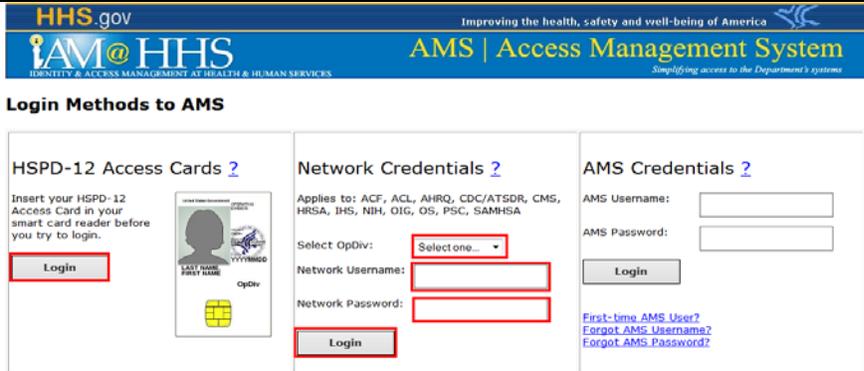
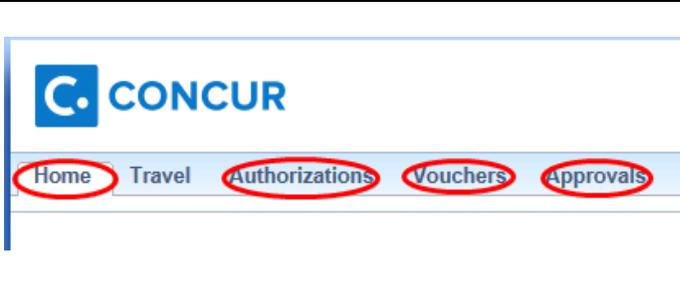
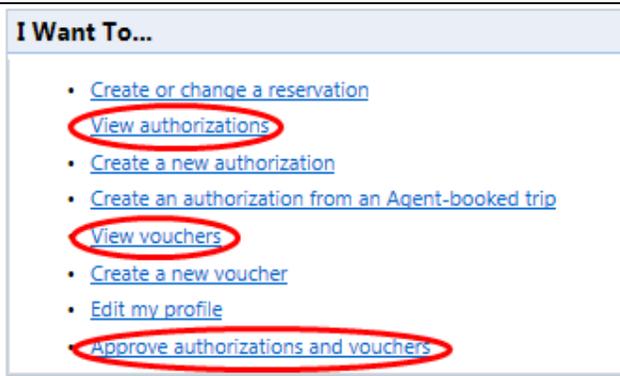
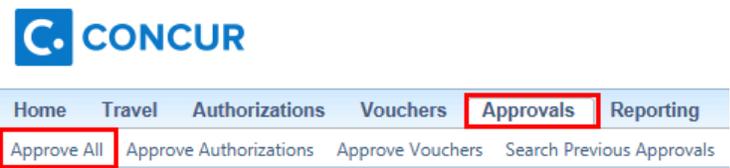
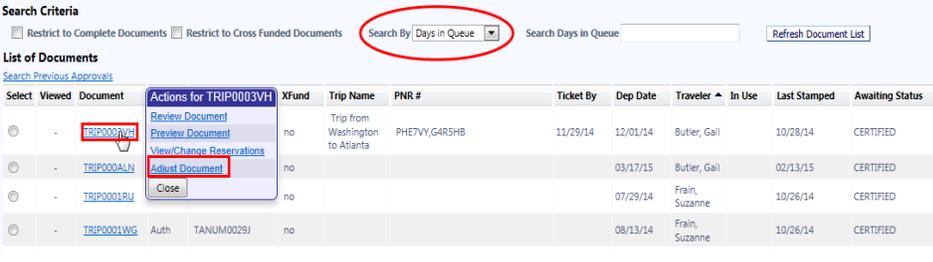
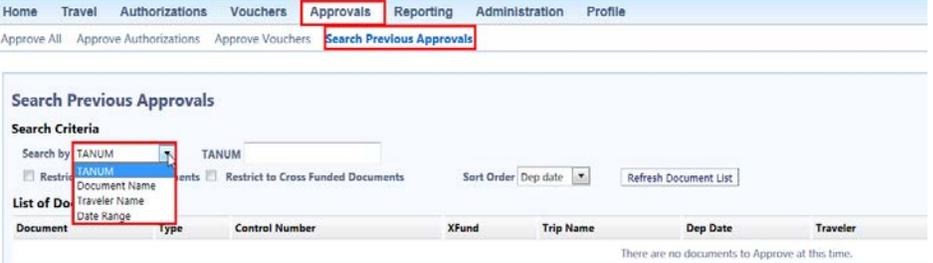
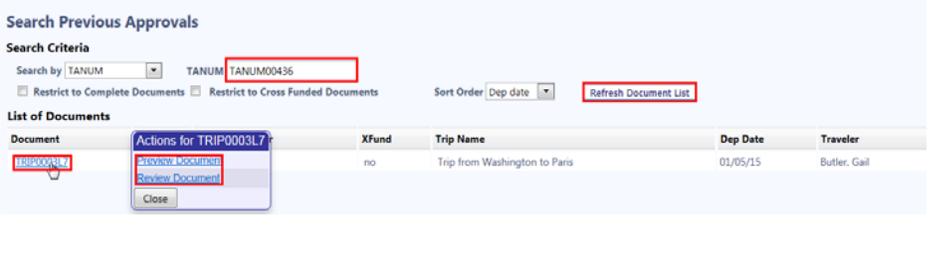




Purpose: To provide a step-by-step guide to accessing a travel document in CGE.

Audience: All Users

Instruction:	Screenshot:
<p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: CGE Tabs Documents can be accessed from: The CGE Home tab The Authorizations tab The Vouchers page The Approvals tab Note: Only routing officials will see the Approvals tab.</p>	
<p>Step 4: The CGE Home Page The "I Want To..." section of the Home Page offers quick links to view Authorizations, view Vouchers, and approve Authorizations and Vouchers. Selecting any of these links will take you to the corresponding pages of CGE.</p>	

<p>Instruction:</p> <p>Step 8: The Vouchers Page The process for accessing a document from the Vouchers page is the same as accessing from the Authorizations page. Follow steps 6 and 7 above.</p>	<p>Screenshot:</p> 
<p>Step 9: The Approvals Page To access documents that are awaiting your approval, select the Approvals tab and select Approve All. To narrow your search, select Approve Authorizations or Approve Vouchers.</p>	<p>Screenshot:</p> 
<p>Step 10: Document Awaiting Approval Narrow your document search with the Search By drop down to search by Days in Queue, Traveler's Name, etc. Select the name of the document in the Document column and then select Adjust Document to open.</p>	<p>Screenshot:</p> 
<p>Step 11: Previously Approved Documents To access documents that have already been approved, select Search Previous Approvals. Search for a document by selecting a TANUM, Document Name, Traveler Name, or Date Range in the Search by field.</p>	<p>Screenshot:</p> 
<p>Step 11 (continued): Previously Approved Documents Enter in the search criteria and then select Refresh Document List. The document/s will appear in the List of Documents. Select the name of the document and then select either Preview Document (for a printed version), or Review Document.</p>	<p>Screenshot:</p> 

You have successfully accessed a document in CGE!