

## STARS CREATION PROCESS

STARS is a workflow based solution automating Travel Requisition Approval process within a unit or across all the units of an enterprise with an objective of making quick approval system in order to save time & hence money.

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# STARS (Samvardhana Motherson Travel AppRoval System)

## How to access STARS

You can access STARS through motherson1 <https://one.motherson.com/SitePages/main.aspx>

The screenshot displays the motherson1 website interface. At the top, the header includes the 'motherson1' logo, navigation links for 'Work' and 'Learn', and a status bar showing time and location for Mexico (3:40 AM) and Germany (10:40 AM). A left sidebar contains a 'South India' banner, a list of applications (Outlook Web, RAS (5), STARS (0), eMPro-EASY (0), CAMS (0), CPP), and an 'E-HELP' section with links to Privacy, Disclaimer, and Security & Accepted Use. The main content area features a 'Go to STARS from here' callout pointing to a news item titled 'Samvardhana Motherson Travel AppRoval System' which states: 'Eliminate travel hassles and enable quick approvals using STARS (Global Access)'. Other news items include 'Auto Expo Components' and '4th Internal Quality Circles Competition at SMR Mexico'. The right sidebar contains several widgets: 'BREATHE In' with a 'Code of Conduct' link, 'LOCATIONS' with a world map, 'SMG Pulse' with a line graph, 'samvardhana motherson' logo, 'MSSL Share Price' at 223.25, 'VASTU Guidelines' with a compass rose, and 'COMPANY Websites' with three circular icons.

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to access STARS

You can also access STARS through this URL : <http://stars.mindeservices.com>

The screenshot shows the STARS login and registration interface. On the left, there is a login form with fields for 'Username' and 'Password', and a 'Login' button. On the right, there are four buttons: 'New Registration' (green), 'Helpdesk' (orange), 'Help Document' (purple), and 'Forgot Password' (pink). Callouts point to these elements:

- 'Please enter Username' points to the Username input field.
- 'Please enter Password' points to the Password input field.
- 'Please click here for New Registration' points to the 'New Registration' button.
- 'Click here to send mail to STARS Administrator' points to the 'Helpdesk' button.
- 'Click here to view Help Tips' points to the 'Help Document' button.
- 'Click here to retrieve your password' points to the 'Forgot Password' button.

**New Registration:** It allows the New User to register himself in STARS. The user is required to enter the necessary information in the NEW User Registration Page which will appear on clicking the link "New Registration". After registration user will be activated only by Local Administrator.

**User Name:** The user is required to enter his user name in the specified text box.

**Password:** The user is then required to enter his password in the specified text box.

**Forgot Password:** If user have forgotten password, please enter the username and click on this. And after giving Secret answer user will be able to login.

## How to Register in STARS

To use the system, user has to register himself once by clicking "New Registration" option of the below screen.

Enter your username and password

Username:

Password:

Login

New Registration

Helpdesk

Help Document

Forgot Password

After clicking on "New Registration" new screen will open (in next slide)

## STARS (Samvardhana Motherson Travel AppRoval System)

## ➤ New User Registration Form

**Create Your User ID!**

Fields marked with an asterisk (\*) are mandatory.

\*First Name  (As per passport)

Last Name  (As per passport) \*Gender

\*User Name

\*Password  (minimum 8 character are required)

\*Unit  Select Your Unit

\*Designation  Select Your Designation

Proof of Identity  Select Proof of Identity

\*Windows User ID  Network Domain Name

\*Select the Person you Report To(Approver Level-1)

☐ Unit ID ☐ Across the Unit

\*Select the Person of your Department Head(Approver Level-2)

☐ Unit ID ☐ Across the Unit

**If You Forget Your Password!**

\*Secret Question  Select Your Question

\*Secret Answer

Please provide a complex answer having at least one upper case letter, one lower case letter, one digit and one special character.

**Feed Your Passport Details!**

Passport No.

Nationality

Date of Issue

**Register Reset Close**

# STARS (Samvardhana Motherson Travel AppRoval System)

After clicking on “REGISTER” below screen will open

- **Congratulations! You have been registered successfully on STARS.**
- **Login with your User Name is only possible after your Local Administrator confirmation.**

## Your User ID! Information

First Name	Bhawna	Middle Name	
Last Name			
User Name	bhawnag	Email	bhawna.g@mind-infotech.com
Unit	MIND	Department	Software
Designation	Sr. Software Engineer	Report to	Anurag Aggarwal
Employee Code	2116	Proof of Identity	Pan Card - AUXPG9834F
Windows User ID	bhawnag	Network Domain Name	MIND

## If You Forget Your Password!

Secret Question	Your Native Place		
-----------------	-------------------	--	--

## Your Passport Details!

Passport No.		Emigration Clearance Required	No
Date of Issue		Expiry Date	
Frequent Flyer Number	-	Date of Birth	23/11/1987
	-	Place of Issue	
	-	Mobile Number	
Permanent Address		Current Address	

Close





After only getting verification confirmation mail from the Local Administrator, user can access STARS by using his/her user id & password

# STARS (Samvardhana Motherson Travel AppRoval System)

If a user forgets his/her STARS password then he/she can easily retrieve it from the login screen itself instead of sending mails to Helpdesk & Password is sent to registered e-mail id in STARS. Complete details are given below:

The image shows the STARS login interface. On the left, there is a login form with the title "Enter your username and password". It contains two input fields: "Username:" and "Password:", each followed by a text box. Below these fields is a red "Login" button. To the right of the login form are four colored buttons arranged in a 2x2 grid: "New Registration" (green), "Helpdesk" (orange), "Help Document" (purple), and "Forgot Password" (pink). A yellow callout bubble points to the "Forgot Password" button with the text: "Enter your username here and click on Forgot Password".

