



BUILD AN EMPLOYEE TRAVEL APPLICATION FOR CORPORATES

BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

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BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

1 INTRODUCTION

1.1 Overview

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

1.2 Purpose

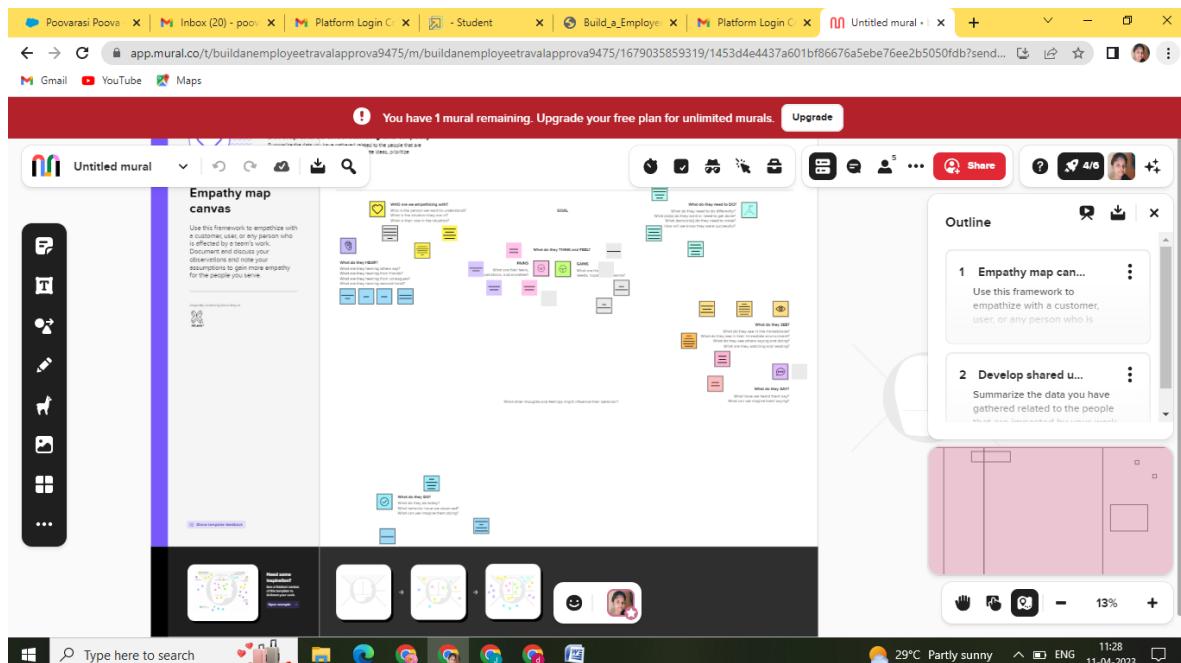
Sales force is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

Using Sales force we will learn

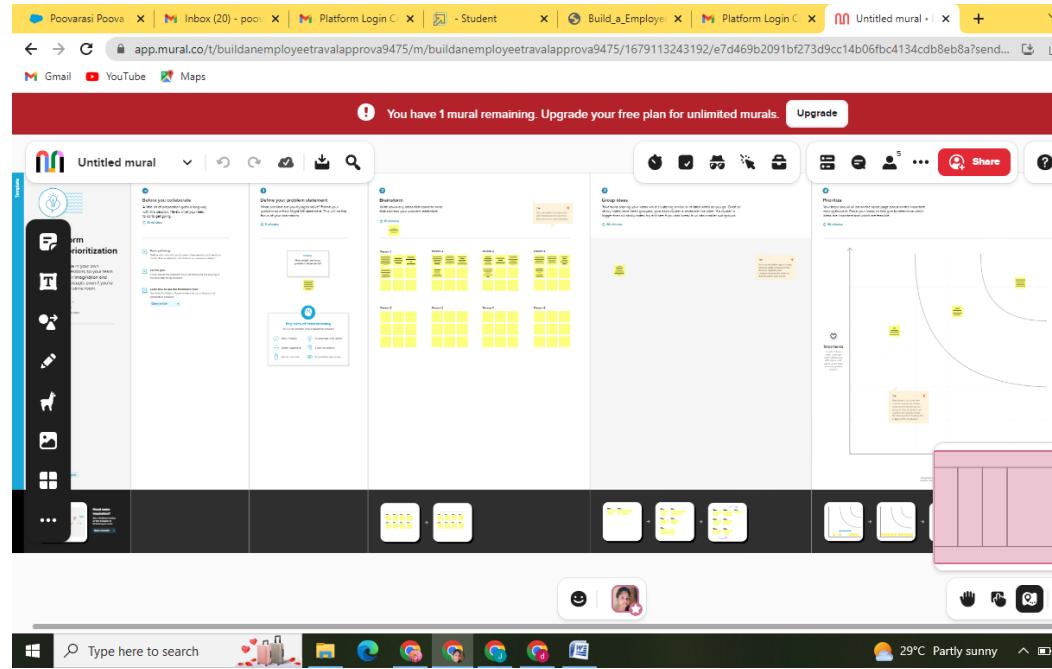
1. Real Time Sales force Project
2. Object &Relationship in Sales force

