CI6225 – Enterprise Application Development
Individual Assignment 2

User Manual
Travel Expense Reimbursement Application
V2.0

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Contents

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
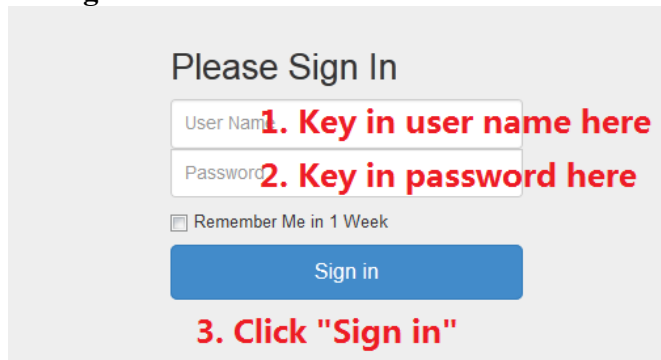(7) Submit Claim Form

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

2.2 Remember Me

2.3 Edit Password

2.4 Expire Remember Me

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

2.5 Sign Out

Sign out from application

Then will go to this page after sign out

You have signed out from the system

Access to System

2.6 Unknown Error Handling

Unknown Error Happen, Please Contact Your System Administrator

Access to System   click here to return the application

2.7 Page Not Found Handling

Page is not Found, Please Contact Your System Administrator

Access to System

3. Dashboard
3.1 View Current User & Department Information

3.2 View Claim Form Pending Approval Information

3.3 View Claim Form for You Approval

3.4 Department Approval

3.5 Financial Approval

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	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

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

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

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 Fisrt 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 Fisrt 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

You can select department if any

| Department | Select One |
| | Select One / Account |

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

4.3 Update User

click "Edit" to edit that user information

Edit User **Here is to edit user page**

Field	Value
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

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

4.5 Remove User

5. Maintain Department
5.1 View Department List

5.2 Create New Department

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 *	Finacial (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 *	Finacial (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 unassinge 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 andy 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	Finacial	Y	Singapore		some where		user1	2014-Mar-13 19:08:53			Edit | Remove

Create New Department

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

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

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

6. Maintain Claim Form
6.1 View Your Claim Form List

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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	Yeat-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	Yeat-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	Yeat-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	Yeat-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-12 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	Yeat-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	Yeat-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

Create New Claim Form

Manager to Approve:	System Administrator IS (Email: isadmin@google.com)
Financial to Approve:	Account (Telepone: Not Available)

6.3 Create New Claim Form

Click this button to create new claim form

Create New Claim Form

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

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

Id	Yeat-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

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	

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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)
Claim Description	
Claim Amount *	

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

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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

can edit or remove item

Claim Form Item List

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

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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	Submited
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

click "Remove" to delete the form

6.7 Submit Claim Form

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

7. Monitor Claim Form
7.1 View All Claim Forms List

Dashboard

Maintain Claim Form

Monitor Claim Form

Report

Edit Password

Expire Remember Me

Sign Out

Monitor Claim Form

Claim Form List (Save)

7 items found, displaying all items.1

Id	Yeat-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	Submited	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	Submited		System Administrator IS					2014-Mar-15 05:12:35	2014-Mar-15 06:40:36

8. Report
8.1 View Report List

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

User	All
Year of Travel	All
Month of Travel	All
Status	All
Report Type	Simple

Reset   Show Report   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	Requset 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
			Submited	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		Submited	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 07:12:20)

complex report sample

Year	Month	Department	Status	Requset 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 06:46:58	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
			Saved Subtotal									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
		Information Service Subtotal										1	56.10
	April Subtotal											1	56.10
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