

**Click path for Vehicle Maintenance/
Transport Module**

NIMS eHMS



e-Sushrut १-५
An Advanced Hospital Management Information System

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Vehicle Maintenance Module

Click Path

A. Trip Case

1. Trip Request Patient

Click on Vehicle Maintenance → Services → Vehicle Trip Request Patient

Enter the Fields.

Note All fields marked as ****** are mandatory

- CR No → Enter the CR no and click “GO” button. Patient details will be fetched on the screen.






In case patient is not registered patient, then click on “Is outside patient” checkbox → Fields to enter patient details will be visible on screen.

Patient Details

- In case of outside patient following details of patient is to be filled:
 - Patient’s Name → Enter the patient’s name (mandatory field). Enter Patient’s Middle Name and Last Name as well.
 - Cr No. → Enter registration number of patient.
 - Age → Enter patient’s age (mandatory field).
 - Age Unit → Choose from drop down menu the age unit for the patient (mandatory field).
 - Gender → Choose from drop down menu as per the case of the patient (mandatory field).
 - Father / Husband Name → Enter father’s name of the patient.
 - Requested By → Enter name of person who requested for vehicle trip (mandatory field).

- Relation with Patient → Choose from drop down menu the relation between patient and person by whom request is raised.
- Contact No. → Enter contact number of patient
- Address → Enter address of patient (mandatory field).
- In case of internal patient, i.e. patient having hospital's registration number:
 - Department → select concerned department of patient from drop down, under which patient is treated.
 - Referred by → select doctor's name from drop down, who has referred patient for vehicle trip.

Trip Details

- If request raised is urgent, then click on “Is urgent” checkbox.
- If request is raised for out station, then click on “is out station” checkbox.
- No. of Persons (mandatory field) → Click on  → pop up window will appear → Choose employee id from drop down, after selecting id employee name will appear automatically. To add more names, click on  . To delete record click on  .
- Vehicle Class (mandatory field) → Drop down contains all types of vehicle owned by hospital → Select type as per requirement or as referred by doctor.
- Trip Type (mandatory field) → Choose appropriate type from drop down for trip.
- Locations (mandatory field) → click on Click to add location → choose the destination from drop down or if destination is not mentioned choose “other”. For other a textbox will be visible to enter the location name.
 - To add more locations click on  .
 - To delete record click on  .
- From Date & Time (mandatory field) → Enter trip starting date and time.
- To Date & Time (mandatory field) → Enter trip ending date and time.
- Remarks → Enter any additional information not mentioned or covered in form.

Save – Clear – Cancel buttons

- Save → Request will be raised.
- Clear → It will clear all the fields of the search form.
- Cancel → Search window will close.

2. Trip Request Employee






Click on Vehicle Maintenance → Services → Vehicle Trip Request Employee

Enter the Fields.

Note All fields marked as '**' are mandatory

- In case of internal patient, i.e. patient having hospital's registration number:
 - Department → select concerned department of employee from drop down, under which patient is treated.
 - Employee → select employee's name from drop down, who has raised request.

Trip Details

- If request raised is urgent, then click on "Is urgent" checkbox.
- If request is raised for out station, then click on "is out station" checkbox.
- Request For → choose request type from drop down.
- No. of Persons (mandatory field) → Click on  → pop up window will appear → Choose employee id from drop down, after selecting id employee name will appear automatically. To add more names, click on  . To delete record click on  .
- Vehicle Class (mandatory field) → Drop down contains all types of vehicle owned by hospital → Select type as per requirement or as referred by doctor.
- Trip Type (mandatory field) → Choose appropriate type from drop down for trip.
- Locations (mandatory field) → click on Click to add location → choose the destination from drop down or if destination is not mentioned choose "other". For other a textbox will be visible to enter the location name.
 - To add more locations click on  .
 - To delete record click on  .
- From Date & Time (mandatory field) → Enter trip starting date and time.
- To Date & Time (mandatory field) → Enter trip ending date and time.
- Remarks → Enter any additional information not mentioned or covered in form.

Save – Clear – Cancel buttons

- Save → Request will be raised.
- Clear → It will clear all the fields of the search form.
- Cancel → Search window will close.

