



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.

Login	Sign Up
SCHWING Stetter	Schwing Stetter Signup
Login	LDAP Native
LDAP Native	User Name
User Name	Employee ID
[Employee ID
Password	Password
<u>ା</u> (ହ)	Password
SIGN IN	Department Select Department
Don't have account? Sign up here	GET STARTED
Help? Click here	Already have an account? Help? Click here



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.



Profile	:
Name : logu.k Employee ID : OWC30095	
Select Branch	
Branch Office	
Select First Level Manager	
Select Second Level Manager	
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

Login
SCHWING Stetter Login
LDAP Native
User Name
Password
Ø
SIGN IN
Don't have account? Sign up here 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. Fight 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.

NEW TAF	NEW TAF	NEW TAF
Purpose: Customer Vi Travel Location:	Purpose: Customer Vi Travel Location:	Journey Details From : From
No. Of Days: Advance(INR):	Journey Details From : From To : To	To: <u>⊺o</u> Date: 2019-10-22 ☐ Mode: FLIGHT ✓
Journey Details	Date : 2019-10-22	CHOOSE FLIGHT OPTIONS Flight No : Flight No. Flight Time : Flight Time Flight Fare : Flight Fare
SUBMIT	SUBMIT	

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.



	Edi	t TAF
	т	ravel location/ Delhi, India
	a	ddress :
		amarka: Taat
		emarks. Test
s		Edit Advance
		Advance Enter Advance
		Remarks Enter Remark
		CANCEL SUBMIT
		Add New Journey
		ADD REMO

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 partcular 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 cliking the **YES** the particular TAF gets deleted.



Home	:	TAF Status
Employee Name LOGU K Designation GET - Electronics Approver 1: GOWTHAMAN A	Employee No OWC30095 Emp Location Chennai Approver 2: ARUN PRAKASH S P	2019REF-No:21Purpose:ExhibitionTravel Location:Mumbai, Maharashtra, IndiaNo of Days:5Advance:So of Days:5Advance:So of Days:5Advance:So of Days:5Advance:So of Days:5Advance:So of Days:5Advance:So of Days:5Advance:Mumbai,
NEW TAF	OPEN TAF	REF-No:22Purpose:Customer VisitTravel Location:testNo of Days:8Advance:No of Days:8Advance:NaAuth Level 1:Waiting for mailingAuth Level 2:-
	APPROVE TAF	REF-No: 23 Purpose: Otherstest Travel Location: Chennai, Tamil Nadu, India No of Days: 10 Advance: 1000 Remarks: test Auth Level 1: Waiting for mailing
ON BEHALF	HELP	Auth Level 2: -

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).



Home	:	Approve TAF
Employee Name LOGU K Designation GET - Electronics Approver 1: GOWTHAMAN A	Employee No OWC30095 Emp Location Chennai Approver 2: ARUN PRAKASH S P	TID-No:21Year Of Travel:2019Employee Name:ROHIT SEmployee No:OWC30086Location of Visit:Mumbai, Maharashtra, IndiaNo of Days:5Advance:550
+		TID-No:22Year Of Travel:2019Employee Name :ROHIT SEmployee No :OWC30086Location of Visit :testNo of Days :8Advance :1101
NEW TAF	APPROVE TAF	TID-No: 23 Year Of Travel: 2019 Employee Name: ROHIT S Employee No: OWC30086 Location of Visit: Chennai, Tamil Nadu, India No of Days: 10 Advance: 1000
ON BEHALF	HELP	TID-No:24Year Of Travel:2019Employee Name:ROHIT SEmployee No:OWC30086Location of Visit:fyNo of Days:12Advance:123

Img 10.: Refer above for Approval TAF Page.

TAF waiting for Approval	TAF waiting for Approval	TAF waiting for Approval
Employee Name : ROHIT S Employee No. : OWC30086 Employee G12-12A Location : OWC30086	Employee Name : ROHIT S Employee No. : OWC30086 Employee G12-12A Location : OUC2000000000000000000000000000000000000	Employee Name : ROHIT S Employee No. : OWC30086 Employee G12-12A Location :
Location of Visit : Chennai, Tamil	Location of Visit : Mumbai, Maharashtra, India	Location of Visit : Mumbai.
	Employee Mobile 9080207430 No :	SSTMS Enter Advance
TID: 23	Year of Travel: 2019	
From : Chennai, Tamil Nadu, India	TID: 21	
To: Delhi, India	Advance: 550	
Date of Travel: 11/22/2019 12:00:00 AM	No. of Days : 5	CANCEL OK
Flight info: 12765/1:00Am/543		
TID: 23	Accept Reject	Accept Reject
From :Chennai, Tamil Nadu, IndiaTo :Munnar, Kerala, India	Details Edit Advance	Details Edit Advance
Date of Travel : 12/22/2019 12:00:00 AM Mode of Travel : TRAIN-OWN Flight info : NA/NA/NA		

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. Fight 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.

nome	:	SS Travel Application	SS Travel Application
Employee Name	Employee No	Enter Employee Name/No.	ROHIT <u>S-OWC30086</u>
LOGU K	Emplocation		Emp Name : ROHIT S
FT - Electronics	Chennai		Emp ID : OWC30086
Approver 1:	Approver 2:		Designation : GET - Electronics
GOWTHAMAN A	ARUN PRAKASH S P		Location : Chennai
001111/00/01/11			Approver 1 : GOWTHAMAN A
			Approver 2: ARUN PRAKASH S
+			Purpose: Customer Vi
NEW TAF	OPEN TAF		Travel Location:
NEW TAF	OPEN TAF		No. Of Days:
NEW TAF	OPEN TAF		No. Of Days:
NEW TAF	OPEN TAF		Travel Location: No. Of Days: Advance(INR): Remarks:
NEW TAF	OPEN TAF		Travel Location: No. Of Days: Advance(INR): Remarks: Journey Details
NEW TAF	OPEN TAF		Travel Location: No. Of Days: Advance(INR): Remarks: Journey Details AdD

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