

USER MANUAL

Corporate Travel Solution for
Admin

SERVICE USER MANUAL

CORPORATE TRAVEL



1. INTRODUCTION

This user manual serves as a comprehensive guide for Admins tasked with overseeing and managing travel bookings and invoicing on behalf of employees. The Admin portal is designed to streamline the management and monitoring processes, ensuring efficient handling of travel-related services.

The portal is divided into several primary modules, each focusing on a specific aspect of the service process:

1 Dashboard

Provides an overview and summary of all activities within the portal, offering insights and quick access to key functions.

2 Rates:

Allows Admins to manage the rates for various travel services.

3 Assessment:

Enables Admins to evaluate and assess the performance and usage of travel services.

4 Groups and Subgroups:

Facilitates the organization of users into groups and subgroups for better management and reporting.

5 Users:

Manages the profiles and roles of SPOCs within the portal.

6 Employees:

Manages the profiles and roles of employees within the portal.

7 Taxi Booking:

Allows Admins to review and manage taxi service bookings requested by SPOC.

8 Bus Booking:

Enables Admins to review and manage bus service bookings, catering to group travel needs.

1. INTRODUCTION

9 Train Booking:

Supports Admins in reviewing and managing train service bookings for employees.

10 Flight Booking:

Allows Admins to review and manage flight service bookings, ensuring that air travel arrangements are handled efficiently.

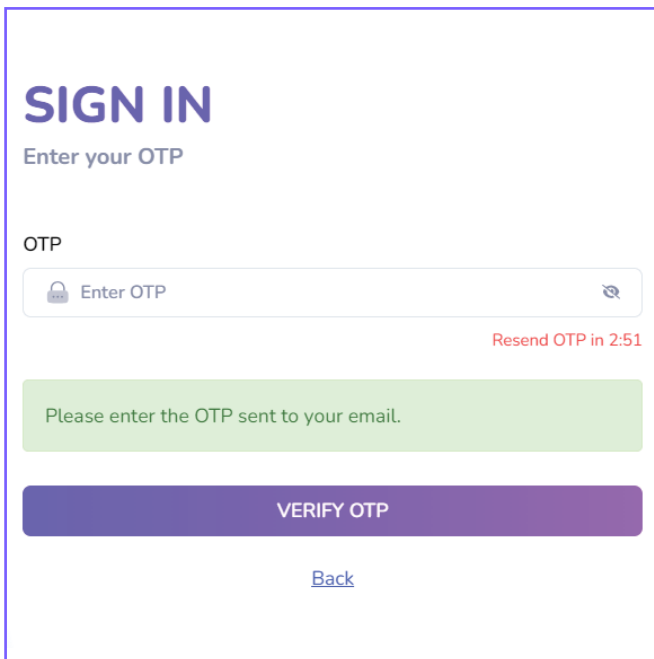
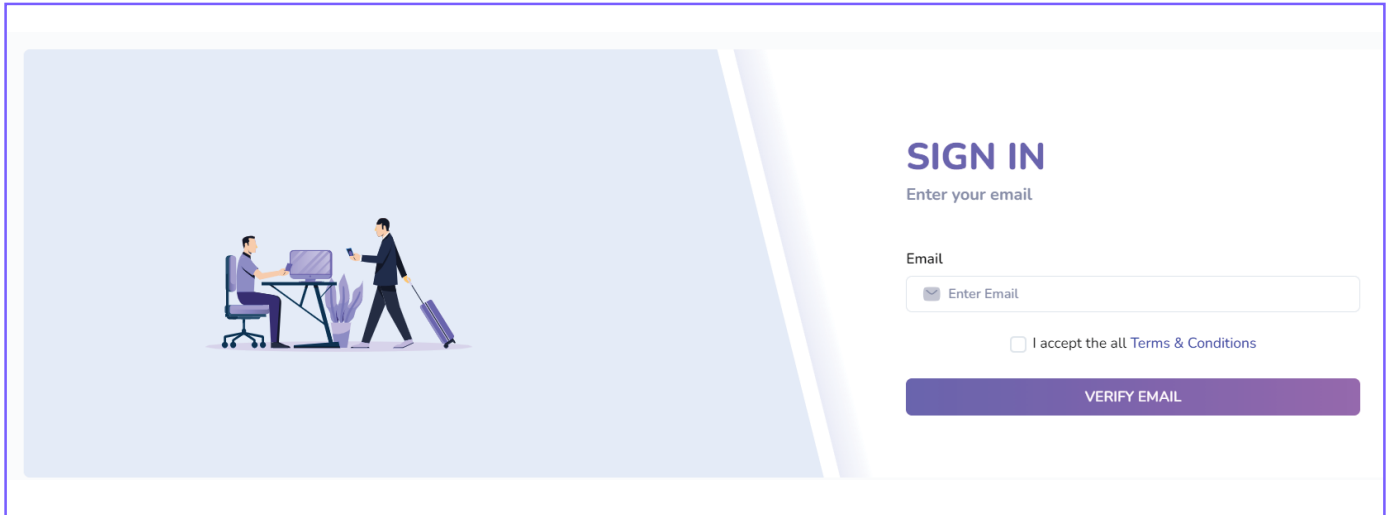
11 Billing:

Assists Admins in managing and overseeing the invoicing and billing processes for all travel services.

Each module is explored in detail in the following sections, where step-by-step instructions will guide you through the process of utilizing these functionalities. This manual is designed to ensure that Admins can navigate the portal with ease, enabling them to efficiently fulfil their role in managing employee travel arrangements.

