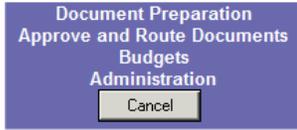
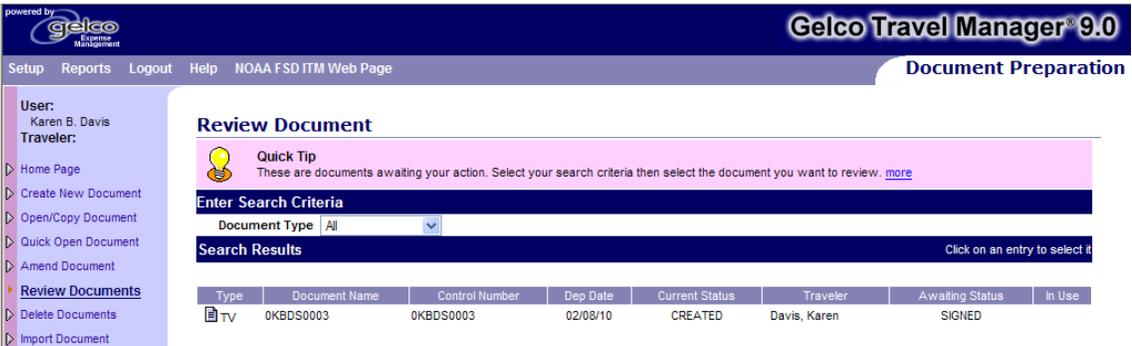


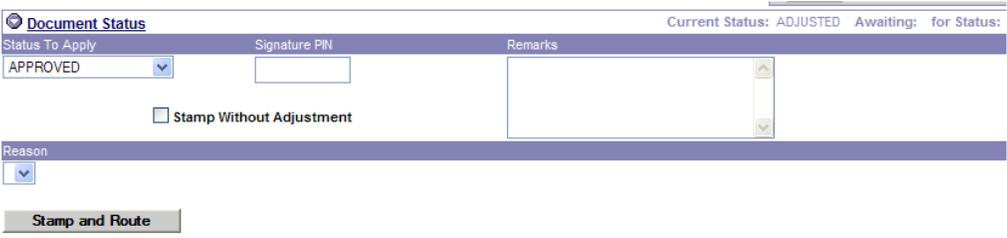
Stamping Voucher Signed Electronically in ITM 9.0

Step	Action
1a	<ul style="list-style-type: none"> ➤ Open Internet Explorer ➤ Go to the following URL: https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w
1b	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <ul style="list-style-type: none"> ➤ Enter your Username & Password on the Login Page </div> <div style="flex: 2;">  </div> </div>
1c	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <ul style="list-style-type: none"> ➤ Click on Document Preparation </div> <div style="flex: 1;">  </div> </div> <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Note:</p> <ul style="list-style-type: none"> ✓ If you press ENTER after entering your Username and Password, the system will automatically go into the Document Preparation module. ✓ If this is the first time logging into the system, you may be prompted to change your Password and/or enter a Signature Pin. </div>
2	<p>The Home screen appears.</p> 

Stamping Voucher Signed Electronically in ITM 9.0

Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ Up to five (5) documents will show in the Review area on the Home screen. ✓ The oldest documents will appear first. ✓ Travelers should NOT open travel vouchers to stamp until the person preparing them has contacted you. ✓ Travelers are responsible in signing the paper voucher as well as stamping the voucher signed electronically.
3a	<p>There are two ways to open a document for stamping with the status of SIGNED:</p> <ul style="list-style-type: none"> ➤ Click on the open document icon () of the document to stamp ➤ Go to Step 4 <p>OR</p>
3b	<p>Click on the More link in the Review Area or Review Documents link in the <i>Document Toolbar</i>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Documents to review more Review Documents </div>
3b1	<p>The Review Document screen appears</p> 
3b2	<ul style="list-style-type: none"> ➤ Click on the open document icon () of the document to stamp ➤ Go to Step 4

Stamping Voucher Signed Electronically in ITM 9.0

Step	Action
4	<p>The Document Summary screen appears</p> 
4a	<p>The travel document can be reviewed from this screen. If more details are needed, like accounting string, the heading of each section may be clicked to go to that specific area or an option listed on the left in the <i>Document Toolbar</i>.</p>
5	<p>Once the document has been reviewed and is ready to be stamped it can be done one of two ways. From the Document Summary screen follow step 5a. From the Document Status screen follow step 5b.</p>
5a	<p>From the Document Summary screen do the following:</p> <ul style="list-style-type: none"> ➤ Make sure the status to apply says SIGNED ➤ Type in your Signature PIN ➤ Enter Remarks (if any) ➤ Click on the Stamp and Route button ➤ Go to Step 6 

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Step	Action																
	<p>Notes:</p> <p>✓ <i>The Stamp and Route button is toward the bottom of the Document Status section.</i></p>																
5b	<p>To stamp a document from the Document Summary screen do the following:</p> <p>Click on the Document Status link from either the header section in the Document Summary or from the <i>Menu Toolbar</i></p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">  </div>																
5b1	<p>The Document Status screen appears.</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Status for 0KBDS0003</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #fce4ec; padding: 5px;"> <p>Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>For this Document you can:</p> <p>Stamp and Submit Document</p> <p>Back Continue</p> </div> </div> <div style="margin-top: 10px;"> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> </div> <div style="margin-top: 10px;"> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Davis, Karen B.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p>Document History This is the status history for this document</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>09/22/10 2:43PM</td> <td>CREATED</td> <td>Therese A. Rubis</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <ul style="list-style-type: none"> ➤ Make sure the status to apply says SIGNED ➤ Type in your Signature PIN ➤ Enter Remarks (if any) ➤ Click the Stamp (and Submit Document) button </div> </div>	Name	Status	Level	Davis, Karen B.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	09/22/10 2:43PM	CREATED	Therese A. Rubis		
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Date/Time	Status	Name	Remarks	Reason Desc													
09/22/10 2:43PM	CREATED	Therese A. Rubis															
	<p>Notes:</p> <p>✓ <i>The Document Status screen will show the Document Routing associated to the document as well as the Document History.</i></p>																

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Step	Action																																										
6	<p>The Pre-Audit Results screen appears</p> <div style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for OKBDS0003</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 70%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: OKBDS0003 Type: TV Traveler: Davis, Karen Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #4a69bd; color: white;"> <th style="width: 60%;">Audit Process</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td> EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td> FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td> IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td> RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> </div> <div style="width: 25%; border: 1px solid gray; padding: 5px; background-color: #d9d9d9;"> <p style="text-align: center; margin: 0;">For this Document you can:</p> <p style="margin: 0;"><input type="button" value="Continue"/> Stamping the Document</p> <p style="margin: 0;"><input type="button" value="Cancel"/> Pre-Audit Results</p> </div> </div> </div> <p>➤ If the document status has PASS, click Continue (<i>Stamping the Document</i>) button</p> <p>➤ If the document status has FAILED, click Cancel (<i>Pre-Audit Results</i>). Fix the error, re-stamp the document.</p>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 BLANKET AUTHORIZATION	PASS		 DOC CONFERENCE VALIDATION	PASS		 DOC MILEAGE VALIDATION	PASS		 DOC Pre-Paid Vouchers	PASS		 EXPENSES OUTSIDE TRIP DATES	PASS		 FUTURE TRIP DATES-VCH	PASS		 IN TRAVEL STATUS	PASS		 RECLAIM DOCUMENTS	PASS		 VALIDATE VNUM	PASS	
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7	<p>The Signature screen appears</p> <div style="border: 1px solid black; padding: 5px;"> <p>Signature for OKBDS0003</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 70%;"> <p> Quick Tip If you agree with the statement, click Accept. more</p> <p style="font-size: small; margin-top: 10px;">I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <p style="font-size: x-small; margin-top: 10px;">In addition to electronic signatures, HARD COPY DOCUMENTATION AND SUPPORTING RECEIPTS ARE STILL REQUIRED BY FINANCE AND SHOULD BE SUBMITTED IMMEDIATELY FOLLOWING ELECTRONIC APPROVAL.</p> </div> <div style="width: 25%; border: 1px solid gray; padding: 5px; background-color: #d9d9d9;"> <p style="text-align: center; margin: 0;">For this Document you can:</p> <p style="margin: 0;"><input type="button" value="Accept"/> Signature Text</p> <p style="margin: 0;"><input type="button" value="Cancel"/> Stamping</p> </div> </div> </div> <p>➤ Read the statement</p> <p>➤ Click the Accept (<i>Signature Text</i>)</p>																																										
8	<p>A blank screen may appear while Travel Manager is validating information to the Core Financial System (CFS). Please DO NOT close the browser. Wait until the Home screen appears.</p>																																										

Stamping Voucher Signed Electronically in ITM 9.0

Step	Action																														
9	<p>A traveler will see the following on their Home screen:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Home</p> <div style="background-color: #f0e6ff; padding: 5px; margin-bottom: 5px;">  <p>Quick Tip Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. more</p> </div> <div style="background-color: #e6e6ff; padding: 5px; margin-bottom: 5px;">  <p>News Please contact your LO Budget Office for guidance on the appropriate accounting code to use for trips that begin or end in FY 2011.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="5" style="text-align: left;">Last Documents more</th> <th colspan="5" style="text-align: left;">Documents to review more</th> </tr> <tr style="background-color: #cccccc;"> <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 colspan="10"> <p>Messages:</p> <ul style="list-style-type: none"> Email has been sent to:laura.goldstein@test.noaa.gov Email has been sent to:jon.striver@test.noaa.gov </td> </tr> </tbody> </table> </div>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	<p>Messages:</p> <ul style="list-style-type: none"> Email has been sent to:laura.goldstein@test.noaa.gov Email has been sent to:jon.striver@test.noaa.gov 									
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10	<p>Another document may then be stamped SIGNED or Travel Manager may be closed out by clicking on the Logout link in the <i>Menu Toolbar</i>.</p>																														