Defense Travel Management Office

In-Depth Look at Global Settings

Connect 2011 Seminar

April 2011

For Official Use Only

Agenda

- Purpose
- Globally Updating Routing Lists
- Globally adding/removing Global Group Membership Rules (GGMR)

*All personnel in the slides are from EWTS and contains no PII data

Purpose

- Provide steps to make multiple changes to routing lists and Global Group Membership Rules in the DTA Maintenance Tool

Globally Updating Routing Lists

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Globally Updating Routing Lists (continued)

Searching for routing lists in HTSPAWAR

Globally Updating Routing Lists (continued)

☑	Update	Copy	Delete	HTSPAWAR	eric	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-A	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-C	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-D	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-E	No
☑	Update	Copy	Delete	HTSPAWAR	FREDRL	No
☑	Update	Copy	Delete	HTSPAWAR	fredrl2	No
☑	Update	Copy	Delete	HTSPAWAR	fredrl3	No
☑	Update	Copy	Delete	HTSPAWAR	FREDRL4	No
☑	Update	Copy	Delete	HTSPAWAR	FREDRL5	No
☑	Update	Copy	Delete	HTSPAWAR	GROUPRL	No
☑	Update	Copy	Delete	HTSPAWAR	HELEN NORFOLK-A	No
☑	Update	Copy	Delete	HTSPAWAR	KANAMARL	Yes
☑	Update	Copy	Delete	HTSPAWAR	RL1	No
☑	Update	Copy	Delete	HTSPAWAR	RL2	No
☑	Update	Copy	Delete	HTSPAWAR	RL3	No
☑	Update	Copy	Delete	HTSPAWAR	RL4	No
☑	Update	Copy	Delete	HTSPAWAR	RL5	No
☑	Update	Copy	Delete	HTSPAWAR	Sandy	No
☑	Update	Copy	Delete	HTSPAWAR	SPAWAR SAN DIEGO	No
☑	Update	Copy	Delete	HTSPAWAR	TEST	No
☑	Update	Copy	Delete	HTSPAWAR	TEST1	No
☑	Update	Copy	Delete	HTSPAWAR	TRAVELERRL	No

Select All   Clear All

Globally Update Selected Routing Lists (on this page)

Add Routing Element	Remove Routing Element	Replace Signature Authority

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Select All checks each box

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Globally Updating Routing Lists (continued)

☐	Update	Copy	Delete	HTSPAWAR	eric	No
☐	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-A	No
☐	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-C	No
☐	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-D	No
☐	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-E	No
☐	Update	Copy	Delete	HTSPAWAR	FREDRL	No
☐	Update	Copy	Delete	HTSPAWAR	fredrl2	No
☐	Update	Copy	Delete	HTSPAWAR	fredrl3	No
☐	Update	Copy	Delete	HTSPAWAR	FREDRL4	No
☐	Update	Copy	Delete	HTSPAWAR	FREDRL5	No
☐	Update	Copy	Delete	HTSPAWAR	GROUPRL	No
☐	Update	Copy	Delete	HTSPAWAR	HELEN NORFOLK-A	No
☐	Update	Copy	Delete	HTSPAWAR	KANAMARL	Yes
☐	Update	Copy	Delete	HTSPAWAR	RL1	No
☐	Update	Copy	Delete	HTSPAWAR	RL2	No
☐	Update	Copy	Delete	HTSPAWAR	RL3	No
☐	Update	Copy	Delete	HTSPAWAR	RL4	No
☐	Update	Copy	Delete	HTSPAWAR	RL5	No
☐	Update	Copy	Delete	HTSPAWAR	Sandy	No
☐	Update	Copy	Delete	HTSPAWAR	SPAWAR SAN DIEGO	No
☐	Update	Copy	Delete	HTSPAWAR	TEST	No
☐	Update	Copy	Delete	HTSPAWAR	TEST1	No
☐	Update	Copy	Delete	HTSPAWAR	TRAVELERRL	No

Select All   Clear All

Globally Update Selected Routing Lists (on this page)
Add Routing Element   Remove Routing Element   Replace Signature Authority

1 - 29 of 29

Clear All de-selects each box

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Globally Updating Routing Lists (continued)

☐	Update	Copy	Delete	HTSPAWAR	eric	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-A	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-C	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-D	No
☑	Update	Copy	Delete	HTSPAWAR	ERIC NORFOLK-E	No
☐	Update	Copy	Delete	HTSPAWAR	FREDRL	No
☐	Update	Copy	Delete	HTSPAWAR	fredrl2	No
☐	Update	Copy	Delete	HTSPAWAR	fredrl3	No
☐	Update	Copy	Delete	HTSPAWAR	FREDRL4	No
☐	Update	Copy	Delete	HTSPAWAR	FREDRL5	No
☐	Update	Copy	Delete	HTSPAWAR	GROUPRL	No
☐	Update	Copy	Delete	HTSPAWAR	HELEN NORFOLK-A	No
☐	Update	Copy	Delete	HTSPAWAR	KANAMARL	Yes
☑	Update	Copy	Delete	HTSPAWAR	RL1	No
☑	Update	Copy	Delete	HTSPAWAR	RL2	No
☑	Update	Copy	Delete	HTSPAWAR	RL3	No
☑	Update	Copy	Delete	HTSPAWAR	RL4	No
☑	Update	Copy	Delete	HTSPAWAR	RL5	No
☐	Update	Copy	Delete	HTSPAWAR	Sandy	No
☐	Update	Copy	Delete	HTSPAWAR	SPAWAR SAN DIEGO	No
☐	Update	Copy	Delete	HTSPAWAR	TEST	No
☐	Update	Copy	Delete	HTSPAWAR	TEST1	No
☐	Update	Copy	Delete	HTSPAWAR	TRAVELERRL	No

Select All　Clear All

Globally Update Selected Routing Lists (on this page)		
Add Routing Element	Remove Routing Element	Replace Signature Authority

1 - 29 of 29

- Check only the boxes for select routing lists to update

- Globally Add Routing Element

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Globally Updating Routing Lists (continued)

User Name: **Helen Norfolk-A**
Organization Access: (All)
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8
Run Date: March 14, 2011 - 09:51 EDT

Screen ID: 7206.1

DTA Home | Help for this Screen | Logout

Defense Travel System
A New Era of Government Travel

DTA Maintenance

DTA Tools: | Routing Lists | Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List

Globally Add Routing Element   * Required

Document Type: * Select One ...
Document Status: * You must select an option from the 'Document Type' list.
Signature Name: * [   ] Search † Xorg Search †
Level: * [   ]
Process Name: You must select an option from the 'Document Status' list.

† Read-only field, use Search button

Routing List(s) To Be Updated:

	Routing List Name	Default Routing List
	ERIC NORFOLK-E	No
	FREDRL	No
	fredrl2	No
	fredrl3	No
	FREDRL4	No
	FREDRL5	No
	GROUPRL	No
	RL1	No
	RL2	No
	RL3	No
	RL4	No
	RL5	No
	Sandy	No

Globally Add Routing Element   Cancel

Must select:
• Document Type
• Document Status will
  populate after Document
  Type is selected
• Signature Name
• Level
• Process Name is optional

Globally Updating Routing Lists (continued)

Search People   * Required

Organization Name: * HTSPAWAR ▼   ☐ --Include Sub-Organizations

SSN: [   ]

OR

Last Name: norfolk

First Name: helen

> Can search for RO by SSN or Name

You must specify at least an SSN or a name (last required, first optional) in addition to specifying an Organization name. If you choose to enter matching information for both the SSN and the name, you may get a match. However, if the set of SSN and name you entered do not belong to the same person, no result will be shown even if the SSN or the name you entered is correct. For best results, it is recommended that you enter either an SSN or a name, but not both.

[Search] [Close Window]

Globally Updating Routing Lists (continued)

Search People Results

Organization Name: HTSPAWAR   Last Name: norfolk   SSN:
Include Sub-Organizations: false   First Name: helen

Select Person	Name	SSN	Organization
Select	Norfolk-A, Helen D	999993319	HTSPAWAR

1 - 1 of 1

Back to People Search   Close Window

Select the RO

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Globally Updating Routing Lists (continued)

Globally add routing element

Globally Updating Routing Lists (continued)

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User Name: **Helen Norfolk-A**
Organization Access: (All)
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8
Run Date: **March 14, 2011 - 09:16 EDT**

Screen ID: 7207.1

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Routing Lists ▼   Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List

Globally Add Routing Element Summary

Organization Name	Routing List Name	Default Routing List	Update Result
HTSPAWAR	ERIC NORFOLK-A	No	Successful
HTSPAWAR	ERIC NORFOLK-C	No	Successful
HTSPAWAR	ERIC NORFOLK-D	No	Successful
HTSPAWAR	ERIC NORFOLK-E	No	Successful
HTSPAWAR	RL1	No	Successful
HTSPAWAR	RL2	No	Successful
HTSPAWAR	RL3	No	Successful
HTSPAWAR	RL4	No	Successful
HTSPAWAR	RL5	No	Successful

OK

Shows successful for each routing list

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Globally Updating Routing Lists (continued)

Replacing Signature Authority on select routing lists

Globally Updating Routing Lists (continued)

Defense Travel System
A New Era of Government Travel

User Name: **Helen Norfolk-A**
Organization Access: (All)
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8
Run Date: March 29, 2011 - 08:24 EDT

Screen ID: **7206.3**

DTA Home | Help for this Screen | Logout

DTA Maintenance

| DTA Tools: | Routing Lists ▾ | Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List |

Globally Replace Signature Authority   * Required

Old Signature Name:*	Helen D Norfolk-A	Search	†	Xorg Search	†
New Signature Name:*		Search	†	Xorg Search	†

† Read-only field, use Search button

Routing List(s) To Be Updated:

Organization Name	Routing List Name	Default Routing List
SPAWAR	ERIC NORFOLK-D	No
SPAWAR	ERIC NORFOLK-E	No
SPAWAR	FREDRL	No
SPAWAR	fredrl2	No
SPAWAR	fredrl3	No
HTSPAWAR	FREDRL4	No
HTSPAWAR	FREDRL5	No
HTSPAWAR	GROUPRL	No
HTSPAWAR	HELEN NORFOLK-A	No
HTSPAWAR	KANAMARL	Yes
HTSPAWAR	RL1	No
HTSPAWAR	RL2	No
HTSPAWAR	RL3	No
HTSPAWAR	RL4	No
HTSPAWAR	RL5	No
HTSPAWAR	Sandy	No
HTSPAWAR	SPAWAR SAN DIEGO	No
HTSPAWAR	TEST	No
HTSPAWAR	TEST1	No
HTSPAWAR	TRAVELERRL	No

| Globally Replace Signature Authority | Cancel |

Requires the old and new RO's

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Globally Updating Routing Lists (continued)

Globally Updating Routing Lists (continued)

Globally Updating Routing Lists (continued)

| | User Name: Helen Norfolk-A
Organization Access: (All)
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8
Run Date: March 14, 2011 - 09:27 EDT | Screen ID: 7207.3
DTA Home | Help for this Screen | Logout |

DTA Tools: Routing Lists   Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List

Globally Replace Signature Authority Summary

Organization Name	Routing List Name	Default Routing List	Update Result
HTSPAWAR	ERIC NORFOLK-D	No	Successful
HTSPAWAR	ERIC NORFOLK-E	No	Successful
HTSPAWAR	FREDRL	No	Unsuccessful
HTSPAWAR	fredrl2	No	Successful
HTSPAWAR	fredrl3	No	Unsuccessful
HTSPAWAR	FREDRL4	No	Successful
HTSPAWAR	FREDRL5	No	Unsuccessful
HTSPAWAR	GROUPRL	No	Successful
HTSPAWAR	HELEN NORFOLK-A	No	Successful
HTSPAWAR	KANAMARL	Yes	Successful
HTSPAWAR	RL1	No	Successful
HTSPAWAR	RL2	No	Unsuccessful
HTSPAWAR	RL3	No	Successful
HTSPAWAR	RL4	No	Successful
HTSPAWAR	RL5	No	Successful
HTSPAWAR	Sandy	No	Successful
HTSPAWAR	SPAWAR SAN DIEGO	No	Unsuccessful
HTSPAWAR	TEST	No	Successful
HTSPAWAR	TEST1	No	Successful
HTSPAWAR	TRAVELERRL	No	Unsuccessful

OK

Unsuccessful for orgs where old RO does not exist

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Globally Updating Routing Lists (continued)

Selected all routing lists and removing a routing element

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Globally Updating Routing Lists (continued)

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User Name: **Helen Norfolk-A**
Organization Access: (All)
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8
Run Date: March 14, 2011 - 09:38 EDT

Screen ID: **7206.2**

DTA Home　|　Help for this Screen　|　Logout

DTA Maintenance

DTA Tools:　Routing Lists　　Search Routing List(s)　|　Create Routing List(s)　|　View Routing List List　|　View Delegated Authorities List

lly Remove Routing Element

Document Type: ¹
Document Status: ²
Signature Name: ² Chris Norfolk-B　　Search　† Xorg Search †
Level: ¹

¹ This is not a required field, but if inputted, at least one other field must be inputted
² This is not a required field, but may be the only field with an input
† Read-only field, use Search button

- Document Type and Level are not required fields, but if entered, at least one other field must be inserted
- Document Status and Signature Name are not required fields but can be the only field updated

Routing List(s) To Be Updated:

Organization Name	Routing List Name	Default Routing List
WAR	BELLE	No
WAR	CHRIS NORFOLK-A	No
WAR	CHRIS NORFOLK-B	No
WAR	CHRIS NORFOLK-C	No
WAR	CHRIS NORFOLK-D	No
WAR	CHRIS NORFOLK-E	No
WAR	eric	No
WAR	ERIC NORFOLK-A	No
WAR	ERIC NORFOLK-C	No
WAR	ERIC NORFOLK-D	No
HTSPAWAR	ERIC NORFOLK-E	No
HTSPAWAR	FREDRL	No
HTSPAWAR	fredrl2	No
HTSPAWAR	fredrl3	No
HTSPAWAR	FREDRL4	No
HTSPAWAR	FREDRL5	No
HTSPAWAR	GROUPRL	No
HTSPAWAR	HELEN NORFOLK-A	No

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Globally Updating Routing Lists (continued)

¹ This is not a required field, but if inputted, at least one other field must be inputted
² This is not a required field, but may be the only field with an input
† Read-only field, use Search button

Routing List(s) To Be Updated:

Organization Name	Routing List Name	Default Routing List
HTSPAWAR	BELLE	No
HTSPAWAR	CHRIS NORFOLK-A	No
HTSPAWAR	CHRIS NORFOLK-B	No
HTSPAWAR	CHRIS NORFOLK-C	No
HTSPAWAR	CHRIS NORFOLK-D	No
HTSPAWAR	CHRIS NORFOLK-E	No
HTSPAWAR	eric	No
HTSPAWAR	ERIC NORFOLK-A	No
HTSPAWAR	ERIC NORFOLK-C	No
HTSPAWAR	ERIC NORFOLK-D	No
HTSPAWAR	ERIC NORFOLK-E	No
HTSPAWAR	FREDRL	No
HTSPAWAR	fredrl2	No
HTSPAWAR	fredrl3	No
HTSPAWAR	FREDRL4	No
HTSPAWAR	FREDRL5	No
HTSPAWAR	GROUPRL	No
HTSPAWAR	HELEN NORFOLK-A	No
HTSPAWAR	KANAMARL	Yes
HTSPAWAR	RL1	No
HTSPAWAR	RL2	No
HTSPAWAR	RL3	No
HTSPAWAR	RL4	No
HTSPAWAR	RL5	No
HTSPAWAR	Sandy	No
HTSPAWAR	SPAWAR SAN DIEGO	No
HTSPAWAR	TEST	No
HTSPAWAR	TEST1	No
HTSPAWAR	TRAVELERRL	No

Globally Remove Routing Element Cancel

Globally remove the routing element

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Globally Updating Routing Lists (continued)

Organization Name	Routing List Name	Default Routing List	Update Result
HTSPAWAR	BELLE	No	Successful
HTSPAWAR	CHRIS NORFOLK-A	No	Unsuccessful
HTSPAWAR	CHRIS NORFOLK-B	No	Unsuccessful
HTSPAWAR	CHRIS NORFOLK-C	No	Unsuccessful
HTSPAWAR	CHRIS NORFOLK-D	No	Unsuccessful
HTSPAWAR	CHRIS NORFOLK-E	No	Unsuccessful
HTSPAWAR	eric	No	Successful
HTSPAWAR	ERIC NORFOLK-A	No	Unsuccessful
HTSPAWAR	ERIC NORFOLK-C	No	Unsuccessful
HTSPAWAR	ERIC NORFOLK-D	No	Successful
HTSPAWAR	ERIC NORFOLK-E	No	Successful
HTSPAWAR	FREDRL	No	Successful
HTSPAWAR	fredrl2	No	Successful
HTSPAWAR	fredrl3	No	Successful
HTSPAWAR	FREDRL4	No	Successful
HTSPAWAR	FREDRL5	No	Successful
HTSPAWAR	GROUPRL	No	Successful
HTSPAWAR	HELEN NORFOLK-A	No	Unsuccessful
HTSPAWAR	KANAMARL	Yes	Successful
HTSPAWAR	RL1	No	Successful
HTSPAWAR	RL2	No	Successful
HTSPAWAR	RL3	No	Successful
HTSPAWAR	RL4	No	Successful
HTSPAWAR	RL5	No	Successful
HTSPAWAR	Sandy	No	Successful
HTSPAWAR	SPAWAR SAN DIEGO	No	Successful
HTSPAWAR	TEST	No	Successful
HTSPAWAR	TEST1	No	Successful
HTSPAWAR	TRAVELERRL	No	Successful

Displays whether successful or unsuccessful

Globally Adding/Removing GGMR

- Establishing groups:

  - Helps maintain documents, from an administrators point-of-view

  - Provides clerks, NDEAs, DTAs and help desk personnel with anytime access to traveler's documents and privacy act information

  - Allows administrators access to view, create and edit traveler's documents

Globally Adding/Removing GGMR (continued)

Created a new group in org HTSPAWAR called "TEST GP"

Globally Adding/Removing GGMR (continued)

Globally Adding/Removing GGMR (continued)

Global Group Membership to the new group can be assigned by individual org by entering one org at a time

Globally Adding/Removing GGMR (continued)

Globally Adding/Removing GGMR (continued)

- Org assignment in to the group can be done globally
- Search for the organization(s) whose travelers are needed in the group

Globally Adding/Removing GGMR (continued)

- Enter the org the group was created in and group name

- Must know the org and group name *(You are not prompted or assisted with this)*

Globally Adding/Removing GGMR (continued)

☑	HTSPAWAR3MAIN25
☑	HTSPAWAR6
☐	HTSPAWAR6MAIN01
☐	HTSPAWAR6MAIN01SUB1
☑	HTSPAWAR6MAIN01SUB2
☑	HTSPAWAR6MAIN02
☑	HTSPAWAR6MAIN02SUB1
☑	HTSPAWAR6MAIN02SUB2
☑	HTSPAWAR6MAIN04
☑	HTSPAWAR6MAIN04SUB1
☑	HTSPAWAR6MAIN05
☑	HTSPAWAR6MAIN05SUB1
☐	HTSPAWAR6MAIN06
☑	HTSPAWAR6MAIN06SUB1
☐	HTSPAWAR6MAIN07
☑	HTSPAWAR6MAIN07SUB1
☐	HTSPAWAR6MAIN08
☐	HTSPAWAR6MAIN08SUB1
☐	HTSPAWAR6MAIN08SUB2
☑	HTSPAWAR6MAIN09
☑	HTSPAWAR6MAIN09SUB1
☐	HTSPAWAR6MAIN10
☐	HTSPAWAR6MAIN10SUB1
☐	HTSPAWAR6MAIN10SUB2
☐	HTSPAWAR6MAIN11
☐	HTSPAWAR6MAIN11SUB1
☑	HTSPAWAR6MAIN11SUB2
☑	HTSPAWAR6MAIN12
☐	HTSPAWAR6MAIN13
☐	HTSPAWAR6MAIN14
☑	HTSPAWAR6MAIN15
☑	HTSPAWAR6MAIN16
☑	HTSPAWAR6MAIN26
☑	HTSPAWAR6MAIN26SUB1
☐	HTSPAWAR6MAIN26SUB2

Global Delete   Global Add

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Check the boxes for the organizations that travelers need to be in the group and click Global Add

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Resources

DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

  www.defensetravel.dod.mil

Travel Explorer (TraX)

- Web-Based Training (Routing Lists and Groups)

  www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX

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