

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**.

	User Specific Data
Organization Access:	NoOrgAccess
Group Access:	Organization Owner Name None ▼Group Name
Non-editable Permission Level(s):	0
Editable Permission Level(s): *	
Approval Override: *	🔿 Yes 💿 No
Manually Entered Transaction: *	🔿 Yes 💿 No
Non-DTS Entry Agent (T-Entered): *	🔿 Yes 💿 No
Debt Management Monitor: *	🔿 Yes 💿 No
It may take up to a day to propagate a user to spec	ific groups in the BI and Reporting Tool, depending on permission levels.
DTA's BI Advanced Reporting Access:	No
BI Advanced Reporting Access: *	NO
Self-AO Approval: *	🔿 Yes 💿 No
User ID:	Reset User ID

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

BIRT Access	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.		
Indicators (continued)	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	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.		
Access	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.		

	User Specific Data
Organization Access:	
Group Access:	Organization Owner Name Group Name
Non-editable Permission Level(s):	0, 2
Editable Permission Level(s): *	🗹 1 🗹 3 🗹 4 🗹 5 🗹 6 🗌 7
Approval Override: *	🔿 Yes 💿 No
Manually Entered Transaction: *	🔿 Yes 🖲 No
Non-DTS Entry Agent (T-Entered): *	🔿 Yes 💿 No
Debt Management Monitor: *	🔿 Yes 💿 No
It may take up to a day to propagate a user to	specific groups in the BI and Reporting Tool, depending on permission levels.
DTA's BI Advanced Reporting Access:	Yes
BI Advanced Reporting Access: *	Yes No
User ID:	Reset User ID
	Save Changes Cancel

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

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

Validation Error	 When you create or update another person's profile, setting the BI and Reporting Tool Acces 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	on access.		
	2. Select Save Changes to retain the information.			
Access	After you update the profile, instruct the individual to verify the new access.			
ermeation	1. The individual should log into DTS at <u>https://dtsproweb.defensetravel.os</u>	<u>d.mil/dts-</u>		
	app/pubsite/all/view/.			
	2. From the DTS Dashboard, select the BI and Reporting Tool link.			
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	 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 S CRACLE® BI And Reporting Tool Welcome to the BI and Reporting Tool Welcome to the BI and Reporting Tool The BI and Reporting Tool is a powerful reporting and analysis software suite, linked to key DTS data that allows you to run standard reports. When you sign on to DTS, your access to this site is activated based on the BI and Reporting Tool Access indicator value in your permanent profile. Generally, access to summary data within the BI and Reporting Tool is controlled via your Service or Agency level affiliation and detailed document level data is available based on your DTS organization-access. Dashboard Links Missing Receipts Browser Requirements 	5). Sign Out Signed In As WEST ETL Run Date Last ETL Run Date 000/32022 11:03:14 AM		

Figure 5: BI and Reporting Tool - Welcome Screen

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

ReferencesThe DTMO website provides several travel resources. To see the full list, go to the main <u>Training</u>page and search the <u>Training Search Tool</u>. Below are some references.

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