



COTRAV

USER MANUAL

Corporate Travel Solution
for Approver

SERVICE USER MANUAL

CORPORATE TRAVEL



1. INTRODUCTION

This user manual serves as a comprehensive guide for Approvers tasked with managing travel bookings and invoicing on behalf of employees. The Approver portal is designed to streamline the approval and invoicing processes, ensuring efficient management of travel related services.

The portal is divided into five 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 Taxi Bookings

Allows Approvers to review and approve or reject taxi service bookings made by employees.

3 Bus Bookings

Enables Approvers to review and approve or reject bus service bookings, catering

4 Train Booking

Supports Approvers in reviewing and approving or rejecting train service bookings

5 Hotel Booking

Assists Approvers in reviewing and approving or rejecting hotel accommodation

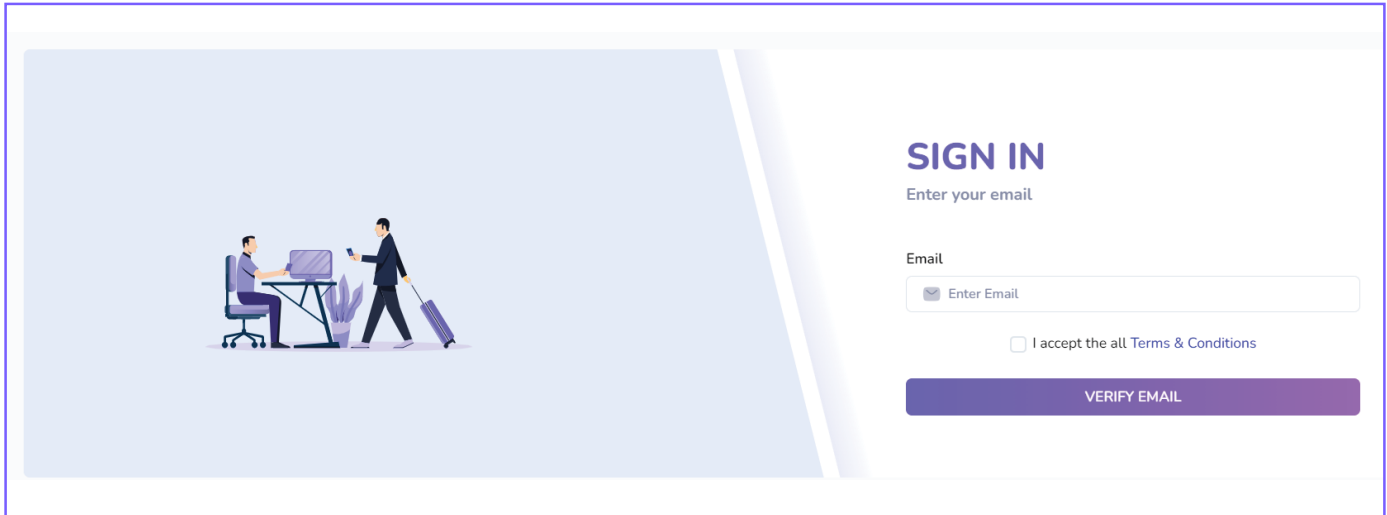
6 Flight Booking

Allows Approvers to review and approve or reject flight service bookings, ensuring

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 Approvers can navigate the portal with ease, enabling them to efficiently fulfil their role in managing employee travel arrangements.

2. APPROVER LOGIN

Access link: <https://cotrav.co/>

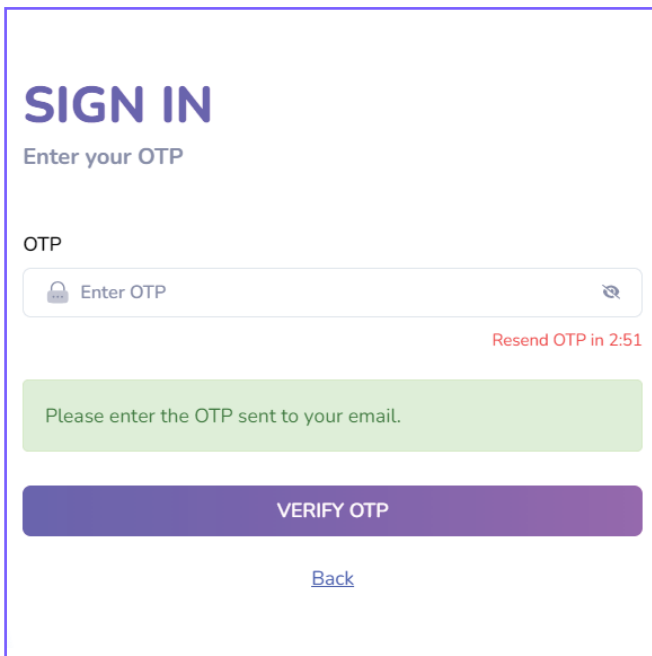


SIGN IN
Enter your email

Email

I accept the all Terms & Conditions

VERIFY EMAIL



SIGN IN
Enter your OTP

OTP

Resend OTP in 2:51

Please enter the OTP sent to your email.

VERIFY OTP

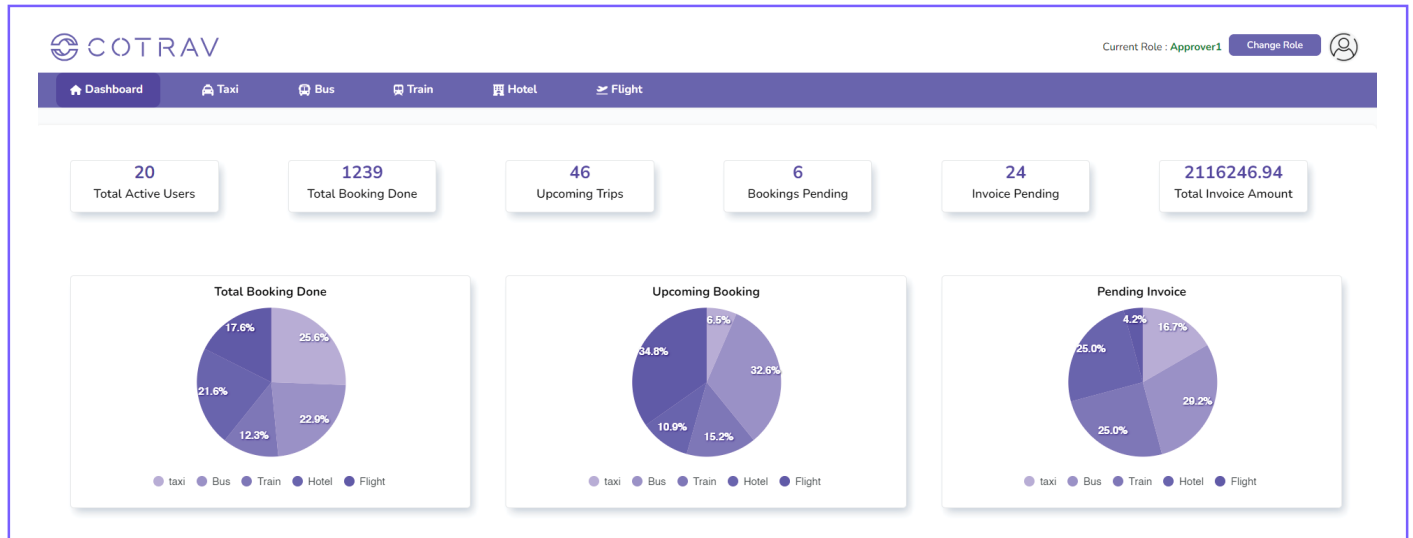
[Back](#)

STEPS:

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

3. HOME PAGE

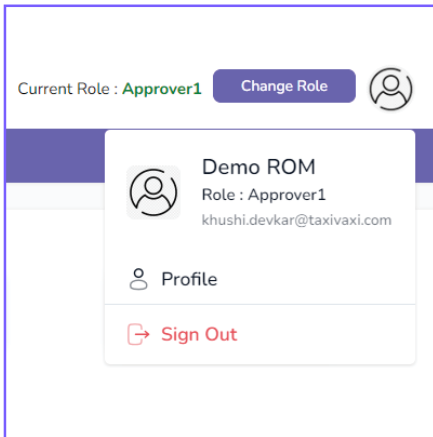
Post login screen:



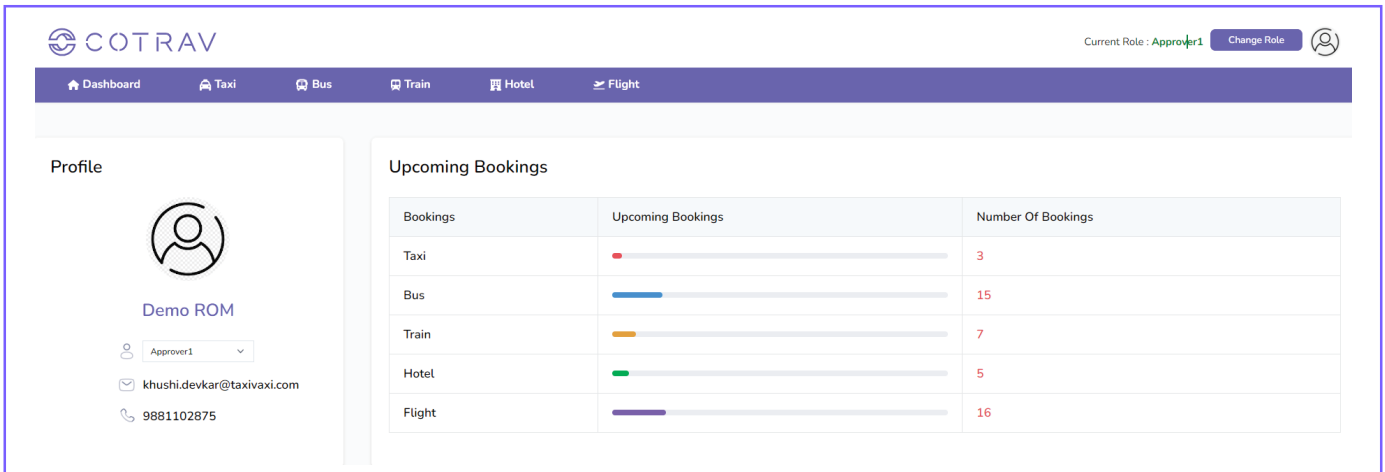
The home page is organized into the following submodules, each of which is described in detail in the subsequent sections:

- ◆ **Dashboard**
- ◆ **Taxi Bookings**
- ◆ **Bus Bookings**
- ◆ **Train Booking**
- ◆ **Hotel Booking**
- ◆ **Flight Booking**

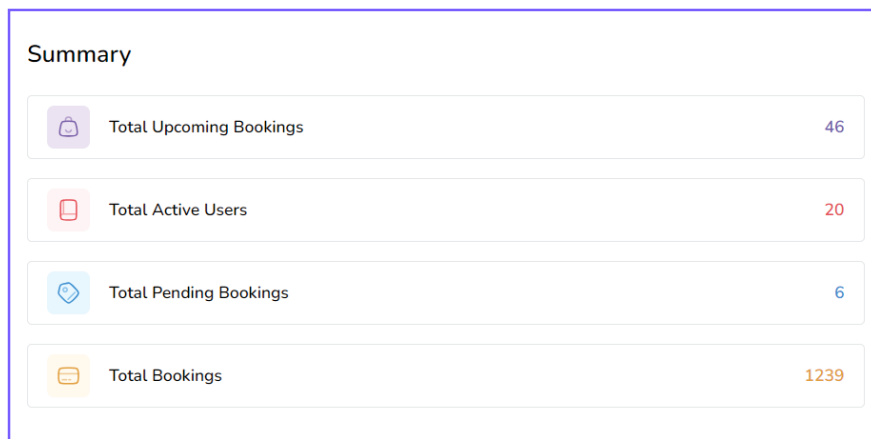
4. PROFILE



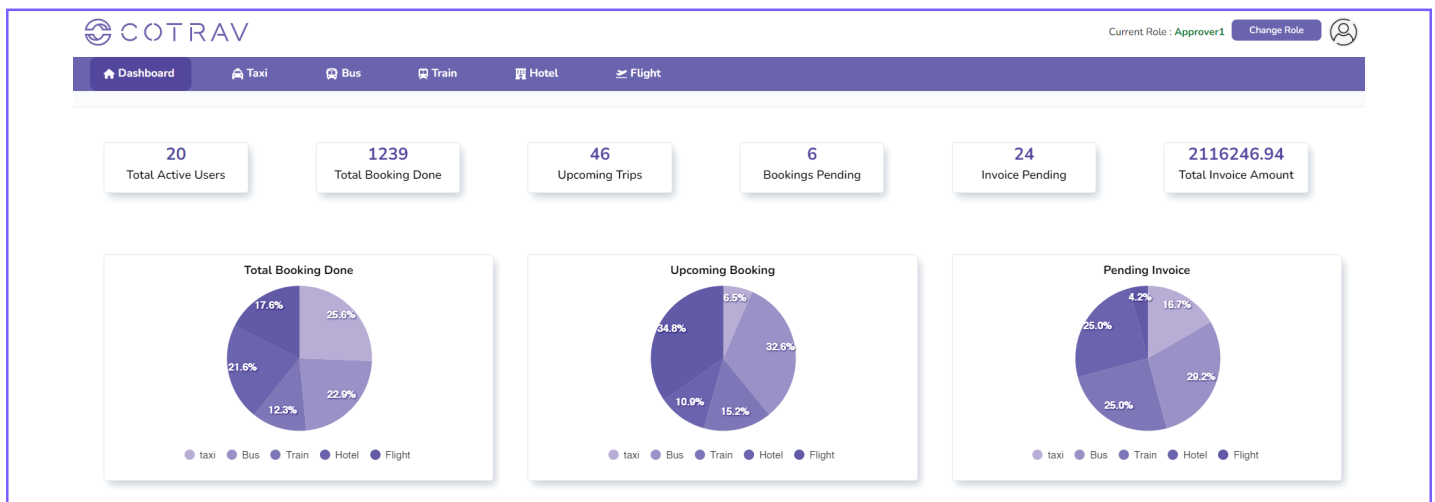
- ◆ On the top right corner of the home screen there will be a profile icon.
- ◆ On further click on Profile the profile view will open.
- ◆ The Roles can be switched from the profile dropdown icon.
- ◆ The default role will be Employee.



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 security.



5. DASHBOARD



Overview

The dashboard offers a detailed view of total booking done, upcoming booking, pending invoice, 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.

1. Pie Chart of Total Bookings Done

Description

- ◆ The pie chart visualizes the percentage distribution of total bookings by type, such as taxi, bus, train, hotel and flight.
- ◆ Each slice of the pie represents a different type of booking.

2. Upcoming Booking

Description

- ◆ Displays the upcoming booking percentage with the type such as taxi, bus, train, hotel and flight.
- ◆ Helps in managing and tracking the upcoming trips.

3. Pending Invoices

Description

- ◆ Displays the status of pending invoices approval.
- ◆ Provides a snapshot of financial transactions.

6. TAXI BOOKING


The screenshot displays the COTRAV web application interface for managing taxi bookings. At the top, the user is logged in as 'Approver1' with a 'Change Role' option. The navigation menu includes 'Dashboard', 'Taxi', 'Bus', 'Train', 'Hotel', and 'Flight'. The 'Taxi Bookings' section is active, showing sub-tabs for 'Active Bookings: UnAssigned', 'Active Bookings: Assigned', 'Archived Bookings', and 'Cancelled / Rejected Bookings'. A search bar is located above the table. The table lists one booking entry with the following details:

Booking ID	Usage Type	Spot Name	Pickup Location	Drop Location	Booking date Time	Pickup Date Time	Client Approval Status	Cotrav Status	Approve Booking	Reject Booking	Details
TVTEST103301	Local	Vaishnavi	New Delhi, Delhi, India		21 Oct 2024 12:37 pm	22 Oct 2024 12:40 pm	Pending Approver	Pending	Accept	Reject	Details


At the bottom of the table, it indicates 'Showing 1 to 1 of 1 entries' and 'Records per page 10'.

1. Overview: The taxi booking page allows users to view and manage all taxi bookings.

2. Navigation: Users can switch between different sections (e.g., air bookings, hotel bookings) using the tabs at the top.


3. Approve Bookings: Explain how to approve taxi bookings using the “Accept” button. 

4. Post accepted the booking will show in agent portal.

5. Reject Booking: Explain how to Reject taxi bookings using the “Reject” button. 

6. Viewing Bookings: Describe how to view current taxi reservations, including details like Booking ID, User ID, pickup and drop-off locations, journey dates & times, and booking dates & times.

7. Status Check: Clarify the meaning of each status (e.g., Approved, Pending) displayed under the “Status” column.

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

TAXI BOOKING

The screenshot displays the COTRAV dashboard for a taxi booking. The interface includes a navigation bar with options for Dashboard, Taxi, Bus, Train, Hotel, and Flight. The user is currently logged in as 'Approver1' with a 'Change Role' button. The main content area is divided into four sections:

- BOOKING DETAILS:** A table showing booking information for ID TVTEST103301, booked on 21 Oct 2024 at 12:37 pm. The booking is for a local sedan in New Delhi, with a pickup location in New Delhi, India, and a pickup time of 12:40 pm on 22 Oct 2024. The status is 'Pending Approval'.
- SPOC DETAILS:** A table showing the Service Point of Contact (SPOC) as Vaishnavi, with a mobile number 8805280487 and email vaishnavi.kanolkar@taxivaxi.com.
- PASSENGER DETAILS:** A table for Passenger 1, identified as Khushi Devkar, with employee ID DEMO0018, email khushi.devkar@taxivaxi.com, and contact number 7822865797. Her government ID is an Aadhaar Card with number 123213232133.
- COMMENTS:** A table for tracking communication, with columns for 'Company Comment' and 'Cotrav Reply'.

9. 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.

10. 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.

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

12. Cancelled/Rejected Bookings: This section list bookings that were cancelled or rejected. Approver can review reasons for cancellation.

7. BUS BOOKING

1. Similar to the taxi bookings, users 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.

Booking ID	Spec Name	From City	To City	Booking Date Time	Journey date Time	Client Approval Status	Cotrav Status	Approve Booking	Reject Booking	Details
TVTESTBUS36435	Vaishnavi	Satara, Maharashtra, India	PUNE RAILWAY STATION	21 Oct 2024 12:17 pm	21 Oct 2024 06:20 pm	Approved	Accepted		Reject	Details
TVTESTBUS36449	khushi devkar	Satara, Maharashtra, India	Chiplun, Maharashtra, India	21 Oct 2024 06:02 pm	22 Oct 2024 06:05 pm	Approved	Pending		Reject	Details
TVTESTBUS36380	khushi devkar	Pune, Maharashtra, India	Solapur, Maharashtra, India	08 Oct 2024 12:13 pm	23 Oct 2024 12:15 pm	Approved	Pending		Reject	Details
TVTESTBUS36463	khushi devkar	Mumbai, Maharashtra, India	Pune, Maharashtra, India	22 Oct 2024 01:13 pm	24 Oct 2024 01:15 pm	Pending Approver	Pending	Approve	Reject	Details
TVTESTBUS36464	khushi devkar	Pune, Maharashtra, India	Mumbai, Maharashtra, India	22 Oct 2024 01:27 pm	24 Oct 2024 01:30 pm	Pending Approver	Pending	Approve	Reject	Details
TVTESTBUS36403	Demo SPOC	Pune (PNQ)	New Delhi (DEL)	09 Oct 2024 02:37 pm	24 Oct 2024 02:37 pm	Approved	Pending		Reject	Details
TVTESTBUS36448	khushi devkar	Mumbai, Maharashtra, India	Pune, Maharashtra, India	21 Oct 2024 05:56 pm	24 Oct 2024 06:00 pm	Approved	Pending		Reject	Details
TVTESTBUS36451	khushi devkar	Mumbai, Maharashtra, India	Pune, Maharashtra, India	21 Oct 2024 06:12 pm	24 Oct 2024 06:00 pm	Approved	Pending		Reject	Details

4. Bus Invoice: Likely used for managing invoices and financial aspects of bus bookings.

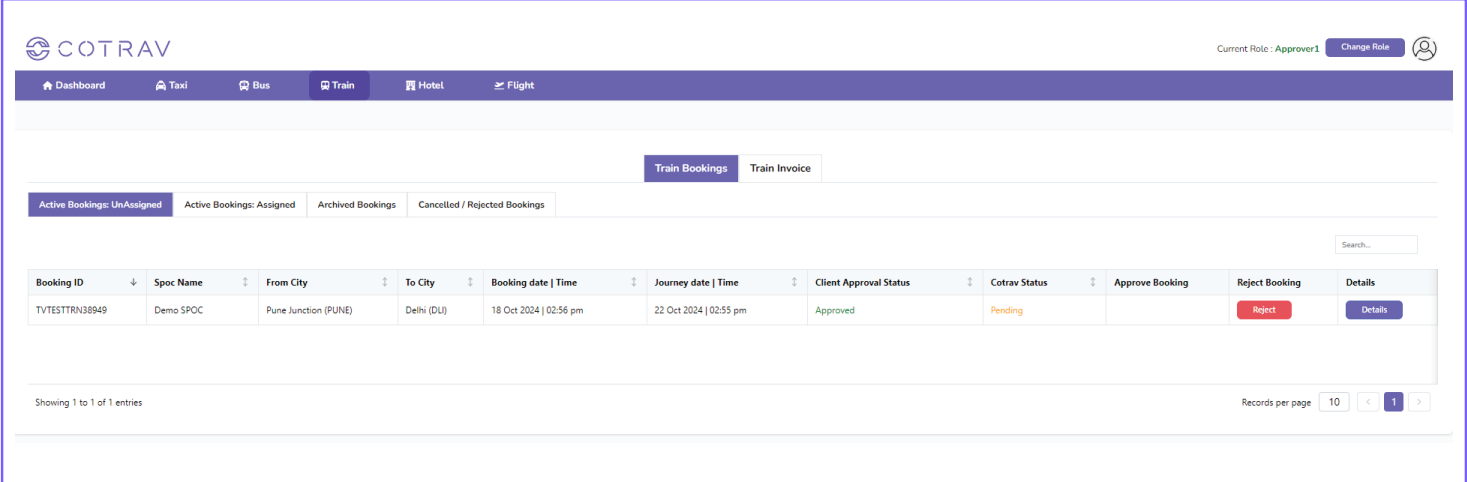
5. Details such as Booking ID, SPOC Name, From City, To City, Booking Date/Time, Journey Date/Time, Client Approval Status, and Spoc Status are available.

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

BOOKING DETAILS		SPOC DETAILS		PASSENGER DETAILS	
Booking ID	TVTESTBUS36435	Spoc Name	Vaishnavi	Passenger 1	
Booking Date Time	21 Oct 2024 12:17 pm	Spoc Mobile Number	8805280487	Employee Id	DEM00018
Approval Date Time	21 Oct 2024 02:18 pm	Spoc Email	vaishnavi.kanolkar@taxivai.com	Name	Khushi Devkar
Bus Priority Requested	AC Seater AC Seater NON AC Seater			Email	khushi.devkar@taxivai.com
Pickup City	Satara, Maharashtra, India			Contact Number	7822865797
Drop City	PUNE RAILWAY STATION			Govt. ID Type Number	Aadhar Card 123213232133
Preferred Boarding Point	Satara, Maharashtra, India			Seat Number	
Pickup Time Range	22 Oct 2024 6:20 PM To 21 Oct 2024 6:20 PM				
Pickup Date Time	21 Oct 2024 06:20 pm				
Booking Status	Accepted By TaxiVai				
Reason Of Booking	test				

8. TRAIN BOOKING

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



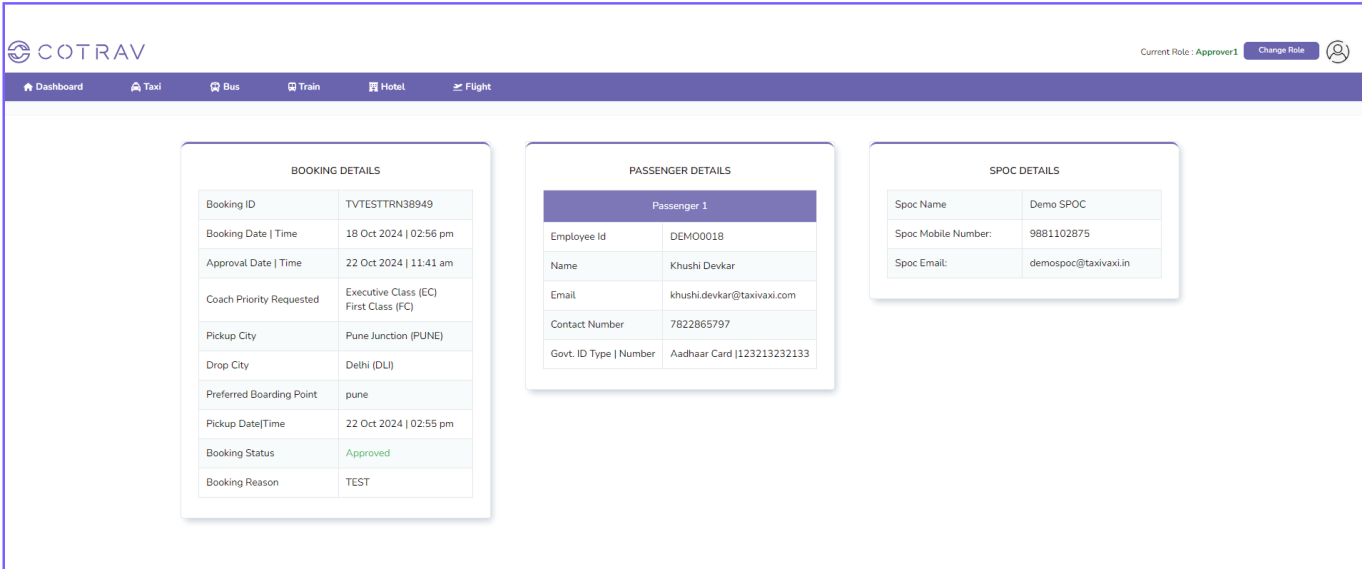
The screenshot shows the Cotrav web application interface. At the top, there is a navigation bar with the Cotrav logo and a user profile dropdown showing 'Current Role: Approver1' and a 'Change Role' button. Below the navigation bar, there are tabs for 'Dashboard', 'Taxi', 'Bus', 'Train', 'Hotel', and 'Flight'. The 'Train' tab is selected, and there are sub-tabs for 'Train Bookings' and 'Train Invoice'. Under 'Train Bookings', there are filter buttons for 'Active Bookings: UnAssigned', 'Active Bookings: Assigned', 'Archived Bookings', and 'Cancelled / Rejected Bookings'. A search bar is located on the right. Below the filters is a table with the following columns: Booking ID, Spoc Name, From City, To City, Booking date | Time, Journey date | Time, Client Approval Status, Cotrav Status, Approve Booking, Reject Booking, and Details. The table contains one entry with the following data:

Booking ID	Spoc Name	From City	To City	Booking date Time	Journey date Time	Client Approval Status	Cotrav Status	Approve Booking	Reject Booking	Details
TVTESTTRN38949	Demo SPOC	Pune Junction (PUNE)	Delhi (DLI)	18 Oct 2024 02:56 pm	22 Oct 2024 02:55 pm	Approved	Pending		Reject	Details

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Records per page 10' with a dropdown menu showing '1'.

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.



The screenshot shows the Cotrav web application interface with the 'Train Bookings' tab selected. The 'Details' button from the previous screenshot is clicked, leading to a detailed view of the booking. The page is divided into three main sections:

- BOOKING DETAILS:**

Booking ID	TVTESTTRN38949
Booking Date Time	18 Oct 2024 02:56 pm
Approval Date Time	22 Oct 2024 11:41 am
Coach Priority Requested	Executive Class (EC) First Class (FC)
Pickup City	Pune Junction (PUNE)
Drop City	Delhi (DLI)
Preferred Boarding Point	pune
Pickup Date Time	22 Oct 2024 02:55 pm
Booking Status	Approved
Booking Reason	TEST
- PASSENGER DETAILS:**

Passenger 1	
Employee Id	DEMO0018
Name	Khushi Devkar
Email	khushi.devkar@taxivaxi.com
Contact Number	7822865797
Govt. ID Type Number	Aadhaar Card 123213232133
- SPOC DETAILS:**

Spoc Name	Demo SPOC
Spoc Mobile Number:	9881102875
Spoc Email:	demospoc@taxivaxi.in

9. HOTEL BOOKING

Booking ID	Spoc Name	Location	Booking date Time	Check-in Date Time	Check-out Date Time	Room Nights	Room Type	Client Approval Status	Cotrav Status	Approve Booking	Reject Booking	Details
TVTESTHTL53074	Demo SPOC	New Delhi	15 Oct 2024 10:23 am	23 Oct 2024 12:30 pm	25 Oct 2024 11:30 am	2	Bucket 0 Bucket 1	Approved	Pending		Reject	Details
TVTESTHTL53103	Demo SPOC	Adoni	18 Oct 2024 03:39 pm	23 Oct 2024 12:00 am	24 Oct 2024 12:00 pm	2	Bucket 0 Bucket 1	Approved	Higher Bucket Requested		Reject	Details
TVTESTHTL53109	Demo SPOC	Adilabad	18 Oct 2024 06:48 pm	23 Oct 2024 12:00 am	24 Oct 2024 12:00 pm	2	Bucket 0 Bucket 1	Approved	Pending		Reject	Details
TVTESTHTL53114	Vaishnavi	Gurgaon	22 Oct 2024 11:45 am	22 Oct 2024 11:45 am	22 Oct 2024 12:45 pm	2	Bucket 0 Bucket 1	Pending Approver	Pending	Approve	Reject	Details

Showing 1 to 4 of 4 entries

Records per page: 10 < 1 >

1. Hotel bookings likely follow a similar structure.
2. Users 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.

BOOKING DETAILS	
Booking ID	TVTESTHTL53074
Booking Date Time	15 Oct 2024 10:23 am
Approval Date Time	15 Oct 2024 10:30 am
Room Type Requested	Bucket 0 Bucket 1
Location	New Delhi
Preferred Hotel Point	Taj
Check In-date Time	23 Oct 2024 12:30 pm
Check Out-date Time	25 Oct 2024 11:30 am
No. of Nights	2
Booking Status	Approved
Reason Of Booking	Test Booking

PASSENGER DETAILS	
Passenger 1	
Employee Id	DEMO0005
Name	Demo Employee
Email	demoemp@taxivaxi.in
Contact Number	9881102875
Govt. ID Type Number	voter id 555765651234
Passenger 2	
Employee Id	DEMO0004
Name	Demo SPOC
Email	demospoc@taxivaxi.in
Contact Number	9604698582
Govt. ID Type Number	Adhar Card 1212121111

SPOC DETAILS	
Spoc Name	Demo SPOC
Spoc Mobile Number:	9881102875
Spoc Email:	demospoc@taxivaxi.in

The screenshot shows the Cotrav Flight Bookings interface. At the top, there's a navigation bar with 'Dashboard', 'Taxi', 'Bus', 'Train', 'Hotel', and 'Flight' (selected). Below the navigation bar, there are tabs for 'Flight Bookings' and 'Flight Invoice'. Under 'Flight Bookings', there are sub-tabs: 'Active Bookings: UnAssigned', 'Active Bookings: Assigned', 'Archived Bookings', and 'Cancelled / Rejected Bookings'. A search bar is present on the right. The main table displays flight booking details:

Booking ID	Spoc Name	From City	To City	Booking Date Time	Journey Date Time	Client Approval Status	Cotrav Status	Approve Booking	Reject Booking	Details
TVFLY21025	khushi devkar	Pune - Pune Airport / Lohagaon Air Force Station (Mumbai - Chhatrapati Shivaji International Airport	21 Oct 2024 05:16 pm	23 Oct 2024 05:30 am	Pending Approver	Pending	Approve	Reject	Details
TVFLY21021	khushi devkar	Pune - Pune Airport / Lohagaon Air Force Station (New Delhi - Indira Gandhi International Airport (D	18 Oct 2024 05:58 pm	22 Oct 2024 05:30 am	Approved	Pending		Reject	Details
TVFLY21011	Demo SPOC	New Delhi - Indira Gandhi International Airport (D	Pune - Pune Airport / Lohagaon Air Force Station (15 Oct 2024 06:28 pm	24 Oct 2024 05:30 am	Pending Approver	Pending	Approve	Reject	Details
TVFLY21009	Demo SPOC	Pune Airport / Lohagaon Air Force Station (PNQ)	Chhatrapati Shivaji International Airport (BOM)	15 Oct 2024 04:40 pm	23 Oct 2024 05:30 am	Pending Approver	Pending	Approve	Reject	Details
TVFLY20977	Demo SPOC	Delhi, India	Mumbai, Maharashtra, India	07 Oct 2024 04:07 pm	24 Oct 2024 05:30 am	Pending Approver	Pending	Approve	Reject	Details

Showing 1 to 5 of 5 entries. Records per page: 10. Page 1 of 1.

10. FLIGHT BOOKING

1. Flight bookings share common elements.
2. Users 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.

The detailed view consists of three panels:

BOOKING DETAILS

Booking ID	TVFLY21025
Booking Date Time	21 Oct 2024 05:16 pm
Approval Date Time	NA
Usage Type	Flight
From	Pune - Pune Airport / Lohagaon Air Force Station (
To	Mumbai - Chhatrapati Shivaji International Airport
Flight Type	Domestic
Trip Type	One Way
Seat Type	Economy
Preferred Flight	TEST
Departure Date	23 Oct 2024 05:30 am
Booking Status	Pending for Approval
Booking Reason	TEST

PASSENGER DETAILS

Passenger 1

Employee Id	DEMO0010
Name	Vaishnavi Kanolkar
Email	vaishnavi.kanolkar@taxivaxi.com
Contact Number	8805280487
Govt. ID Type Number	Adhar Card 1212121212

SPOC DETAILS

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