User Guide

Contrast

# Document Control

***Change Record***

3

***Tester***

| Name | Position |
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***Distribution***

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|  | TAM & BHP | Project Manager |
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1. The copy numbers referenced above should be written into the **Copy Number** space on the cover of each distributed copy. If the document is not controlled, you can delete this table, the Note To Holders, and the **Copy Number** label from the cover page.

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## Travel Assignment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Process ID:** | | **Business Process Description:**  Employee can create their own “Surat Perjalanan Dinas” for their travel assignment on this menu | | | **Process Type:**  System | |
| Step# | Process Step Description | | Path and Action |  | | |
|  |  | |  |  | |  |
| 1 | Login | | There are 2 different login method :  1. User as Employee (using TAM Passport)  First, login via TAM Passport  <https://passport.toyota.astra.co.id>    Login using username and password same as Windows Login.      Click on Contrast Logo    Click on Button Login via SSO (Single Sign On)  2. User as Approver (using Microstrategy)    Login using username and password dedicated for Microstrategy |  | | |
| 2 | Create Travel Assignment | | To Create Travel Assignment press “Travel Assignment Button:    Travel Assignment process start by filling up marked boxes:  **Type participant name on “Add Participant” textbox and then click (B) Add**  **Click (B) Delete in the name on Participant List to delete it from Participant List**    **Travel Purpose (choose from list):**   * Investigation Problem * Customer Complaint * Delivery Unit Lexus * Invitation * Structure Organization changing & Other * Accident * Workshop * Seminar   **Travel Reason :** Write travel reason and number of Flight and Hotel.  For example :  Genba for New Outlet Establishment/Jkt-Sby Depart: GA110/Return: GA451/Hotel: Aston  **Select Destination:**   * Single : if there is only one destination city * Multiple :if there are more than one destination city       **Select Activity (choose from list):**   * Regular * Kyohan * Tango   **Single Destination Form**  **Departure Date :** Fill in the departure date  **Return Date :** Fill in the return date  **Transportation :** Flight/Land  **New or Renewal Passport:** Yes/No  **Destination :** Choose destination city  **Multiple Destination Form**  Fill another single destination form for multiple destination.  Click (B) Add Destination if there are more destination to be visited.  **Travel Document**  Scan all supporting document into one file (.pdf) then Attach by Button Upload.    **Click (B) Estimate Budget**    **Click (B) OK** on Notification floating pane |  | | |
| 3 | Travel Assignment Data Verification | | **Data Verification**  **Click (B) Submit**  Click (B) Cancel if there are some mistakes need to be corrected on Travel Assignment form. |  | | |

## Travel Status

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Process ID:** | | | **Business Process Description:**  Travel Status shows approval status of a travel assignment | | **Process Type:**  System | |
| Step# | Process Step Description | Path and Action | | Expected Results  Actual Results | | |
|  |  |  | |  | |  |
| 1 | Travel Status | To see travel status press “Travel Status” Button:    **Travel Status**  List of Travel Assignment of an employee  Click on (B) Travel Status logo to see the details  In Travel Status there are details about the trip  **Current Status** shows travel approval of th travel assignment itself  **List Participant** shows participant on a trip | | C:\Users\BAMAND~1.RIZ\AppData\Local\Temp\SNAGHTML2f4dab4.PNG | | |

## Travel Execution

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Process ID:** | | | **Business Process Description:** | | **Process Type:**  System | |
| Step# | Process Step Description | Path and Action | | Expected Results  Actual Results | | |
|  |  |  | |  | |  |
| 1 | Travel execution | To submit travel execution proof press “Travel Execution” Button: | |  | | |
| 2 | Details | Inside, you’ll see the travel execution that had been executed. Click the icon to go to next Page    Inside, you have two option to submit the proof, either using **Geo Tagging** or by **Upload Image Related to Your Trip**.  The **Geo Tagging** will be filled automaticly if your GPS got the signal from sattelite.    But for **Upload Image**, you need to click “Browse” button and then select the image you want to upload.    After you select the image you want to upload, the web page gonna remind your image’s file name.    After that, click “SUBMIT” to submit your proof of travel.  When the procces finished, your travel execution item will disappeared from the menu. This indicate, that you successfully submit the proof. | |  | | |

## Settlement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Process ID:** | | | **Business Process Description:** | | **Process Type:**  System | |
| Step# | Process Step Description | Path and Action | | Expected Results  Actual Results | | |
|  |  |  | |  | |  |
| 1 | Settlement Process | To submit travel execution proof press “Travel Settlement” Button:    Click on (B) Travel Confirmation logo to confirm a planned travel.  **Settlement without extended day**  If travel duration is not extended choose “no” option  Meal, Hotel, Ticket suspense and actual value are already stated in the (W) Settlement and it cannot be changed.  If there is extra charge on land transportation, laundry or other expenses that need to be reimbursed, **Write Reimbursed value on each available category and click (B) Choose File to upload exepense receipt as a proof of reimbursement**  **Click (B) Submit to post completed settlement**  **Settlement with extended day**  If travel duration is extended choose “yes” option  Meal, Hotel, Ticket suspense and actual value are already stated in the (W) Settlement and it cannot be changed. **Reimbursement row will be opened on Meal, Hotel and Ticket to let employee submit their extra expense during their extended travel duration**  **Write start date and end date of extended travel duration**  **Click (B) Calculate Meal/day to get meal reimbursement value.**  **Write Hotel and Ticket reimbursement value on available row.**  If there is extra charge on land transportation, laundry or other expenses that need to be reimbursed, **Write Reimbursed value on each available category and click (B) Choose File to upload exepense receipt as a proof of reimbursement**  **Click (B) Submit to post completed settlement** | | C:\Users\BAMAND~1.RIZ\AppData\Local\Temp\SNAGHTMLacf639b.PNG | | |

## Approval

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Process ID** | | **Business Process Description:** | | | **Process Type:**  System | |
| Step# | Process Step Description | | Path and Action | Expected Results | | Actual Results |
|  |  | |  |  | |  |
| 1 | Approval for Approver | | To submit travel execution proof press “Approval” Button: |  | | |
| 2 | Input Receipt | | 1. Click on BTR Number to see Travel Detail 2. To Approve/Reject, click waiting button until it change accordingly 3. After all travel assignment approval status button has been set, click "Submit" a.     if you want to revert all approval status button to "waiting" state again click "Cancel"     1. After approval, process continues to Reject Page. If there is no rejection before the page will be empty and showing links to Home screen. 2. If there is rejection before, click on "Comment" to add rejection After adding comment, click "Submit" button   **a. If mistakenly reject a travel, change approval status button into "Approve" to approve the travel assignment** |  | | |
| 3 | Suggest Participant | | **Local FD have additional feature in Contrast Microstrategy mobile apps Suggest participant allows Local FD to decide which participant can travel or not. This feature only available on Group Travel**  **1. To suggest participant, click on Group Travel and click Suggest Participant Link**   1. **Choose which participant who can participate or not by clicking Allow or Not button beside their name.**   a. Use Reject All or Approve all button to apply all selection to all participant name   1. **Click "Submit" to approve travel request.** |  | | |

## Data Analytic

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| --- | --- | --- | --- | --- | --- | --- |
| **Business Process ID** | | **Business Process Description:** | | | **Process Type:**  System | |
| Step# | Process Step Description | | Path and Action | Expected Results  Actual Results | | |
|  |  | |  |  | |  |
| 1 | Data Analytic for Approver | | To see Data Analytic proof press “Analytic” Button: |  | | |
| 1 | **Travel Analytic for Approver** | | **For BOD level, Analytic can see all division in TAM,**  1. Filter division to analyze by using filter division search box |  | | |