1. Different Types of Employees like roles/grades

Attached in email

1. Roles applicable of approval process

**Employee**----(Submit to Next level)**🡪**

**Cost Center Manager---(**Approves/Rejects**)**🡪

**HR Manager** 🡪**(**Submit**)**

**HR Department Travel coordinator**

1. Schema of the current database without any specific employee personal data

SQL server used here is 2016

(SSMS) SQL Server Management Studio is  v17.3.

Other details PFA to the email.

1. Number of users of the system –

**Total Users - 1200** (Which includes Business trip users also.)

**Business Trip users** alonearound **30 -50**

1. Report Formats like PDF/Word etc

**Submission form** like RFQ, LPO etc (to be attached in email) – PDF format

**Report** (which includes all the data to be pulled for Audit purpose ) – Excel format

1. Details to be captured from employee

*Please refer to the attachment -* ***BTC - Screenshots of Webforms*** *which was a sample Web form which BTC team showed me as a reference, a part of ESS project. These are the similar fields which the employee may need to fill in as part of Business Travel. We can have a discussion on this if required.*

***Requirement*: 4 sections are required as below**

* + Flight Tickets Booking section
  + Airport Pickup Booking Module section
  + Hotel Booking section
  + Visa Requirement section (*To the destination country if any*) -🡪 This was a new requirement discussed by BTC yesterday. Please let me know the feasibility of the same

**Pre-populated Information on the Initial Web page**: (*requirements as specified by BTC)*

* Application reference Number – *Auto generated Number*; *Format to be provided by BTC*
* Passport Number - (*Display status*)
* Passport Expiry
* Qatar ID - (*Display status*)
* QID Expiry
* BTC Employee Code
* HR Works Employee ID < *Hidden field* > (*this is the primary key value which BTC uses to pull out data from Data Table. This value May or May Not be included, as per the coding requirement)*
* Employee Position Code - *(this is the field which controls the Flight/Hotel section drop down menu)*
* Employee Name
* Cost Centre
* Location (Business Unit)
* Department
* Section
* Designation
* Department Head
* Cost Center Head
* Contact Details

7. Details to be captured from HR Manager

* Comments / Remarks (Mandatory field)
* Daily allowance
* Visa allowance

8. Details to be captured from Travel Coordinator

* **RFQ section** (*Submission status icon*) 🡪 *RFQ # - Auto generated Number; RFQ format to be provided by BTC*
* **LPO Section** 🡪 *LPO #- Auto generated Number; LPO format to be provided by BTC*
* +PDF **attachment icon** to attach any additional details

9. Operations to be performed by the administrator of the Business Travel Request Application

* User creation/Employee creation - Business Trip users with Login ID and Password
* Travel Agency Creation for Travel Coordinator (*as per request of Travel coordinator via email*)
* Password Lock/Unlock

10. Operations to be performed by the HR Manger

* Add Comments/Remarks
* Form Submission to Next level

11. Operations to be performed by the Travel Coordinator

* RFQ creation for Each section as below:
  + Flight Tickets Booking section
  + Airport Pickup Booking Module section
  + Hotel Booking section
  + Visa Requirement section (*To the destination country if any*)
* Option to club any of the above sections before emailing to the required Travel agencies 🡪 This was a new requirement discussed by BTC yesterday. Please let me know the feasibility of the same
* RFQ Submission as email
* LPO creation
* LPO Save (*to the Business Travel Request application DB*)
* Employee Intimation (*Details captured from LPO submitted as email to Employee)*
* Report Generation *(as and when required)*

12. Operations to be performed by the Approver

* *Employee -> Submission to next level with Remarks (No Approvals required)*
* ***Cost Center Manager*** *🡪 (Approver Operations required)*
  + *Approval with remarks to next level*
  + *Rejection with remarks back to the employee*
  + *Override Option to the Allowances field manually added by Employee*
* *HR Manger -> Submission to next level with remarks (No Approvals required)*
* *Travel coordinator ->(No Approvals required)*

13. Password expiration policies (if any)

* No Expiry of password needed
* Only Change Password Option needed for Users

14. Screen design or color details

* Any standard design and color preference (Developer’s Option)

15. Number of concurrent users of the application

* Any active employee of BTC can access the application at any time.

**Additional Details:**

Details to be captured from Cost Center Manager

* Comments / Remarks (Mandatory field)

Operations to be performed by the Cost Center Manager

* Add Comments/Remarks
* Approval with remarks to next level
* Rejection with remarks back to the employee
* Override Option to the Allowances field manually added by Employee
* Report Generation *(as and when required)*

*Hotel Options* (Drop Down Menu controlled as per the Employee Position Code)

* 1. 1 Star rated Hotels
  2. 2 Star rated Hotels
  3. 3 Star rated Hotels
  4. 4 Star rated Hotels
  5. 5 or Above Star rated Hotels

*Flight Options* (Drop Down Menu controlled as per the Employee Position Code)

* + 1. Business Class
    2. Economy Class
    3. Premium Economy Class
    4. First Class