

CHAPTER 11: MIS ADMINISTRATION

The Management Information Systems (MIS) Administration feature of DTS maintains and regulates user access to DTS MIS. The following are the three types of MIS users:

- MIS User – Most common type of MIS user with no administrative functions. This user may access MIS reports through the Report Scheduler (see Chapter 10).
- MIS Administrator – Administrator at the site level. May request reports and create new users.
- System Administrator – Administrator at the service or agency level. Has user and MIS Administrator access, as well as the ability to configure the system. This chapter covers the following topics:

11.1 DTA Maintenance Tool and MIS Administration	11-1
11.2 Add an MIS User	11-3
11.3 Update a User’s MIS Access	11-6
11.4 Remove a User’s MIS Access	11-7

11.1 DTA Maintenance Tool and MIS Administration

MIS Administrators are responsible for maintaining user access to MIS at the site, using the DTA Maintenance Tool. Beginning on the DTS User Welcome screen (Figure 11-1), use the following steps to access the MIS Administration feature of the DTA Maintenance Tool:

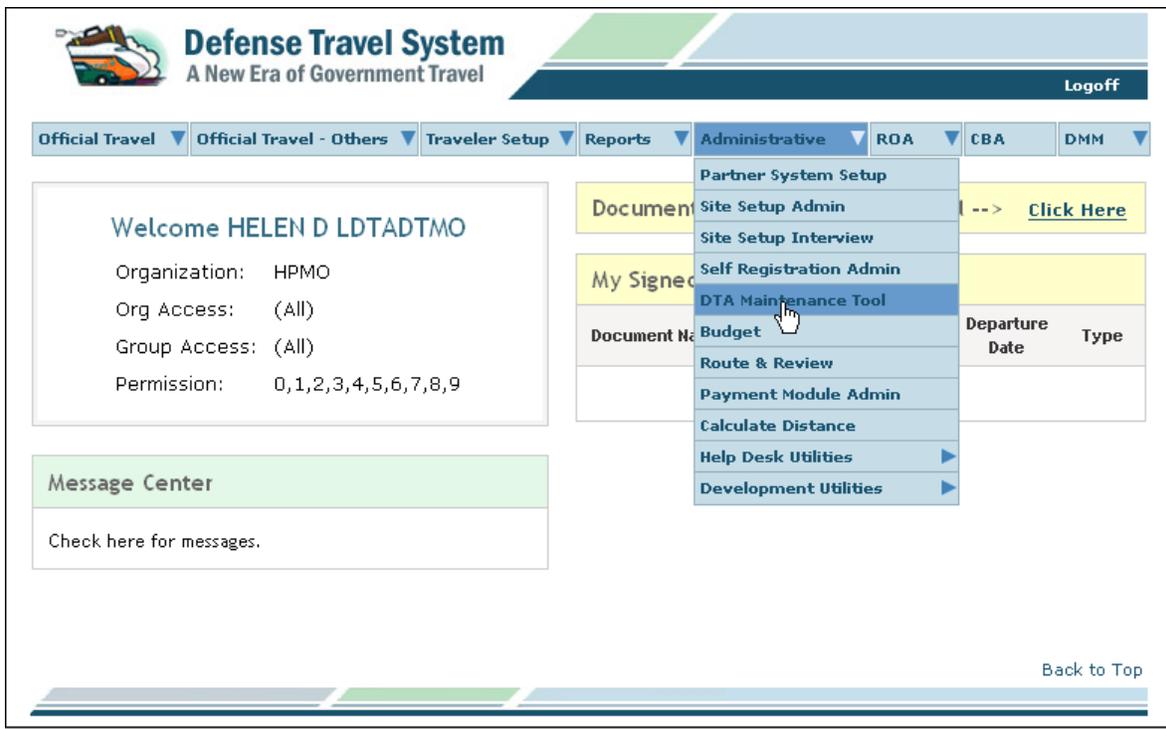


Figure 11-1: DTS User Welcome Screen

1. Mouse over the **Administrative** menu and select **DTA Maintenance Tool**.

The DTA Maintenance Home page opens (Figure 11-2).

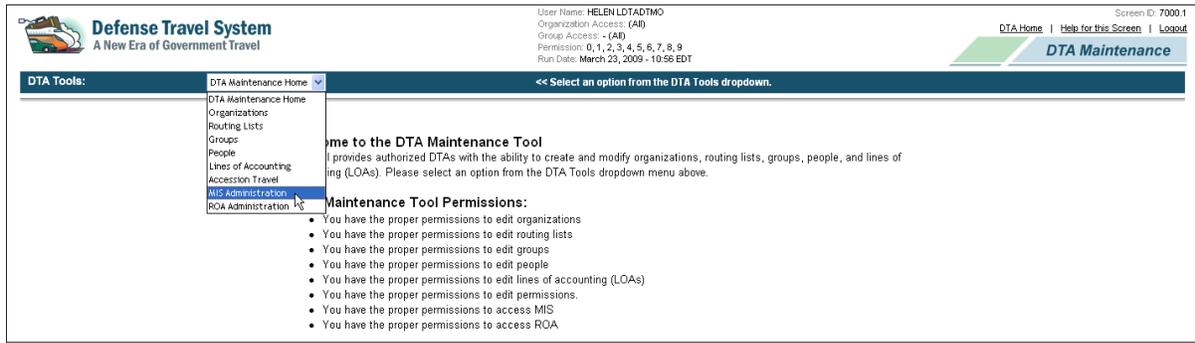


Figure 11-2: DTA Maintenance Home Page

2. Click the **DTA Tools** drop-down list arrow and select **MIS Administration**.

The Search MIS User screen opens (Figure 11-3). The two links on the dark blue bar will allow the user to accomplish the following:

- Search for existing MIS users and update or delete their MIS access if necessary.
- Add MIS users. These are DTS users who do not currently have MIS access.



Figure 11-3: Search MIS User Screen

11.2 Add an MIS User

Access the MIS Administration feature by following the steps in Section 11.1.

1. Click **Add MIS User**.

The Search New MIS User screen opens (Figure 11-4).

The screenshot shows the 'Search New MIS User' interface. At the top, there is a navigation bar with 'DTA Tools' and 'MIS Administration'. The main search area has three input fields: 'SSN *', 'Last Name: *' (with 'Carson' entered), and 'First Name:'. A 'Search' button is positioned below these fields. The page also displays user details like 'User Name: HELEN LDTADTMO' and 'Organization Access: (All)'.

Figure 11-4: Search New MIS User Screen

2. Complete the **SSN** field with the Social Security number (SSN) of the DTS user.
-OR-
Complete the **Last Name** field with the last name.
3. (Optional) Complete the **First Name** field with the first name of the DTS user that requires MIS Access.
4. Click **Search**.

The New MIS User (Search Results) screen opens (Figure 11-5). It displays the names of DTS users that match the search criteria.

The screenshot displays the search results for a new MIS user. The results are shown in a table with the following data:

Name	SSN	Organization
CARSON, EMILY	XXXXX2355	TDZDTMOCSO

A 'Create' button is located to the left of the user name. The page also shows '1 - 1 of 1' results.

Figure 11-5: New MIS User (Search Results) Screen

5. Click **Create** next to the name of the user to grant MIS Access.

The Add MIS User (User Only) screen opens (Figure 11-6).



Figure 11-6: Add MIS User (User Only) Screen

6. Click the **User Access** drop-down list arrow and select the **type of access** for the new MIS user.
7. Click **Select Organizations**.

The Edit MIS User Organizations screen opens (Figure 11-7).

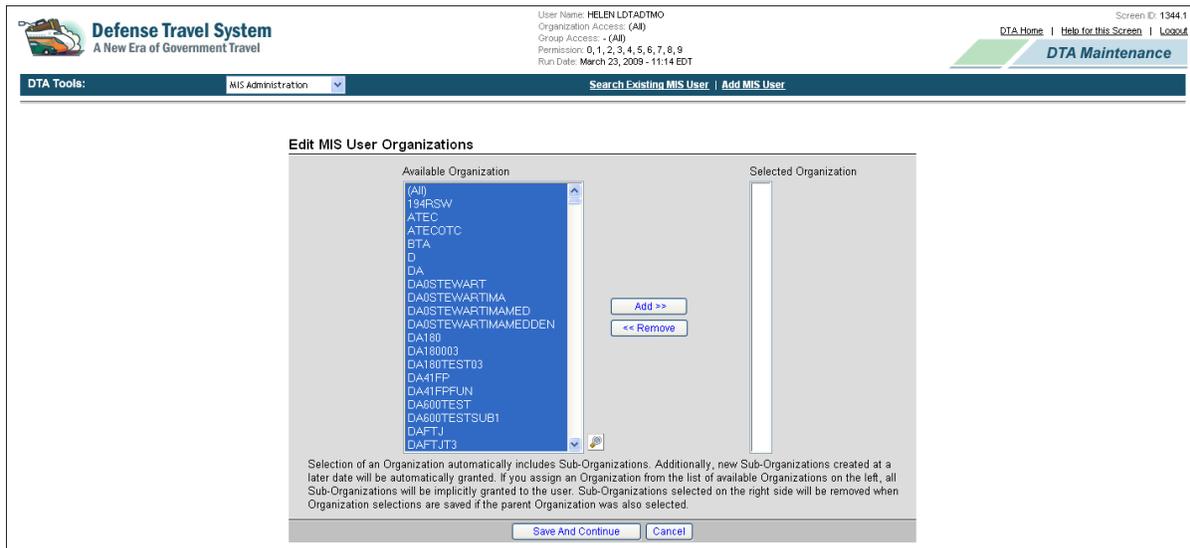


Figure 11-7: Edit MIS User Organizations Screen

8. Select the name of the **organization** the user will receive access (left side of the screen).
-OR-
Click **(All)** to grant access to all available organizations in the list.
9. Click **Add >>**.

The name of the organization displays on the right side of the screen as a selected organization (Figure 11-8). Granting MIS access to a user for an organization will allow the user access to all suborganizations that are associated with the organization.

The screenshot shows the 'Edit MIS User Organizations' interface. At the top, the 'Defense Travel System' logo and 'A New Era of Government Travel' tagline are visible. The user information at the top right includes: User Name: HELEN.LDTADM0, Organization Access: (All), Group Access: (All), Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, and Run Date: March 23, 2009 - 11:14 EDT. The 'DTA Tools' menu is set to 'MIS Administration'. The main area is titled 'Edit MIS User Organizations' and contains two columns: 'Available Organization' and 'Selected Organization'. The 'Available Organization' list includes: DFKTTS, DJ65, DM2MD, DM2MD2RG, DM2MD6RG, DM2MD8RG, DM2MD8RG1BN, DM2MD9RG, DN, DN1100011N4, DNNNAVYIINROS, DNNNAVYIINROSFF, **DTMO**, DTMOICSD, DTMOICSDOPS, DTMOICSDTRAINING, DTMOHRA, DTMOHRA TNG 3, DTMOHRA-INTEG, and DTMOHRA-INTEG&REQ. The 'Selected Organization' column contains 'DTMO'. Between the columns are 'Add >>' and '<< Remove' buttons. Below the lists is a note: '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.' At the bottom are 'Save And Continue' and 'Cancel' buttons.

Figure 11-8: Edit MIS User Organizations Screen – Organization Selected

10. Repeat Steps 8 and 9 for each organization that needs to be added to the user's access.
11. To remove an organization from an MIS user's access, select the **organization** name from the list in the Selected Organization column on the right side of the screen and click <<**Remove**.
12. Click **Save and Continue**.

The Add MIS User screen opens with the organization name(s) displayed (Figure 11-9). Organizations may be added and removed by clicking **Select Organizations** and repeating the above process.

The screenshot shows the 'Add MIS User (User Only)' screen. The user information at the top right is the same as in Figure 11-8. The 'DTA Tools' menu is set to 'MIS Administration'. The main area is titled 'Add MIS User (User Only)'. Below the title is a 'Common Data' section with the following fields: SSN: X00002366, First Name: EMILY, Middle Initial: (empty), Last Name: CARSON, Organization Name: TDZDTMOICSD, User Access: User (dropdown), and Organization Access: (includes sub-orgs) with a dropdown menu showing 'DTMO'. There is a 'Select Organizations' button below the Organization Access dropdown. At the bottom are 'Save User' and 'Cancel' buttons.

Figure 11-9: Add MIS User Screen - Organization Name Displayed

13. Click **Save User**.

-OR-

Click **Cancel** to exit the screen without granting access to a MIS new user.

The New MIS User (Search Results) screen opens (Figure 11-5).

11.3 Update a User's MIS Access

The MIS Administration feature allows MIS Administrators to modify the type of MIS access for a user and the organizations to which a user has access. Access the MIS Administration feature by following the steps in Section 11.1.

1. Complete the **SSN** field with the SSN of the MIS user whose access requires updating.

-OR-

Complete the **Last Name** field with the last name of the user whose access requires updating (Figure 11-10).

The screenshot shows the 'Search Existing MIS User' form. At the top, there is a navigation bar with 'DTA Tools' and 'MIS Administration'. The form itself is titled 'Search Existing MIS User' and has a 'Search' button. The fields are: SSN (with an asterisk and 'Required' label), Last Name (with an asterisk and filled with 'carson'), and First Name (with an asterisk and filled with 'helen'). There is an 'OR' option between SSN and Last Name. The page header includes the Defense Travel System logo and user details: User Name: HELEN.LDTADTMO, Organization Access: (All), Group Access: (All), Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, Run Date: March 23, 2009 - 11:24 EDT.

Figure 11-10: Search Existing MIS User

2. (Optional) Complete the **First Name** field with the first name of the MIS user.

3. Click **Search**.

The Existing MIS User (Search Results) screen opens (Figure 11-11).

The screenshot shows the 'Existing MIS User (Search Results)' screen. It displays a table with one user entry. The user's name is CARSON, HELEN. The SSN is XXXXX0378 and the organization is TDZDTMOCSD. There are 'Update' and 'Remove' buttons next to the user name. The page header includes the Defense Travel System logo and user details: User Name: HELEN.LDTADTMO, Organization Access: (All), Group Access: (All), Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, Run Date: March 23, 2009 - 11:27 EDT.

Name	SSN	Organization
CARSON, HELEN	XXXXX0378	TDZDTMOCSD

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

4. Click **Update** next to the name of the user whose access needs to be modified.

The Update MIS User (User Only) screen opens (Figure 11-12).

The screenshot shows the 'Update MIS User (User Only)' screen. At the top, it displays the Defense Travel System logo and user information: User Name: HELEN LDTADTMO, Organization Access: (All), Group Access: (All), Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, and Run Date: March 23, 2009 - 11:30 EDT. The screen ID is 1285.1. Below this, there are links for 'DTA Home', 'Help for this Screen', and 'Logout'. The main content area is titled 'Update MIS User (User Only)' and contains a 'Common Data' section with the following fields: SSN: XXXXX2378, First Name: HELEN, Middle Initial: (blank), Last Name: CARSON, Organization Name: TDZDTMOCSD, User Access: Administrator (dropdown), and Organization Access: (AJ) (dropdown). There is a 'Select Organizations' button below the Organization Access field. At the bottom of the form are 'Save Changes' and 'Cancel' buttons.

Figure 11-12: Update MIS User (User Only) Screen

5. Click the **User Access** drop-down list arrow and select the **type of access**, if the access needs to be changed.
6. For instructions on changing an MIS user's organization access, see Section 11.2, beginning with Step 7.
7. Click **Save Changes**.
-OR-
Click **Cancel** to exit the screen without changing the user's MIS access.

11.4 Remove a User's MIS Access

Removal of a user that has access to MIS does not delete the user from DTS. It only removes the user's access to MIS. To begin removing a user's MIS access, use the following steps:

1. Follow Steps 1 through 3 in Section 11.3.
2. Click **Remove**.

The Delete MIS User screen opens (Figure 11-13).

The screenshot shows the 'Delete MIS User' screen. At the top, it displays the Defense Travel System logo and user information: User Name: HELEN LDTADTMO, Organization Access: (All), Group Access: (All), Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, and Run Date: March 23, 2009 - 11:34 EDT. The screen ID is 1345.1. Below this, there are links for 'DTA Home', 'Help for this Screen', and 'Logout'. The main content area is titled 'Delete MIS User' and contains a 'Common Data' section with the following fields: SSN: XXXXX2378, First Name: HELEN, Middle Initial: (blank), Last Name: CARSON, Organization Name: TDZDTMOCSD, and Organization Access: DTMO (dropdown). There is a 'Delete' button below the Organization Access field. At the bottom of the form are 'Delete' and 'Cancel' buttons.

Figure 11-13: Delete MIS User Screen

3. Click **Delete**.
-OR-
Click **Cancel** to cancel the removal and keep this user's MIS access intact.

The Existing MIS User (Search Results) screen opens (Figure 11-14). The user's name is no longer listed if Delete was clicked on the previous screen.



Figure 11-14: Existing MIS User (Search Results) Screen

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