



TRAVEL CARD COMPUTER BASED TRAINING
READ ME FIRST

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IMPORTANT: YOU ARE HIGHLY ENCOURAGED TO TAKE TIME AND READ THIS DOCUMENT IN ADVANCE OF TAKING THE DON EBUSINESS OPERATIONS OFFICE TRAINING. THIS INFORMATION SERVES AS A GUIDE TO HELP ENSURE YOUR SUCCESSFUL COMPLETION OF THE TRAINING. THE DOCUMENT IS WRITTEN IN TOP-DOWN FASHION AND IS MEANT TO BE READ IN ITS ENTIRETY.



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OVERVIEW

The goal of the Department of Navy eBusiness Operations Office computer based training (CBT) is to provide effective, interactive travel card training that requires minimal computer skills. The CBT modules are role-based, targeting Commanding Officers and Supervisors (CO/S), Agency Program Coordinators (APC), and Cardholders (CH). The training provides background in policy, procedures, and proper utilization of the Navy Government Travel Charge Card (GTCC).

The DON eBusiness Travel Card Program CBT courses are available in two formats: 1) downloadable, as zip files from the DON eBusiness website; and, 2) CD-ROM.

The CBT was developed under NMCI guidelines and requirements.

REQUESTS / COMMENTS

The DON eBusiness Operations Office welcomes your comments and suggestions. Please include your full name and telephone number and <mailto:DONeBusTraining@navsup.navy.mil>.

MINIMUM HARDWARE REQUIREMENTS

- MPC-III compliant, Pentium 133 IBM or compatible, Central Processing Unit (CPU)
- 32M RAM expandable to 192M
- 1.2 GB Hard Drive uncompressed
- High resolution SVGA color 14inch .28 dot pitch monitor
 - Vertical scan rate of 55-90 Hz
 - Horizontal scan rate of 27-79kHz
 - Bandwidth of 80Mhz
 - Set to 1024 X 768
- Super Video Graphics Adapter, PCI 64 with 2 MDRAM
- CD-ROM 6X, 600KB transfer rate
- ISA 16 Bit Sound Board, MPU 401 compliant, external stereo speakers 40Hz to 16khz frequency response. Audio recording rate 4-44.1khz stereo, playback 4-44.1khz stereo
- Mouse and keyboard
- Printer and internet/LAN connection (V.34 compatible 28.8 modem)

MINIMUM SOFTWARE REQUIREMENTS

The courseware is designed to function under Windows 95, 98, 2000 and NT operating environments. Adobe Acrobat 5.0 or greater, WinZip and Internet Explorer software **is** required. If you do not have the minimum software requirements on your computer, contact you local or NMCI system administrator. **To view your certificate, you must have a default printer setting even if your computer is not physically attached to a printer** (applies mostly to laptop users or home-based computer users who do not have a printer).

HOW TO LEAVE YOUR TRAINING SESSION WITHOUT QUITTING

If you need to go to another application on your computer and you don't want to quit your training session, press the "Windows" key (between Ctrl and Alt keys on lower left keyboard) and your task bar will appear. This allows you the capability to toggle between applications. To get back to your training, click on "GTCC Training" on your task bar.



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BEFORE YOU BEGIN USING THE CBT

Screen Resolution. The CBT course must be viewed using a screen resolution setting of **1024 X 768**. The CBT content is not completely visible on screens with a lower resolution setting. To reset your screen resolution, follow the directions below:

1. Locate the "Display" icon within your Windows Control Panel. Do this by selecting "Start", "Settings", "Control Panel" from your Windows Desktop.
2. Double-click on the "Display" icon.
3. Select the "Settings" Tab, write down your current display setting configuration (i.e. 800 by 600 pixels, 640 by 480 pixels, etc.) shown in the "Screen area" slider bar control. Change the pixel setting to 1024 by 768 by moving the slider bar control.
4. Select the "Test" button and then select "OK". [Note: if your PC does not have the "Test" button, click "Apply" then "OK", then go on to no.6.]
5. Assuming you see the test pattern correctly, select "Yes" and then "OK". If you did not see the smaller display size, contact your local administrator. Note: if your PC does not have the "Test" button, the test pattern is shown automatically as the pixel size is adjusted.
6. You may now continue with the tutorial.

[NOTE: After completing the training, repeat these instructions to change your display pixel setting back to your original configuration.]

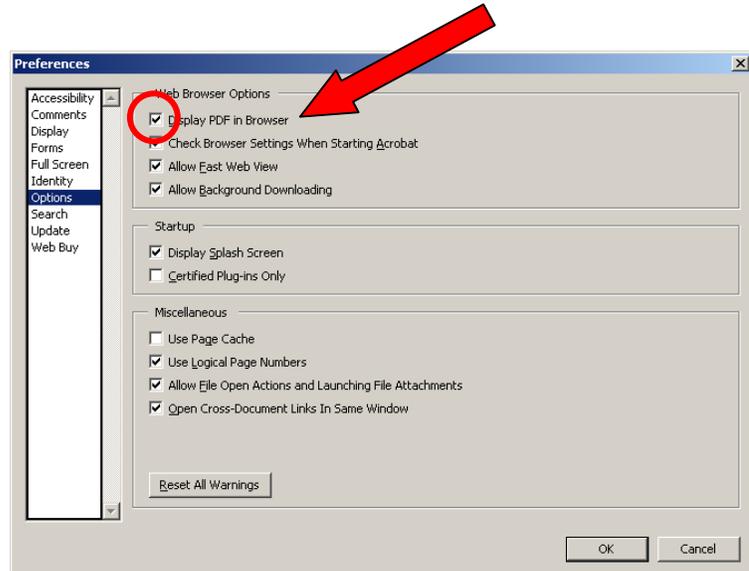
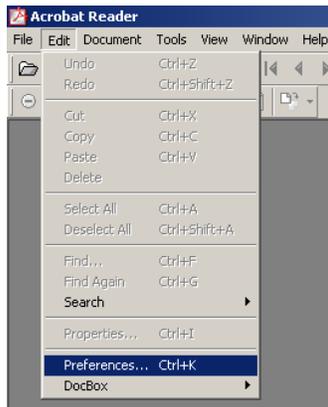
Audio. The CBT does contain audio. The user will be prompted to check headset/speaker prior to beginning the course. A flashing yellow arrow will appear above the forward button after the audio has ended and there has been 7 seconds of screen inactivity.



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Acrobat Reader 5.0 Settings. In order to access certain documents, including the APC Desk Guide and the DON EBUSOPSOFFINST 4650.1A, you will need to have Acrobat Reader 5.0. To ensure that you have the proper settings, check the preferences in Acrobat Reader on your PC and modify them, if necessary, by doing the following:

1. Click on the Acrobat Reader 5.0 icon from your desktop
2. On the toolbar, select **Edit**,
3. Select **Preferences**,
4. Select **Options** and place a check mark in the box next to **Display PDF in Browser** by placing your mouse pointer over the box and single-click.
5. Select the OK button to process the change.



Setting Internet Explorer as your Default Browser

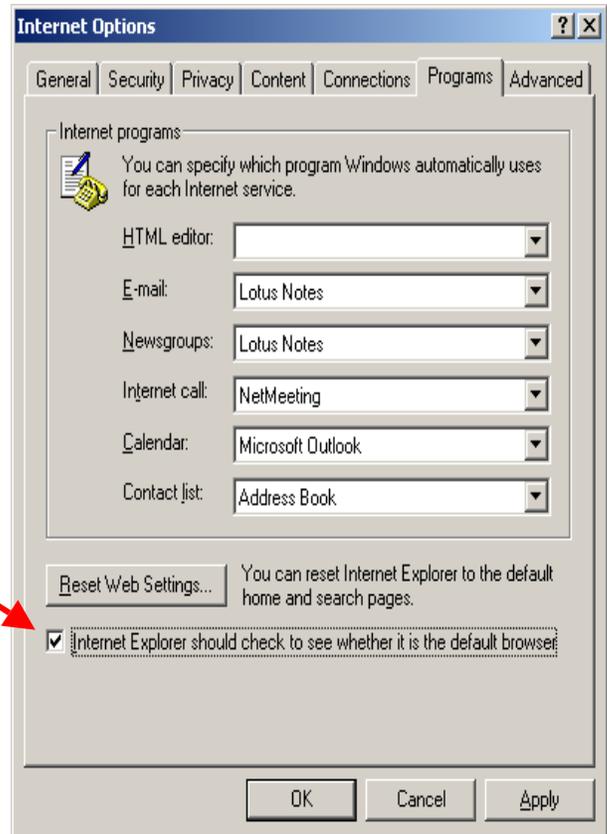
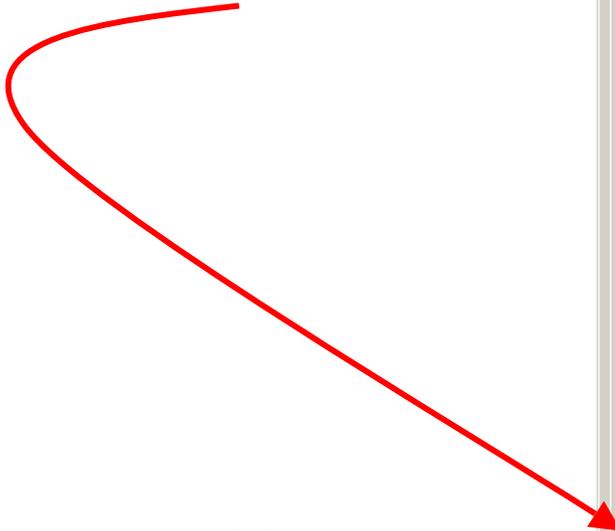
You must use Internet Explorer to properly run the training program on your computer. If you installed another Web browser after installing Internet Explorer and Internet Tools, some of your Internet Explorer settings may have changed. You can reset your Internet Explorer settings to their original defaults, including your home page and search pages, and choice of default browser, without changing your other browser's settings by opening Internet Explorer and following these steps :

1. On the **Tools** menu, click **Internet Options**;
2. Click the **Programs** tab;
3. Click the **Reset Web Settings** button;



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4. Make sure a check mark is in the box before “Internet Explorer should check to see whether it is the default browser”.



5. Click “Apply” then click “OK” to accept the changes and close “Internet Options”.

NOTICE

IF YOU ARE DOWNLOADING YOUR TRAINING FROM THE DON eBUSINESS WEBSITE AT www.don-ebusiness.navy.mil, ADVANCE TO THE “[DOWNLOADING INSTRUCTIONS](#)” SECTION OF THIS DOCUMENT.

IF YOU ARE TAKING THIS TRAINING USING A CD, CONTINUE WITH “[CD-ROM OPERATING INSTRUCTIONS](#)”.



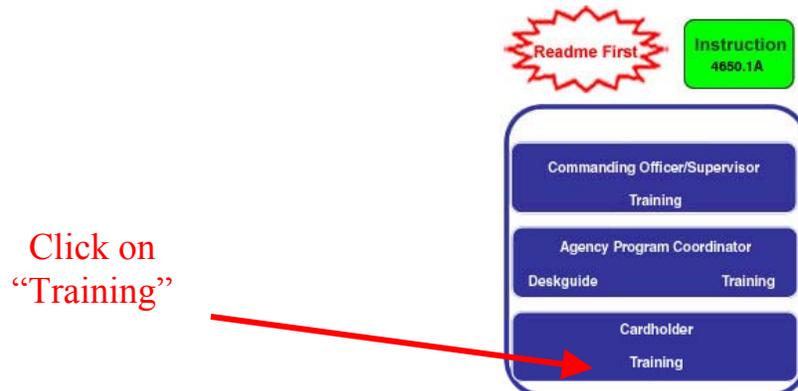
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CD-ROM OPERATING INSTRUCTIONS

(NOTE: YOU DO NOT NEED TO DOWNLOAD THE TRAINING IF USING A CD.)

When using a CD-ROM for this training, the CD should automatically start after it is inserted into your computer's CD drive. [NOTE: Some computer systems, such as NMCI, will not permit CDs to automatically run. In such cases, open My Computer, your CD drive and then the file "TravelCardCD.html".] Next, follow these steps when the "The Department of the Navy eBusiness Operations Office" screen appears.

1. Move your mouse over the type of training course you want to take (Commanding Officer/Supervisor, Agency Program Coordinator, etc.) and click on the word "Training".



2. Click on "Open" in the File Download box. [NMCI Computers - Click the radio button located by "Run this program from its current location", then click "OK". Next, click "Yes" in the "Security Warning" box.] The training will now begin. Follow the training program prompts and refer to the "CREATE USER" section of this document for further information regarding the use and features of this training.

Note: If you experience problems when attempting to open "TravelCardCD.html", check the properties on the "TravelCardCD.html" file (right click on your mouse and click on "Properties"). To ensure that the file opens with Internet Explorer, do the following:

- click "Change" in the "TravelCardCD.html Properties" box;
- select "Internet Explorer" from the program list in the "Open With" box;
- click "OK" in the "Open With" box;
- click "Apply" in the "TravelCardCD.html Properties" box;
- click "OK" in the "TravelCardCD.html Properties" box.



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When you select a training module from the CD-ROM, you will be prompted to download the file. **DO NOT DOWNLOAD.** Instead, click on “Open” or “Run this program from its current location” in the File Download box (DO NOT save the program to disk). If you receive the Security Warning box prompting you to install and run the ”run.exe...”, click “Yes”.



GO TO THE “CREATE USER/LOGIN/PROCEED WITHOUT RECORDS” SECTION OF THIS DOCUMENT IF YOU ARE TAKING THIS TRAINING USING A CD.



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DOWNLOADING INSTRUCTIONS

Downloading the training may take a long time depending on your local area network connection, so please consider this when attempting to download. It is strongly recommended that you close any other programs and windows before downloading in order to help expedite the process. Another tip for west coast and Pacific users is to download as late in the workday as possible.

The next 6 steps are an example of how to download the GTCC Cardholder training from the DON eBusiness Operations Office website.

1. On your computer's C: drive, under Documents and Settings, create 2 folders. [NOTE: If using a NMCI computer, create these folders under your name folder in Documents and Settings---eg. C:/Documents and Settings/john.noname/.] Name one folder "Zipped" and name the other folder "Travel Cardholder Training". If you already have folders at this location with these names, choose other names, but be sure to make a note of the names used. Now, close the folders you created.
2. Open your Internet Browser and key www.don-ebusiness.navsup.navy.mil in the URL and enter. You will receive the DON eBusiness home webpage. Click on "Travel Card Training" under "Quick Links".
3. Click "Cardholder (CH)" in the DON Travel Card Training block. A "File Download" window will appear. Click on the "Save" button to continue. [NOTE: If using a NMCI computer, click on "OK" after selecting the "Save this file to disk" radio button.]
4. Select the "Zipped" folder location you created in step 1 and click on "Save". Make a note of the file name being saved (Travel_CO.zip, Travel_APC.zip, Travel_CH.zip, etc.). In this example, the file name is "Travel_CH.zip". Notice that while the file is being saved the number of megabytes (MB) downloading appears. When your download is complete, check the number of MB downloaded in your file. It must match the number of MB in the file you downloaded from; otherwise, delete any file or portions downloaded and repeat this step again until the numbers match. When the MB numbers match (this means you have downloaded the entire training course), close the "Download complete" window and the Internet Browser.
5. Open My Computer and your C: drive. Open the "Zipped" folder again and right-click with your mouse on "Travel_CH.zip". In the pop-up box, move your mouse over "WinZip" and click on "Extract to ...". You will receive a "WinZip Extract" box that allows you to select a location in which to place the extracted zip file contents. Select the "Travel Cardholder Training" folder you created in step 1 and click on "Extract". Another pop-up box will appear and you'll see the files rapidly being extracted from the zip file. The box will close when the extract is finished and you should then close your "Zipped" folder. [NOTE: Your system may not have WinZip installed with the option to display this menu choice. Check with your local or NMCI system administrator if you do not have WinZip or the "Extract" option.]
6. Open the "Travel Cardholder Training" folder again. Click on "run_tc_cardholder.exe" to start the training (this will be run_tc_apc.exe or run_tc_supervisor for other training modules). Repeat this step to restart the training anytime after you quit a training session. Finally, delete the "Travel_CH.zip" file in your "Zipped" folder.

[Note: If you receive a "Where is CheckSys?" pop-up box, you are running the training from the downloaded zip file (step 4 above) vice the unzipped file (step 5). In this case, end the Travel Card Training task using your computer's Task Manager (Ctrl + Alt + Delete). Now, run the training program from its correct location (step 6).]

GO TO THE ["CREATE USER / LOGIN / PROCEED WITHOUT RECORDS"](#) SECTION OF THIS DOCUMENT.



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CREATE USER / LOGIN / PROCEED WITHOUT RECORDS

Create User: You are prompted to either “Create User”, “Login”, or “Proceed without Records”.

Unless you only want to review this training, you must select “Create User” the first time you use the training in order to receive a certificate of completion. When you establish a user ID using the “Create User” feature, your learning activity is recorded or bookmarked from session to session, allowing you to stop/start the training where you left off. The training program stores your records on your computer’s C:\ drive in a folder named “gtcc”.

VERY IMPORTANT: YOUR ACCOUNT MUST BE ESTABLISHED BEFORE YOU CAN PRINT A CERTIFICATE OF SUCCESSFUL COURSE COMPLETION !!

To create a user ID account, select “Create User”. The information you are required to enter is stored on your computer in a file named “userinfo.txt” in your “travel” folder (see above under Create User). You are required to enter data in all fields, some of which will appear on your completion certificate. The required fields are:

- First Name your first name
- Middle Initial your middle initial
- Last Name your last name
- SSN (last 4 digits)..... the last four digits of your social security number
- Rank/Grade..... your military rank or civilian service grade
- Email Address your official work email address
- Password..... alphanumeric text, 3-8 characters in length
- Password Again..... rekey the value keyed in Password
- Command select from the dropdown or enter your Command name if it is not found in the dropdown selection list
- Your APC’s Name..... the name of your immediate agency program coordinator
- Hierarchy enter the information given to you by your APC (if your Command was selected from the Command dropdown list, these fields will automatically be filled in for you)

Use the Tab key to move between fields.

* First Name:

* Middle Initial:

* Last Name:

* SSN (last 4 digits):

* Rank/Grade:

* Email Address:

* Password:

* Password Again:

* Command:

* Your APC's Name:

* Hierarchy:

Level 3 Level 4 Level 5 Level 6 Level 7 Level 8

* Required field

Login: If you have previously created a user ID by selecting “Create User”, you will be prompted to enter your user ID, (the first 2 letters of your last name along with the last 4 digits of your SSN) and your password.

FORGOT YOUR PASSWORD? In the event you forget your password **you must delete** your travel folder discussed above in “Create User”. You will then need to do Create User again. PLEASE NOTE: You WILL have to start your training from the beginning of the course if you delete the travel folder.

Your Login consists of the first two letters of your last name plus the 4-digit SSN you entered the first time you logged in.

Login:

Password:

Proceed without Records: This option is available for individuals who want to browse the training but have no need for a certificate upon course completion. This option is useful for quick reference or as an audit tool. You WILL NOT receive a course completion certificate if you select the Proceed without Records option.

To print a certificate, you must select Create User and set up a student account.

To proceed without records, select CONTINUE.
To set up a student account, select BACK.



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Tutorial. When the CBT is executed, the course may automatically run “How To Use This Training”, or, you may be prompted to “Skip Tutorial”. It is recommended that you take “How To Use This Training” the first time you access your training. The tutorial will teach you the navigational features of the CBT. The “Enter/Return” key lets you proceed at your own pace and you may escape at anytime by using the “Esc” key. The navigational tutorial may be accessed from the Menu roll up within any course at any time.

CERTIFICATE AND TRAINING LOG

You must give your Agency Program Coordinator (APC) a copy of your certificate. Your certificate serves as your official record of your training.

Upon 100% course completion and a post-test score of 100%, a “Print Certificate” prompt will appear. You **must** print your certificate when prompted; otherwise, you **will** have to take the post-test again. To view your certificate, you **must** have a default printer setting even if your computer is not physically attached to a printer. If you do not have printer connectivity, you can press the “Print Screen” button on your keyboard (next to F12) and paste the image into another document (e.g. Word, PowerPoint) and save for printing at a later time.

The training program will create a training log for you. You will be prompted to save a copy of your training log. You will also be prompted to provide a copy of your training log to the DON eBusiness Operations Office by sending an email, subject line “Travel Card Training Log”, to [DNeBusinessStats@navy.mil](mailto:DONeBusinessStats@navy.mil) with your training log as an attachment. Your training log will be processed by the DON eBusiness Operations Office and serve as its official record of your successful completion of training. [All training logs are named *.log, where * begins with your login ID from your Create User].

CBT MODULES

Commanding Officer/Supervisor. This course is for Commanding Officers and Supervisors in charge of a GTCC program. The training presents information on policy, procedures and responsibilities relevant to the Commanding Officer’s/Supervisor’s role within a GTCC program. The course details program establishment, management, program monitoring, and achieving program awareness. A post-test follows.

Agency Program Coordinator. This course is for prospective and existing APCs. The training presents information on policy, procedures and responsibilities relevant to the APC’s role within a GTCC program. The course details the APC’s purpose and importance in controlling the program, providing directives to cardholders, program monitoring, and explains the importance of delinquency management. A post-test follows.

Cardholder. This course is for prospective and existing GTCC Cardholders. The training presents information on policy, procedures and responsibilities relevant to the Cardholder. The course details specifics on how to obtain and use the travel card. It also provides a problem-solving section explaining how to avoid/solve some commonly encountered problems when using the travel card. A post-test follows.

INSTRUCTION AND DESK GUIDE

DON eBusiness Operations Office has taken an alternate approach to communicating Navy Travel Card program policy and procedures. In addition to the Navy’s instruction, DON EBUSOPSOFFINST 4650.1A, there is a companion Travel Card APC Desk Guide. While the instruction provides policy, the Desk Guide provides the daily operation steps in applying the policy. Together, the instruction and desk guide have the force and effect of the Department of Navy’s regulations regarding its Navy GTCC program. Although these documents are included on the training CD-ROM, **IT IS STRONGLY ADVISED THAT YOU PERIODICALLY CHECK** the DON eBusiness website at www.don-ebusiness.navy.mil **FOR UPDATES TO THIS INFORMATION.**