U.S. Department of the Interior
Assistant Secretary — Policy, Management and Budget

Data Tracking System
User Manual

June 2010

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ACCESSING THE DTS SYSTEM (*Use Internet Explorer 6 or higher; or Mozilla Firefox)*

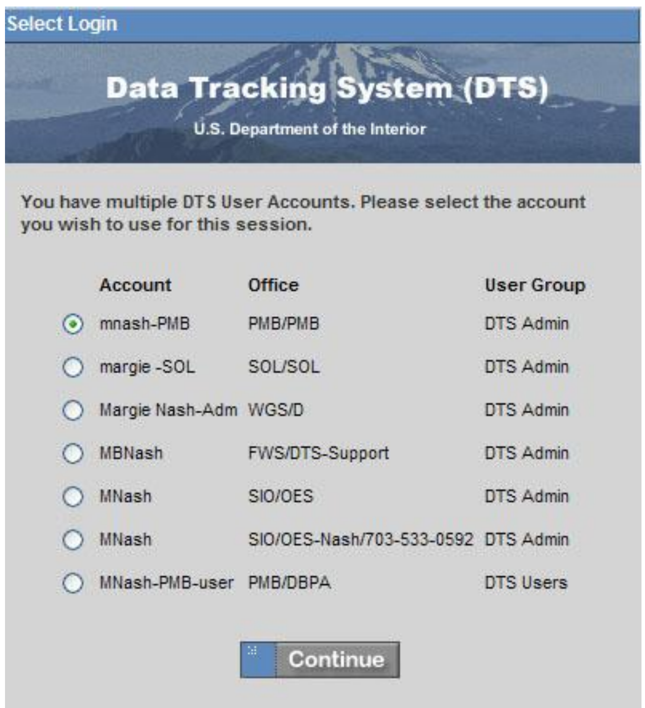
*Please remember to deactivate any Pop-up Blocker software before using the application.

Step (1) Go to the following link:
https://dts.fws.gov
https://staging.fws.gov/dts (Test Server)

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.

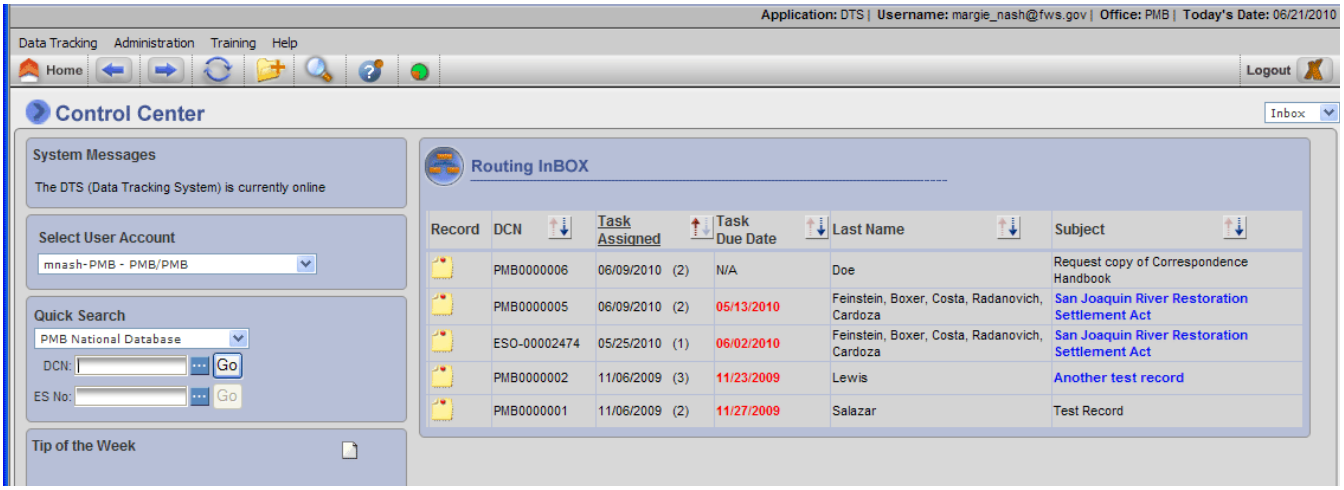


CONTROL CENTER

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 allows the user to create/edit predefined routings
8. *Help* button allows user to turn on/off tool tips and set screen size
9. *Reports* button takes the user to the Reports Screen to create and schedule reports

1. 2. 3. 4. 5. 6. 7. 8. 9.



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

Select User Account
If you have more than one account in DTS, you can change to another account by selecting from the dropdown 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 Go button.

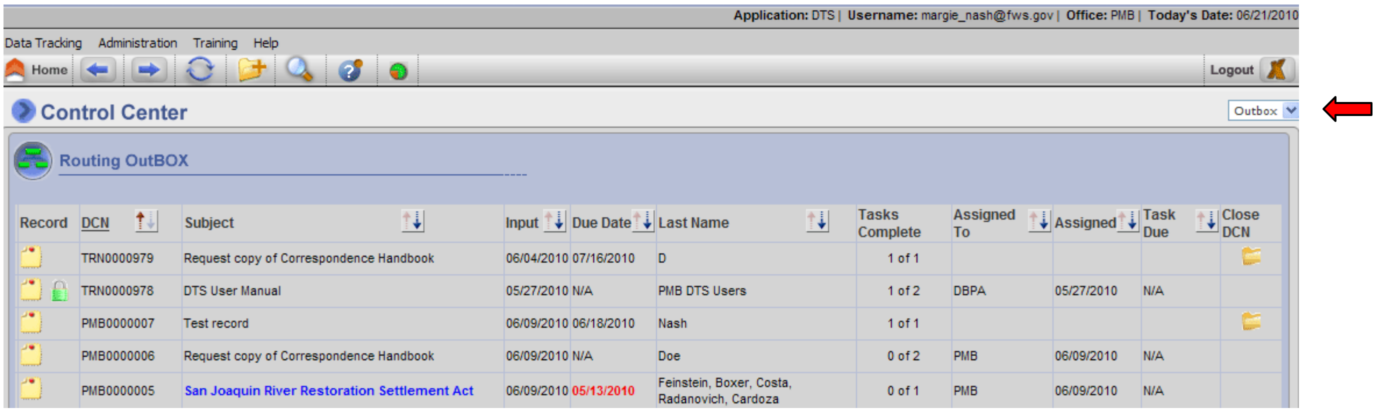
Tip of the Week
Check here for reminders and suggestions on how to make the DTS work better for you.

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 (indicates the record was assigned electronically) or (indicates record was assigned as hard copy) to access a record assigned to your office and take appropriate action
- Up/Down arrows to reverse order of presentation



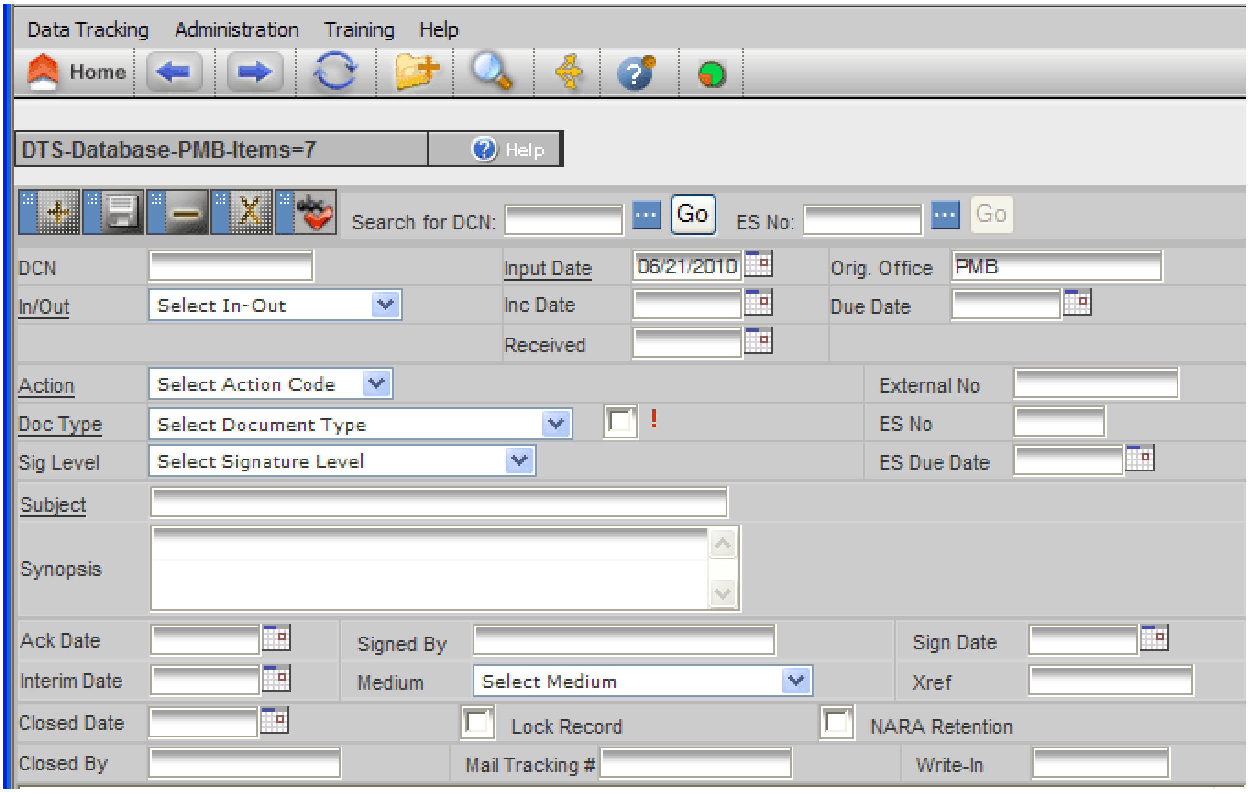
Routing OutBOX

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
- Task Assigned Date
- 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 Navigation Bar. You are now on the Main Information Screen.

Step (2) The PMB 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  at the top of the Main Information Screen 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.

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

Orig. Office – Populates with your office. You cannot enter information in this field.

In/Out – Required field – An incoming document is one that is coming into PMB for response or other action. An outgoing document is one that originates within PMB that is not in response to an incoming. Select from the dropdown list.

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

Received – Date incoming letter/document was received in PMB. Press the calendar button to select appropriate date. Do not enter a date for an outgoing document.

Due Date – Overall due date that all tasks will be completed.

Action – Required field –This is the overall action for the document; select from the dropdown list.

Doc. Type – Required field - Document Type. Select from dropdown list.

Important – Click the  checkbox if document is urgent, rush, or an important item.

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

External Number – Use for another number related to your document; e.g., WH Referral number, RIN for Federal Register notices, Audit Numbers, etc.

ES No. – Control number assigned by Executive Secretariat.

ES Due Date – Executive Secretariat's due date

Subject – Required field. Enter brief subject of document. Be specific so you will be able to locate it in a search.

Synopsis – Further explanation of subject, if needed.

Ack Date – If an acknowledgement letter is sent, enter date by selecting from the calendar.

Interim Date – If an interim response is sent, enter date by selecting from the calendar.

XRef – Cross Reference - Enter DCNs of other records that pertain to this record.

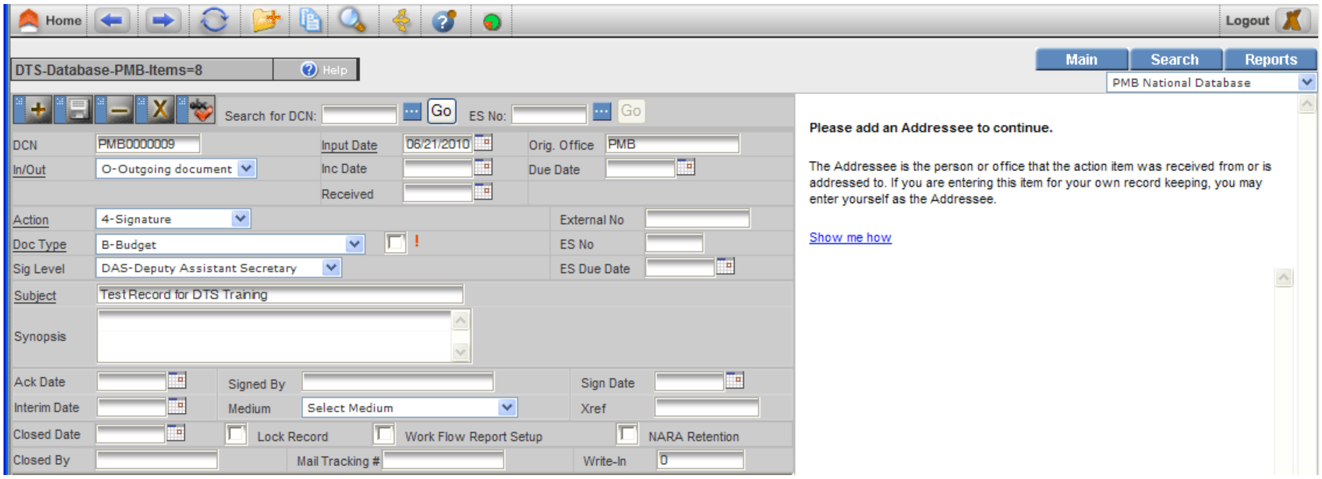
Medium – Select how the letter/document was received from the dropdown list.

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.

Closed By – Name of user closing the record.



ADDRESSEE

After saving the core information for your record, scroll down to the Addressee Screen below the Main Information Screen.

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 Departmental office.

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

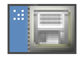
Select a Name

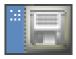
Forward and *Back buttons* at the top of the Addressee Screen will enable you to navigate within the Addressee Screen.

Step (1) 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 

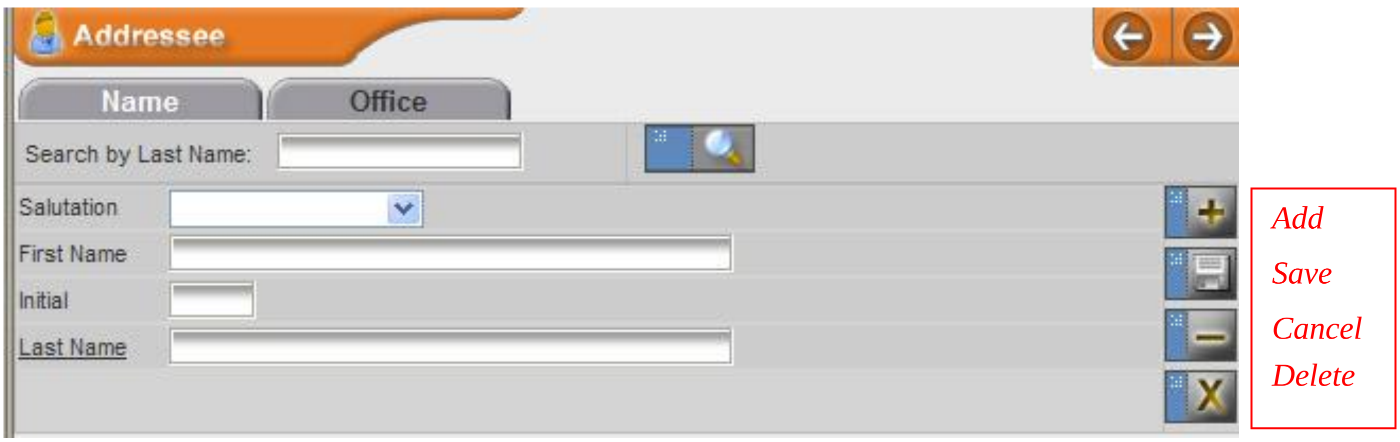
(see Add a Name).

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

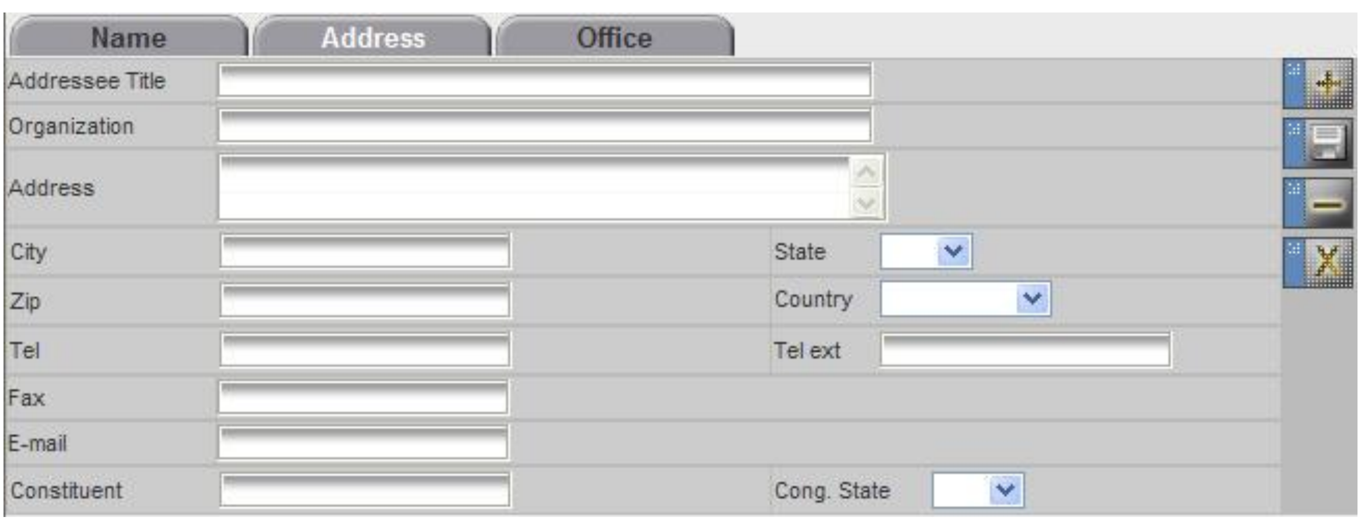
Step (3) To enter address information, click the Address tab and enter appropriate data. Click the Save Address button  (right side of addressee screen) to save the address information.

