

Sumi Motherson Travel AppRoval System (STARS)

ADMINISTRATOR GUIDE

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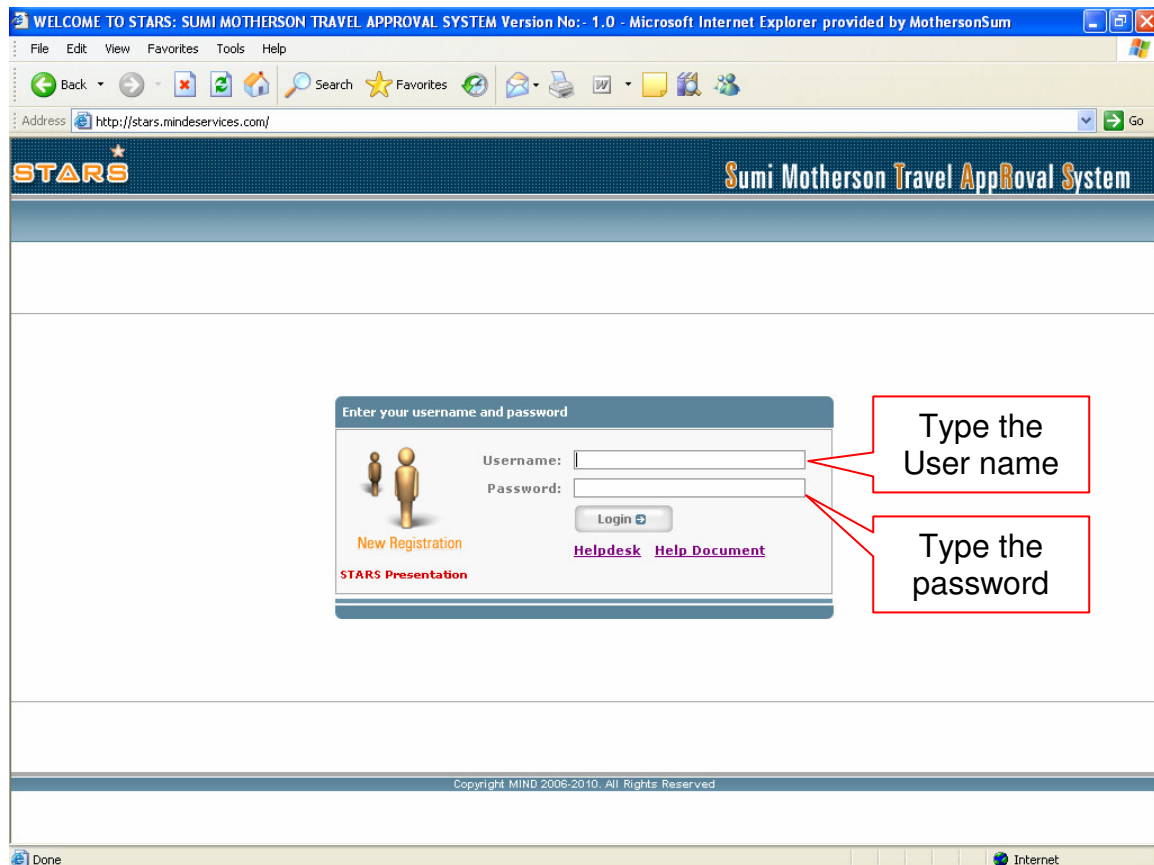
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How to access the STARS?

In internet Explorer, type the below mentioned URL of STARS and press enter.

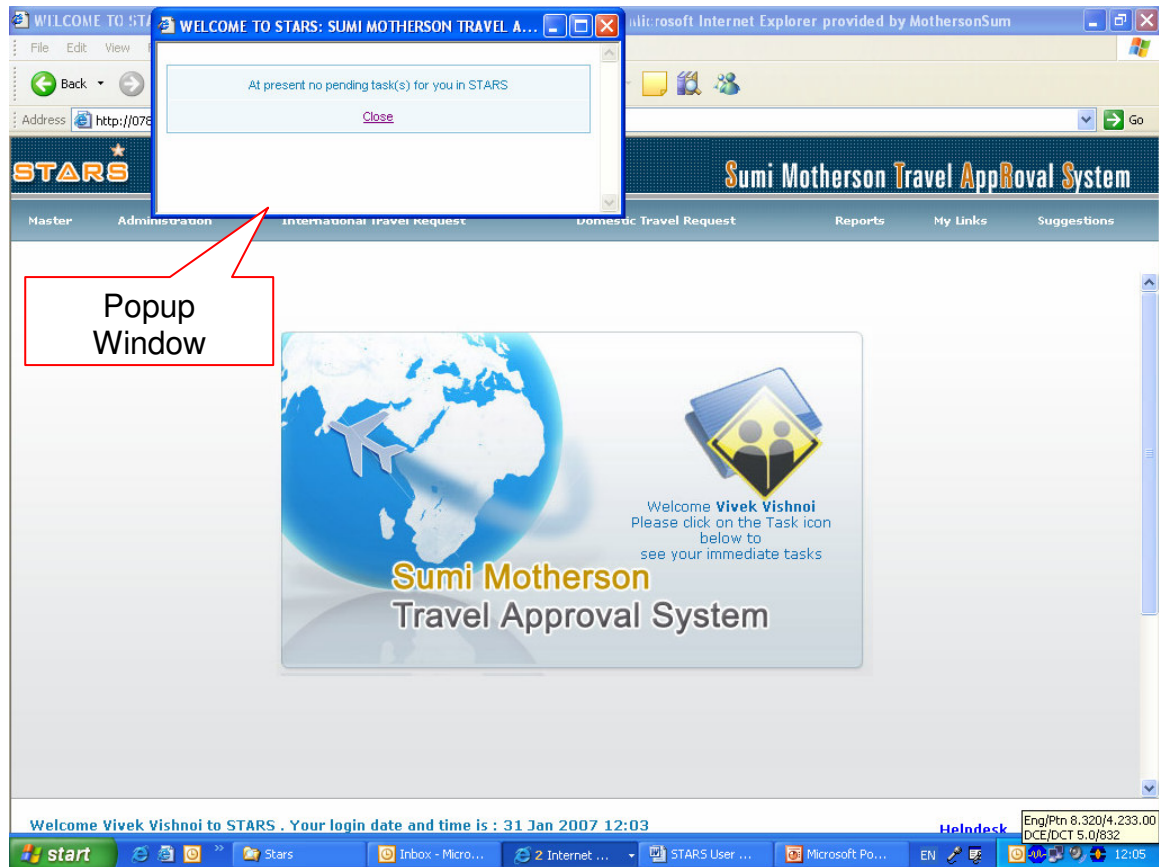
<http://stars.mindeservices.com>

Now, a screen shall appear as below:



(Snap-1)

After filling user name and password next screen shall appear as below:



(Snap-2)

A popup window will appear after login in STARS which indicates the pending tasks with the user. close this popup window by clicking on "close" button.

How to add / delete / edit department?

After Login, click on “Master” option of STARS Main Menu, then click on “Department”. A screen shall appear as below:

The screenshot shows the STARS Master Department screen. The browser title is "WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MothersonSum". The address bar shows "http://0784sachin1/star/userAuthentication1.jsp". The page header includes the STARS logo and "Sumi Motherson Travel AppRoval System". The main menu has "Main Menu" and "Master" options. The "Master" menu has "User", "Department", and "Designation" options. The "Department" option is selected, and the "New" button is highlighted with a red box and the text "To add department". The table below shows the list of departments with columns: S.No, Division, Unit, Department, Created On, and Action. The "Action" column has links for "EDIT" and "DELETE". The "EDIT" link for the first row is highlighted with a red box and the text "To edit department". The "DELETE" link for the first row is highlighted with a red box and the text "To delete department".

| S.No | Division | Unit | Department | Created On | Action |
|------|----------|------|------------|---------------------|---|
| 1 | ITD | MIND | Admin | Nov 8 2005 2:55PM | EDIT DELETE |
| 2 | ITD | MIND | Design | Feb 16 2005 11:21AM | EDIT DELETE |
| 3 | ITD | MIND | IT | Jan 11 2005 5:23PM | EDIT DELETE |
| 4 | ITD | MIND | tessdf | Feb 5 2007 6:31PM | EDIT DELETE |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk

Done

Local intranet

(Snap-3)

To add a department click on “New” option as shown in snap-3 then a screen shall appear as below:

The screenshot displays the 'STARS Sumi Motherson Travel Approval System' web application. The interface includes a navigation menu with 'Main Menu' and 'Master' options. The 'Master' section is expanded, showing 'User', 'Department', and 'Designation'. The 'Department' option is selected, leading to a form titled 'DEPARTMENT'. The form contains two input fields: 'Unit ID' (with 'MIND' entered) and 'Department' (empty). Below these fields are 'Add' and 'Reset' buttons. A 'List' button is located in the top right corner of the form area. Two red callout boxes provide instructions: 'Type the department' pointing to the 'Department' input field, and 'Click on “Add” to add the department' pointing to the 'Add' button. The footer of the application shows a welcome message for 'VIVEK VISHNOI' and the login date/time: '15 Feb 2007 10:09'. A 'Helpdesk' link and a 'Local intranet' icon are also visible.

(Snap-4)

To add department, type Department name in available text box as shown in snap-4 and then press “Add” button. Like this, add as many departments as required. These added departments can be seen by clicking on “Department” option as shown in snap-3.

To edit department, click on “Edit” button in front of the particular record which needs to be edited as shown in snap-3.

To delete department, click on “Delete” button in front of the particular record which needs to be deleted as shown in snap-3.

How to add / delete / edit designation?

After Login, click on “Master” option of STARS Main Menu then click on “Designation”. A screen shall appear as below:

The screenshot shows the STARS Master Designation screen. The browser title is "WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MotherSum". The address bar shows "http://0784sachin1/star/userAuthentication1.jsp". The page has a navigation bar with "Main Menu" and "Master". Below this is a table with columns "User", "Department", and "Designation". The "DESIGNATION" section is active, showing a table with columns: S.No, Unit, Designation Name, Designation Description, Created On, and Action. The table lists 12 designations. Callouts point to the "New" button (To add designation), the "EDIT | DELETE" links (To edit designation), and the "DELETE" link (To delete designation).

| S.No | Unit | Designation Name | Designation Description | Created On | Action |
|------|------|-----------------------|-------------------------|--------------------|---------------|
| 1 | MIND | Associate Manager | Associate Manager | Jan 8 2007 12:33PM | EDIT DELETE |
| 2 | MIND | Module Leader | Module Leader | Jan 8 2007 12:31PM | EDIT DELETE |
| 3 | MIND | Sr. Software Engineer | Sr. Software Engineer | Jan 8 2007 12:30PM | EDIT DELETE |
| 4 | MIND | Software Engineer | Software Engineer | Jan 8 2007 12:30PM | EDIT DELETE |
| 5 | MIND | Executive | Executive | Jan 3 2007 6:26PM | EDIT DELETE |
| 6 | MIND | System Adminstrtor | System Adminstrtor | Jan 3 2007 6:21PM | EDIT DELETE |
| 7 | MIND | Sr. Project Manager | Sr. Project Manager | Jan 3 2007 2:54PM | EDIT DELETE |
| 8 | MIND | Project Manager | Project Manager | Jan 3 2007 2:54PM | EDIT DELETE |
| 9 | MIND | PL | Project Leader | Jan 2 2007 4:14PM | EDIT DELETE |
| 10 | MIND | COO | COO | Dec 8 2006 6:38PM | EDIT DELETE |
| 11 | MIND | Sr. Executive | Sr. Executive | Dec 8 2006 6:37PM | EDIT DELETE |
| 12 | MIND | Manager | Manager | Dec 8 2006 6:15PM | EDIT DELETE |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk

Local intranet

(Snap-5)

To add a designation, click on “New” option as shown in snap-5 then a screen shall appear as below:

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MothersonSum

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Local intranet

Address http://0784sachin1/star/userAuthentication1.jsp Go

STARS Sumi Motherson Travel AppRoval System

Main Menu Master

User Department Designation

DESIGNATION List

Unit Name MIND

Designation Name

Designation Description

Add Reset

Type the designation

Type the designation description

Click on “Add” to add the designation

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09 Helpdesk

Done Local intranet

(Snap-6)

To add designation, type Designation Name & Designation Description in available text boxes as shown in snap-6 and then press “Add” button. Like this, add as many designations as required. These added designations can be seen by clicking on “Designation” option as shown in snap-5.

To edit designation, click on “Edit” button in front of the particular record which needs to be edited as shown in snap-5.

To delete designation, click on “Delete” button in front of the particular record which needs to be deleted as shown in snap-5.

How to create user?

* Local Administrator shall create those key users by himself who would be required in Approver level & in defining the Work Flow. Remaining users shall register themselves by click on “New Registration” button on STARS first page and Local Administrator shall only do the verification of their records.

After Login, Local Administrator shall click on “Master” option of STARS Main Menu and then click on “User”. A screen shall appear as below:

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No.: 1.0 - Microsoft Internet Explorer provided by MothersonSum

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print

Address http://0784sachin1/star/userAuthentication1.jsp Go

STARS Sumi Motherson Travel Approval System

Main Menu Master

User Department Designation

STARS Active User(s)

Upload Policy Deactivated **New** Search Print

| S.No | Division | Unit | Department | Name | Designation | User Name | Email | Role | Approver Level | Created On | Action |
|------|----------|------|------------|----------------|-------------------------------|------------------------|---------------------------------|------|------------------|--------------------|--|
| 1 | ITD | MIND | IT | Star Admin | Divisional Functional Manager | star@mind-infotech.com | star@mind-infotech.com | AD | None | Nov 17 2006 9:51AM | Edit Deactivate Approver Level ResetPassword |
| 2 | ITD | MIND | IT | Som Dutt Mehta | HOD | sdmehta | somdutt.mehta@mind-infotech.com | OR | Approver Level 2 | Jan 11 2005 5:25PM | Edit Deactivate Approver Level ResetPassword |
| 3 | ITD | MIND | IT | Gaurav Gulati | Manager | gaurav | gaurav.gulati@mind-infotech.com | OR | Approver Level 1 | Jan 11 2005 5:26PM | Edit Deactivate Approver Level ResetPassword |
| 4 | ITD | MIND | IT | Sompal Sharma | Executive Commercial | sompalsharma | sompal.sharma@mind-infotech.com | OR | None | Jan 11 2005 5:29PM | Edit Deactivate Approver Level ResetPassword |
| 5 | ITD | MIND | IT | Rajesh Jain | Manager Commercial | rajeshjain | rajesh.jain@mind-infotech.com | OR | None | Jan 11 2005 5:30PM | Edit Deactivate Approver Level ResetPassword |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk Local intranet

(Snap-7)

To add user, Local Administrator shall click on “New” button as shown in snap-7, by this, a screen shall appear as below:

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by Motherson...

*First Name (As per passport)

*Last Name (As per passport)

*User Name

*Email

*Password

*Confirm Password

The length for Password and Confirm Password must be minimum 8 characters.

*Unit

*Department

*Designation

Select the Person you Report To!

☐ Unit ID ☐ Across the Unit

If You Forget Your Password!

Secret Question

Secret Answer

Make sure your answer is memorable for you but hard for others to guess

Feed Your Passport Details!

Passport No

Emigration Status-ECNR ☐ Yes ☒ No

Date of Issue

Frequent Flyer Number

Date of Expiry

DOB (dd / mm / yyyy)

Place of Issue

Contact No.

Permanent Address

To save the record

(Snap-8)

On this screen, fields marked with an asterisk (*) are mandatory which are as follows:

- 1 – First Name
- 2 – Last Name
- 3 – User Name
- 4 – Email
- 5 – Password
- 6 – Confirm Password
- 7 – Unit
- 8 – Department
- 9 – Designation
- 10 – DOB

Tips for mandatory fields of this registration screen:

First Name & Last Name:

Local Administrator shall fill user's first name & last name as per the passport records. If user has middle name then it can be included along with the first name with a space.

User Name:

Local Administrator can define here the "User Id" of the concerned user as per his choice to use STARS. It is suggested to the user to memorize it and keep it confidential.

Email:

Local Administrator shall mention user email Id carefully here to receive all emails from STARS.

Password:

Local Administrator can define here user's "Password" as per his choice to access the STARS. This field is case sensitive with a minimum 8 alpha-numeric characters. It is suggested to the user to memorize it and keep it confidential.

Confirm Password:

This shall be exactly same as the above password.

Unit:

Local Administrator shall select user's "Unit" from the available list.

Department:

Local Administrator shall select user's "Department" from the available list.

Designation:

Local Administrator shall select user's "Designation" from the available list.

DOB (Date of Birth):

Local Administrator shall mention user's "Date of Birth" by using available calendar options.

Tips for non-mandatory fields of this Registration screen:

All the fields of registration screen except above mentioned mandatory fields are optional. However, it is suggested to the user to fill these records for complete availability of the user's data profile.

Select the Person you Report to:

Below this heading two radio buttons "Unit Id" & "Across the Unit" are provided. Local Administrator can select user's reporting person from the available list after clicking "Unit Id" radio button. If, user's reporting person is in another unit then he shall select his reporting person from the "Across the Unit" radio button.

Secret Question & Secret Answer:

Local Administrator can fill here a clue question & answer which will be asked by the system, if, user takes help from the system after forgetting his user id or password. It is suggested to the user to memorize it and keep it confidential.

Passport No. :

Local Administrator can fill user Passport No. here. In International requisition this is a mandatory requirement.

Date of Issue & Date of Expiry:

These date fields related to user's passport can be selected from available calendar option. These fields will be use by the STARS system in case of International requisition.

Place of Issue:

Local Administrator can write here the place name where user's passport had been issued.

Contact No.:

Local Administrator can mention user's contact no. here which will facilitate other persons in case of any enquiry or emergency.

Permanent Address:

Local Administrator shall write user's complete permanent address here for ready use of requisition transaction records.

After filling all the fields of this registration screen form, Local Administrator shall press “Register” button. This completes the Registration of the concerned user. Also, an auto generated mail from Local Administrator e-mail id shall go to the concerned user as an intimation of user’s Registration in STARS.

After getting mail from Local Administrator, user shall change his password and update his profile after login in STARS by the available option “My Link”.

How to edit user?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A screen shall appear as below:

The screenshot shows the 'STARS Master' interface for user management. It includes a table of active users with columns for S.No, Division, Unit, Department, Name, Designation, User Name, Email, Role, Approver Level, Created On, and Action. Two callouts highlight the 'Edit' and 'Reset Password' links in the Action column.

| S.No | Division | Unit | Department | Name | Designation | User Name | Email | Role | Approver Level | Created On | Action |
|------|----------|------|------------|----------------|-------------------------------|------------------------|---------------------------------|------|------------------|---------------------|---|
| 1 | ITD | MIND | IT | Star Admin | Divisional Functional Manager | star@mind-infotech.com | star@mind-infotech.com | AD | None | Nov 17 2006 9:51 AM | Edit Deactivate Approver Level Reset Password |
| 2 | ITD | MIND | IT | Som Dutt Mehta | HOD | sdmehta | somdutt.mehta@mind-infotech.com | OR | Approver Level 2 | Jan 11 2005 5:25 PM | Edit Deactivate Approver Level Reset Password |
| 3 | ITD | MIND | IT | Gaurav Gulati | Manager | gaurav | gaurav.gulati@mind-infotech.com | OR | Approver Level 1 | Jan 11 2005 5:26 PM | Edit Deactivate Approver Level Reset Password |
| 4 | ITD | MIND | IT | Sompal Sharma | Executive Commercial | sompalsharma | sompal.sharma@mind-infotech.com | OR | None | Jan 11 2005 5:29 PM | Edit Deactivate Approver Level Reset Password |
| 5 | ITD | MIND | IT | Rajesh Jain | Manager Commercial | rajeshjain | rajesh.jain@mind-infotech.com | OR | None | Jan 11 2005 5:30 PM | Edit Deactivate Approver Level Reset Password |

Callouts in the image:

- To edit the user record**: Points to the 'Edit' link in the Action column for the first user.
- To reset password**: Points to the 'Reset Password' link in the Action column for the third user.

(Snap-9)

To edit user record, Local Administrator shall click on “Edit” button in front of the particular user record which needs to be edited as shown in snap-9.

After clicking on “Edit” button a screen like snap-8 shall appear where records can be updated by the Local Administrator.

How to make user deactive?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A screen shall appear as below:

The screenshot shows the STARS Master User List interface. The browser title is "WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MothersonSumi". The address bar shows "http://0784sachin1/star/userAuthentication1.jsp". The main menu includes "Master" and "User". The "User" section is active, showing a list of users. Callouts point to specific features: "To upload company travel entitlement policy" points to the "Upload Policy" button; "Deactivated User List" points to the "Deactivated" button; "To make user Deactive" points to the "Deactive" button in the user record actions; and "To define user approver level" points to the "Approver Level" button in the user record actions.

| S.No | Division | Unit | Department | Name | Designation | User Name | Email | Role | Approver Level | Created_On | Action |
|------|----------|------|------------|----------------|-------------------------------|------------------------|---------------------------------|------|------------------|---------------------|---|
| 1 | ITD | MIND | IT | Star Admin | Divisional Functional Manager | star@mind-infotech.com | star@mind-infotech.com | AD | None | Nov 17 2006 9:51 AM | Edit Deactive Approver Level Reset Password |
| 2 | ITD | MIND | IT | Som Dutt Mehta | HOD | sdmehta | somdutt.mehta@mind-infotech.com | OR | Approver Level 2 | Jan 11 2005 5:25 PM | Edit Deactive Approver Level Reset Password |
| 3 | ITD | MIND | IT | Gaurav Gulati | Manager | gaurav | gaurav.gulati@mind-infotech.com | OR | Approver Level 1 | Jan 11 2005 5:26 PM | Edit Deactive Approver Level Reset Password |
| 4 | ITD | MIND | IT | Sompal Sharma | Executive Commercial | sompalsharma | sompal.sharma@mind-infotech.com | OR | None | Jan 11 2005 5:29 PM | Edit Deactive Approver Level Reset Password |
| 5 | ITD | MIND | IT | Rajesh Jain | Manager Commercial | rajeshjain | rajesh.jain@mind-infotech.com | OR | None | Jan 11 2005 5:30 PM | Edit Deactive Approver Level Reset Password |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk Local intranet

(Snap-10)

To make a user deactive, Local Administrator shall click on “Deactive” button in front of the particular user record which needs to be deactivated as shown in snap-10.

After clicking on “Deactive” button the concerned user record shall be transferred in “Deactivated User List” and after that the concerned user cannot access the STARS.

How to make user active?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A default “Activated User List” screen (Snap-10) appears. To make a deactivated user as an active user, Local Administrator shall click on “Deactivated” option as shown in snap-10. A screen shall appear as below:

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MothersonSumi

File Edit View Favorites Tools Help

Address http://0784sachin1/star/userAuthentication1.jsp

STARS Sumi Motherson Travel Approval System

Main Menu Master

User Department Designation

STARS Deactive User(s)

Activated New Search Print

| S.No | Division | Unit | Department | Name | Designation | User Name | E-Mail | Role | Approver Level | Created On | Action |
|------|----------|------|------------|-------------------|--------------------|-------------|---------------------------------|------|----------------|--------------------|---|
| 1 | ITD | MIND | IT | RAS Administrator | Originator | users | sanjay.mishra@mind-infotech.com | OR | None | Jul 21 2004 1:52AM | Active Delete |
| 2 | ITD | MIND | IT | Ashok Tandon | SVP(Corp) | ashoktandon | ashoktandon@mass.motherson.com | OR | None | Jan 11 2005 5:43PM | Active Delete |
| 3 | ITD | MIND | IT | test test | Manager Commercial | userTest | userTest@test.com | OR | None | Feb 12 2007 9:32AM | Active Delete |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk Local intranet

Activated user List

To make user Active

To delete user

(Snap-11)

To make the deactivated user active, Local Administrator shall click on “Active” button in front of that particular record which needs to be made active user as shown in snap-11. By this record shall be transferred in “Activated User List”.

** Things to remember: All new user registrations by either Local Administrator or the User directly, the records appear in “Deactivated User List” by default. And these deactive user cannot access the STARS until Local Administrator make these records as active.*

How to delete user?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A default “Activated User List” screen (Snap-10) appears. To delete user, Local Administrator shall click on “Deactivated” option as shown in snap-11 and then “Delete” button in front of that particular record which needs to be deleted. Then record shall disappear from the “Deactivated User List”.

How to reset the password of user?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A default “Activated User List” screen (Snap-10) appears. To reset the password of the user, Local Administrator shall click on “Reset Password” option as shown in snap-9.

The user password shall be reset by the system and this information shall be send to the concerned user by an auto generated email.

How to upload the company travel entitlement policy?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A default “Activated User List” screen (Snap-10) appears. To upload company travel entitlement policy, Local Administrator shall click on “Upload Policy” option as shown in snap-10. By this a screen shall appear as below:

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MothersonSumi

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet ...

Upload Policy Document

The policy document you are uploading will be written to the STARS Server and can be referenced by you anytime.
The File Name you are uploading should not contain spaces in between as the browser will interpret the spaces in a different manner
(Please upload files with your (UnitName).html only)

Select Policy Document

Browse... Doc Reference

Upload

To upload the file

To type document reference

To browse the file

| | | | | | | | | | | | |
|---|-----|------|----|-------------|--------------------|------------|-------------------------------|----|------|--------------------|---|
| | | | | Sharma | Commercial | | infotech.com | | | | |
| 5 | ITD | MIND | IT | Rajesh Jain | Manager Commercial | rajeshjain | rajesh.jain@mind-infotech.com | OR | None | Jan 11 2005 5:30PM | Edit Deactivate Approver Level ResetPassword |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk

Local intranet

(Snap-12)

Local Administrator shall click on “Browse” button and locate the file in html format. Then click on “Upload” button with defining document reference in available test box.

This uploaded file shall help the users to view their entitlement while filling their travel requisition.

How to define the approver level to user?

After Login, Local Administrator shall click on “Master” option of STARS Main Menu then click “User”. A default “Activated User List” screen (Snap-10) appears. To define the approver level of user, Local Administrator shall click on “Approver Level” button (Snap-10) in front of that particular user record which needs to be defined. After this, a screen appears as below:

WELCOME TO STARS: SUMI MOTHERSON TRAVEL APPROVAL SYSTEM Version No:- 1.0 - Microsoft Internet Explorer provided by MothersonSum

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://0784sachin1/star/userAuthentication1.jsp Go

STARS Sumi Motherson Travel AppRoval System

Main Menu Master

User Department Designation

Select the Activated User Approver Level

| S.No | Division | Unit | Department | Name | Designation | User Name | Pin | EMail | Role | Approver Level | Created_On |
|------|----------|------|------------|---------------|----------------------|--------------|-----|---------------------------------|------|----------------|--------------------|
| 1 | ITD | MIND | IT | Sompal Sharma | Executive Commercial | sompalsharma | 0? | sompal.sharma@mind-infotech.com | OR | None | Jan 11 2005 5:29PM |

Select the Approver Level for User (By default approver level is none)

Approver Level

None

None

Approver Level 1

Approver Level 2

Global Approver

Submit

To browse the available levels

To save the data

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk

Done Local intranet

(Snap-13)

Local Administrator shall click on available levels list to select the level for particular record and then click on “Submit” button to assign & save level to that particular user.

* Things to remember:

1- By default the level of every new registered user shall be “None”.

2- Assign level “Global” to that user only who takes reporting from other units staff also the “Global” leveled user appears in all units.

3- In STARS system, requisition flows as below:

STARS ADMINISTRATOR GUIDE

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Originator / Creator → Approval Level 1 → Approval Level 2 → Default Approvers

Example Only:

To simplify approval levels Local Administrator can assign “Approval Level 1” to Managers and “Approval Level 2” to HODs. Remaining user shall be in “None” level category.

Hence the travel requisition work flow for the unit shall now be like following:

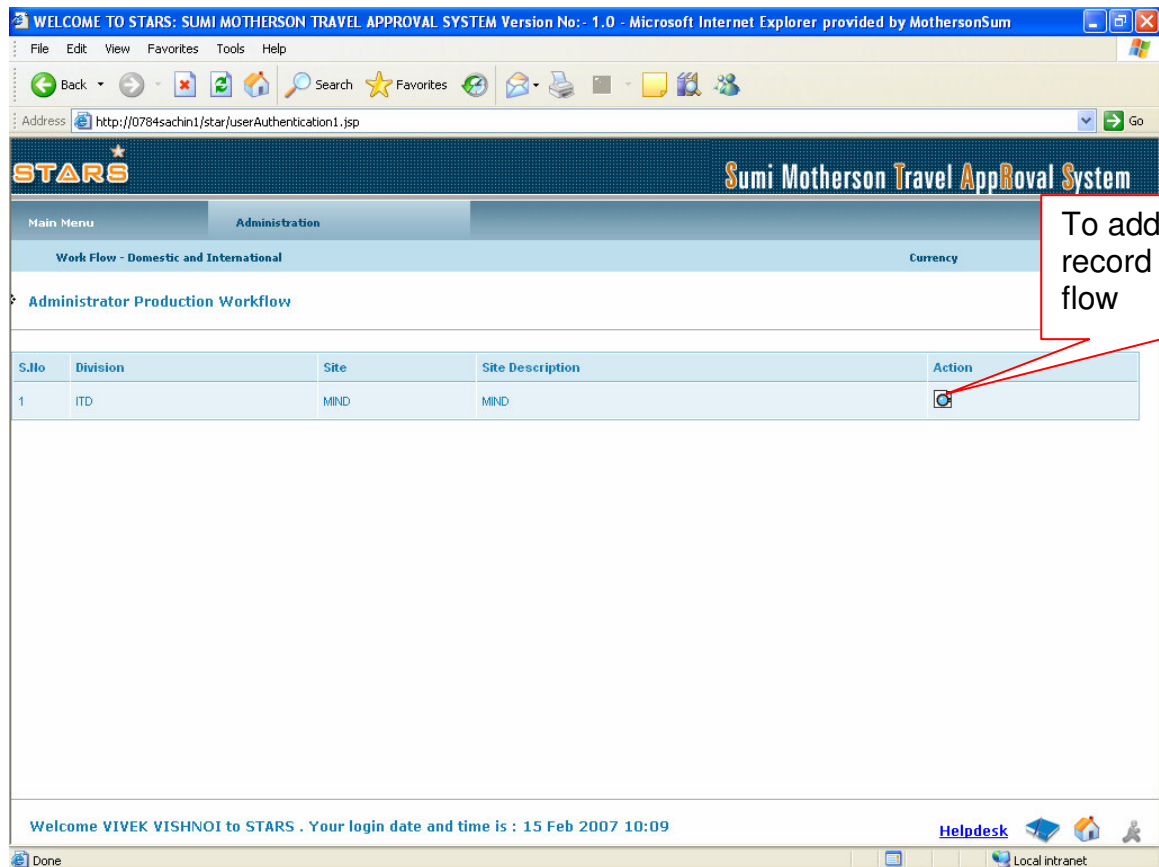
Originator / Creator → Manager → HOD → Default Approvers

4- Approver Level 1 & 2 separately or both, can be selected / left by the originator / creator at the time of travel requisition creation.

5- All type of requisitions is mandatory to go to default approvers (defined by Local Administrator).

How to define work flow – Domestic and International?

After Login, Local Administrator shall click on “Administration” option of STARS Main Menu then click “Work flow–Domestic and International” button. A screen shall appear as below:



(Snap-14)

Local Administrator shall click on “Action” as shown in snap-14 to define the work flow. A new screen shall appear as below:

Workflow Details

Approver's Name:

Designation:

Order of Approval:

Travel Type:

BACK Add

| S.No | Name | Designation | Order of Approval | Travel Type | |
|------|-----------------|---------------|-------------------|---------------|--------|
| 1 | Rakesh Khurana | COO Initial | 1.0 | Domestic | Delete |
| 2 | Naresh Sharma | Sr. Executive | 2.0 | Domestic | Delete |
| 3 | Gita Laxmi | Sr. Executive | 10.0 | Domestic | Delete |
| 4 | karunakar panda | Sr. Executive | 1.0 | International | Delete |
| 5 | Rajesh Gupta | Sr. Executive | 2.0 | International | Delete |
| 6 | Rakesh Khurana | COO Initial | 3.0 | International | Delete |

Welcome VIVEK VISHNOI to STARS . Your login date and time is : 15 Feb 2007 10:09

Helpdesk

Local intranet

(Snap-15)

To select the name

To select the order of approval

To select the travel type

To delete the record

To save the record

Local Administrator shall define this workflow very carefully as all types of travel requisitions shall go to all the persons defined in this work flow.

Steps to define the work flow:

- 1- Select the approver's name by click on "Approver's Name". The designation of the selected person shall appear in next block "Designation" automatically.
- 2- Select order of approver by click on "Order of Approver". These orders are 1 to 10 but Local Administrator shall define the levels from 1 to 8 only. Order of approval means the default work flow sequence through which the request shall come to approvers.
- 3- Select Travel type by clicking on "Travel Type" which contains the options 'International' and 'Domestic'. Local Administrator shall define this work flow one by one travel types for simplification.
- 4- After following above all steps (1 to 3), click on "Add" button to save the records. Saved record shall appear in workflow detail area on the screen.

Things to remember:

- 1- In International workflow, Local Administrator shall define Mr. V. C. Sehgal (Group Chairman) on the 9th order of approval.*
- 2- In International workflow, Local Administrator shall define Ms. Ruchika Pathak (MATA) on the 10th order of approval.*
- 3- In Domestic workflow, Local Administrator shall Define Ms. Gita Laxmi (MATA) on the 10th order of approval.*