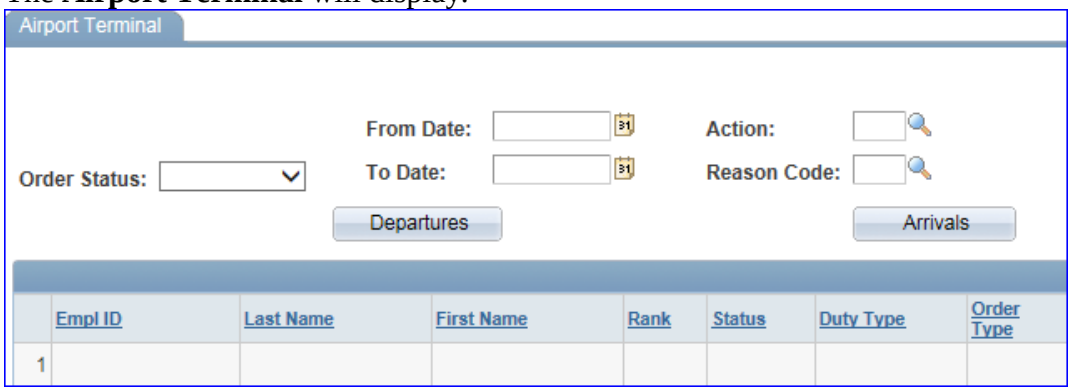
Viewing My Airport Terminal Orders

Introduction This guide provides the procedures for viewing My Airport Terminal Orders in Direct Access.

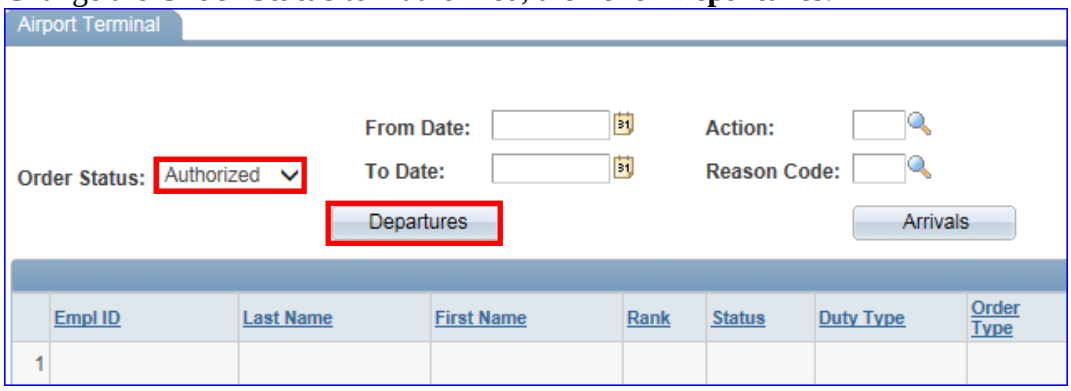
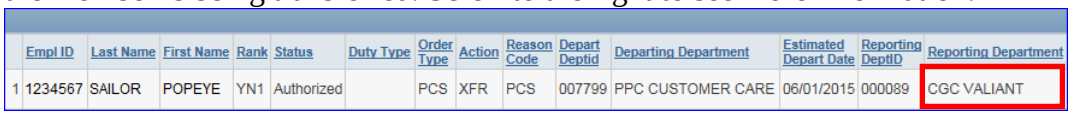
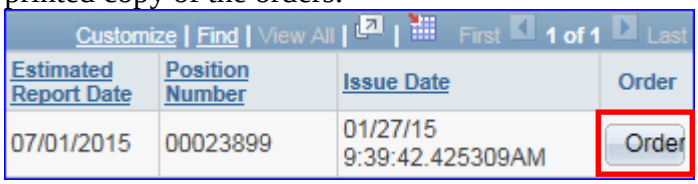
Procedures See below.

Step	Action
1	Click the **My Airport Terminal Orders** link from the Employee pagelet.
2	The **Airport Terminal** will display. 

Continued on next page

Viewing My Airport Terminal Orders, Continued

Procedures,
continued

Step	Action
3	Change the **Order Status** to Authorized, then click **Departures**. 
4	Any Authorized orders will display. The **Reporting Department** is the unit where the member is being transferred. Scroll to the right to see more information. 
5	Scrolling to the right shows the Estimated Report Date as well as the Issue Date of the orders. Click on the **Order** button to open the view-only Order in another window. There is not an option to print the orders. Contact the Admin/SPO for a printed copy of the orders.