

T-PAX Imaging Function

Attaching Electronic Files

Introduction

The T-PAX Imaging Function provides travelers with the ability to attach scans (or other electronic files) of receipts, orders and amendments to their travel request, authorization, claim/settlement or request for advance.

Before you begin

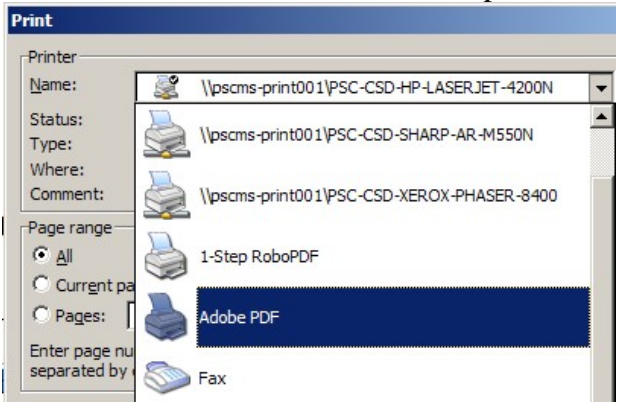
All documents **MUST** first be in an Adobe Acrobat PDF file. There are several ways to create a PDF file using *Adobe Acrobat 7 Standard*, which is included in the Coast Guard Standard Workstation software package. Two of the most common methods are discussed in the following sections:

1. Print to PDF
2. Create PDF from file

[Skip to page 5 for the procedure for adding the file to your claim.](#)

Print to PDF

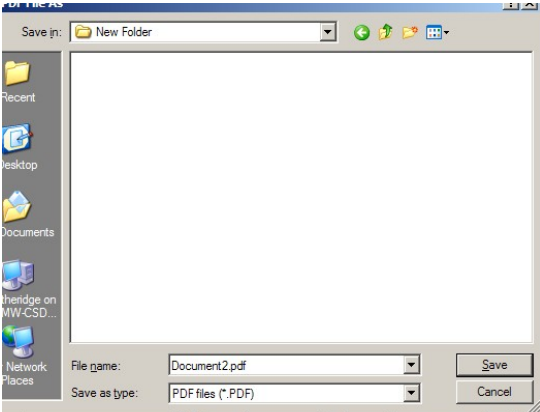
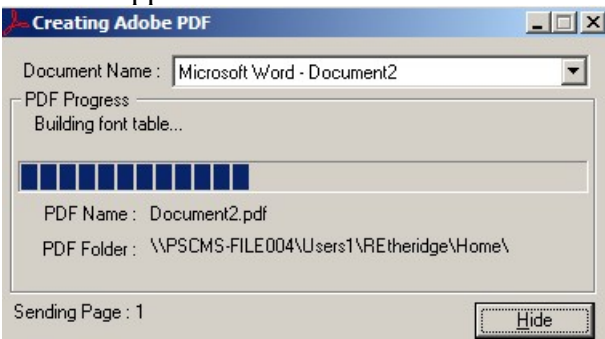
If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), a web page, an email message, or MS Office file) you can ‘print’ the file directly to Adobe Acrobat.

Step	Action
1	Open the file and select File Print from the application’s menu.
2	Select “ Adobe PDF ” from the list of printers 

Continued on next page

Attaching Electronic Files, Continued

Print to PDF (continued)

Step	Action
3	<p>Name the file and select a location to save it to.</p> 
4	<p>Click the “Save” button. The “Creating Adobe PDF” information box will appear.</p> 
5	<p>After the process is complete, the PDF file will open in Adobe Acrobat.</p>

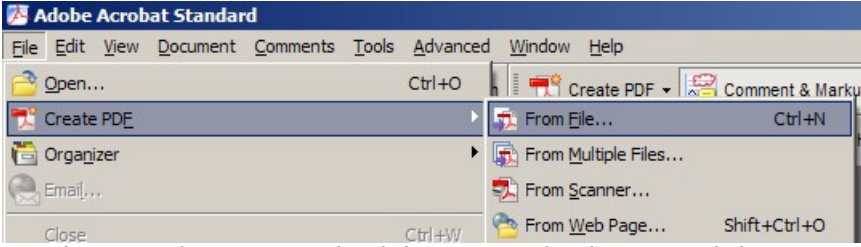
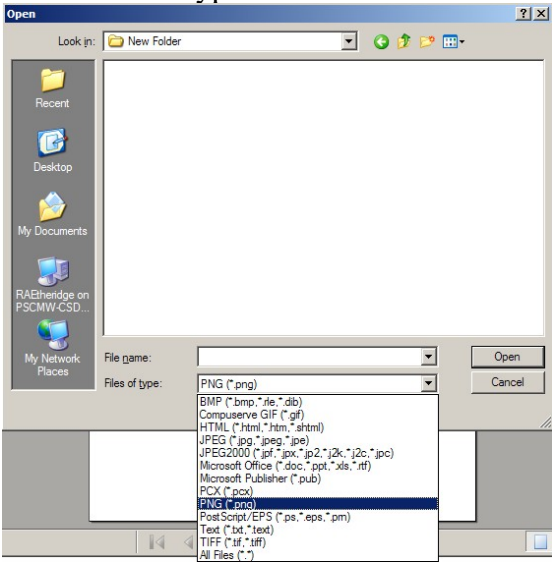
Create PDF from a file

If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), you can convert it to PDF file format using Adobe Acrobat’s *Create PDF* menu.

Continued on next page

Attaching Electronic Files, Continued

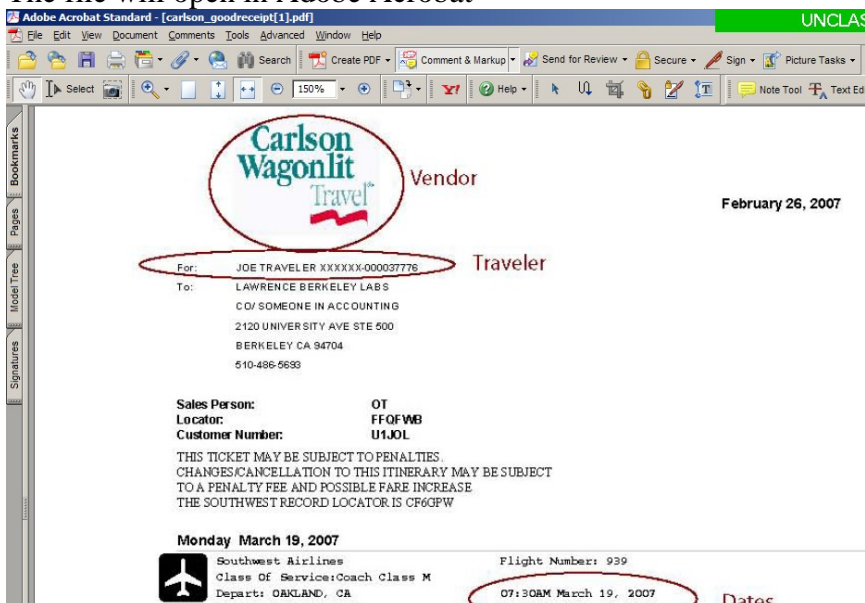

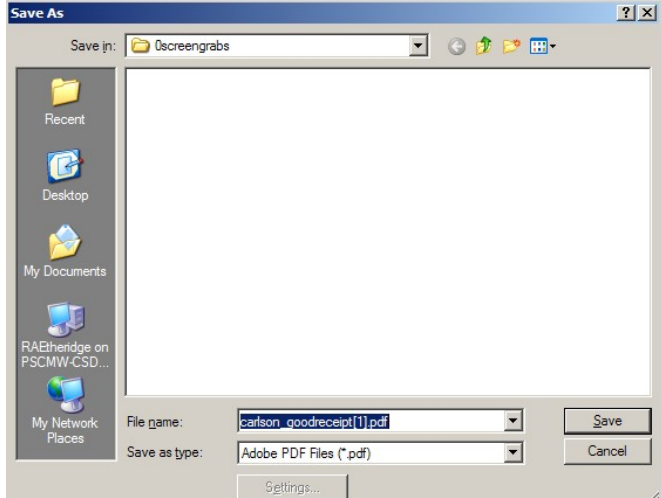
Create PDF from a file (cont'd)

Step	Action
1	Start Adobe Acrobat (Start Menu Programs Adobe Acrobat 7 Standard)
2	<p>Select File Create PDF From File from the menu.</p>  <p><i>(Note that you can also create a PDF directly from a scanner if you have one attached to your workstation)</i></p>
3	<p>Select the file type and location</p> 
4	Click the Open button.

Continued on next page

Attaching Electronic Files, Continued

Create PDF from a file (cont'd) (continued)

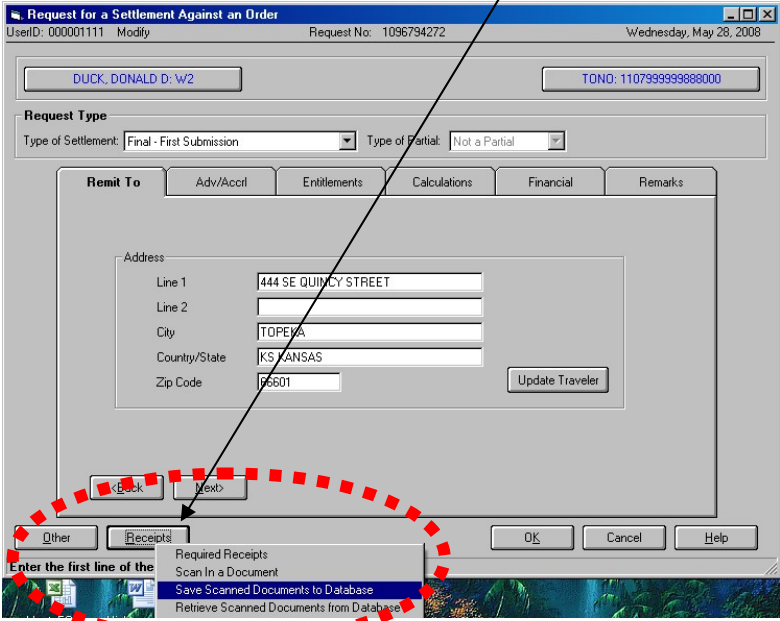
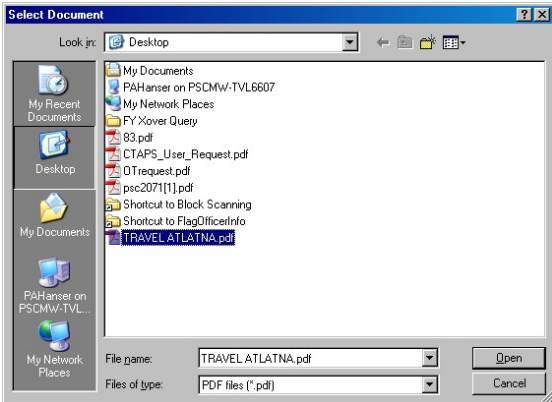
Step	Action
5	<p>The file will open in Adobe Acrobat</p> 
6	<p>Click the Save icon -- , select a location and, if desired, a new name for the PDF file. Then, click the Save button.</p> 

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Attaching Electronic Files, Continued

Attaching files in T-PAX

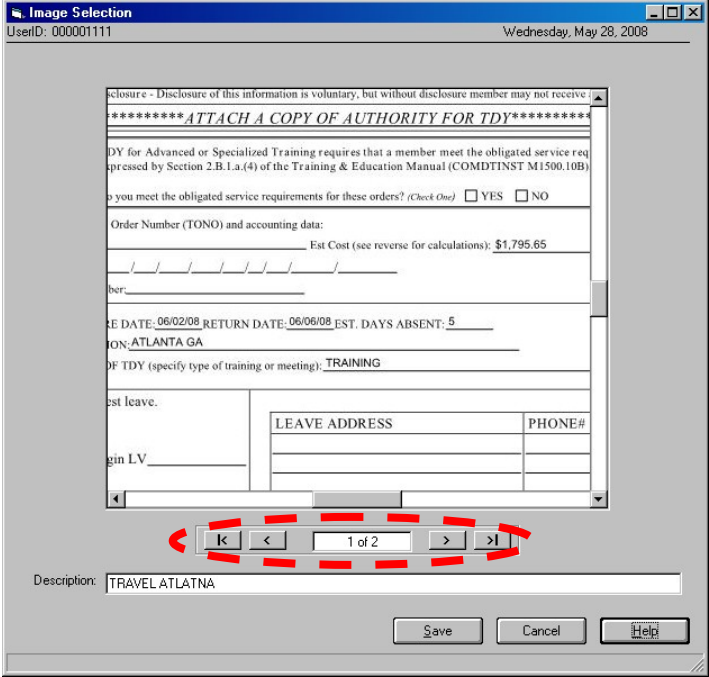
Now that you have your receipts and other supporting documentation in the correct format and saved to a location that is accessible from the workstation you are logged onto, you can attach them to your claim in T-PAX.

Step	Action
1	<p>After completing a settlement – click the “Receipts” button then, select “Save Scanned Documents to Database” from the menu.</p> 
2	<p>Locate and select the PDF file and click the “Open” button.</p> 

Continued on next page

Attaching Electronic Files, Continued

Attaching files in T-PAX (continued)

Step	Action
3	<p>Verify the document and the number of pages on Image Selection Screen and click “Save”.</p>  <p>This has now attached the PDF file to the claim number in the database. Repeat this procedure for each attachment.</p>

Continued on next page

Attaching Electronic Files, Continued

Viewing /Managing attachments

To View Documents that have been attached to a travel claim/advance/authorization, Click the “**Receipts**” button and then click **Retrieve Scanned Documents from Database**.

The screenshot shows a software application window titled "Request for a Settlement Against an Order". The window includes a title bar with standard OS controls and a status bar showing "UserID: 000001111 Modify Request No: 1096794272 Wednesday, May 28, 2008". Below the title bar, there are two input fields: "DUCK, DONALD D: W2" and "TONO: 110799999888000".

The main content area is titled "Request Type" and contains two dropdown menus: "Type of Settlement: Final - First Submission" and "Type of Partial: Not a Partial". Below this is a tabbed interface with tabs for "Remit To", "Adv/Accr", "Entitlements", "Calculations", "Financial", and "Remarks". The "Remit To" tab is active, showing an "Address" section with the following fields:

- Line 1: 444 SE QUINCY STREET
- Line 2: (empty)
- City: TOPEKA
- Country/State: KS KANSAS
- Zip Code: 66601

An "Update Traveler" button is located to the right of the address fields. At the bottom of the window, there are navigation buttons: "<Back", "Next>", "Other", "Receipts", "OK", "Cancel", and "Help". A dropdown menu is open over the "Receipts" button, displaying the following options:

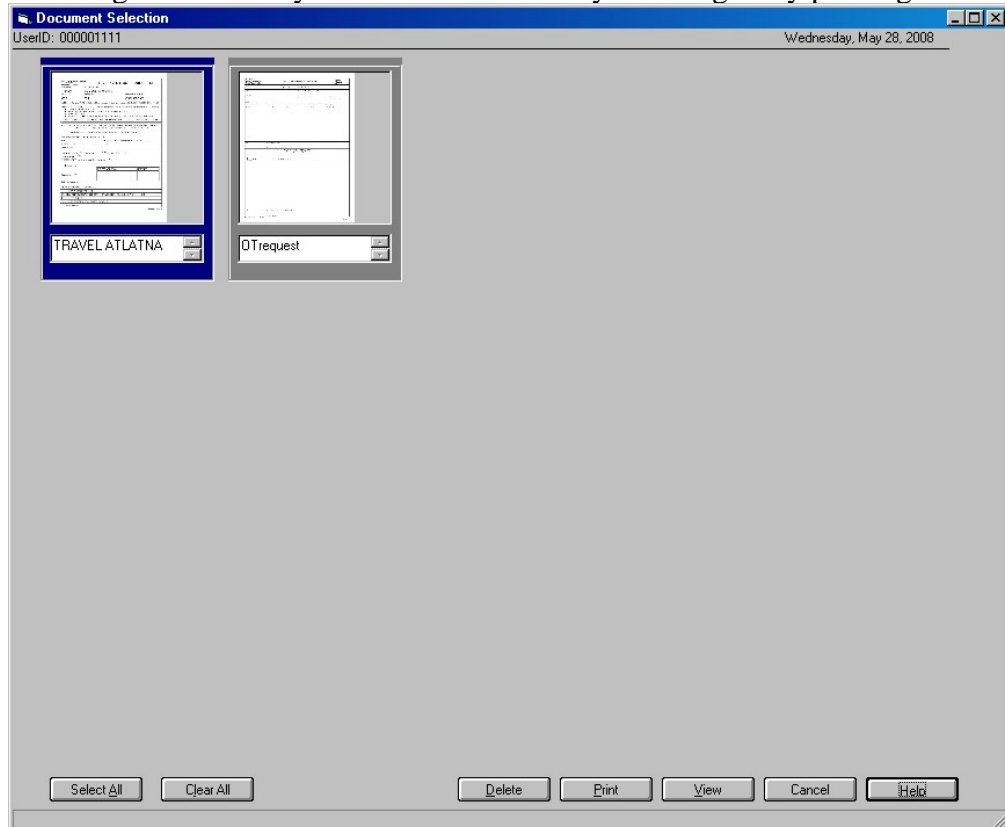
- Required Receipts
- Scan In a Document
- Save Scanned Documents to Database
- Retrieve Scanned Documents from Database

Continued on next page

Attaching Electronic Files, Continued

Viewing /Managing attachments (cont'd)

Each document saved will be shown by thumbnails. Click on the document to be viewed and then click **View**. This will bring up the Image Selection screen again. You may view this document by scrolling or by printing.



Click the "**Delete**" button to remove an attachment.
