

Travel Privilege Report Tile

The Travel Privileges Report Tile is available for all managers in self service

The tile allows managers to retrieve previous and current travel documents submitted by their direct reports and allows them to view the documents' status and expiration dates.

My Team Calendar View my team	Self Cert >5 This report will only	Line Manager Key Date Report	Travel Privileges Report
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When the tile is accessed, the user can see the list of employees that they are responsible for:

Travel Privilege Report Personnel number Search Personnel number Name Employee Declaration Document / Expiry Date Vehicle Licensing Certificate / Expiry Date Letter of Indemnity / Expiry Date Indemnity for Carrying Passengers (optional) / Expiry Date 30009682 CONNOLLY NAOMI Rejected 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Pending 01.01.2024 Ol.01.2024 Pending 01.01.2024 30459402 HAYS LAURA Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Intervel Approved 01.01.2024 Approved 01.01.2024 Intervel Approved 01.01.2024 Intervel Approved 01.01.2024 Intervel In	Travel Privilege Report sornel number Search Personnel Number Name Employee Declaration Document / Explay Date Insurance Certificate / Explay Date Letter of Indemnity / Explay Date Indemnity for Carrying Passengers (optional / Explay Date Indemnity / Explay Date Indemnity / Explay Date Indemnity / Passengers (optional / Passengers (optional / Date Indemnity / Explay Date Indemnity / Explay Date Indemnity / Passengers (optional / Passengers (optional / Date Indemnity / Passengers (optional / Date Pending Date Date 30459402 HAYS LAURA Approved 01.01.2024 Approved 01.01.2024 Approved 01.01.2024 Date Date <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>								
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30024000 O'ROURKE ALEXANDRA Approved 01.01.1970 Approved 31.12.9999 Approved 01.05.2023 Approved 01.01.2024 History Download Download Download Download Proved 01.01.2024 History Download Download Download Download Download Download Download Download	30024000 O'ROURKE ALEXANDRA Approved 01.01.1970 Approved 31.12.9999 Approved 01.05.2023 Approved 01.01.2024 > History Download sonnel number: rsonnel number Search) 30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
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Inpu	nput the number and click the search button. It will present like the below:									
300	009682 Sea	arch								
	Personnel Number	Name	Employee Declaration Document / Expiry Date	Vehicle Licensing Certificate / Expiry Date	Insurance Certificate / Expiry Date	Letter of Indemnity / Expiry Date	Indemnity for Carrying Passengers (optional) / Expiry Date			
0	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>		

The front screen provides the user a quick glance of the most current record; whether the documents are approved, rejected or pending. It also allows the user to see the expiration date of the document.

If you click approved, rejected or pending, it will allow the user to download the travel document.

If you hover over the words, it will give you the name of the documents.

In order to see more details of the current record, the user needs to click the arrow button on the same line as the employee they wish to view it for:

	Personnel Number	Name	Employee Declaration Document / Expiry Date	Vehicle Licensing Certificate / Expiry Date	Insurance Certificate / Expiry Date	Letter of Indemnity / Expiry Date	Indemnity for Carrying Passengers (optional) / Expiry Date	
0	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
0	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
0	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
0	30024000	O'ROURKE ALEXANDRA	Approved 01.01.1970	Approved 31.12.9999	Approved 01.05.2023	Approved 01.01.2024		>

It presents like the below once clicked:

Details for T	ravel Privilege
Field	Value
Personnel Number	30009682
Name	CONNOLLY NAOMI
Vehicle Type	Car 🗸
Vehicle Class	1-1200 cc motor cap. \checkmark
Vehicle Licensing Plate	211LM211
Valid from	01.04.2023
Valid to	31.12.9999
Employee Declaration Document	declaration.jpg
Employee Declaration Document ID	005056BE74D71EDE8CC07EE4484EA287
Employee Declaration Document Expired Date	01.01.2024
Employee Declaration Document Status	Rejected
Vehicle License Certificate	parking.jpg
Vehicle License Certificate ID	005056BE74D71EDE8AF54ABF6387418A
Vehicle Licensing Certificate Expired Date	31.12.9999
	Cancel

In this pop up, the user will be able to see the vehicle details and the document ID. The user can also click the name of the travel document in order to download it, highlighted in blue.

Employee Dec	laration Document
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If the user wishes to see the previous documents of an employee they need to click the radio button next to their name:

Pers	sonnel number Se	arch						
	Personnel Number	Name	Employee Declaration Document / Expiry Date	Vehicle Licensing Certificate / Expiry Date	Insurance Certificate / Expiry Date	Letter of Indemnity / Expiry Date	Indemnity for Carrying Passengers (optional) / Expiry Date	
۰	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
0	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
0	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
0	30024000	O'ROURKE ALEXANDRA	Approved 01.01.1970	Approved 31.12.9999	Approved 01.05.2023	Approved 01.01.2024		>

Then select history on the bottom right hand side of the screen:

Pers	sonnel number Se	arch						
	Personnel Number	Name	Employee Declaration Document / Expiry Date	Vehicle Licensing Certificate / Expiry Date	Insurance Certificate / Expiry Date	Letter of Indemnity / Expiry Date	Indemnity for Carrying Passengers (optional) / Expiry Date	
•	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
0	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
0	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
0	30024000	O'ROURKE ALEXANDRA	Approved 01.01.1970	Approved 31.12.9999	Approved 01.05.2023	Approved 01.01.2024		>

It will present like the below:

							Indom	nity for C	arning
		Travel Privilege history							
Start date	End date	Registration	8'	⇔	ä	12	8		
01.04.2023	31.12.9999	211LM211	R	А	А	А	Р	1	>
01.03.2023	31.03.2023	211LM211	А	А	А	А	Ν	2	>
01.05.2022	28.02.2023	211LM211	Ρ	Ρ	Ρ	Ν	А	3	>
								c	Cancel Help

Download Help

By selecting the arrow, the user can see a more detailed version of that particular record: It will present like the below:

t -	Detail for Travel Pri	vilege	
Overview			
From/To:	01.04.2023	31.12.9999	
Type/Class:	Car 🗸	1-1200 cc motor cap.	\sim
Vehicle License Plate:	211LM211		
Employee Dec	laration		- 1
Status:	Rejected		- 8
R. Filename:	declaration.jpg		
Expiration	01.01.2024		
document::			
Vehicle Licensi	ing Certificate		
Status:	Approved		
Filename:	parking.jpg		
Insurance Cert	ificate		
			Cancel

The user will also be able to download the documents in this section. Similar to above, they just need to click the name of the document and it will download:

Employee	Dec	laration	
Sta	atus:	Rejected	
Filena	ime:	declaration.jpg	
Expirat date	tion e of	01.01.2024	
docume	ent::		