Enter your username and password	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

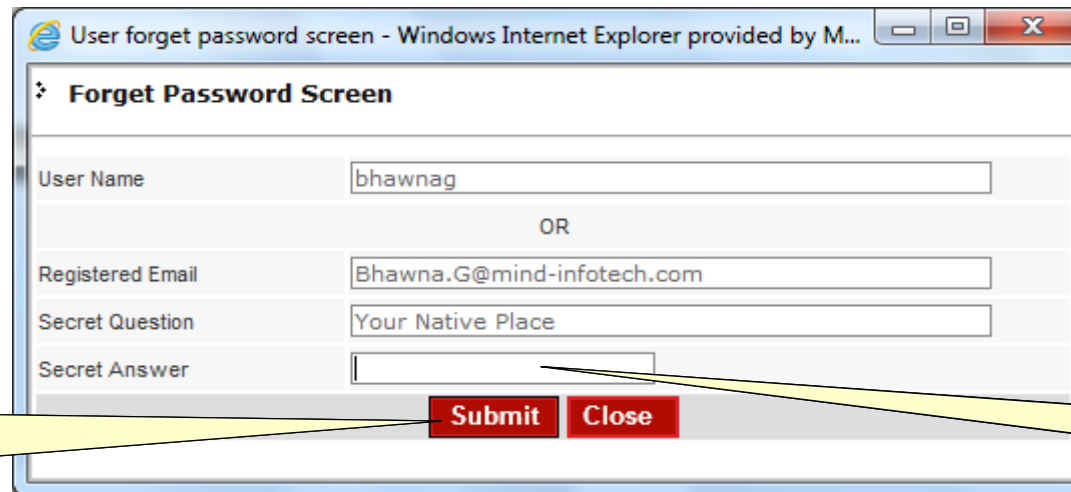
 New Registration	 Helpdesk
 Help Document	 Forgot Password

Enter your username here and click on Forgot Password



# STARS (Samvardhana Motherson Travel AppRoval System)

Whenever a user click on “Forgot Password” below screen prompts for the secret question put by the user at the time of registration in STARS which helps in retrieval of password.



User forget password screen - Windows Internet Explorer provided by M...

**Forget Password Screen**

User Name

OR

Registered Email

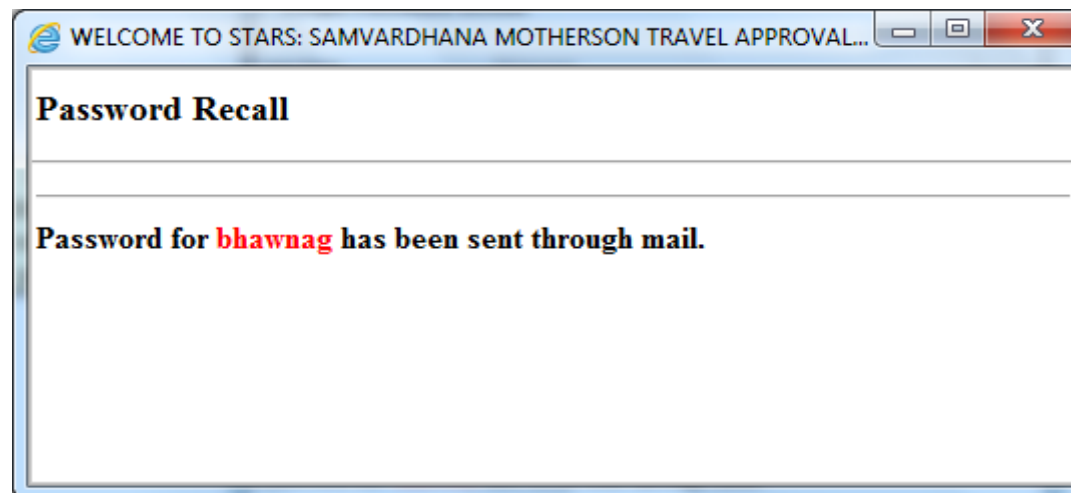
Secret Question

Secret Answer

**Submit** **Close**

Click on  
“SUBMIT” button  
for retrieving the  
password

Write Answer of  
your secret  
question



WELCOME TO STARS: SAMVARDHANA MOTHERSON TRAVEL APPROVAL...

