



Inserting MyTravel Travel Managers in Multiple Routing Lists in DTS



Travel Managers play a critical role in enforcing use of MyTravel for all trips that meet the criteria. Inserting MyTravel Travel Managers into Defense Travel System (DTS) Routing Lists allows them to monitor all DTS authorizations and to return any that can be processed using MyTravel. This document is a Quick Reference Guide for Defense Travel Administrators (DTAs) for how to insert MyTravel Travel Managers into DTS Routing Lists as Reviewers.

Search for routing lists you want to modify:

1. Use the DTS DTA Maintenance Tool **Search Routing List(s)** screen to search for all routing lists that will be modified to add the designated Travel Manger in as a Reviewer. Search using the **Organization Name** and place a check mark in the **Include Sub-Organizations** check box to expand returned results.

Search Routing List(s)

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Routing List Name:

Organization Name: --Include Sub-Organizations

Default Routing Lists Only:

Add a MyTravel Travel Manager to multiple routing lists:

2. On the **Routing List(s) (Search Results)** screen, check the **Select to Globally Update** check box next to each routing list that you need to update, and then select **Add Routing Element**.

Routing List(s) (Search Results)

Routing List Name: Organization Name: **DTMOCS D**

Default Routing Lists Only: **No** Include Sub-Organizations: **Yes**

Select to Globally Update	Individually Edit	Organization Name	Routing List Name	Default Routing List
<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DTMOCS D	CSD	No
<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DTMOCS D	EWTS TRAINING	No
<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DTMOCS D	Training	Yes
<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DTMOCS D460FM	MM	Yes
<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DTMOCS DOPS	DEFAULT	Yes
<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DTMOCS DTRAINING	RL1	Yes

Globally Update Selected Routing Lists (on this page)

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- The **Globally Add Routing Element** screen opens. It displays the routing lists you selected and the available routing elements. Complete the **Document Type, Document Status, Signature Name, and Level** fields. Select **Globally Add Routing Element** to apply changes.

Globally Add Routing Element * Required

Document Type: * Authorization ▼

Document Status: * REVIEWED1 ▼

Signature Name: * Molly T West Search † Xorg Search †

Level: * 15

Process Name: ▼

† Read-only field, use Search button

Routing List(s) To Be Updated:

Organization Name	Routing List Name	Default Routing List
DTMOCS	CSD	No
DTMOCS	EWTS TRAINING	No
DTMOCS	Training	Yes
DTMOCS460FM	MM	Yes
DTMOCSDOPS	DEFAULT	Yes
DTMOCS DTRAINING	RL1	Yes

Globally Add Routing Element
Cancel

- The **Globally Add Routing Element Summary** screen opens. It indicates the success or failure when updating each routing list. There are many reasons an update might fail, for instance, trying to add a new Document Status at a level occupied by a different status (e.g., Adding REVIEWED at level 20 when AUTHORIZED is already at level 20).

Globally Add Routing Element Summary

Organization Name	Routing List Name	Default Routing List	Update Result
DTMOCS	CSD	No	Successful
DTMOCS	EWTS TRAINING	No	Successful
DTMOCS	Training	Yes	Successful
DTMOCS460FM	MM	Yes	Successful
DTMOCSDOPS	DEFAULT	Yes	Successful
DTMOCS DTRAINING	RL1	Yes	Successful

OK

- Select **OK** to complete the action and return to the **Routing List(s) (Search Results)** screen.

Resources

For more information about DTS Routing Lists, see [DTA Manual, Chapter 5: Routing Lists](#).