

Who's in Charge? Travel Approval System Management

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Risk Summit 2016



Agenda

- Initial planning
 - **Key Question:** If someone at your institution wants to travel to a restricted location, what do they have to do? Do they need an approval?
- Configuration options
 - 2 separate programs
 - Travel Warning RSS feed
- Notifications and reports
- Approval processes
 - Reviewer functionality
 - Workflow



Restricted vs. Non-Restricted Travel

- 2 separate programs
 - Non-Restricted locations
 - Risk Management, OneStep
 - Restricted locations
 - Risk Management
 - Approval Process
- Registrant self-selects

Non-Restricted Travel	Restricted Travel
Register Travel - Non-Restricted Location	Register Travel - Restricted Location



Travel Warning RSS Feed

- <http://feed.mikle.com>
- state.gov

Non-Restricted Travel	Restricted Travel
Register Travel - Non-Restricted Location	Register Travel - Restricted Location

travel.state.gov: Travel Warnings

[Ukraine Travel Warning](#)

The Department of State warns U.S. citizens to defer all travel to Crimea and the eastern regions of Donetsk and Luhansk, and recommends those U.S....

Dec 14, 2015 7:29 PM

[Burundi Travel Warning](#)

The U.S. Department of State warns U.S. citizens against all travel to Burundi and recommends that U.S. citizens currently in Burundi depart as soo...

Dec 13, 2015 12:02 AM

[Lebanon Travel Warning](#)

The Department of State urges U.S. citizens to avoid all travel to Lebanon because of ongoing safety and security concerns. U.S. citizens living an...

Dec 11, 2015 11:13 PM

[Mali Travel Warning](#)

The Department of State continues to warn U.S. citizens of the risks of travel to Mali. This Travel Warning also reminds U.S. citizens that on Dece...

Dec 7, 2015 2:52 PM

[Democratic Republic of the Congo Travel Warning](#)

The Department of State warns U.S. citizens of the risks of travel to the Democratic Republic of the Congo (a.k.a. DRC or Congo-Kinshasa). U.S. cit...

Dec 4, 2015 9:31 PM

RSS Feed Widget



Notifications

What happens if someone self-selects the wrong program initially?

- Query Watch notifications
- Change program
- Starter Kit: Query and Report Examples
 - Wednesday, January 13th, 10:45 AM

Approval Processes

- Reviewer functionality
 - Standard group of reviewers
- Workflow
 - Standard group of reviewers



Useful Resources

Administrative Task: Workflow

<https://tdsupport.force.com/support/articles/General/Administrative-Workflow>

Reviewer Perspective

<https://tdsupport.force.com/support/articles/General/Reviewers-Perspective>

Starter Kit: Query and Report Examples

10:55 - 11:35, Tryon Room

