

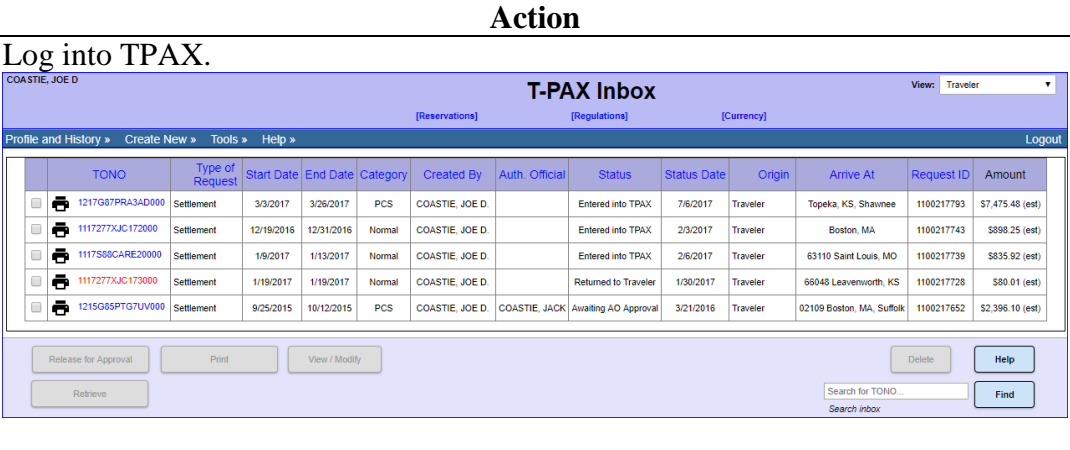
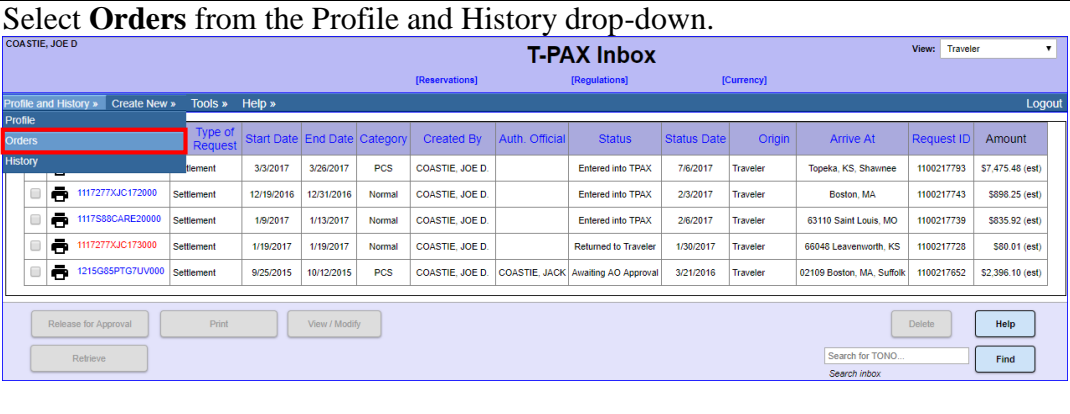
Correct Order Dates in TPAX

Introduction This guide provides the procedures for a member to Correct Order Dates in TPAX.

Information Members have the ability to update beginning and end dates in TPAX. Members can also adjust/correct their Ranks in TPAX.

If the member is unable to adjust the dates, request that the AO make the appropriate adjustment. However, the AO **MUST** be designated as the Default AO under the member’s TPAX profile.

Procedures See below.

Step	Action
1	<p>Log into TPAX.</p> 
2	<p>Select Orders from the Profile and History drop-down.</p> 

