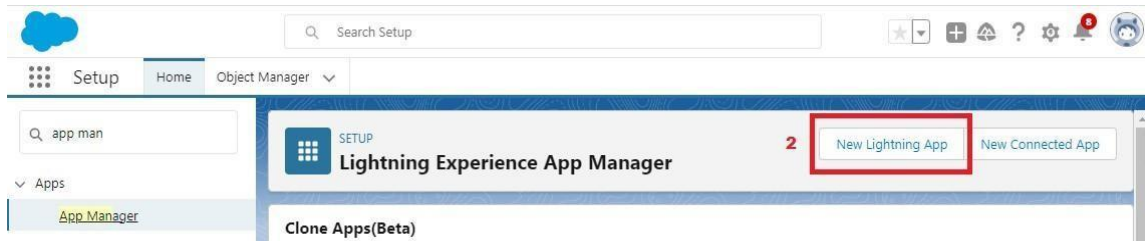
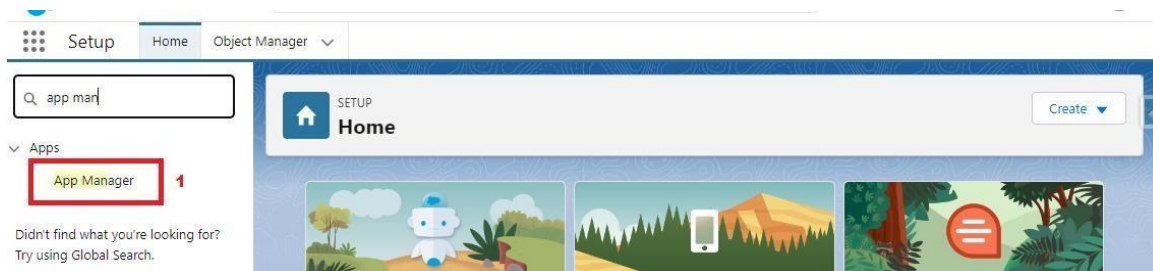


Create The Travel Approval App

Create the Travel Approval app:

- From Setup, enter App Manager in the Quick Find and select App Manager.
- Click New Lightning App
- Enter **Travel Approval** as the App Name, then click Next
- Under App Options, leave the default selections and click Next.
- Under Utility Items, leave as is and click Next.
- From Available Items, select **Department, Employee Detail, Expense, Expense Items, Travel Approval, Reports, and Dashboards** and move them to Selected Items. Click Next.
- From Available Profiles, select System Administrator and move it to Selected Profiles. Click Save & Finish.



App Details & Branding

Give your Lightning app a name and description. Upload an image and choose the highlight color for its navigation bar.

3

App Details

* App Name ⓘ
Travel Approval

* Developer Name ⓘ
Travel_Approval_

App Branding

Image ⓘ

Upload

Primary Color Hex Value ⓘ

#0070D2

Choose the items to include in the app, and arrange the order in which they appear. Users can personalize the navigation to add or move items, but users can't remove or rename the items that you add. Some navigation items are available only for phone or only for desktop. These items are dropped from the navigation bar when the app is viewed in a format that the item doesn't support.

6

Available Items

↻ Create ▾

Q DAS ✕

Dashboards

Selected Items

Departments

Employee Details

Expenses

Expense Items

Reports

▶

click here to add items

▲

New Lightning App

Available Profiles

System Administrator

Selected Profiles

No Profiles selected

▶

◀

1

2

3

4

5

Save & Finish

To verify your changes, click the App Launcher, type **Travel Approval** and select the **Travel Approval** app.

Note:

1. App Launcher-Displays available apps.
2. App Name-Displays the current selected app.