



E-TRAVEL ONLINE
TRAVEL COORDINATOR MANUAL
GetThere

Prepared by: Division of Finance

Department of Administration

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Background

Profiles are records set up in E-Travel Online. Traveler Profiles contain travel information used to book travel, create itineraries, and communicate personal travel preferences to travel agency personnel. Most of the traveler information, such as legal name, employee number, and division where the traveler works, is provided by the state's Organizational Directory File (ODF) which is synchronized daily with the state's LDAP White Pages (HR system). The state charge accounts and other financial information are provided by the travel group templates used to create profiles. Personal information such as membership numbers and TSA Secure Flight data is provided by the traveler.

The request to add, change, or delete a profile is transmitted to the department Travel Coordinator by an employee's supervisor or Travel Planner. The Travel Coordinator initiates creation of a Traveler Profile. After a new profile has been established, the traveler can sign into E-Travel Online to add personal preferences and TSA Secure Flight information to the profile.

It is important to keep the data in the ODF and the data in E-Travel Online synchronized. For this reason, profiles are only added or deleted through the automated ODF process. Since Traveler Profiles are maintained through the ODF, only employees have Traveler Profiles. Travel for non-employees is booked using a Generic Profile.

Travel Coordinators

Travel Coordinators are department personnel responsible for maintaining the Traveler Profiles for their department. They may or may not also be the department's Travel Coordinator, who is responsible for overall travel policy and procedures within each department. There are system access requirements that must be in place before new Travel Coordinators can begin their duties.

Access Requirements for Travel Coordinators

Travel Coordinators must have 380-20 access to the ODF in AKSAS and have a Traveler Profile.

1. Request access to 380-20 in AKSAS

The authorized security contact for your department must email a request to the Department of Administration, Division of Finance, Systems Administration at doa.dof.aksas.security@alaska.gov. Include the name of the employee for whom you are requesting access.

2. Request access to E-Travel Online

The Travel Coordinator for your department must email doa.dof.e-travel@alaska.gov to request Coordinator rights in E-Travel for the newly appointed

Coordinator. In the email, supply the phone number and email address of the new Travel Coordinator. Also state whether this person will be the primary or secondary contact. (Only the first two people on the Department Travel Coordinators list on the Division of Finance Travel website will receive *reports* from Corporate Travel Management.) The new Coordinator's name will be added to the email and contact lists.

3. Set up a Traveler Profile in E-Travel Online

If a profile does not already exist, the Travel Coordinator or alternate must access the ODF and initiate creation of a profile for the new Travel Coordinator. Refer to [Chapter II. Creating a New Traveler Profile](#) for instructions on creating a new profile

When a Coordinator no longer functions in this capacity, you must:

1. **FIRST, ask your authorized security contact to request removal of the ex-coordinator's 380-20 access.** (If the employee will still travel, permission levels will be changed to those of a Traveler.)
2. **Next, notify the ETMT.** The email and contact lists will be updated.
3. **AFTER you receive notice that 380-20 access has been deleted, then change the ODF Traveler Indicator to <N>** (if the employee will no longer travel).

Organizational Directory File (ODF)

The ODF was custom developed and has been running in AKSAS, the state accounting system, since 2005. The ODF derives data from AKPAY, the state HR personnel/payroll system, via the LDAP directory, i.e., Employee White Pages. The ODF is being utilized more and more to (1) interact with AutoPay and E-Travel and (2) to notify administrators of AKSAS, AKPAY and E-Travel of personnel employment changes that affect access to these other systems. Access to the ODF is restricted.

Travel Groups are maintained in the TG (Travel Group) section of the ODF. Each Travel Group is composed of two parts:

- **Traveler Profile (TP) list of travelers**
- **Travel Planner (PL) list of planners**

When a Traveler Profile is created and a group membership is selected, the name of the traveler is automatically added to the selected TP group list of travelers. Planners must be manually added to PL groups for the same list of travelers. In this manner it is possible to see who is planning travel for whom without looking up individual Traveler Profiles in E-Travel.

Profile Types

There are two types of profiles used when requesting travel:

1. **Traveler Profile** – The standard Traveler Profile contains travel information for a state employee. Some of the information contained in a Traveler Profile includes the legal name of the traveler, the traveler's state corporate charge card account number and expiration date (if they have been issued a card), and/or a SUPERCTS or Air, Car, and Hotel CTS (Central Travel System) account numbers and expiration dates, and the employee number. Traveler Profiles are created via the ODF.
2. **Generic Profile** – A Generic Profile is set up for each division and is used when requesting travel for non-profiled travelers. This includes division travelers who do not travel frequently and other non-employee groups of travelers such as clients, inmates, and witnesses. Information contained in a Generic Profile includes CTS account number(s), IBank numbers, and Department/Division email addresses.

ODF Travel Groups (TG)

Each Traveler Profile is assigned to a TG group at the time the profile is created. Each TG group has a PL (Planner) group associated with it. Planners may be assigned to multiple PL (Planner) groups within a department. A list of TG groups for each department is displayed by choosing TG on the ODF main menu.

The Travel Groups are based on the premise that everyone assigned the same HR route code will be using the same CTS account and IBank reporting numbers. Each HR route code begins with a three-letter division designator. The names for both the Travel Group and the HR route code to which travelers in this group are assigned BEGIN WITH THE SAME THREE-LETTER DESIGNATOR such as DAS or PKS. This three-letter designator determines which TG groups are offered for the traveler to become a member of at the time the Traveler Profile is created. The route code name is found on the employee LDAP White Pages entitled Sub-Agency. See **Chapter VIII. Exhibits, Exhibit 8 – Importance of Organizational Route Codes** for more information.

Generic Profiles and Clone Templates

Each division within the state has been assigned one or more Generic Profiles that are used for non-profiled travelers in that division or for non-employees for whom the division is purchasing travel. A template is made of each Generic Profile and these templates are used as clones when Traveler Profiles within a TG group are created. These templates supply the Traveler Profiles with the department and division travel group email addresses, CTS account(s), and IBank numbers. The data is transmitted to the appropriate fields of the Traveler Profile during electronic profile creation.

When an employee is set up as a traveler, the Travel Coordinator is asked to assign an ODF Travel Group. What the Coordinator is really doing at that time is selecting a group that tells E-Travel which template to use as a clone when creating the traveler's profile. The Clone contains the travel emails, Ibank account number, and CTS account number that will be assigned to the traveler's profile. The Travel Group, clone, and Generic Profile used by non-profiled travelers in the group must all have the same name. This includes the 3-letter designator of the division HR route code.

This method of tracking Traveler Profiles was chosen so that financial data could be kept up-to-date. A Group Membership Error email message (for instance: `ERROR: USER DIV CODE COM NOT = GROUP DIV CODE DAS`) is sent to the Travel Coordinator when someone transfers from a job in one division to a job within another division in the same department. The purpose of these emails is to alert the Travel Coordinator to change the Travel Group for this employee so that the financial data in the profile will be updated. Assigning a new ODF Travel Group changes the profile clone and updates the CTS, IBank, and email data.

IMPORTANT: *The division name change message is also sent when the department changes the three-letter designator on the route code because the name of the division is changing. This will result in error messages for all the travelers in that division until a new Travel Group is created that contains the new three-letter designator to point the travelers to. The name on the Generic Profile and Clone Template must change as well. See [Chapter IV. ODF Group Membership Error Report](#), for information on when an employee changes divisions. See [Chapter II. Creating Generic Profiles](#) for creating a Generic Profile or changing its name.*

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Travelers Who Don't Fit Into One Group

Occasionally, a traveler may work for one division but travel is paid for by another division. When selecting the correct Travel Group in the ODF for these travelers, choose the group in the division/office the traveler works for. The TG groups offered will be determined by the three-letter Division code on the employee's Route Code. Subsequent reconciliation of travel costs may need to be done in AutoPay/AKSAS. The CTS account in the profile cannot be updated.

NOTE: For assistance, contact the E-Travel Management Team (ETMT) at doa.dof.e-travel@alaska.gov if the ODF does not display the Travel Group with the correct CTS account that you need to assign to a traveler.

NOTE: Only RDs with 380-20 access are able to complete this task.

Creating Generic Profiles

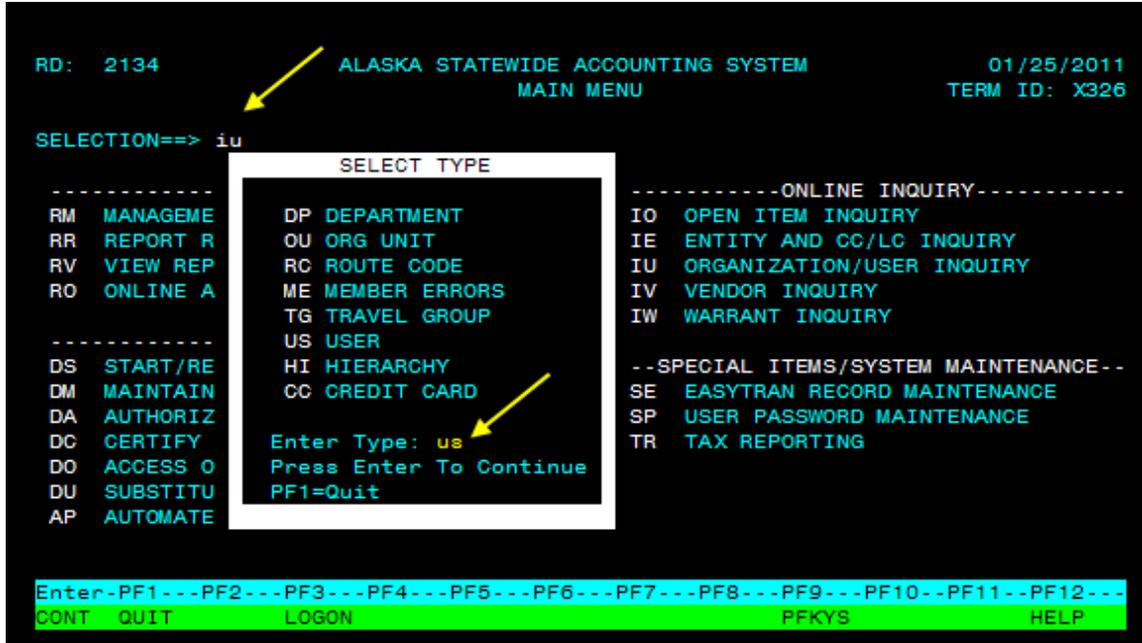
The ETMT creates new Generic Profiles. They cannot be created or changed using the ODF.

Prepare an "Add-Change Generic Profile" spreadsheet and email it to the ETMT at doa.dof.e-travel@alaska.gov. This spreadsheet is located on the Division of Finance/Travel website at <http://doa.alaska.gov/dof/forms/index.html#trav>

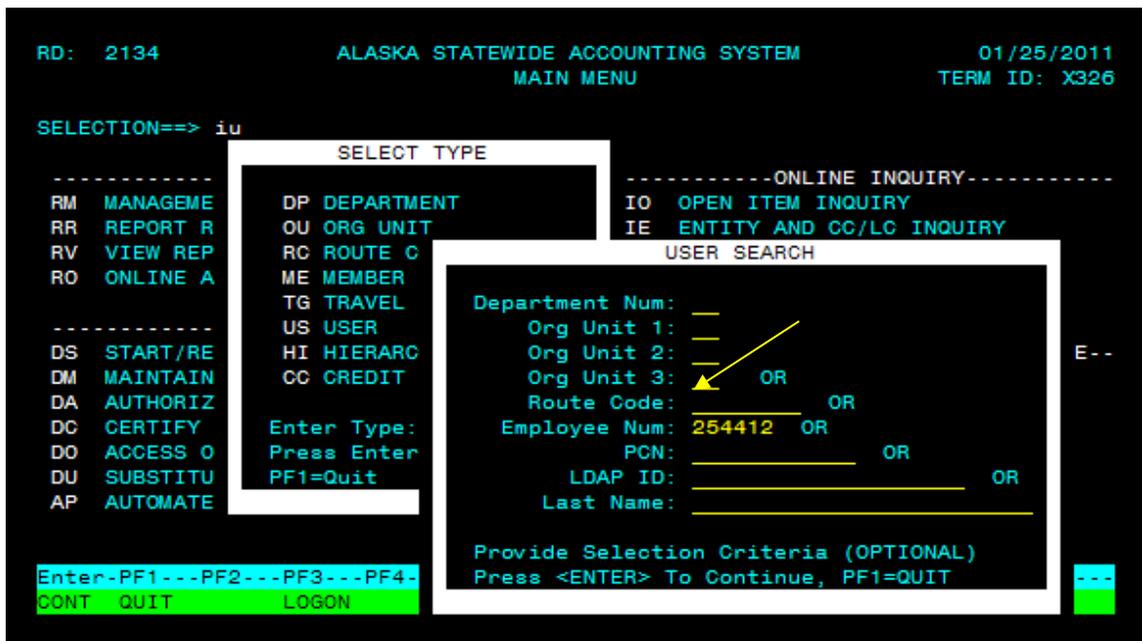
After the new Generic Profile and its Clone Template are added to E-Travel, the ETMT will create a new Travel Group in the ODF with an identical name as the new Generic Profile and the clone. Once the Clone Template, Generic Profile, and ODF Travel Group are created, the Travel Group can be selected to add Traveler Profiles or existing profiles can be moved into the new group.

Creating Traveler Profiles

Access the ODF by signing into AKSAS and, at the main menu, select **IU** and press <Enter>. In the **Enter Type** field, enter **US** and press <Enter>.



Tab to the **Employee Num** field and enter the six-digit employee number and press <Enter>.



Alternately, you can search by **LDAP ID** or **Last Name** or simply press <Enter> on this screen to view an entire list of department employees.

On the User Detail screen, press <PF10> Edit.

```

IU:  Organization/User Inquiry - User Detail

LDAP ID: CBENGEN                Employee Num: 254412
ACF2 ID:                        RD Code: 00157
Date Last Update: 02/03/2011   RD Last Update: 00157
-----
Common Name-----
First Name: CARMEN             Middle: B             Last: ENGEN
Legal Name-----
First Name: CARMEN             Middle: B             Last: ENGEN

Title: ACCOUNTANT IV           Bargaining Unit: GP
Dept: 02 - ADMINISTRATION      Route Code: 02014006
OU1: 40 - FINANCE              User PCN: 024093
OU2: 06 - SYSTEMS ADMINISTRATION Rpt to PCN:
OU3: -

Phone Number: ( 907 ) 465 - 2447 Fax Number: ( 907 ) 465 - 3798
Email Address: CARMEN.ENGEN@ALASKA.GOV

Contact Code: 0240A           Traveler Indico: N   Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10- PF11--PF12---
CONT QUIT                    GRPS CRDT WREF      PFKYS EDIT ADDR HELP

```

Department Purchasing Policies: E-Travel Online

Departments have two purchasing options: **Research Only** and **Purchase**. If a department allows a traveler to purchase his/her own travel, the E-Travel profile is created by inserting an <A> in the **Traveler Indic(ator)** field on the User screen in the ODF. Travelers who cannot purchase their own travel are designated by a <Y> in the **Travel Indic(ator)**. See **Chapter VIII. Exhibits, Exhibit 3 – Booking Policy by Department** for a list of policies by department.

IMPORTANT: Permission to act as a Travel Planner and purchase travel for other travelers is achieved by adding the Travel Planner to a PL group, NOT with **Travel Indic(ator)** <A> which will only allow the employee to purchase for himself.

Change the **Traveler Indic(ator)** to <Y> (or <A> if department policy will allow this traveler to purchase his/her own travel). Press <Enter>.

```

IU:  Organization/User Inquiry - User Detail

LDAP ID: CBENGEN                Employee Num: 254412
ACF2 ID: _____            RD Code: 00157
Date Last Update: 02/03/2011  RD Last Update: 00157
-----
Common Name-----
First Name: CARMEN              Middle: B                Last: ENGEN
Legal Name-----
First Name: CARMEN              Middle: B                Last: ENGEN

      Title: ACCOUNTANT IV                Bargaining Unit: GP
Dept: 02 - ADMINISTRATION          Route Code: 02014006
OU1: 40 - FINANCE                  User PCN: 024093
OU2: 06 - SYSTEMS ADMINISTRATION  Rpt to PCN: _____
OU3: -

Phone Number: ( 907 ) 465 - 2447  Fax Number: ( 907 ) 465 - 3798
Email Address: CARMEN.ENGEN@ALASKA.GOV

Contact Code: 0240A              Traveler Indio: Y      Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDT  QUIT                      GRPS  CRDT                      PFKYS  ADDR  HELP
    
```

NOTE: If the message: **8583 LEGAL NAME REQUIRED FOR TRVLR INDIC = Y** displays, see the note concerning this error message at the end of this chapter.

NOTE: If this employee will be a **Travel Planner** for others, go to [Chapter VI](#).

Selecting a Travel Group

In the pop-up box that displays, enter the **Selection Number** of the Login ID of the Travel Group which will be used to create the profile. Press <Enter>.

```

SELECT TRAVELER PROFILE GROUP

Traveler Profile Group Selection List
For Dept 02 and Division Code FIN

      Login ID                      Work Name
-----
1 DOA FIN FINANCE                  FIN-FINANCE

Selection==> 1 Enter Selection Number or PF1 to Quit

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDT  QUIT                      GRPS  CRDT                      PFKYS  ADDR  HELP
  
```

Press <Enter> in the new pop-up message.

NOTE: Assignment of an RD Code is not required.

```

SELECT TRAVELER PROFILE GROUP

Traveler Profile Group Selection List
For Dept 02 and Division Code FIN

      Login ID                      Work Name
-----
1 DOA FIN FINANCE                  FIN-FINANCE

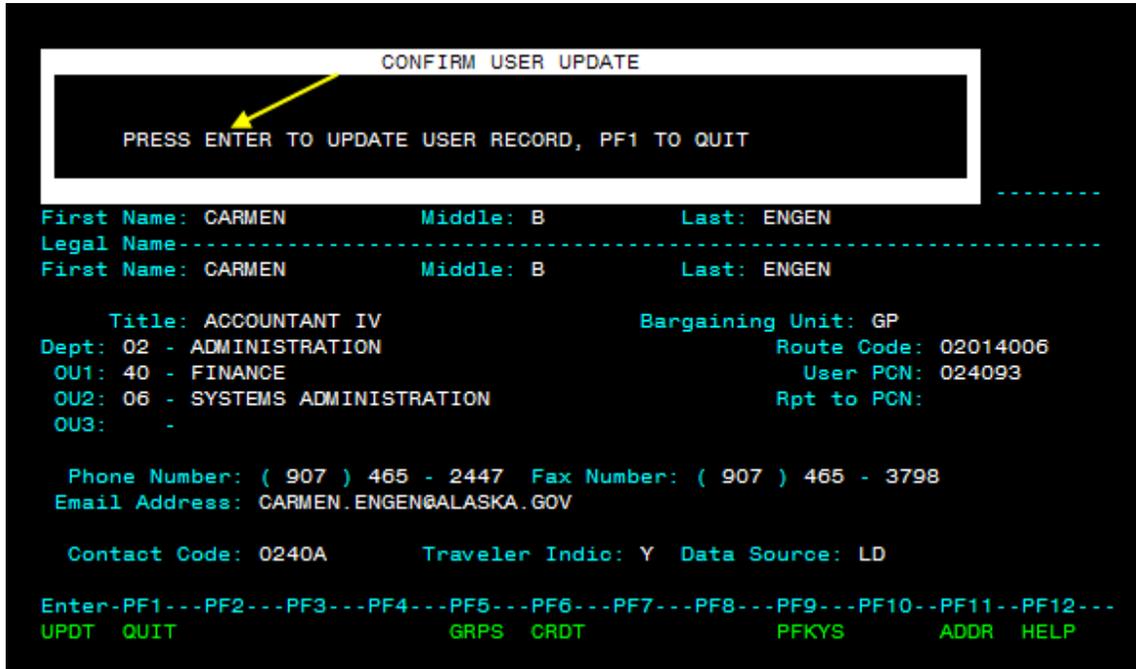
USER DETAIL INFORMATION

PRESS ENTER TO ADD MEMBER, PF1 TO QUIT
  Dept: 02 - ADMINISTRATION
  Div Code: FIN

Traveler Indio: N
PCN: 024093      Emp1 Num: 254412  LDAP ID: CBENGEN
Last Name: ENGEN      First Name: CARMEN
Title: ACCOUNTANT IV      BU: GP  Route Code: 02014006
Phone: (907)465-2447  FAX: (907)465-3798  RD Code: 00157

S
Enter-
UPDT  ENTER=ADD  PF1=QUIT
  
```

IMPORTANT: Press <Enter> AGAIN on this screen in order to accept all changes made to the user record and to complete the transaction. Pressing <PF1> QUIT results in closing the screen and no profile update will take place even though a group may have been assigned.



The traveler's name will be automatically added to the selected Traveler Profile (TP) group of travelers in the TG (Travel Group) section of the ODF.

The profile data is collected and transmitted overnight to E-Travel via a data bridge. The profile should be available in E-Travel Online to view and use the following morning.

DATA PASSED TO E-TRAVEL FROM THE ODF	DATA DERIVED FROM THE CLONE TEMPLATE/GENERIC PROFILE IN E-TRAVEL
Legal first, MI, and last name	IBank number - (Hidden)
Work Phone	Division travel email - (Hidden)
Employee number	Department travel email - (Hidden)
LDAP ID	CTS (Central Travel System) charge account(s)
Traveler's state email address	
Department	
Division (Sub-Agency or HR route code name)	
One Card (if a card has been issued at the time the profile is created)	

If your department has more than one Traveler Group per division, it is possible to choose the incorrect one. The morning after a profile is created, check the profile in E-Travel to make certain it has the correct CTS account. If you have accidentally chosen the wrong

Travel Group, go back to the beginning of this chapter ([Chapter II. Creating a New Traveler Profile, Selecting a Travel Group](#)) and select the correct group to make the correction.

Error Message: 8583 Legal Name Required for Trvlr Indic = Y

If the message: 8583 LEGAL NAME REQUIRED FOR TRVLR INDIC = Y displays, it means that HR has not yet completed processing the paperwork for this employee and a profile cannot be completed because the Legal Name fields are blank.

```

8583 LEGAL NAME REQUIRED FOR TRVLR INDIC = Y
IU: Organization/User Inquiry - User Detail

LDAP ID: RAFORD           Employee Num: 317350
ACF2 ID: _____      RD Code: _____
Date Last Update: 01/25/2011  RD Last Update:
Common Name-----
First Name: RICK           Middle:           Last: FORD
Legal Name-----
First Name: _____    Middle:           Last: _____
Title: ACCOUNTING TECH I   Bargaining Unit: GP
Dept: 02 - ADMINISTRATION  Route Code: 02014006
OU1: 40 - FINANCE          User PCN: 024044
OU2: 06 - SYSTEMS ADMINISTRATION  Rpt to PCN: _____
OU3: -

Phone Number: ( 907 ) 465 - 5631  Fax Number: ( 907 ) 465 - 3798
Email Address: RICK.FORD@ALASKA.GOV

Contact Code: 0240A         Traveler Indic:   Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDT  QUIT                                PFKYS  ADDR  HELP

```

NOTE: Once the Legal Name has been added to LDAP, it will display in the ODF the next day. The Legal Name field on LDAP may be viewed by authenticating to the White Pages.

If the process of the transfer or the addition of the employee to the ODF seems to be taking too long and the Legal Name does not display:

1. Log into: <http://mail.state.ak.us>
2. Under eMail Admins, click on Directory Statistics
3. Click again on Show Log
4. Locate your department and verify that the potential traveler's HR records are still being modified, as shown in the example below:

Modifying Rick A Ford(raford) [Juneau:FIN-SYSTEMS ADMINISTRATION]

If, however, you see the following message for your potential traveler on the Directory Statistics Log,

ALERT! MANUAL UserID CHANGE REQUIRED

It means that someone in your IT department needs to manually fix the LDAP record. Usually there is a discrepancy between the AKPAY login ID and the LDAP login ID. The notice in pink will display the reason manual intervention is required. Without a completed LDAP record, the Traveler Profile cannot be built.

If you don't know who in IT to contact, there is a list posted at:

<http://doa.alaska.gov/ets/dedpa.html>

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Introduction

At times it is necessary to make changes to a profile due to differences in Legal Name in the traveler's Human Resources records and the name on the traveler's ID that will be used at the airport. For instance, the state uses only a middle initial in the Legal Name field while the driver's license may show the full middle name. Secure Flight data must also be entered into new profiles. ***It is wise to check new profiles to make sure all the data is correct.***

If the CTS is wrong in a new profile, the incorrect Travel Group was selected when the profile was created. To make the correction, access the User screen in the ODF, enter the traveler's employee number, and select <PF10>. Press <Enter> to access the list of Travel Groups for the traveler's division. Change the group and press <Enter> twice. This will trigger a change file that will be transmitted overnight and change the profile (and CTS) in E-Travel Online.

Making Necessary Legal Name Changes to a New Profile

If the Legal Name does not match the ID that will be used at the airport, either the traveler, Travel Planner, or the Travel Coordinator will need to make changes to the profile. (The Legal Name is the name provided by the employee at the time he or she was hired by the state. It should be the same as the name on their Social Security card, passport, or driver's license.)

Using your State of Alaska enterprise user ID, log into E-Travel Online at <https://dof.doa.alaska.gov/dof/resx/login>. If you have an active Traveler Profile, you will be taken directly to E-Travel Online.

Personal Information: Formatting the Name Fields

1. THIS IS THE NAME THAT WILL BE PRINTED ON THE BOARDING PASS.
2. Format for Name fields is **Mixed Case**

3. **Alpha characters only.** No hyphens, numbers, underscore, apostrophes, or periods can be included in the Name fields. **Leave a space in place of the hyphen.**
4. The First, Middle and Last name fields are brought into the profile from personnel records and is the same as the Legal Name field on the LDAP White Pages. When employment begins, the Social Security card is used as identification for payroll purposes. If the name in HR is incorrect, the employee needs to contact HR to have it corrected. (You can view the Legal Name field on the LDAP White Pages by clicking on the Authentication tab and authenticating to the system. It is an unlabeled field directly under the Full Name field.)

* = Required

Name, Address and Phone Number

For your security, information stored in your profile may be masked.

NOTE: Call 1-800-654-5669 to have the name on your Alaska Airlines mileage account match the name on your Government - issued picture ID

The name fields data is derived from personnel records. If the profile name does not match the ID that will be used at the airport, the profile name should be changed to match the ID as this is the name that will display on the ticket.

Marital Status LastName changes: Wait until the ODF group Membership notice is received. See Chapter IV, Example 2 for the complete procedure to follow.

Enter the TSA Information

Department and Division are system derived. Please DO NOT update.

* First Name: State
 Middle Name: B
 * Last Name: Traveler Jr
 * E-mail Address: state.traveler@alaska.gov
 Gender: ***** (Requested by: TSA)
 Date of Birth: ***** (Requested by: TSA)
 Redress Number: Optional (Requested by: TSA)
 Department: DOA
 Division: FIN-SYSTEMS ADMINISTRATION

5. If the name includes a suffix, such as Jr or III (the third) as shown above, this information is entered in the last name field after the last name. Leave a space. For example, if the Legal name is John Mark Anthony III, enter <Anthony III> in the Last Name field leaving a space between the name and the suffix. When the boarding pass is created, the name will be rendered ANTHONY III/JOHN MARK.
6. After making any necessary changes to the name fields, click on <Save>.

Updating the Secure Flight Requirements Fields

1. The Secure Flight Requirements may be completed by the traveler or by the Travel Coordinator. If not completed at the time the profile is created, the traveler will be *mandated* to supply the information whenever the profile is used to purchase travel. The reservation cannot be purchased without the Secure Flight data.
2. Make the necessary changes and then click on <Save>.

NOTE: Complete the Redress Number field if a traveler has already gone through this process and received a number from TSA. This number is not required. Redress Numbers are issued to travelers that have had their names confused with someone on the TSA Watch List. The number proves they have (1) satisfied TSA that they are not the person being watched and (2) received a number to use when traveling to prevent excess security scrutiny.

Completing the Emergency Contact and Memberships Fields

1. Either the Travel Coordinator or the traveler can change the personal information in these fields.
2. **DO NOT** change the address fields. These are defaulted to a state address. The address fields are used **only** for delivery of a hard-copy ticket by other corporations who also use GetThere. The state does not use a hard-copy ticketing format.
3. If the Work Phone number is incorrect, update it. The traveler or their supervisor should contact the HR representative for the department and ask the representative to have the data changed in the HR system. This phone number is derived from the LDAP white pages.
4. Make the necessary changes and then click on <Save>.

*Agency Purposes Only - Please do not edit these fields.

State default. Do Not Change

Country: USA

Address 1: PO Box 110204

Address 2:

City: JUNEAU

State/Province: AK

Postal Code: 99811

Work Phone: 907-465-1234

Home Phone: 907-588-7474

Mobile Phone: 907-321-0000

Expiration Date Reminders: on **DO NOT CHANGE!**

Completed from LDAP. Edit as necessary.

Completed by TC, TP, or traveler

Emergency Contact Fields:

Emergency Contact Name: Traveler's Choice

Emergency Contact Phone: 907-555-1212

Additional TSA Information:

Known Traveler Number (if applicable): Optional

ADA Memo: 2 Seats or FC Auth by

Requires Department Permission. TC needs to contact the ETMT.

Travel Memberships:

Please note this is informational only.

Airline Status (Ex: AS MVP Gold): AS MVP Gold

Other Membership (Ex: AAA - 123 1234 123): AARP-466 525 1475

Other Membership (Ex: AARP - 123 1234 123):

Completed by TC, TP, or traveler. Mileage numbers are entered on the Frequent Traveler page, not here.

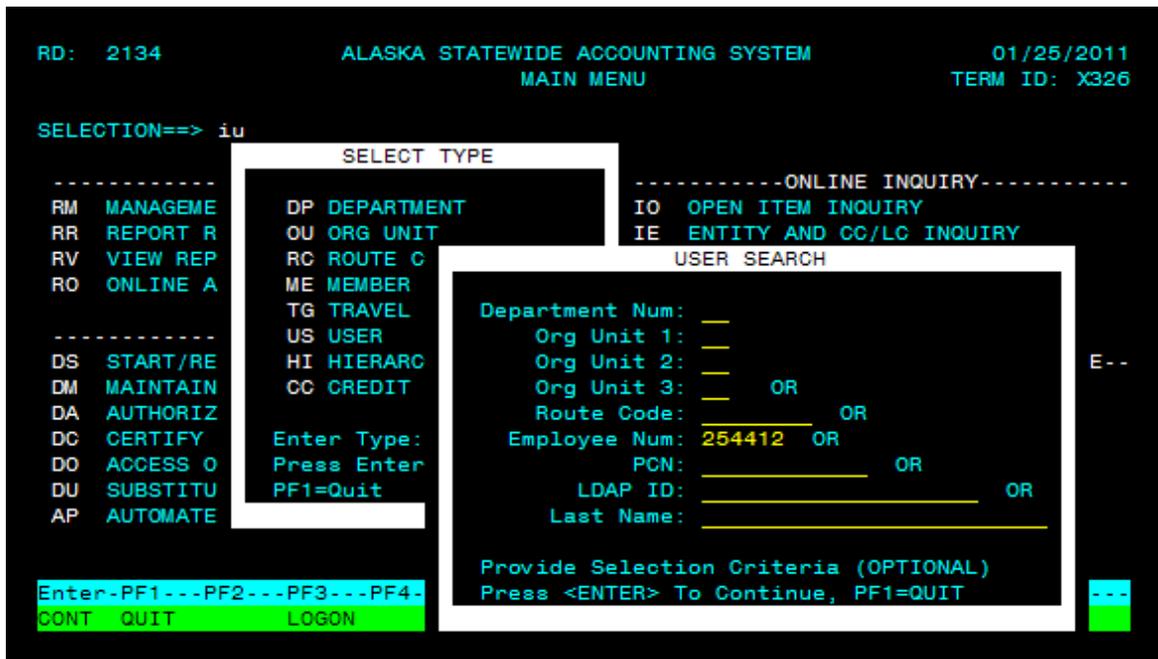
Additional Seat Preference:

Select Secondary Seat Request from Drop Down List: Forward of Wing

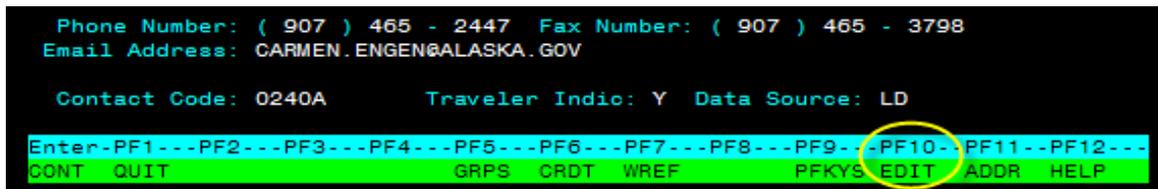
Changing a Travel Group

The Travel Coordinator receives an error message whenever a traveler changes divisions. (See [Chapter IV. ODF Group Membership Error Report, Division Name Changes - Error Message Example 1](#) for more information. This procedure may also be used if the wrong Travel Group was chosen.

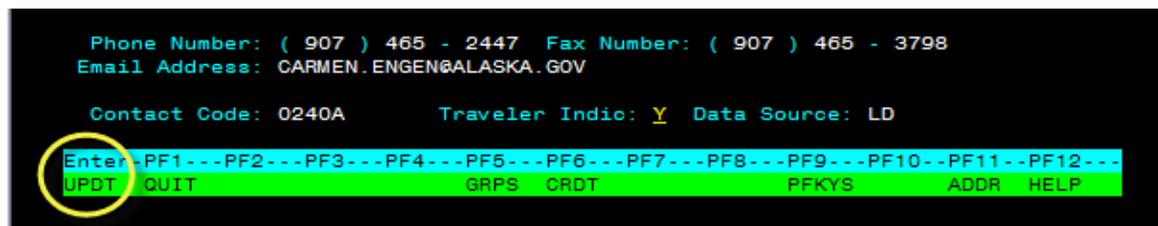
To select a new Travel Group, log into the ODF in AKSAS. At the main menu, select **IU** and press <Enter>. In the **Enter Type** field, enter **US** and press <Enter>. Enter the user **Employee Num(ber)** or Last Name of the traveler. Press <Enter>.



When the User screen displays, press <10> Edit.



The field under <Enter> changes to UPDT. Press <Enter>.



A pop-up message will display. Press <PF1> to change the Travel Group to the correct one.

```

IU:  Organization/User Inquiry - User Detail

LDAP ID: CBENGEN                Employee Num: 254412
ACF2 ID:                        RD Code: 00157
Date Last                        CONFIRM TRAVELER PROFILE GROUP
Common Nam                       -----
First Name                       -----
Legal Name                       -----
First Name                       -----

Title                             Dept Num: 02  Div Code: FIN
Dept: 02 -                        Login: DOA FIN FINANCE
OU1: 40 -                         Wkname: FIN-FINANCE
OU2: 06 -
OU3: -
Phone Nu                          GP
Email Address: 0ARMEN.ENGEN@ALASKA.GOV  ode: 02014006
                                           PCN: 024093
                                           PCN: 024075
                                           3798

Contact Code: 0240A              Traveler Indio: Y  Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDT  QUIT                        GRPS  CRDT                        PFKYS  ADDR  HELP
    
```

Select the correct Travel Group by entering the Selection Number in the Selection field.

```

SELECT TRAVELER PROFILE GROUP

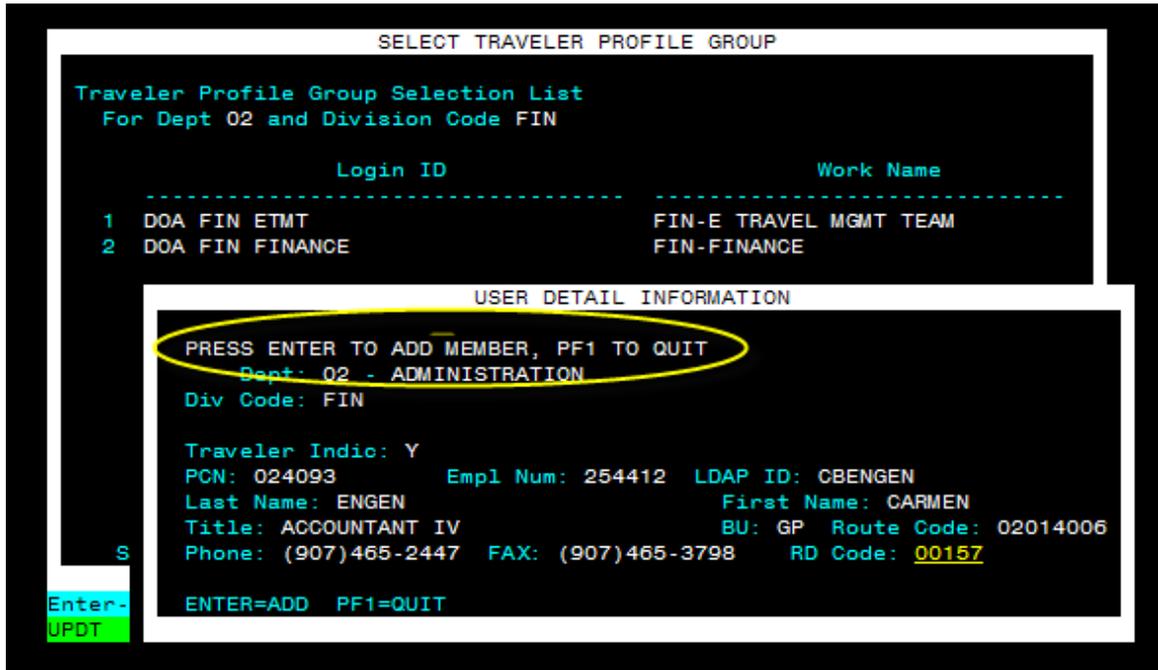
Traveler Profile Group Selection List
For Dept 02 and Division Code FIN

Login ID                               Work Name
-----
1  DOA FIN ETMT                        FIN-E TRAVEL MGMT TEAM
2  DOA FIN FINANCE                     FIN-FINANCE

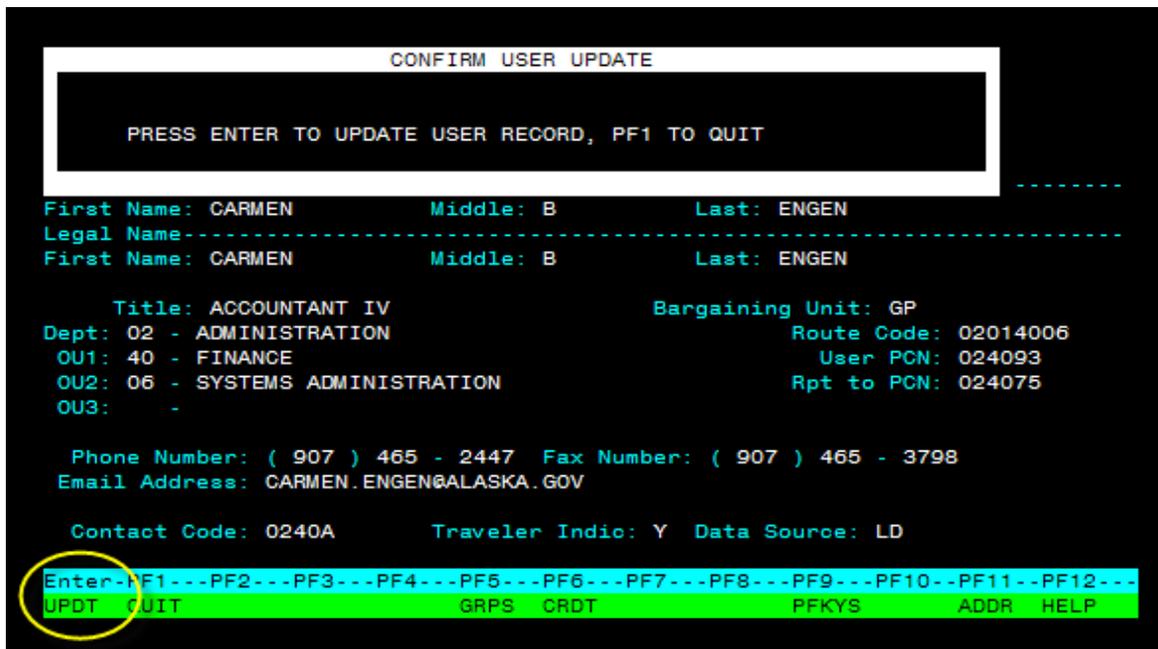
Selection==> 1  Enter Selection Number or PF1 to Quit

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
UPDT  QUIT                        GRPS  CRDT                        PFKYS  ADDR  HELP
    
```

Press <Enter> in the new pop-up message to accept the Travel Group change.



Press <Enter> again to update the user record and exit the screen.



The traveler's profile will be re-cloned from the Clone Template used by the new Travel Group. All the other personal data is retained. If more than one TG group was offered for selection, the coordinator should verify that the right group was chosen by checking the next day to make certain the right CTS account is in the profile.

Updating IBank, Dept. and Div. Emails, One Card, and CTS Charge Accounts

The only way to change the IBank, Department and Division Emails, and CTS accounts on a Traveler Profile is to change the TG group used to create the profile or change the actual Clone Template and Generic Profile associated with the TG group. If the IBank number, Department or Division Emails, or CTS Account number(s) need to change on a Generic profile and the Template used as a clone, contact the ETMT at doa.dof.e-travel@alaska.gov. This data is “hard-coded” into each Generic and Clone Template and must be changed in a Clone Upload feed from the ETMT to Corporate Travel Management (CTM).

If you do not know what is in these fields on any Generic/Clone, please contact the ETMT. It is advisable to keep a list of Generic profiles and the data contained in each in a secure file in your workspace or on your computer.

NOTE: *Traveler Profiles are automatically updated when a division change takes place and a new Generic Template group (TG) is chosen for the traveler. It is no longer necessary to manually update the IBank, Department and Division Emails, and CTS Account numbers in the profile*

One Card numbers will change if a card is lost or stolen. The One Card number is automatically updated by the ODF when the newly issued card is activated and the data is transferred to the E-Travel profile the same evening. See **Chapter IV. ODF Group Membership Error Report, Charge Card Messages** if you receive the message that the traveler has more than one One Card.

NOTE: *It is not necessary to update the expiration date on One Cards. The date will be automatically updated when the cardholder activates the new card.*

- a. When you receive the notice that a One Card has been added to a profile, log into GetThere, locate the correct profile, and navigate to the Charge Cards screen. Verify that the One Card is the default charge card.

Payment Settings

You can select which charge cards to automatically use for airfare charges and hotel guarantees. After you make your selection, click the Save button.

Airfare Charge Card:

Hotel Guarantee Charge Card:

- b. When a One Card is lost and replaced, the account is inactivated in the bank’s system and replaced with a new account number and card with a new expiration date. At that time, the Payment Settings default switches to the CTS account in E-Travel because, temporarily, there is no One Card account in the profile. When the new card is added or the card is “changed” as in an expiration date update, the default should change back to the One Card.

- c. Sign into E-Travel Online and verify that the default has been reset to the One Card. If it has not, notify the ETMT and it will be reset for you.

NOTE: An automated process updates the **Expiration Date field on a One Card** when the cardholder activates the card. CTS accounts which expire on the January anniversary dates of 2014, 2017, 2020, 2023, etc. are activated at USBank. You will receive an announcement from the DOF One Card Administrator when this happens. Any CTS account that expires other than on these January anniversary dates, including Januarys NOT in these years, needs to be monitored for expiration date and activated by the department card administrator when the new account is issued. The ETMT team and DOF One Card Administrator are also monitoring these extra accounts. **Send an email to the ETMT when you activate a new or reissued CTS account so that all the profiles containing the CTS get the Expiration Date field changed.**

If an emergency occurs and an account must be changed or deleted immediately, contact the ETMT

1. Delete or Add a Charge Account

Occasionally, an emergency arises that makes it is necessary to remove a charge account. Perhaps an account has been compromised. Or, in the case of a traveler having two One Card accounts, no One Card account was added to the profile. Contact the ETMT and request removal or addition of the account.

The ETMT is monitoring the ODF email messages regarding more than one One Card. See [Chapter IV. ODF Group Membership Error Report, Charge Card Messages](#) for more information.

CHAPTER IV. GROUP MEMBERSHIP ERROR REPORT

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Introduction

Travel Coordinators will receive ODF Group Membership Error reports through email for any Travel Profile Group errors. This will happen if:

1. The traveler changes divisions which results in a change to the Organization Routing Code (name displayed in the Division field on the Traveler Profile and Sub-Agency field on the White Pages).
2. The traveler's Legal Name changes.
3. The One Card in the Traveler Profile is added, deleted, or changed or cannot be loaded because there is more than one One Card issued to the traveler.
4. A traveler who is also acting as a Travel Planner/Proxy and is a member of a PL group has a PCN change.

Division Name Changes – Error Message Example 1

1. Traveler moves to new division or
2. The name of the division and the three-letter designator for the division is changed in the payroll system, AKPAY

Traveler Moves to a New Division:

The Sub-Agency name on the LDAP White Pages changes when either of the above situations occurs. See **Chapter VIII. Exhibits, Exhibit 8 – Importance of Organizational Route Codes** for more information. A nightly process checks LDAP for any changes and all affected ODF user profiles and E-Travel Traveler Profiles are updated. This creates a discrepancy between the three-letter division acronym in the Division field on the profile and the three-letter acronym of the Travel Group (TG) in the ODF the traveler has been assigned to.

In the following example, the traveler has moved from DAS to FIN. As a result, the E-Travel profile was updated to FIN, but the Travel Group the traveler is still assigned to is a DAS group.

Department	Administration
Division	FIN SYSTEMS ADMINISTRATION

```

IU: Organization/User Inquiry - Group Detail
Dept Num: 02 - ADMINISTRATION
Div Code: DAS ID: DOA DAS
Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE
  
```

When this discrepancy occurs, the following Group Membership Error email message is sent to the Travel Coordinator for the traveler's department:

```

GROUP ID: 02DASDOA DAS TYPE: TP

EMPL      RD
NUM      USER PCN      CODE      EMPLOYEE NAME
-----
222222   009631              Traveler, Daniel
                ERROR: USER DIV CODE FIN NOT = GROUP DIV CODE DAS
    
```

A new Travel Group for an FIN group must be selected in the *ODF* if *this employee will continue to be a traveler*. If the employee no longer travels, the profile needs to be deleted. See [Chapter V. Delete Profiles](#) for instructions on how to delete profiles.

When a traveler moves to a new division, clearing the Group Membership Error requires two steps:

1. Correct the Travel Group the traveler belongs to. Instructions for **viewing error messages and/or clearing error messages** follow.
2. Check the next day to make certain the correct CTS account was brought into the profile when the new group was selected. For those departments with more than one TG group per division, this step assures the right TG group was chosen.

Division Name Changes:

When a Division Code name change takes place, (for instance, OED-Office of Economic Development is changed to DED-Division of Economic Development) all Traveler Profiles associated with the OED group will be affected and the Travel Coordinator will receive error messages for any traveler using the renamed AKPAY route code because OED no longer matches DED. See **Chapter VIII. Exhibits, Exhibit 8** for more information on route codes. See also **Chapter II. Creating a New Traveler Profile, Creating Generic Profiles**, and **Chapter I. Introduction** to this manual for more information on adding or changing Generic Profiles and Clone Templates. CONTACT THE ETMT.

1. A new Generic Profile and Clone Template need to be created with names that include the new three-letter designator for the name of the division.
2. A new Travel Group must be created with a name that matches the name of the new Generic Profile and Clone Template. All affected travelers will need to be moved to the new group in order to clear the errors.
3. If no other data on the Generic Profile and Clone Template was changed except the name, nothing in E-Travel will need to be reviewed on the individual Traveler Profiles after they have been moved to the new group.

IMPORTANT: THIS GROUP MEMBERSHIP ERROR MESSAGE CANNOT BE IGNORED. In order to maintain accurate financial information on Traveler Profiles, the ODF monitors the division and Travel Group to which each traveler is assigned. The Travel Group an employee is assigned to controls the CTS account and the IBank numbers on the Traveler Profile. For travel charges to be assigned to the right hierarchy in AutoPay, the correct CTS must be used. IBank numbers determine where the expenditures for each traveler are displayed in management reports provided by CTM. In the case of an AKPAY division name change, the name of the division travel email group may also change. If so, the division travel email address also needs to be updated so that the correct planners(s) receives itinerary notices.

At the main menu, **IU** will be highlighted if Group Membership Errors exist.

```

RD: 4068                ALASKA STATEWIDE ACCOUNTING SYSTEM                10/26/2009
                        MAIN MENU                                         TERM ID: X41C

SELECTION==> iu

-----REPORTING-----
RM  MANAGEMENT REPORTING
RR  REPORT REQUEST MAINTENANCE
RV  VIEW REPORTS
RO  ONLINE AUDIT TRAIL

-----DATA ENTRY-----
DS  START/RESTART BATCH
DM  MAINTAIN BATCHES
DA  AUTHORIZE TRANSACTIONS
DC  CERTIFY TRANSACTIONS
DO  ACCESS OTHER BATCHES
DU  SUBSTITUTE AUTHORIZER
AP  AUTOMATED PAYMENT SYSTEM

-----ONLINE INQUIRY-----
IO  OPEN ITEM INQUIRY
IE  ENTITY AND CC/VENDOR INQUIRY
IU  ORGANIZATION/USER INQUIRY
IV  VENDOR INQUIRY
IW  WARRANT INQUIRY

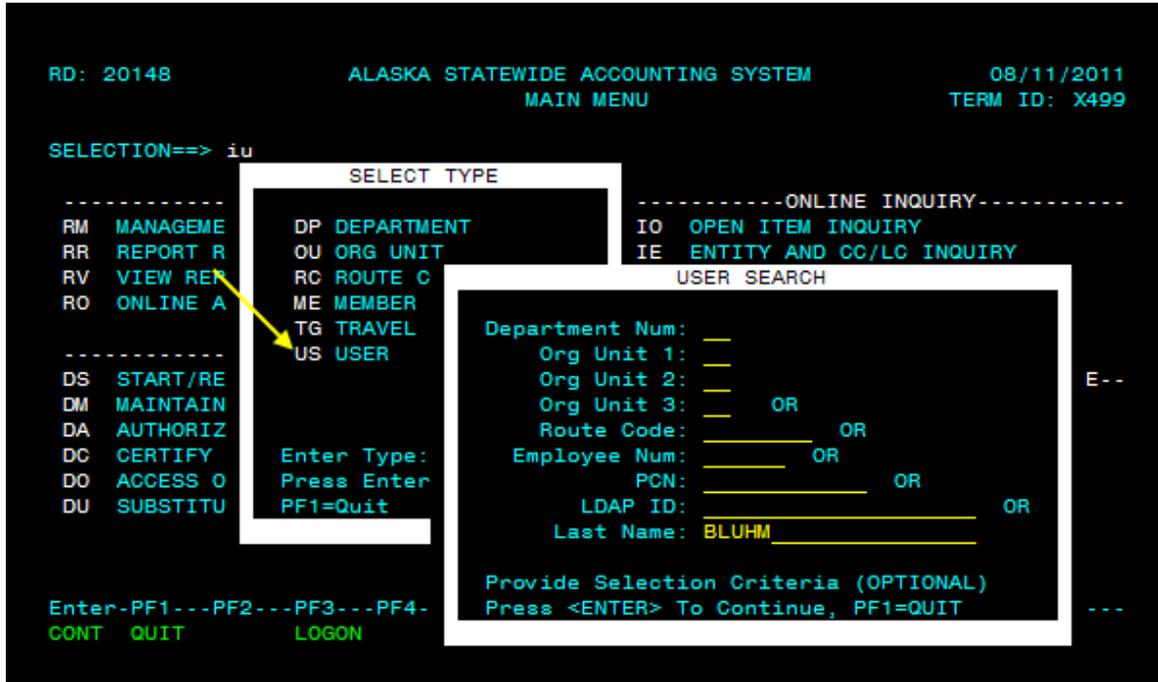
--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE  EASYTRAN RECORD MAINTENANCE
SP  USER PASSWORD MAINTENANCE
TR  TAX REPORTING

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT          LOGON                                PFKYS          HELP
    
```

Highlighted when Traveler Profile (TP) errors exist

To CHANGE and DELETE the Error:

Navigate to the ODF User screen by entering **US** at the selection menu. Press <Enter>. Insert either the traveler's last name or employee number (both are on the error message) and press <Enter>.



Changes to the Travel Group used for the profile can **ONLY** be made from the User (US) screen.

On the User screen, press <PF10> to edit the user. (Change the Traveler Indic(ator) to <N> if the user will no longer travel for their new division.)

```

IU:  Organization/User Inquiry - User Detail

LDAP ID: CMBLUHM           Employee Num: 297967
ACF2 ID:                   RD Code: 20169
Date Last Update: 08/10/2011  RD Last Update:
Common Name-----
First Name: CASEY           Middle: M           Last: BLUHM
Legal Name-----
First Name: CASEY           Middle: M           Last: BLUHM

Title: ACCOUNTING TECH I           Bargaining Unit: GP
Dept: 20 - CORRECTIONS           Route Code: 20031701
OU1: 03 - INSTITUTIONAL FACILITIES           User PCN: 201009
OU2: 17 - FACILITY CIP           Rpt to PCN:
OU3: -

Phone Number: ( 907 ) 269 - 7359  Fax Number: ( 907 ) 269 - 7345
Email Address: CASEY.BLUHM@ALASKA.GOV

Contact Code: 20010           Traveler Indic: Y  Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
CONT  QUIT                   GRPS      WREF      PFKYS  EDIT  ADDR  HELP
    
```

Press <Enter> to view the Travel Group options and choose the new group that reflects the division the traveler has moved to.

```

SELECT TRAVELER PROFILE GROUP

Traveler Profile Group Selection List
For Dept 20 and Division Code INS

Login ID           Work Name
-----
1  DOC ADS ACADEMY           INS-ACADEMY
2  DOC ADS CLASS             INS-CLASS
3  DOC ADS FACILITIES        INS-FACILITIES
4  DOC ADS OUT OF STATE      INS-OUT OF STATE
5  DOC ADS TRANS             INS-TRANSPORT
6  DOC INS ANCHORAGE         INS-INSTITUTIONS ACC
7  DOC INS ANVIL             INS-INSTITUTIONS AMCC
8  DOC INS DIRECTOR          INS-INSTITUTIONS DIR OFF
9  DOC INS FAIRBANKS         INS-INSTITUTIONS FCC
10 DOC INS GOOSE CREEK       INS-GOOSE CREEK
11 DOC INS HILAND            INS-INSTITUTIONS HMCC
12 DOC INS KETCHIKAN         INS-INSTITUTIONS KCC

Selection==> 3.  Enter Selection Number or PF1 to Quit

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
UPDT  QUIT                   GRPS      PFKYS      ADDR  HELP
    
```

IMPORTANT: If the Travel Group with the correct CTS account does not appear in the drop down list, contact the ETMT at doa.dof.e-travel@alaska.gov.

Press <ENTER> to accept the chosen group.

```

SELECT TRAVELER PROFILE GROUP

Traveler Profile Group Selection List
For Dept 20 and Division Code INS

      Login ID                      Work Name
-----
1  DOC ADS ACADEMY                 INS-ACADEMY
2  DOC ADS CLASS                   INS-CLASS
3  DOC ADS FACILITIES              INS-FACILITIES
4
5
6  PRESS ENTER TO ADD MEMBER, PF1 TO QUIT
7      Dept: 20 - CORRECTIONS
8      Div Code: INS
9
10     Traveler Indio: Y
11     PCN: 201009      Empl Num: 297967  LDAP ID: CMBLUHM
12     Last Name: BLUHM      First Name: CASEY
      Title: ACCOUNTING TECH I      BU: GP  Route Code: 20031701
      Phone: (907)269-7359  FAX: (907)269-7345  RD Code: 20169
S
Enter-      ENTER=ADD  PF1=QUIT
UPDT
    
```

Press <ENTER> again to add the traveler to the new group.

```
CONFIRM USER UPDATE
-----
PRESS ENTER TO UPDATE USER RECORD, PF1 TO QUIT
-----
First Name: CASEY           Middle: M           Last: BLUHM
Legal Name-----
First Name: CASEY           Middle: M           Last: BLUHM

      Title: ACCOUNTING TECH I           Bargaining Unit: GP
Dept: 20 - CORRECTIONS           Route Code: 20031701
OU1: 03 - INSTITUTIONAL FACILITIES           User PCN: 201009
OU2: 17 - FACILITY CIP           Rpt to PCN:
OU3: -

      Phone Number: ( 907 ) 269 - 7359 Fax Number: ( 907 ) 269 - 7345
      Email Address: CASEY.BLUHM@ALASKA.GOV

      Contact Code: 20010           Traveler Indio: Y Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
UPDT  QUIT                GRPS                PFKYS                ADDR  HELP
```

To VIEW the error referred to in the Group Membership Errors email:

On the AKSAS Main Menu, select **IU** and press <Enter>. In the **Enter Type** field, enter **US** and press <Enter>. To see the traveler's Group Membership Errors, press <PF5> **GRPS**.

```

IU: Organization/User Inquiry - User Detail

LDAP ID: CMBLUHM           Employee Num: 297967
ACF2 ID:                   RD Code: 20169
Date Last Update: 08/10/2011 RD Last Update:
Common Name-----
First Name: CASEY           Middle: M           Last: BLUHM
Legal Name-----
First Name: CASEY           Middle: M           Last: BLUHM

Title: ACCOUNTING TECH I           Bargaining Unit: GP
Dept: 20 - CORRECTIONS           Route Code: 20031701
OU1: 03 - INSTITUTIONAL FACILITIES           User PCN: 201009
OU2: 17 - FACILITY CIP           Rpt to PCN:
OU3: -

Phone Number: ( 907 ) 269 - 7359 Fax Number: ( 907 ) 269 - 7345
Email Address: CASEY.BLUHM@ALASKA.GOV

Contact Code: 20010           Traveler Indio: Y Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT           GRPS           WREF           PFKYS EDIT ADDR HELP
    
```

A pop-up message will display. All groups for this user will be shown. Select TP Group Type and press <Enter>.

```

DISPLAY GROUP MEMBERSHIPS

  Grp
  Type          Group ID
-----
  1  PL  20INSDOC ADS FACILITIES          INS-FACILITIES
  2  CO  AKP 20
  3  PL  20ADSDOC ADS FACILITIES          ADS ADMIN SVCS FACIL
  4  TP  20ADSDOC ADS FACILITIES          ADS ADMIN SVCS FACIL
  5  CO  AKS 20

SELECTION==> 4
ENTER=CONT PF1=QUIT

Contact Code: 20010      Traveler Indio: Y Data Source: LD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                GRPS      WREF      PFKYS EDIT  ADDR  HELP
    
```

Another pop-up message will display the error message. Press <Enter> to return to the User Screen to correct the error by changing the Travel Group.

```

DISPLAY GROUP MEMBERSHIPS

  Grp
  Type          Group ID
-----
  1  PL  20INSDOC ADS FACILITIES          INS-FACILITIES
  2  CO  AKP 20
  3  PL  20ADSDOC ADS FACILITIES          ADS ADMIN SVCS FACIL
  4  TP  20ADSDOC ADS FACILITIES          ADS ADMIN SVCS FACIL
  5  CO  AKS 20

USER DETAIL INFORMATION

*** EMPLOYEE HAS CHANGED DIVISIONS
  Dept: 00 CORRECTIONS
  Div Code: INS

Traveler Indio: Y
PCN: 201009      Empl Num: 297967  LDAP ID: CMBLUHM
Last Name: BLUHM      First Name: CASEY
Title: ACCOUNTING TECH I      BU: GP Route Code: 20031701
Phone: (907)269-7359  FAX: (907)269-7345  RD Code: 20169

Cont
Enter-
CONT
ENTER=CONT PF1=QUIT PF22=DEL
    
```

Traveler Name Changes – Error Message Example 2

GROUP ID:	25AVIDOT	AVI	CR	SW	AVIATN	TYPE:	TP
EMPL NUM	USER	PCN	RD	CODE	EMPLOYEE	NAME	
999524	654123					FRIENDLY	JESSICA J
ERROR: LEGAL NAME HAS CHANGED							

This message occurs for one of two reasons:

The last name for this employee has changed and HR has updated the personnel records. The Legal Name field on the User screen in the ODF has now been changed to match the new last name. Be certain that this name matches the ID that will be used at the airport as the Legal Name, as shown in the ODF, is the name automatically entered into the new profile.

- The name on any unused tickets will need to be changed if the ID has changed.
- The ETMT will notify CTM of the name change so that the GDS profile in Sabre can be updated. You will be notified when the GDS profile has been updated.

NOTE: *If the traveler has immediate travel and has not yet been ticketed:*

- Make certain that the Name fields in the GetThere Traveler Profile match the ID that will be used at the airport.
- Tickets will be issued in the name in the profile.

NOTE: *If the name change process seems to be taking longer than usual, refer to Chapter II, Error Message: 8583 Legal Name Required for Trvlr Indic=Y and contact your IT department, if necessary.*

Charge Card Messages – Error Message Example 3

NOTE: *With all charge account messages, it is necessary to check the Charge Cards screen in the E-Travel profile to make certain the accounts are correct and the default account is set to the One Card and not on the CTS. Contact the ETMT if any of the data is incorrect. See [Chapter III. Change, Review, or Update Traveler Profiles, IBank, Dept. and Div. Emails, One Card and CTS Charge Accounts](#) for more information.*

MESSAGE 1: ONE CARD HAS BEEN ADDED:

One Card account numbers are updated automatically in the ODF and in the E-Travel Traveler Profiles as the data is received from USBank. When a One Card is added to a profile, the following message is received:

```

GROUP ID: 18DOADEC DOA ANCHORAGE TYPE: TP

EMPL NUM   USER PCN   RD CODE   EMPLOYEE NAME
-----
741258     186452                TRAVELER ALICE M
                                ERROR: ONE CARD HAS BEEN ADDED
    
```

MESSAGE 2: ONE CARD HAS BEEN DELETED:

When a One Card account is deleted due to cancellation, fraud, or loss of card, the following message is received:

```

GROUP ID: 08CRACED CRA TYPE: TP

EMPL NUM   USER PCN   RD CODE   EMPLOYEE NAME
-----
456258     213456                TRAVELER LEROY
                                ERROR: ONE CARD HAS BEEN DELETED
    
```

MESSAGE 3: ONE CARD INFO HAS CHANGED:

If a One Card has been deleted and a new account added to a profile or if the expiration date has been updated on an account and the new card has been received and activated by the user, the following message is received:

```

GROUP ID: 08CRACED CRA TYPE: TP

EMPL NUM   USER PCN   RD CODE   EMPLOYEE NAME
-----
995147     963258                TRAVELER SALLY A
                                ERROR: ONE CARD INFO HAS CHANGED
    
```

MESSAGE 4: EMPL HAS > 1 ONE CARD, MAY NEED TO ADD TO PROFILE:

If the traveler has more than one open One Card account in the ODF, the account will not automatically load into the Traveler Profile as the upload cannot determine which account is the correct one to use for travel. The ETMT will need to compare the cards listed in the ODF with the accounts listed in USBank and “close” the extra account in the ODF, if appropriate. The next day the remaining active One Card should load into the Traveler

Profile. If there is more than one open account and both are valid, you will be contacted by the ETMT and the correct account will be manually loaded into the profile.

EMPL NUM	USER PCN	RD CODE	EMPLOYEE NAME
-----	-----	-----	-----
285727	027007		TRAVELER LYNDA A
ERROR: EMPL HAS > 1 ONE CARD, MAY NEED TO ADD TO PROFILE			

You may or may not also receive this message the following day. Check the Traveler Profile to make certain the account has been loaded into the Traveler Profile.

EMPL NUM	USER PCN	RD CODE	EMPLOYEE NAME
-----	-----	-----	-----
285727	027007		TRAVELER LYNDA A
ERROR: EMPL HAD > 1 CARD, MAY NEED TO DELETE FROM PROFILE			

Travel Planner PCN Error Messages

ODF PCN Group Membership Error messages apply to *Travel Planners only*. These error messages are essentially saying: "This person is a planner for the groups listed but he/she is now in a new position (PCN). Will this person continue to act as a planner for each group listed?" Your job as Travel Coordinator requires you to say "yes" or "no" to EACH GROUP the person plans travel for.

There is a simple, fast way to do this.

You can see the message on the ME screen and in each PL group, but *all corrections take you to the US screen anyway* so you may as well just do it all there.

MESSAGE 1: EMPLOYEE USER PCN IS NOW 110407

The PCN for the Travel Planner or Coordinator has changed. This is an indicator that the Travel Planner has changed positions.

GROUP ID: 11BDSDFG BDS ARCTIC TYPE: TP			
EMPL NUM	USER PCN	RD CODE	EMPLOYEE NAME
-----	-----	-----	-----
321123	110614		PLANNER, ASHLEY R
			ERROR: EMPLOYEE USER PCN IS NOW 110407
GROUP ID: 11BDSDFG BDS BETHEL TYPE: TP			
EMPL NUM	USER PCN	RD CODE	EMPLOYEE NAME
-----	-----	-----	-----
321123	110614		PLANNER, ASHLEY R
			ERROR: EMPLOYEE USER PCN IS NOW 110407

CLEAR THE ERROR:

Log into the ODF. Navigate to the **US** screen and enter either the planner's last name or employee number. Select and press <PF5> **GRPS** and a list of groups this person belongs to is displayed.

DISPLAY GROUP MEMBERSHIPS						
Grp	Type	Group ID				
1	TP	11BDSDFG	BDS	SE		BDS-BOARDS HQ
2	PL	11BDSDFG	BDS	SE		BDS-BOARDS HQ
3	PL	11BDSDFG	BDS	ARCTIC		BDS-BOARDS KOTZEBUE
4	PL	11BDSDFG	BDS	BETHEL		BDS-BOARDS BETHEL
5	PL	11BDSDFG	BDS	INT		BDS-BOARDS FAIRBANKS
6	PL	11BDSDFG	BDS	SC		BDS-BOARDS ANCHORAGE
7	PL	11BDSDFG	BDS	SW		BDS-BOARDS DILLINGHA
8	CO	AKP 11				

SELECTION==>
 ENTER=CONT PF1=QUIT

If the planner will continue to plan travel for a group(s):

Select one of the PL groups and change the PCN to the new one by pressing the <PF10> **UPCN** key twice. This *must be repeated for each PL group* the Travel Planner will continue to plan travel for.

If the planner will *not* continue to be a planner for a group(s):

Select one of the PL groups and delete the planner from the group by pressing the <PF22> **DEL** key twice.

If the planner will not only no longer continue as a planner but does not even need a travel profile any longer because they will not travel in the new position:

Skip all this and simply turn the **Traveler Indic(ator)** to <N> on the US screen. This action will delete the person from all travel-related groups including remove the profile from E-Travel.

USER DETAIL INFORMATION

```
*** EMPLOYEE PCN HAS CHANGED
Dept: 11 - FISH & GAME
OU1: 88 - SUBSISTENCE
OU2: 01 - HEADQUARTERS
OU3: -

PCN: 110407      Emp1 Num: 321123  LDAP ID: ARPLANNER
Last Name: PLANNER      First Name: ASHLEY
Title: ADMINISTRATIVE ASSISTANT II      BU: GP  Route Code: 11018801
Phone: (907)465-4110  FAX: (907)465-6094  RD Code:

ENTER=CONT  PF1=QUIT  PF10=UPCN  PF22=DEL
```

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CHAPTER V. DELETE PROFILES

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Employee Changes Departments

Traveler Profiles are automatically deleted when a traveler leaves state service or is transferred to another department. Travelers that transfer to a new department and will travel in their new position will need a new profile. The new department will need to go through the Add Profile steps in **Chapter II. Creating a New Traveler Profile** to create a new profile. All personal information as well as Legal Name corrections will need to be added again by the traveler.

Employee No Longer Travels

For employees who are no longer required to travel for the state or will utilize a Generic Profile for future travel, access the User screen in the ODF and change the **Traveler Indic(ator)** to <N>. This will trigger a change file that will be transmitted overnight and delete the Traveler Profile in E-Travel Online.

At the AKSAS Main Menu, select **IU**, press <Enter> and, in the **Enter Type** field, enter **US**. Press <Enter>.

Enter the **Last Name** or user **Employee Num(ber)** to whom the Traveler Profile belongs. Press <Enter>.

Press <PF10> and change the **Traveler Indic(ator)** to <N>. Press <Enter> then press <Enter> again to update the User Record. The E-Travel Traveler Profile will be deleted and the traveler will no longer have access to E-Travel.

```

IU: Organization/User Inquiry - User Detail

LDAP ID: CBPHELPS           Employee Num: 254412
ACF2 ID:                   RD Code: 00157
Date Last Update: 09/12/2014  RD Last Update: 00157
Common Name-----
First Name: CARMEN         Middle: B           Last: PHELPS
Legal Name-----
First Name: CARMEN         Middle: B           Last: PHELPS

      Title: ACCOUNTANT IV           Bargaining Unit: GP
Dept: 02 - ADMINISTRATION           Route Code: 02014006
OU1: 40 - FINANCE                   User PCN: 024093
OU2: 06 - SYSTEMS ADMINISTRATION    Rpt to PCN:
OU3: -

Phone Number: ( 907 ) 465 - 2447  Fax Number: ( 907 ) 465 - 2169
Email Address: CARMEN.PHELPS@ALASKA.GOV

Contact Code: 0240A           Traveler Indic: N   Data Source: LD
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT                   GRPS CRDT WREF           PFKYS EDIT ADDR HELP

```

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CHAPTER VI. CREATE TRAVEL PLANNERS

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Introduction

Travel Planners/Proxies plan, process, and purchase travel for other employees within a specified group(s) in a department. Travel Planner groups (PL) are maintained in the TG (Travel Group) section of the ODF. This procedure gives instructions for adding and deleting members from these groups. See also **Chapter VIII. Exhibits, Exhibits 6 and 7.**

Preliminary Requirements

1. Adding and deleting a member to/from a Planner (PL) group(s), is done by the Travel Coordinator or assistant. 380-20 access to AKSAS is required.
2. Members of PL groups must have Traveler Profiles whether they travel or not.

Create a Travel Planner

All persons acting as Travel Planners must have a profile in E-Travel. It does not matter whether the Travel Planner will travel or not. Once an employee has a personal Traveler Profile, he/she is made a Planner by being added to a PL group. By means of an overnight load file, the Planner will then be able to process travel for travelers in the TP group(s) associated with any PL groups the planner has been added to. Planners can be made a member of any PL group in a department whether in the same division as the Planner or not. Creating a Travel Planner is a two-step process:

1. Create the Traveler Profile

If the new Travel Planner does NOT have a profile in E-Travel Online, go to **Chapter II. Creating a New Traveler Profile** in this manual and follow the instructions to create a profile by changing the Traveler Indic(ator) field on the ODF US screen for that employee to <Y> (or <A> if this Planner will be allowed to book and purchase travel for themselves). If the new planner is already a traveler and has a profile, use the existing profile and skip to step 2.

NOTE: *A new employee or one that has recently changed departments cannot be appointed as a Travel Planner until HR has completed the employment process and a Travel Profile has been created. The HR process is complete and a Traveler Profile can be created when the employee's division (Sub-Agency) name for the new position is displayed in the White Pages and the Legal Name field is the US screen on the ODF is populated.*

2. Add the Planner to a Travel Planner (PL) group(s)

Following the instructions found in this chapter, add the planner to a Travel Planner (PL) group(s). This step results in the following:

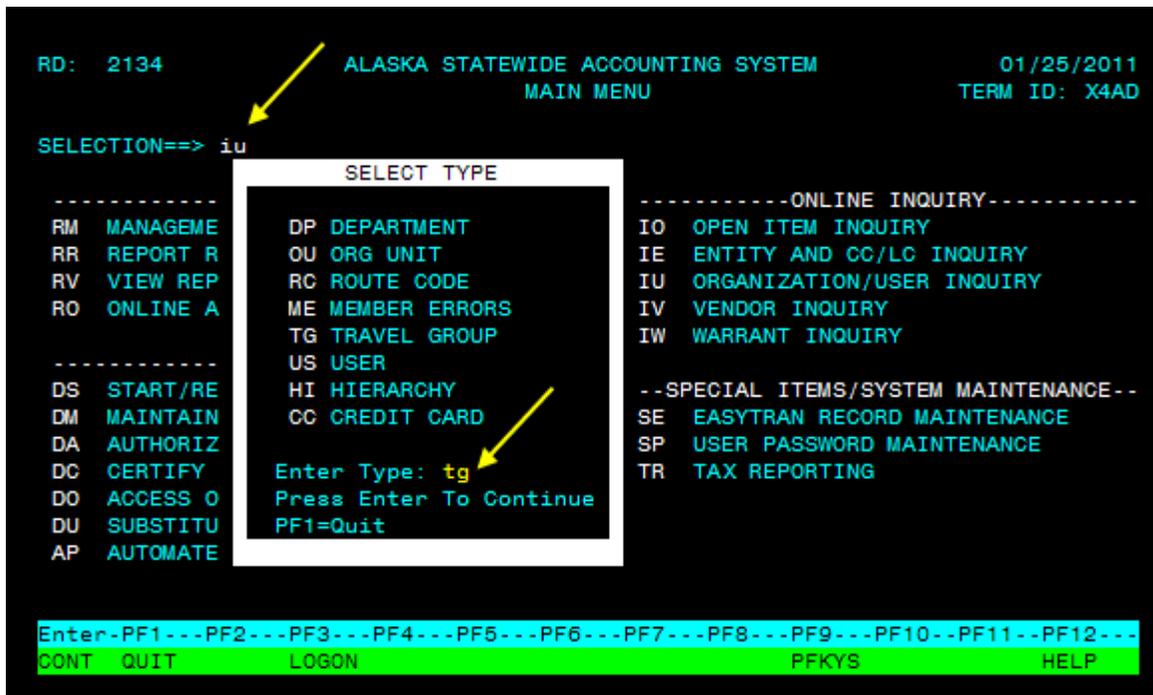
- a. A load file is sent to E-Travel that evening and the Travel Planner's profile is added to the Planner data base in E-Travel. Planners will be is granted access to the profiles listed on the TP screen for each group selected in the ODF.

STEPS TO CREATE A NEW TRAVEL PLANNER

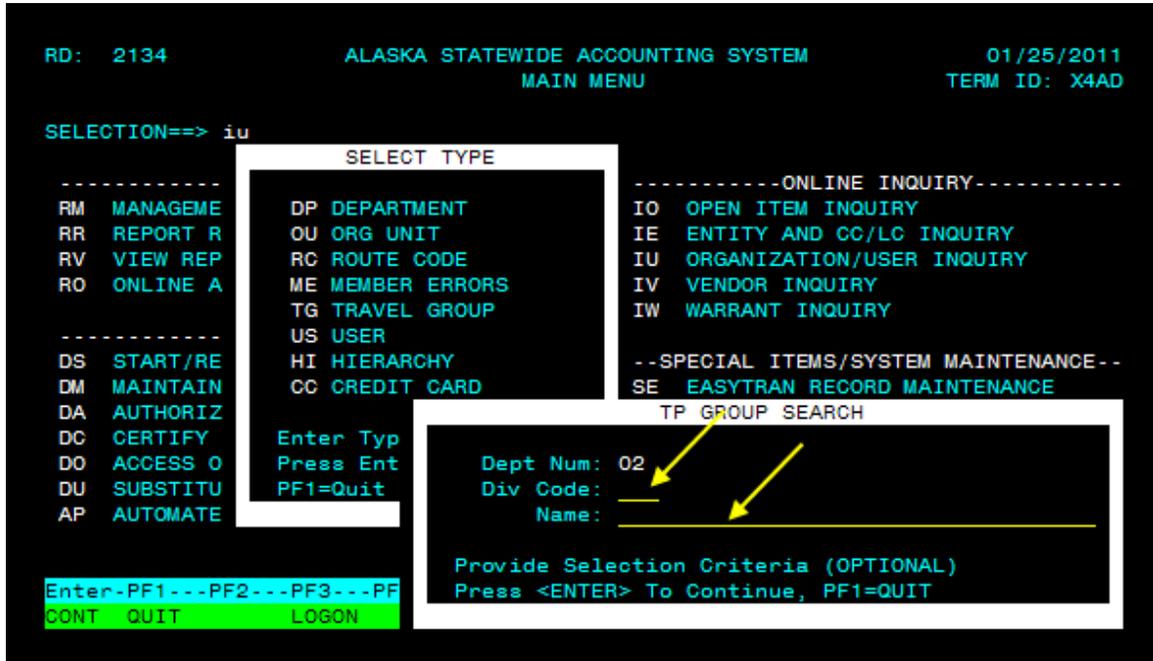
1. Create the Traveler Profile.
2. In the ODF under TG, assign the Planner to Planner PL Group(s).
3. The following day, begin to book travel using E-Travel.

Add a Planner to a PL Group(s)

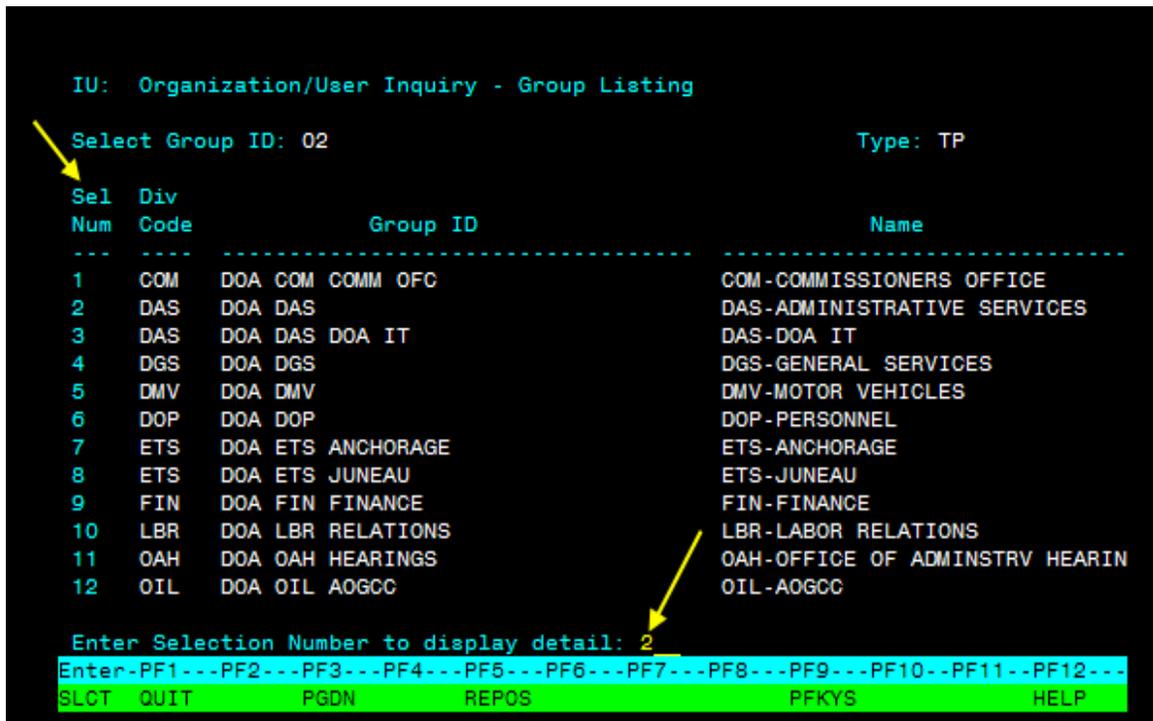
To ADD a member to a Travel Planner/Proxy (PL) Group, sign into AKSAS and at the Main Menu, select IU and press <Enter>. In the SELECT TYPE box, enter <TG> TRAVEL GROUP and press <Enter>.



The TP GROUP SEARCH box displays. Enter a **Division Code** (DIV CODE field) or the name of the **Travel Group** (NAME field) the member should be added to, or leave blank to display all groups.



A list of Travel Groups displays on the **IU: Organization/User Inquiry – Group Listing** screen. Select the group to add the member to by entering the **Selection Number** (Sel Num) in the **Enter Selection Number to display detail** field.



The **IU: Organization/User Inquiry – Group Detail** screen displays showing the list of *travelers* for the selected Travel Group. To add a member as a Travel Planner/Proxy for this Travel Group, press the <PF8> **M(ember)TYPE** key.

```

IU: Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS   ID: DOA DAS
           Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE

--Group-Members--
Sel   Emp1
Num   Num       User PCN           Employee Name
-----
 1  287625  023203   CAROLINA C ALEX
 2  272291  021086   STACEY L ANDERSON
 3  258795  026305   MATTHEW C ARNOLDT
 4  980001             DAS DOA
 5  303273  021048   LUZENEL D FERRER

Enter Selection Number to display detail:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT      PGDN      REPOS NEW      MTYPE PFKYS EDIT VIEW HELP
    
```

The screen changes to display a list of planners currently associated with the selected Travel Group.

NOTE: Use the <PF8> MTYPE key to toggle between the TP and PL group lists.

```

IU: Organization/User Inquiry - Group Detail

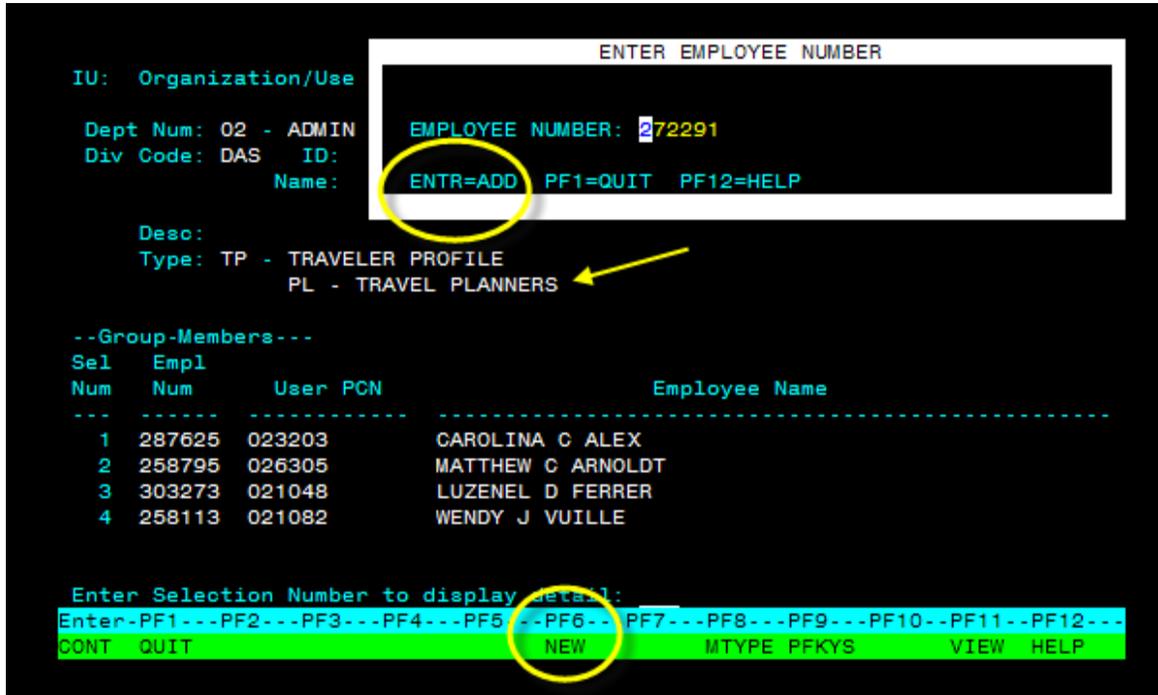
Dept Num: 02 - ADMINISTRATION
Div Code: DAS ID: DOA DAS
Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE
      PL - TRAVEL PLANNERS

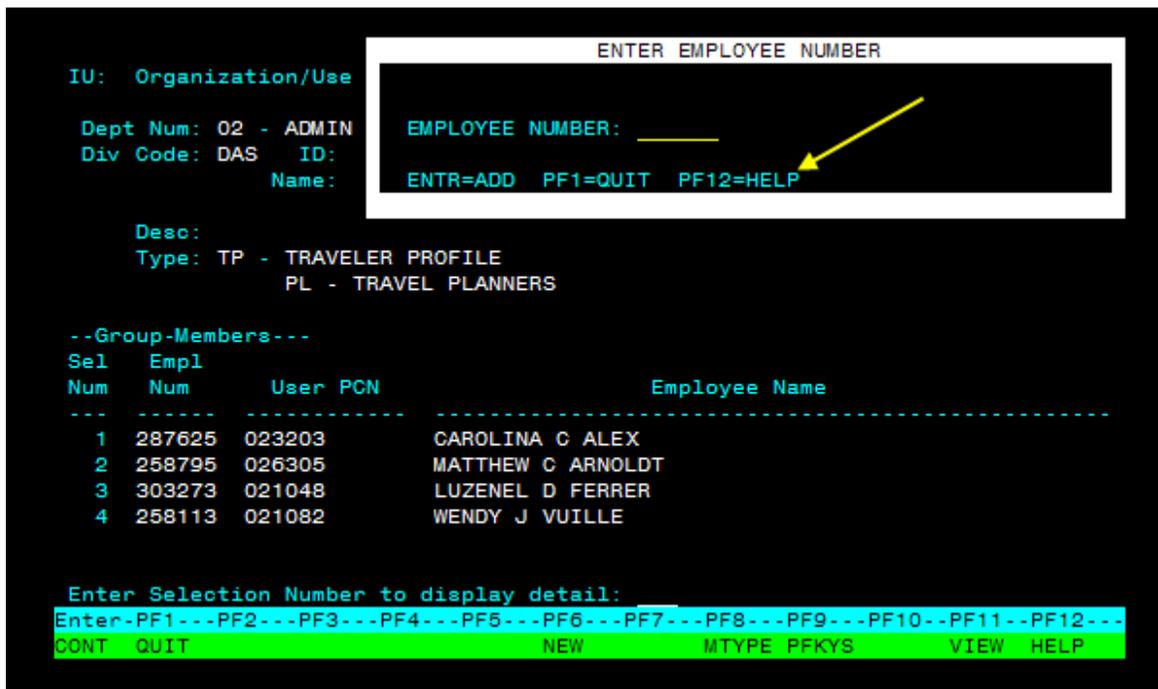
--Group-Members---
Sel  Empl
Num  Num   User PCN           Employee Name
-----
 1  287625  023203   CAROLINA C ALEX
 2  258795  026305   MATTHEW C ARNOLDT
 3  303273  021048   LUZENEL D FERRER
 4  216406  026306S  NIMMY K SEESAN
 5  258113  021082   WENDY J VUILLE

Enter Selection Number to display detail:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT NEW MTYPE PFKYS EDIT VIEW HELP
  
```

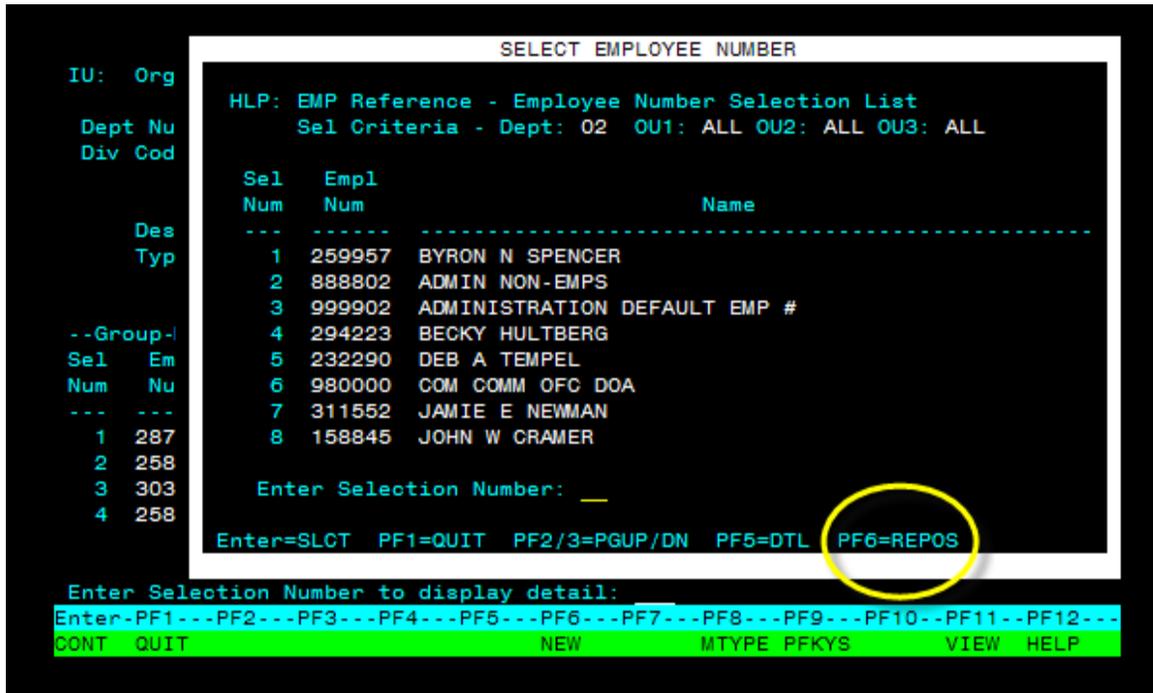
Press the <PF6> NEW key and enter the employee number of the member to be added to the PL group in the EMPLOYEE NUMBER field. Press <Enter> to add the member to that group.



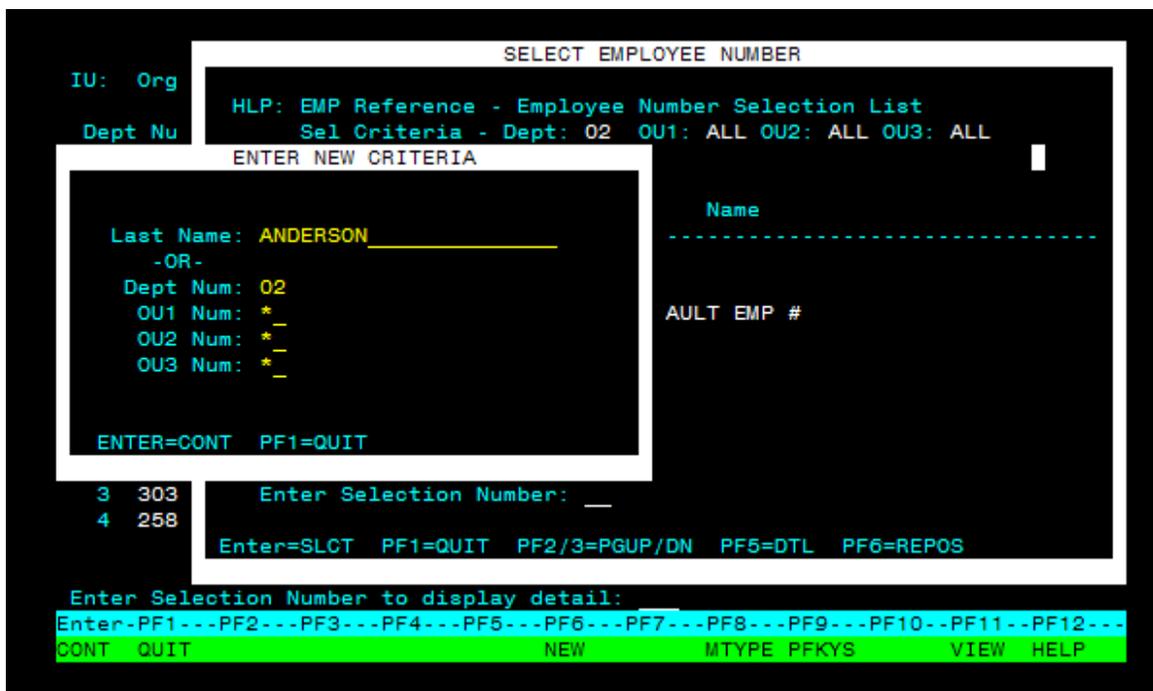
If the employee number is unknown, press <PF12> HELP.



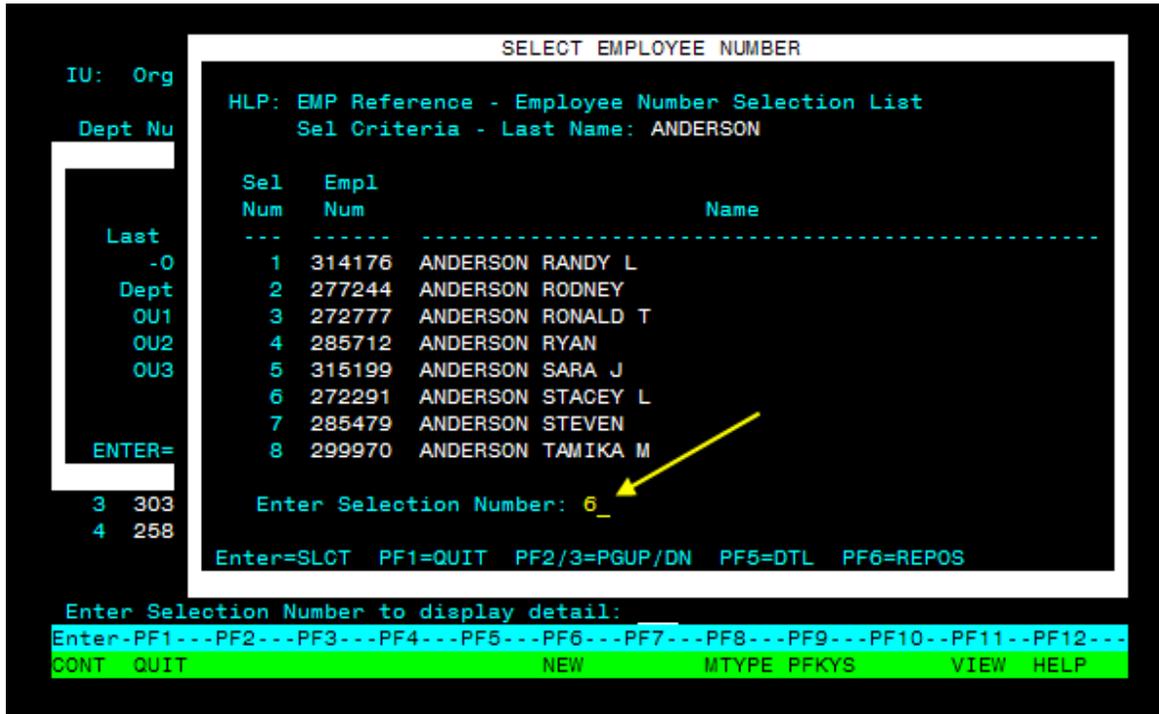
In the **SELECT EMPLOYEE NUMBER** box, press the <PF6> **REPOS** key to search for the employee by the employee's last name or by Organizational Unit.



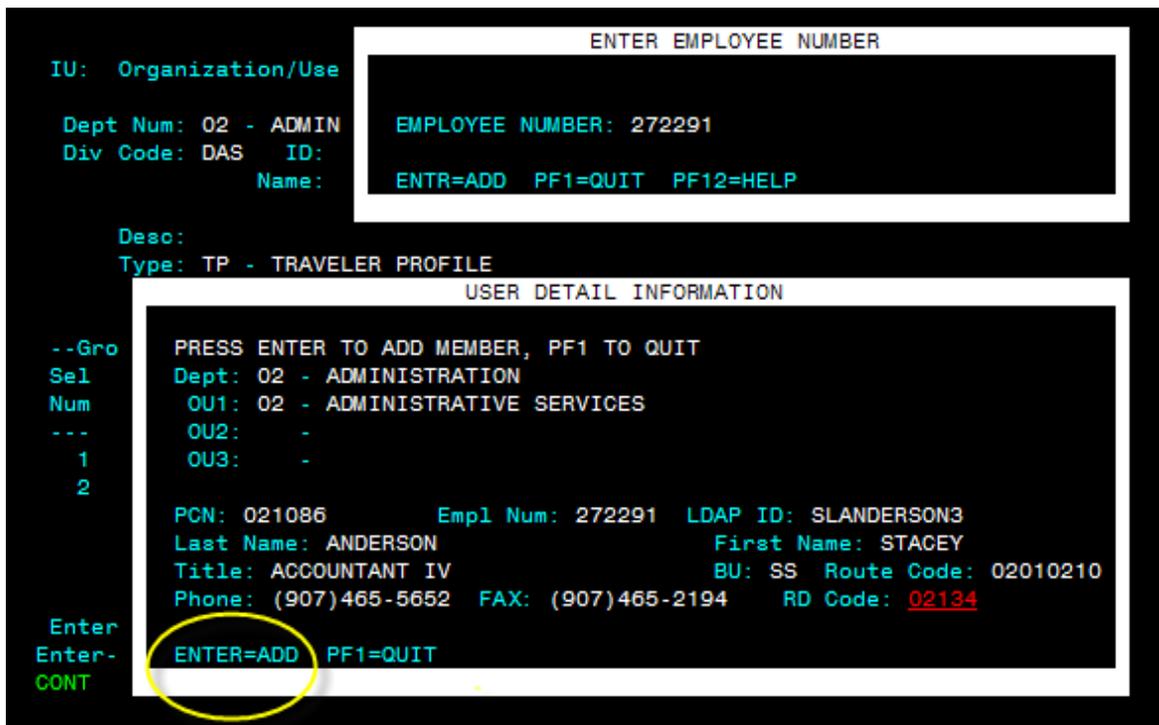
Enter the Last Name (or partial Last Name followed by an *) to display a list matching the criteria entered. Entering just an * will bring back an alphabetical list of employees for the department. Alternately, enter the Organizational Unit (OU) for the division the employee is working in and a list of division employees will display.



Enter the Sel Num of the employee and press <Enter> twice.



The USER DETAIL INFORMATION box displays. Confirm that this is the member to be added as a Travel Planner/Proxy. Press <Enter> to add the member to the group.



The member has been added to the group. In this example, the member has been added as a Travel Planner/Proxy (PL) for the Travel Group DAS-ADMINISTRATIVE SERVICES.

```

IU: Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS ID: DOA DAS
Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE
      PL - TRAVEL PLANNERS

--Group-Members--
Sel  Empl
Num  Num      User PCN      Employee Name
-----
 1  287625  023203  CAROLINA C ALEX
 2  272291  021086  STACEY L ANDERSON
 3  258795  026305  MATTHEW C ARNOLDT
 4  303273  021048  LUZENEL D FERRER
 5  258113  021082  WENDY J VUILLE

Enter Selection Number to display detail:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT NEW MTYPE PFKYS EDIT VIEW HELP
    
```

Delete a Planner from a PL Group

To DELETE a member from a Travel Planner/Proxy (PL) group, sign into AKSAS and at the Main Menu, select IU and press <Enter>. In the SELECT TYPE box, enter TG TRAVEL GROUP and press <Enter>.

```

RD: 2134 ALASKA STATEWIDE ACCOUNTING SYSTEM 01/25/2011
MAIN MENU TERM ID: X4AD

SELECTION==> iu

-----
RM MANAGEME DP DEPARTMENT
RR REPORT R  OU ORG UNIT
RV VIEW REP  RC ROUTE CODE
RO ONLINE A  ME MEMBER ERRORS
              TG TRAVEL GROUP
              US USER
              HI HIERARCHY
              CC CREDIT CARD

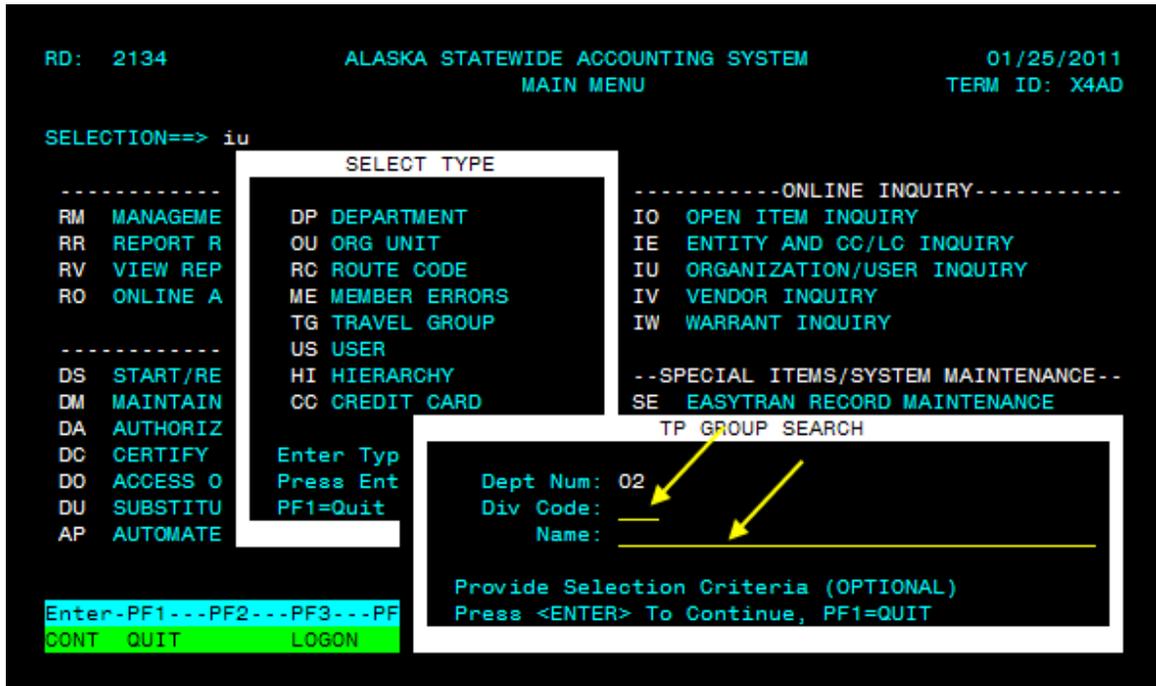
Enter Type: tg
Press Enter To Continue
PF1=Quit

-----ONLINE INQUIRY-----
IO OPEN ITEM INQUIRY
IE ENTITY AND CC/LC INQUIRY
IU ORGANIZATION/USER INQUIRY
IV VENDOR INQUIRY
IW WARRANT INQUIRY

--SPECIAL ITEMS/SYSTEM MAINTENANCE--
SE EASYTRAN RECORD MAINTENANCE
SP USER PASSWORD MAINTENANCE
TR TAX REPORTING

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT LOGON PFKYS HELP
    
```

The TP GROUP SEARCH box displays. Enter a **Division Code** (DIV CODE field) or the name of the **Travel Group** (Name field) the member belongs to, or leave blank to display all groups.



A list of Travel Groups displays on the **IU: Organization/User Inquiry – Group Listing** screen. Select the group to remove the member from by entering the **Selection Number (Sel Num)** in the **Enter Selection Number to display detail** field. Press <Enter>.

```

IU: Organization/User Inquiry - Group Listing

Select Group ID: 02                                     Type: TP

Sel  Div                               Group ID                               Name
Num  Code                               -----                               -----
 1   COM  DOA COM COMM OFC                    COM-COMMISSIONERS OFFICE
 2   DAS  DOA DAS                               DAS-ADMINISTRATIVE SERVICES
 3   DAS  DOA DAS DOA IT                          DAS-DOA IT
 4   DGS  DOA DGS                               DGS-GENERAL SERVICES
 5   DMV  DOA DMV                               DMV-MOTOR VEHICLES
 6   DOP  DOA DOP                               DOP-PERSONNEL
 7   ETS  DOA ETS ANCHORAGE                       ETS-ANCHORAGE
 8   ETS  DOA ETS JUNEAU                           ETS-JUNEAU
 9   FIN  DOA FIN FINANCE                         FIN-FINANCE
10   LBR  DOA LBR RELATIONS                     LBR-LABOR RELATIONS
11   OAH  DOA OAH HEARINGS                       OAH-OFFICE OF ADMINSTRV HEARIN
12   OIL  DOA OIL AOGCC                          OIL-AOGCC

Enter Selection Number to display detail: 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SLCT  QUIT          PGDN      REPOS          PFKYS          HELP
    
```

The **IU: Organization/User Inquiry – Group Detail** screen displays with the list of travelers for that particular Travel Group. To remove a member from a PL group, press the < **PF8**> **MTYPE** key.

```

IU:  Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS   ID: DOA DAS
          Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE

--Group-Members--
Sel  Empl
Num  Num      User PCN              Employee Name
-----
 1  287625  023203          CAROLINA C ALEX
 2  272291  021086          STACEY L ANDERSON
 3  258795  026305          MATTHEW C ARNOLDT
 4  303273  021048          LUZENEL D FERRER
 5  233075  020014          ROWENA R FRAWLEY

Enter Selection Number to display detail:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT      PGDN      REPOS  NEW      MTYPE  PFKYS  EDIT  VIEW  HELP
    
```

The screen changes to display a list of planners currently associated with the selected Travel Group.

```

IU: Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS   ID: DOA DAS
          Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE
      PL - TRAVEL PLANNERS

--Group-Members--
Sel  Empl
Num  Num   User PCN           Employee Name
-----
  1  287625 023203      CAROLINA C ALEX
  2  272291 021086      STACEY L ANDERSON
  3  258795 026305      MATTHEW C ARNOLDT
  4  303273 021048      LUZENEL D FERRER
  5  258113 021082      WENDY J VUILLE

Enter Selection Number to display detail:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT                                NEW      MTYPE PFKYS EDIT VIEW HELP
    
```

Select the member to delete by entering the Selection Number in the Enter Selection Number to display detail field and press <Enter>.

```

IU: Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS   ID: DOA DAS
          Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE
      PL - TRAVEL PLANNERS

--Group-Members--
Sel  Empl
Num  Num   User PCN           Employee Name
-----
  1  287625 023203      CAROLINA C ALEX
  2  272291 021086      STACEY L ANDERSON
  3  258795 026305      MATTHEW C ARNOLDT
  4  303273 021048      LUZENEL D FERRER
  5  258113 021082      WENDY J VUILLE

Enter Selection Number to display detail: 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT                                NEW      MTYPE PFKYS EDIT VIEW HELP
    
```

The **USER DETAIL INFORMATION** box displays. If this is the member to remove from the group, press <Shift PF10> (PF22=DEL) to delete the member. The message, **PRESS <PF22> AGAIN TO DELETE MEMBER**, will display. This message is to re-confirm the removal of this member from the group. Press <Shift PF10> (PF22=DEL) again to delete the user.

```

IU: Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS ID: DOA DAS
Name: DAS-ADMINISTRATIVE SERVICES Exp? Y

Desc:
Type: TP - TRAVELER PROFILE

                                USER DETAIL INFORMATION
--Gro  PRESS PF22 AGAIN TO DELETE MEMBER
Sel    Dept: 02 - ADMINISTRATION
Num    OU1: 02 - ADMINISTRATIVE SERVICES
---    OU2: -
1      OU3: -
2
3      PCN: 021086      Empl Num: 272291  LDAP ID: SLANDERSON3
Last Name: ANDERSON      First Name: STACEY
Title: ACCOUNTANT IV      BU: SS Route Code: 02010210
Phone: (907)465-5652  FAX: (907)465-2194  RD Code: 02134

Enter-
Enter-  ENTER=CONT PF1=QUIT PF22=DEL
CONT
    
```

The member has been removed from the group.

```

IU: Organization/User Inquiry - Group Detail

Dept Num: 02 - ADMINISTRATION
Div Code: DAS ID: DOA DAS
Name: DAS-ADMINISTRATIVE SERVICES

Desc:
Type: TP - TRAVELER PROFILE
PL - TRAVEL PLANNERS

--Group-Members---
Sel  Empl
Num  Num      User PCN      Employee Name
-----
1  287625  023203  CAROLINA C ALEX
2  258795  026305  MATTHEW C ARNOLDT
3  303273  021048  LUZENEL D FERRER
4  258113  021082  WENDY J VUILLE

Enter Selection Number to display detail:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT QUIT NEW MTYPE PFKYS EDIT VIEW HELP
    
```

***HINT:** If the planner belongs to multiple groups, the easiest and fastest way to make these changes is from the **User** screen. Press the <PF5> **GRPS** key on the **User** screen and select the PL group(s) the Planner needs to be deleted from. Use the <PF22> key as demonstrated above.*

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CHAPTER VII. REPORTS

Introduction 69

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Introduction

GetThere is in the process of rebuilding their report processor. You will be advised as reports become available.

Contact the ETMT for an extract of Traveler Profiles for your department. The Clone Login ID field will provide information about which clone was used to create the profile. The Clone ID and Generic Profile have the same name as the TP group in the ODF that the traveler is assigned to.

The IBank reporting numbers and Department and Division default email addresses are visible on a Traveler Profile Extract, but the CTS account number is not displayed. Be sure to keep a list of Generic Profiles in a secure place on your computer as this is the only place the CTS number is displayed. The ETMT can provide you with a list if you don't have one.

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CHAPTER VII. EXHIBITS

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Exhibit 1 – E-Travel Profile Field Names and Source

Field	Source
First Name	LDAP however TC, TP, or traveler may alter. Must match ID
Middle Name or Initial	LDAP however TC, TP, or traveler may alter. Must match ID
Last Name	LDAP however TC, TP, or traveler may alter. Must match ID
E-mail address	LDAP
TSA data	TC, TP, or traveler may enter.
Redress Number	<i>Enter only if assigned by TSA.</i>
Department	LDAP
Division	LDAP (Route Code description)
Address fields	Defaulted. These fields are unused and are only for delivery of hard-copy tickets.
Work Phone	LDAP
Home Phone	TC, TP, or traveler may enter.
Mobile Phone	TC, TP, or traveler may enter.
Emergency Contact data	TC, TP, or traveler may enter.
Additional TSA Information:	<i>Enter only if assigned by TSA.</i>
Known Traveler Number	
ADA Memo:	Contact ETMT if First Class or 2 seats are necessary
Priority Memo:	Contact ETMT if First Class or 2 seats are necessary
Travel Memberships (Do not use these fields for mileage accounts. These are entered on the Frequent Traveler tab)	Used for AARP or AAA memberships, for example. TC, TP, or traveler may enter.
Additional Seat Preference	TC, TP, or traveler may enter preference. Exit Row selection results in special handling. The agent assist fee applies if traveler is not MVP qualified. Status must be current.
General Requests or Special Needs This is a Cost box and will result in agent assistance. Do not enter any data that can be entered from DDLs at the time of ticketing.	Enter only data of a permanent nature that would prevent travel such as a need for oxygen. Wheelchair needs, blind, deaf, meet and assist choices can be made from a DDL at the time of ticketing and DO NOT result in agent assistance.

Exhibit 2 – E-Travel Profile Formatting Instructions

FIELD NAME	FONT	FORMATTING
First Name	Mixed Case	no hyphens, no numbers
Initial or Middle Name	Mixed Case	no hyphens, no numbers
Last Name	Mixed Case	no hyphens, no numbers
Email Address (state)	Lower Case	
Redress Number		<i>As assigned by TSA. NO OTHER DATA.</i>
Department (Do not update.)	Upper Case	Three letter department acronym (i.e., DPS). Assigned by LDAP.)
Division (Do not update.)	Mixed Case	Assigned by LDAP. Route Code description
Address fields (Do not update.)		Default for state assigned when profiles are created.
Work Phone (Derived from LDAP)		xxx xx-xxxx
Home Phone		xxx xx-xxxx
Mobile Phone		xxx xx-xxxx
Expiration Date Reminders		Default is ON. Do not alter.
Emergency Contact Name	Mixed	
Additional Travel Memberships		Enter format as assigned.

Exhibit 3 – E-Travel Profile Screenshot

Personal Information

Name, Address and Phone Number * = Required

For your security, information stored in your profile may be masked.

NOTE: Call 1-800-654-5669 to have the name on your Alaska Airlines mileage account match the name on your Government - issued picture ID.

Completed from LDAP. Edit as necessary.

First Name: State
 Middle Name: B
 * Last Name: Traveler

* E-mail Address: state.traveler@alaska.gov

Gender: ***** (Requested by: TSA)
 Date of Birth: ***** (Requested by: TSA)

Redress Number: Optional (Requested by: TSA)

Department: DOA
 Division: FBI-SYSTEMS ADMINISTRATION *Completed from LDAP. Do Not Change*

***Agency Purposes Only - Please do not edit these fields.**

* Country: USA *State default. Do Not Change*
 * Address 1: PO Box 110204
 Address 2:
 * City: JUNEAU
 * State/Province: AK
 * Postal Code: 99811
 * Work Phone: 907-465-1234 *Completed by TC, TP, or traveler*
 Home Phone: 907-586-7474
 Mobile Phone: 907-321-0000
 Expiration Date Reminders: on *DO NOT CHANGE!*

Emergency Contact Fields:

Emergency Contact Name: Traveler's Choice *Completed by TC, TP, or traveler*
 Emergency Contact Phone: 907-555-1212

Additional TSA Information:

Known Traveler Number (if applicable): Optional
 ADA Memo: 2 Seats or FC Auth by *Requires Department Permission. TC needs to contact the ETMT.*

Travel Memberships:

Please note this is informational only

Airline Status (Ex: AS MVP Gold): AS MVP Gold *Completed by TC, TP, or traveler. Mileage numbers are entered on the Frequent Traveler page, not here.*
 Other Membership (Ex: AAA - 123 1234 123): AARP-466 525 1475
 Other Membership (Ex: AARP - 123 1234 123):

Additional Seat Preference:

Select Secondary Seat Request from Drop Down List: Forward of Wing

General Requests or Special Needs

NOTE: Any request entered in the box below results in Travel Agent assistance and a higher fee.

Enter special travel needs that are permanent and repetitive in nature; for example, a consistent need for oxygen or a need for an extra bag. *preferences* here; advise your Travel Arranger instead.

General Requests or Special Needs: (250 characters maximum)

Back Save

Profile Settings

- Personal Information
- Change Cards
- Email Settings
- Display Preferences

Travel Preferences

- Frequent Traveler
- Passport and Visas
- Flight Preferences
- Hotel Preferences
- Car Preferences

Arranger Settings

- My Travelers
- My Arrangers

Navigation Panel

standard
 vegetarian
 asian vegetarian
 raw vegetarian
 fruit plate
 seafood
 kosher
 muslim
 hindu
 low fat cholesterol
 vegetarian lacto-ovo
 low sodium
 gluten free
 diabetic
 non-lactose
 child
 bland
 low calorie

wheelchair, can ascend steps
 wheelchair, can walk to seat
 wheelchair, must be carried
 wheelchair w/dry battery
 wheelchair w/wet battery
 wheelchair, manual
 blind passenger
 deaf passenger
 bicycle
 bassinet
 meet and assist

These options are available on the Trip Review & Checkout screen. Do not enter these options in the Special Needs box.

Exhibit 4 – Booking Policy by Department

Last updated 7/23/13

DEPT	POLICY	DEFAULT	TRVLR INDIC in the ODF
01 GOV	Research	Research	Y
02 DOA	Research	Research	Y
03 LAW	Research	Research	Y
04 DOR	Research, Purchase	Research	Y or A
05 EED	Research	Research	Y
05 ACPE	Research	Research	Y
06 HSS	Research	Research	Y
07 DOL	Research	Research	Y
08 CED	Purchase	Purchase	A
09 MVA	Research	Research	Y
10 DNR	Research	Research	Y
11 DFG	Purchase	Purchase	A
12 DPS	Research, Purchase	Research	Y or A
18 DEC	Purchase	Purchase	A
20 DOC	Research	Research	Y
25 DOT	Research, Purchase	Research	Y or A

Exhibit 5 – TG Groups

ORGANIZATIONAL DIRECTORY FILE - TG

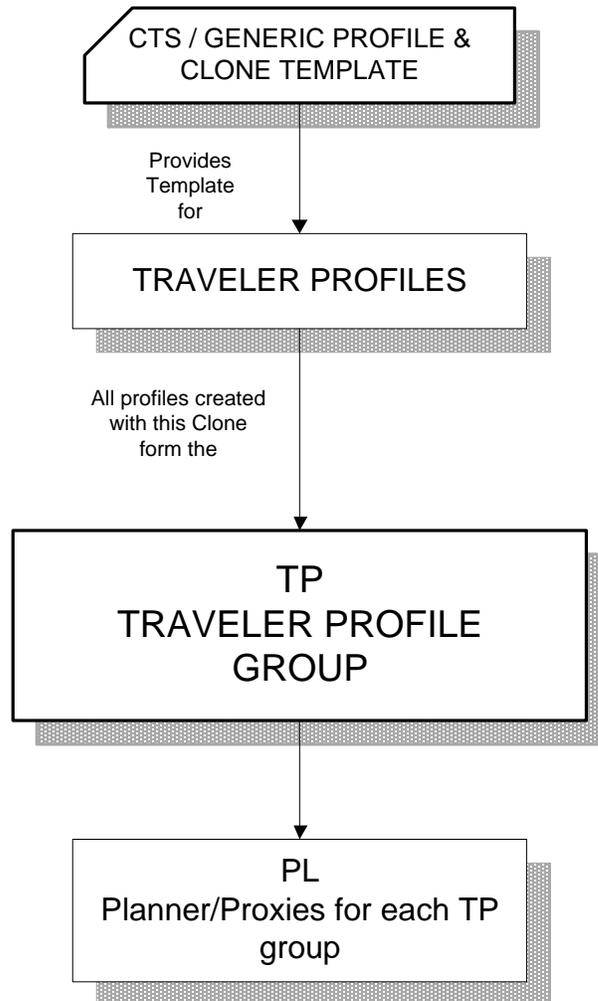


Exhibit 6 – Travel Planner/Proxy (PL) Group Options

Authority to act as a Travel Planner is established and maintained at the Travel Group (TG) level in the ODF in a manner similar to the assignment of travelers to the Travel Groups. Nightly feeds from the ODF into E-Travel Online enable all Travel Planners associated with a Travel Group to proxy for all members of that group in order to plan and/or purchase travel. This procedure replaces the previous process for maintaining Travel Planners. (See Note.)

IMPORTANT: *To be a member of any TG group, the Traveler Indic(ator) on the ODF User profile for that individual must be <Y> OR <A> whether that individual travels or not.*

Travel Planners are able to sign into E-Travel Online and proxy for another individual to purchase their travel by selecting them from a list of travelers. This list is composed of members of the ODF Travel Groups to which the Planner has been assigned. For instance, the traveler list for a designated Travel Planner/Proxy for the DOA DAS Travel Group would consist of travelers assigned to the DOA DAS Travel Group. Travel Planners may be assigned to more than one Travel Group and, therefore, proxy for more than one group of travelers.