Continued on next page

Correct Order Dates in TPAX, Continued

Procedures,
continued

Step	Action																																																																						
3	<p>Type in the Specific TONO or scroll to locate the specific Order Number link.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Travel Order Selection</p> <p>COASTIE, JOE D View: Traveler</p> <p style="text-align: center;">Settlement</p> <p>TONO: ORDER NUMBER</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order Number</th> <th></th> <th>Category</th> <th>Start Date</th> <th>End Date</th> <th>Who Created Obl.</th> <th>Date Obl.</th> </tr> </thead> <tbody> <tr><td>1114G82TEST25000</td><td>Del</td><td>Normal</td><td>8/1/2014</td><td>8/20/2014</td><td></td><td></td></tr> <tr><td>1115G85PROP65000</td><td>Del</td><td>Normal</td><td>1/15/2015</td><td>1/30/2015</td><td></td><td></td></tr> <tr><td>1215G85PTG7UV000</td><td>Del</td><td>PCS</td><td>9/25/2015</td><td>10/13/2015</td><td></td><td></td></tr> <tr><td>1117277XJC172000</td><td>Del</td><td>Normal</td><td>12/19/2016</td><td>12/31/2016</td><td></td><td></td></tr> <tr><td>1117277XJC173000</td><td>Del</td><td>Normal</td><td>1/19/2017</td><td>1/19/2017</td><td></td><td></td></tr> <tr><td>1117277XJC174000</td><td>Del</td><td>Normal</td><td>1/20/2017</td><td>1/20/2017</td><td></td><td></td></tr> <tr><td>1117277XXX000000</td><td>Del</td><td>Normal</td><td>1/20/2017</td><td>2/19/2017</td><td></td><td></td></tr> <tr><td style="border: 1px solid red;">1117S88CARE20000</td><td>Del</td><td>Normal</td><td>1/9/2017</td><td>1/13/2017</td><td></td><td></td></tr> <tr><td>1217G87PRA3AD000</td><td>Del</td><td>PCS</td><td>3/3/2017</td><td>3/26/2017</td><td></td><td></td></tr> </tbody> </table> <p style="font-size: small;">Select an existing order or enter a new order number with which you wish to work and then click the OK button</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Order Number		Category	Start Date	End Date	Who Created Obl.	Date Obl.	1114G82TEST25000	Del	Normal	8/1/2014	8/20/2014			1115G85PROP65000	Del	Normal	1/15/2015	1/30/2015			1215G85PTG7UV000	Del	PCS	9/25/2015	10/13/2015			1117277XJC172000	Del	Normal	12/19/2016	12/31/2016			1117277XJC173000	Del	Normal	1/19/2017	1/19/2017			1117277XJC174000	Del	Normal	1/20/2017	1/20/2017			1117277XXX000000	Del	Normal	1/20/2017	2/19/2017			1117S88CARE20000	Del	Normal	1/9/2017	1/13/2017			1217G87PRA3AD000	Del	PCS	3/3/2017	3/26/2017		
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4	<p>Update the Begin Date, Number of Days or the End Date (in this example) and hit tab. Click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Travel Order</p> <p>COASTIE, JOE D View: Traveler</p> <p>* Grade/Rank: <input type="text" value="E4"/> * Order Number(s): <input type="text" value="1117S88CARE20000"/> * Type of Order: <input type="text" value="Normal"/></p> <p>Description What's Authorized Remarks</p> <p>* Purpose of Trip: <input type="text" value="Site Visit"/></p> <p>Trip Name: <input type="text" value="SPECIALTY CARE VISIT"/> * Issue Date: <input type="text" value="1/2/2017"/></p> <p>Issuing Organization: <input type="text" value="7947400"/> * Begin Date: 1/9/2017</p> <p>Paying Organization: <input type="text" value="7947400"/> Number of Days: <input type="text" value="5"/></p> <p>Group Travel: <input type="checkbox"/> * End Date: 01/13/2017</p> <p>Funds: <input type="text" value="Coast Guard"/></p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Next"/> Save <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>																																																																						

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Correct Order Dates in TPAX, Continued

Procedures,
continued

Step	Action
5	<p>The orders will update and a supplemental claim can be completed.</p> <div data-bbox="316 528 1380 1037"> <p>COASTIE, JOE D View: Traveler</p> <p style="text-align: center;">Travel Order</p> <p>* Grade/Rank: <input type="text" value="E4"/> * Order Number(s): <input type="text" value="1117S88CARE20000"/> * Type of Order: <input type="text" value="Normal"/></p> <p>Description What's Authorized Remarks</p> <p>* Purpose of Trip: <input type="text" value="Site Visit"/></p> <p>Trip Name: <input type="text" value="SPECIALTY CARE VISIT"/></p> <p>Issuing Organization: <input type="text" value="7947400"/></p> <p>Paying Organization: <input type="text" value="7947400"/></p> <p>Group Travel: <input type="checkbox"/></p> <p>Funds: <input type="text" value="Coast Guard"/></p> <p>* Issue Date: <input type="text" value="1/2/2017"/></p> <p>* Begin Date: <input type="text" value="1/9/2017"/></p> <p>Number of Days: <input style="border: 2px solid red;" type="text" value="12"/></p> <p>* End Date: <input style="border: 2px solid red;" type="text" value="01/20/2017"/></p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>