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.

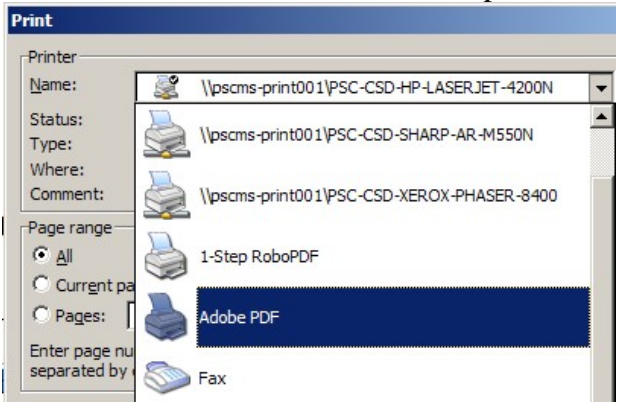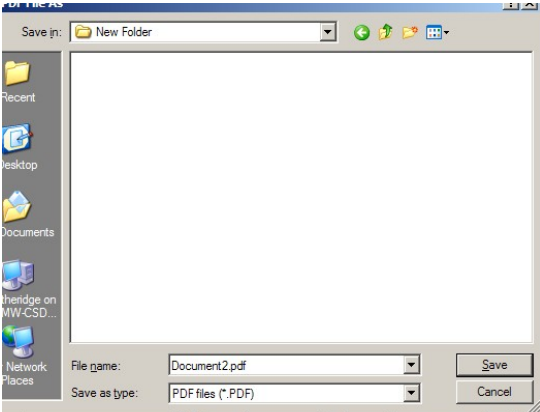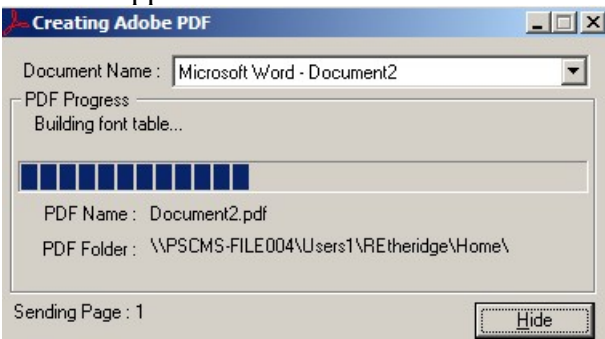|	
Before you begin	All documents MUST first be in an Adobe Acrobat PDF file. There are several ways to create a PDF file using *Adobe Acrobat 7 Standard*, which is included in the Coast Guard Standard Workstation software package. Two of the most common methods are discussed in the following sections: 1. Print to PDF 2. Create PDF from file Skip to page 5 for the procedure for adding the file to your claim.

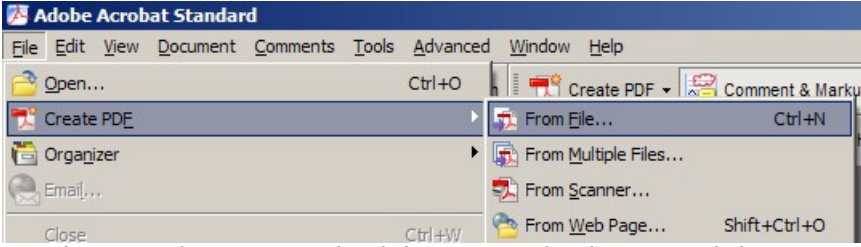|	
Print to PDF	If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), a web page, an email message, or MS Office file) you can '*print*' the file directly to Adobe Acrobat.

