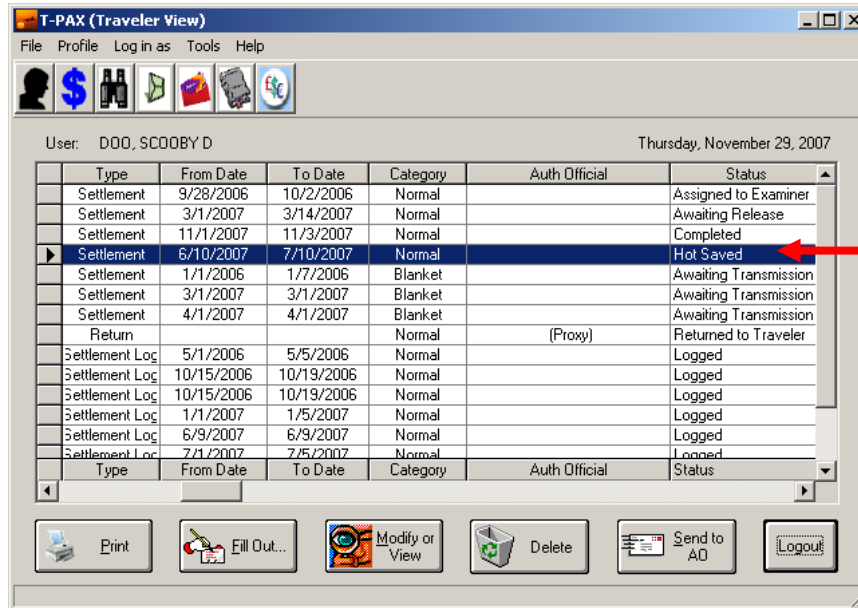
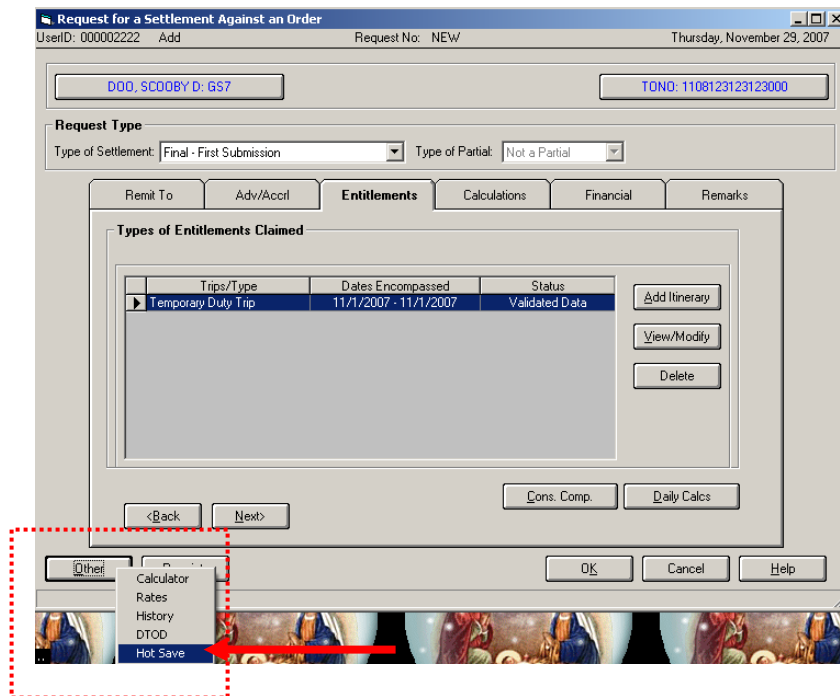


“HOT SAVED” Status

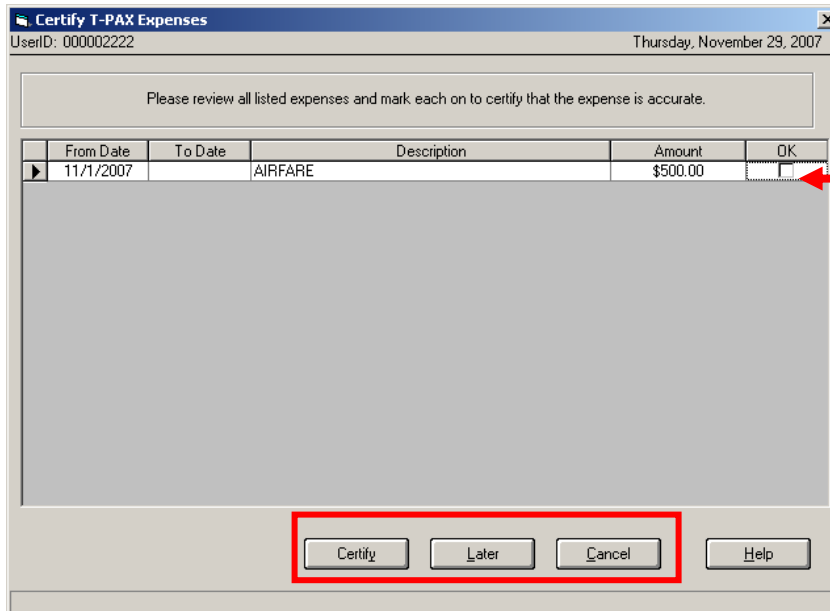
1. There is a new feature in Tpx which allows a member to temporarily save a claim that has not been completed. This will put the claim in the status of “Hot Saved.”



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.

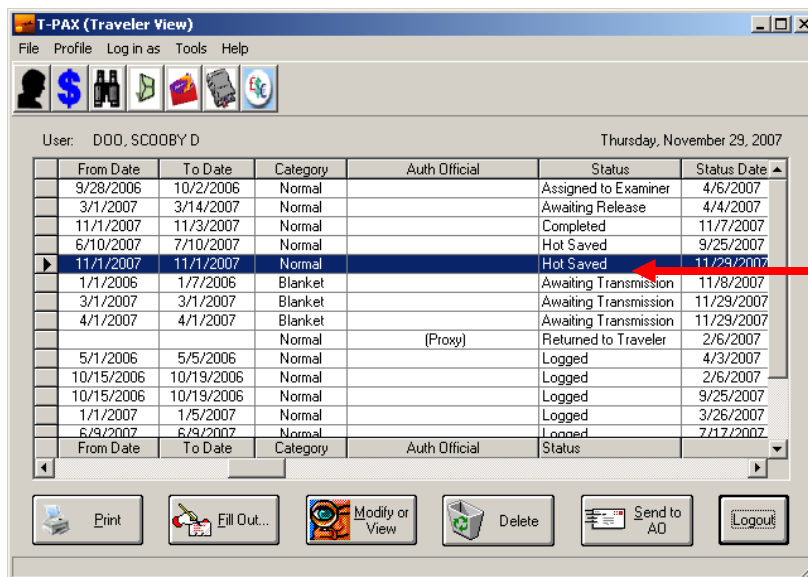


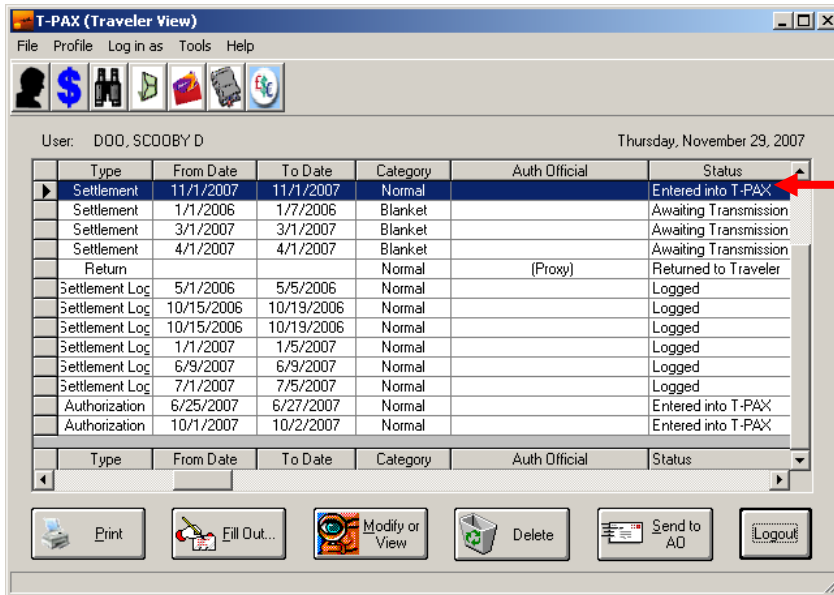
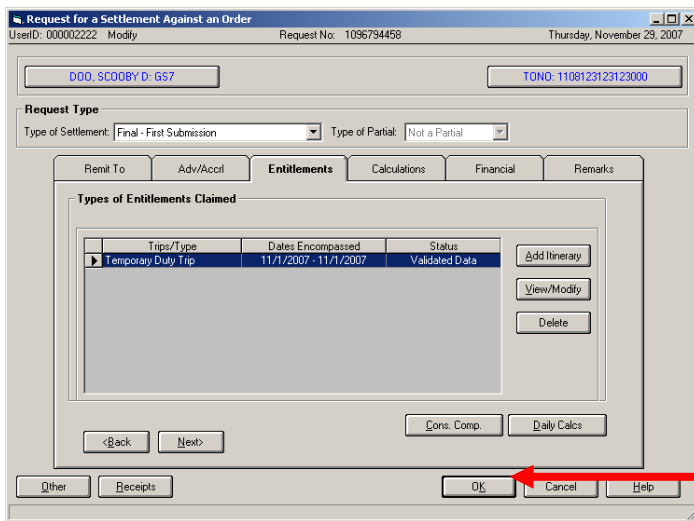
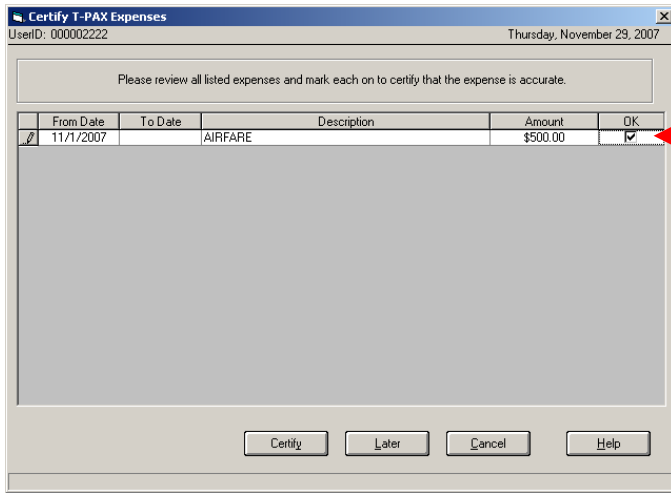
- b. After completing your claim and clicking on the OK button, a “Certify T-PAX Expense” screen will show up. You are supposed to verify each expenditure by clicking the “OK” box next to each expense amount. Once you have done that you may click “Certify.” If you don’t have your receipts to verify the 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.





- 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.