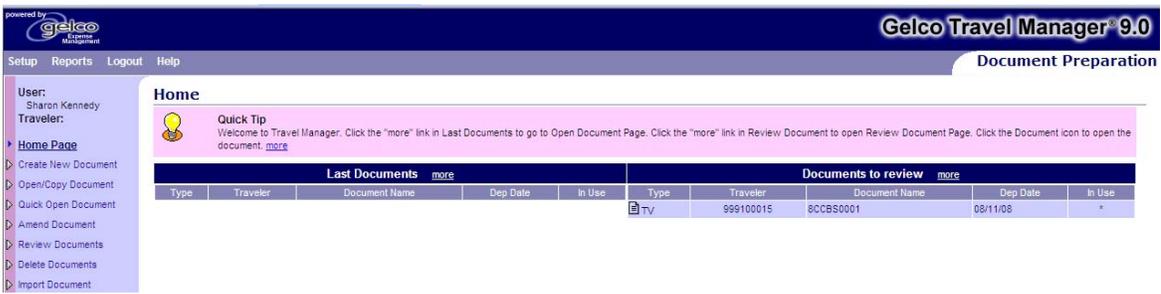
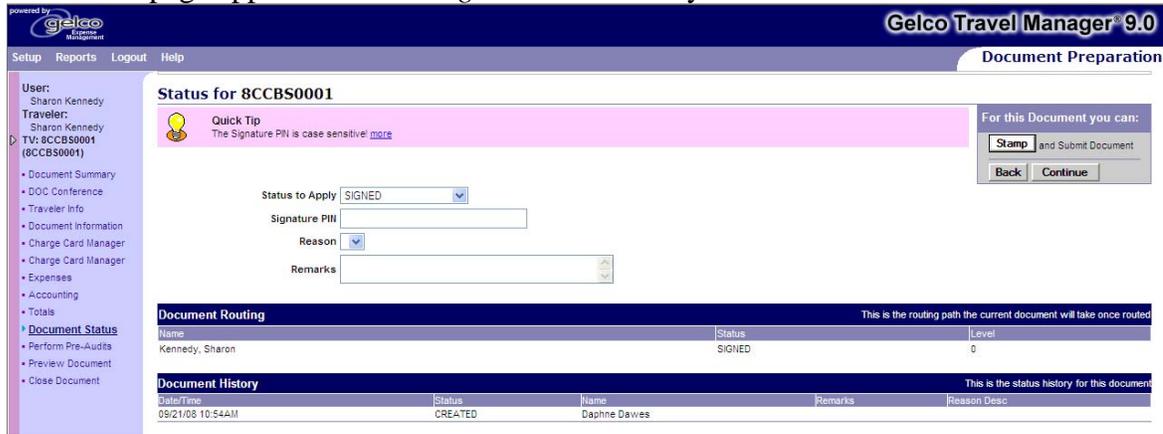


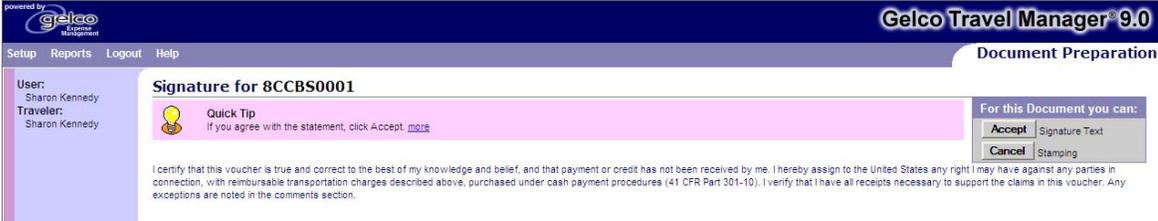
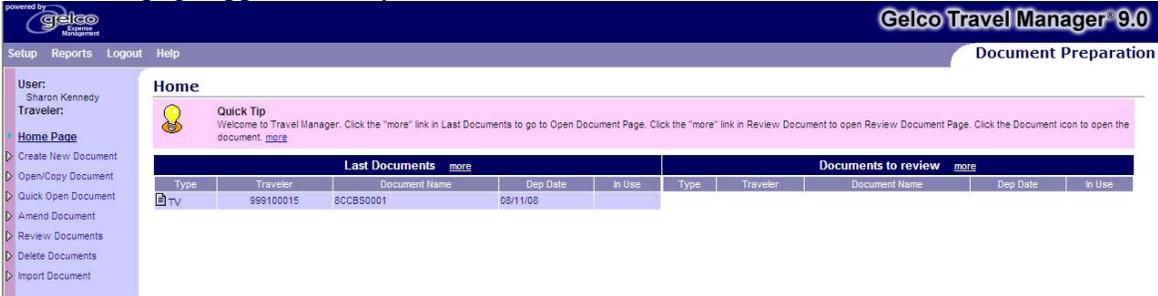
## Signing/Verifying Travel Vouchers in ITM 9.0 (Travelers)

Step	Action																														
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>																														
1b	<ul style="list-style-type: none"> <li>➤ Enter your <i>username</i> &amp; <i>password</i> on the <b>Login Page</b></li> <li>➤ Click on <b>Document Preparation</b></li> </ul> <div style="text-align: right;">  </div> <p style="color: blue; font-style: italic;">Notes: If after entering your username and password you press ENTER, this will automatically take you to the Document Preparation screen</p> <p style="color: blue; font-style: italic;">If this is the first time logging into the system, you may be prompted to change your password and Signature PIN.</p>																														
	<p style="color: blue; font-style: italic;">Notes: If after entering your username and password you press ENTER, this will automatically take you to the Document Preparation screen</p> <p style="color: blue; font-style: italic;">If this is the first time logging into the system, you may be prompted to change your password and Signature PIN.</p>																														
2	<p>The <b>Home</b> page appears. The document that is to be signed will show up in the <b>Documents to review</b> area.</p> <div style="border: 1px solid black; padding: 5px;">  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="5" style="text-align: left;">Last Documents <span style="float: right;">more</span></th> <th colspan="5" style="text-align: left;">Documents to review <span style="float: right;">more</span></th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>999100015</td> <td>BCCBS0001</td> <td>08/11/08</td> <td>*</td> </tr> </tbody> </table> </div>	Last Documents <span style="float: right;">more</span>					Documents to review <span style="float: right;">more</span>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use							999100015	BCCBS0001	08/11/08	*
Last Documents <span style="float: right;">more</span>					Documents to review <span style="float: right;">more</span>																										
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use																						
						999100015	BCCBS0001	08/11/08	*																						
3	<p>To start the review/approval process, click the <b>Document</b>  icon of the document you wish to open.</p>																														

## Signing/Verifying Travel Vouchers in ITM 9.0 (Travelers)

Step	Action
4	<p>The <b>Document Summary</b> page appears with the appropriate <b>Document Status</b> (Signed).</p>  <p>The screenshot shows the 'Document Summary' page for Travel Voucher 8CCBS0001. The document status is 'CREATED' and 'Awaiting: Kennedy, Sharon' for status 'SIGNED'. The page includes sections for Trip # 1, Document Status, Traveler Details, Document Information, Reservation Details, and Expense Details.</p>
5	<p>Click on <b>Document Status</b> either in <i>Document Toolbar</i> or within the <i>Document Summary</i> page.</p>
6	<p>The <b>Status</b> page appears with the <i>Signed</i> status already there.</p>  <p>The screenshot shows the 'Status' page for Travel Voucher 8CCBS0001. The status is 'SIGNED'. The page includes fields for Status to Apply, Signature PIN, Reason, and Remarks, along with Document Routing and Document History sections.</p>
7	<p>On the <b>Status</b> page do the following:</p> <ul style="list-style-type: none"> <li>➤ Enter your <b>Signature PIN</b> in the <i>Signature PIN</i> field</li> <li>➤ Click the <b>Stamp</b> and Submit Document button</li> </ul>

## Signing/Verifying Travel Vouchers in ITM 9.0 (Travelers)

Step	Action
8	<p>The <b>Pre-Audit Results</b> page appears:</p>  <p>If the Status is PASS:</p> <p>➤ Click <b>Continue</b> (<i>Stamping the Document</i>)</p> <p style="background-color: yellow; padding: 5px;"><b>Note:</b> If the status says fail, click CANCEL and logout. Inform the person who created the voucher and have them figure out the error and fix it.</p>
9	<p>The <b>Signature</b> page appears:</p>  <p>➤ Click the <b>Accept</b> (<i>Signature Text</i>)</p>
10	<p>The <b>Home</b> page appears with your document now in the <b>Last Documents</b> area.</p>  <p>➤ Click <b>Logout</b> in the <i>Menu Toolbar</i> to close out Travel Manager.</p>