MANUAL

DefenseTravel Management Office

# DTA Manual, Chapter 11: MIS Admin

August 31, 2023

V1.7

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## Revision History

| Revision No. | Date | Authorization | Revision/Change Description | Page, Section |
|---|---|---|---|---|
| 1.0 | 04/25/18 | Defense Travel Management Office (DTMO) | Change format, updated language & screenshots | All |
| 1.1 | 07/09/18 | DTMO | Updated URLs to “https” vs. “http” | Throughout |
| 1.2 | 08/17/18 | DTMO | Update access through DTS Dashboard | Section 1.0 |
| 1.3 | 09/20/19 | DTMO | Update Document Name | Header |
| 1.4 | 11/13/20 | DTMO | General review<br>Update Table of Contents format | All<br>Page 2 |
| 1.5 | 02/02/21 | DTMO | Updated Message Center screen shots | Section 1 |
| 1.6 | 05/18/22 | DTMO | Re-formatted, added new template | All |
| 1.7 | 08/31/23 | DTMO | General review<br>Updated footers | All<br>Throughout |

# Chapter 1: MIS Roles and Administration

As a **Management Information Systems (MIS) Administrator**, you use the **DTS MIS Administration** module to assign and revoke MIS roles and accesses to others.

There are two MIS roles in DTS:

- **MIS User.** A MIS User's primary responsibility is to run the MIS reports that are available via the **Report Scheduler**. See the *DTA Manual, Chapter 10* for more information on how to generate reports in DTS.
- **MIS Administrator.** MIS Administrators may create new MIS Users and Administrators, and adjust their accesses as necessary. They can also run the MIS reports in the **Report Scheduler.**

As a **MIS Administrato**r, you access the MIS administrative functions through the **DTA Maintenance Tool**. To access the MIS administrative functions:

1. From the **DTS Dashboard** (Figure 11-1), hover over **Administration**, then select **DTA Maintenance Tool** from the menu line. The **DTA Maintenance Tool Home** screen (Figure 11-2) 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 Dashboard**.

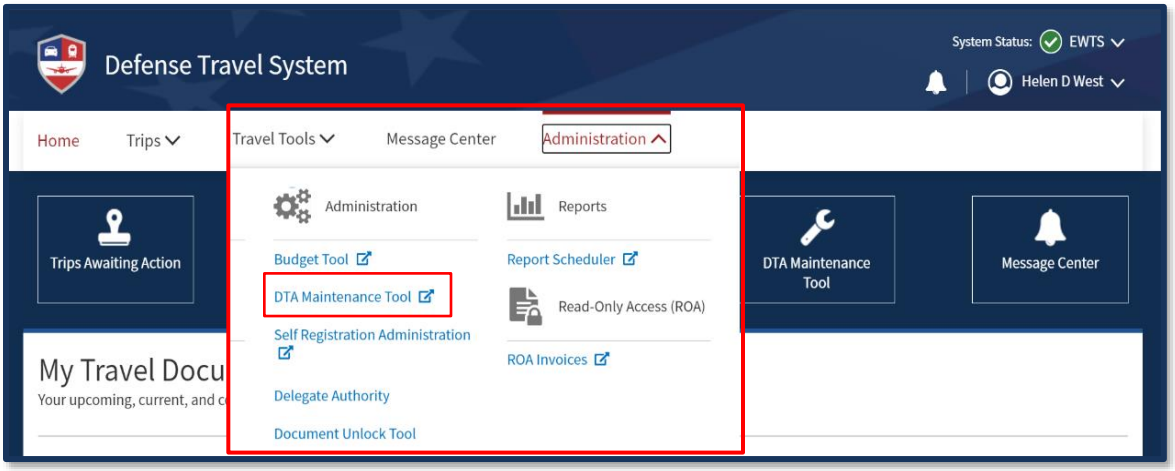


*Figure 11-1: DTS Dashboard – Maintenance Menu*

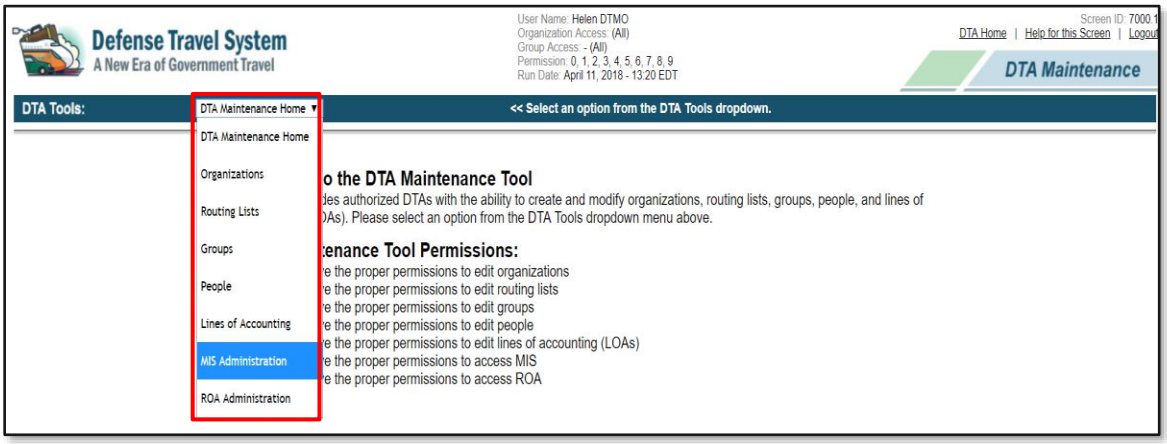


*Figure 11-2: DTA Maintenance Tool Home Screen*

2. Select **MIS Administration** from the **DTA Tools** drop-down list. The **Search MIS User** screen (Figure 11-3) opens and the **DTA Tools Bar** updates to display tools that allow you to search for or create a **MIS User** or **Administrator**. Further below describes each of these options.

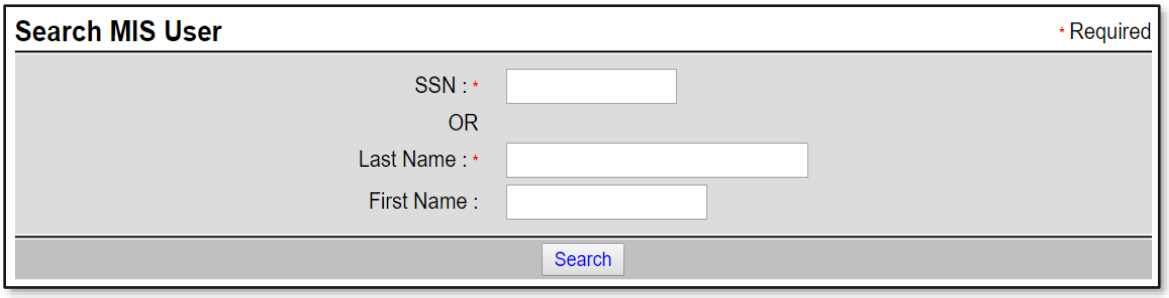


*Figure 11-3: Search MIS User Screen*

# Chapter 2: Update MIS Users and Administrators

Before you can update someone's MIS profile, you must first find the individual. Here's how:

1. On the **Search MIS User** screen (Figure 11-3), enter the person's Social Security Number (**SSN**) or name (at least part of the **Last Name** is required; full or partial **First Name** is optional).
2. Select **Search**. The **Existing MIS User (Search Results)** screen (Figure 11-4) opens. The options are **Update** and **Remove** the person's MIS profile.

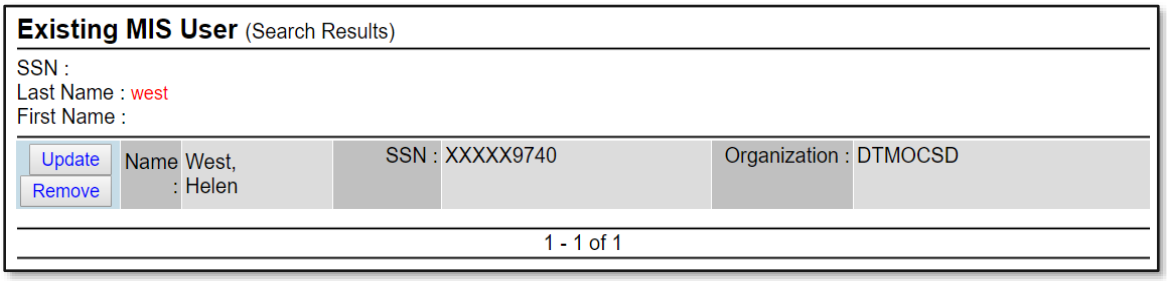


*Figure 11-4: Existing MIS User (Search Results) Screen*

## 2.1 Update a Person's MIS Profile

1. On the **Existing MIS User (Search Results)** screen (Figure 11-4), select **Update** next to the person whose profile you need to change. The **Update MIS User (User Only)** screen (Figure 11-5) opens.

