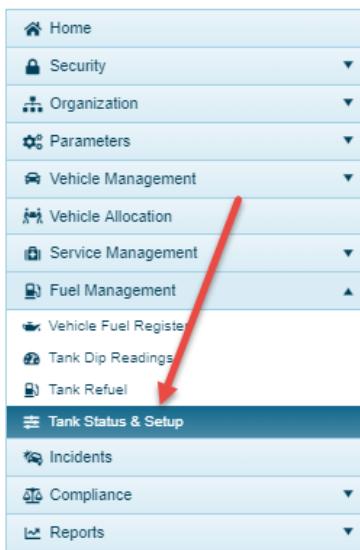
Delete refuel reading

Edit refuel reading

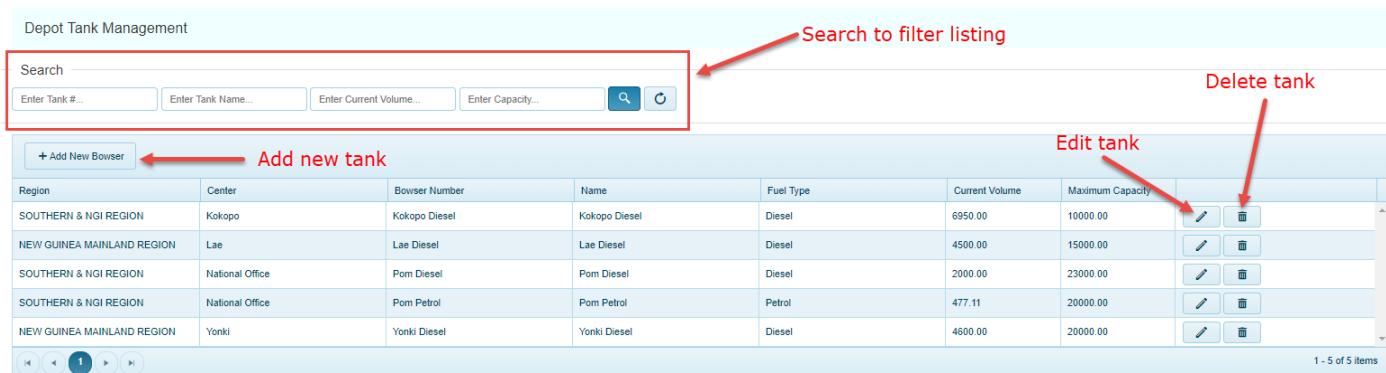
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4.4 Tank Status and Setup

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.



Depot Tank Management							
Search <input type="text"/> Enter Tank #... <input type="text"/> Enter Tank Name... <input type="text"/> Enter Current Volume... <input type="text"/> Enter Capacity...   							
							Delete tank
SOUTHERN & NGI REGION	Kokopo	Kokopo Diesel	Kokopo Diesel	Diesel	6950.00	10000.00	 
NEW GUINEA MAINLAND REGION	Lae	Lae Diesel	Lae Diesel	Diesel	4500.00	15000.00	 
SOUTHERN & NGI REGION	National Office	Pom Diesel	Pom Diesel	Diesel	2000.00	23000.00	 
SOUTHERN & NGI REGION	National Office	Pom Petrol	Pom Petrol	Petrol	477.11	20000.00	 
NEW GUINEA MAINLAND REGION	Yonki	Yonki Diesel	Yonki Diesel	Diesel	4600.00	20000.00	 

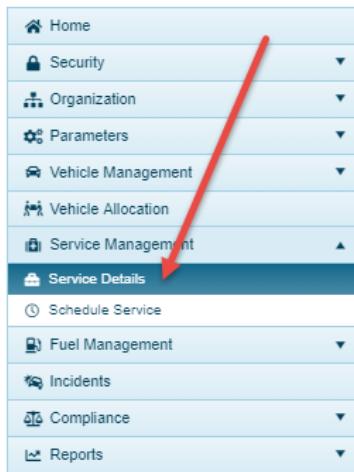
5 Vehicle Service Management

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

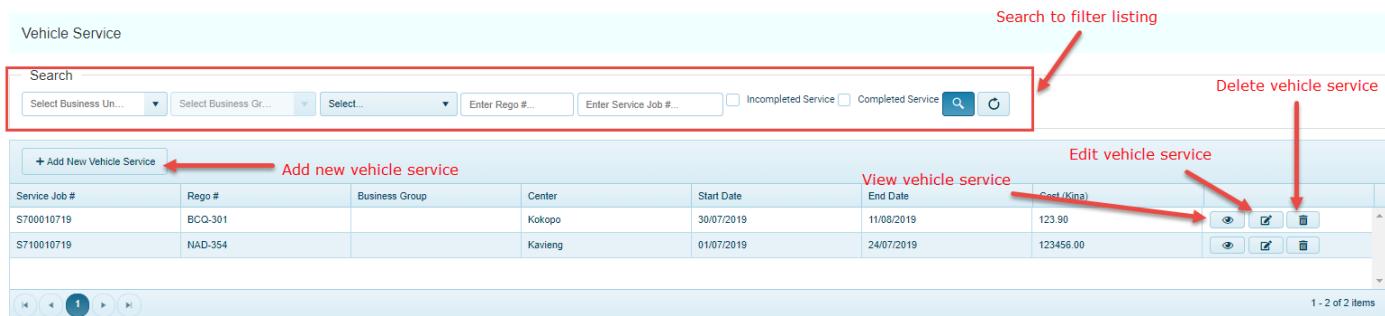
5.1 Service Details

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.

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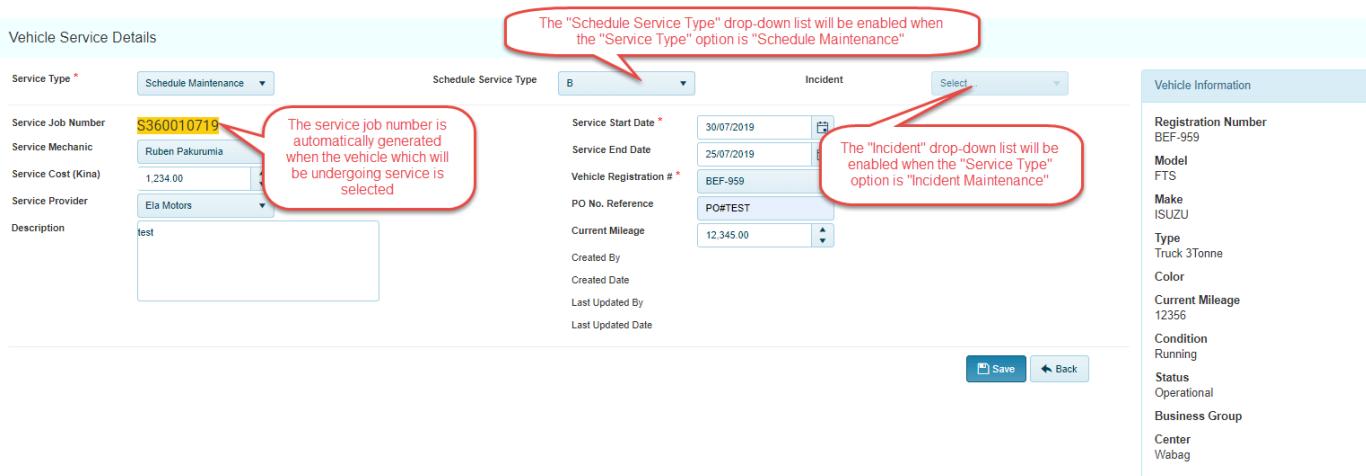


Clicking on this link will take you to the “Vehicle Service” list where you can search for vehicle services, create new vehicle services, update existing vehicle services and delete existing vehicle services as shown below.



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.



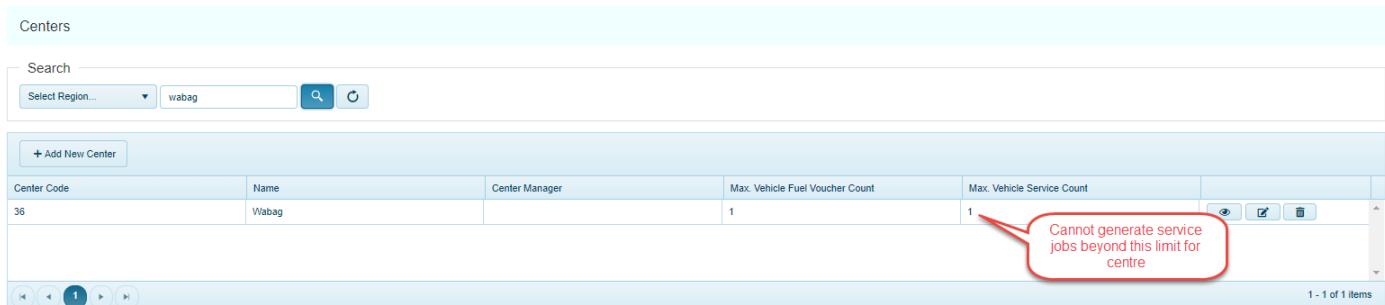
When the “Service Type” option is “Schedule Service” the “Schedule Service Type” drop-down list will be enabled. When the “Service Type” option is “Incident Maintenance” the “Incident” drop-down list will be enabled.

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

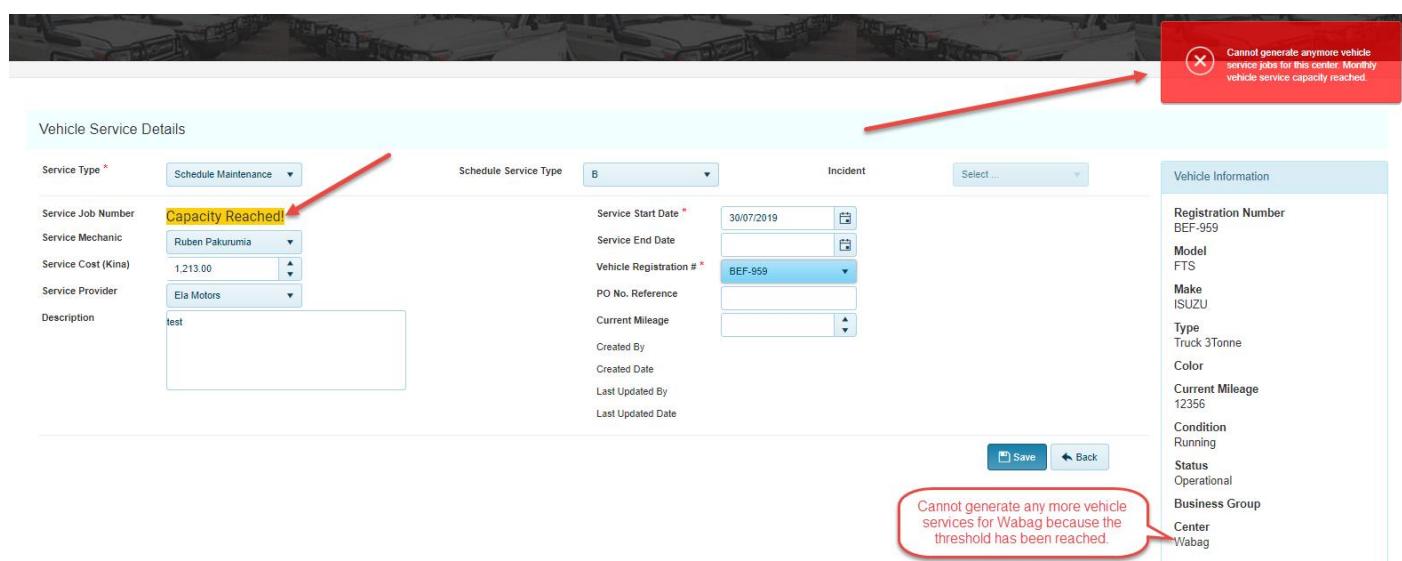
5.1.1.1 Service Job Limit

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.



Center Code	Name	Center Manager	Max. Vehicle Fuel Voucher Count	Max. Vehicle Service Count
36	Wabag		1	1

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.

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Vehicle Service Details

Service Type	Other maintenance	Schedule Service Type		Incident	Vehicle Information
Service Job Number	\$700010719	Service Start Date	30/07/2019		Registration Number BCQ-301
Service Mechanic	Ruben Pakurumia	Service End Date	11/08/2019		Model
Service Cost (Kina)	123.90	Vehicle Registration #	BCQ-301		Make CATPLR
Service Provider	Ela Motors	PO No. Reference	PO#TEST		Type Bull Dozer
Is Invoice Amount Paid?	Yes	Is Incident Service?	No		Color
Description	test	Current Mileage	123456		Current Mileage 121345
Created By	sutherland.nele@cloudcode.com.pg	Created Date	30/07/2019 5:41:20 PM		Condition Running
Last Updated By	sutherland.nele@cloudcode.com.pg	Last Updated Date	30/07/2019 5:43:46 PM		Status Operational

[Back](#)

5.1.3 Edit Vehicle Service Details

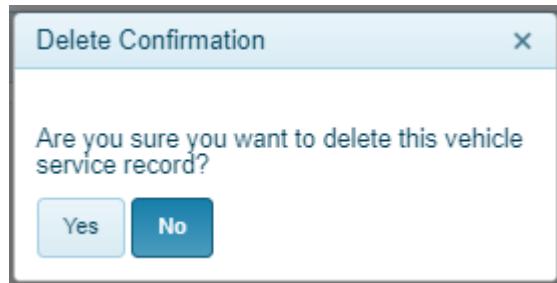
Clicking on the edit vehicle service details button will take you to the “Vehicle Service Details” form where you can update the details of an existing vehicle service and click on the “Save” button to save the updated information. Clicking on the “Cancel” button will cancel the operation.

Service Type *	Other maintenance	Schedule Service Type	Select ...	Incident	Select ...	Vehicle Information
Service Job Number	\$700010719	Service Start Date *	30/07/2019		Registration Number BCQ-301	
Service Mechanic	Ruben Pakurumia	Service End Date	11/08/2019		Model	
Service Cost (Kina)	123.90	Vehicle Registration # *	BCQ-301		Make CATPLR	
Service Provider	Ela Motors	PO No. Reference	PO#TEST		Type Bull Dozer	
Description	test	Current Mileage	123.456.00		Color	
		Created By	sutherland.nele@cloudcode.com.pg		Current Mileage 121345	
		Created Date	30/07/2019 5:41:20 PM		Condition Running	
		Last Updated By	sutherland.nele@cloudcode.com.pg		Status Operational	
		Last Updated Date	30/07/2019 5:43:46 PM		Business Group	

[Save](#) [Back](#)

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.

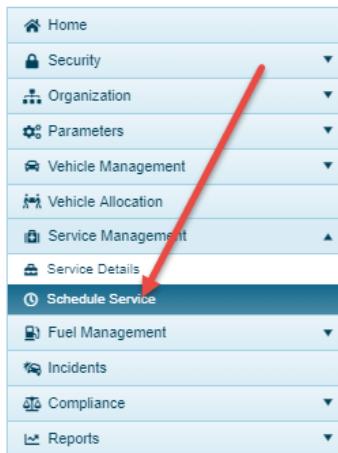


Sometimes, the system will not allow you to delete a vehicle service record when the record has dependencies within the system. For instance, you cannot delete a vehicle service record which is scheduled for service.

