CHAPTER 11: MIS ADMINISTRATION

The Management Information Systems (MIS) Administration feature is used to assign roles and access to DTS MIS. MIS access allows users to generate five reports for documenting travel related military pay transactions.

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11.1 MIS Roles and Administration

There are three MIS roles in DTS; each role reflects a different level of use:

- MIS User - This type of MIS user has no administrative functions. The MIS user may access MIS reports through the Report Scheduler. See Chapter 10 of this manual for information on MIS reports.
- MIS Administrator - An administrator at the site level. The MIS Administrator may request reports and create new users.
- System Administrator - An administrator at the service or agency level. The System Administrator has user and MIS Administrator access, as well as the ability to configure the system.

MIS Administrators are responsible for maintaining user access to MIS at the site, using the DTA Maintenance Tool. Beginning on the DTS User Welcome screen (Figure 11-1), follow the below steps to access the MIS Administration feature of the DTA Maintenance Tool:

1. Mouse over Administrative on the menu bar.
2. Select **DTA Maintenance Tool** from the drop-down list (Figure 11-1).

![Figure 11-1: DTS User Welcome Screen - DTA Maintenance Tool](image)

The DTA Maintenance Home page opens.
3. Select the **DTA Tools** drop-down list and choose **MIS Administration** (Figure 11-2).

![Figure 11-2: DTA Tools Screen - MIS Administration](image)

The Search MIS User screen opens (Figure 11-3). The two links on the dark blue bar allow the user to:

- Search for existing MIS users and update or delete their MIS access if necessary.
- Add MIS users. These are DTS users who currently do not have MIS access.

![Figure 11-3: Search MIS User Screen](image)
11.2 Add an MIS User

Access the MIS Administration feature by following the steps in Section 11.1.

1. Select **Add MIS User**.

The Search New MIS User screen opens (Figure 11-4).

![Figure 11-4: Search New MIS User Screen](image)

2. Complete the **SSN** field with the Social Security Number (SSN) of the DTS user.

   -OR-

   Complete the **Last Name** field with the last name.

3. (Optional) Complete the **First Name** field with the first name of the DTS user that requires MIS Access.

4. Select **Search**.

The New MIS User (Search Results) screen opens (Figure 11-5). It displays the names of DTS users that match the search criteria.

![Figure 11-5: New MIS User (Search Results) Screen](image)

5. Select **Create** next to the name of the user needing MIS Access.
The Add MIS User (User Only) screen opens (Figure 11-6).

![Figure 11-6: Add MIS User (User Only) Screen](image)

6. Select the **User Access** drop-down list and choose the **type of access** for the new MIS user.

7. Choose the **Select Organizations** button.

The Edit MIS User Organizations screen opens (Figure 11-7).

![Figure 11-7: Edit MIS User Organizations Screen](image)

8. Select the name of the **organization** to which the user will receive access (left side of the screen).

- OR -

Select **(All)** to grant access to all available organizations in the list.

9. Select **Add**.
The name of the organization displays on the right side of the screen as a selected organization (Figure 11-8). Granting MIS access to a user for an organization allows the user access to all suborganizations that are associated with that organization.

Figure 11-8: Edit MIS User Organizations Screen – Organization Selected

10. Repeat Steps 8 and 9 for each organization that needs to be added to the user’s access.

11. To remove an organization from an MIS user’s access, select the organization name from the list in the Selected Organization column on the right side of the screen and choose <<Remove."

12. Select Save and Continue.

The Add MIS User (User Only) screen opens with the organization name(s) displayed (Figure 11-9). Organizations may be added and removed by choosing Select Organizations and repeating the above process.

Figure 11-9: Add MIS User (User Only) Screen - Organization Name Displayed
13. Select **Save User**.  
   -OR-  
   Select **Cancel** to exit the screen without granting access to a MIS new user.

The New MIS User (Search Results) screen opens (Figure 11-5).

### 11.3 Update a User’s MIS Access

The MIS Administration feature allows MIS Administrators to modify the type of MIS access for a user and the organizations to which a user has access. Access the MIS Administration feature by following the steps in Section 11.1.

1. Complete the **SSN** field with the SSN of the MIS user whose access requires updating.  
   -OR-  
   Complete the **Last Name** field with the last name of the user whose access requires updating (Figure 11-10).

   ![Figure 11-10: Search MIS User Screen](image)

2. (Optional) Complete the **First Name** field with the first name of the MIS user.

3. Select **Search**.

The Existing MIS User (Search Results) screen opens (Figure 11-11).

![Figure 11-11: Existing MIS User (Search Results) Screen](image)

4. Select **Update** next to the name of the user whose access needs to be modified.
The Update MIS User (User Only) screen opens (Figure 11-12).

![Figure 11-12: Update MIS User (User Only) Screen](image)

5. Select the **User Access** drop-down list and select the **type of access**, if the role needs to be changed.

6. Choose **Select Organizations**, if the organization access needs to be changed. For instructions on changing an MIS user’s organization access, see Section 11.2, Steps 8 through 13.

7. Select **Save Changes**.
   - OR -
   Select **Cancel** to exit the screen without changing the user’s MIS access.
11.4 Remove a User’s MIS Access

Removal of a user that has access to MIS does not delete the user from DTS. It only removes the user’s access to MIS. To remove a user’s MIS access, follow the below steps:

1. Follow Steps 1 through 3 in Section 11.3.
2. Select **Remove**.

The Delete MIS User screen opens (Figure 11-13).

3. Select **Delete**.
   -OR-
   Select **Cancel** to keep the user’s MIS access intact.

The Existing MIS User (Search Results) screen opens (Figure 11-14). The user’s name is no longer listed if Delete was selected on the previous screen.
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