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*Defense Travel System*

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DTA Manual, Chapter 11: MIS Admin

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## Revision History

<b>Revision No.</b>	<b>Date</b>	<b>Authorization</b>	<b>Revision/Change Description</b>	<b>Page, Section</b>
1.0	4/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	7/9/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.2	8/17/18	DTMO	Update access through DTS Dashboard	Section 1.0

# 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 DTA Manual, Chapter 10.)
- **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 Welcome screen.

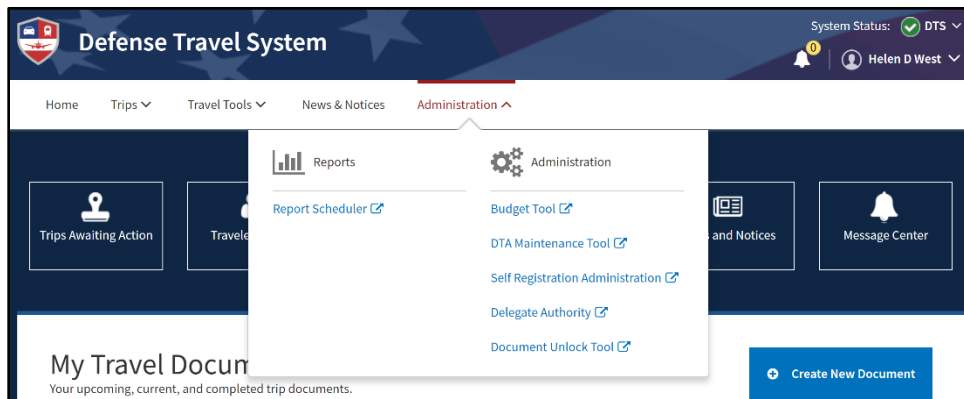


Figure 11-1: DTS Dashboard – Maintenance Menu

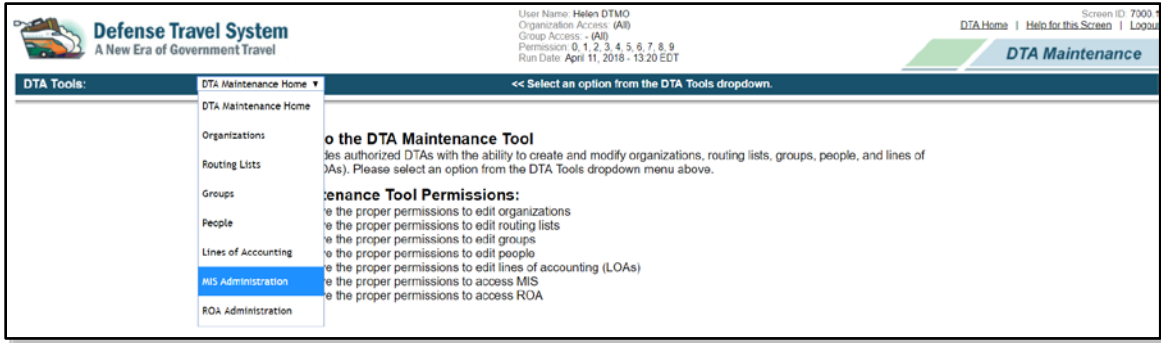


Figure 11-2: DTA Maintenance Tool Home Screen

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. Each of these options is further described below.

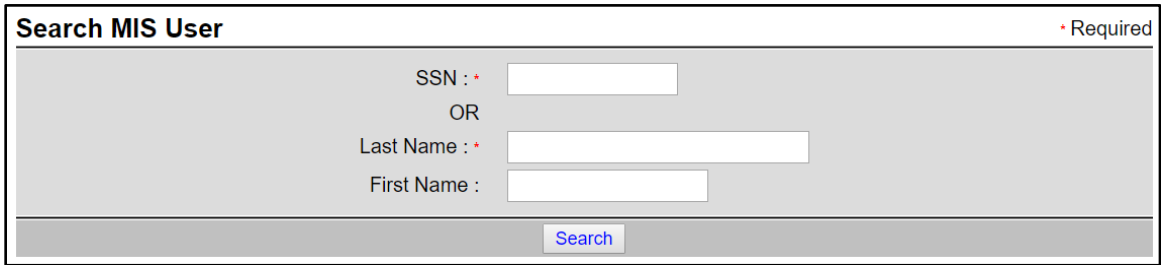


Figure 11-3: Search MIS User Screen

## 2 Update MIS Users and Administrators

Before can update someone’s MIS profile, you must first find them. 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. From here you can either **Update** or **Remove** the person’s MIS profile.

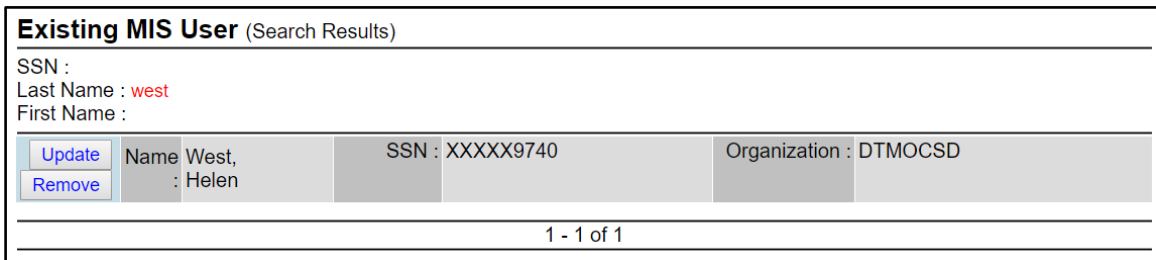


Figure 11-4: Existing MIS User (Search Results) Screen

## 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.

**Update MIS User** (User Only) \* Required

**Common Data**

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

[Select Organizations](#)

[Save Changes](#) [Cancel](#)

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).

**Edit MIS User Organizations**

Available Organization

Selected Organization

DTMOCS D

[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 11-6: 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. Repeat until you've added all the organizations the person needs. **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  
 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 :

*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 :

<input type="button" value="Create"/>	Name West, : Molly	SSN : XXXXX9742	Organization : DTMOCS
<input type="button" value="Create"/>	Name West, : Helen	SSN : XXXXX9740	Organization : DTMOCS

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

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

**Add MIS User** (User Only) \* Required

**Common Data**

SSN : XXXXX9740

First Name : Helen

Middle Initial :

Last Name : West

Organization Name : DTMOCS

User Access :

Organization Access :   
(includes sub-orgs)

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

5. (optional) The **User Access** field displays **User** by default. This is the MIS role you are assigning this person. Change it to **Administrator** if you need to.
6. Choose **Select Organizations**. The Edit MIS User Organizations screen (Figure 11-6) opens.



### Edit MIS User Organizations

Available Organization

Selected Organization

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.

*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. Repeat until you've added all the organizations the person needs. **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 it.

## 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>