



MANUAL



# DTA Manual, Chapter 11: MIS Admin

December 2024

Version 1.8



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## Revision History

Revision	Date	Authorization	Change Description	Page, Section
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 Updated footers	All Throughout
1.8	12/05/24	DTMO	Converted data to the new 508 template General review Updated screen shots	All All 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.

## Chapter 2: Using MIS

As a **MIS Administrator**, 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**.

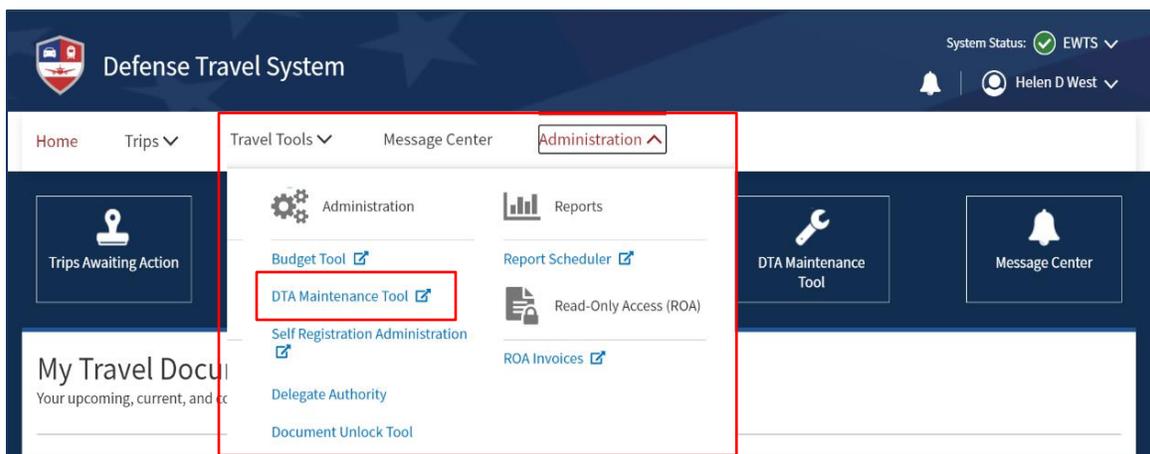


Figure 11-1: DTS Dashboard – Maintenance Menu

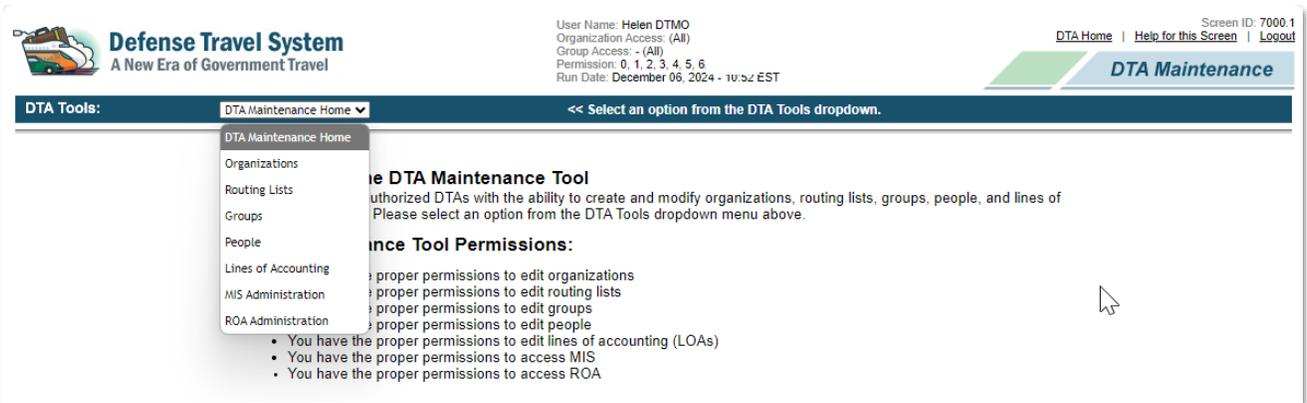


Figure 11-2: DTA Maintenance Tool Home Screen

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.

