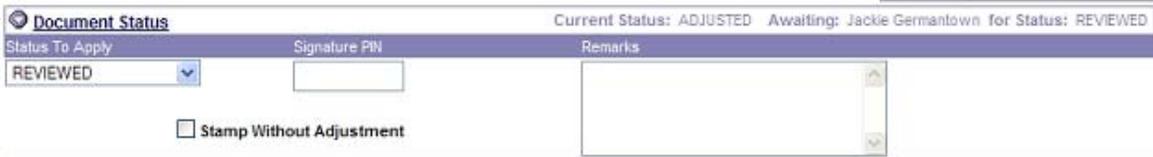
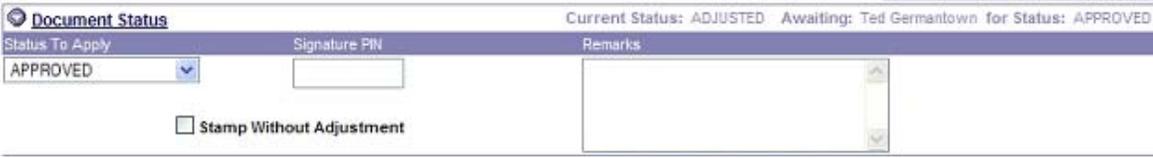


Reviewing/Approving Travel Documents in ITM 9.0

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	<ul style="list-style-type: none"> ➤ Enter your <i>username</i> & <i>password</i> on the Login Page ➤ Click on Document Preparation <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 Home page appears. If there are document to review/approve the last five will show under the Documents to Review area. To see if there are more than five documents for review/approve, click on <i>more</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>Home</p> <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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; 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> <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>TA</td> <td>990000006</td> <td>8TRVS0000</td> <td>06/23/08</td> <td></td> <td></td> <td></td> <td></td> <td></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		TA	990000006	8TRVS0000	06/23/08					
Last Documents more					Documents to review more																										
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use																						
	TA	990000006	8TRVS0000	06/23/08																											
3	<p>To start the review/approval process, click the Document  icon of the document you wish to review/approve.</p>																														
4	<p>The Open Document Signature page appears. Enter your <i>Signature PIN</i> and click the Sign (to Review Document) button.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Open Document Signature</p> <p> Quick Tip The Signature PIN is case sensitive! more</p> <p>Signature for Adjustment: <input type="text"/></p> <p>Reason: <input type="text"/></p> <div style="float: right; border: 1px solid gray; padding: 5px; width: fit-content;"> <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"/> Opening Document</p> </div> </div>																														

Reviewing/Approving Travel Documents in ITM 9.0

Step	Action
5	<p>The <i>Document Summary</i> page appears with the appropriate Document Status (Reviewed/Approved) already selected based off the office routing.</p>  
6	<p>Click the applicable links found within the <i>Document Summary</i> page or within the <i>Document Toolbar</i> to verify the travel information. The reviewing/approving official can:</p> <ul style="list-style-type: none"> ➤ Make any necessary changes and continue on with the routing process ➤ Return the travel document back to the creator/traveler for changes ➤ Mark the status as reviewed or approved
7	<p>Click on <i>Document Status</i> either in <i>Document Toolbar</i> or within the <i>Document Summary</i> page when ready to stamp the document.</p>
8	<p>On the <i>Status</i> page do the following:</p> <ul style="list-style-type: none"> ➤ Click the Status to Apply drop-down list and make a selection (if different than the default showing on the screen) ➤ Enter your <i>Signature PIN</i> in the <i>Signature PIN</i> field ➤ Enter any <i>Remarks</i> ➤ Click the Stamp Without Adjustment checkbox (if not making any changes to the document) ➤ Click the  and <i>Submit Document</i> button <p style="background-color: yellow;"><i>Note: If any changes are made to the document, comments will need to be entered in the remarks field on what was changed on the document. The Stamp Without Adjustment checkbox will not be checked and a new hard copy will need to be printed using Preview Document in the Document Toolbar.</i></p> <p style="background-color: yellow;"><i>If something needs to be changed on the document, you may use the status RETURNED and send it back to the preparer of the document. Comments should be entered in the Remarks field stating the reason it is being returned for changes.</i></p>

Reviewing/Approving Travel Documents in ITM 9.0

Step	Action
9	<p>The Pre-Audit Results page appears:</p>  <p>If the Status is PASS:</p> <p>➤ Click Continue (Stamping the Document)</p> <p style="background-color: yellow;">Note: If the status says fail, click CANCEL and logout. Inform the person who created the document and have them figure out the error and fix it.</p>
10	<p>The Home page appears with the document now out of the Review area but appearing in the Last Documents area.</p> 