

**Project Name:- Build An Employee Travel Approval
Application For Corporates - (Developer)**

Team ID : LTVIP2024TMID12769

Team Leader : H E HEMANTH

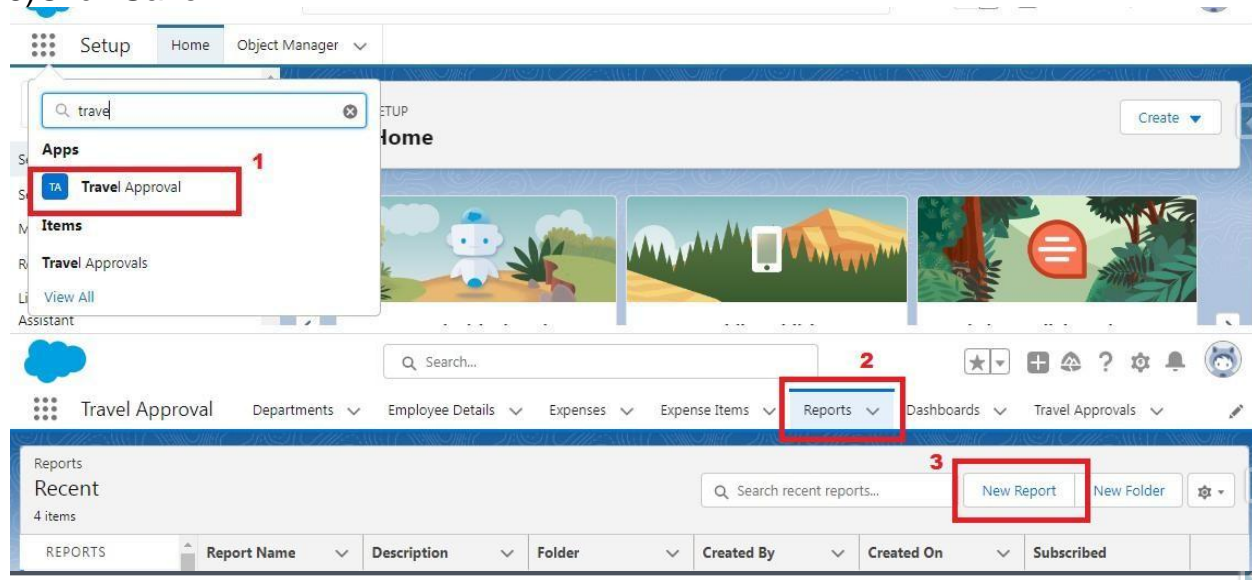
Team Member : S VIGNESH

User Adoption - Create Record

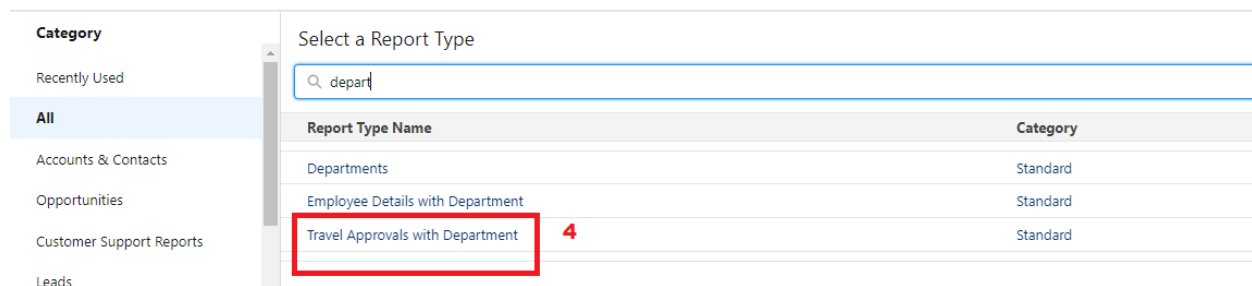
Create Record

Click App Launcher and select Travel Approval App

- 1) Click reports tab
- 2) Click New Report.
- 3) Click the report type as Travel approval with Departments Click Start report.
- 4) Customize your report, in group rows select - Department Name
- 5) Click refresh
- 6) Click save and run
- 7) Give report name – Travel Approval Report
- 8) Click Save



Create Report



REPORT ▼
New Report ✎ Travel Approvals with Department

🔄 Add Chart Save & Run Save ▼ Close Run

Outline Filters 1 To see the latest edits, refresh the preview Refresh Update Preview Automatically

Groups 5

GROUP ROWS

Add group... 🔍

Department: Department Name ✕

GROUP COLUMNS

Add group... 🔍

	Travel Approval: Travel Approval Name	Department: Department Name
1	T-001	Computer Science
2	T-003	Office of Communications and Media
3	T-004	Disability Determination Bureau
4	T-002	Computer Science

Save Report

8

* Report Name

Travel Approval Report

Report Unique Name ⓘ

New_Report_iUr

Report Description

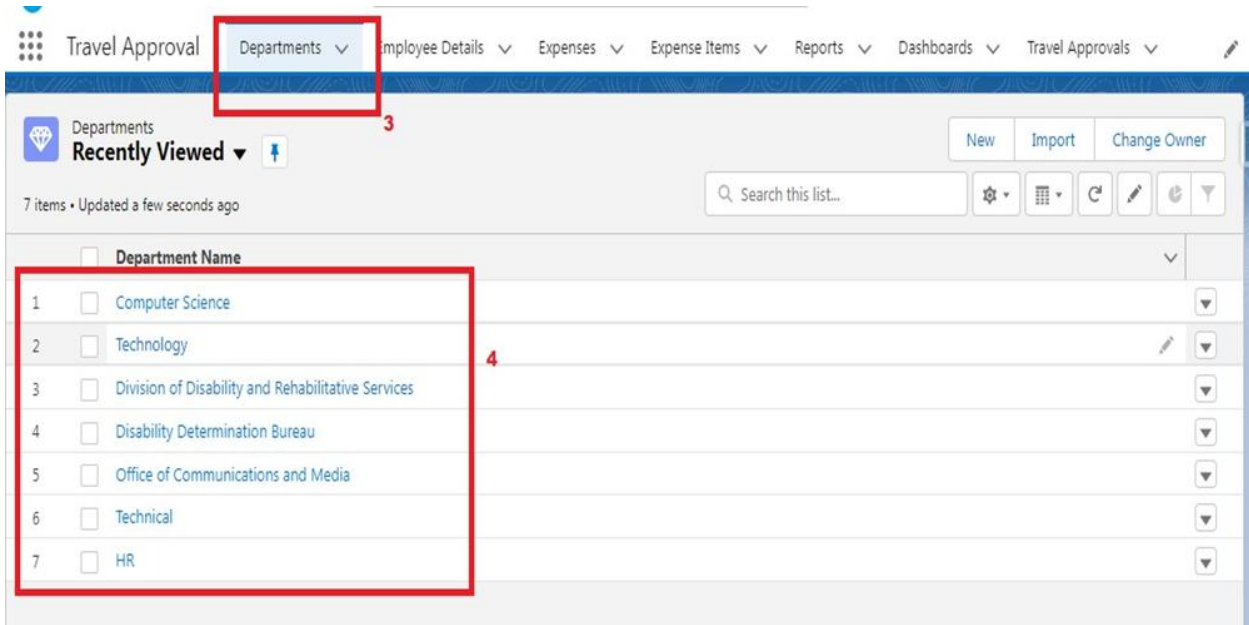
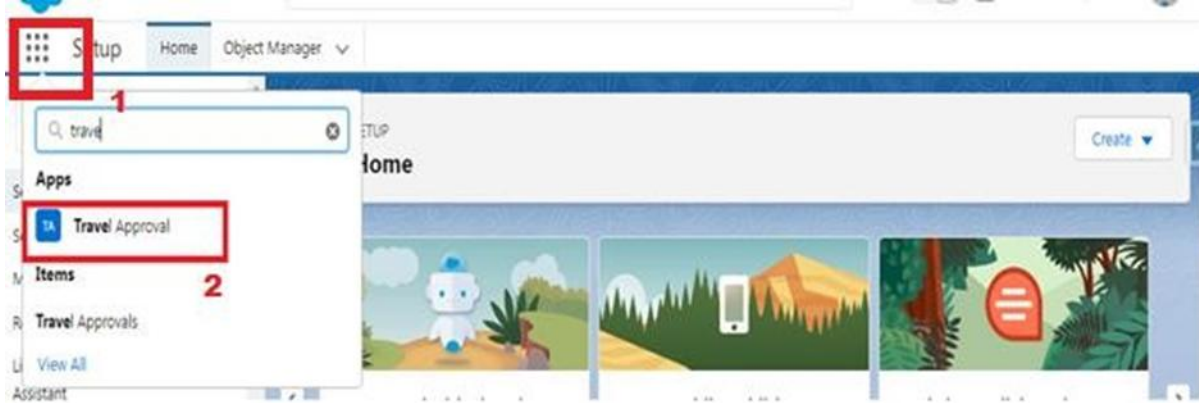
9

