

Designating/Removing a Full Signature Proxy in Web TPAX

Introduction This guide provides the procedures for designating/removing a full signature proxy in Web TPAX.

Rules for Full Signature Proxy A full signature proxy:

- May submit a Travel Authorization/Settlement to an Authorizing Official (AO).
- May **NOT** serve as both Proxy and AO.
- Must be designated by the member.
- Once set, member does not need to log into TPAX.
- The **member** is ultimately responsible.



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Designating a Full Signature Proxy

Introduction This guide provides the procedures for designating a full signature proxy in Web TPAX.

Procedures See below.

Step	Action
<p>1</p>	<p>Once logged into Web TPAX, click Profile and History.</p> 
<p>2</p>	<p>Click the Profile option.</p> 

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Designating a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="312 497 657 524">Click the T-PAX Info tab.</p> <div data-bbox="312 524 1374 1317"><p data-bbox="338 546 1348 573">BEAR, COASTIE Traveler Profile View: Traveler</p><p data-bbox="544 607 1334 656">ID: 9981045 * Name: BEAR, COASTIE T</p><p data-bbox="331 678 587 705">Personal Address T-PAX Info</p><p data-bbox="344 734 1289 1126">* Employee Status: Member * Grade/Rank: E4 Salutation: Position/Title: Known Traveler Num: Security Clearance: Confidential * Secondary Status: None Credit Card Status: Holder of Govt. Credit Card Credit Card Num: ***** Service: Coast Guard * Organization: 7947400 Reg_Region: Emp_Class: Emp_Cat: Emp_Sub_Cat:</p><p data-bbox="338 1238 1342 1279">Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>

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Designating a Full Signature Proxy, Continued

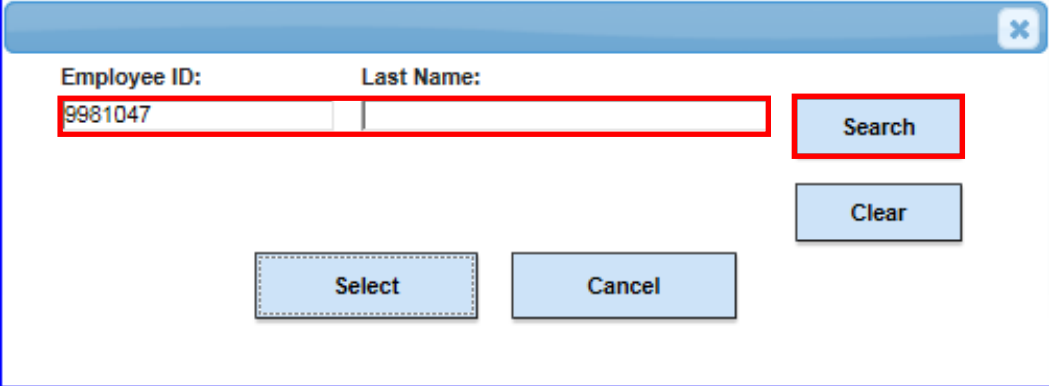
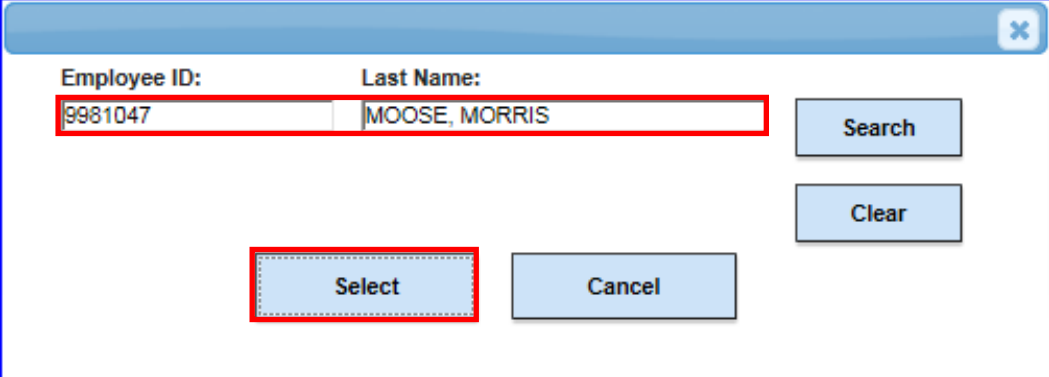
Procedures,
continued

Step	Action
4	<p>Click the link to select the Full Signature Proxy.</p> <div data-bbox="316 524 1369 1294"><p>BEAR, COASTIE View: Traveler</p><h3 style="text-align: center;">Traveler Profile</h3><p>ID: 9981045 * Name: BEAR, COASTIE T</p><p>Personal Address T-PAX Info</p><p>Miscellaneous Unit: Cost Center Lock Login</p><p>Privileges Expiration Dates Expiration Dates</p><p><input type="checkbox"/> Authorizing Official <input type="checkbox"/> Adv. Signature Proxy</p><p><input type="checkbox"/> Customer Service (Full) <input type="checkbox"/> Unit Command</p><p><input type="checkbox"/> Customer Service (Limited)</p><p><input type="checkbox"/> TPAX Administrator</p><p>Additional Information Expiration Dates</p><p>Default AO: COASTIE, JO ANN</p><p>Full Signature Proxy: Click to select Sig. Proxy.</p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>

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Designating a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
5	<p data-bbox="316 495 1294 528">Enter either the Employee ID or the Proxy's Last Name then click Search.</p> <div data-bbox="316 528 1369 913"><p>The screenshot shows a search dialog box with a close button (X) in the top right corner. It has two input fields: 'Employee ID:' containing '9981047' and 'Last Name:'. Below the fields are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Select' (dashed border). A 'Cancel' button is also present below the 'Select' button.</p></div> <p data-bbox="316 958 1102 992">Once the Employee ID or Last Name Populates, click Select.</p> <div data-bbox="316 992 1369 1368"><p>The screenshot shows the same search dialog box, but now the 'Last Name' field contains 'MOOSE, MORRIS'. The 'Select' button is highlighted with a red box, indicating it is the next step in the procedure.</p></div>

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Designating a Full Signature Proxy, Continued

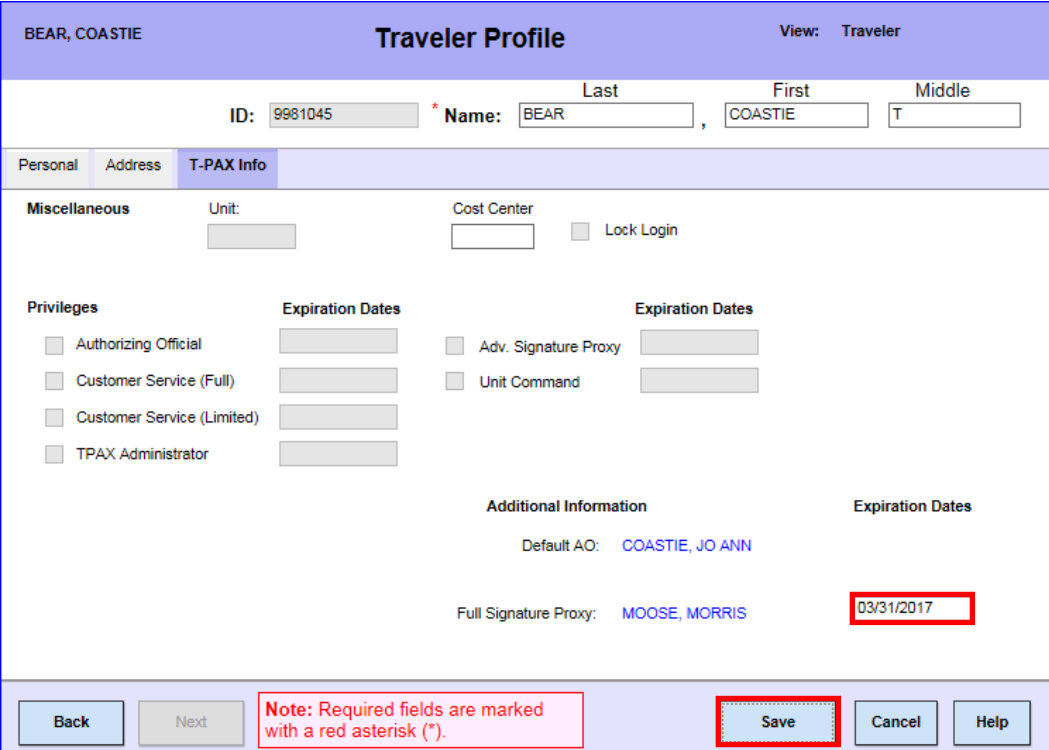
Procedures,
continued

Step	Action																
6	<p>The selected Full Signature Proxy will display. Enter an Expiration Date in mm/dd/yy format. (Once entered, the system will convert it to mm/dd/yyyy.)</p> <p>BEAR, COASTIE View: Traveler</p> <p style="text-align: center;">Traveler Profile</p> <p>ID: 9981045 * Name: BEAR, COASTIE, T</p> <p>Personal Address T-PAX Info</p> <p>Miscellaneous Unit: [] Cost Center: [] <input type="checkbox"/> Lock Login</p> <p>Privileges</p> <table border="0"> <tr> <td><input type="checkbox"/> Authorizing Official</td> <td>Expiration Dates: []</td> <td><input type="checkbox"/> Adv. Signature Proxy</td> <td>Expiration Dates: []</td> </tr> <tr> <td><input type="checkbox"/> Customer Service (Full)</td> <td>Expiration Dates: []</td> <td><input type="checkbox"/> Unit Command</td> <td>Expiration Dates: []</td> </tr> <tr> <td><input type="checkbox"/> Customer Service (Limited)</td> <td>Expiration Dates: []</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> TPAX Administrator</td> <td>Expiration Dates: []</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Additional Information Expiration Dates</p> <p style="text-align: center;">Default AO: COASTIE, JO ANN</p> <p style="text-align: center;">Full Signature Proxy: MOOSE, MORRIS []</p> <p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p>	<input type="checkbox"/> Authorizing Official	Expiration Dates: []	<input type="checkbox"/> Adv. Signature Proxy	Expiration Dates: []	<input type="checkbox"/> Customer Service (Full)	Expiration Dates: []	<input type="checkbox"/> Unit Command	Expiration Dates: []	<input type="checkbox"/> Customer Service (Limited)	Expiration Dates: []			<input type="checkbox"/> TPAX Administrator	Expiration Dates: []		
<input type="checkbox"/> Authorizing Official	Expiration Dates: []	<input type="checkbox"/> Adv. Signature Proxy	Expiration Dates: []														
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<input type="checkbox"/> Customer Service (Limited)	Expiration Dates: []																
<input type="checkbox"/> TPAX Administrator	Expiration Dates: []																

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Designating a Full Signature Proxy, Continued


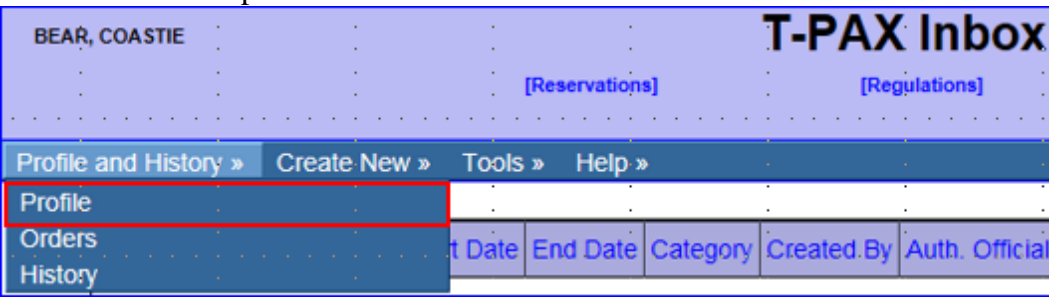
Procedures,
continued

Step	Action
7	<p>Click Save to return to the main page.</p>  <p>The screenshot shows the 'Traveler Profile' page for user BEAR, COASTIE. The 'T-PAX Info' tab is active. Under 'Miscellaneous', there are fields for Unit, Cost Center, and Lock Login. Under 'Privileges', there are checkboxes for Authorizing Official, Customer Service (Full), Customer Service (Limited), TPAX Administrator, Adv. Signature Proxy, and Unit Command, each with an associated 'Expiration Dates' field. Under 'Additional Information', the Default AO is COASTIE, JO ANN and the Full Signature Proxy is MOOSE, MORRIS with an expiration date of 03/31/2017. At the bottom, there are buttons for Back, Next, Save, Cancel, and Help. A red box highlights the 'Save' button and a note: 'Note: Required fields are marked with a red asterisk (*).'</p> <p>Note: The Expiration Date can be changed at any time. Simply edit the Expiration Date field and click Save.</p>

Removing a Full Signature Proxy

Introduction This guide provides the procedures for removing a full signature proxy in Web TPAX.

Procedures See below.

Step	Action
1	<p>Once logged into Web TPAX, click Profile and History.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says 'BEAR, COASTIE' and 'T-PAX Inbox'. There are links for '[Reservations]', '[Regulations]', and '[Currency]'. A 'View: Traveler' dropdown is on the right. Below this is a navigation bar with 'Profile and History', 'Create New', 'Tools', and 'Help'. The 'Profile and History' link is highlighted with a red box. Below the navigation bar is a table with columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. At the bottom, there are buttons for 'Release for Approval', 'Print', 'View / Modify', 'Retrieve', 'Delete', 'Help', and 'Find'.</p>
2	<p>Click the Profile option.</p>  <p>The screenshot shows the T-PAX Inbox interface. The 'Profile and History' menu is expanded, and the 'Profile' option is highlighted with a red box. The other options in the menu are 'Orders' and 'History'. The table columns from the previous screenshot are visible below the menu.</p>

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Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="312 497 657 524">Click the T-PAX Info tab.</p> <div data-bbox="312 524 1374 1317"><p data-bbox="338 546 1348 573">BEAR, COASTIE View: Traveler</p><p data-bbox="338 573 1348 600" style="text-align: center;">Traveler Profile</p><p data-bbox="544 622 1334 654">ID: 9981045 * Name: BEAR, COASTIE T</p><p data-bbox="331 676 587 707">Personal Address T-PAX Info</p><p data-bbox="344 734 708 766">* Employee Status: Member</p><p data-bbox="344 775 708 806">* Grade/Rank: E4</p><p data-bbox="357 806 708 837">Salutation:</p><p data-bbox="357 837 737 869">Position/Title:</p><p data-bbox="357 878 737 909">Known Traveler Num:</p><p data-bbox="357 909 737 940">Security Clearance: Confidential</p><p data-bbox="344 949 778 981">* Secondary Status: None</p><p data-bbox="357 990 801 1021">Credit Card Status: Holder of Govt. Credit Card</p><p data-bbox="357 1021 801 1052">Credit Card Num: *****</p><p data-bbox="357 1061 721 1093">Service: Coast Guard</p><p data-bbox="344 1102 692 1133">* Organization: 7947400</p><p data-bbox="865 837 1289 869">Reg_Region:</p><p data-bbox="865 878 1289 909">Emp_Class:</p><p data-bbox="865 918 1289 949">Emp_Cat:</p><p data-bbox="865 958 1289 990">Emp_Sub_Cat:</p></div> <p data-bbox="338 1240 1348 1272">Note: Required fields are marked with a red asterisk (*).</p> <p data-bbox="338 1272 1348 1303">Back Next Save Cancel Help</p>

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Removing a Full Signature Proxy, Continued

