

PRINTING YOUR TRAVEL APPLICATION

Clarity User Guide
June 2018

1. How to Login to Clarity

In the address window of your internet browser, enter the URL (<http://research.agrifutures.com.au>) and click **Go**.

The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



AgriFutures Australia

Login

Username

Password

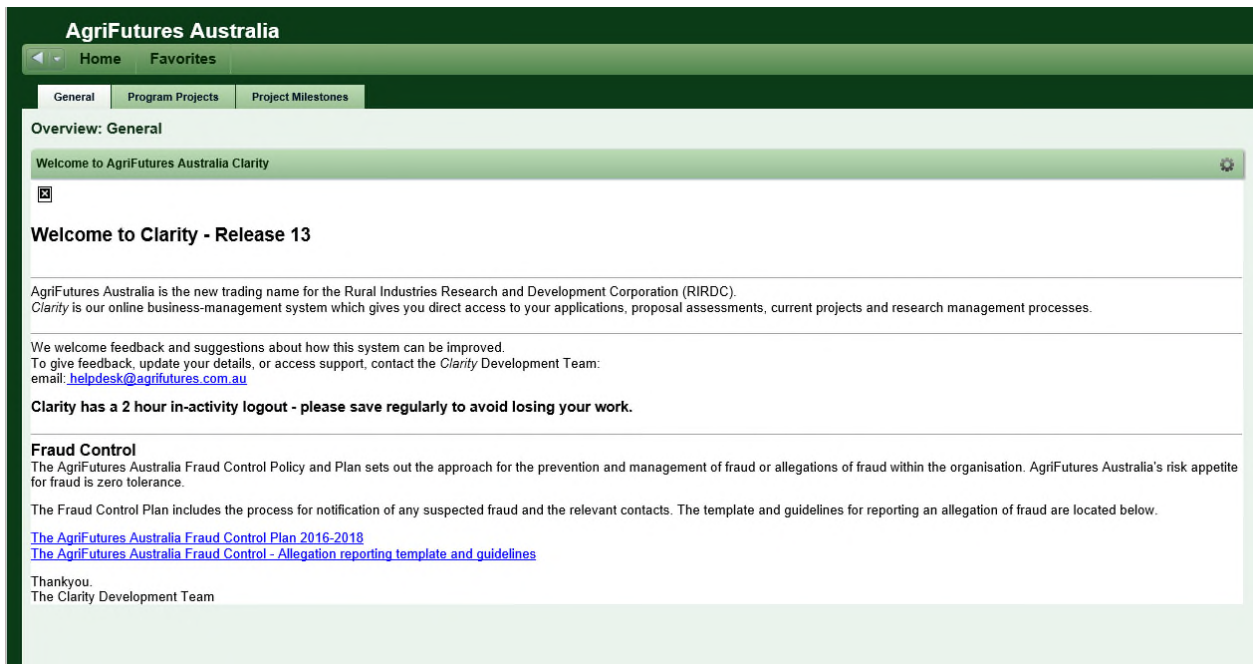
Login

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Forgotten your login details?

Email AgriFutures Australia Helpdesk helpdesk@agrifutures.gov.au

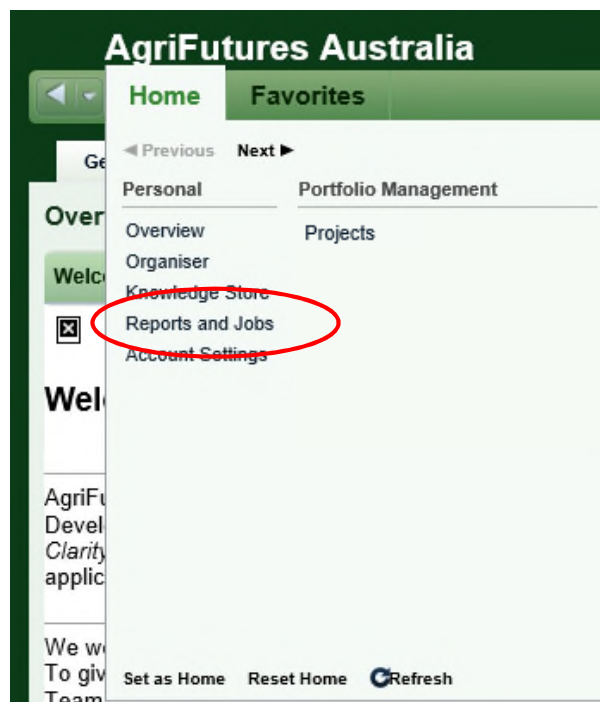
Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please email the AgriFutures Australia Helpdesk helpdesk@agrifutures.gov.au to have it updated.



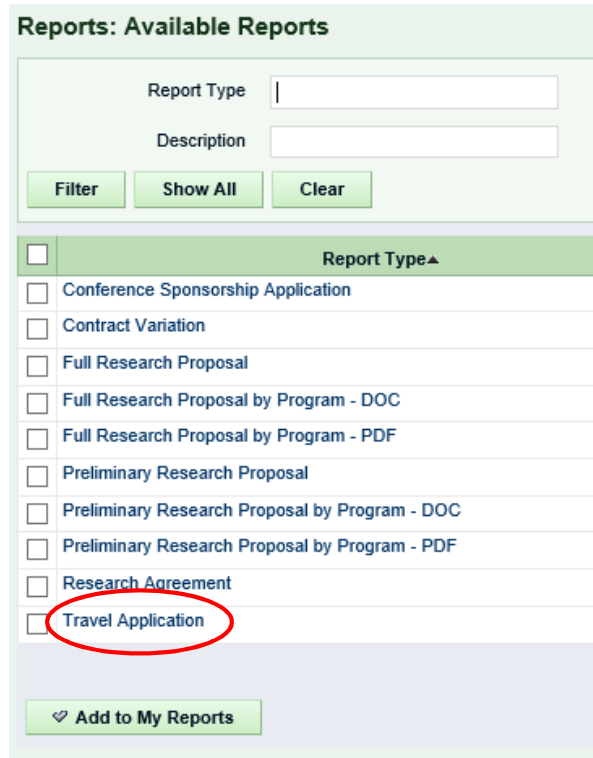
2. Printing or saving your travel application

Please note: to print or save your Travel Application, you will need to know the Application ID.

Click **Home** -> **Reports and Jobs**.



A list of reports that you can run will be displayed. Select the **Travel Application** report by clicking on the **Report Type**.



Reports: Available Reports

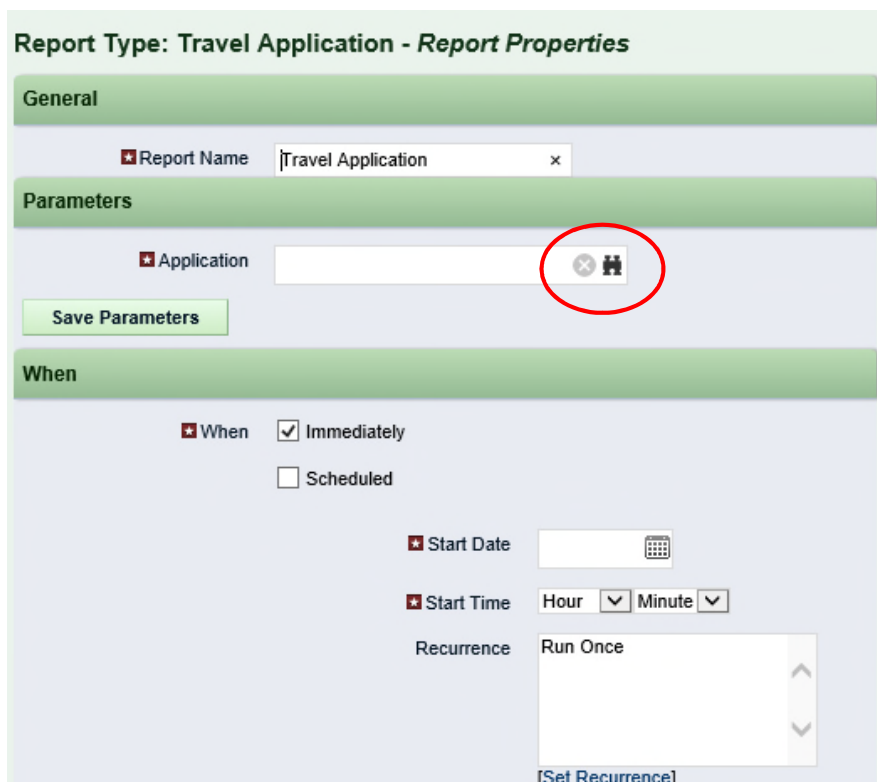
Report Type

Description

Report Type ▲

- Conference Sponsorship Application
- Contract Variation
- Full Research Proposal
- Full Research Proposal by Program - DOC
- Full Research Proposal by Program - PDF
- Preliminary Research Proposal
- Preliminary Research Proposal by Program - DOC
- Preliminary Research Proposal by Program - PDF
- Research Agreement
- Travel Application**

A properties page will be displayed as below. Click on the binoculars beside the **Application** field.