Departments should consider their travel purchasing practices and establish their Travel Planners/Proxies accordingly.

NOTE: *Formerly, Travel Planners were maintained in E-Travel on Generic profiles. Individual travelers inherited the Travel Planners assigned to the Generic Profile associated with their Travel Group.*

Exhibit 7 – Importance of Organizational Route Codes

Route Codes are used by the AKPAY payroll system to designate groups of employees working within a division. They are 8-digit numbers referred to by various names. On the LDAP White Pages it is labeled **Agency #** field. On the ODF User Screen (US), it is labeled **Route Code**.

The Route Code Desc(ription), which is found in the **Sub-Agency** field on the White Pages, is used by E-Travel Online to determine which Clone Template should be selected when creating a Traveler Profile. The 3-letter designator at the beginning of the name of the Route Code, i.e., FIN, DAS, PKS, defines which division an employee works for. It must match the 3-letter First Name of the Clone Template and TG Group.

When a profile is created in the ODF by changing the Travel Indic(ator) to <Y> or <A>, the Travel Coordinator is required to select a Travel Profile Group. The names of these groups match the corresponding names of a Clone Template and Generic Profile in E-Travel Online. The only group names that are offered for selection for that employee are those Travel Profile Groups that begin with the same 3-letter division designator. If an employee works for PKS, only PKS Travel Groups will display. From that list, the Travel Coordinator selects the group with the name matching the Clone Template that is needed to assign the correct emails, Central Travel System (CTS) charge account(s) and other financial reporting data to the Traveler Profile.

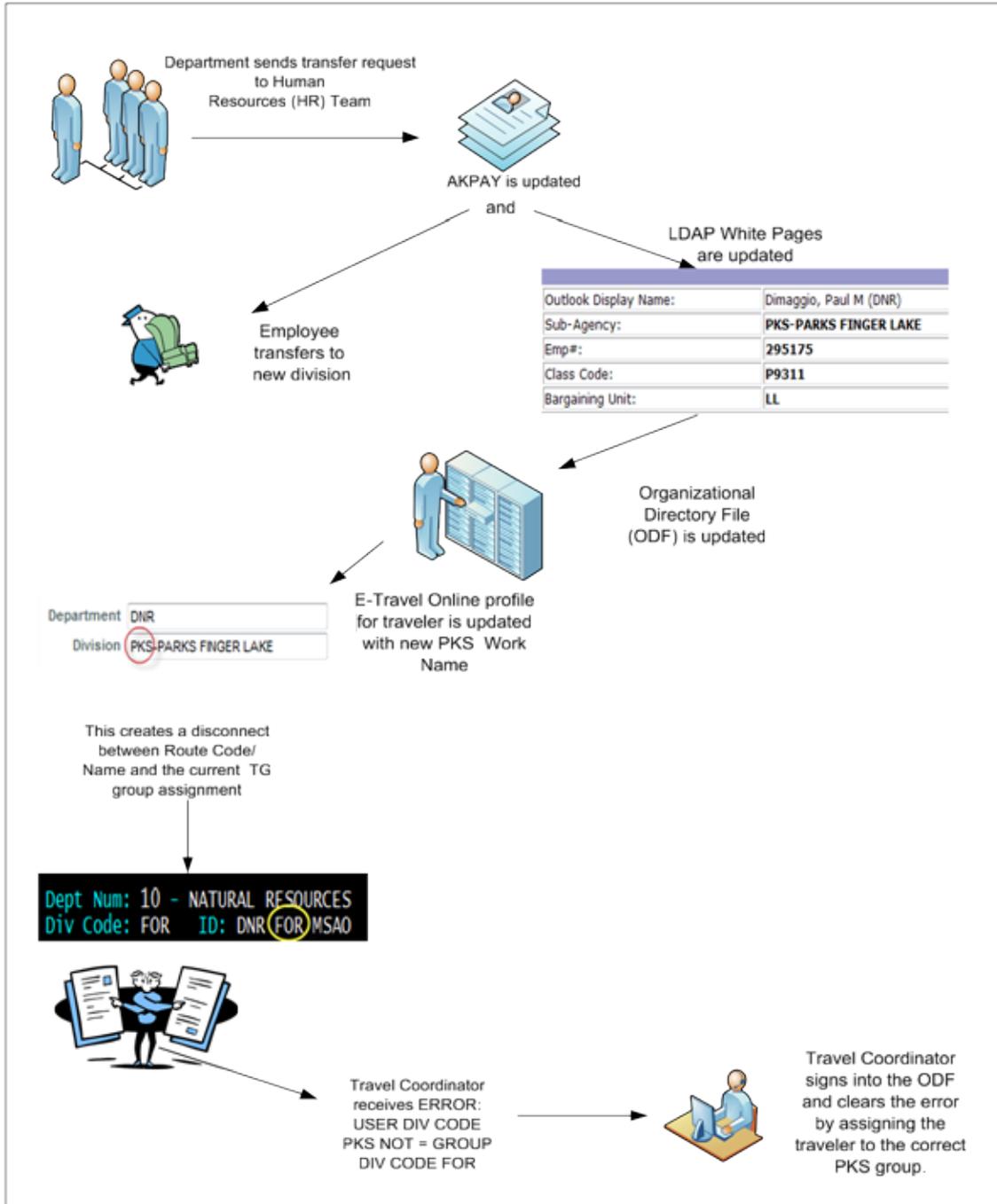
When an employee transfers to a different division within the same department, the Travel Coordinator receives an error message stating the Clone Login ID (Travel Group and Clone Template) that were used to create the profile no longer match the division Work Name (Route Code description) for that employee. The Travel Coordinator must log into the ODF and select a new Travel Group for the employee. This will result in an overnight change to the group name found in the Clone Login ID field on the traveler's profile. The traveler's profile will be re-cloned using the template for the new Travel Group that was chosen.

A more serious situation results when a department decides that the name of a division needs to change to more accurately reflect the department's organizational structure. If the 3-letter designator on the Route code for that division is also changed along with its description, ALL the travelers using that Route Code are affected. ALL of them must be moved to a new group. A new Generic Profile, a new Clone Template, and corresponding Travel Group that match the new name of the division have to be created.

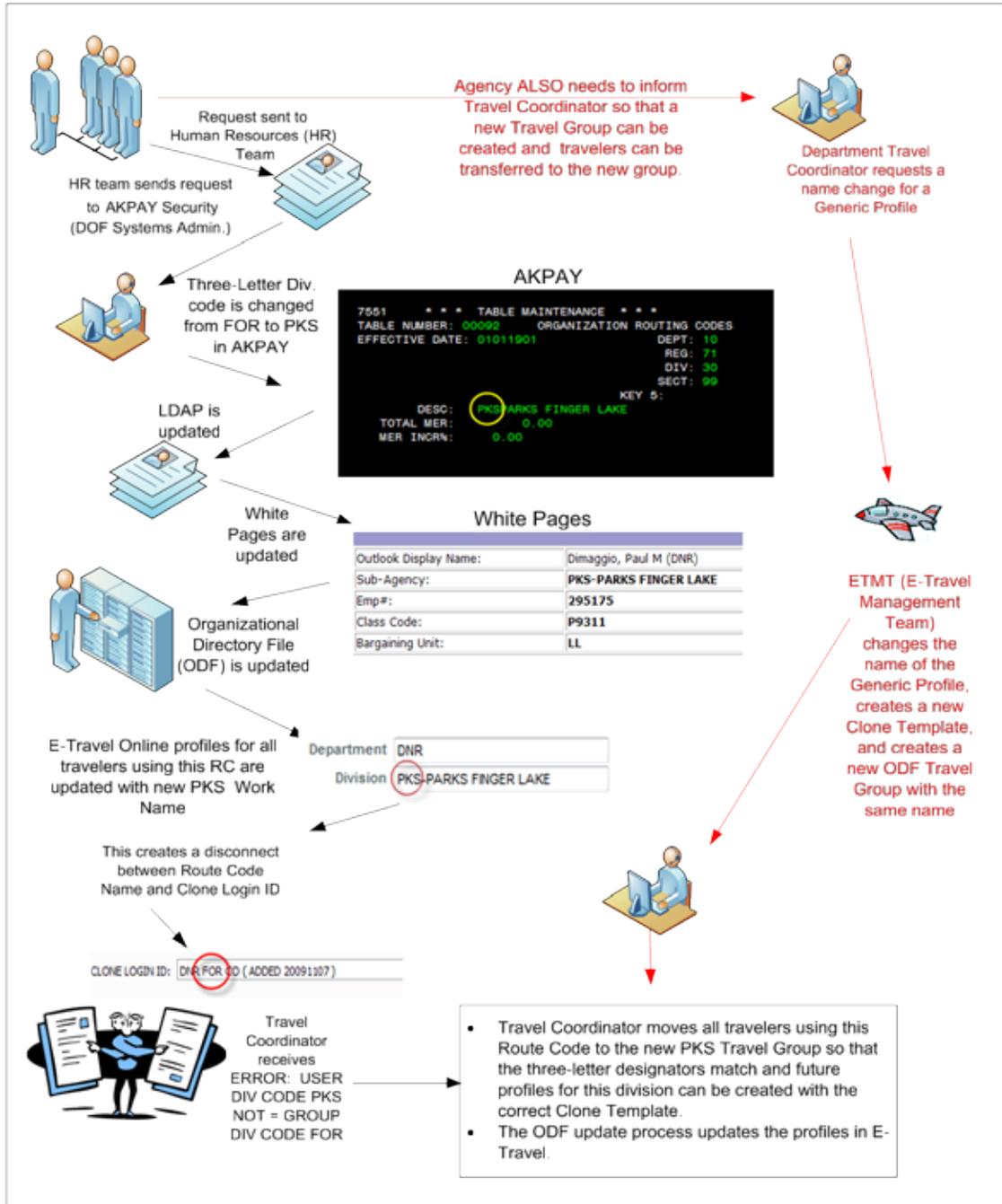
It is strongly recommended that the parties responsible for requesting a Route Code description change contact the Travel Coordinator so that the Generic Profile, Clone Template, and corresponding Travel Group can be in place when the name change takes place. Otherwise, there is a delay in construction of the infrastructure and the Travel Coordinator will continue to receive error messages until that infrastructure is in place.

Following are two quick reference guides depicting both situations and how to correct the error messages.

Employee Moves to a New Division (PKS) within the Same Department



Department Changes a Route Code (RC) Description from FOR to PKS



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CHAPTER IX. GLOSSARY

Glossary..... 85

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Glossary

TERM or TITLE	DEFINITION
AKPAY	The state's payroll system.
AutoPay	The state's reconciliation system for charge card transactions.
Clone Template	A template used to copy data into a Traveler Profile. The act of copying.
Clone Login ID	When the Travel Group is chosen during the process of creating a Traveler Profile, the user is selecting a Clone Template of a Generic Profile that will be used to clone the financial data into the profile.
CTS	Central Travel System charge account - A "ghost" account utilized by the state for travel related charges. Unless it is a SuperCTS, only one type of charge (Air, Car, or Hotel) is allowed per CTS. See Super CTS.
Employee Number	A unique 6-digit number assigned to each state employee. This number can be located on the LDAP White Pages or on the ODF User (US) screen.
ETMT	E-Travel Management Team – Division of Finance, Systems Administration staff who maintain the infrastructure supporting the state's travel program and act as liaisons between the state and the state's TMC, currently Corporate Travel Management (CTM).
E-Travel Online	The state's online booking tool for travel arrangements (GetThere) provided by the TMC.
EZBiz	The reporting system in which Alaska Airlines gathers mileage data. (Being phased out.)
GDS	Global Distribution System - a worldwide computerized reservation network used as a single point of access for travel reservations by travel agents, online reservation sites, and large corporations. CTM uses SABRE as the GDS for reservations.
Generic Profile	An E-Travel profile used for creating travel for travelers who do not have their own Traveler Profile. Each TG group has a Generic Profile associated with it.

TERM or TITLE	DEFINITION
Group Membership Errors	Email messages sent to the Travel Coordinator consisting of Traveler Profile or Travel Group errors that need to be corrected.
IBank	Travel reporting system used by CTM to gather historical trip data and travel financial data in order to create management reports for the state. Utilizes a hierarchical structure to enable reporting at a state level down to the individual traveler level.
IU	Organization/User Inquiry – Menu selection in AKSAS that provides access to the ODF.
LDAP White Pages	Directory of state employees (SOA Directory Server Gate Way).
Legal Name	Name field (unlabeled) found on the LDAP White Pages in the row just under the Full Name. User must authenticate to the system before data in the field displays. Also can be viewed in the ODF User screen. This is the name taken from Social Security records and will be the name used for a GetThere Traveler Profile and ticketing. It is assumed this name will match the ID the traveler uses at the airport.
ODF	<p>Organization Directory File (IU) - Central location for recording the organizational structure relating to charge accounts and travel. Used to:</p> <ol style="list-style-type: none"> 1. maintain Hierarchy Groups that funnel data to the correct structure in AutoPay, 2. funnel user data to E-Travel, and 3. maintain group security and travel groups
ODF Group Membership Error Report	Encompasses all system-derived emails sent to the Travel Coordinators regarding errors and warnings of possible changes that need to be made to Traveler Profiles. Also includes the Employee Change Report published every Monday by the ETMT, emailed to Travel Coordinators, and published on the State Finance Officer’s SharePoint site.
One Card	State of Alaska charge card. For travel, it is the “preferred” account in the Traveler Profile, meaning itinerary purchases default to this account.
PL	See Travel P lanner Group.

TERM or TITLE	DEFINITION
Permission Level	Level of access in GetThere. Defines the user's authority level regarding purchasing travel for themselves or for others. Also controls what a user is capable of doing/viewing in GetThere.
RD (see also Transaction Code)	Responsibility Distribution – An AKSAS user identifier necessary for signing into AKSAS. The transaction codes compiled under an RD code determine an employee's access to types of transactions and various screens in AKSAS.
GetThere	Travel Reservation System (E-Travel Online) provided by CTM and owned by GetThere.
Route Code	An 8-digit numeric code comprised of department, division, region and section designators. Used for routing payroll. Each code also has a descriptive name which begins with a 3-letter division designation (for instance, Admin might be ADM or ASD) and a name. Found on LDAP entitled Agency# and in the Route Code field on the User (US) screen in the ODF. For more information, see Exhibit 8.
SUPERCTS	A type of CTS credit account that allows travel charges for all three types of travel, i.e., Air, Car, and Hotel.
Table 00092	<p>Table in AKPAY, the state's payroll system, which holds the Route Codes used for payroll purposes. The description field on each Route Code populates the Sub-Agency field name on LDAP and the Division field name on each Traveler Profile. Each description begins with a 3-letter division designator.</p> <p>The 3-letter designator of the Division must match the 3-letter designator of the Travel Group the traveler belongs to. For example, an employee assigned a Table 00092 Route Code beginning with FOR must belong to a Travel Group with a Div(ision) Code FOR. See Exhibit 8.</p>
Template	A pattern used as a guide in creating profiles. Clones (based on the Generic Profiles) are used as templates to clone financial data and email addresses into Traveler Profiles.
TG	See Travel Group

TERM or TITLE	DEFINITION
TMC	Travel Management Company – Corporate Travel Management (CTM) is the contracted TMC for the state.
TP	See Travel Group
Transaction Code	The numerical transaction codes compiled under an RD code. The transaction codes determine an employee's access to types of transactions and various screens in AKSAS. For instance, transaction code 380-20 allows a user to view ODF screens, add travelers, and select TG groups. AutoPay access requires a 360-xx code.
Travel Coordinator	A state employee in each department assigned oversight of travel issues related to E-Travel Online. Also assigned the task of creating Traveler Profiles and maintaining the Travel Planners attached to each Travel Group
Travel Group (TG)	A menu selection on the ODF (IU) that is available to those that have 380-20 access. TG is used by the Travel Coordinator to assign members to Travel Planner (PL) groups.
Travel Planner	A state employee authorized to proxy for research and purchase travel for other state employees and state-authorized travelers. If allowed by department policy, the planner may also purchase travel for him or herself.
Travel Planner Group (PL)	A subset of Travel Planners attached to a Travel Group who are able to act as proxies to plan and purchase travel for other travelers in the same Travel Group.
Traveler Profile	Profile containing all airline-required data, financial data, and personal preferences. Traveler Profile data synchronizes with the GDS to create and hold purchased itineraries.
Travel Group (TP)	Literally, a group of Traveler Profiles. A group of travelers and Travel Planners who have in common a particular Generic Traveler Profile with the same name as the Travel Group.
TSA Secure Flight Data	Transportation Security Administration – A United States government entity that controls flight and airport security. TSA requires that legal name, age, and gender be provided before an airlines or Alaska Marine Highway System (AMHS) reservation can be purchased.

TERM or TITLE	DEFINITION
User (US)	Menu selection in the ODF (IU). An employee's group memberships, charge accounts, legal name, and other organizational data can be found on the US screen.
Work Name/Division	See Route Code. Name on the Traveler Profile of the division (Route Code) where a traveler works.