



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

User Manual for Travel Request App

User Manual for Travel Request App

1. Introduction.....	4
2. Features	4
3. App Layout	4
4. New Request Section	6
5. My Request Section	8
6. My Approvals Section.....	8
7. FAQs.....	9
8. Tips for Efficient Use	11
9. Troubleshooting.....	11
10. Link to the Demo.....	11

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:
 - New Request: Submit travel requests.
 - My Request: Overview of your submitted requests and view submitted requests (for regular users).
 - 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.

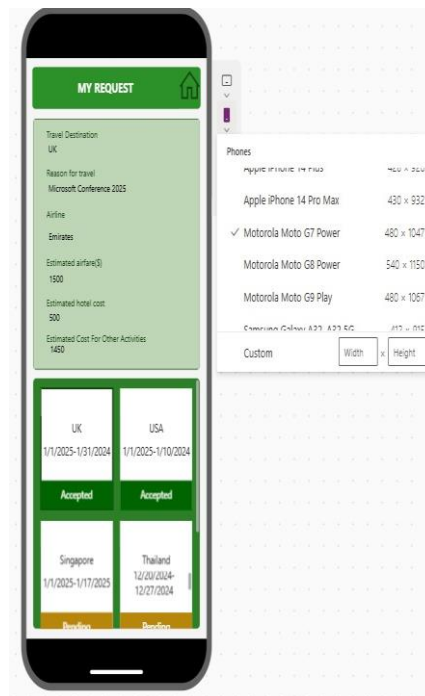


Figure 2. Mobile View

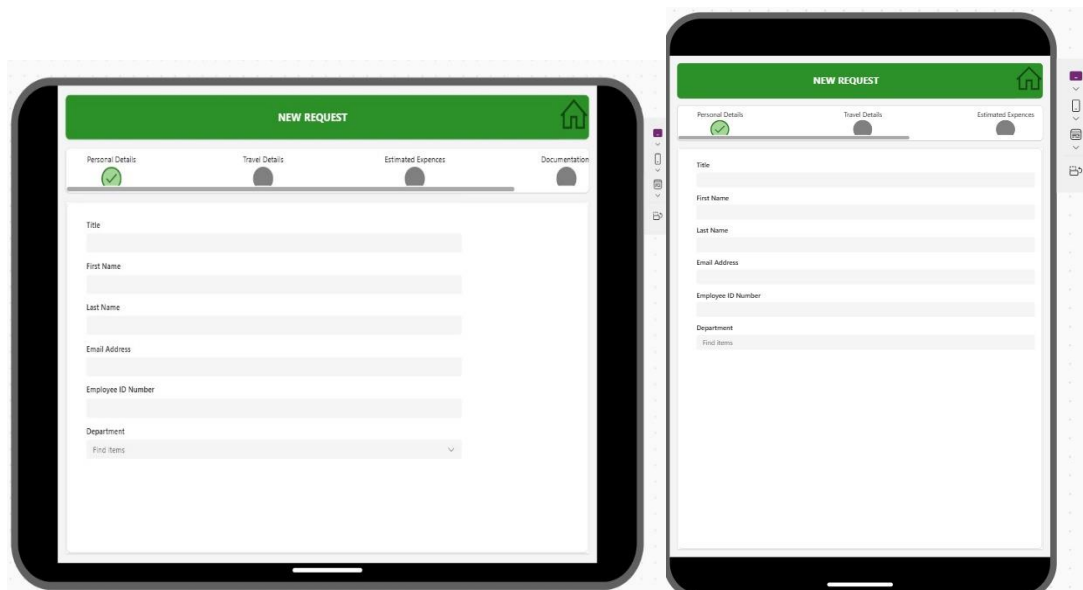


Figure 3. Horizontal and Vertical. Tablet View

- 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.

TRAVEL REQUEST FORM

Personal Details Travel Details Estimated Expenses Documentations

Title

First Name

Last Name

Email Address

Employee ID Number

Department

Find Items

Figure 4

TRAVEL REQUEST FORM

Personal Details Travel Details Estimated Expenses Documentations

Reason for travel

Travel Destination

Travel start date

Select a date...

Travel end date

Select a date...

Airline

Find Items

Figure 5

TRAVEL REQUEST FORM

Personal Details Travel Details Estimated Expenses Documentations

Estimated hotel cost

Estimated airfare

Estimated Cost For Other Activities

Figure 6

TRAVEL REQUEST FORM

Personal Details Travel Details Estimated Expenses Documentations

Attachments

There is nothing attached.

Attach file

Submit

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.

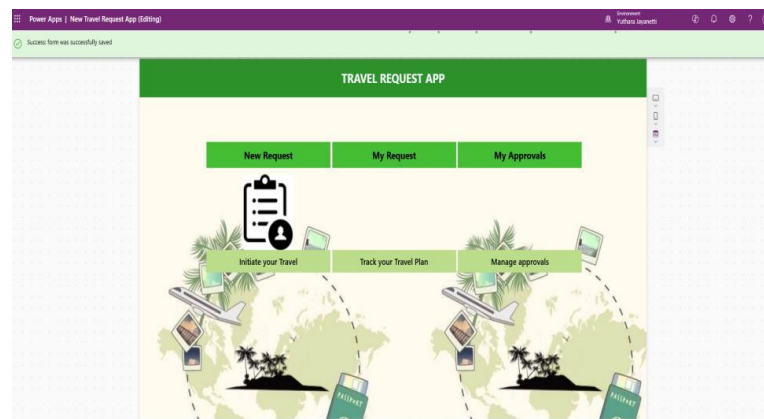


Figure 8

5. My Request Section

- The user can see his/her requests.
- Track approval status.
 - **Pending** – Awaiting approvers' approval.
 - **Approved** – Request has been approved.
 - **Rejected** – Request has been denied.
- The side pane also gives more information on the selected request.

The screenshot displays the 'MY REQUESTS' section of a web application. It features a green header bar with a home icon and the title 'MY REQUESTS'. Below the header, there is a grid of request cards. Each card shows the request type, location, dates, and approval status. A side pane on the right provides detailed information for the selected request.

MY REQUESTS	
Conference UK 1/1/2025-1/31/2024 Accepted	Business Meeting USA 1/1/2025-1/10/2024 Accepted
Business Trip Singapore 1/1/2025-1/17/2025 Pending	Annual Trip Thailand 12/20/2024-12/27/2024 Pending
Conference USA 1/1/2025-1/31/2025	

Request Details
Travel Destination
Singapore
Reason for travel
2025 Annual Conference
Airline
Cathay Pacific
Estimated airfare(\$)
500
Estimated hotel cost
1500
Estimated Cost For Other Activities
700

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:
 - **Approve:** Approve the request.
 - **Reject:** Reject the request.

MY APPROVALS		
Yuthara Jayanetti Conference UK 1/1/2025-1/31/2024 Accepted	Jayami Business Meeting USA 1/1/2025-1/10/2024 Accepted	Request Details Travel Destination UK Reason for travel Microsoft Conference 2025 Airline Emirates Estimated airfare(\$) 1500 Estimated hotel cost(\$) 500 Estimated Cost For Other Activities(\$) 1450 Travel duration (days) 1280
Peter Business Trip Singapore 1/1/2025-1/17/2025 Pending	James Annual Trip Thailand 12/20/2024-12/27/2024 Pending	
James Conference USA 1/1/2025-1/31/2025		

Figure 10

7. FAQs

1. How can I edit a submitted request?

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

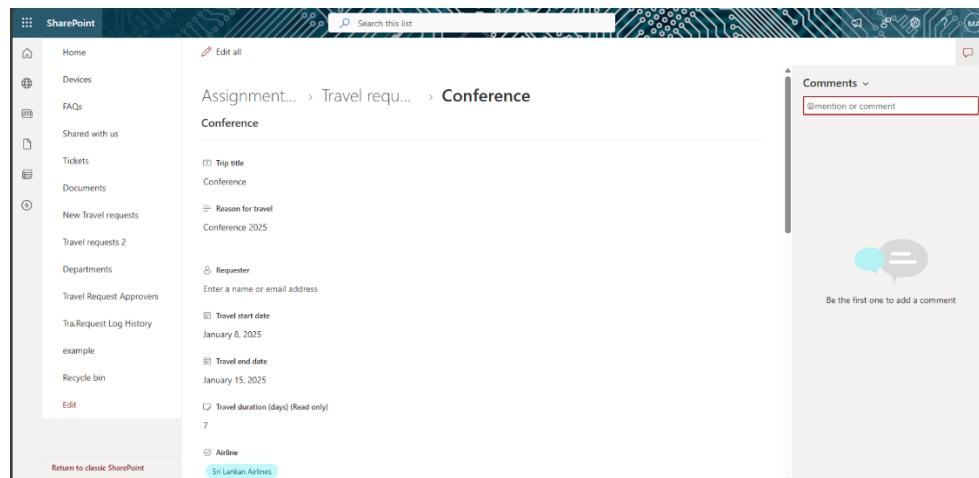


Figure 11

2. Can I withdraw a request?

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

Approvals
Approval request details

Travel Request Approval - Smith

Reason for Travel -

▼ **Attachments**

Smith
https://kduac.sharepoint.com/sites...

▼ **Status: Requested**

MA Step 2: Needs response from
MBF Amna

JJ Step 1: Pending response

Comments

- Cancel request
- Follow up
- Reassign

More actions ▼

Reject **Approve**

Figure 12

Approvals				
Priority	Request title	Status	Source	Created
	Travel Request Approval - Smith	Canceled		12/15/2024 10:10

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.

Approvals				
Priority	Request title	Status	Source	Created
	Travel Request Approval - Conference	Rejected		12/15/2024 5:14:30 AM
	Travel Request Approval - Conference	Requested		12/15/2024 5:07:03 AM
	Travel Request Approval - Conference	Approved		12/14/2024 3:57:36 PM
	Travel Request Approval - Annual Trip	Requested		12/13/2024 9:56:25 PM
	Travel Request Approval - Business Meet	Approved		12/13/2024 8:07:23 PM
	Travel Request Approval - Conference	Approved		12/13/2024 6:50:14 PM
	Travel Request Approval - Rduf	Requested		12/13/2024 2:35:35 PM
	Travel Request Approval - Incd	Requested		12/13/2024 2:30:23 PM
	Travel Request Approval - nbknb	Approved		12/12/2024 9:56:30 PM
	Travel Request Approval - vbghbn	Approved		12/12/2024 9:15:21 PM
	Travel Request Form - hiii	Rejected		12/12/2024 7:37:31 PM
	Travel Request Form - hiii	Cancelled		12/12/2024 7:37:31 PM

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=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcH AiOiJPbmVEcm12ZUZvckJ1c2luZXNzliwicmVmZXJyYWxBcH BQbGF0Zm9yYSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXciLCJyZWZlcnJhbFZpZXciOiJNeUZpbGVzTGlua0NvcHkifX0&e=lneldi

END of User Manual~