Cancel Save

View Record

View Record (Department):

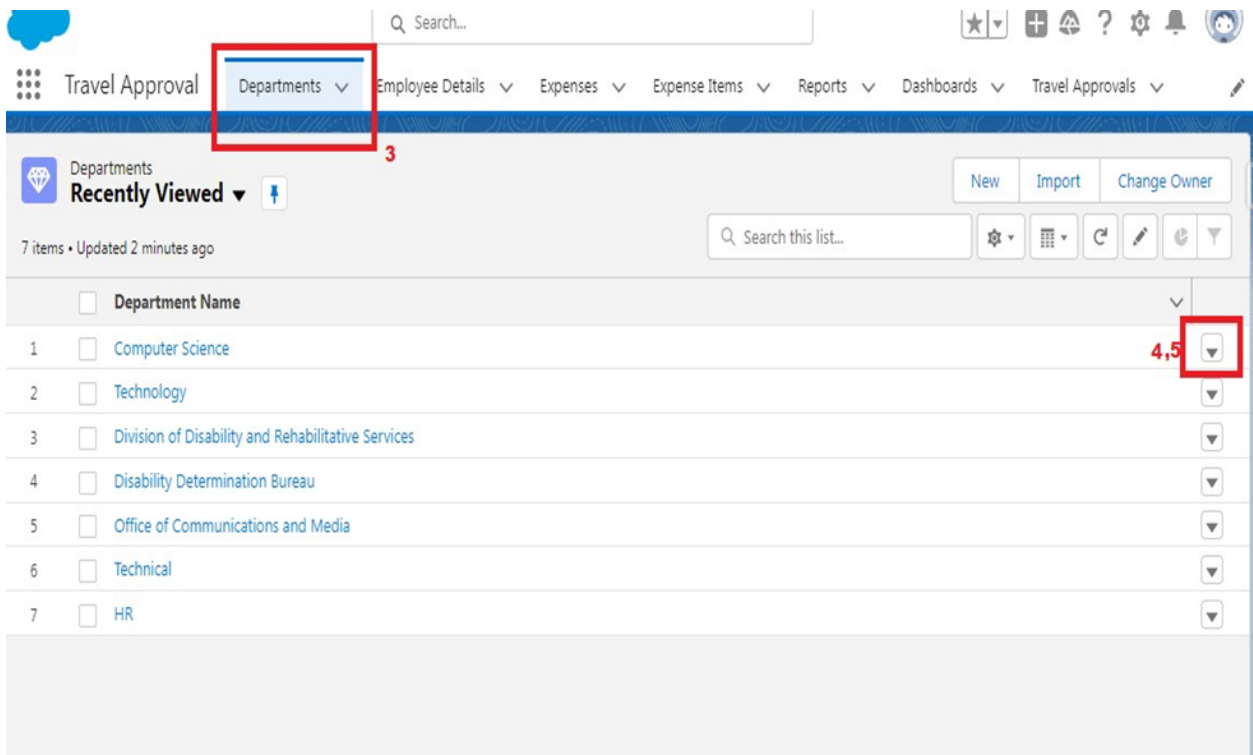
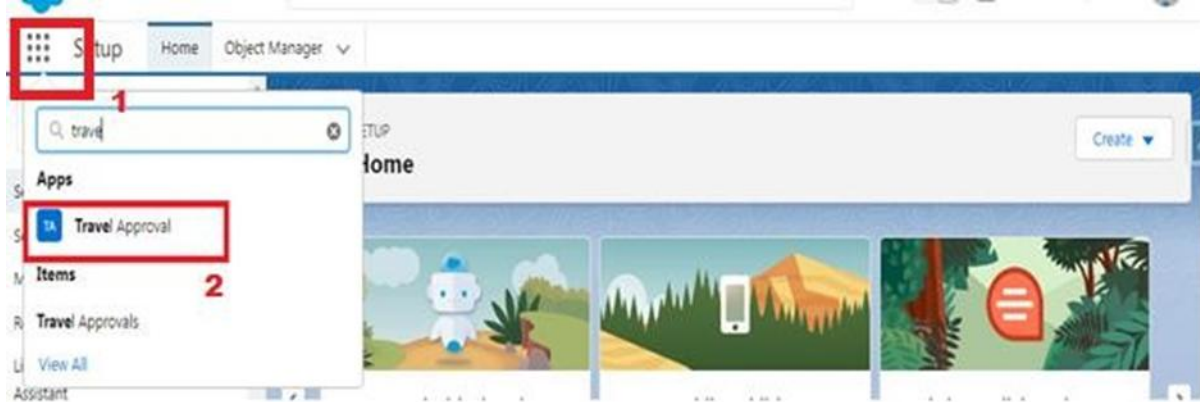
1. Click on App Launcher on left side of screen.
2. Search Travel Approval & click on it.
3. Click on Department Tab.
4. Click on any record name. you can see the details of the Department



Delete Record

Delete Record (Department):

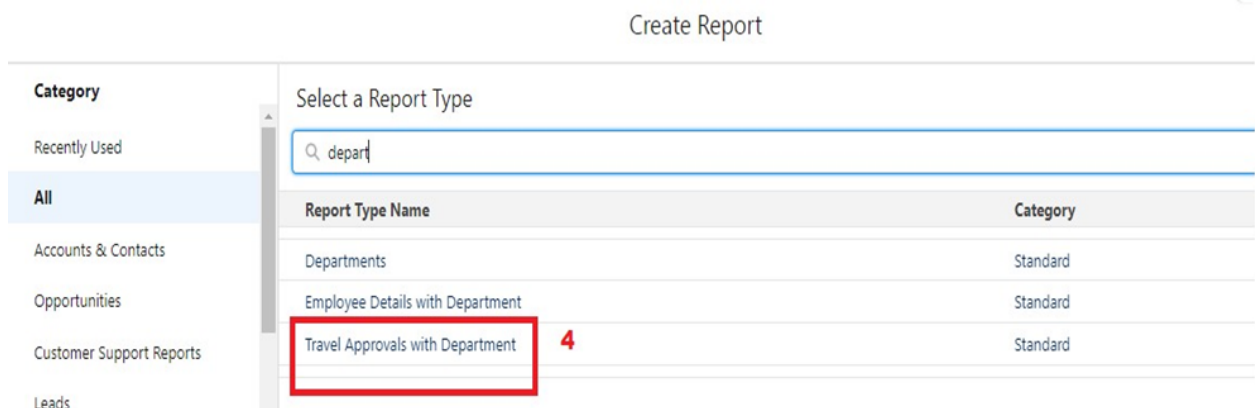
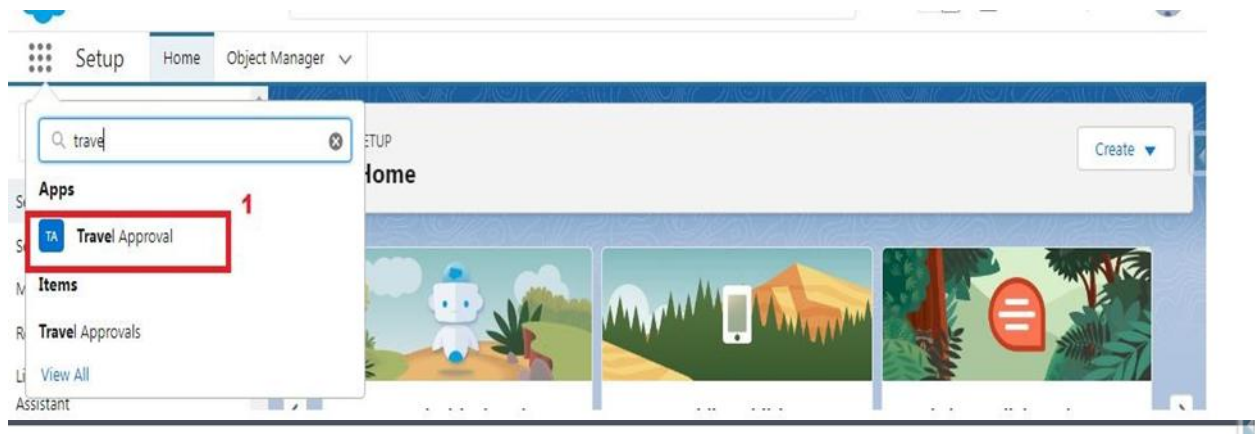
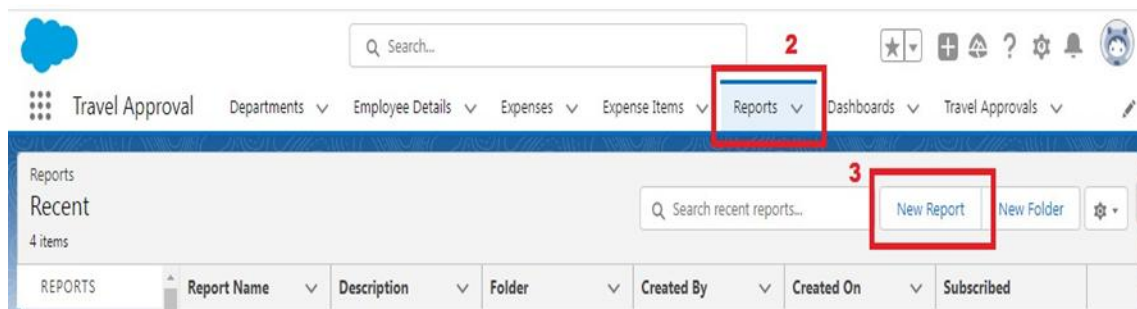
1. Click on App Launcher on the left side of the screen.
2. Search Travel Approval & click on it.
3. Click on Department Tab.
4. Click on Arrow at the right-hand side on that particular record.
5. Click delete and delete again.



What Are Reports?

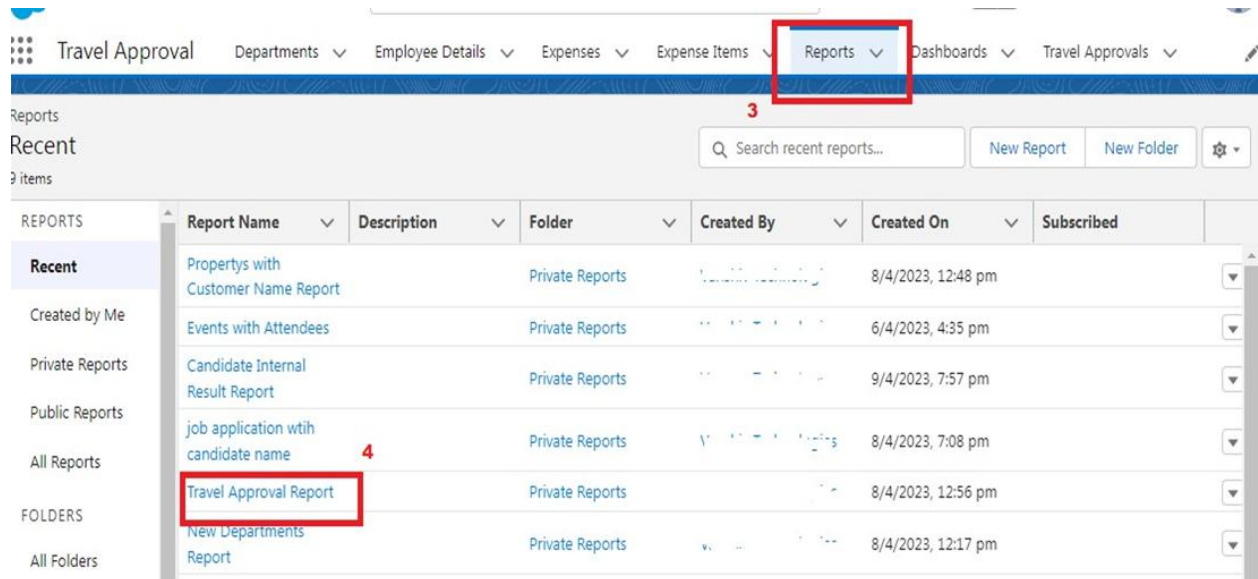
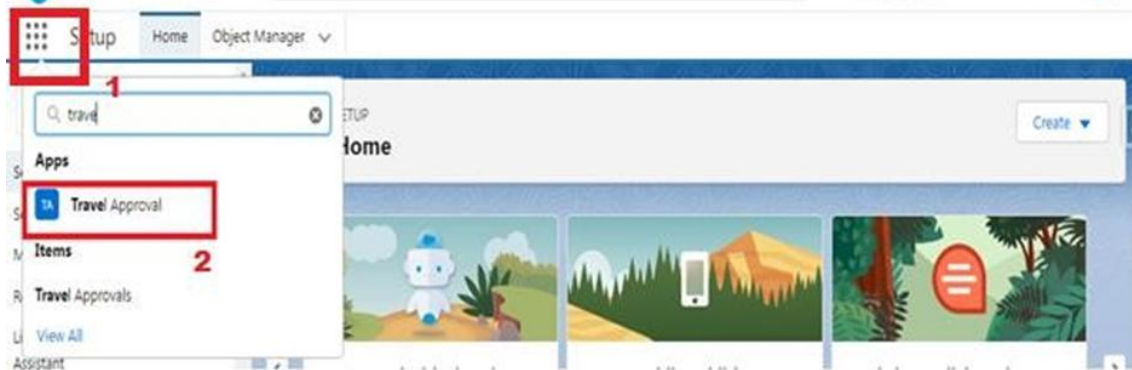
Create Report

1. Click App Launcher and select Travel Approval App
2. Click reports tab
3. Click New Report.
4. Click the report type as Travel Approval with Departments Click Start Report.
5. Customize your report, in group rows select - Department Name
6. Click Refresh
7. Click save and run
8. Give report name – Travel Approval Report
9. Click Save



View Report

1. Click on App Launcher on left side of screen.
2. Search Travel Approval App & click on it.
3. Click on Reports Tab.
4. Click on Travel Approval Report and see records.



Dashboards

Create Dashboard

Click on the Dashboards tab from the travel approval application,

Click on a new dashboard

Give name- Travel Approval

Click Create

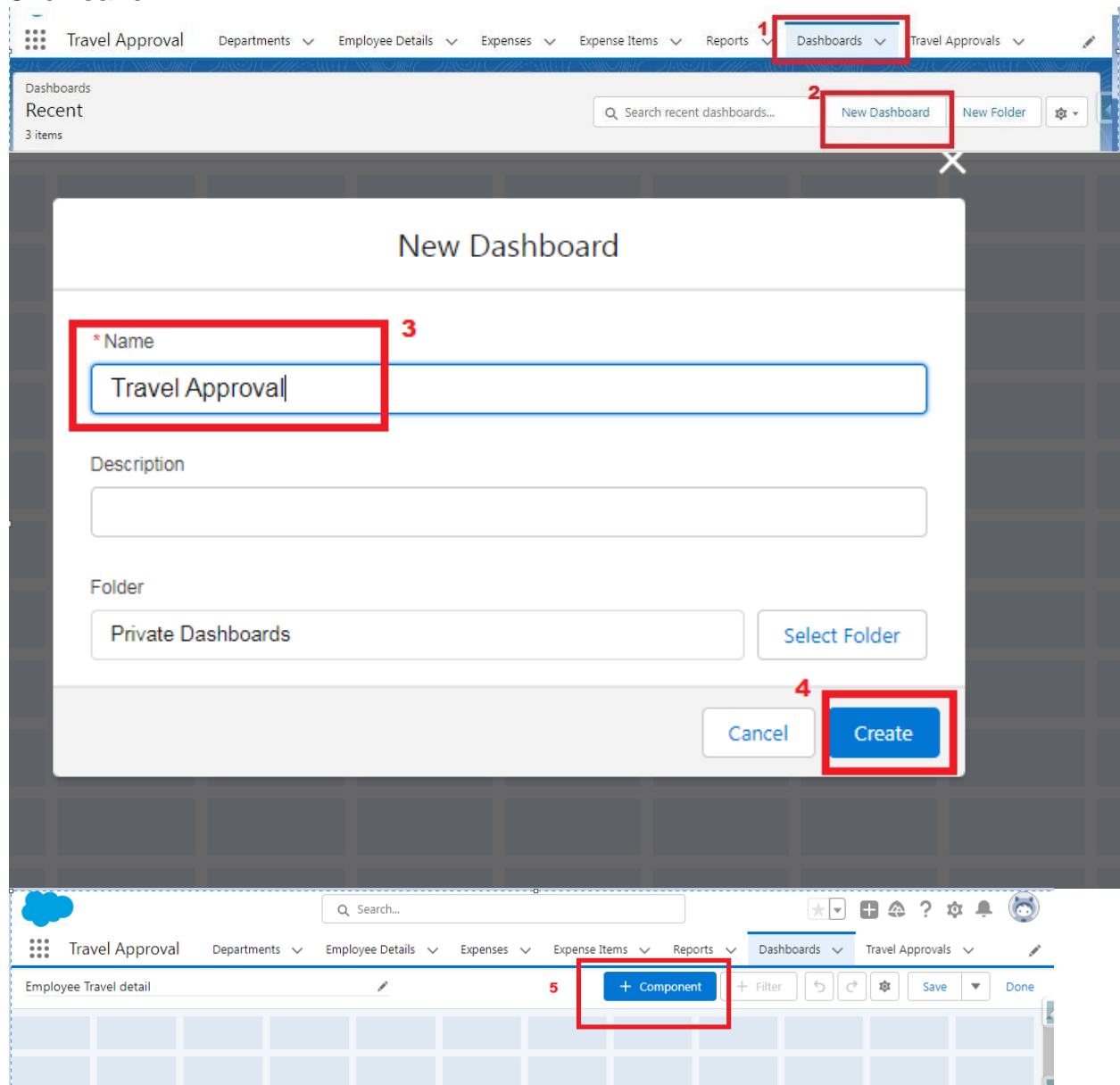
Give your dashboard a name and click on +component,

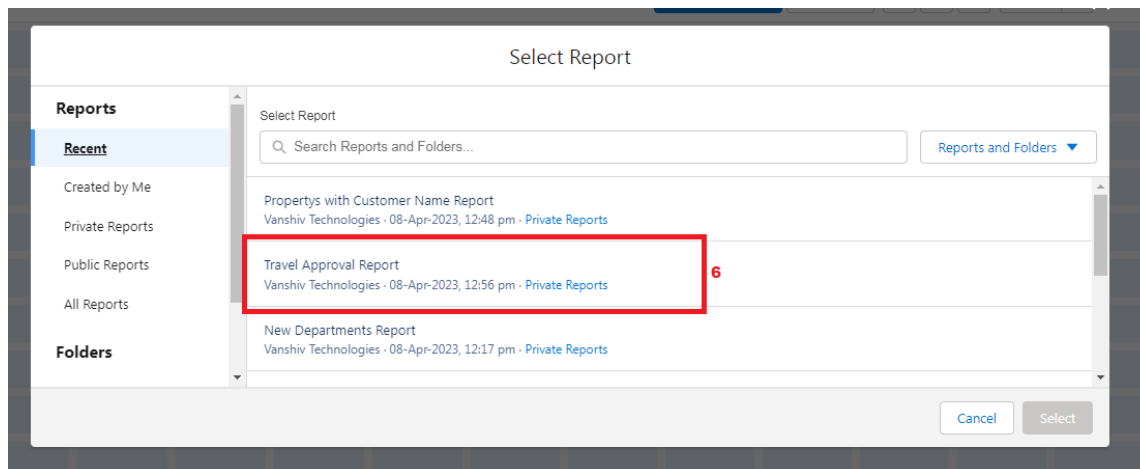
select the Travel Approval Report that you created.

For the data visualization select any of the chart, table etc as your wish.

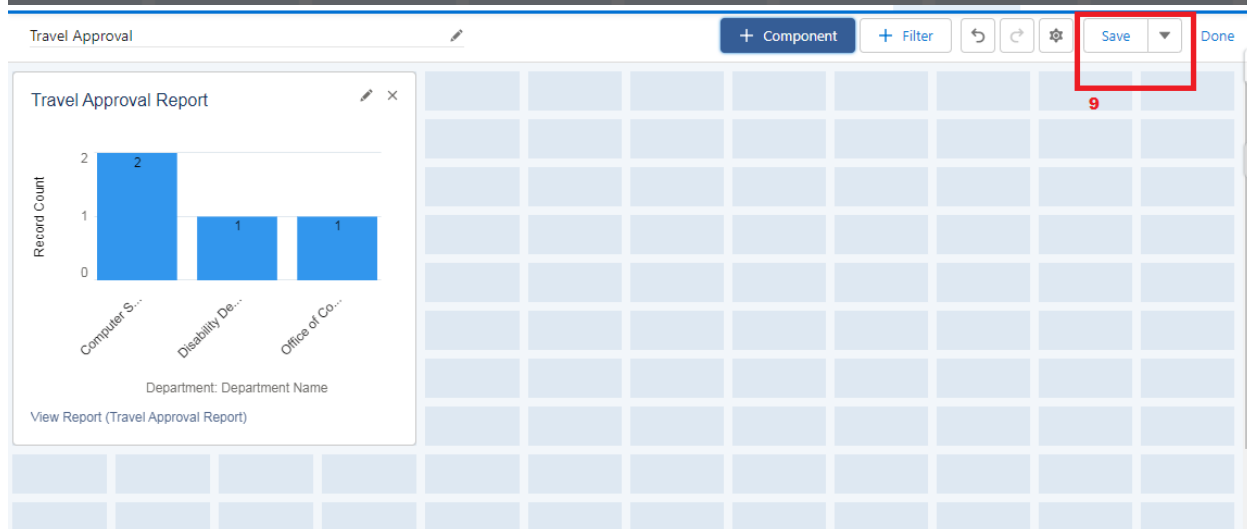
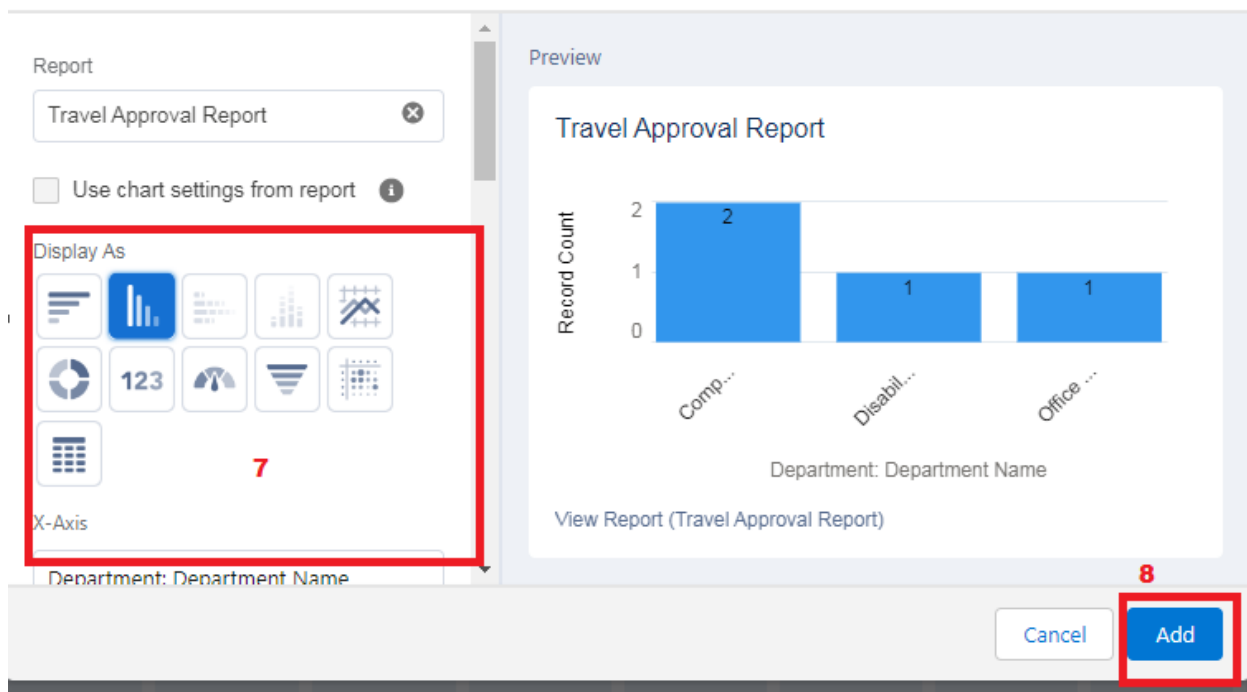
Click add

Click save.





Add Component



View Dashboard

1. Click on App Launcher on left side of screen.
2. Search Travel Approval App & click on it.
3. Click on Dashboard Tab.
4. Click on Travel Approval and see graph view of records