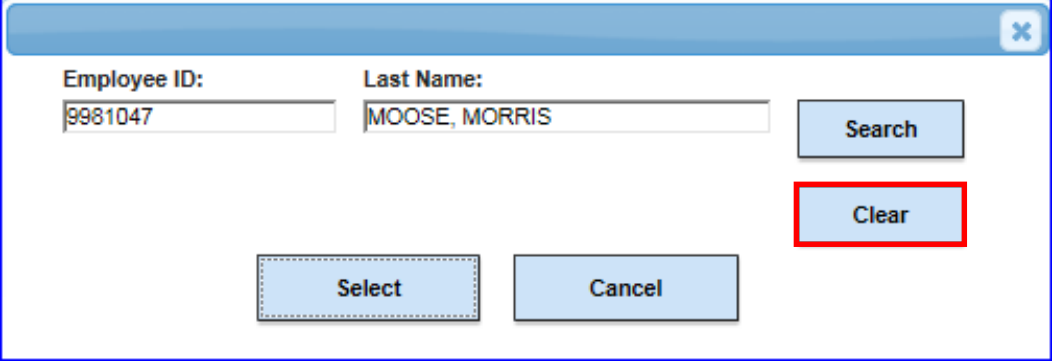
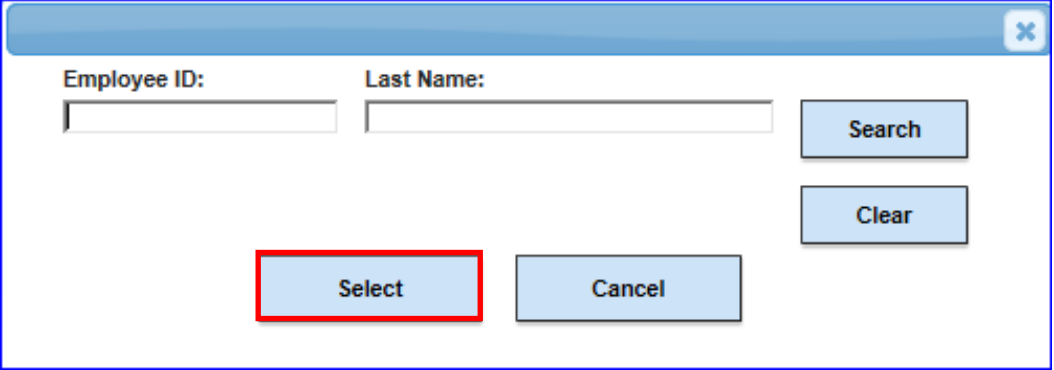
Procedures,
continued

Step	Action
4	<p>To remove, click the Full Signature Proxy name.</p> <div data-bbox="316 524 1369 1272"><p>BEAR, COASTIE View: Traveler</p><p style="text-align: center;">Traveler Profile</p><p>ID: 9981045 * Name: BEAR, COASTIE T</p><p>Personal Address T-PAX Info</p><p>Miscellaneous Unit: Cost Center Lock Login</p><p>Privileges Expiration Dates Expiration Dates</p><p><input type="checkbox"/> Authorizing Official <input type="checkbox"/> Adv. Signature Proxy</p><p><input type="checkbox"/> Customer Service (Full) <input type="checkbox"/> Unit Command</p><p><input type="checkbox"/> Customer Service (Limited)</p><p><input type="checkbox"/> TPAX Administrator</p><p>Additional Information Expiration Dates</p><p>Default AO: COASTIE, JO ANN</p><p>Full Signature Proxy: MOOSE, MORRIS 03/31/2017</p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>

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Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
5	<p data-bbox="316 495 478 521">Click Clear.</p> <div data-bbox="316 528 1374 891"><p>The screenshot shows a search dialog box with a blue header and a close button (X) in the top right corner. It contains two input fields: 'Employee ID:' with the value '9981047' and 'Last Name:' with the value 'MOOSE, MORRIS'. To the right of these fields are 'Search' and 'Clear' buttons. Below the fields are 'Select' and 'Cancel' buttons. The 'Clear' button is highlighted with a red rectangular border.</p></div> <p data-bbox="316 929 925 956">Once the information is wiped out, click Select.</p> <div data-bbox="316 963 1374 1332"><p>The screenshot shows the same search dialog box, but the 'Employee ID' and 'Last Name' fields are now empty. The 'Search' and 'Clear' buttons are still present. The 'Select' button is now highlighted with a red rectangular border.</p></div>

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Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
6	<p>The Full Signature Proxy has been removed. Click Save to return to the main page.</p> <div data-bbox="316 562 1369 1312"><p>BEAR, COASTIE Traveler Profile View: Traveler</p><p>ID: 9881045 * Name: BEAR, COASTIE T</p><p>Personal Address T-PAX Info</p><p>Miscellaneous Unit: Cost Center Lock Login</p><p>Privileges Expiration Dates Expiration Dates</p><p>Authorizing Official Adv. Signature Proxy</p><p>Customer Service (Full) Unit Command</p><p>Customer Service (Limited)</p><p>TPAX Administrator</p><p>Additional Information Expiration Dates</p><p>Default AO: COASTIE, JO ANN</p><p>Full Signature Proxy: Click to select Sig. Proxy.</p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>