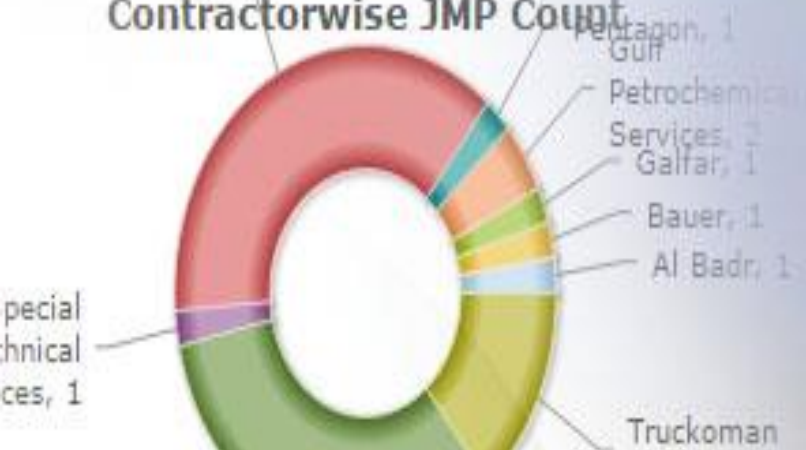




KZN - LMS User Guide

Contractorwise JMP Count



October 2015

Khazzan Logistics – IT Support
Muscat, Sultanate of Oman
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Website: khazzanlogistics.com
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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.

KZN - LMS



LOGIN

Account Information

Username:

Password:

☐ Keep me logged in

[Contact Admin](#) if you don't have an account.

About KZN - LMS:

KZN - LMS has modules to manage Journey Management, Vehicle Inspection, Road Safety Violations and many more.

The features in KZN - LMS include the following.

- ▣ Journey Plan
- ▣ Inspection Requests
- ▣ Alerts
- ▣ Road Safety Violations
- ▣ Dashboards & Reports
- ▣ Vehicle Tracking

Login

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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

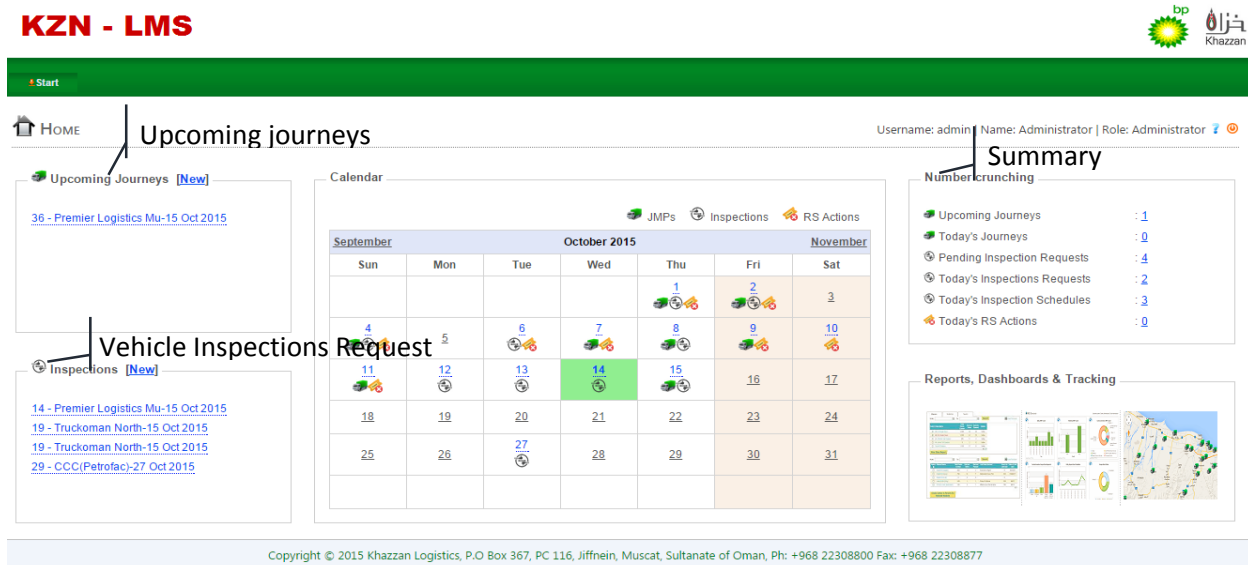


Figure 2 Home Page

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**.

KZN - LMS

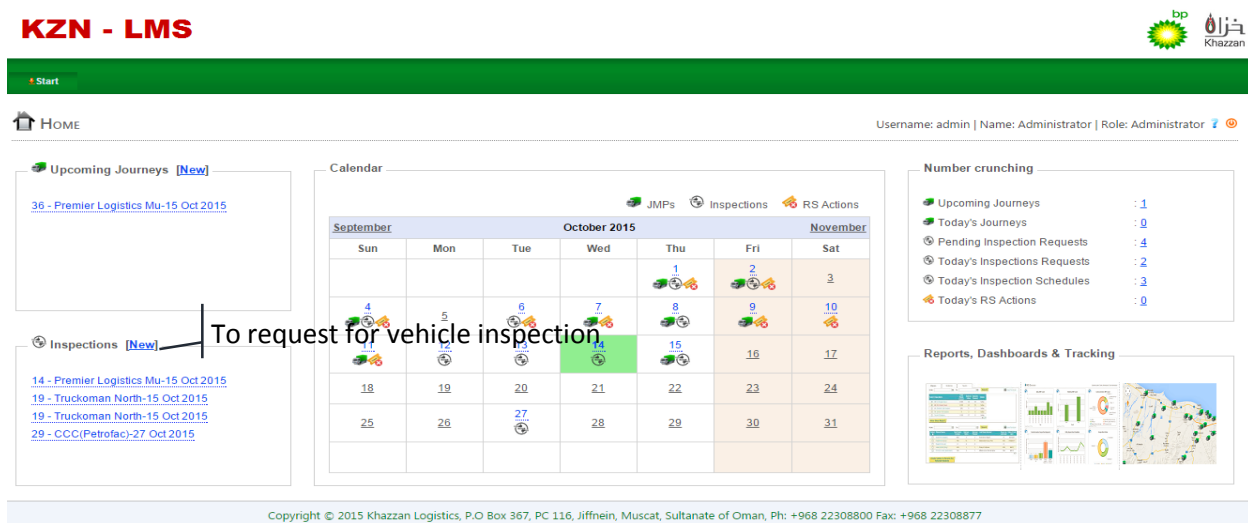


Figure 3 LMS Home Page to access Vehicle Inspections Request page

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



Start

INSPECTION REQUEST Username: admin | Name: Administrator | Role: Administrator

Vehicle Inspection Request Details

Request Made By: -- Select -- **2. Enter Contact Person GSM**

Contact Person: **1. Enter Contact Person Name**

Contact Person GSM: **2. Enter Contact Person GSM**

Contact Person Email: **3. Enter Contact Person Email**

Remarks: **4. Enter if there any remarks**

Number of vehicles to be inspected: 3 **5. Select Number of Vehicle to be inspected**

Status: Pending **6. Enter the Details of Vehicles to be inspected**

Entry Date: -- Select --

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

Add Cancel


Figure 4 Vehicle Inspections Request page

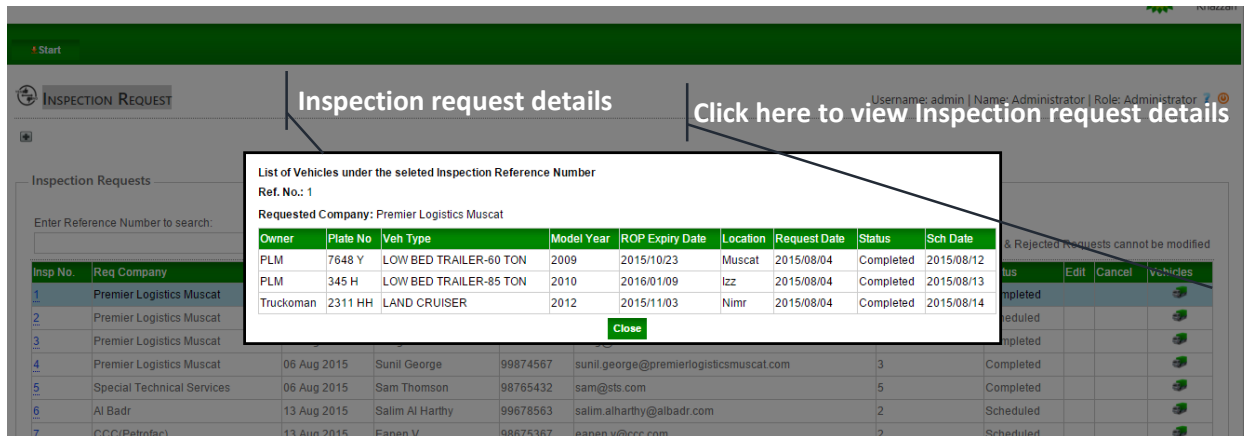
Click the **Add** button to submit the request

