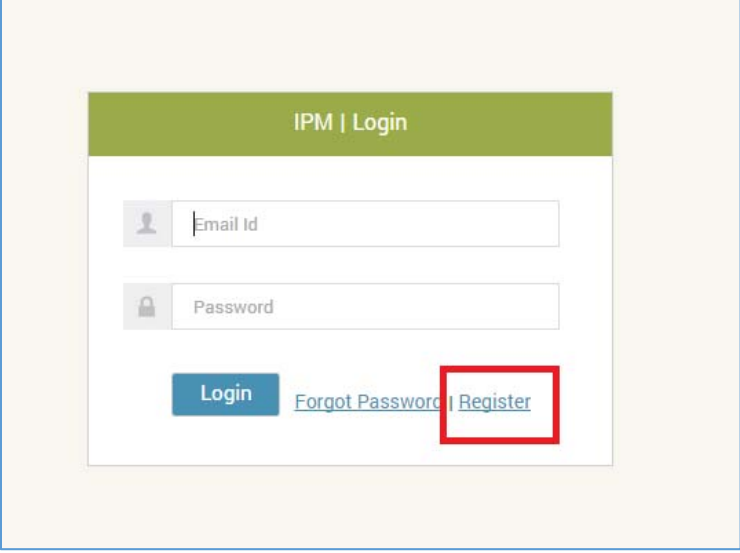


## Getting Started

### Registering for an account

1. Using your web browser, go to <https://ipmildb.oired.vt.edu/index.html>
2. Click on the **Register** link to the right of the Login button.



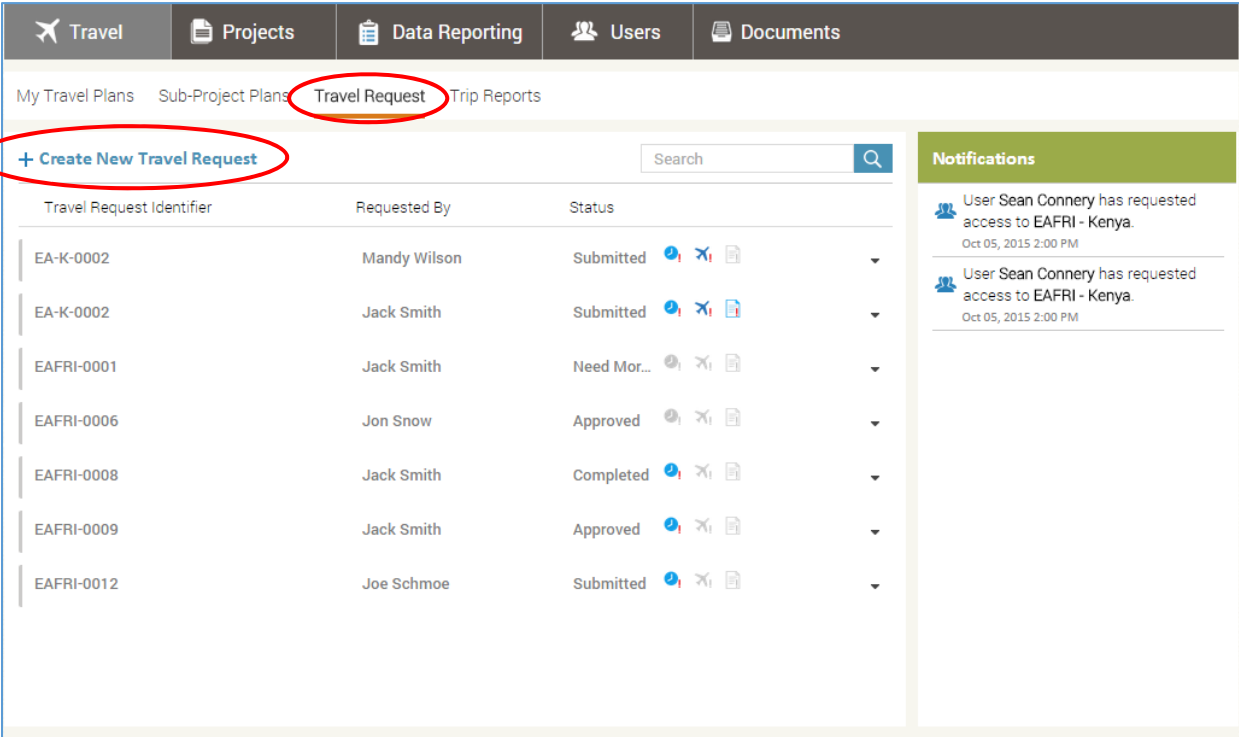
The image shows a screenshot of a web page titled "IPM | Login". The page has a green header bar with the text "IPM | Login". Below the header, there are two input fields: "Email Id" and "Password". Below the input fields, there are three links: "Login", "Forgot Password", and "Register". The "Register" link is highlighted with a red rectangular box.

3. This link will bring up an information form you will complete. Fill out all required fields. When you are finished filling out the registration form, click on the **Create Account** button.
4. When your account is approved you will receive an email from the system to let you know that you may log in.

## Create a Travel Request

To create a travel request, log into the system and follow the directions below.

1. Select **Travel** from the navigation bar, then **Travel Request** from the submenu.
2. To create a new travel request, click on the link at the top of the page for **Create New Travel Request**.



The screenshot displays the 'Travel Request' management interface. The navigation bar at the top includes 'Travel', 'Projects', 'Data Reporting', 'Users', and 'Documents'. The 'Travel Request' link in the submenu is circled in red. Below it, the '+ Create New Travel Request' link is also circled in red. A table lists existing travel requests with columns for Travel Request Identifier, Requested By, and Status. A notifications panel on the right shows two notifications about access requests to EAFRI - Kenya.

Travel Request Identifier	Requested By	Status
EA-K-0002	Mandy Wilson	Submitted
EA-K-0002	Jack Smith	Submitted
EAFRI-0001	Jack Smith	Need Mor...
EAFRI-0006	Jon Snow	Approved
EAFRI-0008	Jack Smith	Completed
EAFRI-0009	Jack Smith	Approved
EAFRI-0012	Joe Schmoe	Submitted




3. Fill out the following fields on the **New International Travel Request** form:

### New International Travel Request

---

Select Projects Select Fiscal Year

-- Select -- FY2016

Travelers

Enter Travelers Add

Institutions

Enter Institution Add

Destination

Enter Destination

Departure Date Return Date

mm/dd/yyyy mm/dd/yyyy

Purpose

Enter your trip Purpose here

---

Which activities in the technical workplan you will be involved in?

Workplan Active No(s) Site(s)

Enter Workplan Active No Enter Site

Briefly describe the objective of the trip

Type your trip Objective here

---

Field Descriptions:

- **Select Projects:** Select the project for the travel request from the dropdown list
- **Travelers:** Type the names of the person(s) who will be taking this trip. For each traveler, you must click on their name and fill out their **Email** address, **Contact** phone number, **Institution**, and whether they are taking this trip as a **PI** or a **Trainee** (corresponding to the division of trips on the travel plan.)
- **Institutions:** This indicates the institutions that are represented as part of the trip.
- **Destination:** Type the name of the country (or countries) that will be visited on this trip.
- **Departure Date:** Enter the date when the trip will begin.

- **Return Date:** Enter the date when the trip ends.
- **Purpose:** Enter the purpose for this trip.
- **Which activities in the technical workplan you will be involved in?** To complete this section, you must enter:
  - i. **Workplan Active No(s):** The Activity numbers from the Technical Workplan pertaining to this trip;
  - ii. **Site(s):** A list of the sites that you will be visiting on this trip; and
  - iii. **Briefly describe the objective of the trip:** Unlike the purpose field, this description identifies what the objective of this trip is in the context of the associated activities from the Technical Workplan.
- **Have you Informed Principal Host Country Contact?** If the answer to this question is **No**, then it is not necessary to fill out the rest of this section. If the answer is **Yes**, then you are expected to identify:
  - i. **When** the principal host country contact was informed;
  - ii. **Name** of the person you talked to;
  - iii. **Contact** phone number for that individual;
  - iv. **Position** of the person you talked to.
- **Have you Informed USAID Mission?** If so, then you must fill out the following additional fields:
  - i. **When** USAID Mission was contacted;
  - ii. **Name** of the person contacted at USAID;
  - iii. **Contact** phone number for that individual; and
  - iv. **Position** of the person you talked to.
- **Is Logistical or Financial support requested from the USAID country mission?** Indicate **Yes** or **No**.

4. When you are done entering the Travel Request, you may **Save** the request, or, if you are a Principal Investigator, you may **Submit** the request to the next level.

Which activities in the technical workplan you will be involved in?

Workplan Active No(s) Site(s)

EAFRI.1.1 Uganda Department of Agriculture, Univ

Briefly describe the objective of the trip

Task 1: Maintain and update subcontracts and expedite financial flows.

---

Have you Informed Principal Host Country Contact?

Yes  No

When Name

10/08/2015 Sunday Godfrey

Contact Position

1003448899 Ag Senior Statistician

---

Have you Informed USAID Mission?

Yes  No

When Name

10/07/2015 Bill Johnson

Contact Position

2023578890 AOR

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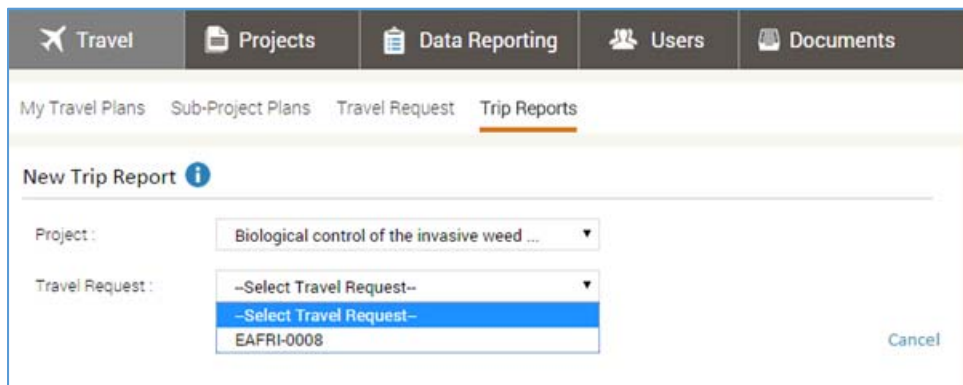
Is Logistical or Financial support requested from the USAID country mission ?

Yes  No

Save | **Submit** | Cancel

## Creating and Submitting a Trip Report

To create a trip report, the PI of the project goes to **Travel** on the IPM Portal navigation bar, then selects the **Trip Reports** tab. Then the PI would choose the **Create New Trip Report** link. On the **New Trip Report** page, the PI selects the **Project** they are entering a trip report for. Selecting the project will populate the **Travel Request** dropdown with a list of travel requests for that project that have pending trip



The screenshot shows the 'New Trip Report' form in the IPM Portal. The navigation bar at the top includes 'Travel', 'Projects', 'Data Reporting', 'Users', and 'Documents'. The 'Travel' tab is active, and the 'Trip Reports' sub-tab is selected. The form is titled 'New Trip Report' and includes an information icon. It contains two dropdown menus: 'Project' and 'Travel Request'. The 'Project' dropdown is set to 'Biological control of the invasive weed ...'. The 'Travel Request' dropdown is open, showing options: '-Select Travel Request--', '-Select Travel Request--', and 'EAFRI-0008'. A 'Cancel' button is visible on the right side of the form.

1. Once the PI selects the travel request they want to submit a trip report for the screen will auto populate with information from the request. The **Purpose** and **Sites Visited** boxes may be edited if necessary.
2. The user can then hit the **Upload a File** link and select the report from their computer to upload.

[Travel](#) [Projects](#) [Data Reporting](#) [Users](#) [Documents](#)

[My Travel Plans](#) [Sub-Project Plans](#) [Travel Request](#) **[Trip Reports](#)**

### New Trip Report ?

Project :

Travel Request :

Fiscal Year : FY2016

Traveler(s) :

Countries Visited : Kenya,Tanzania,Ethiopia

Duration of visit : 26 Mar 2016 to 6 Apr 2016

Purpose :

Sites Visited :

[Download Reference Template](#)

**Upload a File**  
*Support DOC and DOCX files.*

Comments

[Save](#) | [Submit](#) | [Cancel](#)

3. The user may add comments as necessary in the designated text box.
4. To submit a trip report to the next level, the PI can click the **Submit** link at the bottom of the page. There is also an option to click the **Save** link to if the PI wants to wait to submit.