Agenda

- Enterprise Web Training System (EWTS) Overview
- Benefits
- Why use EWTS?
- Using EWTS
- Troubleshooting
- Summary
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
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
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
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
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

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

  www.defensetravel.dod.mil/Passport

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**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

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.
EWTS Messages – DTMO Website

For Official Use Only

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.

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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
TraX – Submitting Help Tickets (continued)
TraX – Submitting Help Tickets (continued)

![Ticket Submission Form](image-url.png)
Summary

• EWTS Overview

• Getting Started

• Benefits

• Using EWTS for troubleshooting

• Resources/EWTS Messages