# **User Guide**

Travel Request (Supervisor) v3.0.0



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### **Travel Request**

### 1.1. Travel Request Approval

#### 1.1.1. View Employee's Travel Request

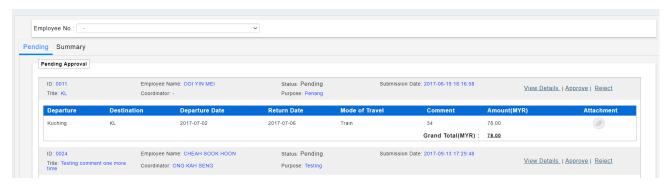


Figure 4.1

1. Click to view the list of employees. User can now select desired employee and that employee's Travel Request awaiting for approval will be shown. Example is as shown in Figure 4.1.

#### 1.1.2. View More Details

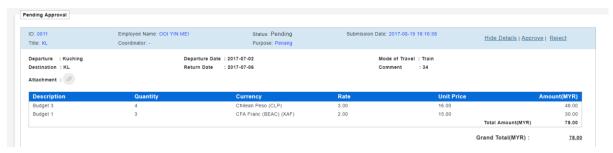


Figure 4.2

- 1. Click View Details to view more details on a specific request in the form of a table. Example can be seen in Figure 4.2.
- 2. Click Hide Details once again to hide the extra details.

#### 1.1.3. Approve Travel Request

- 1. Click Approve to approve the desired travel request from employee. Request will display in Summary Tab.
- 2. After approval, coordinator and employee will be notified by email about the request approval.

#### 1.1.4. Reject Travel Request

- 1. Click Reject to reject the desired travel request from employee. Request will display in Summary Tab.
- 2. After rejecting, employee will be notified by email about the rejection of request.

#### 1.1.5. Summary of Travel Request

- 1. Click to view a history of request that got rejected and approved by the supervisor.
- 2. Selecting View Details will show the travel request and item details of request.

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#### 1.2. Travel Request Report (Supervisor)

#### 1.2.1. Employee Travel Request Report

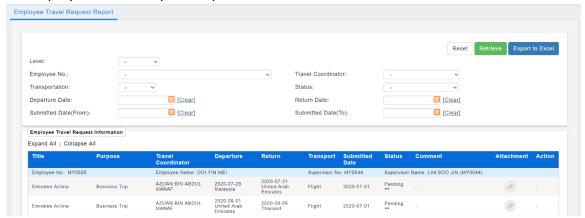


Figure 6.1

- 1. Head to Travel Request Report (Supervisor) page and a filter form will appear as you can see from Figure 6.1.
- 2. As shown in Figure 6.1, it consists of the following:
  - i. Level: The level of authority.
  - ii. Employee No: Contains the list of employees.
  - iii. Travel Coordinator: Contains a list of coordinators.
  - iv. Transportation: List of travel mode.
  - v. Status: The status of request. Example: "Rejected".
  - vi. Departure Date: The date of when user is departing.
  - vii. Return Date: The date of when user will be returning.
  - viii. Submitted Date (From): The date of when request is submitted.
  - ix. 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 retrieve the request based on the filtering details provide by the user. That information is represented as a table.
- 5. User can click Reset to set all input fields to be empty.

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#### 1.2.2. View List of Employees Travel Request

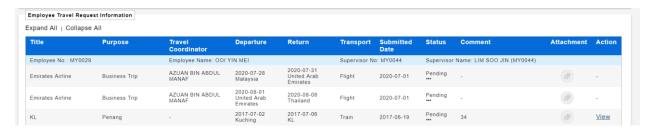


Figure 6.2

- 1. By default, system will show a full list of employees request unless some filtering is done. The Figure 6.2 shows some filtering is done where system will only accept status that are Approved.
- 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 <sup>Collapse</sup> All will collapse all expanded request table.

#### 1.2.3. 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.

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