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.



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.



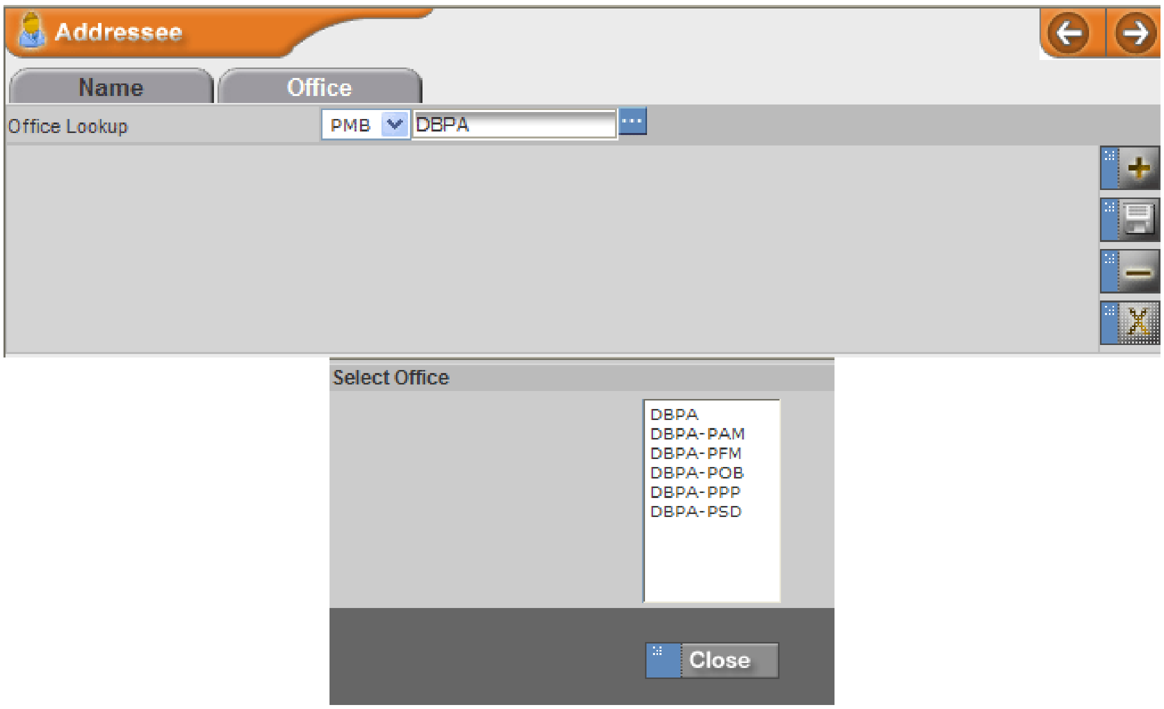
Select an Office

Step (1) Click the Office tab at the top of the Addressee Screen.

Step (2) Click the dropdown arrow to select the appropriate Bureau.

Step (3) Click the ellipsis button to select the office.

Step (4) Click the Save Addressee button on the right side of Addressee Screen to save the office acronym.



***Note*:** You cannot add an office that is not in the office list. To add an office, call your DTS Administrator.

TREE VIEW

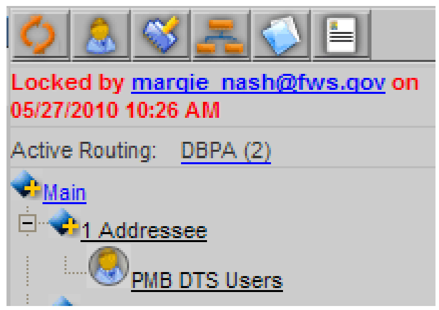
After you save the Main Information and the Addressee, the Tree will refresh on the right side of the Main Information Screen with the following icons at the top of the Tree:

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

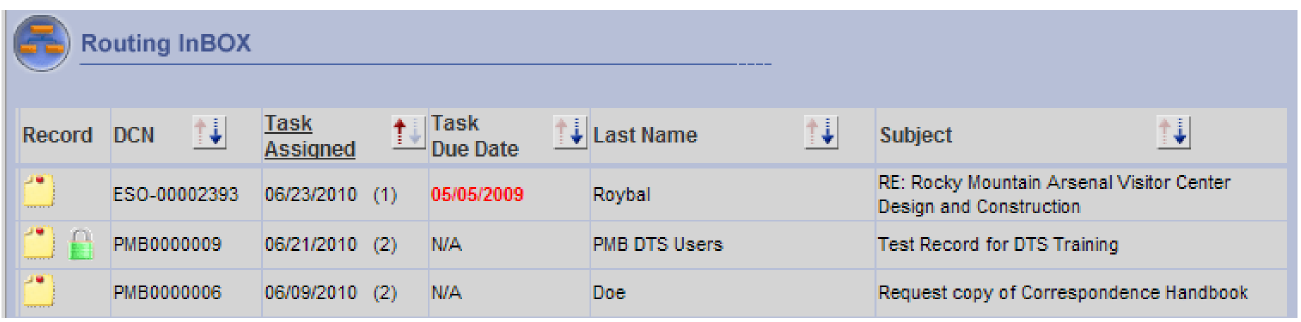
1. The *Refresh* button will refresh the Tree
2. The *Add Addressee* button will open the Addressee Screen at the bottom left
3. The *Comment* button will open the overall Comments Screen at the bottom left
4. The *Add Routings* button will open the Routing Screen at the bottom left
5. The *Attachments* 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-center 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.

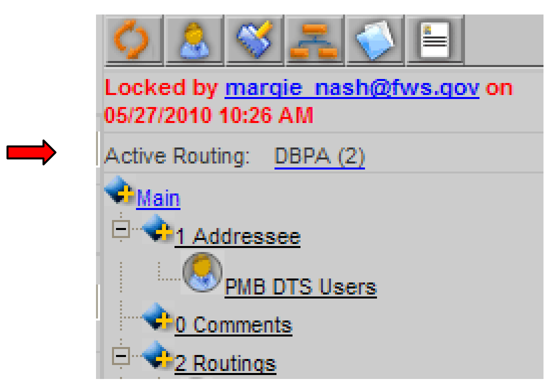


In your InBOX there is an icon of a lock if a record assigned to your office is locked. A green lock indicates the record was locked by you, and a red lock indicates the record was locked by another user.



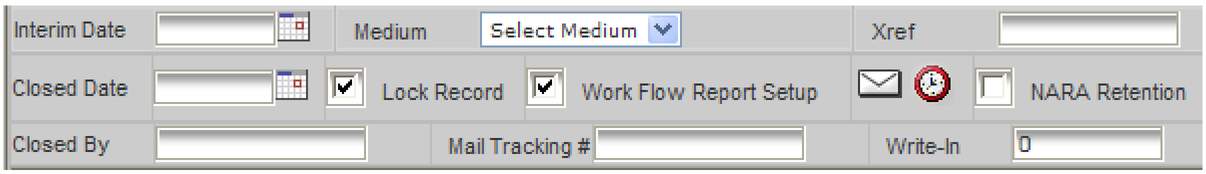
ACTIVE ROUTING QUICK-VIEW

Below the Record Locking email link is a quick view of the open routing(s) and the assigned task (e.g., DBPA (2) = assigned to DAS-Budget, Finance, Performance and Acquisition for Appropriate Action). 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

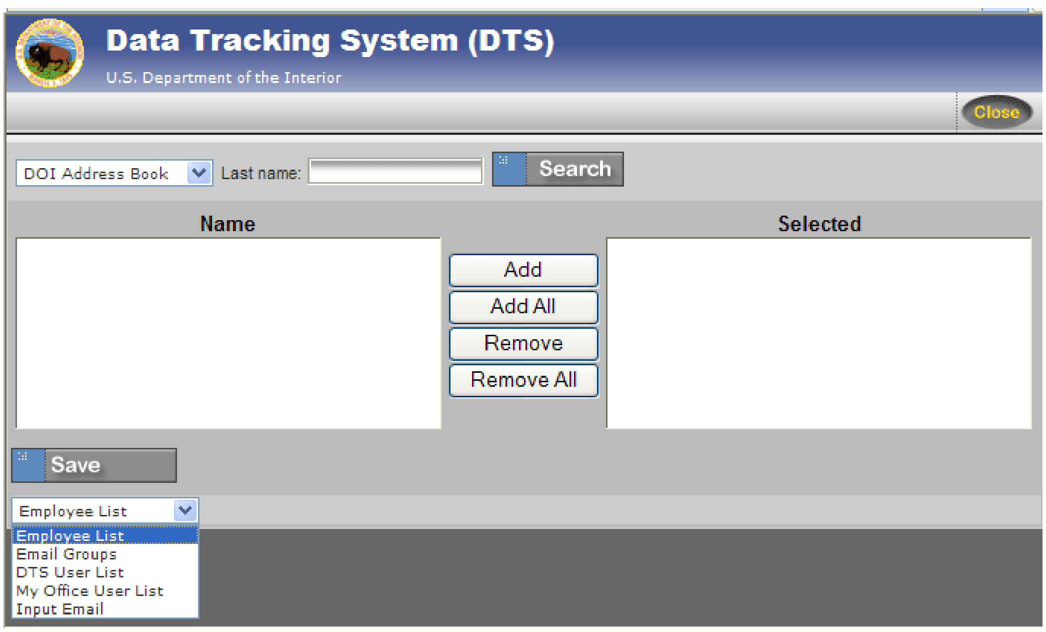
On the bottom-center of the Main Information Screen, there is a checkbox to set up a Work Flow Report. Use the work flow to keep track of individual records.



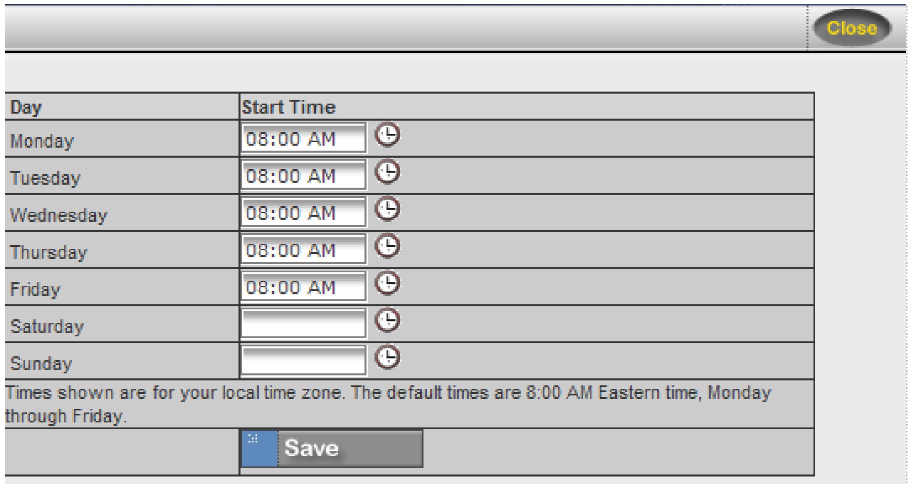
To set up a Work Flow Report:

Step (1) Check the Work Flow Report Setup 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.

NARA RETENTION –To denote a record to be retained for the National Archives and Retention Administration, check the NARA Retention checkbox on the lower right of the Main Information Screen.

MAIL TRACKING – Enter Certified Mail tracking number in this field.

WRITE-IN – For use when receiving multiple letters on the same subject—enter the number received.

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) You may check the spelling of your comments by clicking the spell check button

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

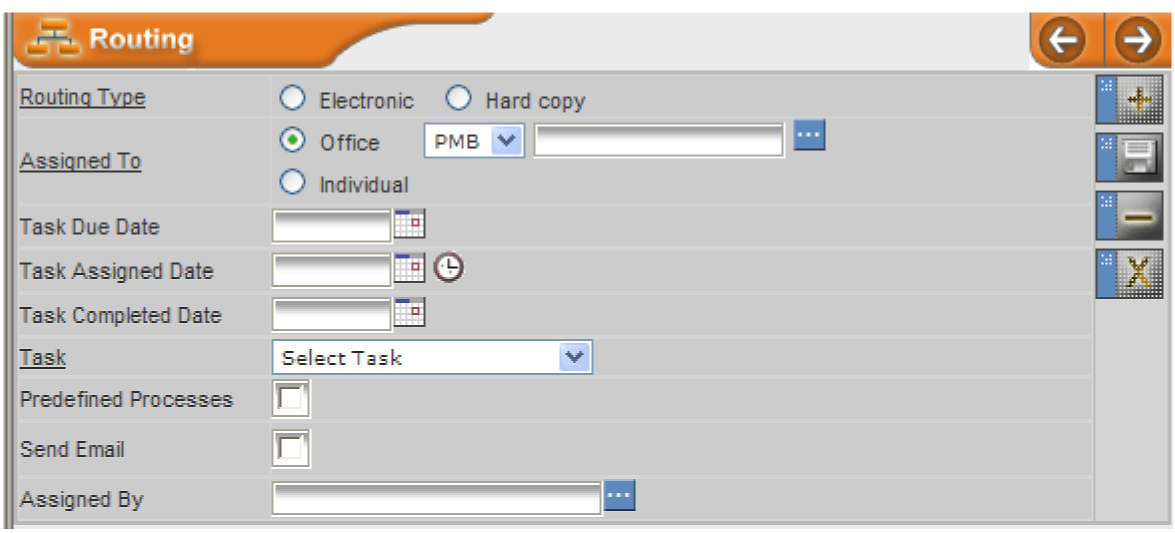
Note: These comments pertain to the overall record. See Routing Comments.

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

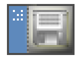
Step (1) In your current record, click the Routing button located over the Tree View or click on the Routing heading in the Tree. The Routing Screen will display below the Main Information Screen.

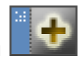


Step (2) Enter the following:

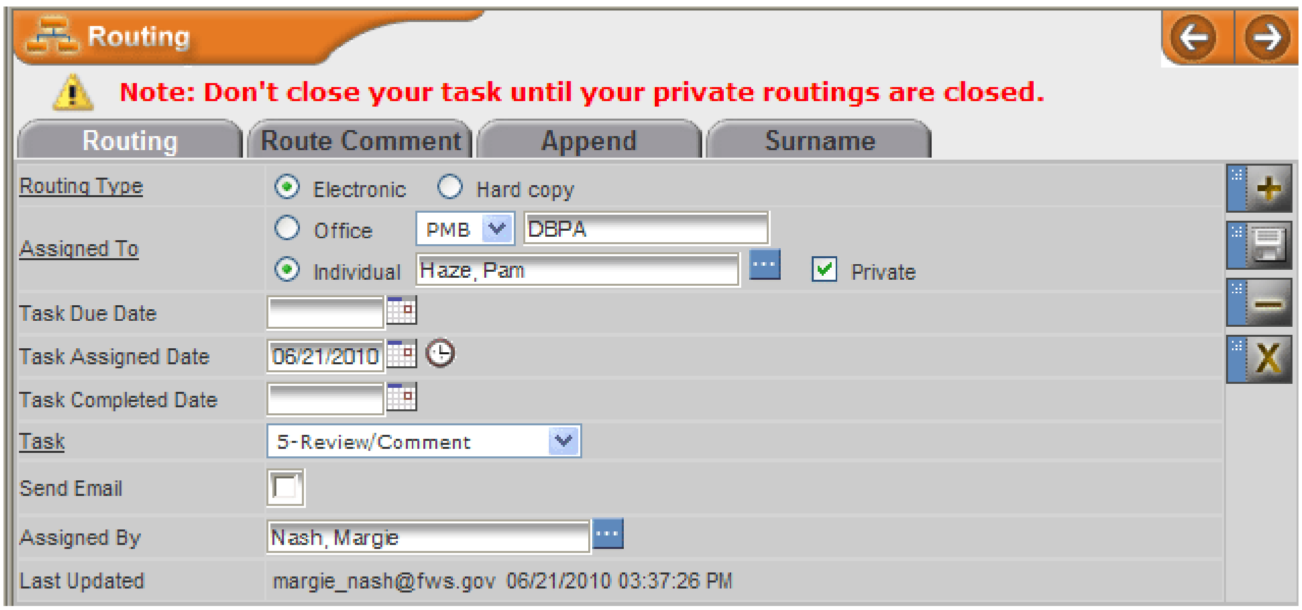
- <u>*Routing Type*</u> (required field): Select Electronic or Hard copy
- <u>*Assigned To*</u> (required field): Click the Ellipsis button to select office.
- *Task Due Date:* Enter due date for Assigned To office
- *Task Assigned Date*: Enter date only when document is routed to Assigned To office
- *Task Completed Date*: **Assigned To office enters date when action is completed**

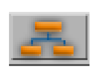
- *Task* (required field): Select appropriate task from dropdown list
- *Predefined Processes:* Click this box if you wish to use a Predefined Process (see page 18)
- *Send Email:* Click this box if you wish to send an email to the Assigned To office
- *Assigned By*: DTS will enter automatically.

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).

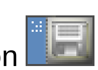
Routing to an Individual



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.

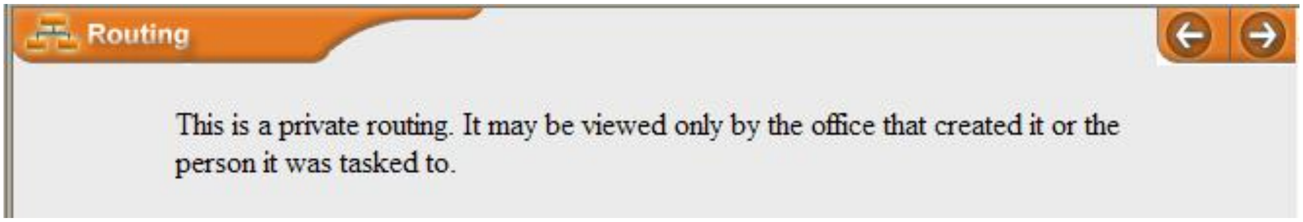
Step (2) Select Electronic or Hard copy; select Individual button in the Assigned To field, enter the individual's last name, and press the ellipsis to select the individual.

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.

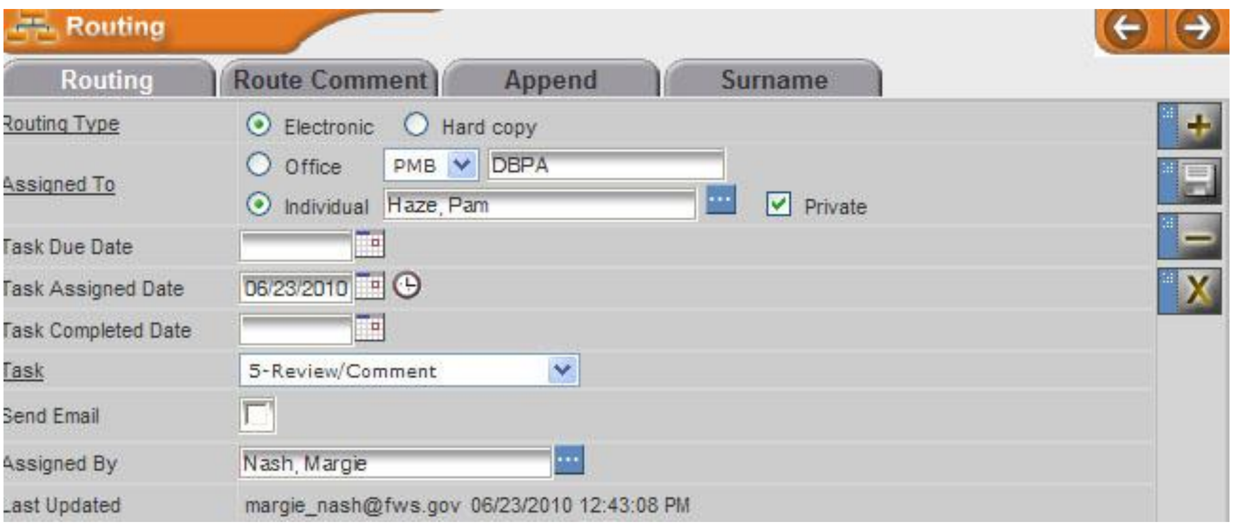
Note: *A routing to an individual shows in the individual's InBOX on the Home Screen, **not** in the individual's office InBOX.*

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.

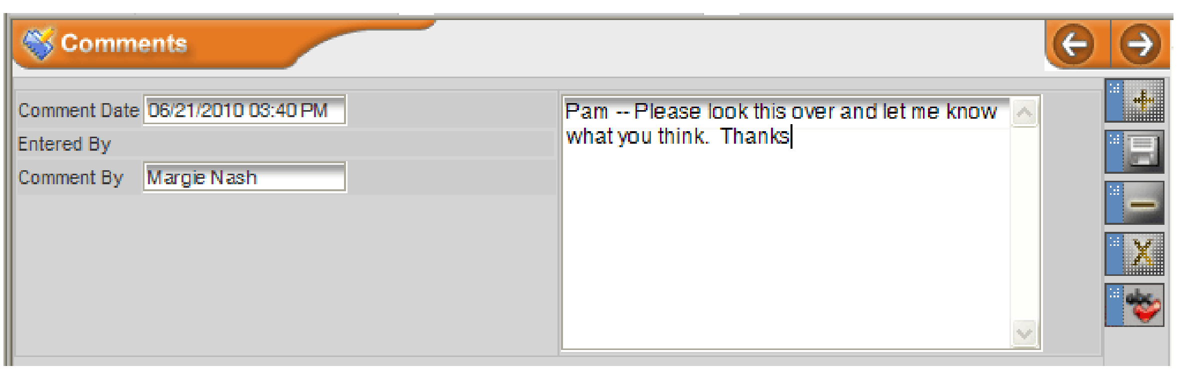


Routing Comment

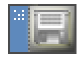
Step (1) Click on the Routing in the Tree that you want to add a comment.



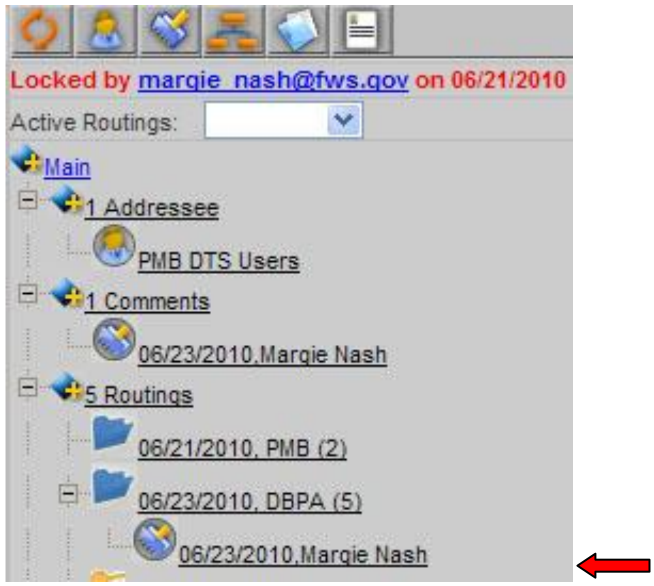
Step (2) Click on the Route Comment tab in the Routing Screen.



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.

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 Routing Comment.



Insert a Routing Between Two Existing Routings

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

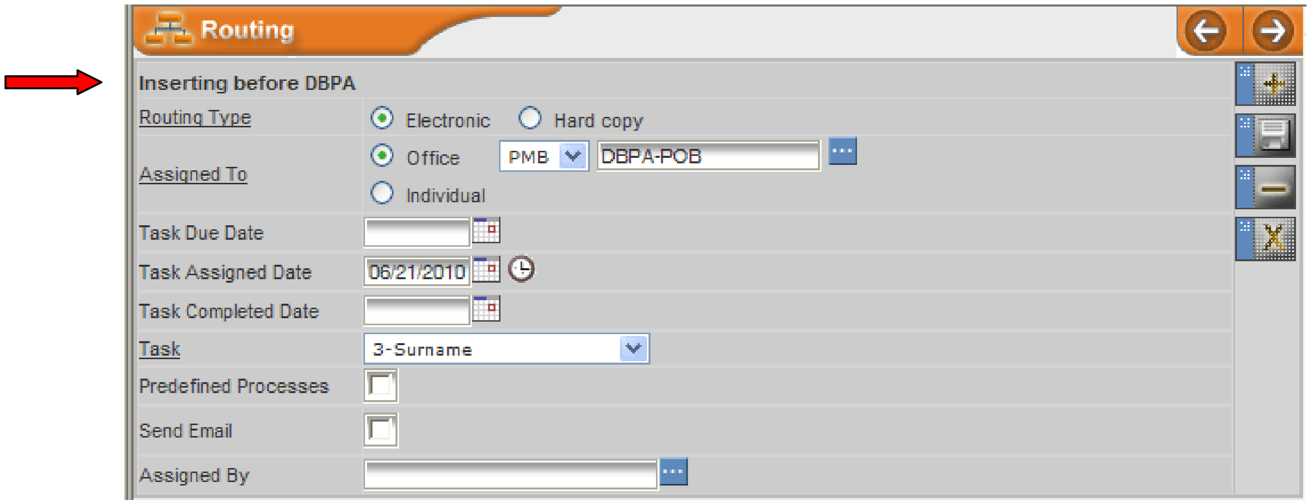
Step (1) Click the routing that is below where you want to insert your new routing.

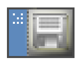
Step (2) In the Routing Screen click on the 

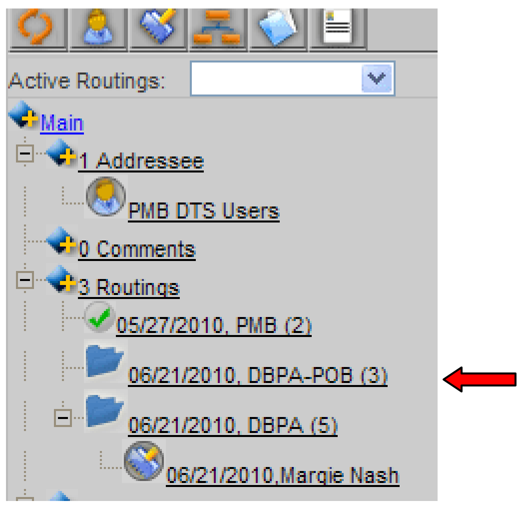
tab.

Step (3) Enter the following:

- *<u>Routing Type</u>* (required field): Select Electronic or Hard copy
- *<u>Assigned To</u>* (required field): Click the Ellipsis button  to select the new 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**
- *<u>Task</u>* (required field): Select appropriate task from dropdown list
- *Predefined Processes:* Click this box if you wish to use a Predefined Process (see page 18)
- *Send Email:* Click this box if you wish to send an email to the Assigned To office
- *Assigned By*: DTS will enter automatically.



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.

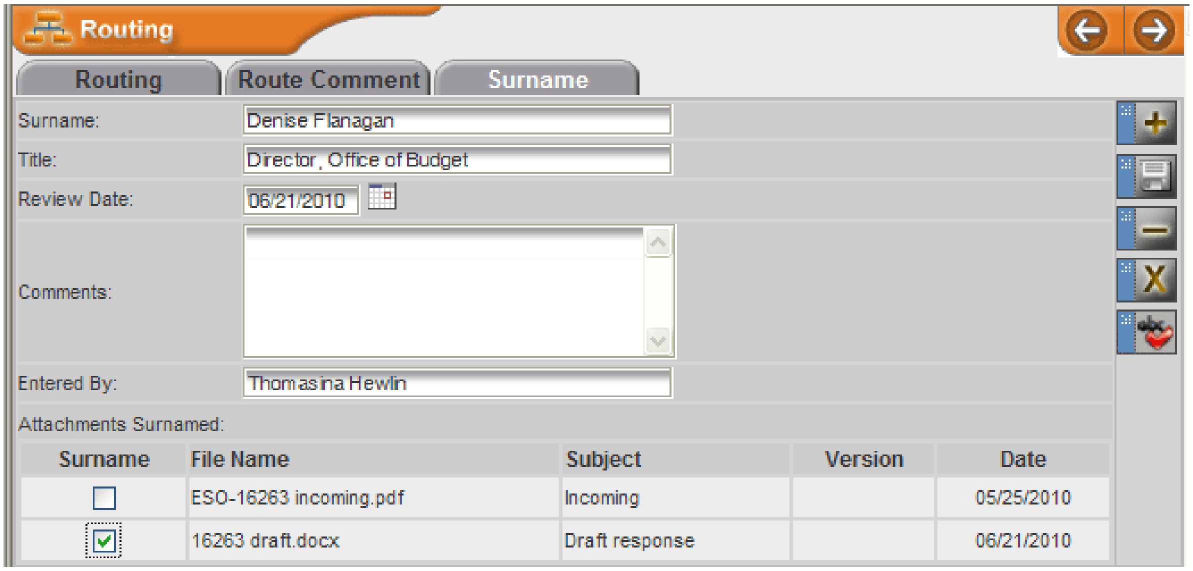
Surnames

To enter surnames for your documents:

Step (1) Click on the routing in the tree that you want to add the surname to.

Step (2) Click the Surname tab 

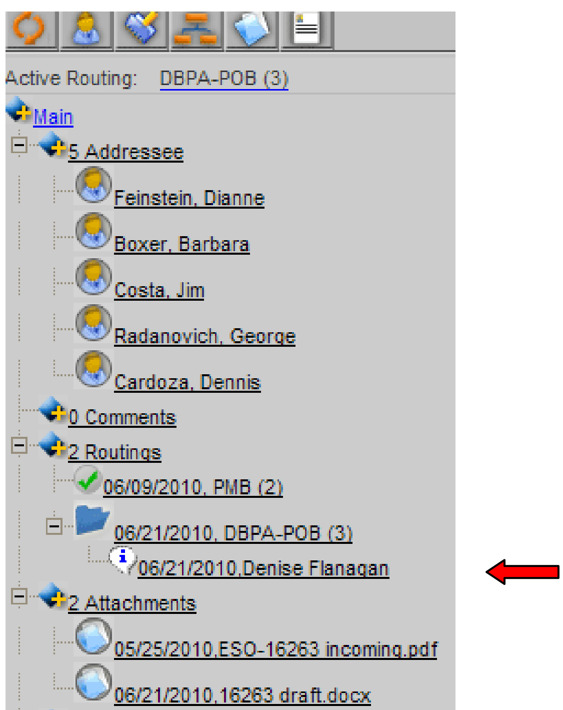
in the Routing Screen



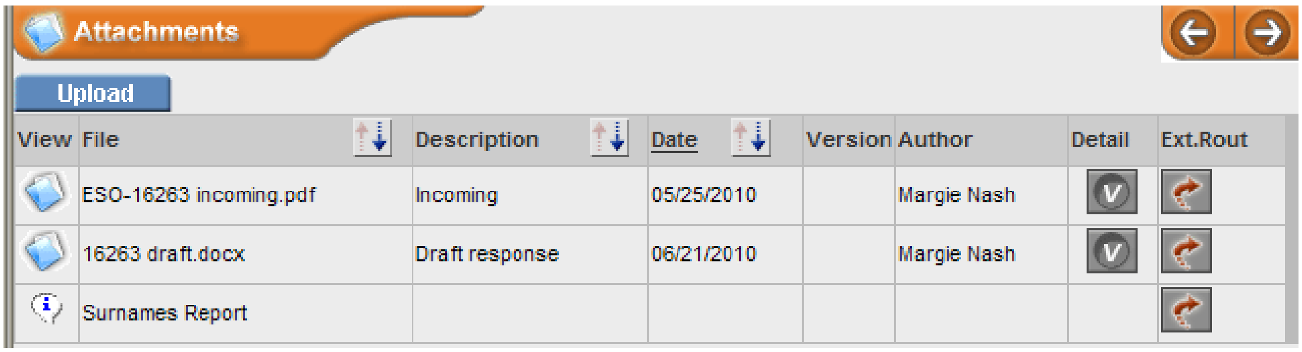
Step (3) Enter the following

- *Name* and *Title* of person who surnamed
- *Review Date* defaults to today; if different, select from calendar
- *Comments*, type comments if any
- *Entered By* automatically entered by DTS
- *Attachment*, click the checkbox of the surnamed attachment

Step (4) Click the Save button  on the right side of the Routing Screen. The surname is indicated in the Tree by the  icon.