2. ADMIN LOGIN

Access all your corporate travel solutions here: <https://cotrav.co/>

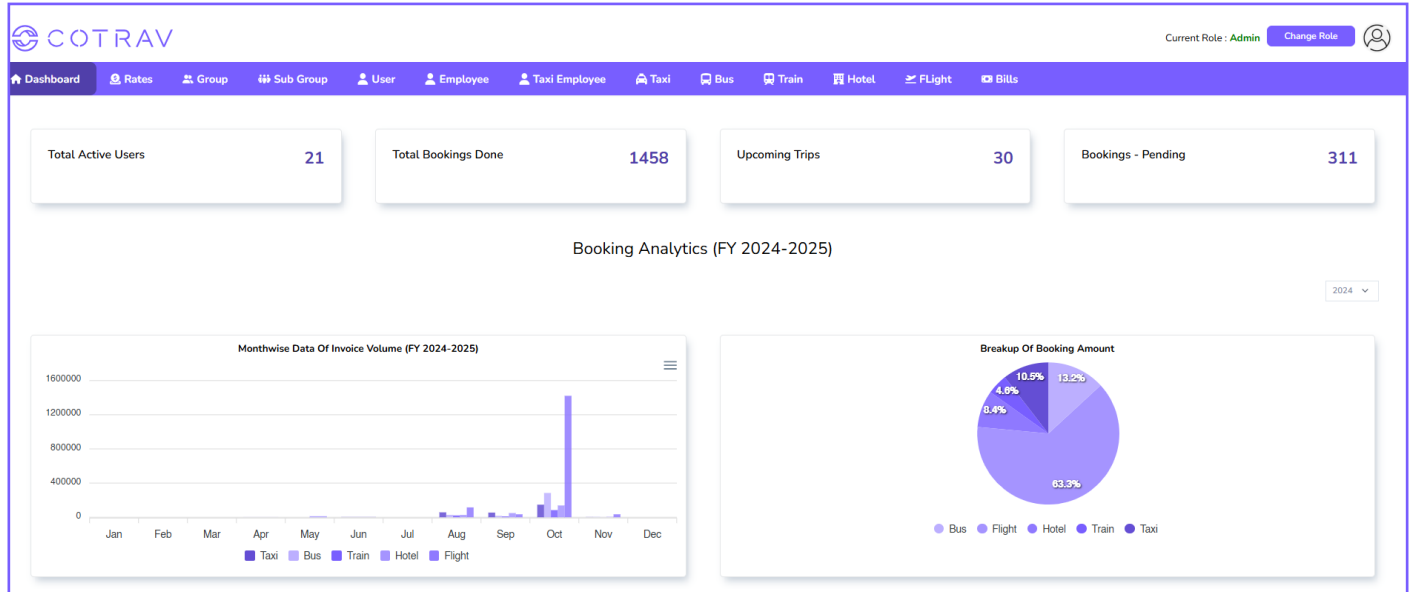


STEPS:

1. Enter the email address.
2. Now enter the OTP.
3. Accept the terms and conditions.
4. Click LOGIN

3. HOME PAGE

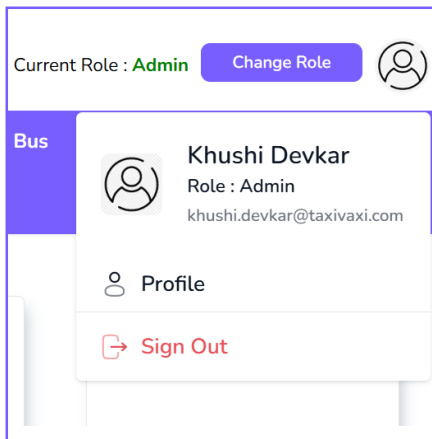
Post login screen:



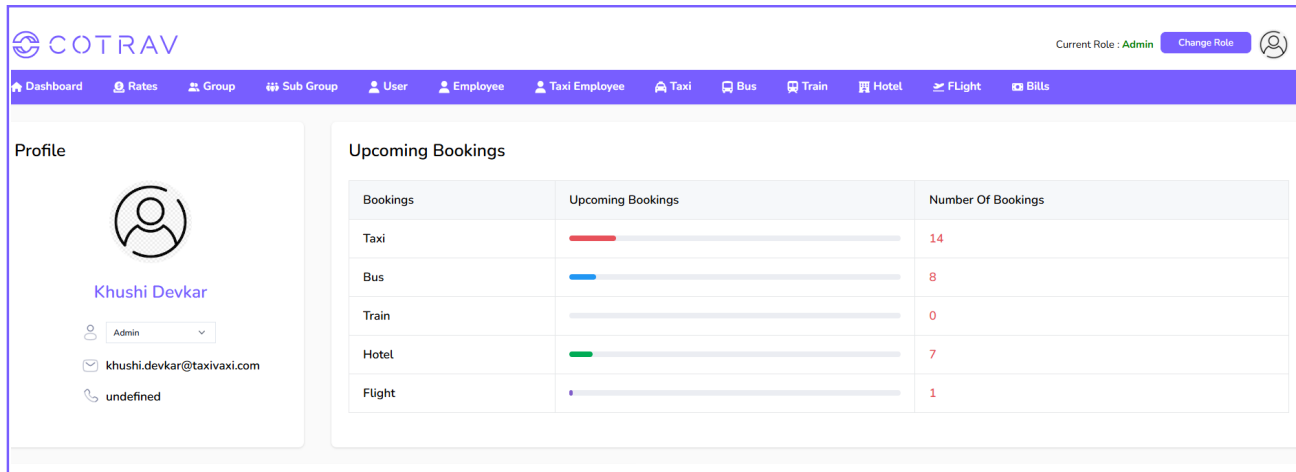
The home page is organized into the following submodules, each of which is described in detail in the subsequent sections:

- ◆ **Dashboard**
- ◆ **Rates**
- ◆ **Project Code**
- ◆ **Group**
- ◆ **Sub Group**
- ◆ **User**
- ◆ **Employee**
- ◆ **Taxi Bookings**
- ◆ **Bus Bookings**
- ◆ **Train Booking**
- ◆ **Hotel Booking**
- ◆ **Flight Booking**
- ◆ **Bills**





4. PROFILE



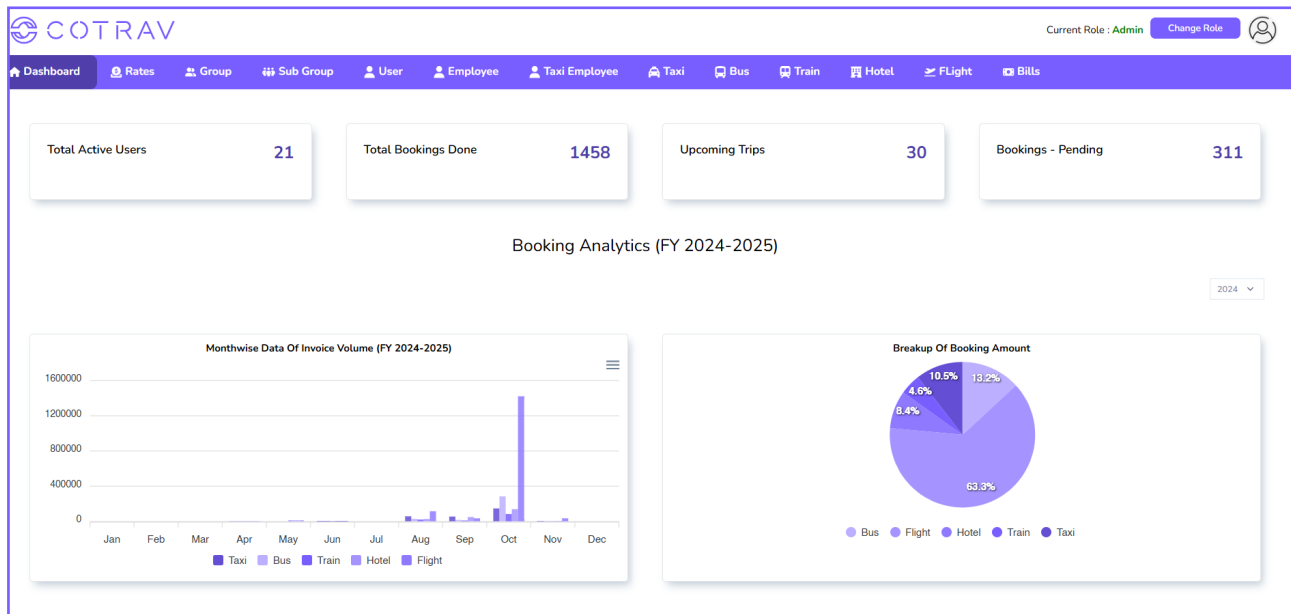
- ◆ On the top right corner of the home screen there will be a profile icon.
- ◆ On further click on Profile the profile view will open.
- ◆ The Roles can be switched from the profile dropdown icon.
- ◆ The default role will be Employee.



The Profile Page provides a comprehensive overview of upcoming bookings and a detailed summary of all types of bookings made. Additionally, it includes a feature for changing the user's password, ensuring that users can easily manage their account settings and maintain

Summary	
 Total Upcoming Bookings	30
 Total Active Users	21
 Total Pending Bookings	311
 Total Bookings	1458

5. DASHBOARD



Overview

The dashboard offers a detailed view of monthwise data of invoice volume, breakup of booking amount, Number of Room Nights Per Month, State-Wise Hotel Booking, State-Wise Taxi Booking, Route-Wise Flight Booking, Route-Wise Bus Booking, Route-Wise Train Booking, Number of days between booking and actual check-in/Departure Date, Assessment Wise Booking Amount, Assessment Wise Total Bus Booking Amount, Assessment Wise Total Train Booking Amount, Assessment wise Total Hotel Booking Amount, Search Taxi Booking, Search Bus Booking, Search Train Booking, Search Hotel Booking, Search Flight Booking and key metrics about active users, total bookings, upcoming trips, and much more. It is designed to help users efficiently monitor and manage various aspects of the operations.

The Admin dashboard portal includes a highly efficient and user-friendly feature that allows Admins to manage travel bookings through separate search sections for each mode of booking: Taxi, Bus, Train, Hotel, and Flight. This feature is designed to streamline the search and management process, making it easier for Admins to handle various travel arrangements.

6. RATES

City	Package Name	Taxi Type	Tour Type	Kms Include	Hours Include	Extra Kms Charges	Extra Hours Rate	Base Rate	Driver/Night Charges
New Delhi	8 Hrs/ 80 Km	Sedan	1	80	8	14	150	1600	New Delhi
New Delhi	8 Hrs/ 80 Km	SUV	1	80	8	16	200	2000	New Delhi
New Delhi	Outstation	SUV	2	250	0	12	0	3000	New Delhi
Mumbai	8 Hrs/ 80 Km	Sedan	1	80	8	12	120	1200	Mumbai
Pune	8 Hrs/ 80 Km	Sedan	1	80	8	14	150	1600	Pune
Pune	12 Hrs/ 125 Km	Sedan	1	125	12	14	150	2000	Pune
Pune	Outstation	Sedan	2	300	0	13	0	3900	Pune
Pune	Outstation	SUV	2	300	0	16	0	4800	Pune
Pune	Outstation - Premium	Sedan	2	300	0	14	0	4200	Pune

1. Data Rows:

Description:

- ◆ Each row represents a different package or tariff with specific details filled under each column header.

2. Buttons at the Top:

- ◆ **Download Rates:** Allows users to download all the data displayed on the screen.
- ◆ **Fare T&C:** Likely provides additional information or terms related to fare charges.
- ◆ **Signed fare docs:** Saves any changes made to the rates.
- ◆ **Search:** Enables users to search for specific rates or packages.

2. Features of the “Download Rates” Button

- ◆ **Comprehensive Data Export:** The “Download Rates” button enables users to download all the data currently displayed on the screen. This includes all columns and rows, ensuring that no information is missed.
- ◆ **Convenient Analysis:** By downloading the data, users can analyze the rates offline, use them in reports, or share them with others.
- ◆ **Format Options:** The download feature might offer different formats (e.g., CSV, Excel) for user convenience.
- ◆ **Time-Saving:** Instead of manually copying data, users can quickly download everything with a single click, saving time and reducing the risk of errors.

7. PROJECT CODE

Current Role: Admin [Change Role](#)

Dashboard Rates </> Project Code Group Sub Group User Employee Taxi Employee Taxi Bus Train Hotel Flight Bills

</> Assessment Code / Project Code [Download Code List](#) [Add Assessment Code](#) Search...

Code Name	Code description	Valid From	Valid Till	Status	Service Dates	Edit
RRBTEST	RRB Test 2021	Sunday 20 Jun 2021	Sunday 31 Jan 2027	Active	+ ⊙	
Test[BaiDemo2024	TEST	Monday 05 Aug 2024	Friday 06 Dec 2024	Active	+ ⊙	
DEMO002024	TVTEST84959	Friday 09 Aug 2024	Friday 16 Aug 2024	Active	+ ⊙	
TEST00123	TEST001	Saturday 03 Aug 2024	Friday 06 Sept 2024	Active	+ ⊙	
TEST00124	TEST0012	Saturday 03 Aug 2024	Friday 06 Sept 2024	InActive	+ ⊙	

Showing 1 to 5 of 5 entries Records per page 10 < 1 >

1. Data Rows:

Description:

1. Each row represents a different assessment code with specific details filled under each column header.
2. Each row details can be modified with the edit button
3. For additional service date modifications. +
4. For the brief description of service.

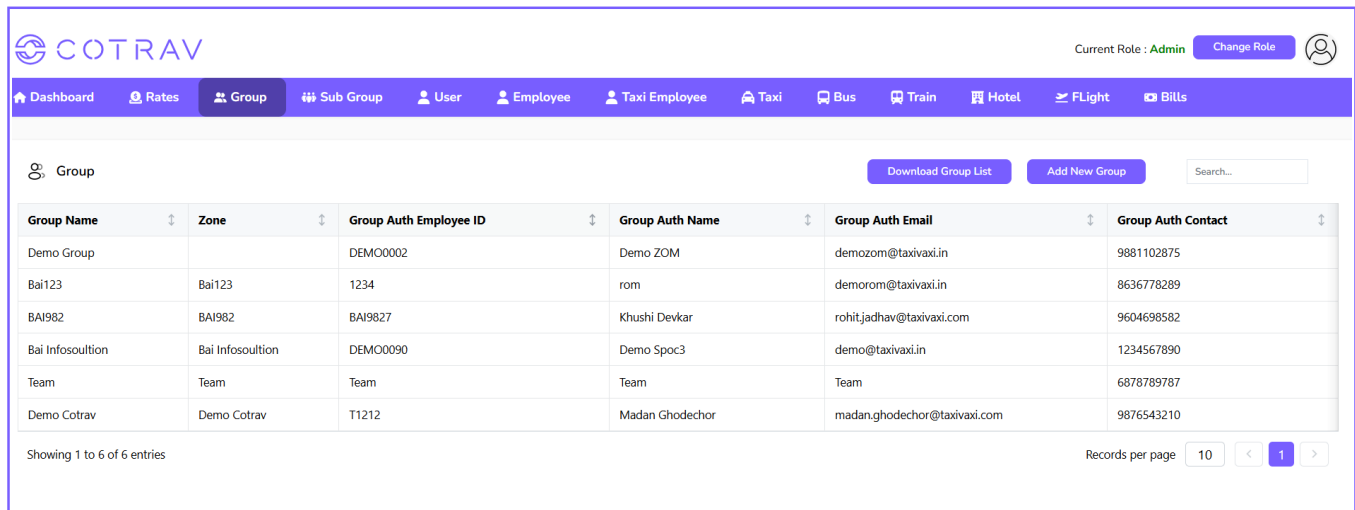
2. Features of the “Download Code List” Button

Comprehensive Data Export: The “Download Code List” button enables users to download all the data currently displayed on the screen. This includes all columns and rows, ensuring that no information is missed. [Download Code List](#)

3. Features of the “Add Assessment code” Button:

Enables users to add new assessment codes to the system. [Add Assessment Code](#)

8. GROUP & SUBGROUP



The screenshot shows the COTRAV web application interface. The top navigation bar includes links for Dashboard, Rates, Group, Sub Group, User, Employee, Taxi Employee, Taxi, Bus, Train, Hotel, FLight, and Bills. The current role is Admin, and there is a Change Role button. The main content area displays the Group management page with a search bar and buttons for Download Group List and Add New Group. Below this is a table with the following data:

Group Name	Zone	Group Auth Employee ID	Group Auth Name	Group Auth Email	Group Auth Contact
Demo Group		DEMO0002	Demo ZOM	demosom@taxivaxi.in	9881102875
Bai123	Bai123	1234	rom	demorom@taxivaxi.in	8636778289
BAI982	BAI982	BAI9827	Khushi Devkar	rohitjadhav@taxivaxi.com	9604698582
Bai Infosoulion	Bai Infosoulion	DEMO0090	Demo Spoc3	demo@taxivaxi.in	1234567890
Team	Team	Team	Team	Team	6878789787
Demo Cotrav	Demo Cotrav	T1212	Madan Ghodechor	madan.ghodechor@taxivaxi.com	9876543210

Showing 1 to 6 of 6 entries. Records per page: 10. Page 1 of 1.

1. Data Rows:

Description:

Each row represents a different group detail with specific details filled under each column header.

2. Features of the “Download Group List” Button:

The “Download Group List” button enables users to download all the data currently displayed on the screen. This includes all Group details, ensuring that no information is missed. [Download User List](#)

3. Features of the “Add New Group” Button:

Enables admin to add new group to the system. [Add New Group](#)

Add New Group ✕

Group Name*

Group Approver Name*

Group Approver Email*

Group Approver Employee ID*

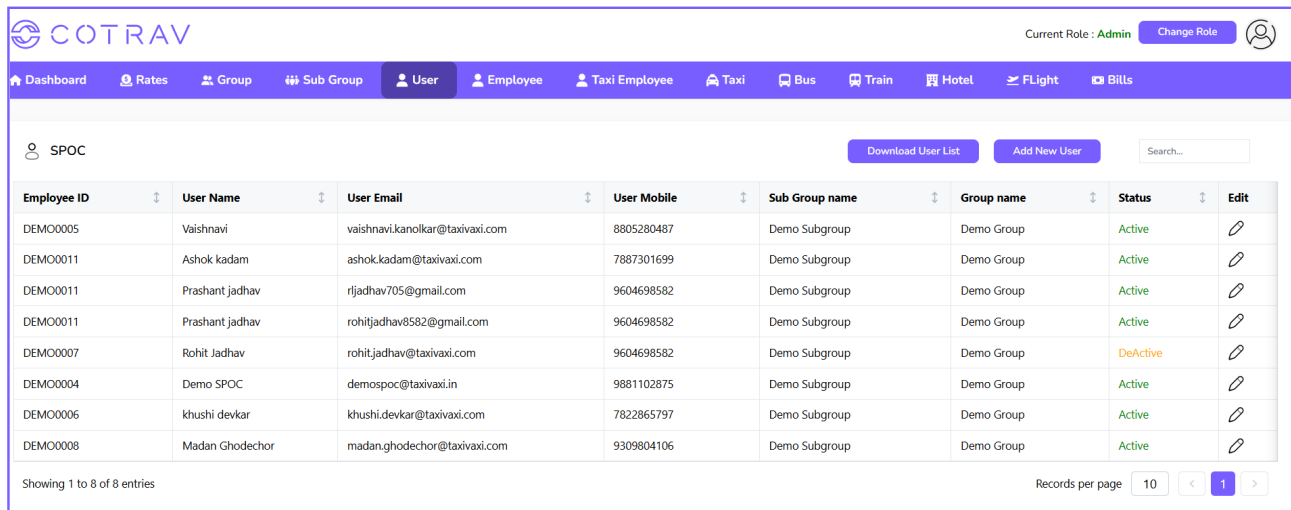
Group Approver Contact No*

Approver Password*

Tour Type* Local Outstation Bus Train Flight Radio

close
Save

9. USER & EMPLOYEE



The screenshot shows the COTRAV user management interface. At the top, there is a navigation bar with the COTRAV logo and a current role of 'Admin'. Below the navigation bar, there are tabs for 'Dashboard', 'Rates', 'Group', 'Sub Group', 'User', 'Employee', 'Taxi Employee', 'Taxi', 'Bus', 'Train', 'Hotel', 'Flight', and 'Bills'. The 'User' tab is selected, and the page displays a table of users. The table has columns for Employee ID, User Name, User Email, User Mobile, Sub Group name, Group name, Status, and Edit. The table contains 8 entries, with the first entry being DEMO0005, Vaishnavi, vaishnavi.kanolkar@taxivaxi.com, 8805280487, Demo Subgroup, Demo Group, Active, and Edit. The table is paginated, showing 1 to 8 of 8 entries, with 10 records per page.


Employee ID	User Name	User Email	User Mobile	Sub Group name	Group name	Status	Edit
DEMO0005	Vaishnavi	vaishnavi.kanolkar@taxivaxi.com	8805280487	Demo Subgroup	Demo Group	Active	
DEMO0011	Ashok kadam	ashok.kadam@taxivaxi.com	7887301699	Demo Subgroup	Demo Group	Active	
DEMO0011	Prashant jadhav	rjadhav705@gmail.com	9604698582	Demo Subgroup	Demo Group	Active	
DEMO0011	Prashant jadhav	rohitjadhav8582@gmail.com	9604698582	Demo Subgroup	Demo Group	Active	
DEMO0007	Rohit Jadhav	rohitjadhav@taxivaxi.com	9604698582	Demo Subgroup	Demo Group	DeActive	
DEMO0004	Demo SPOC	demospoc@taxivaxi.in	9881102875	Demo Subgroup	Demo Group	Active	
DEMO0006	khushi devkar	khushi.devkar@taxivaxi.com	7822865797	Demo Subgroup	Demo Group	Active	
DEMO0008	Madan Ghodechor	madan.ghodechor@taxivaxi.com	9309804106	Demo Subgroup	Demo Group	Active	

1. Data Rows:

Description:

This tab will display all the SPOC as Users for the admin.

2. Features of the “Download User List” Button:

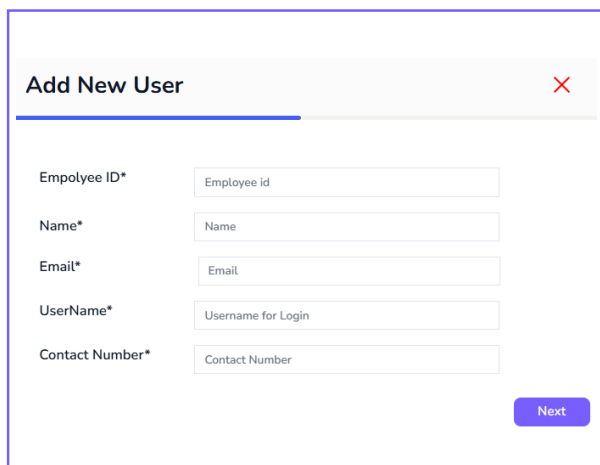
Download all the SPOC Users with their details. 

3. Features of the “Add New Group” Button:

This feature will allow the admin to add new SPOC User. 

3. Edit Feature:

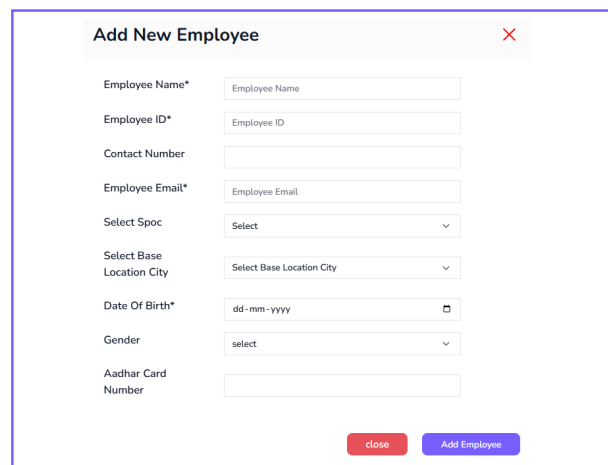
Each row details can be modified with the edit button.



The screenshot shows the 'Add New User' form. It has a title bar with a close button (X). The form contains the following fields:

- Employee ID*:
- Name*:
- Email*:
- UserName*:
- Contact Number*:

There is a 'Next' button at the bottom right of the form.



The screenshot shows the 'Add New Employee' form. It has a title bar with a close button (X). The form contains the following fields:

- Employee Name*:
- Employee ID*:
- Contact Number:
- Employee Email*:
- Select Spoc:
- Select Base Location City:
- Date Of Birth*:
- Gender:
- Aadhar Card Number:

There are 'close' and 'Add Employee' buttons at the bottom right of the form.

10. TAXI BOOKING

Booking ID	Usage Type	Spoc Name	Pickup Location	Drop Location	Booking Date	Pickup Date Time	Client Approval Status	Cotrav Status	Details
TVTEST103346	Outstation	khushi devkar	Katraj, Pune, Maharashtra, India	Mumbai, Maharashtra, India	06 Nov 2024 02:06 pm	08 Nov 2024 02:05 pm	Pending Approver	Pending	Details
TVTEST103356	Local	Vaishnavi	Baner, Pune, Maharashtra, India		08 Nov 2024 02:43 pm	08 Nov 2024 08:45 pm	Approved	Pending	Details
TVTEST103358	Radio	Vaishnavi	Katraj, Pune, Maharashtra, India	Satara, Maharashtra, India	08 Nov 2024 02:54 pm	08 Nov 2024 10:00 pm	Approved	Accepted	Details
TVTEST103347	Local	Demo SPOC	Pune, Maharashtra, India		07 Nov 2024 05:50 pm	09 Nov 2024 12:00 am	Pending Approver	Pending	Details
TVTEST103348	Local	khushi devkar	Baner, Pune, Maharashtra, India		07 Nov 2024 05:51 pm	09 Nov 2024 12:00 am	Pending Approver	Pending	Details
TVTEST103349	Local	Demo SPOC	Baner, Pune, Maharashtra, India		07 Nov 2024 06:23 pm	09 Nov 2024 12:30 am	Pending Approver	Pending	Details
TVTEST103350	Local	Demo SPOC	Baner, Pune, Maharashtra, India		07 Nov 2024 06:29 pm	09 Nov 2024 12:30 am	Pending Approver	Pending	Details
TVTEST103351	Local	Demo SPOC	Baner, Pune, Maharashtra, India		07 Nov 2024 06:30 pm	09 Nov 2024 12:30 am	Pending Approver	Pending	Details
TVTEST103357	Local	Demo SPOC	Pune, Maharashtra, India	Baner, Pune, Maharashtra, India	08 Nov 2024 02:49 pm	09 Nov 2024 02:50 pm	Pending Approver	Pending	Details
TVTEST103354	Local	Demo SPOC	Baner, Pune, Maharashtra, India		08 Nov 2024 01:19 pm	09 Nov 2024 07:30 pm	Pending Approver	Pending	Details

- 1. Overview:** The taxi booking page allows users to view and manage all taxi bookings.
- 2. Viewing Bookings:** Describe how to view current taxi reservations, including details like Booking ID, Usage Type, Spoc Name, pickup and drop-off locations, journey dates & times, and booking dates & times.
- 3. Status Check:** Clarify the meaning of each status (e.g., Approved, Pending) displayed under the “Status” column.
- 4. Detail Buttons:** Explain the purpose of the “Details” buttons next to each booking entry. [Details](#)
- 5. Active Bookings Unassigned:** This section displays taxi bookings that are yet to be assigned to drivers. Users can review unassigned bookings and take necessary action.
- 6. Active Bookings Assigned:** Here, users find taxi bookings that have been successfully assigned to drivers. Details such as pickup/drop locations, journey times, and driver information are available.

TAXI BOOKING

7. Archived Bookings: Archived bookings represent completed or past taxi reservation. Users can refer to these records for historical purposes or auditing.

8. Cancelled/Rejected Bookings: This section list bookings that were cancelled or rejected. Users can review reasons for cancellation and track patterns.

9. Features of the “Download User List” Button: Download all the taxi booking details.

10. Detail Buttons: Explain the purpose of the “Details” buttons next to each booking entry.

11. The Invoice section comprises several subsections, one of which is the "Unbilled | Pending Admin Approval" section. This subsection provides a list of bookings that have been approved by the SPOC (Single Point of Contact) and are now awaiting further action from the admin. The admin is required to either approve or reject these bookings, with the compulsory option to include relevant comments during reject process.

BOOKING DETAILS

Booking ID	TVTEST103346
Booking Date Time	06 Nov 2024 02:06 pm
Approval Date Time	NA
Booking Email	Email not attached
Usage Type	Sedan
Taxi Type	Sedan
City	Pune
Pickup Location	Katraj, Pune, Maharashtra, India
Drop Location	Mumbai, Maharashtra, India
Pickup Date Time	08 Nov 2024 02:05 pm
Booking Status	Pending Approval
Reason For Booking	TEST

PASSENGER DETAILS

Passenger 1	
Employee Id	12348
Name	pratiksha choudhary
Email	pratiksha.choudhary@taxivaxi.com
Contact Number	9730997356
Govt. ID Type Number	aadhaar card

SPOC DETAILS

Spoc Name	khushi devkar
Spoc Mobile Number	7822865797
Spoc Email	khushi.devkar@taxivaxi.com

Booking ID	Usage Type	SPOC Name	Pickup Location	Drop Location	Booking Date Time	Pickup Date Time	Invoice Date	Invoice Amount	Details
TVTEST103182	Outstation	Demo SPOC	Pune, Maharashtra, India	Nashik, Maharashtra, India	16 Sept 2024 02:54 pm	16 Sept 2024 08:55 pm	16 Sept 2024 03:25 pm	18862.00	Details
TVTEST103282	Local	Demo SPOC	New Delhi, Delhi, India		16 Oct 2024 11:50 am	17 Oct 2024 11:50 am	16 Oct 2024 11:54 am	3179.80	Details
TVTEST103283	Local	Demo SPOC	Baner, Pune, Maharashtra, India		16 Oct 2024 02:10 pm	17 Oct 2024 02:10 pm	16 Oct 2024 03:57 pm	2654.40	Details
TVTEST103262	Local	khushi devkar	Delhi, India		10 Oct 2024 02:01 pm	18 Oct 2024 02:00 pm	18 Oct 2024 11:22 am	5967.60	Details
TVTEST103299	Outstation	khushi devkar	Baner, Pune, Maharashtra, India	Kolhapur, Maharashtra, India	21 Oct 2024 11:36 am	22 Oct 2024 11:40 am	21 Oct 2024 11:42 am	10269.80	Details
TVTEST103355	Local	Vaishnavi	Baner, Pune, Maharashtra, India		08 Nov 2024 01:22 pm	08 Nov 2024 01:30 pm	08 Nov 2024 01:43 pm	2872.40	Details

11. BUS BOOKING

1. Similar to the taxi bookings, admin can manage bus reservations.
2. The interface includes filters for different booking statuses (e.g., active, archived).
3. Bus Bookings: This tab displays information related to bus reservations.
4. Bus Invoice: Likely used for managing invoices and financial aspects of bus bookings.

Booking ID	Spoc Name	From City	To City	Booking Date Time	Journey Date Time	Client Approval Status	Cotrav Status	Details
TVTESTBUS36530	Vaishnavi			08 Nov 2024 04:00 pm	08 Nov 2024 09:00 am	Pending Approver	Pending	Details
TVTESTBUS36527	Vaishnavi	Pune (PNQ)	New Delhi (DEL)	08 Nov 2024 01:21 pm	08 Nov 2024 01:21 pm	Approved	Pending	Details
TVTESTBUS36526	Demo SPOC			07 Nov 2024 06:38 pm	09 Nov 2024 12:45 pm	Pending Approver	Pending	Details
TVTESTBUS36528	khushi dekar	Pune, Maharashtra, India	Mumbai, Maharashtra, India	08 Nov 2024 01:35 pm	09 Nov 2024 01:35 pm	Pending Approver	Pending	Details
TVTESTBUS36520	Demo SPOC	Pune (PNQ)	New Delhi (DEL)	05 Nov 2024 03:36 pm	15 Nov 2024 03:36 pm	Approved	Pending	Details
TVTESTBUS36529	khushi dekar	Mumbai, Maharashtra, India	Pune, Maharashtra, India	08 Nov 2024 03:13 pm	19 Nov 2024 03:15 pm	Pending Approver	Pending	Details
TVTESTBUS36522	Vaishnavi	Pune (PNQ)	New Delhi (DEL)	07 Nov 2024 02:37 pm	20 Nov 2024 02:37 pm	Approved	Pending	Details
TVTESTBUS36523	Vaishnavi	Pune (PNQ)	New Delhi (DEL)	07 Nov 2024 05:08 pm	21 Nov 2024 05:08 pm	Approved	Pending	Details
TVTESTBUS36524	Vaishnavi	Pune (PNQ)	New Delhi (DEL)	07 Nov 2024 05:08 pm	21 Nov 2024 05:08 pm	Approved	Pending	Details
TVTESTBUS36525	Vaishnavi	Pune (PNQ)	New Delhi (DEL)	07 Nov 2024 05:08 pm	21 Nov 2024 05:08 pm	Approved	Pending	Details

Showing 1 to 10 of 10 entries

Records per page 10

5. Details such as Booking ID, SPOC Name, From City, To City, Booking Date/Time, Journey Date/Time, Client Approval Status, and Spoc Status are available.

6. Users can view additional details or take actions using the “Details” button.

7. Features of the “Download User List” Button:

Download all the bus booking details. [Download Booking Report](#)

8. Detail Buttons: Explain the purpose of the “Details” buttons next to each booking entry. [Details](#)

12. TRAIN BOOKING

1. Admin can manage train reservations, like taxi bookings.
2. The system includes filters for different booking statuses (e.g., active, archived).

Booking ID	Spoc Name	From City	To City	Booking Date	Journey Date Time	Client Approval Status	Cotrav Status	Details
TVTESTTRN38982	Vaishnavi	Pune Junction	Abohar	08 Nov 2024 04:53 pm	08 Nov 2024 04:45 am	Pending Approver	Pending	Details
TVTESTTRN38981	Demo SPOC	Pune Junction	Mumbai Cst	07 Nov 2024 06:38 pm	08 Nov 2024 06:45 am	Pending Approver	Pending	Details

3. Train Bookings tab displays comprehensive information, including booking ID, SPOC name, departure city, arrival city, booking date/time, journey date/time, client approval status, and Cotrav status.

4. Users can access additional details or take actions using the “Details” button.

5. Features of the “Download User List” Button:

Download all the train booking details.

[Download Booking Report](#)

13. HOTEL BOOKING

Booking ID	Spoc Name	Guest(s)	Location	Booking Date	Check-In Date/Time	Check-Out Date/Time	Room Nights	Room Type	Client Approval Status	Cotrav Status	Details
TVTSTHTL53158	Demo SPOC	Demo SPOC (9604698582)	Pune	07 Nov 2024 06:37 pm	08 Nov 2024 06:36 pm	09 Nov 2024 07:36 pm	2	Bucket 1	Approved	Pending	Details
TVTSTHTL53159	Vaishnavi	Khushi Devkar (7822865797)	Pune	08 Nov 2024 04:29 pm	08 Nov 2024 06:28 pm	08 Nov 2024 07:28 pm	1	Bucket 1	Approved	Pending	Details
TVTSTHTL53154	khushi devkar		Delhi	07 Nov 2024 06:11 pm	08 Nov 2024 05:58 pm	09 Nov 2024 05:58 pm	2	Bucket 1	Approved	Pending	Details
TVTSTHTL53155	khushi devkar		Delhi	07 Nov 2024 06:11 pm	08 Nov 2024 05:58 pm	09 Nov 2024 05:58 pm	2	Bucket 1	Approved	Pending	Details
TVTSTHTL53156	khushi devkar		Delhi	07 Nov 2024 06:11 pm	08 Nov 2024 05:58 pm	09 Nov 2024 05:58 pm	2	Bucket 1	Approved	Pending	Details
TVTSTHTL53157	khushi devkar		Delhi	07 Nov 2024 06:11 pm	08 Nov 2024 05:58 pm	09 Nov 2024 05:58 pm	2	Bucket 1	Approved	Pending	Details
TVTSTHTL53153	khushi devkar	pratiksha choudhary (9730997356) Nivedita Patil (7758886081)	Pune	06 Nov 2024 02:21 pm	07 Nov 2024 02:30 pm	09 Nov 2024 03:30 pm	3	Bucket 1	Pending Approver	Pending	Details

Showing 1 to 7 of 7 entries

Records per page: 10 < 1 >

1. Hotel bookings likely follow a similar structure.

2. Admin can track reservations, check-in/check-out dates, and booking status.

3. The interface may include columns for Hotel ID, Check-in Date/Time, Check-out Date/Time, Room Type, and Status.

4. Features of the “Download User List” Button:

Download all the train booking details. [Download Booking Report](#)

5. Detail Buttons: Explain the purpose of the “Details” buttons next to each booking entry. [Details](#)

14. FLIGHT BOOKING

Booking ID	Spoc Name	Passenger Names	From City	To City	Booking Date	Journey Date Time	Client Approval Status	Cotrav Status	Details
TVFLV21166	Vaishnavi	Khushi Devkar (7822865797)	Pune, Maharashtra, India	Mumbai, Maharashtra, India	08 Nov 2024 05:08 pm	09 Nov 2024 05:30 am	Pending Approver	Pending	Details
TVFLV21164	Demo SPOC	Demo SPOC (9604698582)	Pune, Maharashtra, India	Mumbai, Maharashtra, India	07 Nov 2024 06:39 pm	08 Nov 2024 05:30 am	Approved	Pending	Details
TVFLV21165	Vaishnavi	Khushi Devkar (7822865797)	Pune, Maharashtra, India	Mumbai, Maharashtra, India	08 Nov 2024 05:06 pm	08 Nov 2024 05:30 am	Pending Approver	Pending	Details

1. Flight bookings share common elements.
2. Admin can view flight details, departure/arrival times, and passenger information.
3. Columns may include Flight ID, Passenger Name, Departure City, Arrival City, Departure Date/Time, and Status.
4. Detail Buttons: Explain the purpose of the “Details” buttons next to each booking entry. [Details](#)
5. Features of the “Download User List” Button: Download all the train booking details. [Download Booking Report](#)

15. BILLS

The screenshot displays the COTRAV web application interface for Flight Bookings. The top navigation bar includes links for Dashboard, Employee, Taxi, Bus, Train, Hotel, and Flight. The Flight section is selected, showing tabs for Flight Bookings and Flight Invoice. Below the tabs, there are filters for Active Bookings (UnAssigned, Assigned, Archived, Cancelled / Rejected Bookings) and a search bar. A table header is visible with columns: Booking ID, Spoc Name, Passenger Names, No. of seats, From City, To City, Booking Date | Time, Journey Date|Time, Client Approval Status, Cotrav Status, Cancel Booking, and Details. The table content is empty, showing "No records".

Booking ID	Spoc Name	Passenger Names	No. of seats	From City	To City	Booking Date Time	Journey Date Time	Client Approval Status	Cotrav Status	Cancel Booking	Details
No records											

1. Admin can view all the Bill details for all the Unpaid and Paid Bills.
2. Columns may include Bill Id, Bill Date, Service Billed, Reimbursement Amount, Taxable Amount, Management Fee, GST, Total Bill Amount.