

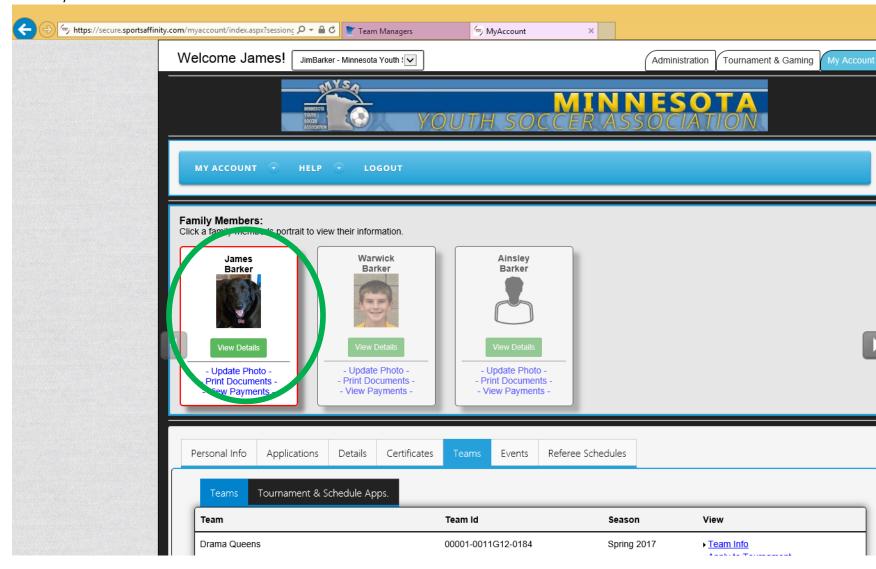
These how-to documents are intended to be a basic step-by-step description of how to do basic tasks in Affinity.

Affinity Training Materials for MYSA

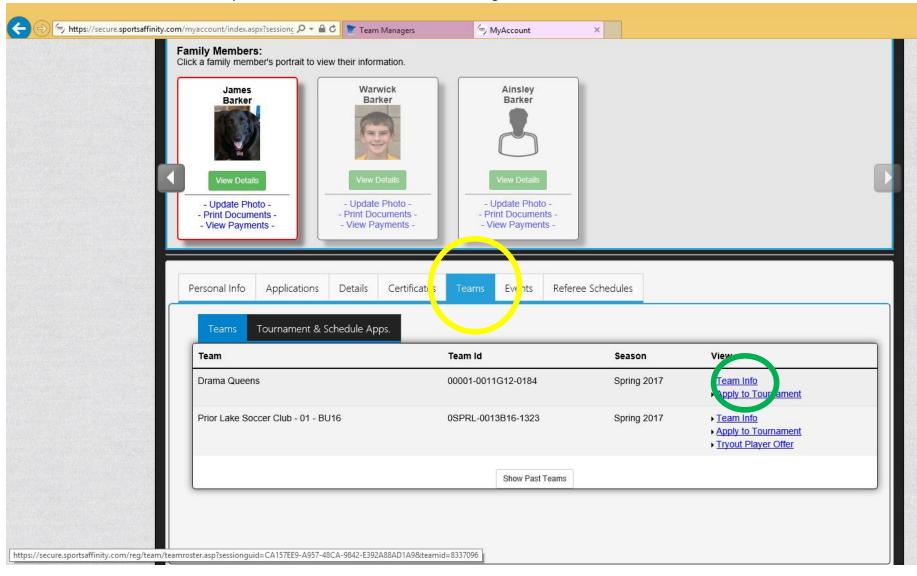
How-To: Getting Travel Documents

1. Log into Affinity

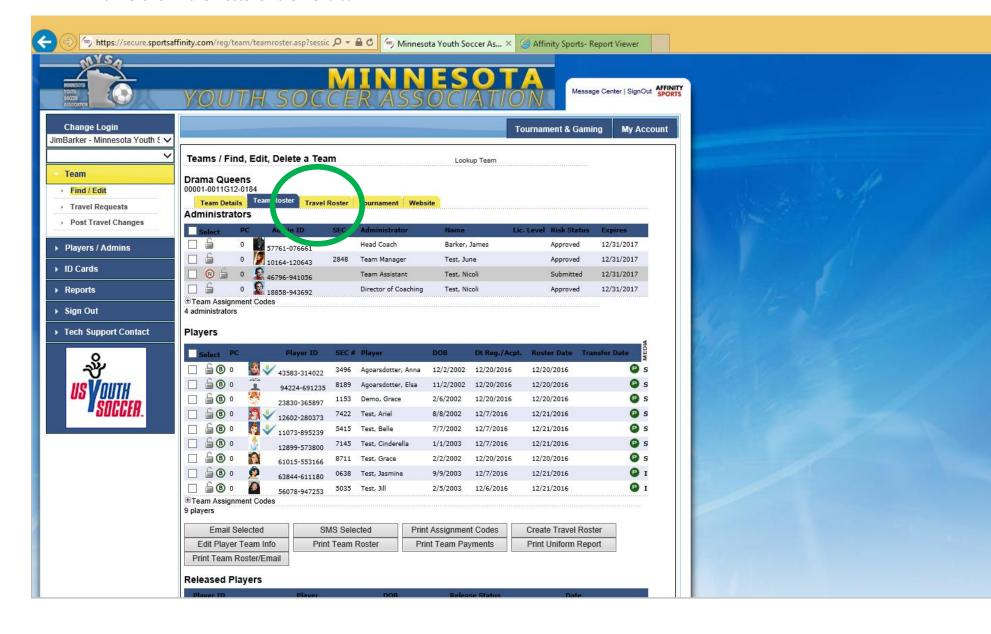
a. Click on your icon



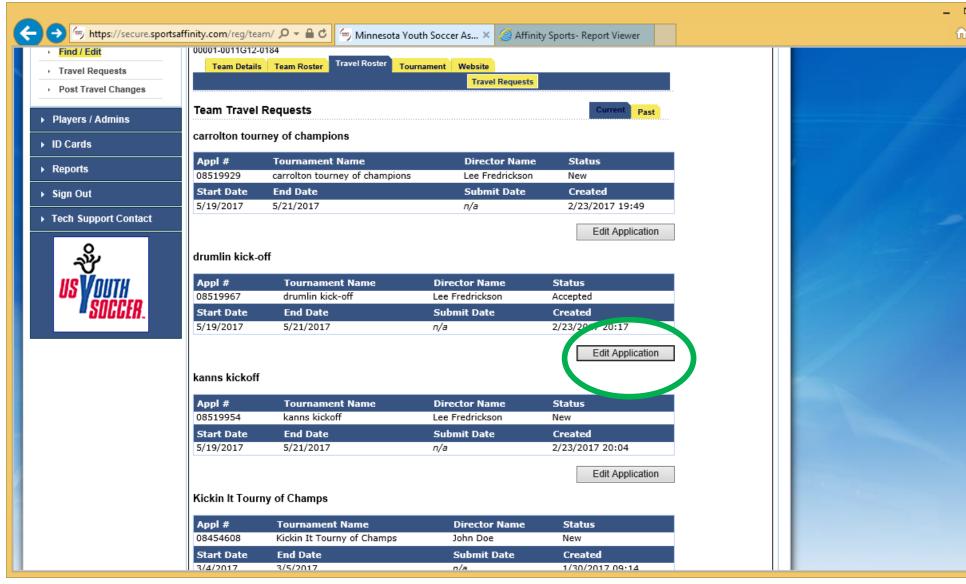
b. Click on Teams in the yellow circle...and then on Team Info in the green circle



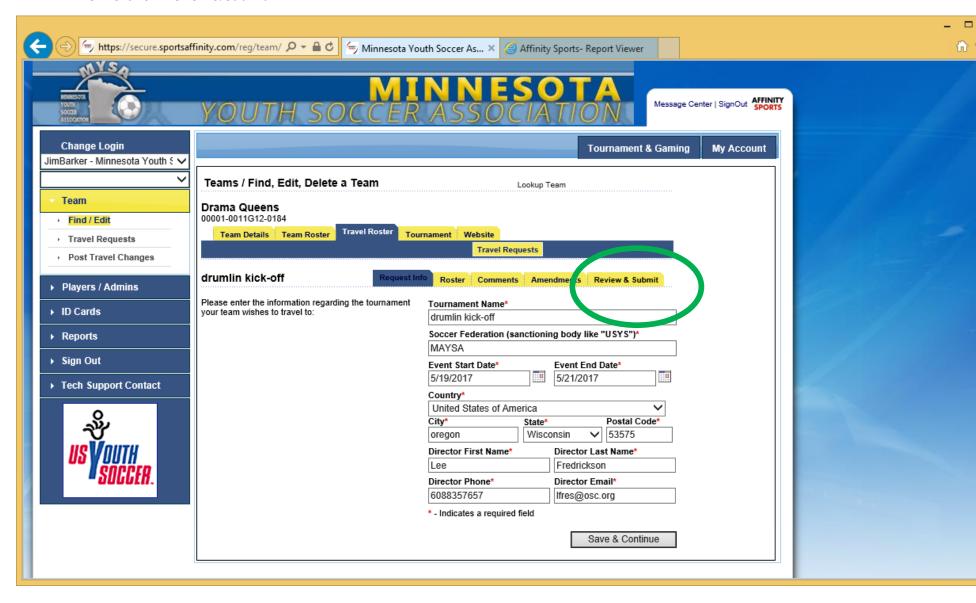
c. Click on Travel Roster on the menu bar



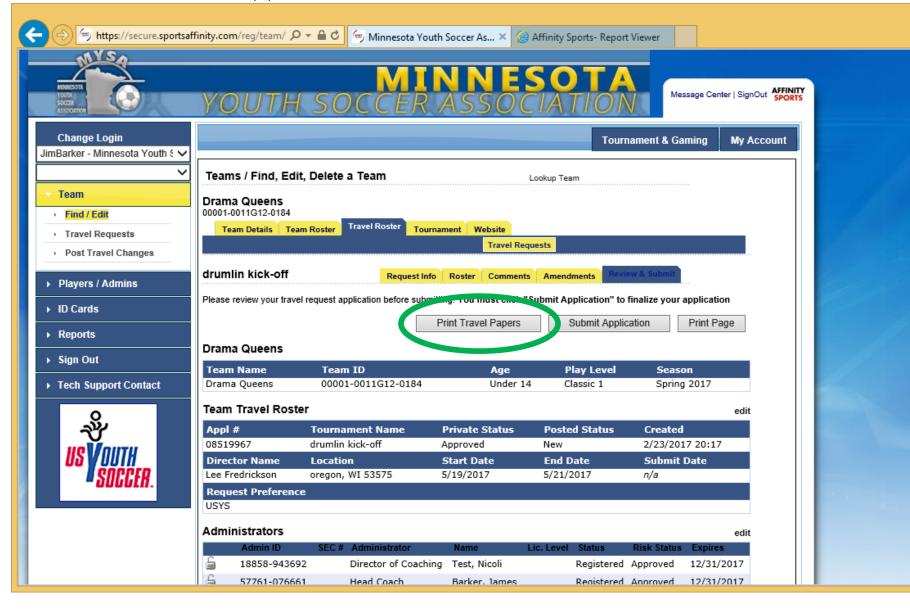
d. Find the travel request that has been processed and says 'Accepted' and click on 'Edit Application'



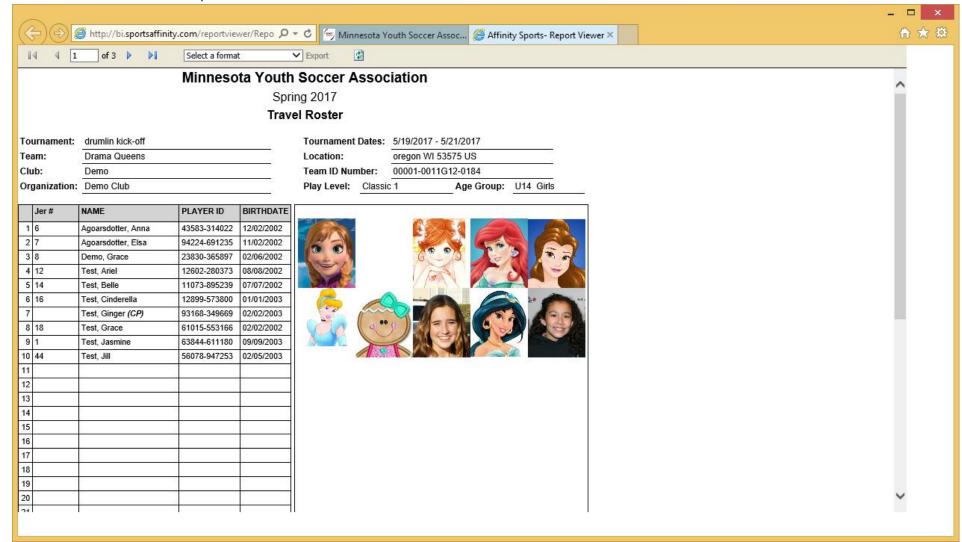
e. Click on 'Review & Submit'



f. Click on the 'Print travel papers' button



- g. To save as a pdf:
 - i. Click the drop-down of select a format
 - ii. Choose PDF
 - iii. Click Export



- h. Note that this will be 3 pages including:
 - i. Travel Roster
 - ii. Official Travel Roster
 - iii. Travel Permit