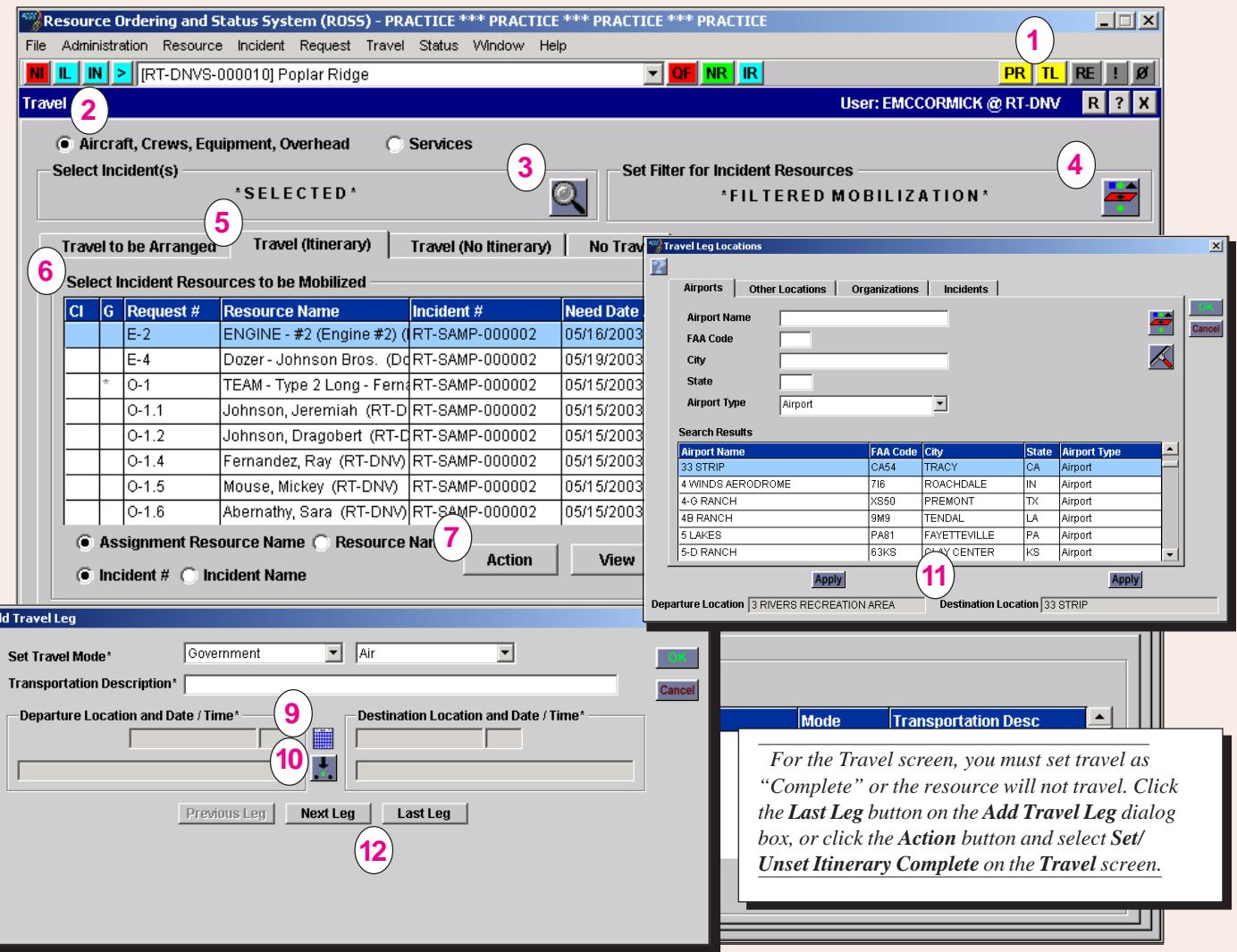


# Creating a Travel Itinerary



## To create a Travel Itinerary

- 1 Click **TL**
- 2 Click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 3 Under **Select Incident(s)**, click
- 4 Under **Set Filter for Incident Resources**, click
- 5 Click the **Travel (Itinerary)** tab.
- 6 Click to select one or more **Resource Name(s)** of your choice.
- 7 Click **Action**
- and then click to select **Add Travel Leg**.

## 8 On the Add Travel Leg dialog box

- click the **Set Travel Mode** drop-down arrow, and then click to select the **Travel Mode Type**
- click the drop-down arrow to select the **Travel Mode Method**
- in the **Transportation Description** box, type the mode of travel description.

- 9 Click

- and then select the **Departure Date/Time** and the **Destination Date/Time**.

- 10 Click

- 11 On the **Travel Leg Locations** dialog box, select the **Departure Location** and then click **Apply**, select the **Destination Location**, and then click **Apply**

- 12 To set travel as complete, click **Last Leg**

or to create another travel leg, click **Next Leg**