



Defense Travel System

DTA Manual, Chapter 11: MIS Admin

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Contents

1	MIS Roles and Administration	4
2	Update MIS Users and Administrators	5
2.1	Update a Person's MIS Profile	6
2.2	Remove a Person's MIS Access	7
3	Give a Person MIS Access	7
4	The DTA Manual: Contents & Links	10

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	07/09/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.2	08/17/18	DTMO	Update access through DTS Dashboard	Section 1.0
1.3	09/20/19	DTMO	Update Document Name	Header

1 MIS Roles and Administration

As a Management Information Systems (MIS) Administrator, you use the **DTS MIS Administration** module to assign and revoke MIS roles and accesses to others.

There are two MIS roles in DTS:

- **MIS User.** A MIS User's primary responsibility is to run the MIS reports that are available via the **Report Scheduler**. See the [DTA Manual, Chapter 10](#) for more information on how to generate reports in DTS.
- **MIS Administrator.** MIS Administrators may create new MIS Users and Administrators, and adjust their accesses as necessary. They can also run the MIS reports in the **Report Scheduler**.

As a MIS Administrator, you access the MIS administrative functions through the **DTA Maintenance Tool**. To access the MIS administrative functions:

1. From the **DTS Dashboard** (Figure 11-1), hover over **Administration**, then select **DTA Maintenance Tool** from the menu. The **DTA Maintenance Tool Home** screen (Figure 11-2) opens. From the **DTA Tools** bar (which appears on every screen in the **DTA Maintenance Tool**), you can access all the **DTS Maintenance Tool** modules you have access to, without returning to the **DTS Dashboard**.

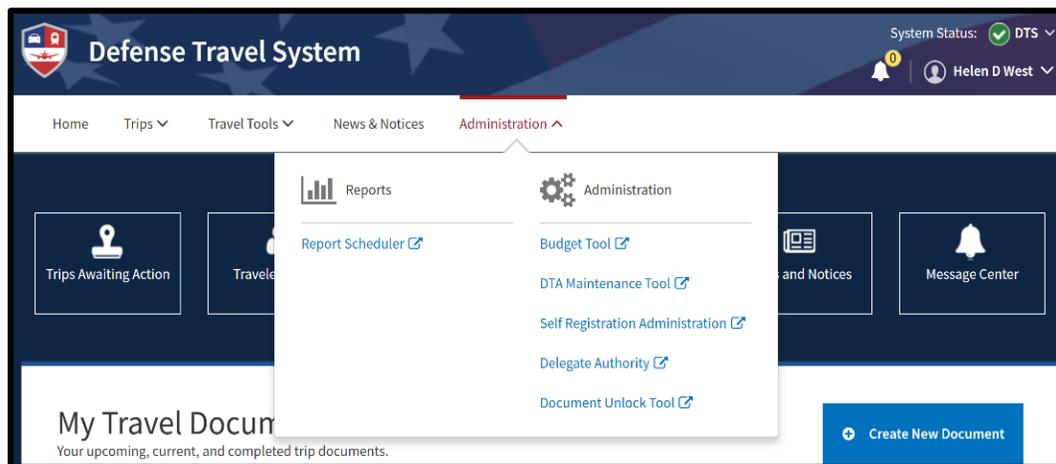


Figure 11-1: DTS Dashboard – Maintenance Menu

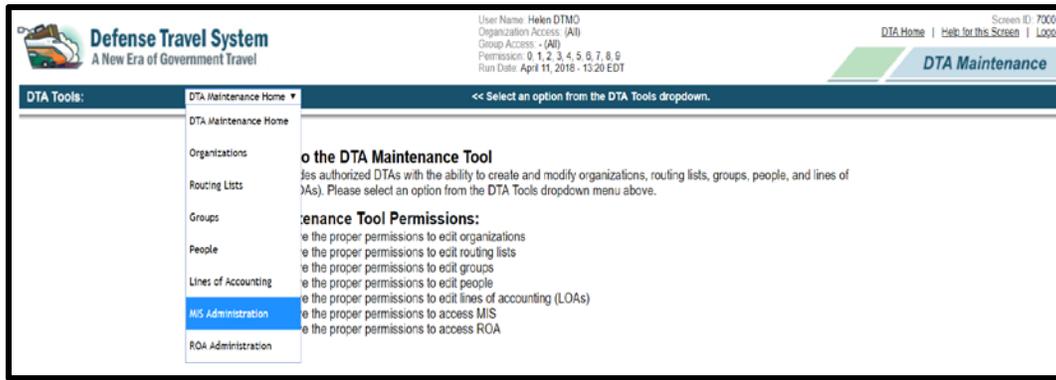


Figure 11-2: DTA Maintenance Tool Home Screen

2. Select **MIS Administration** from the **DTA Tools** drop-down list. The **Search MIS User** screen (Figure 11-3) opens and the **DTA Tools** bar updates to display tools that let you search for or create a **MIS User** or **Administrator**. Further below describes each of these options.

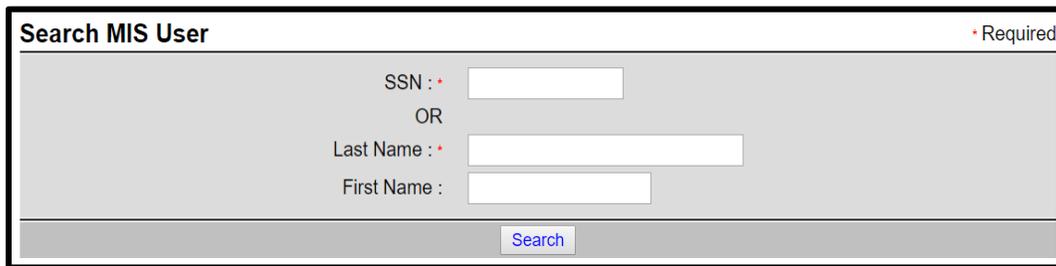


Figure 11-3: Search MIS User Screen

2 Update MIS Users and Administrators

Before can update someone’s MIS profile, you must first find the individual. Here’s how:

1. On the **Search MIS User** screen (Figure 11-3), enter the person’s Social Security Number (**SSN**) or name (at least part of the **Last Name** is required; full or partial **First Name** is optional).
2. Select **Search**. The **Existing MIS User (Search Results)** screen (Figure 11-4) opens. The option are **Update** and **Remove** the person’s MIS profile.

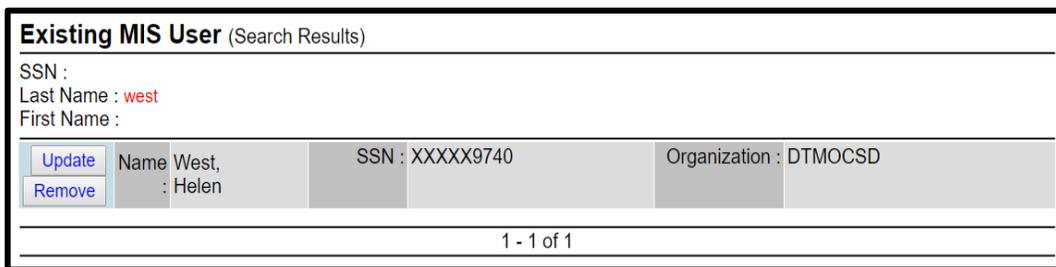


Figure 11-4: Existing MIS User (Search Results) Screen

2.1 Update a Person's MIS Profile

1. On the **Existing MIS User (Search Results)** screen (Figure 11-4), select **Update** next to the person whose profile you need to change. The **Update MIS User (User Only)** screen (Figure 11-5) opens.

Figure 11-5: Update MIS User (User Only) Screen

2. (optional) The **User Access** field displays the person's assigned MIS role. Change it if you need to.
3. (optional) If you need to update the organizations the person has access to, choose **Select Organizations**. The **Edit MIS User Organizations** screen opens (Figure 11-6) opens. (If you don't need to do this, skip ahead to step 6).

Figure 11-6: Edit MIS User Organizations Screen

4. Update the **Selected Organization** List.
 - A. Enter the name of an organization to which the individual needs MIS access in the text field on the left, then select **Add >>**. The organization appears in the right column. Add all the organizations the person needs to access. **Note:** Giving a person MIS access to an organization also gives that person MIS access to all of its subordinate organizations.
 - B. To remove MIS access, select an organization in the right column and select **<< Remove**.
5. Select **Save and Continue**. The **Update MIS User (User Only)** screen (Figure 11-5) opens.
6. Select **Save Changes**. The **Existing MIS User (Search Results)** screen (Figure 11-4) opens.

2.2 Remove a Person's MIS Access

Note: Removing a person's MIS access only deletes the person's MIS profile. It does not delete the person's DTS profile.

To remove a person's MIS access:

1. On the **Existing MIS User (Search Results)** screen (Figure 11-4), select **Remove** next to the person whose MIS profile you need to delete. The **Delete MIS User** screen (Figure 11-7) opens.

Delete MIS User

Common Data

SSN : XXXXX9740
 First Name : Helen
 Middle Initial :
 Last Name : West
 Organization Name : DTMOCS D
 Organization Access : DTMO
 (includes sub-orgs)

Delete Cancel

Figure 11-7: Delete MIS User Screen

2. Select **Delete**. The **Existing MIS User (Search Results)** screen (Figure 11-4) opens. The person's name no longer displays.

3 Give a Person MIS Access

To give a person MIS access:

1. From any screen in the **MIS Administration** module, select **Add MIS User** on the dark blue navigation bar. The **Search New MIS User** screen opens (Figure 11-8) opens.

Figure 11-8: Search New MIS User Screen

2. Enter the person's Social Security Number (**SSN**) or name (at least part of the **Last Name** is required, full or partial **First Name** is optional).
3. Select **Search**. The **New MIS User (Search Results)** screen (Figure 11-9) opens. It lists the people who matched your search criteria.

SSN	Name	Organization
XXXXX9742	West, Molly	DTMOCSD
XXXXX9740	West, Helen	DTMOCSD

Figure 11-9: New MIS User (Search Results) Screen

4. Select **Create** next to the person you want to give MIS access. The **Add MIS User (User Only)** screen (Figure 11-10) opens.

Figure 11-10: Update MIS User (User Only) Screen

5. (optional) The **User Access** field displays **User** by default. You are assigning this MIS role to this person. Change it to **Administrator** if you need to or leave as **User**.

6. Choose **Select Organizations**. The **Edit MIS User Organizations** screen (Figure 11-11) displays.

Edit MIS User Organizations

Available Organization

Selected Organization

Add >>

<< Remove

Selection of an Organization automatically includes Sub-Organizations. Additionally, new Sub-Organizations created at a later date will be automatically granted. If you assign an Organization from the list of available Organizations on the left, all Sub-Organizations will be implicitly granted to the user. Sub-Organizations selected on the right side will be removed when Organization selections are saved if the parent Organization was also selected.

Save And Continue Cancel

Figure 11-11: Edit MIS User Organizations Screen

7. Update the **Selected Organization** List.
- Enter the name of an organization to which the individual needs MIS access in the text field on the left, then select **Add >>**. The organization appears in the right column. Add all the organizations the person needs to access. **Note:** Giving a person MIS access to an organization also gives that person MIS access to all of its subordinate organizations.
 - To remove MIS access, select an organization in the right column and select **<< Remove**.
8. Select **Save and Continue**. The **Add MIS User (User Only)** screen (Figure 11-10) opens.
9. Select **Save Changes**. The **New MIS User (Search Results)** screen (Figure 11-9) opens. The person you just updated is no longer on the list.

4 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf
Chapter 2: DTS Access	https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf
Chapter 3: DTS Site Setup	https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf
Chapter 4: Organizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf
Chapter 5: Routing Lists	https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf
Chapter 6: Groups	https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf
Chapter 7: People	https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf
Chapter 8: LOAs	https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf
Chapter 9: Budgets	https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf
Chapter 10: Reports	https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf
Chapter 11: MIS Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf
Chapter 12: ROA Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf
Appendix B: Acronyms	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf
Appendix C: Definitions	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf
Appendix E: Emails	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf
Appendix F: Import / Export Module	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf
Appendix G: Error Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf
Appendix J: Help Process	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf
Appendix K: DTS Tables	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
Appendix L: Reorganizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf
Appendix M: Ranks and Grades	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf
Appendix N: Country Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf
Appendix Q: Org Naming Sequence	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf
Appendix R: LOA Formats	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf