ZTravel | Release Notes

INFINITY ZTRAVEL

ZTravel
Release 2.0.2 – October 2017

Content's List

Common Features

ATTACHMENTS

New features are available for all attachments to facilitate the file search in DMS.
The enhancements refer to all attachment sections with DMS archive

- Single expense attachment
- General attachment section (travel & expense modules)
- Expense report form archived in DMS
- Digital receipts from mobile APP to expense's transactions.

Added attributes:
Idemploy = employment code
Name = employee's Surname and Name
Month = trip or expense report reference month

Other features are available only for the single expense attachments:
FORM OF PAYMENT Code
Form of PAYMENT description
EXPENSE description

IN WORKSPACE/ FILE/ DOCUMENT, IN THE ZTRAVEL'S FOLDER (HTR), clicking on PROPERTY NEW INFORMATION ARE AVAILABLE.

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ACCOUNTING REFERENCES FOR BUSINESS TRIP / DISABLE PERCENTAGE SUBDIVISION

There's the possibility to insert the accounting references without the percentage; the user can now insert only the entities.
This new feature works even if ZTimesheet is involved and if the relations between the entities are based on formulas or structure.

HR personal Data – Company / Corp.
New sections "Relations" has been added. Here you can choose between the options. In the old version only 2 levels were available.

TRIP REQUEST ACCOUNTING REFERENCES / DISABLE PERCENTAGE SUBDIVISION
Now it's possible to manage the accounting references without the percentage allocation. The system will apply as default 100% for every entity inserted.

Setup ZTravel – Business Trip – Filling in – Accounting References

Check the field "**disable percentage subdivision**" in the accounting references section of the "Business trip" module

Setup ZTravel – Expense Report – Filling in – Accounting References

Check the field "**disable percentage subdivision**" in the accounting references section of the "Expense" module.

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Tabels/ Accounting References/ Free field 1-2-3-4

A new field "**Additional description**"has beed added in all tables in multiple languages. In "Others modules, file import" you can even import these tables from external file. Go to "Other modules/ File import/ Setup / Setup import" and in "File import date/time", click on icon ☑ in every row and Save. Then, in Running/ Import setup you will see the variables "free field 1-2-3-4" as predefined record type

Setup ZTravel – Managements

In "Administration Functions/ Dashboards – Business trip list and Global list" a new check is available **"Do not perform highest level approval for administrator functions".**
When a manager approves a request, it is no more approved at the maximum level (as it normally happened), but as per the hierarchical approval configuration.
Example:
3 approval levels:
- the request is waiting for the first approval;
- when it's approved the request jumps to the 2^ approval level;
- if it's blocked at the 2^, it jumps to the 3^ and no more to the last one.

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Change group for pending requests

There are 2 new processes available, for the scheduler or the manual run, useful to manage pending requests when an approver or a group changes in the meanwhile.
This doesn't work when the requests or the expense reports are in a particular status the admin checking on "Do not consider if approval flow change" can decide to disable this feature for a specific workflow master data step.
The new process:

- it checks if there are pending requests associated to an approver group different from the one that the employee belongs to, in the same validity date;
- it automatically excludes all requests pending in the flagged workflow data step ("Do not consider if approval flow change");
- it moves all pending requests in a new status waiting for a new approver group association. Until the new group will be configured, the request remains there without any other modification.

When executed, the new processes are stored in the work management area:

Name process for TRAVEL: htra_bchangegrp
Name process for EXPENSE: hexp_bchangegrp

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Travel Module

Setup / Filling in

- In "Travel services – Bookings- PASSENGERS OPTIONS",now it's possible to add bookings for collegues or external guests:

"**Allow colleagues insertion**"
Check to allow the user to request bookings for other collegues;
"**Employee's company selection mode**"
If the "collegues insertion" flag is checked, use this option to manage the Companies to consider as collegues:
- All:
The user can request for all collegues, even belonging to another Company
- Company employeesThe user can request for colleagues only belonging to the same Company
- From population filter
Bookings are possible if the collegues belong to the population filter's Company.
"**Allow external insertion**"
Check when the user can request bookings for external people.

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Multiple traveller's business trip

Now the multiple traveller's business trip are highlighted when set in a "post-sending" mode
User view: clicking on the new icon it's possible to display immediately the passengers list:
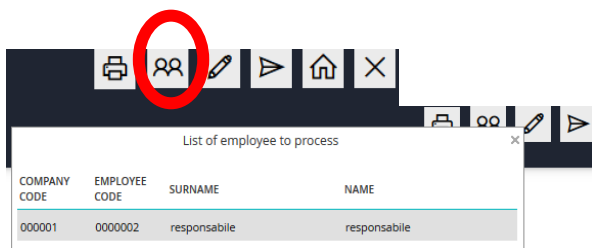
Manager and Travel Office view:

In the dashboard clicking on the icon the system shows more details:
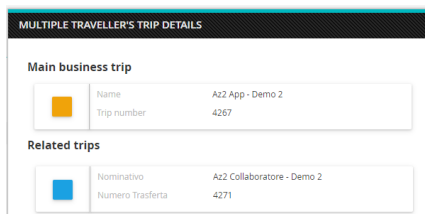
Besides in the advanced filters a specific selection "**multiple traveller's business trip**" is available to speed up the trip search.

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CASH ADVANCE RETURN - USER'S ASSISTANT MANAGEMENT

Now, the user's assistant can insert the cash advances return. This features is not available for approvers (only for assistants).

ACCOUNTING REFERENCES FOR TRAVEL OFFICE

Now the travel office's user can display the accounting references inserted. He can't modify.
You need to set:

Setup ZTravel – Business Trip – Filling in – Travel Office – Travel agency

If you have checked "Enable travel office taking charge", than you can set "View trip accounting references".

Travel Office dashboard

When the travel office 's user access the trip request, there's the icon % to read (but not write) all accounting references.

BUSINESS TRIP COPY

If the user selects "Copy business trip" (icon   ), the program now asks:
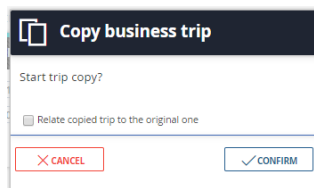
"**Related copied trip to the original one**": if you check this option, the system will remember the original trip request and the related ones when you'll use the advanced filters for "Business trip number". Choose "view related trips and visualize all business trips related" in the advanced filter and you'll obtain the full list.

TABLES/ BUSINESS TRIP/ TRAVEL AGENCY

 A new field has been added: "**Add managers as recipient in CC**". If you fill in the field, the mail to the agency with not editable text will be sent for CC even to this address. Pls pay attention: this mail is used only when you have checked "Enable communication with travel agency" as "automatic" in Setup ZTravel/ Business trip/ Filling in and it doesn't work if you have enabled the internal Travel Office After trip request authorization (at the last level) the system sends the email to the travel agency.

REMINDER MANAGEMENT (SETUP)

The reminder management now is valid for the TRAVEL module too. In the old version it was possible only for the EXPENSE module.

BUSINESS TRIPS TO COUNTRY WITH BIOHAZARD

The management of the biological risk can be activated when you want to advice the employees planning a trip to countries where there are biological risks.
In Common data/ Tables/ General/ Country and City, you can classify Countries and Cities with their risk level:
There are several actions to configure depending on the risk level. For instance it's possibile to set:
- "low level": configured as a warning to the traveler.
- "medium level": warning to the traveler and explicit declaration of document acknowledgment.
- "high level": you can set a specific approval level to a different manager set just for biohazard Countries.
All warnings and processes are configurable as for Company needs.

Setup ZTravel/ Business Trip/ General

Flag the option "Enable biohazard trip management".

Common data/ Tables/ General/ Country and City

You can classify the Countries and the Cities with their risk level:
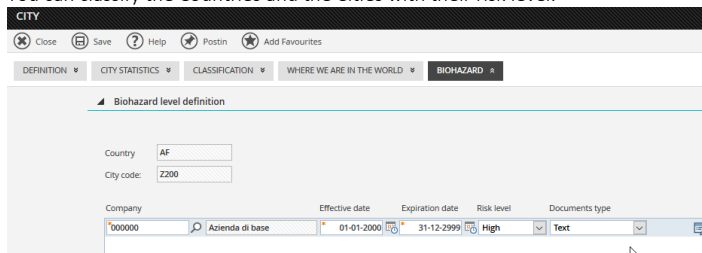
Select High/medium/low, then choose to propose to the users a text or a pdf attachment.

Business Trips planning

When the user inserts the destination, the program controls first the City and then the Country and, if it's the case itshows the warning message and/or the document to aknowledge. The employee has to check "confirm acknowledgement" to send the request. In the trip request to a risk destination the following icons are always showed:

Red= High level
Yellow= Medium level
Green= low level

,To manage this new approval event, use a new variable in the formulas master data: "**biohazard trip level".**

APPROVED TRIP EMAIL TO A NEW SECURITY GROUP

Setup ZTravel – Business Trips – Mail

In the new section "**Reception parameters**", if you check "**Warn for approved business trip**" the system will send an email all users associated to the group"**Reception**" in Setup ZTravel – Business Trip – General – Group notifications.

WARNING FOR CASH ADVANCE

It's possible to set a new warning for the user who is inserting a cash advance in his Business trip plan.

Setup ZTravel – Business Trip – Filling in

Check "**Enable warning on cash advance insertion**"and fill in the mandatory fields:
"**Icon**" :

Info : the user will display

Warning: the user will display

"**Heading**" and "**Message**":
respectively the title and the text that the user will see while inserting the cash advance request.

SETUP ZTRAVEL – BUSINESS TRIP – GENERAL

In the new section "**Print trip request**" you can set "Enable business trip print" and choose the layout(vertical or horizontal) and the report name. If you'dl ike you can even use the default report available .
Variables to use:
pIDCOMPANY
pIDEMPLOY
pANNO
pNRTRASFERTA

The print will be archived in the DMS when the business trip can be sent (no blinding errors). In this case a new button "Print" will be available even in the dashboard page.

BIZTRAVEL – INTEGRATION WITH THE TRAVEL AGENCY (UVET GBT)

From Ztravel it's possible to access to UVET's tool. The employee, when the request is validated, has a direct link to BizTravel to manage all travel services bookings.

Setup ZTravel – Business Trip – Travel Agency integration

In "integration Mode" select "BizTravel"and then set:
  Link SSO/ Password: insert link and password for BizTravel, supplied by Uvet.
  "Login with logged user": the e-mail address will be red in HR Personal Data/ Subjects Other addresses; type "RA".
  WBS Value/ PCWBS Value: both with the options:
  "Disabled" (default)/cost center"/"job order"
  Choose the entity to transmit (in agreement with UVET).

Dashboard employee \ Users's assistant

With the BizTravel integration enabled, the user has two more buttons:
  "**BizTravel trip archive**": to access a BizTravel page with all business trips managed ;
  "**Reservations**: to access a specific trip in BizTravel (the one selected in Dashboard)..

Soldo Business integration (Setup Managements)

New field available "Generate monthly file". If you check it, a single file with all recharges will be generated for each month based on approval events by Cashier or Accountancy.
File name:
Monthly file (with check on field):
- $NOMEFILESETUP + "_AAAAMM"
Single event file (without check on field):
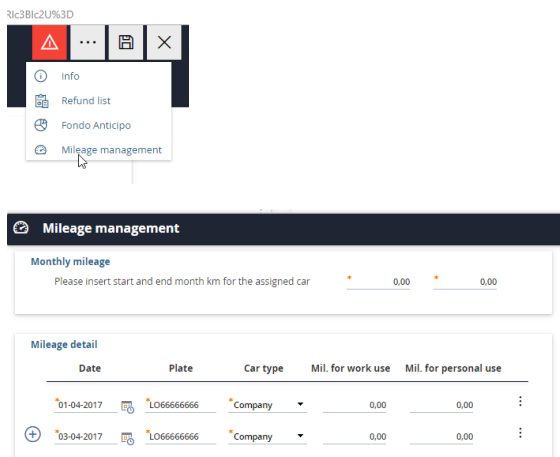: - $NOMEFILESETUP + "_AAAAMMGG"

Reports in Cash Desk – Cash management

The cash advance report and cash advance return report have a new layer.

Expense Module

Add Refunds

In "Mileagemanagement"It's now possibile to insert mileage details day by dy without specifying the ruote; there's no control on the inserted data.

In Setup / Managements you have to check "**Enable mileage detail".**

FILE CSV AS INDEX FOR DIGITAL RECEIPTS MANAGEMENT

There's the possibility to have an index file with the list of all archived documents.This allows you to control better the content of the ZIP files and all receipts effectively included .

Setup ZTravel – Expense Report – General

In **Attachments download,** check "**Add index file into zip files**": in this waywhen in Administration functions Global List you search for "Expense report with attachments", the index file will be created (csv).
"**Employee filter for exp. rep. attachments**" choose "Employment class" for apply a filter to employees (HR Personal Data/ Employment – Employment/Staff).

Administration functions – Expense report – Dashboard – Global list

If the above option is set, the system creates a CSV file (for each single expense report or massive) with so many lines as the number of the attachments involved.

Description	Values
File ZIP name	File name (es. htr_ZZFORM201790.zip)
Name of the file included in the ZIP archive	Attachment file name (es. ZZFORM20179012017040300010011.png)
File type (if attachment or print)	Value "A" if attachment, "S" if a print in the DMS archived expense report
Company code	hftr_notaspese_m.IDCOMPANY (es. "000001")
Company description	coda_company00.DSCOMPANY (es. "Azienda 1 SpA")
Employee code	hftr_notaspese_m.IDEMPLOY (es. "1234567")
Fiscal code	codd_subject03_m.IDIDENTIFP (es "ABCDEF12G345H")

Employee's Name	hrdd_employee00.ANNAME (es. "MARIO")
Employee's Surname	hrdd_employee00.ANSURNAME (es. "ROSSI")
Expense report number	hftr_notaspese_m.NRNOTASPESE (es. "123")
Year	hftr_notaspese_m.ANNO (es. "2017")
Month	hftr_notaspese_m.MESE (es. "3")
Payroll export date	hftr_notaspese_m.DATALIQ – formato DD/MM/YYYY (es. "26/05/2017")

The CSV file name is the same of the ZIP archived (es. "htr_ZZFORM201790.csv").

DISTANCE MANAGEMENTS IN MILES

With this version it's possible to manage the mileage reimbursements in miles, with the option to differentiate between Companies.

Setup ZTravel – Expense Report – Filling in – Itinerary and travel reimbursements

In "Distance management" you can choose "**Measurement**" (km or miles) and "**Reference Company**", You can set the option as default (Company Code 000000) or differently for each Company code. The preference of miles or KM is kept even when connecting to Google Maps: the system is querying and saving miles or KM in Common data/ Tables/ General/ City based on Company code.

EXPENSE REPORT MANAGEMENT FOR CEASED EMPLOYEES

Now managers,user's assistants and administrators can manage the pending expense reports even if the holder is resigned.

ADDITIONAL TIME SECTION FOR ITINERARY AND TRAVEL REIMBURSEMENTS

This particular feature has been developed to manage a different trip duration from time set in header data. Sometime the Company needs to know exactly the cross borders times. The user can specify the intermediate times during his itinerary. The system, thru parametric controls, will consider even these intermediate times in the expense report calculation.

Setup / Fill in/ Itinerary and travel reimbursements

"**Enable additional time section**" and "**Section description**".
If you enable them, the user will have to insert two additional times filling in the itinerary. They will be verified by the calculation when there are controls with parametric limits and the filed "distance for route" is "**Additional times sum**"
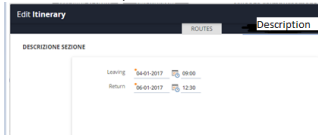
Tables/ Expense Report/ Expense/ Expenses limits

Before to access the parametric limits, we have another option for trip duration calculation (distance for route):" **Additional times sum"**
The calculation:
<u>Departure route</u>
Leaving h 0800
Arrival h 1000
Border crossing h 0900
<u>Return route</u>
Leaving h 1200
Arrival h 2200
Border crossing h 2000
The trip duration is:
1 hour in departure route (10 − 9) + 2 hours for return (22.20) = 3 hours
IF THE BUSINESS TRIP LASTS SEVERAL DAYS , THE CALCULATION IS ONLY ON THE LAST DAY.

Administrator functions/ Expenses report/ Dashboards / Global list

The filter "Expenses status/km" has another option: "Expense ". If the user selects it, he can choose "Received" or "Not received". For the selected expense reports, he can click on [Paper receipt] . After the confirmation, under the column "**Expense report paper check**" the system displays only expense reports checked as papers "received".

APP MOBILE HR INFINITY

When you have some discriminants on expenses, maybe you don't want to import expenses automatically in the expense report if all discriminants are not satisfied.
Go to Setup ZTrave l/ Expense report / General – Expenses import and check "**Disable automatic import in expense report**". If enabled, the system won't show expenses that don't satisfy the discriminants setted

NEW MODALITY TO DISPLAY AND MODIFY EXPENSES

Add refunds/ Refund Requests

New enhancements for the buttons Edit expenses and Display expenses .

The user can display the expenses's details and attachments, change them directly from here, with just a click on the row:

It's also possible to display the expense's anomalies as well as a complete list of them clicking on

Display anomalies

The user can also apply filters :

About the last filter , you need to set anomalies in the "Anomalies Master data" in both cases: if you want to obtain a general list or ⊙ a single expense's anomaly.

Tables/ Expense/ Expense Master Data

For the expenses that you want to point up in the new section "Anomalies", you have to insert the control code in the expense Master Data.

Basic Archives/ Flows/ Workflows step master data

On the approval's steps, you can set the new field "Expenses control mode", that enables the manager functionalities in his dashboard thru the button [Edit expenses]:

Function disabled:

The manager can:

- approve or reject the request;

- change the expenses, if in "Approval Flows" (Basic Archives/ Flows), the steps has checked the column 💰. The modified expenses have the total amount pointed up in yellow.

Light

When the approver clicks on [Edit expenses] the layer is:

Date	Expense	Business Trip	Amount	Attachment	Document type	Guests nr.	
27-03-2017	Dinner offered to colleag... Pagamento diretto	MILANO 11 CAMPO SEL 1	100,00 €	Not available	Receipt	3	☐
27-03-2017	Lunch offered to colleag... Pagamento diretto	MILANO 11 CAMPO SEL 1	500,00 €	Not available	Receipt	3	☐
27-03-2017	Motorway Pagamento diretto	MILANO 11 CAMPO SEL 1	15,00 €	View	Receipt	-	☑
27-03-2017	Motorway Pagamento diretto	MILANO 11 CAMPO SEL 1	2,20 €	View	Receipt	-	☑
27-03-2017	Fines Pagamento diretto	MILANO 11 CAMPO SEL 1	15,00 €	View	Receipt	-	☐

COLLABORATORE CO2 - Expense report - Period 201703 No. 34

Display anomalies

The manager:

- can check the expenses already controlled and verified;

- can approve or reject the request; if all the expenses haven't the check, the program warns the user

- change the expenses, if in "Approval Flows" (Basic Archives/ Flows), the steps has checked the column 💰 the modified expenses have the total amount pointed up in yellow.

Complete:

For the manager the layer is:

COLLABORATORE AZ2 - Expense report - Period 201703 No. 15

Display anomalies

Date	Expense	Business Trip	Amount	Attachment	Document type	Guests nr.	
01-03-2017	Lunch Pagamento diretto	TORINO Visita Clienti	20,00 €	View	Receipt	-	🟢
01-03-2017	Motorway Pagamento diretto	TORINO Visita Clienti	1,10 €	View	Receipt	-	🔴
01-03-2017	Motorway Pagamento diretto	TORINO Visita Clienti	3,60 €	Not available	Receipt	-	🟢

Clicking on each row he can validate or not validate the single expense;

he can approve the expense reports only if all expenses are validated.

Maintenance Activities

EXPENSE

Electronic payments section: Now the credit card combo box is not visible for the payment type other than "credit card withdrawal";

Accounting References section: When you change the data, the error message appears next to the "!";

Accounting References section: Anomaly fixed. The system didn't create an error in case of multi-segments;

Itinerary and Travel reimbursements section: now if the "Allow changes on ER Date Imported from trip" flag is active, you can change the dates of the trip;

Itinerary and Travel reimbursement section: Fixed a bug that, in some cases, with an "add refund", there was an "unacceptable value" error;

Itinerary and Travel Reimbursement Section: Fixed the error for which, in special conditions, the second route had a negative time;

Itinerary and Travel Reimbursement: There was an error with the insertion of mileage reimbursements in table: the checking of mandatory notes didn't work properly.

Itinerary and Travel reimbursement: Now using the km refunds in table, the vertical scrollbar no longer appears:

Itinerary and Travel Reimbursement: Now using the km refunds in table, the destinations are listed in lower case (they were not found in the table);

Itinerary and Travel Reimbursement: optimization of controls for trip with past dates and trip over 2 months;

Itinerary and Travel Reimbursement: Now mandatory note control also applies to km entered in free mode (maps);

Itinerary and Travel Reimbursement: there was a problem on the copied KM reimbursement insertion. The page did not load on the copied trip. Now it's fixed.

Itinerary and Travel reimbursement: correction of the anomaly for which after the inclusion of mileage refund with google maps, the layer of reconciliation of mobile expenses appeared;

Itinerary and Travel Reimbursement: incorrect rounding off the number of kilometers downloaded from Google maps with the "Free Mode";

Dashboard: page update optimization when using advanced filters when imported from mobile;

Dashboards: Anomaly settlement where mail endorsement did not properly update the database if the Company had a code of less than 6 characters;

Dashboards: Anomaly settlement for which in the mail to the second level approver the system didn't attach the pdf document in case the Company has a code of less than 6 characters;

Dashboards: Anomaly settlement whereby in some cases there were no requests for the mass approval box;

Dashboard: Anomaly settlement for which in some cases in the approver's dashboard / expense reporst, a double header was created (under the "Approved ER" tab there was a further "Expense Report management" heading);

Dashboards: optimizing forwarding expense reports when the request needs to be recalculated;

Dashboard: Anomaly settlement for which in some cases the Anomalies did not correctly display the scrollbar;

Dashboard: Fixing an error on expense import from APP for employee without valid employment;

Add expense report - per document: settlement failure for which the emphasis was on the word "location";

Add expense report - per Document: anomaly fixing for the "state" field: it was too narrow and some letters were cut;

Document reimbursement - There was an error on display expenses documents list: the description of the payment type was only for Company 000000 and not on the specific one;

Reimbursement Invoice - per Document: Optimizing Layer View, which, by moving with the various available keys to view / modify your expenses, was sometimes offset;

Add expense report - per Document: Anomaly fixing for which, for an invoice, selecting a vendor properly locked the fields but, by clicking on the back and forth, the same fields unlocked;

Add expense report - per document: settlement anomaly for which if you wanted to match a transaction when you entered a document, clicking on the zoom could not select it;

Add expense report - per Document: Now in the calendar, clicking on a document the system shows the value in the currency and the relative value in the Corporate currency;

Add expense report - per document: an error settlement whereby inserting "Receipt" incorrectly indicated the VAT rate;

Add expense report - per document: settlement anomaly, whereby in some cases the total amount 'received' in the currency was incorrect;

Add expense report - per document: Anomaly settlement for which receipts did not store the credit card number on saving;

Add expense report - per document: settlement anomaly for which in some cases saving the expense with an invoice document this was not stored;

Add expense report - per document: settlement anomaly for which opening the box with the total expenses per day, it showed the first expense included in the document and not the total;

Add expense report - Electronic payments ordering the anomaly for which in some cases the "match" key did not find the transactions;

Add expense report - Sending expense report: It has been fixed the anomaly that occurs only for the Special Case of:

       - expense report without expenses;

       - Authorization process involving role-granters

       - for the expense report with configuration missing or incorrect (example: the approver is not defined);

The error was provided but the expense report was automatically approved in any case (now it remains in draft).

Refunds - right shoulder: the case of "truncated" expenses deriving from a credit card payment and the negative ones are properly managed;

Refunds - Expense Section: The "Free Description 4" field has been restored in the setup and, if the free 4 expense is active, you can customize the name of the expenses section;

Refunds - IE 11: resolved the anomaly that the section had to be clicked twice before it was open;

Refunds - Expense Section: Make Some Changes to Improve Usability on iPad;

Refunds - Expense Section: Negative Expenses are managed on the total daily amount in the Calendar;

Refunds - Expense Section: Time control is now enabled on the time in which the expense occurred;

Refunds - Expense Section: When the flag is "in town/out of town is enabled", there is a new control on employee's headquarters defined in the Employment and, if this is not filled, the system checks the branch location always defined in Employment \ Organic Data;

Refunds - Expense Section: Solved an error for which the expenses incurred by trip data import had high document numbers and could not insert and save the attachments;

Add Refunds - :Now if the flag is checked in setup \ expense report \ compilation \ general \ "Activate Reporting if You Do Not Enter Km" and the itinerary section is not completed, a warning is issued "No mileage reimbursement has been entered";

Add refund - there was a problem on allocated expenses generated from a mother-expense imported from the APP. Now it's fixed.

Add refund - a new expense report with personalized month/year configuration generated an error proposing always the current month. Now it's fixed.

Add refund - Times settings: with a special setting ("from / to" and "quantity"), the operation has been restored. Now the "from\to" fields don't automatically create the amount of timesheet and this action remains responsibility of the user;

Scheduling - Prepaid expenses import: now if the transaction has an error the system updates the error field. correctly.

File Generation: SEPA File - Foreign Bank swift :file generation function reads the "foreign bank" field in the employment data; if not compiled, it uses the normal method of IBAN composition;

File Generation: SEPA is also properly managing the credit card withdrawal (it is considered as cash advances;

File Generation: Custom Accounting 9, on the "Line Item Text" field are listed SURNAME and NAME and the expense report data

File Generation: Custom Accounting 9: fixed an error whereby in the expense report was inserted an expense offered paid by credit card, in the file the line of the person who paid the expense was not present;

File Generation: Paghej Table with flags "Enable subdivision for accounting references"; there was an error if the Company code had of less than 6 characters;

Generation payload file "Paghe Omnia - TRRIPA File": Error fixed for which blank records were written into the file (header line compiled but no more records);

HR Master Data - Employment: Fied an anomaly for which a new employee could set the 'Monthly Calculation' option only if the record had already been 'saved' at least once;

You can not set a '' monthly expense report '' at the time of creating the customer. In theory it should block only in case of expense report not closed yet.

TRAVEL

Dashboard: copying a trip request with travel services bookings the system didn't copy also traveller contact data (emails, telephones, etc.). Now it's fixed;

Dashboard: Clicking on thetrip status to display the approval details of and the historical activity, the system doubled the rows; now it's fixed.

Dashboard: applying an advanced filter, you could not remove it unless you used the filter reset;now it's fixed

Dashboard: in the dashboard after a change, "Save" and closing the mask the system didn't update the grid, then data on the right shoulder;

Dashboard: an employee couldn't cancel a trip in draft status if his Company code was lower than 6 characters;

Mail to Approvers (NO via Mobile): the mail was not mailed to the next level approvers if approval was performed "in one unique solution";

Dashboard Office Cashier - Advanced Filters: if you used as a filter date or mode the search was not filtered, and in trip list appeared -1;

Dashboard Office Case: correction of an anomaly that, in case of the use of the geographical groups and with special sequence of operations on the trip request, a line of cash advances to be paid of 0 € was created;

Travel Office Dashboard: if the travel office user added a reservation to an already handled travel and chooses to alert the employee by mail, the date was incorrect in the mail;

Travel Office Dashboard: if the travel office user added a new booking request to an existing one and checked "employee warning", saved but not sent, and then deleted, the entered booking, reopened the mail text duplicating the text booking.