

CHAPTER 12: ROA AND ROA ADMINISTRATION

Read-Only Access (ROA) is a feature that allow users to see information, but does not allow any changes to be made. ROA Administration is used to assign roles and access to users. ROA is not regulated by permission level or organization access.

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12.1 ROA Roles and Administration

There are three ROA roles in DTS; each role reflects a different level of use:

- User – This individual has access to Trip and Invoice data for the organization which they have access to. May view authorizations, vouchers, local vouchers and Centrally Billed Account (CBA) invoices that have been delivered by the CCV.
- ROA Administrator – This individual has access to an organization and any suborganizations. May add, modify, and delete ROA users. The ROA Administrator grants ROA access to a user.
- System Administrator – This individual adds ROA Administrators to the ROA module access list and grants them access to an organization and any suborganizations. May add, modify, or delete other System Administrators, ROA Administrators, and users.

ROA users may access the following two features through the ROA Module:

- Invoices – View charge card vendor (CCV) invoices (Section 1.2.1.1).
- Trips – View information on travel documents (Section 12.1.2).

ROA Administrators may access the ROA Administration feature through the DTA Maintenance Tool located under the Administrative menu bar (Section 12.2).

The System Administrator role is currently held by the Defense Travel Management Office (DTMO).

Users who have ROA access will see ROA on the menu bar of the Welcome screen (Figure 12-1). Users can view trip data and invoices for their organizations. The default setting includes suborganizations, but the ROA administrator can limit the user's access to a single organization or suborganization.

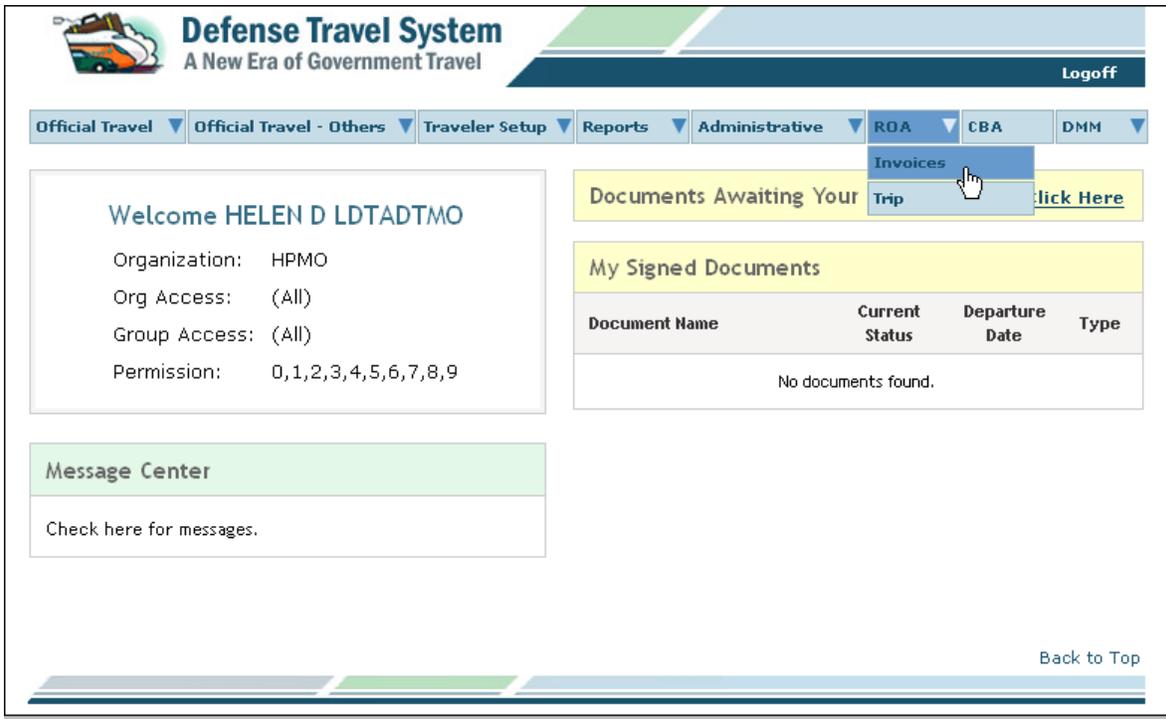


Figure 12-1: DTS Welcome Screen

12.1.1 View Invoices Using ROA

Beginning on the User Welcome screen (Figure 12-1), follow the below steps to search for invoices to review:

1. Mouse over **ROA** in the menu bar and select **Invoices**.

The Read Only Access – Invoices Search screen opens (Figure 12-2).

Read Only Access - Invoices

User Name: Helen D Carson
 Organization: HRA-DTMO
 Run Date: Tuesday, March 24, 2009 10:22:41 AM

Search

Search For: Organization: DA7777700

Traveler Last Name: (20 characters)

*CBA Transaction Account #: 461426000000000A

CCV Invoice #: (13 digits)

TANUM#: (16 characters)

Ticket #: (up to 30 characters)

Voucher #: (8 characters)

*CCV Invoice Date Range: From: 03/10/2008 To: 03/24/2009 (Click Calendar)

Report Type: Invoice Summary

Invoice Type (CBA/CCV): Both

Search at least one parameter option

Search

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

2. Complete the desired **search criteria** fields in the top section of the screen.
3. Click the **calendar** icon to limit search results by date range.
4. Click the **Report Type** drop-down list arrow and select the type of report:
 - Invoice Summary
 - Transaction Summary
 - Transaction Detail
5. Click the **Invoice Type (CBA/CCV)** drop-down list arrow and select the type of invoice(s) to include in the report.
6. Click **Search**.

The results format depends on the Report Type selected from the drop-down list.

If the user selected Invoice Summary, the Invoice Summary displays (Figure 12-3).



Read Only Access - Invoices

User Name: **Helen D Carson**
 Organization: **HRA-DTMO**
 Run Date: **Tuesday, March 24, 2009 10:31:14 AM**

Invoice Summary

[New Search](#)

1 - 5 of 12 [Next](#) >

CCV Invoice #	Invoice Transactions	Quantity	Amount
Invoice Created: 03/24/2008	Total	2	(\$121.00)
Invoice Period End: 03/24/2008	Matched:	2	(\$121.00)
DTS Received: 03/24/2008	Unmatched:	0	\$0.00
DTS Reconciled: 05/08/2008	Disputed:	0	\$0.00
CBA Transaction Account #: 461426000000000A	Suspended:	0	\$0.00
CBA Prompt Pay Start: 03/27/2008	Invoice Status:	Carried Over	
Invoice Created: 03/25/2008	Total	0	\$0.00
Invoice Period End: 03/25/2008	Matched:	0	\$0.00
DTS Received: 03/25/2008	Unmatched:	0	\$0.00
DTS Reconciled: 04/11/2008	Disputed:	0	\$0.00
CBA Transaction Account #: 461426000000000A	Suspended:	0	\$0.00
CBA Prompt Pay Start: 03/27/2008	Invoice Status:	Archive Submitted	
Invoice Created: 03/27/2008	Total	3	\$2,607.50
Invoice Period End: 03/26/2008	Matched:	3	\$2,607.50
DTS Received: 03/27/2008	Unmatched:	0	\$0.00
DTS Reconciled: 03/27/2008	Disputed:	0	\$0.00
CBA Transaction Account #: 461426000000000A	Suspended:	0	\$0.00
CBA Prompt Pay Start: 03/27/2008	Invoice Status:	Archive Accepted	
Invoice Created: 04/28/2008	Total	2	\$1,238.50
Invoice Period End: 04/26/2008	Matched:	2	\$1,238.50
DTS Received: 04/28/2008	Unmatched:	0	\$0.00
DTS Reconciled: 04/28/2008	Disputed:	0	\$0.00
CBA Transaction Account #: 461426000000000A	Suspended:	0	\$0.00
CBA Prompt Pay Start: 04/28/2008	Invoice Status:	Archive Submitted	
Invoice Created: 05/27/2008	Total	1	\$1,578.00
Invoice Period End: 05/26/2008	Matched:	1	\$1,578.00
DTS Received: 05/28/2008	Unmatched:	0	\$0.00
DTS Reconciled: 05/28/2008	Disputed:	0	\$0.00
CBA Transaction Account #: 461426000000000A	Suspended:	0	\$0.00
CBA Prompt Pay Start: 05/27/2008	Invoice Status:	Archive Submitted	

1 - 5 of 12 [Next](#) >

Figure 12-3: Read Only Access – Invoices Screen – Invoice Summary

If the user clicks on the **CCV Invoice#** link, the CCV Invoice displays (Figure 12-4).

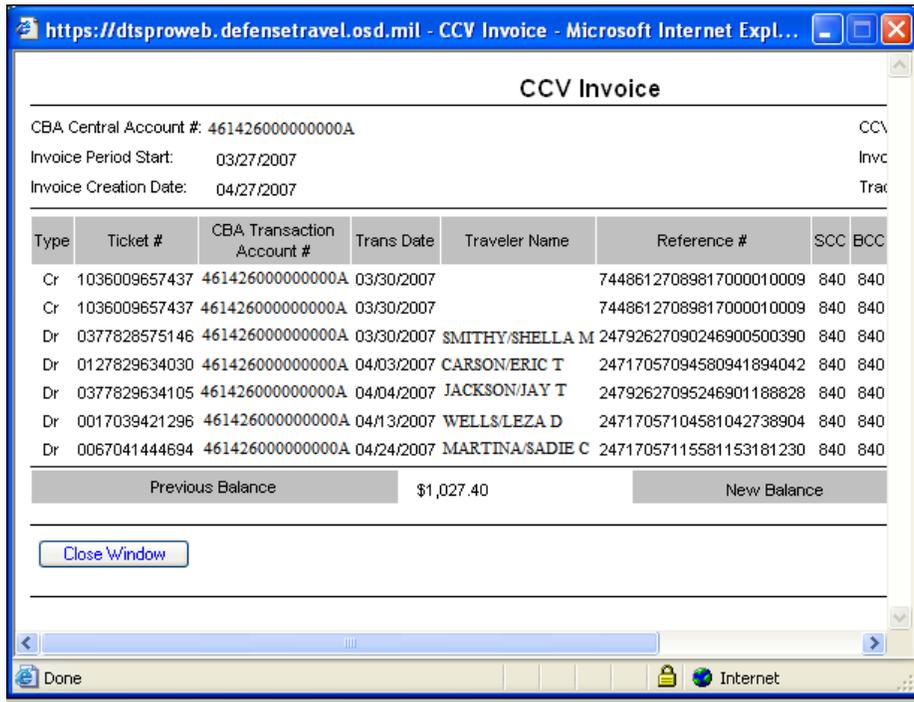


Figure 12-4: Read Only Access – Invoices Screen – CCV Invoice

If the user selected Transaction Summary, the Transaction Summary displays (Figure 12-5).

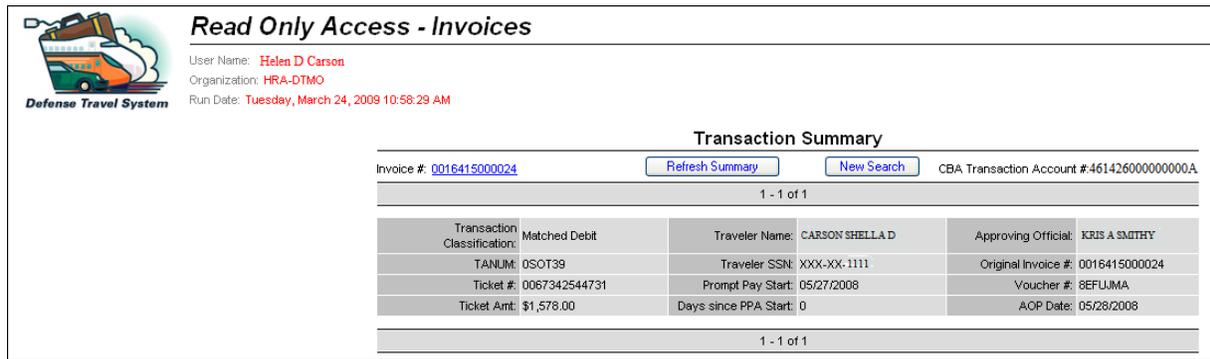


Figure 12-5: Read Only Access – Invoices Screen – Transaction Summary

If the user selected Transaction Detail, the Transaction Detail displays (Figure 12-6).

Read Only Access - Invoices

User Name: **HELEN D CARSON**
 Organization: **HRA-DTMO**
 Run Date: **Tuesday, March 24, 2009 11:27:38 AM**

Transaction Detail

Invoice #: [0016415000024](#) [New Search](#) CBA Transaction Account #: 46142600000000A

1 - 1 of 1

LOA:	068566*17*00*08*8*8*1804~33MZ*2100*00076*0*047566*2D*W*00076**** ***US*000768BRAABC**		
Invoice Period Start:	04/27/2008	Approving Official:	KRIS A SMITHY
Invoice Period End:	05/26/2008	Traveler Name:	CARSON SHELLA D
Prompt Pay Start:	05/27/2008	Traveler SSN:	XXX-XX-1111
Days since PPA Start:	0	TANLUM:	OSOT39
Voucher #:	8EFUJMA	Ticket #:	0067342544731
AOP Date:	05/28/2008	Ticket Amt:	\$1,578.00
CBA Transaction Account #:	461426000000000A	Original Invoice #:	0016415000024
Reference #:	24717058122581227809898	Transaction Classification:	Matched Debit
Conversion Rate:	\$1.00		

1 - 1 of 1

Figure 12-6: Read Only Access - Invoices Screen - Transaction Detail

12.1.2 View Trip Data Using ROA

The Trip feature of ROA allows trip documents (originals, adjustments, and amendments) and travelers' profiles to be viewed. Users can compare the information in a trip document with the information in the traveler's permanent profile. All ROA roles have access to Trip.

Beginning on the Welcome screen, follow the below steps to search for trips to review:

1. Mouse over **ROA** in the menu bar and select **Trips**.

The Traveler Lookup screen opens (Figure 12-7). This screen is used to search for the traveler whose document is to be viewed. The user may search for a traveler using the following criteria:

- Organization. The search by organization is a broad search option. This option will display all travelers in an organization that has documents available.
- Traveler SSN. This option provides a limited search and will only display the name and SSN.
- Traveler Name. This search will also return a limited selection. This option will display all travelers who have the last name that was entered in the Last Name field. The First Name field is optional, but recommended when searching for a traveler with a common last name. If the full spelling of the traveler's last name is unknown, entering the first few letters of the name will yield results of all travelers who match the entry. When the list is displayed, the user can select the traveler from the Search Results list.

- Travel Authorization Number (TANUM). The search by TANUM option will display the SSN and name of traveler associated with the document.

Figure 12-7: Traveler Lookup Screen

2. Click the **Organization** drop-down list arrow and select the traveler's **organization**.
-OR-
Complete the **Traveler SSN** field with the traveler's SSN.
-OR-
Complete the **Last Name** field. (The First Name field is optional.)
-OR-
Complete the **TANUM** field.
3. Click **Search** next to the field that was completed.

The Traveler Lookup screen refreshes with the search results displayed on the right side (Figure 12-8). It displays the names of any travelers who match the criteria that the user entered.

The screenshot shows the 'Defense Travel System' interface with the 'Traveler Lookup' section on the left and 'Search Results' on the right. The 'Traveler Lookup' section has four search methods: 'Search By Organization' (dropdown menu set to '(None)'), 'Search By Social Security Number' (empty text box), 'Search By Traveler Name' (Last Name: 'carson', First Name: empty), and 'Search By TANUM' (empty text box). Each search method has a 'Search' button. The 'Search Results' section shows a table with one result for 'Carson, Eric' with SSN 'XXXXXX2371' and a 'select' link.

Name	SSN	Select
Carson, Eric	XXXXXX2371	select

Figure 12-8: Traveler Lookup Screen – Search Results

4. Click **select** to the right of the traveler’s name and SSN.

The screen refreshes (Figure 12-9). The selected traveler’s name and partially masked SSN display at the bottom of the screen, along with four buttons at the bottom of the page to identify the type of document the user wants to view.

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Traveler Lookup

Use the search function below to find the traveler you wish to select.

Search By Organization
 Organization: (None) Search

- OR -

Search By Social Security Number
 Traveler SSN: Search

- OR -

Search By Traveler Name
 Last Name: carson
 First Name: Search

- OR -

Search By TANUM
 TANUM: Search

Below is the traveler you selected.

Traveler Name: Carson, Eric
 Traveler SSN: XXXXX2371

Buttons: Authorizations/Orders, Vouchers, Group Authorizations/Orders, Local Vouchers

Search Results

Search Results for Search Criteria. Select one of the following:

Name	SSN	Select
Carson, Eric	XXXXX2371	select

Figure 12-9: Traveler Lookup Screen - Traveler Selected

5. Select the type of document to view.

The Document List screen opens (Figure 12-10). The buttons near the top of the screen allows the user to view other document types for the traveler. By default, the documents are sorted by Document Name. The user may click a column header to sort by Status or TA Number.

The screenshot shows the 'Defense Travel System' interface with the header 'A New Era of Government Travel'. Below the header are three buttons: 'View Vouchers', 'View Local Vouchers', and 'View Group Authorizations'. The main content area is titled 'Authorizations / Orders' and contains a yellow instruction box, a link to 'Return To ROA Traveler Lookup', and a table of 'Existing Authorizations/Orders'.

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View	Print
ECGULFBREEZEF121508_A01	12/15/08	POS ACK RECEIVED	ONZNL8	view	print
ECATLANTAGA102708_A01-01	10/27/08	ARCHIVE SUBMITTED	ONZMP8	view	print
ECSYRACUSENY101908_A01	10/19/08	CANCELLED		view	print
ECSANDIEGOCA101308_A01-01	10/13/08	POS ACK RECEIVED	ONZMDZ	view	print
ECKANSASCITYM100608_A01-01	10/06/08	PAY PROCESS IGNORE	ONZMP7	view	print
ECSANFRANCISC100608_A01	10/06/08	POS ACK RECEIVED	ONZLRH	view	print

Figure 12-10: Authorizations / Orders Screen - Document List

- Click **print** to print a hard copy of the desired document.
-OR-
Click **view** to see the document on the screen.

If adjustments have been made to the document, the Adjustments screen opens (Figure 12-11).

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Adjustments

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by **) may be further adjusted or routed. All other document versions are only "VIEW".

View/Edit	Print	Type	Level	Date	Time	Adjustor
> view	> print	ADJUSTMENT	3	10/02/08	1246	HELEN D CARSON
> view	> print	AMENDMENT	2	10/02/08	1152	Eric T Carson
> view	> print	ORIGINAL	1	10/01/08	1551	Eric T Carson

Figure 12-11: Adjustments Screen

- Click **print** to print a hard copy of the desired document. The user may also click one of the buttons above the document list to print all versions, current and approved versions and/or document history.
-OR-
Click **view** to see the document on the screen.

The Preview Trip screen opens when the view link is clicked (Figure 12-12). Use the navigation bar and the subnavigation bar at the top of the screen to view any of the major sections of the document.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official: None

Comments from the Travel Agent: None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: CONFERENCE ATTENDANCE

Trip Description:

Overall Starting Point Time Zone: EST (06)

Itinerary: Leave From: RES: STAFFORD,VA
View Leave: 13-Oct-08

Location 1 - SAN DIEGO,CA Time Zone: PST (09)

Itinerary: Leave From: RES: STAFFORD,VA
View TDY/TAD Location: SAN DIEGO,CA
Arrive: 13-Oct-08
Leave: 17-Oct-08

Figure 12-12: Preview Trip Screen

12.1.2.1 Sample ROA Screens

This section shows some of the main screens that a user with ROA access may view.

The Trip Overview screen displays an overview of the trip on the left side of the screen and a summary of reservations on the right (Figure 12-13). Click **View** in the far right column of the Trip Summary to display a screen that shows details of the selected item.

Defense Travel System A New Era of Government Travel		Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
RETURN TO LIST		Trip Overview		Per Diem Locations			
<p>Trip Overview</p> <p>Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.</p> <p>Overall Starting Point Information</p> <p>RES: STAFFORD , VA Overall Start Date: 13-Oct-08</p> <p>Overall Ending Point Information</p> <p>RES: STAFFORD , VA Overall End Date: 17-Oct-08</p> <p>Other Trip Information</p> <p>Trip Type: AA-ROUTINE TDY/TAD Trip Purpose: CONFERENCE ATTENDANCE</p> <p>Trip Duration:</p> <p><input type="radio"/> 12 Hours or Less <input type="radio"/> >12 - 24 Hours - With Lodging <input type="radio"/> >12 - 24 Hours - No Lodging <input checked="" type="radio"/> Multi-Day</p> <p>Authorization Number: ONZMDZ Authorization Date: 10/01/2008 (mm/dd/yyyy)</p> <p>Trip Number: 1</p> <p>Comments for Travel Order: <input type="text"/></p>				<p>Trip Summary</p> <p>Overall Starting Point</p> <p>Leave From: RES: STAFFORD,VA View Leave: 13-Oct-08</p> <p>Location 1: SAN DIEGO,CA</p> <p>Leave From: RES: STAFFORD,VA View TDY/TAD Loc: SAN DIEGO,CA Arrive: 13-Oct-08 Leave: 17-Oct-08</p> <p>Carrier / Flight: United Airlines Inc. View (UA) 611 Conf/PNR: 123456 1027 - 13-Oct-08 Depart: DCA-Washington, DC (USA) (National Apt) 1126 - 13-Oct-08 Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)</p> <p>Carrier / Flight: United Airlines Inc. View (UA) 469 Conf/PNR: 123456 1206 - 13-Oct-08 Depart: ORD-Chicago, IL (USA) (O'Hare Apt) 1420 - 13-Oct-08 Arrive: SAN-San Diego, CA (USA) (Int'l. Apt)</p> <p>Lodging: Harborview Inn & Suites View Confirmation: 12345678- Check-In: 13-Oct-08 Check-Out: 17-Oct-08</p> <p>Overall Ending Point</p> <p>Leave From: SAN DIEGO,CA View Return Loc: RES: STAFFORD, VA Arrive: 17-Oct-08</p> <p>Carrier / Flight: United Airlines Inc. View (UA) 442 Conf/PNR: 123456 1037 - 17-Oct-08 Depart: SAN-San Diego, CA (USA) (Int'l. Apt) 1630 - 17-Oct-08 Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)</p> <p>Carrier / Flight: United Airlines Inc. View (UA) 622 Conf/PNR: 123456 1705 - 17-Oct-08 Depart: ORD-Chicago, IL (USA) (O'Hare Apt) 1958 - 17-Oct-08 Arrive: DCA-Washington, DC (USA) (National Apt)</p>			
		Proceed to the following page:		Travel - Air		Continue	

Figure 12-13: Trip Overview Screen

The Travel Summary screen provides information about flights and other reservations such as lodging and rental car (Figure 12-14).

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST | Air | Rail | Rental Car | Lodging | Other Transportation | Summary

Trip Summary

[Email this Itinerary](#) | [Print this Itinerary](#)

Final Trip Itinerary

DTS Detailed Travel Itinerary for Eric T Carson

DTS Document Name ECSANDIEGOGCA101308_A01-01
DTS / CTO Confirmation: 0V2FQ4
 (Please Reference this number when contacting the CTO.)

Travel / TDY Information:
 Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: CONFERENCE ATTENDANCE
 Trip Description:

Location - 1 SAN DIEGO,CA Time Zone: PST (09)
 Leave From: RES: STAFFORD,VA
 Arrive: 13-Oct-08
 Leave: 17-Oct-08

13-Oct-08
Air:

United - Flight: 611
 10:27 AM DCA-Washington, DC (USA) (National Apt) Depart: **Mon 13-Oct-08** Elapsed Travel Time: **1h 59min** Seat: **17F** Air Confirmation: **123456**
 11:26 AM ORD-Chicago, IL (USA) (O'Hare Apt) Arrive: **Mon 13-Oct-08** Lay-over Time: **40min** Frequent Flyer:
 Special Requests:

United - Flight: 469
 12:06 PM ORD-Chicago, IL (USA) (O'Hare Apt) Depart: **Mon 13-Oct-08** Elapsed Travel Time: **4h 14min** Seat: **17F** Air Confirmation: **123456**
 02:20 PM SAN-San Diego, CA (USA) (Intl. Apt) Arrive: **Mon 13-Oct-08** Frequent Flyer:
 Special Requests:

13-Oct-08
Lodging:

Harborview Inn & Suites
 532 West Grape Phone Number: **619/233-7799** Check In: **10/13/08** Check Out: **10/17/08** Hotel Confirmation: **12345678-**
 SAN DIEGO CA 92101 Room Type Code: **H1QPR2**
 United States Fax Number: Frequent Guest:
 Phone: 619/233-7799 Special Request:
 Fax:

Room: Hotel Policies:
 AAA AARP CORPORATE RATE. Cancellations not received according to hotel policy may result in
 1 QUEEN BED NONSMOKING financial obligations such as cancellation penalties. For the hotel
 FREE HIGH SPEED WIRELESS cancellation policy, view "Additional Hotel Information" or the property
 INTERNET ACCESS website.

17-Oct-08
Air:

United - Flight: 442
 10:37 AM SAN-San Diego, CA (USA) (Intl. Apt) Depart: **Fri 17-Oct-08** Elapsed Travel Time: **3h 53min** Seat: **17F** Air Confirmation: **123456**
 04:30 PM ORD-Chicago, IL (USA) (O'Hare Apt) Arrive: **Fri 17-Oct-08** Lay-over Time: **35min** Frequent Flyer:
 Special Requests:

United - Flight: 622
 05:05 PM ORD-Chicago, IL (USA) (O'Hare Apt) Depart: **Fri 17-Oct-08** Elapsed Travel Time: **1h 53min** Seat: **17F** Air Confirmation: **123456**
 07:58 PM DCA-Washington, DC (USA) (National Apt) Arrive: **Fri 17-Oct-08** Frequent Flyer:
 Special Requests:

Proceed to the following page: Expense - Non-Mileage

Figure 12-14: Travel Summary Screen

The Non-Mileage Expenses Screen shows a summary of the trip expenses on the right side of the screen (Figure 12-15).

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

Leave: 13-Oct-08 Return: 20-Oct-08

* Expense Type:

- OR -

* Cost: \$

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

[* view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Tolls (highway bridge etc)	10/13/08	\$3.50	View
GOVCC ATM SERVICE FEE	10/14/08	\$2.00	View
Parking - Terminal	10/17/08	\$35.00	View
Total Expenses:		\$40.50	

Proceed to the following page:

Figure 12-15: Non-Mileage Expenses Screen

In ROA, the Profile screen for the document enables the user to compare the traveler's personal data contained in the document with the personal information contained in the traveler's personal profile (Figure 12-16). Click **Compare Profile** at the bottom of the screen to see the two profiles side-by-side.

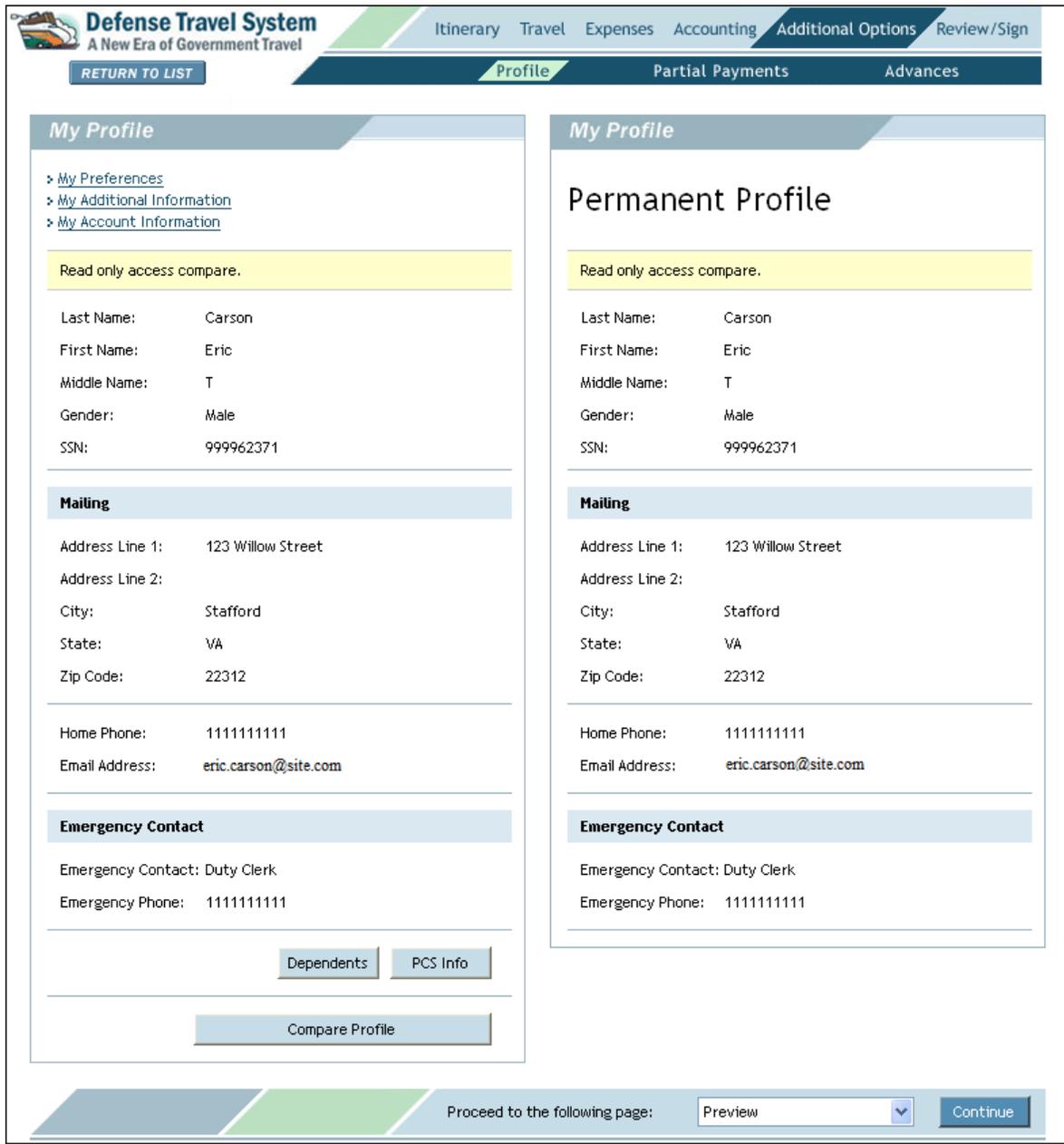


Figure 12-16: My Profile Screen – Compare Profile

In addition, the user may use the links at the top of the left side of the screen to compare the traveler’s preferences, additional information, and account information in the document with the information contained in the traveler’s personal profile. For example, if they have already clicked Compare Profile, the permanent profile information will display. If not, Click **Compare Profile** to view this information. Click **My Account Information** near the top of the screen to see this information side-by-side. The screen displays the account information from the document and the information from the traveler’s permanent profile (Figure 12-17).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile Partial Payments Advances

My Account Information

- My Profile
- My Preferences
- My Additional Information

Read only access compare.

Last Name: Carson
First Name: Eric
SSN: 999962371

Accounting Information

Accounting Code: 08 DEFAULT
Authorized Amt: 0
Authorization Period:

EFT and Credit Card Accounts

Account Type	Account Number	Routing Number	Expiration Date
CHECKING	1010101010101	114000653	
GOVCC	4242424200000000	938917044	30-Nov-12

Compare Profile

My Account Information

Permanent Profile

Read only access compare.

Last Name: Carson
First Name: Eric
SSN: 999962371

Accounting Information

Accounting Code:
Authorized Amt: 0
Authorization Period:

EFT and Credit Card Accounts

Account Type	Account Number	Routing Number	Expiration Date
CHECKING	1010101010101	114000653	
GOVCC	4242424242424242	0543536440002	31-May-12

Proceed to the following page: Preview Continue

Figure 12-17: My Account Information Screen – Compare Account Information

12.2 ROA Administration and the DTA Maintenance Tool

Administrators responsible for maintaining access to ROA at their site will use the DTA Maintenance Tool. Beginning on the DTS Welcome screen (Figure 12-18), follow the below steps to access the ROA Administration feature in the DTA Maintenance Tool:

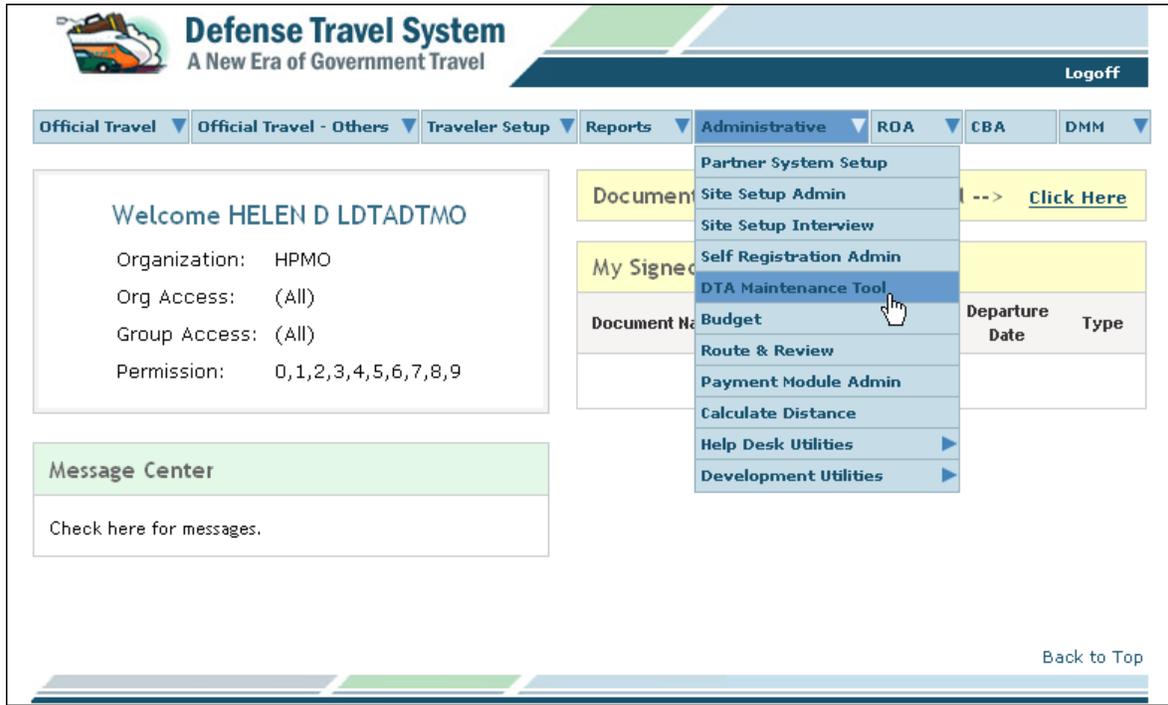


Figure 12-18: DTS Welcome Screen

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

The DTA Maintenance Home page opens (Figure 12-19).

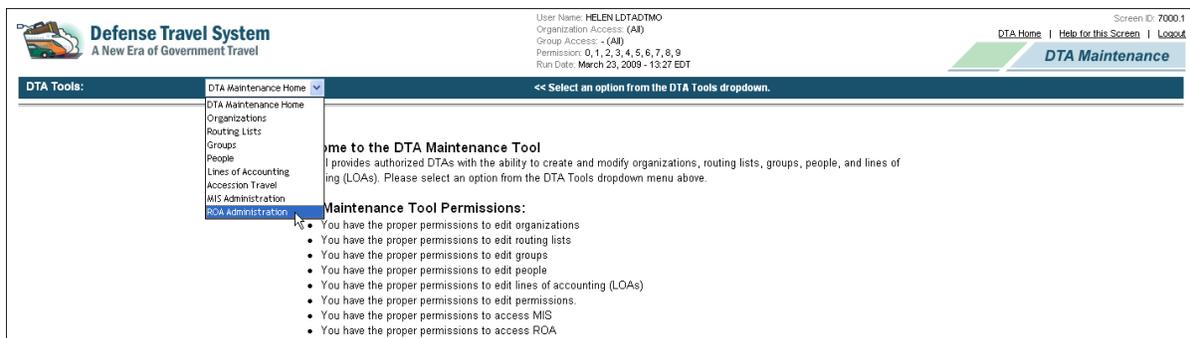


Figure 12-19: DTA Maintenance Tool Home Page

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

The Search Existing ROA User screen opens by default (Figure 12-20).

Figure 12-20: Search Existing ROA User Screen

12.2.1 Create a New ROA User

To create a new ROA user means to add ROA to an existing DTS user's access. Follow the steps in Section 12.3 to access the DTA Maintenance Tool. The Search Existing ROA User screen opens by default (Figure 12-20). The two links in the dark blue bar enable the user to search for an existing ROA user and create a new ROA user. Use the following steps to create a new ROA user:

1. Click **Create New ROA User**.

The Search New ROA User screen opens (Figure 12-21).

Figure 12-21: Search New ROA User Screen

2. Complete the **SSN** field with the SSN of the DTS user to whom ROA should be granted.
-OR-
Complete the **Last Name** field with the last name of the DTS user to whom ROA should be granted.
3. (Optional) If the Last Name field was used, complete the **First Name** field with the first name of the DTS user to whom ROA should be granted.
4. Click **Search**.

The New ROA User (Search Results) screen opens (Figure 12-22). It displays the names of DTS users who match the search criteria.

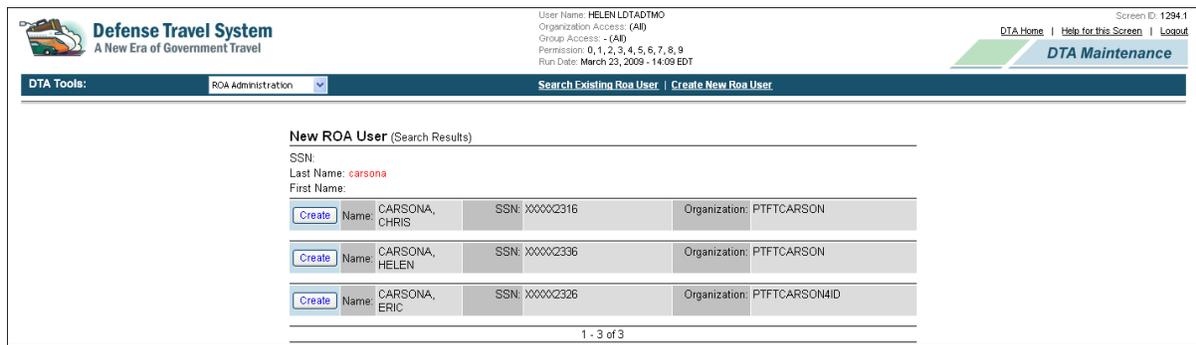


Figure 12-22: New ROA User (Search Results) Screen

5. Click **Create** next to the name of the person to whom ROA should be granted.

The Create ROA User (User Only) screen opens (Figure 12-23).



Figure 12-23: Create ROA User (User Only) Screen

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

The Edit ROA User Organization Access screen opens (Figure 12-24).

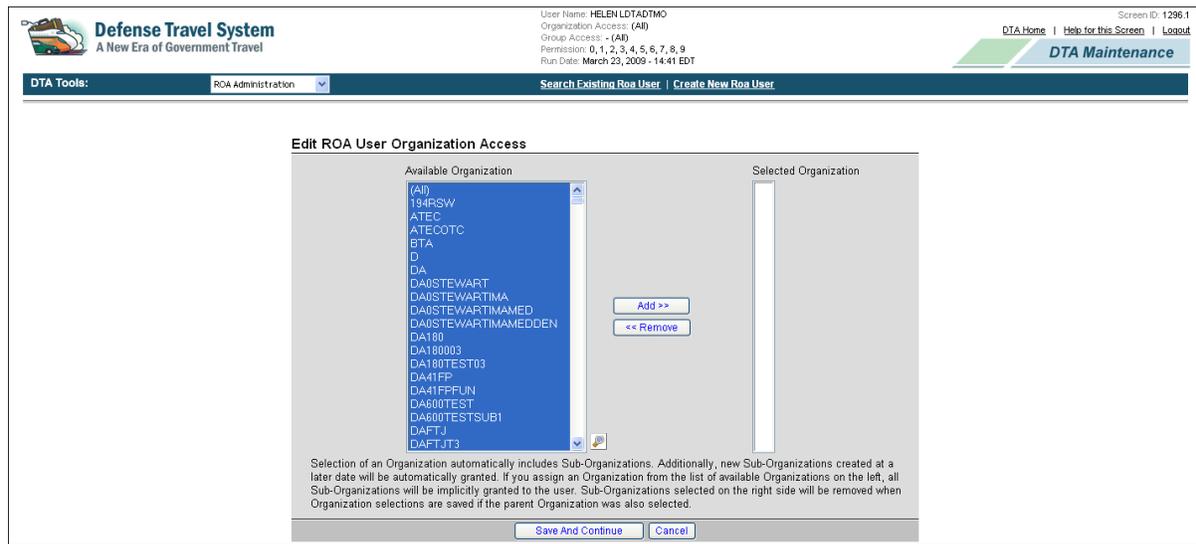


Figure 12-24: Edit ROA User Organization Access Screen

8. Click the name of an organization to which the user will receive access (left side of the screen).
9. Click **Add >>**.

The name of the organization displays on the right side of the screen as a selected organization (Figure 12-25). Granting ROA access to a user for an organization also gives the user access to all suborganizations that are associated with the organization.

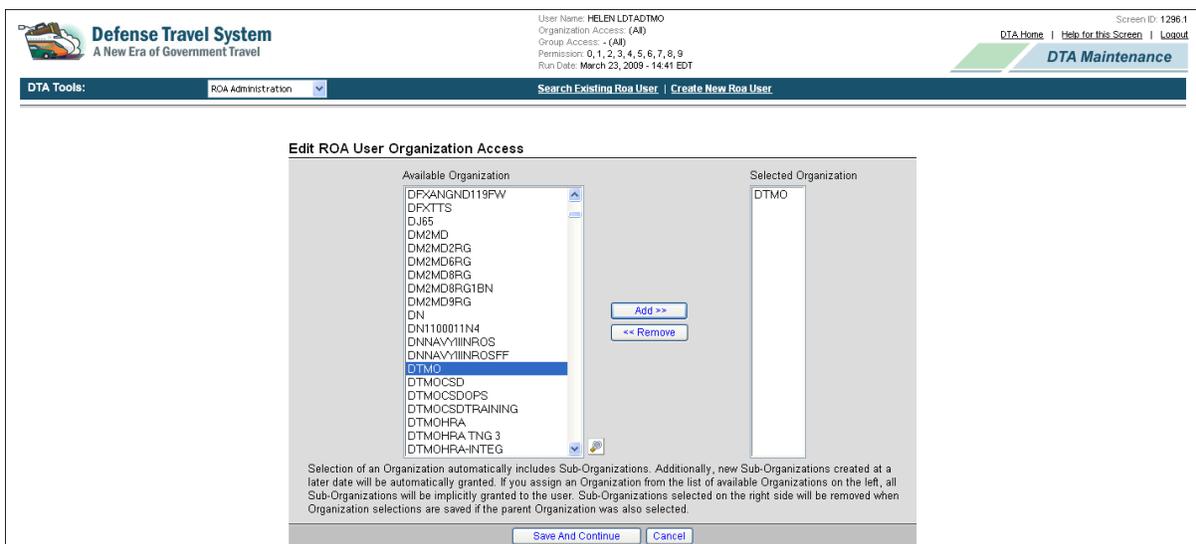


Figure 12-25: Edit ROA User Organization Access Screen – Organization Selected

10. Repeat Steps 9 and 10 for each organization that needs to be added.

11. If it is necessary to remove an organization from an ROA user's access, select the **organization** name from the list in the Selected Organization column on the right side of the screen, then click **Remove**.
12. Click **Save and Continue**.

The Create ROA User screen opens with the organization name(s) displayed (Figure 12-26). Organizations may be added or removed by clicking **Select Organizations** and repeating the above process.

The screenshot shows the 'Create Roa User (User Only)' screen. At the top, there is a header for 'Defense Travel System' and user information: 'User Name: HELEN.LDTA@DTMC', 'Organization Access: (All)', 'Group Access: - (All)', 'Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9', and 'Run Date: March 23, 2009 - 14:21 EDT'. The main content area is titled 'Create Roa User (User Only)' and contains a 'Common Data' section with the following fields: SSN: XXXX02326, First Name: ERIC, Middle Initial: T, Last Name: CARSONA, Organization Name: PTFTCARSONAID, User Access: User, and Organization Access: DTMC. A 'Select Organizations' button is located below the Organization Access dropdown. At the bottom of the form are 'Save User' and 'Cancel' buttons. The top navigation bar includes 'DTA Tools' with 'ROA Administration' selected, and links for 'Search Existing Roa User' and 'Create New Roa User'. The top right corner has 'DTA Home', 'Help for this Screen', and 'Logout'.

Figure 12-26: Create ROA User (User Only) Screen – Organization Name Displayed

13. Click **Save User**.
- OR-
- Click **Cancel** to exit the screen without granting access to a new ROA user.

The New ROA User (Search Results) screen opens (Figure 12-22).

12.2.2 Modify ROA User Access

The type of access for an ROA user and the organizations to which a user has access can be modified at any time.

1. Access the ROA Administration feature by following the steps in Section 12.2.

The Search Existing ROA User screen opens by default (Figure 12-20).

2. Complete the **SSN** field with the SSN of the ROA user whose access needs to be updated.
-OR-
Complete the **Last Name** field with the last name of the ROA user whose access needs to be updated (Figure 12-27).

The screenshot shows the 'Search Existing Roa User' interface. At the top, there is a navigation bar with 'DTA Tools' and 'ROA Administration'. The main content area has a search form with the following fields: 'SSN' (with an asterisk and a required field indicator), 'OR', 'Last Name' (with an asterisk and 'carson' entered), and 'First Name' (with 'helen' entered). A 'Search' button is located below the form. The page header includes 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 - 14:59 EDT'.

Figure 12-27: Search Existing ROA User – User Last Name

3. (Optional) If the Last Name field was used, complete the **First Name** field with the first name of the ROA user whose access needs to be updated.
4. Click **Search**.

The Existing ROA User (Search Results) screen opens (Figure 12-28).

The screenshot shows the 'Existing ROA User (Search Results)' interface. The search results are displayed as follows: 'SSN', 'Last Name: carson', and 'First Name: helen'. Below this, there is a table with columns for 'Name', 'SSN', and 'Organization'. The table contains one row: 'Name: CARSON, HELEN', 'SSN: XXXXX2378', and 'Organization: TDZDTMOCSD'. There are 'Update' and 'Remove' buttons next to the row. A '1 - 1 of 1' indicator is at the bottom. The page header includes 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 - 14:59 EDT'.

Figure 12-28: Existing ROA User (Search Results) Screen

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

The Update ROA User (User Only) screen opens (Figure 12-29).

The screenshot shows the 'Update ROA User (User Only)' screen. At the top, there is a header for the 'Defense Travel System' with the tagline 'A New Era of Government Travel'. To the right, user information is displayed: 'User Name: HELEN LDTADTMO', 'Organization Access: (All)', 'Group Access: - (All)', 'Permissions: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9', and 'Run Date: March 23, 2009 - 15:02 EDT'. There are also links for 'DTA Home', 'Help for this Screen', and 'Logout'. Below the header, a 'DTA Tools' menu is visible with 'ROA Administration' selected. The main content area is titled 'Update ROA User (User Only)' and includes a 'Common Data' section with the following fields: 'SSN: XXXXX2378', 'First Name: HELEN', 'Middle Initial:', 'Last Name: CARSON', 'Organization Name: TDZDTMOCSD', 'User Access: User' (with a dropdown arrow), and 'Organization Access: *' (with a dropdown arrow and a 'Select Organizations' button). At the bottom of the form are 'Save Changes' and 'Cancel' buttons. A '* Data Required' indicator is located in the top right corner of the form area.

Figure 12-29: Update ROA User (User Only) Screen

6. If necessary, click the **User Access** drop-down list arrow and select the **type of access** to change the access for the ROA user.
7. For instructions on changing an ROA user's organization access, see Section 12.3.1, beginning with Step 8.
8. Click **Save Changes**.
-OR-
Click **Cancel** to exit the screen without changing the user's ROA access.

The Existing ROA User (Search Results) screen opens.

12.2.3 Delete a User's ROA

Deleting a user's access to ROA or ROA Administration does not remove the individual from DTS. It only removes the access to ROA. To begin removing a user's access, follow the below steps:

1. Follow Steps 1 through 4 in Section 12.2.2.

The Existing ROA User (Search Results) screen opens (Figure 12-28).

2. Click **Remove** next to the name of the user whose access needs to be deleted.

The Delete ROA User screen opens (Figure 12-30).

The screenshot shows the 'Delete ROA User' screen. At the top, there is a header for 'Defense Travel System' and user information: 'User Name: HELEN LDTADTMO', 'Organization Access: (All)', 'Group Access: (All)', 'Permissions: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9', and 'Run Date: March 23, 2009 - 18:08 EDT'. The main content area is titled 'Delete ROA User' and contains a 'Common Data' section with the following fields: 'SSN: XXXXX2378', 'First Name: HELEN', 'Middle Initial', 'Last Name: CARSON', 'Organization Name: TDZDTMOCSD', and 'Organization Access: (includes sub-orgs)'. The 'Organization Access' dropdown menu is set to 'DTMO'. At the bottom of the form, there are 'Delete' and 'Cancel' buttons.

Figure 12-30: Delete ROA User Screen

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

The Existing ROA User (Search Results) screen opens (Figure 12-31). The user's name is no longer listed if Delete was clicked on the previous screen.

The screenshot shows the 'Existing ROA User (Search Results)' screen. At the top, there is a header for 'Defense Travel System' and user information: 'User Name: HELEN LDTADTMO', 'Organization Access: (All)', 'Group Access: (All)', 'Permissions: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9', and 'Run Date: March 23, 2009 - 15:08 EDT'. The main content area is titled 'Existing ROA User (Search Results)'. Below the title, there are search criteria: 'SSN', 'Last Name: carson', and 'First Name: helen'. At the bottom of the search results area, there is a message: 'No matches found for specified search criteria'.

Figure 12-31: Existing ROA User (Search Results) Screen

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