Defense Travel System

DTA Manual, Chapter 7: People

August 17, 2018

Contents

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	4/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	7/09/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.2	8/17/18	DTMO	Changed access to DTA Maintenance Tool to DTS dashboard	Section 2

Note: For the purposes of this chapter, the terms “person,” “profile,” “DTS profile,” “personal profile,” and similar terms are generally synonymous.

1 Introduction to Personal Profiles in DTS

Everyone who accesses DTS for any purpose must have a personal profile in the system. DTS uses information in that profile to determine what DTS tools a person may access and what actions they may take in the system. As a Defense Travel Administrator (DTA), one of your responsibilities may be the creation and maintenance of the personal profiles that belong to personnel assigned to your organizations. This chapter explains how to do so.

1.1 Types of DTS Profiles

DTS only has two types of profiles: user profiles and user/traveler profiles. A person has a profile type based solely on whether or not they will perform official travel for DoD. A person who never does (or never will) perform such travel has a user profile. A person who does (or may) perform such travel has a user/traveler profile. In this respect, their assigned DTS roles, if any, are irrelevant to their profile type.

1.2 The DTS Personal Profile

A DTS user profile only contains enough information to allow DTS to confirm their identity and allow them to access the DTS tools and modules they require to perform their assigned DTS roles. A user/travel profile contains that same information, but also contains information that DTS uses during the travel document creation process. Such information includes personal information, duty station data, financial information, and much more. Sections 1.2.1 through 1.2.8 provide much more information about profile contents.

Notes:

1. In all profile sections, a red asterisk denotes a mandatory field.

2. Slightly different fields display in the personal profile screens, depending on whether you are creating or updating the profile. These differences are clarified below.

1.2.1 Common Data

The **Common Data** section (Figure 7-1), which appears in both user and user/traveler profiles, holds very basic personal information. Table 7-1 explains its contents in detail.

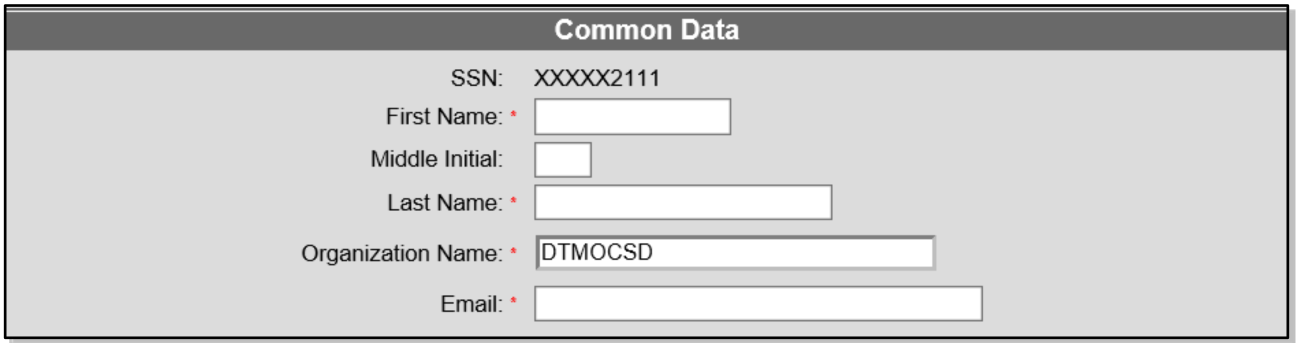

Figure 7-1: Personal Profile – Common Data Section

Table 7-1

COMMON DATA FIELDS	
Field	**Description**
SSN	The person's Social Security number. This is a non-editable field.
First Name Middle Name Last Name	Enter the person's name.
Organization Name	Enter/select the organization the person belongs to.
Email	Enter the person's work email address.

1.2.2 User Specific Data

The **User Specific Data** section (Figure 7-2) also appears in both user and user/traveler profiles. It holds information that allows DTS to provide access to various DTS tools and modules. Table 7-2 explains its contents in detail.

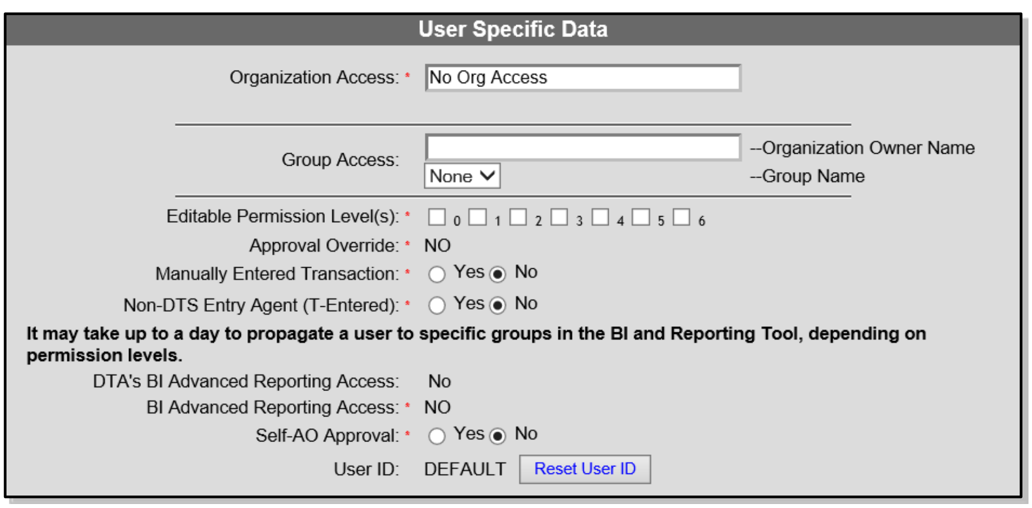

Figure 7-2: Personal Profile – User Specific Data Section

Table 7-2

USER SPECIFIC DATA FIELDS	
Field	**Description**
Organization Access	Enter the person's main organization. Allows the person to edit the DTS assets (e.g., routing lists, budgets) of the named organization and its subordinate organizations.
Group Access	*Organization Owner Name*: Enter the organization that owns the group. Allows you to select a *Group Name*.
	Group Name: Select the group. Allows the person to see travel documents of travelers who are members of the group.
Non-editable Permission Level(s)	(Only displays when editing a profile.) Shows permission levels the person has, but that you can't change (e.g., because you don't have the permission level).
Editable Permission Level(s)	Checks show the person's permission levels. Check or uncheck boxes to grant or revoke permission levels.
Approval Override	Defaults to **No**. Non-editable unless you have permission level 7. Shows whether or not the person may approve travel documents without being on a routing list.
Manually Entered Transaction	Defaults to **No**. Select **Yes** if the person may enter an adjustment transaction into the budget. (Usually, Finance and Budget DTAs have this option.)
Non DTS Entry Agent (T- Entered)	Defaults to **No**. Select **Yes** if the person may sign vouchers for travelers.
Debt Management Monitor	(Only displays when editing a profile.) Defaults to **No**. Select **Yes** if the person may use DTS to track travel debt and collection actions.
DTA's BI and Reporting Tool Access	Non-editable. **Yes** or **No** indicates whether or not you may access the Business Intelligence and Reporting Tool (BIRT).
BI Advanced Reporting Access	Non-editable if you don't have access to BIRT. If editable, defaults to **No**. Select **Yes** if the person may access BIRT.
Self AO Approval	Defaults to **No**. Select **Yes** if the person may sign their own DTS authorizations.
User ID	Non-editable. Displays **DEFAULT** if the person's DTS account is inactive. Updates to the person's User ID when they log in to DTS for the first time.
Reset User ID	Select to inactivate the person's DTS account. Useful in some troubleshooting scenarios (e.g., DTS won't recognize the person's Common Access Card).

1.2.3 General Traveler Data

The **General Traveler Data** section (Figure 7-3) only appears in user/traveler profiles. It contains the traveler's contact information at work and some personal information DTS needs when creating travel documents. Table 7-3 explains its contents in detail.

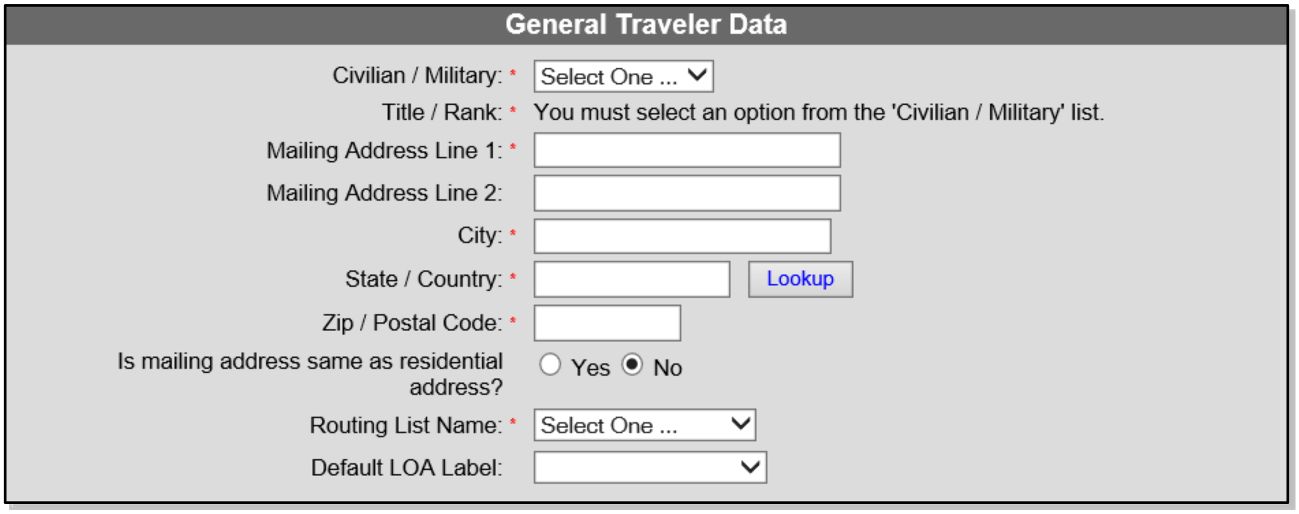

Figure 7-3: Personal Profile – General Traveler Data Section

Table 7-3

GENERAL TRAVELER DATA FIELDS	
Field	**Description**
Civilian / Military	Identify the person as a DoD civilian, a military enlisted person, or a military officer.
Title / Rank	Select the person's pay grade. Options populate after you select the **Civilian / Military** option. For military personnel, additional fields for the person's **Active / Reserve Category** and **Military Branch of Service** display.
Mailing Address Line 1 Mailing Address Line 2 City State / Country [Lookup] Zip / Postal Code	Enter the person's work address. If needed, use **Lookup** to find the state or country code.
Is mailing address same as residential address?	Defaults to **No**. Select **Yes** to copy all address fields into the **Personal Data** section.
Routing List Name	Select the routing list that will automatically populate in the person's DTS travel documents.
Default LOA Label	Select the default line of accounting (LOA) that will automatically populate in the person's DTS travel documents.

1.2.4 Personal Data

The **Personal Data** section (Figure 7-4) only appears in user/traveler profiles. It contains the traveler's home contact information. Table 7-4 explains its contents in detail.

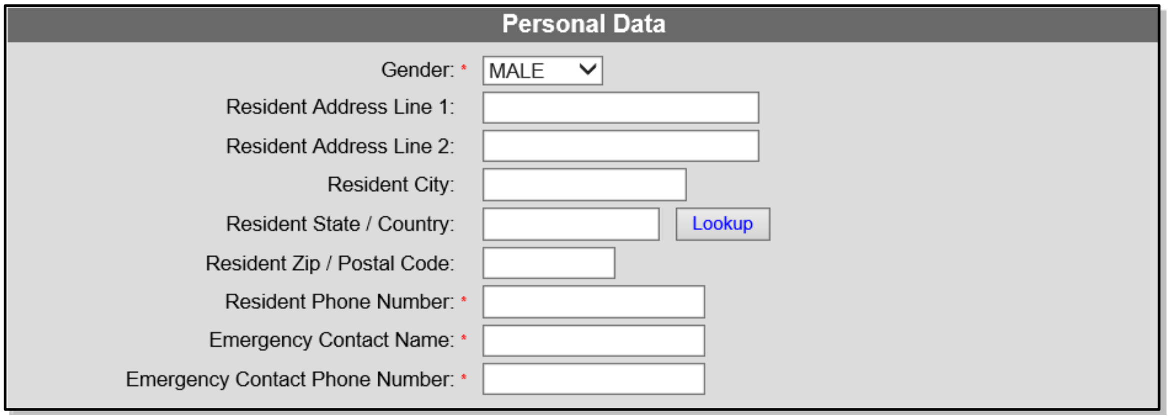

Figure 7-4: Personal Profile – Personal Data Section

Table 7-4

PERSONAL DATA FIELDS	
Field	**Description**
Gender	Select the person's gender.
Resident Address Line 1 Resident Address Line 2 Resident City Resident State / Country [Lookup] Resident ZIP/ Postal Code	Enter the person's work address. If needed, use **Lookup** to find the state or country code. **Note:** If you selected **Yes** to the question, "*Is mailing address same as residential address?"* in the **General Traveler Data** section, DTS populates this information for you.
Resident Phone Number	Enter the person's cell / home telephone number.
Emergency Contact Name	Enter the name of the person's emergency contact.
Emergency Contact Phone Number	Enter the emergency contact's cell/ home telephone number.

1.2.5 Duty Station Data

The **Duty Station Data** section (Figure 7-5) only appears in user/traveler profiles. It contains the traveler's duty station information, and some additional information DTS needs when creating travel documents. Table 7-5 explains its contents in detail.

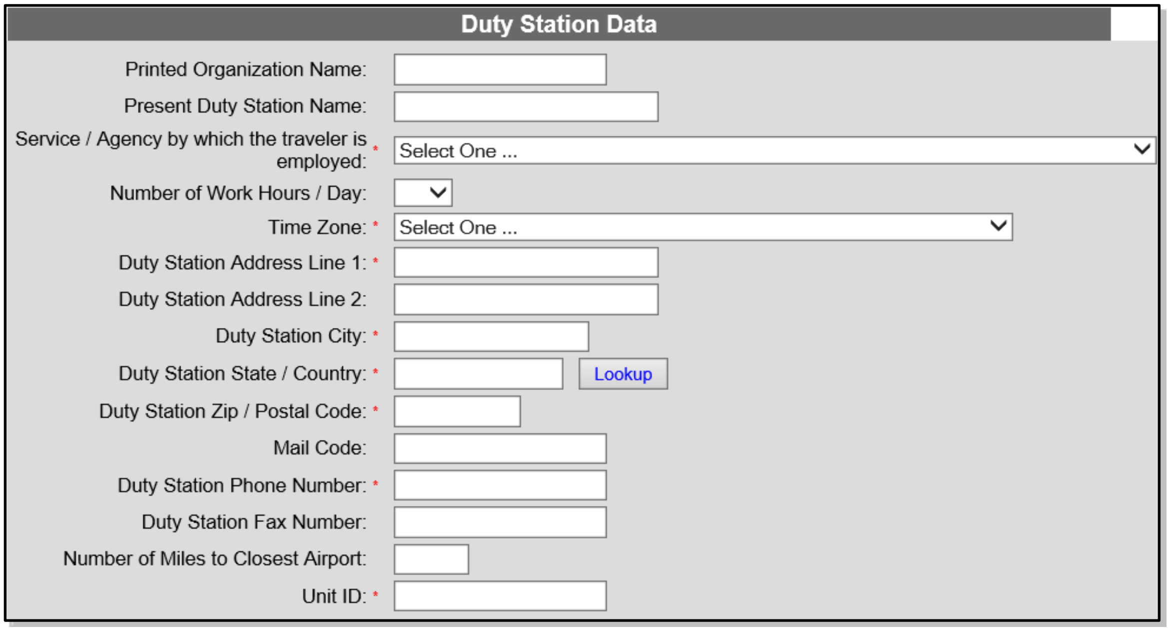

Figure 7-5: Personal Profile – Duty Station Data Section

Table 7-5

PERSONAL DATA FIELDS	
Field	**Description**
Printed Organization Name	Enter the real (i.e., not DTS) name of the person's organization.
Present Duty Station Name	Enter the name of the person's duty station.
Service / Agency by which the traveler is employed	Select the person's Component.
Number of Work Hours / Day	Select the number of hours the person spends at work each workday.
Time Zone	Select the time zone the duty station is in.
Duty Station Address Line 1 Duty Station Address Line 2 Duty Station City Duty Station State / Country [Lookup] Duty Station ZIP/ Postal Code	Enter the person's duty station address. If needed, use **Lookup** to find the state or country code.
Mail Code	Enter the duty station mail code, if any.
Duty Station Phone Number	Enter the duty station's emergency contact cell/ home telephone number.
Duty Station Fax Number	Enter the duty station's fax number.
Number of Miles to Closest Airport	Enter the distance from the duty station to the nearest airport.
Unit ID	Enter the unit ID code.

1.2.6 Other Data Elements

The **Other Data Elements** section (Figure 7-6) only appears in user/traveler profiles. It contains one or two pieces of additional information that DTS needs in rare travel situations. Table 7-6 explains its contents in detail.

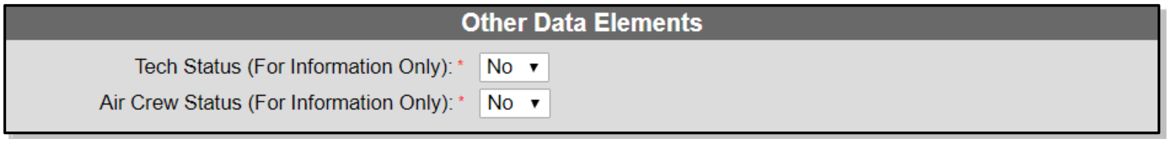

Figure 7-6: Personal Profile – Other Data Elements Section

Table 7-6

PERSONAL DATA FIELDS	
Field	**Description**
Tech Status (For Information Only)	Defaults to **No**. Select **Yes** if the person is a dual-status military technician.
Air Crew Status (For Information Only)	Only appears for military personnel. Defaults to **No**. Your Component determines the circumstances under which you would select **Yes**.

1.2.7 Government Charge Card (GOVCC) Data

The **Government Charge Card (GOVCC) Data** section (Figure 7-7) only appears in user/traveler profiles. It contains information about the traveler's Government Travel Charge Card (GTCC) account. Table 7-7 explains its contents in detail.

Note: DTS uses the abbreviation *GOVCC* instead of *GTCC*.

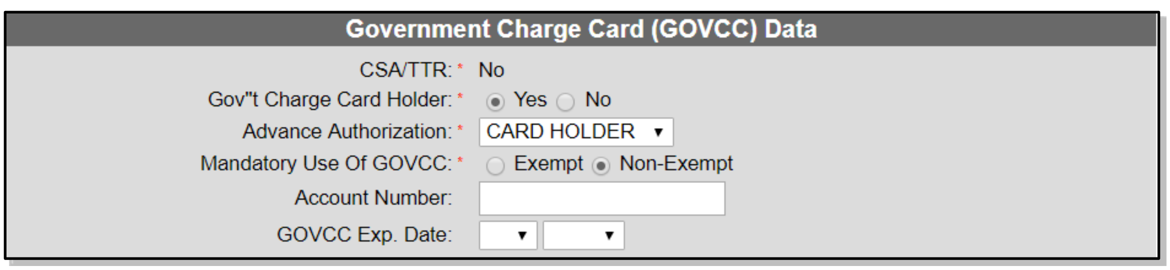

Figure 7-7: Personal Profile – Other Data Elements Section

Table 7-7

GOVERNMENT CHARGE CARD (GOVCC) DATA FIELDS	
Field	**Description**
CSA/TTR	This field is not editable and is no longer used.
Gov't Charge Card Holder	Defaults to **Yes**. Select **No** if the person is not a GTCC holder.
Advance Authorization	Defaults to **CARD HOLDER**, which prevents the person from requesting travel advances. Change to another option to allow the person to request a travel advance.
Mandatory Use of GOVCC	Defaults to **Non-Exempt**, which forces certain payments to GTCC and prevents travel if valid GTCC data is absent. Select **Exempt** to allow travel even without valid GTCC data.
Account Number	Enter the person's GTCC account number.
GOVCC Expiration Date	Select the person's GTCC expiration date (month and year).

1.2.8 Electronic Funds Transfer Data

The **Electronic Funds Transfer Data** section (Figure 7-8) only appears in user/traveler profiles. It contains information about the traveler's personal checking and/or savings account. This information allows the traveler to receive electronic payments. EFT data is required by DoD in most cases. Table 7-8 explains its contents in detail.

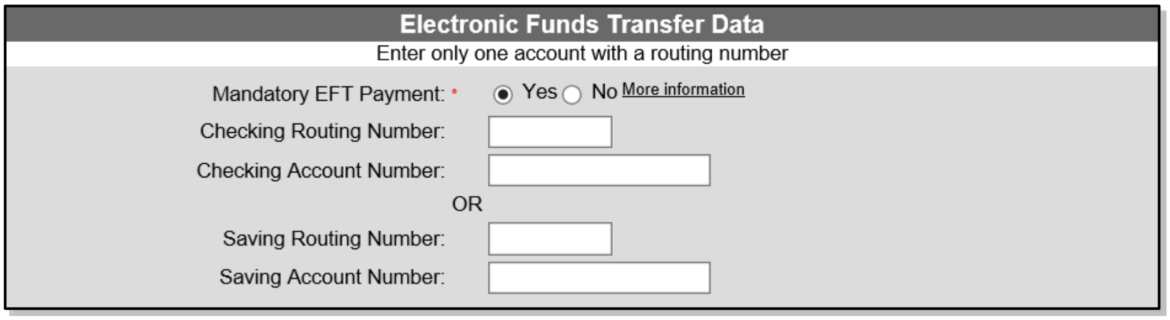

Figure 7-8: Personal Profile –Electronic Funds Transfer Data Section

Table 7-8

GOVERNMENT CHARGE CARD (GOVCC) DATA FIELDS	
Field	**Description**
Mandatory EFT Payment	Defaults to **Yes**. Select **No** <u>only</u> if the person does not have an account with a financial institution that can receive EFTs. If you select **No**, the traveler must justify the selection on very trip authorization.
Checking Routing Number Checking Account Number OR Saving Routing Number Saving Account Number	Unless you set **Mandatory EFT Payment** to **No** (very rare), you must enter EFT information for a checking or savings account – or both.

1.3 Entering and Updating Profile Information

As a DTA, you can create and maintain personal profiles in DTS. This chapter teaches you the methods for doing so. However, individuals can also create and maintain their own profiles (with certain exceptions). The decision on which way you want to handle it is a local or Component decision. In general:

- Smaller organizations and organizations that have little personnel turnover tend to prefer to have a DTA create and maintain personal profiles. Even so, everyone with a DTS personal profile should look it over regularly to ensure it remains accurate. After all, a DTA is not always in a position to know when another person's personal details (e.g., home phone number, bank account information) change.

- Larger organizations and organizations that have a great deal of personnel turnover tend to prefer to let their personnel create and maintain their profiles as much as possible. Even so, because there are some options in a personal profile that only a DTA can update (e.g., rank/grade, financial information).

The bottom line is that whichever method your organization prefers, keeping personal profiles up to date is very much a team effort.

1.3.1 DTA Creates and Maintains DTS Personal Profiles

See section 2.7 for instructions on how to create personal profiles when a new arrival does not have a DTS personal profile. See section 2.2 for instructions on updating DTS personal profiles.

1.3.2 Individual Self-Registers and Updates Their Own DTS Personal Profile

New arrivals who do not have a DTS personal profile can use the self-registration module to create their own personal profile. Because they will be unfamiliar with at least some of the information the self-registration screen asks them to supply (e.g., their DTS organization name), you should provide them with a reference sheet to help them get started.

When they finish entering their self-registration information, they submit the self-registration form. After you or another DTA at your site reviews and accepts the self-registration, they will be able to log in to DTS.

Whether you or they created the DTS profile, all personnel can update many aspects of their own profile. Here's how:

- From the DTS home screen, they can select **Traveler Setup** > **Update Personal Profile** to update their personal profile at any time.
- The first time they try to create a travel document, DTS will present their profile for review and update.
- Any time they try to create a travel document, if they have not logged onto DTS in 60 days or if their GTCC is due to expire within 60 days, DTS will present their profile for review and update.
- In any active DTS travel document, they can update their profile. They can choose to execute those changes for the active document only or to save them to their permanent profile.

Note: For all of these options, the person can update most of the information themselves, but certain data is read-only, meaning you must update it for them.

2 Working with Personal Profiles in DTS

You use DTS's **DTA Maintenance Tool** to manage and maintain personal profiles. You use the **People** module to find, update, detach, delete, create, and receive personal profiles. The various sections of this chapter discuss all these options.

To get to the DTA Maintenance Tool, from the **Administration** menu on the DTS dashboard (Figure 4-3), select **DTA Maintenance Tool.**

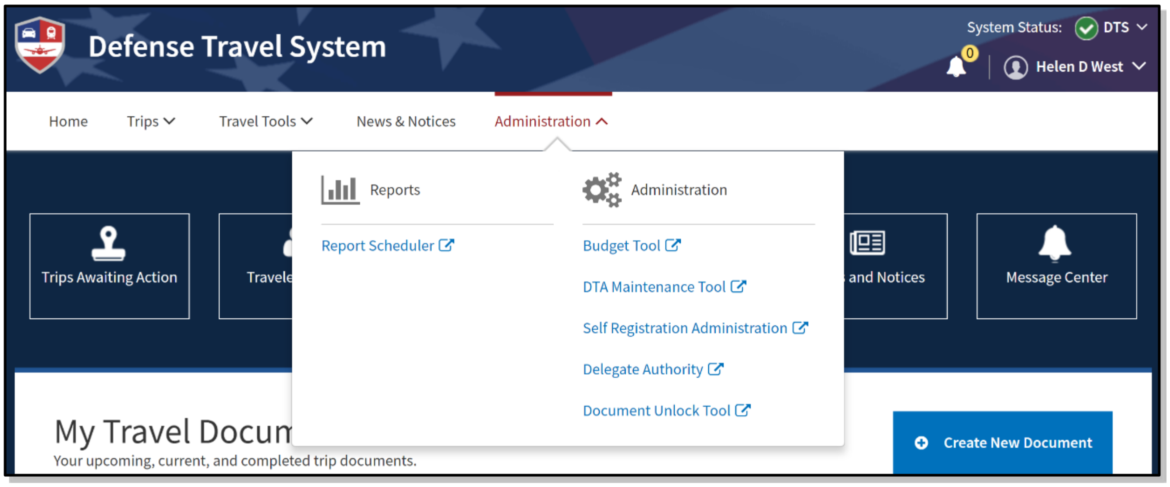

Figure 7-9: DTS Dashboard – Administration Menu

The DTA Maintenance Tool Home page (Figure 7-10) 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.

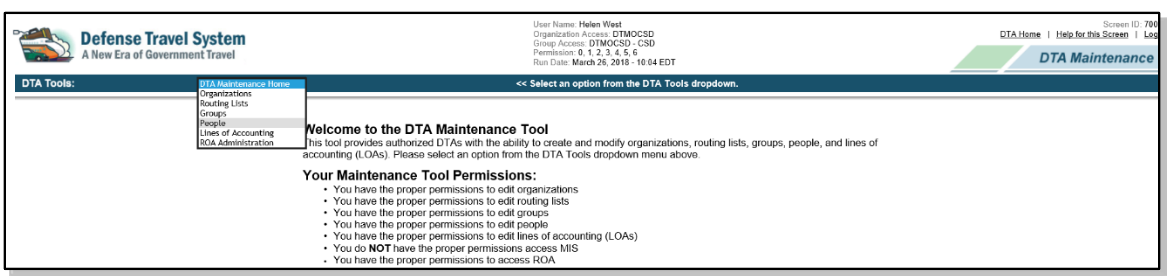

Figure 7-10: DTA Maintenance Tool Home Page

Select **Organizations** from the DTA Tools drop-down list. The Search Organization(s) screen (Figure7-10) opens and the **DTA Tools** bar updates to display tools that let you:

- Search for a profile.
- Create a profile from scratch.
- Receive a profile.
- Create a report that shows you details about the profile.

Each of these options is further described below.

2.1 Search for People

Before you can update a person's data or delete a profile, you must find it. To help you do that, the Search People screen (Figure 7-11) automatically opens when you open the **People** module. You can also access this screen from any screen in the People module by selecting **Search People** in the **DTA Tools** bar.

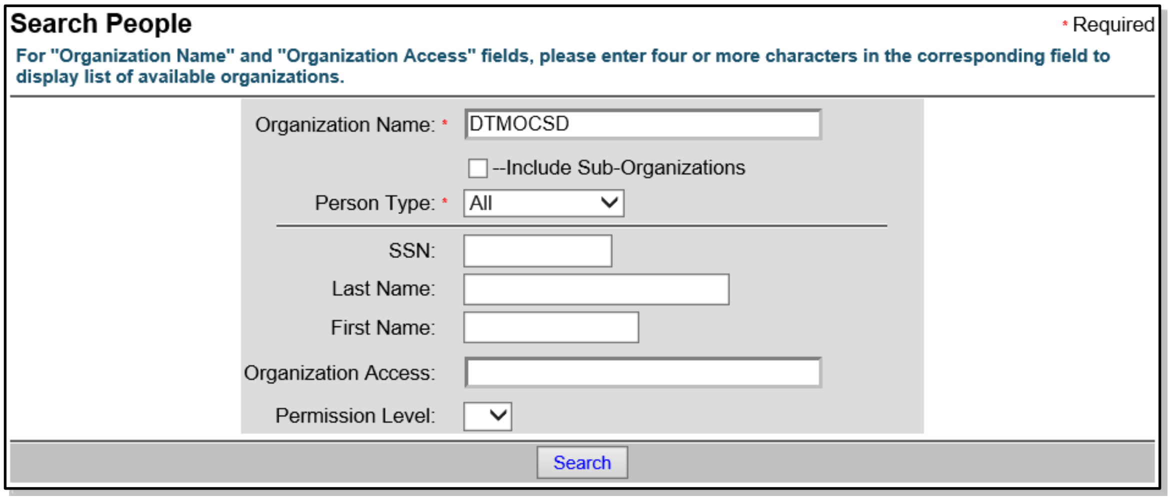

Figure 7-11: Search People Screen

To search for personal profiles:

1. (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to search for people in a different organization.

2. (optional) If you want to view people who belong to organizations subordinate to the one in the **Organization Name** field, check the **Include Sub-Organizations** box.

3. Use the following fields to limit the search results, or skip them all to give your search the widest possible scope:

   - **Person Type**: Limit by profile type – User or User/Traveler.
   - **SSN**: Limit to a single individual - must enter full SSN.
   - **Last Name:** Limit by full or partial name at start of name.
     - Example: Enter "ed" to find "Edmonds" and "Edwards" but not "Fredrick".
   - **First Name**: Same as **Last Name**.
     - Example: Enter "ra" to find "Rachel" and "Randy" but not "Clara".
   - **Organization Access:** Limit by the organization to which a person has access or to those who have "No Organization Access".
   - **Permission Level**: Limit by a selected permission level.

4. Select **Search**. The People (Search Results) screen (Figure 7-12) opens. It displays all the people who met your search criteria.

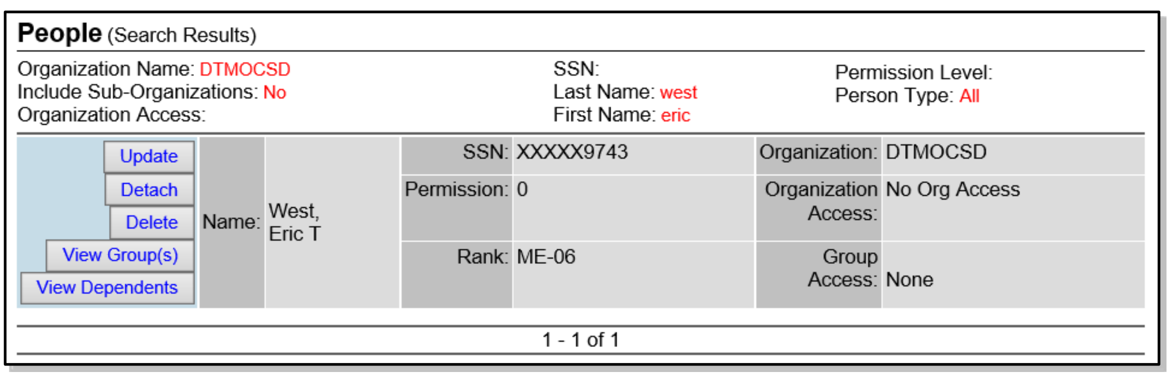

Figure 7-12: People (Search Results) Screen

From this screen, you can update, detach or delete the profile, or view the person's groups and dependents. All of these options are covered below.

2.2 Update a Personal Profile

To update a personal profile, begin on the People (Search Results) screen (Figure 7-12), then:

1. Select **Update** next to the person's name. The Update Person screen (Figure 7-13) opens.

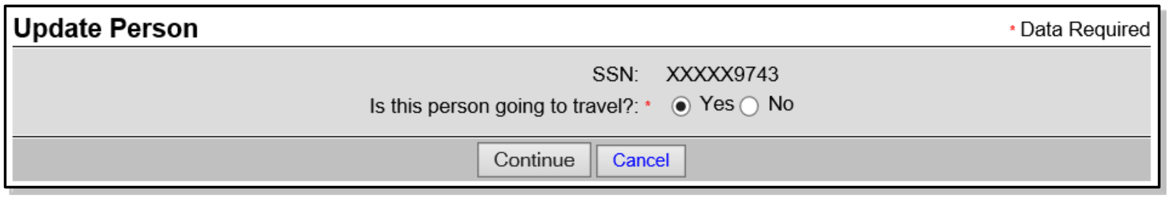

Figure 7-13: Update Person Screen

2. (optional) The radio button next to "**Is this person going to travel?**" defaults to **Yes** if the person currently has a user/traveler profile, or **No** if the person has a user profile. You can change the profile type by selecting the other radio button.

   Note: If you try to change the person's profile type from a user/traveler to a user profile, DTS warns you with a pop-up that the traveler information in the profile will be irretrievably lost if you continue. Select **OK** to acknowledge the message and change the profile type. On the other hand, if you try to change the person's profile type from a user to a user/traveler profile, you must enter all mandatory traveler field information before DTS will let you save the updated profile.

3. Select **Continue**. The Update Profile (User/Traveler) or Update Profile (User) screen opens, depending on which radio button you selected. It displays all the profile information for that profile type. See section 1.2 for detailed information about the personal profile types.

4. Make all necessary changes.

   Note: DTS uses permission levels, accesses, and special role indicators to limit a person's ability to use certain modules and functions. You must determine which permission levels, roles, and accesses the person needs to accomplish their duties, and only assign those. See DTA Manual, Chapter 3 for much more information about permission levels, roles, and accesses.

5. Select **Save Person**. The People (Search Results) screen (Figure 7-12) opens.

2.3 Detach a Person from an Organization

DTS has a two-step process for moving a person between organizations, when one DTA does not have organization access to both the losing and gaining organizations. The first step happens when a DTA at the losing organization detaches the person's profile. The second step happens when a DTA at the gaining organization receives their profile. For more on the receiving step of the process, see section 2.8.

While the profile is detached, the individual does not belong to any DTS organization and DTS lists their organization as "None". Many DTAs refer to this state as, "belonging to the None Org."

People with detached profiles lose all their permission levels, roles, and accesses, meaning they cannot log into DTS. The GGMRs that belong to the losing organization, however, continue to affect the detached profile until the new organization receives it.

To detach a person's profile from your organization:

1. From the People (Search Results) screen (Figure 7-12), select **Detach** next to the name of the person you want to detach. The Detach Person screen (Figure 7-14) opens.

Figure 7-14: Detach Person Screen

2. Select **Detach**. The People (Search Results) screen refreshes with no names on the list.

2.4 Schedule a Personal Profile for Deletion

When you select **Delete** on the People (Search Results) screen (Figure 7-12), one of two things happens, depending on whether or not the person has active documents in DTS. See Table 7-9.

Table 7-9

RESULTS OF A DELETE PERSON ACTION		
If the person …	**… DTS …**	**Is the action reversible?**
Has no signed documents in DTS …	… deletes their profile immediately.	No.
Has signed documents in DTS …	… schedules their profile for deletion in 15 months.	Yes, if a DTA receives the person (see section 2.8) within 15 months. No, if no one receives the person within 15 months.
	… schedules the dependents named in the profile for deletion in 15 months.	
	… does not allow the person to log in.	
	… allows authorized personnel to see their existing documents for 15 months.	

To schedule a personal profile for deletion:

1. From the People (Search Results) screen (Figure 7-12), select **Delete** next to the name of the person whose profile you want to schedule for deletion. The Delete Person screen opens (Figure 7-21).

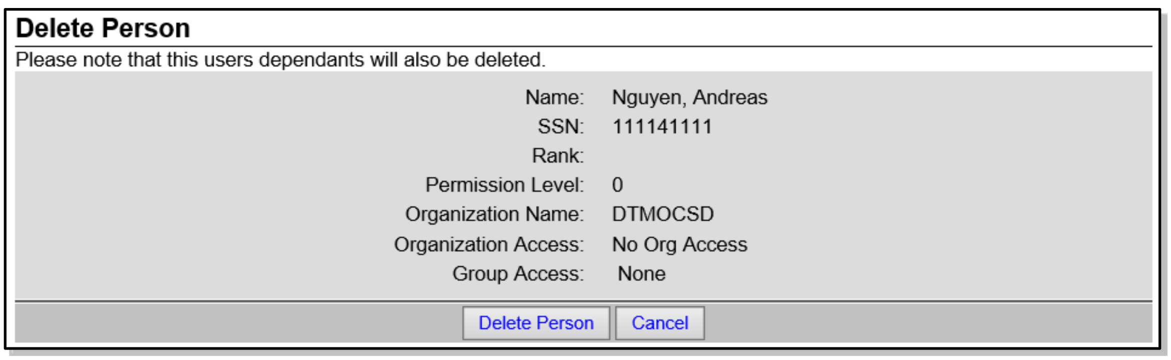

Figure 7-15: Delete Person Screen

2. Select **Delete Person**. The Search Results screen refreshes. The deleted person's name no longer displays on the list.

2.5 View the Groups a Traveler is a Member of

To see all the groups that a person is a member of:

1. From the People (Search Results) screen (Figure 7-12), select **View Group(s)** next to the name of the person whose groups you want to see. The Traveler's Group(s) Include screen (Figure 7-16) opens.

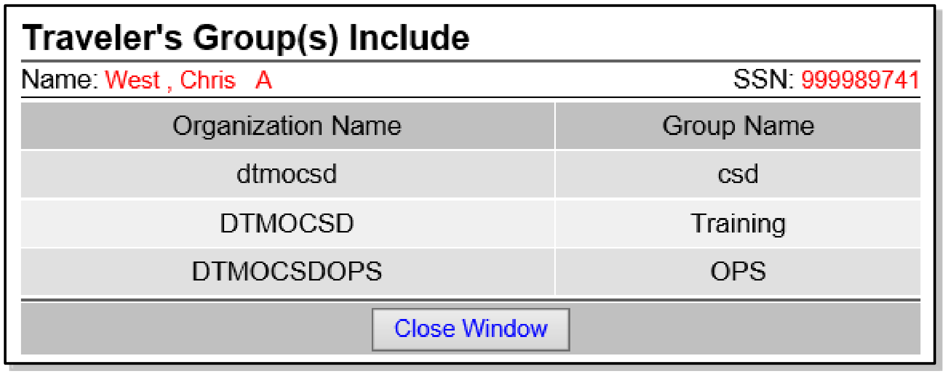

Figure 7-16: Traveler's Group(s) Include Screen

The screen displays all the groups to which the person belongs via both automatic (GGMR) and manual methods. It is informational only. There are no actions you can take on this screen (apart from selecting **Close Window** to close it).

2.6 Maintaining a Person's Dependent Information

Everyone who creates documents for official travel (or has them created for them) in DTS must have a personal profile. When dependents go on official travel, they also need a profile, and DTS provides a straightforward way of creating and maintaining profiles for a person's dependents.

To access dependent information in DTS, from the People (Search Results) screen (Figure 7-12), select **View Dependents** next to the sponsor of the person whose dependents you want to see. The Dependents for <traveler> screen (Figure 7-17) opens. If the traveler has any dependent information in their profile, it displays on this screen.

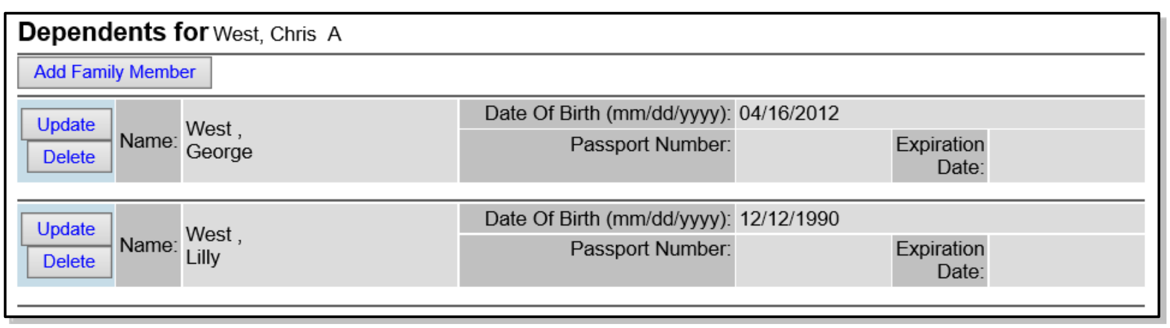

Figure 7-17: Dependents for <Traveler> Screen

2.6.1 Add Dependent Information

To add a family member to the person's profile:

1. Beginning on the Dependents for <Name> screen (Figure 7-17), select **Add Family Member**. The Add Family Member screen (Figure 7-18) opens.

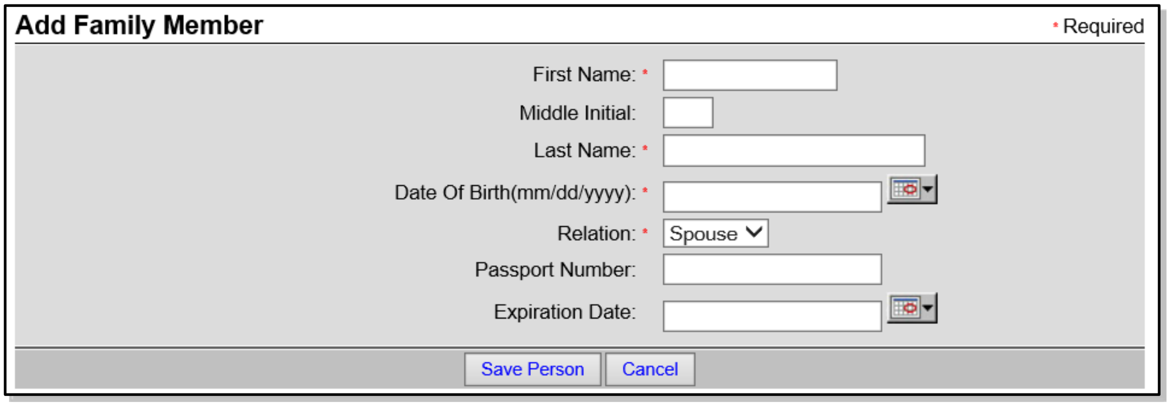

Figure 7-18: Add Family Member Screen

2. Enter or select an option for all required fields, and as many optional fields as you want. They are all self-explanatory.

3. Select **Save Person**. The Dependents for Traveler screen (Figure 7-17) refreshes. It displays information about the added dependent.

2.6.2 Update Dependent Information

To update a family member's information in the person's profile:

1. Beginning on the Dependents for <Name> screen (Figure 7-17), select **Update** next to the family member whose information you want to update. The Edit Family Member screen (Figure 7-19) opens.

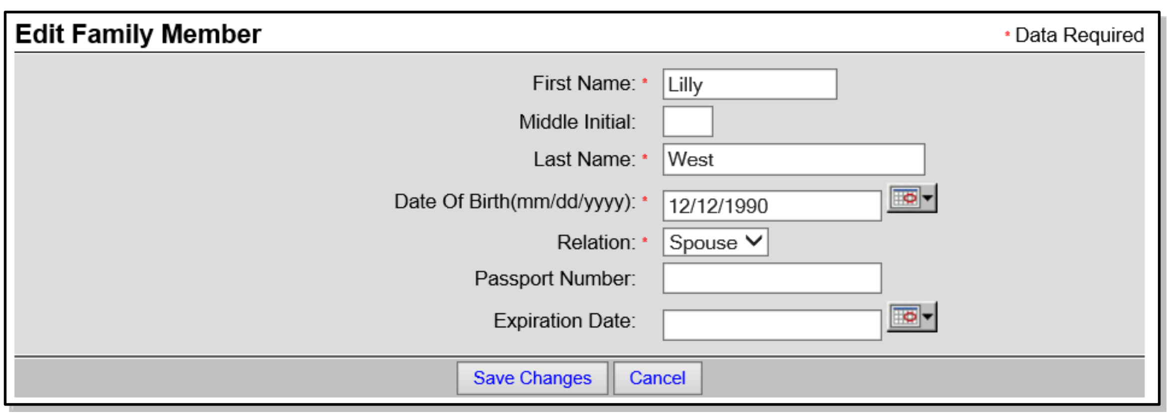

Figure 7-19: Edit Family Member Screen

2. Edit all the information that you need to change.

3. Select **Save Changes**. The Dependents for Traveler screen (Figure 7-17) refreshes. It displays the updated information about the dependent.

2.6.3 Delete Dependent Information

To delete a family member's information from the person's profile:

1. Beginning on the Dependents for <Name> screen (Figure 7-17), select **Update** next to the family member whose information you want to update. The Delete Family Member screen (Figure 7-20) opens.

Figure 7-20: Delete Family Member Screen

2. Select **Delete**. The Dependents for Traveler screen (Figure 7-17) refreshes. It no longer displays information about the deleted dependent.

2.7 Create a Personal Profile

To create a personal profile in DTS:

1. From any screen in the **People** module, select **Create Person** in the **DTA Tools** bar. The Create Person screen (Figure 7-21) opens.

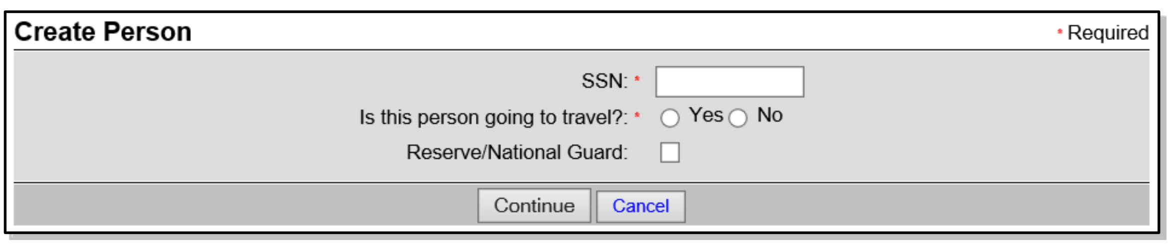

Figure 7-21: Create Person Screen

1. Enter the person's **SSN**.

2. Next to "**Is this person going to travel?,**" select **Yes** to create a user/traveler profile, or **No** to create a user profile.

3. Check the **Reserve/National Guard** box if this profile is for a member of one of those organizations.

4. Select **Continue**. The Update Profile (User/Traveler) or Update Profile (User) screen

opens, depending on which radio button you selected. It displays all the profile information for that profile type. See section 1.2 for detailed information about the personal profile types.

5. Make all required entries and as many optional entries as you want.

Note: DTS uses permission levels, accesses, and special role indicators to limit a person's ability to use certain modules and functions. You must determine which permission levels, roles, and accesses the person needs to accomplish their duties, and only assign those. See DTA Manual, Chapter 3 for much more information about permission levels, roles, and accesses.

6. Select **Save Person**. The People (Search Results) screen (Figure 7-12) opens. It shows details of the person you just created.

2.8 Receive a Person

You can receive a person who has a DTS profile that a DTA at their previous organization has detached (see section 2.3), meaning the person has a DTS profile, but it does not belong to any organization.

As mentioned in section 2.3, a person with a detached profile has no permission levels, roles, or accesses assigned. They cannot even log into DTS. Receiving that profile into one of your organizations allows all your organization-specific fields (e.g., DTA ID, default routing list, default LOA, GGMRs) to take effect in the profile. Additionally, the person receives permission level 0, so they can log into DTS, but no other permission levels, special roles, or accesses. If the person needs them in your organization, you must update the profile (see section 2.2) to add them.

To receive a person into one of your organizations:

1. Select **Receive Person** from the DTA Tools bar on any screen in the DTA Maintenance Tool. The **Search Person to Receive** screen (Figure 7-22) opens.

Figure 7-22: Search Person to Receive Screen

2. Enter the **SSN** of the person you want to receive.

3. Type the **Receiving Organization Name** – that is, the name of the DTS organization the

person will belong to.

4. Select **Search**. The **Receive Person** screen (Figure 7-23) opens.

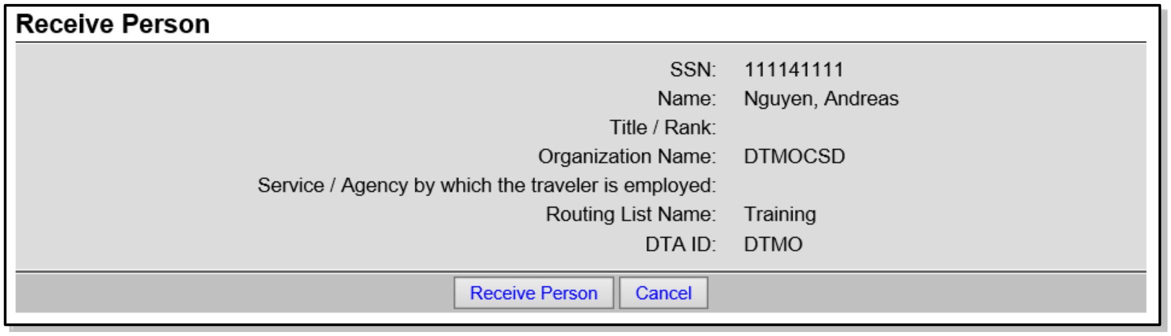

Figure 7-23: Receive Person Screen

5. Select **Receive Person**. The People (Search Results) screen (Figure 7-12) opens. It shows details of the person you just created.

   Note: If you try to receive a profile that belongs to another organization, DTS displays a message stating that fact, and providing that organization's DTA ID email address, so you can contact a DTA to request they detach the profile.

3 View Person Reports

3.1 View Person Lists

Person Lists show you information in various fields in the profiles your organizations own. The **People** module has four reports that you can run:

- **Basic Traveler Info List.** Contains key information about each traveler, such as their name, organization, truncated SSN, permission levels and accesses, profile type, default routing list and LOA, and email address.
- **Accounts Info List.** Displays information about each traveler's financial data, such as their GTCC and EFT information.
- **Special Features Info List.** Shows the permission levels and special roles (e.g.,NDEA, DMM) each person has been granted.
- **Groups Info List.** Lists the groups (by group name and owning organization) to which each traveler belongs.

To view a Person List:

1. From any screen in the **People** module, select **View Person Lists** in the DTA Tools bar. The View Person Lists screen (Figure 7-24) opens.

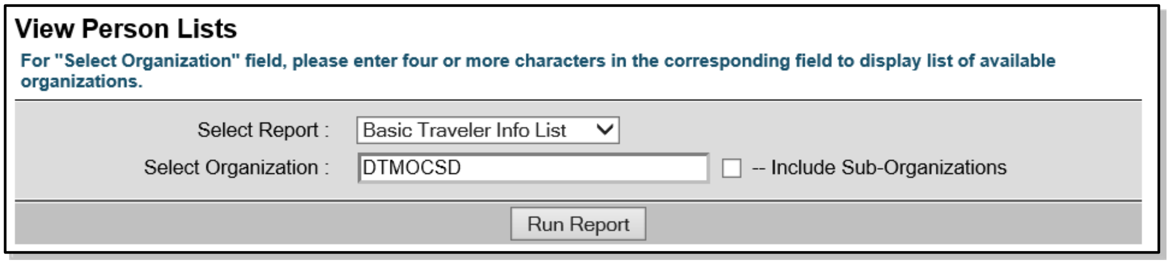

Figure 7-24: View CBA List Screen

2. (optional) The Basic Traveler Info List appears by default in the **Select Report** field. Select a different report if you need to.

3. (optional) Your main organization name appears by default in the **Organization Name** text field. You can enter a different organization instead.

4. (optional) Check the **Include Sub-Organizations** box to include search results from organizations subordinate the selected organization.

5. Select **Run Report.** DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

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
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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