2 Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



3 RESULT

3.1 Data Model:

Object name	Fields in the Object	
obj1 Standard Object	Field label	Data type
	Amount	Currency
	Amount	Master-Detail Relationship
obj2 Custom Object	Field label	Data type
	Total Expenses	Roll-Up Summary
	Formula	Status Indicator

3.2 Activity & Screenshot

Milestone 1

Create Sales force Org:

Activity-1:

Creating Developer Account



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The screenshot shows the Salesforce Developer Edition Signup page. The main content area features a large blue background with a white computer monitor displaying a complex data model diagram. Below the monitor, the text "Build enterprise-quality apps fast to bring your ideas to life" is displayed, followed by 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
- Customize UI with clicks or any leading-edge web framework

To the right of the main content, there is a sidebar with the Salesforce logo and the text "Sign up for your Salesforce Developer Edition". It also includes a "Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial." message and a sign-up form with fields for First Name*, Last Name*, Email*, Role*, and Company*.

Activity 2

Account Activation

The screenshot shows a Gmail inbox with a single email from support@salesforce.com. The subject of the email is "Welcome to Salesforce: Verify your account". The email body contains a "Welcome to Salesforce!" message, a "Verify Account" button, and a URL: <https://governmentartscollege-d-dev-ed.develop.my.salesforce.com>. The email was sent on Saturday, April 1, 2023, at 16:15 (10 days ago).

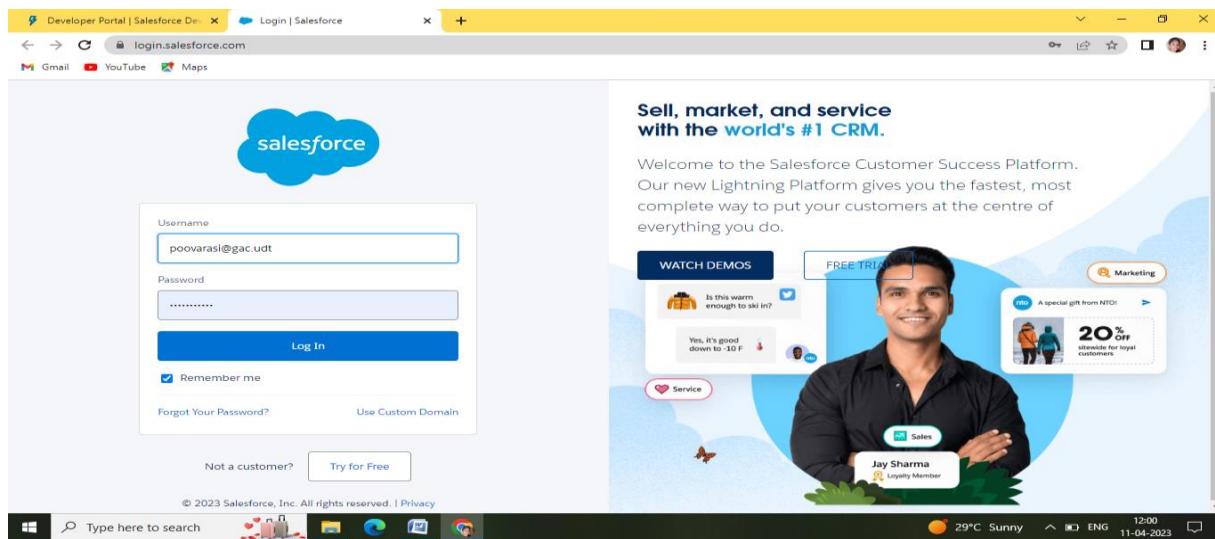
Login To Your Sales force Account

The screenshot shows the Salesforce Setup Home page. The left sidebar includes links for Setup Home, Service Setup Assistant, Multi-Factor Authentication Assistant, Release Updates, Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, Administration (Users, Data, Email), and Platform Tools (Subscription Management). The main content area features a "SETUP Home" section with three cards: "Get Started with Einstein Bots" (Launch an AI-powered bot to automate your digital connections), "Mobile Publisher" (Use the Mobile Publisher to create your own branded mobile app), and "Real-time Collaborative Docs" (Transform productivity with collaborative docs, spreadsheets, and slides inside Salesforce). Below these cards is a "Most Recently Used" section showing 10 items.

Sales Force Login



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Milestone: 2

Creating the Application

Activity-1

Create the travel application

App Name	Developer Name	Description	Last Modified	Type
All Tabs	AllTabSet		31/03/2023, 7:25 pm	Classic
Analytics Studio	Insights	Build CRM Analytics dashboards and apps	31/03/2023, 7:25 pm	Classic
App Launcher	AppLauncher	App Launcher tabs	31/03/2023, 8:52 pm	Classic
Bolt Solutions	LightningBolt	Discover and manage business solutions designed for your in...	31/03/2023, 7:28 pm	Lightning



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The screenshot shows the "App Details & Branding" step of creating a new Lightning App. The "App Details" section includes fields for "App Name" (Name your app...) and "Developer Name" (Enter a developer name...). The "App Branding" section allows uploading an image and setting a primary color hex value (#0070D2). A progress bar indicates this is step 3 of 4. The "Next" button is visible at the bottom right.

The screenshot shows the "Navigation Items" configuration screen in the App Builder. On the left, the "Navigation Items" tab is selected under "App Settings". The "Available Items" list includes Accounts, Alert Settings, All Sites, Alternative Payment Methods, Amounts, App Launcher, and Appointment Invitations. The "Selected Items" list on the right contains Chatter, Reports, and Dashboards. A "Create" button is located above the available items list.



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The screenshot shows the 'Traval Approval - Lightning App' in the 'Builder' tab of the Salesforce interface. On the left, a sidebar lists 'App Settings' sections: 'App Details & Branding', 'App Options', 'Utility Items (Desktop Only)', and 'Navigation Items'. The 'User Profiles' section is currently selected. The main area is titled 'User Profiles' and contains the sub-instruction: 'Choose the user profiles that can access this app.' Below this is a 'Available Profiles' list containing ten items: 'Analytics Cloud Integration User', 'Analytics Cloud Security User', 'Authenticated Website', 'Authenticated Website', 'Contract Manager', 'Custom: Marketing Profile', 'Custom: Sales Profile', and 'Custom: Support Profile'. To the right, a 'Selected Profiles' panel shows a single profile: 'System Administrator'. At the bottom of the interface, a Windows taskbar is visible with icons for File Explorer, Edge, and Google Chrome.

Milestone 3

Object

Activity-1:

To Custom Object Creation

The screenshot shows the 'Home | Salesforce' in the 'Builder' tab of the Salesforce interface. The left sidebar includes 'Setup', 'Home', and 'Object Manager'. The main area is the 'SETUP Home' page, which features three cards: 'Get Started with Einstein Bots', 'Mobile Publisher', and 'Real-time Collaborative Docs'. A 'Most Recently Used' section lists 10 items. The bottom of the interface shows a Windows taskbar with icons for File Explorer, Edge, and Google Chrome.



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The screenshot shows the Salesforce Object Manager interface. The top navigation bar includes tabs for Home, Object Manager, and Builder. The main content area displays a table of objects with columns for Label, API Name, Type, Description, and Last Modified. A context menu is open over the 'Custom Object' row, listing options like 'Custom Object' and 'Custom Object from Spreadsheet'. The bottom navigation bar includes links for Setup, Home, and Object Manager.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED
Account	Account	Standard Object		
Activity	Activity	Standard Object		
Alternative Payment Method	AlternativePaymentMethod	Standard Object		
Amount	Amount_c	Custom Object		09/04/2023
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		

The screenshot shows the 'New Custom Object' definition edit page. The title bar says 'SETUP New Custom Object'. The main form is titled 'Custom Object Definition Edit' with buttons for Save, Save & New, and Cancel. It contains sections for 'Custom Object Information' (Label: Account, Plural Label: Accounts), 'Object Name' (Object Name: Account), and 'Description' (Description: [empty]). A note at the top states: 'Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles.' A 'Help for this Page' link is also present.



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The screenshot shows the Salesforce Setup interface with the following details:

- Object Classification:** When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more](#).
 - Allow Sharing
 - Allow Bulk API Access
 - Allow Streaming API Access
- Deployment Status:** In Development Deployed
- Search Status:** When this setting is enabled, your users can find records of this object type when they search. [Learn more](#).
 - Allow Search
- Object Creation Options (Available only when custom object is first created):**
 - Add Notes and Attachments related list to default page layout
 - Launch New Custom Tab Wizard after saving this custom object

At the bottom, there are buttons for Save, Save & New, and Cancel.

Activity -2:

To Create 3 custom objects and tabs

- Department
- Travel Approval
- Expense Item

Milestone: 4

Tab

Activity-1:

The screenshot shows the Salesforce Setup interface with the following details:

- User Interface:**
 - Rename Tabs and Labels**
 - Tabs** (selected)
- 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. Lighting Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

Action	Label	Tab Style	Description
Edit	Amounts	Airplane	

[Help for this Page](#)
- Web Tabs:** No Web Tabs have been defined.
- Visualforce Tabs:** No Visualforce Tabs have been defined.

At the bottom, there are buttons for New, What Is This?, Edit, Del, and a search bar.



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The screenshot shows the Salesforce Setup interface with the 'Tabs' tab selected. The main panel displays the 'New Custom Object Tab' configuration page, which is Step 1 of 3. It asks to choose a custom object or create a new one. The 'Object' dropdown is set to '-None-' and the 'Tab Style' dropdown is also set to '-None-'. There is an optional field for a splash page custom link, which is also set to '-None-'. A description field is present but empty. The left sidebar shows 'User Interface' and 'Tabs' sections.

Milestone 4

Create-Fields & Relationship

Activity -1:

The screenshot shows the Salesforce Object Manager interface. The left sidebar lists objects: Account, Activity, Alternative Payment Method, Amount, API Anomaly Event Store, Appointment Invitation, Appointment Invitee, Appointment Topic Time Slot, Asset, and TravelApproval. The 'TravelApproval' object is currently selected and detailed in the main pane. The main pane displays a table with columns: TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The table shows three records: Status__c (Standard Object), Department (Standard Object), and custom object (Method). The 'Status__c' record was last modified on 09/04/2023. The bottom status bar shows it's 13:10, 33°C, Sunny, and the date is 11-04-2023.



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The screenshot shows the Salesforce Object Manager interface for the 'TravalApproval' object. On the left, a sidebar lists various setup options like Page Layouts, Lightning Record Pages, Buttons, etc. The main area is titled 'Fields & Relationships' and displays seven items. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Amount	Amount_c	Currency(16, 2)		
Created By	CreatedById	Lookup(User)		
Expanse Type	Expanse_Type_c	Picklist		
Last Modified By	LastModifiedById	Lookup(User)		
Total Expenses	Total_Expenses__c	Roll-Up Summary (SUM Amount)		
TravalApproval	TravalApproval_c	Master-Detail(TravalApproval)		
TravalApproval Name	Name	Text(80)		

Step 2. Enter the details (Help for this Page)

Field Label:

Please enter the length of the number and the number of decimal places. For example, a number with a length of 8 and 2 decimal places can accept values up to "12345678.90".

Length: Number of digits to the left of the decimal point

Decimal Places: Number of digits to the right of the decimal point

Field Name:

Description:

Help Text:

Activity-2:

To Create Expense Type Field



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The screenshot shows the Salesforce Setup interface for creating a new custom field. The page title is "TravalApproval New Custom Field". The "Fields & Relationships" tab is selected. The "Field Label" is set to "TravalApproval". Under "Values", the "Use global picklist value set" radio button is selected. Other options like "Enter values, with each value separated by a new line" and "Restrict picklist to the values defined in the value set" are also present. The "Field Name" is "TravalApproval". The "Description" field is empty. The status bar at the bottom indicates it's Step 2 of 4.

Activity-3:

To Create Travel Approval Field

The screenshot shows the Salesforce Setup interface for editing the "TravalApproval" custom field. The page title is "Edit TravalApproval Custom Field". The "Fields & Relationships" tab is selected. The "Field Label" is "TravalApproval" and the "Field Name" is "TravalApproval". The "Data Type" is "Master-Detail". The "Data Owner" is set to "User". The "Field Usage" is "--None--". The "Data Sensitivity Level" is "--None--". The "Compliance Categorization" section shows "Available PII" and "Chosen". The status bar at the bottom indicates it's the "Custom Field Definition Edit" screen.

Milestone 5

Import Departments

Activity-1:



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The screenshot shows the Salesforce Data Management Data Importer home page. It features a header with tabs for Home | Salesforce and Builder, and a search bar labeled "Search Setup". Below the header, there's a section titled "Before you import your data..." with tips about field names matching Salesforce and avoiding too many records. A main title "Import your data in 3 easy steps!" is followed by a four-step wizard: "Pre-step: Prepare your data for import", "Choose data to import", "Edit field mapping", and "Review and start import". A large green button labeled "Launch Wizard!" is centered below the steps.

This screenshot shows the "Choose data" step of the Data Import Wizard. It asks "What kind of data are you importing?". Options include "Standard objects" (selected) and "Custom objects". Under "Standard objects", "Amounts" and "Departments" are listed. Under "Custom objects", "Statuses__c" and "TravalApprovals (TravalApproval__c)" are listed. To the right, it asks "What do you want to do?". Options include "Add new records" (selected), "Match by:" dropdown set to "-None-", "Which User field in your file designates record owners?", "Trigger workflow rules and processes?", and "Trigger workflow rules and processes for new and updated records". A "Drag CSV file here to upload" area is also present. At the bottom are "Cancel", "Previous", and "Next" buttons.

This screenshot shows the "Edit mapping" step of the Data Import Wizard. It displays a progress bar with "Getting closer..." above it. It asks "Where is your data located?". A "Drag CSV file here to upload" area is shown with a "CSV" file icon. At the bottom are "Cancel", "Previous", and "Next" buttons.



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The screenshot shows the Salesforce Data Management Data Importer interface. A progress bar at the top indicates the task is "Almost done". Below it, a table lists the mapping between CSV headers and Salesforce objects. The columns are: Edit, Mapped Salesforce Object, CSV Header, Example, Example, and Example.

Edit	Mapped Salesforce Object	CSV Header	Example	Example	Example
Map	Unmapped ⓘ	Department	Office of Comm	Disability Dept	Division of Disability and Rehabilitative Services
Map	Unmapped ⓘ	Destination State	FL	OK	OK
Map	Unmapped ⓘ	Purpose of Trip	White-Kutch	Runoifsson, Bo	Homenick, Waters and Gusikowski
Map	Unmapped ⓘ	Trip Start Date	6/14/19	10/1/19	4/3/19
Map	Unmapped ⓘ	Trip End Date	6/15/19	10/1/19	4/6/19
Map	Unmapped ⓘ	Status	Approved	Approved	Rejected

Buttons at the bottom include "Cancel", "Previous", and "Next". The status bar at the bottom right shows "33°C Sunny 13:25 11-04-2023".

Milestone 6

Customize User Interface

Activity-1:

To Create and Setup Approvals

The screenshot shows the Salesforce Users setup page. The left sidebar shows navigation options like Permission Set Groups, Profiles, Public Groups, Queues, Roles, and User Management Settings. Under User Management Settings, the "Users" option is selected. The main area displays a table of users with columns: Action, Full Name, Alias, Username, Role, Active, and Profile. The table includes rows for Chatter Expert, ppavarasi, ppavarasi@gac.udt, ppavarasi@oovova7@gmail.com, User Integration, and User Security.

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/>	Chatter Expert	Chatter	chatty.00d2w00000rrkiteab.jekwpyovertgc@chatter.salesforce.com		<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/>	ppavarasi	ppavarasi	ppavarasi@gac.udt		<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	ppavarasi	ppavarasi	ppavarasi@oovova7@gmail.com	CEO	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	User Integration	integ	integration@00d2w00000rrkiteab.com		<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/>	User Security	sec	insightssecurity@00d2w00000rrkiteab.com		<input checked="" type="checkbox"/>	Analytics Cloud Security User

The status bar at the bottom right shows "33°C Sunny 13:27 11-04-2023".



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The screenshot shows the Salesforce Setup interface with the 'Users' tab selected. A search bar at the top left contains 'users'. The main area displays the 'New User' page under 'User Edit'. The 'General Information' section includes fields for First Name, Last Name, Alias, Email, Username, Nickname, Title, Company, Department, and Division. To the right, a sidebar lists various user roles and profiles. The status bar at the bottom right shows the date as 11-04-2023 and the time as 13:32.

Milestone 7

Use Customization

Activity-1:

To Customize Travel Approval Object Page Layout

The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. The 'TravApproval' object is currently active. On the left, a sidebar lists various customization options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, and Related Lookup Filters. The main area shows the 'Page Layouts' list, which contains one item: 'TravApproval Layout' created by 'poovarasi poova' on 31/03/2023 at 9:10 pm, last modified by 'poovarasi poova' on 09/04/2023 at 9:07 pm. Action buttons for 'Edit' and 'Delete' are visible on the right. The status bar at the bottom right shows the date as 11-04-2023 and the time as 13:49.



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The screenshot shows the Salesforce Setup interface with the 'Object Manager' for the 'TravalApproval' object. The 'Page Layouts' tab is active. A modal window shows the 'Trip Info' page layout, which includes fields such as Name, Amount, and Created By.

Milestone 8

Add Business Logic to Travel App

Activity-1:

To Create Validation Rule

The screenshot shows the Salesforce Setup interface with the 'Validation Rules' screen for the 'TravalApproval' object. A validation rule named 'TravalApproval' is being edited, with the formula 'CreatedDate < LastModifiedDate' defined.

Activity-2:

To Create Summary Fields



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The screenshot shows the Salesforce Object Manager interface for the 'TravalApproval' object. A new custom field is being created, specifically 'Field Label'. The 'Fields & Relationships' tab is selected. The 'Field Label' field has been defined with the following details:

- Field Label:** [Redacted]
- Field Name:** [Redacted]
- Description:** [Redacted]
- Help Text:** [Redacted]

Checkboxes at the bottom indicate options to "Auto add to custom report type" and "Add this field to existing custom report types that contain this entity".

Activity-3:

To Create Formula Fields

The screenshot shows the Salesforce Static Resources interface. A new static resource is being created, named 'static resource'. The 'Static Resource Edit' screen displays the following information:

- Name:** [Redacted]
- Description:** [Redacted]
- File:** [Choose File] No file chosen
- Cache Control:** Private

Buttons for 'Save' and 'Cancel' are visible at the bottom.

Milestone 10 :

Reports

Activity:

Add Report



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The screenshot shows the Salesforce Reports page. The top navigation bar includes links for Home | Salesforce, Reports | Salesforce, and Builder. The main content area displays a table of recent reports. The table columns are: Report Name, Description, Folder, Created By, Created On, and Subscribed. The first report listed is 'TravalApproval' (Public Reports, poovarasi poova, 10/4/2023, 7:49 pm). The second report is 'Sample Flow Report: Screen Flows' (Public Reports, Automated Process, 31/3/2023, 7:25 pm). The sidebar on the left shows categories like Recent, Reports, Folders, and Favorites. The bottom status bar shows the URL https://governmentartscollege-d-dev-ed.develop.lightning.force.com/lightning/o/, the system temperature (33°C), and the date (11-04-2023).

The screenshot shows the Salesforce Report Builder interface. The top navigation bar includes links for Home | Salesforce, Report Builder | Salesforce, and Builder. The main content area is a 'Create Report' dialog titled 'Select a Report Type'. It features a sidebar with 'Category' sections for Recently Used and All, listing items like Accounts & Contacts, Opportunities, Customer Support Reports, Leads, Campaigns, and Activities. The main pane lists 'Report Type Name' and 'Category' for various options. The bottom status bar shows the URL https://governmentartscollege-d-dev-ed.develop.lightning.force.com/one/one.app#eyJb21wb25lbnREZWYiOilyZXBvcnRzOnJlcG9ydEJ1aWxkZXlIJCjhHRyaWJ1dGVzlp7InJIY..., the system temperature (33°C), and the date (11-04-2023).



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Create Report

Category

Recently Used

All

Accounts & Contacts

Opportunities

Customer Support Reports

Leads

Campaigns

Activities

Select a Report Type

Report Type Name Category

- Accounts Standard
- Contacts & Accounts Standard
- Accounts with Partners Standard
- Account with Account Teams Standard
- Accounts with Contact Roles Standard
- Accounts with Assets Standard
- Contacts with Accounts Standard

Details

Accounts Standard Report Type

Start Report

Created By You

TravalApproval Last Used 4/10/2023

REPORT ▾

New Accounts Report

Accounts

Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
-	poovarasi poova	GenePoint	CA	Customer - Channel	Cold	31/03/2023
-	poovarasi poova	United Oil & Gas, UK	UK	Customer - Direct	-	31/03/2023
-	poovarasi poova	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	31/03/2023
-	poovarasi poova	Edge Communications	TX	Customer - Direct	Hot	31/03/2023
-	poovarasi poova	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	31/03/2023
-	poovarasi poova	Pyramid Construction Inc.	-	Customer - Channel	-	31/03/2023
-	poovarasi poova	Dickenson plc	KS	Customer - Channel	-	31/03/2023
-	poovarasi poova	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	31/03/2023
-	poovarasi poova	Express Logistics and Transport	OR	Customer - Channel	Cold	31/03/2023
-	poovarasi poova	University of Arizona	AZ	Customer - Direct	Warm	31/03/2023
-	poovarasi poova	United Oil & Gas Corp.	NY	Customer - Direct	Hot	31/03/2023
-	poovarasi poova	sForce	CA	-	-	31/03/2023

Milestone 11:

Dashboards

Activity:

To Create Travel Approach Dashboards



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The screenshot shows a Salesforce Lightning interface. At the top, there are three tabs: 'Home | Salesforce', 'Dashboard | Salesforce', and 'Builder'. Below the tabs is a browser-style header with back, forward, search, and refresh buttons. The main content area has a blue header bar with the title 'Traval Approval'. Underneath is a 'Dashboard' section with a timestamp 'As of 10-Apr-2023, 8:12 pm - Viewing as poovarasi poova'. A table titled 'TravalApproval' displays three rows of travel approval data:

Last Name	First Name	Account Name	Billing Street	Type	Created Date
- poov arasi poov	Genepoint	CA	Customer	31/03/2023	
- poov arasi poov	United Oil & Gas, UK	UK	Customer	31/03/2023	
- poov arasi poov	United Oil & Gas, Singapore	Singapore	Customer	31/03/2023	

At the bottom of the dashboard, there is a link 'View Report (TravalApproval)'. The bottom of the screen shows a Windows taskbar with a search bar, pinned apps (Calculator, File Explorer, Edge, Google Chrome), and system status (33°C Sunny, ENG, 11-04-2023, 14:02).

4 Trailhead Profile Public URL

Team Lead -

<https://trailblazer.me/id/ppoova7>

Team Member 1 -

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

Team Member 2-

<https://trailblazer.me/id/jjosh139>

Team Member 3 –

<https://trailblazer.me/id/dsathish8>



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5 ADVANTAGES & DISADVANTAGE

Advantages:

Streamlined Process: A travel approval application can automate and streamline the process of requesting and obtaining travel approvals. It can provide a standardized and efficient way for employees to submit their travel requests, which can reduce administrative overhead and save time for both employees and managers.

Enhanced Visibility: A travel approval application can provide managers with greater visibility into travel requests, including details such as travel dates, destinations, and purpose of travel. This can help managers make informed decisions about whether to approve or deny travel requests, based on factors such as budget, travel policies, and business priorities.

Improved Compliance: A travel approval application can enforce travel policies and ensure that travel requests are compliant with company policies and regulations. This can help prevent unauthorized travel, ensure that travel expenses are within budget, and mitigate risk associated with non-compliant travel.

Cost Savings: By providing a centralized platform for managing travel requests, a travel approval application can help optimize travel expenses. It can enable managers to review and approve travel requests based on factors such as cost, necessity, and business priorities, which can result in cost savings for the organization.

Disadvantages:

Initial Implementation Effort: Implementing a travel approval application may require significant initial effort, including setup, configuration, and integration with existing systems. It may also require training for employees and managers to use the application effectively, which can be time-consuming and resource-intensive.

Technology Dependence: A travel approval application relies on technology, and any technical issues or downtime can disrupt the travel approval process. This can potentially result in delays or disruptions to travel plans if the application is not functioning properly.

Lack of Flexibility: Some travel approval applications may have rigid workflows and processes that may not align with the unique needs and requirements of certain organizations. Customizing or modifying the application to suit specific requirements may be challenging or require additional effort.



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User Adoption: Employees and managers may resist using a new travel approval application if they are not accustomed to using such tools or if they perceive it as an additional administrative burden. Low user adoption can impact the effectiveness and efficiency of the travel approval process.

Privacy and Security Concerns: As a travel approval application may collect and store sensitive employee data, such as travel itineraries and expense details, there may be concerns related to data privacy and security. Ensuring appropriate data protection measures, such as encryption and access controls, are in place is essential to mitigate these concerns.

In conclusion, while travel approval applications can provide numerous benefits such as streamlined processes, enhanced visibility, improved compliance, and cost savings, they may also have potential disadvantages such as initial implementation effort, technology dependence, lack of flexibility, user adoption challenges, and privacy/security concerns. Organizations should carefully assess their specific needs and requirements before implementing a travel approval application and take necessary measures to address any potential drawbacks.

6 APPLICATIONS

Applications for Build an employee travel approval application

There are several applications that can be built for an employee travel approval applications. These include:

Travel Request Submission: This feature allows employees to submit travel requests for approval, providing information such as destination, purpose, dates, and estimated expenses. The request can be routed to the appropriate manager for approval.

Approval Workflow: This feature allows managers to review and approve or deny travel requests, based on factors such as budget, availability, and business need. The workflow can be customized to fit the company's specific approval process.

Travel Policy Compliance: This feature ensures that all travel requests comply with company travel policies, such as limits on expenses, preferred vendors, and booking requirements.

Budget and Expense Management: This feature allows managers to monitor travel expenses and ensure that travel costs remain within budget. It can also assist in reconciling employee travel expenses with accounting records.

Real-time Travel Updates: This feature provides employees with real-time updates on their travel itinerary, including flight information, hotel reservations, and transportation details. It can also provide alerts for any changes or delays.

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Travel Analytics and Reporting: This feature allows companies to analyze employee travel patterns, expenses, and compliance with travel policies. It can also generate reports for expense reimbursement, budget tracking, and tax purposes.

Mobile App: This feature allows employees to access their travel requests and updates on the go, and can also provide additional features such as expense reporting, itinerary management, and communication with travel coordinators.

7 CONCLUSION

Travellers continue to seek authentic experiences. The tools they use to research and book these experiences are constantly changing due to innovations in technology. Destinations are also challenged by limited financial resources and strong competition for tourist dollars from other iconic and even lesser known locations. The personalisation of travel suggests that independent travel will have a stronger presence than group travel, however, we must always consider the type of traveller. The travel services sector is being forced to innovate at a startling rate.

In the past, face to face consultations with a travel agent was paramount for booking both leisure and business travel. Technology and global circumstances, such as pandemics, financial collapses, and terrorism, have put pressure on tourism and travel services. With the development of OTAs and emerging and disruptive technologies, the travel services landscape is constantly changing.

8 FUTURE SCOPE

Future scope for build an employee travel approval application

There are several future scopes that can be considered for building an employee travel approval application.

Integration with other systems: An employee travel approval application can be integrated with other systems, such as HR management software, travel booking platforms, and accounting systems. This will help to streamline the process and provide a more efficient experience for both the employee and the company.

Artificial Intelligence: Incorporating artificial intelligence can help automate some of the approval process by analyzing historical data, identifying potential issues and providing suggestions for the best course of action. It can also assist in identifying patterns and predicting future travel needs.

Mobile app development: The development of a mobile application can allow employees to access their travel approval requests and status updates on the go. This can also provide additional features such as expense reporting, itinerary



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management, and communication with travel coordinators.

Data analytics: The travel approval application can collect data on employee travel patterns, travel expenses, and approval timelines. This data can be analyzed to identify trends and help companies make data-driven decisions regarding employee travel.

Personalization: The application can be personalized to each employee, taking into account their travel history, preferences, and job requirements. This can improve the user experience and increase employee satisfaction.

Compliance and risk management: The application can be designed to ensure that employees comply with company policies and regulations, and can also assist in managing travel risks such as health and safety concerns.

Overall, there are many future opportunities for an employee travel approval application. By incorporating advanced technology, personalization, and data analytics, the application can provide a more efficient and enjoyable travel experience for both employees and companies.