

# **Build an employee travel approval application for corporates**

## **1.INTRODUCTION:**

### **OVERVIEW :**

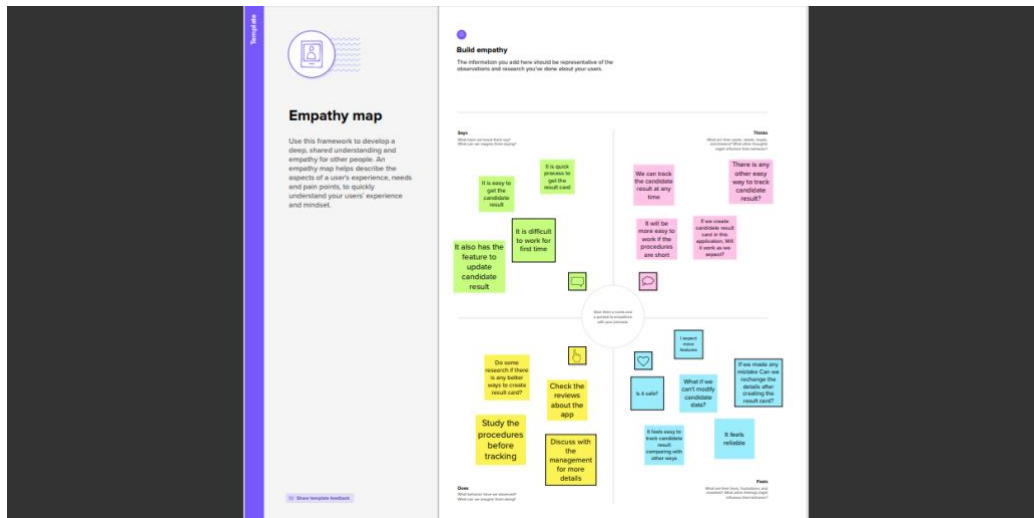
Corporate travel is an integral part of the business world, as companies need to travel to meet clients, attend conferences and meetings, and explore new markets. However, managing employee travel can be a cumbersome task for the HR and travel departments. That's why many corporates have started using employee travel approval applications to streamline the process

### **PURPOSE:**

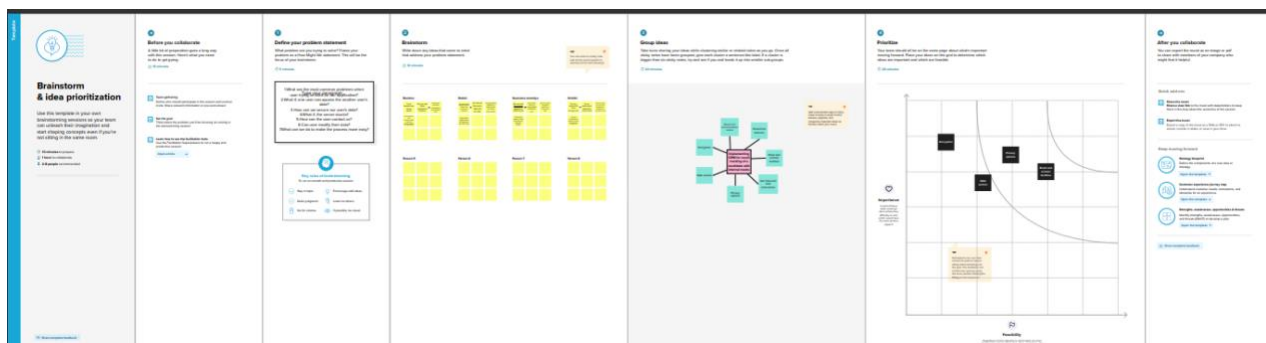
The application saves time for both the employee and the travel manager by automating the travel request and approval process. The application ensures that travel requests comply with the company's travel policies, which reduces the risk of non-compliant expenses and unnecessary travel.

