ADMINISTRATOR ORIENTATION GUIDE

TRAVELERS DASHBOARD

- Search & filter all travelers
- View traveler profile dashboards
- Send a single or bulk message
- Send event invite to traveler(s)

CREATE FACULTY ACCOUNT
SIGN-UP OR SIGN-IN

- Create account using unique sign-up link below
- Do not use student SSO
- Toggle to Admin view from profile picture
- Sign-in with unique link below

https://tigertravel.via-trm.com/client/non_sso_sign_in

PROGRAMS DASHBOARD

- View Program Directory
- Search Fort Hays State for faculty-led programs
- Use filters to find specific programs

FORMS DASHBOARD

- Filter & view by form template
- Filter & view by traveler
- Filter & view by form status
- Filter & view by term & program
- Update traveler form status
- Send bulk messages to travelers

VIA TRAVEL DASHBOARD

- View Group Plans & Details
- Create/Edit Travel Plan
- Edit Plan Status
- View Travelers & SafeCheck

APPLICATIONS DASHBOARD

- Filter & view by application template
- Filter & view by program name
- Filter & view by term
- Filter & view by tracking step
- Filter & view by traveler
- Update traveler application status
- Send bulk messages to travelers
- Change column view
- Run & download a report

EVENTS DASHBOARD

- View Events
- Invite Travelers to Events
- If a Faculty Leader would like to host an informational event, contact the SA Office to add on Tiger Travel.

REPORTS DASHBOARD

- Run reports for specific data
- Reports can be generated from all dashboards (applications, forms, programs, travelers)

ORIENTATION QUESTIONS

Brochure approval?

Application deadline?

Customized Forms?

Forms deadline?

Custom application questions?

Program Contact?

?

FACULTY LEADER PERMISSIONS

1. View Traveler Profiles
2. View and Create Traveler Notes
3. View and Send Individual or Bulk Messages
4. Invite Travelers to Events
5. View Programs
6. View Traveler Applications
7. View Traveler Forms
8. Edit Application Status
9. Edit Form Status
10. Withdraw on Behalf of the Traveler

TOP 10

TIGER TRAVEL
FORT HAYS STATE UNIVERSITY