



Information Paper:

Dashboard & Review/Sign Modules August 17, 2018 DTS Update Look-Ahead

Summary

The August 17, 2018 DTS release changes both the first DTS screen you* see, and if you're creating an authorization, the last DTS screens you see. Key changes include:

1. The "DTS Dashboard" replaces the DTS Welcome screen.
2. In a DTS authorization, your navigation options have changed and a **Review** module has replaced the **Additional Options** and **Review/Sign** modules.

This information paper explains the above changes and provides a high-level introduction to them.

**Note: For purposes of the DTS Dashboard, "you" refers to anyone who uses DTS. For the DTS document changes, "you" are a traveler, although anyone with access to DTS documents can use these functions.*

The DTS Dashboard

When you log onto DTS, instead of the familiar DTS Welcome screen, you now see the DTS Dashboard (Figure 1). For more information about each part of the Dashboard, see the section of this paper named below.

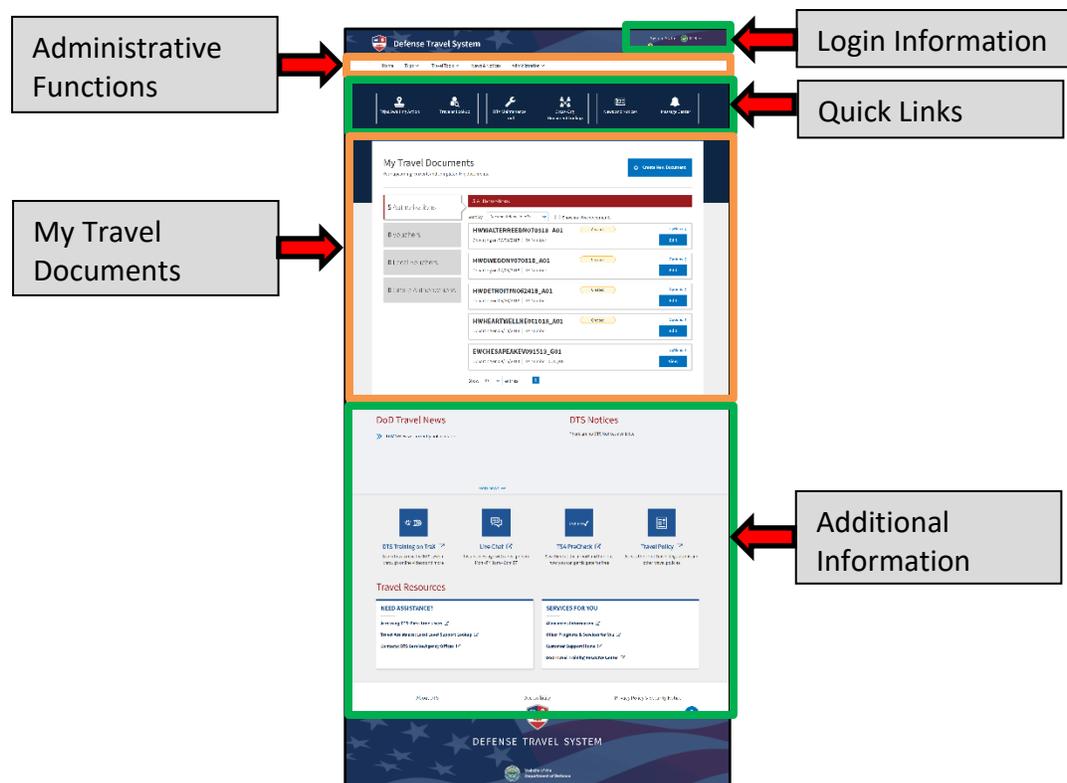


Figure 1: DTS Dashboard (full)



Login Information

The tools in this section (Figure 2) appear on every screen in DTS. They are:

1. **System Status:** Indicates DTS' status, green for available, yellow for degraded, and red for unavailable. You can expand this to see the statuses of each individual DTS function (e.g., Defense Lodging System, Archive), and read more about any degradations and outages.
2. **Bell icon:** Select to see alert messages that apply specifically to your organization.
3. **Your name:** Select it to see your personal profile information: assigned organization, organization and group accesses, and permission levels, as well as links to adjust your DTS profile and system preferences, or log out of the system.

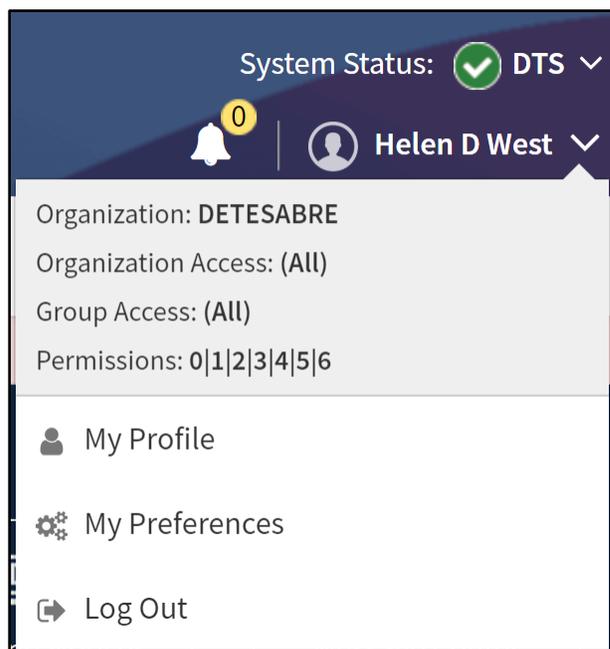


Figure 2: Login Information – Personal Profile Information Expanded



Administrative Functions

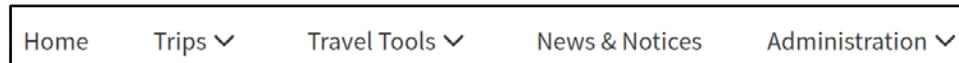


Figure 3: Administrative Functions Toolbar

The tools in this section (Figure 3) appear on every screen in DTS. They are:

1. **Home:** Return to the DTS Dashboard.
2. The **Trips** drop-down menu includes:
 - i. **Trips Awaiting Action:** Used to access documents in the routing process. Intended for use by Routing Officials (e.g., Authorizing Officials, Routing Officials).
 - ii. **Traveler Lookup:** Used to find travel documents that belong to other people. Intended for use by Non-DTS Entry Agents and travel clerks.
 - iii. **Cross Org Document Lookup:** Used to find travel documents that used cross-organization funding. Intended for use by those assigned to monitor cross-organization funding.
3. The **Travel Tools** drop-down menu includes:
 - i. **Distance Calculator:** Connects to the Defense Table of Official Distances to look up official en route mileage.
 - ii. **Government Meal Rate Table:** Connects to the DTMO website to look up the current Government meal rate.
 - iii. **Mileage Rates Table:** Connects to the DMTO website to look up the current mileage rates.
 - iv. **Per Diem Rate Lookup:** Connects to the DMO website to look up the latest per diem rates.
 - v. **Per Diem Rate Notes:** Connects to the DTMO website to see how per diem rates are calculated.
 - vi. **Routing Chain Lookup:** Used to look up an organization's available routing lists and see the personnel assigned to each.
4. **News & Notices** provides access to DTS Travel News and DTS Notices.
5. The **Administration** drop-down menu provides access to the administrative tools* that are available to you. Depending on the access you have this drop-down menu may not function or be available to you. The most commonly available options are:
 - i. **Administration** includes links to the:
 1. Budget Tool*
 2. DTA Maintenance Tool
 3. Self-Registration Administration Tool*
 4. Delegate Authority Tool*
 5. Document Unlock Tool



- ii. **Reports** gives you access to:
 - 1. The Report Scheduler
 - 2. The BI and Reporting Tool
- iii. **Read-Only Access (ROA)** gives you access to:
 - 1. ROA Invoices
 - 2. ROA Trip
- iv. **Centrally Billed Accounts (CBA)** gives you access to the CBA Tool.
- v. **Debt Management** gives you access to the Debt Management Tool.

*Note: If you're pretty familiar with DTS, you may notice that this update replaces the term "Module" with "Tool" in many instances.

Quick Links



Figure 4: Administrative Functions Toolbar

The six **shortcut tiles** (Figure 4) lead to the same place as various other tools available on the DTS Dashboard – they simply provide faster access to them. Your DTS permission levels and accesses currently determine which shortcuts appear on your screen, but a future expansion may allow you to select the ones that display. The Quick Links are only visible on the DTS Dashboard.

My Travel Documents

This section is also only available on the DTS Dashboard. It contains:

- 1. A selector bar (Figure 5) that lets you select a specific type of travel document to display. Options include authorizations, vouchers, local vouchers, and group authorizations. It also tells you how many of each type are currently in DTS.

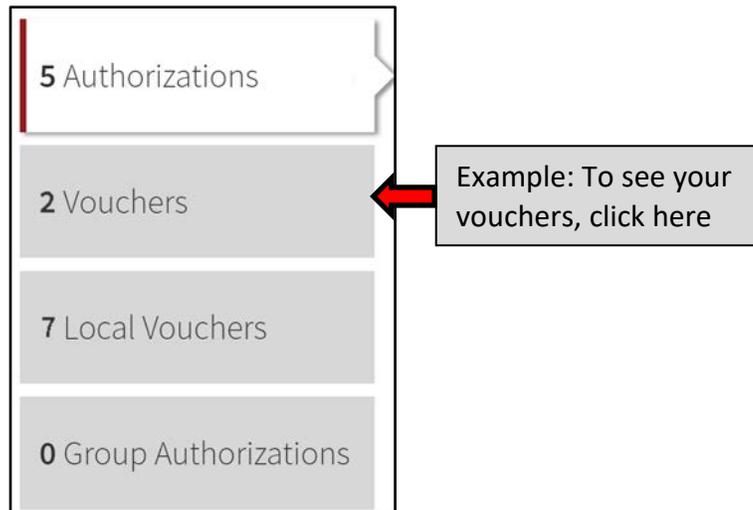


Figure 5: View Document Type Selector

- The selected travel documents display in a column (Figure 6). Each one displays the document's name, departure date, TANUM (if available), current status, action buttons (e.g., **View**, **Edit**, **Amend**) and an **Options** icon that allows you to **Print** or **Remove*** a document (Figure 6, red highlight).

***Note:** Remove is only available for documents in a **CREATED** status.

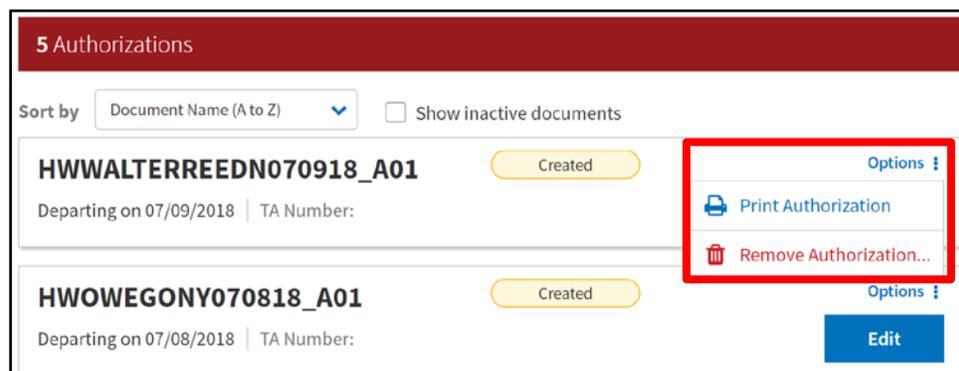


Figure 6: Document List

- A **Create New Document** button (Figure 7) that lets you create a new Routine TDY authorization, Special Circumstances TDY authorization, voucher, local voucher, or group authorization.

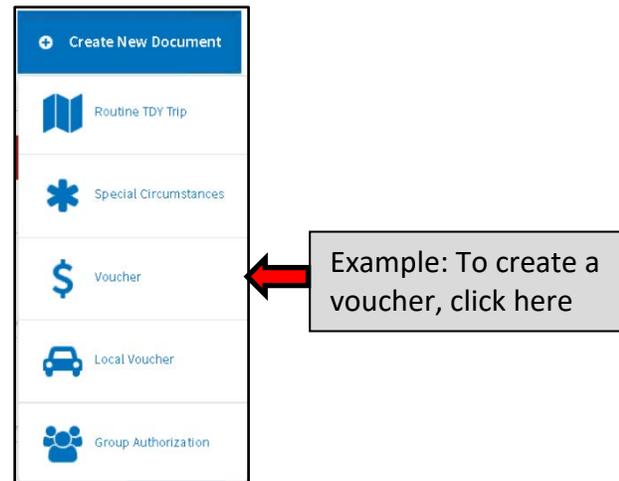


Figure 7: Create New Document Options

Additional Information



Figure 8: Dashboard Links

This section contains several items that are also available on the DTS home screen. Since they are not new, no further description is necessary. Specifically, the section contains:

1. Links (Figure 8) to:
 - a. **DTS Training on TraX**
 - b. **Live Chat** with a TAC analyst
 - c. **TSA PreCheck** information
 - d. **Travel Policy** – meaning the Joint Travel Regulations
2. **DTS Travel News**
3. **DTS Notices**

And that brings us to the end of the DTS Dashboard. Next, we'll take you into an authorization to explain the changes you'll see there.



Progress Bar

Your days of navigating to the different DTS document modules by selecting options at the top of the screen are over. From now on, you will navigate by selecting an option on the Progress Bar on the left side of the screen (Figure 9). You can expand or collapse each module, as you want. To navigate to the different screens, click on the screen name on the Progress Bar. The red line indicates your current position.

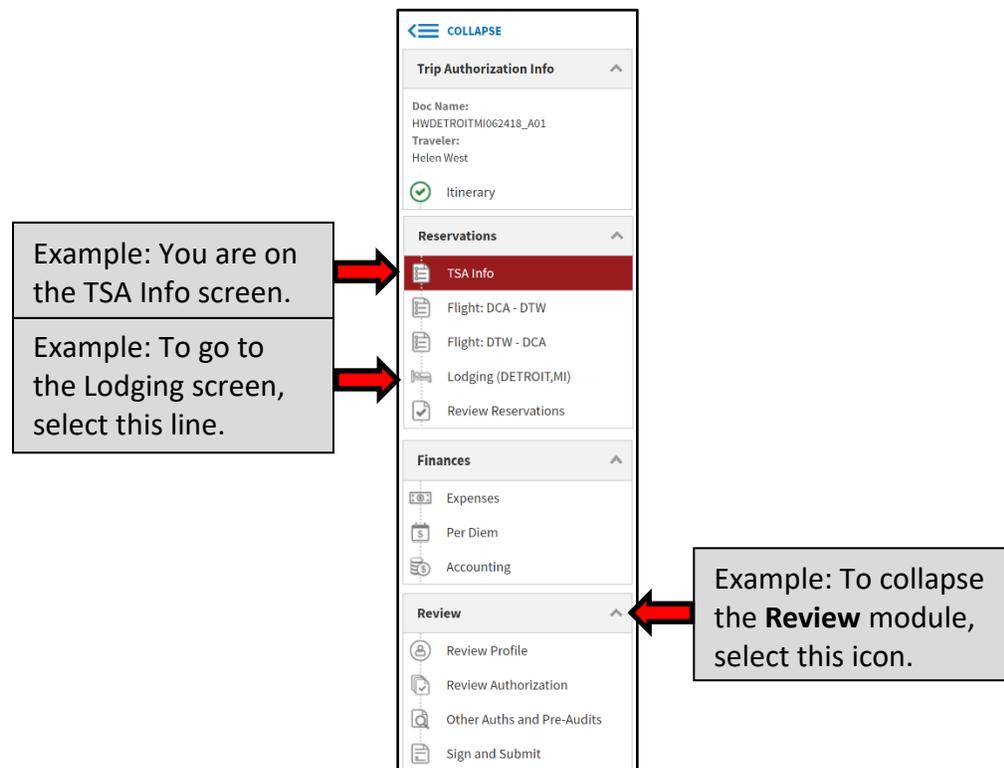


Figure 9: Progress Bar – All Sections Expanded

Review Module

As mentioned at the beginning of this information paper, a new **Review** module has replaced the DTS **Additional Options** and **Review/Sign** modules when you are in a DTS authorization.

The four screens in the **Review** module are outlined in the sections below.

Important Note: For this release, these changes only apply to initial authorization creation. Once you leave and re-open the document, you'll see the same DTS screens you see today.



Review Profile Screen

The Review Profile screen (Figure 10) provides key information about the profile information in this document. If you want to change your profile, either in DTS or just in this document, select **Open Profile**. The Personal Information screen (Figure 11) opens.

Review Profile
You can make changes to your profile for this document or save them permanently.

Profile

 Helen D West 123 Main St. Alexandria, VA	GTCC Card ending in 3765 	Exp. Date 01/20
Permanent Duty Station 456 Duty St. Alexandria, VA	Checking Account Account ending in 6421	
Email helen@mil.com		

Open Profile

< Back Continue >

Figure 10: Review Profile Screen

Personal Information


Helen D West

- User Profile
- Personal Information**
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences

Accounting

- Accounting Information
- EFT and Credit Card Accounts

Travel Preferences

- TSA Secure Flight Information

NAME

First Name *
Helen

Last Name *
West

Middle Initial
D

PERSONAL

Gender *
 Male Female

SSN
###-##-####

Figure 11: Personal Information (Profile Update) Screen



Review Trip Authorization Screen

The Review Trip Authorization screen (Figure 12) lets you see all the information on the document in one location. If you see anything that needs correcting, you can also access those screens to make the changes.

Itinerary shows the trip dates and locations.

Per Diem shows the per diem allowances.

Estimated Trip Cost shows the total and allowed trip costs.

Trip Details for <document name> shows the trip type, trip dates, and more.

Expenses shows expense costs, mileage allowances, and attached documents.

Accounting shows all LOAs on the document.

Review Trip Authorization

Trip Details for: HWDDETROITMI081918_A01

Trip Type: AA-ROUTINE TDY/TAD
Purpose/Description: N/A
Dates: 08/19/2018 - 08/25/2018
Conference/Event Name: Not Applicable
Reference: Add Reference

Comments to the Approving Official Add Comments

Itinerary Expand All | Collapse All Go to Itinerary

TRIP START Alexandria,VA (Residence) Leaving on Aug 19, 2018

TDY LOCATION 1 DETROIT,MI 08/19/2018 - 08/25/2018

TRIP END Alexandria,VA (Residence) Returning on Aug 25, 2018

Expenses Expand All | Collapse All Go to Expenses

RESERVATION EXPENSES No Reservation Expenses

ADDITIONAL EXPENSES No Additional Expenses

SUBSTANTIATING DOCUMENTS No Substantiating Documents

Per Diem Go to Per Diem

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$756.00	\$756.00	\$351.00

Accounting Go to Accounting

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
18 GAFS TEST	DETESABRE	\$1107.00	\$1107.00

ESTIMATED TRIP COST

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
\$0.00	LODGING	\$756.00	\$756.00

Back Continue

Figure 12: Review Trip Authorization Screen



Other Auths and Pre Audits Screen

The Other Auths and Pre Audits screen (Figure 13) has three sections. They are explained below.

Other Authorizations are statements that will display on your printed travel order.

Pre-Audit shows reason codes and justifications for flagged items.

Advisory presents reminders about actions you may forgotten to take.

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum](#)

Other Authorizations

[+ Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

ANNUAL LEAVE OR NON-DUTY DAYS
ANNUAL LEAVE OR NON-DUTY DAYS
Leave approved through supervisory chain.

Comments [+ Add Comments](#)

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

1 PRE AUDITS

LODGING NOT USED
DETROIT,MI: No lodging reservations exist from 08/19/2018 to 08/25/2018.

Reason Codes * [+ Add Reason Code](#)

L2 - Mission requirements [Remove](#)

Justification to Approving Official * [Edit Justification](#)

Lodging provided at no cost by host organization.

1 Advisory

LEAVE REQUESTED
LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.

[< Back](#) [Continue >](#)

Figure 13: Other Auths and Pre Audits Screen

Digital Signature Screen

The Digital Signature screen (Figure 14) shows your documents current and prior statuses (the current status is **CREATED** in the Figure 14 example) and allows you to apply the next status. Most travelers are only able to apply the **SIGNED** status.



The screenshot shows the 'Digital Signature' interface for a 'Trip Authorization Status'. It includes a table with a 'CREATED' status, a 'SIGNED' status with a 'Pending' note, a 'DOCUMENT STATUS' section with a checked 'I agree to SIGN this label' box and a 'ROUTING LIST' dropdown set to 'DEFAULT', an 'Additional Comments' text area, and a 'Submit Completed Document' button. Callout boxes on the left provide instructions: 'Current and prior statuses.' points to the table; 'Status DTS expects you to apply.' points to the 'SIGNED' status; 'Check the box to apply a status. Select a routing list from the drop-down list. Add comments.' points to the 'I agree to SIGN this label' checkbox and the 'ROUTING LIST' dropdown; and 'Submit completed document for review and approval.' points to the 'Submit Completed Document' button.

Figure 14: Digital Signature Screen

After you submit the document, you'll receive confirmation (Figure 15) that DTS has accepted your submission with the selected status. The screen also provides buttons that let you **Edit** or **View** the document, or return to the home screen.

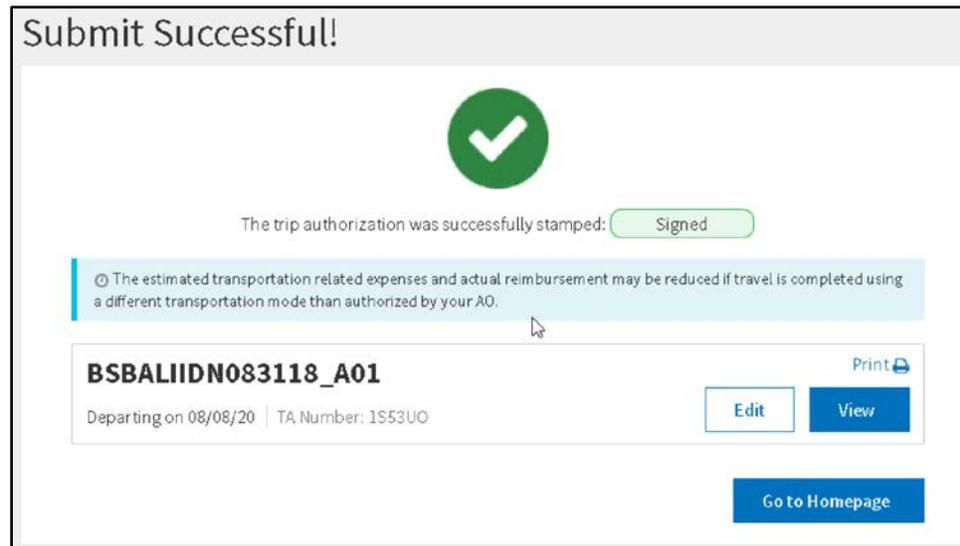


Figure 15: Submit Successful Screen

//**Note:** This screen layout is notional. The overall design is still subject to change at this time. We will update it (or remove this note) when the layout is finalized.//

Final Words

A final note: Please remember that for this release, the new **Review** module only appears on initial document creation – so only travelers and those who create authorizations for them will see it, and only during the same session in which they create the document. In all other cases, the old **Additional Options** and **Review/Sign** modules remain available.