

Defense Travel Training Resources

Enterprise Web Training System (EWTS) Guide

October 4, 2010

CONTENTS

1 EWTS Overview.....	2
2 Computer Requirements	2
3 Training Certificates	3
3.1 Obtaining and Storing Training Certificates	3
3.1.1 Locate Certificates Using Internet Explorer	4
3.1.2 Locate Certificates Using Netscape	4
3.1.3 Locate Certificates Using Mozilla Firefox	5
3.2 Import certificates to the certificate store.....	5
3.2.1 Import certificates to a computer	5
3.2.2 Import certificates using Internet Explorer	9
4 EWTS Access	15
4.1 Access via the DTS Home Page	15
4.2 Access via an Internet Browser.....	15
4.3 Access via Travel Explorer.....	15
5 EWTS Setup	17
5.1 Organization	17
5.2 Routing List.....	17
5.3 Groups.....	17
5.4 People	17
5.5 Lines of Accounting and Budgets.....	18
6 Supporting Resources.....	19
6.1 EWTS Help	19
6.2 Training Materials	19
7 EWTS Training Certificates Request Form.....	20

1 EWTS Overview

The Enterprise Web Training System (EWTS) is a training environment that has a user interface and functionality that mirrors the Defense Travel System (DTS). EWTS is available to Department of Defense (DoD) sites so that training in the use of DTS may be conducted via a simulated DTS experience.

The purpose of EWTS is to provide DTS users with an environment in which to practice using the current version of DTS. Travelers, Authorizing Officials (AOs), and Defense Travel Administrators (DTAs) may access EWTS through the Internet and use it to practice their respective DTS tasks such as the following:

- Create authorizations, local vouchers, and vouchers from authorizations
- Route or approve documents using normal or conditional routing elements
- Perform many common DTA tasks

As a training environment, EWTS *simulates* the DTS experience; therefore, there are no consequences for user mistakes. Although EWTS and DTS have the same look and feel, there are functional differences, such as:

- EWTS does not create actual reservations, since it has no connectivity to the Global Distribution System (GDS) or to the Passenger Name Record (PNR) functionality for Commercial Travel Office (CTO) actions.
- EWTS does not create financial obligations, since there is no connectivity with DoD financial systems.

2 Computer Requirements

In order to access the Enterprise Web Training System (EWTS), a site must have computer workstations and Internet connectivity. If training will be provided at the site, then a classroom is also required. The system requirements are the same as those required for the Defense Travel System (DTS), which include the following:

- Internet browser (e.g., Internet Explorer 7)
- Java Runtime Environment (JRE) 1.6
- DBsign Universal Web Signer (UWS)
- Public Key Cryptography Standards (PKCS) certificate

DBsign UWS is the security software that identifies valid certificates and grants access to EWTS. PKCS is a file format commonly used to store private keys with accompanying public key certificates. These certificates are protected with a password.

In addition to the requirements identified above, the DTS Home page provides helpful information such as how to install JRE and how to obtain a PKI certificate. Access the DTS Home page www.defensetravel.osd.mil and select the red **Learn More** button (Figure 2-1).

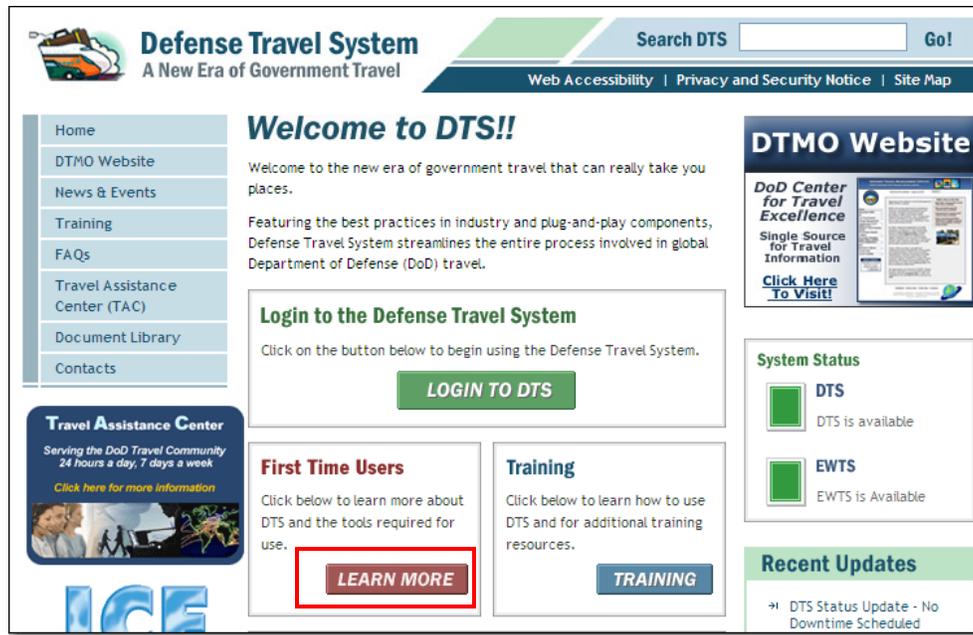


Figure 2-1: Defense Travel System (DTS) Home Page

3 Training Certificates

The site's Lead Defense Travel Administrator (LDTA) or the individual who will be conducting the training should be designated as the point of contact (POC) for the Defense Travel Management Office (DTMO). Individuals who want to use the Enterprise Web Training System (EWTS) for Defense Travel System (DTS) practice should contact their LDTA for assistance.

The form located on the last page of this guide is a sample of the form that must be used anytime training certificates are requested. The form can be accessed via the following link http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/Request_Training_Certs.doc

The training certificates are valid for three years from the date of issue and should be renewed prior to the expiration date. It is important that all sites keep track of the certificate expiration dates and request renewed training certificates before that date.

3.1 Obtaining and Storing Training Certificates

Upon receipt of the request form, DTMO processes the request and sends individual training certificates and password to the site via e-mail. The certificates may be copied to a portable storage device or saved to a computer's hard drive.

After the training certificates are received and saved, they must be imported into each training computer's *certificate store*. The certificate store is located on the computer's hard drive. It is a special key database file that is used to store digital certificates and may also contain the certificate's private key. The certificate must be imported each time a new person uses EWTS on the computer, unless the computer is accessed with a generic ID and password. In that case the certificates will only have to be imported once.

The location of the certificate store depends on which Web browser runs on the computer. Three popular Web browsers are Internet Explorer, Netscape, and Mozilla Firefox.

3.1.1 Locate Certificates Using Internet Explorer

Figure 3-1 illustrates how to locate the certificate store using Internet Explorer.

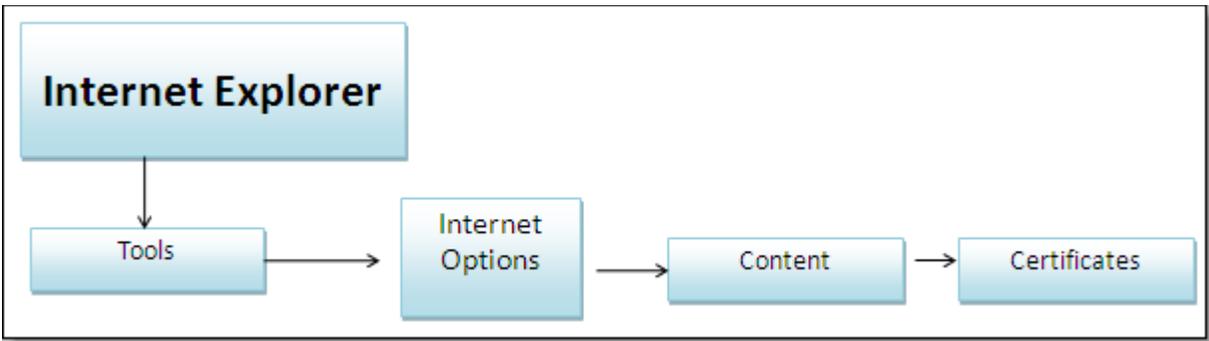


Figure 3-1: Locate Certificate Store Using Internet Explorer

1. Select **Tools** from the menu bar, and then select **Internet Options**.
2. Select the **Content** tab.
3. Select the **Certificates** button in the middle of the box.

3.1.2 Locate Certificates Using Netscape

Figure 3-2 illustrates how to locate the certificate store using Netscape.

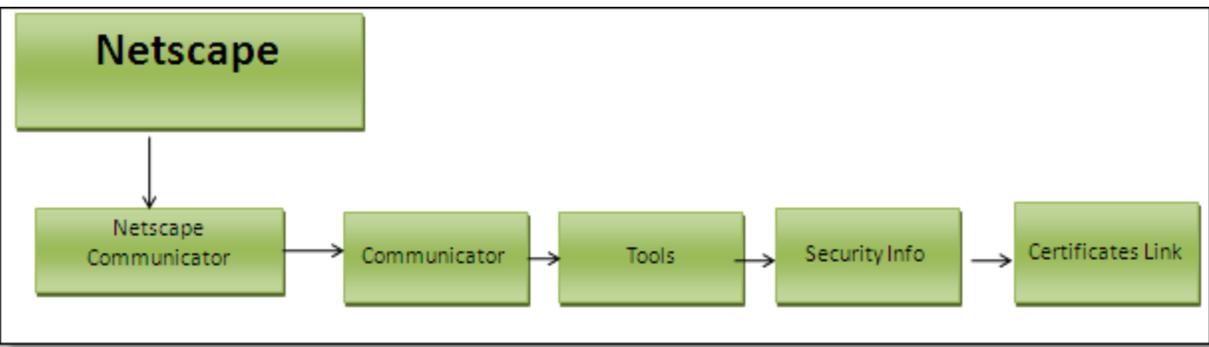


Figure 3-2: Locate Certificate Store Using Netscape

1. Select **Netscape Communicator**, then select the **Communicator** menu.
2. Select **Tools** from the drop-down list, then select **Security Info**.
3. Select **Certificates** to view each certificate type stored.

3.1.3 Locate Certificates Using Mozilla Firefox

Figure 3-3 illustrates how to locate the certificate store using Mozilla Firefox.

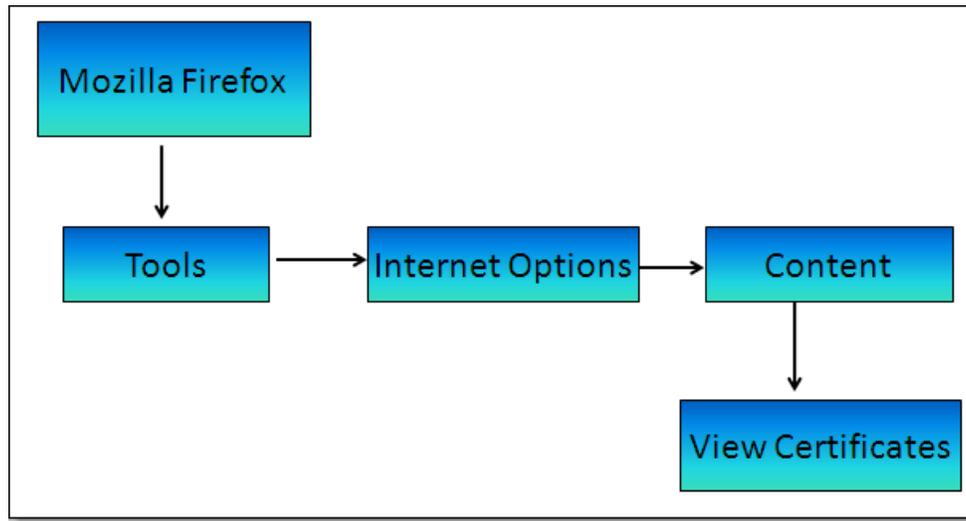


Figure 3-3: Locate Certificate Store Using Mozilla Firefox

1. Select **Tools** from the menu bar, and then select **Internet Options**.
2. Select **Content**, and then select **View Certificates**.

3.2 Import certificates to the certificate store

The method for importing certificates depends on the browser being used on the computer. This guide explains how to import certificates on a computer that uses Internet Explorer. If the computer runs a different browser, contact the local information technology branch for assistance in importing certificates.

Internet Explorer offers two methods for importing certificates as described in Section 3.2.1 and Section 3.2.2.

3.2.1 Import certificates to a computer

Access the computer directory and use the below steps to import a certificate:

1. Locate the folder or point on the computer where the certificates are stored.
2. Select the **certificate** to import. Only one certificate can be imported at a time

(Figure 3-4).

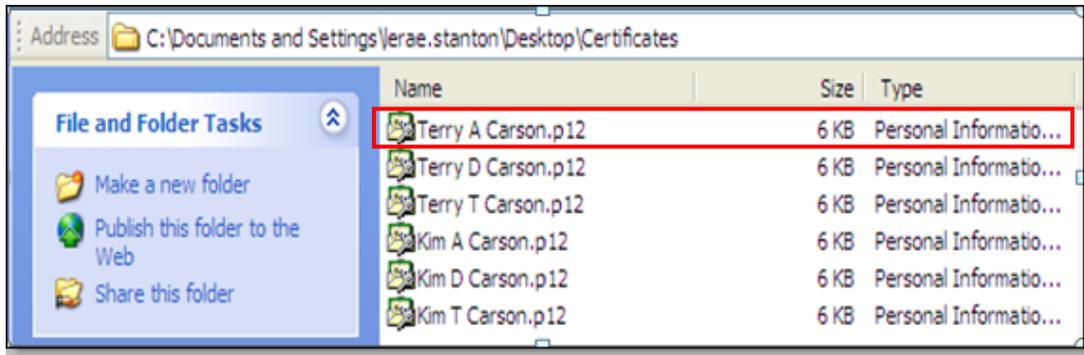


Figure 3-4: Select Certificate To Be Imported

3. Double click on the **certificate**, and the Certificate Import Wizard opens (Figure 3-5).



Figure 3-5: Certificate Import Wizard

4. Select **Next**.

The File to Import screen opens (Figure 3-6).

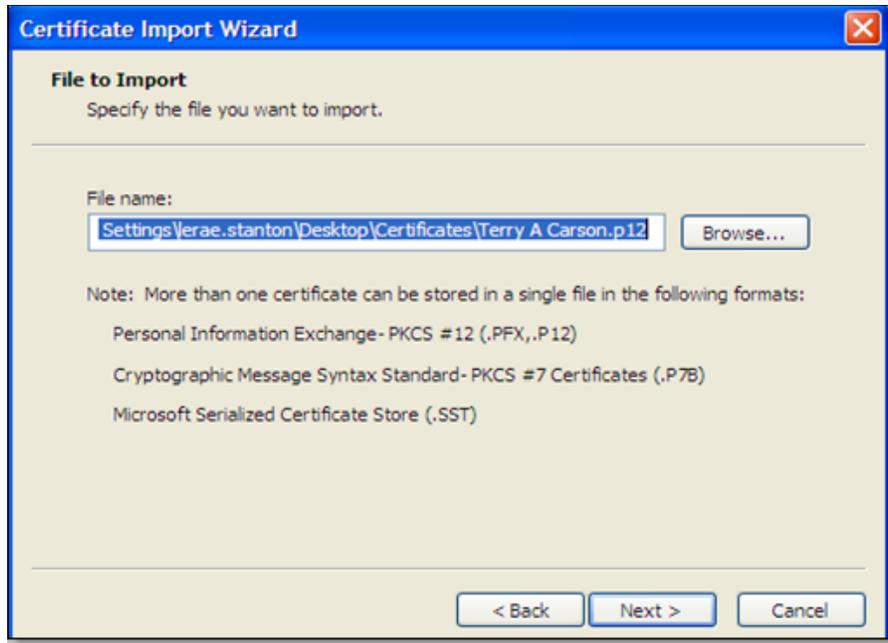


Figure 3-6: File to Import Screen

5. Do not change the pre-populated information in the **File Name** field.
6. Select **Next**.

The Password screen opens (Figure 3-7).



Figure 3-7: Password Screen

7. Complete the **Password** field with the password for the certificate that is being imported. The password is provided in an e-mail from the EWTS administrator.

The **Enable strong private key protection** checkbox permits the certificate to be set with a higher security level. Since the certificates are already protected with a password, this option is not necessary.

8. The **Mark this key as exportable** box indicates if the certificate can be exported at a later date. If the certificates will need to be exported to a portable storage device, mark the **checkbox**.

9. Select **Next**.

The Certificate Store screen opens (Figure 3-8).

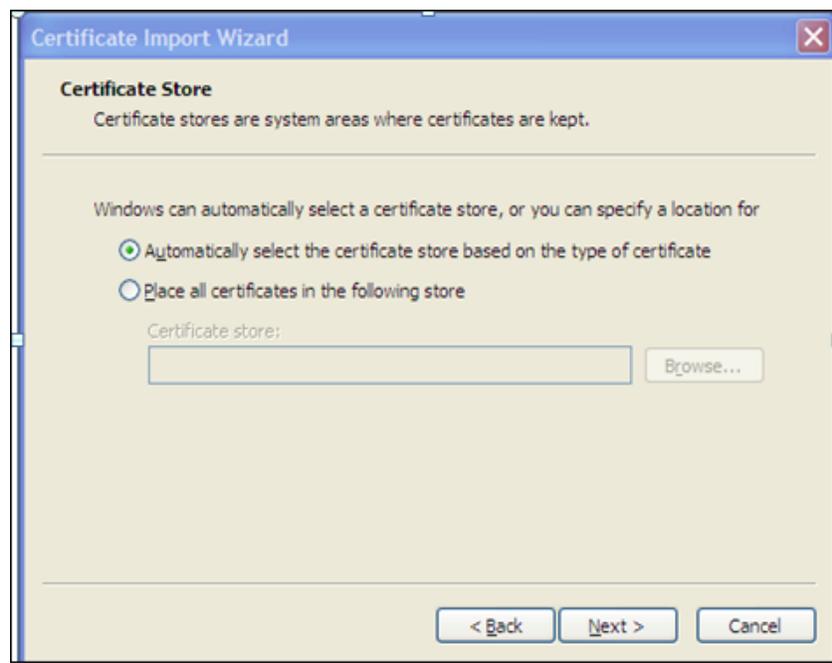


Figure 3-8: Certificate Store Screen

The first option is selected by default. It is recommended that the default option remain selected so that the system can place the certificate in the proper certificate store.

10. Select **Next**.

The Completing the Certificate Wizard screen opens (Figure 3-9).

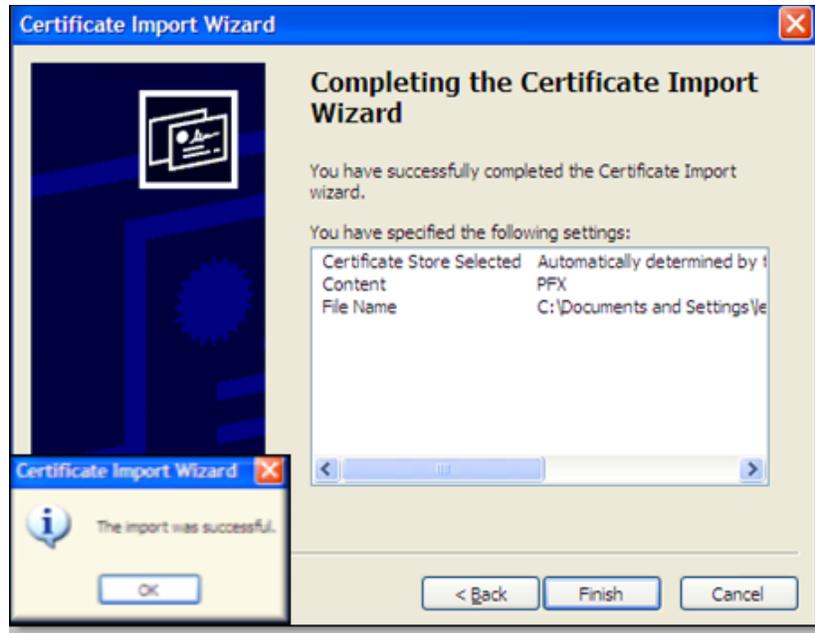


Figure 3-9: Completing the Certificate Import Wizard Screen

11. Select **Finish**.

A Certificate Import Wizard pop-up message displays the following text: *The import was successful.*

12. Select **OK**.

3.2.2 Import certificates using Internet Explorer

Open an Internet Explorer window and use the instructions below to import a certificate. Figure 3-10 shows the DTS Home page open in Internet Explorer.

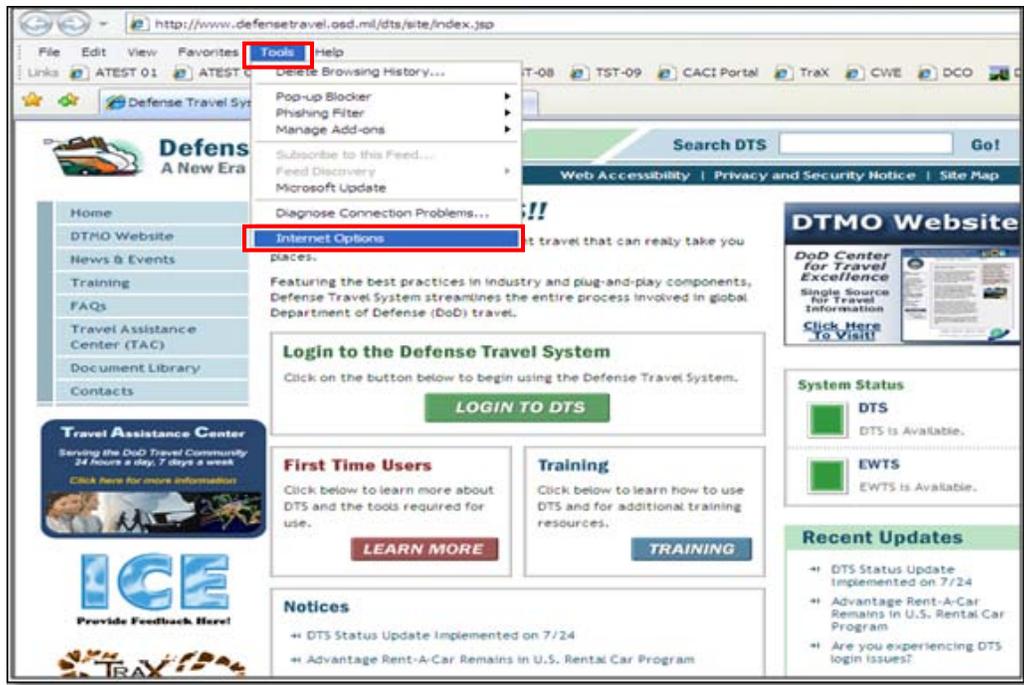


Figure 3-10: Internet Explorer

1. Select **Tools** from the menu bar.
2. Select **Internet Options** from the drop-down list.

The Internet Options box opens (Figure 3-11).

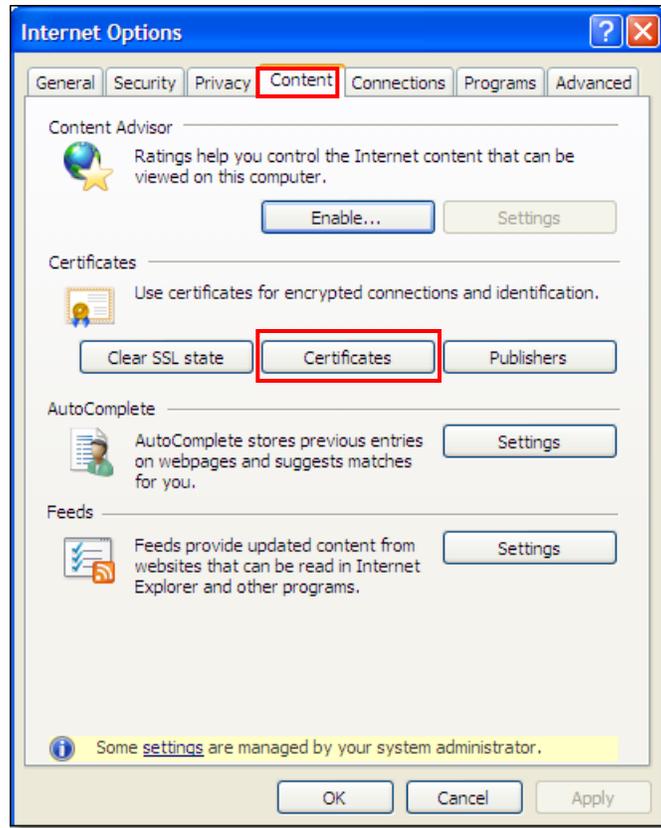


Figure 3-11: Internet Options Box

3. Select the **Content** tab.
4. Select the **Certificates** button that is located in the middle of the screen.

The Certificates box opens. It displays a list of the certificates that are already located in the computer's certificate store (Figure 3-12).

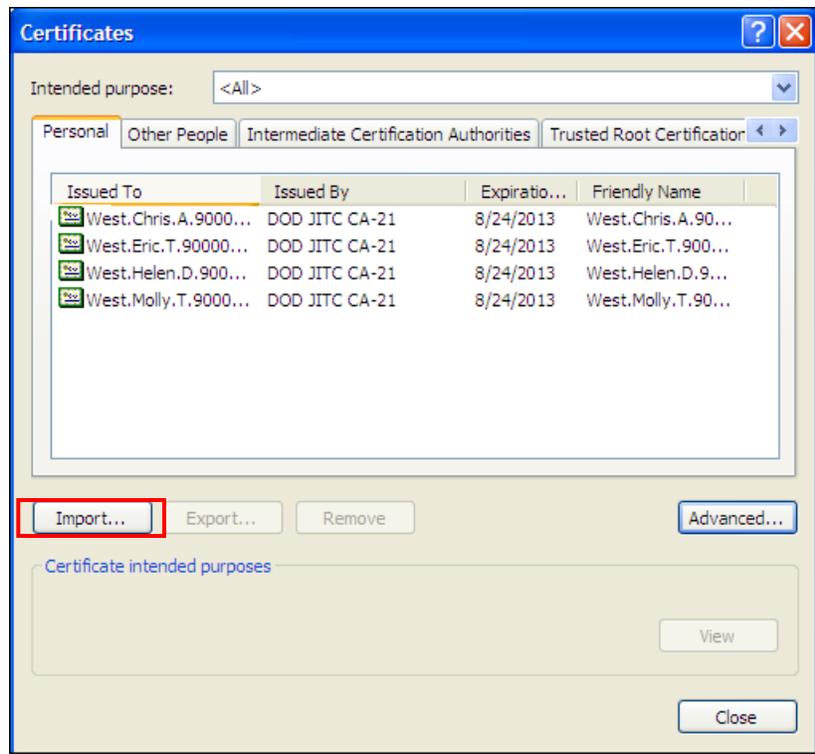


Figure 3-12: Certificates Box

4. Select **Import**.

The Certificate Import Wizard opens (Figure 3-5).

5. Select **Next**.

The File to Import screen opens (Figure 3-13).

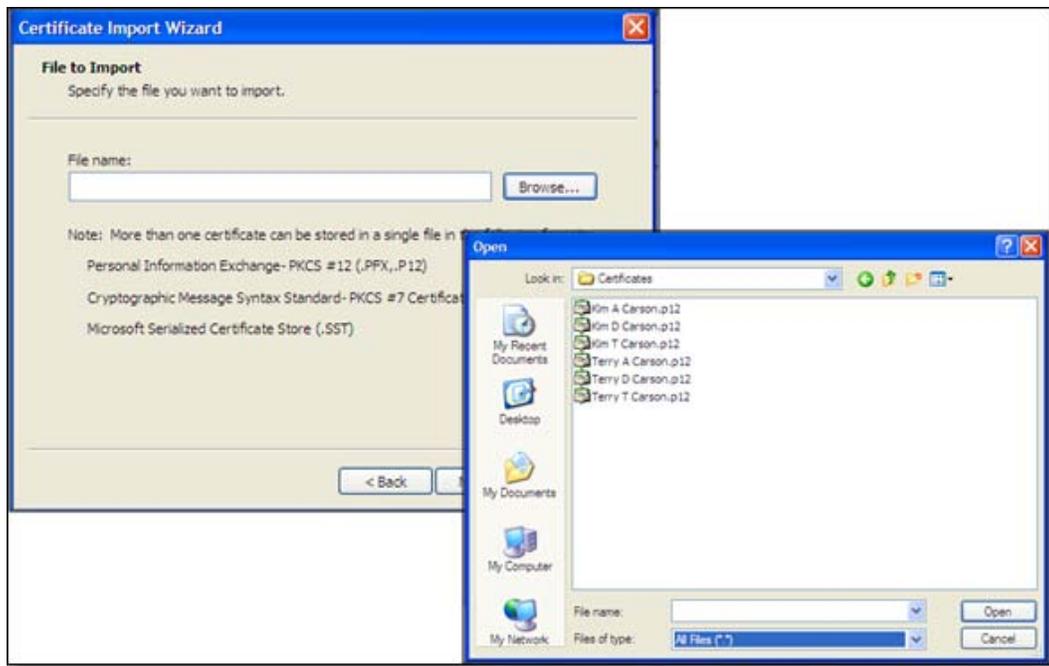


Figure 3-13: File to Import Screen

6. Select the **Browse** button to search for the training certificate(s).
7. Choose the **certificate** to import into the computer's certificate store.
8. Either double click on the **certificate** name or select **Open**.

The File to Import screen reopens. The File Name box is populated with the path where the certificate was located on the computer (Figure 3-6).

9. Select **Next**.

The Password screen opens (Figure 3-7).

10. Complete the **Password** text box with the password for the certificate that is being imported. If the certificates are from the DTMO, the password is provided in an e-mail from the EWTS administrator.

The **Enable strong private key protection** checkbox permits the certificate to be set with a higher security level. Since the certificates are already protected with a password, this option is not necessary.

11. The **Mark this key as exportable** checkbox determines if the certificate can be exported at a later date. If the certificates will need to be exported to a portable storage device, mark the checkbox.

12. Select **Next**.

The Certificate Store screen opens (Figure 3-8).

The first option is selected by default. It is recommended that the default option remain selected so that the system can place the certificate in the proper certificate store.

13. Select **Next**.

14. The Completing the Certificate Wizard screen opens (Figure 3-9).

15. Select **Finish**.

A Certificate Import Wizard pop-up message displays the following text: *The import was successful.*

16. Select **OK**.

4 EWTS Access

This section explains the three options available to access the Enterprise Web Training System (EWTS): through the Defense Travel System (DTS) Home page, an Internet browser screen, or Travel Explorer (TraX).

Choose one of the access methods and follow the below instructions.

4.1 Access via the DTS Home Page

1. Enter the URL for the DTS Home page into a browser: www.defensetravel.osd.mil.
2. Select the blue **Training** button.

The Training Center page opens.

3. Select the **EWTS** button.

4.2 Access via an Internet Browser

Enter the URL for EWTS into a browser: <https://dtscdwebgov.defensetravel.osd.mil/wl/site/index/jsp>.

4.3 Access via Travel Explorer

1. Enter the URL for TraX into a browser: <https://www.defensetravel.dod.mil/Passport>.

The Passport Log In screen opens.

2. Log in to Passport.

The TraX Home page opens.

3. Select **Training** near the top of the screen.

The Training page opens.

4. Select the **Info** tab, and the Training Options Information screen opens (Figure 4-1).



Figure 4-1: TraX Training Options Information Screen

5. Select the **Enterprise Web Training System** button.

The screen refreshes. It displays information about EWTS.

6. Select **EWTS** at the bottom of the information box.

5 EWTS Setup

This section provides a high-level description of the simulated organization that the DTMO EWTS administrator sets up for training at your site.

5.1 Organization

There are two types of organizations that may be created, depending on the DTS functionality to be taught. The DTMO EWTS administrator will determine the appropriate type of organization for each situation.

- If the site is conducting traveler or Authorizing Official training, then the EWTS organization will begin with T<n>Z. The <n> between the T and Z will be the letter that identifies the service or agency of the site (A=Army, M=Marines, N=Navy, F=Air Force, J=Joint Command, and D=Defense agencies).
- If the site will be conducting Lead Defense Travel Administrator (LDTA) or Organizational Defense Travel Administrator (ODTA) training, then the organization will be T<n>. The <n> represents the service or agency the site is affiliated with as described above.

The naming convention of the organization identifies if documents will be deleted or if suborganizations, people and documents will be deleted. Documents will be purged weekly if the EWTS organization name begins with T<n>Z. Suborganizations, people and documents will be purged weekly if the EWTS organization name begins with T<n> and an additional 5 alphanumeric characters follow. If your site requires a specialized setup, please contact the EWTS administrator (EWTSRequests@dtmo.pentagon.mil).

5.2 Routing List

An empty routing list is created for the organization. The routing list must then be populated at the site before any documents can be routed through for approval.

Although EWTS is not connected to a live reservation system, the **CTO SUBMIT** and **CTO BOOKED** stamps must be placed in the routing list in sequential order at their appropriate levels. Documents will not route without these stamps in the routing list.

Additional routing lists may be created to simulate any conditional routing that may be in place at the organization.

5.3 Groups

An empty group shell is created for the organization by the EWTS administrator. If the site uses groups, then the group will have to be populated with the people created within EWTS. Do not enter actual data about real personnel into EWTS.

5.4 People

The LDTA (Helen D) has been created as the organization's LDTA (not a traveler) and activated by the EWTS administrator.

The below points are important to remember when adding people into EWTS:

- Use the LDTA certificate to log in to EWTS and create profiles for all other people by using the Social Security Numbers (SSNs) and names that accompanied the certificates.
- Do not enter actual data about real personnel into EWTS.

-
- While adding a traveler's profile, do not enter a real Government Travel Charge Card (GTCC) number. Instead, enter 4242424242424242 and any future expiration date into the GTCC fields in the traveler's profile.
 - Electronic funds transfer (EFT) is mandatory for DTS; therefore EWTS requires a routing number and account number in the traveler's profile. Enter the recommended training routing and account numbers 114000653 (routing number) and 101010101 (account number).

The site's trainer or LDTA determines the type of users to assign to the certificates. The following user associations are recommended:

- Use the Eric certificates as travelers.
- Use the Chris certificates as Authorizing or Routing Officials.
- Use the Helen certificate as the Lead Defense Travel Administrator.

Permission levels can be applied to each certificate as the site determines.

Certificates will expire three years after the date they were issued (i.e., e-mailed to the site). If more certificates are required, e-mail the request and the reason for the request to the EWTS administrator.

5.5 Lines of Accounting and Budgets

The EWTS administrator sets up a line of accounting (LOA) based on the format map for the service or agency that requested the certificates.

The budget has been populated with funds for the remaining quarters in the fiscal year (i.e., if certificates are requested in June, then funds are entered in the third and fourth quarter of the budget).

6 Supporting Resources

6.1 EWTS Help

The Enterprise Web Training System (EWTS) is accessible 24 hours a day, seven days a week, except for scheduled maintenance outages. Scheduled outages are announced using Customer Service Notifications. The current system status is also displayed via the colored icons on the DTS Home page.

For assistance with issues related to initial access or connectivity problems, contact the site command or Lead Defense Travel Administrator (LDTA). If they are unable to resolve the issue, contact the Travel Assistance Center (TAC) via a help desk ticket in TraX.

For functionality questions, a list of possible issues is posted to the Frequently Asked Questions (FAQs) page in Travel Explorer (TraX). If the issue is not included in the FAQs, please submit a help desk ticket with a description of the problem and include screen shots.

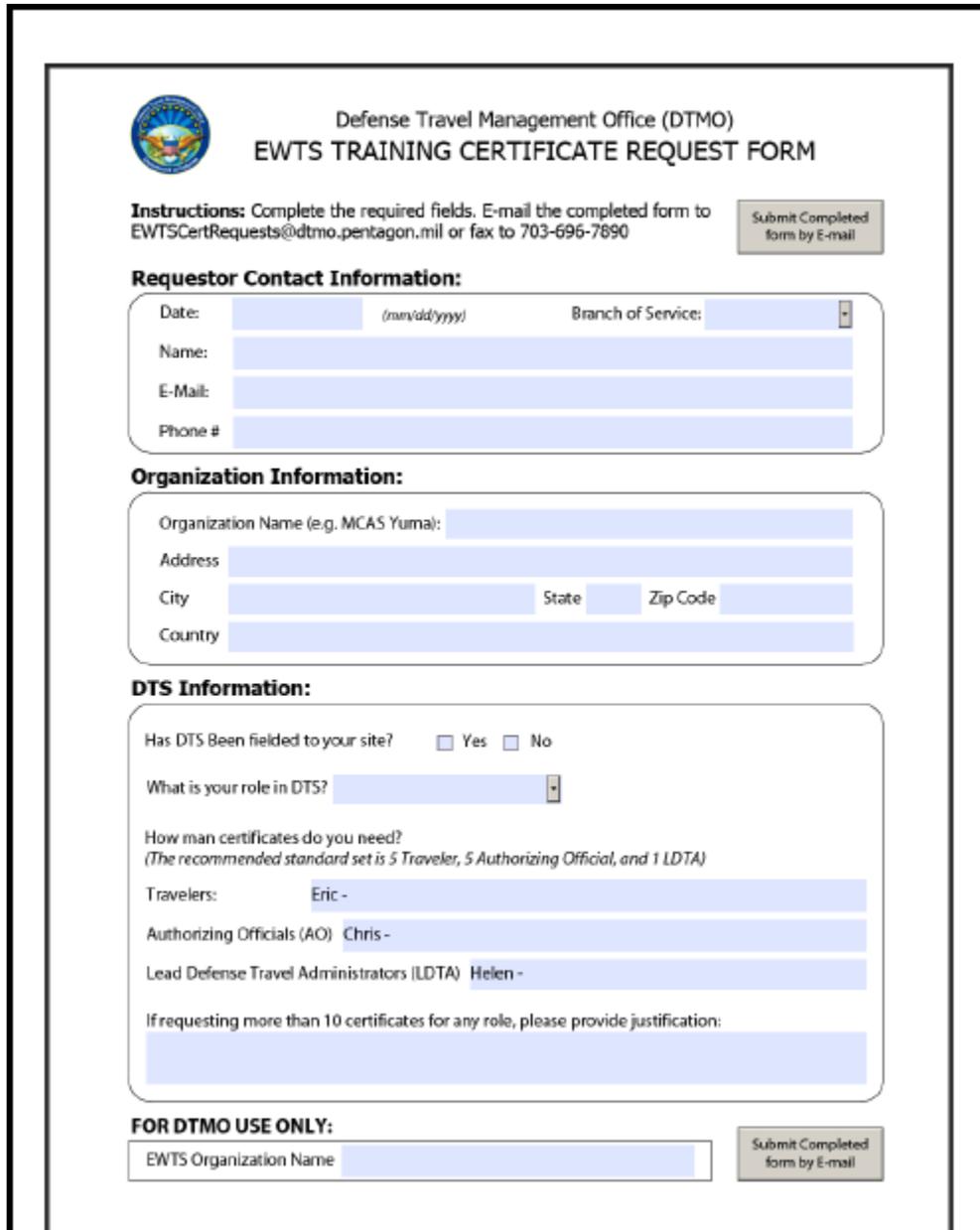
6.2 Training Materials

DTMO has made training materials available on the DTS Web site at www.defensetravel.dod.mil, and in the TraX Knowledge Center. These materials include the *DTA Manual*, the *DTS Document Processing Manual*, quick reference guides, and trifolds.

The Defense Travel Management Office (DTMO) also provides a distance learning class on EWTS. The schedule can be found in the Training section of TraX.

7 EWTS Training Certificates Request Form

Figure 7-1 shows the EWTS Training Certificates Request Form.



The image shows a screenshot of the EWTS Training Certificates Request Form. At the top left is the DTMO logo. The title is "Defense Travel Management Office (DTMO) EWTS TRAINING CERTIFICATE REQUEST FORM". Below the title are instructions: "Complete the required fields. E-mail the completed form to EWTCertRequests@dtmo.pentagon.mil or fax to 703-696-7890". There is a "Submit Completed form by E-mail" button. The form is divided into sections: "Requestor Contact Information" with fields for Date, Name, E-Mail, and Phone #; "Organization Information" with fields for Organization Name, Address, City, State, Zip Code, and Country; "DTS Information" with checkboxes for "Has DTS Been fielded to your site?", a dropdown for "What is your role in DTS?", and text boxes for "Travelers", "Authorizing Officials (AO)", and "Lead Defense Travel Administrators (LDTA)"; and "FOR DTMO USE ONLY" with a field for "EWTS Organization Name". There is another "Submit Completed form by E-mail" button at the bottom right.

Figure 7-1 EWTS Training Certificates Request Form

To access this form use the below link:

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/EWTS_Request_Form.pdf