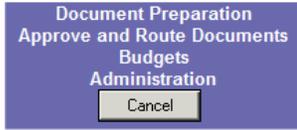
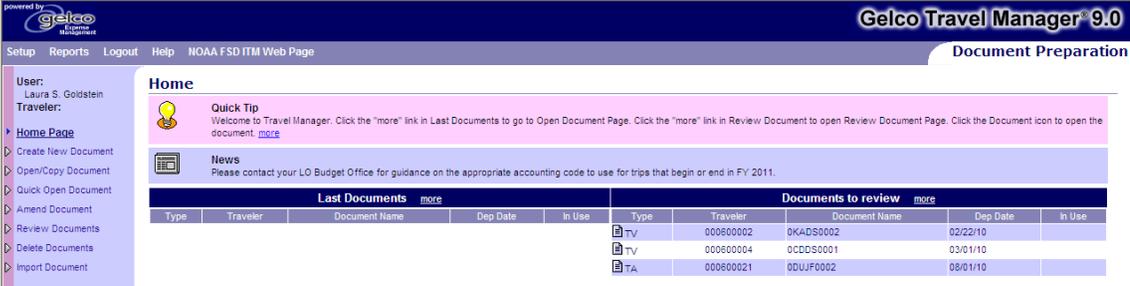
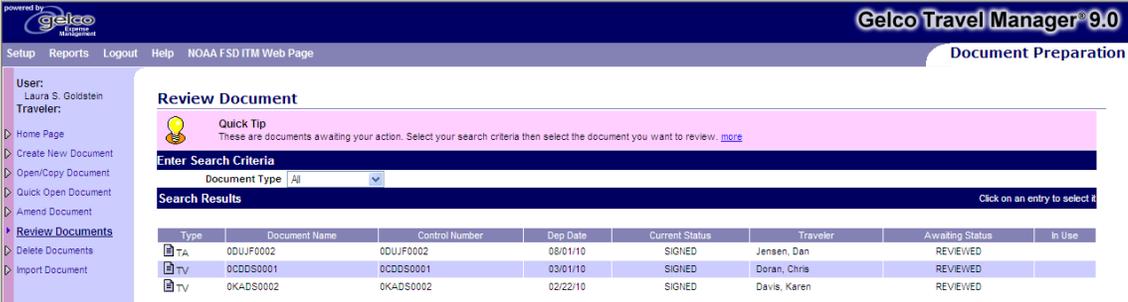


Reviewing/Approving Employee's Documents in ITM 9.0

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: 2;">  </div> </div>
<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. ✓ NOAA does not use the Approve and Route Documents module in ITM. All approvals are done from the Document Preparation module. 	
2	<p>The Home screen appears.</p> 

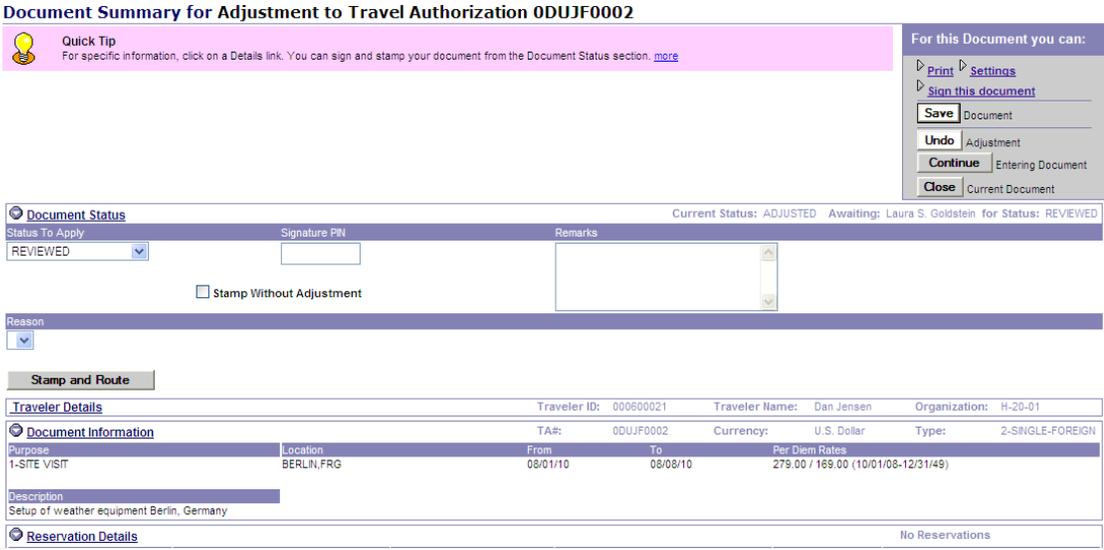
Reviewing/Approving Employee's Documents in ITM 9.0

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. 																																
3a	<p>There are two ways to open a document for review/approval:</p> <ul style="list-style-type: none"> ➤ Click on the open document icon () of the document to Review/Approve ➤ Go to Step 4a <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>  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Control Number</th> <th>Dep Date</th> <th>Current Status</th> <th>Traveler</th> <th>Awaiting Status</th> <th>Is Use</th> </tr> </thead> <tbody> <tr> <td>TA</td> <td>0DUJF0002</td> <td>0DUJF0002</td> <td>08/01/10</td> <td>SIGNED</td> <td>Jensen, Dan</td> <td>REVIEWED</td> <td></td> </tr> <tr> <td>TV</td> <td>0CDDS0001</td> <td>0CDDS0001</td> <td>03/01/10</td> <td>SIGNED</td> <td>Doran, Chris</td> <td>REVIEWED</td> <td></td> </tr> <tr> <td>TV</td> <td>0KADS0002</td> <td>0KADS0002</td> <td>02/22/10</td> <td>SIGNED</td> <td>Davis, Karen</td> <td>REVIEWED</td> <td></td> </tr> </tbody> </table>	Type	Document Name	Control Number	Dep Date	Current Status	Traveler	Awaiting Status	Is Use	TA	0DUJF0002	0DUJF0002	08/01/10	SIGNED	Jensen, Dan	REVIEWED		TV	0CDDS0001	0CDDS0001	03/01/10	SIGNED	Doran, Chris	REVIEWED		TV	0KADS0002	0KADS0002	02/22/10	SIGNED	Davis, Karen	REVIEWED	
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3b2	<ul style="list-style-type: none"> ➤ Click on the open document icon () of the document to Review/Approve ➤ Go to Step 4a 																																

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action																														
4a	<p>If there have been revisions to the travel document, the Open Document Version screen appears.</p> <ul style="list-style-type: none"> ➤ Click on the most recent adjustment/amendment found at the top using the open document icon (). The most recent version will also have a double asterisk beside it. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Open Document Version for 0DUJF0002</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f8ff; padding: 5px; border: 1px solid #add8e6;"> <p> Quick Tip Adjustments have been made to this document. Note that only the current version, marked by **, may be further adjusted or routed. more</p> </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Cancel"/> <input type="button" value="Opening Document"/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="5">Document Version List</th> <th style="text-align: right; font-size: small;">Click on an entry to select it</th> </tr> <tr style="background-color: #d9e1f2;"> <th>Document Type</th> <th>Level</th> <th>Date</th> <th>Time</th> <th>Adjustor</th> <th></th> </tr> </thead> <tbody> <tr> <td> ADJUSTMENT **</td> <td style="text-align: center;">3</td> <td style="text-align: center;">09/08/10</td> <td style="text-align: center;">11:37AM</td> <td>Therese A. Rubis</td> <td style="text-align: center;">▶</td> </tr> <tr style="background-color: #d9e1f2;"> <td> ADJUSTMENT</td> <td style="text-align: center;">2</td> <td style="text-align: center;">09/08/10</td> <td style="text-align: center;">11:38AM</td> <td>Therese A. Rubis</td> <td style="text-align: center;">▶</td> </tr> <tr> <td> ORIGINAL</td> <td style="text-align: center;">1</td> <td style="text-align: center;">08/20/10</td> <td style="text-align: center;">7:21AM</td> <td>Therese A. Rubis</td> <td style="text-align: center;">▶</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Go to Step 4b 	Document Version List					Click on an entry to select it	Document Type	Level	Date	Time	Adjustor		 ADJUSTMENT **	3	09/08/10	11:37AM	Therese A. Rubis	▶	 ADJUSTMENT	2	09/08/10	11:38AM	Therese A. Rubis	▶	 ORIGINAL	1	08/20/10	7:21AM	Therese A. Rubis	▶
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4b	<p>If there have been no revisions to the travel document or after clicking on the most recent adjustment/amendment the Open Document Signature screen appears.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Open Document Signature</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f8ff; padding: 5px; border: 1px solid #add8e6;"> <p> Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Sign"/> to Review Document</p> <p><input type="button" value="Get"/> Document as View-Only</p> <p><input type="button" value="Cancel"/> <input type="button" value="Opening Document"/></p> </div> </div> <p>Signature for Adjustment: <input style="width: 150px;" type="text"/></p> <p>Reason: <input style="width: 50px;" type="button" value="v"/></p> </div> <ul style="list-style-type: none"> ➤ Enter Signature PIN ➤ Click Sign (to Review Document) button <div style="background-color: #ffff00; padding: 10px; margin-top: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ To open a document in View Only mode, do not enter your Signature PIN, and click the Get (Document as View Only) button. </div>																														

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action										
5	<p>The Document Summary screen appears</p>  <p>Document Summary for Adjustment to Travel Authorization 0DUJF0002</p> <p>Quick Tip For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. more</p> <p>For this Document you can: Print Settings sign this document <input type="button" value="Save"/> Document <input type="button" value="Undo"/> Adjustment <input type="button" value="Continue"/> Entering Document <input type="button" value="Close"/> Current Document</p> <p>Document Status Current Status: ADJUSTED Awaiting: Laura S. Goldstein for Status: REVIEWED</p> <p>Status To Apply: REVIEWED Signature PIN: <input type="text"/> Remarks: <input type="text"/></p> <p><input type="checkbox"/> Stamp Without Adjustment</p> <p>Reason <input type="button" value="v"/></p> <p>Stamp and Route</p> <p>Traveler Details Traveler ID: 000600021 Traveler Name: Dan Jensen Organization: H-20-01</p> <p>Document Information TA#: 0DUJF0002 Currency: U.S. Dollar Type: 2-SINGLE-FOREIGN</p> <table border="1"> <thead> <tr> <th>Purpose</th> <th>Location</th> <th>From</th> <th>To</th> <th>Per Diem Rates</th> </tr> </thead> <tbody> <tr> <td>1-SITE VISIT</td> <td>BERLIN,FRG</td> <td>08/01/10</td> <td>08/08/10</td> <td>279.00 / 169.00 (10/01/08-12/31/49)</td> </tr> </tbody> </table> <p>Description: Setup of weather equipment Berlin, Germany</p> <p>Reservation Details No Reservations</p>	Purpose	Location	From	To	Per Diem Rates	1-SITE VISIT	BERLIN,FRG	08/01/10	08/08/10	279.00 / 169.00 (10/01/08-12/31/49)
Purpose	Location	From	To	Per Diem Rates							
1-SITE VISIT	BERLIN,FRG	08/01/10	08/08/10	279.00 / 169.00 (10/01/08-12/31/49)							
	<p>Notes:</p> <p>✓ To back out of an adjustment without taking any action (ie: making changes or applying a signature stamp), you MUST click the Undo (Adjustment) button in the upper right hand corner. Simply closing the document will still create an adjustment status, even if no action was taken.</p>										
5a	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> .										
6	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 6a. From the Document Status screen follow step 6b.										

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action
6a	<p>From the Document Summary screen do the following:</p> <ul style="list-style-type: none"> ➤ Make sure the status to apply says REVIEWED or APPROVED, depending on your role. ➤ Type in your Signature PIN ➤ Enter Remarks (if any) ➤ Check the checkbox (if no adjustments have been made to the document – see note below) ➤ Click on the Stamp and Route button <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The Stamp and Route button is toward the bottom of the Document Status section.</i> ✓ <i>If you type your Signature PIN and press ENTER that will only save the adjustment not stamp the document.</i> ✓ <i>Not checking the checkbox will leave the adjusted status in the history of the document even though there wasn't an adjustment.</i> ✓ <i>Reviewers and Approvers have the ability to make changes to a document, however, the original preparer will not be automatically notified of any changes made. Therefore, it is suggested that Reviewers/Approvers return documents to the preparer to make any necessary changes, so that one person is in control of the document from start to finish. To do so, a Reviewer or Approver may change the status to RETURNED, if a change needs to be made. If that is done, REMARKS need to be entered stating what changes need to take place on the document.</i>
6b	<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 black; padding: 5px; margin: 10px 0;"> </div>

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action																																	
6b1	<p>The Document Status screen appears.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Status for 0DUJF0002</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p> Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 5px;"> <p>For this Document you can:</p> <p>Stamp and Submit Document</p> <p>Adjustments Go To Adjustments</p> <p>Back Continue</p> </div> </div> <div style="margin-top: 10px;"> <p>Status to Apply: REVIEWED</p> <p>Signature PIN: <input style="width: 150px;" type="text"/></p> <p>Reason: ▼</p> <p>Remarks: <input style="width: 200px;" type="text"/></p> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> Stamp Document Without Adjustment</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; font-size: small;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr><td>Laura S. Goldstein</td><td>REVIEWED</td><td>1</td></tr> <tr><td>Jon O. Striver</td><td>REVIEWED</td><td>1</td></tr> <tr><td>Pauline K. Garcia</td><td>REVIEWED</td><td>3</td></tr> <tr><td>Parke L. Brown</td><td>REVIEWED</td><td>3</td></tr> <tr><td>Evangeline Fallan</td><td>REVIEWED</td><td>4</td></tr> <tr><td>William D. Graham</td><td>REVIEWED</td><td>4</td></tr> <tr><td>Chasity Donaldson</td><td>PROCESSED</td><td>5</td></tr> <tr><td>Brandon Hailwood</td><td>PROCESSED</td><td>5</td></tr> <tr><td>Betsy P. Durant</td><td>APPROVED</td><td>6</td></tr> <tr><td>Mike M. Papadakis</td><td>APPROVED</td><td>6</td></tr> </tbody> </table> </div> </div>	Name	Status	Level	Laura S. Goldstein	REVIEWED	1	Jon O. Striver	REVIEWED	1	Pauline K. Garcia	REVIEWED	3	Parke L. Brown	REVIEWED	3	Evangeline Fallan	REVIEWED	4	William D. Graham	REVIEWED	4	Chasity Donaldson	PROCESSED	5	Brandon Hailwood	PROCESSED	5	Betsy P. Durant	APPROVED	6	Mike M. Papadakis	APPROVED	6
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	<p>➤ Make sure the status to apply says REVIEWED or APPROVED, depending on your role.</p> <p>➤ Type in your Signature PIN</p> <p>➤ Enter Remarks (if any)</p> <p>➤ Check the checkbox (if no adjustments have been made to the document – see note below)</p> <p>➤ Click the Stamp (and Submit Document) button</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The Document Status screen will show the Document Routing associated to the document as well as the Document History.</i> ✓ <i>Not checking the checkbox will leave the adjusted status in the history of the document even though there wasn't an adjustment.</i> ✓ <i>Reviewers and Approvers have the ability to make changes to a document, however, the original preparer will not be automatically notified of any changes made. Therefore, it is suggested that Reviewers/Approvers return documents to the preparer to make any necessary changes, so that one person is in control of the document from start to finish. To do so, a Reviewer or Approver may change the status to RETURNED, if a change needs to be made. If that is done, REMARKS need to be entered stating what changes need to take place on the document.</i> 																																	

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action																																				
7	<p>The Pre-Audit Results screen appears</p> <div style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for 0DUJF0002</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: 0DUJF0002 Type: TA Traveler: Jensen, Dan 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> AMENDMENTS</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> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC FY END PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC PRIOR YEAR PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> UNIQUE TA NUMBER</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 2px;"> <p style="text-align: center; margin: 0;">For this Document you can:</p> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Continue</div> <div style="font-size: 0.8em; margin: 0;">Stamping the Document</div> </div> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Cancel</div> <div style="font-size: 0.8em; margin: 0;">Pre-Audit Results</div> </div> </div> </div> </div> <div style="margin-top: 10px;"> <ul style="list-style-type: none"> ➤ If the document status has PASS, click Continue (<i>Stamping the Document</i>) button ➤ If the document status has FAILED, click Cancel (<i>Pre-Audit Results</i>). Fix the error, re-stamp the document. </div>	Pre-Audit Results			Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	PASS		DOC FY END PROCESSING	PASS		DOC MILEAGE VALIDATION	PASS		DOC PRIOR YEAR PROCESSING	PASS		UNIQUE TA NUMBER	PASS		VALIDATE VNUM	PASS	
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8	<p>A blank screen may appear while Travel Manager is sending information to the Core Financial System (CFS). Please DO NOT close the browser. Wait until the Home screen appears.</p>																																				
9a	<p>Reviewers will see the following on their Home screen:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Home</p> <div style="background-color: #fce4ec; 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: #e1bee7; 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: #002060; 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: #4a69bd; color: white;"> <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>000600002</td> <td>0KADS0002</td> <td>02/22/10</td> <td></td> <td></td> <td>000600004</td> <td>0CDDS0001</td> <td>03/01/10</td> <td></td> </tr> </tbody> </table> <p>Messages:</p> <ul style="list-style-type: none"> • Email has been sent to: pauline.garcia@test.noaa.gov • Email has been sent to: parke.brown@test.noaa.gov </div>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use		000600002	0KADS0002	02/22/10			000600004	0CDDS0001	03/01/10							
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Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action																														
9b	<p>Approvers will see the following on their Home screen:</p> <p>Home</p> <div style="border: 1px solid black; padding: 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> <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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; 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: #e6e6fa;"> <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>000600002</td> <td>0KADS0002</td> <td>02/22/10</td> <td></td> <td></td> <td>000600004</td> <td>0CDDS0001</td> <td>03/01/10</td> <td></td> </tr> </tbody> </table> <p>CBA OBLIGATION #00191674 Organization ID:142002 TRAVELER PO#00191673</p> </div>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use		000600002	0KADS0002	02/22/10			000600004	0CDDS0001	03/01/10	
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10	<p>Another document may be REVIEWED/APPROVED or Travel Manager may be closed out by clicking on the Logout link in the <i>Menu Toolbar</i>.</p>																														