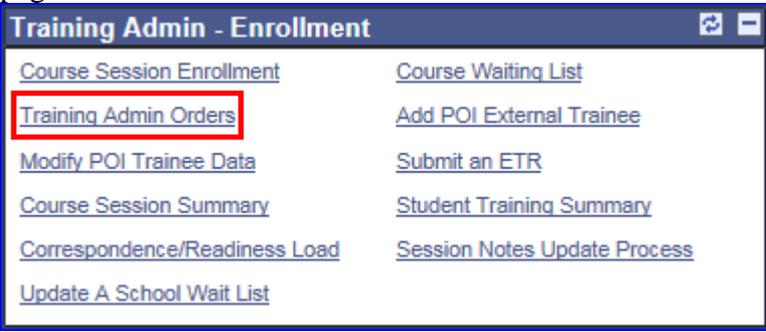
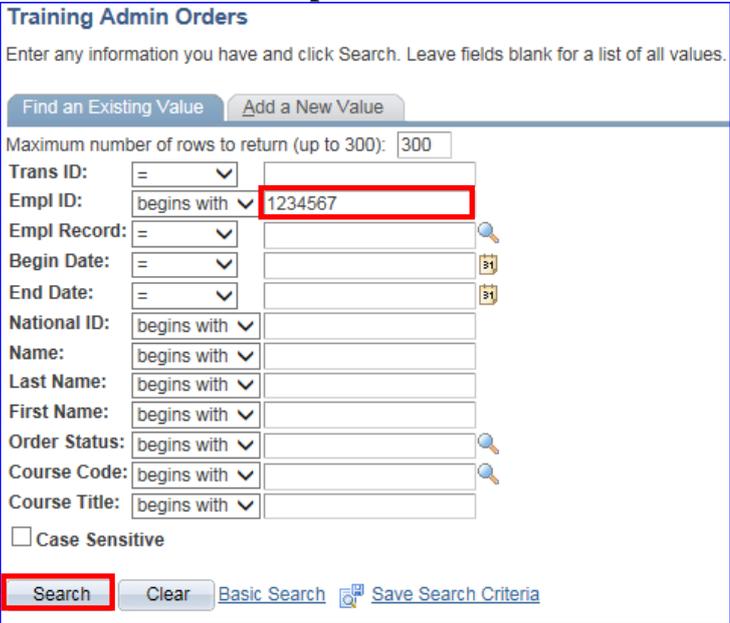


Viewing and Printing Training Administration Orders (TDY)

Introduction This guide provides the procedures for viewing and printing Training Administration Orders (TDY) in Direct Access. Members can view/print their own orders via Self-Service by clicking the My Airport Terminal Orders link under Tasks in the Employee pagelet. Commands & SPOs can view/print members' Training Administration Orders via the Airport Terminal.

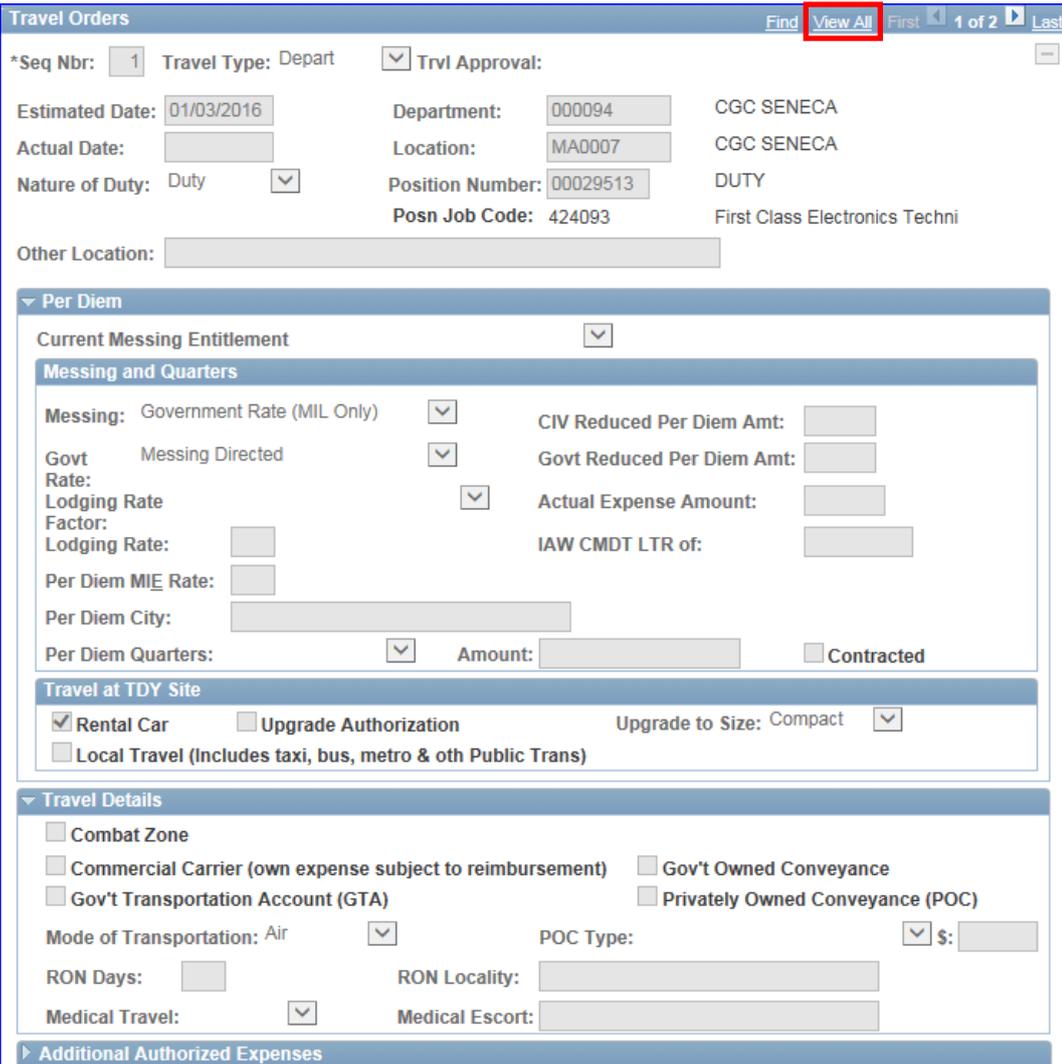
Procedures See below.

Step	Action
1	<p>Select the Training Admin Orders link from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a window titled "Training Admin - Enrollment" with a list of links. The link "Training Admin Orders" is highlighted with a red rectangular box. Other visible links include "Course Session Enrollment", "Course Waiting List", "Add POI External Trainee", "Modify POI Trainee Data", "Submit an ETR", "Course Session Summary", "Student Training Summary", "Correspondence/Readiness Load", "Session Notes Update Process", and "Update A School Wait List".</p>
2	<p>Enter the member's Empl ID and hit Search.</p>  <p>The screenshot shows the "Training Admin Orders" search interface. It includes a search bar with "Find an Existing Value" and "Add a New Value" tabs. Below the search bar, there are several search criteria fields: "Trans ID", "Empl ID", "Empl Record", "Begin Date", "End Date", "National ID", "Name", "Last Name", "First Name", "Order Status", "Course Code", and "Course Title". The "Empl ID" field is populated with "1234567" and is highlighted with a red box. At the bottom, the "Search" button is highlighted with a red box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria".</p>

Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

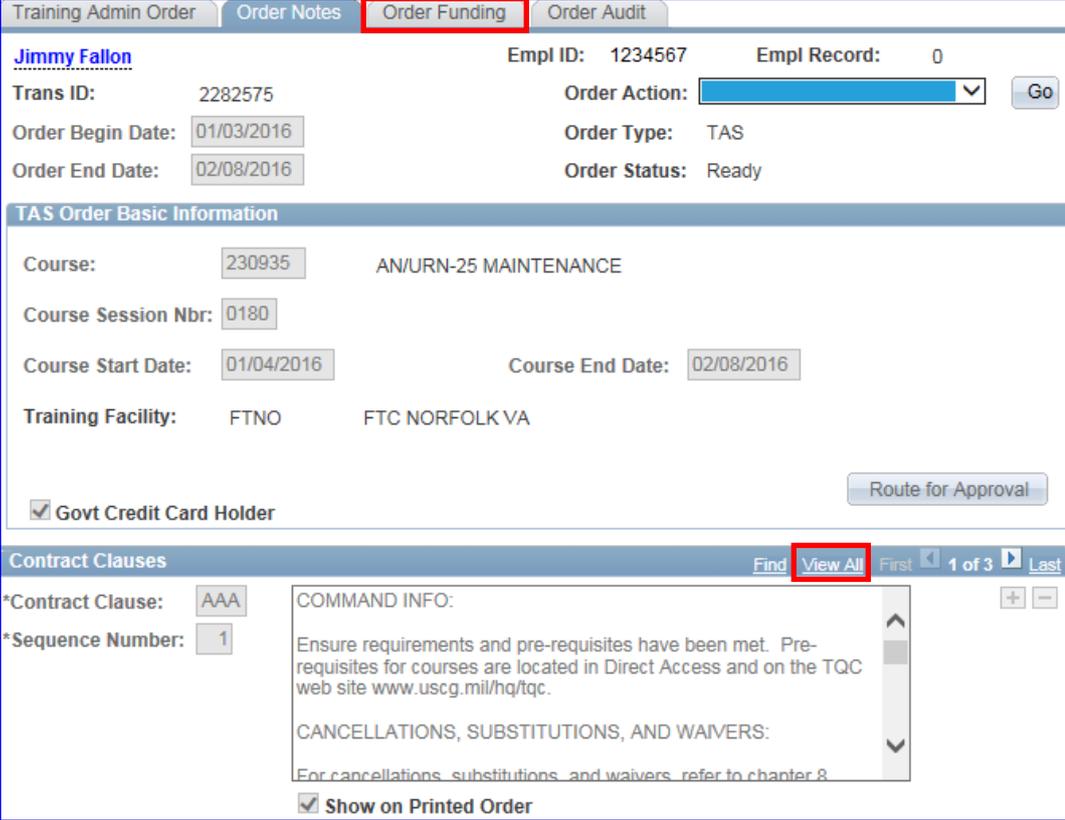
Procedures,
continued

Step	Action
5	<p>Click View All to review each Depart/Report row. Then scroll up and select the Order Notes tab.</p> 

Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

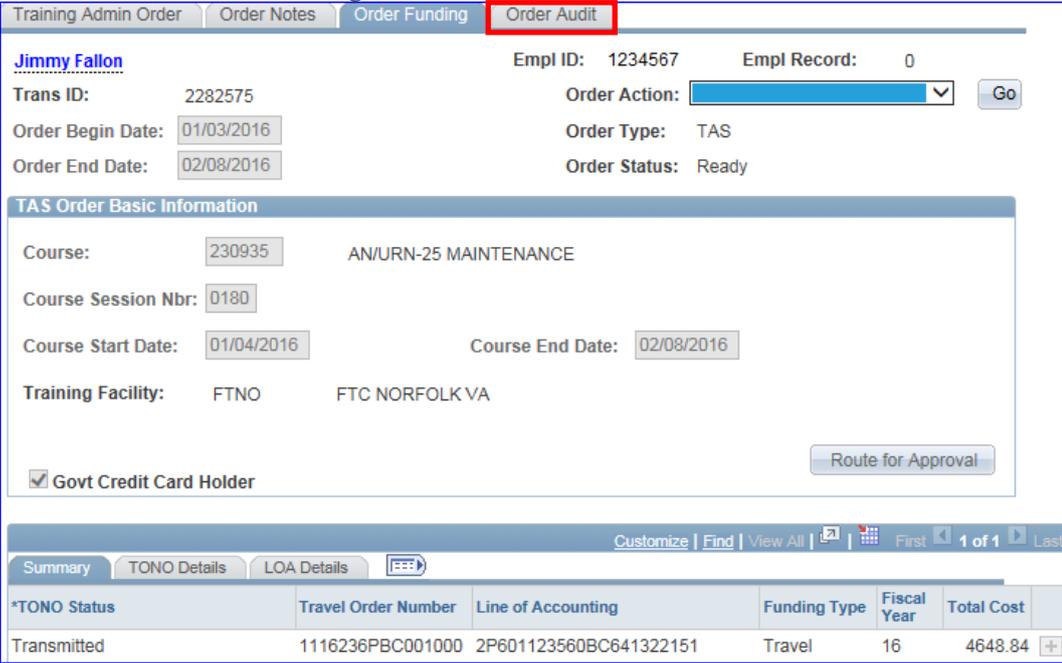
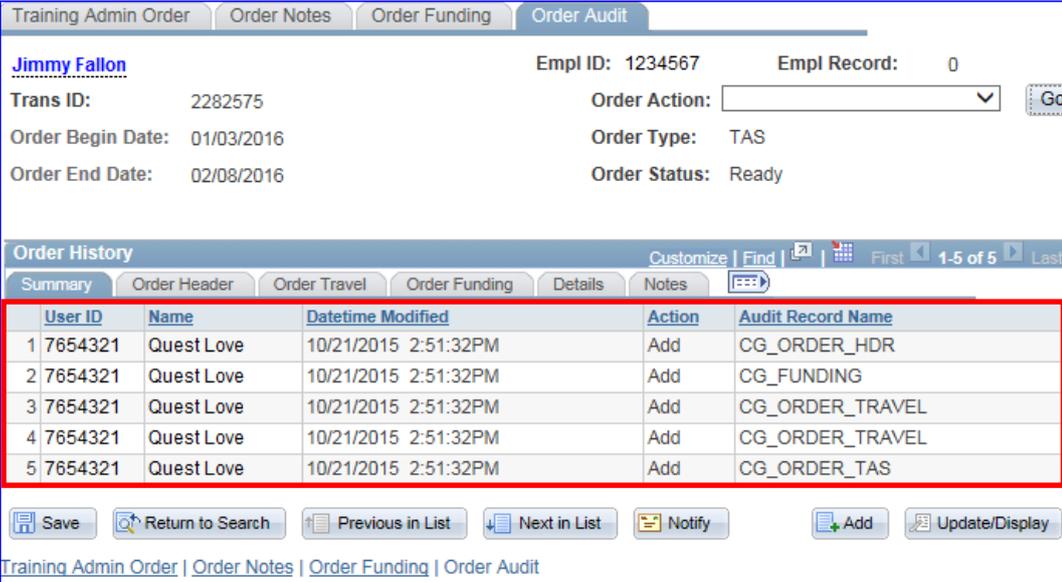
Procedures,
continued

Step	Action
6	<p>The Order Notes tab will display. Click View All (if necessary) to review each Order Note. Now click the Order Funding tab.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Training Admin Order tabs: Training Admin Order, Order Notes, Order Funding (highlighted), Order Audit Jimmy Fallon (Employee Name), Empl ID: 1234567, Empl Record: 0 Trans ID: 2282575, Order Action: [Dropdown], Go Order Begin Date: 01/03/2016, Order Type: TAS Order End Date: 02/08/2016, Order Status: Ready TAS Order Basic Information <ul style="list-style-type: none"> Course: 230935 AN/URN-25 MAINTENANCE Course Session Nbr: 0180 Course Start Date: 01/04/2016, Course End Date: 02/08/2016 Training Facility: FTNO FTC NORFOLK VA <input checked="" type="checkbox"/> Govt Credit Card Holder Route for Approval Contract Clauses <ul style="list-style-type: none"> Find: View All (highlighted), First, 1 of 3, Last *Contract Clause: AAA *Sequence Number: 1 COMMAND INFO: Ensure requirements and pre-requisites have been met. Pre-requisites for courses are located in Direct Access and on the TQC web site www.uscg.mil/hq/tqc. CANCELLATIONS, SUBSTITUTIONS, AND WAIVERS: For cancellations, substitutions, and waivers, refer to chapter 8. <input checked="" type="checkbox"/> Show on Printed Order

Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

Procedures,
continued

Step	Action																														
7	<p>Review the Order Funding tab, then select the Order Audit tab.</p> 																														
8	<p>The Order Audit tab displays the history of any users that have touched the orders.</p>  <table border="1" data-bbox="304 1615 1366 1800"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr> <td>1 7654321</td> <td>Quest Love</td> <td>10/21/2015 2:51:32PM</td> <td>Add</td> <td>CG_ORDER_HDR</td> </tr> <tr> <td>2 7654321</td> <td>Quest Love</td> <td>10/21/2015 2:51:32PM</td> <td>Add</td> <td>CG_FUNDING</td> </tr> <tr> <td>3 7654321</td> <td>Quest Love</td> <td>10/21/2015 2:51:32PM</td> <td>Add</td> <td>CG_ORDER_TRAVEL</td> </tr> <tr> <td>4 7654321</td> <td>Quest Love</td> <td>10/21/2015 2:51:32PM</td> <td>Add</td> <td>CG_ORDER_TRAVEL</td> </tr> <tr> <td>5 7654321</td> <td>Quest Love</td> <td>10/21/2015 2:51:32PM</td> <td>Add</td> <td>CG_ORDER_TAS</td> </tr> </tbody> </table>	User ID	Name	Datetime Modified	Action	Audit Record Name	1 7654321	Quest Love	10/21/2015 2:51:32PM	Add	CG_ORDER_HDR	2 7654321	Quest Love	10/21/2015 2:51:32PM	Add	CG_FUNDING	3 7654321	Quest Love	10/21/2015 2:51:32PM	Add	CG_ORDER_TRAVEL	4 7654321	Quest Love	10/21/2015 2:51:32PM	Add	CG_ORDER_TRAVEL	5 7654321	Quest Love	10/21/2015 2:51:32PM	Add	CG_ORDER_TAS
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