

**NANYANG
TECHNOLOGICAL
UNIVERSITY**

**CI6225 – Enterprise Application Development
Individual Assignment 2**

User Manual

**Travel Expense Reimbursement Application
V2.0**

SU SHIJIAN (G1301370B)

12 Apr 2014

Contents

1. Introduction	4
1.1 User Types	4
1.2 Modules and Functions	4
2. Common User Module	6
2.1 Sign In	6
2.2 Remember Me.....	6
2.3 Edit Password	6
2.4 Expire Remember Me.....	7
2.5 Sign Out	7
2.6 Unknown Error Handling	7
2.7 Page Not Found Handling	7
3. Dashboard	8
3.1 View Current User & Department Information	8
3.2 View Claim Form Pending Approval Information	8
3.3 View Claim Form for You Approval	9
3.4 Department Approval.....	9
3.5 Financial Approval	9
3.6 Reject.....	9
4. Maintain User	10
4.1 View User List	10
4.2 Create New User	11
4.3 Update User	12
4.4 View User	12
4.5 Remove User	13
5. Maintain Department.....	14
5.1 View Department List.....	14

5.2 Create New Department	14
5.3 Update Department and Maintain Department User	15
5.4 View Department	15
5.5 Remove Department	16
6. Maintain Claim Form	17
6.1 View Your Claim Form List.....	17
6.2 View Approval Manager and Department Information	17
6.3 Create New Claim Form	18
6.4 Update Claim Form and Maintain Items	18
6.5 View Claim Form	19
6.6 Remove Claim Form	20
6.7 Submit Claim Form	20
7. Monitor Claim Form	21
7.1 View All Claim Forms List.....	21
8. Report.....	22
8.1 View Report List	22
8.2 Preform Report	22
8.2.1 Preform Report (Simple Type).....	23
8.2.2 Preform Report (Complex Type).....	23
8.3 Download Report	24

1. Introduction

Travel Expense Reimbursement Application v2.0 is an application that you can manage the Travel Expense Reimbursement information.

Once the application is up, you can test by URL:

<http://localhost:8080/ntu-is-ead-tera-v2>

User Name: isadmin

Password: root

1.1 User Types

There are types of user in this application:

1) Normal User (a.k.a U):

All users are belonging to normal user.

2) System Administrator (a.k.a.SA):

In “maintain user” edit user model, if “is Administrator” flag is Y, then this user is an administrator user.

3) Department Manager (a.k.a DM):

In “maintain department” edit department model, if user assigned to “Manager”, then this user is a department manager. The manager depend department; each department only can have one manager.

4) Finical Department User (a.k.a FD):

In “maintain department” edit department model, if user assigned to a department, which its “Operation Area” is with “is Financial” flag Y, then this user is account user.

Some testing accounts are as below:

User Name	Password	Is Normal User	Is System Administrator	Is Department Manager	Is Finical Department User
isadmin	root	Y	Y	Y	N
account-user1	root	Y	N	N	Y
account-user2-manager	root	Y	N	Y	Y

There is a user type is as below:

Approver (a.k.a AP):

Included Department Manager and Finical Department User

1.2 Modules and Functions

1) Common User Module

(1) Sign In

(2) Remember Me

(3) Edit Password

(4) Expire Remember Me

(5) Sign Out

(6) Unknown Error Handling

(7) Page Not Found Handling

2) Dashboard

- (1) View Current User & Department Information
- (2) View Claim Form Pending Approval Information
- (3) View Claim Form for You Approval (For AP User only)
 - (3.1) Department Approval (For DM User only)
 - (3.2) Financial Approval (For FD User only)
 - (3.3) Reject (For AP User only)
- (4) Recent One Year Personal Approved Claimed Amount

3) Maintain User (For SA only)

- (1) View User List
- (2) Create New User
- (3) Update User
- (4) View User
- (5) Remove User

4) Maintain Department (For SA only)

- (1) View Department List
- (2) Create New Department
- (3) Update Department and Maintain Department User
- (4) View Department
- (5) Remove User

5) Maintain Claim Form

- (1) View Your Claim Form List
 - (1.1) Claim Form List (Saved & Rejected)
 - (1.2) Claim Form List (Submitted)
 - (1.3) Claim Form List (Department Approved)
 - (1.4) Claim Form List (Financial Approved)
- (2) View Approval Manager and Department Information
- (3) Create New Claim Form
- (4) Update Claim Form and Maintain Items
 - (4.1) Update for Saved Status Claim Form
 - (4.1) Update for Rejected Status Claim Form
- (5) View Claim Form
- (6) Remove Claim Form
- (7) Submit Claim Form

6) Monitor Claim Forms (For FD User only)

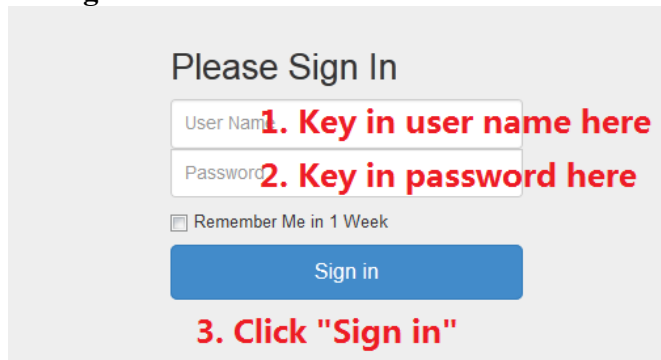
- (1) View All Claim Forms List

7) Report

- (1) View Report List
 - Individual Claim Summary Report
 - Individual Claim Items Report
- (2) Preform Report
 - There is Simple Type and Complex Type
 - View and select all users, For FD User only. Other only can see himself.
- (3) Download Report

2. Common User Module

2.1 Sign In



Please Sign In

User Name **1. Key in user name here**

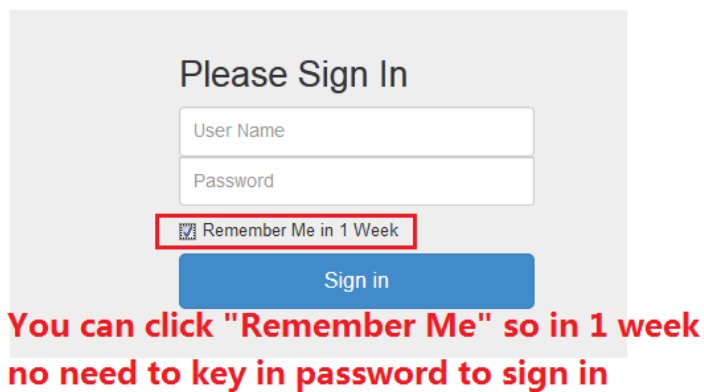
Password **2. Key in password here**

☐ Remember Me in 1 Week

3. Click "Sign in"

Sign in

2.2 Remember Me



Please Sign In

User Name

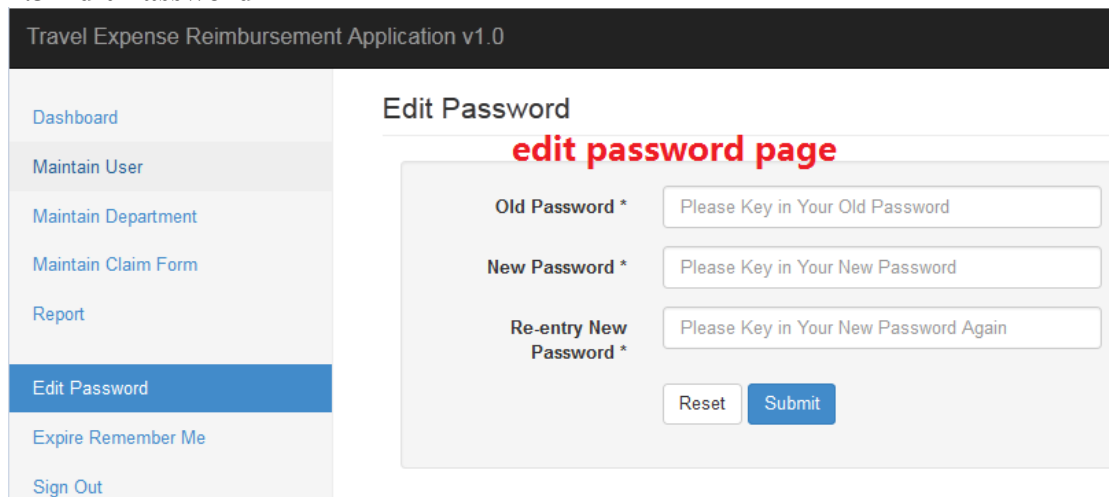
Password

☒ Remember Me in 1 Week

Sign in

**You can click "Remember Me" so in 1 week
no need to key in password to sign in**

2.3 Edit Password



Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Edit Password

edit password page

Old Password * Please Key in Your Old Password

New Password * Please Key in Your New Password

Re-entry New Password * Please Key in Your New Password Again

Reset Submit

2.4 Expire Remember Me

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Edit Password

Old Password *

Please Key in Your Old Password

New Password *

Please Key in Your New Password

Re-entry New Password *

Please Key in Your New Password Again

Reset

Submit

click this one, will expire remember me function, next time request sign in

2.5 Sign Out

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Edit Password

Old Password *

Please Key in Your Old Password

New Password *

Please Key in Your New Password

Re-entry New Password *

Please Key in Your New Password Again

Reset

Submit

Sign out from application

Then will go to this page after sign out

Travel Expense Reimbursement Application v1.0

You have signed out from the system

[Access to System](#)

2.6 Unknown Error Handling

Travel Expense Reimbursement Application v1.0

Unknown Error Happen, Please Contact Your System Administrator

[Access to System](#) **click here to return the application**

2.7 Page Not Found Handling

Travel Expense Reimbursement Application v1.0

Page is not Found, Please Contact Your System Administrator

[Access to System](#)

3. Dashboard

3.1 View Current User & Department Information

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Dash Board

Personal Monthly Claim Amount (Approved)

Source: Travel Expense Reimbursement Application v2.0

Year-Month	Allowance	Miscellaneous	Other	Transport
201305	4.2k	4.2k	1.5k	1.5k
201306	1.2k	2.2k	0.2k	3.8k
201307	0.5k	0.5k	0.2k	0.8k
201308	0.2k	0.8k	0.2k	0.2k
201309	0.2k	0.8k	0.2k	2.8k
201310	0.2k	1.8k	0.5k	0.2k
201311	0.2k	0.2k	0.2k	0.2k
201312	0.2k	0.2k	0.2k	0.2k
201401	1.5k	1.2k	0.2k	2.2k
201402	0.2k	0.2k	0.2k	1.5k
201403	0.2k	0.2k	0.2k	2.2k
201404	0.2k	0.2k	0.2k	0.2k

current user information

current department information

Current User

User Id	Name	First Name	Last Name	Email Address	Is Administrator
32	isadmin	System Administrator	IS	isadmin@google.com	Y

Claim Form Pending Approval

One item found.1

Id	Year-Month	Total	Status	Department	By Manager	Approval Time	Create Time	Update Time
63	2013-September	50.00	Submitted	Information Service			2014-Apr-11 20:40:37	

Claim Form For Your Approval

One item found.1

Id	Year-Month	Total	Status	Department	Request By	By Manager	Approval Time	Create Time	Update Time	Action
63	2013-September	50.00	Submitted	Information Service	System Administrator IS			2014-Apr-11 20:40:37		Department Approve Reject

3.2 View Claim Form Pending Approval Information

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Dash Board

Personal Monthly Claim Amount (Approved)

Source: Travel Expense Reimbursement Application v2.0

Year-Month	Allowance	Miscellaneous	Other	Transport
201305	4.2k	4.2k	1.5k	1.5k
201306	1.2k	2.2k	0.2k	3.8k
201307	0.5k	0.5k	0.2k	0.8k
201308	0.2k	0.8k	0.2k	0.2k
201309	0.2k	0.8k	0.2k	2.8k
201310	0.2k	1.8k	0.5k	0.2k
201311	0.2k	0.2k	0.2k	0.2k
201312	0.2k	0.2k	0.2k	0.2k
201401	1.5k	1.2k	0.2k	2.2k
201402	0.2k	0.2k	0.2k	1.5k
201403	0.2k	0.2k	0.2k	2.2k
201404	0.2k	0.2k	0.2k	0.2k

Current User

User Id	Name	First Name	Last Name	Email Address	Is Administrator
32	isadmin	System Administrator	IS	isadmin@google.com	Y

list of pending approval claim form

Claim Form Pending Approval

One item found.1

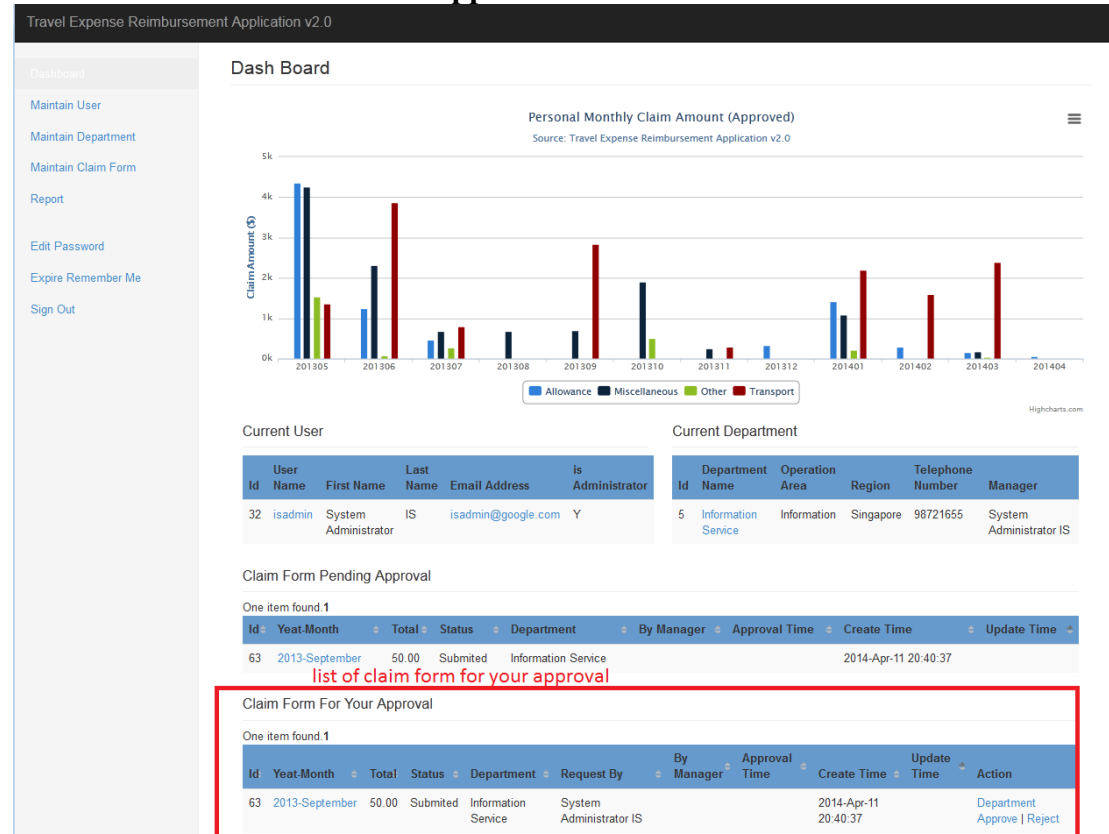
Id	Year-Month	Total	Status	Department	By Manager	Approval Time	Create Time	Update Time
63	2013-September	50.00	Submitted	Information Service			2014-Apr-11 20:40:37	

Claim Form For Your Approval

One item found.1

Id	Year-Month	Total	Status	Department	Request By	By Manager	Approval Time	Create Time	Update Time	Action
63	2013-September	50.00	Submitted	Information Service	System Administrator IS			2014-Apr-11 20:40:37		Department Approve Reject

3.3 View Claim Form for You Approval



3.4 Department Approval

Claim Form For Your Approval

One item found.1

Id	Yeat-Month	Total	Status	Department	Request By	By Manager	Approval Time	Create Time	Update Time	Action
63	2013-September	50.00	Submitted	Information Service	System Administrator IS	System Administrator IS		2014-Apr-11 20:40:37		Department Approve Reject

3.5 Financial Approval

Claim Form For Your Approval

One item found.1

Id	Yeat-Month	Total	Status	Department	Request By	By Manager	Approval Time	Create Time	Update Time	Action
63	2013-September	50.00	Department Approved	Information Service	System Administrator IS	System Administrator IS	2014-Apr-12 03:11:24	2014-Apr-11 20:40:37	2014-Apr-12 03:11:24	Financial Approve Reject

3.6 Reject

Claim Form For Your Approval

One item found.1

Id	Yeat-Month	Total	Status	Department	Request By	By Manager	Approval Time	Create Time	Update Time	Action
63	2013-September	50.00	Submitted	Information Service	System Administrator IS	System Administrator IS		2014-Apr-11 20:40:37		Department Approve Reject

Claim Form For Your Approval

One item found.1

Id	Yeat-Month	Total	Status	Department	Request By	By Manager	Approval Time	Create Time	Update Time	Action
63	2013-September	50.00	Department Approved	Information Service	System Administrator IS	System Administrator IS	2014-Apr-12 03:11:24	2014-Apr-11 20:40:37	2014-Apr-12 03:11:24	Financial Approve Reject

4. Maintain User

4.1 View User List

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Maintain User

User List

All users

6 items found, displaying 1 to 5 [First/Prev] 1, 2 [Next/Last]

Id	User Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
38	account-user2-manager	July	Wang	F	1974-Jan-09	account-user2-manager@gmail.com	N	Account	isadmin	2014-Mar-15 05:49:26			Edit Remove
37	account-user1	Jacky	Liang	M	1989-Jan-18	financial-user1@gmail.com	N	Account	isadmin	2014-Mar-15 05:48:58			Edit Remove
36	hr-user3-manager	User	Thress	M	1989-Jan-01	hr-user3-manager@gmail.com	N	HR	isadmin	2014-Mar-15 05:48:16	2014-Mar-15 06:00:48		Edit Remove
35	hr-user2	User	Two	M	1993-Jan-06	hr-user2@gmail.com	N	HR	isadmin	2014-Mar-15 05:47:27	2014-Mar-15 06:00:51		Edit Remove
34	hr-user1	User	One	F	1976-Jan-15	hr-user1@gmail.com	N	HR	isadmin	2014-Mar-15 05:46:59	2014-Mar-15 06:00:45		Edit Remove

[Create New User](#)

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Maintain User

User List

One item found.1

User Id	User Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
32	isadmin	System Administrator	IS	M	1989-Jan-01	isadmin@google.com	Y						Edit Remove

click user's email pop up send email window

[Create New User](#)

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)

Maintain User

User List

One item found.1

User Id	User Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
32	isadmin	System Administrator	IS	M	1989-Jan-01	isadmin@google.com	Y						Edit Remove

cannot delete current user

[Create New User](#)

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Maintain User

User List

One item found.1

User Id	User Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
32	isadmin	System Administrator	IS	M	1989-Jan-01	isadmin@google.com	Y						Edit Remove

After click pop up reminder that you cannot delete current user

You Cannot Remove Current Signin User

[OK](#)

[Create New User](#)

4.2 Create New User

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)

Maintain User

User List

One item found.1

User Id	User Name	First Name	Last Name	Gender	Birth Date	Email Address	Is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
32	isadmin	System	Administrator	IS	M	1989-Jan-01	isadmin@google.com	Y					Edit Delete

click "Create New User" to create new user

[Create New User](#)

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Create User

Here is to create new user

User Name *

Please Key in the User Name

First Name *

Please Key in the First Name

Last Name *

Please Key in the Last Name

Gender *

Male

Birth Date

Please Key in the Birth Date

Email *

Please Key in the Email

Is Administrator *

☒ Yes
☐ No

Department

Select One

Reset

Submit

Travel Expense Reimbursement Application v1.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Create User

User Name *

sale-user1

First Name *

Please Key in the First Name

Last Name *

Please Key in the Last Name

Gender *

Male

Birth Date

Please Key in the Birth Date

Email *

Please Key in the Email

Is Administrator *

☒ Yes

Department

Select One

You can select department if any

After submit, will random generate password to user, you can use view to view the passowd by admin user

4.3 Update User

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Maintain User

User List

One item found 1

User Id	Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
32	isadmin	System Administrator	IS	M	1989-Jan-01	isadmin@google.com							Edit

Create New User

click "Edit" to edit that user information

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Edit User

Here is to edit user page

User Name

isadmin

New Password

••••

Re-entry New Password

Please Key in Your New Password Again

☐ Is to Update Password

First Name *

System Administrator

Last Name *

IS

Gender *

Male

Birth Date

1989-Jan-01

Email *

isadmin@google.com

Is Administrator *

☒ Yes
☐ No

Department

Select One

Create By

Create Time

Update By

Update Time

Reset

Submit

4.4 View User

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Maintain User

User List

One item found 1

User Id	Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
32	isadmin	System Administrator	IS	M	1989-Jan-01	isadmin@google.com	Y						Edit

Create New User

click link on user name can view detail information of this user

Most Visited

Getting Started

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

View User

Here is view user page

User Name

isadmin

Password

root

First Name

System Administrator

Last Name

IS

Gender

Male

Birth Date

1989-Jan-01

Email

isadmin@google.com

Is Administrator

Yes

Department

Create By

Create Time

Update By

Update Time

4.5 Remove User

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Maintain User

User List

2 items found, displaying all items.1

User Id	Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Department	Create By	Create Time	Update By	Update Time	Action
33	user1	User	One	M	1979-Jan-18	user1@gmail.com	N		isadmin	2014-Mar-15 05:40:57			<a>Edit <a>Remove
32	isadmin	System Administrator	IS	M	1989-Jan-01	isadmin@google.com	Y						<a>Edit

Create New User

click remove to delete user

5. Maintain Department

5.1 View Department List

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Maintain Department

Department List

all departments

4 items found, displaying all items 1

Department Id	Department Name	Operation Area	is Financial	Region	Telephone Number	Office Address	Manager	Create By	Create Time	Update By	Update Time	Action
7	Global Sale Team 1	Sale-India	N	India-New Delhi	98721620	Level 8, Geylang Rd ...		isadmin	2014-Mar-15 06:00:28			Edit Remove
6	HR	Human Resource	N	Singapore	98721658	Level 8, Geylang Rd ...		isadmin	2014-Mar-15 05:59:54			Edit Remove
5	Information Service	Information	N	Singapore	98721655	Level 8, Geylang Rd ...		isadmin	2014-Mar-15 05:59:25			Edit Remove
4	Account	Financial	Y	Singapore		Level 8, Geylang Rd ...	July Wang	user1	2014-Mar-13 19:08:53	isadmin	2014-Mar-15 05:58:47	Edit Remove

Create New Department

5.2 Create New Department

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Create Department

create new department page

Department Name *

Please Key in Your Department Name

Operation Area *

Financial (is Financial: Yes)

Region

China-Beijing

Telephone Number

Please Key in Your Telephone Number

Office Address

Please Key in Your Office Address

Reset

Submit

5.3 Update Department and Maintain Department User

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Edit Department

Department Name *

Account

Operation Area *

Financial (is Financial: Yes)

Region

Singapore

Telephone Number

87126971

Office Address

Marks & Spencer Raffles City Singapore 179103

Manager

Select One

Create By

user1

Create Time

2014-Mar-13 19:08:53

Update By

Update Time

Reset

Submit

Only user under this department can be shown at picker list of Manager

User List

Id

User Name

First Name

Last Name

Gender

Birth Date

Email Address

is Administrator

Create By

Create Time

Update By

Update Time

Action

Nothing found to display.

System Administrator IS

Assign User to Department

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Edit Department

Department Name *

Account

Operation Area *

Financial (is Financial: Yes)

Region

Singapore

Telephone Number

Please Key in Your Telephone Number

Office Address

some where

Manager

July Wang

Create By

user1

Create Time

2014-Mar-13 19:08:53

Update By

isadmin

Update Time

2014-Mar-15 05:51:14

Reset

Submit

can unassing user from this department

User List

Id

User Name

First Name

Last Name

Gender

Birth Date

Email Address

is Administrator

Create By

Create Time

Update By

Update Time

Action

38

account-user2-manager

July

Wang

F

1974-Jan-09

account-user2-manager@gmail.com

N

isadmin

2014-Mar-15 05:49:26

Remove

37

account-user1

Jacky

Liang

M

1989-Jan-18

financial-user1@gmail.com

N

Remove

System Administrator IS

User One

User Thress

User Two

System Administrator IS

Assign User to Department

Can assign user who don't have any department yet into this department

5.4 View Department

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Maintain Department

Department List

One item found.1

click department name to view department detail

Id	Department Name	Operation Area	is Financial	Region	Telephone Number	Office Address	Manager	Create By	Create Time	Update By	Update Time	Action
4	Account	Financial	Y	Singapore		some where		user1	2014-Mar-13 19:08:53			Edit Remove

Create New Department

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain User
Maintain Department
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

View Department

to view department detail information

Department Name

Account

Operation Area

Finacial (is Financial: Yes)

Region

Singapore

Telephone Number

Office Address

some where

Manager

System Administrator IS

Create By

user1

Create Time

2014-Mar-13 19:08:53

Update By

isadmin

Update Time

2014-Mar-15 05:51:14

User List

Here is users who belong to this department

Id	User Name	First Name	Last Name	Gender	Birth Date	Email Address	is Administrator	Create By	Create Time	Update By	Update Time
38	account-user2-manager	July	Wang	F	1974-Jan-09	account-user2-manager@gmail.com	N	isadmin	2014-Mar-15 05:49:26		
37	account-user1	Jacky	Liang	M	1989-Jan-18	financial-user1@gmail.com	N	isadmin	2014-Mar-15 05:48:58		

5.5 Remove Department

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain User
Maintain Department
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Maintain Department

Department List

click "Remove" to delete department, after that all users belong to this department will become unassign

4 items found, displaying all items 1

Department Id	Department Name	Operation Area	is Financial	Region	Telephone Number	Office Address	Manager	Create By	Create Time	Update By	Update Time	Action
7	Global Sale Team 1	Sale-India	N	India-New Delhi	98721620	Level 8, Geylang Rd ...		isadmin	2014-Mar-15 06:00:28			Edit Remove
6	HR	Human Resource	N	Singapore	98721658	Level 8, Geylang Rd ...		isadmin	2014-Mar-15 05:59:54			Edit Remove
5	Information Service	Information	N	Singapore	98721655	Level 8, Geylang Rd ...		isadmin	2014-Mar-15 05:59:25			Edit Remove
4	Account	Finacial	Y	Singapore		Level 8, Geylang Rd ...	July Wang	user1	2014-Mar-13 19:08:53	isadmin	2014-Mar-15 05:58:47	Edit Remove

Create New Department

Page 16 of 24

6. Maintain Claim Form

6.1 View Your Claim Form List

Travel Expense Reimbursement Application v2.0

[Dashboard](#)
[Maintain User](#)
[Maintain Department](#)
[Maintain Claim Form](#)
[Report](#)
[Edit Password](#)
[Expire Remember Me](#)
[Sign Out](#)

Maintain Claim Form

Claim Form List (Saved & Rejected)

One item found.1

Id	Year-Month	Total	Department	By Manager	Approval Time	Rejected By	Reject Time	Create Time	Update Time	Action
81	2014-April	0.00	Information Service					2014-Apr-11 20:41:54		Edit Remove Submit

Claim Form List (Submitted)

No items found.1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time
----	------------	-------	------------	------------	---------------	--------------	---------------	-------------	-------------

Nothing found to display.

Claim Form List (Department Approved)

One item found.1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time
63	2013-September	50.00	Information Service	System Administrator IS	2014-Apr-12 03:11:24			2014-Apr-11 20:40:37	2014-Apr-12 03:11:24

Claim Form List (Financial Approved)

40 items found, displaying 1 to 3 [[First/Prev](#)] 1, 2, 3, 4, 5, 6, 7, 8 [[Next/Last](#)]

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time
77	2014-March	50.00	Information Service	System Administrator IS	2014-Apr-12 01:48:42	Judy Wang	2014-Apr-12 01:49:05	2014-Apr-11 20:41:41	2014-Apr-12 01:49:05
78	2014-March	30.20	Information Service	System Administrator IS	2014-Apr-12 01:48:44	Judy Wang	2014-Apr-12 01:49:04	2014-Apr-11 20:41:45	2014-Apr-12 01:49:04
83	2014-February	300.00	Information Service	System Administrator IS	2014-Apr-12 01:48:43	Judy Wang	2014-Apr-12 01:49:04	2014-Apr-11 01:48:11	2014-Apr-12 01:49:04

Create New Claim Form

6.2 View Approval Manager and Department Information

Claim Form List (Manager Approved)

2 items found, displaying all items 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time
29	2013-March	0.00	Information Service	System Administrator IS	2014-Mar-15 06:46:12			2014-Mar-15 06:40:58	2014-Mar-15 06:46:12
31	2013-April	0.00	Information Service	System Administrator IS	2014-Mar-15 06:46:09			2014-Mar-15 06:41:09	2014-Mar-15 06:46:09

Claim Form List (Financial Approved)

No items found.1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time
----	------------	-------	------------	------------	---------------	--------------	---------------	-------------	-------------

Nothing found to display.

View Approval Manager and Department Information

Manager to Approve:

System Administrator IS (Email: isadmin@google.com)

Financial to Approve:

Account (Telephone: Not Available)

Create New Claim Form

6.3 Create New Claim Form

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Maintain Claim Form

Claim Form List (Save)

No items found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
Nothing found to display.										

Claim Form List (Submit)

No items found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
Nothing found to display.										

Claim Form List (Manager Approved)

No items found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
Nothing found to display.										

Claim Form List (Financial Approved)

No items found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
Nothing found to display.										

Click this button to create new claim form

Create New Claim Form

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Create Claim Form

Year of Travel * 2014

Month of Travel * January

Reset Submit

Select Year and Month then click Submit button

6.4 Update Claim Form and Maintain Items

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Maintain Claim Form

Claim Form List (Save)

new claim form is created, click "Edit" to add items into form

One item found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
27	2014-January	0.00						2014-Mar-15 05:12:35		Edit Remove Submit

Claim Form List (Submit)

No items found 1

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain User
Maintain Department
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Create Claim Form Item

only the date at same year and month can be selected

Claim Date * Please Key in the Claim Date

Claim Type *

Claim Description

Claim Amount *

January 2014

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain User
Maintain Department
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Create Claim Form Item

Claim Date *
2014-Jan-1

Claim Type *

Allowance (Shift)
Allowance (Meal)
Transport (Airfare)
Transport (MRT/Bus)
Transport (Taxi)
Transport (Rental Car)
Transport (Parking)
Transport (Train)
Transport (Other)
Miscellaneous (Phone)
Miscellaneous (Hotel)
Miscellaneous (Visa)
Miscellaneous (Meeting)
Miscellaneous (Laundry)
Other

Claim Description

Claim Amount *

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain User
Maintain Department
Maintain Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

