

Defense Travel System - DTS - Windows Internet Explorer provided by the U.S. Marine Corps

https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp

Logged In As: MARCO A JIMENEZ [Help for this screen](#)



Official Travel | Official Travel - Others | Traveler Setup | Reports | Administrative | ROA

- Report Scheduler
- Cognos Connection
- Approval --> [Click Here](#)

CLICK ON COGNOS CONNECTION

Welcome MARCO A JIMENEZ

Organization: DM1F1416928305DISB
 Org Access: DM
 Group Access: DM
 Permission: 0,1,2,3,4,5,6

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Attention Service Members: As of December 20, 2013, the process used to qualify for TSA's expedited airport security screening program, PreCheck, has changed. Under the new process, Service members including Reservists and National Guardsmen, must use their DoD ID number (found on the back of your CAC) as the "Known Traveler Number" when making reservations through DTS, through a Commercial Travel Office or when booking leisure travel through airline or travel websites. To save time, save your DoD ID number as the "Known Traveler Number" in your DTS profile. For more information, visit <http://www.defensetravel.dod.mil/site/news.cfm?ID=18>.

https://dtsproweb.defensetravel.osd.mil/wl/Select?menu=Cognos+Connection&menu_id=54

Trusted sites | Protected Mode: Off | 100%

https://dtsproweb.defensetravel.osd.mil/ - DTSandCognos - Windows Internet Explorer provided by the U.S. Marine Corps

Public Folders

Entries: 1 - 18

Name	Modified	Actions
Document Analysis II (Counting Cube)	November 16, 2011 1:36:14 PM	More...
Document Status Cube	December 9, 2008 5:04:26 PM	More...
Daily Business Volume Cube	November 30, 2011 11:23:59 AM	More...
Travel Utilization Cube	December 9, 2008 5:04:29 PM	More...
Document Analysis	May 3, 2007 11:48:59 AM	More...
PNR Modify Reports	November 1, 2008 8:50:02 AM	More...
Monthly Airport Reports	April 23, 2008 10:29:35 AM	More...
Document Metrics Drill Through Reports	November 21, 2011 5:04:08 PM	More...
Whats Out Reports	December 22, 2011 11:45:11 AM	More...
Payment and Debt Metrics Reports	April 24, 2008 3:28:29 PM	More...
Document and Traveler Status	October 30, 2008 3:21:39 PM	More...
Dashboards	December 27, 2011 3:25:45 PM	More...
DTMO	February 9, 2011 11:26:14 AM	More...
DTS Console	April 19, 2008 9:14:37 AM	More...
Purged Documents	December 2, 2009 12:06:50 AM	More...
saved	September 9, 2011 10:21:12 AM	More...
TransReport	May 26, 2007 2:40:26 PM	More...
Whats Out	May 26, 2007 2:40:35 PM	More...

Cognos Connection (screen shown above) provides access to prepared reports that meet all normal reporting requirements. The sites and DTS organizations you can see are based on your org-access. Press the "Continue" button at the bottom of this page to open the Cognos Connection screen.

Query Studio is for advanced users who have received specialized training (can be used for adhoc reports).

Click [here](#) for further instructions and click [here](#) for the list of system requirements.

[Continue](#)

SCROLL DOWN AND CLICK CONTINUE

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Dashboards	August 24, 2012 10:52:14 AM	More...
<input type="checkbox"/>	Document Scorecard	April 10, 2013 5:22:48 PM	More...
<input type="checkbox"/>	Person Scorecard	April 10, 2013 5:23:48 PM	More...
<input type="checkbox"/>	PNR Modify Reports	March 22, 2013 9:12:39 AM	More...
<input type="checkbox"/>	Payment and Debt Metrics Reports	December 4, 2012 11:07:02 AM	More...
<input type="checkbox"/>	General Pkg	November 27, 2013 1:05:20 PM	More...
<input type="checkbox"/>	Budget Pkg	November 27, 2013 1:06:22 PM	More...
<input type="checkbox"/>	Budget & Orq Pkg	November 27, 2013 1:07:27 PM	More...
<input type="checkbox"/>	Budget & Debt Pkg	November 27, 2013 1:08:42 PM	More...
<input type="checkbox"/>	Organization Pkg	December 13, 2013 4:44:44 PM	More...
<input type="checkbox"/>	Debt Pkg	November 27, 2013 1:09:47 PM	More...
<input type="checkbox"/>	MIS Pkg	December 13, 2013 4:45:23 PM	More...
<input type="checkbox"/>	Whats Out Reports	June	More...
<input type="checkbox"/>	Report Templates	November	More...

CLICK ON REPORT TEMPLATES

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Audit Trail Reports	October 30, 2013 12:55:31 PM	More...
<input type="checkbox"/>	CTO/Travel Related Reports	November 15, 2013 10:53:12 AM	More...
<input type="checkbox"/>	Individual Reports	October 30, 2013 12:47:01 PM	More...
<input type="checkbox"/>	MIS Reports	December 2, 2013 11:58:13 AM	More...
<input type="checkbox"/>	Partner System Reports	Octo	More...
<input type="checkbox"/>	Person Reports	Nov	More...
<input type="checkbox"/>	Routing Reports	Octo	More...
<input type="checkbox"/>	Status Reports	October 30, 2013 12:44:51 PM	More...

CLICK ON PERSON REPORTS

<input type="checkbox"/>	Name	Modified	
<input type="checkbox"/>	Complete Traveler Information Report	January 16,	More...
<input type="checkbox"/>	How to Use the Complete Traveler Information Report	January 3, 2017 10:00:21 AM	More...

CLICK ON COMPLETE TRAVELER INFORMATION REPORT

SETTING FILTERS

ORGANIZATIONS

Menu

[Insert Data](#)

[Edit Data](#)

[Change Layout](#)

[Run Report](#)

[Manage File](#)

[Filter...](#)

[Combine Filters...](#)

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[Calculate...](#)

[Define Custom Groups...](#)

[Drill Down](#)

[Drill Up](#)

[Go To...](#)

[Rename Column Heading...](#)

[Cut](#)

[Paste](#)

[Delete](#)

[Undo](#)

[Redo](#)

Font Size A B I U

Data is turned off

Person Record End Date: missing values only

Masked SSN	First Name	Middle Initial	Last Name	Organization Name	Email Address	Organization Access	Group Access Org Name	Group Name	Permission Levels	App Ove
------------	------------	----------------	-----------	-------------------	---------------	---------------------	-----------------------	------------	-------------------	---------

Data is turned off

Filter (Search for values)

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Filter on:
Organization Name

Prompt every time the report r

Keywords:
Type one or more keywords separated by spaces.

DM1F1416928305DISB Search

Options

Results:

DM1F1416928305DISB

Insert

Remove

Condition:

Show only the following

DM1F1416928305DISB

Select all Deselect all

Select all Deselec

Missing values (Default)

Apply the filter to individual values in the data source

This package contains both OLAP and relational data. This setting applies to the relational data only. OL

OK

Cancel

ONCE YOUR ORG APPEARS IN THE BOX ON THE RIGHT CLICK OK.

Menu

[Insert Data](#)

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[Change Layout](#)

[Run Report](#)

[Manage File](#)

[Filter...](#)

[Combine Filters...](#)

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[Go To...](#)

[Rename Column Heading...](#)

[Cut](#)

[Paste](#)

[Delete](#)

[Undo](#)

[Redo](#)

Font Size A B I U

Data is turned off

[Person Record End Date: missing values only](#)

Masked SSN	First Name	Middle Initial	Last Name	Organization Name	Email Address	Organization Access	Group Access Org Name	Group Name	Permission Levels	App Ove
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,2,
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,2,
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,2,

Jan 16, 2014

Data is turned off

Combine filters

[Detail](#)

[Summary](#)

Use the Detail tab to apply the filter to individual values in the data source.

Filter

- [Person Record End Date: missing values only](#)
- AND** [Organization Name: DM1F1416928305DISB](#)

[Group](#) [Ungroup](#) [Apply NOT](#) [Remove NOT](#)

OK Cancel Apply

AFTER YOU CLICK OK A BOX WILL APPEAR SHOWING THE NEW FILTER YOU ADDED. CLICK APPLY.

https://dtsproweb.defensetravel.osd.mil/ - Complete Traveler Information Report - IBM Cognos Qu - Windows Internet Ex...

IBM Cognos Query Studio 4250832 Log Off

Menu

- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

Filter...

- Combine Filters...
- Suppress...
- Sort...
- Summarize...
- Format Data...
- Calculate

Font Size A B I U

Data is turned off

Person Record End Date: missing values only AND Organization Name: DM1F1416928305DISB

Masked SSN	First Name	Middle Initial	Last Name	Organization Name	Email Address	Organization Access	Group Access Org Name	Group Name	Permission Levels	App Ove
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,2,
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,2,
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,2,

Data is turned off

Combine filters

Detail Summary

Use the Detail tab to apply the filter to individual values in the data source.

Filter

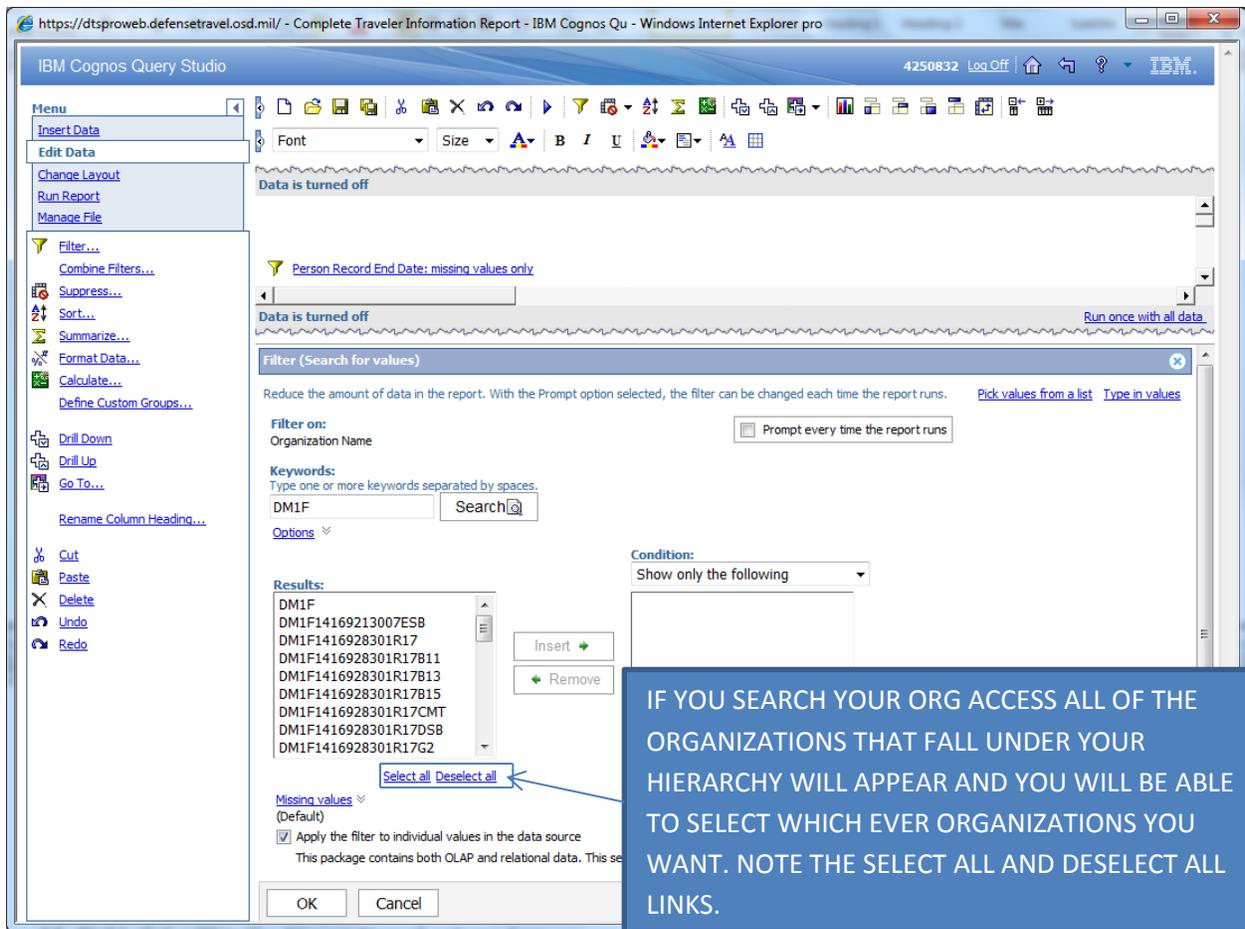
- Person Record End Date: missing values only
- AND Organization Name: DM1F1416928305DISB

Group Ungroup Apply NOT Remove NOT

OK Cancel Apply

ONCE THE PAGE REFRESHES YOU WILL SEE YOUR NEWLY ADDED FILTER AT THE TOP OF THE PAGE. CLICK OK AT THE BOTTOM OF THE PAGE TO GET RID OF THE FILTER AREA AT THE BOTTOM.

If you can view a wider scope in DTS because you have Org Access like DM1H, DM1D, DM1F, or DM6187, you may pull a report for any organization that falls under your hierarchy. Instead of typing in your entire Org Name, only type in what your Org Access is and it will pull up all the units under your hierarchy.



After you select the filter you may set any other filters or sorts that you would like, by following the same process.

1. Highlight the column you would like to edit.
2. Right click to select the option you would like to apply to that column (filter, sort, delete, etc.)
3. Set the parameters for the option you selected

tsproweb.defensetravel.osd.mil/ - Complete Traveler Information Report - IBM Cognos Qu - Windows Internet Explorer pro

gnos Query Studio 4250832 Log Off

Font Size

Data is turned off

Complete Traveler List Report

This report contains information subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Person Record End Date: missing values only AND Organization Name: DM1F1416928305D1S8

Masked SSN	First Name	Middle Initial	Last Name	Organization Name	Email Address	Organization Access	Group Access Org Name	Group Name	Permission Levels	Approval Override	NDEA Status (DGE/T-Entered)	Debt Management Monitor Flag	Card Holder Status	Advance Status	Cognos User Flag
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,234	abcd	1,234	abcd	abcd	abcd
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,234	abcd	1,234	abcd	abcd	abcd
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	1,234	abcd	1,234	abcd	abcd	abcd

Jan 16, 2014 - 1 - 3:47:20 PM

Data is turned off [Run once with all data](#)

ONCE YOU HAVE FILTERED DOWN THE REPORT TO WHAT YOU NEED CLICK THE ICON THAT LOOKS LIKE TWO FLOPPY DISCS

- [own](#)
- [D](#)
- [...](#)
- [the Column Heading...](#)
- [:](#)

https://dtsproweb.defensetravel.osd.mil/ - Complete Traveler Information Report - IBM Cognos Qu - Windows Internet Explorer pro

IBM Cognos Query Studio 4250832 Log Off IBM

Menu
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Sort...
Summarize...
Format Data...
Calculate...
Define Custom Groups...

Drill Down
Drill Up
Go To...
Rename Column Heading...

Cut
Paste
Delete
Undo
Redo

Data is turned off

Complete Traveler List Report

This report contains information subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Person Record End Date: missing values only AND Organization Name: DM1F141692830SDISB

Masked SSN	First Name	Middle Initial	Last Name	Organization Name	Email Address	Organization Access	Group Access Org Name	Group Name	Permission Levels	Approval Override	NDEA Status (DGE/T-	Debt Management Monitor Flag	Card Holder Status	Advance Status	Cognos User Flag
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd					

Data is turned off

Save As

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
My Folders
[Select another location...](#)

NAME THE DOCUMENT AND ADD ANY OTHER COMMENTS YOU WOULD LIKE, THEN PRESS OK. AFTER THE REPORT HAS BEEN SAVED CLICK THE BACK ARROW AT THE TOP OF THE PAGE.

https://dtsproweb.defensetravel.osd.mil/?b_action=xts.run&m=portal/cc.xts&m_folder=i93EBD778426 - Windows Internet Explorer pro

IBM Cognos Connection 4250832 Log Off

Public Folders My Folders

Public Folders > Report Templates > Person Reports

Entries: 1 - 2

Name	Modified	Actions
 Complete Tra	January 16, 2014 3:10:05 PM	   More...
 How to Use t	January 3, 2014 6:00:21 PM	   More...

CLICK ON MY FOLDER TO ACCESS THE REPORT YOU JUST CREATED.

https://dtsproweb.defensetravel.osd.mil/?b_action=xts.run&m=portal/cc.xts&m_folder2=p-i93EBD778 - Windows Internet Explorer pro

IBM Cognos Connection 4250832 Log Off

Public Folders My Folders

My Folders

Entries: 1 - 1

Name	Modified	Actions
<input type="checkbox"/> DISBO COMPLETE TRAVELER LIST REPORT	January 16, 2014 3:55:55 PM	   More...

CLICK THE PLAY BUTTON TO BEGIN RUNNING YOUR REPORT.

https://dtsproweb.defensetravel.osd.mil/ - Run with options - DM1F - Windows Internet Explorer provided by the U.S. Marine Corp

Run with options - DM1F

Select how you want to run and receive your report.

Format:
HTML

Accessibility:
 Enable accessibility support

Language:
English (United States)

Delivery:
 View the report now
 Save the report
 Print the report:
Printer location: [Select a printer...](#)

Prompt values:
No values saved
 Prompt for values

[To specify a time to run the report, or for additional formats, languages, or delivery options, use advanced options.](#)

CLICK ON THE ADVANCED OPTIONS LINK

Run Cancel

CHOOSE TO RUN YOUR REPORT IN THE BACKGROUND. DESELECT THE BOX NEXT TO HTML AND PUT A CHECK IN THE BOX NEX TO EXCEL 2007. ONCE YOU HAVE DONE THIS CLICK RUN.

https://dtsproweb.defensetravel.osd.mil/ - Run with advanced options - DM1F - Windows Internet Explorer provided by the U.S. Ma

Run with advanced options - DM1F

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

Time and mode:

View the report now

Run in the background:

Now

Later:

Jan 16, 2014

5 : 07 PM

Options

Formats:

HTML

Number of rows per Web page:

20

Enable selection-based interactivity

PDF

No options saved

[Set...](#)

Excel 2007

Excel 2002

Delimited text (CSV)

XML

Accessibility:

Enable accessibility support

Languages:

English (United States) [Select the languages...](#)

Prompt values

No values saved

Prompt for values

Delivery:

Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

Save:

Save the report

Save the report as a report view [Edit the options...](#)

... > Report View of DM1F

Print the report

Printer location:

[Select a printer...](#)

Send a notification by email that the report is complete [Edit the options...](#)

0 recipients

Run Cancel

https://dtsproweb.defensetravel.osd.mil/ - IBM Cognos software - Windows Internet Explorer provided by the U.S. Marine Corps

IBM Cognos software Help

 You selected to run 'DM1F' as follows:
Time: now
Formats: Excel 2007
Languages: English (United States)
Save the report: DM1F

View the details of this report after closing this dialog

Click OK to submit the report or click Cancel to return to your selection.

Show this dialog in the future

OK Cancel

IF YOU ARE READY TO RUN YOUR REPORT CLICK OK.

https://dtsproweb.defensetravel.osd.mil/?b_action=xts.run&m=portal/cc.xts&m_folder=i319D6974E9F - Windows Internet Explorer pro

IBM Cognos Connection 4250832 Log Off

Public Folders My Folders

My Folders

Entries: 1 - 2

Name	Modified	Actions
 DISRO COMPLETE TRAVELER LIST REPORT	January 16, 2014 4:30:41 PM	  More...
 DMIF	January 16, 2014 4:58:54 PM	  More...

AFTER THE PAGE REFRESHES IT WILL BRING YOU BACK TO THE 'MY FOLDERS' TAB. YOU WON'T BE ABLE TO VIEW YOUR REPORT UNTIL THE GLOBE AND PLAY BUTTON ARE NEXT TO YOUR REPORT NAME. ONCE THE GLOBE AND PLAY ICON APPEAR CLICK ON THE REPORT NAME TO PULL UP YOUR REPORT.