

## Abbreviated Instructions for Reviewing/Approving Travel Documents in TM 9.0

Step	Action	Results
1a	<ul style="list-style-type: none"> <li>➤ Open Internet Explorer</li> <li>➤ Go to the following URL: <a href="https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w">https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w</a></li> </ul>	Brings up the ITM 9.0 Production Login Page
1b	From the <i>Travel Manager 9.0 Login</i> page <ul style="list-style-type: none"> <li>➤ Enter <i>Username</i></li> <li>➤ Enter <i>Password</i></li> </ul>	<i>Note: If you press ENTER the system will automatically take you to the Document Preparation module.</i>
2	Click on <i>Document Preparation</i>	The <i>Home</i> page appears with up to 5 documents in the <i>Review</i> area.
3	Click on the <b>Open Document</b> icon	The <i>Open Document Signature</i> page or <i>Open Document Version</i> page appears.
4a	On the <i>Open Document Version</i> page <ul style="list-style-type: none"> <li>➤ Click on the latest <b>Open Document</b> icon</li> </ul>	The <i>Open Document Signature</i> page appears
4b	On the <i>Open Document Signature</i> page <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Click <b>Sign (to Review Document)</b> button</li> </ul>	The <i>Document Summary</i> page appears with the <b>Document Status</b> at the top of the page set to Review or Approve based upon the level of routing for the office.
5	Click the applicable links found within the <i>Document Summary</i> page or within the <i>Document Toolbar</i> to verify the information contained in the travel document.	Make any changes to the document as necessary and then go to Step 6.
6	Click on <i>Document Status</i> either in <i>Document Toolbar</i> or within the <i>Document Summary</i> page when ready to stamp the document.	The <i>Status</i> page appears.
7	On the <i>Status</i> page do the following: <ul style="list-style-type: none"> <li>➤ Click the <b>Status to Apply</b> drop-down list and make a selection (if different than the default showing on the screen)</li> <li>➤ Enter your <i>Signature PIN</i> in the <i>Signature PIN</i> field</li> <li>➤ Enter any <i>Remarks</i></li> <li>➤ Click the <b>Stamp Without Adjustment</b> checkbox (if not making any changes to the document)</li> <li>➤ Click the <input type="button" value="Stamp"/> and <i>Submit Document</i> button</li> </ul>	<p><i>Note:</i> If any changes are made to the document, comments will need to be entered in the remarks field on what was changed on the document. The Stamp Without Adjustment checkbox will not be checked and a new hard copy will need to be printed using Preview Document in the Document Toolbar.</p> <p>If something needs to be changed on the document, you may use the status RETURNED and send it back to the preparer of the document. Comments should be entered in the Remarks field stating the reason it is being returned for changes.</p>

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8	<p>The <i>Pre-Audit Results</i> page appears.</p> <p>If the Status is PASS:</p> <p>➤ Click <input type="button" value="Continue"/> (<i>Stamping the Document</i>)</p>	<p><i>Note:</i> If the status says fail, click CANCEL and logout. Inform the person who created the document and have them figure out the error and fix it.</p> <p>The <i>Home</i> page appears with the document now out of the <b>Review</b> area but appearing in the <b>Last Documents</b> area.</p>