## "HOT SAVED" Status

1. There is a new feature in Tpax which allows a member to temporarily save a claim that has not been completed. This will put the claim in the status of "Hot Saved."

F-PAX (Ti	raveler '	View)				
Profile	Log in a	s Tools Help				
\$	H 👂	1				
User: D	00, SCC	OBY D				Thursday, November 29, 2007
رT ا	ype	From Date	To Date	Category	Auth Official	Status 🔺
Settle	ement	9/28/2006	10/2/2006	Normal		Assigned to Examiner
Settle	ement	3/1/2007	3/14/2007	Normal		Awaiting Release
Settle	ement	11/1/2007	11/3/2007	Normal		Completed
Settle	ement	6/10/200 <u>7</u>	7/10/2007	Normal		Hot Saved
Settle	ement	1/1/2006	1/7/2006	Blanket		Awaiting Transmission
Settle	ement	3/1/2007	3/1/2007	Blanket		Awaiting Transmission
Settle	ement	4/1/2007	4/1/2007	Blanket		Awaiting Transmission
Re	eturn			Normal	(Proxy)	Returned to Traveler
Settlem	nent Log	5/1/2006	5/5/2006	Normal		Logged
Settlem	nent Log	10/15/2006	10/19/2006	Normal		Logged
Settlem	nent Loc	10/15/2006	10/19/2006	Normal		Logged
Settlem	nent Log	1/1/2007	1/5/2007	Normal		Logged
Settlem	nent Loc	6/9/2007	6/9/2007	Normal		Logged
Settler	ent Loc	7/1/2007	7/5/2007	Normal		Loaged
T	ype	From Date	ToDate	Category	Auth Official	Status 🗨
•						Þ
🦂 E	Print	Ell O	.t	<u>M</u> odify or View	Delete	Send to A0

- 2. This function happens two (2) ways:
  - a. Input a partially completed claim, and then on the screen below click the "Other" (at the bottom of the screen, left side) button to click on the "Hot Save" button. This will save your claim in a "Hot Saved" status allowing you to complete it at a later time.



b. After completing your claim and clicking on the OK button, a "Certify Tpax Expense" screen will show up. You are supposed to verify each expenditure by clicking the "OK" box next to each expense amount. Once you have done that you may click "Certify." If you don't have your receipts to verify the amount, you may click the "Later" button which will put the status in a "Hot Saved" status to allow you to come back later to certify the expenses.

- c. If you click on Cancel in the above screen, the system will take you back to the claim to make any necessary corrections.
- 3. Once a claim is placed into a "Hot Saved" status, a traveler needs to highlight the claim and double click it to reopen the claim and finish processing the document.

T-PAX (Traveler	View)							
file Profile Loginias Tools Help								
E 💲 👪 👂	2	<b>2</b>						
User: D00, SC00BY D Thursday, November 29, 2007								
From Date	To Date	Category	Auth Official	Status	Status Date 🔺			
9/28/2006	10/2/2006	Normal		Assigned to Examiner	4/6/2007			
3/1/2007	3/14/2007	Normal		Awaiting Release	4/4/2007			
11/1/2007	11/3/2007	Normal		Completed	11/7/2007			
6/10/2007	7/10/2007	Normal		Hot Saved	9/25/2007			
11/1/2007	11/1/2007	Normal		Hot Saved	11/29/2007			
1/1/2006	1/7/2006	Blanket		Awaiting Transmission	11/8/2007			
3/1/2007	3/1/2007	Blanket		Awaiting Transmission	11/29/2007			
4/1/2007	4/1/2007	Blanket		Awaiting Transmission	11/29/2007			
		Normal	(Proxy)	Returned to Traveler	2/6/2007			
5/1/2006	5/5/2006	Normal		Logged	4/3/2007			
10/15/2006	10/19/2006	Normal		Logged	2/6/2007			
10/15/2006	10/19/2006	Normal		Logged	9/25/2007			
1/1/2007	1/5/2007	Normal		Logged	3/26/2007			
6/9/2007	6/9/2007	Normal		Loaged	7/17/2007			
From Date	ToDate	Category	Auth Ufficial	Status	<b>_</b>			
•					<u> </u>			
Print Eill Out Eill Out Eill Out								

🛋 Certify T-PAX Expenses			×
UserID: 000002222		Thursday, November 2	9, 2007
Please review a	Il listed expenses and mark each on to certify that	the expense is accurate.	
From Date To Date	Description	Amount	OK
11/1/2007	AIRFARE	\$500.00	
J			
	Certify Later	<u>C</u> ancel <u>H</u> elp	



T-PAX (Traveler View)				
Profile Loginias Tools He	lp			
<b>\$    </b>    <b>  </b> 🏟 🕵	<u>&amp;</u>			
User: DOO, SCOOBY D		Thursday, November 29, 2007		
Type From Date	ToDate	Category	Auth Official	Status 🔶
Settlement 11/ <u>1/2007</u>	11/1/2007	Normal		Entered into T-PAX
Settlement 1/1/2006	1/7/2006	Blanket		Awaiting Transmission
Settlement 3/1/2007	3/1/2007	Blanket		Awaiting Transmission
Settlement 4/1/2007	4/1/2007 4/1/2007			Awaiting Transmission
Return			(Proxy)	Returned to Traveler
Settlement Log 5/1/2006	5/5/2006	Normal		Logged
Settlement Log 10/15/2006	10/19/2006	Normal		Logged
Settlement Log 10/15/2006	10/19/2006	Normal		Logged
Settlement Loc 1/1/2007	1/5/2007	Normal		Logged
Settlement Log 6/9/2007	6/9/2007	Normal		Logged
Settlement Loc 7/1/2007	7/5/2007	Normal		Logged
Authorization 6/25/2007	6/27/2007	Normal		Entered into T-PAX
Authorization 10/1/2007	10/2/2007	Normal		Entered into T-PAX
Type From Date	To Date	Category	Auth Official	Status 👻
•				Þ
🎍 Print 💦 Eill	Dut	Modify or View	Delete	Send to A0

4. Once this is done and the claim is completed, when the traveler clicks OK the claim status will change to "Entered into T-Pax" and then can be forwarded to the AO.