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.
- ROB Expiry: Data 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 form 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



Inspection request details

Click here to view Inspection request details

Username: admin | Name: Administrator | Role: Administrator

Inspection Requests

Enter Reference Number to search:

List of Vehicles under the selected Inspection Reference Number
Ref. No.: 1
Requested Company: Premier Logistics Muscat

Owner	Plate No	Veh Type	Model Year	ROP Expiry Date	Location	Request Date	Status	Sch Date
PLM	7648 Y	LOW BED TRAILER-60 TON	2009	2015/10/23	Muscat	2015/08/04	Completed	2015/08/12
PLM	345 H	LOW BED TRAILER-85 TON	2010	2016/01/09	Izz	2015/08/04	Completed	2015/08/13
Truckman	2311 HH	LAND CRUISER	2012	2015/11/03	Nimr	2015/08/04	Completed	2015/08/14

Close

Inspection Requests

Insp No.	Req Company	Req Date	Req By	Req Email	Req Status	Req Date	Req Status	Req Date	Req Status
1	Premier Logistics Muscat	06 Aug 2015	Sunil George	sunil.george@premierlogisticsmuscat.com	3	Completed	06 Aug 2015	Sunil George	99874567
2	Premier Logistics Muscat	06 Aug 2015	Sam Thomson	sam@sts.com	5	Completed	06 Aug 2015	Sam Thomson	98765432
3	Premier Logistics Muscat	13 Aug 2015	Salim Al Harthy	salim.alharthy@albadr.com	2	Scheduled	13 Aug 2015	Salim Al Harthy	99678563
4	Premier Logistics Muscat	13 Aug 2015	Eapen V	eeapen.v@ccc.com	2	Scheduled	13 Aug 2015	Eapen V	98675367