Edit Claim Form

Year of Travel

2014

Month of Travel

January

Total

150.00

Status

Saved

Department

Requested By

System Administrator IS

Create By

isadmin

Create Time

2014-Mar-15 05:12:35

Update By

Update Time

2014-Mar-15 06:38:35

Submit to Approval

can be submit the claim form

Claim Form Item List

can edit or remove item

Id	Claim Date	Claim Type	Claim Description	Claim Amount	Create By	Create Time	Update By	Update Time	Action
26	2014-Jan-01	Transport (Train)		150.00	isadmin	2014-Mar-15 06:38:35			Edit Remove

Create New Claim Form Item

6.5 View Claim Form

Travel Expense Reimbursement Application v1.0

Dashboard
Maintain Claim Form
Monitor Claim Form
Report
Edit Password
Expire Remember Me
Sign Out

View Claim Form

view claim form details

Year of Travel

2014

Month of Travel

January

Total

475.30

Status

Submitted

Department

Requested By

System Administrator IS

Create By

isadmin

Create Time

2014-Mar-15 05:12:35

Update By

isadmin

Update Time

2014-Mar-15 06:40:36

Claim Form Item List

all items of this claim form

Id	Claim Date	Claim Type	Claim Description	Claim Amount	Create By	Create Time	Update By	Update Time
28	2014-Jan-14	Transport (Train)	train	300.00	isadmin	2014-Mar-15 06:40:20		
27	2014-Jan-22	Miscellaneous (Phone)	something	25.30	isadmin	2014-Mar-15 06:40:03		
26	2014-Jan-01	Transport (Train)		150.00	isadmin	2014-Mar-15 06:38:35		

6.6 Remove Claim Form

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Maintain Claim Form

Claim Form List (Save)

One item found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
27	2014-January	0.00						2014-Mar-15 05:12:35		Edit Remove Submit

Claim Form List (Submit)

click "Remove" to delete the form

6.7 Submit Claim Form

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Maintain Claim Form

Claim Form List (Save)

One item found 1

Id	Year-Month	Total	Department	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	Action
27	2014-January	0.00						2014-Mar-15 05:12:35		Edit Remove Submit

Claim Form List (Submit)

click "Submit" to submit the form for department manager to approval

7. Monitor Claim Form

7.1 View All Claim Forms List

Travel Expense Reimbursement Application v1.0

Dashboard	Monitor Claim Form																																																																																																										
Maintain Claim Form	Claim Form List (Save)																																																																																																										
Monitor Claim Form	7 items found, displaying all items. 1																																																																																																										
Report	<table> <tr> <th>Id</th><th>Year-Month</th><th>Total</th><th>Status</th><th>Department</th><th>Request By</th><th>By Manager</th><th>Approval Time</th><th>By Financial</th><th>Approval Time</th><th>Create Time</th><th>Update Time</th></tr> <tr> <td>33</td><td>2013-April</td><td>0.00</td><td>Saved</td><td>Information Service</td><td>System Administrator IS</td><td></td><td></td><td></td><td></td><td>2014-Mar-15 06:41:27</td><td></td></tr> <tr> <td>32</td><td>2013-April</td><td>0.00</td><td>Saved</td><td>Information Service</td><td>System Administrator IS</td><td></td><td></td><td></td><td></td><td>2014-Mar-15 06:41:16</td><td></td></tr> <tr> <td>31</td><td>2013-April</td><td>0.00</td><td>Manager Approved</td><td>Information Service</td><td>System Administrator IS</td><td>System Administrator IS</td><td>2014-Mar-15 06:46:09</td><td></td><td></td><td>2014-Mar-15 06:41:09</td><td>2014-Mar-15 06:46:09</td></tr> <tr> <td>30</td><td>2013-April</td><td>56.10</td><td>Submitted</td><td>Information Service</td><td>System Administrator IS</td><td></td><td></td><td></td><td></td><td>2014-Mar-15 06:41:04</td><td>2014-Mar-15 06:41:46</td></tr> <tr> <td>29</td><td>2013-March</td><td>0.00</td><td>Manager Approved</td><td>Information Service</td><td>System Administrator IS</td><td>System Administrator IS</td><td>2014-Mar-15 06:46:12</td><td></td><td></td><td>2014-Mar-15 06:40:58</td><td>2014-Mar-15 06:46:12</td></tr> <tr> <td>28</td><td>2013-February</td><td>0.00</td><td>Saved</td><td>Information Service</td><td>System Administrator IS</td><td></td><td></td><td></td><td></td><td>2014-Mar-15 06:40:53</td><td></td></tr> <tr> <td>27</td><td>2014-January</td><td>475.30</td><td>Submitted</td><td></td><td>System Administrator IS</td><td></td><td></td><td></td><td></td><td>2014-Mar-15 05:12:35</td><td>2014-Mar-15 06:40:36</td></tr> </table>											Id	Year-Month	Total	Status	Department	Request By	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time	33	2013-April	0.00	Saved	Information Service	System Administrator IS					2014-Mar-15 06:41:27		32	2013-April	0.00	Saved	Information Service	System Administrator IS					2014-Mar-15 06:41:16		31	2013-April	0.00	Manager Approved	Information Service	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:09			2014-Mar-15 06:41:09	2014-Mar-15 06:46:09	30	2013-April	56.10	Submitted	Information Service	System Administrator IS					2014-Mar-15 06:41:04	2014-Mar-15 06:41:46	29	2013-March	0.00	Manager Approved	Information Service	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:12			2014-Mar-15 06:40:58	2014-Mar-15 06:46:12	28	2013-February	0.00	Saved	Information Service	System Administrator IS					2014-Mar-15 06:40:53		27	2014-January	475.30	Submitted		System Administrator IS					2014-Mar-15 05:12:35	2014-Mar-15 06:40:36
Id	Year-Month	Total	Status	Department	Request By	By Manager	Approval Time	By Financial	Approval Time	Create Time	Update Time																																																																																																
33	2013-April	0.00	Saved	Information Service	System Administrator IS					2014-Mar-15 06:41:27																																																																																																	
32	2013-April	0.00	Saved	Information Service	System Administrator IS					2014-Mar-15 06:41:16																																																																																																	
31	2013-April	0.00	Manager Approved	Information Service	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:09			2014-Mar-15 06:41:09	2014-Mar-15 06:46:09																																																																																																
30	2013-April	56.10	Submitted	Information Service	System Administrator IS					2014-Mar-15 06:41:04	2014-Mar-15 06:41:46																																																																																																
29	2013-March	0.00	Manager Approved	Information Service	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:12			2014-Mar-15 06:40:58	2014-Mar-15 06:46:12																																																																																																
28	2013-February	0.00	Saved	Information Service	System Administrator IS					2014-Mar-15 06:40:53																																																																																																	
27	2014-January	475.30	Submitted		System Administrator IS					2014-Mar-15 05:12:35	2014-Mar-15 06:40:36																																																																																																
Edit Password																																																																																																											
Expire Remember Me																																																																																																											
Sign Out																																																																																																											

8. Report

8.1 View Report List

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain Claim Form

Monitor Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Report

Report List

1. Individual Claim Summary Report

2. Individual Claim Items Report

8.2 Preform Report

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain Claim Form

Monitor Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Individual Claim Summary Report

If for financial department user, can select other user from a picker list

User

All

System Administrator IS

Jacky Liang

User One

User Thress

User Two

July Wang

All

Year of Travel

Month of Travel

Status

Report Type

Simple

Reset

Show Report

Download

Travel Expense Reimbursement Application v1.0

Dashboard

Maintain User

Maintain Department

Maintain Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Individual Claim Summary Report

for non-financial department user, only can retrieval report for himself

User

System Administrator IS

Year of Travel

All

Month of Travel

All

Status

All

Report Type

Simple

Reset

Show Report

Download

Dashboard

Maintain Claim Form

Monitor Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Individual Claim Summary Report

User	All	▼
Year of Travel	All	▼
Month of Travel	All	▼
Status	All	▼
Report Type	Simple	▼
<input type="button" value="Reset"/> <input type="button" value="Show Report"/> <input type="button" value="Download"/>		

There is 2 type of reports,
simple and complex

8.2.1 Preform Report (Simple Type)

Individual Claim Summary Report
(2014-Mar-15 07:10:32)

simple report sample

Year	Month	Department	Status	Request By	By Manager	Approval Time	By Financial	Approval Time	Id	Create Time	Update Time	Item Count	Total
2013	February	Information Service	Saved	System Administrator IS					28	2014-Mar-15 06:40:53		0	0.00
	March	Information Service	Manager Approved	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:12			29	2014-Mar-15 06:40:58	2014-Mar-15 06:46:12	0	0.00
	April	Information Service	Saved	System Administrator IS					32	2014-Mar-15 06:41:16		0	0.00
				System Administrator IS					33	2014-Mar-15 06:41:27		0	0.00
			Submitted	System Administrator IS					30	2014-Mar-15 06:41:04	2014-Mar-15 06:41:46	1	56.10
			Manager Approved	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:09			31	2014-Mar-15 06:41:09	2014-Mar-15 06:46:09	0	0.00
2013 subtotal												1	56.10
2014	January		Submitted	System Administrator IS					27	2014-Mar-15 05:12:35	2014-Mar-15 06:40:36	3	475.30
2014 subtotal												3	475.30
Total												4	531.40

8.2.2 Preform Report (Complex Type)

Individual Claim Summary Report
(2014-Mar-15 07:12:25)

complex report sample

Year	Month	Department	Status	Request By	By Manager	Approval Time	By Financial	Approval Time	Id	Create Time	Update Time	Item Count	Total
2013	February	Information Service	Saved	System Administrator IS					28	2014-Mar-15 06:40:53		0	0.00
	March	Information Service	Manager Approved	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:12			29	2014-Mar-15 06:40:58	2014-Mar-15 06:46:12	0	0.00
	April	Information Service	Saved	System Administrator IS					32	2014-Mar-15 06:41:16		0	0.00
				System Administrator IS					33	2014-Mar-15 06:41:27		0	0.00
			Submitted	System Administrator IS					30	2014-Mar-15 06:41:04	2014-Mar-15 06:41:46	1	56.10
			Manager Approved	System Administrator IS	System Administrator IS	2014-Mar-15 06:46:09			31	2014-Mar-15 06:41:09	2014-Mar-15 06:46:09	0	0.00
2013 subtotal												1	56.10
2014	January		Submitted	System Administrator IS					27	2014-Mar-15 05:12:35	2014-Mar-15 06:40:36	3	475.30
Total Across All Categories												4	531.40

8.3 Download Report

