

*Defense Travel System*

DTA Manual, Chapter 11: MIS Admin

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## 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
1.4	11/13/20	DTMO	General review Update Table of Contents format	All Page 2
1.5	02/02/21	DTMO	Updated Message Center screenshots	Section 1

# 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 line.

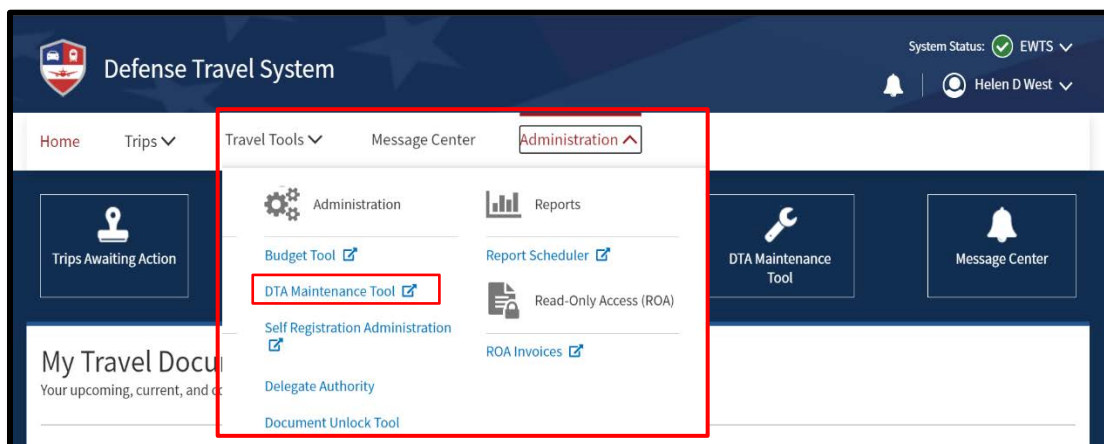


Figure 11-1: DTS Dashboard – Maintenance Menu

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**.

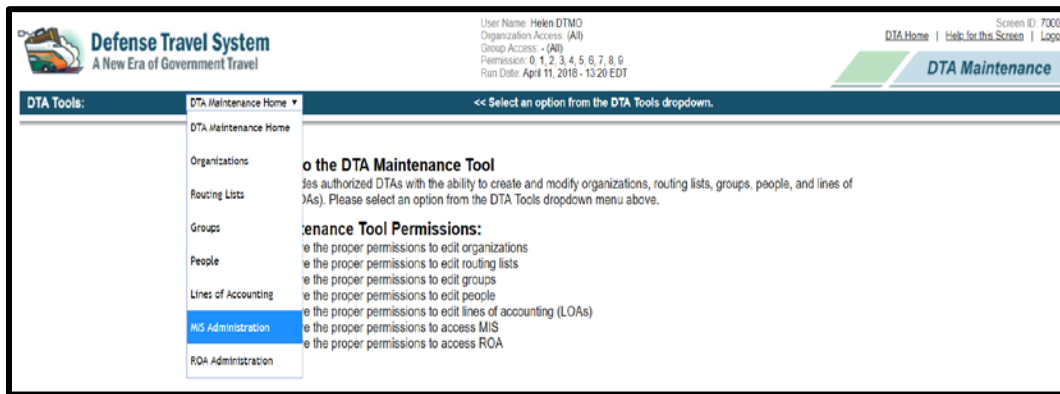


Figure 11-2: DTA Maintenance Tool Home Screen

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 allow you to 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 options are **Update** and **Remove** the person's MIS profile.

Existing MIS User (Search Results)			
SSN :			
Last Name : west			
First Name :			
Update	Name West,	SSN : XXXXX9740	Organization : DTMOCS
Remove	: Helen		
1 - 1 of 1			

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.

Update MIS User (User Only) <span style="float: right;">* Required</span>	
<b>Common Data</b>	
SSN :	XXXXX9740
First Name :	Helen
Middle Initial :	
Last Name :	West
Organization Name :	DTMOCS
User Access :	User ▼
Organization Access :	DTMOCS ▲
(includes sub-orgs)	▼
	<a href="#">Select Organizations</a>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

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

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

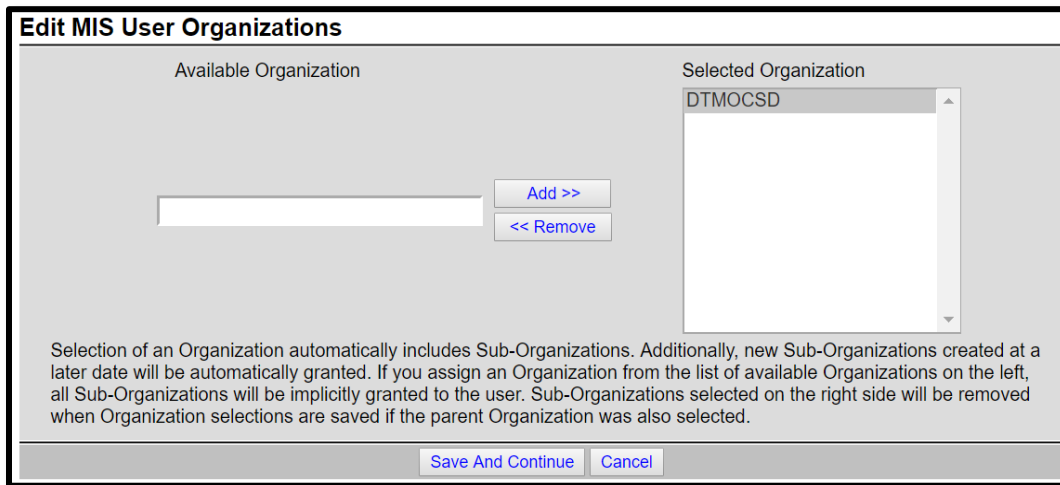


Figure 11-6: Edit MIS User Organizations Screen

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.

**Search New MIS User** \* Required

SSN : \*   
 OR  
 Last Name : \*   
 First Name :

Search

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.

**New MIS User (Search Results)**

SSN :  
 Last Name : west  
 First Name :

Create	Name West, : Molly	SSN : XXXXX9742	Organization : DTMOCS D
Create	Name West, : Helen	SSN : XXXXX9740	Organization : DTMOCS D

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.

Figure 11-11: Edit MIS User Organizations Screen

7. 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**.
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	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf</a>
Chapter 2: DTS Access	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf</a>
Chapter 3: DTS Site Setup	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf</a>
Chapter 4: Organizations	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf</a>
Chapter 5: Routing Lists	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf</a>
Chapter 6: Groups	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf</a>
Chapter 7: People	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf</a>
Chapter 8: LOAs	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf</a>
Chapter 9: Budgets	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf</a>
Chapter 10: Reports	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf</a>
Chapter 11: MIS Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf</a>
Chapter 12: ROA Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf</a>

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