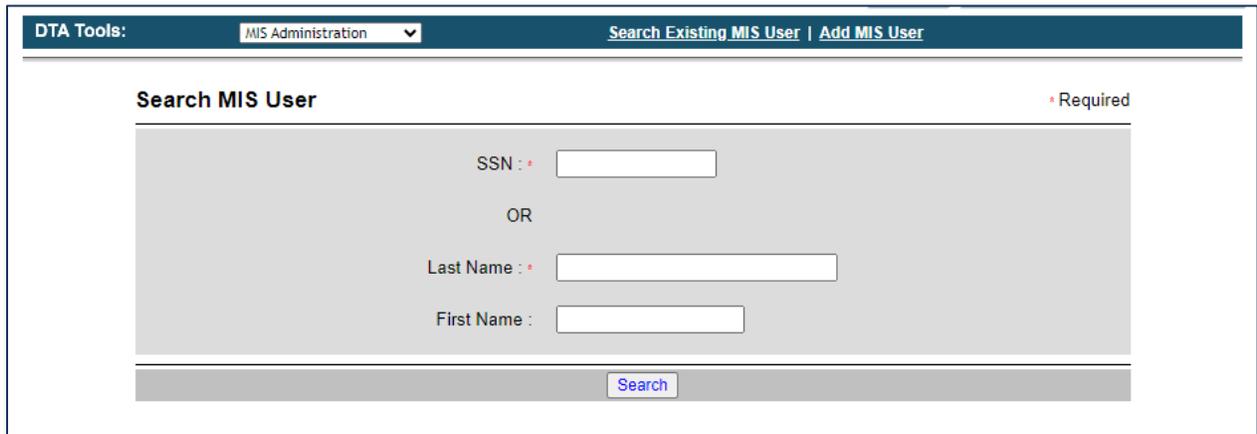


Figure 11-3: Search MIS User Screen

## Chapter 3: 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.

The screenshot shows the 'Existing MIS User (Search Results)' screen. At the top, there is a navigation bar with 'DTA Tools: MIS Administration' and links for 'Search Existing MIS User' and 'Add MIS User'. Below the header, the search results are displayed for a user with SSN: XXXXX9740, Last Name: west, and First Name: helen. A table lists the user's details, including Name (West, Helen), SSN (XXXXX9740), and Organization (DTMOCSD). There are 'Update' and 'Remove' buttons next to the user's name. At the bottom, it indicates '1 - 1 of 1' results.

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

### 3.1 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.

The screenshot shows the 'Update MIS User (User Only)' screen. The title bar includes a red asterisk indicating required fields. The form is titled 'Common Data' and contains the following fields: SSN (XXXXX9740), First Name (Helen), Middle Initial, Last Name (West), Organization Name (DTMOCSD), User Access (User), and Organization Access (DTMOCSD). There is a 'Select Organizations' button and 'Save Changes' and 'Cancel' buttons at the bottom.

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).

**Edit MIS User Organizations**

Available Organization

Selected Organization

DTMOCS D

Add >>

<< Remove

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.

Save And Continue Cancel

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 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.

### 3.2 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.

**Delete MIS User**

**Common Data**

SSN : XXXXX9740

First Name : Helen

Middle Initial :

Last Name : West

Organization Name : DTMOCS D

Organization Access : DTMO  
(includes sub-orgs)

Delete Cancel

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 4: Give MIS Access

To give a person **MIS** access:

1. From the **DTS Dashboard** (Figure 11-8), hover over **Administration**, then select **DTA Maintenance Tool**.

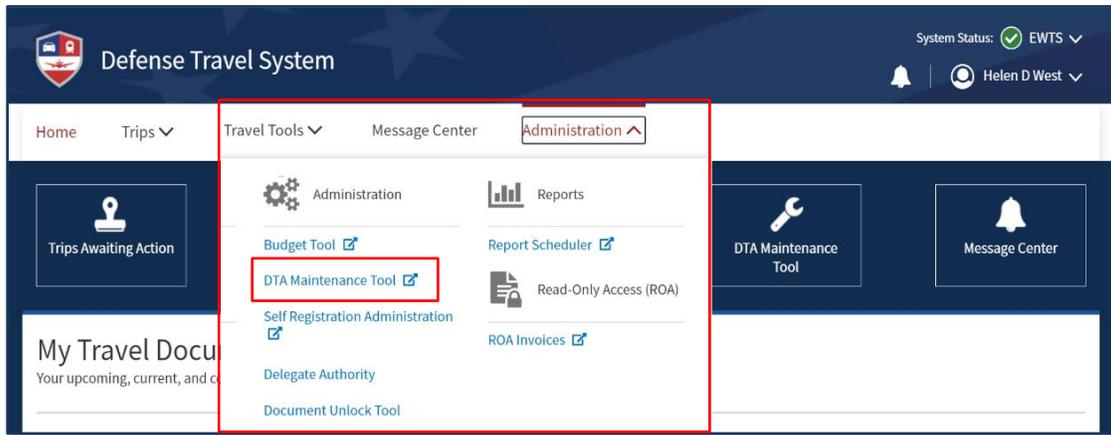


Figure 11-8: DTS Dashboard – Maintenance Menu

2. When the **DTA Maintenance Tool Home** page appears, use the drop down to select **MIS Administration** (Figure 11-9) opens.

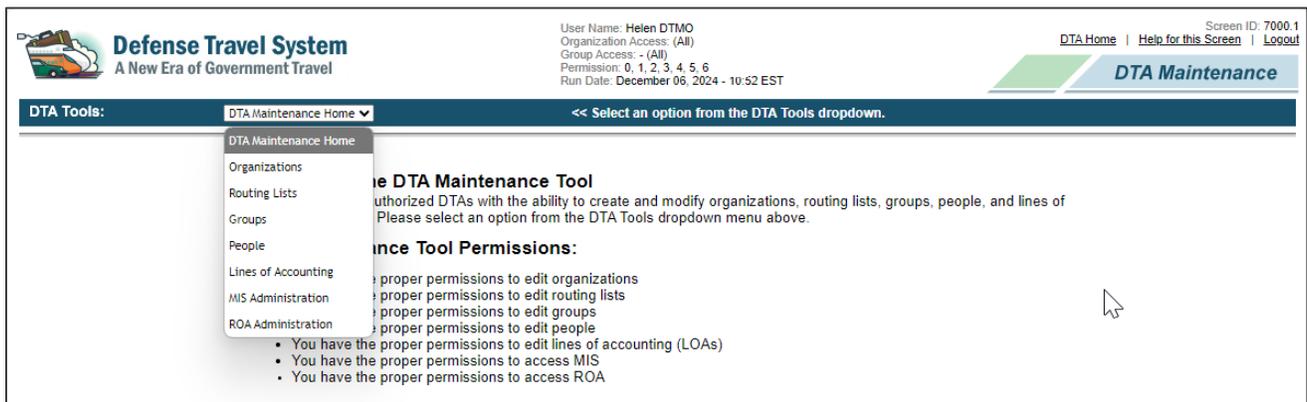


Figure 11-9: DTA Maintenance Tool Home Screen

3. 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 11-10) opens.

Figure 11-10: Search New MIS User Screen

4. 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).
5. Select **Search**. The **New MIS User (Search Results)** screen (Figure 11-11) opens. It lists the people who matched your search criteria.

New MIS User (Search Results)			
SSN :			
Last Name : west			
First Name :			
<a href="#">Create</a>	Name West, : Molly	SSN : XXXXX9742	Organization : DTMOCS D
<a href="#">Create</a>	Name West, : Helen	SSN : XXXXX9740	Organization : DTMOCS D

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

6. Select **Create** next to the person you want to give **MIS** access. The **Add MIS User (User Only)** screen (Figure 11-12) opens

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

- (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**.
- Choose **Select Organizations**. The **Edit MIS User Organizations** screen (Figure 11-13) displays.

**Edit MIS User Organizations**

Available Organization

Selected Organization

Add >>

<< Remove

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.

Save And Continue Cancel

*Figure 11-13: Edit MIS User Organizations Screen*

- 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 its subordinate organizations.
  - To remove **MIS** access, select an organization in the right column and select **<< Remove**.
- Select **Save and Continue**. The **Add MIS User (User Only)** screen opens.
- Select **Save Changes**. The **New MIS User (Search Results)** screen opens. The person you just updated is no longer on the list.

## Appendix A: Additional Resources

This appendix contains the full DTA Manual, Chapters and Appendices which DTAs may find useful when managing travel for their organization.

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

DTA MANUAL	
APPENDIX	URL
Appendix A: Self-Registration	<a href="https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF">https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF</a>

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