

Defense Travel System

DTA Manual, Chapter 12: ROA & ROA Admin

September 20, 2019

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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	06/12/18	DTMO	Correct typos, clean up language	Throughout
1.2	07/09/18	DTMO	Update URLs to “https” vs. “http”	Throughout
1.3	08/17/18	DTMO	Updated for access through DTS Dashboard	Sections 2.0 & 3.0
1.4	09/20/19	DTMO	Updated screenshots	Sections 2 & 3

1 ROA Roles and Administration

As a **Read Only Access (ROA) Administrator**, you use the **DTS ROA Administration** module to assign ROA to others or revoke ROA when no longer required.

There are two ROA roles in DTS:

- **ROA User.** A ROA User's primary responsibility is to access trip and invoice data for one or more organizations to which they have ROA. Trip data comes from the following DTS travel documents: authorizations, vouchers, and local vouchers. Invoice data comes from Centrally Billed Account (CBA) invoices and Government Travel Charge Card (GTCC) vendor (CCV) invoices.
- **ROA Administrator.** ROA administrators may create new ROA Users and Administrators, and adjust their accesses as necessary. They can also access the same trip and invoice data as ROA Users.

Note: Although military services appoint their own ROA Administrators, the Defense Travel Management Office (DTMO) is the ROA Administrator for Defense Agencies, Joint Commands, and any military service that requires organization access outside their own service.

2 Using ROA

ROA Users and Administrators access ROA tools through the **DTS Dashboard** (Figure 12-1). The ROA tools are located from the menu line under **Administration, Read-Only Access (ROA)**.

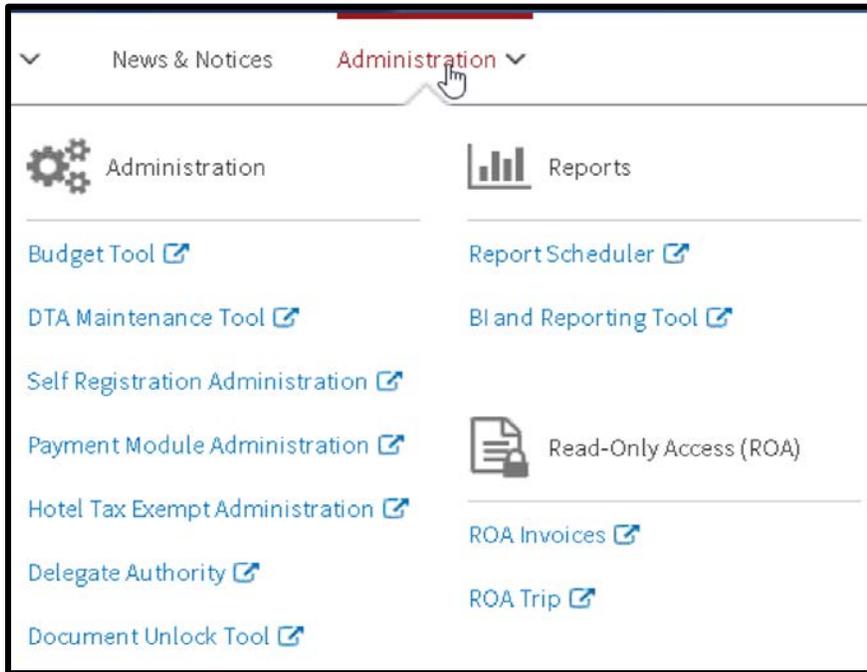


Figure 12-1: DTS Dashboard – Maintenance Menu

2.1 View CBA and CCV Invoices

To view CBA or CCV invoices:

1. On the **DTS Dashboard** (Figure 12-1), select **Administration**, then **ROA Invoices**. The **Read Only Access – Invoices Search** screen (Figure 12-2) opens.

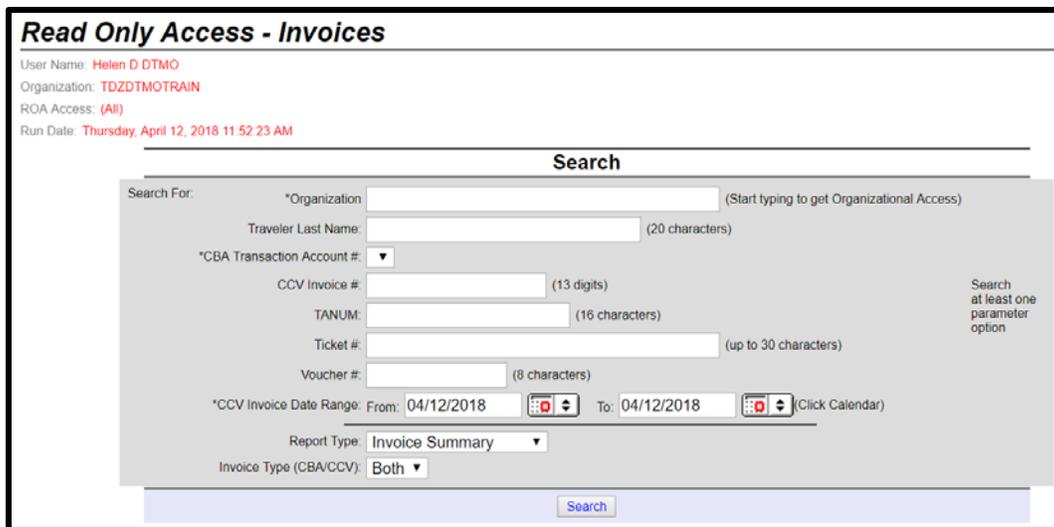


Figure 12-2: Read Only Access – Invoices Search Screen

2. Complete the search criteria fields in the top section of the screen. Those marked

with an asterisk (*) are mandatory; others are optional.

3. Enter dates or use the calendar icons to limit search results to a specific **CCV Date Range**.
4. Select the **Report Type** you want to run:
 - **Invoice Summary**. Provides information about a CBA or CCV invoice.
 - **Transaction Summary**. Provides high-level information about and summary totals of the transactions that appear on a CBA or CCV invoice.
 - **Transaction Detail**. Provides details about individual transactions that appear on a CBA or CCV invoice.
5. Select the **Invoice Type** (CBA, CCV, or Both) you want to include in the report.
6. Select **Search**. The report format and content depends on the **Report Type** you selected, but opens in an Excel spreadsheet. You can view or save it.

2.2 View Trip Data Using ROA

To review a DTS travel document:

1. On the **DTS Dashboard** (Figure 12-1), select **Administration**, then **ROA Trip**. The **Read-Only Trip Lookup** screen (Figure 12-3) opens. Use this screen to search for the traveler whose document you want to view.

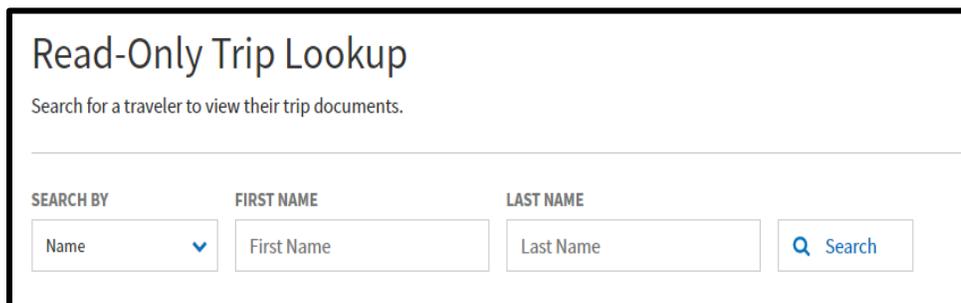


Figure 12-3: Read-Only Trip Lookup Screen

2. Select the **SEARCH BY** drop-down menu to identify how to search for the individual:
 - **Name**. Enter a full or partial last (required) and first (optional) name.
 - **TA Number**. Enter the document's six digit Travel Authorization (TA) Number.
 - **SSN**. Enter the traveler's Social Security number (SSN).
3. Select **Search**. The **Traveler Lookup Results** screen refreshes with the search results displayed on the bottom (Figure 12-4). If you searched by traveler name, it may display multiple names, but if you searched by TA Number or SSN, the results displays one name.

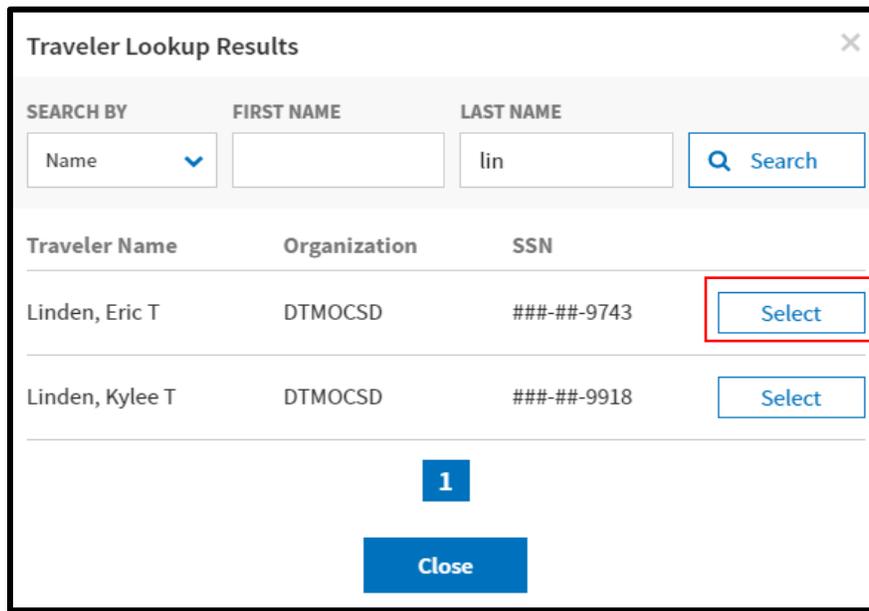


Figure 12-4: Traveler Lookup Results Screen

4. Choose **Select** for the traveler whose document you want to review (Figure 12-4).
5. The **Read-Only Trip Lookup** window displays (Figure 12-5).

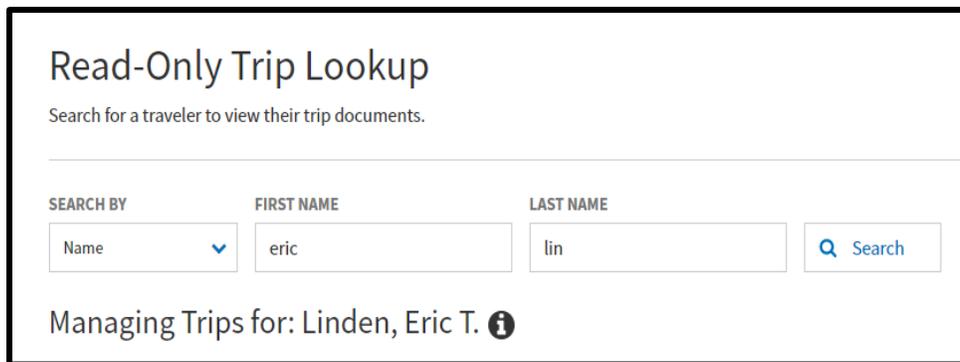


Figure 12-5: Read-Only Trip Lookup Screen

6. Under **Managing Trips for:** (traveler name), the document types (with totals) defaulting to **Authorizations** first (Figure 12-6). If you need to access a different document type (**Vouchers, Local Vouchers, or Group Authorizations**), select it (left side) and the document listing (right side) refreshes.

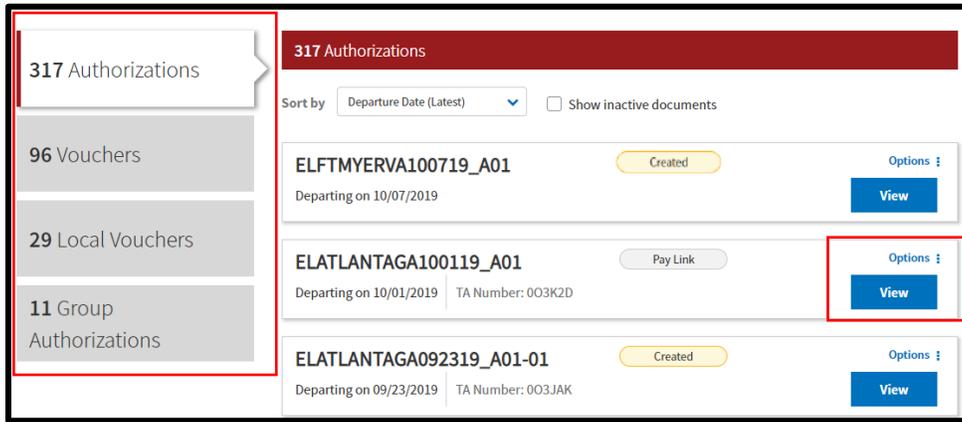


Figure 12-6: Authorizations Listing Screen

7. Select **View** to access the trip (Figure 12-6). The **Review Trip Authorization** page displays (Figure 12-7). **Note:** DTS displays a message, “This document is view-only” (Figure 12-7, Indicator 1).

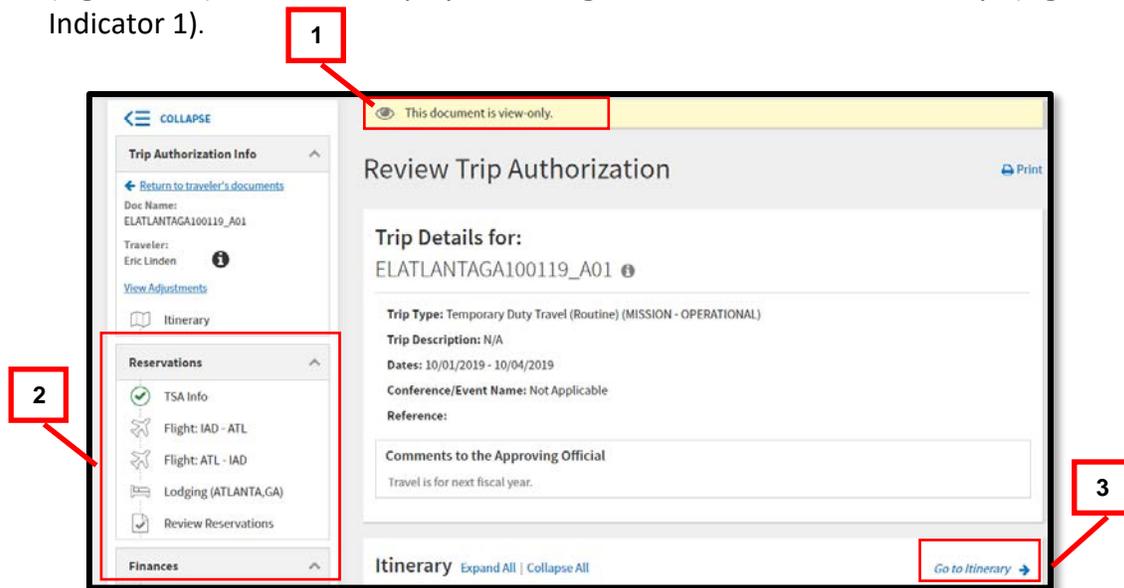


Figure 12-7: Review Trip Authorization Screen

8. Use the **Progress Bar** (left side of the page) to access modules within the document (Figure 12-7, Indicator 2) or use the **Go To** short cut (Figure 12-7, Indicator 3) to view trip details.
9. You can print the current version within the document on the **Review Trip Authorization** page. However, there other print choices. From the document listing, select **Options**. A screen displays the selections (Figure 12-8). Choose your printing preference.

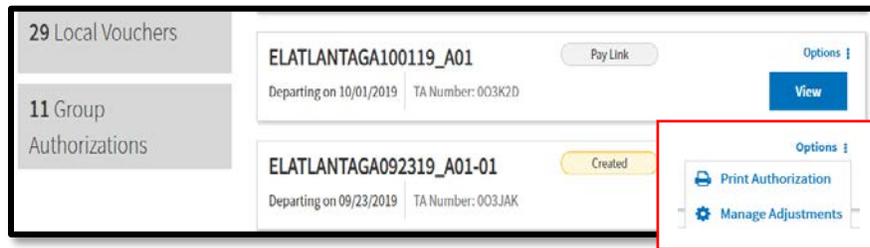


Figure 12-8: Options

- **Print Authorization.** Prints current version of the document.
- **Manage Adjustments.** View and print original and document adjustments.
 - **Print List.** Prints the document’s stamping history.
 - **Print All Documents.** All document versions print.

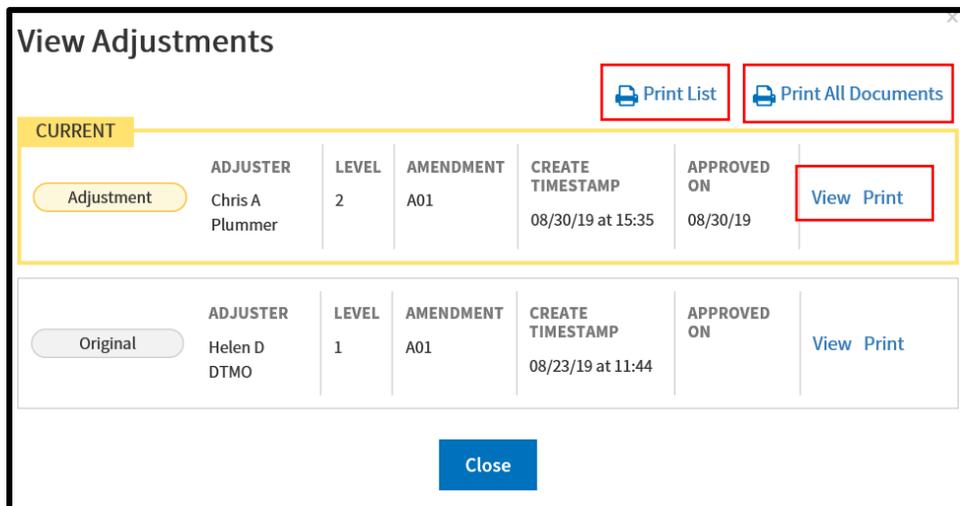


Figure 12-9: Adjustments Screen

3 Administrating ROA

ROA Administrators access the ROA administrative functions through the **DTA Maintenance Tool**. To access the ROA administrative functions:

1. From the **DTS Dashboard** (Figure 12-10), hover over **Administration** on the menu bar, then select **DTA Maintenance Tool** from the drop-down list. The **DTA Maintenance Tool Home** screen (Figure 12-11) opens.

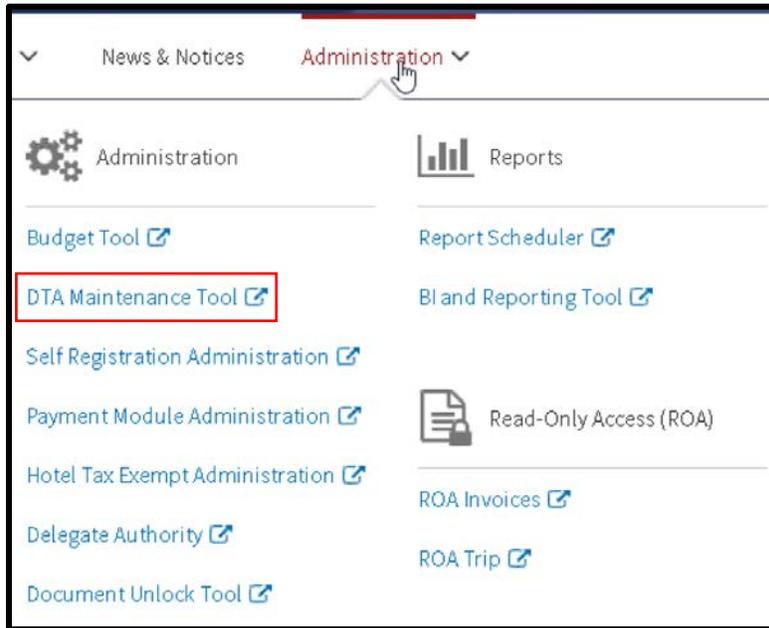


Figure 12-10: DTS Dashboard

- From the **DTA Tools** bar (which appears on every screen in the **DTA Maintenance Tool**), you can access all the **DTS Maintenance Tool** modules in which you have access, without returning to the **DTS Dashboard**.

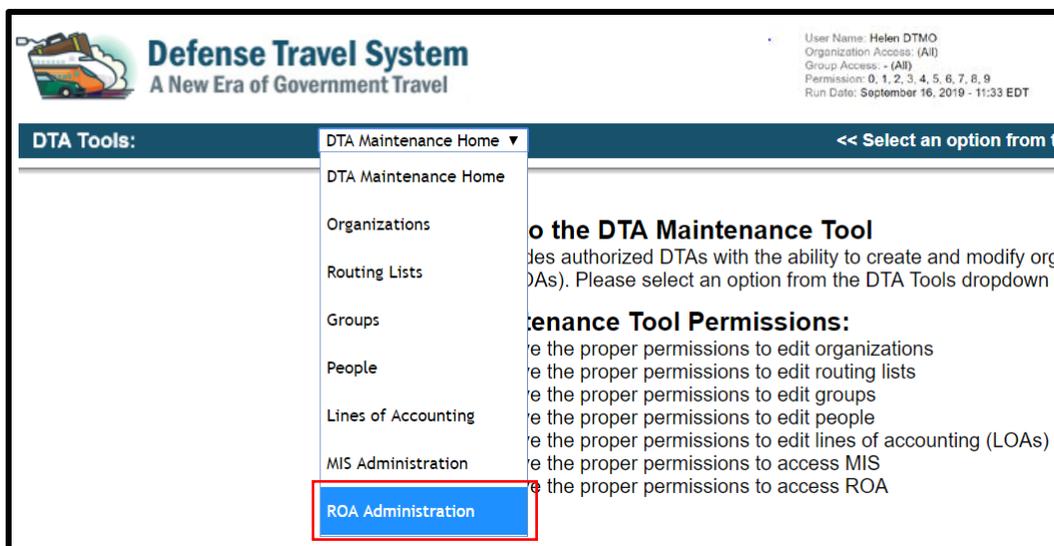


Figure 12-11: DTA Maintenance Tool Home Screen

- Select **ROA Administration** from the **DTA Tools** drop-down list (Figure 12-11). The **Search Existing Roa User** screen (Figure 12-12) opens. The **DTA Tools** bar displays **Search Existing Roa User** or **Create New ROA User** options. Below describes how the options work.

Figure 12-12: Search Existing Roa User Screen

3.1 Update ROA Users and Administrators

Before you can update someone’s ROA profile, you must first locate the person. Here’s how:

1. On the **Search Existing Roa User** screen (Figure 12-12), 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 ROA User (Search Results)** screen (Figure 12-13) opens. Your options are **Update** and **Remove** the person’s ROA profile.

Existing ROA User (Search Results)			
SSN :			
Last Name : west			
First Name :			
Update	Name West,	SSN : XXXXX9741	Organization : DTMOCSD
Remove	: Chris		
Update	Name West,	SSN : XXXXX9740	Organization : DTMOCSD
Remove	: Helen		

Figure 12-13: Existing ROA User (Search Results) Screen

3.1.1 Update a Person’s ROA

1. On the **Existing ROA User (Search Results)** screen (Figure 12-13), select **Update** next to the person’s profile you need to change. The **Update ROA User (User Only)** screen (Figure 12-14) opens.

Update ROA User (User Only) * Required

Common Data

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

[Select Organizations](#)

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

Figure 12-14: Update ROA User (User Only) Screen

2. The **User Access** field displays the person’s assigned ROA role. Change it if you need to or keep the current access.
3. If you need to update the organizations that the person has access to, then choose **Select Organizations**. The **Edit ROA User Organization Access** screen opens (Figure 12-15) opens. (If you don’t need to do this, skip ahead to step 6).

Edit ROA User Organization Access

Available Organization

Selected Organization

DTMOCS D ▾

Please enter four or more characters to display list of available organizations.

[Add >>](#) [Remove](#)

[Save And Continue](#) [Cancel](#)

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 12-15: Edit ROA User Organization Access Screen

4. Update the **Selected Organization List**.
 - A. Enter the name of an organization the individual needs ROA in the text field on

the left, then select **Add >>**. The organization appears in the right column. Repeat adding all the organizations the person needs. **Note:** Giving a person ROA to an organization also gives that person ROA to all of its subordinate organizations.

- B. To remove ROA, select an organization in the right column and select **<< Remove**.
5. Select **Save and Continue**. The **Update ROA User (User Only)** screen (Figure 12-14) opens.
 6. Select **Save Changes**. The **Existing ROA User (Search Results)** screen (Figure 12-13) appears.

3.1.2 Remove a Person’s ROA

Note: Removing a person’s ROA only deletes the person’s ROA profile. It does not delete the person’s DTS profile.

To remove a person’s ROA:

1. On the **Existing ROA User (Search Results)** screen (Figure 12-16), select **Remove** next to the person whose ROA profile you need to delete.

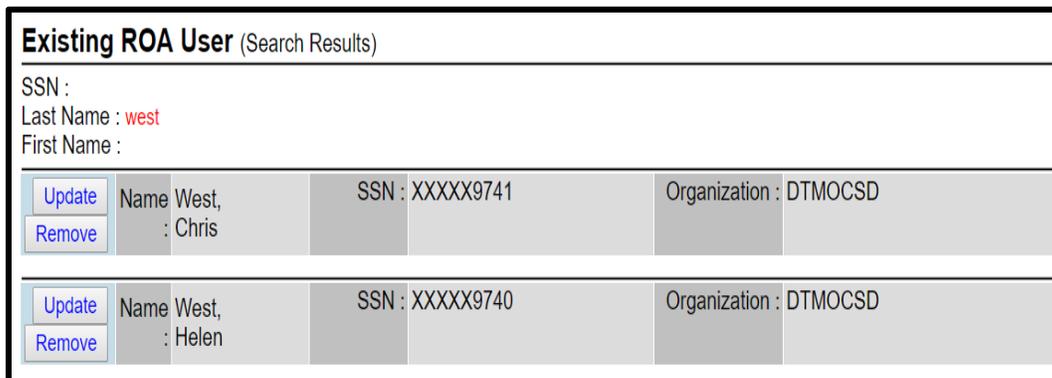


Figure 12-16: Existing ROA User (Search Results) Screen

2. The **Delete Roa User** screen (Figure 12-17) opens.

Figure 12-17: Delete Roa User Screen

3. Select **Delete**. The **Existing ROA User (Search Results)** screen (Figure 12-18) opens. DTS removes the person’s from ROA.

Figure 12-18: Existing ROA User (Search Results) Screen

3.2 Give a Person ROA

To give a person ROA:

1. From any screen in the **ROA Administration** module, select **Create New Roa User** on the dark blue navigation bar. The **Search New Roa User** screen opens (Figure 12-19) opens.

Figure 12-19: Search New Roa 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 ROA User (Search Results)** screen (Figure 12-20) opens. A listing of people who matched your search criteria displays.

New ROA User (Search Results)

SSN :
 Last Name : west
 First Name :

<input type="button" value="Create"/>	Name : West, Chris	SSN : XXXXX7347	Organization : DMMARINE
<input type="button" value="Create"/>	Name : West, Molly	SSN : XXXXX9742	Organization : DTMOCS

Figure 12-20: New ROA User (Search Results) Screen

4. Select **Create** next to the person you want to give the ROA capability. The **Create Roa User (User Only)** screen (Figure 12-21) opens.

Create Roa User (User Only) * Required

Common Data

SSN : XXXXX9742
 First Name : Molly
 Middle Initial :
 Last Name : West
 Organization Name : DTMOCS
 User Access :
 Organization Access :
 (includes sub-orgs)

Figure 12-21: Create Roa User (User Only) Screen

5. (optional) The **User Access** field displays **User** by default. You are assigning this ROA role this person. Change it to **Administrator** if you need to or leave **User**.
6. Choose **Select Organizations**. The **Edit ROA User Organization Access** screen (Figure 12-22) opens.

Edit ROA User Organization Access

Available Organization

Selected Organization

Please enter four or more characters to display list of available organizations.

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 12-22: Edit ROA User Organization Access Screen

7. Update the **Selected Organization** List.
 - A. Enter the name of an organization to which the individual needs ROA 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 for the person. **Note:** Giving a person ROA to an organization also gives that person ROA to all of its subordinate organizations.
 - B. To remove ROA, select an organization in the right column and select **<< Remove**.
8. Select **Save and Continue**. The **Create Roa User (User Only)** screen (Figure 12-21) opens.
9. Select **Save User**. The **New ROA User (Search Results)** screen (Figure 12-20) opens. The person you just updated is no longer on the listing.
10. Select **Search Existing ROA User** (Figure 19). Enter the SSN or the last name and **Search**. The **Existing ROA User (Search Results)** (Figure 18) displays the newly added person to ROA.

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