GOVTRIP TRAINING PROCEDURE—DATA SETUP

PRELIMINARY: CREATE YOUR MASTER DATA SHEET

1. Create your Master Data Sheet in Excel.
2. Create the following headings
   a. Heading
   b. Preparer Name
   c. Preparer Login
   d. Preparer Unique ID
   e. Traveler Name
   f. Traveler Login
   g. Traveler Unique ID
   h. Approver Name
   i. Approver Login
   j. Approver Unique ID
   k. Organization Code
   l. Group Name
3. Fill in the fields. Examples are listed below:
   a. Heading: Traveler Training
   b. Preparer Name: Carlton Preparer
   c. Preparer Login: carltonprepgao
   d. Preparer Unique ID: DOI89898
   e. Traveler Name: Carlton Traveler
   f. Traveler Login: cartravgao
   g. Traveler Unique ID: GAO02020
   h. Approver Name: Carlton Approver
   i. Approver Login: carappgao
   j. Approver Unique ID: GAO76762
   k. Organization Code: GGAO00F01
   l. Group Name: CARLTON GP

When complete, you should have a separate row for each participant in the class.

STEP 1: CREATE GROUPS

In this section, you will create a group for each participant in your class.

1. In the TA Maintenance Tool, select Groups.
2. Click Create Group
3. Create each group. Example is listed below:
   a. Organization Owner Name: GGAO00F01
   b. Group Name: CARLTON GP
4. Click Save Group
5. Repeat Steps 1-4 for each participant of your class.

STEP 2: CREATE PEOPLE PROFILES

Each person that you put into your spreadsheet needs to have a profile in GovTrip. For each participant in your class, you will create 3 fake GovTrip people (one approver, one traveler, one preparer).

To create a person:

1. In the TA Maintenance Tool, select People.
2. Click Create Person.
3. In the SSN Field, copy and paste the appropriate Unique ID from the master data sheet.

For the other data elements, follow the conventions below:

TRAVELER DATA

Is this person going to travel? Yes
Organization: Your Org Code
Permission Level: 0
No Org Access
No Group Access
Charge Card Status: Advance Auth
Charge Card #: 4200000000000000
Expiration Date: 12/2012
Routing List: Default RL

APPROVER DATA

Is this person going to travel? No
Organization: Your Org Code
Permission Level: 0, 1, 2
No Org Access
No Group Access

PREPARER DATA

Is this person going to travel? No
Organization: Your Org Code
Group Access: Namesake Group
No Org Access
Permission Level: 0
T-Entered: YES

STEP 3: EDIT DEFAULT ROUTING LIST

In order for the documents to route to your newly created Approvers, you must add the approvers to the Default Routing List for your organization.

1. In the TA Maintenance Tool, select Routing Lists.
2. Search Routing Lists.
3. Click Update next to your DEFAULT RL.
4. Remove all routing elements with the exception of the APPROVER.
5. Add every Approver to the DEFAULT RL with the following steps:
    a. Click Add Routing Element
    b. Document Type: Authorization
    c. Document Status: APPROVED
    d. Signature Name: XXXXXX Approver
    e. Level: 25
    f. Process Name: -------------- (NEVER)
    g. Click Add Routing Element.
6. Repeat Steps a-g to add each APPROVER to the DEFAULT routing list.
7. Once all Approvers have been added, click SAVE CHANGES.

STEP 4: ADD TRAVELERS TO GROUPS

In order for the preparers to have access to the travelers' documents, the travelers must be a member of their namesake group. To add the traveler to their group:

1. In the TA Maintenance Tool, select Groups.
2. Under Individual Group Membership, select Add.
3. Organization Owner Name: Main Org
4. Group Name: XXXXX GP
5. Traveler Name: enter Unique ID or click Search to find person by name.
6. Click Add Member.
7. Repeat Steps 1-6 until all Travelers are added to their namesake groups.

STEP 5: OPTIONAL ADD "REAL LIFE EXAMPLE" LINES OF ACCOUNTING

In the Training Environment, you already have a GAO Line of Accounting. These will work if you would like to use them for training. If you would like more real life examples, you can create training lines of accounting in EWTS51 following the below steps.

1. In the TA Maintenance Tool, click Lines of Accounting.
2. Click Create LOA.
3. Select the FFIS Format Map.
4. Organization: Main Org
5. Empty Budget Shell Fiscal Year: 2010
6. Fiscal Year: 10

7. Label: (insert whatever you would like to call your LOA)
8. Fill in the required LOA data elements.
9. Click Save LOA.
10. Logoff of the FATA profile.

STEP 6: CREATE USER ACCOUNTS

1. The following people need to have accounts created and be logged in: Reviewers, Approvers, Travelers, Travel Preparers.
2. Start by Creating the User Account by clicking on New User Create an Account.
3. Complete All Form Areas using data on Master data sheet (MDS).
   *Helpful Hint 1: When creating a user account put all of the people in one org, usually your main org example: GGAO001C01, that way you can leave it on that org when searching for the account tokens later.
   *Helpful Hint 2: If you get a user name already exists message, put a number after the user name, **but make sure to update it on your MDS**.
   *Helpful Hint 3: The password should be Password1!

STEP 7: ACCOUNT TOKENS

1. After all of the User Accounts have been created, pull up your MDS, and a GovTrip window. Create 3 columns in the MDS for Preparer Account Token, Traveler Account Token, and Approver Account Token.
2. In the TA Maintenance Tool, select Account Token.
3. Search for each person's account token and enter it in the appropriate field on the MDS.

STEP 8: LOGIN USERS

5. Once you have successfully retrieved all account tokens, login all approvers, travelers, and travel preparers using the username and password established during STEP 6.
6. At first time login, you will be prompted to activate user account using Unique ID and Account Token. Copy and Paste these from your spreadsheet.
7. Repeat Steps for all users.

STEP 9: CREATE LOGIN SHEETS

After you've finished logging all of the Approvers, Travelers, and Travel Preparers in, all that's left is to create the traveler data sheets. This is pretty simple now that you have a MDS because you can do a mail merge. The instructions for doing a mail merge are listed below.

Mail Merging the Traveler Data Sheets

1. Save your MDS (preferably to your Desktop). The first row in your MDS should contain your column headers that you created in Step 2 of your Preliminary Set-up (see page 1). Close your MDS file.

2. Open Microsoft Word. Make sure your Mail Merge Toolbar is up. To open the Mail Merge toolbar:
   a. Click on "View" in the top Microsoft Word toolbar.
   b. Click "Toolbars."
   c. A side menu will appear with a list of available toolbars. There should be a checkmark next to "Mail Merge"; if not, click on Mail Merge.

3. On the Mail Merge Toolbar, click on the icon for Open Data Source (Figure 1).

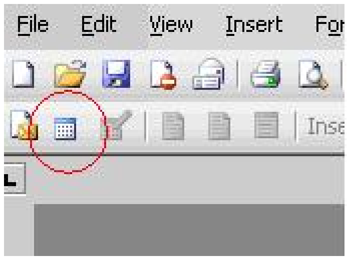

Figure 1

4. Browse your computer to find the Excel spreadsheet you just created. When you find it, select it and click Open.

5. A pop-up will appear asking you to select the exact sheet that you wish to use. Choose the sheet in your Excel file that contains your data. (Most likely, you used Sheet 1.)

6. Now you will need to create a template for your students' log-in sheets, in the same Word file you already have open. A sample template (for a Travel Preparer class) appears on page 3 of this document. You will note that certain fields on the sample template have been left blank. The Mail Merge tool will be used to fill in these blank fields for each set of log-ins you have created in your MDS sheet.

7. Now you can add information to your template from your Excel document. To do this, first click in the area to which you wish to add information. Next, click on the Mail Merge Toolbar icon for Insert Merge Fields, as shown in Figure 2.

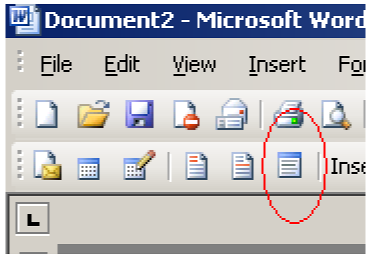

Figure 2

8. A pop-up will appear with a list of the headings that you entered in your MDS. Choose the appropriate heading, click Insert, and then click Close.

9. Repeat steps 7 and 8 for each area of your template that requires information from your MDS.

10. When your document is complete, click the Merge to New Document icon in your Mail Merge toolbar (Figure 3) and choose All from the pop-up. This will generate your Traveler Data Sheets. Print these.

Figure 3

11. Highlight the login and password on each log-in sheet. Use a different color for each type of login. (Example: Yellow for Preparer login, Blue for Traveler login, Purple for Approver login)

PREPARER NAME:
Name:
Login:
Password: Password1!
Unique ID:
Permission Levels: 0

TRAVELER NAME:
Name:
Login:
Password: Password1!
Unique ID:
Permission Levels: 0

APPROVER NAME:
Name:
Login:
Password: Password1!
Unique ID:
Permission Levels: 0, 1, 2

ORGANIZATION INFORMATION:
Organization Code:
Group Name: