



# 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

**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 14, 2011 - 09:08 EDT

Screen ID: 7201.1  
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


**Routing List(s)** (Search Results)

Routing List Name: \_\_\_\_\_ Organization Name: HTSPAWAR  
Default Routing Lists Only: No Include Sub-Organizations: No

Select to Globally Update	Individually Edit	Organization Name	Routing List Name	Default Routing List
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	BELLE	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	CHRIS NORFOLK-A	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	CHRIS NORFOLK-B	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	CHRIS NORFOLK-C	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	CHRIS NORFOLK-D	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	CHRIS NORFOLK-E	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	eric	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	ERIC NORFOLK-A	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	ERIC NORFOLK-C	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	ERIC NORFOLK-D	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	ERIC NORFOLK-E	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	FREDRL	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	fredr12	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	fredr13	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	FREDRL4	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	FREDRL5	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	GROUPRL	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	HELEN NORFOLK-A	No
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	KANAMARL	Yes
<input type="checkbox"/>	Update Copy Delete	HTSPAWAR	RL1	No



# Globally Updating Routing Lists (continued)



**Defense Travel System**  
A New Era of Government Travel

Screen ID: 7200.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

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 - 09:07 EDT

**DTA Maintenance**

**DTA Tools:** Routing Lists 
[Search Routing List\(s\)](#) | [Create Routing List\(s\)](#) | [View Routing List List](#) | [View Delegated Authorities List](#)

**Search Routing List(s)**

Routing List Name:

Organization Name:   --Include Sub-Organizations

Default Routing Lists Only:

Searching for routing lists  
in HTSPAWAR



# Globally Updating Routing Lists (continued)

<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	eric	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-A	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-C	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-D	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-E	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL5	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	GROUPRL	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	HELEN NORFOLK-A	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	KANAMARL	Yes
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL5	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	Sandy	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	SPAWAR SAN DIEGO	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TRAVELERRL	No
<a href="#">Select All</a> <a href="#">Clear All</a>						
Globally Update Selected Routing Lists (on this page)						
<a href="#">Add Routing Element</a> <a href="#">Remove Routing Element</a> <a href="#">Replace Signature Authority</a>						
1 - 29 of 29						

Select All checks each box



# Globally Updating Routing Lists (continued)

<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	eric	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-A	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-C	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-D	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-E	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	FREDRL	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	fredrl2	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	fredrl3	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	FREDRL4	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	FREDRL5	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	GROUPRL	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	HELEN NORFOLK-A	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	KANAMARL	Yes
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	RL1	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	RL2	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	RL3	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	RL4	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	RL5	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	Sandy	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	SPAWAR SAN DIEGO	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	TEST	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	TEST1	No
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HTSPAWAR	TRAVELERRL	No

Clear All de-selects each box

Select All Clear All

Globally Update Selected Routing Lists (on this page)

[Add Routing Element](#) [Remove Routing Element](#) [Replace Signature Authority](#)







# Globally Updating Routing Lists (continued)

<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	eric	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-A	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-C	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-D	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-E	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl2	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl3	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL4	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL5	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	GROUPRL	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	HELEN NORFOLK-A	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	KANAMARL	Yes
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL5	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	Sandy	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	SPAWAR SAN DIEGO	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST1	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TRAVELERRL	No
<a href="#">Select All</a> <a href="#">Clear All</a>				Globally Update Selected Routing Lists (on this page) <a href="#">Add Routing Element</a> <a href="#">Remove Routing Element</a> <a href="#">Replace Signature Authority</a>		

- Check only the boxes for select routing lists to update
- Globally Add Routing Element





# 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 14, 2011 - 09:51 EDT

Screen ID: 7206.1  
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 \* Required

Document Type: \*

Document Status: \* You must select an option from the 'Document Type' list.

Signature Name: \*   †  †

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

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: \*   --Include Sub-Organizations

SSN:

**OR**

Last Name:

First 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.

Can search for RO by SSN or Name





# 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
<input type="button" value="Select"/>	Norfolk-A, Helen D	999993319	HTSPAWAR

1 - 1 of 1

Select the RO



# 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 14, 2011 - 09:12 EDT

Screen ID: 7206.1  
[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 \* Required

Document Type: \* Authorization  
Document Status: \* REVIEWED  
Signature Name: \* Helen D Norfolk-A  †  †  
Level: \* 10  
Process Name:

† Read-only field, use Search button

Routing List(s) To Be Updated:

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

Globally add routing element





# 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 14, 2011 - 09:16 EDT

Screen ID: 7207.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

DTA Tools: Routing Lists [v] 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



# Globally Updating Routing Lists (continued)

<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	CHRIS NORFOLK-C	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	CHRIS NORFOLK-D	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	CHRIS NORFOLK-E	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	eric	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-A	No
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-C	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-D	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-E	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	...	...
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	GROUPRL	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	HELEN NORFOLK-A	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	KANAMARL	Yes
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL5	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	Sandy	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	SPAWAR SAN DIEGO	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	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

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  †  †  
 New Signature Name:\*   †  †

† 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	fredr2	No
SPAWAR	fredr3	No
SPAWAR	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

Requires the old and new RO's





# Globally Updating Routing Lists (continued)

Screen ID: 7804.3  
[Help for this Screen](#)

## Search People Results

Organization Name: **HTSPAWAR**  
Include Sub-Organizations: **false**

Last Name: **norfolk**      SSN:  
First Name: **chris**

Select Person	Name	SSN	Organization
<input type="button" value="Select"/>	Norfolk-A, Chris A	999993324	HTSPAWAR
<input type="button" value="Select"/>	Norfolk-B, Chris	999993323	HTSPAWAR
<input type="button" value="Select"/>	Norfolk-C, Chris A	999993322	HTSPAWAR
<input type="button" value="Select"/>	Norfolk-D, Chris A	999993321	HTSPAWAR
<input type="button" value="Select"/>	Norfolk-E, Chris A	999993320	HTSPAWAR

1 - 5 of 5





# 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 14, 2011 - 09:23 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:*	<input type="text" value="Helen D Norfolk-A"/>	<input type="button" value="Search"/>	†	<input type="button" value="Xorg Search"/>	†
New Signature Name:*	<input type="text" value="Chris Norfolk-B"/>	<input type="button" value="Search"/>	†	<input type="button" value="Xorg Search"/>	†

† Read-only field, use Search button

Routing List(s) To Be Updated:

Organization Name	Routing List Name	Default Routing List
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 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 14, 2011 - 09:27 EDT

Screen ID: 7207.3  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

DTA Tools: Routing Lists [v] 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





# Globally Updating Routing Lists (continued)

Selected all routing lists and removing a routing element

<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	CHRIS NORFOLK-C	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	CHRIS NORFOLK-D	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	CHRIS NORFOLK-E	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	eric	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-A	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-C	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-D	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	ERIC NORFOLK-E	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	fredrl3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	FREDRL5	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	GROUPRL	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	HELEN NORFOLK-A	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	KANAMARL	Yes
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL2	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL3	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL4	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	RL5	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	Sandy	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	SPAWAR SAN DIEGO	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TEST1	No
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	HTSPAWAR	TRAVELERRL	No

Select All Clear All

Globally Update Selected Routing Lists (on this page)

[Add Routing Element](#)

[Remove Routing Element](#)

[Replace Signature Authority](#)





# 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 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](#)

### Remove Routing Element

Document Type: <sup>1</sup>

Document Status: <sup>2</sup>

Signature Name: <sup>2</sup>

Level: <sup>1</sup>

<sup>1</sup> This is not a required field, but if inputted, at least one other field must be inputted  
<sup>2</sup> 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
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
WAR	ERIC NORFOLK-E	No
HTSPAWAR	FREDRL	No
HTSPAWAR	fredr2	No
HTSPAWAR	fredr3	No
HTSPAWAR	FREDRL4	No
HTSPAWAR	FREDRL5	No
HTSPAWAR	GROUPRL	No
HTSPAWAR	HELEN NORFOLK-A	No

- 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





# Globally Updating Routing Lists (continued)

- <sup>1</sup> This is not a required field, but if inputted, at least one other field must be inputted
- <sup>2</sup> 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 the routing element





# 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 14, 2011 - 09:40 EDT

Screen ID: 7207.2

[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

### Globally Remove Routing Element Summary

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)

**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 17, 2011 - 07:39 EDT

Screen ID: 7302.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Tools:** Groups [v]  
Group(s) Search | Create | View List  
Individual Group Members Search | Add | View List  
Global Membership Search | Add | Global Edit | View List

**Create Group** \* Required

Group Name: \* TEST.GP  
Organization Owner Name: \* HTSPAWAR [v] [i]


Save Group Cancel

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





# Globally Adding/Removing GGMR (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 17, 2011 - 07:39 EDT

Screen ID: 7301.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

---

DTA Tools: Groups Group(s) Search | Create | View List Individual Group Members Search | Add | View List Global Membership Search | Add | Global Edit | View List

**Group(s)** (Search Results)

Organization Owner Name: HTSPAWAR  
 Include Sub-Organizations: No Group Name: TEST GP

Edit	Organization Owner Name	Group Name
<a href="#">Delete</a>	HTSPAWAR	TEST GP

1 - 1 of 1





# Globally Adding/Removing GGMR (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 17, 2011 - 07:51 EDT

Screen ID: 7502.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

DTA Tools:

**Add Global Group Membership** \* Required

Member Organization Name: \*


Group Organization Owner Name: \*

Group Name: \*

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)



**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 17, 2011 - 07:53 EDT

Screen ID: 7501.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)



**DTA Tools:**  Group(s) Search | Create | View List Individual Group Members Search | Add | View List Global Membership Search | Add | Global Edit | View List

**Global Group Membership** (Search Results)

Group Organization Owner Name: HTSPAWAR Group Name: TEST GP  
 Member Organization Name: HTSPAWAR

Edit	Group Organization Owner Name	Group Name
<div style="background-color: #a0c0ff; padding: 2px 5px; display: inline-block;">Remove</div>	HTSPAWAR	TEST GP

1 - 1 of 1





# Globally Adding/Removing GGMR (continued)

The screenshot shows the Defense Travel System interface. At the top left is the logo and text "Defense Travel System A New Era of Government Travel". On the right, user information is displayed: "User Name: Helen Norfolk-A", "Organization Access: (All)", "Group Access: - (All)", "Permission: 0, 1, 2, 3, 4, 5, 6, 7, 8", and "Run Date: March 17, 2011 - 07:33 EDT". A "Screen ID: 1450.1" is also visible. Below this is a navigation bar with "DTA Home", "Help for this Screen", and "Logout" links, and a "DTA Maintenance" button. A "DTA Tools:" section contains a dropdown menu set to "Groups". Below this are three tabs: "Group(s)", "Individual Group Members", and "Global Membership", each with sub-links for "Search", "Add", and "View List". The main content area is titled "Search Organization(s)" and features a search form with "Organization Name:" followed by a dropdown menu containing "HTSPAWAR", a search icon, and a checked checkbox labeled "--Include Sub-Organizations". A "Search" button is located below the form.

- 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)

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 17, 2011 - 07:43 EDT

Screen ID: 1451.1  
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Groups

Group(s) Search | Create | View List  
Individual Group Members Search | Add | View List  
Global Membership Search | Add | Global Edit | View List

Global Edit

Group Organization Owner Name: \* HTSPAWAR  
Group Name: \* TEST GP

Select to Delete or Add	Organization Code
<input type="checkbox"/>	HTSPAWAR
<input type="checkbox"/>	HTSPAWAR3MAIN02
<input type="checkbox"/>	HTSPAWAR3MAIN03
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN04
<input type="checkbox"/>	HTSPAWAR3MAIN05
<input type="checkbox"/>	HTSPAWAR3MAIN06
<input type="checkbox"/>	HTSPAWAR3MAIN07
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN08
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN09
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN10
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN11
<input type="checkbox"/>	HTSPAWAR3MAIN12
<input type="checkbox"/>	HTSPAWAR3MAIN13
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN14
<input type="checkbox"/>	HTSPAWAR3MAIN15
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN16
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN18
<input checked="" type="checkbox"/>	HTSPAWAR3MAIN25
<input checked="" type="checkbox"/>	HTSPAWAR6
<input type="checkbox"/>	HTSPAWAR6MAIN01
<input type="checkbox"/>	HTSPAWAR6MAIN01SUB1
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN01SUB2
<input type="checkbox"/>	HTSPAWAR6MAIN02
<input type="checkbox"/>	HTSPAWAR6MAIN02SUB1

- 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)

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

<input checked="" type="checkbox"/>	HTSPAWAR3MAIN25
<input checked="" type="checkbox"/>	HTSPAWAR6
<input type="checkbox"/>	HTSPAWAR6MAIN01
<input type="checkbox"/>	HTSPAWAR6MAIN01SUB1
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN01SUB2
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN02
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN02SUB1
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN02SUB2
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN04
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN04SUB1
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN05
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN05SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN06
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN06SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN07
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN07SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN08
<input type="checkbox"/>	HTSPAWAR6MAIN08SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN08SUB2
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN09
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN09SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN10
<input type="checkbox"/>	HTSPAWAR6MAIN10SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN10SUB2
<input type="checkbox"/>	HTSPAWAR6MAIN11
<input type="checkbox"/>	HTSPAWAR6MAIN11SUB1
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN11SUB2
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN12
<input type="checkbox"/>	HTSPAWAR6MAIN13
<input type="checkbox"/>	HTSPAWAR6MAIN14
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN15
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN16
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN26
<input checked="" type="checkbox"/>	HTSPAWAR6MAIN26SUB1
<input type="checkbox"/>	HTSPAWAR6MAIN26SUB2

Global Delete Global Add

1 - 52 of 52





# Resources



## DEFENSE TRAVEL MANAGEMENT OFFICE

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## DTMO Website

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

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)



## Travel Explorer (TraX)

- Web-Based Training (Routing Lists and Groups)

[www.defensetravel.dod.mil/Passport](http://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

