

What's New in WebT-pax version 619

1.) Creation of Customer Service Representative 2 (limited).

- a. To accommodate certain specific requests by the field, Web-WEBT-PAX now has CS2 permission. This permission allows the user VIEW ONLY access to all CG Traveler's Profiles and Travel History. Permissions will be granted by PPC Travel on a case by case basis for a specific purpose and duration. These permissions may only be granted to those individuals who have a CG WSIII and who have a valid Web-WEBT-PAX user account. These permissions will expire within one (1) year of the command signature on the CG7421A form.
- b. When filling out the CG7421A form, ensure you are requesting all the permissions you will require to perform your duties. The latest form supersedes all previous forms and those permissions that are not included will be removed from the user role.

<p>7. User Role Description (see instructions) (Include current roles, this authorization supersedes all of your previous authorizations) (All User Roles below will automatically expire one year from date of command signature):</p> <p style="text-align: center;">TPAX (Travel Preparation and Examination System Permissions)</p> <p><input type="checkbox"/> AO (Authorizing Official) Permissions for TPAX and Manual Claims (PCS and TDY) NOTE: ALL Travel Claim AOs MUST have this form filed with PPC (regardless of the type of claim they are approving) or claims will not be processed and will be returned for AO signature.</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p><input type="checkbox"/> Travel Advance Signature Proxy (ASP) Permissions (<i>SPOs Only</i>)</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p><input type="checkbox"/> Travel Manager and AO Permissions</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p><input type="checkbox"/> Unit Command Representative (for unit reports)</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p><input type="checkbox"/> Customer Service Representative 2 Permissions (Field use upon approval of PPC Travel for a specific purpose and duration)</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p><input type="checkbox"/> Specific Purpose: _____</p> <p><input type="checkbox"/> Customer Service Representative Permissions (<i>PPC Only</i>)</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p><input type="checkbox"/> System Administrator (<i>PPC TVL Only</i>)</p> <p><input type="checkbox"/> Date of Expiration: _____</p> <p style="text-align: center;">WNIATS Access Permissions (<i>PPC TVL Only</i>)</p> <p><input type="checkbox"/> Examiner Permissions</p> <p><input type="checkbox"/> Auditor Permissions</p> <p><input type="checkbox"/> Super User Permissions (<i>system support users only</i>)</p> <p><input type="checkbox"/> Distribution Permissions</p> <p><input type="checkbox"/> System Administrative Restricted Permissions</p> <p><input type="checkbox"/> System Admin Permissions (<i>full</i>)</p>	<p><input type="checkbox"/> Create "Non-CG Employee" Self Service User Profile</p> <p>Note: Contractors are not allowed to complete travel claims nor do they have access to TPAX.</p> <p>** Non-CG Employees Must fill out blocks 1-6, 8-12 and provide valid SSN in 3.</p> <p>** Note: If a member is an employee of another federal agency and is on official 'orders' to the CG, a copy of the assignment orders with duration dates is required with this form.</p> <hr/> <p style="text-align: center;">Blocks 8 to 12 required only for Non-CG Employee requests</p> <p>8. Home Address: Street Address, Apt #</p> <hr/> <p>9. Home Address: City, State, Zip Code</p> <hr/> <p>10. Check all that apply as well as status within branch</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> CGES</td> <td><input type="checkbox"/> USMC</td> <td><input type="checkbox"/> Civilian DOD Employee</td> </tr> <tr> <td><input type="checkbox"/> USCG AUX</td> <td><input type="checkbox"/> USAF</td> <td><input type="checkbox"/> Chaplain</td> </tr> <tr> <td><input type="checkbox"/> USPHS</td> <td><input type="checkbox"/> USN</td> <td><input type="checkbox"/> Active Duty</td> </tr> <tr> <td><input type="checkbox"/> USA</td> <td><input type="checkbox"/> Reserve Duty</td> <td></td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other: _____ (<i>specify</i>)</td> </tr> </table> <p>11. USCG Work Address: Street Address</p> <hr/> <p>12. USCG Work Address: City, State, Zip Code</p>	<input type="checkbox"/> CGES	<input type="checkbox"/> USMC	<input type="checkbox"/> Civilian DOD Employee	<input type="checkbox"/> USCG AUX	<input type="checkbox"/> USAF	<input type="checkbox"/> Chaplain	<input type="checkbox"/> USPHS	<input type="checkbox"/> USN	<input type="checkbox"/> Active Duty	<input type="checkbox"/> USA	<input type="checkbox"/> Reserve Duty		<input type="checkbox"/> Other: _____ (<i>specify</i>)		
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<input type="checkbox"/> Other: _____ (<i>specify</i>)																