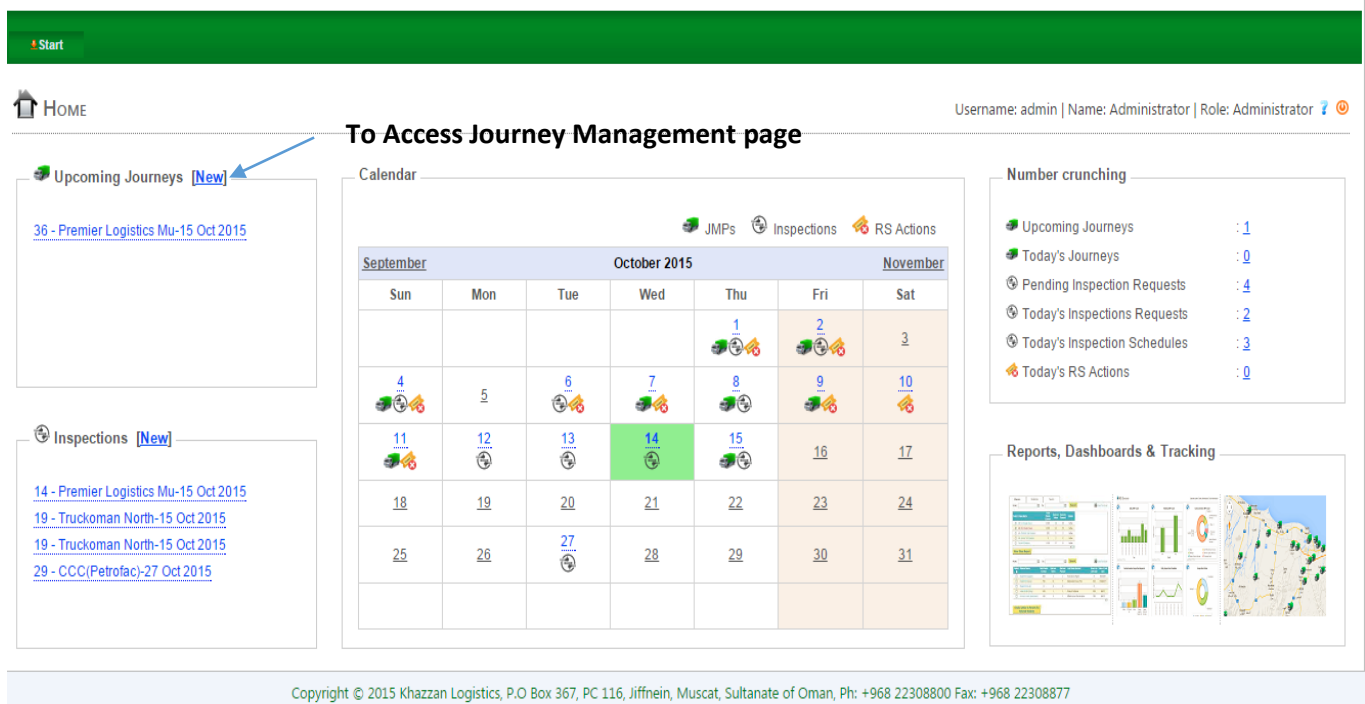
Figure 5 Inspection request details

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

KZN - LMS



HOME

Username: admin | Name: Administrator | Role: Administrator

To Access Journey Management page

Upcoming Journeys [\[New\]](#)

36 - Premier Logistics Mu-15 Oct 2015

Inspections [\[New\]](#)

14 - Premier Logistics Mu-15 Oct 2015
19 - Truckman North-15 Oct 2015
19 - Truckman North-15 Oct 2015
29 - CCC(Petrofac)-27 Oct 2015

Calendar

JMPs Inspections RS Actions

September			October 2015				November	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

Number crunching

- Upcoming Journeys : 1
- Today's Journeys : 0
- Pending Inspection Requests : 4
- Today's Inspections Requests : 2
- Today's Inspection Schedules : 3
- Today's RS Actions : 0

Reports, Dashboards & Tracking

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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](#)

 **JOURNEY PLAN**

Username: admin | Name: Administrator | Role: Administrator [?](#) [@](#)

JMP Details

[Vehicle, Driver & Passenger Details](#)

[Journey Details](#)

[Return Journey Details](#)

[Risk Matrix](#)

[Communication 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

Select Journey Date

Select Journey End location

JMP Status: ☒ Open ☐ Closed ☐ Cancelled

Actual time of Arrival: 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



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](#)

Vehicle, Driver & Passenger Details

Vehicle: [Click here to check if the validity of Mulkhya & BP Sticker](#)
 -- Select -- * [Mulkhya Exp](#) | [BP](#)

Trailer: [Click here to check if the validity of Mulkhya & BP Sticker](#)
 -- Select -- * [Mulkhya Exp](#)

Driver: [Click here to check if the validity of Mulkhya & BP Sticker](#)
 -- Select -- * [DL Exp](#)

Passenger: [Click here to check if the validity of Mulkhya & BP Sticker](#)
 Here Enter Passenger Name line by line if any
 Passenger (Enter passenger names line by line):

[Add](#)

After enter all required information press ADD

Vehicle Regn No.	Trailer Regn No.	Driver	Passengers	Delete
5946 WB		Yousuf Khamis Humaid	Naser Al Amri	Delete

Convoy: ☒ Yes ☐ No

Overnight Hotel Name:

Convoy Leader Name:

Hotel Name:

After entering all the required information, click the NEXT button

[Previous](#) [Next](#) [Cancel](#)

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

Click to check the Mulkhya & BP sticker validity

Click to check Driving License validity (Against Driver)

Note: The link against Vehicle, Trailer and Driver to check the Mulkhya 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



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](#)

Journey Details

Add Location Maximum 5 Journey details can be added

Estimated time of Departure: yyyy/mm/dd Hour Minute

From: -- Select --

To: -- Select --

Estimated time of Arrival: yyyy/mm/dd Hour Minute

Rest breaks taken:

Estimated Loading/Unloading Time:

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 **Next** **Cancel**

After entering all the required information, click the NEXT

Figure 9 Add New Journey- Journey Details

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

KZN - LMS



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](#)

Risk 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

Logistics Operations Nominated Manager:

Journey Manager:

Journey Supervisor:

Previous **Next** **Cancel**

After entering all the required information, click the NEXT button

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

KZN - LMS



Start

JOURNEY PLAN
Username: admin | Name: Administrator | Role: Administrator

JMP Details
Vehicle, Driver & Passenger Details
Journey Details
Return Journey Details
Risk Matrix
Communication Details

Communication Details

Communication Type:
Satellite Phone Number

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:

Previous Finish Cancel

After entering all the required information, click the button Finish

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

KZN - LMS



JOURNEY PLAN Username: admin | Name: Administrator | Role: Administrator


Journey Plan List

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

JMP No.	Company Name	Requested By	JMPDate	Journey From	Journey To	Status	Edit	Cancel	Print	View	Fleet/Driver
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 Sep 2015	Abu Tabul	Quam 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 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** bp Khazzan

JMP Details

Name of Company	Premier Logistics Muscat	Request made by	Truckoman South
Date	15 Oct 2015	Journey Start (Location)	Khazan / Block-61
		Journey End (Location)	Fahud
		Is this trip necessary	Yes
		Pre-trip planning meeting	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	Fog, Sandstorm, Reduced Visibility for journey <= 50 Km	21
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:
		36

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	Yes/No :	End
	Checked by :	Checked by :	Start
			Total KM Driven :

Communication Plan - Driver To Call:

Required Call Time	Date/Time CR recd	Current location when call made	Required Call Time	Date/Time CR recd	Current location when call made
	Actual Call			Actual Call	

NOTE: If driver is one house 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/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

KZN - LMS



























































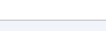
 JOURNEY PLAN
 Username: admin | Name: Administrator | Role: Administrator

Journey Plan List

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


Press here to edit the Journey

Note:

JMP No.	Company Name	Requested By	JMPDate	Journey From	Journey To	Status	Edit	Cancel	Print	View	Fleet/Driver
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 *

Request made by: Truckoman South *

Journey Start: Khazan / Block-61 *

Is this trip necessary.: ☒ Yes ☐ No

Reason for trip: To transport portacabins

JMP Status: ☒ Open ☐ Closed ☐ Cancelled

JMP No.: 43

JMP Date: 2015/10/15 *

Journey End: Fahud *

Pre-trip planning meeting: ☒ Yes ☐ No

Type of load being carried: Portacabins *

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

Next **Cancel**

Select the status as CLOSED/ CANCELLED

Enter the Actual time of arrival

Press the Close journey button

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

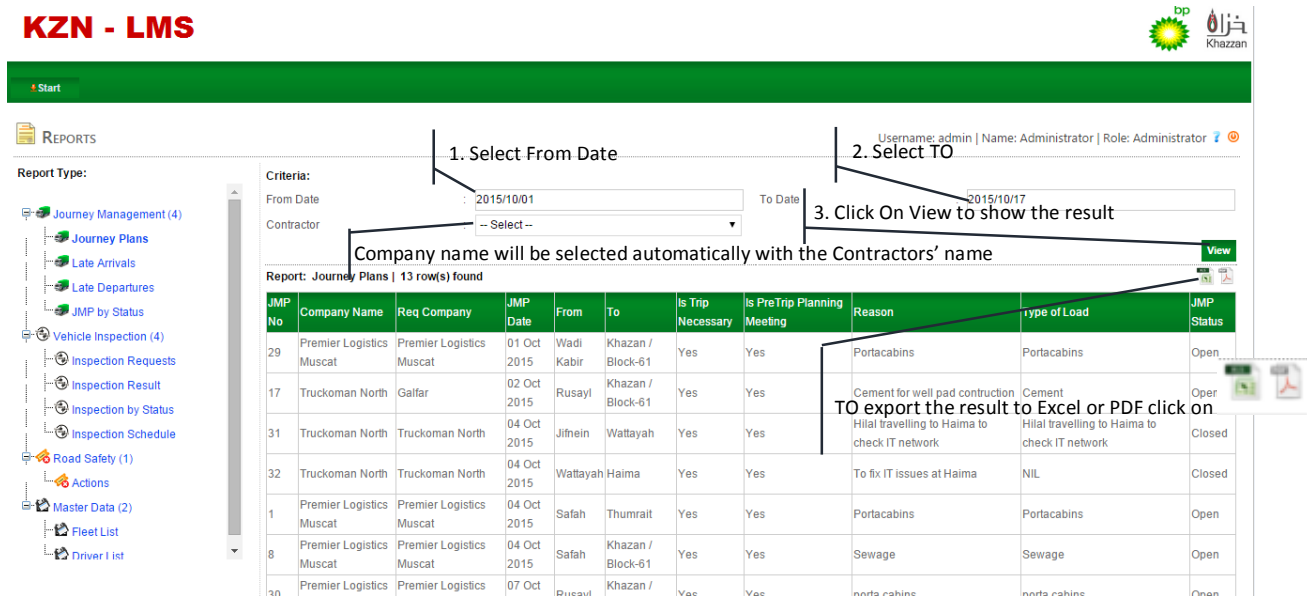


Figure 16 Journey Plans Report

DASHBOARD

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

KZN - LMS



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

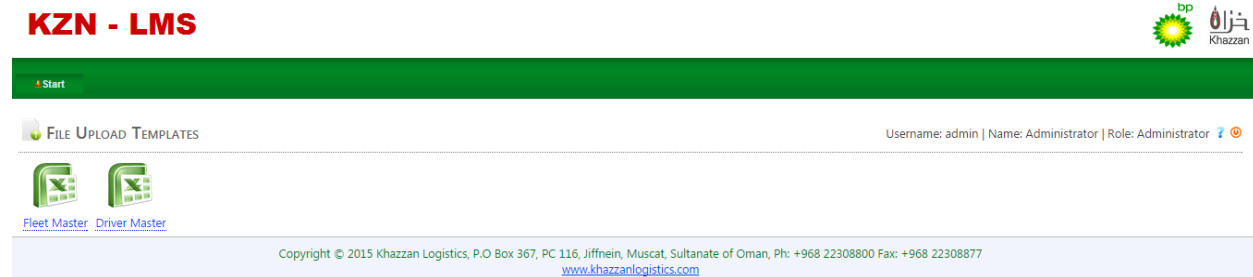


Figure 18 File templates

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

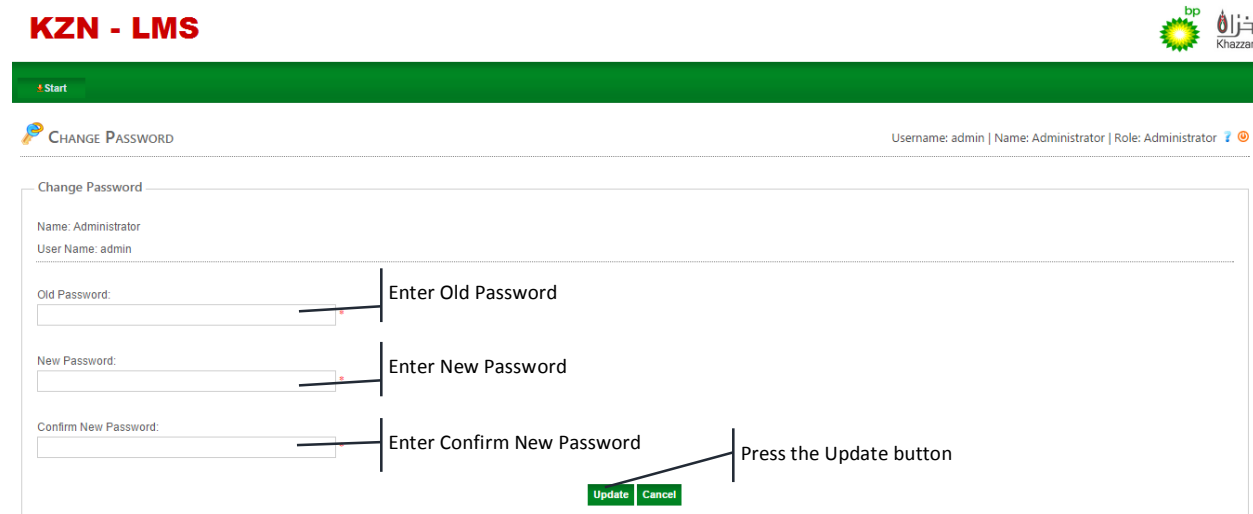


Figure 19 Change password screen

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**

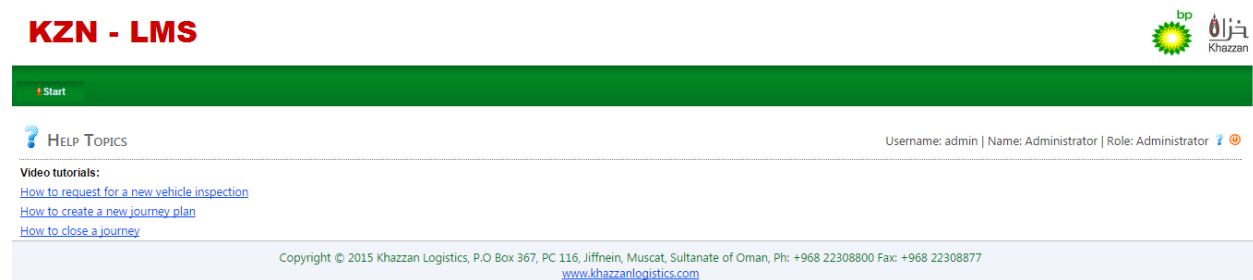


Figure 20 Help Topics



Contact Details Help and Support

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Email: lms.support@khazzanlogistics.com