Journey Management

- Prerequisite is to have vehicle already booked or permanent vehicle assigned,
- Visit your Journey Manager for the explanation if needed
How to book your journey; Step 1

Step 1: click here to start

Only view the journeys that has been requested
Step 2: How to Request a journey plan?

1. Click on Request button to open Request Journey Plan form.
How to fill up the journey plan request form?

1. A modal window will be loaded with User Credentials.
2. Based on Role the Customer Company No, Customer Company Name will be enabled and disabled; only journey manager can change customer name and company number.
3. Pool Cars will be loaded based on the customer selected in the Control.
4. Locations data is fetched from the GIS.
How to fill up the journey plan request form?

1. Based on the selection of user on **Customer Name** auto Complete box, **Pool Car Request** dropdown will be loaded.

2. User require to select a pool car from the dropdown.

Step 3: Journey Plan Request Form
How to fill up the journey plan request form?

1. After selecting the pool car driver details provided while creating a pool car request will automatically fetch.
2. If you don’t see the information you can add them manually.
3. Driver details can be changed.

Step 4.1: Select Driver name by typing his name or “mu” number. Do not type “mu” only number.

Step 4.2: add your or driver GSM number and email.
How to fill up the journey plan request form?

1. [Route Edit] Select “From” location from the dropdown list.
2. Dropdown list has an option to search for the locations.

Step 5: Select the locations
From:
To: “wait for few seconds for the system to calculate the route"
How to fill up the journey plan request form?

1. **[Route Edit]** Click On **View Map** button to view the rout in PDO earth with all rest areas that has been selected by the user.

2. “From distention” is labeled by **GREEN** box where “To distention” is labeled by **RED** box.
Click here if it is return journey
Step 6: Journey Plan Request Form

Step 6: Select Date: You can book few days in advance
Time:
Step 7: Add your Passengers

1. To add passengers; click on add new record button on passenger grid.
2. AutoComplete box will load having option to select user from either by company No OR by name.
3. If record is not found user can type the details of the passenger manually.
4. You can only add 4 passengers as this system is only for light vehicles and all light vehicles has 4 passenger seats.
How to fill up the journey plan request form?

1. If journey is at night or more than 200 km/h Authorization manager required to be added, and the Journey Manager.

2. Systems will prompt the user if journey require to be authorized in advance (Night Journey, more than 200 km/h, est.)
Journey Plan Request Form

1. After completing the form. Click save, user will get the message if record is successfully saved as a draft.

2. If you miss to fill any record in the form or you fill it wrongly, a label will be shown in the record which need to be filled. You cannot save or submit without fill all required information.

3. Click on submit button to submit the journey for approval.
1. Your Journey Plan has been submitted to Journey Manager, please visit him for the final approval and safety briefing, 15 minutes before the journey start.

2. Follow the safety requirements and have a safe journey.