

Voyage Transport Manager

USER GUIDE - REACH Extension Module



Voyage Extension Module \$199 p.a

Voyage is an *optional* module that you can activate in order to enhance the Leave Transport Type data collection and management in your leave requests.

Summary

Reach Voyage is an *optional* module that enhances the "Leave Transport Type" and "Return Transport Type" fields for leave requests.

When Voyage is activated in your REACH portal you can create an unlimited number of transport type templates which can be used to collect and report transport information in your Transport Hub dashboard.

Where Voyage is different from the standard transport types in REACH is in its data collection capability. Data fields that are collected in Voyage templates for transport legs used in a leave request can be collated in display tables for easy viewing or exporting. This allows you to easily build collections of common transport details (eg: to see a list of all flights being taken for your end of term leave departures).

Voyage Transport legs have multiple fields

When selecting a Voyage transport type as a transport method users are presented with a number of fields representing the data that you have elected to collect. You can determine what information is collected by setting the template fields for each Voyage transport type.

Users can add multiple transport legs to a leave request

When the Voyage module is activated you can add multiple transport legs to a leave request in the Voyage module so it is possible to collect all details of multi-leg journeys such as connecting flights.

The Voyage Transport Hub will collate all of your transport types for easy reporting

The Voyage Transport Hub is your transport manager. A place where you can see all of your voyage data collated in tables by transport type for easy viewing, editing, exporting and reporting.



Configuring Voyage Transport Types

Transport Type Configuration

When the Voyage module is activated additional configuration settings will become available in your Transport Type configuration settings.

[System Configuration > Transport Types](#)

The configuration for individual Transport Types has a new property that can be selected called **Uses Voyage**. This property determines if the transport type will operate as a standard transport type or as a Voyage transport type.

Standard Transport Types have no special features. They are simply a label that is used to identify the method of transport being used for departure or return in student leave requests.

Voyage Transport Types allow you to collect additional data via a data collection form that is associated with the Voyage Transport Type. The data collected in Voyage transport type forms can then be collated and displayed using the Transport Hub dashboard for viewing or easy exporting to spreadsheets or transport lists.

If Voyage is turned off the Voyage configuration options are disabled.

Leave Transport Type Details

Label
New Leave Transport Type
This is the name of the Leave Transport Type that everyone will see

Direction
Returning
This determines whether this is a Leave or Return Transport Type

Voyage Type
Use Voyage
Select
Don't use voyage
Use voyage
This determines if a special form will be displayed when using this transport type

Template
Flight Booking
Select
Taxi
Public Transport
Flight Booking
+ Apply Template

Field Type
Text
+ Add Field **Revert Fields**

Label	Field Type
Provider	Text
Time/Date	Date
Departs from	Text
Destination	Text
Arrival Time	Date
Booking Number	Text
Domestic/International	Text
Notes	Text

Save **Delete** **Cancel**



Configuring Voyage Transport Types

- 1** Selecting the **Uses Voyage** option will enable you to set the data collection template that you want to use for the transport type. This is the set of data fields that will be displayed to the user when the Voyage transport type is selected. It will be used to collect the relevant data so we can then display the details of this transport type in your Transport Hub dashboard.
- 2** Select a **template or build your own**. There are three (3) preset templates that you can use to build your Voyage transport type template from or you can build your Voyage transport type from scratch by not selecting any template and adding the fields that you need. When a template is selected and applied then the preset fields for the transport type template will be displayed.
- 3** **Manage your Transport Type data fields**. You can edit or delete any of the template data fields. You can adjust the order in which the existing data fields appear in the transport type display and you can add new fields if you want to create new fields for the transport type or to build one from scratch.

How to Add a new field to a Voyage transport type

- Select the Field Type that you want to add. You can add Time/Date based fields or Text fields
- Add the field type to the transport type profile
- Open (edit) the field to give it a name or label
- Once added to the transport type you can use the action icons to manage the field (edit, delete, move up, move down)

When a Voyage transport type is saved it will become available in the Leave Request form for users if it is set as one of the transport types that are permitted for any particular leave type.

Sample image for Voyage Flight Leg

VOYAGE
Flight Leg

The screenshot shows a form titled "Leaving Transport Details" with the following fields and values:

- Flight Depart**: A dropdown menu with a gear icon.
- Domestic/International**: A text input field containing "International".
- Booking Number**: A text input field containing "QF 745".
- Provider**: A text input field containing "Qantas".
- Time/Date**: A text input field containing "06-12-2019 5:45pm".
- Departs from**: A text input field containing "T3 Perth".
- Destination**: A text input field containing "Shanghai".
- Arrival Time**: A text input field containing "07-12-2019 03:40am".
- Notes**: A text input field containing "Passport required".
- Add Leg**: A button with a plus sign (+) inside a green box.



Using Voyage transport types

When the Voyage module is activated there is modified user interface and behaviour in the leave creation, leave editing and leave notifications procedures. In addition, the Transport Hub dashboard can be used to review all Voyage transport details.

Users can utilise both Standard transport types and Voyage transport types in leave request forms when Voyage is active. The difference with a Voyage transport type is that it includes a form for the collection of additional information related to the transport type.

The screenshot displays the 'Leave Details' form with the following sections:

- Boarder:** Biggs, Karen
- Leave Type:** End of Semester Leave
- Leave Date and Time:** 06/12/2019 @ 3 PM : 00
- Return Date and Time:** 19/01/2020 @ 3 PM : 00
- Leaving Transport Details:** Includes a dropdown menu for 'Flight Depart' (highlighted with a red box and labeled 'VOYAGE Flight Leg'). Below it are fields for Domestic/International, Booking Number (QF 745), Provider (Qantas), Time/Date (06-12-2019 5:45pm), Departs from (T3 Perth), Destination (Shanghai), Arrival Time (07-12-2019 03:40am), and Notes (Passport required).
- Return Transport Details:** Includes a dropdown menu for 'V-Taxi' (highlighted with a red box and labeled 'VOYAGE Taxi Leg'). Below it are fields for Provider (Swan Taxi), Time/Date (19-01-2020 2:45pm), Destination (School Campus), Voucher (TBA), Booking Required (YES), and Notes (Pickup Qantas Terminal 3).

Both transport detail sections have an 'Add Leg +' button at the bottom.



Leave Creation

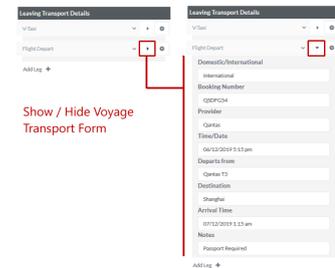
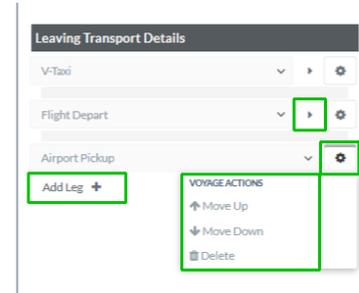
When using Voyage, the Departure and Return Transport Type fields of the Leave Request Form will allow users to **add multiple transport legs** to their departure and arrival journeys. Each leg allows the user to select a transport type. Users can select either Standard transport types or Voyage transport types for each individual leg.

When a transport method is selected, an **Options button** will appear beside each transport leg that is selected to allow the user to move the item up or down the journey schedule or to delete the transport leg from the list of legs.

The **Add Leg button** allows you to add additional transport legs to a departure or return journey. A new transport (dropdown) selector is added allowing the user to select the transport method for the new leg.

If the transport type selected for a new leg is a Voyage transport type then the form displaying all of the required fields for that Voyage transport type will appear below the selector and users can then add the relevant details the transport type added. Any data that is added by the user will remain visible in the leave item details view and it will also become visible in the Transport Hub dashboard.

The Side arrow icon beside a Voyage transport type will open or close the form details from view.



When Voyage is turned off, the "Add Leg" button, as well as the buttons to reorder and delete legs are hidden from the user.

Upon saving a leave request, the list of transport types, their order, and any information entered into voyage forms will save associated to the leave request.

Leave Creation with Voyage turned off

When viewing a new leave request while voyage is turned off, the leave request will initialise with the basic, single transport selector in each of the Departure and Return Transport Type fields of the leave request form. The Add Leg button and the options button for each leg will not display if Voyage is not activated.

When a transport type selector is changed to a transport type that has had a voyage form configured, but voyage has since turned off, the form will display, but the user will not be able to enter data for that form.



Transport Hub Dashboard

The Transport Hub Dashboard is where all of your Voyage transport data can be collated and presented in a table format for quick viewing or for easy export to spreadsheets.

Go to: [Reporting > Transport Hub](#)

The screenshot displays the Transport Hub dashboard with the following elements:

- 1**: Filter selector for transport method and direction.
- 2**: Date range selector for the data.
- 3**: Filter dropdown for student groups.
- 4**: Column header for the data table.
- 5**: Search bar for the data table.
- 6**: Download Spreadsheet button.
- 7**: Control icon for the data table.

reqID	Boarder Name	Domestic/International	Booking Number	Provider	Time/Date	Departs from	Destination	Arrival Time	Notes	Controls
3061	Ching, Sarah	International	ASCDE2	Singapore Airlines	2019-12-06 16:30:00	Perth T2	Singapore	2019-12-06 22:10:00	Passport Required	[Icon] [Icon]
3060	Byers, Craig	International	WESDX7	Cathay Pacific	2019-12-06 16:50:00	Perth T1	Hong Kong	2020-01-06 23:45:00	Passport Required	[Icon] [Icon]
3058	Biggs, Karen	International	QSDFG54	Qantas	2019-12-06 17:15:00	Qantas T3	Shanghai	2019-12-07 01:15:00	Passport Required	[Icon] [Icon]

Important information about the Transport Hub display

- Each **transport method** and direction is presented as a separate data table but you can view multiple tables at any time by using the transport method selector.
- You can view your Transport Hub tables for any **date range**. Simply set the date range that you want to display in the date range selectors.
- You can **filter your view** of student based on any of your primary lookup options including House/Dorm, Year/Grade, Student Groups or even by Leave Types.
- The fields that you have created for each of your Voyage Transport Type templates will be used as the column headings for the Transport Hub table view.

Rank your transport table data by selecting whichever column you want to use as your ranking column. You can also rank your data by more than one column by holding the Shift key down and selecting a second or third column to rank your data by.



- 5 **Quick Search** using to search bar for each transport table to quickly find any individual or other keyword that might be present in your data set. Start typing whatever keyword you want to search for and the search bar will begin to filter your data to match automatically.
- 6 You can **export your transport tables** individually by using the *Download Spreadsheet* option for each table. Download will immediately push the transport table to a .csv file
- 7 **Quickly edit** or manage each Voyage item using the **Controls** column which display icons that allow you to manage the Voyage data directly from your Transport Hub view.



Will provide you direct access to **edit a single Voyage Item** so that you can edit any of the details.



Will provide you with access to the Leave Request where you can edit multiple Voyage legs at once. This icon takes you to the related Leave request form where you can edit this item and any other related voyage items from within the relevant leave request.

The screenshot displays the Voyage Transport Manager interface. At the top, there's a search bar and filters for Start Time (05/12/2019 4:11 pm to 19/01/2020 4:11 pm) and End Time. Below this is a table with columns: Domestic/International, Booking Number, Provider, Time/Date, and De. The table shows three entries:

Domestic/International	Booking Number	Provider	Time/Date	De
International	ASCE2	Singapore Airlines	2019-12-06 16:30:00	Per
International	WESOX7	Cathay Pacific	2019-12-06 16:50:00	Per
International	QSDFG54	Qantas	2019-12-06 17:15:00	Per

An 'Update Voyage Legs' modal is open, showing details for the selected item (QSDFG54):

- Domestic/International: International
- Booking Number: QSDFG54
- Provider: Qantas
- Time/Date: 06/12/2019 5:15 pm
- Departs from: Qantas T3
- Destination: Shanghai
- Arrival Time: 07/12/2019 1:15 am
- Notes: Passport Required

Below the table, there's a 'Leave Details' form for a 'Weekend Overnight Leave' by 'Biggs, Karen'. It includes fields for 'Leave Date and Time' (06/12/2019 @ 1 PM) and 'Return Date and Time' (12/05/2020 @ 5 PM). A 'Flight Return' dropdown is set to 'Domestic/International'. The 'Return Transport Details' section shows flight information for QSDFG54, including departure from Shanghai and arrival in Perth on 12/05/2020 at 2:45:00 pm.

On the right side of the interface, there's a table with columns: Arrival Time, Notes, and Controls. It lists three entries with their respective arrival times and notes (e.g., 'Passport R'). The 'Controls' column contains icons for editing and deleting items.

