

# User Guide

Travel Request (Admin) v3.0.0



# Contents

<b>1.1. Budget Setup</b>	2
1.1.1. Create New Budget Item	2
<b>1.2. Travel Coordinator Setup</b>	3
1.2.1. Internal Travel Coordinator Setup	3
1.2.2. Delete Employee from Coordinator Table	3
1.2.3. Travel Coordinator Assignment Setup	4
1.2.4. Travel Coordinator Approval Route	4
<b>1.3. Travel Vendor Setup</b>	5
1.3.1. Vendor Company Details	5
1.3.2. Edit Vendor Company Details	5
1.3.3. Delete Vendor Company	5
<b>1.4. Vendor Contact</b>	6
1.4.1. Vendor Setup	6
1.4.2. Edit Vendor Details	6
1.4.3. Delete Vendor	6
<b>1.5. Travel Mode Setup</b>	7
1.5.1. Create New Mode of Travel	7
<b>1.6. Travel Request Report (Admin)</b>	8
1.6.1. Employee Travel Request Report	8
1.6.2. View List of Employees Travel Request	9
1.6.3. Export to Excel	9

# Travel Request

## 1.1. Budget Setup

### 1.1.1. Create New Budget Item

The screenshot shows a web application interface for managing travel budgets. It is divided into two main sections: 'Travel Budget Setup' and 'Records'.


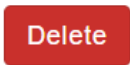

**Travel Budget Setup:** This section contains two input fields. The first is labeled 'Travel Budget' and has a text input field next to it. The second is labeled 'Enable' and has a checkbox next to it. A green 'Save' button is located to the right of these fields.

**Records:** This section displays a table of budget items. Above the table are two buttons: 'Delete' (red) and 'Restore' (orange). The table has a blue header row with the following columns: 'Travel Budget', 'Delete', and 'Enable'. Below the header, there are two rows of data:

Travel Budget	Delete	Enable
AirAsia Airline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Budget 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Each row in the table has an 'Edit' button (blue) to its right.

*Figure 2.1*

1. Head to Travel Budget Setup and a setup form will appear as you can see from Figure 2.1.
2. As show in Figure 2.1, the form consists of the following:
  - i. Budget Item: Name of desired budget item.
  - ii. Enable: To set status to active or inactive to use by the system.
3. After user input a item, user can click  and budget item will be added to the records table.
4. User can delete desired Budget item by checking them and proceed clicking  to remove item from table.
5. User can edit desired Budget item by clicking  to edit the name of budget item or set the enable for activate or inactivate to use by the system.

## 1.2. Travel Coordinator Setup

### 1.2.1. Internal Travel Coordinator Setup

Travel Coordinator Name	Travel Coordinator No.	Email	Type Of Employee	Delete
CC LOO	SY001	rnd_development@mywave.biz	Outsource	<input type="checkbox"/>
GEOFFREY HON MUH RONG	SY002	rnd_development@mywave.biz	Outsource	<input type="checkbox"/>
LADY GOH	LD001	rnd_development@mywave.biz	Outsource	<input type="checkbox"/>
MYWAVE PAYROLL PROCESSOR	PAY0001	rnd_development@mywave.biz	Outsource	<input type="checkbox"/>

Figure 3.1

1. To assign a coordinator to the list of company's Travel Coordinators, User will need to click an employee by Employee number. Click [List All](#) to show a list of all employees. Example can be found it figure 3.1.
2. Click an employee by their Employee ID and system will automatically fill fields with employee's data.
3. User can also click user by filling in employee ID in the input box provide followed by selecting [Retrieve](#). System will automatically fill fields with employee's data if employee ID was valid.
4. Once an employee is selected, user can proceed to assigning them as a coordinator by clicking [Assign as Travel Coordinator](#). Employee will be added into the coordinator list which is represented by a table. An example table can be found in Figure 3.1.

### 1.2.2. Delete Employee from Coordinator Table

1. User can delete desired employee from the table by checking the checked box provide in each employee. User now proceed by selecting [Delete](#) and system will delete selected employee from the table.

### 1.2.3. Travel Coordinator Assignment Setup

Travel Coordinator Setup **Travel Coordinator Assignment Setup**

**Travel Coordinator Assignment Setup** Edit

Exclude to assign travel coordinator: ☐

Optional to assign travel coordinator: ☒

Mandatory to assign travel coordinator: ☐

**Travel Coordinator Approval Route** Edit

Exclude to send Travel Request Notification to travel coordinator: ☒

Send Travel Request Notification to travel coordinator: ☐

*Figure 3.2*

1. User able to click Edit to setup the travel coordinator assignment with **3** options as can be seen in Figure 3.2.
  - i. Exclude to assign travel coordinator
    - Travel Coordinator's dropbox in Travel Request Application Form will **not showing**.
  - ii. Optional to assign travel coordinator
    - Travel Coordinator's dropbox in Travel Request Application Form **will showing** and **optional** to assign or not to assign travel coordinator in a travel request.
  - iii. Mandatory to assign travel coordinator
    - Travel Coordinator's dropbox in Travel Request Application Form **will showing** and **mandatory** to assign at least one travel coordinator in a travel request.

### 1.2.4. Travel Coordinator Approval Route

1. User able to click Edit to setup the travel coordinator approval route with **2** options as can be seen in Figure 3.2.
  - i. Exclude to send Travel Request Notification to travel coordinator
    - Travel coordinator who be assigned in a travel request will **not receive** an email as Travel Request Notification when the travel request has been approved.
  - ii. Send Travel Request Notification to travel coordinator
    - Travel coordinator who be assigned in a travel request will **receive** an email as Travel Request Notification when the travel request has been approved.

## 1.3. Travel Vendor Setup

### 1.3.1. Vendor Company Details

The screenshot shows a web interface for 'Vendor Details' with a 'Vendor Contact' tab. The 'Vendor Setup' section contains a form with the following fields: Company Name (mandatory), Address (mandatory), Postal Code, Country (mandatory dropdown), Fax Number, Website, Company No., City (mandatory), State, Telephone, and Email. A 'Save' button is at the top right. Below the form is a 'Records' table with columns: Name, Address, City, State, Country, Email, Phone, Fax Number, Delete (checkbox), and Edit (button). The table contains two records: 'Apple' and 'Samsung'.

Name	Address	City	State	Country	Email	Phone	Fax Number	Delete	Edit
Apple	33, Jalan perak	Perak Road	Penang Island	Malaysia	Apple@apple.com	012-2732022	01222335	<input type="checkbox"/>	Edit
Samsung	32, Lintang Bukit Kecil Satu	Bayan Lepas	Penang Island	Malaysia	Samsung@samsung.com	016-4774021	-	<input type="checkbox"/>	Edit

Figure 7.1

1. Head to Travel Vendor Setup page and a setup form will appear as can be seen in Figure 7.1.
2. As shown in Figure 7.1, the form consists of the following:
  - i. Company Name: The name of the Vendor company. This is a mandatory field.
  - ii. Company No: The unique number representing the company.
  - iii. Address: The company's address. This is a mandatory field.
  - iv. City: The city where company is stationed.
  - v. Postal Code: Postal Code of company.
  - vi. State: The state where company is stationed.
  - vii. Country: The country where company is stationed. This is a mandatory field.
  - viii. Telephone: The company contact number.
  - ix. Fax Number: The contact number to fax.
  - x. Email: Company's email address.
  - xi. Website: Company's website.
3. Once the form is completed, click **Save** to complete the saving process of vendor's company details to the record table. The record table can be seen right below the form. Figure 7.1 shows an example of the table.

### 1.3.2. Edit Vendor Company Details

1. Click **Edit** on the desired company to make changes to details. System will display values of the selected company details in their respective input field.
2. Click **Save** to save changes made towards details.
3. If cancelation is needed, system will revert back the selected company details and empty all input fields in form.

### 1.3.3. Delete Vendor Company

1. Check the checkbox of desired company to be deleted.
2. To complete deletion, click **Delete** to remove it from the record table.

## 1.4. Vendor Contact

### 1.4.1. Vendor Setup

The screenshot shows the 'Vendor Contact' tab in a system interface. The 'Vendor Setup' section contains a form with the following fields: First Name (mandatory), Last Name (mandatory), Email, Office Phone, Mobile No., and Company (mandatory). A 'Save' button is present. Below the form is a 'Records' table with columns: Name, Company, Email, Mobile No., Office Phone, and Delete. The table contains two records: VINCENT ONG (Apple) and MOHAMMED BIN SALMAN (Samsung). Each record has a 'Delete' checkbox and an 'Edit' button.

Name	Company	Email	Mobile No.	Office Phone	Delete
VINCENT ONG	Apple	vincent-ks_ong@mywave.biz	017-4785544	-	<input type="checkbox"/>
MOHAMMED BIN SALMAN	Samsung	ArabSalman@mywave.biz	017-4889999	-	<input type="checkbox"/>

Figure 8.1

1. Head to Travel Vendor Setup page and select **Vendor Contact** to access vendor contact setup.
2. As shown in Figure 8.1, the form consists of the following:
  - i. First Name: The vendor name. This is a mandatory field.
  - ii. Last Name: The vendor last name.
  - iii. Mobile No: The vendor contact number.
  - iv. Email: The vendor email address.
  - v. Company: The vendor's company name. This is a mandatory field.
3. Once the form is completed, click **Save** to complete the saving process of vendor details to the record table. The record table can be seen right below the form. Figure 8.1 shows an example of the table.

### 1.4.2. Edit Vendor Details

1. Click **Edit** on the desired vendor to make changes to details. System will display values of the selected vendor details in their respective input field.
2. Click **Save** to save changes made towards details.
3. If cancelation is needed, system will revert back the selected vendor details and empty all input fields in form.

### 1.4.3. Delete Vendor

1. Check the check-box of desired vendor to be deleted.
2. To complete deletion, click **Delete** to remove it from the record table.

## 1.5. Travel Mode Setup

### 1.5.1. Create New Mode of Travel

**Travel Mode Setup**

Travel Mode :

Enable : ☐

**Save**

**Records**

Travel Mode	Delete	Enable	
Flight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Edit</b>
Train	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Edit</b>
Bus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Edit</b>
Others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Edit</b>
Train	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Edit</b>
Cruise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Edit</b>

**Delete** **Restore**

*Figure 9.1*

1. Head to Travel Mode Setup and a setup form will appear as you can see from Figure 9.1.
2. As show in Figure 9.1, the form consists of the following:
  - i. Travel Mode: Name of desired mode of travel.
  - ii. Enable: To set status to active or inactive to use by the system.
3. After user input a item of Travel Mode, user can click **Save** and the Travel Mode item will be added to the records table.
4. User can delete desired Travel Mode item by checking them and proceed Clicking **Delete** to remove item from table.
5. User can edit desired Travel Mode item by clicking **Edit** to edit the name of Travel Mode item or set the enable for activate or inactivate to use by the system.



## 1.6. Travel Request Report (Admin)

### 1.6.1. Employee Travel Request Report

Employee Travel Request Report

Supervisor No:  Level:

Employee No.:  Travel Coordinator:

Transportation:  Status:

Departure Date:  [Clear] Return Date:  [Clear]

Submitted Date(From):  [Clear] Submitted Date(To):  [Clear]

**Employee Travel Request Information**

Expand All | Collapse All

Title	Purpose	Travel Coordinator	Departure	Return	Transport	Submitted Date	Status	Comment	Attachment	Action
Employee No.: MY0029		Employee Name: OOI YIN MEI		Supervisor No: MY0044		Supervisor Name: LIM SOO JIN (MY0044)				
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-07-28 Malaysia	2020-07-31 United Arab Emirates	Flight	2020-07-01	Pending			
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-08-01 United Arab Emirates	2020-08-08 Thailand	Flight	2020-07-01	Pending			

Figure 5.1

1. Head to Travel Request Report (Admin) page and a filter form will appear as you can see from Figure 5.1.
2. As shown in Figure 5.1, form consists of the following:
  - i. Supervisor No: Show the list of supervisors available.
  - ii. Employee No: Contains the list of employees.
  - iii. Level: The level of authority.
  - iv. Travel Coordinator: Contains a list of coordinators.
  - v. Transportation: List of travel mode.
  - vi. Status: The status of request. Example: "Rejected".
  - vii. Departure Date: The date of when user is departing.
  - viii. Return Date: The date of when user will be returning.
  - ix. Submitted Date (From): The date of when request is submitted.
  - x. Submitted Date (To): The date of when request is submitted to.
3. User can filter the travel request report based on what types of information are needed.
4. After filling the fields that are required by the user, user can click  to retrieve the request based on the filtering details provided by the user. That information is represented as a table.
5. User can click  to set all input fields to be empty except supervisor ID.

### 1.6.2. View List of Employees Travel Request





Employee Travel Request Information										
Expand All   Collapse All										
Title	Purpose	Travel Coordinator	Departure	Return	Transport	Submitted Date	Status	Comment	Attachment	Action
Employee No.: MY0029		Employee Name: OOI YIN MEI		Supervisor No: MY0044		Supervisor Name: LIM SOO JIN (MY0044)				
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-07-28 Malaysia	2020-07-31 United Arab Emirates	Flight	2020-07-01	Pending ***	-		-
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-08-01 United Arab Emirates	2020-08-08 Thailand	Flight	2020-07-01	Pending ***	-		-
KL	Penang	-	2017-07-02 Kuching	2017-07-06 KL	Train	2017-06-19	Pending ***	34		<a href="#">View</a>

Figure 5.2

1. By default, system will show a full list of employees request unless some filtering is done. The Figure 5.2 shows some filtering is done where system will only accept status that are Cancelled.
2. By clicking [View](#), selected request will show travel items belonging to that request in a form of a table.
3. Selecting **Expand All** will expand all the request that has travel items in a form of a table.
4. Selecting **Collapse All** will collapse all expanded request table.

### 1.6.3. Export to Excel

1. To export Employee Travel Request Report into an Excel format, click  and browser will automatically download the excel to your download folder.