

Travel Tracker User Guide

A UiPath Website Made By The Fireflies Team

Introduction

Welcome to our website – **Travel Tracker!** This guide is designed to help you navigate and become familiar with how to operate the UiPath App to submit travel requests, approve requests, and add or update required documents, all with automated processing powered by UiPath robots. We aim to make your current manual process more manageable and convenient.

Getting Started

Account Setup:

- 1.Create a UiPath account
- 2.Log in to your UiPath account
- 3.Get access to Orchestrator and Orchestrator Services

To begin, you will need to **create a UiPath account** or log in if you already have one. Once logged in, you should have access to the **UiPath Orchestrator Storage Bucket**, **UiPath Apps Studio**, and **UiPath Data Fabric**.

Access Travel Tracker:

- 1.Create a UiPath account
- 2.Log in to your UiPath account
- 3.Get access to Orchestrator and Orchestrator Services

[Open](#)

Features Overview

Home Page:

- Upload New Documents
- Update Documents
- Approval Request
- Upload Rebooking Tickets

Our website offers a variety of features designed to enhance your experience. The **Home Page** provides access to four main tabs that help you quickly reach key functionalities.

Upload New Documents :

- New Travel Request Forms
- Travel Cost Estimation
- Other Travel Documents

The **Upload New Documents** tab allows you to upload one of three document types based on your selection.

Update Documents :

- Travel Cost Estimation
- Other Travel Documents

The **Update Documents** tab enables you to replace existing **Travel Cost Estimation** files or update missing **Other Travel Documents**.

Approval Request:

- Real-time updates
- No need to use Excel manually
- Auto sending email

The **Approval Request** tab lets you manage approval requests, with options to filter and sort employee names based on **Priority Level**.

Upload Rebooking Tickets:

- Attached Rebooking Tickets files
- Select new Return Date

The **Upload Rebooking Tickets** tab helps you manage extended business trips by uploading rebooking tickets and selecting a new return date after the request is marked as **Approved**.

Step-by-Step Instructions

1/ How to Upload New Documents:

1. Navigate to the first tab on **Home Page**.
 2. Click on the '**Choose type of your uploads**' dropdown to select the upload category.
 3. Fill in all required fields — make sure no field is left empty.
 4. Tick the confirmation checkbox, then click '**Submit**'.
- If you select "**Other Travel Documents**", you must upload at least one attachment.

2/ How to Approve a New Request

1. Navigate to the third tab – '**Approval Request**' on your **Home Page**.
2. Click the '**Choose Priority Level to Approve**' dropdown to filter the request list.
3. Click the '**Choose Employee's Name in Waitlist**' dropdown to select a request.
4. Click the '**Approval Status**' dropdown to choose your approval decision.
5. If needed, leave a comment in the '**Comment**' section.
6. Click '**Submit**' to finalize your approval.

3/ How to Update Documents

1. Navigate to the second tab on the **Home Page**.
 2. Click the '**Choose type of your update documents**' dropdown to select the document type you want to update.
 3. Fill in all required fields — make sure no field is left empty.
 4. Tick the confirmation checkbox, then click '**Submit**'.
- If you select "**Other Travel Documents**", you must upload at least one attachment.

4/ How to Upload Rebooking Tickets

1. Navigate to the last tab on the **Home Page**.
2. Click the '**Choose employee's name to upload**' dropdown to select the employee's name.
3. Click '**Choose return date**' to select the new return date. (*The selected date cannot be in the past.)
4. Fill in all required fields — make sure no field is left empty.
5. Tick the confirmation checkbox, then click '**Submit**'.

FAQs

Q: How do I manage Entity Record in Data Fabric?

A: Open **Data Fabric** on UiPath Cloud, then click on the entity name. After opening it, you can edit fields using “**Manage Entity**”, or manually create new records using “**Add Data**”.

Q: How can I change my OneDrive folder path?

A: Go to **Assets** in **UiPath Orchestrator** and update the asset value with your **new OneDrive folder path**.

Support Information