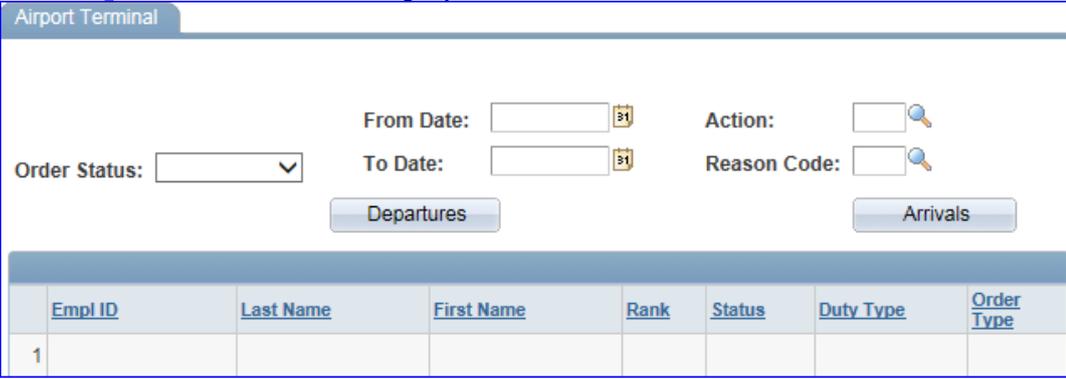


# Viewing My Airport Terminal Orders

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

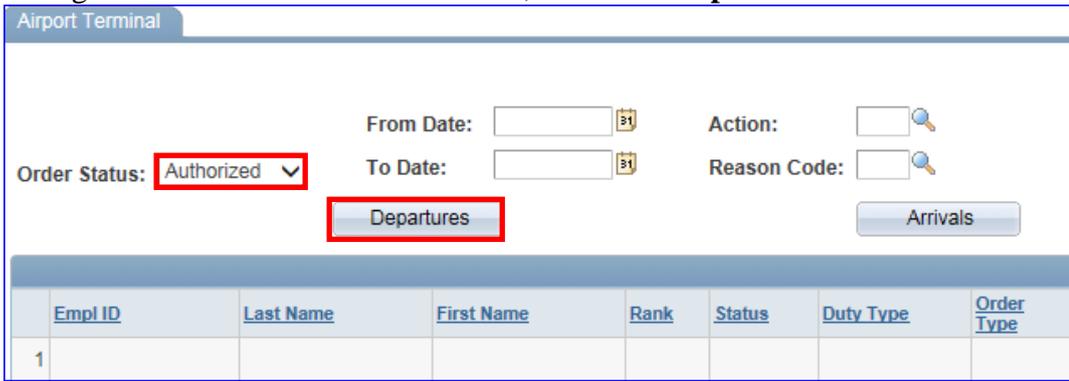
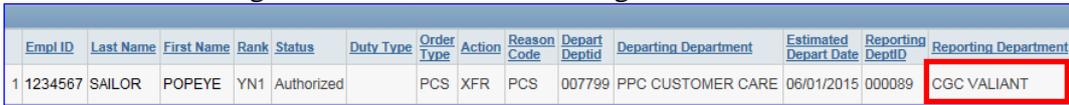
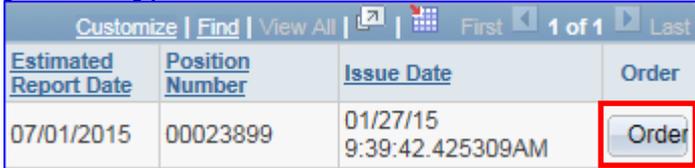
**Procedures** See below.

Step	Action																
1	<p>Click the <b>My Airport Terminal Orders</b> link from the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a navigation menu. Under the "Tasks" section, the link "My Airport Terminal Orders" is highlighted with a red rectangular box. Other visible links include "Profile", "View", "PCS eResumes", "My Profile", "Member Training Rating", "Emergency Contacts", "My Reserve Points Statement", "Home and Mailing Address", "My Reserve Drills", "Phone Numbers", "View My Payslips (AD/RSV)", "Allotments", "My Employee Reviews", "Direct Deposit", "Employee Review Summary", "Federal &amp; State Tax Elections", "Off Comparison Scale Summary", "All Duty Report", "SWE PDE", and "9 More...".</p>																
2	<p>The <b>Airport Terminal</b> will display.</p>  <p>The screenshot shows the "Airport Terminal" page with search filters: "Order Status" (dropdown), "From Date" and "To Date" (calendar pickers), "Action" (input field with search icon), and "Reason Code" (input field with search icon). Below the filters are "Departures" and "Arrivals" buttons. A table displays the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Rank</th> <th>Status</th> <th>Duty Type</th> <th>Order Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Empl ID	Last Name	First Name	Rank	Status	Duty Type	Order Type	1							
	Empl ID	Last Name	First Name	Rank	Status	Duty Type	Order Type										
1																	

*Continued on next page*

## Viewing My Airport Terminal Orders, Continued

Procedures,  
continued

Step	Action
3	<p>Change the <b>Order Status</b> to Authorized, then click <b>Departures</b>.</p>  <p>The screenshot shows the 'Airport Terminal' interface. The 'Order Status' dropdown menu is set to 'Authorized'. The 'Departures' button is highlighted with a red box. Other elements include 'From Date', 'To Date', 'Action', and 'Reason Code' fields, and an 'Arrivals' button. Below the form is a table with columns: Empl ID, Last Name, First Name, Rank, Status, Duty Type, and Order Type. The first row shows '1' in the Empl ID column.</p>
4	<p>Any Authorized orders will display. The <b>Reporting Department</b> is the unit where the member is being transferred. Scroll to the right to see more information.</p>  <p>The screenshot shows a table with the following columns: Empl ID, Last Name, First Name, Rank, Status, Duty Type, Order Type, Action, Reason Code, Depart Deptid, Departing Department, Estimated Depart Date, Reporting DeptID, and Reporting Department. The 'Reporting Department' column for the first row is highlighted with a red box and contains the text 'CGC VALIANT'.</p>
5	<p>Scrolling to the right shows the Estimated Report Date as well as the Issue Date of the orders. Click on the <b>Order</b> 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.</p>  <p>The screenshot shows a table with the following columns: Estimated Report Date, Position Number, Issue Date, and Order. The 'Order' button for the first row is highlighted with a red box. The first row contains the values: 07/01/2015, 00023899, 01/27/15 9:39:42.425309AM, and Order.</p>