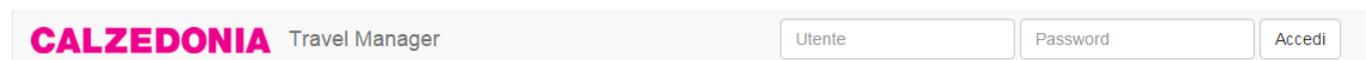


Travel Manager Project

User Guide

Application access

The application is available at: <http://webapps.calzedonia.com:8092/TravelManager>
You can use the application with Internet Explorer 9.0 or greater or with any other browser (Chrome, Firefox, Safari, Opera) updated to the latest version.
Credentials are required to login, username and password are the same of Novell network.

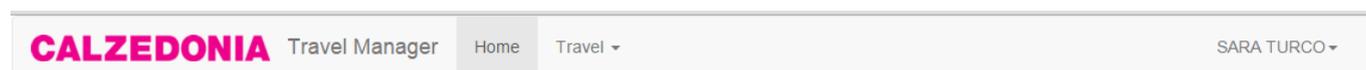


CALZEDONIA Travel Manager

Utente Password Accedi

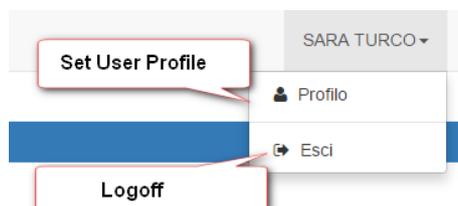
Home page

After login, the menu bar appears; it gives access to the application functions.



CALZEDONIA Travel Manager Home Travel ▾ SARA TURCO ▾

Selecting the user name, a dropdown menu is displayed



- Profilo: opens a panel to set user information.
- Esci: you are disconnected and redirected to the main page.

Profile

In the profile setup panel, the user has the possibility to store information for the Travel Office, in particular:

- Identity Card details
- Identity Card attachment in Acrobat PDF format or image (JPG, PNG)
- Passport details
- Passport attachment in Acrobat PDF format or image (JPG, PNG)
- Additional notes
- Loyalty card details

Profilo SARA TURCO

Carta Identità n° * Rilasciato da * Scadenza *

Passaporto n° Rilasciato da Scadenza

Allegato
Seleziona...

Note

Visti + Aggiungi

Tessere Fedeltà + Aggiungi

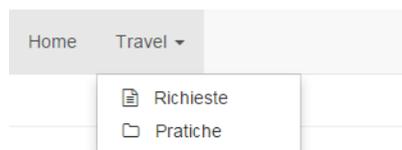
Esci Salva

Once an attachment is uploaded, additional fields are required.
To upload a new document, remove the current one, then the button to upload it appears.

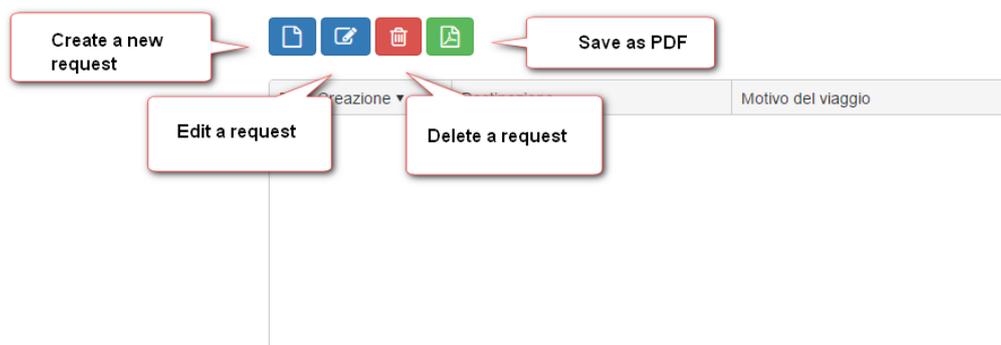
You can add any number of loyalty cards and visas (green button) or remove them (red button with the trash icon).

Travel request

In the menu bar, select Travel → Richieste to access the management page of the travel requests



In the page you can see a list of requests already entered and a button bar for management:



The request can be created, modified or deleted until it is in "Draft" status (yellow LED); once it is submitted to the Travel Office, a dossier is created and the request is no longer editable.

You can create a new request or modify an existing one by selecting it from the list, in both cases you are shown to the request composition panel, where it is required to fill the header fields:

The screenshot shows a navigation bar with a 'Home' button. Below it, there are two required fields: 'Destinazione *' (Destination) with a text input containing 'Parigi' and 'Motivo del viaggio *' (Reason for travel) with a dropdown menu showing 'Fiera'.

At this point you must fill in the passenger data, you can dynamically add (or remove) other passengers to the request on condition that **they are making the same trip**.

The name by default is set equal to the requester, but you can change it if you are booking on someone else's behalf. Some fields are preset to the values contained in the company database, but they are editable.

Some fields allow only an obligatory choice among the provided values, as for "Marchio" (Brand); but if the field has the arrow icon separated with a vertical line you can also enter values in the list, as for "Società di fatturazione" (Billing Company).

The image shows two dropdown menus. The first, 'Marchio *', has a list of options including 'Calzedonia', 'Seleziona...', 'Aimee', 'Falconeri', 'Intimissimi', 'Outlet', and 'SignorVino'. The second, 'Società di Fatturazione *', has a list of company names including 'CALZEDONIA S.P.A.', 'CALZEDONIA GERMANY G.m.b.H.', 'CALZEDONIA HOLDING SPA', 'CALZEDONIA HONG KONG LIMITED', 'CALZEDONIA JAPAN KK', 'CALZEDONIA ÖSTERREICH G.m.b.H.', 'CALZEDONIA PORTUGAL Lda.', and 'CALZEDONIA S.P.A.'.

This rule applies to all application panels.

All fields marked with a red asterisk are required; if you try to save without having filled some of them, an error message is displayed and they are highlighted in red:

The screenshot shows the request composition panel with an error message at the top: 'Controlla di aver compilato tutti i campi: Ruolo ×'. The 'Ruolo *' field is highlighted in red. Other fields include 'Destinazione *' (Parigi), 'Motivo del viaggio *' (Fiera), 'Nominativo di chi viaggia *' (SARA TURCO), and 'Marchio *' (Calzedonia). A red trash icon is visible on the right.

The application may require additional information with regards to the selected name, for example the order number:

The image shows two fields: 'Società di Fatturazione *' (Billing Company) with 'CALZEDONIA S.P.A.' selected, and 'Numero Ordine *' (Order Number) which is empty. A callout box points to the 'Numero Ordine' field with the text: 'Information required only for some travelers'.

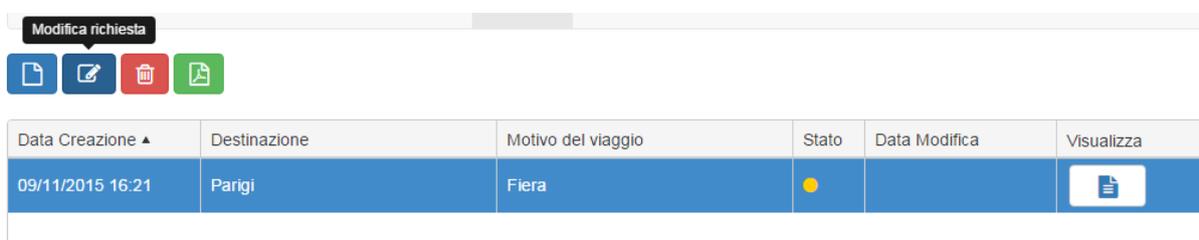
Once the main page is completed, you can save the request as a "Draft", while the "Esci" button takes you back to requests page.



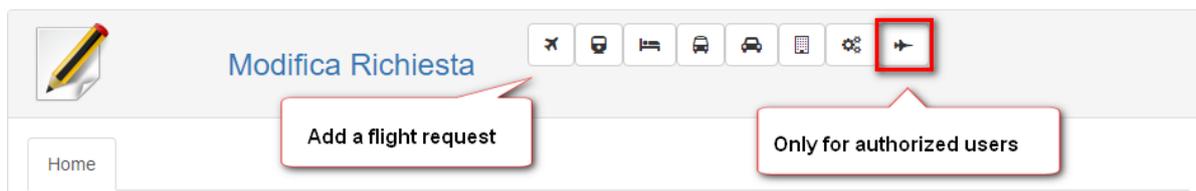
The blue button should be used only when the request is complete and must be processed by the Travel Office



To edit a saved request, select and click the edit button.



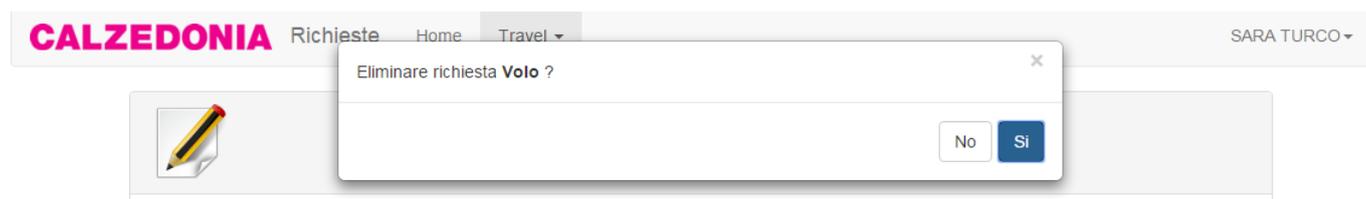
Now you can add requests for specific services you need:



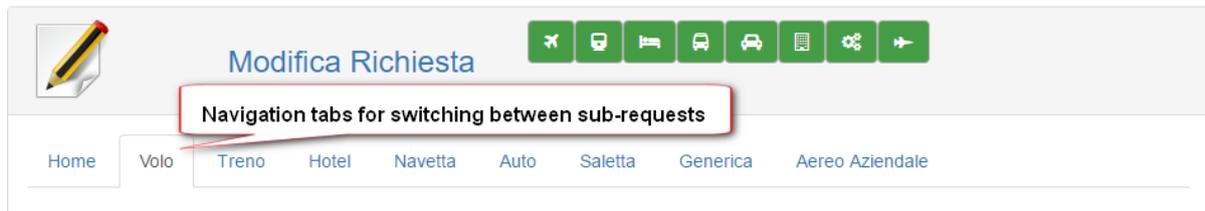
A palette of services that may be required is displayed, by selecting an icon the system adds the request and the **icon turns green** indicating that the service has been added. The Corporate Plane request is available only to authorized users.

Before adding other requests you must complete all fields.

If you select an icon of an already added service (green icon), the system removes the relative request, subject to confirmation.

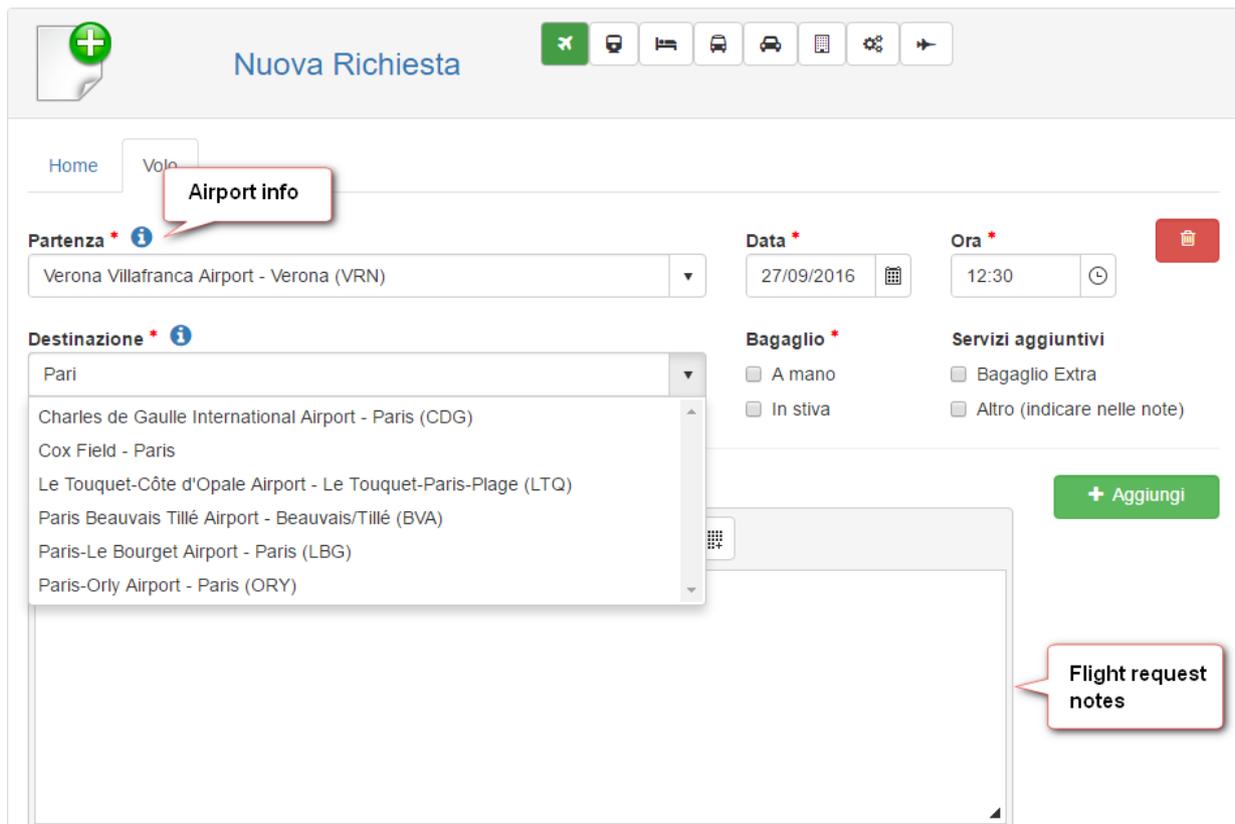


To switch from one request to another during compilation you can use the navigation tabs:



