

Project Report Template

INTRODUCTION:

1.1 Overview

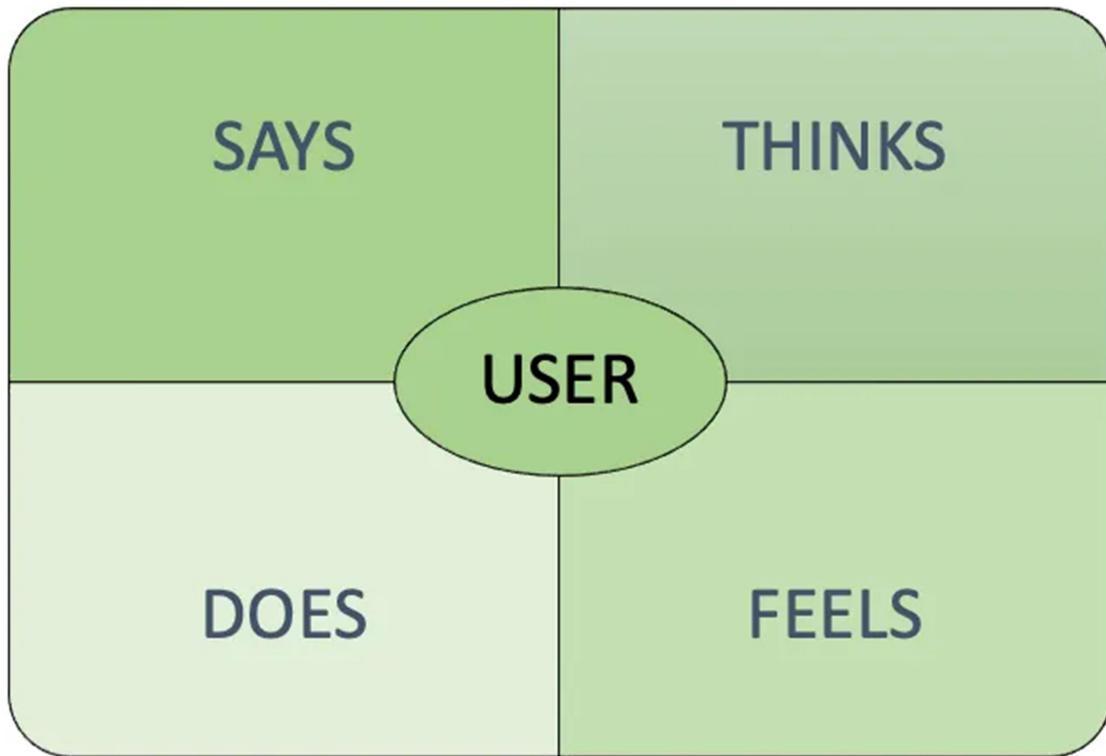
We already know that companies or organisations mainly provide business travel. Business travel primarily aims to meet new people and crack deals to enhance the business's growth. This is also beneficial for developing a relationship with the stakeholders. Business travel also helps to understand the business culture of different places.

1.2 Purpose

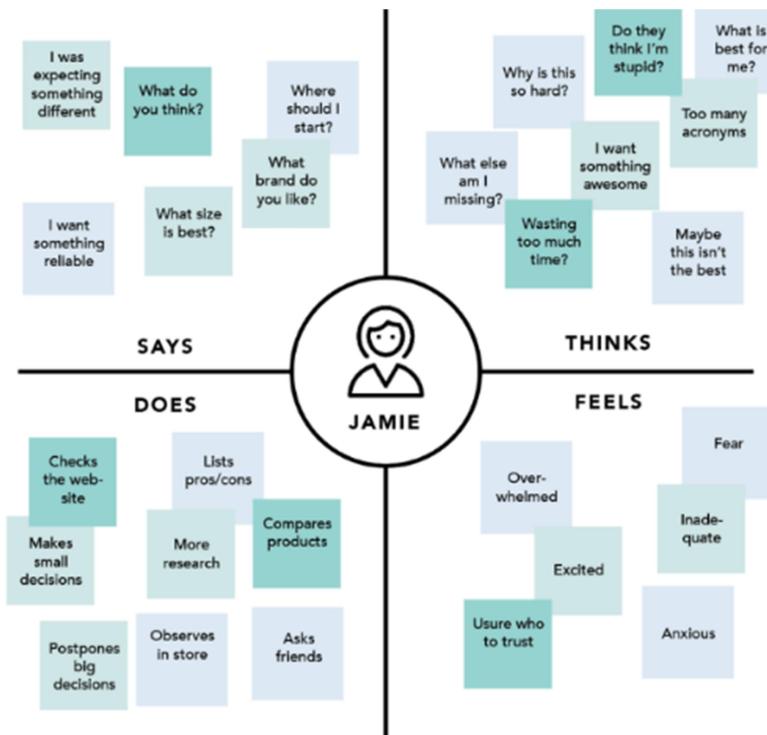
Corporate travel fosters idea sharing and economic growth. One of the primary purposes of business travel is to share knowledge and ideas. Corporate travel policies are normally created by the Finance Manager and the Travel Manager. They typically abstract things like if an employee can travel in business class, before how many weeks they should book their trips, or if there are certain precautions employees must take when traveling alone. This blog will discuss the advantages and disadvantages of business travel. So, this blog will be appropriate if you work in an organisation and want to travel for business purposes.