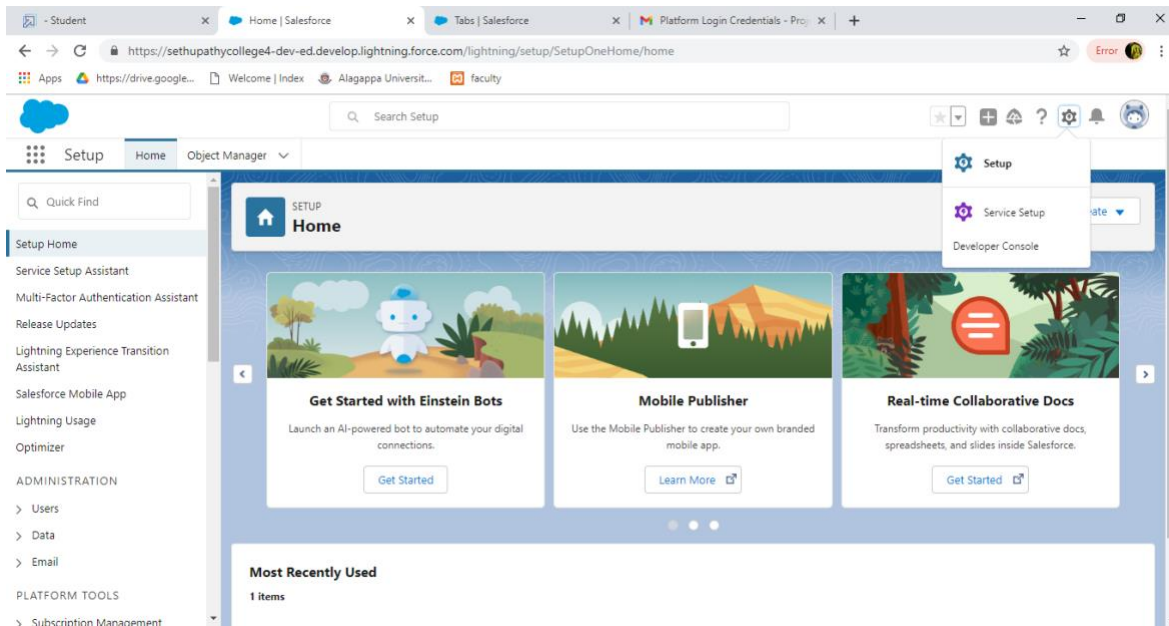
## **2.PROBLEM DEFINITION & DESIGN THINKING:**

### **EMPATHY MAP :**

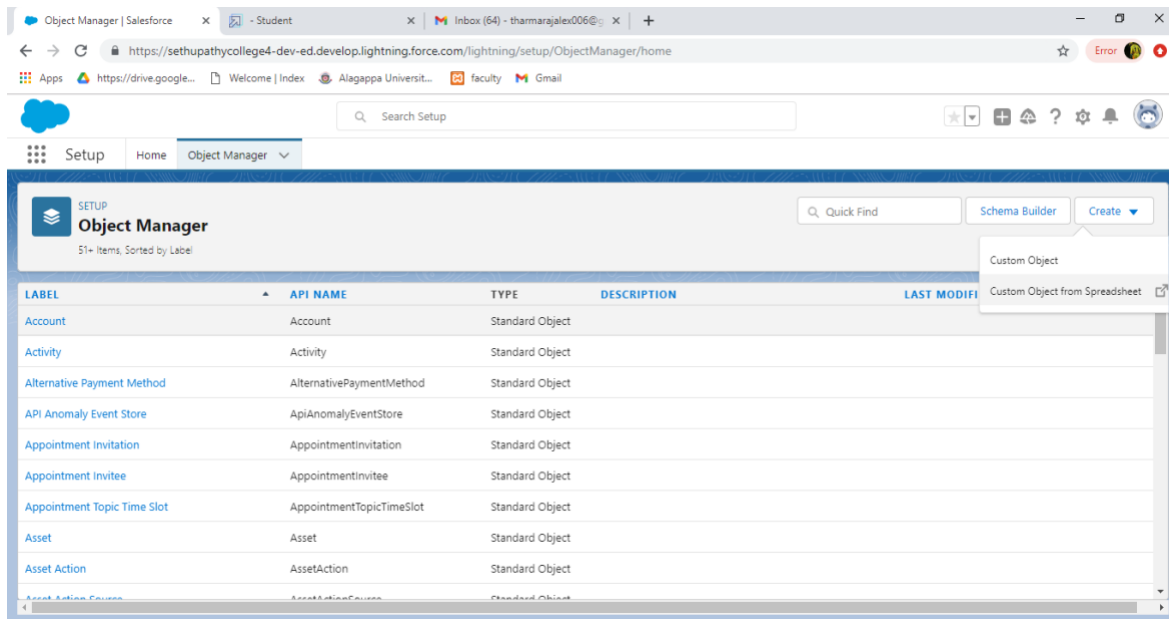


## BRAINSTROMING MAP:





## Milestone 2:



Lecturer Detail | Salesforce x - Student x Inbox (64) - thamarajalex006@... x +

https://sethupathcollege4-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/015i000001nKl6/FieldsAndRelationships/view

Apps https://drive.google... Welcome | Index Alagappa Universit... faculty Gmail

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

### Lecturer Detail

Details

**Fields & Relationships** 5 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Lecturer Detail Name	Name	Text(80)		✓
Lecturer Name	Lecturer_Name__c	Text Area(255)		
Owner	OwnerId	Lookup(User,Group)		✓

Page Layouts  
Lightning Record Pages  
Buttons, Links, and Actions  
Compact Layouts  
Field Sets  
Object Limits  
Record Types  
Related Lookup Filters  
Search Layouts

## Milestone 3:

App Manager | Salesforce x - Student x Inbox (64) - thamarajalex006@... x +

https://sethupathcollege4-dev-ed.develop.lightning.force.com/lightning/setup/NavigationMenus/home

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Setup Home Object Manager

Q app

Salesforce Mobile App

Data

Mass Transfer Approval Requests

Apps

App Manager

AppExchange Marketplace

Connected Apps

Connected Apps OAuth Usage

Manage Connected Apps

Lightning Bolt

Flow Category

Lightning Bolt Solutions

Mobile Apps

Salesforce

Salesforce Branding

Salesforce Navigation

SETUP

### Lightning Experience App Manager

New Lightning App New Connected App

**Clone Apps(Beta)**

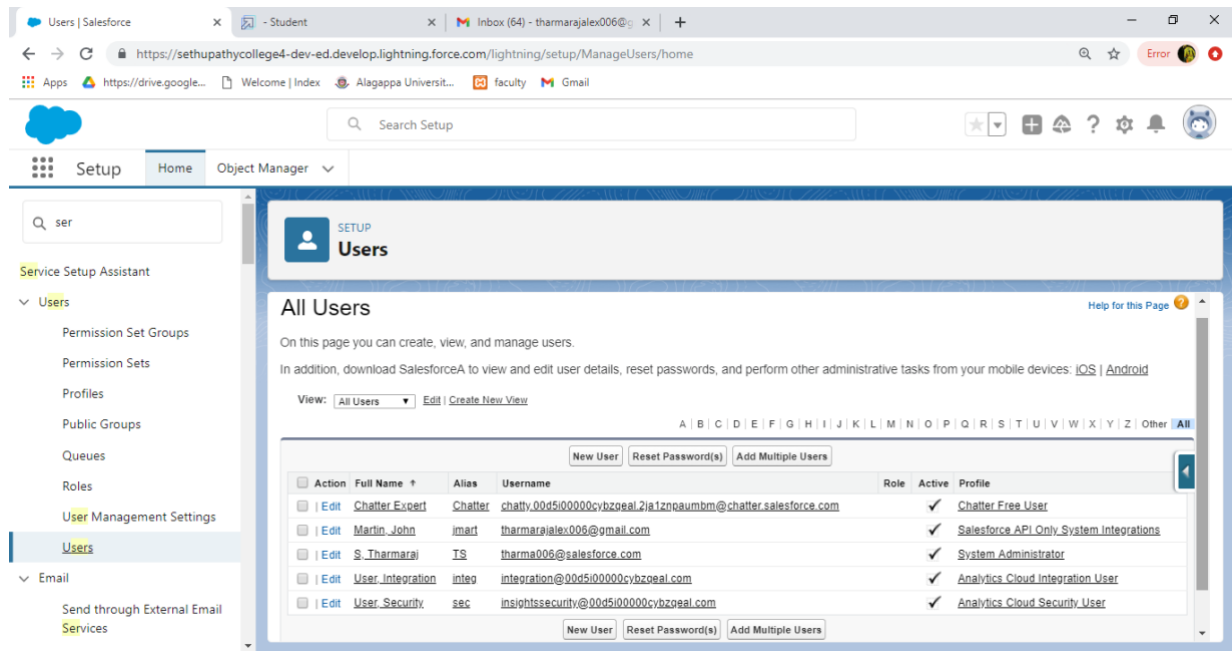
Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning. See additional details and terms in the [Winter '23 release notes](#).

Enable App Cloning ☐ Disabled

22 Items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type

	App Name	Developer Name	Description	Last Modified ...	Ap...	VL...
1	All Tabs	AllTabSet		28/04/2023, 11:02 a...	Classic	
2	Analytics Studio	Insights	Build CRM Analytics dashboards and apps	28/04/2023, 11:02 a...	Classic	✓
3	App Launcher	AppLauncher	App Launcher tabs	28/04/2023, 11:02 a...	Classic	✓
4	Bolt Solutions	LightningBolt	Discover and manage business solutions designed for your industry.	28/04/2023, 11:05 a...	Lightning	✓
5	Candidate Internal Result Card	Candidate_Internal_Result_Card		29/04/2023, 2:07 pm	Lightning	✓
6	Community	Community	Salesforce CRM Communities	28/04/2023, 11:02 a...	Classic	✓
7	Content	Content	Salesforce CRM Content	28/04/2023, 11:02 a...	Classic	✓

## Milestone 4:

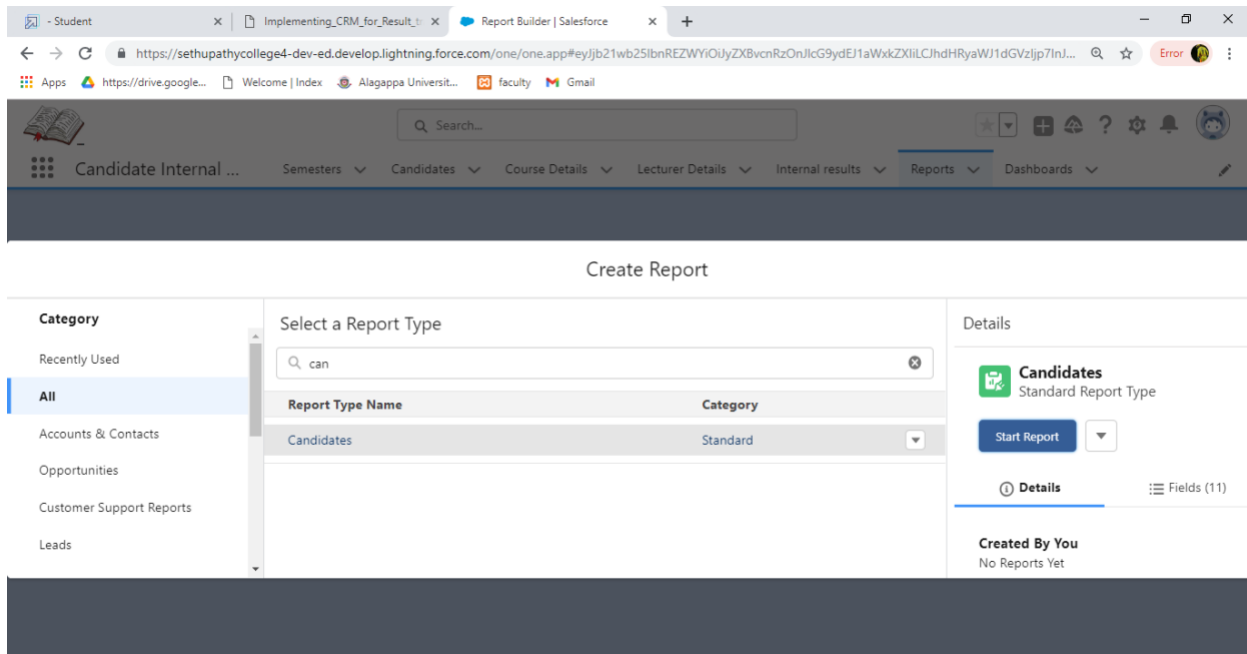


The screenshot shows the Salesforce Setup interface for managing users. The left sidebar contains the 'Setup' menu with 'Users' selected under 'User Management Settings'. The main content area is titled 'All Users' and includes a search bar, a list of users, and a table of user details.

**Users Table:**

Action	Full Name	Alias	Username	Role	Active	Profile
<a href="#">Edit</a>	Chatter Export	Chatter	chatter.00d5i00000cybzoal.2a1znqauibm@chatter.salesforce.com		✓	Chatter Free User
<a href="#">Edit</a>	Martin John	mart	tharmarajalex006@gmail.com		✓	Salesforce API Only System Integrations
<a href="#">Edit</a>	S. Tharmaraj	TS	tharma006@salesforce.com		✓	System Administrator
<a href="#">Edit</a>	User Integration	integ	integration@00d5i00000cybzoal.com		✓	Analytics Cloud Integration User
<a href="#">Edit</a>	User Security	sec	insightssecurity@00d5i00000cybzoal.com		✓	Analytics Cloud Security User

## Milestone 5:



The screenshot shows the Salesforce Report Builder 'Create Report' page. The left sidebar lists categories, with 'All' selected. The main area shows a search bar and a table of report types. The right sidebar shows details for the selected report type.

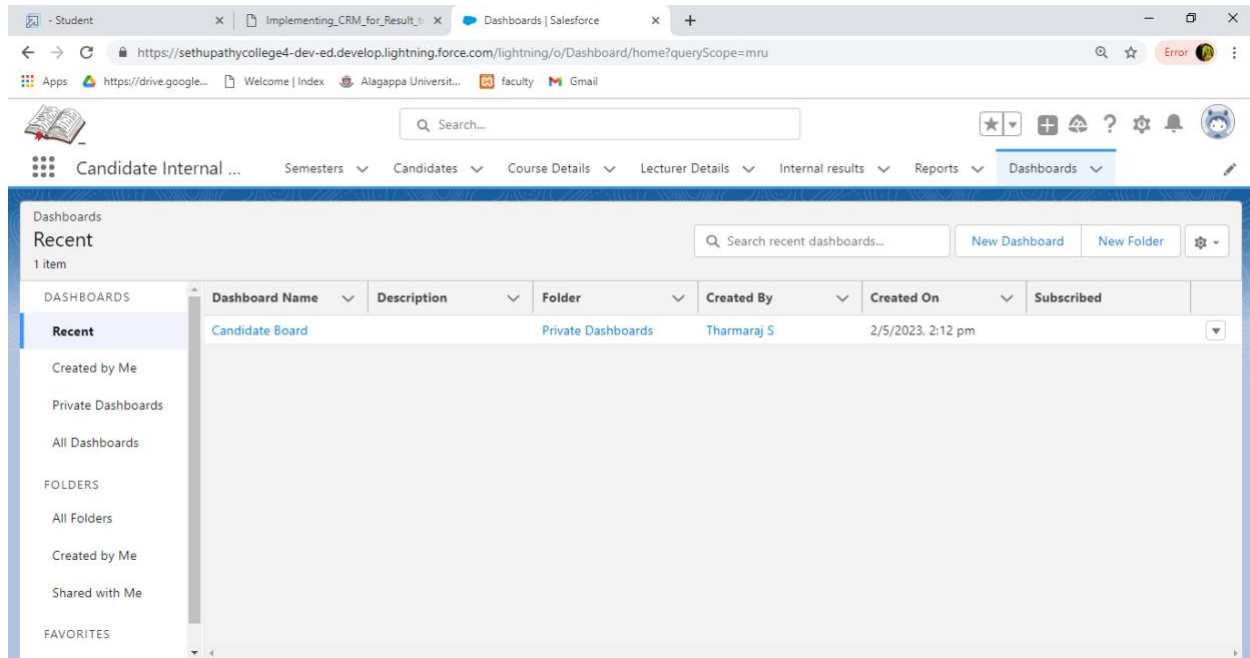
**Report Types Table:**

Report Type Name	Category
Candidates	Standard

**Details:**

- Candidates** Standard Report Type
- [Start Report](#)
- Details** Fields (11)
- Created By You** No Reports Yet

## Milestone 6:



#### 4.Trailhead Profile Puplic URL :

**Team Lead** - <https://trailblazer.me/id/atcm4>

**Team Member 1** - <https://trailblazer.me/id/msasikumar4>

**Team Member 2** - <https://trailblazer.me/id/dlakshmi133>

**Team Member 3** - <https://trailblazer.me/id/sshemalatha>

#### 5. ADVANTAGES & DISADVANTAGES:

##### Advantages:

- a. The process is tedious and time-consuming task
- b. Easiest way
- c. Saves time for both employees and managers
- d. Reduces the workload
- e. The entire process is digitized and streamlined
- f. Increased Transparency

**g. Provides greater control and security over employee travel**

**Disadvantages:**

**a. The process includes too many levels of approval that make tedious and confusing**

**b. Regular Maintenance**

**c. Internet Connection problem is there**

**d. Poor Connection leads to trouble and anxiety**

**e. Lack of leadership**

**f. It can be costly sometimes**

**g. Poor communication**

## **6.APPLICATION**

**The application ensures that travel requests comply with the company's travel policies which reduces the risk of non-complaint expenses and unnecessary travel. The application helps reduce travel costs by allowing the company to track expenses and stay within budget. This also helps the company negotiate better deals with travel vendors. The application saves time for both the employee and the travel manager by automating the travel request and approval process. This allows the HR department and travel managers to focus on more strategic tasks.**

## **7.FUTURE SCOPE:**

- a. In future it will be really a useful one in the application of travel approval.**
- b. It is trusted to be in future everyone will utilize this.**
- c. The customer will set good service and make it trustworthy.**
- d. Hope it would fulfil all the needs of the users.**

## **8.CONCLUSION**

**An employee travel approval application is a valuable tool for corporate travel management. It streamlines the travel request and approval process ensures policy compliance, and provides transparency to all parties involved. A well-designed application can save time and money, making it an essential tool for corporate that frequently travel for business.**

<https://trailblazer.me/id/atcm4>

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<https://trailblazer.me/id/msasikumar4>