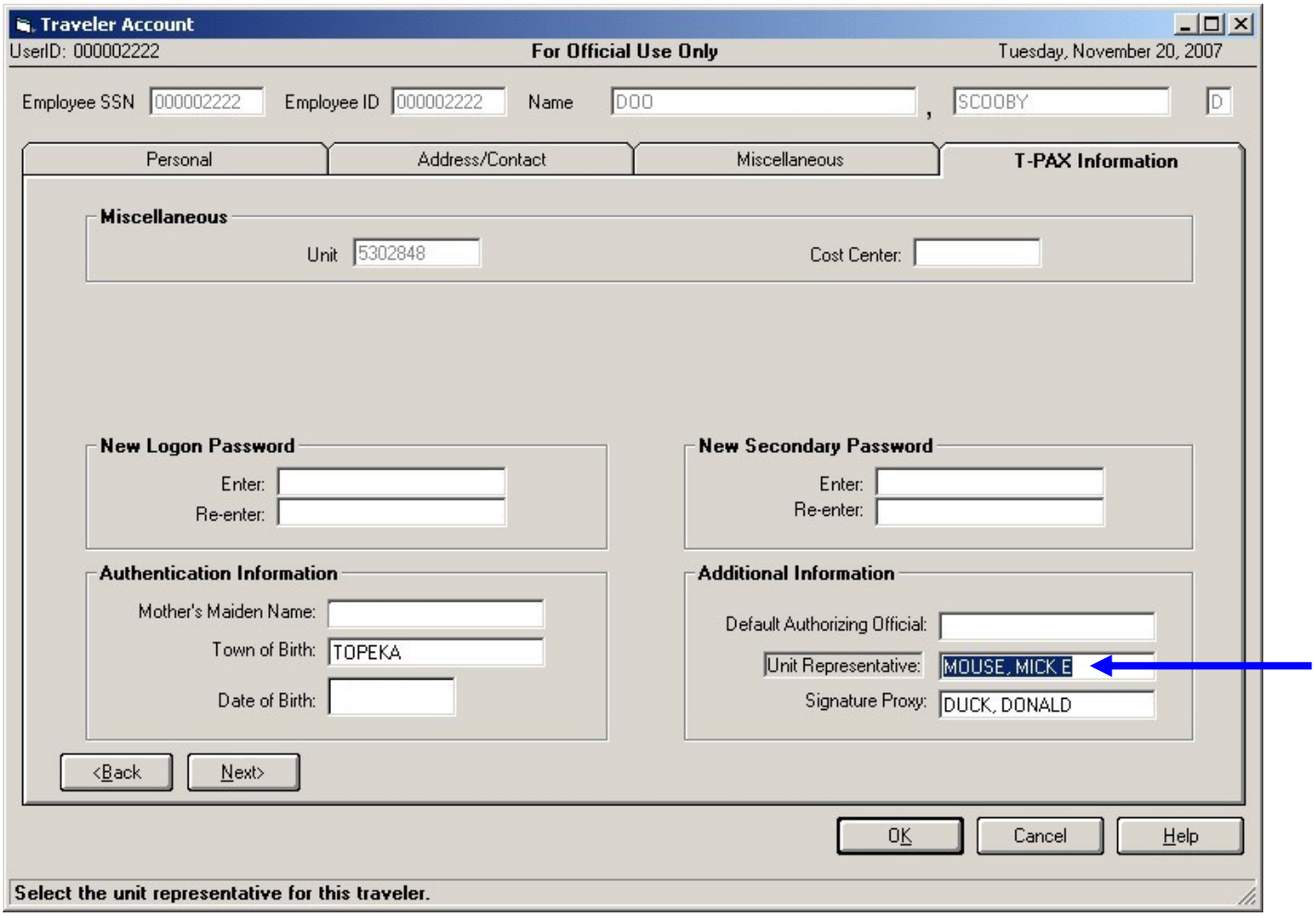
What's New for the field with WinIats/Tpax Version 6.09

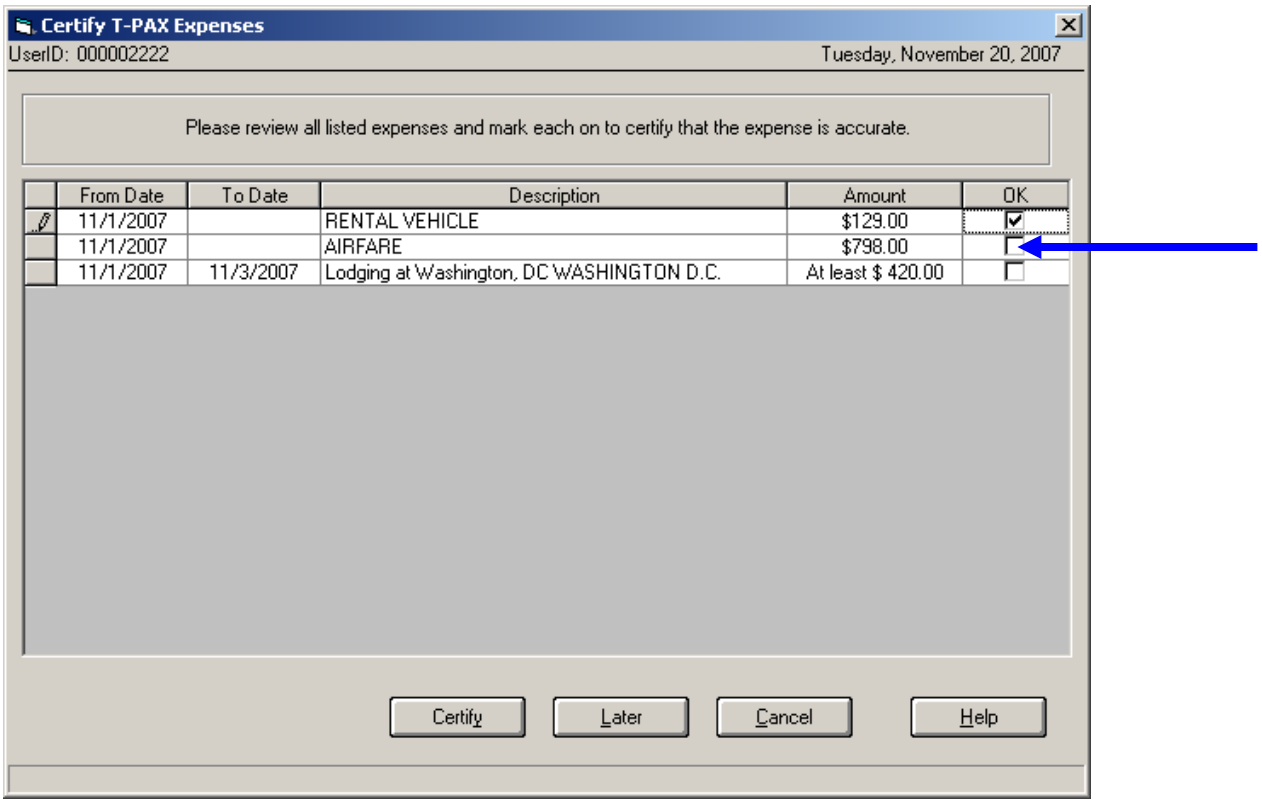
1. Tpax now has a system generated password that goes to member's primary email account that is listed in Tpax when member clicks on **Forgotten Password** button.

Note the use of your "***primary email address***". You must have an email address listed in your Tpax user profile and the Primary checkbox must be marked in order for the password reset feature to work.

2. Unit Representative View – member can now select someone within their own OPFAC to be their designated Unit Representative. This will allow the selected individual to view the traveler/AO box/claims and certain profile information to assist with any problems the traveler/AO may be having. This is done in the member's profile.

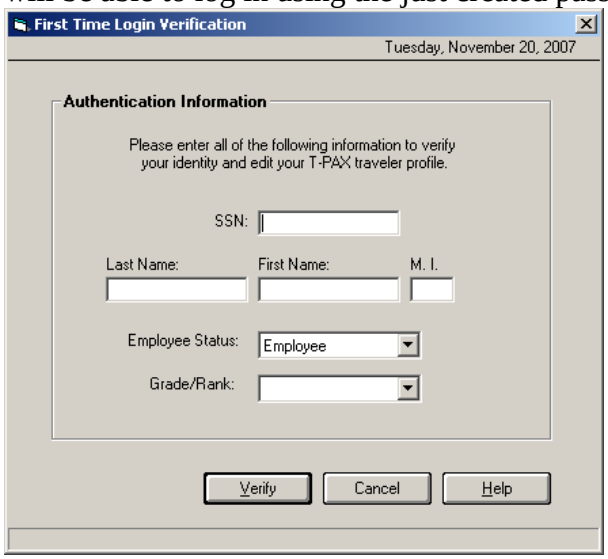


3. Validate Expense Report – a new screen will pop up once the claim is input by the traveler where the system will show a listing of miscellaneous expenses claimed by member and the amount. Member must review to validate each expense (this is being done to help members catch any potential errors…i.e. $1500 in taxi fares vs. $15.00).



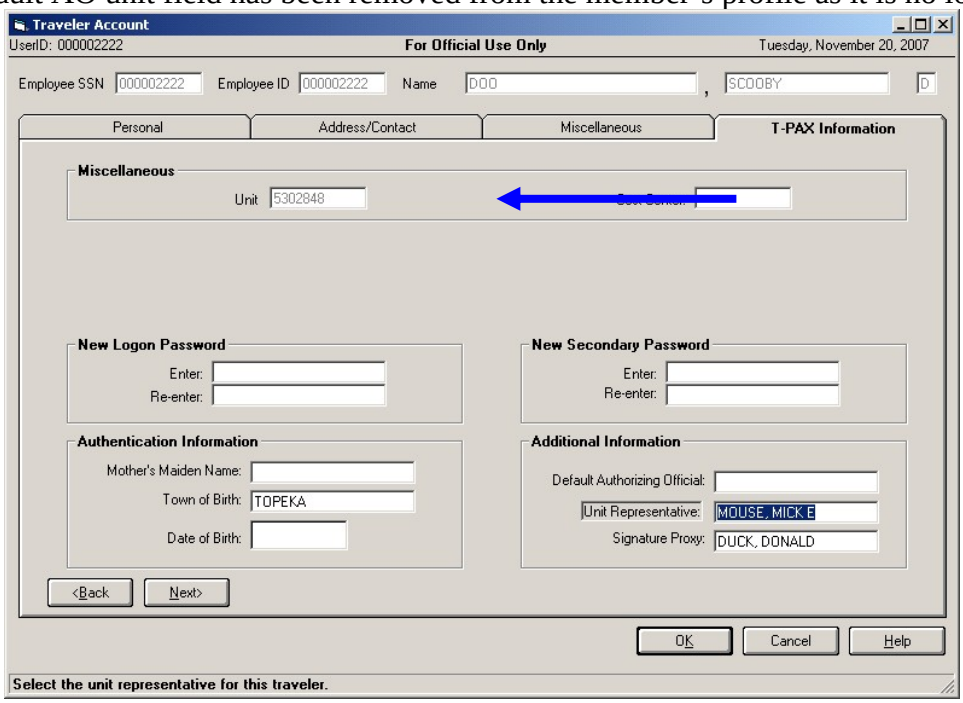
4. Date field entered to show the date the password was last changed to ensure Tpax passwords are required to be changed every 90 days.

5. Increased First time login Verification – when a member is initially loaded into the TPAX, they will need to complete an authentication information screen. If the information is not correct, the system will not allow you into Tpax, if it is correct member will be taken to Tpax profile to be completed. Members will be able to log in using the just created password.

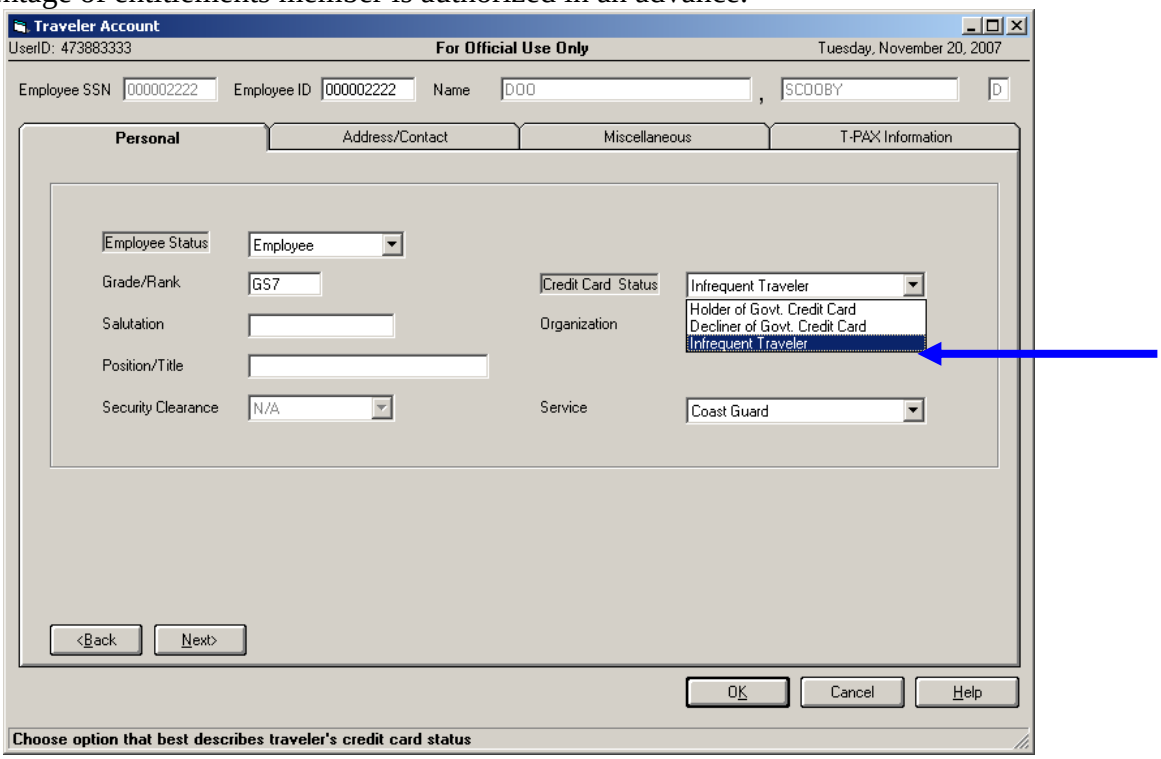


6. AO authorization may have expiration dates that will allow the system to automatically revoke on that date.

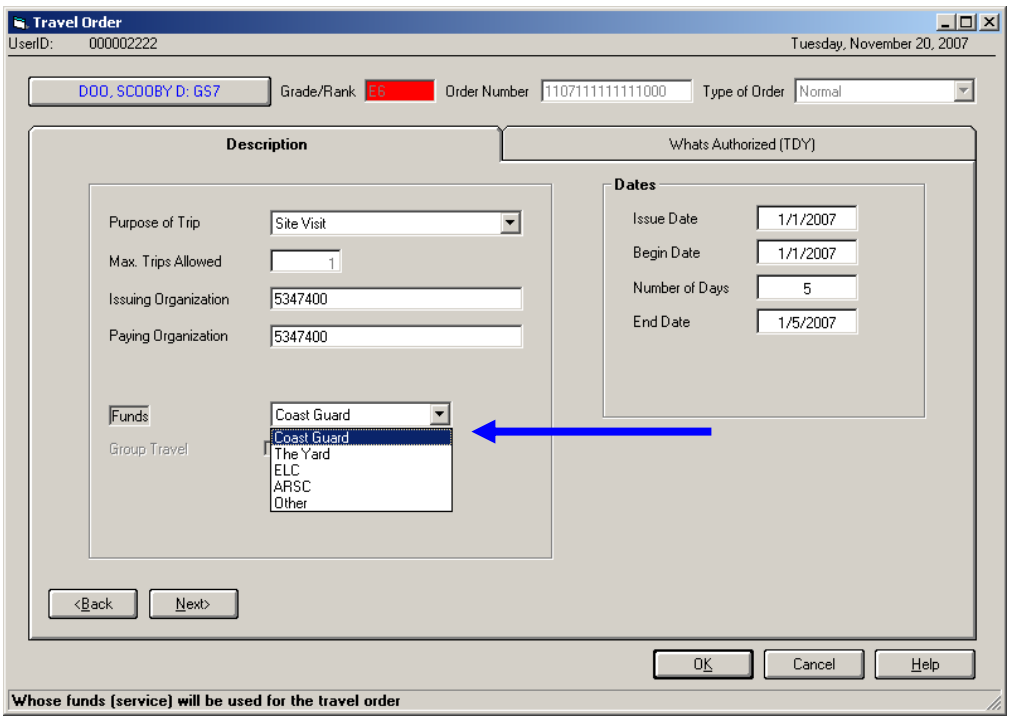
7. The default AO unit field has been removed from the member's profile as it is no longer required.



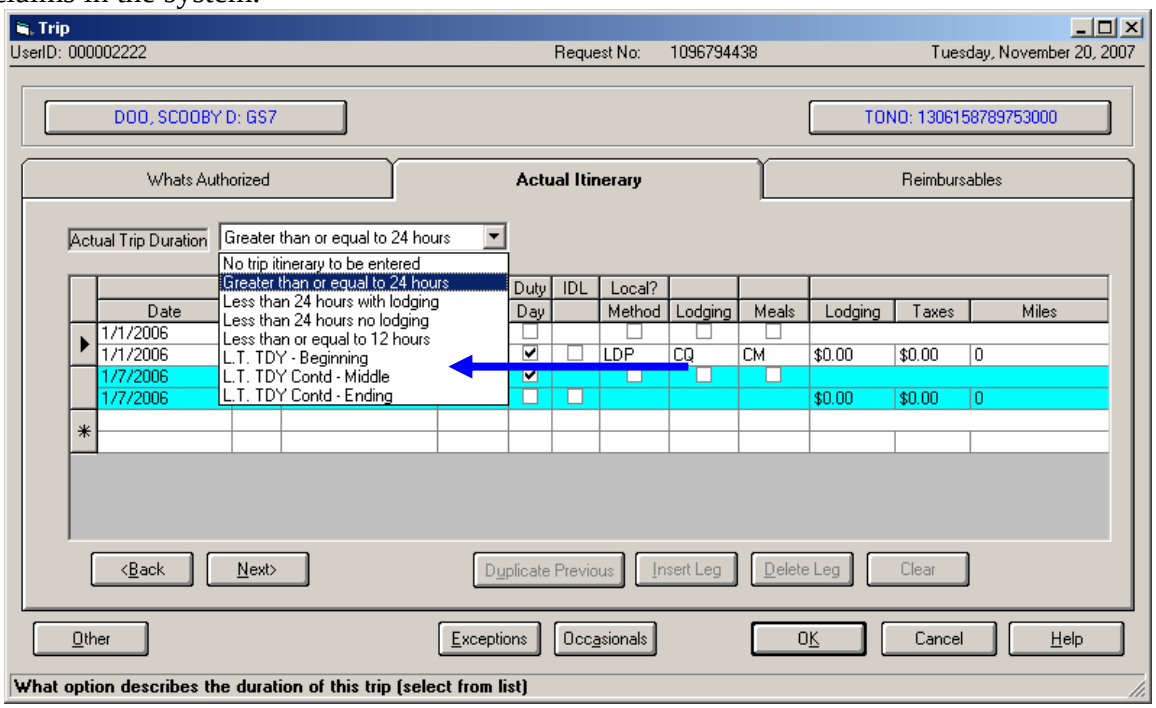
8. Members may now update their profile to indicate Credit Card Status (Holder of Govt. Credit Card, Decliner of Govt. Credit Card, Infrequent Traveler). This status will determine the percentage of entitlements member is authorized in an advance.



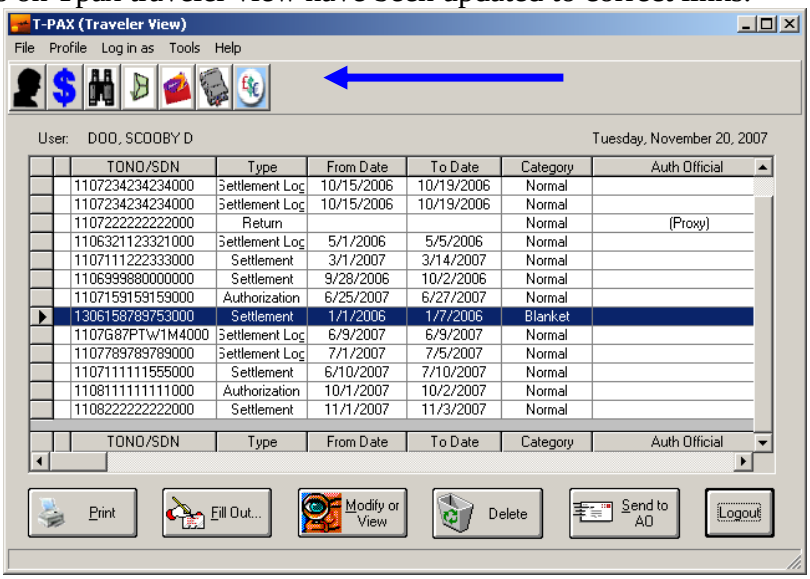
9. Fund type (Coast Guard/ELC/YARD/ARSC) determines Debt letter selected – to allow the member to receive the correct debt letter, the debt letter will be produced IAW the fund type selected.



10. Long term TDY will use “Long Term Cont TDY” option within the itinerary portion of the travel claim to complete settlements. Partial Settlement type – has been removed from TDY type travel claims in the system.

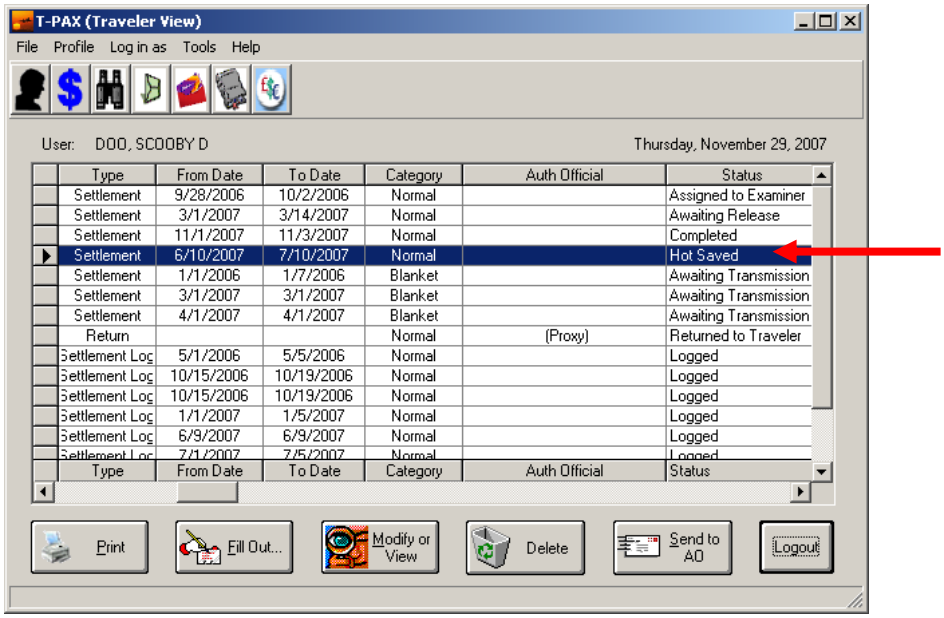


11. Hyperlink boxes on Tpax traveler view have been updated to correct links.

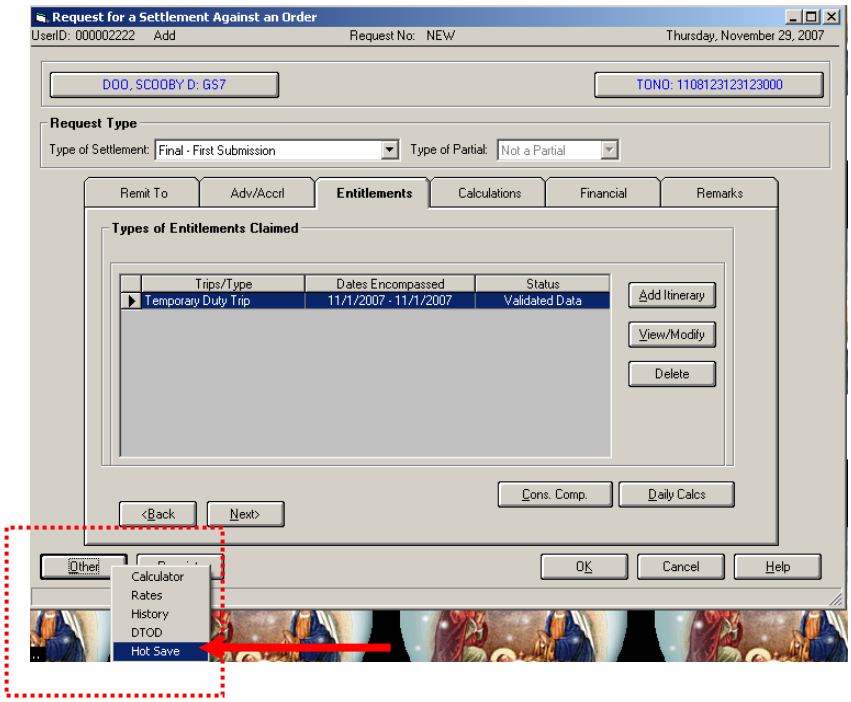


“HOT SAVED” Status

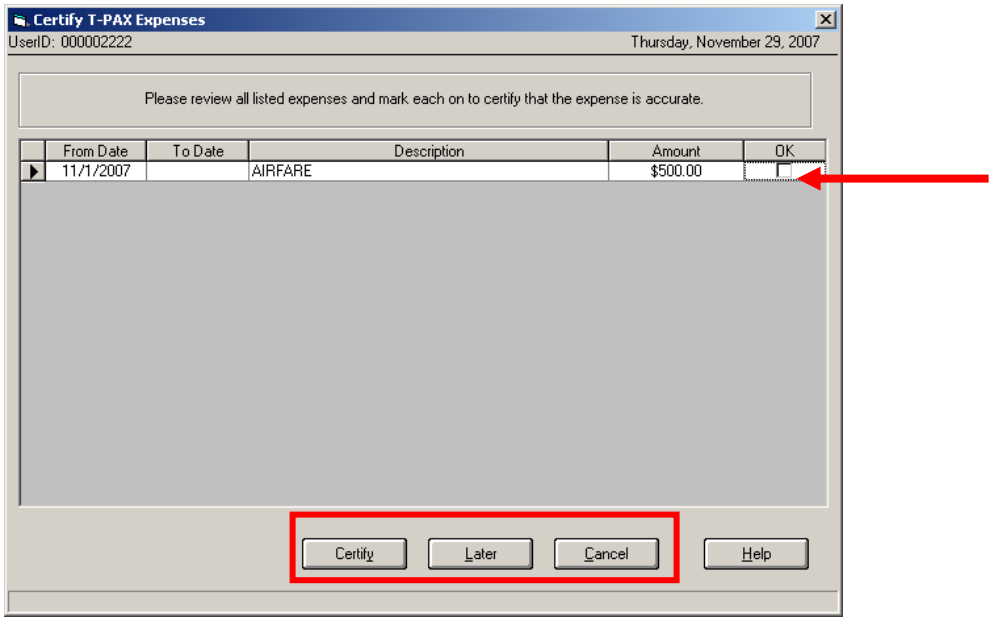
1. There is a new feature in Tpax which allows a member to temporarily save a claim that has not been completed. This will put the claim in the status of “Hot Saved.”



2. This function happens two (2) ways:
   a. Input a partially completed claim, and then on the screen below click the “Other” (at the bottom of the screen, left side) button to click on the “Hot Save” button. This will save your claim in a “Hot Saved” status allowing you to complete it at a later time.

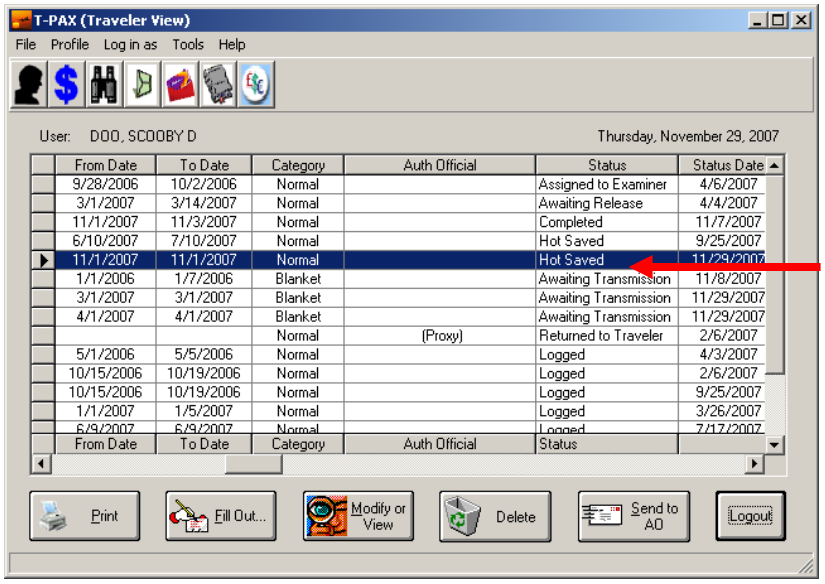


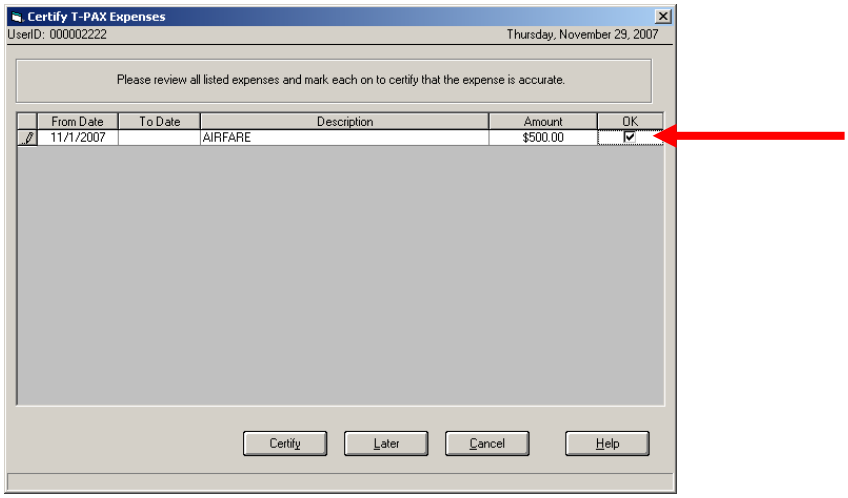
b. After completing your claim and clicking on the OK button, a “Certify Tpax Expense” screen will show up. You are supposed to verify each expenditure by clicking the “OK” box next to each expense amount. Once you have done that you may click “Certify.” If you don’t have your receipts to verify the amount, you may click the “Later” button which will put the status in a “Hot Saved” status to allow you to come back later to certify the expenses.

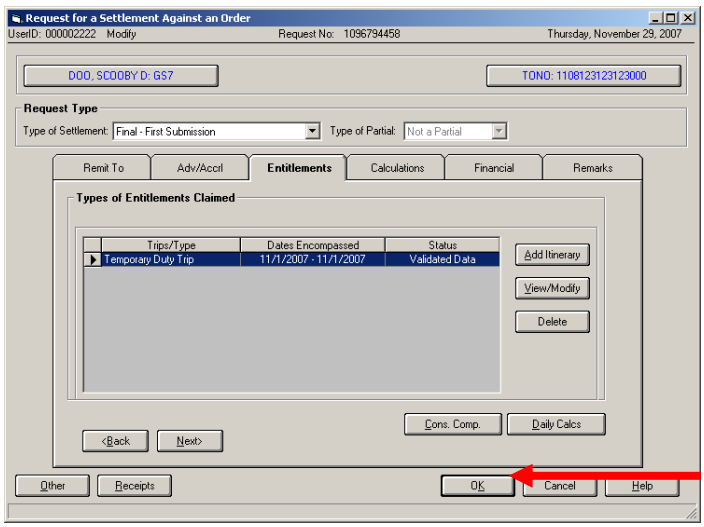


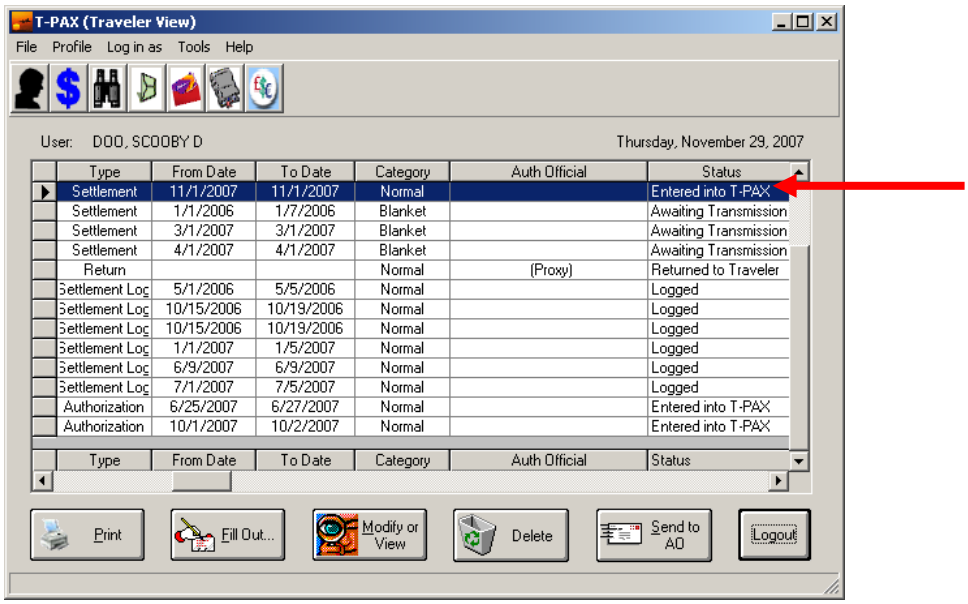
c. If you click on Cancel in the above screen, the system will take you back to the claim to make any necessary corrections.

3. Once a claim is placed into a “Hot Saved” status, a traveler needs to highlight the claim and double click it to reopen the claim and finish processing the document.





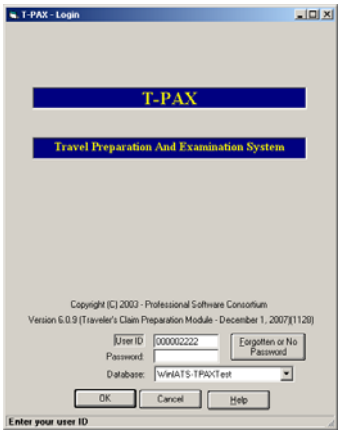




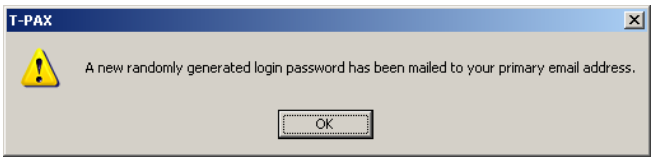
4. Once this is done and the claim is completed, when the traveler clicks OK the claim status will change to “Entered into T-Pax” and then can be forwarded to the AO.

TPAX (Ver. 6.09) Forgotten Password Button Enhancement

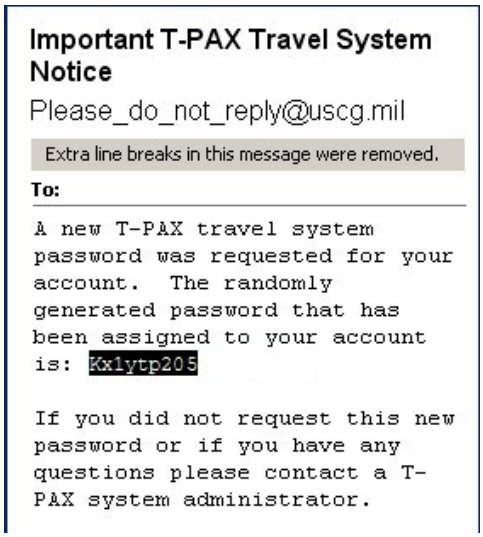
1. If you forget your password, there is a “Forgotten or No Password” button on the main logon screen to TPAX.
    a. Enter your UserID and click the “Forgotten or No Password” button



2. You will see the below popup box indicating an email has been sent to your primary email address listed in your TPAX profile.
    a. Click “OK”

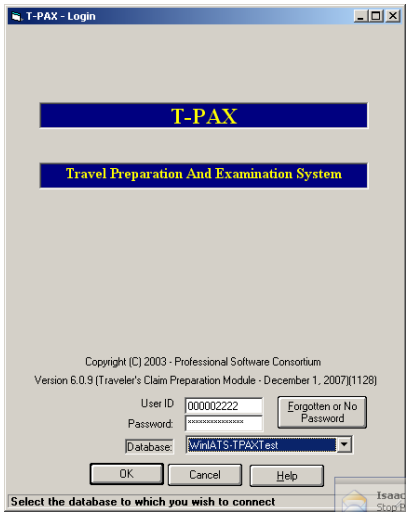


3. Open your primary email account to retrieve the system generated password.

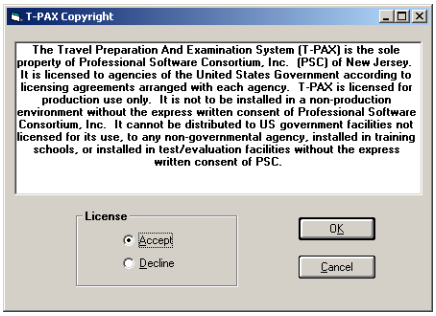


    a. Highlight the password given, right click and copy the password.

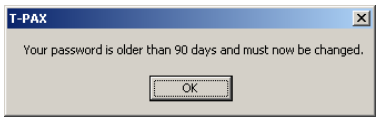
4. Return to the TPAX logon screen, right click and paste the password into the password field then click the “OK” button.



5. Click the radio button next to Accept and click “OK” on the screen below.

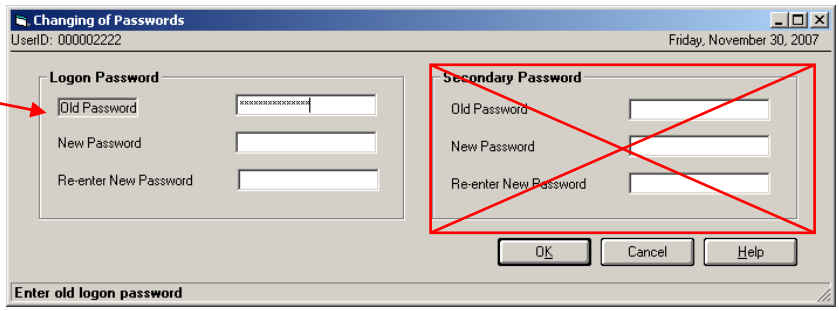


6. A screen will pop up indicating your password is older than 90 days and must now be changed. **This is referring ONLY to your logon password. Click the OK button.



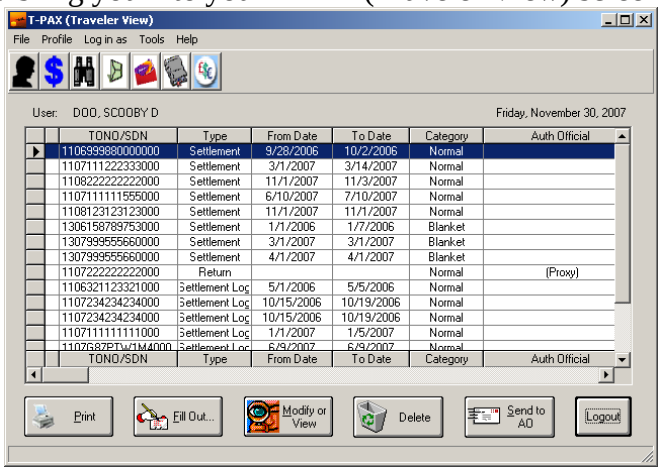
7. This will bring up the below screen where you will right click in the “Old Password” field and paste the password the system generated for you.

“Old” means the password you just received, via email, (see step 3). It should still be on your ‘clipboard’, just right mouse click and select “Paste” to fill it in.

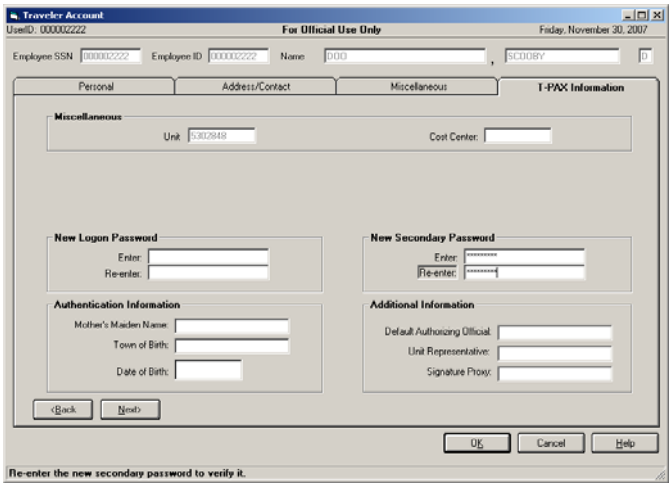


a. Then enter in your New Password and Re-enter the New Password in the appropriate fields and click OK.
    i. Note: You do not have to fill out the SECONDARY PASSWORD information for this process (See step 9).
    ii. New passwords must be **exactly 9** characters in length, consisting of at least 1 number 1 lowercase letter and one upper case letter. **Passwords are case sensitive.**

8. The system will now bring you into your TPAX (Traveler View) screen.



9. If you have forgotten your Secondary/Confirmation Password, click on the profile icon - , which will take you into your TPAX profile screen.
    a. Click on the TPAX Information Tab.
    b. Enter in your New Secondary Password and Re-enter it for conformation.
    c. Click OK to save your password information and return to the TPAX (Traveler View) screen.



Reminder: New passwords must be **exactly 9** characters in length, consisting of at least 1 number 1 lowercase letter and one upper case letter. **Passwords are case sensitive.**