



# Defense Travel Management Office



## Using the Enterprise Web Training System to Enhance Your Training

Connect 2011 Seminar

April 2011

**For Official Use Only**



# Agenda

- Enterprise Web Training System (EWTS) Overview
  - Benefits
  - Why use EWTS?
  - Using EWTS
  - Troubleshooting
  - Summary
- 
- A decorative graphic consisting of three curved arrows pointing from the left towards the right. The arrows are light blue and have a slight gradient, with the top arrow being the largest and the bottom two being smaller and stacked on top of each other.



# EWTS Overview

- Live training environment
- Web accessible
- Available from DTMO website
- Mirrors “production” DTS
  - No live interface with CTO
  - Does not obligate or disburse funds

[Programs & Services](#) > [Training Resources](#) > [Instructor Resources](#)

## Instructor Resources

### Courseware

Downloadable instructor materials are available for use by a Defense Travel Administrator, Instructor or Travel Manager for both classroom and Distance Learning modules.

Classroom resources include instructor and student guides with supporting PowerPoint demonstrations. Distance Learning materials include an instructor guide and a supporting PowerPoint demonstration. The instructor guides can be used as-is or customized as desired. They are formatted for formal classroom or web-conferencing presentations.

### Enterprise Web Training System (EWTS)

EWTS is a practice tool that mirrors the live (production) DTS software. Users may access EWTS by using a soft PKI certificate\*. Among other features, users can create and edit mock travel documents, and build test organizations or routing lists.

*\* This training environment is not secure, use of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your Lead Defense Travel Administrator (LDTA). Refer to the EWTS guide for detailed information on requesting PKI certificates.*

[Enterprise Web Training System](#)



### QUICK LINKS AND RESOURCES

- [EWTS Guide](#)
- [EWTS Certificate Request Form](#)
- [Instructions for Downloading Instructor Resources](#)





# Benefits

Incorporating EWTS into your training program can lead to:

- Reduced DTS errors
  - Fewer rejects
  - Faster approval
  - Faster reimbursement
- Increased user confidence
  - Routing lists
  - Document flow
  - Fiscal matters
- Replicated DTS errors





# Using EWTS: Step 1

- Review EWTS Guide
- Certificates requested
- Certificates delivered
  - Within 2 - 4 weeks
  - Includes LDTA with permissions 0-6, and
  - Fictitious SSNs for other certificates
- Detach and store certificates



## QUICK LINKS AND RESOURCES

- [EWTS Guide](#)
- [EWTS Certificate Request Form](#)





# Why Use EWTS?

- Tailored for local organization
- Experienced user practice
- Refresher training
- New user training
- Demonstrations for senior management






## Using EWTS: Step 2

- Basic Setup
  - Organization
  - Routing List
  - Group
  - LDTA
  - Lines of Accounting
  - Budget
- Determine your audience
- Identify training needs

Logged In As: Helen D Virginia-A [Help for this screen](#)

 **Defense Travel System**  
A New Era of Government Travel [Logoff](#)

[Official Travel](#) [Official Travel - Others](#) [Traveler Setup](#) [Reports](#) [Administrative](#) [CBA](#)

Welcome Helen D Virginia

Organization: TDZDTMOKMB  
Org Access: TDZDTMOKMB  
Group Access: (All)  
Permission: 0,1,2,3,4,5,6,7

**Documents Awaiting Your Approval --> [Click Here](#)**

**My Signed Documents**

Document Name	Current Status	Departure Date	Type
No documents found.			

**Message Center**

Welcome to DTS!

[Back to Top](#)





## Using EWTS: Step 3

- Prepare training environment for different uses:
  - One-to-one training
  - Demonstrations
  - Classroom Training
    - One computer with projector
    - Individual computers







# Training DTAs

- DTA tools
  - Organizations
  - Routing lists
  - Groups
  - People
  - Lines of Accounting
- Budget Module
- Reports

Defense Travel System  
A New Era of Government Travel

User Name: Helen Virginia-A  
Organization Access: TDZDTMOKMB  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: February 24, 2010 - 07:53 EST

Screen ID: 7000.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

DTA Tools: << Select an option from the DTA Tools dropdown.

DTA Maintenance Home  
DTA Maintenance Home  
Organizations  
Routing Lists  
Groups  
People  
Lines of Accounting  
Accession Travel

**Welcome**  
This tool provides the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs). Select an option from the DTA Tools dropdown menu above.

**Your Maintenance Tool Permissions:**

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do NOT have the proper permissions access MIS
- You do NOT have the proper permissions access ROA





# Training for Routing Officials (RO)

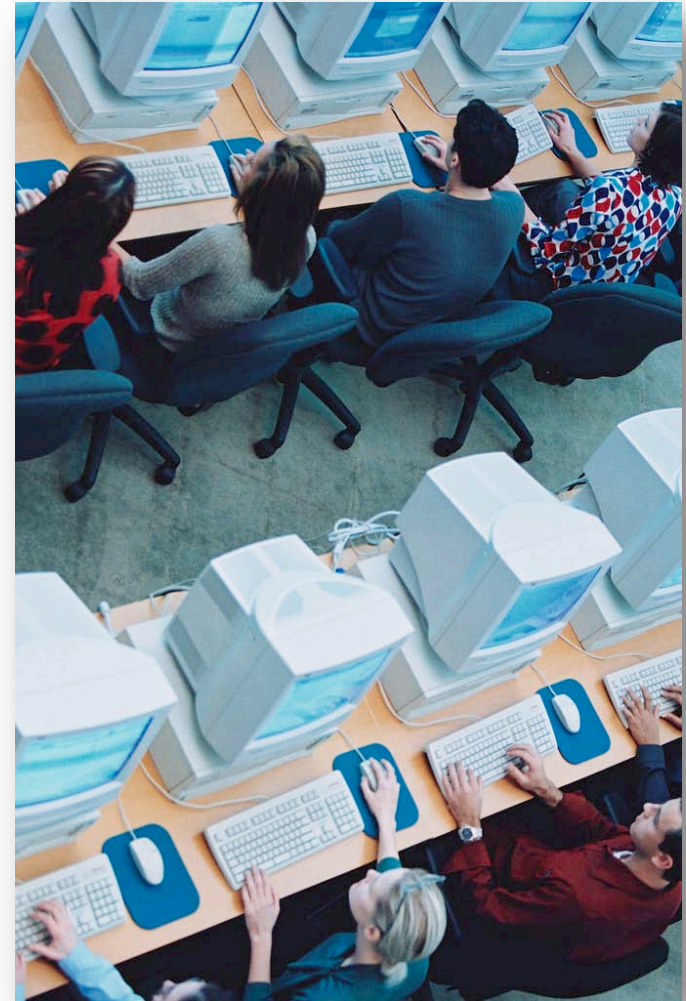
- Creating authorizations and vouchers
- Proper routing of documents
- Identifying mistakes that may pass an audit
- Interpreting errors and pre-audit flags
- Demonstration of correct actions





# Classroom Training for Travelers/NDEAs

- Document creation
  - Authorization
  - Voucher
  - Local voucher
- Travel Policy discussion
- Practical application exercises





# Known EWTS Issues

- Log in errors
- Servlet 500 errors
- Accounting errors





# Resources



## DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)



## Travel Explorer (TraX)

- Training materials
- FAQs
- Distance Learning course: D-205 Enterprise Web Training System (EWTS) Setup and Application

[www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)



## Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX





# EWTS Messages – TraX Announcements

The screenshot shows the website interface with a navigation bar at the top containing icons for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, and an email icon. On the left, there is a 'TRIP TOOLS' sidebar with links for Trip Calculator, Per Diem, City Pair, and Mileage. Below that is an 'ANNOUNCEMENTS' section with a scrollable list of news items. The main content area is titled 'Announcements' and features a large text box with a maintenance notice for EWTS. A 'Return To Home' button is located at the bottom right of the main content area.

**HOME** Help Tickets Knowledge Center Training Trip Tools

**TRIP TOOLS**

- Trip Calculator
- Per Diem
- City Pair
- Mileage

**ANNOUNCEMENTS**

- Travel Arrangements in Response to Ordered Evacuations
- DTS Status: Updated System Downtime on 4/8
- EWTS Update: Downtime Scheduled for 4/16**
- Winter Edition of our Newsletter. The

**Announcements**

*Updated April 6, 2011 - Due to scheduled maintenance, EWTS will be unavailable for 8 hours beginning at 1800 on Friday, April 16, 2011.*

**About the Enterprise Web Training System (EWTS)**  
 Enterprise Web Training System (EWTS) is a practice tool that mirrors the live (production) DTS software. Among other features, users can create and edit mock travel documents, and build test organizations or routing lists. Users may access EWTS by using a soft PKI certificate. This training environment is not secure, use of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your Lead Defense Travel Administrator (LDTA). Refer to the [EWTS guide](#) for detailed information on requesting PKI certificates.

**Return To Home**



# EWTS Messages – DTMO Website

## Notices

- Travel Arrangements in Response to Ordered Evacuations
- What To Do If An Emergency Occurs While on TDY
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- DTS Status - Updated System Downtime on 4/8
- DTS/EWTS Maintenance Schedule
- TraX Downtime Scheduled for 4/1
- Now Available - Winter Edition of the Defense Travel
- GSA Announces 2011 Privately Owned Vehicle Mileage
- EWTS Update: Downtime Scheduled for 4/16**
- OCONUS Travel Workarounds
- Are you experiencing DTS login issues?
- FY2011 Per Diem Rates

**Defense Travel System**  
A New Era of Government Travel

Search DTS  **Go!**

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Site Map](#)

- Home
- DTMO Website
- Training
- FAQs
- Travel Assistance Center (TAC)
- Tier 2 Help Desk
- Contacts
- FAQs
- References
- Contacts

### Notifications

**EWTS Update: Downtime Scheduled for 4/16**

Due to scheduled maintenance, EWTS will be unavailable for 8 hours beginning at 1800 on Friday, April 16, 2011.

**About the Enterprise Web Training System (EWTS)**  
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**Travel Assistance Center**  
Serving the DoD Travel Community  
24 hours a day, 7 days a week  
[Click here for more information](#)





# EWTS Messages – EWTS Message Center



[Logoff](#)

Official Travel ▼
Official Travel - Others ▼
Traveler Setup ▼
Reports ▼
Administrative ▼
ROA ▼
CBA
DMM ▼

Welcome Helen D DTMO

Organization: HPMO

Org Access: (All)

Group Access: (All)

Permission: 0,1,2,3,4,5,6,7,8,9

Documents Awaiting Your Approval --> [Click Here](#)

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My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Due to scheduled maintenance, EWTS will be unavailable for 8 hours beginning at 1800 on Friday, April 16, 2011. Please plan your training accordingly.





# TraX – Submitting Help Tickets

The screenshot shows the DoD Travel Explorer Home dashboard. At the top, there is a navigation bar with icons for Passport Applications, Home, Help Tickets (highlighted with a red box), Knowledge Center, Training, Trip Tools, Links, and Feedback. A LOG-OUT button is in the top right corner. The main content area is titled "DoD Travel Explorer Home" and features a large "TRAX TRAVEL EXPLORER BETA" logo. Below the logo are buttons for "Welcome Message" and "Welcome Video". On the left side, there is a "TRIP TOOLS" section with links for Air, Rail, Car, Lodging, Maps, Trip Calculator, and Location Report. Below that is an "ANNOUNCEMENTS" section with several news items. On the right side, there is a "KNOWLEDGE SEARCH" box, a "Travel Assistance" section with a "My Help Desk Tickets" list, and a "TRAINING" section with a list of recommended training modules.





# TraX – Submitting Help Tickets (continued)

PASSPORT PROFILE Passport Applications

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

LOG-OUT

+ Create New Ticket Form Browse My Tickets Screen

Search

Search By  
Keywords

Powered by RIGHT NOW

30 Tickets Found Page: 1 of 2 Go

Ticket #	Status	Title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		



# TraX – Submitting Help Tickets (continued)

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

+ Create New Ticket Form Browse My Tickets Screen

\* Denotes a required field.

**General Information**

\* Title

\* Description

\* Subject:

Is this Ticket Due To:

Attach Document 1

When You are Done...



# Summary

- EWTS Overview
- Getting Started
- Benefits
- Using EWTS for troubleshooting
- Resources/EWTS Messages