**Password Recall**

\_\_\_\_\_

\_\_\_\_\_

**Password for bhawnag has been sent through mail.**

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to create International Travel Request

**Main Menu** | **International Travel Request**

**Create / Edit Requisition** | **Approve Requisitions** | **Check Requisition Status**

**International Travel Requisition**

Click on "Create/Edit Requisition"

Click on "International Travel Request"

Click on "New" to create single traveler Requisition

Click on "Group/Guest Travel" to create group travel Requisition

S No.	Requisition No.	Traveller	Amount Requested	Originated By	Originated On	Action
1	<a href="#">MIND/INT/22483</a>	Rajeev Bhalla	delhi	CHICAGO (CGX)	22/05/201	<a href="#">Attach</a>   <a href="#">Work Flow Status</a> <a href="#">Comments</a>   <a href="#">Cancel</a>
Returned Request (s)						
Rejected Request(s)						
Cancelled Request (s) <b>2</b>						

# STARS (Samvardhana Motherson Travel Approval System)

## SINGLE INTERNATIONAL TRAVEL

Main Menu	International Travel Request	
Create / Edit Requisition	Approve Requisitions	Check Requisition Status

### International Travel Requisition

S No.	Requisition No.	Traveller	Travel From	Travel To	Amount Requested	Originated By	New	Group/Guest Travel	Search	Print
	Temporary Request (s)									
	Request (s) In Work Flow <b>1</b>									
1 	<a href="#">MIND/INT/22483</a>	Rajeev Bhalla	delhi	CHICAGO (CGX )	USD 330	Rajeev Bh	22/05/2015		<a href="#">Attach</a>   <a href="#">Work Flow Status</a> <a href="#">Comments</a>   <a href="#">Cancel</a>	
	Returned Request (s)									
	Rejected Request(s)									
	Cancelled Request (s) <b>2</b>									

Click on "New" to create single traveler request

# STARS (Samvardhana Motherson Travel AppRoval System)

**Main Menu**  
Create / Edit Requisition

**International Travel Request**  
Approve Requisitions

**International** test site MATA india Sumedha Pathak

**Travel Details**

**Flight Details** Yes No

**Accommodation** Yes No

**Forex Details** Yes No

**Reason For Travel**

**Billing Client** test site MATA india

**Billing Approver** Select user from Billing Unit

**Approval Level 1** Select Approval Level 1

**Approval Level 2** Select Approval Level 2

**Default Approver(s)**

Approver(s)	Designation
Rajay Kumar	testr

**Flight Details** Yes No

**Onward Journey**

Departure City Holguin - HOG , CU Cuba Departure D Arrival Until Select Ti Economy Preferred Air Window

**Return Journey**

Departure City Arrival City Select cou Departure D Departure not Select Ti Economy Preferred Air Window

Remarks

Click here for Intermediate Journey

Emigration Clearance Required Yes No N/A

Travel Insurance Required Yes No

Nominee Relation

Do you want VISA ? Yes No Upload VISA

Cuba Valid From Valid To 0 Day(s) Visa Comments

Select Traveler Name. By default it takes Logged in user name while one registered user can create request for other registered user of the same Unit

Please select Mode of request – Flight/Accommodation/Forex

Please enter reason for travel here

Select Yes for opting Flight journey

Please fill all the itinerary

# STARS (Samvardhana Motherson Travel AppRoval System)

## Flight Details

Yes No

### Onward Journey

Departure City: Holguin - HOG , CU Country: Cuba Departure Date: Arrival Until: Select Time: Economy Preferred Airline: Window

### Return Journey

Departure City: Arrival City: Select country: Departure Date: Departure not before: Select Time: Economy Preferred Airline: Window

Remarks

[Click here for Intermediate](#)

Emigration Clearance Required: Yes No N/A

Travel Insurance Required: Yes No Nominee: Relation:

Do you want VISA ? Yes No [Upload VISA](#)

Cuba Valid From: Valid To: 0 Day(s) Visa Comments:

Visa Row will be created automatically per itinerary, except for home country.

## Flight Details

Yes No

### Onward Journey

Delhi - DEL , IN Sydney Kingsford Smith Arpt - SYD Australia 28/01/2017 Arrival Until: 02:45 Economy test X Window

### Return Journey

Departure City: Date: Departure not before: Select Time: Economy Preferred Airline: Window

Remarks

[Click here for Intermediate](#)

Emigration Clearance Required: Yes No N/A

Travel Insurance Required: Yes No Nominee: test Relation: test

Do you want VISA ? Yes No [Upload VISA](#)

Australia 01/01/2017 01/01/2020 100 Day(s) Visa Comments:

If user has already valid VISA for their destination country, VISA selection will be 'No' by default and VISA details already coming from your profile page.

You can Upload existing VISA from a particular country from here OR from 'Update Profile' page.

# STARS (Samvardhana Motherson Travel AppRoval System)

## Create Travel Request

[View Detail](#)[Link with Travel Request](#)

test site MATA india/INT/30248-(On-f)

**International**

test site MATA india

Sumedha Pathak

### Travel Details

#### Flight Details

Yes

No

#### Accommodation

Yes

No

#### Forex Details

Yes

No

After pressing Yes , a block is display to fill all details of Forex required, however request created for this type should be link with 'On-Air request'

Please select On Air travel request from here

S No.	Currency Preference	Day	Exp/Day	Tour Days	Hotel Charges	Contingencies	Others	Total	Exch-Rate (INR)	Total Amount (INR)	Action
1	INR	5000	5	0	0	0	0	25000.00	1.000000	25000.00	
( To add multiple currency kindly press 'Add Currency' button )										INR	25000.00
										76.88	

Add Currency

test

not exceed \$350 or in equivalent currencies: USD/Day

Mention reason for Travel

Billing Client	test site MATA india	Reason For Travel	test
Billing Approver	Select user from Billing Unit		
Approval Level 1	Select Approval Level 1	Reason for skipping the Approver(s)	test
Approval Level 2	Select Approval Level 2		

You can view default approvers from here

### Verify Your Personal Details

Personal Details	
Traveller Name	Sumedha Pathak
Email	sumedha.pathak@mind-infotech.com
Date of Birth	28/09/1984
Mobile Number	991 170 0381
Permanent Address	3626 Raja Park Shakur Basti Delhi
Current Address	G-3 B 2 Swati Apartment Shalimar Garden Sahibabad
Designation	testr
Meal Preference	No Meal Preference
Gender	Male
Passport Details	
Passport No.	NA

You may enter Frequent flyer detail and Hotel reward card detail here

### Frequent Flyer Details

Airline Names	Number
indian airlines	43535353
For testing please	For testing please
For testing please	For testing please

### Hotel Reward Card

Hotel Chain	Number
For testing please	For testing please
For testing please	For testing please

[Attach File](#)

Click to Save & Exit

[Save and Exit](#)[Save](#)[Submit To Workflow](#)

Click to submit to workflow

Click to Save



# STARS (Samvardhana Motherson Travel AppRoval System)

## Group/Guest Travel

Main Menu

International Travel Request

Create / Edit Requisition

Approve Requisitions

Check Requisition Status

International Travel Requisition

New

Group/Guest Travel

Search

Print

S No.	Requisition No.	Traveller	Travel From	Travel To	Amount Requested	Originated By	Originated On	Action
Temporary Request (s)								
	Request (s) In Work Flow		3					
1	<a href="#">MIND/INT/22443</a>	Varun Kumar	L	L	INR 220	Varun Kumar		<a href="#">Status</a>   <a href="#">Cancel</a>
2	<a href="#">MIND/INT/22507</a>	Varun Kumar	banglore	London (LCY )	-	Varun Kumar		<a href="#">Status</a>   <a href="#">Comments</a>   <a href="#">Cancel</a>
3	<a href="#">MIND/INT/22444</a>	Varun Kumar	test	test	-	Varun Kumar	25/05/2015	<a href="#">Attach</a>   <a href="#">Work Flow Status</a>   <a href="#">Comments</a>   <a href="#">Cancel</a>
	Returned Request (s)		4					
	Rejected Request(s)		1					
Cancelled Request (s)								

Click on "Group/Guest Travel" to create Group/Guest traveler request

Click on "Group/Guest Travel" to create Group/Guest traveler request

# STARS (Samvardhana Motherson Travel AppRoval System)

After Clicking "Group/Guest Travel" to create group travel Requisition following screen will open where user can fill the travelers detail and can add expense required for his travel

**Main Menu** International Travel Request

Create / Edit Requisition Approve Requisitions Check Requisition Status

**International** MIND

**Personal Information**

First Name Last Name guest Date of Birth Age Gender No Meal Preference

Passport Number Nationality Place of Issue Date of Issue Date of Expiry Visa Required Emigration Clearance Requ

Email-Id Employee Id

**Forex Details**

S N o.	Currency Preference	Daily Allowances		Hotel Charges		Contingencies	Others	Total	Exch-Rate (INR)	Total Amount (INR)	Action	
		Exp/Day	Tour Days	Exp/Day	Tour Days							
1	INR	0	0	0	0	0	0	0	1.000000	0.00		
										INR	0.00	
										0.00		

( To add multiple currency kindly press 'Add Currency' button )

**Add Currency** To add multiple currency kindly press 'Add' button

expense should not exceed \$350 or in

Remarks / Reason for C

**Add Traveller** Click button to add multiple traveler

## Group/Guest Travellers Detail

S N o.	Traveller Name	Designation	Date of Birth	Age	Gender	Meal Pref.	Employee Id	Visa Required	Total Fore x	Action
		Passport No.	Nationality	Place of Issue	Date of Issue	Date of Expiry	Email-Id	ECR Required		
1.	Varun Kumar	Team Leader	12/11/1986	30 Year 2 Month 8 days	Male	Special Dietary Meal	4354	No	INR 0.0	EDIT   DELETE
		JHSDU43534	Indian	Delhi	17/07/2013	25/07/2018	varun@test.com	No		

Added traveler details is display here



# STARS (Samvardhana Motherson Travel AppRoval System)

## Flight Details

Yes

Select Yes for opting Flight journey

### Onward Journey

Departure City Arrival City Select cou Departure D Arrival Until Select Ti Economy Preferred Air Window

### Return Journey

Departure City Arrival City Select cou Departure D Departure not Select Ti Economy Preferred Air Window

Remarks

Click here for Intermediate Journey

Please fill all the itinerary

## Accommodation

Yes

No

If accommodation required, please select Yes

Hotel USD Budget Check In Date Check Out Date Preferred Place

Remarks

Add Accommodation

\* If you require a hotel then please specify the hotel budget.

Click here for opt Intermediate journey

Click here to add multiple Accommodation

Billing Client test site MATA india

Reason For

Billing Approver Select user from Billing Unit

Approval Level 1 Select Approval Level 1

Reason for skipping the Approver(s)

Approval Level 2 Select Approval Level 2

### Default Approver(s)

Approver(s)	Designation
Rajay Kumar	testr

Attach File

Save and Exit

Save

Submit To Workflow

Kindly Add Traveller(s)

Save' or 'Submit To Workflow'

Click here to submit this request to workflow

Click to Exit

Click to Save the Request

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to create Domestic Travel Request

Click on "Domestic Travel Request"

Click on "Create/Edit Requisition"

Click on "Create/Edit Requisition"

Click on "New" to create single traveler Requisition

Click on "Group/Guest Travel" to create group travel Requisition

Main Menu		Domestic Travel Request		Approve Requisitions		Check Requisition Status	
Create / Edit Requisitions							
Domestic Travel Requisition							
S No.	Requisition No.	To	Amount Requested	Originated By	Originated On	Action	
Temporary Request (s)							
Request (s) In Work Flow							
Returned Request (s)							
Rejected Request(s)							
+	Cancelled Request (s)	1					

# STARS (Samvardhana Motherson Travel AppRoval System)

## SINGLE DOMESTIC TRAVEL

Main Menu	Domestic Travel Request									
<a href="#">Create / Edit Requisitions</a>	<a href="#">Approve Requisitions</a>									
<a href="#">Check Requisition Status</a>										
Domestic Travel Requisition										
							<a href="#">New</a>	<a href="#">Group/Guest Travel</a>	<a href="#">Search</a>	<a href="#">Print</a>
S No.	Requisition No.	Traveller	Travel From	Travel To	Amount Requested	Originated By	Originated On	Action		
	Temporary Request (s) <span>1</span>									
1	<a href="#">TEMP/MIND/DOM/29792</a>	Varun Kumar	sdds	sdsds	-	Varun Kuma	05/12/2012	<a href="#">Edit</a>   <a href="#">Attach</a> <a href="#">Comments</a>   <a href="#">Delete</a>		
Request (s) In Work Flow										
Returned Request (s)										
Rejected Request(s)										
Cancelled Request (s)										

Click on "New" to create single traveler request

# STARS (Samvardhana Motherson Travel AppRoval System)

**Main Menu** Domestic Travel Request Approve Requisitions

Create / Edit Requisitions

➤ Create Travel Request

**Domestic** test site MATA india Sumedha Pathak

**Travel Details**

**Flight Details** Yes No

**Train Details** Yes No

**Car Reservation** Yes No

**Accommodation** Yes No

**Advance Required** Yes No

Select Traveler Name. By default it takes Logged in user name while one registered user can create request for other registered user of the same Unit

You can opt these kind of categories for your request, press Yes for particular category

**Flight Details** Yes

After pressing Yes , a block is display to fill all itinerary of Flight

**Onward Journey**

Departure City Arrival City Select cour Departure Da Arrival Until Select Tir Economy Preferred Air Window

**Return Journey**

Departure City Arrival City Select cour Departure Da Departure not Select Tir Economy Preferred Air Window

Remarks

Click here for Intermediate Journey

**Train Details** Yes

After pressing Yes , a block is display to fill all itinerary of Train

**Onward Journey**

Departure City Arrival City Departure Da Arrival Until Select Tir 1st AC Preferred Tra Lower Normal Ticket

**Return Journey**

Departure City Arrival City Departure Da Departure not E Select Tir 1st AC Preferred Tra Lower Normal Ticket

Remarks

Click here for Intermediate Journey

# STARS (Samvardhana Motherson Travel AppRoval System)

## Car Reservation

Yes No

After pressing Yes , a block is display to fill all details of Car Reservation

Cars  ETIOS OR SIMILAR

You can select Car /Coach category from here

### Onward Journey

Departure City  Arrival City  Departure Date  Arrival Until  01:00  Transit House  Mobile Number

### Return Journey

Departure City  Arrival City  Departure Date  Departure not Before  01:00  Transit House  Mobile Number

Remarks

[Click here for Intermediate Journey](#)

Click here to add Intermediate journey

## Accommodation

Yes No

After pressing Yes , a block is display to fill all details of Accommodation

Hotel  INR  Budget  Check In Date  Check Out Date  Preferred Place

Remarks

[Add Accommodation](#)

Click here to add multiple Accommodation

\* If you require a hotel then please specify the hotel budget.



# STARS (Samvardhana Motherson Travel AppRoval System)

Main Menu

Domestic Travel Request

Create / Edit Requisitions

Approve Requisitions

Check Requisition Status

► Finally Submitted



Your requisition has been finally submitted. Your Requisition Number is [MIND/DOM/46031](#)

After clicking OK on alert box this screen appears containing Requisition Number

Group/Guest Travel request process is same in International/Domestic

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to Check the Status of the request - International

**Main Menu** | **International Travel Request** | **Create / Edit Requisition** | **Approve Requisitions** | **Check Requisition Status**

**International Travel Requisition WorkFlow**

Select Preference

Select Period: Selected Period ▼ From 04/05/2009 Till 05/06/2015 **Go**

Click on "International Travel Request"

Click on "Check Requisition Status"

Click on GO

Current Workflow Status

#	Requisition No.	Traveller	From	To	Departure Date of Forward Journey	Total Amount	Currency	Originated	Originated On	Now With	Workflow Status	Action
1	<a href="#">MIND/INT/5940</a>	Varun Kumar	New Delhi	Nagoya	30/01/2010	3506	USD	Varun Kumar	22/01/2010	NA	<b>APPROVED</b>	<a href="#">Attach  </a> <a href="#">BY ALL</a> <a href="#">Comments</a>



# STARS (Samvardhana Motherson Travel AppRoval System)

## How to Check the Status of the request - Domestic

**Main Menu** | **Domestic Travel Request** | **Create / Edit Requisitions** | **Check Requisition Status**

**Domestic Travel Requisition WorkFlow**

Search | Export To Excel | Print

Select Preference

Select Period: Selected Period ▼ From 06/01/2015 Till 05/06/2015 Go

#	Requisition No.	Traveller	From	To	Departure Date of Forward Journey	Total Amount	Original	Originated On	Now With	WorkFlow Status	Action
1	<a href="#">MIND/DOM/46031</a>	Varun Kumar	Delhi (DEL )	Bangalore BLR	17/06/2015	0.0 / INR	Varun Kumar	05/06/2015	Anurag Aggarwal	PENDING	<a href="#">Attach   Comments</a>

Click on "Domestic Travel Request"

Click on "Check Requisition Status"

Click on Go

Current Workflow Status

To put comments related to Travel Requisition

## How to Change your Password

The screenshot shows the 'Change Password' page in the STARS system. The page has a dark header with 'Main Menu' and 'My Links' tabs. Below the header, there are three main sections: 'Change Password', 'Update Profile', and 'User Manual'. The 'Change Password' section is active and contains three input fields: 'Enter Your Old Password', 'Enter Your New Password (min 8 char)', and 'Confirm Your New Password (min 8 char)'. At the bottom of the form are 'Submit' and 'Reset' buttons. Yellow callout boxes provide instructions: 'Click on "My Links" Main Menu' points to the 'My Links' tab; 'Click on "Change Password"' points to the 'Change Password' link in the left sidebar; 'Enter Your Old Password' points to the first input field; 'Enter Your New Password' points to the second input field; 'Confirm Your New Password' points to the third input field; and 'Click on Submit to change your Password' points to the 'Submit' button.

Click on "My Links" Main Menu

Click on "Change Password"

Enter Your Old Password

Enter Your New Password

Confirm Your New Password

Click on Submit to change your Password

Submit Reset

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to Update your Profile

Navigation bar: Main Menu | My Links | Change Password | Update Profile | User Manual

Left sidebar: Update Profile

Annotations:

- Click on "My Links" Main Menu
- Click on "Update Profile"

**Update Your User ID! ( In case you make any changes in the Name, Unit, Designation, Department, Employee Code or Date of birth your access on STARS would be disabled. Your access would be enabled only when your local administrator would made the verification. )**

*First Name	<input type="text" value="Varun"/> (As per passport)	Middle Name	<input type="text"/> (As per passport)
Last Name	<input type="text" value="Kumar"/> (As per passport)	Language	<input type="text" value="English"/>
*Email	<input type="text" value="varun.kumar@mind-infotech."/>	*Unit	<input type="text" value="MIND"/>
*Department	<input type="text" value="Software"/>	*Designation	<input type="text" value="Module Leader"/>
*Employee Code	<input type="text" value="1228"/>	*Gender	<input type="text" value="Male"/>
Proof of Identity	<input type="text" value="Pan Card"/>	Identity Proof Number	<input type="text" value="AQNPk0156C"/>
Windows User ID	<input type="text" value="varunkumar"/>	Network Domain Name	<input type="text" value="MIND"/>
User Name	<input type="text" value="varunkumar"/>		

### Select the Person you Report To

☐ Unit ID ☐ Across the Unit

If You Forget Your Password!

## STARS (Samvardhana Motherson Travel AppRoval System)

Main Menu		My Links		Admin Manual		User Manual		My Team	
Change Password		Update Profile							
<b>Update your Passport Details!</b>									
Passport No.	<input type="text" value="F4815640"/>			Nationality	<input type="text" value="Indian"/>				
	<a href="#">Attach Passport</a>								
Passport Issuing Country	<input type="text" value="India"/>			Place of Issue	<input type="text" value="Ghaziabad"/>				
Date of Issue (DD/MM/YYYY)	<input type="text" value="20/09/2005"/>			Expiry Date (DD/MM/YYYY)	<input type="text" value="26/09/2019"/>				
Date of Birth (DD/MM/YYYY)	<input type="text" value="10/08/1982"/>			Passport No.	<input type="text" value="08800441879"/>				
Emigration Clearance Required	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A								
Frequent Flyer Details	Airline Names		Airline Number		Hotel Reward Card	Hotel Chain		Number	
	<input type="text" value="abc"/>		<input type="text" value="123"/>			<input type="text"/>		<input type="text"/>	
	<input type="text" value="test"/>		<input type="text" value="456"/>			<input type="text"/>		<input type="text"/>	
	<input type="text" value="bvfgfh"/>		<input type="text" value="456456"/>			<input type="text"/>		<input type="text"/>	
	<input type="text"/>		<input type="text"/>			<input type="text"/>		<input type="text"/>	
Permanent Address	<input type="text" value="4, Soti ganj , Meerut"/>			Current Address	<input type="text" value="F-87 Sector 27 Noida 201301"/>				

**In this screen user can update his Passport information, which is required at the time of International travel request creation.**

# STARS (Samvardhana Motherson Travel AppRoval System)

Date of Birth\*  
(DD/MM/YYYY)

Emigration Clearance  
Required

Frequent Flyer Details

Permanent Address

**Upload VISA** Close

Please upload files with .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .txt, .jpeg, .png, .html, .zip extension only

Visa Country

Visa Issuance Date

Visa Valid From

Visa Valid To

Visa Duration  Day(s)

Select Document  Browse...

Upload

Provide all the VISA Details here.

**Visa Details!**

S No.	Country	Valid From	Valid To	Stay Duration	Edit   Download
No VISA uploaded yet.					

[Attach VISA](#)

Attach VISA for a particular country from here.

In this screen user can upload VISA's for different countries.

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to Mark Out Of Office

**Main Menu**   **Out of office**

**Mark Out of Office**   Click on "Mark Out of Office"

Enter your comments here

Out of office >> M   Please select Date range of OOOoffice from here

You do not have any Pending Requisition, Out of office marked Successfully

Date From: 05/06/2015   Date To: 05/06/2015   Travel Type: MIND   Comments:

Delegate From: Varun Kumar   Delegate To: Select Person   Reason: Select Reason   Action:

select Delegate name from here

Select the reason

Click here to Activate "OOOffice"

S No.	Delegate From	Delegate To	Travel Type	Date From	Date To	Reason	Created on	Action
1.	Varun Kumar	Ashish Sharma	Domestic	05/06/2015	05/06/2015	Vacation / Holiday	05/06/2015	<a href="#">Turn off</a>
2.	Varun Kumar	Amit Kumar	International	05/06/2015	08/06/2015	No System Access	05/06/2015	<a href="#">Turn off</a>
3.	Varun Kumar	Amir Mubarak Tamboli	Domestic	04/02/2014	08/06/2015	Work Allocation	05/06/2015	<a href="#">Turn off</a>

Current OOO   PAST OOO

Message from webpage

Are you sure you want to handover Pending requisition also.

Alert Box asks for final confirmation, press OK if Approver wants to handover current Pending Requisition also

Click here to Turn Off "OOOffice"

press CANCEL for delegating approvers rights only

OK   Cancel

# STARS (Samvardhana Motherson Travel AppRoval System)

## How to post Suggestions

The screenshot shows the STARS web application interface. At the top, there is a navigation bar with 'Main Menu' and 'Suggestions'. Below this, there is a sub-navigation bar with 'Suggestions' and 'Circulars'. The 'Suggestions' section is active, showing a table of suggestions. A callout points to the 'Suggestions' menu item, stating 'Click on "Suggestions" Main Menu'. Another callout points to the 'NEW' button in the top right corner of the suggestions table, stating 'Click on "NEW" to post your suggestion'. A third callout points to the 'Suggestions' column header, stating 'Click on "Suggestions"'. The table contains one suggestion with the following details:

S No.	Suggestions	Posted By	Answer	Answered By
1	test Suggestion	Varun Kumar Jun 5 2015 1:43PM	-	-

User can put suggestions by using suggestion menu about application, any new suggestion/ idea to make application function better.

## STARS APPROVAL PROCESS

STARS is a workflow based solution automating Travel Requisition Approval process within a unit or across all the units of an enterprise with an objective of making quick approval system in order to save time & hence money.



# STARS (Samvardhana Motherson Travel AppRoval System)

## Approve Travel Requisition

If Approver has any pending requisition then after login, approver will directly land on this screen

**Blue** denotes International Travel Requisition & **Green** denotes Domestic Travel Requisition

### Approve International Travel Requisitions **2**

✓	#	View and Approve	Traveller	Itinerary Information	Departure Date of Forward Journey	Final Return Date	Travel Class	Amount Requested	Originated By	Originated On	Next With	Action
<input type="checkbox"/>	1	<a href="#">MIND/INT/22481</a>	Anurag Aggarwal	Delhi (DEL ) - Tokyo (HND ) - Osaka (ITM ) - Delhi (DEL )	29/05/2015	31/05/2015	Economy	-	Anurag Aggarwal	27/05/2015	Yogesh Gupta	<a href="#">Attach</a>   <a href="#">Comments</a>
<input type="checkbox"/>	2	<a href="#">GR/MIND/INT/22482</a>	Group/Guest	delhi - DELhi -	28/05/2015	-	Economy	EUR 375,USD 1870	Anurag Aggarwal	25/05/2015	Yogesh Gupta	<a href="#">Attach</a>   <a href="#">Comments</a>

Click on 'Check Box' to select multiple requisitions

### Approve Domestic Travel Requisitions

✓	#	View and Approve	Traveller	Itinerary Information	Departure Date of Forward Journey	Final Return Date	Travel Class	Amount Requested	Originated By	Originated On	Next With	Action
<input type="checkbox"/>	1	<a href="#">MIND/DOM/43449</a>	Rajeev Bhalla	fds - sdfdsf	27/05/2015			-	Rajeev Bhalla	21/05/2015	Som Dutt Mehta	<a href="#">Attach</a>   <a href="#">Comments</a>

Click 'Approve' to approve directly

Approve

Check All

Uncheck All

Refresh at : 2 Jun 2015 13:37

Click on Requisition number to see request details & to take appropriate action, e.g. to approve, return or reject

# STARS (Samvardhana Motherson Travel AppRoval System)

By clicking Requisition No. on previous screen requisition detail & approvers can be viewed

## International Journey Report

Print Close

### Request Details

Requisition Number	MIND/INT/29255	Originator	BHARATH RAJU	Originated On	12/02/2016 5:30PM
Division	IT & DE	Unit	MIND-DESIGN	Department	G-PPS
Cost Centre	Not Applicable		Reason For Travel	d	

### Traveller Information

Traveller Name	Bharath Raju	Emp Code	1515	Designation	AVP Global IT	Email-Id	test_bharath.raju@mindid.com
Contact No.	000491733107604	Date of Birth	22/11/1988	Gender	Male	Meal Preference	No Meal Preference
Permanent Address	#3126,1ST CROSS, 14TH MAIN,ATTIGUPPE, VIJAYNAGAR, BANGALORE, KARNATAKA, INDIA-560040						
Current Address	#3126,1ST CROSS, 14TH MAIN,ATTIGUPPE, VIJAYNAGAR, BANGALORE, KARNATAKA, INDIA-560040						

### Itinerary Information

#### Travel Details

Journey	Departure City	Arrival City	Departure Date	Preferred Time	Travel Mode	Class	Preferred Airline/Train/Cab	Preferred Seat/Location	Other information
Forward	d	d	20/02/2016	Arrival Until 01:00	Flight	Economy	D	Window	-

### Billing Instructions and Approvers

☒ Approve

Approved by Rakesh Khurana

☐ Return ( For review )

☐ Reject ( Permanently )

Close Window

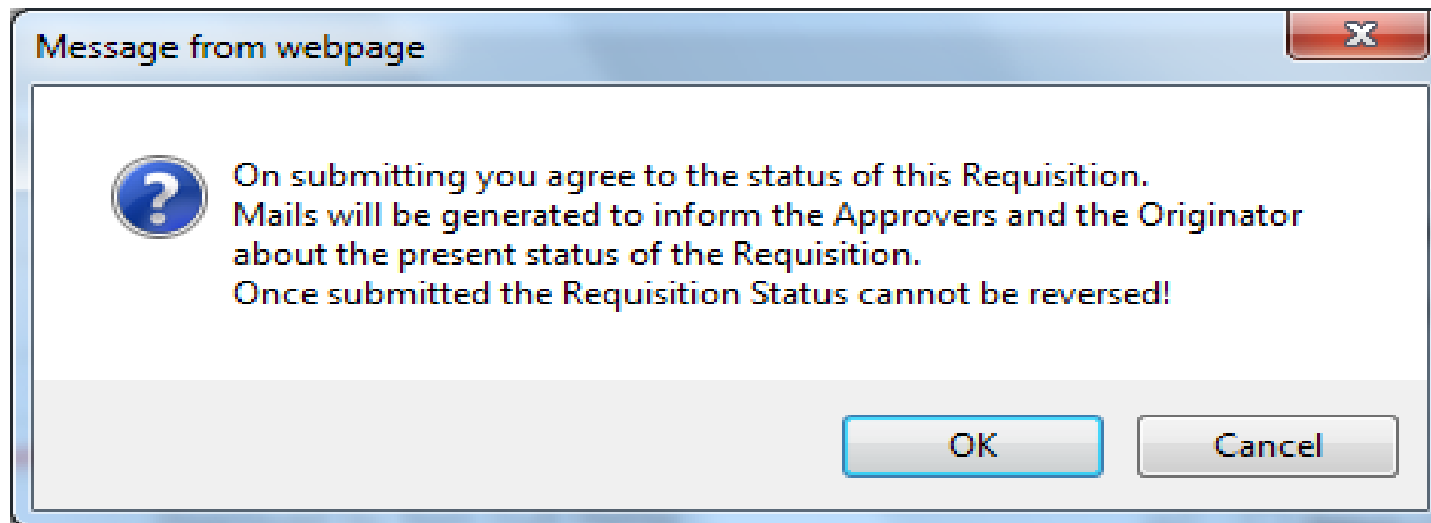
Request More Info

Submit

Select Approve / Return /  
Reject option and then  
click on 'Submit'

# STARS (Samvardhana Motherson Travel AppRoval System)

After 'Submit', a final confirmation box appears (as shown below) to complete the approval process.



**THANK YOU** 

For any query or support please mail us at:  
[support@mind-infotech.com](mailto:support@mind-infotech.com)