Working with Travel Itineraries

To create a travel itinerary

1 On the **Travel** menu, click **Travel** or click TL

2 Under **Select Incident(s)**, click +

3 On the **Search Incidents** dialog box, click click one or more Incident(s) of your choice, click Apply and then click Close

4 On the **Travel** screen, click and then click the **Resource Name(s)** of your choice.

5 Click Action and then click **Create/Edit Travel Itinerary**.

6 On the **Create/Edit Travel Itinerary** dialog box under **Itinerary Leg**, complete the following information

- Travel Mode
- Type
- Transportation Description.

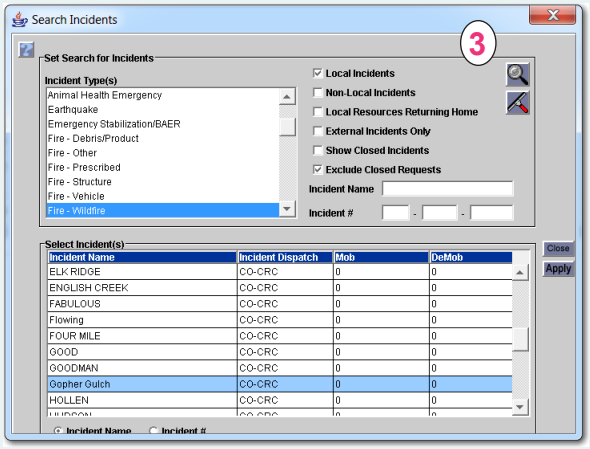
7 Click and then select the **Departure Date/Time** and the **Destination Date/Time**.

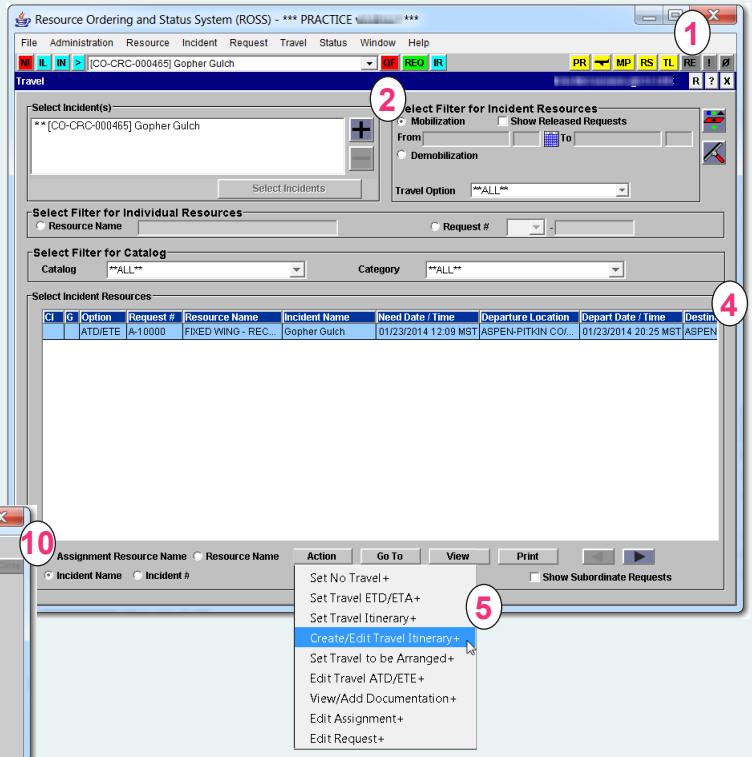
8 Click click the **Departure Location** and **Destination Location** of your choice, and then click SAVE

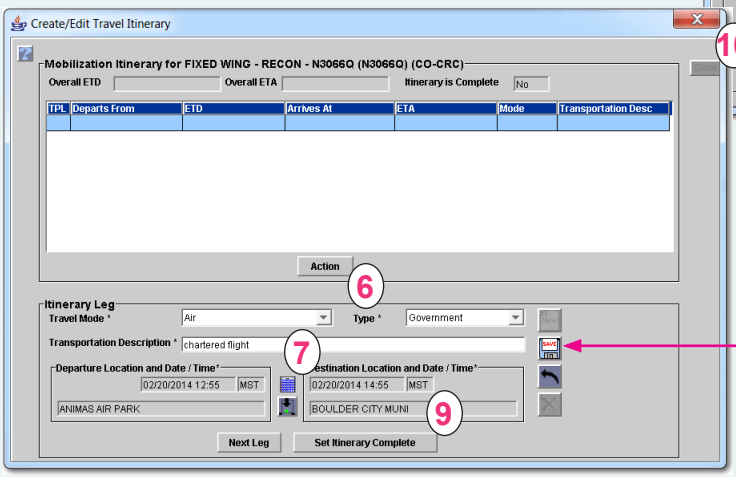
Be sure to click Apply *after each choice to apply that location!*

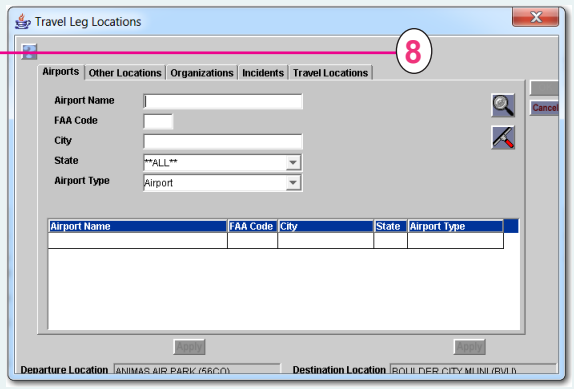
9 To create another travel leg, click Next Leg or click Set Itinerary Complete set travel as complete.

10 When finished, click Close









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