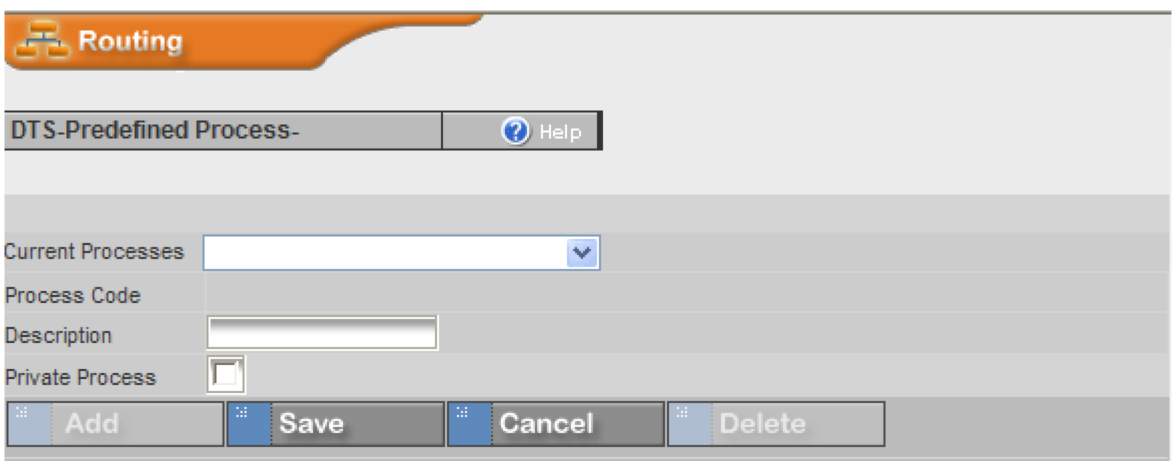


Step (5) DTS automatically creates and adds a Surnames Report to the Attachments Screen. The report updates as each surname is entered.



PREDEFINED PROCESSES

Create a Predefined Process



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

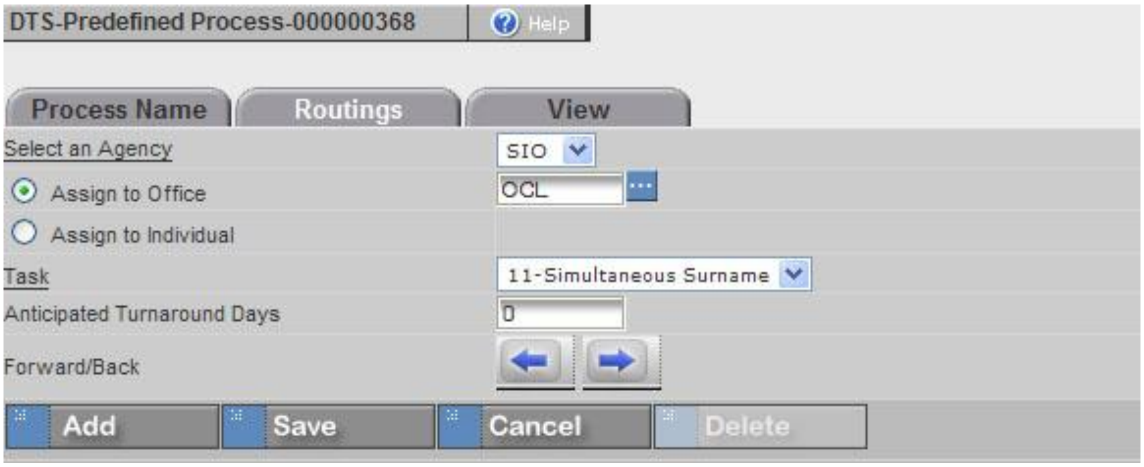
Step (2) Description (required), type a name for your process in the Description field.

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

Step (4) Click the 

button. You will see the following tabs:

Step (5) Click the Routings tab.



Step (6) Select an agency, 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.*

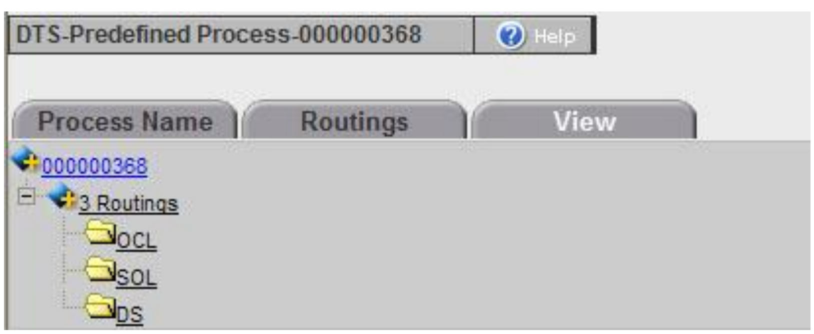
Step (7) Click the 

button.

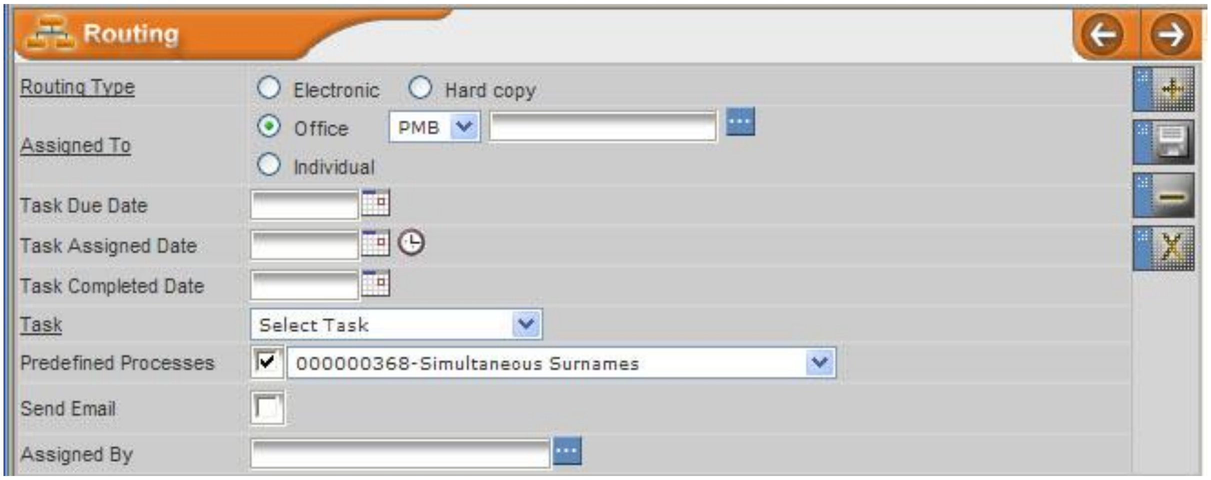
Step (8) Click the 

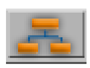
button to add another routing to your predefined process.

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.



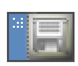
Add a Predefined Process



Step (1) Click the Add Routing  button located over the Tree View or click the Routings heading in the Tree.

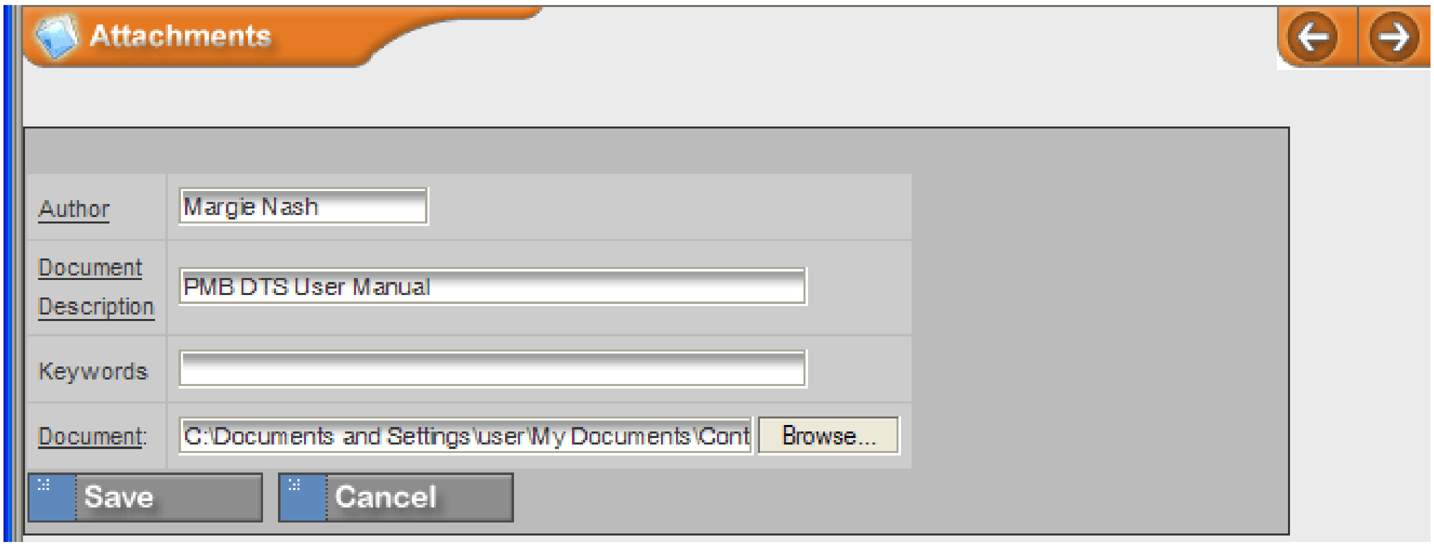
Step (2) Enter the Task Due Date and Task Assigned Date (*optional)*.

Step (3) 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 Routings. The Tree will automatically refresh displaying your predefined routings.

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* (optional): Type keywords from the document
- <u>*Document*</u> (required field): Click the BROWSE button and locate the file you want to attach

Step (4) Press the 

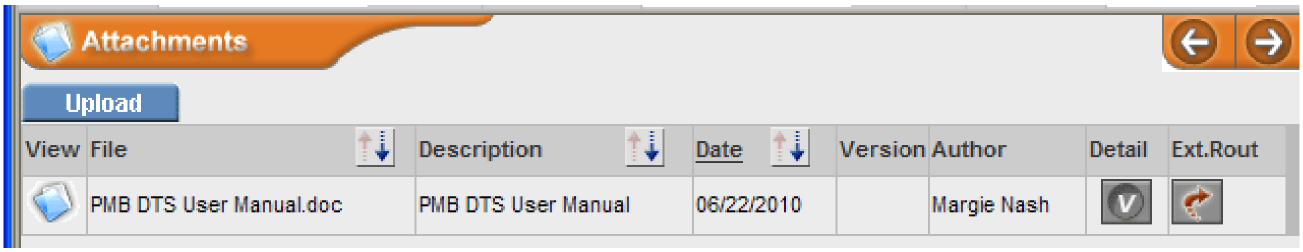
button, and you will be presented with a confirmation page stating the following:

- 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 the Attachments heading in the Tree. The Attachments Screen will display below the Main Information Screen.

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

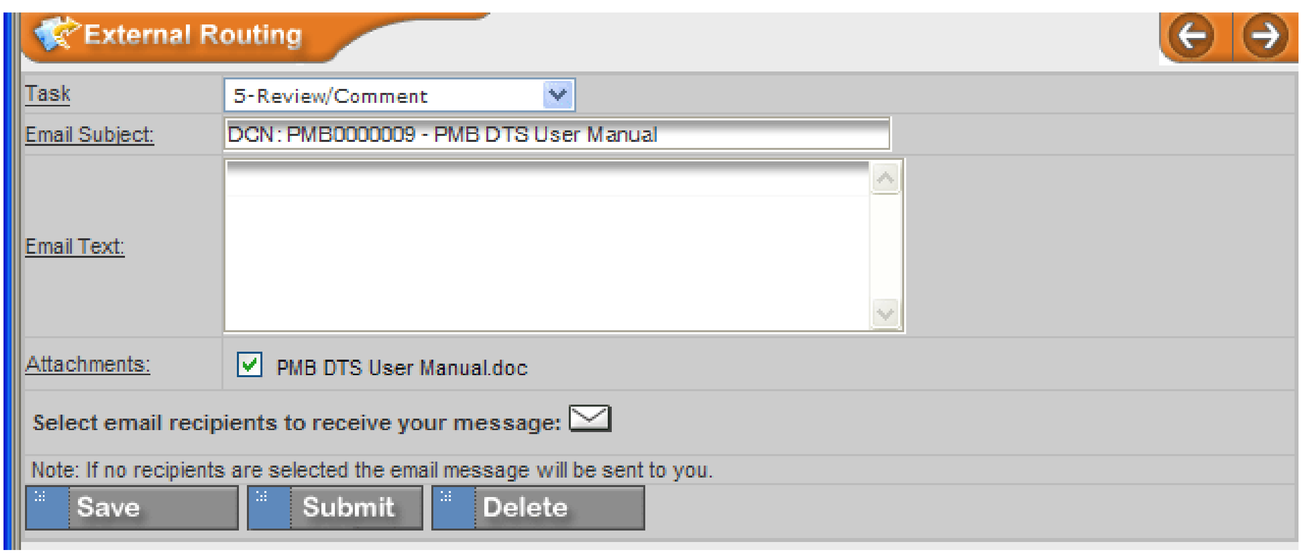
Step (3) You can open the document to print or you can download the document to your computer.

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 the Attachments heading in the Tree View.

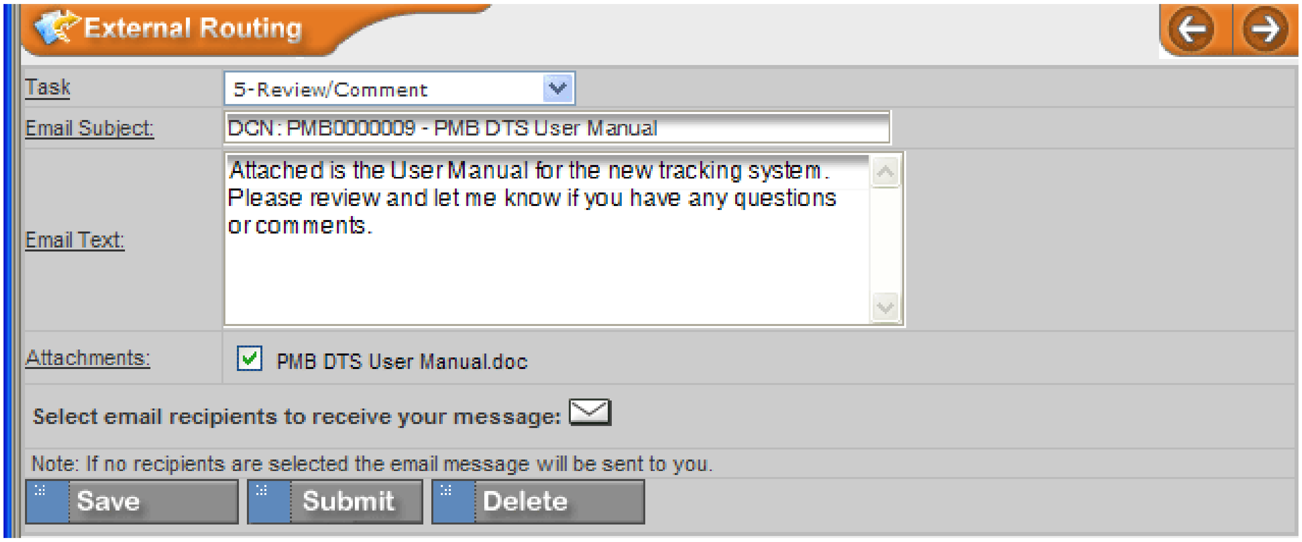
Step (2) Click the External Routing  button to the right of the document you wish to send.



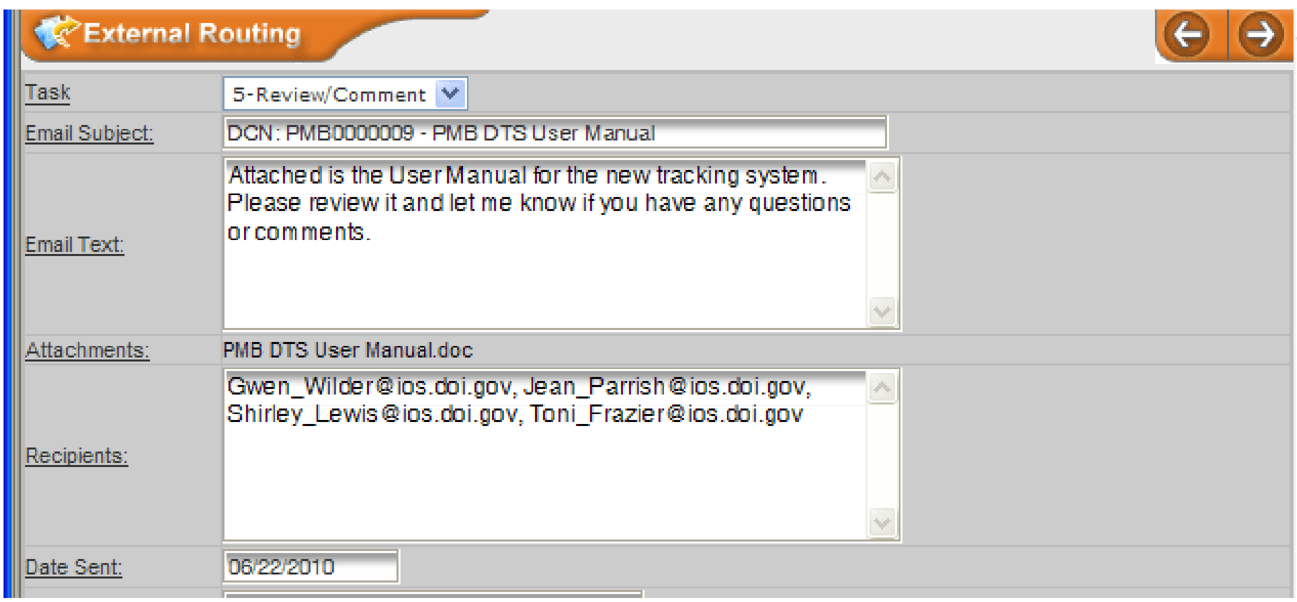
Step (3) Select the task from the dropdown menu and enter the text to be sent with your email.

