Member Contributions

Student Number	Student Name
D/ADC/23/0023	**JKDMYY Jayanetti**
D/ADC/23/0014	**MBF Amna**
D/ADC/23/0024	**KGT Randika**
D/ADC/23/0006	**HTSH Samadhi**

User Manual VERSION 1.0

for **Travel Request Application**.

Task 1: Travel Request Application

<u>User Manual for Travel Request App</u>

User Manual for Travel Request App

1. **Introduction**

Welcome to the **Travel Request App**!

This application streamlines the process of submitting, tracking, and approving travel requests. The app is designed for ease of use and ensures efficient communication between employees and the management team.

2. **Features**

The app will allow users to,

- Submit travel requests

- Track approval status

- View and approve requests

3. **App Layout**

- Home Screen:

  o New Request: Submit travel requests.

  o My Request: Overview of your submitted requests and view submitted requests (for regular users).

  o My Approvals: View and approve requests (for user admins).

Figure 1. Home Page

- From the home screen the users can directly navigate to the responsive app by selecting **Fit to Screen.**
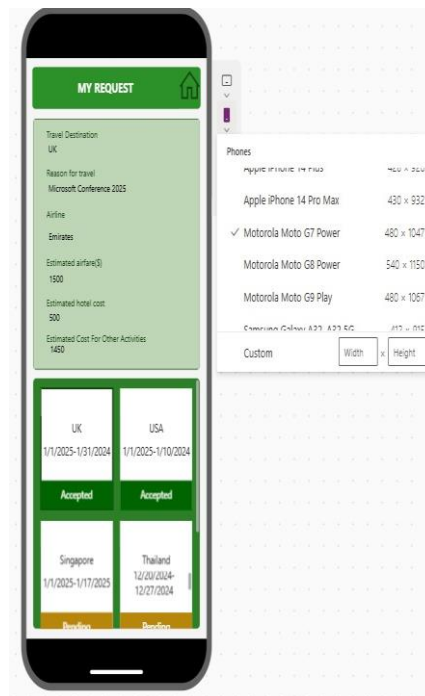 - Additionally, the app also allows Horizontal and Vertical view.
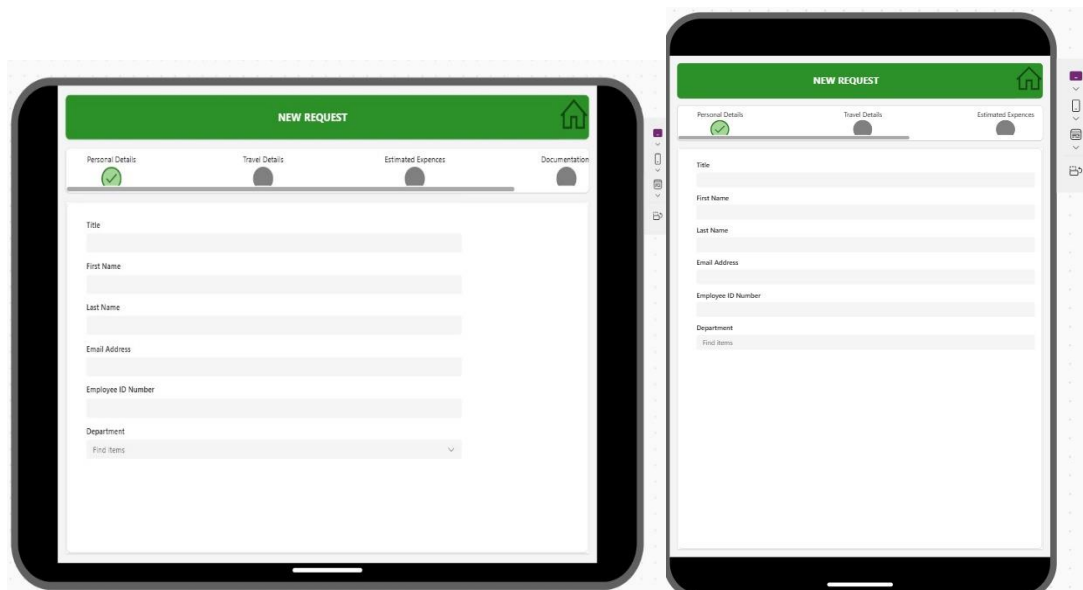

Figure 2. Mobile View

Figure 3. Horizontal and Vertical. Tablet View

- The users can submit the new travel request by navigating to **the New Request** Tab.

4. **New Request Section**
- Submit a new travel request using the designated form.
- Enter required details like destination, purpose, Department (Required Field) and travel dates.
- Click **Submit** to initiate the approval workflow.
- The Progress Indicators show you where you are within the app with the Highlighted Green Color.

- You can navigate to the next part of the form by selecting the ✓ mark.

Figure 4

Figure 5

Figure 6

Figure 7

- This is the final step for submitting the form. You can also attach any files if required.
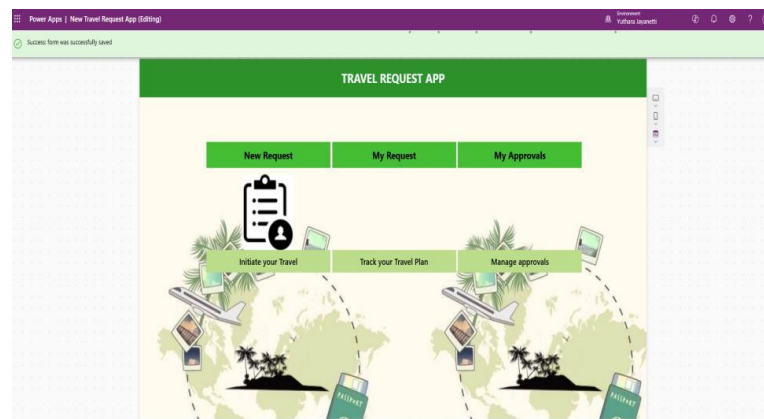- User gets a successful submission notification and will be navigated back to HomePage.

Figure 8

5. **My Request Section**

- The user can see his/her requests.
- Track approval status.

    o **Pending** – Awaiting approvers' approval.

    o **Approved** – Request has been approved.

    o **Rejected** – Request has been denied.

- The side pane also gives more information on the selected request.

Figure 9

6. **My Approvals Section**

- Only the user whose credentials are same as the credentials given in approvers list can see this tab. Hence, this user is called **User Admin**.
- This ensures security within the organization.
- All departments have two approvers. Both the approvers have access to this tab.
- The approvers can view the approval status and the details of approvals in the side pane.
- Approving or Rejecting Requests: Click on a request to view its details via Outlook or Teams Activity.

- Choose an action:

    o **Approve:** Approve the request.

    o **Reject:** Reject the request.

Figure 10

7. FAQs

1. How can I edit a submitted request?

o Go to the Teams Activity screen, click on the request, and select **Edit**. You can only edit requests that are still pending approval.
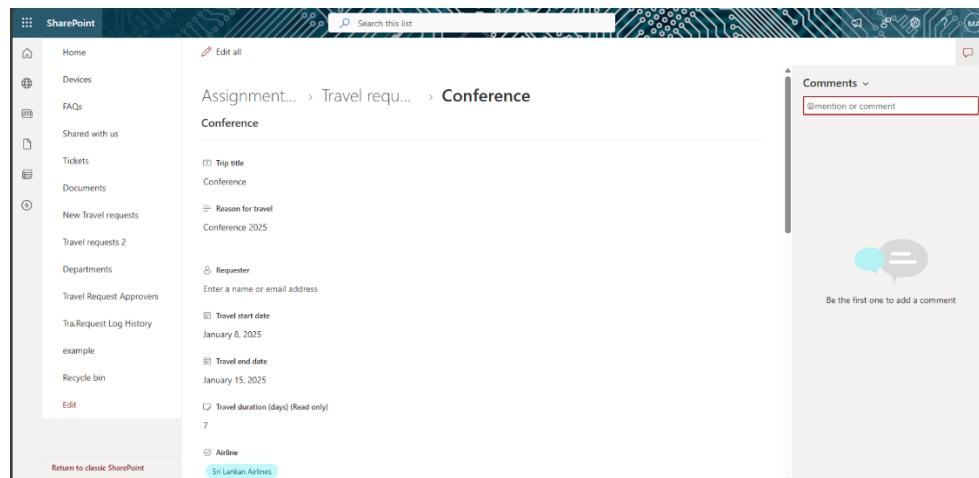

Figure 11

2. **Can I withdraw a request?**

   o Yes. Navigate to the request and click **Withdraw**.

Figure 12

Figure 13

Once the users submit the form, the notification will be sent to both the users and user admins, and the approval process is visible via teams. From there you can access SharePoint, for further details and any adjustments.

Figure 14

8. **Tips for Efficient Use**

- Double-check all travel details before submitting.

- Attach supporting documents, such as itineraries or invoices, to ensure quicker approvals.

- Respond promptly to manager queries to avoid delays.

9. **Troubleshooting**

- **Issue:** Unable to log in.
  Solution: Ensure your credentials are correct. Reset your password if needed.

- **Issue:** Request status not updating.
  Solution: Refresh the app or contact support.

- **Issue:** App crashing.
  Solution: Update the app to the latest version or reinstall.

Link to the Demo:

https://kduac-my.sharepoint.com/:v:/g/personal/40-adc-0023_kdu_ac_lk/EcE4cbZ_ru5Mm25GlvtUBW4BQCoynhUqsx5TpxFiXr0iUQ?nav=eyJyZWZlcnJh bEluZm8iOnsicmVmZXJyYWxcHAiOiJPbmVEcml2ZUZvckJ1c2luZXNzIiwicmVmZXJyYWxcH BQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXciLCJyZWZlcnJhbFZpZXciOiJNeUZpb GVzTGlua0NvcHkifX0&e=lneldi

END of User Manual~