3. Trip Request Approval

Click on Vehicle Maintenance → Services → Trip Request Approval

Enter the Fields.

Note All fields marked as '*' are mandatory

- Request Mode → Choose Request mode (i.e. patient / employee) from drop down.
- Vehicle Classification → Choose type of vehicle from drop down
- Status → Choose appropriate status from drop down to view chosen type records.
- Select the record to perform activity on it.
 - Request → Click on Request to modify the requisition raised details. Details entered at time of raising request are shown in form. These details can be modified from here.
 - **Save – Clear – Cancel buttons**
 - Save → Details gets modified.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.
 - Approve → Click on Approve to approve the request. Details entered at time of raising request are shown in form. These details can be reviewed and approved from here.
 - **Save – Clear – Cancel buttons**
 - Save → Request gets approved.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.
 - Reject → Click on Reject to reject the request. Details entered at time of raising request are shown in form. These details can be reviewed and request can be cancelled from here.
 - Enter reason for cancellation (mandatory field).

- **Save – Clear – Cancel buttons**
 - Save → Request gets cancelled.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.
- Click on view to review request details.

4. Trip Order Generation

Click on Vehicle Maintenance → Services → Trip Order Generation

Enter the Fields.

Note All fields marked as '**' are mandatory

- Request Mode → Choose Request mode (i.e. patient / employee) from drop down.
- Vehicle Classification → Choose type of vehicle from drop down
- Status → Choose appropriate status from drop down to view chosen type records.
- Select the record to perform activity on it.
 - Generated → Click on Generated to generate order for approved request. Generated activates, when pending status is selected.
 - On clicking Generated, form containing summary of trip is shown.
 - Available Vehicles → List of available vehicles in hospital is shown. Click on correspondent radio button to select the vehicle.
 - Driver Name → Select driver name from drop down list to whom trip job is going to be assigned.
 - Approximate Distance → Enter approximate distance in Km for trip.
 - Driver Advance → Enter if any advance is given to driver for fuel.
 - **Save – Clear – Cancel buttons**
 - Save → Trip order gets generated.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.
 - Cancel → Click on Cancel to cancel the generated order. Cancel activates when order generated status is selected.
 - Enter valid reason for cancellation.
 - Click ok to confirm.
 - View → Click on view summary of order generated.

- Print → Click on print to take print out of order details.

5. Transport Log

Click on Vehicle Maintenance → Services → Transport Log

Enter the Fields.

Note All fields marked as '**' are mandatory.

- Log Name → Choose Vehicle Trip log from drop down
- Vehicle No. → Choose Vehicle number from drop down for which final trip details we need to enter.
- Order No. → Choose Order number from drop down against which details are needed to be entered.
- Verify the details shown for selected order and vehicle.
- Fuel Type → Choose the fuel type of vehicle from drop down.
- Advance Refund → Enter amount refunded by driver.
- Click on Fuel fill details checkbox to enter fill fuel details
 - Fill Quantity (mandatory field) → Enter quantity of fuel filled in vehicle.
 - Fuel Quantity Unit (mandatory field) → Choose the fuel quantity unit from drop down.
 - Amount (mandatory field) → Enter amount paid for fuel.
 - Payment Mode (mandatory field) → chose payment mode from drop down.
- Click on Maintenance details checkbox to enter any maintenance done during trip.
 - Amount (mandatory field) → Enter amount paid for Maintenance.
 - Payment Mode (mandatory field) → chose payment mode from drop down.
- Click on Miscellaneous details to enter any other expenditure during trip.
 - Description (mandatory field) → Enter description of expenditure.
 - Amount (mandatory field) → Enter amount paid for the same.
- Halt from date & Time → Enter from halt date & time, if any halt is taken during trip.
- Halt to Date & Time → Enter to halt date & time, if any halt is taken during trip.

- Initial Fuel Quantity → Enter quantity of fuel was available before commencement of trip.
- Unit → choose unit of fuel from drop down.
- End Fuel Quantity → Enter the quantity of fuel available at end of trip.
- Unit → choose unit of fuel from drop down.
- Choose Odometer or distance radio button.
- In case of odometer
 - Odometer Start Reading → Enter reading of Odometer which was before starting trip.
 - Odometer End Reading → Enter reading of Odometer after completion of trip.
- In case of distance
 - Distance covered → Enter distance covered by vehicle during trip.
- **Save – Clear – Cancel buttons**
 - Save → Request gets cancelled.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.

6. Trip Cancellation

Click on Vehicle Maintenance → Services → Log Cancellation Details

Enter the Fields.

Note All fields marked as '*' are mandatory.

- Log type → Choose vehicle trip log from drop down.
- Vehicle No. → Choose vehicle number from drop down.
- Log No. → Choose Log number from drop down.
- Summarized details of log are shown.
- Remarks → Enter reason for cancellation of log.

- **Save – Clear – Cancel buttons**
 - Save → Log gets cancelled.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back to the previous page.

B. Maintenance Case

1. Maintenance Request

Click on Vehicle Maintenance → Services → Maintenance Request

Enter the Fields.

Note All fields marked as ****** are mandatory.


- Work Order Type → Choose type of maintenance from drop down.
- Is urgent → Click on is urgent checkbox, if maintenance work is urgently required.
- Department → select concerned department from drop down.
- Employee → Select employee name from drop down.
- Vehicle Class → Select Vehicle class from drop down.
- Vehicle No. → Select Vehicle number from drop down list.
- Description → Enter description of problem in vehicle.
- Estimated Cost → Enter the estimated cost for maintenance.

- **Save – Clear – Cancel buttons**
 - Save → Request will raise.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back to the previous page.

2. Maintenance Request Verify

Click on Vehicle Maintenance → Services → Maintenance Request Verify

Enter the Fields.

- Vehicle Class → Select Vehicle class from drop down.
- Vehicle No. → Select Vehicle number from drop down list.
- Maintenance Type → Select maintenance type from drop down list.
- Status → Choose appropriate status from drop down to view chosen status records.
- Select the record to perform activity on it.
 - Verify → Click on verify to approve the work order, summary of maintenance is shown.
 - Choose accepted or rejected radio button.
 - In case of accepted
 - Claim type → choose hospital radio button if maintenance charges is to be paid by hospital and if Insurance is done choose insurance radio button.
 - In case of insurance enter estimates cost of maintenance.
 - Repair at → Select workshop at which vehicle is going to be send for maintenance.
 - Click on  to enter details of workshop.
 - Invoice No. → Enter invoice number of generated invoice for maintenance.
 - Estimated Cost → Enter estimated cost for maintenance
 - From Date → select date from which vehicle is going for maintenance.
 - To Date → Select date till which vehicle will be under maintenance.
 - Verified By → Select verifying authority name.

- Verify Date → Select verifying date.
- In case of Rejected
 - Verified By → Select verifying authority name.
 - Verify Date → Select verifying date.
 - Remarks → Enter reason for rejection.

- **Save – Clear – Cancel buttons**
 - Save → Details gets verified
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.

3. Work Order Generation

Click on Vehicle Maintenance → Services → Work Order Generation

Enter the Fields.

Note All fields marked as '*' are mandatory.

- Maintenance Type → Select maintenance type from drop down list.
- Vehicle Class → Select Vehicle class from drop down.
- Status → Choose appropriate status from drop down to view chosen status records.
- Generated → Click on generated to generate work order for maintenance. Before clicking on generated be ensure that you have selected Maintenance type & Vehicle class.
 - Request No. → Select maintenance request number.
 - All summarize details of the maintenance will be shown.
 - Driver Name → Select driver name, who is going to take vehicle for maintenance.
 - Approximate Dist. → Enter approximate distance of workshop.
 - Driver Advance → Enter amount of advance given to driver for maintenance.
 - **Save – Clear – Cancel buttons**
 - Save → Details gets verified
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.
- Select the record to perform activity on it.
 - Cancel → Click on Cancel to cancel the generated order. Cancel activates when order generated status is selected.
 - Enter valid reason for cancellation.
 - Click ok to confirm.
 - View → Click on view summary of order generated.
 - Print → Click on print to take print out of order details.

4. Transport Log


Click on Vehicle Maintenance → Services → Transport Log

Enter the Fields.


Note All fields marked as '*' are mandatory.



- Log Name → Choose Work Order log from drop down
- Vehicle No. → Choose Vehicle number from drop down for which maintenance request was raised
- Work Order No. → Choose Work Order number from drop down against which details are needed to be entered.
- Verify the details shown for selected order and vehicle.

Work Order Details

- Work Order Type → Choose the work order type from drop down.
- Dealer Type → Select type of workshop at which vehicle was send for maintenance.
- Click on  to enter details of workshop.
- Dealer Name → Select dealer name from drop down.

Maintenance Parts(s) Details

- Click on  to enter details of new parts added during maintenance
 - Part Type → Select part type from drop down.
 - Part Name → Select part name from drop down.
 - Maintenance Type → Select maintenance type from drop down
 - In case Replace is selected as Maintenance type:
 - Old / New part no. → Enter part number of old and new part number.
 - Claim No. → Enter claim number for same.

- Defect → Enter description of defect in part.
 - Manufacturer → Select Manufacturer of part from drop down.
 - Manufacturer Name → In case Others is selected as Manufacturer, enter manufacturer name.
 - Quantity → Enter quantity of parts.
 - Unit → Enter unit of quantity.
 - Service Tax → Enter amount of service tax paid.
 - Cost → Enter amount of cost price of part.
 - **Save – Clear – Cancel buttons**
 - Save → Details gets verified
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.
-
- Click on  to enter more parts.
 - Click on  to delete part record.
 - Labour Charge → Enter amount paid as a labour charge.
 - Service Tax → Enter service tax paid.
 - Bill No. → Enter invoice number.
 - Bill Date → Enter date mentioned on invoice.
 - Total amount → Enter Total amount paid
-
- **Save – Clear – Cancel buttons**
 - Save → Request gets cancelled.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user to previous page.

C. Fuel Case

1. Fuel Slip

Click on Vehicle Maintenance → Services → Fuel Slip

Enter the Fields.

Note All fields marked as '**' are mandatory.

- Choose Radio button (Issue / Return / Cancel) according to requirement.
- In case Issue radio button is selected:
 - Fill Station → Select fuel station to which vehicle is going to be send.
 - Vehicle No. → Select Vehicle number which is going for filling fuel.
 - Prefix → Enter prefix alphabet / word, need to be fixed before number of fuel slip.
 - Slip From No. → Enter the starting number of fuel slips.
 - Slip To No. → Enter the ending number of fuel slips.
 - Valid from → Enter date from which fuel slips are going to be valid.
 - Valid to → Enter date till which fuel slips are going to be valid.
 - Slip Amount → Enter amount for each slip.
 - **Save – Clear – Cancel buttons**
 - Save → Fuel slip gets generated.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.
- In case Return radio button is selected:
 - Fill Station → Select fuel station to which slips where generated.
 - Vehicle No. → Select Vehicle number to which slips where generated.
 - Details of fuel slip generated for same vehicle is shown.
 - Select the record of fuel slips which are getting returned back.
 - **Save – Clear – Cancel buttons**
 - Save → Fuel slips are marked as returned back.

- Clear → It will clear all the fields of the form.
- Cancel → It will bring back user previous page.
- In case Cancel radio button is selected:
 - Fill Station → Select fuel station to which slips were generated.
 - Vehicle No. → Select Vehicle number to which slips were generated.
 - Details of fuel slip generated for same vehicle is shown.
 - Select the record of fuel slips which need to be cancelled.
 - **Save – Clear – Cancel buttons**
 - Save → Fuel slips gets cancelled.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.

2. Transport Log

Click on Vehicle Maintenance → Services → Transport Log

Enter the Fields.

Note All fields marked as '*' are mandatory.

- Log Name → Choose Fuel log from drop down
- Vehicle Class → Choose Vehicle class from drop down for which fuel details are need to be entered.
- Vehicle No. → Choose Vehicle number from drop down for which fuel details are need to be entered.
- In case Against Trip Check Box is selected.
 - Fuel Slip → Select fuel slip from drop down against which payment needs to be shown.
 - Bill No. → Enter Bill number of fuel slip.
 - **Save – Clear – Cancel buttons**
 - Save → Fuel slip record gets entered.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.
- Fuel Type → Select fuel type of vehicle from drop down.
- Driver → Select driver name who took the vehicle to fuel station from drop down.
- Fuel Slip → Select fuel slip against which invoice is generated.
- Filled Quantity → Enter the quantity of fuel filled in vehicle.
- Unit → Select unit of quantity.
- Fuel Rate → Enter price rate of fuel.
- Bill No. → Enter the invoice number of fuel cash memo.
- Bill Date → Enter the invoice date.
- **Save – Clear – Cancel buttons**
 - Save → Fuel slip record gets entered.

- Clear → It will clear all the fields of the form.
- Cancel → It will bring back user previous page.

D. Lost Vehicle Case

1. Lost Vehicle Details

Click on Vehicle Maintenance → Services → Fuel Slip

Enter the Fields.

Note All fields marked as '**' are mandatory.

- Vehicle Classification → Choose type of vehicle from drop down.
- Lost Details → Click on Lost Details to enter details of lost vehicle.
 - Vehicle No. → Choose the vehicle number whose lost details are needed to be entered.
 - Summarize details of vehicle are shown.
 - Location → Enter location from where vehicle is lost.
 - Lost Date & Time → Enter the date & time when vehicle get lost.
 - Police information Date → Enter date when police was informed about the same.
 - Police Station → Enter the name of police station where complain was lodged.
 - **Save – Clear – Cancel buttons**
 - Save → Lost details of vehicle gets saved.
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.
- Select the record from list and click on Cancel from activity, if you want to delete the lost details.
 - Summarize details of lost vehicle is shown
 - Remarks → Enter reason for Cancellation.
 - **Save – Clear – Cancel buttons**
 - Save → Lost details of vehicle gets deleted.
 - Clear → It will clear all the fields of the form.

- Cancel → It will bring back user previous page.
- When traceability report of lost vehicle is received. Select the record from list and click on Traceability report from activity.
 - Summarize details of vehicle and lost details are shown.
 - Traceability Date → Enter date on which report is received.
 - **Save – Clear – Cancel buttons**
 - Save → traceability report details get saved
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.
- Now Record of lost vehicle will be seen under Traceability report received status.
- Select record from list and click on Claim Details to enter claim details:
 - Claim Amount → Enter the amount claimed from insurer
 - Claim Date → Enter the date on which amount is claimed.
 - Payment Mode / No. → choose the payment mode from drop down & cheque / draft number if required.
 - Bank Name → Enter the bank name of which cheque / draft is issued.
 - Payment Date → Enter date on which payment is received.
 - Claim Validity → Enter the validity of cheque / Draft.
 - **Save – Clear – Cancel buttons**
 - Save → Claim details gets saved
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.
- Select record from list and click on Recovery to enter details when lost vehicle is found:
Recovery Details
 - Recovery Date → Enter date on which vehicle is recovered.
 - Recovery Location → Enter the location from where vehicle is recovered.
 - Vehicle Condition → Enter the condition of vehicle at time of recovery.

Inspection Details

- Inspected By → Choose the authority of hospital who has inspected the vehicle after recovery.
- Inspected Date → Enter date on which vehicle was inspected.
- Inspection remarks → Enter the inspection remarks.
- Vehicle Status → Choose the status of vehicle i.e. whether it is ready to use or not.

E. Miscellaneous Case

1. Transport Log

Click on Vehicle Maintenance → Services → Transport Log

Enter the Fields.

Note All fields marked as '*' are mandatory.

- Log Name → Choose Miscellaneous log from drop down
- Vehicle Class → Choose Vehicle class from drop down for which miscellaneous details are need to be entered.
- Vehicle No. → Choose Vehicle number from drop down for which miscellaneous details are need to be entered.
- Miscellaneous Description → Enter miscellaneous description .
- Amount → Enter amount paid for case defined in description.
- Bill No. → Enter invoice number.
- Bill Date → Enter Invoice Date
- **Save – Clear – Cancel buttons**
 - Save → traceability report details get saved
 - Clear → It will clear all the fields of the form.
 - Cancel → It will bring back user previous page.