Data Tracking System (DTS)
User Manual

http://dts.fws.net
https://dts.fws.gov

Correspondence Control Unit
Telephone: 202-208-7535

April 2008

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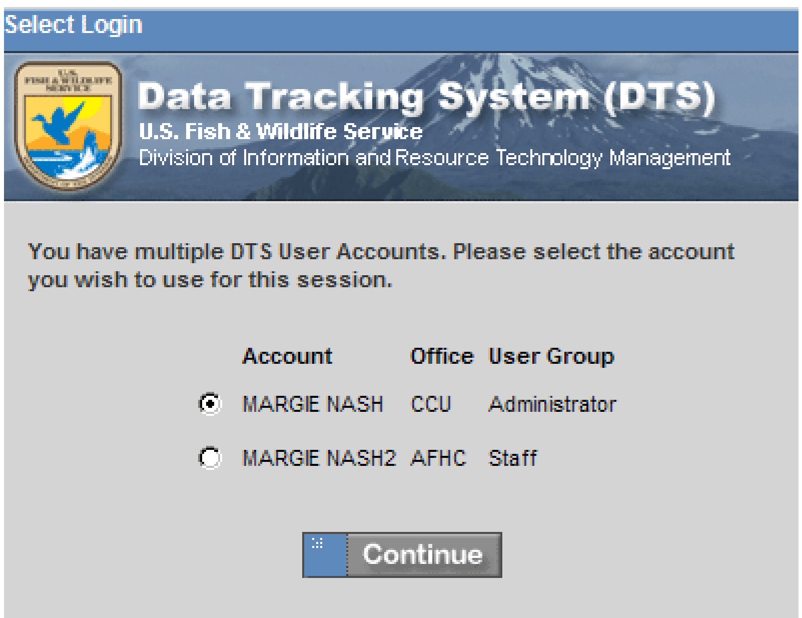
ACCESSING THE DTS SYSTEM (*Use Internet Explorer 6)*

*Please remember to deactivate any Pop-up Blocker software before using the application.

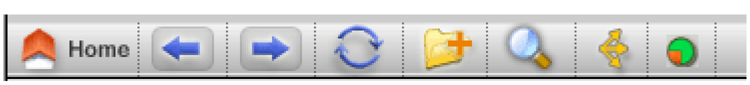
Step (1) Go to the following link:
http://dts.fws.net (intranet SWAN access)
https://dts.fws.gov (internet access—from home)
Step (2) Enter your email address and Active Directory password and click OK.
Step (3) Press Enter or click Continue at the Welcome Page
Step (4) If you have more than one User Account, select the one you want to use and press Enter or click Continue.



CONTROL CENTER

Navigation Bar

1. *Home* button takes the user to the Control Center
2. *Back* button returns the user to the previous screen
3. *Forward* button takes the user to the next screen
4. *Refresh* button reloads the screen
5. *Add New Record* button takes the user to the Main Information Screen
6. *Search* button takes the user to the Simple Search Screen
7. *Predefined Process* button to create/edit predefined routings
8. *Reports* button takes the user to the Reports Screen to create and schedule reports

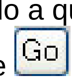


1. 2. 3. 4. 5. 6. 7. 8.

System Messages
The System Manager provides the user with the current status of the DTS.

Tip of the Week
Check here for reminders and suggestions on how to make the DTS work better for you.

Select User Account
If you have more than one account in DTS, you can change to the another account by selecting from the drop down box. The Routing InBOX will refresh with the records associated with the account selected.

Quick Search
If you know the DCN or ES number of the record you want to view, you can do a quick search by entering the number in the appropriate field and pressing Enter or clicking the 

button.

Routing InBOX
Provides the user with the initial view of current records that are associated with the user's logged in account (Orig. Office). These records are described by the following:

- DCN
- Task Assigned Date
- Task Due Date
- Last Name
- Subject

From your Routing InBOX, you may click on the:

- Record button to access a record assigned to your office and take appropriate action
- Up/Down arrows to reverse order of presentation


Control Center

Outbox

Routing OutBOX

Record	DCN	Subject	Input	Due Date	Last Name	Tasks Complete	Assigned To	Assigned	Task Due	Close DCN
	034719	Pollution at Beach Preserve of Hacienda la Esperanza	01/17/2008	02/22/2008	Reyes	1 of 12	R4-ARD-ES	01/17/2008	02/20/2008	
	034718	Report to Congress on the Upper Colorado and San Juan River Basin Recovery Programs	01/17/2008	01/28/2008	Richardson	8 of 10	FW	01/29/2008	N/A	
	034697	Framework for Bison Conservation in the U.S.DOI	01/16/2008	01/26/2008	FW	34 of 34				
	034685	Experienced Volunteer Availabity for the NBR thru the Spring	01/16/2008	01/31/2008	Friends of the National Bison Range	3 of 6	R6	01/16/2008	01/30/2008	

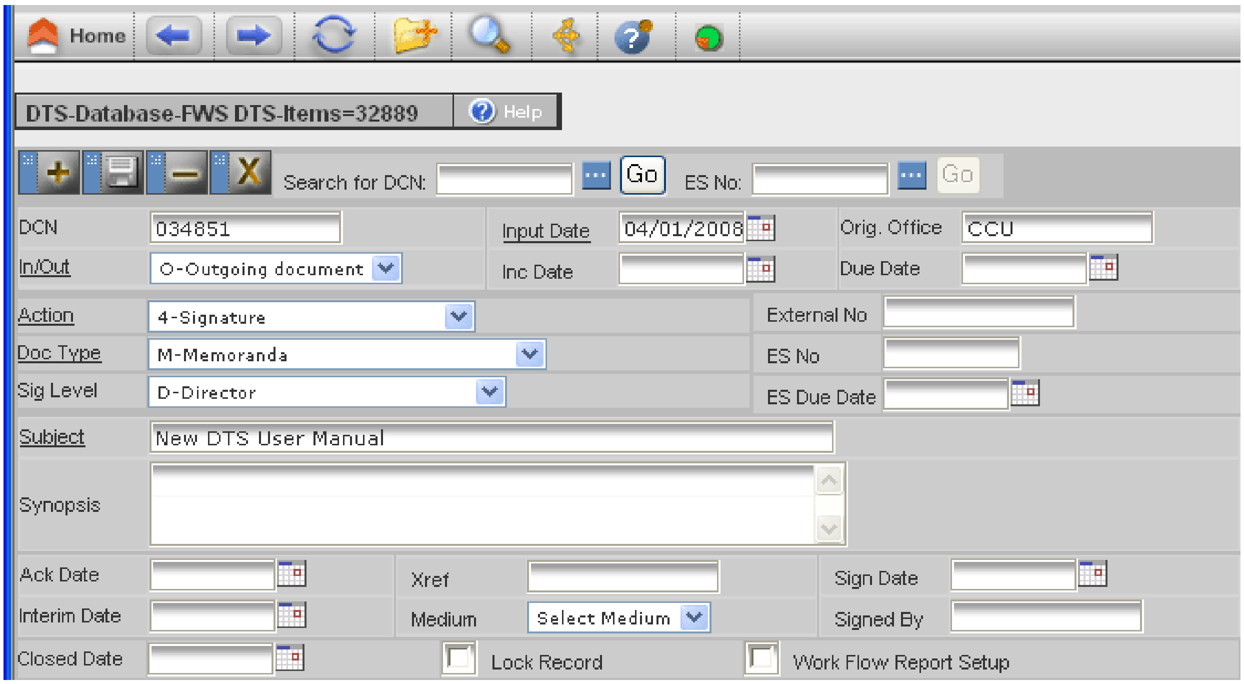
Routing OutBOX

In the upper right hand corner of the Control Center, you can select your Routing OutBox from the dropdown menu. This provides the user with all records the user's Originating Office has entered that are open. These records are described by the following:

- DCN
- Subject
- Input Date
- Due Date (if any)
- Last Name
- Number of Tasks Completed
- Current Office Assigned To
- Date Task Assigned
- Task Due Date
- Close DCN

If all tasks have been completed and the record is still open (no date in the Closed Date field), there will be a yellow folder in the Close DCN column of the Routing OutBox. Click on the folder and the system will automatically enter a date in the closed date field of the record.

ADD A RECORD



Step (1) Click the Add New Record button  on the main Navigation Bar. You are now on the Main Information Screen.

Step (2) The FWS National Database is the default. You can select a different database from the dropdown menu (right side of screen).

Step (3) Fill in all appropriate fields. Underlined field labels indicate fields that you must complete.

Step (4) Click the Lock Record checkbox (optional).

Step (5) Click the Save button  to save your record.

Field Definitions:

DCN - A number assigned by the system automatically when you save the record. You cannot enter any information in this field.

Input Date - Required field - Populates with today's date; press the calendar button and select appropriate date if different than today's date.

Orig. Office - The system will insert your office when you save the record. You cannot enter information in this field.

<u>In/Out</u> - Required field - Incoming/Outgoing. Incoming document is one that is coming into the Service (your office) for response or other action. An outgoing document is one that originates within the Service that is not in response to an incoming. Select appropriate entry from dropdown.

Inc. Date - Date on incoming letter/document. Press the calendar button to select appropriate date. Do not enter a date for an outgoing document.

Due Date - Due date for lead office is the date by which all action must be completed. Press the calendar button to select appropriate date.

<u>Action</u> - Required field -This is the overall action for the document; select from the dropdown list.

<u>Doc. Type</u> - Required field - Document Type. Select from dropdown list. Be as specific as possible; e.g., for a memorandum on competitive sourcing, select "Competitive Sourcing," not "Memoranda."

Sig. Level - Select appropriate signature level from dropdown list.

External Number – Use for another number related to your document; e.g., RIN for Federal Register documents; GAO number for audits, etc.

ES No. – Control number assigned by Executive Secretariat

ES Due Date - Due date assigned by Executive Secretariat; press the calendar button to select appropriate date.

<u>Subject</u> - Required field. Enter brief subject of document. This field will show up on reports and space is limited. Be specific so you will be able to locate it in a search. Do not put "Travel Authorization," or "Request for Actual Expenses," etc., as your subject. If you are looking for a specific action, these subjects will not help you find it. Better subjects would be:

> Travel Authorization - John Doe - Phoenix, AZ – 5-22-07
> Actual Expenses - AFWA - Washington, D.C. – 3-15-07

Synopsis - Further explanation of subject, if needed. Do not carry over text from Subject to Synopsis.

Ack Date - If an acknowledgement letter is sent, enter date by selecting calendar.

Interim Date - If an interim response is sent, enter date by selecting calendar.

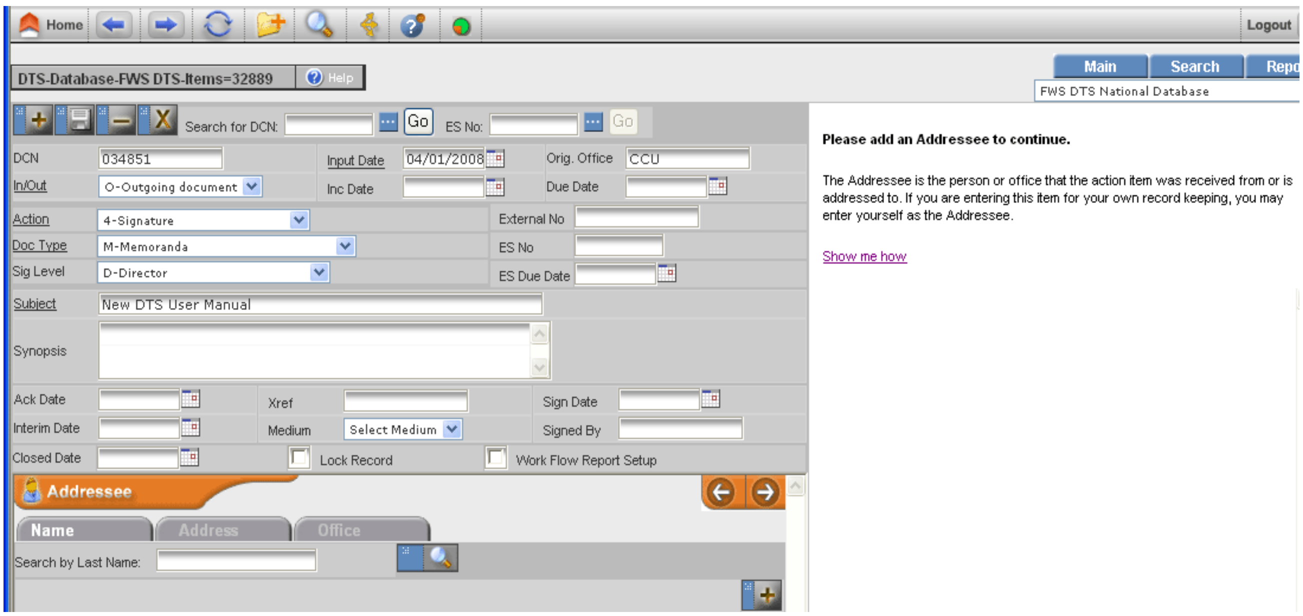
XRef - Cross Reference - Enter DCNs of other documents that pertain to this record. For example, if you received a previous letter from the same addressee on the same subject, enter the DCN of the first letter in this field.

Medium – Select how you received the letter/document from the dropdown list.

Signed Date - Date document is signed. Press the calendar button to select appropriate date.

Signed By - Name of person who signed the document.

Closed Date – Date record was completed. Press the calendar button to select appropriate date.



ADDRESSEE

Add an Addressee

Enter one or more addressees and the appropriate address information. You can also select an office as an addressee.

Incoming document – The addressee is the name of the person who signed the incoming correspondence or acronym of the Service or Departmental office.

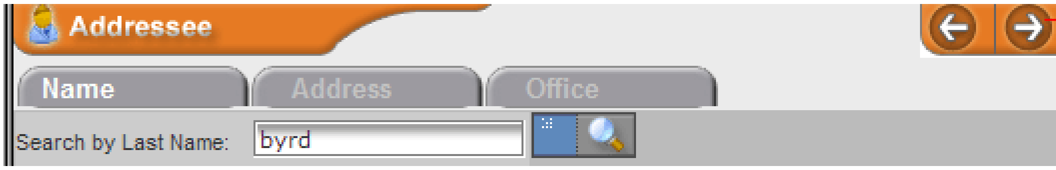
Outgoing document – The addressee is the name of the person to whom the response is addressed or the acronym of the Service or Departmental office.

Use office acronyms rather than names for documents to/from offices within the Service and the Department; e.g., for memorandum addressed to the Regional Director, Region 3, use "R3" as the addressee. Do not use "Robyn Thorson."

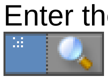
Use the following as last names:

Service Directorate
Federal Register
Clearance Record
News Release

Select A Name

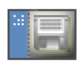


Forward and *Back buttons* at the top of the Addressee screen will enable you to navigate within the Addressee screen.

Step (1) After entering the core information for your record, scroll down to the Addressee screen. Enter the last name of the addressee in the Search by Last Name field. Click on the Search button  in the Addressee screen. If the correct name is listed, click on the Last Name and the addressee information will appear in the Addressee screen; also the Address form will fill in.

Note: If the correct name is not listed, click the Go Back button 

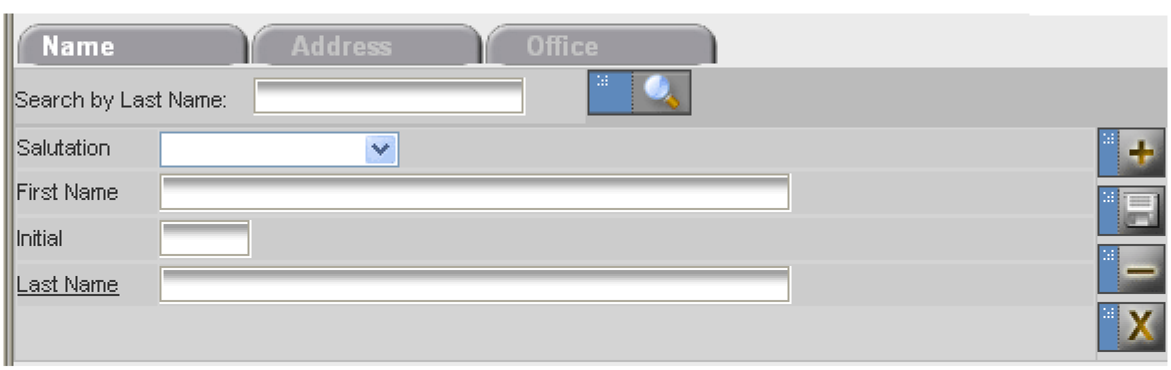
(see Add a Name, below).

Step (2) Click the Save Addressee button  (right side of addressee screen) to save the addressee.

Step (3) To enter address information, click the Address tab and enter appropriate data. Click the Save Address button  (right side of addressee screen) to save the address information.

Add A Name

Step (1) If your lookup from Step (1) above does not produce the correct name, click the Go Back button to return to the Addressee screen. Fill in the appropriate fields, Last Name is required. Click the save button on the right side of the Addressee Screen.



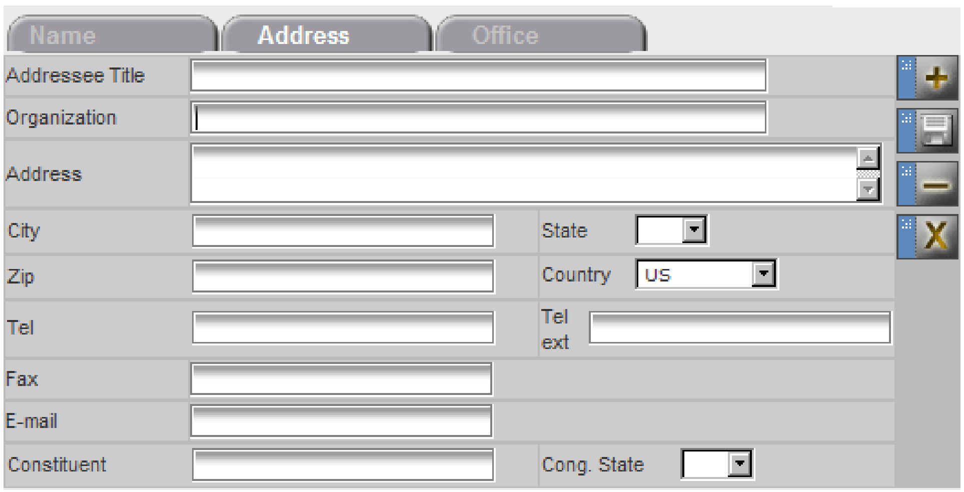
Add

Save

Cancel

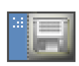
Delete

Step (2) Click on the Address tab at the top of the Addressee Screen and fill in all appropriate fields. Click the save button on the right side of the Addressee Screen to save the address information.

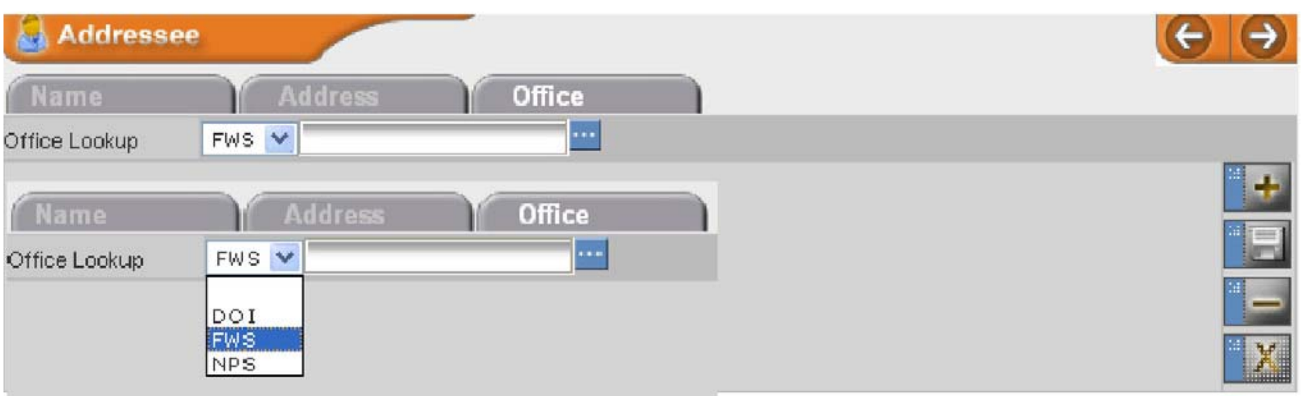


Select An Office

Step (1) Click the Office tab at the top of the Addressee Screen. In the Office Lookup field, type the office or first few letters of the office and press the ellipsis button  . Select the appropriate office.

Step (2) Click the Save Addressee button  on the right side of Addressee screen to save the office acronym.

If the office is outside of the FWS, click the dropdown arrow to select the appropriate Departmental bureau.



Note: You cannot add an office that is not in the office list. To add an office, call the Correspondence Control Unit at 202-208-7535.

TREE VIEW

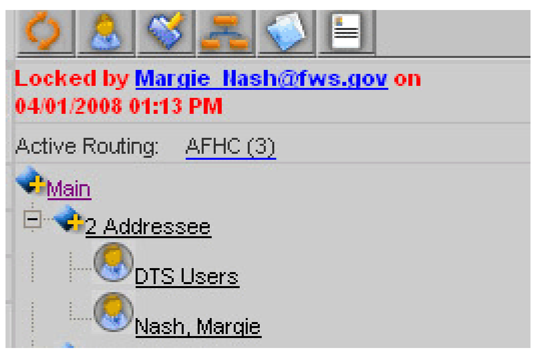
After you save the Main Information and the Addressee, the Tree will refresh with the following icons at the top of the Tree:

1. 2. 3. 4. 5. 6.

1. The *Refresh* button will refresh the tree
2. The *Add Addressee* button will open the Addressee Screen at the bottom left
3. The *Comment* button will open the Overall Comments Screen
4. The *Add Routings* button will open the Routing Screen at the bottom left
5. The *Attachments* button will open the Attachments Screen at the bottom left
6. The *Control Slip* button will allow the user to create a Control Slip

RECORD LOCKING

On the bottom-middle of the Main Information Screen, there is a record lock checkbox. Check this box while you are working with a record so the record cannot be overwritten by another user. If you need to modify a record that has been locked by another user, click on the link at the top of the Tree to send the user an email asking the user to unlock the record.



In your InBOX there is an icon of a lock if a record assigned to your office is locked. A green lock indicates the record was locked by you, and a red lock indicates the record was locked by another user.

Routing InBOX

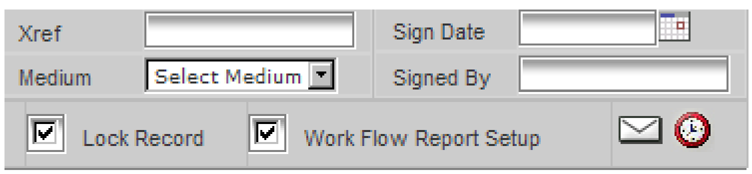
Record	DCN	Task Assigned	Task Due Date	Last Name	Subject
	034851	04/01/2008	04/02/2008	DTS Users, Nash	New DTS User Manual
	033752	01/23/2008	01/15/2008	Service Direcorate	Implementing the National Fish Habitat Action Plan under the FY 2008 Continuing Resolution
	032632	10/30/2007	N/A	Service Directorate	Revisions to the Environmental Review Procedures

ACTIVE ROUTING QUICK-VIEW

Below the Record Locking email link is a quick view of the open routing(s) and the assigned task (e.g., AFHC (3) = assigned to AFHC for surname). If there is more than one open routing, there will be a dropdown box. Clicking on the active routing will open that routing in the Routing Screen.

WORK FLOW REPORT SETUP

On the bottom-middle of the Main Information Screen, there is a checkbox to set up a Work Flow Report. Use the work flow to keep track of individual records.

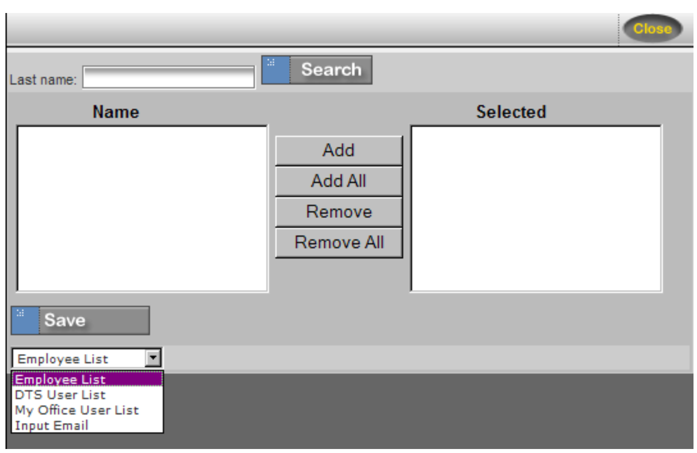


To set up a Work Flow Report:

Step (1) Check the box.

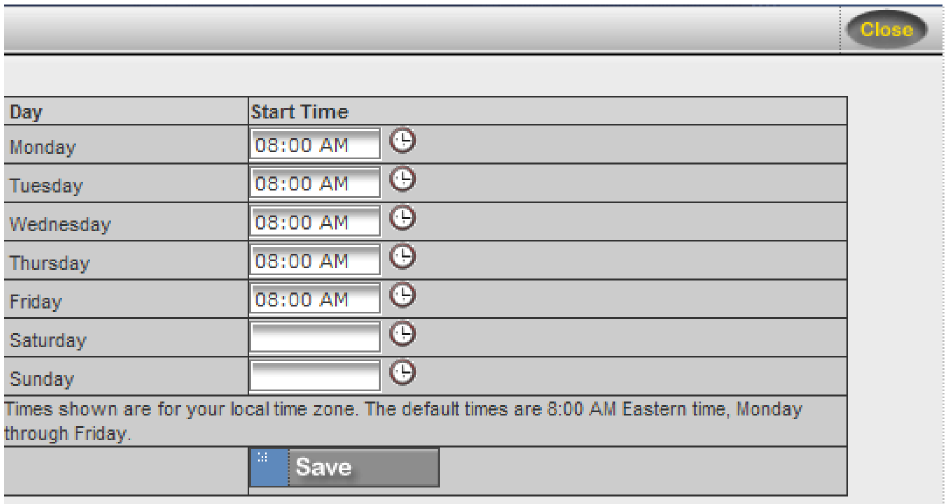
Step (2) Click on the white envelope and select the names of those you want to receive reports on this particular record. Click the 

button and close the screen.



Step (3) Click on the red clock and select the day and time to receive your report. Click the 

button and close the screen.



Step (4) When you no longer wish to receive the Work Flow Report, open the record and uncheck the checkbox.

COMMENTS

Step (1) In your current record, click the Comments button  located over the Tree View or click on the Comment heading in the tree. The Comments Screen will display below the Main Information Screen.

Step (2) The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name; enter your comment in the Comment box. *Entered By* is automatically entered by DTS upon saving. (If the comment is someone's other than the user, enter that person's name in the *Comment By* field.)

Step (3) Click the Save Comment button on the right side of Comments Screen to save the comment.

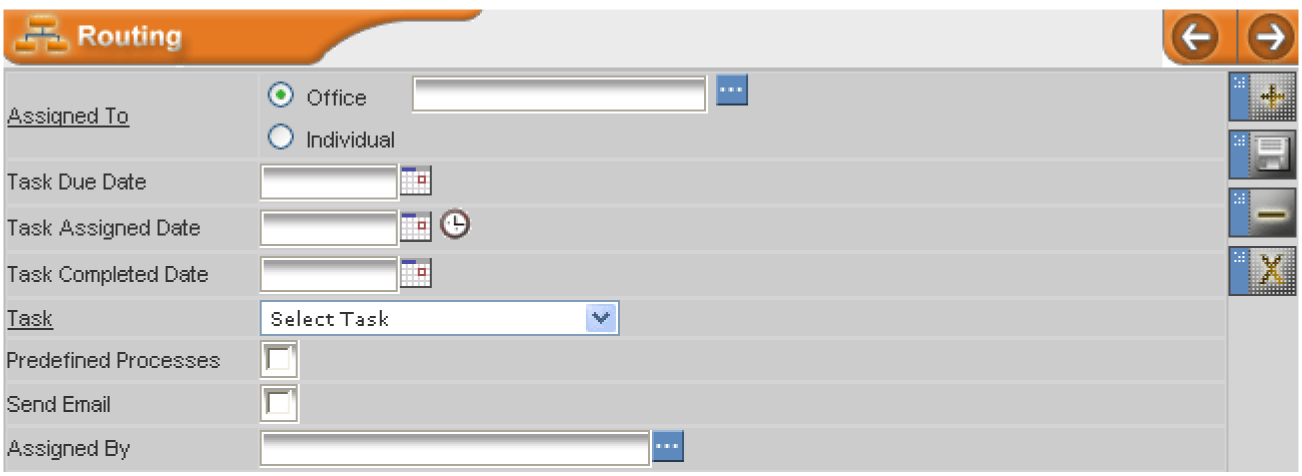
Note: These comments pertain to the overall record. See Routing Comments.

ROUTING

Note: *The DTS saves the first routing to the originating office when the Addressee Information is saved so that you can make further modifications to your record. If the document will remain in your office for action, you must remove the date in the Task Completed Date field and save the routing. This will indicate that the document is in your office for action, and it will show in your Routing InBOX.*

Add a Routing

Step (1) In your current record, click the Routing button located over the Tree View or click on the Routing heading in the tree. The Routing Screen will display below the Main Information Screen.



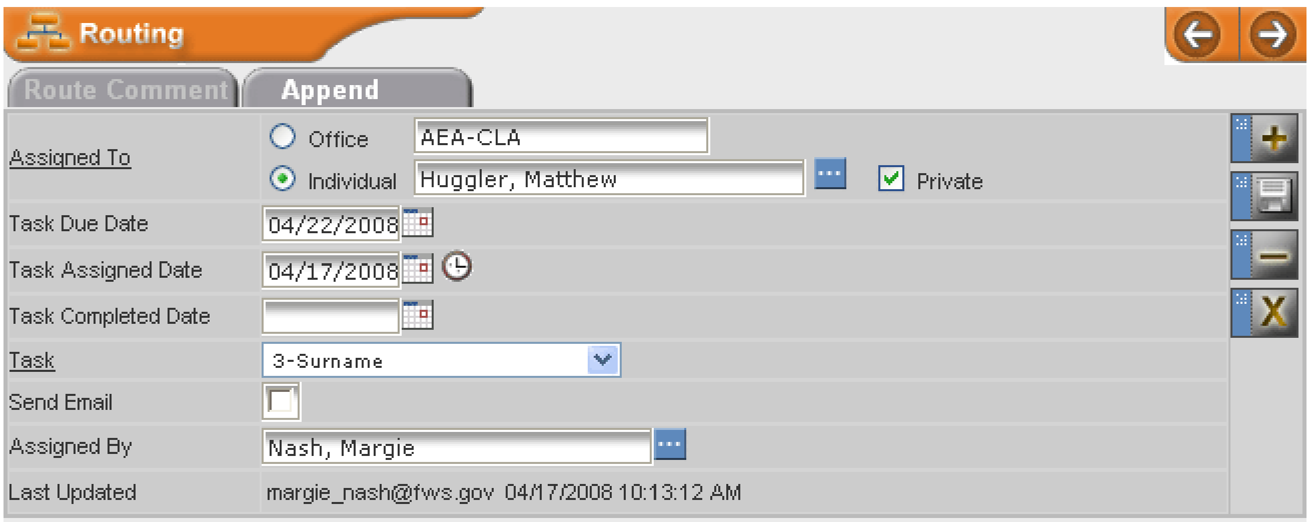
Step (2) Input the following information:

- *Assigned To* (required field): Type the first few letters of the office acronym and click the Ellipsis button to select office
- *Task Due Date:* Enter due date for Assigned To office
- *Task Assigned Date*: Enter date only when document is routed to Assigned To office
- *Task Completed Date*: Assigned To office enters date when action is completed
- *Task* (required field): Select appropriate task from dropdown list
- *Predefined Processes:* Click this box if you wish to use a Predefined Process (see page 22)
- *Send Email:* Click this box if you wish to send an email to the Assigned To office
- *Assigned By*: DTS will enter automatically.

Step (3) Click the Save Routing button on the right side of the Routing Screen to save the routing.

Step (4) To add additional routings, click the Add Routing button on the right side of the Routing Screen and repeat Steps (2) and (3).

Routing to an Individual



Step (1) In your current record, click the Routing button located over the Tree View or click on the Routing heading in the tree. The Routing Screen will display below the Main Information Screen.

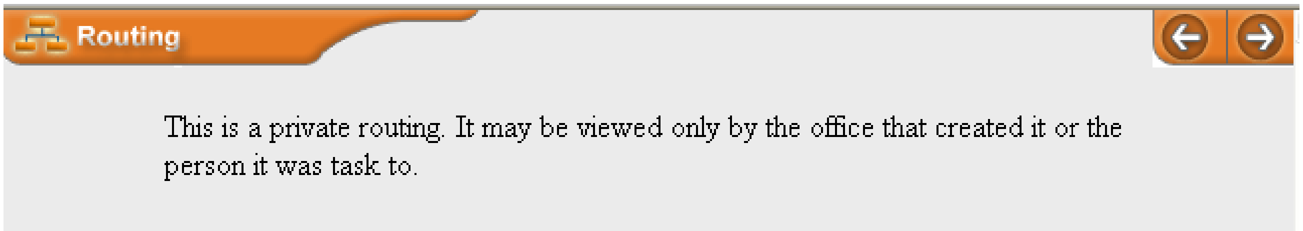
Step (2) Select Individual button in the Assigned To field, enter the individual's last name, and press the ellipsis to select the individual.

Step (3) Check the Private box if you do not want the routing viewed by other offices.

Step (4) Fill in the remaining fields and click the Save Routing button on the right side of the Routing Screen to save the routing.

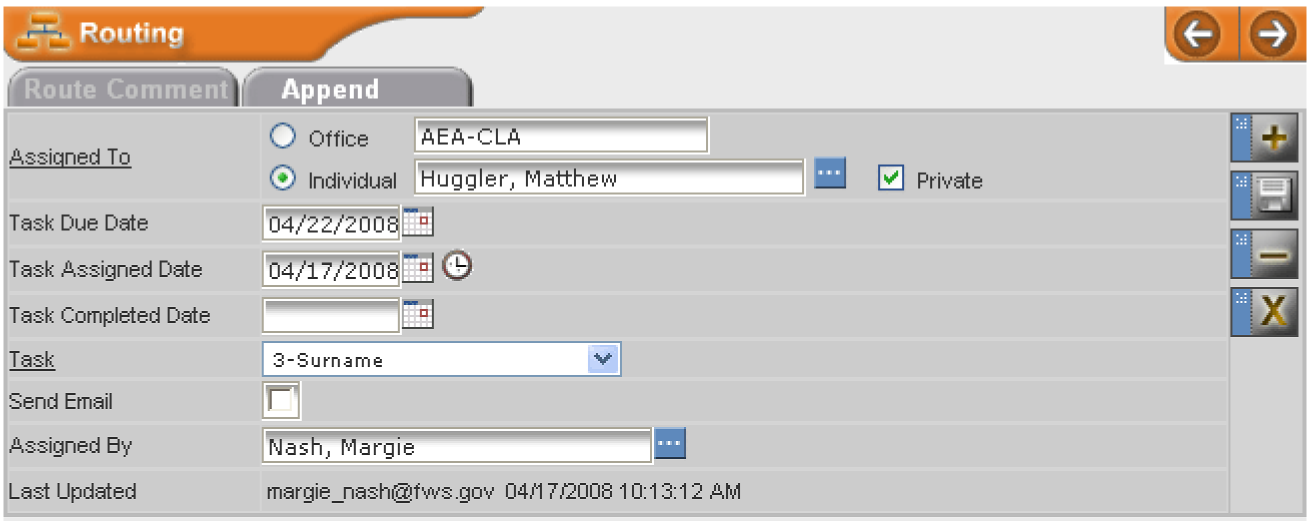
Note: *A routing to an individual shows in the individual's InBOX on the Home Screen,* ***not*** *in the individual's office InBOX.*

If you click on a private routing to an individual that your office did not create, you will not be able to view it. You will see the following warning.

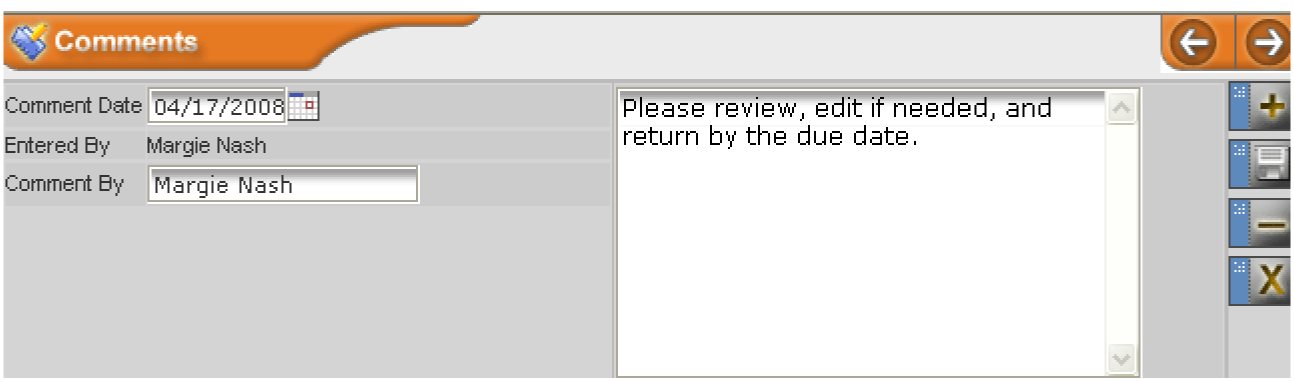


Routing Comment

Step (1) Click on the Routing in the Tree that you want to add a comment.



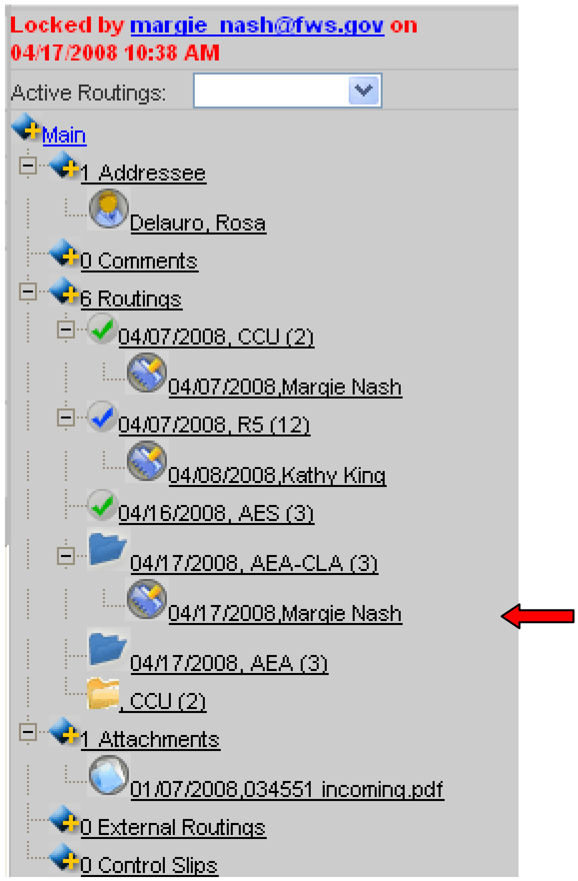
Step (2) Click on the  tab in the Routing screen.



Step (3) The *Comment Date* and *Comment By* (name of person making the comment) fields are pre-populated with today's date and the user's name; type your comment in the Comment box. *Entered By* is automatically entered by DTS upon saving.

Step (4) Click the Save Comment button on the right side of Comments screen to save your routing comment.

Step (5) The Tree will automatically refresh displaying your comment.



Insert A Routing Between Two Existing Routings

If you need to insert a routing between two routings in your routing list:

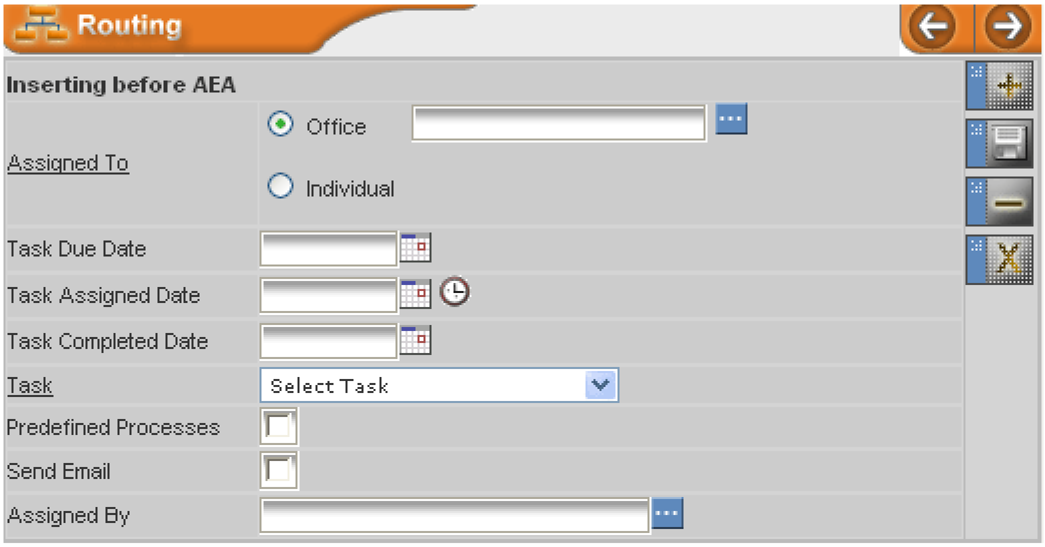
Step (1) Click the routing that is below where you want to insert your new routing.

Step (2) In the Routing screen click on the **Append** tab.

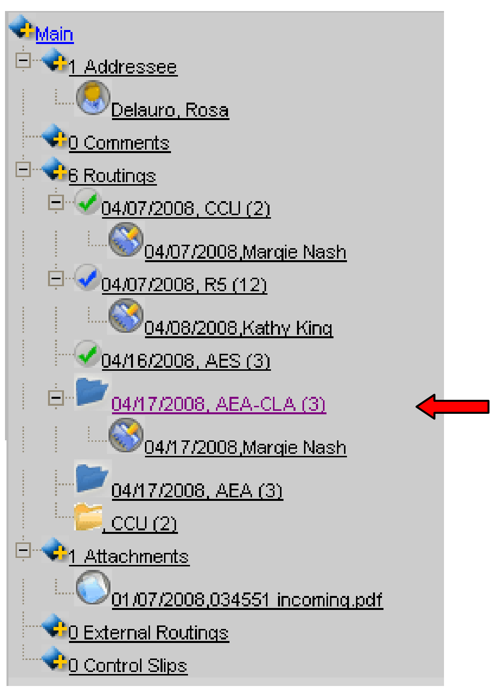
Step (3) Input the following information:

- *Assigned To* (required field): Type the first few letters of the office acronym and click the Ellipsis button to select office
- *Task Due Date:* Enter due date for Assigned To office
- *Task Assigned Date*: Enter date only when document is routed to Assigned To office
- *Task Completed Date*: The Assigned To office enters the date when the action is completed

- *<u>Task</u>* (required field): Select appropriate task from dropdown list
- *Send Email:* Click this box if you wish to send an email to the Assigned To office
- *Assigned By*: DTS will enter automatically or you can click Ellipsis button to select name



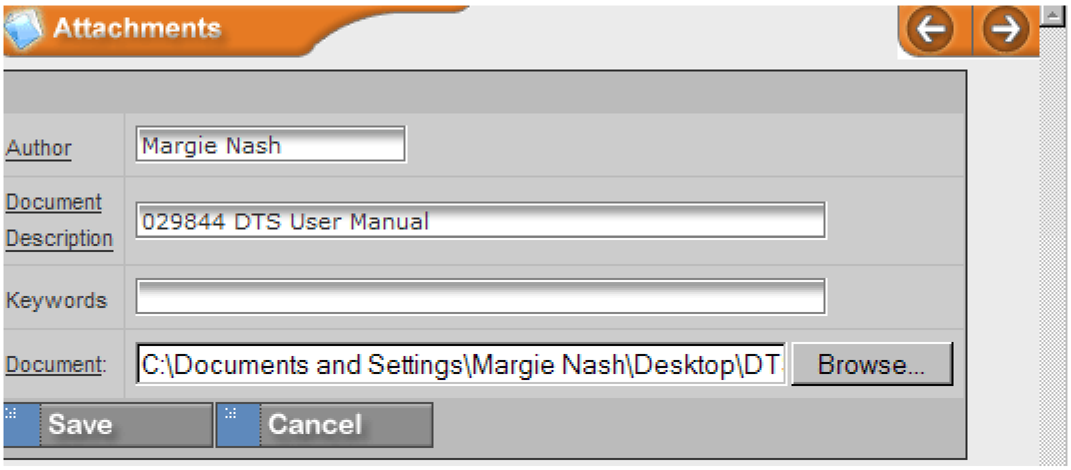
Step (4) Click the Save Routing button on the right side of Routing screen to save your inserted routing.



Step (5) The Tree will automatically refresh displaying your inserted routing.

ATTACHMENTS

Upload an Attachment



Step (1) Click the Attachment  button located over the Tree View or click on the Attachments heading in the tree.

Step (2) Click the 

tab in the Attachments Screen.

Step (3) Input the following information:

- *<u>Author</u>* (required field): Type name of author
- *<u>Document Description</u>* (required field): Type brief description of file
- *Key Words*: Type keywords (not required)
- *<u>Document</u>* (required field): Click the BROWSE and locate the file you want to attach

Step (4) Press the 

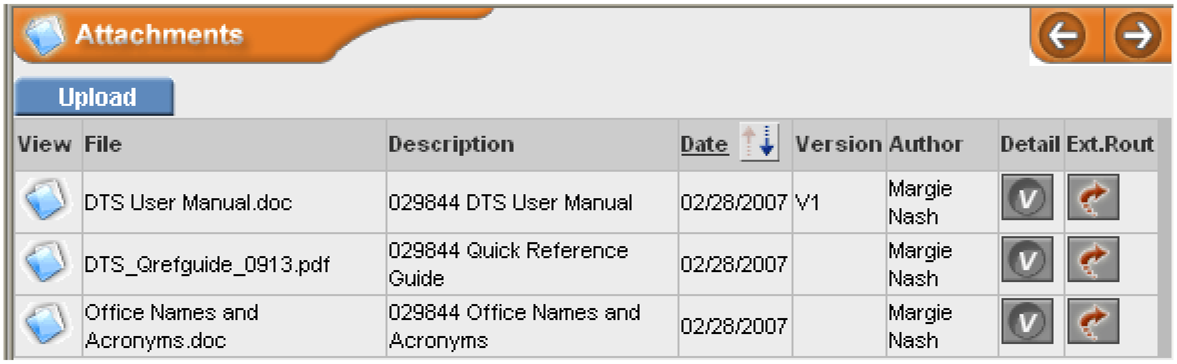
button, and you will be presented with a confirmation page stating the following:

- File Name: The name of the file you uploaded
- File Size: The kilobyte size/count of the uploaded file
- Content-Type: The type of file uploaded

Step (5) Click the 

button.

Open An Attachment



Step (1) Click on the Attachments heading in the tree. The Attachments screen will display below the Main Information screen.

Step (2) Click on the Attachment  button in the View column of the document you want to open. You will be presented with the options of Open or Save the document.

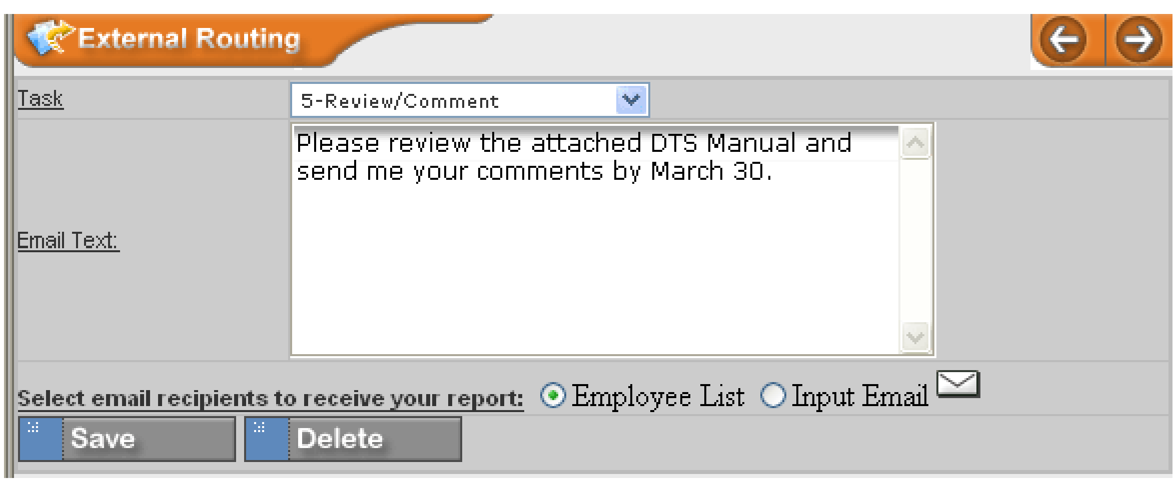
Step (3) You can open the document to print or you can download the document to your computer.

External Routing of an Attachment

An external routing is used to send a document to someone who does not have access to the DTS.

Step (1) Click on the Attachments heading in the Tree View.

Step (2) Click on the External Routing  button to the right of the document you wish to send.



Step (3) Select the task from the dropdown menu and enter the text to be sent with your email.

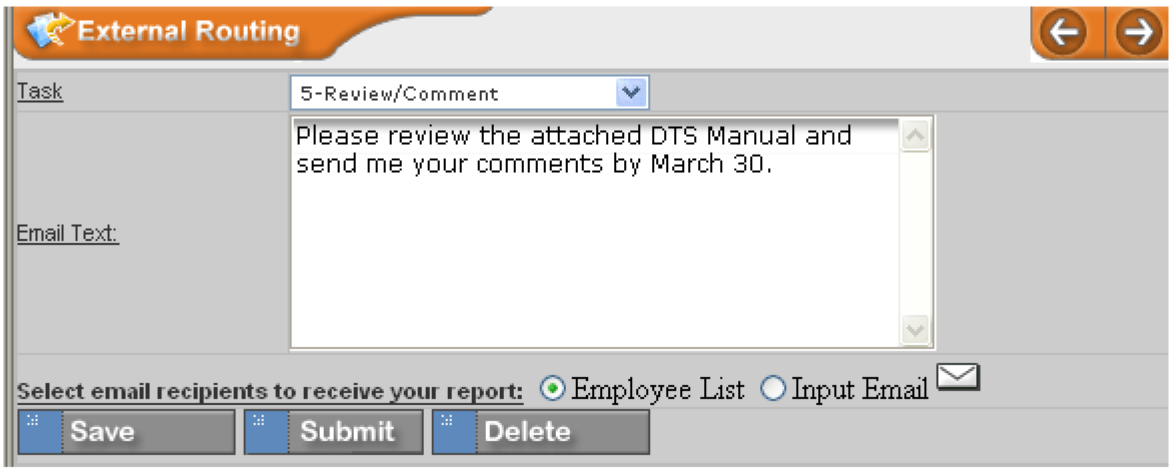
Step (4) Select recipients from the Employee list or Input Email address.

Step (5) Click the 

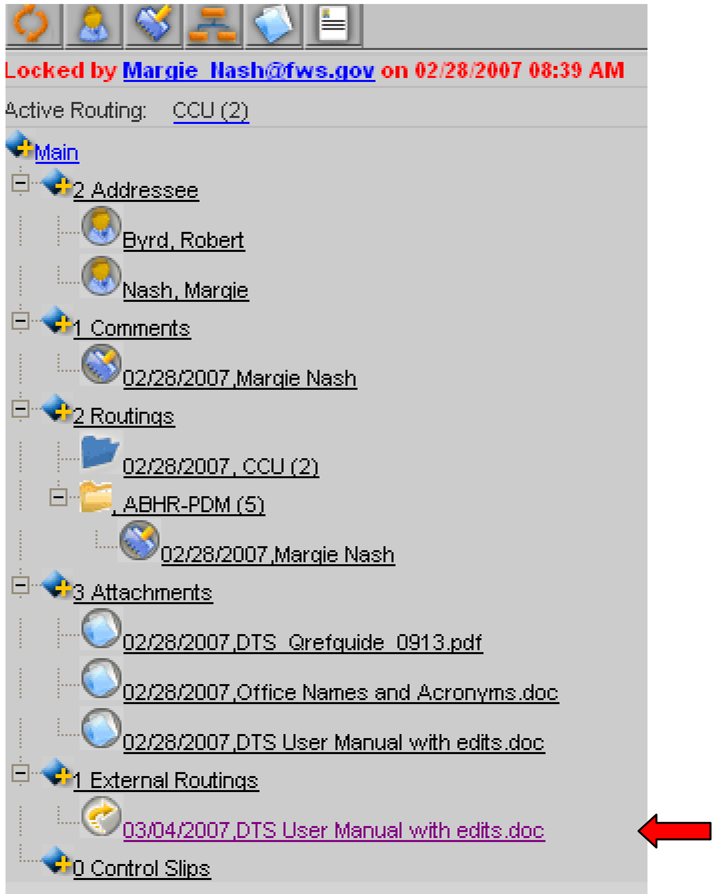
button.

Step (6) Click the 

button.



Step (7) The Tree will automatically refresh displaying your External routing



CONTROL SLIP

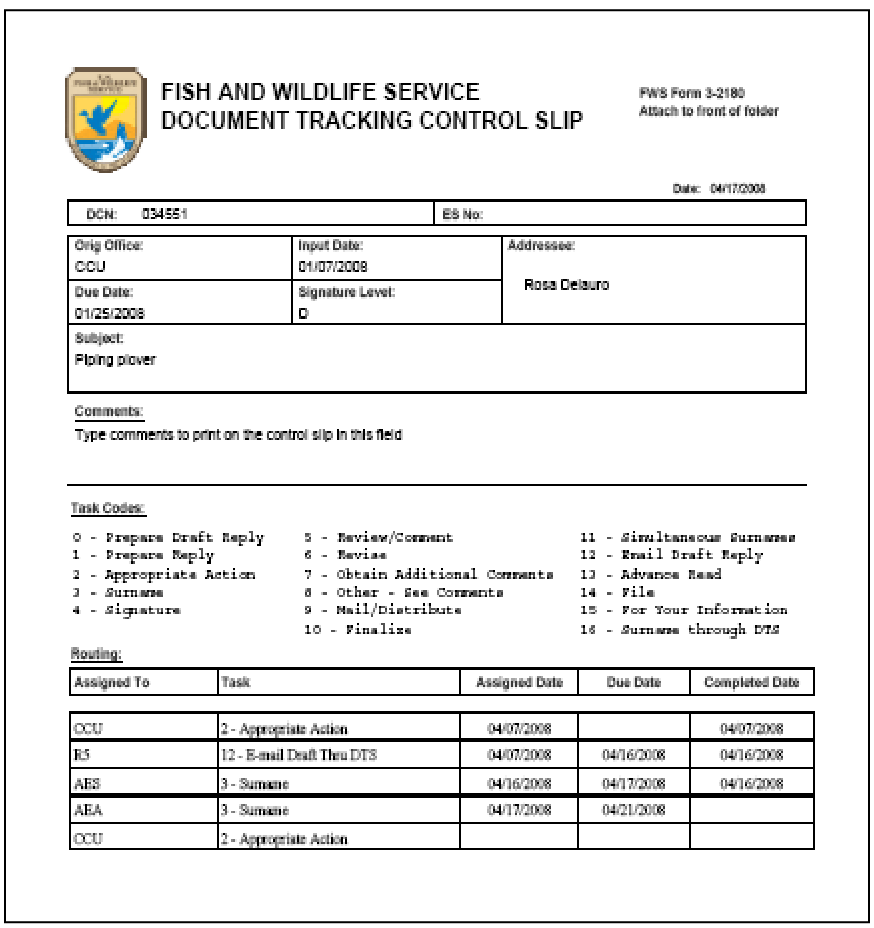
Note: *To generate a Control Slip, you must have the record showing in the Main Information Screen.*

Step (1) In your current record, click the Control Slip button  located in the Tree View or click on the Control Slips heading in the tree.

Step (2) If you want to include comments on the Control Slip, type the comments in *Comments* block and press the Generate Control Slip button. If you do not wish to include comments, just press the Generate Control Slip button.

Step (3) Press the View Control Slip button to view the PDF generated Control Slip.

The Control Slip is automatically attached to your record. If you change or add additional routings, you will need to generate a new one.



FISH AND WILDLIFE SERVICE
DOCUMENT TRACKING CONTROL SLIP

FWS Form 3-2180
Attach to front of folder

Date: 04/17/2008

DCN: 034551	ES No:

Orig Office: CCU	Input Date: 01/07/2008	Addressee: Rosa Delauro
Due Date: 01/25/2008	Signature Level: D	

Subject:
Piping plover

Comments:
Type comments to print on the control slip in this field

Task Codes:

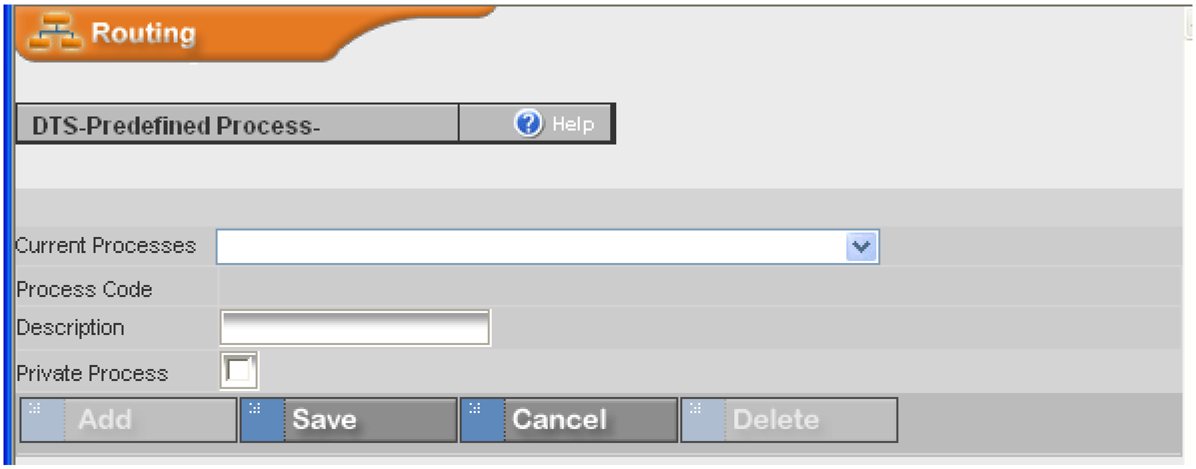
```
0 - Prepare Draft Reply      5 - Review/Comment                11 - Simultaneous Surnames
1 - Prepare Reply            6 - Revise                        12 - Email Draft Reply
2 - Appropriate Action       7 - Obtain Additional Comments    13 - Advance Read
3 - Surname                  8 - Other - See Comments          14 - File
4 - Signature                9 - Mail/Distribute               15 - For Your Information
                             10 - Finalize                     16 - Surname through DTS
```

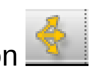
Routing:

Assigned To	Task	Assigned Date	Due Date	Completed Date
CCU	2 - Appropriate Action	04/07/2008		04/07/2008
R5	12 - E-mail Draft Thru DTS	04/07/2008	04/16/2008	04/16/2008
AES	3 - Surname	04/16/2008	04/17/2008	04/16/2008
AEA	3 - Surname	04/17/2008	04/21/2008	
CCU	2 - Appropriate Action			

PREDEFINED PROCESSES

Create A Predefined Process



Step (1) Press the Manage Predefined Process button  located on the Navigation Bar.

Step (2) *Required*, type a Description of your process in the Description field.

Step (3) *Optional*, click Private Process checkbox for your use only, if desired.

Step (4) Click the 

button. You will see the following tabs:

Step (5) Click on the Routings tab.

Step (6) Select an office, task, and the anticipated turnaround days (turnaround days is *optional*).

Note: *Do not include your office as it is automatically added when you save your record.*

Step (7) Click the 

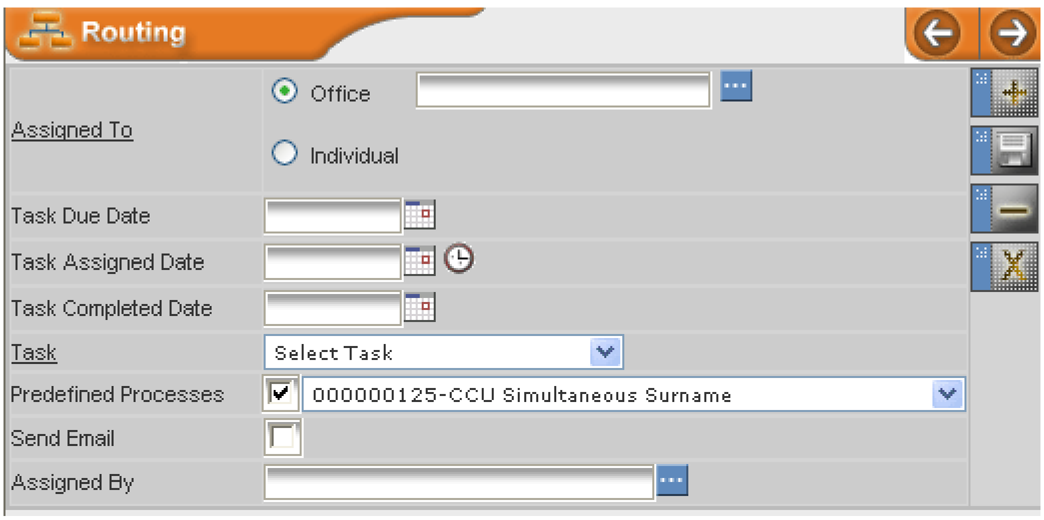
button.

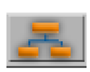
Step (8) Click the 

button to add another routing to your predefined process.

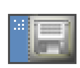
Step (9) Repeat steps 6 through 8 for each routing in your process. To view your Process, click on the View tab. Ensure your routings are in the desired order.

Add A Predefined Process



Step (1) Select the Add Routing  button from the Tree or click the Routings heading in the tree.

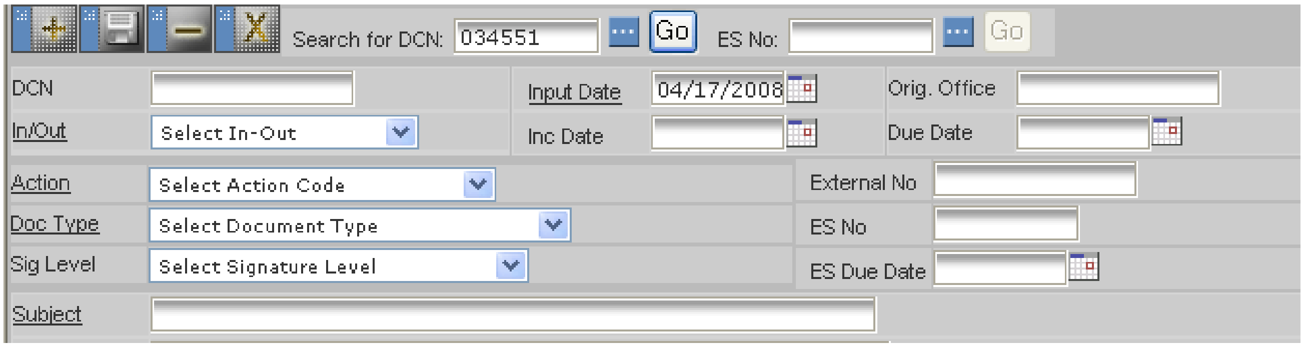
Step (2) Click the Predefined Processes checkbox in the Routing screen and select a process from the dropdown list.

Step (3) Click the Save Routing button  on the right side of Routing Screen to save your Predefined Process. The Tree will automatically refresh displaying your predefined routings.

Note: *You can use the Predefined Process for making multiple addressee distribution (e.g., Service Directorate). Follow steps (1) and (2), enter the Task Due Date, Task Assigned Date, and click the Send Email checkbox. Click the Save Routing button and your routings will be saved and sent. Ensure you upload any attachments before completing this process.*

SEARCHING

Search By DCN



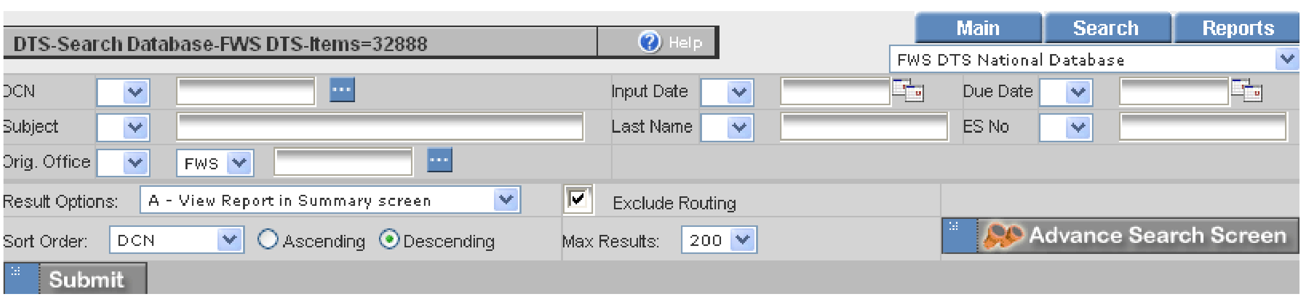
Step (1) On the Main Information Screen, enter the DCN of the record you want to view in the Search for DCN field.

Step (2) Click on the 

button or press Enter to view the record.

Note: *If you wish to display a record in a database other than the Default database, you must select the desired database from the dropdown menu above the Tree.*

Simple Search



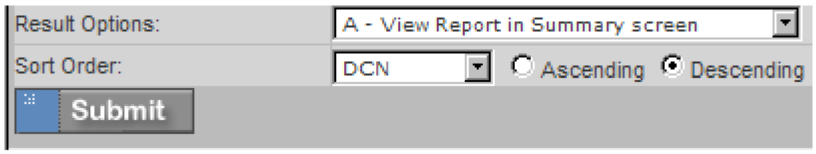
Step (1) Click on the  button on the Navigation Bar or the 

tab to open the Search screen.

Step (2) Enter the criteria for your search. You can also use the following Searching Operators to scope your search.

Searching Operators	
=	Equal to the value specified
~	Not equal to the value specified
*	Containing the value specified

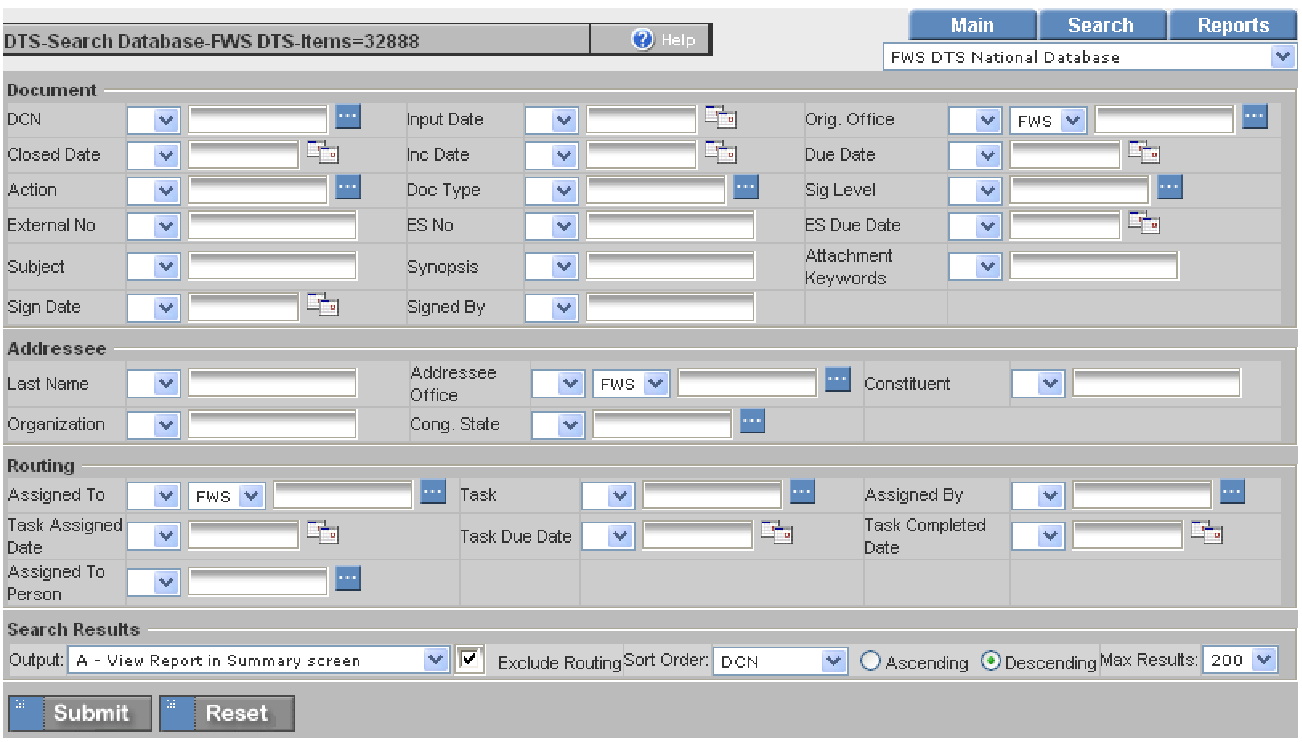
Step (3) Select your output and sort order.



Step (4) Press the 

button.

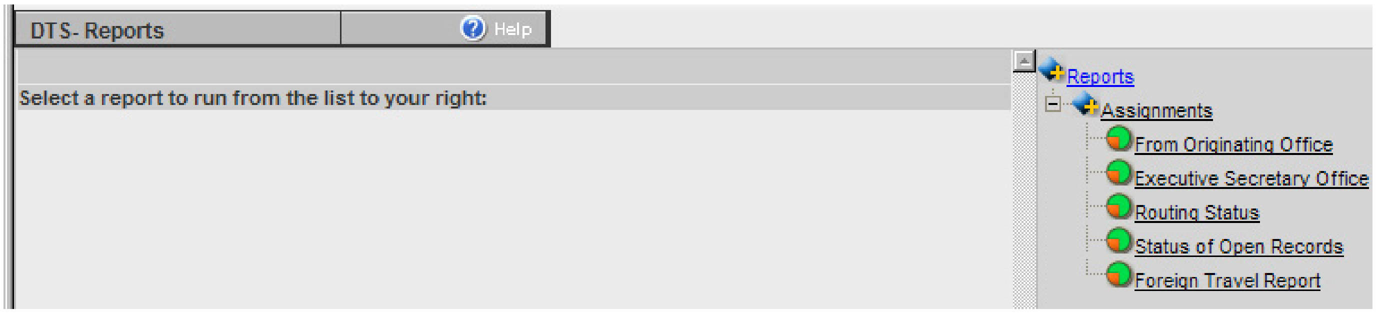
Advance Search



Step (5) To further refine your search, click on the 

button and define your search criteria.

REPORTS

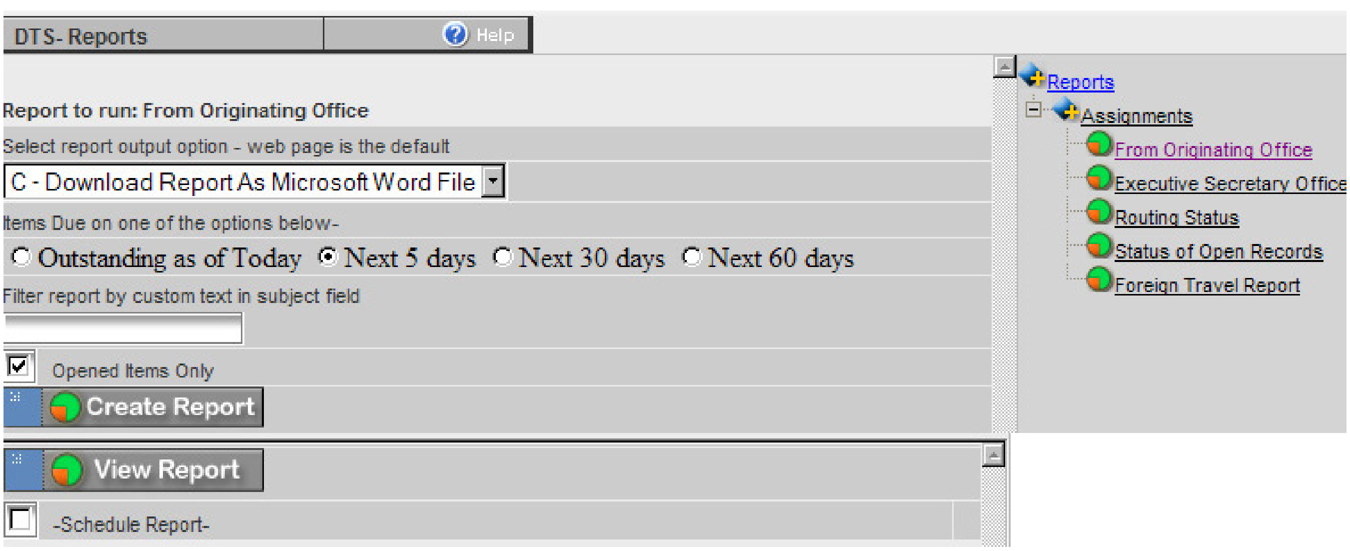


Step (1) Click on the Reports button  on the Navigation bar or the 

tab to open the Reports screen.

Step (2) Select a report from the Tree View.

- From Originating Office – User's assigned office
- Executive Secretary Office – Assignments to FWS from Secretary's Office
- Routing Status – User can select an office to view routing status
- Status of Open Records – User can select from an Originating Office to a Head Office. Report will show open assignments to selected Head Office and sub-offices.
- Foreign Travel Report – Shows open documents with the DocType of Foreign Travel.



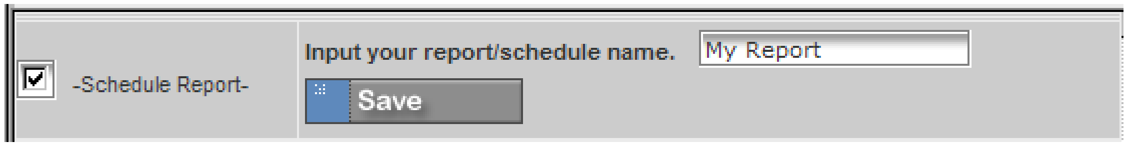
Step (3) Select the output format from the dropdown list.

Step (4) Select the results of Outstanding as of Today, 5 days, 30 days, or 60 days.

Step (5) Click the Create Report button.

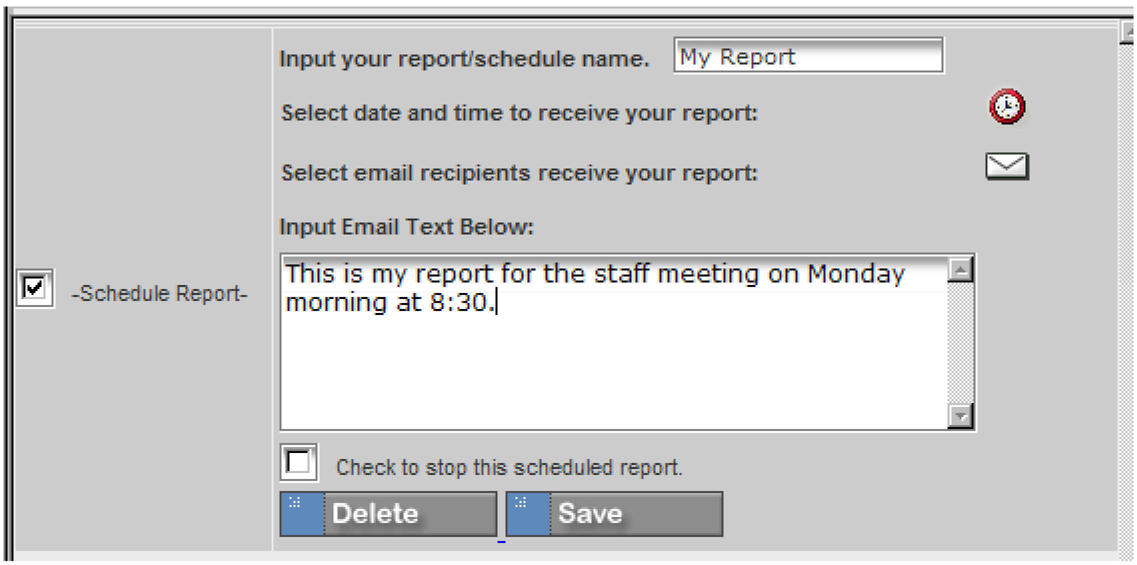
Step (6) Click the View Report button. A box will appear that gives you the options of opening and printing the report or downloading the report to your computer.

Scheduling A Report



Step (1) Click on the Schedule Report checkbox below the View Report button.

Step (2) Enter a Name for your report and click the Save button

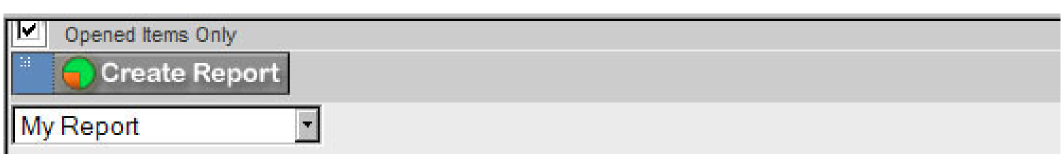


Step (3) Select the day and time to receive your report by clicking on the red clock.

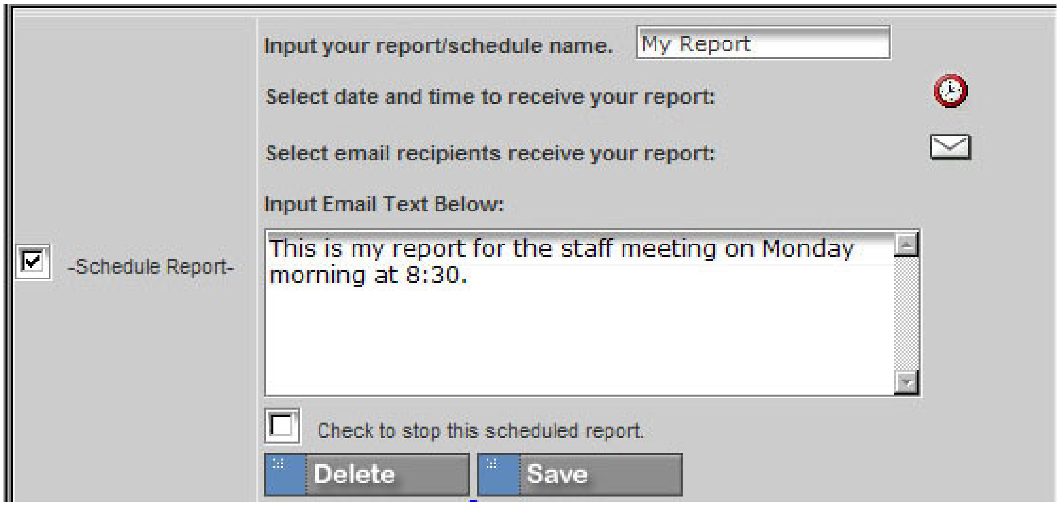
Step (4) Select the email recipients by clicking the on the white envelope.

Step (5) Add an email text to send with your report and click the Save button.

Stop Report



Step (1) Select the report you want to stop receiving from the dropdown box below the Create Report button.

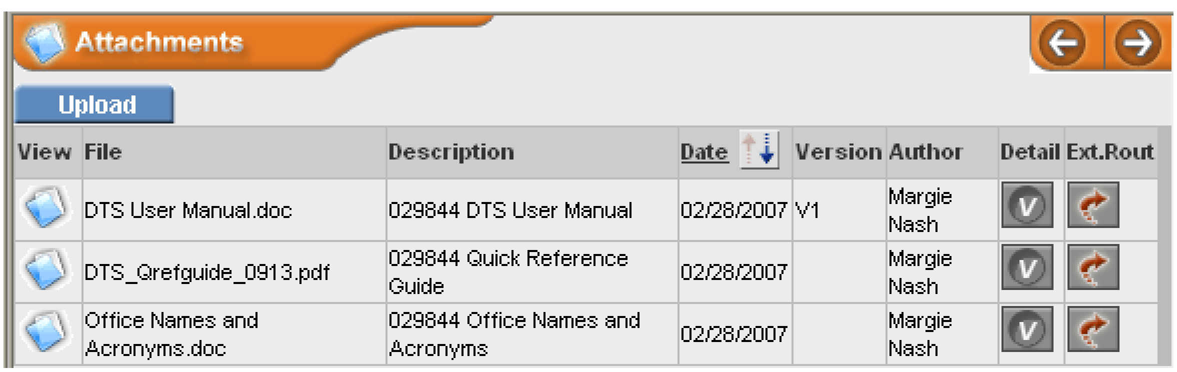


Step (2) Click the checkbox to Stop the Scheduled Report or click the Delete button if you no longer want the report.

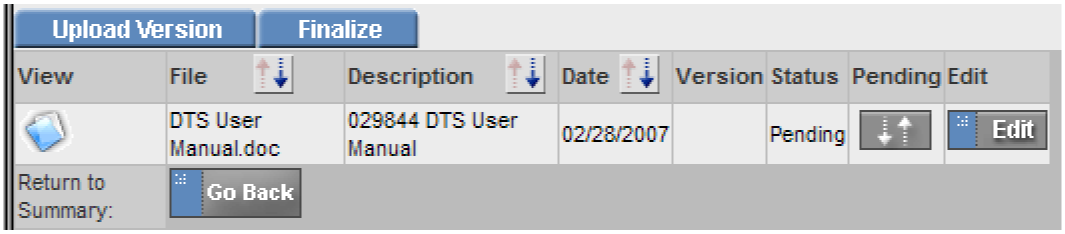
***Note**: If you are going on leave or travel, you my want to just stop the report for the period you will be away instead of deleting completely. The report can be restarted following steps (1) and (2) and clicking the checkbox.*

DOCUMENT VERSIONING

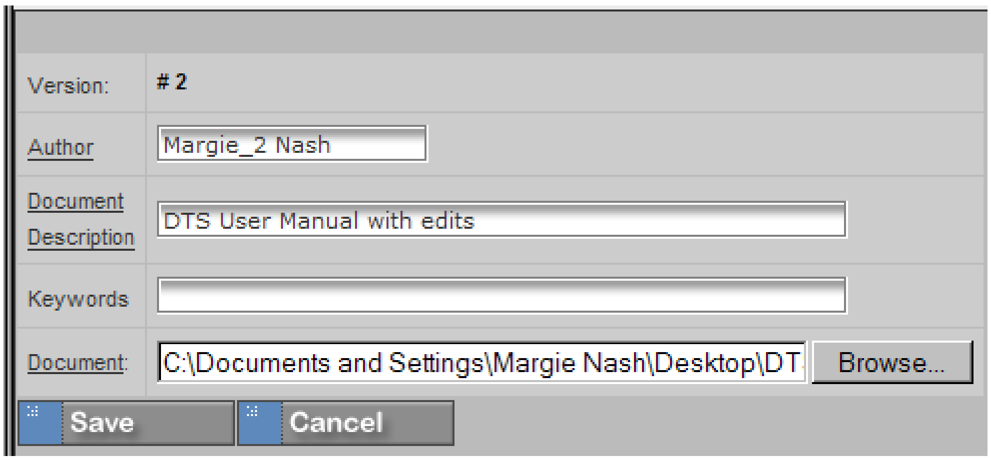
Step (1) Click the Attachment button  over the Tree or click on the Attachment heading in the tree.



Step (2) Click the View Versions button  in the Detail column.



Step (3) Click the Upload Version tab



Step (4) Enter the following information in the Document Upload screen:
Author (required field): Type name of author

- *Document Description* (required field): Type brief description of file
- *Key Words*: Type keywords (not required)
- *Document* (required field): Click the BROWSE and locate the file you want to attach

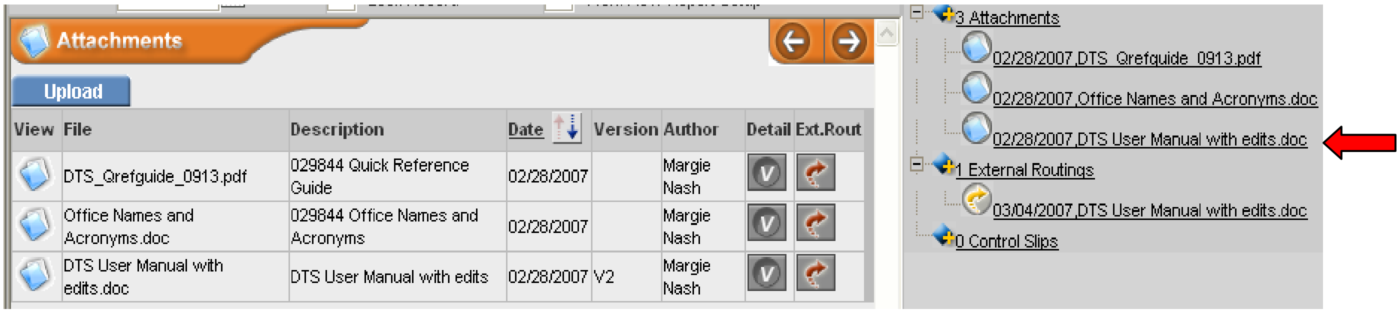
Step (5) Press the 

button, and you will be presented with a confirmation page, stating the following:

- File Name: The name of the file you uploaded
- File Size: The kilobyte size/count of the uploaded file
- Content-Type: The type of file uploaded

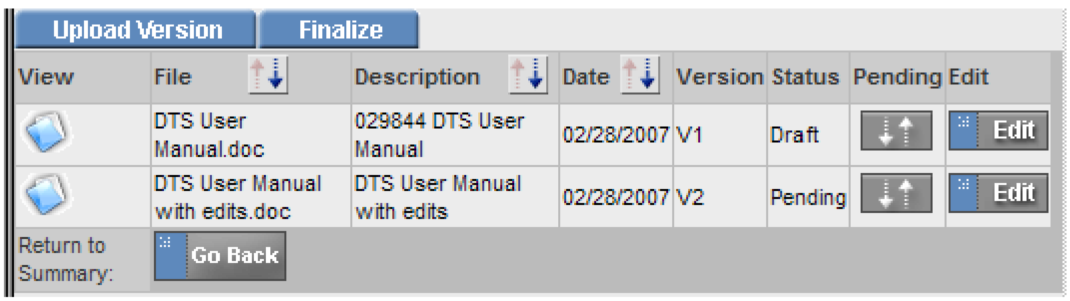
Step (6) Click the 

button.



The new version automatically becomes the Pending version and shows in the tree.

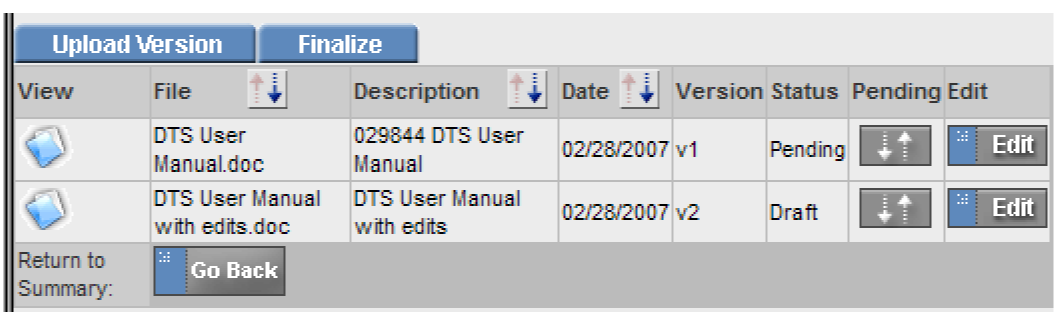
To view earlier versions of a document, click the View Versions button in the Detail column.



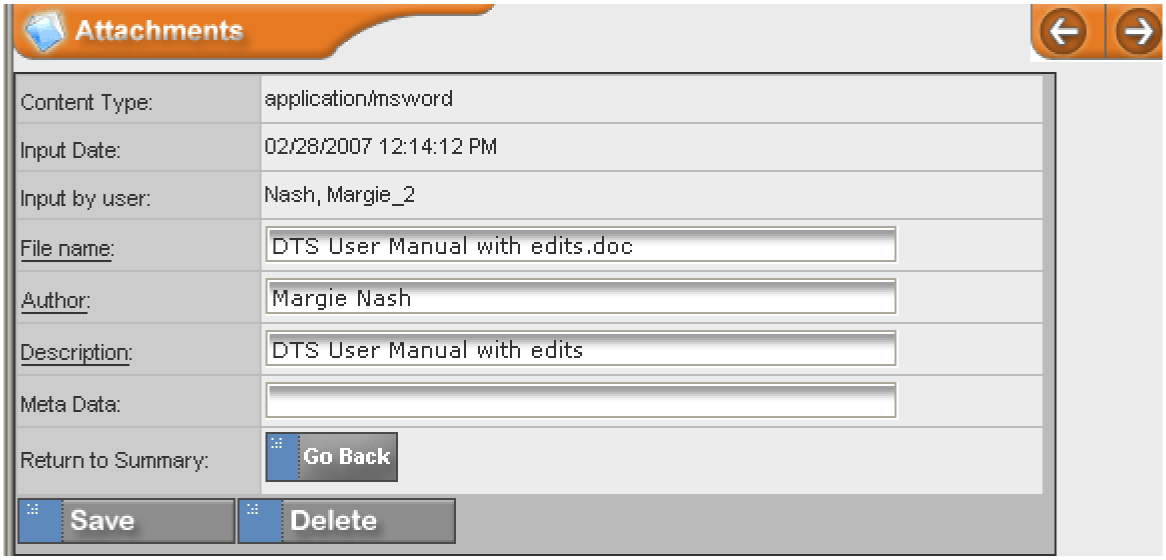
DOCUMENT DELETION

If you need to delete an uploaded document because of an error:

Step (1) Click the View Versions button in the Detail column



Step (2) Click the Edit button Edit to the right of the document to be deleted.

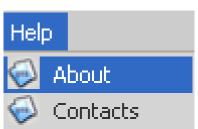


Step (3) Click the  button. A confirmation box will pop up. Select yes or cancel.

Step (4) Click the  button

HELP

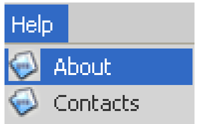
In the Main Information Screen, there are three types of Help



Menu Bar Help

Navigation Bar Help

Reference Help

The *Menu Bar Help* 

shows the current version, build, and new features of the DTS, and also who to contact for user support.

DTS

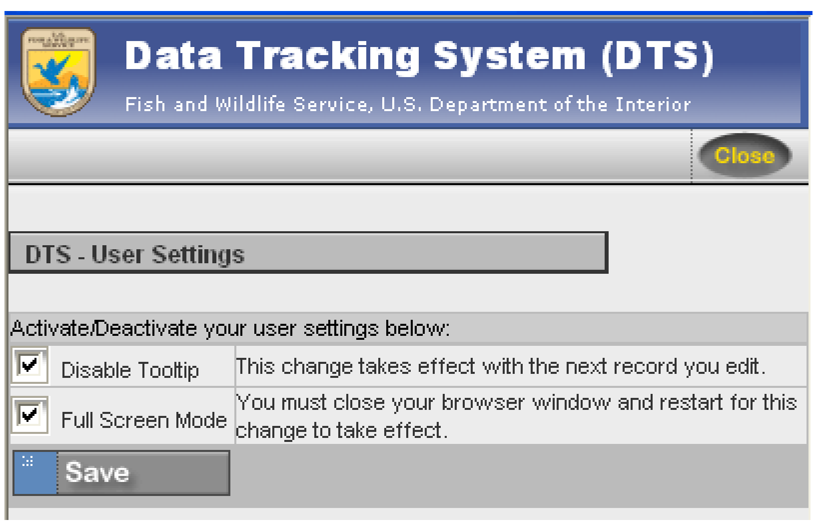
Version: 2 Build: 58

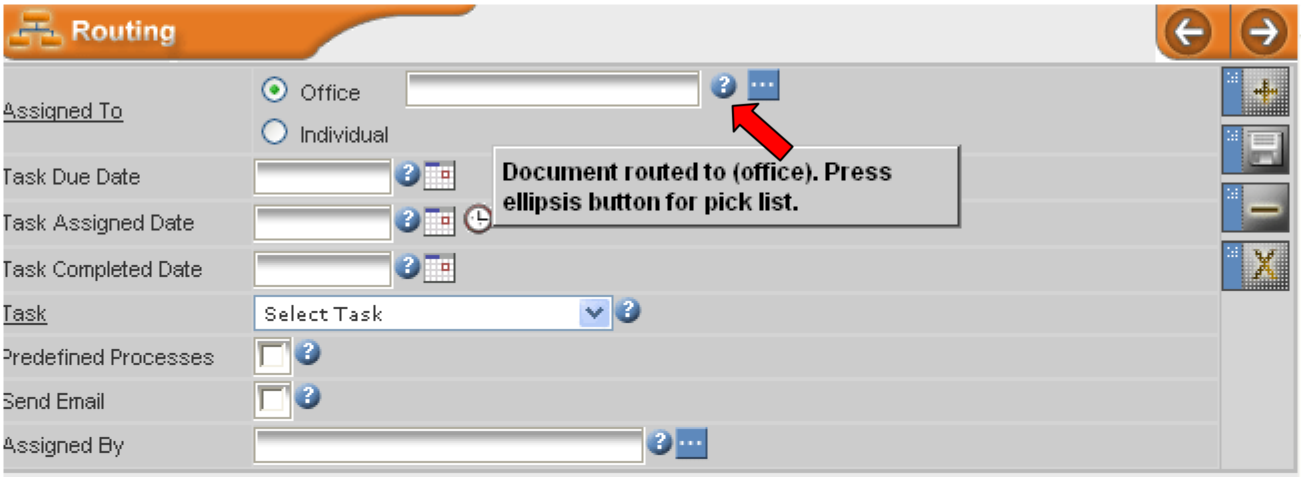
The Data Tracking System (DTS) is a web-based application designed to provide the user base with a centralized, secure, and easily accessible location to store, transmit and collaborate on service information.

What's new in this release:

Build 58 (03/17/2008)	• Each bureau now has its own Tip of the Week.
Build 57 (02/28/2008)	• Addressee is now required on all new DCNs. A help page is displayed to assist in entering one or more addressees.
Build 56 (02/25/2008)	• New Routing Outbox page displays the status of all open DCNs created by your office. • New option lets administrators designate which users can be routed to directly by other agencies or bureaus. • You may now designate a task when selecting a predefined process and the code will be assigned to each task in the predefined process list. • Added a user option allowing users to select full screen (default) or normal mode for the DTS window.

The *Navigation Bar Help*  allows the user to turn on/off tool tips:





The *Reference Help*  allows the user to access the Quick Reference Guide online: