Abbreviated Instructions for Basic Authorization in TM 9.0

<table>
<tr><th>Step</th><th>Action</th><th colspan="2">Results</th></tr>
<tr><td>1a</td><td>➢ Open Internet Explorer
➢ Go to the following URL: https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w</td><td colspan="2">Brings up the ITM 9.0 Production Login Page</td></tr>
<tr><td>1b</td><td>➢ Enter your username & password on the Login Page

➢ Click on Document Preparation</td><td colspan="2">Logs into ITM 9.0 to the Home Page.</td></tr>
<tr><td>2</td><td>From Home Page, click on Create New Document from the Document Toolbar</td><td colspan="2">Changes middle of the screen from the Home Page to the New Document with the traveler’s name and vendor number already showing.</td></tr>
<tr><td>3</td><td>➢ Verify your Name and Vendor Number is showing on the screen.

For Group Administrators – use the look up feature to find your specific traveler.

➢ Select TA for travel authorization in the Document Type
➢ Click the Create button</td><td colspan="2">Middle screen changes from the New Document page to the Document Information page with two tabs in the middle:

➢ Document Information
➢ Trip Information</td></tr>
<tr><td>4</td><td>Enter the following information on the Document Information tab:

➢ Document Name (using the format from NTR)
➢ Report Date (change if needed)
➢ TA# (should be the same as the Doc Nbr)
➢ Type Code
➢ Purpose Code
➢ Document Description
➢ Document Default Accounting Code</td><td><u>Type Code</u>
1-Blanket-Domestic
1-Override-Domestic
1-Single-Domestic
2-Blanket-Foreign
2-Override-Foreign
2-Single-Foreign
6-Blanket-OCONUS
6-Override-OCONUS
6-Single-OCONUS</td><td><u>Purpose Code</u>
1-Site Visit
2-Information Meeting
3-Training Attendance
4-Speech or Presentation
5-Reportable Conference
6-Non-Reportable Conf
7-Entitlement
8-Special Mission
9-Other (See Below)</td></tr>
<tr><td>5</td><td>Click on the Trip Information Tab and enter the following information:

➢ Begin Travel
➢ Depart
➢ End Travel
➢ Return
➢ Arrival Date
➢ Departure Date
➢ Itinerary Location</td><td colspan="2">To enter the itinerary location you can either click on the binocular icon in order to bring up the full listing or type the beginning of the city in the field and then click on the search link.

Arrival/Departure dates SHOULD automatically populate based upon the values entered in the Begin/End Travel fields.</td></tr>
</table>

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Step	Action	Results
6	Click the **Create** button to create the document	The ***Document Toolbar*** changes to give you more options and the screen changes to show the Document Name and TA Number at the top of the screen and on the ***Document Toolbar***.
7	For a first time user of the system, it is suggested to click on the ***Traveler Info*** in the ***Document Toolbar*** in order to enter your person information. If you press **Save** it will only save to that document. If you check the checkbox ***Apply Changes Globally*** and then click **Save** the system will save that information as default for the traveler.	Personal information – such as city/state of residence, work and a default ACCS. Upon saving the traveler information the system will be at the ***Document Summary*** page. Areas displayed on that page are clickable to take you to those specific pages or you can minimize/expand the information shown. The same areas can be accessed by using the ***Document Toolbar***.
8	Click the **Expenses** link in the ***Document Toolbar***	The ***Edit/Enter Expenses for Travel Authorization*** page appears with the lodging and M&IE expenses already entered for you and two blank lines to enter data.
9	Click the link ***Add Rows*** in the ***Document Toolbar*** to add more rows Or click ***Customize Display*** to view more rows	The system will add 5 more rows to the bottom of the screen or display the number or rows selected on the screen. It's suggested not to do more than 25.
10	Enter your expenses either by selecting from the drop down list or entering it manually. When finished click **Save**.	*Do NOT click **Search** prior to saving, system will clear all information you just added. Saving the information will not change the screen.
11	Click on ***Accounting*** in the ***Document Toolbar*** if you need to allocate expenses or change the default ACCS.	This will take you to the ***Available Account Codes*** page.
12	Click on ***Totals*** in the ***Document*** Toolbar to see the total estimated expenses and category details.	This will take you to the ***Total Details*** page.
13	Click on ***Document Status*** in the ***Document Toolbar*** to sign your document and submit it for review/approval.	This will take you to the ***Status for*** page.
14	On the ***Status for*** page: ➢ Select the ***Signed*** status option from the drop-down list on the ***Status to Apply*** field. ➢ Enter your ***Signature PIN*** ➢ Enter the ***Remarks*** ➢ Click **Stamp***(and Submit Document)* button	After clicking **Stamp**, the system will take you back to the ***Home*** page.