Report Type: Travel Application - Report Properties

General

Report Name x

Parameters

Application 

When

When Immediately Scheduled

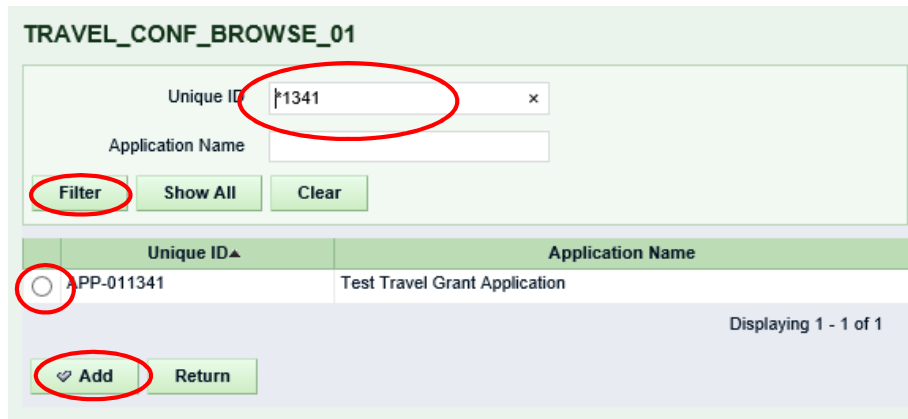
Start Date

Start Time Hour Minute

Recurrence Run Once

[Set Recurrence]

The browse window will appear which will allow you to search your Application ID in the **Unique ID** field. Enter the Application ID of your application (e.g. *1341) and select **Filter**. Select the radio button next to the **Unique ID** and click **Add**.



TRAVEL_CONF_BROWSE_01

Unique ID

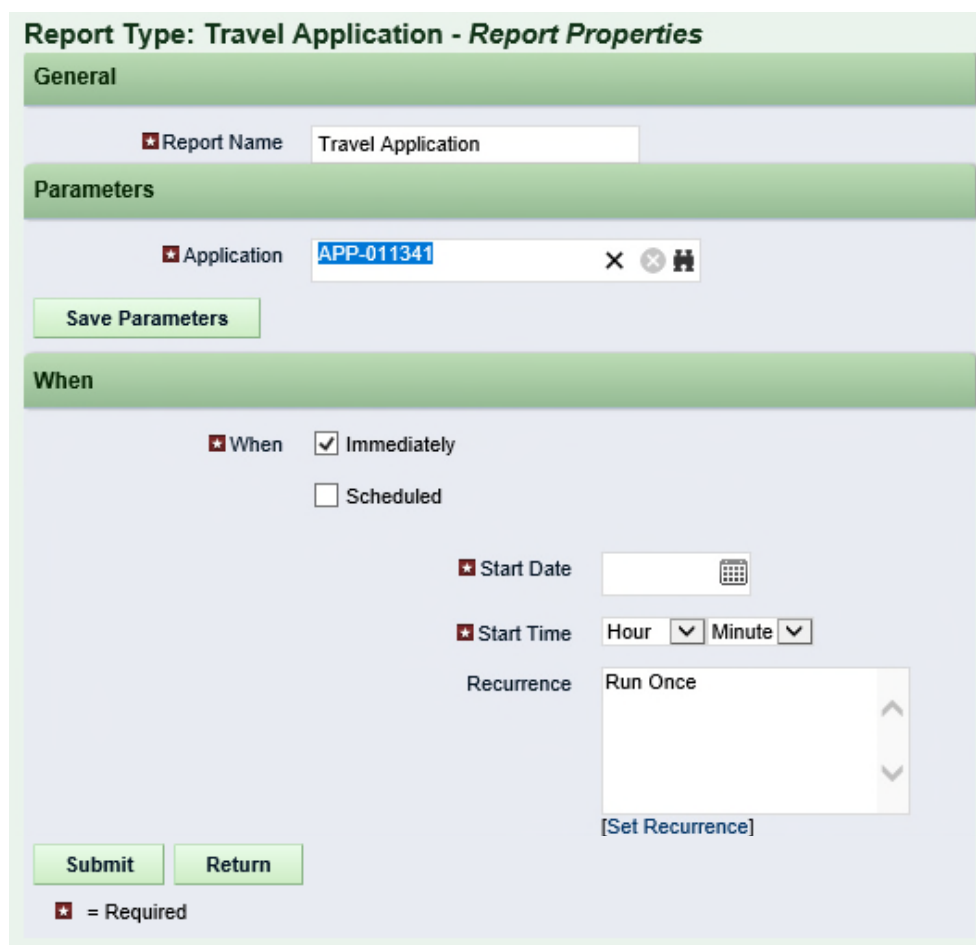
Application Name

Filter

Unique ID▲	Application Name
<input checked="" type="radio"/> PP-011341	Test Travel Grant Application

Displaying 1 - 1 of 1

The Application ID should now appear in the Application field.
Press **Submit**.



Report Type: Travel Application - Report Properties

General

Report Name

Parameters

Application

When

When Immediately Scheduled

Start Date

Start Time Hour Minute

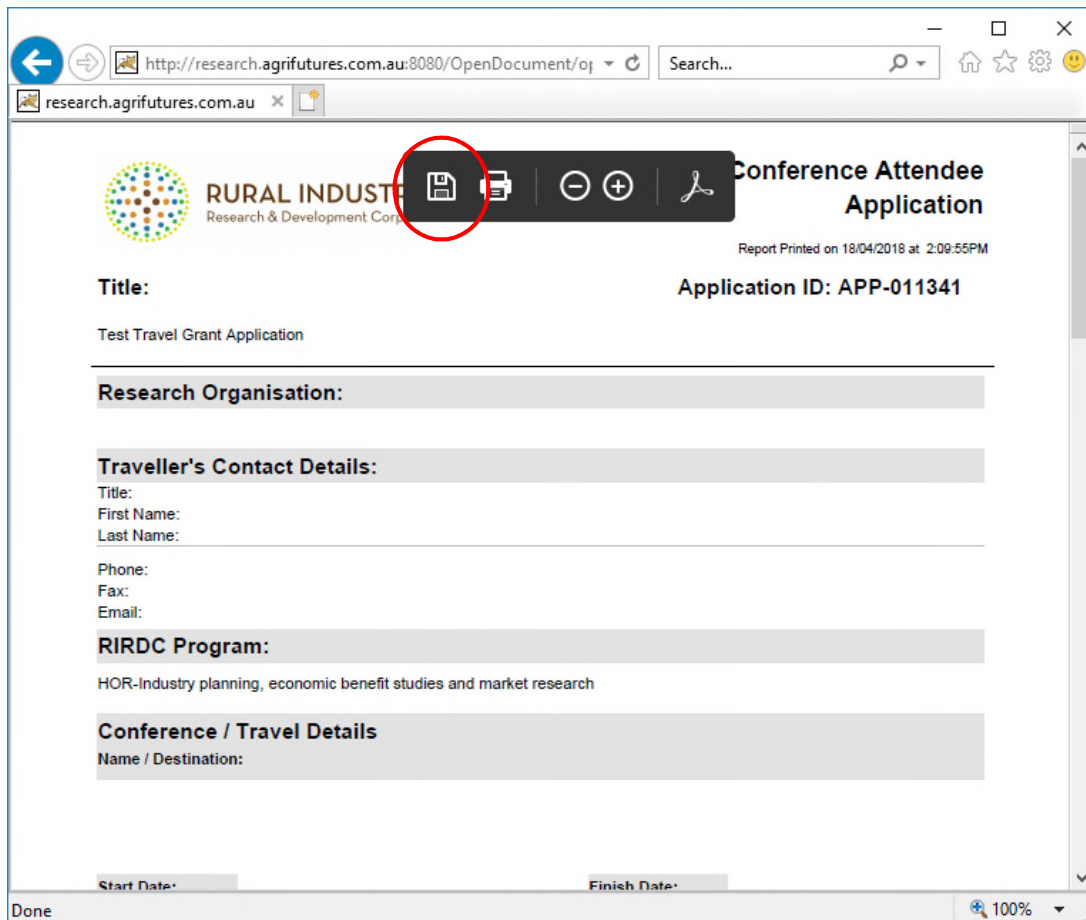
Recurrence

[\[Set Recurrence\]](#)

= Required

Your application should now display in a new window. If your application doesn't display, check your internet browser settings and allow pop-ups from agrifutures.com.au.

Click the save icon to save as a PDF.



The screenshot shows a web browser window with the URL `http://research.agrifutures.com.au:8080/OpenDocument/oj`. The page title is "Conference Attendee Application" and it includes the Rural Industries Research & Development Corporation logo. A toolbar is visible with a red circle around the save icon. The form contains the following fields:

- Title:** Test Travel Grant Application
- Application ID:** APP-011341
- Report Printed on:** 18/04/2018 at 2:09:55PM
- Research Organisation:** [Redacted]
- Traveller's Contact Details:**
 - Title:
 - First Name:
 - Last Name:
 - Phone:
 - Fax:
 - Email:
- RIRDC Program:** HOR-Industry planning, economic benefit studies and market research
- Conference / Travel Details:**
 - Name / Destination:
 - Start Date:
 - Finish Date: