TM-4 APPROVER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

WEB PAGE INTRODUCTION

This overview will introduce the traveler to Travel Manager Web Version 8.0. Menu locations, link identification and common buttons/areas are covered.

TABLE OF CONTENTS

A. TRAVEL MANAGER MAIN WINDOW AND ELEMENTS 3

B. PAGE ELEMENTS 5

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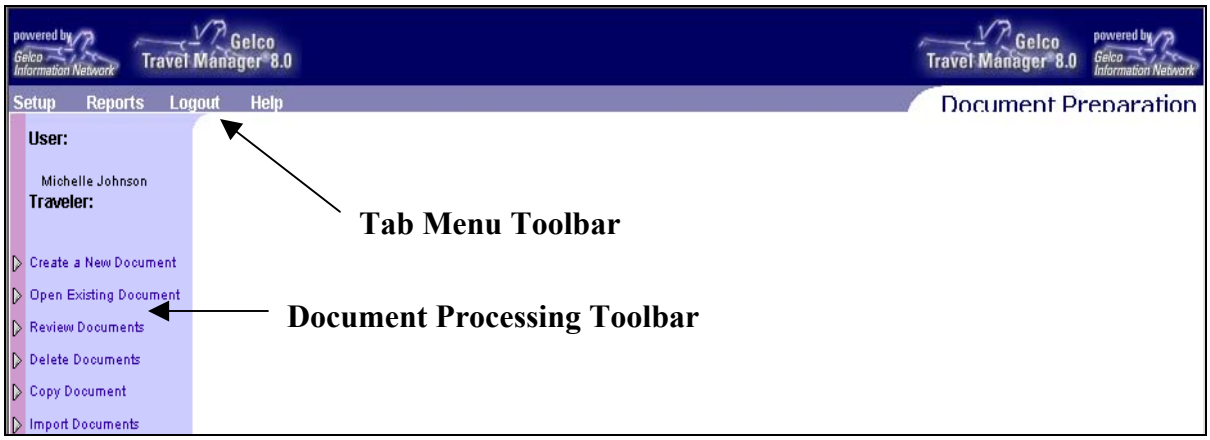
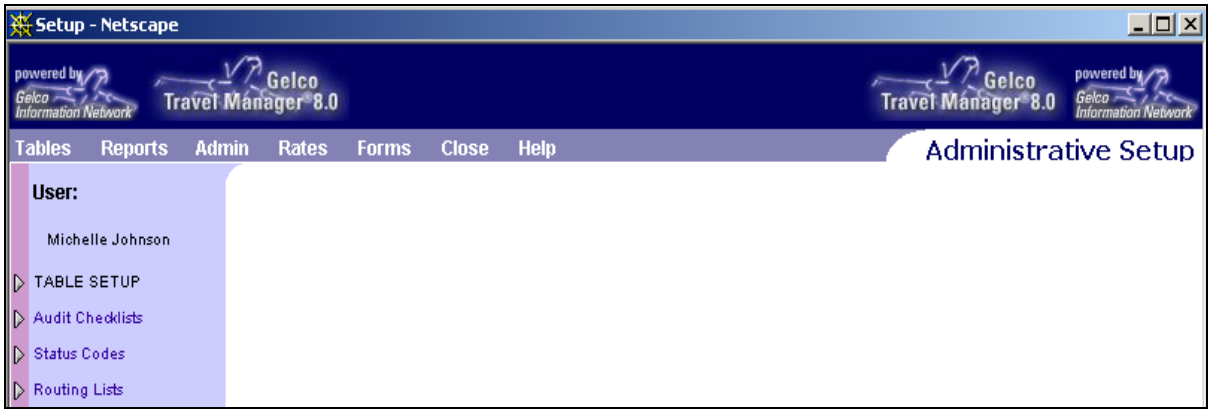
A. TRAVEL MANAGER MAIN WINDOW AND ELEMENTS

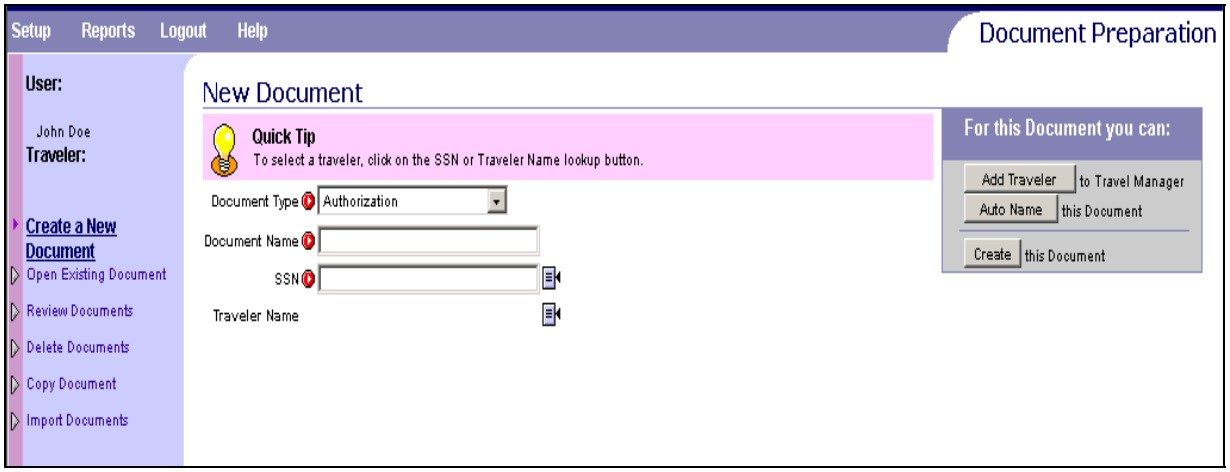
1. After entry into Travel Manager, the **Main Travel Manager Web** page is displayed, as shown below.



2. The **Tab Menu Toolbar** displays menu items as links. When a link is clicked, a separate web window is displayed showing the links available for the toolbar item selected. When the **Setup** link is clicked, the Setup window is opened in a second browser window as displayed below.



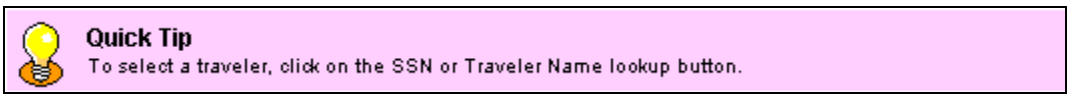
3. All the functions on the **Document Processing Toolbar** are also displayed as links. When a link is clicked, the appropriate web page will be displayed according to the link selected. When the **Create a New Document** link has been clicked, the **New Document** page opens as displayed below.



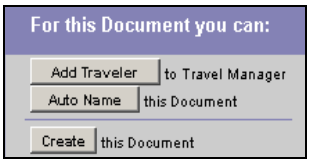
B. PAGE ELEMENTS

1. The **User:** name is displayed in the top left corner of the page. This name would be the traveler if he/she is creating the document or the preparer if someone is creating the document for a traveler.

2. A **Quick Tip** area on all pages displays tips to help the user in selecting or entering the appropriate data on the page. This area is located at the top middle of the page.



3. A '**For this Document you can:**' area on all pages, located in the top right corner, contains buttons that are appropriate to the page and the process(es) it generates. For example, on the **New Document** page displayed previously, a traveler may be added to Travel Manager using the Add Traveler **to Travel Manager** button, the document may be named automatically using the Auto Name **this Document** button (do not use this button - the Agency has established a naming convention), and a new document may be created using the Create **this Document** button.



4. For pages where a specific document is being processed, the traveler's name and document name and number are also displayed in the top left corner below the **User:** name. The example shown below is the **Ticketed Transportation** page of a Travel Authorization for John Doe being prepared by Susan Smith.

5. Some of the commonly used icons for editing a document are the **Pencil** icon , which is used to edit a record, and the X icon , which is used to delete a record.