

TEM Quick Sheet – Attaching Documentation to a TA or TR in Nolij

This guide will show you how to attach documents to a TA or TR using Nolij (also called Nolijweb). If you have any questions not answered by this guide, please contact us:

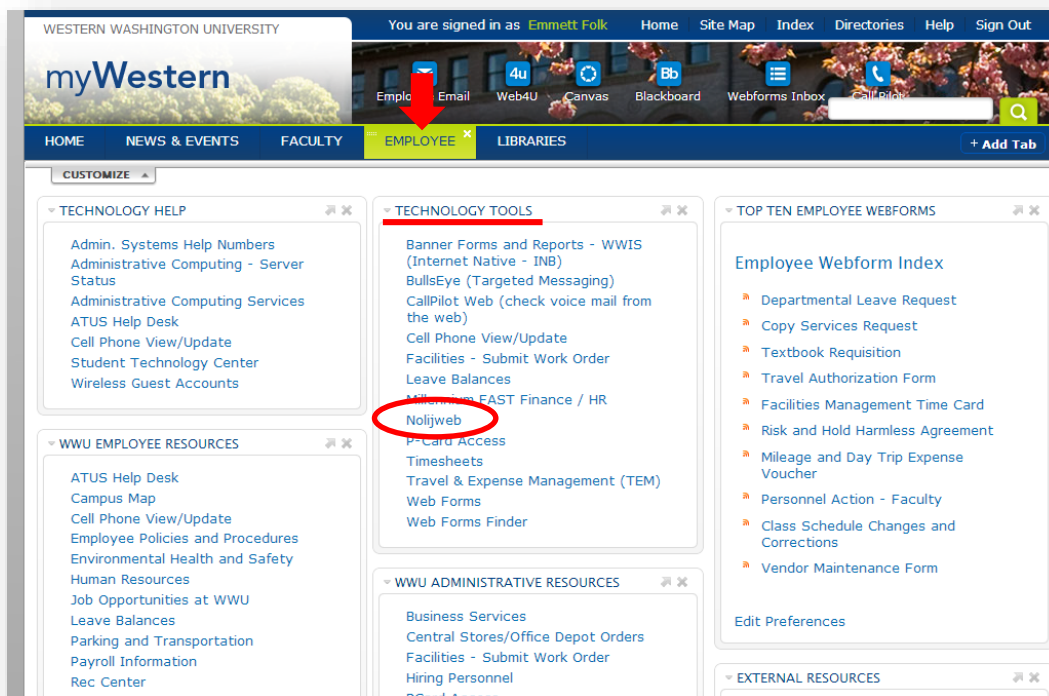
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Attaching Items via Nolij

Nolij is ideal for attaching receipts, flyers, or large supporting documents that won't fit or would be difficult to put into a text field in TEM. To attach an item to your TA or TR, you need to first open the Nolij web application.

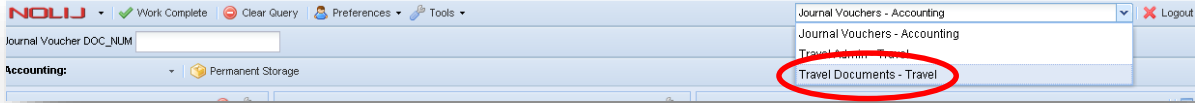
a) Opening Nolij



Like TEM, Nolij is accessed through your web-browser (Internet Explorer, Firefox, Safari, etc.). One easy way to get to it is by using this link: <https://nolij.wwu.edu/NolijWeb/>. You can also access Nolij through your myWestern portal. To do this, first log into myWestern and click on the **Employee** tab. You'll find **Nolijweb** under the **Technology Tools** section.

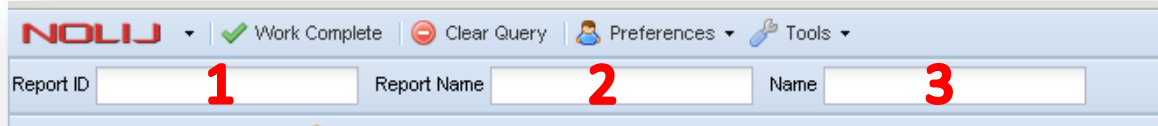
b) Getting to the TEM Nolij Application

Nolij is used for things on campus other than TEM, so you want to make sure you're using the TEM section of Nolij. To do this, look at the top-right corner of your screen. Next to the logout button will be a drop down list of Nolij applications you have access to; find **Travel Documents – Travel** on that list and select it. This will open the TEM Nolij application, and you're ready to find your TEM document.

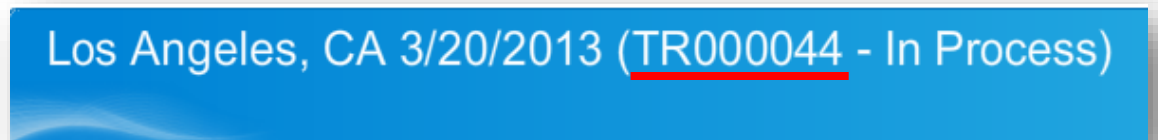


If you do not see an option for "Travel Documents – Travel", contact Travel Services to get access.

c) Finding your Document in Nolij

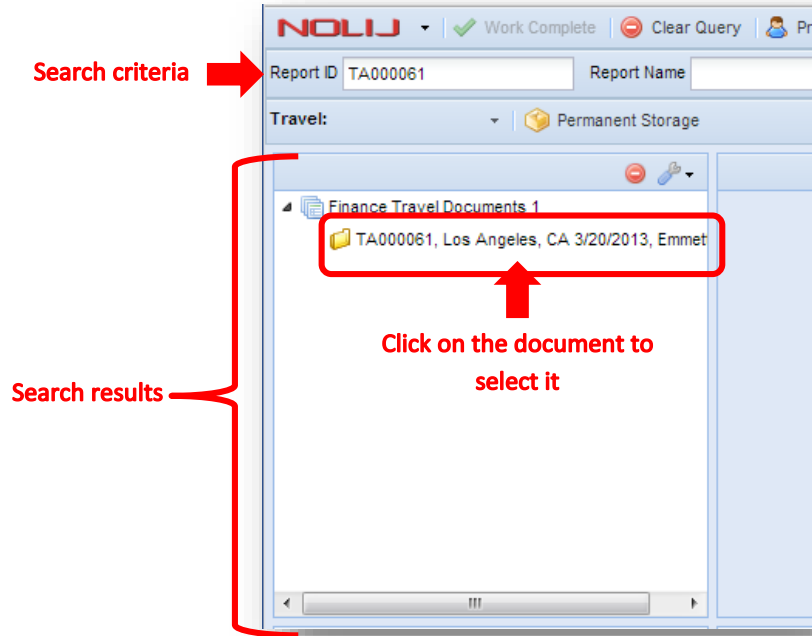


You can search for your document three different ways, by the TA or TR number (1), the report name (2), or the name of the Traveler the document is for (3). You can also use the "%" sign as a wildcard to search by partial TA/TR numbers, report names, or Traveler names. It is important to note that your search will return more than just your personal TEM documents. Searching for "TA%" will return a list of all TAs for all Travelers in TEM, which won't help you find yours. For this reason, we recommend that you search for your document by using your TA or TR number. The TA/TR number is displayed in the title of every screen when you're doing data entry in TEM. Reference that for easy searching.



Typing search criteria into one of the fields shown above (e.g. typing the TA/TR number in the Report ID box) and hitting the **Enter** key on your keyboard will execute a search, and your

results will be shown in the far left section of the application. Click on your document (the yellow file folder followed by your document number, report name, and traveler name) once to select it. If this document already had items attached to it, those items would appear in the center section of the screen. Now that you've selected your document you are ready to attach files to it.

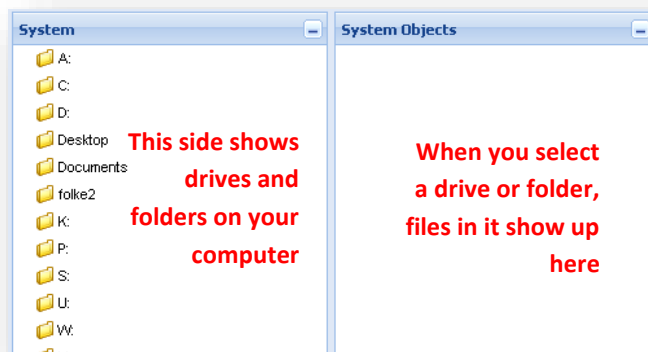


d) Attaching Files to your Document in Nolij

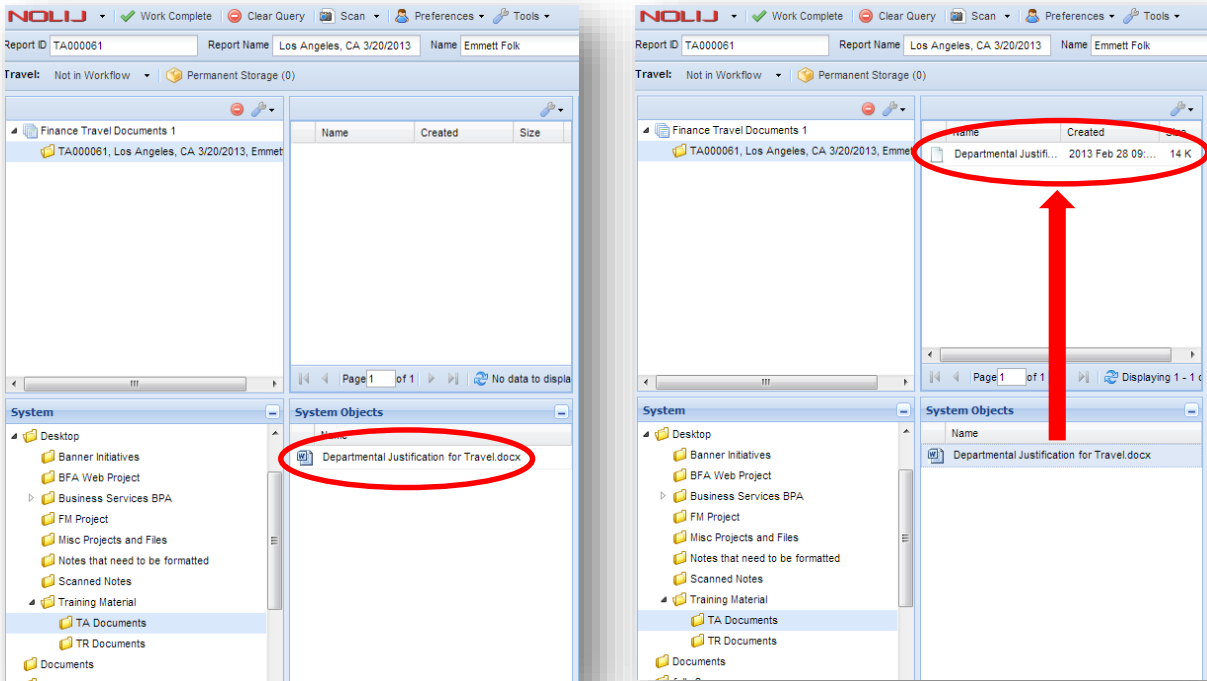
To start attaching files, first make sure the **System** and **System Objects** section are expanded by clicking the icon in the right corner of each section.



When expanded, those two sections will look something like this:



To attach a file, locate the folder in the **Systems** section that contains the file you want to attach. Clicking on that folder should bring up a list of its contents in the **System Objects** section. To attach a file, you can drag and drop it into the section immediately above the **System Objects** window, or right-click the file and select **Upload Files**.



The screen on the left shows a document that's ready to be attached, and the screen on the right shows that document once it has been attached.

It's important to note that, for security reasons, you will not be able to delete an item once it has been attached to a document. If you attached something to the wrong document or attached the wrong file to your TA or TR, contact Travel Services to correct the error.

e) Previewing Attached Items

Once your items are attached, you can click on them to display a preview of that item in the far right section of your screen. You can also double-click an attached item to download it to your computer. This is an important step because your approvers will be reviewing your attachments through the same system, so you'll want to preview them to make sure they are legible, especially receipts.