TRAVEL EXPRESS USER MANUAL..... 1

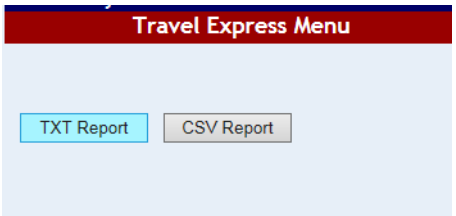
USER REPORT 1

TRAVEL EXPRESS USER MANUAL

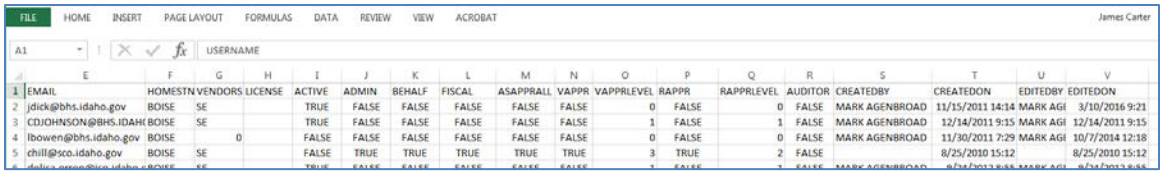
USER REPORT

1. Select User Report from the Reports Menu

2. Select either TXT Report (a comma delimited text file) or CSV file (comma-separated values file).



3. Example of a CSV file opened in MS Excel:



EMAIL	HOMESTN	VENDORS	LICENSE	ACTIVE	ADMIN	BEHALF	FISCAL	ASAPPRALL	VAPPR	VAPPRLEVEL	RAPPR	RAPPRLEVEL	AUDITOR	CREATEDBY	CREATEDON	EDITEDBY	EDITEDON
jdick@bhs.idaho.gov	BOISE	SE		TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	0	FALSE	0	FALSE	MARK AGENBROAD	11/15/2011 14:14	MARK AGI	3/10/2016 9:21
CDJOHNSON@BHS.IDAH(	BOISE	SE		TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	1	FALSE	1	FALSE	MARK AGENBROAD	12/14/2011 9:15	MARK AGI	12/14/2011 9:15
lbowen@bhs.idaho.gov	BOISE	0		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	0	FALSE	0	FALSE	MARK AGENBROAD	11/30/2011 7:29	MARK AGI	10/7/2014 12:18
chill@sco.idaho.gov	BOISE	SE		FALSE	TRUE	TRUE	TRUE	TRUE	TRUE	3	TRUE	2	FALSE		8/25/2010 15:12		8/25/2010 15:12

4. The columns of the CSV file (also in the TXT file) include:

USERNAME - First and Last name
NAMELAST - Last name
NAMEFIRST - First name
NAMEMI – Middle initial
EMAIL – E-mail address
HOMESTN – Home Station
VENDORSUF – Vendor Suffix

LICENSE – License number of personal vehicle
ACTIVE – Active user in Travel Express
ADMIN - Administrator
BEHALF – Proxy (able to create voucher on behalf of another)
FISCAL – Fiscal Coder
ASAPPRALL – Approver all (can approve all PCAs or Indexes)
VAPPR – Voucher Approver
VAPPRLEVEL – Voucher approval level
RAPPR – Request Approver
RAPPRLEVEL – Request approval level
AUDITOR - Auditor
CREATEDBY – Name of person who set up the user in Travel Express
CREATEDON – Date that the user was set up in Travel Express
EDITEDBY - Name of person who edited or changed the user's settings in Travel Express
EDITEDON - Date that the user's settings were edited or changed in Travel Express