# Approving New Orders

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| 1. | Enter the desired information into the **User ID** field.<br>Enter a valid value, e.g. "**7654321**". |
| 2. | Press **[Tab]**. |
| 3. | Enter the desired information into the **Password** field.<br>Enter a valid value, e.g. "**TEST1234** ". |
| 4. | Click the **OK** button.<br>OK |
| 5. | Click the **Accept** option.<br>Accept |
| 6. | Click the **OK** button.<br>OK |
| 7. | Click the **Log in as** menu.<br>Log in as |
| 8. | Click the **Authorizing Official** menu.<br>Authorizing Official |
| 9. | Select the desired set of orders.<br>Click orders for **SAILOR, POPPEY**. |
| 10. | Click the **Modify or View** button.<br>Modify or View |
| 11. | Click the **View** button.<br>View |
| 12. | Verify the **Transp. Mode**, then...<br>Click the **Expected Itinerary** button.<br>Expected Itinerary |
| 13. | Review the itinerary information, then...<br>Click the **Reimbursables** button.<br>Reimbursables |
| 14. | Review the Reimbursables, then...<br>Click the **OK** button.<br>OK |
| 15. | Click the **Calculations** tab.<br>Calculations |

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| 16. | Click the **Financial** tab.<br>Financial |
| 17. | Click the **Remarks** tab.<br>Remarks |
| 18. | Note: These comments will appear on both the orders and the travel claim.<br>Click the **OK** button.<br>OK |
| 19. | Click the **Approve Request** button.<br>Approve Request |
| 20. | Enter the desired information into the **Enter Password** field.<br>Enter a valid value, e.g. "**TEST1234**". |
| 21. | Click the **OK** button.<br>OK |
| 22. | Click the **Logout** button.<br>Logout |
| 23. | Click the **Yes** button.<br>Yes |
| 24. | Congratulations for completing the Approving New Orders tutorial.<br>Click the icons below to view in depth policies and procedures.<br>**End of Procedure.** |