

## What's New in T-PAX Version 6.11

1. Please remember to have your travel claim approved by the Authorizing Officer (AO) prior to Nov 30, 2008 (8 pm CST) to ensure the claim is processed for payment prior to the upgrade. This eliminates the potential of your claim becoming corrupt.
2. T-PAX will be unavailable from approximately 0600 Dec 1, 2008 to 1300 Dec 2, 2008 (CST).
3. Please be advised that when the upgrade occurs, passwords will convert to **ALL CAPS** (uppercase letters). If you have difficulty using your password, convert the password to **ALL CAPS** prior to contacting customer service for a reset. Once you have logged onto the system, you should go to the tool menu and click on the change password link to update the password at this time.
4. The Rank/Grade updates in T-PAX have been fixed to allow input by system administrators to add NEW ranks into the drop down menu (the issue where civilian ranks did not show up correctly which prevented you from processing a claim without intervention from a system administrator has been resolved).

The screenshot shows a web-based form titled "Traveler Account" for "UserID: DUCK, DONALD". The form is for "Official Use Only" and is dated "Thursday, October 30, 2008". It contains fields for "Employee SSN" (000001111), "Employee" (000001111), and "Name" (DUCK, DONALD). The form is divided into four tabs: "Personal", "Address/Contact", "Miscellaneous", and "T-PAX Information". The "Personal" tab is active, showing fields for "Employee Status" (Employee), "Grade/Rank" (E1), "Salutation", "Position/Title", "Security Clearance" (N/A), "Credit Card Status" (Holder of Govt. Credit Card), "Organization" (5347400), and "Service" (Coast Guard). At the bottom, there are "Back" and "Next" buttons, and "OK", "Cancel", and "Help" buttons. A footer note reads: "Enter Traveler's Grade or Rank - Employees can be entered as <C> for Civilian".

5. When processing supplemental claims, you should use the drop down menu to indicate why the supplemental is being created. This information will be used for statistical purposes toward improving system and training issues designed to reduce the volume of supplemental claims.

**Request for a Settlement Against an Order**

UserID: 000001111 Add Request No: NEW Thursday, October 30, 2008

DUCK, DONALD D: E1 TONO: 1108G88T445T0000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations Financial

Address

Line 1 444 SE QUINCY STREET

Line 2

City TOPEKA

Country/State KS KANSAS

Zip Code 66601

Update Traveler

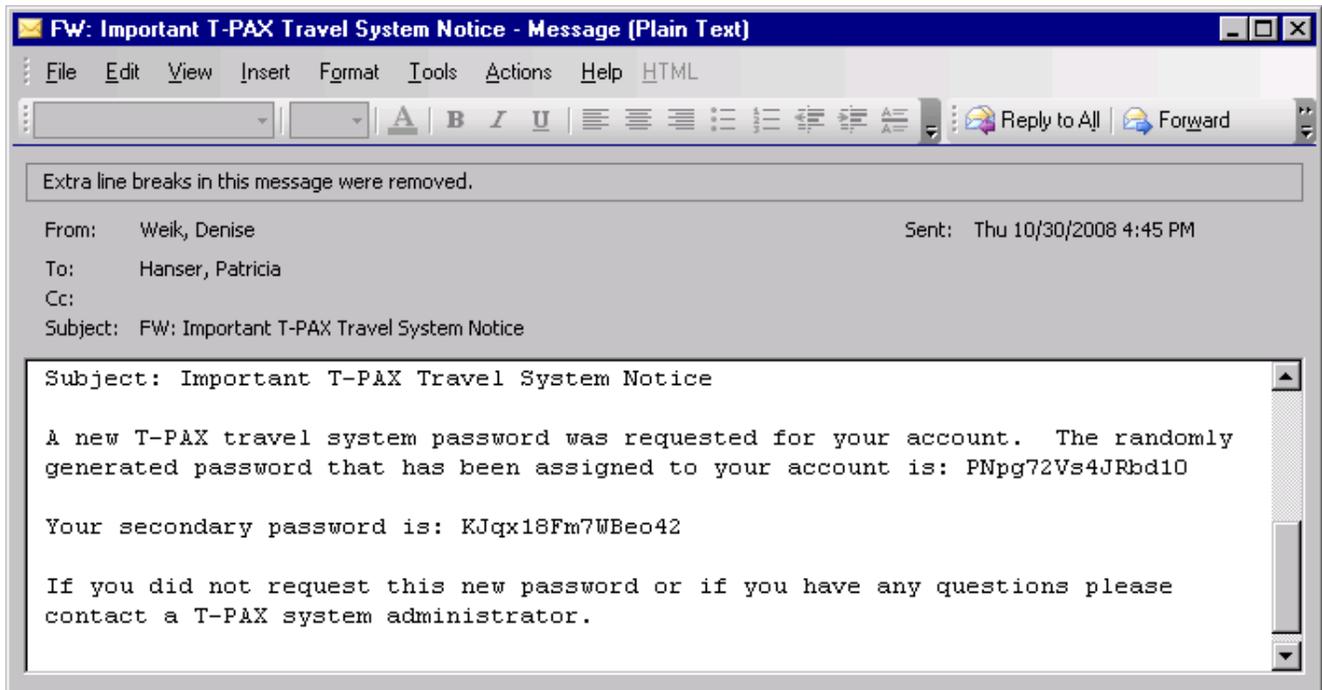
<Back Next>

Other Receipts OK Cancel Help

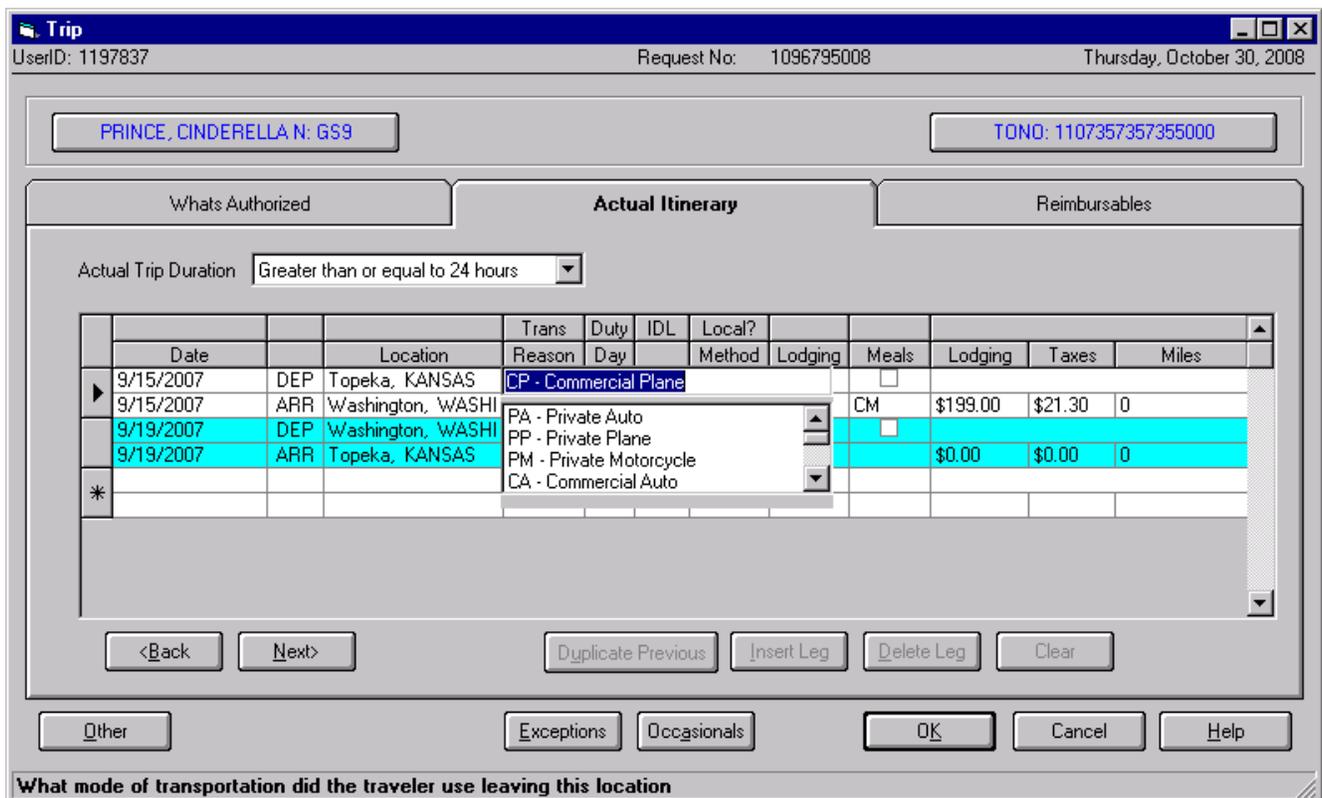
Select reason Suppl was entered

Tvl Office Generated  
 Trvlr Generated  
 Examiner Error Corretion  
 Member Error Correction  
 Post pmt audit correction  
 Hot audit correction  
 Syst generated error correction

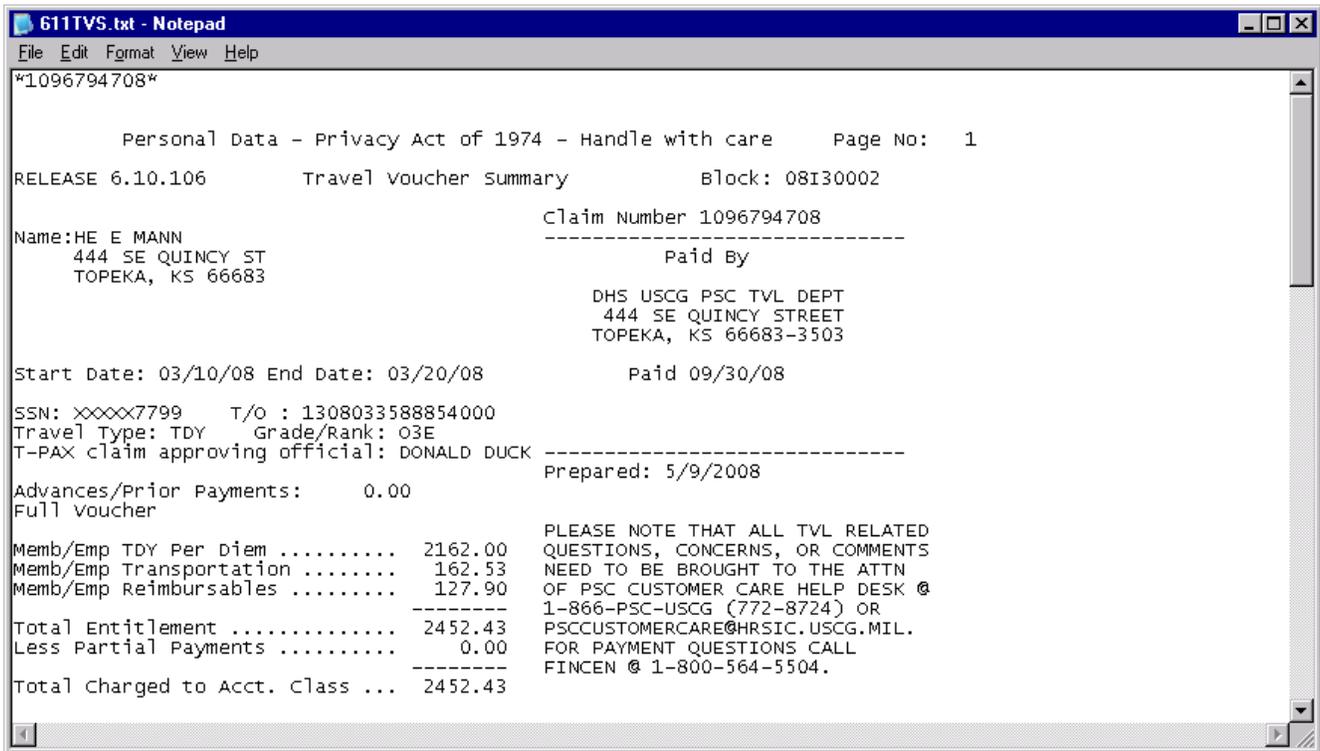
- When clicking on the forgotten password button on the T-PAX log on screen, the system now sends an email to the traveler's primary email address listed in T-PAX with both a random generated log on password and a random generated secondary password. Note: there is a requirement to change the logon password once member logs into T-PAX. **DO NOT ATTEMPT TO CHANGE YOUR SECONDARY AT THE SAME TIME.** Once you are in T-PAX, you should use the **tools bar** and change your secondary password. In both cases, member will need to input the random generated password as the OLD password to make the necessary changes.



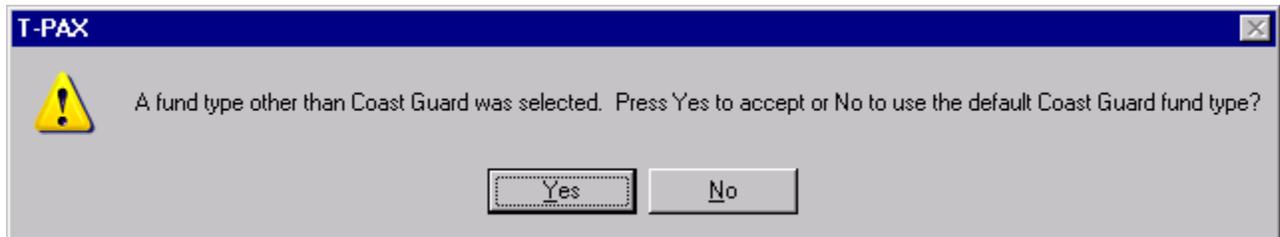
- T-PAX now has expanded drop down menus to enable AOs and Customer Service (CS) individuals to see what the abbreviations mean within a travel claim. For example, when a traveler uses PM and the AO or CS does not know what that stands for, they can click on the drop down arrow and next to the abbreviation will be the full wording "PM – Private Motorcycle". Neither the AO nor the CS can make changes to this field but they can view it.



8. Travel Voucher Summaries will now show when a claim has been processed through T-PAX and who approved the claim. This information will be printed in the top third of the TVS, directly below the member information.



9. When processing travel claim order information, you are required to input the fund type. Anytime you choose a fund type other than Coast Guard, the system generates a pop up message alerting you to your selection. You may then choose either Yes or No. If No is selected, the fund type will then change back to Coast Guard.



## **Coming to T-PAX Soon in 2009**

1. Help guide information will be updated and available through the T-PAX system.
2. Long term evacuation will be available just like long term TDY so that multiple travel claims can be processed due to a long duration of absence from PDS.
3. Ability to do Amendments to Orders/Authorizations within the T-PAX system.
4. Improvements/fixes to the Imaging function to enable traveler to attach documents to travel claims.
5. Wizard mode – special improvement to assist infrequent travelers in processing their authorization, advance and settlement. This feature will have instruction boxes to instruct travelers what step they are on, how to process the information, and how to proceed.
6. Inactivity log out – when a T-PAX user does not use the system for a length of time, the system will provide a popup message asking if the member wants to continue...if so click Yes. If no response is given the system will automatically log the member out of T-PAX.