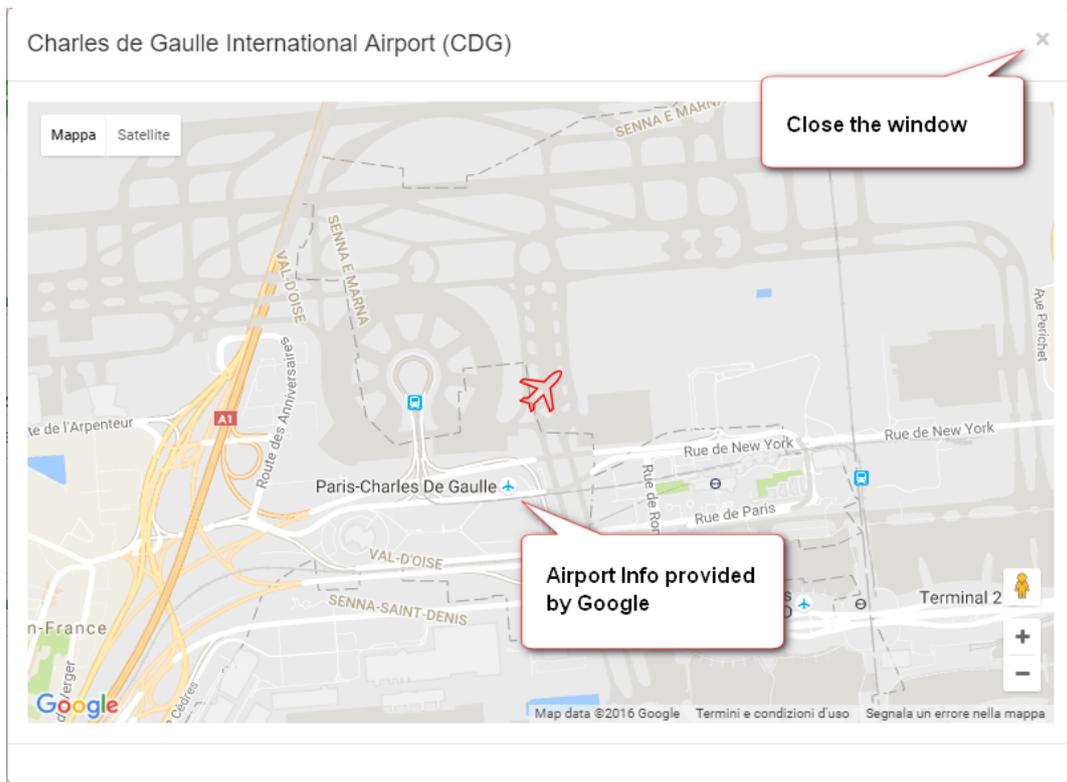
Flight request

The required fields must be filled, you can add notes in the dedicated area.



You can add a variable number of routes using the buttons.

By typing in at least 3 characters in the airports field, the system performs a search on all the world's airports; once an airport is selected, the information button opens a window with the Google map. The window can be closed with the top button or with the key "esc".



Train request

The required fields must be filled, you can add notes in the dedicated area.

You can add a variable number of routes using the buttons.

If you type in at least 3 characters in the stations field, the system performs a search on all the Italian railway stations.

Hotel request

The required fields must be filled, you can add notes in the dedicated area.

Modifica Richiesta

Home Hotel

Città *
Milano

Hotel *
Seleziona ...
ANDERSON
BICOCCA
BUSINESS PALACE
CORSO GENOVA
ECHO
MANIN
MILANO CENTRO
MILANO HOTEL VERA

Hotel info for the selected city

Check in *
Arrivo

Check out *
Partenza

Note

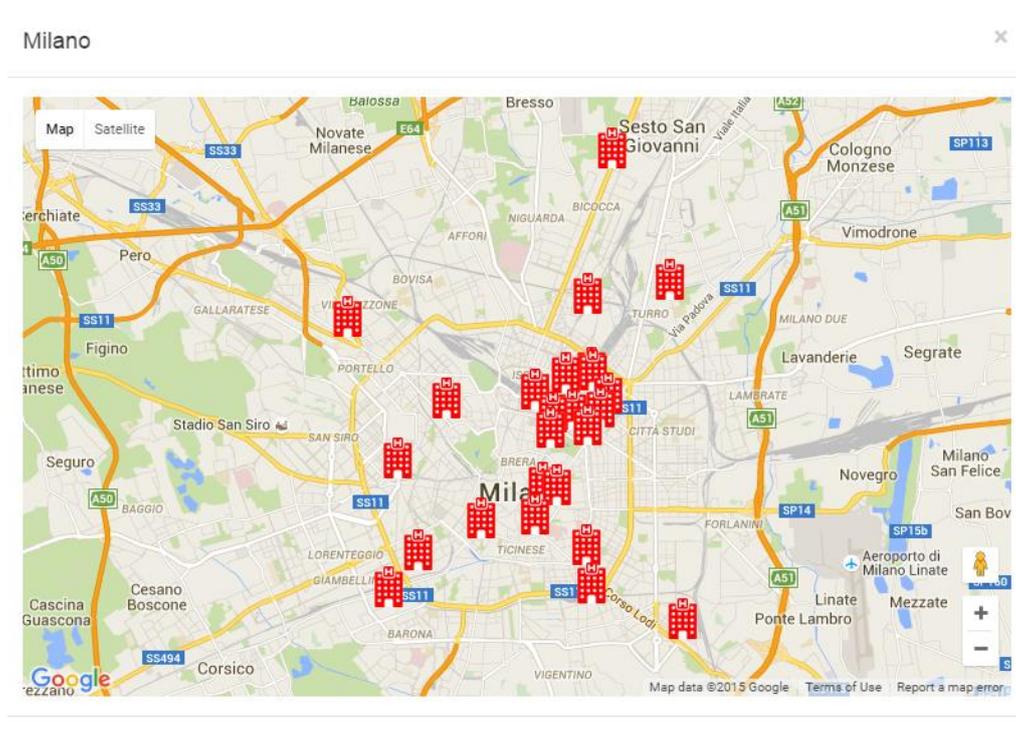
Format B I U

+ Aggiungi

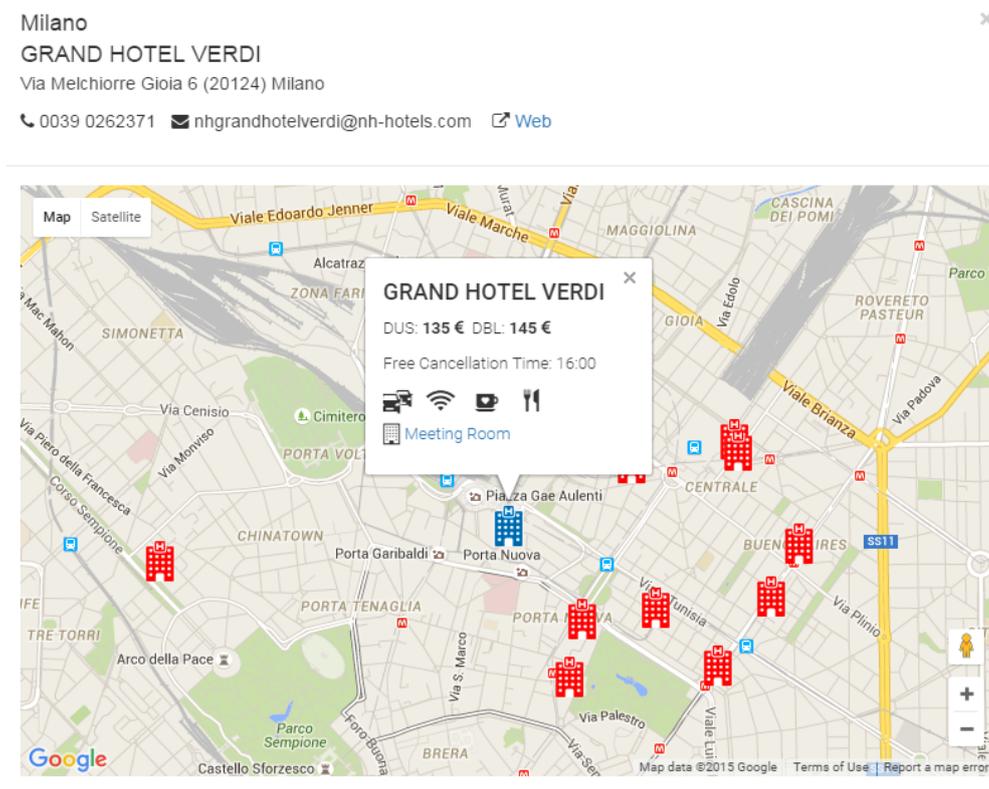
You can add a variable number of hotel using the buttons.

Type in at least 2 characters in the city field, the system performs a search on all the cities that have a hotel with agreement. If you select a city from the list, the system displays the available hotels in that city, the information button opens a window with the Google map. The window can be closed with the top button or with the key "esc".

The window contains all the hotels for the selected city:



If you select a hotel in the map it icon turns blue and the view is zoomed around it. The details about the hotel are shown and this choice is set in the panel:



Shuttle request

The required fields must be filled, you can add notes in the dedicated area.

The screenshot shows a web form titled "Modifica Richiesta" (Modify Request). The form has a navigation bar with "Home" and "Navetta" tabs. Below the navigation bar, there are three main input fields: "Tragitto" (Route), "Data" (Date), and "Ora" (Time). The "Tragitto" field is active, showing a dropdown menu with the following options: "Aeroporto Verona - Hotel Veronesi", "Aeroporto Verona - Sede", "Aeroporto Verona - Stazione FS", "Aeroporto Verona - Vallese", "Sede - Aeroporto Verona", "Sede - Stazione FS", and "Sede - Vallese". To the right of the "Data" and "Ora" fields, there is a red trash icon. Below the "Tragitto" dropdown, there is a large text area for notes, with a toolbar containing icons for list, print, currency, image, and grid. A green "+ Aggiungi" (Add) button is located to the right of the notes area.

You can add a variable number of routes using the buttons.

Type in at least 2 characters in the route field, the system performs a search on all the predefined routes.

Car rental request

The required fields must be filled, you can add notes in the dedicated area.

The screenshot shows a web interface for modifying a car rental request. At the top, there is a header with a pencil icon and the text 'Modifica Richiesta'. Below this, there are navigation tabs for 'Home' and 'Auto'. The main form consists of several input fields: 'Ritiro' (Pickup) with a dropdown menu showing 'Aeroporto di Verona', 'Data' (Date) with a calendar icon, and 'Ora' (Time) with a clock icon. There are also fields for 'Rilascio' (Release), 'Data', and 'Ora'. A red button with a trash icon is located to the right of the pickup fields. Below the form is a 'Note' section with a rich text editor toolbar containing options for bold, italic, underline, list, and link. A green '+ Aggiungi' button is positioned to the right of the notes area.

You can add a variable number of car requests using the buttons.

There are no default values

Meeting Room request

The required fields must be filled, you can add notes in the dedicated area.

If you select a type of buffet, I must also specify the time and the guaranteed minimum number of participants for the buffet.

You can add a variable number of meeting room requests using the buttons.

Type in at least 2 characters in the city field, the system performs a search on all the cities that have a building with agreement. If you select a city from the list, the system displays the available building in that city, the information button opens a window with the Google map. The window can be closed with the top button or with the key "esc".

The window contains all the buildings for the selected city, it works the same way as the hotel selection.

Corporate Plane request (only authorized users)

The required fields must be filled, you can add notes in the dedicated area.

The screenshot shows the 'Nuova Richiesta' (New Request) form. At the top, there is a header with a green plus icon, the title 'Nuova Richiesta', and a toolbar with icons for airplane, car, train, bus, and other transport modes. Below the header, there are tabs for 'Home' and 'Aereo Aziendale'. The form contains several input fields: 'Partenza' (Departure), 'Destinazione' (Destination), 'Data' (Date), and 'Ora' (Time). Below these is a 'Passeggeri' (Passengers) field with a search bar containing 'sara' and a dropdown list showing 'SARA TESFAI', 'SARA TOMELLERI', and 'SARA TURCO'. A rich text editor is positioned below the passenger list, with a toolbar including 'Format', bold, italic, underline, and other text formatting options.

You can add a variable number of comma-separated passengers, the system performs a search among the registered users.

You can add a variable number of corporate planes requests using the buttons.

Closing a Travel Request

Once you have completed all the requirements, you can send the travel request to the Travel Office creating a dossier.

This screenshot shows the bottom section of the form, featuring three buttons: 'Esci' (Exit), 'Salva bozza' (Save draft), and 'Salva e invia Ufficio Viaggi' (Save and send to Travel Office). A red arrow points to the 'Salva e invia Ufficio Viaggi' button, indicating the final step to complete the request.

Back to the list of requests

The screenshot shows a table with a toolbar at the top containing icons for document, edit, delete, and add. The table has the following columns: 'Data Creazione', 'Destinazione', 'Motivo del viaggio', 'Richiesto da', 'Stato', 'Data Modifica', and 'Visualizza'. A single row is visible with the following data: '14/09/2016 14:24', 'Parigi', 'Fiera', 'Request completed', a green dot, and '14/09/2016 20:35'. A tooltip points to the 'Request completed' text in the 'Richiesto da' column.

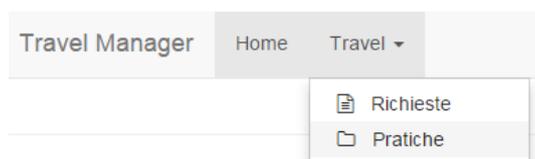
Data Creazione	Destinazione	Motivo del viaggio	Richiesto da	Stato	Data Modifica	Visualizza
14/09/2016 14:24	Parigi	Fiera	Request completed	●	14/09/2016 20:35	

The request is now complete and cannot be changed:

The screenshot shows a table with columns: Data Creazione, Destinazione, Motivo del viaggio, Stato, Data Modifica, and Visualizza. A red warning box is overlaid on the table, containing the text: "Attenzione: Puoi modificare solo le richieste in stato redazione (●)".

Travel dossier

In the menu bar, select "Travel → Pratiche" to access the management page of the travel dossiers



The page contains a grid with the dossiers where you are author or traveller; with the triangle icon you can expand or compact the contents of dossier

The screenshot shows the travel dossier management page. At the top, there are buttons for 'Save as PDF', 'Stampa', and 'Invia Mail'. A callout points to the 'Invia Mail' button with the text: "Send the dossier to the traveler by mail". Below the buttons is a table with columns: #, Crea, Destinazione, Motivo, Trasferta, Nominativo, Richiesto da, In gestione, Stato, and Visualizza. A callout points to the expand/collapse triangle icon in the first row with the text: "Expand the dossier showing the sub-dossiers". Another callout points to the 'Visualizza' button in the first row with the text: "Show the dossier content in a window".

Once the dossier has been assigned you can check the status of all the sub-dossier and see they were assigned to:

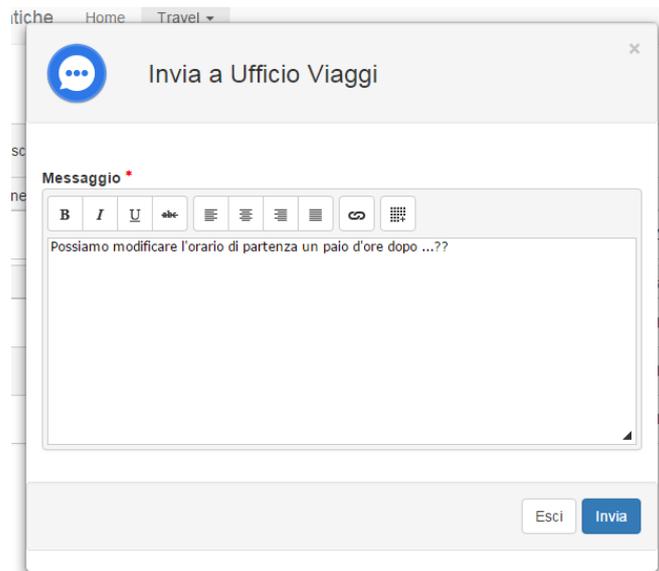
The screenshot shows the sub-dossier management page. At the top, there is a table with columns: #, Crea, Destinazione, Motivo, Trasferta, Nominativo, Richiesto da, In gestione, Stato, and Visualizza. Below this table is a sub-table with columns: Tipo, Stato, Nome, Visualizza, Messaggio, and Data Modifica. Callouts point to the status icons in the sub-table: "Complete" (green dot), "Working" (yellow dot), and "Canceled" (grey dot). A callout points to the 'Visualizza' button in the sub-table with the text: "Show the sub-dossier log". Another callout points to the 'Messaggio' button in the sub-table with the text: "Show the sub-dossier content".

User message in relation to a Travel Sub-Dossier

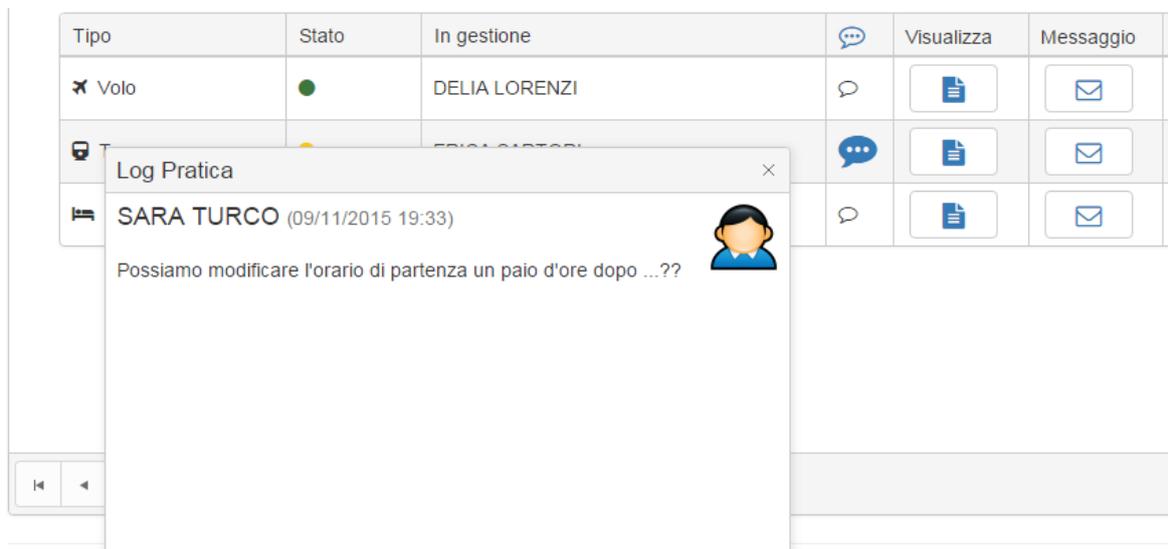
If the user has the need to communicate something to the Travel Office, for example, to request a modification or a cancellation, he can use the messaging panel.

#	Creata	Destinazione	Motivo	Trasferta	Nominativo	Richiesto da	In gestione	Stato	Visualizza
19	15/09/2016 00:11	Parigi	Fiera	27/09/2016	SARA TURCO	SARA TURCO	DELIA LORENZI		
Tipo	Stato	In gestione	Visualizza	Messaggio					
Volo	●	DELIA LORENZI		15/09/2016 00:13					
Treno	●	DELIA LORENZI		15/09/2016 00:11					
Hotel	●	DELIA LORENZI		15/09/2016 00:14					

Appears the message composition panel:



The icon shows that there is a message sent to the Travel Office and it is not processed yet. By clicking the icon you can see the message history:



Travel Office message in relation to a Travel Sub-Dossier

If the Travel Office needs to ask questions about the user such as the modification or cancellation of a confirmation inside a sub-dossier, the sub-dossier switches in a particular state of "User confirmation".

#	Creata	Destinazione	Motivo	Trasferta	Nominativo	Richiesto da	In gestione	Stato	Visualizza
19	15/09/2016 00:11	Parigi	Fiera	27/09/2016	SARA TURCO	SARA TURCO	DELIA LORENZI	●	
Tipo	Stato	In gestione	messaggio	Data					
Volo	●	DELIA LORENZI		15/09					
Treno	●	DELIA LORENZI		15/09					
Hotel	●	Sub-dossier to be confirmed		15/09/2016 00:14					

The user is notified by email that his intervention is required on a dossier and the number of unread messages is displayed in the page in the upper right corner next to the user name:



The dossier in the grid having at least one sub-dossier in "User confirmation" status is highlighted by a blue message icon, while its sub-dossier has a red LED.

To manage the response, you can open the messaging panel, you can confirm or reject by adding a reason:

A messaging panel titled "Rispondi a Ufficio Viaggi". It contains a text input field with the message "C'è un treno alle 23 ... va bene??". Below the input is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, and insert table. The text "OK perfetto !!" is entered in the input field. At the bottom right, there are two buttons: "Rifiuta" (red) and "Conferma" (green).

The icon of the sub-dossier shows the status of the response, until it is processed by the Travel Office, this example displays a confirmation:

6	09/11/2015	Parigi	Fiera	01/12/2015	SARA TURCO	SARA TURCO	DELIA LOF
Tipo	Stato	In gestione		Visualizza	Messaggio		
Volo	●	DELIA LORENZI					
Treno	●	ERICA SARTORI					
Hotel	●	DELIA LORENZI					

Whereas this displays a rejection:

Rispondi a Ufficio Viaggi
x

C'è un treno alle 23 ... va bene??

Inserisci eventuali comunicazioni

B
I
U
abc
☰
☰
☰
☰
S
☰

No, dammi un'altra scelta

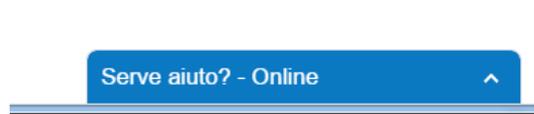
Rifuta
Conferma

6	09/11/2015	Parigi	Fiera	01/12/2015	SARA TURCO	SARA TURCO	DELIA LORI
Tipo	Stato	In gestione		Visualizza	Messaggio		
Volo	●	DELIA LORENZI					
Treno	●	ERICA SARTORI					
Hotel	●	DELIA LORENZI					

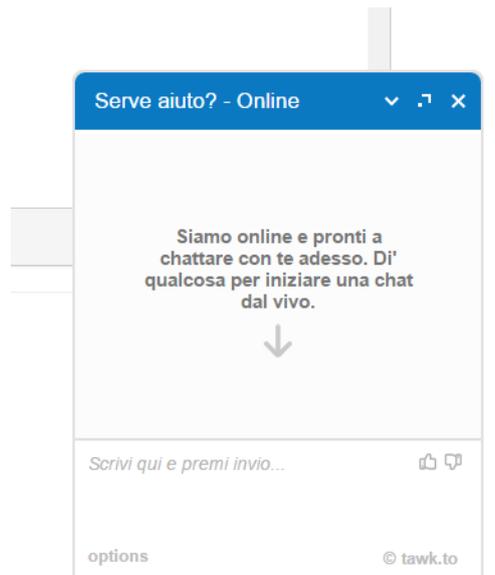
Chat

Every page contains a button to communicate with the Travel Office to ask for information or support to fill-in the forms.

The chat is available through a panel at the bottom of the page; if there is at least one available user, the panel says "Online":



Selecting it, the extended panel appears with the field for messages:



If no user is available, says "Offline":



You can successfully send messages anyway, but the response will not be immediate:

