Information Paper:

January 2018 DTS Update Look-Ahead

Summary

In January 2018, the DTS home page and reservations screens are undergoing major changes to incorporate a more modern look and improved navigation, data entry, and option selection tools. Additionally, the privacy page and document list screens will receive cosmetic updates. The schedule for rolling out the changes is as follows:

- **January 19:** All changes except the new home page were implemented in EWTS for everyone.

- **January 23:**
  - All users will see the new home page in EWTS.
  - All users will see the home page and cosmetically changed screens in DTS.
  - Some organizations (you'll be notified if you are part of this group) will see the reservations screens changes in DTS.

- **TBD:** The reservations screens changes will be available to all personnel who use DTS to create their travel orders.

  Note: Personnel whose organizations use the DTS Import/Export module, meaning their travel orders are created by an order-writing system (e.g., AROWS, NROWS), will continue to use the legacy itinerary, reservations, and expense screens in DTS until further notice.

This information paper walks you through the new look from beginning to end, by following the steps to create a new authorization. In doing so, it points out in broad terms what is changing and what will remain the same.

To get started, you still access DTS at the old familiar URL: www.defensetravel.osd.mil.

New DTS Home Screen

When DTS opens, you'll immediately notice a redesigned DTS Home screen (Figure 1). Beyond the cosmetic changes to the color scheme and imagery, more information is directly accessible from the Home screen. Roughly from top to bottom, it contains:

1. **DTS** and **ETWS** status icons (indicator #1) let you know when the systems are operational. When a yellow or red icon appears, select it to see specific system statuses (as seen on Figure 1).

2. **Travel alerts** (indicator #2) provide immediate information about current critical travel situations.

3. **Sign Up** (self-registration) and **Log In** buttons (indicator #3) launch DTS.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

4. **A step-by-step travel process summary** (indicator #4) is especially useful if you're new to DoD official travel.

5. **DoD Travel News** and **DTS Notices** (indicator #5) open travel information that – while important –is less urgent than the travel alerts, as well as information about DTS.

6. **Icon Buttons** (indicator #6) give you fast access to A) DTS training, B) a chat session with a Travel Assistance Center (DoD travel Help Desk) analyst, C) information about TSA's Precheck program, and D) the Joint Travel Regulations.

7. **Links** (indicator #1) lead to additional assistance and travel-related services.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

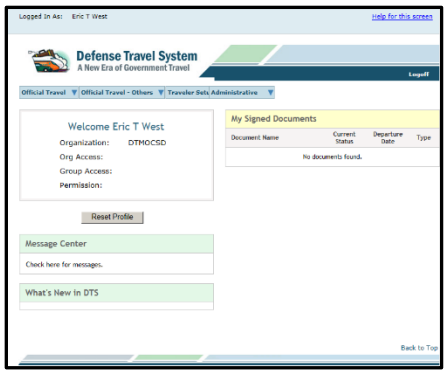
Figure 1: DTS Home Screen

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

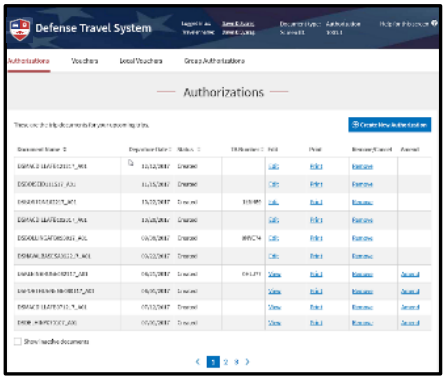
Familiar Document & Itinerary Creation Screens

When you log onto the updated DTS, here's what you'll see:

- The **DTS Welcome screen** (image on right) and most of the screens accessed directly from its top navigation bar (e.g., the Routing List screen, the Rate Lookup Menu screen) look and function the same way they do today. The only exceptions are listed below.



- The **Authorizations** (image on right)**, Vouchers**, **Local Vouchers**, and **Group Authorizations** screens that you reach through **Official Travel** and **Official Travel – Others** options the same functionality, although their color scheme and general look and feel have been updated.



- When you select **Create New Authorization**, a new drop-down menu (center image in Figure 2) lets you choose between the new or legacy itinerary-creation paths:

  - If you select the "**Routine TDY**" path (selectable on any trip unless you need to use a Special Circumstances Travel trip type), you can use the newer, faster itinerary creation screen (right image in Figure 2). You'll be familiar with the tools on this screen, though it has been slightly updated with the new color scheme and a slight rearrangement of fields.

  - If you select the **"Special Circumstances"** path (selectable on any trip), you can use the legacy itinerary creation screens (left image in Figure 2).

