

Instance Consolidation Project Update

TAVS Administration Blackout Period FAQs

WHAT'S HAPPENING?

- The Common Configuration has been provided to SAP Concur and the consolidated instances are being prepared
- Changes will establish a common configuration for the Department that will serve as the gold standard to be maintained
- Changes will consolidate the multiple UFMS instances into a single rule class
- HIGLAS and NBS are not impacted by this effort
- The TAVS Admin Blackout period has been discussed in both the TGC and the TLC meeting
- The anticipated project completion date is June 1st, 2019
- The TAVS Admin option will be unavailable during the Blackout period of May 17th to June 1st

HOW WILL THIS AFFECT ME?

- TAVS Admin option will be unavailable
- Completing changes to groups and routing lists prior to May 16th is highly recommended
- Your travel Account Manager will be available for emergency requests during the Blackout period
- Access to customer profiles, booking reservations, creating authorizations and vouchers, and reporting, will be **unaffected**
- During this period, users may experience slower response time and changes to the system
- Watch for announcements for new training (Arranger, FATA, and Supervisor Virtual Instructor Led (MILT) classes and Training-In-A-Minute presentations), as well as new Job Aids, and FAQs