- c. Once a member has been granted CS2 permissions, their Web-WEBT-PAX profile will look like the below screenshot.

MOUSE, MINNIE
Traveler Profile
View: Traveler

ID:

* Name: ,

Personal
Address
Misc. Info
T-PAX Info

Miscellaneous

Unit: Cost Center: Lock Login

Privileges

<input type="checkbox"/> Authorizing Official	Date AO Expires: <input type="text"/>	<input type="checkbox"/> Adv. Signature Proxy
<input type="checkbox"/> Customer Service (Full)	<input type="checkbox"/> TPAX Administrator	<input type="checkbox"/> Full Signature Proxy
<input checked="" type="checkbox"/> Customer Service (Limited)	<input type="checkbox"/> Unit Command	

- d. User will log in as normal and change their view from Traveler to Customer Service.

- e. User will then go to the PROFILE and HISTORY drop down on the left side of the screen and select what they need to look up.

- f. In this example, user is going to look up Donald Duck's history. Once History is selected, the following screen will appear. Type in the traveler's name or EMPID that you are looking up. Then click search for name. Ensure you have the correct traveler, and then click OK.

- g. The traveler history will show up in the 'order number' section. Find the TONO in question (either by typing it into the order number field and clicking FIND, or by scrolling down till you find it). Once the TONO is found, click on the DETAIL button to the left of the TONO. This will open up the TONO specific details on authorizations, advances, and settlements against that TONO. Find the specific document you wish to research and click Display to the left of the line.

	Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction
Display	EFT	1099720501	02/23/2012-02/23/2012	Settlement	02/23/2012	\$28.50		\$28.50

- h. From the below screen, you can look at the amounts, dates, remarks and a summary of who 'touched' the claim. You may also review the document in detail by clicking View Request (this takes you into the claim as if you were looking at it as the traveler or AO) or you may print the 1351-2 (electronically signed) or the TVS that is associated with this specific document.

DUCK, DONALD		Travel Order Detail (Settlement)		TONO: 1112G81RETN2T000	
Amounts	Dates/Remarks	Description	Who Had It		
Entitlement:	\$28.50				
Settlement:	\$28.50	Govt Procured Transp.:	\$0.00	Split Amount:	\$0.00
<input type="button" value="Prev Detail"/>	<input type="button" value="Next Detail"/>	<input type="button" value="View Request"/>	<input type="button" value="Print"/>	<input type="button" value="Done"/>	<input type="button" value="Help"/>

- i. When you are finished with this document, simply click the DONE button and back your way back out to your main inbox. Repeat process as necessary.

2.) Unit Command Report Permissions.

- a. To accommodate certain specific requests by the field, Web-WEBT-PAX now has Unit Command Report permission. This permission allows the user to access specific reports that have been created by PPC to reduce the amount of ADHOC query requests. Examples of these reports include (but not limited to) OPFAC specific AO listing and OPFAC specific AO stats broke down by AO. These permissions may only be granted to those individuals who have a CG WSIII and who have a valid Web-WEBT-PAX user account. These permissions will expire within one (1) year of the command signature on the CG7421A form.
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		Blocks 8 to 12 required only for Non-CG Employee requests
		8. Home Address: Street Address, Apt #
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		10. Check all that apply as well as status within branch
		<input type="checkbox"/> CGES <input type="checkbox"/> USMC <input type="checkbox"/> Civilian DOD Employee <input type="checkbox"/> USCG AUX <input type="checkbox"/> USAF <input type="checkbox"/> Chaplain <input type="checkbox"/> USPHS <input type="checkbox"/> USN <input type="checkbox"/> Active Duty <input type="checkbox"/> USA <input type="checkbox"/> Reserve Duty <input type="checkbox"/> Other: _____ (specify)
		11. USCG Work Address: Street Address
		12. USCG Work Address: City, State, Zip Code

- c. Once a member has been granted Unit Command permissions, their Web-WEBT-PAX profile will look like the below screenshot.

Traveler Profile View: Traveler

DOO, SCOOBY

ID: 9999131 * Name: DOO, SCOOBY, D

Personal Address Misc. Info **T-PAX Info**

Miscellaneous Unit: 5347400 Cost Center: 47400 Lock Login

Privileges Date AO Expires:

Authorizing Official Adv. Signature Proxy
 Customer Service (Full) TPAX Administrator Full Signature Proxy
 Customer Service (Limited) Unit Command

- d. User will log into Web-WEBT-PAX normally. Under TOOLS menu is Unit Command Reports.

T-PAX Inbox

DOO, SCOOBY

[Reservations] [Regulations] [Currency]

Profile and History » Create New » **Tools** » Help »

- Passwords
- Rates
- Unit Command Reports**
- DTOD Lockup

Category	Created By	Auth. Official	Sta
1111G81KING88000	DOO, SCOOBY	D.	Ente into

- e. Select the name of the report you want to run and type in the required parameters of the query (e.g. OPFAC, start date, end date), then click OK to run the report. Ensure you 'hover' over the field to find out what 'format' the information needs to be in to successfully run the report (e.g. YYYY/MM/DD for date).

Unit Command Report

Report Name: AO Listing

AO LISTING BY O User Status

First Unit Cmnd parameter:

OK Cancel Help

- f. These reports will open an excel spreadsheet. This report WILL NOT contain any type of identification numbers. Columns may need to be expanded depending on the data the cells contain. If you do not know how to manipulate excel, see if someone in your office does. Below is an example of a unit AO listing followed by an AO stats report.

OPFAC	RANKTITLE	TRAVLLNAME	TRAVLFNAME	TRAVLMIDINT
7947400	E6	BREWER	COURTNEY	C
7947400	E7	COASTIE	JOANN	E
7947400	E5	COASTY	JOE	
7947400	GS7	DUCK	DONALD	
7947400	GS9	HANSER	PATRICIA	
7947400	E5	LEJKOWSKI	KENNETH	F
7947400	GS10	LOOPHOLE	FINDA	N
7947400	E5	THUNDER	MOOD	Y
7947400	GS6	WEIK	DENISE	L

AO_LASTNAME	AO_FIRSTNAME	NUMCLAIMS	TOTAMT
BREWER	COURTNEY	1	190.83
HANSER	PATRICIA	2	1159.46
LEJKOWSKI	KENNETH	55	78066.68
WEIK	DENISE	40	76411.55

- g. Once you have completed your report runs, simply click the CANCEL button on the report screen and it will bring you back to your WebT-PAX inbox.

3.) Single use of a TONO.

- a. Coast Guard TONOs (Travel Order Numbers) are supposed to be unique to each individual person and trip. In the past, TONOs were being duplicated by different members due to some kind of clerical error. This upgrade will now prevent the duplication of TONOs among travelers. When you are at the below screen, it is important to ensure that TONOs are being entered into WebT-PAX correctly and validating before saving the order information. If the TONO is incorrect, simply make the adjustment in the TONO field prior to saving.

DOO, SCOOBY
Travel Order
View: Traveler

* Grade/Rank:

* Order Number(s):

* Type of Order:

Description
What's Authorized
Remarks

* Purpose of Trip:

Trip Name:

Issuing Organization:

Paying Organization:

Funds:

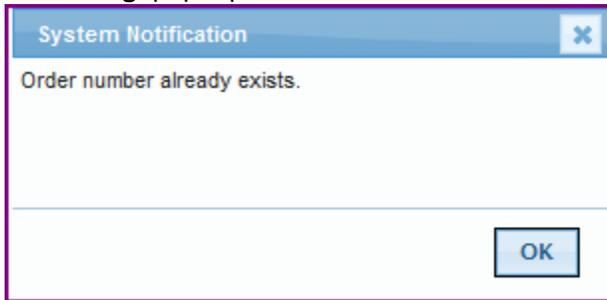
* Issue Date:

* Begin Date:

Number of Days:

* End Date:

- b. If you duplicate a TONO that already exists in the system you will receive the following pop up notification.



- c. If this happens, traveler/proxy/ASP must seek assistance from the TONO issuing authority to have a new TONO issued to the member. The person who used the TONO is not provided to the member. Unit must contact PPC with a customer service help ticket to request a TONO be researched to find out who may be using the TONO incorrectly. That individual will need an amendment to their orders (and a change in the TONO issuing authority's accountability tracking) so that their TONO is valid.

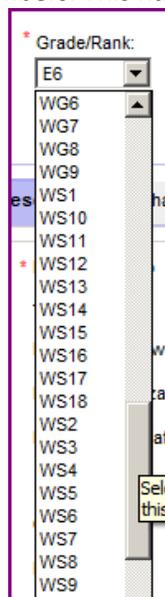
4.) Advance Remarks on Travel Voucher Summaries.

- a. System generated remarks on Advance TVVs have been updated to the following information. It is important that members who receive advances have a copy of the TVV and are counseled on the information it contains.

SETTLEMENT OF THIS ADV SHALL BE MADE WITHIN 3 BUSINESS DAYS AFTER YOU HAVE COMPLETED YOUR TDY TVL OR FOR PCS 30 CALENDAR DAYS AFTER YOU HAVE ARRIVED AT YOUR NEW PDS. SUBMISSION OF THE TVL CLAIM(1351-2) UPON COMPLETION OF TVL IS REQUIRED, EVEN THOUGH THE AMT OF YOUR EXPENSES EQUALS OR EXCEEDS YOUR ADV. IF SETTLEMENT OF THE ADV IS NOT MADE WITHIN 30 DAYS AFTER THE LAST TVL DATE LISTED ON THE ORDER, A DEBT WILL BE BUILT TO RECOUP THE ENTIRE ADV AMT AND MAY BE DEDUCTED FROM YOUR REGULAR PAY.

- b. PPC Travel office does not 'close' TONOs. If the TONO is a 'no-cost' order or if the orders are not executed, do not submit a travel claim to PPC for processing as it will be returned without action on PPC's part. Notify the fund issuing authority so they may close the TONO out in FPD.

- 5.) **Civilian Pay Rank Structure corrected.** In previous versions of WebT-PAX, the civilian rank structure did not go high enough to fit the needs of Coast Guard members. This has now been resolved with this upgrade.



6.) Advance Signature Proxy (ASP) ability to delete.

- a. Previously, if an ASP input an advance request on behalf of a member and something was wrong with it, the advance to could not be deleted by the ASP. Only the traveler or PPC System Support could delete the request. Now, just like with a regular member, ASPs can delete the request prior to it being approved by the AO. Check the box next to the claim you wish to delete, click on the Delete button at the bottom of the page and then enter in your password for confirmation. The claim is then deleted.

The screenshot shows a web interface with a purple header bar containing a 'View:' dropdown menu set to 'Proxy' and a 'Load Test' link. Below the header is a dark blue bar with a 'Logout' link. The main content area features a table with the following data:

Status	Status Date	Origin	Arrive At	Request ID	Amount
Entered into T-PAX	6/18/2013	T-PAX		1099722142	\$2,250.00 (est)

Below the table, there are three buttons: 'Delete', 'Help', and 'Find'. The 'Delete' button is positioned to the left of the 'Help' button. Below these buttons is a text input field and the 'Find' button.

- b. If the TONO is invalid, you must submit a PPC Customer Service help ticket to request the TONO be deleted from the system. Please provide all necessary information regarding the reason so that the action can be taken expeditiously without delay due to contacting the ASP/AO or unit.