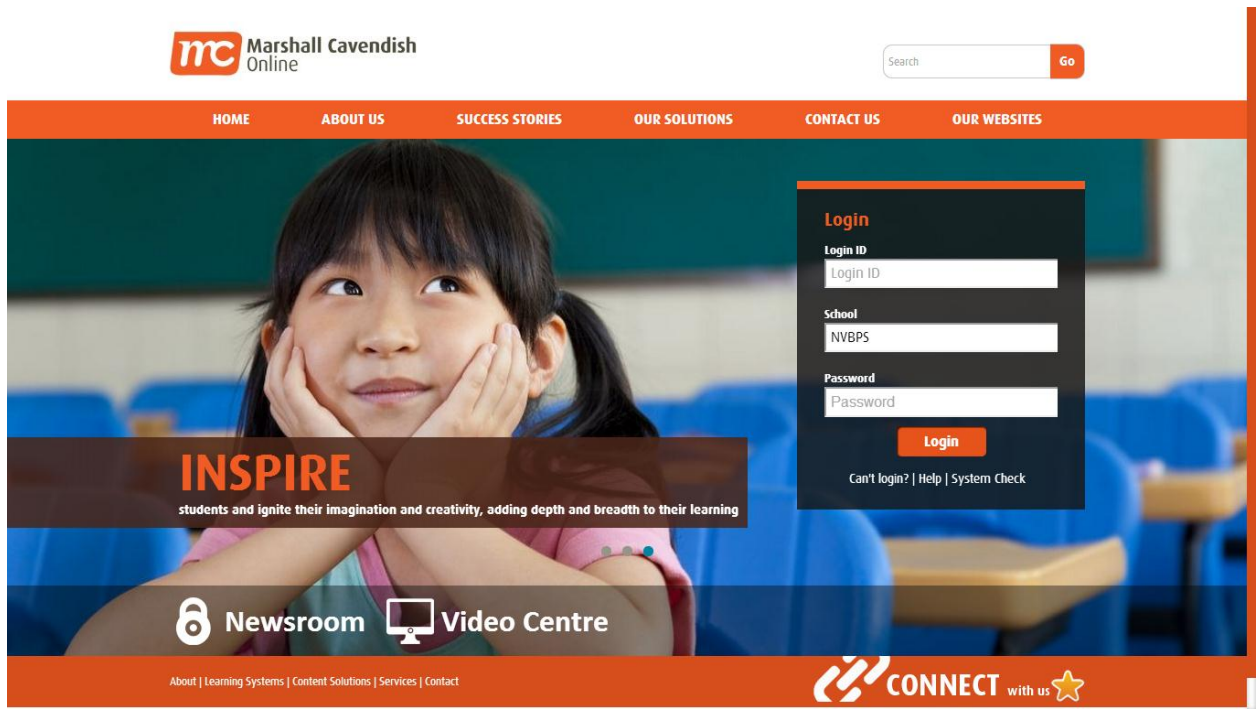
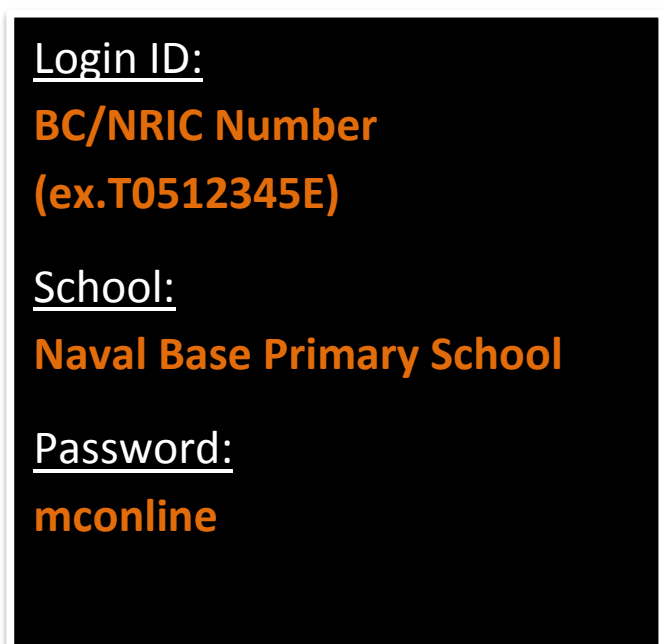
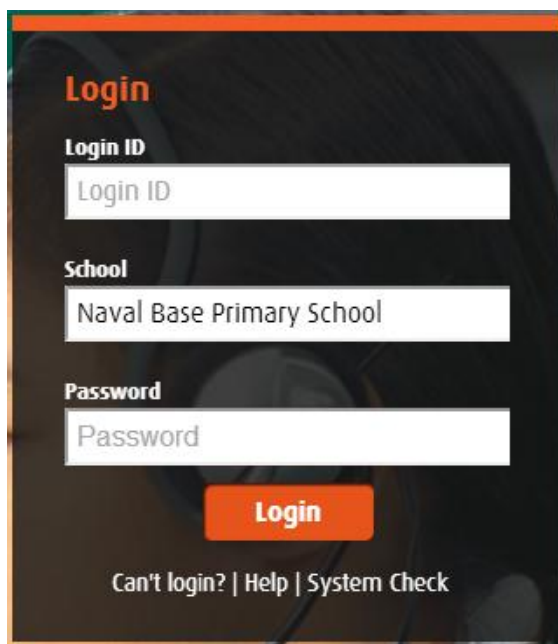


# User Guide :Travel Plan

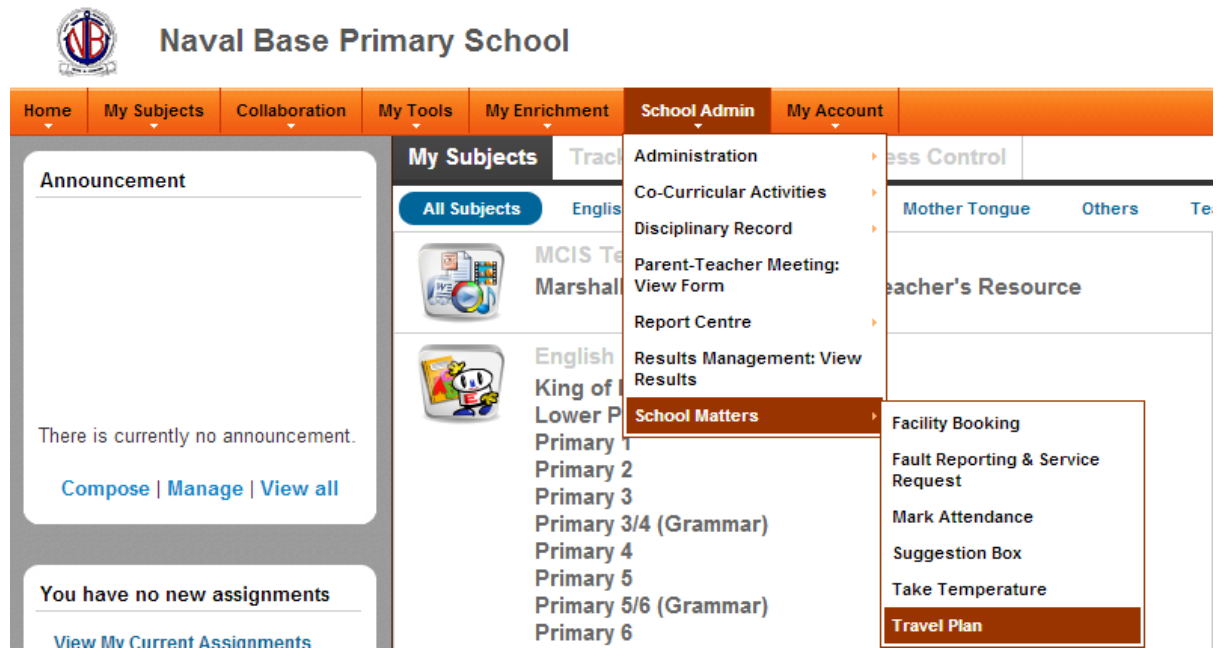
## 1. Login to lead.com.sg



### 1.1 How to login ?



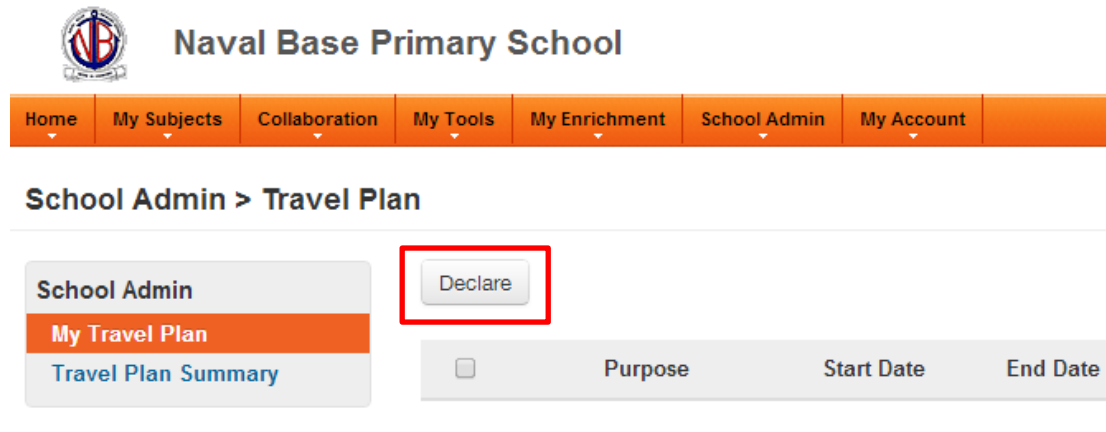
## 2. Click School Admin -> School Matter -> Travel Plan



The screenshot shows the website for Naval Base Primary School. The top navigation bar includes Home, My Subjects, Collaboration, My Tools, My Enrichment, School Admin, and My Account. The 'School Admin' menu is open, showing options like Administration, Co-Curricular Activities, Disciplinary Record, Parent-Teacher Meeting: View Form, Report Centre, Results Management: View Results, and School Matters. The 'School Matters' sub-menu is also open, listing options such as Facility Booking, Fault Reporting & Service Request, Mark Attendance, Suggestion Box, Take Temperature, and Travel Plan. The 'Travel Plan' option is highlighted.

## 3. Declaring a Travel Plan

- Click Declare



The screenshot shows the 'School Admin > Travel Plan' page. The top navigation bar includes Home, My Subjects, Collaboration, My Tools, My Enrichment, School Admin, and My Account. The 'School Admin' menu is open, showing options like School Admin, My Travel Plan, and Travel Plan Summary. The 'My Travel Plan' option is highlighted. The 'Declare' button is highlighted with a red box. Below the button, there is a table with columns for Purpose, Start Date, and End Date.

#### 4. Selection of Travel Plan

- Will Not Be Travelling
- Will Be Traveling

Travel Declaration

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar

I will be travelling to another country during the school vacation. Below is my travel plan:

#### 5. Will Not Be Travelling

- Select the month
- Checked the declare box before saving it
- Click Save
- Click Save & Add Another for declaring more than a month

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

I will be travelling to another country during the school vacation. Below is my travel plan:

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

## 6. Will be Travelling

- Select date From and To
- Select Country (ex. Malaysia)
- Input State (ex. Johor, Penang)
- Select Purpose Travel
- Select Mode of Travel
- Input Emergency Contact
- **Checked the declare box before saving it**
- **Click [Save & Add Another](#) for declaring more than one Travel Plan**

Travel Declaration

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec

I will be travelling to another country during the school vacation. Below is my travel plan:

From

To

Country

State

Purpose of Travel

Mode of Travel

Emergency Contact

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

## **7. Edit and Delete Travel Plan**

- **Go to your Travel Plan Home page**
- **Check Travel that need to be delete or edit**

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted	Country	Mode
<input checked="" type="checkbox"/>	Vacation	21 Feb	26 Feb	27 Feb	Johor, Malaysia	Coach/ Bus/ Car
<input type="checkbox"/>	[Not Travelling]	15 Nov	31 Dec	27 Feb	-	-
<input type="checkbox"/>	[Not Travelling]	6 Sep	14 Sep	27 Feb	-	-

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