www.example.com

Transfer Request

SrNo	EmpCode	Name	Status	Level	Action
1	3444	Xyz	Initiate	Associate	✏️ 📄

www.example.com

Transfer Request Edit

Transfer Request No :   **0078**

Tour Start Date: 01-01-2023   **Tour End Date:** 01-01-2023   **Transfer Letter** D:/New folder/abc.pdf

Emp. Code: 3444   **Name:** xyz   **Mobile No:** 9876543221

Salary AC No: 9333343221   **Ext. No:** 9898   **Email ID (Non Official) :** A@Gmail.com

Operation	Division	Department	Section	Location
Operation 1	Division 1	Department 1	Section 1	Location 1

Family Member Details

Select	Family Member Name	Relation	D.O.B	Gender
☒	pqr	Wife	22-09-1987	Male
☒	abc	Child	13-12-2015	Female
☐	efg	Child	13-12-2018	Female

Continue in next slide..

www.example.com

Tour Detail

Traveling Details

Travel Date: 01-01-2023 **Travel Time :** 5:45 **City From:** Select **City To :** Select **Mode of Travel:** Select

Ticketing By: Select **Flt/Train Name:** [   ] **Ticket By:** Self ADD

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	PNR No.	Amount	Ticket	Delete
22-02-2023	06:45	Pune	Goa	Air	Air123	-	-	-	🗑

Booking Details

Booking by: Self **City:** Select **Check In:** 01-01-2023 **Check Out:** 01-01-2023 ADD

City	In Date	Out Date	GSTIN No.	Delete
Pune	22-02-2023	22-02-2023	-	🗑

Advance Amount

Stay Charges: 1000 **Daily Allowance:** 1000 **Misc. Amount:** 1000 **Total Amount:** 3000

PARTY NAME	AMOUNT	QCUOTATION	REMARKS
pqr	10000	📄	-
abc	11000	📄	-
Bbc	10700	📄	-

Submit

Admin (QUOTATION APPROVAL)

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Admin

EmpCode	Name	Action
3444	Xyz	✏ 📄
4344	JKL	✏ 📄
4644	abc	✏ 📄

Browser

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Admin (QUOTATION APPROVAL)

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   [Search]

Admin

Admin Remark

SELECT	PARTY NAME	AMOUNT	QCUOTATION	REMARKS
☐	pqr	10000	**FILE1.PDF**	-
☒	abc	11000	**FILE2.PDF**	-
☐	Bbc	10700	**FILE3.PDF**	-

Admin Remarks: Remark

[SUBMIT]

www.example.com

Recommendation

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Recommendation

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	10000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	20000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	20000	Accept Send Back

www.example.com

Approval

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Approval

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	10000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	20000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	20000	Accept Send Back

www.example.com

Approval

Search

From

Approval

EmpCod	...
3444	
4344	
4644	

Send Back

Send Back

Send Back

Approval Remark

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	PNR No.	Amount	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123	-	-	-

City	In Date	Out Date	GSTIN No.
Pune	22-02-2023	22-02-2023	-

Family Member Details

Family Member Name	Relation	D.O.B	Gender
pqr	Wife	22-09-1987	Male
abc	Child	13-12-2015	Female

Advance Amount

Stay Charges: 100   Daily Allowance: 100   Misc. Amount: 100   Total Amount: 300

Approved Quotation

PARTY NAME	AMOUNT	QCUOTATION	REMARKS
abc	11000	FILE2.PDF	Remark

Approval Remarks: Remark

SAVE

www.example.com

Special Approval

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Special Approval (For IMMEDIATE TRAVEL – TRAVEL START WITHIN 3 DAYS)

	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	20000	Accept Send Back

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Special Approval

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Special Approval

EmpCode	Action
3444	Accept Send Back
4344	Accept Send Back
4644	Accept Send Back

Status History Log

SrNo	Level	Remark	Status	Status Chage Time
1	HR Reco.	Ok	No	01-01-2022 02:34
2	Reco.	ok	Yes	01-01-2022 02:34
3	Approval	ok	Yes	01-01-2022 02:34

www.example.com

HRBP

Search

From Date: 01-01-2022 **To Date:** 31-01-2022 Search

HRBP (For MORE THAN 6 DAYS TRAVEL)

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back

www.example.com

HRDH

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

HR Division Head (For MORE THAN 6 DAYS TRAVEL)

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back

www.example.com

HROH

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

HR Operation Head (For MORE THAN 6 DAYS TRAVEL)

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	✎ 📄 Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	✎ 📄 Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	✎ 📄 Accept Send Back

www.example.com

Admin (Ticket Booking)

Search

| From Date: | 01-01-2022 | To Date: | 31-01-2022 | Search |

Admin

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	✎ 📄 Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	✎ 📄 Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	✎ 📄 Accept Send Back

Admin (Ticket Booking)

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   [Search]

Admin

Er...						

Ticket Booking Detail Edit

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	PNR No.	Amount	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123	Abc	1000	📄

[Submit]

							Send Back
							Send Back
4644	abc		01-02-2022	01-02-2022	2000	✏️ 📄	Accept Send Back

www.example.com

Admin (Hotel Booking)

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Admin

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back

www.example.com

Admin (Hotel Booking)

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Hotel Booking Detail Edit

City	In Date	Out Date	GSTIN No.	Amount	Invoice
Pune	**22-02-2023**	**22-02-2023**	**-**	1000	

Submit

Admin

Em...						
3						Send Back
4						Send Back
4644	abc	01-02-2022	01-02-2022	2000		Accept Send Back

www.example.com

Finance

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Finance

EmpCode	Name	From Date	To Date	Amount	Action
3444	Xyz	01-02-2022	01-02-2022	1000	Accept Send Back
4344	JKL	01-02-2022	01-02-2022	2000	Accept Send Back
4644	abc	01-02-2022	01-02-2022	2000	Accept Send Back