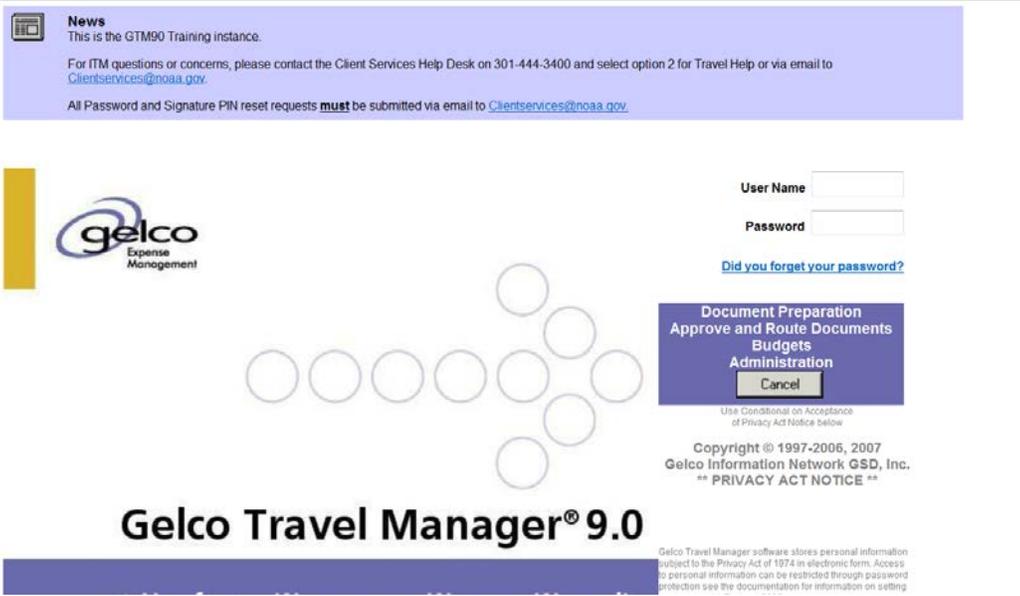


## Routing Administration in Travel Manager

Step	Action
1a	<ul style="list-style-type: none"> <li>➤ Open Internet Explorer</li> <li>➤ Go to the URL for travel Manager</li> </ul>
1b	<ul style="list-style-type: none"> <li>➤ Enter your <b>Username</b> &amp; <b>Password</b> on the <b>Login Page</b></li> <li>➤ Click on <b>Administration</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>If you press ENTER after entering your Username and Password, the system will automatically go into the Document Preparation module. You will then need to log out of the system and try again or open a new window/tab.</i></li> <li>✓ <i>If this is the first time logging into the system, you may be prompted to change your Password and/or enter a Signature Pin.</i></li> </ul> </div>

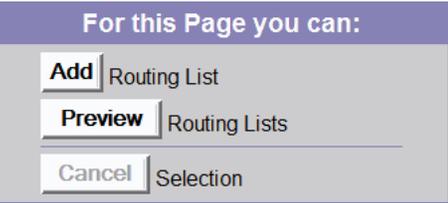
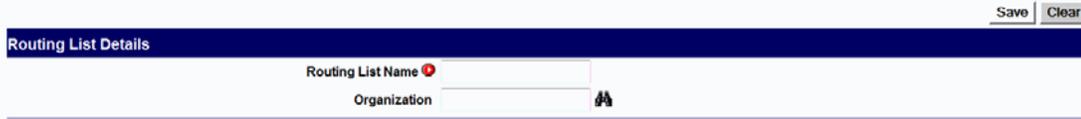
## Routing Administration in Travel Manager

Step	Action
2	<p>From the <b>Menu Toolbar</b></p> <p>➤ Click on <b>EPA</b></p> <div style="display: flex; justify-content: space-around;">   </div> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Upon logging into the Administration module, depending upon your role (Group Admin, Routing Admin or both) your Menu Toolbar may list different options.</li> <li>✓ For those with the Routing Administrator role only, you will not need to click on EPA in the Menu Toolbar. It is the default option for you.</li> </ul>

## Routing Administration in Travel Manager

Step	Action
3	<p>From the <b>Navigation Tree</b></p> <ul style="list-style-type: none"><li>➤ Click on <b>Routing</b></li><li>➤ Click on <b>Routing Lists</b></li></ul>  <p>The screenshot shows the 'powered by gelco Expense Management' logo at the top. Below it is a navigation bar with 'DPA', 'EPA', 'Info', and 'Logout'. The main navigation tree is displayed below, with 'Routing' expanded to show 'Routing Lists' (which is further expanded to show sub-items like 'Signatures in Routing List', 'Replace Signature', 'Global Signature Delete', and 'Insert Signature into Routing List'), 'Auditing', 'Processing', 'Notices', 'Security', and 'Utilities'.</p>

## Routing Administration in Travel Manager

Step	Action																																
3a	<p>The <b>Routing Lists</b> screen appears</p>  <p><b>Routing Lists</b></p> <p><b>Quick Tip</b> Add new, modify or delete existing routing lists. Routing lists can be defined for each organization. <a href="#">more</a></p> <p><b>For this Page you can:</b>  <input type="button" value="Add"/> Routing List  <input type="button" value="Preview"/> Routing Lists  <input type="button" value="Cancel"/> Selection</p> <p><b>Search Criteria</b>      <b>Copy Routing List</b></p> <p>Organization <input type="text"/> <input type="button" value="Search"/>      From Name <input type="text" value="DELEG1"/> <input type="button" value="Copy"/>  Routing List <input type="text"/>      To Organization <input type="text"/> <input type="button" value="Copy"/>  To Name <input type="text"/></p> <p><b>Routing List</b></p> <p>Search Results <span style="float: right;"><a href="#">Prev 40</a> <a href="#">Next 40</a></span></p> <table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Organization</th> <th>Routing List</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>H-20-01</td> <td>DELEG1</td> </tr> <tr> <td></td> <td></td> <td>H-20-01</td> <td>DELEG2</td> </tr> <tr> <td></td> <td></td> <td>H-20-01</td> <td>DELEG2-1</td> </tr> <tr> <td></td> <td></td> <td>H-20-01</td> <td>DOCTP1</td> </tr> <tr> <td></td> <td></td> <td>H-20-01</td> <td>DOCTP1-1</td> </tr> <tr> <td></td> <td></td> <td>H-20-01</td> <td>DOCTP1-2</td> </tr> <tr> <td></td> <td></td> <td>H-20-01</td> <td>IAOP</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Clear"/></p> <p><b>Routing List Details</b></p> <p>Routing List Name <input type="text" value="DELEG1"/> <input type="button" value="Copy"/>  Organization <input type="text" value="H-20-01"/> <input type="button" value="Copy"/></p>	Edit	Delete	Organization	Routing List			H-20-01	DELEG1			H-20-01	DELEG2			H-20-01	DELEG2-1			H-20-01	DOCTP1			H-20-01	DOCTP1-1			H-20-01	DOCTP1-2			H-20-01	IAOP
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	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ This is a split screen.</li> <li>✓ Only those routing lists in your ITM Organization Code will appear.</li> <li>✓ Please do not modify a list that is <u>not</u> yours.</li> </ul>																																
4	<p>Click on the <b>Add (Routing List)</b> button found in the upper right corner to create a new routing list</p>  <p><b>For this Page you can:</b>  <input type="button" value="Add"/> Routing List  <input type="button" value="Preview"/> Routing Lists  <input type="button" value="Cancel"/> Selection</p>																																
4a	<p>The <b>Routing Details</b> area appears with blank fields.</p>  <p><b>Routing List Details</b> <span style="float: right;"><input type="button" value="Save"/> <input type="button" value="Clear"/></span></p> <p>Routing List Name <input type="text"/> <input type="button" value="Copy"/>  Organization <input type="text"/> <input type="button" value="Copy"/></p>																																

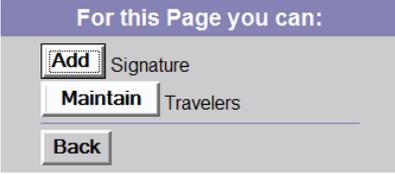
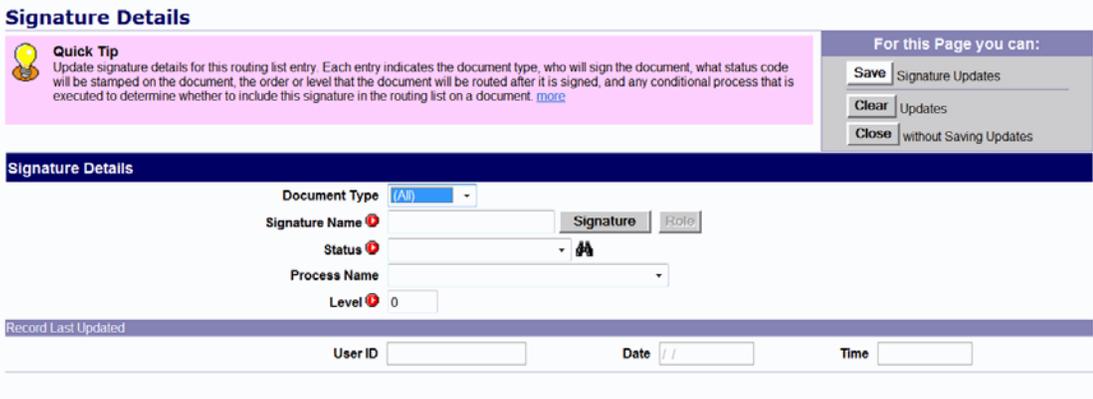
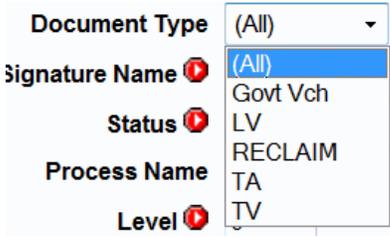
## Routing Administration in Travel Manager

Step	Action																																																												
4b	<p>In the <b>Routing Details</b> area:</p> <ul style="list-style-type: none"> <li>➤ Enter <b>Routing List Name</b></li> <li>➤ Enter <b>Organization</b></li> <li>➤ Click <b>Save</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The routing list name can only be 8 characters long.</li> <li>✓ The Organization can be typed in, copied/pasted, or the lookup icon can be utilized.</li> <li>✓ The screen will refresh and show the newly added routing list at the top of the listing.</li> </ul>																																																												
5	<p>From the <b>Navigation Tree</b></p> <ul style="list-style-type: none"> <li>➤ Click on <b>Signatures in Routing List</b></li> </ul> 																																																												
5a	<p>The <b>Signatures in Routing List</b> screen appears</p>  <p><b>Signatures in Routing List</b></p> <p><b>Quick Tip</b> Click the routing list name to display all entries and signatures in the routing list. <a href="#">more</a></p> <p><b>Search Criteria</b></p> <p>Organization <input type="text"/>  <input type="button" value="Search"/></p> <p>Routing List <input type="text"/></p> <p><b>Routing List</b> <span style="float: right;">Click on an entry to select it</span></p> <table border="1"> <thead> <tr> <th colspan="2">Search Results</th> <th style="text-align: right;"><a href="#">Prev 40</a> <a href="#">Next 40</a></th> </tr> <tr> <th>Organization</th> <th>Routing List</th> <th></th> </tr> </thead> <tbody> <tr><td>H-20-01</td><td>DELEG1</td><td></td></tr> <tr><td>H-20-01</td><td>DELEG2</td><td></td></tr> <tr><td>H-20-01</td><td>DELEG2-1</td><td></td></tr> <tr><td>H-20-01</td><td>DOCTP1</td><td></td></tr> <tr><td>H-20-01</td><td>DOCTP1-1</td><td></td></tr> <tr><td>H-20-01</td><td>DOCTP1-2</td><td></td></tr> <tr><td>H-20-01</td><td>IACP</td><td></td></tr> <tr><td>H-20-01</td><td>IACPSUP</td><td></td></tr> <tr><td>H-20-01</td><td>NT01</td><td></td></tr> <tr><td>H-20-01</td><td>NT01-1</td><td></td></tr> <tr><td>H-20-01</td><td>NT02</td><td></td></tr> <tr><td>H-20-01</td><td>NT02-1</td><td></td></tr> <tr><td>H-20-01</td><td>PRCNM1</td><td></td></tr> <tr><td>H-20-01</td><td>PRCNM1-1</td><td></td></tr> <tr><td>H-20-01</td><td>PRCNM1-2</td><td></td></tr> <tr><td>H-20-01</td><td>SNOWDAYA</td><td></td></tr> <tr><td>H-20-01</td><td>STAMP1</td><td></td></tr> <tr><td>H-20-01</td><td>STAMP1-1</td><td></td></tr> </tbody> </table>	Search Results		<a href="#">Prev 40</a> <a href="#">Next 40</a>	Organization	Routing List		H-20-01	DELEG1		H-20-01	DELEG2		H-20-01	DELEG2-1		H-20-01	DOCTP1		H-20-01	DOCTP1-1		H-20-01	DOCTP1-2		H-20-01	IACP		H-20-01	IACPSUP		H-20-01	NT01		H-20-01	NT01-1		H-20-01	NT02		H-20-01	NT02-1		H-20-01	PRCNM1		H-20-01	PRCNM1-1		H-20-01	PRCNM1-2		H-20-01	SNOWDAYA		H-20-01	STAMP1		H-20-01	STAMP1-1	
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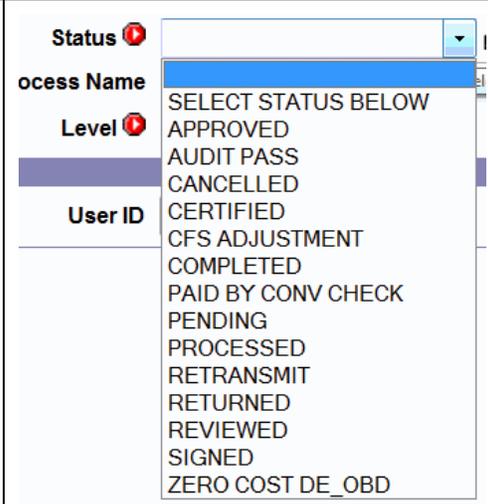
## Routing Administration in Travel Manager

Step	Action																				
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Only 40 Routing List names will appear per screen. You can use the Prev 40 and Next 40 links to navigate through the lists.</li> <li>✓ Only select those that you are responsible for!</li> <li>✓ We suggest searching on the name of your list to ensure you are opening the correct list.</li> </ul>																				
5b	<p>In the <b>Search Criteria</b> area:</p> <ul style="list-style-type: none"> <li>➤ Enter <b>Routing List Name</b></li> <li>➤ Click <b>Search</b></li> </ul> <p>Any list(s) that has the criteria entered will appear below.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Signatures in Routing List</b></p> <div style="background-color: #fce4ec; padding: 5px; margin-bottom: 5px;"> <p> <b>Quick Tip</b> Click the routing list name to display all entries and signatures in the routing list. <a href="#">more</a></p> </div> <div style="background-color: #004a99; color: white; padding: 5px; margin-bottom: 5px;"> <p><b>Search Criteria</b></p> </div> <div style="padding: 5px; margin-bottom: 5px;"> <p>Organization <input type="text"/> <input type="button" value="Search"/></p> <p>Routing List <input type="text" value="TRAIN"/></p> </div> <div style="background-color: #004a99; color: white; padding: 5px; margin-bottom: 5px;"> <p><b>Routing List</b> <span style="float: right;">Click on an entry to select it</span></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="background-color: #004a99; color: white;">Search Results</th> <th style="background-color: #004a99; color: white;">Organization</th> <th style="background-color: #004a99; color: white;">Routing List</th> <th style="background-color: #004a99; color: white; text-align: right;">Prev 40</th> <th style="background-color: #004a99; color: white; text-align: right;">Next 40</th> </tr> </thead> <tbody> <tr> <td>H-20-01</td> <td></td> <td style="text-align: center;"><a href="#">TRAIN1</a></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>➤ Click on the <b>Routing List Name</b></p>	Search Results	Organization	Routing List	Prev 40	Next 40	H-20-01		<a href="#">TRAIN1</a>												
Search Results	Organization	Routing List	Prev 40	Next 40																	
H-20-01		<a href="#">TRAIN1</a>																			
6	<p>The <b>Signatures in Routing List (NAME)</b> screen appears</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Signatures in Routing List TRAIN1</b></p> <div style="background-color: #fce4ec; padding: 5px; margin-bottom: 5px;"> <p> <b>Quick Tip</b> Add new, modify or delete an existing routing list entry. <a href="#">more</a></p> </div> <div style="background-color: #004a99; color: white; padding: 5px; margin-bottom: 5px;"> <p><b>Signature List</b> <span style="float: right;">Click on an entry to select it</span></p> </div> <div style="padding: 5px; margin-bottom: 5px;"> <p>Search Results <span style="float: right;"><a href="#">Prev 40</a> <a href="#">Next 40</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Doc Type</th> <th>NNum</th> <th>Document Status</th> <th>Level</th> <th>Signature Name</th> <th>Role Org</th> <th>Process Name</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="height: 20px;"> </td> </tr> </tbody> </table> </div> <div style="background-color: #004a99; color: white; padding: 5px; margin-bottom: 5px;"> <p><b>For this Page you can:</b></p> </div> <div style="padding: 5px; margin-bottom: 5px;"> <p><input type="button" value="Add"/> Signature</p> <p><input type="button" value="Maintain"/> Travelers</p> <p><input type="button" value="Back"/></p> </div> </div> <p style="background-color: yellow; padding: 5px;"> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Only 40 Signature names will appear per screen</li> <li>✓ If this is a new routing list, no signatures will appear the first time you enter this screen.</li> <li>✓ This is also the area where you would make changes to the signature names if needed.</li> </ul> </p>	Edit	Delete	Copy	Doc Type	NNum	Document Status	Level	Signature Name	Role Org	Process Name										
Edit	Delete	Copy	Doc Type	NNum	Document Status	Level	Signature Name	Role Org	Process Name												

## Routing Administration in Travel Manager

Step	Action	
6a	Click the <b>Add (Signature)</b> button in the upper right corner to add the reviewer(s)/approver(s) to the routing list	
7	<p>The <b>Signatures Details</b> screen appears</p> 	
7a	Select the <b>Document Type</b>	
7a1	<p><b>ALL</b> = All Travel Documents  <b>Govt Vch</b> = Previous ITM Version Vouchers (<b>DO NOT USE</b>)  <b>LV</b> = Local Voucher  <b>RECLAIM</b> = Reclaim Vouchers  <b>TA</b> = Travel Authorization  <b>TV</b> = Travel Vouchers</p>	

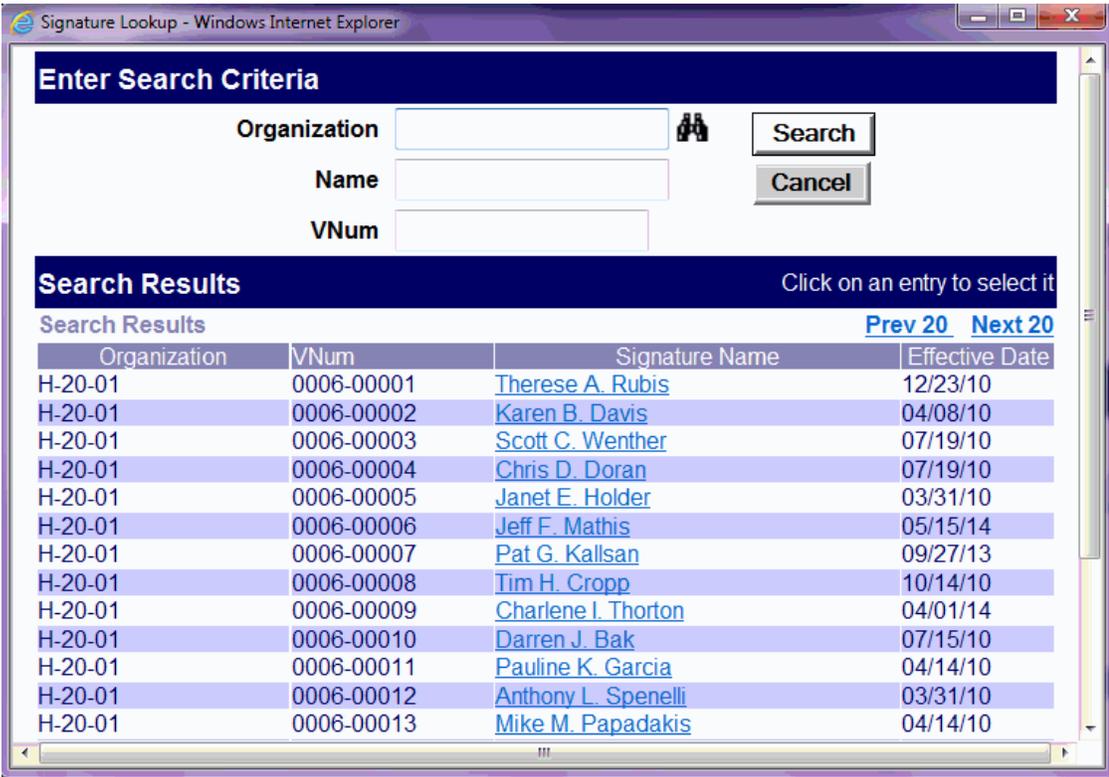
## Routing Administration in Travel Manager

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ We suggest using ALL, unless different people will be reviewing different document types.</li> <li>✓ If you use one document type (TA), you must use them all (TA, TV, RELCAIM, LV)</li> <li>✓ Remember, the system knows to route different document types to the appropriate individuals using the standard features. For example, NTO Office set at all, knows to send the foreign Authorizations to them, not the vouchers. The vouchers will go to the lowest level of approval as long as it's not a post-approval voucher.</li> </ul>
7b	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Select the <b>Status</b></p> </div> <div style="flex: 2;">  </div> </div>
7b1	<p><b>APPROVED</b> = For those approving documents  <b>REVIEWED</b> = For those reviewing documents  <b>PROCESSED</b> = For the NOAA Travel Office <b><u>ONLY</u></b></p> <div style="background-color: yellow; padding: 5px;"> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Only use the three listed above.</li> <li>✓ The other statuses listed are for other functions within the system – <u>not routing.</u></li> </ul> </div>

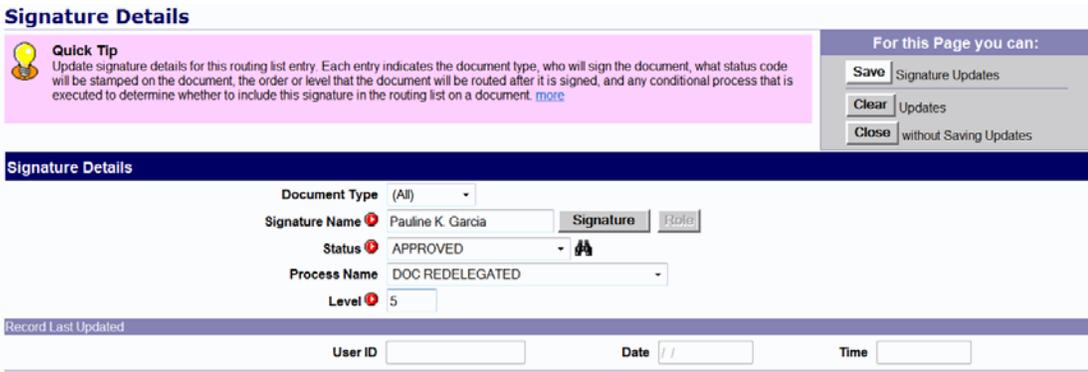
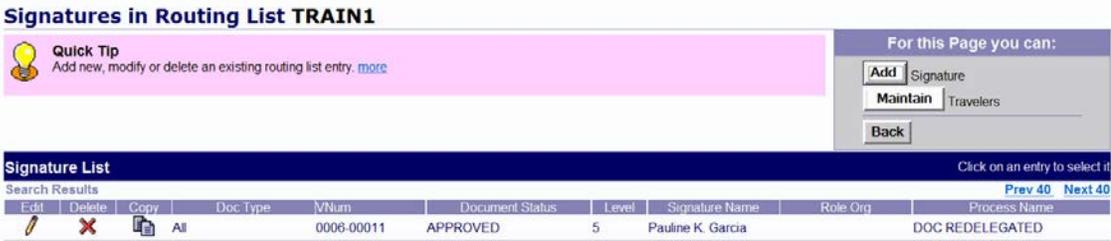
## Routing Administration in Travel Manager

Step	Action	
7c	Select the <b>Process Name</b>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Process Name</b> <input style="width: 100%;" type="text"/></p> <p><b>Level</b> </p> <div style="border: 1px solid gray; background-color: #e0e0e0; padding: 2px;"> <p><b>User ID</b></p> <p>DOC ACCOMPANIED</p> <p>DOC ACTUAL EXPENSES</p> <p>DOC BLANKET</p> <p>DOC CONFERENCE LODGING</p> <p>DOC DELEGATED</p> <p>DOC FOREIGN</p> <p>DOC INVITATIONAL</p> <p>DOC NON-FED. OR FOREIGN FUNDED</p> <p>DOC NON-WHTI</p> <p>DOC NONDELEGATED</p> <p>DOC OMAO CIVILIAN-DELEG</p> <p>DOC OMAO CIVILIAN-NONDELEG</p> <p>DOC OMAO COMMISSIONED-DELEG</p> <p>DOC OMAO COMMISSIONED-NONDELEG</p> <p>DOC PREMIUM CLASS</p> <p>DOC REDELEGATED</p> <p>DOC WHTI</p> <p>NTO FOREIGN</p> </div> </div>
7c1	<p><b>DOC NONDELEGATED</b> process name is the highest managerial level possible that may actually authorize ALL official travel.</p> <p><b>DOC DELEGATED</b> process name allows some of the more frequent “special” travel conditions to be authorized at a slightly lower level of management than those listed in the DOC NONDELEGATED level.</p> <p><b>DOC REDELEGATED</b> process name handles a lower level than what was designated at the DOC DELEGATED level.</p> <p><b>NTO FOREIGN</b> process name was set up for the NOAA Travel Office in order for them to be added to the routing list for foreign travel at the level prior to the first approval in the list.</p> <p>The Process Name may be “<b>BLANK</b>” if the person is reviewing all travel conditions or if they are an approver that can approve all types of travel.</p> <div style="background-color: yellow; padding: 5px;"> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>If you use one, you must use all three. (NONDELEGATED, DELEGATED, REDELEGATED)</i></li> <li>✓ <i>NTO FOREIGN is <b>ONLY</b> for the NOAA Travel Office</i></li> <li>✓ <i>Other Process Names listed should not be used. They have been built into the standard process names, like NONDELEGATED. This tells the system for those specific documents, like DOC FOREIGN, to go to the NONDELEGATED person.</i></li> </ul> </div>	

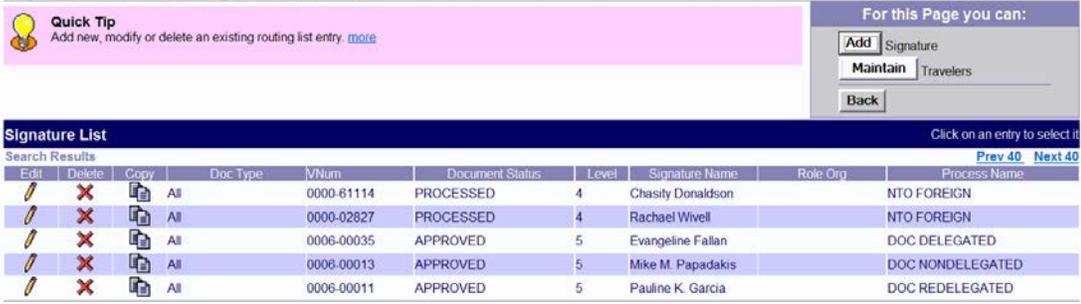
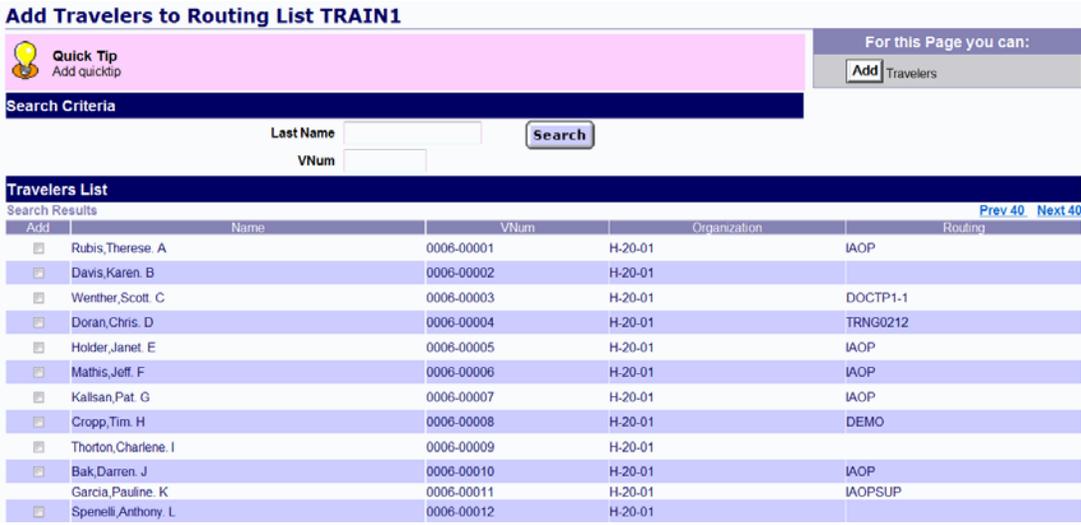
## Routing Administration in Travel Manager

Step	Action	
7d	Enter the <b>Level</b>	Level  <input style="width: 50px;" type="text" value="0"/>
7d1	<p>The <b>LEVEL</b> represents where the reviewer/approver falls within the routing list. In other words, the level is the order in which each signature receives the document.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The default is zero (0). Zero should NEVER be used in your routing list. The lowest level should always be one (1).</i></li> <li>✓ <i>There is no limit to the number of levels to a routing list.</i></li> <li>✓ <i>The approvers should always be at the last, or highest, level of the routing list.</i></li> </ul>	
7e	Click the <b>Signature</b> button	Signature Name  <input style="width: 150px;" type="text"/> <input type="button" value="Signature"/> <input type="button" value="Role"/>
7e1	<p>A new window will open showing people only within your ITM Org Code, however, you are not limited by your Org code when searching for signatures.</p> 	

## Routing Administration in Travel Manager

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ A Routing Administrator is not limited to just their ITM Org Code in order to add people to the list.</li> <li>✓ A Routing Administrator can search using Organization, First Name, Vendor Number or a combination of the three to look up someone.</li> </ul>
7e2	Once the name has been found, click on the Signature Name link.
7f	<p>Once all fields have been entered, click <b>Save (Signature Updates)</b> button</p> 
8	<p>The <b>Signatures in Routing List (NAME)</b> screen appears with the new information added.</p> 

