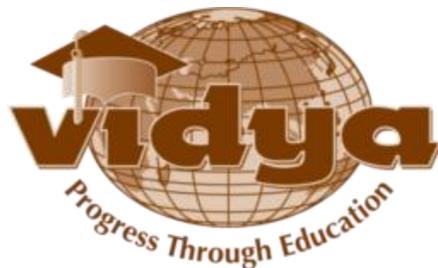


# **TRANSPORTATION MODULE**

## **USER DOCUMENTATION FOR STUDENTS**



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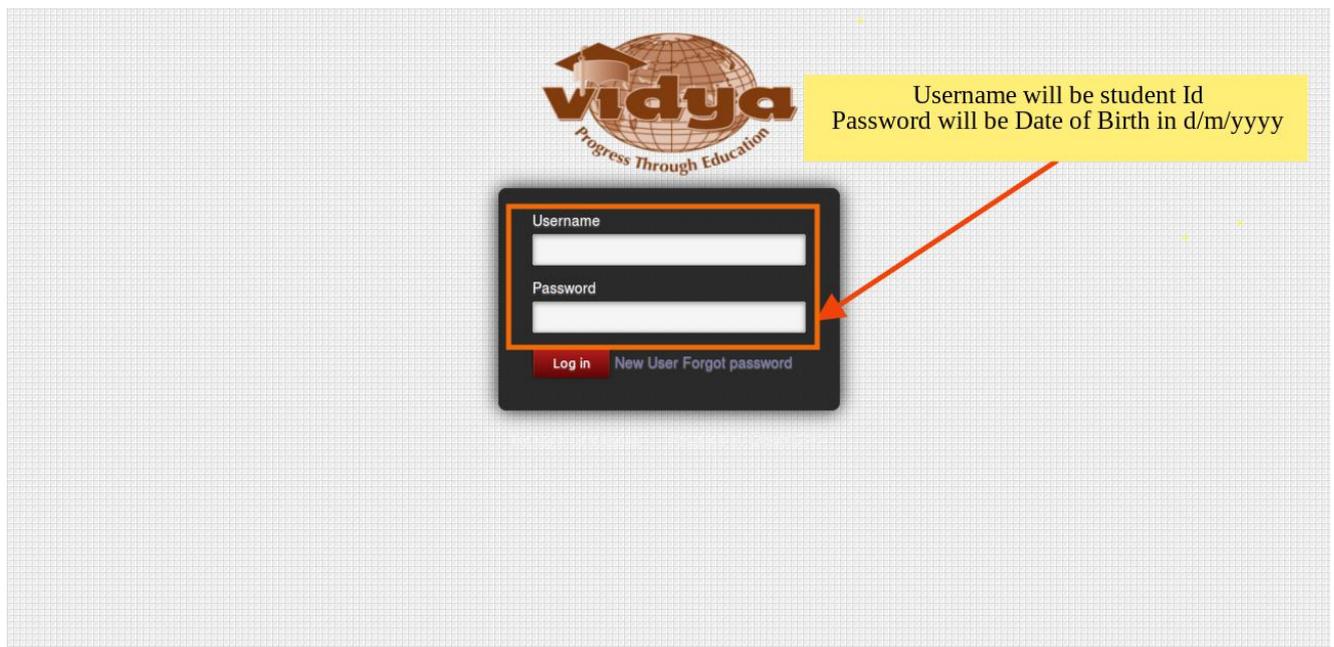
## 1. How can I access the Transportation Module?

**Step 1 :** Go to the URL <http://erp.vidyaacademy.ac.in:9191> or

Go to the following college website and click on the “Vidya ERP” link.

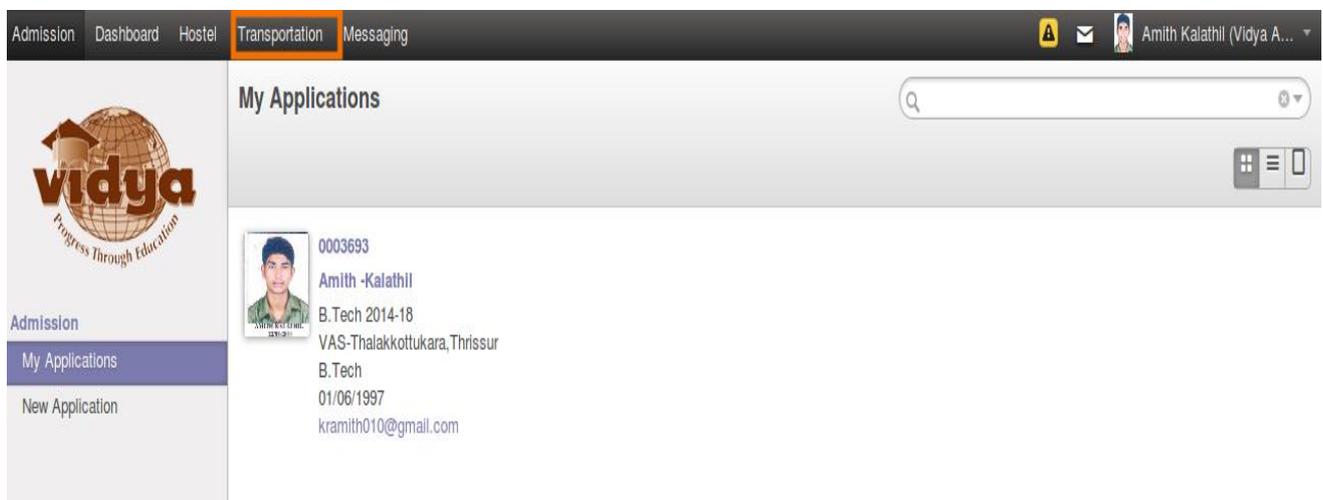
<http://vidyaacademy.ac.in/>

Then you will get the login page as follows.



**Remember your Username and Password**

**Step 2 :** Fill in the Username and Password to log in, to the Vidya ERP

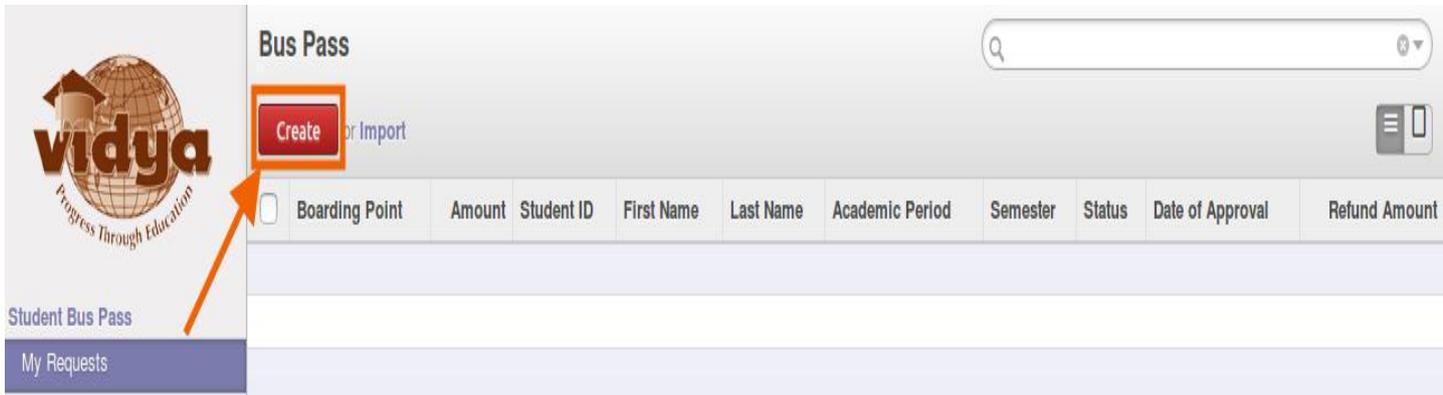


### Step 3 : Select the Transportation Tab, as shown above

The screenshot shows the Vidya ERP interface for Bus Pass Management. The navigation menu on the left includes 'Admission', 'Dashboard', 'Hostel', 'Transportation', and 'Messaging'. The 'Transportation' tab is active. The main content area is titled 'Bus Pass' and features a search bar, a 'Create' button, and an 'Import' link. Below this is a table with the following columns: Boarding Point, Amount, Student ID, First Name, Last Name, Academic Period, Semester, Status, Date of Approval, and Refund Amount. Three arrows from the left menu point to specific elements: 'My Requests' under 'Student Bus Pass' points to the 'Create' button; 'My Requests' under 'Route/Boarding Change' points to the table; and 'Bus Route Information' under 'Route Information' points to the table.

## 2. How can I create a new Bus pass request?

**Step 1 :** Click on My Requests under Student Bus Pass, then click Create.



**Step 2 :** The following page will appear

Submit Voice Generated Fee Paid Approved

Make sure the details are correct

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara, Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
		<b>Student Status</b>	onroll
<b>Academic Year</b>	<input type="text"/>	<b>Route No</b>	
<b>Boarding Point</b>	<input type="text"/>	<b>Amount</b>	0
<b>Alternate Boarding</b>	<input type="text"/>		

"I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. "

**I Agree**

### Step 3 : Select Academic year

**Save** or Discard

Submit **Draft** Submitted Verified Invoice Generated Fee Paid Approved

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
<b>Academic Year</b>	DEC 2016 - JULY 2017 JULY 2017 - DEC 2017	<b>Student Status</b>	onroll
<b>Boarding Point</b>		<b>Route No</b>	
<b>Alternate Boarding</b>		<b>Amount</b>	0

Select Academic year for bus pass

"I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. "

