



# Week 8

# Tasks

SLCL Form Week 1

# Clean Views

I created separate clean-views for each of the phases to summarize the points rather than have the entire form in every phase. This is more visually appealing and less chaotic for the users inputting information.

SLCL Employee Travel Reimbursement - Kaleb

Reimbursement Info

Employee NetID: exampleuser@illinois.edu

Unit/Department: --

CFOP: this is single line text

CFOP Name: this is single line text

Description: this is multi line text

Benefit: this is multi line text

Destination: this is single line text

Departure: 07/08/2024 23:50:15

Return: 07/08/2024 23:50:15

Airfare: Yes

Lodging: No

Registration: No

Shared Lodging: Yes

Documentation: <https://appstest.atlas.illinois.edu/FormBuilderSurvey/Survey/e069a7fb-520b-4da9-b47f-b1a3016b58f9/File?fileId=92c363ca-7237-40cb-a25d-37b74f644ca6&formResponseId=5169bf2c-a6f4-45d4-9105-cdc778bf2efe>

Conference Hotel: No

Lodging Request for Foreign Travel: No

Per diem: Yes

Meals: Yes

Provided Meal Date: 07/08/2024 23:50:15

Type of Provided Meal: Dinner

Start Date:07/08/2024 23:50:15

# Security Sets

I created two unique security sets for each the Executive Heads and for the Office Managers. I connected them to the form and this allows for the removal of any question asking to input Netlds. Since they have different phases, it is necessary to have two security sets rather than one.

SLCL EO Contacts-Kaleb

+ ADD NEW CATEGORY

Classics (Classics)

Name	NetId	Type	
Craig Williams	cawllms@illinois.edu	Campus Account	DELETE

User NetId or Group Name

UIUC

Comparative & World Literature (Comparative & World Literature)

Name	NetId	Type	
Harriet Murav	hlmurav@illinois.edu	Campus Account	DELETE

User NetId or Group Name

UIUC

East Asian Languages & Cultures (East Asian Languages & Cultures)

Name	NetId	Type	
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SLCL OM Contacts-Kaleb

+ ADD NEW CATEGORY

Classics (Classics)

Name	NetId	Type	
Ryan Snyder	rksnyder@illinois.edu	Campus Account	DELETE

User NetId or Group Name

UIUC

Comparative & World Literature (Comparative & World Literature)

Name	NetId	Type	
Ali Waldner	awaldner@illinois.edu	Campus Account	DELETE

User NetId or Group Name

UIUC

East Asian Languages & Cultures (East Asian Languages & Cultures)

Name	NetId	Type	
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# Per Diem

As an alternative to the existing per diem expense question, I created a new question that allows the user of the form to choose between inputting all expenses separately or to input the amount within a range of dates.

+ ADD RECEIPTS AND EXPENSES ROW

Per Diem Expenses

Start Date	End Date	Amount	Description of expense	
* 07/01/2024	07/07/2024	70	Example	

+ ADD PER DIEM EXPENSES ROW

Total \$ amount\*

Please verify your information carefully before submitting:\*

☐ Submit to employee requesting reimbursement (For OFFICE MANAGER only)

☐ Submit to your department's office manager for further approvals (For FACULTY USE only)