Step (4) Click the white envelope to select recipients or input email address.

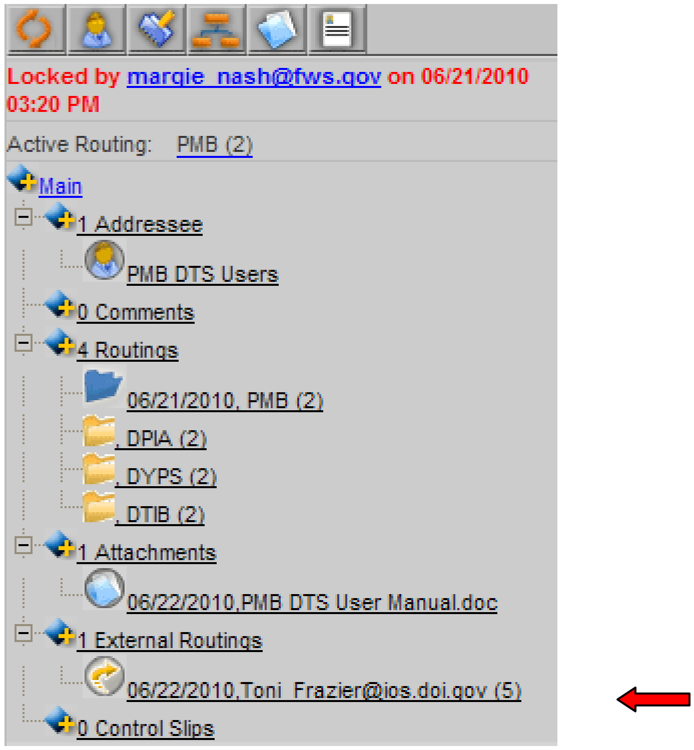
Step (5) Click the Save button.



Step (6) Click the Submit button.



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

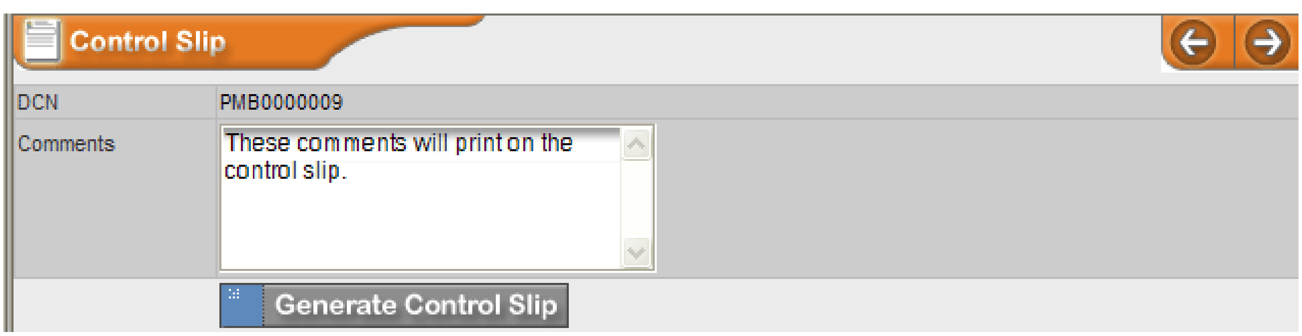


CONTROL SLIP

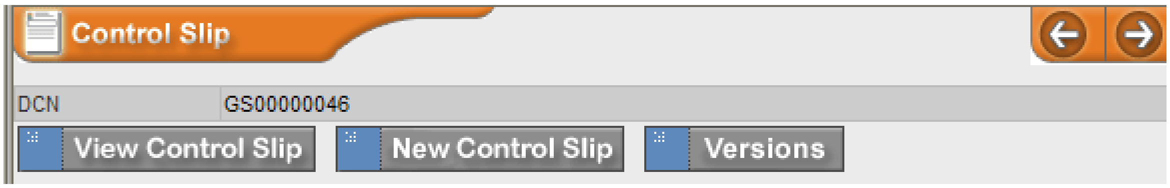
Note: *To generate a Control Slip, you must have the record showing in the Main Information Screen.*

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

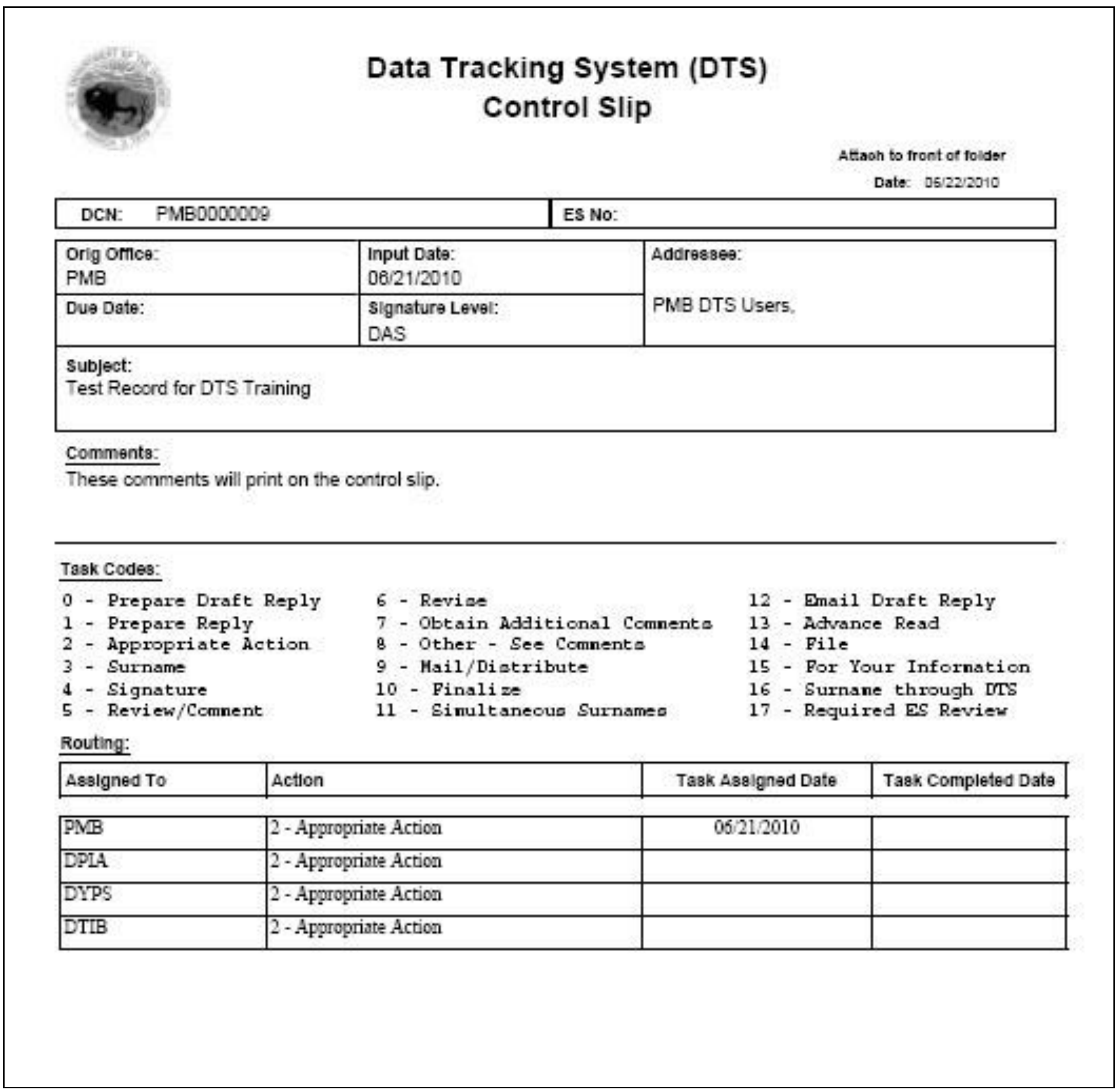
Step (2) Click the Generate Control Slip button.



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 make changes, you will need to generate a new one.



Data Tracking System (DTS)
Control Slip

Attach to front of folder
Date: 06/22/2010

DCN: PMB0000009	ES No:

Orig Office: PMB	Input Date: 06/21/2010	Addressee: PMB DTS Users,
Due Date:	Signature Level: DAS	
Subject: Test Record for DTS Training		

Comments:
These comments will print on the control slip.

Task Codes:

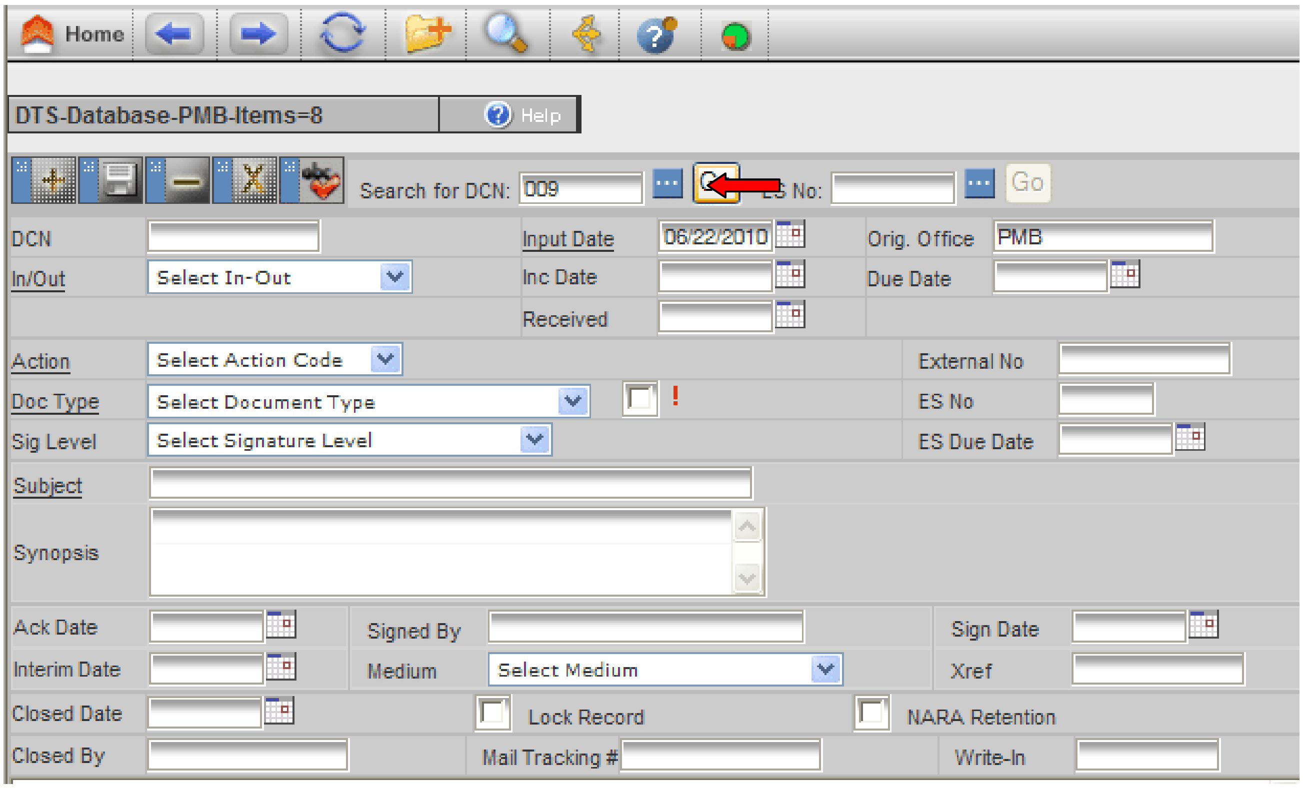
0 - Prepare Draft Reply	6 - Revise	12 - Email Draft Reply
1 - Prepare Reply	7 - Obtain Additional Comments	13 - Advance Read
2 - Appropriate Action	8 - Other - See Comments	14 - File
3 - Surname	9 - Mail/Distribute	15 - For Your Information
4 - Signature	10 - Finalize	16 - Surname through DTS
5 - Review/Comment	11 - Simultaneous Surnames	17 - Required ES Review

Routing:

Assigned To	Action	Task Assigned Date	Task Completed Date
PMB	2 - Appropriate Action	06/21/2010	
DPIA	2 - Appropriate Action		
DYPS	2 - Appropriate Action		
DTIB	2 - Appropriate Action		

SEARCHING

Search By DCN

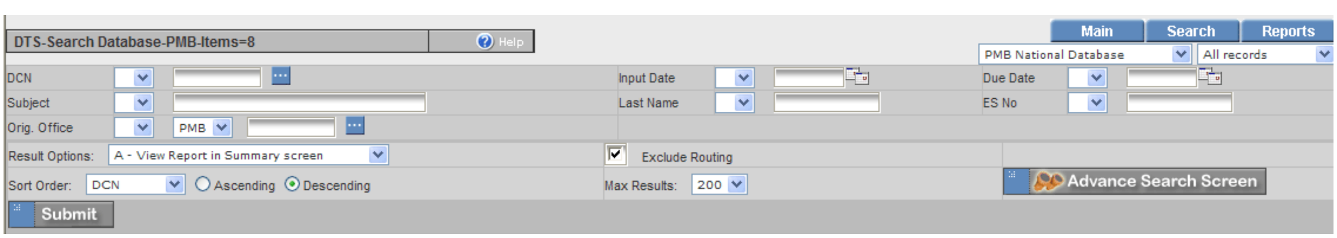


Step (1) On the Main Information Screen, enter the DCN of the record you want to view in the Search for DCN field. You have to enter at least the last three digits of the number.

Step (2) Click 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

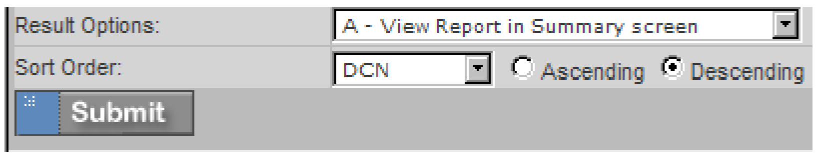


Step (1) Click the  button on the Navigation Bar or the  tab to open the Search Screen.

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

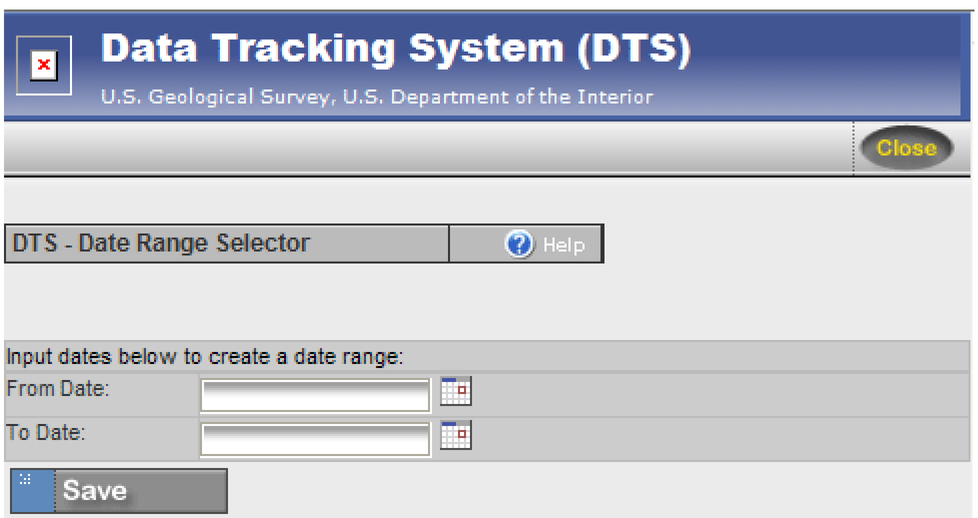
Step (3) Select your output and sort order.



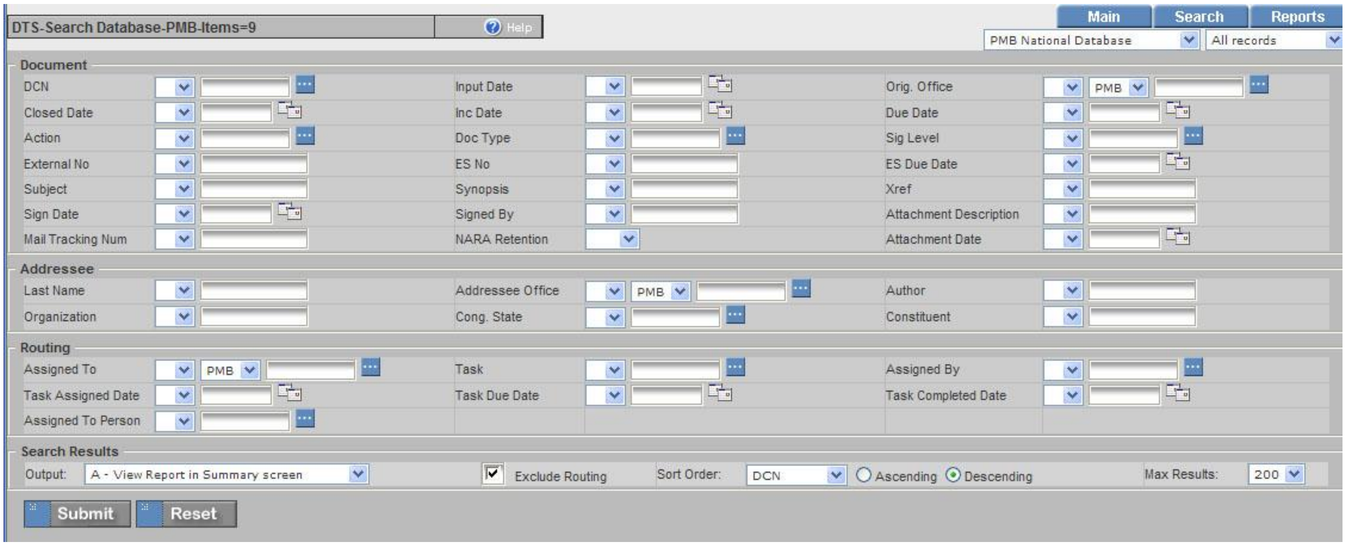
Step (4) Press the 

button.

Note: *All date fields in the search screens are date range. If you are searching for a record for a particular date, you must enter the date in both fields.*



Advance Search



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

button and define your search criteria.

REPORTS

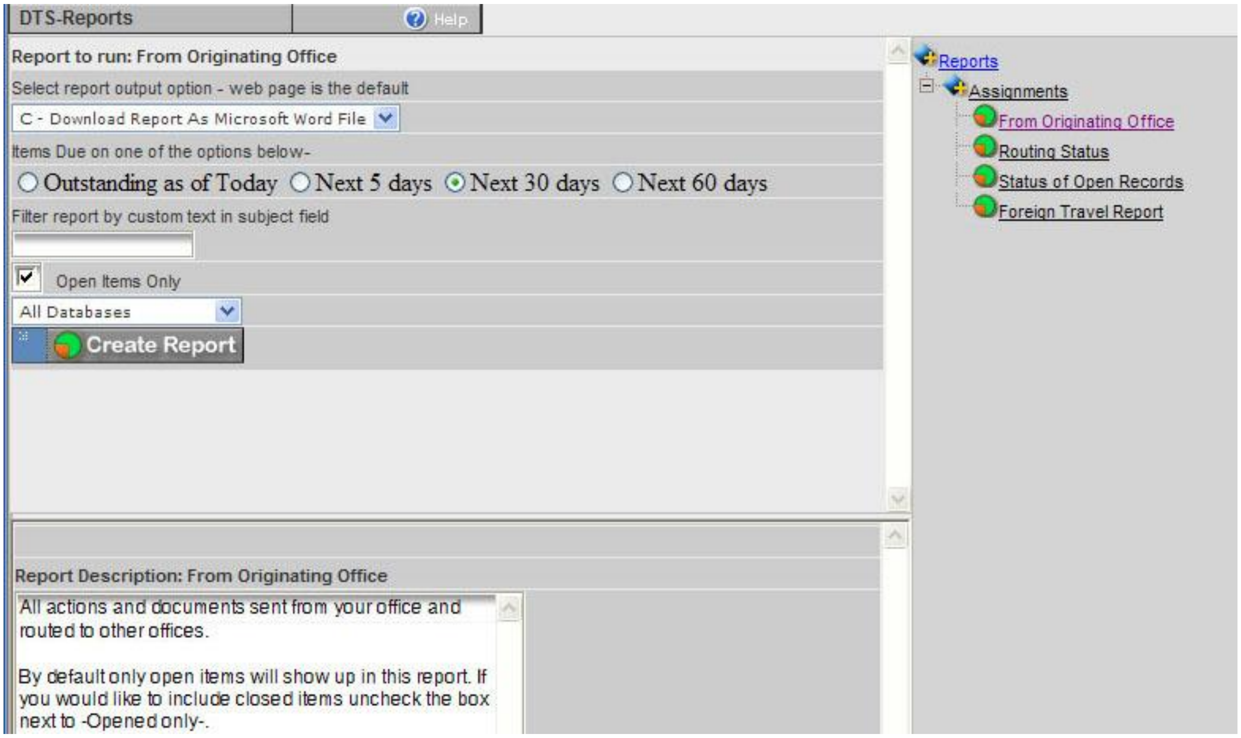
Standard Reports

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

tab to open the Reports Screen.

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

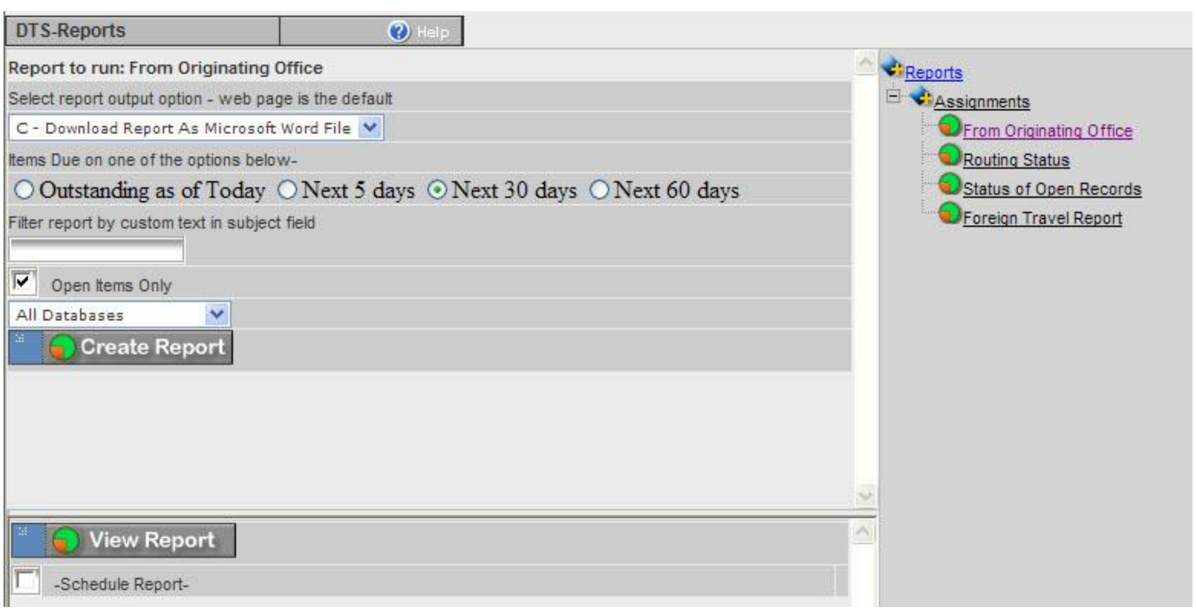
- From Originating Office
- Routing Status
- Status of Open Records
- Foreign Travel Report



Step (3) Select the report output from the dropdown.

Step (4) Choose the Items Due: Today, next 5 days, 30 days, 60 days.

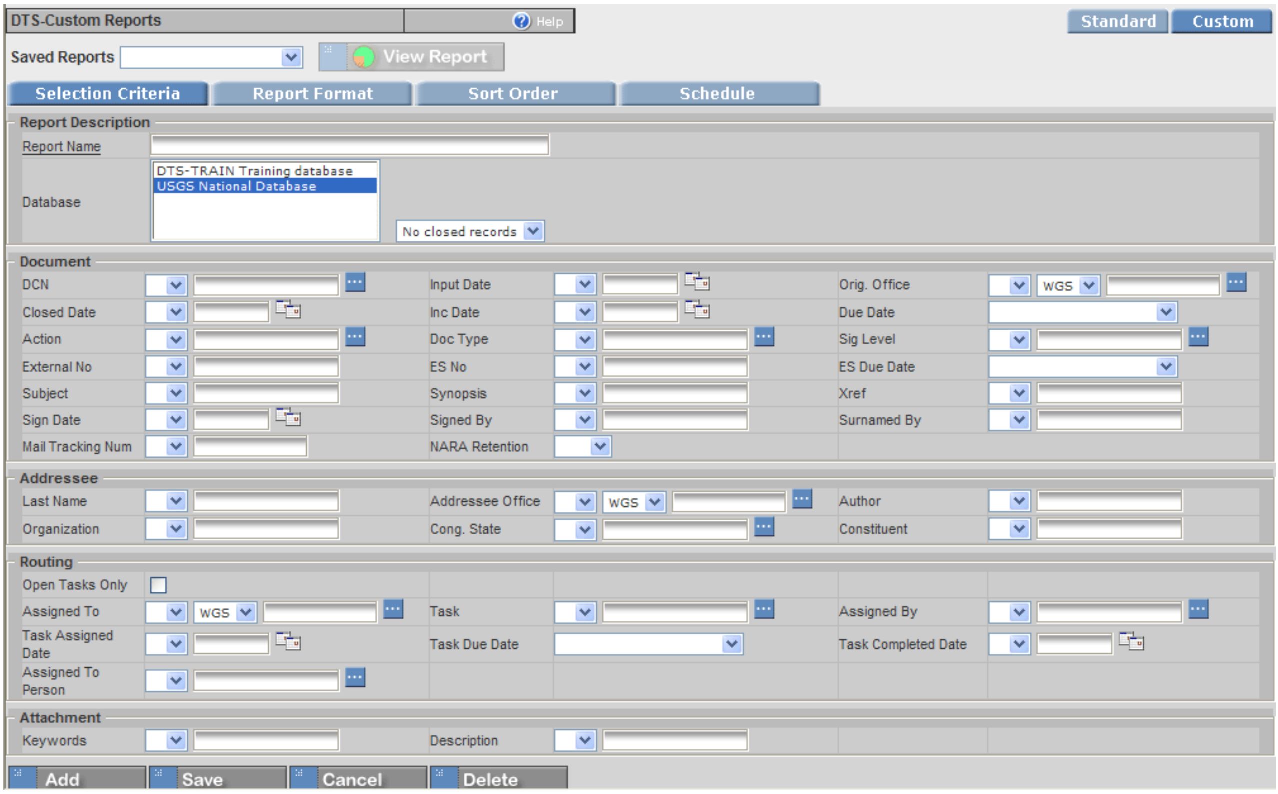
Step (5) Click the Create Report button.



Step (6) Click the View Report button.

Custom Reports

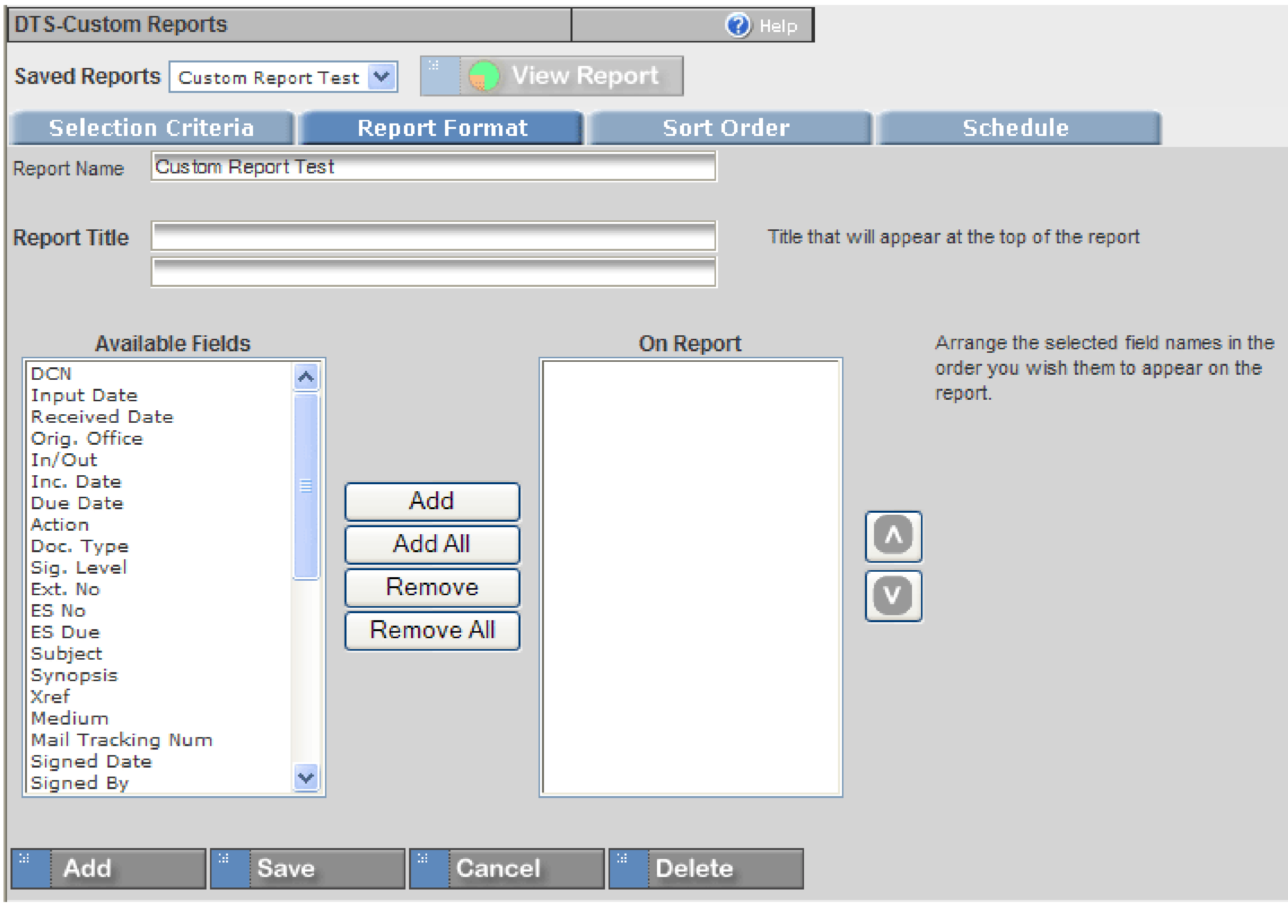
Selection Criteria



Step (1) Enter a name for your report

Step (2) Enter the criteria for your report, and click the  button.

Report Format



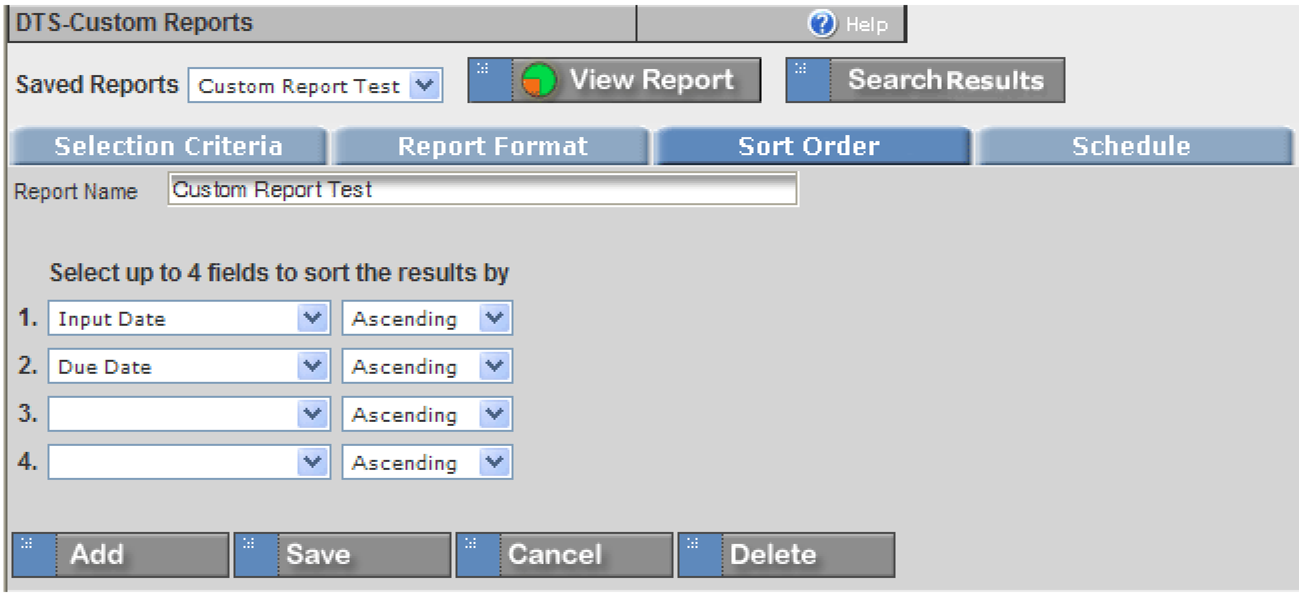
Step (1) Type a title for your report that will appear at the top of the report

Step (2) Select the fields for your report columns. Use the up/down buttons to arrange them in the order you prefer.

Step (3) Click the 

button.

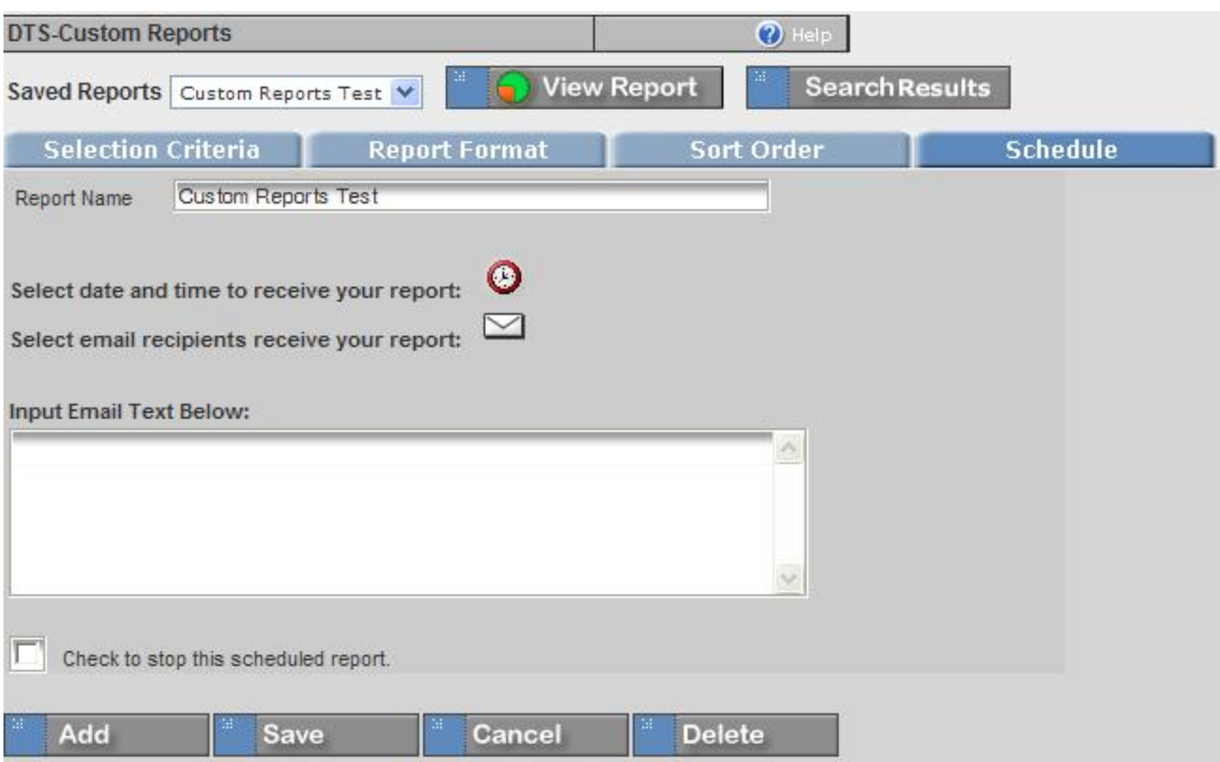
Sort Order



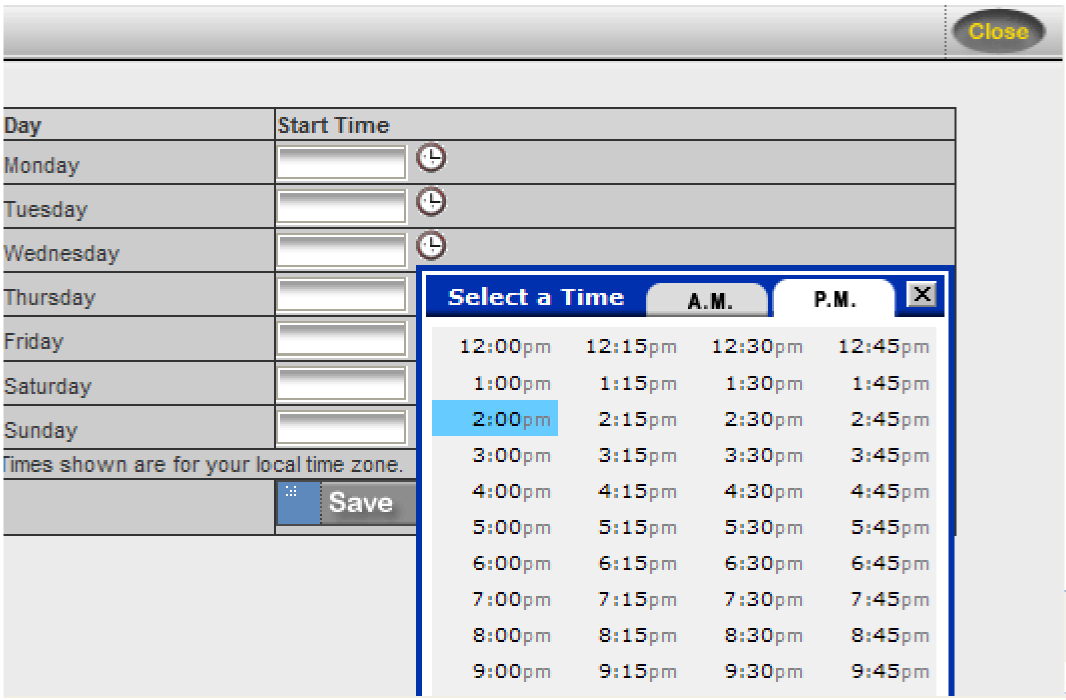
Step (1) Select up to four fields to sort your report. Click the Save button.

Step (2) Click the View Report button to generate your report in Excel, or click the Search Results button to view the results of your report online.

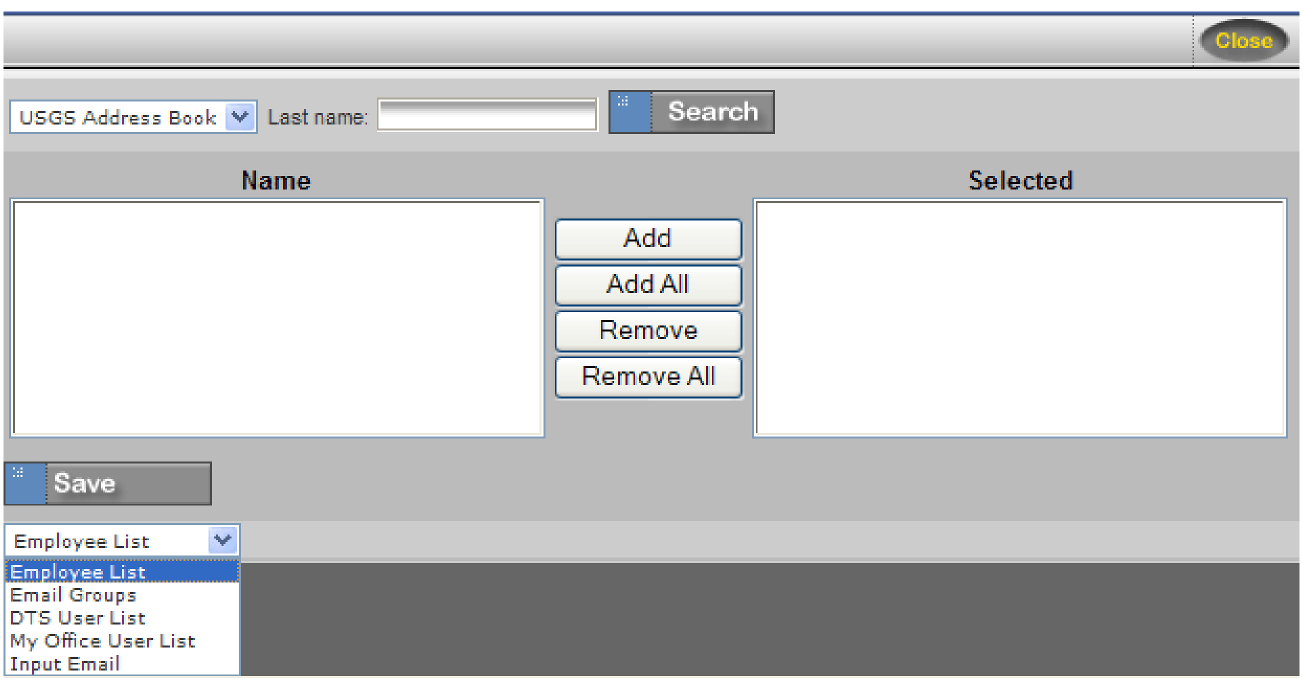
Schedule



Step (1) Click the red clock to select the day(s) and time(s) to receive your report



Step (2) Click on the white envelope to select the individuals to receive your report



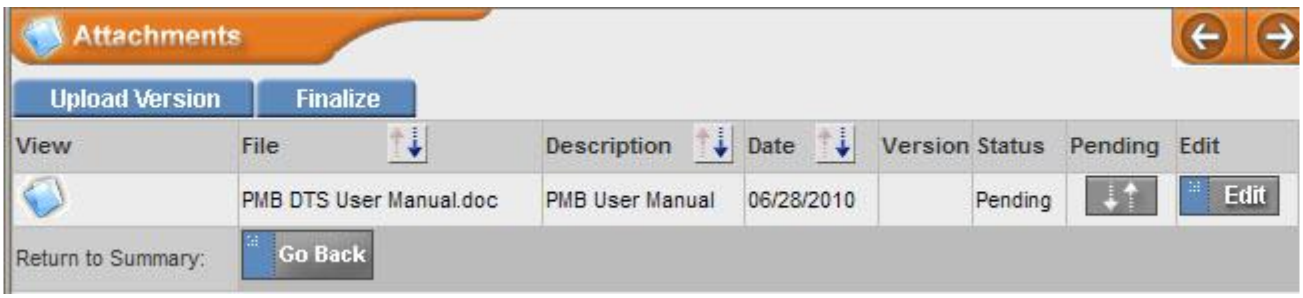
Step (3) Enter email text and click the 

 button.

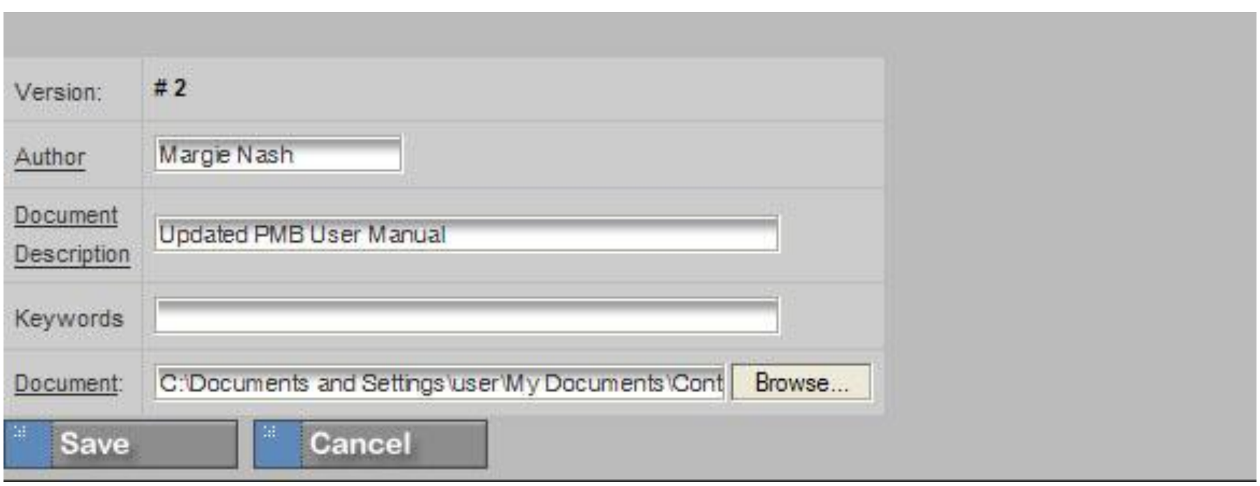
DOCUMENT VERSIONING

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 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:

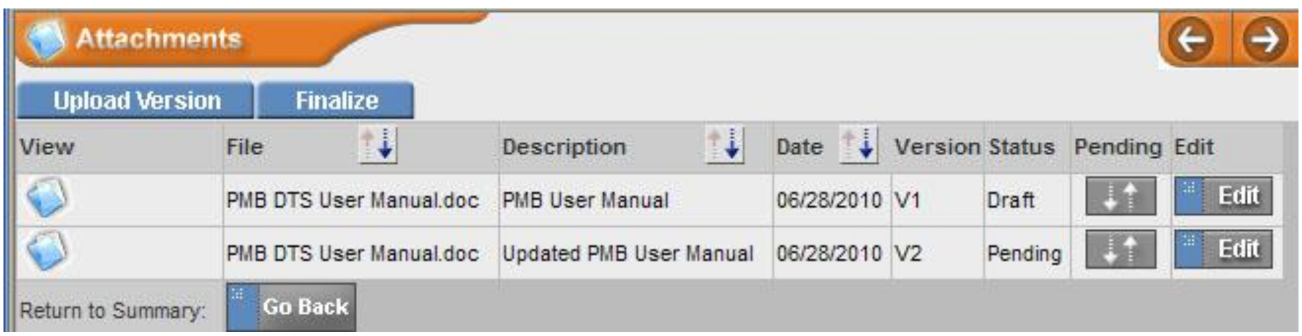
- File Name: The name of the file you uploaded
- File Size: The kilobyte size/count of the uploaded file
- Content-Type: The type of file uploaded

Step (6) Click the 

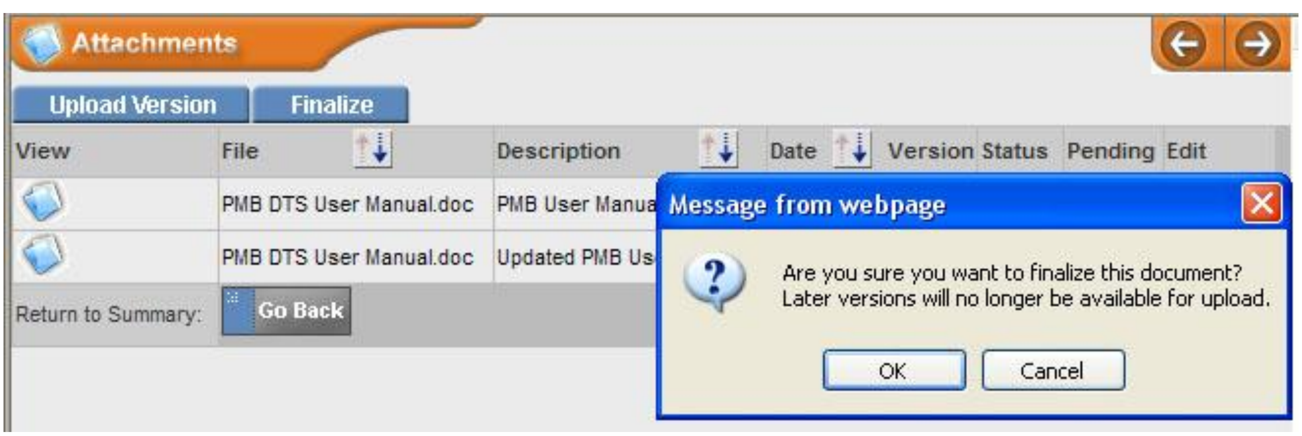
button.

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

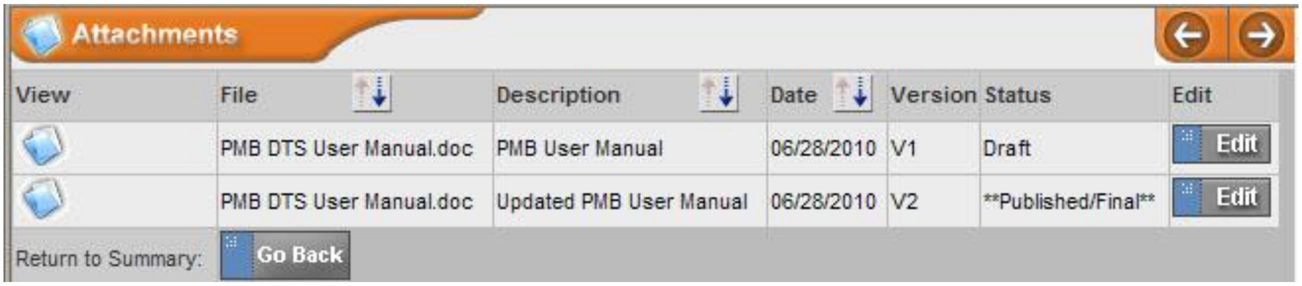
To view earlier versions of a document, click the View Versions button 
in the Detail column.



To make the Pending version final, click on the Finalize tab. A warning box will pop up asking if you are sure you want to finalize the document.



The pending version will change to "Published/Final" and the Upload Version tab will no longer be available.

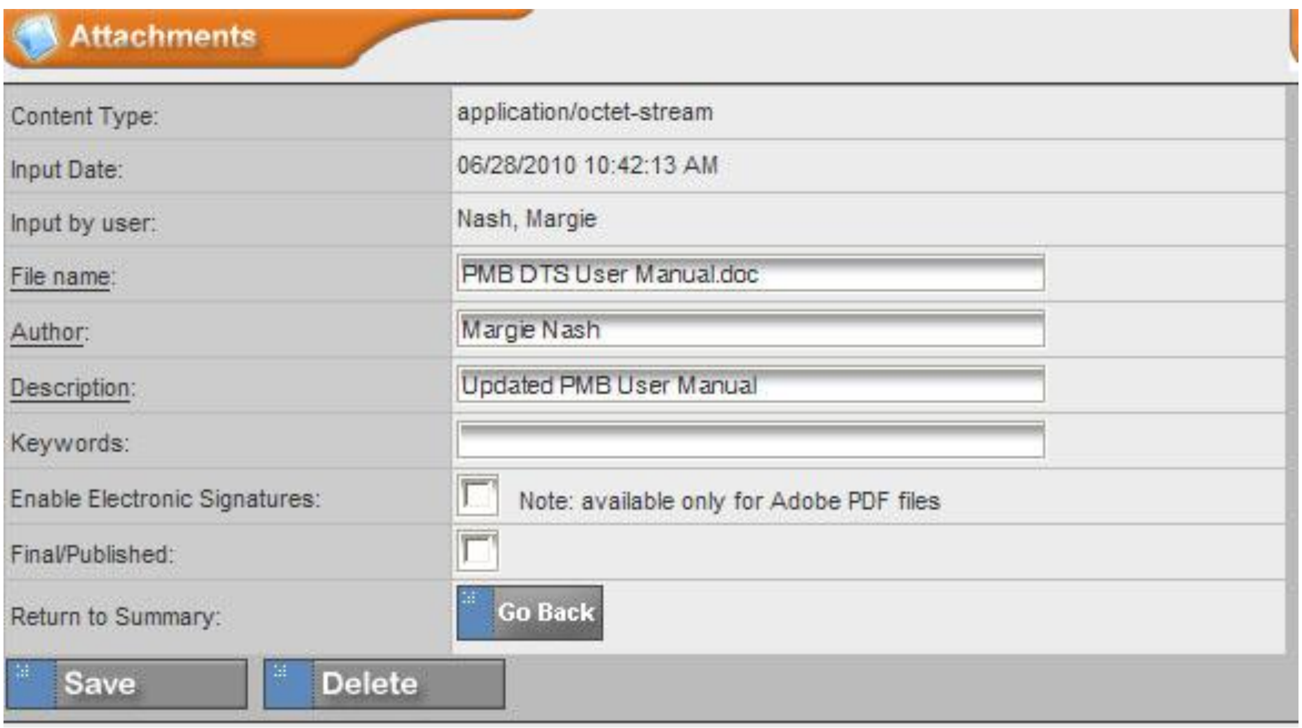


DOCUMENT DELETION

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

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

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



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

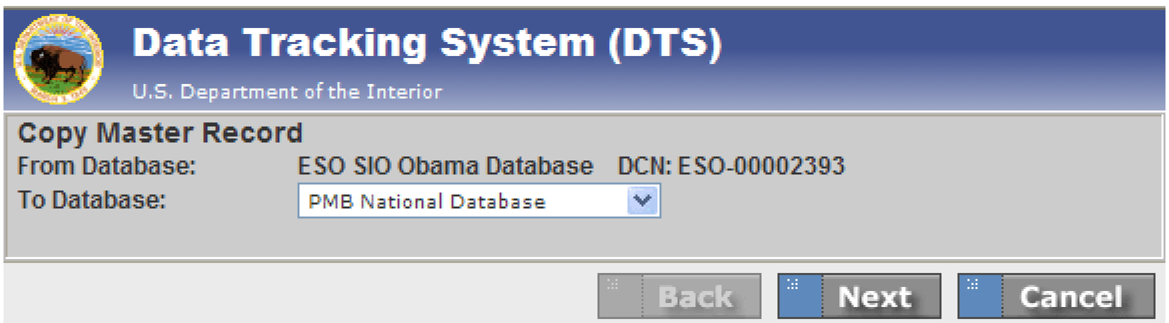
Step (4) Click the Go Back button

COPY RECORD

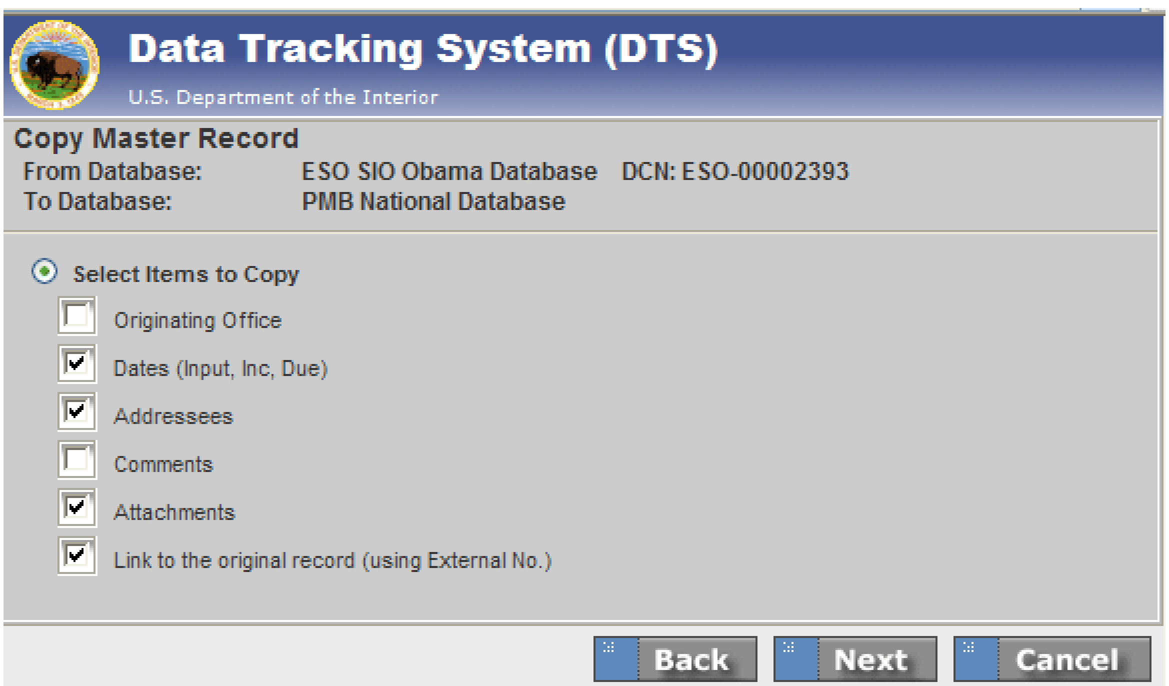
The Copy Record function allows the user to copy records from other agencies' databases into the PMB database. If you need to have this function, contact your DTS administrator.

Step (1) Click the icon on the Navigation Bar.

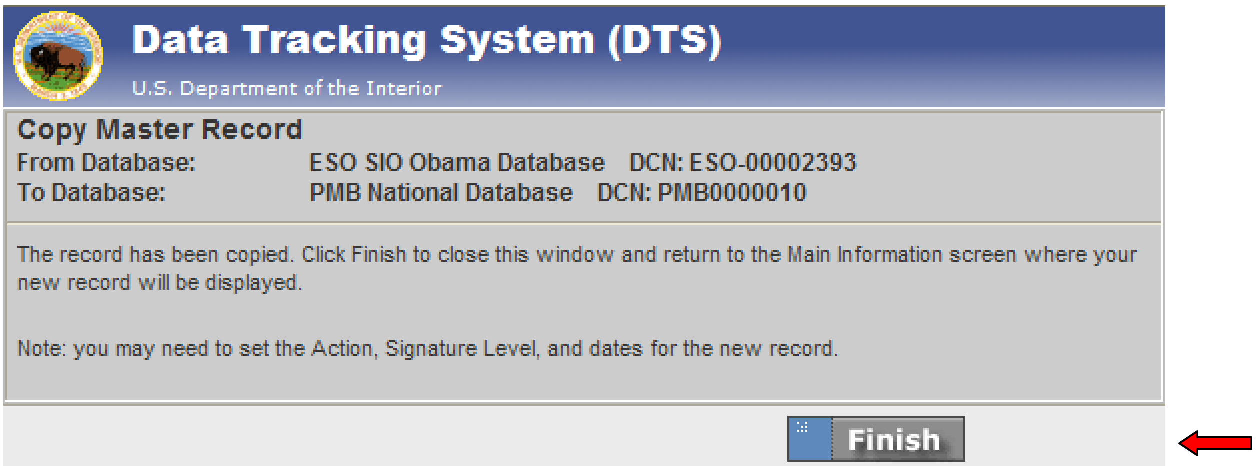
Step (2) Select the database you want to copy the record to from the dropdown. Click Next.



Step (3) Click the checkboxes of the items you want to copy. Click Next

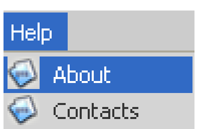


Step (4) A confirmation box will appear showing the new DCN in your database. Click Finish.



HELP

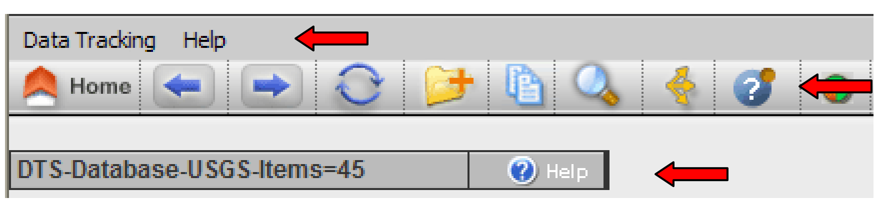
In the Main Information Screen, there are three types of Help

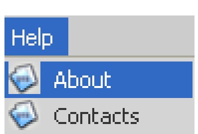


Menu Bar Help

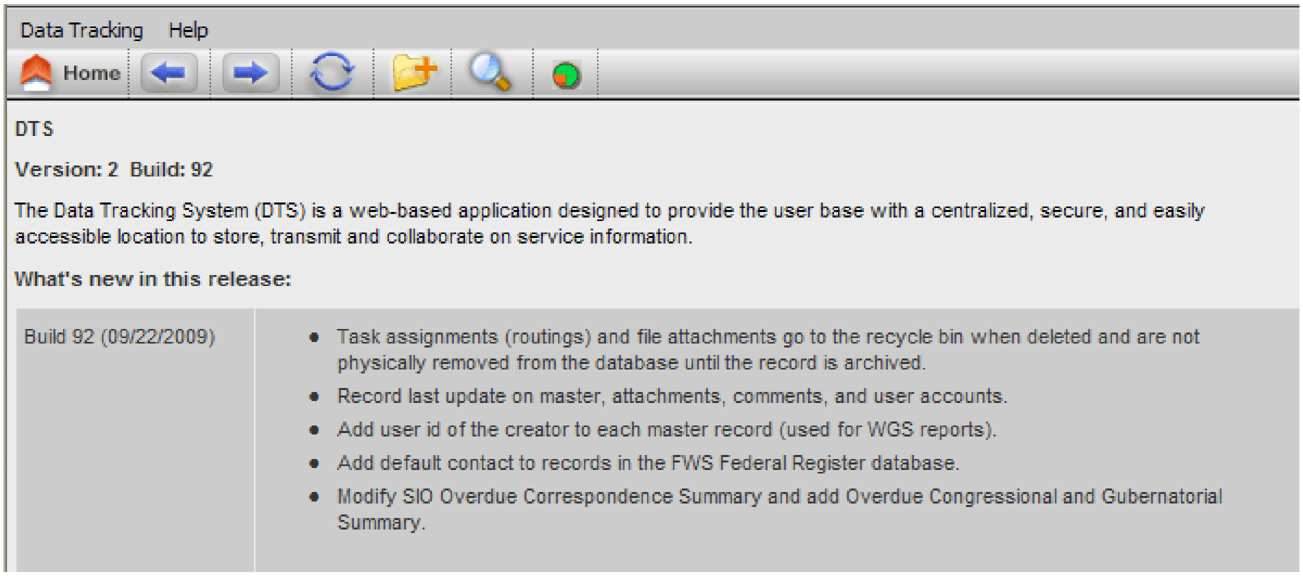
Navigation Bar Help

Reference Help

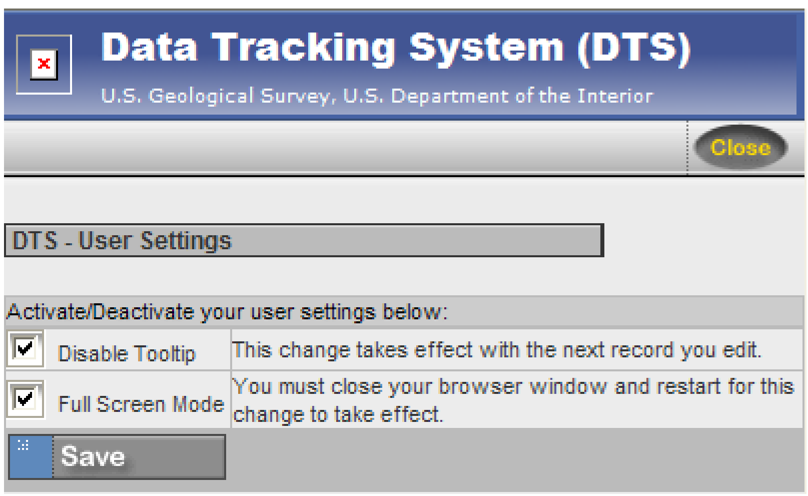


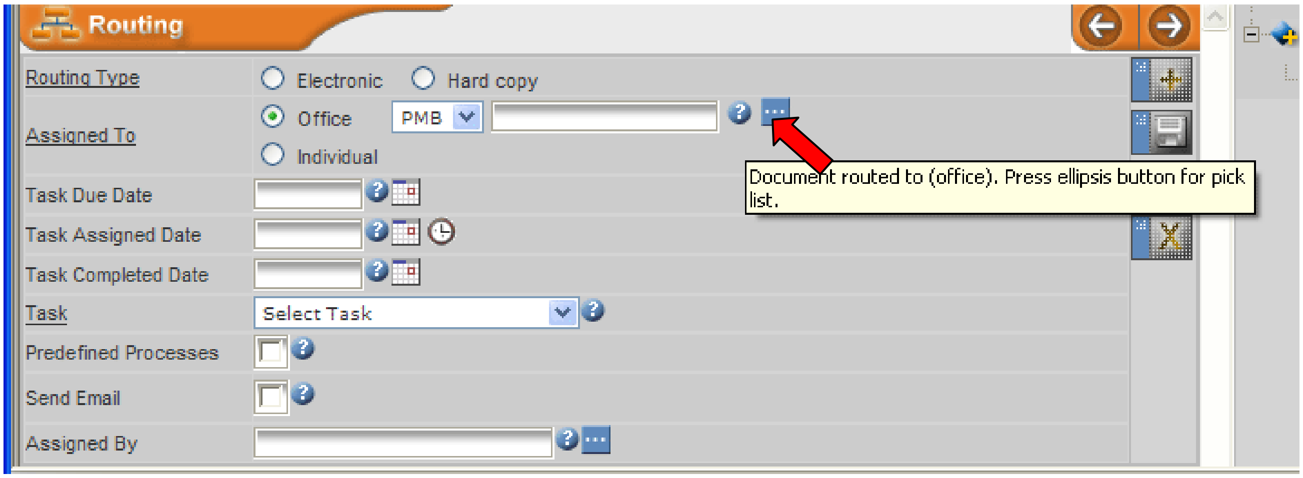
The *Menu Bar Help* 

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



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: