



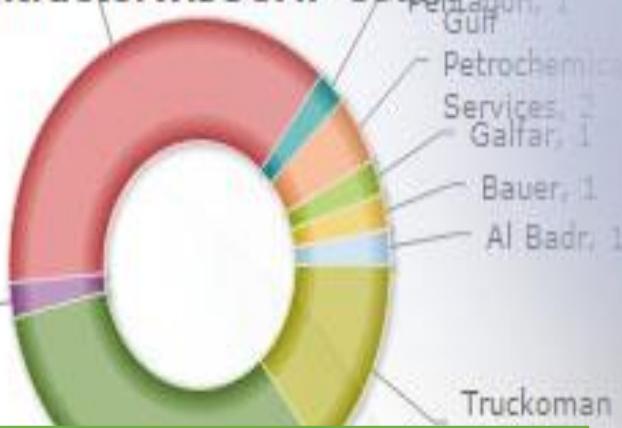
KZN - LMS User Guide

VER 1.0 - CIVIL CONSTRUCTION GUIDE

September

Month

Contractorwise JMP Count



Khazzan Logistics – IT Support

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Khazzan Logistics Overview

Khazzan Logistics is 4PL operation which dedicated to logistical management of all vehicles operating inside Block 61 Khazzan.

Khazzan Logistics comprises of four different operations.

Muscat Logistic Control Centre (MLCC)

Field Logistics Control Centre (FLCC)

Road Safety Team (RST)

Vehicle Inspection Team (VIT)

KL are in place to support and educate all contractors who work on behalf of BP. Through continuing development of systems and people, KL strive with the support of BP to make Khazzan the safest and most efficient BP operation worldwide.

To help BP with this goal KL operates integrated Logistical Management System (LMS) which enables BP & KL to monitor all vehicles which are operating on BP work.

The integrated LMS also monitors drivers performance and IVMS violations and with this information KL and contractors work together to improve driving standards across the block.

In addition BP insist all vehicles have an annual safety inspection which is carried out by our fully trained vehicle inspectors. Without the annual inspection the contractors are not allowed to operate inside the block.

Once the vehicles have been deployed into block 61 the Road Safety Team (RST) manage and patrol the block to make sure all vehicles are been operated in a safe manner and in-line with BP Road Safety regulations.

The RST is comprised of Ex ROP & Ex British Police officers who bring many years' experience to the operation.

To help support all of these activates the two Logistic Control Centers help co-ordinate with the contractors and filter back all training and educational tools to the contractors.

KL are in place to training/support and educate all contractors.

Dear Sir,

In conjunction with Khazzan Logistics BP are now developing an integrated IVMS Logistics Management System powered by our IVMS partner Telogis Inc. In order to achieve this integrated system BP will require the co-operation of all of its contractors and their sub-contractors in gaining access to the direct feed from their individual IMVS providers.

The data required to develop the IVMS LMS is already supplied as part of the contractual responsibilities when working with BP in the form of the reports and access currently available. The LMS system will alleviate the need to manually compile and deliver weekly and monthly statements to the MLCC through an automated and integrated service.

In order to develop, achieve and deliver the integrated LMS platform contractors will be required to instruct their individual IVMS providers to open up the feed of data for vehicles that are conducting BP business both in Block 61 and in the wider sense. Tracking will then be enabled from the commencement of the vehicles journey at its source location for the whole of its time spent on BP business. This will not adversely impact or continue once the vehicle has cleared the geo-fence surrounding Block 61 on completion of its business with BP. This system will allow the more effective time management of vehicles arriving on block and will also allow the Road Safety Management Team to prevent delays to vehicles arriving on Block 61 through congestion at key pinch points.

The level of information required from the IVMS providers is contained in the attached document that can be forwarded onto the individual IVMS providers and provides a starting point for the completion of this project.

Following the issuing of the request for information to the contractors and sub-contractors IVMS providers it is proposed that a group forum for the providers and their representatives is held in Muscat in order to work through issues that both BP/KZL/Telogis are having with the development process. Workshops with individual service providers requiring additional support will also be arranged to ensure successful delivery of the project.

Regards

Khazzan Logistics Team

Login & Home Page

Figure 1 shows the LMS login screen. Users have to use the user name and password provided by System Administrator.

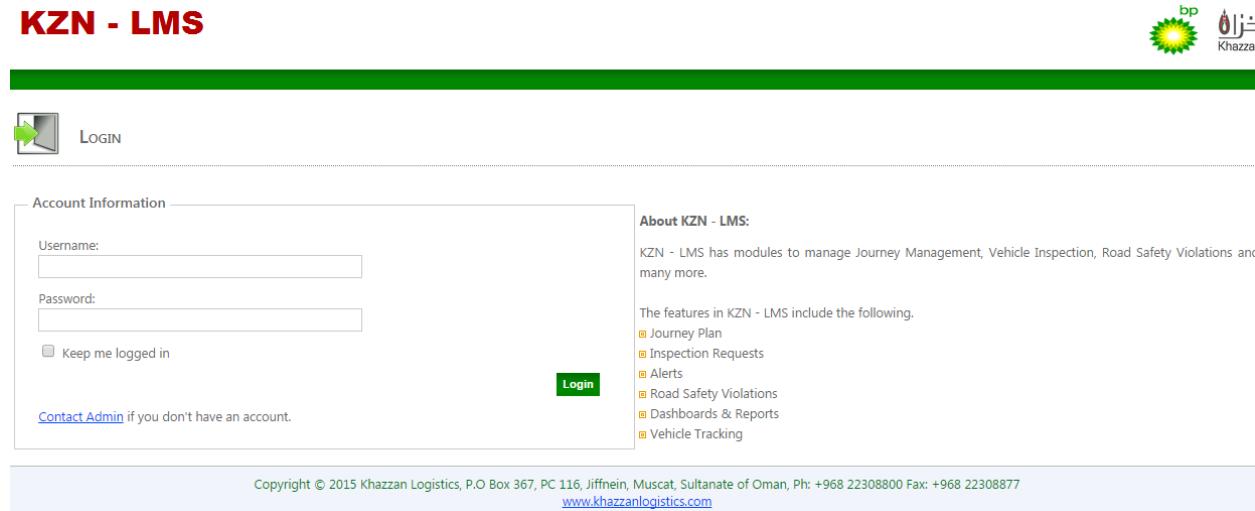


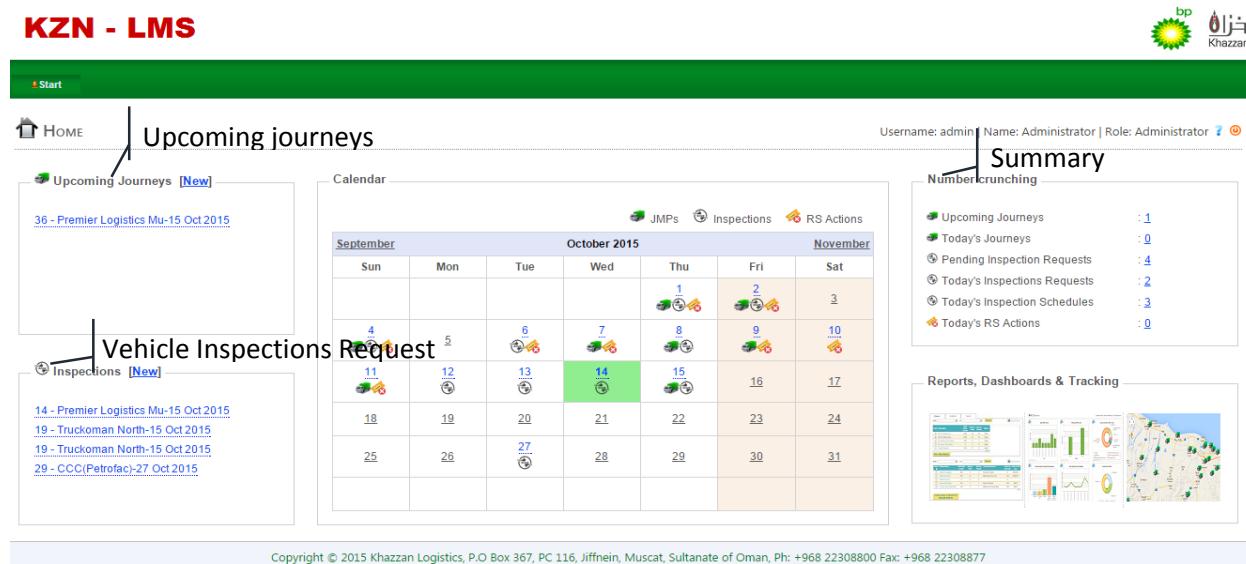
Figure 1 Login Screen

In Figure 2 shows the home page of the LMS. The home page has got quick links to the following:

1. Vehicle Inspections Request
2. Journey Plans
3. Reports
4. Dashboard

The home page also displays a summary of the following:

- Upcoming journeys
- Scheduled inspections
- Calendar view of Journeys, Inspections & Road Safety Actions

KZN - LMS


Upcoming journeys

Calendar

Summary

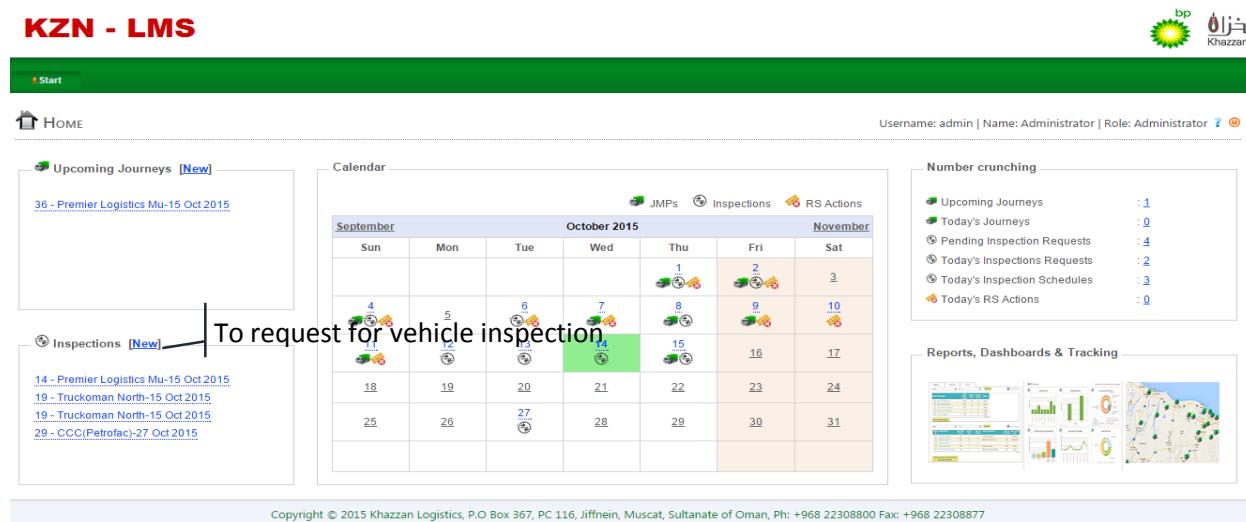
Reports, Dashboards & Tracking

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Figure 2 Home Page

Vehicle Inspections Request

LMS Allows users to request for Vehicle Inspections online. To access the Vehicle Inspections Request page user has to click on Inspections **New** link as show on Figure 3. This screen can also be accessed through the **Start** menu, **Start > Transactions > Vehicle Inspection > Inspection Request**.



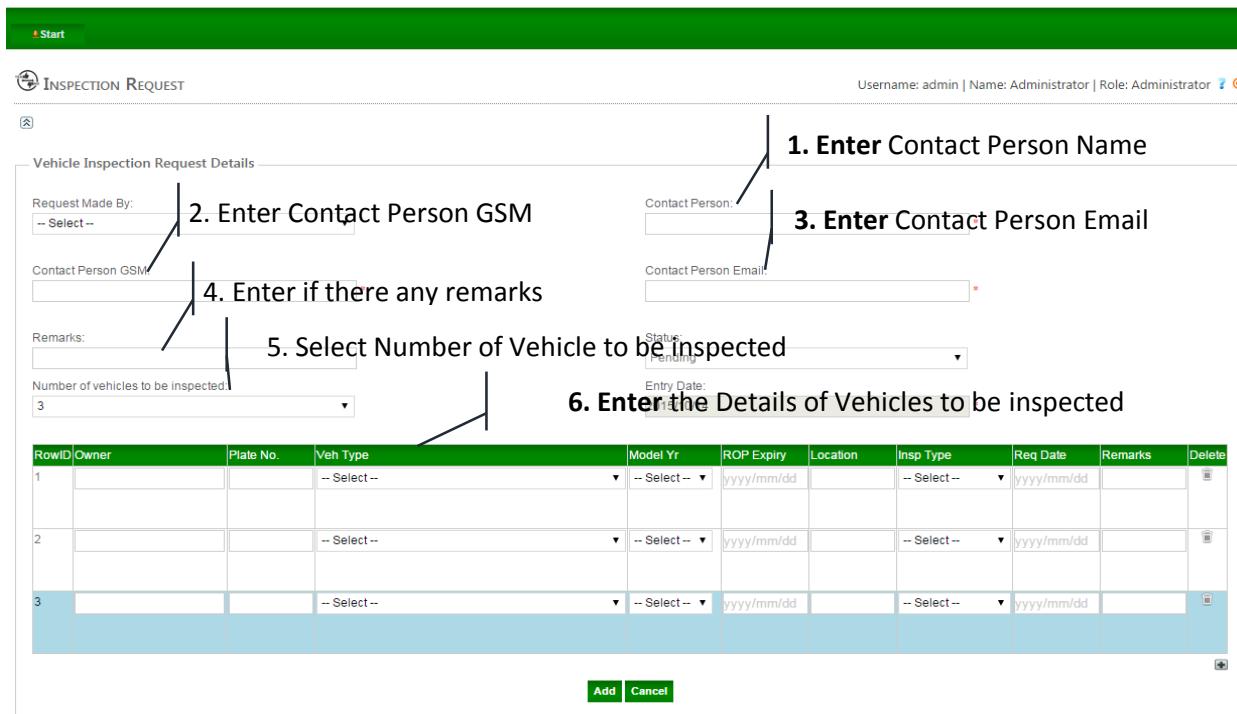
To request for vehicle inspection

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Figure 3 LMS Home Page to access Vehicle Inspections Request page

Figure 4 shows Vehicle Inspections Request page where user can add a new request. User has to enter the following: Contact Person Name, Contact Person GSM, Contact Person Email, Remarks, if any, the

Number of Vehicles to be inspected and the Details of Vehicles to be inspected as show in Figure 4

KZN - LMS


The screenshot shows a web-based application for vehicle inspection requests. At the top, there is a green header bar with a 'Start' button. Below the header, the page title is 'INSPECTION REQUEST'. On the right side, there is a user information bar showing 'Username: admin | Name: Administrator | Role: Administrator' with a 'Logout' link. The main content area is titled 'Vehicle Inspection Request Details'. It contains several input fields and a table for listing vehicles.

- 1. Enter Contact Person Name
- 2. Enter Contact Person GSM
- 3. Enter Contact Person Email
- 4. Enter if there any remarks
- 5. Select Number of Vehicle to be inspected
- 6. Enter the Details of Vehicles to be inspected

Below the table, there are 'Add' and 'Cancel' buttons.

RowID	Owner	Plate No.	Veh Type	Model Yr	ROP Expiry	Location	Insp Type	Req Date	Remarks	Delete
1			-- Select --	-- Select --	-- Select --		-- Select --	-- Select --		
2			-- Select --	-- Select --	-- Select --		-- Select --	-- Select --		
3			-- Select --	-- Select --	-- Select --		-- Select --	-- Select --		

Figure 4 Vehicle Inspections Request page

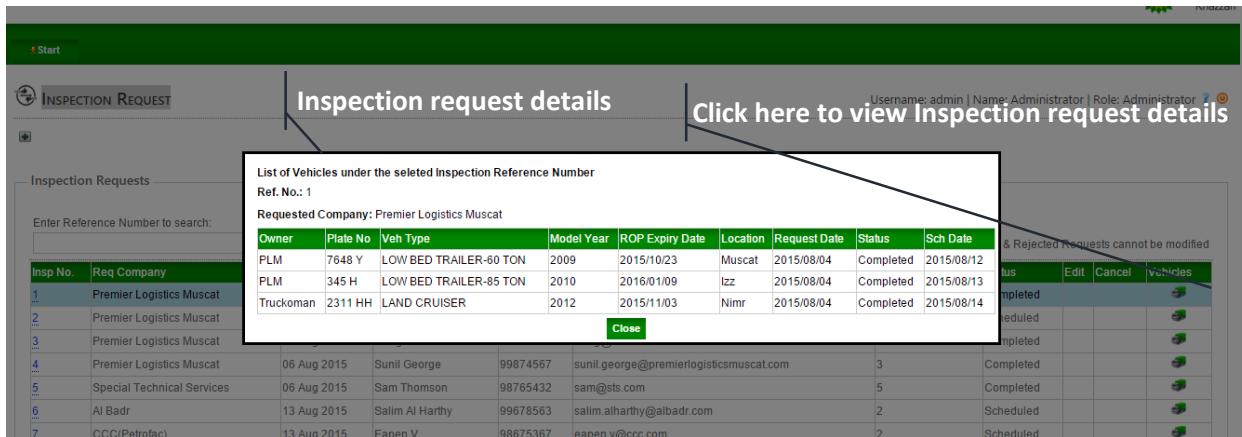
Click the **Add** button to submit the request

Click **Cancel** button to cancel the process

- Owner: the Owner of the Vehicles
- Plate No: ROP registration No.
- Veh Type: Vehicle Type (TANKER, TRAILER, ETC)
- Model Yr: Vehicle Model Year.
- ROP Expiry: Date of Mulkhya.
- Location: Inspection of the Vehicle (Muscat, Truckoman Yard, etc.)
- Insp Type: they are different type of inspection as following
 - New Inspection : this type for Inspection for the first time
 - Re-inspection : this type use to re inspected Vehicle in case of it fall the inspection
 - Renewal : this type use in case of the expiry of BP sticker
- Req Date: Date of when the inspection need to done
- Remarks: to type any remarks
- Delete: To Delete the line.

Note: After submitting the user will receive Email for, and once the inspection scheduled for his request user will receive email from the system.

To view Inspection Request and the status go to **Start >>Transactions >> Vehicle Inspection >> Inspection Request**. Click on  to view the inspection request details **as shown in figure 5**



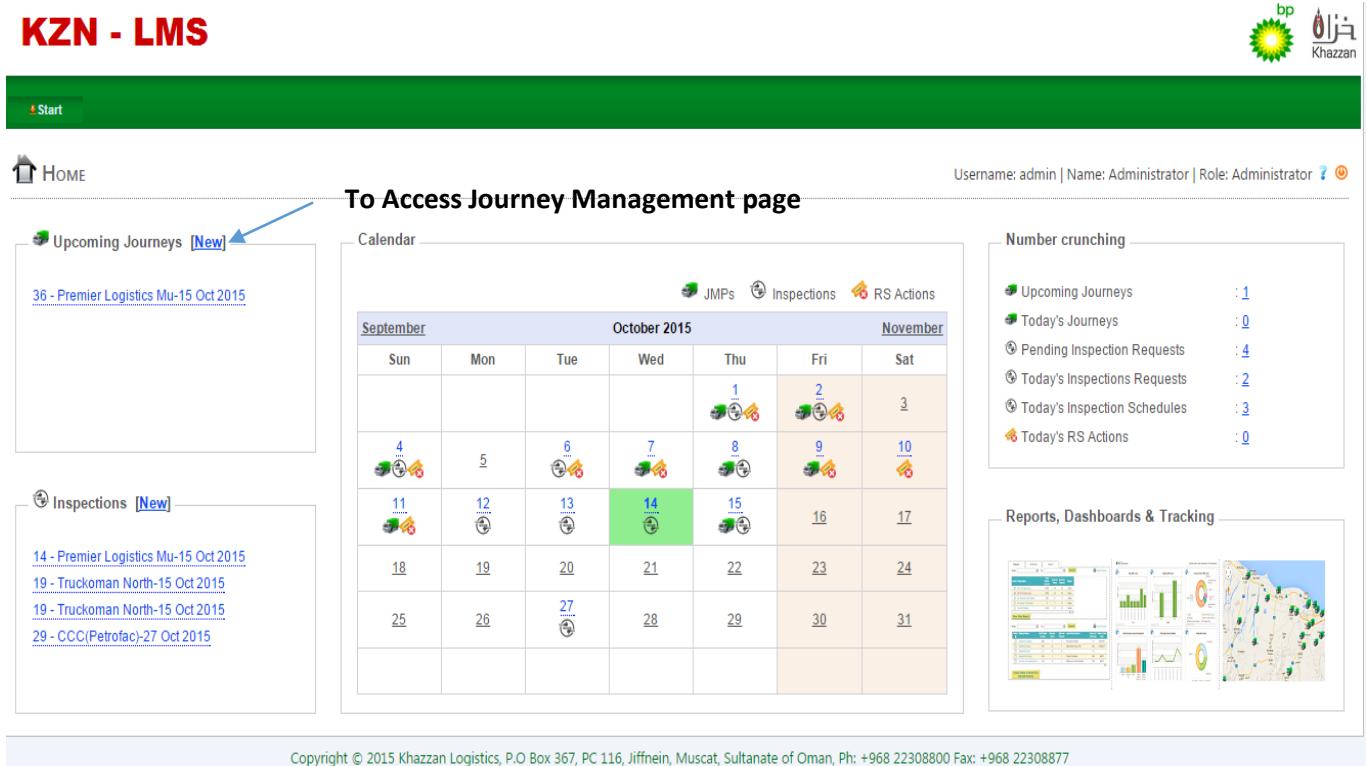
The screenshot shows the 'Inspection request details' screen. At the top, there is a header with the Khazzan Logistics and bp logos, the title 'KZN - LMS', and a 'USER GUIDE' button. Below the header, there is a sub-header 'Inspection request details' and a sub-sub-header 'List of Vehicles under the selected Inspection Reference Number'. A note 'Click here to view Inspection request details' is displayed. The main content is a table showing a list of vehicles, with columns for Owner, Plate No, Veh Type, Model Year, ROP Expiry Date, Location, Request Date, Status, and Sch Date. The table includes rows for PLM, Premier Logistics Muscat, and Truckoman. A 'Close' button is at the bottom of the table. To the right of the table, there is a sidebar with a note 'Rejected Requests cannot be modified' and a list of buttons for 'Status', 'Edit', 'Cancel', and 'Vehicles'.

Figure 5 Inspection request details

Journey Management

LMS allows user to add new and manage the journeys. To access the Journey Management screen, user has to click **NEW Journey** as show in figure 6. This screen can also be accessed through the **Start** menu.

Start >>Transactions >> Journey Management >> Journey Plan

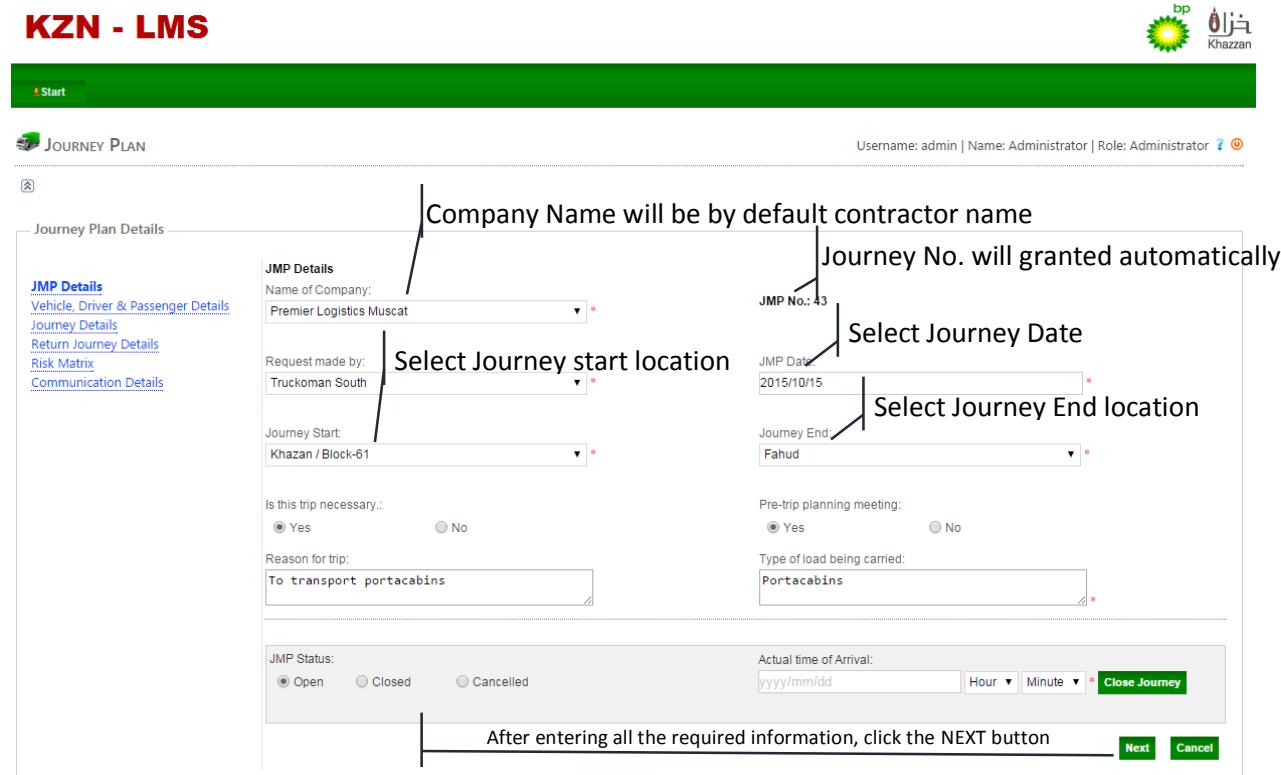


The screenshot shows the 'Home' screen of the KZN - LMS application. At the top, there is a header with the Khazzan Logistics and bp logos, the title 'KZN - LMS', and a 'USER GUIDE' button. Below the header, there is a sub-header 'To Access Journey Management page'. The main content is divided into several sections: 'Upcoming Journeys [New]' (with a note '36 - Premier Logistics Mu-15 Oct 2015'), 'Inspections [New]' (with a note '14 - Premier Logistics Mu-15 Oct 2015', '19 - Truckoman North-15 Oct 2015', '19 - Truckoman North-15 Oct 2015', and '29 - CCC(Petrofac)-27 Oct 2015'), a 'Calendar' section showing the month of October 2015 with days marked as 'JMPs', 'Inspections', and 'RS Actions', and a 'Number crunching' section with statistics for upcoming journeys, today's journeys, pending inspection requests, today's inspection requests, today's inspection schedules, and today's RS actions. At the bottom, there is a copyright notice: 'Copyright © 2015 Khazzan Logistics, P.O Box 367, PC 116, Jiffnein, Muscat, Sultanate of Oman, Ph: +968 22308800 Fax: +968 22308877'.

Figure 6 Home page- To Access to Journey Management

Figure 7 show the Journey Management page. To add a new Journey, the user has to go through 5/6 steps as following:

1. JMP Details which include the following: (See Figure 7)
 - 1.1 Name of the Company (Company name will be selected automatically with the Contractors' name)
 - 1.2 JMP No (Journey number will be generated automatically)
 - 1.3 Request made by
 - 1.4 JMP Date
 - 1.5 Journey Start point
 - 1.6 Journey End point
 - 1.7 Is that trip Necessary
 - 1.8 Pre-trip planning meeting
 - 1.9 Reason for trip
 - 1.10 Type of load carried
 - 1.11 JMP Status (This section to be used while closing a journey. While adding a journey, this will be OPEN by default)



KZN - LMS

Start

Username: admin | Name: Administrator | Role: Administrator

JOURNEY PLAN

Journey Plan Details

JMP Details

Name of Company: Premier Logistics Muscat

Request made by: Truckoman South

Journey Start: Khazan / Block-61

Is this trip necessary: Yes No

Reason for trip: To transport portacabins

JMP No.: 43

JMP Date: 2015/10/15

Journey End: Fahud

Pre-trip planning meeting: Yes No

Type of load being carried: Portacabins

JMP Status: Open Closed Cancelled

Actual time of Arrival: yyyy/mm/dd Hour Minute * Close Journey

After entering all the required information, click the **NEXT** button

Next **Cancel**

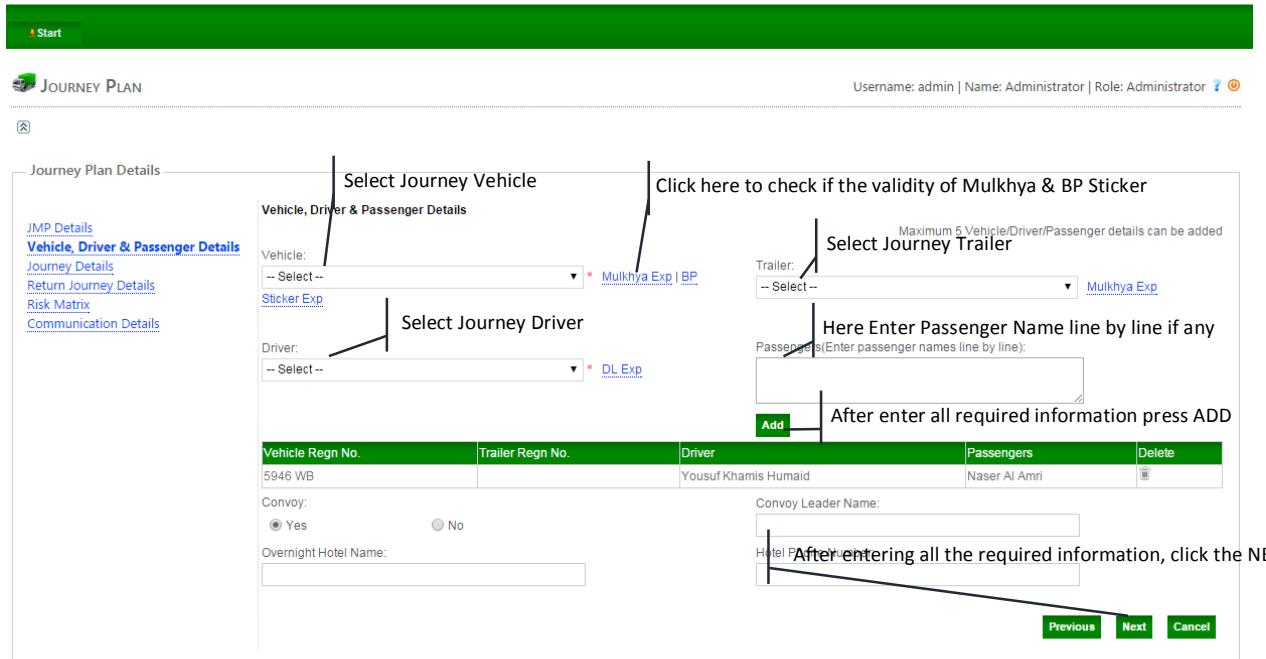
Figure 7 Add New Journey- JMP Details

After entering all the required information, click the **NEXT button**

Note: If any

2. Vehicle, Driver& Passenger Details which include the following: (See Figure 8)
 - 2.1 Vehicle - Trailer
 - 2.2 Driver
 - 2.3 Passengers Names

KZN - LMS

The screenshot shows the 'JOURNEY PLAN' section of the KZN-LMS system. On the left, a sidebar lists 'JMP Details', 'Vehicle, Driver & Passenger Details' (which is currently selected), 'Journey Details', 'Return Journey Details', 'Risk Matrix', and 'Communication Details'. The main area is titled 'Select Journey Vehicle' and 'Vehicle, Driver & Passenger Details'. It includes fields for 'Vehicle' (dropdown, currently 'Mulkyha Exp | BP'), 'Sticker Exp' (link), 'Driver' (dropdown, currently 'DL Exp'), and 'Select Journey Driver' (link). To the right, there's a note about checking Mulkyha & BP sticker validity and a section for 'Select Journey Trailer' with a dropdown for 'Trailer' (link). Below these are fields for entering passenger names line by line and an 'Add' button. A table at the bottom shows vehicle and trailer registration numbers, driver names, and passenger names. The table includes columns for 'Vehicle Regn No.', 'Trailer Regn No.', 'Driver', 'Passengers', and 'Delete'. At the bottom, there are buttons for 'Previous', 'Next', and 'Cancel', and a note: 'After entering all the required information, click the NEXT button'.

Figure 8 Add New Journey- Vehicle, Driver& Passenger Details

Click to check the Mulkyha & BP sticker validity

Click to check Driving License validity (Against Driver)

Note: The link against Vehicle, Trailer and Driver to check the Mulkyha Expiry and Driving License Expiry respectively. The system will not allow selecting a Vehicle, Trailer or Driver if these documents are expired

After entering all the required information, click the **ADD button**

After entering all the required information, click the **NEXT button**

3. Journey Details which include the following: (See Figure 8)

(In this section user have to enter the journey plan in details (Estimated time of Departure, rest time, rest location, Estimated time of Arrival. For example, for a journey from Muscat to Nizwa, the driver has to take 30 minutes break.)

3.1 Estimated time of Departure(Date, Hour, Minute)

3.2 From Location

3.3 To Location

3.4 Estimated time of Arrival (Date, Hour, Minute)

3.5 Estimated Loading / Unloading Time

KZN - LMS



Start

JOURNEY PLAN

Username: admin | Name: Administrator | Role: Administrator  

Journey Plan Details

JMP Details

Vehicle, Driver & Passenger Details

Journey Details

Return Journey Details

Risk Matrix

Communication Details

Enter Estimated time of Departure should include (Date, Hour, Minute)

Estimated time of Departure: yyyy/mm/dd

Add Location

Maximum 5 Journey details can be added

Select Start location of each line

From:

To:

Select End location of each line

Enter Estimated time of Arrival should include (Date, Hour, Minute)

Estimated time of Arrival: yyyy/mm/dd

Rest breaks taken:

Estimated Loading/Unloading Time:

After enter all required information press Add. User can add up to five line

Add

To delete any line click here

ETD	From	To	ETA	Rest Breaks	Loading/Unloading Time	Delete
10/15/2015 8:00:00 AM	Khazan / Block-61	Fahud	10/15/2015 9:30:00 AM			

Previous  

After entering all the required information, click the NEXT button

Figure 9 Add New Journey- Journey Details

4. Risk Matrix which include Six Risk Matrix Types where user have to select one option against each Matrix

KZN - LMS



Start

JOURNEY PLAN

Username: admin | Name: Administrator | Role: Administrator  

Journey Plan Details

JMP Details

Vehicle, Driver & Passenger Details

Journey Details

Risk Matrix

Communication Details

Select one option against each Matrix

RM Type	Criteria	Point
Matrix A - Total distance of journey	> 200 Km & < 400 Km [2.000]	2
Matrix B - Weather	Fog, Sandstorm, Reduced Visibility for journey <= 50 Km	21
Matrix C - Number of vehicles & passengers	1 Vehicle & >1 Passenger & no co-driver [2.000]	2
Matrix D - Road condition	Off Road [5.000]	5
Matrix E - Communication	Mobile Phone [2.000]	2
Matrix F - Total duration of journey(Driving & Rest time)	Duration of journey >= 3 hours and < 5 hours [4.000]	4

Total Points:

Logistics Operations Nominated Manager:

Journey Manager:

Journey Supervisor:

After entering all the required information, click the NEXT button

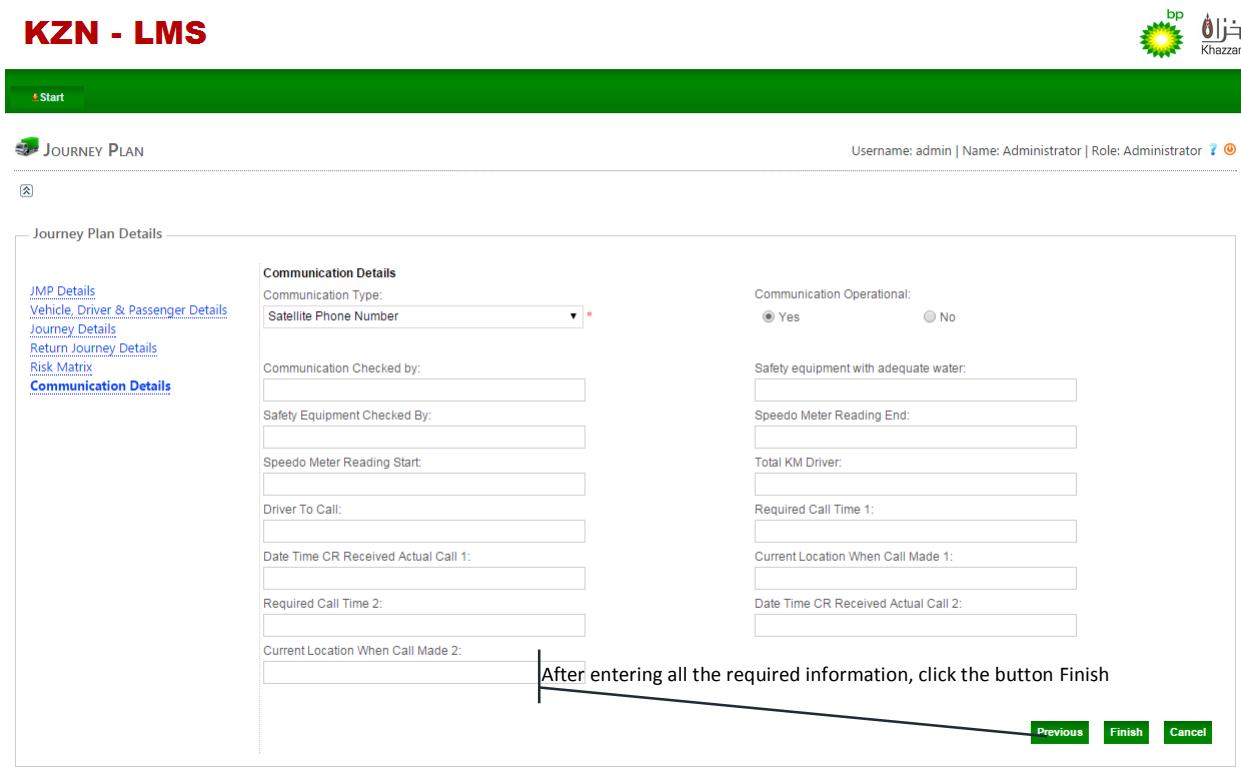
Previous  

Figure 10 Add New Journey- Risk Matrix Page

After entering all the required information, click the **NEXT button**

5. Communications Details

In this section, the user has to fill communications Details for the Journey as shown in figure 10



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Start

JOURNEY PLAN

Username: admin | Name: Administrator | Role: Administrator  

Journey Plan Details

[JMP Details](#)

[Vehicle, Driver & Passenger Details](#)

[Journey Details](#)

[Return Journey Details](#)

[Risk Matrix](#)

Communication Details

Communication Type: * Satellite Phone Number Yes No

Communication Checked by:

Safety Equipment Checked By:

Speedo Meter Reading Start:

Driver To Call:

Date Time CR Received Actual Call 1:

Required Call Time 2:

Current Location When Call Made 2:

Communication Operational: Yes No

Safety equipment with adequate water:

Speedo Meter Reading End:

Total KM Driver:

Required Call Time 1:

Current Location When Call Made 1:

Date Time CR Received Actual Call 2:

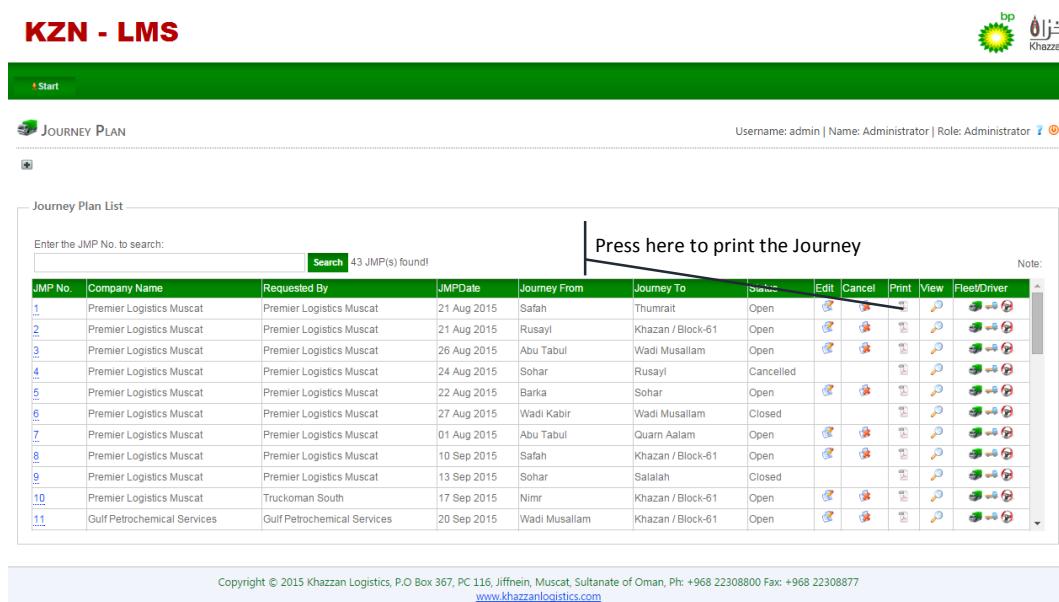
After entering all the required information, click the button Finish

Previous **Finish** Cancel

Figure 11 Add New Journey-Communications Details

After entering all the required information, click the **FINISH button**

To Print the Journey plan. Press **PRINT** option as shown in Figure 11

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Figure 12 List of All Journeys

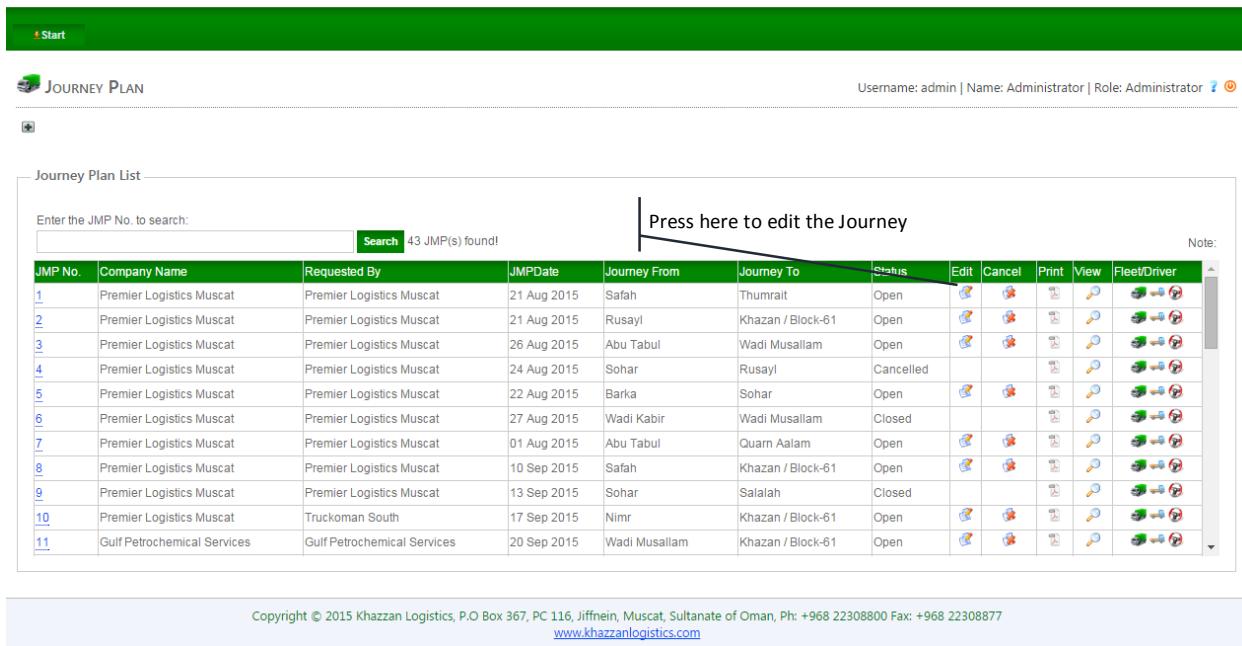
After pressing on  the journey plan will be shown in pdf format as shown in figure 12

JMP No. : 43		JOURNEY MANAGEMENT PLAN					
JMP Details							
Name of Company	Premier Logistics Muscat	Request made by	Truckoman South				
Date	Journey Start (Location)	Journey End (Location)	Is this trip necessary	Pre-trip planning meeting			
15 Oct 2015	Khazan / Block-61	Fahud	Yes	Yes			
Reason for trip	Vehicle	Type of load being carried NA					
Vehicle, Driver & Passenger Details							
Vehicle	Trailer	Driver	Passengers	Convoy	Convoy Leader	Overnight Hotel	Hotel Phone
5946 WB		Yousuf Khamis Humaid	Naser Al Amri	Y			
Journey Details							
ETD	From Location	To Location	ETA	Rest Breaks	Est Load	Unload Time	
10/15/2015 8:00:00AM	Khazan / Block-61	Fahud	10/15/2015 9:30:00AM				
Return Journey Details							
ETD	From Location	To Location	ETA	Rest Breaks	Est Load	Unload Time	
10/15/2015 11:00:00AM	Fahud	Khazan / Block-61	10/15/2015 1:00:00PM				
Risk Matrix Details							
Type	Criteria				Point		
Matrix A - Total distance of journey	> 200 Km & < 400 Km				2		
Matrix B - Weather	For example: Windstorm, Reduced Visibility for journey <= 50 Km				2		
Matrix C - Number of vehicles & passengers	1 Vehicle & > 1 Passenger & no co-driver				2		
Matrix D - Road condition	Off Road				5		
Matrix E - Communication	Mobile Phone				2		
Matrix F - Total duration of journey(Driving & Rest time)	Duration of journey >= 3 hours and < 5 hours				4		
Logistics Ops Manager:	Journey Manager:			Journey Supervisor:			
Communication Details							
Communication Type	All communication equipments to be tested prior to departure		Safety Equipment with adequate water to be placed in vehicles		Speedometer Reading		
Satellite Phone Number	Operational : Yes Checked by : :		Yes/No : Checked by : :		End : Start : Total KM Driven : :		
Communication Plan - Driver To Call:							
Required Call Time	Date/Time CR recd Actual Call	Current location when call made	Required Call Time	Date/Time CR recd Actual Call	Current location when call made		
NOTE: If driver is one hour overdue, then the responsible JMP Manager for contractor are to try to contact the driver. If driver is unable to respond, then the Journey Manager must contact the FLCC/C/LCC and start their own internal ER procedure.							
Driver(s) is to ensure he is familiar with his responsibilities towards this JMP			Driver(s) name in full			Driver Signature(s)	

Figure 13 Journey Plan

To close or cancel the Journey

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Journey Plan List

Enter the JMP No. to search: **Search** 43 JMP(s) found!

Press here to edit the Journey

JMP No.	Company Name	Requested By	JMPDate	Journey From	Journey To	Status	Edit	Cancel	Print	View	FleetDriver
1	Premier Logistics Muscat	Premier Logistics Muscat	21 Aug 2015	Safah	Thumrait	Open					
2	Premier Logistics Muscat	Premier Logistics Muscat	21 Aug 2015	Rusayl	Khazan / Block-61	Open					
3	Premier Logistics Muscat	Premier Logistics Muscat	26 Aug 2015	Abu Tabul	Wadi Musallam	Open					
4	Premier Logistics Muscat	Premier Logistics Muscat	24 Aug 2015	Sohar	Rusayl	Cancelled					
5	Premier Logistics Muscat	Premier Logistics Muscat	22 Aug 2015	Barka	Sohar	Open					
6	Premier Logistics Muscat	Premier Logistics Muscat	27 Aug 2015	Wadi Kabir	Wadi Musallam	Closed					
7	Premier Logistics Muscat	Premier Logistics Muscat	01 Aug 2015	Abu Tabul	Quarn Aalam	Open					
8	Premier Logistics Muscat	Premier Logistics Muscat	10 Sep 2015	Safah	Khazan / Block-61	Open					
9	Premier Logistics Muscat	Premier Logistics Muscat	13 Sep 2015	Sohar	Salalah	Closed					
10	Premier Logistics Muscat	Truckoman South	17 Sep 2015	Nimr	Khazan / Block-61	Open					
11	Gulf Petrochemical Services	Gulf Petrochemical Services	20 Sep 2015	Wadi Musallam	Khazan / Block-61	Open					

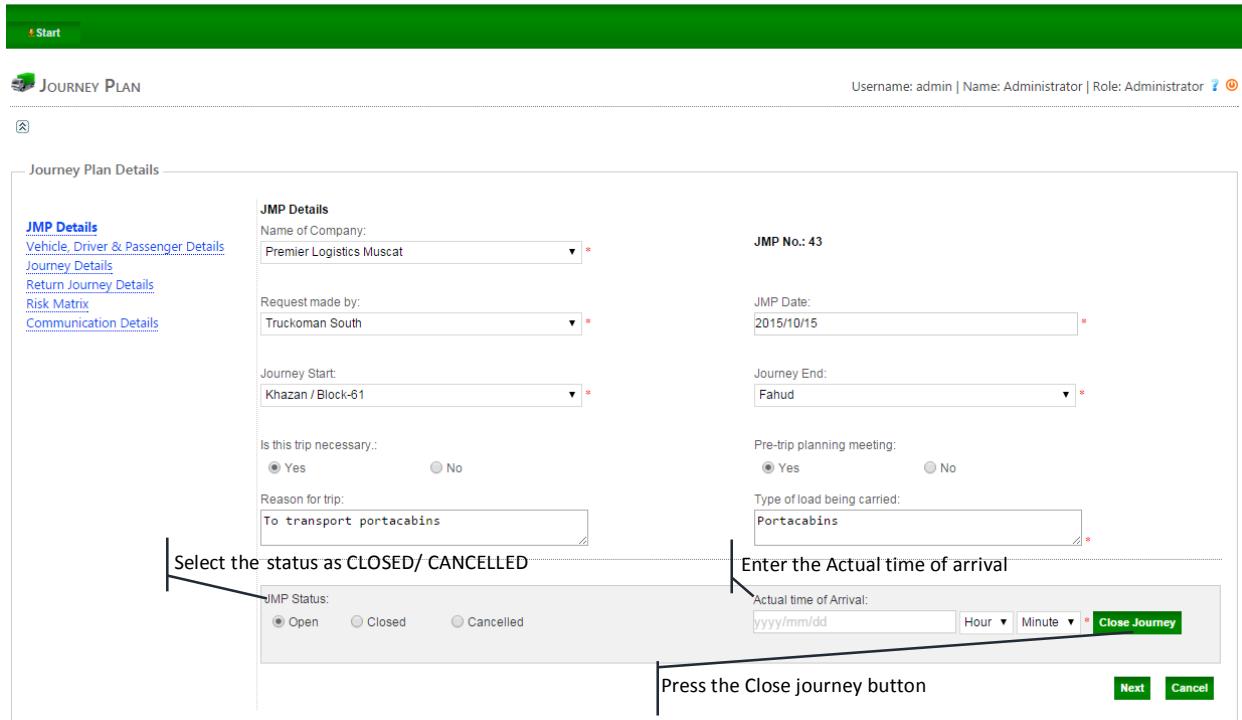
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Figure 14 Edit Journey

To close a Journey, click the **EDIT** button  against the Journey as shown in figure 14. This will take the user to the edit mode as shown in figure 15 and the user has to select the following:

- Select the status as CLOSED
- Enter the Actual time of arrival
- Press the **Close journey** button

To cancel a journey, just press the **Cancel button** against the Journey

KZN - LMS


Start

JOURNEY PLAN

Username: admin | Name: Administrator | Role: Administrator

Journey Plan Details

JMP Details

Name of Company: Premier Logistics Muscat * JMP No.: 43

Request made by: Truckoman South * JMP Date: 2015/10/15 *

Journey Start: Khazan / Block-61 * Journey End: Fahud *

Is this trip necessary: Yes No

Pre-trip planning meeting: Yes No

Reason for trip: To transport portacabins

Type of load being carried: Portacabins *

Select the status as CLOSED/ CANCELLED

JMP Status: Open Closed Cancelled

Enter the Actual time of arrival

Actual time of Arrival: yyyy/mm/dd Hour Minute * **Close Journey**

Press the Close journey button

Next **Cancel**

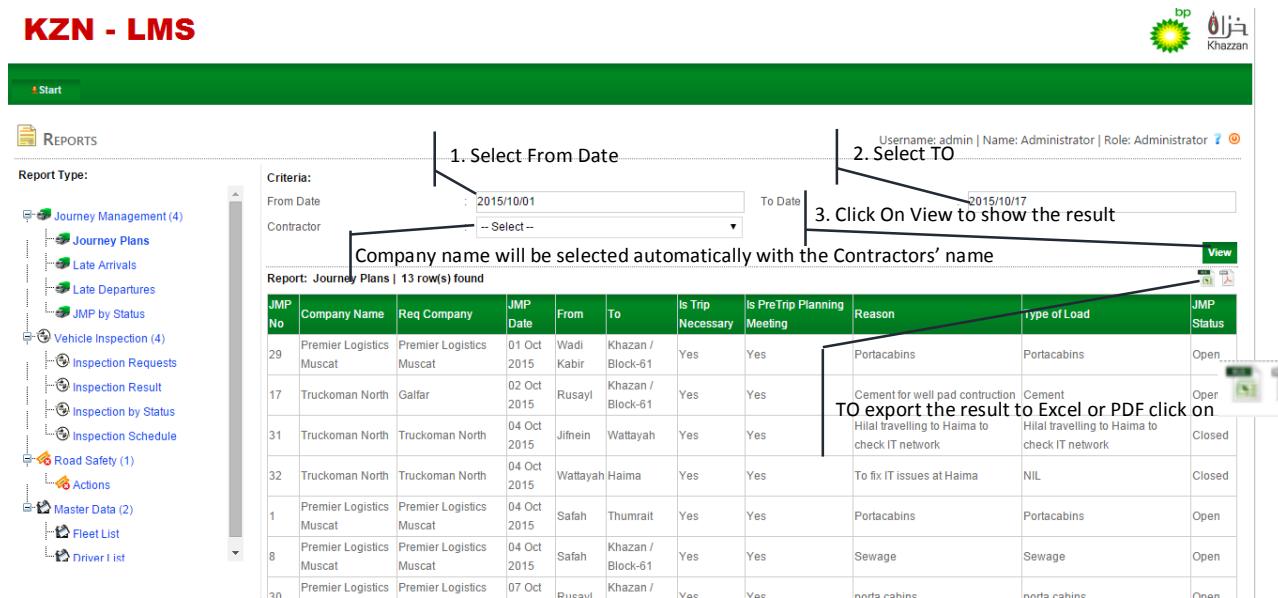
Figure 15 Journey edit mode

REPORTS

To go to report page select **Start >> Report**

System provided different type of reports as following:

- ❖ Journey Management
 - Journey Plan
 - Late Arrivals
 - Late Departures
 - JMP by Status
- ❖ Vehicle Inspection
 - Inspection Requests
 - Inspection Result
 - Inspection by Status
 - Inspection Schedule
- ❖ Master Information
 - Fleet List
 - Driver List

KZN - LMS


1. Select From Date

2. Select To

3. Click On View to show the result

Company name will be selected automatically with the Contractors' name

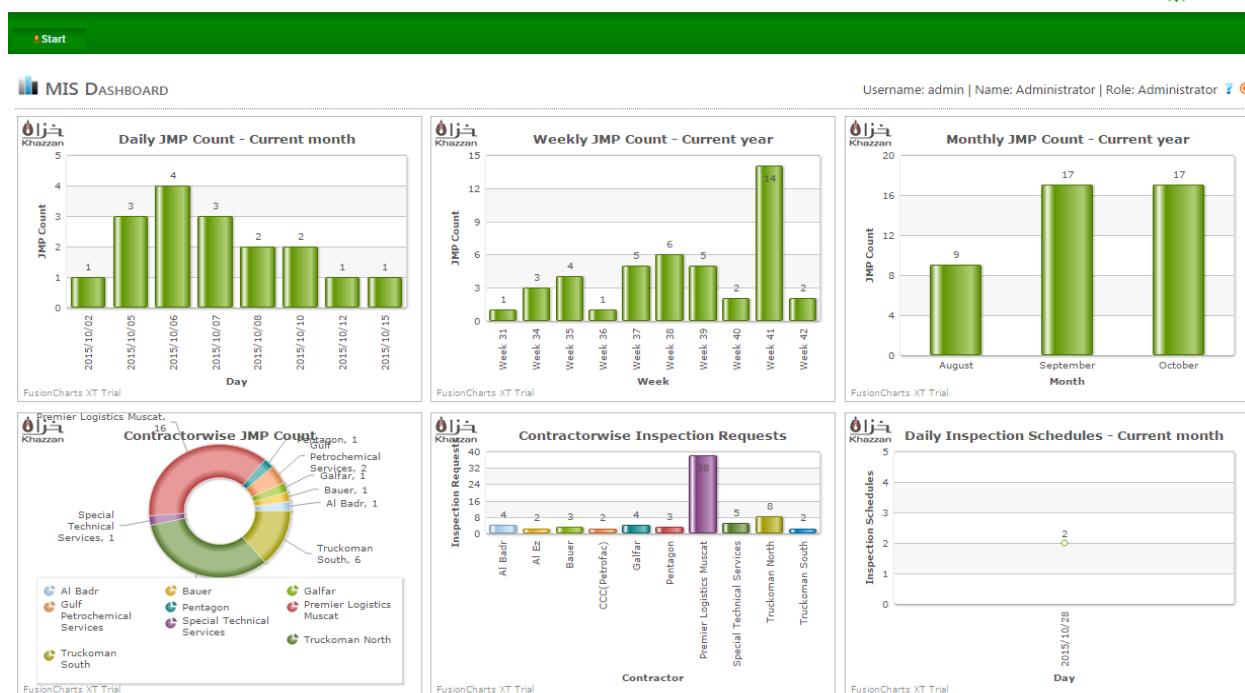
Report: Journey Plans | 13 row(s) found

JMP No	Company Name	Req Company	JMP Date	From	To	Is Trip Necessary	Is PreTrip Planning Meeting	Reason	Type of Load	JMP Status
29	Premier Logistics Muscat	Premier Logistics Muscat	01 Oct 2015	Wadi Kabir	Khazan / Block-61	Yes	Yes	Portacabins	Portacabins	Open
17	Truckoman North	Galfar	02 Oct 2015	Rusayl	Khazan / Block-61	Yes	Yes	Cement for well pad construction	Cement	Open
31	Truckoman North	Truckoman North	04 Oct 2015	Jifnein	Wattayah	Yes	Yes	Hilal travelling to Haima to check IT network	Hilal travelling to Haima to check IT network	Closed
32	Truckoman North	Truckoman North	04 Oct 2015	Wattayah	Haima	Yes	Yes	To fix IT issues at Haima	NIL	Closed
1	Premier Logistics Muscat	Premier Logistics Muscat	04 Oct 2015	Safah	Thumrait	Yes	Yes	Portacabins	Portacabins	Open
8	Premier Logistics Muscat	Premier Logistics Muscat	04 Oct 2015	Safah	Khazan / Block-61	Yes	Yes	Sewage	Sewage	Open
20	Premier Logistics	Premier Logistics	07 Oct 2015	Rusayl	Khazan /	Yes	Yes	norta cabins	norta cabins	Open

Figure 16 Journey Plans Report

DASHBOARD

System is supported by DASHBOARD as shown in Figure 17. To go to DASHBOARD Start >> DASHBOARD

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1. Daily JMP Count - Current month

2. Weekly JMP Count - Current year

3. Monthly JMP Count - Current year

4. Contractorwise JMP Count

5. Contractorwise Inspection Requests

6. Daily Inspection Schedules - Current month

Figure 17 DASHBOARD PAGE

File templates

System provided user with file templates for Fleet Master and Driver Master to be filled by the user and send to system administrator. To Download Fleet/Driver master templates go to follow the path **Start >> File templates**



Figure 18 File templates

Change password

To Change password, go to follow the path Start >> Change password. This will take the user to Change password page as shown in figure 19 and the user has to select the following:

- Enter Old Password
- Enter New Password
- Enter Confirm New Password
- Press the Update button

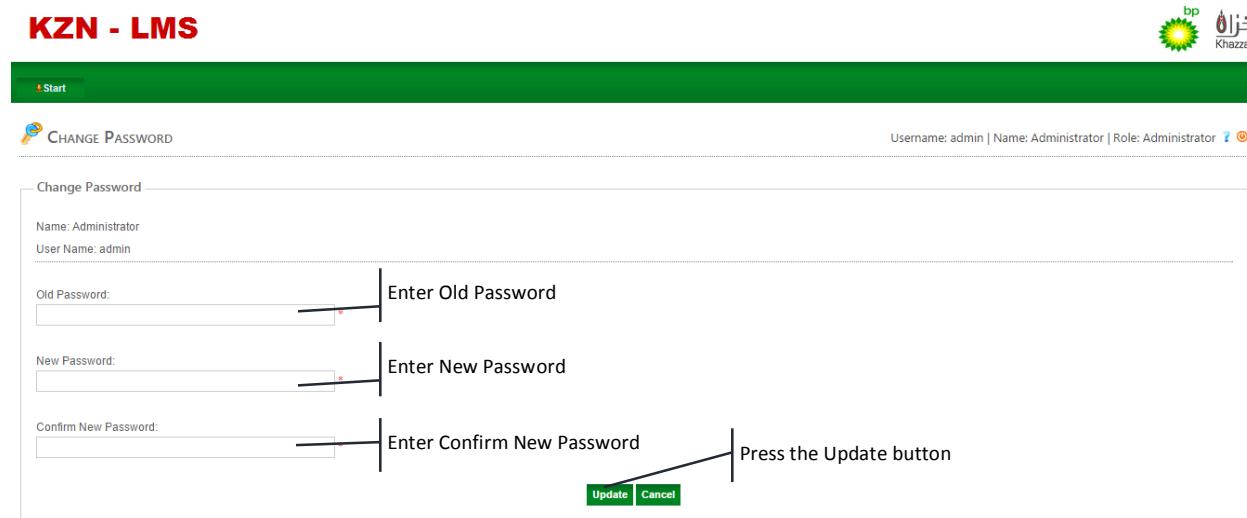


Figure 19 Change password screen

Help and Support

Video Tutorials

1. How to request for a new vehicle inspection
2. How to create a new journey plan
3. How to close a journey

To get Help Topics page **Start >> Help Topics**



KZN - LMS

Start

HELP TOPICS

Video tutorials:

[How to request for a new vehicle inspection](#)
[How to create a new journey plan](#)
[How to close a journey](#)

Username: admin | Name: Administrator | Role: Administrator

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Figure 20 Help Topics

