



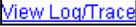
Print a Travel Authorization

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center - E link. 
3.	Click the Travel Authorization link. 
4.	Click the Print link. 
5.	Run Control - Print Travel Authorization Processes like printing documents require a Run Control to define the process parameters. Once it is set-up, it may be used repeatedly. From the Find an Existing Value tab, click the Search button for a list of existing run controls. 
6.	Click an entry in the Run Control ID column to select an existing Run Control. 
7.	If the Existing Values search DOES NOT return results, click the Add a New Value tab. 
8.	Enter a title for the process in the Run Control ID field. The name used is at the user's discretion. Most choose something that identifies the particular process. PRINT_TA, for example. When entering the Run Control name, spaces or special characters will not be accepted. Enter a valid value e.g. " NEW ".
9.	When the Run Control ID has been entered, click the Add button.
10.	In the Process Request Parameters, enter the Travel Authorization number in the Travel Authorization ID field. The Look Up icon (magnifying glass) may be used to search for Travel Authorization ID if needed. 



11.	<p><i>Using the Look Up</i></p> <p>Click the down arrow next to the Search By field (currently displaying Authorization ID.)</p> <p>Select the desired search operator.</p> <p>Authorization ID</p>
12.	<p><i>Using the Look Up</i></p> <p>To narrow the search results further and/or define other parameters, click the Advanced Lookup link.</p> <p>Advanced Lookup</p>
13.	<p><i>Using the Look Up</i></p> <p>Using the available search fields, enter information to define the desired results.</p> <p>Click the Lookup button.</p>
14.	<p><i>Using the Look Up</i></p> <p>From the search results returned, click an entry in the Authorization ID column to select a document.</p> <p>0000000210</p>
15.	<p>When the Travel Authorization ID has been entered (or selected), click the Run button.</p> <p><input type="button" value="Run"/></p>
16.	<p>The Process Scheduler Request page will display the <i>Authorization for out of state</i> as the process to be run. Make sure the Select checkbox is checked.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
17.	<p>When the process is launched, the Run Control page will return and an assigned Process Instance will be displayed in the top right corner.</p> <p>To monitor the progress, click on the Process Monitor link.</p>
18.	<p>The page will not automatically update as the process runs.</p> <p>Click the Refresh button every 15 - 30 seconds until the Run Status column displays Success, and the Distribution Status displays Posted.</p> <p><input type="button" value="Refresh"/></p>
19.	<p>Once the Run Status changes to Success and the Distribution Status changes to Posted, click the Details link.</p> <p>Details</p>



20.	Click the View Log/Trace link. 
21.	Click the link under the File List section that ends in .PDF.
22.	A pop-up window will open displaying the hard copy Travel Authorization document. Click File on the menu bar. Select Save As (if desired) to save a copy of the file. (The Save icon on the tool bar also performs the same function.) Select Print to print the file/hard copy. (The Print icon on the tool bar also performs the same function.) Close the pop-up window when finished. 
23.	Click the Return button to go back to the Process Detail page. 
24.	Click the OK button to return to the Process List page.
25.	Click the Go back to Print Travel Authorization link to return to the Run Control. 
26.	End of Procedure.