Permission Concept for Personalwolke Travel

Permission management in the Travel module is based on the loose groups[1] described below.

- **XX-TM-User** - *Travel Management User* - This group is for all users who are to submit or settle trips.
- **XX-TM-Manager** - *Travel Management Manager* - This group is for managers (supervisors). A supervisor can view employees' trips. This is useful for approving trips.
- **XX-TM-Admin** - *Travel Management Administrator* - This group is intended, for example, for accountants, who can view all trips for settlement purposes.

By adding users to the individual loose groups, they receive the following menu items:

XX-TM-User	XX-TM-Manager	XX-TM-Admin
• Request trip (Business Trip Request[2]) / settle trip (Business Trip Expense Report[3]) (depending on the definition from the setup workshop) - *With this function, you can create travel requests, and the trip is shown in the calendar. After the trip ends, an expense report for the trip is created automatically. Alternatively, you can also enter travel expense reports only.* • Info / My Trips[4] - *Here you can view all of your own travel requests / expense reports at a glance and retrieve detailed information.*	• Management / Trips of My Employees[5] - *With this menu item, a manager (supervisor) can view the open trips / travel expense reports of the employees whose records he or she is permitted to view.*	• Administration / Travel Expense Reports / All Trips[6] - *With this menu item, the "Travel Admin" can view **all** trips of **all** employees.* • Administration / Travel Expense Reports / All Travel Folders[7] - *With this menu item, the "Travel Admin" can view **all** travel folders of **all** employees.* • Management / Trips of My Employees[8] - *With this menu item, a manager (supervisor) can view the open trips / travel expense reports of the employees whose records he or she is permitted to view.*

1. /daisy/webdesk-manual-admin/6161-dsy.html?language=4
2. /daisy/webdesk-manual-admin/6889-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7065-dsy.html?language=4
4. /daisy/webdesk-manual-admin/6890-dsy.html?language=4
5. /daisy/webdesk-manual-admin/6895-dsy.html?language=4
6. /daisy/webdesk-manual-admin/6892-dsy.html?language=4
7. /daisy/webdesk-manual-admin/6893-dsy.html?language=4
8. /daisy/webdesk-manual-admin/6895-dsy.html?language=4