## Amendment History

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<th>Date</th>
<th>Version</th>
<th>Description</th>
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<td>March, 2019</td>
<td>5.7.1</td>
<td>Admin Manual</td>
<td>eOffice Project Division</td>
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Introduction

Tour management system is one of the primary modules of eOffice portal which is an internet based service and can be accessed all over by the department/ministries. This application is an automated system to manage tour related information like Tour Mode, channel of submission of tour, generating reports etc. of employees in a department/Ministry. eTour Admin aims at managing the Master data available for the users in the application. The interface allows the eTour admin to manage workflow for the approval of Tours, assign protocol section to the user, configure drop down menu and other details.

Responsibilities of eTour Administrator

- Create workflow for users.
- Configure various drops down options.
- Assign protocol section role to the concerned user.
- Generates report.
eTour Admin

eTour Admin account comprises of ten modules:

Following are the sub modules (links) available under eTour admin module (Fig.1):

- Tour Mode(s)
- Payment Mode
- Travel Agency
- Assign Tour Mode(s)
- Approval Workflow
- Head of Account
- Assign Delegate
- Audit Trail
- Enter Protocol Details
- Admin Report

Let's have a quick overview of these modules one by one.
**Tour Mode(s)**
This module facilitates Admin to add various tour modes like AIR, TAXI, Train etc.

Following are the steps to add Tour Mode:

**Step 1:** Click on Tour Mode(s) module as shown in Fig.2:

**Step 2:** Already added tour modes display here. For adding new tour mode click on Add (+ Add) Button as shown in Fig.2:

![Fig.2](image)

**Step 3:** Tour Mode page appears. Enter Tour Mode, Description & select Active radio button. Click on save (Save) button as shown in Fig.3:

![Fig.3](image)

**Step 4:** As a result, Tour Mode(s) details gets saved successfully as shown in Fig.4:

![Fig.4](image)
Note:
1. Admin User can edit the already entered Tour Mode details by using Edit (Edit) button comes under Action tab. (Fig.4)
2. Admin User can also delete the Tour mode details from delete (Delete) button comes under Action tab. (Fig.4)

Payment Mode(s)

Mode of payment for disbursing the amount of claim can be added from payment Mode module comes under eTour Admin Section.

Following are the steps to add Payment Mode(s):

Step 1: Click on Payment Mode module as shown in Fig.5:

Step 2: Click on Add (Add) button for adding new payment mode as shown in Fig.5:
**Step 3:** As a result, Payment Mode page opens. Enter payment mode, description & select active radio button. Click on save (Save) button as shown in **Fig.6:**

![Fig.6](image1)

**Step 4:** Payment Details gets saved & page is redirected to Payment Modes page as shown in **Fig.7:**

![Fig.7](image2)

**Note:**
1. Admin User can edit the already entered Payment Mode details by using Edit (Edit) button comes under Action tab. (Fig.7)
2. Admin User can also delete the payment mode details from delete (Delete) button comes under Action tab. (Fig.7)
Travel Agency

eTour Admin user can enter the details of Travel Agency from Travel Agency Module in eTour Admin section.

Following are the steps to add Travel Agency:

Step 1: Click on Travel Agency module as shown in Fig.8:

Step 2: Click on Add (Add) button for adding Travel Agency details as shown in Fig.8:

Step 3: As a result, Travel Agency page opens. Enter travel agency details & click on save (Save) button as shown in Fig.9:

Step 4: Travel agency details gets saved & page is redirected to Travel Agency page as shown in Fig.10:
Assign Tour Mode(s)

Mode of travelling whether it is by Air, by train or by bus etc. is assigned as per the grade pay of the user. From this module Admin user assigns tour mode, TA & DA per day for the user. As per the eligibility of the user tour modes are assigned by the Admin which further reflects in the drop-down under tour-mode option to the user in ‘Apply Tour’ page.

Following are the steps to Assign tour Mode:

Step 1: Go to Assign Tour Mode(s) module comes under eTour Admin section as shown in Fig.11:

Note:

1. Admin User can edit the already entered Travel Agency Details by using Edit ( ) button comes under Action tab. (Fig.10)

2. Admin User can also delete the Travel Agency Details from delete ( ) button comes under Action tab. (Fig.10)
Step 2: Click on Add (+) button for adding Tour Mode details as shown in Fig.11:

Step 3: As a result, Assign Tour Mode page opens. Enter tour mode details & click on save (Save) button as shown in Fig.12:

![Fig.12](image1)

Step 4: Tour Mode details gets saved & page is redirected to Assign Tour Mode page as shown in Fig.13:

![Fig.13](image2)

Note:
1. Admin User can edit the already entered Tour Mode Details by using Edit (Edit) button comes under Action tab. (Fig.13)
2. Admin User can also delete the Tour Mode Details from delete (Delete) button comes under Action tab. (Fig.13)
Approval Workflow

Channel for approving tour can be defined from Approval Workflow module by the eTour Admin. Channel of approval can be defined up to 3 levels i.e. Forwarding, controlling & approving authority.

Following are the steps to Assign workflow for the user:

**Step 1:** Click on Approval Workflow module as shown in Fig.14:

![Fig.14](image)

**Step 2:** Click on Add button for assigning workflow to the user as shown in Fig.14:

**Step 3:** Search user for whom workflow has to be assigned by giving any one search value in the available search fields & click on search button as shown in Fig.15:

![Fig.15](image)

**Step 4:** As a result, searched user details are enlisted. Select user, workflow from the drop down, Authority levels for the workflow and choose forwarding, controlling & approving authority user from the drop down as shown in Fig.16:
**Step 5:** Click on submit button to save the workflow details as shown in Fig.16.

**Note:**
1. Admin User can search the already entered workflow Details from search option as Shown in Fig.17.
2. Admin User can also delete the workflow Details from delete button. (Fig.17)
Head of Account

Details of Project Head can be entered from Head of Account option comes under eTour Admin Module. Drop-down for Head of Account details reflect in Apply Tour page to the user under Head of Account option.

Following are the steps to add Head of Account:

**Step 1:** Click on Head of Account module as shown in Fig.18:

![Fig.18](image1)

**Step 2:** Click on Add New ( ) button for adding Head of Account details as shown in Fig.18:

![Fig.19](image2)

**Step 3:** As a result, Add/Edit Project Head page opens. Enter project details & click on save ( ) button as shown in Fig.19:

**Step 4:** Head of Account details gets saved & page is redirected to Project Head(S) List page as shown in Fig.20:
Note:
1. Admin User can edit the already entered Details by using Edit (>Edit) button comes under Actions tab. (Fig.20)
2. Admin User can also delete the Details from delete (>Delete) button comes under Action tab. (Fig.20)

Assign Delegate

This option facilitates admin to add delegates for employees.

Following are the steps to add Head of Account:

Step 1: Click on Assign Delegate option as shown in Fig.21:

Step 2: Click on Add New (+Add New) button for adding Delegate details as shown in Fig.21:
Step 3: As a result, Assign Delegate page opens. Enter details & click on save (Save) button as shown in Fig.22:

![Fig.22](image)

Note:
1. Admin User can search the already delegated Details from search option as Shown in Fig.23.
2. Admin User can also delete the Delegation Details from delete (Delete) button. (Fig.23)

![Fig.23](image)

Audit Trail

This option facilitates Admin to see the Audit details of the users who are using eTour.

Following are the steps to check Audit trail:
Step 1: Click on Audit Trail module as shown in Fig.24:

![Fig.24](image1)

Step 2: Enter time period i.e. From Date & To date & click on search button as shown in Fig.24:

Step 3: As a result audit logs get enlisted as shown in Fig.25:

![Fig.25](image2)

Enter Protocol Details

This option facilitates user to assign Protocol section to the user.

Following are the steps to add Protocol Section details:

Step 1: Click on Enter Protocol Details option comes under eTour Admin section as shown in Fig.26:
Step 2: Search user to whom protocol section needs to be assigned as shown in Fig.26:

Step 3: As a result, searched user gets enlisted. Select user from check box and click on submit button as shown in Fig.26:

Step 4: Protocol section details get saved and a message prompts 'Protocol details Enter Successfully' as shown in Fig.27:

Admin report

This option facilitates report generation of tours applied by users in a particular period with tour details & status.

Following are the steps to view and generate a report:

Step 1: Click on Enter Admin Report module as shown in Fig.28:

Step 2: Enter time period i.e. From Date & To date for which report is required & click on search button as shown in Fig.28:
Step 3: The report appears as shown in Fig.29:

Note:
1. Admin User can view the detailed tour report by using (button comes under Actions tab. (Fig.29)
2. Admin User can also generate the report in Excel & pdf format from the link provided in the Admin Tour Report page. (Fig.29)