To ReOpen a Traveler when Requested

- 1. Select ADMIN MENU
- 2. Under EDIT Travelers, select OWNERS
- 3. Find the Sequence Number to be reopened
  - a. Change 'y' to 'n' in the "Complete" column
    - b. Remove name from "Closed By" column
    - c. Remove date from "Closed Date" column
    - d. Add a Comment which includes:
      - i. Name of Requestor
      - ii. Date of Request
      - iii. And mode in which request was made (email, phone, etc)
- 4. Check the box for that sequence number in the "Update?" column
- 5. Submit edits by clicking the "Update" button at bottom of page

MAIN MENU ADMIN MENU ->	CAVITY TYPE LI	ST EDIT Travelers	PANSOPHY SECURITY CANNED REPORT EDITOR Auto Converter											
		HEADERS	ADMIN											
		CONFIGS	Jun 2, 2022 12:55:38 PM											
		OWNERS												
		NCR NAMES	Admin Menu											
		HLDPT NAMES	Colum Decision (DUF)											
		USER LISTS		Select Project										
		D3 CATEGORIES		Select Traveler: L2HE-CL	NRM-FPCC-INSP V									
		TP ACRONYMS	Please check for NCRs	/D3s associated with a t	raveler to ensure they	are also Obsoleted.								
raveler Id	Rev No	D3 NAMES	mplete Opened By	Opened Date	Closed By	Closed Date	Comment	Obs	Upda					
2HE-CLNRM-FPCC-INSP	R1	SNLIST	PIRIT	2021-06-14 0	FORFLAND	2021-07-191								
2HE-CLNRM-FPCC-INSP	R1	PROJECT WCA	LAPSG	2021-07-14 0	HUOLE	2021-10-06 0								
2HE-CLNRM-FPCC-INSP	R1	ACDONDALLIST	LARSG	2021-07-28 0	HUQUE	2021-12-20 1								
2HE-CLINEM-EPCC-INSP	83	ACROWIM LIST	TASHAWN	2021-11-17 1	HUQUE	2021-12-20 1								
2HE-CLNRM-FPCC-INSP	R3	5 y	TASHAWN	2021-11-17 0	HUQUE	2022-05-16 1	Opened, Email from Naeem 16May2022							
2HE-CLNRM-FPCC-INSP	R3	Z n	TMHARRIS	2022-01-03 0	megan	2022-05-16.0	Phone call from Danny 133an2022 to delete this traveler	2022-01-13.0						
2HE-CLNRM-FPCC-INSP	R3	8 n	TASHAWN	2022-01-07 0	megan	2022-05-16 0	Phone call from Danny 13Jan2022 to delete this traveler	2022-01-13 0						
2HE-CLNRM-FPCC-INSP	R3	9 V	TASHAWN	2022-01-07 1	DREYFUSS	2022-01-20 0								
2HE-CLNRM-FPCC-INSP	R3	10 y	TASHAWN	2022-02-03 0	HUQUE	2022-05-16 1	Opened. Email from Naeem 16May2022							
2HE-CLNRM-FPCC-INSP	R3	11 y	TMHARRIS	2022-02-16 0	megan	2022-02-16 0		2022-02-16 0						
2HE-CLNRM-FPCC-INSP	R3	12 y	TMHARRIS	2022-02-16 0	HUQUE	2022-02-25 0								
2HE-CLNRM-FPCC-INSP	R3	13 y	TMHARRIS	2022-02-22 1	DREYFUSS	2022-04-06 0								
2HE-CLNRM-FPCC-INSP	R3	14 y	TASHAWN	2022-04-06 1	DREYFUSS	2022-04-19 0								
2HE-CLNRM-FPCC-INSP	R3	15 y	DHECK	2022-04-19 0	LARSG	2022-04-19 1								
2HE-CLNRM-FPCC-INSP	R3	16 y	TMHARRIS	2022-04-27 1	DREYFUSS	2022-05-02 1								
2HE-CLNRM-FPCC-INSP	R3	17 V	TMHARRIS	2022-04-27 1	DREYFUSS	2022-05-02 1								

## To Verify

Below is an example of the TRAV\_OWNERS table found in the TRAVELERS database. It show modified records with dates and comments.

6 🖓 🖙 🗶 📾	Sort Filter:												
MOD_USEF	R & MOD_DATE	0 T	🕴 TRAV	() TRA	TRAV_CLOSE_WHO	OBS	TRAV_ID	🖓 🕴 D3ID	I NCRID	TRAV_OPEN_DATE	TRAV_CLOSE_DATE		TRAV_COMMENT
1 FIRTH	14-JUN-2021 07:52:4	6	1 R1	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	14-JUN-2021	19-JUL-2021 1	FIRTH	(null)
2 JJORDAN	14-JUL-2021 09:51:5	8	2 R1	У	FOREHAND	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	14-JUL-2021	06-OCT-2021 0	JJORDAN	(null)
3 LARSG	28-JUL-2021 09:41:2	8	3 R1	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	28-JUL-2021	20-DEC-2021 1	LARSG	(null)
4 LARSG	02-AUG-2021 09:21:3	5	4 R1	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	02-AUG-2021	20-DEC-2021 1	LARSG	(null)
5 TASHAWN	17-NOV-2021 13:53:5	7	5 R3	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	17-NOV-2021	20-DEC-2021 1	TASHAWN	(null)
6 MEGAN	16-MAY-2022 12:26:4	0	6 R3	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	17-NOV-2021	16-MAY-2022 1	TASHAWN	Opened. Email from Naeem 16May2022
7 TASHAWN	17-NOV-2021 13:53:5	9	6 R3	У	DREYFUSS	16-MAY-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	17-NOV-2021	14-JAN-2022 1	TASHAWN	(null)
8 MEGAN	16-MAY-2022 12:25:1	1	7 R3	n	megan	13-JAN-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	03-JAN-2022	16-MAY-2022 0	TMHARRIS	Phone call from Danny 13Jan2022 to delete this traveler
9 TMHARRIS	03-JAN-2022 13:24:0	1	7 R3	n	(null)	16-MAY-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	03-JAN-2022	(null)	TMHARRIS	Phone call from Danny 13Jan2022 to delete this traveler
10 TASHAWN	07-JAN-2022 14:31:2	2	8 R3	n	(null)	16-MAY-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	07-JAN-2022	(null)	TASHAWN	Phone call from Danny 13Jan2022 to delete this traveler
11 MEGAN	16-MAY-2022 12:25:1	1	8 R3	n	megan	13-JAN-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	07-JAN-2022	16-MAY-2022 0	TASHAWN	Phone call from Danny 13Jan2022 to delete this traveler
12 TASHAWN	07-JAN-2022 14:31:2	2	9 R3	У	DREYFUSS	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	07-JAN-2022	20-JAN-2022 0	TASHAWN	(null)
13 TASHAWN	03-FEB-2022 11:05:0	0	10 R3	У	HUQUE	16-MAY-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	03-FEB-2022	25-FEB-2022 0	TASHAWN	(null)
14 MEGAN	16-MAY-2022 12:26:4	0	10 R3	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	03-FEB-2022	16-MAY-2022 1	TASHAWN	Opened. Email from Naeem 16May2022
15 TMHARRIS	16-FEB-2022 08:41:1	5	11 R3	У	megan	16-FEB-2022	L2HE-CLNRM-FPCC-INSP	(null)	(null)	16-FEB-2022	16-FEB-2022 0	TMHARRIS	(null)
16 TMHARRIS	16-FEB-2022 08:50:4	0	12 R3	У	HUQUE	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	16-FEB-2022	25-FEB-2022 0	TMHARRIS	(null)
17 TMHARRIS	22-FEB-2022 10:43:1	8	13 R3	У	DREYFUSS	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	22-FEB-2022	06-APR-2022 0	TMHARRIS	(null)
18 TASHAWN	06-APR-2022 15:25:1	7	14 R3	У	DREYFUSS	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	06-APR-2022	19-APR-2022 0	TASHAWN	(null)
19 DHECK	19-APR-2022 07:26:2	7	15 R3	У	LARSG	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	19-APR-2022	19-APR-2022 1	DHECK	(null)
20 TMHARRIS	27-APR-2022 13:45:4	9	16 R3	У	DREYFUSS	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	27-APR-2022	02-MAY-2022 1	TMHARRIS	(null)
21 TMHARRIS	27-APR-2022 13:46:2	8	17 R3	v	DREYFUSS	(null)	L2HE-CLNRM-FPCC-INSP	(null)	(null)	27-APR-2022	02-MAY-2022 1	TMHARRIS	(null)

To View from Pansophy

- 1. Select Travelers menu
- 2. Under USER TOOLS select OWNERS
- 3. Select Project
- 4. Select Traveler from the Project
- 5. A list of all travelers with comments/dates/names is displayed

MATN MENUL TRAVELEDE			CDE CO						
MAIN MENU TRAVELERS	MENU ->	SKF UPS	SKESQ	I CLOSED P	NO USER TU	OLS	TRAVELER TOOLS		
						TR	TP ACRONYMS		
					Ju	1 2, 20	HEADER		
						_			
							HEADERS		
						Adı	CONFIGS		
					e 1		OWNERS		
					Selec	л ргој	NCR NAMES		
					Select Travel	er: L2		~	
					Listing o	of Trav	NCR NAMES by Trav		
raveler Id	Rev No	Seq Num	Complete	Opened By	Opened Date	Clos	D3 NAMES	Obs	TRAV COMMENT
2HE-CLNRM-FPCC-INSP	R1	1	y	FIRTH	06/14/2021	HU			
2HE-CLNRM-FPCC-INSP	R1	2	y y	JJORDAN	07/14/2021	FORE	SNLIST		
2HE-CLNRM-FPCC-INSP	R1	3	y y	LARSG	07/28/2021	HU	USER LIST		
2HE-CLNRM-FPCC-INSP	R1	4	y y	LARSG	08/02/2021	HU			
2HE-CLNRM-FPCC-INSP	R3	5	y y	TASHAWN	11/17/2021	HU	VAR NAMES		
2HE-CLNRM-FPCC-INSP	R3	6	y y	TASHAWN	11/17/2021	HU	SN VAR NAMES		Opened. Email from Naeem 16May2022
2HE-CLNRM-FPCC-INSP	R3	6	y y	TASHAWN	11/17/2021	DREY	on water water	2022-05-16 12:26:40.0	
2HE-CLNRM-FPCC-INSP	R3	7	n	TMHARRIS	01/03/2022	me	PROJECT WCA	2022-01-13 00:00:00.0	Phone call from Danny 13Jan2022 to delete this travel
2HE-CLNRM-FPCC-INSP	R3	7	n	TMHARRIS	01/03/2022	_		2022-05-16 12:25:11.0	Phone call from Danny 13Jan2022 to delete this travel
2HE-CLNRM-FPCC-INSP	R3	8	n	TASHAWN	01/07/2022			2022-05-16 12:25:11.0	Phone call from Danny 13Jan2022 to delete this travel
ZHE-CLNRM-FPCC-INSP	R3	8	n	TASHAWN	01/07/2022	mega	an 05/16/2022	2022-01-13 00:00:00.0	Phone call from Danny 13Jan2022 to delete this travel
ZHE-CLNRM-FPCC-INSP	R3	9	y y	TASHAWN	01/07/2022	DREYF	055 01/20/2022	2022 05 16 12:26:40 0	
ZHE-CLINKM-FPCC-INSP	R3	10	Y Y	TASHAWN	02/03/2022	HUQU	JE 02/25/2022	2022-05-16 12:26:40.0	One and Free life and New York 2000
ZHE-CLINKM-FPCC-INSP	R3	10	y y	TASHAWN	02/03/2022	HUQU	JE 05/16/2022	2022 02 16 00:00:00 0	Opened, Email from Naeem 16May2022
ZHE-CLNRM-FPCC-INSP	R3	11	Y V	TMHARRIS	02/16/2022	mega	in 02/16/2022	2022-02-16 00:00:00.0	
ZHE-CLINKM-FPCC-INSP	R3	12	<u> </u>	TMUADDIG	02/10/2022		JE 02/25/2022		
THE-CLINKM-FPCC-INSP	R3	13	<u> </u>	TACHANA	02/22/2022	DREYF	USS 04/06/2022		
THE CLINKM-FPCC-INSP	R3	14	<u> </u>	DHECK	04/10/2022	DREYF	055 04/19/2022		
ZHE-CLNRM-FPCC-INSP	R3	15	Y .	DHECK	04/19/2022	LAKS	G 04/19/2022		
ZHE-CLINKM-FPCC-INSP	<b>K</b> 3	10	Y Y	TPHARRIS	04/27/2022	DREYF	055 05/02/2022		