



## Document Retrieval Functionality

*The document retrieval functionality will be included in the software patch that will be implemented in DTS on July 24, 2010.*

### I. FREQUENTLY ASKED QUESTIONS

#### 1. What is the purpose of the *Restore Purged Documents* functionality?

DTS documents are migrated to a secondary storage location (also known as “purged”) after a 15 month period of inactivity and other qualifying conditions are met. DTS documents may need to be restored from the secondary storage location if a traveler needs to access the document to support a travel claim audit, investigation, or complete an amendment. This new feature allows travelers/users to instantly access DTS documents that have been purged without submitting a help desk ticket to the Travel Assistance Center.

#### 1. How does the traveler access the new *Restore Purged Documents* screen?

From the DTS User Welcome screen, mouse over **Official Travel** from the menu bar (Figure 1). Select **Restore Purged Documents** from the drop-down list to open the *Purged Trip Documents* screen (Figure 2).

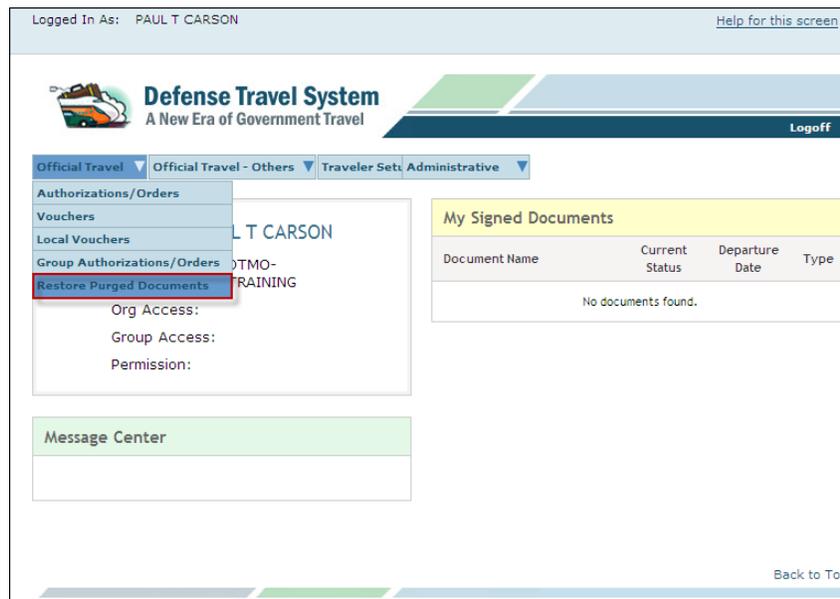


Figure 1: Official Travel – Restore Purged Documents

Logged In As: PAUL T CARSON Screen ID: 1503.9 Close Window  
 Traveler Name: PAUL T CARSON Help for this screen

**Defense Travel System**  
 A New Era of Government Travel

View Authorizations / Orders View Vouchers View Local Vouchers View Group Authorizations

**Purged Trip Documents**

Below is a list of trip records that have been Purged. In order to review them and/or create an amendment, they first must be Restored. Select the Restore link by the desired trip to restore the document to DTS.

Existing Purged Trip Documents

Sort by Document Name	Sorted by Departure Date	Sort by Return Date	Sort by Status	Sort by TA Number	Restore
PCPORTSMOUTH112408	11/24/08	11/28/08	OBLIG SUBMITTED	0NW5KD	> restore
PCSANTABARBAR112408	11/24/08	11/28/08	OBLIG SUBMITTED	0NW73V	> restore
PCGULFBREEZEF111708	11/17/08	11/21/08	OBLIG SUBMITTED	0NW5K6	> restore
PCSACRAMENTOC111708	11/17/08	11/21/08	OBLIG SUBMITTED	0NW5KB	> restore

Figure 2: Purged Trip Documents Screen

## 2. How is a purged document restored?

The *Purged Trip Documents* screen will display a list of all purged documents. Select the **restore** link to retrieve all adjustment levels of the authorization, voucher, local voucher and/or group authorization (including substantiating records) associated with the selected document. When the document is restored, the *Restore Trip Documents* screen will refresh and the document will no longer appear in the list. The document will be restored to the user/traveler's *Authorization/Orders* screen or the *Vouchers* screen. Select the **View** button for Authorizations/Orders, Vouchers, Local Vouchers, or Group Authorizations to access the document.

## 3. Who can restore a traveler's purged documents?

Anyone with access to the group of which the traveler is a member will be able to access and restore purged documents. This would include DTS users who typically have group access such as travel clerks, non-DTS Entry Agents (NDEAs), and Defense Travel Administrators (DTAs).

## 4. How would an authorized user access a traveler's purged documents?

From the *DTS Welcome* screen, mouse over **Official Travel - Others** on the menu bar. Select **Restore Purged Documents** from the drop-down list to open the *Purged Trip Documents* screen (Figure 3). When the *Traveler Lookup* screen opens (Figure 4), complete one of the following fields: **Traveler SSN, Last Name**, or **Last Name and First Name**. Please note that the option to search by TANUM is grayed out and cannot be used at this time. Select **Search** to view the list of purged documents for that traveler.

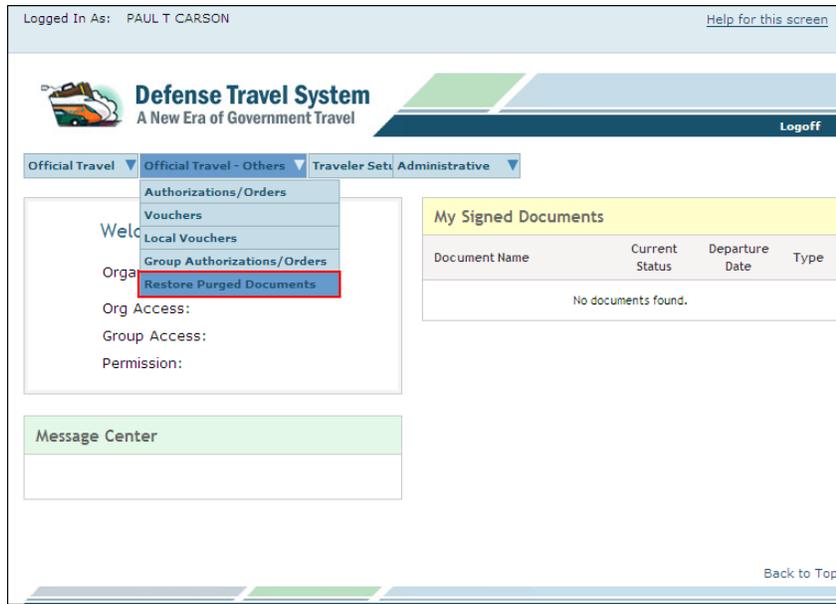


Figure 3: Official Travel – Others

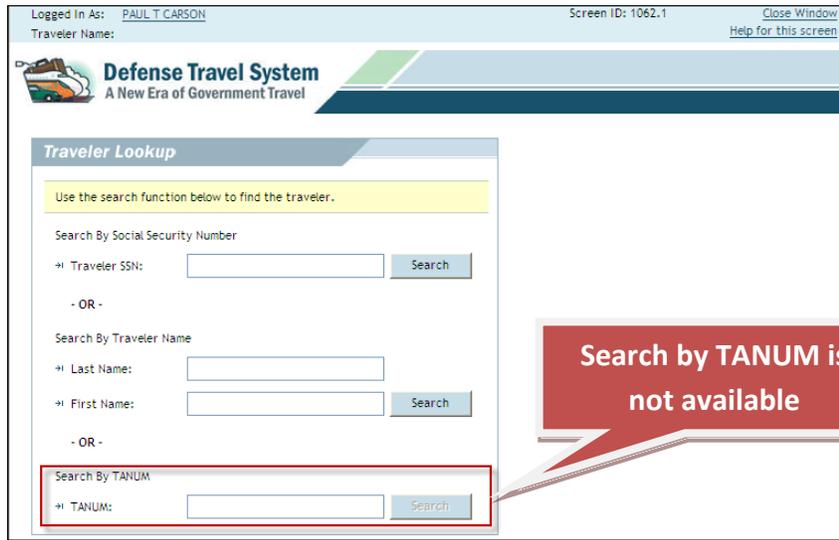


Figure 4: Restore Purged Documents – Traveler Lookup