Step	Action
1	Open the file and select **File	Print** from the application's menu.
2	Select "**Adobe PDF**" from the list of printers

Attaching Electronic Files, Continued

Print to PDF **(continued)**

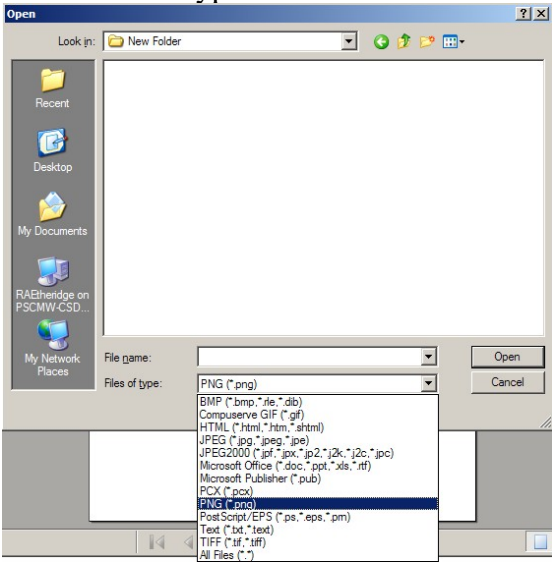| Step	Action
3	Name the file and select a location to save it to. Save in: New Folder Recent Desktop Documents theridge on MW-CSD… Network Places File name: Document2.pdf Save Save as type: PDF files (*.PDF) Cancel
4	Click the "**Save**" button. The "*Creating Adobe PDF*" information box will appear. **Creating Adobe PDF** Document Name: Microsoft Word - Document2 PDF Progress Building font table... PDF Name: Document2.pdf PDF Folder: \\PSCMS-FILE004\Users1\REtheridge\Home\ Sending Page: 1 Hide
5	After the process is complete, the PDF file will open in Adobe Acrobat.

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.
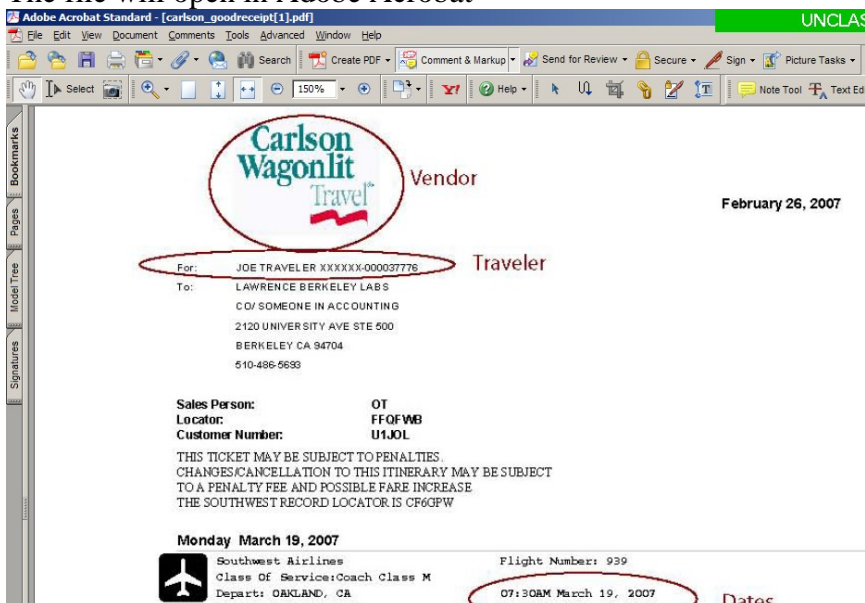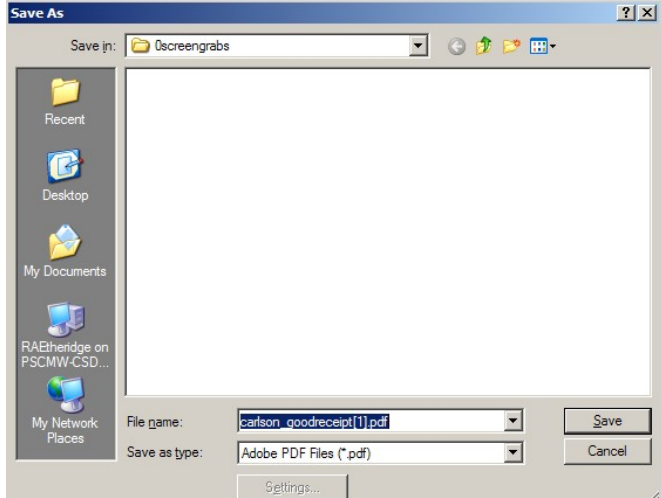
Attaching Electronic Files, Continued

Create PDF from a file (cont'd)

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

Attaching Electronic Files, Continued

Create PDF from a file (cont'd) **(continued)**
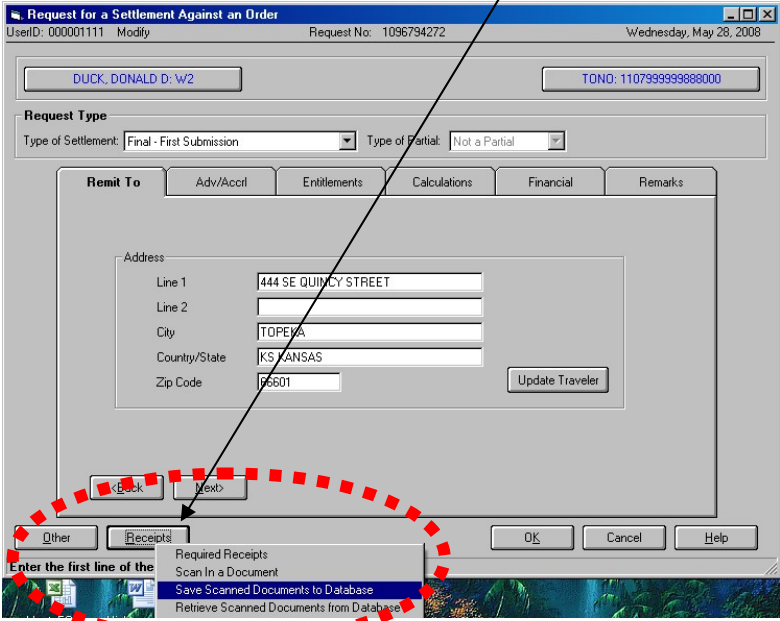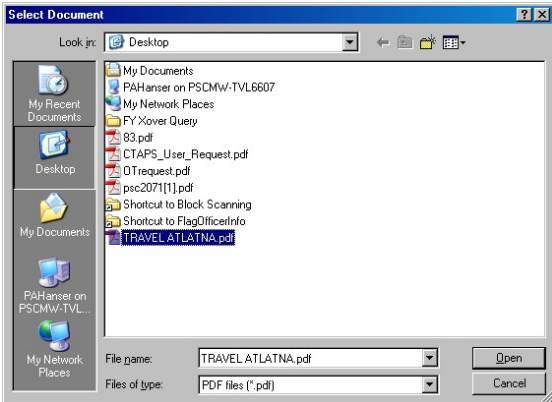
Step	Action
5	The file will open in Adobe Acrobat
6	Click the Save icon -- 🖫, select a location and, if desired, a new name for the PDF file. Then, click the Save button.

Attaching Electronic Files, Continued

Attaching files in T-PAX

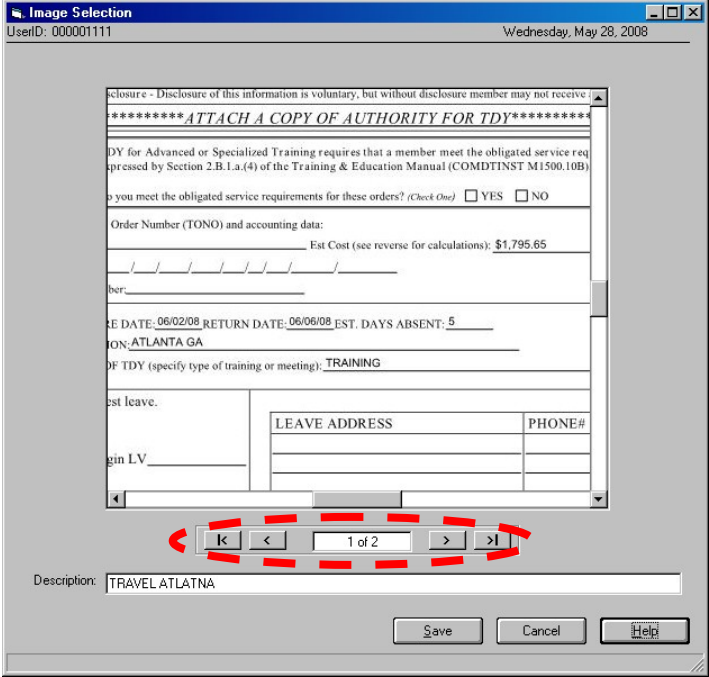Now that you have your receipts and other supporting documentation in the correct format and saved to a location that is accessible from the workstation you are logged onto, you can attach them to your claim in T-PAX.

Step	Action
1	After completing a settlement – click the "**Receipts**" button then, select "**Save Scanned Documents to Database**" from the menu.
2	Locate and select the PDF file and click the "**Open**" button.

Attaching files in T-PAX **(continued)**

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

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**.

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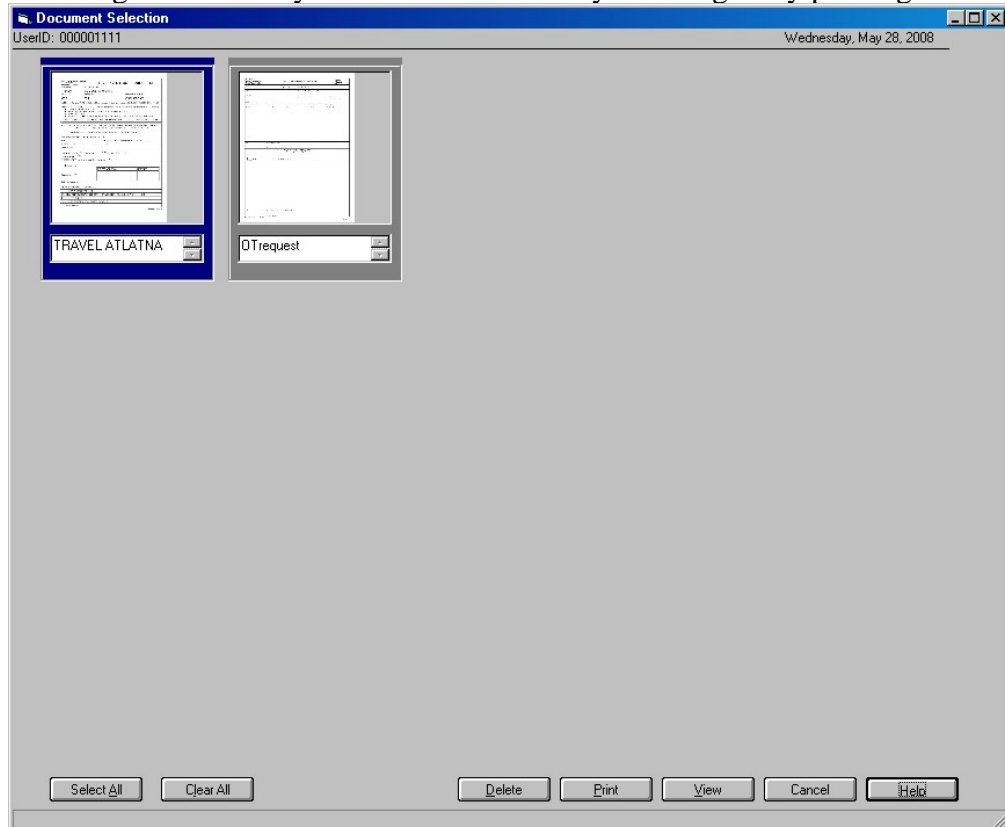
Click the "**Delete**" button to remove an attachment.