



## **Build An Employee Travel Approval Application for Corporates (Admin)**



**College:** LAKIREDDY BALI REDDY COLLEGE OF  
ENGINEERING

**Team ID:** LTVIP2023TMID09718

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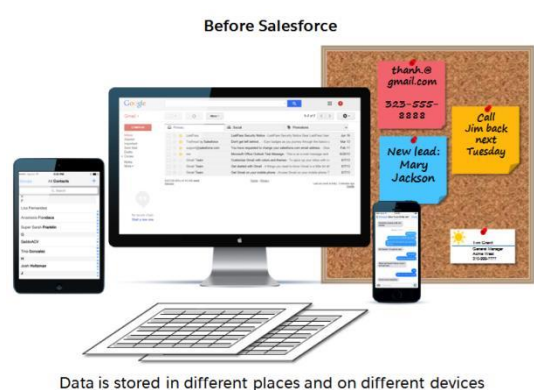
# **INTRODUCTION**

Salesforce, Inc. Is an American cloud-based software company headquartered in San Francisco, California. It provides customer relationship management (CRM) software and applications focused on sales, customer service, marketing automation, e-commerce, analytics, and application development. Founded by former Oracle executive Marc Benioff, Salesforce quickly grew into one of the largest companies in the world, making its IPO in 2004.

Salesforce is the customer success platform, designed to help everyone to sell, service, market, analyze, and connect with customers.

Salesforce takes all of that important data and organizes it into a simple user interface. It's one place for you to:

- Manage all your contacts
- Work with your prospective customers
- Organize tasks and to-do items
- Focus on the right deals
- Collaborate with your team
- Showcase your big wins
- Close more business



## **SALESFORCE ADMINISTRATOR**

A Salesforce Administrator solves business problems by customizing the Salesforce Platform. They build, configure, and automate technology solutions to deliver business value. Salesforce Administrators work with stakeholders to define system requirements and customize the platform. Most importantly, they enable users to get the most out of Salesforce technology.

A Salesforce Admin best understands how to make the platform work for their company's goals. Some organizations may employ just one admin; some employ many people in this role.

Core responsibilities include supporting users, managing data, maintaining security standards, and delivering actionable analytics. A Salesforce Administrator's colleagues can rely on them to:

Maintain the platform

Make it as easy as possible for users of any technical level to use Salesforce

Stay current on the platform's new tools, capabilities, and updates

Core skills Admins should strive to develop to be successful include:

- Product Management
- User Management
- Data Management
- Security
- Business Analysis
- Automating Processes
- Analyzing Data
- Problem-Solving
- Communication
- Learner Mindset
- Attention to Detail

## **PROJECT INTRODUCTION**

The project aim is to provide real-time knowledge for all the students who have basic knowledge of Salesforce and Looking for a real-time project. This project will also help those professionals who are in cross-technology and wanted to switch to Salesforce with the help of this project they will gain knowledge and can include into their resume as well.

This project includes,

1. Real-Time Salesforce Project
2. Object & Relationship in Salesforce

Some of the important elements used in Salesforce to implement this project are,

### **1. OBJECT**

Salesforce objects are database tables that permit you to store data that is specific to an organization. Salesforce objects are of two types:

1. Standard Objects: Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
2. Custom Objects: Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

### **2. TAB**

Tabs in Salesforce help users view the information briefly. It displays the data of objects and other web content in the application.

There are mainly 4 types of tabs:

- (A) Standard Object Tabs: Standard object tabs display data related to standard objects.
- (B) Custom Object Tabs: Custom object tabs display data related to custom objects.

(C) Web Tabs: Web Tabs display any external Web-based application or Web page in a Salesforce tabs.

(D) Visualforce Tabs: Visualforce Tabs display data from a Visualforce Page.

### **3. LIGHTNING APP**

Apps in Salesforce are a group of tabs that help the application function by working together as a unit. It has a name, a logo, and a particular set of tabs. The simplest app usually has just two tabs.

1. Standard App: Standard apps come with every occurrence of Salesforce as default. Many features like Sales, Marketing, Community, call center, content, Salesforce Chatter, App Launcher, etc are present in it.

2. Custom Apps: Custom apps are created according to the needs of the user. Custom Apps are made by using standard and custom tabs together.

### **4. FIELDS AND RELATIONSHIPS**

Fields - Fields store data values that are required for a particular object in a record. An object relationship in Salesforce is a two-way association between two objects. Relationships are created by creating custom relationship fields on an object. This is done so that when users view records, they can also see and access related data.

### **5. USERS**

A user is anyone who logs into Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account.

### **6. USE CUSTOMIZATION**

Customization refers to custom software development and coding to add robust features to your CRM platform. These features can be integrated with your business to have a scalable impact.

### **7. DATA IMPORT**

Data Import lets you upload data from external sources and combine it with data you collect via Analytics. You can then use Analytics to organize and analyze all of your data in ways that better reflect your business.

The Data Import Wizard is a Tool that makes it easy to import data for many standard Salesforce objects, including accounts, contacts, leads, solutions, campaign members, and person accounts. You can also import data for custom objects.

In order to complete this milestone, you need to create a CSV file and give them the data given in the picture below. After that from these CSV files we will import data for Department & Travel Approval (Custom Object).

## **8. VALIDATION RULE**

It can contain a formula or expression that evaluates the data in one or more fields & returns a value of true or false. Validation Rules also include an error message to display to the user when the rule returns a value true due to an invalid value/data.

## **9. REPORTS**

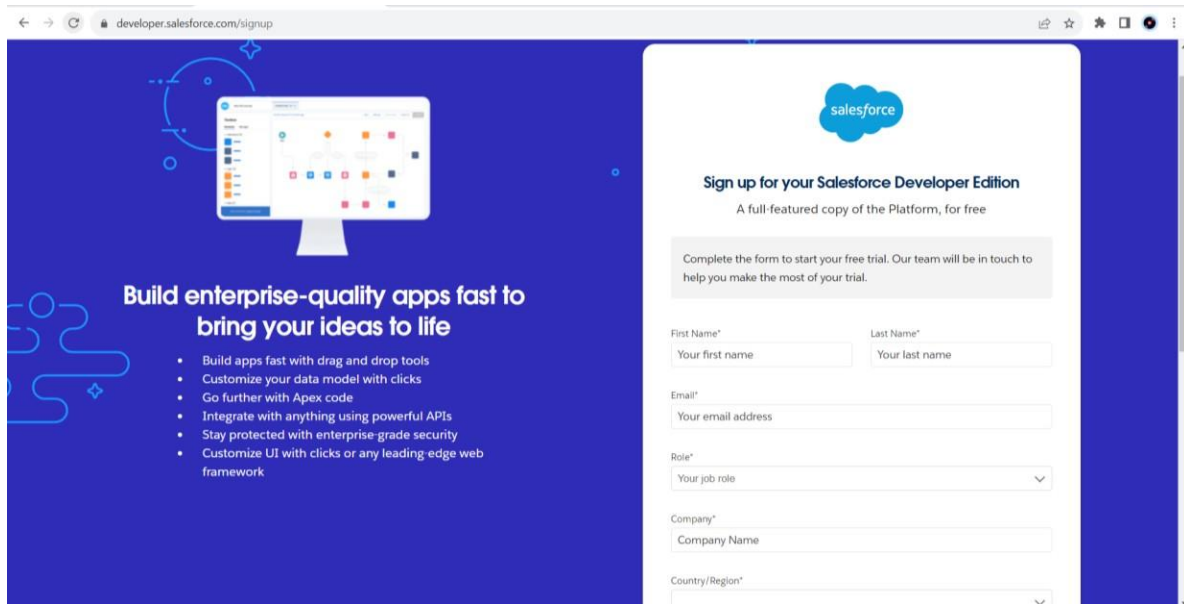
Reports in Salesforce is a list of records that meet a particular criterion which gives an answer to a particular question. These records are displayed as a table that can be filtered or grouped based on any field.

## **10. DASHBOARDS**

Dashboards let you curate data from reports using charts, tables, and metrics. If your colleagues need more information, then they're able to view your dashboard's data-supplying reports. Dashboard filters make it easy for users to apply different data perspectives to a single dashboard.

# PROJECT IMPLEMENTATION

## Creation of Salesforce Org and Account Activation



The screenshot shows the Salesforce Developer Edition sign-up page. On the left, a blue banner features the text "Build enterprise-quality apps fast to bring your ideas to life" and a bulleted list of features: "Build apps fast with drag and drop tools", "Customize your data model with clicks", "Go further with Apex code", "Integrate with anything using powerful APIs", "Stay protected with enterprise-grade security", and "Customize UI with clicks or any leading-edge web framework". On the right, a white form titled "Sign up for your Salesforce Developer Edition" asks for personal and company information. The form includes fields for First Name, Last Name, Email, Role (a dropdown menu), Company, and Country/Region (a dropdown menu). A "Sign Up" button is at the bottom of the form.

developer.salesforce.com/signup

Build enterprise-quality apps fast to bring your ideas to life

- Build apps fast with drag and drop tools
- Customize your data model with clicks
- Go further with Apex code
- Integrate with anything using powerful APIs
- Stay protected with enterprise-grade security
- Customize UI with clicks or any leading-edge web framework

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\*  
Your first name

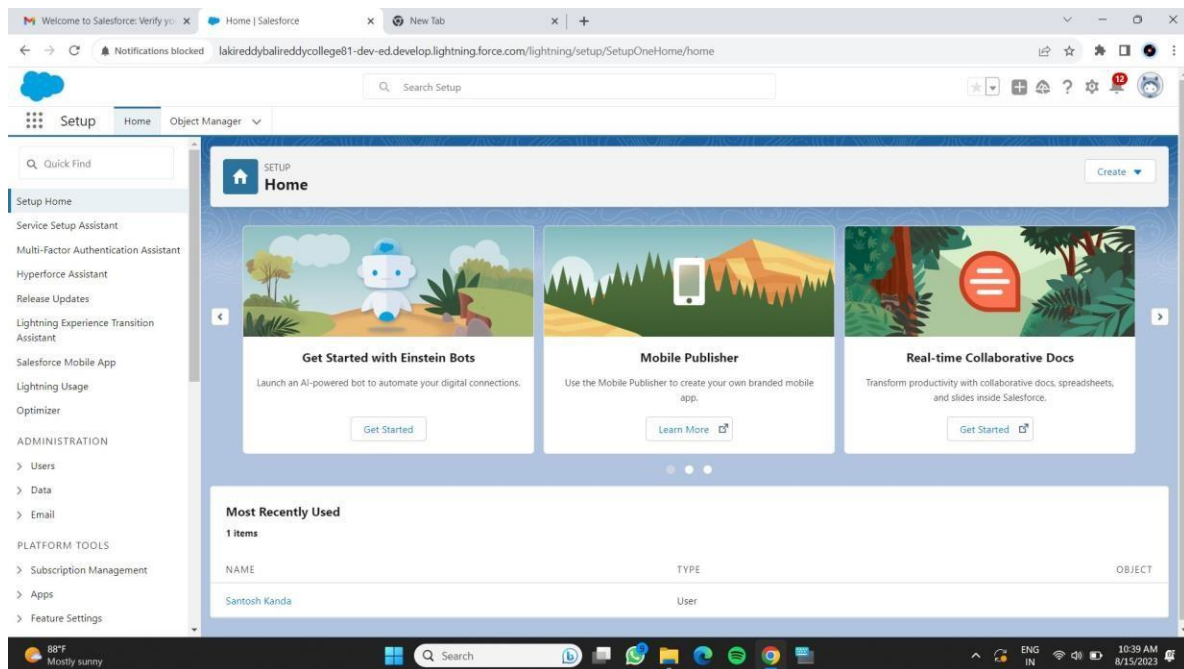
Last Name\*  
Your last name

Email\*  
Your email address

Role\*  
Your job role

Company\*  
Company Name

Country/Region\*  
Your country or region



The screenshot shows the Salesforce Setup page. The left sidebar contains a "Setup" menu with various options like "Service Setup Assistant", "Multi-Factor Authentication Assistant", "Hyperforce Assistant", "Release Updates", "Lightning Experience Transition Assistant", "Salesforce Mobile App", "Lightning Usage", "Optimizer", "ADMINISTRATION", "Users", "Data", "Email", "PLATFORM TOOLS", "Subscription Management", "Apps", and "Feature Settings". The main content area is titled "Home" and features three cards: "Get Started with Einstein Bots", "Mobile Publisher", and "Real-time Collaborative Docs". Below these cards is a "Most Recently Used" section showing a table with one item: "Santosh Kanda" (User).

Welcome to Salesforce: Verify you are the owner of this org

Home | Salesforce

Search Setup

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Hyperforce Assistant

Release Updates

Lightning Experience Transition Assistant

Salesforce Mobile App

Lightning Usage

Optimizer

ADMINISTRATION

> Users

> Data

> Email

PLATFORM TOOLS

> Subscription Management

> Apps

> Feature Settings

Get Started with Einstein Bots

Launch an AI-powered bot to automate your digital connections.

Get Started

Mobile Publisher

Use the Mobile Publisher to create your own branded mobile app.

Learn More

Real-time Collaborative Docs

Transform productivity with collaborative docs, spreadsheets, and slides inside Salesforce.

Get Started

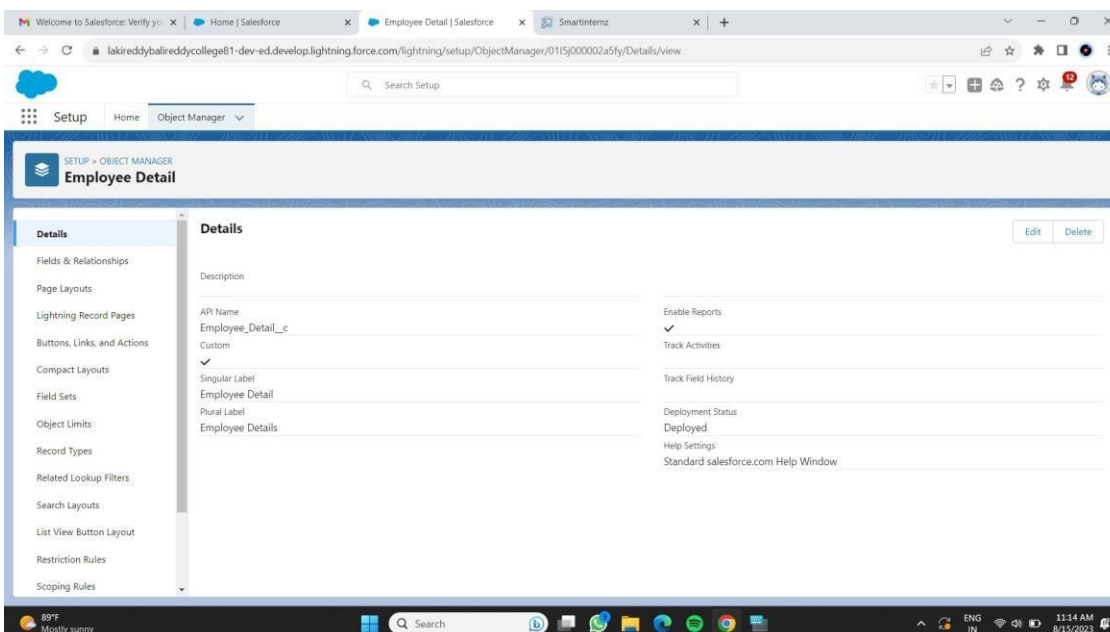
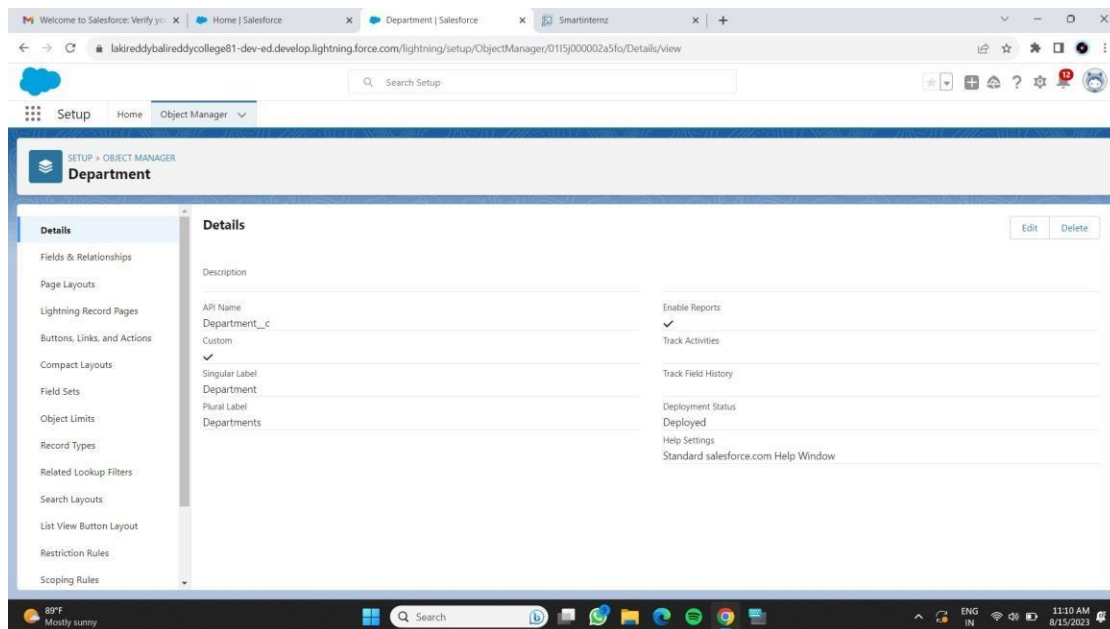
Most Recently Used

1 items

NAME	TYPE	OBJECT
Santosh Kanda	User	

## Creation of Custom Objects

For this Travel Approval we need to create 5 objects **Department**, **Employee Detail**, **Expense**, **Expense Items**, and **Travel Approval**.





← → ↻ lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5kQ/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Expense**

**Details** Edit Delete

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

**Details**

Description

API Name  
Expense\_\_c  
Custom  
✓  
Singular Label  
Expense  
Plural Label  
Expenses

Enable Reports  
✓  
Track Activities  
Track Field History  
Deployment Status  
Deployed  
Help Settings  
Standard salesforce.com Help Window

89°F Mostly sunny 11:21 AM 8/15/2023

← → ↻ lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5ka/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Expense Item**

**Details** Edit Delete

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

**Details**

Description

API Name  
Expense\_Item\_\_c  
Custom  
✓  
Singular Label  
Expense Item  
Plural Label  
Expense Items

Enable Reports  
✓  
Track Activities  
Track Field History  
Deployment Status  
Deployed  
Help Settings  
Standard salesforce.com Help Window

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← → ↻ lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5kp/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Travel Approval**

**Details** Edit Delete

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

**Details**

Description

API Name  
Travel\_Approval\_\_c

Custom

✓

Singular Label  
Travel Approval

Plural Label  
Travel Approvals

Enable Reports  
✓

Track Activities

Track Field History

Deployment Status  
Deployed

Help Settings  
Standard salesforce.com Help Window

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← → ↻ lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home

Setup Home Object Manager

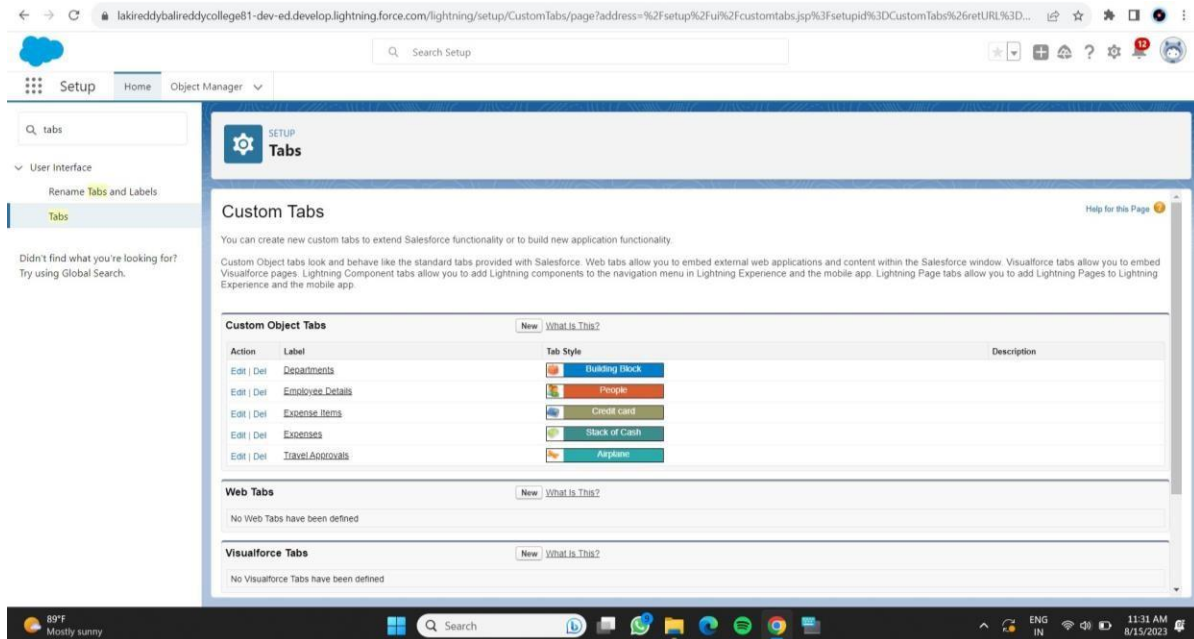
SETUP  
**Object Manager**  
50+ Items, Sorted by Last Modified

Quick Find Schema Builder Create

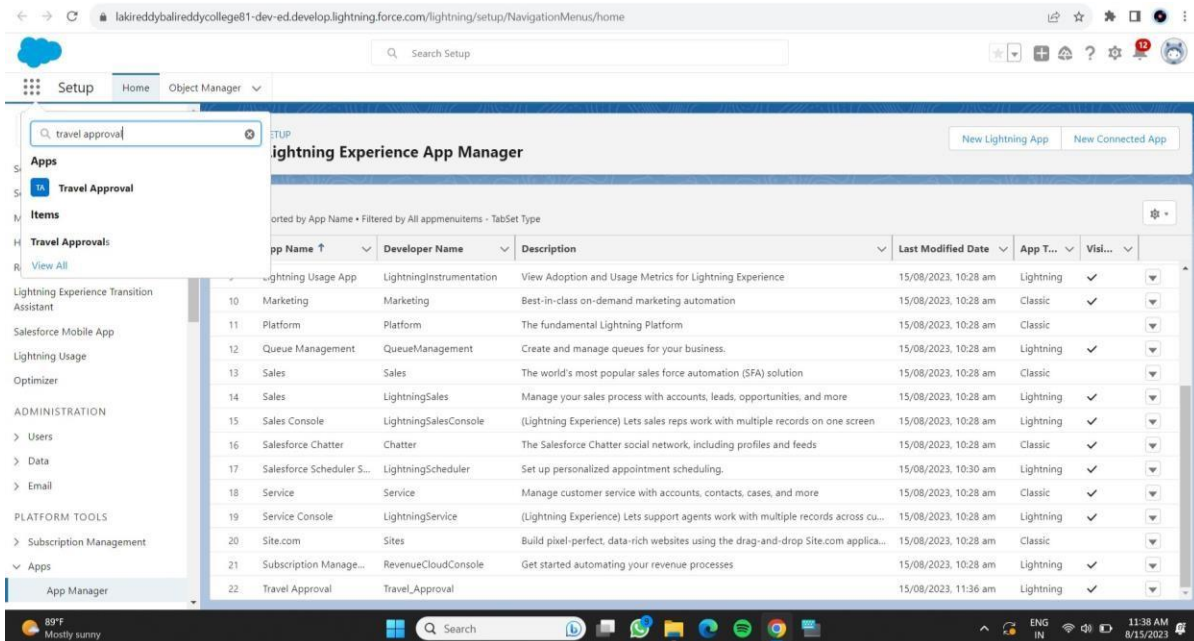
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Travel Approval	Travel_Approval__c	Custom Object		15/08/2023	✓
Expense Item	Expense_Item__c	Custom Object		15/08/2023	✓
Expense	Expense__c	Custom Object		15/08/2023	✓
Employee Detail	Employee_Detail__c	Custom Object		15/08/2023	✓
Department	Department__c	Custom Object		15/08/2023	✓
Work Type Group Member	WorkTypeGroupMember	Standard Object			
Work Type Group	WorkTypeGroup	Standard Object			
Work Type	WorkType	Standard Object			
Work Step Template	WorkStepTemplate	Standard Object			
Work Step	WorkStep	Standard Object			
Work Plan Template Entry	WorkPlanTemplateEntry	Standard Object			
Work Plan Template	WorkPlanTemplate	Standard Object			

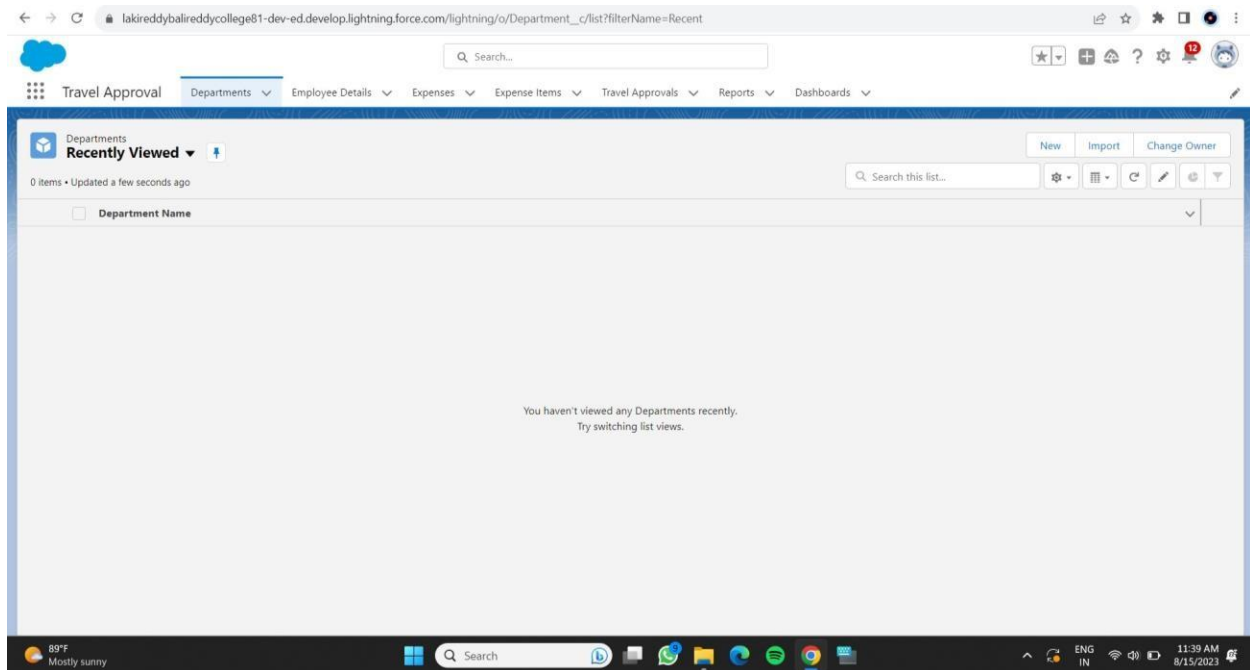
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## Creation of Custom Tabs



## Creation of Travel Approval App (Lightning App)





## Creation of Fields

Object Name	Field Name	Data Type
Department	Department Code	Text (Length - 5)
	District	Text (Length - 40)
	State	Text (Length - 40)
	School Website	URL
Employee Detail	Date of Birth	Date
	Gender	Picklist (Male, Female)
	Department	Lookup (Department)
Expense	Employee	Lookup (Employee Detail)
	Total Item	Rollup summary (Expense-Item)
Expense Item	Expense	Master Detail (Expense)
	Expense Type	Pick List (Values are - Transport, Hotel, Meal, Others)

	Amount	Currency
Travel Approval	Employee Name Department Destination State Purpose of Trip Trip Start Date Trip End Date Status	Lookup (Employee Detail) Lookup (Department) Text (Length – 40) Text (Length – 256) Date Date Picklist (Values are - Approved, Rejected)

The screenshot shows the Salesforce Lightning Setup interface for the 'Department' object in the Object Manager. The left sidebar contains navigation links: Details, Fields & Relationships (selected), 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, and Scoping Rules. The main content area is titled 'Fields & Relationships' and shows a list of 8 fields, sorted by Field Label. The fields are:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Department Code	Department_Code__c	Text(5)		
Department Name	Name	Text(80)		✓
District	District__c	Text(40)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
School website	School_website__c	URL(255)		
State	State__c	Text(40)		

The bottom of the screenshot shows the Windows taskbar with the date 8/15/2023 and time 11:46 AM.

← → ↻ 🔒 lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5fy/FieldsAndRelationships/view

Setup Home Object Manager

### SETUP > OBJECT MANAGER

## Employee Detail

Details

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

Q Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Date of Birth	Date_of_Birth__c	Date		
Department	Department__c	Lookup(Department)		✓
Employee Id	Employee_Id__c	Text(12)		
Employee Name	Name	Text(80)		✓
Gender	Gender__c	Picklist		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

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← → ↻ 🔒 lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5ka/FieldsAndRelationships/view

Setup Home Object Manager

### SETUP > OBJECT MANAGER

## Expense Item

Details

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

Q Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Amount	Amount__c	Currency(18, 0)		
Created By	CreatedById	Lookup(User)		
Expense	Expense__c	Master-Detail(Expense)		✓
Expense Item Name	Name	Text(80)		✓
Expense Type	Expense_Type__c	Picklist		
Last Modified By	LastModifiedById	Lookup(User)		

92°F Sunny 12:20 PM 8/15/2023

← → ↻ [lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5kQ/FieldsAndRelationships/view](https://lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5kQ/FieldsAndRelationships/view) 🔍 Search Setup 🌐 ⚙️ ? 📢

**Setup** Home Object Manager ▾

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**Expense**

Details

**Fields & Relationships** 6 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)		
Employee	Employee__c	Lookup(Employee Detail)		✓
Expense Number	Name	Auto Number		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User.Group)		✓
Total Item	Total_Item__c	Roll-Up Summary (SUM Expense Item)		

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← → ↻ [lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5kp/FieldsAndRelationships/view](https://lakireddybalireddycollege81-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115j000002a5kp/FieldsAndRelationships/view) 🔍 Search Setup 🌐 ⚙️ ? 📢

**Setup** Home Object Manager ▾

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**Travel Approval**

Details

**Fields & Relationships** 11 Items, Sorted by Field Label 🔍 Quick Find New Deleted Fields Field Dependencies Set History Tracking

Department	Department__c	Lookup(Department)		✓
Destination state	Destination_state__c	Text(40)		
Employee Name	Employee_Name__c	Lookup(Employee Detail)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User.Group)		✓
Purpose of trip	Purpose_of_trip__c	Text(255)		
Status	Status__c	Picklist		
Travel Approval Name	Name	Text(80)		✓
Trip End date	Trip_End_date__c	Date		
Trip start date	Trip_start_date__c	Date		

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# Data Import

The screenshot shows the 'Edit mapping' step of the Salesforce Data Import Wizard. A progress bar at the top indicates the current step is 'Almost done'. Below the progress bar, there are three tabs: 'Choose data', 'Edit mapping', and 'Start import'. The 'Edit mapping' tab is active, displaying a table with columns: 'Edit', 'Mapped Salesforce Object', 'CSV Header', and three 'Example' columns. The table contains two rows of data for 'Department'.

Edit	Mapped Salesforce Object	CSV Header	Example	Example	Example
Change	Department Name	Department Name	Audit Services	Contract Management	Division of Finance
Change	Department Code	Department Code	405-01	405-02	405-03

At the bottom right of the wizard, there are buttons for 'Cancel', 'Previous', and 'Next'.

The screenshot shows the 'Review & Start Import' step of the Salesforce Data Import Wizard. The progress bar at the top shows the 'Start import' step is 'Almost done'. Below the progress bar, there are three tabs: 'Choose data', 'Edit mapping', and 'Start import'. The 'Start import' tab is active, displaying the 'Review & Start Import' section. This section includes a summary of the import job, showing the number of mapped fields (2) and unmapped fields (0).

**Review & Start Import**  
Review your import information and click Start Import.

Your selections:

- Departments ✓
- Add new records ✓
- Departments.csv ✓

Your import will include:

Mapped fields: 2

Your import will not include:

Unmapped fields: 0

At the bottom right of the wizard, there are buttons for 'Cancel', 'Previous', and 'Start Import'.



The screenshot shows the Salesforce Setup interface. The left sidebar contains navigation options like 'Setup', 'Home', and 'Object Manager'. The main content area is titled 'Bulk Data Load Jobs' and displays details for a specific job: 7505j00000G7KeL. The job was submitted by Santosh Kanda on 15/08/2023 at 2:41 pm IST. It is a Bulk V1 job of type 'Operation' with 'Insert' as the operation. The job is currently 'Closed' with a status of 'Total Processing Time (ms)' of 65. The job details table shows the following information:

Bulk Data Load Job Detail		Status	
Job ID	7505j00000G7KeL	Job Type	Bulk V1
Submitted By	Santosh Kanda	Operation	Insert
Start Time	15/08/2023, 2:41 pm IST	Queued Batches	0
End Time	15/08/2023, 2:41 pm IST	In Progress Batches	0
Time to Complete [hh:mm:ss]	00:00	Completed Batches	1
Object	Department	Failed Batches	0
External ID Field		Progress	100%
Content Type	CSV	Records Processed	16
Concurrency Mode	Parallel	Records Failed	16
API Version	58.0	Retries	0

The bottom of the screen shows a Windows taskbar with the date 8/15/2023 and time 2:41 PM.

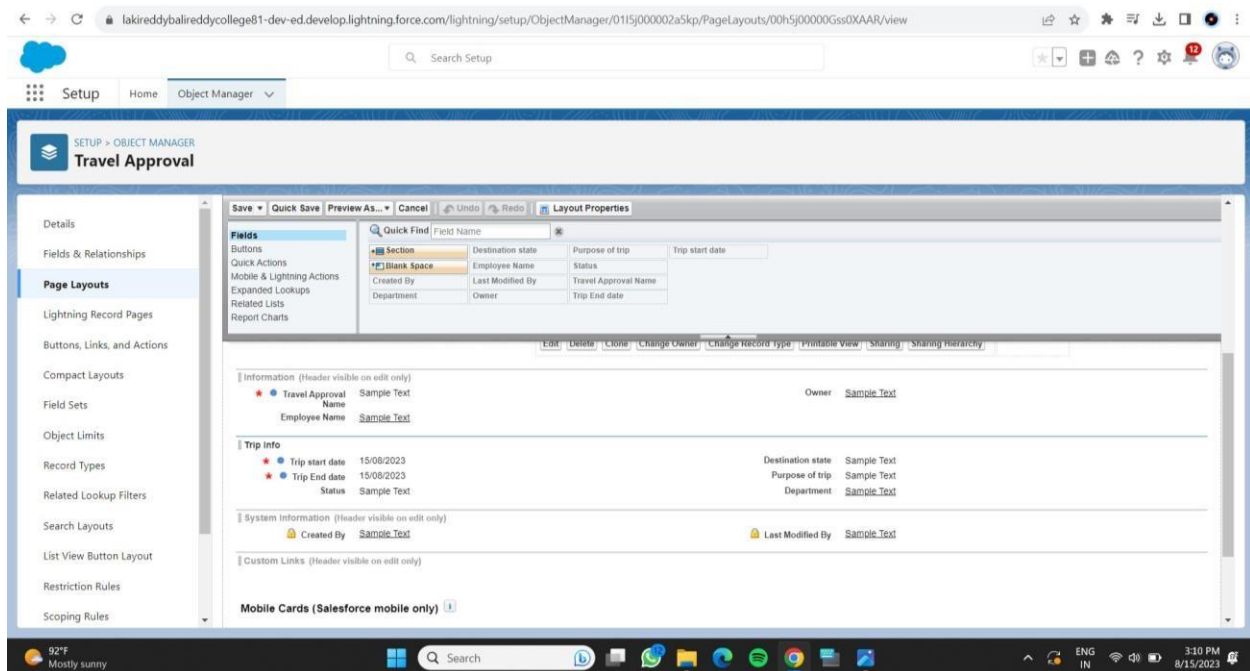
## Creation of User

The screenshot shows the Salesforce Setup interface for the 'Users' section. The left sidebar contains navigation options like 'Setup', 'Home', and 'Object Manager'. The main content area is titled 'Users' and displays details for a user: Travel Approval manager. The user is currently 'Active' and has a role of 'Standard User'. The user details table shows the following information:

User Detail		Role	
Name	Travel Approval manager	User License	Salesforce
Alias	triana	Profile	Standard User
Email	santoshkanda022@gmail.com [Verify]	Active	✓
Username	tamanagar@travelapp12.com	Marketing User	<input type="checkbox"/>
Nickname	User16920912199908725079 [i]	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"/>
Address		Site.com Publisher User	<input type="checkbox"/>
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	WDC User	<input type="checkbox"/>
Locale	English (India)	Mobile Push Registrations	<input type="checkbox"/>
Language	English	Data.com User Type	<input type="checkbox"/>
Delegated Approver		Accessibility Mode (Classic Only)	<input type="checkbox"/>
Manager		Debug Mode	<input type="checkbox"/>
Receive Approval Request Emails	Only if I am an approver	High-Contrast Palette on Charts	<input type="checkbox"/>
Federation ID		Load Lightning Pages While Scrolling	<input checked="" type="checkbox"/>

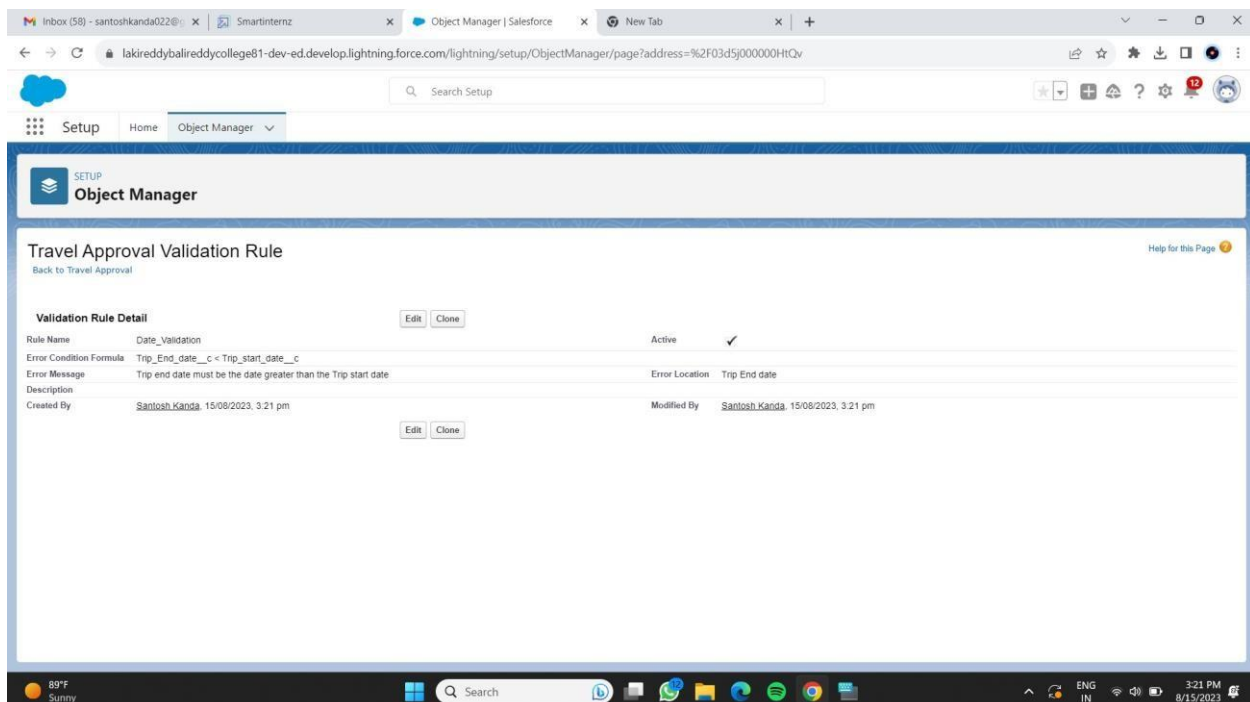
The bottom of the screen shows a Windows taskbar with the date 8/15/2023 and time 3:11 PM.

## Customization of Travel Approval Object Page Layout



## Add Business Logic to Travel App

### Creation of Validation Rule



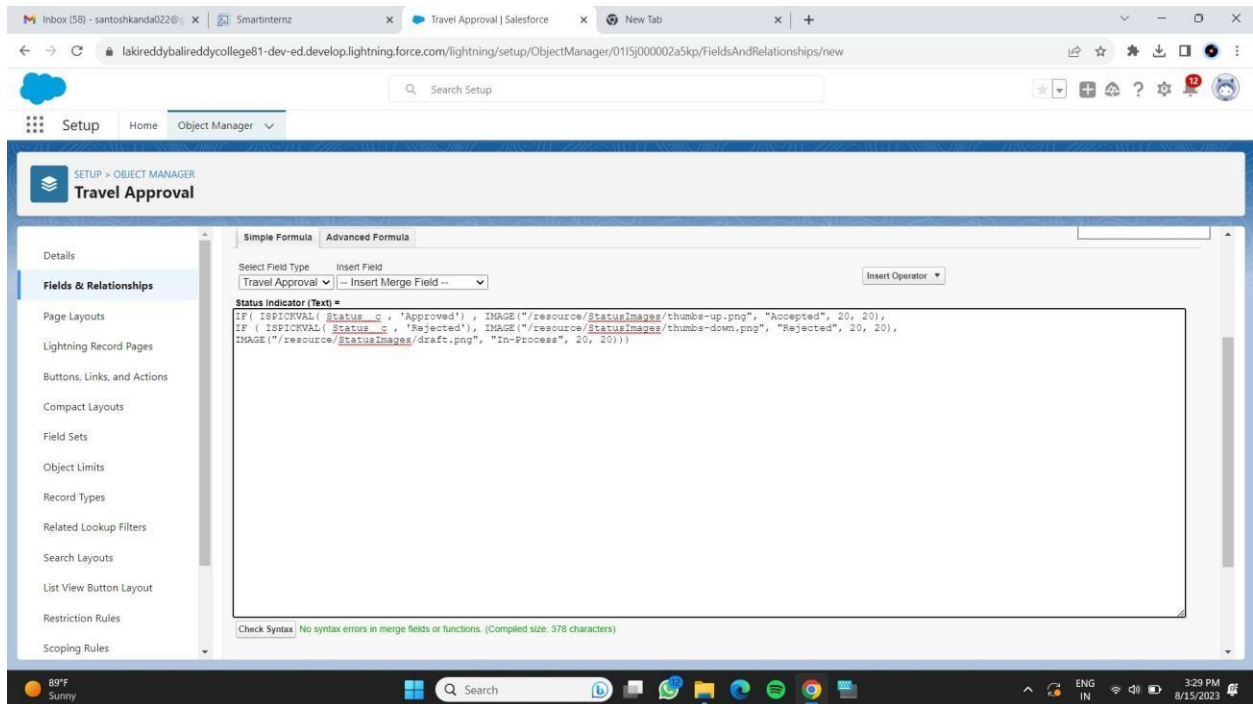
## Creation of Formulae Fields

Formula:-

IF( ISPICKVAL( Status\_c , 'Approved') , IMAGE("/resource/StatusImages/thumbs-up.png",  
"Accepted", 20, 20),

IF ( ISPICKVAL( Status\_c , 'Rejected'), IMAGE("/resource/StatusImages/thumbs-down.png",  
"Rejected", 20, 20),

IMAGE("/resource/StatusImages/draft.png", "In-Process", 20, 20)))



The screenshot shows the Salesforce Setup interface for the 'Travel Approval' object. The 'Status Indicator' custom field is selected, and the 'Custom Field Definition Detail' page is displayed. The page includes a sidebar with navigation options like 'Details', 'Fields & Relationships', 'Page Layouts', etc. The main content area shows the field's metadata and formula options.

**Field Information**

Field Label	Status Indicator	Object Name	Travel Approval
Field Name	Status_Indicator		
API Name	Status_Indicator__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Santosh Kanda	15/08/2023, 3:29 pm	
Modified By	Santosh Kanda	15/08/2023, 3:29 pm	

**Formula Options**

Data Type	Formula
Text	IF (ISPICKVAL (Status__c, 'Approved'), IMAGE ("resource:Statusimages/thumbs-up.png", "Accepted", 20, 20), IF (ISPICKVAL (Status__c, 'Rejected'), IMAGE ("resource:Statusimages/thumbs-down.png", "Rejected", 20, 20), IMAGE ("resource:Statusimages/draft.png", "In-Process", 20, 20)))

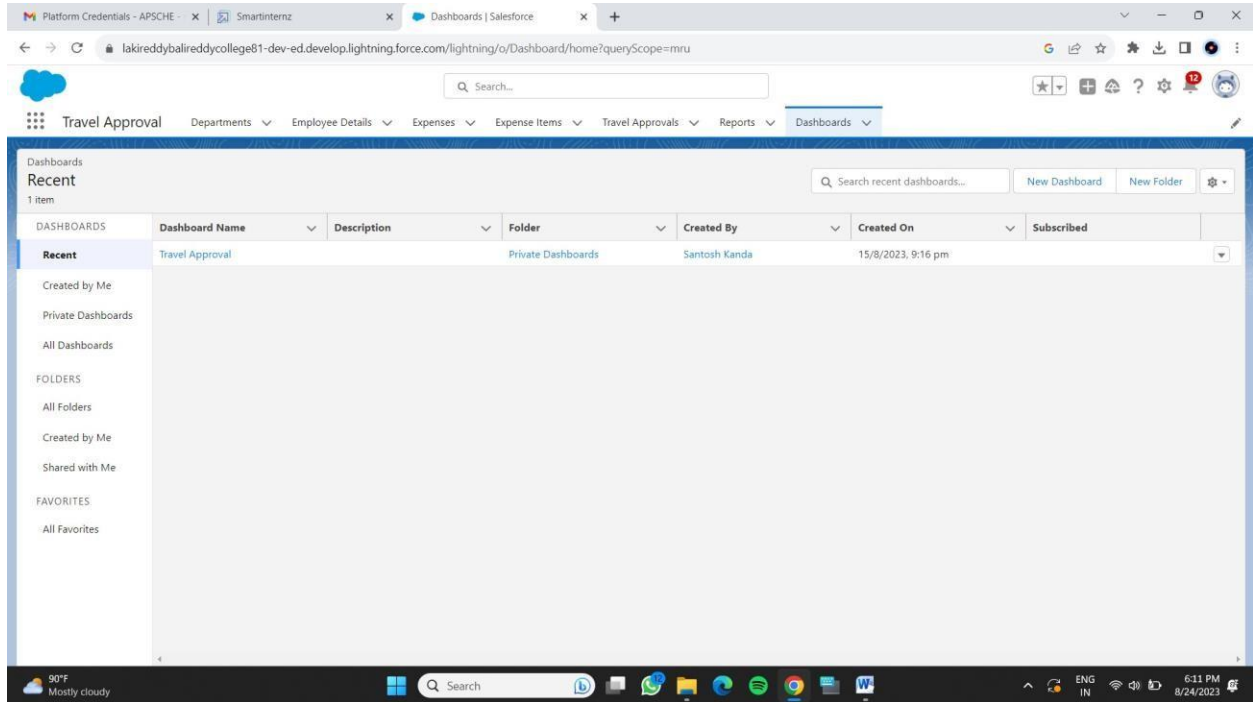
## Creation of Report

The screenshot shows the Salesforce Reports interface. The 'Recent' report is listed, showing its name, description, folder, created by, and created on date. The sidebar on the left provides navigation options for reports and folders.

**Recent Reports**

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Travel Approval Report		Private Reports	Santosh Kanda	15/8/2023, 9:13 pm	

## Creation of Dashboard



## ADVANTAGES

- The process is tedious and time-consuming task.
- Easiest way.
- Saves time for both employees and managers.
- Reduces the workload.
- The entire process is digitized and streamlined.
- Increased Transparency.
- Provides greater control and security over employee travel.

## **DISADVANTAGES**

- The process includes too many levels of approval that makes confusing.
- Regular Maintenance.
- Internet Connection problem is there.
- Poor Connection leads to trouble and anxiety.
- Lack of leadership.
- It can be costly sometimes.
- Poor communication.

## **APPLICATIONS**

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.

## **CONCLUSION**

In this project, we built an Employee Travel Approval Application. 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.

## **FUTURE SCOPE**

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