

What's New in T-PAX Version 6.11

1. Please be advised that when the upgrade occurs, your password may 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.
2. 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 browser window titled "Traveler Account" with the user ID "DUCK, DONALD". The page is for "Official Use Only" and is dated Thursday, October 30, 2008. The form contains the following fields:

- Employee SSN: 000001111
- Employee: 000001111
- Name: DUCK, DONALD
- Employee Status: Employee (dropdown)
- Grade/Rank: E1 (dropdown)
- Salutation: (empty)
- Position/Title: (empty)
- Security Clearance: N/A (dropdown)
- Credit Card Status: Holder of Govt. Credit Card (dropdown)
- Organization: 5347400
- Service: Coast Guard (dropdown)

Navigation buttons include "<Back", "Next>", "OK", "Cancel", and "Help". A footer note states: "Enter Traveler's Grade or Rank - Employees can be entered as <C> for Civilian".

3. 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

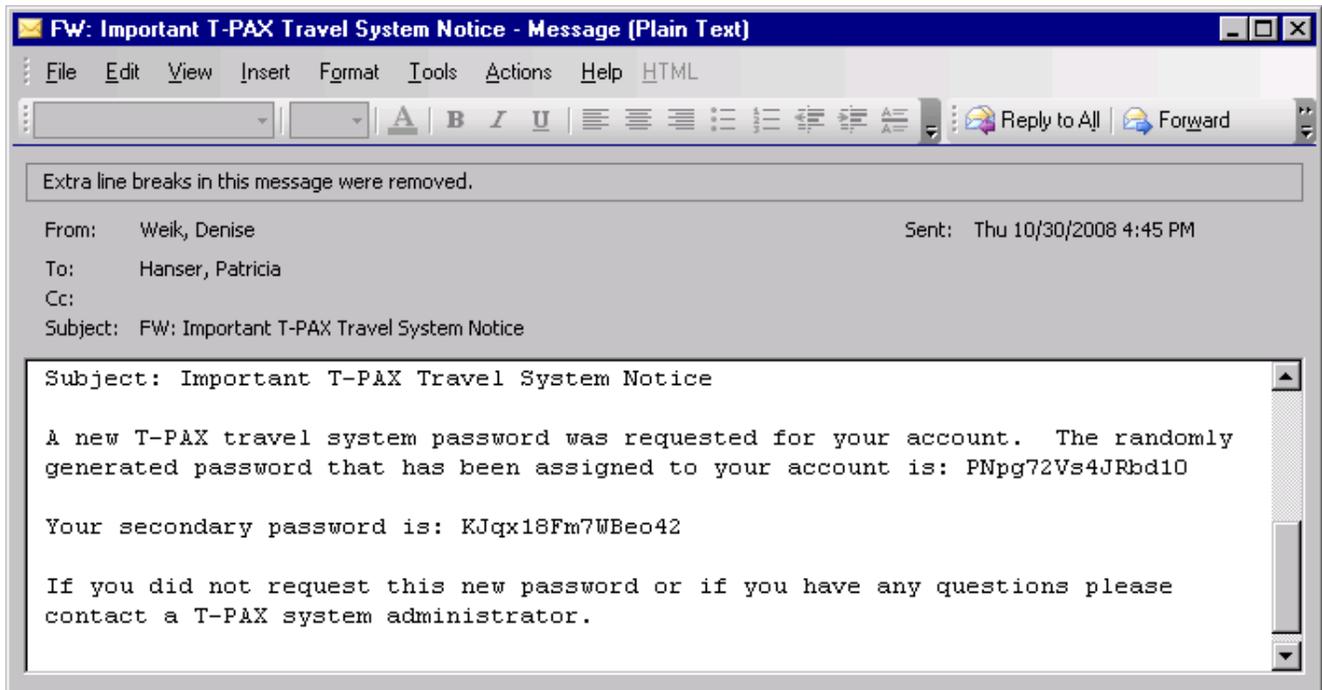
<Back Next>

Other Receipts OK Cancel Help

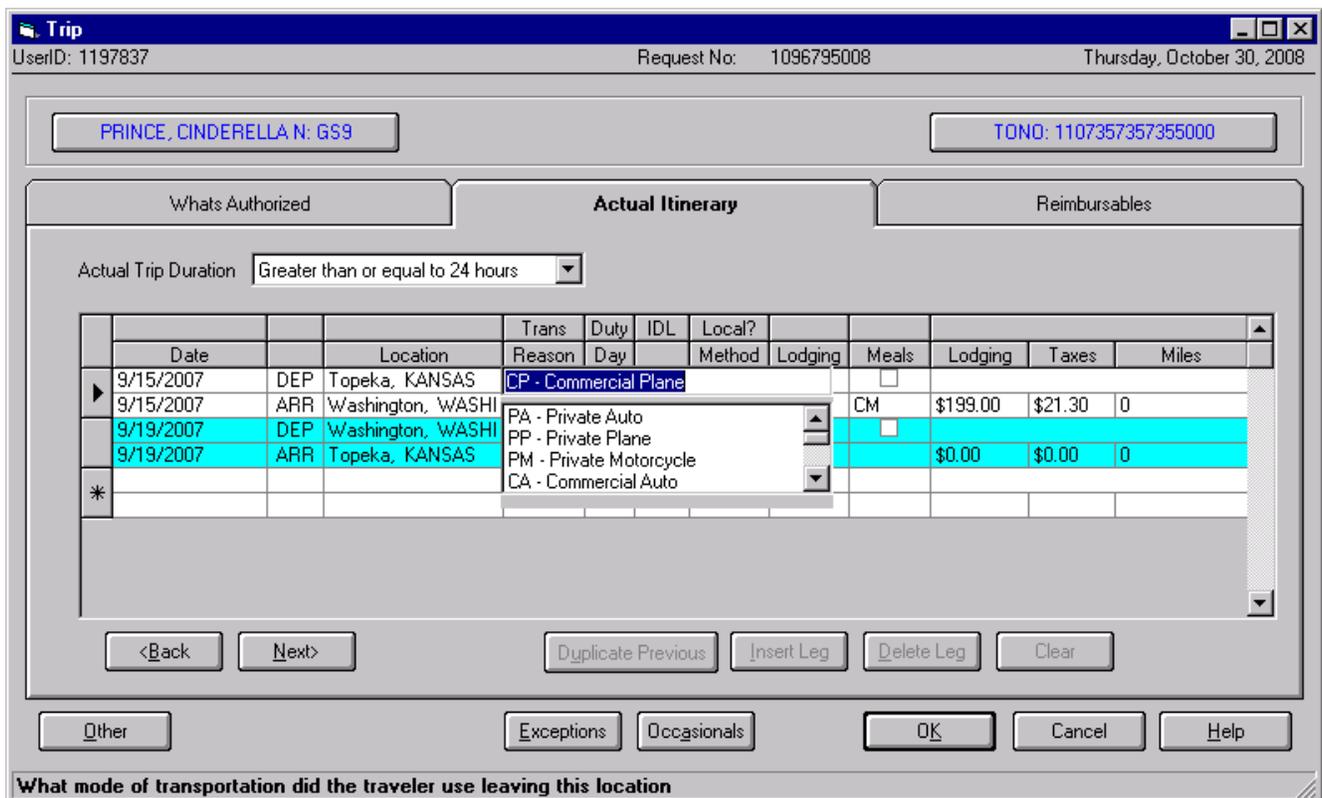
Select reason Suppl was entered

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

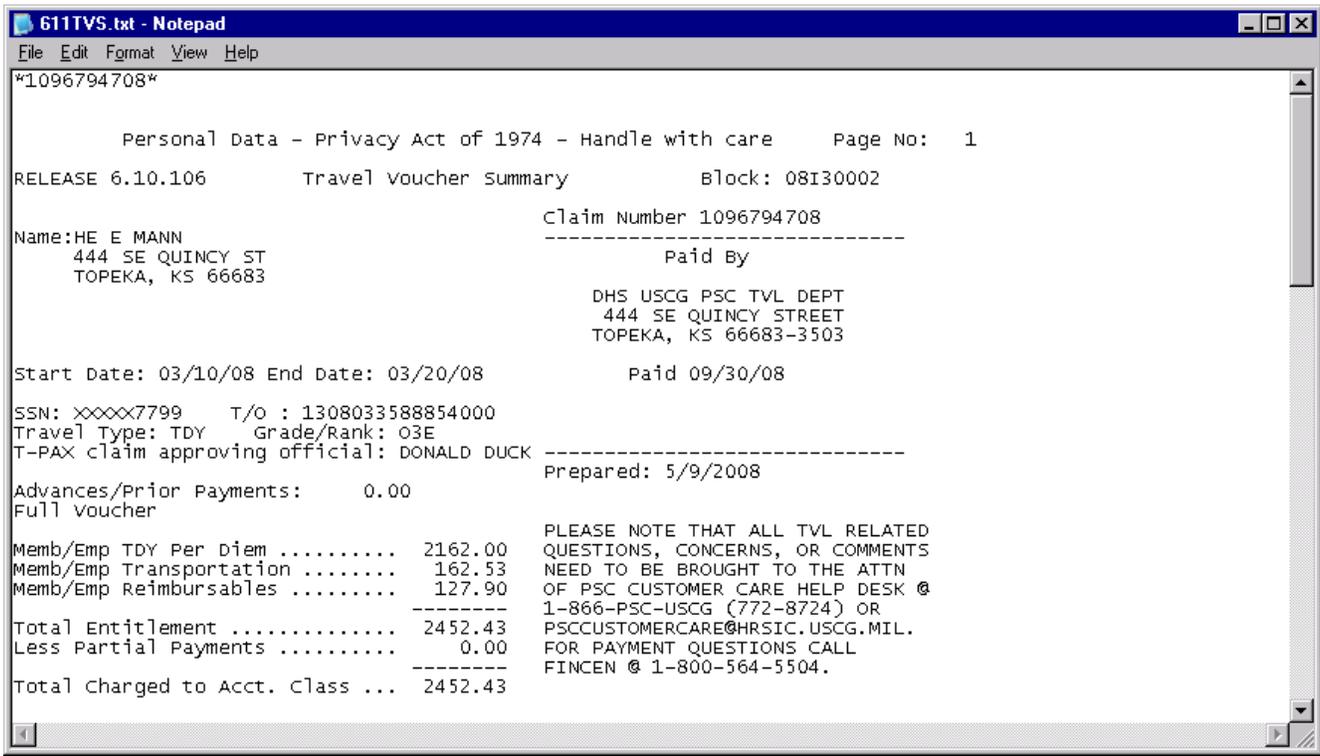
- When clicking on the forgotten password button on the T-PAX log on screen, the system now sends an email to the traveler's primary email address listed in T-PAX with both a random generated log on password and a random generated secondary password. Note: there is also a requirement to change the both the logon password and secondary passwords once a member logs into T-PAX using the temporary password provided by the system. For both passwords, the member will need to input the random generated passwords as the OLD password to make the necessary changes.



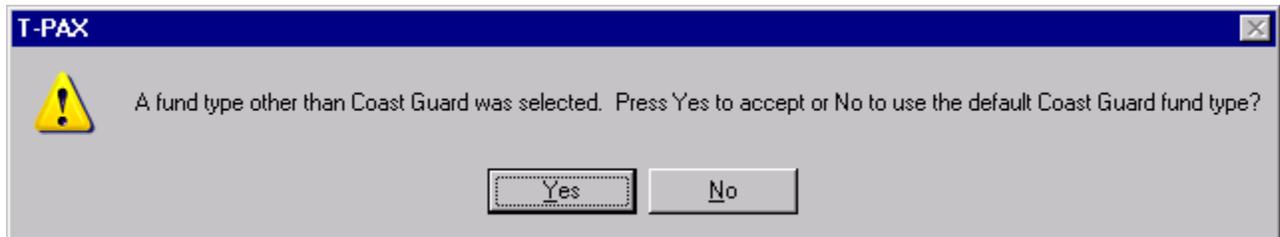
5. T-PAX now has expanded drop down menus to enable AOs and Customer Service (CS) individuals to see what the abbreviations mean within a travel claim. For example, when a traveler uses PM and the AO or CS does not know what that stands for, they can click on the drop down arrow and next to the abbreviation 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.



- 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.



- 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.