

USER MANUAL

FOR

COMMTEL'S TRAVEL REQUISITION

SYSTEM SOFTWARE

USER MANUAL RECORD**DOCUMENT INFORMATION*****Control:***

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USER MANUAL RECORD

Welcome to CommTEL's own travel requisition software application. The application has been designed and developed internally to streamline the travel booking process, making it systematic and user friendly.

There will be 3 login sections as indicated below:

1. Employee login
2. Group head login (Immediate boss)
3. Administrator login

Note: Login page would remain common for all three login indicators above.

1. Employee login:

- 1.1 This login is for employees who want to enter a request for Travel. Username & password would be common for all employees.

Username: commtel

Password: networks

After successful login, the employee will be directed to the home page having 3 types of services viz. 1.Bookings, 2.Rescheduling, 3.Cancellation.

- 1.2 In the 'bookings' section the employee needs to provide basic details before submission. After successful submission, the employee will immediately receive a mail about CommTEL's Travel Requisition unique reference number. Subsequently the employee request will go to the immediate head through an e-mail. Please note that an employee has to remember this reference number for further processes leading to successful travel.
- 1.3 In case of rescheduling or cancellation of bookings the employee will have to use the reschedule or cancellation services using the unique reference number.
- 1.4 In an employee tries to make a booking request on Saturday or Sunday or any working day after 6 PM, he/she would get an alert message saying **"Your booking request has been registered and will be processed in the next working day. In case of emergency please call the administrator"**.

USER MANUAL RECORD**2. Group Head login (Immediate boss):**

- 2.1 In this login section each Group Head (immediate boss) will have their Own unique username and password. Use the username and password to log into Group Head login homepage.
- 2.2 After successful login the immediate head can see the group members' requests on the home page for approval.
- 2.3 Go to the approval button to approve with status and remarks and click on submit button. The approval mail then goes to the administrator. If the administrator is on leave then the mail goes to the immediate initiator for final confirmation before bookings are made.

3. Administrator login:

- 3.1 In this login section administrator having own username and password for login, can view the entire available request with "View Details" button.
- 3.2 If the admin wants information about booking details, reschedule details, cancellation details and approval status about a particular reference number, he can access all info by clicking the "View Details" button.
- 3.3 If admin wants to know a particular employee's booking details among all the requests on home page, he/she can input their reference number on the textbox placed on top and click on the "submit" button.
- 3.4 Once the status approval is done by the Group Head (immediate boss), admin will book e-ticket with respect to the request made by employee.
- 3.5 After final booking admin needs to provide the booked details in a booked details form along with e-ticket. Respective employee and the immediate Head will get an e-mail with e-ticket.
- 3.6 For pending bookings, a list will be available in the 'pending list' section and the pending list will be received by the administrator as an e-mail every day.
- 3.7 Search option is available in the search section with excel file conversion.