

To create a travel itinerary

- 1 On the **Travel** menu, click **Travel** or click 
- 2 Under **Select Incident(s)**, click 
- 3 On the **Search Incidents** dialog box, click  click one or more Incident(s) of your choice, click  and then click 
- 4 On the **Travel** screen, click  and then click the **Resource Name(s)** of your choice.
- 5 Click  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 

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

9 To create another travel leg, click  or click

 set travel as complete.

10 When finished, click 

