

USER MANUAL

Corporate Travel Solution for
Employee

SERVICE USER MANUAL

CORPORATE TRAVEL



1. INTRODUCTION

This user manual serves as a comprehensive guide for **EMPLOYEE** tasked with managing travel bookings. The **EMPLOYEE** portal is designed to view the booking 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

1 Dashboard

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

2 Taxi Bookings

Facilitates the booking of taxi services for employees.

3 Bus Bookings

Enables the booking of bus services, catering to group travel needs and providing options for managing larger transportation requirements.

4 Train Booking

Supports the booking of train services, streamlining the process for managing rail travel for employees.

5 Hotel Booking

Supports the reservation of hotel accommodations, assisting in the management of lodging arrangements for employees.

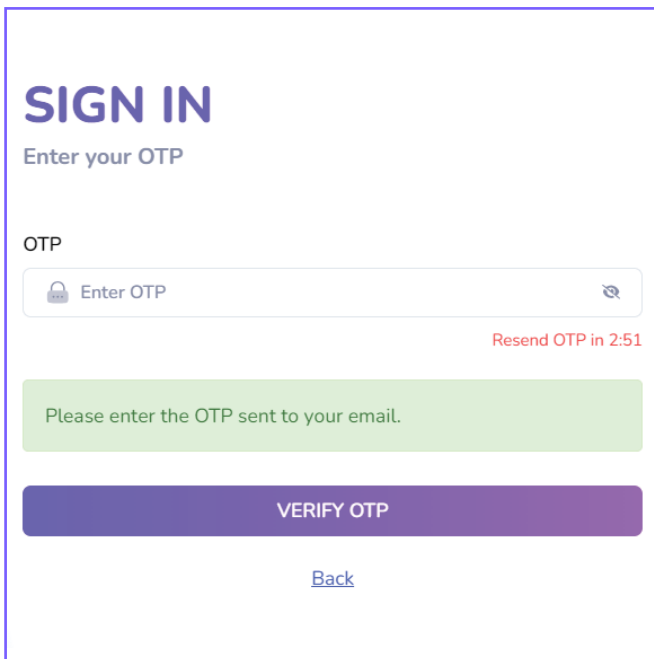
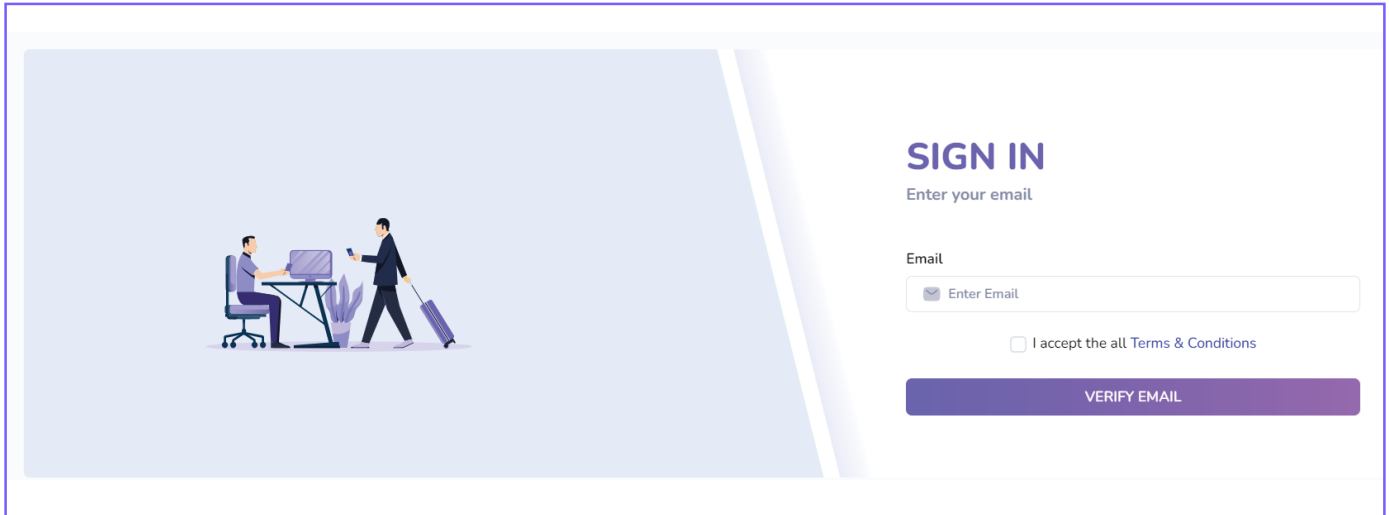
6 Flight Booking

Assists in the booking of flight services, ensuring that air travel arrangements are handled efficiently for employees.

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

2. EMPLOYEE LOGIN

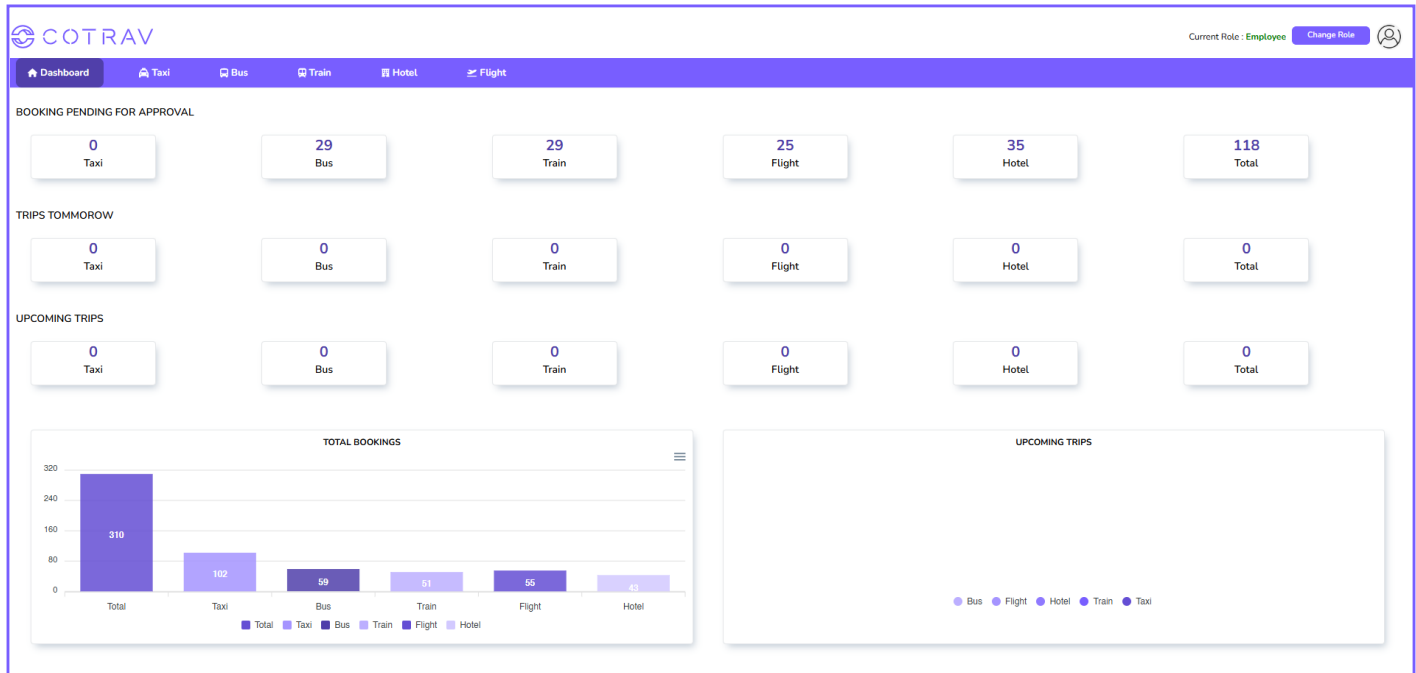
Access all your corporate travel solutions here: <https://cotrav.co/>



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

3. HOME PAGE

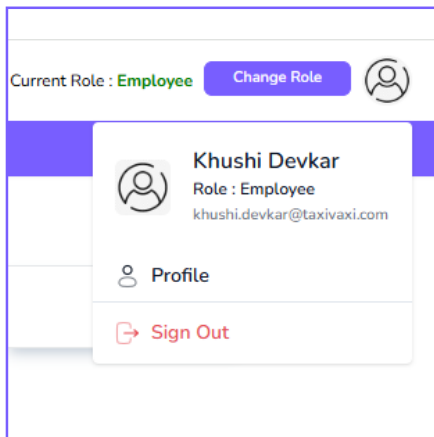
Post login screen:



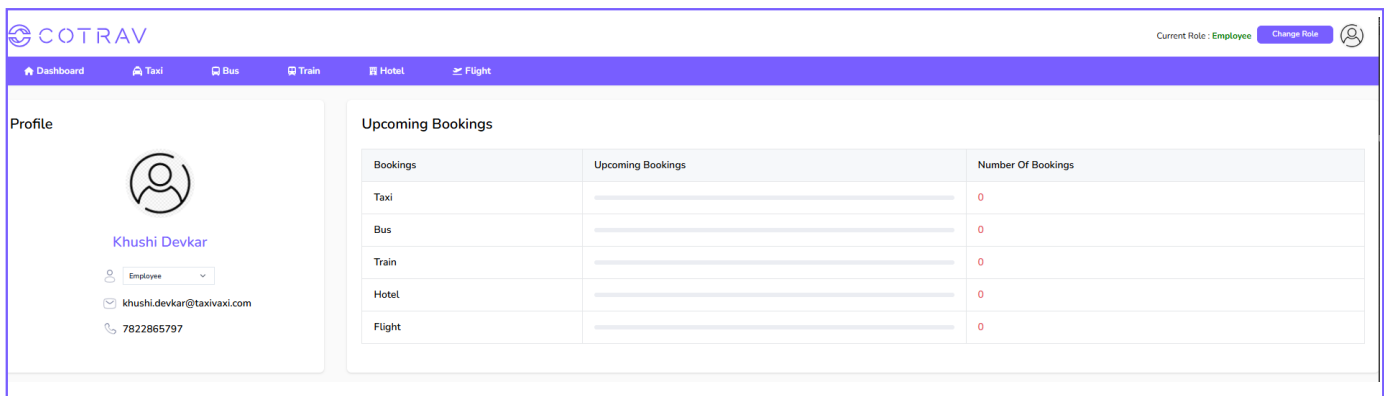
The home page is organized into the following submodules, each of which is described in detail in the subsequent sections:

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

4. PROFILE



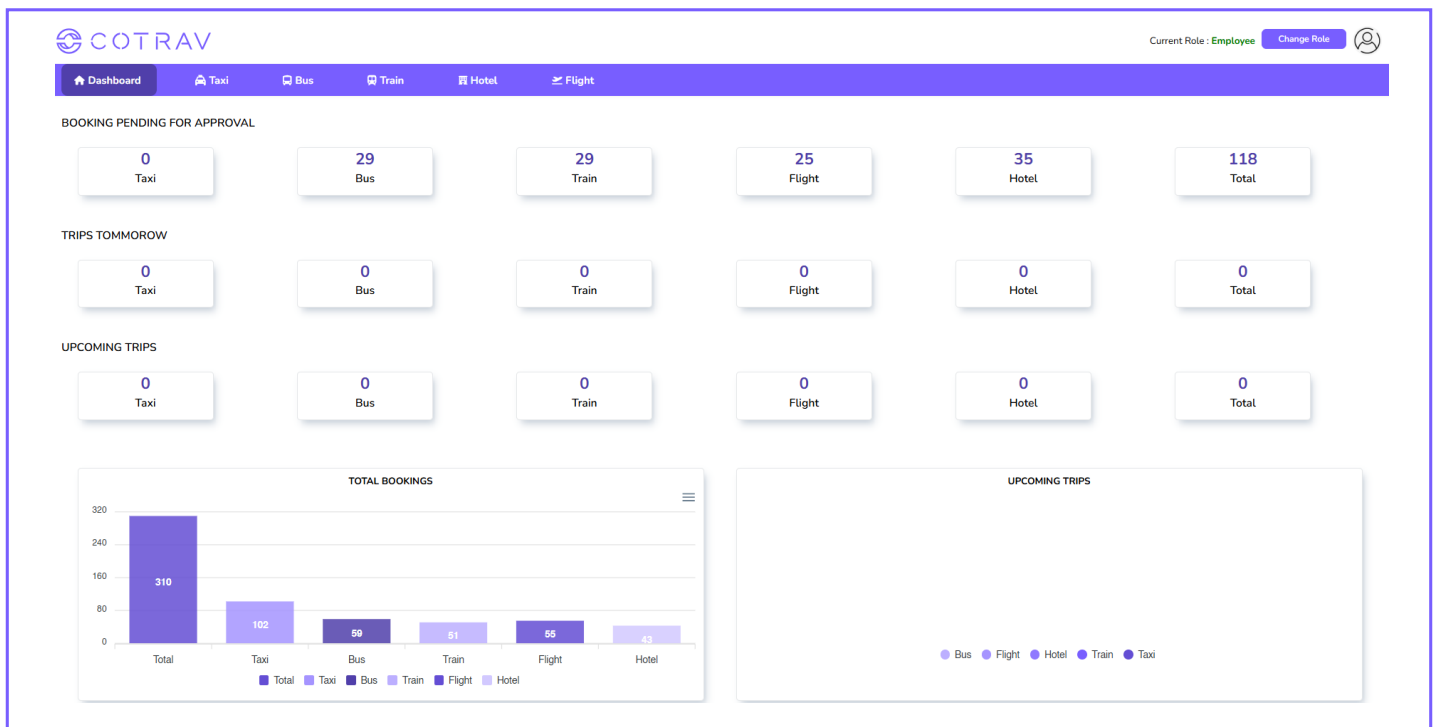
- ◆ On the top right corner of the home screen there will be a profile icon.
- ◆ On further click on Profile the profile view will open.
- ◆ The Roles can be switched from the profile dropdown icon.
- ◆ The default role will be Employee.



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

Summary	
Total Upcoming Bookings	0
Total Tomorrow Bookings	0
Total Pending Bookings	10
Total Bookings	310

5. DASHBOARD



Overview

The dashboard offers a detailed view of total bookings, pending invoices, and key metrics about pending for approval bookings, upcoming trips. It is designed to help employees efficiently monitor various aspects of the operations.

1. Bar graph of Total

BookingsDescription:

- ◆ The bar graph visualizes the total number of bookings by type, such as taxi, bus, train, hotel and flight.
- ◆ Each bar of the graph represents a different type of booking.

2. Pie chart of Pending

InvoicesDescription:

- ◆ The pie chart visualizes the percentage of pending invoices by type, such as taxi, bus, train, hotel and flight.

6. TAXI BOOKING

The screenshot displays the COTRAV web application interface for taxi bookings. At the top, the COTRAV logo is on the left, and the user's role is 'Employee' with a 'Change Role' button on the right. A navigation bar contains tabs for Dashboard, Taxi, Bus, Train, Hotel, and Flight. The 'Taxi' tab is selected. Below the navigation bar, there is a search bar and an 'Add Taxi Booking' button. A status filter bar shows 'Current', 'Upcoming', 'Archived', and 'Cancelled' tabs, with 'Current' selected. A table with columns for Booking ID, Spoc Name, Pickup Date-Time, Pickup Location, Client Approval Status, Cotrav Status, and Details is displayed. The table is currently empty, showing 'No records' in the center and 'No records' at the bottom left. A 'Records per page' dropdown is set to 10.

1. Overview: The taxi booking page allows employees to view all taxi bookings.

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

3. Current, Upcoming, Archived, Cancelled Tabs: Help employees navigate their bookings based on their status.

4. Viewing Bookings: Describe how to view current taxi reservations, including details like Booking ID, SPOC Name, pickup and drop-off date.

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



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

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. Add Taxi Booking: This section explains how to add new taxi bookings using the “ADD TAXI BOOKING” button. [Add Taxi Booking](#)

TAXI BOOKING


Current Role : Employee [Change Role](#) 

Dashboard
Taxi
Bus
Train
Hotel
Flight

ADD TAXI BOOKING

Local
Outstation
Radio

Select Booking Reason*

Pickup City*

Taxi Type*

Pickup Location*

Drop Location*

Expected Hours Usage*

Expected kms Usage*

Suggested Package*

Select Package*

Pickup DateTime*

Booking Reason/ Comment*

Apply For Approval And Book

BOOKING DETAILS		SPOC DETAILS		PASSENGER DETAILS	
Booking ID	TVTEST103102	Spoc Name	Demo SPOC	Passenger 1	
Booking Date Time	12 Aug 2024 05:46 pm	Spoc Mobile Number	9881102875	Employee Id	DEMO0018
Approval Date Time	NA	Spoc Email	demospoc@taxivaxi.in	Name	Khushi Devkar
Usage Type	Local			Email	khushi.devkar@taxivaxi.com
Taxi Type	Sedan			Contact Number	7822865797
Package				Govt. ID Type Number	Aadhaar Card 123213232133
City	New Delhi			Passenger 2	
Pickup Location	New Delhi, Delhi, India			Employee Id	DEMO0010
Drop Location				Name	Vaishnavi Kanolkar
Pickup Date Time	13 Aug 2024 05:45 pm			Email	vaishnavi.kanolkar@taxivaxi.com
Booking Status	Assigned			Contact Number	8805280487
Reason For Booking	test			Govt. ID Type Number	Driving License 1212121212

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., current, archived).
3. Bus Bookings: This tab displays information related to bus reservations.

The screenshot shows the COTRAV dashboard with the 'Bus' tab selected. The interface includes a navigation bar with 'Dashboard', 'Taxi', 'Bus', 'Train', 'Hotel', and 'Flight'. The 'Bus' tab is active. A search bar and 'Add Bus Booking' button are visible. Below, there are tabs for 'Current', 'Upcoming', 'Archived', and 'Cancelled'. The main area shows a table with columns: Booking ID, Spoc Name, Journey Date-Time, From City, Client Approval Status, Cotrav Status, and Detail. The table is currently empty, displaying 'No records'.

4. Details such as Booking ID, SPOC Name, Booking Date/Time, Journey Date/Time, Status are available.
5. Employees can view additional details or take actions using the “Details” button.

The screenshot displays three panels of booking details:

- BOOKING DETAILS**

Booking ID	TVTESTBUS36271
Booking Date Time	20 Sept 2024 02:40 pm
Approval Date Time	Invalid date
Bus Priority Requested	AC Seater AC Seater AC Seater
Pickup City	Pune Maharashtra India
Drop City	Mumba Maharashtra India
Preferred Boarding Point	Sangvi Maharashtra India
Pickup Time Range	
Pickup Date Time	Invalid date
Booking Status	Pending Approval
Reason Of Booking	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	khushi devkar
Spoc Mobile Number:	7822865797
Spoc Email:	khushi.devkar@taxivaxi.com

8. TRAIN BOOKING

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

The screenshot shows the COTRAV web application interface for train bookings. The top navigation bar includes 'Dashboard', 'Taxi', 'Bus', 'Train' (selected), 'Hotel', and 'Flight'. A user profile icon and 'Current Role: Employee' are visible in the top right. Below the navigation bar is a search bar and an 'Add Train Booking' button. A filter bar shows 'Current', 'Upcoming', 'Archived', and 'Cancelled' tabs. The main content area displays a table with the following columns: Booking ID, Spoc Name, From City, To City, Booking Date, Client Approval Status, Cotrav Status, and Details. The table is currently empty, showing 'No records' in the center. At the bottom right, there is a 'Records per page' dropdown set to '10'.

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 displays three detailed panels for a train booking:

- BOOKING DETAILS:**

Booking ID	TVTESTTRN38966
Booking Date Time	23 Oct 2024 03:09 pm
Approval Date Time	23 Oct 2024 03:09 pm
Coach Priority Requested	First AC (1A) Executive Class (EC) Executive Class (EC)
Pickup City	Pune Junction (PUNE)
Drop City	Mumbai Central (BCT)
Preferred Boarding Point	pune junction
Pickup Date Time	23 Oct 2024 9:10 pm To 23 Oct 2024 9:10 pm
Booking Status	Pending Approval
Booking Reason	NA
- 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	Vaishnavi
Spoc Mobile Number:	8805280487
Spoc Email:	vaishnavi.kanolkar@taxivaxi.com

9. HOTEL BOOKING

The screenshot shows the COTRAV web application interface for hotel bookings. The top navigation bar includes 'Dashboard', 'Taxi', 'Bus', 'Train', 'Hotel' (selected), and 'Flight'. The user's current role is 'Employee'. Below the navigation bar, there is a search bar and a table with columns: Booking ID, Spoc Name, City, Check In, Check Out, Client Approval Status, Cotrav Status, and Details. The table is currently empty, displaying 'No records'. There are also buttons for 'Add Hotel Booking' and 'Change Role'.

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 Booking ID, SPOC Name, Check-in Date/Time, Check-out Date/Time, and Status.

BOOKING DETAILS		PASSENGER DETAILS		SPOC DETAILS	
Booking ID	TVTESTHTL53137	Passenger 1		Spoc Name	Vaishnavi
Booking Date Time	30 Oct 2024 11:41 am	Employee Id	DEMO0018	Spoc Mobile Number:	8805280487
Approval Date Time	01 Jan 1970 05:30 am	Name	Khushi Devkar	Spoc Email:	vaishnavi.kanolkar@taxivaxi.com
Room Type Requested	Bucket 0 Bucket 1	Email	khushi.devkar@taxivaxi.com		
Location	Nagpur	Contact Number	7822865797		
Preferred Hotel Point	NA	Govt. ID Type Number	Aadhaar Card 123213232133		
Check In-date Time	30 Oct 2024 11:45 am				
Check Out-date Time	30 Oct 2024 12:45 pm				
No. of Nights	2				
Booking Status	Pending for Approval				
Reason Of Booking	NA				

10. FLIGHT BOOKING

Current Role: **Employee** [Change Role](#)

Dashboard Taxi Bus Train Hotel **Flight**

[Add Flight Booking](#)

Current Upcoming Archived Cancelled

Search...

Booking ID	Spoc Name	Pickup Date	Pickup Location	Client Approval Status	Cotrav Status	Details
No records						

No records Records per page 10

1. Flight bookings share common elements.
2. Users can view flight details, departure/arrival times.
3. Columns may include Booking ID, SPOC Name, Departure City, Arrival City, Departure Date/Time, and Status.

BOOKING DETAILS		PASSENGER DETAILS		SPOC DETAILS	
Booking ID	TVFLY21037	Passenger 1		Spoc Name	Vaishnavi
Booking Date Time	23 Oct 2024 03:57 pm	Employee Id	DEMO0018	Spoc Mobile Number:	8805280487
Approval Date Time	NA	Name	Khushi Devkar	Spoc Email:	vaishnavi.kanolkar@taxivaxi.com
Usage Type	Flight	Email	khushi.devkar@taxivaxi.com		
From	Mumbai - Chhatrapati Shivaji International Airport (BOM)	Contact Number	7822865797		
To	Pune - Pune Airport / Lohagaon Air Force Station (PNQ)	Govt. ID Type Number	Aadhaar Card 123213232133		
Flight Type	Domestic				
Trip Type	Round Trip				
Seat Type	Business				
Preferred Flight	NA				
Departure Date	23 Oct 2024 12:00 am				
Booking Status	Pending for Approval				
Booking Reason	NA				