

CENTER FOR ENVIRONMENTAL AND GEOGRAPHIC INFORMATION  
SERVICES (CEGIS)

## Vehicles Requisition (VR) System



Online Vehicles Requisition System for CEGIS Professional

## User Manual

December 2017

Dhaka

## 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 <http://cegisbd.com/vr/>. 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.



The screenshot shows the user login window for the Vehicles Requisition System. The page has a light blue header with the system name and logo. Below the header, there are navigation links: Dashboard, Add Request, and Request Status. On the right side, there are links for Register and Log in. The main content area features a 'Sign In' form with fields for Initial and Password, a 'Forgot password?' link, and a 'Log in' button. A 'Register Now!' link is also present for new users. The footer contains the CEGIS logo and copyright information: Copyright 2018 - All Rights Reserved By CEGIS.

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



Figure 3: User Registration Window

The screenshot shows a registration form titled "Registration" with a "Sign In Now!" link. The form contains the following fields: "EmpId" (dropdown menu with "RMO" selected), "Name" (text input with "Moshiur Rahman Rimu"), "Email" (text input with "moshiur@cegisbd.com"), "Phone No" (text input with "01710290257"), "Password" (text input), and "Confirm password" (text input). A "Register" button is located at the bottom right. Four red callout boxes with arrows point to the form fields: "Update Your email if necessary" points to the Email field; "Update Your phone no if necessary or empty or null" points to the Phone No field; "Enter Your Password" points to the Password field; and "Re-enter Your Password" points to the Confirm password field.

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

Figure 4: Add Requisition Process

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.

**Vehicles Requisition System**

Dashboard Add Request Request Status Hi, Moshieur Rahman Rimu

Check Your Requisition Status

Today's Requisition List

Name	Project Code	From	To	Place	Status	Action
Moshieur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for PL Recommendation	Edit

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

**Vehicles Requisition System**

Dashboard Add Request Request Status Hi, Moshieur Rahman Rimu

Check Your Requisition Status

Today's Requisition List

Name	Project Code	From	To	Place	Status	Action
Moshieur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for Director Approval	Details

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

**Vehicles Requisition System**

Dashboard Add Request Request Status Hi, Moshieur Rahman Rimu

Check Your Requisition Status

Today's Requisition List

Name	Project Code	From	To	Place	Status	Action
Moshieur Rahman Rimu	UDB003	03:30 PM	05:00 PM	Green Road (JRC)	Pending for Vehicle Assign	Details

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



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



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.



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 List Beyond Office hours requisition a mail will sent to DED for approval.

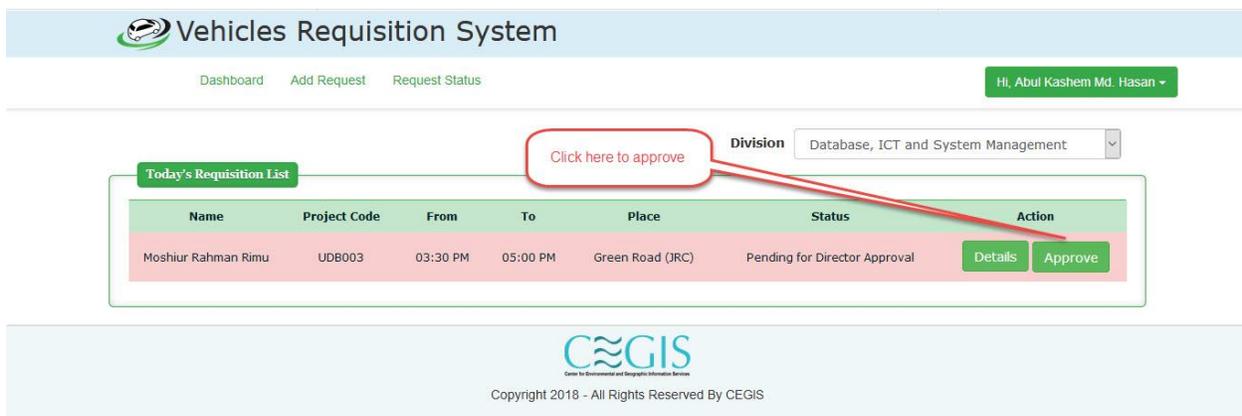


Figure 12: Requisition Approval window

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



Figure 13: Requisition Details information Button

The screenshot displays the 'Vehicles Requisition System' interface. At the top, there are navigation links for 'Dashboard', 'Add Request', and 'Request Status'. A user profile box shows 'Hi, Abul Kashem Md. Hasan'. The main content area is divided into two sections:

- Requisition Details:** A form with the following fields:
 

Initial	ARH
Project Code	UDB003
Requisition Category	During Office Hours
Submission Date	1/17/2018 10:44:00 AM
From	1/17/2018 12:00:00 PM
To	1/17/2018 5:00:00 PM
Place	Moghbazar (MRA)
Reason	Meeting
Used From KM	
Used To KM	
Actually Used From	
Actually Used To	
Assigned Driver	
Assigned Vehicle	
- Approval Authority List:** A table with columns 'Name', 'Designation', and 'Status'.
 

Name	Designation	Status
Md. Anisur Rahman	Junior Specialist	Recommended By PL

Annotations include a green box labeled 'Details information' pointing to the Requisition Details form, and another green box labeled 'Staus' pointing to the 'Recommended By PL' status in the Approval Authority List.

Figure 14: Requisition Details information Window

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

The screenshot shows the 'Vehicles Requisition System' interface with a dropdown menu open. A callout box says 'Change Division to approve or see another division requisition'. The dropdown menu lists various divisions, with 'River, Delta and Coastal Morphology' selected. The 'Today's Requisition List' table is also visible.

**Today's Requisition List:**

Name	Project Code	From	To	Place	Status
Md. Anisur Rahman	UDB003	12:00 PM	05:00 PM	Moghbazar (MRA)	Pending

**Division List (Dropdown):**

- Database, ICT and System Management
- Agricultural and Fisheries
- Human Resource and Business Development
- Climate Change and Disaster Management
- Database, ICT and System Management
- Ecology, Forestry and Biodiversity
- Geographic Information System
- General
- River, Delta and Coastal Morphology**
- Power, Energy and Mineral Resources
- Quality Management and Publication
- 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 down

**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**.

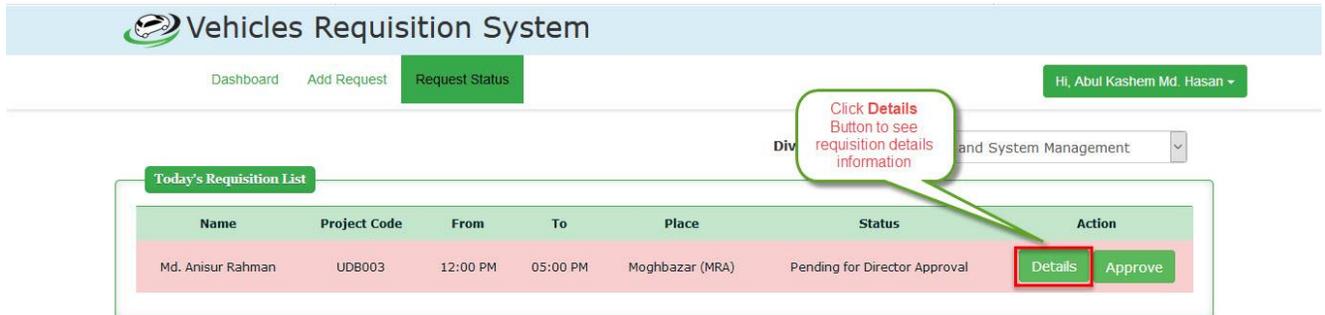


Figure 16: Requisition Details information Button

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

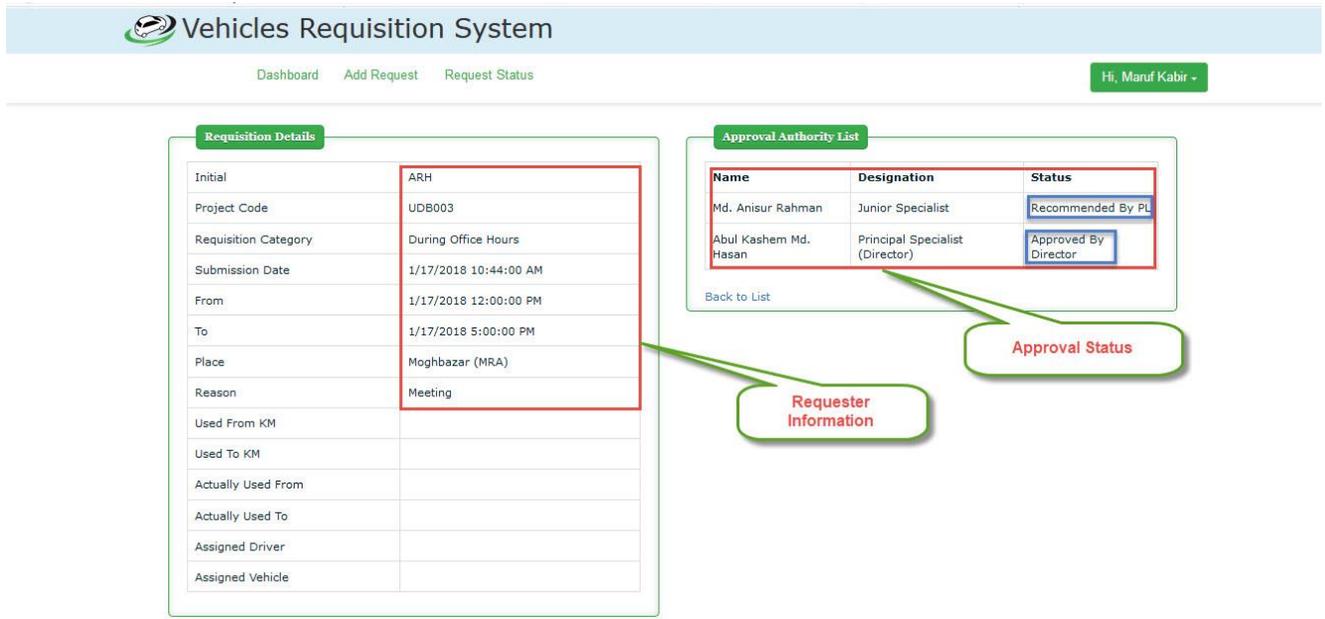


Figure 17: Requisition Details information Window



Figure 18: Requisition Assign Button Window

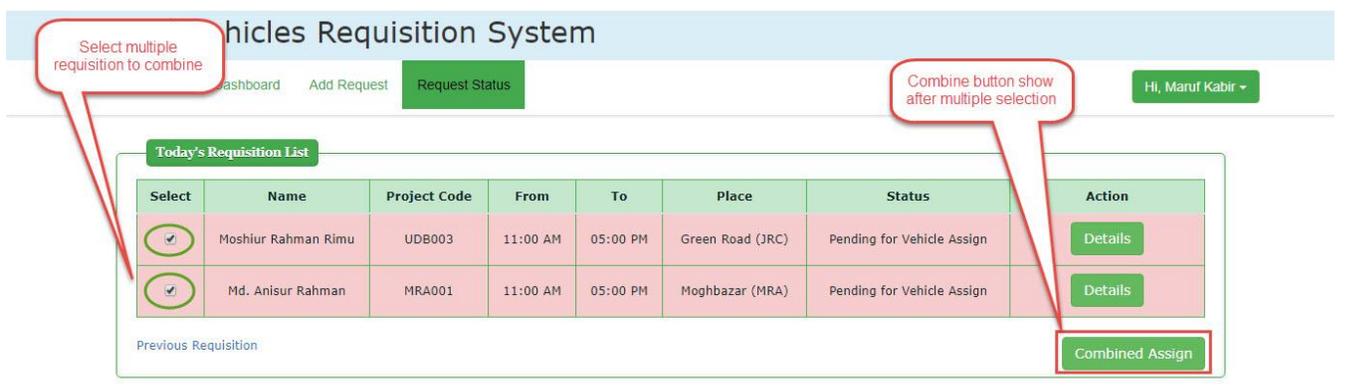


Figure 19: Requisition Combine Assign Button Window

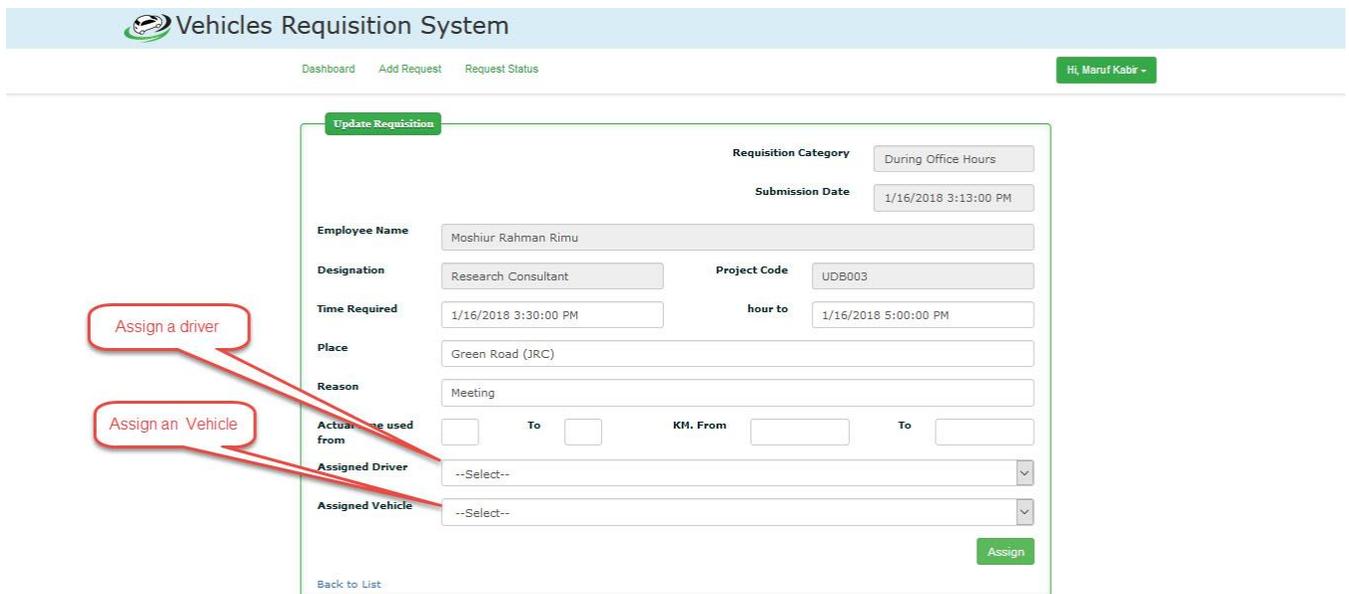


Figure 20: Requisition Assign Window



Figure 21: Requisition Edit Button Window

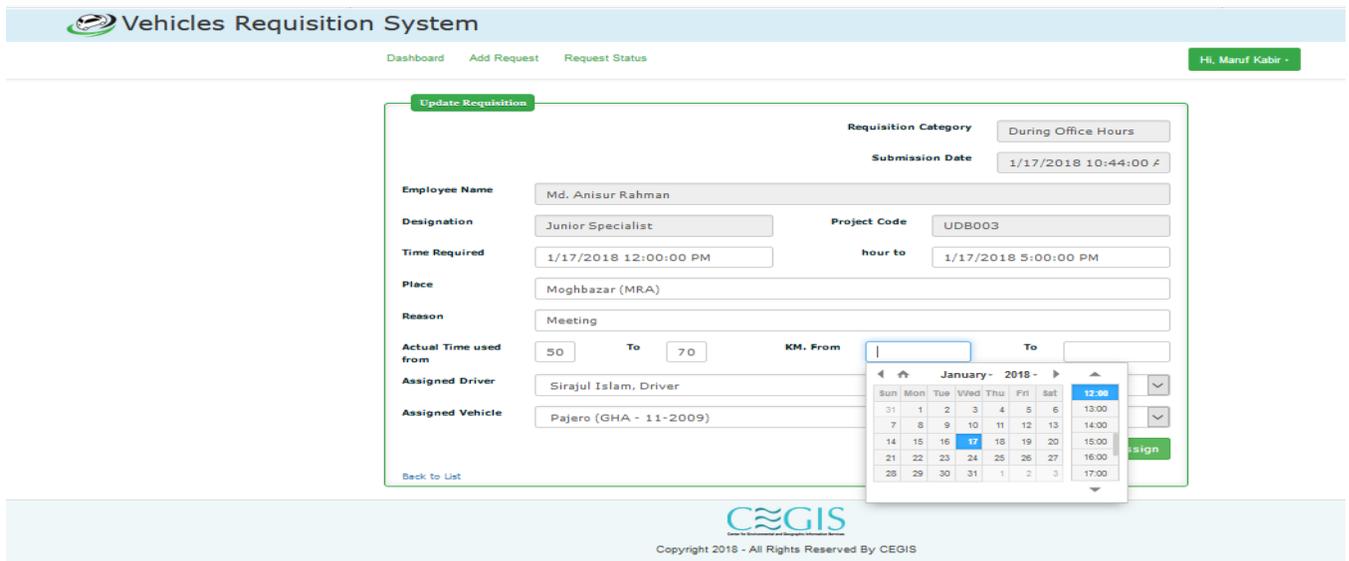


Figure 22: Requisition Update Window



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VEHICLES REQUISITION  
(OFFICIAL)

Requisition Category : During Office Hours

Date : 17-01-2018

Requester's Name	Md. Anisur Rahman						
Designation	Junior Specialist	Project	UDB003				
Date Required	17-01-2018	Date To	17-01-2018				
Time Required	12:00 PM	Hour to	5:00 PM				
Place	Moghbaraz (MRA)						
Reason	Meeting						
Actual Time used from		To		km.	From		To

Reviewed & Approved

By: Admin. officer/Admin. Asstt : Maruf Kabir
Driver Assigned : Sirajul Islam, Driver
Vehicle No : Pajero (GHA - 11-2009)

Md. Anisur Rahman  
Requester

Md. Anisur Rahman Project Leader	Abul Kashem Md. Hasan Director	Deputy Executive Director	Executive Director
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Printed By : Officer Transport

This is electronically generated vehicle requisition form which is valid without signature.

Figure 22: Final Printed Requisition after assign a vehicle.