

# eTravel

## Authorization Request

## Approval Delegates

## (Setup and Maintenance)

Version 1.0  
January 2012

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FAMIS Services

The Texas A&M University System





## eTravel Office Setup (cont'd)

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### Desks by Office

Five desks have been created for the ETRAVEL office. For the desks that apply, delegates need to be added selecting the desk from 937 or by direct entry on screen 922.

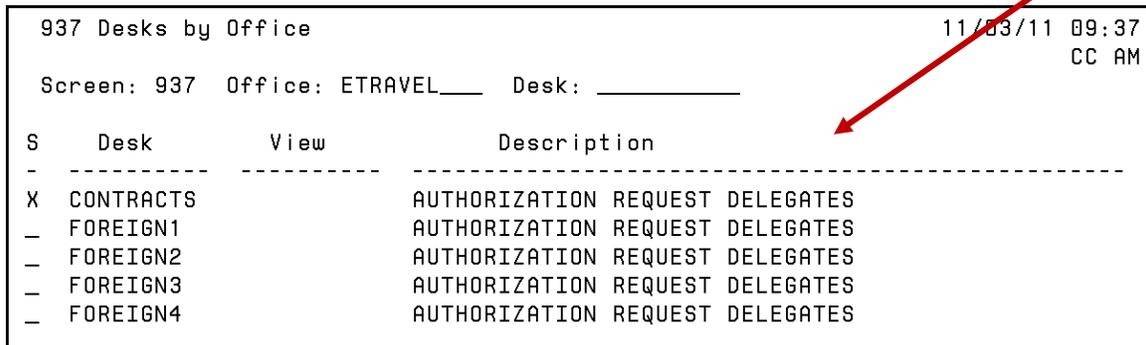
### **Basic Steps**

- Advance to Screen 937.
- Type the ETRAVEL office on the Action Line to position it at the top of the list and press <ENTER> to display a list of all of the desks within the office.
- Press PF7 to display a list of desk assignees.

### Selecting a Desk

To select a desk, move the cursor to the desired line, type an 'x' and press <ENTER>. The desk name will then be moved to the Desk: field in the Action Line and may be moved in context to other screens. This will advance you to Screen 922 for the selected desk.

Do not modify the  
description for the  
ETRAVEL desks



S	Desk	View	Description
X	CONTRACTS		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN1		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN2		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN3		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN4		AUTHORIZATION REQUEST DELEGATES

**NOTE:** For each individual campus, the unused "FOREIGNn" desks should remain defined in FAMIS. The desk names must strictly follow the naming and description conventions of the desks indicated above. The Desk description is tightly controlled within ETRAVEL. Changes to the desk name or description will cause the nightly feed to eTravel to fail or produce errors.

## eTravel Office Setup (cont'd)

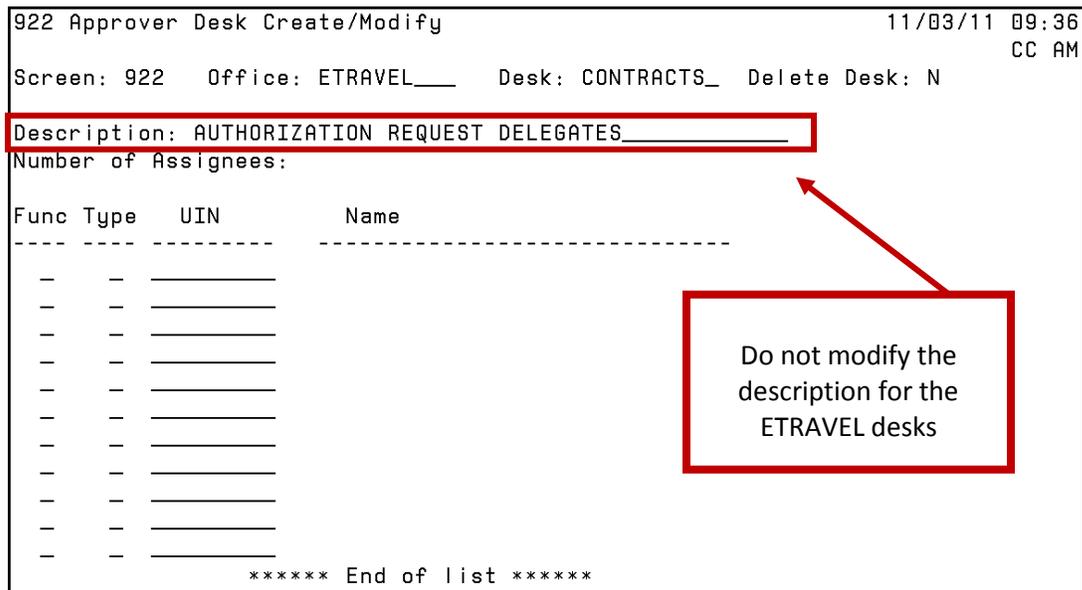
### Desk Management

Delegate changes can be made by adding and removing the desired delegates using screen 922. These changes will not appear in eTravel until they are updated during the nightly feed.

### Basic Steps

- Advance to Screen 922.
- Type the name of the office and desk on the Action Line and press <ENTER> to display current desk information.
- Add or modify desk assignees as desired.
- If the UIN number is not known, press PF2 from the UIN: field and search for the person's name, select it and press <ENTER> to have FAMIS enter the UIN number in this field.
- Press <ENTER> to record the information.

```
922 Approver Desk Create/Modify                               11/03/11 09:36
                                                                CC AM
Screen: 922   Office: ETRAVEL___   Desk: CONTRACTS_   Delete Desk: N
Description: AUTHORIZATION REQUEST DELEGATES_____
Number of Assignees:
Func Type   UIN           Name
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- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
***** End of list *****
```



The screenshot shows a terminal window for screen 922. The title bar reads "922 Approver Desk Create/Modify" and the date/time is "11/03/11 09:36 CC AM". The main content shows "Screen: 922 Office: ETRAVEL\_\_\_ Desk: CONTRACTS\_ Delete Desk: N". Below this, the "Description" field is highlighted with a red box and contains the text "AUTHORIZATION REQUEST DELEGATES\_\_\_\_\_". A red arrow points from a callout box to this field. The callout box contains the text "Do not modify the description for the ETRAVEL desks". Below the description field, there is a section for "Number of Assignees" with a table header "Func Type UIN Name" and several rows of dashes representing data. At the bottom, it says "\*\*\*\*\* End of list \*\*\*\*\*".

K:\FA\DOC\WRKNPRCS\ETRAVEL\ETRAVELAuthReqDelegates.docx  
Last Revised: 1/23/2012 1:48 PM