

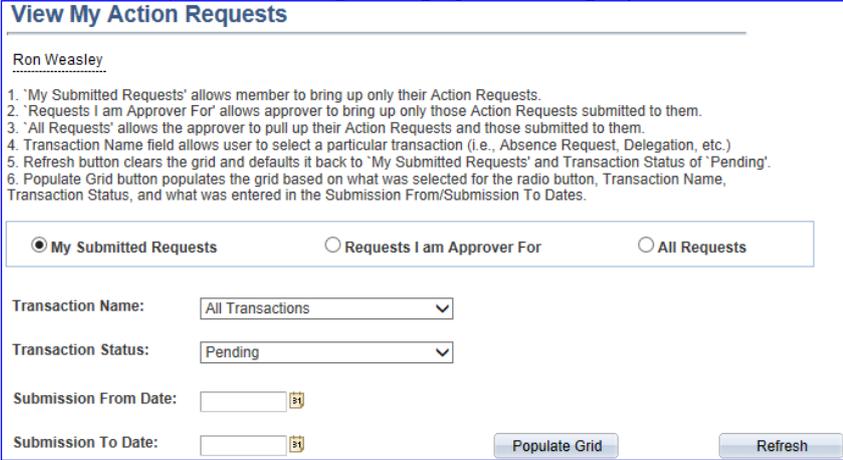
Self Service – Withdrawing/Editing an IDT Request

Introduction A member may withdraw or edit a previously submitted Inactive Duty for Training (IDT) request if it has **NOT** been previously authorized?

- **Edit** – If a member discovers a previously submitted IDT request has incorrect information.
- **Withdraw** – A member wishes to withdraw a previously submitted IDT request.

Once an IDT has been authorized only the command or SPO may Approve or Deny the request.

Procedures See below.

Step	Action
1	<p>Click the Requests link from the Direct Access home page.</p> 
2	<p>Click the View My Requests (all types)</p> 
3	<p>The View My Action Requests page will display.</p> 

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Self Service – Withdrawing/Editing an IDT Request, Continued

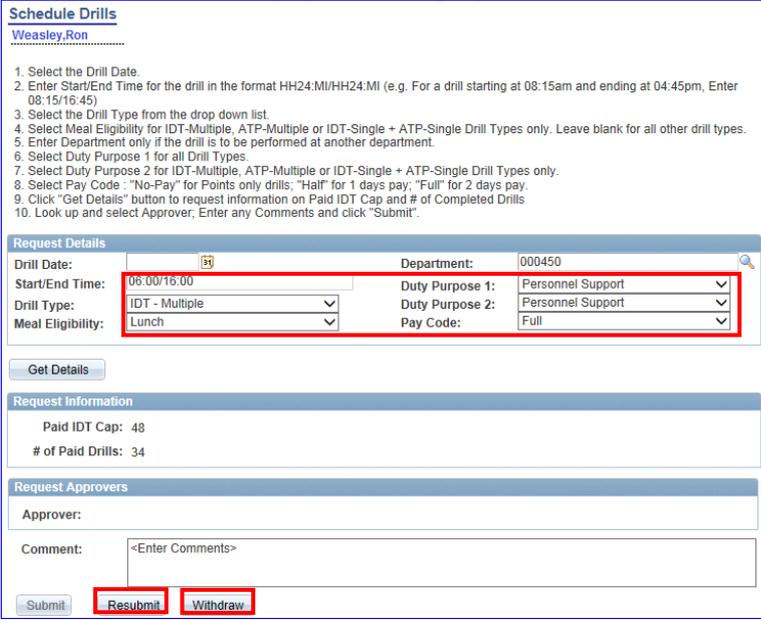
Procedures,
continued

Step	Action																
<p>3 (cont)</p>	<p>Click the My Submitted Requests radio button:</p> <div data-bbox="339 524 1043 913" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Ron Weasley</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Schedule Drills"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/> <input type="text"/></p> <p>Submission To Date: <input type="text"/> <input type="text"/> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> </div> <table border="1" data-bbox="339 949 1369 1124"> <thead> <tr> <th>Field Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>My Submitted Requests</td> <td>Displays requests submitted by the member.</td> </tr> <tr> <td>Requests I am Approver For</td> <td>Displays requests member is an approver for.</td> </tr> <tr> <td>All Requests</td> <td>Displays all requests for member.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • My Submitted Requests - Click the My Submitted Requests radio button. • Transaction Name – Click the drop-down arrow and select Schedule Drills. • Transaction Status – Click the drop-down arrow and select Pending. • Click the Populate Grid button. 	Field Name	Description	My Submitted Requests	Displays requests submitted by the member.	Requests I am Approver For	Displays requests member is an approver for.	All Requests	Displays all requests for member.								
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<p>4</p>	<p>A list of all submitted drills in a pending status will display.</p> <div data-bbox="339 1435 1369 1503" style="border: 1px solid gray; padding: 5px;"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Ron Weasley</td> <td>1234567</td> <td>Ron Weasley</td> <td>A.Dumbledore</td> <td>06/17/2014</td> <td>View Details</td> </tr> </tbody> </table> </div> <p>Click the View Details link.</p>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details	Reserve Drill Request	Pending	Ron Weasley	1234567	Ron Weasley	A.Dumbledore	06/17/2014	View Details
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details										
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Self Service – Withdrawing/Editing an IDT Request, Continued

Procedures,
continued

Step	Action																
5	<p>The Schedule Drills page will display.</p>  <p>Schedule Drills Weasley,Ron</p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <p>Request Details</p> <table border="1"> <tr> <td>Drill Date:</td> <td>06/17/14</td> <td>Department:</td> <td>000450</td> </tr> <tr> <td>Start/End Time:</td> <td>06:00/16:00</td> <td>Duty Purpose 1:</td> <td>Personnel Support</td> </tr> <tr> <td>Drill Type:</td> <td>IDT - Multiple</td> <td>Duty Purpose 2:</td> <td>Personnel Support</td> </tr> <tr> <td>Meal Eligibility:</td> <td>Lunch</td> <td>Pay Code:</td> <td>Full</td> </tr> </table> <p>Request Information</p> <p>Paid IDT Cap: 48 # of Paid Drills: 34</p> <p>Request Approvers</p> <p>Approver:</p> <p>Comment: <Enter Comments></p> <p>Submit Resubmit Withdraw</p> <p>Member may now edit or withdraw the IDT request:</p> <ul style="list-style-type: none"> Withdraw – Sets Reserve Drill Approval status to Terminated. When terminated member may enter a new IDT request.  <p>Reserve Drill Approval</p> <p>Reserve Drill Request: Terminated View/Hide Comments</p> <p>One Approval Level</p> <p>Terminated</p> <p>A.Dumbledore Initial Approve Action Request 06/17/14 - 10:51 AM</p> <p>Comments</p> <p>Ron Weasley at 06/17/14 - 10:50 AM <Enter Comments>plz approve</p> <ul style="list-style-type: none"> Edit – Edit any of the available fields and enter any comments. Then click the Resubmit button. The IDT request will be resubmitted to original approver.  <p>Reserve Drill Approval</p> <p>Reserve Drill Request: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p>Dumbledore A Initial Approve Action Request</p> <p>Comments</p> <p>Ron Weasley at 06/16/14 - 11:40 AM <Enter Comments>Changed to All Meals</p>	Drill Date:	06/17/14	Department:	000450	Start/End Time:	06:00/16:00	Duty Purpose 1:	Personnel Support	Drill Type:	IDT - Multiple	Duty Purpose 2:	Personnel Support	Meal Eligibility:	Lunch	Pay Code:	Full
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