## Routing Administration in Travel Manager

Step	Action																																																																	
9	<p>Repeat the steps <b>6a through 7f</b> to add all of the reviewers/approvers to the routing list.</p> <p><b>Signatures in Routing List TRAIN1</b></p>  <p><b>Signature List</b></p> <table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Doc.Type</th> <th>VNum</th> <th>Document Status</th> <th>Level</th> <th>Signature Name</th> <th>Role Org</th> <th>Process Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0000-61114</td> <td>PROCESSED</td> <td>4</td> <td>Chasity Donaldson</td> <td></td> <td>NT0 FOREIGN</td> </tr> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0000-02627</td> <td>PROCESSED</td> <td>4</td> <td>Rachael Wivell</td> <td></td> <td>NT0 FOREIGN</td> </tr> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0006-00035</td> <td>APPROVED</td> <td>5</td> <td>Evangeline Fallan</td> <td></td> <td>DOC DELEGATED</td> </tr> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0006-00013</td> <td>APPROVED</td> <td>5</td> <td>Mike M. Papadakis</td> <td></td> <td>DOC NONDELEGATED</td> </tr> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0006-00011</td> <td>APPROVED</td> <td>5</td> <td>Pauline K. Garcia</td> <td></td> <td>DOC REDELEGATED</td> </tr> </tbody> </table>	Edit	Delete	Copy	Doc.Type	VNum	Document Status	Level	Signature Name	Role Org	Process Name				All	0000-61114	PROCESSED	4	Chasity Donaldson		NT0 FOREIGN				All	0000-02627	PROCESSED	4	Rachael Wivell		NT0 FOREIGN				All	0006-00035	APPROVED	5	Evangeline Fallan		DOC DELEGATED				All	0006-00013	APPROVED	5	Mike M. Papadakis		DOC NONDELEGATED				All	0006-00011	APPROVED	5	Pauline K. Garcia		DOC REDELEGATED					
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10	<p>To add travelers to the routing list, click on <b>Maintain (Travelers)</b> button.</p> 																																																																	
11	<p>The <b>Add Travelers to Routing List (NAME)</b> screen appears.</p>  <p><b>Add Travelers to Routing List TRAIN1</b></p> <p><b>Travelers List</b></p> <table border="1"> <thead> <tr> <th>Add</th> <th>Name</th> <th>VNum</th> <th>Organization</th> <th>Routing</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Rubis, Therese. A</td><td>0006-00001</td><td>H-20-01</td><td>IAOP</td></tr> <tr><td><input type="checkbox"/></td><td>Davis, Karen. B</td><td>0006-00002</td><td>H-20-01</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Wenther, Scott. C</td><td>0006-00003</td><td>H-20-01</td><td>DOCTP1-1</td></tr> <tr><td><input type="checkbox"/></td><td>Doran, Chris. D</td><td>0006-00004</td><td>H-20-01</td><td>TRNG0212</td></tr> <tr><td><input type="checkbox"/></td><td>Holder, Janet. E</td><td>0006-00005</td><td>H-20-01</td><td>IAOP</td></tr> <tr><td><input type="checkbox"/></td><td>Mathis, Jeff. F</td><td>0006-00006</td><td>H-20-01</td><td>IAOP</td></tr> <tr><td><input type="checkbox"/></td><td>Kallsan, Pat. G</td><td>0006-00007</td><td>H-20-01</td><td>IAOP</td></tr> <tr><td><input type="checkbox"/></td><td>Cropp, Tim. H</td><td>0006-00008</td><td>H-20-01</td><td>DEMO</td></tr> <tr><td><input type="checkbox"/></td><td>Thorton, Charlene. I</td><td>0006-00009</td><td>H-20-01</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Bak, Darren. J</td><td>0006-00010</td><td>H-20-01</td><td>IAOP</td></tr> <tr><td><input type="checkbox"/></td><td>Garcia, Pauline. K</td><td>0006-00011</td><td>H-20-01</td><td>IAOPSUP</td></tr> <tr><td><input type="checkbox"/></td><td>Spenelli, Anthony. L</td><td>0006-00012</td><td>H-20-01</td><td></td></tr> </tbody> </table>	Add	Name	VNum	Organization	Routing	<input type="checkbox"/>	Rubis, Therese. A	0006-00001	H-20-01	IAOP	<input type="checkbox"/>	Davis, Karen. B	0006-00002	H-20-01		<input type="checkbox"/>	Wenther, Scott. C	0006-00003	H-20-01	DOCTP1-1	<input type="checkbox"/>	Doran, Chris. D	0006-00004	H-20-01	TRNG0212	<input type="checkbox"/>	Holder, Janet. E	0006-00005	H-20-01	IAOP	<input type="checkbox"/>	Mathis, Jeff. F	0006-00006	H-20-01	IAOP	<input type="checkbox"/>	Kallsan, Pat. G	0006-00007	H-20-01	IAOP	<input type="checkbox"/>	Cropp, Tim. H	0006-00008	H-20-01	DEMO	<input type="checkbox"/>	Thorton, Charlene. I	0006-00009	H-20-01		<input type="checkbox"/>	Bak, Darren. J	0006-00010	H-20-01	IAOP	<input type="checkbox"/>	Garcia, Pauline. K	0006-00011	H-20-01	IAOPSUP	<input type="checkbox"/>	Spenelli, Anthony. L	0006-00012	H-20-01	
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11a	<p>Select the person to be associated to this list:</p> <ul style="list-style-type: none"> <li>➤ Check the checkbox next to the name of the traveler</li> <li>➤ Click <b>Add (Travelers)</b> button</li> </ul>																																																																	

## Routing Administration in Travel Manager

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ All travelers will be listed. This includes employees, invitational travelers, bargaining unit employees, and reviewers/approvers in the same ITM Organization Code.</li> <li>✓ <b><u>DO NOT</u></b> select any invitational or NWSEO (NWS) bargaining unit employee.</li> <li>✓ Verify the person does not already have a Routing List associated to them in the far right column. If they do, contact the Routing Administrator of that list to find out why the traveler is associated to their list and if they can be moved.</li> <li>✓ Reviewers/Approvers, within the same ITM Org Code, associated to the Routing List will not have a checkbox next to their name. This is because they are not to review/approve their own documents.</li> <li>✓ Only forty (40) individuals will be shown per screen. Use the search capability to look up a traveler by Last Name or Vendor Number.</li> </ul>
12	Repeat step <b>11</b> to add all travelers to the Routing List.
13	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>When finished:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Logout</b> in the <i>Menu Toolbar</i>.</li> </ul> </div> <div style="flex: 1; border: 1px solid black; background-color: #d3d3d3; padding: 5px; margin-left: 10px;"> <p style="text-align: center; margin: 0;">DPA   EPA   Info   Logout   Help</p> </div> </div>

### To Copy a Signature Line

Step	Action
1	<p>To <b>copy</b> a signature line:</p> <p>Click the copy (  ) icon on the signature line you wish to copy</p>

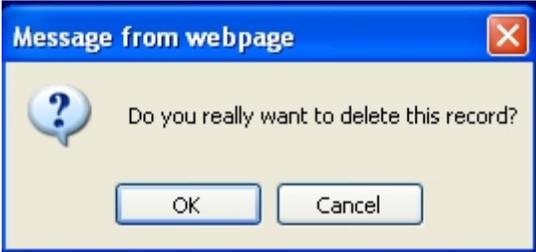
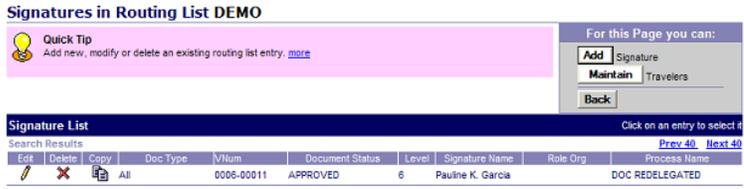
## Routing Administration in Travel Manager

Step	Action																														
1a	<p>The <b>Signatures Details</b> screen appears with all information filled out from the line that you copied from.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Signature Details</b></p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p><b>Quick Tip</b> Update signature details for this routing list entry. Each entry indicates the document type, who will sign the document, what status code will be stamped on the document, the order or level that the document will be routed after it is signed, and any conditional process that is executed to determine whether to include this signature in the routing list on a document. <a href="#">more</a></p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>For this Page you can:</p> <p><input type="button" value="Save"/> Signature Updates</p> <p><input type="button" value="Clear"/> Updates</p> <p><input type="button" value="Close"/> without Saving Updates</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Signature Details</b></p> <p>Document Type: (All) ▾</p> <p>Signature Name: Chasity Donaldson <input type="text"/> <input type="button" value="Signature"/> <input type="button" value="Role"/></p> <p>Status: PROCESSED ▾ <input type="button" value="👤"/></p> <p>Process Name: NTO FOREIGN ▾</p> <p>Level: 4 <input type="text"/></p> <hr/> <p>Record Last Updated</p> <p>User ID: rub0001 <input type="text"/> Date: 11/12/2015 <input type="text"/> Time: 2:04PM <input type="text"/></p> </div> </div>																														
1b	<ul style="list-style-type: none"> <li>➤ Make the changes necessary to this record</li> <li>➤ Click Save</li> </ul>																														
1c	<p>The <b>Signatures in Routing List (NAME)</b> screen appears with the new information added.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Signatures in Routing List TRAIN1</b></p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p><b>Quick Tip</b> Add new, modify or delete an existing routing list entry. <a href="#">more</a></p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>For this Page you can:</p> <p><input type="button" value="Add"/> Signature</p> <p><input type="button" value="Maintain"/> Travelers</p> <p><input type="button" value="Back"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Signature List</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 40</a> <a href="#">Next 40</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Doc Type</th> <th>MNum</th> <th>Document Status</th> <th>Level</th> <th>Signature Name</th> <th>Role Org</th> <th>Process Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0000-61114</td> <td>PROCESSED</td> <td>4</td> <td>Chasity Donaldson</td> <td></td> <td>NTO FOREIGN</td> </tr> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0000-02827</td> <td>PROCESSED</td> <td>4</td> <td>Rachael Wivell</td> <td></td> <td>NTO FOREIGN</td> </tr> </tbody> </table> </div> </div>	Edit	Delete	Copy	Doc Type	MNum	Document Status	Level	Signature Name	Role Org	Process Name				All	0000-61114	PROCESSED	4	Chasity Donaldson		NTO FOREIGN				All	0000-02827	PROCESSED	4	Rachael Wivell		NTO FOREIGN
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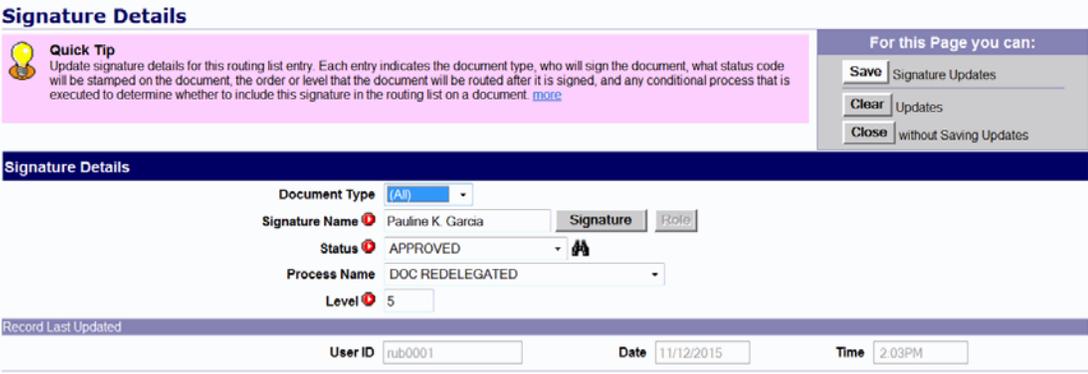
### To Delete a Signature Line

Step	Action
1	<p>To <b>delete</b> a signature line:</p> <p>Click the delete (  ) icon on the signature line you wish to delete</p>

## Routing Administration in Travel Manager

Step	Action	
1a	<p>A window prompt will appear.</p> <p>➤ Click <b>OK</b></p>	
1b	<p>The <b>Signatures in Routing List (NAME)</b> screen appears without that signature line.</p>	

### To Edit a Signature Line

Step	Action	
1	<p>To <b>edit</b> a signature line:</p> <p>Click the edit (  ) icon on the signature line you wish to change</p>	
1a	<p>The <b>Signatures Details</b> screen appears with all information filled out from the line you selected to edit.</p> 	
1b	<p>➤ Make the changes necessary to this record</p> <p>➤ Click Save</p>	

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1c	<p>The <b>Signatures in Routing List (NAME)</b> screen appears with the new information added.</p> <p><b>Signatures in Routing List TRAIN1</b></p> <p><b>Quick Tip</b> Add new, modify or delete an existing routing list entry. <a href="#">more</a></p> <p>For this Page you can:  <input type="button" value="Add"/> Signature  <input type="button" value="Maintain"/> Travelers  <input type="button" value="Back"/></p> <p><b>Signature List</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 40</a> <a href="#">Next 40</a></span></p> <table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Doc Type</th> <th>VNum</th> <th>Document Status</th> <th>Level</th> <th>Signature Name</th> <th>Role Org</th> <th>Process Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>All</td> <td>0006-00011</td> <td>REVIEWED</td> <td>2</td> <td>Pauline K. Garcia</td> <td></td> <td>DOC DELEGATED</td> </tr> </tbody> </table>	Edit	Delete	Copy	Doc Type	VNum	Document Status	Level	Signature Name	Role Org	Process Name				All	0006-00011	REVIEWED	2	Pauline K. Garcia		DOC DELEGATED
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