**BTC Travel Request System**

**Login** (Authenticated Employees) **Password**

**Main Dashboard**

Change Password

Employee Profile

Annual Travel Request

Notification Dashboard

Business Travel Request

|  |  |  |  |
| --- | --- | --- | --- |
| 1.0 | Sep 30, 2018 | Suresh | Based on the email discussion & Whatapp discussion |

Manage Annual Leaves

Reset Password

**Administrator Module** 🡪 To manage the Travel Request System application

**Login** (Admin Users) **Password**

Admin Dashboard

Manage Users

Organize Approval Hierarchy

Manage Employees

To view all user’s login details and operations

Show the Hierarchy of employee manager and flows

View all employee details fetched from HR Portal

**Approval Module** 🡪 Dept. Manager/HR and Travel Coordinator Use only

**Login** (Authenticated Employee) **Password**

Approver Dashboard

Notification Dashboard

Notification Tag (Approval Request)

Manage Travel Agency

Manage Quotes

Manage LPO

Travel Coordinator Dept.

HR Dept.

Employee Intimation

Reports