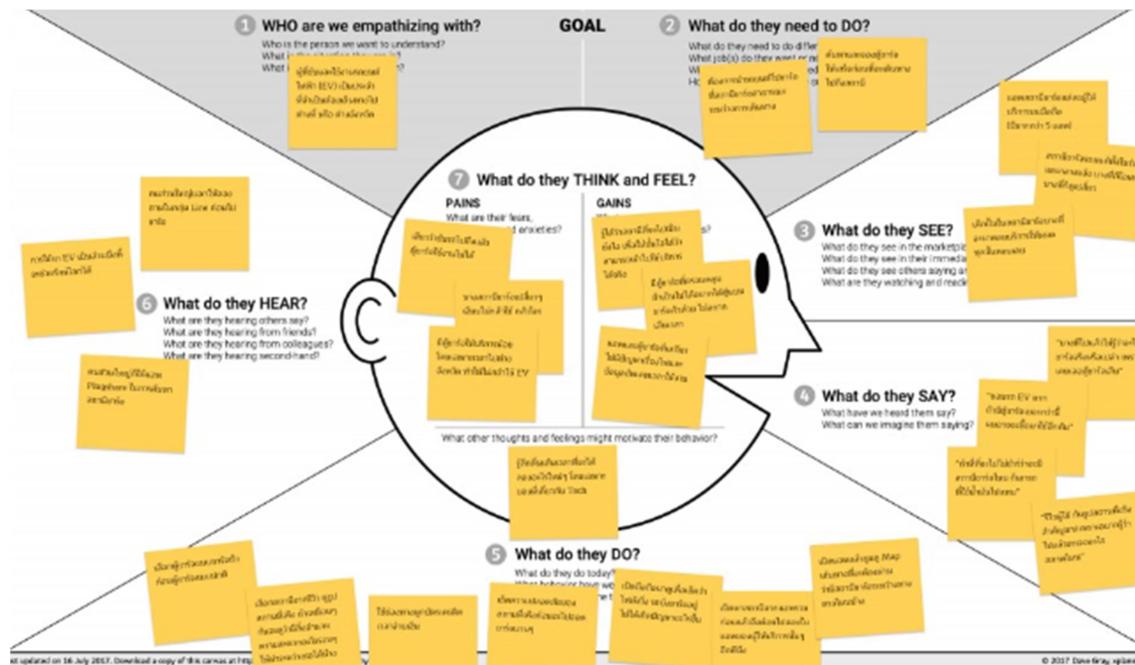
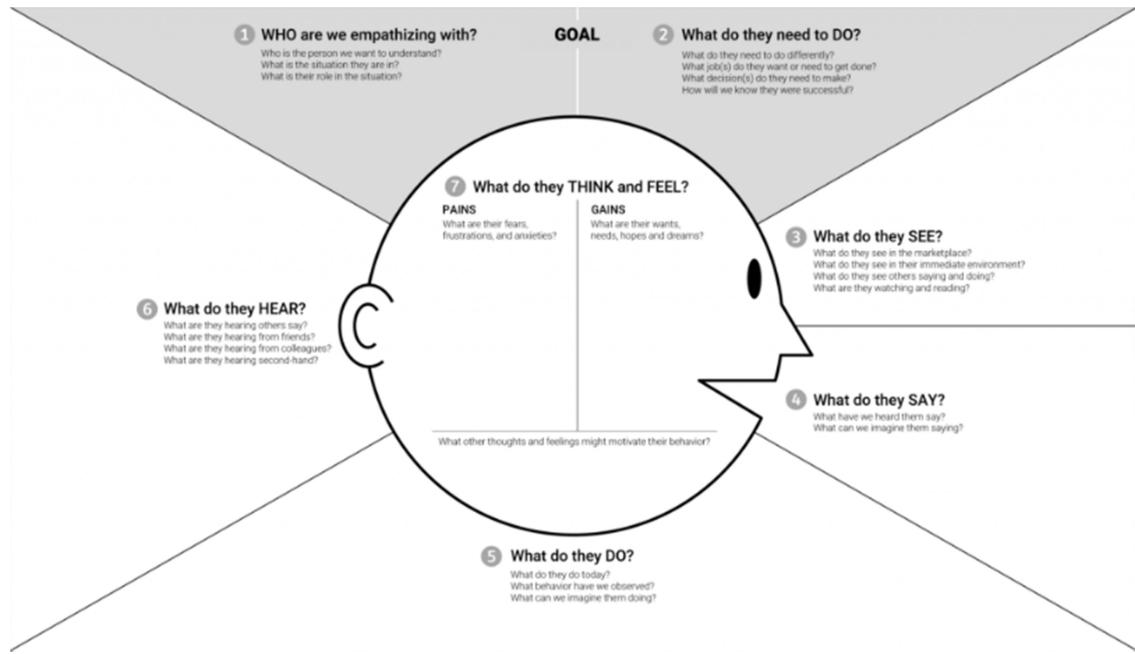
2. Problem Definition and Design Thinking:

2.1. Empathy Map



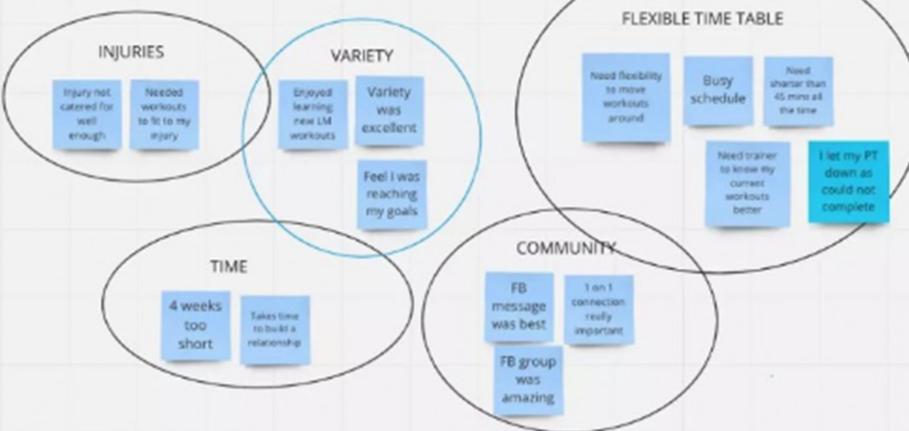
2.2 Travel Approval Map:





COMMON THEMES

Customer interviews

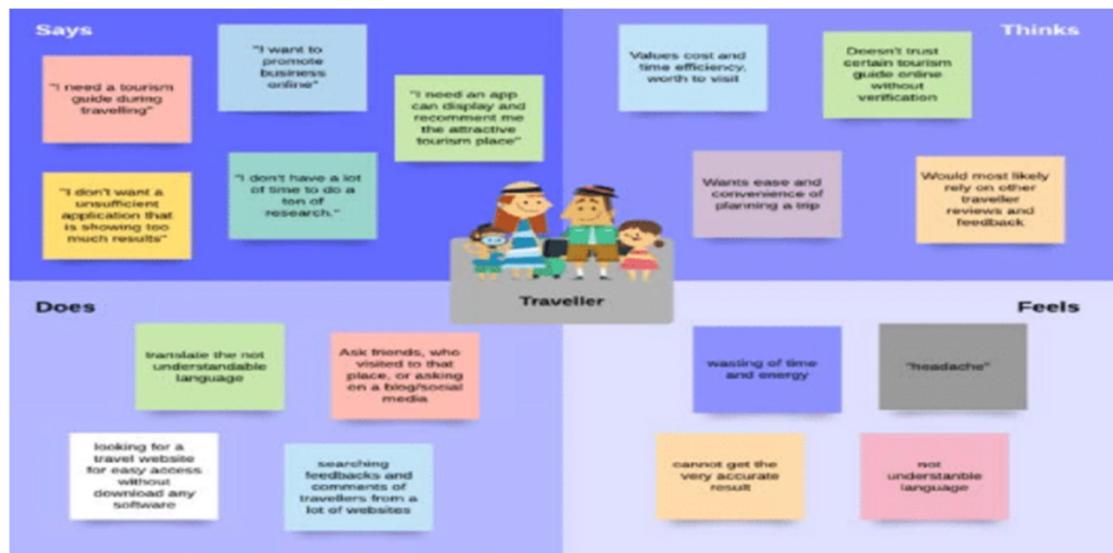
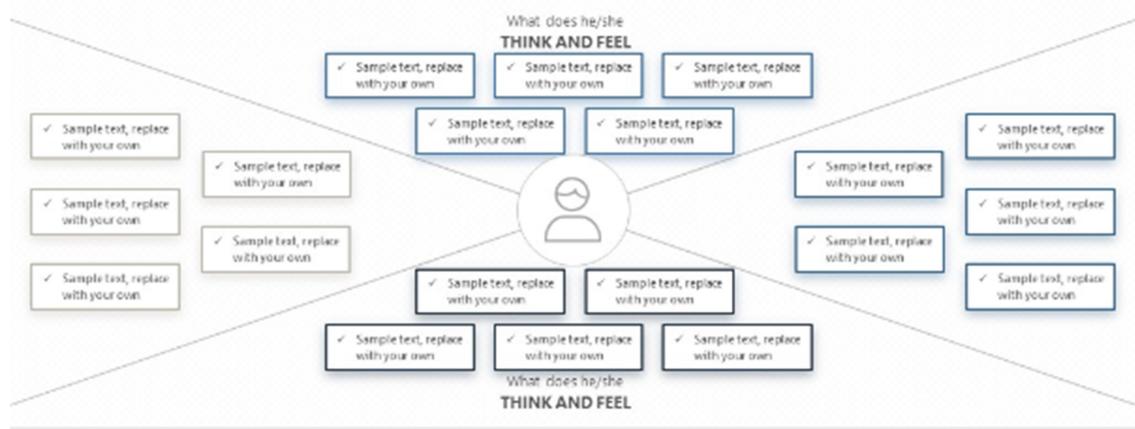


THINKS



SAYS





THINKING & FEELING



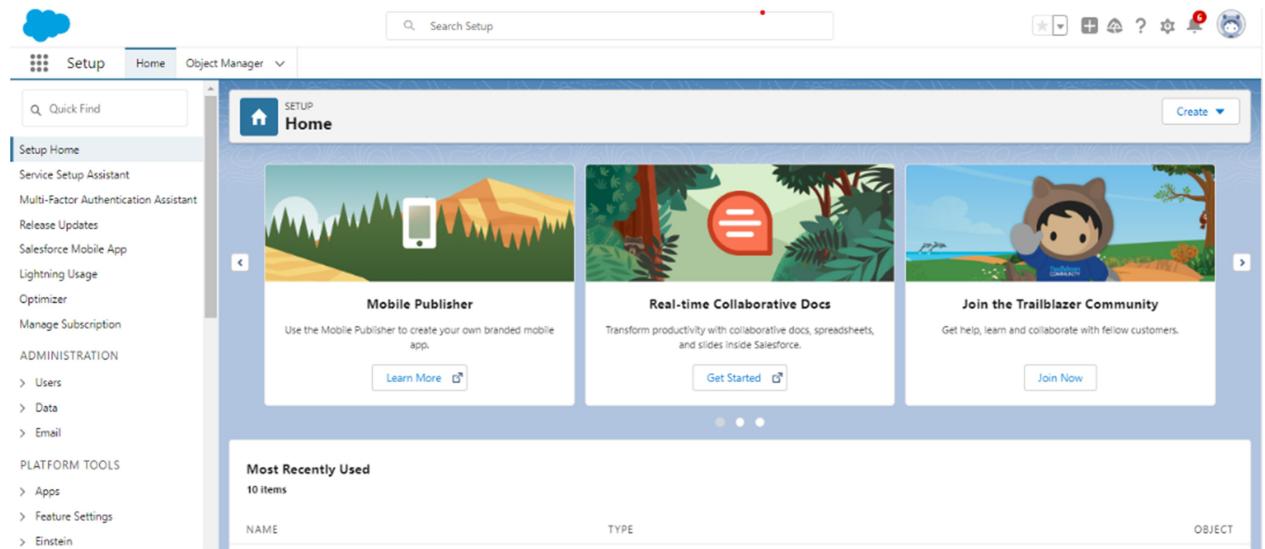
3. RESULT:

3.1 Data Model:

Object name	Fields in the object
Object-1	Department
Object-2	Travel approval
Object-3	Expense Item

3.2. Activity and Screenshot:

Create sales force Org-creating Developer Account



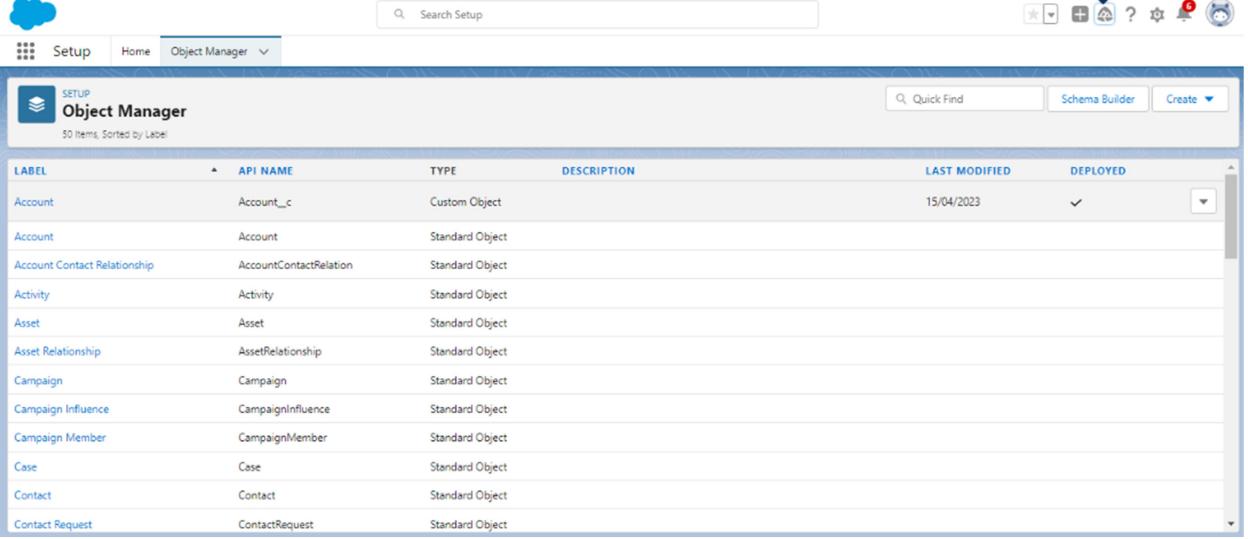
Object:

The screenshot shows the Salesforce Setup interface with the "Object Manager" tab selected. On the left, a sidebar menu is open under the "Salesforce Mobile App" section, with "Apps" expanded to show "App Manager". The main content area is titled "Lightning Experience App Manager" and displays a table of 19 cloned apps. The table includes columns for App Name, Developer Name, Description, Last Modified, App Type, and Version. The "Enable App Cloning" toggle switch is set to "Enabled". A note at the top states: "Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning. See additional details and terms in the [Winter '23 release notes](#)".

Create on Travel approval object

The screenshot shows the Salesforce Setup interface with the "Object Manager" tab selected. The left sidebar lists various configuration options for the "Expense Item" object. The main content area shows the "Details" tab for the "Expense Item" object. It includes fields for Description, API Name (Expense_Item__c), Singular Label (Expense Item), Plural Label (Expense Items), and various deployment and help settings. Buttons for "Edit" and "Delete" are visible on the right.

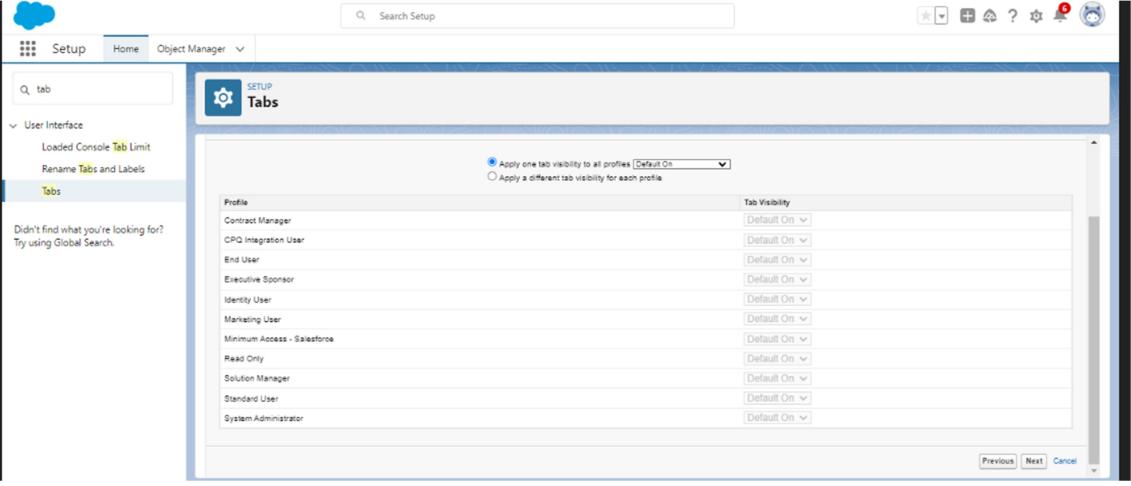
Creation of object manager



The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. The page title is 'Object Manager' and it displays 50 items, sorted by Label. The columns in the table are: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The data includes:

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account_c	Custom Object		15/04/2023	✓
Account	Account	Standard Object			
Account Contact Relationship	AccountContactRelation	Standard Object			
Activity	Activity	Standard Object			
Asset	Asset	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Campaign	Campaign	Standard Object			
Campaign Influence	CampaignInfluence	Standard Object			
Campaign Member	CampaignMember	Standard Object			
Case	Case	Standard Object			
Contact	Contact	Standard Object			
Contact Request	ContactRequest	Standard Object			

Creation on Tabs object



The screenshot shows the Salesforce Setup interface with the 'Tabs' tab selected under 'User Interface'. The left sidebar has 'User Interface' expanded, with 'Tabs' selected. The main area shows a configuration for a tab named 'Q_tab'. It has two radio button options: 'Apply one tab visibility to all profiles' (selected) and 'Apply a different tab visibility for each profile'. Below this, there is a table mapping profiles to tab visibility settings. The profiles listed are: Contract Manager, CPQ Integration User, End User, Executive Sponsor, Identity User, Marketing User, Minimum Access - Salesforce, Read Only, Solution Manager, Standard User, and System Administrator. All profiles have 'Default On' selected for Tab Visibility.

Profile	Tab Visibility
Contract Manager	Default On
CPQ Integration User	Default On
End User	Default On
Executive Sponsor	Default On
Identity User	Default On
Marketing User	Default On
Minimum Access - Salesforce	Default On
Read Only	Default On
Solution Manager	Default On
Standard User	Default On
System Administrator	Default On

The screenshot shows the Salesforce Setup interface with the 'Tabs' page selected. The main title is 'New Custom Object Tab'. Step 1, 'Enter the Details', is active. A message says 'Choose the custom object for this new custom tab. Fill in other details.' Below it, there's a section to 'Select an existing custom object or create a new custom object now'. The 'Object' dropdown is set to 'Travel Approval'. The 'Tab Style' dropdown is set to 'Rounded Block'. An optional field for a 'Splash Page Custom Link' is set to '-NONE-'.

Creation on Tabs

The screenshot shows the Salesforce Setup interface with the 'Tabs' page selected. The main title is 'Step 3, Add to Custom Apps'. It says 'Choose the custom apps for which the new custom tab will be available. You may also examine or alter the visibility of tabs from the detail and edit pages of each Custom App.' A table lists various custom apps with a checked checkbox column labeled 'Include Tab'. All checkboxes are checked.

Custom App	Include Tab
Platform (standard__Platform)	<input checked="" type="checkbox"/>
Sales (standard__Sales)	<input checked="" type="checkbox"/>
Salesforce Chatter (standard__Chatter)	<input checked="" type="checkbox"/>
Marketing (standard__Marketing)	<input checked="" type="checkbox"/>
Service (standard__Service)	<input checked="" type="checkbox"/>
Community (standard__Community)	<input checked="" type="checkbox"/>
Sample Console (standard__ServiceConsole)	<input checked="" type="checkbox"/>
Sales (standard__LightningSales)	<input checked="" type="checkbox"/>
Sales Console (standard__LightningSalesConsole)	<input checked="" type="checkbox"/>
Relationship Management (Relationship_Management)	<input checked="" type="checkbox"/>
Lead Generation (Lead_Generation)	<input checked="" type="checkbox"/>
Sales Operations (Sales_Operations)	<input checked="" type="checkbox"/>

Creation on custom Tabs

Profile

Create On Profile

Users

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search Setup, Home, Object Manager.
- Left Sidebar:** Q users, Users (selected), Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, User Management Settings, and a search bar for "users".
- Page Title:** SETUP Users
- Page Content:**
 - All Users:** A table listing four users: Chatter_Export, Narmatha, Rubini, and Sponsor_Exec.
 - Buttons:** New User, Reset Password(s), Add Multiple Users.
 - Table Headers:** Action, Full Name, Alias, Username, Last Login, Role, Active, Profile.
 - Data:**

Action	Full Name	Alias	Username	Last Login	Role	Active	Profile
<input type="checkbox"/> Edit	Chatter_Export	Chatter	chatty.0005000000byt5veah.oc5qix35okwl@chatter.salesforce.com			<input type="checkbox"/>	Chatter Free User
<input type="checkbox"/> Edit	Narmatha	NK	narmatha2422003-vmvz@force.com	20/04/2023, 9:24 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/> Edit	Rubini, Rubini	rubini	rubini@thesmartbridge.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/> Edit	Sponsor_Exec	espon	execsponsor.d4mfjnnccg49.nhp088house@example.com			<input type="checkbox"/>	End User
 - Bottom Buttons:** New User, Reset Password(s), Add Multiple Users.
 - Page Footer:** Help for this Page, A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All.

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search Setup, Home, Object Manager.
- Left Sidebar:** Q users, Users (selected), Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, User Management Settings, and a search bar for "users".
- Page Title:** SETUP Users
- Page Content:**
 - User Detail:** For user Narmatha K.
 - Buttons:** Edit, Sharing, Reset Password, Freeze.
 - Fields:**

Name	Narmatha Narmatha K	Role
Alias	nk	User License
Email	narmatha2422003@gmail.com	Profile
Username	narmatha2422003@gmail.com	Identity
Nickname	User16820083095408373091	Active
Title	Arignar Anna Government college cheyyar	Marketing User
Company	Maths	Offline User
Department		Sales Anywhere User
Division		Flow User
Address		Mobile Push Registrations
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Accessibility Mode (Classic Only)
Locale	English (India)	Debug Mode
Language	English	High-Contrast Palette on Charts
Federation ID		Load Lightning Pages While Scrolling
		Allow Forecasting
		Checkout Enabled
 - Links:** User ProfileHelp for this Page, User Skills, Team, Managers in the Role Hierarchy, OAuth Connected Apps, Third-Party Account Links, Installed Mobile Apps, Authentication Settings for External Systems, Login History, User Provisioning Accounts.

Setup > OBJECT MANAGER

Event

Details

Description

API Name: Event__c
Custom
✓
Singular Label: Event
Plural Label: Events

Enable Reports
✓
Track Activities

Track Field History

Deployment Status: Deployed
Help Settings: Standard salesforce.com Help Window

Edit **Delete**

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Creation of Field & Relationships

Setup > OBJECT MANAGER

Event

Fields & Relationships

4 Items, Sorted by Field Label

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Event Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

Quick Find New Deleted Fields Field Dependencies Set History Tracking

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Creation on page layouts

The screenshot shows the Salesforce Setup interface. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. A search bar at the top right says 'Search Setup'. Below the navigation is a breadcrumb trail: 'SETUP > OBJECT MANAGER' followed by 'Event'. On the left, a sidebar lists various setup categories: Details, Fields & Relationships, Page Layouts (which is selected), Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, and List View Button Layout. The main content area is titled 'Page Layouts' and shows a table with one item: 'Event Layout' created by 'NARMATHA K' on '11/04/2023, 10:13 am'.

Reports

The screenshot shows the Salesforce Reports interface. The top navigation bar includes 'Sales', 'Home', 'Leads', 'Accounts', 'Contacts', 'Opportunities', 'Quotes', 'Campaigns', 'Forecasts', 'Reports' (which is selected), 'More', and a settings icon. A search bar at the top right says 'Search...'. The main content area is titled 'Reports' and shows a table under the 'Recent' tab. The table has columns: Report Name, Description, Folder, Created By, Created On, and Subscribed. It lists three reports: 'Marketing Exec Leads by Source' (Sales and Marketing Reports, NARMATHA K, 10/4/2023, 10:49 am), 'Sales Person Activity' (Sales and Marketing Reports, NARMATHA K, 10/4/2023, 10:49 am), and 'Sales Exec Pipeline' (Sales and Marketing Reports, NARMATHA K, 10/4/2023, 10:49 am). On the left, a sidebar lists 'Reports' sections: Recent (selected), Created by Me, Private Reports, Public Reports, All Reports, FOLDERS (All Folders), Created by Me, Shared with Me, and FAVORITES.

4. Trailhead Profile public URL

Team Lead-<https://trailblazer.me/id/fghlkj>

Team member 1-<https://trailblazer.me/id/etlwj5gi>

Team member 2-<https://trailblazer.me/id/r20s1mt115>

Team member 3-<https://trailblazer.me/id/fgrjl>

5. ADVANTAGES & DISADVANTAGES

Advantages

With this type of application you submit the appropriate application form together with the required fee and two copies of plans indicating exactly how your proposal will be constructed.

Advice will be given on the Building Regulations at the design stage of your project which means your plans are more likely to be passed by the Council.

The plans are then checked against the standards required by the Building Regulations and any amendments are requested at an early stage identifying what needs to be done to comply with the Regulations, usually prior to work commencing on site.

Sometimes it is not possible for you to provide all the information required. If this is the case we can issue a Conditional Approval. The necessary details can then be supplied at a later stage, prior to the commencement of that element of the work.

Once the plans have been approved, we then carry out inspections at regular intervals during construction. A formal approval will be issued once the proposals comply with the Regulations.

The builder has the benefit of working in accordance with an approved drawing which reduces the risk of contravening the regulations and will help to avoid costly delays.

This form of application therefore gives a degree of reassurance to both the applicant and the builder, as most details are agreed at an early stage. However, it is important to remember that during construction there are, on occasions, problems which may not be evident at the design stage.

The fee for the application is generally paid in two instalments, normally you will need to pay 25% of the fee when the application is submitted and the remainder will be invoiced to you when the work starts. Careful consideration should be given to who will be responsible for the final payment and this should be verified on the initial application form.

When the Council is satisfied that the work complies with the Building Regulations, as far as can be reasonably ascertained, a Completion Certificate will be issued. This document is very important as it will provide evidence that the work has been undertaken to an acceptable standard. It will help satisfy the requirements of financial institutions, mortgage companies and solicitors acting for future purchasers.

Disadvantages

You need to have a set of detailed plans prepared to include all the information necessary to carry out the work - from the depth of the foundations to the height of the chimney. Although some applicants do prepare their own plans, most will need to employ the services of a designer, and this can be expensive.

Once the plans have been submitted it takes between 3-5 weeks for us to carry out the required checks and issue a decision notice.

Most building work represents a considerable financial investment; as such it is advisable that both you and your builder are familiar with

the Building Regulation requirements in order to avoid any unnecessary expense.

If you are in any doubt please don't hesitate to contact us.

Conclusion:

This blog concludes with the advantages and disadvantages of business travel. The primary purpose of business travel is to develop new ideas about business operations. On the other hand, the disadvantage of business travel is that it enhances the organisation expense. So it may affect the growth of the organization.

FUTURE SCOPE

The taste of the Indian traveller has matured over the years. Not only are Indian travellers seeking experiences that are considered more unusual and offbeat, they are also becoming more self-reliant and drawn to the seamless and discreet travel planning process.

Increasingly, travellers are explicitly demanding a deviation from the 'template-driven' attempts to package sell by airlines, hotels and other travel suppliers. They are also demanding more command over planning and consuming travel: Being able to check themselves in, get their baggage tags printed, purchasing extra baggage allowance, as well as other add-on services that they can decide on prior to leaving for their trip.

This evolution to being more demanding and less patient means that travel businesses are often left with the challenge of the hyper mobile traveller who is looking for instant convenience. This is where big data and machine learning helps to bridge the gap and take away the

friction that can cause travellers so much frustration when they are trying to explore.