

Project Report Template

1.INTRODUCTION

1.1 Overview

Consolidates existing forms including travel application. Risk Assessment, Field Work, Insurance, Delegation Approval, Post Travel Dairy. Has a Range of in Built Validation Check to Ensure Required Areas of the Travel Approval are Complete.

1.2 Purpose

Knowing Which Employee is Requesting Money at What Time and for What Purpose Gives Clarity .It also helps track where the money is going instead of just a request for funds that might an invalid expense.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map

Says

What have we heard them say?
What can we imagine them saying?

I need a
tourism
guide during
traveling

They will
ask about
the trip

I want
something
reliable

I need an app
display and
recommend
the
attractive

R.Sneha

Mathematics
student

Travel behavior
measured by
activity and the
environmental
sustainability

Long
distance
travel
behavior

They are
very
interested
in travel

They will
spread my
company

Does

What behavior have we observed?
What can we imagine them doing?



2.2 Ideation & Brainstorming Map

1

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

⌚ 5 minutes

How might we avoid the repeat travel approval requests?



Key rules of brainstorming

To run a smooth and productive session



Stay in topic.



Encourage wild ideas.

Defer judgment.



Listen to others.



Go for volume.



If possible, be visual.

2

Brainstorm

Write down any ideas that address your problem.

⌚ 10 minutes

R. Smith

Be an employee of company

Address travel be valued

M. Goyette

Choose which ideas items to include

Communicate the ideas request approval process with your employees



Untitled_2023-03-21_...



2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

⌚ 10 minutes

R. Sneha

Be an employee of company	Address must be valid	

S. Siva

When sending an email the subject should be	Destination details	

G. Pranath

Age limit is important	Travel should be cheap	

M. Gayathri

Choose which line items to include	Communicate the travel request approval process with your employees	

Person 6

Person 7



3

Group ideas

Take turns sharing your ideas while clustering similar or related notes. Once sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller groups.

🕒 20 minutes

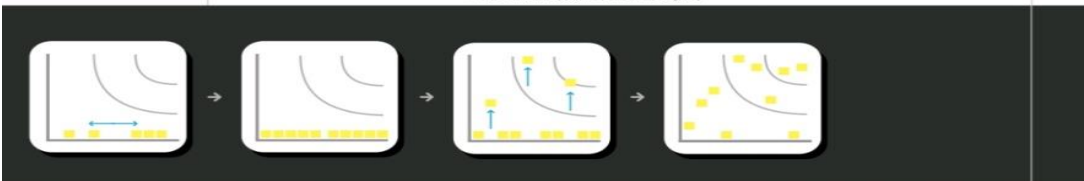


4

Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

⌚ 20 minutes



1 / 1

3. RESULT

3.1 Data Model:

Object name	Fields in the object	
Department	Field label	Data type
	Amount	Currency
Expense item	Field label	Data type
	Expense	Pick list
Travel Approval	Field label	Data type
	Travel Approval	Master-Detail Relationship

3.2 Activity & Screenshot

Milestone 1: Creating Developer Account



Sign up for your Salesforce Developer Edition

A full-featured copy of the Platform, for free

Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial.

First Name*

Sneha

Last Name*

Rengasamy

Email*

snehatn61@gmail.com

Role*

Developer

Company*

Rajah's Colleague Sanskrit And Tamil Studies

Country/Region*

India

Postal Code*

613204

Username*

ahens@blugre.com

Your username must be in the form of an email address (it does not have to be real). It must be unique and cannot be associated with another Salesforce login credential. [Read more about username recommendations.](#)

☒ I agree to the [Main Services Agreement – Developer Services](#) and [Salesforce Program Agreement](#).



login.salesforce.com/



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Username

1 Saved Username

ahens@blugre.com

Password

.....

Log In

☒ Remember me

[Forgot Your Password?](#)


[Use Custom Domain](#)

Not a customer?

[Try for Free](#)


Sales force is gaming technology creating the developer account sales
force is your customer success platform.








Milestone 2: Object


 SETUP

Object Manager


1 Items, Sorted by Label


Schema Builder Create 




 Setup

Home

Object Manager 

 **Object Manager**
51+ Items, Sorted by Label

Schema Builder

Create 

Custom Object

Custom Object from Spreadsheet

LABEL	API NAME	TYPE	DESCRIPTION
Account	Account	Standard Object	
Activity	Activity	Standard Object	
Alternative Payment Method	AlternativePaymentMethod	Standard Object	
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object	
Appointment Invitation	AppointmentInvitation	Standard Object	
Appointment Invitee	AppointmentInvitee	Standard Object	
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object	
Asset	Asset	Standard Object	
Asset Action	AssetAction	Standard Object	
Asset Action Source	AssetActionSource	Standard Object	
Asset Relationship	AssetRelationship	Standard Object	
Asset State Period	AssetStatePeriod	Standard Object	
Assigned Resource	AssignedResource	Standard Object	
Associated Location	AssociatedLocation	Standard Object	
Authorization Form	AuthorizationForm	Standard Object	
Authorization Form Consent	AuthorizationFormConsent	Standard Object	
Authorization Form Data Use	AuthorizationFormDataUse	Standard Object	
Authorization Form Text	AuthorizationFormText	Standard Object	
Business Brand	BusinessBrand	Standard Object	
Campaign	Campaign	Standard Object	
Campaign Member	CampaignMember	Standard Object	
Card Payment Method	CardPaymentMethod	Standard Object	
Cart	WebCart	Standard Object	
Cart Adjustment Basis	WebCartAdjustmentBasis	Standard Object	
Cart Adjustment Group	WebCartAdjustmentGroup	Standard Object	
Cart Delivery Group	CartDeliveryGroup	Standard Object	
		Standard	

Sales force objects are database tables that permit you to store data that is specific to an organization.

Milestone 3: Tab

The screenshot shows the Salesforce Lightning interface. At the top is a dark navigation bar with a home icon, a lock icon, the URL 'p.lightning.force.com', a plus icon, a notification badge with '69', and a menu icon. Below this is a blue cloud icon and a search bar labeled 'Search Setup'. The main navigation bar includes 'Setup', 'Home', and 'Object Manager' (selected). The 'Object Manager' page header shows the 'SETUP' icon, the title 'Object Manager', a search bar with 'Ex', and buttons for 'Schema Builder' and 'Create'. Below the header, a table lists four objects:

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Authorization Form Text	AuthorizationFormText	Standard Object			
Expense Item	Expense_Item__c	Custom Object		24/03/2023	✓
Process Exception	ProcessException	Standard Object			
Quick Text	QuickText	Standard Object			


▼ User Interface

Loaded Console Tab Limit

Rename Tabs and Labels

Tabs

Didn't find what you're looking for? Try using Global Search.

**SETUP**
Tabs




Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

Custom Object Tabs

New What Is This?

Action	Label	Tab Style	Description
Edit Del	Departments	 Car	
Edit Del	Expense Items	 Airplane	
Edit Del	Travel approvals	 Train	

Web Tabs

New What Is This?

No Web Tabs have been defined

Visualforce Tabs

New What Is This?

No Visualforce Tabs have been defined

Lightning Component Tabs

New What Is This?

No Lightning component tabs have been defined

Lightning Page Tabs

New What Is This?

No Lightning Page Tabs have been defined

Custom object tabs data related to custom objects. These tabs look and function just like standard tabs

Milestone 4: Fields & Relationships



p.lightning.force.com



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Search Setup



Setup

Home

Object Manager



SETUP > OBJECT MANAGER

Department

Details

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

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Validation Rules

Edit Department Custom Field

Amount

Help for this Page

Custom Field Definition Edit

Change Field Type

Save

Cancel

Field Information

! = Required Information

Field Label

Amount

Data Type

Currency

Field Name

Amount

Description

Help Text

Data Owner

User

Field Usage

--None--

Data Sensitivity Level

--None--

Compliance Categorization

0 selected

0 selected

General Options

Required



Always require a value in this field in order to save a record

Default Value

Show Formula Editor

Use [formula syntax](#). Enclose text and picklist value API names in double quotes : ("the_text"), include numbers without quotes : (25), show percentages as decimals: (0.10), and express date calculations in the standard format: (Today() + 7), To reference a field from a Custom Metadata type record use: \$CustomMetadata.Type__mdt.RecordAPIName.Field__c

Currency Options

Length

16

Decimal Places

2

Change Field Type

Save

Cancel

Object Manager

Department

Validation Rules

Cancel

Recent Accounts	
Account Name	City
Acme	New York
Global Media	Toronto
salesforce.com	San Francisco



p.lightning.force.com



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Search Setup



Setup

Home

Object Manager



SETUP > OBJECT MANAGER

Department

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Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Validation Rules

Edit Department Custom Field

Travel approval

Have feedback on lookup filters? Comment on IdeaExchange Help for this Page

Custom Field Definition Edit

Change Field Type

Save

Cancel

Field Information

Required Information

Field Label Travel approval

Data Type Master-Detail

Field Name Travel_approval

Description

Help Text

Data Owner User

Field Usage --None--

Data Sensitivity Level --None--

Compliance Categorization 0 selected 0 selected

Master-Detail Options

Related To Travel approval

Child Relationship Name Departments

Related List Label Departments

Sharing Setting

Select the minimum access level required on the Master record to create, edit, or delete related Detail records:

- ☐ Read Only: Allows users with at least Read access to the Master record to create, edit, or delete related Detail records.
- ☒ Read/Write: Allows users with at least Read/Write access to the Master record to create, edit, or delete related Detail records.

Allow reparenting ☐ Child records can be reparented to other parent records after they are created

Lookup Filter

Optionally, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

[Show Filter Settings](#)

Change Field Type

Save

Cancel

Fields in sales force represent what the columns represent in relational databases. It can store data values which are required for a particular object in a record.

Milestone 5: Import Departments


Data Import Wizard

Help for this page 

Recent Import Jobs

Status	Object	Records Created	Records Updated	Records Failed	Start Date	Processing Time (ms)
Open	Travel approval	0	0	0	04-12-2023 04:56	0

Bulk Api Monitoring



Before you import your data...

Clean up your data import file
You'll have fewer errors to resolve if your data file is clean and free of duplicates. [Watch video](#)

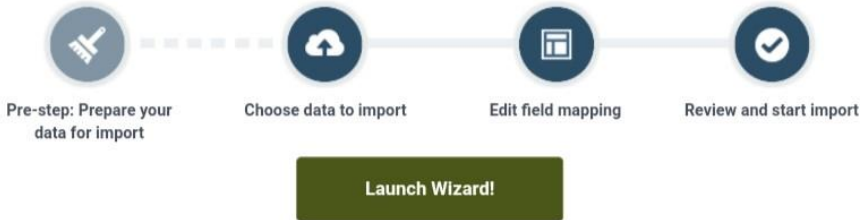
Make sure your field names match Salesforce field names
You'll be required to map your data fields to Salesforce data fields. Data in unmapped fields is not imported. [View a list of Salesforce data fields.](#)

Don't import too many records at once
Using the Data Import Wizard, import up to 50,000 records at a time. Importing too many records can slow down your org for all users, especially during periods of peak usage.

[Collapse](#)

Import your data in 3 easy steps!

Launch the Data Import Wizard to import your data.



- FAQ**
- How do I prepare my data for import?
 - How many records can I import?
 - What kind of objects can I import?
 - Can I do simultaneous imports?
 - How long does it take to complete an import?



Additional Resources

[Find import templates and other helpful tools](#)

[Learn how to use the Data Import Wizard](#)



Search Setup



Setup

Home

Object Manager



Let's do this

Choose data

Edit mapping

Start import

Import your Data into Salesforce

[Help for this page](#)

You can import up to 50,000 records at a time.

What kind of data are you importing?

What do you want to do?

Where is your data located?

Standard objects

Custom objects

Accounts and Contacts



Leads



Solutions



Campaign Members



Getting closer...

Choose data Edit mapping Start import

Import your Data into Salesforce

You can import up to 50,000 records at a time.

What kind of data are you importing?

Standard objects

Custom objects

Departments ✓

Expense Items >

Travel approvals >

What do you want to do?

Add new records ✓

Match by: ?

--None--

Which User field in your file designates record owners? ?

--None--

Which Travel approval field in your file specifies the Master/Detail relationship? ?

Salesforce.com ID

Trigger workflow rules and processes? ?

☐ Trigger workflow rules and processes for new and updated records

Update existing records >

Add new and update existing records >

Where is your data located? ?

Drag CSV file here to upload

CSV

File

Choose file No file chosen

Character Code ?

ISO-8859-1 (General US & Western European, ✓


Values Separated By

Comma

In order to complete this milestone, you need to download the reference file.

Milestone 6: Customize User Interface

-
-
-
- Set Groups
- Sets
-
-
- ips
-
-
- gement Settings
-
- s
- for Users
- iation
- d Failed Flow
-
- : Templates
- Recommendations
-
- bels
- ttings

 **SETUP**
Users

All Users Help for this Page

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: All Users [Edit](#) | [Create New View](#)

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

New UserReset Password(s)Add Multiple Users

<input type="checkbox"/>	Action	Full Name ↑	Alias	Username	Role	Active	Profile
<input type="checkbox"/>	Edit	Chatter Expert	Chatter	chatty.00d2w00000riykneax.tgphib50jjkx@chatter.salesforce.com		✓	Chatter Free User
<input type="checkbox"/>	Edit	Kumar, Vinoth	vkuma	snehatn61@gamil.com	CEO	✓	System Administrator
<input type="checkbox"/>	Edit	Rengasamy, Sneha	SReng	ahens@blugre.com		✓	System Administrator
<input type="checkbox"/>	Edit	User, Integration	integ	integration@00d2w00000riykneax.com		✓	Analytics Cloud Integration User
<input type="checkbox"/>	Edit	User, Security, sec		insightssecurity@00d2w00000riykneax.com		✓	Analytics Cloud Security User

New UserReset Password(s)Add Multiple Users

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

Use

- Users
 - Permission Set Groups
 - Permission Sets
 - Profiles
 - Public Groups
 - Queues
 - Roles
 - User Management Settings
 - Users
- Feature Settings
 - Data.com
 - Prospector Users
- Process Automation
 - Paused And Failed Flow Interviews
- User Interface
 - Action Link Templates
 - Actions & Recommendations
 - App Menu
 - Custom Labels
 - Density Settings
 - Global Actions
 - Global Actions
 - Publisher Layouts
 - Lightning App Builder
 - Lightning Extension
 - Loaded Console Tab Limit
 - Path Settings
 - Quick Text Settings
 - Record Page Settings
 - Rename Tabs and Labels
- Sites and Domains
 - Custom URLs
 - Domains
 - Sites
- Tabs
- Themes and Branding
- Translation Workbench
 - Export
 - Import
 - Translate
 - Translation Language Settings
- User Interface
- User Engagement
 - Adoption Assistance
 - Guidance Center
 - Help Menu
 - In-App Guidance

Didn't find what you're looking for? Try using Global Search.

Users

New User

Help for this Page

User Edit

Save Save & New Cancel

General Information Required Information

First Name	Vinoth	Role	<None Specified>
Last Name	Kumar	User License	Salesforce Integration
Alias	vkuma	Profile	Salesforce API Only System Integrations
Email	snehatn61@gamil.com	Active	<input checked="" type="checkbox"/>
Username	snehatn61@gamil.com	Marketing User	<input type="checkbox"/>
Nickname	User16812787636418668143	Offline User	<input type="checkbox"/>
Title		Knowledge User	<input type="checkbox"/>
Company		Flow User	<input type="checkbox"/>
Department		Service Cloud User	<input type="checkbox"/>
Division		Site.com Contributor User	<input type="checkbox"/>
		Site.com Publisher User	<input type="checkbox"/>
		WDC User	<input type="checkbox"/>
		Data.com User Type	--None--
		Data.com Monthly Addition Limit	Default Limit (300)
		Accessibility Mode (Classic Only)	<input type="checkbox"/>
		High-Contrast Palette on Charts	<input type="checkbox"/>
		Load Lightning Pages While Scrolling	<input checked="" type="checkbox"/>
		Debug Mode	<input type="checkbox"/>
		Quick Access Menu	<input checked="" type="checkbox"/>
		Salesforce CRM Content User	<input checked="" type="checkbox"/>
		Receive Salesforce CRM Content Email Alerts	<input checked="" type="checkbox"/>
		Receive Salesforce CRM Content Alerts as Daily Digest	<input checked="" type="checkbox"/>
		Allow Forecasting	<input type="checkbox"/>
		Call Center	
		Phone	
		Extension	
		Fax	
		Mobile	
		Email Encoding	Unicode (UTF-8)
		Employee Number	
		Individual	

Mailing Address

Street	
City	
Zip/Postal Code	
State/Province	
Country	

Single Sign On Information

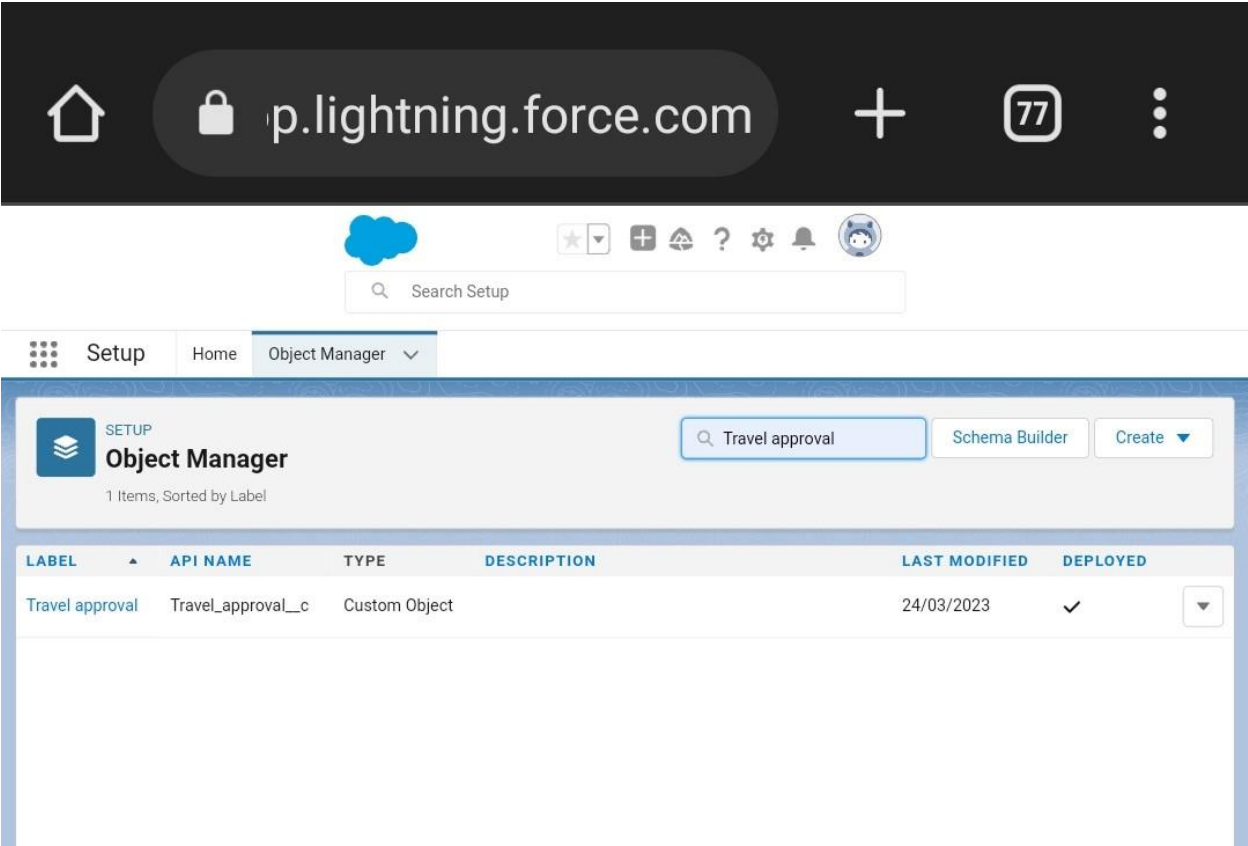
Federation ID	
---------------	--

Locale Settings

Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)
Locale	Fnnnsh (India)

In this milestone we are going to setup the user, customizing the page layouts

Milestone 7: Use Customization




The screenshot shows the Salesforce Lightning Setup interface. The browser address bar displays 'p.lightning.force.com'. The page header includes navigation tabs for Setup, Home, and Object Manager. The Object Manager section displays a table with one item, 'Travel approval', which is a Custom Object. The table columns are LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Travel approval	Travel_approval__c	Custom Object		24/03/2023	✓



Search Setup



SETUP > OBJECT MANAGER

Travel approval

Details

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

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Validation Rules

Page Layouts

1 Items, Sorted by Page Layout Name

NewPage Layout Assignment

PAGE LAYOUT NA...	CREATED BY	MODIFIED BY
Travel approval Layout	Sneha Rengasamy, 24/03/2023, 3:10 pm	Sneha Rengasamy, 11/04/2023, 11:21 pm

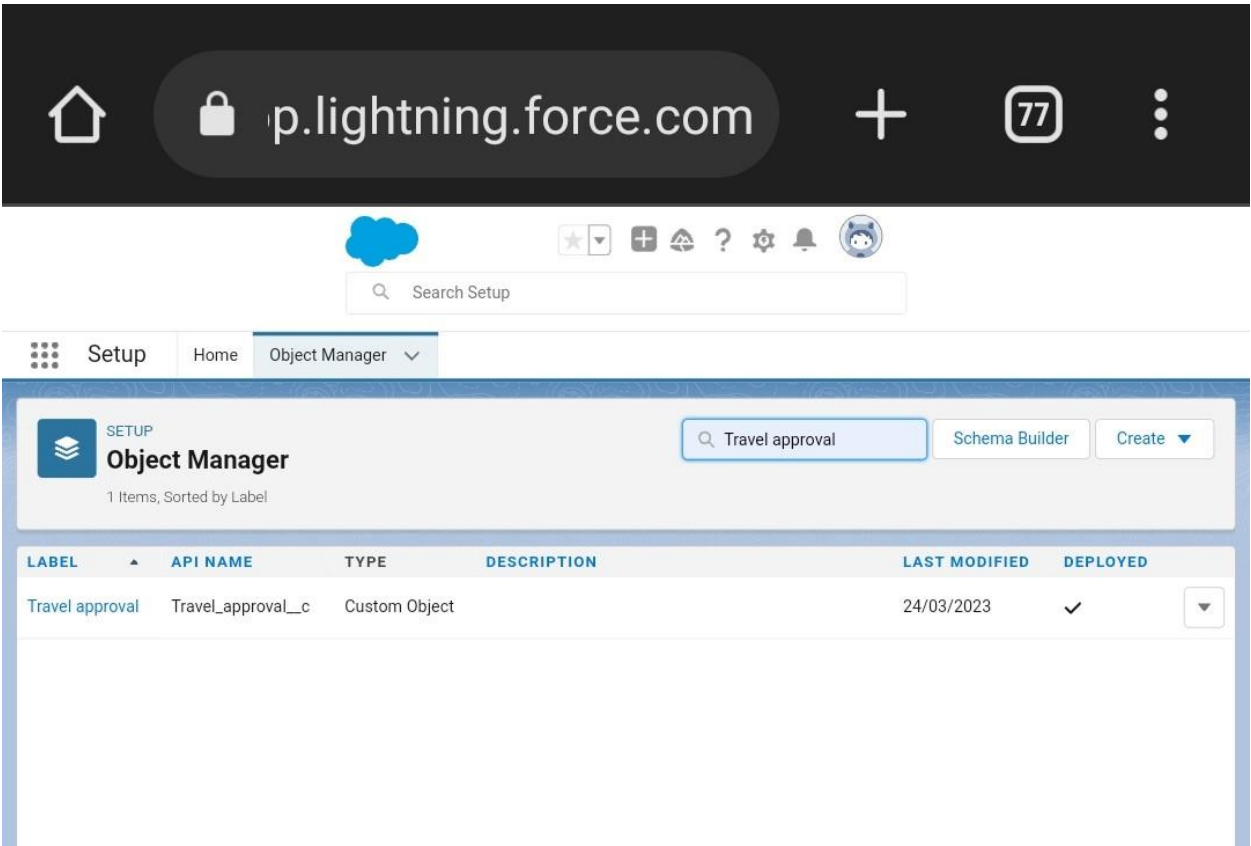
Travel approval

Validation Rules

Sample Text

These features can be integrated with your business to have a scalable impact.

Milestone 8: Add Business Logic to Travel App



The screenshot displays the Salesforce Lightning Setup interface. At the top, the address bar shows 'p.lightning.force.com'. Below the navigation bar, the 'Object Manager' tab is selected. The main content area shows the 'Travel approval' object, which is a Custom Object. The table lists the object's details, including its API name, type, description, last modified date, and deployment status.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Travel approval	Travel_approval__c	Custom Object		24/03/2023	✓

From this milestone we are going to create validation rules, rollup summary field, formula field, workflows and approval process.

Milestone 8: Creating the Application

ip.lightning.force.com

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Search Setup

anager

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
All Tabs	AllTabSet
Analytics Studio	Insights
App Launcher	AppLauncher
Bolt Solutions	LightningBolt
Community	Community
Content	Content
Data Manager	DataManager
Digital Experiences	SalesforceCMS
Lightning Usage App	LightningInstrumentation
Marketing	Marketing
Platform	Platform
Queue Management	QueueManagement
Sales	Sales
Sales	LightningSales
Sales Console	LightningSalesConsole
Salesforce Chatter	Chatter
Salesforce Scheduler Setup	LightningScheduler
Service	Service
Service Console	LightningService
Site.com	Sites
Subscription Management	RevenueCloudConsole
Travel Approval	Travel_Approval

New Lightning App

App Details & Branding

Give your Lightning app a name and description. Upload an image and choose the highlight color for its navigation bar.

App Details

* App Name ⓘ

* Developer Name ⓘ

Description ⓘ

App Branding

Image ⓘ



Primary Color Hex
Value ⓘ



Org Theme Options

☐ Use the app's image and color instead of the org's custom theme

App Launcher Preview



Setup


Home

Object Manager


App Launcher

Search apps or items...


Visit AppExchange




Community
Salesforce CRM Communities




Content
Salesforce CRM Content




Service Console
(Lightning Experience) Lets support agents work with multiple records across...




Lightning Usage App
View Adoption and Usage Metrics for Lightning Experience




Salesforce Scheduler Setup
Set up personalized appointment scheduling.




Travel Approval
Live with no excuses and travel with no regrets




Salesforce Chatter
The Salesforce Chatter social network, including profiles and feeds




Sales Console
(Lightning Experience) Lets sales reps work with multiple records on one screen



Sales
Manage your sales process with accounts, leads, opportunities, and more



Digital Experiences
Manage content and media for all of your sites.



Bolt Solutions
Discover and manage business solutions designed for your industry.

▼ All Items

Accounts

Departments

Payment Gateways

Alert Settings

Digital Experiences Home

Payment Line Invoices

Alternative Payment Methods

Digital Wallets

Payments

App Launcher

Duplicate Record Sets

People

Appointment Invitations

Email Templates

Price Books

Approval Requests

Engagement Channel Types

Problems

Asset Action Sources

Enhanced Letterheads

Process Exceptions

Asset Actions

Entitlements

Products

Asset State Periods

Expense Items

Promotion Segments

Assets

Files

Promotion Workspace

Async Operation Logs

Finance Balance Snapshots

Quick Text

Authorization Form

Finance Transactions

Recommendations

Authorization Form Consent

Forecasts

Recycle Bin

Authorization Form Data Use

Groups

Refund Line Payments

Authorization Form Text

Home

Refunds

Background Operations

Images

Reports

Business Brands

Incidents

Return Orders

Calendar

Individuals

Salesforce Scheduler Setup Assistant

Campaigns

Invoices

Scorecards

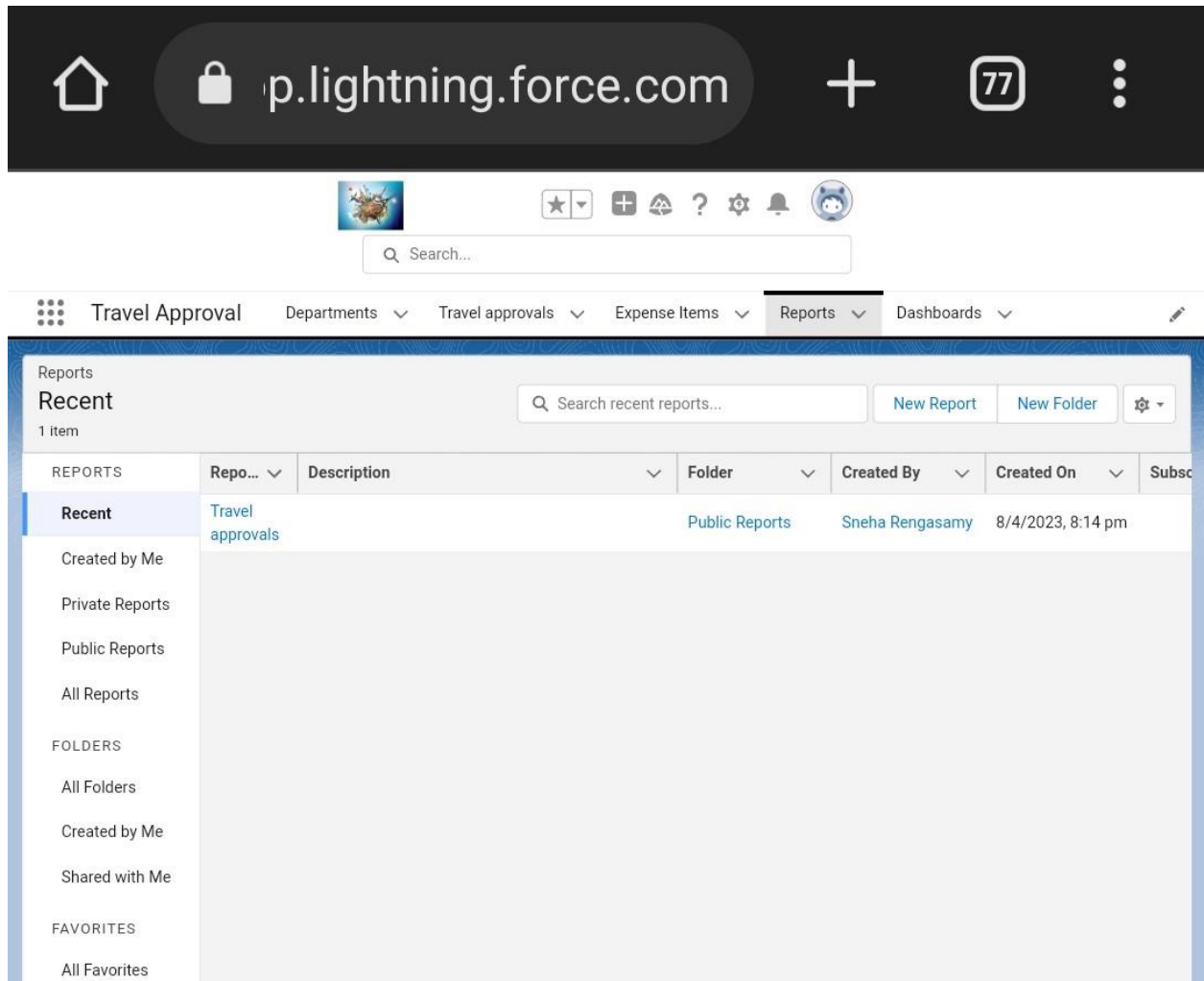
Card Payment Methods

Leads

Security Policies

The app manager is your go to place for managing for lighting experience. It shows all your connected apps and sales force apps. Use the lighting experience app manager to view all your sales force apps.

Milestone 9: Reports



The screenshot displays the Lightning Experience App Manager interface. At the top, the browser address bar shows 'p.lightning.force.com'. Below the browser bar, the app manager header includes a search bar and navigation tabs: 'Travel Approval', 'Departments', 'Travel approvals', 'Expense Items', 'Reports' (selected), and 'Dashboards'. The 'Reports' section is active, showing a list of recent reports. The left sidebar contains navigation options for reports and folders.

Reports Section:

- Search recent reports...
- [New Report](#)
- [New Folder](#)
- [Settings](#)


REPORTS	Repo...	Description	Folder	Created By	Created On	Subsc
Recent	Travel approvals		Public Reports	Sneha Rengasamy	8/4/2023, 8:14 pm	


Left Sidebar:

- Created by Me
- Private Reports
- Public Reports
- All Reports
- FOLDERS
- All Folders
- Created by Me
- Shared with Me
- FAVORITES
- All Favorites







Search...



REPORT 


New Travel approvals Report 


Travel approvals

 Add Chart


 Save & Run

 Save 

 Close


 Run


Outline


Filters  1


Groups


GROUP ROWS


Add group... 


Columns 

Add column... 

Travel approval: Travel approval Nar 

 Previewing a limited number of records. Run the report to see everything.

Update Preview Automatically 

Travel approval: Travel approval Name 

No records returned. Try editing report filters:

- Show [All travel approvals](#).
- Edit other filters in the filter panel.

Search...

Travel ApprovalDepartmentsTravel approvalsExpense ItemsReportsDashboards

REPORTNew Travel approvals ReportTravel approvalsAdd ChartSave & RunSaveCloseRun

OutlineFilters1

Previewing a limited number of records. Run the report to see everything.

Update Preview Automatically

Travel approval: Travel approval Name

No records returned. Try editing report filters:

- Show All travel approvals.
- Edit other filters in the filter panel.

Groups

GROUP ROWS

Add group...

Columns

Add column...

Travel approval: Travel approval Nar x

Save Report

* Report Name

New Travel approvals Report

Report Unique Name

Report Description

Folder


Private Reports








Select Folder


CancelSave

It is the most commonly used type of report. It allows grouping of rows of data, view subtotal, and create charts.


Milestone 10: Dashboards





 Search...

oval Departments ▼ Travel approvals ▼ Expense Items ▼ Re

 Search recent dashboards...

Dashb... ▼	Description ▼	Folder ▼	Created By ▼
Travel Approval		Private Dashboards	Sneha Rengasamy
Travel Approval		Private Dashboards	Sneha Rengasamy



New Dashboard

* Name

Description

Folder

Select Folder

Cancel

Create

Travel approvals

0 20 40 60 80 100

View Report (Travel approvals)

0 20 40 60 80 100

0

View Report (Travel approvals)

Report

Travel approvals

☐ Use chart settings from report

Display As

123

Standard

Dynamic

Measure

Record Count

Segment Ranges

0 33 67 100

Display Units

Shortened Number

☐ Show Percentages

☒ Show Values

☐ Show Range

Decimal Places

Automatic

Custom Link

Title

Travel approvals

Subtitle

Footer

Component Theme

Light (Dashboard default)

Preview

Travel approvals

0 20 40 60 80 100

0

View Report (Travel approvals)

Dashboards let you curate data from reports using charts, table, and metrics.

4. TRAIL HEAD PROFILE PUBLIC URL

Team lead - <https://trailblazer.me/id/srengasamy>

Team Member 1- <https://trailblazer.me/id/bpalanisamy5>

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

Team Member 3- <https://trailblazer.me/id/pgunasekar18>

Team Member 4- <https://trailblazer.me/id/rdhanapal4>

5. ADAVANTAGES

- It's a low cost way to list your property and its rooms.
- Reductions in your online marketing spend OATS Will invest in marketing and adverting to attract potential intentions customers.

DISADVANTAGES

- Online travel agents can charge commission on every sale. This can range between 10-25% of the gross cost.
- You may still need to invest in a balanced multi- Chanel marketing strategy.

6. APPLICATION

A sales force app is a group of tabs that makes it easy for users to access a set of related features in sales force. The concept of app as a way to organize tabs. When reps have all the information they need in front of them, marvellous things can happen to the bottom line.

7. CONCLUSION

Whether you're a large firm invested in large scale project with multiple stakeholders or a small scale start up with a cohesive design team formulating a clear well articulated request can mean the difference between approval and project delay.

8. FUTURE SCOPE

Will maintain to be a powerful area for the career opportunity. If the economy remains to grow, demand will maintain to exceeds, as a result it provides better opportunities and higher salaries. If the economy declines, space will be more resistant to downturns than most resulting in better job security.