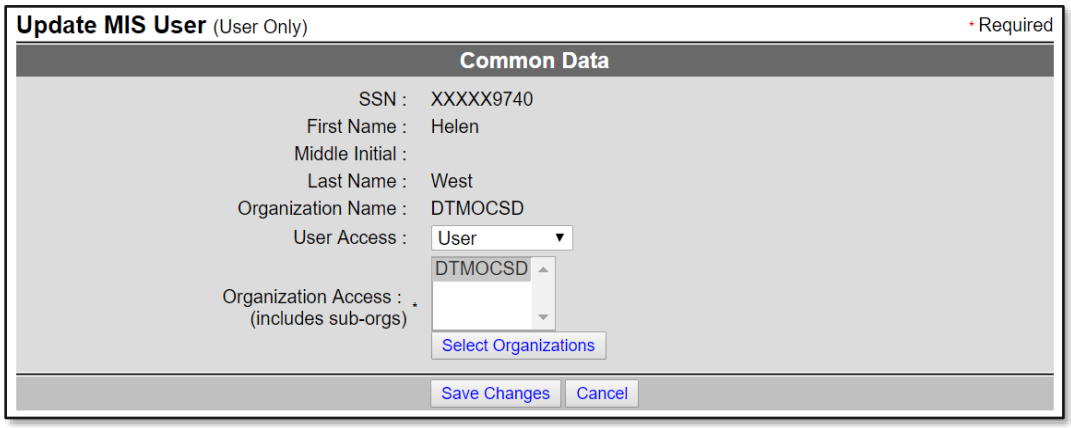


*Figure 11-5: Update MIS User (User Only) Screen*

2. (Optional) The **User Access** field displays the person's assigned MIS role. You can change the role, if needed.
3. (Optional) If you need to update the organizations the person has access to, choose **Select Organizations**. The **Edit MIS User Organizations** screen (Figure 11-6) opens. (If you don't need to do this step, skip ahead to step 6).

*Figure 11-6: Edit MIS User Organizations Screen*

4. Update the **Selected Organization List**.
    - Enter the name of an organization to which the individual needs MIS access in the text field on the left, then select **Add >>.** The organization appears in the right column. Add all the organizations the person needs to access. **Note:** Giving a person MIS access to an organization also gives that person MIS access to all of its subordinate organizations.
    - To remove MIS access, select an organization in the right column and select **<< Remove**.
5. Select **Save and Continue**. The **Update MIS User (User Only)** screen (Figure 11-5) opens.
6. Select **Save Changes**. The **Existing MIS User (Search Results)** screen (Figure 11-4) opens.

## 2.2 Remove a Person's MIS Access

**Note:** MIS access removal only deletes the person's MIS profile. It does not delete the person's DTS profile.

To remove a person's MIS access:

1. On the **Existing MIS User (Search Results)** screen (Figure 11-4), select **Remove** next to the person whose MIS profile you need to delete. The **Delete MIS User** screen (Figure 11-7) opens.

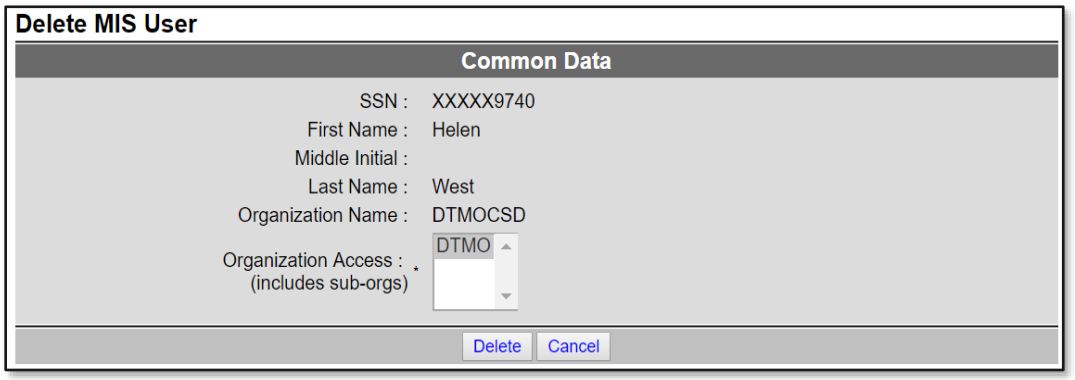


*Figure 11-7: Delete MIS User Screen*

2. Select **Delete**. The **Existing MIS User (Search Results)** screen (Figure 11-4) opens. The person's name no longer displays.

# Chapter 3: Give a Person MIS Access

To give a person MIS access:

1. From any screen in the **MIS Administration** module, select **Add MIS User** on the dark blue navigation bar. The **Search New MIS User** screen opens (Figure 11-8) opens.

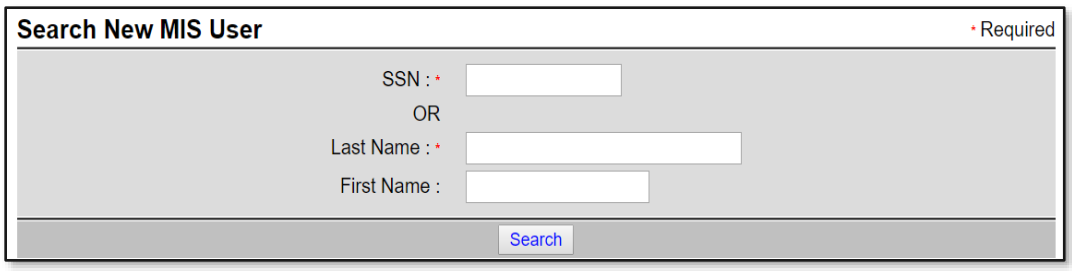


*Figure 11-8: Search New MIS User Screen*

2. Enter the person's Social Security Number (**SSN**) or name (at least part of the **Last Name** is required, full or partial **First Name** is optional).
3. Select **Search**. The **New MIS User (Search Results)** screen (Figure 11-9) opens. It lists the people who matched your search criteria.

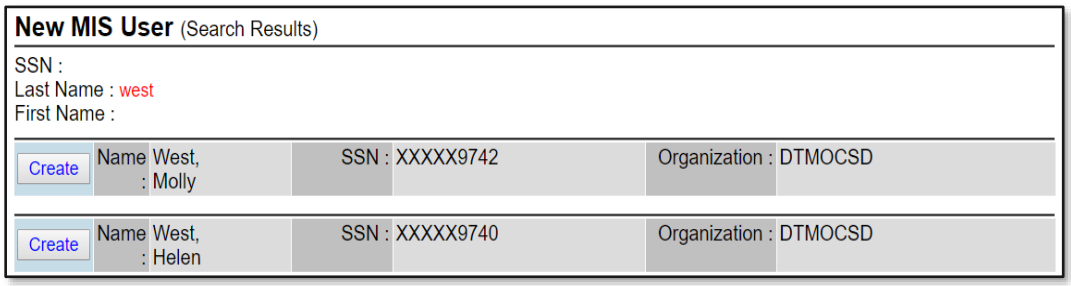


*Figure 11-9: New MIS User (Search Results) Screen*

4. Select **Create** next to the person you want to give MIS access. The **Add MIS User (User Only)** screen (Figure 11-10) opens.

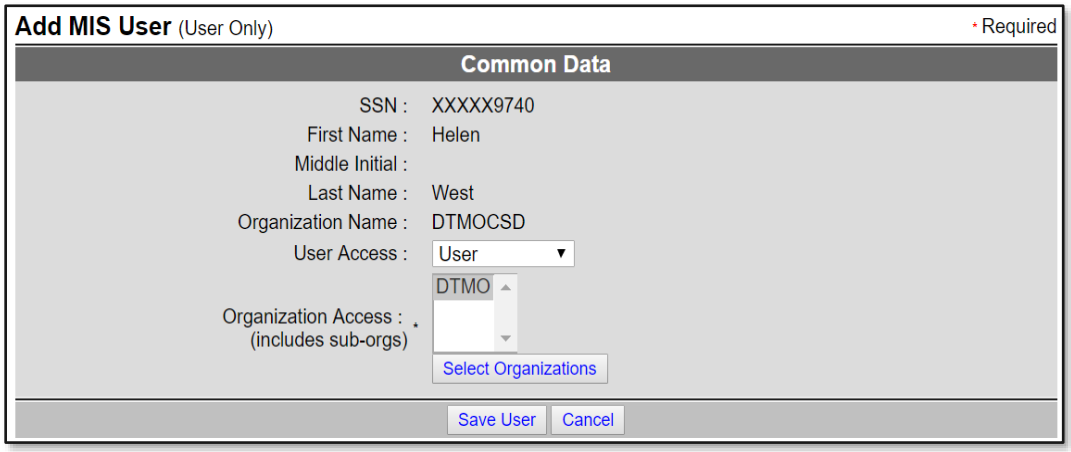


*Figure 11-10: Update MIS User (User Only) Screen*

5. (Optional) The **User Access** field displays **User** by default. You are assigning this MIS role to this person. Change it to **Administrator** if you need to or leave as **User**.
6. Choose **Select Organizations**. The **Edit MIS User Organizations** screen (Figure 11-11) displays.

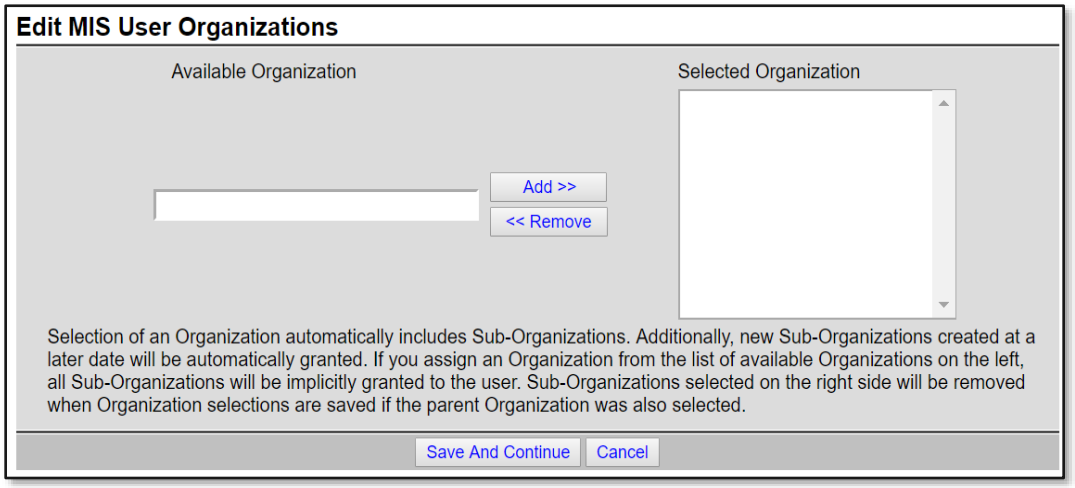


*Figure 11-11: Edit MIS User Organizations Screen*

7. Update the **Selected Organization** list.
   - Enter the name of an organization to which the individual needs MIS access in the text field on the left, then select **Add >>**. The organization appears in the right column. Add all the organizations the person needs to access. **Note:** Giving a person MIS access to an organization also gives that person MIS access to all of its subordinate organizations.
   - To remove MIS access, select an organization in the right column and select **<< Remove**.
8. Select **Save and Continue**. The **Add MIS User (User Only)** screen (Figure 11-10) opens.
9. Select **Save Changes**. The **New MIS User (Search Results)** screen (Figure 11-9) opens. The person you just updated is no longer on the list.

## Chapter 4: The DTA Manual: Contents & Links

| DTA MANUAL CHAPTER: TOPIC | URL |
|---|---|
| Chapter 1: DTS Overview | https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF |
| Chapter 2: DTS Access | https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF |
| Chapter 3: DTS Site Setup | https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF |
| Chapter 4: Organizations | https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF |
| Chapter 5: Routing Lists | https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF |
| Chapter 6: Groups | https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF |
| Chapter 7: People | https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF |
| Chapter 8: LOAs | https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF |
| Chapter 9: Budgets | https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF |
| Chapter 10: Reports | https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF |
| Chapter 11: MIS Administration | https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF |
| Chapter 12: ROA Administration | https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF |

| DTA MANUAL APPENDIX: TOPIC | URL |
|---|---|
| Appendix A: Self-Registration | https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF |

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|---|---|
| Appendix B: Acronyms | https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF |
| Appendix C: Definitions | https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF |
| Appendix E: Emails | https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF |
| Appendix F: Import / Export Module | https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF |
| Appendix G: Error Codes | https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF |
| Appendix J: Help Process | https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF |
| Appendix K: DTS Tables | https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF |
| Appendix L: Reorganizations | https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF |
| Appendix M: Ranks and Grades | https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF |
| Appendix N: Country Codes | https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF |
| Appendix Q: Org Naming Sequence | https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF |
| Appendix R: LOA Formats | https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF |