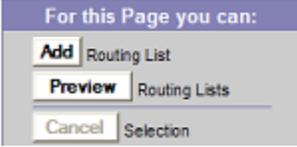


Creating Routing in ITM 9.0

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 <i>Login Page</i> 
2	<ul style="list-style-type: none"> ➤ Click on <i>Administration</i> 
<p><i>Notes: If after entering your Username and Password you press ENTER, this will automatically take you to the Document Preparation module. You will then need to logout of the system and try again.</i></p> <p><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></p>	
3	<p>From the Menu Toolbar</p> <ul style="list-style-type: none"> ➤ Click on <i>EPA</i> <p><i>Note: Depending upon your role/access you may only see EPA or DPA & EPA & EP or a combination of them.</i></p> 
4	<p>From the Navigation Tree</p> <ul style="list-style-type: none"> ➤ Click on <i>Routing</i> ➤ Click on <i>Routing Lists</i> 

Creating Routing in ITM 9.0

Step	Action
5	<p>Click the Add (<i>Routing List</i>) button found in the upper right corner to create a new routing list</p> 
6	<p>➤ Enter the <i>Routing List Name</i> and <i>Organization</i> in the Routing List Details area</p>  <p>➤ Click the Save button when finished</p>
7	<p>From the Navigation Tree</p> <p>➤ Click <i>Signatures in Routing List</i></p>  <p>From the Routing List Search Results listing:</p> <p>➤ Click on the <i>Routing List</i> (name)</p>  <p>Note: You may have to do a search on your routing list name if it does not appear on the initial page.</p>
8	<p>Click the Add (<i>Signature</i>) button in the upper right corner to add the reviewer/approver(s) to the routing list</p> 

Creating Routing in ITM 9.0

Step	Action
9	<p>Fill out the following fields:</p> <ul style="list-style-type: none"> ➤ <i>Document Type</i> - All ➤ <i>Signature Name</i> ➤ <i>Status</i> - Reviewed, Processed, or Approved ➤ <i>Process Name</i> -DOC NONDELEGATED -DOC DELEGATED -DOC REDELEGATED -NTO FOREIGN ➤ <i>Level</i> -1, 2, 3, 4, or 5 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Signature Details</p> <p>Document Type <input type="text" value="(All)"/> <input type="button" value="v"/></p> <p>Signature Name <input type="text"/> <input type="button" value="Signature"/> <input type="button" value="Role"/></p> <p>Status <input type="text"/> <input type="button" value="v"/> <input type="button" value="aa"/></p> <p>Process Name <input type="text"/> <input type="button" value="v"/></p> <p>Level <input type="text" value="0"/></p> </div> <p><i>Notes:</i></p> <ul style="list-style-type: none"> ✓ <i>You may search for anyone in the ITM database for a signature</i> ✓ <i>The initial listing that will show will be for your ITM Organization</i> ✓ <i>Searches can be done by Organization or First Name</i> ✓ <i>Status of PROCESS should only be used with the NOAA Travel Office (NTO)</i>
10	<p>Click the Save (<i>Signature Updates</i>) button in the upper right corner to save your new reviewer/approver</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #d3d3d3;">For this Page you can:</p> <p><input type="button" value="Save"/> Signature Updates</p> <hr/> <p><input type="button" value="Clear"/> Updates</p> <p><input type="button" value="Close"/> without Saving Updates</p> </div>
11	<p>Repeat 8-10 as necessary to add all routing reviewer/approvers for your routing list.</p>

Creating Routing in ITM 9.0

Step	Action																																																																	
12	<p>To add your travelers to the routing list, click on the Maintain (<i>Travelers</i>) button in the upper right corner.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-left: auto;"> <p style="text-align: center; background-color: #4a5568; color: white; padding: 2px;">For this Page you can:</p> <p style="text-align: center;"> <input type="button" value="Add"/> Signature <input type="button" value="Maintain"/> Travelers <input type="button" value="Back"/> </p> </div>																																																																	
13	<p>Find the traveler(s) you wish to add to the routing list:</p> <ul style="list-style-type: none"> ➤ Click on the checkbox to the left of their name ➤ Click the Add (<i>Travelers</i>) button <div style="margin-top: 10px;"> <p>Add Travelers to Routing List H-06-09a</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #fce4ec; padding: 5px; border: 1px solid #ccc;"> Quick Tip Add quicktip </div> <div style="background-color: #4a5568; color: white; padding: 5px; border: 1px solid #ccc;"> For this Page you can: <input type="button" value="Add"/> Travelers </div> </div> <div style="background-color: #002060; color: white; padding: 5px; margin-top: 5px;"> Search Criteria </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Last Name <input style="width: 100px;" type="text"/> VNum <input style="width: 100px;" type="text"/> </div> <div style="text-align: center;"> <input type="button" value="Search"/> </div> </div> </div> <div style="margin-top: 10px;"> <div style="background-color: #002060; color: white; padding: 5px;"> Travelers List </div> <div style="background-color: #002060; color: white; padding: 5px; font-size: small;"> Search Results Prev 40 Next 40 </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a5568; color: white;"> <th style="width: 5%;">Add</th> <th style="width: 40%;">Name</th> <th style="width: 15%;">VNum</th> <th style="width: 20%;">Organization</th> <th style="width: 20%;">Routing</th> </tr> </thead> <tbody> <tr><td></td><td>Germantown,Jackie</td><td>9900-00001</td><td>H-06-09</td><td></td></tr> <tr><td></td><td>Germantown,Ted</td><td>9900-00002</td><td>H-06-09</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Rosemary</td><td>9900-00003</td><td>H-06-09</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Jon</td><td>9900-00004</td><td>H-06-09</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Bob</td><td>9900-00005</td><td>H-06-09</td><td>H-06-09a</td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Joan</td><td>9900-00006</td><td>H-06-09</td><td>H-06-09a</td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Ken</td><td>9900-00007</td><td>H-06-09</td><td>H-06-09a</td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Erin</td><td>9900-00008</td><td>H-06-09</td><td>H-06-09a</td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Joe</td><td>9900-00009</td><td>H-06-09</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Brenda</td><td>9900-00010</td><td>H-06-09</td><td>H-06-09a</td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Scott</td><td>9900-00011</td><td>H-06-09</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Germantown,Liz</td><td>9900-00012</td><td>H-06-09</td><td>H-06-09a</td></tr> </tbody> </table> </div> </div>	Add	Name	VNum	Organization	Routing		Germantown,Jackie	9900-00001	H-06-09			Germantown,Ted	9900-00002	H-06-09		<input type="checkbox"/>	Germantown,Rosemary	9900-00003	H-06-09		<input type="checkbox"/>	Germantown,Jon	9900-00004	H-06-09		<input type="checkbox"/>	Germantown,Bob	9900-00005	H-06-09	H-06-09a	<input type="checkbox"/>	Germantown,Joan	9900-00006	H-06-09	H-06-09a	<input type="checkbox"/>	Germantown,Ken	9900-00007	H-06-09	H-06-09a	<input type="checkbox"/>	Germantown,Erin	9900-00008	H-06-09	H-06-09a	<input type="checkbox"/>	Germantown,Joe	9900-00009	H-06-09		<input type="checkbox"/>	Germantown,Brenda	9900-00010	H-06-09	H-06-09a	<input type="checkbox"/>	Germantown,Scott	9900-00011	H-06-09		<input type="checkbox"/>	Germantown,Liz	9900-00012	H-06-09	H-06-09a
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Creating Routing in ITM 9.0

Step	Action
	<p><i>Notes:</i></p> <ul style="list-style-type: none">✓ <i>Only those travelers who have the same ITM Organization Access will show</i>✓ <i>The reviewer/approver(s) assigned to the list will not have a checkbox next to their name</i>✓ <i>Invitational Travelers should not be selected to be part of the routing list</i>✓ <i>After clicking on the checkboxes, make sure to click the Add (Travelers) button prior to searching for additional travelers or moving from the existing page</i>✓ <i>You can add or switch users to routing lists, but you must contact the CBS Help Desk to have them removed</i>
14	<p>When finished managing the routing list(s)</p> <div data-bbox="917 793 1403 846" style="border: 1px solid black; background-color: #d3d3d3; padding: 2px; text-align: center;">DPA EPA EP Info Logout Help</div> <p>➤ Click <i>Logout</i></p>