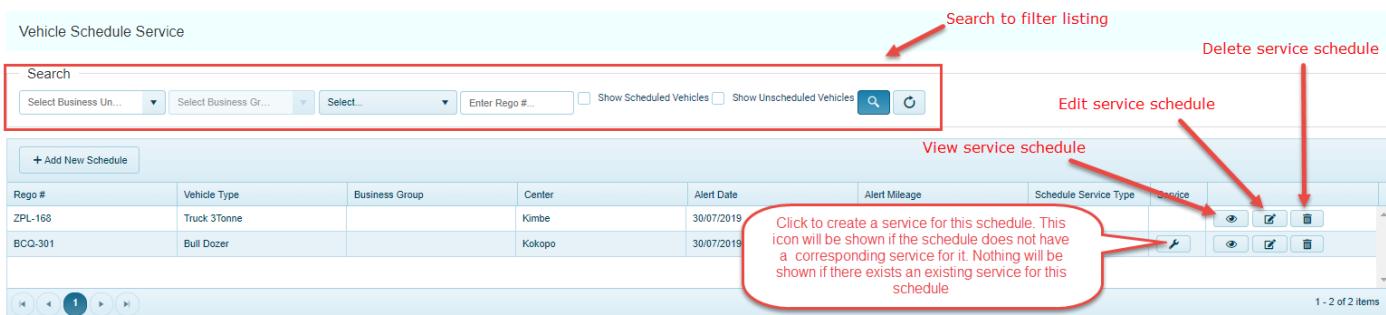
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5.2 Service Schedule

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.

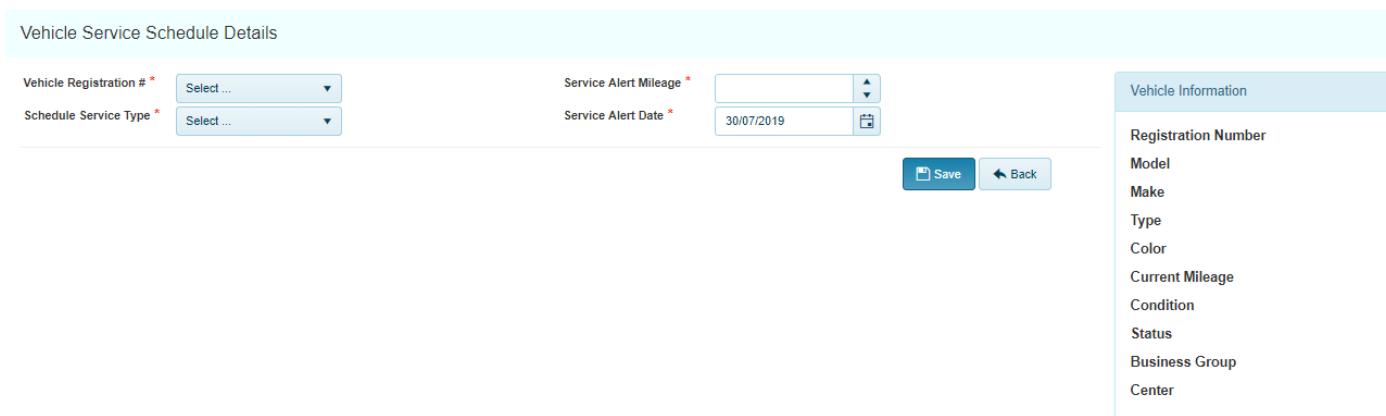


Clicking on this link will take you to the “Vehicle Schedule Service” list where you can search for scheduled services, create new service schedules, update existing service schedules and delete existing service schedules as shown below.



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.



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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.

Vehicle Service Schedule Details

Vehicle Service Information	Vehicle Registration #	ZPL-168	Service Alert Mileage	1234	Vehicle Information
Service Job # S750010719	Schedule Service Type	B	Service Alert Date	30/07/2019	Registration Number ZPL-168
Start Date 30/07/2019				Back	Model NPR6R
End Date 25/07/2019					Make ISUZU
Is Invoice Amount Paid? No					Type Truck 3Tonne
Service Provider					Color
Service Mechanic					Current Mileage
Is Incident Service? No					Condition Needs Service
					Status Operational
					Business Group
					Center Kimbe

The vehicle service information will be displayed on the left if the schedule has a corresponding service. Nothing will be shown if it does not have a corresponding service

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.

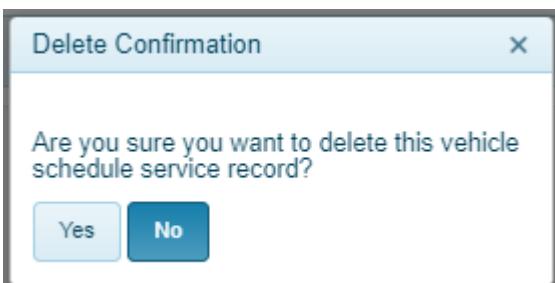
Vehicle Service Schedule Details

Vehicle Service Information	Vehicle Registration # *	ZPL-168	Service Alert Mileage *	1,234.00	Vehicle Information
Service Job # S750010719	Schedule Service Type *	B	Service Alert Date *	30/07/2019	Registration Number ZPL-168
Start Date 30/07/2019				Save	Model NPR6R
End Date 25/07/2019				Back	Make ISUZU
Is Invoice Amount Paid? No					Type Truck 3Tonne
Service Provider					Color
Service Mechanic					Current Mileage
Is Incident Service? No					Condition Needs Service
					Status Operational
					Business Group
					Center Kimbe

The vehicle service information will be displayed on the left if the schedule has a corresponding service. Nothing will be shown if it does not have a corresponding service

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.



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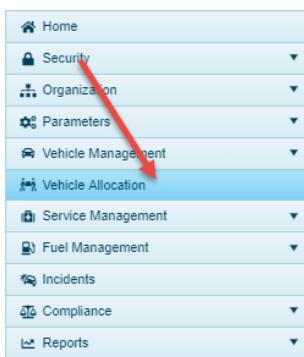
Sometimes, the system will not allow you to delete a vehicle service schedule record when the record has dependencies within the system.

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.

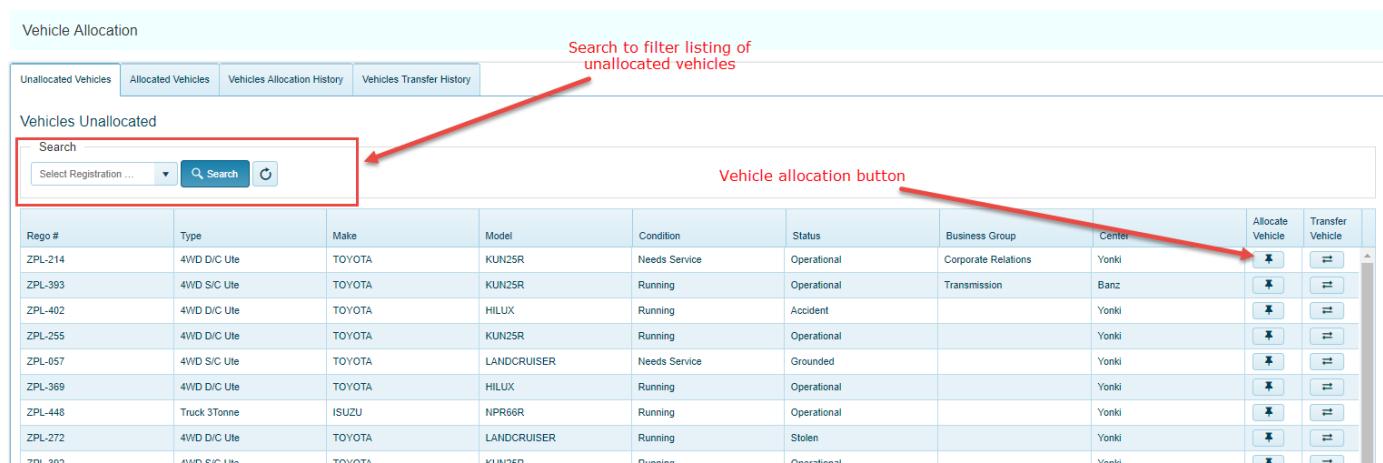
To access the vehicle allocation module, click on the “Vehicle Allocation” link on the main menu as shown below.



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.



Vehicle Allocation									
Unallocated Vehicles Allocated Vehicles Vehicles Allocation History Vehicles Transfer History									
Search to filter listing of unallocated vehicles									
Vehicles Unallocated									
Rego #	Type	Make	Model	Condition	Status	Business Group	Center	Allocate Vehicle	Transfer Vehicle
ZPL-214	4WD D/C Ute	TOYOTA	KUN25R	Needs Service	Operational	Corporate Relations	Yonki		
ZPL-393	4WD S/C Ute	TOYOTA	KUN25R	Running	Operational	Transmission	Banz		
ZPL-402	4WD D/C Ute	TOYOTA	HILUX	Running	Accident		Yonki		
ZPL-255	4WD D/C Ute	TOYOTA	KUN25R	Running	Operational		Yonki		
ZPL-057	4WD S/C Ute	TOYOTA	LANDCRUISER	Needs Service	Grounded		Yonki		
ZPL-368	4WD D/C Ute	TOYOTA	HILUX	Running	Operational		Yonki		
ZPL-448	Truck 3Tonne	ISUZU	NPR66R	Running	Operational		Yonki		
ZPL-272	4WD D/C Ute	TOYOTA	LANDCRUISER	Running	Stolen		Yonki		
ZPL-309	4WD S/C Ute	TOYOTA	KUN25D	Running	Operational		Yonki		

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.

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Allocate Vehicle Details

Vehicle Information <p>Registration Number ZPL-214</p> <p>Model KUN25R</p> <p>Make TOYOTA</p> <p>Type 4WD D/C Ute</p> <p>Color sdfsdfas</p> <p>Current Mileage 96128</p> <p>Condition Needs Service</p> <p>Status Operational</p> <p>Business Group Corporate Relations</p> <p>Center Yonki</p>	Driver/Custodian * <input type="button" value="Select Driver/Custodian..."/> Allocated Start/End Date * <input type="text" value="30/07/2019"/> <input type="button" value="Calendar"/> <input type="button" value="Save"/> <input type="button" value="Back"/>	Allocated Operator Information <p>Driver Name</p> <p>Date of Birth</p> <p>Staff Number</p> <p>License Number</p> <p>Email</p> <p>Mobile</p>
--	---	--

6.2 End Allocation

You can end 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.

Vehicle Allocation <input type="button" value="Unallocated Vehicles"/> <input type="button" value="Allocated Vehicles"/> <input type="button" value="Vehicles Allocation History"/> <input type="button" value="Vehicles Transfer History"/>																																			
Search to filter listing of allocated vehicles																																			
Vehicles Allocated <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9"> <input type="text" value="Search"/> <input type="button" value="Select Registration ..."/> <input type="button" value="Search"/> <input type="button" value="Reset"/> </td> </tr> <tr> <td style="width: 10%;">Rego #</td> <td style="width: 10%;">Status</td> <td style="width: 10%;">Condition</td> <td style="width: 10%;">Make</td> <td style="width: 10%;">Model</td> <td style="width: 10%;">Driver Name</td> <td style="width: 10%;">Mobile</td> <td style="width: 10%;">Start Date</td> <td style="width: 10%;">End Allocation</td> </tr> <tr> <td>ZPL-255</td> <td>Operational</td> <td>Running</td> <td>TOYOTA</td> <td>KUN25R</td> <td>Aaron Atano</td> <td></td> <td>30/07/2019</td> <td><input type="button" value="End vehicle allocation button"/></td> </tr> </table>									<input type="text" value="Search"/> <input type="button" value="Select Registration ..."/> <input type="button" value="Search"/> <input type="button" value="Reset"/>									Rego #	Status	Condition	Make	Model	Driver Name	Mobile	Start Date	End Allocation	ZPL-255	Operational	Running	TOYOTA	KUN25R	Aaron Atano		30/07/2019	<input type="button" value="End vehicle allocation button"/>
<input type="text" value="Search"/> <input type="button" value="Select Registration ..."/> <input type="button" value="Search"/> <input type="button" value="Reset"/>																																			
Rego #	Status	Condition	Make	Model	Driver Name	Mobile	Start Date	End Allocation																											
ZPL-255	Operational	Running	TOYOTA	KUN25R	Aaron Atano		30/07/2019	<input type="button" value="End vehicle allocation button"/>																											
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> 1 - 1 of 1 items																																			

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.

Allocate Vehicle Details

Vehicle Information <p>Registration Number ZPL-255</p> <p>Model KUN25R</p> <p>Make TOYOTA</p> <p>Type 4WD D/C Ute</p> <p>Color</p> <p>Current Mileage</p> <p>Condition Running</p> <p>Status Operational</p> <p>Business Group</p> <p>Center Yonki</p>	Driver/Custodian * <input type="button" value="Aaron Atano"/> Allocated Start/End Date * <input type="text" value="30/07/2019"/> <input type="button" value="Calendar"/> <input type="button" value="Save"/> <input type="button" value="Back"/>	Allocated Operator Information <p>Driver Name Aaron Atano</p> <p>Date of Birth 03/03/2014 12:00:00 AM</p> <p>Staff Number</p> <p>License Number</p> <p>Email</p> <p>Mobile</p>
---	--	---

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.

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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.

Vehicle Allocation								
Unallocated Vehicles Allocated Vehicles Vehicles Allocation History Vehicles Transfer History								
Search to filter listing of unallocated vehicles								
Vehicles Unallocated								
Rego #	Type	Make	Model	Condition	Status	Business Group	Center	Allocate Vehicle Transfer Vehicle
ZPL-214	4WD D/C Ute	TOYOTA	KUN25R	Needs Service	Operational	Corporate Relations	Yonki	 
ZPL-393	4WD S/C Ute	TOYOTA	KUN25R	Running	Operational	Transmission	Banz	 
ZPL-402	4WD D/C Ute	TOYOTA	HILUX	Running	Accident		Yonki	 
ZPL-255	4WD D/C Ute	TOYOTA	KUN25R	Running	Operational		Yonki	 
ZPL-057	4WD S/C Ute	TOYOTA	LANDCRUISER	Needs Service	Grounded		Yonki	 
ZPL-369	4WD D/C Ute	TOYOTA	HILUX	Running	Operational		Yonki	 
ZPL-448	Truck 3Tonne	ISUZU	NPR66R	Running	Operational		Yonki	 
ZPL-272	4WD D/C Ute	TOYOTA	LANDCRUISER	Running	Stolen		Yonki	 

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.

Transfer Vehicle Details

Vehicle Information		Business Group *	Transmission
Registration Number	ZPL-393	Center *	Aitape
Model	KUN25R	Transfer Date *	30/07/2019
Make	TOYOTA		
Type	4WD S/C Ute		
Color			
Current Mileage			
Condition	Running		
Status	Operational		
Business Group	Transmission		
Center	Banz		

Currently allocated to Banz

Will be allocated to Aitape after the transfer

6.4 Allocation History

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

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Vehicle Allocation

Unallocated Vehicles	Allocated Vehicles	Vehicles Allocation History	Vehicles Transfer History																											
Vehicle Allocation History <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Search <input type="text" value="Select Registration ..."/> <input type="button" value="Search"/> <input type="button" value="Reset"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Rego #</th> <th>Status</th> <th>Condition</th> <th>Make</th> <th>Model</th> <th>Driver Name</th> <th>Mobile</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>ZPL-255</td> <td>Operational</td> <td>Running</td> <td>TOYOTA</td> <td>KUN25R</td> <td>Aaron Atano</td> <td></td> <td>30/07/2019</td> <td>30/07/2019</td> </tr> <tr> <td>ZPL-214</td> <td>Operational</td> <td>Needs Service</td> <td>TOYOTA</td> <td>KUN25R</td> <td>Aaron Atano</td> <td></td> <td>30/07/2019</td> <td>30/07/2019</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">1 - 2 of 2 items</div>				Rego #	Status	Condition	Make	Model	Driver Name	Mobile	Start Date	End Date	ZPL-255	Operational	Running	TOYOTA	KUN25R	Aaron Atano		30/07/2019	30/07/2019	ZPL-214	Operational	Needs Service	TOYOTA	KUN25R	Aaron Atano		30/07/2019	30/07/2019
Rego #	Status	Condition	Make	Model	Driver Name	Mobile	Start Date	End Date																						
ZPL-255	Operational	Running	TOYOTA	KUN25R	Aaron Atano		30/07/2019	30/07/2019																						
ZPL-214	Operational	Needs Service	TOYOTA	KUN25R	Aaron Atano		30/07/2019	30/07/2019																						

6.5 Transfer History

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

Vehicle Allocation

Unallocated Vehicles	Allocated Vehicles	Vehicles Allocation History	Vehicles Transfer History												
Vehicle Transfer History <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Search <input type="text" value="Select Registration ..."/> <input type="button" value="Search"/> <input type="button" value="Reset"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Rego #</th> <th>Start Date</th> <th>Business Group</th> <th>Center</th> </tr> </thead> <tbody> <tr> <td>ZPL-393</td> <td>30/07/2019</td> <td>Transmission</td> <td>Aitape</td> </tr> <tr> <td>ZPL-393</td> <td>30/07/2019</td> <td>Transmission</td> <td>Aitape</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">1 - 2 of 2 items</div>				Rego #	Start Date	Business Group	Center	ZPL-393	30/07/2019	Transmission	Aitape	ZPL-393	30/07/2019	Transmission	Aitape
Rego #	Start Date	Business Group	Center												
ZPL-393	30/07/2019	Transmission	Aitape												
ZPL-393	30/07/2019	Transmission	Aitape												

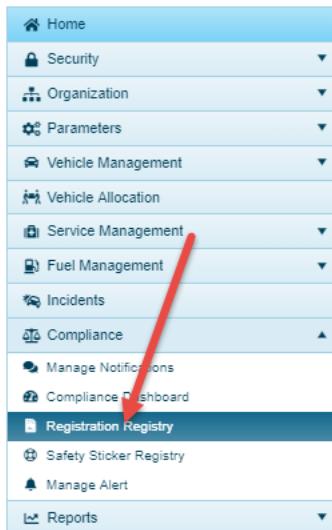
7 Vehicle Compliance Management

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.

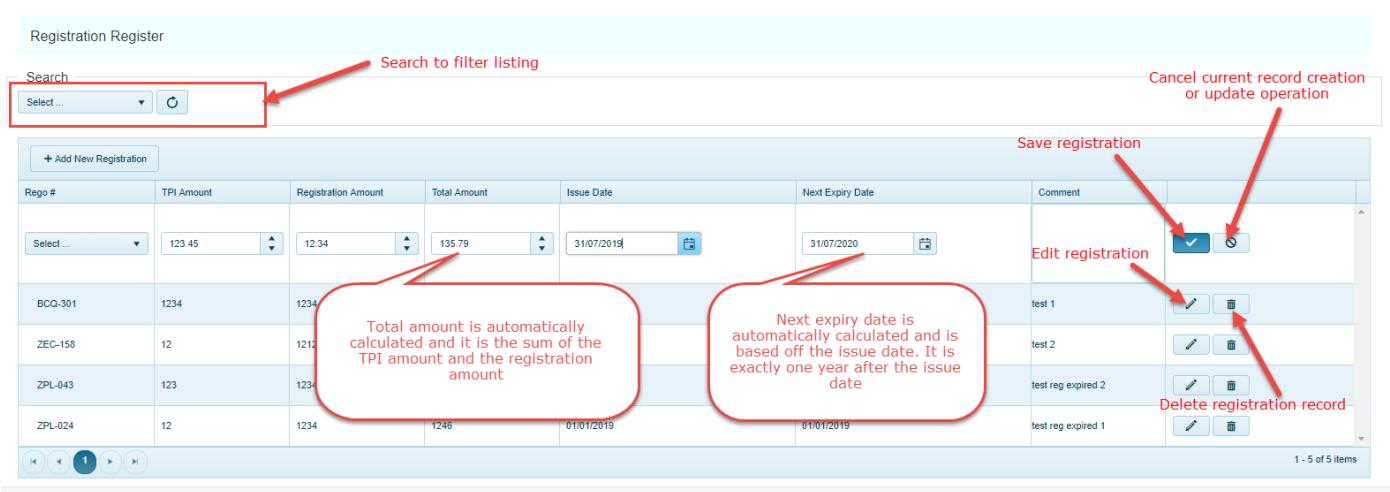
7.1 Registration Registry

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.

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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.



Search: Search to filter listing

Action Buttons:

- Save registration
- Edit registration
- Delete registration record

Callout 1 (Total Amount): Total amount is automatically calculated and it is the sum of the TPI amount and the registration amount

Callout 2 (Next Expiry Date): Next expiry date is automatically calculated and is based off the issue date. It is exactly one (1) year after the issue date

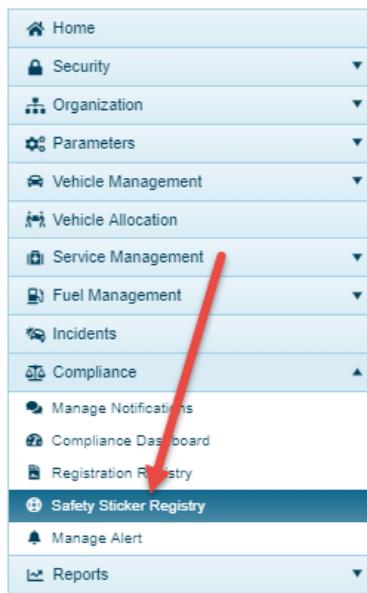
Rego #	TPI Amount	Registration Amount	Total Amount	Issue Date	Next Expiry Date	Comment
Select ...	123.45	12.34	135.79	31/07/2019	31/07/2020	test 1
BCQ-301	1234	1234				test 2
ZEC-158	12	12				test reg expired 2
ZPL-043	123	123				test reg expired 1
ZPL-024	12	1234	1246	01/01/2019	01/01/2019	

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.

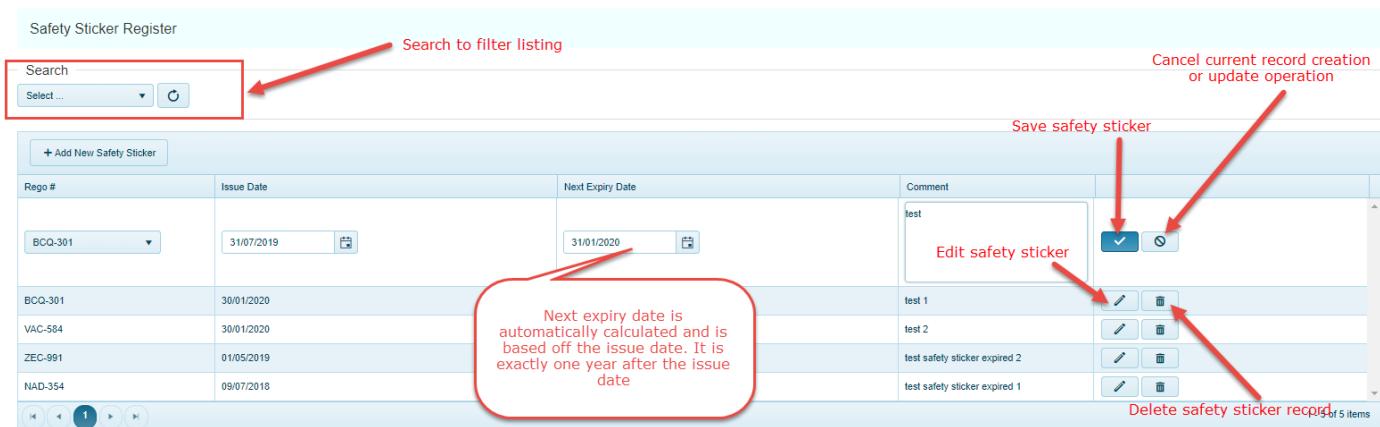
7.2 Safety Sticker Registry

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.

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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.



Safety Sticker Register

Search to filter listing

Cancel current record creation or update operation

Save safety sticker

Edit safety sticker

Delete safety sticker record

Next expiry date is automatically calculated and is based off the issue date. It is exactly one year after the issue date

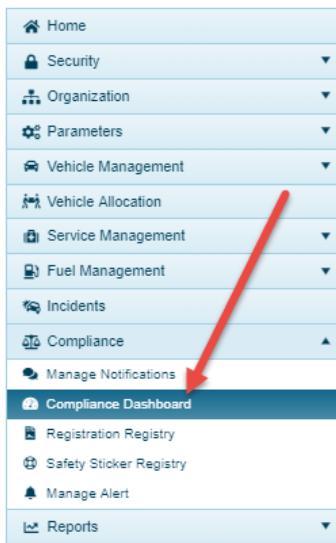
Rego #	Issue Date	Next Expiry Date	Comment
BCQ-301	31/07/2019	31/01/2020	test
BCQ-301	30/01/2020		test 1
VAC-584	30/01/2020		test 2
ZEC-991	01/05/2019		test safety sticker expired 2
NAD-354	09/07/2018		test safety sticker expired 1

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.

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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.



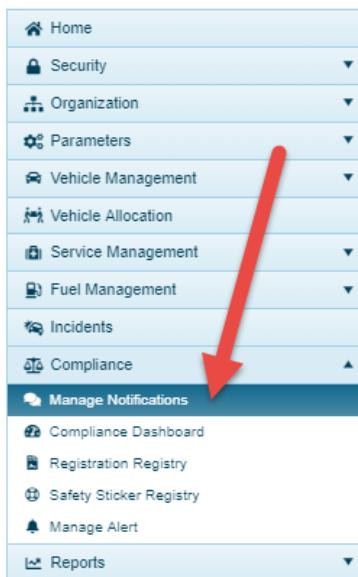
Vehicle Due For Service				
Center	Rego #	Current Mileage	Alert Mileage	Alert Date
No items to display				

Vehicle Registration Expiry		
Center	Rego #	Registration Expiry
Goroka	ZPL-024	01/01/2019
Goroka	ZPL-043	28/02/2019
1 - 2 of 2 items		

Vehicle Safety Sticker Expiry		
Center	Rego #	Safety Sticker Expiry
Kavieng	NAD-354	09/07/2018
Yonki	ZEC-991	01/05/2019
1 - 2 of 2 items		

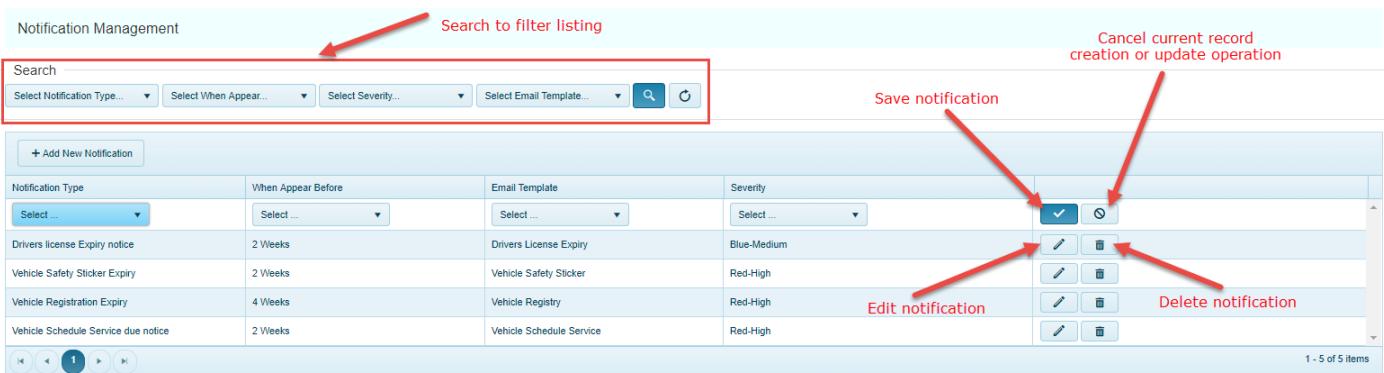
7.4 Notification Management

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.



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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.



Notification Management

Search to filter listing

Cancel current record creation or update operation

Save notification

Edit notification

Delete notification

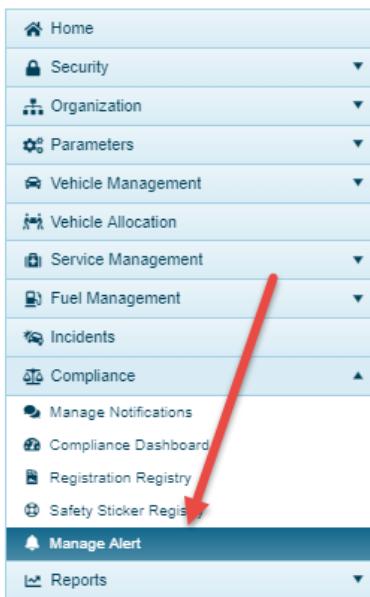
Notification Type	When Appear Before	Email Template	Severity	Action
Select ...	Select ...	Select ...	Select ...	
Drivers license Expiry notice	2 Weeks	Drivers License Expiry	Blue-Medium	
Vehicle Safety Sticker Expiry	2 Weeks	Vehicle Safety Sticker	Red-High	
Vehicle Registration Expiry	4 Weeks	Vehicle Registry	Red-High	
Vehicle Schedule Service due notice	2 Weeks	Vehicle Schedule Service	Red-High	

+ Add New Notification

1 - 5 of 5 items

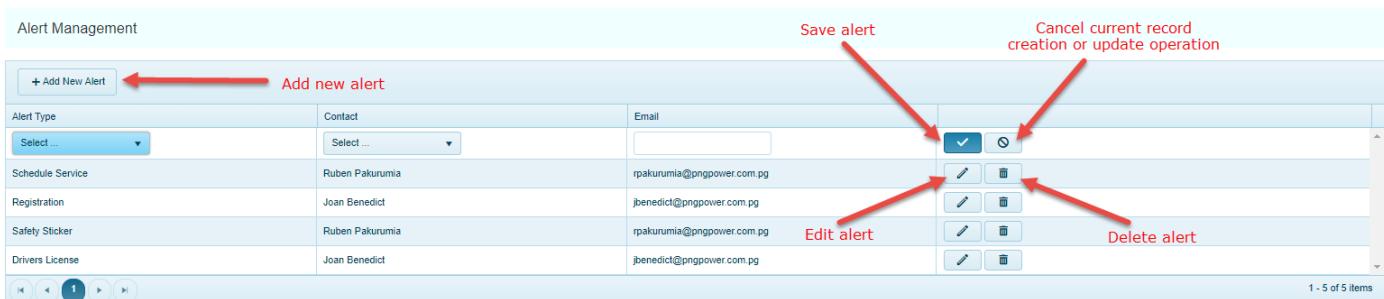
7.5 Alert Management

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.



- Home
- Security
- Organization
- Parameters
- Vehicle Management
- Vehicle Allocation
- Service Management
- Fuel Management
- Incidents
- Compliance
- Manage Notifications
- Compliance Dashboard
- Registration Registry
- Safety Sticker Regis
- Manage Alert**
- Reports

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.



Alert Management

Add new alert

Save alert

Cancel current record creation or update operation

Edit alert

Delete alert

Alert Type	Contact	Email	Action
Select ...	Select ...		
Schedule Service	Ruben Pakurumia	rpakurumia@pngpower.com.pg	
Registration	Joan Benedict	jbenedict@pngpower.com.pg	
Safety Sticker	Ruben Pakurumia	rpakurumia@pngpower.com.pg	
Drivers License	Joan Benedict	jbenedict@pngpower.com.pg	

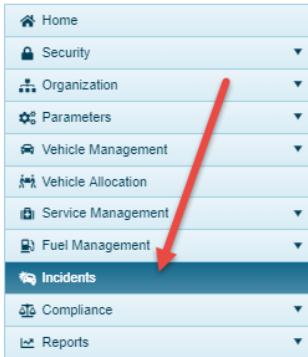
+ Add New Alert

1 - 5 of 5 items

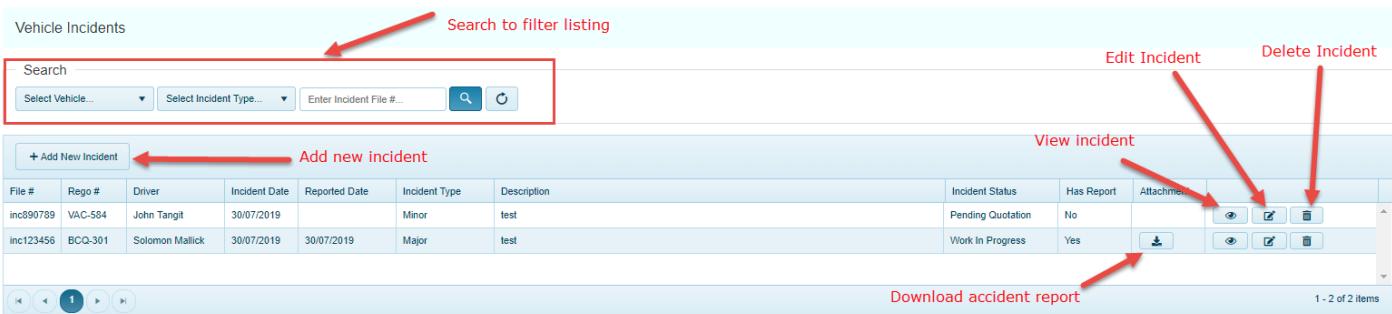
Title	Sponsor	Last Review	Issued	Next Review	Pages
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8 Vehicle Incident Management

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.



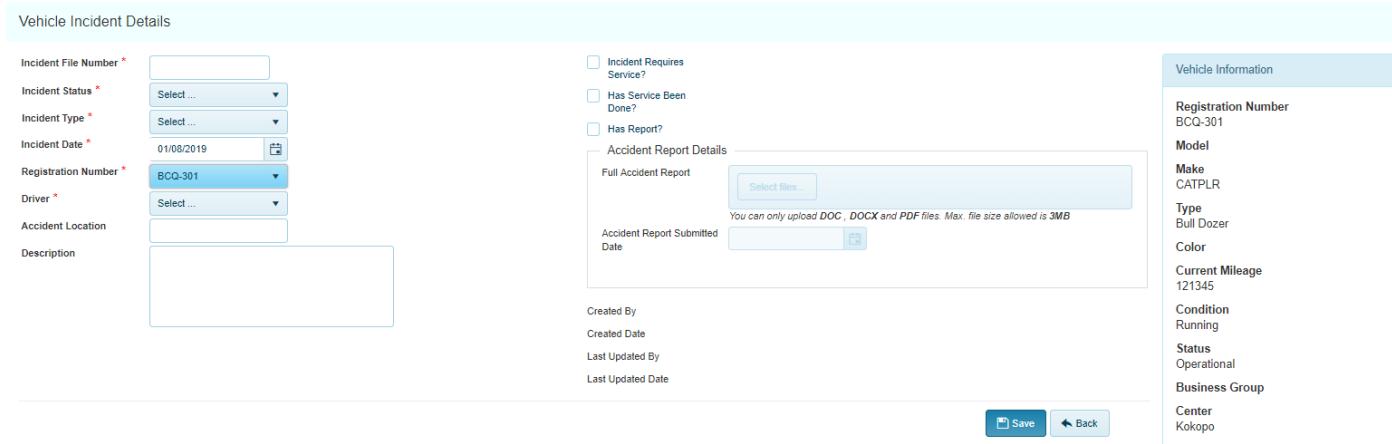
Clicking on the link will take you to the “Vehicle Incidents” list where you can search for an incident, create a new incident, update or delete an existing incident and download the accident report for an existing incident as shown below.



File #	Rego #	Driver	Incident Date	Reported Date	Incident Type	Description	Incident Status	Has Report	Attachments	
inc890789	VAC-584	John Tangit	30/07/2019		Minor	test	Pending Quotation	No		
inc123456	BCQ-301	Solomon Mallick	30/07/2019	30/07/2019	Major	test	Work In Progress	Yes		

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.



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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.

Vehicle Incident Details																					
Incident File Number	inc123456	Incident Requires Service?	Yes																		
Incident Status	Work In Progress	Has Service Been Done?	No																		
Incident Type	Major	Has Report?	Yes																		
Incident Date	30/07/2019	Accident Report Details <div style="display: flex; justify-content: space-between;"> Full Accident Report Download Report </div>																			
Registration Number	BCQ-301	Accident Report Submitted Date	30/07/2019																		
Driver	Solomon Mallick																				
Accident Location	Hoholoa																				
Description	test																				
		Created By	sutherland.nele@cloudcode.com.pg																		
		Created Date	30/07/2019 10:41:01 PM																		
		Last Updated By																			
		Last Updated Date																			
		Back																			
Vehicle Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Registration Number</td> <td>BCQ-301</td> </tr> <tr> <td>Model</td> <td>CATPLR</td> </tr> <tr> <td>Type</td> <td>Bull Dozer</td> </tr> <tr> <td>Color</td> <td>Yellow</td> </tr> <tr> <td>Current Mileage</td> <td>121345</td> </tr> <tr> <td>Condition</td> <td>Running</td> </tr> <tr> <td>Status</td> <td>Operational</td> </tr> <tr> <td>Business Group</td> <td>Center</td> </tr> <tr> <td></td> <td>Kokopo</td> </tr> </table>				Registration Number	BCQ-301	Model	CATPLR	Type	Bull Dozer	Color	Yellow	Current Mileage	121345	Condition	Running	Status	Operational	Business Group	Center		Kokopo
Registration Number	BCQ-301																				
Model	CATPLR																				
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Color	Yellow																				
Current Mileage	121345																				
Condition	Running																				
Status	Operational																				
Business Group	Center																				
	Kokopo																				

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.

Vehicle Incident Details

Incident File Number *	inc123456	<input checked="" type="checkbox"/> Incident Requires Service?	
Incident Status *	Work In Progress	<input type="checkbox"/> Has Service Been Done?	
Incident Type *	Major	<input checked="" type="checkbox"/> Has Report?	
Incident Date *	30/07/2019	Accident Report Details	
Registration Number *	BCQ-301	Full Accident Report	
Driver *	Solomon Mallick	<input type="button" value="Select files..."/>  NELE_Romacki (10509) 4 4DA 2019 Semester 1.pdf X <small>You can only upload DOC, DOCX and PDF files. Max. file size allowed is 3MB</small> <input type="button" value="Download Report"/>	
Accident Location	Hohola	<small>Accident Report Submitted Date</small> <input type="text" value="30/07/2019"/> <input type="button" value="Calendar"/>	
Description	test		

Vehicle Information

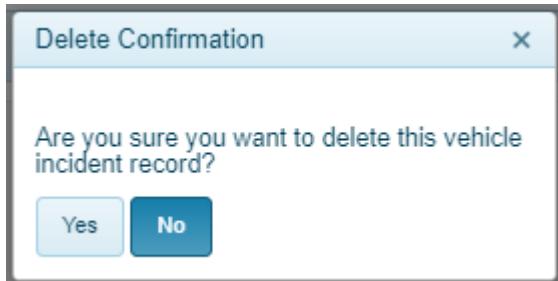
Registration Number	BCQ-301
Model	CATPLR
Type	Bull Dozer
Color	Yellow
Current Mileage	121345
Condition	Running
Status	Operational
Business Group	Center
Kokopo	

Created By: sutherland.nele@cloudcode.com.pg
 Created Date: 30/07/2019 10:41:01 PM
 Last Updated By:
 Last Updated Date:

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.

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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.

The screenshot shows a reporting interface with the following components highlighted:

- Reports Parameter Fields:** A group of input fields for selecting report parameters, including Purchase Year From, Purchase Year To, Registration Number, Center, Business Unit, Business Group, Vehicle Status, Vehicle Condition, Vehicle Type, Fuel Type, Transmission Type, and BOS Recommendation.
- Reset button:** A button located at the top right of the parameter group.
- Reports:** A button located to the right of the parameter group.
- Execute Report:** A section containing three report preview icons: VEHICLE INFORMATION REPORT, VEHICLE ACQUISITION REPORT, and DISPOSED VEHICLES REPORT.

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

The screenshot shows a table-based report with the following features highlighted:

- Refresh report:** A button in the top left corner of the report area.
- Toggle print preview:** A button in the top left corner of the report area.
- Download report in various formats including pdf, word, excel, csv, etc..** A link at the bottom left of the report area.
- Shrink report view - Zoom In:** A button in the top right corner of the report area.
- Enlarge report view - Zoom Out:** A button in the top right corner of the report area.
- Print report:** A button in the bottom right corner of the report area.

Year	Chassis No.	Vehicle Description	Current Mileage	Fuel Type	Engine No.	Chassis No.	Trans.	Center	Status	Condition
1984	ZEC-200	2PL547	100478	4H04115747	FTS3345700021			Goroka	Grounded	Needs Service
1984	ZEC-200	Truck 3Tonne ISUZU NPR88R	100478	4H04115747	JAAUPRT1HF710	1559		Kaveng	Operational	Running
1985	ZEC-200	Forklift TCM TCM	5700167	14B-1745411		101		Lae	Not Grounded	Needs Service
1985	ZEC-200	30 Seater Bus TOYOTA COASTER	395991	14B-1745411	JTGQV41377020	03788		Yonki	Grounded	Needs Service

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.

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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.

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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.

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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

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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

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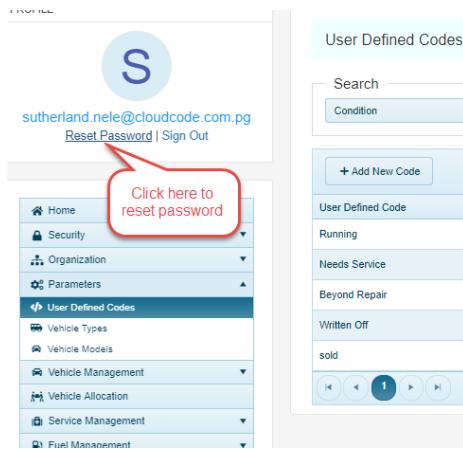
The vehicle models' sub-module is used to capture and maintain the vehicle model information. To access this sub-module, click on the “Vehicle Models” link on the main menu under the “Parameters” heading.

11 User Assistance and System Management Features

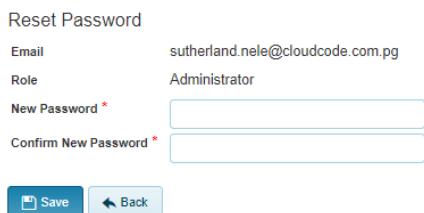
The system also allows the users to perform functions like password reset themselves, request the ICT department for any assistance or report any issues or bugs with the system.

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.



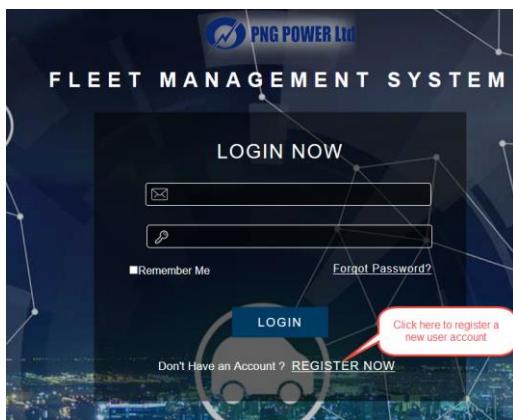
Clicking on the reset password link above will redirect you to the “Reset Password” form where you can type in your new password information and click the “Save” button to save the new password.



A screenshot of a “Reset Password” form. It includes fields for “Email” (sutherland.nele@cloudcode.com.pg), “Role” (Administrator), “New Password”, and “Confirm New Password”. At the bottom, there are “Save” and “Back” buttons.

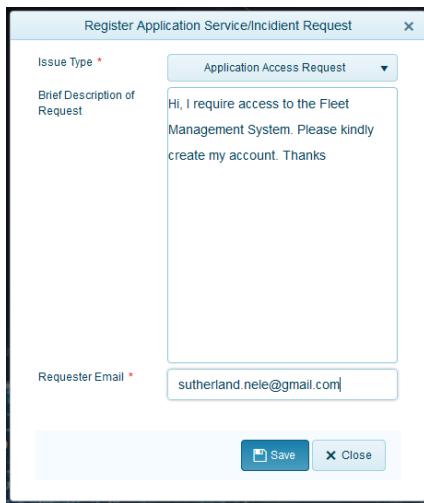
11.2 User System Access Request and Registration

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

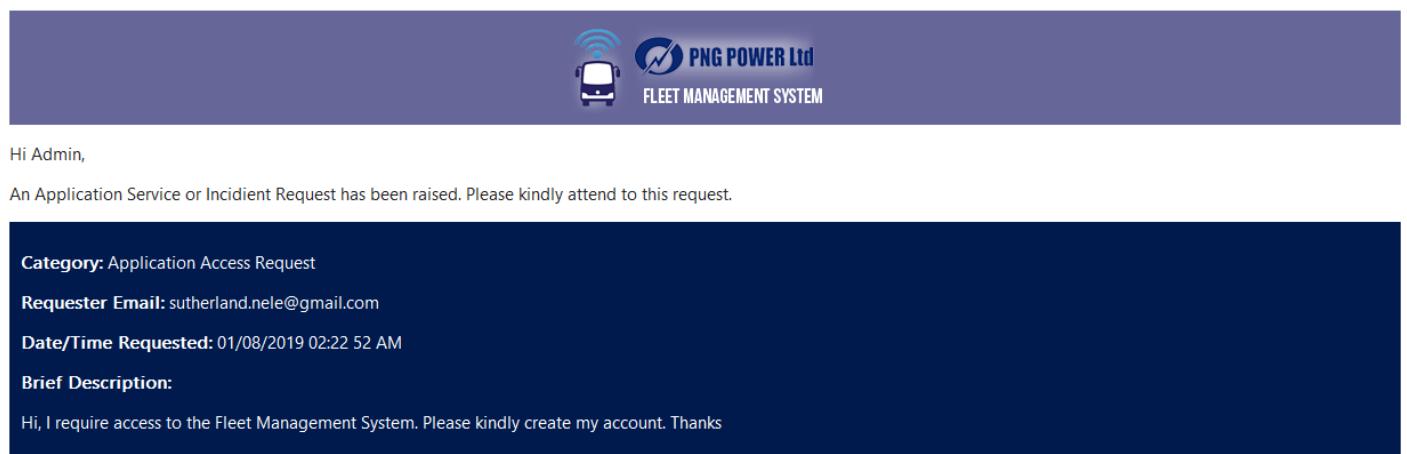


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The “Register Application Service/Incident Request” modal window will pop up. Type in your email address and click the “Save” button to register.



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.



Kind Regards,
Fleet Management Team

11.3 System Incident Reporting and User Assistance Request

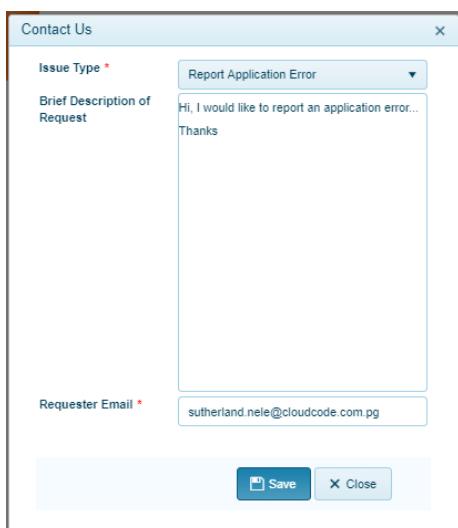
The system allows for users to register any incident or application service requests. To that that click on the “Contact” link at the footer of the page as shown below.

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Net Management System Version 2.0.0 © 2019. PNG Power Limited. All Rights Reserved. Kindly contact the ICT Department for any issues regarding the use of this application.

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 modal window has fields for 'Issue Type' (Report Application Error), 'Brief Description of Request' (Hi, I would like to report an application error... Thanks), and 'Requester Email' (sutherland.nele@cloudcode.com.pg). It includes 'Save' and 'Close' buttons.

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.



Hi Admin,

An Application Service or Incident Request has been raised. Please kindly attend to this request.



Login to FMS

Kind Regards,

Fleet Management Team

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