

## **Exercise #11a: Travel Authorization (Two Locations/Foreign Travel)**

**Objectives:**

- Create a travel authorization with:
  - Two locations
  - A foreign location
- Edit Traveler information for a travel document only

**Notes:**

*This exercise covers how to create a basic authorization to a multiple locations. It also includes editing the traveler information for a travel document only.*

**Instructions:** Execute the following steps:

You have been instructed to do a site visit for both Chicago, IL and Toronto, Canada. Your visit to Chicago will take place on June 3<sup>rd</sup> and your visit to Toronto will take place June 5<sup>th</sup>

### **Estimated Expenses**

\$1026.00 = Round-trip air fare

\$26.00 = Transaction Fee

\$150 = Taxi Fare

\$150 = Hotel Tax

42 miles one way to airport using private vehicle (POV) - person

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | From the <b>Home</b> page:<br><br>➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>  |
| 2           | The <b>New Document Page</b> appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in.<br><br>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TA</b><br>➤ Click the <b>Create</b> ( <i>this Document</i> ) button |

| Step | Action  |
|------|---|
| 3    | <p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Document Name</b> = <i>YFMLF0001</i></li> <li>➤ <b>TA#</b> = <i>YFMLF0001</i></li> <li>➤ <b>Type Code</b> = <i>2-SINGLE-FOREIGN</i></li> <li>➤ <b>Purpose Code</b> = <i>1-SITE VISIT</i></li> <li>➤ <b>Document Description</b> = <i>Site Visits for Chicago, IL &amp; Toronto, Canada</i></li> </ul> |
| 3a   | <p>Click on the <i>Trip Information</i> tab.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> <li>➤ <b>Begin Travel</b> = <i>06/02/08</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>06/06/08</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> </ul>   |

| Step | Action |
|------|--------|
|------|--------|

3b The values selected in the Begin & End Travel dates will automatically populate in the **Itinerary Location** area. The Arrival and Departure dates must be filled in prior to filling in the Itinerary Location. On the first line:

Change the **Departure Date** field from 06/06/08 to **06/04/08**  
Press TAB

The second line should automatically fill out with the arrival date as 06/04/08 and departure date as 06/06/08.

| Itinerary Locations  |                |                      |                          |
|--|----------------|----------------------|--------------------------|
| <input type="checkbox"/> Replace ALL lodging and M&IE information <a href="#">Create additional rows</a> |                |                      |                          |
| Arrival Date   | Departure Date | Itinerary Location   | Unlisted                 |
| 06/02/08   | 06/04/08       | <input type="text"/> | <input type="checkbox"/> |
| 06/04/08   | 06/06/08       | <input type="text"/> | <input type="checkbox"/> |

To enter the location for each line:

- Type in the field the name or partial name and click **Search**

This will bring up a drop-down listing of possible matches below the field or fill out the line with the option.

OR

- Click the **Lookup** icon

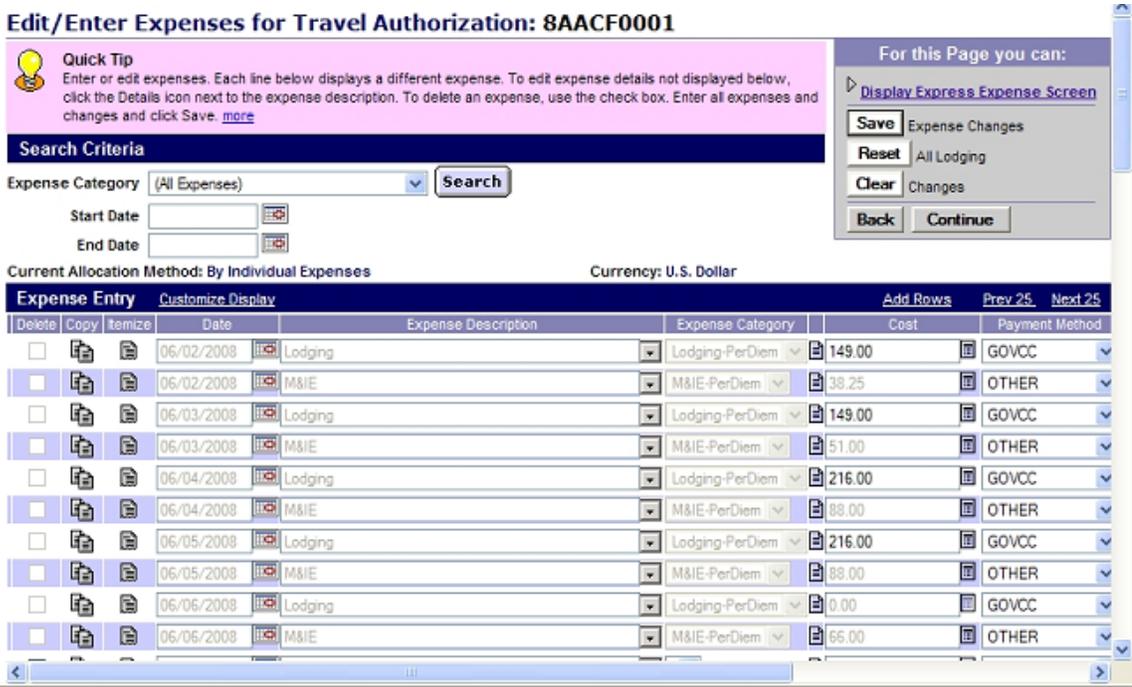
This will open a new window that allows to search by country or state which will then based off that selection, populate another drop-down list for the cities for that selection.

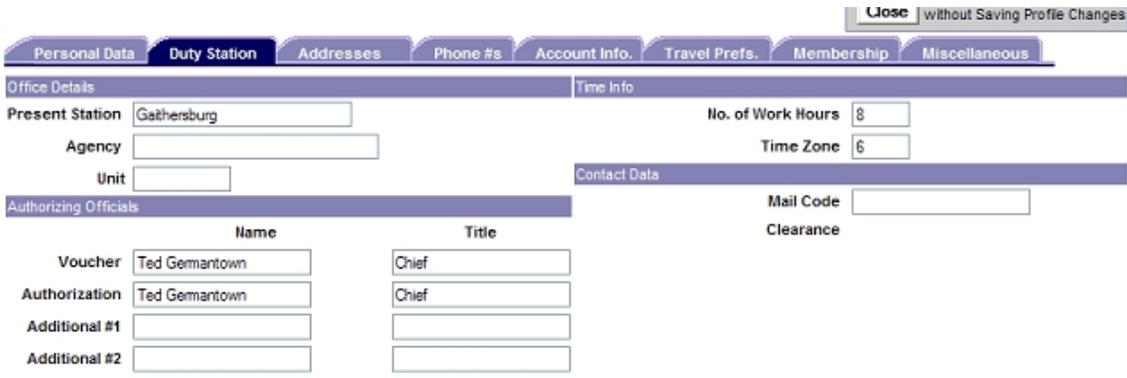
- Select the one you want (**Chicago, IL & Toronto, Canada**)
- Click the **Use** (*Location*) button

The field will then be populated with the selection.

| Itinerary Locations  |                |                                     |                          |
|--|----------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> Replace ALL lodging and M&IE information <a href="#">Create additional rows</a> |                |                                     |                          |
| Arrival Date   | Departure Date | Itinerary Location                  | Unlisted                 |
| 06/02/08   | 06/04/08       | CHICAGO,IL<br><input type="text"/>  | <input type="checkbox"/> |
| 06/04/08   | 06/06/08       | TORONTO,CAN<br><input type="text"/> | <input type="checkbox"/> |

- Click the **Create** (*Document*) button

| Step                     | Action  |                             |                     |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
|--------------------------|---|-----------------------------|---------------------|---------------------|------------------|---------------------|------------------|-------------------------|----------------|--------------------------|----------------------|-----------------------------|------------|---------|-----------------|----------------------|----------|--------------------------|-----------|------------------------|------------|--------|--------------------|--------------------|--------|--------------------------|--|--|------------|---------|-----------------|--------|-------|--------------------------|--|--|------------|-----|-------------|-------|-------|--------------------------|--|--|------------|---------|-----------------|--------|-------|--------------------------|--|--|------------|-----|-------------|-------|-------|--------------------------|--|--|------------|---------|-----------------|--------|-------|--------------------------|--|--|------------|-----|-------------|-------|-------|--------------------------|--|--|------------|---------|-----------------|------|-------|--------------------------|--|--|------------|-----|-------------|-------|-------|
| 4                        | <p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</p>  <p><b>Edit/Enter Expenses for Travel Authorization: 8AACF0001</b></p> <p><b>Quick Tip</b><br/>Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. <a href="#">more</a></p> <p><b>Search Criteria</b></p> <p>Expense Category: (All Expenses) Search</p> <p>Start Date: <input type="text"/> End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/02/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>149.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/02/2008</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>39.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/03/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>149.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/03/2008</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>51.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/04/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>216.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/04/2008</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>89.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/05/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>216.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/05/2008</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>89.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/06/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/06/2008</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>65.00</td> <td>OTHER</td> </tr> </tbody> </table> | Delete                      | Copy                | Itemize             | Date             | Expense Description | Expense Category | Cost                    | Payment Method | <input type="checkbox"/> |                      |                             | 06/02/2008 | Lodging | Lodging-PerDiem | 149.00               | GOVCC    | <input type="checkbox"/> |           |                        | 06/02/2008 | M&E    | M&E-PerDiem        | 39.25              | OTHER  | <input type="checkbox"/> |  |  | 06/03/2008 | Lodging | Lodging-PerDiem | 149.00 | GOVCC | <input type="checkbox"/> |  |  | 06/03/2008 | M&E | M&E-PerDiem | 51.00 | OTHER | <input type="checkbox"/> |  |  | 06/04/2008 | Lodging | Lodging-PerDiem | 216.00 | GOVCC | <input type="checkbox"/> |  |  | 06/04/2008 | M&E | M&E-PerDiem | 89.00 | OTHER | <input type="checkbox"/> |  |  | 06/05/2008 | Lodging | Lodging-PerDiem | 216.00 | GOVCC | <input type="checkbox"/> |  |  | 06/05/2008 | M&E | M&E-PerDiem | 89.00 | OTHER | <input type="checkbox"/> |  |  | 06/06/2008 | Lodging | Lodging-PerDiem | 0.00 | GOVCC | <input type="checkbox"/> |  |  | 06/06/2008 | M&E | M&E-PerDiem | 65.00 | OTHER |
| Delete                   | Copy  | Itemize                     | Date                | Expense Description | Expense Category | Cost                | Payment Method   |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/02/2008          | Lodging             | Lodging-PerDiem  | 149.00              | GOVCC            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/02/2008          | M&E                 | M&E-PerDiem      | 39.25               | OTHER            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/03/2008          | Lodging             | Lodging-PerDiem  | 149.00              | GOVCC            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/03/2008          | M&E                 | M&E-PerDiem      | 51.00               | OTHER            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/04/2008          | Lodging             | Lodging-PerDiem  | 216.00              | GOVCC            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/04/2008          | M&E                 | M&E-PerDiem      | 89.00               | OTHER            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/05/2008          | Lodging             | Lodging-PerDiem  | 216.00              | GOVCC            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/05/2008          | M&E                 | M&E-PerDiem      | 89.00               | OTHER            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/06/2008          | Lodging             | Lodging-PerDiem  | 0.00                | GOVCC            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| <input type="checkbox"/> |   |                             | 06/06/2008          | M&E                 | M&E-PerDiem      | 65.00               | OTHER            |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 4a                       | <p>Enter the following information:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>6/2/08</td> <td>Airline Flight</td> <td>Com. Carrier (fills in)</td> <td>See 4b</td> </tr> <tr> <td>6/2/08</td> <td>TMC Transaction Fees</td> <td>Transaction Fees (fills in)</td> <td>\$26.00</td> </tr> <tr> <td>6/2/08</td> <td>Taxi</td> <td>Transport (fills in)</td> <td>\$150.00</td> </tr> <tr> <td>6/2/08</td> <td>Hotel Tax</td> <td>Lodging Tax (fills in)</td> <td>\$150.00</td> </tr> <tr> <td>6/2/08</td> <td>IPOC-Private Vhcle</td> <td>Mileage (fills in)</td> <td>See 4c</td> </tr> </tbody> </table> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>  | Date                        | Expense Description | Expense Category    | Cost             | 6/2/08              | Airline Flight   | Com. Carrier (fills in) | See 4b         | 6/2/08                   | TMC Transaction Fees | Transaction Fees (fills in) | \$26.00    | 6/2/08  | Taxi            | Transport (fills in) | \$150.00 | 6/2/08                   | Hotel Tax | Lodging Tax (fills in) | \$150.00   | 6/2/08 | IPOC-Private Vhcle | Mileage (fills in) | See 4c |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| Date                     | Expense Description   | Expense Category            | Cost                |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 6/2/08                   | Airline Flight  | Com. Carrier (fills in)     | See 4b              |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 6/2/08                   | TMC Transaction Fees  | Transaction Fees (fills in) | \$26.00             |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 6/2/08                   | Taxi  | Transport (fills in)        | \$150.00            |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 6/2/08                   | Hotel Tax   | Lodging Tax (fills in)      | \$150.00            |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 6/2/08                   | IPOC-Private Vhcle  | Mileage (fills in)          | See 4c              |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |
| 4b                       | <p>To enter the cost and ticket information for the Airline Flight, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Ticketed Transportation Details</b> tab</li> <li>➤ Enter <b>Class (YCA)</b></li> <li>➤ Enter <b>Ticket Value (\$1026.00)</b></li> <li>➤ Click on the <b>Use</b> (<i>Expense Details Update</i>) button</li> </ul>   |                             |                     |                     |                  |                     |                  |                         |                |                          |                      |                             |            |         |                 |                      |          |                          |           |                        |            |        |                    |                    |        |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |        |       |                          |  |  |            |     |             |       |       |                          |  |  |            |         |                 |      |       |                          |  |  |            |     |             |       |       |

| Step | Action  |
|------|---|
| 4c   | <p>To have the system calculate the mileage, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> <li>➤ Enter <b>168</b> in the <i>Quantity</i> field</li> <li>➤ Click in another field or press TAB</li> </ul> <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Use</b> (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</li> </ul>   |
| 5    | <p>Click on <b>Traveler Info</b> in the <i>Document Toolbar</i> to open up the <i>Update Traveler Information</i> page.</p> <ul style="list-style-type: none"> <li>➤ Click on the <i>Duty Station</i> tab</li> </ul>  <ul style="list-style-type: none"> <li>➤ Enter the <i>Name &amp; Title</i> of the additional approval needed for foreign travel in the <b>Additional #1</b> fields.</li> </ul> <p><b>Note:</b> <i>The NOAA Travel Handbook, section 301-2.5(l), mandates foreign travel requires a higher level of authorization. Therefore, for this type of authorization only, you will need to modify the Authorizing Officials in the Additional #1 fields in the Traveler Information page under Duty Station.</i></p> |
| 6    | <p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page.</p> <ul style="list-style-type: none"> <li>➤ Verify the correct ACCS is assigned</li> <li>➤ Make changes where necessary</li> </ul>  |
| 7    | <p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page</p> <ul style="list-style-type: none"> <li>➤ Verify the totals</li> </ul>   |

| Step | Action   |
|------|--|
| 8    | <p>Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>   |
| 9    | <p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> page. The page will default with <b>Signed</b> in the <b>Status to Apply</b> field.</p> <ul style="list-style-type: none"> <li>➤ Enter your <b>Signature PIN</b></li> <li>➤ Enter your <b>Remarks</b></li> <li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li> </ul> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> page.</p>  |
| 10   | <p>From the <i>Home</i> page click on the <b>Open Document</b>  icon which will take you to the <i>Open Document Signature</i> page.</p> <ul style="list-style-type: none"> <li>➤ Enter your <b>Signature PIN</b></li> <li>➤ Click the <b>Sign</b> (<i>to Review Document</i>) button</li> </ul> <p>The <i>Document Summary</i> page appears.</p> <ul style="list-style-type: none"> <li>➤ Change the status to <b>Complete</b></li> <li>➤ Enter your <b>Signature PIN</b></li> <li>➤ Enter your <b>Remarks</b></li> <li>➤ Check the checkbox <b>Stamp Without Adjustment</b></li> <li>➤ Click the <b>Stamp and Route</b> button.</li> </ul> <p><b>Note:</b> For training purposes ONLY – the routing/approval/DATALINK process is not done. To be able to create a voucher from authorization, the status must be set to “Complete.”</p> |