From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Amendments work-around in Gelco
Date: Tuesday, February 02, 2010 2:55:26 PM

Hi! All. There is a systems bug in Gelco that Planners are encountering when trying to amend actions.

Here is the work around.

Sincerely,

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From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, February 02, 2010 2:02 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers
Subject: Amendments work-around in Gelco
Importance: High

NCI Travel HPOCs: please disseminate this information to your planners and approvers.

Gelco is no longer available to planners to create new authorizations, but your planners should still be able to create amendments and vouchers from existing authorizations. In the last week or so, we've noticed that when a

planner attempts to create an amendment, the proper screen doesn't show up in order for him/her to select the traveler's name and document, and therefore, it appears that an amendment can't be created. This is a known issue with Gelco—it's not your fault. J

Follow this work-around in order to get to the SEARCH screen:

- Hit the Create New Document link.
- The document type field defaults to amendment.
- Change the drop-down to voucher from authorization, then back to amendment, then clean click (click in the blank area) and the search screen should appear.

Following the steps above (basically toggling back and forth between amendment and voucher) should allow a planner to create the amendment.

If you have any questions, contact me at 301-496-2678.

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