

How to Print 40As from UTAPS

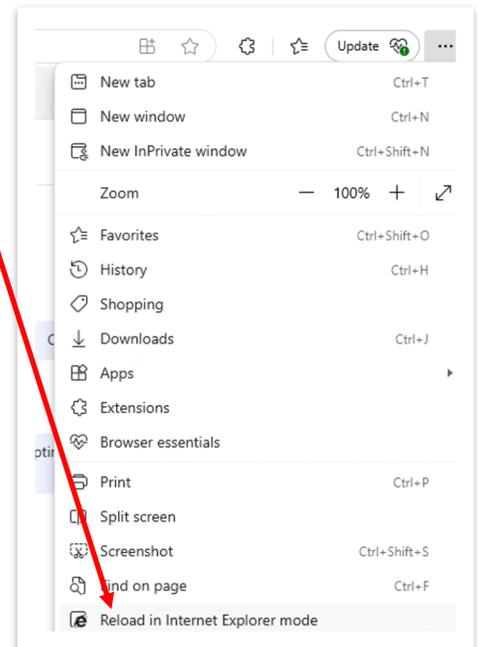
A Quick Guide from HQ RIO

Ensure you're the Microsoft Edge browser and have IE mode enabled. The banner should appear stating "You're in Internet Explorer mode, most pages work better in Microsoft Edge."

To enable IE Mode, click in the three dots to the right, scroll down and click on "reload in internet explorer mode."

— If using a Personal Windows operating system, you can only enable IE mode at the I accept/do not accept page in UTAPS going through AROWS-R.

— If on a government laptop/computer/Desktop Anywhere, go through the main URL page <https://utapsweb.afrc.af.mil/utapsweb/>, then enable IE mode.



To generate a 40A

- Go to reports
- Automated Form 40s
- To your left click on your name (Click on the **plus** sign next to your name)
- Click on the IDT day to want to review/print (Form 40As will be available for each IDT built AFTER they are approved (GREEN) by the supervisor)
- Select the **Personal Data** tab and select whether you require lodging or subsistence.
- Select the **Signing Officials** tab and select an Authorizing Official.
- Select the **Combine Form 40As** tab to combine periods for the date highlighted. Highlight the first period displayed in the box and click the **Combine/Save** button.
- Click **Save** in the top left corner. (GRAY discs are unsaved, YELLOW discs are saved)
- Then click print over to the left side, and print preview, which will open the document in Microsoft Edge
- A box will pop up to mask SSN
- Then click save

Go to page two for printing multiple 40As.

To have multiple documents downloaded into one pdf...

- click print over to the left side
- click mass print select
- check select the 40A dates you wish to download
- click on print
- click mass print
- a box will pop up to mask SSN
- click yes
- which will open the document in another Microsoft Edge window
- Then click save and label your 40As

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