DTS BI and Reporting Tool Indicator

BI and Reporting Tool

The **BI* and Reporting Tool (BIRT)** allows authorized individuals to run pre-determined reports and create customized reports using data elements pulled from DTS documents and profiles. Authorized personnel can access this advanced reporting option under the **DTS Dashboard**, **Reports** and **BI and Reporting Tool**.

Although you won't see it spelled out in DTS, "BI" stands for "Business Intelligence."

For this information paper, "you" refers to a DTA. You have access to the DTA Maintenance Tool to update or create information (e.g., orgs, routing lists, groups, people) and run DTS reports to manage pre-travel and post-travel for your organization.
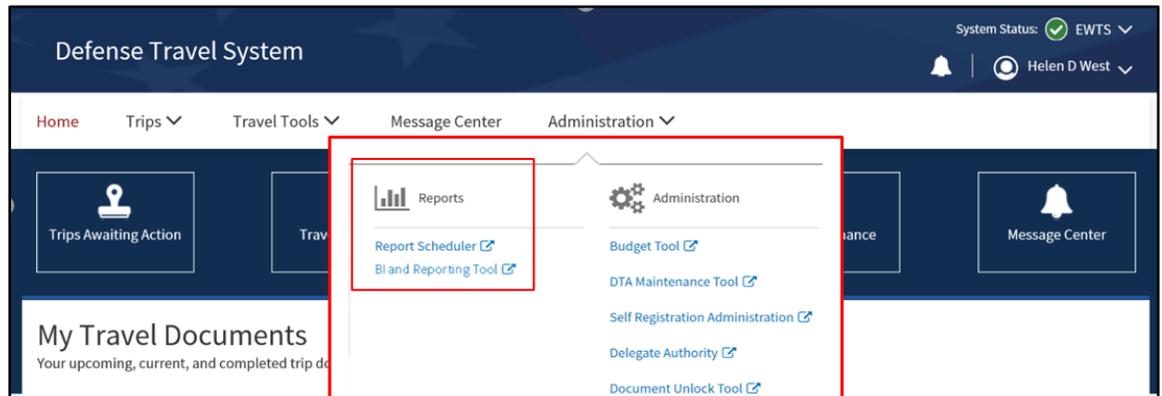

Figure 1: DTS Dashboard

BIRT Access Indicators

The **Update Person** and **Create Person** screens in the **DTA Maintenance Tool, People** module contain two **BIRT** access indicators (Figure 2) under **User Specific Data**.

Figure 2: Update Person Screen – BI and Reporting Tool Indicators

BIRT Access Indicators *(continued)*

DTA's BI and Reporting Tool Access – This field is always read-only. It indicates whether you (the DTA accessing the profile) have BIRT access or not.

BI and Reporting Tool Access – This field indicates if the person's profile has BIRT Access. It reflects selectable radio buttons if you are authorized to edit other people's BIRT Access (see **Updating BIRT Access**, below). Otherwise, the display is read-only, and indicates whether the person whose profile you are accessing has BIRT access or not.

Updating BIRT Access

By design, DTS auto-grants permission level 0 to all users for system access. You can verify the permssion level 0 access on the **Non-editable Permission Level(s)** row.

On the **Editable Permission Level(s)** row, you can grant permissions to others, but you must have the designations already indicated in your profile. Meaning if you need to grant permission level 3 to a Budget DTA, you must have permission level 3.

To grant **BIRT Access** to a user:

1. Check the permission level 5 box.
2. Set the **BI and Reporting Tool Access** indicator to **Yes** (Figure 3). **Note**: Our example shows the User ID, org and group access rows blurred out.
3. Determine what other permission levels (if any) is needed.
4. Set the Organization Access at the level required to provide support.
5. Determine if Group Access is necessary.
6. Determine if any other specialized access is necessary.

Note: Both **BI and Reporting Tool Access** indicators display as read-only when you access your own DTS profile, regardless of your actual permissions.

Figure 3: Update Person Screen – DTA's Personal Profile

7. Once you complete the update, select **Save Changes** to retain the information.

Profile Validation Error

When you create or update another person's profile, setting the **BI and Reporting Tool Access** indicator to **Yes** will cause a **Validation Error** (Figure 4) when you try to save the changes if:

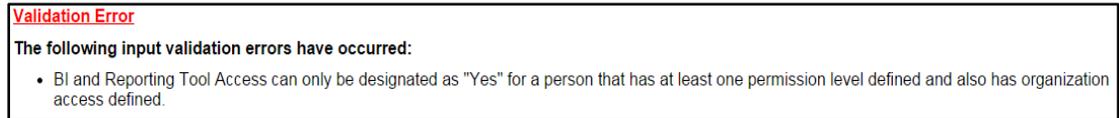- You did not grant organization access in the profile.

Validation Error

The following input validation errors have occurred:

- BI and Reporting Tool Access can only be designated as "Yes" for a person that has at least one permission level defined and also has organization access defined.

Figure 4: BI and Reporting Tool Access Validation Error

1. To resolve the validation error, review the message, and grant organization access.

2. Select **Save Changes** to retain the information.

Access Verification

After you update the profile, instruct the individual to verify the new access.

1. The individual should log into DTS at https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/.

2. From the DTS **Dashboard**, select the **BI and Reporting Tool** link.

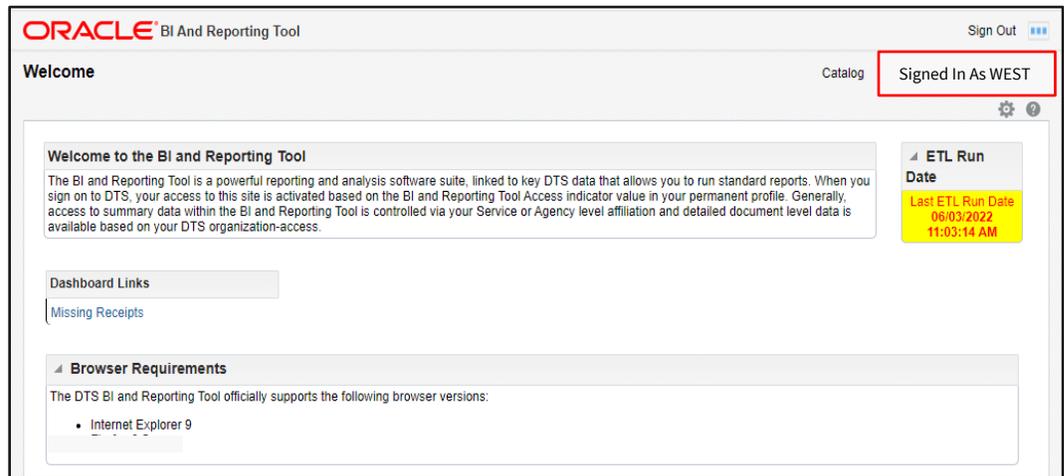3. The person should see a **BI and Reporting Tool Welcome** screen (Figure 5).

Figure 5: BI and Reporting Tool - Welcome Screen

4. The individual should run standard reports or create a new ones and review the results.

References

The DTMO website provides several travel resources. To see the full list, go to the main *Training* page and search the *Training Search Tool*. Below are some references.

- DTA Manual, Chapter 10: *https://www.travel.dod.mil/Training/Training-Search/*
- DTA Manual, Chapter 7: *https://www.travel.dod.mil/Training/Training-Search/*