



User Manual
Corporate Travel Solution
for Approver



1. INTRODUCTION

This manual consists of the help on various functionalities for Approver in the portal. This process will be used by different Approvers who would own a subgroup which would have multiple SPOCs under them. Approver would also approve or reject the bookings raised by the SPOC.

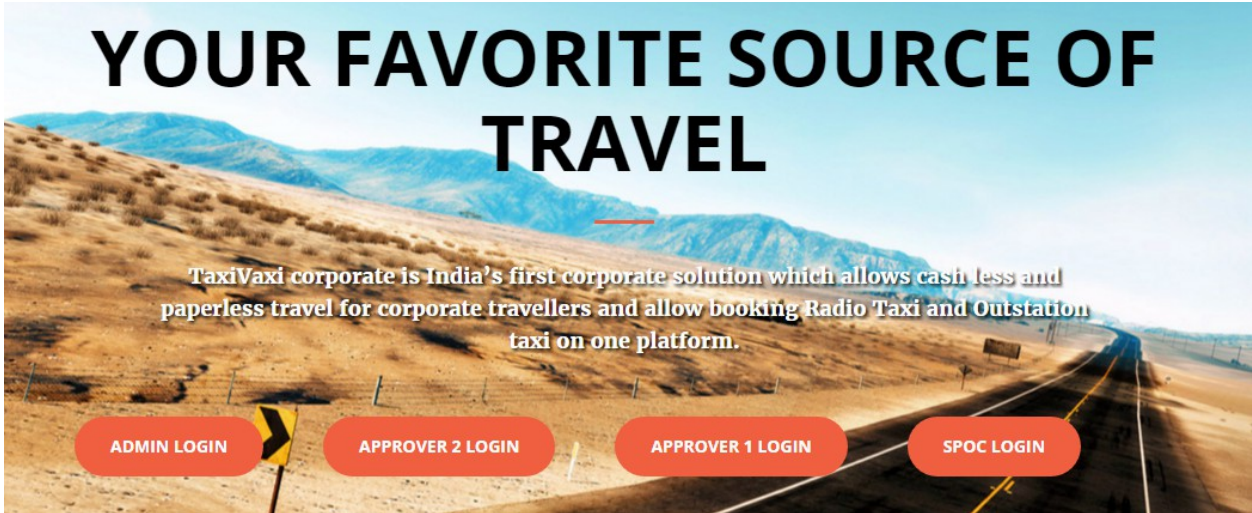
There are 4 modules in the Aprover-1 portal based on the type of service to be done. They are-

- a) Dashboard
- b) Cab Bookings
- c) Bus Bookings
- d) Invoices

The above mentioned processes will be taken one by one in detail in the subsequent sections. The user manual will provide a step by step process of how to execute the different processes.

2. APPROVER LOGIN

Open Link :<http://business.taxivaxi.in/>



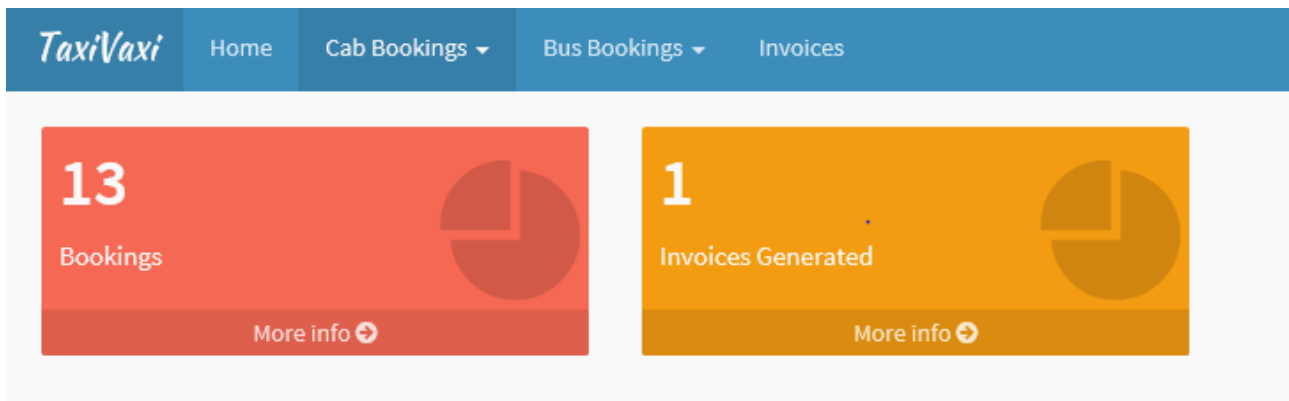
Approver Login Page

The screenshot shows a login page with a green header that says "Sign In - Approver Level 1". Below the header are two input fields: "Username" and "Password". At the bottom of the form is a green button labeled "Sign me in".

Step	Action
(1)	Enter Approver User ID , Password and then click 'Sign Me in'

MainPage

On login-in , the Approver would see the following page.

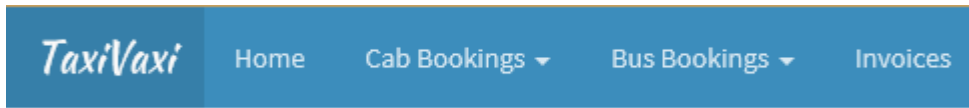


The main page is further divided to following sub modules. Detailed description of these submodules are given in subsequent topics.

- Dashboard
- Cab Bookings
- Bus Bookings
- Invoices



Dash Board



This option would give a snapshot following.

- Bookings
- Invoices generated



13

Bookings

More info ↗

1

Invoices Generated

More info ↗

- On clicking booking options , Approver can see all all the active bookings which the Approver1 can accept or reject.

ACTIVE BOOKINGS														
Accept All Selected		Reject All Selected											Search	
ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Spoc Id/Name	Taxivaxi Status	Approver Status	Accepted/ Rejected By	Accept	Reject	Invoice	Details	
<input type="checkbox"/>	TVTCS231	Outstation	Sector 44, Gurgaon,	02 Mar 2016 - 11:46 am	05 Mar 2016 - 08:00 am	360368/Neeraj Tayal	Pending	Rejected	Approver 1	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	TVTCS230	Local	Sector 29, Gurgaon,	02 Mar 2016 - 11:41 am	03 Mar 2016 - 08:00 am	360368/Neeraj Tayal	Accepted	Accepted	Approver 1		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	TVTCS229	Radio	Dharampeth, Nagpur,	Kamptee Road, Bezonb	02 Mar 2016 - 11:27 am	03 Mar 2016 - 09:00 am	360368/Neeraj Tayal	Accepted	Accepted	Approver 1		<input checked="" type="checkbox"/>		
<input type="checkbox"/>	TVTCS228	Radio	Pashan-Sus Road, Sta	Hadapsar, Pune, Maha	02 Mar 2016 - 09:41 am	03 Mar 2016 - 12:00 pm	360368/Neeraj Tayal	Accepted	Accepted	Approver 1		<input checked="" type="checkbox"/>		
<input type="checkbox"/>	TVTCS227	Radio	Connaught place, new	Kamla Nagar, New Del	02 Mar 2016 - 12:42 am	12 Apr 2016 - 12:41 am	360368/Neeraj Tayal	Accepted	Accepted	Approver 1		<input checked="" type="checkbox"/>		
	TVTCS226	Local	Jaipur, Rajasthan, I		01 Mar 2016 - 11:08 nm	11 Apr 2016 - 11:08 am	360368/Neeraj Taval	Assigned	Accepted	Approver 1				



Accept All / Reject All bookings

Accept All/ Reject All – Approver can approve or reject multiple bookings at one go by clicking on accept all /reject all buttons shown below. Approver needs to select the bookings by clicking on the checkbox and then can approve or reject by pressing the button shown below.



Accept bookings

The approver can accept individual bookings by clicking on the booking line item.

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Spoc Id/Name	Taxivaxi Status	Approver Status	Accepted/ Rejected By	Accept	Reject	Invoice	Details
<input type="checkbox"/> TVTCS231	Outstation	Sector 44, Gurgaon,		02 Mar 2016 - 11:46 am	05 Mar 2016 - 08:00 am	360368/Neeraj Tayal	Pending	Rejected	Approver 1	<input checked="" type="checkbox"/>			

Click here

The system would ask for confirmation in pop up message. Once re-confirmed , the booking is accepted. Once the booking is accepted the approver status changes to “accepted”.

×

Confirm This Action


Accept this Booking?






Close
Yes

SERVICE USER MANUAL
Reject bookings



CORPORATE TRAVEL

Similarly the booking can be rejected by clicking  button.

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Spoc Id/Name	Taxivaxi Status	Approver Status	Accepted/Rejected	Accept	Reject	Invoice	Details
<input type="checkbox"/> TVTCS231	Outstation	Sector 44, Gurgaon,		02 Mar 2016 - 11:46 am	05 Mar 2016 - 08:00 am	360368/Neeraj Tayal	 Pending	 Accepted	Ap				

Click here 



Invoice

Invoice – On clicking invoice icon  , detailed invoice can be seen.

TVTCS226 Local Jaipur, Rajasthan, I 01 Mar 2016 - 11:08 pm 11 Apr 2016 - 11:08 am 360368/Neeraj Tayal ● Assigned ● Accepted Appro [Click here](#)  

Invoice : TVTCS203

Car Model	
Package Name	8 Hrs/ 80 Km
Pickup Date	09 Apr 2016
Pickup Time	11:33 am
Drop Date	09 Apr 2016
Drop Time	12:00 am
Total Hous Done	12
Extra Hours	4
Extra Hours Charge (@Rs125/Hour)	500
Start Km	100
End Km	100
Total Kms Done	0
Extra Kms	0
Extra Kms Charge (@Rs11/Km)	0
Package Base Rate	1400



Approval Status for bookings

The color legends clearly depicts the status of particular booking.



Taxivaxi Status	Approver Status	Accepted/Rejected By(Approver)
● Pending	● Accepted	Approver 1
● Pending	● Pending	


SERVICE USER MANUAL

Detail of Bookings



CORPORATE TRAVEL

TVTCS224 Outstation Mehrauli, New Delhi, 01 Mar 2016 - 12:04 pm 09 Mar 2016 - 12:00 pm ● Pending ● Pending [Click here](#)  

We can see the detailed information about the booking on clicking  .

Booking Details: TVTCS225

Booking Reference No	TVTCS225
Tour Type	Radio
Pickup Location	Sector 44, Gurgaon, Haryana, India
Booking Date	01 Mar 2016 - 01:34 pm
Pickup DateTime	02 Mar 2016 - 10:00 am
Status	Pending
Assessment Code	Skoda Event
Reason for Booking	Praveen wanted to travel to Pune and hence a drop to Airport

Spoc Details

Passenger Name	Neeraj Tayal
Passenger Contact Email	neeraj.tayal@gmail.com

Passenger Details

Passenger 1 Employee Id	110030
Passenger 1 Name	Vinod
Passenger 1 Contact Email	vinod@taxivaxi.com

Driver Details

Driver Name	
Driver Contact No	



The dashboard consists of two main cards. The left card is red and displays '13 Bookings' with a pie chart icon and a 'More info' link with a right-pointing arrow. The right card is orange and displays '1 Invoices Generated' with a pie chart icon and a 'More info' link with a right-pointing arrow.

On clicking above option , Approver can see all all the invoices generated.

INVOICES

ID	Booking DateTime	Pickup DateTime	Spoc Id/Name	Tour Type	Pickup Location	Bill Amount
TVTCS203	28 Feb 2016 - 11:34 am	09 Apr 2016 - 11:33 am	360368/Neeraj Tayal	Local	Ashok Vihar, New Delhi, Delhi, India	Rs.2310

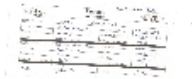
Following functions are provided on this page:-

1. Search – Approver can search the invoices on the basis of name entered.
2. Details – Whenever the Approver clicks on amount under details column , he can see the detailed information about the invoice.

INVOICES

ID	Booking DateTime	Pickup DateTime	Spoc Id/Name	Tour Type	Pickup Location	Bill Amount
TVTCS203	28 Feb 2016 - 11:34 am	09 Apr 2016 - 11:33 am	360368/Neeraj Tayal	Local	Ashok Vihar, New Delhi, Delhi, India	Rs.2310

A red callout box with the text 'click here' and an arrow points to the 'Rs.2310' value in the 'Bill Amount' column of the table.

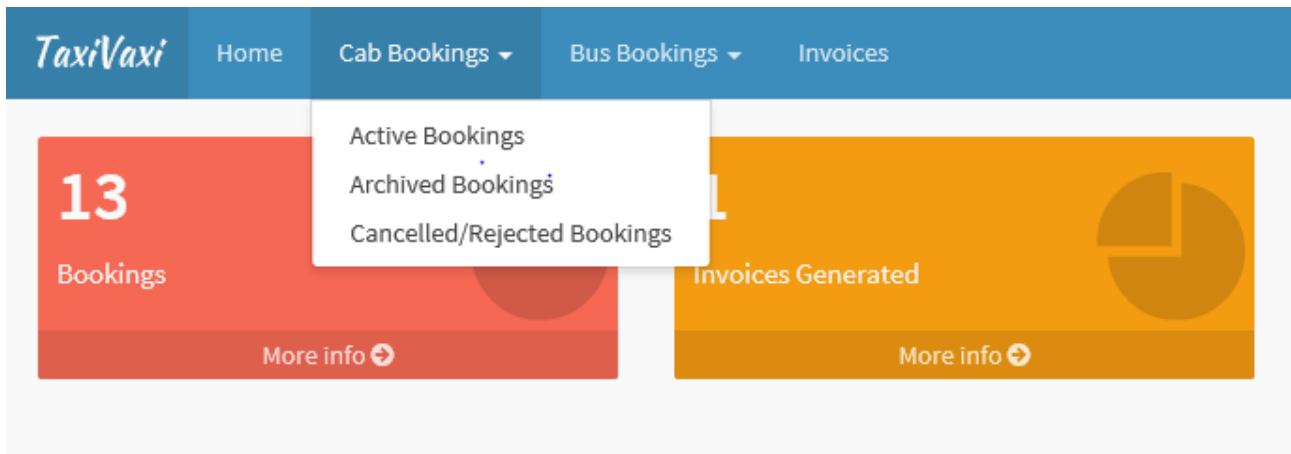


Payin-Slip

Invoice : TVNIKON5215

Car Model	Sedan
Package Name	Outstation
Pickup Date	09 Jun 2016
Pickup Time	10:00 am
Drop Date	10 Jun 2016
Drop Time	01:00 pm
Total Hous Done	2
Extra Hours	0
Extra Hours Charge (@Rs0/Hour)	0
Start Km	72517
End Km	73148
Total Kms Done	631
Extra Kms	131
Extra Kms Charge (@Rs12/Km)	1572
Package Base Rate	6000
Parking Charges	0
Diver Charges	600

Cab Bookings: Active Bookings



This option shows all the bookings that are currently active for a Approver. The functionalities are same as explained above in Dashboard which are accept/reject bookings.

ACTIVE BOOKINGS													
ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Spoc Id/Name	Taxivaxi Status	Approver Status	Accepted/Rejected By	Accept	Reject	Invoice	Details
<input type="checkbox"/>	TVTCS231	Outstation	Sector 44, Gurgaon,	02 Mar 2016 - 11:46 am	05 Mar 2016 - 08:00 am	360368/Neeraj Tayal	Pending	Rejected	Approver 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Q
<input type="checkbox"/>	TVTCS230	Local	Sector 29, Gurgaon,	02 Mar 2016 - 11:41 am	03 Mar 2016 - 08:00 am	360368/Neeraj Tayal	Accepted	Accepted	Approver 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
<input type="checkbox"/>	TVTCS229	Radio	Dharampeth, Nagpur,	02 Mar 2016 - 11:27 am	03 Mar 2016 - 09:00 am	360368/Neeraj Tayal	Accepted	Accepted	Approver 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q
<input type="checkbox"/>	TVTCS228	Radio	Pashan-Sus Road, Hadapsar, Pune,	02 Mar 2016 - 09:41 am	03 Mar 2016 - 12:00 am	360368/Neeraj Tayal	Accepted	Accepted	Approver 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Q

Archived Bookings

TaxiVaxi Home Cab Bookings Bus Bookings Invoices

13

Bookings

More info ↻

1

Invoices Generated

More info ↻

Active Bookings

Archived Bookings

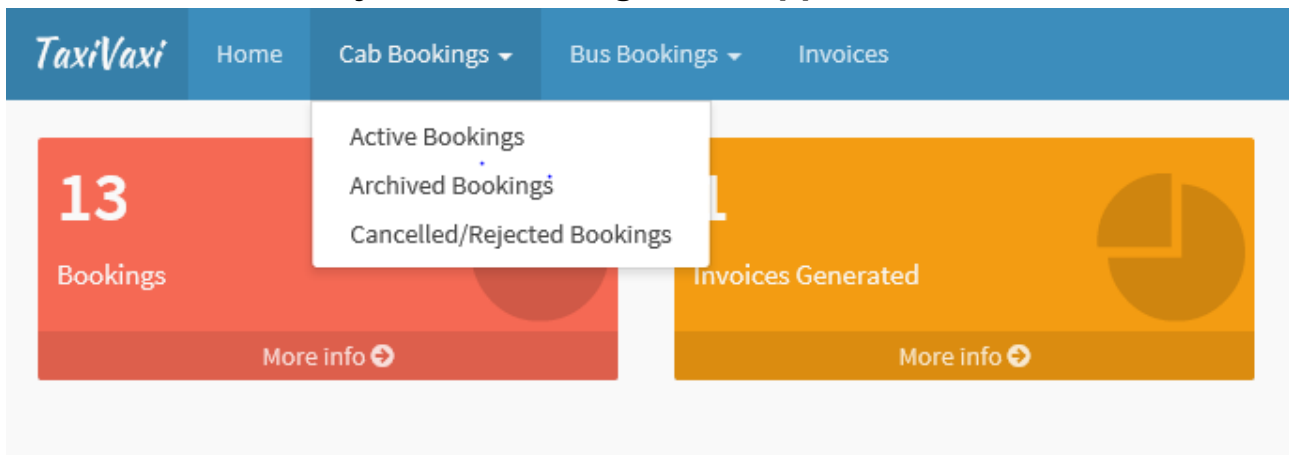
Cancelled/Rejected Bookings

Archived Bookings gives the details of all the bookings prior to a specific date. After certain days, all the bookings are moved to Archived Bookings and all the bookings can be tracked anytime from here.

Show 10 entries
 Search:

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Spoc Id/Name	Taxivaxi Status	Approver Status	Accepted/Rejected By	Accept	Reject	Invoice	Details
<input type="checkbox"/> TVNIKON5239	Radio	Saket, New Delhi, De	Indira Gandhi Intern	09 Jun 2016 - 04:19 pm	10 Jun 2016 - 04:00 pm	12351/Tej Kapadia	Pending	Pending		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Q
<input type="checkbox"/> TVNIKON5220	Outstation	Mehrauli, New Delhi,	Jaipur	08 Jun 2016 - 05:16 pm	09 Jun 2016 - 05:15 am	12351/Tej Kapadia	Pending	Pending		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Q
<input type="checkbox"/> TVNIKON5218	Local	Matviya Nagar, New D		08 Jun 2016 - 04:21 pm	09 Jun 2016 - 04:20 pm	12351/Tej Kapadia	Assigned	Accepted	Approver 1		<input checked="" type="checkbox"/>		Q
<input type="checkbox"/> TVNIKON5217	Radio	Sector 32, Gurgaon,	Huda City Centre Met	08 Jun 2016 - 04:20 pm	09 Jun 2016 - 04:00 pm	12351/Tej Kapadia	Pending	Rejected	Approver 1	<input checked="" type="checkbox"/>			Q
<input type="checkbox"/> TVNIKON5216	Radio	Qutub Minar, New Del	Connaught Place, New	08 Jun 2016 - 04:16 pm	08 Jun 2016 - 04:14 pm	12351/Tej Kapadia	Assigned	Accepted	Approver 1		<input checked="" type="checkbox"/>		Q
<input type="checkbox"/> TVNIKON5215	Outstation	Hauz Khas, New Delhi	Jaipur	08 Jun 2016 - 04:10 pm	09 Jun 2016 - 10:00 am	12351/Tej Kapadia	Assigned	Accepted	Approver 1			Q	Q
<input type="checkbox"/> TVNIKON5126	Local	Mehrauli, New Delhi,		04 Jun 2016 - 04:56 pm	04 Jun 2016 - 04:57 pm	12351/Tej Kapadia	Pending	Pending		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Q

Cancelled / Rejected Bookings after approval



This option shows all the bookings which are cancelled by SPOC or rejected by the approvers.

ID	Tour Type	Pickup Location	Drop Location	Booking DateTime	Pickup DateTime	Taxivaxi Status	Approver Status	Self Status	Details
TVTCS224	Outstation	Mehrauli, New Delhi,		01 Mar 2016 - 12:04 pm	09 Mar 2016 - 12:00 pm	Pending	Pending	Cancelled	

The functionalities of different options are same as explained in above sections.

Bus Bookings

The functionalities of Bus Bookings are similar to Cab Bookings.



Invoices

On clicking this option, Approver can see all the invoices generated. Following screen appears on clicking "Invoices" option.

INVOICES						
ID	Booking DateTime	Pickup DateTime	Spoc Id/Name	Tour Type	Pickup Location	Bill Amount
TVTCS221	29 Feb 2016 - 03:46 pm	01 Mar 2016 - 12:00 pm	56786/TCS Nagpur Spoc	Local	Sitabuldi, Nagpur, Maharashtra, India	Rs.12474

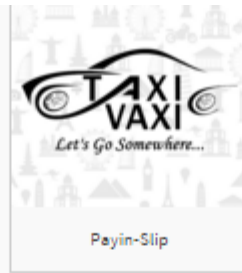

Invoice Details

We can get invoice details on clicking on the bill amount.

ID	Booking DateTime	Pickup DateTime	Spoc Id/Name	Tour Type	Pickup Location	Bill Amount
TVTCS221	29 Feb 2016 - 03:46 pm	01 Mar 2016 - 12:00 pm	56786/TCS Nagpur Spoc	Local	Sitabuldi, Nagpur, Maharashtra, India	Rs.12474



The following screen appears.


 Invoice : TVTCS221

Car Model	
Package Name	8 Hrs/ 80 Km
Pickup Date	01 Mar 2016
Pickup Time	12:00 pm
Drop Date	29 Feb 2016
Drop Time	12:00 pm
Total Hous Done	72
Extra Hours	64
Extra Hours Charge (@Rs125/Hour)	8000
Start Km	1000
End Km	1200
Total Kms Done	200
Extra Kms	120
Extra Kms Charge (@Rs12/Km)	1440
Package Base Rate	1600
Parking Charges	50
Diver Charges	250
Total (Excluding Tax)	11340
Tax (@10%)	1134
Total (Rs)	12474