

BUSINESS TRAVEL PORTAL

INSTRUCTIONS TO USE

1. Open the command prompt and enter directory – SE PROJECT/travelportal.
2. Run the command : python manage.py runserver
3. This command will generate a url of the form: <http://127.0.0.1:8000/> Copy this url and type it in your web browser.
4. This opens the login page. To log in (currently with superuser – yet to link with employee database),
Username= bhavishya
Password=rachita98
5. This takes you to (<http://127.0.0.1:8000/employee>), which is the home page of employee. Here, the employee profile along with a picture and no. of travel requests, total expenses etc.
6. Clicking on Create Travel Request takes you to a form which needs to be filled and submitted (<http://127.0.0.1:8000/employee/createtravelrequest>). On submitting the request, it takes you to <http://127.0.0.1:8000/employee/viewtravelrequests/<id>>, where <id> is the tour_id created.
7. Clicking on View Travel Requests takes you to a page which displays a table of all travel requests created by the employee who has logged in <http://127.0.0.1:8000/employee/viewtravelrequests>.
8. Clicking on the tour_id of the records in the table takes you to <http://127.0.0.1:8000/employee/viewtravelrequests/<id>>, where individual requests can be viewed.
9. Typing /edit next to this url allows you to edit an existing request. Similarly, typing /delete next to this url enables the user to delete that travel request
<http://127.0.0.1:8000/employee/viewtravelrequests/<id>/edit/>
<http://127.0.0.1:8000/employee/viewtravelrequests/<id>/delete/>
10. Typing the url <http://127.0.0.1:8000/employee/expenselist/> allows the user to view the list of expenses of a travel
11. Typing the url <http://127.0.0.1:8000/employee/addexpense/> allows the user to create a new expense and upload its receipts.
12. To log out, click on the logout button from the page <http://127.0.0.1:8000/employee/>
13. <http://127.0.0.1:8000/manager/> opens home screen for the manager.
14. Clicking on Review Travel Request takes user to a form where he can set the approval status <http://127.0.0.1:8000/manager/reviewtravelform>
15. Clicking on Review Expenses takes user to a form where he can set the approval status of the expense <http://127.0.0.1:8000/manager/reviewexpenseform>
16. <http://127.0.0.1:8000/finance/> takes user to finance home screen
17. <http://127.0.0.1:8000/vendor/> takes user to vendor home screen