

APPENDIX A: Self-Registration Requests

This appendix provides guidance to Defense Travel Administrators (DTAs) when reviewing self-registration requests and how to view/analyze the Self-Registration Metrics report.

This appendix covers the following topics:

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A.1 Self-Registration Requests

After new users submit their self-registration requests, DTS notifies the DTA by e-mail. You must review and approve the self-registration requests in order for them to log in to DTS.

A.1.1 How to Review Self-Registration Requests

Beginning on the DTS User Welcome screen, follow the below steps to review self-registration requests:

1. Mouse over the **Administrative** drop-down menu and select **Self Registration Admin** (Figure A-1).

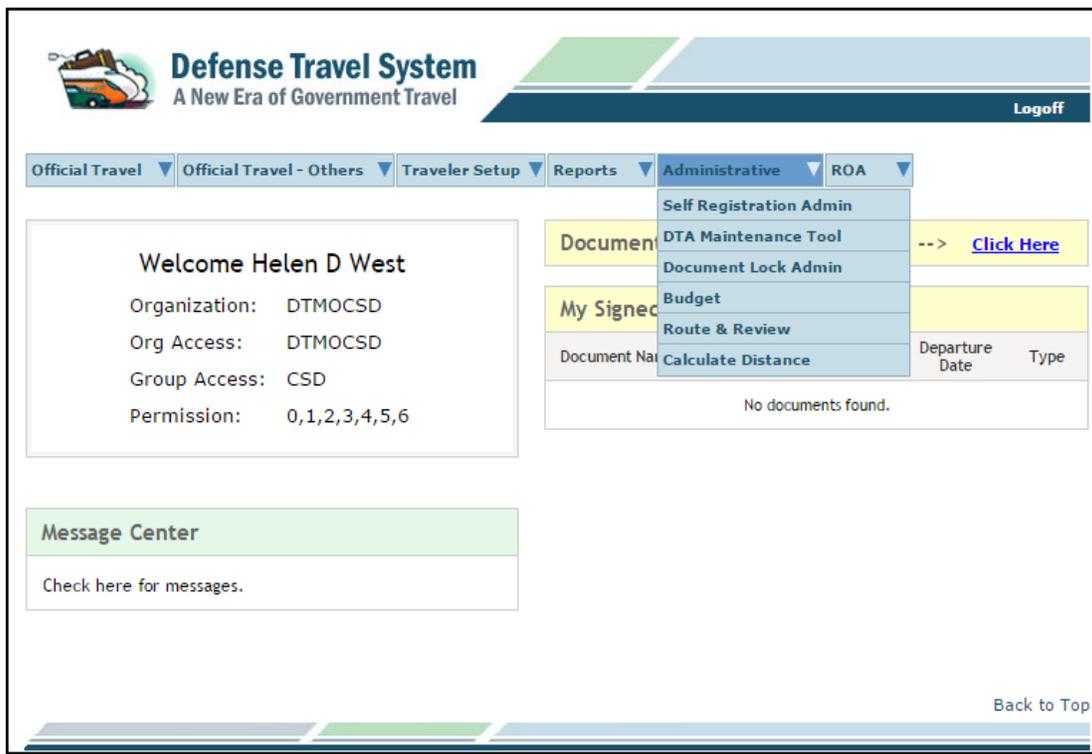


Figure A-1: DTS User Welcome Screen

The Self Registration Administration screen opens (Figure A-2).

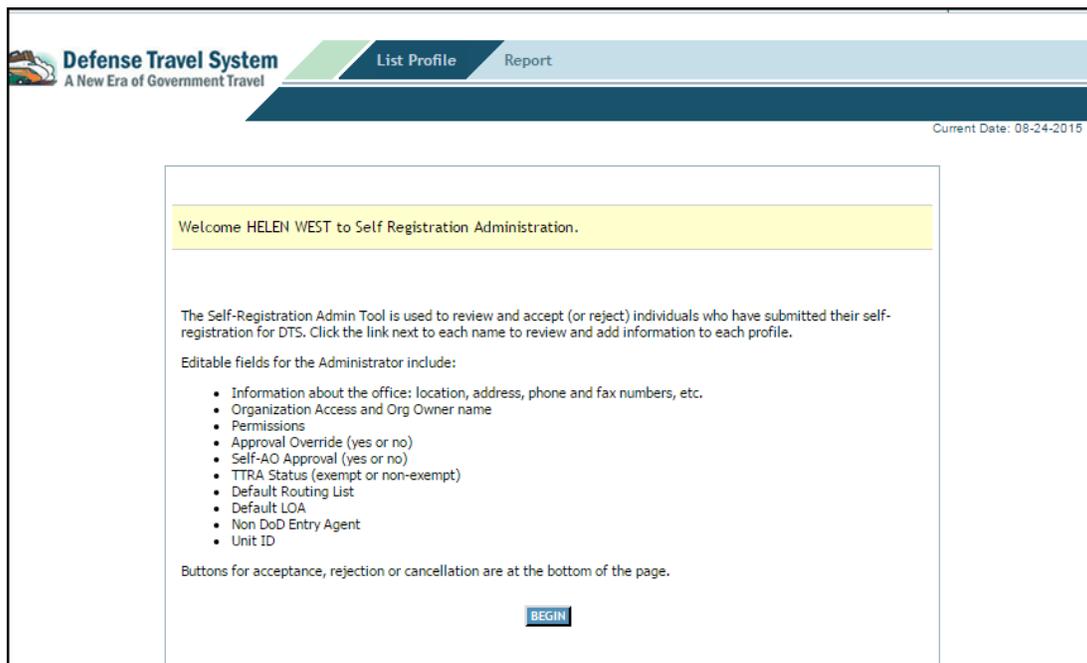


Figure A-2: Self Registration Administration Screen

2. Select **BEGIN**.

The List of User(s) screen opens (Figure A-3). It displays the names of people who have submitted DTS self-registration requests.

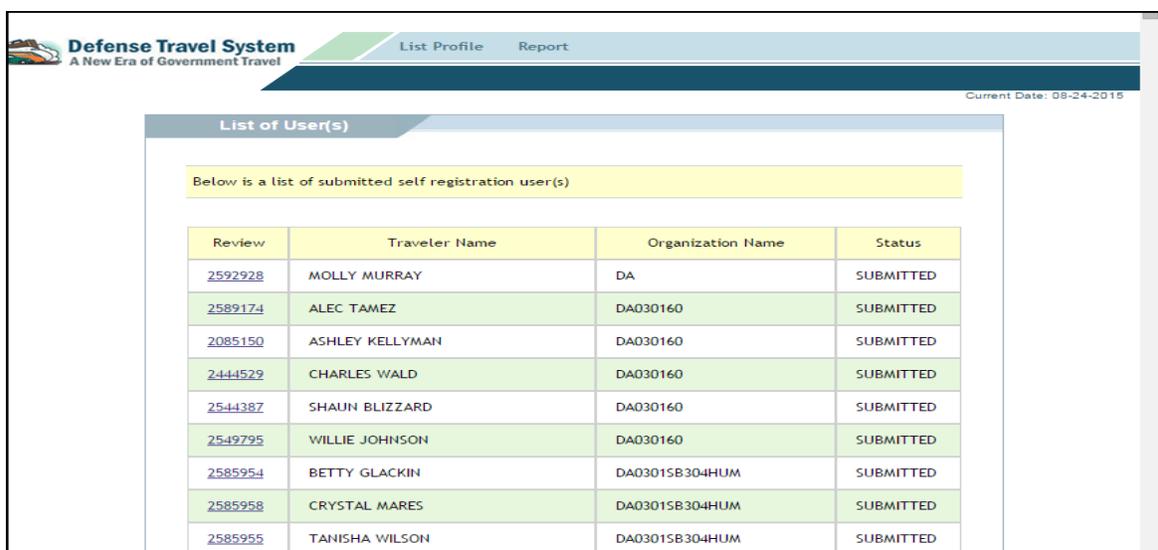
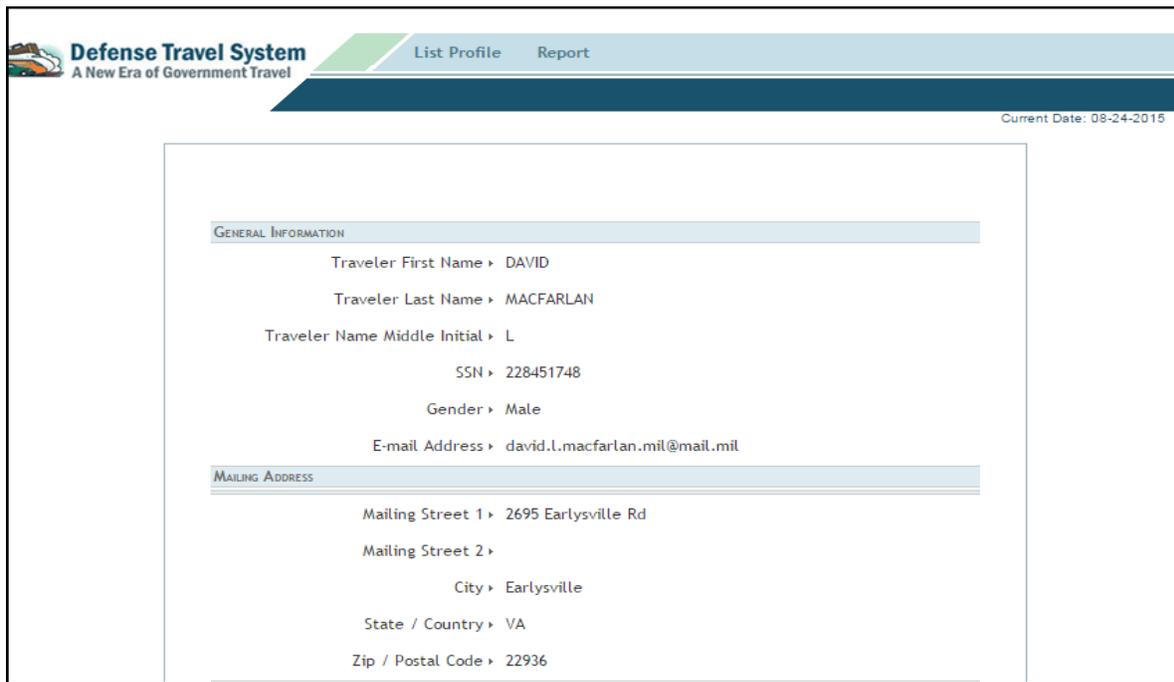


Figure A-3: List Of User(s) Screen

3. Select the **link** next to the name to be reviewed.

The user's profile screen opens (Figure A-4).



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List Profile Report

Current Date: 08-24-2015

GENERAL INFORMATION

Traveler First Name › DAVID

Traveler Last Name › MACFARLAN

Traveler Name Middle Initial › L

SSN › 228451748

Gender › Male

E-mail Address › david.l.macfarlan.mil@mail.mil

MAILING ADDRESS

Mailing Street 1 › 2695 Earlysville Rd

Mailing Street 2 ›

City › Earlysville

State / Country › VA

Zip / Postal Code › 22936

Figure A-4: User's Profile Screen

4. Review the user's information.

Note: The CSA/TTR feature is currently not in use.

5. Scroll down to the editable fields.

6. Make necessary corrections to the Work Information section.

7. Select the **Organization Access** drop-down list and choose the **organization** if the person will have organization access (Figure A-5). Select (**No Org Access**) if the person will not require organization access.

Figure A-5: Traveler's Profile Screen - Editable Fields

8. Select the **Organization Owner Name** drop-down list and choose the **organization** from the list, if the person will have group access.
9. Select the **Group Name** drop-down list and choose the appropriate **group** from the list.
10. Select the **Permissions** to grant the appropriate permission levels to the person. See *DTA Manual, Chapter 3* for information on permission levels.
11. Select the **Yes** or **No** radio button for **Self-AO Approval**. This indicates whether or not the person can approve their own authorizations.
12. Select the **Exempt** or **Non-Exempt** radio button for **Mandatory Use of GOVCC**. This specifies the default payment method for air transportation.
13. Select the **Default Routing List** drop-down list and choose a default routing list.
14. Select the **Default LOA** drop-down list to choose a default **LOA**.
15. Select the **Yes** or **No** radio button to indicate whether that person's role will be that of an Non-DTS Entry Agent.
16. Select **Accept** to add the user's profile to the organization.
-OR-
Select **Reject** to return the request to the user for correction. Specify the needed corrections in the **Comments** field. These comments will display in the e-mail rejection notification.

DTS will send an e-mail to the user to inform them if their self-registration request was accepted or rejected. Users who receive a rejection notification will be instructed to resubmit their request after making the necessary corrections.

For information on updating personal profiles, see *DTA Manual, Chapter 7*.

A.1.2 Self-Registration Metrics Report

The Self-Registration Metrics Report tracks the length of time that self-registrations remain in a Submitted or Incomplete status.

The Self-Registration Metrics Report displays the following:

- Current Date
- Site Name
- Organization/suborganization
- DTS organization description
- Traveler SSN (last four digits)
- Traveler last name
- Traveler first name
- E-mail address
- Status
- Status age
- Create date
- Submit date

Beginning on the DTS User Welcome screen, follow the below steps to create a Self-Registration Metrics Report:

1. Mouse over the **Administrative** drop-down menu and select **Self Registration Admin** (Figure A-1).

The Self Registration Admin screen opens (Figure A-2).

2. Select **Report** from the navigation bar.

The Self-Registration Metrics Report criteria screen opens (Figure A-6).

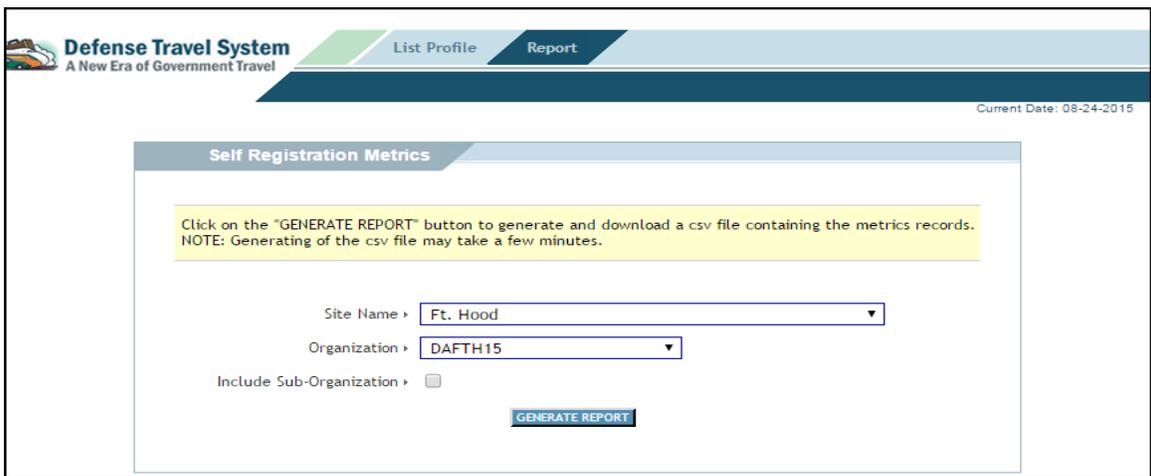


Figure A-6: Self-Registration Metrics Report Criteria Screen

3. Select the **Site Name** drop-down list and choose the **site**.
4. Select the **Organization** drop-down list and choose the **organization**.
5. Place a check in the **Include Sub-Organization** box to include suborganizations in the results.
6. Select **GENERATE REPORT**.

DTS prompts the DTA to download the compiled report to their computer or view it in a separate window as an Excel spreadsheet.

7. Select **Open** to display the report on the screen (Figure A-7).
 - OR-
 - Select **Save** to download the file to the computer.
 - OR-
 - Select **Cancel** to cancel the action and return to the previous screen.

1	Current Date	Site Name	Organizations/Sub-C	DTS Organization Des	Traveler SSN	Traveler	Traveler Email Address	Status	Status	Create Date	Submit Date
2	Title: Self Registration Metrics Title: Wed Mar 16 13:13:05 EDT 2011 Search Criteria: Site Name: Organization: DTSTEST Include Sub-Organizations: Y										
3	13:05.0	Defense Tri	TD2KMB	TD2KMB	***-**-0027	Jacks	Christoç Jackson@dtmo.mil	Submittec	3	2011-03-14 11:23:40.0	2011-03-14 11:33:20.1
4	13:05.0	Defense Tri	TD2KMB	TD2KMB	***-**-9785	Lee	Aimee lee@dtmo.mil	Submittec	5	2011-03-12 15:31:20.0	2011-03-12 15:40:30.1
5											
6											

Figure A-7: Self-Registration Metrics Report

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