CENTER FOR ENVIRONMENTAL AND GEOGRAPHIC INFORMATION SERVICES (CEGIS)

Vehicles Requisition (VR) System



Online Vehicles Requisition System for CEGIS Professional

User Manual

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Dhaka

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Overview of the System

1.1 Requisition System: Vehicles Requisition (VR) System is a digital process of CEGIS vehicles Requisition. CEGIS professional can request a vehicle digitally using VR system rather than using a hard copy of requisition form. CEGIS professional don't need to go there Director, DED and ED room to take Approval for a vehicles Requisition manually. Higher Authorities gets an email from VR system for every new Requisition and they can approve every requisition to log in VR system.

The URL of **Vehicles Requisition (VR) System** is <u>http://cegisbd.com/vr/</u>. Click on the URL or type the URL at address bar of your browser and press enter. The home page will appear showing the following screen. Please follow the instructions carefully and provide all information correctly.

CV Vehicles Requisition Syste	m	
Dashboard Add Request Request Stat	us	[Register] [Log in]
	Sign In Forgot password? Initial Password Not a member yet? Register Now ! Log in	
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Figure 1: User Log in Window

- 2.1 User Module: Please enter your Initial and password to log in VR system.
 - Enter your initial
 - Enter your password
 - Click on Log in button



Figure 2: User Log in Window with instruction

2.2 User Registration: If you are not register user then please click on Register button to registration.

- Select your Initial
- Update your email address if necessary
- Update your Phone number if null or empty
- Enter your Password
- Enter your Password again to confirm
- Click on Register button

🧭 Vehicles Requi	sition System	
Dashboard Add Request	Request Status [Register]	[Log in]
Select Your Initial	Registration Sign In Nowl Initial Please Select Initial)
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Figure 3: User Registration Window

Dashboard Add Requi	st Request Status	[Register] [Log ir
Update Your email if necessary	Registration Sign	I In Now!
	EmpId RMO	T
Update Your phone no if	Name Moshiur Rahman Rimu	
null	Email moshiur@cegisbd.com	
Enter Your Password	Phone 01710290257	
Re-enter Your Password	Password	
	Confirm password	
	Reg	gister

Figure 3: User Registration Window with instruction

2.3 Add Requisition: If you want to request a car then please click on **Add Request** button from menu bar.

- Select your Requisition Category from dropdown list.
 - 1. During Office Hours
 - 2. Beyond Office Hours
 - 3. Personal Requisition
- > Pick your **Required from** time from Date time Picker
- > Pick your **Required to** time from Date time Picker
- > Enter your Place
- > Enter your Reason
- Click on **Request** Button

ØV	ehicles Rec	uisition System	Selected Tab	
	Dashboard Add Requ	est Request Status		Hi, Moshiur Rahman Rimu +
	VEHICLES REQUIS	STION (OFFICIAL)		
			Requisition Category Duri	ng Office Hours
		Select Project C	ode Submission Date 2018	3-01-16 14:57
Select	Requester's Name	Moshiur Rahman Rimu		Select Required
From Time	Designation	Research Consultant	Project Code Select Project C	ode To Time
	Time Required		hour to	
Enter your Place	Place			
	Reason			
		Write your Reason)	Request



Dashboard Add Req	uest Request Status		Hi, Moshiur Rahman R
VEHICLES REQUI	SITION (OFFICIAL)		
		Requisition Category	During Office Hours
	Submit Your Requisition	Submission Date	2018-01-16 14:57
Requester's Name	Moshiur Rahman Rimu		
Designation	Research Consultant	iect Code UDB003	•
Time Required	2018/01/16 15:00	hour 2018/0	1/16 17:00
Place	Green Road (JRC)		
	Monting		

Figure 5: Fill up Requisition form and Request button

2.4 Requisition status: Finally submit a requisition, this requisition is pending for Recommendation and Approval.

- If requisition category is During Office Hours then it is pending for Project Leader (PL) Recommendation and Director Approval.
- If requisition category is Beyond Office Hours then it is pending for Director and DED/ED Approval.
- > If requisition category is Personal Requisition then it is pending for DED and ED Approval.

Dashboard	Add Request Re	equest Status	(Check Your Requisition Status) HI. N	<i>I</i> loshiur Rahman Rimu
Today's Requisition Lis	Project Code	From	То	Place	Status	Action
Moshiur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for PL Recommendation	Edit

Figure 6: Requisition status step 1 for During Office Hours Requisition

Dashboard	Add Request Re	equest Status	(Check Your Requisition Status)	Hi, Moshiur Rahman Rimu
Name	Project Code	From	То	Place	Status	Action
Moshiur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for Director Approval	Details

Figure 7: Requisition status step 2 for During Office Hours Requisition

Dashboard	Add Request Ref	quest status	(Check Your Requisition Status)	Hi, Moshiur Rahman Rimi
Today's Requisition Lis	Project Code	From	То	Place	Status	Action
Moshiur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for Vehicle Assign	Details

Figure 8: Requisition status step 3 for During Office Hours Requisition

Ø	Vehicles Req Dashboard	uisition Sy	stem	Se	ected Tab	Requisition Status	Hi, Moshiur Rahman Rimu +
ſ	Today's Requisition List	Project Code	From	То	Place	Status	Action
	Moshiur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Already Approved	Details
			Copyrigh	nt 2018 - All Right	S Reserved By CEGIS		

Figure 9: Requisition status step 4 for During Office Hours Requisition

2.5 Approved Requisition: Everyday approved requisitions are showing in Dashboard.

- Requisition Time
- Vehicles Current Location
- Requester Information
- Driver Information

🥑 Vehicle	es Requisit	ion Sys	tem	ſ	Today's Car S	tatus			
Selected Tab	ashboard Add Requ	iest Request	Status	>			Hi, Mosh	iur Rahman Rimu +	
	Today's Vehicles St	tatus						1	
	Request Date Time	Location	Requester's Name	Requester's Phone No	Driver's Name	Driver's Phone No	Vehicle No		
	16-01-2018 03:30 PM	Green Road (JRC)	Moshiur Rahman Rimu	01710290257	Sirajul Islam, Driver		Pajero (GHA - 11-2009)		
				C≋GIS					
			Copyright 201	8 - All Rights Reserve	d By CEGIS				

Figure 10: Everyday Requisition Dashboard

3.1 Requisition Approval Module:

3. 2 PL Recommendation: When an employee submit a new requisition During Office Hours using a project code, the project PL get a mail to recommend this requisition. After recommendation, a mail sent to requester division director for approval.

Today's Requisition List					PL Recommendation Button	Hi, Md. Anisur Rahmar
Name	Project Code	From	То	Place	Status	Action
Moshiur Rahman Rimu	UDB003	11:00 AM	05:00 PM	Green Road (JRC)	Pending for PL Recommendation	Recommend
			Comm			

Figure 11: PL Recommendation window

3.3 Director Approval: When a director approve During Office hours requisition a mail will sent to Admin transport for assign a vehicle.

When a director approve Beyond Office hours requisition a mail will sent to DED for approval.

Dashboard	Add Request F	Request Status				Hi, Abul Kashem Md. Ha
T. J. J. D			Clic	k here to approve	Division Database, ICT and Sy	stem Management
Name	Project Code	From	То	Place	Status	Action
Moshiur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for Director Approval	Details Approve

Figure 12: Requisition Approval window

Note: Before approve a requisition, director can see details information of that requisition.



Figure 13: Requisition Details information Button

Dashboard Au	dd Request Request Status			Hi, Abul Kashem Md. Hasan -
Requisition Details		Approval Authority	List	
Initial	ARH	Name	Designation	Status
Project Code	UDB003	Md. Anisur Rahman	Junior Specialist	Recommended By PL
Requisition Category	During Office Hours	Back to List		
Submission Date	1/17/2018 10:44:00 AM			
From	1/17/2018 12:00:00 PM		G	Staura
	1/17/2018 5:00:00 PM	Dataila		Staus
То	2/2//2020 0100100 11/	Details		
To Place	Moghbazar (MRA)	information		
To Place Reason	Moghbazar (MRA) Meeting	information	J	
To Place Reason Used From KM	Moghbazar (MRA) Meeting	information		
To Place Reason Used From KM Used To KM	Moghbazar (MRA) Meeting	information	J	
To Place Reason Used From KM Used To KM Actually Used From	Moghbazar (MRA)	information)	
To Place Reason Used From KM Used To KM Actually Used From Actually Used To	Moghbazar (MRA) Meeting	information		

Figure 14: Requisition Details information Window

If a requester director will not present in office then other division director can approve this requisition.

Vehicles Ree	Add Request	System Request Status	Cha	nge Division to app see another divisi requisition	prove or on	Hi, Abul Kashern Md. Hasan +
					Division	Database, ICT and System Management 🗸
Today's Requisition L	ist					Agricultural and Fisheries
Name	Project Code	From	То	Place		Climate Change and Disaster Management
nume	i i ojeci couc			The co		Database, ICT and System Management
Md. Anisur Rahman	UDB003	12:00 PM	05:00 PM	Moghbazar (MRA)	Pending	Ecology, Forestry and Biodiversity
						Geographic Information System
						General
						River, Delta and Coastal Morphology
			($\sim \sim \sim \sim$		Power, Energy and Mineral Resources
						Quality Management and Publication
		(Copyright 201	8 - All Rights Reserved B	v CEGIS	Research, Development and Training
					,	Remote Sensing
						Socio-Economic and Institutional
						Water Resources Management
						Administration, Finance, Accounts, Audit and Logistics
						Finance & Accounts Section
						System Management Section
						Logistic Support
						Management

Figure 15: Another division requisition drop drown

3.4 DED Approval: Same as Director Approval

3.5 ED Approval: Same as Director Approval

4.1 Vehicle Assign Module: Admin transport can see details information of a requisition by click on **Details** Button.

Dashboard Add Request Request Status Hi, Abul Kashem Md Click Details Button to see requisition details information and System Management and System Management Today's Requisition List To Place Status Action Md. Anisur Rahman UDB003 12:00 PM 05:00 PM Moghbazar (MRA) Pending for Director Approval Details Approve	C Vehicles	s Requis	sition Sy	stem			
Today's Requisition List Name Project Code From To Place Status Action Md. Anisur Rahman UDB003 12:00 PM 05:00 PM Moghbazar (MRA) Pending for Director Approval Details Approve	Dashboard	Add Request	Request Status			Click Details	Hi, Abul Kashem Md. Has
Name Project Code From To Place Status Action Md. Anisur Rahman UDB003 12:00 PM 05:00 PM Moghbazar (MRA) Pending for Director Approval Details Approve	Today's Requisition Li	st				Div requisition details and information	d System Management 🗸
Md. Anisur Rahman UDB003 12:00 PM 05:00 PM Moghbazar (MRA) Pending for Director Approval Details Approve	Name	Project Code	From	То	Place	Status	Action
	Md. Anisur Rahman	UDB003	12:00 PM	05:00 PM	Moghbazar (MRA)	Pending for Director Approval	Details Approve

Figure 16: Requisition Details information Button

Note: Before assign a vehicle, admin transport can see details information of that requisition.

Dashboard Ad	dd Request Request Status			Hi, Maruf K
Requisition Details		Approval Authority	List	
Initial	ARH	Name	Designation	Status
Project Code	UDB003	Md. Anisur Rahman	Junior Specialist	Recommended By PL
Requisition Category	During Office Hours	Abul Kashem Md.	Principal Specialist	Approved By
Submission Date	1/17/2018 10:44:00 AM	ridsan	(Director)	Director
From	1/17/2018 12:00:00 PM	Back to List		
То	1/17/2018 5:00:00 PM		C	Americal Ptatus
Place	Moghbazar (MRA)			Approval Status
Reason	Meeting	Reque	ester	
Used From KM		Inform	ation	
Used To KM				
Actually Used From				
Actually Used To				
Assigned Driver				

Figure 17: Requisition Details information Window

Today	's Requisition List				Clic	ck here to assign car	
Select	Name	Project Code	From	То	Place	Status	Action
	Moshiur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for Vehicle Assign	Assign Details
Previous F	Requisition						

Figure 18: Requisition Assign Button Window

ect n on t	nultiple o combine	hicles Req	uisition est Request St.	Syster atus	n		Combine butto after multiple se	n show	/ Hi, Maruf Kabir
	Today's Select	Requisition List	Project Code	From	То	Place	Status		Action
		Moshiur Rahman Rimu	UDB003	11:00 AM	05:00 PM	Green Road (JRC)	Pending for Vehicle Assign		Details
		Md. Anisur Rahman	MRA001	11:00 AM	05:00 PM	Moghbazar (MRA)	Pending for Vehicle Assign		Details
	Previous Re	quisition							Combined Assign

Figure 19: Requisition Combine Assign Button Window

ſ	Update Requisitio					Ĩ
			Requisition C	Category	During Office Hours	
			Submiss	ion Date	1/16/2018 3:13:00 PM	
	Employee Name	Moshiur Rahman Rimu				
	Designation	Research Consultant	Project Code	UDB003		
Assign a driver	Time Required	1/16/2018 3:30:00 PM	hour to	1/16/20	18 5:00:00 PM	
rissign a driver	Place	Green Road (JRC)				
	Reason	Meeting				
Assign an Vehicle	Actual are used from	То	KM. From		То	
	Assigned Driver	Select			~	
	Assigned Vehicle	Select			~	

Figure 20: Requisition Assign Window

🥑 Veh	icles Requisiti	on System	l			Print	tion
то	Dashboard Add Reque	st Request Status			Updat Requisit	e	Hi, Maruf Kabir -
Se	lect Name	Project Code	From	То	Place	Status	Action
	Md. Anisur Rahman	UDB003	12:00 PM	05:00 PM	Moghbazar (MRA)	Already Approved	Edit Print
Previo	us Requisition	07 -		2. 24			
			Copyright 2018 -		Ned By CEGIS		

Figure 21: Requisition Edit Button Window

Vehicles Requisition System						
Dashboard Add Reque	at Request Status					Hi, Maruf Kabir -
Update Requisition		Requisitio	on Category	During Offi	ice Hours	
Employee Name	Md. Anisur Rahman	Subr	ission Date	1/17/2018	B 10:44:00 A	
Designation Time Required	Junior Specialist 1/17/2018 12:00:00 PM	Project Code	• UDB003	3 018 5:00:00	РМ	
Place Reason	Moghbazar (MRA)					
Actual Time used from Assigned Driver	50 To 70 Sirajul Islam, Driver	KM. From	January- Mon Tue Wed Ti	To 2018 -) hu Fri Sat	12:00	
Assigned Vehicle	Pajero (GHA - 11-2009)	31 7 14	1 2 3 8 9 10 15 16 17	4 5 6 11 12 13 18 19 20	13:00 14:00 15:00	
Beck to Ust		21 28	22 23 24 29 30 31	25 26 27 1 2 3	17:00	
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Figure 22: Requisition Update Window

							Date : 1	7-01-201
Requester's Name	Md. Anisur R	ahman						
Designation	Junior Specia	list		-	Project	UDBO	103	
Date Required	17-01-2018	_	Date To	17-01-2018				
Time Required	12:00 PM		Hour to	5:00	194			
Place	Moghbazar (MRA)							
Reason	Meeting							
Actual Time used from		То		km.	From		То	
Leviewed & Approved By: Admin. officer/Adm Driver Assigned : Sirajul Vehicle No : Pajero (GHA	d nin. Asstt : Mar i Islam, Driver i - 11-2009)	uf Kabir					Md. Anisı Requ	ır Rahma rester
			1					

Figure 22: Final Printed Requisition after assign a vehicle.