I Agree

### Step 4 : Select a boarding point.

Submit **Draft** Submitted Verified Invoice Generated Fee Paid Approved

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
<b>Academic Year</b>	DEC 2016 - JULY 2017 JULY 2017 - DEC 2017	<b>Student Status</b>	onroll
<b>Boarding Point</b>	PUTHUR ELAMTHURUTHY KUTTANELLUR PALLIMOOLA ( GEC) VIMALA COLLEGE PERINGAVU KAIPARAMBU	<b>Route No</b>	
<b>Alternate Boarding</b>		<b>Amount</b>	0

Select a boarding point from available list

"I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. "

I Agree

Search More... Use to view all available boarding points

Submit Draft Submitted Verified Invoice Generated Fee Paid Approved

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
		<b>Student Status</b>	onroll

**Academic Year** JULY 2017 - DEC 2017 **Route No**

**Boarding Point** PUTHUR **Amount** 7100

**Alternate Boarding**

"I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. "

I Agree

Will get filled when a route is assigned

**Step 5 :** The user can select an alternate boarding point, it is optional.

**Academic Year** JULY 2017 - DEC 2017 **Route No**

**Boarding Point** PUTHUR **Amount** 7100

**Alternate Boarding**

"I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. "

I Agree

Can select an alternate boarding point(optional)

**Step 6:** Read the terms and Check the “I Agree” Check box.

Submit Draft Submitted Verified Invoice Generated Fee Paid Approved

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
		<b>Student Status</b>	onroll

**Academic Year** JULY 2017 - DEC 2017 **Route No**

**Boarding Point** PUTHUR **Amount** 7100

**Alternate Boarding**

"I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. "

**I Agree**

Agree to terms(Manadatory)

## Step 7: Submit the request

The screenshot displays the final step of a bus pass request form. At the top, a progress bar shows the stages: Draft (highlighted in blue), Submitted, Verified, Invoice Generated, Fee Paid, and Approved. A 'Submit' button is highlighted with an orange box and a yellow callout box that says 'Submit the request after filling'. Below the progress bar, the form contains the following details:

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara, Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
<b>Academic Year</b>	JULY 2017 - DEC 2017	<b>Student Status</b>	onroll
<b>Boarding Point</b>	PUTHUR	<b>Route No</b>	
<b>Alternate Boarding</b>	KAIPARAMBU	<b>Amount</b>	7100

A yellow callout box points to the 'Amount' field (7100) with the text 'Shows amount to be paid'. Below the form, there is a disclaimer: "I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. " and a checked 'I Agree' checkbox.

### 3. How can I know the status of my request?

Student can view the status of the request on the header.

The screenshot displays the 'Bus Pass / 5763' management page. At the top, there is a navigation bar with 'Admission', 'Dashboard', 'Hostel', 'Transportation', and 'Messaging'. The user's name 'ABHISHEK DIVAKAR...' is visible in the top right. Below the navigation bar, the page title 'Bus Pass / 5763' is shown, along with 'Save' and 'Discard' buttons. A status bar at the top right indicates the current state: 'Draft', 'Submitted' (highlighted in blue), 'Verified', 'Invoice Generated', 'Fee Paid', and 'Approved'. A yellow callout box points to this status bar with the text: 'Shows status of the request, once approved you can avail a bus pass'. Below the status bar, a form contains student and request details:

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara, Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
<b>Academic Year</b>	JULY 2017 - DEC 2017	<b>Student Status</b>	onroll
<b>Boarding Point</b>	PUTHUR	<b>Route No</b>	
<b>Alternate Boarding</b>	KAIPARAMBU	<b>Amount</b>	7100

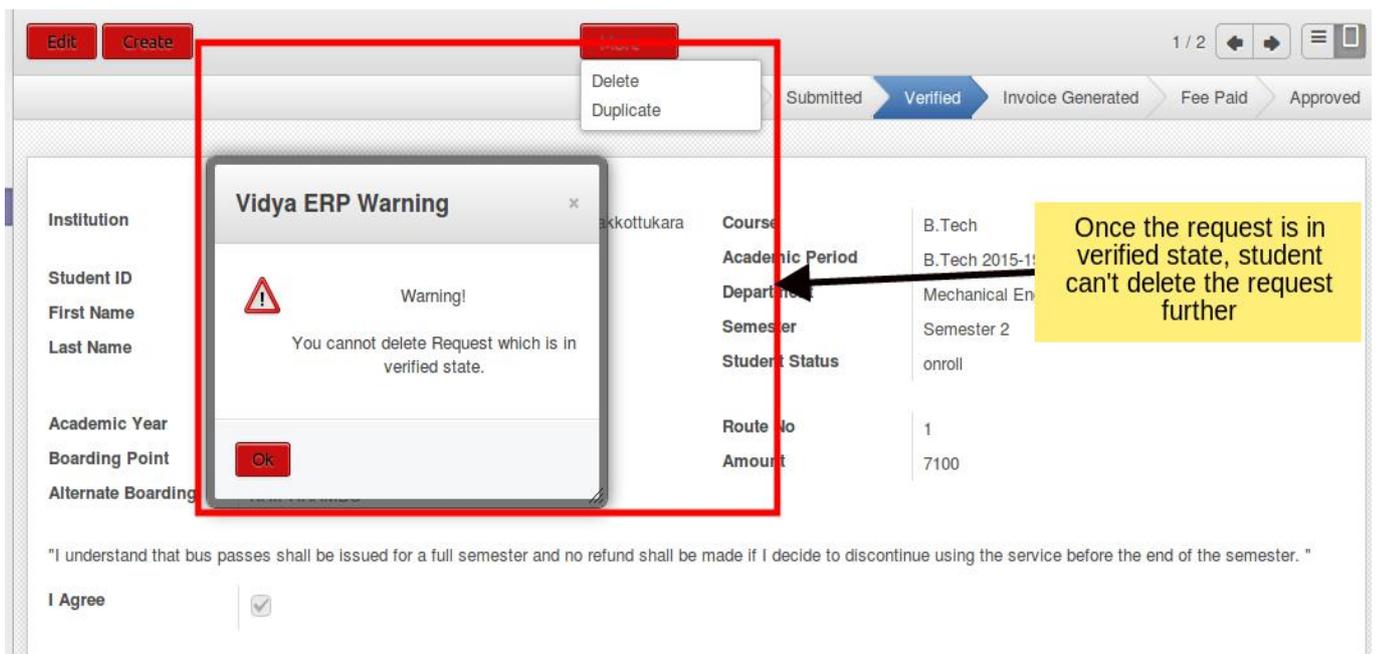
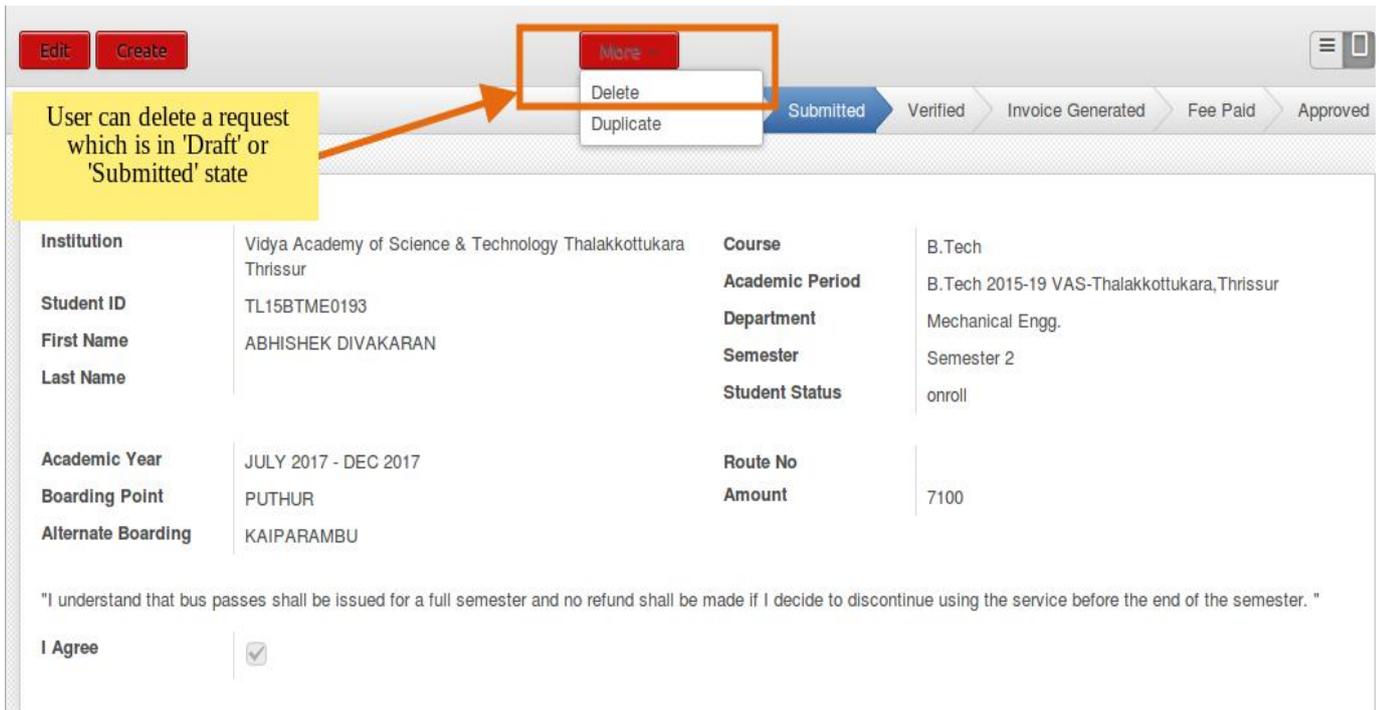
Below the form, there is a disclaimer: "I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester. " and a checkbox labeled 'I Agree' which is checked.

The states are as follows

- **Draft** : This request is editable and yet to be submitted.
- **Submitted** : The request is submitted to admin office for verification.
- **Verified** : The request is verified and a Route is assigned.
- **Invoice Generated** : The fee is confirmed by the office and invoice is generated against it.
- **Fee Paid** : The office confirmed that the student has paid the fee.
- **Approved** : The office approves the request, and student can avail a printed bus pass from office.

#### 4. Can I delete a request?

Student can delete a request in draft/submitted status. Once the request is verified by the admin office, student cannot delete the request further.



## 5. Can I create more than one bus pass request?

Student user is not allowed to create more than one bus pass for an academic year. Students have to create a new request in each academic year to avail bus facility.

The screenshot displays a web form for bus pass management. At the top, there is a navigation bar with buttons for 'Submit', 'Draft', 'Submitted', 'Verified', 'Invoice Generated', 'Fee Paid', and 'Approved'. The 'Draft' button is currently selected. Below the navigation bar, the form contains several fields:

- Institution:** Vidya Academy, Thiruvananthapuram
- Student ID:** TL15BTME0153
- First Name:** ABHISHEK DIVYAN
- Last Name:** DIVYAN
- Academic Year:** JULY 2017 - DECEMBER 2018
- Boarding Point:** PUTHUR
- Alternate Boarding:** (empty)
- Department:** Mechanical Engg.
- Semester:** Semester 2
- Amount:** 7100

A warning dialog box is overlaid on the form. The dialog box has a title bar that says 'Vidya ERP Warning' and a close button (X). Inside the dialog box, there is a warning icon (a triangle with an exclamation mark) and the following text:

Bus pass already Exists!  
Cannot create more than one pass in an academic year

At the bottom of the dialog box, there is an 'OK' button.

Below the form, there is a checkbox labeled 'I Agree' which is checked. To the right of the checkbox, there is a red text warning: *Student will not be able to create more than one pass for an academic year*. Below this, there is a line of text: "I understand that bus passes shall be issued to me and I decide to discontinue using the service before the end of the semester."

## 6. Can I cancel an existing bus pass?

**Step 1 :** Once the invoice for the request is generated by Admin office, the request will be in any of the three states(Invoice Generated, Fee Paid,Approved). In all these three states, the student can place a request to cancel the bus pass, by clicking “Cancel Bus Pass” button.

The screenshot shows a user interface for managing bus passes. At the top, there is a navigation bar with buttons for 'Draft', 'Submitted', 'Verified', 'Invoice Generated', 'Fee Paid', and 'Approved'. The 'Invoice Generated' button is highlighted in blue. A red box highlights the 'Cancel Bus Pass' button on the left. Two red arrows point from the 'Cancel Bus Pass' button to the 'Invoice Generated' button, indicating the transition from the 'Invoice Generated' state to the 'Cancel Bus Pass' action.

Below the navigation bar, there is a form with the following details:

<b>Institution</b>	Vidya Academy of Science & Technology Thalakkottukara Thrissur	<b>Course</b>	B.Tech
<b>Student ID</b>	TL15BTME0193	<b>Academic Period</b>	B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
<b>First Name</b>	ABHISHEK DIVAKARAN	<b>Department</b>	Mechanical Engg.
<b>Last Name</b>		<b>Semester</b>	Semester 2
		<b>Student Status</b>	onroll

A yellow box contains the text: "Once the status changes to 'Invoice Generated' student can place a request to cancel the bus pass if he/she wishes so, by clicking the 'Cancel Bus Pass' button".

Below the form, there is a section for 'Alternate Boarding' with the value 'KAIPARAMBU'. A disclaimer states: "I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester." There is a checkbox labeled 'I Agree' which is checked.

**Step 2:** The cancellation request will be processed by the Admin office, and once the status changes to ‘Cancelled’ the student will not be able to use the transportation facility.

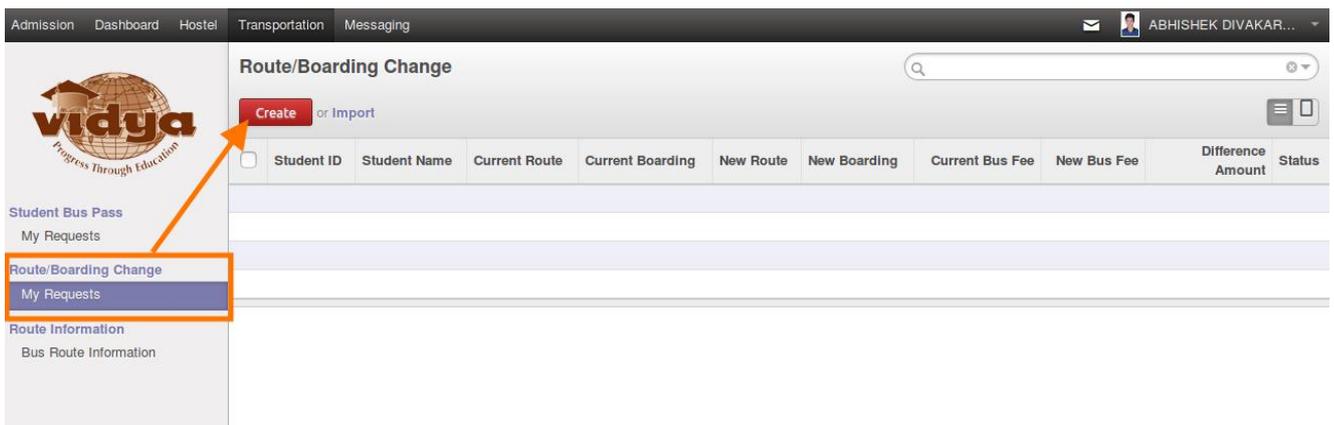
The screenshot shows the same user interface as the previous one, but with the status changed to 'Cancelled'. The 'Cancelled' button in the navigation bar is highlighted in blue. A red box highlights the 'Cancelled' button. The rest of the form details are the same as in the previous screenshot.

Below the navigation bar, there is a section for 'Alternate Boarding' with the value 'KAIPARAMBU'. A disclaimer states: "I understand that bus passes shall be issued for a full semester and no refund shall be made if I decide to discontinue using the service before the end of the semester." There is a checkbox labeled 'I Agree' which is checked.

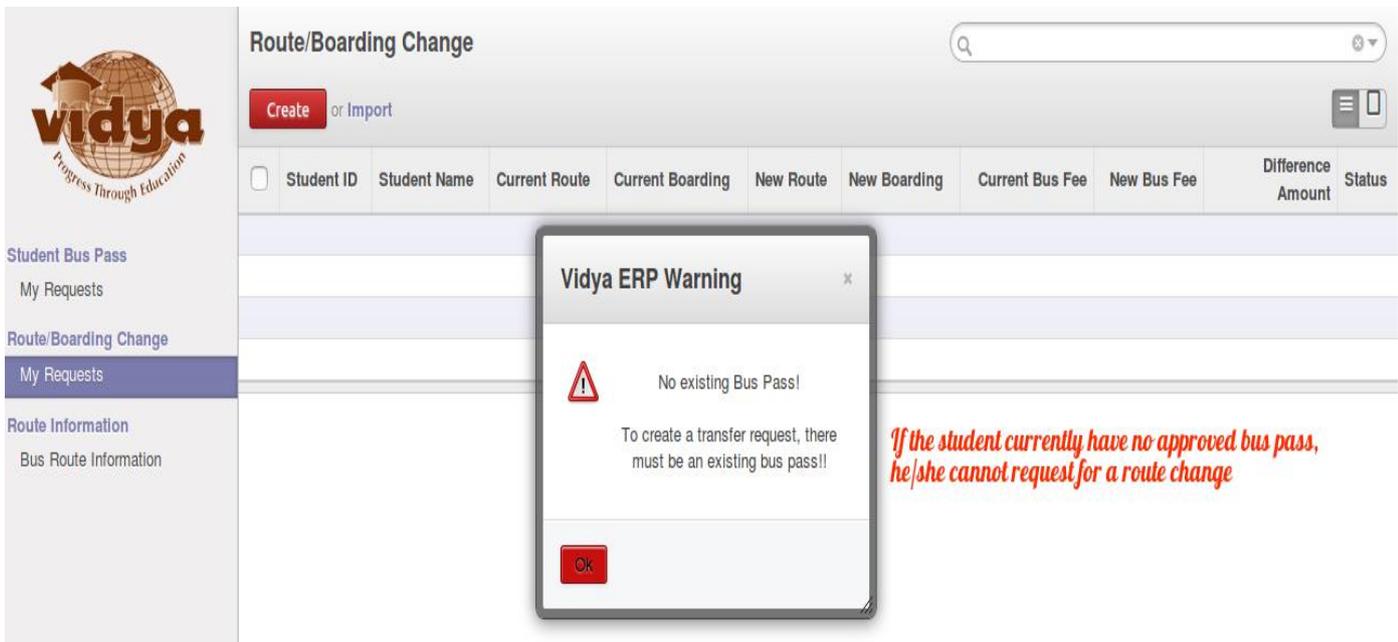
## 7. Can I change the boarding point, without creating a new bus pass?

‘Route/ Boarding point change’ feature allows a student with an existing bus pass, to change the place of boarding the bus.

**Step 1 :** Select ‘My Requests’ under ‘Route/Boarding change’ menu, then click on create button



**Note :** Student cannot create a route change request if, there is no existing ‘approved’ bus pass request in his/her account.



**Step 2 :** If there is an existing approved bus pass, the student user will be directed to the page shown below

The screenshot shows a web interface with a navigation bar at the top containing 'Submit', 'Draft', 'Submitted', 'Verified', 'Invoice', and 'Approved'. The main content area is divided into two columns of information:

<b>Student ID</b>	TL15BTME0193	<b>Current Route</b>	PUTHUR
<b>Student Name</b>	ABHISHEK DIVAKARAN	<b>Current Route No</b>	1
<b>Department</b>	Mechanical Engg.	<b>Current Bus Fee</b>	7100
<b>Course</b>	B.Tech	<b>Current Boarding</b>	PUTHUR
<b>Semester</b>	Semester 2	<b>Pass Issue Date</b>	05/12/2016

Below this, there are input fields for 'New Boarding' (a dropdown menu), 'New Bus Fee' (0), and 'Difference Amount' (0). A yellow callout box labeled 'Student Details' points to the student information, and another yellow callout box labeled 'Details of existing bus pass' points to the current pass information.

**Step 3 :** Select a boarding point other than the existing one.

This screenshot shows the same interface as Step 2, but with the 'New Boarding' dropdown menu open. The menu lists several boarding points: PUTHUR, ELAMTHURUTHY, KUTTANELLUR, PALLIMOOLA ( GEC), VIMALA COLLEGE, PERINGAVU, and KAIPARAMBU. A yellow callout box points to this list with the text 'Select a new boarding point, other than the current one'.

**Step 4 :** Click the 'Submit' button to submit the request. The user can now view the new bus fee and difference amount. If difference amount is a positive value, the student user have to remit that amount to get the new bus pass.

Draft Submitted Verified Invoice **Approved**

Student ID	TL15BTME0193	Current Route	PUTHUR
Student Name	ABHISHEK DIVAKARAN	Current Route No	1
Department	Mechanical Engg.	Current Bus Fee	7100
Course	B.Tech	Current Boarding	PUTHUR
Semester	Semester 2	Pass Issue Date	05/12/2016
		Date of Transfer	05/12/2016
New Boarding	ELAMTHURUTHY	New Route No	1
New Bus Fee	6800		
Difference Amount	-300		

Once the request is submitted, the difference amount is shown, if the value is positive student have to pay that amount to avail new bus pass

**Step 5 :** Once the request is approved, the student can avail new bus pass, from the admin office.

Draft Submitted Verified Invoice **Approved**

Student ID	TL15BTME0193	Current Route	PUTHUR
Student Name	ABHISHEK DIVAKARAN	Current Route No	1
Department	Mechanical Engg.	Current Bus Fee	7100
Course	B.Tech	Current Boarding	PUTHUR
Semester	Semester 2	Pass Issue Date	05/12/2016
		Date of Transfer	05/12/2016
New Boarding	ELAMTHURUTHY	New Route No	1
New Bus Fee	6800		
Difference Amount	-300		

Once the request is approved student can get a new bus pass with changed boarding point

## 8. How can I know the details about available boarding points and bus routes?

The 'Bus Route Information' feature helps the student user to know the details about available bus routes. The information such as

- Vehicle Number
- Route Number
- Available no:of seats
- Name of Driver, Attender and staff passenger in-charge.
- List of available boarding points etc, are shown in this menu

**Step 1 :** Select 'Bus Route Information' menu under 'Route Information', which redirect the user to the page shown below.

The screenshot shows the 'Route Details' page in the Vidya ERP system. The page features a search bar and a table of bus routes. The table has the following data:

Bus Route No	Bus Route Name	Vehicle	Academic Year	Status
2	PALLIMOOLA ( GEC)	KL-13-N-450	DEC 2016 - JULY 2017	Approved
3	MANNUTHI	KL-01-AT-2217	DEC 2016 - JULY 2017	Approved
9	Edapal	KL-20-A-2056	DEC 2016 - JULY 2017	Approved
1	PUTTUR	KL-13-N-450	JULY 2017 - DEC 2017	Approved
11	ERUMBILAV	KL-14-E-8080	JULY 2017 - DEC 2017	Approved

An orange arrow points to the 'Bus Route Name' column, highlighting the text 'PALLIMOOLA ( GEC)'. Below the table, a red text box states: "Student can view the details of routes available by selecting route from 'Bus Route Information' menu".

Step 2 : Select a route from the list to view the details.

**Bus Route Details / PUTHUR**

3 / 4

**Bus Route Details**

Bus Route No: 1  
Bus Route Name: PUTHUR  
Vehicle: KL-13-N-450  
Academic Year: JULY 2017 - DEC 2017

**Seat Status**

Seat Capacity: 6  
Standing Capacity: 1  
Alloted: 2

Drivers Attenders CBC Members

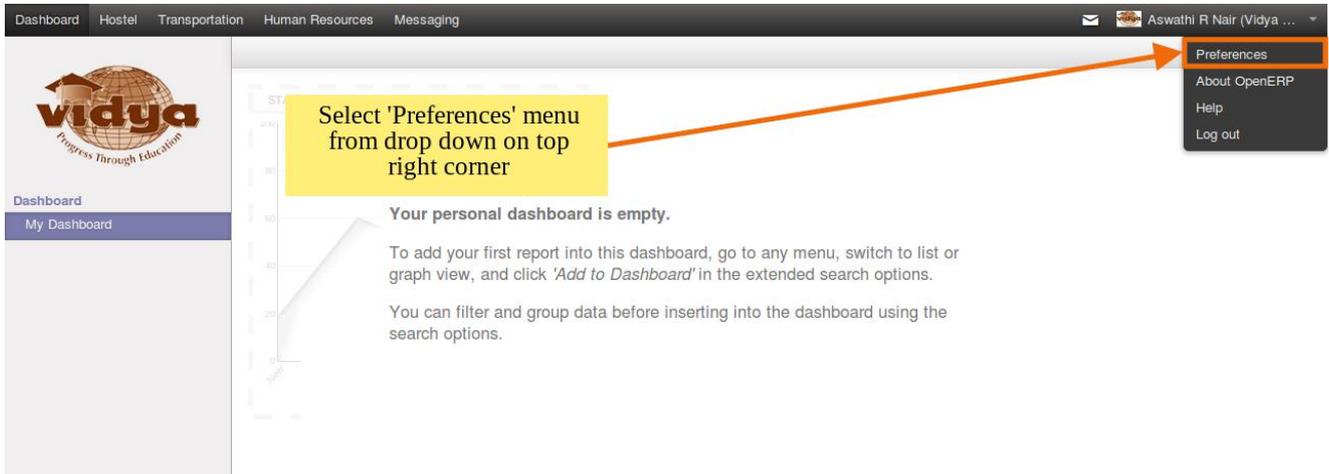
Driver	Start Date	End Date
Chandran K V	05/12/2016	

**Boarding Points Details**

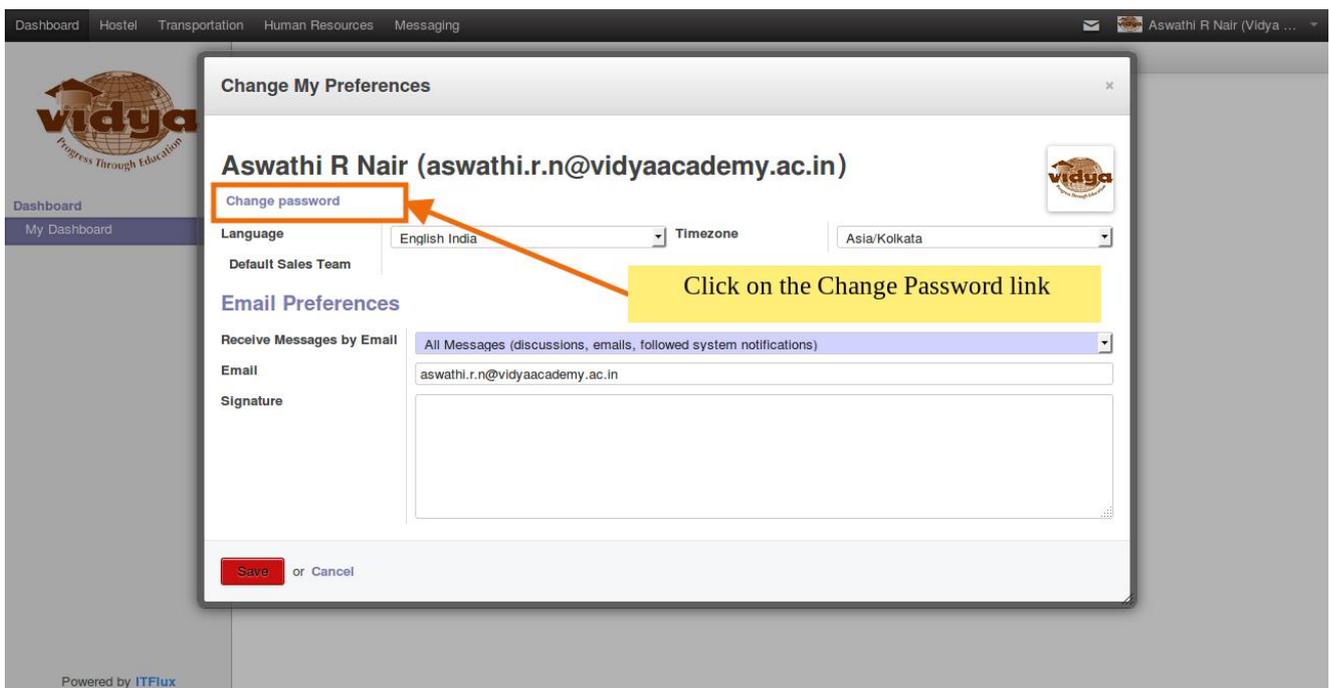
Boarding Point	Bus Fee	Product	Description
PUTHUR	7100	Transportation Fee(Zone A)	
ELAMTHURUTHY	6800	Transportation Fee(Zone A)	
KUTTANELLUR	6500	[#] Transportation Fee(Zone F)	
KAIPARAMBU	2400	[#] Transportation Fee(Zone F)	

## 9. How can I change my password?

**Step 1 :** Select the 'Preferences' menu from drop down on top right corner of your ERP page.



**Step 2 :** The following window will pop up.



Click on 'Change Password' link.

**Step 3 :** Fill Old password, and the new password you wish to use, confirm new password then click the 'Change Password' button. You will be logged out automatically. Login again with new password.

# Thank You