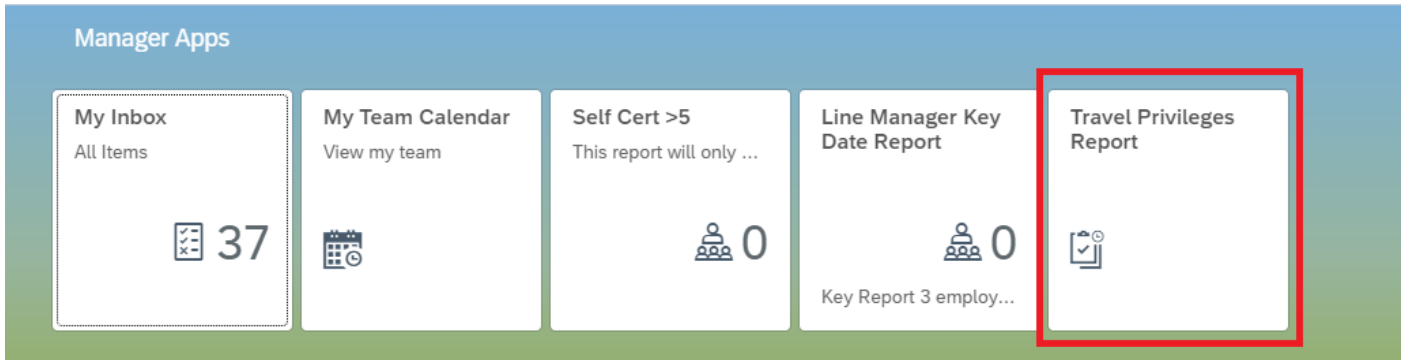




Travel Privilege Report Tile

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.



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	Insurance Certificate / Expiry Date	Letter of Indemnity / Expiry Date	Indemnity for Carrying Passengers (optional) / Expiry Date	
<input type="radio"/>	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
<input type="radio"/>	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
<input type="radio"/>	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
<input type="radio"/>	30024000	O'ROURKE ALEXANDRA	Approved 01.01.1970	Approved 31.12.9999	Approved 01.05.2023	Approved 01.01.2024		>

History Download Help

It is possible to search by personnel number:

Personnel number Search

Input the number and click the search button. It will present like the below:

30009682		Search						
	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	
<input type="radio"/>	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	
<input type="radio"/>	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
<input type="radio"/>	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
<input type="radio"/>	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
<input type="radio"/>	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 Travel Privilege	
Field	Value
Personnel Number	30009682
Name	CONNOLLY NAOMI
Vehicle Type	Car
Vehicle Class	1-1200 cc motor cap.
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 Declaration Document	declaration.jpg
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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:

Personnel number Search

	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	
<input checked="" type="radio"/>	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
<input type="radio"/>	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
<input type="radio"/>	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
<input type="radio"/>	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:

Personnel number Search

	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	
<input checked="" type="radio"/>	30009682	CONNOLLY NAOMI	Rejected 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Pending 01.01.2024	>
<input type="radio"/>	30459402	HAYS LAURA	Approved 01.01.2024	Approved 31.12.9999	Approved 01.01.2024	Approved 01.01.2024	Approved 01.01.2024	>
<input type="radio"/>	30427705	MURRAY AIMEE	Pending 01.02.2023		Pending 02.01.2024			>
<input type="radio"/>	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:

Travel Privilege history										
Start date	End date	Registration								
01.04.2023	31.12.9999	211LM211	R	A	A	A	P	1		>
01.03.2023	31.03.2023	211LM211	A	A	A	A	N	2		>
01.05.2022	28.02.2023	211LM211	P	P	P	N	A	3		>

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

The screenshot shows a web interface titled "Detail for Travel Privilege". It is divided into several sections:

- Overview:** Contains fields for "From/To" (01.04.2023 to 31.12.9999), "Type/Class" (Car, 1-1200 cc motor cap.), and "Vehicle License Plate" (211LM211).
- Employee Declaration:** Shows "Status: Rejected", "Filename: [declaration.jpg](#)", and "Expiration date of document: 01.01.2024".
- Vehicle Licensing Certificate:** Shows "Status: Approved" and "Filename: [parking.jpg](#)".
- Insurance Certificate:** This section is partially visible at the bottom.

A "Cancel" button is located at the bottom right of the form.

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 Declaration

Status: Rejected

Filename: [declaration.jpg](#)

Expiration date of document: 01.01.2024