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

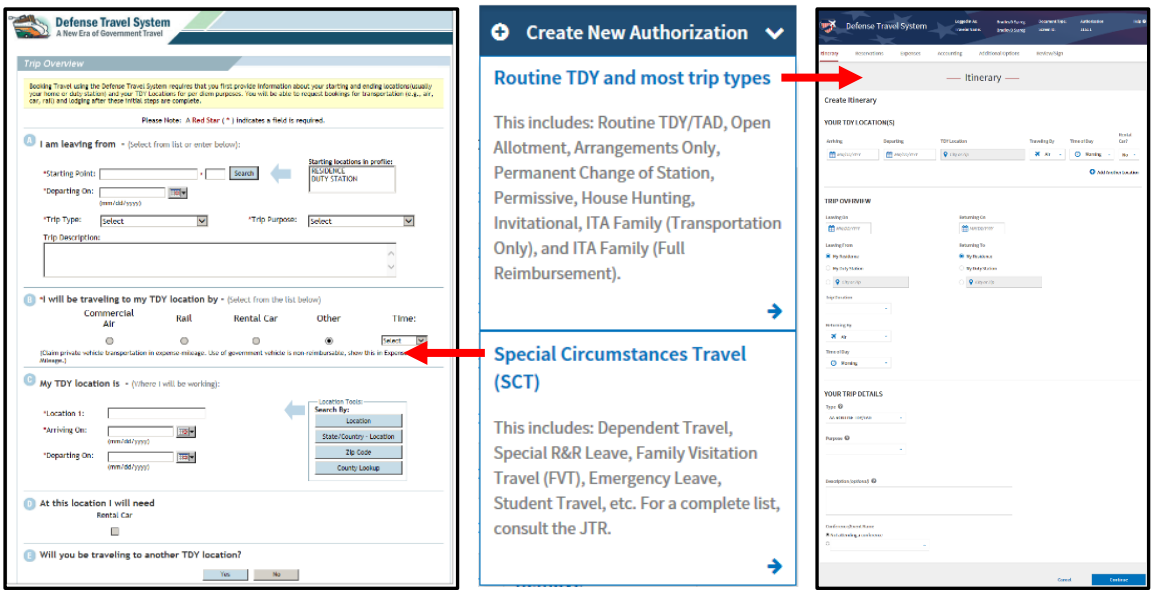


Figure 2: Itinerary Creation Decision Screen

New Reservations Module

The first thing you'll notice in the DTS **Travel** module – which has been renamed the **Reservations** module on the revamped screens (see Figure 3) is that the screen is divided into two areas. On the left (indicator #1) is a narrow progress bar. For more information on the progress bar, see the New Reservations Module – Progress Bar section of this information paper. The right side is the working area (indicator #2), which takes up most of the screen space. The working area content changes depending on what part of your reservation you're currently working on. The bulk of this information paper is dedicated to the various tools that may appear in the right column.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

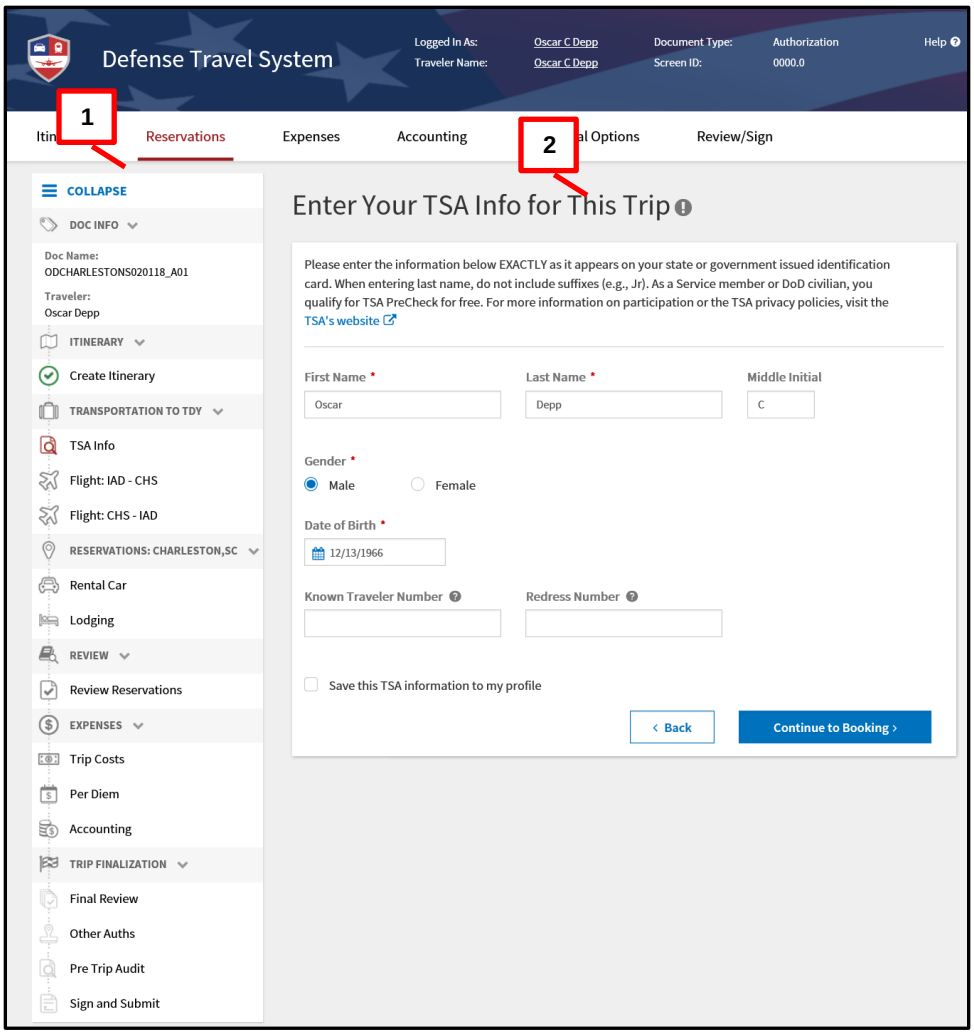


Figure 3: New Reservations Module Layout

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

New Reservations Module –

The progress bar (Figure 4) shows what you have done, what you are currently working on, and what you still have to do to complete your authorization. Each sections of the progress is independently collapsible.

In the example in Figure 4, you have only expanded the **Transportation to TDY** section, which shows that:

- You have finished entering your TSA information, as indicated by the green circle with a checkmark.
- You are currently booking your first flight reservation – a flight from Los Angeles to Miami, as indicated by the red icon.
- You still have to book your flights from Miami to Colorado Springs, and from Colorado Springs back to Los Angeles, as indicated by the gray icons.

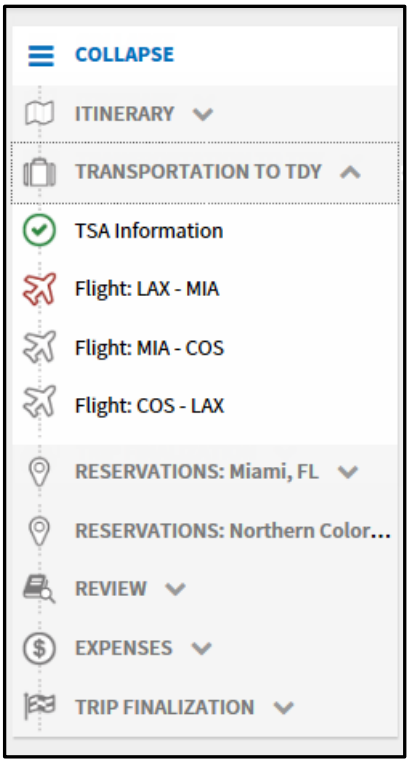


Figure 4: Progress Bar

Items on the progress bar are ordered, from top to bottom, as follows:

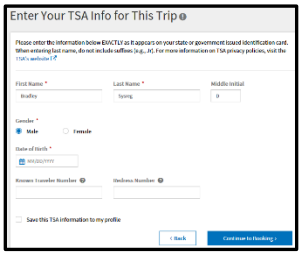
1. TSA information (only displays if you are flying)
2. En route transportation (e.g., flights, trains, rental cars)
   - Transportation to, from, and between official locations
3. Reservations at each TDY location (rental cars, lodging)
   - Includes “in-and-around” transportation
4. Reimbursable expenses and travel allowances
5. Accounting information (LOAs, advances, SPPs)
6. Other authorizations and justifications
7. Digital signature

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

And in case you wondered, the navigation bars that you use to access the DTS modules do look different on the new screens, although the options on them remain the same. You'll find an example of the new navigation bar look in the Familiar Modules section of this information paper.

New Reservations Module – TSA Information

When you begin the process for selecting flight reservations, the first screen that appears is the Transportation Security Administration (TSA) Information screen. The tools on this screen have not changed, although the color scheme has.



If you do not need air reservations, this screen does not appear. Select **Continue to Booking** at the bottom left of the screen to begin making your air reservations.

New Reservations Module – Air

The major change for air reservations is that the tabs have been replaced by listing flights in just two categories – **GSA Contract Rates** appear before **Other Rates**. Each category is arranged by default from least to most expensive within each (see Figure 5).

Selecting an air reservation is a three-step process. The first step is to select your flight (indicator #1) or request Travel Management Company (TMC) assistance (indicator #2).

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

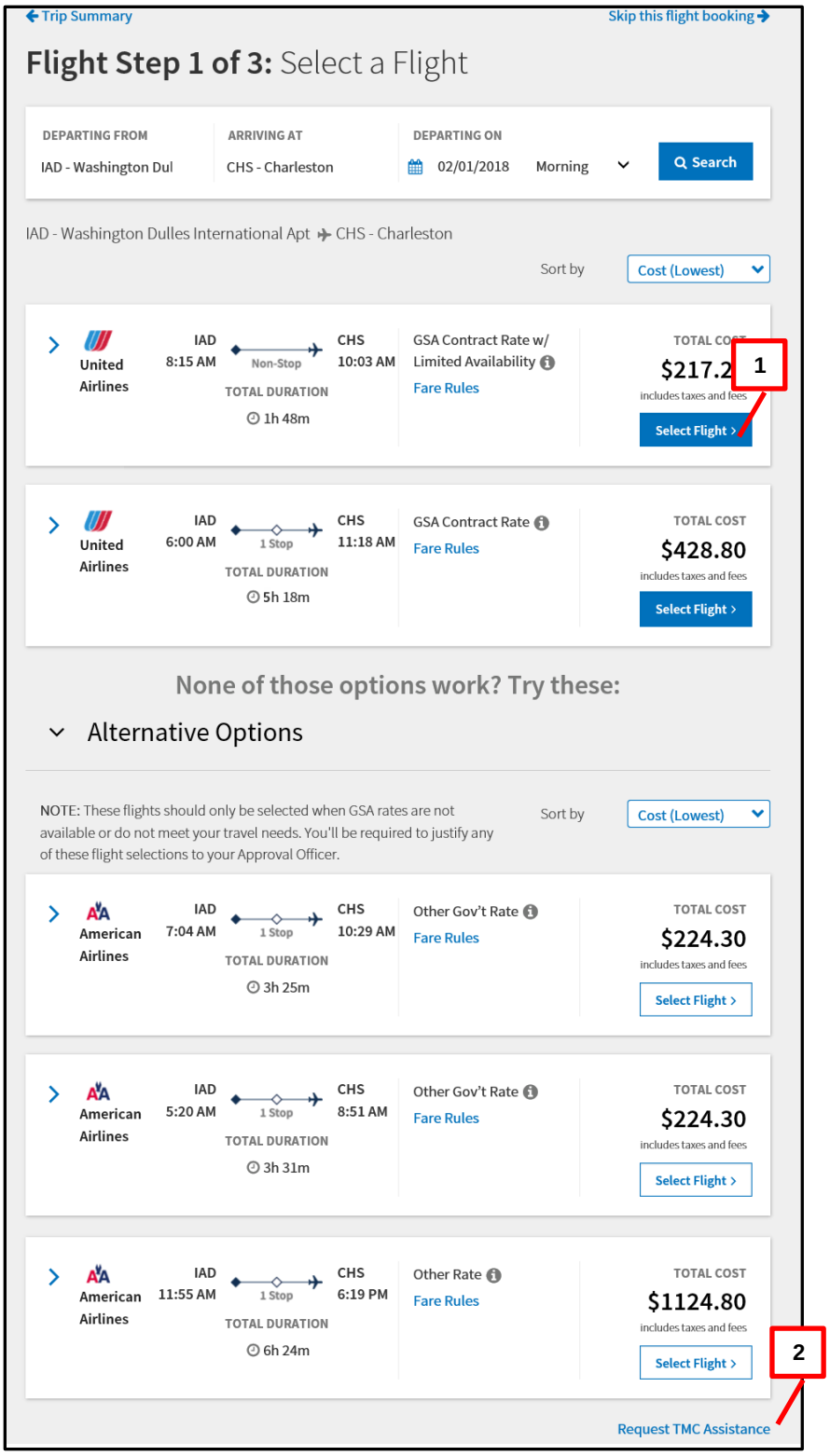


Figure 5: Flight Step 1 of 3

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Step 2 (Figure 6) is to request a seat or seat type. This tool should be familiar to you, although the graphics have been updated.

Note: As before, booking a seat through DTS guarantees you a seat on a flight; however, the airline may not assign you the seat or seat type you requested.

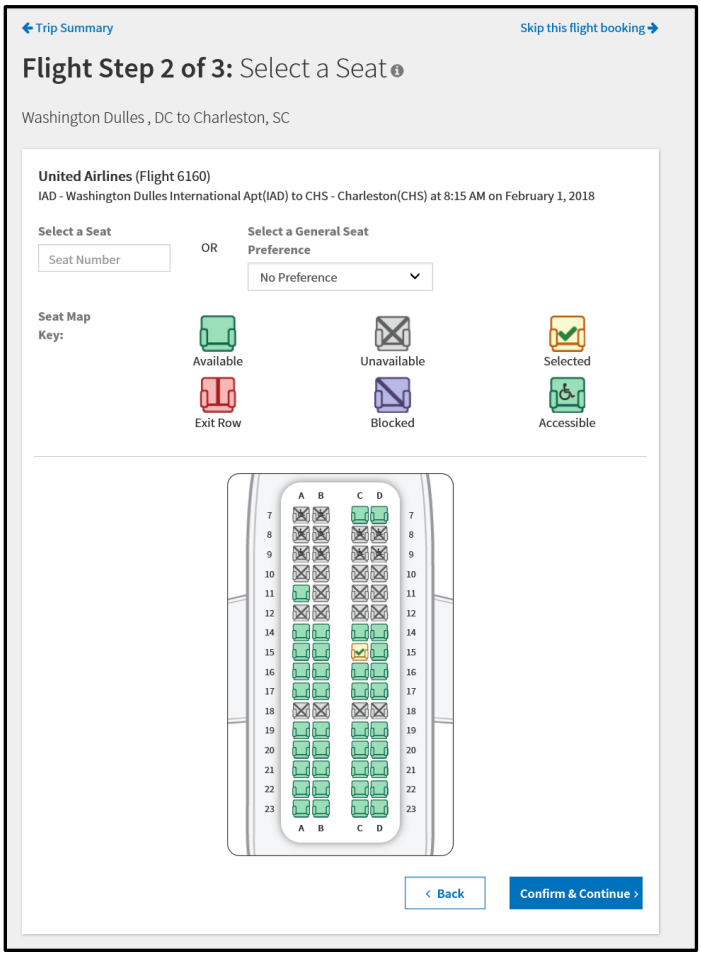


Figure 6: Flight Step 2 of 3

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Step 3 (Figure 7) is to review your choice and book it (indicator #1). On this screen, you may also make special accommodation requests (indicator #2), enter or modify your rewards program information (indicator #3), which will prepopulate if saved in your DTS profile, and change your payment type, say if you're paying with a CBA (indicator #4).

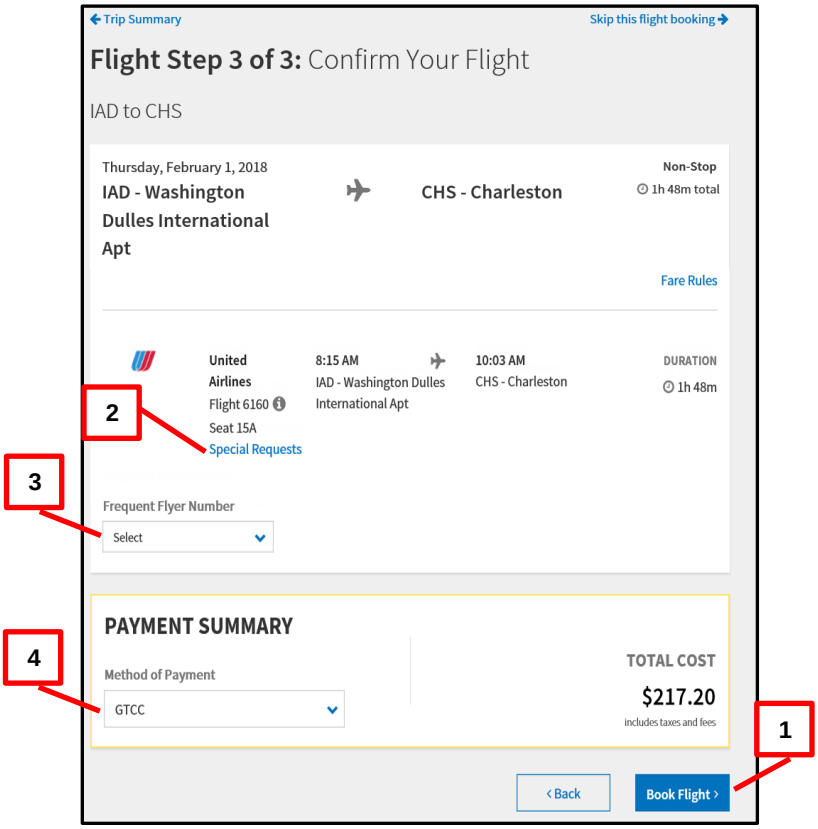


Figure 7: Flight Step 3 of 3

New Reservations Module – Rental Car or Train

Reserving a rental car or train follow very similar 2-step processes, the primary difference being that train requests, as always, go to the TMC for booking, while rental car reservations are automatically booked.

Step 1 (Figure 8) is similar to Flight Step 1. Look through the list of available options and select the car or train of your choice (indicator #1). For rental cars, you can also use the tools under "Advanced Options" (indicator #2) to indicate if this is a one-way rental and/or a rental car to, from, or between TDY locations (aka, an en-route rental car).

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

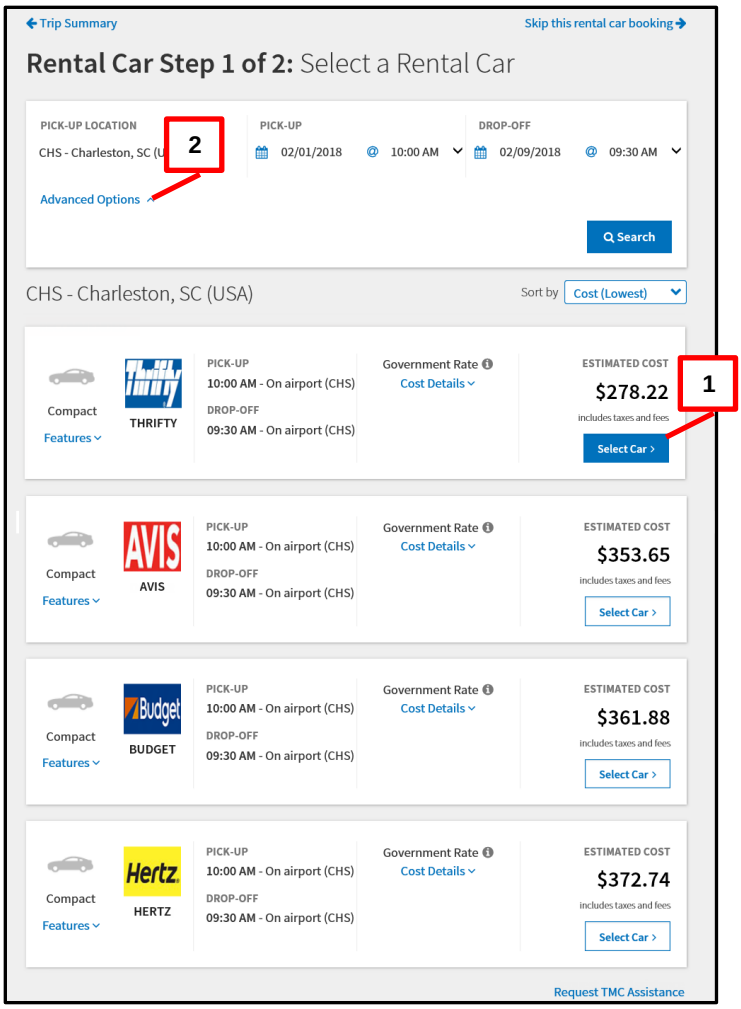


Figure 8: Rental Car Step 1 of 2

In Step 2 (Figure 9), you can provide optional information for rewards programs (indicator #1), special requests (indicator #2), and an alternate payment method (indicator #3), then confirm your choice (indicator #4).

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

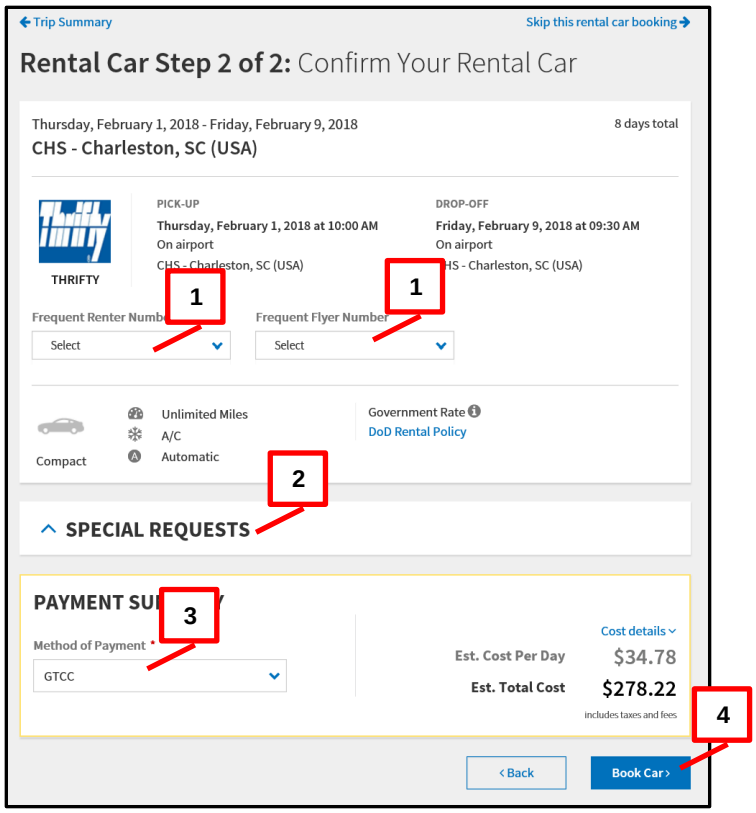


Figure 9: Rental Car Step 2 of 2

New Reservations Module – Lodging

The lodging screen, like the airfare screen, has also been modified to remove the tabs. Instead, you'll see a single listing of lodging types. Options include:

1. DoD Lodging
2. Government Privatized Lodging
3. DoD Preferred Commercial Lodging
4. Alternative Options (i.e., all other commercial lodging options)

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Depending on who you are and where you're going, the JTR may direct you to use a particular lodging type. DTS automatically displays your directed lodging type, plus available lodging types that the JTR allows you to use without limiting your lodging reimbursement. For example, you are TDY to an Integrated Lodging Program Pilot metro area. The JTR directs you to use DoD Preferred commercial lodging, but also allows you to use DoD or Government Privatized lodging without limiting your lodging reimbursement, so DTS also displays those lodging types if it finds available rooms.

If a directed lodging type has no availability, DTS lets you know and offers other options.

Reserving lodging is a three-step process. Step 1 (Figure 10) is to select a lodging provider. In the example, DTS found available Government Privatized Lodging (indicator #1), but you can select **Get More Options** (indicator #2) to decline to use that directed lodging type and display commercial lodging, though you may receive a limited lodging reimbursement if you do. When you're ready, select a hotel (indicator #4).

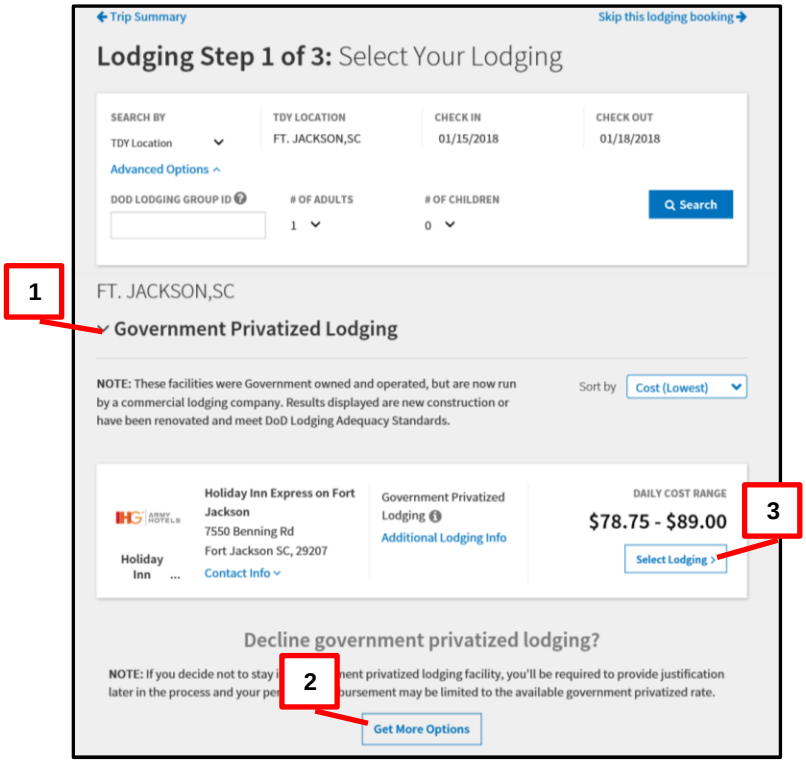


Figure 10: Lodging Step 1 of 3

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Step 2 (Figure 11) is to select a room and rate (indicator #1).

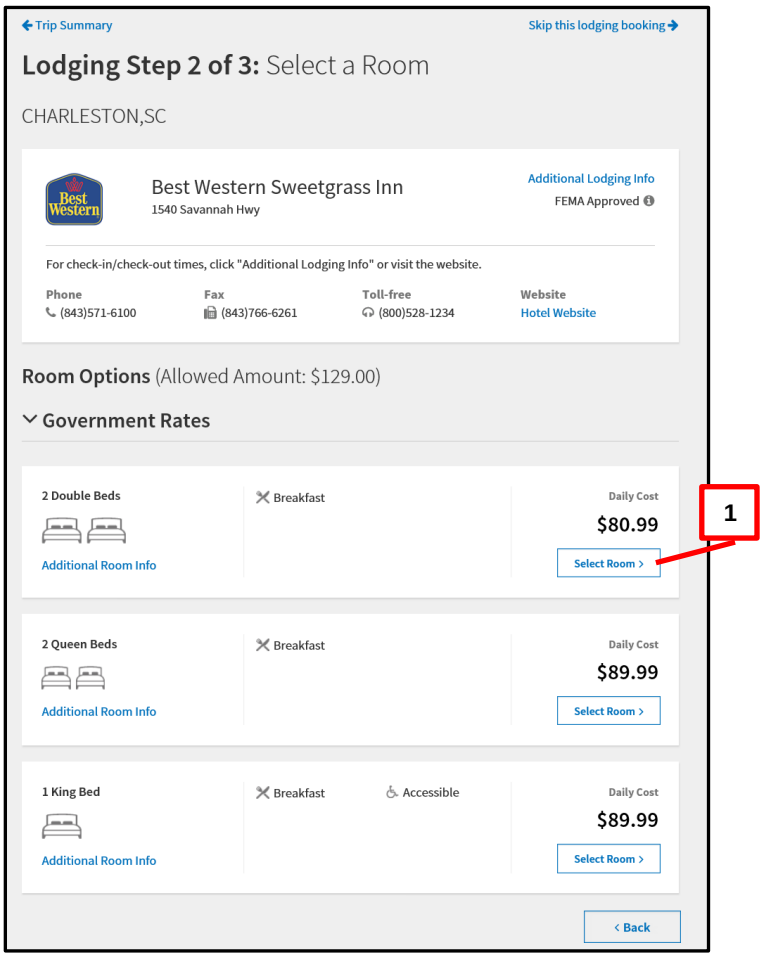


Figure 11: Lodging Step 2 of 3

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Step 3 (Figure 12) is the confirmation screen, with the usual options to enter rewards programs (indicator #1), special requests (indicator #2), and payment methods (indicator #3) before you book (indicator #4).

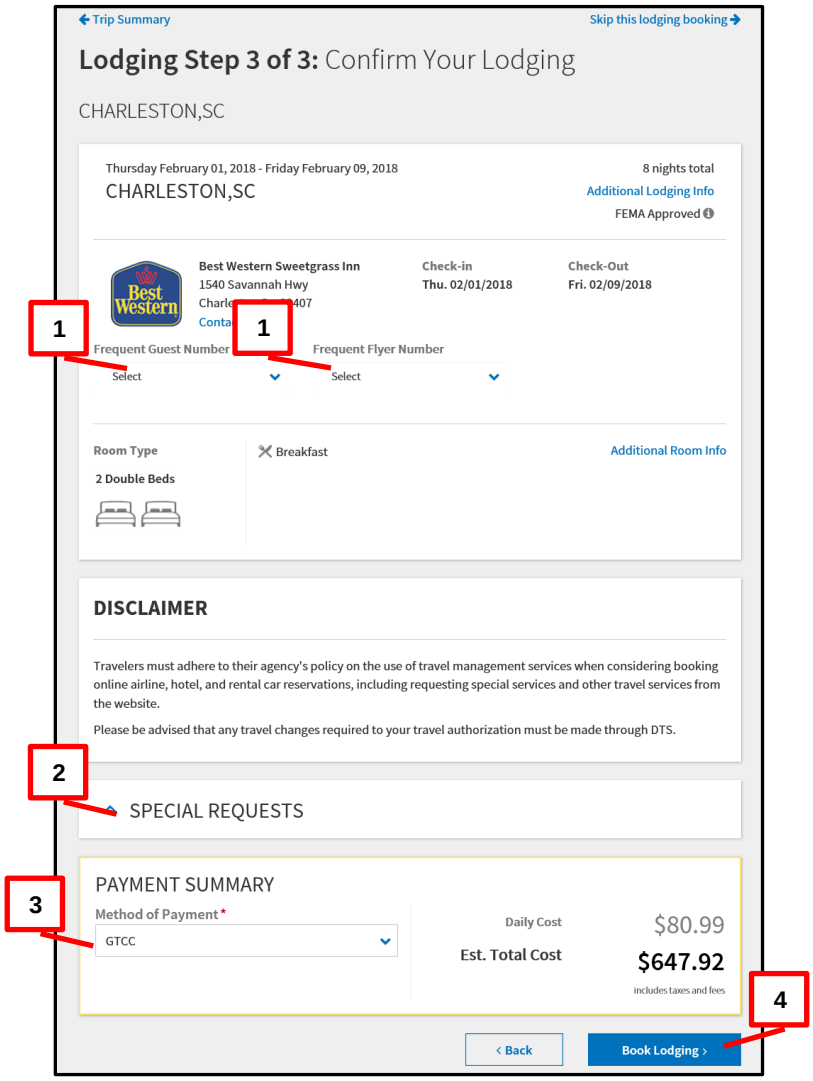


Figure 12: Lodging Step 3 of 3

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

New Reservations Module – Review

The last screen in the **Reservations** module is the Review Reservation Selections screen (Figure 13), where all your reservations are listed in one place. Here, you can add new reservations (indicator #1), book reservations you skipped earlier (indicator #2), remove existing reservations (indicator #3). The key difference is that the new layout is listed in date order (indicator #4), rather than by reservation type. This format makes it easier to visualize your entire trip, on the basis of your reservations.

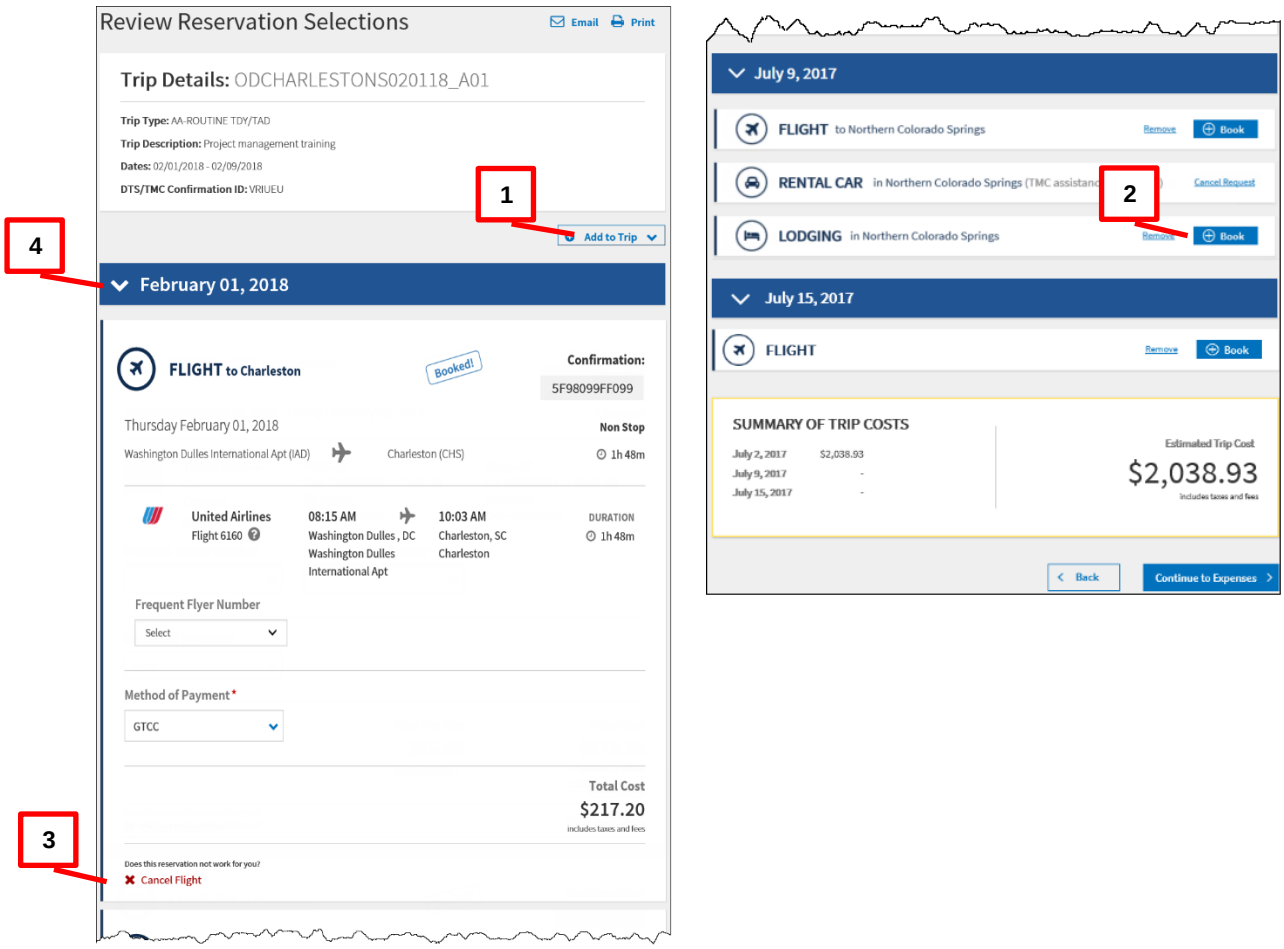


Figure 13: Review Reservation Selections Screen (Top & Bottom – Note: Different Documents)

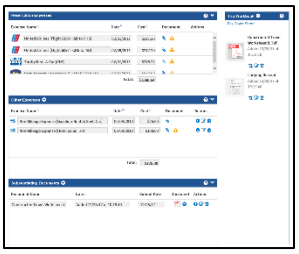
This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Familiar Modules

The rest of the DTS modules remain more or less the same. Although this information paper does not show all screens in every module, the selections below should suffice to give you the general flavor.

- The **Expenses** module contains:

  a. The My Expenses screen (image on right), which incorporates the brand new color scheme and updated navigation bars (Figure 14).



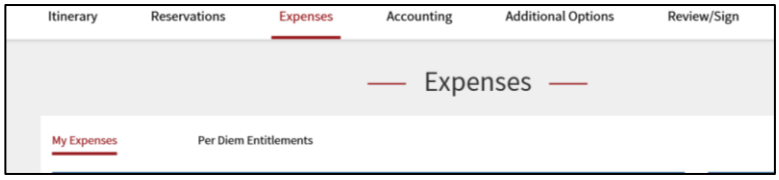
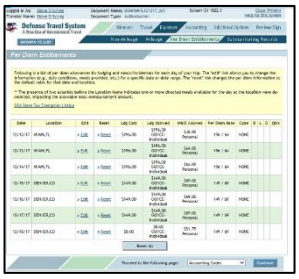
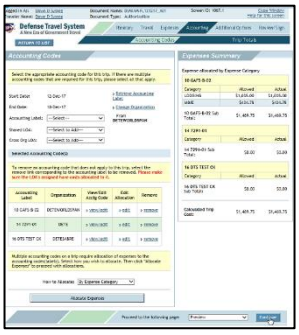


Figure 14: New Navigation and Subnavigation Bars

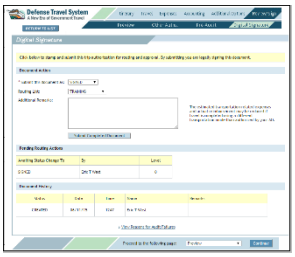
  b. The DTS Per Diem Entitlement screen (image on right), which remains the same, in original DTS colors.



- The DTS **Accounting** module (on the right), which also retains its familiar look and feel – and functionality.



- As does the **DTS Review/Sign** module, seen here on the right.



This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Final Words

We understand this is a lot to take in, but allow us to add a few additional comments:

1. This information paper makes no attempt to talk about the many pop-up confirmations, warnings, and information that DTS provides as you make reservations. Trust us, you'll see them, but they're self-explanatory.

2. Keep your eyes peeled for more information. We'll be releasing much more look-ahead information prior to the release.

3. As you can probably guess, the scope of this change means we'll have to update most of our training inventory. We'll be updating all pertinent data just as soon as we can.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.