



SCHWING
Stetter

EA19-PRJ005-8040XXXX-01-01

SCHWING Travel Management System
User Guide

Installation and Operation :

1. Click the app and install in your mobile phone.
2. After installing the app,
 - 2.1. The **login** screen shows up as below Img 1.
 - 2.2. Click on **Sign up here** to signing up if not signed up. Sign up screen is shown in Img 2.

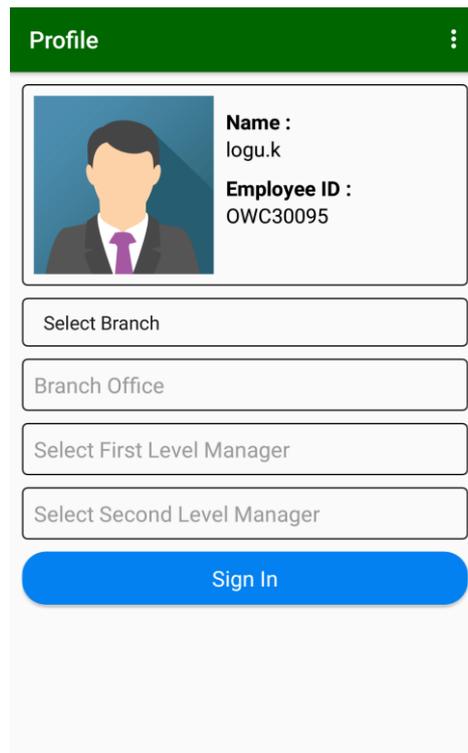


Img 1.: Login Page.



Img 2.: Sign up Page.

- 2.3. After **sign up** user will be redirected to **profile page** as shown in image Img 3.
 - 2.3.1. On profile page enter the details mentioned and click on **sign in** button to go to home page.



The image shows a mobile application profile page. At the top, there is a green header with the word "Profile" and a three-dot menu icon. Below the header is a white card containing a placeholder for a profile picture on the left and text on the right: "Name : logu.k" and "Employee ID : OWC30095". Underneath the card are four white input fields with rounded corners, each containing a label: "Select Branch", "Branch Office", "Select First Level Manager", and "Select Second Level Manager". At the bottom of the page is a prominent blue rounded button with the text "Sign In".

Img 3.: Refer above image for Profile Page.

- 2.4.** Choose the **Login type** by checking the radio button (for direct login after sign up process is done)
- 2.4.1.** For **LDAP** type login enter official email id and password
 - 2.4.2.** For **Native** type login employee Id as username and password

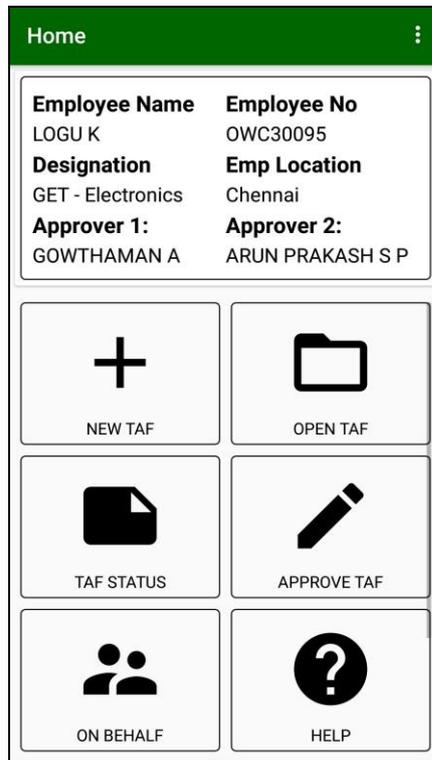


The image shows a mobile application login screen. At the top, there is a green header with the word "Login". Below the header is a white card containing the SCHWING Stetter logo on the left and the text "SCHWING Stetter" and "Login" on the right. Underneath the logo and text are two radio buttons: "LDAP" (which is selected) and "Native". Below the radio buttons are two input fields: "User Name" and "Password". The "Password" field has a small eye icon to its right. At the bottom of the card is a blue rounded button with the text "SIGN IN". Below the button are two lines of text: "Don't have account? [Sign up here](#)" and "Help? [Click here](#)".

Img 4.: Refer above image for login screen.

2.5. After Login first page is the ‘**Home page**’, following are the points to be remembered on the page:

- 2.5.1. On the top employee information is given.
- 2.5.2. In the centre page you can find **NEW TAF, OPEN TAF, TAF STATUS, APPROVE TAF, ON BEHALF** buttons.



Img 5.: Refer above image for Home Page.

2.6. **New TAF** button is as shown in below image, following are the points to remember:

2.6.1. All the details asked within this page are mandatory. Following is brief detail about the information asked:

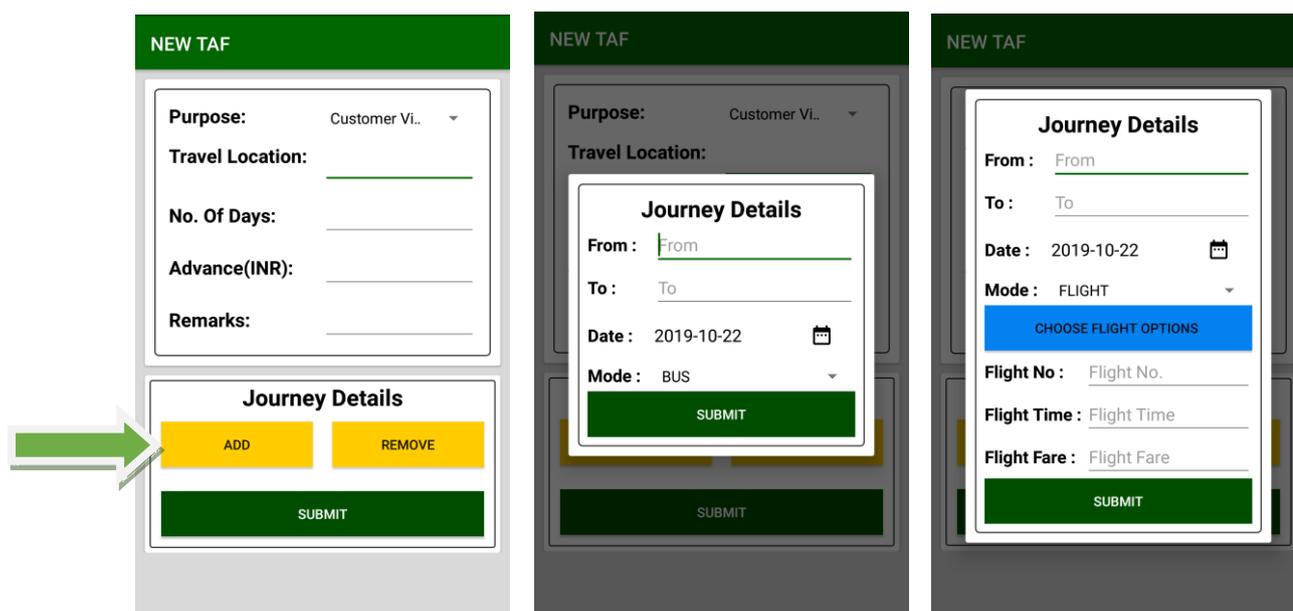
- 2.6.1.1. **Purpose:** Purpose of visit.
- 2.6.1.2. **Travel location:** City to which you are travelling
- 2.6.1.3. **No. of Days:** Total No. of days travelling for
- 2.6.1.4. **Advance:** Any Advance amount required from the company
- 2.6.1.5. **Remarks:** Any remarks or information about travel to be mentioned

2.6.2. Journey details should be mentioned. ‘**Add**’ and ‘**Remove**’ button will add a new journey or remove journey respectively from the Journey Detail table. If more than one travelling location add new travel and mention in it.

Following information is asked here:

- 2.6.2.1. **From:** Travel starting location
- 2.6.2.2. **To:** Travel end location
- 2.6.2.3. **Date:** Travelling date.

- 2.6.2.4. **Mode:** Mode of travel, to be selected from the dropdown list.
- 2.6.2.5. **Flight No.:** Mention Flight number in case of flight travel. Flight details can be checked by clicking the **CHOOSE FLIGHT OPTIONS** button.
- 2.6.2.6. **Time:** Mention the time of flight.
- 2.6.2.7. **Amount:** Mention the amount of the flight ticket.
- 2.6.3. Click **‘Submit’** button to submit the TAF. All submitted TAF can be seen on the **‘TAF STATUS’** button under **‘NEW TAF’** button.

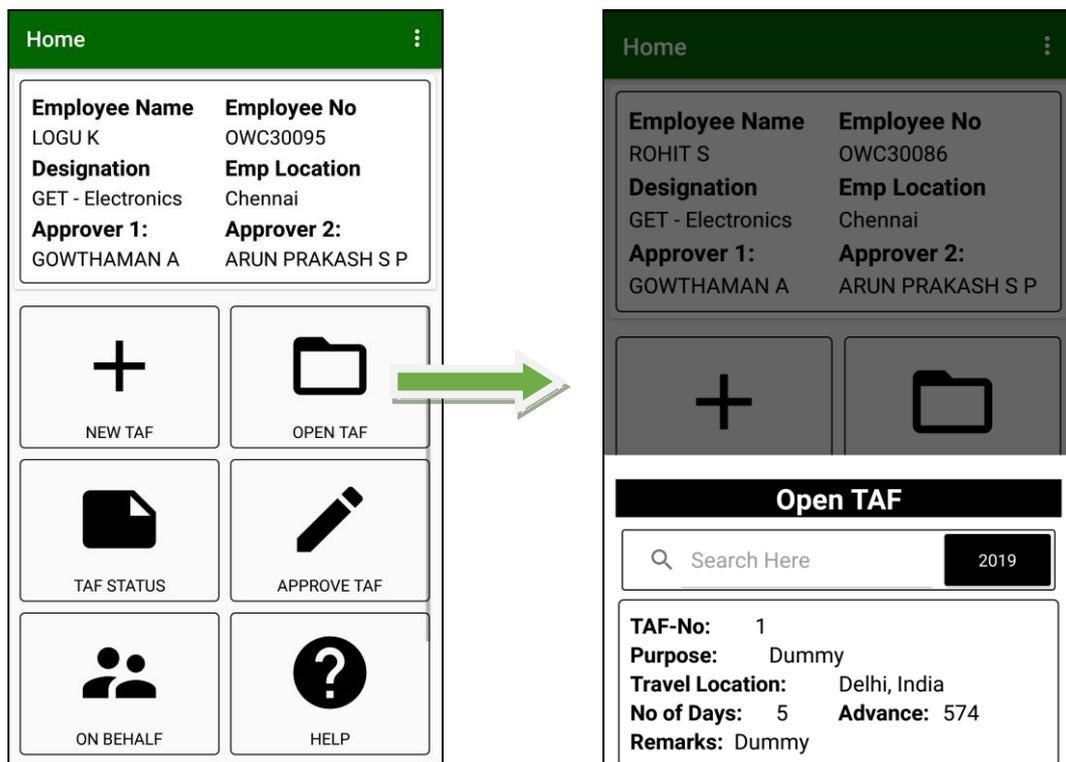


Img 6.: Refer above image for New TAF Page.

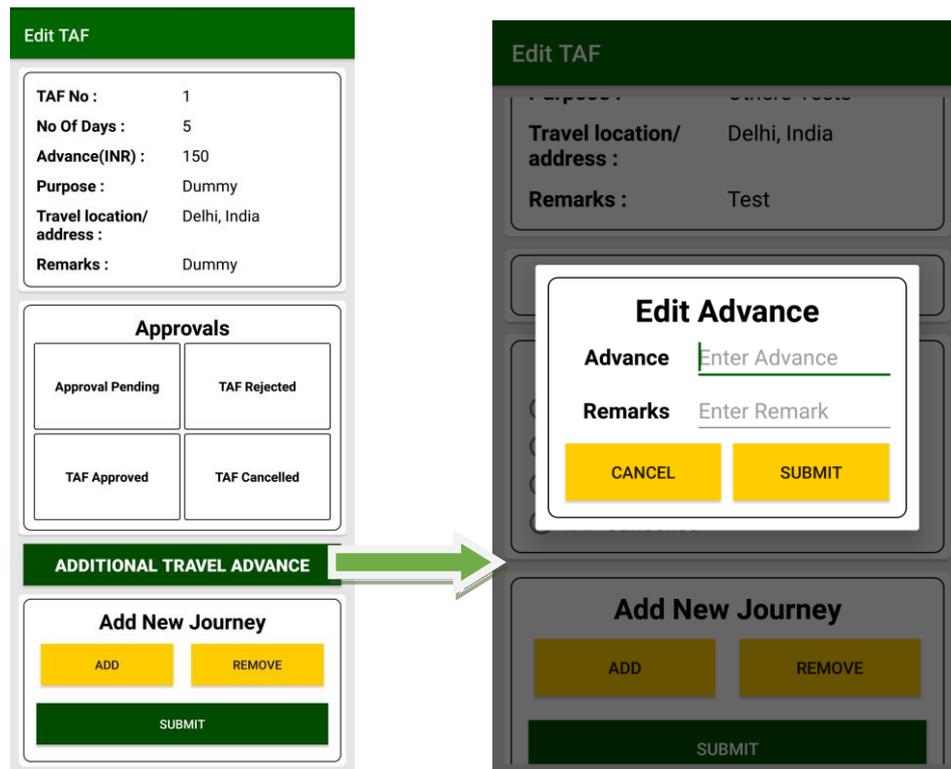
2.7. **Open TAF** button in **‘Home Page’**, on clicking it you are directed to **Open TAF** portion for the TAF and it is as shown in below image (Img 7.) on clicking a particular TAF, you will get the detail view of that TAF, following are the points to remember:

- 2.7.1. In the selected TAF details are shown (refer Img 8.) you will get the detail view of your travel along with radio buttons for **Approval Pending**, **TAF Approved**, **TAF Rejected** and **TAF Cancelled** you will also get options to add more travel.
- 2.7.2. Extra Amount approval can be submitted via **Additional Travel Advance** once per TAF (this extra amount will be approved by the reporting manager).
- 2.7.3. In **‘TAF STATUS’** TAF status is shown in different tabs as:
 - 2.7.3.1. **Approvals Pending:** Shows TAF waiting to be sent to Travel desk and manager. Here if you click the TAF you will alert box to cancel journey, On clicking **YES** button will be cancelled for that particular travel and **NO** is to close that box.(**Note:** In case of cancellation of any travel the user has to cancel all the booking such as hotels/tickets etc. by themselves)

- 2.7.3.2. **TAF Rejected:** Shows TAF rejected by the manager.
- 2.7.3.3. **TAF Approved:** Shows TAF approved and sent to travel desk.
- 2.7.3.4. **TAF Cancelled:** Shows TAF cancelled by the user.
- 2.7.4. In 'Add New Journey' you can add a new journey related to same TAF No. and Purpose. E.g. you want to extend your journey and go to some other place regarding same TAF No.
 - 2.7.4.1. Once the details are filled in the of the new journey click 'Submit' button to send the request to your respective managers.
 - 2.7.4.2. All the details of new travel added in 'Add New Journey Detail' will be shown under 'Approvals' tab.

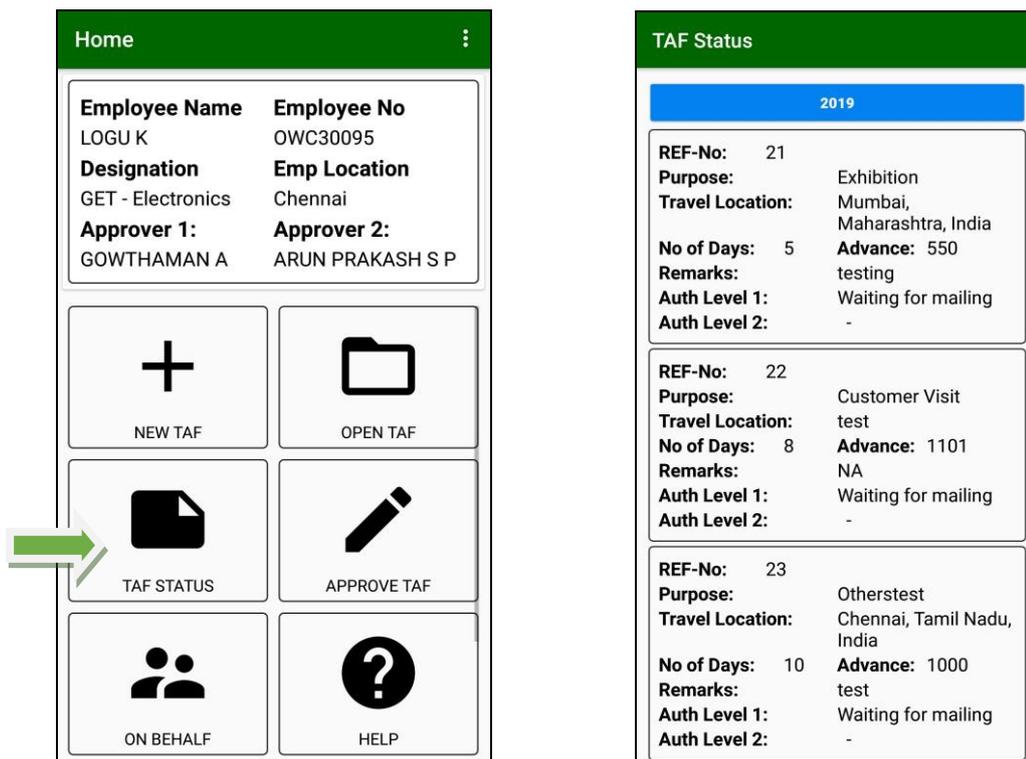


Img 7.: Refer above image for Open TAF.



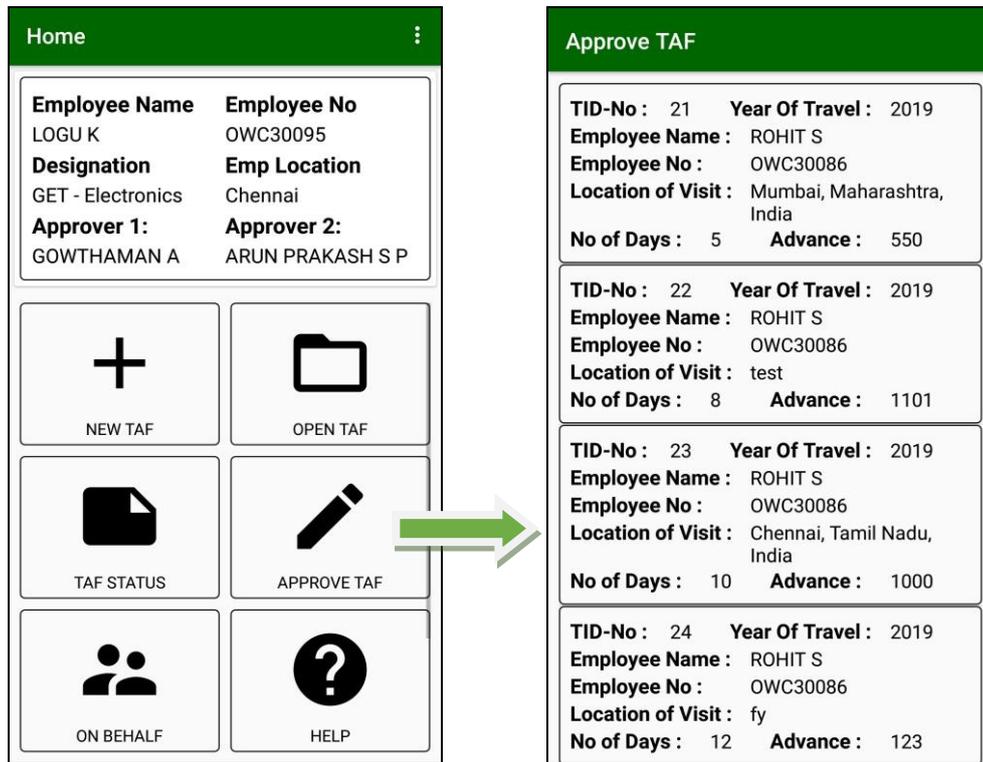
Img 8.: Refer above for open TAF Page.

- 2.8.** In **'TAF STATUS'** button you will get the status of the travel created by the user. Once you click a **'Travel'** following are the points to remember:
- 2.8.1.** On clicking a travel you will get alert box with options to delete and detail for that particular TAF shown in the image below()
 - 2.8.2.** On clicking the **'Detail'** option, you will get the detail view of the travels for that particular TAF().
 - 2.8.3.** On clicking the **'Delete'** option, you will get a alert box to delete the particular TAF, On clicking the **NO** you can close the alert box and on clicking the **YES** the particular TAF gets deleted.

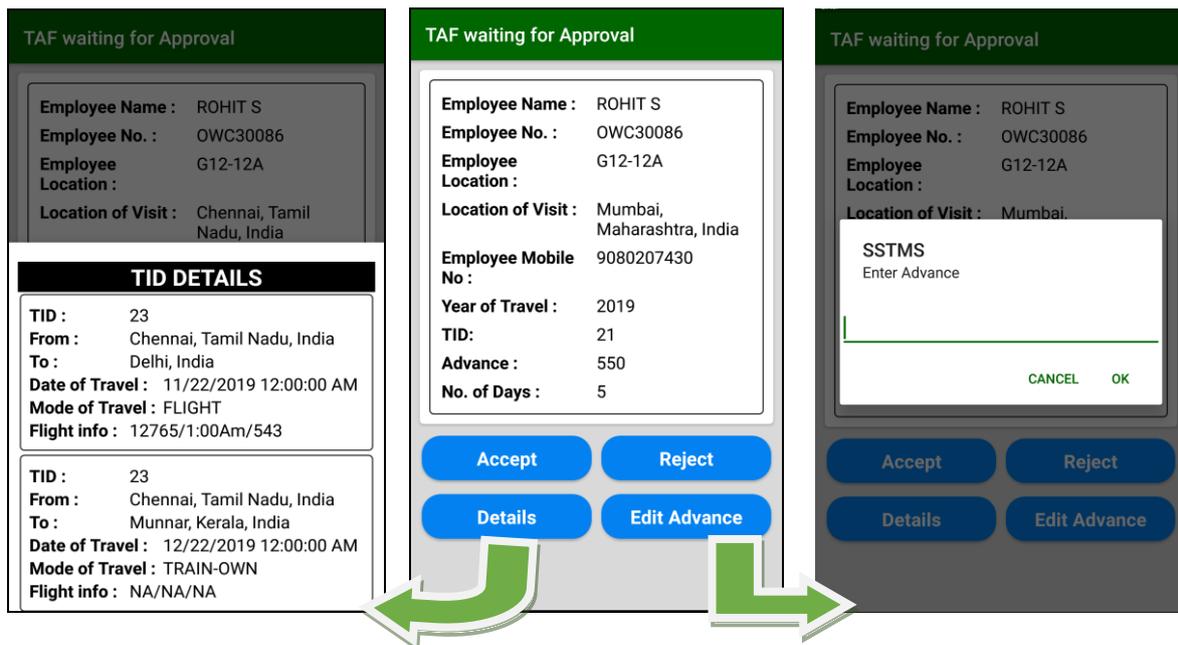


Img 9.: Refer above for TAF Status Page.

- 2.9.** Data of reporting employees (if any) can be checked via ‘**Approve TAF**’ button. Once you click the ‘**Approve TAF**’ button you will see the particular page shown in the image below (Img 8.), following are the points to remember:
- 2.9.1.** On this page you will see employee travels (requested by the employees reporting to the user) pending for approval are shown.
 - 2.9.2.** On clicking the employee travel, you will be directed to the detail view of that employee travel shown in the image ().
 - 2.9.3. Edit Advance:** User can edit the advance requested by the reporting employees by clicking this button (shown in Img 9.).
 - 2.9.4. Accept:** User can approve the particular travel requested clicking the **Accept** button.
 - 2.9.5. Reject:** User can reject the particular travel requested clicking the **Reject** button.
 - 2.9.6. Detail:** User can check the details of travel by clicking **Detail** button (shown in Img. 10).



Img 10.: Refer above for Approval TAF Page.



Img 11.: Refer above for Detail view of approval TAF.

2.10. On behalf button is as shown in below image, following are the points to remember:

2.10.1. Enter the employee name (Select from the auto complete list) and then click the **Search icon** button to get the details of the employee.

2.10.2. All the details asked within this page are mandatory. Following is brief detail about the information asked:

2.10.2.1. Purpose: Purpose of visit.

2.10.2.2. Travel location: City to which you are travelling

2.10.2.3. No. of Days: Total No. of days travelling for

2.10.2.4. Advance: Any Advance amount required from the company

2.10.2.5. Remarks: Any remarks or information about travel to be mentioned

2.10.3. Journey details should be mentioned. ‘**Add**’ and ‘**Remove**’ button will add a new travel or remove travel respectively from the Journey Detail table. If more than one travelling location add new travel and mention in it.

Following information is asked here:

2.10.3.1. From: Travel starting location

2.10.3.2. To: Travel end location

2.10.3.3. Date: Travelling date.

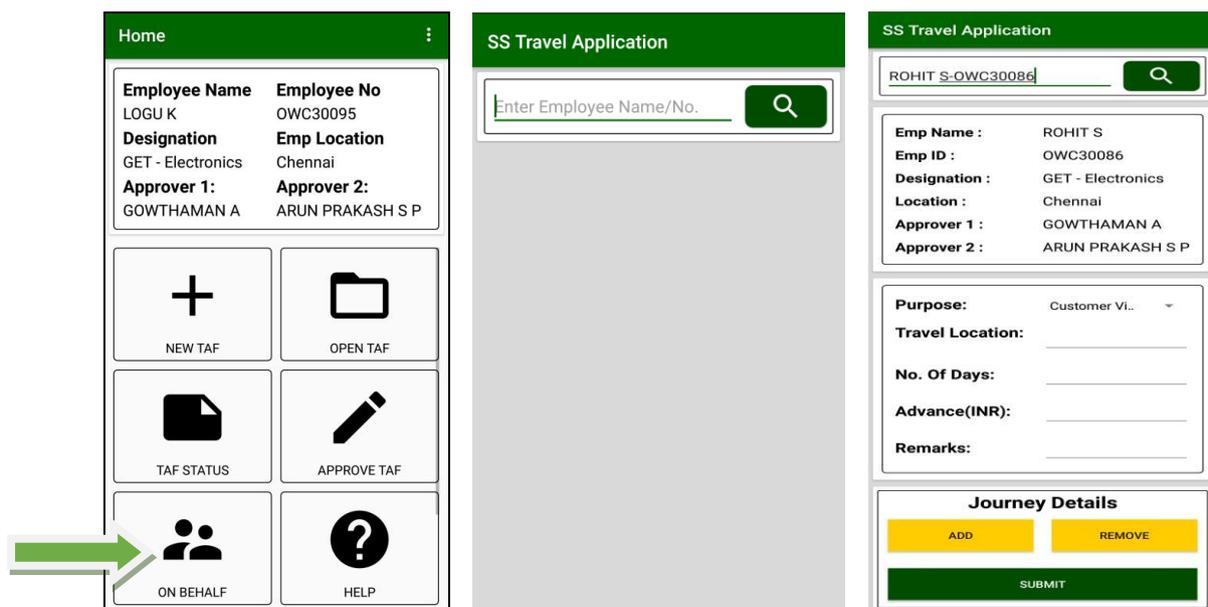
2.10.3.4. Mode: Mode of travel, to be selected from the dropdown list.

2.10.3.5. Flight No.: Mention Flight number in case of flight travel. Flight details can be checked by clicking the **CHOOSE FLIGHT OPTION** button.

2.10.3.6. Time: Mention the time of flight.

2.10.3.7. Amount: Mention the amount of the flight ticket.

2.10.4. Click ‘**Submit**’ button to submit the TAF.



Img 12.: Refer above image for On behalf page.